
PeopleSoft HCM 9.2: Global Payroll

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

PeopleSoft Hosted Documentation

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Documentation website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted documentation is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Documentation website is available in English only.

Locally Installed Help

If your organization has firewall restrictions that prevent you from using the Hosted Documentation website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Oracle Secure Enterprise Search for full-text searching.

See *PeopleTools 8.53 Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Secure Enterprise Search, see the documentation for your chosen search engine.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search portlet and link. Click the Help link on any page in the PeopleSoft Online Help for instructions.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product lines provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: PeopleSoft Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<i>Typographical Convention</i>	<i>Description</i>
Bold	Highlights PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Highlights field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. Italics also highlight references to words or letters, as in the following example: Enter the letter <i>O</i> .
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
Monospace font	Highlights a PeopleCode program or other code example.
... (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.

<i>Typographical Convention</i>	<i>Description</i>
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America

- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

PeopleSoft HCM Related Links

[PeopleSoft Information Portal on Oracle.com](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[HCM Abbreviations](#)

Contact Us

Send us your suggestions Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with Global Payroll

Global Payroll Documentation

This topic discusses:

- PeopleSoft Global Payroll application design.
- PeopleSoft Global Payroll documentation structure.
- Documentation road map.

PeopleSoft Global Payroll Application Design

Because the structure of the PeopleSoft Global Payroll documentation is similar to the design of the application, the best way to understand the documentation is to review the design of the application itself.

PeopleSoft Global Payroll is composed of two complementary parts:

- A core payroll application that includes:
 - A payroll rules engine.
 - A payroll processing framework.
 - Processes and setup steps that apply to all countries.
- Country extensions that include:
 - Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).
 - Country-specific rules and elements.

PeopleSoft Global Payroll Documentation Structure

Like the application, the documentation for PeopleSoft Global Payroll consists of two parts: a core book and separate country extension books.

Core Documentation

Like the core portion of the application, which applies to all countries and enables you to develop rules and process a payroll regardless of location, the core book is country neutral. Thus, while it describes the core set of tools that you can use to develop a payroll, it doesn't discuss the local country rules that have been set up for you. For information about how PeopleSoft has extended core capabilities to meet local requirements, refer to the country extension documentation.

Country Extension Documentation

Just as country extensions in the application address local needs, the country extensions in the documentation cover local functionality. This includes:

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Human Resources (HR) setup, such as bank definitions, that varies by country.
- Implementation information that varies by country.

Documentation Road Map

The core and the country extension documentation complement each other, therefore, it is important to read both sets of documentation.

What to Read When

You can approach the documentation in the following way:

- If a process setup is shared between the core application and the country extension, read the core documentation first and then the country extension documentation.

For example, banking is a feature that you first define in the core application and then often continue in the country extension, because most country extensions have some type of banking functionality. You would first read the banking documentation in the core documentation, and then the banking documentation in the country extension documentation.

- If a process is set up only in the core application, read the core documentation.
- If a process is set up only in the country extension, read the country extension documentation.

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

Technical readers who are interested in the technical design of the product should begin by reading the Understanding the Core Application Architecture topic of this documentation, as well as the batch processing information that is mentioned in many of the other topics.

- Functional

Functional readers who are interested in defining rules should begin by reading the country-specific functionality described in the country extension documentation. Functional readers can continue to learn about how to use the tools in the core application by reading the topics on defining payroll elements, such as earnings and deductions, in the core documentation.

- Managerial

Managerial readers should begin by reading the introduction topics of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll product.

Note: To fully understand PeopleSoft Global Payroll, technical or functional persons who are involved in the product implementation should read the core documentation and the applicable country extension documentation in their entirety.

Global Payroll Overview

Global Payroll handles payroll and absence processing and enables you to fine-tune the design of your payroll system. Using a browser environment, PeopleTools, and a rules-based system, you can configure your payroll system online without writing or changing the source code, thus reducing installation time and costs.

Global Payroll contains no application-specific rules or code. Using pay items, called *elements*, you build rules that determine what payroll or absence components are calculated, on a payee-by-payee basis, during batch processing.

Related Links

[Global Payroll Features](#)

Global Payroll Business Processes

Global Payroll provides these business processes:

- Payroll
- Absence
- Banking

We discuss these business processes in the business process topics in this product documentation.

Global Payroll Integrations

Global Payroll integrates with these applications:

- PeopleSoft HR.
- PeopleSoft Time and Labor.
- PeopleSoft General Ledger.

We discuss integration considerations in the implementation topics in this product documentation.

Related Links

[Understanding Payee Data](#)

[Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor](#)

[Understanding the General Ledger Interface](#)

Global Payroll Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding product documentation.

Global Payroll also provides component interfaces to help you load data from the existing system into Global Payroll tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists all of the components that have component interfaces:

Component	Component Interface	References
GP_ACM_USER_ADJ	CI_GP_ACUM_USER_ADJ	See Understanding Accumulators .
GP_CALENDAR	CI_GP_CALENDAR	See Understanding Calendars .
GP_CALENDAR_PERIOD	CI_GP_CALENDAR_PERIOD	See Understanding Calendars .
GP_CALENDAR_RUN	CI_GP_CALENDAR_RUN	See Understanding Calendars .
GP_ED_PYE	CI_GP_ED_PYE	See Defining Payee Overrides .
GP_GL_GROUP	CI_GP_GL_GROUP	See Understanding the General Ledger Interface .
GP_GL_MAP	CI_GP_GL_MAP	See Understanding the General Ledger Interface .
GP_OFFCYCLE_REQ	CI_GP_OFFCYCLE_REV	See Initiating Off Cycle Transactions .
GP_PAYEE_SOVR	CI_GP_PAYEE_SOVR	See Defining Payee Overrides .
GP_RCP_PYE	CI_GP_RCP_PYE	See Assigning Recipients to Deductions and Payees .
GP_BNK_FILE_ENTRY	GP_BNK_FILE_ENTRY_CI	See Entering Bank File Information .
GP_BRACKETS	GP_BRACKETS	See Defining Bracket Elements .
GP_PYENT	GP_PAYENTITY_SOVR	See Defining Pay Entities .
GP_PYGRP	GP_PAYGROUP_SOVR	See Defining Pay Groups .

Component	Component Interface	References
GP_PI_MNL_ERNDED	GP_POSITIVE_INPUT	See Entering Positive Input .
GP_PYE_SECTION	GP_PYE_SECTIONS	See Setting Up Sections .
GP_VARIABLE	GP_VARIABLES	See Defining Variable Elements .

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

See *PeopleTools: PeopleSoft Setup Manager* product documentation.

Related Links

PeopleSoft HCM 9.2: Application Fundamentals

PeopleSoft 9.2: Enterprise Components

Understanding Global Payroll

Global Payroll Features

Global Payroll gives you control over all aspects of your payroll operation in a multinational environment. It supports multiple countries, languages, and currencies, and European Monetary Unit (EMU) processing requirements.

The core application handles payroll and absence processing and enables you to fine-tune the design of your payroll system. Using a browser environment, PeopleTools, and a rules-based system, you can configure your payroll system online without writing or changing source code, thus reducing installation time and costs. Global Payroll adjusts to hardware and software upgrades without altering your view of the system. Your workstations can run on virtually any operating system, because the user interface is browser-based and operating-system-independent.

Because payroll runs are typically large and time-consuming, the system calculates only where needed. Rather than processing 10,000 workers during each run, it processes only 20 or 100 — whatever the number of adjustments you've made to the run. You can run the payroll process over and over again, without spending hours—or days—calculating payroll after payroll.

Elements

Global Payroll contains no application-specific rules or code. Using pay items called *elements*, you build rules that determine what payroll or absence components are calculated, on a payee-by-payee basis, during batch processing.

Elements provide system flexibility. With no payroll rules in the code line, you don't depend on programmers to make system changes. Your functional team members can do most of the maintenance and changes. The system provides utilities to process the entered rules and operates using the element names you've applied.

You'll name and define many elements in Global Payroll, including:

- Earnings
- Deductions
- Formulas
- Proration rules
- Rounding rules
- Accumulators

With a few exceptions, an element resolves to a value. For instance, you might create an element called SALARY that resolves to a specific number; for example, 50,000 for a particular payee and 67,000 for another.

Once an element is defined, you can associate it with a specific country or with all countries. You can even group elements by industry, category, or up to five database fields that are user-defined. The ability to group elements in various ways adds further flexibility to your payroll system.

You can set up elements in any language that is supported by PeopleSoft. PeopleSoft provides translations for all delivered system elements, and you can define the elements you create in more than one language. An organization building a payroll might use some or all of these languages. In short, each organization has the opportunity to create a payroll specific to its needs—in any or all languages—without having to rework the internal processes of the system.

Important! Defining elements is an important concept of Global Payroll because you must name, define, and sequence every aspect of the payroll process before the system can successfully complete a payroll.

Payroll Rules

Payroll rules are a set of elements that are used to:

- Calculate, accumulate, and aggregate pay items.
- Group and sequence pay items.
- Combine a series of formulas and logic statements into an iterative process.

A rule usually uses one or more elements. Payroll rules, combined with filtering mechanisms such as eligibility groups, generation control, payee assignments/overrides, and supporting element overrides, determine which elements are calculated. After defining your payroll rules, you add them to the main control feature, called a *process list*. The process list determines which elements are processed during the pay run, and the order of processing.

Each country defines its own Global Payroll rules.

Note: While the core application delivers a set of best-practice rules that can be used for any country, it does not include rules that are specific to a particular country. Country-specific rules are typically delivered as part of the country extensions. Some customers buy only the core application and develop new country-specific rules by modifying the delivered best-practice rules or creating new ones.

Payroll Processing

Once Global Payroll is set up to meet your organization's needs, processing your payroll involves:

- Determining which payees are to be paid for each payroll run.
- Running the payroll calculation process.
- Rerunning the payroll calculation process, if necessary, until you obtain the correct results.

- Finalizing the payroll run.
- Performing postprocessing functions such as banking, reporting, and generating payslips.

The first step is determining which payees to process. Once payees are selected, you run the payroll calculation process. If a few payees have had changes to their data since your last payroll or absence run, you can run the calculation process again only for those payees. There is no need to reprocess all of your payees. You can rerun your calculations as many times as necessary, until you are confident of your results.

Off Cycle Processing

Off cycle payroll processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off cycle transactions are typically made to correct prior payments or to make early termination payments that can't wait until the next scheduled on-cycle payroll.

You can readily launch an off cycle process without creating additional calendars, and the system automatically suspends the on cycle run. This feature is useful for any organization, but especially those organizations that have high attrition rates. Global Payroll supports the following four types of off cycle transactions:

- Manual payments
- Corrections
- Additional payments
- Advances

Absence Processing

Tracking payee absences is critical for payroll accuracy. You need to know whether payees are sick, on vacation, or absent for another reason. Most important, you need to know whether to pay them for the time they were absent.

With Global Payroll, you define valid absence types and how your organization handles them. You set up absence entitlement and absence take rules and use them to track and pay for payee absences.

Segmentation

Segmentation refers to the process of calculating all or a subset of elements in a process list in separate slices or segments. You can segment components of pay based on changes in compensation, employee status, or other events during a pay period. For example, if an individual changes jobs during a pay period and your organization separates components earned in the first job from those earned in the second job, you can set up your system to trigger segmentation of earning results on the payslip when there's a change to the job change action/reason field in PeopleSoft HR.

Global Payroll provides two types of segmentation—*period segmentation* and *element segmentation*—in order to handle such situations.

Retroactivity

Sometimes you must correct or add data that applies to a specific pay period after payroll processing for that pay period. Global Payroll's retroactivity features help you handle such situations.

Real Time Integration with Other PeopleSoft Applications

Global Payroll integrates with other PeopleSoft applications, sharing the same relational data structure, user interface, reporting tools, and configuration capabilities. Because the components are integrated, Global Payroll has access to information from other PeopleSoft tables.

Chapter 3

Introducing the Core Application Architecture

Understanding the Core Application Architecture

Global Payroll is built on a core application that organizations in all countries can use to create payroll systems. Understanding the core application architecture will enable you to better understand the complex details of Global Payroll.

Understanding Elements

When you create your payroll system using Global Payroll, you want to be sure that it meets all the requirements of your organization. One of the ways that PeopleSoft ensures this is by building the payroll system through the use of components called *elements*.

this topic discusses:

- What is an element?
- Combining elements into rules.
- Why the core application uses pay item name (PIN) processing.

What Is an Element?

An element is the smallest component of Global Payroll. Elements are building blocks that relate to other building blocks to define your payroll system.

You define each element only once and use it repeatedly anywhere in the system.

This table lists the element categories:

Type of Element	Description
Data retrieval	Retrieves data. Some are predefined elements (called <i>system elements</i>) that are delivered by PeopleSoft. Others you define when creating your payroll system.
Calculation	Performs a calculation.
Organizational	Defines the structure and framework for the system.

This table lists alternative element categories:

Type of Element	Description
Primary	Represents primary rules for earnings, deductions, and absences.
Supporting	Usually not used alone, but used to create other, more complex elements such as earnings and deductions.
Miscellaneous	Represents such things as eligibility criteria, accumulators, and certain types of rules.

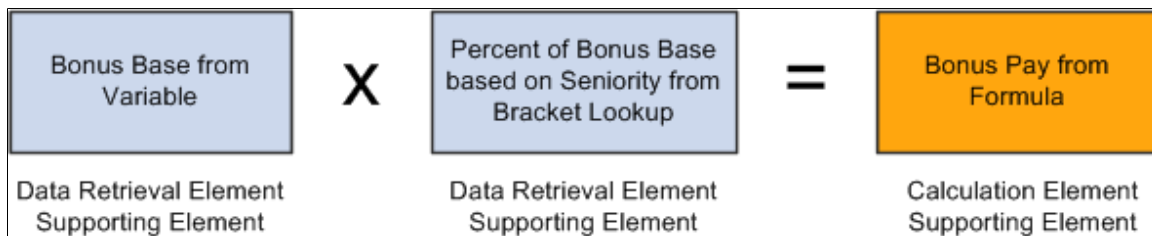
You can combine these elements in an unlimited number of ways to produce the results that you need for your payroll processing.

Example

Let's say that you want to calculate a payee's bonus pay. One element might be defined to contain the base bonus amount. Another element might be defined as a bracket element that retrieves the correct percentage of the base bonus based on a payee's seniority. Still another element might be defined to calculate the bonus earning by multiplying the base bonus amount (from a variable) by the percentage of bonus base from the bracket lookup to produce a bonus earning amount.

Image: An example of how elements work together

This example shows how elements relate to each other in Global Payroll.



Related Links

[Understanding Elements](#)

Combining Elements Into Rules

In Global Payroll, you create and store rules by entering data through the online pages.

These rules drive the core application and define the payroll process. Think of a *rule* as what defines how an element is calculated. Rules define the payroll process itself.

Each country using Global Payroll defines its own rules. For example, overtime in one country might be defined as the last three-month average rate of pay multiplied by a factor based on the payee's seniority (5 years of service = factor of 1.3, 10 years of service = factor of 1.5, and so on). Global Payroll enables you to define rules that address your specific payroll processing needs.

Note: Through its country extension applications, PeopleSoft delivers a set of data that predefines most of the country-specific rules that your organization needs for its payroll system.

Image: Elements are manipulated by rules to create the payroll process

This diagram shows how elements and rules define your payroll process.



Important! There is usually no need to modify the Global Payroll COBOL programs. Using the online pages, you can configure the system to meet your payroll processing needs. PeopleSoft strongly discourages the modification of the delivered COBOL programs—with the possible exception of modifying array size—because modifications can affect the integrity of the entire system.

Related Links

[Defining Array Elements](#)

Why the Core Application Uses Pay Item Name (PIN) Processing

A PIN number is a numeric identifier for an element. Every element in Global Payroll has a unique PIN number, including the elements that you create and the elements PeopleSoft delivers. Global Payroll programs access and process an element by referring to its PIN number, rather than its name.

A PIN is referred to as an *element* in Global Payroll. A PIN and an element are identical, and a PIN number is the same as an element number. We explain the term PIN here because it is referenced throughout the programs and table structure of the application. Think of PIN as the technical name that is used in the programming and table structure and *element* as the functional name that is used on all pages and discussions.

This is necessary because Global Payroll is designed for use by any organization in any country. Each organization will likely give the elements that form the basis for its payroll system different names, depending on its requirements. And organizations in different countries are going to name their elements using different languages. Also, the system elements delivered by PeopleSoft are often translated into many languages. If the name were the only way to identify an element, there could be problems.

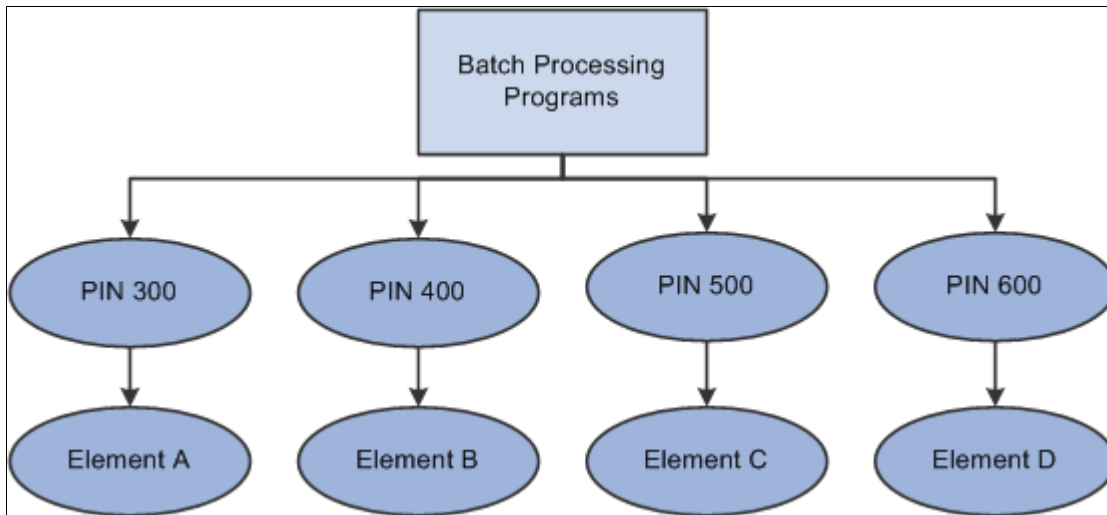
PIN numbers also improve performance within batch processes. It is more efficient for the system to use numeric values than to use character values. This performance improvement is a result of being able to easily read the numeric values into the processing arrays and create a pointer to the correct place in the array.

PINs are numbered sequentially.

Note: The system assigns a PIN number to each element that you create. The first number the system assigns is 100,001. PIN numbers prior to 100,001 are reserved for the elements that are delivered with Global Payroll.

Image: Elements are accessed by PIN number

This graphic illustrates how elements are accessed by PIN number rather than by element name.



Understanding the Processing Framework

The Global Payroll core application is a common foundation and structure that organizations in every country use to build their own calculation rules. The core application determines the basic framework for your payroll and absence processing. This framework supplies the normal processing sequence, organizational structure, and processing structure for calculating a payroll or an absence.

this topic discusses:

- The processing sequence
- The organizational structure
- The processing structure
- Calendars

The Processing Sequence

A payroll or absence process consists of several processing phases, some of which you can run together. The typical processing sequence (the order in which Global Payroll executes phases of a batch process) for a payroll or absence run consists of these phases:

- Identification (payee selection)
- Calculation

- Finalization

You can also run Cancel, Freeze, Unfreeze, and Suspend phases as needed and modify processing instructions by payee.

When you first launch the batch process, Global Payroll determines which payees are to be selected and calculated for the payroll or absence run, based on the selection criteria that you have specified. This identification phase is executed only once for each calendar group ID.

During the calculation phase, payroll or absence calculations are performed. Each payee is processed sequentially. As the system encounters each payee, it processes each element that is identified in the process list. Various criteria such as eligibility and generation control are considered in selecting which elements to process.

The calculation process can be repeated any number of times; only the payments that are appropriate to calculate are processed. When a calculation is first executed, all payments are processed. During subsequent calculations, only the following payments are processed:

- Payments resulting from iterative triggers.
- Payments for which you have entered recalculate instructions.
- Payments that encountered errors during the previous run.

An iterative trigger can be produced when data changes for a payee. For example, a change to a payee's rate of pay might create an iterative trigger. Or the addition of a new hire to the calendar group ID can produce iterative triggers.

Finalizing an absence or payroll run closes and completes the process.

Related Links

[Understanding Payroll Processing](#)

[Understanding Triggers](#)

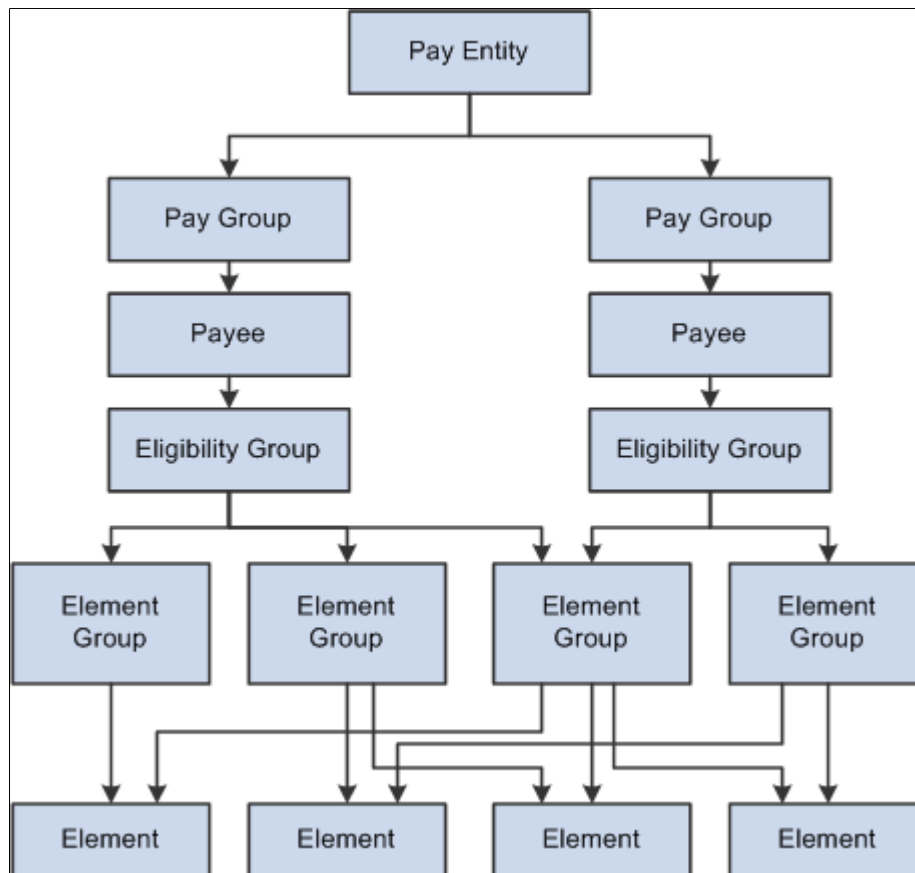
[Understanding Process Lists](#)

The Organizational Structure

The Global Payroll core application determines the organizational structure for payroll processing.

Image: Organizational structure of Global Payroll

This diagram shows the hierarchy of components in the organizational structure.



Pay Entity

Pay entity defines the organization making payments to payees. It also defines the type of currency to be used as the processing currency for every calculation.

Only one processing currency can be defined in Pay Entity. However, you can have multiple types of currency used as input and output. For example, you could enter your data in one type of currency and have 50 percent paid in one currency and 50 percent in another currency, regardless of the processing currency defined in pay entity.

The processing currency defined in pay entity is the currency that is used to generate reports.

A pay entity can be linked to one or more pay groups. However, each pay group is linked with only one pay entity.

You associate a specific country with each pay entity. This country designation is important for many features in Global Payroll such as the groups of calendars with a single calendar group ID, retroactive methods, and trigger definitions.

Pay Group

Global Payroll uses a logical grouping, called pay group, to qualify individuals for payment. Typically, all individuals in a pay group have something in common that causes them to be processed at the same time in the payroll system.

Common examples of pay groups are salaried and hourly pay. You can assign a payee's default earnings and deductions based on pay group if you select this option at installation time. A pay group can be associated only with a single pay entity.

Each pay group has a default eligibility group associated with it. This is traditionally the default earnings and deductions for the pay group population. The default eligibility group that is associated with a pay group is used as the payee level default. You can override these defaults.

Pay groups are ultimately associated with pay calendars to process a payroll. It is important to group payees who are paid with the same pay frequency—weekly, monthly, and so on—as well as payees who typically receive the same type of earnings and deductions.

Payee

Payees are the people in your organization that you want to pay.

Payees who are included in a pay group definition can be members of different eligibility groups. The only link between pay groups and eligibility groups is from a default perspective. The eligibility group that is defined on the Pay Group page is used as an initial default for the payee. You can override the default.

Eligibility Group

An eligibility group is a grouping of element groups. Eligibility groups indicate the specific elements for which a certain payee population is eligible. The default eligibility group is defined at the pay group level. A payee is assigned to an eligibility group through the default that is defined at the pay group level. You can override the default value.

For example, let's say that you have a pay group for all payees who are paid monthly. Of those payees, 99 percent are regular, salaried payees who are eligible for regular earnings. However, you also have 10 executives whom you want to pay in that same pay group. These executives are eligible for a slightly different set of earnings and deductions. You can override their eligibility group and assign them to the EXEC EARNINGS eligibility group. You can have only one default eligibility group for each pay group.

Element Group

Element groups provide a method of assigning a large number of elements (like taxes) to many eligibility groups without repeating the elements in each and every eligibility group. Element groups provide a means for grouping these elements. You can assign any number of element groups to an eligibility group.

Elements

Elements are the basic building blocks of Global Payroll. The organizational structure of the system begins with the definition of these basic payroll components.

Related Links

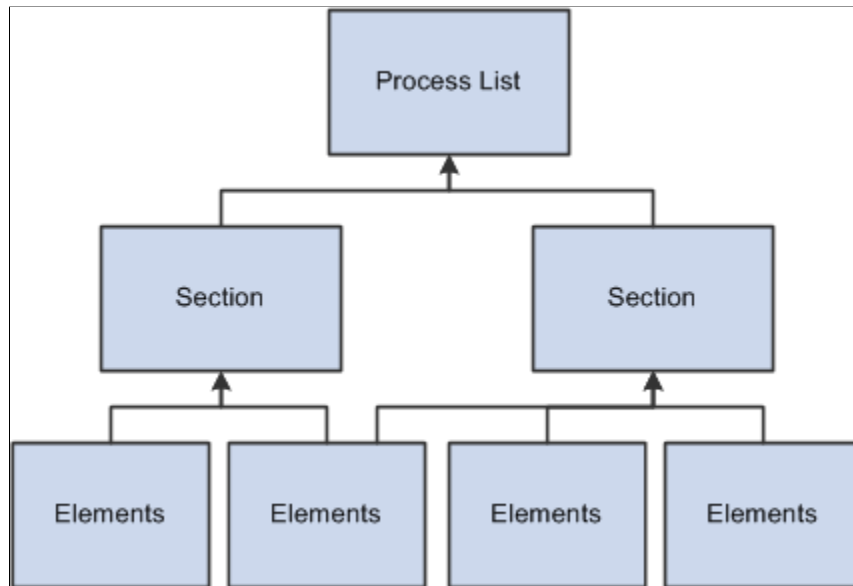
[Understanding Payee Data](#)

Understanding the Organizational Structure

The Processing Structure

Image: Processing structure of Global Payroll

This diagram shows the components of the Global Payroll processing structure.



Process List

A process list specifies the order in which gross and net pay elements are processed and resolved. You add these elements to the process list by using sections. You add sections to your process list; the sections are processed in the order in which you insert them into the list. You can also execute sections conditionally.

The process list is where you indicate whether you are calculating an absence or a payroll. You use separate calendars for absence and payroll processing runs, so you must create separate process lists for absence and payroll runs.

On the Process List - Definition page you indicate what type of calculation is taking place. If the calculation type is absence, then the gross, net pay, and minimum net element name fields are not available. If the calculation type is payroll, then the gross and net pay element name fields are required. The minimum net element is optional. If the minimum element is not entered, the minimum net amount is considered to be zero. When you enter the gross and net pay element names, you are referencing the gross and net accumulators.

The net pay element and minimum net element are used during deduction arrears processing. The deduction amount is compared to the net plus minimum to see if the deduction can be taken. If the net plus minimum is less than the deduction, the system follows its own set of rules to process the deduction.

The net and gross element numbers and values are stored in output tables so that you can access this data for reporting and online inquiries.

Section

A section is a grouping of elements and controls the order that those elements are processed on the process list. Five types of sections are used for different types of processing:

- Standard sections are used during an absence run, a payroll run, or both.
- Sub process sections are used for payroll runs and can be used for gross-ups.
- Payee sections are used for payroll runs.

Payee sections are used for garnishments or any other element that needs to provide the flexibility to distinguish which elements should be processed, and the order, at the payee level.

- Generate Positive Input sections are used during an absence run, a payroll run, or both.

This type of section can be used to create positive input for different calendars.

- Absence Take section are used for absence runs.

You can use this type of section to process absences in date sequence.

Once you have defined a section, you can reuse it in multiple process lists.

Elements

Elements are the basic building blocks in Global Payroll. Some stand alone while others use several simple elements (called *supporting elements*) that are combined to form more complex elements.

During a payroll or absence processing run, the system resolves each element in the process list for each payee. The elements that are resolved depend on a payee, so the resolved value of an element depends on which payee is under consideration.

Related Links

[Understanding Processing Elements](#)

[Understanding Elements](#)

Calendars

To run a payroll or absence process, the relevant components of the system are linked together through the use of calendars. A calendar controls who is to be paid, what amounts are to be paid, and the period of time for which the payment is being made.

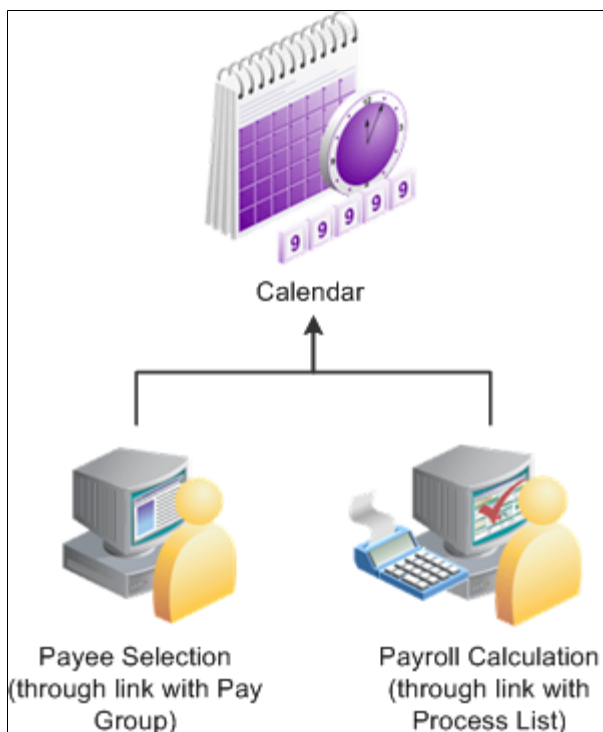
Only one pay group can be associated with a calendar. Through the use of various selection criteria, you can define who is going to be paid:

- Calendar run types enable you to define what is being paid.
- Calendar period IDs define the period of time for which the payment is being paid.

- Calendar group ID groups the calendars that you want to process at the same time.

Image: Calendar links the entire process together

This diagram shows how calendars tie together the components of a payroll or absence run.



Related Links

[Understanding Calendars](#)

Understanding the Batch Architecture Process Flow

this topic discusses:

- Global Payroll modes.
- Payee selection.
- Calculation (technical).
- Arrays used in batch processing (technical).
- Batch processing output tables.

Global Payroll Modes

Global Payroll processes payees and elements by utilizing a very specific processing order. All the components of the system that you define, such as payees, elements, and rules, come together at the time a payroll or absence run is executed.

Think of Global Payroll as having two primary modes:

- Setup mode

During the setup mode, you define the various elements, rules, and other system configurations that make up your payroll system.

- Processing mode

It is during the processing mode that Global Payroll looks at all the setup information that you've defined, along with any data that you've entered, and processes it according to your specifications.

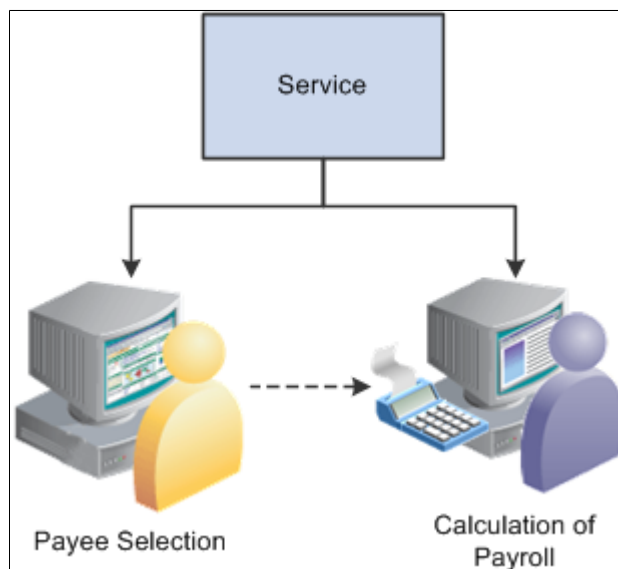
Note: The discussion in this section about the batch architecture process flow is a very high-level overview of the process. Each phase of the process is discussed in greater detail later in this product documentation.

Payee Selection

When you run a payroll or absence batch process, the first program that the system calls is the Service program. The Service program acts as the coordinator between the selection of payees to be processed and the calculation process. The Service program initiates the payee selection process. Once the payees are selected, the Service program passes control of the data that was created during the payee selection phase to the Calculation program.

Image: The Service program is the batch processing starting point

This diagram shows how the Service program coordinates the payee selection and calculation phases.



Before you can process a payroll, you must identify the payees that are to be processed. In Global Payroll, this is called *payee selection* or *payee identification*. Payee selection is required in payroll and absence processing.

The payee selection process is separate from the calculation process. No rules are defined for payee selection that is associated with a payroll or absence calculation. The payee selection phase of the process only identifies the payees and creates the data that is later passed on to the calculation phase.

The pay calendar acts as the controlling function that coordinates and defines the payee selection and calculation processes. The Payroll/Absence Run Control also controls payee selection.

On the calendar definition page, you indicate whether you want active payees or listed payees selected. If you select active payees, you are offered a number of other defining choices. If you select listed payees, you insert the employee ID numbers for the payees that you want to select.

The payee selection process also uses retroactive and period segmentation triggers. Retroactive triggers can cause other pay periods besides the current pay period to be processed for a particular payee. Period segmentation triggers can cause the pay period to be split into segments, thus producing multiple calculations.

The result of the payee selection process is the creation of Process Status (GP_PYE_PRC_STAT) and Segment Status (GP_PYE_SEG_STAT) records. A Process Stat record is created for each payee for each calendar (including retroactive processes). A Segment Stat record is created for each payee for each segment in each calendar. The Process Stat and Segment Stat records are the storage places for the payee data that is related to the calendar that is being run. Essentially, the Process Stat and Segment Stat records list the payees and all the pay periods that are to be processed, including the current pay period and possible retroactive periods.

Related Links

[Processing Concepts](#)

[Understanding Calendars](#)

Calculation (Technical)

Once payees have been selected, the Service program passes control to the calculation phase of the process. The calculation phase uses the data that is stored in the Process Stat and Segment Stat records as the beginning set of payee data.

The first step in calculating the payroll is to load process-level data into arrays, including data from sources such as pay entity, pay group, eligibility group, calendar, and the process list. This system data is more static than the payee-specific data.

The calculation programs process each payee, using the Payee Process Stat records and Payee Segment Stat Records that were created during the payee selection phase. The program loads all the payee-level data into payee arrays, including data from table sources such as Job, Person, Compensation, Overrides, and Positive Input.

The process that loads the payee-level data into the arrays also refreshes its data or reset pointers to data between every payment so that:

- The correct effective-dated information is always used.
- The correct year-to-date balances are always reflected.
- Any positive input—such as absence data—is always forwarded into the next payment.

At this stage, all the process-level and payee-level data is loaded into arrays, ready for processing.

Next, the calculation phase checks element eligibility.

The calculation program calls the Process List Manager program, which looks to the process list to determine which elements will be processed and in what order.

When the Process List Manager encounters an element to be processed, it calls the PIN Manager (a program that manages individual elements) to process each element that passed the element eligibility check earlier in the process. The PIN Manager references the PINV array during this process. The PINV array stores the results of all element resolutions during payroll batch processing. If the data stored in PINV indicates that an element has not already been resolved, the PIN Manager calls a PIN resolution program (a program that processes specific types of elements).

A separate array, called *PINW*, stores the accumulator data that is resolved during batch processing.

Each PIN resolution program resolves a specific type of element. For example, one PIN resolution program might resolve earning elements while another might resolve formula elements. The PIN resolution program loads the element definition into memory. Then the program overrides the definition that is stored in memory with any payee overrides or positive input that is designated for that payee. If any elements are referenced in the element and overrides definitions that are now in memory, the program calls the PIN Manager to resolve them. Remember, an element can comprise other elements. During processing, this means that to resolve a single element, the system might need to resolve any number of other elements from which the primary element is created. The results of this process are used to calculate the values of earnings, deductions, and other elements, and pass the values back to the PIN Manager, which writes them to the main value array (PINV).

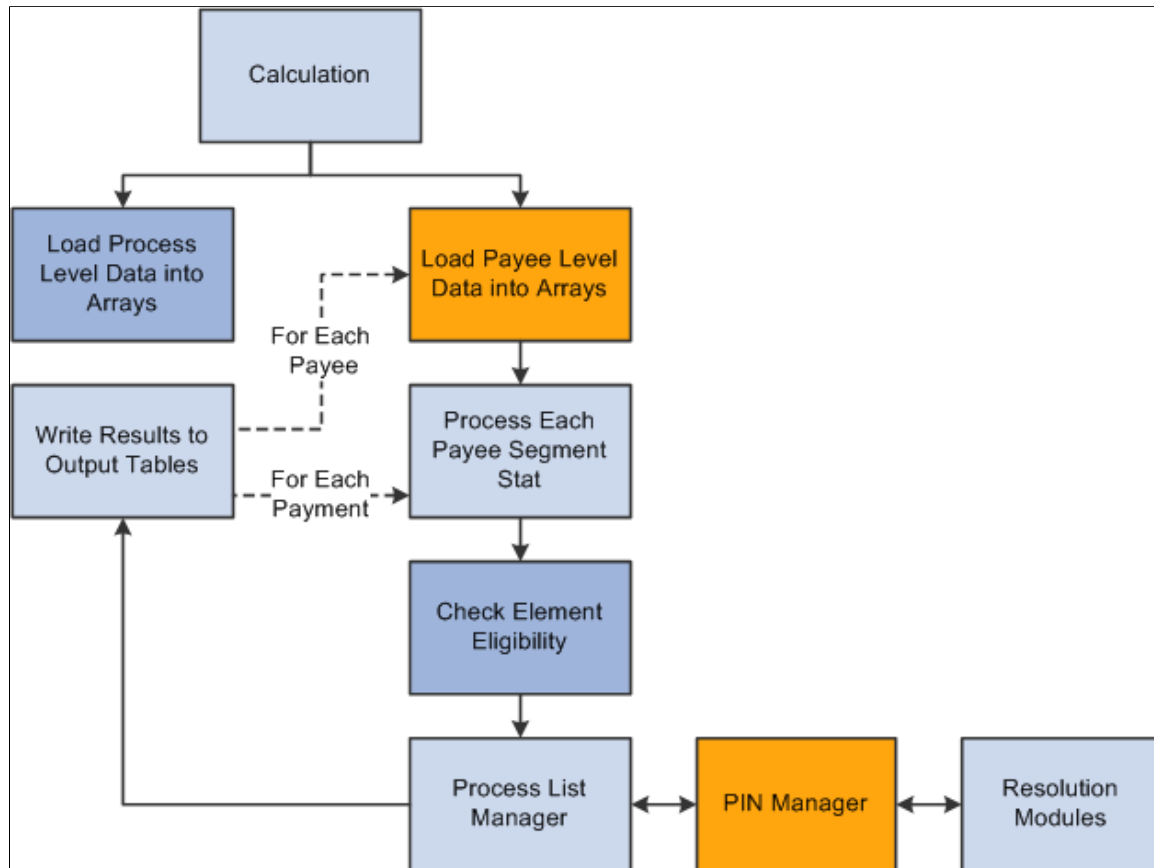
Each element is resolved in a cyclical (or *recursive*) manner; that is, each element is resolved, and the data is stored (in PINV or PINW). Then the Process List Manager again looks to the process list to see what element is to be processed next, and the process is repeated.

When all calculations are complete for the payroll or absence run, the program writes the results to the appropriate output tables. First, the program references the PINV and PINW arrays and writes the results

to the database. Then it references all positive input and writes the data to the positive input history records. Finally, the program generates deltas for any future retroactive processing.

Image: The calculation process

This diagram shows the calculation phase of the batch process.



Related Links

[Defining Element Eligibility](#)

[Understanding Overrides](#)

[Understanding Positive Input](#)

Arrays Used in Batch Processing (Technical)

In Global Payroll batch processing, arrays are used to store data. Arrays are temporary tables that COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the appropriate output tables.

Occasionally you might need to modify the COBOL programs to accommodate a larger maximum array size than is defined in the programs that are delivered by PeopleSoft. If an array is too small (the data overflows the array), you get an error message, and the batch process fails. The error message (MSGID-ARRAY-OFLOW) identifies the array and the COBOL file where the array is defined. This guides you to the location in the designated file that might need modification.

Increasing the Occurs Count in Arrays

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of the payroll process tables that are typical for a payroll run.

You can increase the maximum size of an array by increasing the occurs count in the appropriate table access program.

Note: This is the only COBOL modification that we detail because COBOL modifications to the delivered Global Payroll programs are *strongly* discouraged.

For example, let's look at a piece of unmodified code in GPCDPDM.CBL.

Below is an array and its related COUNT control field that prevents the program from aborting. When you make a modification, both *highlighted* numbers must be changed and kept in sync.

```
05  L-PMT-COUNT          PIC 9999    VALUE 0    COMP.
      88  L-PMT-COUNT-MAX          VALUE 200.

05  L-PMT-DATA           OCCURS 200
                          INDEXED BY PMT-IDX.
```

The assumption here is that there will never be more than 200 payments processed for a payee during any calendar run. If more than 200 payments were processed, the program would issue an error message (MSGID-ARRAY-OFLOW), and the payroll process would terminate.

While the system loads and refreshes this array once for each payee, the system refreshes other arrays for each payment, and loads and increments others throughout the entire process.

This type of modification is not difficult to deal with when you upgrade to a new Global Payroll release, when PeopleSoft delivers a whole new set of source code. Simply move your array size modifications to the new code line. Whenever you change the size of an array, be sure to recompile the entire Global Payroll COBOL code line (GPP*).

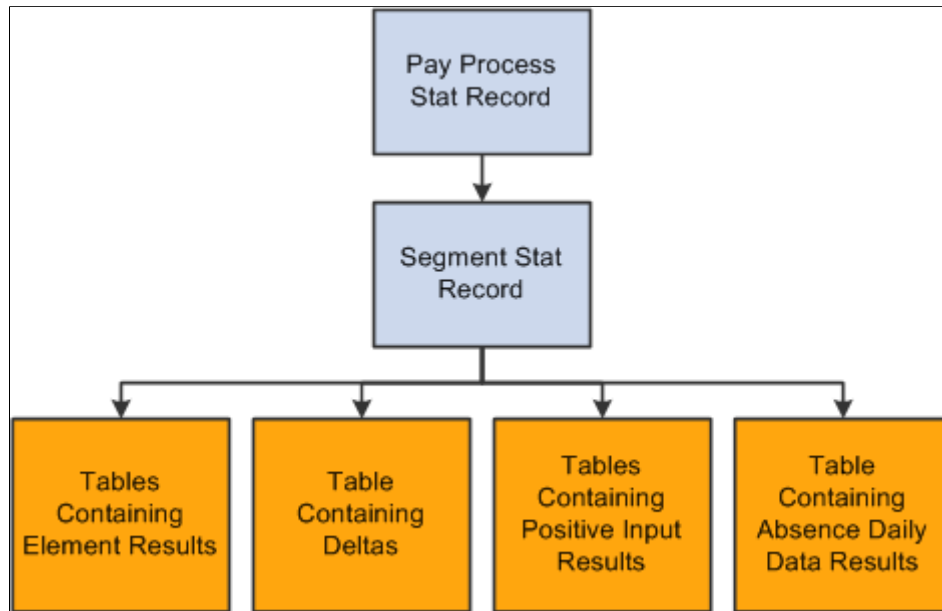
Batch Processing Output Tables

The goal of a payroll or absence batch processing run is to produce a set of output tables, where your important batch processing data results reside. Once you know the type of information that resides in the

output tables that are generated by Global Payroll, you can use those tables to produce reports and other data manipulations that are relevant to your organization's needs.

Image: Relationships Between batch processing output tables

This diagram shows the relationships between the batch processing output tables.



Tables Generated by Payee Selection Process

The payee selection process generates the following tables:

- Pay Process Stat (status) record (GP_PYE_PRC_STAT).

There is one Pay Process Stat record for every EMPLID/EMPL_RCD combination per calendar.

There is a one-to-one/many relationship between the Pay Process Stat record and the Segment Stat record.

- Segment Stat record (GP_PYE_SEG_STAT).

The Segment Stat record is a child of the Pay Process Stat record. There is one Segment Stat record for each gross to net within the calendar.

Tables Containing Element Results

The following tables contain element results:

- Earnings/Deductions (GP_RSLT_ERN_DED).

Contains the results of earnings and deductions after batch processing.

- Other Elements (GP_RSLT_PIN).

Contains the results of miscellaneous element resolutions after batch processing including the results for absence entitlement elements.

Table Containing Accumulator Results

The Accumulators table (GP_RSLT_ACUM) contains the results of accumulators after batch processing.

Table Containing Deltas

The Deltas table (GP_RSLT_DELTA) contains deltas, which are the differences between two element results. This data is often important for processing retroactivity. This table is a child table to the Segment Stat (segment status) table (GP_PYE_SEG_STAT), which is a child of the Pay Process Stat table (GP_PYE_PRC_STAT).

Tables Containing Positive Input Results

The following tables contain positive input results:

- Positive Input Data (GP_RSLT_PI_DATA).
Contains the results of positive input calculations after batch processing. Only the positive input rows that were used in the calculation are included in this table.
- Positive Input Supporting Element Overrides (GP_RSLT_PI_SOVR).
Contains the results of supporting element overrides after batch processing.
- Absence Daily Data (GP_RSLT_ABS).
Contains the absence daily data results.

Understanding Multiple Currencies

A key part of any multiple country system is currency support. Global Payroll streamlines the process of using multiple currencies. You can enter amounts and make payments in any currency—the system performs all necessary conversions using the parameters that you define.

this topic discusses:

- Using and defining currency.
- Currency at the pay entity level.
- Currency at the element level.
- Exchange rate types and dates.
- Accumulators and currency.
- Viewing payments across multiple currencies.
- Online currency defaults.
- Currency in batch processing.

Note: Global Payroll is designed to meet the changing currency requirements of the European Monetary Union (EMU). The system supports all currencies and enables multiple currency conversions.

Using and Defining Currency

To use multiple currencies in Global Payroll, you set up and maintain the following tables:

- CURRENCY_CD_TBL (stores currency code data).
- CURR_QUOTE_TBL (stores currency quotation method data).
- RT_INDEX_TABLE (stores market rate index data).
- RT_TYPE_TBL (stores market rate types).
- RT_RATE_TABLE (stores market rate data).

These PeopleSoft Component tables are used universally by PeopleSoft HR.

See *PeopleSoft 9.1 product documentation: Enterprise Components*

Once you have defined the currency codes, types, exchange rates, and base currencies that you use in your system, you'll need to understand how Global Payroll uses this information so that you can run your payroll using multiple currencies.

The pages referred to in this discussion are described in detail in other areas of this documentation; here we discuss only how the fields on the pages are used in currency processing.

Once you've set up your currency rate codes, rate types, and exchange rates, you can use them to control your input and output amounts.

This table describes the Global Payroll two-tiered approach to currency codes:

Tier	Currency Code Use
Pay Entity	Determines the processing currency for all payees in this pay entity. If no override currency code is present at a lower level, the system assumes that the amounts are in this processing currency.
Definition of database field or element	When you enter a payee's base compensation as a database field, on the Job Table or in the Payee Data component, you can enter a currency code. Also, when you define certain other elements, such as earnings and deductions, you assign a currency code to the definition. Then the system knows that your input for this definition is in that currency. The currency is converted to the processing currency for gross-to-net processing.

In Global Payroll, you must enter a currency code every time you enter a monetary value on a page. The currency code designates what monetary unit you are entering.

Related Links

"Understanding Currency (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Currency at the Pay Entity Level

For payroll purposes, the pay entity is the highest level of an organization. All payees are assigned to pay groups. Each pay group is assigned to one—and only one—pay entity. The currency entered on the Pay Entity page affects all pay groups that are assigned to that pay entity and all payees who are assigned to those pay groups. We refer to the pay entity currency as the processing currency.

All calculations for payees who are associated with this pay entity occurs in the pay entity currency. Before processing, all input items are converted to this currency. After processing, all output values are stored with net distribution information for each payee. Eventually this information is passed to banking payment files. Any conversion of a monetary output value to a different currency is handled by the party who receives the information, such as a bank.

Always define your processing currency as the currency that is used for most of your input and output, unless your country or locality requires stipulating what currency must be used for processing.

Note: You cannot override the processing currency. This doesn't mean that you can't enter amounts, or get output, in other currencies; it means that the processing occurs in this currency. If you override the default currency, the payments are converted to the processing currency for processing.

Related Links

[Defining Pay Entities](#)

Currency at the Element Level

There are many kinds of monetary elements in Global Payroll. You can use currency with base compensation and with other elements.

Using Currency with Base Compensation

When a payee's base earnings are entered on the Job Data pages, you attach a currency code to the amount. If this currency is not the same as the processing currency, the system converts the amount entered into the processing currency before processing a payee's payment. If you do not enter a currency code, the system assumes that the amount is expressed in the processing currency and does no conversion.

Note: The currency code on Job Data appears by default from the base currency on the Installation Table, not from the Pay Entity Table. The base currency does not have to be the same as the pay entity currency—base currency has no impact on Global Payroll. However, check the code carefully to ensure that the default is correct. If it is not correct, change it.

Using Currency with Other Elements

Earnings and deductions are examples of elements. When you define an earning or deduction element, you enter other supporting elements, such as variables, in one of the component fields for the earning or deduction element. A component field, such as a base or a rate, can have a monetary format. The system requires that a currency code be provided for any field with a monetary format. At the point of entry into the batch system, the currency of a monetary value will be converted to the processing currency. If a monetary value is defined on a variable, then in the variable program, the amount will be converted to the processing currency. From that point on, the converted value will be used during the calculations. If the variable is used within an earning calculation, the converted value will be used.

Related Links

[Working with System Elements](#)

Exchange Rate Types and Dates

When the Global Payroll calculation encounters a currency value that is not in the processing currency as defined at the Pay Entity level, the payroll system must perform a currency conversion. To do this, the system must know which exchange rate type to use and the dates to which it applies. The exchange rate type and dates documented below only apply to calculations performed within the Global Payroll process. They do not apply to other features like online currency conversions.

Exchange Rate Types and Dates at the Payee Level

You can override the exchange rate type and date at the payee level on the Payee Data Defaults page. Let's say that ten payees in the United Kingdom are working in Germany. One has a special rate, and the other nine get the official bank rate. For the pay group that includes these payees, you define the exchange rate type as the official bank rate. But let's say that you need to override that entry for the tenth payee. You can override the exchange rate in Job Data.

The default values for the payee are those defined for the payee's pay group. The system stores a value at the payee level only if you override the default.

To determine the exchange rate date, the system looks at the period end date, payment date, or period begin date and compares the date to the calendar period dates. It determines which exchange rate—based on the appropriate effective date—should be used for any required currency conversions during batch processing.

Related Links

[Defining Pay Groups](#)

[Defining Pay Entities](#)

[Understanding Payee Data](#)

Accumulators and Currency

An accumulator tracks values in a single currency. If you change the processing currency, the system automatically converts the accumulator's value to the new processing currency. So, if you switch the processing currency from FRA to EUR on July 1, the system converts the accumulator's June 30 value to euros. Any amounts that are added to or subtracted from the accumulator after June 30 are tracked in euros.

If a payee receives earnings from countries that use different currencies, a separate accumulator must be defined for each currency. Say that a payee works in one country and is paid in that country's currency. An accumulator stores the payee's year-to-date earnings. The payee's job is redefined and now he works in two countries that use different currencies. The payee's earnings can no longer be stored in a single accumulator. You must define a new accumulator to store year-to-date earnings for the second country.

Viewing Payments Across Multiple Currencies

Many online pages that display earnings or amounts in one currency enable you to view these amounts in another currency so that you can track conversions across all currencies that are supported by the system.

In Global Payroll, you can view monetary values in multiple currencies on data entry pages and on pages where you view information.

Related Links

"Viewing Multiple Currencies (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Online Currency Defaults

When you enter a monetary value, you must also enter a currency code. You can change the default currency codes.

Currency defaults can come from operator preference, element definition, or pay entity. Operator preference refers to the EXCHNG_TO_CUR field on the Operator Defaults Table — HR record (OPR_DEF_TBL_HR). It is set on the Operator Preferences page. The record is not effective-dated. The pay entity record and the element definition record are effective-dated.

This table lists the currency code defaults and the as of date used:

Page	Default Currency Code From	As of Date
Earnings	Operator preference	Not applicable.
Deduction	Operator preference	Not applicable.
Variables	Operator preference	Not applicable.
Brackets	Operator preference	Not applicable.
Historical Rule	Operator preference	Not applicable.
Positive Input	Element definition (if currency exists on element definition; else from pay entity for calendar ID)	If from element definition, use the definition as of the Definition As Of Date. If from Pay Entity, use Pay Period End Date.
Supporting Element Overrides	Pay entity definition (if currency exists on element definition, else from paying entity)	Current Date.
	Pay group definition (if currency exists on element definition, else from pay entity for that pay group)	Current Date.
	Pay calendar definition (if currency exists on element definition, else from pay entity for the calendar's pay group)	Pay Period End Date.
	Payee definition (if currency exists on element definition, else from Operator Preference)	Current Date.
Overrides	Payee definition (if currency exists on element definition, else from Operator Preference)	Current Date.

Currency in Batch Processing

Here are the steps that take place during batch processing with regard to currency conversion:

1. The user enters monetary amounts into the system in any type of currency that the user chooses.
2. The system calculates exchange rates and converts amounts into a single processing currency (the processing currency that is defined at the pay entity level).

If it cannot find an associated currency code for a monetary value, the element is not resolved and the payment is placed in error.

The batch processes use a standard PeopleSoft currency conversion application that does the conversion and passes back the corresponding numerator and denominator to be applied against the input currency. The processes also handle triangulation.

For calculation, any value (for example, an accumulator value) that is being retrieved from a previous period, and is stored in a different currency, is converted into the current processing currency using the current period's exchange rate type and effective date.

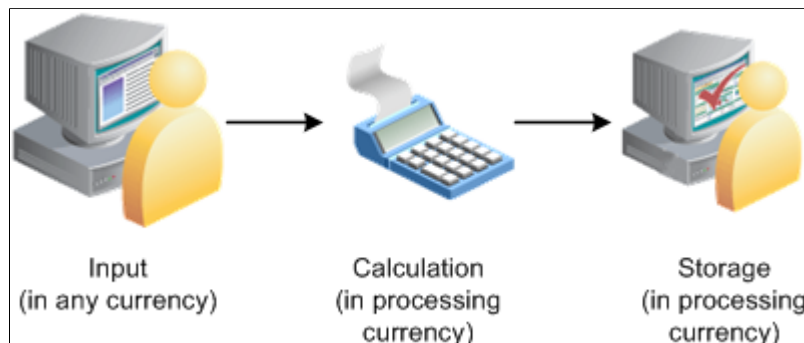
3. The system performs calculations, using the processing currency, and stores the results in the processing currency in the PINV array.
4. The system stores the calculation results in the processing currency in the appropriate tables. It does not store the exchange rate that is used for currency conversions, the numerators and denominators that are used in the batch currency conversion program, or the original source input monetary value and currency code.

If the batch process cannot find an associated currency code for a monetary field (that is, the field is blank or the currency code is not valid), the system cannot resolve the element and puts the payment in error.

Note: To find the original source input monetary value and currency code for a calculation, look in the input source tables.

Image: Currency during batch processing

This flowchart illustrates how currency is managed during batch processing.



Defining Installation Settings

To define installation settings, use the Installation Table (INSTALLATION_TBL), Installation Settings (GP_INSTALLATION), and Countries (GP_COUNTRY) components.

When you install Global Payroll, you select various settings and default values that are specific to your implementation.

this topic discusses how to:

- Indicate a Global Payroll installation.
- Define the default country.
- Define Global Payroll installation settings.
- Define schedule settings and load dates.
- Define country-level setup.

Pages Used to Define Installation Settings

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Products	INSTALLATION_TBL1	Set Up HCM, Install, Installation Table, Products	Define the PeopleSoft applications installed.
Country Specific	INSTALLATION_TBL3	Set Up HCM, Install, Installation Table, Country Specific	Define country-specific information.
Installation Settings	GP_INSTALLATION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Installation Settings	Define installation settings that are unique to Global Payroll.
Schedule Settings	TL_INSTL_PUNCH	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Schedule Settings	Define default settings for work schedules.
Dates Table Load	TL_DATE_LOAD	Click the Load Dates link on the Schedule Settings page.	Load dates for use in resolving schedules.
Countries	GP_COUNTRY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries, Countries	Define country-level setup parameters, such as the net pay validation formula, the default retroactive method, and banking and general ledger processing.

Products Page

Use the Products page (INSTALLATION_TBL1) to define the PeopleSoft applications installed.

Navigation

Set Up HCM, Install, Installation Table, Products

If your organization also uses PeopleSoft Payroll for North America or PeopleSoft Payroll Interface, select these check boxes as well. You can pay your employees exclusively through Global Payroll or through a combination of payroll applications. For example, an employee who holds three jobs in your organization might be paid for one job through Global Payroll, another through Payroll for North America, and yet another (using a third-party payroll vendor) through a Payroll Interface data export.

To install Global Payroll country extensions, click the Installed GP Countries link on the Products page and select the country extensions that apply.

Related Links

"Setting Up Implementation Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Country Specific Page

Use the Country Specific page (INSTALLATION_TBL3) to define country-specific information.

Navigation

Set Up HCM, Install, Installation Table, Country Specific

Use the Country field to define the primary country in which your organization does business. This should be the country from which the majority of your payees are paid.

Related Links

"Setting Up Implementation Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Installation Settings Page

Use the Installation Settings page (GP_INSTALLATION) to define installation settings that are unique to Global Payroll.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Installation Settings

Image: Installation Settings page

This example illustrates the fields and controls on the Installation Settings page.

The screenshot shows the 'Installation Settings' page with two tabs: 'Installation Settings' (active) and 'Schedule Settings'. The page is divided into several sections:

- Checkpoint Intervals**: A section header.
- Absence Processing**: A section containing:
 - Months of Absence History**: A text input field with the value '24'.
 - Bundle PI on Output**: A checkbox that is currently unchecked.
- Payment Processing**: A section containing:
 - Database Identifier**: A text input field with the value '00'.
 - Payment Count**: A text input field with the value '3000'.
- Packager Processing Defaults**: A section header.

Checkpoint Intervals

Checkpoint intervals control how many employees are processed between database commits. You can select a different interval for the identify and calculate processing phases. Employees that are *committed* do not need to be recalculated if the run has to be restarted because of a technical error.

Progress Interval

Controls how often the process writes a line to the process log stating how many employees have been processed.

Absence Processing

Months of Absence History

Controls how many months of absence daily history to load into the batch process for use with the absence take element processing and duration element. The absence daily history is loaded from the result table, GP_RSLT_ABS.

Bundle PI on Output (bundle positive input on output)

Selecting this check box causes the system to consolidate positive input during the absence process, when possible, so that you can send a single row of positive input to payroll. Positive input entries for the same absence event that share the same percent and rate are combined; the unit, amount, and base values are summed. In other words, the bundled generated positive input rows will be output from the absence process instead of daily rows. This is a consideration when considering the size of data storage for the generated positive input result table. Keep in mind, the daily earning/deduction element details will not be stored. This does not effect the actual earning/deduction calculation during the pay calculation. If this check box is off, daily rows would be inserted into the generated positive input result table from the absence process, and the daily rows would be bundled as part of the input process for the pay calculation.

See [Absence Processing](#).

Payment Processing

Use this group box to define database-specific payment processing settings that are used when communicating payment information.

Database Identifier

Enter a unique alphanumeric identifier that the system adds to payment messages that it sends.

Payment Count

Enter the number of payments that you want the system to chunk together with each payment message. For example, if you enter 3000 here, the system will create and publish a separate payment message for every 3000 rows of payment data.

Packager Processing Defaults

Script Location

Enter the location where DMS scripts are created. The default will be blank. An example displays below the field to let you know how to enter the script location.

Note: The value will default for the rule and non-rule packages. This script location should match the location set up for the PSNT process scheduler in which you are using. This is set up in the psconfig.cfg file.

Compare Report Print Options

This group box controls the sections of the Compare Report that will be printed. Select the sections of the report to print. The options on the Packager Processing page will default the values selected each time you run a Compare Report. The check boxes can be overridden on the processing pages.

Values for the report sections include:

- *Errors/Warnings* – Select to print the warning or errors that have occurred during the compare.
- *Modified* – Select to print the elements that are different from the ones in the target database.

The above two options reflect the delivered defaults.

- *New* – Select to print the new elements.
- *Deleted* – Select to print the elements that will be deleted.
- *Unchanged* – Select to print the elements that have not changed.

Continue Upgrade Processing

This group box controls the ability to upgrade when there are errors or warnings. The default for each value is cleared.

Valid values include:

- *With Errors* – Select to upgrade the package even if there are errors after the compare.
- *With Warnings* – Select to upgrade the package even if there are warnings after the compare.

Schedule Settings Page

Use the Schedule Settings page (TL_INSTL_PUNCH) to define default settings for work schedules.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Schedule Settings

Image: Schedule Settings page

This example illustrates the fields and controls on the Schedule Settings page.

Installation Settings **Schedule Settings**

[Load Dates](#)
Select Load Dates to enter years to populate a range of dates used for daily processing.
The existing range of dates covers 06/19/1998 through 06/14/2018.

*Schedule Total Option:

Schedule Resolution Option:

Default Punch Pattern			
*Punch Type	*Grid Column Heading		
<input type="text" value="In"/>	<input type="text" value="In"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="Break"/>	<input type="text" value="Break"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="In"/>	<input type="text" value="In"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="Meal"/>	<input type="text" value="Lunch"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="In"/>	<input type="text" value="In"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="Out"/>	<input type="text" value="Out"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Oracle Workforce Scheduling

☐ Allow Override to OWS Schedule

Load Dates

Click to access the Dates Table Load page where you can load the range of dates to be used in schedules. Dates from 1994 to 2014 are pre-loaded. You need only use this feature to load dates before or after this date range.

Schedule Total Options

This field applies only if People Soft Enterprise Time and Labor is installed. Specify whether to include or exclude meal

times, breaks, or both in the scheduled hours totals on schedule definitions, shift definitions, and the Manage Schedules page.

Options are *Exclude Meals and Breaks*, *Include Meals and Breaks*, *Include Meals*, and *Include Breaks*. The default is *Include Breaks*.

Schedule Resolution Options

Specify how to resolve schedule changes.

Select *Take Last Schedule Update* to have the system use the last update to resolve an employee's schedule, whether the update comes from a third-party, workforce scheduling system or an online override.

Select *Take Online Override* to have the system look for an online schedule override to resolve the schedule for the day. The system does not look for changes from a third-party workforce scheduling system.

Default Punch Pattern

Specify the default sequence for displaying punch types on the scheduling pages. You can also use the Grid Column Heading fields to modify the punch type labels that are to appear as column headings on the schedule pages.

Oracle Workforce Scheduling

**Allow Override to OWS Schedule
(allow override to Oracle Workforce
Scheduling schedule)**

Select to enable a manager to change or override a punch schedule inserted from OWS for the employee and employee record combination on the Manage Schedules page.

Related Links

[Understanding Work Schedules](#)

Countries Page

Use the Countries page (GP_COUNTRY) to define country-level setup parameters, such as the net pay validation formula, the default retroactive method, and banking and general ledger processing.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries, Countries

Image: Countries page

This example illustrates the fields and controls on the Countries page.

Net Pay Validation Formula

Select the net pay validation formula to use for this country if you intend to use the net pay validation by priority feature.

Net pay validation prevents a deduction from reducing net pay below zero or a minimum amount that you define. With net validation by priority, after the system calculates all deductions according to processing sequence, it resolves the formula that you specify here for each deduction starting with the deduction with lowest priority (the highest priority number). The formula returns a value that tells the system whether to calculate the element, perform net pay validation, do both, or skip the element. Guidelines for creating the formula are provided in the topic on Defining Processing Elements.

Note: Net pay validation is discussed in detail later in this product documentation.

See [Understanding Net Pay Validation and Arrears Processing](#).

Default Retroactive Method

Select a Default Retroactive Method to use for the selected country. Values are *Corrective* and *Forwarding*.

On Conflict Retroactive Method

Select which retroactive method, *Corrective* or *Forwarding*, to use when:

- An employee is associated with more than one pay group or pay entity.

- Two calendars with the same period ID each use different retroactive methods within the same calendar group.

Process Payee Assignments

The Process Assignments Option field determines when to process earning or deduction payee assignments. The options are:

- *Active as of the Segment End Date:* Select to have an element entered on the payee assignment page processed if the assignment is active as of the segment end date.
- *Active Anytime within Segment:* Select to have an element entered on the payee assignment page processed and prorated for rows falling within a segment in addition to rows active as of the segment end date.

Note: This option is used when the proration of earning/deduction assignments is desired. This is the first in a series of steps to setting up the proration of earning/deduction assignments functionality. Additionally a segmentation trigger definition must be defined for the payee assignment record (GP_PYE_OVRD).

See [Understanding Segmentation Setup](#).

Prorate Assignments Start Date

If the Process Assignment Option is *Active Anytime within Segment*, enter a start date to prorate the assignment. When the date is left blank, the proration functionality is in effect for all time periods processed (including retro periods). When a start date is entered, the proration functionality is in effect on or after the date specified. This avoids impacting prior rows which could otherwise change retro results.

Store Non-Zero Delta Component

Select this check box in order for the system to store any delta amount or delta component that has a nonzero value, regardless of the setting on the Element Name (GP_PIN) page, Results group box for the element. deselect this check box in order for deltas to inherit the element's store option.

The following table provides an overview of how the system interprets the check box settings at different levels:

<i>Element Store Option</i>	<i>Country Delta Option</i>	<i>Element is Stored</i>	<i>Country is Stored</i>
ON	ON	YES	YES
ON	OFF	YES	YES
OFF	ON	NO	YES
OFF	OFF	NO	NO

Note: Additional information regarding retroactivity is discussed in detail in another topic in this product documentation.

See [Understanding Retroactive Methods](#).

Use Current Results + Adjustment

If you select either To Process Banking or To Process General Ledger in this group box, the effect is different depending on the retroactive method.

- If the Default Retroactive Method is *Corrective*, the enhancement does not change the behavior of corrective retroactivity in banking or general ledger.
- If the Default Retroactive Method is *Forwarding*, the system does not reverse prior amounts or post recalculated amounts during retroactive processing. Instead, the system implements current results (V1R1) plus adjustments in banking or general ledger, depending on which check boxes you select.

Note: Additional information regarding what happens during retroactivity in relation to banking and General Ledger is discussed in other topics in this product documentation.

See [Understanding Banking](#).

See [Understanding the General Ledger Interface](#).

Chapter 4

Working with Payee Data

Understanding Payee Data

Global Payroll uses payee data that is defined in HR, including job and personal data, banking information, and schedules.

Global Payroll recognizes three payee types:

- Employees.
- Contingent workers.
- Persons of interest with jobs.

All of these payee types can be paid through Global Payroll.

See "Adding a Person (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

When you add a payee into HR through the Job Data component, you will indicate that Global Payroll is the payroll system for the payee and then assign the payee to a pay group. The pay group defines the default processing instructions for the payee, which you can override.

Using elements defined in Global Payroll, you can retrieve payee-specific data from HR during processing. For example, you can use rate code elements to retrieve information for multiple components of pay in HR.

Several areas of HR and Global Payroll integration are country-specific, such as those that deal with job and personal data. For more information about these topics, see the corresponding country-specific documentation for Global Payroll and HR.

Note: Global Payroll provides payee-level security that restricts the payees that a user can view.

Related Links

[Understanding Security](#)

Understanding Data Retrieval from HR

this topic discusses how data in HR is retrieved and used in Global Payroll using these elements:

- Database system elements
- Arrays
- Rate codes

- Frequency
- Triggers

Database System Elements

Database system elements contain payee-related data that is retrieved from HR and commonly used in pay calculations. You don't have to set up these elements or do anything special to resolve them. They are resolved when they're used in a calculation.

These HR tables populate database system elements:

- PERSON.
- PERS_DATA_EFFDT (personal data effective date).
- PER_ORG_ASGN_VW.
- JOB (including fields from country-specific sub records).
- PER_ORG_ASGN (person organizational assignment).
- PER_ORG_INST (person organizational instance).
- ADDRESSES.
- CONTRACT_DATA.
- WKF_CNT_TYPE (workforce contract type).

See [Working with System Elements](#).

Using Address Related System Elements

HR can store several different addresses for a payee. In Global Payroll, you can specify which of these addresses you want the system to use. You do this through the use of a formula and a database system element called ADDRESS TYPE.

When you run the payroll process, the system retrieves the address that was effective as of the end date of the segment or slice.

Note: The batch process truncates data that is retrieved by system elements when the data exceeds 30 characters (for character fields) or 12.6 (for numeric fields). For example, system elements for the ADDRESS fields can contain up to 55 characters; however, the system truncates the last 25 characters of data during the batch process.

To identify which payee address you want the system to use:

1. Create a formula that assigns the appropriate character value to the system element ADDRESS TYPE.
For example, your formula might assign the value HOME to ADDRESS TYPE.
2. Add the formula to a section of the process list.

Note: You can view the different address types on the Address Type Table page, which can be found under Set Up HCM, Foundation Tables, Personal, Address Type.

See "Defining Address Types (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Arrays

An array is an element that retrieves data from any table or view that database system elements do not retrieve. For example, you can use an array to retrieve data from the Benefit table or the Company table in HR for further processing in Global Payroll.

See [Defining Array Elements](#).

Rate Codes

You use rate codes to retrieve pay component data from HR and bring this data into Global Payroll. The system calculates the values in Global Payroll, rather than transferring the data directly from HR, so that currency conversions can be calculated for every pay run. In Global Payroll, you define a rate code element and link it to the corresponding rate code defined in a HR table.

See [Defining Rate Code Elements](#).

Frequency

HR has an effective-dated Frequency table, where you enter the annualization factor for each frequency. Defining the annualization factor is important for payroll processing in Global Payroll.

Global Payroll accesses the same Frequency table as HR and uses it throughout Global Payroll for annualization and deannualization. When you set up a frequency in HR, you associate a factor with it. For example, an annual factor can be equal to one, a monthly factor can be equal to 12, and a weekly factor can be equal to 52.

The frequency formulas used for annualization and deannualization are the same for both HR and Global Payroll:

- $(\text{Annualized Amount}) = (\text{Amount}) \times (\text{Frequency Factor})$.
- $(\text{Deannualized Amount}) = (\text{Annualized Amount}) / (\text{Frequency Factor})$.

Important! If you change the effective status, frequency type, or annualization factor of an existing frequency on the Frequency Table page in HR, you get a warning message saying that previous calculations using this frequency are out of sync with the new values of the frequency.

When defining earnings and deductions in Global Payroll, the system obtains the frequency factor from HR. The system annualizes the earning or deduction element, according to the specified frequency factor, and deannualizes the earning or deduction element, according to the specified calendar period frequency. The only exception to this rule is when you've specified a generation control frequency. Then, the system annualizes the earning or deduction value according to the specified frequency factor, but deannualizes it according to the generation control frequency.

In Global Payroll, frequency is used with:

- Element definition.
- Generation control.
- Calendar periods (when defining the frequency that's being processed).
- Rate code elements.
- System elements.

See [Calculation Rules and Components](#), [Frequency and Generation Control Calculations](#), "Understanding Frequency IDs (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Triggers

In Global Payroll, triggers are used to initiate iterative, segmentation, or retroactive processing in response to changes to HR data. For example, you might want to create a trigger that detects retroactive pay rate increases, so that the system can reprocess prior periods and calculate any money owed to payees.

Triggers can respond to field-level and record-level data changes.

With Global Payroll, you can also create mass triggers. Mass triggers enable you to generate payee triggers based on changes to setup tables. Mass triggers can be established for specific records on specific components.

See [Understanding Triggers](#), [Understanding Mass Triggers](#).

Understanding Payroll System and Pay Group Assignments for a Payee

For each payee that you want to pay through Global Payroll, you must do the following:

1. Select *Global Payroll* as the payroll system on the Installation Table - Products page.
2. Select *Global Payroll* as the payroll system on the Job Data - Payroll page in HR.
3. Assign the payee to a pay group on the Job Data - Payroll page.

The pay group assignment determines the default values for the payee's eligibility group, exchange rate type, and *use rate as of date*. You can override these values for an individual payee on the Job Data - Payroll page.

Note: As part of the general setup for Global Payroll, you must define payee job data defaults on the Pay Group Name page prior to selecting a pay group for a payee on the Job Data - Payroll page.

Note: If you do not select a holiday schedule for the payee on the Job Data - Payroll page, the system uses the holiday schedule assigned to the payee's pay group during payroll processing.

See [Understanding the Organizational Structure](#), "Setting Up Implementation Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)", "Understanding Job Data (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

There are three actions in connection with which you can select a payroll system for a payee:

- Hire.
- Rehire.
- Change of pay system.

During the hire or rehire process, when you select a payroll system for a payee on the Job Data - Payroll page, you create a row with a Payroll System flag that identifies the selected payroll system in each payee's Job record.

You can also select a payroll system by using the action of *Change of Pay System*.

For example, suppose that you initially implemented HR, but used a third-party payroll system. On January 1, 2004, your organization decided to convert to Global Payroll. Now, you can insert a row into the Job record with a new Payroll System flag set to *Global Payroll* and the payee data will be calculated and paid through the Global Payroll system, for pay periods that are in effect as of January 1, 2004.

Points to Remember

Here are some points to remember about assigning Global Payroll as the payroll system:

- In order for a payee to be processed in Global Payroll, the payee must have a Job record, because information about the Payroll System flag and the pay group are stored on the payee's Job record. This applies to all types of payees - employees, contingent workers, and persons of interest with jobs.
- Global Payroll processes only the payees for whom the Payroll System flag is set to *Global Payroll* for the period of time that the payees are associated with that pay system.
- Global Payroll does not prevent you from changing the Payroll System flag indicator from *Global Payroll* to another payroll system going forward.
- Global Payroll does not prevent you from changing the Payroll System flag indicator from *Global Payroll* to another payroll system retroactively.

Note: It is recommended that you create retro and period segmentation triggers for the Payroll System flag change.

- When a payee is added to Global Payroll (and the Payroll System flag indicator is set to *Global Payroll*), a row is created in the GP_PAYEE_DATA record.

At this time, the Retro Calculation Begin Date in Global Payroll is set to *Job Effective Date*. During processing in Global Payroll, the earliest effective date that the system allows for retro is the Retro Calculation Begin Date. After that date, the system never updates the Retro Calculation Begin Date. If you need to make a correction, either as a result of a correction to the Job Effective Date or to add a Concurrent Job for Global Payroll with an earlier effective date, you must make the correction manually on the Retro Limits Assignment page in Global Payroll.

See [Understanding Retroactive Methods](#).

- There is no integration between pay systems.

For example, if your organization switches from PeopleSoft Payroll Interface to Global Payroll, PeopleSoft does not automatically transfer the balances and the data. You must transfer that information yourself.

System Occurrences When a Job Data Record is Added or Modified

Certain things happen in the system when a Job record is created for a payee. For example, a row is inserted into the Schedule Assignment table, indicating that the person should use the default schedules that are assigned at the pay group level for Global Payroll and at the work group level for PeopleSoft Time and Labor. This occurs regardless of whether or not the payee is paid from Global Payroll.

Related Links

[Retroactive Deletes](#)

[Setting Up Trigger Definitions](#)

"Assigning Schedules to a Group (*PeopleSoft HCM 9.2: Time and Labor*)"

"Setting Up Implementation Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Adding a Person of Interest

This topic provides an overview of adding a person of interest to Global Payroll and discusses how to add a person of interest.

Page Used to Add a Person of Interest

Page Name	Definition Name	Navigation	Usage
Add Person of Interest	GP_ADD_PERSON	Global Payroll & Absence Mgmt, Payee Data, Add a POI Payee, Add a Person of Interest	Add a person of interest payee in Global Payroll.

Understanding a Person of Interest

A person of interest is defined as someone who is not an employee or a contingent worker, but is paid through the system. If a person of interest is paid through Global Payroll, he or she will be added to the system, with the person of interest type defined as *Global Payroll Payee*.

You can add a person of interest using the Add a Person of Interest component in Global Payroll. This component is the same as the Add a Person component in HR. You can add a person of interest through either application, but having the Add a Person of Interest component in Global Payroll makes it easy for you to add Global Payroll-specific payees within a Global Payroll menu.

Add Person of Interest Page

Use the Add Person of Interest page (GP_ADD_PERSON) to add a person of interest payee in Global Payroll.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Add a POI Payee, Add a Person of Interest

Image: Add Person of Interest

This example illustrates the fields and controls on the Add Person of Interest.

EmplID (employee ID)

Enter the employee ID for the person.

Empl Record (employee record)

Enter an employee record number for the person.

Person of Interest Type

Select *Global Payroll Payee* to indicate that this person is to be paid through Global Payroll.

Add the Person

When you set up a Global Payroll person of interest, and you click the Add the Person button, you will be taken to the Personal Data component in HR to enter person related information where you can add the organizational relationship (Global Payroll Person of Interest Payee). Next, you'll be taken to the Job Data component in HR to enter payroll related data such as payroll system and pay group.

Related Links

"Adding a Person (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

"Understanding Job Data (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)"

Viewing Payee Data

This topic provides an overview of payee data pages in Global Payroll and discusses how to view job information.

Page Used to View Job Information

Page Name	Definition Name	Navigation	Usage
Job Information	GP_PYE_DATA	Global Payroll & Absence Mgmt, Payee Data, Review Job Information, Job Information	View Global Payroll-specific information that is stored for a payee on the Job record in HR, as well as the pay entity that is associated with the pay group on the Job record.

Understanding Payee Data Pages in Global Payroll

Global Payroll contains two payee data-related pages: Job Information and Retro Limits Assignment. This topic discusses how to view job data for a payee on the Job Information page. The Retro Limits Assignment page is discussed later in this product documentation.

Related Links

[Setting Backward and Forward Retro Limits](#)

[Retro Limits Assignment Page](#)

Job Information Page

Use the Job Information page (GP_PYE_DATA) to view Global Payroll-specific information that is stored for a payee on the Job record in HR, as well as the pay entity that is associated with the pay group on the Job record.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Review Job Information, Job Information

Image: Job Information

This example illustrates the fields and controls on the Job Information.

Job Information

Employee ID: KFG0001 Name: Catherine Duval Empl Record: 0

Job Data						
Effective Date	Payroll System	Pay Group	Pay Entity	Eligibility Group	Exchange Rate Type	Use Rate As Of
01/01/2008	GP	KFGMONTHLY	KFGPAYENT			

To change data that appears on this page, you must update the Job record in HR using the Job Data - Payroll page or one of the other Job Data components.

Payroll System

Displays the payroll system for the payee. Values are:

GP (Global Payroll)

NA (Payroll for North America)

OT (Other)

	<i>PI</i> (Payroll Interface)
Pay Group	Displays the pay group for the payee.
Pay Entity	Displays the pay entity for the payee.
Eligibility Group	Displays the eligibility group for the payee.
Exchange Rate Type	Displays the currency exchange rate type for the payee. Values are stored in HR and are not unique to Global Payroll.
Use Rate As Of	Displays the effective date that is used when retrieving the currency conversion rate. Values are <i>Pay Period Begin Date</i> , <i>Pay Period End Date</i> , and <i>Payment Date</i> (based on the Calendar ID).

Note: The Eligibility Group, Exchange Rate Type, and Use Rate As Of fields appear only if they are overridden at the payee level. These fields are blank if the default values from the pay group are used.

Related Links

"Viewing Information About Current Exchange Rate Calculations (*PeopleSoft HCM 9.2: Application Fundamentals*)"

[Retro Limits Assignment Page](#)

Updating Payee Data

When you need to change job or personal data for a payee, be sure to add a new effective-dated row. Making changes to an existing row in Job Data or Personal Data can lead to data corruption.

For example, suppose that you run the payroll process and then change a payee's data in an existing Job or Personal Data row. If you change a payment key, the system tries to run retroactive processing to reverse the old payment. However, it will not find a Job row that matches on payment keys with any deltas that are created for the reversed segment and will set the payment in error.

To correct this, change the Job row back to the way it was and insert a new row with a different effective sequence.

Sharing Banking Data

Global Payroll uses the Bank table, Bank Branch table, and Source Bank Accounts table that reside in HR. You can use these tables to define general bank information, such as bank name, address, account name, and bank ID.

See "Setting Up Banks and Bank Branches (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Global Payroll includes additional banking pages that you use to define bank account information and disbursement details for a payee.

See [Understanding Banking](#).

Sharing Schedule Data

This topic discusses how to:

- Share the holiday schedule with HR.
- Share schedule assignments with Time and Labor.

Sharing the Holiday Schedule with HR

Global Payroll uses the holiday schedule that is created in HR. Holiday schedule information is stored on a payee's Job record. Global Payroll uses the holiday schedule during absence processing to create daily data and update leave balances. It also uses the holiday schedule to resolve count elements during payroll and absence processing.

If a holiday schedule is not defined for a payee at the job level in HR, Global Payroll uses the holiday schedule defined for the payee's pay group. (The holiday schedule defined for the pay group does not appear, by default, on the Job record.)

Related Links

"Setting Up Holiday Schedules (*PeopleSoft HCM 9.2: Application Fundamentals*)"

[Understanding the Organizational Structure](#)

Sharing Schedule Assignments with Time and Labor

Global Payroll and Time and Labor use many of the same pages and records for setting up and assigning work schedules. If you're using both applications, you may need to create and assign schedules only once.

Global Payroll handles batch processing for schedule assignments differently than Time and Labor. When processing in Global Payroll, if a payee is using the default work schedule, the system retrieves the default work schedule from the pay group definition. In Time and Labor, if the payee is using the default work schedule, that system retrieves the default work schedule from the workgroup definition.

In Global Payroll, you can also assign a schedule to a payee other than the pay group default. You can assign schedules and alternate schedules individually to payees on the Assign Work Schedule page (Primary Details tab and Alternate Details tab).

Points to Remember

Here are some points to remember about work schedules:

- A payee's default work schedule and alternate work schedule are not stored on the Job record.

This information is stored on the PS_SCH_ASSIGN table that is shared by Time and Labor and Global Payroll. When a payee is hired, the system creates a new row and applies the default work schedule to the payee.

- You can override a payee's default work schedule and alternate work schedule information at the payee level on the Assign Work Schedule page (Primary Details tab and the Alternate Details tab).

Related Links

[Assigning Work Schedules](#)

[Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor](#)

[Understanding the Organizational Structure](#)

Defining General Element Information

Understanding Elements

There are many types of elements in Global Payroll; each has a unique purpose. Elements can be grouped into different categories, depending on how each one is used. An element can be used to retrieve data, calculate a result, or define the order in which other elements are processed. Some elements stand on their own, while others, called *supporting elements*, are building blocks for other elements.

Before defining elements, you perform some basic, one time setup tasks—such as, defining element types and entry types—to help classify your elements so that they make the most sense for your organization.

Although each element type is unique, all element types share a common set of attributes that are defined and stored the same way. Once you've defined an element name, you can add information (such as rules) to the element through its component.

Understanding Categorization of Elements

Elements can be organized into different categories. This table categorizes elements by function:

<i>Data Retrieval Elements</i>	<i>Calculation Elements</i>	<i>Organizational Elements</i>
System Elements	Variables	Element Groups
Arrays	Dates	Sections
Writable Arrays	Duration	Process Lists
Brackets	Formulas	
Rate Codes	Rounding Rules	
Fictitious Calculations	Counts	
Historical Rules	Proration Rules	
	Earnings	
	Deductions	
	Absence Entitlements	
	Absence Takes	
	Accumulators	

<i>Data Retrieval Elements</i>	<i>Calculation Elements</i>	<i>Organizational Elements</i>
	Generation Control	

Elements can also be categorized by element type: primary element, supporting element, or other type. A primary element can stand alone. A supporting element is used to create other, more complex elements, such as earning or deduction elements. Other elements are used to define things like eligibility criteria, accumulators, and certain types of rules.

This table categorizes elements by element type:

<i>Primary Elements</i>	<i>Supporting Elements</i>	<i>Other Elements</i>
Earnings	System Elements	Historical Rules
Deductions	Arrays	Rounding Rules
Absence Entitlements	Brackets	Proration Rules
Absence Takes	Rate Codes	Accumulators
	Variables	Fictitious Calculations
	Dates	Element Group
	Durations	Sections
	Formulas	Process List
	Counts	Generation Control
	Writable Arrays	

Understanding Data Retrieval Elements

PeopleSoft delivers some data retrieval elements; you can define others. This topic discusses:

- System elements
- Arrays
- Writable arrays
- Brackets
- Rate codes
- Fictitious calculations
- Historical rules

System Elements

System elements are delivered and maintained by PeopleSoft, and contain information that you can use to define your payroll rules. You never have to change system elements or do anything special to define them. You cannot add system elements; however, you can rename them.

There are two types of system elements:

- Database system elements

Think of database system elements as payee-related elements. They contain data that can be used frequently in a calculation, such as department ID, location, and personal data. Database system elements are resolved only when they are used in a calculation.

- System-computed elements

System-computed elements are populated by the payroll process, but are not physical database fields. If, when, and how often a system-computed element is resolved depends on its purpose and type.

For example, Pay Period End Date and Period Type are resolved at the beginning of every gross-to-net calculation; daily data, which is used in absence calculations, is calculated daily. Other system-computed elements, such as those that are used with rate codes, are resolved only when a rate code element is encountered in a calculation.

Related Links

[Working with System Elements](#)

Arrays

An array is a link between a field and an element. An array retrieves data that's stored in the database tables that Global Payroll does not provide in system elements. You can use arrays to retrieve complex data that's stored in any table outside Global Payroll. For example, you can create an array to retrieve birthday data for a payee's dependents from the `DEPENDENT_BENEF` table in PeopleSoft HR.

Arrays are temporary tables that the COBOL programs use to store the data during processing. Once processing is complete, the programs write the data from the temporary arrays to the output tables.

Using an array is a two-step process:

1. Retrieve data from the database.
2. Use that data for further processing.

When defining an array, you must provide enough information to the system so that it can perform both steps.

Related Links

[Defining Array Elements](#)

[Arrays Used in Batch Processing \(Technical\)](#)

Writable Arrays

A writable array writes the values of user-defined elements into a row in a table. Writable arrays are in many ways the opposite of standard arrays.

You can use writable arrays to populate your own result tables. You use PeopleSoft Application Designer to create the result table, and then you use the writable array pages in Global Payroll to define the element that populates the table during batch processing.

Related Links

[Defining Array Elements](#)

Brackets

Use brackets to look up and retrieve values in a lookup table based on other values.

For example, say that your organization gives bonuses based on seniority. You build a bracket that lets you look up the correct bonus amount based on a payee's years of service.

Note: It's important that you define all the building blocks that are associated with your lookup rules before you define your bracket.

Related Links

[Defining Bracket Elements](#)

Rate Codes

Use rate codes to resolve multiple components of pay, including base pay and non base pay. Rate codes retrieve multiple components of pay data from HR and bring that data into Global Payroll. The system calculates the values in Global Payroll, rather than transferring the data directly from HR so that currency conversions can be calculated for each payroll run.

HR rate codes (HR rate codes) are not automatically resolved in Global Payroll. To pay the rate code, you set up an earning element in Global Payroll and use the rate code element within the definition of that earning. You must define an earning element for every rate code element that you want to pay.

Note: When you define a rate code element in Global Payroll, you associate it with a predefined HR rate code. The Global Payroll rate code element is automatically created only if the HR rate codes are defined when Global Payroll is installed.

Note: Global Payroll cannot map to rate matrices. Global Payroll can only map to simple rate codes.

Related Links

[Defining Rate Code Elements](#)

Fictitious Calculations

Define fictitious calculation rules when you want the system to perform a temporary calculation and return a value without having to store it. A fictitious calculation is a sub-calculation that is run during a

normal calculation to determine a net that would be computed if certain parameters were used. This result is used for further processing in the normal calculation. A fictitious calculation always starts from inside a normal calculation and is run for one payee and for a specified set of periods. The intermediate results of a fictitious calculation are not needed and are ignored, except for the small subset of results brought forward to the normal calculation.

One example of using a fictitious calculation is maternity leave. Let's say that you provide payees with three months of pay for maternity based on the average net of the three months preceding the leave. The average net is calculated only when a certain condition (in this case, maternity) is met. As long as the payee is on maternity leave, the average is needed. If certain values change, the average must be recalculated for the original three periods, even if the change in values is effective-dated for a later date.

Related Links

[Defining Fictitious Calculation Elements](#)

Historical Rules

You use historical rule elements to set up rules that retrieve data from prior periods. You can use historical rules in formulas and in fictitious calculations.

An example of using historical rules is when you want to create a rolling average three-month salary. Let's say that you are currently in the April pay period (end of month). You can define a historical rule to go back three months, to the beginning of January, to average a payee's salary. As you move into the May pay period, the three months roll forward so that the calculation of the average is always based on the last three months.

A historical rule can be:

- Attached to an earning or deduction element on the Definition page.
- Attached to any element that's stored in the Global Payroll Earnings/Deductions results table, the Global Payroll Accumulator results table, or the Global Payroll Element results table.
- Used by fictitious calculation elements to find periods to recalculate.

Related Links

[Defining Historical Rule Elements](#)

Understanding Calculation Elements

You use calculation elements to calculate such elements as formulas, earnings, and deductions.

This topic discusses:

- Variables
- Dates
- Duration
- Formulas

- Rounding rules
- Counts
- Proration rules
- Earnings
- Deductions
- Absence entitlements
- Absence takes
- Accumulators
- Generation control

Variables

Use a variable element to define and store a value such as a character, date, or number. For example, assume that on January 1, you have three formulas and two earning elements that use a monetary factor of 20 in their calculations, and that this factor is scheduled to change on April 1 to a factor of 25. Without a variable element, you would have to make five effective-dated changes. However, if you define this factor as a variable element, you can make just one effective-dated change to the variable itself. You can then use the new factor of 25 anywhere that the variable is used.

Variables are the only items that are used with arrays. When you create an array, you retrieve the values into variables.

Related Links

[Defining Variable Elements](#)

Dates

Using the date element, you can calculate a date by starting with an existing date and adding to or subtracting from it to come up with a new date. For example, to determine the date of a payee's five years of service, start with the payee's hire date and add five years to it.

You can also parse parts of a date. For example, if you want only the year of a date to be returned, use a date element to parse out the years, months, or days of the date.

Related Links

[Defining Date Elements](#)

Duration

Use a duration element to calculate the period of time between two dates. A duration is the result of subtracting one date from another. You define duration in years, months, or days.

For example, to determine a payee's age, calculate the duration between the payee's birth date and the calendar period end date.

Related Links

[Defining Duration Elements](#)

Formulas

Use formulas to create your own unique elements. You can define sophisticated rules, mathematical formulas, and iterative calculations as formula elements.

For example, you can define a formula to calculate an employee's vacation entitlement, quarterly bonus pay, or contributions to a pension plan.

Related Links

[Defining Formula Elements](#)

Rounding Rules

Use rounding rules to round other elements such as formulas, earnings, or deductions that resolve to a numerical value. A rounding rule resolves to 1, if rounding is successful, or 0, if rounding is not successful.

For example, let's say that you define a rounding rule that truncates resolved values to two decimal places. During a calculation, you get a resolved value of 2.833333. The rounding rule truncates the value to 2.83.

You can specify whether you want to round based on such factors as the number of digits or decimals, or you can round to an incremental value. You also select the type of rounding: Nearest, Round Up, Round Down, or Round Up if Greater Than or Equal To, Else Down.

Related Links

[Defining Rounding Rule Elements](#)

Counts

Counts are a way to calculate and summarize something on a daily basis. For example, you might track the number of hours that a payee works using a count: the count provides a day-by-day check of the hours worked and keeps adding to the work hours for a defined period of time.

Once you define the calculation rules for a count, you can associate it with a proration rule. When segmentation occurs, the count elements used in the proration rule determine the numerator and denominator to use for prorating the amounts.

Related Links

[Defining Count Elements](#)

Proration Rules

You can use a proration rule to prorate a value when segmentation occurs.

A proration rule defines a numerator and a denominator to apply to an amount during segmentation.

As an example, for a pay period of June 1–30, with one segment from June 1 to June 10, you define the *numerator* as the segment period (June 1 to June 10) and the *denominator* as the entire pay period (June 1 to June 30). The proration rule resolves to .333 (10/30).

Related Links

[Defining Proration Rules](#)

Earnings

Use earning elements to define all types of compensation for a payee, including salary, fees, bonuses, commissions, pensions, and retirement pay.

You can define the following four types of calculation rules for earning elements:

- *Amount*
- *Base * Percent*
- *Unit * Rate*
- *Unit * Rate * Percent*

For example, you can define an earning element as $EARNINGS1 = Unit * Rate$. The components of this element (Unit and Rate) take on the same attributes as the element itself. If you change the values of the element, the values of the components also change. Once you define an earning element, you can reuse its components so that you don't have to redefine components for every new element.

Related Links

[Defining Earning Elements](#)

Deductions

You use deduction elements to define different types of deductions for a payee. Deductions can be voluntary, such as those for retirement plans, or statutory, such as taxes and garnishments.

You can define the following four types of calculation rules for deduction elements:

- *Amount*
- *Base * Percent*
- *Unit * Rate*
- *Unit * Rate * Percent*

In addition to the rate, unit, base, and percent components, the system creates three other components for deductions:

- Amount not taken
- Payback amount

- Add to arrears

The system also creates an arrears balance accumulator to keep track of a payee's arrears. An arrears is a way to store deductions that the system cannot take from a current pay run because of insufficient net pay.

Related Links

[Defining Deduction Elements](#)

Absence Entitlements

You use absence entitlement elements to track absences such as vacations or leaves of absence. There are two types of absence entitlements:

- Per frequency

The entitlement amount is calculated regardless of whether there is an absence.

As an example, say that payees receive 12 days of vacation per year and that this entitlement is accumulated at 10 hours per month. This entitlement is a fixed, predetermined amount that is calculated and updated monthly, regardless of whether it is used.

- Per absence

The entitlement amount is calculated only if there is an absence.

Related Links

[Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor](#)

[Defining Absence Entitlement Elements](#)

Absence Takes

You use an absence-take element to define the conditions that must be met for an absence to be paid. An absence take involves defining rules for minimum and maximum absence takes. You set up absence takes to accumulate in hours, days, or other units.

For example, if your organization gives payees 12 days of vacation each year, and a payee goes on vacation for five days, the absence take for the payee is five days.

Once you've defined your absence take rules on the Absence Take pages, you can track absences by entering them on the Absence Event Entry page.

Related Links

[Understanding Absence Setup and Management Tasks](#)

[Defining Absence Take Elements](#)

Accumulators

You use accumulator elements to store and track balances. You can store an accumulator for a designated period of time. For example, you can store gross pay data for one year. The system creates some

accumulators automatically (*automatically generated accumulators*), and you can create others manually (*additional accumulators*).

There are two types of accumulators:

- Payment accumulators, which accumulate values through gross-to-net calculations.
- Balance accumulators, which accumulate values over a period of time, such as a month or a year.

You can also define the level at which you want to track a balance. For example, you can track a balance by payee record number, payee ID, department, or organization. You set up the tracking levels that work best for your organization.

Related Links

[Understanding Accumulators](#)

[Automatically Generated Accumulators](#)

Generation Control

Use generation control elements to control whether an element is resolved in the payroll process. To define a generation control element, you must specify the criteria that have to be met before the element is processed, based on such factors as an employee's HR Status, the Processing Frequency, Segment Status, and so on.

For example, let's say that a payee is paid weekly and has a monthly medical deduction of 100 that is to be deducted only once a month. You define the Generation Control - Frequency parameters so that this deduction is taken out only on the first pay period of the month.

Related Links

[Defining Generation Control Elements](#)

Understanding Organizational Elements

Organizational elements consist of:

- Element groups and eligibility groups: Use these to create logical groupings of the payroll elements that payees are eligible to receive.
- Sections and process lists: Use these to control the order in which individual elements are processed.

This topic discusses:

- Element and eligibility groups.
- Sections.
- Process lists.

Element and Eligibility Groups

Use element groups to create groupings of elements to associate with eligibility groups. You associate eligibility groups with pay groups and list sets.

You define element groups based on your organizational needs. For example, if your organization has a simple payroll system, you might group all earnings into one element group and all deductions into another element group and use the two element group names to specify all earnings and deductions.

Related Links

[Defining Element Groups](#)

[Understanding Applications and List Sets](#)

Sections

Sections are groups of elements that you add to a process list. Sections tell the system what elements to resolve when processing a payroll or absence run and the order in which to resolve them.

There are five types of sections:

- Standard, which is used for regular processing.
- Generate Positive Input, which is used to create positive input for a different calendar pay period.
- Payee, which is used to specify which elements should be processed and in what sequence, at the payee level.

For example, you can create a payee section to process garnishments for a payee.

- Sub-Process, which is used for net-to-gross calculations and other iterative processes.
- Absence Take, which is used to process absences according to date order.

Related Links

[Setting Up Sections](#)

Process Lists

Use process lists to control the order in which sections are processed during a payroll run. A process list identifies accumulators that are used to calculate gross and net pay and specifies whether the process is for payroll or absence calculations.

You can create a general or specific process list, based on your organization's needs. For example, you can create a process list for the different types of earnings that a payee can have, including earnings for regular pay, absences, bonuses, and commissions.

Related Links

[Functions of Process Lists](#)

[Understanding Process Lists](#)

Defining Element Types

To define element types, use the Element Types (GP_PIN_TYPE) component.

This topic provides an overview of element types and codes and discusses how to define element types.

Page Used to Define Element Types

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Element Types	GP_PIN_TYPE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Types	Define element types, such as arrays, brackets, and earnings. You can also define the program ID that's used to resolve each element.

Understanding Element Types and Codes

PeopleSoft delivers the data for the Element Types page, which is used in batch processing to resolve the valid element types with the utility program. This table lists the two-character codes and corresponding element types that PeopleSoft delivers:

<i>Element Type Code</i>	<i>Element Type</i>
AA	Auto Assigned
AC	Accumulator
AE	Absence Entitlement
AR	Array
AT	Absence Take
BR	Bracket
CT	Count
DD	Deduction
DR	Duration
DT	Date
EG	Element Group
EM	Error Message
ER	Earnings
FC	Fictitious Calculation

<i>Element Type Code</i>	<i>Element Type</i>
FM	Formula
GC	Generation Control
HR	Manage Historical Data Rule
PO	Proration Rule
PR	Process
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable
WA	Writable Array

You can modify the utility program, but it is recommended that you do not. Instead, create a new element type and utility program to resolve the new element type. Add the new element type and associated programs on the Element Type page.

Note: If you know an element name, but you don't know what type of element it is, you can find this information on the Element Name inquiry page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Names). There is no security on the inquiry page, so users can view all elements on this page.

Element Types Page

Use the Element Types page (GP_PIN_TYPE) to define element types, such as arrays, brackets, and earnings.

You can also define the program ID that's used to resolve each element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Types

Image: Element Types page

This example illustrates the fields and controls on the Element Types page.

Element Type

Displays the element type value that you selected in the entry dialog box.

Resolution Information

No Resolution

Select if you don't want the element resolved. In this case, the element that is associated with the element type is just a point of reference. For example, a pay group is a collection of elements and never resolves to a value. This option is used in batch processing. The PIN manager checks the element type to determine whether any resolution is needed.

Resolved by Utility Module

Select if you want the element that is associated with the element type to be resolved by a utility program that is delivered by PeopleSoft or created by you.

Program ID

Select the utility program that is used to resolve each element. Program ID data is delivered by PeopleSoft.

When a batch process that is running encounters an array element, the process first looks to see which program should be called to resolve the element. This field provides a link for batch processing between an element type and the utility program that is to be used to resolve that element type.

Note: If you selected *No Resolution* in the Resolution Information group box, this field is unavailable for entry.

Defining Entry Types

To define entry types, use the Entry Types (GP_ENTRY_TYPE) component.

This topic provides an overview of entry types and discusses how to define entry types and element groupings.

Page Used to Define Entry Types

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Entry Types	GP_ENTRY_TYPE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Types	Enter entry types and define unique groupings of elements.

Understanding Entry Types

Elements can use other elements. Sometimes there are restrictions on the types of elements that you can use in certain places. For example, it doesn't make sense to have an earning element use an absence entitlement element in its calculation process. To restrict the entry types that are entered into an element definition, you use the Entry Types page.

Entry types can be elements, but they don't have to be. For example, an entry type can be an element name, an amount, or a date. You use entry types to determine what you're going to enter initially. The information from the Entry Types page is stored for every element.

For example, let's say that you have an earning (EARNINGS1) with a calculation rule that is defined as EARNINGS1 = Amount. Because it's defined as an amount, entry types for EARNINGS1 can include numeric variables, numeric formulas, and numeric values, but you cannot enter a date in the amount field.

You use the Entry Types page mainly to associate a corresponding prompt view to use if the entry type is selected online. For each entry type that's defined, you associate a prompt view with it. For some entry types, you also associate additional, special prompts to be used for security and override areas (related to the Override fields on the Element Name page). Entry type prompts are closely related to entry types. Use an entry type prompt to indicate the entry types for a field in the application. The entry type prompts are then used and attached through Global Payroll so that only those entry types are available. Based on the entry type that you selected, you go to the prompt views that are indicated for that entry type to get a list of elements to select from.

Related Links

[Selecting Entry Types and Displaying Record.Field Combinations](#)

Entry Types Page

Use the Entry Types page (GP_ENTRY_TYPE) to enter entry types and define unique groupings of elements.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Types

Image: Entry Types page

This example illustrates the fields and controls on the Entry Types page.

Entry Types

Entry Type: DT0

*Description: Date

Short Description: Date

*Value Type: Element Name

Prompt View Name: GP_PIN_DT0_VW

Prompt Views for Element Security and Overrides

Calendar:	GP_PIN_DT0CL_VW	Payee:	GP_PIN_DT0PY_VW
Pay Entity:	GP_PIN_DT0PE_VW	Positive Input:	
Pay Group:	GP_PIN_DT0PG_VW	Via Element:	GP_PIN_DT0EL_VW
Element Definition:	GP_PIN_DT0ES_VW		

Value Type

Select the type of field that appears on a page when an entry construct is used. Values are: *Character*, *Date*, *Element Name*, *Integer*, *Not Applicable*, and *Numeric*. If you select *Element Name*, you can enter information into the Prompt Views for Element Security and Overrides group box. For all other values, this group box is unavailable for entry.

Prompt View Name

Displays the value that appears in the Valid Entry Type field on the Entry Type Prompts page. Instead of hard-coding the values in the view text, the system controls the prompt by defining the values on the Entry Types page.

Prompt Views for Element Security and Overrides

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and Element Definition

These fields are related to the Override Levels check boxes on the Element Name page. You can enter overrides at various levels and control additional security in prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first (instead of the prompt view name). All eight prompt views (including the prompt view name and the seven prompt views in this group box) have the same purpose, but are coded differently. The prompt views in this group box also look at the security check boxes on the Element Name page.

Selecting Entry Types and Displaying Record.Field Combinations

To define entry type prompt settings, use the Entry Type Prompts (GP_ENTRY_PROMPT) component.

This topic provides an overview of prompt views and discusses how to:

- Define entry types for prompt views.
- Display record.field combinations.

Pages Used to Select Entry Types and Display Record.Field Combinations

Page Name	Definition Name	Navigation	Usage
Entry Type Prompts	GP_ENTRY_PROMPT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Type Prompts	Define which entry types are valid for a specific prompt view. View a list of all entry types for an entry prompt ID. Complete the Entry Types page prior to using this page.
Entry Type Prompts - Record. Fields using Prompt ID	GP_ENTRY_PROMPT_VW	Click the Record. Fields Using Prompt ID link on the Entry Type Prompts page.	Displays the record.field combinations for the entry prompt ID. This page references the Entry Type Prompts page, providing an easy way to view the database fields that use this prompt. To change an entry type, check this page first to see which record.field combinations will be affected.

Understanding Prompt Views

Prompt views are associated with an entry type to determine the list of valid values available in a field. Usually, before you select an actual element, you are prompted to select the entry type itself. This entry type is used to define what type of element is going to be used or whether a straight character, numeric, date, and so on is to be used. Based on the entry type that you select, you can prompt correctly on the next field.

For example, when you select a calculation rule on the Earnings Calculation page, the corresponding entry type fields appear on the page. If the calculation rule is Amount, you see two fields next to the Amount label: the first is the entry type and the second is the actual selection. The Entry Type field might display values of *Numeric*, *Accumulator*, *Bracket*, *Deduction*, *Earning*, *Formula*, *Payee Level*, *Rate Code*, and *Variable*, all of which are entry types. For example, if you select *Variable*, when you press the tab key to move out of the field and you prompt against the second field, only the variables appear as valid values. (If you had selected *Bracket*, only brackets would appear as valid values.)

For the example of an earning definition, if the calculation rule is Amount, an entry prompt ID, *GP_ENT_AMT_VW*, is defined. For this entry prompt ID, we have indicated (by selecting the Valid Entry Type check boxes) that the following entry types are valid: *Numeric*, *Accumulator*, *Bracket*, *Deduction*,

Earning, Formula, Payee Level, Rate Code, and Variable. These are the valid entry types that appear when you prompt on the Earnings Calculation page for the Amount Entry Type field.

Entry Type Prompts Page

Use the Entry Type Prompts page (GP_ENTRY_PROMPT) to define which entry types are valid for a specific prompt view.

View a list of all entry types for an entry prompt ID. Complete the Entry Types page prior to using this page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Type Prompts

Image: Entry Type Prompts page

This example illustrates the fields and controls on the Entry Type Prompts page.

Entry Type Prompts

Entry Prompt ID: GP_ENT_EGELG_VW *Description: Element Group - Eligibility

[Records.Fields Using Prompt ID](#)

Entry Type	Description	Valid Entry Type	Prompt View Name
001	Character	<input type="checkbox"/>	
002	Numeric	<input type="checkbox"/>	
003	Calendar Date	<input type="checkbox"/>	
AA0	Auto Assigned	<input type="checkbox"/>	GP_PIN_AA0_VW
AC0	Accumulator	<input type="checkbox"/>	GP_PIN_AC0_VW
AC4	Segment Accumulator	<input type="checkbox"/>	GP_PIN_AC4_VW
AE0	Absence Entitlement	<input type="checkbox"/>	GP_PIN_AE0_VW
AE5	Absence Entitlement	<input checked="" type="checkbox"/>	GP_PIN_AE5_VW
AR0	Array	<input type="checkbox"/>	GP_PIN_AR0_VW
AT0	Absence Take	<input checked="" type="checkbox"/>	GP_PIN_AT0_VW

Use the Entry Type Prompts page to define which entry types are valid for a specific prompt view.

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and Element Definition are related to the Override Levels check boxes on the Element Name page. You enter overrides at various levels to control additional security within prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first instead of the prompt view name. So, all eight prompt views (including Prompt View Name and the seven prompt views found in the Prompt Views for Element Security/Override group box) have the same purpose, but they are coded a little differently. The prompt views in the Prompt Views for Element Security/Override group box also look at the security check boxes on the Element Name page. You select entry types for the entry prompt ID that you want to look at on the Entry Type Prompts page. You use entry type prompt IDs to create and maintain valid entry type prompt views. Entry types are not hard-coded in the prompt views.

Common Page Information

Record Fields Using Prompt ID

Click to access the Record.Fields Using Prompt ID page.

Entry Type

Displays information from the Entry Types page. You can select entry type for each entry prompt ID. For example, let's say that you have an earning element (EARNINGS1). Valid entry types for the element can include *Numeric* and *Accumulator*. Select the check box associated with any of the valid entry types. If the Valid Entry Type check box is selected, the entry type appears as a valid value on the prompt. Based on the entry type that you select, the system returns to the corresponding entry type definition in the Prompt View Name field on the Entry Types page.

Calendar/Via Element

Select the Calendar/Via Element tab.

Image: Entry Type Prompts page: Calendar/Via Element tab

This example illustrates the fields and controls on the Entry Type Prompts page: Calendar/Via Element tab.

Entry Type Prompts

Entry Prompt ID: GP_ENT_EGELG_VW *Description: Element Group - Eligibility

[Records.Fields Using Prompt ID](#)

Entry Types			
Customize Find View All First 1-10 of 65 Last			
Entry Types	Calendar/Via Element	Pay Entity/Pay Group	Positive Input/Payee
Entry Type	Description	Calendar	Via Element
001	Character		
002	Numeric		
003	Calendar Date		
AA0	Auto Assigned		GP_PIN_AA0EL_VW
AC0	Accumulator		GP_PIN_AC0EL_VW
AC4	Segment Accumulator		
AE0	Absence Entitlement	GP_PIN_AE0CL_VW	GP_PIN_AE0EL_VW
AE5	Absence Entitlement	GP_PIN_AE5CL_VW	
AR0	Array		
AT0	Absence Take	GP_PIN_AT0CL_VW	GP_PIN_AT0EL_VW

This tab pertains to calendar and via element overrides.

The prompt view name and the prompt views that appear on the Calendar/Via Element, Pay Entity/Pay Group, Positive Input/Payee, and Element Definition tabs are related displays, based on information that you entered on the Entry Types page (for each defined entry type). When you use these online, you are first prompted to select an entry type, and then (based on the entry type that you selected) you enter the second field.

For example, if you select an entry type of *Variable* for the Earnings Amount field, when you press tab to move out of that field and prompt on the next field, the system locates the prompt view name. The system uses that as the prompt for the next field; therefore, only variables appear.

The functionality of the prompts that are defined on these tabs is similar to the prompt view names. The difference is that the Override check boxes on the Element Name page (Pay Calendar, Pay Entity, Pay Group, Payee, Positive Input, Element Definition, and Via Element) are used to control where in the system you can override the element. Notice that on these tabs, you can define separate prompt views for each entry type. These views are defined just to take the Override check boxes on the Element Name page into consideration.

So, based on where you are in the system, you use either the prompt view name or the correct override prompt view name to prompt for valid values in the second field.

Pay Entity/Pay Group

Select the Pay Entity/Pay Group tab.

This tab pertains to pay entity and pay group overrides.

Positive Input/Payee

Select the Positive Input/Payee tab.

This tab pertains to positive input and payee overrides.

Element Definition

Select the Element Definition tab.

This tab pertains to element definition overrides.

Defining Industries and Categories

To define industries and categories, use the Categories (GP_PIN_CATEGORY) component.

This topic provides an overview of industries and categories and lists the pages used to define industries and categories.

Pages Used to Define Industries and Categories

Page Name	Definition Name	Navigation	Usage
Industry/Region Types	GP_PIN_INDUSTRY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Industries/Regions, Industry/Region Types	Define industry and region codes that help classify elements and supporting elements.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Category Types	GP_PIN_CATEGORY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Categories, Category Types	Define category codes that help classify elements and supporting elements.

Related Links

[Defining Element Names](#)

[Restricting User Access](#)

Understanding Industries and Categories

Industries and categories are ways to further classify elements. You create codes for the industries and categories that are applicable to your organization. For each code, you specify if it is applicable to all countries or a specific country.

You can view all industry and category codes through the Industry/Region Types and Category Types pages. Your security level, as defined on the User Rules Profile page, determines the countries for which you can add industries and categories.

You associate an industry and category with an element by selecting from prompt tables on the Element Name page. The country for which an element is defined determines the available industry and category codes.

Note: You cannot change or delete existing industry codes or categories because they are also entered in the GP_PIN table. Updating the Industry/Region Types or the Category Types page does not update the GP_PIN table.

Defining Element Names

This topic provides overviews of element names, PIN codes and PINs, and the process of selecting definition as of dates, and discusses how to:

- Define element names.
- Add user-defined fields to element definitions.
- Enter and view element comments.
- Select forecasting options.

Pages Used to Define Element Names

Page Name	Definition Name	Navigation	Usage
<Element> Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name an element and define its basic parameters.
Custom Fields for <Element Name>	GP_PIN_CUSTOM_SEC	Click the Custom Fields link on the Earnings Name page.	Add user-defined fields to an element definition.
Comments for <Element Name>	GP_PIN_SEC	Click the Comments link on the Earnings Name page.	Enter or review detailed comments for an element. The comments that you enter are for informational purposes only and do not affect payroll processing.
Forecasting for <Element Name>	GP_FORECAST_SEC	Click the Forecasting link on the Earnings Name page. Available for absence take and absence entitlement elements only.	Select forecasting options for an element.

Understanding Element Names

Although each element type has a unique purpose, all element types share a common set of attributes that are defined and stored on the first page of each element component. The object name of this page is always GP_PIN and it appears as the first page for all element definitions. In this topic, this page is called the <Element> Name page, although it is often labeled to identify the element type that is being created—for example, *Earnings Name*. Once you define an element name, you can enter additional information that is specific to the element type.

Understanding PIN Codes and PIN Numbers

When you create an element name, the system assigns the element a PIN code and a PIN number. The PIN code and the element name must be unique. As you create new elements, the system checks to see whether this unique set of identifiers already exists. You can rename an element name, but the PIN code is a constant.

PIN numbers:

- Enable the system to track the element and its name wherever it's used, regardless of its name.

You can change an element name without affecting the system.

- Point to the data and the element name on the <Element> Name page.
- Are significant only within a database and can be different for the same element names across databases.
- Act as keys to the GP_PIN table and the value that is stored in other tables to represent an element.

- Are assigned sequentially.
- Are used only for batch-processing.

Related Links

[Understanding the Global Payroll Utilities](#)

Understanding the Process of Selecting Definition As Of Dates

Elements can have many effective-dated rows. The definition as of date that you assign to an element on the <Element> Name page tells the system which effective-dated definition to retrieve for the element during processing.

You can select one of these dates: Calendar Period Begin Date, Calendar Period End Date, Payment Date, Process Begin Date, and Process End Date.

Note: You can override the process begin date and process end date for a payee and calendar group by using the Payee Calendar Groups page.

Example 1

Assume that an element has the following effective-dated rows (definitions) and values:

January 1, 1990 = 100

January 1, 2000 = 125

January 31, 2000 = 150

February 1, 2000 = 175

The January and February calendars have the following dates:

Calendar Date	January Calendar	February Calendar
Begin Date	January 1, 2000	February 1, 2000
End Date	January 31, 2000	February 28, 2000
Payment Date	February 1, 2000	March 1, 2000

When you process the January calendar, the system retrieves the definition of the element based on the element's definition as of date:

Definition As Of Date	Effective-Dated Row Used	Value
Calendar Begin Date	January 1, 2000	125
Calendar End Date	January 31, 2000	150
Payment Date	February 1, 2000	175

Example 2

Process Begin Date and Process End Date can be especially useful for issuing advance payments. They refer to the begin date and end date of the calendar period in which the element is actually processed.

For example, suppose that in January you want to issue an advance payment to a payee who will be on vacation in February. To make the advance payment, you process the February calendar in January; however, you want the system to use the definition of the element as of January—the actual processing period.

This table shows which definition of the element the system retrieves, based on your choice of definition as of date:

<i>Definition As Of Date</i>	<i>Effective-Dated Row Used</i>	<i>Value</i>
Process Begin Date	January 1, 2000	125
Process End Date	January 31, 2000	150
Calendar Begin Date	February 1, 2000	175
Calendar End Date	February 28, 2000	175

Related Links

[Entering Calendar Override Instructions for a Payee](#)

<Element> Name Page

Use the <Element> Name page (GP_PIN) to name an element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name

Image: <Element> Name page

This example illustrates the fields and controls on the <Element> Name page.

Note: The preceding example is a generic representation of the page that you use to create all element types. After you create an element on the Earnings - <Element> Name page, you continue the process of defining each element in its appropriate component, as described elsewhere in this product documentation.

Field Format

Defines the format for the resolved value. Available values are based on the element type and can include *Date*, *Decimal*, *Character*, *Monetary*, or *Pointer* (for calculating generic formulas for a variable).

For some element types, such as earnings and deductions, you cannot change the displayed field format.

Note: The difference between *Decimal* and *Monetary* is that *Monetary* is currency-controlled and requires the entry of a currency code.

Definition As Of Date

Select the date on which the system is to retrieve the element definition during a process run. Options are:

Calendar Period Begin Date: The begin date of the calendar period to which the element is linked.

Calendar Period End Date: End date of the calendar period to which the element is linked.

Payment Date: Payment date of the calendar period to which the element is linked.

Process Begin Date: Begin date of the calendar period in which the element is processed.

Process End Date: End date of the calendar period in which the element is processed.

Selections are limited for some elements. For example, *Calendar Period End Date* is the only valid option for section and process list elements.

Retroactivity is also a consideration for this field. During recalculation, the system always respects this day and uses the appropriate date based on individual recalculation period calendars.

Element Nbr (element number)

The PIN number.

Always Recalculate

Applies only to the period of time that is being resolved and is selected by default. If selected, the system recalculates the element every time that it encounters it in the calculation process. If this check box is deselected, the system uses the previous resolved value of the element.

deselect the check box when:

- You update an element through an element-like formula.

Otherwise, each time that the system encounters the element, it initializes it according to the element's definition.
- You think that the old value will be different from the value that you'll get if the system resolves this element again—for example, when a variable has been set up with a Via Element override on the Element Name page.

Select this check box if you think that the previous value is incorrect and needs to be updated—for example, in formulas that need to be applied within a loop, an array, or a count.

Note: If this check box is deselected, and the Recalculate check box on the Section - Definition page is selected, the system resolves the element each time that it encounters it when that section is processed. If the same element is encountered in a different section where the check box is deselected, the element is resolved only once.

When the PIN Manager encounters an element, it runs an eligibility check. If it determines that the element must be resolved, it looks at the recalculation logic. You can indicate an element's recalculation at the process list level, the section level,

and the element level. If you indicate recalculation at any of these levels, the element is recalculated.

For example, if the Always Recalculate check box is selected, the system recalculates the element. If the Always Recalculate check box is deselected, the system looks at the table of resolved elements for a match between the same element and the same calculation dates. If there is a match, the system uses that value; otherwise, the system resolves the element.

See [Understanding the Process of Selecting Definition As Of Dates](#).

Element Use

In this group box, you define several security-related options.

Owner

Identifies who controls and maintains the definition of the element. Values are:

Customer Maintained: Identifies the elements that you created. All fields are available for entry.

PS Delivered/Maintained: The element is delivered and maintained by PeopleSoft. To edit any fields, you can take control of the element by selecting the Customer Control Indicator check box. This changes the owner to *PS Delivered/Customer Modified*. If PeopleSoft later releases an updated version of the element, you can accept the updated definition or retain your changes. Either way, element ownership does not change.

If you change the name, description, override levels, class, industry, or category for an earning, deduction, or absence element, the system makes the same changes to all related components and auto generated accumulators and changes the owner for those items.

Important! Taking control of an element is irreversible.

PS Delivered/Not Maintained: The element is delivered, but not maintained by PeopleSoft (for example, sample data or statutory data). You can update any editable fields.

PS Delivered/Customer Modified: Indicates that you have taken control of a PeopleSoft-delivered or maintained element.

PS Delivered/Maintained/Secure: The element is delivered and maintained by PeopleSoft. You can edit the name, description, override levels, results, custom fields, and comments (and for system elements, Use as Chartfield and prompt view). Any changes that you make can be overwritten by future PeopleSoft updates.

Class

Indicates the type of rule for the element. Values are:

Customary: Sample rules that are created by PeopleSoft.

They are not statutory requirements, but are commonly followed rules. An example of when a customary rule is used is with tariffs. Customary rules are often used in a production environment.

Not Classified.

Sample Data: Rules that are created by PeopleSoft for sample data purposes. They are not used in a production environment.

Statutory: Rules that are created by PeopleSoft for calculating rules that are required by law.

System Data: Rules that are created by PeopleSoft. They are either system elements or system data that are delivered with the application—for example, common constants and dates.

The Class field works with the Owner field to determine the level of support and security.

Note: Not all statutory rules are set to *PS Delivered/Maintained*.

For some statutory rules, the owner is set to *PS Delivered/Not Maintained*. Typically these rules are statutory, but might need to be modified for each organization—for example, an accumulator for taxable gross. All organizations need to comply with reporting taxable gross; however, you need to add the specific earning in your organization that contribute to taxable gross.

Used By

Select whether the element is used by *All Countries* or a *Specific Country*. This field is also used in User Rules Profile security to determine which elements a user can access.

Country

If you selected *Specific Country* in the Used By field, the Country field appears. Select the country for which the security-related options apply.

Note: Element usage security is a way to limit the number of elements that you see on a prompt so that you see only the element information that's useful to you.

Industry/Region

To classify your element further, select an industry code or region code. You define industry codes on the Industry/Region Types page. If an element is created for a specific industry, select an industry code here. Typical industry codes include Banking, Insurance, and Metallurgy.

Category

To classify your element further, select a category code. Category codes are defined on the Category Types page.

Customer Control Indicator

Appears only if you have authority to take control of the element according to the user profile rules. See the Owner field.

See [Restricting User Access](#).

Override Levels

In this group box, you enable security-related override levels for the selected element. That is, you define when users can override the element's value, or, in some cases, exclude the element from processing. For example, if you select Pay Calendar, you can use the Calendar - Excluded Elements page to tell the system not to process this element for any payee associated with a particular calendar. If you select Pay Calendar for a bracket, date, duration, formula, or variable element, you can use the Calendar - Overrides page to have the system use an override value for the element when the system processes a particular calendar.

Pay Entity, Pay Group, Payee, Calendar, Via Elements, Element Definition and Positive Input

Select each type of override that you want to enable. Options vary by element type.

See [Understanding Overrides](#).

Results

In this group box, you specify when to store the resolved value of the element in the result tables. The options vary by element type.

Select these options with caution to avoid creating large tables that are difficult to manage. Consider storing only the values that you need for reporting and auditing purposes or for executing historical rules, retroactivity, or other calculations where you need to refer to the prior value of an element.

Store

Select to store the resolved value of the element in the result table during processing. For certain element types, you can specify the conditions under which the value is stored by selecting an option below the check box.

When Store is deselected, the resolved value is never stored.

Always

This option (the default) appears only for earning and deduction elements. Select it to store the calculated result of the element, even when the value is 0.

If Element Is Non-Zero

Appears only for earning and deduction elements. Select it to store the resolved value of the element when it is not 0.

If Element or Comp (component) is Non-Zero (if element or component is nonzero)

Appears only for earning and deduction elements. Select the option if you want to store the resolved value of the element if it or one of its components (percent, base, rate, or unit) is nonzero.

With this option, the element or component values are always stored if the arrears balance, the amount being paid back, the amount not taken, the adjustment value, or the retroactive adjustment value is nonzero.

Store if Zero

Appears for all element types except earnings and deductions. You cannot select this check box without first selecting Store.

The Store if Zero check box is a way to further define what is sent to the results tables.

Select Store if Zero to store a resolved value even when the value is 0.

If you select Store but not Store if Zero, the element is written to the result tables only if the resolved value is not equal to zero, blank, or null. If you select both check boxes, the resolved value is written to the result tables, even if it is zero, blank, or null.

If you select neither check box, the system never stores the resolved value.

Resolution Parameters

The fields in this group box apply only for earning and deduction elements.

See [Earnings Name Page](#).

Version Information

User Version

You can enter up to 14 alphanumeric characters in this field to identify changes you make to the element definition. When you save the definition, the system adds a prefix of *INT_* to indicate that this is a user-defined value. You can use the Global Payroll utilities to stamp and package elements by version.

The value that you enter here appears in the Version field of the pages that you update. For example, if you change the calculation rule for an earning element, then update the User Version field on the Element Name page, the version that you enter appears on the Element Name page and the Earnings - Calculation page.

Version

Displays the version of the element. The prefix *P_* identifies versions released by PeopleSoft. The prefix *C_* identifies versions created by customers.

The system clears this version from the page when any of the following conditions occur:

- You save the page after making changes.

(The version is cleared only on the page that you make corrections to.)

- You enter a value in the User Version field and save the page.

The version is cleared only on the page to which you make corrections.

- You run the Stamping process for the element.

In this case, the element is stamped with the new version.

Additional Elements

Custom Fields

Click this link to access the <Element> Name - Custom Fields page.

Comments

Click this link to access the <Element> Name - Comments page.

Forecasting

This link appears for absence take and absence entitlement elements only. Click this link to access the <Element> Name - Forecasting page.

Related Links

[Stamping and Packaging Elements by Version](#)

Custom Fields for <Element Name> Page

Use the Custom Fields for <Element Name> page (GP_PIN_CUSTOM_SEC) to add user-defined fields to an element definition.

Navigation

Click the Custom Fields link on the <Element> Name page.

Image: Custom Fields for <Element Name> page

This example illustrates the fields and controls on the Custom Fields for <Element Name> page

Element Custom Fields
Earnings
Custom Fields for Element K0SALARY (Salary)
Field 1 <input type="text"/>
Field 2 <input type="text"/>
Field 3 <input type="text"/>
Field 4 <input type="text"/>
Field 5 <input type="text"/>

Use the fields on this page in any way that you want. For example, you can use the fields to classify elements or to indicate a sorting order for reports. The data that you enter is stored by system elements.

Comments for <Element Name> Page

Use the Comments for <Element Name> page (GP_PIN_SEC) to enter or review detailed comments for an element.

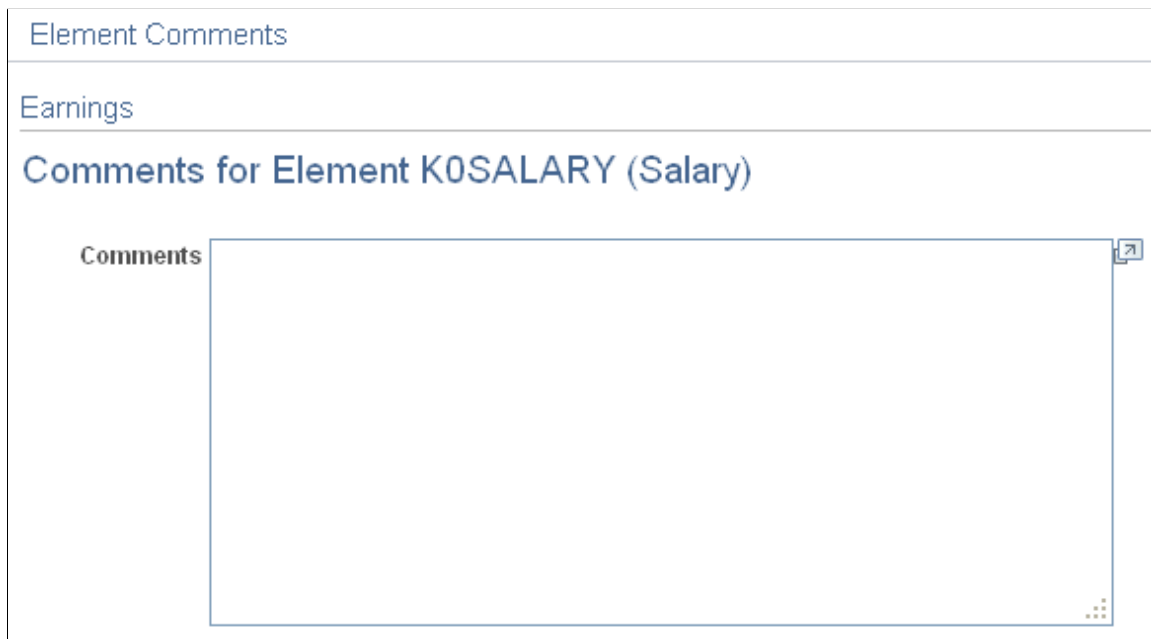
The comments that you enter are for informational purposes only and do not affect payroll processing.

Navigation

Click the Comments link on the Earnings Name page.

Image: Comments for <Element Name> page

This example illustrates the fields and controls on the Comments for <Element Name> page.



For each system-computed system element that is delivered by PeopleSoft, you can view detailed comments including a general description, when the system element is available, and where it is used. This is useful information when you want to learn about what a specific system element does.

For elements that you define, you can use the Comments page to view or enter your own notes or details about an element.

Forecasting for Element <name> Page

Use the Forecasting for <Element Name> page (GP_FORECAST_SEC) to select forecasting options for an element.

Navigation

Click the Forecasting link on the <Element> Name page. This link is available for absence take and absence entitlement elements only.

Image: Forecasting for <Element Name> page

This example illustrates the fields and controls on the Forecasting for <Element Name> page.

Forecasting Used

Select to enable the absence forecasting or balance inquiry feature for this element.

Forecasting Required

This field appears for absence take elements only. Select to have the system generate a warning if a user tries to save absence entries on the Absence Event Entry page without first running the Forecasting process.

Updating Component Element Information

To define component element information, use the Components (GP_COMPONENT) component.

This topic discusses how to update component element information.

Page Used to Update Component Element Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Components	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Components, Components	Update information about component elements (such as rate, unit, base, and percent) that are generated when an earning, deduction, or absence entitlement element is created.

Components Page

Use the Components page (GP_PIN) to update information about component elements (such as rate, unit, base, and percent) that are generated when an earning, deduction, or absence entitlement element is created.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Components, Components

Image: Components page

This example illustrates the fields and controls on the Components page.

Components	
*Name:	EARNING 1_BASE
*Description:	Earning Based on Accrual
<div> <div> <div>Element Type:</div> <div>Auto Assigned Components</div> </div> <div> <div>*Field Format:</div> <div>Monetary</div> </div> </div>	
<div> <div>Element Nbr:</div> <div>1131</div> <div> <input type="checkbox"/> Always Recalculate </div> </div>	
<div> <div>Element Use</div> <div> <div>*Owner:</div> <div>PS Delivered / Not Maintained</div> </div> <div> <div>*Class:</div> <div>System Data</div> </div> <div> <div>*Used By:</div> <div>All Countries</div> </div> <div> <div>Country:</div> <div>ALL</div> </div> <div> <div>Industry/Region:</div> <div></div> </div> <div> <div>Category:</div> <div>BSA</div> <div>Base Salary</div> </div> </div>	
<div> <div>Override Levels</div> <div> <div> <input type="checkbox"/> Pay Entity <input type="checkbox"/> Via Elements </div> <div> <input type="checkbox"/> Pay Group <input type="checkbox"/> Element Definition </div> <div> <input checked="" type="checkbox"/> Payee <input checked="" type="checkbox"/> Positive Input </div> <div> <input type="checkbox"/> Calendar </div> </div> </div>	
<div> <div>Results</div> <div> <input type="checkbox"/> Store <input type="checkbox"/> Store if Zero </div> </div>	
<div> <div>Resolution Parameters</div> <div>This element type does not require additional resolution parameters.</div> </div>	
<div> <div>Version Information</div> <div> <div>Last Updated:</div> <div>11/09/05 11:57:22.000000AM</div> </div> <div> <div>Last Updated By:</div> <div>PPLSOFT</div> </div> <div> <div>User Version:</div> <div></div> </div> <div> <div>Version:</div> <div>P_9.00.00</div> </div> </div>	
<div> Custom Fields Comments </div>	

On this page, only the Description field, the Via Elements check box, the Custom Fields link, and the Comments link are available for entry or selection.

All other fields are updated when the parent element value changes. (A *parent element* is an earning element, a deduction element, or an absence entitlement element.) These fields display the values that were entered for the parent element when it was created.

Override Levels

Via Elements

Select to indicate the override level for the component, if there is one.

Related Links

[Custom Fields for <Element Name> Page](#)

[Understanding Overrides](#)

Defining Suffixes

To define suffixes, use the Element Suffixes (GP_SUFFIX) component.

This topic provides an overview of suffixes and discusses how to:

- Define suffixes for earnings and deductions components and accumulators.
- Define suffixes for absence entitlements.

Pages Used to Define Suffixes

Page Name	Definition Name	Navigation	Usage
Earnings and Deductions	GP_SUFFIX1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes, Earnings and Deductions	Define suffixes for earnings and deductions components and accumulators in the base language that you've selected.
Element Suffixes - Absence Entitlements	GP_SUFFIX2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes, Absence Entitlements	Define suffixes for absence elements in the base language that you've selected.

Understanding Suffixes

Global Payroll uses suffixes to identify the components and auto-generated accumulators created for earning, deduction, and absence elements. For example, when you define an earning, deduction, or absence element, you must specify the components that make up the element, such as base, rate, unit, and percentage. The system *names* these components and auto-generated accumulators by appending a suffix to the element's name. For example, suppose that you define an earning element named EARN1 with this calculation rule: $EARN1 = Rate \times Unit$. The system automatically creates two additional elements for the components in the calculation rule:

- Rate element: EARN1_RATE.
- Unit element: EARN1_UNIT.

In this example, the suffixes used to name the components of the element are *_RATE* and *_UNIT*.

PeopleSoft delivers suffixes, but you can also create your own. Suffixes are defined by country, so you can define them in your native language.

The system determines the suffixes to use based on the country that is identified in the Used By/Country fields on the Element Name page. If an element is defined as All Countries in the Used By/Country fields, the system determines the correct suffix by identifying the entry on the Suffix page that has the Default Suffix Set check box selected.

Note: When you create an element, the system creates only the suffixes and components that are needed. For example, if you create an earning element and define it as EARNINGS1 = Unit x Rate, the system creates suffixes only for the unit and the rate.

Note: You can only add, modify, and delete suffixes on the Element Suffixes (GP_SUFFIX) component that apply to elements defined for your own country or *All* countries.

Earnings and Deductions Page

Use the Earnings and Deductions page (GP_SUFFIX1) to define suffixes for earnings and deductions components and accumulators in the base language that you've selected.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes, Earnings and Deductions

Image: Earnings and Deductions page

This example illustrates the fields and controls on the Earnings and Deductions page.

The screenshot shows the 'Earnings and Deductions' page with the 'Absence Entitlements' tab selected. The page is titled 'Element Suffixes' and includes a search bar with 'Find | View All' and a pagination indicator 'First 1 of 20 Last'. Below the title bar, there are several sections:

- *Country:** A dropdown menu set to 'ALL' with a magnifying glass icon and the text 'All Countries'. To the right is a checkbox labeled 'Default Suffix Set' which is checked, and plus/minus icons.
- Suffix Separator:** A text field containing an underscore character.
- Component Suffixes:** A section with four fields: '*Base:' (BASE), '*Percent:' (PCT), '*Rate:' (RATE), and '*Unit:' (UNIT).
- Calendar Period Accumulators:** A section with eight fields arranged in two columns:
 - *Period to Date: PTDA, *PTD Unit: PTDU
 - *Month to Date: MTDA, *MTD Unit: MTDU
 - *Quarter to Date: QTDA, *QTD Unit: QTDU
 - *Year to Date: YTDA, *YTD Unit: YTDU
- Fiscal Period Accumulators:** A section with eight fields arranged in two columns:
 - *PTD Amount - Fiscal: FPDA, *PTD Unit - Fiscal: FPDU
 - *MTD Amount - Fiscal: FMDA, *MTD Unit - Fiscal: FMDU
 - *QTD Amount - Fiscal: FQDA, *QTD Unit - Fiscal: FQDU
 - *YTD Amount - Fiscal: FYDA, *YTD Unit - Fiscal: FYDU
- Arrears Component Suffixes:** A section with three fields: '*Payback:' (PBCK), '*Amount Not Taken:' (ANT), and '*Add To Arrears:' (ATAR).
- Arrears Accumulator Suffix:** A section with one field: '*Arrears:' (ARR).

Country

Select the country for which you are defining the suffixes.

When you do this, the system populates the fields on the page with predefined suffixes in the correct language for this country. You can change the predefined suffixes.

Default Suffix Set

Select to indicate that these are the default suffixes to use for elements defined as *All Countries* in the Used By/Country fields on the Element Name page.

Note: If the system can't find a match between the Country field on this page and the Country field on the Element Name page, it uses the default suffix set to name components and auto-generated accumulators.

Suffix Separator

Separates the element name from the component suffix. For example, if you create an earning element defined as EARN1 = Unit x Rate, the system creates three elements: EARN1, EARN1_UN, and EARN1_RT. In this example, the separator is an underscore. You can identify the separator as anything you want, or leave this field blank.

Component Suffixes, Calendar Period Accumulators, Fiscal Period Accumulators, Arrears Component Suffixes, and Arrears Accumulator Suffix

Using the language of the specified country, enter the suffix to be appended to each type of component or automatically generated accumulator.

Related Links

[Calculation Rules and Components](#)

[Automatically Generated Accumulators](#)

Element Suffixes - Absence Entitlements Page

Use the Element Suffixes - Absence Entitlements page (GP_SUFFIX2) to define suffixes for absence elements in the base language that you've selected.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes, Absence Entitlements

Image: Element Suffixes - Absence Entitlements page

This example illustrates the fields and controls on the Element Suffixes - Absence Entitlements page.

Component Suffixes and Accumulator Suffixes

Define the suffixes to be appended to the components and accumulators that the system generates for absence entitlement elements.

Related Links

[Absence Entitlements - Auto Generated Accumulators Page](#)

Chapter 6

Defining Data Retrieval Elements

Understanding Data Retrieval Elements

In Global Payroll, you use data retrieval elements to retrieve data from the system.

There are six data retrieval elements included in the system:

- System elements
- Arrays
- Brackets
- Rate codes
- Fictitious calculations
- Historical rules

PeopleSoft defines and delivers system elements; you name and define the basic parameters of other elements, such as arrays and brackets.

Batch Processing

During processing, the system truncates data that is retrieved by system elements and arrays when the data exceeds these lengths:

Character fields: 30

Numeric fields: 12.6

Related Links

[Defining Element Names](#)

Working with System Elements

This topic provides overviews of system elements and batch processing of system elements, and discusses how to:

- Name and define system elements.
- View system element details.
- View system element comments.

Pages Used to Modify and View System Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
System Element Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, System Elements, System Element Name	Name the element and define its basic parameters.
Source And Use	GP_SYSTEM_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, System Elements, Source and Use	Displays whether a system element is a system-computed element or a database system element. For a database system element, it also displays the record and field that populates it and indicates whether the field is SetID-controlled.
System Elements by Source	GP_SYSTEM_PIN_INQ	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, View System Elements by Source, System Elements by Source	View system elements by source.
System Elements - Comments for Element <name>	GP_PIN_SEC	Click the Comments link on the System Element Name page.	View detailed comments about system-computed system elements that PeopleSoft delivers.

Understanding System Elements

System elements are delivered and maintained by PeopleSoft and usually contain payee-related data for use in calculations. Although you cannot add system elements, you have the ability to define and alter various parameters that control their use.

There are two types of system elements:

- Database system elements, which come from a predefined list of database records and fields.
- System-computed elements, which come from internally stored data.

System-computed elements are resolved at different times, for example, at the beginning of every segment calculation, daily, or when a rate code element is encountered, depending on the element's purpose.

Note: To store the value of a database system element for reporting purposes, include the element in your process.

Understanding Batch Processing of System Elements

All system elements, whether they are database or system-computed elements, have several important considerations. A system element that is frequency controlled by compensatory rate, which is controlled by compensatory frequency, is annualized by the Frequency field and then deannualized, based on the calendar frequency. Thus, any element, such as earnings, deductions, or absences, that uses the Frequency field should be defined as having a frequency equal to the use calendar period frequency. This approach ensures correct results, avoiding additional annualization or deannualization.

Database System Elements

For database elements from effective-dated records, the row selected is based on context. Typically the value is as of the segment end date. If referenced during resolution of a sliced element, the value is as of the slice end date. When retrieving values from job records, for example, the system matches on employee ID, employee record, and the segment and slice end date.

System element definitions for the country being processed and those used by all countries are loaded at the beginning of a run. System elements are resolved when used in the process.

Note: Only database system elements that are used and have been defined as Store = Yes are stored in the result tables.

PeopleSoft HR Database System Element Records

The following table lists the database tables that populate database system elements:

<i>Table Name</i>	<i>Description</i>
PERSON	Not effective-dated. Select based on employee ID.
PERS_DATA_EFFDT (personal data effective date)	Max Effdt (maximum effective-dated) row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
JOB	The Max Effdt row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
PER_ORG_ASGN (person organization assignment)	Not effective-dated. Select based from the employee's organizational instance number
PER_ORG_INST (person organization instance)	Not effective-dated.
CONTRACT_DATA	Not effective-dated. Select based on CONTRACT_NUM (contract number) from the selected job record.

Table Name	Description
WKF_CNT_TYPE (workforce contract type)	The Max Effdt row is less than or equal to the segment end date where the contract number on this row matches the contract number on job. You can use CONTRACT_NUM from JOB or from CONTRACT_DATA, because the system synchronizes them. If the contract number is referenced in a slice, use the slice end date.
COMPENSATION	Includes all comp_effseq rows for each rate code (comp_ratecd) where Effdt and Effseq (effective sequence) match Effdt and Effseq from the Job table.

Note: These HR tables are discussed in detail in the HR documentation.

See "Understanding Job Data (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Database System Elements and Currency

Some database system elements are monetary values. The value stored in the field is stated in terms of the currency with which the value is associated. This currency may or may not be the same as the Global Payroll processing currency.

Note: Use caution when you use the COMPRATE system element (from the Job record). That system element is populated based on multiple components. It is not dynamically updated with a new currency exchange rate type and effective date when it is referenced during a payroll calculation. Instead, it's populated using the currency exchange rate and effective date from HR when it's updated. When these system elements are resolved, if the currency code of the HR record doesn't match the processing currency of the pay run, the system converts from HR currency to the processing currency defined on the GP Pay Entity page.

This table lists the monetary fields on the Job record:

Field on Job Record	Associated Currency
Comprate	Currency Cd
Annual Rate	Currency Cd
Monthly Rate	Currency Cd
Daily Rate	Currency Cd
Hourly Rate	Currency Cd
Shift Rate	Currency Cd
Change Amount	Currency Cd
Annual Benefits Base Rate	Currency Cd

Similarly, system elements that are stated in a specified frequency will be resolved in the same way that currency-controlled system elements are resolved. The Comprate field on the job record is stated in the comp frequency stored in the job record. This frequency may differ from the calendar frequency being processed in Global Payroll. Any database system element that is frequency-controlled is resolved in the calendar frequency.

System-Computed Elements

System-computed elements appear on the output results table only if they are used, provided that the appropriate output options on the Source And Use page are selected.

During batch processing, all database system elements are retrieved and stored in arrays, whereas system-computed element values are retrieved and set by the appropriate processing application. For example, when you process absences, the system populates only those system elements that are specific to absences.

With system-element processing:

- The system populates the first active segment, based on all the active segments that are created for a specific process stat record.
- The system also populates the last active segment, based on all the active segments that are created for a specific process stat record.

System Element Name Page

Use the System Element Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, System Elements, System Element Name

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you name and define. All of the fields on this page are documented in another topic in this product documentation.

For each system-computed system element that is delivered by PeopleSoft, you can view detailed comments including a general description, when the system element is available, and where the element is used by clicking the Comments link. This is useful information when you want to learn more about how the system uses a specific system element.

Note: For system elements that you intend to use as chartfields for the integration with PeopleSoft General Ledger, be sure to select the Store check box on this page. If you don't, the GP_GL_PREP process won't store results for them in the Global Payroll Transaction Interface (GP_GL_DATA) record.

Related Links

[Comments for <Element Name> Page](#)
[Defining Element Names](#)

Source And Use Page

Use the Source And Use page (GP_SYSTEM_PIN) to displays whether a system element is a system-computed element or a database system element.

For a database system element, it also displays the record and field that populates it and indicates whether the field is SetID-controlled.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, System Elements, Source and Use

Image: Source And Use page

This example illustrates the fields and controls on the Source And Use page.

The screenshot shows the 'Source And Use' tab for the system element 'ABSENCE DATE'. The page displays the following information:

- Element Name:** ABSENCE DATE
- Absence date**
- Owner:** PS Secure
- Element Detail**
 - ☒ System-Computed ☐ Database Field
 - Record:** [Empty text box]
 - Field Name:** ABSENCE_DATE **Absence Date**
 - ☒ Set ID Controlled ☐ Use As Chart Field
 - Prompt View:** [Empty text box]
 - Set ID Element:** [Empty text box]
 - Version:** 8.00.00.00

Record Displays the record from which the system element obtains its information.

Field Name Displays the field from which the system element obtains its information.

SetID Controlled Selected if the field is controlled by SetID. Elements that are controlled by SetID have field name and prompt view values.

Use As Chart Field For database fields, you can select this check box to use the element as a ChartField. ChartFields are applicable when you integrate Global Payroll with PeopleSoft General Ledger.

Prompt View Elements that are controlled by SetID or used as ChartFields have a prompt view specified. If a SetID controlled system element is used as a supporting element override for positive input, it also requires a prompt view.

SetID Element Displays the SetID field name for the system element.

Related Links

[ChartFields Page](#)

"Business Units, Tablesets and Set IDs (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Defining Array Elements

To define array elements, use the Arrays (GP_ARRAY) component.

This topic provides an overview of arrays and batch processing of arrays, and discusses how to:

- Name an array.
- Select and define information about the SQL statement.
- Define fields retrieved by an array.
- Define formula processing for an array.

Pages Used to Define Array Elements

Page Name	Definition Name	Navigation	Usage
Array Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Array Name	Name the element and define its basic parameters.
Field Map and Keys	GP_ARRAY_KEYS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Field Map and Keys	<ul style="list-style-type: none"> • Select the database table for the FROM clause of the SQL statement. • Define the keys and retrieval criteria for the array and the WHERE clause of the SQL statement the system uses when retrieving data for the array. • Define the fields to be returned and the elements to be filled by the array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Processing Formulas	GP_ARRAY_PROCESS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Processing Formulas	Define all required formula processing.

Understanding Array Elements

Arrays enable you to retrieve data from external sources such as HR tables—data that you need to use, evaluate, or process in your payroll rules.

To build an array, you assemble a Structured Query Language (SQL) statement out of FROM, SELECT, and WHERE clauses using the Array Definition component.

- To define the FROM clause, you identify the table containing the required data in the Record (Table) Name field on the Field Map and Keys page.
- To build the SELECT clause, you identify the table columns (fields) containing the data in the Fields Retrieved group box on the Field Map and Keys page.
- To build the WHERE clause, you define the array keys and the conditions under which rows of data are to be pulled from the database table based on the values of the array keys.

To do this, you use the fields in the Retrieval Criteria group box on the Field Map and Keys page.

- After defining the SQL statement, you must map the database column values in the array to Global Payroll variables.

These variables hold the column values and make them available for use in Global Payroll rules.

To do this, use the Variable Element Name field on the Field Map and Keys page

Note: After you construct your SQL statement, you can also define any formulas; you need to evaluate the data retrieved by the array.

Do this on the Array Processing Formulas page.

Note: Arrays are not effective-dated. Any changes are likely to affect retroactive processing.

Understanding Batch Processing of Arrays

Arrays can be used to access data in database tables or views that are not delivered by system elements. They do not resolve to a value but instead invoke processing.

You can create either payee-based arrays or non-payee-based arrays on the Field Map and Keys page. Payee-based arrays are resolved as of the slice or segment that is currently being resolved.

Arrays must be resolved for every segment and slice. If any element set by an array is used by another element that's being sliced, the array itself should be added to the event list to ensure that the array and all return column elements are also sliced. You must enter the array into the event list.

Payee-Based Array Processing

The system performs these steps when processing payee-based arrays:

1. Arrays call the database the first time that they are encountered in a calendar run.

All of the rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory. The cursors are sorted by employee ID in ascending order, by employee record number in ascending order, and by effective date in descending order.

2. For each payee, a cursor is set to access the appropriate rows of data (the Payee and Effective Date fields based on field use on the Field Map and Keys page).

Payee-based arrays are aligned per payment based on the pay period end date. If segmentation occurs and the array is on the event list or is being used in an earning, deduction, or absence element that's being sliced or segmented, the array must be aligned by slice or segment end date.

3. The array process formulas are applied against the data that is stored in memory (for the payee cursor set above), based on the process code.
4. The database field is resolved to the last row of data against which the process formulas were applied.

Whenever the array is accessed, steps 2 through 4 are performed again. Step 1 is performed only if the payee has changed or if a new slice or segment is being resolved.

Non-Payee-Based Array Processing

When processing non-payee-based arrays, the system performs the following steps:

1. Arrays call the database the first time they are encountered in a calendar run.

All rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory, so most effective-dated logic should be within the process formula logic.

2. If the table is effective-dated, the lookup formula references the system element that refers to the correct date (segment, slice, period).

If segmentation occurs and the array is on the event list or is being used in an earning, deduction, or absence element that's being sliced or segmented, the array must be aligned by slice or segment end date. Arrays can return multiple rows from the database. The process formulas are applied against the rows.

3. The array process formula is run.
4. The database field is resolved to the last row of data against which the process formula was applied.

Whenever the array is accessed, steps 2 through 4 are performed again. Step 1 is performed only if the *Reload for Each Resolution* or *Reload for Each Segment* value is selected on the Field Map and Keys page.

Related Links

[Arrays Used in Batch Processing \(Technical\)](#)

Array Name Page

Use the Array Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Array Name

Image: Array Name page

This example illustrates the fields and controls on the Array Name page.

Array Name		Field Map and Keys		Processing Formulas	
*Name:	KOARCOMPANY				
*Description:	Company Points Value				
Element Use *Owner: PS Delivered / Not Maintained *Class: Sample Data *Used By: All Countries Country: ALL Industry/Region: Category:			Element Type: Array *Field Format: Decimal Element Nbr: 2025 <input checked="" type="checkbox"/> Always Recalculate		
Resolution Parameters This element type does not require additional resolution parameters.			Override Levels <input type="checkbox"/> Pay Entity <input type="checkbox"/> Via Elements <input type="checkbox"/> Pay Group <input type="checkbox"/> Element Definition <input type="checkbox"/> Payee <input type="checkbox"/> Positive Input <input type="checkbox"/> Calendar		
			Results <input type="checkbox"/> Store <input type="checkbox"/> Store if Zero		
			Version Information Last Updated: 08/10/00 12:00:00.000000AM Last Updated By: PPLSOFT User Version: Version: P_8.30.00.00		

[Custom Fields](#) [Comments](#)

Because arrays are temporary tables that store results only during processing, storing the results after processing isn't necessary. The system deselects the Store and Store if Zero check boxes and makes them unavailable for entry.

In addition, arrays are not effective-dated, so this page has no definition as of date. To change an array definition, create a new array and new effective-dated elements that reference it. If a database table or view is renamed, create a new array.

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

[Defining Element Names](#)

Field Map and Keys Page

Use the Field Map and Keys page (GP_ARRAY_KEYS) to do the following:

- Select the database table for the FROM clause of the SQL statement.
- Define the keys and retrieval criteria for the array and the WHERE clause of the SQL statement the system uses when retrieving data for the array.
- Define the fields to be returned and the elements to be filled by the array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Field Map and Keys

Image: Field Map and Keys page

This example illustrates the fields and controls on the Field Map and Keys page.

Array Name: K0ARCOMPANY Company Points Value Owner: PS Non-Mnt

*Record (Table) Name: COMPANY_TBL Company Codes

*Loading Option: Reload for each segment

*Field Use	*Field	Variable Element Name	*Currency Field	Order By
Monetary	COMP_POINTS_VALUE	K0VRPOINTVAL	CURRENCY_CD	None
Other	COMPANY	K0VRCOMPANY		None
Other	EFFDT	K0VRCOEFFDATE		Descending

*Key Type	*Field	*Operator	*Element Type	*Element Name
Other	EFFDT	<=	SystemElem	PERIOD END DATE
Other	COMPANY	=	SystemElem	COMPANY

Review Generated SQL Statement

[View Resulting Query](#) ☐ Log statement at run time

Version: P_8.90.00.00

Record (Table) Name

Select the table for the SQL statement to use from the list of PeopleSoft defined tables. In the FROM clause of the SQL statement, the system appends the prefix *PS_* to the selected table name.

You can also select views. The prompt list displays all SQL tables and views in the database.

Loading Option

Select a value to control how often the array data are refreshed from the database.

Values are:

Employee-based look-up: Select to create a payee-based array.

Data is retrieved once for each payee. When that person is processed, the array storage becomes available for the next payee.

Load once (small table): Select to create a non payee-based array. Data is retrieved only once the very first time the array is referenced within the process. Compared to the two "Reload" alternatives, this option can significantly improve performance because the process only accesses the database once to load data. As indicated, this should be used only with smaller tables. The buffer for all arrays with this option combined can only hold 5000 rows. If the data in the table is changed by the process itself (and it is desirable to reflect these updates in the process, *Load once* is not a good option.

Reload for each resolution: Select to create a non payee-based array.

Data is retrieved from the database every time the array is resolved.

Reload for each segment: Select to create a non payee-based array.

Data is retrieved from the database once per segment being processed, regardless of the number of times the array may be resolved within each segment.

Note: The loading option that you select controls the key types that you can enter in the Key Type field.

See *PeopleTools: Data Management* product documentation.

Map Retrieved Fields to Variable Elements

Specify the columns to be retrieved from selected rows in the Array - Fields Retrieved group box (this is the SELECT part of the SQL statement). Also specify the variable elements to populate with the selected columns' values. The system orders the *Keyed by Employee* arrays by employee ID (and employee record number and effective date, if specified), with employee ID and employee record number in ascending order and effective date in descending order.

Field Use

Select from these options:

Monetary: When monetary conversion is required.

Pointer: To specify that a column contains a PIN.

Other: (default) For all other cases.

Field

Select a field from the list of columns in the database table. The system displays all columns in the database table that can be used in the SELECT AND/OR ORDER BY clause.

Variable Element Name

Define the host variable to populate with the value of the selected field. The Variable Element Name field is not required. If this field is blank, only the database field name column value is used in the ORDER BY clause.

Note: You cannot use the same variable name for two or more different field names.

Currency Field

If the field being retrieved from the database stores a monetary amount, enter a currency field name, indicating the column name of the field in the database that stores the corresponding currency code. If the currency code doesn't equal the processing currency, the system converts the monetary amount in the database to the processing currency. This field is available for entry only if you select *Monetary* in Field Use.

Order By

Define the sort order—ascending, descending, or none—for retrieving rows from the database. This is crucial because, depending on the defined lookup formula, you may want only the first row retrieved or use special formula logic dependent on the order.

Note: The same field can be assigned to more than one Global Payroll variable, but it cannot be ordered in more than one way (for example, both ascending and descending).

Keys and Retrieval Criteria**Key Type**

Select a key type.

If the Loading Option is *Employee-based look-up*, the key types are *Effdt* (effective date), *EmplRcd* (employee record number), *EmplID* (employee ID), and *Other*. Select *Other* if you want to use any other database field in the table that you are querying as a key.

If the Loading Option is *Load once (small table)*, *Reload for each resolution*, or *Reload for each segment*, all key fields are defined as *Other*.

When specifying keys for a user-defined array, you generally define at least one key, but the system enables you to save this page without specifying keys. (In this case, the system loads the entire table.)

Warning! Changing the array keys clears the data in the Keys and Retrieved fields and the Processing Formulas pages.

Field

Enter the exact name of the record (table) column as defined in the database. This is the first half of the equation in the WHERE clause. For example, suppose that you have the equation

WHERE EmplID equals System Element Payee ID1, EmplID is what you enter underField.

The field name must be the exact name of the column in the table in the database—not the field label or description.

Operator

Indicates the user in the WHERE clause. You can enter an operator only if the key type is *Other*. Valid operators are: <, <=, <>, =, >=, >, and *N.A.*

Element Type

Select *Bracket*, *Formula*, *System Element*, or *Variable*. You can enter an entry type only if the key type is *Other*.

Element Name

Select the element for the second half of the WHERE clause. For example, in the equation WHERE EmplID equals System Element Payee ID1, Payee ID1 is the element name. You can enter an element name only if the key type is *Other*.

Review Generated SQL Statement

Log statement at run time

Select this check box to view the text of the SQL statement dynamically generated by the array module during batch processing. You can direct the output display into a file by selecting the Redirect Output option in PeopleTools Configuration Manager.

View Resulting Query

Click to view the SQL statement in real time. The system displays what SQL is to be created to pull data into the array, and lists how many rows are in the table defined in the Record (Table) Name field.

Using System Elements as Key Values

Depending on your loading option, you can use *EmplID*, *EmplRcd#*, and *Effdt* as key fields.

If you select *EmplID* or *EmplRcd* as array keys, the system hides the Operator and Element Name fields and assumes an operator of equal to (=) current *EmplID* and *EmplRcd#*. For *Effdt*, the system assumes an operator of less than or equal to (<=) the date specified in the Compare Effdt (effective date) against field.

For example, if you select *Employee-based look-up* and enter a key type of *EmplID* (using field name *EmplID*), and a key type of *EmplRcd#* (using field name, *EmplRcd#*), the system builds a SQL statement that retrieves data for the current payee only.

Using Other as a Key Type in Payee-Based and Non-Payee-Based Arrays

If you are not using one or more of the three provided array key elements—or you want entries beyond those—specify a key field name, an operator, an entry type, and the correct element name.

1. Select the correct operator for the key field (record column) in the WHERE clause.
2. Select an entry type.

3. Enter an element name corresponding to the entry type—this must be a defined element of the type that you selected.

This is the data that the system uses to build the WHERE clause of the SQL statement that it needs for retrieving data for the array. You can enter multiple key fields for your definition.

Note: If you enter multiple rows on the page, the multiple conditions are processed as AND conditions.

Example: User-Defined Key Structure

Say that you're searching the database for a row of data with a matching department ID.

You enter Other DEPTID = System Element DEPTID. The system looks for a row in the Department table (DEPT_TBL) with a DEPTID (department ID) that equals the value in the system element DEPTID for the payee currently being processed when it encounters this array.

Processing Formulas Page

Use the Processing Formulas page (GP_ARRAY_PROCESS) to define all required formula processing.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Processing Formulas

Image: Processing Formulas page

This example illustrates the fields and controls on the Processing Formulas page.

Processing Formulas		
*Formula Name	Description	
K0FMARCOMPANY	K0FMARCOMPANY	+ -

Processing Option

Select one of these values to determine when and how the system applies a formula. Values are:

By Formula, Apply all Rows: The system selects all the rows required for the array, applies the first formula to all rows, applies the second formula to all rows, and continues for all formulas.

By Row, Apply all Formulas: The system selects a row of data from the database and applies each formula on this page to that row. It then selects the next row and applies each formula to that row, continuing for all rows.

Look-up: The system selects a row of data from the database, applies each formula on this page to that row, selects the next row, and applies each formula to that row. The first formula that resolves to a value of 1 stops the loop. So if you are searching data for a particular value, the system stops looking when it finds that value.

Note: With regards to arrays with look-up processing, if you select a value of *Look-up*, but do not specify a formula value in the Formula Name field, the system uses the first row of data returned by the array.

Error Formula

Select an Error Formula Name for the system to use during error processing, if no rows are found.

Formula Name

Select the formula that the system applies to each row of data to resolve the array.

If you selected *Look-up* as the array processing option, select a Boolean formula here.

Note: Instead of using a formula, consider defining the array so that the desired row of data is always ordered first. Also, if the array will never return more than one row of data, and this row will always contain the desired data, no Formula Name field value is necessary with the processing option of *Look-up*.

Note: The system automatically assigns a sequence number to each formula. The sequence is unchangeable. If you make a mistake, delete all the items back to the mistake and add the formulas again in the correct order.

Related Links

[Defining Formula Elements](#)

Defining Writable Array Elements

To define writable array elements, use the Writable Arrays (GP_WRITE_ARRAY) component.

This topic provides overviews of writable arrays, storage considerations for writable arrays, and batch processing of writable arrays, and discusses how to:

- Name a writable array.
- Define writable array records and fields.

Pages Used to Define Writable Array Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Writable Array Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Writable Array Name	Name the element and define its basic parameters.
Definition and Fields	GP_WRITABLE_ARRAY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Definition and Fields	Identifies the table into which the writable array process inserts data. Also identifies the element that populates each column (field name) in the table.

Understanding Writable Array Elements

Writable arrays are elements that you can use to populate user-defined result tables. You use PeopleSoft Application Designer to create the result table, then you use the writable array pages that are described in this topic to define the element that populates the table during batch processing. Writable arrays are in many ways the opposite of standard arrays. Instead of reading values from a row in a table to user-defined variables, a writable array writes the values of user-defined elements into a row in a table.

Writable arrays make it easy for you to design reports that exactly meet your needs—each row in your table can produce a corresponding line of information in your report. You can also combine multiple tables to create a report, for example, use one table for a report header, one for the body of the report, and another for the footer.

Finally, writable arrays can also conserve valuable storage space by consolidating many vertical rows of information into a single horizontal row.

To define a writable array:

1. Use PeopleSoft Application Designer to create the table that the writable array element populates.

The first seven fields in the table must be the same as the keys in the basic result tables. You can also use some of the optional result table keys, such as INSTANCE or SLICE_BGN_DT, and include keys that are not used in the basic result tables, such as DEPTID.

The seven fields are:

- EMPLID
- CAL_RUN_ID
- EMPL_RCD
- GP_PAYGROUP
- CAL_ID
- ORIG_CAL_RUN_ID

- RSLT_SEG_NUM
2. On the Writable Array Name page, define the naming information for the writable array.
 3. On the Definition and Fields page, identify the table that the writable array is to populate, and map the elements that are to populate the table to the corresponding fields (columns) within the table.

Note: When you create a result table using a writable array, the table must include the basic segment status keys shared by all the standard result tables. You can include additional keys as well.

Understanding Storage Considerations for Writable Array Elements

While custom result tables can conserve storage space, they can also increase the need for space if they duplicate data from the standard result tables. Consider using writable arrays to consolidate or temporarily store the following types of results:

- Miscellaneous personal data required for audit purposes.

You might want to store these values in a single row instead of in the standard result tables and keep the records as long as you need them for auditing purposes.

- Period summary data.

If you need to summarize data by period on year-to-date reports, you can save summary data for each period for as far back as needed.

- Temporary data used in reports.

For reporting purposes, you may want to duplicate data found in the standard result tables but present it in a different form. You can then delete the data once you complete the reporting period.

Because you may want to delete temporary data at different times, the management of the data in your result tables is up to you.

Understanding Batch Processing of Writable Array Elements

Typically, each call to a writable array element creates one row of data. To produce multiple rows of output, you can use loops within a subprocess section and arrays to call the writable array multiple times. Using pointers and variables, you can populate the same field in a writable array with values from different elements, as long as you do not map character and numeric elements to the same field.

Writable Array Name page

Use the Writable Array Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Writable Array Name

When a writable array resolves successfully, the element itself is set to one. Most likely, you will not want to store this value, so the Store and Store if Zero options on the Element Name page are not selected, by default. You can select them if you choose.

In addition, writable arrays are not effective-dated, so there is no definition as of date on the Writable Array Name page. If you need to change the element's definition, create a new writable array instead, and then create new effective-dated elements that reference the new writable array. If you rename a database table or view, create a new writable array.

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

[Defining Element Names](#)

Definition and Fields Page

Use the Definition and Fields page (GP_WRITABLE_ARRAY) to identifies the table into which the writable array process inserts data.

Also identifies the element that populates each column (field name) in the table.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Definition and Fields

Image: Definition and Fields page

This example illustrates the fields and controls on the Definition and Fields page.

The screenshot displays the 'Definition and Fields' page for a writable array. At the top, there are tabs for 'Writable Array Name' and 'Definition and Fields'. Below the tabs, the 'Element Name' is 'BEL WA EMPL TOT', 'Personal Information Report', and 'Owner' is 'PS Mnt'. The '*Record (Table) Name' is 'GPNL_PERS_WA' with a search icon and 'Personal Information WA'. A 'Bulk Insert Flag' section has an unchecked 'Insert Rows Immediately' checkbox. The 'Writable Array Fields' section has a table with columns: *Field Name, *Entry Type, *Element Name, and Description. The table lists five fields: COMPANY (System Element - Ch), EMPLR_TAX_NUM_NLD (Variable - Numeric), GPNL_COLUMN_10 (Accumulator), GPNL_COLUMN_11 (Accumulator), and GPNL_COLUMN_13 (Accumulator). Each field has a corresponding element name and description. At the bottom, the 'Version' is 'P_9.00.00.689726'.

*Field Name	*Entry Type	*Element Name	Description
COMPANY	System Element - Ch	COMPANY	Company
EMPLR_TAX_NUM_NLD	Variable - Numeric	BEL VR LB NUM	Tax Id
GPNL_COLUMN_10	Accumulator	BEL AC COL10 STHB	Model Loonstaat Column 10
GPNL_COLUMN_11	Accumulator	BEL AC COL11 STHB	Model Loonstaat Column 11
GPNL_COLUMN_13	Accumulator	BEL AC COL13 STHB	Model Loonstaat Column 13

Note: The writable array must have a record name and at least one field name in order to save.

Record (Table) Name

Enter the name of the table that the writable array is to populate. The only tables available for selection are those containing the seven required key fields of a writable array.

The system appends the prefix *PS_* to the table name and uses the new name in the INSERT clause of a SQL statement.

Insert Rows Immediately

Select if you are defining a writable array to generate data for immediate use by a standard array in the same process. This ensures that the data is present in the database when the standard array element is processed.

If this check box is not selected, the system does not immediately write data to the database table that the array is populating. It inserts the data at a later time using a bulk insert process.

Note: Not all relational database management systems provide bulk insert. For these, the rows will always be inserted one-by-one as they are processed.

Field Name

Enter the name of the writable array field that you want to populate. The list of available options includes only those fields that are included in the table that you selected in the Record (Table) Name field.

The order in which you add field name is not important.

Entry Type

Select the type of element that will populate the field.

Element Name

Select the element whose value the system uses to populate the writable array key field that you are defining.

Note: During processing, the system populates the array with the current value of the selected element. (Linking an element to a writable array field does not, in itself, cause the element to resolve.)

Defining Bracket Elements

To define bracket elements, use the Brackets (GP_BRACKET) component.

This topic provides overviews of brackets, interpolation methods, and batch processing of brackets, and discusses how to:

- Define the lookup rules for a bracket.
- Identify the search keys and return columns.
- Enter lookup values.

Pages Used to Define Bracket Elements

Page Name	Definition Name	Navigation	Usage
Bracket Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Bracket Name	Name the element and define its basic parameters.
Lookup Rules	GP_BRACKET1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules	Define the lookup rules for a bracket.
Search Keys/Return Columns	GP_BRACKET2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Search Keys/Return Columns	Identify the search keys and the return columns for the bracket.
Brackets - Data	GP_BRACKET3	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data	Enter lookup values. The search key values and the return column values that you selected in the Brackets - Search Keys / Return Columns page appear here.

Related Links

[Defining Element Names](#)

Understanding Bracket Elements

Brackets enable you to create simple lookup tables. Based on a table that you define in a bracket, a bracket is used to look up data and assign certain values based on the lookup data. Brackets are also called *bands* and *lookup tables*.

Brackets can use one or more lookup values (search columns). Using a lookup value, bracket processing returns one or more columns that are available for use in other elements such as formulas.

Before defining a bracket, create any elements that you need to use in the bracket definition. For example, before building a bracket that lets you look up bonus amounts based on years of service, create the duration element that returns the years of service.

To define a bracket:

1. Define the naming information for a bracket on the Bracket Name page.
2. Define the lookup rules for the bracket on the Lookup Rules page.
3. Select the search key values and the return column values that you'll use in the lookup table on the Search Keys/Return Columns page.

4. Enter the lookup values on the Brackets - Data page.

Understanding Interpolation Methods

When a search key doesn't exactly match the lookup values defined for the bracket (on the Bracket Data page), the interpolation method defines how the system calculates the values that the bracket returns.

You can select one of the following three interpolation methods on the Lookup Rules page:

- *Linear:*

Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with brackets that have one or two numeric keys and with numeric result columns).

- *Use Nearest:*

Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys).

- *Use Next Higher:*

Uses the value from the row that has the next-higher key (works with any bracket).

- *Use Next Lower:*

Uses the value from the row that has the next-lower key (works with any bracket).

For example, suppose that you create a bracket to calculate a bonus value based on years of service, this table lists the search keys and return columns:

Search Keys (Years of Service)	Return Column (Bonus Amount)
5	30%
10	60%

If the years of service is seven years, the value returned depends on the interpolation method that you selected. This table lists the values returned for each method:

Interpolation Method	Return Value	Description
<i>Linear</i>	42%	The system uses a formula to calculate the value.
<i>Use Nearest</i>	30%	The system selects five years and the value from its row, because five years is closer to seven years than ten years.
<i>Use Next Higher</i>	60%	The system selects the next-higher key, ten years, and returns the value from its row.
<i>Use Next Lower</i>	30%	The system selects five years, and returns the value from its row.

Use Lowest and Highest Option

For the linear interpolation method, the system looks for the next-lower and next-higher rows to calculate the return value. When there isn't a lower or higher row, you can use the Use Lowest/Highest Option check box on the Lookup Rules page to indicate whether the system should take the lowest or highest matching option.

For example, suppose that the bracket is defined with these search keys and return columns:

Search Keys (Dept ID, Years of Service)	Return Columns (Bonus Percentage)
ABC, 1	10
ABC, 3	12
ABC, 5	15
DEF, 1	11
DEF, 3	13
DEF, 5	15

If the department ID is ABC and the employee has six years of service, the next-lower row is for department ID, ABC, and five years of service. However, there is no next-higher row. If the Use Lowest/Highest Option check box is selected, the system uses the highest option of Dept ABC and Years of Service = 5.

Rounding Rules

With the linear interpolation method, you can use a rounding rule to specify the type of rounding for the returned value.

For example, you're dealing with bonus amounts or rates based on the number of hours worked during a quarter (QTD hours), and you need to use linear interpolation to determine the value of the bonus amount or rate if a payee's hours don't match the values defined on the Bracket Data page. You may want to round the return column result up to 0 decimal places.

Suppose that the bracket data includes the information that appears in the following table:

Search Keys - Accumulator QTD Hours	Return Column - Bracket - Bonus Amount
200	2000
300	2500
500	3000

Assume a payee who has worked 303 QTD hours. Using linear interpolation, the system normally returns:

$$(303.5 - 300) / (500 - 300) = 3.5/200 = 0.017500$$

The result is:

$$2500 + (0.017500 * (3000-2500)) = 2500 + (0.017500 * 500) = 2500 + 8.75 = 2508.75$$

If you apply a rounding rule element, you round up to 0 decimal places and the bracket return column equals 2509 instead of 2508.75.

Understanding Batch Processing of Bracket Elements

In bracket processing, the system looks up a row based on the key values and returns a bracket value.

The Bracket elements themselves always resolve to the value of the first column returned. They are resolved as they're encountered in the process. If an element in the return column of a bracket is encountered during processing, it doesn't automatically invoke resolution of the bracket, because the process doesn't know whether the element is associated with this bracket.

Brackets and all return columns are populated as of applicable slice and segment end dates that are used when encountered during processing, with these criteria:

- If a bracket is used by another element that's being sliced, the bracket and all return column elements are also sliced.
- If the bracket is encountered on the process list, it is resolved for the segment that's currently being processed.
- If a bracket return column needs to be re-resolved during segmentation, the bracket should be used in the calculation or the bracket should be on the event list.

How Brackets Use Interpolation Methods

Three factors need to be considered:

- Interpolation Method (corresponding Use Lowest/Highest Option check box if *Use Next Higher*, *Use Next Lower*, or *Linear* is selected).
- Outside Table Limits (only if there's no match on the first key).
- Error Processing Options (when there's no match using appropriate interpolation methods and selections).

Two options are available. If Generate Error is selected, the system does not resolve the bracket (or any of the return columns) and puts the payment in error. If Continue Process is selected, the system resolves the bracket and all the other return columns to be either 0 or blank (depending on the field format).

This table clarifies how batch processing treats each interpolation method:

<i>Interpolation Method</i>	<i>Batch Process</i>
<i>Use Nearest</i>	<p>If mismatch key is nonnumeric, go to Error Processing Options.</p> <p>If mismatch key is numeric determine whether next-lower and next-higher values exist:</p> <ul style="list-style-type: none"> • If only next-lower value exists, use that row. • If only next-higher value exists, use that row. • If both next-lower and next-higher values exist, determine which value is nearer and return that row (if exactly halfway between, return the higher row).
<i>Use Next Lower</i>	<p>Determine whether next-lower row exists:</p> <ul style="list-style-type: none"> • If next-lower row exists, use that row. • If next-lower row doesn't exist, look at the Use Lowest/Highest Option check box (if lower value doesn't exist). • If Use Lowest/Highest Option check box is selected, use the lowest row where keys match. • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.
<i>Use Next Higher</i>	<p>Determine whether next-higher row exists:</p> <ul style="list-style-type: none"> • If next-higher row exists, use that row. • If next-higher row doesn't exist, look at the Use Lowest/Highest Option check box (if higher value doesn't exist). • If Use Lowest/Highest Option check box is selected, use the lowest row where keys match. • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.

Interpolation Method	Batch Process
<i>Linear</i>	<p>If mismatch key is nonnumeric, go to Error Processing Options.</p> <p>If mismatch key is numeric determine whether next-lower and next-higher values exist:</p> <ul style="list-style-type: none"> • If only next-lower value or next-higher row exists, look at Use Lowest/Highest Option check box. • If Use Lowest/Highest Option check box is selected, use that row (no linear interpolation required). • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options. <p>If both next-lower and next-higher values exist:</p> <ul style="list-style-type: none"> • In relation to the keys: <ul style="list-style-type: none"> • Determine the difference between the next-lower and next-higher rows (Key Difference 1). • Determine the difference between your value and the next-lower value (Key Difference 2). • Determine ratio by dividing Key Difference 2 by Key Difference 1 (Key Ratio). • For each return column: <ul style="list-style-type: none"> • Determine the difference between the values for the next-lower and next-higher rows (Return Column Difference 1). • Apply Key Ratio to the Return Column Difference (Return Column Difference 2). • Add Return Column Difference 2 to the value from the next-lower row. This is the value that should be returned for the return column.

Additional Notes About Batch Processing for Bracket Elements

Search keys are considered in the order in which they are entered on the bracket definition. Values are in ascending order (based on key order).

For all interpolation methods, if all keys match, use that row. For all interpolation methods, try to match on keys sequentially (first key, second key, and so on).

What to Do When Keys Are Mismatched

If there's a mismatch on the first key:

- Determine whether the mismatch is specified in Outside of the Table Limits.

If the first key value is under the key 1 value defined on the first row:

- If *Use First Row if Under* is selected, use the first row.
- If *Use First Row if Under* isn't selected, go to Error Processing Options.

- If the first key value is over the key 1 value defined on the first row:

- If *Use Last Row if Over* is selected, use the last row.
- If *Use Last Row if Over* isn't selected, go to Error Processing Options.

- If the mismatch isn't specified in Outside of the Table Limits and no interpolation method is selected, go to Error Processing Options.
- If an interpolation method is selected and the field format of the first key is nonnumeric, go to Error Processing Options.
- If an interpolation method is selected and the field format is numeric, go to the appropriate logic, based on the interpolation method process. See details of each interpolation method in the preceding table.
- If there's a mismatch on a subsequent key and no interpolation method is selected, go to Error Processing Options.
- If there's a mismatch on a subsequent key and an interpolation method is selected, consider only the rows where all keys have been matched.

Go to the appropriate logic based on the interpolation method process. Refer to the details of each interpolation method in the preceding table.

Bracket Name Page

Use the Bracket Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Bracket Name

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

[Defining Element Names](#)

Lookup Rules Page

Use the Lookup Rules page (GP_BRACKET1) to define the lookup rules for a bracket.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules

Image: Lookup Rules page

This example illustrates the fields and controls on the Lookup Rules page.

The screenshot displays the 'Lookup Rules' page for the element 'K0BRSENIORITY'. The page is divided into several sections: 'Definition', 'Lookup Rules', and 'Version'. The 'Definition' section includes fields for '*Effective Date' (01/01/1990) and '*Status' (Active). The 'Lookup Rules' section is further divided into 'Error Processing Options' and 'Outside Table Limits'. Under 'Error Processing Options', 'Continue Process' is selected. Under 'Outside Table Limits', 'Use First Limit if Under', 'Use Last Limit if Over', and 'Use Lowest / Highest Option' are all checked. The 'Interpolation Method' is set to 'Use Next Lower', and the 'Rounding Rule Element' is an empty field. The 'Version' is displayed as '8.00.00.00'.

Error Processing Options

Select from the following values:

Generate Error: Stops processing and generates an error.

Continue Process: Continues processing without returning any value.

Outside Table Limits

Defines what happens if the key values are over or under those that are defined in the table:

Use First Row if Under: Select if key values are under those that are defined in the table.

Use Last Row if Over: Select if key values are over those that are defined in the table.

Interpolation Method

Select an interpolation method that defines the values to return if the system doesn't find an exact match; for example, if the key values are between two rows on the table. All interpolation methods use only one search key, the first mismatched one.

Select from the following values:

Linear: Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with

brackets that have one or two numeric keys and with numeric result columns).

Use Nearest: Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys).

Use Next Higher: Uses the value from the row that has the next-higher key (works with any bracket).

Use Next Lower: Uses the value from the row that has the next-lower key (works with any bracket).

See [Understanding Interpolation Methods](#).

Use Lowest/Highest Option

When using linear interpolation, the system matches on all search columns that have already been matched. Then it looks for the next-lower and next-higher rows where the search columns match. When there isn't a lower or higher row where search columns match, you can use the Use Lowest/Highest Option check box to indicate whether the system should take the lowest or highest matching option.

See [Understanding Interpolation Methods](#).

Rounding Rule Element

With linear interpolation, you can use a rounding rule to specify the type of rounding for the returned value. The system applies this rounding rule to all return columns whose field format is numeric (decimal or monetary), because linear interpolation takes the ratio of the next-lower return column value and the next-higher value and returns the prorated value based on the ratio that is above the next-lower value. The result might be an excess of decimal places.

See [Understanding Interpolation Methods](#).

Search Keys/Return Columns Page

Use the Search Keys/Return Columns page (GP_BRACKET2) to identify the search keys and the return columns for the bracket.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Search Keys/Return Columns

Image: Search Keys/Return Columns page

This example illustrates the fields and controls on the Search Keys/Return Columns page.

The screenshot displays the 'Search Keys/Return Columns' configuration page for the 'K0BRSENIORITY' element. The page is divided into several sections:

- Header:** Includes tabs for 'Bracket Name', 'Lookup Rules', 'Search Keys/Return Columns' (selected), and 'Data'. Below the tabs, it shows 'Element Name: K0BRSENIORITY', 'Seniority', and 'Owner: PS Non-Mnt'.
- Definition:** A section with a 'Find | View All' link and pagination 'First 1 of 1 Last'. It displays 'Effective Date: 01/01/1990' and 'Status: Active'.
- Search Columns:** A group box containing five rows. Each row has a '*Search Key Type' dropdown (the first is set to 'Duration') and an '*Element Name - Key' text field (the first is set to 'K0DRAY').
- Return Columns:** A group box containing eight rows. Each row has a 'Return Entry Type' dropdown (the first is set to 'Bracket') and an 'Element Name - Value' text field (the first is set to 'K0BRSENIORITY').

Search Columns

In the Search Columns group box, select the keys that the system uses to search the bracket data. For each key, select the Search Key Type (element type) that you're entering. Then select the corresponding Element Name. You can enter up to five search keys.

Return Columns

In the Return Columns group box, select the columns that tell the system where to store the values returned by the lookup. For each column, select the Return Entry Type (element type) that you're entering. Then select the corresponding Element Name. The bracket itself is the first returned column. You can enter up to eight return columns.

Brackets - Data Page

Use the Brackets - Data page (GP_BRACKET3) to enter lookup values.

The search key values and the return column values that you selected in the Brackets - Search Keys / Return Columns page appear here.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data

Image: Brackets - Data page

This example illustrates the fields and controls on the Brackets - Data page.

The screenshot shows the 'Brackets - Data' page. At the top, there are tabs: 'Bracket Name', 'Lookup Rules', 'Search Keys/Return Columns', and 'Data'. The 'Data' tab is active. Below the tabs, there are fields for 'Element Name: K0BRSENIORITY', 'Seniority', and 'Owner: PS Non-Mnt'. Below these is a 'Definition' section with 'Effective Date: 01/01/1990' and 'Status: Active'. The main section is 'Bracket Search Keys and Return Column Values'. It has a 'Search Keys' tab and a 'Return Columns 1-4' tab. The 'Return Columns 1-4' tab is active, showing a table with three rows of search key values and their corresponding return column values. The search key values are 3.000000, 6.000000, and 9.000000. The return column values are represented by plus and minus buttons.

Search Key	Return Column 1	Return Column 2	Return Column 3	Return Column 4
K0DRAY				
3.000000	+	-		
6.000000	+	-		
9.000000	+	-		

Bracket Search Keys and Return Column Values - Search Keys

Enter the values of the search keys.

Bracket Search Keys and Return Column Values - Return Columns

Enter the values to be returned for each search key value, based on your entries on the Search Keys/ Return Columns page. You can enter multiple return values.

Defining Rate Code Elements

To define rate code elements, use the Rate Codes (GP_RATE_CODE) component.

This topic provides overviews of rate code mapping, the use of rate codes in earnings, and batch processing of rate codes, and discusses how to:

- Name rate code elements.
- Create a rate code element.

Pages Used to Define Rate Code Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Rate Code Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rate Codes, Rate Code Name	Name the element and define its basic parameters.
Rate Codes - Definition	GP_RATE_CODE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rate Codes, Definition	Create a rate code element and map it to a rate code defined in HR. You can also use the page to view rate code elements and change the mapping.

Understanding Rate Code Mapping

You can use rate code elements to retrieve multiple components of pay that have been defined in HR—including base pay and non base-pay components.

To have the system retrieve the rate codes set up in HR, matching rate code elements must be defined in Global Payroll and mapped to the corresponding HR rate codes. A HR rate code can be associated with only one Global Payroll rate code element.

Note: Global Payroll cannot map to rate matrices. Global Payroll can only map to simple rate codes.

Rate code elements can be defined and mapped to HR rate codes in two ways:

1. If you install Global Payroll after creating rate codes in HR, use the Rate Codes - Definition page to create rate code elements and map them to the corresponding rate codes in HR.

Mapping an element to a HR rate code makes the element take on the values of the HR rate code.
2. If Global Payroll is installed when you create rate codes in HR, the creation of the rate code element is dependant on if a row exists on the User Rules Profile page for the rate code creators user ID.
 - a. If there is an entry on the User Rules Profile page for the User ID of the person who is creating the Rate Code in HR a matching rate code element is created automatically in Absence Management. This rate code will have the same Used By and Country values on the Rate Code Name page that are defined for the User ID of the person creating the rate code. If a different one is desired, a user will a user ID of All Countries will have to modify the rate code with the applicable change to the Used By and Country fields.
 - b. If there is no entry on the User Rules Profile page for the User ID of the person creating the Rate Code in HR, the system does not create a rate code in Global Payroll. It handles it just as in the same manner as described in #1 above. A user with the appropriate User ID set up on the User Rules Profile page will have to go into the Rate Code element in Global Payroll to create the rate code element.

See [Restricting User Access](#).

You can display the rate code elements through the Rate Codes - Definition page in Global Payroll. You can also use the page to map the element to a different rate code.

This table lists the values that appear on the Rate Codes - Definition page:

Field	Value
Name	Same as HR Rate Code Name
Element Type	Rate Code (RC)
Description	HR Rate Code description
Field Format	Decimal
Use Defn As Of	Calendar Period End Date
Always Recalculate	Off (No)
Owner	Customer Maintained
Class	Not Classified
Used By	Same as the Used By value defined on the User Rules Profile page for the person creating the Rate Code in HR.
Country	Same as the Country value defined on the User Rules Profile page for the person creating the Rate Code in HR.
Industry/Region	Blank
Category	Blank
Override Levels	All options set to Off (No)
Store	On (Yes)
Store if Zero	On (Yes)
Customer Fields	Blank
Comments	Blank

Understanding the Use of Rate Code Elements in Earning Definitions

Rate code elements return the values of rate codes defined in HR. To use a rate code to calculate a payee's earnings, use the rate code in the earning element definition—either directly, as part of the earning calculation rule, or within a formula or other element used by the earning calculation rule.

Example

A certain payee's monthly pay has three components—a base amount, merit amount, and ten percent bonus that is based on the monthly total of base pay plus merit pay—and the following rate codes are defined in HR:

BASE = 1000 (monthly earning)

MERIT = 100 (monthly merit)

BONUS = 10 percent (monthly bonus)

For Global Payroll to retrieve this rate information from HR and use it in calculations, corresponding rate code elements must be defined in Global Payroll and mapped to the HR rate codes. This table shows the mapping:

HR Rate Code	Corresponding Global Payroll Rate Code Element
BASE	BASE
MERIT	MERIT
BONUS	BONUS

In Global Payroll, you've also defined an accumulator (SALARY TOTAL) to keep track of the total of base pay plus merit pay for each calculation (to facilitate monthly bonus calculations), and you want to use the rate code data defined in HR to calculate a payee's monthly pay. In this case, you need to create three earning elements in Global Payroll:

- E1: Represents base pay.

Give E1 a calculation rule of *Amount* and select the rate code element, BASE, as the element to retrieve the base amount.

- E2: Represents merit pay.

Give E2 a calculation rule of *Amount* and select the rate code element, MERIT, as the element to retrieve the merit amount.

- E3: Represents the bonus.

Give E3 a calculation rule of *Base * Percent* and select the accumulator element, SALARY TOTAL, as the base component and the rate code element, BONUS, as the Percent component.

Note: To have Global Payroll retrieve rate code information from HR, include the rate code element in the definition of the earning or deduction element.

You typically use rate code elements when defining an earning element on the Earnings Calculation page. This table shows how you might use a rate code element as a component of an earning calculation rule:

Rate Code Type	Earning Calculation Rule	Component Information
Flat Amount	Amount	Amount = rate code element
Percent	Base * Percent	Base = anything (usually an accumulator) Percent = rate code element

Rate Code Type	Earning Calculation Rule	Component Information
Points	Unit * Rate	Rate = anything (typically a formula that calls an array to retrieve the appropriate point value from the Company table and applies FTE, if applicable) Units = rate code element
Hourly	Unit * Rate	Rate = rate code element Units = anything (typically positive input)
Hourly + Flat Amount	Unit * Rate	Rate = formula; can take flat amount rate code element and add to a calculated hourly amount Units = anything (typically positive input)

Note: PeopleSoft recommends that when using a non base-pay rate code as a component of an earning element, you assign the earning element *by payee* on the Element Group Members page. Then, during processing, the system runs through the non base-pay hierarchy for only those payees who have non base-pay earning for the pay period.

Warning! The order of resolving rate code elements—including rate code elements in earning elements—is extremely important.

Related Links

[Ordering Elements and Sections in a Process List](#)

Understanding Batch Processing of Rate Code Elements

When the system encounters a rate code element during the payroll process, it calls the Rate Code PIN Resolution program, which first determines whether the element, effective on the calendar period end date, represents a base pay rate code or a non base-pay rate code. It then follows the hierarchy for base pay or non base-pay rate code elements, as appropriate, to resolve the rate code.

Criteria for Selecting the Job Row

For both base pay and non base-pay rate code elements, Global Payroll uses the RATE AS OF DATE system element to determine to which maximum effective-dated job row it refers for the rate code. The EmplID, EmplRcd#, and payment keys on the selected job row must match the current payment's corresponding values, or the payment is placed in error.

- If RATE AS OF DATE is unpopulated, the system uses the end date of the current slice or segment to select the job row.
- If RATE AS OF DATE is greater than the calendar period end date, the system uses the calendar period end date to select the job row.

- If RATE AS OF DATE is before the first effective date on job, the rate code resolves to 0 and the payment is put in error.
- In all other cases, RATE AS OF DATE is used.

The FTE factor that applies to some rate codes is retrieved from the maximum effective-dated job row that is less than or equal to the RATE AS OF DATE or slice end date where the payment keys match.

Currency Conversion

When the currency code for a flat amount, hourly, or hourly plus flat amount rate code, as defined in HR, doesn't match the processing currency, Global Payroll performs its standard currency conversion during processing. That is, it uses the payee's effective-dated exchange rate type to perform the conversion.

Note: Currency conversion is not required on percent or point rate codes, because returned values are non monetary.

Frequency Conversion

Global Payroll also performs frequency conversion on any flat amount or hourly plus flat amount rate code, where the corresponding frequency code in HR doesn't match the calendar period frequency. The system annualizes the rate code using the corresponding frequency factor from HR. It then deannualizes for the calendar period frequency (using the applicable frequency factor). Define all earning elements that use rate codes as Use Calendar Period Frequency.

Note: Frequency conversion is not required on percent or point rate codes, because returned values are non monetary.

Resolving Multiple Instances of the Same Rate Code Element

If the PS_COMPENSATION record contains multiple instances for the same rate code (base pay or non base-pay), the system evaluates each instance separately, sums the instances, and returns one value to the rate code element. Global Payroll references two system elements, RATE CODE GROUP and FTE INDICATOR, and applies the following rules:

- If the Rate Code Group differs between the instances, the system element RATE CODE GROUP is resolved according to the last instance and an error message is generated.
- If the FTE indicator differs between instances, the system resolves the system element named FTE INDICATOR according to the last instance and issues a warning message. The payee is not put into an error status. (Global Payroll uses the FTE INDICATOR only for rate codes types of flat amount and hourly plus flat amount.)

For example, if a flat amount rate code has one instance in which FTE applies, Global Payroll uses the FTE_COMPRATE for this instance. If a second instance indicates that FTE doesn't apply, the system uses the COMPRATE field value for the second instance and sums the two instances.

Hierarchy for Resolving Base Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a HR base pay rate code, it finds the appropriate rows on the PS_COMPENSATION record, where the element matches the rate code. It then identifies the value to be returned, based on the rate code type, as shown in this table:

Rate Code Type	Fields Evaluated on PS_ COMPENSATION	Value Returned for Rate Code
Percent	COMP_PCT	Percent
Points	COMP_RATE_POINTS	Points
Flat Amount	COMPRATE and FTE_INDICATOR	If FTE_INDICATOR = Yes, return COMPRATE * FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	COMPRATE	Hourly rate

Hierarchy for Resolving Non Base-Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a HR non base-pay rate code, it derives the rate from the following hierarchy, stopping when it finds the rate:

- Compensation table (PS_COMPENSATION).
- Job Code table (PS_JOB_CD_COMP_RATE).

The system looks for the row where the SetID and Job code fields match the SETID_JOB_CODE and JOB_CODE system elements.

- HR Comp Rate table (PS_COMP_RATE_CD_TBL).

The system identifies the value to be returned, based on the rate code type and FTE_INDICATOR, as shown in this table:

Rate Code Type	Fields Evaluated on PS_ COMPENSATION	Value Returned for Rate Code
Percent	COMP_PCT	Percent
Points	COMP_RATE_POINTS	Points
Flat Amount, or Hourly + Flat Amount	COMP_RATE FTE_INDICATOR	If FTE_INDICATOR = Yes, return COMPRATE * FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	COMPRATE	Hourly rate

Common Elements Used in Defining Rate Code Elements

Base pay components

Components that contribute to a payee's base pay are called base pay components. All base pay components are stored in the PS_COMPENSATION record in HR, but they can be overridden through the Payee Element Assignment page or Positive Input

page in Global Payroll. (Hourly plus flat amount is not valid for base pay components.)

Multiple components of pay

This functionality enables your organization to compensate a payee at more than one *rate* of pay, such as regular pay and merit pay. Components can represent a flat amount, hourly rate, hourly rate plus flat amount, percentage of the worker's compensation package, or salary points.

Non-base-pay components

Components that do not contribute to base pay are called non base-pay components and may or may not be stored in the PS_COMPENSATION record. When you run the payroll process, the system follows a hierarchy to determine the applicable rate.

Rate Code Name Page

Use the Rate Code Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rate Codes, Rate Code Name

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

[Defining Element Names](#)

Rate Codes - Definition Page

Use the Rate Codes - Definition page (GP_RATE_CODE) to create a rate code element and map it to a rate code defined in HR.





You can also use the page to view rate code elements and change the mapping.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rate Codes, Definition

Image: Rate Codes - Definition page

This example illustrates the fields and controls on the Rate Codes - Definition page.

Rate Code Name		Definition	
Element Name:	K0GRCH	Global Base RC Hourly	Owner: PS Non-Mnt
Element Mapping			
*Compensation Rate Code:		K0GRCH 	
<input checked="" type="checkbox"/> Frequency Conversion		<input type="checkbox"/> Generate Warning	
Definition Find View All First  1 of 1  Last			
Effective Date:	01/01/1980	Status:	Active
Description:	Global Base RC Hourly		
Rate Code Type:	Hourly Rate		
Rate Code Class:			
Calculated By:	None	Matrix Name:	
Compensation Rate:	0.000000 	Compensation Frequency:	H Hourly
Compensation Percent:	0.000		
<input checked="" type="checkbox"/> Base Pay		<input type="checkbox"/> Use Highest Rate	
<input type="checkbox"/> Apply FTE		<input type="checkbox"/> Default Without Override	
Version:	8.00.00.00		

Compensation Rate Code

Enter the HR rate code to which you want to map this element.

When you select the rate code, the lower half of the page displays information that is defined for the rate code in HR. You cannot change this information in Global Payroll.

Frequency Conversion

This check box is selected by default to indicate that the system is to perform frequency conversion (annualization and deannualization) on the value returned by the rate code.

Deselect this check box if you want the system to return the value from the rate code definition without performing frequency conversion.

Generate Warning

This check box applies only to rate codes that represent a base pay component. It is selected automatically to indicate that the system generates a warning message during batch processing if it does not find the rate code on the payee's compensation record.

Deselect the check box if you do not want the system to generate a warning message in these situations.

Related Links

[Understanding Data Retrieval from HR](#)

Defining Fictitious Calculation Elements

To define fictitious calculation elements, use the Fictitious Calculations (GP_FICT_CALC) component.

This topic provides an overview of fictitious calculation elements and batch processing of fictitious calculation elements, and discusses how to:

- Define a previous period rule for a fictitious calculation.
- Specify elements for overriding original values.
- Select accumulators to forward to the next segment.
- Specify elements for storage in the current period's elements.
- Move data by using fictitious calculations.

Pages Used to Define Fictitious Calculation Elements

Page Name	Definition Name	Navigation	Usage
Fictitious Calculation Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Fictitious Calculation Name	Name the element and define its basic parameters.
Fictitious Calculations - Processing	GP_FICT_CALC1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Processing	Define the previous period rule for a fictitious calculation that is used to determine the periods for which the fictitious calculation is performed. You can request that the original process be used or select a different process.
Input Mapping	GP_FICT_CALC2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Input Mapping	Specify elements from the current period for overriding the original values for the selected elements in each of the fictitious periods.
Segment Mapping	GP_FICT_CALC3	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Segment Mapping	Select the accumulators that are to be forwarded to the next segment.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Output Mapping	GP_FICT_CALC4	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Output Mapping	Specify elements from the fictitious calculation (summed or averaged) to be passed back to the current period and stored in the current period's elements.

Understanding Fictitious Calculation Elements

You can use fictitious calculation rules to perform temporary calculations, which enable the system to calculate something and return a value without having to store it.

A fictitious calculation is a sub calculation that is run during a normal calculation to determine a net that would be computed if certain parameters were used. This result is used for further processing in the normal calculation. A fictitious calculation always starts from inside a normal calculation and is run for one payee and for a specified set of periods.

The intermediate results of a fictitious calculation are not needed and are ignored, except for the small subset of results brought forward to the normal calculation.

Note: A fictitious calculation is not a retroactive process because there are no changes to the results of the previous period. No new versions, deltas, or adjustments are created. No results are stored. Also, certain values from the current period are passed to the previous period calculation to override values used in the original calculation.

Understanding Batch Processing of Fictitious Calculation Elements

During the calculation phase of batch processing, the system uses a payment loop to calculate payments. When the payment loop process detects that a fictitious calculation is needed, it passes control to a fictitious calculation application, which performs the following steps:

1. Reads the fictitious calculation definitions.
2. Formats the input and output mapping arrays.
3. Calls the PIN manager to resolve the previous period rule.
4. Sets the fictitious calculation switch in SERVC copybook.
5. Calls the GPPSERVC program, passing SERVC.
6. Performs the required averaging and summing operations.
7. Returns values to the PIN manager.

At this point, control is passed back to the service application. This application recognizes when a fictitious calculation is taking place, thereby running some processes and bypassing others, such as retroactive, payee selection, and the writing of output tables.

Intermediate results are not stored, except for debugging purposes, when a distinct set of fictitious results is written to the audit table.

The system processes calendars and segments in the order in which they were initially run.

Fictitious Calculation Name Page

Use the Fictitious Calculation Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Fictitious Calculation Name

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

[Defining Element Names](#)

Fictitious Calculations - Processing Page

Use the Fictitious Calculations - Processing page (GP_FICT_CALC1) to define the previous period rule for a fictitious calculation that is used to determine the periods for which the fictitious calculation is performed.

You can request that the original process be used or select a different process.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Processing

Image: Fictitious Calculations - Processing page

This example illustrates the fields and controls on the Fictitious Calculations - Processing page.

The screenshot displays the 'Fictitious Calculations - Processing' page. At the top, there are tabs for 'Fictitious Calculation Name', 'Processing' (selected), 'Input Mapping', 'Segment Mapping', and 'Output Mapping'. Below the tabs, the 'Element Name' is 'DE_MT_FICT_CALC' and the 'Maternity Fictitious Calc' is 'Maternity Fictitious Calc'. The 'Owner' is 'PS Mnt'. The 'Definition' section shows 'Effective Date' as '01/01/1998' and 'Status' as 'Active'. The '*Historical Period Element' is 'DE_MT_HIST_CALC'. Under 'Process Name', the 'Use Specific Process' radio button is selected, and the '*Process Name' is 'DE_MT_PRCLST'. The 'Version' is 'P_8.00.00.00'.

Historical Period Element

Select the element that determines which periods you want to recalculate during the fictitious calculation. The available elements are historical rules specifically created for fictitious calculation.

Use Original Process

Select to make the fictitious calculation use the original process. The process won't run the fictitious calculation a second time.

Use Specific Process

Select to make the fictitious calculation use a process other than the original process. Select the process that the system should use during this fictitious calculation in the Process Name field.

Note: During the fictitious calculation, system element values at the payee level and system-computed elements take on previous period values.

Input Mapping Page

Use the Input Mapping page (GP_FICT_CALC2) to specify elements from the current period for overriding the original values for the selected elements in each of the fictitious periods.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Input Mapping

Image: Input Mapping page

This example illustrates the fields and controls on the Input Mapping page.

The screenshot shows the 'Input Mapping' tab of the 'Fictitious Calculation Name' page. The 'Element Name' is 'DE_MT_FICT_CALC' (Maternity Fictitious Calc) and the 'Owner' is 'PS Mnt'. The 'Definition' section shows an 'Effective Date' of '01/01/1998' and a 'Status' of 'Active'. Below this is a 'Variable List' table with two columns: '*Current Period Element' and '*Fictitious Period Element'. The table contains one row: 'DE_MT_GROSS_INPUT' (Maternity Input Gross) mapped to 'DE_TX_FICT_GROSS' (Fictive Gross for Net Calc.). Navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last' are visible.

*Current Period Element	Description	*Fictitious Period Element	Description
DE_MT_GROSS_INPUT	Maternity Input Gross	DE_TX_FICT_GROSS	Fictive Gross for Net Calc.

Current Period Element

Enter an element whose value is to be passed to the previous period.

Fictitious Period Element

Enter a previous period element whose value is to be overridden in the previous period.

Segment Mapping Page

Use the Segment Mapping page (GP_FICT_CALC3) to select the accumulators that are to be forwarded to the next segment.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Segment Mapping

Image: Segment Mapping page

This example illustrates the fields and controls on the Segment Mapping page.

Fictitious Calculation Name Processing Input Mapping Segment Mapping Output Mapping			
Element Name:	DE_MT_FICT_CALC	Maternity Fictitious Calc	Owner: PS Mnt
Definition Find View All First 1 of 1 Last			
Effective Date: 01/01/1998		Status: Active	
Accumulator List Customize Find View All 1 of 1 First 1 of 1 Last			
Fictitious Period Element	Description		
<input type="text"/>		+	-

Fictitious Period Element

Enter an element whose value is to be forwarded to the next segment.

Output Mapping Page

Use the Output Mapping page (GP_FICT_CALC4) to specify elements from the fictitious calculation (summed or averaged) to be passed back to the current period and stored in the current period's elements.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Output Mapping

Image: Output Mapping page

This example illustrates the fields and controls on the Output Mapping page.

Fictitious Period Element

Enter an element whose sum or average (based on the calculation type of the previous period rule) value is to be passed to the current period.

Current Period Element

Enter an element to store the result of a calculation in a previous period.

Fictitious Period

Enter a number to designate the order in which the system shall process the fictitious periods. The lowest number is processed first, and so on.

Fictitious Period Element

Enter an element whose value is to be passed to the current period.

Current Period Element

Enter an element to store the result of the calculation in the previous period.

Moving Data by Using Fictitious Calculations

This table lists moving data from the current period to the fictitious one and vice versa.

FROM Element	Multiple Instances	Value Status	TO Element	Original Multiple Instances	Override Status
Primary Element	No	Period	Primary Element	Yes, sliced positive input	One instance for Period

FROM Element	Multiple Instances	Value Status	TO Element	Original Multiple Instances	Override Status
Primary Element	Yes	Summed	Primary Element	Yes, sliced positive input	One instance for Period
Primary Element	No	Period	Supporting Element	Yes	One instance for Period
Primary Element	Yes	Summed	Supporting Element	Yes	One instance for Period
Primary Element	No	Period	Accumulator	Yes, sliced	One instance for Period
Primary Element	Yes	Summed	Accumulator	Yes, sliced	One instance for Period
Supporting Element	Yes	Period or Summed	Supporting Element	Yes	One instance for Period
Supporting Element	Yes	Period or Summed	Primary Element	Yes, sliced positive input	One instance for Period
Supporting Element	Yes	Period or Summed	Accumulator	Yes, sliced	One instance for Period
Accumulator	Yes, sliced	Summed	Accumulator	Yes, sliced	One instance for Period
Accumulator	Yes, user keys	Period or Summed For the Current User Key Value	Accumulator	Yes, user keys	Only the one for the current user key value is overridden. The current user key is added to PINV.
Accumulator	Yes, sliced	Summed	Supporting Element	Yes, sliced	One instance for Period
Accumulator	Yes, sliced	Summed	Primary Element	Yes, sliced	One instance for Period
Accumulator	Yes, user keys	Period or Summed For the Current User Key Value	Supporting Element	Yes	One instance for Period
Accumulator	Yes, user keys	Period or Summed For the Current User Key Value	Primary Element	Yes, sliced positive input	One instance for Period

Defining Historical Rule Elements

To define historical rule elements, use the Historical Rules (GP_HIST_RULE) component.

This topic provides overviews of historical rules and batch processing of historical rules, and discusses how to:

- Define the rule type and periods to be processed.
- Define the formula for a historical rule.

Pages Used to Define Historical Rule Elements

Page Name	Definition Name	Navigation	Usage
Historical Calculation Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Historical Calculation Name	Name the element and define its basic parameters.
Historical Rules - Processing Period	GP_HIST_RULE1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Processing Period	Define the details of the processing period for the historical rule. Depending on what you select as the rule type, some fields may not be available for entry.
Parameters and Mapping	GP_HIST_RULE2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Parameters and Mapping	Define the formula for a historical rule.

Understanding Historical Rule Elements

You can use historical rule elements to set up rules that retrieve data from prior periods. Historical rules can be used in formulas and fictitious calculations.

A historical rule can be associated with an earning or deduction element on the Formula Definition page. It can also be associated with any element that's stored in the Earnings/Deductions results table, Accumulators results table, or Other Elements results table. A historical rule can be used by fictitious calculation elements to find periods to recalculate.

Historical rule elements, retroactive calculations, and fictitious calculation elements differ in the following ways:

- A historical rule element enables you to set up rules that retrieve data from prior periods.
- A retroactive calculation enables you to recalculate a prior period, and the results of that calculation are kept.

- A fictitious calculation element enables you to recalculate a prior period, but the results are not kept and only the final amount is passed to the current period.

To define a historical rule:

1. Define the naming information for the historical rule on the Historical Rules Name page.
2. Define the rule type and the periods to be processed on the Processing Period page.
3. Define the formula for a historical rule on the Parameters and Mapping page.

Understanding Batch Processing of Historical Rule Elements

You can attach a historical rule to an earning or deduction element on the Formula Definition page or to any element that's stored in the Global Payroll Earnings/Deductions results table (GP_RSLT_ERN_DED), Global Payroll Accumulators results table (GP_RSLT_ACUM), or Global Payroll Other Elements results table (GP_RSLT_PIN). In addition, a historical rule can be used by fictitious calculation elements to find periods to recalculate.

Warning! The historical rule element reads the maximum version and the maximum revision in the payroll results. So, when an element is recalculated retroactively using forwarding retro, the delta is both included in the recalculated element and then forwarded to the current period. It is then included twice in the results read by the historical rule.

To bypass this issue you can select to Use Corrective Retroactive Behavior for segment accumulators on the Accumulator – Level page.

A historical rule resolves to one if it's successful and to zero if it's not successful. This works the same way as an array element. A historical rule can then be used in a formula such as:

IF HIST_RULE_TEST =1, THEN

Use variable elements populated by historical rule

ELSE

Generate an error

END-IF

A historical rule is set to one when either the end-of-process formula resolves without errors, or if that formula is not used in the processes, the stop-process-if-true variable is set to TRUE.

In all other situations, a historical rule is set to zero and SQL returns no data.

How the System Processes Historical Rule Elements

Here's how the system processes historical rules:

1. The system dynamically creates SQL to load elements requested from the Global Payroll result tables.

It can get data from multiple result tables at one time by using a SQL UNION, meaning direct access to the database each time the historical rule is called. A SELECT and a series of FETCHES are performed each time. The use of this element type affects performance.

2. The system maps columns to variables.

The variables are available for use in a formula.

3. The first fetch establishes the keys for the first retrieved segment.

The program continues fetching records until there is a break in the segment keys. It then populates the input and output interface copybook (PINL) with the values for the retrieved elements or with the null values for the elements in the element mapping that were not found. Then the program requests the resolution of Formula to Execute By Segment.

4. The system performs formula resolution per segment.
5. The system resolves an end of process formula for additional calculations such as averaging.

This table lists how calendars and segments are processed in the reverse order in which they were initially run:

<i>Original Processing Sequence</i>	<i>Processing Sequence for Historical Rules</i>
January absence calendar	February payroll calendar
January payroll calendar (segment 1, segment 2)	February absence calendar
February absence calendar	January payroll calendar (segment 2, segment 1)
February payroll calendar	January absence calendar

Formulas Used to Calculate the Preceding Values

Formulas to run by period (CUM_COMP):

- $CUM_PERIOD_SAL + CUR_SAL = CUM_PERIOD_SAL$, where you calculate the earning value.
- $CUM_NUM_PERIODS + 1 = CUM_NUM_PERIODS$, where you calculate the period of time.

Formula to calculate at the end (AVG_COMP):

$CUM_PERIOD_SAL / CUM_NUM_PERIODS = AVG_COMP$, where you calculate the earning value divided by the period of time.

Related Links

[Defining Proration Rules](#)

Historical Calculation Name Page

Use the Historical Calculation Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Historical Calculation Name

Note: You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another topic in this product documentation.

Related Links

[Defining Element Names](#)

Historical Rules - Processing Period Page

Use the Historical Rules - Processing Period page (GP_HIST_RULE1) to define the details of the processing period for the historical rule.

Depending on what you select as the rule type, some fields may not be available for entry.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Processing Period

Image: Historical Rules - Processing Period page

This example illustrates the fields and controls on the Historical Rules - Processing Period page.

Note: On the Processing Period page, you create the periods from the *date from* to the *date to* date. You then map the selected result data to the processing periods. If no data exists for an element in a period, it is set to spaces for character and date elements and to zeros for numeric and monetary elements.

Rule Type

Select the type of historical rule from these options:

Use in Fictitious Calculation: Select when you want to use a historical rule element in a fictitious calculation element to determine which pay periods to recalculate.

Retrieve Values: Select when you want to use a historical rule element in a formula to retrieve previously calculated values.

Go back from Date Range

Define the date from, date to type, date from element, and date to element to establish the rule's date range. If you select a

Retrieve Values rule type, this field appears as Go Back From Date Range. If you select a *Use in Fictitious Calculation* rule type, this field appears as Go Forward From Date Range.

Select from the following values in the Date From Type and Date To Type fields:

Bracket

Cal Date (calendar date): Enter a date instead of an element that resolves to a date. In the next field, specify the date to start going back from (for historical rules) or to start going forward from (for fictitious rules).

Date

Formula

SystemElem (system element)

Variable

Use Based On

Select a date that tells the system which data values from the GP_RSLT tables are processed by a historical rule. Select from these values: *Period End Date*, *Period Begin Date* or *Payment Date*.

Log statement at run time

Select this check box to see the text of the SQL statement dynamically generated by the array module during batch processing. You can direct the output display into a file by selecting the Redirect Output option in PeopleTools Configuration Manager.

Example

You want to determine three months of salary (element SALARY) for the period between March 28 and June 27. This table lists the GP_RSLT table values:

<i>Period Payment Date</i>	<i>Result</i>	<i>Period Begin</i>	<i>Period End Date</i>	<i>Payment Date</i>
January 2003	100	January 1, 2003	January 31, 2003	February 2, 2003
February 2003	100	February 1, 2003	February 28, 2003	March 2, 2003
March 2003	100	March 1, 2003	March 31, 2003	April 2, 2003
April 2003	100	April 1, 2003	April 30, 2003	May 2, 2003
May 2003	100	May 1, 2003	May 31, 2003	June 2, 2003
June 2003	100	June 1, 2003	June 30, 2003	July 2, 2003

<i>Period Payment Date</i>	<i>Result</i>	<i>Period Begin</i>	<i>Period End Date</i>	<i>Payment Date</i>
July 2003	100	July 1, 2003	July 31, 2003	August 2, 2003

If you select *Period Begin Date*, the historical rule processes only June, May, and April. It does not process July, because July 1, 2003 (the period begin date) is later than the date from date of the historical period (June 27, 2003). It also does not process March, because March 1, 2003 (the period begin date) is before the date to date of the historical period (March 28, 2003).

Note: Historical rules start from the date from date and look at periods and segments in the reverse order in which they were originally processed and go back to the date to date.

If you select *Period End Date*, the rule processes May, April, and March. It does not process June, because June 30, 2003 (the period end date) is later than the date from date of the historical period (June 27, 2003). It also does not process February, because February 28, 2003 (the period end date) is before the date to date of the historical period (March 28, 2003).

If you select *Payment Date*, the rule processes May, April, and March. It does not process June, because July 2, 2003 (the payment date) is later than the date from date of the historical period (June 27, 2003). It also does not process February, because March 2, 2003 (the payment date) is before the date to date of the historical period (March 28, 2003).

See *PeopleTools: Data Management*.

Related Links

[Understanding Segmentation Setup](#)

Parameters and Mapping Page

Use the Parameters and Mapping page (GP_HIST_RULE2) to define the formula for a historical rule.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Parameters and Mapping

Image: Parameters and Mapping page

This example illustrates the fields and controls on the Parameters and Mapping page.

Historical Calculation Name | Processing Period | **Parameters and Mapping**

Element Name: OE HR ROLL AVG Hist rule for rolling average Owner: PS Non-Mnt

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 Status: Active

*Formula to Execute By Segment: OE FM ROLL INIT

Stop Process If True: GP FALSE

Formula To Execute At End: CM FM TRUE

Element Mapping Customize | Find | View All First 1-3 of 3 Last

*Element Type	*Historical Period Element	*Current Period Element	*Slice Option
Accumulatr	OE AC ROLLAVG	OE VR ROLLAVG AMT	Sum Slices
Accumulatr	EO AC DISREGARD WG	EO VR ROLLAVG AMT	Sum Slices
Accumulatr	EO AC DISRGRD UNIT	EO VR ROLLAVG UNIT	Sum Slices

Note: Depending on whether you specified a historical or fictitious rule type on the Processing Period page, different fields appear on this page.

When you run a payroll, the system resolves the Formula to Execute by Segment field per historical period until the Stop Process If True variable is not equal to zero or the last historical period is processed. The system then resolves the formula specified in the Formula To Execute at End field.

Formula to Execute By Segment

Enter the formula to be resolved for each segment or period.

Stop Process If True

Enter a variable. The process keeps looping through periods, resolving the formula for each period, until this variable doesn't equal zero, the date to date is reached, or no more data is found.

Formula To Execute At End

Select the formula to resolve when period processing is completed.

Use Period If True

This field appears for *Use in Fictitious Calculation* rule types only. Enter a variable. After each call to the Formula to Execute By Segment field, this variable is checked for zero or one. If it's set to one, the fictitious calculation process uses the period for which the formula was called.

Element Mapping

The grid in the Element Mapping group box lists the elements for retrieval from the Global Payroll result tables for a historical rule.

Element Type	Select the type of element—such as the earning, deduction, or variable—to retrieve.
Historical Period Element	Enter the element that you want to retrieve.
Current Period Element	Enter the variable in which the retrieved value is to be stored. This variable becomes available for use in the Formula to Execute By Segment field.
Slice Option	<p>Specify how the system resolves multiple instances of an element in the historical period. Values are:</p> <ul style="list-style-type: none">• <i>Sum Slices</i>: The system sums all slices.• <i>Use Last Slice</i>: The system uses the value of only the last slice.• <i>Sum Slices - Current Empl Rcd</i>: The system sums all slices, but only for rows of data where the EMPL_RCD equals the current EMPL_RCD.• <i>Use Last Slice - Cur. Empl Rcd</i>: The system uses the value of only the last slice, but only for rows of data where the EMPL_RCD equals the current EMPL_RCD.

Defining Calculation Elements

Understanding Calculation Elements

Supporting elements are the building blocks of your system. Calculation elements, a subset of supporting elements, assist in the calculation process and are used to further refine the more complex elements.

This topic discusses:

- Calculation element names
- Element pointers

Calculation Element Names

You must name every element and define its basic parameters on an Element Name page. All element page components share the same first Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Element Pointers

An element pointer is an element that points to another element by its system identifying number (PIN).

Once you define an element, its value may change. This presents a dilemma when you try to use elements to calculate other elements. The problem is especially evident when you are creating formulas. Element pointers help you alleviate this problem.

Advantages of Element Pointers

The following are advantages of using element pointers:

- You can use them in formulas to make formulas generic and reusable.
- Different earning, deduction, and absence calculations can use the same formula.
- When you define a formula, the values for the various elements that constitute the formula will likely change. Rather than referring to the element's value, you can refer to its system identifying number—its *element number*.
- Because you point to its element number—which remains constant—a formula using the element can remain useful over time because the element values will be valid.

Element Pointer Example

You have written a formula to calculate garnishments. But different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its identifying element number, then you won't have to rewrite the formula every time the number and types of garnishments change for different payees. The formula will adapt its calculations because it is retrieving current values for the elements referenced by the element pointer.

Elements that can Use Element Pointers

Pointers can reference almost all elements that use the Definition page.

Use the following major elements to retrieve, store, and assign element pointers:

- Variables
- Brackets

When using brackets, element pointers can store values that are returned by the lookup. Select a pointer for storing bracket values on the Search Keys/Return Column page.

- Formulas
- Arrays

Use a pointer to tell the system that a column to be retrieved contains a PIN number. Use the Fields Retrieved page to enter instructions for retrieving columns for an array

Related Links

[Understanding Element Pointers in Formulas](#)

Defining Duration Elements

To define duration elements, use the Durations (GP_DURATION) component.

This topic provides overviews of duration elements and batch processing of duration elements, and discusses how to:

- Name durations.
- Define a duration element.
- Use HR status to include or exclude time.

Pages Used to Define Duration Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Duration Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Durations, Duration Name	Name the element and define its basic parameters.
Duration - Definition	GP_DURATION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Durations, Definition	Define the number of days, months, or years between two dates.
Set Daily HR Status Criteria	GP_DUR_STAT_SEC	Click the Set Daily HR Status Criteria link on the Definition page, which is activated when you select Days.	Specify time periods for duration calculation, excluding or including them according to HR status codes.

Understanding Duration Elements

A duration element calculates the time between two dates, by subtracting one date from another. For example, age at Pay Period End Date is calculated as Pay Period End Date minus Birth Date. The resulting value is a duration.

Duration elements always resolve to a number. You can define durations in years, months, or days. If you define duration in days, you can include or exclude certain periods of time based on PeopleSoft HR status codes. You can also include or exclude absence days that have been entered in Global Payroll.

Including or Excluding Absences

The typical use for the include or exclude absences feature is to exclude absence days from a duration. For example, you are calculating a service duration, but you do not want to include sick days. The daily absence formula will be resolved for each day absent between the begin and end dates of the duration. This formula returns a one for each paid sick day; for all others it returns a zero. The duration program will sum up each day's value. If the payee had 15 sick days within this time period and the Include Absence Days check box is deselected, then 15 will be subtracted from the total number of calendar days in the period.

Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU, to retrieve an absence end date for a particular absence.

Example 1: Rounding

On the Duration - Definition page, you can define whether the duration is a decimal and how to round the duration. This topic provides an example of how rounding works for decimal durations.

The result (before rounding) is 2 years, 5 months, and 20 days and you want the result in months, without rounding. The result is:

$$(2 \text{ Years} * 12) + 5 \text{ Months} = 29 \text{ Months} + 20/30 = 29.666667$$

If the Return Duration With Decimals check box is deselected, the value is 29.

If you select the Return Duration With Decimals check box and Add 1 Month if Days, with a value of 15, the result is:

$$(2 \text{ Years} * 12) + 5 \text{ Months} + 1 \text{ Month (because days are } > 15) = 30$$

The small difference in the results can be significant when the duration resolution is used throughout the system.

Example 2: Rounding

In this example, assume that:

The Duration From date is January 1, 1999 and the Duration To date is January 31, 2001.

This table illustrates how various options, used together, affect the value returned by a duration element (the system's standard field size is 12.6, so all values are shown to the full six decimal places):

Return Duration In	Rounding Add 1 Year If Months >=	Rounding Add 1 Month If Days >=	Return Duration With Decimals	Value
Years	No	No	Yes	2.083333
Years	No	No	No	2.000000
Years	Yes, 1	No	No	2.000000
Months	No	No	Yes	25.000000
Months	No	Yes, 15	No	25.000000
Days			Yes	Impossible. An online error message appears.
Days	No	No	No Inclusive = No	761.000000
Days	No	No	No Inclusive = Yes	762.000000

Note: The Duration program uses the PeopleTools utility PTPDTWRK to get the difference between two dates. When the GP Duration option is to return the value in Years, PTPDTWRK is called with the AGE option, which gives a result in years, months, and days. For example, when the dates are April 1, 2003 to April 1, 2004 PTPDTWRK returns 1 year, 0 months, and 0 days. When the end date is March 31, 2004, PTPDTWRK returns 0 years, 11 months, and 30 days. You might think that the decimal difference between these two dates would be calculated as $364/365 = .99726$, but this is not what is happening. PTPDTWRK can return the value between dates in days, but to convert this into years would require calculating the number of leap years involved.

Including/Excluding HR Status Days

Using the Set Daily HR Status Criteria page you can include or exclude time periods from the duration calculation, based on HR status codes.

If status Include or Exclude criteria are defined as part of the duration definition:

- The Date From date cannot be earlier than the first effective-dated PS_JOB row.

If the Date From date is before the first effective-dated PS_JOB row, the duration calculation uses the earliest effective-dated PS_JOB row for this EmplID/Empl_Rcd combination as the default Date From date. The duration calculation doesn't limit the Date From date based on other fields.

- The Date To date cannot be after the Calendar Period End Date.

If the Date To date is after the Period End Date, the duration calculation uses the Period End Date as the default Date To date.

- Only the maximum effective sequence PS_JOB row is considered, because any non maximum effective sequence PS_JOB rows mean nothing from a status perspective.
- No warnings or errors are issued if the Date From or Date To dates are modified to be the effective date of the first PS_JOB row or the Period End Date in the above situations.

For example, if the first effective date PS_JOB row is January 7, 1995 but the Date From date is January 1, 1995, the system uses January 7, 1995 because the Date From date cannot be less than the first PS_JOB effective date.

Note: Payment keys are ignored in Status Control Include or Exclude calculations.

Example 1: Including/Excluding HR Status Days

For this example, assume the following:

Date From: January 1, 2000

Date To: January 31, 2000

Unit of measure: Days

Include From and To Date: Selected

Payee Status: Leave effective January 22, 2000

Days Active: 21 Days, Inactive: 10, Result of absence formula: 5

This table shows how the system resolves the duration value, based on various Include/Exclude options:

HR Status	Absence Formula	Duration with Inclusive ON	Duration with Inclusive OFF	Reason
Include-Active	Blank	21 days	21 days	Active days only
Include-Inactive	Blank	10 days	9 days	Leave days only

HR Status	Absence Formula	Duration with Inclusive ON	Duration with Inclusive OFF	Reason
Include-Active	Include	26 days	26 days	Active Days + Formula Days
Include-Inactive	Include	15 days	14 days	Leave Days + Formula Days
Include-Active	Exclude	16 days	16 days	Active Days - Formula Days
Include-Inactive	Exclude	5 days	4 days	Leave Days - Formula Days
Blank	Include	5 days	5 days	Formula Days only
Blank	Exclude	26 days	25 days	Total Days - Formula Days
Blank	Blank	31 days	30 days	Total Days
Exclude-Active	Blank	10 days	9 days	Leave Days only
Exclude-Inactive	Blank	21 days	21 days	Active Days only
Exclude-Active	Include	15 days	14 days	Leave Days + Formula Days
Exclude-Inactive	Include	26 days	26 days	Active Days + Formula Days
Exclude-Active	Exclude	5 days	4 days	Leave Days - Formula Days
Exclude-Inactive	Exclude	16 days	16 days	Active Days - Formula Days

Example 2: Including/Excluding HR Status Days

Assume that a duration is set up as follows:

- Date From: June 23, 1999.
- Date To: September 23, 1999.

A sub-period is defined as follows:

- Include if status is *Active*.
- Sub-period > 5 days.

This table lists a payee's PS_JOB rows:

Status	Effective Date
Active	June 23, 1999
Suspended	July 1, 1999
Active	August 1, 1999
Terminated	August 10, 1999

The duration resolves to eight days (first Active) plus nine days (second Active), meaning a value of 17 days. Both Active periods are included because they are both greater than five days.

Note: Payment keys and fields besides Employee Status aren't considered during the Status inclusion/exclusion calculations.

Only PS_JOB rows that are less than or equal to the period end date are considered. The Date From or Date To dates can be modified to be the effective date of the first PS_JOB row, or the Period End Date, because of the system rule that the Date From date cannot be before the first PS_JOB effective date.

Related Links

PeopleSoft HCM 9.2: Human Resources Administer Workforce

[Daily Data](#)

Understanding Batch Processing of Duration Elements

The duration module resolves a duration element by:

1. Resolving Date From and Date To, if needed.
2. If there are status entries, validating that the first PS_JOB row isn't less than the Date From and that Date To isn't after the period end date.
3. Calculating the duration period (years, months, or days) between Date From and Date To.
4. If there are Human Resource status entries, processing them.
5. Including or excluding absence days, if applicable.
6. Applying rounding.
7. Truncating decimals if Return Duration With Decimals isn't selected.

If you've indicated on the Duration - Definition page that the value should be returned in years and you've selected both the Add 1 Year if Months >= and Add 1 Month if Days >= options, the system evaluates the Add 1 Month if Days >= option and then evaluates and applies the Add 1 Year if Months >= option.

Duration Name Page

Use the Duration Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Durations, Duration Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Duration - Definition Page

Use the Duration - Definition page (GP_DURATION) to define the number of days, months, or years between two dates.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Durations, Definition

Image: Duration - Definition page

This example illustrates the fields and controls on the Duration - Definition page.

The screenshot displays the 'Duration - Definition' page for the element 'PR DR DAYS PRD'. The page is divided into several sections:

- Header:** Shows the element name 'PR DR DAYS PRD', its description 'Days in current period', and the owner 'PS Non-Mnt'.
- Definition Section:** Includes the 'Effective Date' (01/01/1990), '*Status' (Active), and a search bar.
- Define Input Parameters Section:** Contains fields for '*Date From Type' and '*Date To Type', both set to 'SystemElem'. It also includes '*Date From' (PERIOD BEGIN DATE) and '*Date To' (PERIOD END DATE).
- Define Return Value Section:** Features '*Return Duration in' set to 'Days', with checkboxes for 'Include From and To Date' and 'Include Absence Days'. A 'Daily Absence Formula' field is also present.
- Footer:** Shows the version 'P_8.00.00.00' and a link to 'Set Daily HR Status Criteria'.

Date From Type and Date To Type

Select the type of element that returns the Date From and Date To days. Valid values are: *Bracket*, *Cal Date* (calendar date), *Date*, *Formula*, *System Elem* (system element), and *Variable*.

Date From and Date To

Define the first and last day that the system is to include in the duration calculation.

Select the names of the elements that return the dates.

If the Date From date is the same as or greater than the Date To date, the duration element resolves to zero.

Return Duration in

Select the unit of measure for the returned duration value. Valid values are:

- *Years* - Select to return the duration in years. This is the default value.
- *Months* - Select to return the duration in months.
- *Days* - Select to return the duration in days.

If you select *Days*, the Include From and To Date and Include Absence Days check boxes become available.

Select the Include From and To Date check box to include the from and to dates in the calculation.

For example, if the date from and date to are February 1, 2006 and February 5, 2006, and you select Include From and To Date, the system counts five days. If you don't select Include From and To Date, the system ignores the last day and returns a count of four. It also ignores the last day when it applies any instructions that you enter for including/excluding absences or including/excluding days based on HR status.

(The system returns a value of zero when the begin date and end date are the same if you select *Days* but don't select Include From and To Date. It returns a value of one if you select Include From and To Date.)

Return Duration in Decimals

Select to receive the duration result in decimal form. .

If you select Return Duration in Decimals, the system converts durations to decimals after applying any rounding rules you may have defined.

The system expresses the results as follows, depending on Return Duration in value:

Years: The system returns years and the remaining number of months and days in decimal form. To calculate the decimal amount, the system divides the number of days by 30 and adds the result to the number of months. It then divides the number of months by 12 and adds the result to the number of years. For example, a duration of two years and one month returns a value of 2.08333.

Months: The system returns the number of months plus any additional days (partial month) in decimal form. Days are divided by 30 for calculation of the decimal value.

Days: Invalid.

Note: A month is defined as the period between the first day of one month and the first day of the next month. For example, January 1, 2006 to January 31, 2006 isn't a month—it's 30 days. To make it a month, select Return Duration in Decimals. The system returns 30 days, which equals one month. If you don't select Return Duration in Decimals and you're counting months, the result is zero.

Round months up from N days

Select and enter the number of days to which the system rounds the month.

Round years up from N months

Select and enter the number of the months to which the system rounds the year.

These fields are used to apply rounding rules to the result of your duration calculation. If you do not select a check box, no rounding occurs.

If you select either of these check boxes, and the months or days value is greater than the value that you enter, the calculation adds one year or one month, respectively.

For example, if Return Duration in is *Years*, and you select Round years up from N months and enter 6, the system returns a duration of 3 years and 6 months as a value of 4 years.

Note: The system applies the selected rounding rule before converting durations to decimals. If you select the Return Duration in Decimals check box and a rounding option, the system rounds up the months or years, as applicable, leaving no decimal value.

Include From and To Date

Select to include the from and to dates in the calculation.

Include Absence Days

Leave this check box deselected to exclude days. For example, if you leave this check box deselected, you can calculate a duration of time minus sick days.

Select the Include Absence Days check box to include absence days in the duration calculation.

This check box becomes available when the Return Date In value is *Days*.

Note: The system automatically excludes absences if you do not select Include Absence Days and specify a daily absence formula.

Daily Absence Formula

This field becomes available when the Return Date In value is *Days*.

To include or exclude the days that a payee is absent, select the formula that returns the number of absent days. To include the days that a payee is absent, you select the Include Absence Days check box. To exclude the days that a payee is absent, deselect the Include Absence Days check box; now the number of absent days will be subtracted from the total duration count.

The formula is resolved for every day of absence daily history between the from and to dates (including those dates), and should return a 1 for each absence day it wants to count. The duration program cumulates the formula for each row of absence daily data (GP_RSLT_ABS, which is the output of the Absence Take process) and totals the results of the formula for all of the rows where the absence dates fall within the From and the To dates. (Keep in mind that the first and last day is considered only if the Include From and To Date check box is selected.)

Your formula must specify the take elements that you want to count. For example, you can use the absence type in an IF statement to count only sick time.

Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU to retrieve an absence end date for a particular absence.

Set Daily HR Status Criteria

This field becomes available when the Return Date In value is *Days*.

Click this link to access the Set Daily HR Status Criteria page, where you can include or exclude time periods in the calculation based on HR status codes.

If you enter instructions to include daily absence data *and* include or exclude days based on status codes, the system performs two separate counts and combines the results. For example, if you include active days (based on HR status) and exclude absence days, the system counts the number of days the payee was active and subtracts the number of days the payee was absent.

Warning! Double counting can occur, depending on the instructions that you enter in the two group boxes. For example, if you include active days *and* days a payee is out sick, the days on which a payee is both active and sick are counted twice.

Set Daily HR Status Criteria Page

Use the Set Daily HR Status Criteria page (GP_DUR_STAT_SEC) to specify time periods for duration calculation, excluding or including them according to HR status codes.

Navigation

Click the Set Daily HR Status Criteria link on the Definition page, which is activated when you select Days.

Image: Set Daily HR Status Criteria page

This example illustrates the fields and controls on the Set Daily HR Status Criteria page.

If the unit of measure on the Durations - Definition page is set to *Days*, you can include or exclude time periods from the duration based on HR status codes. You can also specify minimum and maximum periods to check against.

Listed Status Should Be

Select *Included* or *Excluded* to include or exclude the status combinations that you specify in the List HR Status group box. Including or excluding status combinations has the following implications at processing time:

Include directs the system to include the period with that status combination in the duration.

Exclude directs the system to exclude the period with that status combination in the duration.

The code combinations that you enter are, as a group, either included or excluded, meaning that when you include specific status codes, those that you omit are automatically excluded. If you exclude certain codes, those that you don't exclude are automatically included.

The time period indicated includes the PS_JOB Effective Date.

Additional Period Definitions

Use the following fields to further define the periods that you want to include or exclude from the duration.

If Each Sub-Period

Select to include or exclude sub-periods of a specified length from the duration. A sub-period is a consecutive number of days that a payee's status remains unchanged.

Whether you can add sub-periods together depends on whether the sub periods are in the same period. Sub-periods are added together if they individually fulfill the criteria. The system calculates period by period; for each period, it checks the criteria that is defined on this page. If the criteria are met, the system considers the period for inclusion or exclusion. If the criteria are not met, the system ignores the period.

Operand

Select from < <=, >, and >= to determine whether the time period is included in or excluded from the duration calculation. The operand is used with the Value and Period fields.

Value

The number of years, months, or days to include or exclude from the duration. This value is used with the operand to determine whether the length of time in the selected status is included in or excluded from the calculation.

Period

The period of time defined in the previous field: *Days, Months, or Years*.

Defining Variable Elements

To define variable elements, use the Variables (GP_VARIABLE) and Variables by Category (GP_VARIABLE_BY_CAT) components.

This topic provides overviews of variable elements, field formats, and batch processing of variables, and discusses how to:

- Name variables
- Define a variable

Pages Used to Define Variable Elements

Page Name	Definition Name	Navigation	Usage
Variable Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Name the element and define its basic parameters.
Variables - Definition	GP_VARIABLE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Definition	Define the value of a variable according to the format specified on the Variable Name page.

Page Name	Definition Name	Navigation	Usage
Variables By Category	GP_VARIABLE_BY_CAT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables by Category, Variables by Category	<p>View or update the values of one or more variables within the same category. (Variables are assigned to categories on the Variable Name page.) Up to three Values tabs can appear on this page:</p> <ul style="list-style-type: none"> • The Numeric Values tab displays variables defined with decimal values or monetary values (along with the currency code). • The Character Values tab displays variables defined with character values. • The Date Values tab displays variables defined with date values. <p>You can't create or delete variables using this page.</p>

Understanding Variable Elements

Variables are a means of storing a value and using it later. In situations requiring you to input a value—whether in a formula, in a calculation component, or elsewhere—the system enables you to identify the input as a variable and use the same value repeatedly. Using variables, you can define this value and invoke it anywhere in your formulas and calculations.

Example

On January 1, the batch process resolves three formulas and two earnings using a monetary factor of 20 in their calculations. This factor changes to 25 on April 1. If you assign this factor a format type of *numeric*, you have to make five effective-dated changes, but if you define this factor as a variable element, you have to make only one effective-dated change for the new factor, 25, to be used anywhere the variable is referenced.

Understanding Field Formats

Variables can be defined with any one of the following field formats:

- Character

The field length for variables with a character field format is 30 spaces.

- Date
- Decimal

The field length for variables with a decimal field format is 12.6.

- Monetary

The field length for variables with a monetary field format can be up to 12.6, depending on the currency code you are using.

- Pointer

Variables can be defined with the *Element Pointer* field format, which enables you to link a variable element to another element. This concept is useful when you use variable elements as components of a formula element to make the formula more generic and applicable to changing situations.

An element pointer is a means of storing the element number of another element, not the element's actual value. When you use the element pointer variable, the process uses the value of the element pointed to by the element pointer.

Note: When you assign a value to a variable either directly or by means of another element (for example, an array), consider whether the variable can support the assigned value in terms of field length and field format. For example, 50 characters of text should not be assigned to a character variable with a field length of 30 spaces. Similarly, a monetary value should not be assigned to a variable with a character format.

Related Links

[Understanding Element Pointers in Formulas](#)

Understanding Batch Processing of Variables

Being data input elements, variables are resolved as they are encountered during batch processing. The resolution of the value equals the value you put in the definition.

If you've selected the Store check box on the Variable Name page, all resolutions of the variable are stored.

Variable Name Page

Use the Variable Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Note: For variables that you intend to use as chartfields for the integration with PeopleSoft General Ledger, be sure to select the Store check box on this page. If you don't, the GP_GL_PREP process won't store results for them in the Global Payroll Transaction Interface (GP_GL_DATA) record.

Related Links

[Defining Element Names](#)

Variables - Definition Page

Use the Variables - Definition page (GP_VARIABLE) to define the value of a variable according to the format specified on the Variable Name page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Definition

Image: Variables - Definition page

This example illustrates the fields and controls on the Variables - Definition page.

The screenshot shows the 'Variables - Definition' page. At the top, there are two tabs: 'Variable Name' and 'Definition', with 'Definition' being the active tab. Below the tabs, the 'Element Name' is 'K0VRCOMPANY', 'Store Company' is 'Store Company', and 'Owner' is 'PS Non-Mnt'. The main section is titled 'Definition' and contains several fields: '*Effective Date:' with a date picker set to '01/01/1990', '*Status:' with a dropdown menu set to 'Active', 'Value:' with an empty text box, a checkbox for 'Use As Chart Field' which is currently unchecked, 'Prompt View:' with an empty text box and a magnifying glass icon, and 'Version:' with the value '8.00.00.00'. At the top right of the 'Definition' section, there are navigation links: 'Find | View All | First | 1 of 1 | Last'.

Value

Enter the value to assign to this variable.

The type of value that you assign depends on the format type that you designated on the Variable Name page.

Use As Chart Field

Select the Use As Chart Field check box to use the variable element as a ChartField. ChartFields are used by PeopleSoft General Ledger. When you select this check box, the Prompt View field becomes required.

Prompt View

Select the record with which you want to associate this variable. The name of the record appears as a column heading on the GL Mapping page

Related Links

[Integrating Global Payroll with General Ledger](#)

Defining Date Elements

To define date elements, use the Dates (GP_DATE) component.

Use a date element to include a date in a calculation or determine a new date by taking a starting date and adding or subtracting a period of time to get another date.

Note: Date elements are used for defining specific dates. If you need to subtract one date from another and determine the intervening duration, use a duration element, not a date element.

This topic discusses how to:

- Name dates.
- Define a date or calculate a new date based on an existing date.
- Assign unique element identifiers.

Pages Used to Define Date Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Date Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Date Name	Name the element and define its basic parameters.
Dates - Definition	GP_DATE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Definition	Define a date or calculate a new date based on an existing date.
Extract	GP_DATE_EXTRACT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Extract	Assign a unique identifier to each element that you enter on the Dates Definition page, allowing reuse of the Year, Month, and Day fields, individually or together.

Related Links

[Defining Duration Elements](#)

Date Name Page

Use the Date Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Date Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Dates - Definition page

Use the Dates - Definition page (GP_DATE) to define a date or calculate a new date based on an existing date.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Definition

Image: Dates - Definition page

This example illustrates the fields and controls on the Dates - Definition page.

The screenshot shows the 'Dates - Definition' page with the 'Definition' tab selected. The page header includes 'Date Name', 'Definition', and 'Extract' tabs. The main content area is titled 'Definition' and contains the following fields and sections:

- Element Name:** OSP DT ELIGIBILITY, **OSP Eligibility Date**, **Owner:** PS Non-Mnt
- Definition** section:
 - *Effective Date:** 01/01/1990
 - *Status:** Active
 - Parameters to Build Date** section:
 - *Provide Date** (selected) / ***Build Date**
 - *Date From Type:** SystemElem
 - *Date From Element:** SERVICE DT
 - *Year Entry Type:** Numeric
 - *Date Year Value:** 0
 - *Month Entry Type:** Numeric
 - *Date Month Value:** 0
 - *Day Entry Type:** Numeric
 - *Date Day Value:** 0
 - ☐ Return Last Day of the Month
 - Parameters to Modify Built Date (Optional - Default None)** section:
 - *None** / ***Add** (selected) / ***Subtract**
 - *Calculated Year Entry Type:** Numeric
 - *Calculated Year Value:** 0
 - *Calculated Month Entry Type:** Numeric
 - *Calculated Month Value:** 6
 - *Calculated Day Entry Type:** Numeric
 - *Calculated Day Value:** 0
 - ☐ Return Last Day of the Month
- Version:** P_8.00.00.00

Provide Date

Select to provide the date, and specify the entry type of the element containing the date in the Date From Type field. Define the date or date element in the Date From or Date From Element field. The Date From field appears when you select *Cal Date* in the Date From Type field.

Build Date

Select to have the system build the date, based on elements that you select.

When you select Build Date, the Year Entry Type, Month Entry Type, and Day Entry Type fields become available. Use these fields to define the entry type of the elements containing the month, day, or year. Identify the date elements in the fields to the right.

Return Last Day of the Month

Select to have the system return the last day of the month as a value.

You can use this check box with both the Provide Date and Build Date options. Selecting this check box will override the provided or built date by moving the last day of the month into the day portion of the date.

Parameters to Modify Built Date (Optional - Default None)**None**

Select if you don't want any calculations performed using this date—the date value remains as defined in the group box above.

Add

Select to add to the value defined in the Parameters to Build Date group box. The Calculated Year Entry Type, Calculated Month Entry Type, and Calculated Day Entry Type fields become available, offering a list of entry types. Enter the elements corresponding to these entry types in the fields on the right.

The value that you select is added to the date value in the Definition group box.

Subtract

Select to subtract from the value defined in the Parameters to Build Date group box. The Calculated Year Entry Type, Calculated Month Entry Type, and Calculated Day Entry Type fields become available, offering a list of entry types. Enter the elements corresponding to these entry types in the fields on the right.

The value that you select is subtracted from the date value in the Parameters to Build Date group box, to arrive at the resolved date value.

Return Last Day of the Month

Select to have the system return the last day of the month as a value. This result occurs only after the Add or Subtract calculation is complete, and it's independent of the Return Last Day of the Month field in the Parameters to Build Date group box.

Examples

This table illustrates what date values result from various page selections:

<i>Provide Date/ Build Date</i>	<i>Entry Type, Value</i>	<i>Return Last Day of the Month</i>	<i>Calculate Option</i>	<i>Entry Type, Value</i>	<i>Return Last Day of the Month</i>	<i>Resolved Value</i>
Provide Date	Date, November 22, 1999	No	Add	Month: Numeric, 2	No	January 22, 2000

Provide Date/ Build Date	Entry Type, Value	Return Last Day of the Month	Calculate Option	Entry Type, Value	Return Last Day of the Month	Resolved Value
Provide Date	Date, November 22, 1999	No	Add	Month: Numeric, 2 Day: Numeric, 3	No	January 25, 2000

Extract Page

Use the Extract page (GP_DATE_EXTRACT) to assign a unique identifier to each element that you enter on the Dates Definition page, allowing reuse of the Year, Month, and Day fields, individually or together.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Extract

Image: Extract page

This example illustrates the fields and controls on the Extract page.

Year Element, Month Element, and Day Element

Select the variable to extract the year, month, and day, as applicable.

For example, say that you want to capture the year that your date element resolves to. You create a variable called YEAR and select it in the Year Element field. Now, say that the date element resolves to January 10, 2008. The system stores the value, 2008, in the YEAR variable.

The YEAR variable can then be used in another date formula to build a new date.

Defining Formula Elements

To define formula elements, use the Formulas (GP_FORMULA) component.

This topic provides an overview of element pointers in formulas and discusses how to:

- Name formulas.
- Define formulas for use in calculations.
- Assign a rounding rule and element pointer selections.
- View formulas.

Pages Used to Define Formula Elements

Page Name	Definition Name	Navigation	Usage
Formula Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Formula Name	Name the element and define its basic parameters.
Field-by-Field Definition	GP_FORMULA1_V2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Field-by-Field Definition	Define formulas for use in calculations. View formula definitions.
Element Attributes	GP_FORMULA_F1_SEC	Click the Element Attributes button on the Field-by-Field Definition page.	Assign a rounding rule, previous period rule, and element pointer selection to the field in your formula.
Text Definition	GP_FORMULA2_V2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Text Definition	View your formula and confirm that it's correct.

Understanding Element Pointers in Formulas

When you define a formula, the values of the elements that comprise it are likely to change. If you refer to an element's specific value at a given time, you have to change the formula every time a component element value changes. Rather than referring to the element's value, you can use an *element pointer* to refer to its system identifying number—its element number. When you do this, you are telling the system that during processing, it should return whatever value is stored in the element's array. Because the element number remains constant, a formula using the element remains useful indefinitely, because the element values are valid.

During batch processing, any variable defined with a *Pointer* field format has a value stored in the Element Pointer field in the PINV array. That is, only the element number is stored and the variable element isn't resolved to an actual character, numeric, or date value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Value option on the Element Attributes page, the formula uses the element's value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Number option on the Element Attributes page, the formula uses the element's number.

If the field format for the variable element used in a formula is equal to *Pointer* and you select the Use Element Value option on the Element Attributes page, the formula uses the value of the element to which the pointer element is pointing.

If the field format for the variable element in a formula equals *Pointer* and you select the Use Element Number option on the Element Attributes page, the formula uses the value of the pointer element. In other words, it uses the element number, because that's what elements with a field format equal to *Pointer* store.

This table summarizes which values are used with different configurations:

Field Format	Use Element Value Option Selected	Use Element Number Option Selected
Field Format \neq Pointer	Element Value	Element Number
Field Format = Pointer	Value of the element pointed to by Pointer Value	Pointer Value (an element number)

Example 1

You've written a formula to calculate garnishments, but different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its element number, you won't have to rewrite the formula whenever the number and types of garnishments change for different payees. The formula adapts its calculations, because it's retrieving current values for the elements referenced by the element pointer.

Example 2

Say that before a certain formula is used, the values for the elements are as follows:

Element Number	Element Name	Element Type	Field Format	Decimal Value	Character Value	Pointer Value
1000	V1	Variable	Decimal	150		
2000	V2	Variable	Character		ABC	
3000	V3	Variable	Decimal	250		
4000	V4	Variable	Pointer			1000

You've selected the Use Element Value option on the Element Attributes page.

If an element's field format isn't *Pointer*, the formula uses the value of the element. So, if you're using the following statement in your formula:

V1 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If an element's field format is *Pointer*, the formula uses the value of the element pointed to by the pointer. So, if you're using the following statement in your formula:

V4 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If you want to use V4 in your formula, the formula checks whether the Use Element Value or Use Element Number option is selected. In this example, it's Use Element Value. The formula then checks whether the field format is *Pointer*. In this example, it's *Pointer*. The pointer value is 1000. Because 1000 is an element number and this element number represents V1, the formula uses the value of V1 (150).

Assume also that you've selected the Use Element Number option on the Element Attributes page.

If the field formats for Element 1 and Element 2 aren't *Pointer*, the formula uses the element number. So, if you're using the following statement in your formula:

V2 Assign to V4

and you're using pointers, then, after resolution of the formula, V4 contains 2000 in the pointer value.

If the field formats for Element 1 and Element 2 are *Pointer*, the formula uses the pointer value. So, if you're using the following statement in your formula:

If V4 = 2000

then the condition is true, because the pointer value of V4 equals 2000.

If you want to use V2 in your formula, the formula checks whether the Use Element Value or the Use Element Number option is selected. In this example, it's Use Element Number. The formula then checks whether the field format is a *Pointer*. In this example, it isn't. This directs the formula to use the element number of V2, whose element number is 2000. So, 2000 will be assigned to the pointer value of V4.

Note: If you're using the element number V2, the Assign To element must be in *Pointer* field format and the Use Element Number option must be selected on the Element Attributes page for Element 1, Element 2, and Assign to Element.

Related Links

[Understanding Field Formats](#)

[Defining Variable Elements](#)

Formula Name Page

Use the Formula Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Formula Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Field-by-Field Definition Page

Use the Field-by-Field Definition page (GP_FORMULA1_V2) to define formulas for use in calculations.

View formula definitions.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Field-by-Field Definition

Image: Field-by-Field Definition page (1 of 5)

This example illustrates the fields and controls on the Field-by-Field Definition page (1 of 5).

The screenshot shows the 'Field-by-Field Definition' page for the 'PENSION AMT2' element. The page has three tabs: 'Formula Name', 'Field-by-Field Definition' (selected), and 'Text Definition'. The 'Definition' section shows the element name 'PENSION AMT2', the description 'Pension Amount', and the owner 'PS Mnt'. The 'Field-by-Field Area' section shows a sequence number of 1. The 'Function' is set to 'If'. The 'Entry Type 1' is 'Earnings' and the 'Operator' is '<'. The 'Entry Type 2' is 'Numeric'. The 'Element 1' is 'SALARY 1' and the 'Element 2' is empty. The 'Calendar Date 1' and 'Calendar Date 2' are both set to '31'. The 'Character Value 1' and 'Character Value 2' are both empty. The 'Numeric Value 1' is '0.000000' and the 'Numeric Value 2' is '10000.000000'. The 'Version' field is empty.

Image: Field-by-Field Definition page (2 of 5)

This example illustrates the fields and controls on the Field-by-Field Definition page (2 of 5).

The screenshot shows the 'Field-by-Field Definition' page for the 'PENSION AMT2' element, page 2 of 5. The 'Sequence Number' is 2. The 'Function' is set to 'Then'. The 'Entry Type 1' is 'Earnings' and the 'Operator' is '*'. The 'Entry Type 2' is 'Numeric'. The 'Element 1' is 'SALARY 1' and the 'Element 2' is empty. The 'Calendar Date 1' and 'Calendar Date 2' are both set to '31'. The 'Character Value 1' and 'Character Value 2' are both empty. The 'Numeric Value 1' is '0.000000' and the 'Numeric Value 2' is '0.100000'. The 'Assign To Type' is 'Deduction' and the 'Assign To Element' is 'K0PENSION'.

Image: Field-by-Field Definition page (3 of 5)

This example illustrates the fields and controls on the Field-by-Field Definition page (3 of 5).

Sequence Number: 3						+ -	
Function:	Entry Type 1:	Operator:	Entry Type 2:	Assign To Type:			
Else ()	Numeric	*	Numeric				
Element 1:	Element 2:	Assign To Element:					
Calendar Date 1:	Calendar Date 2:						
Character Value 1:	Character Value 2:						
Numeric Value 1:	Numeric Value 2:						
10000.000000	0.100000						

Sequence Number: 4						+ -	
Function:	Entry Type 1:	Operator:	Entry Type 2:	Assign To Type:			
		+					
Element 1:	Element 2:	Assign To Element:					
Calendar Date 1:	Calendar Date 2:						
Character Value 1:	Character Value 2:						
Numeric Value 1:	Numeric Value 2:						
0.000000	0.000000						

Image: Field-by-Field Definition page (4 of 5)

This example illustrates the fields and controls on the Field-by-Field Definition page (4 of 5).

Sequence Number: 5						+ -	
Function:	Entry Type 1:	Operator:	Entry Type 2:	Assign To Type:			
Element 1:	Element 2:	Assign To Element:					
Calendar Date 1:	Calendar Date 2:						
Character Value 1:	Character Value 2:						
Numeric Value 1:	Numeric Value 2:						
0.000000	0.000000						

Sequence Number: 6						+ -	
Function:	Entry Type 1:	Operator:	Entry Type 2:	Assign To Type:			
	Earnings	-	Numeric				
Element 1:	Element 2:	Assign To Element:					
SALARY 1							
Calendar Date 1:	Calendar Date 2:						
Character Value 1:	Character Value 2:						
Numeric Value 1:	Numeric Value 2:						
0.000000	10000.000000						

Image: Field-by-Field Definition page (5 of 5)

This example illustrates the fields and controls on the Field-by-Field Definition page (5 of 5).

The screenshot displays the 'Field-by-Field Definition' page, specifically the '5 of 5' view. It contains two rows of formula definitions. The first row, labeled 'Sequence Number: 7', includes the following fields and values: 'Function:' (empty), 'Entry Type 1:' (empty), 'Operator:' (set to '*'), 'Entry Type 2:' (set to 'Numeric'), 'Assign To Type:' (set to 'Deduction'), 'Element 1:' (empty), 'Element 2:' (empty), 'Assign To Element:' (set to 'K0PENSION'), 'Calendar Date 1:' (empty), 'Calendar Date 2:' (empty), 'Character Value 1:' (empty), 'Character Value 2:' (empty), 'Numeric Value 1:' (set to '0.000000'), and 'Numeric Value 2:' (set to '0.020000'). The second row, labeled 'Sequence Number: 8', shows 'Function:' set to 'Endif'. At the bottom, there is a 'Version:' field.

Building Your Formula

Build your formula in the Field-by-Field Area group box, specifying one operation or result in each row.

Function

Select the type of function or qualifier for the formula. Options include *And*, *Average*, *Comment*, *Else*, *Endif*, *Exit*, *If*, *In*, *Maximum*, *Minimum*, *Or*, *Sum*, and *Then*.

((left parenthesis)

Select to group your formula calculations. Selecting this check box requires that you must select the) check box. How you group your formula calculations with parentheses can affect the calculation sequence.

Entry Type 1 or 2, Element 1 or 2, Calendar Date 1 or 2, Character Value 1 or 2, and Numeric Value 1 or 2

Select the entry type for the operation. If you select the *Character*, *Cal Date*, *Date*, or *Numeric* entry type, enter a value in the corresponding Date Value, Numeric Value, or Character Value field. If you select any other entry type, the system prompts for the correct element in the corresponding Element Name field.

Details

Click to access the Element Name Attributes page and assign a rounding rule, previous period rule, or element pointer selection to a field that you're using in your formula. The check box to the right of the entry type list is selected if additional information has been entered on the Formula - Field Details page.

Operator

Select the operator to perform on the operands that you entered. The following standard operators are available: *(none)*, *-*, ***, */*, *+*, *< <=*, *<>*, *=*, *>*, and *>=*.

) (right parenthesis)

Select to group your formula calculations. If you select this check box, you must select the (check box. How you group

your formula calculations with parentheses can affect the calculation sequence.

Assign To Type and Assign To Element

To assign a value to an element, first select the entry type and then select the element.

For example, you might have a formula named BASIC PENSION to define a basic pension amount. This element resolves to 1000 or 1200, depending on how the formula resolves. If you want the element BASIC PENSION to have the value of 1000 or 1200, you must enter BASIC PENSION in Assign To Element in your formula. You can use the BASIC PENSION element as an earning or deduction element, and it will have this value.

To use the element feature, you must save a formula with an effective date.

Note: Under either parenthesis, you can enter multiple sets of parentheses. To do so, use multiple lines. You can enter only one (or) per row.

Validating Your Formula

After you define your formula, save it, then validate and edit the formula. Whenever you alter the formula, re-validate it.

Validate

Click this button to validate your formula. (Validating a formula automatically saves the formula.)

Validated

This check box is selected if you clicked the Validate button and the formula passed validation.

Note: If you try to run a process using a formula that you've changed without validating, you get an error. Save the page before clicking the Validate button. You can save the page anytime, but no validation against the database occurs until you click the Validate button. Clicking the Validate button validates and saves the formula.

Example: Setting Up a Formula

Using the formula element, you can create elements using mathematical and logical operands, rules, and mathematical formulas.

In this example, you need a simple formula to calculate a pension deduction. The requirements are as follows:

- If basic earnings are less than 10,000, the pension deduction is one percent of basic earnings.
- If basic earnings are greater than or equal to 10,000, the pension deduction is one percent of the first 10,000 and two percent of the remainder.

The system uses basic earnings for all calculations. The formula should resolve to the amount of the deduction.

Start by turning the calculation into a mathematical formula.

```
If BASE COMP < 10,000, then
  BASE COMP * .10 = PENSION,
else
  (10,000 * .01) + ((BASE COMP - 10,000) * .02) = PENSION
Endif
```

Formulas can often be expressed in multiple ways. To streamline processing, use the simplest version that requires the least processing.

After turning the calculation into a mathematical formula, you enter the formula into the system. If you haven't defined the element and entered the basic descriptions, do so on the Formula Name page. Then, on the Field-by-Field Definition page, define the formula, line by line.

This table shows how you enter your pension formula:

Sequence Number	Function	(Element 1	Operator	Element 2)	Assign To Element
1	If		BASE COMP	<	10,000		
2	Then		BASE COMP	*	.10		PENSION
3	Else	(10,000	*	.01)	
4				+			
5		(
6		(BASE COMP	-	10,000)	
7				*	.02)	PENSION
8	Endif						

Note: Every If statement must end with an Endif.

Each element name must be associated with an appropriate entry type. For example, on the first line, Element 1 (BASE COMP) is associated with the entry type *System Element*. Element 2 (10,000) is associated with the entry type *Numeric*.

You can view your formula by accessing the Text Definition page. When you have defined the formula, validate it by clicking the Validate button on the Field-by-Field Definition page.

Related Links

[Understanding Element Pointers in Formulas](#)

Element Attributes Page

Use the Element Attributes page (GP_FORMULA_F1_SEC) to assign a rounding rule, previous period rule, and element pointer selection to the field in your formula.

Navigation

Click the Element Attributes button on the Field-by-Field Definition page.

Image: Element Attributes page

This example illustrates the fields and controls on the Element Attributes page.

Formulas

Element 1 Attributes

Element 1: PEN VR EE PCTG Employee Percentage Cont

Rounding Rule Element:

Value / Pointer Selection

☒ Use Element Value

☐ Use Element Number

Old Value Selection

☐ Use Previously Calculated Value

Rounding Rule Element

If the field format of the element that you selected on the Formula Name page is *Monetary*, *Decimal*, or *Pointer*, select a rounding rule from the list. This field is only visible for elements with these field formats.

The rounding rule applies only to the operand for which you've entered it. The element itself isn't updated; only the calculation is affected.

Value/Pointer Selection

Use these fields to define element pointers in your formula.

Use Element Value

Select to use an element's value in the calculation.

Use Element Number

The default value is *Use Element Value* in formulas. You can also build formulas that use elements by their element number.

Select to reference an element by using its system identifying number (element number), not its current value.

For example, you have written a formula to calculate garnishments, but different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its identifying element number, then you won't have to rewrite the formula every time the number and type of garnishment changes for different payees. The formula will adapt its calculations because it is retrieving current values for the elements referenced by the element pointer.

Old Value Selection

Use Previously Calculated Value

Select to use the previously calculated value.

Text Definition Page

Use the Text Definition page (GP_FORMULA2_V2) to view your formula and confirm that it's correct.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Text Definition

Image: Text Definition page

This example illustrates the fields and controls on the Formulas -Text Definition page.

The screenshot shows the 'Text Definition' page for the formula 'PENSION AMT2'. The page includes tabs for 'Formula Name', 'Field-by-Field Definition', and 'Text Definition'. The 'Text Definition' tab is active, showing the formula text in a large text area. The formula is an if-then-else statement for calculating pension amounts based on salary. The 'Effective Date' is 01/01/2006 and the 'Status' is Active. A 'Show Text Line-By-Line' button is present to toggle the view. The 'Version' field is currently empty.

Use the Text Definition page to view the formula that you created on the Formulas - Field-by-Field Definition page. If something isn't correct, return to the Formulas - Field-by-Field Definition page and adjust the formula.

Show Text Line-By-Line

Click to view the text of the formula that you created on the Formula - Field-by-Field Definition page, as it was entered, line-by line.

This view can be useful when troubleshooting a formula with errors. Any errors created by SaveEdit will be noted within the text as well as by an error message at the bottom of the page.

Note: In the line-by-line view each line is prefixed by its row/line number and the error location is updated to reflect the number of the line displayed in the formula text.

Defining Message Elements

Message elements are closely related to formula elements. To fully understand message elements, read the topic on formulas before reading this topic.

This topic discusses how to define message elements.

Note: No online pages specifically define message elements, because they are provided in system data.

By referencing the message element in a formula, you can manage the error messages that are created during batch processing. A message element calls a program that writes an error message into the error message table (PS_GP_MESSAGES) and then, optionally, puts the payment in error.

Many of the fields in the PS_GP_MESSAGES table are system-populated. Others are populated during batch processing. By using these field values as components of a formula, you can create your own message and error conditions during batch processing.

To populate fields that aren't system-populated, these components and processes are provided:

- Five system elements (MSG_BIND1_PTR ... MSG_BIND5_PTR), with the *Pointer* field format.

These pointers point to the parameters that you're using in your error messages.

- Five numeric system elements (MSG_BIND1_NM_IND ... MSG_BIND5_NM_IND).

If the value of MSG_BINDx_NM_IND equals zero, the system displays on the Payee Messages page the element name to which the MSG_BINDx_PTR element points. Otherwise it displays the value of the element that is pointed to by MSG_BINDx_PTR.

- Numeric system elements for the message number (MSG_NBR) and MSG_SET_NBR.
- A numeric system element (MSG_PAYMENT_ERR) that can put the calculation in error.

If the value of this system element doesn't equal 0, the calculation is in error.

- An error message element type.

This element type has only one element in the GP_PIN_NM table (MESSAGE). The field format is *Decimal*. The Recalc (recalculation) check box must be deselected. This entry type is available only on the Field-by-Field Definition page and for Element 1 and Element 2. When the batch process encounters this message (formula) element, it inserts a row in the PS_GP_MESSAGES table for the message ID and parameters specified. If there's no error, the MESSAGE element equals zero. If there's an error, the MESSAGE element equals one. The primary purpose of this element type is to enable the batch process to recognize that a user error needs invoking. The batch process doesn't look at its value.

Every system element that is related to an error message is reset to blank or zero.

Note: You can create your own error messages only by using formula elements.

Example

This table gives an example of a formula element setup (a portion of an entire formula expression):

Sequence Number	Function	Element 1	Operator	Element 2	Assign To Element
1	If	XXXXX	=	YYYYY	

Sequence Number	Function	Element 1	Operator	Element 2	Assign To Element
2	Then (error)			17005	MSG_SET_NBR
				1015	MSG_NBR
3				ELEMENT_A (Use Element Number)	MSG_BIND1_PTR (Use Element Number)
4				ELEMENT_B (Use Element Number)	MSG_BIND2_PTR (Use Element Number)
5				1	MSG_BIND1_NM_IND
6				1	MSG_PAYMENT_ERR
7	If	MESS_AGE	=	0	
8	...				

This table provides explanations of the formula described in the previous table:

Sequence Number	Explanation
1	This is a regular expression in the formula.
2, 3	Assign the error message number to the system element MSG_NBR and MSG_SET_NBR.
3	Assign the element number ELEMENT_A (represents the element in error) to MSG_BIND1_PTR pointer value.
4	Assign the element number ELEMENT_B (represents the element in error) to MSG_BIND2_PTR pointer value.
5	Assign the value 1 to MSG_BIND1_NM_IND to indicate that ELEMENT_A contains an element number. Because no value has been assigned to MSG_BIND2_NM_IND, it appears as an element value.
6	Assign the value 1 to element MSG_PAYMENT_ERR, which puts the payment status in error.
7	Use the message element, which calls the resolution program for this element type.

Note: An indicator tells the system whether a number value is an element number so that the formula message program knows whether to leave that value alone or retrieve that element's value. Leaving that value alone means that the element name is displayed on the online message page.

Related Links

[Defining Formula Elements](#)

Defining Rounding Rule Elements

To define rounding rule elements, use the Rounding Rules (GP_ROUNDING) component.

This topic provides an overview of rounding rule elements and discusses how to:

- Name rounding rule elements.
- Define how numeric values are rounded.

Pages Used to Define Rounding Rule Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Rounding Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules, Rounding Name	Name the element and define its basic parameters.
Rounding Rules - Definition	GP_ROUND_RULE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules, Definition	Define how numeric values are rounded.

Understanding Rounding Rule Elements

When performing calculations that resolve to a numeric value, the value may need rounding. The rounded value is what gets stored or used in further calculations. Rounding is a tool that enables you to systematically change values according to predefined rules.

Once you've defined your rounding rule elements, you can apply them to other elements throughout the system to determine how rounding will occur.

Note: Many rounding rules apply to specific features of the system. They are explained in the topics of this product documentation that discusses those features. The text here describes only the generic functionality of the rounding rules element.

Examples of Size Rounding

This table provides examples of how the rounding rules work if you select Rounding on the Rounding - Definition page:

Size	Option	Amount Before Rounding	Rounded Value
2 Decimal Places	Truncate/Down	123.454999	123.450000
	Truncate/Down	123.455000	123.450000
	Truncate/Down	123.450001	123.450000
	Truncate/Down	123.450000	123.450000
	Up	123.454999	123.460000
	Up	123.455000	123.460000
	Up	123.450001	123.460000
	Up	123.450000	123.450000
	Round Up If >= 4 Else Down	123.454999	123.460000
	Round Up If >= 4 Else Down	123.455000	123.460000
	Round Up If >= 4 Else Down	123.450001	123.450000
	Round Up If >= 4 Else Down	123.450000	123.450000
0 Decimal Places	Truncate/Down	123.499999	123.000000
	Truncate/Down	123.500000	123.000000
	Truncate/Down	123.000001	123.000000
	Truncate/Down	123.000000	123.000000
	Up	123.499999	124.000000
	Up	123.500000	124.000000
	Up	123.000001	124.000000
	Up	123.000000	123.000000
	Round Up If >= 4 Else Down	123.499999	124.000000
	Round Up If >= 4 Else Down	123.500000	124.000000

Size	Option	Amount Before Rounding	Rounded Value
	Round Up If >= 4 Else Down	123.000001	123.000000
	Round Up If >= 4 Else Down	123.000000	123.000000
1 Digit - 10's	Truncate/Down	124.999999	120.000000
	Truncate/Down	125.000000	120.000000
	Truncate/Down	120.000001	120.000000
	Truncate/Down	120.000000	120.000000
	Up	124.999999	130.000000
	Up	125.000000	130.000000
	Up	120.000001	130.000000
	Up	120.000000	120.000000
	Round Up If >= 4 Else Down	124.999999	130.000000
	Round Up If >= 4 Else Down	125.000000	130.000000
	Round Up If >= 4 Else Down	120.000001	120.000000
	Round Up If >= 4 Else Down	120.000000	120.000000

Examples of Incremental Rounding

This table provides examples of how the rounding rules work if you select Increment on the Rounding - Definition page:

Increment	Option	Amount Before Rounding	Rounded Value
25	Truncate/Down	137.499999	125.000000
	Truncate/Down	137.500000	125.000000
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	150.000000
	Up	137.500000	150.000000
	Up	150.000001	175.000000

<i>Increment</i>	<i>Option</i>	<i>Amount Before Rounding</i>	<i>Rounded Value</i>
	Up	150.000000	150.000000
	Round Up If >= 12.4 Else Down	137.499999	150.000000
	Round Up If >= 12.4 Else Down	137.500000	150.000000
	Round Up If >= 12.4 Else Down	150.000001	150.000000
	Round Up If >= 12.4 Else Down	150.000000	150.000000
2.5	Truncate/Down	137.499999	135.000000
	Truncate/Down	137.500000	137.500000
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	137.500000
	Up	137.500000	137.500000
	Up	150.000001	152.500000
	Up	150.000000	150.000000
	Round Up If >= 1.25 Else Down	137.499999	137.500000
	Round Up If >= 1.25 Else Down	137.500000	137.500000
	Round Up If >= 1.25 Else Down	150.000001	150.000000
	Round Up If >= 1.25 Else Down	150.000000	150.000000

Rounding Name Page

Use the Rounding Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules, Rounding Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Rounding Rules - Definition Page

Use the Rounding Rules - Definition page (GP_ROUND_RULE) to define how numeric values are rounded.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules, Definition

Image: Rounding Rules - Definition page

This example illustrates the fields and controls on the Rounding Rules - Definition page.

The screenshot displays the 'Rounding Rules - Definition' page. At the top, there are tabs for 'Rounding Name' and 'Definition'. Below the tabs, the 'Element Name' is 'GBR RR ROUNDUP 0DP Round Up 0 decimal places' and the 'Owner' is 'PS Non-Mnt'. The 'Definition' section is active, showing a table of rounding rules. The first rule is selected, showing its details: *Effective Date: 01/01/1990, *Status: Active, *Round Size: 0, Rounding Sample: (empty), Rounding Result Up if: 0.000000, Rounding Result Up: 0.000000, Rounding Result Down: 0.000000. The rule is configured for 'Rounding' (selected over 'Increment') and 'Round Up If >= Else Down' (selected over 'Truncate/Down'). The 'Round Adjustment Number' is set to 5. The 'Version' is P_8.00.00.00.

Rounding

Select to use traditional rounding rules.

Increment

Select to set rounding increments.

When you select this option, the Increment field appears, where you define the incremental value.

Round Size

This field appears when you select the Rounding option. Specify a round size from the list. Values are 01 through 11, or 0 to 5 decimal places.

The example fields on the bottom right half of the page enable you to view examples of each type of rounding.

Round Up if >= Else Down

Select to round up if the result is greater than or equal to the value you enter in the Round Adjustment field, based on the number of digits or decimal places entered. If the result doesn't exceed or equal the value, the result is rounded down.

The default value is 5 for rounding.

If you select the Rounding option, you can enter only one digit in the Round Adjustment field. If you select the Increment option, you can enter a value of up to eight digits. This digit looks at the decimal place to the right of what is being rounded. For example, if you're rounding to the tens (one decimal place), it looks to the hundreds field.

Up

Select to round up, based on the number of digits or decimal places entered. It rounds up if the value to the right of the digits or decimal places specified is greater than zero. The system looks at all the remaining digits or decimal places, not just the next digit.

Truncate/Down

Select to truncate (round down), based on the number of digits or decimal places entered. All digits or decimal places to the right of the number specified are changed to zero, and the rest are truncated.

Rounding Sample

Enter a value to see how the system would round the amount based on your page selections.

Defining Count Elements

To define count elements, use the Counts (GP_COUNT) component.

This topic provides an overview of count elements and discusses how to define count elements.

Pages Used to Define Count Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Count Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Counts, Count Name	Name the element and define its basic parameters.

Page Name	Definition Name	Navigation	Usage
Counts - Definition	GP_COUNT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Counts, Definition	Define a count element. Use this page to select an existing counting formula.

Understanding Count Elements

You might need a process for counting the number of scheduled work days or hours from a specific period of time. For this purpose, you use count elements, which are primarily for proration calculations but can be used in other situations.

When you define a count element, you reference a formula that you've defined as the counting formula. That is, you define a formula that counts the number of scheduled work days or hours; then you reference that formula on the Counts - Definition page so that the system knows that it should process the referenced formula as a counting formula.

The count element refers to the work schedule that is associated with each payee to count the correct workdays. When the system finishes checking each day's work schedule, counting the number of days or hours for the sub-periods, either segments or slices.

The formula is resolved for each day in the work schedule within a date range. Set up the formula to return the number of units for each day. The count program will cumulate the formula results. If the count element is called from the proration element, the counting period is set by the proration element. If the count formula is not called from a proration element, the counting period is the segment.

An example of a simple count formula is GP COUNT WORK DAYS:

```
If SCHED HRS>0 Then
GP TRUE => GP COUNT WORK DAYS
Else
GP FALSE => GP COUNT WORK DAYS
Endif
```

Related Links

[Defining Proration Rules](#)

[Defining Formula Elements](#)

[Understanding Work Schedules](#)

[Understanding Segmentation Setup](#)

Count Name Page

Use the Count Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Counts, Count Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Counts - Definition Page

Use the Counts - Definition page (GP_COUNT) to define a count element.

Use this page to select an existing counting formula.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Counts, Definition

Image: Counts - Definition page

This example illustrates the fields and controls on the Counts - Definition page.

The screenshot shows the 'Counts - Definition' page with the following fields and controls:

- Count Name:** GP WORK DAY COUNT
- Definition:** Work Day Count
- Owner:** PS Mnt
- Effective Date:** 01/01/1990 (with a calendar icon)
- Status:** Active (with a dropdown arrow and +/- buttons)
- Count Formula:** GP COUNT WORK DAYS (with a magnifying glass icon and a link to 'Work Day Count')
- Version:** 8.00.00.00

Count Formula

Enter the name of the formula that performs the count.

<Formula Name> link

Click the link next to the Count Formula field to access the formula definition pages.

Defining Proration Rules

To define proration rules, use the Proration Rules (GP_PRORATION) component.

This topic provides an overview of proration rules and discusses how to define numerators and denominators.

Pages Used to Define Proration Rules

Page Name	Definition Name	Navigation	Usage
Proration Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Proration Rules, Proration Name	Name the element and define its basic parameters.

Page Name	Definition Name	Navigation	Usage
Proration Rules - Definition	GP_PRORATION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Proration Rules, Definition	Define numerators and denominators that comprise proration factors.

Understanding Proration Rules

A proration rule can be triggered by segmentation or with the system element, PRORATE. You define what values to use as the numerator and denominator of a proration rule. When the system applies a proration rule, it multiplies the amount by the numerator, and divides the result by the denominator.

You can use a proration rule in the definition of an earning, deduction, or absence entitlement (frequency-based). Proration applies only to an element's amount, base, or unit components. You can assign a default proration rule on the Pay Group - Defaults page.

When defining an earning, deduction, or frequency-based absence entitlement element, you have three choices for proration:

- Use no proration, regardless of segmentation.
- Use the pay group proration rule.
- Specify a unique proration rule.

Denominator Schedule Example

The Denominator Schedule group box on the Proration - Definition page enables you to select which work schedules to include in the denominator calculation. Assume that a payee has two work schedules:

- Work Schedule A, 5 days a week.
- Work Schedule B, 3 days a week.

Also assume that February has exactly 4 weeks and that the proration rule is defined to use the number of workdays, then:

- If the payee has only Work Schedule A, the denominator is 20 ($5 \text{ days} \times 4 \text{ weeks}$).
- If the payee has only Work Schedule B, the denominator is 12 ($3 \text{ days} \times 4 \text{ weeks}$).
- If the payee has Work Schedule A for the first 2 weeks and Work Schedule B for the second 2 weeks, you can tell the system to use a denominator of:
 - 12 (3×4), if you're using the work schedule as of the end of the period.
 - 16 ($((5 \times 2) + (3 \times 2))$), if you're using both (all) work schedules.

Note: When you define a proration element, the Always Recalculate check box on the Proration Name page is automatically selected. This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Proration Name Page

Use the Proration Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Proration Rules, Proration Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Proration Rules - Definition Page

Use the Proration Rules - Definition page (GP_PRORATION) to define numerators and denominators that comprise proration factors.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Proration Rules, Definition

Image: Proration Rules - Definition page

This example illustrates the fields and controls on the Proration Rules - Definition page.

The screenshot displays the 'Proration Rules - Definition' page. At the top, there are two tabs: 'Proration Name' and 'Definition', with 'Definition' being the active tab. Below the tabs, the 'Element Name' is 'K0PO CAL', 'Calendar days' is selected, and the 'Owner' is 'PS Non-Mnt'. The 'Definition' section contains several fields: '*Effective Date' (01/01/1990), '*Status' (Active), '*Numerator Entry Type' (Count), '*Numerator Element' (K0CT CAL DAY), '*Denominator Entry Type' (Variable), and '*Denominator Element' (K0VR 30). There are also radio buttons for 'Denominator Schedule' with options 'Use Last Schedule in Segment' and 'Use All Schedules in Segment'. At the bottom, the 'Version' is listed as 8.00.00.00.

**Numerator Entry Type,
Denominator Entry Type,
Numerator Element, and
Denominator Element**

Select the types of elements that define the numerator (slice period) and the denominator (the full pay period). Values are *Accumulator* (accumulator), *Count*, *Formula*, *Duration*, and *Variable*.

Enter the element name in the Numerator Element or Denominator Element field to the right.

Counts are perhaps the most common element type used to define proration rules. For example, you can define count

elements to count the number of scheduled work days or hours in a pay period. When a payee has segmentation, the system resolves the count element for the slice period (or segment if no slices) and uses that value as the numerator; the system resolves the count element for the entire period and uses that value as the denominator.

If you want to count calendar days you should use a duration element. You could use a count element (returning a one per day), but a duration element results in better performance. For the numerator, calculate the calendar duration between the slice begin and slice end dates. For the denominator, use a duration element that calculates the calendar days between the period begin and period end dates.

You might use a variable if you aren't concerned with the number of days in a calendar period and prefer a static value. For example, in a monthly pay cycle, the number of calendar days in the period fluctuates every month but you may want to ignore this fluctuation. You can create a variable with a value of 30.00 and use it as the denominator.

Denominator Schedule

Use these fields to select which work schedules to include in the denominator calculation.

Use Last Schedules in Segment	Select to use the last schedule in the segment.
Use All Schedule in Segment	Select to use all schedules in the segment.

Defining Generation Control Elements

To define generation control elements, use the Generation Control (GP_GCTL_CONDITION) component.

This topic provides an overview of generation control elements and discusses how to:

- Define the criteria for certain element conditions in batch processing.
- Include or exclude employee status conditions.
- Include or exclude action/reason code combinations.
- Include or exclude frequency codes.
- Include or exclude segment status conditions.
- Include or exclude formula elements.
- Include or exclude run types.

Pages Used to Define Generation Control Elements

Page Name	Definition Name	Navigation	Usage
Generation Control Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control, Generation Control Name	Name the element and define its basic parameters.
Generation Control - Conditions	GP_GCTL_CONDITION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control, Conditions	Define the criteria for use in directing the system to include or exclude certain element conditions during batch processing.
HR Status for Element <name> (human resources status)	GP_GCTL_ST_SEC	Click the HR Status link on the Generation Control - Conditions page.	Exclude or include employee status conditions during batch processing.
HR Action/Reason for Element <name> (human resources action/reason)	GP_GCTL_AR_SEC	Click the Action/Reason link on the Generation Control - Conditions page.	Exclude or include action/reason code combinations.
Frequency for Element <name>	GP_GCTL_FQ_SEC	Click the Frequency link on the Generation Control - Conditions page.	Exclude or include frequency codes.
Segment Status for Element <name>	GP_GCTL_SS_SEC	Click the Segment Status link on the Generation Control - Conditions page.	Exclude or include segment status conditions.
Generation Control - Formula for Element <name>	GP_GCTL_FM_SEC	Click the Formula link on the Generation Control - Conditions page.	Exclude or include formula elements.
Generation Control - Run Type for Element <name>	GP_GCTL_RT_SEC	Click the Run Type link on the Generation Control - Conditions page.	Exclude or include run types.

Understanding Generation Control Elements

In the basic processing of an element, the system assumes that the element is to be processed whenever a payee is processed. But sometimes you don't want an element processed every time for every payee.

Generation control provides a type of filtering that enables you to control whether an element for a payee is processed during batch processing. Using generation control elements, you can tell the system whether to process an element based on predefined criteria.

The following six parameters are used to define generation control elements:

- HR Status
- HR Action/Reason

- Segment Status
- Frequency
- Formula
- Run Types

For each control parameter, you specify whether the entries exclude or include the element during batch processing. If you include the element, only payees that match on the selected values have the element processed. All other values are excluded. If you exclude the element, the element isn't processed for payees that match on the selected value or values. All other values are included.

HR Status Example 1

You want to include for processing all payees whose HR status is *Active*, so you create a generation control element that includes all payees with this status. You then associate this generation control element with the elements that you want to control. So, in batch processing, only payees with an *Active* HR status have these elements processed. All payees with a different HR status, such as *Inactive* or *Terminated*, don't have the element processed.

HR Status Example 2

This table lists the PS_JOB rows for a payee:

Effective Date	HR Employee Status
January 1, 1999	Active
January 10, 1999	Leave of Absence
January 20, 1999	Active

This table shows how elements E1 and E2 have the following generation control conditions applied to them with the HR Status page controls:

Element	Include / Exclude	Employee Status	All Job Records in Segment	Last Job Record
E1	Include	Leave of Absence	No	Yes
E2	Include	Leave of Absence	Yes	No

E1 isn't processed, because the last Job row isn't Leave of Absence. E2 is processed, because the Job row with Leave of Absence is in the segment.

HR Action/Reason Example (without Segmentation)

This table lists a payee's PS_JOB row:

Effective Date	Action	Reason
January 1, 1990	Hire	New Position

This table shows how element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

Element	Include / Exclude	Action	Reason
E1	Include	Hire	New Position

If you're processing January 1, 1999 through January 31, 1999, E1 isn't processed, because the PS_JOB row doesn't have an effective date in the segment.

HR Action/Reason Example (with Segmentation)

This table lists a payee's PS_JOB rows:

Effective Date	Action	Reason
January 1, 1990	Hire	New Position
January 15, 1999	Termination	Dishonesty

This table shows how element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

Element	Include / Exclude	Action	Reason
E1	Include	Termination	Dishonesty

For the January 1999 pay period, this payee has two segments: Segment 1 (January 1, 1999 through January 15, 1999) and Segment 2 (January 16, 1999 through January 31, 1999).

E1 is processed in Segment 1, because the effective date falls within the segment's date parameters. E1 isn't processed in Segment 2, because the effective date doesn't fall within these parameters.

HR Action/Reason Example (with Last Day Worked)

In this example, assume that you want a certain earning to be paid to a payee upon termination. This table shows how elements E1 and E2 have the following generation control conditions applied to them on the HR Action/Reason page:

Element	Include / Exclude	Action	Last day Worked
E1	Include	Termination	Yes
E2	Include	Termination	No

Assume the following:

Pay period is January 1, 2001 – January 31, 2001.

Payee's last day of work is January 31, 2001.

Accordingly, a job row is inserted with an effective date of February 1, 2001 (which is the first day the person is terminated, or not active) with an Action of *Termination*.

E1 is processed because the system looks at the Last Day Worked (on the Employment record) to see if the action is within the period.

E2 is *not* processed in January because the effective date is February 1, 2001. If the payee is paid in February for some reason, E2 would be processed.

Note: The Generation Control HR Action/Reason page considers all PS_JOB rows for a given segment. The PS_JOB row must have an effective date in the segment.

Frequency Code Example

You have a weekly pay period and want to apply a particular deduction, only to the first pay period of the month. But you want to use the same process list for all four weekly runs during the month. To avoid having to create a new process list just to accommodate your needs for the first pay period, you can use the frequency generation control feature to define a frequency with a *First of the Month* value. In this way, you can use the same process list for all four pay periods and confine the particular deduction processing to the first pay period.

Understanding Batch Processing of Generation Control Elements

The Generation Control program is called from the Deduction, Earning, and Absence Entitlement programs. The calling programs pass the Generation Control element to be resolved. The PIN Manager acts as the central program controlling the process.

Generation Control Name Page

Use the Generation Control Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control, Generation Control Name

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Generation Control - Conditions Page

Use the Generation Control - Conditions page (GP_GCTL_CONDITION) to define the criteria for use in directing the system to include or exclude certain element conditions during batch processing.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control, Conditions

Image: Generation Control - Conditions page

This example illustrates the fields and controls on the Generation Control - Conditions page.

The screenshot displays the 'Generation Control - Conditions' page. At the top, there are tabs for 'Generation Control Name' and 'Conditions'. Below the tabs, the 'Element Name' is 'CH_AB_VAC_GEN', the 'Vacation Generation Control', and the 'Owner' is 'PS Mnt'. The 'Definition' section is highlighted, showing a search bar with 'Find | View All' and a status indicator 'First 1 of 1 Last'. The 'Effective Date' is set to '01/01/1998' with a calendar icon. The 'Status' is set to 'Active' with a dropdown arrow. There are checkboxes for 'HR Status', 'Action/Reason', 'Frequency', 'Segment Status', 'Formula', and 'Run Type'. The 'Version' is 'P_8.00.00.00'.

HR Status (human resources status) Click this link to access the HR Status page. Indicate which employee status conditions to process.

Action/Reason Click this link to access the HR Action/Reason page. Indicate which Action/Reason code combinations to process.

Frequency Click this link to access the Generation Control - Frequency page. Indicate which frequencies to process.

Segment Status Click this link to access the Segment Status page. Indicate which segment status conditions to process.

Formula Click this link to access the Generation Control - Formula page. Indicate which formulas to process.

Run Type Click this link to access the Generation Control - Run Type page. Indicate which run types to process.

Important! When more than one generation control parameter type (such as HR status and frequency) is entered, the payee must meet both criteria to pass generation control. When more than one value (such as Actions of *Hire* or *Rehire*) for a particular generation control type is entered, the payee must meet only one of the criteria to pass generation control.

HR Status for Element <name> Page

Use the HR Status for Element <name> (human resources status) page (GP_GCTL_ST_SEC) to exclude or include employee status conditions during batch processing.

Navigation

Click the HR Status link on the Generation Control - Conditions page.

Image: HR Status for Element <name> page

This example illustrates the fields and controls on the HR Status for Element <name> page.

Include and Exclude

Select the option to include or exclude the employee status conditions that you enter in the group box below.

All Job Records in Segment

Select to tell the system to look at all job rows in the segment. If any row contains the value indicated in the Employee Status field, it's considered a match.

Last Job Record

Select to tell the system to look only at the maximum effective-dated PS_JOB row for the match, within the period in question.

Employee Status

Select a status code from the list.

HR Action/Reason for Element <name> Page

Use the HR Action/Reason for Element <name> (human resources action/reason) page (GP_GCTL_AR_SEC) to exclude or include action/reason code combinations.

Navigation

Click the Action/Reason link on the Generation Control - Conditions page.

Image: HR Action/Reason for Element <name> page

This example illustrates the fields and controls on the HR Action/Reason for Element <Name> page.

Include and Exclude	Select the option to include or exclude the action/reason code combinations that you insert in the group box below.
Use Last Day Worked	Select to use the last day worked.
Action and Reason	Select from the list of HR Action codes.

Note: If an action is entered with no reason, the system assumes that all reasons are valid.

Generation Control - Frequency for Element <name> Page

Use the Generation Control - Frequency for Element <name> page (GP_GCTL_FQ_SEC) to exclude or include frequency codes.

Navigation

Click the Frequency link on the Generation Control - Conditions page.

Image: Generation Control - Frequency for Element <name> page

This example illustrates the fields and controls on the Generation Control - Frequency for Element <name> page.

Generation Control

Frequency for Element CH_AB_VAC_GEN (Vacation Generation Control)

☒ Include
☐ Exclude

Frequency	Description
<input type="text"/>	<input type="text"/>

Frequency Customize | Find | View All | First 1 of 1 Last

Include and Exclude Select the option to include or exclude the frequency codes that you insert into the group box below.

Frequency Select from the list of codes.

Segment Status for Element <name> Page

Use the Segment Status for Element <name> page (GP_GCTL_SS_SEC) to exclude or include segment status conditions.

Navigation

Click the Segment Status link on the Generation Control - Conditions page.

Image: Segment Status for Element <name> page

This example illustrates the fields and controls on the Segment Status for Element <name> page.

Segment Status	
<input type="text" value="Segment Status"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Include and Exclude

Select the option to include or exclude the segment status conditions that you insert in the group box below.

Segment Status

Select from the list of conditions.

Generation Control - Formula for Element <name> Page

Use the Generation Control - Formula for Element <name> page (GP_GCTL_FM_SEC) to exclude or include formula elements.

Navigation

Click the Formula link on the Generation Control - Conditions page.

Image: Generation Control - Formula for Element <name> page

This example illustrates the fields and controls on the Generation Control - Formula for Element <name> page.

Formula Name	
<input type="text" value="CH_AL_50"/>	<input type="text" value="ALV not contributing"/>

Include and Exclude

Select the option to include or exclude the formula elements that you insert into the group box below.

Formula Name

Select from the list of elements.

Generation Control - Run Type for Element <name> Page

Use the Generation Control - Run Type for Element <name> page (GP_GCTL_RT_SEC) to exclude or include run types.

Navigation

Click the Run Type link on the Generation Control - Conditions page.

Image: Generation Control - Run Type for Element <name> page

This example illustrates the fields and controls on the Generation Control - Run Type for Element <name> page.

Include and Exclude

Select the option to include or exclude the run type that you insert in the group box below.

Run Type

Select from the list of run types.

Defining Generation Control Frequency

To define generation control frequency, use the Generation Control Frequencies (GP_GCTL_FREQUENCY) component.

This topic provides an overview of generation control frequency and discusses how to define a generation control frequency.

Page Used to Define Generation Control Frequency

Page Name	Definition Name	Navigation	Usage
Generation Control Frequency	GP_GCTL_FREQUENCY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control Frequencies, Generation Control Frequency	Define a generation control frequency.

Understanding Generation Control Frequency

The frequency tag element is used to define an intermediary table so that the system can associate a HR frequency (residing in the HR Frequency Table) with a Global Payroll frequency. There are many frequencies that you use infrequently, and this feature enables you to define them through a table in Global Payroll rather than through the HR Frequency Table.

Through use of the frequency tag, generation control is also related to how the system annualizes and deannualizes elements.

When you aren't using generation control, the numerator for annualization is the element's frequency and the denominator is the calendar period frequency. When you are using generation control, the numerator for annualization is still the element's frequency but the denominator is the generation control frequency.

Generation Control Frequency Page

Use the Generation Control Frequency page (GP_GCTL_FREQUENCY) to define a generation control frequency.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control Frequencies, Generation Control Frequency

Image: Generation Control Frequency page

This example illustrates the fields and controls on the Generation Control Frequency page.

Generation Control Frequency	
Frequency Tag:	FRST SCND
*Description:	GEN GC WEEK 1AND2
Short Description:	GEN GC WEE
*Frequency:	Semimonthly
Frequency Type:	Semimonthly
Frequency Annualization Factor:	24.0000000

Frequency

Select from the list of available values (*Annual, Biweekly, Contract, Daily*, and so on.)

The values in this field come from FREQUENCY_TBL.

Chapter 8

Defining Earning and Deduction Elements

Understanding Earning and Deduction Elements

This topic discusses:

- Earnings and deductions.
- Calculation rules and components.
- Automatically generated accumulators.
- Frequency and generation control calculations.
- Retroactivity calculations.
- Pre process and post-process formulas.
- Proration and rounding processing.
- Earning and deduction assignments (by element and by payee).
- Multiple resolutions.

Earnings and Deductions

Earnings and deductions are not hard-coded in Global Payroll; instead, you create your own earning and deduction rules online. The steps for defining earnings and deductions are essentially the same; however, with deductions you must specify how to handle arrears processing and banking information.

Calculation Rules and Components

When you create an earning or deduction element, you define its calculation rule, such as *Unit x Rate* or *Unit x Rate x Percent*. When you save the element definition, the system automatically creates the following components based on the selected calculation rule and element type:

- Unit, Rate, Base, and Percent components, based on the calculation rule.
- Payback Amount, Amount Not Taken, and Add to Arrears components for deduction elements only.
- Arrears Balance accumulator for deduction elements only.

The system gives the automatically generated components the same name as the earning or deduction element plus a suffix. For example, if you create the earning element $EARN1 = Unit \times Rate$, the system automatically generates two component elements named `EARN1_UNIT` and `EARN1_RATE`. The language of the suffix names are determined by the country that you specify for the earning or deduction element on the Element Name page.

Note: Names of earning and deduction elements are limited to 12 characters because of suffixes. Other element names can have as many as 18 characters.

Components take on the attributes of the earning or deduction element. If you change the attributes of the earning or deduction element, the component attributes also change. To continue with the previous example, if you change the name of the EARN1 earning element to REGULAR, the system changes the component names to REGULAR_UNIT and REGULAR_RATE. The only attributes of a component that you can change directly are the description, comments, customer fields, and the Via Element Overrides option. You make these changes on the Components page.

A component is also an element and can therefore be used in another element's definition. As an example, assume that you define the following elements:

- SALARY1 = Unit × Rate.
- SALARY2 = Unit × Rate.
- SALARY2 Rate = SALARY1 Rate.

When the system calculates the rate for SALARY2, it uses the rate for SALARY1. You don't have to redefine the rate for every new element. No matter how the rate for SALARY1 is defined (numeric, formula, and so on), the rate for SALARY2 always equals the rate for SALARY1.

Related Links

[Updating Component Element Information](#)

[Defining Suffixes](#)

Automatically Generated Accumulators

When you define an earning or deduction element, you specify which accumulators to create. For example, you probably want to create a year-to-date accumulator for every earning element and every deduction element that you define. You can base the accumulators on calendar periods, fiscal periods, or both. You can also indicate whether you want to store amounts, units, or both and the periods that you want to store in the accumulator—period, month, quarter, or year.

Like components, automatically generated accumulators take on the attributes of the corresponding earning or deduction element and use the suffixes that you define on the Earnings and Deductions page of the Element Suffixes component (GP_SUFFIX).

Note: The only accumulators whose attributes are linked directly to an earning element or deduction element are those that are automatically generated by the Earnings component (GP_EARNING) or the Deductions component (GP_DEDUCTION). Attributes of accumulators that you create using the Accumulators component (GP_ACCUMULATOR) are not linked directly to earning or deduction elements.

Related Links

[Understanding Accumulators](#)

Frequency and Generation Control Calculations

When you set up an earning or deduction, you can specify a frequency on the Calculation page. There are two options:

- *Use Calendar Period Frequency* indicates that the element frequency is determined by the calendar period.
- *Use Specified Frequency* enables you to define the frequency.

For earning or deduction elements that use a frequency-controlled rate code, select *Use Calendar Period Frequency*. Otherwise, you may not get the result that you are looking for.

A rate code element that is frequency-controlled is resolved in the calendar frequency. It is annualized by the Frequency Option field that controls it and deannualized by the calendar frequency.

For example, say that you have a weekly payroll, and you create an earning element with an amount of 100 and a frequency of monthly. If no generation control conditions are defined, the system annualizes and deannualizes the amount into a processing frequency amount. Let's assume that your organization's monthly frequency is 12 and its weekly frequency is 52. First, the system annualizes the 100 (monthly amount) to 1200. Then it deannualizes that amount into the payroll processing frequency. If the payroll frequency is weekly, the amount that is paid each pay period is $1200 / 52 = 23.076923$.

If your organization has multiple pay frequencies, the system converts the amount into the corresponding pay period amount for each frequency. Let's say that your organization gives an annual bonus of 1000 to all payees, and distributes the bonus in payslips throughout the year. Your hourly payees are paid weekly and your salaried payees are paid monthly. If you define a bonus earning as *BON = 1000*, with a frequency of *Annual*, that definition is applied, using annualization and deannualization, to all payees according to each group's pay frequency.

HR Frequency and Global Payroll Frequency Tables

Global Payroll usually uses the PeopleSoft HR Frequency Table to determine how a frequency is calculated. However, some frequencies that are not defined in that table are defined in the Generation Control Frequency Table in Global Payroll. An example of this is *First of the Month*. Let's say that you have a weekly pay frequency, but you want an earning element to be paid in the first pay period of the month. In Global Payroll, you can define a generation control frequency and assign it to the earning element through Generation Control.

Frequency Conversion and Generation Control

With generation control you can control when an element is processed, based on various criteria (one of which is frequency.)

If you select a frequency other than *Use Calendar Period Frequency*, the system annualizes and deannualizes the earning amount based on the pay period frequency. If a generation control frequency exists, the system annualizes and deannualizes the earning amount based on that frequency. The generation control frequency overrides the pay period frequency during frequency conversion.

For example, an earning element is defined with a calculation rule of *Amount = 1200*, an annual frequency, and a monthly pay period. If you define the monthly frequency as 12, and you don't have a generation control frequency for the earning, the amount is deannualized to 100 per month ($1200 / 12 = 100$). Now, if the generation control frequency is quarterly, the earning element is deannualized to 300 ($1200 / 4 = 300$).

This table lists the calculation rules and components for which frequency conversion is performed:

Calculation Rule	Component
<i>Amount</i>	Amount
<i>Base × Percent</i>	Base
<i>Unit × Rate</i>	Unit
<i>Unit × Rate × Percent</i>	Unit

When you select *Use Calendar Period Frequency* in the Frequency Option field, the system does not perform frequency conversion.

For example, let's say that you have an earning element with a calculation rule of Amount and the amount is 100. If Frequency is set to *Use Calendar Period Frequency*, the amount calculated is always 100, regardless of what period frequency is used. If you have weekly and monthly pay groups, the resolved amount is 100 for payees in both groups. Even if a generation control condition uses frequency, the system doesn't perform annualization or deannualization. For frequency conversion, you specify the frequency in the earning's calculation rule. Frequency deannualization for generation control does not occur unless you specify a frequency on the earning element definition. Even though the system does not perform this routine, you can still use Generation Control - Frequency to control when the element is processed for the weekly pay group.

See [Defining Generation Control Elements](#).

Example 1: Frequency Conversion without Generation Control

An earning element has a flat amount of 1200 and an annual frequency (factor = 1). You run a pay period with a monthly frequency (factor = 12).

The system retrieves the value of the frequency defined for the element (1) and the value of the frequency defined for the pay period (12) from the HR Frequency Table. It divides the element frequency factor by the period frequency factor to determine the annualization/deannualization factor. The equation used to calculate the element is: $1200 \times 1/12 = 100$

Example 2: Frequency Conversion with Generation Control

You have a monthly payroll and an earning element, a Christmas bonus, that should be paid only in December. The earning element is set up with a flat amount of 50 and a frequency of Weekly (factor = 52). To pay the bonus in December, you can:

1. Create a generation control frequency called *December* and give it a frequency factor of 1.
2. Create a generation control definition called *Christmas*.
3. In the definition, add the December generation control frequency, and select *Include* on the Generation Control - Conditions: Frequency page.
4. Add the generation control definition to the earning element.
5. Attach the December generation control frequency to the December calendar.

When the system processes the December calendar for a payee and sees that the earning element has frequency generation control, it checks for a matching generation control frequency on the calendar. If it doesn't find a match, the system doesn't process the element. If the system finds a match, it performs the following calculation:

$$(\text{Element amount (50)}) \times (\text{element frequency factor (52)}) / (\text{generation control frequency factor (1)}) = 2600.$$

The denominator changes from Period Frequency to Generation Control Frequency.

Retroactivity Calculations

During retroactive processing, if an earning or deduction element is defined as *Do Not Recalculate*, the system returns the old value of the element, along with all of its component elements, as long as all segments and slices match. However, if there is a segment or slice mismatch between the period being recalculated and the prior calculated period, the system ignores the *Do Not Recalculate* designation and recalculates the element.

A *segment match* occurs when a segment's Begin Date, End Date, and Payment Keys are the same. All of these parts of a segment must match for the segments to match.

A *slice match* occurs when the number of slices in the current calculation is equal to the number of slices in the previous calculation, regardless of whether the slice dates match. Unlike segments, differences in dates or date ranges are not considered mismatches for slices.

Examples of mismatches include:

- If an element was not previously calculated, it will always be calculated during retroactive processing.
- When segments don't match or when segments match but slices don't match, the Do Not Recalculate designation is ignored and the elements will be recalculated.

Positive input overrides the Do Not Recalculate designation. Positive input instances are always calculated.

Note: A single instance of positive input with an action type of Override will cause an element to be recalculated. Positive input instances with action types of Add are always recalculated, regardless of whether the element that is being added to is recalculated. This means that new positive input rows with action types of Add are resolved even if the element is designated as Do Not Recalculate

Related Links

[Understanding General Rules of Retroactive Processing](#)

Pre Process and Post Process Formulas

When defining an earning or deduction element, you can assign it a pre process formula, a post-process formula, or both using the Calculation page.

- A pre process formula is executed immediately *before* the resolution of the earning or deduction element.

For example, you might use a pre process formula to retrieve data for use in the resolution of the earning or deduction.

- A post process formula is executed immediately *after* the resolution of the earning or deduction element.

For example, you can use a post-process formula to change the calculated value of an earning or deduction and its components before the resolved value is stored (in the PINV array) and becomes available for use elsewhere. You might use a post-process formula to enforce an annual limit for a deduction or to add an additional amount.

Pre process and post process formulas are executed for each instance of an element; however, you can use system elements to control when resolution occurs. PeopleSoft delivers numerous system elements for use with pre- and post-process formulas.

System Elements for Post Process Formulas

The following table lists the system elements that PeopleSoft delivers for use in post process formulas. As is true of all system elements, these elements resolve only if they are referenced in the process; for example, in a formula.

System Element	Description
CURR x VAL (x = AMT, PCT, UNITS, BASE, or RT)	Stores the resolved value of the most recent instance of the amount or of the percent, unit, base, or rate component. This element is populated by the value of the amount immediately after the amount is calculated or by the value of the percent, unit, base, or rate component immediately after the component is resolved. This is after frequency conversion, proration, and rounding, if applicable, are applied. This value can be used as input for the post-process formula. CURR x VAL is updated by setting SET CURR x VAL to a nonzero number. The primary use of the system element is to check its value for the current amount or for the current percent, unit, base, or rate component of the deduction or earning.
OVRD CURR x VAL (x = AMT, PCT, UNIT, BASE, or RT)	Stores the value to be used to override the most recently resolved instance of the amount or of the percent, unit, base, or rate component. Think of this as the output of a post-process formula. You can assign override values to this set of elements. OVRD CURR x VAL is updated by setting SET CURR x VAL to true (a nonzero number).
SET CURR x VAL (x = AMT, PCT, UNIT, BASE, or RT)	To override the value of the most recently resolved instance of the amount or of the percent, unit, base, or rate component, set this system element to a nonzero value. This causes the system to assign the value of OVRD CURR x VAL to the amount or to the percent, unit, base, or rate component.

Example

This example illustrates how you might use a post-process formula to enforce an annual deduction limit. After the system computes the deduction, it calls a post-process formula to determine whether the limit has been reached, and if so, what to do with the deduction.

Assumptions:

- DD represents the deduction element.
- YTD Limit Amt is a variable that represents the year-to-date limit amount.
- Amt Over is a variable that represents the amount that exceeds the limit.

Here's what the code looks like:

```
If DD YTD Accum + CURR AMT VAL + DD Arrears Amt <= YTD Limit Amt
Then exit

Else

DD YTD Accum + CURR AMT VAL + DD Arrears Amt - YTD Limit Amt = Amt Over
CURR AMT VAL - Amt Over = OVRD_CURR_AMT_VAL
1 = SET CURR AMT VAL
```

To illustrate with numbers, assume that a deduction has an annual limit of 1,000. The payee's year-to-date balance for the deduction is 950. The deduction for the current period is 125, and there is no arrears balance. Processing occurs as follows:

If $950 + 125 + 0 \leq 1000$

then exit

else

$950 + 125 + 0 - 1000 = 75$

$125 - 75 = 50$

A value of 50 is assigned to the override element (OVRD_CURR_AMT_VAL), and the value of SET CURR AMT VAL is set to 1, so the system retrieves the value of the override element and assigns it to the deduction.

The rounding rule defined for the resolved amount is applied after the post-process formula.

Note: Post-process formulas are resolved before arrears processing. Therefore, if you use a post-process formula to limit an amount, the amount that exceeds the limit that is defined in your formula does not update the arrears balance.

System Elements that Control the Timing of Resolutions

You can use delivered system elements to control when resolution of a pre- or post-process formula occurs. The following table lists some of the system elements that could be useful when you want to execute a pre- or post-process formula on a specific instance:

System Element	Description
PI INSTANCE NUMBER	Positive input instance number. Resolves to the instance number if positive input exists. Otherwise, resolves to zero.
PI INSTANCE FIRST	First instance of positive input (Y / N). Resolves to Y for the first instance of positive input; otherwise resolves to N.
PI INSTANCE LAST	Last instance of positive input. (Y / N). Resolves to Y for the last instance of positive input; otherwise resolves to N.

Related Links

[Understanding Multiple Resolutions](#)

Proration and Rounding Processing

The system goes through the following steps when prorating and rounding an earning or deduction element:

1. For each segment or slice, retrieves the components of the calculation rule.
2. For each segment or slice, prorates the applicable components.

Note: Percent component and rate component are not subject to proration.

3. Rounds the components.
4. Resolves the segment or slice.
5. Rounds the segment or slice resolved amount.

The PRORATE System Element

Proration of an earning or deduction element can be triggered in one of two ways: through segmentation or through the use of the PRORATE system element.

You can use the PRORATE system element to invoke proration for an earning or deduction element, even when there's no segmentation. To do this, create a pre process formula that defines the conditions under which PRORATE is set to Y. If the conditions are satisfied, proration occurs using the proration rule associated with the earning or deduction element. In your post-process formula, be sure to include instructions to reset PRORATE to N.

Related Links

[Pre Process and Post Process Formulas](#)

Earning and Deduction Assignments and Positive Input

Earnings and deductions can be defined with one or more components of their calculation rule (the unit, rate, base, percent, or amount) set to *Payee Level*. This means that the earning or deduction must be assigned to a specific payee before it can be processed, and that the value of the component designated

as *Payee Level* must be entered using positive input or the element/payee assignment components. The element/payee assignment and positive input pages can be configured for specific earnings and deductions to simplify the process of entering payee level data.

Related Links

[Understanding Element Override Configurations](#)

[Understanding Positive Input](#)

Multiple Resolutions

In Global Payroll you can cause an element to resolve multiple times in a single segment by:

- Entering positive input for an element using an Action Type of *Additional*, *Override*, or *Resolve to Zero*.

When you enter *additional* positive input for an element, the element resolves once using the element's rule definition—or if there are element overrides, by using the override values. The element resolves again using the values associated with the *additional*-type instance of positive input.

If there is more than one *additional* positive input entry, the system assigns a different instance number to each entry to trigger multiple resolutions of the element.

When you enter multiple positive input *overrides*, the system processes them separately, using instance numbers to trigger multiple resolutions.

- Entering multiple instances of an element on the element assignment pages.

For example, you can enter the same garnishment multiple times for the same periods. The system assigns an instance number to each entry and processes each one separately.

You can also define user fields to track different resolutions of an element (for example, you can define a user field called Garnishment Number to distinguish different resolutions of a garnishment element).

- Defining an accumulator driver to trigger multiple resolutions of an earning or deduction. For each instance of the accumulator, there is a corresponding resolution of the earning or deduction.
- When an element segmentation trigger that applies to an earning or deduction exists, there is a separate resolution for each slice of the element.

Related Links

[Understanding Multiple Resolutions](#)

Defining Earning Elements

To define earning elements, use the Earnings (GP_EARNING) component.

This topic provides an overview of the setup steps for earning elements and discusses how to:

- Name an earning element.

- Define user fields for an earning element.
- Define calculation rules for an earning element.
- Define rounding and proration options for an earning element.
- Define auto generated accumulators for an earning element.
- Select accumulator periods for an earning element.
- View generated elements for earnings.
- Specify the accumulators to which an earning element contributes.
- Override earning elements.

Pages Used to Define Earning Elements

Page Name	Definition Name	Navigation	Usage
Earnings Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name the element and define its basic parameters.
Earnings - User Fields for Element <name>	GP_PIN_USR_FLD_SEC	Click the User Fields link on the Earnings Name page.	Define user fields to create unique instances of an element.
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation	Define calculation rules for an earning element.
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration	Specify rounding and proration options for the components of an earning element.
Earnings - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for an earning element.
Earnings - Accumulator Periods for Element (name)	GP_ERN_DED_ACM_SEC	Click the Accumulator Periods link on the Earnings - Auto Generated Accumulators page.	Define which accumulators the system creates. This page is also used to view deduction elements.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Earnings - Generated Elements for Element <name>	GP_AUTOGEN_SEC	Click the View Generated Elements link on the Earnings - Auto Generated Accumulators page.	Displays the system-generated components and accumulators that have been created for an earning element. This page is also used to view deduction elements.
Earnings - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators	Indicate the accumulators (already defined in the system) to which the earning element contributes.
Earnings - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides	Override the value of certain supporting elements that are used by the earning element or override the supporting elements when they are not part of the earning definition. This page is also used to override deductions.

Understanding Setup Steps for Earning Elements

Earnings are any type of compensation, such as salary, fees, and bonuses, that a person receives for work or services performed. You define earning elements to represent your organization's earning rules.

To create an earning element:

1. Define the earning name, security levels, and allowable overrides on the Earnings Name page.

You can also associate the earning element with a driver accumulator or user fields.

2. Set up the calculation rule on the Earnings - Calculation page.

You select the components that make up the calculation rule: an amount or a combination of a base, percent, rate, and unit. You also define the frequency of the earning and select any generation control parameters that apply. You define pre processing and post processing formulas for the earning as well as retroactive recalculation options.

Note: If the earning has been processed (has results in the output results) or has more than one effective-dated row, you cannot change a calculation rule once you define it.

3. Specify the rounding and proration rules for the element on the Earnings - Rounding/Proration page.

You can select rounding and proration rules that are defined on the Pay Group Defaults page, specify your own rules, or use no rounding or proration.

4. Define the characteristics of the automatically generated accumulators on the Earnings - Auto Generated Accumulators page.

You define the characteristics of the accumulators that track and maintain balances for a payee's earning. You specify the type of accumulator, indicate when and how the accumulator gets updated, and select the calendar and fiscal periods for the accumulator.

5. Select the accumulators that the earning element contributes to on the Earnings - Accumulators page.

You can indicate which accumulators this earning is a member of. For each accumulator, you specify the element name, begin and end dates, whether the earning adds or subtracts from the accumulator, and the percentage of the earning to add to or subtract from the accumulator.

6. Override a supporting element, as needed.

You can override a supporting element that may or may not be used in the calculation of the earning.

Earnings Name Page

Use the Earnings Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name

Image: Earnings Name page

This example illustrates the fields and controls on the Earnings Name page.

Earnings Name		Calculation	Rounding/Proration	Auto Generated Accumulators	Accumulators	Supporting Element Overrides
*Name:	K0SALARY			Element Type:	Earnings	
*Description:	Salary			*Field Format:	Monetary	
*Definition As Of Date:	Calendar Period End Date			Element Nbr:	2039	<input checked="" type="checkbox"/> Always Recalculate
Element Use *Owner: PS Delivered / Not Maintained *Class: Sample Data *Used By: All Countries Country: ALL Industry/Region: Category:				Override Levels <input type="checkbox"/> Pay Entity <input checked="" type="checkbox"/> Via Elements <input type="checkbox"/> Pay Group <input type="checkbox"/> Element Definition <input checked="" type="checkbox"/> Payee <input checked="" type="checkbox"/> Positive Input <input checked="" type="checkbox"/> Calendar		
Resolution Parameters Driver Accumulator: User Fields				Results <input checked="" type="checkbox"/> Store <input checked="" type="radio"/> Always <input type="radio"/> If Element Is Non-Zero <input type="radio"/> If Element Or Comp Is Non-Zero		
				Version Information Last Updated: 08/10/00 12:00:00.000000AM Last Updated By: PPLSOFT User Version: Version: P_8.30.00.00		
Custom Fields Comments						

Note: You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN). However, the Earnings Name page contains the following additional fields that apply only to earnings.

Driver Accumulator

To drive multiple resolutions of an earning using an accumulator, designate the accumulator in the Driver Accumulator field.

For each instance of the accumulator, the system resolves a separate instance of the earning.

Note: When you link a *driver accumulator* to an earning, the earning inherits the user keys of the accumulator as user fields.

See [Understanding Multiple Resolutions](#).

User Fields

Click to access the User Fields page, where you can:

- Associate an element with up to six user fields.

User fields are used to define unique instances of an element. They enable the system to generate and track multiple resolutions of an earning or deduction.

Note: You can specify the values of user fields by entering supporting element overrides, or populate their values by using formulas, brackets, and arrays.

For example, you could define an earning to supplement regular pay that varies by location and cost of living by associating it with a user field called Location. If a payee is entitled to more than one supplement due to his/her association with multiple locations, you could then define the different locations as supporting element overrides.

- View user fields inherited from a driver accumulator.
- Define the retroactive delta user field level.

See [Page"?>](#), [Understanding Multiple Resolutions](#).

Note: All other fields on the Earnings Name page are discussed elsewhere in this documentation.

Related Links

[Defining Element Names](#)

Earnings - User Fields for Element <name> Page

Use the Earnings - User Fields for Element <name> page (GP_PIN_USR_FLD_SEC) to define user fields to create unique instances of an element.

Navigation

Click the User Fields link on the Earnings Name page.

Image: Earnings - User Fields for Element <name> page

This example illustrates the fields and controls on the Earnings - User Fields for Element <name> page.

Earnings

User Fields for Element K0SALARY (Salary)

A Driver Accumulator has not been defined.

Driver Accumulator:

User Fields	
User Field 1:	Element 1:
User Field 2:	Element 2:
User Field 3:	Element 3:
User Field 4:	Element 4:
User Field 5:	Element 5:
User Field 6:	Element 6:

*Retro Delta User Field Level: None

OK Cancel

User Field 1– 6

Define the type of element that you want to hold the value of the user field.

Valid values are *Variable* and *System Element*.

If your rules design calls for the value of this field to be defined on the element assignment (recurring) pages, you must select *Variable*. This is because the only supporting elements you can override on these pages are variables.

If you plan to override the value of this element through positive input, you can select either *Variable* or *System Element*.

Note: The values of these fields can also be set by other elements such as formulas, brackets, and arrays.

Note: If you enter an accumulator driver on the Earnings Name page, these fields become unavailable for data entry.

The user keys of the driver accumulator automatically become the user fields of the earning element, and the User Fields display the entry type (*Variable* or *System Element*) of the inherited accumulator keys. In addition, once an earning has been processed, the user fields cannot be changed. They can only be viewed.

Element 1 – 6

If you select *Variable* for User Field 1– 6, enter the name of the variable element that you want to hold the value of this field.

Note: You must have previously defined the variable on the variable definition pages.

If you select *System Element* for User Field 1– 6, enter the name of the system element that you want to hold the value of this field.

Note: If you enter an accumulator driver on the Earnings Name page, the Element fields become unavailable for data entry. The user keys of the driver accumulator automatically become the user fields of the earning element, and Elements 1–6 display the variables or system elements that have been defined to hold the values of the accumulator keys.

Retro Delta User Field Level

Select a user field level to control how the system groups retroactive deltas for different instances of an earning with different user field values:

- *None:* The system sums deltas for all instances of the earning regardless of differences between user field values.
- *Through User Field 1:* The system sums deltas for different instances of the earning with the same User Field 1 value.
- *Through User Field 2:* The system sums deltas for different instances of the earning with the same User Field 1 and User Field 2 values.
- *Through User Field 3:* The system sums deltas for different instances of the earning with the same User Field 1, User Field 2, and User Field 3 values.
- *Through User Field 4:* The system sums deltas for different instances of the earning with the same User Field 1–4 values.
- *Through User Field 5:* The system sums deltas for different instances of the earning with the same User Field 1–5 values.
- *All User Fields Defined:* The system sums deltas for different instances of the earning with the same User Field 1–6 values.

Note: The values available for selection depend on the number of user fields defined. For example three user fields give the choices *None*, *Through User Field 1*, *Through User Field 2*, and *All User Fields Defined*. If you change the user fields or alter the user keys of the driver accumulator, the system automatically updates the available values. If you reduce the number of user fields so that the current Retro Delta User Field Level value is no longer valid, the system changes the Retro Delta User Field Level value to be *All User Fields Defined* and issues a message to that effect. The Retro Delta User Field Level value can subsequently be changed.

Important! If a deduction is defined with user fields, the system automatically transfers these fields to the deduction's auto-generated arrears accumulator as user keys. If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields.

See [Understanding Multiple Resolutions](#).

Related Links

[Understanding Accumulators](#)

Earnings - Calculation Page

Use the Earnings - Calculation page (GP_ERN_DED_CALC) to define calculation rules for an earning element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation

Image: Earnings - Calculation page

This example illustrates the fields and controls on the Earnings - Calculation page.

The screenshot displays the 'Earnings - Calculation' page for element K0SALARY. The page is divided into several tabs: Earnings Name, Calculation (selected), Rounding/Proration, Auto Generated Accumulators, Accumulators, and Supporting Element Overrides. The main section is titled 'Definition' and contains the following fields and controls:

- Element Name:** K0SALARY, **Salary**
- Owner:** PS Non-Mnt
- *Effective Date:** 01/01/1990
- *Calculation Rule:** Amount
- Status:** Active
- Specify Component Types with Element or Value:**
 - Unit Type:** [Dropdown]
 - Rate Type:** [Dropdown]
 - Base Type:** [Dropdown]
 - Percent Type:** [Dropdown]
 - *Amount Type:** Rate Code - Amount, Hrly+Amt
 - Unit Element:** [Text Field]
 - Rate Element:** [Text Field]
 - Base Element:** [Text Field]
 - Percent Element:** [Text Field]
 - *Amount Element:** K0GRCM
- Generation Control:** [Text Field]
- Pre Process Formula:** [Text Field]
- Post Process Formula:** [Text Field]
- *Frequency Option:** Use Calendar Period Frequency
- Frequency:** [Text Field]
- Retro Recalculation Option:**
 - ☒ Always Recalculate
 - ☐ Do Not Recalculate
- Version:** 8.00.00.00

Calculation Rule

Define the calculation rule for the element. Valid values are *Amount*, *Base x Percent*, *Unit x Rate*, and *Unit x Rate x Percent*. Your selection affects the availability of other fields.

Once you define a calculation rule for an element, you cannot change the rule unless all of the following conditions are met:

- Element has not been processed (No output results exist for the element).
- There is only one effective-dated row for the element.

Note: If you define a calculation rule and discover that one of these conditions exists, create a new element. This restriction primarily exists because of retroactive considerations. Let's say that you define an earning element with a calculation rule of *Unit x Rate*. After several payroll runs, you add a new effective-dated row and change the calculation rule to *Amount*. Now, a retroactive event causes the system to recalculate the element and forward the deltas to the current period. Since the calculation rule has changed, an adjustment that is made to units, for example, is not compatible with the current calculation rule of *amount*.

Unit Type, Rate Type, Base Type, Percent Type, and Amount Type

Specify how the system is to determine the amount or component values, as applicable. The fields that you can update here depend on the selected calculation rule. For example, if the calculation rule is Unit x Rate, you can select the type of elements that are to retrieve the unit value and the rate value in the Unit Type field and the Rate Type field respectively. Values vary by component type.

A value of *Payee Level* tells the system to resolve the element only if the value of the component is found on the Element Assignment By Payee page, the Payee Assignment By Element page, or in positive input. To define a component at the payee level, select the Payee Override and/or Positive Input check boxes on the Earnings Name page.

Unit Element, Rate Element, Base Element, Percent Element, Amount Element, Amount Value and Amount Currency

Select the element name that corresponds to the component type in the calculation rule.

Note: If you select a *Numeric* Amount Type, the Amount Element field will not display. Instead, the Amount Value and Amount Currency fields will be available for entry. Similarly, if you select *Numeric* for the rate or base components, you will see fields for Rate Value and Rate Currency, and Base Value and Base Currency, respectively. If you select *Numeric* for Unit Type and Percent Type, the Unit Value field and Percent Value field will be available for entry.

The value of the currency code is based on the currency that is defined for the user, which is based on the User Preference definition. Regardless of what currency you enter for the earning element, the system converts it to the processing currency during the element's resolution. You define the processing currency when you're setting up your pay entity information. If you enter an element type, such as a variable, for a component in a calculation rule, the system uses the currency that was defined for that element and performs a currency conversion, if that currency is different from the processing currency.

Generation Control

To restrict the conditions under which the element is resolved, select the applicable generation control element. For example, you can use generation control to specify that an element be resolved for active payees only.

Define generation control elements using the Generation Control component.

Note: If generation control prevents the resolution of a deduction, the system still processes the arrears payback if there is an arrears balance. It also processes retroactive adjustments.

See [Frequency and Generation Control Calculations](#).

Pre Process Formula and Post Process Formula

Select a formula to execute immediately before or immediately after the system resolves each instance of the earning or deduction element.

See [Pre Process and Post Process Formulas](#).

Frequency Option

Select the frequency option with which you are stating a value. Values are:

Use Calendar Period Frequency: The system assumes that the element value is in the frequency of the calendar period that you have defined.

Use Specified Frequency: If you select this value, you will define the frequency in the Frequency field.

See [Frequency and Generation Control Calculations](#).

Frequency

If you selected a frequency option of *Use Specified Frequency*, you'll define the frequency type here. Examples are *Annual*, *Biweekly*, *Contract*, *Daily*, *Fourweekly*, *Hourly*, *Monthly*, *Quarterly*, *Semimonthly*, and *Weekly*. These values come from the Frequency Table in HR.

Retro Recalculation Option

Specify whether to recalculate an element during retroactive processing. Values are:

Always Recalculate

Do Not Recalculate

If you select *Always Recalculate*, the element is recalculated during retroactive processing.

Note: You can override this field on the Retro Process Overrides page.

See [Retroactivity Calculations](#), [Understanding General Rules of Retroactive Processing](#).

Earnings - Rounding/Prorations Page

Use the Earnings - Rounding/Proration page (GP_ERN_DED_RND) to specify rounding and proration options for the components of an earning element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration

Image: Earnings - Rounding/Proration page

This example illustrates the fields and controls on the Earnings - Rounding/Proration page.

Rounding Option - Unit, Rounding Option - Rate, Rounding Option - Base, and Rounding Option - Percent

Select a rounding option for the component. Values are:

Use Pay Group Rounding: (Default) Select to use the rounding rule that you defined on the Pay Group – Defaults page.

Use Specified Rounding: Enables you to select a rounding rule element in the field to the right.

Note: Before you can select a rounding option for the earning component, you must first define the rounding rule element. Rounding rules are defined on the Rounding Definition page.

No Rounding: Select if you do not want the system to perform rounding.

Rounding Option - Resolved Amount Indicate how to round elements that have a calculation rule of amount and how to round the resolved value of elements that have a calculation rule that uses other components.

For example, the calculation rule for earning E1 is $Unit \times Rate$. If you select *No Rounding* in the Rate and Unit field, and you select a rounding rule here, the system rounds the resolved value of $Unit \times Rate$. Or, let's say you want to round the rate to four decimal points, and then round the result of $Unit \times Rate$ to two decimal points. In this case, you select a rounding rule in both the Rate field and in this field.

Usually you select *Use Pay Group Rounding* or *Use Specified Rounding*, because you want the Resolved Amount to be a rounded value. It is not common to select *No Rounding*.

Note: The system does not assume any decimal precision in the calculation process. Certain countries may have limitations on rounding because of their currency. In the United States, you can only make payments with two places to the right of the decimal. For example, you would probably round up a payment of 200.6778 to 200.68. However, in another country, you may be able to make payments for amounts with less than two places to the right of the decimal. It is *extremely important* that you consider this when defining your resolved amount rounding options.

Rounding for the resolved amount happens before Net Pay Validation processing for a deduction. If you are using a Partial Formula for Net Pay Validation processing, you need to round the partial amount in that formula, according to your rounding requirements.

Unit Element, Rate Element, Base Element, Percent Element, and Amount Element

Enter an element for each applicable rounding option.

Proration Option

Select a proration option that defines if and how the system prorates the component value or amount when there is segmentation, or if the system element, PRORATE, is not equal to zero. Values are:

Use Pay Group Proration Rule: (Default) Select to use the standard proration rule you defined on the Pay Group - Defaults page.

Use Specified Proration Rule: Enables you to select a proration rule element in the field to the right.

No Proration: Select if you don't want to apply a proration rule to the earning.

Proration Element

If you select *Use Specified Proration Rule* in the Proration Option field, select the proration element here.

Related Links

[Defining Proration Rules](#)

Earnings - Auto Generated Accumulators Page

Use the Earnings - Auto Generated Accumulators page (GP_AUTOGEN_ACUM) to define characteristics of automatically generated accumulators for an earning element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators

Image: Earnings - Auto Generated Accumulators page

This example illustrates the fields and controls on the Earnings - Auto Generated Accumulators page.

Note: All fields on this page, except the Copy User Fields button, the Accumulator Periods link, and the View Generated Elements link, are the same as those on the Level page of the Accumulators component and are discussed elsewhere in this documentation.

See [Accumulators - Level Page](#).

Copy User Fields

Click to copy the user fields associated with the earning to the auto-generated accumulators. These fields become the user keys of the accumulators.

If you do this, the system generates different accumulator instances for each resolution of the earning with different user field values.

Note: This button becomes available only when there are user fields defined on the User Fields page.

Important! If a deduction has user fields, the system automatically transfers these fields to the deduction's auto-generated arrears accumulator as user keys (you do not need to click the Copy User Fields button to transfer the user fields to the arrears accumulator). If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields.

See [Understanding Multiple Resolutions](#).

Accumulator Periods

Click to access the Accumulator Periods page where you define the periods for which you want the earning element to accumulate.

View Generated Elements

Click to access the Generated Elements page to view the automatically generated components and accumulators that have been created.

Earnings - Accumulator Periods for Element <name> Page

Use the Earnings - Accumulator Periods for Element (name) page (GP_ERN_DED_ACM_SEC) to define which accumulators the system creates.

This page is also used to view deduction elements.

Navigation

Click the Accumulator Periods link on the Earnings - Auto Generated Accumulators page.

Image: Earnings - Accumulator Periods for Element <name> page

This example illustrates the fields and controls on the Earnings - Accumulator Periods for Element <name> page.

Earnings

Accumulator Periods for Element K0SALARY (Salary)

Use the indicators below to automatically generate balance accumulators - such as Year To Date - for the Earning or Deduction element you are defining.

It is strongly recommended that these accumulators are kept to a minimum for performance and data volume considerations.

Calendar Period Accumulators		
Period To Date	<input type="checkbox"/>	<input type="checkbox"/>
Month To Date	<input type="checkbox"/>	<input type="checkbox"/>
Quarter To Date	<input type="checkbox"/>	<input type="checkbox"/>
Year To Date	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Fiscal Period Accumulators		
Period To Date	<input type="checkbox"/>	<input type="checkbox"/>
Month To Date	<input type="checkbox"/>	<input type="checkbox"/>
Quarter To Date	<input type="checkbox"/>	<input type="checkbox"/>
Year To Date	<input type="checkbox"/>	<input type="checkbox"/>

Note: Automatically generated accumulators take on the name of the earning element plus a suffix. Suffixes appear next to the accumulator check boxes and are determined by the country you specify for the earning or deduction element on the Element Name page.

Calendar Period Accumulators/ Fiscal Period Accumulators

Select the accumulators you want to create. You can select as many as you need, keeping in mind performance and data volume considerations.

Earnings - Generated Elements for Element <Name> page

Use the Earnings - Generated Elements for Element <name> page (GP_AUTOGEN_SEC) to displays the system-generated components and accumulators that have been created for an earning element.

This page is also used to view deduction elements.

Navigation

Click the View Generated Elements link on the Earnings - Auto Generated Accumulators page.

Image: Earnings - Generated Elements for Element <name> page

This example illustrates the fields and controls on the Earnings - Generated Elements for Element <name> page.

Earnings

Generated Elements for Element K0SALARY (Salary)

Components

Unit Element: Base Element:
Rate Element: Percent Element:

Auto Generated Accumulators [Customize](#) |

Accumulator Type	Name
Calendar YTD Amount	K0SALARY_YTDA

[Return](#)

Components

Displays the automatically generated element for each component of the earning element.

Arrears Elements

For deduction elements, these arrears elements are assigned: Payback Amount, Amount Not Taken, Add to Arrears, and Arrears Balance. The first three are deduction components; Arrears Balance is an accumulator.

Auto Generated Accumulators

Displays automatically generated accumulators.

Related Links

[Defining Suffixes](#)

Earnings - Accumulators Page

Use the Earnings - Accumulators page (GP_ERN_DED_AC_ADDL) to indicate the accumulators (already defined in the system) to which the earning element contributes.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators

Image: Earnings - Accumulators page

This example illustrates the fields and controls on the Earnings - Accumulators page.

The screenshot shows the 'Earnings - Accumulators' page for the element 'K0SALARY' (Salary) owned by 'PS Non-Mnt'. The page has tabs for 'Earnings Name', 'Calculation', 'Rounding/Proration', 'Auto Generated Accumulators', and 'Accumulators'. The 'Accumulators' tab is active, showing a table of accumulators contributed to by the element. The table has columns for 'Accumulator Element', 'Description', '*Begin Date', 'End Date', and '*Accumulator Sign'. The accumulators listed are K0SALARY_YTDA (Salary), K0ACGROSS (Current Gross), K0AC1 (Acum Premiums), and K0AC3 (Acum Premiums). Each accumulator has a begin date of 01/01/1990 and an 'Add' sign. There are also controls for 'Customize', 'Find', and 'First 1-4 of 4 Last'.

Accumulator Element	Description	*Begin Date	End Date	*Accumulator Sign
K0SALARY_YTDA	Salary	01/01/1990		Add
K0ACGROSS	Current Gross	01/01/1990		Add
K0AC1	Acum Premiums	01/01/1990		Add
K0AC3	Acum Premiums	01/01/1990		Add

Accumulators

Specify whether the earning element adds to or subtracts from other accumulators. For example, you can add the results of the earning element to the Gross Base and Taxable Gross accumulators.

For each accumulator, specify the element name, the begin and end dates, and whether the earning element adds to or subtracts from the accumulator.

Accumulator Element

Select the element name.

Begin Date

Specify when you want the earning element to begin adding or subtracting from the accumulator. In Add mode, the default date is the earliest effective date for that element. Otherwise, the default is today's date.

End Date

Specify when you want the earning element to stop adding to or subtracting from the accumulator.

Note: Enter a begin date and an end date if you want the earning element to accumulate only for a specified period of time. If the begin date or end date occurs during a pay period, the system accumulates the earning element for that period. If you leave the End Date blank, the system starts accumulating on the date that you enter the data and accumulates during all pay periods until you enter an End Date.

Accumulator Sign

Select *Add* or *Subtract* to indicate whether you want the earning element to add to or subtract from the accumulator.

Contributions

Select the Contributions tab.

Image: Earnings - Accumulators page: Contributions tab

This example illustrates the fields and controls on the Earnings - Accumulators page: Contributions tab.

The screenshot shows the 'Contributions' tab of the 'Earnings - Accumulators' page. At the top, there are tabs for 'Earnings Name', 'Calculation', 'Rounding/Proration', 'Auto Generated Accumulators', and 'Accumulators'. Below these, the 'Element Name' is 'K0SALARY', 'Salary', and the 'Owner' is 'PS Non-Mnt'. A sub-header 'Accumulators Contributed To' is followed by a search bar and pagination controls. The main table has columns: 'Accumulator Element', 'Description', 'Percent Option', and '*Percent to Accumulate'. It lists four accumulators: K0SALARY_YTDA (Salary), K0ACGROSS (Current Gross), K0AC1 (Acum Premiums), and K0AC3 (Acum Premiums). Each has a 'Numeric' percent option and a '100.000000' percent to accumulate. Plus and minus buttons are next to the percentage values.

Accumulator Element	Description	Percent Option	*Percent to Accumulate		
K0SALARY_YTDA	Salary	Numeric	100.000000	+	-
K0ACGROSS	Current Gross	Numeric	100.000000	+	-
K0AC1	Acum Premiums	Numeric	100.000000	+	-
K0AC3	Acum Premiums	Numeric	100.000000	+	-

For each accumulator, specify the percentage of the earning to add to or subtract from the accumulator.

Percent Option

Specify the percentage of the earning to contribute to or subtract from the accumulator:

Numeric: Select to specify a percentage.

Variable or *Formula*: Select if you want a variable or formula element to return the value to accumulate or subtract.

Percent to Accumulate

If you selected a percent option of *Numeric*, enter a percentage of up to 100 percent here.

Percent Element

If you selected a percent option of *Variable* or *Formula*, select the name of the variable or formula here.

Earnings - Supporting Element Overrides Page

Use the Earnings - Supporting Element Overrides page (GP_ELM_DFN_SOVR) to override the value of certain supporting elements that are used by the earning element or override the supporting elements when they are not part of the earning definition.

This page is also used to override deductions.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides

You can use the Supporting Element Overrides page in the Earnings component to override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the earning element. You can also use the override feature to have the system resolve a bracket, date, duration, formula or

variable when it resolves an earning element—even when the supporting element is not part of the earning's definition.

Related Links

[Defining Element Definition Overrides](#)

Defining Deduction Elements

To define deduction elements, use the Deductions (GP_DEDUCTION) component.

This topic provides overviews of setup steps for deduction elements, net pay validation and arrears processing, arrears and retroactive processing, and payback processing, and discusses how to:

- Name a deduction element.
- Define user fields for a deduction element.
- Define calculation rules for a deduction element.
- Define rounding and proration options for a deduction element.
- Define arrears information.
- Define auto generated accumulators for a deduction element.
- Select accumulator periods for a deduction element.
- View generated elements for a deduction.
- Specify the accumulators to which a deduction element contributes.
- Select a general recipient for a deduction.
- Override deduction elements.

Pages Used to Define Deduction Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Deduction Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name	Name the element and define its basic parameters.
Deductions - User Fields	GP_PIN_USR_FLD_SEC	Click the User Fields link on the Deduction Name page.	Define user fields to create unique instances of an element.

Page Name	Definition Name	Navigation	Usage
Deductions - Calculation	GP_ERN_DED_CALC	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Define calculation rules for a deduction element.
Deductions - Rounding/ Proration	GP_ERN_DED_RND	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Rounding/ Proration	Specify rounding and proration options for a deduction element.
Deductions - Arrears	GP_ERN_DED_ARR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Arrears	Specify what to do when available net pay is insufficient to cover the deduction, how to pay back arrears, and how the third-party recipient is to be paid, if there is an arrears balance.
Deductions - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for a deductions element.
Deductions - Accumulator Periods	GP_ERN_DED_ACM_SEC	Click the Accumulator Periods link on the Deductions - Auto Generated Accumulators page.	Define which accumulators the system creates.
Deductions - Generated Elements	GP_AUTOGEN_SEC	Click the View Generated Elements link on the Deductions - Auto Generated Accumulators page.	Displays the system-generated components and accumulators that have been created for a deduction element.
Deductions - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Accumulators	Indicate the accumulators (already defined in the system) to which the deduction element contributes.
Deductions - Recipient	GP_RCP_DED	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient	Select a general recipient for a deduction (the entity that receives all amounts that are withheld from payees for a particular deduction, such as a government agency).

Page Name	Definition Name	Navigation	Usage
Deductions - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Supporting Element Overrides	Override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition.

Understanding Setup Steps for Deduction Elements

A deduction is any payroll element that subtracts from a person's pay. A deduction can be voluntary or statutory. Voluntary deductions include deductions for retirement plans, company stock purchases, union dues, and parking fees. Statutory deductions include deductions for taxes and garnishments.

To create a deduction element:

1. Define the deduction name, calculation rule, rounding and proration rules, accumulators, and supporting element overrides, as needed.

Note: The pages that you use are similar to the Earning definition pages.

2. Define the rules that apply when net pay is insufficient to cover a deduction.

Use the Deductions - Arrears page to define these rules. An *arrears* is a way to store deductions that the system can't take from the current pay run because of insufficient net pay. An arrears stores an amount that will be deducted at a future time.

3. Select a general recipient, if applicable for the deduction using the Deductions - Recipient page.

Note: Only pages that are unique to the Deductions component are documented here. Pages that are common to both the Earning and Deduction components are documented in the Earnings topic of this topic.

Related Links

[Defining Earning Elements](#)

Understanding Net Pay Validation and Arrears Processing

When defining a deduction, you can define the action the system takes when a payee's net pay is not sufficient to cover the entire amount of a deduction. You can also establish a payback method for the amount that is not taken (the arrears).

Note: Before you define deductions for your organization, you may want to decide whether you want the system to perform the functions described on the Deduction - Arrears page or whether you want to handle these functions on your own.

Net Pay Validation

The net pay validation feature prevents a deduction from reducing net pay below zero or a minimum amount that you define. To use the system's arrears management and payback features, you must enable net pay validation. If you do not use net pay validation, the system always takes the entire amount of a deduction, even if the payee's net pay drops below zero. In addition, none of the arrears processing options are available.

When using net pay validation, you can specify the order for taking deductions when there's not enough net pay to cover all deductions. The choices are:

- Processing sequence
- Priority order

Processing sequence refers to the order in which deductions are encountered in a section during processing, as determined by the deduction's assigned sequence number in the section. When the system calculates the deduction, it immediately verifies whether the payee's net pay is sufficient to cover it. If net pay is insufficient, the system deducts a partial amount or no amount, according to what is defined on the Deduction - Arrears page.

Priority order refers to a relative priority number that you can assign to a deduction on the Deduction - Arrears page. When net pay validation occurs by priority order, the system first calculates all deductions according to their processing sequence with no net pay validation. It then checks the net pay accumulator. If net pay is greater than zero (or a defined minimum), processing is complete. Otherwise, the system adjusts the deduction with the lowest priority and then checks to see if net pay is still insufficient. It repeats this process for the deduction with the next lowest priority until net pay is above zero or the defined minimum. Because net pay validation by priority requires iterative processing, it is available for subprocess sections only.

Note: Net pay validation by priority order can be useful when a deduction's processing sequence is different from its priority. For example, a pretax deduction must be processed before tax calculations to determine the correct net pay. However, it might be more important to deduct funds for a garnishment that's processed after taxes than it is to cover a pretax deduction.

Note: Typically, only one method of Net Pay Validation is used in a given pay run.

The following examples illustrate the difference between using processing sequence and priority order for net pay validation.

Example: Net Pay Validation in Processing Sequence

This table shows the processing results when net pay validation (NPV) is based on processing sequence. Assume that each deduction is defined to allow a partial deduction when net pay drops below zero.

Process Sequence	Always Recalculate	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net
Salary					9,000
Car Allow					9,000
Health	N	500	500	0	8,500

Process Sequence	Always Recalculate	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net
Pension	N	1,500	1,500	0	7,000
Tax1	Y	2,240	2,240	0	4,760
Tax2	Y	720	720	0	4,040
Union Dues	N	500	500	0	3,540
Parking	N	300	300	0	3,240
Garn1	Y	1,208	1,208	0	2,032
Garn2	N	3,000	2,032	968	0

In this case, net pay is sufficient to cover all deductions except Garnishment2. For Garnishment2, only a partial deduction can be taken ($3,000 - 2,032 = 968$).

Example: Net Pay Validation in Priority Order

This table shows the processing results after the first pass when net pay validation (NPV) is based on priority order. Net pay validation does not occur during the first pass of the subprocess.

Process Sequence	Always Recalculate	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net
Salary					9,000
Car Allow					9,000
Health	N	500	500	0	8,500
Pension	N	1,500	1,500	0	7,000
Tax1	Y	2,240	2,240	0	4,760
Tax2	Y	720	720	0	4,040
Union Dues	N	500	500	0	3,540
Parking	N	300	300	0	3,240
Garn1	Y	1,208	1,208	0	2,032
Garn2	N	3,000	3,000	0	-968

Note: Car allowance is a non-cash earning. It contributes to taxable gross, but not to net pay.

Because net pay is negative, another pass is required. During the second pass, net pay validation is applied to parking, because it has the lowest priority (the highest priority number). First the system backs out the prior value of parking. The deduction's recalculation rule (as defined by the Always Recalculate check box on the Deduction Name page) is always honored, so during the second pass the system does not recalculate parking, it only applies net pay validation.

Process Sequence	Always Recalculate	Net w/o Ded	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net	Priority
Salary						-968	
Car Allow						-968	
Health	N		500	500	0	-968	450
Pension	N		1,500	1,500	0	-968	500
Tax1	Y		2,240	2,240	0	-968	100
Tax2	Y		720	720	0	-968	100
Union Dues	N		500	500	0	-968	700
Parking	N	-668	300	0	300	-668	800
Garn1	Y		1,208	1,208	0	-668	225
Garn2	N		3,000	3,000	0	-668	225

Net is still negative after the second pass. Parking can't be reduced any further so it's excluded from the priority list. In the next loop, the deduction with the lowest priority is union dues. All recalculation logic is followed except that parking is skipped and union dues are subject to net pay validation processing. After union dues, the system evaluates the pension deduction. The process repeats until available net is zero or greater.

Note: To improve system performance, you can assign the same priority number to all post-tax deductions so that they are modified during the same iteration.

Setup Steps for Net Pay Validation by Priority Order

Configuring the system to validate net pay based on a deduction's priority requires some additional setup that is not necessary when net pay validation is based on processing sequence.

Following are the high-level setup steps for using priority order for net pay validation:

1. Define a formula for net pay validation.

After the system calculates all deductions according to processing sequence, it resolves this formula for each deduction starting with the deduction with lowest priority (the highest priority number). The formula returns a value that tells the system whether to calculate the element, perform net pay validation, do both, or skip the element. Guidelines for creating the formula are provided in the topic on Defining Processing Elements.

2. Assign the net pay validation formula to the country.

Select the formula in the Net Pay Validation Formula field on the Countries page.

3. Specify the priority order for the deduction on the Deduction - Arrears page.

4. Include deductions in a subprocess section.

The subprocess section must be enabled for net pay validation by priority.

See [Setting Up Sections, Countries Page](#).

Arrears Components and Accumulators

When you create a deduction element, the system automatically generates three component elements for arrears processing and an arrears balance accumulator, regardless of whether or not you've chosen to use net pay validation. The system automatically updates these components only if you're using net pay validation:

- Amount Not Taken

This component stores the amount of the deduction that exceeds the defined limit based on the net pay accumulator for the current pay period.

Note: The net pay accumulator is defined on the Definition page on the Process Lists component (GP_PROCESS).

- Payback Amount

This component stores the portion of the arrears balance that is being paid off during the current pay period. It does not include the Amount Not Taken for the current pay period.

- Add to Arrears

If you select the Deduction Arrears Allowed check box on the Deduction - Arrears page, the Add to Arrears equals the Amount Not Taken.

- Arrears Balance

This accumulator keeps track of the arrears for a payee. The Add to Arrears component adds to this balance accumulator; the Payback Amount component subtracts from it.

Arrears Processing Methods

When net pay does not cover the entire amount of a deduction, you can have the system deduct a partial amount or nothing. The options that you select in the Deduction Processing Method group box on the Deduction - Arrears page determine this behavior. The two examples that follow illustrate the outcomes of the different processing methods.

Arrears Processing: Example 1 (Partial Amount Allowed = No)

If partial deductions are not allowed, the system takes a deduction for the current pay period only if net pay covers the entire deduction. If the full deduction can't be taken, the system adds the entire deduction amount to the arrears balance. This table lists the net pay, deduction, and arrears for the example that follows:

Current Available Net Pay	Deduction	Begin Arrears Balance
100	120	50

The processing sequence is:

1. Add the deduction amount of 120 to Amount Not Taken.
2. Add the deduction amount of 120 to Add to Arrears (if the Deduction Arrears Allowed check box is selected).
3. Move zero to the deduction amount.
4. Move the Beginning Arrears balance of 50 to Payback Amount.
5. Move the Beginning Arrears balance of 50 to the deduction amount (add the Payback Amount to the deduction amount).

This table lists the end values:

Deduction	Amount Not Taken	Add to Arrears	End Arrears Balance
50	120	120	120

The resolved value of the deduction element = Deduction Amount + Payback Amount.

Arrears Processing: Example 2

January Available Net Pay (prior to deductions) = 50

Deductions:

- D1 = 25, Partial Amount Allowed.
- D2 = 50, Entire Amount Only.
- D3 = 50, Partial Amount Allowed.

This table lists the values calculated during arrears processing for deductions D1, D2, and D3:

Ded	Re-solved Amt	Amt Not Taken	Add to Arrears	Payback Amt	End Arrears Bal	Accum. YTD Val	Transfer Amt	End Net Val
D1	25	0	0	0	0	25	25	25
D2	0	50	50	0	50	0	0	25
D3	25	25	25	0	25	25	25	0

Final Net Pay in January = 0

February Available Net Pay (prior to deductions) = 110

This table lists the values calculated during arrears processing for deductions D1, D2, and D3 for February:

<i>Ded</i>	<i>Re-solved Amt</i>	<i>Amt Not Taken</i>	<i>Add to Arrears</i>	<i>Pay- back Amt</i>	<i>End Arrears Bal</i>	<i>Accum. YTD Value</i>	<i>Trans- fer Amt</i>	<i>End Net Val</i>
D1	25	0	0	0	0	50	25	85
D2	85*	0	0	35	15	85	85	0
D3	0	50	50	0	75	25	0	0

* $50 + 35 = 85$ (current deduction plus amount of arrears balance that can be paid back)

Final Net Pay in February = 0

Arrears and Segmentation

When a period is segmented and a deduction goes into arrears in the first segment, the system attempts the payback on any subsequent segment.

Net Pay Validation and Retroactive Processing

The retroactive adjustment will be added to the deduction amount prior to Net Pay Validation. If there is not enough net to cover the adjustment, any remaining amount will be added to Amount Not Taken.

Understanding Arrears and Retroactive Processing

Arrears processing must take into account two basic situations:

- An arrears was originally calculated for a pay period, but a subsequent retroactive process for that period doesn't calculate the arrears.
- An arrears was not originally calculated for a pay period, but a subsequent retroactive process for that period calculates the arrears.

Here is a list of the basic rules for arrears and forwarding retroactive processing:

- If an element is based on an element that is being forwarded, it should not be set up to also act in a forwarding manner.
- If an element that's based on another element is a deduction:
 - Forward the deduction that's based on an element that is not being forwarded.
 - Do not forward a deduction that's based on an element that is being forwarded.

Note: PeopleSoft recommends that you always select the Use Corrective check box on the Accumulators - Level page when you define arrears accumulators. This is because the component that contributes to the accumulator does not itself generate a delta, making double-counts very likely if the accumulator behaves in a forwarding manner.

See [Understanding Accumulators](#), [Understanding Retroactive Methods](#), .

Example: Arrears and Forwarding Retroactive Processing

The following example illustrates how elements that are based on other elements should be set up and how they function during retroactive processing. Although the example used here deals specifically with the recalculation of arrears in a previous period, it can apply to any situation in which there is interdependency between recalculated elements.

This example assumes the use of the forwarding retroactive method. In forwarding retro, not every element is automatically forwarded—you must manually select the elements that you want forwarded. You follow certain setup rules when you have deductions that are based on other elements. The example below illustrates a typical setup.

For this example, assume the following:

- There are two pay periods: January and February.
- In February, a retroactive payment is made for January.
- The following elements are involved:
 - E1 = Flat Amount (Numeric) = 100.
 - D2 = Flat Amount (Numeric) = 95.
 - D1 = Base \times Percent (where Base = Earning (E1) and Percent = Numeric (10%), therefore, D1 = E1 \times 10%.
- Additional element definitions:
 - E1. Retro Recalculate Option = *Yes*.
 - D2. Retro Recalculate Option = *No*.
 - D1. Retro Recalculate Option = *No*.
- The retroactive adjustment to E1 in January is 100. The payee should have been paid a total of 200. There is a 100 delta that will be forwarded to February.

This table shows the original and recalculated amounts for E1, D1, D2, D1_ANT, D1_PBK, D1_ATAR, and D1_ARR over a period of two months (February is the current period, so there is no recalculated value column for February):

Element	Retro Recalc Option	January - Prior Results	January - Recalculated Results	February
E1	Always Recalculate	100	200 (with 100 delta)	300 (200 + 100 delta forwarded from January)
D2	Do Not Recalculate	95	95	95
D1	Do Not Recalculate	5	5	35 (30 + 5 payback)
D1_ANT	Do Not Recalculate	5	5	0
D1_PBK	Do Not Recalculate	0	0	5
D1_ATAR	Do Not Recalculate	5	5	0
D1_ARR	Use Corrective = No	5	5	0
Net Pay	Not applicable	0	0	170

Here is an explanation of the example:

- D1 in January = 5.

Since D1 = 10% of E1, D1 would normally = 10 in January, but since Net Pay cannot go below zero and E1 = 100 and D2 = 95, the maximum amount that D1 can equal in January is 5. The outstanding amount of 5 is brought over to D1_ANT (Amount Not Taken), D1_ATAR (Amount to Add to Arrears), and D1_ARR (Arrears accumulator).

- E1 for February is 300.

This is calculated as 200 (E1 February original amount) + 100 (forwarded delta amount from January) = 300

- D1 in February is 35.

This is calculated as: 30 (10% of E1 in February) + 5 Payback Amount (January value of D1_ARR is carried over to February) = 35.

- The total amount that should be deducted for D1 is 40, which represents the sum of the two months: D1 = 5 (January) + 35 (February) = 40.

You can also validate that this retroactive calculation is correct in the following way: Since D1 = 10% of E1, add the total of the original amounts for E1 for both months: 100 (January) + 300 (February) = 400. Therefore, D1 = 40 (10% of 400).

Understanding Payback Processing

If there is a positive input row with *Do Not Process* instructions for a deduction and an arrears balance exists, the system attempts to collect it, as long as the deduction is still on the process list and net pay is sufficient.

When generation control is checked for an element and does not indicate for an element to be resolved, payback processing still occurs if there is an arrears balance and the Arrears Payback Controlled By option is set to *All Pay Runs*.

The arrears balance being considered for payback processing does not include the new amount that was added to the arrears balance.

Payback Processing and Eligibility

Payback processing does not look at a payee's eligibility for a deduction. If a payee has an arrears balance, the system attempts to collect it, as long as the deduction is still in the process list and net pay is sufficient. For example, if a payee who has an arrears balance changes eligibility groups, and the deduction element does not belong to the new eligibility group, the system still processes the payback.

Example: Arrears and Payback Processing

In this example, assume the following:

- Net Pay = 100.
- Deduction = 120.
- Beginning Arrears Balance = 50.
- Perform Net Pay Validation is selected, Partial Amount Allowed is not selected, Deduction Arrears Allowed is selected, and the Payback Option is set to No Limit.

The deduction and Add to Arrears would be:

- Amount Not Taken = 120.
- Add to Arrears = 120.
- Deduction = 0.

The payback processing would be:

- Beginning arrears balance to consider for payback purposes = 50.
- Net Pay = 100.
- Payback is set to 50.
- The payback is added to the deduction ($0 + 50 = 50$).

The arrears accumulator would be calculated as follows:

- Beginning balance = 50.
- Add to Arrears = 120.
- Payback Amount = 50.
- Formula: Beginning Balance + Add to Arrears – Payback Amount.

$$50 + 120 - 50 = 120.$$

Deduction Name Page

Use the Deduction Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name

You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN). However, the Deduction Name pages contains some additional fields that apply only to deductions.

The Deduction Name page is similar to the Earnings Name page.

Related Links

[Earnings Name Page](#)

Deductions - User Fields Page

Use the Deductions - User Fields page (GP_PIN_USR_FLD_SEC) to define user fields to create unique instances of an element.

Navigation

Click the User Fields link on the Deduction Name page.

The Deductions - User Fields page is similar to the Earnings - User Fields page.

Important! If a deduction is defined with user fields, the system automatically transfers these fields to the deduction's auto-generated arrears accumulator as user keys. If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields.

Related Links

[Earnings - User Fields for Element <name> Page](#)

Deductions - Calculation Rules Page

Use the Deductions Calculation page (GP_ERN_DED_CALC) to define calculation rules for a deduction element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation

The Deductions - Calculation Rules page is similar to the Earnings - Calculation page.

Related Links

[Earnings - Calculation Page](#)

Deductions - Rounding/Proration Page

Use the Deductions - Rounding/Proration page (GP_ERN_DED_RND) to specify rounding and proration options for a deduction element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Rounding/Proration

The Deductions - Rounding/Proration page is similar to the Earnings - Rounding/Proration page.

Related Links

[Earnings - Rounding/Prorations Page](#)

Deductions - Arrears Page

Use the Deductions - Arrears page (GP_ERN_DED_ARR) to specify what to do when available net pay is insufficient to cover the deduction, how to pay back arrears, and how the third-party recipient is to be paid, if there is an arrears balance.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Arrears

Image: Deductions - Arrears page

This example illustrates the fields and controls on the Deductions - Arrears page.

The screenshot displays the 'Deductions - Arrears' page for element 'K0TAX1' (Tax1). The page is divided into several sections:

- Definition:** Includes 'Effective Date' (01/01/1990), 'Perform Net Pay Validation' (checked), 'Priority Order' (999), and 'Find | View All First 1 of 1 Last'.
- Net Pay Validation Method:** Includes 'Partial Amount Allowed' (unchecked), 'Use Remaining Net' (selected), 'Set Via Formula' (selected), 'Partial Formula Element' (text field), and 'Deduction Arrears Allowed' (unchecked).
- Arrears Payback Option:** Includes 'No Limit' (selected), 'Use Specified Amount' (unchecked), 'Payback Type' (dropdown), and 'Payback Element' (text field).
- Third Party Transfer:** Includes 'Amount Taken' (selected) and 'Amount Calculated' (unchecked).
- Arrears Payback Controlled By:** Includes 'All Pay Runs' (selected) and 'Deduction Schedule' (unchecked).

Perform Net Pay Validation

Select to enable net pay validation for this deduction. Net pay validation prevents the system from reducing net pay below zero or a defined minimum when a payee's net pay is

insufficient to cover the deduction. (You can select Partial Amount Allowed and Deduction Arrears Allowed to specify whether the deduction is to be taken and how much is to be taken.)

If you do not select this check box, the system takes the full amount of the deduction, even if net pay becomes negative. You must define what to do with the negative balance.

To prevent net pay from dropping below a minimum amount other than zero, define the minimum on the Process List - Definition page.

Note: Other fields on this page are available for entry only if you select this check box.

See [Setting Up Process Lists](#).

Priority Order

Specify the priority of this deduction, relative to other deductions, when the system detects that the payee's net pay is insufficient to cover all deductions. The default value is 999, which is also the maximum value. Deductions with a low priority number have the highest relative priority. For example, the system will try to deduct funds for an element that has a priority of 1, before it tries to cover other deductions.

If more than one deduction has the same priority number, net pay validation is applied to deductions in the order in which they're encountered in the section (that is, in processing sequence). If a deduction has more than one instance, priority order is the reverse of processing order. So, if there are instances 1, 2, and 3 for element D1, processing order would be 1, 2, 3. Net pay validation would follow this order: 3, 2, 1.

Note: This field applies when you base net pay validation on a deduction's priority.

It appears only when a net pay validation formula is associated with the country for which the deduction element is defined or when the deduction is defined for use by all countries. Use the Countries page to select a country's net pay validation formula.

See [Understanding Net Pay Validation and Arrears Processing](#).

Net Pay Validation Method

Your selections in this group box instruct the system on how much, if any, of the deduction should be processed and whether to track the amount not taken as an arrears balance.

Partial Amount Allowed

Select to have the system deduct a partial amount when the deduction exceeds available net pay (or the minimum net defined on the Process List - Definition page). Specify how

much the system is to deduct by selecting one of the following options:

Use Remaining Net: This option causes the system to deduct the remaining available net pay. For example, if a payee has net pay of 100 and the deduction is 120, the system deducts 100. If you defined a minimum net pay, the system does not deduct below the minimum.

Set Via Formula: With this option, the system uses a formula to determine the amount to deduct.

Set Via Formula is especially useful for pretax deductions when you base net pay validation on priority order. You can create a formula that sets the partial amount to an amount that's less than the remaining net, for example, to a third of the remaining net. This can reduce the number of loops the system needs to make through a net pay validation subprocess section. The formula should assign the partial amount to the system element OVRD CURR AMT VAL. Since rounding on the resolved amount happens prior to Net Pay Validation processing, you need to apply rounding to the partial amount, according to your rounding requirements, in this formula. During processing, the system checks to see if the value of this element is greater than zero and less than or equal to the remaining net (system element NET AVAILABLE) taking the minimum net into account. If OVRD CURR AMT VAL is less than zero or greater than NET AVAILABLE, the deduction and payment are put in error.

The formula might look something like this: (sy/NET AVAILABLE / 2) >> $sy/OVRD$ CURR AMT VAL

In this case, the formula determines the partial amount by dividing the remaining net amount that was calculated during the first pass by two.

If you don't select the Partial Amount Allowed check box, and the system can't deduct the entire amount, it will not deduct any of the amount from the payroll. The resolved amount is zero.

Partial Formula Element

If you select Set Via Formula , enter the formula here.

Deduction Arrears Allowed

If you select this check box, and a deduction exceeds available net pay, the system stores the deduction amount in an accumulator (an arrears balance). This is how the system keeps track of the Amount Not Taken (either a partial amount or the entire amount, depending on whether you selected the Partial Amount Allowed option) and knows that it has to take the amount from a future payroll. Indicate how much you want paid back in future payrolls in the Payback Option group box.

If Perform Net Pay Validation is selected, the system always tracks the Amount Not Taken. Only if you select Deduction Arrears Allowed does the Amount Not Taken move into the Add

to Arrears component and become eligible for payback. This in turn adds to the arrears balance.

Third Party Transfer

Indicate how much of the deduction to send to the deduction recipients. (You define recipient information on the Deductions - Recipients page.)

Amount Taken

Select this option if you plan to send only the amount that was resolved for the payee. This does not include any amount stored in the amount not taken component.

Amount Calculated

Select this option to send the amount that was calculated (the resolved amount plus amount not taken).

Example: Comparing Third Party Transfer Methods

The end result of Amount Taken and Amount Calculated is the same, once the arrears amount is paid back. Assume the following:

D1 = Amount Taken; value = 100

D2 = Amount Calculated; value = 100

In period 1, 50 is taken for D1 and zero for D2 because of insufficient net pay. For D1, 50 is sent (the amount taken). For D2 100 is sent (resolved amount plus amount not taken).

In period 2, net pay is sufficient to cover the current and payback amounts for both deductions. D1 resolves to 150 (100 current plus 50 payback). D2 resolves to 200 (100 current plus 100 payback). For D1, 150 is sent (current plus payback); for D2, 100 is sent (current only). After period 2, 200 is sent for each deduction.

Arrears Payback Option

No Limit

Select this option to have the system try to deduct the entire arrears balance. For example, assume a payee has an arrears balance of 200 after the first payroll. If you select No Limit, the next time a payroll is processed, the system tries to deduct 200, the entire amount of the arrears balance. This is known as the Payback Amount.

Use Specified Amount

Select this option to specify the maximum payback amount by entering a numeric value or by selecting a bracket, formula or variable element.

Payback Type

This field is available only when you select Use Specified Amount. Select the type of element that returns the maximum payback amount—that is, the maximum amount the system deducts from each payroll until the arrears balance is zero.

Values are: *Bracket*, *Formula*, *Numeric*, and *Variable*.

Payback Element

Select the element to return the maximum payback amount or enter the numeric value. For variables, brackets, and formulas, only elements with a decimal or monetary field format are allowed.

Note: The system uses the currency that is defined for the element on the Earnings or Deduction Calculation page. If no currency is defined on that page, it uses the currency that is defined on the User Preferences page.

Arrears Payback Controlled By

Specify when paybacks are paid.

All Pay Runs

Select this option to have the arrears payback occur every time a person is paid and for every segment that's processed for that payee, even for periods where generation control conditions exist.

Deduction Schedule

Select to have the system perform the payback function only when the deduction is resolved. For example, you may have a deduction that is scheduled for processing (resolved) only in the first weekly period of every month (for a weekly payroll). If during this period, an arrears is created for the payee, the system will not perform the payback function until the first weekly period of the next month (controlled by generation control). However, if positive input is entered for the nonscheduled periods, the system will perform the payback function.

Related Links

[Entering Positive Input](#)

Deductions - Auto Generated Accumulators Page

Use the Deductions - Auto Generated Accumulators page (GP_AUTOGEN_ACUM) to define characteristics of automatically generated accumulators for a deductions element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Auto Generated Accumulators

The Deductions - Auto Generated Accumulators page is similar to the Earnings - Auto Generated Accumulators page.

Related Links

[Earnings - Auto Generated Accumulators Page](#)

Deductions - Accumulator Periods Page

Use the Deductions - Accumulator Periods page (GP_ERN_DED_ACM_SEC) to define which accumulators the system creates.

Navigation

Click the Accumulator Periods link on the Deductions - Auto Generated Accumulators page.

The Deductions - Accumulator Periods page is similar to the Earnings - Accumulator Periods page.

Related Links

[Earnings - Accumulator Periods for Element <name> Page](#)

Deductions - Generated Elements Page

Use the Deductions - Generated Elements page (GP_AUTOGEN_SEC) to displays the system- generated components and accumulators that have been created for a deduction element.

Navigation

Click the View Generated Elements link on the Deductions - Auto Generated Accumulators page.

The Deductions - Generated Elements page is similar to the Earnings - Generated Elements page.

Related Links

[Earnings - Generated Elements for Element <Name> page](#)

Deductions - Accumulators Page

Use the Deductions - Accumulators page (GP_ERN_DED_AC_ADDL) to indicate the accumulators (already defined in the system) to which the deduction element contributes.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Accumulators

The Deductions - Accumulators page is similar to the Earnings - Accumulators page.

Related Links

[Earnings - Accumulators Page](#)

Deductions - Recipient Page

Use the Deductions - Recipient page (GP_RCP_DED) to select a general recipient for a deduction (the entity that receives all amounts that are withheld from payees for a particular deduction, such as a government agency).

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient

Image: Deductions - Recipient page

This example illustrates the fields and controls on the Deductions - Recipient page.

The screenshot shows the 'Recipient' tab selected in the Oracle HCM interface. The page displays the following information:

- Element Name:** K0TAX1
- Tax1**
- Owner:** PS Non-Mnt
- General Deduction Recipient** section:
 - Effective Date:** 01/01/1990
 - Recipient Selection:** Recipient Name (dropdown menu)
 - *Recipient:** K1RECIP1 (text field with a search icon)
- Internal Revenue Service** (text next to the search icon)

Note: Define the general recipient on the Deduction Recipient page first. If you want to use a formula to identify the recipient, define the formula first.

Recipient Selection

Select the parameter by which you select a recipient for the deduction. Values are:

Recipient Name: Select to make the available values in the Recipient field prompt from the Recipient ID Table.

Recipient by Formula: Select to make the available values in the Recipient field prompt from formula names.

Recipient

Select the recipient for this deduction.

Identify the *general* recipient of all amounts that are withheld for this deduction, if applicable. (You designate a recipient category—general or individual—through the Deduction Recipients component that is described in the Banking section.)

Leave this field blank if you want to assign the recipient at the payee level (as you might with garnishments, for example). Instead, use the Payee Deduction Recipients page to identify the individual recipient(s) of the amounts deducted for a particular payee. If more than one individual recipient is identified for a given payee/deduction (for deductions that have multiple resolutions), you may then use the Element Assignment By Payee or the Payee Assignment By Element page to identify the individual recipient for the instance.

Note: When you assign a general recipient to a deduction, you can override the recipient for a particular payee. This can be done by setting up individual recipients through Payee Deduction Recipients page and then using the Element Assignment By Payee or Payee Assignment By Element as necessary.

Related Links

[Defining Recipients](#)

[Assigning Recipients to Deductions and Payees](#)

Deductions - Supporting Element Overrides Page

Use the Deductions - Supporting Element Overrides page (GP_ELM_DFN_SOVR) to override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Supporting Element Overrides

The Deductions - Supporting Element Overrides page is similar to the Earnings - Supporting Element Overrides page.

Related Links

[Earnings - Supporting Element Overrides Page](#)

Preparing Earnings and Deductions for Processing

After you set up an earning or deduction element, you need to:

- Add the element to an element group.

An element group is a way to group elements for eligibility purposes.

- Add the element to a topic.

Sections define which elements get resolved during processing and the order in which they are resolved.

Related Links

[Defining Element Groups](#)

[Understanding Sections](#)

Configuring Element Overrides

Understanding Element Override Configurations

Global Payroll enables you to configure the following delivered pages:

- Element Detail page (accessible through the Element Assignment By Payee component and the Payee Assignments by Element component, commonly known as the "earning/deduction assignment" pages).
- Positive Input - Details page (accessible through the One Time (Positive Input) component and the Manage Positive Input by Cal component).

You can use the pages as delivered, or:

- Modify them by changing the labels, prompt tables, translate values, and yes/no values to better suit the element you want to override.
- Create an entirely new page and component to replace the Element Detail page. This gives you additional flexibility to define fields, page labels, prompts, and other page elements.

You create an alternate page and component just as you would any other component in PeopleSoft—by using PeopleSoft Application Designer.

See *PeopleTools: PeopleSoft Application Designer Developer's Guide* product documentation.

Modifying the Element Override Components

Two setup components enable you to modify the element override pages. More specifically, through the Configuration by Element and Configuration by Category components, you can:

- Replace the Element Detail page (for earning/deduction assignments) with an alternate component of your own creation (to handle the overrides of loans, garnishments, and bonds, for example).
- Modify the Element Detail page (for earning/deduction assignments) and the Positive Input - Details page (for positive input), with a page that enables you to:
 - Define group box labels for the supporting element overrides.
 - Indicate what supporting element overrides a user can enter.
 - Indicate if a field is required.
 - Indicate any prompts, yes/no values, and translate values that apply, for each supporting element override.
 - Define supporting element override labels.

The following table lists the element override pages that you can modify or replace, and describes the changes that you can make to each:

<i>Element Override Page Name</i>	<i>Access Method</i>	<i>Modify/Replace</i>	<i>Hide/Display Additional Overrides Group Box</i>	<i>Summary</i>
Positive Input - Details	<ul style="list-style-type: none"> Click the Details link on the Positive Input page. Click the Details link on the Positive Input by Calendar page. 	Yes/No	Not applicable	<ul style="list-style-type: none"> Define a descriptive label for the Supporting Element Overrides group box. For example, you can label the group box Car Allowance Overrides which will display as a new group box within the standard Supporting Element Overrides group box. Replace the generic field labels in the Supporting Element Overrides group box with descriptive labels. For example, in place of the field labeled Variable Name, which lists variables by their object name, you can insert a field with a descriptive label, such as State or Company for variables identifying a state or business unit. Link the fields in the Supporting Element Overrides group box to prompts such as Yes/No edit prompts, translate table prompts, and standard prompts. For example, you can define a field for State or Location and link it to a prompt table for states or locations. Define a field as Required to oblige the user to enter data.

Element Detail	<ul style="list-style-type: none"> Click the Element Name link on the Element Assignment page. Click the EmplID link on the Payee Assignments page. Click on Add New Assignment button on Element Assignment page or Payee Assignment page. 	Yes/Yes	Yes	<ul style="list-style-type: none"> Define a descriptive label for the Supporting Element Overrides group box. For example, you can label the group box Car Allowance Overrides instead of Supporting Element Overrides for a specific car allowance. Replace the generic field labels in the Supporting Element Overrides group box with descriptive labels. For example, in place of the field labeled Variable Name, which lists variables by their object name, you can insert a field with a descriptive label, such as State or Company for variables identifying a state or business unit. Link the fields in the Supporting Element Overrides group box to prompts such as Yes/No edit prompts, translate table prompts, and standard prompts. For example, you can define a field for State or Location and link it to a prompt table for states or locations. Define a field as Required to oblige the user to enter data. Configure the Element Detail page to hide or display the fields in the Additional
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				Overrides group box.
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Configuring Element Override Assignments

This topic provides an overview of the setup components and modification steps, and discusses the pages used to create standard and alternate element override components.

Pages Used to Configure Element Overrides

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Configuration by Category	GP_ED_SETUP_CAT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Configuration by Category, Configuration by Category	<p>Define your own label for the Supporting Element Overrides group box. It will appear in the system for elements in the specified element category. It applies to both the Element Detail and the Calendar ID Override page.</p> <p>Specify Element Assignment page (applies to Element Detail only). Using the Standard Page you can control whether the group of Additional Overrides field are to be displayed or not. Using a Custom Page you specify what page you want displayed and any additional search criteria required to transfer to this page.</p> <p>Enter standard element override specifications while indicating if you want the Supporting Element Override fields to appear the same on the Element Detail or the Positive Input - Details pages, or both.</p>

Page Name	Definition Name	Navigation	Usage
Configuration by Element	GP_ED_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Configuration by Element, Configuration by Element	<p>Define your own label for the Supporting Element Overrides group box. It will appear in the system for elements in the specified element category. It applies to both the Element Detail and the Calendar ID Override page.</p> <p>Specify Element Assignment page (applies to Element Detail only). Using the Standard Page you can control whether the group of Additional Overrides field are to be displayed or not. Using a Custom Page you specify what page you want displayed and any additional search criteria required to transfer to this page.</p> <p>Enter standard element override specifications while indicating if you want the Supporting Element Override fields to appear the same on the Element Detail or the Positive Input - Details pages, or both.</p> <p>The page is similar to the Configuration by Category page.</p>

Understanding the Setup Components

PeopleSoft delivers two similar components through which you can modify or replace the supporting element override components:

- Configuration by Element
- Configuration by Category

You can do the following for both components:

- Select option *Both* on field Override applies to to define supporting element override changes that apply equally to both the Element Detail page and the Positive Input - Details page.
- Select option *Element Assignment* on field Override applies to to modify the Element Details page (accessible through the Element Assignment By Payee component and the Payee Assignments by Element component).
- Select option *Positive Input* on field Override applies to to modify the Positive Input - Details page (accessible through the positive input components).

Note: When setting up Configuration by Element you may work with Earning or Deduction elements that only allow data to be entered at the Element Assignment level or only via Positive Input. In these cases the page will restrict your options and only allow you to configure overrides that are applicable to one of these pages.

Note: If you configuration a display template for a category such as lets say "TAX" and you also configure a display template for specific to an element of that category, the configuration made at the element level takes priority. So, in other words, if you have 15 elements within a given category and 14 of these need one display template while a single one needs another, you only need to 2 separate configuration to cover your needs.

Understanding Standard Modification Steps

To *modify* an element override component:

1. Access the Configuration by Element component or the Configuration by Category component for the element.
2. On the Override Frame Label group box, define your own element override group box label using the Label Type.

If option *Message Catalog* is selected as Label Type, other fields like Message Set and Message Number are available. If option *Static Text* is selected as Label Type, only field Label is available.

3. If you plan to create a standard override for both earning/deduction assignments and positive input, and the override information is the same for each, select option *Both* on Override applies to field.
4. If you have different specifications for earning/deduction assignment overrides and positive input overrides, the drop-down field Override applies to has an option to select *Element Assignment* or *Positive Input*.
5. Save the component.

Understanding Alternate Component Modification Steps

To create an alternate component and use it to replace the existing Element Detail page for an element:

1. Create a replacement component using PeopleSoft Application Designer.

See *PeopleTools: PeopleSoft Application Designer Developer's Guide* product documentation.

2. Access the Configuration by Element component, or the Configuration by Category component for the element.
3. On the Common Settings page, define your own element override group box label using the Label Type, Message Set, Message Number, and Label fields on the Override Frame Label group box. This will apply to the Positive Input - Details page only, since you are replacing the Element Detail page with an alternate component.
4. On the Element Assignment Page group box, select the Use Alternate Page option.

When switching from Use Standard Page to Use Alternate Page option, the system will evaluate the content of the Standard Page and Positive Input Overrides list, as this list will now only apply to

the display of the Positive Input page. If entries are found that are set to control the display of the Standard Element Assignment page, these will be removed and the following warning is displayed.

"Changing the Element Assignment Page will clear the element override list. (17000,136)

By changing the setup to use a Custom data entry page, the list of overrides now only applies to the entering of Positive Input. Any rows listed as applying to Element Assignment or to Both (Element Assignment and Positive Input) will be removed.

In order to complete the change click OK, to cancel the change and retain the current data, click Cancel.

Click OK to *Use Alternate Page* option.

5. In the Content Reference Name field, enter the Content Reference as defined under PeopleTools, Portal, Structure, and Content that you defined in step 1.
6. Make any modifications on the Standard Page and Positive Input Overrides grid when using the Configuration by Category. On Configuration by Element, make any modifications on the Positive Input Overrides grid. Only *Positive Input* option is available on the Override applies to field.

Note: You cannot replace the Positive Input - Details page with an alternate component. Modification to the Positive Input - Details page is limited to modifying the fields, labels, and prompts, in the Element Overrides group box only.

7. Save the component.

Configuration by Category Page

Use the Configuration by Category page (GP_ED_SETUP_CAT) to define your own label for the Supporting Element Overrides group box.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Configuration by Category, Configuration by Category

The label you create on the Configuration by Category page will appear in the system for elements in the specified element category. It applies to both the Element Detail and the Calendar ID Override page. Specify Element Assignment page (applies to Element Detail only). Using the Standard Page you can control whether the group of Additional Overrides field are to be displayed or not. Using a Custom Page you specify what page you want displayed and any additional search criteria required to transfer to this

page. Enter standard element override specifications while indicating if you want the Supporting Element Override fields to appear the same on the Element Detail or the Positive Input - Details pages, or both.

Image: Configuration by Category page

This example illustrates the fields and controls on the Configuration by Category page.

Configuration by Category

Country AUS Australia
 Category LA Loans and Advances
 Entry Type Deduction

Label

☒ Use Standard Page ☐ Use Alternate Page ☒ Show Additional Overrides

Content Reference Name

Standard Page and Positive Input Overrides Personalize | Find | View All | First 1 of 1 Last

Display Order	Override Applies To	Entry Type	Element Name	Description
10	Element Assignment	Variable	LIM VR GOAL LIMIT	Goal Limit

Override Frame Label

*Label Type
 *Label

Note: This sample page shows the Configuration by Category page. This page is very similar to the Configuration by Element page.

Country

Displays the country for which you are configuring the element override pages.

Category

When you access the Configuration by Category page, the system displays the category of elements (earnings or deductions) for which you are modifying the element override components.

Note: You define element categories on the Category Types page.

You assign categories to elements on the element name page (GP_PIN).

Entry Type

Displays the entry type for which you are modifying the element override components.

Valid values are:

- *Earnings*
- *Deductions*

Note: Entry Type may be left blank (if the same configuration is desired for all elements of a category whether they are Earnings or Deductions, define a single setup for this Category leaving the Entry Type field empty).

Element Name

When you access the Configuration by Element page, the system displays the element for which you are modifying the element override page.

Label

Use fields in this group box to use the standard page or to point an entirely new component to replace the Element Detail page or the Positive Input - Details page. These give you additional flexibility to define fields, page labels, prompts, and other page elements.

Use Standard Page

Select if you want to configure, but not replace, the element override page for a specific element.

Use Alternate Page

Select to designate an alternate page and component to replace the Element Detail page and the Positive Input - Details page for a specific element.

If you select this option, you must enter the portal definition of the alternate component in the Content Reference Name field.

Note: You must create the alternate page, component and portal content reference prior to selecting it on this page.

See *PeopleTools: PeopleSoft Application Designer Developer's Guide* product documentation.

Content Reference Name

Enter the name of the content reference you have created to replace the standard Element Detail page and the Positive Input - Details page.

This field is only available if you have indicated Use Alternate Page.

Show Additional Overrides

Select to display the existing fields in the Additional Overrides group box on the Element Detail page and the Positive Input - Details page.

This field is only relevant when Use Standard Page is indicated.

Standard Page and Positive Input Overrides

Use the fields in the Standard Page and Positive Input Overrides group box on the Configuration by Category page to specify the same element override modification rules for both the earning/deduction assignment entries, and positive input entries. Specifically, use the Element tab and the Controls tab to define:

- The supporting elements you want users to be able to override on the Element Detail page and the Positive Input - Details page.
- The order in which supporting elements appear on the Element Detail page and the Positive Input - Details page.
- Prompts and required fields.

Display Order

Enter a sequence number to define the order in which the override elements appear on the Element Detail page and the Positive Input - Details page.

Note: Override elements will be listed in ascending display order.

Override applies to

Enter one of the following values:

- *Both* to define supporting element override changes that apply equally to both the Element Detail page and the Positive Input - Details page.
- *Element Assignment* to modify the Element Details page (accessible through the Element Assignment By Payee component and the Payee Assignments by Element component).
- *Positive Input* to modify the Positive Input - Details page (accessible through the positive input components).

Entry Type

Enter the kind of supporting element for which you want to enter override on the Element Detail page and the Positive Input - Details page.

The only Entry Type available for override with Element Assignments is *Variable*. For Positive Input, you can choose either *SystemElem* or *Variable*.

Element Name

Enter the name of the element corresponding to the specified entry type.

Only elements that are set up to allow overrides at the payee level are included in the prompt.

In addition, no monetary type variable elements are allowed if option *Element Assignment* or *Both* on Overrides applies to. Overrides that apply to Positive Input only allow entry of Monetary variables.

Override required with

Valid values are:

- *Both*: Select to make the element required on the Element Detail page and the Positive Input - Details page.
- *Element Assignment*: Select to make the element required on the Element Detail page.

- *Positive Input*: Select to make the element required on the Positive Input - Details page.

When selected, a user cannot save the Element Detail and/or the Calendar ID Override Detail page without having to enter a value for this element.

Note: Zero is not considered an actual value for a numeric field, so if you make a numeric element required, a user cannot enter zero for that element on the Element Detail or Calendar Override Details page.

Edit Type

Use this field to associate prompt table edits with the supporting element specified in the Element Name field.

Enter one of the following values:

- *No Prompt*

Select if you do not want to associate a table edit with the supporting element.

- *Xlat Value*

Select if you want to associate a translate table edit with the supporting element.

If you select this option, you must identify the translate table in the Prompt View Name field.

- *Yes/No*

Select if you want to associate a Yes/No edit with the supporting element.

If you select *Yes/No*, a check box will appear next to the field for the supporting element override on the Element Detail page and the Positive Input - Details page.

- *Prompt*

Select if you want to associate a prompt table edit with the supporting element.

If you select this option, you must identify the prompt view in the Prompt View Name field.

Field Label Type

Select one of the following options:

- *Description*

If you select *Description*, the supporting element short description appears in the Field Label as display only.

- *Element Name*

If you select *Element Name*, the Field Label is blank and display only.

- *Static Text*

If you select *Static Text*, you must enter an alphanumeric value up to 30 characters in length in the Field Label.

Note: The element will be presented on the Element Assignment Detail or Calendar Override page using the elements description or name as label.

Field Label

When Field Label Type of *Static Text* is selected, you must enter an alphanumeric string between 1 and 30 characters in length. This text will be used as Label when presenting this field on the Element Detail and/or Calendar ID Override page.

Access the Configuration by Element page.

Override Frame Label

Use the following fields to define a descriptive label to replace the generic Supporting Element Overrides group box label on the Element Detail page and the Positive Input - Details page.

Note: The system references these values for delivered or standard supporting element override components.

Label Type

Select one of the following options:

- *Static Text*

If you select *Static Text*, you must enter a static label in the Label field.

- *Message Catalog*

If you select *Message Catalog*, you must specify the message set and message number of the new label.

When you enter the message set and number, the system displays the associated label.

Message Set

Select the message set containing the label you want to display on the Element Detail page and the Positive Input - Details page.

This field becomes available when you select a Label Type of *Message Catalog*.

Message Number

Select the message number corresponding to the label you want to display on the Element Detail page and the Positive Input - Details page.

Label

This field becomes available when you select a Label Type of *Message Catalog*.

Enter the label you want to display on the Element Detail page and the Positive Input - Details page.

This field becomes available when you select a Label Type of *Static Text*.

Configuration by Element Page

Use the Configuration by Element page (GP_ED_SETUP) to:

- Define your own label for the Supporting Element Overrides group box.
- Specify standard page and positive input overrides.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Configuration by Element, Configuration by Element

The label that you define here will appear in the system for elements in the specified element category. It applies to both the Element Detail and the Calendar ID Override page.

You can also use this page to specify standard page and positive input overrides (applies to Element Detail only). Using the Standard Page, you can control whether the group of Additional Overrides field are to be displayed or not. Using a Custom Page you specify what page you want displayed and any additional search criteria required to transfer to this page. Enter standard element override specifications while indicating if you want the Supporting Element Override fields to appear the same on the Element Detail or the Positive Input - Details pages, or both.

The Element level configuration may be done for an Earning or Deduction that allows overrides at the Payee (Element Assignment) level, or the Positive Input (Calendar ID Overrides) level, but not both.

This topic shows the Configuration by Element page as it will be rendered for:

- Payee level overrides only.
- Positive Input level overrides only.

Payee Level Overrides Only

In the case of an element that allows overrides only at the *Payee* level (and not at the Positive Input level) the Configuration by Element page appears as follows:

Image: Configuration By Element page: Payee Level Overrides (1 of 2)

This example illustrates the fields and controls on the Configuration By Element page: Payee Level Overrides (1 of 2).

The screenshot shows the 'Configuration by Element' page. At the top, the 'Element Name' is 'TC ER TXCRD1' and the 'Country' is 'GBR'. A red warning message states: 'This element does not allow one-time overrides. It only allows entry of longer term element assignment for the payee. Select the link above to review the element definition. Modify it, if applicable, to allow this by enabling override by Positive Input.' Below this is the 'Element Assignment Page' section with two radio buttons: 'Use Standard Page' (selected) and 'Use Alternate Page'. A 'Content Reference Name' field is next to the 'Use Alternate Page' option. A 'Show Additional Overrides' checkbox is checked. Below this is the 'Standard Page and Positive Input Overrides' section with a table. The table has columns: 'Display Order', 'Override Applies To', 'Entry Type', 'Element Name', and 'Description'. There are two rows: one for 'TAX VR PERIOD' (Tax Period Number) and one for 'TAX VR TXBASIS' (Tax Basis). At the bottom is the 'Override Frame Label' section with a '*Label Type' dropdown set to 'Static Text' and a '*Label' text field containing 'Tax Credit'.

Image: Configuration By Element page: Payee Level Overrides (2 of 2), Controls tab

This example illustrates the fields and controls on the Configuration By Element page: Positive Input Level Overrides (2 of 2), Controls tab.

The screenshot shows the 'Standard Page and Positive Input Overrides' section with the 'Controls' tab selected. It displays a table with columns: 'Element Name', 'Override Required With', '*Edit Type', 'Prompt View Name', '*Field Label Type', and 'Static Text Label'. There are two rows: one for 'TAX VR PERIOD' and one for 'TAX VR TXBASIS'. Both rows have 'No Prompt' selected for the '*Edit Type' and 'Use Description' selected for the '*Field Label Type'.

Element Assignment Page

Use fields in this group box to use the standard page or to point an entirely new component to replace the Element Detail page or the Positive Input - Details page. These give you additional flexibility to define fields, page labels, prompts, and other page elements.

Use Standard Page

Select if you want to configure, but not replace, the element override page for a specific element.

Use Alternate Page

Select to designate an alternate page and component to replace the Element Detail page and the Positive Input - Details page for a specific element.

If you select this option, you must enter the portal definition of the alternate component in the Content Reference Name field.

Note: You must create the alternate page, component and portal content reference prior to selecting it on this page.

See *PeopleTools: PeopleSoft Application Designer Developer's Guide* product documentation.

Content Reference Name

Enter the name of the content reference you have created to replace the standard Element Detail page and the Positive Input - Details page.

This field is only available if you have indicated Use Alternate Page.

Show Additional Overrides

Select to display the existing fields in the Additional Overrides group box on the Element Detail page and the Positive Input - Details page.

This field is only relevant when Use Standard Page is indicated.

Standard Page and Positive Input Overrides

Use the fields in the Element Assignment Page Overrides group box to specify the same element override modification rules for the earning/deduction assignment entries. Specifically, use the Element tab and the Controls tab to define:

- The supporting elements you want users to be able to override on the Element Detail page.
- The order in which supporting elements appear on the Element Detail page.
- Prompts and required fields.

Display Order

Enter a sequence number to define the order in which the override elements appear on the Element Detail page.

Note: Override elements will be listed in ascending display order.

Element Name

Enter the name of the element corresponding to the specified entry type.

Only elements that are set up to allow overrides at the payee level are included in the prompt. In addition, no monetary type variable elements are allowed.

Override required with

Valid values are:

- *Both:* Select to make the element required on the Element Detail page and the Positive Input - Details page.
- *Element Assignment:* Select to make the element required on the Element Detail page.
- *Positive Input:* Select to make the element required on the Positive Input - Details page.

When selected, a user cannot save the Element Detail and/or the Calendar ID Override Detail page without having to enter a value for this element.

Note: Zero is not considered an actual value for a numeric field, so if you make a numeric element required, a user cannot enter zero for that element on the Element Detail or Calendar Override Details page.

Edit Type

Use this field to associate prompt table edits with the supporting element specified in the Element Name field.

Enter one of the following values:

- *No Prompt*

Select if you do not want to associate a table edit with the supporting element.

- *Xlat Value*

Select if you want to associate a translate table edit with the supporting element.

If you select this option, you must identify the translate table in the Prompt View Name field.

- *Yes/No*

Select if you want to associate a Yes/No edit with the supporting element.

If you select *Yes/No*, a check box will appear next to the field for the supporting element override on the Element Detail page.

- *Prompt*

Select if you want to associate a prompt table edit with the supporting element.

If you select this option, you must identify the prompt view in the Prompt View Name field.

Field Label Type

Select one of the following options:

- *Description*

If you select *Description*, the supporting element short description appears in the Field Label as display only.

- *Element Name*

If you select *Element Name*, the Field Label is blank and display only.

- *Static Text*

If you select *Static Text*, you must enter an alphanumeric value up to 30 characters in length in the Field Label.

Field Label

When *Field Label Type* or *Static Text* is selected, you must enter an alphanumeric string between 1 and 30 characters in length. This text will be used as Label when presenting this field on the Element Detail and/or Calendar ID Override page.

Override Frame Label

Use the following fields to define a descriptive label to replace the generic Supporting Element Overrides group box label on the Element Detail page.

Note: The system references these values for delivered or standard supporting element override components.

Label Type

Select one of the following options:

- *Static Text*

If you select *Static Text*, you must enter a static label in the Label field.

- *Message Catalog*

If you select *Message Catalog*, you must specify the message set and message number of the new label.

When you enter the message set and number, the system displays the associated label.

Message Set

Select the message set containing the label you want to display on the Element Detail page.

This field becomes available when you select *Message Catalog* as the option for field Label Type.

Message Number

Select the message number corresponding to the label you want to display on the Element Detail page.

This field becomes available when you select *Message Catalog* as the option for field Label Type.

Label

Enter the label you want to display on the Element Detail page.

This field becomes available when you select *Static Text* as the option for field Label Type.

Positive Input Level Overrides Only

In the case of an element that allows overrides only at the *Positive Input* level (and not at the Payee level) the Configuration by Element page appears as follows.

Image: Configuration By Element page: Positive Input Level Overrides (1 of 2)

This example illustrates the fields and controls on the Configuration By Element page for Positive Input Level Overrides (1 of 2).

The screenshot shows the 'Configuration by Element' page for 'REVENUE AVPE' (Permanent Advance) in country 'FRA'. A red warning message states: 'This element does not allow long-term Element Assignments. It only allows the entry of Positive Input. Select the link above to review the element definition. Modify it, if applicable, to allow Element Assignment by enabling override at the payee level.' The page has tabs for 'Element', 'Controls', and 'Overrides'. The 'Element' tab is active, showing a table of overrides.

*Display Order	*Override Applies To	*Entry Type	*Element Name	Description
10	Positive Input	Variable	PRE VR CAPITAL	Initial capital of the Loan
20	Positive Input	Variable	PRE VR REMB AVPE	Reimburs. Permanent Advance

Below the table is the 'Override Frame Label' section with fields for *Label Type (Message Catalog), *Message Set (17141), and *Message Number (321) Permanent Advance.

Image: Configuration By Element page: Positive Input Level Overrides (2 of 2), Controls tab

This example illustrates the fields and controls on the Configuration By Element page: Positive Input Level Overrides (2 of 2).

The screenshot shows the 'Controls' tab of the 'Configuration by Element' page. It displays a table for 'Standard Page and Positive Input Overrides'.

Element Name	Override Required With	*Edit Type	Prompt View Name	*Field Label Type	Static Text Label
PRE VR CAPITAL		No Prompt		Use Description	Initial capital of the Loan
PRE VR REMB AVPE		No Prompt		Use Description	Reimburs. Permanent Advance

Display Order

Enter a sequence number to define the order in which the override elements appear on the Positive Input - Details page.

Note: Override elements will be listed in ascending display order.

Element Entry Type

Enter the kind of supporting elements for which you want to enter overrides on the Positive Input - Details page.

Select from the following options:

- *Variable*
- *SystemElem*

Element Name

Enter the name of the element.

Only elements that are set up to allow overrides at the payee level are included in the prompt.

Override required with

Valid values are:

- *Both*: Select to make the element required on the Element Detail page and the Positive Input - Details page.
- *Element Assignment*: Select to make the element required on the Element Detail page.
- *Positive Input*: Select to make the element required on the Positive Input - Details page.

When selected, a user cannot save the Element Detail and/or the Calendar ID Override Detail page without having to enter a value for this element.

Note: Zero is not considered an actual value for a numeric field, so if you make a numeric element required, a user cannot enter zero for that element on the Element Detail or Calendar Override Details page.

Edit Type

Use this field to associate prompt table edits with the supporting element specified in the Element Name field.

Enter one of the following values:

- *No Prompt*

Select if you do not want to associate a table edit with the supporting element.

- *Xlat Value*

Select if you want to associate a translate table edit with the supporting element. If you select this option, you must identify the translate table in the Prompt View Name field.

- *Yes/No*

Select if you want to associate a Yes/No edit with the supporting element. If you select *Yes/No*, a check box will appear next to the field for the supporting element override on the Positive Input - Details page.

- *Prompt*

Select if you want to associate a prompt table edit with the supporting element. If you select this option, you must identify the prompt view in the Prompt View Name field.

Field Label Type

Select one of the following options:

- *Description*

If you select *Description*, the supporting element short description appears in the Field Label as display only.

- *Element Name*

If you select *Element Name*, the Field Label is blank and display only.

- *Static Text*

If you select *Static Text*, you must enter an alphanumeric value up to 30 characters in length in the Field Label.

Note: The element will be presented on the Element Assignment Detail or Calendar Override page using the elements description or name as label.

Field Label

When Field Label Type of *Static Text* is selected, you must enter an alphanumeric string between 1 and 30 characters in length.

This text will be used as Label when presenting this field on the Element Detail and/or Calendar ID Override page.

Reviewing Standard Component Override Examples

To modify the appearance of an element override detail page, for either an earning/deduction assignment, or positive input entry, you can create a *standard* component override by selecting option *Use Standard Page* on the Element Assignment Page group box. For example, if you want to modify the appearance of the Supporting Element Overrides group box on both the Positive Input - Details page and the Element

Detail page for a given element or element category, you could define using the Standard Page and Positive Input Overrides grid.

Image: Example of Standard Page and Positive Input Overrides with option Use Standard Page

This example illustrates the fields and controls on the Example of Standard Page and Positive Input Overrides with option Use Standard Page.

Configuration by Category

Country: AUS Australia
 Category: SUP Superannuation
 Entry Type: Deduction

Element Assignment Page

☒ Use Standard Page ☒ Show Additional Overrides
☐ Use Alternate Page Content Reference Name:

Standard Page and Positive Input Overrides Customize | Find | View All | First 1-5 of 7 Last

Element	Controls					
*Display Order	Override Applies To	*Entry Type	Element Name	Description		
10	Element Assignment	Variable	SUP VR MINEARN YN	Super minimum earnings Yes/No	+	-
20	Element Assignment	Variable	SUP VR MINEARN AMT	Super Minimum Earnings Amt	+	-
30	Element Assignment	Variable	SUP VR MAXEARN Y/N	Super Maximum Earnings Yes/No	+	-
40	Element Assignment	Variable	SUP VR MAXEARN AMT	Super Maximum Earn Amt	+	-
50	Element Assignment	Variable	SUP VR AGEBSO YN	Super Age Based Yes/No	+	-

Override Frame Label

*Label Type: Static Text
 *Label: Superannuation Override

Image: Example of tab for Standard Page and Positive Input Overrides

This example illustrates the fields and controls on the Example of tab for Standard Page and Positive Input Overrides.

Standard Page and Positive Input Overrides Customize | Find | View All | First 1-5 of 7 Last

Element	Controls					
Element Name	Override Required With	*Edit Type	Prompt View Name	*Field Label Type	Static Text Label	
SUP VR MINEARN YN		Yes / No		Static Text	Minimum Earn?	+
SUP VR MINEARN AMT		No Prompt		Static Text	Min Earn Amt	+
SUP VR MAXEARN Y/N		Yes / No		Static Text	Maximum Earn?	+
SUP VR MAXEARN AMT		No Prompt		Static Text	Maz Earn Amt	+
SUP VR AGEBSO YN		Yes / No		Static Text	Age Based?	+

Note: To have the same fields apply or appear on the Positive Input - Details page, select option Positive Input for field Override applies to. If you know you want the same fields to appear on both the Element Detail page and the Calendar Override Details page, select option *Both* for the field Override applies to.

Once you have defined the standard configuration, you can access the Element Assignment By Payee page (or the Payee Assignment By Element page) to assign or override a deduction element that falls within the element category of *Superannuation*:

Image: Example of Element Assignment By Payee page for Standard Component Configuration

This example illustrates the fields and controls on the Example of Element Assignment By Payee page for Standard Component Configuration.

Element Assignment By Payee

Mary Agar ID: KA3001 Empl Record: 0

Selection Criteria

Category:

Entry Type: Element Name:

As of Date:

[Select with Matching Criteria](#)

[Clear](#)

Assignments

[Customize](#) | [Find](#) | | First **1 of 1** Last

Elements Recipient

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance		
ER ADDLSPR	Employer Additional Super	999	07/01/2002	<input type="text"/>	<input type="checkbox"/>	1	+	-

[Add New Assignment](#) [Deduction Recipients](#)

You'll click the Element Name link for *ER ADDLSPR* and access the Element Detail page, where you will see the modified Supporting Element Overrides group box instead of the delivered group box:

Image: Example of Element Detail page

This example illustrates the fields and controls on the Example of Element Detail page.

Element Assignment By Payee			
Element Detail			
Employee ID:	KA3001	Name: Mary Agar	Empl Record: 0
Element Name:	ER ADDLSPR	Employer Additional Super	Instance: 1
Assignment Process Detail			
<input type="checkbox"/> Assignment Is Active		Currency Code:	AUD Australian Dollar
*Process Order:	999	Recipient Tag:	0
*Begin Date:	07/01/2002	End Date:	Previous End Date:
<input type="checkbox"/> Allow Batch Update of End Date		Updated in Payroll Run	
Calculation Information			
Calculation Rule:	Base*Pct		
Base Type:			
Base Element:			
Value:			
Percent Type:			
Percent Element:			
Value:			
Amount Type:			
Amount Element:			
Amount Value:			
Superannuation Override			
		<input type="checkbox"/> Minimum Earn?	
Min Earn Amt:			
		<input type="checkbox"/> Maximum Earn?	
Maz Earn Amt:			
		<input type="checkbox"/> Age Based?	
		<input type="checkbox"/> Under 18?	
		<input type="checkbox"/> 70 & Over?	
Additional Overrides			
*Frequency Option:	Use Element Frequency		
Frequency:			
*Generation Option:	Use Element Generation Control		
Generation Control:			

Notice that above, the Supporting Element Overrides group box and fields are user-defined. The group box is now named *Superannuation Override*, and the fields within the group box have the user-defined labels we defined previously on the Standard Page and Positive Input Overrides grid. Also note that on the Element Assignment Page group box, since the Show Additional Overrides check box was selected, that following the Superannuation Override group box is the group box for Additional Overrides. If the check box was deselected, this group box would not appear at all.

Note: In our example, because the option *Element Assignment* was selected for field Overrides applies to, the delivered Positive Input - Details page (accessible through the positive input pages) will not be modified.

Reviewing Alternate Component Override Examples

To replace an element override detail page altogether (for earning/deduction assignment overrides only), you can create a "replacement" alternate component in PeopleSoft Application Designer, and then create a configuration rule for an element or element category that points to the replacement component. For example, if you want to replace the override details page for the PENSION AL 1 element with a component of your own design, you could define as follows:

Enter your replacement component's content reference name:

Image: Example of where to enter your content reference name

This example illustrates the fields and controls on the Example of where to enter your content reference name.

Configuration by Element

Element Name: PENSION AL 1 [Garnishment - Alimony 1](#) Country: FRA

Element Assignment Page

☐ Use Standard Page
 ☒ Show Additional Overrides
 ☒ Use Alternate Page
 Content Reference Name:

Standard Page and Positive Input Overrides [Customize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

*Display Order	*Override Applies To	*Entry Type	Element Name	Description
<input type="checkbox"/>	Both	Variable	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Override Frame Label

*Label Type:

Message Set:

Message Number:

Once you have defined the replacement component, you can access the Element Assignment By Payee page (or the Payee Assignment By Element page) to assign or override the PENSION AL 1 element:

Image: Example of Element Assignment By Payee page for Alternate Component Configuration

This example illustrates the fields and controls on the Example of Element Assignment By Payee page for Alternate Component Configuration.

Element Assignment By Payee

Christophe LAMANTIN ID: GF100ME831 Empl Record: 0

Selection Criteria

Category: Entry Type: **Deduction** Element Name: **PENSION AL 1** Garnishment - Alimony 1
 As of Date: [Select with Matching Criteria](#) [Clear](#)

Assignments Customize | Find | First 1-2 of 2 Last

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance
SALAIRE BASE	Base salary	999	01/01/2001	<input type="text"/>	<input checked="" type="checkbox"/>	1 + -
PENSION AL 1	Garnishment - Alimony 1	999	04/15/2009		<input checked="" type="checkbox"/>	+ -

[Add New Assignment](#) [Deduction Recipients](#)

You'll click the Element Name link for *PENSION AL 1* and access a detail page for the element, where you will see the following replacement component instead of the delivered Element Detail page:

Image: Example of a user defined alternate page

This example illustrates the fields and controls on the Example of a user defined alternate page.

Assign Garnishments FRA

EmplID: GF100ME831 LAMANTIN, Christophe Empl Record: 0

Garnishment Customize | Find | View All | First 1-3 of 3 Last

Garnishment ID	Type	Start Date	Amount
ALIMONY 1	Alimony	01/01/2003	200.00
TAX	Tax	02/01/2003	5000.00
PENAL	Penal	03/01/2003	6000.00

Notice the page title, group box titles, and all of the field labels for this page (HC_GPFR_GAR_DAT_GBL) are user-defined. This page was built by the user in PeopleSoft Application Designer.

Setting Up Accumulators

Understanding Accumulators

This topic discusses:

- Accumulator elements.
- Balance accumulators in batch processing.
- Retroactive processing and accumulators.

Accumulator Elements

Accumulators are elements that store the cumulative values of defined items as they're processed. For example, they can store accrued entitlement balances, gross earnings, and other cumulative values.

Accumulators can be defined:

- Automatically

When you create an earning, deduction, or entitlement element, the system can automatically generate a set of accumulators to track the value of the element over time. Automatically generated accumulators typically accumulate values for a single element. You specify the periods of time that the accumulators are to track.

- Manually

You can create accumulators to track several elements, such as all voluntary deductions or all accrued entitlement. You select the elements that the accumulator is to track and define the period of time that the accumulator is to cover. You can accumulate a single value or multiple values over time.

There are two types of accumulators, those that pertain to a single segment, and those that span several calculation periods:

- Segment accumulators accumulate values during a single gross-to-net calculation.
- Balance accumulators accumulate values over a period of time, such as a month or a year.

Note: You can accumulate values for segment accumulators using old values that are derived from formulas. You cannot, however, accumulate values for balance accumulators using old values from formulas.

Related Links

[Automatically Generated Accumulators](#)

Balance Accumulators in Batch Processing

This topic describes various aspects of how the batch process handles balance accumulators.

Updating Balances

The system loads the value for an accumulator from the end of the previous period. When the accumulator is processed, the value for the current period is added to the historic value to maintain an up-to-date balance. For each period, the batch process pulls forward the accumulator likewise.

Creating New Instances

When defining an accumulator, assign such attributes as level, based-on date, and period to cover—such as calendar year. Level determines whether to keep separate counts per job or across jobs by employee. You can add specifications by adding user keys, such as contract or department. The period and based-on date determine the applicable time period. These attributes determine how and when the batch process creates and keeps separate instances of the same accumulator. The system creates a new instance of balance and segment accumulators anytime that you change the value of a key field. Balance accumulators also spin off a new instance for each new period.

Writing to the Result Tables

How you set up the Accumulator page tells the system whether to write the accumulator to the results tables. The system determines when to drop balance accumulators, using the number of months to maintain after end date and comparing the accumulate through date of each instance with the current pay period begin date.

Related Links

[Understanding Processing Elements](#)

Retroactive Processing and Accumulators

With retroactive processing, you must be aware of several accumulator considerations.

Only segment accumulator deltas can be forwarded, because forwarding a balance accumulator delta can lead to double counting of contributing elements. The calculation period accumulator delta must be forwarded to an earning or a deduction, not an accumulator.

If the retroactive method is corrective, accumulators reflect new retroactive values in the retroactive period by default. If the retroactive method is forwarding, accumulator values in the retroactive period remain unchanged by default and reflect delta values when they're brought in as adjustments in the current period.

Use the Use Corrective check box on the Level page (for automatically generated accumulators, it's on the Earning Accumulators page) to override a general retroactive method of forwarding and make the accumulator behave in a corrective fashion. Define all absence balance accumulators as corrective. This makes it possible for the true balance of the accumulator to be reflected in each period.

Note: Once the accumulator has results stored, the Use Corrective check box is not available for selection. To make the check box available again, you must cancel the payroll calendar that generated results for the accumulator.

Example

An accumulator is used as a limit in a retirement account; its value determines the value of other elements. Assume a current period of December, with retroactivity going back to October. Further assume an original balance of 9,000 at the beginning of October, with no contribution to the retirement account. If the contribution is recalculated as 1,000, that should be reflected in the accumulator balance going into November to prevent further contributions. When the 1,000 delta is brought in as an adjustment in December, it isn't added to the accumulator, because that would cause double counting.

Related Links

[Loading Balance Accumulators](#)

Defining Accumulators

To define accumulators, use the Accumulators (GP_ACCUMULATOR) component.

This topic discusses how to:

- Name an accumulator.
- Define accumulator period and timing information.
- Specify accumulator keys.
- Define the list of elements that contribute to an accumulator.

Pages Used to Define Accumulators

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Accumulator Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name	Name an accumulator element and define its basic parameters.
Accumulators - Definition	GP_ACCUMULATOR_2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Definition	Define the period information and indicate the timing of the accumulator's resolution.
Accumulators - Level	GP_ACCUMULATOR_1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level	Specify keys for accumulators.

Page Name	Definition Name	Navigation	Usage
Members	GP_ACCUMULATOR_3	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members	Define the list of elements that contribute to an accumulator.

Accumulator Name Page

Use the Accumulator Name page (GP_PIN) to name an accumulator element and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name

You must name every element that you create and define its basic parameters on an Element Name page. All element page groups share the same first Element Name page (GP_PIN).

Note: When creating an accumulator, you can select a decimal or monetary field format. Select *monetary* for elements that may be subject to currency conversions and *decimal* for elements that accumulate non monetary values, such as holiday hours or years of service.

Related Links

[Defining Element Names](#)

Accumulators - Definition Page

Use the Accumulators - Definition page (GP_ACCUMULATOR_2) to define the period information and indicate the timing of the accumulator's resolution.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Definition

Image: Accumulators - Definition page

This example illustrates the fields and controls on the Accumulators - Definition page.

Accumulator Name		Definition	Level	Members
Element Name:	K0HOL_YTDA	Holiday		Owner: PS Non-Mnt
Accumulator Period				
*Period:	Year to Date			
*Begin Option:	Use Pay Entity Calendar			
Initialize Rule		Maintain After End Date		
Initialize Rule Element:		Number of Months:		
Accumulate Based On		Accumulator Timing		
*Based On:		<input checked="" type="radio"/> As Contributing <input type="radio"/> As Accumulator Is Encountered <input type="radio"/> At End of Calculation		
Retroactive Behavior		Storage Option		
<input type="checkbox"/> Use Corrective		<input checked="" type="radio"/> All Calculations <input type="radio"/> Absence Calculation <input type="radio"/> Payroll Calculation		

Accumulator Period

An accumulator period is the period for which an accumulator collects and accumulates amounts.

Period

Select from the following options:

Segment: Represents one gross-to-net calculation, or segment. If there's no segmentation, a segment period and a payment period are identical.

Calendar Period: The period begin and end dates come from the current calendar period.

Month to Date: The system collects information monthly.

Quarter to Date: The system collects information quarterly.

Year to Date: The system collects information yearly.

Custom Period: A custom period enables you to create an accumulator that's completely open-ended—an end date is not required, as might a custom period to track an employee's lifetime wages. When you select this option, the Date field

appears for the begin date. Select the element type from the list in this new field.

Begin Option

Select the accumulator's starting point. This field appears if you select *Month to Date*, *Quarter to Date*, or *Year to Date* in the Period field. Values are:

Specify Date: The Begin Month and the Begin Day fields appear. Enter the day and month or select variables to return these values.

Use Paying Entity Calendar and *Use Paying Entity Fiscal:* The system uses the defaults set on the Pay Entity Processing Details page.

Initialize Rule

Initialize Rule Element

Enter a formula element to be invoked when a new instance of an accumulator is created for a new period. This formula must also be a member of the accumulator for its results to be added to the accumulator. For example, at the beginning of a calendar year, you might want to have a YTD accumulator that contains accrued vacation time carry over the previous year's value, with certain limits. The formula that you select here can serve this purpose. When the accumulator for the new year is created, the formula is invoked. If you leave this field blank, no special processing occurs.

Maintain After End Date

Number of Months

Specify how long an accumulator remains in the output results table after its stop date. You can use this to access a previous accumulator value for a current calculation.

Note: If you select *Segment* in the Period field, this field becomes unavailable.

Custom Period End Date Options

These fields are only available for custom period accumulators.

Note: The two fields in this group box work independently.

Set End Date If Zero

Select this option to set the accumulator's end date to the segment end date in the period when the accumulator value equals zero. This lets the system display the accumulator's value when it reaches zero and then cease storing this value in the subsequent period. For example, when tracking an outstanding loan balance, you could use this field to display the balance until it is paid in full. If you select this check box, the system

populates the Duration in Months field to 999 by default (equivalent to no end date).

Duration in Months

Enter the accumulator's length of duration. The custom period ends after this duration. For example, when tracking maternity leave, you could use this field to display the accumulator for a set entitlement number of months. You should not enter a value in this field if you select the Set End Date if Zero check box. If you select the Set End Date If Zero check box, the system will overwrite any value you enter in the Duration in Months field with a value of 999 (equivalent to no end date).

Accumulate Based On

Based On

Select the calendar period date to use when determining the correct period for recording accumulators. Select from *Period Begin Date*, *Period End Date* (default), *Payment Date*, or *Specified Date*. *Specified Date* is commonly used in absence situations. An absence is often linked back to its initial date, even if that was in another period.

Example:

A certain monthly accumulator has one member: E1.

A weekly pay group has these period dates:

Begin Date = January 26, 2000

End Date = February 3, 2000

Payment Date = February 4, 2000

E1 = 100.00

The Based On field value tells the system whether the 100.00 of E1 is added to the monthly value for January or February. If you select *Period Begin Date*, the 100.00 is added to the January balance. If you select *Period End Date*, (or *Payment Date*), the 100.00 is added to the February balance.

Note: This field is available only if you select *Month to Date*, *Quarter to Date*, or *Year to Date* in the Period field.

Retroactive Behavior

Use Corrective

Select to override the behavior of an accumulator when the retroactive method is defined as forwarding. This enables you to change the accumulator's forwarding behavior to corrective.

If Use Corrective is selected, the accumulator behaves in a corrective mode; adjustments are not added to the accumulator in the current period. This is the default value.

You can designate certain balance accumulators as *corrective* to have balances updated at the end of a retroactive recalculation with the newly calculated values of the member elements, rather than waiting to update the balance of the accumulator with the current calculation. This is appropriate when the timing of the balance update is critical to further calculations.

Note: PeopleSoft recommends that you always select the Use Corrective check box on the Accumulators - Level page when you define arrears accumulators. This is because the component that contributes to the accumulator does not itself generate a delta, making double-counts very likely if the accumulator behaves in a forwarding manner.

Note: Once the accumulator has results stored, the Use Corrective check box is not available for selection. To make the check box available again, you must cancel the payroll calendar that generated results for the accumulator.

Accumulator Timing

Select the method for resolving the accumulator. Every accumulator has a list of elements associated with it (defined on the Accumulator Elements page). If you reference the accumulator during processing, the value of the accumulator varies, depending on the time that you specify for the accumulation.

As Contributing

As each contributing element is resolved, the accumulator is updated to reflect the new value. The system adds the value of an element—such as an earning or an entitlement—to the accumulator as the system calculates the element. The accumulator doesn't need to appear on the process list.

As Accumulator is Encountered

The accumulator is resolved whenever it is encountered, for example, within a formula. The accumulator does not need to appear on the process list to be resolved. When a contributing element to an accumulator is resolved, the accumulator itself is not automatically updated with the new value.

At End of Calculation

The accumulator is not updated during the main calculation process, but maintains the value loaded from the end of the last finalized segment. Only after all other elements are resolved does the system update the accumulator to reflect the new, current values of its contributing members. This is done automatically: the accumulator does not need to be on the process list. By default, auto-generated accumulators are defined as *at end of calculation*.

Storage Option

Storage Option

Select the run types during which you can change and store accumulators. Options are:

- *All Calculations:* The accumulator value can be changed during any run type. The value is stored after every run.

Note: Select this option only if truly necessary. Storing values after every run can consume significant storage space.

- *Payroll Calculation:* The accumulator value can be changed during a payroll run only. The value is only stored after a payroll run.
- *Absence Calculation:* The accumulator value can be changed during an absence run only. The value is only stored after an absence run.

Note: The system displays an error message if an accumulator is updated during the inappropriate run type. The error message appears, for example, if you attempt to update an absence accumulator in a payroll run.

Warning! You should select the storage option before performing batch processing. This is to ensure that the method the batch system uses to load accumulator balances is consistent with the results already generated.

Accumulators - Level Page

Use the Accumulators - Level page (GP_ACCUMULATOR_1) to specify keys for accumulators.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level

Image: Accumulators - Level page

This example illustrates the fields and controls on the Accumulators - Level page.

Accumulator Name		Definition		Level		Members	
Element Name:	K0HOL_YTDA		Holiday	Owner:	PS Non-Mnt		
Accumulator Level							
<input type="radio"/> Payee (EMPLID) <input checked="" type="radio"/> Job (EMPLID/EMPL_RCD)							
User Key Type 1:	<input type="text"/>		Key Element 1:	<input type="text"/>			
User Key Type 2:	<input type="text"/>		Key Element 2:	<input type="text"/>			
User Key Type 3:	<input type="text"/>		Key Element 3:	<input type="text"/>			
User Key Type 4:	<input type="text"/>		Key Element 4:	<input type="text"/>			
User Key Type 5:	<input type="text"/>		Key Element 5:	<input type="text"/>			
User Key Type 6:	<input type="text"/>		Key Element 6:	<input type="text"/>			

Payee (EMPLID) (payee employee ID)

Select to have the accumulator store the results for all of a payee's jobs together. This is the default option.

Job (EMPLID/EMPL_RCD) (job employee ID/employee record)

Select to have the system store the results for each job that a payee holds in a separate accumulator with EMPLID/Rcd as a key.

User Key Type

You can define up to six user keys for an accumulator. User keys enable you to track a given accumulator at levels below employee record. For example, you can track an employee's year-to-date earnings by contract number or company.

Enter the type of element for the user key. Values are *Variable* and *SystemElem*.

Key Element

Use these fields to select the elements to use as the accumulator keys. For example, to track an accumulator by company, select the system element COMPANY as a user key, which directs the system to maintain different accumulated numbers for each location of the employee.

The following guidelines apply:

- The system doesn't accumulate employee data across pay groups and pay entities in different countries. Thus, COUNTRY is not a meaningful user key.
- Key values are limited to 25 characters and can be characters, dates, or integers. Before selecting user keys, know how their values are stored in the results table.
- You can use decimal and monetary elements as user keys, but the system uses only the whole number and ignores the decimal part. Negative values are converted and stored as positive values.

Related Links

[Retroactive Processing and Accumulators](#)

[Understanding Absence Setup and Management Tasks](#)

Members Page

Use the Members page (GP_ACCUMULATOR_3) to define the list of elements that contribute to an accumulator.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members

Image: Members page

This example illustrates the fields and controls on the Members page.

Element Type	*Element Name	Description	*Begin Date	End Date	Accumulator Sign
Earnings	K0HOL	Holiday	01/01/1990		Add

Members

Select the Members tab.

Use the fields on this tab to specify which elements contribute to the accumulator's total.

Element Type

Select from the list of element types. Values are *Abs Entitl*, *Array*, *Auto Assgn*, *Bracket*, *Deduction*, *Duration*, *Earnings*, *Formula*, *Seg. Accum*, *System Elem*, and *Variable*.

Element Name

Select elements that contribute to the accumulator's total. An element can accumulate to multiple accumulators; accumulators can contribute to other accumulators.

Begin Date and End Date

Tell the system when a member must start and stop calculating an accumulator.

If this field is blank, the system continues updating the accumulator indefinitely while the elements remain valid.

Accumulator Sign

Select *Add* or *Subtract* to indicate if the element adds to or subtracts from the accumulator.

Contributions

Select the Contributions tab.

Image: Accumulator - Members page: Contributions tab

This example illustrates the fields and controls on the Accumulator - Members page: Contributions tab.

The system lists the elements that you selected on the Members tab.

Percent Type and Percent to Accumulate

Specify the portion of the element's value that the system contributes to or subtracts from the accumulator. Values are:

Numeric: Select to specify a percentage of up to 100 percent. Enter the percentage in the Percent to Accumulate field.

Variable or Formula: Select to have a variable or formula element return the value to accumulate or subtract. Select the variable or formula name in the Element Name field.

Adjusting Accumulator Balances

This topic provides an overview of accumulator adjustments and discusses how to adjust accumulator amounts.

Page Used to Adjust Accumulators

Page Name	Definition Name	Navigation	Usage
Adjust Accumulator Balance	GP_ACM_USER_ADJ	Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Accumulators, Adjust Accumulator Balance	Adjust an accumulator balance for a given payee in a finalized calendar group.

Understanding Accumulator Adjustments

For a given payee in a finalized calendar group, you can:

- Adjust an accumulator's results or add a new instance to the results.
- Insert a new accumulator into the results.

When adjusting accumulator results, adjust the accumulator that's loaded as the starting point for a calculation. For example, say that you finalize the March run, and then realize that an adjustment needs to be made to a March year-to-date accumulator. You make the adjustment. When you process the April run, the system reads the March year-to-date balance with the adjustment and uses it as the starting value for the accumulator. In contrast, if you ran April with a retroactive trigger that caused March to be recalculated, the starting balance would come from February and the adjustment would be ignored.

Adjust Accumulator Balance Page

Use the Adjust Accumulator Balance page (GP_ACM_USER_ADJ) to adjust an accumulator balance for a given payee in a finalized calendar group.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Accumulators, Adjust Accumulator Balance

Image: Adjust Accumulator Balance page

This example illustrates the fields and controls on the Adjust Accumulator Balance page.

Adjust Accumulator Balance

Employee ID: KA0006 Michael O'Reilly Empl Record: 0
 Calendar Group ID: KAM03M06 June Monthly Payroll 2003 Calendar ID: KAM03M06JUNPAY
 Pay Group: KAMONTHLY Monthly Pay Group
 Pay Entity: KAAUSBI Australian Business Institute

Accumulator

Accumulator:

Instances Find | View All First 1 of 1 Last

From Date: Through Date:
 User Key 1: User Key 2:
 User Key 3: User Key 4:
 User Key 5: User Key 6:
 Value: 0.000000 Applied Adjustment: 0.000000
 Accumulator Empl Record: 000

Adjustments Customize | Find | View All First 1 of 1 Last

Amount	Reason	Updated at	Updated by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: You cannot adjust accumulators that are in an unfinalized calendar group.

Accumulator

Accumulator

Select the accumulator to adjust. Once selected, the system displays the accumulator's description to the right of this field and populates the Instances group box with information from the result tables. If no results are returned, the accumulator has no recorded balance for the identified employee record and calendar.

Instances

This group box displays the recorded balance, if any, for the selected employee record and calendar. You can enter new instances to add to the result tables at the end of the calendar ID that appears.

From Date and Through Date	The begin and end dates for the accumulator period.
User Key	The user keys that are associated with the accumulator.
Value	The value of the accumulator for the employee (and employee record) at the end of that calendar ID period.
Accumulator Empl record (accumulator employee record)	This field can be helpful when payees have more than one job. It identifies the employee record number to which the accumulator values pertain.

All accumulator data for an employee ID is passed from one segment to another regardless of job. Therefore, when you access a particular Empl Rcd Nbr to view or adjust the accumulator values that resulted from processing that job, you can view and adjust the accumulator values for the payee's other jobs as well.

As an example, assume that a payee has two jobs:

- Empl_rcd = 0 that pays 1000 each month.
- Empl_rcd = 1 that pays 1100 each month.

Assume also that Empl_rcd is a key for the year-to-date salary accumulator. Now, suppose that you process payroll for two segments: January/Job 1 and January/Job 2. If you were to access the Adjust Accumulator Balance page for Empl_rcd 0 for the January calendar, the system would display a value of 1000 for Accumulator Empl Rcd Nbr 0. (The system provides a snapshot of what it processed for the first segment.) If you were to access this page for Empl_Rcd 1 instead, the system would again display a value of 1000 for Accumulator Empl Rcd Nbr 0. In addition, it would display a value of 1100 for Accumulator Empl Rcd Nbr 1, when you click the link for the next job.

Note: If you adjust the accumulator balance for Empl_rcd 0, Empl_rcd_acum 0, but the last segment processed for the payee was Empl_rcd 1, the system will ignore the adjustment. You should adjust the balance for Empl_rcd 1, Empl_rcd_acum 0 instead, because this balance becomes the source for the next calendar.

Applied Adjustment

The sum of adjustments that have been made to this accumulator instance. When you click Save, this number is updated to reflect all accumulator adjustments that are currently entered in the Adjustments group box.

Adjustments

Amount	Enter the adjustment amount, either positive or negative.
Reason	Enter the reason for the adjustment
Updated At and Updated by	The system populates these fields when you save the page and displays them when you query adjustments.

Note: You can add new instances and adjust accumulators, but you cannot delete entered data. All adjustments remain in the system for an audit trail. To reverse a prior adjustment, enter a row with an offsetting or negative value.

Understanding Absence Management

Understanding Absence Setup and Management Tasks

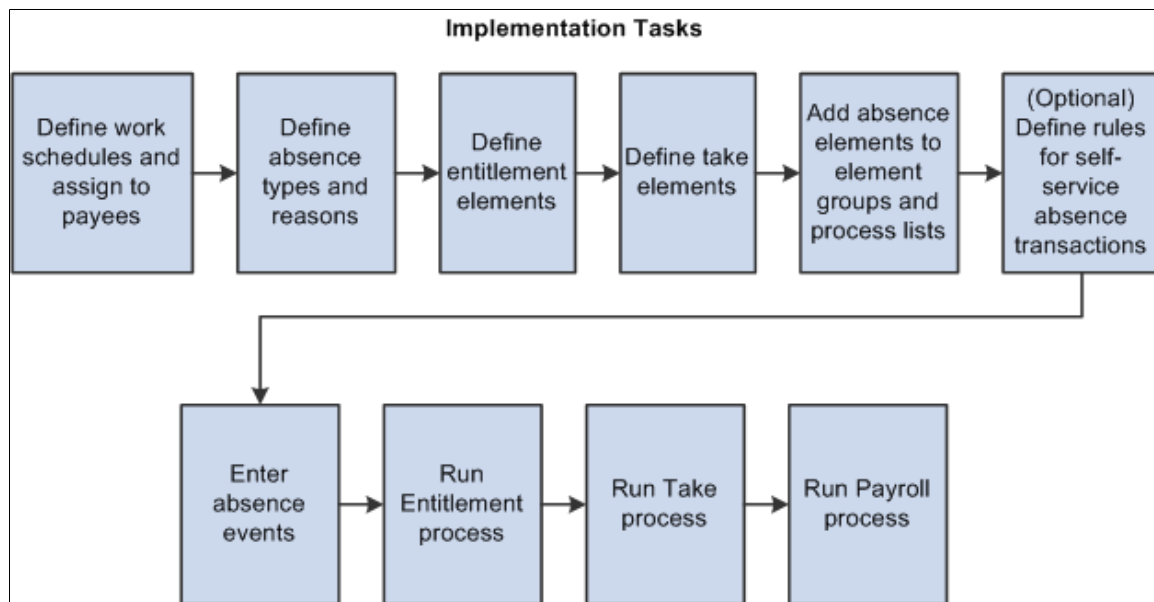
This section provides an overview of absence implementation and ongoing tasks, lists common elements, and discusses the steps for both setup and ongoing tasks.

Absence Implementation and Ongoing Task Overview

Tracking the time that payees are absent from work is critical to producing an accurate payroll. You need to know when payees are out sick, on vacation, or absent for any other reason and whether to pay them for this time.

Image: Absence implementation and ongoing tasks

This flowchart shows the typical sequence of absence setup and management tasks.



Common Elements Used in Absence Setup and Management Tasks

Absence Event

The consecutive period of time that a payee is absent for the same reason. For example, if a payee is out sick Monday through Wednesday, the three-day absence is referred to as an *absence event*.

Adjustment

An increase or decrease that is made to the entitlement balance.

Entitlement

The amount of paid time-off that a payee is entitled to take for each category of absence or each absence event, depending

on your method of accrual. For example, payees in your organization may be entitled to receive 20 vacation days per year.

Entitlement Balance

The amount of unused entitlement.

Take

The amount of time off that a payee takes.

Units

The period of time in which entitlement, take, adjustments, balances, and other absence-related time periods are measured. Typically, units represent either hours or days. You choose the unit of measurement to use.

Setup Tasks

Following is a description of the steps for implementing absence features:

1. Define work schedules and assign to payees.

Work schedules define the hours and days of the week that payees are scheduled to work. This information is important to the absence process because it tells the system whether a reported absence occurred during a scheduled work time. Absences during scheduled work periods may be paid if they meet your organization's absence rules.

2. Define absence types and reasons.

Absence types define the broad categories of absences you want to track, such as illness, vacation, or maternity leave. Within each absence type, you can create a set of absence reasons that further classify absences. For example, if you create an absence type called Illness, you may want to set up reasons such as cold, flu, stress, and so on.

3. Define absence entitlement elements.

Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. For example, you might set up a Vacation entitlement element that gives payees 15 days of paid vacation each year. Also, you might specify that payees are compensated for half of any vacation days that are unused by April 1 of the following year. Entitlement can be granted for each absence or at the frequency that you specify.

4. Define absence take elements.

Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used. For example, a Vacation take rule may require that payees be employed three months before using Vacation entitlement. You link each take element to an absence type and to one or more entitlement elements so that the system can calculate the number of paid and unpaid units and update the entitlement balances. You also link each take element to one or more earning and deduction elements.

5. Add absence elements to eligibility groups and process lists.

After you set up absence entitlement and absence take elements, follow the same two steps that you follow after defining earning and deduction elements. (This step does not apply when entitlement is granted for each absence, rather than at a regular frequency, such as monthly or annually.)

- a. Add the absence elements to the appropriate element groups. Element groups are the means by which elements are assigned to payees.
 - b. Add the absence elements to one or more absence process lists. Process lists define which elements are resolved during absence processing and the order in which they are resolved. You can create one process list for entitlement elements and a second one for take elements or combine the two, depending on your needs.
6. (Optional) Define rules for self-service absence transactions.

To enable employees, managers, or both to use self-service pages to enter absence requests, define the rules for self-service transactions. You can also define rules for approving self-service absence requests.

Note: If you have the PeopleSoft Time and Labor installed, you can use the Timesheet page as well as absence self service pages to enter absence requests and define the rules for self service transactions.

Ongoing Tasks

Following is a description of the steps for managing absence events:

1. Enter absences.

To record actual absences into the system, users select the take element that identifies the absence and enter the dates of the absence. An absence reason can also be entered to further identify the cause of the absence (if you have defined absence reasons according to step 2 of the setup steps). Depending on your take rules, you can require online approval of absence entries before processing. If online forecasting is required for a take element, the system issues a warning when users try to save absence entries without first running the online forecasting process.

Note: If you define rules for self-service absence transactions, employees, managers, or both can use the self-service pages to enter requests for absences. Requests entered through the self-service pages are treated as actual absences once they are approved.

2. Override or adjust the entitlement and enter positive input, when necessary.

Users can manually enter one time adjustments to entitlement balances (when entitlement is defined per absence) and override the standard entitlement rule for individual payees, as needed.

3. Run the Entitlement process (GP_PAYE).

The Entitlement process resolves the entitlement accrual and updates payees' entitlement balances. The steps for running this process are similar to those for running a regular payroll. When you launch the Entitlement process, the system retrieves the process list that is attached to the absence calendar and tries to resolve the appropriate entitlement elements for each payee.

4. Run the Take process (GP_PAYE).

The steps for running the Take process are similar to those for running a regular payroll. You can run the Entitlement and Take processes together or separately. (Absence elements must be on a separate calendar from earning and deduction elements.)

The Take process:

- a. Creates daily data, a detailed record for each day of the absence event.
 - b. Applies the absence rules to the daily data to calculate paid and unpaid units.
 - c. Associates the units with the earning and deduction elements that you defined in the absence take rule.
 - d. Generates positive input for the payroll process.
 - e. Updates the entitlement balances.
5. Run the Payroll process (GP_PAYE).

You're ready to run payroll (GP_PAYE). The pay run converts the positive input that is generated by the Take process into earning elements or deduction elements.

Absence Management Features

The system supports a broad range of absence features. Spending some time up front analyzing your organization's needs and deciding which features you want to use can save you time during implementation.

This topic discusses:

- Scheduling features
- Entitlement features
- Take features
- Absence entry features
- Self-service features

Scheduling Features

Scheduling features include:

- Sharing schedules across applications.

If your organization uses both Global Payroll and Time and Labor, those applications can share the same work schedules.

- Configurable fields.

When you set up shifts, you can enter information in as many as four configurable fields on the Shifts page. This information updates the daily data when you run the Take process and can be used in absence formulas.

Related Links

[Understanding Work Schedules](#)

Entitlement Features

Entitlement features include:

- Accrual method and frequency.

For each absence entitlement element that you create, you indicate whether entitlement should accrue for each absence (for example, 40 days for each illness) or at the frequency that you specify (for example, 2 sick days per month). Absence-based entitlement is resolved when you run the Take process after an absence occurs; frequency-based entitlement is resolved when you run the Entitlement process. With frequency-based entitlement, you can use generation control to limit the conditions under which entitlement is resolved; for example, you can limit resolution to active payees only.

- Entitlement amount.

You can enter a numeric entitlement amount or define a supporting element that retrieves the appropriate amount during processing. For example, you might create a bracket element that returns the entitlement amount based on months of service.

- Proration and rounding.

You can instruct the system to round or prorate entitlement units and define the rounding and proration rules to use. (Proration applies to frequency-based entitlement only.)

- Automatic adjustments.

You can specify what happens to a payee's frequency-based entitlement balance when certain conditions are met; for example, when a payee is terminated or when a certain date is reached. Payees can be compensated for all or part of the unused entitlement, or they can lose all or part of the unused entitlement. You use a generation control element to define the conditions under which the adjustment is made.

- Accumulator preferences.

The system generates a balance accumulator for entitlement. You can configure the way the balance is calculated and select additional accumulators. You also tell the system when to begin accumulating and over what period of time.

- Absence forecasting.

You can require the use of online absence forecasting during absence entry or make its use optional. With forecasting, a user enters actual or planned absence events and launches an online process that processes future periods of time, starting with the last finalized calendar. It can return values for balances and other items that you define. You might use this feature, for example, to determine whether a payee has or will have enough entitlement to cover an absence.

- Balance inquiry.

Use this feature to project a payee's entitlement balance without entering actual or planned absence events. The online process displays the current entitlement balance and can be used to project entitlement for a take element as of the date that you specify.

Related Links

[Defining Absence Entitlement Elements](#)

Take Features

Take features include:

- Entitlement links.

You can link each take element to one or more entitlement elements. If you link to more than one entitlement element, specify the order in which the elements are to be used. When an absence occurs, the system takes from the first entitlement (until it is depleted) before taking from the next entitlement.

- Absence types and reason codes.

You create absence types to describe the categories of absences that are relevant to your organization such as illness, vacation, personal, or work injury. Within each reason type, you can define codes that further describe the reason for the absence; for example, flu or back problems. The type and reason that are associated with an absence event populate system elements that you can use in absence formulas.

- Approvals.

You can require that absence events be approved before they are processed. If you select this option, a user needs to select the Manager Approved check box when entering an absence on the Absence Event Entry page. Otherwise, the event is not processed. (Absence Take - Calculation page)

- Combining absences.

You can instruct the system to create one row of positive input for multiple instances of the same type of absence within the same pay period or create a separate row of positive input for each absence event (Absence Take - Calculation page.) Or you can instruct the system to create one row of positive input for all absence takes (Installation Settings page.)

- User-defined fields.

You can enter any information in as many as four user-defined fields on the Take element's Calculation page. This information updates the daily data when you run the Take process and can be available for your absence formulas.

- Earning and deduction links.

You can link each take element to the earning or deduction elements for which you want to generate positive input. You can also indicate the units, percent, rate, or amount to be returned when the calculation rule for the earning or deduction element is $\text{Rate} \times \text{Units}$ or $\text{Rate} \times \text{Units} \times \text{Percent}$.

- Generate matching absence data.

If you use the mapping feature, the system generates matching absence data for a mapped take element when an absence event is reported. You can also use a formula to specify the conditions under which the Take process generates matching data.

- Day formula.

Define the formula that the system uses to evaluate each day of the absence. The formula returns the number of absence units that the system compares to the absence entitlement balance to calculate paid and unpaid units.

- Automatic offset.

When you link a take element to an entitlement that accrues per absence, you specify conditions for reducing the entitlement balance.

- Time period requirements.

You can select up to three time period requirements that must be met before an absence can be paid: an eligibility date that must be reached, a minimum absence period, or a wait per absence.

- Linked absences.

You can instruct the system to link related absences of the same type that fall within a specified period of time. During absence entry, users enter the begin date of the original related absence. When absences are linked, they can share the same entitlement or the same wait period. You define the period of time over which absences can be linked.

- Negative entitlement.

You can specify what to do if there's not enough entitlement to cover an absence: allow a negative entitlement balance (up to the limit that you specify), treat the absence as unpaid time, or redirect the days to be processed by the set of take and entitlement rules that is associated with another take element.

- Priority processing for same-day absences.

You can enable users to enter more than one absence event for the same day or you can use the automatic priority processing feature. When more than one event is entered for a payee for the same day, the system refers to the priority that you assigned to each take element to determine which absence event to process for the specified day.

Related Links

[Defining Absence Types and Reasons](#)

[Defining Absence Take Elements](#)

Absence Entry Features

Absence entry features include:

- Partial hours

Users can enter full or partial day absences. When a payee is out for the same number of hours during each day of an absence event, the user enters the hours only once or select the Half Day check box, if appropriate.

- Configurable fields

Users can enter information in as many as 16 configurable fields when they enter absence events. This information updates the daily data when you run the Take process and can be available to your absence formulas. If you use this feature, we recommend that you provide users with guidelines for the types of data that they can enter.

- Forecasting

Users can run a process to process absences in future periods of time, which is useful when trying to project future entitlement balances or to apply other absence-related business rules to future periods.

See [Online Forecasting and Balance Inquiry Processes](#).

Related Links

[Entering Updating, and Voiding Absence Events](#)

Self-Service Features

Self-service features include:

- Absence entry and forecasting.

Payees and managers can enter requests for absences through a web browser, view requests, and forecast absence balances as of a particular date.

- Absence approval.

Managers can approve, deny, or push back absence requests online.

- Country specific display configurations.

You can define country specific rules for how the self-service pages appear. For example, you can control the way that entitlement balances, absence history, and forecasting options appear to users.

- Take-specific display configurations.

You can define a variety of rules and settings that control how data appears on the self-service pages. For example, you can control who can enter and approve absence requests, date rules, and how messages are returned and appear to users. Also, if you have Time and Labor installed, you can enable specific absences to be requested in Time and Labor's Timesheets.

See "Timesheet Page (*PeopleSoft HCM 9.2: Time and Labor*)".

- Forecasting rules.

You can define how entitlement balances appear for both forecasting results and balance inquiry results.

- Configurable self-service text.

You can modify the text that appears on self-service absence pages. Using the Text Catalog feature, you can modify field labels, button text, and text that appears elsewhere on self-service pages.

Related Links

[Understanding Self Service Setup Tasks](#)

[Understanding the Absence Request Transactions](#)

Batch Absence Processes

Two batch programs within the Global Payroll process (GP_PAYE) calculate absence entries and create payroll input. These programs are referred to as the Entitlement process and Take process. You can create a separate process list for each or use one process list. The system processes entitlement and take elements when they are included on the absence process list that is called by a calendar during processing, which is the same way that it processes all elements.

Note: You do not need to run a separate Entitlement process to resolve per-absence entitlement elements. These elements are resolved only when you run the Take process.

Processing Features

Processing features include:

- Processing periods.

The absence period can be the same as or different from the pay period. For example, January absences can be paid in January or February. You specify the target calendar pay for each absence process.

- Multiple Take processes.

More than one Take process can target the same pay calendar. For example, vacations taken in January and sick time taken in February can be paid in February. To accomplish this, create two absence process lists, one for vacations and another for sick time, and attach each process list to a separate absence calendar. On each absence calendar, select the pay calendar as the target calendar.

- Combining Entitlement and Take processes.

You can run the entitlement and take processes together or separately.

- Processing sequence.

The system can process absence takes according to their sequence on the process list or in daily order. To process absences in daily order, you include take elements in an absence take section of a process list.

Related Links

[Absence Take Sections](#)

The Entitlement Process

The primary job of the Entitlement process is to resolve entitlement elements. The process begins when the Process List Manager encounters the entitlement element on the Process List as it processes a payee. The process contains four steps:

1. Get entitlement rule definition.
 - a. Get the definition of the entitlement element.
 - b. Overlay the entitlement definition with the payee override, if any.
 - c. Overlay the entitlement definition with positive input, if any.
 - d. If the payee override is required, but no override or positive input exists, exit the program.
2. Resolve frequency-based entitlement.
 - a. Check generation control for entitlement.
 - b. If generation control exists, call the Generation Control program. If the program says not to process the entitlement element or the adjustment element, exit the program.
 - c. If generation control is not entered, or if the condition is met, call the PIN Manager to resolve the entitlement.
 - d. If the entitlement frequency differs from the pay period frequency, convert the entitlement units.
3. Resolve adjustment, if applicable.
 - a. If generation control says to process the adjustment, call the PIN Manager to resolve the adjustment element and pay off units element.
 - b. If the pay off units element does not equal 0, add the pay off earning element and units to positive input.
4. Update results.
 - a. Set the return code to PIN Manager.
 - b. Add the entitlement element and units to the PIN Manager return list, if calculated.
 - c. Add the adjustment element and units to the PIN Manager return list, if calculated.

The Take Process

This topic discusses:

- Daily data.

- The role of system elements in daily data.
- Take process (detail).
- Daily processing (detail).

Daily Data

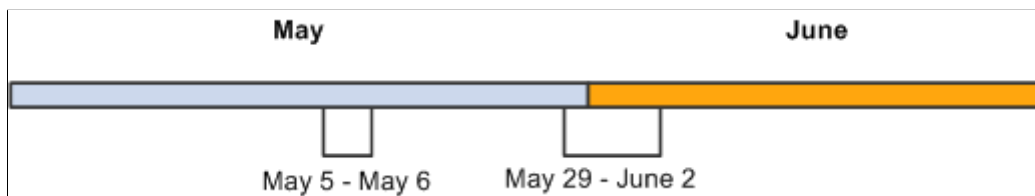
When you run the Take process, one of the first things the program does is *expand* each absence event in the process list that occurred for a payee during the absence processing period (or current segment, if the processing period is segmented). Expanding the event means that the system creates a detailed row of data for each day of the absence in the GP_RSLT_ABS record. We call these rows *daily data*.

The Take process expands each event that includes a date in the current segment. It creates a row for each day of the absence event, including days that fall outside the processing period. The system also populates the work schedule and holiday schedule system elements for the day before and after the absence, if the payee was not absent on those days. If the payee was absent the day before or the day after the reported absence, other absence-related system elements can be populated, depending on your rules.

For example, assume that the processing period is May 1 to 31, and there is no segmentation. If the payee is absent from May 5 to May 6 and again from May 29 to June 2, the Take process creates two rows of daily data for the first absence and five rows for the second absence.

Image: Daily data is created for each day of an absence event

This diagram illustrates how the system creates daily data for each day of an absence event.



Even though the system creates a row of daily data for each day of an absence event, this does not mean that each day is processed. The entire event is expanded so that the system has all the information it needs to accurately evaluate each absent day. Only those days that occurred during the processing period are processed. Using the above example, the system would process the following absent days: May 5, 6, 29, 30, and 31.

Sources of Daily Data

Data that populates the daily data row initially comes from two sources:

- The payee's work and holiday schedules, which provide the day of the week, scheduled hours, and holiday type.

- The absence event, which provides the absence take, begin and end dates, partial days absent, if applicable, and other information.

Image: Sources of daily data

This diagram illustrates the sources of daily data:

	Daily Data	May 5	May 6
Schedule	Scheduled Hours	8	8
	Day of week	Monday	Tuesday
	Holiday Type	Standard	Standard
Event	First day of absence	Y	N
	Last day of absence	N	Y
	Hours absent, if less than scheduled hours	0	4
Take Process	Beginning entitlement balance	2	1
	Day count	1	1
	Units that should be paid	1	1
	Units that satisfy the wait period	0	0
Entitlement Process			

The Take process also contributes to the daily data. When it applies the absence rules—defined by your absence elements—to the event and schedule data, it derives a set of results that populates the daily data. The results include the beginning entitlement balance, absent units, paid and unpaid units, ending balance, and other information.

The *day formula*, which you create and assign to your take rule, is what drives the results. This formula interprets each day of the absence and returns the number of units that the absent day represents; for example, four hours or one day. Once the system knows the absence *day count*, it can compare the count to the entitlement balance, determine whether a wait period or any other requirements for payment have been met and determine whether any part of the absent day should be paid. It can also calculate the ending entitlement balance.

The Role of System Elements in Daily Data

Much of the daily absence data is stored by system elements—a collection of predefined elements.

Using System Elements in Formulas

When you define a take element, you identify the day count formula that the system will use to calculate the number of units that the payee was absent for the day being processed. The formula makes use of any information that is stored in the daily data, including—in some cases—data from the day before or after the day that is being evaluated. For example, three system elements store a payee's scheduled hours:

- SCHED_HRS captures the number of hours that the payee was scheduled to work for the day that is being evaluated.
- SCHED_HRS_DB captures the number of hours that the payee was scheduled to work the day before.
- SCHED_HRS_DA captures the number of hours that the payee was scheduled to work the day after.

You might create a day count formula that uses the prior or next day's values in its calculations. Or you might create a day count formula that uses the value of the SCHED_HRS element to calculate the day count.

Depending on what absence features you want to use, you might need to create other formulas. Any of these formulas can make use of the daily data that is captured by the system elements.

Using User-Defined Fields

User-defined system elements enable you to capture and use absence data that is specific to your organization. Data that is entered into these fields is stored by system elements and added to the Daily Data records during the Take process. As is true of all system elements, the data captured by these elements can be used by any absence formula.

Each of the following pages includes a set of user-defined fields:

- Absence Event Entry.
- Take Calculation.
- Shift.
- Absence Request (manager or employee).

Take Process (Detail)

The primary job of the take element is to determine paid and unpaid units. The Take process expands each absence event into daily data and generates positive input for the pay run. It also updates balance accumulators.

1. Search for take element.
 - a. Search the event array for the current take element in the take process array, where the event is in the current segment. If not found, search days for current segment.
 - b. If an event or daily row is found, set Event Found to Yes and/or Daily row Found to Yes, take Process to Yes for the current take element in the take process array and continue.
 - c. If an event or daily row is not found, go to the next take in the array.

2. Get rule definition.

For the current take element in the take process array:

- a. Get the definition of the take element and the take element child records: Entitlement child record; Earning Deduction child record; Same day Take element child record; and Forecast element child record.

- b. Get the entitlement definition for each entitlement child record.
 - c. Set the take pointer on the take process array to the correct effective-dated take definition. This is done per segment, even if the take definition has already been loaded.
3. Update existing daily absence rows. If Daily Row Found is set to Yes, update the existing daily rows which match the current take element of the take process array, are within the segment and which have not been processed:
 - a. Set the take process pointer to the correct take definition. This also indicates that the row has been processed.
 - b. Update Absence Type, Take Config fields using the take process pointer.
 - c. Link rows such that the daily order/absence take section order for overlaps is set correctly.
4. If the work schedule is not already loaded, for each EmplRcd per segment within the absence period:

Get the work schedule and the holiday data for the current period. This includes the day before and the day after the current period to accommodate DB and DA system elements.
5. Expand events for the current segment. If Event Found is set to Yes, expand the events for the current take element in the take process array and create an absence daily row for each day absent for that event. Each daily row includes:
 - a. Work schedule data.
 - b. Alternate work schedule data.
 - c. Holiday data.
 - d. Event data.
 - e. Set Insert — No.
 - f. Set take process pointer to the correct take definition. This also indicates how that row is to be processed.
 - g. Absence Take data — Absence Type, Take Config fields using the take process pointer.
 - h. Link rows such that the daily order/absence take section order for overlaps is set correctly.
6. Perform daily processing, which is documented in detail in the following subsection:

Daily Processing (Detail)

This lists a detail of the steps taken to perform daily processing (from step number 6 above):

1. Initialize day.
 - a. If Auditing is on, initialize the audit array, and create a new audit row for the take element.

- b. If the take has changed and the prior take had an override definition, reset the prior SOVR values to the original values.
 - c. If the take has changed and the current take has an override definition in effect, store the prior values for this take's override definition (SOVR's) and add new values for this take's override definition (SOVR's).
 - d. For the current day being processed, set the following pointers so that data is available for the system elements: Current Day; Prior and Next Days; and Parent take element, when the take has been mapped from another element.
 - e. If there are no absences for the prior or the next day, load the schedule data into the appropriate system elements.
 - f. If Allow Duplicates is set to Yes, total the partial hours for all take elements for the current day.
2. Initialize event. This is only performed for the begin day or the first process day of the event in segment.
 - a. If the absence date is the same as the event begin date:
 - Check for the minimum period requirements.
 - Check linking, per absence only.
 - Check for eligibility requirements.
 - Check for a wait period.
 - b. If the absence date is not the same as the event begin date:
 - Copy the fields related to the event from the prior day to the current day.
 - Check for eligibility.
 - Check for a wait period.
3. Get day counts.
 - a. Call the PIN Manager to resolve the Day Count formula.
 - b. Call the PIN Manager to resolve the Wait Count formula, if any.
4. Evaluate day to produce paid and unpaid units. This is only performed for regular and forecasting processes.
 - a. Check the minimum requirement, if applicable.
 - b. Check the eligibility date, if applicable.
 - c. Check the wait period, if applicable.
 - d. Loop through the entitlement array till the take units to be processed = 0, or there is no more entitlement.

- e. Get the balance for the current entitlement:

If the balance > 0 , compare it to the units to be processed. If the balance covers the remaining units, consider the units paid. Apply the negative balance rules if the balance is insufficient and no other entitlement is available.

If there are paid units, add the auto-assigned Paid Units to the PIN Manager return list.

- f. Add Day Counts Paid and Day Counts Unpaid units to the PIN Manager return list for the daily row.

- 5. Process forecast PIN. This is only performed for forecasting or balance inquiries.

Call the PIN Manager to resolve the forecast PIN.

- 6. Loop per Earning/Deduction Counts. This is only performed for the regular process.

Call the PIN Manager to resolve the unit formula:

If the formula results = 0, call the PIN Manager to resolve the Percent formula, Rate formula and/or Amount formula.

If the formula results do not equal 0, add the earning/deduction elements, units, and the percent to the daily positive input.

- 7. Add mapped to and redirected days.

- a. Call the PIN Manager to resolve the conditional formula for mapping.

- b. If there is no formula or the formula does not equal 0, insert a duplicate absence row for the current day for the mapped take.

- c. If the day has been redirected, insert a duplicate absence row for the current day for the redirected take.

- d. Search the take process array for the mapped and redirected take, if found. If Take Process is set to No, get the rule definition as was done in the take process array loop. If it is set to Yes, the rule definitions are already loaded.

- e. If the take for the Mapped to or Redirected day is found in the take process array:

Set the take process pointer to the correct take definition.

Update the Absence Type and Take Config fields using the take process pointer.

- f. Set the absence pointers so that the new row is linked such that the daily order/absence take section order for overlaps is set correctly.

- 8. Terminate the day.

- a. Store the day results on the daily row.

- b. If End Day is set to Yes, get the forecast element result value.

- c. If the absence date is the same as the segment end date, store the forecast results.

- d. Set Insert to Yes on the daily row processed.
- e. Set the Daily Process switch to Processed.
- f. If Auditing is on, update the audit row for the take element, and write the resolution chain.
- g. If there is an override definition in effect and no more rows to process, restore the previous values of the override elements (SOVR's) for the current take override definition.

Online Forecasting and Balance Inquiry Processes

Two online absence processes can process future periods of time. You can use these processes to project future entitlement balances or to apply other absence-related business rules to future periods:

- **Absence Forecasting**

Launch this process from the Absence Event Entry page after you enter actual or planned absences. The system executes a user-defined Forecast formula that returns an alphanumeric value that you define, plus a list of values for the elements that you identified when creating the Take definition. For example, your formula might determine if a payee has sufficient entitlement to cover an absence. If yes, the formula could display the value ELIGIBLE on the Absence Event Entry page and return the entitlement balance that remains after the future absence, the length of the requested absence, and other information that you find useful. You can require that a warning message be displayed if a user tries to save absence entries without running the Forecasting process first for certain absence takes.

- **Balance Inquiry**

Launch this process from the Forecast Balance page, where you select a take element and enter the date as of which you want to see balances or other values returned.

The Absence Forecasting and Balance Inquiry processes simulate the Entitlement and Take processes. When you launch either process, the system finds the earliest calendar that has not been finalized for the payee and looks at each subsequent calendar (included in the calendar group template) up through the calendar in which the latest forecasted event (for the Forecasting process) or as of date (for the Balance Inquiry process) falls. The Absence Forecasting and Balance Inquiry processes select only those calendars that are associated with the payee's pay group. Neither process directly affects the regular batch process. However the values resolved for the forecasting system elements can be used by other system elements in the regular batch process.

The Absence Forecasting process updates the forecast value and a date/time stamp (ABS_EVT_FCST_VAL and FCST_DTTM) on the event record (GP_ABS_EVENT). The Balance Inquiry process does not update the event record.

You identify which results you want to see—beginning entitlement, ending entitlement, absence duration, and so forth—when you define your absence take rules. At the end of a successful Forecasting or Balance Inquiry process, the results populate the table (GP_ABS_EVT_FCST). These results are overwritten each time you successfully run the Forecasting or Balance Inquiry process for the same payee. Data is not written to the results tables that are used by the Take and Entitlement processes, but to identical tables with the prefix GPX rather than GP_. When you run the Take process, the forecast value is written to the results table (GP_RSLT_ABS). Consequently:

- Historic rules return data from the last batch run, not the current run.
- Arrays that read from the result tables return data from the last batch run, not the current run.
- Writable arrays are not processed.

Related Links

[Defining Absence Take Elements](#)

[Absence Takes - Balance Inquiry Page](#)

Chapter 12

Defining Absence Elements

Understanding Absence Element Setup

This topic discusses:

- Prerequisites.
- Setup guidelines and dependencies.
- Absence formulas.

Prerequisites

Before you define any absence elements, review the introductory topic "Understanding Absence Management" that provides an overview of absence features.

Related Links

[Understanding Absence Setup and Management Tasks](#)

Setup Guidelines and Dependencies

You define the policies or rules that your organization follows for tracking and compensating payees for absences by creating absence entitlement and take elements. Absence entitlement elements define the conditions under which payees accrue paid time off and the amount of time that they can accrue. Absence take elements specify the rules that the Take process applies to determine whether an absence should be paid.

Consider the following factors before you begin your setup:

- Several absence features require the use of formulas.

At a minimum, you define a day formula for the take definition. If you're creating entitlement elements that resolve per absence, you also define a per absence formula element. You cannot save the entitlement element until you enter the name of the formula on the Absence Entitlements - Calculation page.

- Entitlement and take elements are linked.

When you define a take element, you specify which entitlement rules apply. If you define take elements before defining entitlement elements, return to the take pages in correction mode to select the entitlement elements.

- You assign an absence type to each absence take element.

Absence types provide a way to group or categorize absences. You can assign the same absence type to more than one take element.

- Depending on your take rules, take elements can have several interdependencies.

Mapping out the relationships between these elements can reduce setup time. Take elements are related when:

- You allow payees to use an entitlement that is associated with another take when they exceed the entitlement balance.
- You request the system to create a duplicate event for a second take element.
- You prevent users from entering more than one absence for the same payee for the same day, but you want an error message to give information about the priority of the conflicting events.
- Entitlement, adjustments, balances, and other absence-related values are stated in the same units (hours, days, or some other period of time).

For example, if you express entitlement in days, make sure that any supporting elements that define adjustments, balances, and other absence-related amounts also resolve to days. The units that you use to define absence elements must match the units that the users enter when they adjust or override an entitlement.

- Although you define most absence entitlement and take elements during implementation, you can create additional absence elements anytime.

As your business needs change, we recommend creating new absence elements, rather than modifying existing elements. Changing existing elements can affect retroactive processing.

Absence Formulas

Formulas offer a convenient way to implement various absence management features. You can create different formulas for the features that you use or use the same formula in as many situations as you need to.

This table lists the absence-related formulas that you may need:

Formula and Page	Use	Element Populated	Value Returned
Per Absence Formula Element (Absence Entitlements - Calculation page)	Required for <i>per-absence</i> entitlement elements. Defines when to resolve entitlement. Resolved each day if the balance is needed during processing.		0 = do not resolve entitlement. Nonzero value = resolve entitlement.

Formula and Page	Use	Element Populated	Value Returned
Day Formula (Absence Take - Day Formula page)	Required for all take elements. Interprets each absent day and returns the units to compare to the entitlement balance. Always resolved per day.	DAY COUNT	Count that represents units for the absent day.
Offset Formula (Absence Take - Day Formula page)	Per-absence entitlements only. Automatically reduces beginning entitlement balance. Resolved immediately after a per-absence entitlement is resolved.		Count that can be added to or subtracted from the entitlement balance.
Conditional Formula (Absence Take - Day Formula page)	Defines conditions for generating an absence event for another take element.		Zero or nonzero value.
(Wait) Count Formula (Absence Take - Period page)	Returns the number of remaining days that a payee must be absent before a wait period is satisfied. Often the formula that is used for the Wait Count is the same as the formula that is used for the Day Formula. For example, <i>workday</i> could be counted.	WAIT COUNT	Count
Forecast Element (Absence Take - Forecasting page)	Used during the Forecasting process to evaluate an absence. The result of the formula appears on the Absence Event Entry page. Resolved for each day of an absence event. The system saves only the value that is resolved for the last day of the absence.	ABS EVT FCST VAL	Up to 30 alphanumeric characters.

Many system elements are designed for use within absence formulas and point to columns in the absence daily data table.

For example, assume that you use the system element named SCHED HRS in your Day Formula and that you define the formula, named WRK DAY, as follows:

```
IF SCHED HRS > 0
THEN 1 -->> WRK DAY
ELSE 0 -->> WRK DAY
END IF
```

The formula checks to see if scheduled hours are greater than zero. If they are, the day equals one workday. If they are not, it is not a workday. As long as there is at least one scheduled hour, the absent day is considered a workday.

The formula processes each row of the daily data for the specified period for the absence take element that is being processed. For each row, the system retrieves the value for SCHED HRS from the daily data table.

Note: Absence system elements in the rows of daily data reflect what the current process row contains. You can use other system elements in your formulas; however, the system resolves them only once—not for each row. For example, if you use a system element from the Job row, such as Department, the value for Department does not change for each row.

Related Links

[Working with System Elements](#)

Defining Absence Types and Reasons

To set up absence types and reasons, use the Absence Take Types (GP_ABS_TYPE) component.

This topic provides an overview of absence types and reasons and discusses how to define absence types.

Page Used to Define Absence Types

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Absence Types	GP_ABS_TYPE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Take Types, Absence Types	Define the types of absences that your organization recognizes. You can define reasons in each absence type.

Understanding Absence Types and Reasons

When you define an absence take element, you assign it an absence type that describes the category of the absence; for example, vacation or sick. You can specify whether an absence type applies to all countries or a specific country. For each absence type, you can define an unlimited number of absence reasons.

When reporting absence events, the system displays the absence type associated with the take that you enter. Entering an absence reason is optional. During the batch and online forecasting processes, the absence type and reason code populate system elements (for example, ABSENCE_TYPE, ABSENCE_TYPE_DB (absence type day before), and ABSENCE_REASON) that you can access within your absence formulas.

Absence Types Page

Use the Absence Types page (GP_ABS_TYPE) to define the types of absences that your organization recognizes.

You can define reasons in each absence type.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Take Types, Absence Types

Image: Absence Types page

This example illustrates the fields and controls on the Absence Types page.

Absence Types

Country: ALL
Absence Type: PMA

Definition Find | View All | First 1 of 1 Last

*Effective Date: 01/01/1990 31 *Status: Active + -

Description: Paid Maternity

Short Description: Paid Mtnty ☒ Allow Request in Self Service

Absence Reason Customize Find View All 1-4 of 4 Last		
*Absence Reason	*Description	Short Description
001	Maternity	Maternity + -
002	Maternity Husband	Mtny Husb + -
003	Additional Maternity Absence	Addntnl M + -
004	Pathological Leave Bef Mat	Pathologic + -

Allow Request in Self Service

Selecting this check box enables you to configure all associated take elements for self-service absence functionality.

Absence Reason

Enter up to three alphanumeric characters for the Absence Reason code.

Defining Absence Entitlement Elements

Use the Absence Entitlements component (GP_ABS_ENTL) to create an absence entitlement element for each type of entitlement that your organization offers. For example, if you have separate accrual policies for sick time, vacations, maternity leave, and so on, create a separate entitlement element for each.

This topic provides an overview of auto generated accumulators and discusses how to:

- Name entitlement elements and enable forecasting.
- Define an entitlement amount and accrual method.
- Define rounding and proration rules.
- Define accumulator rules for entitlement.

- Define the start date and length of the accumulator period.
- View auto-generated accumulators.
- Define supporting element overrides for entitlement elements.

Pages Used to Define Entitlement Elements

Page Name	Definition Name	Navigation	Usage
Absence Entitlement Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Absence Entitlement Name	Name the element and define basic parameters.
Absence Entitlements - Forecasting for Element <name>	GP_FORECAST_SEC	Click the Forecasting link on the Absence Entitlement Name page.	Enable forecasting. for an entitlement element.
Absence Entitlements - Calculation	GP_ABS_ENTL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Calculation	Define the method of accruing entitlement, the entitlement amount, generation control, and enter instructions for adjusting the entitlement balance under certain conditions.
Absence Entitlements - Rounding/Proration	GP_ABS_RND_PRORTN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Rounding/Proration	Define rounding and proration rules for an entitlement element.
Absence Entitlements - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Auto Generated Accumulators	Define user keys for tracking entitlement balances and specify when the accumulation of entitlement occurs.
Absence Entitlements - Accumulator Periods for Element <name>	GP_AUTOGEN_SEC	Click the Accumulator Periods link on the Auto Generated Accumulators page.	Define the start date and length of the entitlement accumulation period (for example, month-to-date or year-to-date) and select auto-generated accumulators to track entitlement, adjustments, and paid units.
Absence Entitlements - Generated Elements for Element <name>	GP_ABS_ACM_SEC	Click the View Generated Elements link on the Auto Generated Accumulators page.	View the list of auto-generated accumulators for the entitlement element after saving the element's definition.

Page Name	Definition Name	Navigation	Usage
Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Supporting Element Overrides	Override the value of a supporting element that is used in the definition of the entitlement element.

Understanding Auto Generated Accumulators

When you define and save a new entitlement element, the system generates an accumulator to track the entitlement balance.

After you save the element, you can go to the accumulator definition and enter additional instructions for the balance accumulator:

- For frequency-based entitlements, you can specify an Initialize Rule if you want the system to carry forward all or part of the balance at the end of the accumulation period. If you do not select an Initialize Rule, the system sets the remaining balance to 0 at the beginning of the new accumulation period.
- For absence-based and frequency-based entitlements, you can configure the way the entitlement balance is updated by adding or removing elements that contribute to or deduct from the balance. The system uses the following formula to calculate the entitlement balance:

$$\text{Entitlement balance} = \text{Entitlement} - \text{Units Paid} + \text{Units Adjusted}$$

Units Paid and Units Adjusted are assigned elements that the system creates when it generates the accumulator for the entitlement balance.

Example

If you create an entitlement element called VACATION, the system automatically creates a balance accumulator for the entitlement. This table lists the elements defined on the Members page for the accumulator (suffix names may differ by country) and explains when the elements are resolved:

Element Name	Element Type	Accumulator Sign	When Resolved
VACATION (entitlement)	Absence Entitlement	Add	When entitlement is resolved.
VACATION_TAKE (units paid)	Auto-assign	Subtract	During the Take process the paid units are assigned to this element each day.
VACATION_ADJU (units adjusted)	Auto-assign	Add (positive or negative number)	When entitlement adjustment is resolved.

Naming Entitlement Elements and Enabling Forecasting

Use the Absence Entitlement Name page to (GP_PIN) name the element and define basic parameters.

You must name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Absence Entitlement Name

Enabling Forecasting

If the entitlement element that you're defining will be linked to a take element for which absence forecasting is allowed, click the Forecasting link at the bottom of the Absence Entitlement Name page to access the Forecasting page. Select the Forecasting Used check box.

To avoid degrading system performance, select the feature only for those takes and entitlements that you're interested in forecasting.

Related Links

[Defining Element Names](#)

[Absence Management Features](#)

Absence Entitlements - Calculation Page

Use the Absence Entitlements - Calculation page (GP_ABS_ENTL) to define the method of accruing entitlement, the entitlement amount, generation control, and enter instructions for adjusting the entitlement balance under certain conditions.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Calculation

Image: Absence Entitlements - Calculation page

This example illustrates the fields and controls on the Absence Entitlements - Calculation page.

Entitlement Type

Select the type of element to use to resolve the entitlement amount. Values are *Accumulator*, *Bracket*, *Formula*, *Numeric*, *Payee Level*, *System Element*, *Variable*.

If you select *Payee Level*, the entitlement element is resolved only if the element is assigned to the payee on the Entitlement/Take Assignment page.

Entitlement Element

If you selected a value other than *Numeric* in the Entitlement Type field, select the name of the element that calculates entitlement.

Entitlement Unit

If you selected *Numeric* in the Entitlement Type field, type the number of units in this field.

Specify Frequency

The fields that appear in this group box vary according to the frequency option that you select.

Calculate When Absence Occurs

Select to grant entitlement only when an absence occurs; for example, you want payees to accrue 42 days of entitlement for each illness. Clear to grant entitlement at a regular frequency such as monthly or annually.

Calculate Per Pay Period

Select if the entitlement is frequency-based, and you want entitlement to accrue each pay period.

Calculate Per Other Frequency and Frequency ID

Select if the entitlement is frequency-based and is to accrue at the frequency that you specify in the Frequency ID field. Frequencies include, but are not limited to *Annual*, *Daily*, *Weekly*, *Monthly*, *Quarterly*, and *Semimonthly*.

Note: Frequency values are defined in PeopleSoft HR.

The system uses the frequency to determine the entitlement amount to accrue each pay period. For example, if payees accrue one day of entitlement at a *Monthly* frequency, the system annualizes (calculates the annual entitlement) by multiplying 1 (day) by 12 (months). It uses the calendar period for the absence run to deannualize the amount. So, if payees' absences are run weekly, the system calculates the amount to accrue during each absence run by dividing 12 by 52. Therefore, payees accrue 12/52, or .23 days of sick time each pay period.

To deannualize entitlement using a frequency other than the pay period, select a generation control frequency in the Entitlement Generation Control Element field.

Per Absence Formula Element

This field appears only if you selected Calculate When Absence Occurs. Select a formula element. When you run the Take process, the system resolves the day formula (defined for the take element on the Day Formula page) and evaluates the day to determine whether the entitlement balance is needed. If it is, the system resolves the per absence formula element.

If the condition is met (the formula returns a nonzero value), the Take process resolves the entitlement. If the condition is not met, the existing entitlement balance is used.

When a take element linked to this entitlement has a minimum pay period, eligibility period, or wait period, the per absence formula is executed only after these periods have been met.

Entitlement Generation Control Element

Select a generation control element to limit the conditions under which the entitlement element is resolved. This field appears when you select Calculate Per Pay Period or Calculate Per Other Frequency.

For example, use generation control to restrict resolution of the element to active payees. If you are defining a frequency-based entitlement and you selected Calculate Per Other Frequency, you can select a generation control frequency element. The system uses the frequency that is defined by the generation control element, rather than the frequency of the pay calendar, to deannualize the entitlement amount and to determine when to resolve the entitlement.

Adjustment and Payoff

For frequency-based entitlements, you can instruct the system to reduce or pay off all or a portion of a payee's entitlement balance when a certain event occurs. Use generation control to define when you want the adjustment to occur.

Adjustment Type

Select the type of supporting element that returns the number of units that you want added to or deducted from the entitlement balance. The system *adds* the returned amount to the entitlement balance; to reduce the balance, be sure that the element returns a negative number. Select from these element types: *Accumulatr*, *Bracket*, *Formula*, *SystemElem*, or *Variable*.

Adjustment Element

Select the name of the supporting element that is to return the adjustment units.

For example, let's say that payees can carry up to three months of unused vacation into the new year, at which time any unused entitlement is lost. On March 31, a payee has three unused vacation days carried over from the previous period. The element that you select in this field returns a value of -3.

Adjustment Generation Control Element

This field is required if you completed the Adjustment Type field. Select the generation control element that identifies when the adjustment is to occur.

Payoff Type

Use to compensate payees for all or some of the units that they will lose. Select the supporting element that returns the number of units that are to be paid off. Values are *Accumulatr*, *Bracket*, *Formula*, *SystemElem*, and *Variable*.

Payoff Element

Select the name of the supporting element that is to return the units to be paid off.

Payoff Earning

If you completed the Payoff Element field, select the earning element with which the payoff units are associated. When you run the Take process, the system generates positive input for the target calendar that is specified on the current calendar.

Entitlement Carryover

When the system creates a new accumulator at the start of a new accumulation period, it assigns the value of the old accumulator to the system element named PREV VALUE ACCM. If you want entitlement balances to carry forward to the new accumulation period, you can create an initialization formula (on the Accumulator - Period page) that retrieves the old value from PREV VALUE ACCM and assigns its value to the formula. Add the formula element to the element member list for the accumulator (by selecting *Add* for the Accumulator Sign) through the Members page. When you do this, the value of PREV VALUE ACCM will be assigned to the formula, which will then be added to the balance accumulator. You can add the entire previous balance to the new accumulator, or whatever portion you want.

Related Links

[Defining Generation Control Frequency](#)

[Defining Generation Control Elements](#)

Accumulators - Definition Page

Absence Entitlements -Rounding/Proration Page

Use the Absence Entitlements -Rounding/Proration page (GP_ABS_RND_PRORTN) to define rounding and proration rules for an entitlement element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Rounding/Proration

Image: Absence Entitlements - Rounding/Proration page

This example illustrates the fields and controls on the Absence Entitlements - Rounding/Proration page.

You can have the system round entitlement units or prorate those units when there is period segmentation. Proration applies to frequency-based entitlement only. If you select both a rounding rule and a proration rule, the system prorates and then rounds the entitlement units. Adjustment and payoff units are never rounded or prorated.

Rounding Rule Option and Rounding Rule Element

To have the system round the entitlement units, specify where you defined the rounding rule by selecting one of the following values in the Rounding Option field.

Use Pay Group Rounding: The system applies the rounding rule that is defined for the payee's pay group.

Use Specified Rounding: The system applies the rounding rule that you select in the Rounding Rule Element field.

Proration Option and Proration Element

These fields apply to frequency-based entitlements only. To prorate entitlement units when the pay period is segmented, specify where the proration rule is defined by selecting a value in the first field:

Use Pay Group Proration Rule: The system applies the proration rule that is defined for the payee's pay group.

Use Specified Proration Rule: The system applies the proration rule that you select in the Proration Rule field.

Note: You can use the PRORATE system element to invoke proration for an entitlement element, even when there's no segmentation. You set the value of PRORATE to Y or N (yes or no) to activate and deactivate proration. For example, you might create a formula that sets PRORATE to Y, prior to processing the entitlement element. After the entitlement element, you reset the system element PRORATE to N.

Related Links

[Defining Rounding Rule Elements](#)

[Defining Proration Rules](#)

Absence Entitlements - Auto Generated Accumulators Page

Use the Absence Entitlements - Auto Generated Accumulators page (GP_AUTOGEN_ACUM) to define user keys for tracking entitlement balances and specify when the accumulation of entitlement occurs.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Auto Generated Accumulators

Image: Absence Entitlements - Auto Generated Accumulators

This example illustrates the fields and controls on the Absence Entitlements - Auto Generated Accumulators.

Absence Entitlement Name		Calculation		Rounding/Proration		Auto Generated Accumulators	
Element Name:	K0WAE SICK	Sick		Owner:	PS Non-Mnt		
Level							
<input type="radio"/> Payee (EMPLID) <input checked="" type="radio"/> Job (EMPLID/EMPL_RCD)							
User Key Type 1:	SystemElem	*Key Element 1:	COMPANY				
User Key Type 2:	SystemElem	*Key Element 2:	PAY ENTITY				
User Key Type 3:	SystemElem	*Key Element 3:	GP PAYGROUP				
User Key Type 4:		Key Element 4:					
User Key Type 5:		Key Element 5:					
User Key Type 6:		Key Element 6:					
Accumulate Based On				Resolution Timing			
*Based On: Period End Date				Entitlement Accumulators are always updated when the contributing Entitlement is resolved.			
				Retroactive Behavior			
				Absence accumulators always use the Corrective retroactive method.			
Go To: Accumulator Periods View Generated Elements							

The fields on this page are the same as the fields on the Accumulators - Definition page and Accumulators - Level page in the Accumulators component. Only the settings that are specific to absence entitlement elements are described below.

Level

User Key Type 1...6 and Key Element 1...6 To have linked take elements share a per-absence entitlement balance when a user enters absence events with the same original begin date, you can select user keys to set up these instructions.

Select *SystemElem* for one of the user keys, and select *ORIG BEGIN DATE* (original begin date) in the corresponding Key Element field. On the Accumulator Periods for Element <name> page, select *Custom Period* in the Period field. In the Date field, select *System Element - Date* and select *ORIG BEGIN DATE* in the Begin Date Element field.

Now, when you enter two absence events for the same take element and both events have the same original begin date, the second event uses the entitlement balance of the first event.

Resolution Timing

Accumulator timing identifies when the entitlement balance accumulator is resolved. As the online message indicates, as each element contributing to the accumulator is resolved, the accumulator itself is also updated. The accumulator does not need to appear on the absence process list to be updated.

Retroactive Behavior

Retroactive behavior identifies how the accumulator is updated during retroactive processing. Absence accumulators always use the corrective retroactive method. The accumulator is updated with the newly calculated values of the member elements at the end of a retroactive recalculation.

Related Links

[Accumulators - Level Page](#)

Absence Entitlements - Accumulator Periods for Element <name> Page

Use the Absence Entitlements - Accumulator Periods for Element <name> page (GP_AUTOGEN_SEC) to define the start date and length of the entitlement accumulation period (for example, month-to-date or year-to-date) and select auto-generated accumulators to track entitlement, adjustments, and paid units.

Navigation

Click the Accumulator Periods link on the Auto Generated Accumulators page.

Image: Absence Entitlements - Accumulator Periods for Element <name>

This example illustrates the fields and controls on the Absence Entitlements - Accumulator Periods for Element <name>.

Absence Entitlements

Accumulator Periods for Element K0WAE SICK (Sick)

Accumulator Period

*Period: Year to Date

*Begin Option: Specify Date

*Begin Month Option: Month *Begin Month Value: 01 January

*Begin Day Option: Number *Begin Day Value: 1

Auto Generated Accumulators

☒ Balance Use these indicators to automatically generate balances for the Absence Entitlement element you are defining.

☒ Entitlement

☒ Adjustment It is strongly recommended that these accumulators are kept to a minimum for performance and data volume considerations.

☒ Paid Units

Accumulator Periods

|Period

Select the period of time you want the accumulators to track. Depending on the option that you select, other fields may appear. Options are:

Calendar Period

Custom Period: If you select this option, complete the Date fields.

Month to Date: If you select this option, complete the Begin Option and Begin Day fields.

Quarter to Date: If you select this option, complete the Begin Option, Begin Month, and Begin Day fields.

Segment

Year to Date: If you select this option, complete the Begin Option, Begin Month, and Begin Day fields.

Date and Begin Date Value

If you selected *Custom* in the Period field, select the type of supporting element that defines the start date of the accumulation period. Options are: *Bracket - Date*, *Calendar Date*, *Date*, *Formula - Date*, *System Element - Date*, and *Variable - Date*.

(*Calendar Date* enables you to choose a specific date; *Date* enables you to use a *Date* element.)

In the Begin Date Value field, select the name of the element that defines the date. Or, if you selected *Cal Date* in the first field, select a date in this field.

Begin Option

If you selected *Quarter to Date* or *Year to Date* in the Period field, select the type of supporting element that defines the start date of the accumulation period. Options are:

Specify Date: The accumulation period will begin on the date you specify by completing the Begin Month and Begin Day fields.

Use Pay Entity Calendar: The accumulation period begins on the same day as the calendar that is defined for the pay entity.

Use Pay Entity Fiscal: The accumulation period begins on the same day as the fiscal calendar that is defined for the pay entity.

You define the pay entity calendar and fiscal calendar on the Pay Entity - Processing Details page.

Begin Month Option

This field appears only if you select *Quarter To Date* or *Year To Date*. Select the month in which you want the accumulation period to begin.

Begin Day Option

This field appears only if you select *Month To Date*, *Quarter To Date*, or *Year To Date*. Select the day of the month on which you want the accumulation period to begin.

Warning! If you change the Begin Month or Begin Day field after you run the Entitlement or Take process, accumulator results may be inaccurate.

Auto Generated Accumulators

When the system generates the accumulators, it automatically adds a suffix to each accumulator's name to identify what the accumulator represents: the balance, entitlement, adjustment, or paid units. For example, an entitlement element named Vacation might have accumulators named VACATION_BAL, VACATION_TAKE, and so forth.

Balance

Selected by default to remind you that the system always creates a balance accumulator to track the unused entitlement units that a payee has accrued. When it creates the balance accumulator, the system also generates two system-assigned elements that contribute to the entitlement balance accumulator: Units Adjusted and Units Paid.

Entitlement

Select to create a separate accumulator that tracks the total number of entitlement units that the payee has accrued during the accumulation period, including those that have been used.

Adjustment

Select to create a separate accumulator for the automatically assigned Units Adjusted element. The accumulator tracks the adjustments that have been made, including manual and automatic adjustments.

Paid Units

Select to create a separate accumulator for the automatically assigned Units Paid element. The accumulator tracks the total number of entitlement units the payee has used during the accumulation period.

Absence Entitlements - Generated Elements for Element <name> Page

Use the Absence Entitlements - Generated Elements for Element <name> page (GP_ABS_ACM_SEC) to view the list of auto-generated accumulators for the entitlement element after saving the element's definition.

Navigation

Click the View Generated Elements link on the Auto Generated Accumulators page.

Image: Absence Entitlements - Generated Elements for Element <name> page

This example illustrates the fields and controls on the Absence Entitlements - Generated Elements for Element <name> page.

Absence Entitlements

Generated Elements for Element K0WAE SICK (Sick)

Components

Adjustment Element: K0WAE SICK_UNAD

Units Paid Element: K0WAE SICK_UNP

Auto Generated Accumulators [Customize](#)

Accumulator Type	Name
Calendar YTD Units	K0WAE SICK_BAL
Calendar YTD Units	K0WAE SICK_ENT
Calendar YTD Units	K0WAE SICK_ADJU
Calendar YTD Units	K0WAE SICK_TAKE

You can see the list of automatically generated accumulators after you save the entitlement element's definition.

Defining Supporting Element Overrides for Entitlement Elements

Use the Supporting Element Overrides page to override the value of a bracket, date, duration, formula, or variable element that is associated with the entitlement element

Related Links

[Defining Element Definition Overrides](#)

Defining Absence Take Elements

Use the Absence Take (GP_ABS_TAKE) component to create an absence take element for each type of absence that your organization recognizes. For example, if you have separate rules for compensating sick time, vacation time, leaves of absence, and so on, create a separate take element for each.

This topic provides an overview of absence take elements and discusses how to:

- Name take elements and enable configuration for forecasting.
- Define general calculation rules for take elements.
- Select the day formula, link earnings and deductions, and other take elements.
- Define absence take periods and linked absences.
- Define take rules for negative balances.
- Define absence take priorities.
- Define rules for absence forecasting.
- Define rules for balance inquiry.
- Define user defined result fields.
- Define supporting element overrides for take elements.

Pages Used to Define Absence Take Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Absence Take Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Absence Take Name	Name the element and define basic parameters.
Absence Takes - Forecasting for Element <name>	GP_FORECAST_SEC	Click the Forecasting link on the Absence Take Name page.	Enable forecasting rules to be entered on the Absence Take - Forecasting page.
Absence Takes - Calculation	GP_RSLT_ADM_ABS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Calculation	Define general calculation rules for take elements, select the absence type, link entitlement elements, and specify whether absence events require online approval. Also contains user-defined fields.

Page Name	Definition Name	Navigation	Usage
Absence Takes - Day Formula	GP_ABS_TAKE2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Day Formula	Specify the day formula for calculating the day count; linked earning and deduction elements; conditions for reducing the beginning entitlement balance; and mapped take elements.
Absence Takes - Period	GP_ABS_TAKE3	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Period	Define eligibility, minimum absence, or wait per absence requirements. Link related absences.
Absence Takes - Negative Balances	GP_ABS_TAKE4	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Negative Balances	Define negative balance rules (what happens when the entitlement balance is not sufficient to cover an absence).
Absence Takes - Priority	GP_ABS_TAKE5	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Priority	Specify if users can enter more than one absence for a payee for the same day and to assign a priority to absence takes if only one type of absence is allowed each day.
Absence Takes - Forecasting	GP_ABS_TAKE6	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Forecasting	Specify the formula to use for absence forecasting and the list of elements that are displayed by the Absence Forecasting process.
Absence Takes - Balance Inquiry	GP_ABS_TAKE7	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Balance Inquiry	List the elements that are displayed by the Balance Inquiry process.
Absence Takes - User Defined Result Fields	GP_ABS_TAKE8	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Used Defined Result Fields	Select the user-defined fields that can be overwritten by a system element during processing.
Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Supporting Element Override	Override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the take element.

Understanding Absence Take Elements

This topic discusses:

- Mapping.
- Eligibility, minimum absence, and wait period criteria.
- Linked absence takes.
- System elements for overwriting daily data from user-defined fields.

Mapping

You can instruct the system to generate a matching absence for another take element (such as TAKE2) when a user enters an absence for this take (for example, TAKE1). When you run the Take process, the system creates additional days in the daily absence results for TAKE2, using the same data that you entered for TAKE1, but applying the take rules that you defined for TAKE2. This feature enables you to evaluate a single absence event using more than one set of entitlement and take rules.

For example, your organization offers a supplemental sick plan in addition to the statutory sick plan. For payees to receive benefits from both plans when you enter sick time, you map the take element for your statutory plan (let's call it SICK) to the take element for the supplemental plan (let's call it SUPP SICK). Now, when a user enters an absence event for SICK, the system creates additional absence days for SUPP SICK. When the Take processing is complete, you can see these additional days in the daily absence results (GP_RSLT_ABS), but not in the absence event record (GP_ABS_EVENT). Define a linked absence take on the Absence Take - Day Formula page.

Eligibility, Minimum Absence, and Wait Period Criteria

When you define an absence take element, you can select up to three time periods that must be met before an absence can qualify for payment:

- Minimum absence

Define the number of calendar days that an absence must last before it can be paid. If the minimum is not satisfied, the entire absence is unpaid.

- Eligibility period

Specify the date that must be reached before an absence can be paid.

- Wait per absence

Define a minimum waiting period per absence. An absence qualifies for payment only after the wait period has been satisfied. Only the days that exceed the wait period qualify. If you link related absences, you can specify that one wait period applies to all linked events or that a separate wait period applies to each event.

When you run the Take process, the system resolves the day formula, evaluates the day, and checks to see whether the period requirements have been met, in the order listed above. If the minimum pay period is not met, no further processing is done for that day, and the day count that is returned by the day formula is considered unpaid. If the minimum period is met, the system checks to see whether the eligibility period is met, and then the wait period. Define the criteria for eligibility, minimum absence, and wait periods on the Absence Take – Period page.

See [Absence Takes - Period Page](#).

Linked Absences Takes

You can instruct the system to link related absences that fall in a defined period of time. When occurrences of the same absence are linked, they can share the same per-absence entitlement or the same wait period. Define the criteria for linked absences on the Absence Take - Period page.

When you run the Take process, the system determines whether the new absence falls within the valid linking period. If it does, the system sets the system element named LINK YES-NO, which is associated with the new event, to YES. The per absence formula element (selected on the Absence Entitlements - Calculation page) refers to the value of the LINK YES-NO element to determine whether to resolve entitlement or to use the existing entitlement balance.

The system always compares the start date of the current event to the last matching absence event to determine whether the event falls within the linking period. You define what qualifies as the last matching event. If you specify that the Original Begin Date field on the Absence Event Entry page is used to identify linked absence, absence entries with the same absence type and original begin date are treated as one absence period.

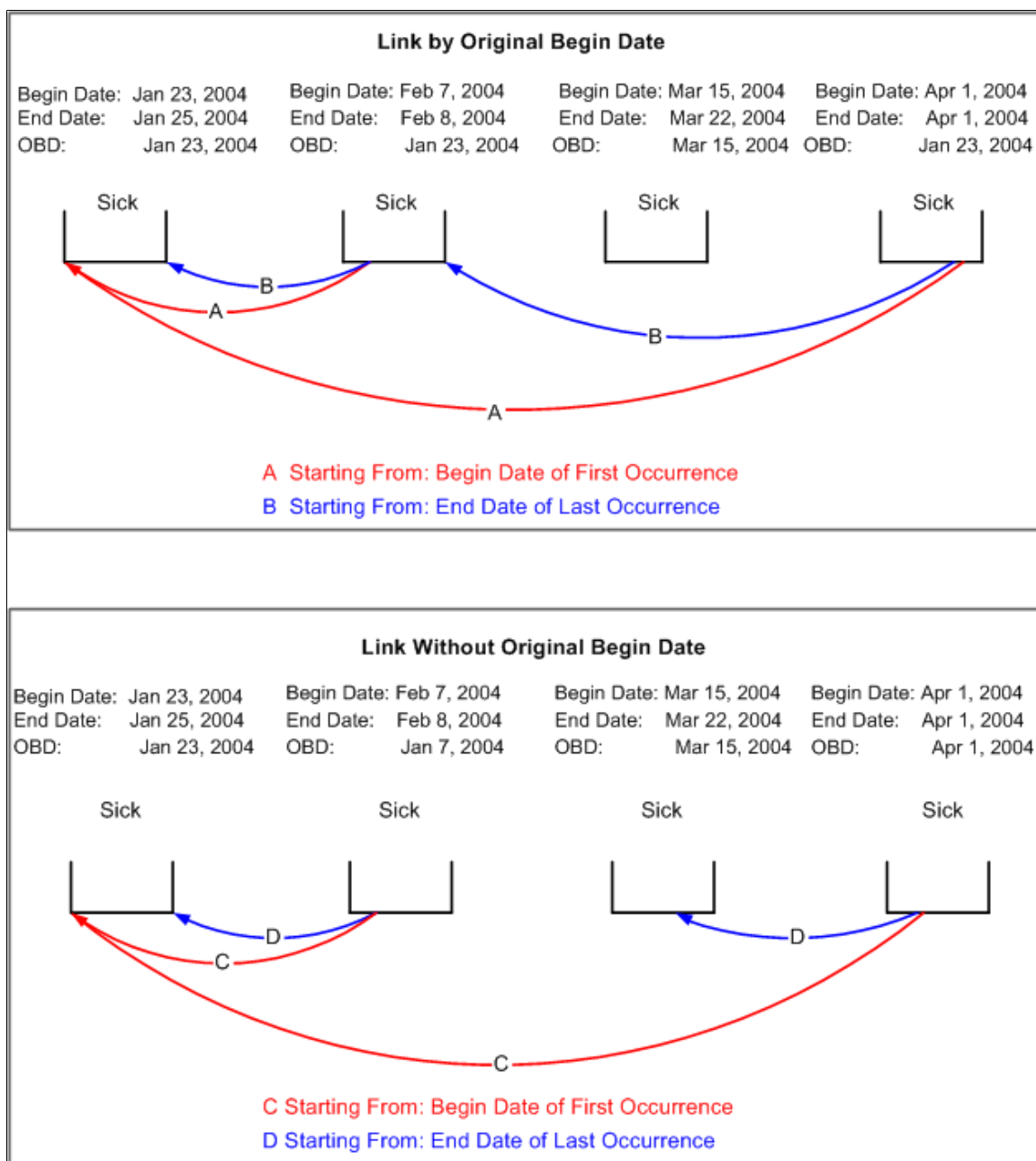
For example, if a payee is out from January 23 to January 25 because of a broken leg and is out again from February 7 to February 8 for the same reason, this table shows how the absence is entered for the person on the Absence Event Entry page:

<i>Absence Type</i>	<i>Reason (not entered online)</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Original Begin Date</i>
Sick	Broken leg	January 23	January 25	January 23

Absence Type	Reason (not entered online)	Begin Date	End Date	Original Begin Date
Sick	Broken leg complications	February 7	February 8	January 23

Image: Linking absences with and without original begin date

This diagram provides examples of how linking works.



System Elements for Overwriting Daily Data from User Defined Fields

You can use up to 16 system elements to overwrite absence data that's entered into the user-defined fields (labeled Date 1, Date 2, Decimal 1, Decimal 2, and so on) on the Absence Event Input Detail page. When you run the Take process, the system writes the values that are assigned to the system elements to the daily data in the Absence Results (GP_RSLT_ABS) table in place of the user-entered values. You can use system elements to overwrite data for every day of an absence event or for selected days.

The following table lists the system elements, the corresponding fields that they overwrite in the Absence Results table, and the labels for the user-defined fields on the Absence Event Input Detail page:

System Element	Field Overwritten in Absence Results Table	Field Labels on Absence Event Input Detail Page
EVT CONFIGx DT UPD	EVT CONFIGx DT	Date 1, 2, 3, 4
EVT CONFIGx DC UPD	EVT CONFIGx DC	Decimal 1, 2, 3, 4
EVT CONFIGx CH UPD	EVT CONFIGx CH	Character 1, 2, 3, 4
EVT CONFIGx MN UPD	EVT CONFIGx MN	Monetary 1, 2, 3, 4

where x = 1, 2, 3, or 4

For example, say that a user enters a value of 100 USD in the Monetary 1 field (EVT CONFIG1 DC) on the Absence Event Input Detail page. Using the EVT CONFIG1 DC UPD system element, you can have the system write 150 USD to the result table for the first day of the absence event, and use the value entered by the user for the remaining days of the event

To use the system elements:

- Specify which user-defined fields can be overwritten.
Select these fields on the Absence Take - User Defined Result Fields page.
- Use a formula or rule to define the conditions for assigning a value to the system elements.

Related Links

[Absence Takes - Period Page](#)

[Absence Takes - User Defined Result Fields Page](#)

Absence Take Name Page

Use the Absence Take Name page (GP_PIN) to name the element and define basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Absence Take Name

Image: Absence Take Name page

This example illustrates the fields and controls on the Absence Take Name page.

The screenshot displays the 'Absence Take Name' page with the following fields and controls:

- Name:** K0ATSICK
- Description:** Long Term Sickness
- Definition As Of Date:** Calendar Period End Date
- Element Type:** Absence Take
- Field Format:** (Invalid Value)
- Element Nbr:** 2224
- Always Recalculate:** ☒
- Owner:** PS Delivered / Not Maintained
- Class:** Sample Data
- Used By:** All Countries
- Country:** ALL
- Industry/Region:**
- Category:**
- Override Levels:**
 - ☐ Pay Entity
 - ☐ Pay Group
 - ☐ Payee
 - ☐ Calendar
 - ☐ Via Elements
 - ☐ Element Definition
 - ☐ Positive Input
- Results:**
 - ☒ Store
 - ☒ Store if Zero
- Resolution Parameters:** This element type does not require additional resolution parameters.
- Version Information:**
 - Last Updated: 08/29/06 3:11:08.000000PM
 - Last Updated By: PPLSOFT
 - User Version:
 - Version: P_9.00.00

At the bottom, there are links for [Custom Fields](#), [Comments](#), and [Forecasting](#).

You must name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same first Element Name page (GP_PIN).

Enabling Configuration of Forecasting

Before you can define forecasting rules for a take element on the Absence Take - Forecasting page, you need to enable the take element for forecasting. To do this, click the Forecasting link at the bottom of the Absence Take Name page to access the Absence Take - Forecasting page. Select the Forecasting Used check box. Select the Forecasting Required check box if users are required to run the forecasting process before entering an absence through the Absence Event Entry page.

To avoid degrading system performance, enable the forecasting feature only for those takes that you're interested in forecasting.

Related Links

[Defining Element Names](#)

[Absence Management Features](#)

Absence Takes - Calculation Page

Use the Absence Takes - Calculation page (GP_RSLT_ADM_ABS) to define general calculation rules for take elements, select the absence type, link entitlement elements, and specify whether absence events require online approval.

Also contains user-defined fields.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Calculation

Image: Absence Takes - Calculation page

This example illustrates the fields and controls on the Absence Takes - Calculation page.

The screenshot displays the 'Absence Takes - Calculation' page for the element 'K0ATSICK'. The page is divided into several sections: 'Definition', 'Entitlement Member List', and 'User Defined Fields'. In the 'Definition' section, the 'Effective Date' is set to 01/01/1990, the 'Status' is 'Active', the 'Absence Type' is 'SCK', and the 'Multiple Instances' checkbox is checked. The 'Entitlement Member List' table shows a single entry with a priority of 1, entitlement element 'K0AE SCK 100', and description 'Sickness 100'. The 'User Defined Fields' section contains four input fields, with the first field containing the value 'SCK'. The version number at the bottom is 8.00.00.00.

Absence Type

Select the absence type. You define absence types on the Absence Types page.

Manager Approval Required

Select if a manager must approve every absence that is associated with this take. When a user enters an absence, someone must select this check box on the Absence Event Input Detail page, or the event will not be processed when you run the Take process. The system does not verify that the user who selects the check box is a manager.

Note: This field does not apply to absence requests entered through the self-service pages. Fields on the self-service setup pages control the approval requirements for these requests.

Multiple Instances

Select to have the system create a separate bundle for the instances of positive input that are generated for the earning or deduction elements (associated with this take element).

For example, say that a payee is sick on two separate occasions during the January processing period:

- Event 1: January 1-2.
- Event 2: January 20-22 .

If Multiple Instances is selected, the system creates one row of positive input for Event 1 and one row of positive input for

Event 2, enabling you to report the two events separately on the payslip

Both Absence Begin Date and Absence Period Begin Date are populated when you select this check box, so select it if these dates are significant to your earning and deduction processing rules.

If this check box is deselected, the system bundles the positive input that is generated for all absence events that occur for this take during the same period. A single row of positive input will represent the consolidated absence events.

Entitlement Member List

Use these fields to link the take element to one or more entitlement elements. When you run the Take process, the system reduces entitlement balances in the order that you specify. For example, if you link vacation take to entitlement for floating holidays and then to vacation entitlement, the system uses the floating holiday entitlement until it's depleted and then reduces vacation entitlement.

All entitlement elements that you add to the Entitlement Member List must be of the same type: per-absence entitlement or frequency-based entitlement. The first element that you add to the list limits the choice of entitlement elements that you can add in subsequent rows.

Priority	Enter up to three digits to identify the relative order in which the absence take should be applied to the entitlement element.
Entitlement Element	<p>Select the entitlement element that you want to link to the take element.</p> <p>If you've already added a row for an entitlement element, you can select only absence-based or frequency-based entitlement elements, depending on the Specify Frequency option selected on the Calculation page.</p>
Per Absence	If the entitlement is absence-based (the Calculate When Absence Occurs option is selected on the Calculation page), the system selects this check box. The value that you select for the first row determines the type of entitlement elements that you can select in additional rows.

User Defined Fields

The system provides four user defined fields that you can use to add any information you want to the take definition. When you run the Take process, the data that you enter populates the TAKE CONFIG1 through TAKE CONFIG4 system elements.

Field 1: through Field 4:	Enter up to 10 alphanumeric characters in each field.
----------------------------------	---

Absence Takes - Day Formula Page

Use the Absence Takes - Day Formula page (GP_ABS_TAKE2) to specify the day formula for calculating the day count; linked earning and deduction elements; conditions for reducing the beginning entitlement balance; and mapped take elements.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Day Formula

Image: Absence Takes - Day Formula page

This example illustrates the fields and controls on the Absence Takes - Day Formula page.

The screenshot displays the 'Absence Takes - Day Formula' page for element 'K0ATSICK' (Long Term Sickness, Owner: PS Non-Mnt). The 'Definition' tab is selected, showing the 'Beginning Balance Offset' section. This section includes fields for 'Offset Formula Element' (K0FM SICK TAKE), '*From Type' (Date), '*To Type' (Date), '*Date From' (K0DT OFFSET START), and '*Date To' (K0DT OFFSET END). Below this, there are fields for 'Mapped To Element' and 'Conditional Element'. At the bottom, the 'Generate Positive Input Member List' table is shown, listing two elements: K0WRKAC and K0SICK1, both mapped to DAY COUNT and DAY COUNT PD respectively.

Order	Element Type	Element	Unit Element Type	Unit Element
1	Earnings	K0WRKAC	SystemElem	DAY COUNT
2	Earnings	K0SICK1	SystemElem	DAY COUNT PD

Beginning Balance Offset

If the take element is linked to a per-absence entitlement, select a formula that defines the conditions under which the beginning entitlement balance is reduced. The system executes the beginning balance offset formula only if the entitlement element is resolved (the conditional resolution formula is true).

You might use this feature to reduce entitlement when a payee has already received entitlement for related absences that occurred in the past. For example, you could use the beginning balance offset to reduce a sickness entitlement amount by the number of days that were used during the last 12 months.

Offset Formula Element

Select the formula that the system is to execute. The formula is executed each day of the period that you define in the Date From and Date To fields, but only if the entitlement element is resolved. It should return the number of units that you want the system to subtract from the beginning entitlement balance.

When the formula is executed, the system loops through the daily absence rows that are defined by the Date From and Date To fields and resolves the formula per row for every take element.

For example, your formula assigns a unit amount to each row (or day) that is associated with the variable `SICK_PD_TAKEN`. If the variable is a member of the entitlement balance accumulator and has an action of subtract, then each day that it resolves, it contributes to the accumulator and subtracts from the beginning entitlement balance.

It's important that the formula specify which take elements and events you want the system to consider. Your formula can look at any information in the daily absence rows.

From Type, To Type, Date From and Date To

Select the type of element that defines the begin (*From*) date or end (*To*) date of the period to which the formula is applied. Values are *Bracket-Date*, *Calendar Date*, *Date*, *Formula-Date*, *System Element-Date*, and *Variable-Date*. (*Calendar Date* enables you to select a date; *Date* enables you to use a *Date* element.)

In the Date From and Date To fields, select the name of the element that defines the date. Or, if you selected *Calendar Date*, select a date in this field.

Mapping Events

Mapped To Element

For the system to generate take for another take element at the same time that it generates take for this element, select the name of the linked element.

When the Take process resolves the element, it inserts a row of duplicate absence daily data for the current day that is being processed, but alters the take element and the take user-defined fields.

Important! The order in which you add mapped take elements to the take process list is critical. The element that you select in this field is always processed after its source element. Otherwise, the linked take element is not resolved.

Conditional Element

If you completed the Mapped To Element field, select a conditional formula that is executed for each day of the absence event to determine whether to generate a duplicate entry for the linked element.

If the formula returns an amount other than zero, or if you leave this field blank, a duplicate row is created.

Day Formula Element

Select the formula element that the system uses to evaluate each day of the absence event. The goal of the formula is to return the units for the absent day to compare to the absence entitlement balance. The Take process uses the take rules, the beginning balance, and the absent units to calculate the paid and unpaid units to pass to payroll.

The day formula interprets each absent day in any way that your plan requires. For example, if a payee is scheduled to work 8 hours but works only three hours, the day count formula determines whether this constitutes absence for a full day, half a day, no days, or five-eighths of a day.

For example, your day formula might look like this:

```
IF SCHED_HRS > 0
THEN 1 ->> WRK_DAY
ELSE 0 ->> WRK_DAY
END IF
```

Assume that a payee is on vacation from February 1 to 5:

Wednesday, February 1, 8 hours

Thursday, February 2, 8 hours

Friday, February 3, 8 hours

Saturday, February 4, 0 hours

Sunday, February 5, 0 hours

The day formula evaluates each day. When the system processes February 1, it populates the system element, *SCHED HRS*, and the day formula, *WRK DAY*, resolves to 1. On January 4, the payee is not scheduled to work. The system populates *SCHED HRS* with 0, so *WRK DAY* resolves to 0.

Generate Positive Input Member List

Complete these fields to have the Take process generate positive input for one or more earning and deduction elements with a calculation rule of $\text{Rate} \times \text{Units}$ or $\text{Rate} \times \text{Units} \times \text{Percent}$. Specify the supporting element that returns a value for the Units component of the calculation rule. You can also select the supporting elements that will return the percent, rate, and amount values.

Common Page Information

Order

Enter up to three digits to specify the order in which the Take process should generate positive input for the earning or deduction elements when performing the day-by-day processing for this take. The lower the number, the sooner the element will be processed.

Order is important only if there are dependencies between the elements. For example, if data generated by Earnings 1 is needed to resolve Earnings 2, assign Earnings 1 a lower order number.

Element Type

Select the type of element positive input that is to be generated when you run the Take process: *Deduction* or *Earnings*.

Element

Select the name of the earning or deduction element for which the positive input should be generated.

Only earnings and deductions with a calculation rule of "Rate x Unit", or "Rate x Unit x Percent" are allowed.

Units**Unit Element Type**

Select the type of supporting element that returns the value of the paid or unpaid units that are associated with the earning or deduction. The elements are: *Accumulator*, *Bracket*, *Formula*, *SystemElem*, or *Variable*.

For example, to return the number of paid units that are calculated by the day formula, you could select the system element DAY COUNT PD. Or, to return the number of unpaid units, you could select DAY COUNT UNPD.

To convert the units that are returned by the day formula—from days to hours, for example—use a formula element that uses the following system elements:

- DAY COUNT (result of the day formula).
- DAY COUNT PD (paid portion of the day formula).
- DAY COUNT UNPD (unpaid portion of the day formula).
- SCHED HRS (hours that the payee was scheduled to work).

Note: For absence take elements that do not have associated absence entitlement elements, the system does not generate the paid and unpaid elements. You must use DAY COUNT.

Unit Element

Select the name of the supporting element that returns the units that are associated with the earning or deduction element.

Rate

Select the Rate tab.

Rate Element Type

Select the type of supporting element that returns the value of the Rate component. Values are: *Bracket*, *Formula*, *SystemElem*, or *Variable*.

The take process applies the instructions that you enter day by day. If the value of the Rate component changes (during the absence period, for example) the change is applied on the correct day.

For example, if payees receive 100 percent of their payment for an illness and the rate changes due to seniority, you might use

a system element to retrieve the correct rate for the generated positive input.

Rate Element

If you selected an element type, select the name of the supporting element that returns the value of the Rate component.

Percent

Select the Percent tab.

Percent Element Type

If the calculation rule for the earning or deduction element is defined as Rate x Unit x Percent, select a supporting element that returns the value of the Percent component. Values are *Bracket*, *Formula*, *SystemElem*, and *Variable*.

The Take process applies the instructions that you enter day by day. If the value of the percent components changes (during the absence period, for example), the change is applied on the correct day.

For example, if payees receive 100 percent of their pay for the first 30 days of an illness and 75 percent for each day thereafter, you might use a bracket element that returns the appropriate percent, based on the length of the absence.

Percent Element

If you selected an element type, select the name of the supporting element that returns the value of the Percent component.

Amount

Select the Amount tab.

Amount Element Type

Select an element that returns the value of the amount component for the earning or deduction element.

The amount overrides any values returned by other components of the element's calculation rule. Although you can still select elements to return the rate or percent, the values of these components are not used for calculations.

Values are *Accumulator*, *Bracket*, *Formula*, *SystemElem*, or *Variable*.

Amount Element

Select the name of the element that returns the value of the Amount component.

Related Links

[Understanding Processing Elements](#)

Absence Takes - Period Page

Use the Absence Takes - Period page (GP_ABS_TAKE3) to define eligibility, minimum absence, or wait per absence requirements.

Link related absences.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Period

Image: Absence Takes - Period page

This example illustrates the fields and controls on the Absence Takes - Period page.

The screenshot displays the 'Absence Takes - Period' page for the element 'K0ATSICK' (Long Term Sickness). The page is divided into several tabs: 'Absence Take Name', 'Calculation', 'Day Formula', 'Period' (selected), 'Negative Balances', 'Priority', 'Forecasting', and 'Balance Inquiry'. The 'Period' tab shows the following details:

- Element Name:** K0ATSICK
- Long Term Sickness**
- Owner:** PS Non-Mnt
- Definition:**
 - Effective Date:** 01/01/1990
 - Status:** Active
 - Eligibility:** ☐ (unchecked)
 - *Entry Type:** Cal Date (dropdown)
 - Eligibility Date Value:** (text field)
 - Minimum Absence:** ☐ (unchecked)
 - *Absence Period Type:** Numeric (dropdown)
 - Absence Value:** (text field) Days
 - Wait Per Absence:** ☒ (checked)
 - *Wait Period Type:** Numeric (dropdown)
 - *Wait Period Value:** 3.00 (text field)
 - Link Absence:** ☐ (unchecked)
 - *Count Formula:** K0FM8 (text field with search icon)
 - By Original Begin Date:** ☐ (unchecked)
 - *Starting From:** End Date of Last Occurrence (dropdown)
 - *Duration Between Two Absences:** Numeric (dropdown)
 - Duration Value:** (text field)
 - *Unit:** Days (dropdown)

Eligibility

Complete the Eligibility, Entry Type, and Date Element or Eligibility Date Value fields if payees are eligible to use entitlement only on or after a certain date.

Eligibility

Select to define an eligibility period for this take.

Entry Type and Eligibility Date Value In the Entry Type field, select the type of supporting element that defines the eligibility date. The Take process treats days that are taken before the eligibility date as unpaid units. Absences that are taken on or after this date can be applied against the entitlement balance. For example, if the eligibility date is June 1, an absence on June 1 qualifies for payment.

Values are *Bracket*, *Cal Date*, *Date*, *Formula*, *System Element*, and *Variable*. (*Cal Date* enables you to select a specific date; *Date* enables you to select a date element.)

In the Eligibility Date Value field, select the name of the element that defines the date. Or, if you selected *Calendar Date* in the Entry Type field, select the appropriate date.

Minimum Absence

Complete the Minimum Absence, Absence Period Type, and Absence Value fields if payees must be absent a minimum number of calendar days before an absence event is paid. If the absence event is longer than the minimum period, the entire absence qualifies for payment. If the minimum period is not met, the entire absence is unpaid. (The system does not consider linked absences when determining whether the minimum period has been met. Linked absences are described below.)

The system refers to the end date of an absence to determine whether the minimum period has been met—even when the end date falls in a different calendar period.

Minimum Absence

Select to define a minimum absence rule for this take.

Absence Period Type and Absence Value

In the Absence Period Type field, select the type of supporting element that defines the minimum absence period. The period must be in calendar days. Values are *Accumulator*, *Bracket*, *Duration*, *Formula*, *Numeric*, *System Element*, and *Variable*.

In the Absence Value field, select the name of the element. Or, if you selected *Numeric* in the first field, enter up to 8 digits in this field.

For example, if an absence of less than 4 days is unpaid, select *Numeric* in the first field and type *4* in the field to the right.

Wait Per Absence

Complete the Wait Per Absence, Wait Period Type, Wait Period Value, and Count Formula fields if each absence event must satisfy a minimum waiting period before it can be paid. When the minimum wait period is met, the payee can be paid only for the period of time that exceeds the wait period.

If you define a Wait Per Absence and also select the Link Absence check box on this page, you can create a formula that enables linked events to share the same waiting period.

Wait Per Absence

Select to define a minimum waiting period for each absence.

Wait Period Type and Wait Period Value

In the Wait Period Type field, select the type of supporting element that defines the number of remaining wait units the payee must be absent before the event can be paid. This element is resolved on the first day of the absence event.

Values are *Accumulator*, *Bracket*, *Duration*, *Formula*, *Numeric*, *System Element*, and *Variable*.

In the Wait Period Value field, select the name of the element.

Or, if you selected *Numeric* in the first field, enter up to 8 digits in this field. For example, if you select *Numeric*, and you enter *3* in the field to the right, the first three days of the absence are not paid.

If you select the Link Absence check box to link related events, you can have the value that is returned by a Period formula apply to the linked absence period, rather than to each event.

In a Period formula, you can reference one of the following system elements:

- LINK YES-NO (linked event, yes or no) is set to Yes if the current event is linked to a previous event.
- ABS CUM LINK WAIT (cumulative linked wait) captures the total wait units that are taken for the linked events and the current event.

Values are stored on the absence results table and carried forward from period to period.

Count Formula

If you selected Wait Per Absence, select a formula in this field.

The count formula interprets the days that are to be counted against the wait period. This formula is similar to, and usually the same as, the day formula, though this is not a requirement.

For example, you might want the day formula to consider workdays and the count formula to consider calendar days.

The count formula is resolved each day of the absence event until the wait period is met.

Note: For payees to be compensated for partial hours worked on the day that the waiting period is met, the count formula must be the same as the day formula.

Linking

Link Absence

Select to have the system link related absences.

By Original Begin Date

Select to have the system link the current absence event to the last absence event with the same original begin date.

If you do not select this check box, the system treats the event begin date as the original begin date.

Starting From

Specify the start date that the system uses to determine if a linked absence falls within the allowed period. When you run the Take process, the system compares the first day of the current absence event to the date that you specify in this field. If the period is greater than that defined by the Duration Between Two Absences field, the absences are not linked. Values are:

End Date of Last Occurrence: The system looks at the end date of the last matching event. (If you selected By Original Begin Date, the last matching event is the last event with the same original begin date.)

Begin Date of First Occurrence: The system looks at the begin date of the first matching event.

Duration Between Two Absences, Duration Value and Unit

In the Duration Between Two Absences field, select the type of element that defines the duration period. Values are *Accumulator*, *Bracket-Numeric*, *Duration*, *Formula-Numeric*, *Numeric*, *System Element-Numeric*, and *Variable-Numeric*.

In the Duration Value field, select the name of the element that defines the duration period. If you selected *Numeric* in the Duration Between Two Absences field, enter the number of units here.

In the Unit field, select the unit of measurement you want to use. Values are *Days*, *Months*, and *Weeks*.

Absence Takes - Negative Balances Page

Use the Absence Takes - Negative Balances page (GP_ABS_TAKE4) to define negative balance rules (what happens when the entitlement balance is not sufficient to cover an absence).

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Negative Balances

Image: Absence Takes - Negative Balances page

This example illustrates the fields and controls on the Absence Takes - Negative Balances page.

On this page, you specify what the system is to do if a payee's absence take exceeds the entitlement balance; that is, if the entitlement balance drops below zero. You can enable payees to:

- Carry a negative balance up to the limit that you specify.
- Take the absence as unpaid time.
- Use the accrued entitlement that is associated with another type of absence.

Negative balance rules do not take effect until the payee has depleted all the linked entitlements that are defined on the Calculation page.

Negative Balance Option

Specify what the system is to do if a payee's absence take exceeds the entitlement balance; that is, if the entitlement balance drops below zero. Valid values are:

- *Allow Negative Balance* – Select if your organization allows employees to take more paid time than they have accrued. Absence time that exceeds accrued entitlement is paid up to the limit that you specify.
- *Take as Unpaid Time* – Select to process any take that exceeds the entitlement balance as unpaid time. When you run the Take process, the system element DAY COUNT UNP is populated with the number of unpaid units. (To have unpaid units processed as a deduction, add the deduction element to the grid at the bottom of the Absence Takes - Day Formula page.)
- *Take with Other Absence* – Select if payees can apply the entitlement that is associated with another type of absence to this take.

When this option is selected the Absence Take field will open below. Select the take element that is associated with the entitlement that you want to use.

For example, your organization pays 100 percent of salary for the first 60 days of maternity leave and 50 percent for the next 30 days. You create two take elements, one called Maternity60 and another called Maternity30. When you define Maternity60, you select *Take with Other Absence* and link to the Maternity30 element. When the payee's actual maternity leave is entered on the Absence Event Entry page, all 90 days are entered, using the Maternity60 element. The system pays the first 60 days at 100 percent, depleting the maternity entitlement. The system then redirects the next 30 days to the Maternity30 element; that is, it adds a new row for each day after the sixtieth day, using the redirected element.

Limit Type and Limit Value

These fields are only available if the Negative Balance Option selected is *Allow Negative Balance*.

To limit the amount of negative entitlement balance allowed, select the supporting element that defines the limit. Any take that exceeds the limit will populate the DAY COUNT UNP system element. A limit of 3, for example, indicates that up to three days will be paid.

In the Limit Value, select the name of the element. If you selected *Numeric* in the first field, enter a number in this field.

Absence Take

These fields are only available if the Negative Balance Option selected is *Take with Other Absence*.

Select the take element that is associated with the entitlement that you want to use.

Absence Takes - Priority Page

Use the Absence Takes - Priority page (GP_ABS_TAKE5) to specify if users can enter more than one absence for a payee for the same day and to assign a priority to absence takes if only one type of absence is allowed each day.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Priority

Image: Absence Takes - Priority page

This example illustrates the fields and controls on the Absence Takes - Priority page.

The screenshot displays the 'Absence Takes - Priority' page for the 'K0ATSICK' element. The page has a navigation bar with tabs: Absence Take Name, Calculation, Day Formula, Period, Negative Balances, Priority (selected), Forecasting, and Balance Inquiry. Below the navigation bar, the 'Definition' section is active. It shows the 'Element Name' as 'K0ATSICK', 'Long Term Sickness', and 'Owner' as 'PS Non-Mnt'. The 'Effective Date' is '01/01/1990' and the 'Status' is 'Active'. There is a checkbox for 'Allow Duplicates' which is currently unchecked. The 'Event Priority' is set to '1'. Below these fields is a table titled 'Take Codes Allowed for the Same Day' with columns 'Absence Take Element' and 'Description'. The table is currently empty.

Allow Duplicates

Select to enable users to enter more than one absence for the same day on the Absence Event Entry page. For example, if an employee has a two-hour union meeting in the morning and takes six hours of vacation on the same day, select Allow Duplicates to enable the user to enter and save the two absences for the same day. Deselect this check box to prevent users from entering more than one absence for the same day.

When a user enters multiple events for the same day on the Absence Event Entry page and tries to save the entries, the system displays a message. If the user clicks OK, the system applies the take definition with the highest priority for the date in conflict (that is, the event with the lowest priority number).

You designate the priority of the take element in the Event Priority field. The priority number appears on the Absence Event Entry page when you enter an absence using this take element.

Using the same example, if you want the system to display the above message when a user tries to save the entries for a union

meeting and vacation that occur the same day, do not select Allow Duplicates.

Event Priority

You can specify the priority of this absence take element in relation to others by entering a unique number of up to three digits in this field. Lower numbers represent higher priority.

When a user tries to enter more than one type of absence for the same day, and duplicates are not allowed, the system displays a message that provides information about take priorities. It also enables the user to invoke a process that causes the system to use the take definition with the highest priority for the date in conflict.

Take Codes Allowed for the Same Day

Absence Take

If you selected Allow Duplicates, specify the types of absences that can be taken the same day. Add a row for each allowable absence take element. Select at least one element.

When you run the Take process, the system calculates total partial hours that were written to the results table for events that occurred on the same day. It returns the total to the system element named ABS CUM PARTIAL HR. (You might consider creating a formula that generates an error if scheduled hours exceed total partial hours.)

Absence Takes - Forecasting Page

Use the Absence Takes - Forecasting page (GP_ABS_TAKE6) to specify the formula to use for absence forecasting and the list of elements that are displayed by the Absence Forecasting process.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Forecasting

Image: Absence Takes - Forecasting page

This example illustrates the fields and controls on the Absence Takes - Forecasting page.

Order	*Element Type	*Forecast Element	Description
10	Accumulator	K0WAE SICK_ENT	Sick Entitlement Hrs
20	Accumulator	K0WAE SICK TAKE	Sick Take Hrs
30	Accumulator	K0WAE SICK_BAL	Sick Balance Hrs
35	Accumulator	K0WAE VAC TAKE	Vacations Taken Hrs
40	Accumulator	K0WAE VAC_BAL	Vacations Balance Hrs
50	Formula	K0WFM GEN FCST	Generic Forecast Formula

Complete the Forecasting page if you want users to be able to run the Forecast process when entering absences.

Note: To enter information on this page, the Forecasting Used check box must be selected on the Absence Takes - Forecasting for Element <name> page that you access through the link at the bottom of the Absence Takes – Absence Take Name page.

Forecast Element

Select the formula that you want the system to resolve during the Forecasting process.

Only formulas with a field type of character are allowed. The system resolves this formula for each day of the absence event immediately after the day is evaluated (after the DAY COUNT, DAY COUNT PD, and DAY COUNT UNPD elements are resolved). It stores the last resolved value.

As an example, say you want your formula, named FM ELIG, to return a value of ELIGIBLE or NOT ELIGIBLE depending on whether a payee has enough entitlement to cover an absence. Your forecast formula might look like this:

```
IF DAY COUNT UNP > 0
THEN NOT ELIGIBLE >> FM ELIG
ELSE ELIGIBLE >> FM ELIG
ENDIF
```

Forecasting Results Element List

This group box controls what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. Select the elements for which you would like to view results. For example, you may want a duration element to display the length of the absence and an accumulator element to display the entitlement balance.

The elements that you select should be those that are normally resolved during absence processing. Element types are: *Accumulator*, *Bracket*, *Date*, *Duration*, *Formula*, *System Element*, and *Variable*.

Related Links

[Absence Entry Features](#)

[Absence Formulas](#)

Absence Takes - Balance Inquiry Page

Use the Absence Takes - Balance Inquiry page (GP_ABS_TAKE7) to list the elements that are displayed by the Balance Inquiry process.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Balance Inquiry

Image: Absence Takes - Balance Inquiry page

This example illustrates the fields and controls on the Absence Takes - Balance Inquiry page.

The screenshot shows the 'Absence Takes - Balance Inquiry' page. At the top, there are tabs: 'Absence Take Name', 'Calculation', 'Day Formula', 'Period', 'Negative Balances', 'Priority', 'Forecasting', and 'Balance Inquiry'. The 'Balance Inquiry' tab is active. Below the tabs, the 'Element Name' is 'KOWAT SICK TAKE' and the 'Owner' is 'PS Non-Mnt'. The 'Definition' section shows 'Effective Date: 01/01/1990' and 'Status: Active'. The main section is titled 'Balance Inquiry Element List' and contains a table with the following data:

Order	*Element Type	*Element Name	Description
10	Accumulator	KOWAE SICK_BAL	Sick Balance Hrs
20	Accumulator	KOWAE SICK_TAKE	Sick Take Hrs
30	Accumulator	KOWAE SICK_ENT	Sick Entitlement Hrs
33	Accumulator	KOWAE VAC_TAKE	Vacations Taken Hrs
35	Accumulator	KOWAE VAC_BAL	Vacations Balance Hrs
40	Formula	KOWFM GEN FCST	Generic Forecast Formula

Note: To enter information on this page, the Forecasting Used check box must be selected on the Absence Take Name page.

Balance Inquiry Element List

This group box controls what appears on the Forecast Balance page after you run the Balance Inquiry process. Select the elements for which you would like to view results; for example, accumulators that track entitlement balances for the take, and system elements that help explain the balances.

Element types are: *Accumulator*, *Bracket*, *Date*, *Duration*, *Formula*, *System Element*, and *Variable*.

Absence Takes - User Defined Result Fields Page

Use the Absence Takes - User Defined Result Fields page (GP_ABS_TAKE8) to select the user-defined fields that can be overwritten by a system element during processing.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Used Defined Result Fields

Image: Absence Takes - User Defined Result Fields page

This example illustrates the fields and controls on the Absence Takes - User Defined Result Fields page.

The screenshot displays the 'User Defined Result Fields' configuration page for the 'KOWAT SICK TAKE' element. The page includes navigation tabs at the top: 'Negative Balances', 'Priority', 'Forecasting', 'Balance Inquiry', and 'User Defined Result Fields'. Below the tabs, the 'Element Name' is 'KOWAT SICK TAKE' and the 'Owner' is 'PS Non-Mnt'. The 'Definition' section shows the 'Effective Date' as '01/01/1990' and the 'Status' as 'Active'. The 'User Defined Result Fields' table lists five configuration types: 'User Defined Character 1', 'User Defined Character 4', 'User Defined Decimal 1', 'User Defined Date 1', and 'User Defined Monetary 1'. Each row has a plus button and a minus button for selection. The table is titled '1-5 of 5'.

In the Configuration Type field, select the user-defined fields that can be overwritten by a system element. During batch processing, the value that's assigned to the corresponding system element will overwrite the user-entered value in the absence results table (GP_RSLT_ABS). Select only those fields that you will use in your rules.

For example, to specify that the value a user enters in the Date 3 field on the Absence Event Input Detail page can be overwritten, select *User Defined Date 3* in the Configuration Type field.

Related Links

[Understanding Absence Take Elements](#)

Supporting Element Overrides Page

Use the Supporting Element Overrides page (GP_ELM_DFN_SOVR) to override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the take element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Supporting Element Override

Preparing Absence Elements for Use

Once you've created absence entitlement and take elements, follow these steps to prepare them for use:

1. Assign elements to payees.

Begin by adding the elements to an element group. (Element groups are linked to eligibility groups, which are linked to pay groups. A pay group is associated with each payee.) Payees can accrue entitlement and be paid for absences only when they are associated with absence elements. Exception: It is not necessary to assign per-absence entitlement elements to payees. When you assign related take elements, payees are eligible for the per-absence entitlement. To assign entitlement elements that are defined at the Payee Level (you selected *Payee Lvl* in the Entitlement field on the Absence Entitlements - Calculation page), use the Entitlement/Take Assignment page.

2. Add elements to the absence processing framework.

Sections tell the system which elements to resolve during processing. You can create a separate section for the entitlement and take processes, or you can create one section for both, depending on your organization's needs. Per-absence entitlement elements do not need to be included on a process list through a section. They are processed automatically when the Take program processes the related take element.

Related Links

[Defining Element Groups](#)

Setting Up Absence Entitlement Balance Forecasting and Inquiry

This topic provides an overview of how to enable absence forecasting and balance inquiry, and discusses how to:

- Create a transaction definition.
- Filter absence events from the forecasting process.

Pages Used to Create a Transaction Definition and Filter Self Service Absence

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Transaction Definition	GP_TXN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Forecast Transactions, Transaction Definition	Create a transaction definition by linking a calendar group template to the Absence Forecasting process or Balance Inquiry process. A transaction definition is linked to a specific country.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Forecasting Filter	GP_TXN_FILTER	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Forecast Transactions, Forecasting Filter	<p>Select the status of the absence events that the system is to consider when you run the Forecasting process.</p> <p>If integrating with Time and Labor, the status selected will be considered with forecasting processes on Timesheets also.</p>

Understanding How to Enable Absence Entitlement Balance Forecasting and Inquiry

Before using absence forecasting or balance inquiry, you must activate these features for each absence take and entitlement element to which they apply, except for per-absence entitlement elements. For example, to forecast entitlement for vacations only, you activate forecasting for the vacation take and vacation entitlement elements.

Following is an overview of steps to enable absence forecasting or balance inquiry:

1. Define forecast formulas for absence takes (absence forecasting only).

A forecast formula evaluates an absence according to the business rules you define. For example, your formula might determine if there is sufficient entitlement to cover an absence and, if not, what action to take. It returns a user-defined character string that appears on the Absence Event Entry page. For example, it might display "Eligible" or "Success" if there is enough entitlement to cover an absence. The system resolves the forecast formula for each day of the absence, immediately after it resolves the day count, day count paid, and day count unpaid. Only the last value of the formula is stored and is moved to the Absence Event table (GP_ABS_EVENT) during the Absence Forecasting process. The value is also moved to the results table (GP_RSLT_ABS) when the event is processed during the Absence Take process.

The formula can check to see if there are any unpaid units for the day and why the units are unpaid—perhaps because of a waiting period. To determine this, you refer to other absence system elements, such as the beginning wait balance, ABS BEGIN WAIT BAL, and the ending balance, ABS END WAIT BAL.

You can use the results of the forecast formula to invoke other actions. For example, you might create a formula, that when resolved to Eligible, populates the units element that is used to generate positive input. (You select the Units element on the Absence Takes - Day Formula page.)

2. Enable forecasting and/or balance inquiry for the take element on the Forecasting page that you access through the Element Name page.
 - a. For absence forecasting, indicate whether forecasting is allowed (select Forecasting Used) or required (select Forecasting Required).
 - b. For balance inquiry, select Forecasting Used.

Note: The Forecasting Used field is not used to enable forecasting for absence self-service. To enable forecasting for absence self-service select the Allow Forecasting field on the Forecasting Messages page on the Country Take component.

If you are integrating with PeopleSoft Time and Labor, the Allow Forecasting field on the Forecasting Messages page of the Country Take component. is used to enable forecasting on Timesheets.

3. Complete the Forecasting and Balance Inquiry pages, as applicable.
 - a. For absence forecasting, select the forecast formula and the elements that are to return the results of the forecast process on the Forecasting page.
 - b. For balance inquiry, select the elements that are to return the results of the balance inquiry process on the Balance Inquiry page.

4. Enable forecasting for associated entitlement elements.

Repeat step 2 for each linked, frequency-based entitlement element.

Note: For entitlements the Forecast Used field will also apply to those entitlements used in event entry through absence self service, as well as, Time and Labor Timesheets if you are integrating with Time and Labor.

5. Enable forecasting for redirected take elements.

If you've redirected this take element to another take element on the Negative Balances page, follow step 2 for the redirected take element and its associated entitlement elements.

6. Create a Calendar Group template.

When you run the Forecasting or Balance Inquiry process, the system must know which absence calendars to refer to so that it can identify the elements to process, the period of time to evaluate, and so on. Use the Calendar Group page to select the applicable absence calendars. (These should be the same calendars that you use when running the Take and Entitlement processes.) Also select the Use as a Template check box on the Calendar Group page to indicate that the calendar group is to be used by the forecasting process.

The template should cover the forecasting period, which runs from the earliest calendar that has not been finalized for the payee to the end date of the latest absence event (or the as of date, for Balance Inquiry). Most likely, you'll want the calendar group to span one or more years. (It can include up to 225 calendars.) The template should also include all pay groups whose employees could be forecasted.

7. Create transaction definitions.

Use the Transaction Definition page to link the calendar group template (created in the previous step) to the absence forecasting or balance inquiry process. If you plan to use both processes, create a transaction definition for each. When you launch the Forecasting or Balance Inquiry process, the transaction ID tells the system which calendar group to look for.

8. Specify the status of the absence events to be considered by the Forecasting process.

You have the Forecasting process consider only those absence events that are in one of the statuses that you specify. Use the Forecasting Filters page to select the statuses.

Related Links

[Absence Entry Features](#)

[Viewing Current Absence Entitlement Balances and Running the Absence Entitlement Balance Inquiry Process](#)

[Forecasting Absence Entitlement Balance During Absence Entry](#)

[Defining Calendar Groups](#)

Transaction Definition Page

Use the Transaction Definition page (GP_TXN) to create a transaction definition by linking a calendar group template to the Absence Forecasting process or Balance Inquiry process.

A transaction definition is linked to a specific country.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Forecast Transactions, Transaction Definition

Image: Transaction Definition page

This example illustrates the fields and controls on the Transaction Definition page.

Transaction Definition		Forecasting Filter
Country:	AUS	Australia
Transaction ID:	100	
*Description:	Forecast Transaction	
Short Description:	Forecast	
*Calendar Group ID:	KA_TEMPLATE	Forecasting Template

Transaction ID

Values are:

100: Absence Forecasting process.

110: Balance Inquiry process.

Note: You can define one of each type of transaction ID per country.

Calendar Group ID

Select the appropriate calendar group ID. You can choose from the list of calendar group IDs that have been set up as templates.

Forecasting Filter Page

Use the Forecasting Filter page (GP_TXN_FILTER) to select the status of the absence events that the system is to consider when you run the Forecasting process.

If integrating with Time and Labor, the status selected will be considered with forecasting processes on Timesheets also.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Forecast Transactions, Forecasting Filter

Image: Forecasting Filter page

This example illustrates the fields and controls on the Forecasting Filter page.

Workflow Status	Description		
Approved	Approved	+	-
Cancelled	Cancelled	+	-
Denied	Denied	+	-
Error. Contact Administrator.	Error. Contact Administrator.	+	-

The system uses status values, such as Saved, Submitted, and Approved, to track and manage the approval of absence requests.

If you are using absence self service, use this page to specify which absence statuses the system is to consider when using forecasting. For example, you may want the forecasting process to evaluate only those absences that have a status of *Approved*. In this case, you would select *Approved* in the Workflow Status field.

Note: If integrating with Time and Labor, use this page to specify which absence statuses the system is to consider when using forecasting on Timesheets.

When an absence is requested through the Absence Event Entry page the Workflow Status field is set to blank. If you run the absence forecasting, such events will be considered during forecasting. If you have events entered through event entry and self service, when you run forecasting it will consider all the events entered through event entry plus those entered through self service and whose statuses were included in the Forecasting Filter page.

Using Schedules

Understanding Work Schedules

In Global Payroll, work schedules provide a way to communicate and manage workforce attendance expectations. They also enable the absence process to determine when a payee's absence falls on a scheduled work day. For exception time reporting payees, you set up schedules and enter exception data. For positive time reporting payees, the system compares reported hours with schedules to determine pay.

Note: Global Payroll and PeopleSoft Time and Labor use many of the same pages and records for schedule setup and assignment. If you're using both applications, you need to create and assign schedules only once. The information that displays on the scheduling pages may vary somewhat, depending on which application you use to access them.

This topic discusses:

- Types of schedules.
- Types of shifts.
- Schedule definitions and calendars.
- Rotating schedules.
- Self-service scheduling features.
- Schedule settings.

Type of Schedules

You can define three main types of schedules:

- Punch schedules include punch detail such as In, Out, Meal, Break, and Transfer.
- Elapsed schedules show the duration of time to be worked—for example, eight hours on Monday.
- Flex schedules are practical when a payee has some flexibility to begin and end the workday.

Types of Shifts

A shift represents a set of punch types from which it is built. You can create three types of shifts:

- Elapsed shifts

Define one elapsed punch entry for the shift, such as an elapsed shift of 8 hours, which is non-clock time. Elapsed shifts cannot exceed 24 hours.

- Punch shifts

Use punch shifts to create shifts that define specific work times. Punch shifts are defined by an in punch and the first subsequent instance of an out punch. Other punches such as break, meal, or transfer, can occur between the in and out punches. Punch times are associated with each punch. The duration of a punch can be entered, or the system can calculate the duration when the next punch time is entered.

- Flex (flexible) shifts

The system supports flexible shifts, giving payees latitude for beginning and ending shifts. You can enter core, required hours and the weekly number of hours that the flexible shift requires, but the system uses the weekly information only if you set up an array for processing.

See [Defining Array Elements](#).

Example: Flex Shifts

Type of Flex Shift	In Punch	Out Punch	Scheduled Hours	Flex Start	Flex End	Flex Weekly Hours
1 Flex Band	06:00	18:00	8	09:00	15:00	40
2 Flex Range	06:00	19:00	8			40
3 Flex Core	00:00	23.59	8 (daily average)	09:00	15:00	40
4 Flex Core Plus	00:00	23.59	8	09:00	15:00	40

In this example:

1. Payees begin and end their workdays within a range of flexible hours in the morning and afternoon (begin between 06:00 and 09:00 and end between 15:00 and 18:00). They must work 8 hours a day, 40 hours a week and must work during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours.
2. Payees work any 8 hours during the day, within a range of flexible hours (between 06:00 and 19:00), and there's no company-defined core period. They must work 40 hours a week.
3. Payees work anytime during the week, provided that they work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, and the length of the workday can vary, provided that the weekly 40 hour requirement is met.
4. Payees work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, but the workday must be 8 hours.

Schedule Definitions and Schedule Calendars

A schedule definition defines a work schedule and is identified by a schedule ID. After creating schedule definitions, you can assign them to pay groups and payees. The same schedule can be assigned to multiple pay groups. You also have the option of creating and assigning a personal schedule to a given payee.

The system uses schedule definitions to derive schedule calendars and to resolve payee schedules. A schedule calendar is a range of dates with specified work and non-work time.

Rotating Schedules

You can define rotating schedules that enable you to assign the same schedule to several payees with different start dates. For example, a basic rotating schedule for a continuously operating factory operation might consist of:

- Seven days
- One off
- Seven afternoons
- One off
- Seven nights
- Five off

To keep the factory staffed 24 hours, seven days per week, there are four groups, or rotations, of workers. Each rotation uses the same schedule, but the actual days are staggered so that there is always one rotation covering each of the shifts. This table represents what the actual rotations would look like for a month:

Start Day	Rotation 1	Rotation 2	Rotation 3	Rotation 4
1	Day	Off	Afternoon	Night
2	Day	Afternoon	Off	Night
3	Day	Afternoon	Night	Off
4	Day	Afternoon	Night	Off
5	Day	Afternoon	Night	Off
6	Day	Afternoon	Night	Off
7	Day	Afternoon	Night	Off
8	Off	Afternoon	Night	Day
9	Afternoon	Off	Night	Day
10	Afternoon	Night	Off	Day
11	Afternoon	Night	Off	Day
12	Afternoon	Night	Off	Day
13	Afternoon	Night	Off	Day
14	Afternoon	Night	Off	Day
15	Afternoon	Night	Day	Off

Start Day	Rotation 1	Rotation 2	Rotation 3	Rotation 4
16	Off	Night	Day	Afternoon
17	Night	Off	Day	Afternoon
18	Night	Off	Day	Afternoon
19	Night	Off	Day	Afternoon
20	Night	Off	Day	Afternoon
21	Night	Off	Day	Afternoon
22	Night	Day	Off	Afternoon
23	Night	Day	Afternoon	Off
24	Off	Day	Afternoon	Night
25	Off	Day	Afternoon	Night
26	Off	Day	Afternoon	Night
27	Off	Day	Afternoon	Night
28	Off	Day	Afternoon	Night

Self-Service Scheduling Features

Self-service scheduling pages are available to managers and payees. Managers can use these pages to view schedules, view payee's scheduling preferences and change schedule assignments, and create schedules for individual payees. Employees can use these pages to view their monthly schedules and to enter personal scheduling preferences.

Schedule Settings

Use the Schedule Settings page to define the labels to display for punch types, the range of dates for the Dates table (TL_DATES_TBL), and other scheduling settings. The Dates table stores date-related information, such as the day of week, day of month, and calendar year that the system needs to build calendar schedules.

Related Links

[Schedule Settings Page](#)

[Using Self-Service Scheduling Features for Employees](#)

[Using Self-Service Scheduling Features for Managers](#)

Creating and Viewing Schedules

To create schedules, use the Schedule Group (SCH_GROUP), Shifts (SCH_SHIFT), Workdays (SCH_WRKDAY), and Definitions (SCH_DEFINITION) components.

This topic provides an overview of schedule creation and discusses how to:

- Define schedule groups.
- Set up shifts.
- Define workdays.
- Create schedule definitions.
- Define shift details for schedule definitions.
- View schedule calendars.

Note: Self-service pages are available to managers for creating, viewing, and modifying work schedules. These pages are discussed later in this topic.

Pages Used to Define and View Schedules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Schedule Group	SCH_GROUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Schedule Groups, Schedule Group	Define schedule groups.
Shift	SCH_SHIFT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Shifts, Shift	Set up elapsed, flex, and punch shifts.
Workday	SCH_WRKDAY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Workdays, Workday	Set up workdays.
Definitions - Definition	SCH_DEFINITION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions, Definition	Define basic schedule definition details.
Definitions - Schedule Shifts	SCH_DEFINITION_2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions, Schedule Shifts	Define shifts for schedule definitions.
Definitions - Shift Information	SCH_DEFN_SEC	Click the More link on the Definitions - Schedule Shifts page.	Define or view shift details.

Page Name	Definition Name	Navigation	Usage
Definitions - Schedule Calendar	SCH_CLND_VW_SEC	Click the Show Calendar link on the Definitions - Schedule Shifts page.	View the schedule calendar derived from a specific schedule definition.

Related Links

[Using Self-Service Scheduling Features for Managers](#)

Understanding Schedule Creation

To create work schedules:

1. Create schedule groups.

Schedule groups provide a way to organize schedules and group payees with like schedules. Each schedule group is associated with a SetID (as is each shift, workday, and schedule definition). When you assign schedules, you select the schedule group, which filters the schedules that you can assign.

2. Create shifts (optional).

You can create elapsed, flex, and punch shifts with the Shifts component (SCH_SHIFT) or you can enter shift information manually when you create a schedule definition.

3. Create workdays (optional).

You can create workdays to be used as labels for the days within a schedule definition.

4. Create schedule definitions.

Schedule definitions comprise a series of short term or long term workdays. When you create schedule definitions, you can incorporate predefined shifts and workdays. You can also enter shift information manually.

5. View schedule calendar.

The system derives the schedule calendar from the schedule definition.

Creating Personal Schedules

At times, you may want to create a schedule definition that applies only to a specific payee. In these cases, you use the Personal Schedule Definition component (SCH_DEFN_ADHOC) that you access through the Work Schedule Assignment page. The personal schedule definition pages are identical to the pages in the Schedule Definition component that you use to define all other work schedules.

Related Links

[Personal Schedule Definition -Definition Page](#)

Schedule Group Page

Use the Schedule Group page (SCH_GROUP) to define schedule groups.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Schedule Groups, Schedule Group

Image: Schedule Group

This example illustrates the fields and controls on the Schedule Group.

The screenshot shows the 'Schedule Group' form. At the top, the title 'Schedule Group' is in blue. Below it, the 'Schedule Group:' field is populated with 'K0CYM'. The '*Description:' field contains 'GP Core Schedule Group'. The 'Short Description:' field contains 'GP Core Sc'. Below these is a section titled 'Default Record Group Set IDs' with a blue header. Inside this section, the 'Default Set ID:' field is set to 'SHARE', with a tooltip that says 'Table Set shared across Corp'. The 'Clone Existing Schedule Group:' field is empty.

Think of a schedule group as a way to organize schedules. Shifts, workdays, and schedule definitions are created based on a SetID value. Schedule groups group these together by way of the Set Control value.

When you assign a schedule to a pay group or directly to a payee, you must first select the associated schedule group. This selected schedule group filters the schedules that you can choose from.

Clone Existing Schedule Group

If you clear the Default Set ID field, you can select a schedule group to clone. The system copies the SetID from the definition of the cloned schedule group.

See *PeopleTools: Data Management* product documentation.

Related Links

"Understanding PeopleSoft HCM System Data Regulation (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Shift Page

Use the Shift page (SCH_SHIFT) to set up elapsed, flex, and punch shifts.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Shifts, Shift

Image: Shift page

This example illustrates the fields and controls on the Shift page.

Shift

Set ID: AUS01 Setid for AUS01 BU
Shift ID: KAPCH 0800

Shift Elements Find | View All First 1 of 1 Last

*Effective Date: 01/01/1980 *Description: Punch-8 Hours Lunch & Break
*Shift Type: Punch Short Description: Punch 8hrs
☐ Off Shift Sched Hrs: 8.00
Start Time: 8:00AM End Time: 5:00PM

Taskgroup for Time Reporting

Taskgroup:
Task Template ID:
TR Template:

Schedule Configuration Totals

Total 1:	Total 2:	Total 3:	Total 4:
0.00	0.00	0.00	0.00

Shift Details Customize | Find | First 1-6 of 6 Last

Shift Time

*Punch Type	Time	Time Zone	Duration	Task Profile ID	Cfg 1	Cfg 2	Cfg 3	Cfg 4		
In	8:00:00AM		4.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meal	12:00:00PM		1.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In	1:00:00PM		2.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Break	3:00:00PM		0.25		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In	3:15:00PM		1.75		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Out	5:00:00PM		0.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Effective Date

Enter a date for this shift. If you modify a previously saved shift, the effective date that you select has some limitations. You cannot change the effective date of the shift to:

A date before the earliest effective date of all workdays that contain that shift.

A date later than the start date of any schedule calendar containing it.

A date later than the earliest effective date of all pay groups whose default schedule IDs contain that shift.

Shift Type

Select a type. Options are:

Elapsed: Only the *Elapsed* punch types appear in the prompt. An *Elapsed* shift can contain only one punch entry.

Punch: *In*, *Out*, *Break*, *Meal*, and *Transfer* punch types can be entered. The Flex Shift Information group box doesn't appear on the page. To save punch shifts, you need an *In* and *Out* punch.

Flex: Only *In* and *Out* punches can be entered. The Flex Shift Information group box appears, available for entry. To save flex shifts, you need an *In* and *Out* punch.

If you change this field in Add mode and punch detail is already entered, you're warned that punch detail is deleted if the type field is changed. For all effective-dated rows, the system deletes the punch details for all effective-dated rows and the type field is updated to the new type that you selected.

Having saved a shift as one type, you cannot change it to another.

Off Shift

Select to identify this day as an off day.

Note: If you are including off days for the self service absence duration calculation you will need to add the hours you would like to use for an off day in the duration field.

Scheduled Hrs (scheduled hours)

Displays the total amount of work time for the shift. For example, you require payees to punch in at 09:00 and punch out at 17:00, but the shift includes a one-hour non-punch lunch break. The field calculates nine hours, but your organization is paying for eight hours worked, so the scheduled hours are eight.

This field's value is calculated from the sum of the durations of punches in the group box at the bottom of the page—except *Meal* punches. You can edit this number for *Punch* and *Flex* shifts. For an *Elapsed* shift, this field equals the *Elapsed* punch entry's duration and is unchangeable.

If you make changes affecting punch time or punch duration, the Scheduled Work Hours field recalculates.

Start Time and End Time

These fields indicate the starting and ending times of the shift. For fixed and punch shifts, the system populates these fields automatically based on the information you enter in the Shift Detail group box.

Taskgroup for Time Reporting

This group box enables you to view time reporting and task elements while you build the schedule definition. It appears only if you have Time and Labor installed.

Taskgroup

Select a taskgroup. The system populates the Time Reporting Template ID field with the associated time reporting template.

See "Understanding Task Reporting Requirements (*PeopleSoft HCM 9.2: Time and Labor*)".

Task Template ID

Displays the task template associated with the taskgroup you select. Click the link next to view details about the task template.

See "Understanding Task Reporting Requirements (*PeopleSoft HCM 9.2: Time and Labor*)".

TR Template (time reporting template)

The system populates this field with the time reporting template associated with the taskgroup you select. Click the link next to this field to view details about the time reporting template.

See "Creating Time Reporting Templates (*PeopleSoft HCM 9.2: Time and Labor*)".

The task template and the related time reporting template determine which task elements and time reporting elements appear as columns in the grid for scheduling purposes.

Schedule Configuration Totals

Total durations appear for the punches being tracked. For each selected check box that appears in the group box at the bottom of the page, the corresponding configuration total is updated with the number of hours corresponding to the total of all marked entries.

Flex Shift Information

If the *Flex* shift type is selected, these times represent the required core hours for the flex shift.

Core Begin and Core End

Enter the times for the core period, the period when payees must be at work, excluding meal and break time. The core begin time must be after the shift's *In* punch; the core end time must be before the shift's *Out* punch.

Weekly Hours

Enter how many hours this shift requires.

Shift Details

This group box label varies, depending on which shift type you selected. Saving the shift requires at least one line of punch detail.

Punch Type

Select a punch type. You cannot have consecutive punches (except transfer punches) of the same type. Options are:

In: Start of a work period—at the beginning of a shift or for returning to work after a break or meal. The first punch of a punch or flex shift must be an *In* punch. Punch and flex shifts cannot be saved if an *In* punch lacks a punch time and duration.

Transfer: Start of a work period that generally denotes a change in task and compensation-related characteristics.

Break: Start of a break period. If you enter a *Break* punch, you must follow this with an *In* or *Transfer* punch.

Meal: Start of a meal period. If you enter a *Meal* punch, an *In* or *Transfer* punch must follow immediately, or the system can't save the page.

Out: Start of unpaid, non-work time. Required as the last punch of a punch or flex shift. The *Duration* field is unavailable for entry. You can't enter an *Out* punch if an *In* punch doesn't precede it somewhere in the shift. *Punch* and *Flex* shifts cannot be saved if an *Out* punch lacks a punch time. For a *Punch* or *Flex* shift, you must enter an *Out* punch. No punches can be added to a shift after the *Out* punch row.

Elapsed: For *Elapsed* shifts. The associated duration reflects the elapsed duration of the shift. An *Elapsed* shift cannot be saved if an *Elapsed* punch lacks a punch duration.

Note: This product documentation uses *punch* and *punch type* interchangeably.

Time

For *Punch* and *Flex* shifts; all punches (except the *Out* punch) in *Punch* and *Flex* shifts require a time and duration. Enter the time this punch is scheduled. The first punch time of a shift must be entered. You can enter subsequent punch times, or the system can calculate punch times based on the duration of the preceding punch.

If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the duration of the previous punch changes, based on the changed punch's new punch time.

If you enter a punch time, the system calculates the duration based on the punch time of the previous row. If you enter a duration, the system calculates this field on the next punch row.

Time Zone

Enter a time zone that is assigned to time entered for this shift.

Duration

Displays the length of the punch in hours. You can enter it, or the system can calculate it when the next punch time is entered.

If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the previous punch's duration changes, based on the changed punch's new punch time.

If you delete a row, the duration of the punch above the deleted row changes to the difference between the punch times of that row and of the row that followed the deleted row.

The system warns you if a punch or flex shift is over 24 hours.

The duration is displayed as a percentage of an hour.

Note: This field is available for off days for flex and punch schedules used with the absence self-service duration calculation.

Cfg1 to Cfg4 (schedule configuration) These fields are populated based on check boxes that you select in the Shift Details group box. The corresponding Schedule Configuration Total fields are updated with the corresponding number of hours.

For example, to have the system calculate how many hours in a shift are in the morning and how many in the afternoon, select Cfg1 for morning punches and Cfg 2 for afternoon punches.

Note: These fields are available for off days for flex and punch schedules used with the absence self-service duration calculation.

Defining Workdays

Use the Workday page (SCH_WRKDAY) to set up workdays.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Workdays, Workday

Image: Workday page

This example illustrates the fields and controls on the Workday page.

You use workdays to group shifts when creating a schedule definition. Enter an effective date and a description for the workday. The effective date of a workday must be earlier than or equal to the effective dates of the schedule definitions in which you use it.

Note: Setting up workdays is not a prerequisite for creating schedule definitions. You can define shift information that is not grouped by workday when you create schedule definitions.

Definitions - Definition Page

Use the Definitions - Definition page (SCH_DEFINITION) to define basic schedule definition details.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions, Definition

Image: Definitions - Definition page

This example illustrates the fields and controls on the Definitions - Definition page.

The screenshot shows the 'Definition' tab of the 'Definitions - Definition' page. The 'Set ID' is AUS01 and the 'Schedule ID' is KA8HRELAPSED. The 'Effective Date' is 01/01/1980. The '*Description' is '8 hour Elapsed'. The '*Definition Type' is 'Elapsed'. The '*Status' is 'Active'. The 'Short Description' is '8 hour Ela'. The 'Days in Schedule' is 7. The '*Daylight Saving Rule' is 'Fixed Time'. There is a 'Taskgroup for Time Reporting' section with fields for 'Default Taskgroup', 'Task Template ID', and 'Time Reporting Template ID'.

Schedule ID Displays the value that you entered to access this page.

Schedule Details

Effective Date

Enter the first day of the schedule definition. For example, if the schedule begins on a Monday, make sure that the date you enter falls on a Monday.

Definition Type

Select a type. Options are:

Elapsed: Only *Elapsed* shifts can be used in the definition.

Punch: Only *Punch* shifts can be used in the definition.

Flex: Only *Flex* shifts can be used in the definition.

You cannot combine different types of shifts in the same definition.

If you change this field in Add mode and shift detail rows are already entered, you're warned that shift detail rows are deleted if the type field is changed.

When a schedule definition is saved as a particular type, such as *Elapsed*, it cannot be changed to another type, such as *Punch*.

Rotating Schedule

Select to indicate that this definition is for a rotating schedule.

When you select this check box, the Rotation Details group box becomes available.

Days in Schedule

Enter the number of days in the schedule. You can change this at anytime. If you do make a change, the system automatically inserts or deletes the appropriate number of rows from the SCH_DEFN_DTL table to ensure that there is one row for each day in the schedule.

Daylight Saving Rule

This field applies to punch and flex schedules.

Select the method that the system uses to resolve the schedule on days where daylight saving time changes fall within a shift.

Fixed Time: The system uses the specified out time that you enter even if it shortens or lengthens the shift by one hour.

Fixed Duration: The system adjusts the schedule to maintain the total duration that you specify for the shift.

Taskgroup for Time Reporting

This group box enables you to view the time reporting and task elements while you build the schedule definition. It appears only if you have Time and Labor installed.

Taskgroup

Select a taskgroup. The system populates the Time Reporting Template ID field with the associated time reporting template.

See "Understanding Task Reporting Requirements (*PeopleSoft HCM 9.2: Time and Labor*)".

Task Template ID

Displays the task template associated with the taskgroup you select. Click the link next to view details about the task template.

See "Understanding Task Reporting Requirements (*PeopleSoft HCM 9.2: Time and Labor*)".

Time Reporting Template ID

The system populates this field with the time reporting template associated with the taskgroup you select. Click the link next to this field to view details about the time reporting template.

See "Creating Time Reporting Templates (*PeopleSoft HCM 9.2: Time and Labor*)".

The task template and the related time reporting template determine which task elements and time reporting elements appear as columns in the grid for scheduling purposes.

Rotation Details

Use this group box to determine the rotating pattern of the schedule. You create multiple rotation IDs that share the same schedule, but start on different days.

Rotation ID

Enter an ID for each rotation.

Relative Day

Enter the day that the rotation starts in relation to the first day of the schedule. For example, if you enter 8 in this field, the associated rotation begins 7 days after the first day.

Note: You may not enter 0 or a number greater than the total number of days in the schedule

Add Rotations

Click to insert a new rotation. The system prompts you to enter the number of days between rotations to determine the relative day of the new rotation.

Definitions -Schedule Shifts Page

Use the Definitions -Schedule Shifts page (SCH_DEFINITION_2) to define shifts for schedule definitions.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions, Schedule Shifts

Image: Definitions - Schedule Shifts page

This example illustrates the fields and controls on the Definitions - Schedule Shifts page.

Definition Schedule Shifts

Set ID: AUS01 Setid for AUS01 BU
Schedule ID: KA8HRELAPSED

Schedule Details Find | View All | First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active
Description: 8 hour Elapsed Total Hours: 40.00
Taskgroup: Show Calendar

Shift Details Customize | Find | View All | First 1-7 of 7 Last

Select	Day	Workday ID	Shift ID	Off Shift	Sched Hrs	More
<input type="checkbox"/>	1	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	2	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	3	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	4	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	8.00	More
<input type="checkbox"/>	5	OFF	OFF	<input checked="" type="checkbox"/>	0.00	More
<input type="checkbox"/>	6	OFF	OFF	<input checked="" type="checkbox"/>	0.00	More
<input type="checkbox"/>	7	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	8.00	More

Working with Shift Details

☒ Select All ☐ Deselect All Copy Paste Clear Shifts

Days in Schedule: 7

Instructions

You can use this page to define shift information for schedules in two ways:

- Using predefined workdays and shifts.

Use the Workday ID and Shift ID columns to select predefined workday and shifts. The system populates the remaining columns based on the shift you enter.

- Manually (for flex and punch schedules).

The type of schedule that you are defining determines the columns that appear in the Shift Details grid. For punch schedules, the system displays the default punch pattern and labels defined on the Schedule Settings page. To see all available punch types, select *All Punches* in the Punch Pattern field. For flex schedules, the system includes fields for In, Out, and Sched Hrs (scheduled hours). For elapsed schedules, it includes fields for identifying an off shift and scheduled hours.

To specify an off shift, you can select a predefined off shift, or select the Off Shift check box and enter an in and out time. When selected the system will deactivate the More link. It allows you to add duration hours for off days.

Click the Show Calendar link to view the schedule calendar that the system derives from the schedule definition.

Click the More link to access the Shift page where you can view or enter details for a shift.

See [Schedule Settings Page](#).

Copying, Pasting, and Clearing Shifts

Select the check box in the Select column. This makes the Copy, Paste, and Clear Shifts links available so that you can quickly copy, insert, and delete rows of workday and shift information.

See [Shift Page](#).

Configuration Totals

Select the Configuration Totals tab.

Image: Schedule Definition - Schedule Shifts page: Configurable Totals tab

This example illustrates the fields and controls on the Schedule Definition - Schedule Shifts page: Configurable Totals tab.

Definition | **Schedule Shifts**

Set ID: AUS01 Setid for AUS01 BU
Schedule ID: KA8HRELAPSED

Schedule Details Find | View All | First 1 of 1 Last

Effective Date: 01/01/1980 **Status:** Active
Description: 8 hour Elapsed **Total Hours:** 40.00
[Show Calendar](#)

Taskgroup:

Shift Details Customize | Find | View All | First 1-7 of 7 Last

Shift Time | **Time Reporting Elements** | **Task Reporting Elements** | **Configurable Totals**

Select	Day	Workday ID	Shift ID	Cfg 1	Cfg 2	Cfg 3	Cfg 4	Total 1	Total 2	Total 3	Total 4
<input type="checkbox"/>	1	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	2	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	3	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	4	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	5	OFF	OFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	6	OFF	OFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	7	KA8HRDAY	KA8ELAPSEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Working with Shift Details

☒ Select All ☐ Deselect All Copy Paste Clear Shifts

Days in Schedule: 7

[Instructions](#)

This tab displays the total hours that are associated with each configuration indicator. You can use the configuration totals in payroll and absence rules.

Schedule Calendar Page

Use the Schedule Calendar page (SCH_CLND_VW_SEC) to view the schedule calendar derived from a specific schedule definition.

Navigation



Click the Show Calendar link on the Definitions - Schedule Shifts page.

Image: Schedule Calendar page


This example illustrates the fields and controls on the Schedule Calendar page.


Schedule Calendar

Set ID: AUS01 Setid for AUS01 BU
 Schedule ID: KA8HRELAPSED 8 hour Elapsed

From Date: 01/01/1980 
 Workgroup: 

[Load Calendar](#) [Previous Period](#) [Next Period](#)

Schedule Calendar Customize | Find |  First 1-7 of 7 Last

[Shift Time](#) [Configurable Totals](#) 

Day	Date	Day Nbr	Workday ID	Shift ID	Sched Hrs	More
Tuesday	01/01/1980	1	KA8HRDAY	KA8ELAPSED	8.00	More
Wednesday	01/02/1980	2	KA8HRDAY	KA8ELAPSED	8.00	More
Thursday	01/03/1980	3	KA8HRDAY	KA8ELAPSED	8.00	More
Friday	01/04/1980	4	KA8HRDAY	KA8ELAPSED	8.00	More
Saturday	01/05/1980	5	OFF	OFF		More
Sunday	01/06/1980	6	OFF	OFF		More
Monday	01/07/1980	7	KA8HRDAY	KA8ELAPSED	8.00	More

This page enables you to view the schedule calendar that the system derives from a specific schedule definition.

From Date

Enter the starting date of the schedule calendar you want to view. By default this page displays the schedule calendar starting with the effective date of the associated schedule definition.

Rotation ID

Select the rotation ID for which you want to view a schedule calendar. This field appears only if there are rotation IDs defined for the schedule calendar.

Workgroup

Enter the workgroup for which you want to view a schedule calendar. This field is available only if Time and Labor is installed.

Load Calendar

Click to view the schedule calendar for the selected date and workgroup.

Previous Period

Click to view the schedule calendar for the previous period.

Next Period

Click to view the schedule calendar for the next period.

Validating Work Schedules

For punch type schedules, when a change is made to a shift, the related schedule(s) may need to be re-validated.

Page Used to Validate Schedules

Page Name	Definition Name	Navigation	Usage
Schedules to be Validated	SCH_CLND_REFRESH	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Schedules to be Validated, Schedules to be Validated	Validate a schedule after making a change to a shift.

Schedules to be Validated Page

Use the Schedules to be Validated page (SCH_CLND_REFRESH) to validate a schedule after making a change to a shift.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Schedules, Schedules to be Validated, Schedules to be Validated

Image: Schedules to be Validated page

This example illustrates the fields and controls on the Schedules to be Validated page.

Schedules to be Validated				
Set ID: SHARE Table Set shared across Corp				
Schedule Definitions requiring validation				
		Customize Find 	First	1 of 1
Schedule ID	Description	Status	Validate	Show Schedule
MORNING	Morning Schedule	Not Validated	Validate	Show Schedule

This page contains a list of schedules that need validating because a related shift was modified for punch type schedules. The system displays a schedule ID, description and status for each schedule that needs validating.

Click the Validate button to validate the schedule or click the Show Schedule link to access the Schedule Definition page.

Defining Holiday Schedules

To define holiday schedules, use the Holiday Schedule (HOLIDAY_SCHED_TBL) component.

During batch processing, the system retrieves the holiday schedule for each payee and uses this information for absence processing (several system elements exist for daily holiday schedule information) and for counts.

By default, a payee inherits the holiday schedule from the pay group. You can assign a different holiday schedule to a payee using the Job Data - Payroll page.

Page Used to Define Holiday Schedules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Holiday Schedule	HOLIDAY_SCHED_TBL	Set Up HCM, Foundation Tables, Organization, Holiday Schedule, Holiday Schedule	Define holiday schedules.

Assigning Work Schedules

This topic provides an overview of work schedule assignment and discusses how to:

- Assign work schedules to a payee.
- Create personal schedule definitions.
- Compare work schedule rotations.

Pages Used to Assign Work Schedules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Group Name	GP_PYGRP_NAME	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Pay Group Name	Assign a schedule group and a schedule to a pay group.
Assign Work Schedule	SCH_ASSIGN	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Work Schedule, Assign Work Schedule	Assign payees' long-term schedules or alternate schedules.
Personal Schedule Definition - Definition	SCH_DEFINITION	From the Assign Work Schedule page, click the Create Schedule link (which is only visible when the assignment method is Create Personal Schedule).	Define schedule definition details for a specific payee.
Schedule Shifts	SCH_DEFINITION_2	From the Assign Work Schedule page, click the Create Schedule link (which is only visible when the assignment method is Create Personal Schedule). Select the Schedule Shifts page.	Define shift details for a specific payee.

Page Name	Definition Name	Navigation	Usage
Schedule Calendar	SCH_CALENDAR	From the Assign Work Schedule page, click the Show Schedule link to access the Schedule Calendar page. (The Show Schedule link appears when the assignment method is Use Default Schedule or Use Predefined Schedule.) Click the Compare Rotations link on the Schedule Calendar page.	Compare selected rotations to see what the pattern rotations look like as of the effective date of the schedule assignment.

Understanding Work Schedule Assignment

After you create work schedules, you assign a schedule group and a schedule ID to each pay group using the Pay Group Name page. By default, a payee inherits the schedule group and work schedule that are associated with the payee's pay group. (Pay groups are assigned to payees using the Payroll page of the Job Information component.)

You can explicitly assign a schedule to a payee other than the pay group default using the Assign Work Schedules component (GP_SCH_ASSIGN). You can also use this component to assign an alternate schedule to a payee and access the Personal Schedule Definition component (SCH_DEFN_ADHOC) where you can define a personal schedule for the payee.

When you assign a schedule to a payee, the system deletes any workday overrides for that payee that are of a different type than the schedule assignment (for example, *Elapsed* instead of *Punch*) and that have a date later than or equal to the new assignment.

Managers can use self-service pages to assign schedules to payees and to change schedule assignments. The self-service pages are discussed later in this topic.

Note: For schedule assignment, the Workforce_Sync Message must be active on the PERSON_DATA Queue, which comes with the PeopleSoft Integration Broker feature.

Assign Work Schedule Page

Use the Assign Work Schedule page (SCH_ASSIGN) to assign payees' long-term schedules or alternate schedules.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Work Schedule, Assign Work Schedule

Image: Assign Work Schedule page

This example illustrates the fields and controls on the Assign Work Schedule page.

Assign Work Schedule

Helen Grimes Employee ID: KA3007
Job Title: Clerk-Shipping Empl Record: 0

[Expand to view Instructions](#)

Assign Schedules [Customize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Primary Schedule [Alternate Schedule](#)

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Rotation ID	Show Schedule
01/01/2000	Select Predefined Schedule	KAAUS	KA4WKROT	4 Week Rotating Roster	TEAM 3	Show Schedule

[View history of Schedule Assignments, including default changes](#)

Primary Details Tab

Assignment Method

Select from the following options:

- *Create Personal Schedule*: Select to create an effective-dated schedule for this payee. When you select this option, the Create Schedule link appears.
- *Select Predefined Schedule*: Select a schedule group and schedule ID to associate with the payee.
- *Use Default Schedule*: Select to assign the default schedule for the payee's pay group.

Note: If the schedule effective date is greater than the begin date of the pay period, the denominator for proration is based on the pay group default schedule for the interval between the period begin date and the schedule effective date. If the schedule assignment is desired for the entire period, change the schedule effective date to the period begin date.

Schedule Group

If the assignment method is *Select Predefined Schedule* or *Create Personal Schedule*, select the schedule group to assign to the payee. Each schedule group is associated with a SetID that determines which schedules you can associate with the payee (if you are assigning a predefined schedule) or which predefined workdays and shifts you can use (if you are creating a personal schedule).

If the assignment method is *Use Default Schedule*, the system displays the schedule group that the payee inherits from the pay group.

Schedule ID

If the assignment method is *Select Predefined Schedule*, select the schedule to assign to the payee.

If the assignment method is *Use Default Schedule*, the system displays the schedule ID that the payee inherits from the pay group.

If the assignment method is *Create Personal Schedule*, the system populates this field with the payee's employee ID and five zeros. For example, if the payee's employee ID is KA3007, the schedule ID is KA300700000.

Rotation ID

This field appears if the selected schedule is a rotating schedule. It is used to determine the relative day in the schedule to which the payee should be assigned.

Show Schedule

This link appears if the assignment method is *Use Default Schedule* or *Select Predefined Schedule*. Click to access the Schedule Calendar page where you can view the schedule as of the effective date of the schedule assignment. For rotating schedules, you can click a link on the Schedule Calendar page to compare rotations.

Create Schedule

This link appears if the assignment method is *Create Personal Schedule*. Click to access the Personal Schedule Definition component where you can define a schedule for this payee.

Alternate Schedule

Select the Alternate Schedule tab.

Image: Assign Work Schedule page: Alternate Schedule tab

This example illustrates the fields and controls on the Assign Work Schedule page: Alternate Schedule tab.

Assign Work Schedule

Helen Grimes Employee ID: KA3007
Job Title: Clerk-Shipping Empl Record: 0

[Expand to view instructions](#)

Assign Schedules [Customize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

Primary Schedule Alternate Schedule

*Effective Date	*Assignment Method	Alt Schedule Group	Alternate Schedule ID	Description	Show Schedule
01/01/2000	Use Default Schedule				Show Schedule + -

[View history of Schedule Assignments, including default changes](#) [Customize](#) [Find](#) [First](#) [1 of 1](#) [Last](#)

Primary Assignment History Alternate Assignment History

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Rotation ID
01/01/2000	Predefined Schedule	KAAUS	KA4WKROT	4 Week Rotating Roster	TEAM 3

Use this tab to assign an alternate schedule to a payee. The fields on this tab are similar to the fields on the Primary Details tab.

Viewing the History of Schedule Assignments

When you click the link to expand the history section of the page, the system displays all of the schedule assignments, including any changes to the default schedule assigned to the payee's pay group.

Personal Schedule Definition -Definition Page

Use the Personal Schedule Definition -Definition page (SCH_DEFINITION) to define schedule definition details for a specific payee.

Navigation

From the Assign Work Schedule page, click the Create Schedule link (which is only visible when the assignment method is Create Personal Schedule).

Define the payee's schedule in the same way that you create a schedule definition. Personal schedules, however, cannot be rotating schedules.

Related Links

[Definitions - Definition Page](#)

Schedule Calendar Page

Use the Schedule Calendar page (SCH_CALENDAR) to compare selected rotations to see what the pattern rotations look like as of the effective date of the schedule assignment.

Navigation

From the Assign Work Schedule page, click the Show Schedule link to access the Schedule Calendar page. (The Show Schedule link appears when the assignment method is Use Default Schedule or Use Predefined Schedule.) Click the Compare Rotations link on the Schedule Calendar page.

Image: Schedule Calendar page

This example illustrates the fields and controls on the Schedule Calendar page.

Schedule Calendar

Employee ID: KA3007
 Employment Record Nbr: 0
 Schedule Group: KAAUS Australia Schedule Group
 Schedule ID: KA4WKROT 4 Week Rotating Roster
 Rotation ID: TEAM 3
 Workgroup: KAWRKGRP2 Positive Input/No Approval

From Date: 01/01/2000 [Load Calendar](#) [Previous Period](#) [Next Period](#) [Compare Rotations](#)

Schedule Calendar [Customize](#) [Find](#) [First](#) [1-28 of 28](#) [Last](#)

Shift Time [Configurable Totals](#) [REF](#)

Day	Date	DUR	Workday ID	Shift ID	In	Lunch	In	Out	Time Zone	Sched Hrs	Shift Detail
Saturday	01/01/2000		OFF	OFF							
Sunday	01/02/2000		OFF	OFF							
Monday	01/03/2000		KASHIFTPM	KASHIFTPM	2:00:00PM	6:30:00PM	7:00:00PM	10:30:00PM	SST	8.00	Shift Detail
Tuesday	01/04/2000		KASHIFTPM	KASHIFTPM	2:00:00PM	6:30:00PM	7:00:00PM	10:30:00PM	SST	8.00	Shift Detail
Wednesday	01/05/2000		KASHIFTPM	KASHIFTPM	2:00:00PM	6:30:00PM	7:00:00PM	10:30:00PM	SST	8.00	Shift Detail
Thursday	01/06/2000		KASHIFTPM	KASHIFTPM	2:00:00PM	6:30:00PM	7:00:00PM	10:30:00PM	SST	8.00	Shift Detail
Friday	01/07/2000		KASHIFTPM	KASHIFTPM	2:00:00PM	6:30:00PM	7:00:00PM	10:30:00PM	SST	8.00	Shift Detail

The displayed schedule pattern is the length of the actual schedule. For example, if the schedule is 28 days, that is the actual pattern that displays.

Compare Rotations

Click to select the rotations to compare. The system displays a list of the rotation IDs that are associated with the schedule. Select those that you want to compare and click the Load Rotations button.

Using Self-Service Scheduling Features for Managers

Managers can use self-service pages in Global Payroll to assign, view, change, and override work schedules. In addition to viewing coverage, assigned shifts, and total work hours, managers can find replacements, swap shifts, copy schedules, and make short- and long-term schedule changes.

This topic discusses how to:

- Manage schedules.
- Override shifts.
- Select default options.

- Find replacements.
- Copy schedules.
- Swap schedules.
- Assign and create schedules.

Pages Used to Manage Schedules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Weekly Schedules	SCH_MNG_DAILY SCH_MNG_WEEKLY SCH_MNG_DRANGE	Manager Self Service, Time Management, Manage Schedules, Manage Schedules, Weekly Schedules	View a payees' schedule and access linked pages to update schedules.
Daily Detail for <date> page	SCH_MNG_DAILY_DTL	Click the <x> Hours link on the Weekly Schedules page.	View details for a given shift and override shift information.
Manage Schedule Options	SCH_MNG_OPTIONS	Click the Schedule Display Options link at the bottom of the Weekly Schedules page.	Define default settings for the Manage Schedules page.
Schedule Preferences	SCH_EE_PREF	Click a payee's name in the Employee for <Manager Name> group box on the Weekly Schedules page.	View an employee's contact and schedule preferences. This page is used in additional ways.
Schedule Replacements	SCH_MNG_REPLACE	Select a payee and click the Replace Schedule button on the Weekly Schedules page.	Find a replacement for an employee.
Copy Schedules	SCH_MNG_COPY	Select a payee and click the Copy Schedules button on the Weekly Schedules page.	Copy an employee schedule to be used by another employee.
Swap Schedules	SCH_MNG_SWAP	Select two payees and click the Swap Schedules button on the Weekly Schedules page.	Swap two employees' schedules.
Assign Work Schedule	SCH_ASSIGN	Manager Self Service, Time Management, Manage Schedules, Manage Schedules, Assign Work Schedule	Assign work schedules to a payee.

Weekly Schedules Page

Use the Weekly Schedules page (SCH_MNG_DAILY) to view a payees' schedule and access linked pages to update schedules.

Navigation

Manager Self Service, Time Management, Manage Schedules, Manage Schedules, Weekly Schedules

Image: Weekly Schedules page (1 of 3)

This example illustrates the fields and controls on the Weekly Schedules page (1 of 3).

Weekly Schedules

▼ Employee Selection Criteria

Description	Value
Time Reporter Group	GXABS
EmplID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Job Description	
Department	
Supervisor ID	
Reports To Position Number	
Location Code	
Company	
North American Paygroup	
Global Payroll Paygroup	

Clear Selection Criteria Save Selection Criteria Get Employees

[Instructions](#)

Image: Weekly Schedules page (2 of 3)

This example illustrates the fields and controls on the Weekly Schedules page (2 of 3).

Date and Schedule Selection															
View By:		Week													
Date:		04/07/2009													
Schedule Group:		*Schedule Type: Primary Previous Week Next Week													
Employees For Betty Locherty															
Select	Name	Job Title	Tuesday 04/07/09	Wednesday 04/08/09	Thursday 04/09/09	Friday 04/10/09	Saturday 04/11/09	Sunday 04/12/09	Monday 04/13/09	Total Hours	EmplID	Empl Record	Job Code	Business Unit	Department
<input type="checkbox"/>	John Hicks	GX JOB CODE 5	0 Hours OFF	0 Hours OFF	0 Hours OFF	0 Hours OFF	7 Hours GXSH7HRS 8:00 AM-4:00 PM	7 Hours GXSH7HRS 8:00 AM-4:00 PM	7 Hours GXSH7HRS 8:00 AM-4:00 PM	52.00	GXEEABS2	0	GXJB5	GXBU1	GXDEPT1
<input type="checkbox"/>	Lester Quirk	GX JOB CODE 5	8 Hours GXSH8HRS 8:00 AM-5:00 PM	8 Hours GXSH8HRS 8:00 AM-5:00 PM	8 Hours GXSH8HRS 8:00 AM-5:00 PM	8 Hours GXSH8HRS 8:00 AM-5:00 PM	0 Hours OFF	0 Hours OFF	8 Hours GXSH8HRS 8:00 AM-5:00 PM	56.00	GXEEABS09	0	GXJB5	GXBU1	GXDEPT1

Image: Weekly Schedules page (3 of 3)

This example illustrates the fields and controls on the Weekly Schedules page (3 of 3).

The screenshot shows the 'Weekly Schedules page (3 of 3)'. At the top, there is a 'Schedule Actions' section with three buttons: 'Copy Schedule', 'Replace Schedule', and 'Swap Schedules'. Below this is a 'Legend' section with two rows of icons and labels: 'Approved Training' (calendar icon), 'Planned Absence' (calendar with X icon), 'Holiday' (calendar with star icon), 'Multiple Shifts' (calendar with multiple colored squares icon), 'Crossover Shift' (double arrow icon), 'Scheduled OFF Day' (calendar with 'OFF' text), 'Replaced Employee' (calendar with 'R' text), and 'Shift has changing elements' (calendar with multiple colored squares icon). At the bottom, there is a 'Go To:' section with four links: 'Manager Self Service', 'Time Management', 'Schedule Display Options', and 'Assign Work Schedules'.

When you access this page, the system displays either the Daily, Weekly, or Date Range Schedules pages, depending on the default set on the Manage Schedules View Options page.

Enter values in Employee Selection Criteria and click the Get Employees button to filter the list of payees that requires changes or review. Fields for Workgroup and Taskgroup apply only if Time and Labor is installed. The North American Pay Group field applies only if Payroll for North America is installed; the Global Payroll Pay Group field does not apply.

View By

Select *Day*, *Week*, or *Date Range* to view the listed payees and their schedules using the time period chosen. The value that you select here determines the labels that appear on various links and date fields.

- If you select *Day*, you can also enter the start time and end time.
- If you select *Date Range*, the maximum number of days the date range can span is 31.

Schedule Type

Values are *Primary* or *Alternate*.

Coverage

This field appears only if you view by day. Options are *Scheduled* and *Unscheduled*.

Refresh

Click to refresh the page after selecting viewing preferences.

Employees for <Manager Name>

The system lists the payees that meet your selection criteria.

Select

This field works with the schedule action fields.

Name

Click the employee's name to access the Schedule Preferences page where you can view the employee's schedule preferences before making scheduling changes.

<x> Hours

Click this link to access the Daily Details page for a given shift to view the shift details or override the shift.

Schedule Actions

The schedule actions of Replace Schedule, Swap Schedules, and Copy Schedules are audited.

Replace Schedule

To find a replacement for this payee, select the payee and click the Replacements button.

Copy Schedules

To copy this payee's schedule, select the payee and click the Copy Schedules button. The Copy Schedules page opens so that you can specify which payees are to inherit the copied schedule.

Swap Schedules

To swap two payees' schedules, select the two payees and click the Swap Schedules button.

Legend

Events such as approved training, planned absence, and holiday are denoted on the schedule with icons. A crossover shift indicates a shift that continues past midnight. Approved training can be designated only if Time and Labor is installed.

If a day has multiple shifts, the first shift information appears along with the multiple shifts icon. The second shift and its details appear on the Daily Details for <date> page.

Note: To have the system display icons for approved training, planned absences, holidays, and no shows, you must select these options on the Manage Schedules View Options page.

Daily Detail for <date> Page

Use the Daily Detail for <date> page (SCH_MNG_DAILY_DTL) to view details for a given shift and override shift information.

Navigation

Click the <x> Hours link on the Weekly Schedules page.

Image: Daily Detail for <date> page

This example illustrates the fields and controls on the Daily Detail for <date> page.

Schedule Detail for 05/09/2009

[John Hicks](#)
Employee ID: GXEEABS62
Job Title: GX JOB CODE 5
Employment Record Number:0

i [Instructions](#)

Refresh Schedule

*Schedule Type:
*Punch Pattern:
Default Taskgroup:

Refresh Schedule (Existing schedule will be cleared and refreshed based on the above selections.)

Primary Schedule

Schedule Detail

Shift ID	Taskgroup	Off Shift	In	Meal	In	Out	Time Zone	Sched Hrs	More		
GXSH7HRS		<input type="checkbox"/>	08:00 AM	12:00 PM	01:00 PM	04:00 PM		7.00	More	<input type="button" value="+"/>	<input type="button" value="-"/>

Alternate Schedule
No schedule data for today

Training Details
No training data for today

Absence Details
No absence data for today

Holiday Details
No holiday data for today

Save

[Return to Manage Schedules](#)

Manage Schedule Options Page

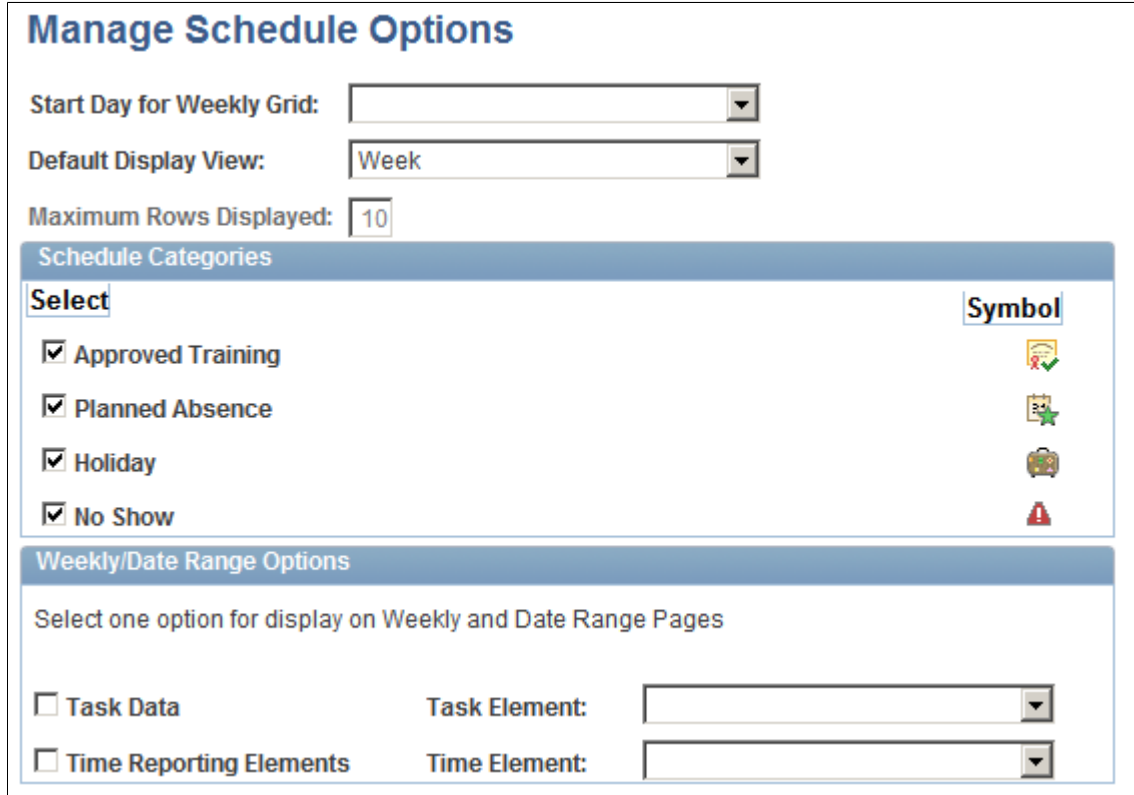
Use the Manage Schedule Options page (SCH_MNG_OPTIONS) to define default settings for the Manage Schedules page.

Navigation

Click the Schedule Display Options link at the bottom of the Weekly Schedules page.

Image: Manage Schedule Options page

This example illustrates the fields and controls on the Manage Schedule Options page.



Manage Schedule Options

Start Day for Weekly Grid:

Default Display View:

Maximum Rows Displayed:

Select	Symbol
<input checked="" type="checkbox"/> Approved Training	
<input checked="" type="checkbox"/> Planned Absence	
<input checked="" type="checkbox"/> Holiday	
<input checked="" type="checkbox"/> No Show	

Weekly/Date Range Options

Select one option for display on Weekly and Date Range Pages

☐ Task Data Task Element:

☐ Time Reporting Elements Time Element:

Use this page to define default settings for the Manage Schedules page.

Start day for Weekly Grid

Select the day of the week that is to appear first in the scheduling grid.

Default Display View

Select *Date Range*, *Day*, or *Week* to have the system display the daily, weekly, or date range pages when you access the Manage Schedules page.

Maximum Rows Displayed

Enter the maximum number of payees to display on each page.

Schedule Categories

Select the types of events you want the system to mark on the schedule. The system displays the corresponding symbol on the relevant day.

Approved training applies only if Time and Labor is installed. In this case, the system can identify training days that are recorded in PeopleSoft Enterprise Learning Management and HR: Manage Training.

Planned absences represent requested and approved absences (from the GP_ABS_EVENT table). If Time and Labor is installed, planned absences also include leaves of absence for Base Benefits customers.

No show information applies to payees with a punch schedule and can be reported only if Time and Labor is installed. The *No Shows* value only displays for the Daily Schedules page. *No Shows* information is stored, so any *No Shows* information from the past can be viewed.

Weekly/Date Range Options

If Time and Labor is installed, you can display one type of task data and one time reporting element on the weekly or date range pages.

Schedule Replacements Page

Use the Schedule Replacements page (SCH_MNG_REPLACE) to find a replacement for an employee.

Navigation

Select a payee and click the Replace Schedule button on the Weekly Schedules page.

This page lists all payees who are not scheduled for the shift or time range for which you need a replacement. It excludes payees for whom an absence has been entered. If Time and Labor is installed, it can also exclude payees who are scheduled for training.

Using the replacement feature is appropriate when you want to replace an absent payee with another payee who is not already scheduled to work during that time period.

Select the employee who will act as a replacement and click the Replace button. The system displays an *R* next to the replaced employee in the daily cell on the Manage Schedules pages (day, week or date range).

The person who is replacing the employee inherits the schedule. The replaced employee retains the original schedule for appropriate payment if the employee reports an absence for that day.

If you need to undo the replacement, click the View Daily Details link in the cell for the replaced employee (the cell that displays the *R*). Click the Undo Replacement button and then click OK.

Copy Schedules Page

Use the Copy Schedules page (SCH_MNG_COPY) to copy an employee schedule to be used by another employee.

Navigation

Select a payee and click the Copy Schedules button on the Weekly Schedules page.

Select one or more employees who are to receive the copied schedule and click the Copy button. The whole day is copied for the date or range of dates defined.

Note: If you selected *Day* as the View By option on the Manage Schedules page, the Date field is display only.

Swap Schedules Page

Use the Swap Schedules page (SCH_MNG_SWAP) to swap two employees' schedules.

Navigation

Select two payees and click the Swap Schedules button on the Weekly Schedules page.

Change the start date and end date if required and click the Swap button. The whole day's schedule is swapped between the two employees, or all the days listed if it is a range of dates.

Important! Avoid using the swap feature to replace an absent payee. If you use the swap feature, and the payee reports an absence, the payee may not be correctly compensated for the absence. This is because the absence process refers to the swapped schedule (which might be for an off shift or different shift), rather than the payee's actual schedule, to determine the amount of time off.

Note: If you selected the *Day View By* option, the Date field on this page is display only.

Assign Work Schedule Page

Use the Assign Work Schedule page (SCH_ASSIGN) to assign work schedules to a payee.

Navigation

Manager Self Service, Time Management, Manage Schedules, Manage Schedules, Assign Work Schedule

You can use this page to assign work schedules to a payee and to access pages for viewing assigned schedules and for creating a schedule for a particular payee. These pages are the same as the pages that administrators use to assign schedules and create personal schedules.

Related Links

[Assigning Work Schedules](#)

Using Self-Service Scheduling Features for Employees

Employees can use self-service pages in Global Payroll to enter their schedule preferences, such as preferred contact information for schedule updates, willingness to work a compressed work week, and daily shift preferences. When a manager wants to replace, swap, or copy a schedule, the employee preferences can be viewed to determine the best available replacement or schedule.

This topic discusses how to set up schedule preferences.

Pages Used to Enter Scheduling Preferences and View Schedules

Page Name	Definition Name	Navigation	Usage
Schedule Preferences	SCH_EE_PREF	Self Service, Time Reporting, User Preferences, Schedule Preferences	Enables employees to view and update their schedule related preferences.
Personal Information	HR_EE_PERS_INFO	Click the Update your contact information link on the Schedule Preferences page.	View contact information and access pages where you can update it.

Page Name	Definition Name	Navigation	Usage
Monthly Schedule	SCH_EE_MONTHLY SCH_EE_PREF	Self Service, Time Reporting, View Time, Monthly Schedule, Monthly Schedule	Enables employees to view their schedules.

Schedule Preferences Page

Use the Schedule Preferences page (SCH_EE_PREF) to enables employees to view and update their schedule related preferences.

Navigation

Self Service, Time Reporting, User Preferences, Schedule Preferences

Contact Preference

The employee's preferred phone number and email address appear. If PeopleSoft eProfile is installed, you can click a link to access the Personal Information page, where you can update the contact information.

Schedule Preferences

For each day of the week, enter the shift or start and end times you prefer to work.

Willing to work a compressed work week Define whether or not you will work a compressed work week.

Shift Enter the shift you prefer to work. This field is populated based on the employee ID. If the current user has a schedule assigned, the only shifts available in the drop-down list box are those shifts that correspond to the user's schedule ID and the SetID determined by the user's schedule group. If the user has no schedule assigned, the Shift ID field is hidden.

Note: There is no validation between start and end times and shifts. No logic exists to verify that the times entered fall within the shift, if one is entered.

Start Time, End Time Enter the start and end times you prefer to work.

Willing to work overtime Enter whether you will work overtime.

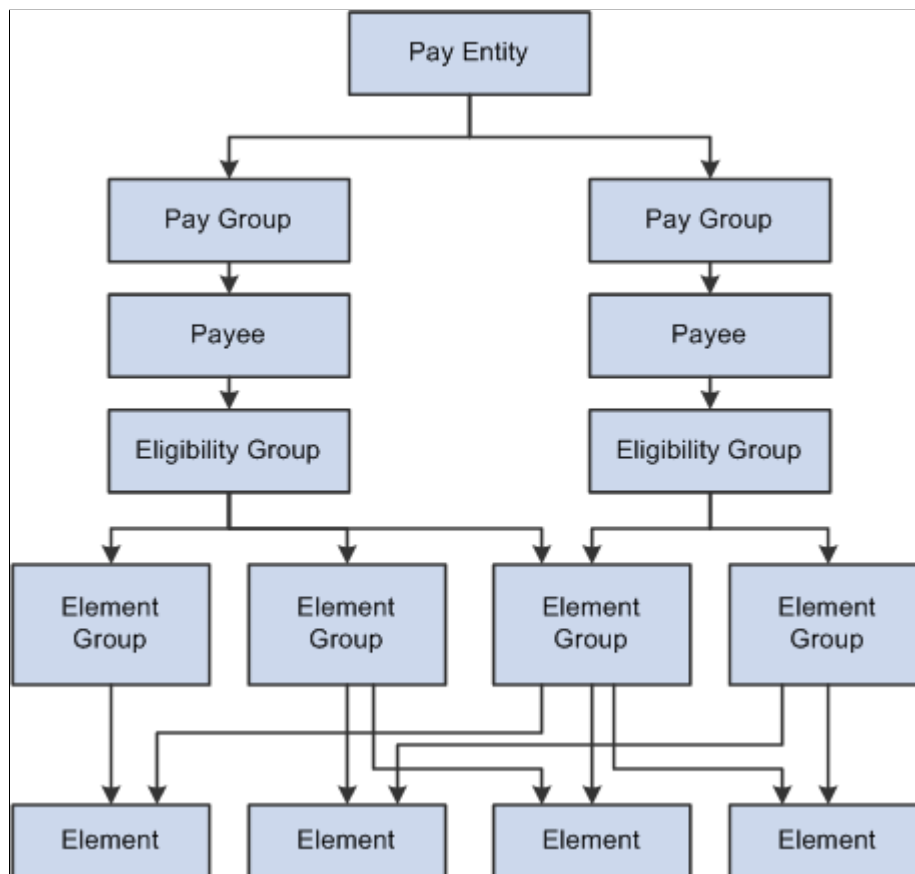
Willing to work double shifts Enter whether you will work a double shift.

Defining the Organizational Structure

Understanding the Organizational Structure

Image: Organizational structure of Global Payroll

This diagram shows the components of the Global Payroll organizational structure for payroll processing.



Elements are the basic building blocks of Global Payroll. Element groups are used to communicate lists of elements to eligibility groups. Eligibility groups are associated with pay groups. Payees who share pay characteristics belong to pay groups. Multiple pay groups are linked to a single pay entity, the business organization that pays payees.

Eligibility groups and element groups are used to control which elements a payee receives. Element Groups contain individual elements such as earnings, deductions, absence entitlements, and absence takes. Eligibility Groups in turn contain Element Groups. This two-level approach allows for a more efficient setup, as illustrated by the following example.

Each payee is assigned to an eligibility group, such as an eligibility group for managers or one for staff employees. You might have some elements, such as management bonuses, for managers only; other

elements, such as overtime, for staff employees only; and other elements, such as base pay and taxes, for which all payees are eligible.

Example

Suppose that you have two groups of payees—managers and staff employees—so you create two eligibility groups.

You have 50 earning elements. Of those, 10 earnings (E1-E10) are for managers only, 10 earnings (E11-E20) are for staff employees only, and 30 earnings (E21-E50) are for all payees. You have 20 tax deduction elements (D1-D20) for all payees and 10 voluntary deduction elements (D21-D30) available for managers only.

Without element groups, you'd have to add 70 elements to the management eligibility group and 70 elements to the staff eligibility group.

With the element group concept, you create five element groups:

- Management Earnings (earnings that only managers receive).
- Staff Earnings (earnings that only staff employees receive).
- Common Earnings (earnings that are available to both groups of payees).
- Taxes (the 20 deductions).
- Voluntary Deductions (the 10 deductions for managers only).

This table lists the element groups that you would add to the eligibility groups:

Eligibility Group	Element Group Members
Management	Management Earnings (E1-E10) Common Earnings (E21-E50) Taxes (D1-D20) Voluntary Deductions (D21-D30)
Staff	Staff Earnings (E11-E20) Common Earnings (E21-E50) Taxes (D1-D20)

Another benefit of element groups becomes apparent if you add elements after initial implementation. Say that you create a new tax (D21) after implementation. Instead of having to add that new element to every eligibility group, you add it to one element group (Taxes).

Defining Element Groups

To define element groups, use the Element Groups (GP_ELEMENT_GROUP) component.

This topic provides an overview of element groups and discusses how to:

- Name an element group.
- Insert elements into element groups.

Pages Used to Define Element Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Element Group Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Name	Name the element group and define its basic parameters.
Element Group Members	GP_ELEMENT_GROUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Groups - Element Group Members	Insert elements into element groups.

Understanding Element Groups

To identify numerous elements, you can define element groups—groups of earnings, deductions, or absence elements. You can use element groups to:

- Assign the same set of elements to a group of payees.

For example, you might group earnings into one element group and deductions into another and use only those two element group names to specify earnings and deductions. Or you might create one element group for hourly employees' earning elements and another for salaried employees' earning elements.

- Identify the sets of elements to process during an off-cycle payroll.

When processing off-cycle transactions, such as payroll corrections or unscheduled payments, you can use the element group feature to specify which elements to process. You select the element set when you enter off-cycle processing instructions through the Off-Cycle Requests components (GP_OFFCYCLE_SETUP).

When processing off-cycle transactions, such as payroll corrections or unscheduled payments, you can use the element group feature to filter the elements that are processed. You select the element set when you enter off-cycle processing instructions through the Off-Cycle Requests components (GP_OFFCYCLE_SETUP).

- Create list sets.

A list set is a collection of elements and parameters that you can use in any process or report that requires a list of elements. For example, you would use an element group to create a list set for use with a payslip generation process.

Related Links

[Understanding Off Cycle Processing](#)

[Understanding Applications and List Sets](#)

Element Group Name Page

Use the Element Group Name page (GP_PIN) to name the element group and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Name

You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN).

Related Links

[Defining Element Names](#)

Element Group Members Page

Use the Element Group Members page (GP_ELEMENT_GROUP) to insert elements into element groups.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Groups - Element Group Members

Image: Element Group Members page

This example illustrates the fields and controls on the Element Group Members page.

Element Group Name: **K0EGEARNINGS** Earnings Owner: **PS Non-Mnt**

Definition Find | View All | First 1 of 1 Last

*Effective Date: *Status:

*Element Group Use:

Element Group Members Customize Find View All First 1-5 of 20 Last			
Element Type	*Element Name	Description	Eligibility Assignment
Earnings	K0SALARY	Salary	By Eligibility Group
Earnings	K0OVERTM	Overtime	By Eligibility Group
Earnings	K0PREM1	Premium1	By Eligibility Group
Earnings	K0PREM2	Premium2	By Eligibility Group
Earnings	K0PTOBAL	PTO Balance	By Eligibility Group

Version: 8.00.00.00

Use caution when making changes to element groups that are referenced by list sets. Changes to element groups affect related list sets. List sets, their use, and their relationship to element groups are discussed in detail in another topic in this product documentation.

See [Understanding Applications and List Sets](#).

Element Group Use

Define the way that this element group will be used. This field limits the entry types available in the Element Group Members group box. Values are:

- *All-purpose*: Select if this element group can be used for eligibility processing, to define a process set for off-cycle processing, or with list set functionality.
- *Eligibility*: This is the default value. Select if this element group is to be used only for eligibility processing.
- *Process Set*: Select if this element group identifies a limited set of elements to be processed for a given segment. This type of element group is available for off-cycle processing. The inclusion of an element in this group does not waive eligibility requirements; payees must still be eligible for these elements for the elements to be resolved.
- *Application*: Select to use this element group specifically with the list set functionality. Selecting this value will avail the Applications — Static/Dynamic group box and the Application Default Sort Sequence field.

Note: The system requires that the Element Group Use field value be the same for *multiple* effective-dated rows. Therefore, if you add a second effective-dated row to this page, the system populates the new effective-dated row's Element Group Use field by default to the value on the original or earliest effective-dated row, and makes the Element Group Use fields unavailable for entry on all effective-dated rows. So, as long as there's only one row, you can edit the Element Group Use field value. When you insert more than one row, all rows will have the same Element Group Use field value (the value of the original or earliest effective-dated row) and all rows will have the Element Group Use field unavailable for entry.

Applications - Static/Dynamic

Select whether the element group is a static or dynamic list of elements. Static element groups include a list of elements in the Element Group Members group box. Dynamic element groups include only a SQL Where clause - Dynamic Selection Criteria field - that dynamically determines which elements are included in the group every time the element group is called. The Where clause can also contain an Order By clause to sort the selected elements. This option is only available when Element Group Use is *Application*.

Element Group Members

Element Type

Select the type of element that you're adding to the element group. Values are *Absence Entitlement*, *Absence Take*, *Deduction*, *Earnings*, and *Element Group*.

Note: When nesting element groups (that is, including element groups within element groups), the member groups must have the same use option as the parent group.

Element Name

Select the element name that corresponds to the entry type selected.

Description

Click to open the element's definition component in a separate browser window.

Eligibility Assignment

Select the method for assigning the selected element to a payee. This field enables you to indicate whether a payee gets the element processed simply by inclusion in the eligibility group or whether you have to assign the element through the payee-level Earnings/Deductions Assignment page or enter positive input. This field is only available when Group Use Type is *Eligibility* or *All-Purpose*.

Values are:

By Eligibility Group: For elements that apply to most or all payees who are associated with this element group through an eligibility group. This option is used infrequently, because most earnings and deductions are payee-specific.

By Payee: For payee-level elements. Typically, most earning and deduction elements fall into this category.

This field is hidden when you select *Process Set* for the element group use. It is also hidden when the entry type is *Element Group*.

Application Default Sort Sequence

Enter the sequence number used to sort the element. To display multiple elements on the same line, use the same sequence number. For example, you would use the same sequence number to display employer and employee deductions side by side. This field is only available when Group Use Type is *Application* or *All-Purpose*.

Changing the Element Group Use Field

When needed, you can change the Element Group Use value after you have created the element group. When the field value is changed, the system conducts the following checks:

- If the field value is *Eligibility* or *Process Set* and the element group is being used in that specific area, the system will only allow a change to *All-purpose*.

- If the field value is *Eligibility* or *Process Set* and the element group is not being used in that specific area, the system will allow any change.
- If the field value is *All-purpose*, the system will only allow a change if it does not alter any current usage (for example, the system will not allow a change to *Eligibility* if the Element Group is used to define a process set.

Related Links

[Understanding Positive Input](#)

[Understanding Applications and List Sets](#)

Defining Eligibility Groups

To define eligibility groups, use the Eligibility Groups (GP_ELIG_GROUP) component.

This topic provides an overview of eligibility groups and discusses how to insert element groups into eligibility groups.

Page Used to Define Eligibility Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Eligibility Group	GP_ELIG_GROUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups, Eligibility Group	Insert element groups into eligibility groups.

Understanding Eligibility Groups

Eligibility groups indicate the specific elements for which a certain payee population may be eligible. Eligibility groups contain one or more element groups and are often used to differentiate types or levels of workers. For example, you can create an eligibility group of element groups pertaining to company executives.

You assign a default eligibility group to each pay group. Payees assigned to a pay group inherit the eligibility group from the pay group definition. You can override a pay group definition by payee by stating a different eligibility group at the payee level.

Eligibility Group Page

Use the Eligibility Group page (GP_ELIG_GROUP) to insert element groups into eligibility groups.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups, Eligibility Group

Image: Eligibility Group page

This example illustrates the fields and controls on the Eligibility Group page.

Eligibility Group

Eligibility Group: GF1MANAG01

Definition Find First 1 of 1 Last

*Effective Date: 01/01/2000 *Status: Active + -

*Description: Manager Short Description: Manager

Eligibility Group Members Customize Find View All 1-5 of 31 Last

*Element Name	Description		
URS EG COTISATIONS	URSSAF element group	+	-
APP EG ELEMENTS	Base salary earnings	+	-
ASS EG ASSEDIC	Usual ASSEDIC El. Grp.	+	-
TAX EG TAXES	Levies deductions	+	-
TAX EG TAXSAL	Taxe on salary element group	+	-

Element Name

Select the name of the element group to associate with this eligibility group. To select additional element groups, add more rows.

Defining Pay Entities

To define pay entities, use the Pay Entities (GP_PYENT) component.

This section provides an overview of pay entities and discusses how to:

- Enter address information for a pay entity.
- Enter processing details for a pay entity.

Note: This topic discusses the first two pages of the Pay Entity component. The other pages in the Pay Entity component, including the Retro Limits page, the Supporting Element Overrides page, and the Source Bank Link page, are discussed elsewhere in this product documentation.

Pages Used to Define Pay Entities

Page Name	Definition Name	Navigation	Usage
Pay Entity Address	GP_PYENT_NAME	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Pay Entity Address	Enter address information for a pay entity.
Pay Entities - Processing Details	GP_PYENT_PRCS_DTL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Processing Details	Enter processing details for a pay entity.

Related Links

[Setting Backward and Forward Retro Limits](#)

[Defining Pay Entity Overrides](#)

[Source Bank Link Page](#)

Understanding Pay Entities

A pay entity is the organization that is responsible for paying payees. You can also use a pay entity to define the type of currency for processing calculations. The pay entity is a legal definition of an organization from a payroll perspective. In many cases, an organization and a pay entity are identical. Global Payroll doesn't define a relationship between an organization and a pay entity. If several organizations are held by the same holding organization, the holding organization can be the pay entity, or one organization can have several subsidiaries that are individual pay entities. The system defines most accumulators by pay entity.

Batch Processing

Batch processing uses the data on the Processing Details page to determine which elements to load. Only elements that are defined for *All Countries* (on the Element Name page) and those defined for *Specific Country*, where the country equals the pay entity country are loaded.

If any element with a different country has been referenced, the batch program logs an error. Depending on that element's importance, the process might cease. If it cannot continue, it issues the following message:

Element %1 (PIN %2) not loaded into UPINA. (N/A for country: %3).

If the process can continue, it issues one of these messages:

Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3)

Element %1 of parent element %2 on Process List %3 is not found in %4. (PIN number %5)

Note: Reasons other than country assignment can prevent an element from being loaded.

Pay Entity Address Page

Use the Pay Entity Address page (GP_PYENT_NAME) to enter address information for a pay entity.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Pay Entity Address

Image: Pay Entity Address

This example illustrates the fields and controls on the Pay Entity Address.

The screenshot shows the 'Pay Entity Address' page with the following fields and controls:

- Pay Entity:** KOPE1
- *Description:** Pay Entity 1
- Short Description:** Pay Entity
- Definition** (tabbed view):
 - *Effective Date:** 01/01/1990 (with a calendar icon)
 - *Status:** Active (dropdown menu with + and - buttons)
 - Country:** CYM (dropdown menu) Cayman Islands
 - Address:** (text area with an [Edit Address](#) button)

Country

Select the country where your pay entity is located.

Address

Click the Edit Address link to enter the pay entity address.

The system displays the appropriate address fields for the selected country. Address information fields aren't required; therefore, you can enter only the information that applies to your organization's pay entity. Leave other fields blank.

Pay Entities - Processing Details Page

Use the Pay Entities - Processing Details page (GP_PYENT_PRCES_DTL) to enter processing details for a pay entity.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Processing Details

Image: Pay Entities - Processing Details page

This example illustrates the fields and controls on the Pay Entities - Processing Details page.

The screenshot displays the 'Pay Entities - Processing Details' page. At the top, there are tabs: 'Pay Entity Address', 'Processing Details' (active), 'Retro Limits', 'Supporting Element Overrides', and 'Source Bank Link'. Below the tabs, the 'Pay Entity' is 'K0PE1' and 'Pay Entity 1'. The '*Country' is 'CYM' (Cayman Islands). The 'Period Definition' section shows '*Calendar Yearly Start Month' as 'January' and '*Calendar Yearly Start Day' as '1'. The '*Fiscal Yearly Start Month' is also 'January' and '*Fiscal Yearly Start Day' is '1'. The 'Payment Information' section includes 'Payment Key 1' as 'Company', 'Payment Key 2' as 'Contract Number', 'Payment Key 3' as an empty field, and 'Payment Key 4' as an empty field. The '*Source Bank ID' is 'KU01' (State Bank). The 'Processing Assignment' section shows 'Effective Date' as '01/01/1990' and 'Status' as 'Active'. The 'Processing Currency' section shows '*Currency Code' as 'USD' (US Dollar), with 'No Rounding' selected under 'Rounding'. There is a checkbox for 'Allow Eligibility Override Using Positive Input' at the bottom.

Warning! Do not modify fields above the effective-dated area of the page after implementation. Doing so can destroy the integrity of retroactive and accumulator calculations.

Country

Select the processing country for this pay entity.

Period Definition

Calendar Yearly Start Month and Calendar Yearly Start Day

Enter the start date for the pay entity's calendar year. This date becomes the default start date for accumulators that are based on calendar year, unless you specify otherwise in the accumulator definition.

Fiscal Yearly Start Month and Fiscal Yearly Start Day

If your pay entity operates on a fiscal year that's different from the calendar year, enter the start date of the fiscal year. This date is used as the default start date for accumulators that are based on fiscal year, unless you specify otherwise in the accumulator definition.

Payment Information

Payment Key 1-4

If your business rules require the use of payment keys, you can set them up here. A pay entity can have up to four payment keys. Values are: *Company*, *Contract Number*, *Department*, and *Establishment ID*.

Payment keys are used primarily during forwarding retroactive situations. When a payment key exists (for example, company or contract number) for the recalculation period (the period from which the retroactive deltas are being forwarded) and the deltas are being forwarded to the current period, the system keeps the retroactive delta data separate in the current pay period. This enables the system to run a separate gross-to-net calculation in the current pay period for that set of payment keys, creating an additional GP_PYE_SEG_STAT record.

Source Bank ID

Enter the default source bank that funds payroll activities for this pay entity's payees. You can override this value through the Source Bank Link page.

Processing Currency

The processing currency defined at the pay entity level is the unit to which other currencies are converted before calculations are made.

Currency Code

Select the default processing currency, which the system uses for calculations and reports and as the default for any element without an associated currency.

Note: If the effective date changes during a pay period, the system uses the currency that's effective at the end of that pay period. Any change of currency should coincide with the beginning of a pay period.

No Rounding

Select to prevent rounding in currency conversion.

Use Specified Rounding

Select to have the system run a rounding rule for currency conversion, regardless of the value's source (for example, positive input, accumulators, or historical rules).

Rounding Rule Element

If you selected Use Specified Rounding, enter the rounding rule element that you want to use for rounding.

Allow Eligibility Override Using Positive Input

Select to enable positive input to override eligibility group defaults. Enables you to override the effect that eligibility groups have on what elements a payee can receive.

For example, suppose that during the batch process the system encounters positive input for an earning element that is not in a payee's eligibility group. By selecting *Positive Input*, you are telling the system to process the positive input.

With retroactivity, it's necessary to recalculate prior periods in the same currency as the original calculation for the pay period. When the recalculation and the current period have different processing currencies, the difference between the new and old values is computed in the currency of the original calculation.

The retroactive deltas are converted to the processing currency with the exchange rate as of the effective date defined at the payee level (period begin date, end date, and pay date). Retroactive adjustments are, therefore, computed in the processing currency.

Example

From January to June 2001, the currency is set to FRF (French francs). In July, you switch to EUR. In July there is retroactivity for a payee effective in June 2001. The recalculations are done using FRF. The delta is first calculated in FRF and converted to the EUR, using the exchange rate as of the current pay period. Retro adjustments are brought forward into the current period in EUR.

The delta is calculated and stored in FRF. When the July calendar is processed, deltas that are designated or qualified to be pulled into the July calendar are pulled in and converted to EUR before they are used in the July calculations.

Related Links

[Understanding Retroactive Methods](#)

[Understanding Banking](#)

[Understanding Multiple Currencies](#)

[Understanding Overrides](#)

Defining Pay Groups

To define pay groups, use the Pay Groups (GP_PYGRP) component.

This topic provides an overview of pay groups and overrides of pay group defaults and discusses how to:

- Define pay group parameters.
- Define default rounding, proration, and frequency conditions for a pay group.

Note: This topic discusses the first two pages of the Pay Group component. The other page in the Pay Group component is the Supporting Element Overrides page which is discussed elsewhere in this product documentation.

Pages Used to Define Pay Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Group Name	GP_PYGRP_NAME	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Pay Group Name	Define pay group parameters.

Page Name	Definition Name	Navigation	Usage
Defaults	GP_PYGRP_DFLT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Defaults	Define default rounding, proration, and frequency conditions for a pay group.

Related Links

[Understanding Overrides](#)

Understanding Pay Groups

A pay group is a logical grouping of qualifying individuals for payment and contains payees who share pay characteristics. All payees in a pay group must have the same pay frequency (begin, end, and payment dates) and payroll calculation process and belong to the same pay entity.

Understanding Overrides of Pay Group Defaults

When you set up a pay group, you define a number of default settings, such as eligibility group and work schedules, that apply to payees associated with the pay group.

However, you can set up pay group rule overrides for earnings and deductions, which is useful when certain rules don't apply to specific groups of payees.

Group together payees who typically receive the same type of earnings and deductions. This enables you to define elements that apply to most members of a pay group. You can create any exceptions through payee-level overrides or override the default pay group.

Pay Group Name Page

Use the Pay Group Name page (GP_PYGRP_NAME) to define pay group parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Pay Group Name

Image: Pay Group Name page

This example illustrates the fields and controls on the Pay Group Name page.

Definition		
*Effective Date:	01/01/1990	
*Status:	Active	
Payee Job Data Defaults		
*Eligibility Group:	K0EL1	Eligibility Group 1
*Exchange Rate Type:	OFFIC	Official Rate
*Use Exchange Rate As Of:	Pay Period End Date	
Payee Schedule Defaults		
*Schedule Group:	K0CYM	GP Core Schedule Group
*Schedule ID:	K0WRKSCH	K0WRKSCH
Alternate Schedule Group:		
Alternate Schedule ID:		
*Holiday Schedule ID:	KCY01	Cayman Islands Holiday Schedul

Pay Entity

Select the pay entity to associate with this pay group. You can link each pay group with only one pay entity.

Warning! Once you've processed a payroll, never change the pay entity. Doing so can corrupt your data.

Payee Job Data Defaults

In this group box, you can define numerous default settings for a pay group. The effective date applies to the entire group box; therefore, you can change these options simultaneously if you have schedule, business process, or rule changes.

Note: Not every payee in a pay group has the same eligibility group, exchange rate type, or holiday schedule. You can override any default for an individual on the Job Data - Payroll page. Defaults can be overridden for certain periods of time through effective-dating. On the Job Data - Payroll page, the Global Payroll group box that includes eligibility group, exchange rate type, and holiday schedule information appears only if you set the Payroll System field to *Global Payroll*.

See [Understanding Payee Data](#), "Understanding Job Data (*PeopleSoft HCM 9.2: Human Resources Administer Workforce*)".

Eligibility Group

Select the default eligibility group to associate with this pay group.

Apply elements to payees in pay groups through eligibility groups. An eligibility group must be associated with a pay group. A payee is assigned to an eligibility group through the default defined at the pay group level. This default value can be overridden at the payee level.

Note: Payees in an eligibility group are eligible for elements at the payee level, but if a payee isn't in an eligibility group for which an element is valid, that payee cannot be eligible for that element.

Exchange Rate Type

Select the default exchange rate type that's used for currency conversions for this pay group during processing. You can specify an element in a currency other than the processing currency. During processing, it is converted to the processing currency, using this exchange rate information. Define exchange rate types on the Market Rate Type page (*PeopleSoft 9.2: Enterprise Components*).

Use Exchange Rate As Of

Select the effective date for use in retrieving the exchange rate. The options correspond to the dates that you associate with this pay group. Values are *Pay Period Begin Date*, *Pay Period End Date*, and *Payment Date*.

Payee Schedule Defaults

Define scheduling defaults for a pay group. Payees can be assigned a work schedule and an alternate work schedule based on the scheduling defaults defined for the payee's pay group.

Schedule Group

Select the schedule group for the pay group. Schedule groups enable you to categorize schedules into specific groups.

Schedule ID

Select the schedule ID for the pay group.

Rotation ID

Select the rotation ID for the selected the schedule ID. Rotation IDs are used with rotating schedules. Rotating schedules can be assigned to several payees with different schedule begin days.

Note: The Rotation ID field only appears if you select a rotating schedule.

Alternate Schedule Group

(Optional) Select an alternate schedule group for the pay group.

Alternate Work Schedule

(Optional) Select an alternate work schedule. A payee can be associated with an alternate work schedule for some absences.

Alternate Rotation ID

(Optional) Select an alternate rotation ID for the pay group.

Note: The Alternate Rotation ID field only appears if you select a rotating schedule.

Holiday Schedule

Select the holiday schedule for the pay group. The pay group's holiday schedule is used in processing if you do not select

a different holiday schedule for the payee on the Job Data - Payroll page. However, the pay group holiday schedule is not entered as a default on the payee's Job record.

Related Links

[Defining Pay Entities](#)

[Proration and Segmentation](#)

[Defining Proration Rules](#)

[Understanding Work Schedules](#)

"Understanding Currency (*PeopleSoft HCM 9.2: Application Fundamentals*)"

"Defining Job Subfunction and Job Function Codes (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Defaults Page

Use the Defaults page (GP_PYGRP_DFLT) to define default rounding, proration, and frequency conditions for a pay group.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Defaults

Image: Defaults page

This example illustrates the fields and controls on the Defaults page.

Pay Group Name		Defaults		Supporting Element Overrides	
Pay Group:		K0PGA	Pay Group 1		
Period Information					
*Fiscal Year Start:	Use Paying Entity Default				
Start Month:		Start Day:			
Definition Find View All First 1 of 1 Last					
Effective Date:	01/01/1990		Status:	Active	
Component Rounding Defaults					
*Rounding Option - Base:	Use Specified Rounding	*Base:	K0RR 2DEC		
*Rounding Option - Unit:	Use Specified Rounding	*Unit:	K0RR 5DEC		
*Rounding Option - Rate:	Use Specified Rounding	*Rate:	K0RR 3DEC		
*Rounding Option - Percent:	Use Specified Rounding	*Percent:	K0RR 3DEC		
*Rounding Option - Amount:	Use Specified Rounding	*Resolved Amount:	K0RR 2DEC		
*Proration Option:	Use Specific Proration	*Proration Rule:	K0PO CAL		
Frequency Defaults					
*Daily Frequency:	Daily	Daily			
*Monthly Frequency:	Monthly	Monthly			

Period Information

Define dates for your pay group's fiscal year.

Fiscal Year Start

Define the start date of your organization's fiscal year for this pay group. Values are:

Use Paying Entity Defaults: The next two fields become unavailable.

Use Specified Start Date: Complete the next two fields.

Start Month and Start Day

Enter the first month and the first day of the start month in your organization's fiscal year.

Component Rounding Defaults

Specify default rounding rules for earnings and deductions at the pay group level. You can specify rounding for individual earnings and deductions when those elements are defined or direct the system to follow the pay group default settings.

Rounding Option - Base, Rounding Option - Unit, Rounding Option - Rate, Rounding Option - Percent and Rounding Option - Amount

Select an option to determine whether these components of an earning, deduction, or entitlement element can be rounded before calculation. Values are:

No Rounding: Prevents rounding of the component.

Use Specified Rounding: Enter a rounding rule in the corresponding field on the right.

Resolved Amount

Select the rounding rule to apply to the resolved amount for earnings and deductions.

Rounding occurs after the system resolves the element's calculation rule. Also applies to an earning or deduction element for which the calculation rule is defined as *Amount*. Values are:

No Rounding: Prevents rounding of the amount.

Use Specified Rounding: Enter a rounding rule in the field on the right.

Proration Option

Select either *No Proration* or *Use Specific Proration*.

Proration Rule

If you selected *Use Specific Proration* in the Proration Option field, enter the proration rule that is to be used as the default proration rule for elements being used to process this pay group.

In defining an earning or deduction element, you can have the system use the pay group default value or have it specify a unique rule for a certain earning or deduction element.

Frequency Defaults

Use this group box to define the frequency defaults used in multiple pay calculation components.

Note: The system calculates the daily and monthly pay rates that appear on the Job Data - Compensation page based on the frequency factors associated with the pay group assigned to each payee (on the Job Data - Payroll page). As a result, if you use these corresponding daily and monthly rate system elements directly within your Global Payroll rules, you will need to ensure that the frequency factors associated with the pay group coincide with the values to which you expect these values to resolve. Otherwise, rates may not be in sync (because the system retrieves daily and monthly rates directly from Job Data.)

Related Links

"Defining a Frequency ID and Country-Specific Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)"

[Defining Rounding Rule Elements](#)

[Defining Proration Rules](#)

[Defining Rate Code Elements](#)

"Understanding Currency (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Defining Processing Elements

Understanding Processing Elements

Global Payroll enables you to define payroll, absence take, and absence entitlement processes. To set up processing:

1. Create *sections*, which are logical groups of elements that are resolved during a payroll or absence run.
2. Add the sections to a *process list* that identifies the sequence and conditions under which each section of elements is resolved.

You can create any number of process lists, but separate lists are required for payroll and absences processes.

3. Attach each process list to a calendar, by associating the process list with a run type.
4. Schedule the calendars for processing.

To run a payroll or absence process, run the process that you defined. The Process List Manager program starts at the top of the process list and, for each payee, works with the PIN Manager to resolve elements sequentially in each process list section. The system creates a set of files and tables to hold the processing results.

Common Elements Used in Processing Elements

Recalculate

Select this check box to instruct the PIN Manager to recalculate the element if it encounters it more than once in the process list. Deselect the check box to have the PIN Manager adhere to the Always Recalculate check box setting on the Element Name page for the element.

For subprocess sections (with the exception of those set up for net pay validation by priority order), the system selects Recalculate. This setting is unchangeable.

Avoid recalculating elements, which can slow down processing.

Seq Nbr (sequence number)

Enter a sequence number for the element in the section to specify processing order. The processing sequence is extremely important; it can directly affect payroll or absence calculations.

Numbers can be up to 5 digits, and each number in the section must be unique. Assign numbers in increments of 10 or some other factor to avoid having to renumber to insert an element.

Understanding Sections

This topic discusses:

- Section types.
- Standard sections.
- Generate positive input sections.
- Payee sections.
- Subprocess sections.
- Absence take sections.

Section Types

Sections control the processing order of individual elements, breaking down large process lists into manageable pieces. Each section can have one or more individual elements. You can't add element groups to a section and generally can't include sections in sections.

Using sections enables reuse of work. For example, if several processes use the same set of earnings, you can create one earning section and attach it to multiple process lists.

Sections are effective-dated—when running a payroll, the system retrieves sections attached to the process list, based on your calendar period end date.

You can define four section types, which determine:

- How the system processes section elements during payroll or absence runs.
- What types of elements—such as earning elements, absence take elements, and supporting elements—you can add to the section.
- Whether the section can be used for absence processing, payroll processing, or both.

This table lists the section types, the type of processing that each section is used in and what each section is used for:

Section Type	Type of Processing	Use
Standard	Absence, payroll, or both	For regular processing or when defining absence entitlement or absence take processes.
Generate Positive Input	Absence or payroll	For creating positive input (earnings or deductions) for another calendar. Example: meal allowances.
Payee	Absence, payroll, or both	For specifying, at the payee level, elements for processing and their sequence. Example: court orders.

Section Type	Type of Processing	Use
Subprocess	Payroll	For doing net-to-gross calculations, net pay validation based on the priority of deductions, or other iterative processes. Can include loops and conditional formulas that determine whether a particular element is resolved. Examples: moving expenses and bonus payments.
Absence Take	Absence	For resolving absence takes in chronological order based on the absence begin date.

Standard Sections

Most sections in your process list are probably standard sections. When the Process List Manager encounters a standard section during payroll or absence runs, it reads and resolves each element in the section in the specified order.

Generate Positive Input Sections

Generate positive input sections trigger creation of positive input—earning or deduction data, such as meal or travel allowances, that applies to one pay period and is payee-specific. Positive input is generated in one pay run and resolved in another. When the Process List Manager encounters a generate positive input section during *source* calendar processing, it creates rows of positive input that can be resolved and paid when you process the *target* calendar. The source and target calendars can be associated with the same or different pay periods or calendar group IDs.

Say your organization gives payees a meal allowance when they work four or more hours a day. Rather than using the Positive Input page to enter expenses manually, you can have the system generate positive input based on a formula that you define.

Note: Positive input can also be entered manually or received from other applications.

Rules for Generate Positive Input Sections

These are the rules for generate positive input sections:

- You can generate positive input only for earning and deduction elements that are defined with one of these calculation rules:

Base × Percent

Unit × Rate

Unit × Rate × Percent

- Before positive input can be generated, at least one auto-assign component—base, percent, rate, or unit—of the earning or deduction element needs resolving.

When the Process List Manager reaches the generate positive input section during the batch process, it calls the Generate Positive Input program for the first element, to determine whether any of its

components are populated. If one is populated, the system creates a row of positive input for the target calendar; if none is populated, the Process List Manager continues to the next element in the section.

- Because positive input is generated in source calendar processing and resolved in target calendar processing, you must create the source *and* target calendars before running the payroll or absence process for the source calendar.
- The system checks element eligibility while processing the target calendar, not while processing the source calendar that generates positive input.

When checking element eligibility, the system ensures that:

- The element has been assigned to the payee through the Eligibility Group
 - The element doesn't appear on the Elements to be Excluded grid on the Calendars - Excluded Elements page
 - There are no Do Not Process instructions for the element on the Positive Input page or the Positive Input - Calendar page.
- Generation control and eligibility group changes can affect positive input resolution.
- Say the system generates positive input for a payee during June payroll. If the target calendar is July and the payee is no longer eligible in July, the positive input may or may not be resolved based on the Allow Eligibility Override Using PI check box setting on the paying entity setup.
- When segmentation occurs, generate positive input sections are segmented based on the begin and end dates of the source calendar, not the target calendar.

If the source calendar is segmented, the Process List Manager calls the Generate Positive Input program only once in a segment. The generated positive input is assigned to the target calendar, based on the target calendar's end date.

- When element segmentation occurs, the system creates a separate instance of positive input for each slice.

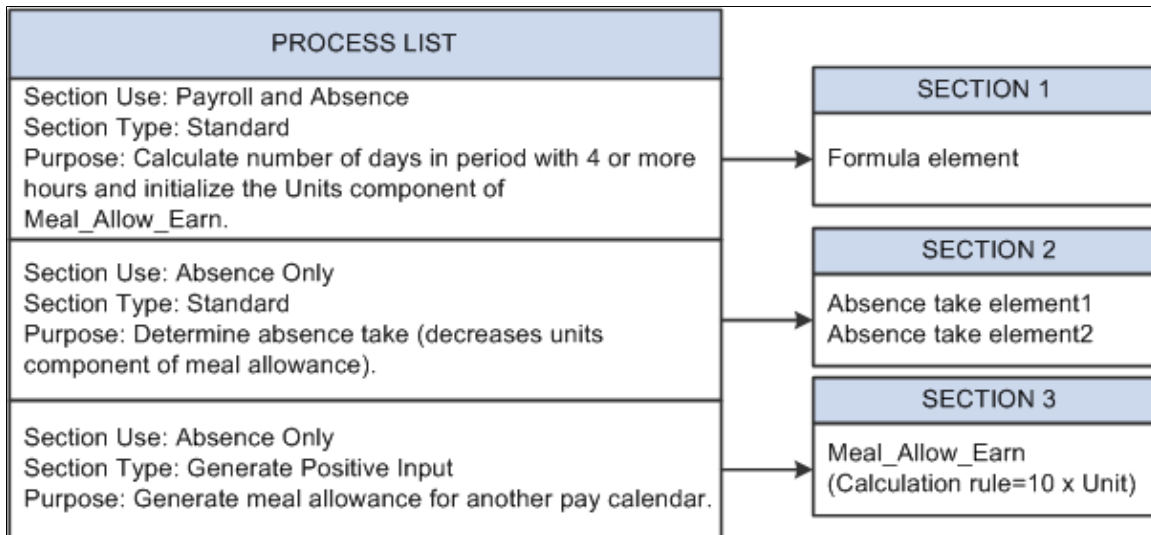
The rate as of date associated with each slice corresponds to the slice end date, not the segment end date.

Generate Positive Input Section Example

Your organization's policy is to pay a daily meal allowance to payees who work four or more hours in a day, and you've created an earning element called `Meal_Allow_Earn`, with a calculation rule of *Unit × Rate*.

Image: Process list with generate positive input section

This example shows how your process list might be defined (the generate positive input section is the last in the process list).



The system resolves the formula element in section 1, initializing the units component of Meal_Allow_Earn with the number of days in the period when the payee is scheduled to work four or more hours. The system moves to section 2, where it resolves the absence take elements, thereby decreasing the meal allowance units by the number of days that the payee was absent on days the payee was scheduled to work four or more hours. Assume that the units component resolves to 1 (day)—the payee was scheduled to work five hours and did so. Finally the system reaches section 3, the generate positive input section, containing the meal allowance earning element. Because the units component of the earning element was populated in sections 1 and 2, the system generates a row of positive input as listed in the following table:

<i>Element</i>	<i>Rate Component (Meal_Allow_Earn_Rate)</i>	<i>Units Component (Meal_Allow_Earn_Unit)</i>
Meal_Allow_Earn	10	1

Nothing happens to the data row until you run the payroll process for the target calendar. The system then checks for eligibility, and assuming that the payee still qualifies for a meal allowance, resolves the positive input by calculating 10×1 .

Related Links

[Understanding Positive Input](#)

[Understanding Calendars](#)

[Defining Element Groups](#)

[Defining Eligibility Groups](#)

[Segmentation Considerations](#)

Payee Sections

Payee sections enable you to control which elements are processed for a specific payee and their processing order, in cases such as court orders; capital accumulation, such as payee contribution to a retirement plan; and other instances of special instructions at the payee level.

Having created a payee section, use the Section Overrides page to define the elements to be resolved for a particular payee. When encountering a payee section in a process list, the system retrieves the appropriate payee section and processes the elements in the section one by one.

Process lists can have multiple payee sections. You can include payee sections in subprocess sections.

Subprocess Sections

Subprocess sections are especially useful for:

- Calculating *gross ups*, gross amounts based on known net amounts.

Say payees get a bonus payment of a specific amount. You can create a subprocess section that uses iterative calculations to compute taxes and subsequent gross pay to achieve the desired net amount.

- Taking deductions based on their relative priority.

You can create a subprocess section that's enabled for net pay validation by priority. When deductions exceed net pay or a defined minimum, the system uses an iterative process to adjust the amounts deducted, based on the relative priority of each deduction.

A subprocess can include conditional formulas that determine whether a particular element is resolved and whether to perform a looping action.

See [Understanding Net Pay Validation and Arrears Processing](#).

Rules for Using Subprocess Sections

These are the rules for using subprocess sections:

- All elements and supporting elements in a subprocess section are recalculated in subprocess execution.

An exception to this rule applies to subsections that are enabled for net pay validation by priority order. For these sections, you can choose whether to recalculate an element. By default, the system does not recalculate.

- Forwarded adjustments are considered during each subprocess iteration.
- Regular element eligibility and generation control apply during a subprocess.
- You can include standard sections and payee sections in a subprocess section.
- Accumulators used during an iterative process are self-correcting—they don't require resetting.

During each iteration, the system removes the old value and adds or subtracts the new value, as applicable. (When the Accumulate Timing option for an accumulator is set to *After Calculation*, the value isn't updated until the process ends.)

For subprocess sections that are enabled for net pay validation by priority, this rule applies only to the elements that are calculated during the iteration. Accumulators are updated depending on the amount that could actually be taken for a deduction.

- The element resolution chain audits subprocesses.

Audit chain results are written out by iteration: each loop is documented with its iteration number.

See [Viewing an Element Resolution Chain](#).

- When using the net pay validation by priority feature, the system performs the net pay validation processing when it discovers that net pay has dropped below zero (or a defined minimum).

Including Multiple Subprocess Sections in a Process List

Following are guidelines for including multiple subprocess sections in the same process list:

- Rather than creating multiple subprocess sections, you can gross up multiple elements in the same subprocess.

The system calculates the gross up amount after entry of all net amounts and before deductions. Create an earning element to hold the grossed-up amount for each element or group of elements that you're grossing up. The net amount remains as is in the existing element, and if entered through positive input, the result tables' net amount still reconciles to the positive input entered. To report the entire amount, you can create an accumulator that includes the net amount and the grossed-up amount.

- To reduce the number of elements to be grossed up, consider creating an accumulator that stores the grossed-up amount of like groups of elements, such as elements subject to the same tax treatment.

You can add this grossed-up element to applicable accumulators.

- If using net pay validation by priority, all deductions that are to be considered must be in the same subprocess loop.

Net pay validation is done in processing sequence for all deductions that are placed outside of the subprocess loop for net pay validation.

Guidelines for Defining Net Pay Validation Logic for a Subprocess Section

Use the following guidelines to perform net pay validation by priority order:

- When creating the section, select the Net Pay Validation by Priority check box on the Section-Definition page.

Note: This check box appears only if the associated country contains a Net Pay Validation formula on the Country Setup page.

- List deductions and other elements in the subprocess section in normal *processing* sequence.

The system refers to the priority order assigned to the deduction on the Deduction - Arrears page during the net pay validation process.

- Associate a loop formula with the element that is to begin the loop action. During the first loop, the formula should resolve to true (1), causing all elements in the subprocess to be calculated in processing sequence. Before performing a subsequent loop, the formula should check net pay. If it

detects that net pay is greater than zero or a minimum amount that you define for the process list, the formula should return a value of false (zero), and end the looping process. If net is less than zero or the defined minimum, the formula should return a value of true (1) and initiate another pass. (The system automatically calls the net pay validation formula that you selected on the Country Setup page and adjusts the deduction with the lowest priority.)

The following example shows how a conditional formula called FM ANOTHER PASS might be used to drive looping. It uses the system element, SUB PROCESS PASS, to determine the current loop number. This element is automatically incremented before each pass. GXVRNPVMIN represents the element entered on the Process List - Definition page that determines the minimum net pay.

```
If ac/NET1 >=var/GXVRNPVMIN and sy/SUB PROCESS PASS > 1
then 0 >> fm/FM ANOTHER PASS?
Else
    1 >> fm/FM ANOTHER PASS?
Endif
```

SUB PROCESS PASS > 1 ensures that the system processes the loop at least once and calculates all of the elements. Without this instruction, the elements in the subprocess section will not be processed in the event that net exceeds the minimum before taking deductions (the usual case).

- To specify a minimum net pay other than zero, select the minimum net element on the Process List - Definition page.

Guidelines for Creating the Net Pay Validation Formula

Use the Country Setup page to assign a net pay validation formula to each country that intends to use the net pay validation by priority feature. The Always Recalculate option should be activated for the formula. The Process List Manager program resolves the formula once for each deduction in the subprocess section beginning with the second loop.

The formula should return one of these four values:

- 0 = Calculate and perform net pay validation.

Return this value if calculation and net pay validation need to occur during the same iteration. This is the default setting for gross-to-net subprocess sections and, in most cases, will not be used in this formula.

- 1 = Calculate.

This is the default value for the first iteration of the loop. The system resolves the formula beginning with the second iteration.

- 2 = Perform net pay validation.
- 3 = Skip.

If the formula returns any other value, the system generates an error message and puts the segment in error. It also skips the deduction and continues processing with the next element in the section. If no formula exists, the system generates an error message and puts the segment in error. Calculation of the segment continues with a default setting of zero (calculate and perform net pay validation).

Here's a sample formula:

```
/* This formula controls the processing per deduction during a Net Pay
Validation sub-process */
```



```

/*set to calculate*/
1 >> fm/FM CONTR NPV FLOW

/*if Net is greater than the defined minimum and deduction is not
NPV completed we need to calculate*/
IF ac/NET >= var/MINIMUM NET and sy/NPV COMPLETED = 0
  Exit
End-If

/*if element is NPV modified already don't use it again; set to skip*/
If sy/NPV COMPLETED = 1
  2 >> fm/FM CONTROL NPV FLOW
  exit
end-if

/*if the element isn't of lowest priority, calculate*/
if sy/CURR PRIORITY NBR <> sy/LOW PRIORITY NBR then
  Exit
End-If

/*set formula to NPV processing*/
3 >> fm/FM CONTROL NPV FLOW

```

Using System Elements in Subprocess Formulas

You may find the following system elements useful when creating formulas for net pay validation by priority processing.

System Element	Description
NET AVAILABLE	Holds the current value of the net accumulator minus the minimum net without the deduction that is currently being processed. It is set by the earning and deduction resolution module during net pay validation of an element. The net pay validation partial formula that calculates a partial deduction can reference this element.
CURR PRIORITY NBR	Holds the priority number of the deduction that is currently being processed. Set in the deduction program before resolving the net pay validation formula.
LOW PRIORITY NBR	Holds the lowest relative priority number of deductions that are processed within the subprocess section. The low priority nbr system element represents the priority number that Net Pay Validation is processing in the current subprocess iteration. When the deduction is reduced to zero by the net pay validation process at the end of each subprocess loop, the system sets this element to the next lowest priority (the highest priority number). When there are no deductions with a higher priority, the system sets the element to zero.
SUB PROCESS PASS	Holds the number of the current loop iteration. The number is set at the beginning of the subprocess loop.

System Element	Description
NPV COMPLETED	(Binary: 1/0, decimal value of 1 or 0.) Set to true (nonzero) if the deduction has already been modified and set to zero in a previous pass of the net pay validation process. All instances of a deduction must be resolved to zero before this element is set to true.
PRIOR DED VAL	Holds the previously calculated deduction amount. The amount is only available within a net pay validation subprocess while net pay validation processing is being processed for a deduction. The system element can be used in a net pay validation partial formula (within a net pay validation subprocess section only).

Related Links

[Countries Page](#)

Absence Take Sections

Absence take sections enable you to process take elements based on the order in which absences occurred, rather than the processing sequence defined in a section. These sections are useful when there are dependencies between take elements, and processing in chronological order is necessary to determine correctly which absences to pay.

Absence Take Section Example

Assume that there's a requirement to reduce sickness entitlement by the number of days a payee was absent for sickness or an industrial accident over the past year. In February, a payee is absent 7 days for sickness, 6 days for an industrial accident, and 8 days for sickness, in that order.

You create a section that includes take elements in this processing sequence: SICK, IND ACC. As the following paragraphs illustrate, section type affects the amount of entitlement that's available to cover the takes:

- If the section type is standard, the system processes both SICK takes before it processes the IND ACC take.

Consequently, it does not consider any days that were taken for the industrial accident when it determines the entitlement balance that is available for the second SICK take.

- If the section type is absence take, the system processes the absences in the order of occurrence.

As a result, it reduces the entitlement balance for the last SICK take by the number of days that were taken (paid) for the industrial accident and for prior sicknesses over the last year.

Rules for Absence Take Sections

Following are the rules for absence take sections:

- Absence take sections can include take elements only.

- Takes are processed based on absence begin date.

The system looks at the Absence Event record (GP_ABS_EVENT) to find the absence event with the earliest begin date.

- If more than one absence has the same date, the system refers to the processing sequence defined for the section to determine which take to process first.

For example, assume that an absence take section includes Takes A and B in that order and that the following absence events are reported: June 2–3 (Take B) and June 3 (Take A). The system will process the absent days in this order:

- June 2, Take B (the event with the earliest begin date).
 - June 3, Take A.
 - June 3, Take B.
- If a take element (parent element) is mapped to another take element (child element):
 - The child element is processed immediately after the parent element for the day being processed.

List the child element after the parent element on the process list. The system proceeds to the next day, only after processing all generated and manually entered take elements for that day.

 - Child elements that are not included in the section where the parent element is being processed are not processed until the system resolves the section that lists the child element.

Note: Mapping refers to linking one take to another by completing the Mapped to Element field on the Absence Take - Day Formula page or the Take with Other Absence field on the Absence Take - Negative Balances page.

See [Absence Takes - Day Formula Page](#).

See [Absence Takes - Negative Balances Page](#).

Understanding Process Lists

This topic discusses:

- Functions of process lists.
- Batch processing and the Process List Manager.
- Ordering elements and sections in a process list.
- Retroactive processing considerations for process lists.

Functions of Process Lists

Process lists control payroll processing at the highest level. They perform three basic functions:

- Identify the sections, or sets of elements, to resolve during the payroll process and the order in which they resolve.
- Identify the gross and net pay accumulators for the payroll process.

The banking process determines net pay by referencing the net pay accumulator.

- Specify whether the process applies to absence or payroll processing.

They're very similar, but some differences occur during retroactive processing.

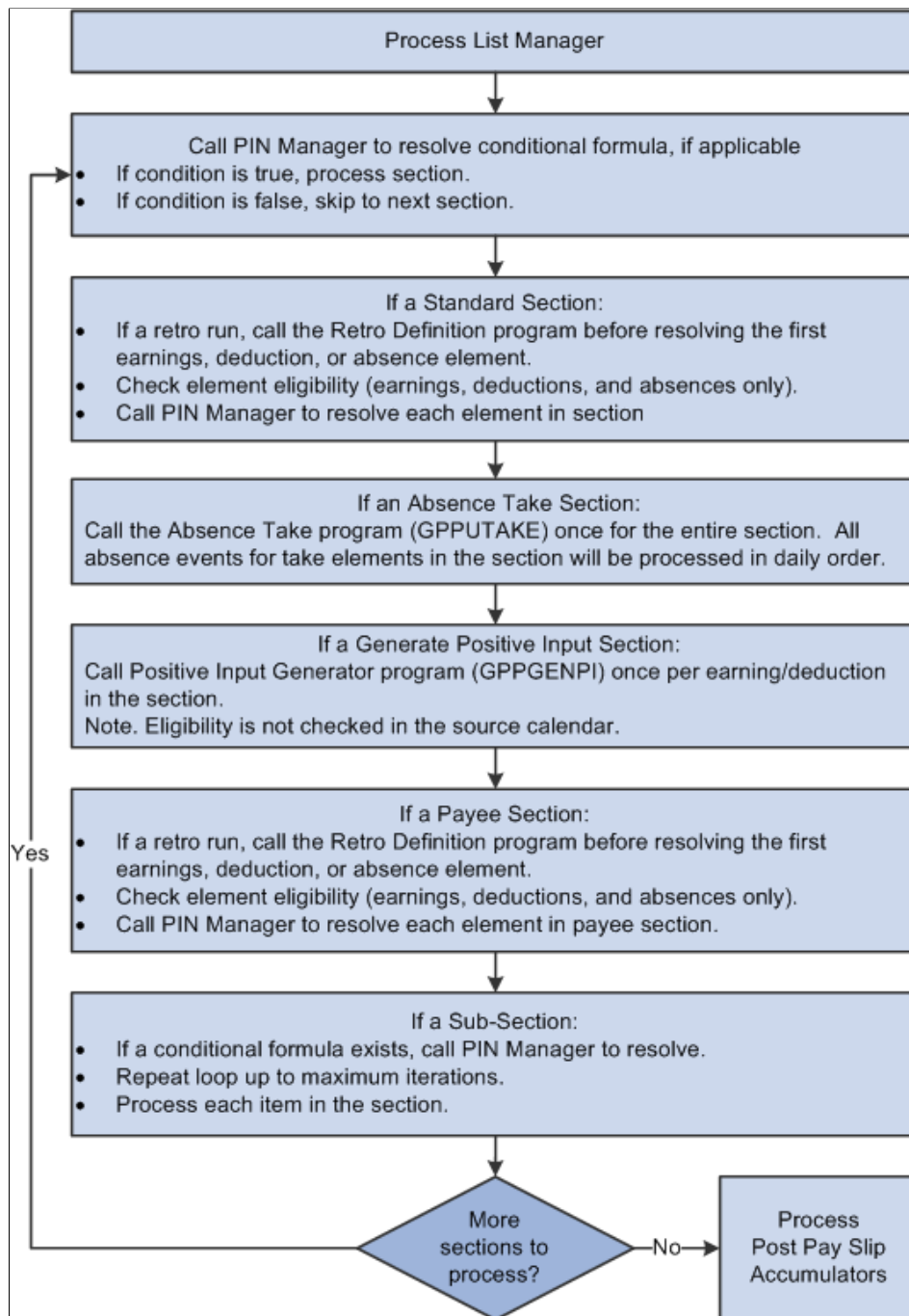
Batch Processing and the Process List Manager

The Process List Manager, a program that calls the PIN Manager during the payroll process to resolve elements on the process list, begins at the top of the process list and reads one section at a time, according to the specified sequence. Whenever the Process List Manager encounters a conditional formula, it

calls the PIN Manager for resolution. If the formula resolves to zero, the section is not processed; if the formula resolves to a nonzero number, the section is processed.

Image: The Process List Manager

This diagram illustrates how the Process List Manager and PIN Manager work together to resolve each section of the process list during a payroll or absence run.



Related Links

[Understanding the Batch Architecture Process Flow](#)

[Understanding Segmentation Setup](#)

Understanding Positive Input

Ordering Elements and Sections in a Process List

Here are some guidelines for verifying that elements in sections and sections in process lists are ordered logically in the correct sequence for the payroll run:

- Entitlement processing for absences adds to the balance.

Take processing takes away from the balance. If you include absence entitlement and absence take elements on the same process list and put the entitlement elements before the take elements, the additional balance becomes available for take processing.
- If an array needs to populate data fields before the system can execute a conditional formula, add the section with the array before the conditional section.
- Non-percent rate code earnings need resolving before any percent rate code earnings, so that members of any Comp Rate (compensation rate) code group that need to be used in a percent calculation have been resolved.
- Base pay rate code earnings need resolving before any non base-pay rate code earnings, so that the appropriate hourly rate can be calculated and available for any hourly, plus flat amount rate code calculations.
- If an element exists in a standard section and a generate positive input section and if the standard section precedes the generate positive input section, the system considers any adjustments to base and units when generating positive input for that element.

The PIN Manager returns the value as the resolved amount, plus the adjustment. If an element exists only in a generate positive input section, adjustments are ignored during processing.

Retroactive Processing Considerations for Process Lists

This topic discusses:

- How changes to a process list can affect retroactive processing.
- Recalculating subprocess sections during retroactive processing.

How Changes to a Process List Can Affect Retroactive Processing

Pay attention to effective dates. If you modify an effective-dated set of data that applies to previously processed payroll periods, when retroactive processing is run, the results will vary. If you want to change the section for future payroll periods only, add a new effective-dated row to the section, then modify the list of elements.

Recalculating Subprocess Sections During Retroactive Processing

When a subprocess section is executed during retroactive processing, the *Retro Recalc* (retroactive recalculation) option, which you select for the earning and deduction elements on the Earnings - Calculation page, applies. For example, if you select *Do Not Recalc* (do not recalculate), the element isn't recalculated when it's encountered in the subprocess section.

Related Links

[Understanding Retroactive Methods](#)

Setting Up Sections

To set up sections, use the Sections component (GP_SECTION).

This section provides an overview of section setup and discusses how to:

- Name a section.
- Select elements that constitute a section.
- Create a payee section for a process list.

Pages Used to Set Up Sections

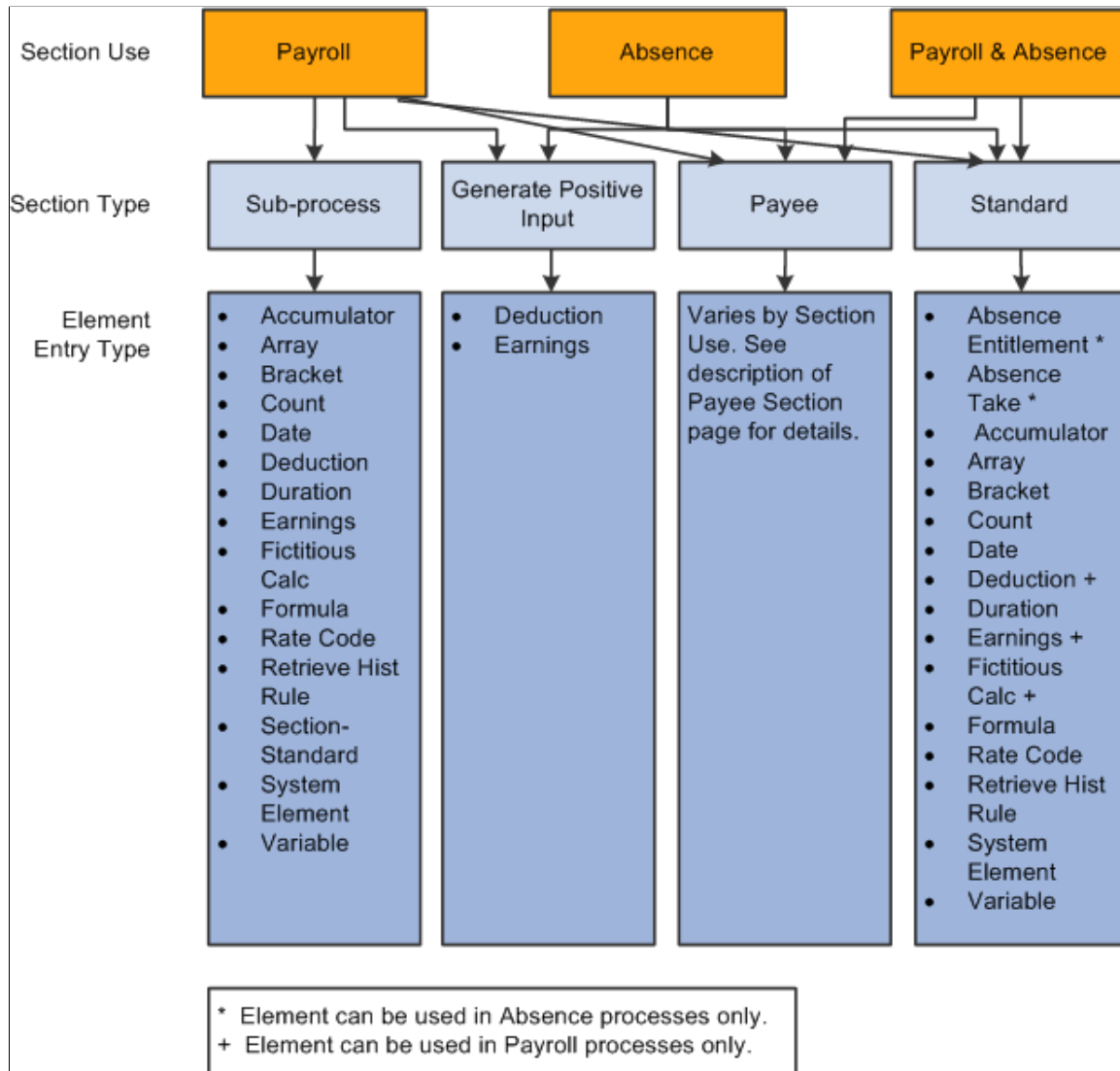
Page Name	Definition Name	Navigation	Usage
Section Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name	Name a section and define its basic parameters. This page is also used to set up process lists.
Definition	GP_SECTION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition	Select elements that constitute a section.
Section Overrides	GP_PYE_SECTION	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Sections, Section Overrides	Create a payee section for a process list.

Understanding Section Setup

Sections are the building blocks for creating process lists. You create a section by giving it an element name and indicating its use: for payroll processing, absence processing, or both. Finally, you select the section type and enter elements in processing order. Eligible elements depend on the section use and type.

Image: Section use and type determine which elements can be added to a section

This diagram shows the element types that you can include in each section type.



Warning! Adding or deleting an element from a section and then trying to process a retroactive pay run may yield incorrect results. Before changing any element in a section, assess the impact on retroactive processing.

Related Links

[Setting Up Sections](#)

[Ordering Elements and Sections in a Process List](#)

Section Name Page

Use the Section Name page (GP_PIN) to name a section and define its basic parameters.

This page is also used to set up process lists.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name

You must enter the basic parameters of each section on the Sections - Section Name page. All elements within Global Payroll share the same name page (GP_PIN).

Note: On the Sections - Section Name page, *Calendar Period End Date* is the only value for the Definition as of Date field. When you run the payroll process, the system reads the calendar period end date to determine which effective-dated sections and process list to use.

Related Links

[Defining Element Names](#)

Definition Page

Use the Definition page (GP_SECTION) to select elements that constitute a section.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition

Image: Definition page

This example illustrates the fields and controls on the Definition page.

*Seq Nbr	*Element Type	*Element Name	Description	Recalc		
1	Abs Entitl	K0AE FHOL	Floating Holiday	<input type="checkbox"/>	+	-
2	Abs Entitl	K0AE PTO	PTO	<input type="checkbox"/>	+	-
3	Abs Take	K0AT PTO	Paid Time Off	<input type="checkbox"/>	+	-
4	Abs Take	K0ATSICK	Long Term Sickness	<input type="checkbox"/>	+	-
5	Abs Take	K0AT SICK2	Sickness	<input type="checkbox"/>	+	-

Section Use

Select the section use that specifies whether you can use the section for payroll processing, absence processing, or both. Determines what type of section you can create and the elements that can be added to those sections. Values are: *Absence Process Only*, *Payroll Process Only*, and *Payroll and Absence Process*.

Section Type

Select the section type. This specifies how the Process List Manager processes the elements in this section during a payroll or absence run. Values depend on your Section Use selection:

Absence Process Only: Select *Absence Take*, *Generate Positive Input*, *Payee Section*, or *Standard*.

Payroll Process Only: Select *Sub-Process*, *Generate Positive Input*, *Payee Section*, or *Standard*.

Payroll and/or Absence Process: Select *Payee Section* or *Standard*.

Depending on your selection, certain fields in the Section Element List group box become hidden or available. If you select *Payee Section*, all fields become unavailable for entry.

After saving this page, you can access the Section Overrides page and select the elements to be resolved for a particular payee.

Net Pay Validation by Priority

Appears only if you select *Sub-Process* as the section type, and the associate country contains a Net Pay Validation formula on the country setup component. Select to make this section eligible for net pay validation by priority. This prevents the system from applying net pay validation logic on its first loop through the section. Instead, it calculates elements according to their processing sequence during the first loop.

The control formula that's next to the loop action of begin controls the number of subsequent loops. This formula should compare the net amount to zero (or to the defined minimum) to determine whether to perform another loop. The net pay validation formula (specified on the Country Setup page) controls what happens to each deduction in a subsequent loop.

Depending on the value returned by this formula, the system will calculate the deduction and perform net pay validation, calculate only, perform net pay validation only, or skip the deduction.

Maximum Iteration

This field works with the Loop Action field and appears only if you select *Sub-Process* as the section type. To have the system perform a loop, enter the maximum number of loop repetitions. Values are 1 through 999. Decimals are *not* allowed.

Note: For processing efficiency, keep the iterations to a minimum and include a condition in your loop that, if met, ends the looping process before the maximum number of iterations.

Formula Name

Appears only if you select *Sub-Process* as the section type.

This field works with the Loop Action field. It enables you to select a numeric formula that's executed to determine whether an element, or the elements within a loop, are resolved:

- A control formula that is placed next to an element that has a loop action of *begin*, controls the resolution of all elements between the *begin* and *end* tags. If the formula resolves to zero (false), the system does not resolve these elements and ends the loop. If the formula resolves to a nonzero value (for example, -2, -1, 1, or 2), the condition is considered true and the system tries to resolve the elements in the loop.
- A formula that is associated with a single element, with a loop action of *none*, applies only to that element. If the formula resolves to zero the element isn't resolved. If the formula resolves to a nonzero value the system tries resolving the element.

Loop Action

Appears only if you select *Sub-Process* as the section type.

Select the loop action that identifies the beginning or end of a loop. Values are *None*, *Begin*, and *End*. Only one *Begin* and one *End* are allowed in a subprocess. An *End* must follow a *Begin*. (This field works with the Maximum Iteration field.)

Element Type

Select the type of element that you're adding to the section.

Values depend on your Section Type and, sometimes, Section Use selections:

Standard sections: Select *Accumulator*, *Array*, *Bracket*, *Count*, *Date*, *Duration*, *Formula*, *Rate Code*, *Retrieve Historical Rule*, *System Element*, *Variable* or *Writable Array*.

Standard sections in a payroll process: Select from all of the above, plus *Deduction*, *Fictitious Calc* (fictitious calculation), and *Earnings*.

Standard sections in an absence process: Select from all of the above (for standard sections), plus *Absence Entitlement* and *Absence Take*. (*Absence Entitlement* refers to frequency-based entitlement elements only.)

Subprocess sections: Select *Accumulator*, *Array*, *Bracket*, *Count*, *Date*, *Deduction*, *Duration*, *Earnings*, *Fictitious Calc*, *Formula*, *Rate Code*, *Retrieve Historical Rule*, *Section-Standard*, *Section-Payee*, *System Element*, or *Variable*.

Generate positive input sections: Select *Deduction* or *Earnings*.

Absence take section: Select *Absence Take*.

Element Name

Enter the name of the element to include in the section.
Selectable names depend on the element type.

Driver Accumulator

Select the Driver Accumulator tab.

This tab displays the driver accumulator, if any, that is defined for an earning or deduction on the Element Name page (GP_PIN). This page is informational only. To associate a driver with an earning or deduction, access the earning or deduction setup component.

Related Links

[Defining Formula Elements](#)

Section Overrides Page

Use the Section Overrides page (GP_PYE_SECTION) to create a payee section for a process list.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Sections, Section Overrides

Image: Section Overrides page

This example illustrates the fields and controls on the Section Overrides page.

Before using this page, create a payee section using the Sections - Section Name and Sections - Definition pages.

Element Name

Enter the name of the payee section, as defined on the Sections - Section Name page.

Section Use

Displays a value to indicate in which type of process list the section can be used: *Payroll*, *Absence*, or *Either*. (Specify section use on the Sections - Definition page.)

Payee Section Elements

Element Entry Type

Select the type of element that you're adding to the section.
Values depend on the section use:

Payroll: Select *Accumulator*, *Array*, *Bracket*, *Count*, *Date*, *Deduction*, *Duration*, *Earnings*, *Fict Calc* (fictitious calculation), *Formula*, *Hist Rule* (historical rule), *Rate Code*, *System Element*, *Variable*, or *WritArray* (writable array).

Absence: Select *Absence Entitlement* (frequency-based entitlement elements), *Absence Take*, *Accumulator*, *Array*, *Bracket*, *Count*, *Date*, *Duration*, *Formula*, *Hist Rule*, *Rate Code*, *System Element*, *Variable*, or *WritArray*.

Either: Select *Accumulator*, *Array*, *Bracket*, *Count*, *Date*, *Duration*, *Formula*, *Rate Code*, *System Element*, *Variable*, or *WritArray*.

Element Name

Select the name of the element that you're adding to the section.

Setting Up Process Lists

To set up a process list, use the Process Lists component (GP_PROCESS).

This section provides an overview of process list setup and discusses how to:

- Name a process list.
- Identify sections comprising the process list.

Pages Used to Set Up Process Lists

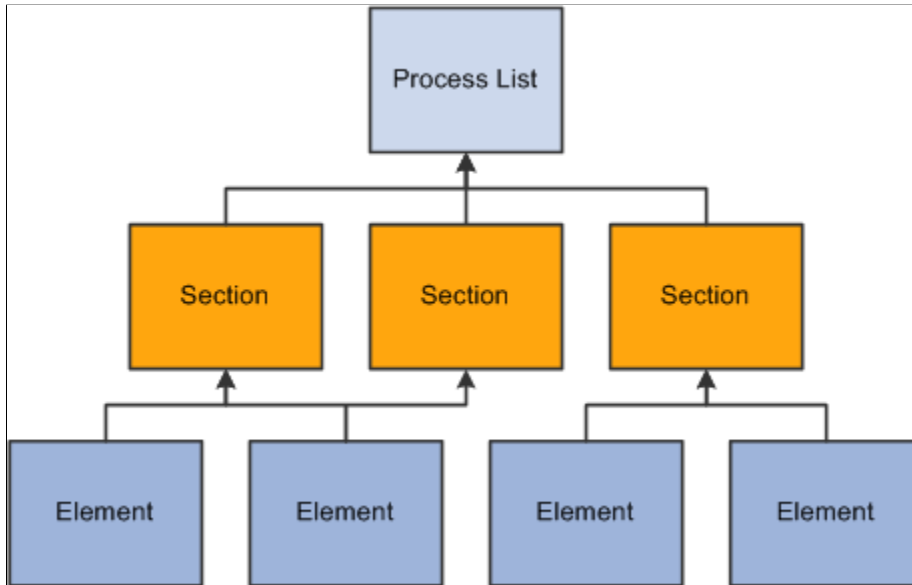
Page Name	Definition Name	Navigation	Usage
Process List Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Process List Name	Name a process list and define its basic parameters.
Definition	GP_PROCESS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition	Identify sections comprising the process list and the order of execution.

Understanding Process List

Before creating a process list, you define the sections to include in the process, grouping sets of elements into sections for addition to your process list. In your process list, you can use conditional logic to specify when each section is executed.

Image: Relationship between process list, sections, and elements

This diagram illustrates the relationship between elements, sections, and process lists.



You can create multiple process lists for your payroll. For example, you can create a separate process list for each type of pay—regular earnings, bonus pay, overtime, and so on—or create one process list that handles all pay types, depending on how you run your processes. Create different process lists for absences, because absences must be processed separately from payroll.

Having created a process list, you attach it to one or more calendars (through a run type). A calendar determines:

- Who's paid.
Specified by the pay group and payee selection criteria on the calendar.
- What's paid.
Specified by the process list associated with the calendar.
- What period of time and pay frequency apply.
Specified by the period ID linked to the calendar.

When running the payroll, the system reads the pay period end date for the calendar; finds the appropriate effective-dated process list; and processes the selected payees, one by one.

Related Links

[Understanding Calendars](#)

[Batch Absence Processes](#)

Process List Name Page

Use the Process List Name page (GP_PIN) to name a process list and define its basic parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Process List Name

You must enter the basic parameters of the process list on the Process List Name page. All elements within Global Payroll share the same name page (GP_PIN).

Note: On the Process List Name page, *Calendar Period End Date* is the only value for the Definition as of Date field. When you run the payroll process, the system reads the calendar period end date to determine which effective-dated process list and sections to use.

Related Links

[Defining Element Names](#)

Definition Page

Use the Definition page (GP_PROCESS) to identify sections comprising the process list and the order of execution.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition

Image: Definition page

This example illustrates the fields and controls on the Definition page.

Process List Name Definition

Element Name: K0PR PAY Process Pay Owner: PS Non-Mnt

Definition

Effective Date: 01/01/1990 *Status: Active

*Calculation Type: Payroll Calculation

*Gross Pay Element: K0ACGROSS Current Gross

*Net Pay Element: K0ACNET Current Net

Minimum Net Entry Type:

Minimum Net Element:

*Seq Nbr	Section Element Name	Section Description	Condition Type	Condition Element Name	Condition Description
1	K0SE INIT	Initial Section			
2	K0SE REM	Remuneration			
3	K0SE PAYABS	Absence Payroll			

Version: 8.00.00.00

Calculation Type

Select the calculation type that identifies whether the process list can be used for absence or payroll processing. This field also

determines which section types you can add to the process list.

Values are: *Absence Calculation* and *Payroll Calculation*.

Gross Pay Element

Enter the accumulator element for gross pay. The system stores the gross amount in the payee's segment status record. This field is not available for absence process lists.

Net Pay Element

Select the net pay accumulator element the banking process uses when determining the payee's net pay. The system stores the net amount in the payee's segment status record. The information is also used during net pay validation for arrears processing. This field is not available for absence process lists.

Minimum Net Entry Type

This field is applicable when you use the net pay validation feature. Net pay validation occurs when a payee's deductions exceed net pay or a minimum net pay amount that you define.

To prevent net pay from dropping below a minimum amount, select the type of element that defines the minimum amount.

This works with net pay validation processing regardless of whether the processing occurs in processing order (not in a net pay validation subsection) or priority order (in a net pay validation section).

Values are *Bracket - Numeric*, *Formula - Monetary & Decimal*, and *Variable - Numeric*.

Minimum Net Element

Select the element that defines minimum net pay. Your selection in the Entry Type field determines the elements from which you can select.

Deduction net pay validation processing uses the minimum defined here. If you do not enter a minimum value, zero is used as the minimum during net pay validation.

When you define this element, consider whether you want the system to recalculate it. Most likely, you will want one minimum net value for the entire pay run. If this is the case, you will want to deselect the Always Recalculate option.

Process List Members

Section Element Name

Select the name of the section that you're adding. The calculation type that you selected determines sections that can be added. You can use a section only once in a process list, but you can add the same section to more than one process list.

Condition Type

Select *Formula* or *Variable* to specify a condition for resolving the section that you're adding to the process list.

Condition Element Name

Required if you selected a condition type. Select the name of the element that defines the condition. If the element resolves to zero, the condition is considered false and the section isn't resolved. If the element resolves to a nonzero value (for

example, -2, -1, 1, or 2), the condition is considered true and the system tries resolving the section.

Related Links

[Ordering Elements and Sections in a Process List](#)

[Understanding Net Pay Validation and Arrears Processing](#)

Using Calendars

Understanding Calendars

This topic lists common elements and discusses:

- Calendar pay process flow.
- Creating calendars.

Common Elements Used in Managing Calendars

Calendar

Identifies which payees to process and the run type and pay period. It can include instructions for generation control, excluding certain elements from processing, overriding supporting elements, and providing other information.

Calendar Group

When you start a payroll or absence process, you must enter the calendar group ID that identifies the calendar or set of calendars to process, or in the case of off-cycle runs, the set of off-cycle groups to process.

You can process multiple calendars or off-cycle groups simultaneously. Calendar groups are keyed by country, so you can include multiple calendars or off-cycle groups for the same country in a single calendar group.

Period

Defines the pay period and frequency for your processing run.

You attach a pay period to a pay run by linking it to a calendar. Like run types, pay periods are reusable.

Run Type

A user-defined method of identifying a payroll or absence run. Common run types are regular, bonus, overtime, and advance pay. The run type identifies the process list to use, whether to process retroactive triggers, and information needed when processing data from Time and Labor or the Manage Variable Compensation application of HR. It's also used in generation control, historical rules, and retroactive matching processes.

You attach a run type to a pay run process by linking it to a calendar. Because you define the run type information outside the calendar, you can link the same run type to multiple calendars. For example, if a weekly and a monthly pay group use the same process list, you might set up one run type and link it to multiple calendars. The effective date enables you to switch

process lists or retroactive trigger processing actions and yet reproduce a retroactive calculation with old settings.

Related Links

[Understanding Segmentation Setup](#)

[Defining Generation Control Elements](#)

[Defining Historical Rule Elements](#)

[Unprocessed Retro Deltas Page](#)

Calendar Pay Process Flow

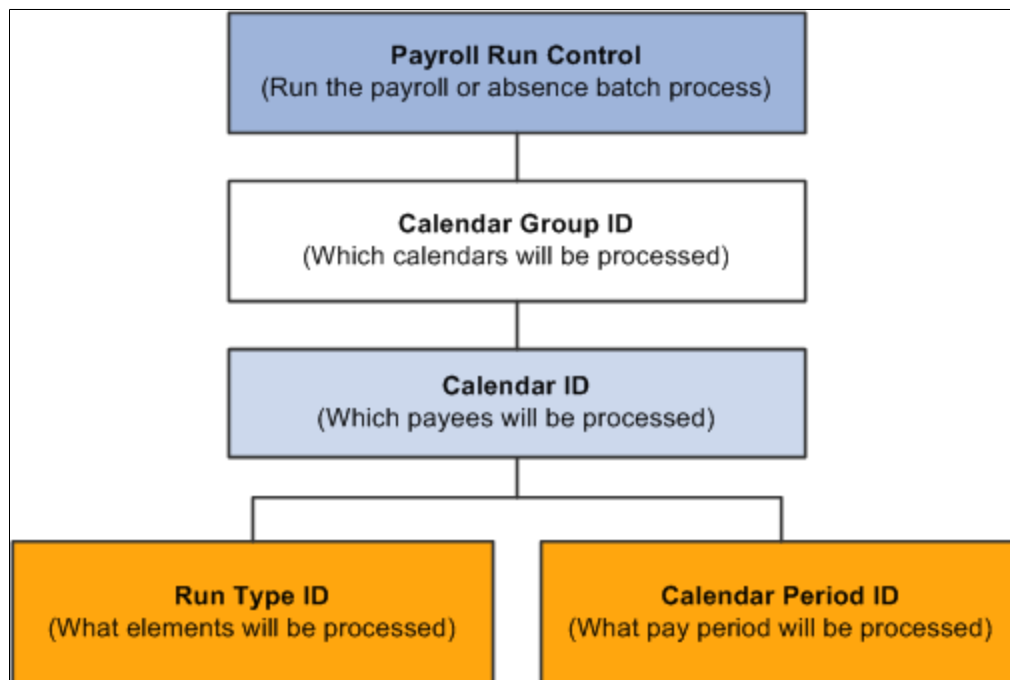
When processing a payroll or absence run, the system must determine which payees to process; what earnings, deductions, and other elements to process for selected payees; and what time period to process.

For on-cycle processing, calendars unify this information. Calendars link the components that tell the system whom and what to process for which pay period.

Note: With off-cycle processing, off-cycle groups, rather than calendars, identify which payees to process, the elements to process, and the time period.

Image: Component interaction

This diagram illustrates how components interact to produce an on-cycle payroll or absence batch processing run.



Related Links

[Understanding Off Cycle Processing](#)

Creating Calendars

Calendars bring payees in a selected pay group together with the rules and processes for calculating a payroll or absence run. You can define calendars by:

- Defining a single calendar with the Calendars component.

When you define a calendar with this feature, you can enter instructions for generation control, overrides, or elements to exclude from processing. You can specify the period for which to retrieve payable time from Time and Labor.

- Using the Automatic Calendar Creation component to define multiple calendars simultaneously.

You can use the Calendars component to edit an automatically generated calendar.

Note: Before you create calendars you must define the run type and period ID associated with the calendar.

See [Prerequisites](#).

Defining Run Types

This topic discusses how to specify processing parameters.

Page Used to Define Run Types

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Run Types	GP_RUN_TYPE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Run Types, Run Types	Specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

Run Types Page

Use the Run Types page (GP_RUN_TYPE) to specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Run Types, Run Types

Image: Run Types page

This example illustrates the fields and controls on the Run Types page.

Run Types

Run Type Name: GNPAYROLL

*Description: Payroll

Short Description: Payroll

*Calculation Type: Payroll Calculation

☐ Allow Duplicates

Retro Adjustment Sources

Run Type Name	Description

Definition

Effective Date: 01/01/2002

*Status: Active

*Process Name: SALARIS PR [Regular Payroll Process](#)

☐ Process Retro Triggers

Time & Labor TRCs

Time Reporting Code	Description

Variable Compensation Awards

Earnings	Description

Note: After processing begins, you cannot edit fields on the Run Types page. To make changes, cancel the pay run.

Calculation Type

Select *Payroll Calculation* or *Absence Calculation*.

Allow Duplicates

Select to allow duplicate segments.

If you don't select this check box, then while the payee selection process creates the segment status records, the system determines whether other segment stat records exist with the same employee ID, employee record, pay group, run type, period ID, segment from dates and segment to dates (both must match).

The system creates a new segment stat record if a matching one doesn't exist.

This check box ensures that duplicates are or aren't made in certain situations. For example, you might create a calendar to calculate off-cycle payments but need to avoid paying the

payees again during the regular payroll cycle. If the check box isn't selected, the system notes those occurrences and doesn't double-pay. If you're creating a calendar to process bonus or commission payroll runs, you might have multiple calendar IDs defined and the same payee is allowed to be paid in more than one calendar. If the check box is selected, the appropriate payees are paid twice.

Note: Regardless of setting, the system never creates overlapping segments for the same payee within a calendar.

If you have processed a partial period with payee calendar overrides or an off-cycle advance, on subsequent processing of the same calendar the system will only process remaining portions of the period, thus avoiding processing overlaps.

Retro Adjustment Sources

Run Type Name

Enter additional run types for which the system includes retroactive adjustments during the pay run. For example, you can select a bonus run type as an additional retroactive adjustment source for your regular payroll run type. This enables you to automatically forward retroactive deltas for payee bonuses during your regular payroll run so that your payees don't have to wait for the more infrequent and irregular bonus pay runs to receive their retroactive bonus adjustments.

See [Unprocessed Retro Deltas Page](#).

Definition

Process Name

Enter the process list, selecting from absence or payroll process lists, depending on your selection in the Calculation Type field.

Process Retro Triggers

Select this check box to process retroactive triggers. You might ignore retroactive triggers when running a bonus or an expense run but include processing of retroactive triggers with all regular payrolls.

Retroactive triggers are processed for any payee who's identified in any calendar ID with this check box selected.

You can override this field at the calendar and calendar group ID level.

Time & Labor TRCs

Time Reporting Code

Select the time reporting codes for processing for a particular run type.

Note: This field applies only if you use Time and Labor.

Variable Compensation Awards

Earnings

Enter the earning elements that are linked to the award records being processed.

Note: This field applies only if you use setup the Manage Variable Compensation application of HR.

Related Links

[Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor](#)

[Understanding Variable Compensation Awards](#)

Creating Periods

To set up periods, use the Periods (GP_CALENDAR_PERIOD) component.

To process a payroll or absence run, specify the time period to calculate by using a period ID, which identifies the begin date, end date, and frequency of a pay period.

This topic discusses how to:

- Define a single period.
- Use automatic period creation.

Pages Used to Create Periods

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Periods	GP_CALENDAR_PERIOD	<ul style="list-style-type: none"> • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Periods, Periods • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Periods, Periods 	Define a single pay period.

Page Name	Definition Name	Navigation	Usage
Automatic Period Creation	GP_AUTO_PRD	<ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Periods - Automated Creation, Automatic Period Creation Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Automatic Period Creation, Automatic Period Creation 	Define multiple pay periods.

Periods Page

Use the Periods page (GP_CALENDAR_PERIOD) to define a single pay period.




Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Periods, Periods
- Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Periods, Periods

Image: Periods page

This example illustrates the fields and controls on the Periods page.

Periods

Period ID: K0WCA05M04
***Description:** K0WCA05M04 Monthly
Short Description: K0WCA05M04
***Period Begin Date:** 04/01/2005 
***Period End Date:** 04/30/2005 
***Frequency:** M  Monthly
Frequency Factor: 12.0000000

Note: After processing begins, you cannot edit fields on the Periods page. To make changes, cancel the pay run.

Period Begin Date and Period End Date Enter the dates for the period being calculated.

Because multiple calendars that use the same pay period can have different payment dates, you specify the payment date on the Calendar Definition page.

Frequency

Enter the frequency. The system uses this to deannualize an earning, deduction, or entitlement element that's defined without generation control frequency. When generation control frequency is defined for an element, the following occurs:

- If there's a match between the element generation control and the calendar ID generation control, the generation control frequency is used for the deannualization factor.
- If there's no match between the element generation control and the calendar ID generation control, the element isn't resolved, with a couple of exceptions.

If a retroactive adjustment exists, the adjustment is brought into the earning or deduction, but the earning or deduction itself is not resolved. The Deduction program still performs arrears payback processing. If a payback amount is generated, the deduction resolves to the payback amount.

Note: Entitlement elements have two generation control fields, one for the primary element and one for adjustment processing.

Frequency Factor

Displays the factor for annualization and deannualization.

Examples of the Time and Frequency Data That a Period ID Can Define

This table lists examples of how you can define different periods by varying the end date and frequency:

<i>Begin Date</i>	<i>End Date</i>	<i>Frequency</i>
June 1	June 7	Weekly
June 1	June 30	Monthly
June 1	June 15	Semimonthly
June 1	August 31	Quarterly

Frequency Examples

Assume that there are four elements, each element begins with a gross amount of 1200. This table lists the effect of combining various frequency options (the value of each element after frequency option application appears in the last row of the table):

<i>Frequency</i>	<i>Element 1</i>	<i>Element 2</i>	<i>Element 3</i>	<i>Element 4</i>
Amount	1200	1200	1200	1200
Frequency (Element Definition)	Monthly (12)	Monthly (12)	Monthly (12)	Monthly (12)
Generation Control Frequency	None	Monthly (12)	Monthly (12)	Annual (1)
Pay Period Frequency	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)
Calendar Generation Control Frequency	None	Monthly (12)	None	Semimonthly (24)
Calculated Amount	600	1200	Not resolved	24 000
(Amount * Annualization factor/ deannualization factor)	(Amount * Frequency/ Pay Period Frequency)	(Amount * Frequency/ Generation Control Frequency)		(Amount * Frequency/ Generation Control Frequency)

Related Links

[Defining Generation Control Elements](#)

Automatic Period Creation Page

Use the Automatic Period Creation page (GP_AUTO_PRD) to define multiple pay periods.

Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Periods - Automated Creation, Automatic Period Creation
- Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Automatic Period Creation, Automatic Period Creation

Image: Automatic Period Creation page

This example illustrates the fields and controls on the Automatic Period Creation page.

Automatic Period Creation

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Period Creation Parameters

*Frequency ID:

*Unit of Measure: *Units in Period:

*Begin Date: *End Date:

*Period ID Prefix:

Period Frequency Suffix:

*Sequence Number:

Resulting Period IDs (max is 99): 01 - nn

Enter the period creation parameters and click the Run button.

Frequency ID

Enter the calendar period frequency. This field is also used to generate the period description.

Note: The system doesn't edit your entry to ensure it's consistent with the values in the Unit of Measure and Units in Period fields.

See [Periods Page](#).

Unit of Measure

Select the unit of measure for the periods.

The *Day* and *Month* values, used in conjunction with the Units in Period field determine the number of days or months in a period.

The *Semimonth* value represents 15 days. The first semimonthly period always includes days 1 to 15. The second period includes days 16 to 28, 29, 30, or 31, depending on the month. When you select this value, the Units in Period becomes unavailable.

Units in Period

Enter the number of units in each generated period.

Begin Date and End Date

Enter the first day of the first period being generated and the last date through which the system should generate periods.

The system generates all periods for which the end date is before or equal to the end date that you enter.

Period ID Prefix

Enter a prefix of up to seven alphanumeric characters. The system creates a unique period ID for each period it creates, by adding the period frequency suffix and a consecutive sequence number to the prefix.

Period Frequency Suffix

Enter the period frequency suffix that's added to the period ID. The default is the first letter of the selected frequency ID.

Sequence Number

Enter for the first period. The system assigns a sequential number to each following period that you create.

This is useful when you create periods for the same year in separate runs. Suppose that you want to generate six periods for a monthly payroll. You enter *1* in this field, and the process creates periods 1 to 6. Later, when you generate periods for the remaining months, you enter *7* here.

Resulting Period IDs (max is 99)

This field combines the period ID prefix, period frequency suffix, and sequence number to show you what periods the process will create. For example, if you enter a period ID prefix of *PAY2001*, a period frequency suffix of *M*, and a sequence number of *1*, the periods generated are *PAY2001M01* - *PAY2001Mnn* where *nn* represents the number of the last period created.

Examples: Unit of Measure and Units in Period Combinations

This table gives examples of periods defined using different combinations of unit of measure and units in period:

<i>Unit of Measure</i>	<i>Units in Period</i>	<i>Result</i>
Day	7	Each period represents seven days (for a weekly payroll).
Day	14	Each period represents 14 days (for a biweekly payroll).
Semimonth	Not applicable.	Each period represents 15 days (for a semimonthly payroll), but the periods go from 1 to 15 and from 16 to the last day of the month.
Month	1	Each period represents a month (for a monthly payroll).

Unit of Measure	Units in Period	Result
Month	3	Each period represents three months (for a quarterly payroll).

Creating Single Calendars

To create single calendars, use the Calendars (GP_CALENDAR) component.

This topic lists prerequisites and discusses how to:

- Link criteria associated with a calendar.
- Override generation control frequencies for a calendar.
- Override supporting elements for a calendar.
- Exclude elements from a calendar.

Note: After processing begins, you cannot edit the fields on the Calendars component, other than to add payees to the list of payees to be processed. To modify these pages, cancel the process.

Pages Used to Create Single Calendars

Page Name	Definition Name	Navigation	Usage
Calendars - Definition	GP_CALENDAR1	<ul style="list-style-type: none"> • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Definition • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Definition 	Link together the pay group, period ID, run type ID, target calendar ID, and payee selection criteria associated with a calendar.
Calendars - Generation Control	GP_CALENDAR3	<ul style="list-style-type: none"> • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Generation Control • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Generation Control 	Override generation control frequencies for a calendar.

Page Name	Definition Name	Navigation	Usage
Calendars - Supporting Element Overrides	GP_CALENDAR2	<ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Supporting Element Overrides Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Supporting Element Overrides 	Override the value of a bracket, date, duration, formula, or variable element associated with a calendar.
Calendars - Excluded Elements	GP_CALENDAR4	<ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Excluded Elements Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Excluded Elements 	Exclude earnings, deductions, take, or entitlement elements from a calendar.

Prerequisites

Before creating a calendar, define the run type and period ID associated with the calendar.

If you're creating calendars for an absence run or for a pay run that generates positive input for another calendar, create the target calendars first.

Note: Calendars are associated with a single pay group. If you change a payee's pay group assignment, period segmentation results. For example, if a payee changes from pay group PGA to PGB on June 15, days 1–14 are processed with the PGA calendar and days 15–30 with the PGB calendar.

Related Links

[Defining Run Types](#)

[Creating Periods](#)

[Understanding Positive Input](#)

Calendars - Definition Page

Use the Calendars - Definition page (GP_CALENDAR1) to link together the pay group, period ID, run type ID, target calendar ID, and payee selection criteria associated with a calendar.

Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Definition
- Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Definition

Image: Calendars - Definition page

This example illustrates the fields and controls on the Calendars - Definition page.

The screenshot shows the 'Definition' tab of the 'Calendars - Definition' page. The fields are as follows:

Pay Group:	K0WPG KU2	US Biweekly Hourly	Calendar ID:	KU KUB26
Pay Entity:	K0WPE ABS1	Absence Pay Entity	Country:	CYM
*Period ID:	KUB26	12/16/2004 - 12/29/2004		
*Payment Date:	12/29/2004			
*Run Type:	K0WRYABS	Absence Management Run Type		
Target Calendar:		-		

Payee Selection

- ☒ Active Payees Only
- ☐ Active Payees with...
- ☐ Active PLUS Payees with...
- ☐ All Payees with...
- ☐ Listed Payees Only

Additional Criteria

Additional Criteria apply to "Active Payees with...", "Active PLUS Payees with..." or "All Payees with..." as additional requirements for selection

- ☐ Positive Input
- ☐ Pending Retroactive Changes

Period ID

Enter the pay period the calendar represents. The corresponding dates appear in the Begin Date and End Date fields.

Payment Date

Enter the date when payees are paid. In certain countries, this date is important for tax calculations.

Run Type

Enter the run type that identifies the process list to be used for this calendar run. (The run type also identifies whether retroactive triggers are to be processed.)

<run type description>

Click to access the Run Types page, where you can specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

See [Run Types Page](#).

Target Calendar

Enter a target calendar ID if you're defining an absence processing run or any processing run that generates positive input. Identifies the target calendar for the daily data or positive input being generated. Absences cannot be targeted back in time, so the target calendar end date cannot be earlier than the end date of the current period ID.

Time & Labor Calendar

If you're using Time and Labor, enter the calendar period ID. This enables you to map a date range to a payroll calendar. The

date range pulls Time and Labor payable time into your payroll run.

Payee Selection

Identify which payees in the selected pay group to include in the calendar that you're defining. You can have the system identify the payees, or you can list the payees manually. Active payees are those who were active in the pay group for at least one day during the pay period.

The information that you enter here gives the system basic information about which payees to process for a particular calendar.

Note: A calendar created for active payees must be unique based on the combination of pay group, period ID, and run type, reducing the possibility of duplicate payments.

Active Payees Only	<p>Select to include all active payees with no other qualifying criteria.</p> <p>Active payees are those who were active in the pay group for at least one day during the pay period.</p>
Active Payees with...	<p>Select to include only those active payees who have pending positive input or pending retroactive triggers. If you select this option, you must select the Positive Input check box, the Pending Retroactive Changes check box, or both.</p>
Active PLUS Payees with...	<p>Select to include all active payees and payees who were ever active in the pay group, but only if they have pending positive input, pending retroactive triggers, or pending forwarded adjustments. If you select this option, you must select the Positive Input check box, the Pending Retroactive Changes check box, or both.</p>
All Payees with...	<p>Select to include only those payees who have pending positive input or pending retroactive triggers. If you select this option, you must select the Positive Input check box, the Pending Retroactive Changes check box, or both.</p>
Listed Payees Only	<p>Select to list payees for processing, rather than have the system identify them automatically. The Payee List group box becomes available.</p> <p>You can use this option to pay one payee or a small group of payees.</p>
Positive Input	<p>Becomes available if you select Active Payees with..., Active PLUS Payees with..., or All Payees with.</p> <p>If you select this check box and Active Payees with..., the calendar processes active payees who have pending positive input.</p>

If you select this check box and Active PLUS Payees with..., the calendar processes active payees and payees who have pending positive input.

This check box enables you to include a terminated payee in an active-only run based on the existence of positive input for that payee.

Pending Retroactive Changes

Becomes available if you select Active Payees with..., Active PLUS Payees with..., or All Payees with.

If you select this check box and Active Payees with..., the calendar processes active payees who have pending retroactive triggers.

If you select this check box and Active PLUS Payees with..., the calendar processes active payees or payees who have pending retroactive changes.

This check box enables you to include inactive payees in an active-only run based on the occurrence of a retroactive change that affected the inactive payee.

Payee List

The system displays this group box if you select the Listed Payees Only option.

EmplID

Enter the payees that the calendar processes. Anyone on the payee list must be a current or previous member of the pay group associated with this calendar. While the calendar remains open, you can add to the payee list.

Calculate Thru Date

The default value for this field is the last day of the period selected in the Period ID field. If you want to perform the calculation of a payee for part of a pay period, you can enter an earlier date. The system calculates only segments that end on or before the date that you enter.

Calendars - Generation Control Page

Use the Calendars - Generation Control page (GP_CALENDAR3) to override generation control frequencies for a calendar.

Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Generation Control
- Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Generation Control

Image: Calendars - Generation Control page

This example illustrates the fields and controls on the Calendars - Generation Control page.

To have a frequency compared with generation control frequencies entered at the element level—for eligibility and deannualization purposes—enter those frequencies here.

Frequency Tag Enter the frequency ID to be overridden.

Frequency Annualization Factor Displays the frequency factor associated with the selected frequency ID.

Eligibility Example

Suppose that you have a weekly pay group and pay period. This pay group has a deduction that's processed only during the first pay period of every month. You create a generation control frequency called *1st of Month* (with a factor of 12), which you assign to the deduction, and attach the frequency *1st of Month* to the first calendar of each month.

When the system processes the deduction, it compares the element's generation control frequency with the calendar values. If they match, the deduction passes eligibility. If not, the deduction fails eligibility and isn't processed. If the generation control and calendar have multiple frequency values and there's a match on more than one frequency but the factors aren't the same, the system sets the payees in error.

Related Links

[Generation Control](#)

Calendars - Supporting Element Overrides Page

Use the Calendars - Supporting Element Overrides page (GP_CALENDAR2) to override the value of a bracket, date, duration, formula, or variable element associated with a calendar.

Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Supporting Element Overrides
- Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Supporting Element Overrides

Image: Calendars - Supporting Element Overrides page

This example illustrates the fields and controls on the Calendars - Supporting Element Overrides page.

Calendar Supporting Element Overrides

- Element Type** Select the element type. Values are: *Bracket*, *Date*, *Duration*, *Formula*, and *Variable*.
- Element Name** Select the particular element to override.
- Numeric Value** Enter an override value. When the system encounters the specified element on the process list, it applies the override value that you defined in this field. The override value can itself be overridden by positive input instructions, payee overrides, and so on.

Related Links

[Understanding Overrides](#)

Calendars - Excluded Elements Page

Use the Calendars - Excluded Elements page (GP_CALENDAR4) to exclude earnings, deductions, take, or entitlement elements from a calendar.

Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Excluded Elements
- Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Excluded Elements

Image: Calendars - Excluded Elements page

This example illustrates the fields and controls on the Calendars - Excluded Elements page.

Element Type

Select the element type. Values are: *Absence Entitlement* and *Absence Take*, or *Deduction* and *Earnings*, depending on the type of calendar.

Element Name

Enter the element to be excluded from processing. The element is not processed, no positive input is used, no paybacks from arrears balances take place, no adjustments are forwarded, and you cannot *Assign To* in a formula.

Note: To exclude an element from processing, the element must be defined to enable calendar overrides.

Related Links

[Understanding Overrides](#)

Creating a Set of Calendars

This topic lists prerequisites and discusses how to create a set of calendars.

Page Used to Create a Set of Calendars

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Automatic Calendar Creation	GP_AUTO_CAL1	<ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars - Automated Creation, Automatic Calendar Creation Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Automatic Calendar Creation, Automatic Calendar Creation 	Run the Automatic Calendar Creation process to create a set of calendars.

Prerequisites

Before creating a series of calendars, define the run type and periods associated with the calendars. Use the automatic period creation feature to create periods automatically.

If you're creating calendars for an absence run or for a pay run that generates positive input for another calendar, create the target calendars first.

Note: Calendars are associated with a single pay group. If you change a payee's pay group assignment, period segmentation results.

Related Links

[Defining Run Types](#)

[Creating Periods](#)

[Understanding Positive Input](#)

Automatic Calendar Creation Page

Use the Automatic Calendar Creation page (GP_AUTO_CAL1) to run the Automatic Calendar Creation process to create a set of calendars.

Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars - Automated Creation, Automatic Calendar Creation
- Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Automatic Calendar Creation, Automatic Calendar Creation

Image: Automatic Calendar Creation page

This example illustrates the fields and controls on the Automatic Calendar Creation page.

Automatic Calendar Creation

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Calendar Parameters

*Calendar ID Prefix: K0W1

*Pay Group: K0WPG GP1 [?](#) Absence Management to GP 1

*Run Type: K0WRYABS [?](#) Absence Management Run Type

*Frequency: M [?](#) Monthly

*First Period ID: K0WCA05M01 [?](#) K0WCA05M01 Monthly (2005-01-01 Thru 2005-01-31)

First Target Calendar: [?](#)

Resulting Calendar IDs (max. "nn" value is 99): K0W1 K0WCA05M01 - K0W1 K0WCA05Mnn

Setting Payment Date

☒ Days From Period End Date

☐ Specific Day of the Week

Number of Days: 000

Use a negative number to set the Payment Dates before the Period End Dates.

If Payment Date is a holiday

☒ Payment Date is the day before

☐ Payment Date does not change

☐ Payment Date is the day after

Payee Selection

☒ Active Payees Only

☐ Active Payees with...

☐ Active PLUS Payees with...

☐ All Payees with...

Additional Criteria

Additional Criteria apply to "Active Payees with...", "Active PLUS Payees with..." or "All Payees with..." as additional requirements for selection

☐ Positive Input

☐ Pending Retroactive Changes

Calendar ID Prefix

Enter a prefix of up to seven alphanumeric characters. The system creates a unique calendar ID for each calendar it creates, by adding this prefix to the period ID associated with the calendar and the number of the calendar.

For example, if the first period ID is PAY2001M01 and you enter a prefix of REGULAR, the calendar ID for the first generated calendar becomes REGULAR PAY2001M01.

Pay Group

Enter the pay group for which the calendars are being built.

Run Type

Enter the run type to which the calendars are associated.

Frequency

Enter the frequency for creating the calendars.

First Period ID

Enter the first period that the system uses to build calendars. The period IDs from which you select are based on the frequency ID.

The system generates calendars for the number of consecutive periods that you defined when creating the periods.

First Target Calendar

If you're defining calendars for an absence processing run or for a pay run that generates positive input for a different calendar, enter the target calendar ID for the first calendar being created. This field is optional.

Based on this ID, the system determines the sequential target calendars to use for auto created calendars.

Note: For the system to determine sequential target calendars, the calendar entered in the First Target Calendar field must follow a standard naming convention that ends with two digits to describe the month or any other period that the calendar represents. For example, you can select a first target calendar of *GXCI CPY2000M01*, because the system can use the last two digits to determine the appropriate sequential target calendars. If you select a nonstandard first target calendar, such as *GW10204P*, you receive an error message if you click Save or Run.

This process enables you to create up to 99 calendars, but each one must be based on an existing target calendar. For example, if you try to generate calendars ABS001 through ABS099, but the only target calendars that exist are PAY001 through PAY050, the system cannot create calendars ABS051 through ABS099.

Setting Payment Date**Days From Period End Date and Number of Days**

Select to have the payment date be a specific number of days before or after the period end date. Enter a positive or negative number in the Number of Days field. For example, to always pay two days before the period end date, enter -2 in the Days Adjustment field.

Specific Day of the Week

Select to have the payment date always fall on the same day of the week. Enter the selected day in the Payment Day Is field. Select either On or Before Period End Date or On or After Period End Date to specify what happens if the selected day differs from the calendar end date. For example, suppose that you select Friday as the payment date for a monthly calendar, the period end date is May 26, and the last Friday in May is May 25. If you select On or Before Period End Date, the payment date is May 25. If you select On or After Period End Date, the payment date is the next Friday, June 1. Or, suppose that you set up weekly calendars and designate Saturday as the period end date and Friday as the payment date. Using July 2001 as an example, the period end dates are: July 7, 14, 21, and 28. If you

select On or Before Period End Date, the payment dates are July 6, 13, 20, and 27. If you select On or After Period End Date, the payment dates are July 13, 20, 27 and August 3.

If Payment Date is a Holiday

Select an option that determines what the system does if the payment date falls on a holiday. Options are: Payment Date is the day before, Payment Date does not change, and Payment Date is the day after.

Payee Selection

This group box is identical to the Payee Selection group box on the Calendars - Definition page except that Listed Payees Only is not an option.

Related Links

[Calendars - Definition Page](#)

Defining Calendar Groups

This topic provides an overview of calendar groups and discusses how to create a calendar group ID.

Page Used to Create Calendar Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Calendar Group	GP_CALENDAR_RUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendar Groups, Calendar Group Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Calendar Group, Calendar Group	Define the calendar ID of the of the off-cycle groups to process together. Calendars are processed in the order listed.

Understanding Calendar Groups

A calendar group identifies calendars to process together for an on-cycle run or the off-cycle groups to process for an off-cycle run. When creating a calendar group, consider that:

- The processing phases defined on the run control page are performed across all members of the calendar group; therefore, group together calendars that require identical calculations.
- Elements from different countries cannot be processed simultaneously.

Don't include calendars that represent pay entities from different countries—based on the calendar's pay group—in the same calendar group.

- A calendar's order in the calendar group ID determines the calculation processing sequence.

If you're processing an absence calendar and a payroll calendar in the same calendar group ID, typically, you place the absence calendar before the payroll calendar to ensure accurate results.

Processing Sequence

Run calendars in pay period date order, because many payroll processes are based on the order in which calendars are run and thus finalized. Running calendars non sequentially can affect how accumulators and retroactive limit dates are handled—inserting a calendar that isn't for the next sequential pay period can create unexpected results.

Calendars that are run out of pay period order experience these accumulators issues:

- Accumulators are included in calendar processing by determining which finalized payroll or absence calendar (for the country being processed) is the most recent.
- Accumulator values are stored for each calendar based on the accumulator from and to dates, not the pay period begin and end dates.

If the accumulator from and to dates include any day in the pay period, the accumulator is written to the results tables.

- An accumulator might not be written to the results tables and therefore wouldn't be included in the next calendar, preventing referencing or updating of the accumulator values.
- Accumulator balances might be inaccurate.

Suppose that you run a March calendar before a February calendar. The accumulator balances that are included as starting balances for the February calendar would include the results from the March calendar.

Calendars that are run out of pay period order experience these retroactive limit date issues:

- Retroactive limit dates are determined based on the first calendar that's encountered—for a payee—within a calendar group ID.

Although other calendars might be encountered later that have earlier pay period dates, the retroactive limit date is determined by the first calendar's dates.

- When processing retroactive situations, the system determines which calendars to rerun by looking for the earliest calendar finalize time stamp where the calendar period end date is greater than the trigger effective date.

Suppose that you run and finalize calendars in this order: January (Calendar 1), February (Calendar 2), another January (Calendar 3), and March (Calendar 4). If you have retroactive data for February 15, then Calendar 2, Calendar 3, and Calendar 4 run again.

Note: With on-cycle processing, if you attach several calendars to the same calendar group ID and decide, after the payee identification process, not to process one of the calendars, you must cancel the entire run before running any of the other calendars. After you cancel the run, return to the calendar for the pay groups that you want to cancel and change or delete the original pay group ID. Rerun the payroll for the pay groups that you're processing. With off-cycle processing, you do not need to cancel the entire run. You can instead delete the off-cycle group from the calendar group and add the correct group. When you run the off-cycle process again, the system cancels the deleted off-cycle group and processes the one that you added.

Related Links

[Understanding Off Cycle Processing](#)

Calendar Group Page

Use the Calendar Group page (GP_CALENDAR_RUN) to define the calendar ID of the off-cycle groups to process together.

Calendars are processed in the order listed.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendar Groups, Calendar Group

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Calendar Group, Calendar Group

Image: Calendar Group page

This example illustrates the fields and controls on the Calendar Group page.

Calendar Group

Calendar Group ID: G1_GRP_DEC08_BO1

*Description: G1_GRP_DEC08_BO1 Short Description: G1_GRP_DEC

*Country: USA United States

☐ Use as template ☐ Process by stream Processing initiated:

☐ Off Cycle ☐ Process retro triggers Processing finalized:

Calendar List			Customize Find View All First 1 of 1 Last
*Sequence	*Pay Group	*Calendar ID	
1	K1GPGO	G1_CAL_DEC08_BO1	+ -

Note: After processing begins for an on-cycle run, you should not edit the fields on the Calendar Group page. To modify this page, cancel the pay run.

Use as template

Select to use this calendar group to run the online Absence Forecasting or Balance Inquiry process. This option is not available for off-cycle processing.

See [Online Forecasting and Balance Inquiry Processes](#).

- Process by stream

Select to use stream processing for this calendar group. This feature is typically not used for off-cycle processing.
- Off cycle

Select if this calendar group is to be used for off-cycle processing.
- Process retro triggers

Select to process retroactive triggers for this calendar group.

For on-cycle processing, the default value is based on the Process Retro Triggers field on the Run Types page. If any run type indicates that retroactive triggers should be processed, the default is to select this option.

For off-cycle processing, you must select this check box if any of the off-cycle groups that you add to this calendar group include correction transactions.

Calendar List

List the calendars to process together. The number that you enter in the Sequence field determines the calendar processing order. This grid is hidden when you select the Off cycle check box.

List off-cycle groups in processing order

The following grid appears only when you select the Off cycle check box. List the off-cycle groups to process. An off-cycle group identifies the off-cycle transactions to be processed for a specific pay group and period.

Image: Entering values for off-cycle groups page

This example illustrates the fields and controls on the Entering values for off-cycle groups page.

List Off Cycle Groups in processing order					Customize Find View All First 1 of 1 Last	
*Sequence	*Pay Group	*Period ID	*Off Cycle Group			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

Related Links

[Online Forecasting and Balance Inquiry Processes](#)

Entering Calendar Override Instructions for a Payee

This topic provides an overview of calendar overrides and discusses how to:

- Select the calendars to override.
- Enter processing instructions for a period segment.

Pages Used for Entering Calendar Override Instructions for a Payee

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payee Calendar Groups	GP_PYE_RUN	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Calendar Groups, Payee Calendar Groups	Select the calendars for which to enter special processing instructions for a payee.
Segment Details	GP_PYE_RUN_SEC	Click the Segment Details link on the Payee Calendar Groups page.	Create period segments for a payee and identify which segments to process.

Understanding Calendar Overrides

Payee calendar overrides "override" the selection criteria of the calendar. For example, if your calendar is set up with selection criteria such as "Active With... Positive Input" and you add a payee calendar override for a person who is both terminated (inactive) and has no positive input, that payee will still be processed for the calendar through the Calendar Override. If instead, you set up an off-cycle advance for the same payee and calendar, the process will still apply all the normal selection criteria and will not process the payee.

You can create additional segments (gross-to-net payments) for a payee and calendar and enter processing instructions for a specific segment.

Suppose that in March, you issue advance pay to someone who's taking vacation from April 1 to 15. Because the payee is to receive half of April's pay in March, you're paying only the salary for April 16–30 in April. You can use the Payee Calendar Groups page to accomplish this.

You create a calendar group that includes March and April. To issue the advance pay in March, you use the Payee Calendar Groups page for March to indicate that the payee is to be paid for both the March calendar and April 1–15. For April, you use the April calendar group but this time indicate that the payee is being paid for April 16–30 only.

You can specify which effective-dated rules the system applies when processing a calendar segment and which period's accumulators it updates. For example, when paying the April amount in March, you can instruct the system to apply the earning rules that are in effect in March and update the accumulators for March. Or you can instruct the system to use the rules that will be in effect in April.

Note: As an alternative to using calendar overrides to process an advance payment, you can enter instructions for an advance using the Off Cycle On Demand component (GP_OFFCYCLE_) and run an off-cycle payroll. It is recommended that you use either a calendar override or an off-cycle request for a given advance. If you use them in combination, it may cause problems with your payroll results.

Payee Calendar Groups Page

Use the Payee Calendar Groups page (GP_PYE_RUN) to select the calendars for which to enter special processing instructions for a payee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Calendar Groups, Payee Calendar Groups

Image: Payee Calendar Groups page

This example illustrates the fields and controls on the Payee Calendar Groups page.

Payee Calendar Groups

Employee ID: GRFE01 Name: Georgy Penha Empl Record: 0
 Calendar Group ID: GR LHF M01

Processing Details

*Processing Begin Date: 01/01/2002 ☒ Override Entire Calendar Run
 *Processing End Date: 01/31/2002
 *Payment Date: 01/31/2002

Calendars to Process Customize | Find | View All | First | 1-3 of 3 | Last

*Sequence	*Pay Group	*Calendar ID	*Process Option	Segment Details		
41	GR PGT MEN	GRM AU GR LHFM06	After Standard Calendars	Segment Details	+	-
42	GR PGT MEN	GRM AU GR LHFM07	After Standard Calendars	Segment Details	+	-
43	GR PGT MEN	GR LHF GR LHFM01	After Standard Calendars	Segment Details	+	-

Processing Begin Date, Processing End Date, and Payment Date

Enter processing begin and end dates, and a payment date. These fields apply to processing effective-dated elements whose definition as of date (defined on the Element Name page) is set to *Process Begin Date*, *Process End Date*, or *Payment Date*.

The dates determine which effective-dated rules (element definitions) to use for these elements and which period's accumulators to update for the elements.

Say that the definition as of date for an earning element is set to *Process End Date*. When the system encounters the element during the batch process, it retrieves the element definition that was in effect on the date entered in the Processing End Date field.

The system also updates the accumulators for the period in which the processing begin date or the processing end date falls.

Override Entire Calendar Run

Select to have the system process only calendars or segments that you designate for processing in the Calendars to Process group box or on the Segment Details page.

If you do not select this check box, the system processes the calendars that you want to override (those listed in the Calendars to Process group box), plus any other calendars that are included in the calendar group.

Calendars to Process

In this group box, select the calendars for which you want to specify special processing instructions for the payee.

Sequence	Enter a number that determines the calendar processing order.
Pay Group	Enter the pay group that's associated with the calendar to be overridden.
Calendar ID	Enter the calendar to override.
Process Option	<p>Applies only if the Override Entire Calendar Run check box is not selected (that is, you are overriding selected calendars only). Select the process option to determine whether the system is to process the calendars that have override instructions before or after all other calendars in the calendar group. Values are: <i>Before Standard Calendars</i>, <i>After Standard Calendars</i>, and <i>Not Applicable</i>.</p> <p>For example, the calendar group for March includes a regular calendar and a bonus calendar, as does the calendar group for April. You create an override entry for the regular March and April calendars. To have the system process the regular calendars—those with override instructions—before it processes the bonus calendars, select <i>Before Standard Calendars</i>. The system processes the calendars in this order: March regular, March bonus, April regular, April bonus.</p>
Segment Details	Click this link to access the Segment Details page.

Segment Details Page

Use the Segment Details page (GP_PYE_RUN_SEC) to create period segments for a payee and identify which segments to process.

Navigation

Click the Segment Details link on the Payee Calendar Groups page.

Image: Segment Details page

This example illustrates the fields and controls on the Segment Details page.

Payee Calendar Groups

Segment Details

Georgy Penha

Segment Details Customize Find View All Segment Details 1 of 1 Last

Calendar ID	*Segment Begin Date	*Segment End Date	Process?		
GRM AU GR LHFM06	01/01/2002	01/31/2002	<input checked="" type="checkbox"/>	+	-

[Review Triggers](#)

Segment Begin Date and Segment End Date

Enter the dates to process in the calendar period and the dates not to process.

Provide instructions for the entire calendar period.

Note: To have the system calculate pay for part of a calendar period, you must create one or more period segmentation triggers for the payee. The trigger effective date must correspond to the dates that you enter on the Segment Details page. For example, to process pay for February 1 to 9, but not for the rest of the month, define a segmentation trigger for February 10.

Related Links

[Understanding Segmentation Setup](#)

[Setting Up Trigger Definitions](#)

Working with Positive Input

Understanding Positive Input

This topic discusses:

- Characteristics of positive input.
- Sources of positive input.
- Instances and bundling.
- Eligibility rules.
- Action types and processing rules.
- Segmentation considerations.
- Batch processing and positive input.

Characteristics of Positive Input

Positive input is earning and deduction data that you enter for one pay period. The data—such as hours worked or a one time bonus—is payee-specific and can change each period. You can enter positive input manually or receive it from applications such as PeopleSoft Time and Labor.

When entering positive input for an earning or deduction element, you can enter a flat amount or values for the components of the element's calculation rule. For example, if the rule for calculating a payee's regular pay element is *Regular Pay = Rate × Units*, you can enter an amount that overrides the calculation rule or specify a value for rate, units, or both rate and units. If you enter values, you can enter numeric values, such as 40 hours, or select a rate code element that retrieves the component's value from PeopleSoft HR.

Global Payroll offers optional features that you can use when entering positive input. You can select the currency that applies to an entry; override a payee's department, job code, or location; or enter information that's specific to your organization and can be transmitted to your general ledger system.

Note: The data that you enter applies to one pay period only. Set up long-term overrides for elements on the Element Assignment By Payee page or the Payee Assignments by Element page.

Sources of Positive Input

Positive input can come from various sources. You can:

- Manually enter data through the positive input pages.

- Receive data from Time and Labor, the Manage Variable Compensation business process in HR, or third-party applications.
- Run the Absence Take process (GP_PAYE) to convert paid and unpaid absences into positive input.
- Include a generate positive input section in your process list, causing the system to create positive input for a different pay calendar.

With one exception, manual entries override positive input generated by other sources. (Manual entries with an action type of *Add* do not override automated entries.) If a payee has system-generated entries from multiple sources, such as Time and Labor and the Absence Take process, but no manual entries, the system processes all automated entries during the pay run.

You can edit positive input only if it was entered into the system manually. To add, delete, or correct a system-generated entry, enter positive input that *overrides* the system-generated entry; if the data was generated by another application, correct the source records and retransmit the data.

Related Links

[Understanding Absence Element Setup](#)

[Generate Positive Input Sections](#)

[Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor](#)

[Understanding Variable Compensation Awards](#)

Instances and Bundling

This topic provides an overview of positive input entry instances and bundles.

Instances

Positive input entries are also called *instances*. When entering positive input into the system manually, you assign an instance number to each entry. So, if a payee works overtime at three rates and you make three separate entries of positive input for the OVERTIME element, each entry has a different instance number. The following example assumes that the calculation rule is $(Overtime) = (Rate) \times (Units)$

<i>Element</i>	<i>Instance</i>	<i>Rate × Units</i>
Overtime	1	25 × 10
Overtime	2	35 × 5
Overtime	3	30 × 5

When positive input comes from external sources, the system assigns instance numbers. Whether the system assigns a separate instance number to each entry of positive input or to a group of entries depends on whether bundling occurred.

Bundling

Positive input created by the Absence Take process, Time and Labor, or a third-party application is often bundled by pay period into an array, for more-efficient processing. If a payee works eight hours a day on

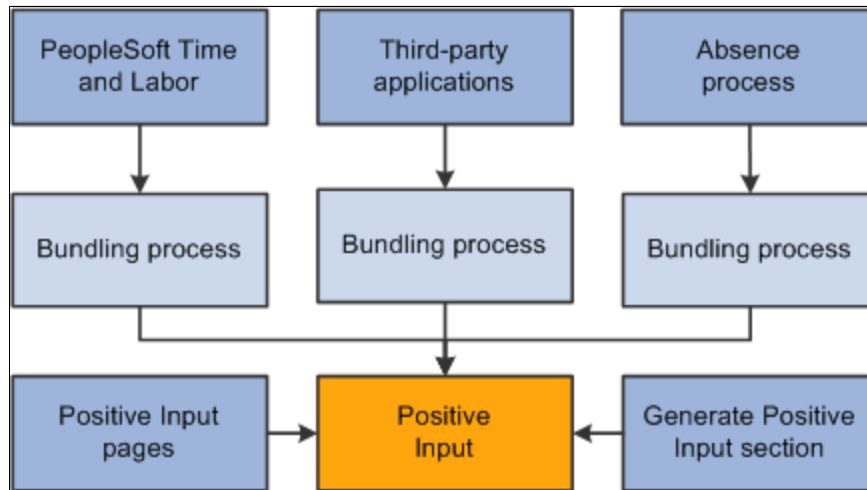
a weekly pay frequency, five eight-hour entries can be bundled into one 40 hour entry. Bundling has no impact on processing or results other than that it creates a single row of output (GP_RSLT_ERN_DED) instead of multiple rows.

Each bundle receives an instance number. Instance numbers begin with 1 and are assigned to each bundled element in a calendar run.

Rules for bundling data depend on the positive input source.

Image: Sources of positive input and bundling

This diagram illustrates the sources of positive input and bundling.



Bundling Rules for Time and Labor

Positive input entries received from Time and Labor (called *payable time* in that application) are bundled by slice or segment when they contain compatible data—that is, when the values for the following types of data are identical:

- Rate.
- Currency.
- Rate as of date.
- Task entities*.

* To be considered for bundling, selected task entities defined in Time and Labor—including business unit, product, and department—must be mapped to system elements or variable elements in Global Payroll using the Mapping page.

Example 1

A payee has five positive input entries, one for each weekday. Each entry specifies a rate value as in the table. The rate earned every day except Thursday is the same. Therefore, the system bundles and creates one instance for the four days with a rate of 10 and creates a separate instance for Thursday, with a rate of 12:

Day	Hours Worked	Rate
Monday	8	10
Tuesday	4	10
Wednesday	8	10
Thursday	8	12
Friday	8	10

Example 2

A payee performs work in two departments. The positive input entries include a system element that defines the department (A or B) and a variable element that specifies the hours worked. Because the system elements must match for bundling to occur, the system bundles all entries for department A and creates another bundle for the department B entries:

Day	Variable	System Element
Monday	8	Department A
Tuesday	8	Department A
Wednesday	8	Department B
Thursday	8	Department B
Friday	8	Department A

Bundling Rules for Absence Take

Positive input that's created by the Absence Take process and that falls in the same slice or segment can be bundled, depending on the take element definition:

- If you didn't select the *Multiple Instances* option for the take element, positive input for absences taken for the same reason during the pay period is bundled.
- If you allocated the positive input associated with an absence take element to more than one earning or deduction element (on the Absence Take - Day Formula page), the system bundles the positive input for each earning and deduction element separately.

Bundling Rules for Third-Party Applications

Positive input received from third-party applications can be bundled or unbundled, depending on the bundling group tag assigned to each instance before transmission to Global Payroll. The third-party application must use a unique value for the Source (PI_SOURCE) field and handle any segmentation requirements. It is the responsibility of the third-party interface to bundle entries as required by Global Payroll.

Eligibility Rules

For positive input to be resolved, all of the following conditions must be met:

- The payee must be selected and identified for processing.

You enter criteria for selecting payees when creating the calendar for the pay period. You identify payees to be calculated when you set up the run control for the payroll process.

- The element cannot be excluded from the calendar.
- The element must be included in a section of the process list that's executed during processing.
- The element must belong to the payee's eligibility group, or positive input must be selected as an override on the Pay Entities - Processing Details page.

Why Positive Input Might Not Be Resolved

If you discover that some instances of positive input weren't resolved during processing, the most likely causes—besides the aforementioned eligibility issues—are that:

- The value of a component of the element's calculation rule is defined as requiring payee level input, but you didn't specify the component's value through positive input or a payee override.

If you enter positive input without values for the components, the element is resolved using the element's definition and payee override, if any.

- You entered positive input after running the last iteration of the payroll processing calculate phase or after freezing calculations for payees.

Related Links

[Understanding Calendars](#)

[Understanding Processing Elements](#)

[Defining Eligibility Groups](#)

[Processing Concepts](#)

Action Types and Processing Rules

When you manually enter an instance of positive input, you select an action type that tells the system how to process the instance. You can select from the following action types:

- Override
- Add
- Do Not Process
- Resolve to Zero

A brief explanation of each action type follows.

Override

When you enter positive input with the action type of *Override*, you can enter an amount that overrides the calculation rule for the instance of the element or enter a value for components of the element's calculation rule: rate, unit, percent, or base. (If the calculation rule is defined as amount, you can enter only an amount.)

Suppose that you define an earning code as a flat amount of 100 EUR. You want to give the payee 90 EUR instead. You enter the amount of 90 EUR on the Positive Input page, specifying the action type as *Override*. The system overrides the definition amount of 100 EUR that is resolved, and the payee receives 90 EUR.

Add

When you enter positive input with the action type of *Add*, the system processes the normal resolution of the element based on the element definition or instructions entered on the Element Assignment By Payee page or the Payee Assignments by Element page, if any. In addition, it processes the element again based on the values that you enter in positive input, resulting in multiple occurrences.

Suppose that you define an earning code as a flat amount of 100 EUR. You want to give the payee an extra 50 EUR. From a data entry standpoint, the administrator enters the additional 50 EUR on the Positive Input page, specifying the action type as *Add*. The system processes the definition amount of 100 EUR and then resolves the additional amount of 50 EUR, so that the payee receives 150 EUR.

Do Not Process

When you enter positive input with the action type of *Do Not Process*, you prevent the system from processing this element for the payee when calculating the calendar. No result is written to the result table.

Do Not Process instructions apply to all instances of positive input for the element—manual or system-generated—in all segments and slices of the calendar, unless you enter an end date (on the Other Data page), which enables you to limit the instructions to instances that fall in the same slice or segment.

Suppose that instance 1 has an action type of *Do Not Process*, and that instance 2, for the same element, has an action type of *Override*. If you don't enter an end date for instance 1, the *Do Not Process* instructions apply to both instances and neither is processed.

Resolve to Zero

When you enter positive input with the action type of *Resolve to Zero*, the system resolves the instance of the earning or deduction with a value of 0.

Unlike *Do Not Process*, *Resolve to Zero* writes an amount of 0 to the results table, making a zero amount on the payslip possible. Also, *Resolve to Zero* instructions do not affect any other instances.

Rules for Mixed Action Types

The following rules apply when positive input occurs with mixed action types within a segment:

- Where positive input entries are a combination of *Add* and *Override* action types, the system does not resolve the element definition because of the presence of the override entry.

Instead, the system processes all positive input entries with action types of *Override* and *Add* in this order (hierarchically): first the entry with an action type of *Override*, then the entry with an action type of *Add*.

Suppose that E3 is a flat amount of 100 USD. You create two positive input entries, one (instance #1) with an *Add* action type for 30 USD and one (instance #2) with an *Override* action type for 200 USD.

Despite the presence of what could be considered conflicting action types, the system processes both entries, regardless of the order in which you enter them. The system processes the entry with an action type of *Override* first and creates a row for 200 USD on the earning/deduction result table. Then the system processes the entry with an action type of *Add* and creates a row for 30 USD on the earning/deduction result table.

The result is that the payee receives 230 USD for E3 with two rows on the earning/deduction result table. The system does not resolve the element based on its rule definition.

- Regardless of the combination of action types, the presence of an entry with an action type of *Do Not Process* always overrides any other positive input entries for that segment.

In other words, the system processes nothing for the element. The *Do Not Process* value supersedes all action types.

- The action type *Resolve to Zero* affects only the current positive input instance.

Where the action types of *Override*, *Add*, and *Resolve to Zero* are combined, the system processes all entries.

Suppose that E4 is a flat amount of 500 USD. You create three positive input entries with the following attributes:

- Action type of *Override* for 700 USD.
- Action type of *Resolve to Zero*.
- Action type of *Add* for 300 USD.

The end result is that the system processes all three positive input entries and the payee receives 1000 USD for E4 with three rows (instances) in the earning/deduction result table. The system does not resolve the element through its definition. Also, the system creates a row with a result amount of 0.

Related Links

[Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions](#)

[Defining Interactions Between Positive Input Entries and Element Assignments with User Field Sets](#)

Segmentation Considerations

When a calendar pay period has period or element segmentation, positive input isn't prorated. It's assigned to a single segment or slice, based on the instance's end date:

- If the end date falls before the calendar period begin date, the instance is assigned to the pay period's first segment or slice (see Instance 1 in the diagram).
- If the end date falls in the pay period, the instance is assigned to the segment or slice in which the end date falls (see Instance 2).

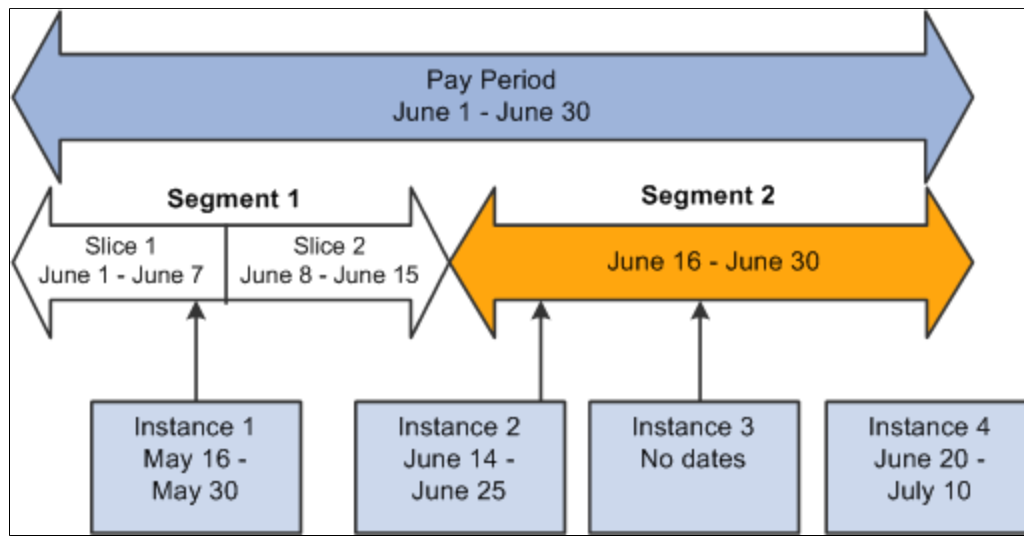
- When no end date is specified, the instance is assigned to the pay period's last segment or slice.

It's assumed that the end dates for the instance and the calendar are identical (see Instance 3). There is one exception: you can enter *Do Not Process* instructions to prevent the element's resolution. If you enter this instruction with no end date, the element isn't resolved in any slice or segment.

- If the end date falls after the pay period end date, the instance isn't processed (see Instance 4).

Image: Instances assigned to segments and slices by end date

This diagram illustrates instances assigned to segments and slices by end date



Example 1: Effect of Period Segmentation on Positive Input

You're processing your January payroll. On January 16, a payee is promoted, causing period segmentation (two gross-to-net payments). In an unrelated transaction, You enter positive input for the payee's earning element with a begin date of January 20 and an end date of January 21. Because the end date for the positive input falls in segment 2, it's processed in segment 2 only. In segment 1, the earning element is processed as usual, unaffected by the positive input:

Segment 1	Segment 2
January 1–15	January 16–31
Element is processed normally.	Positive input is processed.

Example 2: Effect of Element Segmentation on Positive Input

You're processing your January payroll. On January 16, a payee's compensation rate changes, causing element segmentation (slices). Positive input is entered for the payee with a begin date of January 20 and an end date of January 21. Because the end date for the positive input falls in slice 2, the positive input is assigned to that slice. The element isn't processed in slice 1. In other words, the positive input overrides the element slicing. (The slice dates are still relevant to accumulators.)

<i>Slice 1</i>	<i>Slice 2</i>
<i>January 1–15</i>	<i>January 16–31</i>
Positive input entered for element is <i>not</i> processed.	Positive input is processed.

Note: This example illustrates an important point: if an element is sliced, and there is a positive input *override* targeted to one slice but not another in the same segment, the element is resolved only in the slice that receives the override, using the override values. There is no additional resolution of the element in other slices. This is because positive input overrides the normal resolution of the element *for the entire segment* (not just a single slice).

Example 3: Effect of Element Segmentation on Payroll Calculations

Rules for assigning positive input to slices and segments can affect payroll calculations.

Assume that $(GROSS) = (PAY1) + (PAY2)$. Without positive input or segmentation, the elements' value is:

<i>Element</i>	<i>Element Value Without Segmentation</i>
PAY1	3000
PAY2	900
GROSS	3900
TAX	$10\% \times GROSS$

Tax = 390 [$10\% \times 3900$]

On June 10, the tax rate increases to 20 percent, triggering element segmentation. The segmentation event definition includes PAY1, PAY2, and TAX.

With element segmentation but no positive input, the value of each element is now as follows, assuming that PAY1 and PAY2 are prorated:

<i>Element Name</i>	<i>Slice 1</i>	<i>Slice 2</i>
	<i>June 1–10</i>	<i>June 11–30</i>
PAY1	1000	2000
PAY2	300	600
GROSS	1300	2600
TAX	$10\% \times GROSS$	$20\% \times GROSS$

Tax = 650 [$(10\% \times 1300) + (20\% \times 2600)$]

Now suppose that you enter an instance of positive input, as follows:

Element	Amount	Begin Date	End Date
PAY1	3300	June 2	June 8

Because positive input is assigned to a slice based on its end date and the end date of our instance falls in slice 1, positive input for PAY1 is resolved in slice 1 and overrides the element's standard calculation. In addition, PAY1 isn't resolved in slice 2, since positive input for an element overrides the regular resolution in all slices within the same segment.

With positive input and element segmentation, the elements' value is:

Element Name	Slice 1 June 1–10	Slice 2 June 11–20
PAY1	3300	0
PAY2	300	600
GROSS	3600	600
TAX	10% × GROSS	20% × GROSS

$$\text{Tax} = 480 [(10\% \times 3600) + (20\% \times 600)]$$

If the instance of positive input has the following begin and end dates instead, the input is assigned to slice 2, making the 3300 subject to 20 percent tax:

Element	Amount	Begin Date	End Date
PAY1	3300	June 8	June 12

Then the elements' value is:

Element Name	Slice 1 June 1–10	Slice 2 June 11–20
PAY1	0	3300
PAY2	300	600
GROSS	300	3900
TAX	10% × GROSS	20% × GROSS

$$\text{Tax} = 810 [(10\% \times 300) + (20\% \times 3900)]$$

The tax amount is now 1080, not the 660 it would have been with the instance assigned to slice 1. The slice or segment to which positive input is assigned can significantly affect payroll calculations.

Note: This example illustrates an important point: if an element is sliced, and there is a positive input *override* targeted to one slice but not another in the same segment, the element is resolved only in the slice that receives the override, using the override values. There is no additional resolution of the element in other slices. This is because positive input overrides the normal resolution of the element for the entire segment (not just a single slice).

Related Links

[Understanding Segmentation Setup](#)

Batch Processing and Positive Input

This topic describes how batch processing works with positive input.

Unprocessed Positive Input

You can finalize a calendar run without processing all positive input. For example, if a payee has 10 units of positive input, and you change the units to 12 after running the Calculate phase, the system generates an iterative trigger (assuming that the units field is set up to generate iterative triggers). If you don't rerun the Calculate phase, only 10 units are processed. If you run a retroactive process, all 12 units are processed (assuming that the units field is also set up to generate a retroactive trigger).

Arrears - Payback

If positive input instances with the action type of *Override* exist, the system determines any arrears payback amount and adds it to the first positive input instance. If the element resolves multiple times per segment in the current period, the following hierarchy is observed when applying the Arrears - Payback amount:

1. Normal resolution of the element.
2. Override occurrence.
3. Additional occurrence.

When there are only *Add* type instances of positive input (and no other action types such as *Override*), the system applies the arrears payback to the initial calculation based on the normal resolution of the element and not to the subsequent additional resolutions of the element. If there is a mix of *Override* and *Add* action types, the system applies the arrears - payback amount to the override resolution of the element. Lastly, if a normal resolution of the element does not exist, and an override resolution of the element does not exist, then the system applies the arrears - payback to the additional resolution of the element. It is important to ensure that the system applies the arrears payback amount only once.

Frequency Conversion, Rounding, and Proration

The system does not apply frequency conversion, rounding, or proration to any numeric component or amount entered in positive input. For components not entered through positive input, normal rule processing occurs based on the element definition.

How the Batch Process Stores Positive Input

Manually entered positive input is maintained in a separate record from positive input that's automatically generated. However, all positive input considered during processing is stored in the same output record

(GP_RSLT_PI_DATA), regardless of source. A second record (GP_RSLT_PI_SOVR) stores data for supporting elements, such as department or job codes that you entered manually or received from Time and Labor.

One row of data is written to the output table for each instance. Therefore, if entries are bundled, one row of data is written to the output table for the entire bundle. When a separate instance number is assigned to each entry, a row of data is written to the output table for each entry.

The instance numbers stored in the output table enable you to link each entry to the processing results. An automatically generated source code (PI_Source) identifies the origin of the entry: Absence, Generated PI, Manual, or Time & Labor.

Entering Positive Input

This topic provides instructions and tips for entering positive input, and explains how to:

- Enter positive input for one payee.
- Enter positive input for multiple payees.
- Override positive input details.

Pages Used to Enter Positive Input

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input	Enter positive input for one payee. (You select the employee ID, pay group, and calendar to access this page.)
Positive Input By Calendar	GP_PI_GRP_ERNDED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Positive Input by Calendar, Positive Input By Calendar	Enter, edit, or view positive input for payees in the same pay group and calendar.
Positive Input - Details	GP_PI_MNL_SEC	Click Details on the Main Components tab of the Positive Input page or the Element Overrides tab of the Positive Input By Calendar page.	Enter a rate code or a numeric value for a percent, base, rate, unit, or amount component; change the currency; add a description; and enter begin and end dates. You can also override system and variable elements associated with positive input, such as department, job code, or rate as of date.

Methods for Entering Positive Input

Before you can enter positive input, you must set up the calendar with which the positive input is associated. Create the calendar with a run type of payroll. After creating the calendar, you can begin.

Global Payroll provides several options for manual entry of positive input. You can:

- Enter positive input for a single payee associated with the pay group and calendar that you select.
- Enter positive input for multiple payees associated with the same pay group and calendar.
- Use a template to create your own data entry page for payees in the same pay group.

Related Links

[Creating and Using Template-Based Pages to Enter Positive Input](#)

[Understanding Calendars](#)

Tips and Tricks for Entering Positive Input

This topic provides tips for entering positive input.

Positive Input for a Payee with Different Payment Keys

Positive input is applied to the payment key of the period for which the positive input is processed. For example, if a change in a contract ID causes segmentation, the positive input is applied to the contract ID that's in effect for that segment. You can direct the positive input to a specific contract by entering the applicable begin and end dates for the instance. If positive input applies to a prior period contract, enter it in the applicable calendar. Retroactive processing occurs, if appropriate.

Positive Input for a Payee Who's Compensated at Different Rates for Different Types of Work

You can:

- Enter the applicable numeric rate or select the rate code that the system uses to retrieve the rate.
- Override the job code system element, if the earning element is defined with a non base-pay rate code.

The system retrieves the rate that's applicable to the job code that you select.

Related Links

[Pay Entities - Processing Details Page](#)

Positive Input for Finalized or Approved Calendars

Positive input that's entered for finalized or approved payees is processed only during a retroactive pay run for the same calendar. If the pay group and calendar for which you are entering positive input has been finalized, or if there are payees associated with the calendar who have already been approved for banking, the following message appears on the data entry page:

"Pay Calendar has been finalized/approved. Any changes will be considered during retro processing."

Positive Input Page

Use the Positive Input page (GP_PI_MNL_ERNDED) to enter positive input for one payee.

(You select the employee ID, pay group, and calendar to access this page.)

Navigation

Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input

Image: Positive Input page

This example illustrates the fields and controls on the Positive Input page.

Positive Input

Employee ID: K0G003 Name: Darlene Bergsten Empl Record: 0
 Pay Group: K0PGA Description: Pay Group 1 Pay Entity: K0PE1
 Calendar ID: K0CA1999/11 PAY Begin Date: 11/01/1999 End Date: 11/30/1999

Earnings and Deductions Customize | Find | View All | First 1 of 1 Last

Action | Main Components | Source

*Entry Type	Element Name	Element Description	Instance	*Action Type
Earnings	K0PREM1	Premium1	2	Override

To enter positive input for a payee:

1. On the Action tab, select the earning or deduction element for which to enter positive input, assign it an instance number, and specify the action to take during processing.
2. On the Main Components tab, enter numeric values for the components of the element's calculation rule, if applicable.
3. To enter a numeric value for percent or base or to select a rate code element for any components of the element's calculation rule, click the Details link on the Main Components tab.

You can also override the value of a system or variable element, if applicable.

Action

Select the Action tab.

Enter each instance of positive input that applies to this payee.

Entry Type

Select *Earnings* or *Deduction* to indicate the type of element for which you're entering positive input.

Element Name and Element Description

Select the element for which you want to enter positive input by either name or description. You can select from those elements that meet all these conditions:

- Have the same entry type that you selected.
- Allow positive input as an override, as specified on the Element Name (GP_PIN) page.

- Are defined for a country that is associated with your user rules profile (on the User Rules Profile page).

If your user rules profile is set up as specific country with a value of *France*, you see only elements that are set up for France and those set up for *ALL* countries.

Instance

Enter a number from 1 to 999 to identify the instance of positive input that you're entering for the element. The default entry for the first row is 1, but if a payee has more than one row of positive input for the same element, the system assigns an instance number incrementally from the highest instance number assigned to existing rows. Instance numbers provide the system with a way to prioritize multiple rows of positive input for the same element. The lower the instance number, the higher the priority.

Action Type

Select the type of action to perform when processing this instance of positive input. Values are *Override*, *Add*, *Do Not Process*, and *Resolve to Zero*.

When you select *Resolve to Zero*, you cannot enter information on the Positive Input – Details page.

See [Action Types and Processing Rules](#).

Main Components

Select the Main Components tab.

The fields that you can complete depend on the value that you select in the Action Type field and the calculation rule used by the earning or deduction element.

Unit

If unit is a component of the element's calculation rule, you can enter a positive or negative number of units in this field.

To select a rate code element to retrieve the unit's value from HR, click the Details link to access the Positive Input – Details page.

If you don't enter a value and the units are defined on the element's Calculation page, the system checks the element's as of date to determine the appropriate value.

Rate

Similar to the Unit field.

Amount

Enter a positive or negative amount to override the element's calculation rule. The system uses this amount to resolve the element, regardless of its calculation rule.

If you enter an amount, you can still enter a numeric value in the Unit or Rate field—if these are components of the element's calculation rule. Although the values that you enter aren't used for calculations, the system moves them to the earnings and

deductions results table, making the information available for payslips.

For example, if you have an earning element defined as rate \times units and enter an amount and a rate, the system uses the amount that you enter to resolve the element and passes the amount and rate to the results table.

Currency Code

When you select a rate or amount, the code for the processing currency appears (as defined by the element definition or the pay entity).

To use another currency, select it here.

Details

Click the Details button to access the Positive Input – Details page, where you can select a rate code or enter a numeric value for any component of the element's calculation rule (percent, base, rate, amount, or unit). You can also override a variable or system element that is associated with this instance of positive input, such as the business unit, department, or job, and enter other instructions.

A check mark appears in the Details check box if instructions have been entered on the Positive Input – Details page.

Source

Select the Source tab.

Updated By User and Last Update Date/Time

These fields display the ID of the user who last updated the positive input information along with the date and time of the update.

Batch Code

Enter a unique batch code to assist in further identifying the positive input entry with which a payee record is associated.

Positive Input By Calendar Page

Use the Positive Input By Calendar page (GP_PI_GRP_ERNDED) to enter, edit, or view positive input for payees in the same pay group and calendar.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Positive Input by Calendar, Positive Input By Calendar

Image: Positive Input By Calendar page

This example illustrates the fields and controls on the Positive Input By Calendar page.

Positive Input by Calendar

Pay Group: K0PGA Description: Pay Group 1 Pay Entity: K0PE1
 Calendar ID: K0CA 1999/10 PAY Period Begin Date: 10/01/1999 Period End Date: 10/31/1999

This Calendar is finalized. Any changes will be considered during retro processing.

Search For Existing Entries

Business Unit: GBIBU Global Business Institute BU Establishment ID:
 Company: Location:
 Department: Batch Code:

☐ Copy Values From Selected Row

Earnings and Deductions Customize | Find | View All | First 1-3 of 3 Last

Elements	Element Overrides	Source						
*EmpID	Name	Empl Record	*Entry Type	Element Name	Element Description	Instance		
K0G001	Rebekah Jones	000	Earnings	K0PREM1	Premium1	1	+	-
K0G002	Issac Nichta	000	Deduction	K0PARKING	Parking	1	+	-
K0G003	Darlene Bergsten	000	Earnings	K0PREM1	Premium1	1	+	-

You can use this page to add, change, or view positive input for multiple payees associated with the same pay group and calendar. You cannot delete positive input from this page.

Search For Existing Entries

Use this group box to specify which positive input records to display or edit. The system retrieves the entries that meet all your selection criteria.

To display positive input entries for payees or edit unprocessed entries:

1. Enter the search criteria for the positive input entries to review.

To search by department or location, you must first select the business unit.

To search by batch code, there must be at least one payee who matches your search criteria and has an assigned batch code. This is because the Batch Code field in the Search for Existing Entries group box prompts against a derived table of all batch codes assigned to payees that match your search criteria.

2. Click the Search button.
3. Review or edit the entries on both tabs in the Earnings and Deductions group box.

Earnings and Deductions

Fields in this group box are similar to those on the Positive Input page that you use to enter positive input for a single payee.

To enter positive input entries for payees:

1. (Optional) On the Source tab, enter a unique batch code for each payee row to assist in further identifying the positive input entry with which a payee record is associated.
2. Complete the remaining required and optional data entry fields on this tab.
3. (Optional) Click the Details button to access the Positive Input - Details page, where you can enter rate codes, begin and end dates, and other instructions for each payee.

You can also override system and variable elements associated with the positive input.

4. Add rows of data entry fields, as needed.

To add rows of data entry fields:

1. Select the Copy Values From Selected Row check box to copy the values that you entered in a given row into the new rows.

Deselect this check box to add blank rows.

2. Click the Add New Rows (+) button on the row that you are copying and enter the number of rows to add in the user prompt field that appears.

The system does not copy the EmplID or the Empl Record field value.

3. Enter an ID and other values for all new rows on both the Elements and Element Overrides tabs.

Related Links

[Positive Input Page](#)

[Positive Input - Details Page](#)

Positive Input - Details Page

Use the Positive Input - Details page (GP_PI_MNL_SEC) to enter a rate code or a numeric value for a percent, base, rate, unit, or amount component; change the currency; add a description; and enter begin and end dates.

You can also override system and variable elements associated with positive input, such as department, job code, or rate as of date.

Navigation

Click Details on the Main Components tab of the Positive Input page or the Element Overrides tab of the Positive Input By Calendar page.

Image: Positive Input - Details page

This example illustrates the fields and controls on the Positive Input - Details page.

Positive Input by Calendar
Positive Input - Details

Employee ID: K0G001 Name: Rebekah Jones Empl Record: 000
 Pay Group: K0PGA Description: Pay Group 1
 Calendar ID: K0 M200601P PGAREG Begin Date: 01/01/2006 End Date: 01/31/2006
 Element: K0PREM1 Element Name: Premium 1 Instance: 002

▼ Specify Values OR Elements

Unit Value:	<input type="text"/>	Unit Element:	<input type="text"/>	Currency USD
Rate Value:	<input type="text"/>	Rate Element:	<input type="text"/>	
Base Value:	<input type="text"/>	Base Element:	<input type="text"/>	
Percent Value:	<input type="text"/>	Percent Element:	<input type="text"/>	
Amount Value:	<input type="text"/>	Amount Element:	<input type="text"/>	
Begin Date:	<input type="text"/>	End Date:	<input type="text"/>	

▼ Absence Dates

Absence Begin Date:	<input type="text"/>	Absence End Date:	<input type="text"/>
Period Begin Date:	<input type="text"/>	Period End Date:	<input type="text"/>

▼ Other Data

Batch Code:	<input type="text"/>	Description of PI:	<input type="text"/>
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▼ Supporting Element Overrides

Business Unit: GBIBU

Supporting Element Overrides							Customize Find View All		First	1 of 1	Last
*Element Entry Type	Element Name	Description	Character Value	Lookup Character Value	Numeric Value	Date Value					
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

The title that appears at the top of the page depends on whether you access this page from the Positive Input page or the Positive Input By Calendar page.

Specify Values OR Elements

The fields for units, rate, base, and percent are enabled only when they are components of the calculation rule for the selected earning or deduction element. Any numeric values that you entered on the Positive Input page appear here.

You can enter a positive or negative numeric value or select a rate code element that retrieves the unit value from HR. If you don't enter a value for the component and the component's value is defined on the element's Calculation page, the system uses the element's as of date to determine the value.

Begin Date and End Date

Enter the start date for the instance of positive input. If you enter a begin date, you must also enter an end date, and vice versa.

The system doesn't use the begin date for processing.

Enter the end date if it differs from the calendar end date.

If the calendar period is segmented, the end date that you

enter determines the segment or slice to which the instance of positive input is assigned. The end date must be on or before the calendar end date.

Currency Code

When you enter a value in the Rate Value, Base Value, or Amount Value field, the code for the processing currency (as defined by the element definition or the pay entity) appears in this field. To use another currency, select it from the list.

Absence Dates

Complete the following fields if you're entering positive input for an earning or deduction element associated with an absence take.

Absence Begin Date and Absence End Date

Enter the dates of the absence event.

Period Begin Date

Enter the later of the begin date of the absence event or of the calendar period.

Period End Date

Enter the earlier of the end date of the absence event or of the calendar period.

Other Data

Batch Code

The system populates this field by default with the batch code on the Element Overrides tab, if any. Batch codes are optional, and assist in further identifying the positive input entry with which a payee record is associated. You can use this identifier as a search value on the Positive Input By Calendar page.

Note: For each payee, the system synchronizes the batch code that you enter on the Positive Input By Calendar page with the batch code on the Element Overrides tab, and vice versa.

Description of PI (description of positive input)

Enter a description to be stored in the GP_RSLT_PI_DATA record. You might use this feature to print a description besides the element description defined on the Element Name page (GP_PIN) when printing pay slips or reports.

Supporting Element Overrides

You can override system or variable elements associated with an instance of positive input. For example, you can override the department, job code, or location associated with an instance. When you override the job code for a non base-pay earning element, the system uses the compensation rate that's applicable to the job that you specify.

Assume that a payee does two types of work for your organization, with two pay rates. During the pay period, the payee works 32 hours at Job A—the regular job—and eight hours at Job B. You enter the 32 hour instance of positive input for Job A. Because the entry applies to the payee's regular job, you need do

nothing more with this instance. You enter the eight-hour instance for Job B and override the standard job code for the eight-hour instance in the Supporting Element Overrides group box.

An override applies to one instance of positive input only. After the instance is resolved, the supporting element reverts to its previous value. The fields that you can complete depend on the element's format: numeric, character, or date. You cannot enter monetary values.

Note: The Supporting Element Overrides group box may appear different from the exhibit shown in this documentation. Using the configurable element overrides feature, you can modify the labels, fields, and prompt displays for each element, thereby enhancing the ease and accuracy of data entry for supporting element overrides.

See [Understanding Element Override Configurations](#).

Business Unit	<p>To select a business unit other than the one to which the payee is assigned (through the Job Data component in HR), select from the prompt table.</p> <p>The system loads the prompt tables, so that they are available when completing the Supporting Element Overrides group box.</p>
Element Entry Type	<p>Select the type of element to override. Values are <i>SystemElem</i> and <i>Variable</i>.</p>
Element Name	<p>Enter the name of the element to override, from elements that meet all the following conditions:</p> <ul style="list-style-type: none"> • Have the same entry type that you selected. • Allow positive input as an override (as specified on the Element Name page). • Match your operator preference definition.
Character Value	<p>If the supporting element that you selected uses character values, you can enter up to 25 characters in this field.</p> <p>The field is unavailable when you select the system element of department, job code, or location unless you previously selected a business unit.</p> <p>When you've selected a business unit and department, job code, or location, the system displays a prompt table that lists the values applicable to the business unit that you selected. You can select the override value from the prompt table.</p> <p>For example, if you select 123 as the business unit and <i>Job Code</i> as the element name, the prompt table lists all job codes associated with business unit 123.</p>
Numeric Value	<p>Enter the number for system use if the supporting element uses numeric values.</p>

Date Value

Enter the date for system use if the supporting element uses date values.

Related Links

[Defining Rate Code Elements](#)

[Segmentation Considerations](#)

[Understanding Element Override Configurations](#)

Creating and Using Template-Based Pages to Enter Positive Input

To create positive input templates, use the Positive Input Templates (GP_PI_BULK_TMPLT) component.

This topic provides an overview of templates and discusses how to:

- Create a data entry page for positive input.
- Enter positive input on a template-based page.

Pages Used to Work with Templates

Page Name	Definition Name	Navigation	Usage
Positive Input Templates	GP_PI_BULK_TMPLT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Positive Input Templates, Positive Input Templates	Define the fields that are to appear on your data entry page (the Positive Input by Template page).
Positive Input by Template	GP_PI_BULK_SSN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Positive Input by Template, Positive Input by Template	Enter positive input for payees in the same pay group and calendar. The page is built dynamically according to a template created with the Positive Input Templates page.

Understanding Templates

You can use a template to design your own data entry pages that prompt users for the positive input information that's specific to your payees. You can include fields for up to six earning and deduction elements, enable two component overrides, and enable three supporting element overrides for each earning or deduction element. Users can then access the page that you've designed to enter positive input quickly for multiple payees in the same pay group.

Related Links

[Entering Positive Input](#)

Positive Input Templates Page

Use the Positive Input Templates page (GP_PI_BULK_TMPLT) to define the fields that are to appear on your data entry page (the Positive Input by Template page).

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Positive Input Templates, Positive Input Templates

Image: Positive Input Templates page

This example illustrates the fields and controls on the Positive Input Templates page.

Positive Input Templates

Country: GBR Template ID: LOANS

*Description: Employee Loans

Elements and Main Components

Element Type 1	Element 1	Component 1A	Component 1B	Component 1C:
Deduction	LOA DD LOAN	Amount		
Element Type 2	Element 2:	Component 2A	Component 2B:	Component 2C:
Deduction	LOA DD EXCEP	Amount		
Element Type 3	Element 3:	Component 3A:	Component 3B:	Component 3C:
Element Type 4	Element 4	Component 4A:	Component 4B:	Component 4C:
Element Type 5	Element 5:	Component 5A:	Component 5B:	Component 5C:
Element Type 6	Element 6:	Component 6A:	Component 6B:	Component 6C:

Element Attributes

Store Option

☐ Always Store

☒ When Components are Non-Zero

☐ When Supporting Elements Exist

Currency Code: GBP

☐ Prevent override to Currency

☐ Enable entry of Begin/End Date

☐ Enable entry of Business Unit

Number of Decimals Enabled: 2

Supporting Element Overrides

Entry Type 1	Element 1
Variable	LN VR LOAN ID
Entry Type 2:	Element 2:
Variable	LN VR LOAN TYPE
Entry Type 3:	Element 3:

Note: Each template is associated with the operator country of the template's creator.

Elements and Main Components

Select up to six earning or deduction elements that allow positive input as an override, as specified on the Element Name (GP_PIN) page. These are the earnings and deductions that will appear on your data entry page.

Element Type

Select an element type of *Earning* or *Deduction*.

Element

Enter the element for which you want to allow positive input as an override. Do not select the same element more than once for

a template. If you do, you will receive an error when you try to save the template.

If you enter an element that has a configuration that could conflict with the supporting element specifications of the template, you will receive a warning message when you save the template.

Component

For each selected earning or deduction element, you can include fields for one to three component overrides. (Components are used in the calculation rule of an earning or deduction element.)

Select the type of component that users can override. Values are: *Amount*, *Base*, *Percent*, *Rate*, and *Unit*.

Except for *Amount*, which is always a valid value, only components that are part of the element's calculation rule are available values in this field. The system cross-validates the values in the three Component fields for an element to ensure that there are no duplicates.

Store Option

When you enter payroll data into the system using a template-based positive input page, Global Payroll uses a component interface to load this data into the actual positive input records. To restrict what is sent and saved to these records, use the fields in the Store Option group box.

Select *Always Store* to have the system store positive input for the payee regardless of whether values are specified for components or supporting element overrides.

Select *When Components are Non-Zero* to have the system store the positive input for the payee only when values are specified for one or more of the components.

Select *When Supporting Elements Exist* to have the system store positive input when values are specified for supporting element overrides, regardless of whether component values are entered.

Element Attributes

Currency Code

To include a field that displays the currency code that applies to all entries, select the appropriate currency.

If you select Component values of *Amount*, *Base*, or *Rate*, you must either enter a value in the Currency Code field or deselect the Prevent override to currency check box.

Note: The value you select here is the default currency code value at the payee level.

Prevent override to currency

Select to disallow overrides to the currency for positive input instances using this template.

Enable entry of Begin/End Date

Select to have Begin Date and End Date fields appear on the data entry page. They enable you to enter the begin and end date of a positive input instance.

When a calendar period is segmented, the end date determines the segment or slice to which the instance is assigned.

Enable entry of Business Unit

Select to have Business Unit field appear on the data entry page. It enables you to specify a business unit for a positive input instance.

Number of Decimals Enabled

Enter the number of decimal places that can be used for positive input entries associated with this template. The value you enter here determines how many decimal places are available when entering positive input associated with this template at the payee level.

Supporting Element Overrides

You can select up to three system or variable elements that users can override when entering positive input on the Positive Input by Template page.

Entry Type

Values are *SystemElem* and *Variable*.

Supporting Element

Enter the name of the supporting element that users can override. You can select a given element only once.

Related Links

[Positive Input - Details Page](#)

Positive Input by Template Page

Use the Positive Input by Template page (GP_PI_BULK_SSN) to enter positive input for payees in the same pay group and calendar.

The page is built dynamically according to a template created with the Positive Input Templates page.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Positive Input by Template, Positive Input by Template

Image: Positive Input by Template page

This example illustrates the fields and controls on the Positive Input by Template page.

Positive Input by Template

Country: AUS Australia
 Template: KAREGULAR Regular Bulk Positive Input
 Currency: AUD

Store Option

☒ Always Store
☒ When Components are Non-Zero
☒ When Supporting Elements Exist

Select Calendar

*Pay Group:
 *Calendar ID:
 Period Dates:

Set Common Attributes

Action Type

☒ Override
☐ Add
☐ Resolve To Zero

Batch Code:

If a Payee has Positive Input for these Elements

☒ Do not insert new entries
☐ Insert after confirmation
☐ Insert without confirmation

When Adding Row in Payee List

☐ Copy Values From Selected Row

Payee List

Customize | Find | View All | First | 1 of 1 | Last

Payee | Elements 3 and 4 | Elements 5 and 6 | Currency Code | Begin and End Dates | Supporting Elements | View Positive Input

Stored	*Empl ID	Name	Empl Record	Car Allowance; Unit	Train fare advance; Unit
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>

Note: The fields that appear vary by template. The Positive Input by Template page is intended for rapid data entry for single positive input instances.

You can enter one row of data for each combination of employee ID and employee record number. When you save your entries, the system checks them against existing positive input and inserts valid new entries into the positive input tables. The system indicates successful entries by selecting the Stored check box next to them.

Once you save your entries for a given payee, you can no longer edit them through this component. All subsequent modifications or additions to that payee's positive input entries must be made through the Positive Input component or the Positive Input By Calendar component, both of which enable you to create multiple positive input instances. You can rapidly enter your initial input through the Positive Input by Template component, and then, if necessary, call up all of the positive input entries for a specified pay group/pay calendar through either of the two aforementioned components (Positive Input and Positive Input By Calendar). At that point, you can enter multiple instances, if desired, or modify the initial entry.

Store Option

This group box displays the store option that you selected when you created the positive input template. You cannot override this value on the Positive Input by Template page.

Select Calendar

Pay Group

Select the pay group for which you are entering positive input.

Calendar ID

Select the calendar ID for which you are entering positive input.
The system displays the calendar period's begin and end dates.

Set Common Attributes

Select the action type to apply to each instance of positive input that you enter.

See [Action Types and Processing Rules](#).

Batch Code

This optional field enables you to enter a unique batch code to apply to each instance of positive input that you enter. Batch codes assist in further identifying a positive input entry with which a payee record is associated. You can use this identifier as a search value on the Positive Input By Calendar page. You can also modify or edit this value on the Positive Input By Calendar page or the Positive Input – Details page.

If a Payee has Positive Input for these Elements

The options in this group box determine how the system handles new entries when it encounters existing positive input for a combination of payee and element that you are trying to insert. All of the options in the group box function at a payee level.

Do not insert new entries

If you select this option, the system does not insert a row of positive input if positive input already exists for a payee and element. Instead, when you click Save, the system displays a message indicating that one or more payees have existing positive input data that match a row that you are trying to insert. The Stored check box in the Payee List group box remains deselected for any rows that the system does not insert.

Insert after confirmation

If you select this option, the system prompts you to confirm that you want to insert a positive input row if positive input already exists for a payee and element. Click OK to accept and insert the positive input entry. Click Cancel to prevent inserting the entry. The Stored check box in the Payee List group box remains deselected for any rows that you prevent the system from inserting.

Insert without confirmation

If you select this option, the system inserts and stores all new positive input entries, regardless of any existing positive input that your payees might have.

When Adding Row in Payee List

Copy Values From Selected Row

Select to copy the values that you entered in a given row into the new rows. Deselect this check box to add blank rows.

With the check box selected, you can click the Add New Rows (+) button on the row that you are copying and enter the number of rows to add in the user prompt field that appears. The system does not copy the EmplID or the Empl Record.

Payee List

Use this group box to enter rows of positive input for payees. The tabs that appear in this group box vary between different templates.

Stored

The system selects this check box next to a row of positive input to indicate that it has been successfully inserted into the positive input tables.

Making Retroactive Adjustments to Positive Input

This topic provides an overview of retroactive adjustments and discusses how to correct positive input entries.

Understanding Retroactive Adjustments

This topic discusses:

- Positive input and the recalculation option.
- Deleting positive input.
- Applying deltas.
- Mismatched segments and slices and the do not recalculate option.
- Version numbers.

Positive Input and the Recalculation Option

Positive input overrides an element's recalculation rule during retroactive processing; the system uses the values provided through positive input to resolve an instance whether or not you selected the Always Recalculate check box on the element's Calculation page.

An exception to this rule applies to deleting positive input.

Deleting Positive Input

If you delete positive input for an element marked never recalculate, and the pay calendar has been finalized, it's best to keep the original entry and change the action to *Do Not Process*. Then when you rerun the payroll, the system doesn't resolve the element. If you delete the entry instead and there's element or period segmentation, results can be unpredictable.

Applying Deltas

To bring forward retroactive deltas as adjustments into the current period when segments match, the system sums deltas for the element and forwards them to the first segment in the current calendar. If the first segment is sliced, the system forwards the adjustments to the first slice within this first segment. When the element resolves multiple times per segment in the current period, the system observes the following hierarchy when it applies the summed deltas:

1. Normal resolution of the element.
2. Override occurrence.
3. Additional occurrence.

In the current period, when multiple instances of positive input with only the *Add* action type exist, the system applies the adjustment to the normal resolution of the element, not to the additional resolutions. Where multiple rows exist as a result of *Override* and *Add* action types, the system applies the retroactive adjustment to the override resolution of the element. Lastly, if a normal resolution of the element does not exist, and an override resolution of the element does not exist, then the system applies the retroactive adjustment to the additional resolution of the element. It applies the adjustment amount only once.

Mismatched Segments and Slices

When retroactive processing occurs where element segmentation exists, the system compares the number of resolutions from the original calculation to the number of slices in the recalculation to determine if there is a mismatch. The system excludes positive input instances with an action type of *Add* in the count because this would cause a false mismatch.

Version Numbers

When you make retroactive adjustments to positive input from a non manual source, the system uses a versioning scheme to differentiate original entries from revised entries. The original entries are assigned the version number 1, populating the `PI_VER_NUM` field. The version numbers are incremented for subsequent adjustments. This versioning scheme differs from the version and revision numbers for tracking retroactive pay run results.

The system updates the version number assigned to all generated instances of positive input for that calendar, including any unchanged instances, so that you can differentiate between the complete set of original entries and the complete set of entries for retroactive processing.

Say the Absence Take process generates an instance of positive input with a value of 1000. Version 1 is automatically assigned to this and every other non manual entry. Now, two months later, a retroactive adjustment changes the value to 1200. When you rerun the payroll for the target calendar, the updated entry and all other non manual entries of positive input are automatically named version 2.

Related Links

[Understanding Triggers](#)

[Understanding Retroactive Methods](#)

Correcting Positive Input

To correct an instance of positive input, make the correction in the pay period of the original entry. Assuming that you've defined retroactive triggers to detect the online changes, your entries are written to

a trigger occurrence table. When you run the next payroll cycle for the payee, the system reads the data from the table and adjusts the positive input retroactively.

Reviewing Positive Input

After you run the Calculate phase of the payroll process, you can view positive input on pages in the Results by Calendar component and the Results by Calendar Group component.

Related Links

[Viewing Positive Input Results](#)

Setting Up Overrides

Understanding Overrides

This topic lists common elements used in this topic and discusses:

- Override levels.
- Overrides available for primary elements.
- Overrides available for supporting elements.
- Begin and end date logic for overrides.
- Element overrides and segmentation.

Use overrides to control the values the system uses to resolve an element for a specified time period. When you run the payroll or absence process, the system retrieves the rule definition for the element and applies any override instructions that you've entered.

Common Elements Used in Managing Overrides

Element definition override	Overrides the value of a bracket, date, duration, formula, or variable element that's used in the definition of a primary element (earning, deduction, absence take, or absence entitlement).
Pay calendar override	Can exclude specific earning, deduction, and absence elements from a calendar and override the values of associated bracket, date, duration, formula, and variable elements.
Pay entity override and Pay group override	Override the value of a bracket, date, duration, formula, or variable element whenever the element is resolved for a payee who's linked to a specified pay entity or pay group, respectively.
Payee override	<p>Refers to any one of four types of payee-specific overrides:</p> <ul style="list-style-type: none">• Assigning or disabling an earning, deduction, or absence element.• Overriding the definition of an earning, deduction, or absence element (and the arrears payback amount for a deduction).• Overriding the value of a variable used by a particular earning or deduction.

- Overriding the value of a bracket, date, duration, formula, or variable element whenever it's resolved.

Positive input override

Overrides the definition of an earning, deduction, or absence element for a positive input instance. Can override system and variable elements associated with an instance of positive input.

Via elements override

Controls whether an element's value can be updated by an array, bracket, date, or formula element.

Override Levels

Before entering instructions to override an element, you must specify the types of overrides allowed for that element by selecting the appropriate check boxes in the Override Levels group box on the Element Name page.

When you enable overrides for a supporting element, deselect the Always Recalculate check box on the Element Name page. Otherwise the system uses the value of the element according to the element definition, not the override value.

Note: An additional level, payee calendar overrides, exist for supporting elements through the Off-Cycle Requests component. This level is available for off-cycle requests only and does not extend to on-cycle calendars. Before entering supporting element overrides on the Payee Calendar SOVR page, you must select the Payee and the Calendar check boxes in the Override Levels group box on the Element Name page for the supporting element.

See [Making Additional Payments](#).

Related Links

[Defining Element Names](#)

Overrides Available for Primary Elements

Several override levels enable you to control the value of earning, deduction, absence take, and absence entitlement elements, which the system applies in this order:

1. Payee overrides.

At the payee level, assign or disable an earning, deduction, or absence element or override the definition of an earning, deduction, or absence element.

2. Pay calendar overrides.
3. Via element overrides.
4. Positive input overrides.

Overrides Available for Supporting Elements

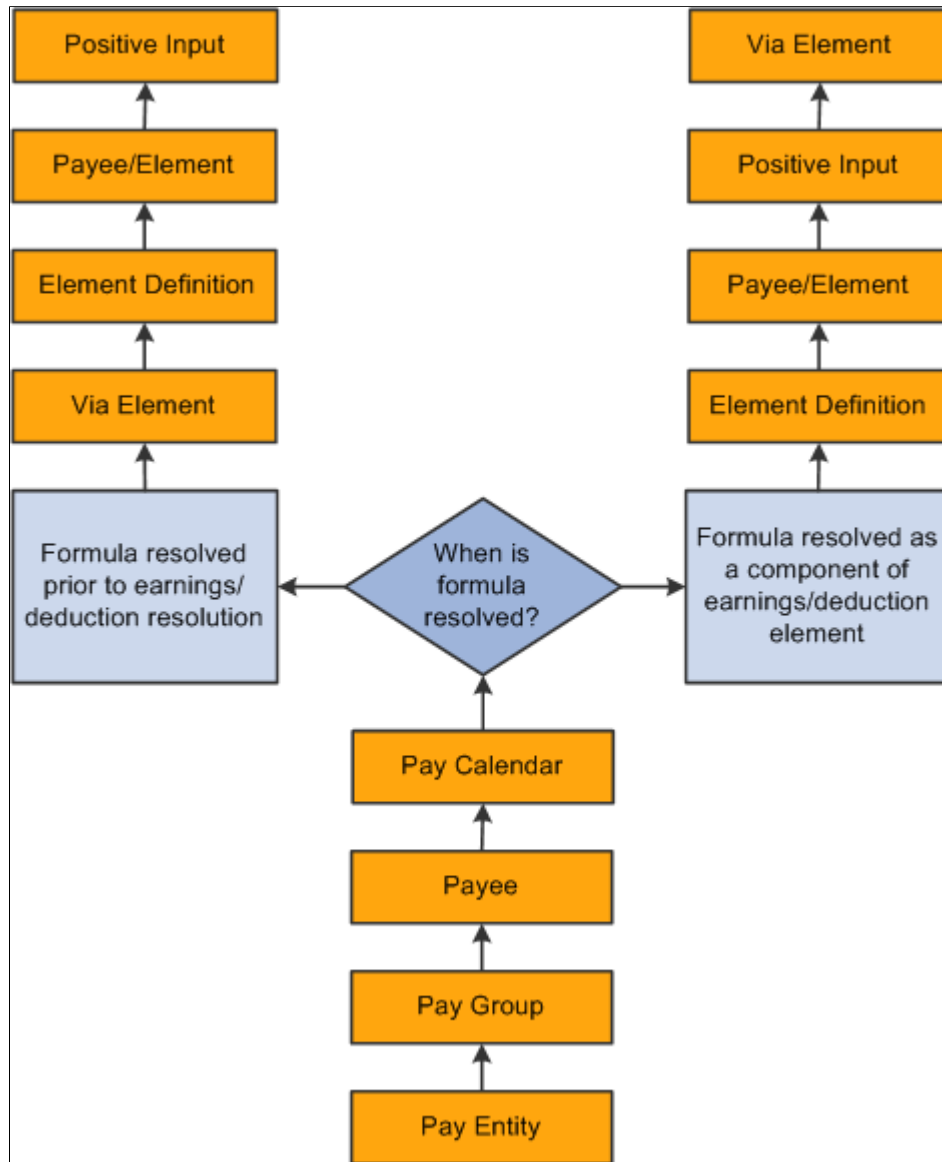
Eight override levels enable you to control the values of brackets, dates, duration, formulas, and variables:

- Pay entity overrides.
- Pay group overrides.
- Payee overrides: Override the value of a bracket, date, duration, formula, or variable element whenever it's resolved for the payee.
- Payee/Element overrides. Overrides the value of a variable used by a specific earning or deduction assigned to a payee.
- Pay calendar overrides.
- Via element overrides.
- Element definition overrides.

- Positive input overrides.

Image: Element override hierarchy

This diagram illustrates the sequence in which the system applies overrides when it encounters multiple overrides for a supporting element. It begins with pay entity overrides.



Note: A payee/element override refers to the override of a variable element associated with a particular earning or deduction for a payee. Enter such overrides on the Element Detail page, linked to the Payee Assignment By Element and Element Assignment By Payee pages. A payee override is the override of a bracket, date, duration, formula, or variable associated with a payee. Enter such overrides on the Payee Supporting Element Overrides page.

Example

VARIABLE1 has the following values:

- 30 according to the rule definition.

- 20 according to a pay entity override.
- 10 according to a pay group override.

In this case, VARIABLE1 resolves to 10, because pay group overrides take precedence over pay entity overrides.

Begin and End Date Logic for Overrides

When entering override instructions, you must specify a begin date.

The begin date tells the system when to start applying the override instructions. The current date is the default.

In most cases, end dates are optional. They specify when the override instructions become inactive. They are required only when you enter multiple rows of instructions for the same element.

The processing rules for begin and end dates vary, depending on the type of override being processed.

Payee Overrides and Segmentation

This topic discusses:

- Payee overrides and segmentation.
- Segmentation caused by payee overrides
- Proration and segmentation in the case of payee overrides.

Payee Overrides and Segmentation

You can set up your Global Payroll system to slice or segment pay periods due to changes in Human Resource or other data, including:

- Changes in job status or title that occur in mid period.
- Departmental transfers that occur in mid period.
- Changes in compensation rate that occur in mid period.

If there is a payee override in a sliced or segmented period, the system applies the override to the different slices/segments based on the segment/slice end dates as well as the override's end date.

The system follows these rules to determine the slices or segments to which to apply an override:

- If an override is to apply to a segment, the end date of the override must equal or be greater (or blank) than the end date of the segment.
- An override can apply to more than one segment if the end date of the override is greater than one segment's end date and greater than or equal to the subsequent segment's end date (or blank).
- If the end date of the override is less than the end date of the segment, the override doesn't apply to that segment.
- Payee overrides must be Active as of the segment end date.

Pay entity, pay group, and element definition overrides are unaffected by segmentation. The system retrieves the definition of the element and the override only once every period, regardless of period or element segmentation.

Note: We discuss the rules for applying overrides to slices/segments in a period in greater detail in the topic on segmentation.

See [Setting Up Segmentation](#).

Element Segmentation Caused by Payee Overrides

As noted previously, you can set up your Global Payroll system to slice or segment pay periods due to changes in HR or other data. However, you can also configure the system to initiate segmentation and proration directly in response to an override—in the absence of any other data changes. That is, you can configure the system so that overrides are themselves treated as data changes that trigger segmentation. Then, when you assign or override the value of an element, the system slices the assigned element and any other elements included in the segmentation element list based on the begin and end dates of the override.

For example, assume that you set up the system to trigger element segmentation when you assign or override earning element E1, and that you assign E1 to a payee on the Element Assignment by Payee (GP_ED_PYE) component with begin and end dates of 10 and 20 June respectively (assume a monthly pay period). Based on the assignment/override begin and end dates, the system will slice the element into three segments and process (and prorate) the element in the second slice:

Element	Slice 1 June 1-10	Slice 2 June 11-20	Slice 3 June 21-30
Earning = E1 Calculation Rule = Amount Amount = 300	Element not resolved in slice 1.	Resolved amount = 100 (proration factor = .333333333)	Element not resolved in slice 3.

Note: The only type of segmentation that can be triggered by an element assignment or override is *element segmentation*.

To set up the system to trigger segmentation in response to an element assignment:

1. Select the *Active Anytime Within Segment* option on the Countries (GP_COUNTRY) component .

When you do this, the system processes all element assignments/overrides that fall within a period—even those with end dates that are less than the pay period end date.

See [Defining Installation Settings](#).

2. If you want the element you are assigning to be prorated, associate the element with a proration rule on the earning or deduction definition pages.

See [Earnings - Rounding/Prorations Page](#).

3. Set up segmentation triggers for the begin and end-dated earning and deduction assignment record (GP_PYE_OVRD), and list the earnings and deductions that should trigger element segmentation

when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date.

See [Setting Up Trigger Definitions](#).

Proration and Segmentation in the Case of Payee Level Overrides

Proration of payee level, primary element overrides occurs under the following conditions:

Note: Primary element overrides include earnings and deductions. Supporting element overrides include elements such as variables, formulas, arrays, and brackets.

- When period or element segmentation is triggered by data changes not directly related to an element override or assignment.
 - If there is *period segmentation* in the period to which an earning or deduction assignment applies (that is, all elements are segmented), the system prorates the assigned element based on the segment begin and end dates if the element is defined to be prorated. If not, the entire value of that element is applied to each of the targeted segments.
 - If there is *element segmentation* in the period to which an earning or deduction assignment applies, the assigned element is included in the list of elements to be sliced, and that element is defined to be prorated, the system prorates the element based on the slice dates. If not, the entire value of the element is applied to each of the targeted slices.
- When you configure your system so that primary element overrides or assignments directly trigger element segmentation.

In this case, the system slices the assigned element (and any elements associated with that element on the element list) based on the begin and end dates of the assignment as long as that element is defined to be prorated. There does not have to be slicing or segmentation for any other reason. If the element is not defined to be prorated, the full value of the element is processed within the slice defined by the assignment begin and end dates.

Note: You can set up the system to slice an element within a pay period based on the begin and end dates of the overrides assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM). We discuss how to do this in the topic on trigger definitions.

See [Setting Up Trigger Definitions](#).

Note: Primary element overrides are prorated if the element is defined to be prorated and there is either period segmentation (all elements are segmented), or there is element segmentation and the element being assigned is on the list of elements to be sliced.

In the case of supporting element overrides, the supporting element is prorated if it is a component of an element that is defined to be prorated and that element is segmented/sliced.

Defining Pay Entity Overrides

This topic provides an overview of processing rules for pay entity overrides and discusses how to override the value of supporting elements that are associated with a pay entity.

Page Used to Define Pay Entity Overrides

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Entities - Supporting Element Overrides	GP_PYENT_SOVR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides	Override the value of bracket, date, duration, formula, or variable elements that are associated with a specified pay entity.

Understanding Processing Rules for Pay Entity Overrides

During processing, the system refers to the begin and end dates (if any) and the Definition as of Date (Use Defn As Of) that were defined for the element on the Element Name page.

For the override instructions to take effect:

- The begin date must be before or equal to element's Definition as of Date.
- The end date must be greater than or equal to the Definition as of Date.

Example

VARIABLE1 is defined as follows:

- Definition as of Date = Calendar Period Begin Date.
- Value = 100.
- Pay Period = January 01, 2004 - January 31, 2004.

The following pay entity override exists:

- Begin Date = January 16, 2004 (no End Date).
- Value = 200.

Payee 1 has segmentation on January 10, 2004. Payee 2 has no segmentation.

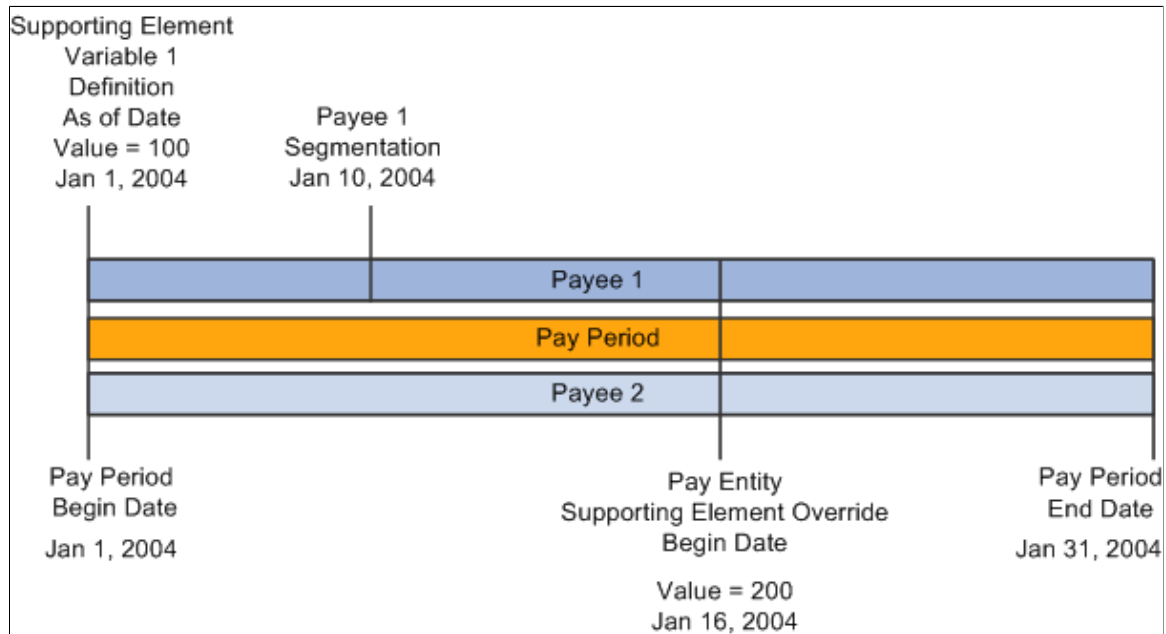
Both payees have the same value for VARIABLE1. Payee 1's segmentation doesn't alter the value of VARIABLE1.

In the diagram, the pay entity supporting element override is *not* applicable to either payee, because it wasn't applicable as of the VARIABLE1 Definition as of Date (Calendar Period Begin Date), resulting in a value of 100 for both payees.

If the Definition as of Date for VARIABLE1 is Pay Period End Date, both payees use the pay entity override value 200.

Image: Processing rules for pay entity overrides example

This graphic shows an example of the processing results for a pay entity override.



Pay Entities - Supporting Element Overrides Page

Use the Pay Entities - Supporting Element Overrides page (GP_PYENT_SOVR) to override the value of bracket, date, duration, formula, or variable elements that are associated with a specified pay entity.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides

Image: Pay Entities - Supporting Element Overrides page

This example illustrates the fields and controls on the Pay Entities - Supporting Element Overrides page.

The screenshot shows the 'Pay Entities - Supporting Element Overrides' page. The 'Pay Entity' is K0PE1. The 'Supporting Element Override List' is displayed with the following details:

Element Type	*Element Name	Description	*Begin Date	End Date
Duration	K0DRAGECHILD	Age of a child	03/31/2009	

To define a pay entity override on the Pay Entities - Supporting Element Overrides page:

1. Select the type and name of the supporting element for which you want to enter override instructions.

2. Enter the override begin and end dates.
3. Enter the override value on the Values tab.

Defining Pay Group Overrides

This topic provides an overview of pay group overrides and lists the page used to define pay group override.

Page Used to Define Pay Group Overrides

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Groups - Supporting Element Overrides	GP_PYGRP_SOVR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Supporting Element Overrides	Override the value of bracket, date, duration, formula, or variable elements that are associated with payees in a specified pay group.

Understanding Pay Group Overrides

To override the value of supporting elements that are associated with payees in a specific pay group, you use the Pay Groups - Supporting Element Overrides page. This page is similar to the Pay Entities - Supporting Element Overrides page, as are the processing rules.

Defining Payee Overrides

This topic provides an overview of payee overrides and processing rules for payee overrides, and discusses how to:

- Assign and disable earnings and deductions by payee.
- Assign and disable earnings and deductions by element.
- Override component values, generation control, frequency, arrears, and variables for a payee.
- Override supporting element values for payees.

Pages Used to Define Payee Overrides

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Element Assignment By Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee	By payee, view and update earning and deduction assignments, or disable earning/deduction assignments.

Page Name	Definition Name	Navigation	Usage
Payee Assignment By Element	GP_ED_ELEM	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Payee Assignment By Element	Element by element, view and update earning and deduction assignments, or disable earning/deduction assignments.
Element Detail	GP_ED_PYE_DTL_SEC	<ul style="list-style-type: none"> Click the element name link on the Element Assignment By Payee page. Click the payee ID link on the Payee Assignment By Element page. 	Use this page to: <ul style="list-style-type: none"> Assign earnings and deductions to payees. Override the component values defined for an earning or deduction element. Override variable values associated with an earning or deduction assigned to a payee. Override generation control, frequency, and arrears.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.

Understanding Payee Overrides

Payee overrides enable you to control how an earning or deduction element is resolved for a specific payee.

Payee Override Uses

Using payee overrides, you can:

- Assign or disable an earning or deduction element for a payee.
- Override the component values defined for an earning or deduction element assigned to a payee, or override the defined frequency, generation control, payback type, or arrears payback amount.
- Override variable elements used by a specific earning/deduction assigned to a payee.
- Override a variable for *all* elements that use the variable (not just one earning or deduction assigned to a payee).
- Override supporting elements associated with a payee.

Payee Override Methods

There are two ways to enter overrides for a specific earning or deduction assigned to a payee:

- By assigning, disabling, and overriding elements by payee.

To do this, you select a payee, and then assign the earning or deduction, or enter overrides for the payee's existing element assignments.

- By defining payee overrides by element.

To do this, you select an element, and then assign it to a payee, or enter overrides for existing assignments of the element.

Using Payee Overrides to Trigger Multiple Resolutions

You can trigger multiple resolutions of an element at the payee level by entering multiple overrides with overlapping assignment dates for the same earning or deduction.

See [Understanding Multiple Resolutions](#).

Batch Updates to End Dates of Assigned Earnings and Deductions

Batch updates to the end dates of assigned earnings and deductions are governed by two system elements: SET ED END DATE and UNSET ED END DATE. The process by which the system updates end dates involves the following steps:

- For each earning and deduction assignment, the system checks the Allow Batch Update of End Date check box. If it is selected, the system checks the associated system elements.
- If the SET ED END DATE system element is on:
 - The system updates the Previous End Date field with the current value of the End Date field.
 - The system updates the End Date field with the date of the slice or segment that initiated the end date change.
 - The system updates the Updated in Payroll Run field with the ID and description of the calendar group that initiated the end date change.
- If the UNSET ED END DATE system element is on:
 - The system updates the Previous End Date field with the current value of the End Date field.
 - The system deletes the current value of the End Date field, leaving it blank.
 - The system updates the Updated in Payroll Run field with the ID and description of the calendar group that initiated the end date change.

These system elements work only within the context of the current earning or deduction being processed. Furthermore, PeopleSoft does not deliver a method to turn the SET ED END DATE and UNSET ED END DATE system elements on. Therefore, you should create a formula that turns these system elements on and attach it as a post-process formula to the earnings and deductions for which you want to update the end date. By defining the formula yourself, you can choose how your system determines the criteria for turning the system elements on.

For example, assume that you have a loan deduction that you want stopped when they payee to which it is assigned pays off the loan amount. In addition, you want the system to update the end date of the

loan deduction to reflect the stoppage of repayment. To accomplish this you create a formula with the following parameters:

- Name of deduction: GXDDDED01.
- Variable: GXVRED01. This value stores the loan amount (amount to be repaid).
- Variable: GXVRED02. This is a temporary variable that is used to store a temporary value during the processing of the formula.
- Accumulator: GXDDDED01_CUS. This custom period accumulator stores the amount paid, to date, toward the loan amount.

Using these parameters, you create a formula with the following parts:

1. If the amount paid to date plus the current amount is less than the loan amount then exit. This part of the formula is expressed as:

```
If (ac) GXDDDED01_CUS + (sy) CURR AMT VAL < (vr) GXVRED01
THEN
EXIT
```

2. If the amount paid to date plus the current amount is equal to or greater than the loan amount, however, the system takes the amount paid to date plus the current amount and subtracts the loan amount. This is the amount that the system subtracts from the current amount to determine the amount to deduct. This part of the formula is expressed as:

```
ELSE
(ac) GXDDDED01_CUS + (sy) CURR AMT VAL
- (vr) GXVRED01 >> (vr) GXVRED02
(sy) CURR AMT VAL - (vr) GXVRED02 >> (sy) OVRD CURR AMT VAL
(sy) OVRD CURR AMT VAL >> (formula name)
1 >> (sy) SET CURR AMT VAL
```

3. Finally, because the condition was met, the system sets the end date:

```
1 >> (sy) SET ED END DATE
```

Note: Setting or unsetting the end date occurs only during current periods and not during retro periods.

Warning! It is recommended that you not update end dates in batch if you manually maintain the end dates for a payees or elements. Using this feature overrides any manually entered values that are not available to the formula.

Related Links

[Element Detail Page](#)

Element Assignment By Payee Page

Use the Element Assignment By Payee page (GP_ED_PYE) to by payee, view and update earning and deduction assignments, or disable earning/deduction assignments.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee

Image: Element Assignment By Payee page

This example illustrates the fields and controls on the Element Assignment By Payee page.

Element Assignment By Payee

Rebekah Jones ID: K0G001 Empl Record: 0

Selection Criteria

Category:

Entry Type:

As of Date:

Element Name:

Select with Matching Criteria

Clear

Assignments Customize | Find | First 1 of 1 Last

Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance
LOAN PAYBACK	Loan Pay Back	999	03/31/2009	<input type="text"/>	<input checked="" type="checkbox"/>	1

Add New Assignment

[Deduction Recipients](#)

When you first access this page, the system displays all existing assignments for the payee in the Assignments grid. Use the fields in the Selection Criteria group box to select and display a subset of the earnings and deductions retrieved for the payee.

Category

Select a category of elements to display. The system displays only categories that match the country of the pay entity. If no category is entered, category is not used in the element search.

Entry Type

Select an entry type. Valid options are:

- *Deduction*

Select to search for assigned deductions only.

- *Earnings*

Select to search for assigned earnings only.

- *Blank*

Select to search for both assigned earnings and assigned deductions.

Element Name

Enter an element name or leave the Element Name field blank to search on all elements belonging to the specified entry type and category.

Only elements with a country matching the payee's pay entity, or elements defined for all countries, are available for selection. In

addition, you can enter only elements with an override level of *Payee*.

As of Date

Enter an as of date or leave the field blank.

If you enter an as of date, the system retrieves only those element assignments that are active as of the specified date.

Active assignments include:

- Assignments for which the begin date is less than or equal to the as of date *and* the end date is not specified.
- Assignments for which the begin date is less than or equal to the as of date *and* the end date is greater than or equal to the as of date.

If you do not enter a date, the system retrieves elements without regard to the as of date.

Select with Matching Criteria

Click to select the earnings or deductions to which the payee has been assigned based on the specified search criteria.

Clear

Click to clear out all of the specified search criteria.

Add New Assignment

Click the Add New Assignment button to add a new earning or deduction assignment. When you do this, the Select an Element dialog box appears, where you must specify the entry type (earning or deduction) and the name of the element you want to assign. You can then click OK on the Select an Element dialog box to access the Element Details page where you can enter additional details related to the new assignment.

Deduction Recipients

Click to access the Add Deduction Recipients page for the payee whose name and ID are displayed at the top of the page.

Use the Add Deduction Recipients page to link a recipient to a deduction and a payee.

See [Understanding Banking](#).

Elements

Access the Elements tab.

Use the fields on the Elements tab to update or disable element assignments.

To update an earning or deduction element for a payee:

1. Click the Element Name hyper link.
2. Modify the process order.
3. Modify the end date.

To disable an earning or deduction assignment:

1. Choose the assignment to disable.
2. Deselect the Apply check box or manually enter an end date for the assignment.

Note: When you assign an element to an element group, you indicate that the element should be calculated automatically for each payee whose eligibility group contains that element group, or that the element should be calculated only when it's assigned to a payee.

With the second option, the element is resolved for a payee only if positive input exists for the payee or you assign the element to the payee on the Element Assignment By Payee page, the Payee Assignment By Element page, or the Entitlement/Take Assignment page.

Process Order

Update the processing order of the assigned element.

The value of this field defaults to 999. 1 is the lowest value and indicates that the element will be processed first.

Note: This field controls the order in which assignments of the *same* element are processed. For example, if you assign *Deduction A* multiple times with the same or overlapping begin and end dates, the Process Order field controls which instance of the assignment is processed first, second, third, and so on. This field cannot be used to control the relative processing order of different elements. To do this, you must define the processing sequence of the elements using process lists and sections.

See [Understanding Multiple Resolutions](#).

Begin Date

This field displays the begin date of the element assignment. To modify this date, click the Element Name hyper link to access the Element Detail page and change the date in the Begin Date field on that page.

End Date

This field displays the end date of the element assignment. You can modify this date directly in the End Date field on the Elements tab.

Active

This check box is selected by default. Deselect it to prevent the system from resolving the element for this payee.

Instance

The system automatically assigns an instance number to each element assigned.

The value of this field increases by 1 for each new occurrence of the same earning/deduction.

Note: This number is used to create unique instances of an element when there are multiple assignments of the same element. It allows multiple resolutions of an element with identical or overlapping begin and end dates.

See [Generating Multiple Resolutions Using Element Assignments](#).

Note: If you define a component to replace the standard element assignment interface, you can grant or deny users the ability to delete assignments, apply assignments, and update assignment begin and end dates. You cannot limit user access to these actions on the standard component shown here.

See [Defining Element Definition Overrides](#).

Recipient

Select the Recipient tab.

Recipient Tag

Use the Recipient Tag field to update or modify the recipient tag for an earning or deduction assignment.

Note: Recipient tags are used with multiple resolutions and for single resolutions for Individual Recipients. Because different assignments of the same element can each be associated with a unique recipient tag, and each tag can be tied to a different recipient ID or recipient name, the system can direct each resolution of the assigned element to a different recipient.

Note: Define recipient tags for deductions and payees on the Add Deduction Recipients page.

See [Assigning Recipients to Deductions and Payees](#).

Related Links

[Begin and End Date Logic for Overrides](#)

[Defining Element Groups](#)

[Understanding Multiple Resolutions](#)

Payee Assignment By Element Page

Use the Payee Assignment By Element page (GP_ED_ELEM) to element by element, view and update earning and deduction assignments, or disable earning/deduction assignments.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Payee Assignment By Element

Image: Payee Assignment By Element page

This example illustrates the fields and controls on the Payee Assignment By Element page.

Payee Assignment By Element

Element Name: LOAN Company Loan

Selection Criteria

Country: United States

As of Date:

Pay Entity:

Pay Group:

Select with Matching Criteria

Clear

Assignments Customize | Find | View All | First 1-2 of 36 Last

EmplID	Record	Name	*Process Order	Begin Date	End Date	Active	Instance
G1EE0027	0	Edward O'Hare	999	11/24/2008		<input checked="" type="checkbox"/>	1
G1EE0031	0	Annie Padoni	999	12/01/2008		<input checked="" type="checkbox"/>	1

Add New Assignment

Note: This page is similar to the Element Assignment By Payee page. Except for page elements described below, the information about the Element Assignment By Payee page applies to this page as well.

See [Element Assignment By Payee Page](#).

Use the fields in the Selection Criteria group box to specify search criteria for retrieving the payees to whom the earning or deduction shown at the top of the page is assigned.

Country

This field is unavailable for data entry unless the element is defined for all countries. If the element applies to all countries, the field is blank and you can enter a specific country.

As of Date

Enter an as of date or leave the field blank.

If you enter an as of date, the system displays payees for whom the element assignment is active as of the date specified when you click the Select With Matching Criteria button.

Note: Active assignments are defined in the same way as when searching for elements by payee.

See [Element Assignment By Payee Page](#).

If you do not enter a date, the system displays all payees who have ever been assigned to the earnings and deductions retrieved during the search.

Pay Entity

Specify the pay entity of the employees with the element assignment that you want to retrieve.

Pay Group

Specify the pay group of the employees with the element assignment that you want to retrieve.

Add New Assignment

Click to add a new earning or deduction assignment.

When you do this, the Select Payee dialog box appears, where you must specify the EmplID (employee ID) and Empl Rcd Nbr (employee record number) of the payee to whom you are assigning the element, as well as an assignment begin date. You can then click OK on the Select Payee dialog box to access the Element Details page where you can enter additional details related to the new assignment.

Assignments

Select the Assignments tab.

Use the Active field on the Assignments tab to activate or disable element assignments.

Recipient

Select the Recipient tab.

This tab appears for elements that are associated with a deduction recipient.

Recipient Tag

Use the Recipient Tag field to specify or modify the recipient tag for an earning or deduction assignment.

Note: Recipient tags are specifically for use with multiple resolutions: because different assignments of the same element can each be associated with a unique recipient tag, and each tag can be tied to a different recipient ID or recipient name, the system can direct each resolution of the assigned element to a different recipient.

Note: Define recipient tags for deductions and payees on the Add Deduction Recipients page.

See [Assigning Recipients to Deductions and Payees](#).

Edit Recipients

Click to access the Add Deduction Recipients page for the payee whose ID is displayed in the EmplID column.

Use the Add Deduction Recipients page to link a recipient to a deduction and a payee.

See [Understanding Banking](#).

See [Understanding Banking](#).

Pay Group

Select the Pay Group tab.

Use the fields on the Payee Details tab to view pay entity and pay group information for an employee.

Element Detail Page

Use the Element Detail page (GP_ED_PYE_DTL_SEC) to:

- Assign earnings and deductions to payees.
- Override the component values defined for an earning or deduction element.
- Override variable values associated with an earning or deduction assigned to a payee.
- Override generation control, frequency, and arrears.

Navigation

- Click the element name link on the Element Assignment By Payee page.
- Click the payee ID link on the Payee Assignment By Element page.

Image: Element Detail page (1 of 2)

This example illustrates the fields and controls on the Element Detail page (1 of 2).

Element Detail

Employee ID: K0G001 Name: Rebekah Jones Empl Record: 0

Element Name: LOAN PAYBACK Loan Pay Back Instance: 1

Assignment Process Detail

☒ Assignment Is Active Currency Code: USD US Dollar

*Process Order: 999 Recipient Tag: 0

*Begin Date: 03/31/2009 End Date: Previous End Date:

☐ Allow Batch Update of End Date Updated in Payroll Run

Calculation Information

Calculation Rule: Amount

Amount Type:

Amount Element:

Amount Value:

Supporting Element Overrides Customize | Find | View All | First 1 of 1 Last

Variable Name	Description	Character Value	Numeric Value	Date Value		
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Image: Element Detail page (1 of 2)

This example illustrates the fields and controls on the Element Detail page (1 of 2).

Additional Overrides

*Frequency Option: Use Element Frequency

Frequency:

*Generation Option: Use Element Generation Control

Generation Control:

Note: You can modify the appearance of the Element Detail page using the Configuration by Element and Configuration by Category components, or designate a user-configurable component to replace this page. Depending on the option you choose, your page may appear different than the standard page shown here.

See [Understanding Overrides](#).

Assignment Process Detail

Element Name

Displays the name of the element you are assigning or for which you are entering an override.

Assignment is Active

Select or deselect this check box to activate and inactivate an element assignment.

Begin Date and End Date

Specify the begin and end date of the element assignment.

Allow Batch Update of End Date

Select to enable the system to update the End Date field for this element assignment during payroll processing.

See [Understanding Overrides](#).

Previous End Date

Displays the end date value prior to the last update.

Note: Only changes to the end date made by the payroll process affect the value of this field. Manually changing the end date on the Element Detail page has no effect on the value displayed in the Previous End Date field.

Updated in Payroll Run

Displays the ID and description of the calendar group that resulted in the most recent change to the end date. This is true even in the case of retroactive processing. For example, if by processing a June calendar group the system triggers retroactive processing that results in a change to the end date that is associated with the February calendar group, the Updated in Payroll Run field would still display the information for the June calendar group.

Process Order

Specify the processing order of the assigned element.

The value of this field defaults to 999. 1 is the lowest value and indicates that the element will be processed first.

Note: This field controls the order in which assignments of the *same* element are processed. For example, if you assign *Deduction A* multiple times with the same or overlapping begin and end dates, the Process Order field controls which instance of the assignment is processed first, second, third, and so on. This field cannot be used to control the relative processing order of different elements. To do this, you must define the processing sequence of the elements using process lists and sections.

See [Understanding Multiple Resolutions](#).

Recipient Tag

Use the Recipient Tag field to specify or modify the recipient tag for an earning or deduction assignment.

Note: Recipient tags are specifically for use with multiple resolutions: because different assignments of the same element can each be associated with a unique recipient tag, and each tag can be tied to a different recipient ID or recipient name, the system can direct each resolution of the assigned element to a different recipient.

Note: Define recipient tags for deductions and payees on the Add Deduction Recipients page.

See [Assigning Recipients to Deductions and Payees](#).

Currency Code

Specify the currency you want to use to calculate the assigned element.

Calculation Information

Use the fields in this group box to assign or override the values of the components—*Unit*, *Rate*, *Base*, *Percent*, and *Amount*—that constitute the calculation rule of the earning or deduction element.

For example, if the calculation rule for an element is *Unit x Rate*, you can enter values for the unit and rate components but not the base and percent components.

You can enter an amount regardless of the calculation rule. If you enter an amount with other component values, the system uses the amount to resolve the element. For example, if you enter an amount for an earning element that has a calculation rule of unit * rate, the system uses the amount in the calculation. If you also enter a unit and rate, the system passes these values to the results tables, but it doesn't use them to resolve the element.

To override the value of the unit, rate, base, percent, or amount component, select the type of element that returns the override value. For numeric elements, enter the appropriate number in the Value field; for other element types, enter the name of the element that retrieves the override value in the Element field.

Supporting Element Overrides

Use the fields in the Supporting Element Overrides group box to override the value of a variable used in the calculation of an earning or deduction.

When you override the value of a variable used in the calculation of an earning or deduction, the override value affects only the resolution of that earning or deduction for the specified payee. After the earning or deduction is resolved, the variable is set to its previous value. (These overrides are also called payee/element overrides.)

The supporting element override uses the same begin and end dates as the parent element. You cannot enter values with a monetary entry type.

Important! To override a variable element for *all* elements that use the variable—not just one earning or deduction that uses the variable—use the Payee Supporting Element Overrides page.

Note: You can configure the standard Supporting Element Overrides group box to include descriptive labels for override variables, required fields, and simple edits such as prompt table, translate value, and yes/no edits. To configure this group box for an element or a category of elements, use the Configuration by Element and Configuration by Category components. The modified group box replaces the standard one.

See [Understanding Element Override Configurations](#).

Example: How the Two Variable Override Methods Differ

E1 and E2 are set up as a flat amount with the amount = V1.

V1 = 100 (from the element definition).

If V1 = 200, based on an override entered on the Payee Supporting Element Overrides page, E1 and E2 resolve to 200.

If V1 = 200, based on an override entered for E1 on the Element Assignment By Payee or Payee Assignment By Element pages, E1 resolves to 200, V1 is reset to 100, and E2 resolves to 100.

Example: Entering Variable Values for Court Orders

When a payee has a court order, you might have to define the payee's disposable earnings. Using a simplified example, say a judge indicates that E1 and E2 constitute disposable earnings but only 50 percent of E2 counts. So if E1 = 1000 and E2 = 500, disposable earnings should equal 1250 (1000 + 1/2 of 500).

When you define the disposable earnings accumulator on the Accumulators - Members page, you indicate the elements (E1 and E2) and the percentage. On this page, you could indicate the percentages (100 and 50), but to avoid setting up a unique disposable earning accumulator for each person (because the next garnished employee might have E2 with a percentage of 75), you can create two variables that default to 100 (percent). On the accumulator, you enter the variable names, not a percentage.

To enter the variable values for a payee, select the garnishment deduction element on the Element Assignment By Payee page, go to the Element Detail page, and enter the variable values (50 percent for E2 in the example).

See [Members Page](#).

Example: Using Variable Overrides to Calculate Garnishments

You have an accumulator for the GARNAC1 garnishment, with these earning elements as members:

<i>Element</i>	<i>Percent</i>	<i>Percent to Accumulate</i>
EARNING1	VARIABLE1	Blank
EARNING2	VARIABLE2	Blank
EARNING3	VARIABLE3	Blank

The variables are set up as follows:

<i>Variable</i>	<i>Default Value</i>
VARIABLE1	100
VARIABLE2	100
VARIABLE3	100

Payee 8001 has two garnishments that use the same calculation rule:

GARNISH1 = Percent × Base

GARNISH2 = Percent × Base

where:

Percent = Payee Level Override

Base = GARNAC1

You set it up on the Element Detail page as follows:

<i>Element</i>	<i>Percent</i>	<i>Payee Supporting Element Override</i>	<i>Element</i>	<i>Payee Level Override Value</i>
GARNISH1	10	Yes	VARIABLE1	75
GARNISH1	10	Yes	VARIABLE2	50
GARNISH2	10	Yes	VARIABLE1	60

- EARNING1 equals 1000.
- EARNING2 equals 500.
- EARNING3 equals 750.

When calculating GARNISH1, the system encounters GARNAC1, sees that Percent is a variable, looks for supporting element overrides, finds override values for VARIABLE1 and VARIABLE2 for Payee 8001, and calculates the value of GARNAC1 as follows:

$$[(1000 \times 75\%) + (500 \times 50\%) + (750 \times 100\%)] = 1750$$

where GARNAC1 is calculated as:

$$(EARNING1 \times VARIABLE1 + EARNING2 \times VARIABLE2 + EARNING3 \times VARIABLE3).$$

Therefore, the calculation for GARNAC1 in GARNISH1 is:

1000 × 75% (using the payee-level override value of 75 for VARIABLE1)

500 × 50% (using the payee-level override value of 50 for VARIABLE2)

750 × 100% (using the default value of 100, because no payee-level override value existed for VARIABLE3).

When calculating GARNISH2, the system finds a supporting element override only for VARIABLE1 and calculates the value of GARNAC1 as:

$$[(1000 \times 60\%) + (500 \times 100\%) + (750 \times 100\%)] = 1850$$

where GARNAC1 is:

$$(EARNING1 \times VARIABLE1 + EARNING2 \times VARIABLE2 + EARNING3 \times VARIABLE3).$$

The calculation for GARNAC1 in GARNISH2 is as follows:

1000 × 60% (using the payee-level override of 60 for VARIABLE1)

$500 \times 100\%$ (using the default value of 100, because there was no payee-level override value for VARIABLE2)

$750 \times 100\%$ (using the default value of 100 because there was no payee-level override value for VARIABLE3)

Other Overrides

Use the fields in this group box to override frequencies, generation control, and arrears.

Frequency Option

Override the frequency defined on the Element Name page. Options are:

Use Calendar Period Frequency: The system assumes that the element is in the frequency of the defined calendar period.

Use Element Frequency: The system uses the frequency selected in the element setup pages, which, in turn, can use the calendar period.

Use Specified Frequency: Enter a specific frequency value in the Frequency field.

Generation Control

Override the generation control condition defined on the Element Name page. You can enter instructions here without specifying generation control details at the element level. Options are:

No Generation Control: The system ignores the generation controls that you defined at the calculation rule level.

Specified Generation Control: Enter a generation control value in the Generation Control field.

Use Element Generation Control: The system uses the generation control that was defined in the element setup pages.

Payback Option

Override an arrears payback. Available only if the element is a deduction and the Deduction Arrears Allowed check box is selected on the Arrears page. Options are:

Use Element Payback Amount: The system uses any payback amount that you defined while setting up the deduction element. Unavailable if the deduction doesn't have the Perform Net Pay Validation check box selected (on the Arrears page).

Use Specified Amount: Select if you want to specify the arrears payback amount. If you select *Use Specified Amount*, you need to indicate the element type in the Payback Type field. When you indicate the payback type, select the element name or a numeric value (depending on the element type you selected) in the Payback Element or Payback Amount field.

No Limit: Select if you don't want to specify a limit on the payback amount.

Note: The system assumes that the currency in the Payback Amount field matches that in the element definition.

Note: The Payback Option field is available only when the selected element is a deduction with *Deduction Arrears Allowed* selected on the Arrears page of the Deductions (GP_DEDUCTION) component.

Payback Type

To override the payback amount, select the type of element to retrieve the amount. Options are *Bracket*, *Formula*, *Numeric*, and *Variable*. Select the element name in the Payback Element field, or enter the numeric value in the Payback Amount field.

Note: You can modify the appearance of the Element Detail page using the Configuration by Element and Configuration by Category components, or designate a user-configurable component to replace this page. Depending on the option you choose, your page may appear different from the standard page shown here.

See [Understanding Element Override Configurations](#).

Related Links

[Defining Element Names](#)

[Frequency and Generation Control Calculations](#)

[Understanding Net Pay Validation and Arrears Processing](#)

[Understanding Arrears and Retroactive Processing](#)

[Understanding Payback Processing](#)

Supporting Elements Page

Use the Supporting Elements page (GP_PAYEE_SOVR) to override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements

The Supporting Elements page is similar to the Pay Entities - Supporting Element Overrides page, but the processing rules differ.

Related Links

[Defining Pay Entity Overrides](#)

Processing Payee Overrides

For payee overrides, the system looks at segment end dates (or period dates if there's no segmentation) for a payee to determine if a supporting element override is used. The end date must be greater than or equal to the segment end date in order for it to be processed. Unlike pay entity and pay group, the system doesn't look at the Use Defn As Of (Definition as of Date).

Example: Segmentation and Payee Supporting Element Overrides

Two payees have the same override.

- Payee 1 has no segmentation.
- Payee 2 has segmentation. Segment 1 is January 1-15. Segment 2 is January 16-31.
- The pay period is January 1-31.
- VR1, a variable element, is defined as 50.
- VR1 has a payee-level override of 100 beginning on January 16.

For Payee 1, the value of VR1 is always 100, because there's no segmentation.

For Payee 2, the value of VR1 is 50 for Segment 1 and 100 for Segment 2.

Related Links

[Payee Overrides and Segmentation](#)

Defining Pay Calendar Overrides

When defining a calendar for a payroll or absence process, you can enter instructions for two types of overrides. You can:

- Specify any earning, deduction, or absence elements to exclude from processing for all payees.

Enter these instructions on the Calendar - Excluded Elements page.

- Override the value of brackets, dates, duration, formulas, and variable elements on the Calendar - Supporting Element Overrides page.

In this case, begin and end dates aren't used, on the assumption that the override applies to the calendar period.

Related Links

[Calendars - Excluded Elements Page](#)

[Calendars - Supporting Element Overrides Page](#)

[Entering Calendar Override Instructions for a Payee](#)

Defining Overrides Via Elements

The Update Via Element feature is used to control which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Arrays Fields Retrieved fields on the Array Fields Retrieved page).
- Brackets (through the Return Column fields on the Bracket Search Keys/Return Columns page).

- Dates (through the Date Extract fields on the Date Extract page).
- Formulas (through the Assign To columns on the Formula Definition page).

There are two ways to override the value of an element that's updated through another element: with positive input or by entering an override on the Supporting Element Overrides page, accessible through the Earning/Deduction Assignment page.

Defining Element Definition Overrides

This topic provides an overview of element definition overrides and lists the page used to define element definition overrides.

Page Used to Define Element Definition Overrides

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Earnings - Supporting Element Overrides	GP_ELM_DFN_SOVR	<ul style="list-style-type: none"> • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides • You can also access this page from the Deduction component, Absence Take component, or Absence Entitlement component. 	Override the definition of a bracket, date, duration, formula, or variable element associated with an earning, deduction, absence take, or absence entitlement element.

Understanding Element Definition Overrides

With element overrides, you can override certain supporting elements that are associated with a primary element. The supporting element can be part of the primary element's definition.

You use the Element Definition - Supporting Element Overrides page to override the definition of elements associated with primary elements. This page is similar to the Pay Entities - Supporting Element Overrides page.

The processing rules for (primary) element overrides are the same as those for pay entity overrides, but element overrides are resolved in the earning, deduction, or absence module of the batch process. Accordingly, the supporting element that's being overridden reverts to its prior value after being resolved.

Defining Overrides with Positive Input

You can override an earning, deduction, or absence element by entering positive input on the Positive Input component. Use positive input to enter payee-related data for one pay period. For example, you can enter positive input for one time bonuses or for hours worked during a pay period.

You can also use the Supporting Element Overrides grid, accessed through the Details page of the Positive Input component, to override any system or variable element associated with an instance of positive input. Here, element values must be numeric, character, or date; they cannot be monetary.

An override applies to only one instance of positive input. After the instance is resolved, the supporting element returns to its previous value.

Processing Rules in Positive Input and Overrides

Begin and end dates exist on the positive input record, but the system uses them strictly as a means of assigning a positive input sequence (instance number) to a segment or slice. It uses the value assigned to the supporting element only for that sequence. After use, it reverts to the value that was assigned before the positive input entry.

Related Links

[Understanding Positive Input](#)

[Defining Pay Entity Overrides](#)

Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions

This topic discusses how the system manages competing element assignment and positive input entries for the same earnings or deductions.

Rules for Processing Competing Element Assignments and Positive Input Entries

In Global Payroll you can enter multiple element assignment and positive input rows for the same element within a single pay period slice or segment. To manage the competing instructions contained in these overrides, the system *matches* earning and deduction assignments with their corresponding positive input entries within the same slice or segment, and then determines which elements to resolve and which instructions to follow based on the processing rules described in this topic.

Note: The system treats element assignments and positive input entries as *matching* if they are for the same element and occur in the same slice or segment of the pay period.

The system observes these rules when processing competing element assignments and positive input entries:

Rule Number	Description
Rule 1: One Assignment to One or More Positive Input Overrides	<p>Within each slice or segment, when there are one or more positive input rows for an element with an action type of <i>Override</i> and a <i>single</i> matching element assignment, the system resolves the positive input and not the element assignment. If the positive input rows do not specify the values of all components of the calculation rule, the system retrieves the missing component values from the element assignment, and if it can't find them there, from the element's rule definition.</p>
Rule 2: Many Assignments to One or More Positive Input Overrides	<p>Within each slice or segment, when there are multiple element assignments for the same element, and at least one matching override row exists in positive input, the system ignores all element assignments and resolves only the positive input override(s).</p> <p>If the positive input overrides do not specify values for all the components of the calculation rule, the system goes to the element definition for the missing component values.</p> <hr/> <p>Note: If an amount is entered in positive input, this amount overrides the individual component values in the element's rule definition.</p> <hr/>
Rule 3: One Assignment to One or More Positive Input Additional Rows	<p>Within each slice or segment, when there are one or more positive input rows for an element with an action type of <i>Additional</i>, and a <i>single</i> matching element assignment, the system resolves each of the positive input rows and also resolves the element assignment. If the positive input rows do not specify the values of all components of the calculation rule, the system pulls component values from the element assignment, and if it can't find them there, from the element's rule definition.</p>

Rule Number	Description
Rule 4: Many Assignments to One or More Positive Input Additional Rows	<p>Within each slice or segment, when there are multiple assignments of the same element, and one or more matching positive input rows with an action type of <i>Additional</i>:</p> <ul style="list-style-type: none"> The system resolves each additional positive input row without considering the element assignment rows. <p>If the positive input rows do not specify values for all the components of the element's calculation rule, the system goes to the element definition for the missing component values.</p> <ul style="list-style-type: none"> Each element assignment row is resolved without considering the positive input rows. <p>If the element assignment override(s) do not specify values for all the components of the element's calculation rule, the system goes to the element definition for the missing component values.</p> <hr/> <p>Note: If amounts are entered at the positive input or element assignment levels, the system processes the amounts and ignores the individual component values.</p> <hr/>
Rule 5: One or more assignments and a Resolve to Zero Row in Positive Input	<p>When there are one or more assignments of the same element and a matching <i>Resolve to Zero</i> entry in positive input, only the <i>Resolve to Zero</i> row is processed. All element assignment entries are ignored.</p> <hr/> <p>Note: A positive input resolve to zero instance applies not only to elements assigned within the same segment or slice, but to all assignments of the same element in any other slice/segment.</p> <hr/>
Rule 6: Element Assignment in Conjunction With Override and Resolve to Zero Rows in Positive Input	<p>If there is an element assignment, and in positive input, both a matching <i>Override</i> and a matching <i>Resolve to Zero</i> row, the system resolves the <i>Override</i> and <i>Resolve to Zero</i> rows, but not the element assignment. If the positive input <i>Override</i> does not specify the values of all components of the calculation rule, the system retrieves the missing component values from the element assignment, and if it can't find them there, from the element's rule definition.</p> <hr/> <p>Note: A positive input resolve to zero instance applies not only to elements assigned within the same segment or slice, but to all assignments of the same element in any other slice/segment.</p> <hr/> <p>Note: The <i>Resolve to Zero</i> action is per instance.</p> <hr/>

Rule Number	Description
Rule 7: Element Assignment in Conjunction With Additional and Resolve to Zero Rows in Positive Input	<p>If there is an element assignment, and in positive input, both a matching <i>Additional</i> and a matching <i>Resolve to Zero</i> row, the system resolves the <i>Additional</i> and <i>Resolve to Zero</i> rows, but not the element assignment. If the <i>Additional</i> positive input does not specify the values of all components of the calculation rule, the system retrieves the missing component values from the element assignment, and if it can't find them there, from the element's rule definition.</p> <hr/> <p>Note: A positive input resolve to zero instance applies not only to elements assigned within the same segment or slice, but to all assignments of the same element in any other slice/segment.</p> <hr/> <p>Note: The <i>Resolve to Zero</i> action is per instance.</p> <hr/>
Rule 8: Element Assignment in Conjunction With Do Not Process Rows in Positive Input	<p>Within each slice or segment, if there is an element assignment and, in positive input, a matching <i>Do Not Process</i> row, the system does not resolve the element assignment. If there is positive input of any other kind in the same slice or segment (<i>Resolve to Zero</i>, <i>Override</i>, or <i>Additional</i>), the Do Not Process instructions prevent the system from resolving those as well.</p>
Rule 9: Apply Check Box deselected For an Element Assignment	<p>Within each slice or segment, when the Apply check box is deselected for an element assignment, this implies an action of <i>Do Not Process</i>, and the earning/deduction is not resolved. If there is a matching positive input entry with an action type of either <i>Additional</i> or <i>Override</i>, the system resolves the positive input, but not the rule definition because of the <i>Do Not Process</i> action on the element assignment.</p> <hr/> <p>Note: Because of the <i>Do Not Process</i> instruction, the system cannot go to the element assignment to retrieve component values that are missing from positive input as it does in Rules 1 and 3 (above). Instead, it goes directly to the element's rule definition for missing values.</p> <hr/>
Rule 10: Apply Check Box deselected For One of Many Element Assignments	<p>Within each slice or segment, when there are multiple assignments of the same element, and one instance has the Apply check box set to deselected while all other instances have the Apply check box selected, none of the instances will be processed. In other words, the do not apply action is at the element/slice level and negates the action of any other row.</p>

Important! Note that the rules outlined here apply *per slice or segment*, as element assignments interact with positive input entries only within the same slice or segment. If there is no segmentation or slicing of elements, the slice/segment begin and end dates can be viewed as equivalent to the begin and end dates of the period as a whole, and element assignments and positive input entries interact across the entire period. There is one exception to this rule, however: a *Resolve to Zero* entry in positive input cancels all assignments of the same element in any other segment or slice (in other words, a *Resolve to Zero* entry is not restricted to the segment/slice in which it occurs).

The following examples illustrate how the system resolves payee level overrides, and demonstrate interactions between element assignments and positive input entries in both segmented/sliced and unsegmented periods.

These examples are based on an earning element E1 with a calculation rule of Rate x Unit x Percent.

Note: These examples assume that there are no user field values associated with the assigned earnings or deductions. To see how the rules change when there are user fields, review the topic on multiple resolutions.

See [Understanding Multiple Resolutions](#).

Example: Rule 1 (One Assignment to One or More Positive Input Overrides)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Override)
Unit	Payee Level	10	10	5
Rate	50	60	75	
Percent	150			

Applying Rule 1, the system resolve E1 as follows:

1. $10 \times 75 \times 150\% = 1125$

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Override)
Unit	Payee Level		10	
Rate	50		75	
Percent	150			

The system resolves the first instance of positive input and goes to either the element assignment or the rule definition for the missing component values.

2. $5 \times 60 \times 150\% = 450$

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Override)
Unit	Payee Level			5
Rate	50	60		
Percent	150			

The system resolves the second instance of positive input and goes to either the element assignment or the rule definition for the missing component values.

Example: Rule 2 (Many Assignments to One or More Positive Input Overrides)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	Rule Definition	Element Assignment (Instance 1)	Element Assignment (Instance 2)	Positive Input (Override)
Unit	Payee Level	10	10	5
Rate	50	60	75	
Percent	150			

Applying Rule 2, the system resolves E1 as follows:

$$5 \times 50 \times 150\% = 375$$

Component	Rule Definition	Element Assignment (Instance 1)	Element Assignment (Instance 2)	Positive Input (Override)
Unit	Payee Level			5
Rate	50			
Percent	150			

The system resolves the positive input entry and goes to the rule definition to obtain the missing component values, ignoring all earning/deduction assignments.

Example: Rule 2 (Many Assignments to One or More Positive Input Overrides—with Element Segmentation Due to Overrides)

Assume that the following element assignment and positive input entries exist for earning element E1, and that element segmentation occurs based on the begin and end dates of the assignments:

Note: You can set up the system to slice a pay period based on the begin and end dates of the overrides assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM). We discuss how to do this in the topic on trigger definitions.

See [Setting Up Trigger Definitions](#).

Note: In this example, element assignment is abbreviated *Assign*, positive input is abbreviated *PI*, and the positive input action type of override is abbreviated *Over*.

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Assign (Instance 2) Slice 2: June 16-30	PI (Over) Slice 1: June 1-15	PI (Over) Slice 2: June 16-30
Unit	Payee Level	10	10	2	5
Rate	50	60	75		
Percent	150				

Applying Rule 2, the system resolves E1 as follows:

1. In slice 1 (June 1-15): $2 \times 60 \times 150\% = 180$

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Assign (Instance 2) Slice 2: June 16-30	PI (Over) Slice 1: June 1-15	PI (Over) Slice 2: June 16-30
Unit	Payee Level			2	
Rate	50	60			
Percent	150				

Applying Rule 2, the system processes the positive input entry for slice 1 (June 1 - June 15) but not the corresponding element assignment. Because positive input overrides look to the element assignment within the same slice for missing component values, the positive input uses the Rate component (60) from the assignment in slice 1, and then retrieves the percent value (150) from the rule (as the element assignment in slice 1 does not specify a percentage).

2. In slice 2 (June 16-30): $5 \times 75 \times 150\% = 562.50$

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Assign (Instance 2) Slice 2: June 16-30	PI (Over) Slice 1: June 1-15	PI (Over) Slice 2: June 16-30
Unit	Payee Level				5
Rate	50		75		
Percent	150				

Applying Rule 2, the system processes the positive input entry for slice 2 (June 16-30) but not the corresponding element assignment. Because positive input overrides look to the element assignment within the same slice for missing component values, the positive input uses the Rate component (75) from the assignment in slice 2, and then retrieves the percent value (150) from the rule (as the element assignment in slice 2 does not specify a percentage).

Example: Rule 4 (Many Assignments to One or More Positive Input Additional Rows)

Assume that the following element assignment and positive input entries exist for earning element E1:

Note: In this example, element assignment is abbreviated *Assign*, positive input is abbreviated *PI*, and the positive input action type of additional is abbreviated *Add*.

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level	10	10	2	5
Rate	50	60	75		
Percent	150				

Applying Rule 4, the system resolves E1 as follows:

$$1. 10 \times 60 \times 150\% = 900$$

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level	10			
Rate	50	60			
Percent	150				

The system resolves the first element assignment and goes to the rule definition to obtain missing component values.

$$2. 10 \times 75 \times 150\% = 1125$$

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level		10		
Rate	50		75		
Percent	150				

The system resolves the second element assignment and goes to the rule definition to obtain missing component values.

$$3. 2 \times 50 \times 150\% = 150$$

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level			2	
Rate	50				
Percent	150				

The system resolves the first instance of positive input and goes to the rule definition to obtain missing component values.

$$4. 5 \times 50 \times 150\% = 375$$

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level				5
Rate	50				
Percent	150				

The system resolves the second instance of positive input and goes to the rule definition to obtain missing component values.

Example: Rule 5 (One or More Assignments and a Resolve to Zero Row in Positive Input)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	Rule Definition	Element Assignment (Instance 1)	Element Assignment (Instance 2)	Positive Input (Resolve to Zero)
Unit	Payee Level	10	10	
Rate	50	60	75	
Percent	150			

Applying Rule 5, the system resolves E1 as follows:

E1 = 0

Component	Rule Definition	Element Assignment (Instance 1)	Element Assignment (Instance 2)	Positive Input (Resolve to Zero)
Unit	Payee Level			0
Rate	50			
Percent	150			

The system resolves only the positive input *Resolve to Zero* instance and not the element assignments.

Example: Rule 5 (One or More Assignments and a Resolve to Zero Row in Positive Input—with Element Segmentation Due to Overrides)

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Assume that the following element assignment and positive input entries exist for earning element E1, and that element segmentation occurs based on the begin and end dates of the assignments:

Note: You can set up the system to slice a pay period based on the begin and end dates of the overrides assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM). We discuss how to do this in the topic on trigger definitions.

See [Setting Up Trigger Definitions](#).

Note: In this example, element assignment is abbreviated *Assign*, positive input is abbreviated *PI*, and the positive input action type of *Resolve to Zero* is abbreviated *RTZ*.

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (RTZ)
		Slice 1: June 1-15	Slice 2: June 16-30	Slice 1: June 1-15
Unit	Payee Level	10	10	RTZ
Rate	50	60	75	

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Assign (Instance 2) Slice 2: June 16-30	PI (RTZ) Slice 1: June 1-15
Percent	150			

Applying Rule 5, the system resolves E1 as follows:

1. In slice 1 (June 1-15): $E1 = 0$

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Assign (Instance 2) Slice 2: June 16-30	PI (RTZ) Slice 1: June 1-15
Unit	Payee Level			0
Rate	50			
Percent	150			

In slice 1, the system resolves only the positive input *Resolve to Zero* instance and not the element assignment.

2. In slice 2 (June 16-30): $E1 = 0$

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Assign (Instance 2) Slice 2: June 16-30	PI (Over) Slice 1: June 1-15
Unit	Payee Level		0	
Rate	50			
Percent	150			

In slice 2, the system ignores the element assignment entry for June 16-30 and processes only the resolve to zero instructions entered using positive input. This is because a positive input resolve to zero instance applies not only to elements assigned within the same segment or slice, but to all assignments of the same element in any other slice.

Example: Rule 6 (Element Assignment in Conjunction with Override and Resolve to Zero Rows in Positive Input)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Resolve to Zero)
Unit	Payee Level	10	2	

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Resolve to Zero)
Rate	50	60		
Percent	150			

Applying Rule 6, the system resolves E1 as follows:

1. $2 \times 60 \times 150\% = 180$

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Resolve to Zero)
Unit	Payee Level		2	
Rate	50	60		
Percent	150			

The system resolves the positive input override and goes to both the element assignment and the rule definition for missing component values.

2. $E1 = 0$

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Resolve to Zero)
Unit	Payee Level			
Rate				
Percent				

The system resolves the positive input *Resolve to Zero* instance and not the element assignment.

Example: Rule 9 (Apply Check Box deselected For an Element Assignment)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	Rule Definition	Element Assignment (Apply = No)	Positive Input (Additional)
Unit	Payee Level		2
Rate	50		
Percent	150		

Applying Rule 7, the system resolves E1 as follows:

$$2 \times 50 \times 150\% = 150$$

Component	Rule Definition	Element Assignment (Apply = No)	Positive Input (Additional)
Unit	Payee Level		2
Rate	50		
Percent	150		

The system resolves the positive input entry with the action type of *Additional*. There are no other resolutions of earning E1.

Example: Rule 10 (Apply Check Box deselected For One of Many Element Assignments)

Assume that the following element assignment and positive input entries exist for earning element E1:

Component	Rule Definition	Element Assignment (Apply = Yes)	Element Assignment (Apply = No)	Element Assignment (Apply = Yes)
Unit	Payee Level	10	2	15
Rate	50	60		75
Percent	150			50

Applying Rule 10, there are no resolutions of Earning E1.

Generating Complementary Rules Instances

This topic discusses the conditions that trigger the creation of a complementary rule.

A complementary rule is an earning or deduction that the system resolves automatically to *complement* an existing element assignment when that assignment's begin and end dates do not encompass the entire pay period. For example, suppose that you assign a deduction to a payee with begin and end dates of 1 and 15 January respectively, and that you use a monthly pay period calendar. Under certain conditions, the system automatically generates an assignment for the same element with begin and end dates of 16 and 31 January—in other words, it creates an instance of the deduction in the second slice to complement the existing assignment in the first slice in the segment.

The system generates a complementary rule for an assigned element under these conditions:

1. You select the Active Anytime Within Segment option on the Countries page.

When this is the case, the system processes all element assignments within a period, including those with end dates that come before the period end date.

See [Defining Installation Settings](#).

2. You set up earnings and deductions to trigger element segmentation (slicing) when they are assigned to payees on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM).

See [Understanding Triggers](#).

3. The assignment *begin* date for an earning or deduction comes after the period start date, and/or the assignment *end* date comes before the period end date.
4. You set the eligibility type of the assigned element to *By Eligibility Group* on the Element Group Members page, and you specify an override level of *Payee* for the element on the Earning or Deduction Name page.

See [Defining Element Groups, Override Levels](#).

Note: When you select an override level of *Payee* on the Earning or Deduction Name page, you enable the element to be assigned at the payee level using the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM).

In addition, the following must be true:

Note: These rules assume that there are no user field values associated with the earning or deduction on the assignment pages or on the Earning or Deduction Definition pages. To see how the rules change when there are user fields, review the topic on multiple resolutions.

- There can be no positive input *Override* for the same element in any slice in the pay period.

A positive input *Override* in any slice prevents the creation of a complementary rule in all other slices.

- There can be no positive input *Do Not Process* entry for the same element in any slice in the pay period.

A *Do Not Process* entry in any slice prevents the creation of a complementary rule in all other slices.

- There can be no positive input *Resolve to Zero* entry for the same element in any slice in the pay period.

A *Resolve to Zero* entry in any slice prevents the creation of a complementary rule in all other slices.

Note: The system does not create complementary rule instances where there is already an element assignment for an earning or deduction. For example, if there is an existing assignment for the period 1 to 15 January, and you add an assignment for the same element with begin and end dates of 16 January and 31 January respectively, the system does not generate a complementary rule for the second slice (16-31 January).

Note: The system never generates more than a single complementary rule instance for an assigned element in any slice, even when there are multiple assignments of the same element. For instance, if you assign the same deduction five times in the first slice in a pay period, the system generates only one complementary rule instance in the second slice.

Note: Positive input *additional* rows in a slice do not prevent the creation of a complementary rule instance in the same or any other slice.

When *all* of these conditions are met, the system creates a complementary rule using definition of the unit, rate, percent, or amount components specified in the *calculation rule* of the earning or deduction.

Note: The calculation rule is the definition of the earning or deduction specified in the Earnings Definition (GP_EARNING) and Deductions Definition (GP_DEDUCTION) components.

The following examples illustrate how and under what circumstances the Global Payroll system generates complementary rule instances.

Example: An Earning Assignment Triggers the Creation of A Complementary Rule Instance

Assume that there is an element assignment for earning element E1 (calculation rule of Rate x Unit x Percent). Eligibility is by eligibility group and the begin and end dates of the element assignment are June 1 and June 15 respectively:

Note: In this example, element assignment is abbreviated *Assign*.

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Slice 2: June 16-30
Unit	5	2	
Rate	50	60	
Percent	150	100	

The system divides the calendar into two slices based on the assignment begin and end dates (slice 1 = June 1-15; slice 2 = June 16-30).

The system resolves E1 as follows:

1. In slice 1 (June 1-15): $2 \times 60 \times 100\% \times .5$ (proration factor) = 60

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Slice 2: June 16-30
Unit	5	2	
Rate	50	60	
Percent	150	100	

2. In slice 2 (June 16-30): $5 \times 50 \times 150\% \times .5$ (proration factor) = 125

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	Complementary Rule Slice 2: June 16-30
Unit	5		5
Rate	50		50
Percent	150		150

The system creates a complementary rule instance for E1 in slice 2 (June 16-30) using the rule definition (the definition of the earning specified in the Earning Definition component).

Example: A Positive Input Override Prevents the Creation of A Complementary Rule Instance

Assume that an element assignment and positive input entry exist for earning element E1 (calculation rule of Rate x Unit x Percent). Eligibility is by eligibility group and the begin and end dates of the element assignment and the positive input entry are June 1 and June 15 respectively:

Note: In this example, element assignment is abbreviated *Assign*, positive input is abbreviated *PI*, and the positive input action type of override is abbreviated *Over*.

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	PI (Over) Slice 1: June 1-15	Slice 2: June 16-30
Unit	5	10	2	
Rate	50	60		
Percent	150			

The system divides the calendar into two slices based on the assignment begin and end dates (slice 1 = June 1-15; slice 2 = June 16-30).

The system resolves E1 as follows:

1. In slice 1 (June 1-15): $2 \times 60 \times 150\% \times .5$ (proration factor) = 90

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1-15	PI (Over) Slice 1: June 1-15	Slice 2: June 16-30
Unit	5		2	
Rate	50	60		
Percent	150			

In keeping with Rule 1 described in the topic *Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions*, the system processes the positive input entry for slice 1 (June 1-15) but not the corresponding element assignment. The system looks to the element assignment in slice 1 for the Rate component (60) that is missing from positive input, and then retrieves the percent value (150) from the rule (as the element assignment in slice 1 does not specify a percentage).

2. In slice 2 (June 16-30): The system does not create a complementary rule instance for E1 because the positive input override in the first slice blocks the creation of the complementary rule in all other slices.

Example: Complementary Rule Instance Not Created Because of Do Not Process Instructions in Positive Input

Assume that there is a positive input entry and an element assignment for earning element E1 and that eligibility is by eligibility group (the calculation rule of E1 is Rate x Unit x Percent). The begin and end dates of the positive input entry are June 1 and June 10, and the begin and end dates of the element assignment are June 11 and June 20 respectively. The positive input entry has an action type of *Do Not Process*:

Note: In this example, positive input is abbreviated *PI* and element assignment is abbreviated *Assign*.

Component	Rule Definition	PI (Do Not Process) Slice 1: June 1-10	Assign (Instance 1) Slice 2: June 11-20	Slice 3: June 21-30
Unit	5		10	
Rate	50		60	
Percent	150			

The system divides the calendar into three slices based on the assignment begin and end dates (slice 1 = June 1-10; slice 2 = June 11-20; slice 3 = June 21-30).

The system resolves E1 as follows:

1. In slice 1 (June 1-10): The system does not process E1 because of the do not process instructions.
2. In slice 2 (June 11-20): The system does not process E1 because the do not process instructions in the first slice prevent processing in all other slices in the same segment.
3. In slice 3 (June 21-30): The system does not create a complementary rule instance because the do not process instructions in the first slice block the creation of the complementary rule in all other slices.

Resolving Overrides in Batch Processing

This topic discusses overrides in batch processing.

The following table describes how overrides to supporting elements are resolved during batch processing.

Program	Process
Payee Data Manager	Resolves hierarchy between pay entity, pay group, payee, and calendar supporting element overrides and loads the override with the highest priority into a supporting element override/value array.
PIN Manager	<p>Checks to see if the supporting element is resolved.</p> <ul style="list-style-type: none"> • If the element isn't resolved, the Payee Data Manager looks for a supporting element override. <ul style="list-style-type: none"> • If a supporting element override exists, the override value is used. • If no supporting element override exists, the PIN resolution program is called. • If the element is resolved, the PIN manager checks the RECALC logic. <ul style="list-style-type: none"> • If RECALC = NO, the PIN manager returns the previously resolved value. • If RECALC = YES, the system looks for a supporting element override. If none exists, the PIN manager calls the PIN Resolution program to resolve the element.
Element Assignment	An array, formula, bracket, or date extract can assign a value to another element. In this case, the element is considered resolved.
Earning/Deduction/Entitlement/Take program	<p>Applies primary element overrides, then payee/element overrides, and finally positive input overrides, as applicable, to a supporting element used by an earning, deduction, take, or entitlement element.</p> <p>The primary element overrides are in force for the duration of the earning, deduction, take, and entitlement element resolution. The payee/element overrides are in force for the duration of the take and entitlement resolution. For earning and deduction elements, the payee/element overrides and the positive input overrides are in force for each earning/deduction instance.</p> <p>For each type of override, the program saves and stores the current value of the supporting element before assigning the override value. When the override is no longer in force, the saved value of the supporting element is restored</p>

Earning/Deduction Program Flow

Here's what happens in the Earning/Deduction Program:

1. Retrieve the earning, deduction, take, or entitlement element rule definition.

2. When a primary element override exists (that is, when there are instructions to override a supporting element that is associated with an earning, deduction, take, or entitlement), retrieve and store the current value of the supporting element.

Set the value of each supporting element to the override value (to be in force for the duration of the earning or deduction resolution).

3. Loop per instance.

Note: For take and entitlement elements, there is only 1 resolution of the element. For earning and deduction elements, there can be many instance resolutions.

4. When payee/element or positive input supporting element overrides exists, retrieve and store the current value for each supporting element with an override value.

5. Set the override value of each supporting element.

When there are both payee/element and positive input overrides for the same supporting element, the positive input override is applied.

6. Apply payee/element field by field overrides to the rule.

Apply positive input field by field overrides to the rule.

7. Calculate the earning/deduction instance.

8. Add the instance return values to the PIN Manager Return List (earning/deduction + components).

9. Reset the previous value of each supporting element that was overridden via payee/element and positive input supporting element overrides.

10. End instance loop.

11. Reset the previous value of each supporting element that was overridden via primary element overrides. This completes the restoration of the supporting elements to the values in effect prior to the earning, deduction, take, or entitlement resolution.

Managing Element Eligibility and Resolution

Element Eligibility

This topic discusses how the system determines which elements are eligible for resolution.

The system determines which earning, deduction, absence take, and frequency-based entitlement elements that it encounters on a process list are eligible for resolution, using the eligibility program, which applies eligibility tests.

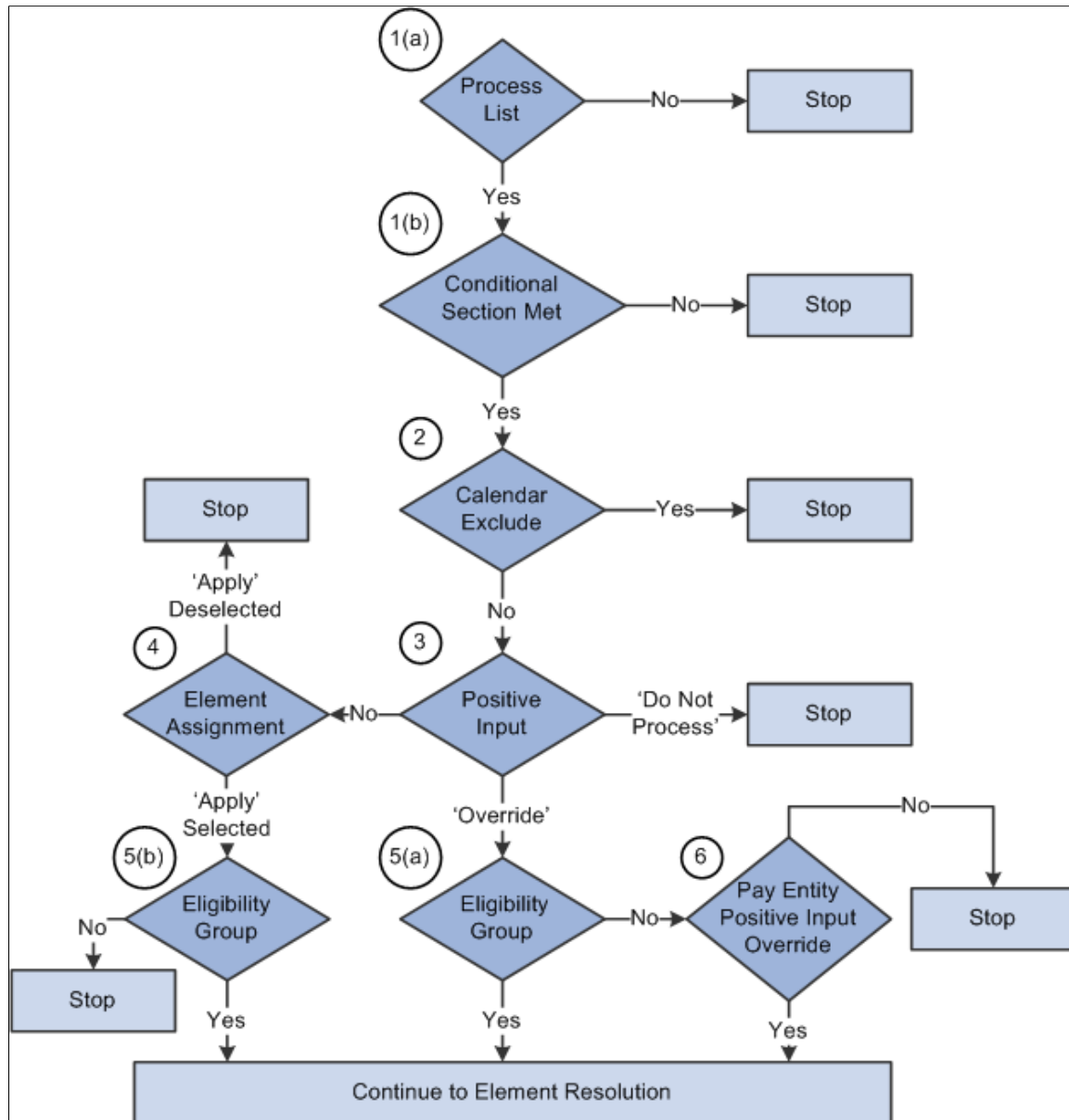
- If the element passes, the system sets the eligibility switch to Yes and a process switch to Yes. The Process List Manager calls the PIN Manager to resolve the element.
- If the element is ineligible, the process switch is generally set to No and the element isn't resolved.

Under certain circumstances, the process switch is set to Yes, even if the element isn't eligible, for example, when a retroactive delta for an earning or deduction is forwarded to the calendar or when a

deduction has an outstanding arrears balance. In such cases, the system might bring the delta in as an adjustment or resolve the arrears balance but not the earning or deduction element itself.

Image: Element eligibility diagram

This diagram illustrates what the system checks to determine element eligibility.



To determine element eligibility the system checks:

1. Process list.

The process list provides the first test of eligibility. The element must be in a section of the process to be eligible for resolution.

Process lists can specify conditions under which sections are resolved. If a section isn't resolved because the required conditions are not met, no further processing occurs for that section's elements.

Note: With a generate positive input section, the system checks element eligibility while processing the target calendar, not when processing the source calendar that generates positive input.

2. Calendar exclude.

The eligibility program checks to see if you've entered instructions to exclude the element from the calendar that's currently being processed. If the element is excluded, the eligibility switch is set to No. The element isn't resolved, no positive input is used, no pay backs from arrears balances occur, and no adjustments are forwarded. (If you exclude an element, you can still assign it a value in a formula.)

3. Positive input.

If there's no positive input, the system checks for an element assignment (step 4).

If there's a positive input instance with the *Override* action type (and no *Do Not Process* instances), the system checks the eligibility group (step 5).

If there's a positive input instance with the *Do Not Process* action type, the Eligibility program sets the process switch to No, even if there are other instances with an *Override* or *Add* action type. It takes only one *Do Not Process* instance to stop processing the element.

Note: In this context, if the element has user fields, element means element/user field set. For example, assume that STATE is a user field for garnishments, and a payee has garnishments for both Nevada and California. A *Do Not Process* instance for a garnishment positive input for Nevada would not affect the eligibility of the same garnishment positive input for California. This caveat applies to several of the following bullet points.

See [Understanding Multiple Resolutions](#).

4. Element Assignment.

There are two functions of an element assignment. The first is to assign an element to a payee. The second allows you to override the element definition for a payee.

If there is no positive input, the system checks for instructions that assign or override the element at the payee level; entered through the Payee Assignment by Element page, Element Assignment by Payee page, or Entitlement/Take Assignment page.

If there is no element assignment the system checks the eligibility group for the element (see step 5).

If there is an element assignment with the Apply check box selected the system checks the eligibility group (see step 5).

If there is an element assignment with the Apply check box not selected for an element, the eligibility program sets the process switch to No. The element will fail eligibility even if the element is in the payee's eligibility group. In this way, the user may override the element's eligibility definition.

Note: When adding an element to an eligibility group, you can specify that the element will only pass eligibility if there is input at the payee level for that element. This applies to both positive input and element assignments. The lack of positive input or an element assignment in this case causes the element to fail eligibility (see step 5).

5. Eligibility group.

Elements are added to an eligibility group and designated as payee level or by eligibility group. Elements designated at the payee level require input at the payee level for that element. This is accomplished through the use of positive input or element assignments (noted in steps 3 and 4 above).

If there is positive input with the Action Type of *Override* (and no *Do Not Process* instances) and the element is in the payee's eligibility group, the system sets the process and eligibility switches to Yes. Otherwise, it checks setup for a pay entity override (step 6).

If there is an element assignment and the Apply check box is selected, and the element is in the payee's eligibility group, the system sets the process and eligibility switches to Yes.

If there is no positive input or element assignment, the system checks if the element is in the payee's eligibility group designated *By Eligibility Group* and sets the process and eligibility switch to Yes. If the element is not in the eligibility group, processing of the element stops.

6. Pay Entity override.

If you've enabled positive input overrides for the pay entity (on the Pay Entity - Processing Details page), the element is eligible for resolution even though it is not in the payee's eligibility group.

Note: If a deduction element with an arrears balance doesn't pass the eligibility criteria, the system still performs payback processing when the Arrears Payback Controlled By option on the Deduction - Arrears page specifies *All Pay Runs*.

Related Links

[Understanding Processing Elements](#)
[Calendars - Excluded Elements Page](#)
[Understanding Positive Input](#)
[Element Assignment By Payee Page](#)
[Understanding Multiple Resolutions](#)

Element Resolution

This topic provides an overview of element resolution and discusses:

- Definition as of date.
- Begin and end dates.
- Generation control.
- Arrears.
- Earnings and deductions.
- Overrides.
- Recalculate options.

Understanding Element Resolution

There are many factors that affect the resolution of an element that meets the eligibility criteria. In general, there's an element resolution program for each element type. Earning and deduction elements are handled by the same program.

Definition as of Date

All effective-dated elements contain a Definition As Of Date field, which tells the system which effective-dated row to use when retrieving an element definition. You provide the Definition As Of Date information on the Element Name page. If, for example, you select *Calendar Period Begin Date*, the system retrieves the element definition that was in effect as of the calendar period's first day.

Related Links

[Understanding the Process of Selecting Definition As Of Dates](#)

Begin and End Dates

Begin and end dates are used with override instructions, specifying the period during which an override applies. Processing rules for begin and end dates vary, depending on the type of override that's being processed.

Related Links

[Begin and End Date Logic for Overrides](#)

Generation Control

Generation control enables you to further control whether an earning, deduction, absence entitlement, or entitlement adjustment is processed for a payee. You define the criteria under which elements should be resolved. Criteria can be based on HR status, run type, segment status, and other parameters.

For each parameter, you select whether the entries exclude or include the element during batch processing. Each payee must pass all generation control conditions for the element to be processed.

If a payee fails generation control for a deduction, payback processing might still occur and retroactive adjustments can still resolve. If a payee fails generation control for an earning, retroactive adjustments still resolve.

Related Links

[Defining Generation Control Elements](#)

Arrears

When a deduction fails generation control processing, payback processing can still occur, depending on the Arrears Payback Controlled By field on the Arrears page. The two values are *All Pay Runs* and *Deduction Schedule*. *Deduction Schedule* means the deduction must have passed generation control to do arrears payback processing. *All Pay Runs* means that even if the deduction doesn't pass generation control, payback processing occurs.

Related Links

[Understanding Net Pay Validation and Arrears Processing](#)

Earnings and Deductions

The following explains the element resolution code in the earnings/deduction program.

1. After passing eligibility, the element rule is overlaid with entries from the Payee Assignment By Element page, the Element Assignment By Payee page, or the Positive Input page.

If required payee level components are missing, the element isn't resolved. Retroactive adjustment processing and payback processing can still occur.

Note: In this context, element means element/user field set.

See [Understanding Multiple Resolutions](#).

2. The last step is checking generation control.

If generation control fails, the earning or deduction element doesn't resolve but the arrears payback and retroactive adjustment processing can occur.

Related Links

[Understanding Earning and Deduction Elements](#)

Overrides

You can override a value or an element definition at various levels. For example, you can override primary elements, such as earnings, deductions, and absences, at the payee level and exclude an element from the process list for all payees, by using the calendar exclude feature.

You can not allow payee level overrides for an element by deselecting the Payee check box on the Element Name page, Override Levels group box.

If there are several levels of overrides for an element, the system follows a hierarchy during processing.

Related Links

[Understanding Overrides](#)

Recalculate Options

The Always Recalculate option on the Element Name page, the Retro Recalculation Option on the Earnings/Deductions - Calculation page, and the Recalculate option on the section component determine the recalculation options.

If you select Always Recalculate on the Element Name page, the system recalculates the element whenever it encounters it in the calculation process. So when you're updating a formula and recalculating or resolving it, the system uses the previously resolved value of the element if this check box is deselected. Always Recalculate applies only to the period that's being resolved.

On the Earnings/Deductions Calculation page, the Retro Recalculation Option enables you to select *Always Recalculate* or *Do Not Recalculate*. If *Do Not Recalculate* is selected, the earning/deduction program doesn't resolve the element in a retroactive period, but returns the value from the previous calculation. This applies to earnings and deductions, their components, arrears processing, and retroactive adjustments.

Note: The Recalculate setting on a section applies only to the element on that section, not to the entire element resolution chain. In other words, it does not apply to the elements used by the parent element.

PIN Manager Logic

When the PIN Manager is called to resolve an element, it:

1. Checks to see whether the element has already been resolved for the current time frame (segment or slice).
2. If the element isn't resolved, it calls the appropriate element resolution program to resolve it.
3. If the element is resolved, the system checks the recalculation logic.

Recalculation Logic

The recalculation logic is as follows:

1. The system reads the Always Recalculate check box on the Element Name page.

If the check box is selected, the appropriate element resolution program is called; if it isn't, the system takes the next step.

2. If the PIN Manager was called from the process list, the PIN Manager reads the Recalculate check box from the section of the current element.

If the check box is selected, the appropriate element resolution program is called. If the check box isn't selected, the PIN Manager returns the previously resolved value for the element. The element isn't recalculated.

Example 1

You assign a value of 10 to variable V1 in formula F1 and use V1 in a different formula, F2. If V1 has Always Recalculate selected, the following occurs:

When the formula program calls the PIN Manager to get the V1 value, it determines that V1 is resolved. Because Always Recalculate is selected, the PIN Manager calls the variable element resolution program to resolve the element. V1 is resolved to whatever the definition contains. The value assigned to V1 from F1 is lost.

If you deselect the Always Recalculate check box for V1, the value assigned to V1 from the formula isn't lost. The PIN Manager, called from F2 to resolve V1, determines that V1 is resolved. Additionally, it determines that Always Recalculate isn't selected and returns the previously resolved value to the formula program.

Dates, arrays, and brackets can assign values to variables. For proper calculation, you must consider recalculation logic.

Example 2

In this example, the Always Recalculate check box must be selected. During resolution of a count element, daily processing occurs. The PIN Manager is called to resolve the formula, which isn't used elsewhere, once each day. The formula is resolved for the first day. On the second day, the first-day value is used, unless Always Recalculate is selected for the formula.

Related Links

[Understanding Retroactive Methods](#)

Managing Multiple Resolutions of an Earning or Deduction

Understanding Multiple Resolutions

You can cause an element to resolve multiple times in a single segment by:

- Slicing or segmenting the element (using element or period segmentation).

When you segment elements using period or element segmentation, Global Payroll resolves the elements multiple times.

- Entering positive input for an element using an Action Type of *Additional*, *Override*, or *Resolve to Zero*.

When you enter *additional* positive input for an element, the element resolves once using the element's rule definition—or if there are element overrides, using the override values. The element resolves again using the values associated with the add-type instance of positive input.

When you enter multiple positive input *overrides*, the system resolves them separately by instance number.

- Entering multiple instances of an element on the element assignment pages.

For example, you could enter the same garnishment multiple times for the same periods or segments. The system assigns an instance number to each entry and processes each one separately.

- Defining an accumulator driver to cause multiple resolutions of an earning or deduction.

For each instance of the accumulator, there is a corresponding resolution of the earning or deduction that it drives.

This topic focuses on these types of multiple resolutions:

- Resolutions generated by positive input.
- Resolutions initiated by element assignments.
- Resolutions initiated by accumulator drivers.

Multiple resolutions of an element initiated by segmentation are discussed in the topic on segmentation.

Related Links

[Understanding Segmentation Setup](#)

Common Elements Used in Managing Multiple Resolutions

Earning/Deduction Assignment

The term *earning/deduction assignment* refers to the assignment of an earning, deduction, or supporting element override to a payee on the Element Assignment By Payee, Payee Assignment By Element, and Element Detail pages.

Note: In tables and graphics this term is often abbreviated *E/D Assignment*.

Positive Input

Positive input refers to earning and deduction data that is entered for a single pay period on the Positive Input and Positive Input - Details pages.

Note: In tables and graphics, this term is often abbreviated *PI*.

Note: The action types of *Override* and *Additional* that can apply to an instance of positive input are often abbreviated *Over* and *Add*.

Related Links

[Defining Payee Overrides](#)

[Understanding Positive Input](#)

Generating Multiple Resolutions Using Positive Input

To initiate multiple resolutions of an element using positive input:

1. Define the element with an override level of *Payee* and *Positive Input*.

Do this on the Element Name page for the earning or deduction.

2. Enter positive input for the payee and the element using the Action Type of *Additional* or *Resolve to Zero*, or define multiple positive input rows with an Action Type of *Override* or *Additional*.

Do this on the Positive Input page.

Example 1: Using Positive Input Additional Instances to Generate Multiple Resolutions

When you enter *additional* positive input for an element, the system resolves the element once using the element level definition (or if there are overrides for the element, using the override values), and resolves it again using the additional positive input values. For example, if you define an earning as a flat amount with a value of 1000 EUR at the element level, and enter *additional* positive input of 500 EUR, Global Payroll resolves the element once using the value of 1000 EUR, and again using a value of 500 EUR.

Example 2: Using Positive Input Override Instances to Generate Multiple Resolutions

If you create more than one positive input entry for an element using the Action Type of *Override*, the system assigns a different instance number to each entry and resolves them separately. For example, if you define an earning as a flat amount with a value of 100 USD at the element level, and enter two positive input *overrides* for the element for 200 USD, Global Payroll resolves each entry separately (200 USD + 200 USD), but does not resolve the earning using the element level definition (100 USD).

Example 3: Using Positive Input Resolve to Zero Instances to Generate Multiple Resolutions

If you enter a positive input override as well as a *resolve to zero* instance, the system resolves the override as well as the resolve to zero row. For example, if you define a deduction as a flat amount with a value of 500 USD at the element level, and enter a positive input *override* for 200 USD as well as a *resolve to zero* row, the system resolves the element twice: once for 200 USD and again for 0 USD.

Note: The resolve to zero action does not affect other instances of positive input—it applies only to itself.

Pages Used to Generate Multiple Resolutions Using Positive Input

Page Name	Definition Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input	Assign positive input and enter earning and deduction amounts.
Positive Input - Details	GP_PI_MNL_SEC	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input - Details Click the Detail button on Positive Input page, Main Components tab.	Enter positive input override details.

Related Links

[Understanding Segmentation Setup](#)

[Understanding Overrides](#)

[Understanding Positive Input](#)

Generating Multiple Resolutions Using Element Assignments

This topic provides an overview of multiple resolutions using element assignments, and discusses how to:

- Generate multiple resolutions using element assignments without user fields.

- Generate multiple resolutions using element assignments with user fields.

Pages Used to Generate Multiple Resolutions Using Element Assignments

Page Name	Definition Name	Navigation	Usage
Element Assignment By Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee, Element Assignment By Payee	By payee, override specific earning and deduction elements, or disable earning/deduction elements.
Payee Assignment By Element	GP_ED_ELEM	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Payee Assignment By Element, Payee Assignment By Element	By element, override specific earnings and deductions for payees, or disable earning/deduction elements.
Element Detail	GP_ED_PYE_DTL_SEC	<ul style="list-style-type: none"> • Click the element name link on the Element Assignment By Payee page. • Click the payee ID link on the Payee Assignment By Element page. 	Use this page to: <ul style="list-style-type: none"> • Assign/override the component values defined for an earning or deduction element. • Assign/override variable values associated with an earning or deduction assigned to a payee. • Override generation control, frequency, and arrears.

Understanding Multiple Resolutions Using Element Assignments

In Global Payroll you can cause multiple resolutions of an earning or deduction using element assignments.

There are two ways to do this:

- You can enter multiple earning or deduction assignments with overlapping begin and end dates, without specifying user fields.
- You can define separate instances of an earning or deduction assignment with overlapping begin and end dates, and specify user fields.

Generating Multiple Resolutions Using Element Assignments without User Fields

When the system encounters multiple assignments of an element with overlapping begin and end dates on the earning/deduction assignment pages (without user fields), it resolves each assignment separately, without generating a unique accumulator instance for each resolution.

For example, if you define three instances of Deduction A in July, the system resolves each instance, and sums the results in the auto-generated accumulators for the deduction.

Note: You can define other, non auto-generated accumulators to store each element's resolution separately if you want, but the auto-generated accumulators automatically sum the resolutions.

To generate multiple resolutions of an earning or deduction using element assignments without user fields:

1. Define the earning or deduction on the element definition page.
2. Select *Payee* as the override level when you define the earning or deduction.
3. Access the Element Assignment By Payee page or the Payee Assignment By Element page, and enter more than one assignment for the same element.

The system automatically assigns an instance number to each entry to distinguish one assignment from another.

Note: You can use the Process Order field to control the order in which an element is processed if there is more than one instance of the element per segment.

When payroll processes the element, it resolves it once for each entry, and sums the results in the auto-generated accumulators.

Example: Earning and Deduction Assignments without User Fields

Consider the following example of a garnishment deduction:

<i>Deduction Name</i>	<i>Instance Number</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Amount</i>
Garnishment A	1	March 1, 2003	February 28, 2006	100
Garnishment A	2	June 15, 2003	December 31, 2003	350
Garnishment A	3	July 1, 2003	June 30, 2004	1200

In this example:

- There are three instances of the garnishment on the element assignment pages (instances 1, 2, and 3).
- During payroll processing in July 2003, the deduction resolves three times (once for each element assignment in the same payroll period or segment).
- The system does not create a unique accumulator instance corresponding to each element assigned. Instead, it sums the resolutions in a single accumulator instance.

Generating Multiple Resolutions Using Element Assignments with User Fields

When the system encounters multiple assignments with overlapping begin and end dates and different user field values, it resolves each assignment separately. Depending on the user keys of the accumulators, the system generates separate accumulator instances to store the different resolutions:

- If the user keys on the auto-generated accumulators (or other accumulators created to store the element's resolutions) match the element's user fields, the system generates separate accumulator instances to store each resolution of the element.

For example, if you define three instances of Deduction A in July, you associate the deduction with the user field *Location*, and there are deduction assignments for three locations (locations A, B, and C) in a single segment, the system resolves the deduction for each location, and stores the results in separate accumulator instances (one for each location).

- If the user keys on the auto-generated accumulators (or other accumulators created to store the element's resolutions) do not match the element's user fields, the system may or may not sum all resolutions of the element in a single accumulator instance.

The exact behavior depends on how the system resolves the accumulator keys (if any). For example, assume that Deduction A has a user field of state, and that the corresponding accumulator has a user key of company. If there are two instances of the deduction (one for California and one for New York), and the first instance is associated with company ABC while the second is associated with company DEF, the system would create a separate accumulator instance for each resolution.

To generate multiple resolutions using element assignments with user fields:

1. Define the earning or deduction on the element definition pages.

For example, define a loan payback deduction called LOAN.

2. Click the User Fields link on the Element Name page for the earning or deduction to access the User Fields page.

For example, click the User Fields link for the LOAN deduction.

3. Define a user field on the User Fields page so that you can make unique assignments of the element based on user field values.

For example, define a user field called Loan Type.

4. Define the user field as a variable and specify the name of the variable.

User fields associated with an earning or deduction must be defined as variables. This is because only variables can be overridden on the element assignment pages.

Note: To associate a variable with an element using user fields, you must have previously defined the variable on the variable definition pages. You define the value of the variable on the Element Assignment By Payee and Element Detail pages when you assign the element to a payee.

5. (Optional) Click the Copy User Fields button on the Auto-Generated Accumulators page of the earning/deduction definition component to transfer the element's user fields to the auto-generated accumulators.

If you do this, the system generates a separate accumulator instance for each resolution with a different user field value.

Note: The system automatically transfers the user fields associated with a deduction to the deduction's auto-generated arrears accumulators—you do not need to *copy* user keys to the arrears accumulators. However, you must click the Copy User Fields button to transfer user fields to all other auto-generated accumulators.

6. Select *Payee* override as the override level on the earning or deduction definition.
7. Access the Element Assignment By Payee page or the Payee Assignment By Element page, and enter multiple element assignments for the payee using the Instance Number and the user fields to distinguish one assignment from another.

When payroll processes the element, it resolves each entry, and generates a separate accumulator instance for each assignment with unique user field values.

For example, assign the LOAN deduction multiple times to the same payee with different instance numbers and different user field values (different loan types).

Example: Earning and Deduction Assignment with User Fields and Matching Accumulator Keys

Consider the following example of a loan payback deduction:

<i>Deduction Name</i>	<i>Instance Number</i>	<i>Begin Date</i>	<i>End Date</i>	<i>Amount</i>	<i>Supporting Element Override for User Field = Loan Type</i>
LOAN	1	July 1, 2003	February 28, 2006	100	Car
LOAN	2	June 15, 2003	December 31, 2003	350	Personal
LOAN	3	July 1, 2003	June 30, 2004	1200	Education

In this example:

- The loan payback deduction is associated with the User Field Loan Type.
- The user field Loan Type is a user key on the auto-generated accumulators for the LOAN deduction.
- Three loans with different user field values are assigned on the element assignments pages (instances 1, 2, and 3).
- During payroll processing in July, the deduction resolves three times (once for each instance), and the system generates three corresponding accumulator instances.

Related Links

[Understanding Earning and Deduction Elements](#)

Understanding AccumulatorsDefining Payee Overrides

Generating Multiple Resolutions Using Accumulator Drivers

This topic provides an overview of multiple resolutions using accumulator drivers, and discusses how to define the basic rules for earnings and deductions that use accumulator drivers.

Pages Used to Generate Multiple Resolutions Using Accumulator Drivers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
User Fields	GP_PIN_USR_FLD_SEC	<ul style="list-style-type: none"> Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name <p>Click the User Fields link on the Earnings Name or Deduction Name page.</p>	<p>Use to:</p> <ul style="list-style-type: none"> Associate user fields with the earning or deduction elements that you want to accumulate in the driver accumulator. Associate user fields with the earning or deduction element <i>driven</i> by the driver accumulator. Associate a driver accumulator with the earning or deduction that it drives.
Accumulator Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name	Name the driver accumulator.
Level	GP_ACCUMULATOR_1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level	Define the user keys of the driver accumulator.
Definition	GP_ACCUMULATOR_2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Definition	Define the period of the driver accumulator (for example, <i>Segment</i> or <i>Custom Period</i>).
Members	GP_ACCUMULATOR_3	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members	Define the members (earnings or deductions) that contribute to the driver accumulator.

Understanding Multiple Resolutions Using Accumulator Drivers

In Global Payroll you can define an accumulator driver to cause multiple resolutions of an earning or deduction. For each instance of the accumulator, there is a corresponding resolution of the earning/deduction element that it drives.

To set up an accumulator to drive multiple resolutions of another element, you must define:

- The elements to accumulate in the driver.
- The driver accumulator itself.
- The elements (earnings or deductions) that are driven by the accumulator.
- The user fields to generate separate accumulator instances of the elements that feed the accumulator driver.

Follow these steps to generate multiple resolutions using accumulator drivers:

Note: The steps outlined in this topic represent one possible approach to defining an earning or deduction that uses an accumulator driver. Your setup may differ from the one described here.

1. Define the earning or deduction element to accumulate in the accumulator driver.

For example, define an earning called SALARY.

2. Click the User Fields link on the Element Name page for the earning or deduction to access the User Fields page.

For example, select the User Fields link on the Earnings Name page for the SALARY element.

3. Associate the earning or deduction with user fields on the User Fields page to generate unique accumulator instances by user field for the different resolutions of the element.

This field can be a variable or a system element.

For example, if you are defining a taxable earning (SALARY) that needs to be kept separate by state or location, define a user field called State or Location.

Note: If you define the user field as a variable, you must have previously defined the variable on the variable definition pages.

4. Define a segment accumulator to store the earning or deduction. The user keys of the accumulator should match the user fields defined for the earning or deduction.

For example, define an accumulator called State Taxable Gross and use State as an accumulator key to separate taxable earnings by state.

Note: If you use State as the user key of the accumulator, when the SALARY element resolves for different states, the system will generate unique accumulator instances by state.

5. If the accumulator defined in step 4 drives the resolution of an earning or deduction, identify the accumulator as the driver of that element using the Driver Accumulator field on the Element Name page.

For example, if you define a tax deduction that should be resolved for each state with taxable earnings, define the State Taxable Gross accumulator as the driver accumulator for the deduction.

Note: Earnings and deductions automatically inherit the user keys of the driver accumulator to which they are linked. These user keys become the user fields of the earning or deduction element.

Example: Using Accumulator Drivers to Cause Multiple Resolutions

This table lists the instances of a driver accumulator for a state tax deduction:

<i>Driver (Accumulator Name)</i>	<i>User Key (State)</i>	<i>Result Value</i>
State Taxable Gross	State A	6000
State Taxable Gross	State B	5500
State Taxable Gross	State C	7000

This accumulator stores earnings, such as salary and overtime, that are taxed at the state level, and has the user key *State*.

The earnings it accumulates are also associated with the user field *State*.

The State Taxable Gross accumulator drives multiple resolutions of the State Income Tax deduction.

This deduction is defined as 20% of State Taxable Gross.

There are three resolutions of the state income tax corresponding to the three driver accumulator instances:

<i>Deduction (20% of State Taxable Gross)</i>	<i>User Field (State)</i>	<i>Result Value</i>
State Income Tax (Instance 1)	State A	1200
State Income Tax (Instance 2)	State B	1100
State Income Tax (Instance 3)	State C	1400

In this example:

- Because the user field *State* is associated with each taxable earning element (for example, salary and overtime earnings), the earnings automatically populate the correct instance of the State Taxable Gross accumulator.
- The State Taxable Gross accumulator is defined as the driver of the State Income Tax deduction.
- The State Income Tax deduction automatically inherits the user keys of the driver accumulator.
- For each occurrence of the driver accumulator, there is a separate resolution of the state income tax deduction.

Related Links

[Understanding Earning and Deduction Elements](#)

[Understanding Accumulators](#)

Defining Basic Rules for Earnings and Deductions Using Accumulator Drivers

This topic discusses basic rules for:

- Earnings and deductions that use accumulator drivers.
- Accumulators used as accumulator drivers.

Earnings and Deductions That Use Accumulator Drivers

Earnings and deductions using accumulator drivers must conform to these rules:

- The earning or deduction elements must have the same user fields as the user keys of the driver accumulator.

Note: Earnings and deductions automatically inherit their user fields from the user keys of the driver accumulator.

- The user fields of the earning or deduction must be in the same order as the user keys of the driver accumulator.
- You cannot define an earning or deduction with a driver and no user key.

There must be at least one user field (corresponding to a user key on the accumulator) associated with the earning or deduction.

- The only elements that can be resolved multiple times using a driver accumulator are earnings and deductions.
- Earning and deductions driven by an accumulator cannot use their own auto-generated accumulators as drivers.

Note: As a general rule, an accumulator used as a driver cannot include the element it is driving, because this would create a circular reference.

Note: The prompt view for the Driver Accumulator field on the earning and deduction Name page automatically excludes auto-generated accumulators.

- An earning or deduction element can have only one driver.

Accumulators Used as Driver Accumulators

Accumulators used as drivers must conform to these rules:

- The only element type that can be used as a driver is an accumulator.
- Only segment accumulators can be used as drivers.

- A segment accumulator used as a driver must be an *As Contributing* type accumulator.
- There must be at least one user key defined for an accumulator used as a driver.

Note: On the earning and deduction Name page, the prompt for valid driver accumulators displays only accumulators that are defined as segment and as contributing, and that have at least one user key defined.

- The user keys of the driver accumulator automatically become the user fields of the earning or deduction.
- The system automatically defaults the user keys of the driver to the *arrears* accumulator.

You cannot alter the key structure of the arrears accumulator. However, the system does not automatically default the key structure of the driver to other auto-generated accumulators. You can define a different set of keys for these accumulators, or use the same keys.

Note: If you want to use the same set of keys for all of the auto-generated accumulators, click the Copy User Fields button on the Auto Generated Accumulators page. If you do this, the system generates separate accumulator instances of the driven element based on the key values.

- The system does not prevent you from changing the accumulator keys of a driver after it is associated with an earning or deduction.

If you do change the user keys, Global Payroll updates the user fields of the earning/deduction to match the accumulator keys. If the driven element is a deduction, the auto-generated arrears accumulators automatically inherit the new key structure. However, you must click the Copy User Fields button to update other auto-generated accumulators, and after an earning or deduction is processed, no additional changes can be made to the driver's user keys (the user keys become unavailable for data entry).

Defining Interactions Between Positive Input Entries and Element Assignments with User Field Sets

This topic discusses how Global Payroll processes competing overrides when there are element assignment and positive input entries for the same earning or deduction, and the earnings and deductions have associated user fields.

It explains how Global Payroll:

- Defines user field sets.
- Fills out user field sets.
- Matches earning/deduction assignments with positive input entries.
- Defines the processing order of earning/deduction assignments and positive input entries.

The concepts discussed here are critical to understanding the interaction between positive input entries and element assignments when user fields have been defined.

Important! This topic supplements information in the *Setting Up Overrides* topic on the interaction between positive input entries and element assignments. You should review the *Setting Up Overrides* topic before reading this topic.

Related Links

[Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions](#)

Defining User Field Sets

Global Payroll defines all of the values of the user fields for a given positive input entry or element assignment as a *user field set*. An earning or deduction can have multiple element assignment and positive input instances, each with its own set of user field values.

For example, the following element assignment and positive input instances for a loan payback deduction are each associated with a different user field set:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

<i>Earning/Deduction Definition</i>	<i>E/D Assignment</i>	<i>PI (Override)</i>	<i>PI (Override)</i>
Element Name	LOAN	LOAN	LOAN
Instance Number	2	1	2
Amount	350	175	225
User Field (Loan Purpose)	College	Car	Boat
User Field (Loan Type)	Family	Personal	Personal

Filling Out User Field Sets

When an earning/deduction has user fields, the user field values normally come from earning/deduction assignments or positive input entries. Before the system resolves the element, it populates the user fields based on the values entered on the positive input or element assignment pages.

However, if user field values are not defined on the element assignment or positive input pages, the system can retrieve the values from other sources. For example, these values can come from other supporting element overrides (calendar level overrides, or pay group overrides), as well as arrays, formulas, and brackets.

If an earning or deduction with user fields is sliced or segmented, the user fields are populated by slice or segment and may differ from one slice or segment to another.

Matching Earning and Deduction Assignments with Positive Input Entries When There are User Fields

In Global Payroll you can enter multiple element assignment and positive input overrides for the same element within a single pay period, slice, or segment. To manage the competing instructions contained in these overrides, the system *matches* earning and deduction assignments with their corresponding positive input entries within the same slice or segment, and then determines which elements to resolve and which instructions to follow based on the processing rules described in the *Setting Up Overrides* topic of this product documentation. In addition, when there are user fields associated with the assigned elements and positive input, the system matches element assignments with positive input entries based on common user field sets.

Note: The system treats element assignments and positive input entries as *matching* if they are for the same element and occur in the same slice or segment of the pay period and have the same user field sets.

For example:

- Within a given slice or segment, if the user field set of a positive input *override* matches the user field set of an earning/deduction assignment, the system processes the positive input and not the element assignment.
- Within a given slice or segment, if the user field set of a positive input *override* does not match the user field set of an earning/deduction assignment, the system processes both the positive input and the element assignment.

In other words, the system treats positive input overrides and element assignments as *different* elements unless they have matching user field sets; if the user field sets match, the system follows the same processing rules that apply to identical elements without user fields.

See [Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions](#).

Example 1: Partial Matching Between Element Assignments and Positive Input

The deduction LOAN PAYBACK has two user fields:

- User Field 1 = Loan Purpose.
- User Field 2 = Loan Type.

This table lists the positive input entries and element assignments for the deduction:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

	<i>E/D Assignment</i>	<i>E/D Assignment</i>	<i>PI (Override)</i>	<i>PI (Override)</i>
Element Name	LOAN PAYBACK	LOAN PAYBACK	LOAN PAYBACK	LOAN PAYBACK
Instance Number	1	2	1	2
Amount	100	350	175	225

	<i>E/D Assignment</i>	<i>E/D Assignment</i>	<i>PI (Override)</i>	<i>PI (Override)</i>
User Field 1 (Loan Purpose)	Car	College	Car	Boat
User Field 2 (Loan Type)	Personal	Family	Personal	Personal

The system resolves three instances of the deduction:

<i>Instance Number</i>	<i>Amount</i>	<i>Loan Purpose</i>	<i>Loan Type</i>	<i>Override Source</i>
1	175	Car	Personal	Positive Input Override
2	350	College	Family	Element Assignment
3	225	Boat	Personal	Positive Input Override

In this example, the system matches positive input Instance 1 with element assignment Instance 1 based on identical user fields and processes only the positive input entry. Because there is no match between positive input Instance 2 and element assignment Instance 2, it processes both instances.

Example 2: Full Matching Between Element Assignments and Positive Input

Deduction A has two user fields:

- User Field 1 = State.
- User Field 2 = City.

This table lists the positive input entries and element assignments for this deduction:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

	<i>Rule Definition</i>	<i>E/D Assignment</i>	<i>E/D Assignment</i>	<i>PI (Override)</i>	<i>PI (Override)</i>
Element Name		Deduction A	Deduction A	Deduction A	Deduction A
Instance Number	N/A	1	2	1	2
Base	200	300			
Percent	Payee Level	25%	50%	75%	100%
User Field 1 (State)	N/A	New York	California	New York	California
User Field 2 (City)	N/A	New York	Los Angeles	New York	Los Angeles

The system resolves two instances of the deduction:

Instance Number	Base	Percent	State	City	Override Source
1	300	75%	New York	New York	Positive Input Override
2	200	100%	California	Los Angeles	Positive Input Override

In this example, the system matches positive input Instance 1 with element assignment Instance 1, and positive input Instance 2 with element assignment Instance 2. It resolves the positive input entries rather than the element assignments.

Note: Because the value of the base component is not specified in the positive input entries or in the second element assignment, the system goes back to the element assignment and the rule definition for the value of the base.

Example 3: Matching When User Field Values Are Assigned By Another Element

Earning E1 is defined with the user field of *State*.

The value of State is set by an array and the current value returned by the array is *Nevada*.

The value of the user field may also be entered as a supporting element override using the element assignment or positive input pages.

This table lists the element assignments and positive input entries for E1:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

	E/D Assignment	E/D Assignment	PI (Override)	PI (Override)
Element Name	E1	E1	E1	E1
Instance Number	1	2	1	2
Amount	1000	2000	3000	4000
User Field (State)	None	California	None	Arizona

The system resolves three instances of E1:

Instance Number	Amount	State	Override Source
1	3000	Nevada	Positive Input Override
2	2000	California	Element Assignment
3	4000	Arizona	Positive Input Override

Example 4: Matching with Additional Type Positive Input

Deduction D1 has a calculation rule of Base x Percent.

It has two user fields:

- User Field 1 = State.
- User Field 2 = City.

This table lists the element assignments and positive input entries for D1:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

	<i>E/D Assignment</i>	<i>PI (Additional)</i>
Element Name	D1	D1
Base	Gross Pay	Gross Pay
Percent	10%	None provided
User Field 1 (State)	New York	New York
User Field 2 (City)	New York	New York

The system resolves two instances of D1:

<i>Instance Number</i>	<i>Base</i>	<i>Percent</i>	<i>State</i>	<i>City</i>	<i>Override Source</i>
1	Gross Pay	10%	New York	New York	Element Assignment
2	Gross Pay	10%	New York	New York	Positive Input Additional

Because the positive input entry has an action type of *Additional*, the system resolves the additional instance as well as the deduction assignment; however, the positive input entry does not include a percentage amount, so the system goes to the matching deduction assignment to retrieve the missing percent.

Defining Processing Order

The processing order of an earning or deduction is determined by two factors:

- The element's location and sequence number in a process list or section.

Process lists and sections help to control the relative order in which *different* elements are processed.

- The element's process order number.

The process order is the order in which the system resolves instances of the *same* element when there are multiple earning and deduction assignments.

Note: You define the relative processing order of multiple instances of the *same* earning or deduction by using the Process Order field on the Element Assignment By Payee or Payee Assignment By Element pages.

For example, consider these deductions located in the same section of a process list with the following sequence numbers:

Sequence Number	Element Name
1	Main Loan Payback
2	Supplemental Loan

When these deductions are assigned to a payee, they are given the following process order:

Entry Type	Element Name	Instance	Process Order
Deduction	Main Loan Payback	1	2
Deduction	Supplemental Loan	1	1
Deduction	Main Loan Payback	2	1

During payroll processing, the system resolves the main loan deduction before the supplemental loan, because it has the highest priority in the process section. However, there are two instances of the main loan payback deduction. To determine which one to calculate first, the payroll program uses the process order number. In this example, Instance 2 of Main Loan Payback has the highest priority (the lowest process order number), so the system processes it first.

Defining the Process Order in Complex Situations

In the preceding example, the method used to determine the process order is straightforward, because the system is processing only element assignments; however, when element assignments combine with positive input entries, it becomes more difficult to establish a processing sequence.

To do this, the system applies these rules:

Rule	Description
Rule 1	<p>Element assignments are calculated first within each user field set and dictate the processing order of matching positive input entries.</p> <p>For example, the system processes the element assignment with the lowest process order number first, followed by any positive input entries with matching user fields. It then processes the element assignment with the next lowest process order number, followed by any matching positive input entries, and so on. In other words, the positive input entries inherit the process order of their matching element assignments. This is the case even where positive input entries override element assignments.</p> <hr/> <p>Note: If there are multiple element assignments with the same user field set as a positive input entry, and the element assignments have different process order numbers, the system uses the lowest process order number among the element assignments to determine the processing order of the user field set.</p> <hr/>
Rule 2	<p>When an element assignment with a given user field set has more than one matching positive input entry, the entire group of matching positive input entries inherits the process order of the element assignment (see Rule 1 above). Within the group of positive input entries, however, the system determines the process order as follows: it processes individual entries one after another in order of their instance number, regardless of the action type (override, add, or resolve to zero). In other words, the system processes one group of positive input entries before it processes another based on the process order of the matching element assignments, but within a given group, it processes positive input in instance number order.</p>
Rule 3	<p>The system processes positive input instances without matching earning/deduction assignments after entries with matching user field sets. These entries are processed in order of their instance numbers.</p>
Rule 4	<p>When a user does not enter a process order number, the process order defaults to 999. Entries with a process order number of 999 are processed last, after the other entries.</p>
Rule 5	<p>When multiple earning/deduction assignments have the same process order number, the entries are processed in the order of their begin dates (ascending).</p>

Rule	Description
Rule 6	<p>When multiple earning/deduction assignments with the same process order have the same begin date, the entries are processed in the order of their instance number (ascending).</p> <hr/> <p>Note: Multiple earning/deduction assignments are processed in order of their process order, followed by begin date, followed by instance number.</p> <hr/>

Note: The same processing order rules that apply to element assignment and positive input entries in an unsegmented calendar apply in the case of segmented calendars, except that the rules apply *per slice or segment*. However, there are some additional factors to consider in the case of sliced/segmented calendars. We discuss these later in this topic.

See [Understanding Segmentation with Multiple Resolutions](#).

The examples in this topic illustrate these rules.

Note: These examples show how the system establishes a processing order when there are competing element assignments and positive input entries. The situations represented here occur very infrequently.

Example 1: Defining the Process Order for Multiple Element Assignments and Positive Input Entries

A loan payback deduction has two user fields:

- User Field 1 = Loan Purpose.
- User Field 2 = Loan Classification.

This table lists the element assignments and positive input entries for the loan deduction:

Note: In this example, earning/deduction assignment is abbreviated *E/D Ass.*, positive input is abbreviated *PI*, and the positive input action types of override and additional are abbreviated *Over* and *Add*.

	<i>E/D Ass.</i>	<i>E/D Ass.</i>	<i>E/D Ass.</i>	<i>PI (Over)</i>	<i>PI (Over)</i>	<i>PI (Over)</i>	<i>PI (Add)</i>
Element Name	LOAN	LOAN	LOAN	LOAN	LOAN	LOAN	LOAN
Instance Number	1	2	3	1	2	3	4
Process Order	30	10	40	N/A	N/A	N/A	N/A
Amount	100	350	175	500	225	600	3000
User Field 1	Car	College	Bike	Car	Stove	Car	College

	<i>E/D Ass.</i>	<i>E/D Ass.</i>	<i>E/D Ass.</i>	<i>PI (Over)</i>	<i>PI (Over)</i>	<i>PI (Over)</i>	<i>PI (Add)</i>
User Field 2	Personal	Family	Personal	Personal	Family	Personal	Family

The system resolves six instances of the loan, in the following order:

<i>Resolution Number</i>	<i>Amount</i>	<i>User Field 1</i>	<i>User Field 2</i>	<i>Override Source</i>
1	350	College	Family	Element Assignment
2	3000	College	Family	Positive Input Additional
3	500	Car	Personal	Positive Input Override
4	600	Car	Personal	Positive Input Override
5	175	Bike	Personal	Element Assignment
6	225	Stove	Family	Positive Input Override

Following Rule 1, the system resolves the element assignment for 350 first, because it has the lowest process order number (10). It then processes the matching additional positive input entry for 3000.

Note: When an element assignment has a matching *additional* positive input instance, Global Payroll resolves the element assignment first.

Following Rule 2, the system then processes the positive input entries with the user field set of *Car* and *Personal* based on the process order number (30) of the matching element assignment.

In keeping with Rule 2, the system processes the positive input for 500 before the positive input for 600 based on the instance numbers of the positive input entries.

In keeping with Rule 3, the system processes positive input instances without a matching earning/deduction assignment (the positive input entry with the user field set of *Bike* and *Stove*) after the entries with matching user field sets.

Example 2: Multiple Earning/Deduction Assignments with the Same User Field Set For More Than One Assignment

A loan payback deduction is defined with these user fields:

- User Field 1 = Loan Purpose.
- User Field 2 = Loan Classification.

This table lists the earning/deduction assignments and positive input entries for the loan deduction:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assign.*, and positive input is abbreviated *PI*.

	<i>E/D Assign.</i>	<i>E/D Assign.</i>	<i>E/D Assign.</i>	<i>PI (Override)</i>	<i>PI (Add)</i>
Element Name	LOAN	LOAN	LOAN	LOAN	LOAN
Instance Number	1	2	3	1	2
Process Order	30	40	35	N/A	N/A
Amount	100	250	175	500	200
User Field 1	Car	Car	Motorcycle	Car	Motorcycle
User Field 2	Personal	Personal	Personal	Personal	Personal

The system resolves three instances of the loan payback deduction, in the following order:

<i>Resolution Number</i>	<i>Amount</i>	<i>Loan Purpose</i>	<i>Loan Classification</i>	<i>Override Source</i>
1	500	Car	Personal	Positive Input Override
2	175	Motorcycle	Personal	Element Assignment
3	200	Motorcycle	Personal	Positive Input Additional

In keeping with Rule 1, the process order of the element assignments determines the process order of the positive input entries (thus the element assignment with a process order number of 30 drives the resolution of positive input Instance 1, and so on).

Managing Multiple Resolutions through a Driver When There Are Earning, Deduction, and Positive Input Assignments

This topic discusses how Global Payroll processes accumulator-driven elements when there are earning/deduction assignments and positive input entries for the same elements.

It explains how Global Payroll:

- Defines user field sets for earnings and deductions with accumulator drivers.
- Fills out user field sets for an accumulator-driven element.
- Matches element resolutions initiated by accumulator drivers.
- Defines the processing order.

The concepts discussed here are critical to understanding the interaction between accumulator driven elements, positive input entries, and element assignments.

Note: This topic supplements the information on the interaction between positive input entries and element overrides in the Setting Up Overrides topic. You should review the Setting Up Overrides topic before reading the information in this topic.

Related Links

[Managing Interactions Between Element Assignment Overrides, Positive Input Entries, and Element Definitions](#)

Defining User Field Sets

Earnings or deductions driven by an accumulator inherit their user field sets—their associated user fields and values—from the user keys of the accumulator that drives their resolution.

All earnings and deductions using accumulator drivers must follow these rules:

- The user fields of the earning or deduction must be in the same order as the user keys of the driver accumulator.
- Earnings or deductions cannot be linked to a driver accumulator with no associated user key.

There must be at least one user field (corresponding to a user key on the accumulator) associated with the earning or deduction.

Related Links

[Defining Basic Rules for Earnings and Deductions Using Accumulator Drivers](#)

Filling Out User Field Sets

The values of the user fields associated with accumulator-driven elements can come from several different sources. They can come from:

- Supporting element overrides entered on the earning/deduction assignment pages (payee level overrides).
- Overrides values entered at the pay group, calendar, or other levels.
- From arrays, formulas, brackets, or other elements that are set up to populate the user fields.

Matching Element Resolutions Initiated by Accumulator Drivers

In Global Payroll, the same matching rules that apply to element assignments and positive input entries apply in the case of accumulator-driven elements (the matching rules simply extend to the accumulator driven earnings and deductions). In other words, when an element with an accumulator driver instance occurs in the same slice or segment with element assignments and positive input entries, the system compares the user field sets of the element assignments or positive input entries with those of the driver instances to determine to which instances the element assignments and positive input entries apply. A match occurs when the system encounters identical user field sets in the same slice or segment.

See [Matching Earning and Deduction Assignments with Positive Input Entries When There are User Fields](#).

Example 1: Matching Accumulator-Driven Elements with Earning/Deduction Assignments and Positive Input

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Every driver instance matches with either an instance of positive input or an element assignment.

The tax deduction has one user field: State.

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent.

Assume that the base is defined as CURR_DRIVER_VAL.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See [Using System Elements](#).

During payroll processing, the system encounters two instances of the driver:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

Driver (Accumulator Name)	User Key (State)	Result Value
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500

This table lists the earning/deduction assignments and positive input entries for the tax deduction:

	E/D Assignment	PI (Override)
Element Name	Tax Deduction	Tax Deduction
Instance Number	1	1
Process Order	20	N/A
Amount	600	225
User Field (State)	State 1	State 2

The system resolves two instances of the tax deduction in the following order:

Resolution Number	Amount	User Field (State)	Override Source
1	600	State 1	Element Assignment

Resolution Number	Amount	User Field (State)	Override Source
2	225	State 2	Positive Input Override

In this example:

- There are two instances of the driver element (State 1 and State 2).
- The system matches the driver instance for State 1 with the earning/deduction assignment based on identical user field values.
- The system matches the driver instance for State 2 with the positive input override based on identical user field values.
- The earning/deduction assignment and the positive input entry override the corresponding element definitions.

Example 2: Not All Driver Instances Match with Element Assignments or Positive Input

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Not all driver instances match with either an instance of positive input or an element assignment.

The tax deduction has one user field: State.

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent, and that the formula returns a value of 3% for states 1, 2, and 3.

Assume that the base is defined as CURR_DRIVER_VAL.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See [Using System Elements](#).

During payroll processing, the system encounters three instances of the driver:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assign.*, positive input is abbreviated *PI*, and the positive input action type of override is abbreviated *Over*.

Driver (Accumulator Name)	User Key (State)	Result Value
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500
State Taxable Gross	State 3	3300

This table lists the earning/deduction assignments and positive input entries for the tax deduction:

	<i>E/D Assign.</i>	<i>E/D Assign.</i>	<i>E/D Assign.</i>	<i>PI (Over)</i>	<i>PI (Over)</i>	<i>PI (Over)</i>
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	1	2	3
Process Order	20	10	30	N/A	N/A	N/A
Amount	600	555	175	225	325	500
User Field (State)	State 1	State 4	State 5	State 2	State 6	State 5

The system resolves six instances of the tax deduction:

<i>Resolution Number</i>	<i>Amount</i>	<i>User Field (State)</i>	<i>Override Source</i>
1	555	State 4	Element Assignment
2	600	State 1	Element Assignment
3	500	State 5	Positive Input Override
4	225	State 2	Positive Input Override
5	325	State 6	Positive Input Override
6	99 (3300 x 3%)	State 3	Driver Occurrence

In this example:

- The system matches the accumulator instance for State 1 (6000) with the element assignment for 600. It processes the element assignment and not the accumulator instance (the assignment overrides the accumulator instance).
- The system matches the element assignment for State 5 (175) with its corresponding positive input instance (500). It processes the positive input instance and disregards the element assignment (the positive input overrides the element assignment).
- There are no other user field set matches. The system processes the remaining positive input overrides and the driver occurrences with no matching positive input entry or element assignment (99).

Defining Processing Order

The processing rules that apply when earning and deduction assignments occur with positive input also apply when accumulator driven elements occur in combination with element assignments and positive input:

See [Defining Interactions Between Positive Input Entries and Element Assignments with User Field Sets](#).

- Earning/deduction assignments are calculated first within each unique user field set and dictate the processing order of matching positive input entries.
- After earning/deduction assignments, the system processes positive input entries with matching user field sets in instance number order.

Note: If positive input overrides an element assignment, the positive input inherits the processing order of the assignment it replaces.

- Next, the system processes positive input entries without matching user fields in instance number order.

In addition, the system observes the following rule for accumulator-driven elements:

Driver occurrences with no element assignment or positive input user field set match are processed after positive input entries.

Example: Process Order with Accumulator Driven Elements

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Not all driver instances match with either an instance of positive input or an element assignment.

The tax deduction has one user field: *State*.

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent, and that the formula returns a value of 3% for states 1, 2, and 3.

Assume that the Base is defined as CURR_DRIVER_VAL.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See [Using System Elements](#).

During payroll processing, the system encounters three instances of the driver:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*, positive input is abbreviated *PI*, and the positive input action types of override and additional are abbreviated *Over* and *Add*.

Driver (Accumulator Name)	User Key (State)	Result Value
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500
State Taxable Gross	State 3	3300

This table lists the earning/deduction assignments for the tax deduction:

	<i>E/D Assignment</i>	<i>E/D Assignment</i>	<i>E/D Assignment</i>	<i>E/D Assignment</i>
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	4
Process Order	10	30	20	30
Amount	1000	750	175	225
User Field (State)	State 1	State 1	State 4	State 5

This table lists the positive input entries for the tax deduction:

	<i>PI (Over)</i>	<i>PI (Over)</i>	<i>PI (Over)</i>	<i>PI (Add)</i>	<i>PI (Over)</i>	<i>PI (Add)</i>
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	4	5	6
Amount	600	555	175	225	325	500
User Field (State)	State 1	State 2	State 6	State 2	State 6	State 5

The system resolves nine instances of the tax deduction in the following order:

<i>Resolution Number</i>	<i>Amount</i>	<i>User Field (State)</i>	<i>Override</i>
1	600	State 1	Positive Input Override
2	175	State 4	Element Assignment
3	225	State 5	Element Assignment
4	500	State 5	Positive Input Additional
5	555	State 2	Positive Input Override
6	225	State 2	Positive Input Additional
7	175	State 6	Positive Input Override
8	325	State 6	Positive Input Override
9	99 (3300 x 3%)	State 3	Driver Occurrence

In this example:

- The system processes the user field set with the lowest process order number first (State 1, process order number = 10).
- The system then processes the user field set with the next highest process order number (State 4, process order number = 20).
- The system continues to order and process elements in this way until it runs out of matching user field sets. The last element it processes is a driver occurrence for State 3 with no matching element assignment or positive input entry (the system gives this driver occurrence the highest process order number [the lowest priority]).

Note: The system element `CURR_DRIVER_VAL` has a value only when an element assignment or positive input entry has a corresponding accumulator driver instance. If there is no corresponding accumulator instance, the value of `CURR_DRIVER_VAL` is zero. Consequently, when you enter data for earning/deduction assignments or positive input without a driver instance, you must specify the value of the Base and/or Amount fields. Thus, in the current example, the entries for State 4, State 5, and State 6 require a value for the Base or Amount.

Defining Element Eligibility

This topic provides an overview of element eligibility and discusses additional eligibility considerations

Understanding Element Eligibility

The standard element eligibility rules apply in the case of multiple resolutions. However, it is important to consider how eligibility is defined when an element resolves multiple times and the element has different user field sets.

Eligibility for an earning or deduction can be defined as:

- By Eligibility Group

If element eligibility is *By Eligibility Group*, the element is processed simply by inclusion in the eligibility group assigned to a payee. If the earning/deduction is not in the eligibility group assigned to a payee, the payee is ineligible for the earning or deduction regardless of whether it has multiple earning/deduction assignments or a driver.

- By Payee

If element eligibility is *By Payee*, only earning/deduction assignments or positive input entries are eligible for resolution. This is true regardless of whether the element has a driver or driver instances.

Note: The system determines eligibility by slice or segment. For example, if element eligibility for a deduction is defined as *By Payee*, and there is positive input for the deduction in the first segment of a segmented calendar, the deduction is processed only in the first segment.

In addition to the standard eligibility rules, the following additional rule applies:

Eligibility for an earning or deduction with user fields applies only to that user field set. In other words, a *Do Not Apply* command applied to an element assignment or a *Do Not Process* command applied to a positive input entry turns off processing for that user field set only.

The examples in this topic illustrate this rule.

Example 1: Eligibility with Element Assignments

A loan payback deduction has these earning/deduction assignments:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*.

	<i>E/D Assignment (Apply = Yes)</i>	<i>E/D Assignment (Apply = No)</i>
Element Name	LOAN PAYBACK	LOAN PAYBACK
Instance Number	1	2
Amount	100	250
User Field (Loan Purpose)	Car	Mobile

The system resolves one instance of the loan deduction:

<i>Resolution Number</i>	<i>Amount</i>	<i>Loan Purpose</i>	<i>Override Source</i>
1	100	Car	Element Assignment (Apply = Yes)

Example 2: Eligibility with Positive Input

These positive input entries exist for a state tax deduction:

Note: In this example, positive input is abbreviated *PI*.

	<i>PI (Override)</i>	<i>PI (Do Not Process)</i>
Element Name	State Tax	State Tax
Instance Number	1	2
Amount	350	500
User Field (State)	State 1	State 2

The system resolves one instance of the tax deduction:

<i>Resolution Number</i>	<i>Amount</i>	<i>State</i>	<i>Override Source</i>
1	350	State 1	Positive Input Override

Related Links

[Element Group Members Page](#)

Defining Additional Eligibility Considerations

For elements that resolve multiple times as a result of multiple assignments (for example, garnishments and loans), PeopleSoft recommends that you set element eligibility to *By Payee*. For elements that resolve multiple times as a result of accumulator driver instances, PeopleSoft recommends that you set element eligibility to *By Eligibility Group*. If you define element eligibility as *By Payee* for an earning/deduction that is designed to resolve based on driver accumulator instances, the system does not resolve the element unless an assignment is made or there is positive input with an action type of *Additional*.

Example: A Deduction Set up To Use a Driver Accumulator is Defined as By Payee

A state tax deduction is defined with the element eligibility set to *By Payee*.

The state tax deduction is defined as Base x Percent, with the percent being 10% of the state taxable gross.

The State Taxable Gross accumulator holds the base and *drives* the tax deduction.

There is one instance of the driver accumulator:

Driver Accumulator Name	User Field = State	Result Value
State Taxable Gross	State 1	6000

There is an assignment entered for the state tax deduction:

Calculation Rule	Override Values
Instance Number	1
Percentage	No entry
Base	No entry
User Field (State)	State 1

The system resolves one instance of the deduction for State 1, using the percent and base defined in the calculation rule for the element (10% x 6000 = 60).

Note: If there had been no element assignment in this example, the tax deduction would not have been taken. When eligibility is *By Payee*, there must be an earning/deduction assignment or a positive input entry of *Additional* to resolve the element.

Defining Components of a Calculation Rule When an Element Has Multiple Resolutions

When you create an earning or deduction, you can specify that you want to define the amount or a component of the element's calculation rule at the payee level. If you do this, you must enter the amount or the component value on the element assignment or positive input pages. Otherwise, the system will not resolve the element.

However, in the case of elements that resolve multiple time, you need to consider the following before requiring payee level inputs:

- When you set up multiple resolutions that require payee level inputs, the system will not process the element until an amount or the component values are defined for a payee.
- If you specify payee level inputs, and an element has driver accumulator instances, the system only processes the element if there is an assignment or positive input entry with matching user field values (the system ignores driver accumulator instances without a matching positive input or element assignment entry that can provide the value of the missing components). This could result in the element not being processed.

Related Links

[Understanding Overrides](#)

[Understanding Positive Input](#)

Understanding Segmentation with Multiple Resolutions

This topic discusses:

- Element segmentation with and without accumulator drivers.
- Proration with element segmentation.
- Positive input in a segmented calendar when user field sets are defined.
- Filling out and processing user field sets when there is element segmentation.
- Defining the processing order when there is segmentation.

Element Segmentation with and without Accumulator Drivers

When an accumulator used as a driver is sliced, the system observes the following rules:

- Slicing of a driver accumulator automatically causes slicing of the earning or deduction that it drives.

If an earning or deduction with an accumulator driver is sliced, the driver value is applied to each slice of the earning/deduction. The driver can then cause multiple resolutions for each slice of that earning or deduction.

- Earnings and deductions use accumulator occurrences with matching slice dates.

If a match is not found, the system uses accumulator instances whose slice dates encompass the slice dates of the earning or deduction.

Example 1: Element Segmentation of Earnings and Deductions without Accumulator Drivers

An accumulator AC1 is included in an element segmentation event definition.

AC1 has these members: earnings E1, E2, and E3.

These earnings are automatically included in the segmentation event definition along with the accumulator.

AC1, E1, E2, and E3 are sliced when there is a segmentation trigger.

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earning/deduction results:

<i>Earnings</i>	<i>Instance</i>	<i>Slice Number</i>	<i>Slice Dates</i>	<i>Amount</i>
E1	1	1	January 1–14	350
E1	2	2	January 15–31	350
E2	1	1	January 1–14	500
E2	2	2	January 15–31	500
E3	1	1	January 1–14	750
E3	2	2	January 15–31	750

This table contains the accumulator results:

<i>Accumulator</i>	<i>Instance Number</i>	<i>Slice Number</i>	<i>Slice Dates</i>	<i>Amounts</i>
AC1	1	1	January 1–14	1600
AC1	2	2	January 15–31	1600

Example 2: Element Segmentation of Earnings and Deductions with Accumulator Drivers

An accumulator AC1 is included in an element segmentation event definition.

AC1 has these members: earnings E1, E2, and E3.

These earnings are automatically included in the segmentation event definition along with the accumulator.

AC1 is the driver accumulator for deduction D1.

Slicing of the driver accumulator AC1 automatically causes slicing of the deduction that it drives (D1).

STATE is the user key for AC1; STATE is also a user field for D1.

D1 is defined as Base x Percent (assume the percent is the same for each state).

Base = CURR_DRIVER_VAL and Percent = 15%.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See [Using System Elements](#).

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earnings results:

<i>Earnings</i>	<i>Instance</i>	<i>Slice Number</i>	<i>Slice Dates</i>	<i>Amount</i>	<i>User Field</i>
E1	1	1	January 1–14	175	State 1
E1	2	2	January 15–31	175	State 1
E1	3	1	January 1–14	175	State 2
E1	4	2	January 15–31	175	State 2
E2	1	1	January 1–14	250	State 1
E2	2	2	January 15–31	250	State 1
E2	3	1	January 1–14	250	State 2
E2	4	2	January 15–31	250	State 2
E3	1	1	January 1–14	375	State 1
E3	2	2	January 15–31	375	State 1
E3	3	1	January 1–14	375	State 2
E3	4	2	January 15–31	375	State 2

This table shows the accumulator results:

<i>Accumulator</i>	<i>Instance Number</i>	<i>Slice Number</i>	<i>Slice Dates</i>	<i>Amounts</i>	<i>User Field</i>
AC1	1	1	January 1–14	800	State 1
AC1	2	2	January 15–31	800	State 1
AC1	3	1	January 1–14	800	State 2
AC1	4	2	January 15–31	800	State 2

This table shows the deduction results:

<i>Deduction</i>	<i>Instance Number</i>	<i>Slice Number</i>	<i>Slice Dates</i>	<i>Amounts</i>	<i>User Field</i>
D1	1	1	January 1–14	120	State 1
D1	2	2	January 15–31	120	State 1
D1	3	1	January 1–14	120	State 2
D1	4	2	January 15–31	120	State 2

Proration with Element Segmentation

If you do not define proration correctly when setting up accumulator driven earnings or deductions, you could get unexpected results.

For example, if you place a driver accumulator on a segmentation event list, you should not prorate the element it drives. This is because slicing the driver automatically causes slicing of both the accumulator members and the driven element. However, if you do not place the driver on a segmentation event list, and the element it drives is on the event list, the driver and the driven element will not be sliced equally, and the two will not match. In a situation like this, you should prorate the driven element.

Example: Element Segmentation of Earnings and Deductions with Accumulator Drivers; Driver Not on Segmentation Event List

The accumulator AC1 drives deduction D1.

AC1 is not included in the element segmentation event definition; D1 is included (when there is segmentation, only D1 is sliced).

AC1 has these members: earnings E1, E2, and E3.

STATE is a user key for AC1 and a user field for D1.

D1 is defined as Base x Percent (assume the percent is the same for each State).

Base = CURR_DRIVER_VAL and Percent = 15%.

Note: CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this topic.

See [Using System Elements](#).

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earnings results:

Earnings	Instance Number	Amount	User Field
E1	1	350	State 1
E1	2	350	State 2
E2	1	500	State 1
E2	2	500	State 2
E3	1	750	State 1
E3	2	750	State 2

This table contains the accumulator results:

Accumulator	Instance Number	Slice Dates	Amount	User Field
AC1	1	January 1–31	1600	State 1
AC1	2	January 1–31	1600	State 2

The following table shows the deduction results with proration turned off:

Deduction	Instance Number	Slice Number	Slice Dates	Amount	User Field
D1	1	1	January 1–14	240	State 1
D1	2	2	January 15–31	240	State 1
D1	3	1	January 1–14	240	State 2
D1	4	2	January 15–31	240	State 2

Note: When proration is turned off, the results are overstated.

This table shows the deduction results with proration turned on:

Deduction	Instance Number	Slice Number	Slice Dates	Amount	User Field
D1	1	1	January 1–14	120	State 1
D1	2	2	January 15–31	120	State 1
D1	3	1	January 1–14	120	State 2
D1	4	2	January 15–31	120	State 2

Related Links

[Proration and Segmentation](#)

Positive Input in a Segmented Calendar When User Field Sets are Defined

Normally, when positive input is entered into a segmented calendar, the positive input entry overrides segmentation. However, when user field sets are defined, the override respects the user field set of the positive input entry. In other words, positive input with a specific user field set overrides segmentation for the earning or deduction with the same user field set. Other resolutions of the earning/deduction (whether they come from driver instances or element assignments) with different user field sets are still subject to element segmentation.

Related Links

[Understanding Segmentation Setup](#)

[Segmentation Considerations](#)

Filling Out User Field Sets When There is Element Segmentation

When an earning/deduction undergoes element segmentation, the user field set is determined per slice.

Depending on whether user field values come from an element assignment, a positive input entry, or a driver accumulator, the system assigns the correct values as follows:

- *When User Field Values Come From an Element Assignment:* An element assignment typically applies to all slices within a segment, and the user field values associated with the assignment also apply across all of the slices in that segment. However, if you set up your system to trigger element segmentation based on the begin and end dates of an element assignment, the user field values may be different from one slice to another.

See [Understanding Overrides](#).

- *When User Field Values Come From Positive Input:* A given positive input entry always targets a specific slice or segment. The positive input end date determines the slice or segment to which the positive input entry applies and the user field set applies to that slice or segment only. For example, imagine that an earning is divided into two segments: the first segment has begin and end dates of June 1 and June 15, and the second segment has begin and end dates of June 16 and June 30. If you enter positive input for the earning with an end date of June 10, the positive input falls within the first

segment of the pay period, and the user fields associated with the positive input apply to that segment only.

See [Segmentation Considerations, Positive Input in a Segmented Calendar When User Field Sets are Defined](#).

- *When User Fields Come From a Driver Accumulator:* Instances of a driver accumulator have associated user key values. Depending on whether the driver accumulator is on a segmentation event list, the instances may have either slice dates or segment dates. The user key values for each slice or segment of the driver apply to the corresponding segment or slice of the earning or deduction.

Example 1: Element Segmentation with Earning/Deduction Assignments; All Overrides Entered Using Earning/Deduction Assignments

Deduction D1 is included in the element list for a segmentation event.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

The system generates a segmentation trigger with an effective date of June 16.

All user fields are entered as overrides on the element assignment pages.

This table lists the deduction assignments:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*.

	<i>E/D Assignment</i>	<i>E/D Assignment</i>	<i>E/D Assignment</i>
Element Name	D1	D1	D1
Instance Number	1	2	3
Process Order	10	20	30
Amount	1000	500	600
User Field 1 (State)	State 1	State 2	State 1
User Field 2 (Company)	AAA	AAA	AAA

The system resolves six instances of the deduction in the following order:

<i>Res. Nbr.</i>	<i>Slice Nbr.</i>	<i>Slice Dates</i>	<i>Amt.</i>	<i>User Field 1 (State)</i>	<i>User Field 2 (Company)</i>	<i>Override Source</i>
1	1	June 1– 15	500	State 1	AAA	Element Assign.
2	2	June 16 – 30	500	State 1	AAA	Element Assign.
3	1	June 1– 15	250	State 2	AAA	Element Assign.

Res. Nbr.	Slice Nbr.	Slice Dates	Amt.	User Field 1 (State)	User Field 2 (Company)	Override Source
4	2	June 16 – 30	250	State 2	AAA	Element Assign.
5	1	June 1– 15	300	State 1	AAA	Element Assign.
6	2	June 16 – 30	300	State 1	AAA	Element Assign.

In this example, the user field set for each resolution is entered with the element assignments and applies equally to both slices.

Example 2: Element Segmentation with Earning/Deduction Assignments; Not All Overrides Entered Using Earning/Deduction Assignments

Deduction D1 is included in the element list for a segmentation event.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

The system generates a segmentation trigger with an effective date of June 16.

Not all user fields are entered as overrides on the element assignment pages. A formula determines the value of the Company user field; this field has a different value in each slice.

This table lists the deduction assignments:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*.

	<i>E/D Assignment</i>	<i>E/D Assignment</i>	<i>E/D Assignment</i>
Element Name	D1	D1	D1
Instance Number	1	2	3
Process Order	10	20	30
Amount	1000	500	600
User Field 1 (State)	State 1	State 2	State 1

The system resolves six instances of the deduction in the following order:

Res. Nbr.	Slice Nbr.	Slice Dates	Amt.	User Field 1 (State)	User Field 2 (Company)	Override Source
1	1	June 1– 15	500	State 1	AAA	Element Assign.
2	2	June 16 – 30	500	State 1	ZZZ	Element Assign.

Res. Nbr.	Slice Nbr.	Slice Dates	Amt.	User Field 1 (State)	User Field 2 (Company)	Override Source
3	1	June 1– 15	250	State 2	AAA	Element Assign.
4	2	June 16– 30	250	State 2	ZZZ	Element Assign.
5	1	June 1– 15	300	State 1	AAA	Element Assign.
6	2	June 16 – 30	300	State 1	ZZZ	Element Assign.

The values of the user fields not entered as element assignments are determined by slice and differ by slice.

Example 3: Element Segmentation with Positive Input; All Overrides Entered Using Positive Input

A deduction D1 is included in the element list for a segmentation event.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

The system generates a segmentation trigger with an effective date of June 16.

All user fields are entered as overrides in positive input.

All positive input entries have begin and end dates.

This table lists the positive input entries for the deduction:

Note: In this example, positive input is abbreviated *PI*, and the positive input action type of override is abbreviated *Over*.

	PI (Over)	PI (Over)
Element Name	D1	D1
Instance Number	1	2
Begin Date	June 1	June 16
End Date	June 15	June 30
Amount	1000	600
User Field 1 (State)	State 1	State 2
User Field 2 (Company)	AAA	ZZZ

The system resolves two instances of the tax deduction in the following order:

<i>Res. Nbr.</i>	<i>Slice Nbr.</i>	<i>Slice Dates</i>	<i>Amt.</i>	<i>User Field 1 (State)</i>	<i>User Field 2 (Company)</i>	<i>Override Source</i>
1	1	June 1– 15	1000	State 1	AAA	Positive Input
2	2	June 16 – 30	600	State 2	ZZZ	Positive Input

Resolution 1 (Slice 1) uses the data defined in positive input Instance 1, and Resolution 2 (Slice 2) uses the data defined in positive input Instance 2.

Defining the Processing Order When There Is Segmentation

The same processing order rules that apply when element assignments occur together with positive input entries and driver instances in an unsegmented calendar apply in the case of segmented calendars, except that the rules apply *per slice or segment*.

For example:

- In each *slice or segment*, earning/deduction assignments are calculated first within each unique user field set and dictate the processing order of any matching positive input entries.
- In each *slice or segment*, after processing earning/deduction assignments, the system processes positive input entries with matching user field sets in instance number order.

Note: If positive input overrides an element assignment, the positive input inherits the processing order of the assignment it replaces.

- Next, in each *slice or segment*, the system processes positive input entries without matching user field sets in instance number order.
- After processing the positive input entries, the system processes driver occurrences with no element assignment or positive input user field set match.

Note that these rules govern only the processing order of the elements *within* each slice or segment. To determine the order of processing *among* the different slices and segments, the system follows one of the rules described below, depending on the source and type of segmentation (element or period segmentation):

- When an assigned element is sliced because it is included in an element list for a segmentation event (element segmentation due to a segmentation event):

In this situation, the system divides the assigned element into different slices, but the *same* process order number, and in some cases the *same* user fields and other assignment data, apply to the element in each slice. If this is the case, the system calculates the assignment with the lowest process order number first, followed by all positive input instances with the same user field set, one slice at a time, *in the order of the slices (from first slice to last)*, in each slice in which the user field set occurs, before moving on to the next set. For example, the system processes deduction D1 with a process order number of 10 and the user field of State = California in slice 1, slice 2, and then slice 3 along with any matching positive input, before processing D1 with a process order number of 20 and a user field of State = Nevada in the same slice order. If there are positive input entries without matching user fields, these are processed next, in instance number order rather than in the order of the slices.

- When an assigned element is set up to trigger slicing when its begin and end dates do not coincide with the pay period begin and end dates (element segmentation based on assignment dates):

In this situation, the assignment itself triggers element segmentation and there may be other assignments of the same element in each slice of the pay period, each with its own process order number, user fields, and other assignment-specific data. In this case, the system calculates the assignment with the lowest process order number first, followed by all positive input instances with the same user field set, one slice at a time, *in positive input instance order*, in each slice in which the user field set occurs. It then processes the assignment with the next lowest process order number within its slice, followed by matching positive input entries in instance number order, and so on. If there are positive input entries without matching user fields, these are processed next, in instance number order.

See [Matching Earning and Deduction Assignments with Positive Input Entries When There are User Fields](#), [Understanding Segmentation Setup](#).

- When there is period segmentation and all elements—including assigned elements—are divided into different segments.

In this situation the system processes elements in segment order—that is, elements in segment one before those in segment two, and elements in segment two before those in segment three. If there is element segmentation (slicing) within the different segments, then one of the previous two rules applies depending on the cause of the segmentation.

See [Understanding Segmentation Setup](#).

Example 1: Assigned Elements Are Sliced Because They Are On Segmentation Event List; All Overrides Entered Using Earning/Deduction Assignments

A deduction D1 is included in the element list for a segmentation event.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

The system generates segmentation triggers for April 11 and April 21; this divides the pay period into three slices for that element.

Assignments cover the entire pay period.

All user fields are entered as overrides on the element assignment pages.

This table lists the deduction assignments:

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*.

	<i>E/D Assignment</i>	<i>E/D Assignment</i>
Element Name	D1	D1
Instance Number	1	2
Process Order	10	20

	<i>E/D Assignment</i>	<i>E/D Assignment</i>
Amount	900	600
User Field 1 (State)	State 1	State 2
User Field 2 (Company)	AAA	AAA

The system resolves six instances of the deduction in the following order:

<i>Res. Nbr.</i>	<i>Slice Nbr.</i>	<i>Slice Dates</i>	<i>Amt.</i>	<i>User Field 1 (State)</i>	<i>User Field 2 (Company)</i>	<i>Override Source</i>
1	1	April 1– 10	300	State 1	AAA	Element Assign.
2	2	April 11– 20	300	State 1	AAA	Element Assign.
3	3	April 21 – 30	300	State 1	AAA	Element Assign.
4	1	April 1– 10	200	State 2	AAA	Element Assign.
5	2	April 11– 20	200	State 2	AAA	Element Assign.
6	3	April 21 – 30	200	State 2	AAA	Element Assign.

The system resolves assignments based on the process order number (the lowest process order number receives the highest priority), and within a given user field set, it processes slice 1 first, then slice 2, and finally slice 3 before moving on to the next user field set.

Example 2: Element Segmentation Triggered Directly by Earning/Deduction Assignment; Positive Input Entries with User Fields; All Overrides Entered Using Earning/Deduction Assignments and Positive Input

Deduction D1 is set up to trigger element segmentation (and proration) when it is assigned to a payee with begin and end dates that do not coincide with the period begin and end dates.

Deduction D1 is first assigned to a payee with begin and end dates of April 16–30. Later, it is assigned to the same payee with begin and end dates of April 1–15. This divides the pay period into two slices.

The process order number of the first assignment is lower than the process order number of the second, even though the second assignment has the earlier assignment begin and end dates.

There is positive input for D1 in both slices (April 1–15 and 16–30).

There are user fields associated with all of the element assignment and positive input entries.

Note: In this example, earning/deduction assignment is abbreviated *E/D Assignment*, positive input is abbreviated *PI*, the positive input action type of override is abbreviated *Over*, and the positive input action type of additional is abbreviated *ADD*.

	<i>E/D Assignment</i>	<i>E/D Assignment</i>	<i>PI (ADD)</i>	<i>PI (Over)</i>	<i>PI (ADD)</i>
Element Name	D1	D1	D1	D1	D1
Instance Number	2	1	1	2	3
Process Order	20	10	N/A	N/A	N/A
Begin and End Dates	April 1–15	April 16–30	April 1–15	April 1–15	April 16–30
Amount	1000	500	600	200	400
User Field 1 (State)	State 1	State 2	State 2	State 1	State 2

The system resolves four instances of the deduction in the following order:

<i>Res. Nbr.</i>	<i>Slice Nbr.</i>	<i>Slice Dates</i>	<i>Amt.</i>	<i>User Field 1 (State)</i>	<i>Override Source</i>
1	2	April 16–30	250	State 2	Element Assign.
2	1	April 1–15	600	State 2	Positive Input
3	2	April 16–30	400	State 2	Positive Input
4	1	April 1–15	200	State 1	Positive Input

In this example, the element assignment with the lowest process order number (10) is the assignment with the user field value of State 2 in slice 2; it is processed first, followed by the matching positive input *additional* row in the first slice for 600, and then the matching positive input *additional* row for 400 in the second slice (all slices in a given user field set are processed one after another in positive input instance order). Lastly, the system processes the positive input override for 200 in slice 1 based on the process order number (20) of the matching element assignment in that slice.

Generating Complementary Rule Instances When There Are Multiple Resolutions with Different User Field Sets

A complementary rule is an earning or deduction that the system resolves automatically to *complement* an existing element assignment when that assignment's begin and end dates do not encompass the entire pay period.

This topic discusses how the system:

- Creates complementary rule instances when there are multiple element assignments and positive input entries for an earning or deduction and the earnings and deductions have associated user field values.

- Defines the process order of complementary rule instances relative to element assignment and positive input entries.

Important! This topic supplements the information on complementary rule instances in the *Setting Up Overrides* topic. You should review the *Setting Up Overrides* topic before reading the information in this topic.

See [Generating Complementary Rules Instances](#).

Generating Complementary Rule Instances When There are Multiple Element Assignments and Positive Input Entries with User Field Sets

Complementary rule instances are created only under the specific conditions outlined in the *Setting Up Overrides* topic, and the same basic requirements for generating a complementary rule that apply when there are no user fields apply when assignments have associated user field sets.

In addition, the following must be true before the system can generate a complementary rule instance for a specific element assignment:

1. There can be no positive input of the type *Override*, *Resolve to Zero*, or *Do Not Process* with the same user field set in any pay period slice, as this prevents the creation of the complementary rule.
2. There can be no positive input of the type *Override* or *Resolve to Zero* already populating the same slice in which the system is attempting to create the complementary rule instance—regardless of whether the positive input has the same user field set as the complementary rule.

Note: The system never generates more than a single complementary rule instance for an assigned element in any slice, even when there are multiple assignments of the same element, and each assignment has a different user field set. For instance, if you assign the same deduction five times in the first slice in a pay period, and apply a different user field set to each assignment, the system generates only one complementary instance in the second slice.

Example: Multiple Assignments with the Same or Different User Field Sets Trigger the Creation of A Single Complementary Rule Instance

Assume that there are two assignments of earning element E1 (calculation rule of Rate x Unit x Percent) and that the assignments have the same user field set. The begin and end dates of the element assignments are June 1 and June 15 respectively:

Note: In this example, element assignment is abbreviated *Assign*.

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	Assign (Instance 2) Slice 1: June 1–15	Slice 2: June 16–30
Unit	5	2	4	
Rate	50	60	60	
Percent	150	100	100	

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	Assign (Instance 2) Slice 1: June 1–15	Slice 2: June 16–30
User Field (State)	Nevada	California	California	

The system creates two slices within the calendar based on the assignment begin and end dates (slice 1 = June 1–15; slice 2 = June 16–30).

The system resolves E1 as follows:

1. In slice 1 (June 1–15): $2 \times 60 \times 100\% \times .5$ (proration factor) = 60

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	Assign (Instance 2) Slice 1: June 1–15	Slice 2: June 16–30
Unit	5	2		
Rate	50	60		
Percent	150	100		
User Field (State)	Nevada	California		

2. In slice 1 (June 1–15): $4 \times 60 \times 100\% \times .5$ (proration factor) = 120

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	Assign (Instance 2) Slice 1: June 1–15	Slice 2: June 16–30
Unit	5		4	
Rate	50		60	
Percent	150		100	
User Field (State)	Nevada		California	

3. In slice 2 (June 16–31): $5 \times 50 \times 150\% \times .5$ (proration factor) = 125

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	Assign (Instance 2) Slice 1: June 1–15	Complementary Rule Slice 2: June 16–30
Unit	5			5
Rate	50			50

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	Assign (Instance 2) Slice 1: June 1–15	Complementary Rule Slice 2: June 16–30
Percent	150			150
User Field (State)	Nevada			Nevada

The system creates a single complementary rule instance for E1 in slice 2 (June 16–30) by reverting to the rule definition (the definition of the earning specified in the Earning Definition component). Note that the system creates only one complementary rule for the two earning assignments.

Example: A Positive Input Override in One Slice Prevents the Creation of a Complementary Rule in Another Slice

A deduction D1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

D1 is assigned to a payee with begin and end dates of June 1 – 15.

There is a positive input override for D1 with begin and end dates of June 1 and June 15.

The positive input override and the rule definition share the same user field value.

Note: In this example, element assignment is abbreviated *Assign*, positive input is abbreviated *PI*, and the positive input action type of override is abbreviated *Over*.

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	PI (Over) Slice 1: June 1–15	Slice 2: June 16–30
Unit	5	2	4	
Rate	50	60	60	
Percent	150	100	100	
User Field (State)	Nevada	California	Nevada	

The system creates two slices within the calendar based on the assignment begin and end dates (slice 1 = June 1–15; slice 2 = June 16–30).

The system resolves E1 as follows:

1. In slice 1 (June 1–15): $2 \times 60 \times 100\% \times .5$ (proration factor) = 60

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	PI (Over) Slice 1: June 1–15	Slice 2: June 16–30
Unit	5	2		

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	PI (Over) Slice 1: June 1–15	Slice 2: June 16–30
Rate	50	60		
Percent	150	100		
User Field (State)	Nevada	California		

2. In slice 1 (June 1–15): $4 \times 60 \times 100\% \times .5$ (proration factor) = 120

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	PI (Over) Slice 1: June 1–15	Slice 2: June 16–30
Unit	5		4	
Rate	50		60	
Percent	150		100	
User Field (State)	Nevada		Nevada	

2. In slice 2 (June 16–30): No complementary rule resolution.

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–15	PI (Over) Slice 1: June 1–15	Complementary Rule Slice 2: June 16–30
Unit	5			No Complementary Rule Resolution
Rate	50			
Percent	150			
User Field (State)	Nevada			

The positive input override in slice 1 (June 1 – 15) prevents the creation of a complementary rule in slice 2 (June 16 – 30). This is because the positive input override has the same user field value (Nevada) as the rule instance that the system attempts to create in slice 2, based on the rule definition entered in the Deduction Definition component.

Example: A Positive Input Override Prevents the Creation of a Complementary Rule Instance in the Same Slice

A deduction D1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

D1 is assigned to a payee with begin and end dates of June 1 – 10; as a result, the system generates a segmentation trigger with an effective date of June 11.

A segmentation trigger is created as a result of a change in pay rate and deduction D1 is on the segmentation event list; the trigger effective date is June 21.

There is a positive input override for D1 with begin and end dates of June 11 and June 20.

The positive input override and the rule definition do not share the same user field value.

Note: In this example, element assignment is abbreviated *Assign*, positive input is abbreviated *PI*, and the positive input action type of override is abbreviated *Over*.

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–10	PI (Over) Slice 2: June 11–20	Slice 3: June 21–30
Unit	3	3	4	
Rate	50	60	60	
Percent	150	100	100	
User Field (State)	Nevada	California	Texas	

The system creates three slices within the calendar based on the deduction assignment begin and end dates and the additional segmentation event (slice 1 = June 1–10; slice 2 = June 11–20; slice 3 = June 21–30).

The system resolves D1 as follows:

1. In slice 1 (June 1–15): $3 \times 60 \times 100\% \times .33$ (proration factor) = 60

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–10	PI (Over) Slice 2: June 11–20	Slice 3: June 21–30
Unit	3	3		
Rate	50	60		
Percent	150	100		
User Field (State)	Nevada	California		

In slice 1, the system resolves the earning/deduction assignment.

2. In slice 2 (June 11–20): $4 \times 60 \times 100\% \times .33$ (proration factor) = 80

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–10	PI (Over) Slice 2: June 11–20	Slice 3: June 21–30
Unit	3		4	
Rate	50		60	
Percent	150		100	
User Field (State)	Nevada		Texas	

Note that the system does not process a complementary rule instance in slice 2. This is because an override in the same period as a complementary rule prevents resolution of the rule. This is true even though the override (user field = Texas) does not have the same user field set as the complementary rule (user field = Nevada).

3. In slice 3 (June 21–30): $3 \times 50 \times 150\% \times .33$ (proration factor) = 75

Component	Rule Definition	Assign (Instance 1) Slice 1: June 1–10	PI (Over) Slice 2: June 11–20	Complementary Rule Slice 3: June 21–30
Unit	3			3
Rate	50			50
Percent	150			150
User Field (State)	Nevada			Nevada

The system creates a single complementary rule instance for D1 in slice 3 (June 21–30) by reverting to the rule definition (the definition of the deduction specified in the Deduction Definition component).

Understanding the Processing Order of Complementary Rule Instances

The system uses the process order rules for segmented calendars described earlier to determine which user field set to process first, second, third, and so on when there are element assignment and positive input entries combined with complementary rule instances. In other words, earning/deduction assignments continue to dictate the order of processing; however, the following, additional rules apply when there are complementary rule instances:

When the system generates a complementary rule instance, the resolution order of that instance is determined by the process order number of the element assignment with same user field set (if any) in any slice or segment; within that user field set, however, the system processes the complementary rule instance based on the order of the slice in which it occurs.

Note: If there are multiple element assignments with the same user field set as the complementary rule, the system always uses the lowest process order number from among the assignments to determine the process order.

If there is no user field match between the element assignments and a complementary rule instance, the system processes instances in the order of the slices, using the process order rules described earlier to determine the order. .

The examples in this topic illustrate these rules.

Example 1: Process Order When an Element Assignment Shares the Same User Field as the Complementary Rule

An earning E1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

E1 is assigned to a payee with a begin date of June 16 and a user field value of State = MO; the amount is 3000 and the end date is open.

E1 is assigned to the same payee with a begin date of June 16 and a user field value of State = AR; the amount is 3000 and the end date is open.

At the rule definition level, E1 is defined with a calculation rule of Amount and a user field value of State = MO. The amount is 4000.

Note: In this example, element assignment is abbreviated *Assign*.

Component	Rule Definition	Assign (Instance 1) Process Order Number = 10 Slice 2: June 16–30	Assign (Instance 2) Process Order Number = 20 Slice 2: June 16–30	
Amount	4000	3000	2000	
User Field (State)	MO	MO	AR	

The system resolves three instances of E1 in the following order:

Element	Instance	Assign Instance	Amount	User Field	Begin/End Date
E1	1	0	2000 (Complementary Rule Instance)	MO	June 1– June 15
E1	2	1	1500	MO	June 16 – June 30
E1	3	2	1000	AR	June 16 – June 30

In this example, the process order number of the element assignment with the user field set of *MO* drives the process order of the matching complementary rule instance; within that user field set, the system processes the complementary rule and associated element assignment in the order of the slices in which they occur (slice 1 before slice 2).

Example 2: Process Order When an Element Assignment Shares the Same User Field as the Complementary Rule

An earning E1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

E1 is assigned to a payee with a begin date of June 16 and a user field value of State = AR; the amount is 3000 and the end date is open.

E1 is assigned to the same payee with a begin date of June 16 and a user field value of State = MO; the amount is 2000 and the end date is open.

At the rule definition level, E1 is defined with a calculation rule of Amount and a user field value of State = MO. The amount is 4000.

Note: In this example, element assignment is abbreviated *Assign*.

Component	Rule Definition	Assign (Instance 1) Process Order Number = 10 Slice 2: June 16–30	Assign (Instance 2) Process Order Number = 20 Slice 2: June 16–30	
Amount	4000	3000	2000	
User Field (State)	MO	AR	MO	

The system resolves three instances of E1 in the following order:

Element	Instance	Assign Instance	Amount	User Field	Begin/End Date
E1	1	0	2000 (Complementary Rule Instance)	MO	June 1– June 15
E1	2	1	1500	AR	June 16 – June 30
E1	3	2	1000	MO	June 16 – June 30

In this example, as in the previous one, the process order number of the element assignment with the user field set of MO drives the process order of the matching complementary rule instance; within that user field set, the system processes the complementary rule and associated element assignment in the order of the slices in which they occur (slice 1 before slice 2). However, the user field values and process order numbers of the element assignments are reversed in this example (as compared to the previous one). In other words, the assignment with the user field set of AR has a lower process order number (higher priority) than the assignment with the user field set of MO, and is calculated first, respecting slice order.

Example 3: Process Order When an Element Assignment Does Not Share the Same User Field as the Complementary Rule

An earning E1 is set up to trigger element segmentation (and proration) when it is assigned to a payee.

E1 is assigned to a payee with a begin date of June 16 and a user field value of State = KS; the amount is 3000 and the end date is open.

E1 is assigned to the same payee with a begin date of June 16 and a user field value of State = AR; the amount is 2000 and the end date is open.

At the rule definition level, E1 is defined with a calculation rule of Amount and a user field value of State = MO. The amount is 4000.

Note: In this example, element assignment is abbreviated *Assign*.

Component	Rule Definition	Assign (Instance 1) Process Order Number = 10 Slice 2: June 16–30	Assign (Instance 2) Process Order Number = 20 Slice 2: June 16–30	
Amount	4000	3000	2000	
User Field (State)	MO	KS	AR	

The system resolves three instances of E1 in the following order:

Element	Order Number	Assign Instance	Amount	User Field	Begin/End Date
E1	1	0	2000 (Complementary Rule Instance)	MO	June 1 – June 15
E1	2	1	1500	KS	June 16 – June 30
E1	3	2	1000	AR	June 16 – June 30

In this example, there is no user field set match between the element assignments and the complementary rule instance. The system processes the complementary rule before the assignments following the order of the slices; it processes the assignment with the user field of *KS* before the assignment with the user field of *AR* based on their process order numbers.

Retrieving Data for Elements that Resolve Multiple Times

If an earning or deduction has user fields and multiple resolutions occur due to multiple user field sets, the system sums the resolutions when returning a value for the element in a specific segment. The system does not return the value of individual user field instances.

Example: Summing the Value of Individual Instances of an Element

An earning element E2 uses E1 as its base component.

E1 resolves multiple times in a segment, as shown in this table:

<i>Instance Number</i>	<i>User Field (State)</i>	<i>Amount</i>	<i>Segment Begin Date</i>	<i>Segment End Date</i>
1	State 1	2000	October 1, 2003	October 31, 2003
2	State 2	1000	October 1, 2003	October 31, 2003
3	State 3	500	October 1, 2003	October 31, 2003

Assuming that E2 uses E1 as its base component, the system returns a value of 3500 for E1 when it resolves E2 (2000 + 1000 + 500).

Note: If you need to use the value of individual user field instances of an element in a rule, create segment accumulators with the appropriate user keys. In this example, you could define a segment accumulator for E1 with a user field of State. You could then use this segment accumulator as the base component in the definition of E2.

Defining Arrears

The following rules apply to deduction elements that have user fields and are defined to generate arrears:

- The user fields associated with the deduction automatically default to the auto-generated arrears accumulators as accumulator keys.

This enables the system to track arrears separately by user field set.

- An arrears payback for a deduction applies only to the instance with matching user field values.
- If a deduction with arrears is sliced but does not resolve—and only the arrears payback is processed—the payback applies to the entire segment rather than to one slice or another in the calendar period.

Related Links

[Understanding Arrears and Retroactive Processing](#)

Using Generation Control with Multiple Resolutions

Generation control can be set at both the element definition level and the earning/deduction assignment level. Regardless of where generation control is defined it is considered per instance. You can define different generation control parameters for each assignment of an element on the Element Assignment By Payee or Payee Assignment By Element components.

Note: Positive input overrides generation control. In other words, if there is positive input for an element, it is resolved regardless of the generation control parameters.

Note: Retroactive adjustments and arrears paybacks are not affected by generation control, and are always processed.

Related Links

[Frequency and Generation Control Calculations](#)

Using the Always Recalculate Option

The Always Recalculate option on the earning and deduction Name page (GP_PIN) applies at the element level, not the instance level. For example, if you set the Always Recalculate option to Yes for an instance of a deduction with a user field value of State = California, you cannot set the option to No for an instance with a user field value of State = New York. If an earning or deduction is set to recalculate, all resolutions from the initial calculation are replaced with resolutions resulting from the recalculation.

When the Always Recalculate option is turned on, the system updates the accumulators to which the elements contribute so that if previously calculated values change or a user field set no longer exist, the accumulators and arrears are cleared of the old values.

The examples in this topic show how the accumulators are updated.

Note: The recalculation of an earning or deduction typically results from placing the element on the process list more than once, or from multiple passes of the net pay validation process.

Example 1: Recalculation of an Element Results in a Different Number of Instances

Deduction D1 adds to accumulator AC1.

The initial balance stored in AC1 is zero (0).

The first time the system encounters D1 on the process list, it resolves the deduction three times:

<i>Instance</i>	<i>Resolved Amount</i>	<i>User Field 1 (State)</i>	<i>User Field 2 (Location)</i>	<i>Slice Dates</i>
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

For each resolution of D1, there is a corresponding accumulator instance:

<i>Sequence</i>	<i>Amount</i>	<i>User Field 1 (State)</i>	<i>User Field 2 (Location)</i>	<i>Slice Dates</i>
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

The second time D1 appears on the process list, the system generates only two resolutions:

Instance	Resolved Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5500	State 1	Location 1	January 1 - January 31
2	4000	State 2	Location 2	January 1 - January 31

Note: The system does not store the result for State 3 in the Earning/Deduction Results table (GP_RSLT_ERN_DED).

This table shows how the system updates accumulator AC1:

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5500 (5000 - 5000 + 5500)	State 1	Location 1	January 1 - January 31
2	4000 (1000 - 1000 + 4000)	State 2	Location 2	January 1 - January 31
3	0 (3500 - 3500 + 0)	State 3	Location 3	January 1 - January 31

Example 2: Recalculation of an Element Results in the Same Number of Instances with Different User Field Sets

Deduction D1 adds to accumulator AC1.

The initial balance stored in AC1 is zero (0).

The first time the system encounters D1 on the process list, it resolves the deduction three times:

Instance	Resolved Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

For each resolution of D1, there is a corresponding accumulator instance:

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5000	State 1	Location 1	January 1 - January 31

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

The second time D1 appears on the process list, the system generates three resolutions, but one resolution has different user field values:

Instance	Resolved Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5500	State 1	Location 1	January 1 - January 31
2	2500	State 2	Location 2	January 1 - January 31
3	2000	State 4	Location 4	January 1 - January 31

This table shows how the system updates accumulator AC1:

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5500 (5000 - 5000 + 5000)	State 1	Location 1	January 1 - January 31
2	2500 (1000 - 1000 + 2500)	State 2	Location 2	January 1 - January 31
3	2000	State 4	Location 4	January 1 - January 31
4	0 (3500 - 3500 + 0)	State 3	Location 3	January 1 - January 31

Related Links

[<Element> Name Page](#)

Using Brackets and Formulas to Populate User Fields

When the user fields associated with an earning or deduction assignment are populated by a formula or a bracket, the formula or bracket updates the zero instance of the earning or deduction when it returns a value. In other words, the formula or bracket does not create multiple instances of the element when it populates the user field. For example, assume that earning E1 resolves to 100 USD and that the value of the user field associated with the element is California (user field = State). If the formula or bracket that populates the user field later defines the value of state as Nevada, the system overwrites the earlier value of California and sets the value of the zero instance to Nevada.

Related Links

[Brackets](#)

[Formulas](#)

Defining Retroactive Processing Considerations

This topic discusses:

- Grouping deltas using user field levels.
- Processing Retroactive Overrides — Forwarding Options.
- Forwarding deltas with user fields and user field levels.
- Managing unprocessed retroactive deltas.
- Defining the retroactive recalculation option.
- Slice mismatches.

Grouping Deltas Using User Field Levels

Global Payroll enables you to group or separate deltas for an earning or deduction based on matching user field sets. You control the level of matching needed to group deltas for an element by defining the match requirements—that is, you can require matching on the first user field only before deltas can be grouped, on both the first and second user fields, on the first, second, and third user fields, and so on.

To control how the system groups retroactive deltas for forwarding to the current period, select one of the following user field levels when you define an earning or deduction element:

<i>User Field Level</i>	<i>Description</i>
None	Element level grouping (all deltas combined regardless of differences between user field sets)
Group through User Field 1	Partial set (only User Field 1 must be identical to combine deltas)
Group through User Field 2	Partial set (only User Fields 1 and 2 must be identical to combine deltas)
Group through User Field 3	Partial set (only User Fields 1, 2, and 3 must be identical to combine deltas)
Group through User Field 4	Partial set (User Fields 1, 2, 3, and 4 must be identical to combine deltas)
Group through User Field 5	Partial set (User Fields 1, 2, 3, 4, and 5 must be identical to combine deltas)
All User Fields Defined	Complete set (all user fields must be identical to combine deltas)

Note: You set the Retro Delta User Field Level on the User Fields page.

See [Earnings - User Fields for Element <name> Page](#).

The examples in this topic illustrate how deltas are grouped or separated based on the user field level.

Example 1: User Field Level = None

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level is set to *None* for element E1.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

Earnings	Instance	Amount	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	300	State 1	Location 1	ABC
E1	2	200	State 1	Location 2	DEF
E1	3	150	State 3	Location 3	ABC

When Period 1 is recalculated (V1R2), the results are:

Earnings	Instance	Amount	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	400	State 1	Location 1	ABC
E1	2	300	State 1	Location 2	DEF
E1	3	200	State 3	Location 3	ABC

The system stores the following deltas for E1 in the result tables:

Earnings	Delta Number	Delta	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	250			

Note: Because deltas are stored at the element level, the system sums the deltas for each user field set (100 + 100 + 50 = 250). No user field values are stored.

Example 2: User Field Level = All User Fields Defined (Complete Set)

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level requires a complete user field match to group retroactive deltas.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

Earnings	Instance	Amount	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	300	State 1	Location 1	ABC
E1	2	200	State 1	Location 2	DEF
E1	3	150	State 3	Location 3	ABC

When Period 1 is recalculated (V1R2), the results are:

Earnings	Instance	Amount	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	400	State 1	Location 1	ABC
E1	2	300	State 1	Location 2	DEF
E1	3	200	State 3	Location 3	ABC

The system stores the following deltas for E1 in the result tables:

Earnings	Delta Number	Delta	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	100	State 1	Location 1	ABC
E1	2	100	State 1	Location 2	DEF
E1	3	50	State 3	Location 3	ABC

Note: Because the user field level requires a complete match to sum retroactive deltas, the system stores the deltas separately by user field set.

Example 3: User Field Level = Through User Field 1 (Partial Set)

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level requires a match through User Field 1 to group retroactive deltas.

User Field 1 is Company.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

Earnings	Instance	Amount	User Field 1 (Company)	User Field 2 (State)	User Field 3 (Location)
E1	1	300	ABC	State 1	Location 1
E1	2	200	DEF	State 1	Location 2
E1	3	150	ABC	State 3	Location 3

When Period 1 is recalculated (V1R2), the results are:

Earnings	Instance	Amount	User Field 1 (Company)	User Field 2 (State)	User Field 3 (Location)
E1	1	400	ABC	State 1	Location 1
E1	2	300	DEF	State 1	Location 2
E1	3	200	ABC	State 3	Location 3

The system stores the following deltas for E1 in the result tables:

Earnings	Delta Number	Delta	User Field 1 (Company)	User Field 2 (State)	User Field 3 (Location)
E1	1	150	ABC		
E1	2	100	DEF		

Note: The system stores deltas by company (User Field 1) in this example.

Processing Retroactive Overrides–Forwarding Options

When you forward an element to another element (regardless of the retroactive method), Global Payroll requires that both the user field set and the user field level of the element to be forwarded match the user field set and user field level of the *forward to* element.

Related Links

[Understanding Retroactive Methods](#)

Forwarding Deltas with User Fields and User Field Levels

When deltas are summed and forwarded to the current period from previous periods, Global Payroll observes these rules:

- Deltas for an element are forwarded to the first segment in the current calendar (first resolved instance).

- If the first segment is sliced, the system forwards adjustments to the first slice within the first segment.
- If an earning or deduction fails to resolve in the current period because of generation control or missing payee level data, the retroactive adjustment for the element is pulled into the current period as the first instance.
- If there is a retroactive adjustment only instance (a forwarded adjustment instance without a corresponding current period instance), the adjustment instance is resolved with segment dates, not slice dates.
- If there is a retroactive adjustment in conjunction with a positive input or rule resolution, the retroactive adjustment is added to the first instance resolved.
- If there is an arrears payback for a deduction in the current period but the deduction itself is not resolved, the arrears payback and the adjustment are brought in to create a single instance using segment dates.

These additional rules apply when there are user field levels defined for an element:

- If the user field level is *None*, the system forwards the deltas to the first instance of the earning or deduction in the current period; these deltas assume the user field values of the first instance.

If there is no current instance, the adjustment becomes the first instance and uses the segment dates to fill out the user field set.

- If the user field level is *All User Fields Defined* (complete set), all of the user fields associated with the deltas come in with the retroactive adjustments.
- If the user field level is partial (*Through User Field 1, 2, 3, 4* and so on), the system forwards the deltas to the first instance of the element that matches the partial set.

If there is no match, segment dates are used to fill out the user field set.

These additional rules apply to earnings and deductions with or without user fields, and to elements with and without a driver:

- If there is more than one instance of an element in the current period with matching user field values, the system applies the adjustments to the first instance.
- The system allows only one retroactive adjustment per user field set.

The system adds the adjustment to the first instance of the user field set, and this instance is saved with the dates associated with it.

- If there are no current instances of an element with a matching user field set, the adjustment resolves by itself using the segment dates.

A new user field set results in a new additional instance of the element.

Related Links

[Grouping Deltas Using User Field Levels](#)

[Understanding Complex Retro Processing](#)

Managing Unprocessed Retroactive Deltas

The Review Unprocessed Retro Deltas component displays retroactive deltas by instance and user field set. However, the following attributes on the Review Unprocessed Retro Deltas component apply at the element level rather than at the instance or user field set level:

- Retro Delta Match Action (Default Match, Do Not Process, or Apply to Calendar).
- Forward to pay group/Calendar.

Note: Using the Review Unprocessed Retro Deltas component, you can target unprocessed retroactive deltas to specific calendars and change the element that the delta is forwarded to. Both the user field set and the user field level of the element to be forwarded must match the user field set and level of the *forward to* element.

Related Links

[Unprocessed Retro Deltas Page](#)

Defining the Retroactive Recalculation Option

The Retro Recalculation Option on the Calculation page of the earning and deduction definition component applies at the element level, not at the instance level. For example, if you set the Retro Recalculation Option to *Always Recalculate* for an instance of a deduction with a user field value of State = California, you cannot set the option to *Do Not Recalculate* for an instance with a user field value of State = New York.

Related Links

[Retroactivity Calculations](#)

[Earnings - Calculation Page](#)

Defining Slice Matches and Mismatches

During retroactive processing, if an earning or deduction element is defined as *Do Not Recalculate*, the system returns the old value for the element, along with all of its component elements. However, if there is a segment or slice mismatch between the period being recalculated and the prior calculated period, the system ignores the *Do Not Recalculate* designation and recalculates the element.

Related Links

[Retroactivity Calculations](#)

Using System Elements

Global Payroll delivers system elements that you can use to define earnings or deductions that use accumulator drivers to initiate multiple resolutions. The most important of these system elements is CURR_DRIVER_VAL, an element that returns the current value of the driver accumulator when that accumulator is used as the base in the calculation rule of an element.

Example: Using CURR_DRIVER_VAL

When you define an element (earning or deduction) that uses a driver accumulator, you may need to use the driver accumulator in the calculation rule—in addition to using it to drive resolutions of the element.

For example, let's say you define a tax deduction D1 that resolves multiple times based on state taxable earnings. This element is defined as follows:

- State taxable earnings are contained in an accumulator called State Taxable Gross, which has STATE as a user key.
- This accumulator drives resolutions of the tax deduction D1, which has a calculation rule of Base x Percent.
- The percent is defined as a formula that returns a value based on STATE, and the base is taxable gross earnings.

When you define the calculation rule of the element, rather than using the State Taxable Gross accumulator as the base, you can use the system element CURR_DRIVER_VAL to return the current value of the driver accumulator.

There are several advantages of using the system element:

- During processing, the value of an existing driver accumulator instance could change and new instances could be generated, altering the true current values of the accumulator.

To avoid this problem, the system element CURR_DRIVER_VAL takes a snapshot (copy) of the existing accumulator instances. This snapshot is taken each time the driven earning/deduction is encountered on the process list prior to its resolution, and enables the element to resolve using the correct current values.

- From a performance standpoint, the resolution of an earning/deduction driver is quicker if CURR_DRIVER_VAL is used in the calculation rule than if the accumulator value is accessed directly.
- Using the driver accumulator directly in the earning's or deduction's calculation rule invokes regular accumulator value retrieval logic, which could cause the system to return the wrong row in the accumulator array.

For example, user key values can change during the resolution of an earning or deduction (via a formula, for example), causing the system to return the wrong driver value (row).

Note: Global Payroll encourages the use of the system element CURR_DRIVER_VAL in place of the driver accumulator to ensure valid results.

Additional System Elements

In addition to CURR_DRIVER_VAL, Global Payroll delivers these system elements that can be used to define earnings/deductions driven by an accumulator:

	<i>System Element</i>	<i>Occurrence Level</i>	<i>When Available</i>	<i>Field Format</i>
1	USER_FIELD_EXISTS	Element	Entire Segment	Char (0/1)

	System Element	Occurrence Level	When Available	Field Format
2	DRIVER_EXISTS	Element	Entire Segment	Char (0/1)
3	ACCUM_IS_DRIVER	Element	Entire Segment	Char (0/1)
4	DRIVER_ELEM	Element	Entire Segment	PIN NUM
5	ED_ASSIGN_EXISTS	Element	Earning/Deduction Resolution Only	Char (0/1)
6	PI_EXISTS	Element	Earning/Deduction Resolution Only	Char (0/1)
7	DRIVER_EXISTS	Element	Earning/Deduction Resolution Only	Char (0/1)
8	UFS_ED_ASGN_EXISTS	Per UFS	Earning/Deduction Resolution Only	Char (0/1)
9	UFS_PI_EXISTS	Per UFS	Earning/Deduction Resolution Only	Char (0/1)
10	UFS_DRIVER_EXISTS	Per UFS	Earning/Deduction Resolution Only	Char (0/1)
11	INSTANCE_NUM	Element	Earning/Deduction Resolution Only	Decimal
12	ED_ASSIGN_INSTANCE_NUM	Per Instance	Earning/Deduction Resolution Only	Decimal
13	ED_PROCESS_ORDER	Per Instance	Earning/Deduction Resolution Only	Decimal
14	ED_ASSIGN_BGN_DT	Per Instance	Earning/Deduction Resolution Only	Date
15	ED_ASSIGN_END_DT	Per Instance	Earning/Deduction Resolution Only	Date
16	CURR_DRIVER_VAL	Per Instance	Earning/Deduction Resolution Only	Decimal
17	UFS_PI_INST_FIRST	Per Instance	Earning/Deduction Resolution Only	Char (Y/N)
18	UFS_PI_INST_LAST	Per Instance	Earning/Deduction Resolution Only	Char (Y/N)

Note: All of the system elements except ELEM_IS_DRIVER are attributes of an earning or deduction element. ELEM_IS_DRIVER is an attribute of an accumulator.

Related Links

[Understanding How to View Delivered Elements](#)

Processing Payroll

Understanding Payroll Processing

This topic discusses:

- Processing features.
- Processing preparations.
- Processing sequence.
- Processing concepts.
- Status codes and process indicators.

Processing Features

Once you've finished setting up your payroll system, you're ready to run a payroll. Whether you're running the process for a regular payroll or for absence take or absence entitlement, the steps are the same. Your process list and calendar definitions determine who and what gets processed.

To take advantage of the Global Payroll processing capabilities, you need to understand how the system processes payroll and absence runs and what options are available. The next few topics discuss key processing features, preparations, steps for running the process, and status codes for monitoring processing.

Iterative Processing for Preliminary Pay Runs

Iterative processing enables you to process complex, preliminary pay runs quickly with minimal demands on system resources. You launch an Identify phase that flags each payee that meets the selection criteria for your pay run, then launch a Calculate phase that computes net income (or absence take or entitlement, as applicable) for all *identified* payees. After reviewing the results and making the necessary corrections, you rerun the Calculate phase for payees that have had changes since the last run.

Stream Processing

Stream processing is an optional feature that you can use to reduce processing time. You divide payees into subsets, based on their employee IDs, so that the system can perform calculations for multiple sets of payees at the same time.

Group Lists

Group lists are user-defined subsets of the payee population that are scheduled for processing. This feature enables payroll clerks to work concurrently with different sets of payees.

Troubleshooting Tools

When you run payroll or absence calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved. This chain also shows how long it took to resolve each element on the process list. Significant system resources are needed to produce an element resolution chain, so we recommend that you use this feature for problem solving only.

Related Links

[Creating Process Streams](#)

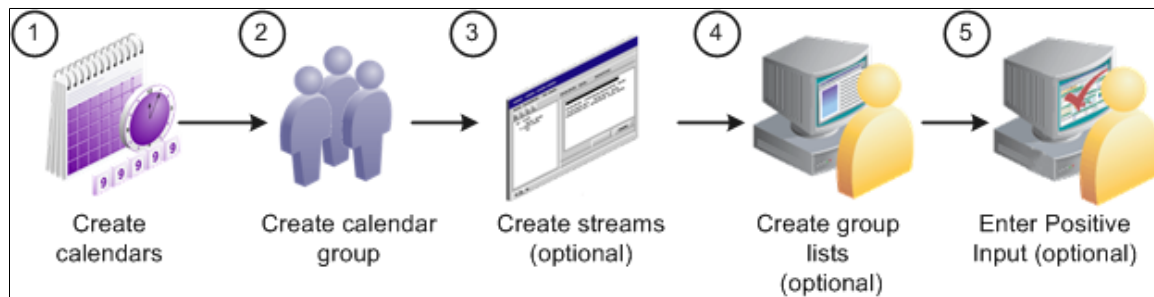
[Creating Group Lists](#)

[Viewing an Element Resolution Chain](#)

Processing Preparations

Image: Payroll preparation steps

This illustration shows the steps to prepare for payroll processing.



Here are the steps to prepare for payroll processing:

1. (Required) Create calendars.

Calendars tell the system which pay group, run type, process list, and calendar period to process. You define pay groups, run types, and process lists during system implementation. You can define calendar periods during implementation or when you set up your calendars.

Important! You should not edit fields on the Calendar Period, Calendar, or Calendar Group ID pages after you initiate processing (other than to add payees to the Calendar, if you selected the Listed Payees option). To make changes to those pages, you must cancel the pay run.

2. (Required) Create the calendar group ID.

The calendar group ID identifies the set of calendars to run together and the sequence in which to process the calendars. If you want to use stream processing, you must indicate that when setting up the calendar group ID.

3. (Optional) Create streams.

To use stream processing, identify the range of employee IDs for each stream. Stream set up is a one time process that may require the assistance of a database administrator.

4. (Optional) Create group lists.

To use the group list feature, clerks who run the payroll process select the payees for each group list. (Group lists are linked to user IDs.)

5. (Optional) Enter positive input.

You can enter positive input for the pay period before or after you begin processing. If you enter positive input after you run the Calculate phase, run Calculate again to pick up your changes.

Related Links

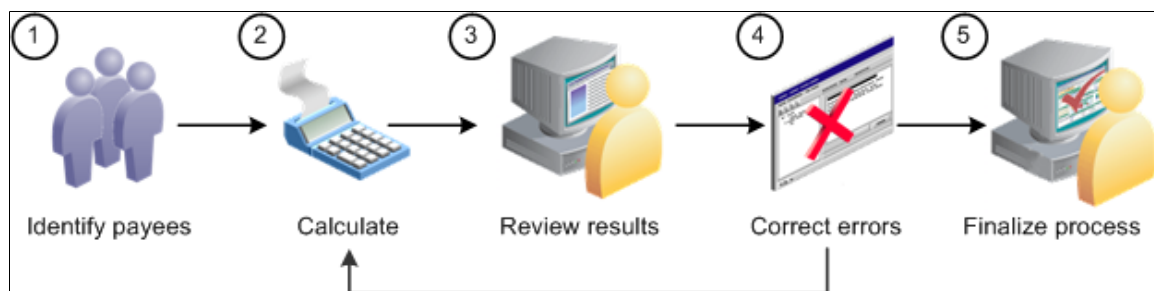
[Understanding Calendars](#)

[Understanding Positive Input](#)

Processing Sequence

Image: Payroll and absence processing steps

This illustration shows the payroll and absence processing steps.



Here are the steps for running a payroll run or an absence run (use the Payroll/Absence Run Control page for steps 1, 2, and 5):

1. Identify payees (Identify phase).

The payroll cycle begins when you run a process that identifies all payees that are to be processed.

2. Perform calculations (Calculate phase).

This phase computes each payee's gross and net earnings (for a payroll run) or absence take or entitlement units (for an absence run).

3. Review results.

If the system encounters problems during the Calculate phase—for example, invalid element definitions or payee eligibility problems—it places the payee in error. You can use various pages to review summary results, errors, and warning messages.

4. Correct any errors and recalculate.

To correct errors, you may need to update the Positive Input pages or make changes to the data in other applications that are integrated with Global Payroll, such as HR or Time and Labor. You can then run the Calculate phase again to process only the payees that need to be recalculated.

5. Finalize the run.

When you're satisfied with the processing results, run the Finalize phase to close the calendar group ID.

Processing Concepts

This topic explains in detail some of the steps in payroll and absence processing.

Identifying Payees

You begin a payroll or absence run by selecting the Identify phase on the Payroll/Absence Run Control page. The Identify phase loops through each calendar that is linked to the calendar group ID and finds all the payees that belong to the pay group that you identified when setting up the calendars. It then identifies the subset of payees that meet the Payee Selection Criteria on the calendars.

You run the Identify phase once per calendar group ID (or once for each stream, if you're using stream processing). Later, if you add new hires, remove terminated payees, enter positive input, or make other changes that affect payee eligibility, the system detects the changes by looking for iterative triggers when you run the Calculate phase. (You must define iterative triggers for the types of changes to the Job record that you want the system to detect.)

For example, after running the Identify phase, you add five new hires to the pay group. As each new hire is added, the system creates an iterate trigger. When you run the Calculate phase, the system sees the iterative triggers for the new hires and includes them in the population of payees to be processed.

A calendar group ID is considered *open* from the time that you launch the Identify phase until you run the Finalize phase.

Important! Payees can be linked to only one open calendar group ID at a time. For example, if you're finishing up the payroll for July and you have set up a separate calendar group ID for bonuses, you must finalize a payee's regular July payroll run before you can run his or her bonus calculation. This feature helps ensure that the accumulators are updated in the correct sequence.

Calculating Payees

Once you identify payees, you can perform gross-to-net pay calculations or absence take or entitlement calculations. The system calculates one payee at a time, calendar by calendar. If a calendar that is associated with a payee is segmented—meaning that the payee receives more than one net payment for the calendar—the system calculates the net amount for each segment before calculating the payee's net amount in the next calendar. After the system has calculated a payee's net pay across all calendars, it continues to the next payee.

Usually you run the Calculate phase several times for the same calendar group ID, first for the entire population of payees that you selected during the Identify phase and then for payees with changes or errors. With each iteration, you identify which payees you want to calculate by selecting one of these options:

- Calculate

This is the Calculate option that you'll select most often. It instructs the system to identify all payees with iterative triggers, including new hires and transfers, payees placed in error during a previous calculation, and those for whom you've manually entered processing instructions using the process indicator.

- Recalculate All

Occasionally, you might need to recalculate every payee that is associated with a calendar group ID, stream, or group list. The Recalculate All option instructs the system to delete existing calculations and calculate each payee again without identifying the payees; that is, without trying to determine whether each payee still meets the payee selection criteria.

Freezing and Unfreezing Calculations

If your organization is like most, you have a short window of time between the day that you start running the payroll process and your cutoff date. At some point, you might want to stop processing payees with iterative triggers (for example, those with salary adjustments) and concentrate on correcting errors so that you can finalize your payroll. To do this, you instruct the system to freeze calculations for the population that you specify. The Calculate phase ignores any subsequent online changes that you make to payees during the pay run and any positive input that you enter later for these payees. (The system keeps the triggers in case the payee is unfrozen later.) However, if you run the Recalculate All option after payees are frozen, the payees are recalculated.

You can freeze or unfreeze all payees that are in the current process stream, group list, or calendar group ID by selecting the Freeze option on the Payroll/Absence Run Control page or you can freeze selected payees on the Payee Status page.

To freeze calculations for a payee, the following conditions must be met:

- Each payment that is associated with the payee (for all segments of all calendars) must have a calculation status of *Payment Calculated*. If you freeze or unfreeze one segment for a payee, all of the payee's segments for the calendar group become frozen or unfrozen.
- The selection status cannot be *Suspended by User*, *Suspended by System*, or *Cancelled*.

Suspending Active Payees

When submitting processing instructions, you have the option to automatically suspend all active payees under certain circumstances so that you can process a special run, such as a one time bonus for a small group of payees. The Suspend Active option on the run control page controls this feature. For on-cycle processing, this option is available when you run the Identify or Calculate phase (including Recalculate All). For off-cycle processing, this option is selected automatically and cannot be changed.

When the Suspend Active option is activated, the system does the following when it processes each payee:

- Checks to see if the payee is associated with another open calendar group.
- When this condition is true, the system checks the payee's calculation status in that calendar group:
 - As long as the status is not frozen, the system suspends the payee from that run, so that the payee can be immediately identified and calculated in the new run.
 - If the calculation status is Frozen, the system suspends the payee in the new run that you're submitting.

Related Links

[Understanding Triggers](#)

Status Codes and Process Indicators

Status Codes and Process Indicators

Status codes and process indicators play an important role in payroll and absence processing. Status codes help you monitor and interpret the processing results; process indicators enable you to manually enter processing instructions for specific payees. This topic focuses on how the codes are created and how to interpret them.

Status Codes

The system creates two sets of status codes as it identifies each payee for processing:

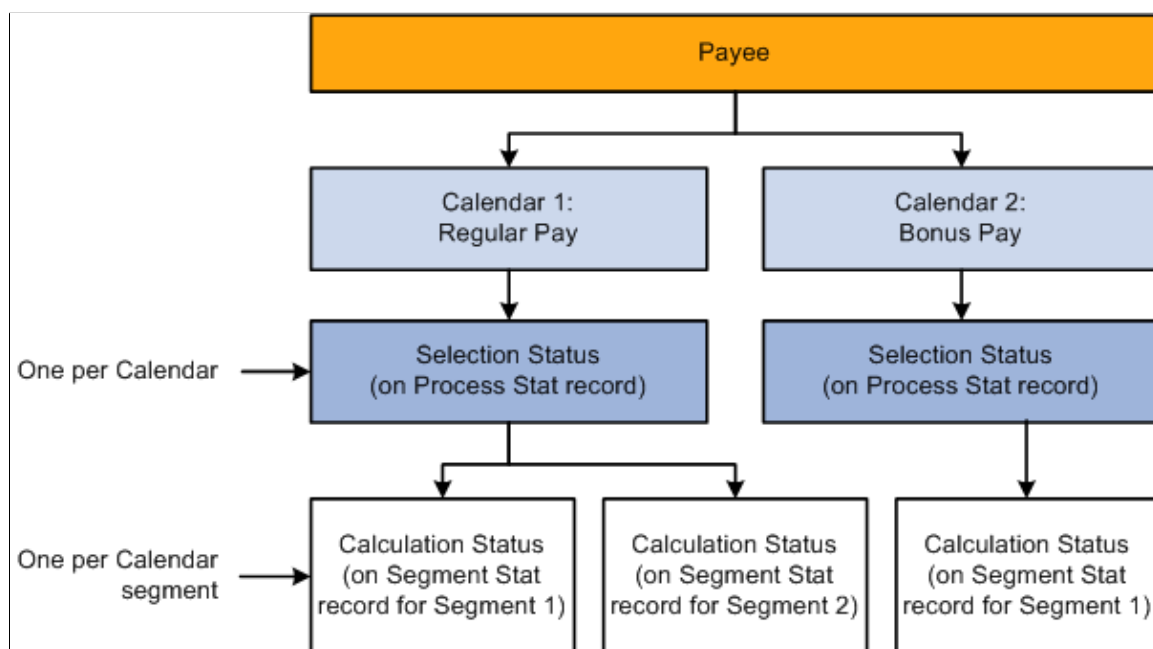
- One *selection status* code for each payee for each calendar, which it stores on the Process Stat (process status) record. During the first run of the Identify phase, each payee's selection status is set to Active or Inactive to explain why the payee was identified for processing. With each iteration of the Calculate phase, the system updates the status to explain why the payee was included in or excluded from processing.

The system keeps a record of excluded payees only if they were *suspended* or *canceled*. If the payee simply no longer qualifies for selection (for example, the payee is assigned to a different pay group), the system does not record this, and the payee's process and status records are deleted.

- One *calculation status* code for each payee, per calendar segment, which is stored on the Segment Stat record. If a calendar has no period segmentation, a payee has one calculation status. Calculation status tells you the most recent action that has been completed for the segment, for example, identified, calculated, in error, or frozen. Before you run the Calculate phase for the first time, the status code for each identified payee is *Identified*.

Image: Status codes created when payees are identified for processing

This diagram shows how the system creates status codes when it identifies payees for processing.



Process Indicators

Sometimes you might need to cancel a payee from a payroll or an absence run; temporarily suspend a payee from processing; freeze, unfreeze a payee; or take some other action at the payee level. You do this by entering a process indicator that tells the system what action to take during the next iteration of processing. For example, if the selection status for payee A is *Active*, and you need to cancel that payee from the pay run, set the payee's process indicator to *Cancel*. The next time you run the Calculate phase, the system deletes all calculation results for payee A and changes payee A's selection status to *Cancelled*. You update the process indicator on the Payee Status component.

Important! Changing a process indicator updates all of a payee's segments that are in the same calendar group ID.

Status Code and Process Indicator Definitions

The tables below list the status codes and process indicators. Selection status (one per payee per calendar) and calculation status (one per calendar segment) are system-maintained; the process indicator is user-maintained.

Selection Status	Definition
Active	Payee was active for at least one day within the calendar.
Inactive	Payee was not active within the calendar, but was selected because of positive input, a retroactive trigger, or a forwarded adjustment.
Cancelled	You manually canceled the payee from the calendar run. The system doesn't re-select the payee for the current calendar run or a retroactive run.
Suspended by User	You manually suspended the payee from the calendar run. The next time you run Calculate, the system tries to reidentify the payee and recalculate the net pay.
Suspended by System	The payee is linked to another open calendar group ID. (A payee can be selected for only one unfinalized calendar group ID at a time.)

Calculation Status	Definition
Identified	Segment has been identified for calculation but has not been calculated.
Calculation Successful	Segment has been calculated.
Frozen For Further Calc	Segment is not subject to further calculations unless you unfreeze it or run the Recalculate All phase.

Calculation Status	Definition
Finalized	The calendar run has been finalized. You can no longer make changes.
Finalized — With Banking	Segment has been finalized and run through the Banking process. This status occurs if you run the Finalize step and then the Banking process.
Calculation Error	An error occurred during calculation.
Calculation Error — Bypassed	The system did not attempt to calculate the payee because of an error.
Calculation Error — By Rule	An error was produced because of a condition that you defined through a message element.
Has No Segment	Segment contains no scheduled payment.

Process Indicator	Definition
Normal	This initial setting appears after each calculation. It indicates that there are no special processing instructions for this payee.
Cancel	The payee will be canceled from the payroll or absence process during the next iteration of the Calculate phase. The selection status will be changed to Canceled. The payee will not be identified again unless you change the indicator to Uncancel before finalizing the pay run.
Recalculate	All calculations that are associated with the payee's jobs (employee ID and employee record number combination) will be rerun the next time you run the Calculate phase. This is similar to the Recalculate All option on the Payroll/Absence Run Control page, but it applies only to payees that you select.
Suspend	The payee will be withheld from processing the next time you run the Calculate phase. The selection status will be changed to <i>Suspended by</i> , and all calculation results will be deleted. During subsequent calculations, the system will try to reidentify and recalculate the payee (until it succeeds or you cancel the payee). You do not need to take any action.
Uncancel	The system will change the selection status from <i>Canceled</i> to <i>Active</i> , <i>Inactive</i> , or whichever selection status is appropriate and will try to reidentify and recalculate the payee the next time the Calculate phase runs.

Process Indicator	Definition
Freeze	The payee is not subject to recalculation unless you select Recalculate All or Un-freeze on the Payroll/Absence Run Control page or the Payee Status page.
Unfreeze	Reverses a payee's freeze status.

Related Links

[Viewing Payee Status and Updating a Payee's Processing Instructions](#)

Common Elements Used to Process Payroll

EmplID From (employee ID from) and EmplID To (employee ID to) Enter the employee IDs of the first and last payees in the range (on inquiry pages) or to be included in the processing stream.

Entering Processing Instructions

When you're ready to begin a payroll or absence run, create a run control ID and enter your processing instructions:

1. Access the Payroll/Absence Run Control page.
2. Indicate which payees you want to process (options vary by processing phase).
3. Select the phase of processing to execute (always select the Identify phase the first time). To initiate processing for a calendar group, the calendar group must first be identified.
4. To produce an element resolution chain or generate performance statistics, select the appropriate option.
5. Select the language to use for the Log File.
6. Click the Run button.

Note: The Description and Process Name (as they appear on the Process Scheduler page) are GP & AM Payroll Job, GP_PAYE. The same name applies to absence and pay runs.

Because processing is iterative, you return to the Payroll/Absence Run Control page several times throughout the calendar group processing cycle to update your instructions. For example, after the Calculate phase runs, you'll want to check the results, make corrections, access the Payroll/Absence Run Control page again (using the same run control ID), and enter instructions for the next phase of processing. Repeat this process as often as necessary until you're ready to finalize the run. The system deletes the run control record each time a processing phase is completed.

If a pay run is aborted, you can correct the problem, use the Restart Information link on the run control page to view the restart information, and resume where processing left off. You don't have to start the pay

run at the beginning. It is very important to continue using the same run control that was used when the process was aborted. The information needed for the system to start up where it left off is stored on the run control. A new run control should *not* be used.

In this topic, we discuss how to:

- Enter processing instructions for payroll, absence, and entitlement processes.
- View information about an aborted run and restart the process.

Pages Used to Enter Processing Instructions and Define Run Control Parameters

Page Name	Definition Name	Navigation	Usage
Calculate Absence and Payroll	GP_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll, Calculate Absence and Payroll	Enter processing instructions for a payroll process, an absence take process, or an absence entitlement process. This page is used to run both on-cycle and off-cycle payrolls.
Restart Information	GP_RUNCTL_SEC	Click the Restart Information link on the Calculate Absence and Payroll page.	View information about an aborted run, including where the system resumes processing after you fix the problem and resubmit the process.
Debug and Tuning Options	GP_RUNCTL_DEBUG_SEC	Click the Debug and Tuning Options link on the Calculate Absence and Payroll page.	Generate statistics to improve the performance of the pay run and determine whether the absence and payroll calculation process updates the data in the Processing Monitor.

See the product documentation for

PeopleTools: PeopleSoft Process Scheduler

Calculate Absence and Payroll Page

Use the Calculate Absence and Payroll page (GP_RUNCTL) to enter processing instructions for a payroll process, an absence take process, or an absence entitlement process.

This page is used to run both on-cycle and off-cycle payrolls.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll, Calculate Absence and Payroll

Image: Calculate Absence and Payroll page

This example illustrates the fields and controls on the Calculate Absence and Payroll page.

Payroll/Absence Run

Calendar Group ID

Select the ID for the set of calendars to process. (The prompt table excludes calendar group IDs that have been finalized.)

Open

This is an attribute of the calendar group. The field is stored on the calendar group table. When the calendar group is initially identified, it is considered open, and the check box is selected. Once it is finalized, it will no longer be open, and the check box will be deselected.

Stream Number

If you selected the stream processing option on the Calendar Group ID page, the Stream Number field is available. The following conditions apply:

- If you select Identify (as the processing phase), you must enter the stream number to process.
- If you select Calculate, Un-freeze, or Freeze, enter the stream number here or complete the Group List ID field (if you have run the Identify phase for all streams).

Group List ID

To calculate, freeze, or unfreeze only payees in a particular group list, enter the group list ID. You can process only group lists that you created with your user ID.

Language

Select the language the system uses to display the Log File (which helps the system administrator determine whether a run

completes successfully). The default is the Preference Language that is defined for the user.

See [Creating Process Streams](#).

Processing Phases and Options

Select the processing phase to run. You can run some phases together, such as Identify and Calculate. Sometimes selecting one option makes other options unavailable.

Identify

Select the first time you run the process. It instructs the system to identify all payees (associated with the calendar group ID, or selected stream, if applicable) that meet the payee selection criteria that is defined on the calendar pages that are linked to the calendar group ID. Otherwise, you can run the Identify phase with the Calculate phase.

Once you run the Identify phase, you cannot select this check box again for the same calendar group ID or stream, unless you cancel the entire run. With iterative processing, the system adds and removes payees based on changes that you make to the data, so you don't have to run the Identify process more than once.

This is accomplished by the use of iterative triggers. Payees with iterative triggers are reidentified and recalculated when you run the calculate phase.

Calculate

Select when you are ready to calculate the payroll or absence units for an absence run. You can run the Calculate phase after or at the same time as the Identify phase. The first time you run Calculate, the system calculates every payee that is flagged by the Identify phase.

For each subsequent run of the Calculate phase, you define the subset of payees that you want to process or reprocess by selecting the appropriate check boxes:

Select the Calculate check box to reidentify payees and recalculate:

- Payees that were placed in error during a previous calculation.
- Payees that were placed in suspend status.
- Payees for whom you manually set the process indicator to *Recalculate* or *Uncancel*.
- Payees with iterative triggers, unless they are frozen.

Select both Calculate and Recalculate All to recalculate the entire population of payees that have already been calculated, including frozen payees. The system reidentifies only payees with iterative triggers.

Freeze	Select to freeze payees that have been calculated. (Payees with <i>Identified</i> status are not frozen.) The system freezes all calculations for the selected population. When you run the Calculate phase for this payee again, the system ignores iterative triggers and positive input that were added while the payee was frozen. (If you select the Recalculate All option, however, the system processes the triggers and positive input.)
Finalize	<p>Select to close the payroll or absence cycle for the entire calendar group ID. Once you finalize the run, no more calculations are possible.</p> <p>The Finalize phase must be run by itself.</p>
Un-freeze	Select to lift the freeze for payees that were frozen. During the batch process, the system resets the calculation status to <i>Calculated</i> . In subsequent runs of the Calculate phase, the system again performs calculations for these payees as needed (the system does not automatically perform calculations for these payees again unless there is a reason, such as a recalculation instruction or an iterative trigger.)
Suspend	Select to pull payees from an open payroll run. Suspended payees are given an iterative trigger with a status of unprocessed. You can then include these payees in another run, like an off-cycle or bonus run, before finalizing the open payroll run. Once you return to the open pay run, the system reidentifies and recalculates the suspended payees. Suspended payees do not lose their associated retroactivity.
Cancel	<p>Select to invalidate the entire pay run (as if the calendar group had never been run). The system deletes all calculations for payees, restores all data to prior values, and deletes all status indicators.</p> <p>Select this check box after you run the Identify or Calculate phase. If this check box is selected, no other options are available. You cannot cancel a run after payments are finalized.</p> <p>The Cancel phase must be run by itself.</p>
Suspend Active	<p>This check box specifies whether to suspend payees from other open calendar groups so that they can be processed in this run. (A payee can only be identified in one open calendar group ID at a time.)</p> <p>For on-cycle processing, the check box is available when you select the <i>Identify</i> or <i>Calculate</i> option. It is deselected, by default.</p> <p>For off-cycle processing, the check box is always selected and you cannot change the setting.</p>
Recalculate All	If you select this check box, also select Calculate. The system deletes the calculation results for all payees from prior runs,

including frozen payees, and sets the status indicators to their original values. It then recalculates (but does not reidentify) every payee that has already been calculated.

This option is appropriate if you've modified records that are used during processing and that do not create iterative triggers—for example, if you've changed an element's definition.

Warning! Recalculating all payees can place a heavy load on system resources. We suggest that you select Recalculate All only when you suspect that calculations are wrong for a large number of payees because of bad data, an erroneous element definition, or some other problem with far-reaching consequences.

Identified

Selected if the Identify phase has been run for all streams. Once all streams are identified, you can use group lists for other phases of processing.

Restart Information

If a fatal error, such as a database error, occurs during processing, the processing stops and an error message appears.

Click to access the Restart Information page, where you can see where the process stopped and where it will resume after you address the problem. After correcting the error, restart the process. Usually you don't need to cancel the run.

Debug and Tuning Options

Click to access the [Debug and Tuning Options page](#), where you can generate statistics to improve the performance of the pay run and determine whether the process updates the data in the Processing Monitor.

Related Links

[Creating Process Streams](#)

[Finalizing a Payroll or Absence Run](#)

[Canceling a Payroll or Absence Run](#)

[Viewing an Element Resolution Chain](#)

Restart Information Page

Use the Restart Information page (GP_RUNCTL_SEC) to view information about an aborted run, including where the system resumes processing after you fix the problem and resubmit the process.

Navigation

Click the Restart Information link on the Calculate Absence and Payroll page.

Image: Restart Information page

This example illustrates the fields and controls on the Restart Information page.

GP Run Control Restart Info

Calculate Absence and Payroll

Restart Information

Run Control ID PS

Calendar Group ID

Phase Initial

Identify Program Option

Step Run Phase Step Initial

Restart Program

Next Step 0

Restart Number

Restart Empl ID

Return

Phase, Identify Program Option, and Step These fields identify where processing stopped, if the program made a commit during processing. Run Phase displays *Initial*, *Iterative*, *Cancel*, *Identify*, *Calculate*, *Finalize*, *Complete*.

Restart Program, Next Step, and Restart Number These fields contain information only if the process was aborted during the Identify phase.

Restart EmplID If the failure occurred during the Calculate phase, this field displays the employee ID number of the first payee that is to be calculated when you restart the process.

Note: When you restart the Calculate phase for a group list, the system uses the definition of the group list as of the restart time.

Debug and Tuning Options Page

Use the Debug and Tuning Options page (GP_RUNCTL_DEBUG_SEC) to generate statistics to improve the performance of the pay run and to determine whether the absence and payroll calculation process updates the data in the Processing Monitor.

Navigation

Click the Debug and Tuning Options link on the Calculate Absence and Payroll page.

Image: Debug and Tuning Options page

This example illustrates the fields and controls on the Debug and Tuning Options page.

Debug and Performance Controls

Calculate Absence and Payroll

Debug and Tuning Options

Run Control ID PS

Calendar Group ID

Performance Tuning

☐ **Update Statistics** For efficiency, the process populates tables temporarily with commonly accessed information that would otherwise be costly to retrieve each time. These tables are subsequently cleared before the process completes. In order for the database to retrieve this information in the most efficient manner, it needs to update the statistical information about these tables after they have been populated.

This is not something you would run frequently, but rather on selected occasions when you are processing a number of payees that seem representative of most of the runs.

Debugging

☐ **Suppress Bulk Insert** Suppressing Bulk Insert will stop the application from caching up data for insert into a number of tables and is crucial in tracking down duplicate inserts.

☒ **No Trace** Use the trace options to produce an audit trail - "Resolution Chain" - from the element resolution.

☐ **Log SQL Time**

☐ **Trace Elements in Error**

☐ **Trace All Elements**

Processing Monitor

☒ **Update Processing Monitor**

OK Cancel

Performance Tuning

Update Statistics

The system leaves temporary tables populated until the end of calendar processing, either through finalization or cancellation, rather than emptying them during the batch payroll process as soon as they are used. This simplifies the process of obtaining accurate statistics from these tables, which in turn enhances performance. The optimum time to update statistics on these tables is when the system has calculated a calendar and that calendar remains open. Updating statistics when all calendars are closed is not recommended because the temporary tables are empty at that point in the process.

The Update Statistics check box enables you to update some of the most important temporary tables during batch processing.

Debugging

Suppress Bulk Insert

Select to prevent the application from caching up data for insert into a number of tables. If you receive a SQL error (such as duplicate insert) while inserting duplicate results into a results table, select this check box and run the process again. Doing so enables the system to display the EMPLID that is causing the error along with the SQL error message.

Several trace options are available during the Calculate phase. These options enable you to request an element resolution chain—a file with detailed results of the Calculate phase—for payees that will be calculated during the next run.

Note: If you are calculating a large number of payees, selecting Log SQL Time, Trace Elements in Error, or Trace All Elements can degrade system performance. We recommend that you use these options for troubleshooting only. (These options require the same level of system resources.)

No Trace

Select if you don't want to produce an element resolution chain.

Log SQL Time

Select to have the Log File report each time the Payee Data Manager program opens cursors (SELECT statements that return more than one row) for the Job table, Job Dates table, Person Organization table, and the Person Organization Instance table during batch processing. This information can be useful for performance tuning.

Trace Elements in Error

Select to produce an element resolution chain that includes only those payees in error.

Trace All Elements

Select to produce an element resolution chain that shows how all elements were resolved for the calculated payees. You can determine the intermediate value of every element and the order in which the elements were resolved.

Processing Monitor

Update Processing Monitor

Select to update the data in the Processing Monitor during absence and payroll calculation batch processing.

By default, this check box is selected. Deselect the check box to turn off the Processing Monitor update portion of the batch process if you want to disable the feature entirely, or just for a selected phase of the calculation process.

For example, if you are running the Identify phase by itself, you don't need to update the Processing Monitor at the same time.

Likewise, if you are performing an iterative calculation for a small subset of payees, it may not be necessary to update the Processing Monitor.

Note: You can also use the Update Processing Monitor Data page to update Processing Monitor data for a specific calendar group.

Related Links

[Configuring the Processing Monitor](#)

[Update Processing Monitor Data page](#)

Creating Group Lists

A group list defines a subset of payees that you can process at the same time. Group lists are linked to user IDs. You can process any group list that you create. You can use group lists with the Calculate, Freeze, and Unfreeze phases of processing after you run the Identify phase for the calendar group. Group lists and streams are mutually exclusive: if you select a group list for processing, you cannot also select a stream number, and vice versa.

Following are some key characteristics of group membership:

- You can update the members of a group list at any time. The system uses the current definition of the group list.
- The system ignores payees in a group list that are not associated with the pay calendars that are being processed.
- You can include a payee in more than one group list; however, we recommend that you do not.

If users start concurrent processes for the same calendar group, but with different group lists that include the same members, the second process stops soon after it begins. This enables the user to remove duplicate payees from the group list.

Warning! If you run the Calculate phase by group list only, the system doesn't detect changes to the payees that are added or removed from a calendar after the initial Identify phase, this is because "only payees within the group are processed." To process overlooked payees, run the Calculate phase for the entire population (without group lists) before finalizing the run.

Page Used to Create a Group List

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Group Lists	GP_GRP_LIST	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Group Lists, Group Lists	Create, edit, and view subsets of payees that you can process during a payroll or absence run.

Group Lists Page

Use the Group Lists page (GP_GRP_LIST) to create, edit, and view subsets of payees that you can process during a payroll or absence run.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Group Lists, Group Lists

Image: Group Lists page

This example illustrates the fields and controls on the Group Lists page.

EmplID

Select the EmplID for each person to include in the group.

Note: You can view or edit only groups that are created with your user ID.

Creating Process Streams

This topic provides an overview of stream processing, lists prerequisites, and discusses creating streams.

Page Used to Create Streams

Page Name	Definition Name	Navigation	Usage
Streams	GP_STREAM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Streams, Streams	Set up a processing stream. Before you can use stream processing, you must partition tables in the database.

Understanding Stream Processing

Stream processing is an optional feature that provides added flexibility to payroll processing. You can divide payees into subsets, or *streams*, based on employee ID ranges, and run calculations for either of the following:

- Only those payees in the stream that you select.
- Two or more streams at the same time.

By starting more than one stream at a time, you shorten the processing time significantly—the system processes the streams simultaneously, rather than going through a single, extended run. Using streams can also help control the sequence of each run and establish break points, to commit the results of your payroll run to the database.

You must process each stream before you can finalize the calendar group ID. The Finalize phase is not stream-oriented because it affects all payees that are processed with the same calendar group ID.

Prerequisites

Stream processing requires preliminary steps. Perform steps 1 and 2 once. Perform steps 3 and 4 each time that you use stream processing while running a payroll.

To prepare for stream processing:

1. Create the streams.
2. Partition tables in the database.

A database administrator needs to partition tables, using employee ID as the key.

3. When creating calendars, select the Stream Processing check box on the Calendar Group ID page.
4. Select the streams to process through the Payee/Absence Run Control page.

To process several streams at once:

- a. Select the processing options for the first stream.
- b. Using a different Run Control ID, enter the instructions for the next stream.
- c. Repeat step (4b) for each stream.

You can run the streams all at once or at different times.

Streams Page

Use the Streams page (GP_STREAM) to set up a processing stream.

Before you can use stream processing, you must partition tables in the database.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Streams, Streams

Image: Streams page

This example illustrates the fields and controls on the Streams page.

Streams

Stream Information			Customize Find View All [?] [grid] First 1-6 of 6 Last	
*Stream Number	*Empl ID From	*Empl ID To		
1	GXTLEE01	GXTLEE10	+	-
2	GXTLEE11	GXTLEE25	+	-
3	GA0501	GA0506	+	-
4	GA0508	GA0515	+	-
5	G1EE0030	G1EE0035	+	-
6	GXEEAM2GP01	GXEEAM2GP05	+	-

Enter a stream number and the EmplIDs of the first and last payees to include in the stream.

Note: You cannot include the same EmplID in more than one stream.

Viewing and Finalizing Payroll Results

Common Elements Used to View and Finalize Payroll Results

Action Type

Displays the type of action that the system performed when it processed an instance of positive input. Values are:

Add: The system processed the normal resolution of the element, processed the element again, and added the amount from positive input.

Do Not Prc (do not process): The system did not resolve the instance, based on instructions from the Positive Input page.

Override: The system resolved the value of this instance using an amount, rate, unit, percent, or base amount from the Positive Input component.

Zero: The system did not resolve the instance of positive input but entered 0 in the results table.

Calculate Action

The following values appear in this field:

Calculate: The segment has been calculated.

Calculate and Replace: The segment was originally calculated and later an off-cycle correction, with a correction type of replacement, is selected.

Reverse: The segment was calculated originally, but during the recalculation period, the payee was no longer eligible for selection, and the segment was reversed. For example, assume that a payee was originally in Pay Group A but moved to Pay Group B. A retroactive change is made to switch the payee to Pay Group B. *Reversal* segments are created for the Pay Group A calendar during the retroactivity, to *reverse* the previous calculation.

EmplID From (employee ID from) and EmplID To (employee ID to)

Enter the employee IDs of the first and last payees in the range (on inquiry pages) or to be included in the processing stream.

Paid and Unpaid

The portions of the day count that are paid and unpaid.

Revision Number and Version Number

Together, these fields indicate whether an amount was recalculated due to retroactivity and (if so) which retroactive method was applied:

When the retroactive method is corrective, the version number increments by 1; the Revision Number stays at 1.

When the retroactive method is forwarding, the version number stays the same; the Revision Number increments by 1.

The original set of output results for a calendar calculation is Version 1, Revision 1.

Segment Number

The number that is associated with the segment. The value 1 appears if the calendar is not segmented.

Viewing Processing Results

After running the Calculate phase, you can view the results. Processing results appear on the components listed below. We suggest that you view the pages in the order shown.

Results Pages	Purpose
Log File	Enables the system administrator to determine whether the COBOL process was executed successfully.
Processing Statistics	Provides processing statistics for the run, including the number of payees that are in error. View by calendar or calendar group.
Payee Iterative List	Lists those payees for whom the system has performed iterative calculations.
Payee Messages	Shows error messages and warnings.
Payee Status	Enables you to view the calculation status of payees and to enter processing instructions for individual payees.
Results by Calendar Group ID	Shows a payee's calculated earnings, deductions, accumulators, and supporting elements for each calendar that is associated with the calendar group ID that you select. You also see calculations by calendar segments, positive input, absences, and retroactive calculations, including deltas and forwarded adjustments.
Results by Calendar	These pages display the same information as the Results by Calendar Group pages, but only for the calendar that you select. You can view the results of a calendar that has been used in different Calendar Groups. For example, if retroactivity causes a calendar to be run more than once, you can access the results of the original run, plus the results of each retroactive run.
Element Resolution Chain	Shows how each element was resolved.

These pages can also be a helpful resource after the Finalize phase. All information remains available after you finalize a run except for Payee Messages and Iterative Triggers. Canceling an entire payroll or absence run deletes all results.

Viewing the Log File

This topic discusses viewing the Log File generated by a payroll or absence process.

The Log File gives the system administrator basic information about the run and whether it was completed successfully. The language in which this file is produced is determined by the user ID of the person who enters the processing instructions on the Payroll/Absence Run Control page.

Note: The system writes the Employee ID to the log file whenever an error occurs and the Employee ID is known at that time.

Example 1: Log File for Successfully Completed Run

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```

Process started           :                13:27:09

Connecting to Database           GP830DVL
  with User ID           :                PSGP
  and Batch Run ID       :                1

Calendar Group ID           K0CRUSA 199910
  Stream Number          :                00
  Group List ID          :
  Identify Option        :                No
  Calculation Option     :                Y
  - Trace Option         :                A
  - Recalculate All      :                N
  Unfreeze Option        :                N
  Freeze Option          :                N
  - By Calendar          :                N
  Finalize Option        :                N
  Cancel Option          :                N

```

The Checkpoint Interval and Progress Interval that you selected on the Installation Settings page appear in the next section of the Log File.

```

Checkpoint / Restart

  CheckPoint Interval    :                1000
  Progress Interval      :                0500

```

Information about the run phase follows. You can see some of the same information when you select the Restart Information link on the Payroll/Absence Run Control page.

Run Phase	:	1
Cancel Pgm Option	:	
Identify Pgm Option	:	
Next Program	:	
Next Step	:	0000
Next Number	:	00
Next Employee ID	:	

Processing Payee Range

First Employee ID	:	B-BARET100
Last Employee ID	:	ZP007

A timestamp message appears at the beginning and end of each processing phase. The timestamps represent application server machine time, not database time.

Initial Phase started : 13:27:12

Looking for T&L feed

COMMIT TAKEN

Initial Phase ended : 13:27:12

Iterative Phase started: 13:27:12

COMMIT TAKEN

Iterative Phase ended : 13:27:12

Cancel Phase started: 13:27:12

Canceling Selectively for Recalculation

Total number of Segments processed : 0

COMMIT TAKEN

Cancel Phase ended : 13:27:14

Identify Phase started: 13:27:14

Iterative screening for new Payees

Total number of Payees identified : 10

Total number of Segments identified : 20

COMMIT TAKEN

Identify Phase ended : 13:27:17

Calculate Phase started: 13:27:18

Looking for T&L feed

COMMIT TAKEN

Example 2: Log File for Run That Is Terminated by an Error

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```

Process started           :                11:06:34

Connecting to Database           GP830TS1
  with User ID           :                PS
  and Batch Run ID       :                GGTEST

Calendar Group ID           GXHCRUSA 199910
  Stream Number          :                00
  Group List ID          :
  Identify Option         :                N
  Calculation Option      :                Y
  - Trace Option          :                N
  - Recalculate All       :                Y
  Unfreeze Option         :                N
  Freeze Option           :                N
  - By Calendar           :                N
  Finalize Option         :                N
  Cancel Option           :                N

Checkpoint / Restart
  CheckPoint Interval     :                1000
  Progress Interval       :                0500
  Run Phase               :                1
  Cancel Pgm Option       :
  Identify Pgm Option     :
  Next Program            :
  Next Step               :                0000
  Next Number             :                00
  Next Employee ID        :

Processing Payee Range
  First Employee ID       :                B-BARET100
  Last Employee ID        :                Z9060

Initial Phase started      :                11:06:38

```

```

right truncation (SQLSTATE 01004) 0

Application Program Failed

  In Pgm Section   : GPPDPDM1: RD000

Application Program Failed

  In Pgm Section   : GPPDPDM0: XA000-GET-NEXT-SEGMENT

Application Program Failed

  In Pgm Section   : GPPSERVC: XP000-CALL-PMT-DATA-MGR

Application Program Failed

  In Pgm Section   : GPPDPRUN: JA000-CALL-SERVICE

Process ended      :                11:06:48

The process terminated with ERRORS.

```

Related Links

[Correcting Batch Processing and Data Entry Errors](#)

Viewing Processing Statistics

This topic discusses viewing processing statistics for a payroll or absence process.

The Processing Statistics component displays high-level processing results:

- The number of payees that are identified, in error, calculated, or finalized.
- The number of active, inactive, canceled, and suspended payees.

Pages Used to View Processing Statistics

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Processing Statistics - By Calendar Group	GP_CALRUN_STAT1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Processing Statistics, By Calendar Group	View processing statistics for the payroll run or absence run by calendar group. First, run the Identify phase.
Processing Statistics - By Calendar	GP_CALRUN_STAT2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Processing Statistics, By Calendar	View processing statistics for the payroll run or absence run by calendar.

Processing Statistics - By Calendar Group Page

Use the Processing Statistics - By Calendar Group page (GP_CALRUN_STAT1) to view processing statistics for the payroll run or absence run by calendar group.

First, run the Identify phase.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Processing Statistics, By Calendar Group

Image: Processing Statistics - By Calendar Group page

This example illustrates the fields and controls on the Processing Statistics - By Calendar Group page.

By Calendar Group			
By Calendar			
Calendar Group ID: G1_GRP_AG04_WP1 Epay Calendar August 04 Week 1			
by Selection Status			
Active:	0	Active Percentage:	0.00 %
Inactive:	0	Inactive Percentage:	0.00 %
Cancelled:	0	Cancelled Percentage:	0.00 %
Suspended by User:	0	Percentage by User:	0.00 %
Suspended by System:	0	Percentage by System:	0.00 %
Total by Selection Status:	0		
by Calculation Status			
Identified:	0	Percentage Identified:	0.00 %
In Error:	0	Percentage in Error:	0.00 %
Calculated:	0	Percentage Calculated:	0.00 %
Frozen:	0	Percentage Frozen:	0.00 %
Finalized:	0	Percentage Finalized:	0.00 %
Total by Calculation Status:	0		
by Segment Status			
Active in Calendar:	0	Percent Active in Calendar:	0.00 %
Inactive Post-Termination:	0	Percent Inactive - Post Term:	0.00 %
Total by Segment Status:	0		

by Selection Status

Active

Payees that were identified for processing because they were active for at least one day within the calendar period. Excludes payees with the selection status *Cancelled* or *Suspended*.

Inactive

Payees that were identified for processing because they were inactive but had positive input, a retroactive trigger, or forwarded adjustment.

Cancelled	Payees that you manually cancelled from the calendar group ID on the Payee Status page.
Suspended by User	Payees that you manually suspended from the calendar group ID through the Payee Status page or the Payroll/Absence Run Control page.
Suspended by System	Payees that the system suspended because the payee was also identified in another open calendar group ID.

by Calculation Status

This group box displays the number of payees with each calculation status, followed by the percentage that each number represents.

by Segment Status

This group box displays the number of active and inactive payees, followed by the percentage that each number represents.

Active in Calendar	Payees that were identified because they were active for at least one day within the calendar period.
Inactive Post-Termination	Payees that are being paid for a period of time when they were inactive (such as a sales commission paid to a person that has left the company) or for a forwarding retroactive situation where there is a mismatch on the payment keys.

Related Links

[Understanding Retroactive Methods](#)

Processing Statistics - By Calendar Page

Use the Processing Statistics - By Calendar page (GP_CALRUN_STAT2) to view processing statistics for the payroll run or absence run by calendar.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Processing Statistics, By Calendar

The fields on the By Calendar page are the same as those on the By Calendar Group page, but they reflect the results for an individual calendar.

To view statistics for the next or previous calendar that is associated with this calendar group ID, click the scroll arrows on the Calendar Statistics title bar.

Related Links

[Processing Statistics - By Calendar Group Page](#)

Viewing Payee Iterative Lists

The payee iterative list provides an inquiry page that enables users to see who was processed during the last iterative calculation and why. Users can define whom the list includes: a single payee, payees that were recalculated, or an entire calendar group. Each batch process automatically creates a payee iterative list of those payees affected by the batch run.

The Payee Iterative List is deleted when you run the Finalize process.

Page Used to View Payee Iterative Lists

Page Name	Definition Name	Navigation	Usage
Payee Iterative List	GP_PYE_ITER_LST	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Iterative List, Payee Iterative List	View a list of employees that were processed in any manner during a batch process.

Payee Iterative List Page

Use the Payee Iterative List page (GP_PYE_ITER_LST) to view a list of employees that were processed in any manner during a batch process.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Iterative List, Payee Iterative List

Image: Payee Iterative List page

This example illustrates the fields and controls on the Payee Iterative List page.

Payee Iterative List

Calendar Group ID: G1_GRP_AG04_WP1 Epay Calendar August 04 Week 1 Country: USA

Selection Criteria

Empl ID From: Empl ID To:

Process Number: ☒ Most Current Iteration

Process Action: Process Reason:

Payees Customize | Find | View All | First 1 of 1 Last

EmplID	Name	Process Number	Process Action	Process Reason	Current	Results	Messages	Status	Timestamp
		0			<input type="checkbox"/>	Results	Messages	Status	

Calendar Group ID

This list is available until the process is finalized for the Calendar Group, at which time the payee iterative list is deleted.

Process Number

The process number has an associated operator ID, run control, timestamp, and group list ID.

Most Current Iteration	Select to return only the payees processed in the last calendar group run.
Process Action	The process action represents the high level reason for inclusion. They are <i>Added</i> , <i>Calculated</i> , <i>Status Change</i> , <i>Not Calculated</i> , and <i>Removed</i> .
Process Reason	Select a Process Reason to limit your search. Available options are: <i>Cancelled – By User</i> , <i>Error in Processing</i> , <i>Frozen – Run Control</i> , <i>Initial Calculation</i> , <i>Initial Identify</i> , <i>Iterative Trigger</i> , <i>Previously in Error</i> , <i>ReCalc – By User</i> , <i>ReCalc All – Run Control</i> , <i>Suspended – By User</i> , <i>Suspended – By System</i> , <i>Time and Labor Feed</i> , <i>Uncancelled – By User</i> , <i>Unfrozen – By Run</i> , and <i>Unsuspending – By System</i> .
	<hr/> Note: If you run the initial Identify and a calculation at the same time, the Action/Reason displayed is Calculated/Initial Identify. <hr/>
Select Payees	Runs the search according to the specifications that you selected in the Selection Criteria group box.
EmplID	Displays the resulting EmplIDs.
Current	The system displays a <i>Y</i> if the viewed entry is the most current.
Messages	Select to launch the Payee Message page in a new browser window.
Status	Select to launch the Payee Status page in a new browser window.
Results	Select to launch the Payee Results page in a new browser window.
Timestamp	Displays when the run control was saved.

Viewing Payee Messages

Payee messages report errors and warnings that are generated during the Calculate phase. The system displays messages that are defined by PeopleSoft in the Message Catalog and any unique messages that you created using formula elements. You specify the population of payees for whom you want to review messages.

The message log is erased when you run the Finalize process.

This topic discusses how to:

- View errors and warnings that are generated for the calendar group ID during the Identify or Calculate phase.
- View detailed information for a selected message.

Important! Error messages require resolution; you cannot finalize a payroll or absence run with errors.

Pages Used to View Payee Messages

Page Name	Definition Name	Navigation	Usage
Payee Messages	GP_MESSAGE_LOG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Messages, Payee Messages	View errors and warnings generated for the calendar group ID during the Identify or Calculate phase.
Batch Message Details	GP_MESSAGE_SP	Click the Details link on the Payee Messages page.	View detailed information for a selected message.

Payee Messages Page

Use the Payee Messages page (GP_MESSAGE_LOG) to view errors and warnings generated for the calendar group ID during the Identify or Calculate phase.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Messages, Payee Messages

Image: Payee Messages page

This example illustrates the fields and controls on the Payee Messages page.

The screenshot displays the 'Payee Messages' page. At the top, it shows 'Calendar Group ID: G1_GRP_AG04_WP1', 'Epay Calendar August 04 Week 1', and 'Country: USA'. Below this is a 'Selection Criteria' section with fields for 'Empl ID From', 'Empl ID To', 'Pay Group', 'Calendar ID', 'Group List ID', 'Calculation Status' (a dropdown), 'Message Set', 'Message Number', and 'Message Severity' (a dropdown). There are 'Select Matching Messages' and 'Clear' buttons, and a 'Go To Print Report' link. Below the criteria section is a 'Messages' table with columns: EmplID, Name, Record, Calc Status, Message, Set, Number, Severity, and a 'Details' link. The table shows one record with 'Record' value 0.

To view payee messages:

1. Enter the criteria for screening messages in the Selection Criteria group box. (optional)

If you select a group list ID, messages for payees that currently belong to the group display. If you enter no selection criteria, messages for all payees in the calendar group display.

2. Click Select Matching Messages to display the results of your search.

Message

Set and Number

Associated set number and message number from the Message Catalog. (Message Set 17005 is the core batch message set; each country has a separate set number for messages from their country-specific batch processes.) If the message number is less than 300, the text only appears in the COBOL log file. Those with numbers greater than 300 appear online.

Details

Click to access the Batch Message Details page to see the full text of the message, an explanation, and the name of the Global Payroll program and program section that generated the message.

Message

Messages appear in the language that is associated with the user's language preference. Messages that have not been translated appear in the base language that is defined for Global Payroll.

Payment Data

This tab displays the calendar ID, pay group, and segment associated with the warning or error message.

Related Links

[Status Codes and Process Indicators](#)

[Correcting Batch Processing and Data Entry Errors](#)

Viewing Payee Status and Updating a Payee's Processing Instructions

This topic discusses how to review payee status and processing instructions.

Important! Changing a process indicator updates the process indicator for *every* calendar that is associated with the payee for a particular calendar group ID.

Page Used to View Payee Status and Update a Payee's Processing Instructions

Page Name	Definition Name	Navigation	Usage
Payee Status	GP_PAYEE_STATUS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Payee Status, Payee Status	View payees by process indicator, calculation status, or other criteria and specify the action that the system is to take.

Related Links

[Status Codes and Process Indicators](#)

Payee Status Page

Use the Payee Status page (GP_PAYEE_STATUS) to view payees by process indicator, calculation status, or other criteria and specify the action that the system is to take.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Status, Payee Status

Image: Payee Status

This example illustrates the fields and controls on the Payee Status.

Payee Status

Calendar Group: G1_GRP_AG04_WP1 Epay Calendar August 04 Week 1 Country: USA

Selection Criteria

Empl ID From: Empl ID To:
 Pay Group: Calendar ID:
 Group List ID: Calculation Status:
 Process Indicator:

[Select with Matching Criteria](#) [Clear](#)

Payees Customize | Find | View All | First 1 of 1 Last

EmplID	Name	Record	*Process Indicator	Calculation Status	Select Status	Calculation Timestamp	Results	Messages
		0	<input type="text"/>				Results	Messages

To review payee status:

1. In the Selection Criteria group box, specify which payees to review (optional).

For example, to see all payees that will be suspended from the next run, select *Suspend* in the Process Indicator field.

2. Click the Select with Matching Criteria button to display the results of your search.

To enter processing instructions for a payee:

1. In the Selection Criteria group box, specify the payees for which you want to enter instructions.
2. On the Payee Status tab, select the applicable process indicator.

Payee Status

The system displays the results of your search. Each segment, including retroactive segments, is listed on a separate line.

Process Indicator

Select the action for the system to take. Some actions take effect instantly; others take effect the next time you run the batch process for the population that the payee is in. The selection status that's associated with the payee and the payment's

calculation status determine what actions you can select. (You cannot change process indicators after a run is finalized.)

All process indicators apply to all payments for a payee. You can see a payee's list of payments in the Results by Calendar component. If a payee has two process indicators because of two jobs, and you change the value of one process indicator to *Cancel*, the second process indicator is also set to *Cancel*, and the payee isn't paid. Options are:

Cancel: The next time you run Calculate, the payee's results (and segment status record) are deleted. The selection status is *Cancel*. The payee remains in *Cancel* status, unless you later change the status to *Uncancel*.

Freeze: Allowed only when the calculation status is *Payment Calculated*. Immediately updates the status to *Frozen* and causes future runs of the Calculate phase to ignore unprocessed positive input or other changes that have been entered since the payee was last calculated (for this calendar period). Applies to all segments for the payee.

Normal.

Re-Calc (recalculate): Use only when the calculation status is *Payment Calculated* or *Frozen*. The next time you run Calculate, the payee will be recalculated.

Suspend: The next time you run the batch process, the payee's results (and segment status record) are deleted. The selection status is set to *Suspended by User*. The payee is reidentified for inclusion in the pay run.

Uncancel: Use only if the selection status is *Cancelled*.

Unfreeze: Allowed only when the calculation status is *Frozen*. This action immediately changes the calculation status to *Payment Calculated*. The next time the Calculate phase is run for this payee, the system processes unprocessed changes (iterative triggers). Applies to all segments for the payee.

Results

Click to access the Results by Calendar Group page to view segmentation, earning, deduction, accumulator, and supporting element information.

Messages

Click to access the Payee Messages page to view errors and warnings generated for the calendar group ID.

Calendar Data

This tab identifies the segment for which the payment was generated, the pay entity associated with the calendar, and the run type (absence or payroll).

Viewing Results by Calendar

Each time you run the Calculate phase, you can use the Results by Calendar pages to display payee information.

This topic discusses how to:

- View segmentation information for a payee.
- View detailed information about a segment.
- View earnings and deductions for a calendar.
- View accumulators for a calendar.
- View supporting elements by calendar.

You can review the results of a calendar each time it's run. For example, if retroactivity causes the February 2000 calendar to be recalculated in March, April, and May, you can quickly view the results for each calendar run on the Results by Calendar page. Click the scroll arrows to view each set of results for the calendar.

Pages Used to View Results by Calendar

Page Name	Definition Name	Navigation	Usage
Results by Calendar - Calendar Results	GP_RSLT_CAL_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar, Calendar Results	View segmentation information for a payee. Page includes links to other pages that display positive input, absence, and retroactive results.
Result Segment Detail for <EMPLID>	GP_RSLT_SEG_SP	<ul style="list-style-type: none"> • Click the Segment Detail link on the Calendar Results page. • Click the Segment Detail link on the Calendar Group Results page. 	<p>View more information about a segment's process and segment statuses.</p> <p>This page is also accessible by calendar group.</p>
Results by Calendar - Earnings and Deductions	GP_RSLT_CAL_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar, Earnings and Deductions	View information about earnings and deductions for a payee.
Results by Calendar - Element Resolution Details	GP_RSLT_RES_SEC	Click the Resolution Details link on the Results by Calendar - Earnings and Deductions page.	<p>View resolution details for each element.</p> <p>This page is also accessible by calendar group.</p>

Page Name	Definition Name	Navigation	Usage
Results by Calendar - Accumulators	GP_RSLT_CAL_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar, Accumulators	View accumulator amounts.
Results by Calendar - Supporting Elements	GP_RSLT_CAL_PIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar, Supporting Elements	View information for each supporting element that was used to calculate the earning or deduction amount.

Related Links

[Viewing Results by Calendar Group](#)

Results by Calendar - Calendar Results Page

Use the Results by Calendar - Calendar Results page (GP_RSLT_CAL_SEG) to view segmentation information for a payee.

Page includes links to other pages that display positive input, absence, and retroactive results.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results

Image: Results by Calendar - Calendar Results page

This example illustrates the fields and controls on the Results by Calendar - Calendar Results page.

Calendar Results | Earnings and Deductions | Accumulators | Supporting Elements

Sabine D'Hardcastle EMP ID: G1GPERF02 Empl Record: 0

Calendar ID: G1_PERF_OCT04 Pay Group: K1GPERFPG Performance Test Pay Group

Segment Information by Calendar Group

Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
G1_GRP_PERF_OCT04	10/01/2004	10/31/2004	Calculate	1	1	1	Segment Detail

Additional Result Pages

[Positive Input - Absence](#) [Positive Input - Payroll](#) [Generated Positive Input](#)

[Absence Data](#) [Retro Calculation Deltas](#)

Segment Detail

Click to access the Result Segment Detail page.

Result Segment Detail for <EMPLID> Page

Use the Result Segment Detail for <EMPLID> page (GP_RSLT_SEG_SP) to view more information about a segment's process and segment statuses.

This page is also accessible by calendar group.

Navigation

- Click the Segment Detail link on the Calendar Results page.
- Click the Segment Detail link on the Calendar Group Results page.

Image: Result Segment Detail for <EMPLID> page

This example illustrates the fields and controls on the Result Segment Detail for <EMPLID> page.

Results by Calendar			
Result Segment Detail for G1GPERF02 (Sabine D'Hardcastle)			
Employee	Person ID: G1GPERF02 Record: 0		
Period Information			
Calendar Group ID:	G1_GRP_PERF_OCT04Oct 04 Performance Testing		<input type="checkbox"/> Off Cycle
Pay Group:	K1GPERFPG	Calendar ID:	G1_PERF_OCT04 Pay Entity: K1GPERFPE
Period ID:	G1_OCT04_M	Target Calendar ID:	Country: USA
Begin Date:	10/01/2004	Calc Time:	08/09/2004 3:53PM Run Type: K1GRTPAY
End Date:	10/31/2004	Selection Status:	Active Calculation Type: Payroll
Payment Date:	10/31/2004		
Segment Information			
Begin Date:	10/01/2004	Segment Number:	1 Revision Number: 1
End Date:	10/31/2004	Calculate Action:	Calculate Version Number: 1
Gross Result:	1234.94	Net Result:	1090.72 Currency: USD
Rate Type:	FMKT	Calculation Status:	Finalized - With Banking
Payment Keys			
Company:	K1G		

Period Information

Period ID

The ID for the time period that is covered by the calendar.

Begin Date and End Date

The begin and end dates that are associated with the Process Stat record. The dates match the calendar begin and end dates.

Target Calendar ID

The target calendar that you selected when defining the calendar for this calendar run.

Calc Time (calculation time)

The last time that calculations were run for this payee.

Segment Information

Rate Type

The exchange rate type associated with the payment. (You define the exchange rate type on the Pay Group Name page and can override it by payee.)

Calculation Status

Values are:

Active in Segment: Payee was active for at least one day during the calendar segment.

Inactive in Segment: Payee was not active during that time period.

Finalized: This particular calculation for the payment/transaction has been finalized.

Transaction Type

Appears for off-cycle results. Values are *Correction*, *Advance Payment*, *Unscheduled Payment*, and *Manual Payment*.

Payment ID

The ID of a manual payment.

Payment Number

The payment number of a manual payment.

Payment Keys

This group box displays any payment keys that have been defined for the payee's pay entity.

Related Links

[Status Codes and Process Indicators](#)

[Pay Entities - Processing Details Page](#)

Results by Calendar - Earnings and Deductions Page

Use the Results by Calendar - Earnings and Deductions page (GP_RSLT_CAL_ED) to view information about earnings and deductions for a payee.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Earnings and Deductions

Image: Results by Calendar - Earnings and Deductions page

This example illustrates the fields and controls on the Results by Calendar - Earnings and Deductions page.

The screenshot displays the 'Results by Calendar - Earnings and Deductions' page. At the top, there are tabs for 'Calendar Results', 'Earnings and Deductions' (selected), 'Accumulators', and 'Supporting Elements'. Below the tabs, the employee's name 'Sabine D'Hardcastle' is shown along with their ID 'G1GPERF02' and 'Empl Record: 0'. The 'Calendar ID' is 'G1_PERF_OCT04', the 'Pay Group' is 'K1GPERFPG', and the 'Performance Test Pay Group' is also listed. The 'Calendar Information' section shows 'Calendar Group ID: G1_GRP_PERF_OCT04', 'Description: Oct 04 Performance Testing', 'Segment Number: 1', 'Version: 1', and 'Revision: 1'. It also displays 'Gross Result Value: 1,234.94 USD' and 'Net Result Value: 1,090.72 USD'. The 'Earnings & Deductions' section features a table with columns: Element Type, Element Name, Amount, Description, Instance, Slice Begin Date, Slice End Date, and Resolution Details. The table lists five items: SALARY (Earnings), FUTA (Deduction), FWT (Deduction), MEDICARE EE (Deduction), and MEDICARE ER (Deduction). Each item has a corresponding amount and a link to 'Resolution Details'.

Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
Earnings	SALARY	1234.940000	Salary	0	10/01/2004	10/31/2004	Resolution Details
Deduction	FUTA	6.600000	Fed Unemployment	1	10/01/2004	10/31/2004	Resolution Details
Deduction	FWT	49.740000	FIT Withholding	0	10/01/2004	10/31/2004	Resolution Details
Deduction	MEDICARE EE	17.910000	Medicare Tax	1	10/01/2004	10/31/2004	Resolution Details
Deduction	MEDICARE ER	17.910000	ER Medicare Tax	1	10/01/2004	10/31/2004	Resolution Details

Amount

The amount that the system calculated for this element. For deductions, this is the amount plus the payback.

Retro Adjustments

Calculation Adjustment

If there was retroactivity for the earning or deduction element, the sum of any retroactive adjustments that were applied during this pay period.

Base Adjustment

If base is a component of the element's calculation rule, the sum of any retroactive adjustments applied to the base amount during this pay period.

Unit Adjustment

If unit is a component of the element's calculation rule, the sum of any retroactive adjustments made to the units during this pay period.

Deduction Arrears

Amount

The deduction amount plus the payback amount.

Amount Not Taken

The deduction amount that exceeds the net pay accumulator for the current pay period.

Payback Amount	The portion of the arrears balance that is being paid off during the current pay period.
Amount Added to Arrears	The amount that is added to the arrears balance accumulator. (The displayed value equals the Amount Not Taken if you selected Deduction Arrears Allowed on the Arrears page.)
Resolution Details	Click to access the Element Resolution Details page, where you can view resolution details for each element.

Results by Calendar - Element Resolution Details Page

Use the Results by Calendar - Element Resolution Details page (GP_RSLT_RES_SEC) to view resolution details for each element.

This page is also accessible by calendar group.

Navigation

Click the Resolution Details link on the Results by Calendar - Earnings and Deductions page.

Image: Results by Calendar - Element Resolution Details page

This example illustrates the fields and controls on the Results by Calendar - Element Resolution Details page.

Results by Calendar			
Element Resolution Details			
EmplID:	G1GPERF02	Name:	Sabine D'Hardcastle
Element:	SALARY	Element:	Salary
Segment:	1	Instance:	0
Empl Record: 0			
Component and Retro Adj Detail			
ED Instance:	0	PI Instance:	0
		<input type="checkbox"/> Driver Exists	
Amount:	1234.940000	Amount Source:	Post Formula
		Amount Adj:	0.000000

Results by Calendar - Accumulators Page

Use the Results by Calendar - Accumulators page (GP_RSLT_CAL_ACUM) to view accumulator amounts.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Accumulators

Image: Results by Calendar - Accumulators page

This example illustrates the fields and controls on the Results by Calendar - Accumulators page.

Calendar Results
Earnings and Deductions
Accumulators
Supporting Elements

Sabine D'Hardcastle EMP ID: G1GPERF02 Empl Record: 0
Calendar ID: G1_PERF_OCT04 Pay Group: K1GPERFPG Performance Test Pay Group

Calendar Information Find | View All First 1 of 1 Last
Calendar Group ID: G1_GRP_PERF_OCT04 Description: Oct 04 Performance Testing
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 1,234.94 USD Net Result Value: 1,090.72 USD

Accumulators Customize | Find | View All First 1-5 of 67 Last
Accumulator Results User Keys

Period	Element Name	Amount	Description	From	Through
Segment	EIC GRS	1234.940000	EIC Gross	10/01/2004	10/31/2004
Segment	FUT GRS	1234.940000	FUTA Gross	10/01/2004	10/31/2004
Segment	FWT GRS	1234.940000	FWT Gross	10/01/2004	10/31/2004
Segment	FWT GRS TOT	1234.940000	FWT Taxable Gross Total	10/01/2004	10/31/2004
Segment	MED EE GRS	1234.940000	Medicare/EE Gross	10/01/2004	10/31/2004

Accumulator Results

Period The period of time tracked by the accumulator.

User Keys

This tab displays the system element or variable element that is associated with the user keys for each accumulator.

Results by Calendar - Supporting Elements Page

Use the Results by Calendar - Supporting Elements page (GP_RSLT_CAL_PIN) to view information for each supporting element that was used to calculate the earning or deduction amount.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Supporting Elements

Image: Results by Calendar - Supporting Elements page

This example illustrates the fields and controls on the Results by Calendar - Supporting Elements page.

Calendar Group Results | Earnings and Deductions | Accumulators | **Supporting Elements**

Sabine D'Hardcastle EMP ID: G1GPERF02 Empl Record: 0
 Calendar Group ID: G1_GRP_PERF_OCT04 Oct 04 Performance Testing

Calendar Information Find First 1 of 2 Last

Calendar ID: G1_PERF_OCT04_ABS Pay Group: K1GPERFPG
 Segment Number: 1 Version: 1 Revision: 1
 Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Supporting Elements Customize | Find | View All First 1-2 of 2 Last

Element Type	Element Name	Description	Amount	Character Value	Date Value	Slice Begin Date	Slice End Date
Absence Entitlement	SICK	Sick	8.000000			10/01/2004	10/31/2004
Absence Entitlement	VACATION	Vacation	4.000000			10/01/2004	10/31/2004

The type of value that the supporting element resolved to determines the column that it is listed under Amount, Character Value, or Date Value.

Slice Begin Date and Slice End Date The begin and end dates of the slice in which the supporting element was resolved.

Viewing Positive Input Results

This topic discusses how to:

- View positive input from the Absence Take process.
- View all positive input processed for a payee.
- View system-generated positive input by calendar.
- View supporting element information.

Pages Used to View Positive Input Results

Page Name	Definition Name	Navigation	Usage
Positive Input - Absence	GP_RSLT_CAL_AE GP_RSLT_RUN_AE	<ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar, Calendar Results <p>Click the Positive Input - Absence link on the Calendar Results page.</p> <ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar Group, Calendar Group Results <p>Click the Positive Input - Absence link on the Calendar Group Results page.</p>	Displays balance adjustments made to frequency-based entitlement elements that are processed for the absence calendar.
Positive Input - Payroll	GP_RSLT_CAL_PI GP_RSLT_RUN_PI	<ul style="list-style-type: none"> Click the Positive Input - Payroll link on the Calendar Results page. Click the Positive Input - Payroll link on the Calendar Group Results page. 	View all processed positive input that was targeted to a calendar in the calendar group.
Positive Input - Details	GP_RSLT_PI_COMP_SP	Click the Other Data link on the Positive Input - Payroll page.	View detailed user instructions on the Positive Input - Details page.
Results by Calendar - Supporting Element Overrides	GP_RSLT_PI_SOVR_SP	Click the Override link on the Positive Input - Payroll page.	View detailed user instructions on the Positive Input - Supporting Elements page.
Generated Positive Input	GP_RSLT_CAL_GPI GP_RSLT_RUN_GPI	<ul style="list-style-type: none"> Click the Generated Positive Input link on the Calendar Results page. Click the Generated Positive Input link on the Calendar Group Results page. 	View resolved and unresolved positive input that was created for another calendar from: a generated positive input section of the process list; the absence take process; and payable time that was retrieved from Time and Labor.
Results by Calendar - Positive Input - Details	GP_RSLT_GPICOMP_SP	Click the Other Data link on the Generated Positive Input page.	Displays detailed information for a system-generated instance of positive input.

Page Name	Definition Name	Navigation	Usage
Results by Calendar-Supporting Element Overrides	GP_RSLT_GPISOVR_SP	Click the Override link on the Generated Positive Input page.	Displays information for supporting elements that are associated with a system-generated instance of positive input.

Positive Input - Absence Page

Use the Positive Input - Absence page (GP_RSLT_CAL_AE) to displays balance adjustments made to frequency-based entitlement elements that are processed for the absence calendar.

Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results

Click the Positive Input - Absence link on the Calendar Results page.

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Calendar Group Results

Click the Positive Input - Absence link on the Calendar Group Results page.

Image: Positive Input - Absence page

This example illustrates the fields and controls on the Positive Input - Absence page.

The screenshot shows the 'Positive Input - Absence' page. At the top, there are tabs: 'Calendar Results', 'Positive Input - Absence' (selected), 'Positive Input - Payroll', and 'Generated Positive Input'. Below the tabs, employee details for 'Sabine D'Hardcastle' (EMP ID: G1GPERF02) are shown. Calendar ID is G1_PERF_OCT04_ABS and Pay Group is K1GPERFPG. The 'Calendar Information' section shows 'Calendar Group ID: G1_GRP_PERF_OCT04' (Oct 04 Performance Testing), 'Segment Number: 1', 'Version: 1', and 'Revision: 1'. Below this is a 'Balance Adjustments' table with columns: Element Name, Source, Action Type, Balance Adjustment, Begin Date, and End Date. The table is empty. Navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last' are present. A 'Return To Main Result Pages' link is at the bottom.

Source

Absence means that the instance of positive input was created by the Absence Take process.

Balance Adjustment

The number of units by which the entitlement balance for this absence take element is being adjusted, if applicable.

Begin Date and End Date

The first day and last day of the absence event.

Positive Input - Payroll Page

Use the Positive Input - Payroll page (GP_RSLT_CAL_PI) to view all processed positive input that was targeted to a calendar in the calendar group.

Navigation

- Click the Positive Input - Payroll link on the Calendar Results page.
- Click the Positive Input - Payroll link on the Calendar Group Results page.

Image: Positive Input - Payroll page

This example illustrates the fields and controls on the Positive Input - Payroll page.

The screenshot displays the 'Positive Input - Payroll' page for employee Sabine D'Hardcastle. The page includes tabs for 'Calendar Results', 'Positive Input - Absence', 'Positive Input - Payroll' (selected), and 'Generated Positive Input'. Key information includes Employee ID G1GPERF02, Empl Record 0, Calendar ID G1_PERF_OCT04_ABS, and Pay Group K1GPERFPG. The 'Calendar Information' section shows Calendar Group ID G1_GRP_PERF_OCT04, Description 'Oct 04 Performance Testing', Segment Number 1, Version 1, Revision 1, Gross Result Value 0.00 USD, and Net Result Value 0.00 USD. The 'Earnings & Deductions' table is currently empty, with columns for Entry Type, Element Name, Description, Instance, Source, Action Type, Other Data, and Override. Navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last' are present throughout the interface.

Earnings & Deductions

Entry Type

Displays the entry type.

Element Name

Displays the element name.

Description

Displays the element description.

Source

Displays the origin of the positive input. Values are:

Absence: The instance was generated by the Absence Take process.

Gen PI (generated positive input): This instance was created through a generated positive input section of a process list.

Manual: The instance was manually entered into the system.

Time&Labor: The instance was received from Time and Labor.

Other Data

Click to access the Details page to view the detailed instructions that were entered on the Positive Input - Details page.

Override

Click to access the Positive Input - Supporting Element Overrides page to view any override information that was entered on the Positive Input - Override page.

Related Links

[Positive Input - Details Page](#)

[Understanding Overrides](#)

Generated Positive Input Page

Use the Generated Positive Input page (GP_RSLT_CAL_GPI) to view resolved and unresolved positive input that was created for another calendar from: a generated positive input section of the process list; the absence take process; and payable time that was retrieved from Time and Labor.

Navigation

- Click the Generated Positive Input link on the Calendar Results page.
- Click the Generated Positive Input link on the Calendar Group Results page.

Image: Generated Positive Input page

This example illustrates the fields and controls on the Generated Positive Input page.

The screenshot displays the 'Generated Positive Input' page. At the top, there are tabs for 'Calendar Group Results', 'Positive Input - Absence', 'Positive Input - Payroll', and 'Generated Positive Input'. Below the tabs, the following information is shown:

- Employee: Issac Nichta, EMP, ID: K0G002, Empl Record: 0
- Calendar Group ID: K0CRCYM 1999M10, October 1999
- Calendar Information: K0CA 1999/10 ABS, Pay Group: K0PGA

Below this is a table titled 'Positive Input Details' with columns: Entry Type, Element Name, Description, Instance, Source, Action Type, Other Data, and Override. The table contains five rows of data for 'Earnings' with 'K0MATERN' as the element name and 'Maternity' as the description. The instances are 101, 103, 105, 107, and 109, all with 'Absence' as the source and 'Override' as the action type. Each row has links for 'Other Data' and 'Override'.

At the bottom of the page, there is a link: [Return To Main Result Pages](#).

Other Data

Click to access the Details page where you can view detailed information about the instance of positive input.

Override

Click to access the Supporting Element Overrides page where you can view information for supporting elements that are associated with the generated instance.

Related Links

[Results by Calendar- Supporting Element Overrides Page](#)

[Positive Input - Details Page](#)

Results by Calendar- Supporting Element Overrides Page

Use the Results by Calendar- Supporting Element Overrides page (GP_RSLT_GPISOVR_SP) to display information for supporting elements that are associated with a system-generated instance of positive input.

Navigation

Click the Override link on the Generated Positive Input page.

Image: Results by Calendar - Supporting Element Overrides

This example illustrates the fields and controls on the Results by Calendar - Supporting Element Overrides.

Results by Calendar

Supporting Element Overrides

EmpID: K0G002 Nichta,Issac

Element Name: KOMATERN Description: Maternity

Instance: 109

Supporting Element Overrides Customize | Find | View All | First 1 of 1 Last

Supporting Element Overrides Set ID Data

Entry Type	Supporting Element	Description	Character Value	Numeric Value	Date Value
SystemElem	RATE AS OF DATE	RATE AS OF DATE		0.000000	10/31/1999

Set ID Data

This tab displays the Set ID associated with the supporting element override.

Related Links

[Understanding Overrides](#)

Viewing Daily Results of the Absence Take Process

This topic discusses how to:

- View the daily results of the absence process.
- View information about the payee's entitlement balance.
- View hours that a payee was absent.
- View values from the user defined fields.
- View values from the Cfg1 . . . 4 scheduling fields.
- View values from Cfg1 . . . 4 fields (alternate work schedule in effect).

Pages Used to View Daily Results of the Absence Take Process

Page Name	Definition Name	Navigation	Usage
Absence Data	GP_RSLT_CAL_ABS GP_RSLT_RUN_ABS	<ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar, Calendar Results <p>Click the Absence Data link on the Calendar Results page.</p> <ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar Group, Calendar Group Results <p>Click the Absence Data link on the Calendar Group Results page.</p>	View the daily results of the Absence Take process, including the day count, paid and unpaid day count, ending entitlement balance, forecast value, absence type, and reason.
Absence Balance Data	GP_ABS_EXPLAIN_SP	Click the Balance Detail link on the Absence Detail tab of the Absence Data page.	View detailed information about the payee's entitlement balance.
Absence Begin/End Data	GP_ABS_BGN_END_SP	Click the Begin/End link on the Begin/End Data tab of the Absence Data page.	View the hours that a payee was absent, if less than a full day. This page shows the first date of the absence and the original begin date, if this absence is linked to a previous absence.
Configurable Fields	GP_ABS_CONFIG_SP	Click the Configurable Fields link on the Schedule Data and Config Details tab of the Absence Data page.	View values that were entered in the User Defined fields when the absence was reported and the User Defined values that are associated with the take element.
Work Schedule Data	GP_ABS_WS_SP	Click the Work Schedule link on the Schedule Data and Config Fields tab of the Absence Data page.	View values that were entered in the Sch Cfg1...4 fields (Shifts page) that apply to the absence date. Also view values for the Sch Cfg fields that are associated with the Workday override schedule selected on the Daily Work Schedule Override page.

Page Name	Definition Name	Navigation	Usage
Alternate Work Schedule Data	GP_ABS_ALT_WS_SP	Click the Alternate Work Schedule link on the Schedule Data and Config Fields tab of the Absence Data page.	View values that were entered in the Sch Cfg1...4 fields (Shifts page or Daily Work Schedule Override page) that apply to the absence date. Applicable only If an alternate work schedule was in effect on the absence day.

Absence Data Page

Use the Absence Data page (GP_RSLT_CAL_ABS) to view the daily results of the Absence Take process, including the day count, paid and unpaid day count, ending entitlement balance, forecast value, absence type, and reason.

Navigation

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results

Click the Absence Data link on the Calendar Results page.

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Calendar Group Results

Click the Absence Data link on the Calendar Group Results page.

Image: Absence Data page

This example illustrates the fields and controls on the Absence Data page.

The screenshot displays the 'Absence Data' page for employee Issac Nichta (EMP, ID: K0G002, Empl Record: 0). The calendar selected is K0CA 1999/10 ABS (Pay Group: K0PGA). The 'Calendar Information' section shows Calendar Group ID: K0CRCYM 1999M10, Description: October 1999, Segment Number: 1, Version: 1, Revision: 1, Gross Result Value: 0.00 USD, and Net Result Value: 0.00 USD. The 'Absence Daily Data' table shows three days of Paid Time Off (PTO) for October 1999:

Element Name	Description	Absence Date	Day	Day Count	Paid	Unpaid	Entitlement Balance	Balance Detail
K0AT PTO	Paid Time Off	10/22/1999	Friday	8.000000		8.000000		Balance Detail
K0AT PTO	Paid Time Off	10/21/1999	Thursday	8.000000	2.000000	6.000000		Balance Detail
K0AT PTO	Paid Time Off	10/20/1999	Wednesday	8.000000	8.000000		2.000000	Balance Detail

At the bottom, there is a link to [Return To Main Result Pages](#).

Day Count

Displays the result of the Day Formula for the absence take element.

Entitlement Balance

Displays the number of paid absence days to which the payee is entitled after taking this absence into account.

Balance Detail

Click to access the Absence Balance Data page where you can view additional information about the absence.

See [Absence Balance Data Page](#).

Absence Detail2

Select the Absence Detail2 tab.

Image: Absence Data page: Absence Detail2 tab

This example illustrates the fields and controls on the Absence Data page: Absence Detail2 tab.

Calendar Results | **Absence Data** | Retro Calculation Deltas

Issac Nichta EMP ID: K0G002 Empl Record: 0
Calendar ID: K0CA 1999/10 ABS Pay Group: K0PGA

Calendar Information Find | View All First 1 of 1 Last
Calendar Group ID: K0CRCYM 1999M10 Description: October 1999
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Absence Daily Data Customize | Find | View All First 1-3 of 5 Last
Absence Detail1 | **Absence Detail2** | Begin / End Data | Schedule Data and Config Fields | Related Elements

Element Name	Description	Absence Date	Absence Type	Absence Reason	Forecast Value
K0AT PTO	Paid Time Off	10/22/1999			
K0AT PTO	Paid Time Off	10/21/1999			
K0AT PTO	Paid Time Off	10/20/1999			

[Return To Main Result Pages](#)

The Forecast Value field displays the forecast value for the last day of the absence event.

Begin/End Data

Select the Begin/End Data tab.

Image: Absence Data page: Begin/End Data tab

This example illustrates the fields and controls on the Absence Data page: Begin/End Data tab.

Calendar Results | **Absence Data** | Retro Calculation Deltas

Issac Nichta EMP ID: K0G002 Empl Record: 0
 Calendar ID: K0CA 1999/10 ABS Pay Group: K0PGA

Calendar Information Find | View All | First 1 of 1 Last
 Calendar Group ID: K0CRCYM 1999M10 Description: October 1999
 Segment Number: 1 Version: 1 Revision: 1
 Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Absence Daily Data Customize | Find | View All | First 1-3 of 5 Last
 Absence Detail1 | Absence Detail2 | **Begin / End Data** | Schedule Data and Config Fields | Related Elements

Element Name	Absence Data Source	Original Begin Date	Begin/End	Holiday Type	Holiday Hours
K0AT PTO	Event Processing	10/18/1999	Begin/End		
K0AT PTO	Event Processing	10/18/1999	Begin/End		
K0AT PTO	Event Processing	10/18/1999	Begin/End		

[Return To Main Result Pages](#)

Absence Data Source

Displays the absence process that generated the absence event:

Take Processing: The row was created when a negative entitlement balance was redirected to another take element (according to instructions on the Absence Take - Negative Balance page) or when the "mapped to" feature (defined on the Absence Take - Day Formula page) resulted in the creation of a second absence event.

Event Processing: The row was created when the absence event was expanded into daily rows during the Absence Take process.

Original Begin Date

If this is a linked absence, the original begin date from the Absence Event Entry page appears.

Begin/End

Click to access the Absence Begin/End Data page where you can view information about partial-day absences.

See [Absence Begin/End Data Page](#).

Holiday Type

If the absence occurred on a holiday, the type of holiday is identified: *BRG* (bridge), *CAN* (Canadian), *HIGH*, *LOW*, *STD* (standard), *USA* (USA public), *VERY* (very high).

Holiday Hours

Displays the number of hours from the Holiday schedule.

Schedule Data and Config Fields (schedule data and configuration fields)

Select the Schedule Data and Config Fields tab.

Image: Absence Data page: Schedule Data and Config Fields tab

This example illustrates the fields and controls on the Absence Data page: Schedule Data and Config Fields tab.

Calendar Results | Absence Data | Retro Calculation Deltas

Issac Nichta EMP ID: K0G002 Empl Record: 0
Calendar ID: K0CA 1999/10 ABS Pay Group: K0PGA

Calendar Information Find | View All First 1 of 1 Last

Calendar Group ID: K0CRCYM 1999M10 Description: October 1999
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Absence Daily Data Customize | Find | View All First 1-3 of 5 Last

Absence Detail1 | Absence Detail2 | Begin / End Data | **Schedule Data and Config Fields** | Related Elements

Element Name	Description	Absence Date	Configurable Fields	Scheduled Work Hours	Work Schedule	Alternate Scheduled Hours	Alternate Work Schedule
K0AT PTO	Paid Time Off	10/22/1999	Configurable Fields	8.00	Work Schedule		Alternate Work Schedule
K0AT PTO	Paid Time Off	10/21/1999	Configurable Fields	8.00	Work Schedule		Alternate Work Schedule
K0AT PTO	Paid Time Off	10/20/1999	Configurable Fields	8.00	Work Schedule		Alternate Work Schedule

[Return To Main Result Pages](#)

Configuration Fields

Click to access the Configurable Fields page to view information from the User Defined fields that are associated with the absence event and absence take element.

Scheduled Work Hours

Displays the number of hours that the payee was scheduled to work on the absence date.

Work Schedule

Click to access the Absence Configurable Data page to view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides.

Alternate Scheduled Hours

Number of hours that the payee was scheduled to work, according to the payee's alternate work schedule, on the absence date.

Alternate Work Schedule

Click to access the Alternate Work Schedule Data page where you can view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides for the alternate work schedule.

See [Alternate Work Schedule Data Page](#).

Related Elements

Select the Related Elements tab.

Image: Absence Data page: Related Elements tab

This example illustrates the fields and controls on the Absence Data page: Related Elements tab.

Calendar Results | **Absence Data** | Retro Calculation Deltas

Issac Nichta EMP ID: K0G002 Empl Record: 0
Calendar ID: K0CA 1999/10 ABS Pay Group: K0PGA

Calendar Information Find | View All First 1 of 1 Last
Calendar Group ID: K0CRCYM 1999M10 Description: October 1999
Segment Number: 1 Version: 1 Revision: 1
Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Absence Daily Data Customize | Find | View All First 1-3 of 5 Last
Absence Detail1 | Absence Detail2 | Begin / End Data | Schedule Data and Config Fields | **Related Elements** |

Element Name	Description	Absence Date	Mapped To Element	Source Element	Negative Absence Element
K0AT PTO	Paid Time Off	10/22/1999			
K0AT PTO	Paid Time Off	10/21/1999			
K0AT PTO	Paid Time Off	10/20/1999			

[Return To Main Result Pages](#)

Mapped to Element

If the absence take element that is associated with the payee's absence is mapped to another take element (through the Take - Day Formula page), the name of the absence take element for which the system will generate a matching absence event appears.

Source Element

Displays the absence take element that triggered generation of a second absence event.

Negative Absence Element

If the event resulted in a negative entitlement balance, and you selected *Take with Other Absence* for this take element (on the Absence Take - Negative Balance page), the name of the specified take element appears.

Absence Balance Data Page

Use the Absence Balance Data page (GP_ABS_EXPLAIN_SP) to view detailed information about the payee's entitlement balance.

Navigation

Click the Balance Detail link on the Absence Detail1 tab of the Absence Data page.

Image: Absence Balance Data page

This example illustrates the fields and controls on the Absence Balance Data page.

Results by Calendar			
Absence Balance Data			
Element Name:	K0AT PTO	Description:	Paid Time Off
Absence Date:	10/22/1999		
Balance Detail			
Begin Entitlement Balance:	0.000000	Entitlement Balance:	0.000000
Day Count:	8.000000		
Paid:	0.000000		
Unpaid:	8.000000		
Beginning Wait Balance:	0.000000	Ending Wait Balance:	0.000000
Wait Count:	0.000000	Cumulative Wait Count:	0.000000
Eligibility Date Value:		<input checked="" type="checkbox"/> Eligibility Indicator	
Minimum Period:		<input checked="" type="checkbox"/> Minimum Period Indicator	
Link Period:		<input type="checkbox"/> Linked Indicator	

Begin Entitlement Balance and Entitlement Balance

Displays the number of paid absence days to which the payee was entitled before and after taking this absence into account.

Day Count

Displays the calculated Day Count.

Beginning Wait Balance

If this absence is subject to a wait per absence rule, this field displays the remaining number of days that the payee must be absent before the current absence date can be paid. It does not count the current absence date.

Ending Wait Balance

Displays the waiting period balance after the current absence date is taken into account.

Wait Count

Displays the result of the Wait Count formula.

Cumulative Wait Count

Displays the wait units that are associated with the current absence event.

Eligibility Date

If the absence is subject to an eligibility period, the date that the payee becomes eligible to take a paid absence appears. Absences that are taken on or after this date can be applied against the entitlement balance. Days before this date are unpaid.

Eligibility Indicator	Selected if the eligibility date has been reached.
Minimum Period	If this absence is subject to a minimum period rule, this field displays the minimum number of calendar days that the payee must be absent before he or she can be paid for the entire absence.
Minimum Period Indicator	Selected if the minimum absence period for this absence has been met.
Link Period	This field applies only if the absence is subject to a linked absence rule. It displays the number of days (or other units) that can elapse between this absence and a related absence for the current absence date to be treated as a linked absence. Linked absences can share the same entitlement and wait period.
Linked Indicator	Selected if this absence event is linked to another absence event.

Absence Begin/End Data Page

Use the Absence Begin/End Data page (GP_ABS_BGN_END_SP) to view the hours that a payee was absent, if less than a full day.

This page shows the first date of the absence and the original begin date, if this absence is linked to a previous absence.

Navigation

Click the Begin/End link on the Begin/End Data tab of the Absence Data page.

Image: Absence Begin/End Data page

This example illustrates the fields and controls on the Absence Begin/End Data page.

Results by Calendar

Absence Begin / End Data

Element Name: K0AT PTO

Description: Paid Time Off

Absence Date: 10/22/1999

Begin / End Data

☐ Begin Absence Day
☒ End Absence Day

☐ Begin Half Day
☐ End Half Day

Partial Hours:

Absence Begin Date: 10/18/1999

Absence End Date:

First Event Begin Date: 10/18/1999

Element Name Displays the name of the absence take element.

Partial Hours

Displays the hours that the payee was absent, if the payee was absent only part of the day.

First Event Begin Date

Displays the date that was entered in the Original Begin Date field on the Absence Event Entry Detail page.

Configurable Fields Page

Use the Configurable Fields page (GP_ABS_CONFIG_SP) to view values that were entered in the User Defined fields when the absence was reported and the User Defined values that are associated with the take element.

Navigation

Click the Configurable Fields link on the Schedule Data and Config Details tab of the Absence Data page.

Image: Configurable Fields page

This example illustrates the fields and controls on the Configurable Fields page.

Results by Calendar				
Configurable Fields				
Element Name: K0AT PTO		Description: Paid Time Off		
Absence Date: 10/22/1999				
Absence Take				
Configuration 1:				
Configuration 2:				
Configuration 3:				
Configuration 4:				
Absence Event				
Date 1:	Decimal 1:	0.000000	Character 1:	Monetary 1:
Date 2:	Decimal 2:	0.000000	Character 2:	Monetary 2:
Date 3:	Decimal 3:	0.000000	Character 3:	Monetary 3:
Date 4:	Decimal 4:	0.000000	Character 4:	Monetary 4:

Absence Take

Configuration 1, Configuration 2, Configuration 3 and Configuration 4 These fields display information that was entered in the Used Defined fields on the Absence Take - Calculation page.

Absence Event

These fields display information that a user entered into the User Defined fields on the Absence Event Entry Detail page.

Work Schedule Data Page

Use the Work Schedule Data page (GP_ABS_WS_SP) to view values that were entered in the Sch Cfg1... 4 fields (Shifts page) that apply to the absence date.

Also view values for the Sch Cfg fields that are associated with the Workday override schedule selected on the Daily Work Schedule Override page.

Navigation

Click the Work Schedule link on the Schedule Data and Config Fields tab of the Absence Data page.

Image: Work Schedule Data page

This example illustrates the fields and controls on the Work Schedule Data page.

Results by Calendar	
Work Schedule Data	
Element Name: K0AT PTO	Description: Paid Time Off
Absence Date: 10/20/1999	
Schedule Data	Schedule Overrides
Scheduled Work Hours: 8.00	<input type="checkbox"/> Schedule Indicator Override
Work Day ID: K0WRK1	Scheduled Hours Override:
User Defined 1: 12.00	Work Day ID Override:
User Defined 2: 4.00	User Defined 1 Override:
User Defined 3:	User Defined 2 Override:
User Defined 4:	User Defined 3 Override:
	User Defined 4 Override:

Schedule Data

Scheduled Work Hours

Displays the number of hours the payee was scheduled to work on the absence date. The hours come from the Schedule Hours field on the Shift page.

Work Day ID

Displays the Work Day ID for the work pattern assigned to the payee. Work Day IDs are assigned to all members of a pay group through the Pay Group page and can be overridden for a payee on the Assign Schedules (Details) page.

User Defined 1 - 4

Displays the data that was entered in the Sch Cfg 1 - 4 fields on the Shifts page for this shift.

Schedule Overrides

Schedule Indicator Override

Selected if an override was entered for the payee on the Override Scheduled Workday page.

Scheduled Hours Override

Displays the scheduled hours that are associated with the Workday override that was entered on the Override Scheduled Workday page.

Work Day ID Override

Displays the Work Day ID that was selected as an override on the Override Scheduled Workday page.

User Defined 1 - 4 Override

Displays the values of the Sch Cfg fields that are associated with the Workday override schedule selected on the Override Scheduled Workday page.

Alternate Work Schedule Data Page

Use the Alternate Work Schedule Data page (GP_ABS_ALT_WS_SP) to view values that were entered in the Sch Cfg1...4 fields (Shifts page or Daily Work Schedule Override page) that apply to the absence date.

Applicable only If an alternate work schedule was in effect on the absence day.

Navigation

Click the Alternate Work Schedule link on the Schedule Data and Config Fields tab of the Absence Data page.

The fields on this page are the same as those on the Work Schedule Data page, but they apply to the alternate work schedule.

Related Links

[Work Schedule Data Page](#)

Viewing Delta Values for Retroactive Calculations

This topic discusses viewing delta values.

When retroactive processing occurs for a payee, the system recalculates each element that is generated for the payee. The difference between the recalculated results and the original results is called the *delta*. A delta can represent an underpayment or an overpayment that results in an adjustment to the payee's earnings.

Page Used to View Deltas

Page Name	Definition Name	Navigation	Usage
Retro Calculation Deltas	GP_RSLT_CAL_DLTA	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar, Calendar Results Click the Retro Calculation Deltas link on the Calendar Results page.	View the delta values associated with payments that were recalculated because of retroactivity.

Retro Calculation Deltas Page

Use the Retro Calculation Deltas page (GP_RSLT_CAL_Delta) to view the delta values associated with payments that were recalculated because of retroactivity.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results

Click the Retro Calculation Deltas link on the Calendar Results page.

Image: Retro Calculation Deltas page

This example illustrates the fields and controls on the Retro Calculation Deltas page.

The screenshot shows the 'Retro Calculation Deltas' page for employee Issac Nichta (EMP ID: K0G002, Empl Record: 0). The calendar is K0CA 1999/10 ABS (Pay Group: K0PGA). The calendar information includes Calendar Group ID: K0CRCYM 1999M10, Description: October 1999, Segment Number: 1, Version: 1, Revision: 1, Gross Result Value: 0.00 USD, and Net Result Value: 0.00 USD. The 'Deltas' section has tabs for Delta Amounts, Forwarded To, Matching, Payment Keys, and User Fields. The 'Delta Amounts' tab is active, showing a table with columns: Element Name, Description, Delta Nbr, Amount Delta, Unit Delta, Base Delta, Corrected, and Forwarded. The table currently has one row with empty fields for the first six columns and checkboxes for 'Corrected' and 'Forwarded'. Navigation links at the bottom include 'Return To Main Result Pages'.

Amount Delta, Unit Delta, and Base Delta Displays the difference between the original value and the recalculated value.

Corrected Selected when the retroactive mode is corrective to indicate that the originally calculated value has been replaced by the recalculated value.

Forwarded Selected when the retroactive method is forwarding or when the retroactive method is corrective and you have defined a forwarding exception. It indicates that the system forwarded each earning and deduction delta (that was defined for forwarding) to the current period as an adjustment or forwarded the value of the elements to a new element—depending on your instructions.

Forwarded To

This tab identifies the calendar group ID, the calendar, pay group and element that will receive the value of the element's retroactive delta in the current period.

Matching

Select the Matching tab.

Image: Retro Calculation Deltas page: Matching tab

This example illustrates the fields and controls on the Retro Calculation Deltas page: Matching tab.

Calendar Results | **Absence Data** | **Retro Calculation Deltas**

Issac Nichta EMP ID: K0G002 Empl Record: 0
 Calendar ID: K0CA 1999/10 ABS Pay Group: K0PGA

Calendar Information Find | View All | First 1 of 1 Last
 Calendar Group ID: K0CRCYM 1999M10 Description: October 1999
 Segment Number: 1 Version: 1 Revision: 1
 Gross Result Value: 0.00 USD Net Result Value: 0.00 USD

Deltas Customize | Find | View All | First 1 of 1 Last
 Delta Amounts | Forwarded To | **Matching** | Payment Keys | User Fields

Element Name	Description	Match Action	Target Calendar ID	Target Paygroup ID

[Return To Main Result Pages](#)

During forwarding retroactive processing, the system forwards adjustments from the recalculated calendars to the current calendar when the Employee Record Number, Paying Entity, Pay Group, and Run Type match. If any of these items do not match, the system follows the forwarding instructions that are defined for the payee on the Unprocessed Retro Deltas page and that display on the Delta Amounts page.

Match Action

Displays the instructions that you entered on the Unprocessed Retro Deltas page. Values are:

Apply Cal (apply to calendar): The retroactive delta was pulled into the specific calendar and pay group that you entered in the Target Calendar ID and Target Calendar Pay Group fields on the Unprocessed Retro Deltas page.

Dflt Match (default match): The retroactive delta was pulled into the current calendar and pay group.

Do Not Prc (do not process): The unprocessed retroactive deltas were not pulled into a calendar as a retroactive adjustment.

Target Calendar ID and Target Pay Group ID

Displays the calendar and pay group to which the deltas were forwarded.

Payment Keys

This tab displays the names of the payment keys and their values.

Related Links

[Understanding Retroactive Methods](#)

[Payment Keys with Forwarding Retro](#)

Viewing Results by Calendar Group

This topic discusses viewing results by calendar group. You can also view results by calendar.

Pages Used to View Results by Calendar Group

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Calendar Group Results	GP_RSLT_RUN_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar Group, Calendar Group Results	View the processing statistics for an entire calendar group. This component displays the same information as the Results by Calendar component, except that it is for a calendar group rather than an individual calendar. Page includes links to other pages that display positive input, absence, and retroactive processing results.
Result Segment Detail	GP_RSLT_SEG_SP	<ul style="list-style-type: none"> Click the Segment Detail link on the Calendar Results page. Click the Segment Detail link on the Calendar Group Results page. 	View more information about a segment's process and segment statuses.
Results by Calendar Group - Earnings and Deductions	GP_RSLT_RUN_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar Group, Earnings and Deductions	View information about earnings and deductions for a payee.
Results by Calendar Group - Element Resolution Details	GP_RSLT_RES_SEC	Click the Resolution Details link on the Results by Calendar Group - Earnings and Deductions page.	View resolution details for each element.
Results by Calendar Group - Accumulators	GP_RSLT_RUN_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar Group, Accumulators	View accumulator amounts.
Results by Calendar Group - Supporting Elements	GP_RSLT_RUN_PIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Results by Calendar Group, Supporting Elements	View information for each supporting element that was used to calculate the earning or deduction amount.

Related Links

[Viewing Results by Calendar](#)

Configuring the Processing Monitor

This topic provides an overview, lists prerequisites, and discusses how to configure the processing monitor.

Pages Used to Configure the Processing Monitor

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Monitor Configuration	GP_CS_INSTALL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Monitor Configuration	Configure the Processing Monitor.

Understanding the Processing Monitor

The Processing Monitor component provides a comprehensive set of processing statistics along with graphical representations of those statistics. The statistical information displayed on this page includes:

- Counts by selection, calculation, and segment status. This information is further broken down by the Absence and Payroll calculation types.
- Summarized gross pay and net pay results for payroll calculations.
- Summarized accumulator results for absence calculations.

The Processing Monitor presents this information by calendar group and by individual calendar.

Note: You cannot use the Processing Monitor to review processing statistics for off-cycle calendars.

Updating Processing Monitor Data

The system updates the data presented in the Processing Monitor during absence and payroll calculation batch processing. You can disable the portion of the batch process that updates the Processing Monitor by deselecting the Update Processing Monitor check box on the Debug and Tuning Options page.

Image: Debug and Tuning Options page

This is an example of the Debug and Tuning Options page.

Debug and Performance Controls

Calculate Absence and Payroll

Debug and Tuning Options

Run Control ID PS

Calendar Group ID

Performance Tuning

☐ **Update Statistics** For efficiency, the process populates tables temporarily with commonly accessed information that would otherwise be costly to retrieve each time. These tables are subsequently cleared before the process completes. In order for the database to retrieve this information in the most efficient manner, it needs to update the statistical information about these tables after they have been populated.

This is not something you would run frequently, but rather on selected occasions when you are processing a number of payees that seem representative of most of the runs.

Debugging

☐ **Suppress Bulk Insert** Suppressing Bulk Insert will stop the application from caching up data for insert into a number of tables and is crucial in tracking down duplicate inserts.

☒ **No Trace** Use the trace options to produce an audit trail - "Resolution Chain" - from the element resolution.

☐ **Log SQL Time**

☐ **Trace Elements in Error**

☐ **Trace All Elements**

Processing Monitor

☒ **Update Processing Monitor**

OK Cancel

You can also update Processing Monitor data for a specific calendar group using the Update Processing Monitor Data page.

Related Links

[Debug and Tuning Options Page](#)

[Update Processing Monitor Data page](#)

Prerequisites for Processing Monitor Configuration

To include absence accumulator information in the Summary portion of the Processing Monitor, you must:

1. Create element groups. The element groups you create determine which absence accumulators the system displays in the Summary portion of the Processing Monitor. When defining element groups for the Processing Monitor, follow these guidelines:

- On the [Element Group Members](#) page, select *Applications* in the Element Group Use field.
- When adding members on the Element Group Members page, make sure to select only members with an Element Type of *Accumulator*.

Note: Segment accumulators are the type of accumulators supported by the Processing Monitor feature.

- On the Element Group Members page, the sort order you enter in the Application Default Sort Seq (application default sort sequence) column determines the order in which each element link appears, from left to right, for each element group in the Summary portion of the Processing Monitor.
 - Make sure that the description for each element group members is unique.
 - Do not add more than four accumulators to an element group.
 - Ensure that all of the accumulators that you add to the element groups are included in a section of your process list.
2. Create an application using the [Define Application](#) page. An application is required to create an element list set.
 3. Use the [Define List Set](#) page to create an element list set that contains the element groups you created to use with the Processing Monitor.

Note: Do not add more than four element groups to the element list set.

Note: It is not necessary to create an element list to view gross and net pay using the Processing Monitor.

Related Links

[Setting Up Sections](#)

[Setting Up Process Lists](#)

Monitor Configuration Page

Use the Monitor Configuration page (GP_CS_INSTALL) to configure the Processing Monitor.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Monitor Configuration

Image: Monitor Configuration page

This example illustrates the fields and controls on the Monitor Configuration page.

Monitor Configuration

Country CYM Cayman Islands Refresh

Absence Management

Element List Set MONITOR


Element List Personalize | Find | View All | [Print] [Export] First 1-2 of 2 Last


Element Group Name	Description	Order
KOWRC_GRP_SICK	Sick Time	1
KOWRC_GRP_UNP	Vacations	2


Payroll System

'Payroll System Global Payroll

Alert Icons

'Error Icon Name PS_GP_PROC_ERR_ICN 

'Warning Icon Name PS_GP_PROC_WRN_ICN 

Success Icon Name PS_GP_PROC_OK_ICN 

Status Key Threshold Definitions Personalize | Find | View All | [Print] [Export] First 1-3 of 3 Last

Pay Group	'Status Monitor Key	'Error Percent Threshold	Warning Percent Threshold
1	Sel Stat - Cancelled	7	3
2	Sel Stat - Suspended by User	20	10
3	Calc Stat - Frozen	10	5

Results Threshold Definition Personalize | Find | View All | [Print] [Export] First 1-5 of 8 Last

Pay Group	'Accumulator Key	'Error Percent Threshold	Warning Percent Threshold
1	Gross Pay	20	15
2	Net Pay	20	15
3	Tax Gross	15	10
4	Sick Leave Balance	15	10
5	Sick Leave Taken	15	10

Refresh

Whenever you make a change to the list set selected in the Element List Set field or to any of the element groups it includes, you must click the Refresh button on this page to update the Monitor Configuration page. When you click this button, the system removes any obsolete values from both the Element List and Results Threshold Definition grids and refreshes the page. In addition, it resets the sort order of the Element List grid.

Note: If you install a new language for your system after setting up the processing monitor configuration, you must access the Monitor Configuration page and click Save to make the configuration apply to the new language.

Absence Management

Element List Set

Select the element list set that determines which absence accumulators are displayed in the Summary portion of the Processing Monitor for absence calculations. The system displays the element groups associated with the element list set in the Element List grid.

This field is not required. If you leave it blank, the Summary portion of Processing Monitor doesn't display any absence information.

Note: The element list set that you select must contain no more than four element groups. If you select an element list that contains more than four element groups, you will receive an error.

Element Group Name

Lists the name of each element group associated with the selected element list set.

Description

Lists the description of each element group associated with the selected element list set. These descriptions appear on the tabs in the Summary portion of the Processing Monitor for absence calculations.

Order

Enter a number for each element group. This determines the order in which the tabs appear in the Summary portion of the Processing Monitor for absence calculations.

Payroll System and Retro Definitions

Payroll System

Select which type of payroll system you are using. Values are:

- *Global Payroll:* Select if PeopleSoft Global Payroll is your payroll system.
- *Other:* Select if you use a payroll system other than PeopleSoft Global Payroll.

Note: If you select *Other*, you will not be able to view gross and net pay calculation results using the Processing Monitor.

Alert Icons

Error Icon Name

Enter the name of the icon that the system displays in the Alerts Icon columns of the Processing Monitor when an error is

generated. By default this field is populated with the delivered error icon, PS_GP_PROC_ERR_ICN

Warning Icon Name

Enter the name of the icon that the system displays in the Alerts Icon columns of the Processing Monitor when a warning is generated. By default this field is populated with the delivered warning icon, PS_GP_PROC_WRN_ICN

Success Icon Name

Enter the name of the icon that the system displays in the Alerts Icon columns of the Processing Monitor for successful payroll or absence calculations. By default this field is populated with the delivered success icon, PS_GP_PROC_OK_ICN

Status Key Threshold Definitions

Use this grid to define the thresholds that trigger the system to display errors and warnings in the Counts sections of the Processing Monitor.

Pay Group

Define the pay group to which the status key threshold definition applies. If you leave this field blank, the status key threshold definition applies to all pay groups.

Status Monitor Key

Select the type of status to which the threshold definition applies.

Error Percent Threshold

Enter a percentage. When the percentage of calculations with the status defined in the Status Monitor Key field is equal to or greater than the number you enter in this field, the system displays the Error icon in the Alert column for that status in the Counts portion of the Processing Monitor.

Warning Percent Threshold

Enter a percentage. When the percentage of calculations with the status defined in the Status Monitor Key field is equal to or greater than the number you enter in this field, the system displays the Warning icon in the Alert column for that status in the Counts portion of the Processing Monitor.

Results Threshold Definitions

Use this grid to define the thresholds that trigger the system to display errors and warnings in the Summary section of the Processing Monitor.

Pay Group

Define the pay group to which the results threshold definition applies. If you leave this field blank, the results threshold definition applies to all pay groups.

Accumulator Key

Select the accumulator to which the threshold definition applies. The valid values are *Gross Pay*, *Net Pay*, and the accumulators associated with the value you selected in the Element List Set field.

Error Percent Threshold

Enter a percentage. For the accumulator defined in the Accumulator Key field, when the value of the Percent

Difference column in the Summary portion of the Processing Monitor is equal to or greater than the number you enter in this field, the system displays the Error icon in the Alerts Icon column.

Warning Percent Threshold

Enter a percentage. For the accumulator defined in the Accumulator Key field, when the value of the Percent Difference column in the Summary portion of the Processing Monitor is equal to or greater than the number you enter in this field, but less than the number in the Error Percent Threshold field, the system displays the Warning icon in the Alerts Icon column.

Using the Processing Monitor

This topic provides an overview of the Processing Monitor and discusses how to:

- Update Processing Monitor data.
- View the processing monitor.

Pages Used to Use the Processing Monitor

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Update Processing Monitor Data	GP_CS_POP_RCNTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Update Processing Monitor Data	Update Processing Monitor data for a calendar group.
Processing Monitor - By Calendar Group	GP_CS_STAT1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Processing Monitor	View detailed processing statistics for calendar groups.
Processing Monitor - By Calendar	GP_CS_STAT2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Processing Monitor, By Calendar	View detailed processing statistics for calendars.

Understanding the Processing Monitor

The Processing Monitor component provides a comprehensive set of processing statistics along with graphical representations of those statistics. The statistical information displayed on this page includes:

- Counts by selection, calculation, and segment status. This information is further broken down by the Absence and Payroll calculation types.
- Summarized gross pay and net pay results for payroll calculations.

- Summarized accumulator results for absence calculations.

The Processing Monitor presents this information by calendar group and by individual calendar.

Note: You cannot use the Processing Monitor to review processing statistics for off-cycle calendars.

Updating Processing Monitor Data

The system updates the data presented in the Processing Monitor during absence and payroll calculation batch processing. You can disable the portion of the batch process that updates the Processing Monitor by deselecting the Update Processing Monitor check box on the Debug and Tuning Options page.

Image: Debug and Tuning Options page

This is an example of the Debug and Tuning Options page.

Debug and Performance Controls

Calculate Absence and Payroll

Debug and Tuning Options

Run Control ID PS

Calendar Group ID

Performance Tuning

☐ **Update Statistics** For efficiency, the process populates tables temporarily with commonly accessed information that would otherwise be costly to retrieve each time. These tables are subsequently cleared before the process completes. In order for the database to retrieve this information in the most efficient manner, it needs to update the statistical information about these tables after they have been populated.

This is not something you would run frequently, but rather on selected occasions when you are processing a number of payees that seem representative of most of the runs.

Debugging

☐ **Suppress Bulk Insert** Suppressing Bulk Insert will stop the application from caching up data for insert into a number of tables and is crucial in tracking down duplicate inserts.

☒ **No Trace** Use the trace options to produce an audit trail - "Resolution Chain" - from the element resolution.

☐ **Log SQL Time**

☐ **Trace Elements in Error**

☐ **Trace All Elements**

Processing Monitor

☒ **Update Processing Monitor**

OK Cancel

You can also update Processing Monitor data for a specific calendar group using the Update Processing Monitor Data page.

Related Links

[Debug and Tuning Options Page](#)

[Update Processing Monitor Data page](#)

Update Processing Monitor Data page

Use the Update Processing Monitor Data page (GP_CS_POP_RCNTL) to update Processing Monitor data for a calendar group.

Note: This is a secondary process for updating Processing Monitor data. Typically, the system updates Processing Monitor data during absence and payroll calculation batch processing.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Update Processing Monitor Data

Image: Update Processing Monitor Data page

This example illustrates the fields and controls on the Update Processing Monitor Data page.

Select a Calendar Group ID and click the Run button. The Update Processing Monitor Data (GP_CS_POP_ST) application engine program updates the Processing Monitor data for the selected calendar group.

Note: If you update the Processing Monitor as part of the absence and payroll calculation batch process, you do not need to update it using the Update Processing Monitor Data process. For more information, see the documentation for the [Debug and Tuning Options page](#).

Processing Monitor - By Calendar Group Page

Use the Processing Monitor - By Calendar Group page (GP_CS_STAT1) to view detailed processing statistics for calendar groups.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Processing Monitor

Image: Processing Monitor - By Calendar Group (1 of 2)

This example illustrates the fields and controls on the Processing Monitor - By Calendar Group page (1 of 2).

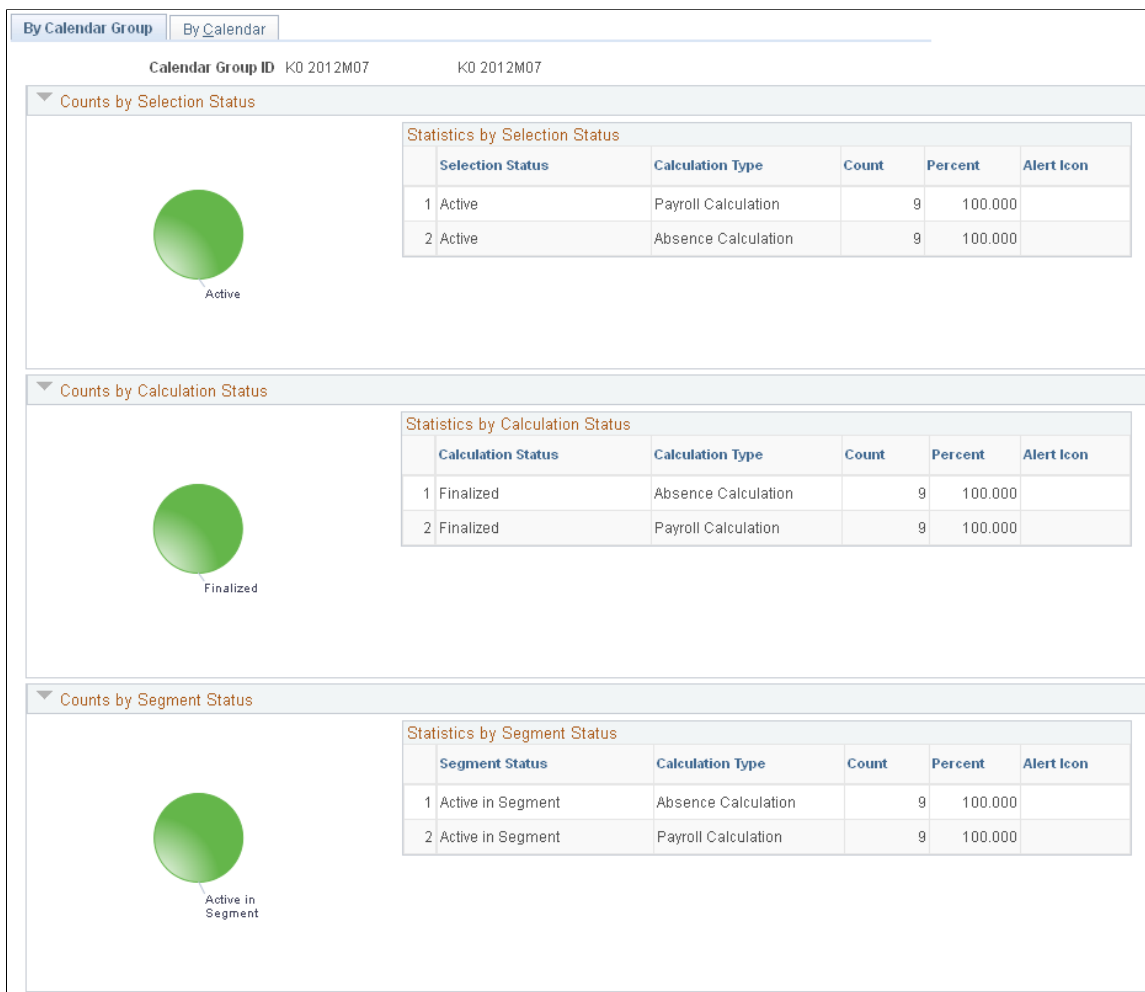


Image: Processing Monitor - By Calendar Group (2 of 2)

This example illustrates the fields and controls on the Processing Monitor - By Calendar Group page (2 of 2).

Summary									
<input checked="" type="radio"/> Payroll Calculation <input type="radio"/> Absence Calculation									
Gross Pay Net Pay									
Gross Pay Results									
Pay Group	Calendar ID	Actions	Previous Calendar ID	Current Value	Previous Value	Value Difference	Percent Difference	Alert Icon	
1 K0PGA	K0 2012M07 PAYREG	▼ Actions	K0 2012M06 PAYREG	29275.360000	29852.360000	-577.000000	1.932846	✓	

Note: The Processing Monitor displays results from the first version (V1) and revision (R1) in the case of retroactive processing.

For more information on retroactive processing, see [Understanding General Rules of Retroactive Processing](#).

Counts by Selection Status

This section of the page includes a Statistics by Selection Status grid that presents processing statistics organized by Selection Status and Calculation Type. For each combination of selection status and calculation type that exists, the grid displays a row that includes a Count, a Percent, and an Alert if applicable.

To the left of the Statistics by Selection Status grid, the Counts by Selection Status section includes a pie chart that provides a graphical representation of the processing statistics presented in the grid.

Counts by Calculation Status

This section of the page includes a Statistics by Calculation Status grid that presents processing statistics organized by Calculation Status and Calculation Type. For each combination of calculation status and calculation type that exists, the grid displays a row that includes a Count, a Percent, and an Alert if applicable.

To the left of the Statistics by Calculation Status grid, the Counts by Calculation Status section includes a pie chart that provides a graphical representation of the processing statistics presented in the grid.

Counts by Segment Status

This section of the page includes a Statistics by Segment Status grid that presents processing statistics organized by Segment Status and Calculation Type. For each combination of segment status and calculation type that exists, the grid displays a row that includes a Count, a Percent, and an Alert if applicable.

To the left of the Statistics by Calculation Status grid, the Counts by Calculation Status section includes a pie chart that provides a graphical representation of the processing statistics presented in the grid.

Note: For the Counts by Selection Status, Counts by Calculation Status, and Counts by Segment Status sections, you determine what triggers this page to display alert icons by defining status key threshold definitions on the [Monitor Configuration page](#).

Summary

This section displays a summary of payroll and absence calculation results.

Note: The Payroll Calculation and Absence Calculation options appear in this section only if you select a value in the Element List Set field of the [Monitor Configuration page](#). If no element list set is selected, this section displays only payroll calculation results. Additionally, if you select *Other* as the Payroll System on the Monitor Configuration page, this section does not display any payroll calculation results.

Payroll Calculation

Select this option to display a summary of payroll calculation results in the Summary section of the page. When you select this option, the page displays two tabs of payroll calculations results: Gross Pay and Net Pay.

Absence Calculation

Select this option to display a summary of absence calculation results in the Summary section of the page. When you select this option, the page displays a tab for each element group associated with the element list set that you selected on the Monitor Configuration page. For each element group tab, the system displays a link for each absence accumulator that is a member of that element group.

Image: Calendar Group Summary for Absence Calculation Data

This example illustrates the Summary section of the Processing Monitor - By Calendar Group page with the Absence Calculation option selected.

Summary								
<input type="radio"/> Payroll Calculation <input checked="" type="radio"/> Absence Calculation								
<input checked="" type="button" value="Sick Time"/> <input type="button" value="Vacations"/>								
Sick Leave Balance Sick Leave Entitlement Sick Leave Taken Sick Leave Adjusted								
Accumulator Results Personalize Find 								
Pay Group	Calendar ID	Actions	Previous Calendar ID	Current Value	Previous Value	Value Difference	Percent Difference	Alert Icon
1 K0PGA	K0 2012M07 ABSREG	▼ Actions	K0 2012M06 ABSREG	82.000000	120.000000	-38.000000	31.666667	

For gross pay, net pay, and each absence accumulator, the grid displays a row for each pay group.

Actions

Click to access links to additional information for the row. Available actions are:

- *View Administrator Results:* Select to access the Summary page of the Administrator Results component for a specific payee.
- *View Calendar Group Results:* Select to access the Calendar Group Results page for a specific payee.
- *View Payee Status:* Select to access the Payee Status page.
- *View Payee Iterative List:* Select to access the Payee Iterative List page.
- *View Payee Messages:* Select to access the Payee Messages page.
- *View Department ID Analysis:* Select to access the View Department ID Analysis pivot grid.

Previous Calendar ID

Select the previous calendar to which you want to compare your current results. By default, the system populates this field with the calendar that immediately precedes the current calendar. Only finalized calendars associated with the respective pay group are available to select in this field.

Current Value

Displays the current calendar's value for gross pay, net pay, or an absence accumulator.

Previous Value	Displays the previous calendar's value for gross pay, net pay, or an absence accumulator.
Value Difference	Displays the difference between the current value and previous value for gross pay, net pay, or an absence accumulator.
Percent Difference	Displays the percentage of difference between the current value and previous value for gross pay, net pay, or an absence accumulator.
Alert Icon	Displays the appropriate alert icon based on the value of the Percent Difference field.

Note: You determine which icons correspond to which percentages of difference by defining results threshold definitions on the [Monitor Configuration page](#).

Department ID Analysis Pivot Grid

When you click the Action link in the Summary portion of the Processing Monitor, select *View Department ID Analysis* to access the View Department ID Analysis pivot grid.

Image: View Department ID Analysis page

This example illustrates the fields and controls on the View Department ID Analysis page.

	Current Value (Sum)	Previous Value (...)	Value Difference...
All	82.000000	120.000000	-38.000000
11000	50.000000	80.000000	-30.000000
11100	16.000000	24.000000	-8.000000
13000	16.000000	16.000000	0.000000

When fully expanded, this pivot grid shows the current value and value difference for the gross pay, net pay, or absence accumulator for each department associated with a specific pay group and calendar ID.



Click the Options Menu button and select *Prompts* to select a different previous period for the department ID analysis.

Employee ID

Select the employees for which you want to filter the department details.

You can click and drag this field to the column listing the departments to view the Current Value and Value Difference by employee for each department.

Current Value

Displays the current value for gross pay, net pay, or an absence accumulator. You can click on a link in this column to access the Pivot Grid Drilldown page where you can view payee-specific details.

Previous Value

Displays the previous value for gross pay, net pay, or an absence accumulator. You can click on a link in this column to access the Pivot Grid Drilldown page where you can view payee-specific details.

Value Difference

Displays the value difference for gross pay, net pay, or an absence accumulator. You can click on a link in this column to access the Pivot Grid Drilldown page where you can view payee-specific details.

Image: Pivot Grid Drilldown page

This example illustrates the fields and controls on the Pivot Grid Drilldown page.

Pivot Grid Drilldown														
Detailed Data										Personalize Find View All				
Department ID	Actions	Employee ID	Employee Record	Name	Calendar Group	Pay Group	Current Calendar ID	Previous Calendar ID	Element Name	Current Value	Previous Value	Value Difference	Percent Difference	
1 11000	Actions	K0G001	0	Rebekah Jones	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	8.000000	24.000000	-16.000000	66.666666	
2 11000	Actions	K0G008	0	Clare Justin	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	18.000000	32.000000	-14.000000	43.750000	
3 11000	Actions	K0G010	0	Debroah Bickham	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	8.000000	8.000000	0.000000	0.000000	
4 11000	Actions	K0G007	0	Marilyn Drake	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	8.000000	8.000000	0.000000	0.000000	
5 11000	Actions	K0G006	0	Leo Puddephatt	K0 2012M07	K0PGA	K0 2012M07 ABSREG	K0 2012M06 ABSREG	Sick Leave Balance	8.000000	8.000000	0.000000	0.000000	

Actions

Click to access the View Employee Results link that you can use to access the Results by Calendar - Calendar Results page for the employee.

For more information on pivot grids, see the product documentation for *PeopleTools: PeopleSoft Pivot Grid*.

Processing Monitor - By Calendar Page

Use the Processing Monitor - By Calendar page (GP_CS_STAT2) to view detailed processing statistics for calendars.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Processing Monitor, By Calendar

Image: Processing Monitor - By Calendar (1 of 2)

This example illustrates the fields and controls on the Processing Monitor - By Calendar (1 of 2).

By Calendar Group

By Calendar

Calendar Group ID

K0 2012M05

K0 2012M05

Calendar Details


Calendar ID

K0 2012M05 ABSREG

Pay Group

K0PGA

Counts by Selection Status




Active

Statistics by Selection Status

Selection Status	Count	Percent	Alert Icon
1 Active	9	100.000	

Counts by Calculation Status

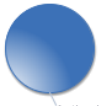


Finalized

Statistics by Calculation Status

Calculation Status	Count	Percent	Alert Icon
1 Finalized	9	100.000	

Counts by Segment Status



Active in Segment

Statistics by Segment Status

Segment Status	Count	Percent	Alert Icon
1 Active in Segment	9	100.000	

Image: Processing Monitor - By Calendar (2 of 2)

This example illustrates the fields and controls on the Processing Monitor - By Calendar (2 of 2).

Summary

☒ Payroll Calculation
 ☐ Absence Calculation

Gross Pay

Net Pay

Gross Pay Results

Pay Group	Calendar ID	Actions	Previous Calendar ID	Current Value	Previous Value	Value Difference	Percent Difference	Alert Icon
1 K0PGA	K0 2012M05 ABSREG	Actions	K0 2012M04 ABSREG	0.000000	0.000000	0.000000	0.000000	✓

The fields on this page are identical to those on the Processing Monitor - By Calendar Group page.

Defining Administrator Payroll Results

This section lists prerequisites and discusses setting up administrator results.

Page Used to Define Administrator Payroll Results

Page Name	Definition Name	Navigation	Usage
Define Administrator Results	GP_RSLT_ADM_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Define Administrator Results, Define Administrator Results	Set up country options and link a list set to a PeopleSoft role for the Payee Detail group box on the Summary page.

Prerequisites

List sets maintain the framework for Administrator Payroll Results. An application definition are delivered as system data. This definition is used to assign attributes to list sets and element groups. List sets are used to determine which elements appear on the page (through element groups defined for the set). These attributes control the Administrator Payroll Results component and the information displayed in the component. You can set up many different list sets for different types of views of the data.

List sets provide the ability to address the following requirements:

- Determine which inquiry pages should be available or hidden.
- Specify which element groups in a list set should appear in an element list area on a page.
- Either accept the default title or override it.
- Specify lists of elements such as earnings, deductions, accumulators, supporting elements, and absences.
- Specify individual lists of elements used in gross to net accumulators.
- Define a set of elements to be viewed in the inquiry pages.
- Compose attributes of the elements to be viewed.

See [Understanding Applications and List Sets](#).

Also, you have to determine what elements can be viewed by someone in a particular PeopleSoft role, such as a Global Payroll Administrator or a Benefits Administrator. For example, your Global Payroll Administrator may be able to view all elements, while your Benefits Administrator may only have access to the Benefit deductions, but not any salary information.

See “Setting Up Roles” in *PeopleTools: Security Administration* product documentation.

Define Administrator Results Page

Use the Define Administrator Results page (GP_RSLT_ADM_SETUP) to set up country options and link a list set to a PeopleSoft role for the Payee Detail group box on the Summary page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Define Administrator Results, Define Administrator Results

Image: Define Administrator Results page

This example illustrates the fields and controls on the Define Administrator Results page.

Define Administrator Results

Country: AUS Australia
 Element List Set: RSLT_ADM Administrator Results

Roles Customize | Find | View All | First 1 of 1 Last

Role Name	Description
GP Administrator AUS	GP Administrator AUS

Payee Detail Fields Find | View All | First 1 of 1 Last

Sequence Number: 1 *Field Type: Absence/Payroll Results
 Payment Key: *Entry Type: System Element - Character
 *Element Name: COMPANY Company

Field Label

*Label Type: Element Description Label Text:
 Message Set Number:
 Message Number:

Field Description

Record (Table) Name: COMPANY_TBL Company Codes
 Field Name: COMPANY
☐ Set ID Controlled

Roles

Enter the roles that you want associated with the list set.

See “Setting Up Roles” in *PeopleTools: Security Administration* product documentation.

Payee Detail Fields

Field Type

Enter the field type for the value you want displayed in the Payee Details topic of the Summary page. Valid values are *Payment Key* and *Absence/Payroll Results*.

Payment Key

If *Payment Key* is selected for the Field Type enter payment key number you want displayed.

Entry Type

If *Absence/Payroll Results* is selected for the Field Type enter the entry type. Valid values are *System Element – Character* and *Variable – Character*.

Element Name

If *Absence/Payroll Results* is selected for the Field Type enter the element name for the entry type selected.

Field Label**Label Type**

Select a label for the Field Type selected. Different fields will be able to be edited based on the Label Type selected.

If the Field Type is *Payment Key*, the valid values are *Message Catalog* or *Text*.

If the Field Type is *Absence/Payroll Results*, the valid values are *Element Description*, *Element Name*, *Message Catalog*, or *Text*.

Label Text

If the Label Type selected is *Text* enter the text you want to use for the label. This will display on the Summary page – Payee Details group box.

Message Set Number

If the Label Type selected is *Message Catalog* select the message set number to be displayed on the Summary page – Payee Details group box.

Message Number

If the Label Type selected is *Message Catalog* select the message number to be displayed on the Summary page – Payee Details group box.

Field Description

The fields in this section are used to retrieve the description of a field from the record indicated.

Record (Table) Name

Enter the name of the record to retrieve a field description from if you want the field description on the Summary page – Payee Details group box.

Only tables with at least one character key are available for selection.

Field Name

Enter the field name which has the description that you want displayed on the Summary page – Payee Details group box.

For the system to resolve an element description successfully, the selected record may contain only EMPLID, EFFDT, or SETID as keys plus one additional key. If the record contains an additional key other than EMPLID, EFFDT, or SETID, this field must be specified in the Field Name field.

Set ID Controlled

If the record selected is controlled by a SetID, this field will automatically be selected.

Viewing Administrator Payroll Results

This topic provides an overview of administrator payroll results and discusses how to:

- View summary information.
- View supporting elements.
- View earnings and deductions.
- View accumulators.
- View absences.

Pages Used to View Administrator Payroll Results

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Summary	GP_RSLT_ADM_SUMM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Administrator Results, Summary	View payee information by segment.
Administrator Results - Supporting Elements	GP_RSLT_ADM_SOVR	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Administrator Results, Supporting Elements	View information about supporting elements used to calculate earnings and deductions for a payee.
Administrator Results - Earnings and Deductions	GP_RSLT_ADM_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Administrator Results, Earnings and Deductions	View information about earnings and deductions for a payee.
Administrator Results - Accumulators	GP_RSLT_ADM_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Administrator Results, Accumulators	View accumulator amounts.
Administrator Results - Absences	GP_RSLT_ADM_ABS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/ Payroll Info, Administrator Results, Absences	View absence daily data, generated positive input, and accumulators that are processed for the absence calendar.

Understanding Administrator Payroll Results

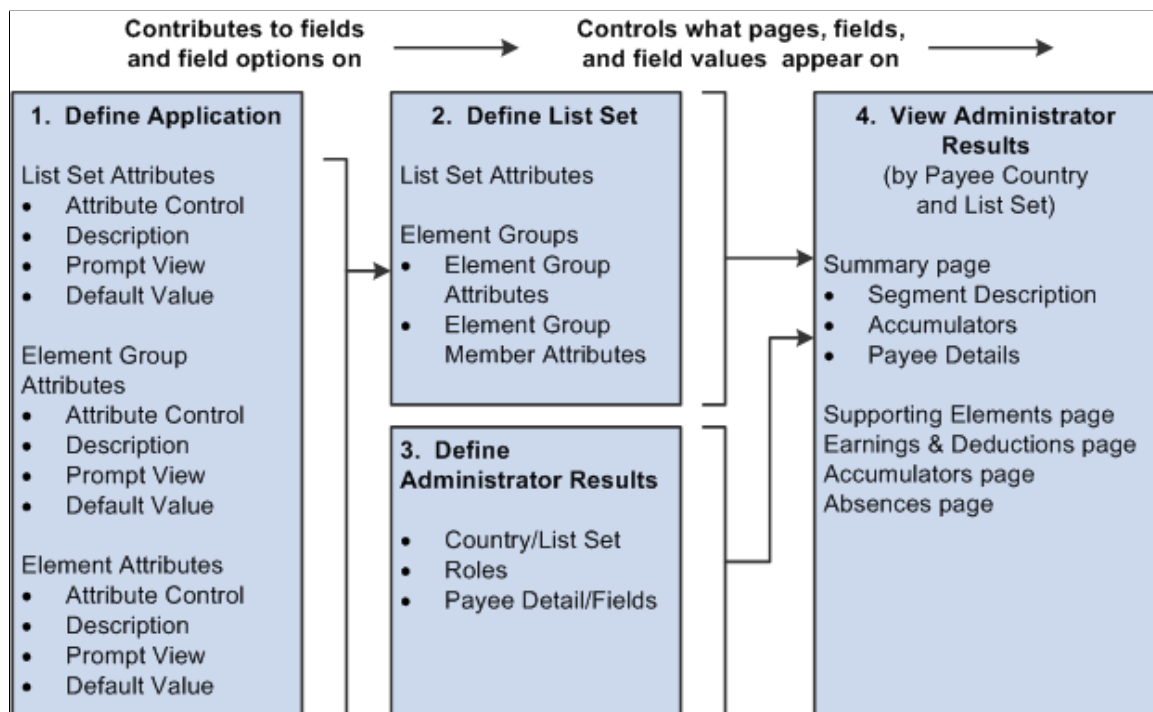
Administrator Payroll Results inquiry pages are used for viewing payroll results configured by the user. They provide the ability to view the following types of information after a payroll has been calculated:

- Summary information detailing payee and segment information as well as gross to net pay accumulators.
- Supporting elements used in the payroll calculation such as variables, accumulators, and such.
- Earning and deduction elements.
- Accumulators.
- Absence.

Application definitions, list sets, and role-based settings on the Define Administrator Results component all contribute to the appearance of the Administrator Results component. For example, the settings in the List Set Attributes group box on the Define List Set page control what pages of the component appear. This is just one of many ways that list sets contribute to the appearance of the Administrator Results component.

Image: Configuring the appearance of the Administrator Results component

This diagram illustrates the different components to contribute to the appearance of the Administrator Results components.



Note: PeopleSoft delivers an application of RSLT_ADM with a country of *ALL*, designed to work in conjunction with the Administrator Results component. You should not modify this delivered application. Link this application with a list set of your choosing, and use it to control the appearance of the Administrator Results component.

Related Links

[Defining Administrator Payroll Results](#)

Summary Page

Use the Summary page (GP_RSLT_ADM_SUMM) to view payee information by segment.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Summary

Image: Summary page

This example illustrates the fields and controls on the Summary page.

Summary			Supporting Elements			Earnings and Deductions			Accumulators			Absences													
Peter Piper			EMP			ID: GG AM 010			Empl Record: 0																
Calendar Group ID: GGAM2000-09						List Set: RSLT_ADM																			
Segment Information												Find		First		1 of 3		Last							
Segment Description																									
Begin Date:				12/01/2000				End Date:				12/31/2000													
Calendar ID:				GGAM2000-09																					
Pay Group:				GGMABSENCE IMIS Monthly Absence																					
Payment Date:				12/31/2000																					
Calc Time:				08/07/2001 1:52PM				Calc Status:				Finalized													
Payee Details														Customize		Find		View All		First		1-2 of 2		Last	
Field		Value		Description																					
Company		KG1		Business Institute - UK																					
Pay Entity																									
Gross to Net														Customize		Find		First		1-8 of 8		Last			
Description				Current				Year to Date																	
Generic Niable Pay SEG				820.000000				0.000000																	
NI Employers Deds				55.510000				55.510000																	
PAYE Deduction				73.460000				73.460000																	
Generic Gross taxable Segment				820.000000				0.000000																	
Net Pay Segment				697.440000				0.000000																	
Pensionable Pay this Run				820.000000				0.000000																	
NI Employees Deds				49.100000				49.100000																	
Gross Pay Segment				820.000000				0.000000																	

Note: The appearance of this page is controlled by list sets and role-based security. Depending on a user's role, and the user's role association with a given list set, different values will appear.

See [Understanding Applications and List Sets](#).

See “Setting Up Roles” in *PeopleTools: Security Administration* product documentation.

Segment Description

This area displays information pertaining to the payee's segment, regardless of list set setting. The segment begin date, segment end date, calendar, pay group, payment date, calculation date and time, and the calculation status appear in this group box.

Payee Details

This area displays information that is stored in the payroll result tables that relate to a payee's segment, regardless of list set setting. The title and contents of this area are configured by country and are specified through the Payee Detail Fields group box settings on the Define Administrator Results page.

See [Defining Administrator Payroll Results](#).

If segmentation occurs the value displayed will be that of the last slice.

Gross to Net

This area displays segment and year to date accumulators that relate to a payee's segment. The title and content of this area are configured by country and *are* specified by the associated list set. The values in the Description column are derived from the Description field on the Element Group Attributes page: Type and Description tab. The column headers are derived from the list set attributes on the Define List Set page (which originate from the application definition for the list set). The relationship between applications and lists sets is discussed in further detail elsewhere in this product documentation.

See [Understanding Applications and List Sets](#).

Administrator Results - Supporting Elements Page

Use the Administrator Results - Supporting Elements page (GP_RSLT_ADM_SOVR) to view information about supporting elements used to calculate earnings and deductions for a payee.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Supporting Elements

Image: Administration Results - Supporting Elements page

This example illustrates the fields and controls on the Administration Results - Supporting Elements page.

The screenshot displays the 'Administrator Results - Supporting Elements' page. At the top, there are tabs for 'Summary', 'Supporting Elements', 'Earnings and Deductions', 'Accumulators', and 'Absences'. The 'Supporting Elements' tab is active. Below the tabs, the page shows the following information:

- Payee:** Peter Piper
- EMP ID:** GG AM 010
- Empl Record:** 0
- Calendar Group ID:** GGAM2000-09
- List Set:** RSLT_ADM

Below this information is a 'Selection Criteria' section with two dropdown menus for 'Category' and 'Amount', and two buttons: 'Select with Matching Criteria' and 'Clear Criteria'.

The main section is 'Segment Information', which includes a table of supporting elements. The table has the following columns: Type, Element Name, Description, Amount, Character Value, and Date Value. The table contains five rows of data:

Type	Element Name	Description	Amount	Character Value	Date Value
Variable	GBR VR ACCDT	Accumulator Date Suffix	0.000000		01/01/1980
Date	TAX DT EFFDT	Effective Date	0.000000		01/05/2001
Variable	NI VR CATEGORY	NI Category	0.000000	A	
Variable	TAX VR TXBASIS	Tax Basis	0.000000	0	
Variable	GBR VR TAXCODE	Tax Code (Alpha)	0.000000	500T	

This page displays supporting elements that have been defined in a list set.

Selection Criteria

This group box is available on most of the inquiry pages. Unless selection criteria is entered, all elements applicable in the list set defined in the setup will be displayed. Any selection criterion entered will filter

the elements on the current inquiry page but it does not filter the information on any of the other inquiry pages.

If multiple criteria are entered, elements must match all criteria specified in order to be displayed.

Category

Select the name of the category of elements to filter. These categories are from the Category table.

See Defining Industries and Categories.

Amount

Select the type of amount you want to display. Choices are *Negative Amounts* and *Positive Amounts*. Leave the Amount field blank to return all amounts.

Administrator Results - Earnings and Deductions Page

Use the Administrator Results - Earnings and Deductions page (GP_RSLT_ADM_ED) to view information about earnings and deductions for a payee.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Earnings and Deductions

Image: Administration Results - Earnings and Deductions page

This example illustrates the fields and controls on the Administration Results - Earnings and Deductions page.

Summary
Supporting Elements
Earnings and Deductions
Accumulators
Absences

Peter Piper EMP ID: GG AM 010 Empl Record: 0
 Calendar Group ID: GGAM2000-09 List Set: RSLT_ADM

Selection Criteria
 Category: ☐ Positive Inputs Only [Select with Matching Criteria](#)
 Amount: ☐ Show Adjustment Detail [Clear Criteria](#)

Segment Information [Find](#) First 1 of 3 [Last](#)
 Begin Date: 12/01/2000 End Date: 12/31/2000 Calendar ID: GGAM2000-09
Earnings & Deductions [Customize](#) | [Find](#) | [View All](#) | [First](#) 1-5 of 13 [Last](#)
Results Period User Keys

Type	Element Name	Description	Instance	Amount	Calculated Base Value	Rate Value	Percent	Resolution Details
Earnings	GBR ER REGPY	Period Earnings	0	820.000000				Resolution Details
Earnings	GU ER TAXNI	GU Earning - Tax and Niable	0	0.000000				Resolution Details
Earnings	TC ER TXCRD1	Tax Credit Payment Event	0	0.000000				Resolution Details
Deduction	PEN DD EE	EE Pensions Deduction	0	0.000000				Resolution Details
Deduction	PEN DD ER	ER Pensions Deduction	0	0.000000				Resolution Details

This page displays earnings and deductions that have been defined in a list set. You can further define the search criteria for this page by selecting Show Adjustment Detail and/or Positive Inputs Only.

Administration Results - Accumulators Page

Use the Administrator Results - Accumulators page (GP_RSLT_ADM_ACUM) to view accumulator amounts.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Accumulators

Image: Administration Results - Accumulators page

This example illustrates the fields and controls on the Administration Results - Accumulators page.

Summary Supporting Elements Earnings and Deductions **Accumulators** Absences

Peter Piper EMP ID: GG AM 010 Empl Record: 0
 Calendar Group ID: [GGAM2000-09](#) List Set: RSLT_ADM

Selection Criteria

Category:
 Amount:

Segment Information Find First 1 of 3 Last

Begin Date: 12/01/2000 End Date: 12/31/2000 Calendar ID: GGAM2000-09

Accumulators Customize Find View All First 1-2 of 2 Last

Results User Keys Period

Period	Element Name	Description	Amount	From Date	Through Date
Segment	GU AC GROSS SEG	Earnings to be grossed up	820.000000	12/01/2000	12/31/2000
Year to Date	STK AC GROSS PTD	Stakeholder Gross Accumulator	820.000000	01/01/2000	12/31/2000

This page displays accumulators that have been defined in a list set.

Administrator Results - Absences Page

Use the Administrator Results - Absences page (GP_RSLT_ADM_ABS) to view absence daily data, generated positive input, and accumulators that are processed for the absence calendar.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Absences

Image: Administration Results - Absences page

This example illustrates the fields and controls on the Administration Results - Absences page.

The screenshot shows the 'Administration Results - Absences' page. At the top, there are tabs for 'Summary', 'Supporting Elements', 'Earnings and Deductions', 'Accumulators', and 'Absences'. The 'Absences' tab is selected. Below the tabs, the employee information is displayed: 'Peter Piper', 'EMP', 'ID: GG AM 010', 'Empl Record: 0'. The 'Calendar Group ID' is 'GGAM2000-09' and the 'List Set' is 'RSLT_ADM'. There is a 'Selection Criteria' section with 'Category' and 'Amount' dropdown menus, and buttons for 'Select with Matching Criteria' and 'Clear Criteria'. The main section is titled 'Segment Information' and includes a table for 'Absence Data' with columns: 'Absence Take Element', 'Description', 'Element Type', 'Day Count', 'Day Count Paid', 'Absence Begin Date', 'Absence End Date', and 'Absence Date'. Below this is a 'Generate Positive Input Member List' section with columns: 'Begin Date', 'End Date', 'Absence Take Element', 'Description', 'Percent', and 'Unit'. At the bottom is an 'Accumulators' section with columns: 'Accumulator Period', 'Element Name', 'Description', 'Element Type', 'From Date', 'Through Date', and 'Calc Result Value'. The 'Calc Result Value' is currently 0.000000.

This page displays three element list areas that display absence information. These list areas include absence daily data, generated positive input, and accumulators. Each element that appears is defined in a list set.

Viewing an Element Resolution Chain

When you run payroll calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved and how long it took to resolve each element on the process list. This can be helpful if your payroll is taking a long time to calculate, and you're doing some performance tuning on your rule definitions. Because significant system resources are required to produce an element resolution chain, we recommend that you use this feature for problem solving only.

This topic discusses how to:

- View resolved elements.
- View the order in which the elements were resolved.

Pages Used to View the Element Resolution Chain

Page Name	Definition Name	Navigation	Usage
Element Resolution Chain	GP_AUDIT_CHAIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Element Resolution Chain, Element Resolution Chain	View elements that were resolved for a payee during processing.
Detail Audit Chain	GP_AUDIT_DTL_SEC	Click the Element Name link on the Element Resolution Chain page.	View the order in which each element was resolved and the numeric, character, or date value to which the element resolved.

Element Resolution Chain Page

Use the Element Resolution Chain page (GP_AUDIT_CHAIN) to view elements that were resolved for a payee during processing.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Element Resolution Chain, Element Resolution Chain

Image: Element Resolution Chain page

This example illustrates the fields and controls on the Element Resolution Chain page.

Element Resolution Chain

Employee ID: KWG001 Peter Bosshard Empl Record: 0
 Calendar Group: KW10101 GP CE Switzerland 2001-01

Calendar Information First 1 of 2 Last

Calendar ID: KW10101A Original Calendar Group ID: KW10101
 Pay Group: KW11 Segment Number: 1
 Begin Date: 01/01/2001 End Date: 01/31/2001
 Version: 1 Revision: 1

Process List Elements Customize | Find | View All | First 1-3 of 10 Last

Elements Resolution Time Slice Dates Additional Info

Entry Type	Element Name	Description	Numeric Value	Character Value	Date Value
Formula	CH_AB_INIT_PA	Init's to resolve per absence	1.000000		
Date	CH_AH_EXTRACT	Extract from Period End Date			01/31/2001
Formula	CH_AB_SLICED_ELEME	Sliced small stuff elements			

Begin Date and End Date

Displays the begin and end dates of the calendar in which the element was processed.

Element Name

Click to access the Detail Audit Chain page where you can view the order in which the element resolved.

Resolution Time

Seconds

The number of seconds taken to resolve the element. An asterisk (*) indicates that resolution took less than one second.

Invalid Trace

Selected if the system could not trace the element's resolution, due to a programming error, a corrupted table, or other problem.

Slice Dates

Displays the begin date and end date of the slice in which the element resolved.

Additional Info

Pointer Value

Displays the PIN number to which the pointer element identified in the Name field resolved. Applies only to elements with a field format of *Pointer*.

Adjustment

Displays the amount of the calculated adjustment for the element, such as a retroactive adjustment. Applies only to elements with a field format of *Decimal* or *Monetary*.

Calculation Raw Value

Displays the amount before rounding if the element was rounded during processing. Applies only to elements with a field format of *Decimal* or *Monetary*.

Related Links

[Defining Fictitious Calculation Elements](#)

Detail Audit Chain Page

Use the Detail Audit Chain page (GP_AUDIT_DTL_SEC) to view the order in which each element was resolved and the numeric, character, or date value to which the element resolved.

Navigation

Click the Element Name link on the Element Resolution Chain page.

Image: Detail Audit Chain page

This example illustrates the fields and controls on the Detail Audit Chain page.

Element Resolution Chain

Detail Audit Chain

Element Name: CH_AB_INIT_PA Init's to resolve per absence
 Element Type: FM Formula

The (*) on the Resolution Timing tab indicates a resolution of less than 0.01 seconds.

Detail Audit Chain Customize | Find | View All | First 1 of 1 Last

Elements Resolution Time Slice Dates Additional Info [...]

Type	Name	Description	Level	Order	Numeric Value	Character Value	Date Value
FM	CH_AB_INIT_PA	Init's to resolve per absence	1	1	1.000000		

The Order field shows the order of resolution.

Correcting Batch Processing and Data Entry Errors

This section provides an overview of batch processing errors and messages, and discusses how to generate the Payee Message report.

Page Used to Create the Payee Messages Report

Page Name	Definition Name	Navigation	Usage
Payroll Messages	GP_GPSQR04_PNL	Global Payroll & Absence Management, Absence and Payroll Processing, Reports, Payroll Messages	Run the Messages Report (GP000004) SQR process to identify payees who may need further editing to make it through finalization of the payroll.

Understanding Batch Processing Errors

When an error occurs during batch processing, the system assigns one of the following calculation statuses to the payment:

- Error

The error occurred as the amount was being calculated. For example, the batch process could not find an appropriate effective-dated row for an element definition.

- Bypassed

The system did not attempt to calculate the payee because of an error. For example, the system could not find the payee's job row.

- Error - User

An error condition defined by your organization was met. For example, a formula element that generates an error message when a payee's salary reaches 1,000,000 or some other specified amount.

Each time you run the Calculate phase, you can review the Processing Statistics page for the number of payments in error. You can also review the Payee Messages page for warnings or messages generated for each error. After fixing problems that caused errors, run the Calculate phase again. The system tries to recalculate the payee.

While the inquiry pages provide the level of detail that you need to resolve most errors, sometimes you might need more help. If you're having problems resolving errors for a few payees, you can generate an element resolution chain for only those people.

To generate a resolution chain:

1. On the Payee Status page, set the process indicator to *Recalculate*.
2. On the Payroll/Absence Run Control page, select the Calculate check box and select *Trace Elements in Error* as the Trace option.
3. Start the job.

Important! You cannot finalize a payroll with errors. If you can't resolve all errors before completing the pay run, cancel the payments that are in error and process them later in a supplemental run.

Data Errors and Omissions

Data entry errors, late paperwork, and other events can create errors that the system can't detect. The inquiry pages can help you spot these types of problems.

When data that is transmitted to Global Payroll from other applications contains errors, do one of the following:

- Correct the errors in the source application and retransmit the data.
- Use positive input to override the incorrect data.

Correcting errors in the source application ensures that the data in the source application and in Global Payroll is correct.

Related Links

[Understanding Positive Input](#)

Understanding Batch Processing Messages

Batch processing messages in Global Payroll fall into two categories:

- Messages 1 to 300.

Informational messages and messages that identify process terminating errors. These messages appear in the process log and inform you of the progress of the process or report critical errors that cause the process to terminate.

- Messages 301 and higher.

Warnings and errors of lesser severity that allow processing to continue even though they might set one or more segments (payments) in error for the payee that is identified on the Payee Messages page.

With a few exceptions, these messages report problems that caused the resolution of an element or a segment to be bypassed, and identify the affected payee. You can view these messages on the Payee Messages page.

These two categories of batch processing error messages apply to the delivered Message Set 17005 and to any Message Sets created by the customer.

Message Set number 17005 is the core application batch for Global Payroll. Some of the key messages in that set are described below.

You can review batch processing messages on the Payee Messages page, or through the Payee Message Report. This report provides the ability to identify payees who may need further editing to make it through finalization of the payroll. It provides the same selection logic as is available online.

Message Number	Message / Explanation
3	<p>Internal array overflow occurred for array %1 defined in copybook %2 with a max array count of %3</p> <p>COBOL does not offer an efficient way to dynamically allocate space for data, so we must define a predetermined number of rows in all arrays into which we read data. This message is issued when the process retrieves more data from the database than it can fit into the program's storage. The message identifies what storage area is exceeded, in what copy book the area is defined, and the limit of the area.</p> <p>To proceed, you must have a system administrator or system programmer expand the area to a reasonable number, recompile the Global Payroll COBOL application, and rerun your process.</p> <p>Sample message:</p> <pre>GPPDPDM1: XB000</pre> <p>Internal array overflow occurred for array %1 defined in copybook %2 with a max array count of %3 L-PMT-DATA GPCDPDM.CBL 20</p> <p>Sample Resolution: Go to the copybook in question, where you will find the setup shown below.</p> <pre> 05 L-PMT-COUNT PIC 9999 VALUE 0 COMP . 88 L-PMT-COUNT-MAX VALUE 50 . 05 L-PREV-PMT-PTR PIC 9999 VALUE 0 COMP . 05 L-ORIG-PMT-COUNT PIC 9999 VALUE 0 COMP . 05 L-PMT-DATA OCCURS 50 INDEXED BY PMT-IDX . </pre> <p>Increase the number in the OCCURS clause and the VALUE for L-PMT-COUNT-MAX, keeping the two numbers in sync. This array contains one row for each segment that is being processed for a payee in a calendar group. It includes a single history row and any retroactive segments, as well as the number of segments in the current period for all employee record numbers that are being processed (if the payee has multiple jobs).</p>

Message Number	Message / Explanation
301	<p>Element %1 of parent element %2 on process List %3 is not found in %4. (PIN number %5)</p> <p>This error is issued by an element resolution program when the program cannot find an entry for the element in one of the key attribute arrays (UPINT or UPINA). It identifies the element component, its parent (%2), and the process list being processed (%3). It tells you that it could not find the entry in UPINT or in UPINA (%4) and what the PIN number of the element is (%5).</p> <p>This error can occur if the parent is set up to use an element that is defined as specific to a country other than the country for which the current calendar group is running.</p> <p>Resolution: Inspect the parent element (or the sections of the process list, if the element reported in error is directly on the process list). Modify the element dependencies or remove the element from the process list, as appropriate.</p> <p>Also see messages 314 and 315.</p>
302	<p>The definition for element %1 (parent element %2, process list element %3) is inactive as of %4</p> <p>On the Payee Messages page, the %n placeholders are substituted for the element names. The message is issued if the process encounters a request to resolve an element that was set to inactive on or before the date on which its resolution was requested (%4). The parent element (%2) is the element that is directly dependent on this element. The process list element (%3) shows the element on the process list that is dependent on both the element in error and its parent.</p> <p>In more complex setups, there may be multiple layers of elements between the parent and the element on the process list. If the error occurs for the process list entry itself, all three will show the same element name.</p> <p>Resolution: Review the definition of the element in error and assess whether the element should be inactivated. If so, modify the definition of the parent element to no longer depend on this element for resolution. If the element in error is directly on the process list (that is, in a section of a process list), remove it from that section.</p>
314	<p>Element %1 has an invalid PIN (%2). Valid range is 1 through %3. PIN not loaded</p> <p>This message is issued as elements or element rule definitions are loaded. It identifies an element with a PIN number that is outside the valid range of PIN numbers (1 through 300,000). The upward limit is the array size of the UPINT array in GPCUPINT.</p> <p>Resolution: If the PIN number (%2) is 0, something is wrong with the setup of one of your rules. A PIN number that is greater than 300,000 indicates that your rule set is getting large. Consult your system administrator or application developer to expand the UPINT array.</p>

Message Number	Message / Explanation
315	<p>Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3)</p> <p>This message is issued during the loading of elements or element rule definitions. It differs from message 314 in that the PIN number is valid, but the element for which the process is attempting to load data is specific to a country that is different from the country that is associated with your current process (%3).</p> <p>Resolution: Review your rule setup, focusing on any modifications or additions to the rules that have been made since the last successful run.</p>

Payroll Messages Page

Use the Payroll Messages page (GP_GPSQR04_PNL) to run the Messages Report (GP000004) SQR process to identify payees who may need further editing to make it through finalization of the payroll.

Navigation

Global Payroll & Absence Management, Absence and Payroll Processing, Reports, Payroll Messages

Image: Payroll Messages page

This example illustrates the fields and controls on the Payroll Messages page.

The screenshot shows the 'Payroll Messages' page with the following fields and controls:

- Run Control ID:** PS
- Language:** English (dropdown)
- *Calendar Group ID:** KW10001 (with a magnifying glass icon)
- GP CE Switzerland 2000-01** (text)
- Country:** CHE
- Selection Criteria** (blue header bar):
 - Empl ID From:** (text field with magnifying glass icon)
 - Empl ID To:** (text field with magnifying glass icon)
 - Pay Group:** (text field with magnifying glass icon)
 - Calendar ID:** (text field with magnifying glass icon)
 - Group List ID:** (text field with magnifying glass icon)
 - Calculation Status:** (dropdown menu)
 - Message Set:** (text field with magnifying glass icon)
 - Message Number:** (text field)
 - Message Severity:** (dropdown menu)

Calendar Group ID

The calendar group to process.

Empl ID From and Empl ID To

Range of payees to process. Do not enter an Empl ID To value without also entering an Empl ID From value.

Pay Group

The pay group to process.

Calendar ID

The calendar to process.

Group List ID

Payees currently assigned to the group list ID will be processed.

Calculation Status	Calculation status to process.
Message Set	A specific message set can be selected, and the system will report only those messages in Global Payroll.
Message Number	This field is available if you select a message set. Enter any valid message number.
Message Severity	Select <i>Error</i> or <i>Warning</i> to exclude informational messages and process terminating errors (message numbers under 300) from the report.

Finalizing a Payroll or Absence Run

When you finalize a payroll or absence run, no further changes can be made. Only after you finalize a run can the calendars in a calendar group be picked up for retroactive processing in subsequent runs of other calendar groups.

You finalize an entire run at the end of a payroll cycle, after you've resolved all errors and made all adjustments. When you run the Finalize phase, the system:

- Sets the calculation status of each payment to Finalize.
- Deletes all warnings, error messages, element resolution chains, processed retroactive triggers, and iterative triggers, including unprocessed, iterative triggers. (Positive input, segmentation triggers, and unprocessed retroactive triggers are not deleted.)
- Inserts a timestamp that you can view on the Calendar Group ID page.
- Marks the calendar group ID as Finalized and deselects the Open indicator.

In this topic, we discuss how to finalize a payroll or absence process.

Important! The Finalize phase cannot be reversed.

To finalize a payroll or absence run:

1. Ensure that the following requirements are met.

The batch process aborts if any of the following conditions are not met. To see which conditions were not met, check the Log File.

Requirement	Where to Check
No payments are in Error or Identified status.	Processing Statistics pages for the calendar group ID.
No payees are Suspended by User or Suspended by System.	Processing Statistics pages for the calendar group ID.
All streams have been calculated, if stream processing is activated for the calendar group.	Processing Statistics pages. If you are unsure of the stream numbers, check the Stream Setup page.
All process indicators are set to Normal.	Payee Status page.

Because the system deletes all iterative triggers, you may want to look at the Iterative Triggers - CalGrp ID page to see if there are unprocessed triggers that you need to address in a separate run.

See [Review Iterative Triggers Page](#).

2. Access the Payroll/Absence Run Control page for the same run control ID and select the Finalize check box.
3. Review the Processing Statistics - By Calendar Group page and make sure that the *Finalized* and *Totals* figures match.

Canceling a Payroll or Absence Run

This topic discusses how to:

- Cancel an entire payroll.
- Cancel an individual payee.

You can cancel an entire payroll or absence run (the entire calendar group ID) or you can cancel individual payees from a calendar group ID. For each canceled payee, the system deletes all calculations, sets the selection status to *Cancelled*, and deletes the Calculation status. It also deletes all error messages, warnings, and audit records, if you requested an element resolution chain.

Canceled payees are ignored during future iterations of processing, including retroactive runs, unless you manually *uncancel* them or run the Identify phase again—if you've canceled an entire run.

Canceling an Entire Payroll

You rarely need to cancel an entire payroll run. However, if you discover a problem that affects most or all payees, canceling the run may be the most efficient way to address the problem. For example, if you attach the wrong process list to a calendar or if you add calendars to the calendar group ID in the wrong order, it might be quicker to cancel the run, make the corrections, and run the Identify step again than to correct each payee individually.

To cancel a pay run, you select the Cancel check box on the Payroll/Absence Run Control page.

Canceling an Individual Payees

To cancel an individual payee, set the process indicator for the payee to *Cancel*.

Uncanceling a payee creates an iterative trigger during the next processing run. During the next iteration of the Calculate phase, the system deletes and reidentifies the payee. If the identification process determines that the payee still meets the selection criteria, that payee is included in the run. Otherwise, the payee is canceled again.

Processing Special Situations

This topic discusses how to:

- Process payees in two open calendar groups.
- Run off-cycle calendar runs.

Processing Payees in Two Open Calendar Groups

Sometimes you might need to make two types of payments (for example, month-end payroll and quarterly bonuses) to the same pay group within a short period of time. Since a payee can be identified in only one calendar group at a time, we recommend that you create a separate calendar for each type of payment and add the calendars to the same calendar group in the order that they should be processed.

If a payee is on more than one open calendar group, the payee is selected and processed in the first calendar group in which that payee is picked up. When the system processes the second calendar group, it puts the payee in an error status. To process that payee in the second calendar group, do one of the following:

- Finalize the first calendar group and then run the second calendar group.
- Suspend the payee in the first calendar group and recalculate the first calendar group (to invoke the suspend action). Rerun and finalize the second calendar group. Recalculate the first calendar group. This might be appropriate, for example, if the payee changes pay groups mid-period and the calendars for the previous and current pay groups are linked to different calendar groups.

Running Off-Cycle Calendar Runs

Sometimes you need to run off-cycle pay calculations. For example, you may need to pay people soon after they've been terminated or you might need to correct payroll results. Instructions for performing off-cycle processing are covered elsewhere in this book.

Related Links

[Understanding Off Cycle Processing](#)

Reporting Payroll Data

This topic discusses provides an overview of the payroll results register and discusses how to generate it.

Pages Used to Report Payroll Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payroll Results Register	GP_RGST_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register, Payroll Results Register	Create a report containing payroll results for a specified calendar group or period.

Payroll Results Register

The Payroll Results Register page enables you to generate payroll results by calendar group or period. The run control page includes numerous fields enabling you to filter the generated results.

The run control page triggers:

1. The GP_RGST_EXT Application Engine program. This program prepares parameters for Report Data, which extracts the results for the Payroll Results Register based on the specified run control options and setup.
2. The GP000001 SQR program. This program prints the Payroll Results Register. It reads the parameters from the Payroll Results Register run control page and prints the report using the parameters defined for the specified List Set.

Related Links

[Understanding Report Data Generation](#)

Payroll Results Register Page

Use the Payroll Results Register page (GP_RGST_RC) to Create a report containing payroll results for a specified calendar group or period.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register, Payroll Results Register

Image: Payroll Results Register page

This example illustrates the fields and controls on the Payroll Results Register page .

Payroll Results Register

Run Control ID: PS
[Report Manager](#)
[Process Monitor](#)

Language: English

Report Parameters

*Report Run By: Calendar Group
*Report Type: Employee Detail

*Calendar Group ID: G1_GRP_PERF_AUG04
Aug 04 Performance Testing

Period Information

Date Type:

Date From:
Date To:

Year:
Quarter:

List Set

*Country: USA
[Create Element List Set](#)

*List Set: GP000001
[Payroll Results Register](#)

Sort Sequence

Calendar Group: 1

Pay Entity: 2

Pay Group: 3

Company:

Department:

Location:

Establishment:

Run Type:

Currency:

Employee Level Sort

☒ Employee Name and Empl Rcd Nbr
☐ Employee ID and Empl Rcd Nbr

Payee Population

*Population Method: All Payees

Group ID:

Group As Of Date:
Refinement Date:

Group List ID:

Payees

[Customize](#) | [Find](#) | [1 of 1](#) | [First](#) | [Last](#)

EmplID	Name		
		+	-

Organizational Selection

[Customize](#) | [Find](#) | [1 of 1](#) | [First](#) | [Last](#)

Selection	Selection Value	Description		
			+	-

Report Parameters

Report Run By

Specify whether you are generating a report by *Calendar Group* or *Period*.

If you select *Calendar Group*, the fields in the Period Information group box becomes unavailable. If you select *Period*, the Calendar Group ID field becomes unavailable.

Note: Make sure that at least one of the sections associated with the calendar group or period that you select contains the writable array GP WA GUIDE. Otherwise, the GP_RGST_EXT Application Engine program will not extract results correctly.

Report Type

Select the type of report you want to generate. Valid values are:

- *Employee Detail:* This report provides segment detail for each employee and includes both an Earnings and Deductions section and an Accumulator and Arrears section.
- *Employee Summary:* This report summarizes all segments and does not include an Accumulator and Arrears section.
- *Organizational Summary:* This report does not include any employee detail. It lists totals summarizing the earnings and deductions within an organization.

Calendar Group ID

Enter the calendar group ID for which you are generating payroll results.

Period Information

Date Type

Enter the types of dates for which you are generating payroll results. Valid values are:

- *Payment Date Range:* Generates payroll results for all payment dates included in the range you specify in the Date From and Date To fields.
- *Period Begin Date Range:* Generates payroll results for all begin dates included in the range you specify in the Date From and Date To fields.
- *Period End Date Range:* Generates payroll results for all end dates included in the range you specify in the Date From and Date To fields.
- *Year and Quarter:* Generates payroll results for the year and quarter you specify in the Year and Quarter fields.

Date From and Date To

Enter the range of payment dates, begin dates, or end dates for which you are generating payroll results.

Year and Quarter

Enter the year and quarter for which you are generating payroll results.

List Set

The Payroll Results Register report requires that you select a list set. A list set represents groups of elements and corresponding element attributes associated with a specific application. The list set that you select determines which earnings, deductions, and accumulators the system uses to extract report data for the Payroll Results Register. It also determines the sections and titles of the printed report.

See [Understanding Applications and List Sets](#).

Country

The country you select here determines which list sets are available for you to select.

Create Element List Set

Click to access the Define List Set page in Add mode.

List Set

Select the list set you want to use for the report. When you select a list set, a link next to the List Set field appears enabling you to access the selected list set on the Define List Set page in Update/Display mode.

Sort Sequence

There are nine sort sequence fields, you can define up to seven sort sequencing fields for any one report definition. Enter a number for each field by which you want to sort payroll results for the report. Fields that are blank or have a value of zero are not used in the report.

Employee Level Sort

Select whether the report sorts employees by Employee Name and Employee Rcd Nbr or Employee ID and Employee Rcd Nbr.

Payee Population**Population Method**

Select how you want to filter the employees included in the report. Valid values are:

- *All Payees*: Select to include all payees meeting the previously specified criteria. If you select this value, do not enter any values in the remaining fields of the Payee Population group box.
- *GP Group List ID*: Select to include all payees from a specific Global Payroll group list. If you select this value, enter the desired group list in the Group List ID field.
- *HR Group Build*: Select to include all payees from a specific group build. If you select this value, enter the desired group build in the Group ID field. To determine which members of the group are included in the report, use the Group As Of Date and Refinement Date fields.

- *Payees*: Select to include only the payees you specify in the Payees group box.

Group ID

If you select *HR Group Build* in the Population Method field, the report includes payees who are members of the group ID you enter.

Group As Of Date

The report includes the members who belong to the specified group ID as of this date, or as of the date you specify in the Refinement Date field.

If you leave this field blank, the system uses the current system date as the Group As Of Date.

Refinement Date

If the definition of the group ID you select includes effective-dated records, enter the date for which you want the records run. For example, you might want to run a group with an effective date of January 1, 2002, but run the effective-dated rows in the group as of February 15, 2006. In that case, select a Group As of Date of January 1, 2002 and a Refinement Date of February 15, 2006. If you leave this field blank, the system runs the group as of the current date.

Group List ID

If you select *GP Group List ID* in the Population Method field, the report includes payees who are members of the group list ID you enter.

Payees

If you select *Payees* in the Population Method field, enter the EmplIDs of the payees you want to include in the report.

Organizational Selection

Use the Selection and Selection Value fields to determine which payees are included in the report based on organizational criteria. You can select payees by:

- *Company*
- *Department*
- *Establishment*
- *Location*
- *Pay Entity*
- *Pay Group*

Configuring Off Cycle Transactions

Understanding Off Cycle Configurations

Global Payroll enables you to configure the Off Cycle Request page. You can use the page as delivered, or modify it to create specific configuration defaults for each type of off cycle transaction. When you create these configurations, the amount of data and options that is presented on the Off Cycle Request page is greatly reduced.

The configuration definition enables you to control several aspects of an off cycle request. Using the Off Cycle Configuration page enables you to:

- Identify which off cycle transaction types are valid for your organization.
- Determine basic field level defaults for the request page, based on the type of off cycle transaction.
- Identify business reasons and configure the data that is required on the request page, based on the transaction type.

Note: To fully understand how to configure off cycle transactions, you should review the documentation for the request page first. Then, you will be able to understand the records that you will be configuring.

See [Understanding Off Cycle Processing](#).

Types of Off-Cycle Transactions

Global Payroll supports four types of off cycle transactions:

- Manual payments

You can record payments for items that you calculate and pay outside of the system, such as cash or check payments.

- Corrections

These are transactions that correct the results of a finalized payroll. Examples include paying a new hire who was not included in the regular run, and reversing a bonus payment that was made to a payee in error.

- Unscheduled payments

These are one time payments, such as a special bonus or expense reimbursement that fall outside of the on cycle process and for which calendars would not ordinarily be defined.

- Advances

Advances are the processing of segments before they are normally scheduled, such as the early payment of wages due to termination, or the processing and pay of leave in advance.

Configuring Off Cycle Requests

This topic provides an overview of configuring off cycle requests and discusses how to configure off cycle requests.

Page Used to Configure the Off Cycle Requests

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Off Cycle Configuration	GP_OC_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Off Cycle Configuration, Off Cycle Configuration	Define Global Payroll configurations, specific to country and type of transaction, that configure the Off Cycle Request page.

Steps for Configuring Off Cycle Requests

You can configure off cycle requests for each type of transaction.

To configure the Off Cycle Request page:

1. Select and off-cycle transaction type to configure, by country.
2. If your organization needs reason codes associated with off cycle processing, enter the reason codes that are applicable to the transaction type being configured. Enter a default reason code if you want a specific reason code to be supplied on an off cycle request for the transaction type.
3. Enter each reason that can be used for this type of off-cycle transaction.
4. Select processing controls.

Additional configurations are required that are specific to the type of off cycle transaction selected. These include:

- For corrections, select the method of correction, which includes the correction type and retro method used.
- For manual payments and additional payments, select the calendar controls to allow entry of a begin and end date for the off cycle transaction.

Off Cycle Configuration page

Use the Off Cycle Configuration page (GP_OC_SETUP) to define Global Payroll configurations, specific to country and type of transaction, that configure the Off Cycle Request page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Off Cycle Configuration, Off Cycle Configuration

Image: Off Cycle Configuration page

This example illustrates the fields and controls on the Off Cycle Configuration page.

Off Cycle Configuration

Country: Spain Off-Cycle Type: Correction

☒ Allow Requests to be entered Default Reason: PAYROLL CORRECTION

List Reasons for Corrections Find | View All First 1 of 3 Last

*Reason:	NEW HIRES	+ -
*Description:	New Hires	
Short Description:	New Hires	

Method of Correction

*Type of Correction:	Replacement	<input type="checkbox"/> Allow entry of Correction Type
*Retro Method:	Use Existing Retro Rules	<input type="checkbox"/> Allow entry of Retro Method

Processing Controls

☐ Hide Processing Controls

*Payment Method:	Use Normal Distribution	<input checked="" type="checkbox"/> Allow entry of Payment Method
*Element Selection:	Elements with Positive Input	<input type="checkbox"/> Allow entry of Element Selection
Element Set:		

Off Cycle Configuration Field Summary

Each off cycle transaction type has different page characteristics. Some fields are common across transaction types while others are unique by transaction type. This table indicates what options are available by transaction type:

Field	Manual Payments	Correction Payments	Additional Payments	Advance Payments
Allow Requests to be entered	Yes	Yes	Yes	Yes
Default Reason	Yes	Yes	Yes	Yes
Reason	Yes	Yes	Yes	Yes
Description	Yes	Yes	Yes	Yes
Short Description	Yes	Yes	Yes	Yes

This table indicates what calendar control options are available by transaction type:

Field	Manual Payments	Correction Payments	Additional Payments	Advance Payments
Hide Calendar Controls	Yes	N/A	Yes	N/A
Allow Entry of Begin Date	Yes	N/A	Yes	N/A
Allow Entry of End Date	Yes	N/A	Yes	N/A

This table indicates what processing control options are available by transaction type:

Field	Manual Payments	Correction Payments	Additional Payments	Advance Payments
Hide Processing Controls	Yes	Yes	Yes	N/A
Allow Entry of Payment Keys	Yes	N/A	Yes	N/A
Run Type	Yes	N/A	Yes	N/A
Allow Entry of Run Type	Yes	N/A	Yes	N/A
Payment Method	N/A	Yes	Yes	Yes
Allow Entry of Payment Method	N/A	Yes	Yes	Yes
Allow Partial Period Advances	N/A	N/A	N/A	Yes
Element Selection	Yes	Yes	Yes	N/A
Allow Entry of Element Selection	Yes	Yes	Yes	N/A

This table indicates what method of correction options are available by transaction type:

Field	Manual Payments	Correction Payments	Additional Payments	Advance Payments
Type of Correction	N/A	Yes	N/A	N/A
Allow Entry of Correction Type	N/A	Yes	N/A	N/A

Field	Manual Payments	Correction Payments	Additional Payments	Advance Payments
Retro Method	N/A	Yes	N/A	N/A
Allow Entry of Retro Method	N/A	Yes	N/A	N/A

Transaction Type and Reasons

Country	Displays the country for which you are configuring the off cycle request page.
Off-Cycle Type	Select the off cycle transaction type for which you want to configure the request page. Values are <i>Additional payment</i> , <i>Advance</i> , <i>Correction</i> , and <i>Manual payment</i> .
Allow Requests to be entered	Select to allow off cycle requests to be entered for specific off cycle types for a specific country. The default is selected. If this check box is deselected, you will not be able to enter any off cycle requests for the type and country that is specified.
Default Reason	Enter a default reason that will populate the off cycle request. This reason can be overridden when the request is being created.

List Reasons for Additional Payments

This section is titled based on the Off Cycle Type that is entered. The titles are List Reasons for Additional Payments, List Reasons for Advance Payments, List Reasons for Corrections, and List Reasons for Manual Checks.

Reason	Enter all valid reasons for the off cycle type that can be entered on the Off Cycle Request page. These reasons will be the only ones that can be entered. When a new reason is added all the attributes selected are available on the Off Cycle request page.
Description	Enter a description for the reason.
Short Description	Enter a short description for the reason.

Calendar Controls

Hide Calendar Controls	Select to hide all calendar controls on the Off Cycle Request page.
Allow entry of Begin Date	Select to allow a begin date to be entered for an off cycle request.
Allow entry of End Date	Select to allow an end date to be entered for an off cycle request.

Method of Correction

This section is available for entry only when the Off Cycle Type is *Correction*.

Type of Correction	Select the types of correction that are valid. Values are: <ul style="list-style-type: none"> • <i>Forced Reversal</i> causes the payment or absence calendar to be reversed regardless of whether the system finds the payee still eligible for processing or not. • <i>Replacement</i> causes the system to recalculate or remove elements based on whether payee is eligible. This is the same as normal retroactive processing.
Allow entry of Correction Type	Select if you want the user of the off cycle request to be able to enter a correction type.
Retro Method	Select a retro method to use with the type of correction that is selected. Values are <i>Forced Corrective</i> and <i>Use Existing Retro Rules</i> .
Allow entry of Retro Method	Select if you want the user of the off cycle request to be able to enter a retro method.

Processing Controls

Hide Processing Controls	Select to hide all processing controls on the Off Cycle Request page.
Allow entry of Payment Keys	Select if you want the user of the off cycle request to be able to enter payment keys.
Run Type	Enter the run type to use for this off cycle type.
Allow entry of Run Type	Select if you want the user of the off cycle request to be able to enter a run type.
Payment Method	Select the payment method to use for the off cycle type and reason. Values are <i>Cash</i> , <i>Check</i> , <i>Postal Order</i> , <i>Pay Primary Account Only</i> , and <i>Use Normal Distribution</i> .
Allow entry of Payment Method	Select if you want the user of the off cycle request to be able to enter a payment method.
Allow Partial Period Advances	This option is available only when the off cycle type is advance payment. Select if you will advance part of a pay period.
Element Selection	Select the element selection for the off cycle request. Values are <i>All</i> , <i>Elements with Positive Input</i> , and <i>Limited Element Set</i> .
Allow entry of Element Selection	Select if you want the user of the off cycle request to be able to enter an element selection.

Element Set

You can enter a value in this field when the Element Selection value is *Limited Element Set*. An element set defines (limits) the earnings and deductions found on the process list to process.

Managing Off Cycle Processing

Understanding Off Cycle Processing

This topic discusses:

- Differences between on cycle and off cycle runs.
- Types of off cycle transactions.
- Features of off cycle processing.
- Steps for entering off cycle requests.
- Processing and postprocessing steps.
- Off-cycle batch processing.
- System elements for developing off cycle rules.

Common Elements Used in Off Cycle Processing

Element Selection

The option that is selected determines the resolution of primary elements (earnings and deductions) on the process list. Values are:

All: Select to have the system follow the same resolution as if this were an on cycle payroll process.

Elements with Positive Input: Select to have the system resolve only those elements that are entered in positive input.

Note: Regardless of which selection you make the system will always process positive input entries.

Limited Element Set: Select to process only selected earning and deduction elements on the process list. Enter the element group to process. Use the Element Group component (GP_ELEMENT_GROUP) to define a limited element set.

For example, to specify that the system also process an employer contribution when you enter positive input for a payee, you can create an element group that includes the elements for the employer contribution and select this element set when entering the payment instructions.

Including an element in a limited element set does not override general eligibility rules. Limited element sets provide an additional filter that can further narrow the elements that get resolved.

See [Defining Element Groups](#).

Off Cycle Group

Identifies a set of off cycle transactions to process. The name of an off cycle group is user-defined. You can use any value.

Payment Date

The date that the system uses to determine:

- The period for updating accumulators for those accumulators that are defined to accumulate based on payment date.
- The element definitions to retrieve during processing for those elements that use payment date as the definition as of date.

Payment Method

Values are *Cash*, *Check*, *Postal Order*, *Use Normal Distribution*, and *Pay Primary Account Only*. This field applies to all transaction types except manual payments. The selected payment method determines the payment method that might be assigned through rules during the calculation process.

Period Begin Date and Period End Date

Dates the system use to determine:

- The period for updating accumulators for those accumulators that are defined to accumulate based on period begin date or period end date.
- The element definitions to retrieve during processing for those elements that use period begin date or period end date as the definition as of date.

Manual payments, corrections, and additional payments inherit these dates from the target calendar; you can override the default dates. Advance payments inherit these dates from the source calendar, the calendar that is being advanced; you cannot override these dates for advances.

Supporting Element Overrides

Click the Supporting Element Overrides button to access the Payee Calendar SOVR page, where you can override the value of a bracket, date, duration, formula, or variable element for a specific payee and calendar.

Target Period ID

Affects the period for which balance accumulators are updated. The target period provides the default values for the period begin date and period end date for all transaction types except advances. For advances, the target period determines the process begin date and process end date.

Differences Between On Cycle and Off Cycle Payrolls

On cycle processing refers to performing regularly scheduled runs. In Global Payroll, these are recurring runs for which a period, calendar, and calendar group have been predefined. A pay group with a monthly frequency has twelve regularly scheduled on cycle payrolls each year.

Off cycle payroll processing refers to processing payments and making corrections to finalized results outside of the normal payroll schedule. Off cycle transactions are typically made to correct prior payments or to make early termination payments that can't wait until the next scheduled on cycle payroll.

Note: Quarterly bonuses, commission payments, and other regularly recurring transactions that are processed less frequently than regular payroll runs often involve large groups of payees, and can be managed most efficiently as on cycle processes.

With the exceptions that are explained in this topic, the concepts that apply to on cycle processing also apply to off cycle processing: retroactivity, segmentation, calendars and calendar groups, running calculations, banking, and general ledger. The primary difference between on cycle and off cycle processing is the way in which you enter instructions for what and who to process.

Related Links

[Understanding Payroll Processing](#)

Types of Off Cycle Transactions

Global Payroll supports four types of off cycle transactions:

- Manual payments

You can record payments for items that you calculate and pay outside of the system, such as cash or check payments.

- Corrections

These are transactions that correct the results of a finalized payroll. Examples include paying a new hire who was not included in the regular run and reversing a bonus payment that was made to a payee in error.

- Additional payments

These are one time payments, such as a special bonus or expense reimbursement that fall outside of the on-cycle process and for which calendars would not ordinarily be defined.

- Advances

Advances are the processing of segments before they are normally scheduled, such as the early payment of wages due to termination, or the processing and pay of leave in advance.

Features of Off Cycle Processing

With off cycle processing, you can:

- Override a payee's normal payment method.

You can override the payment method that's defined for a payee on the Net Distribution page or that is defined through rules during the calculation process. For example, you can issue a check to a payee for a one time bonus, even though the payee's regular monthly salary is paid through a direct deposit.

See [Defining Payee Net Pay Elections](#).

- Limit which elements are resolved.

For all off cycle transactions except advances, you can use two features to limit the primary elements (earnings and deductions) on the process list that the system resolves. The Element Selection section enables you to select which primary elements you want resolved, with the exception of any retroactive or positive input for those elements. You can select all elements, elements with positive input, or a limited set of primary elements to process.

- Override supporting elements.

For all off cycle transactions except advances, you can override the values of brackets, dates, duration, formulas, and variables for a given payee and calendar. Advances will take these overrides from the calendar definitions of the calendars being advanced.

Steps for Entering Off Cycle Requests

You can enter multiple off cycle requests for the same pay group and target period.

To enter requests for off cycle transactions:

1. Create an off cycle group using the Off Cycle On Demand (GP_ONDEMAND) component.

An off cycle group is a group of payees and payments that are processed together. It identifies which off cycle transactions to process and the processing instructions, including who and what to pay (pay group) and when to pay it (target calendar ID). Its purpose is similar to a calendar in an on cycle process, except that you enter specific instructions for each payee. Name the off cycle group on the Off Cycle On Demand page.

2. Enter individual requests for payments.

The Off Cycle On Demand component prevents you from performing off cycle steps out of order. You will enter a request by clicking either the Create Request or Edit Request button. If at least one request has been created, the button is labeled Edit Request.

When the button is selected, you are transferred to the main request page, which includes the valid off cycle types for your organization. On this main page, you indicate the payee ID by type of transaction. Next, select the detail link and you are transferred to the individual detail page for the transaction type.

Note: Use the Off Cycle Configuration page to configure the fields that are displayed on each detail page for each off cycle transaction. By configuring these pages, you can greatly reduce the fields and options that appear when creating an off cycle transaction.

See [Understanding Off Cycle Configurations](#).

3. Create a calendar group for the off cycle run.

A calendar group for an off cycle run identifies the *off cycle groups* to process together (whereas a calendar group for an on cycle process identifies the *calendars* to process together). Use the same page to create all calendar groups, completing the fields that pertain to off cycle processing.

You can create a calendar group for an off cycle run from the Off Cycle On Demand page of the Off Cycle On Demand component by clicking the Create Calendar Group button. When you create the Calendar Group through the dashboard, the system uses the name of the off cycle group (one of the

keys) as the name of the calendar group. Also, the system populates the Calendar Group page with the other information required to generate the off cycle calendar group.

Note: When processing a correction request, ensure retro triggers exist to recalculate the payments requested for correction.

Processing and Postprocessing Steps

To process requests for off cycle transactions:

1. Initiate the off cycle run.

Use the Off Cycle On Demand page of the Off Cycle On Demand component to initiate off cycle runs by clicking the Calculate button. The calculation is performed as a remote call. The remote call causes the browser to remain on the Off Cycle On Demand page for the duration of the calculation process. Any pertinent messages are displayed upon completion. Each time the calculation is run, the system cancels the payees, identifies the payees that are eligible for calculation, and calculates all elements for the payees.

Note: Off cycle processing can also be run using the Calculate Absence and Payroll page as it would for an on cycle process.

When the calculation finishes, it opens the Payee Status page. From this page, you can access the Results by Calendar Group page as well as the Payee Messages page. The Payee Status page reflects whether the results are calculated. From this page, you can review:

- Payee Calculation Status.
- Payee Results.
- Payee Messages.

Note: When the calendar group is created, you can access the Payee Status page at any time by clicking the View Status and Results link.

2. When you review the processing results, you can choose to:

- Cancel the calculation. Click the Cancel button on the Off Cycle On Demand page.
- Calculate again due to changes made to the off cycle transactions. Click the Calculate button on the Off Cycle On Demand page.
- Finalize the end the payroll calculation. Click the Finalize button on the Off Cycle On Demand page. Once this is done, move on to Step 3.

3. Run all post processes, such as Banking, General Ledger, Send Cost to TL, and reports.

Each post processing step needs to be run with the same sequence as on cycle. You must initiate these steps using the same navigation as in an on cycle payroll.

Related Links

[Entering Processing Instructions](#)

[Viewing Payee Status and Updating a Payee's Processing Instructions](#)

Off Cycle Batch Processing

With off cycle processing, the system automatically suspends affected payees from other runs in which they are active so that they can be included in the off cycle process. (A payee can be active only in one run at a time.)

Here's what the system does when you submit an off cycle request:

- Checks whether the payee is associated with an open calendar group.
- If yes, suspends the payee in the calendar group so that the payee can be calculated immediately in the off cycle group.

Note: If the Calculation status is set to Frozen, the system suspends the payee in the off cycle calendar group.

Transaction processing varies depending on the type of off cycle request being processed.

Manual Payments

With manual payments, batch validation checks whether the calculated gross-pay and net-pay accumulator amounts match the gross-pay and net-pay amounts input. A message is issued, and payee is placed in error if these calculated gross and net do not match the input gross and net amounts. The amounts must match to finalize the payroll.

During batch processing, the process list that is associated with the run type that was entered is used.

Here's what the system processes when manual payments are being processed:

- Earnings and deductions that are entered on the manual payment request:
 - Are only resolved if on the process list.
 - Are not checked for eligibility, including generation control.
 - Have pre and post process formulas are resolved; however any post-process formula attempts to modify the earning or deductions value will not be applied.
 - Do not have individual components resolved. But if the user adds a component, it is stored and added to any accumulator in which it belongs. For example, if units are entered as hours, the amount is not used to calculate an amount, just to update this unit balances.
- Other earnings and deductions will resolve dependent on the element selection. .
- Supporting elements are always resolved if they are on the process list.
- Both period and element segmentation triggers are ignored.

- Entries from PeopleSoft Time and Labor and the Manage Variable Compensation application of PeopleSoft HR are not picked up.

Corrections

Off cycle corrections are based on retroactive processing similar to the retroactive corrections that take place during on cycle runs:

- A trigger must exist on or before the pay period end date for the calendar that is being corrected or reversed.
- The type of correction is one of two choices to process:
 - Replacement: Replaces an existing payment that was paid incorrectly.
 - Forced Reversal: Reverses an existing payment that should not have been paid regardless of whether the payee is still eligible.
- One of two types of retroactive methods are available to process:
 - Use Existing Retro Rules: Follows retroactive method based on the triggers and rule setup.
 - Forced Corrective: Corrective retroactive method is forced.
- For the calendar that is being corrected or reversed, the earnings and deductions resolve based on normal processing and eligibility.
- New calendars are created and will be processed. If deltas exist and are to be forwarded, these new off cycle calendars that are automatically generated will receive these deltas:
 - Earnings and deductions resolve depending on the presence of positive input that is entered in the off cycle request, as well as the element selection.
 - All supporting elements on process lists are resolved.
 - Segmentation triggers are ignored.
 - Entries from PeopleSoft Time and Labor and the Manage Variable Compensation application are not picked up.

Additional Payments

During batch processing, the process list that is associated with the run type that was entered is used.

- Earnings and deductions that are entered on the additional payments request follow on cycle batch processing logic:
 - They are resolved only if they are on the process list.
 - Eligibility is considered, including generation control.
 - Pre process and post process formulas are resolved.
 - Individual components are resolved, as needed.

- Earnings and deductions resolve depending on the presence of positive input that is entered in the off cycle request, as well as element selection.
- Supporting elements will always be resolved if they are on the process list.
- Both period and element segmentation triggers are ignored.
- Entries from PeopleSoft Time and Labor and the PeopleSoft Manage Variable Compensation application are not picked up.

Advances

For advances, calendar groups are processed with the applicable calendars. Batch processing follows the same logic as on cycle processing.

System Elements for Developing Off Cycle Rules

The following table provides information about delivered system elements that are used during off cycle processing:

System Element	Description	Values
GP TX TYPE	Identifies the transaction type.	<ul style="list-style-type: none"> • R (Correction). • M (Manual Payment). • U (Additional Payment). • A (Advances). • Blank (on-cycle runs).
OFF CYCLE	Identifies whether calendar is off cycle or on cycle.	<ul style="list-style-type: none"> • Y (Yes) = off cycle calendar. • N (No) = on cycle calendar. (Any run with a defined calendar is considered on-cycle, including semi regular runs.)
GP CORR TYPE	Identifies the correction type.	<ul style="list-style-type: none"> • N (Normal Retro). • R (Replacement — Normal Retro). • V (Reversal - Normal Retro). • W (Reversal — Replacement).

Initiating Off Cycle Transactions

This topic provides an overview of preliminary entry for off cycle transactions and discusses how to:

- Create an off cycle request.
- Enter basic off cycle information.

Pages Used to Initiate Off Cycle Transactions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Off Cycle On Demand	GP_ONDEMAND	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle On Demand, Off Cycle On Demand	Access the pages to: <ul style="list-style-type: none"> • Create or edit an off cycle request. • Create or edit an off cycle calendar group. • Process the off cycle calendar group. You can calculate, cancel, or finalize the run from this page.
Off Cycle Request	GP_OFFCYCLE_REQ	<ul style="list-style-type: none"> • Click Create Request on the Off Cycle On Demand page. • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Request, Off Cycle Request 	Access the detail pages of the off cycle transaction types for the employee IDs that are entered.

Understanding Preliminary Entry for Off-Cycle Transactions

You can create an off cycle request by accessing the Off Cycle On Demand page or the Off Cycle Requests page. Use the Off Cycle On Demand component (GP_ONDEMAND) to create an off cycle request, process the request, and view the results. Use the Off Cycle Requests component (GP_OFFCYCLE_REQ) to enter the employee ID for the applicable off cycle transaction type. After entering the employee ID on the Off Cycle Request page, you complete a separate page of the component to complete details for each transaction type that you intend to process.

If a payee has entries for more than one transaction type, the system processes the transactions in the following order: manual payments, corrections, additional payments, and advance payments. To process the transactions in any other order, set up separate off cycle groups and process the payments in separate runs.

Off Cycle On Demand Page

Use the Off Cycle On Demand page (GP_ONDEMAND) to:

- Create or edit an off cycle request.
- Create or edit an off cycle calendar group.
- Process the off cycle calendar group. You can calculate, cancel, or finalize the run from this page.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle On Demand, Off Cycle On Demand

Image: Off Cycle On Demand page

This example illustrates the fields and controls on the Off Cycle On Demand page.

Off Cycle On Demand

Pay Group: GXPGOFFB Off Cycle Pay Group 2

Target Period ID: GXCPOFFSEP Off Cycle Monthly Period Sept 09/01/2004 - 09/30/2004

Off Cycle Group: GXMP1B Country: GXB

Set Up Request

Create Request ☐ Request entered

Edit Calendar Group ☒ Calendar Group created Calendar Group: GXPGOFFBMP1

Process Calendar Group

Calculate ☐ Results can be finalized Processing Status: Unprocessed

[View Status and Results](#)

Finalize ☐ Finalized [Cancel](#)

Create Request or Edit Request

Click to create a request on the Off Cycle Request page. When the request has been created, the button reads Edit Request, which you click to edit the off cycle request that is created.

Create Calendar Group or Edit Calendar Group

Click to access the Calendar Group page to create a calendar group for processing the off cycle transactions. When the calendar group has been created, the button reads Edit Calendar Group, which you click to edit the calendar group that is created.

See [Defining Calendar Groups](#).

Calculate

Click to calculate the off cycle transactions. The calculation is performed as a remote call. The remote call causes the browser to remain on the Off Cycle On Demand page for the duration of the calculation process.

Note: The simplified approach of the Calculate push-button does not allow certain options like freezing calculations or running the process with element trace on. If this is desired, go to the Calculate Absence and Payroll page to process the off cycle calendar group.

See [Entering Processing Instructions](#).

View Status and Results

Click to access the Payee Status page. Use this page to view payees by process indicator, calculation status, or other criteria and specify the action that the system is to take. Also, you can access the Results by Calendar Group component (GP_RSLT_

CAL_RUN) or Payee Messages component (GP_MESSAGE) by clicking the links on the Payee Status page.

See [Viewing Payee Status and Updating a Payee's Processing Instructions](#), [Viewing Results by Calendar](#), [Viewing Payee Messages](#).

Finalize

Click to finalize an off cycle run. This button is available only after the calendar group has been successfully calculated.

Cancel

Click to cancel an off cycle run. This option becomes available as soon as the off cycle group has been associated with a calendar group.

Request entered, Calendar Group Created, Results can be finalized, and Finalized

The check boxes to the right of the push buttons on the Off Cycle On Demand page are unavailable for entry. The system maintains these check boxes, which consists of milestones, that indicate how far along you are in the off cycle process. For example, if you have already created the request, completed your calendar group creation, and run a calculation once with no errors, the system selects several check boxes (Request entered, Calendar Group Created, and Results can be finalized) on the Off Cycle On Demand page, representing the steps you have already completed.

Off Cycle Request Page

Use the Off Cycle Request page (GP_OFFCYCLE_REQ) to access the detail pages of the off cycle transaction types for the employee IDs that are entered.

Navigation

- Click Create Request on the Off Cycle On Demand page.
- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Request, Off Cycle Request

Image: Off Cycle Request page

This example illustrates the fields and controls on the Off Cycle Request page.

Off Cycle Request

Pay Group: GXPGOFFB Off Cycle Pay Group 2
Target Period ID: GXCPOFFOCT Off Cycle Monthly Period Oct 10/01/2004 - 10/31/2004
Off Cycle Group: GXMP2 **Country:** GXB
Payment Date: 05/10/2006

Manual Payments to Record

Manual Payments - List Payees and Payments to record Customize | Find | First 1 of 1 Last

*Employee ID	Name	Empl Record	Payment Number	Payment Details		
GXEEOC006	Reba Etgar	000	000000000000000000		+	-

Calendars to Correct

Corrections - List Payees and Calendars to correct Customize | Find | First 1 of 1 Last

*Employee ID	Name	Empl Record	Calendar To Correct	Correction Details		
GXEEOC007	Mary Douglas	000			+	-

Additional Payments (2)

Additional Payments - List Payees to pay Customize | Find | First 1-2 of 2 Last

*Employee ID	Name	Empl Record	Payroll Calendar ID	Payment Details		
GXEEOC008	Derrin Kroll	000	GXCPOFFOCT###1		+	-
GXEEOC009	Jerard Olersir	000	GXCPOFFOCT###1		+	-

Advances

Advances - List Payees and Calendar Groups to advance Customize | Find | First 1 of 1 Last

*Employee ID	Name	Empl Record	Calendar Group	Advance Details		
GXEEOC010	Irving Newberry	000			+	-

Employee ID

Enter the employee ID in the applicable off cycle transaction section. The section will limit itself to payees (and jobs) associated with the pay group that is associated with the off cycle group.

Empl Rcd Nbr(Employee Record Number)

Select the job for which you want to create the off cycle transaction.

Reason

Select the default reason code or the reason code that is applicable to the off cycle request being created. This field is available only if you have configured the off cycle transaction type to use reason codes. The configuration is completed on the Off Cycle Configuration page.

Note: A reason code is only used if a configuration has been created for the transaction type. If you enter a reason code it means you have chosen a specific configuration.

See [Understanding Off Cycle Configurations](#).

**Payment Details, Correction Details,
or Advance Details**

Click to access the Manual Payment Detail page, Correction Detail page, Additional Payment Detail page, or Advance Detail page, where you enter the details for the applicable off cycle transaction type.

Recording Manual Payments

This topic provides an overview of the recording of manual payments and discusses how to record manual payment details.

Page Used to Enter Manual Payments

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Manual Payment Detail	GP_OFFCYCLE_M_SEC	Click the Payment Details icon in the Manual Payments section of the Off Cycle Request page.	Enter all manual payment details.

Understanding the Recording of Manual Payments

A manual payment is a payment that is prepared outside of the Global Payroll system. You might have a remote office with no access to Global Payroll that occasionally needs to write a manual payment to process a last-minute payroll adjustment. Or you might correct errors in system-produced paychecks by producing manual payments.

Because manual payments are created outside of the system, you must record them manually into Global Payroll to updating your employees' earnings, deductions, garnishments, and tax balances.

For example, employee 8101 was hired in a remote office on January 1. The clerk did not notify the central office of the new hire. So when the payroll was produced for the January run, the new employee did not receive a check. The payroll clerk therefore calculated and produced a manual payment to be processed in an off cycle run. He then forwarded the check information to the central office to be entered into the system.

Manual payments are processed in off cycle payroll runs.

Manual Payment Detail Page

Use the Manual Payment Detail page (GP_OFFCYCLE_M_SEC) to enter all manual payment details.

Navigation

Click the Payment Details icon in the Manual Payments section of the Off Cycle Request page.

Image: Manual Payment Detail page (1 of 2)

This example illustrates the fields and controls on the Manual Payment Detail page (1 of 2).

Off Cycle Request

Manual Payment Detail

Pay Group: GXPGOFFB Period ID: GXCPOFFSEP Off Cycle Group: GXMP1B
 Employee ID: GXEEOC006 Name: Reba Etgar Empl Record: 0
 Calendar ID: GXCPOFFSEP###1

Calendar Controls

*Payment Date: 10/16/2006 [B] *Period Begin Date: 04/01/2005 [B] *Period End Date: 04/30/2005 [B]

Processing Controls

*Run Type: GXRYOFFPAY [B]

Element Selection

☒ All
☐ Elements with Positive Input
☐ Limited Element Set Element Set: []

Payment Key Overrides

Company: [] Department: []

Manual Payment Detail

*Payment Number: 12345 *Issue Date: 04/15/2005 [B] Payment ID: 123 [Validate]

Input Values	Calculated Values	Validation Status
Gross Pay: 450.000000 [B]	Last Validated Gross: 0.000000 [B]	<input checked="" type="radio"/> Not Validated
Net Pay: 390.000000 [B]	Last Validated Net: 0.000000 [B]	<input type="radio"/> Validated
		<input type="radio"/> Validate at Calculation Time

Image: Manual Payment Detail page (2 of 2)

This example illustrates the fields and controls on the Manual Payment Detail page (2 of 2).

Earnings Customize | Find | View All | [B] | [B] First 1 of 1 Last

Main Components Additional Components [B]

Element Name	Description	Instance Number	Unit	Amount	Percent Contribution	Calculated Value	
QTRLY BONUS [B]	Quarter Bonus	1		450.000000 [B]		0.000000	[+] [-]

Deductions Customize | Find | View All | [B] | [B] First 1 of 1 Last

Main Components Additional Components [B]

Element Name	Description	Instance Number	Unit	Amount	Percent Contribution	Calculated Value	
TAX 1 [B]	Tax based on MTD gross	1		60.000000 [B]		0.000000	[+] [-]

[Supporting Element Overrides - Payment Level](#)

Note: The fields that are available for entry on this page depend on the configuration settings that were created for this type of off cycle transaction.

This page shot displays the page as it will be presented when no configuration exists.

See [Understanding Off Cycle Configurations](#).

Payment Date

The default value comes from the Off Cycle Request page if a value was entered on that page. This date drives the selection of date-effective rules and the allocation of results to the appropriate time period (month-to-date, quarter-to-date and year-to-date balances).

Note: Payment date, as noted previously, can be used to determine what period balances to update. It may be different from the issue date of the original payment.

Period Begin Date and Period End Date

Supplied from the target period ID.

Dates the system use to determine:

- The period for updating accumulators for those accumulators that are defined to accumulate based on period begin date or period end date.
- The element definitions to retrieve during processing for those elements that use period begin date or period end date as the definition as of date.

Manual payments, corrections, and additional payments inherit these dates from the target calendar; you can override the default dates. Advance payments inherit these dates from the source calendar, the calendar that is being advanced; you cannot override these dates for advances.

Run Type

Enter a run type for the calendar, unless you are using reason codes and the reason selected configures the run type for you.

Element Selection

The fields in this section indicate the elements to process with the off cycle transaction. Select the desired option. For a manual payment the most logical choice is *Elements with Positive Input*.

Payment Key Overrides

The fields in this section display the payment keys that have been selected at the pay entity level. It will be visible only if payment keys are set up. The user can override the payment keys. If no payment keys are overridden, the system uses the payment keys values retrieved from the payees job information as of the period end date.

Note: If you override one payment key, you must override them all.

Manual Payment Detail**Payment Number**

Enter the number that is associated with the payment number, cash receipt, check, or bank transfer for this manual payment.

Issue Date

Enter the date that the payment was issued and payable to the payee.

Payment ID	To include this payment in the payment reconciliation, add the payment ID that is applicable to the manual payment.
Gross Pay	Enter the gross pay of the manual payment.
Net Pay	Enter the net pay of the manual payment.
Calculated Values	The Last Validated Gross and Last Validated Net values are derived based on how the earnings or deductions, which are entered on the positive input details, are defined to contribute to the gross and net accumulators. Since an earning or deduction can accumulate less than 100 percent to an accumulator, the calculated gross and net may be different from the input values of Gross Pay and Net Pay.
Validate	After you enter all data for the page, click to validate the entries for the manual payment. The validation process verifies that the input gross and net amounts are equal to the calculated gross and net accumulator amounts to ensure that the amounts are entered correctly. If the values are not equal, the manual payment detail can be saved but not processed. The input gross and net pay must equal the calculated gross and net accumulators before a manual payment can be validated and then processed. The only exception is when you have a status of validate at calculation time.
Validation Status	<p>When the validation process is run, the Validation Status is automatically updated.</p> <p><i>Not Validated:</i> Indicates that the calculated gross and net accumulators do not match the entered gross and net, or that the payment was saved and not validated.</p> <p><i>Validated:</i> Indicates that the calculated gross and net accumulators match the entered gross and net.</p> <p><i>Validate at Calculation Time:</i> Indicates that the earnings or deductions contributed to the accumulator based on another element. Because the element needs to be resolved during calculation, the system is not be able to validate until the calculation.</p>

Note: By entering all the earnings and deductions and then clicking the Validate button, you can use the page as a calculator to determine the gross and net for you, (and as such it can serve as a calculator when you issue the manual payment itself).

Earnings and Deductions Details

Element Name	Enter all the earning and deduction elements that are used in this manual payment.
---------------------	--

Unit, Rate, Amount, Base, Percent, and Currency Code

Enter values in the applicable fields for each element of the manual payment.

Percent Contribution

Based on the element's definition, this displays the percent to add or subtract from the gross pay and net pay accumulators for this element.

Note: If the element contributes based on another element, the element name appears. If the element contributes differently to gross and net, then ##### appears in this field. The system displays a message when the element contributes differently to gross and net, which reads # - Percent Contributions are different for Gross and Net.

Calculated Value

Displays the value this element contributes to the gross and / or net accumulator, after the validation process is run.

Supporting Element Overrides

Click to access the Supporting Element Overrides page, where you can override values of supporting elements for a specific earning or deduction. If override details are entered, the Details check box will be selected.

Supporting Element Overrides - Payment Level

Click to access the Payee Calendar SOVR page, where you can override values of supporting elements for this manual payment. This override applies to all supporting elements processed.

Correcting or Reversing Finalized Results

With its built-in retroactive processing capabilities, Global Payroll generally handles corrections as a basic part of regular on cycle payrolls. With off cycle processing, you can quickly address the more critical exceptions.

This topic provides an overview of payroll result corrections and discusses how to enter instructions to correct payroll results.

Pages Used to Correct Payroll Results

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Correction Request Detail	GP_OFFCYCLE_C_SEC	Click the Correction Details icon in the Calendars to Correct section of the Off Cycle Request page.	Enter instructions for processing payroll corrections.

Page Name	Definition Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	<ul style="list-style-type: none"> Click the P.I. Calendar to Correct link on the Correction Request Detail page. Click the P.I. for Target Calendar link on the Correction Request Detail page. 	<p>Enter positive input for the calendar with the corrections that are needed.</p> <p>Enter positive input for the target calendar.</p> <p>For a Reversal, regardless of the Retro mode, you normally would never use these PI links, because all you are doing is reversing out the entries that were already there.</p> <p>This page is also used to enter additional and advance payment instructions.</p>
Absence Event Entry	GP_ABS_EVENT	Click the Absence Event Entry link on the Correction Request Detail page.	<p>Enter absence events that need correcting.</p> <p>This link is available only if PeopleSoft Absence Management is installed.</p>
Payee Calendar SOVR	GP_PYE_CAL_SOVR	Click the Supporting Element Overrides - Target Calendar link on the Correction Request Detail page.	<p>Enter or review supporting information for the element override.</p> <p>This page is also used to enter additional payment instructions.</p>
Retro	GP_TRIGGER_RTO	Click the Review Triggers link on the Correction Request Detail page.	Enter or review retroactive trigger information.

Understanding Payroll Result Corrections

Two types of corrections are available that can be processed. They are:

- Replacement
- Forced Reversal

Two types of retroactive methods can be processed. They are:

- Use Existing Retro Rules.
- Forced Corrective.

Example of a Normal Retroactive Correction and a Replacement Correction

After the April Payroll was complete, the payee recognized that their payment was incorrect. There was supposed to be a retro active pay increase, in January. The increase for SALARY was increased from

10,000.00 to 11,000.00. Instead of waiting until the end of May to be compensated, an off cycle correction payment will be made.

For a *replacement correction using existing retro rules*, the system handles the adjustment using the normal retroactive processing mode and processing set, as dictated by the existing triggers. Standard use and validation of retroactive rules apply (as if running on-cycle). This includes:

- The retroactive mode.
- The forwarding of elements.
- The recalculation of elements.

For a forwarding mode client, this example would develop like this:

Calendar Processed	Version / Revision	Salary – Old	Year-to-Date Old	Salary – New	Delta to be Forwarded	Year-to-Date New
January (1st Trigger)	V1R2	10,000	10,000	11,000	1,000	10,000
February	V1R2	10,000	20,000	11,000	1,000	20,000
March	V1R2	10,000	30,000	11,000	1,000	30,000
April	V1R2	10,000	40,000	11,000	1,000	40,000
Off Cycle Target Calendar				4,000		44,000

For a *replacement correction using forced corrective retro*, the normal retroactive processing behavior is overruled from the calendar to correct forward. While the system still performs cross-validation of retroactive triggers (no method conflict among triggers is allowed), other rules are abandoned. With normal retroactive corrections:

- The retroactive mode is corrective (the system ignores for processing the retroactive events of the trigger).
- No elements are forwarded (the system ignores the retroactive processing set).
- All elements are recalculated (the system ignores the retroactive recalculate setting).

For a forwarding mode client, the example would develop like this (note the shift in retroactive mode):

Calendar Processed	Version / Revision	Salary – Old	Year-to-Date Old	Salary – New	Delta not to be Forwarded	Year-to-Date New
January (1st Trigger)	V1R2	10,000	10,000	11,000	1,000	11,000
February	V2R1	10,000	20,000	11,000	1,000	22,000

Calendar Processed	Version / Revision	Salary – Old	Year-to-Date Old	Salary – New	Delta not to be Forwarded	Year-to-Date New
March	V2R1	10,000	30,000	11,000	1,000	33,000
April	V2R1	10,000	40,000	11,000	1,000	44,000
Off Cycle Target Calendar						

Example of a Reversal – Both Modes

For example, the payee was processed with a status of *Leave of Absence With Pay* during the month of February. The status should have been *Leave of Absence Without Pay*. This time assume, that no changes occurred in January (despite the trigger on January 1st).

Original Check	February	Reversing Entry	Off-Cycle
Salary (E1)	10000	Salary	–10000
401K	1000	401K	–1000
FWT	2000	FWT	–2000
Union Dues	100	Union Dues	–100
Net Pay	6900	Net Pay	–6900

The *Forced Reversal* option will reverse the payment out element-by-element (or item-by-item) as illustrated in the example, and it will do so even if the payee status had not yet been updated in the HR database. If the necessary data corrections are *not* made, a subsequent retroactive process will reidentify and recalculate the reversed payment.

If the necessary corrections have been made — the payee status has been corrected in the HR database — the request for Replacement will also cause a reversal, but element-by-element the results may differ, because the system will apply the normal retro processing rules

For a *forced reversal using existing retro rules*, the retroactive processing mode that is dictated by the underlying triggers is respected, but the other rules are abandoned. All elements are recalculated (the system ignores the retroactive recalculate setting). For a forwarding client, this would result numbers like these (in terms of balances and target calendar calculations).

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v1r2	v1r2	v1r2	v1r2	
E1 Old	10000	10000	10000	10000	

	1st Trigger				Target Calendar
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	-10000
Year-to-Date New	10000	20000	30000	40000	30000
Difference		10000			

For a corrective client, this would develop like this (regarding balances and target calendar calculations):

- No elements are forwarded (the system ignores the retroactive processing set).
- All elements are recalculated (the system ignores the retroactive recalculate setting).

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v2r1	v2r1	v2r1	v2r1	
E1 Old	10000	10000	10000	10000	
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	0
Year-to-Date New	10000	10000	20000	30000	
Difference		10000			

Forced reversals using forced corrective retro are similar to the standard replacement in that the normal retroactive behavior is overruled from the calendar to correct and forward. While the cross-validation of retroactive triggers still occurs (no method conflict among triggers is allowed), other rules are abandoned. With replacement reversal corrections:

- The retroactive mode is corrective (the system ignores the retroactive events of the trigger for processing).
- No elements are forwarded (the system ignores the retroactive processing set).
- All elements are recalculated (the system ignores the retroactive recalculate setting).

For a forwarding client, this would develop like this (regarding balances and target calendar calculations):

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v2r1	v2r1	v2r1	v2r1	

	<i>1st Trigger</i>				<i>Target Calendar</i>
E1 Old	10000	10000	10000	10000	
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	0
Year-to-Date New	10000	10000	20000	30000	30000
Difference		10000			

For a corrective client, no principal difference exists between a forced reversal using existing retro rules and a forced reversal using forced corrective retro.

Note: The preceding examples include March and April as closed payrolls that have taken place between the corrected payroll and the actual correction taking place to illustrate the difference between the nature of the normal retroactive process and the forced replacement process (particularly for normally forwarding clients). The majority of the cases are likely to be corrections to the very last period paid, in this case April, and the difference in the behavior is generally negligible.

Correction Request Detail Page

Use the Correction Request Detail page (GP_OFFCYCLE_C_SEC) to enter instructions for processing payroll corrections.

Navigation

Click the Correction Details icon in the Calendars to Correct section of the Off Cycle Request page.

Image: Correction Request Detail page

This example illustrates the fields and controls on the Correction Request Detail page.

Off Cycle Request

Correction Request Detail

Pay Group: GXPGOFFB

Period ID: GXCP0FFSEP

Off Cycle Group: GXMP1B

Employee ID: GXEEOC007

Name: Mary Douglas

Empl Record: 0

Target Calendar ID: GXCP0FFSEP###1

Calendar To Correct

*Calendar ID: GXCAOFFB OCT04

[PI Calendar To Correct](#)
[Absence Event Entry](#)

☐ Look up advances where the calendar itself is not yet finalized

Method of Correction

Type of Correction: Replacement

Retro Method: Use Existing Retro Rules

Processing Controls

*Payment Date: 10/16/2009

*Payment Method: Use Normal Distribution

Element Selection

☒ All
☐ Elements with Positive Input
☐ Limited Element Set

Limited Element Set Name:

[PI Target Calendar](#)
[Supporting Element Overrides - Target Calendar](#)

[Review Triggers](#)
☐ Retro Triggers Exist

▼ Retro Triggers

Customize | Find | View All | First 1 of 1 Last

Trigger Effective Date	Trigger Event ID	Trigger Status	Trigger Source	Trigger Tag
		Unprocessed	Manual	

Note: The fields that are available for entry on this page depend on the configuration settings that were created for this type of off cycle transaction.
This page shot displays the page as it will be presented when no configuration exists.

See [Understanding Off Cycle Configurations](#).

Calendar ID	Select the calendar that needs a correction made to it.
Look up advances where the calendar itself is not yet finalized	Select this field in order to select and correct a calendar where the <i>on cycle</i> calendar itself has not yet been finalized, but the calendar has been processed for this payee already as an advance.
PI. Calendar to Correct	Click to access the Positive Input page.
Absence Event Entry	Click to access the Absence Event Entry page.
Type of Correction	Enter the type of correction. Values are <i>Replacement</i> and <i>Forced Reversal</i> .

Note: When processing reversals, you need to void the payment, which you can do using the Review Payments by Cal Group component after banking has been finalized; or for reconciliation purposes on the Manual Payment Reconciliation page. This is not an automatic process.

See [Understanding Banking](#), [Manual Payment Reconciliation Page](#).

Retro Method

Enter the retro method to use for this correction type. Values are *Use Existing Retro Rules* and *Forced Corrective*.

Payment Date

The default value comes from the Off Cycle Request page if a value was entered on that page. This date drives the selection of date-effective rules and the allocation of results to the appropriate time period (month-to-date, quarter-to-date and year-to-date balances).

Payment Method

Select the payment method for the correction.

Element Selection

Select the elements to process for this correction.

Note: For a forced reversal correction, element selection is unavailable for entry.

P.I. Target Calendar

Click to access the Positive Input page.

Supporting Element Overrides – Target Calendar

Click to access the Payee Calendar SOVR page.

Review Triggers

Click to view, edit, and add retroactive triggers.

Retro Triggers Exist (retroactive triggers exist)

This system will select this check box if a trigger exists that falls on or before the period end date of the calendar to be corrected, and if the trigger represents the same country as the country associated with the pay group of the off cycle group. If the check box is deselected, you must manually create the trigger or make the correction to data that will cause the trigger to be generated.

Retro Triggers

Displays a list of retro triggers associated with the same country as the correction.

Making Additional Payments

This topic provides an overview of additional payments and discusses how to enter instructions for additional payments.

Pages Used to Make Additional Payments

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Additional Payment Detail	GP_OFFCYCLE_U_SEC	Click the Payment Details icon in the Additional Payments section on the Additional Payment Detail page.	Enter instructions for processing additional payments.
Positive Input	GP_PI_MNL_ERNDED	Click the Positive Input link on the Additional Payment Detail page.	Enter positive input for the target calendar.
Payee Calendar SOVR	GP_PYE_CAL_SOVR	Click the Supporting Element Overrides link on the Additional Payment Detail page.	Override the value of a bracket, date, duration, formula, or variable for a specific additional payment.

Understanding Additional Payments

Additional payments are one time payments that are processed outside of the normal processing cycle. Examples include a one time bonus, an award, expense reimbursement, or rent paid for an employee's housing. These transactions are similar to manual payments in many respects; however, additional payments are paid in the system, whereas manual payments are typically paid outside of the system, and are recorded in the system after payment has been made.

Items and amounts that are paid with an additional payment are typically entered as one time positive input.

Additional Payment Detail Page

Use the Additional Payment Detail page (GP_OFFCYCLE_U_SEC) to enter instructions for processing additional payments.

Navigation

Click the Payment Details icon in the Additional Payments section on the Additional Payment Detail page.

Image: Additional Payment Detail page

This example illustrates the fields and controls on the Additional Payment Detail page.

Off Cycle Request			
Additional Payment Detail			
Pay Group:	GXPGOFFB	Period ID:	GXCPOFFSEP
Employee ID:	GXEEOC008	Name:	Derrin Kroll
Calendar ID:	GXCPOFFSEP###1	Off Cycle Group:	GXMP1B
		Empl Record:	0
Calendar Controls			
*Payment Date:	<input type="text" value="05/10/2006"/>		
*Period Begin Date:	<input type="text" value="09/01/2004"/>	*Period End Date:	<input type="text" value="09/30/2004"/>
Processing Controls			
*Run Type:	<input type="text"/>		
*Payment Method:	Use Normal Distribution		
Element Selection			
<input checked="" type="radio"/> All <input type="radio"/> Elements with Positive Input <input type="radio"/> Limited Element Set			
		Limited Element Set Name: <input type="text"/>	
Payment Key Overrides			
Company:	<input type="text"/>	Department:	<input type="text"/>
Positive Input	Supporting Element Overrides		

Note: The fields that are available for entry on this page depend on the configuration settings that are created for this type of off cycle transaction.

This page shot displays the page as it will be presented when no configuration exists.

See [Understanding Off Cycle Configurations](#).

Calendar ID

The system generates a target calendar based on the target period ID. The calendar name consists of the target period ID plus a sequence number for the transaction. (You cannot access the calendar through the Calendar component; however, the system stores data for the calendar in the results table.)

Payment Date

The default value comes from the Off Cycle Request page if a value was entered on that page. This date drives the selection of date-effective rules and the allocation of results to the appropriate time period (month-to-date, quarter-to-date and year-to-date balances).

Period Begin Date and Period End Date

Supplied from the target period ID.

Dates the system use to determine:

- The period for updating accumulators for those accumulators that are defined to accumulate based on period begin date or period end date.
- The element definitions to retrieve during processing for those elements that use period begin date or period end date as the definition as of date.

Manual payments, corrections, and additional payments inherit these dates from the target calendar; you can override the default dates. Advance payments inherit these dates from the source calendar, the calendar that is being advanced; you cannot override these dates for advances.

Run Type

The run type identifies the process list to use during processing.

If the elements to be resolved are not included in the process list that's associated with the selected source calendar, you can create a new process list and run type for the additional payment and select the new run type here.

Payment Method

Select the payment method for the additional payment.

Element Selection

Select the elements to process for this additional payment.

Note: To prevent regular earnings and deductions from appearing on the additional payment, you will probably want to enter a Limited Element Set field value or enter all the elements to process on the Positive Input page, along with selecting the *Elements with Positive Input* option.

Payment Key Overrides

This section is identical to the Payment Keys Overrides section on the Manual Payment Detail page. You can override the values of any payment keys that have been defined for the pay entity that is associated with the pay group.

See [Recording Manual Payments](#).

Positive Input

Click to access the Positive Input page, where you can enter positive input for the target calendar.

Supporting Element Override

Click the detail button to access the Payee Calendar SOVR page, where you can override the value of a bracket, date, duration, formula, or variable for a specific additional payment.

Processing Advances

This topic provides an overview of advances and discusses how to enter instructions for advance payments.

Pages Used to Process Advances

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Advance Request Detail	GP_OFFCYCLE_A_SEC	Click the Advance Details icon in the Advances section on the Advance Request Details page.	Enter instructions for processing an advance payment.
Adjust Absence Balances	GP_PI_MNL_AE	Click the Adjust Absence Balances button on the Advance Request Detail page.	Adjust entitlement balances.
Positive Input	GP_PI_MNL_ERNDED	Click the Positive Input button on the Advance Request Detail page.	Override earnings and deductions.
Retro	GP_TRIGGER_RTO	Click the Review Triggers link on the Advance Request Detail page.	Enter or review retroactive trigger information.
Absence Event Entry	GP_ABS_EVENT	Click the Absence Event Entry link on the Advance Request Detail page.	Enter absence events that are related to the advance payment.
Payee Calendar Groups	GP_PYE_RUN	Click the Review Payee Calendar Override link on the Advance Request Detail page.	Enter override details for the payee calendar for the period that is being advanced.

Understanding Advances

Advance processing is the processing of on cycle calendars ahead of their regular schedule. Examples include payments for early termination and a full or partial period advance.

Note: The advance on cycle calendars are processed individually exactly as they would have been within their scheduled run. The only difference is the timing. For lump-sum payments, create an additional payment, not an advance payment.

In another topic, there is additional information about processing advances using on cycle processing.

See [Entering Calendar Override Instructions for a Payee](#).

Note: It is recommended that you use either a calendar override or an off-cycle request for a given advance. If you use them in combination, it may cause problems with your payroll results.

Advance Request Detail Page

Use the Advance Request Detail page (GP_OFFCYCLE_A_SEC) to enter instructions for processing an advance payment.

Navigation

Click the Advance Details icon in the Advances section on the Advance Request Details page.

Image: Advance Request Detail page

This example illustrates the fields and controls on the Advance Request Detail page.

Off Cycle Request
Advance Request Detail

Pay Group: GXPGOFFB **Period ID:** GXCPFFSEP **Off Cycle Group:** GXMP1B
Employee ID: GXEEOC010 **Name:** Irving Newberry **Empl Record:** 0
Calendar Group:

Calendars					
Calendar ID	Payment Date	Calculate From Date	Calculate Thru Date	*Payment Method	
GXCAOFFB APR05 ABS	10/16/2006				
GXCAOFFB APR05	10/16/2006			Use Normal Distribution	

[Review Triggers](#) [Absence Event Entry](#) [Review Payee Calendar Override](#) ☐ Overrides exist

Retro Triggers				
Trigger Effective Date	Trigger Event ID	Trigger Status	Trigger Source	Trigger Tag
		Unprocessed	Manual	

Note: The fields that are available for entry on this page depend on the configuration settings that are created for this type of off cycle transaction.

This page shot displays the page as it will be presented when no configuration exists.

See [Understanding Off Cycle Configurations](#).

Note: The system will not process more than one advance for the same calendar group and person within the same off cycle run. If you need to advance smaller fractions of the same pay period (such as the 1st through the 5th and the 10th through the 11th) at the same time, you must set up two different requests and process each in a separate run.

In addition, if two advances are set up for the same payee and calendar group in two different off cycle requests, and you attempt to process these together in the same run, the system issues a warning that informs you that the duplicate was discovered and that all but one request will be ignored. You can ignore the warning and proceed, or go back and modify the request before processing.

List Payees and the Calendar Groups to Advance

Calendar Group

Select the unfinalized calendar group that is associated with the pay group. In the Calendars grid, the system lists all calendars associated with the selected calendar group in their processing order.

Payment Date

The default value comes from the Off Cycle Request page if a value was entered on that page. This date drives the selection of date-effective rules and the allocation of results to the appropriate time period (month-to-date, quarter-to-date and year-to-date balances).

Calculate From Date and Calculate Thru Date

To issue a payment for a partial period, enter the begin and/or end dates for the period of time to be paid. For example, for a monthly pay calendar to process from the 1st to the 15th you only need to enter the 15th as the end date, to process from the 16th to the end of the month the user only needs to enter 16th in the begin date.

Entering dates here causes period segmentation to occur during the off cycle run, without the presence of a segmentation trigger. (Segmentation triggers would affect both on cycle and off-cycle transactions, which is not a desirable outcome. As an example, if you're paying a 10 day salary advance, you have no reason to segment a payee's bonus payment or absence data for the same period.)

To avoid unintentional duplicate payments, whenever from and through dates are defined for a calendar, subsequent processes will review the segments to ensure that new segments do not cover the same period of time for the same calendar. This rule applies regardless of whether the run type allows duplicates for the calendar period.

Payment Method

You can override the default payment method for the payroll calendars.

Adjust Absence Balances or Positive Input

This button is used to access either the Adjust Absence Balances page or the Positive Input page. The page accessed depends on whether the calendar in the list is an absence calendar or a payroll calendar.

If it is an absence calendar, click to access the Adjust Absence Balances page, where you can adjust entitlement balances.

If it is a payroll calendar, click to access the Positive Input page, where you can override earnings and deductions.

Review Triggers

Click the link to access the Retro page to review, add, or delete triggers.

Absence Event Entry

Click to access the Absence Event Entry page to enter absence events that are associated with this advanced payment.

Review Payee Calendar Override

Click to access the Payee Calendar Override (GP_PYE_RUN) component. You can view or modify overrides here. The system respects all payee calendar overrides when processing the advance payment, including overrides to prevent the processing of calendars.

See [Recording Manual Payments](#).

Overrides Exist

This indicator will be turned on if payee calendar overrides exist for the calendar group.

Processing and Viewing Results for Off Cycle Transactions

The Off Cycle On Demand component is used to create a request and create a calendar, as well as to process and view off cycle requests. On the Off Cycle On Demand page, you can calculate a run, view results, and finalize or cancel the process. Every time you calculate a run, the system first cancels all results then identifies and calculates the off cycle request. Therefore iterative trigger set up is not needed, as long as you run the calculation process from the On Demand page. If you use the Calculate Absence and Payroll Run Control page to calculate your off cycle requests, iterative triggers are necessary to cause a re-identification and recalculation if you select the Calculate option without selecting the Recalculate All option.

Retroactive and segmentation triggers still need to be created for off cycle transactions. The system will not create triggers unless you have set up the proper trigger definitions for each country. The records for which you should create trigger definitions are GP_OFFCYCL_M_VW, GP_OFFCYCL_C_VW, GP_OFFCYCL_U_VW, and GP_OFFCYCL_A_VW. These correspond to manual payments, corrections, additional payments, and advances, respectively.

See [Setting Up Trigger Definitions](#).

When you are processing from this page, a remote call is made to calculate, finalize, or cancel the run, depending on the button that you click. This causes the process to run while remaining on the Off Cycle On Demand page. It will not redirect you to the Calculate Absence and Payroll page. If you want to run the process with a resolution chain, streams, or process lists, you will have to run it using the Calculate Absence and Payroll page, the same page from which you run the on cycle payroll processes. When you have run the calculation process successfully from the Off Cycle On Demand page, the system will automatically transfer you to the Payee Status page, upon completion of calculation or finalize. When the you run cancel, instead of redirecting you to the Payee Status page, a message appears that confirms the cancel process ran successfully.

Note: More detail on processing and viewing payroll is in the payroll processing topic and the topic on viewing and finalizing payroll results.

Related Links

[Understanding Payroll Processing](#)

[Viewing Payee Status and Updating a Payee's Processing Instructions](#)

[Viewing Results by Calendar](#)

[Viewing Payee Messages](#)

Entering and Processing Absences

Entering Updating, and Voiding Absence Events

This topic provides an overview of absence entry and discusses how to:

- Enter, update, and void absence events.
- Enter detailed information about an absence.

Pages Used to Enter, Update, and Void Absence Events

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Absence Event Entry	GP_ABS_EVENT	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Entry	Enter, update, and void absences. Start the Absence Forecasting process.
Absence Event Input Detail	GP_ABS_EVENT_SEC	Click the Details link on the Absence Event Entry page.	Enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours.

Understanding Absence Entry

When a payee is absent from work at a normally scheduled work time, you record the absence take, the begin and end dates, and other details that you want to track.

Absences can be entered:

- Through the Absence Event Entry page.

Payroll administrators use this page to record absence events.

- Through self-service absence pages.

Payees and managers can use self-service pages to enter requests for absences; managers can also approve requests through the self-service pages.

If you are using PeopleSoft Time and Labor with your Absence Management, you can access the Absence Management Self-Service pages through the Time and Labors' Timesheet page.

See [Understanding the Absence Request Transactions](#).

See "Reporting Time (*PeopleSoft HCM 9.2: Time and Labor*)".

This topic discusses the absence entry tasks for payroll administrators.

Absence Event Entry Steps

Following are the steps for entering an absence event:

1. Access the Absence Event Entry page for the payee.
2. Select the absence take element and enter the begin and end dates of the absence.
3. If applicable, enter the partial hours that the payee was absent and the original begin date of the absence.
4. Click the Details link to access the Absence Event Input Detail page, where you can enter other details that are related to the absence, if applicable.
5. If the Forecasting process is required for the take that you entered, return to the Absence Event Entry page and follow the procedures for forecasting entitlement during absence entry. The system displays a warning message if you try to save absence entries for the take without first running the Forecasting process.

See [Forecasting Absence Entitlement Balance During Absence Entry](#).

Absence Event Entry Page

Use the Absence Event Entry page (GP_ABS_EVENT) to enter, update, and void absences.

Start the Absence Forecasting process.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Entry

Image: Absence Event Entry page

This example illustrates the fields and controls on the Absence Event Entry page.

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
KOAT PTO	Paid Time Off	02/05/2003	02/05/2003		Normal		02/05/2003	Details	Administrator	Approved
KOAT PTO	Paid Time Off	01/04/2003	01/08/2003		Normal		01/04/2003	Details	Administrator	Approved

To enter a new absence, insert a row and complete the fields described below. To make changes to a row, delete the row and add a new one.

Note: If you enter absences with overlapping dates, and your absence rules do not allow you to enter more than one absence for the same day, an error message appears when you try to save the events. If you've elected to use the automatic priority processing feature and have assigned a priority number to your absence take elements, the system determines which take element has priority for the date in question and offers the option of executing priority processing. You define absence priority rules on the Absence Take - Priority page.

From and Through

The user can display absence request that fall within a specified date range by entering dates in the From: and Through: fields. If the From, Through or both dates is left blank, the system will initialize the search based on the default dates.

The From and Through date range is determined by the Default History Date Range values entered on the History Grid page of the Country component. If the Default History Date Range has not been set up the system will use the defaults of current date – 90 days for the From date field and current date + 90 days for the Through date field.

See [Defining Self Service Absence Rules by Country](#).

Refresh

Click the Refresh button after entering, changing, or removing dates in the From: and Through: fields.

Note: If you do not click Refresh after changing the From or Through fields you will get an error message that tells you that you must press the Refresh button. You are able to proceed with absence entries once the Refresh button has been pressed.

Absence Take

Absence Take Element

Select the absence take element that corresponds to the payee's absence. (You can select from all absence take elements that are defined by your organization, not just those for which the payee is eligible.)

Begin Date and End Date

Enter the begin and end dates of the absence. If there's a break in the absence, enter each event separately. For example, if a payee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

The system uses the Take definition that is in effect on the begin date that you specify.

Partial Hours

For absences of less than a full day, enter the number of hours that the payee was absent.

If the payee was absent for more than one day (the begin and end dates are different), the system assumes that the partial hours apply only to the first day of the absence. To specify

otherwise, click the Details link to access the Absence Event Input Detail page.

Process Action

For a new absence event, the default is *Normal*.

Select *Void* to void an absence that has already gone through the Take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to *Normal* and the Voided check box is automatically selected during the next Take process.

During retroactive processing, a new version of the results is calculated without the voided event. Positive input is not generated from the voided event, and the results for earning/deduction have deltas.

Voided

Selected if you voided the event and ran the take process.

This field can also be selected if you're using the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Original Begin Date

Enter a date in this field if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. (The Link Absence and By Original Begin Date options are selected on the take element's Period page.)

If this absence is related to another absence, enter the begin date of the original absence.

Example: A payee is out sick for the following periods of time:

Absence Type	Reason (not entered online)	Absence Begin Date	Absence End Date	Original Begin Date
Sick	Sprained wrist	May 15	May 16	May 15
Sick	Flu	June 1	June 5	June 1
Sick	Wrist didn't heal properly	June 10	June 10	May 15

Entering the same original begin date for the first and third absence events tells the system that the absences are related. If you defined the take element to link absences, the system checks to see if the current absence occurred within the time frame allowed for linking. If it did, the two events are linked.

The default value for Original Begin Date is the begin date. Changing the begin date here does not update the original begin date.

Details

Click to display the Absence Event Input Detail page, where you can enter additional information about the absence.

Entry Source

Displays the person who entered the absence take.

Workflow Status

Displays the current workflow status of the absence take.

Forecast

After entering absence events, click this button to start the Forecasting process. To use this button, absence forecasting must be enabled for one or more take elements.

Process Status

Select the Process Status tab

Image: Absence Event Entry page: Process Status tab

This example illustrates the fields and controls on the Absence Event Entry page: Process Status tab.

Absence Event Entry		Forecast Messages	
Employee ID:	K0G001	Empl Record:	0
		Name: Rebekah Jones	
From:	02/07/2009	Through:	08/06/2009
		Refresh Forecast	
Absence Events			
Absence Take		Process Status	Forecast Value
*Absence Take Element	Status	Calendar Group ID	Process Date
K0AT PTO	Not Proc.		
K0AT PTO	Not Proc.		

Status

Displays the status of the absence event as it relates to processing in payroll. Valid values are *Not Proc.* (Not Processed), *Processed*, and *Finalized*.

Note: Absence events with a status of *Finalized* will be set to *Processed* if the absence event has been retroactively processed during an on cycle or off cycle calculation

Calendar Group ID

Displays the calendar group for which the absence take was processed.

Process Date

Displays the date on which the absence take was processed.

Forecast Value

Select the Forecast Value tab.

Image: Absence Event Entry page: Forecast Value tab

This example illustrates the fields and controls on the Absence Event Entry page: Forecast Value tab.

*Absence Take Element	Description	*Begin Date	End Date	Forecast Value	Forecast Date Time	Forecast Details
K0AT PTO	Paid Time Off	02/05/2003	02/05/2003			Forecast Details
K0AT PTO	Paid Time Off	01/04/2003	01/08/2003			Forecast Details

Begin Date and End Date

These fields display the dates that you entered for the absence event on the main page. Any changes that you make here update the main page.

Forecast Value

The alphanumeric value resolved by the forecasting element. You associate a forecasting formula with a take element on the Take – Forecasting page. (For example, your forecast element might return a value of *Eligible* or *Not Eligible*.)

Forecast DateTime

The last date and time that the Forecasting process was run for the take element.

Forecast Details

Select to access the Absence Forecast Results page.

Deleting Absence Event Rows

The Delete row button will be available or grayed out based on the Payroll Status and the Delete Option selected on the Event Entry page. When the Delete Option selected is *All Events Except Processed* the Delete row button is disabled on all processed rows and finalized rows. When the Delete Option selected is *All Event Except Finalized* the Delete row button is disabled on all finalized rows.

A warning is issued when you select to delete an absence event and you have selected the Delete Option of *All Events Except Finalized*. The warning message states, "Are you sure you want to delete the Event %1 Begin Date %2 End Date %3?" The explanation attached to this message states, "This absence event has already been processed. If you delete this event you might have to reprocess the absence to correct the results."

See [Defining Self Service Absence Rules by Country](#).

Absence Event Input Detail Page

Use the Absence Event Input Detail page (GP_ABS_EVENT_SEC) to enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours.

Navigation

Click the Details link on the Absence Event Entry page.

Image: Absence Event Input Detail page (1 of 2)

This example illustrates the fields and controls on the Absence Event Input Detail page (1 of 2).

Absence Event	
Absence Event Input Detail	
Absence Take: <input type="text" value="K0AT PTO"/>	Absence Type: Vacations
Absence Reason: <input type="text"/>	Event Priority: 10
Entry Source: Admin	Last Updated: 10/21/2002
Workflow Status: Approved	Process Status: Not Processed
*Process Action: <input type="text" value="Normal"/>	Calendar Group ID:
<input type="checkbox"/> Voided Indicator	Process Date:
<input checked="" type="checkbox"/> Manager Approved	First Processed Date:
Absence Begin / End Data	
*Begin Date: <input type="text" value="02/05/2003"/>	
End Date: <input type="text" value="02/05/2003"/>	
Original Begin Date: <input type="text" value="02/05/2003"/>	
Partial Days : <input type="text" value="None"/>	
User Defined Fields	
User Defined Fields 1	
Date 1: <input type="text"/>	
Character 1: <input type="text"/>	
Monetary 1: <input type="text"/>	Currency 1: <input type="text"/>
Decimal 1: <input type="text"/>	
User Defined Fields 2	
Date 2: <input type="text"/>	
Character 2: <input type="text"/>	
Monetary 2: <input type="text"/>	Currency 2: <input type="text"/>
Decimal 2: <input type="text"/>	
User Defined Fields 3	
Date 3: <input type="text"/>	
Character 3: <input type="text"/>	
Monetary 3: <input type="text"/>	Currency 3: <input type="text"/>
Decimal 3: <input type="text"/>	
User Defined Fields 4	
Date 4: <input type="text"/>	
Character 4: <input type="text"/>	
Monetary 4: <input type="text"/>	Currency 4: <input type="text"/>
Decimal 4: <input type="text"/>	
Override	
Entitlement: <input type="text"/>	Adjustment: <input type="text"/>
Comments	

Image: Absence Event Input Detail page (2 of 2)

This example illustrates the fields and controls on the Absence Event Input Detail page (2 of 2).

User Defined Fields			
User Defined Fields 1		User Defined Fields 2	
Date 1:	<input type="text"/>	Date 2:	<input type="text"/>
Character 1:	<input type="text" value="UHC"/>	Character 2:	<input type="text" value="DR Z"/>
Monetary 1:	<input type="text"/>	Monetary 2:	<input type="text"/>
Decimal 1:	<input type="text"/>	Currency 2:	<input type="text"/>
User Defined Fields 3		User Defined Fields 4	
Date 3:	<input type="text"/>	Date 4:	<input type="text"/>
Character 3:	<input type="text"/>	Character 4:	<input type="text"/>
Monetary 3:	<input type="text"/>	Monetary 4:	<input type="text"/>
Decimal 3:	<input type="text" value="15.000000"/>	Currency 4:	<input type="text"/>
Override			
Entitlement:	<input type="text"/>	Adjustment:	<input type="text"/>
Comments			

Absence Take

Displays the take element that you selected on the Absence Event Entry page.

Event Priority

Displays the priority number of the take element if one was assigned on the Absence Take - Priority page.

If you enter more than one absence for the same date, you can use the automatic priority processing feature when you save your entries. The system compares the priority numbers of the overlapping absences to determine which take rule to apply for the date in conflict. The lower the number, the higher the priority.

Absence Reason

You can select an absence reason from those that were in effect as of the absence begin date. You define absence reasons on the Absence Types page and link an absence type to a take element on the Take - Calculation page.

Absence Type

The absence type for the Take element is displayed.

Entry Source

Identifies the source of the absence data. Values are:

Admin: The absence event entry was created using the Absence Event Entry page. This is the default for new entries using the Absence Event Entry page.

Third Party Time & Labor: The absence event entry was created using a third party interface.

Employee Self Service: The absence event entry was created using Absence Self Service Employee request page.

Manager Self Service: The absence event entry was created using Absence Self Service Manager request page.

Employee Timesheet: The absence event entry was created using Employee Timesheet page

Manager Timesheet: The absence event entry was created using Manager Timesheet page.

Manager Approved

Select to have the absence processed when you run the take process. This check box is selected, by default, if you defined the absence take element (on the Absence Take - Calculation page) as not requiring manager approval.

Last Updated

This date appears after you save your entry.

Workflow Status

Displays the current workflow status of the absence take.

Process Status

Displays the status of the absence event as it relates to processing in payroll. Valid values are *Not Processed*, *Processed*, and *Finalized*.

Calendar Group ID

Displays the calendar group for which the absence take was processed.

Process Date

This field displays the most recent processing date for this absence event.

First Processed Date

The value in this field represents the original processing date for the absence event. The Process Date and First Processed Date fields show different processing dates, in the case of retroactive processing.

User Defined Fields

You can enter data in up to 16 user-defined fields. When you run the Take process, the system writes the data to the daily records, so that it's available to the count formulas.

A system element in the GP_ABS_EVENT record corresponds to each user-defined field. The naming conventions are:

- EVT CONFIG1(2, 3, 4) DT for date values.
- EVT CONFIG1(2, 3, 4) DC for decimal values.
- EVT CONFIG1(2, 3, 4) CH for character values.
- EVT CONFIG1(2, 3, 4) MN for monetary values.

Definition of abbreviations: Event configurable 1(2,3,4) date/decimal/character/monetary

For example, employees take 100 percent or 80 percent pay for sick time. If they take 100 percent, they lose a day of vacation for each set of five sick days that they take. You enter *100* or *80* in one of the decimal fields to specify the employee's choice and use a formula that counts the number of vacation days that the employee loses in each case.

Note: Values entered in the user defined fields can be overwritten during the Take process, depending on your take rules.

Note: The user-defined fields on this page are not related to the user-defined fields that appear on the Absence Take - Calculation page.

Override

If the absence take element is associated with a per-absence entitlement element, use this group box to override the standard entitlement amount or adjust the payee's entitlement balance. To override the entitlement amount or adjust the entitlement balance for a frequency-based entitlement, use the Absence Adjustment page.

Important! Use the same type of units as those that are used to define the entitlement element.

Entitlement	To override the entitlement for this event, enter the number of units in this field. If the take is linked to more than one entitlement element, the number overrides the entitlement for the first linked element only.
Adjustment	To adjust the entitlement balance, enter the number of units in this field. (That number populates the automatically assigned adjustment element.) Enter a negative number to reduce the entitlement balance.

Absence Begin/End Data

Begin Date, End Date, and Original Begin Date These fields display the dates that you entered for the absence event on the main page. Any changes that you make here update the main page.

Data that you enter in the following fields is used in absence calculations only if the data is referenced by your absence formulas.

Partial Days Specify which days of the absence event are partial days.

If the Calculate End Date or Duration option is enabled on the Absence (setup) page, and the Unit Type is *Hours*, the system does consider any partial hours or half-day entries that are entered in this group box when it calculates the end date or duration.

For example, an employee has a work schedule of 8 hours per day from Monday through Friday. The employee reports an absence from Monday, January 8, 2007 through Wednesday, January 10, 2007. Then employee takes a half day off on Monday and full days off for the rest of the absence.

Example 1: The Country Take set up is defined as follows:

- Unit Type = *Hours*.
- Allow Partial Days = Selected.

- Partial Days = *Partial Hours*.

With these settings, to correctly enter the absence data the employee should report:

- Start Date = *January 8, 2007*.
- End Date = *January 10, 2007*.
- Partial Days = *Start Day Only*.
- Start Day Hours = *4*.

Example 2: The Country Take set up is defined as follows:

- Unit Type = *Hours*.
- Allow Partial Days = *Selected*.
- Partial Days = *Half Days*.

With these settings, to correctly enter the absence data the employee should report:

- Start Date = *January 8, 2007*.
- End Date = *January 10, 2007*.
- Partial Days = *Start Day Only*.
- Start Day is Half Day = *Selected*.

Warning! If the absence unit type is defined in days in the Country Take setup, we do not recommend using partial days options.

Note: Data that you enter in the following fields is used in the absence calculation process only if the data is referenced by your absence formulas.

The available options in the Partial Days field when the absence is calculated in days include:

- *All Days*
- *End Day Only*
- *None*
- *Start Day Only*
- *Start and End Days*

Start Day Hours, End Day Hours, and All Day Hours

Enter the number of hours the payee was absent for the first day of the absence, the last day of the absence, or all days of the absence, respectively.

Start Day is Half Day, End Day is Half Day, and All Days are Half Days

Important! These fields are not available unless you have installed Oracle Workforce Scheduling and you select an option in the Partial Days field.

See "Understanding Integration with Oracle Workforce Scheduling (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Select if the payee was absent exactly half a day.

Important! These fields are not available unless you have installed Oracle Workforce Scheduling and you select an option in the Partial Days field.

See "Understanding Integration with Oracle Workforce Scheduling (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Start Day Start Time, End Day Start Time, and All Days Start Time

Enter the scheduled start time for the specified workday or workdays.

Important! These fields are not available unless you have installed Oracle Workforce Scheduling and you select an option in the Partial Days field.

See "Understanding Integration with Oracle Workforce Scheduling (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Start Day End Time, End Day End Time, and All Days End Time

Enter the scheduled end time for the specified workday or workdays.

Important! These fields are not available unless you have installed Oracle Workforce Scheduling and you select an option in the Partial Days field.

See "Understanding Integration with Oracle Workforce Scheduling (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Related Links

[Absence Takes - Priority Page](#)

[Absence Takes - User Defined Result Fields Page](#)

Forecasting Absence Entitlement Balance During Absence Entry

This topic provides an overview of forecasting and discusses how to:

- Review absence entitlement balance forecasting results.
- Review forecasting messages.

Pages Used to Forecast Absence Entitlement Balances

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Click the Forecast Details link on the Forecast Value tab on the Absence Event Entry page.	Review the results of the Forecasting process for a specific absence event and any take elements that are mapped to it.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Forecast Messages	Review the messages that are generated during the Forecasting process.
Forecast Message Detail	GP_ABS_FCS_MSG_SEC	Click the Details link on the Forecast Messages page.	Review the text of a selected error or warning message.

Understanding Absence Entitlement Balance Forecasting

Use the Absence Forecasting process to evaluate the impact of an absence event. To use this feature, you must have defined the forecasting rules that are applicable to your organization and enabled the absence forecasting feature.

Absence Forecasting Steps

Following are the steps for using absence forecasting:

1. Enter a payee's actual or anticipated absence events on the Absence Event Entry page.
2. Click the Forecast button to start the process.

Note: The system does not automatically save your absence request before initiating the Forecasting process. Although the system prompts you to save before leaving the page, it is not necessary to save your forecast information before or after the Forecasting process.

3. If applicable, check the Forecast Messages page to see if errors or warnings were generated during the process.
4. Correct errors and rerun the process.

Each time you run the Forecasting process, the system overwrites the previous forecast data.

5. View the results by clicking the Forecast Details link on the Absence Event Entry page.

Forecasting and Retroactivity

In absence forecasting the forecasting period will include those calendars that should be reprocessed due to the presence of an unprocessed retro trigger. The absence event change must create a retro trigger in order for the forecasting period to include a finalized calendar whose period includes the effective date of the trigger.

Example of Absence Forecasting with Retro

An employee has an absence entitlement balance of 16 hours once the September run is finalized. During October's run the employee is absent for 24 hours, October 17 – October 19. Because there is not enough entitlement to cover this absence, a portion of the absence will go unpaid. The rules as defined for this absence will mark this event as Ineligible.

If the end date is changed to October 18, there will be enough entitlement and the event will be marked as Eligible. The change to the event will create a retro trigger and therefore the October calendar will be processed again during forecasting.

Note: The absence event change must create a retro trigger in order for the forecasting period to include a finalized calendar whose period includes the effective date of the trigger. In addition, the earliest retro trigger (not limited to retro triggers from the absence event) that satisfies the retro limit is selected to determine which template calendar is the starting point for retro processing. The calendar period end date must be greater than or equal to the minimum effective date of the retro triggers that are greater than or equal to the retro limit date.

Related Links

[Absences and Retroactive Processing](#)

[Online Forecasting and Balance Inquiry Processes](#)

Absence Forecast Results Page

Use the Absence Forecast Results page (GP_ABS_EVT_FCS_SEC) to review the results of the Forecasting process for a specific absence event and any take elements that are mapped to it.

Navigation

Click the Forecast Details link on the Forecast Value tab on the Absence Event Entry page.

Image: Absence Forecast Results page

This example illustrates the fields and controls on the Absence Forecast Results page.

Absence Event

Absence Forecast Results

Absence Take: K0AT PTO
Element:
Absence Type: Vacations
Forecast Value: ELIGIBLE

Begin Date: 01/04/2003
End Date: 01/08/2003
Forecast Date Time: 05/11/2009 11:19AM

Absence Forecast Result Details

Customize | Find | View All | First 1-7 of 7 Last

Forecast Results | Accumulator Results | User Keys 1-3 | User Keys 4-6

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
K0AT PTO	K0AE PTO_BAL	Accumulatr	2.000000		
K0AT PTO	K0AE FHOL_BAL	Accumulatr	0.000000		
K0AT PTO	K0AE PTO_TAKE	Accumulatr	8.000000		
K0AT PTO	K0AE FHOL_TAKE	Accumulatr	16.000000		
K0AT PTO	K0AE PTO_ENT	Accumulatr	10.000000		
K0AT PTO	K0AE FHOL_ENT	Accumulatr	16.000000		
K0AT PTO	K0VR PAID UNTIL	Variable	0.000000		

Forecast Results

This tab displays the forecasted value for each element that appears on the Absence Take - Forecasting page, along with related take elements.

Secondary Element

Displays the name of the take element that the results pertain to. This can be the take element listed on the Absence Take - Forecasting page, a redirected take element, or a "mapped to" take element that's associated with that take.

Note: You identify redirected take elements on the Take - Negative Balance page and "mapped to" elements on the Absence Take - Day Formula page. Redirected take element can be redirected to other take elements. For example, if A redirects to B, which redirects to C, then C can appear in this field.

Forecast Element Name and Type

Displays the name of the element for which a value has been forecast, followed by its type.

A value displays for each element listed on the Take - Balance Inquiry page.

Accumulator Results

Select the Accumulator Results tab.

Image: Absence Forecast Results page: Accumulator Results tab

This example illustrates the fields and controls on the Absence Forecast Results page: Accumulator Results tab.

Absence Event		
Absence Forecast Results		
Absence Take	K0AT PTO	Begin Date: 02/05/2003
Element:		
Absence Type:	Vacations	End Date: 02/05/2003
Forecast Value:	ELIGIBLE	Forecast Date Time: 05/11/2009 11:19AM
Absence Forecast Result Details Customize Find View All First 1-7 of 7 Last		
Forecast Results Accumulator Results User Keys 1-3 User Keys 4-6		
Secondary Element	From	Through
K0AT PTO	01/01/2003	12/31/2003
K0AT PTO	01/01/2003	12/31/2003
K0AT PTO	01/01/2003	12/31/2003
K0AT PTO	01/01/2003	12/31/2003
K0AT PTO	01/01/2003	12/31/2003
K0AT PTO	01/01/2003	12/31/2003
K0AT PTO		

The begin and end dates of the accumulation period are displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

User Keys

Select the User Keys tab.

Image: Absence Forecast Results page: User Keys tab

This example illustrates the fields and controls on the Absence Forecast Results page: User Keys tab.

Absence Event

Absence Forecast Results

Absence Take: K0AT PTO Begin Date: 02/05/2003
 Element: End Date: 02/05/2003
 Absence Type: Vacations Forecast Date Time: 05/11/2009 11:19AM
 Forecast Value: ELIGIBLE

Absence Forecast Result Details Customize | Find | View All | First 1-7 of 7 Last

Forecast Results Accumulator Results User Keys 1-3 User Keys 4-6

Secondary Element	User Key 1	User Key 2	User Key 3
K0AT PTO	KCY	0001	
K0AT PTO	KCY	0001	
K0AT PTO	KCY	0001	
K0AT PTO	KCY	0001	
K0AT PTO	KCY	0001	
K0AT PTO	KCY	0001	
K0AT PTO			

The values of the accumulator's user keys are displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

Forecast Messages Page

Use the Forecast Messages page (GP_ABS_FCST_MSG) to review the messages that are generated during the Forecasting process.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Forecast Messages

Image: Forecast Messages page

This example illustrates the fields and controls on the Forecast Messages page.

Absence Event Entry **Forecast Messages**

Employee ID: K0G001 Empl Record: 0 Name: Rebekah Jones

Forecast Messages Customize | Find | View All | First 1 of 1 Last

Calculation Status	Message Text	Message Set Number	Number	
Calculation Successful	A retro trigger effdt 1999-10-04 exists prior to the Begin Date 2000-02-01 of the Forecast Template K0ABSONLINE (Cal Group ID)	17005	492	Details

Calculation Status

Identifies the phase of processing during which the error or warning occurred.

Message Text

Displays the abbreviated text of the message and other information about the message.

Related Links

[Status Codes and Process Indicators](#)

Viewing Current Absence Entitlement Balances and Running the Absence Entitlement Balance Inquiry Process

Use the Balance Inquiry feature to view a payee's current entitlement balance for a take. You can also run the Balance Inquiry process to return the values of the elements that are specified on the Absence Take - Balance Inquiry page. Typically, one of these elements returns the absence balance for the take. Values are displayed as of the date that you specify.

In this topic, we discuss how to:

- View current balances for payees.
- Start the Balance Inquiry process.

Pages Used to Start the Balance Inquiry Process and View Balances

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Current Balance	GP_ABS_CUR_BAL	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Balances, Current Balance	View a payee's current entitlement balances.
Forecast Balance	GP_ABS_FCST_BAL	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Balances, Forecast Balance	Starts the Balance Inquiry process and view the results.

Related Links

[Status Codes and Process Indicators](#)

Current Balance Page

Use the Current Balance page (GP_ABS_CUR_BAL) to view a payee's current entitlement balances.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Balances, Current Balance

Image: Current Balance

This example illustrates the fields and controls on the Current Balance.

Current Balance

Forecast Balance

Forecast Messages

Employee ID: K0G001

Name: Rebekah Jones

Empl Record: 0

Absence Entitlement Current Balance

Customize | Find | View All | 12 | First 1-2 of 2 Last

Accumulator Balance

User Keys

☰

Accumulator Period	Entitlement Element	Element Name	Amount	From	Through
Year to Date	K0AE PTO	K0AE PTO_BAL	30.000000	01/01/2008	12/31/2008
Year to Date	K0AE FHOL	K0AE FHOL_BAL	48.000000	01/01/2008	12/31/2008

Accumulator Balance Tab

For the period of time defined by the From and Through dates this tab displays the payee's entitlement balances as of the most recent run of the Entitlement process for the payee.

User Keys Tab

This tab displays the value that was entered for each user key defined on the Entitlement Accumulators page.

Related Links

[Absence Entitlements - Auto Generated Accumulators Page](#)

Forecast Balance Page

Use the Forecast Balance page (GP_ABS_FCST_BAL) to start the Balance Inquiry process and view the results.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Balances, Forecast Balance

Image: Forecast Balance page

This example illustrates the fields and controls on the Forecast Balance page.

Secondary Element	Forecast Element	Type	Numeric Value	Character Value	Date Value
K0AT PTO	K0AE PTO_BAL	Accumulatr	112.000000		
K0AT PTO	K0AE FHOL_BAL	Accumulatr	168.000000		
K0AT PTO	K0AE PTO_TAKE	Accumulatr	8.000000		
K0AT PTO	K0AE FHOL_TAKE	Accumulatr	24.000000		
K0AT PTO	K0AE PTO_ENT	Accumulatr	120.000000		
K0AT PTO	K0AE FHOL_ENT	Accumulatr	192.000000		
K0AT PTO	K0VR PAID UNTIL	Variable	0.000000		

Following are the steps for running the Balance Inquiry process:

1. Select the take element and the As of Date for which you want to display forecasted results.
2. Click the Forecast button.
3. View the results in the Forecast Balance Results Detail group box.

The tabs in this group box are identical to the tabs on the Absence Forecast Results page.

Related Links

[Absence Forecast Results Page](#)

Adjusting and Overriding Entitlement Balances

You can adjust or override a payee's entitlement balance in several ways.

In this topic, we discuss how to:

- Adjust entitlement.
- Redefine a frequency-based entitlement rule.

Pages Used to Adjust Entitlements

Page Name	Definition Name	Navigation	Usage
Adjust Absence Balances	GP_PI_MNL_AE	Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Absences, Adjust Absence Balances	Adjust a payee's frequency-based entitlement for a single calendar period. Before you can enter an adjustment, you must set up the corresponding absence calendar.
Entitlement/Take Assignment	GP_ABS_OVRD	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Assign Entitlements and Takes, Entitlement/Take Assignment	Redefine a frequency-based entitlement rule for a payee for a specified period of time. Specify whether a take or frequency-based entitlement element is processed for a payee.

Adjust Absence Balances Page

Use the Adjust Absence Balances page (GP_PI_MNL_AE) to adjust a payee's frequency-based entitlement for a single calendar period.

Before you can enter an adjustment, you must set up the corresponding absence calendar.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Absences, Adjust Absence Balances

Image: Adjust Absence Balances page

This example illustrates the fields and controls on the Adjust Absence Balances page.

Adjust Absence Balances

Employee ID: K0G001 Name: Rebekah Jones Empl Record: 0
 Pay Group: GAEXECMTH Description: Monthly Executive Group Pay Entity: GAAUSMI
 Calendar ID: GAMEX0501ABS Begin Date: 01/01/2005 End Date: 01/31/2005

Balance Adjustments				
Element Name	Description	Balance Adjustment	Begin Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Absence Entitlement process follows the instructions you enter on this page.

Note: You can also enter one time adjustments to a per-absence entitlement when entering an absence event.

Note: You cannot adjust or delete entitlement elements inserted through the Leave Donations process on this page. Use the Adjust Leave Program Balances page to adjust leave donation balances.

Balance Adjustments

Enter each adjustment that applies to this payee for the selected absence calendar. You cannot enter more than one adjustment for the same element.

Element Name

Select the entitlement element for which you want to enter an adjustment. The prompt table displays only frequency-based entitlement elements that are defined for positive input overrides on the Element Name page.

Balance Adjustment

Enter the adjustment units. You can enter a positive or negative number. The amount is added to or subtracted from the beginning entitlement balance when you run the Entitlement process. Generation control for the adjustment is ignored.

Begin Date and End Date

These dates determine in which segment the adjustment is made, if the calendar period is segmented.

- If you leave the Begin Date field blank, the system assumes that the date is the same as the Begin Date on the Calendar - Definition page. The system does not use the begin date for processing.
- If the End Date differs from the Calendar End Date, and the calendar period is segmented, the end date determines the segment or slice to which the adjustment is assigned.

Related Links

[Entering Updating, and Voiding Absence Events](#)

"Adjust Leave Program Balances Page (*PeopleSoft HCM 9.2: Absence Management*)"

Entitlement/Take Assignment Page

Use the Entitlement/Take Assignment page (GP_ABS_OVRD) to redefine a frequency-based entitlement rule for a payee for a specified period of time.

Specify whether a take or frequency-based entitlement element is processed for a payee.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Assign Entitlements and Takes, Entitlement/Take Assignment

Image: Entitlement/Take Assignment page

This example illustrates the fields and controls on the Entitlement/Take Assignment page.

To override a per-absence entitlement rule, use the Absence Event Entry page.

Note: To override an entitlement or take element, the Payee override option must be selected on the Element Name (GP_PIN) page.

Elements

Element Type

Specify the type of element to override: *Absence Entitlement* or *Absence Take*.

Element Name

Select the name of the element to override. Only elements that allow payee overrides are listed; the system does not check payee eligibility.

If you selected *Absence Entitlement* as the entry type, you can select a frequency-based entitlement element only.

Active

Selected by default. Deselect if you don't want the system to resolve this absence element for the payee.

Begin Date and End Date

Enter the date that the override instructions become effective and the last date to which the override instructions apply.

Unit Element

Unit Element Type

To change the supporting element that is used to calculate the entitlement units, select *Accumulator*, *Bracket*, *Formula*, *Numeric*, *Payee Level*, *System Element*, or *Variable*.

If you select *Numeric*, enter the value in the Entitlement Unit field.

For all other element types, select the element name in the *Element Name - Unit* field.

Frequency and Frequency ID

Specify the frequency for the system to apply when granting the entitlement. Values are *Pay Period* and *Other*.

If you select *Other*, select the frequency in the Frequency ID field; for example, *Monthly*.

Generation Control

Generation Control Option

You can override the generation control condition that is defined for the take or entitlement element on the Element Name page.

You can enter instructions here even if you didn't specify generation control details at the element level. Values are:

None: System ignores the generation controls that you originally defined at the calculation rule level.

Specify: Enter a generation control value in the field to the right.

Element (the default): System uses the generation control that was defined when the element was set up.

Reviewing Daily Absence Records

The following table lists the pages that display the results of a batch absence process:

Process	Tables Populated	Inquiry Pages and Display
Take	GP_RSLT_ABS (Daily absence rows)	Absence Data pages. Daily data that is generated by the Take process.
	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_RSLT_PI_DATA	Results by Calendar: Positive Input - Absence page. Balances adjustments made to frequency based entitlement elements that are processed for the absence calendar.
	GP_RSLT_ABS	Results by Calendar - Calendar Results: Absence Data. Also Results by Calendar Group - Calendar Results: Absence Data. The absence type, reason, and forecast value.
	GP_GEN_PI_DATA	Generated positive input from the take process is stored in this table. (Note: This is the principal table that Absence Management uses to provide information to the payroll system.)
Entitlement	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.

Process	Tables Populated	Inquiry Pages and Display
	GP_RSLT_PIN	Supporting Elements page. Entitlement units with supporting elements.
Payroll (for target calendar)	GP_RSLT_ERN_DED	Element Assignment By Payee page. Earnings and deductions that are applicable to the payee, including absences.
	GP_RSLT_PI_DATA	Results by Calendar: Positive Input - Payroll page. How the positive input that was generated for earnings and deductions during the Take process was resolved.
	GP_RSLT_PI_SOVR	Supporting Element Overrides page. The supporting elements that were used when the positive input (created by the Take process) was resolved.

Related Links

[Viewing Positive Input Results](#)

[Viewing Daily Results of the Absence Take Process](#)

Running the Absence Entitlement and Take Processes

In this topic, we discuss:

- The Absence Entitlement and Absence Take processes.
- Absences and Segmentation.
- Absences and Retroactive Processing.

Absence Entitlement and Absence Take Processes

Absence processing is done by the following processes:

- Entitlement process

This process updates frequency-based entitlements for payees and makes entitlement available. For example, if entitlement is granted monthly, you run the entitlement process once a month, even if you run weekly payrolls. You do not run this process for per-absence entitlements because they are updated by the Take process. You can run the Entitlement process before or after the Take process.

- Take process

During this process, the system looks at each daily record and determines the amount of time that should be paid or unpaid, according to your absence rules. It converts paid and unpaid units to positive input and adjusts entitlement balances.

After running the Entitlement and Take processes, you run the payroll process to compensate payees for paid absences.

Image: The absence processing cycle

This diagram illustrates the absence processing cycle.



Following are the steps to prepare for running the Entitlement and Take processes:

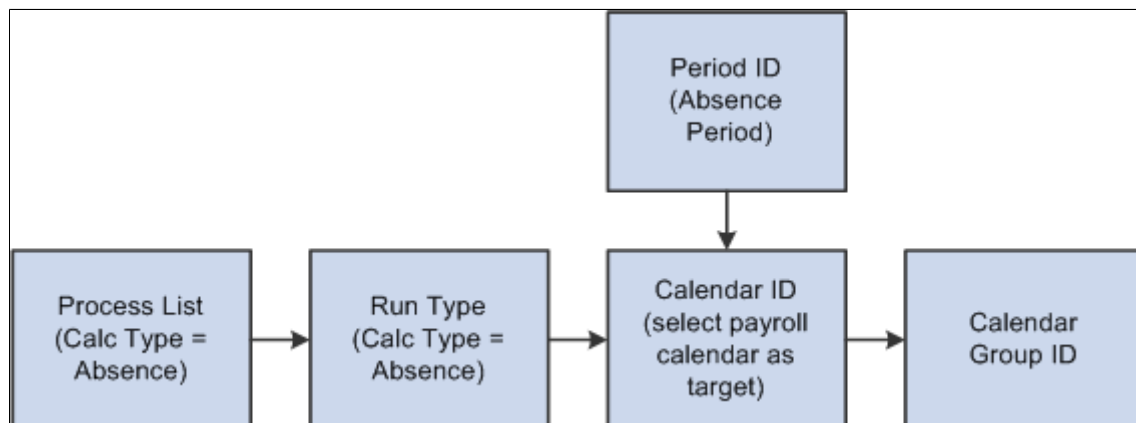
1. Create one or more absence process lists to define the absence take elements or frequency-based entitlement elements that are to be resolved during processing.
2. Associate the process list with a run type.
3. Create a calendar for the absence processing period.
4. Attach the calendar to a calendar group ID.

You can attach an absence calendar and a pay calendar to the same calendar group ID.

Typically, you create process lists and attach them to run types when you implement Global Payroll. Then perform the remaining tasks on a regular basis.

Image: Preparing for absence processes

This diagram illustrates the preparation steps for absence processing.



Useful Features of Process Lists

Useful features of process lists include:

- The absence period can be the same as or different from the pay period. For example, January absences can be paid in January or February. You specify the target calendar pay for each absence process.
- You can run the entitlement and take processes together or separately.

- More than one Take process can target the same pay calendar. For example, vacations taken in January and sick time taken in February can be paid in February. To accomplish this, create two absence process lists, one for vacations and another for sick time, and attach each process list to a separate absence calendar. On each absence calendar, select the pay calendar as the target calendar.
- The system can process absence takes according to their sequence on the process list or in chronological order. To process absences in chronological order, you include take elements in an absence take topic of a process list.

Guidelines for Creating Process Lists

Here are guidelines for creating process lists:

- When setting up process lists, select *Absence* as the Calculation Type on the Process Lists - Definition page.
- You can place entitlement and take elements on the same or different process lists.
- Do not include per-absence entitlement elements in a process list.

An entitlement of this type is resolved by the Take process each time that an absence occurs.

- Consider the order in which you add elements to the process list.

Place the entitlement elements before the take elements.

- If any take elements are mapped so that the system generates the same take for both elements simultaneously, place the source element before the "mapped to" element. Otherwise, the mapped element is not resolved. (You can map elements using the Mapped To field on the Absence Take - Day Formula page.)
- To have absence events processed in chronological order, add the take elements to an absence take section of the process list.

Guidelines for Creating Absence Calendars

Here are guidelines for creating absence calendars:

- Take and Entitlement processes must be associated with a pay calendar.
Select the pay calendar as the target calendar when you create the calendar for the Take and Entitlement processes.
- The absence period can be the same as or different from the pay period.
- You can run some or all processes during the same run by attaching the appropriate calendars to the same calendar run ID.
- You can run the Entitlement and Take processes in any order; typically you run Entitlement first.

Timing can affect entitlement balances, as shown in this example:

Payees are entitled to 20 hours of vacation per month. In January, a payee takes 15 hours of vacation. The payee has no carryover from the prior year, so as of 1 January, the entitlement balance is 0.

- If you run the absence Entitlement process first, the employee receives the monthly entitlement of 20 hours. When you run the Take process, the system subtracts 15 hours, leaving an entitlement balance of 5 hours.
- If you run the Take process first, the employee has a negative entitlement balance of 15 hours. When you run the Entitlement process, the balance becomes 5 hours. If your organization doesn't allow a negative balance, the payee might have to take the 15 hours as unpaid time or have the 15 hours deducted from the entitlement that is associated with another absence take. Only when the entitlement process is run does the payee receive the full 20 hours.

Running the Entitlement or Take Process

After defining the Calendar Run ID, you're ready to start the process. Complete the Calculate Absence and Payroll page and use PeopleSoft Process Scheduler to start the process.

Related Links

[Understanding Processing Elements](#)

[Understanding Payroll Processing](#)

Absences and Segmentation

When you run the Take process, the system assigns an instance number to each event, based on the following rules:

- If Multiple Instances is selected on the Absence Take - Calculation page, the system assigns a separate instance number to each like event that falls within the same absence period.
- If Multiple Instances is not selected, the system assigns the same instance number to all like events that fall within the same absence period.

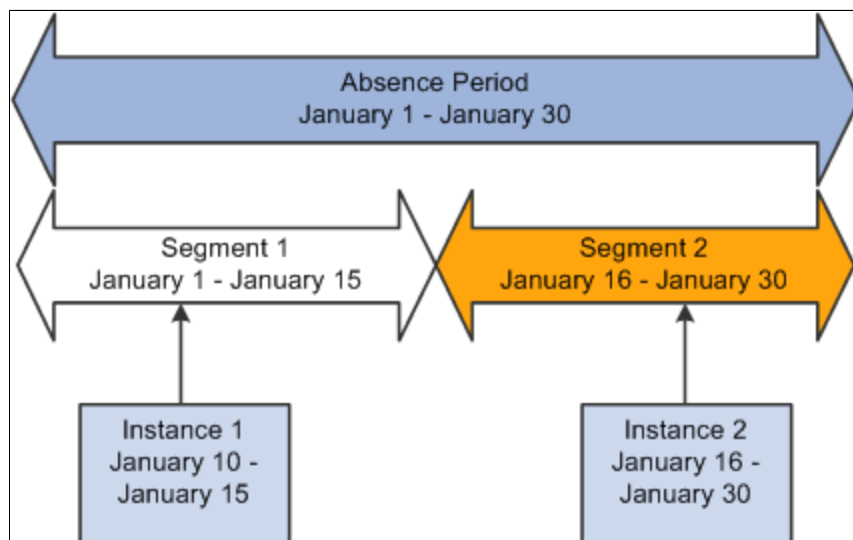
When the earning or deduction element that is associated with the take element is segmented, the Take process creates multiple instances, regardless of whether you selected Multiple Instances. Multiple instances are also created if the percent defined for the take element changes. (Percent is defined on the Generate Positive Input Member List on the Absence Take - Day Formula page.)

Example

Payee A is absent from January 10 to 17. The earning element is segmented as shown below. The event is divided into the two instances.

Image: Events divided into multiple instances because of segmentation

This diagram illustrates how the system divides an event into multiple instances due to segmentation.



Absences and Retroactive Processing

This topic describes how absences work with retroactive processing.

Setting Up Triggers for Absence Events

Triggers are the mechanism that Global Payroll uses to detect changes to data that result in some type of system action. We recommend that you create retroactive and iterative triggers so that the system recognizes the online changes that users make to absence events through the Absence Event Entry page (the GP_ABS_EVENT record). Then iterative or retroactive processing is triggered whenever you add, delete, or update events.

Retro Processing Method

Retroactive processing of absence calendars is carried out using the Corrective retroactive method. Deltas are not generated.

Retroactive processing creates a new version of the generated positive input results and new versions of the daily absence data (GP_RSLT_ABS). For example, if an absence event occurs from 1 to 5 January (when it was originally processed), the event is represented by five rows of data in the daily record, each named Version1. If you change the end date to 7 January, 7 rows appear in Version 2 of the results.

Related Links

[Understanding Triggers](#)

Reporting Absence Data

This topic explains how to create an absence results report.

Page Used to Create an Absence Results Report

Page Name	Definition Name	Navigation	Usage
Absence Results Register	GP_GPSQR01_PNL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence Results Register, Absence Results Register	Create a report containing individual results of a payroll calculation for earnings, deductions, and/or accumulators.

Absence Results Register Page

Use the Absence Results Register page (GP_GPSQR01_PNL) to create a report containing individual results of a payroll calculation for earnings, deductions, and/or accumulators.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence Results Register, Absence Results Register

Language

Determines the language that is used during translations and the formatting for dates and numbers.

Calendar Group

Select the calendar group of the absence run for which you want to generate a report.

Note: You can select calendar groups only when at least one calendar is Absence (versus Payroll).

Generate Report For

Entire Calendar Group: Select to generate a report for all pay groups and payees that are associated with the calendar group ID.

Selected Pay Groups: Select to generate a report for specific pay groups that associated with the calendar group ID. The Pay Group field becomes available for entry. Pay groups associated with absence runs or payroll runs, but not both, are available for selection, depending on the report.

Selected Payees: Select to generate a report for specific payees. The EmplID field becomes available for entry.

Order Payees By

Select to sort payees by employee ID or name.

Setting Up Self-Service Absence Transactions

Understanding Self Service Setup Tasks

Payees and managers can use web-based browser pages, referred to as self service pages, to enter online requests for absences, view current and future absence balances, and run the Absence Forecasting process. Managers and administrators can also use self service pages to approve, deny, or push back absence requests.

Requests that are entered through the self service pages are treated as actual absences once they are approved, and are included in the Absence Take process.

This topic lists prerequisites and common elements and provides an overview of the high-level setup tasks for self service absence transactions.

Prerequisite

Before you can define take rules for self service absence transactions, you must specify which absence take types are eligible for self service use. On the Absence Take Types page for a given absence type, select the Allow Request in Self Service check box. This enables you to define self service rules for any take element with that absence type.

See [Defining Absence Types and Reasons](#).

Common Elements Used in Self Service Setup Tasks

Status

When you create a new country-specific or take-specific rule for absence self service, the rule's default status is Active. Changing the status of a rule to Inactive can impact absence requests that have been entered but not yet approved. Before changing the status of a rule to Inactive, consider how this action will affect already submitted requests.

Setup Tasks for Self Service Absence Transactions

The setup tasks for absence self service are as follows:

1. Define self service rules for each country.

Country-specific rules apply to all take elements for a given country. They control some of the field displays on the self service pages, and determine who can use the online Forecasting and Balance Inquiry processes. You can define a different set of self service rules for each country.

2. Define self service rules for each take element.

For each take element that you want to make available to self service users, you define an additional set of rules. These rules specify whether partial-day absences are allowed, approval requirements for absence requests, how to display forecasting results, and other usage rules.

3. Select the entitlement balances to display in the forecasting results.

If you enable self service users to run the online Forecasting process or Absence Inquiry process, specify which entitlement balances to display to self service users.

4. (Optional) Modify fields labels and page text, as needed.

The Text Catalog stores the text that appears on the self service pages, including field labels, button names, links, page instructions, and warnings. You can modify this text by editing entries in the Text Catalog.

Note: The sequence of steps 2 and 3 can be reversed.

Defining Self Service Absence Rules by Country

To define country-specific rules for using the absence self service pages, use the Country Configuration (GP_ABS_SS_CNTRY) component.

This topic discusses how to:

- Select fields for displaying entitlement balances.
- Select fields for displaying absence history.
- Select forecasting options and fields.
- Enter balance elements and select display options.
- Select absence event deletion options.

Pages Used to Define Self Service Absence Rules by Country

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Entitlement Grid	GP_ABS_SS_CNTRY1	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, Entitlement Grid	Select the entitlement fields that appear on the View Absence Balances page.
History Grid	GP_ABS_SS_CNTRY2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, History Grid	Select the history fields that appear on the View Absence Requests page.

Page Name	Definition Name	Navigation	Usage
Forecasting Grid	GP_ABS_SS_CNTRY3	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, Forecasting Grid	Select forecasting options and fields.
Balances	GP_BAL_ELIG_SS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, Balances	Enter balance elements and select display options.
Event Entry	GP_ABS_EVT_ENTRY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, Event Entry	Select deletion options to allow absent entries to be deleted on the Absence Event Entry page.

Entitlement Grid Page

Use the Entitlement Grid page (GP_ABS_SS_CNTRY1) to select the entitlement fields that appear on the View Absence Balances page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, Entitlement Grid

Image: Entitlement Grid page

This example illustrates the fields and controls on the Entitlement Grid page.

The fields on this page control what appears on the View Absence Balances page.

Accrual Period

Select to have the system display the accumulator period for each entitlement balance, for example, *year-to-date* or *month-to-date*. (Define the period for an entitlement accumulator on the

Accumulator Periods for Element <element name> page. Select the entitlement accumulators on the Balances page.)

From Date and To Date

Select to display the begin and end dates of the accrual period.

User Key 1...6

Select to display the values of up to six user keys that are associated with the entitlement accumulator. (Define user key values on an entitlement element's Auto Generated Accumulators page.)

History Grid Page

Use the History Grid page (GP_ABS_SS_CNTRY2) to select the history fields that appear on the View Absence Requests page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, History Grid

Image: History Grid page

This example illustrates the fields and controls on the History Grid page.

The screenshot shows the 'History Grid' page. At the top, there are tabs: 'Entitlement Grid', 'History Grid' (selected), 'Forecasting Grid', 'Balances', and 'Event Entry'. Below the tabs, the 'Country' is set to 'CYM Cayman Islands'. The main section is titled 'Absence Request History' and includes a 'Find' button and a 'View All' link. Below this, the 'Effective Date' is '01/01/1990' and the '*Status' is 'Active'. The 'History Grid' section contains three checked checkboxes: 'Default History Date Range', 'Requested By', and 'Duration'. The 'Default History Date Range' section includes 'Days Before Current Date: 90' and 'Days After Current Date: 90'.

The fields on this page control what appears on the View Absence Requests page.

Default History Date Range

Select to define the default date range for displaying historical absence events. When you select this check box, the system displays 90 days before the current date and 90 days after the current date.

Note: Users can select dates outside of this date range by editing the From and Through fields on the View Absence Requests page.

Days Before Current Date and Days After Current Date	Use these fields to modify the default date range for displaying historical absence events.
Requested By	Select to display a column that identifies who (which role) submitted each request: the employer, administrator, or manager. Names are not displayed. This field is selected by default.
Duration	Select to display the duration of the absence event. This field is selected by default.

Forecasting Grid Page

Use the Forecasting Grid page (GP_ABS_SS_CNTRY3) to select forecasting options and fields.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, Forecasting Grid

Image: Forecasting Grid page

This example illustrates the fields and controls on the Forecasting Grid page.

The screenshot shows the 'Forecasting Grid' page with the following details:

- Tabs:** Entitlement Grid, History Grid, **Forecasting Grid**, Balances, Event Entry
- Country:** CYM Cayman Islands
- Absence Forecasting:** Find | View All | First | 1 of 1 | Last
- Effective Date:** 01/01/1990
- *Status:** Active
- Forecasting Options:**
 - ☒ Forecast Request Enabled
 - ☒ Forecast Balance Enabled
- Accumulator Results:**
 - ☒ From Date
 - ☒ To Date
- Accumulator User Keys:**
 - ☒ User Key 1
 - ☒ User Key 2
 - ☒ User Key 3
 - ☒ User Key 4
 - ☐ User Key 5
 - ☐ User Key 6

All check boxes on this page are selected by default.

Forecast Request Enabled

Select to enable self service users to run the online Absence Forecasting process. This causes a Forecast Balance button to appear on the Employee - Request Absence page and Manager - Request Absence page.

For self service users to run the forecasting process for a given absence take element, the country take rule for that take element must also allow forecasting. (The Allow Forecasting check box must be selected on the take element's Forecasting Messages page.)

Forecast Balance Enabled

Select to enable self service users to run the online Balance Inquiry process. This causes a View Forecast Balances link to appear on the Request Absence pages and the View Absence Balances pages.

From Date and To Date

Select to have the forecasting results display the From Date and the To Date for the forecasted period.

User Key 1...6

Select to display the values of the user keys that are defined for the forecasted entitlement element's accumulator.

Balances Page

Use the Balances page (GP_BAL_ELIG_SS) to enter balance elements and select display options.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, Balances

Image: Balances page

This example illustrates the fields and controls on the Balances page.

Effective Date	Element Name	Description	Unit Type	Display Results if Zero
01/01/1990	K0AE PTO	PTO	Hours	<input checked="" type="checkbox"/>
01/01/1990	K0AE SCK 50	Sickness 50	Days	<input checked="" type="checkbox"/>
01/01/1990	K0WAE BEREAV	Bereavement	Hours	<input checked="" type="checkbox"/>
01/01/1990	K0WAE SICK	Sick	Hours	<input checked="" type="checkbox"/>
01/01/1990	K0WAE VAC	Vacations Entitlement	Hours	<input checked="" type="checkbox"/>
01/01/1990	K0AELD VAC	Orig Vacation Entlmnt	Hours	<input checked="" type="checkbox"/>
01/01/1990	K0AELD SCK	OrigSick Entitlement	Hours	<input checked="" type="checkbox"/>

The fields on this page control what appears on the View Absence Entitlement Balances page in the Self Service component.

Effective Date

The date of the balance accumulator will appear on the View Absence Entitlement Balances page.

Element Name

Select the accumulator element for the entitlement balance you want to display.

Unit Type

Select *Days* or *Hours* as the units to display on the self service pages. These are units that users see when viewing absence entitlement balances.

Note: The selected unit type should match the unit type defined for the take element.

Display Results if Zero

Select to display the element on the View Absence Entitlement Balances page when there is no balance for that accumulator. The system displays the balances as of the most recent run of the Entitlement process for the employee.

Event Entry Page

Use the Event Entry page (GP_ABS_EVT_ENTRY) to select deletion options to allow absent entries to be deleted on the Absence Event Entry page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country, Event Entry

Image: Event Entry page

This example illustrates the fields and controls on the Event Entry page.

The fields on this page control deletion options on the Absence Event Entry page.

Delete Option

Select to a value to determine which absence events can be deleted on the Absence Event Entry page. Valid values are *All Events*, *All Events Except Finalized*, and *All Events Except Processed*. The delete button will be disabled on the Absence Event Entry page for all rows that do not meet the criteria indicated by the Delete Option.

Related Links

[Entering Updating, and Voiding Absence Events](#)

Defining Self Service Absence Rules by Take Element

To define take-specific self service absence rules, use the Country Take (GP_ABS_BAL_SS_DEF) component.

This topic provides overviews of PeopleSoft-delivered Approval Process IDs and approval framework events, absence duration and end date calculations, forecasting messages, and discusses how to:

- Define units, administrative rules, and display rules for absence requests.
- Define rules for entering absence dates.
- Define user fields to display.
- Select forecasting rules and messages.
- Customize forecasting messages.

Pages Used to Define Self Service Absence Rules by Take Element

Page Name	Definition Name	Navigation	Usage
Absences	GP_ABS_ELIG_SS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, Absences	For a given Take element and country, define absence units (days or hours), who can submit and approve requests, what happens to cancelled requests, and whether to allow partial-day absences. You can also specify whether to display the absence reason and entitlement balances.
Date Rules	GP_ABS_ELIG2_SS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, Date Rules	Define rules for entering absence dates, such as whether absences can begin or end on a holiday or off-day and whether to have the system calculate an absence's end date or duration.
User Fields	GP_ABS_ELIG3_SS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, User Fields	Define user fields.
Forecasting Messages	GP_ABS_ELIG4_SS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, Forecasting Messages	Define forecasting rules.
View Messages	GP_ABS_ELIG42_SEC	Click the View Messages link on the Forecasting Messages page.	View the default messages that are returned by the online forecasting process.
Customize Messages	GP_ABS_ELIG4_SEC	Click the Customize Messages link on the Forecasting Messages page.	Customize the messages that are returned by the online forecasting process.

Page Name	Definition Name	Navigation	Usage
Configurations	GP_ABS_ELIG5_SS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, Configurations	Link configurable section templates to extended absence components and define access to the templates.

Understanding PeopleSoft Delivered Approval Process IDs and Approval Framework Events

Approval Process IDs determine how absence request submissions, approvals, denials, and requests for rework are routed among approvers, requesters, and absence administrators. Self service absence transactions that require action by a user appear in both user worklists and emails. The content of the email message is defined using the Generic Template pages in the PeopleTools Workflow Notifications component. Which email template is used depends on the user's role (approver, requester, or administrator), and the approval framework event.

PeopleSoft Absence Management delivers the following Approval Process IDs:

- AbsenceManagement
- AM_Extended_Abs

Email Notification Templates for Absence Management Self Service Transactions

The following table lists the email template names that are used for each role based on the approval framework event:

Approval Framework Event	Requester Templates	Approver Templates	Administrator Templates	Absence Request Action Button
Launch	GP_ABS_SS_SUB			Submit
Approve		GP_ABS_SS_APPR_READY		Submit
OnApprove	GP_ABS_SS_APPR	GP_ABS_SS_APPR		Approve
OnDeny	GP_ABS_SS_DNY	GP_ABS_SS_DNY		Deny
Back		GP_ABS_SS_WRK		Needs Rework (Used when there are multiple levels of approval. For example, when Approver 2 pushes back to Approver 1.)
Terminate	GP_ABS_SS_WRK			Needs Rework
Error			GP_ABS_SS_ERR	NONE

See “Using Notification Templates” in *PeopleTools: Workflow Technology* product documentation.

Understanding Absence Duration and End Date Calculations

Depending on the rules that you define, the system can automatically calculate the duration of an absence event or its end date when a user enters an absence request. Calculation occurs when the user clicks a button on the Request Absence page.

The following factors can affect the calculation of an absence duration or end date:

- Partial-day absences.

Users can indicate whether partial-day absences apply to the first day of the absence event, all days, the last day, or the first day and the last day.

- Absence take formulas.

If the formulas that your organization has defined for absence take processing do not recognize partial hours, users can enter partial-day absences, but they are not used in calculations.

- Holidays and off days.

Specify to allow absence to start or end on a holiday or off day. Also, determine the calculation rule on the end date and/or duration.

- Unit type.

If the unit type defined for the absence (in the Unit Type field on the Absence page) is days, partial hours recorded for an absence event are ignored by the duration and end date calculations.

Calculations for Absences with a Unit Type of Hours

When the unit type defined for the absence is hours, the system calculates the end date and duration of an absence event as follows:

- End Date

To calculate the end date, the system applies the hours entered in the Duration field to the scheduled hours, day by day, starting with the begin date. Partial hours and half-days are taken into account. If there's a negative balance when the end date is reached (that is, scheduled hours for the end date exceed any remaining duration hours) the partial hours for the end date are adjusted to reflect the difference of hours.

An error is generated if the Apply to All Days check box is selected and the duration hours cannot be evenly divided by the partial hours or is not a sum of all scheduled hours divided by two, if half day is selected.

- Duration

The system adds the scheduled hours for the requested absence dates and adjusts the sum for partial or 1/2 day absences.

Example 1: Calculating End Date

Assume an employee works eight hours each day from Monday to Friday. Saturday and Sunday are off days (zero hour). The employee entered an absence request with a begin date of Wed, January 07 and a duration of 24 hours. The absence take is defined in hours. The following table shows the system-calculated duration for various scenarios:

Start Date	Duration	Start Date Partial Hours	1/2 Day Begin Date	All Days	End Date Partial Hours	1/2 Day End Date	End Date	Comments
01/07/2004	24	0	N	N	0	N	01/09/2004	8 hrs/ Wed, Thu, Fri
01/07/2004	24	3	N	N	5	N	01/12/2004	3 hrs/Wed (bgn day); 8hrs/2days; 0 hr/Sat, Sun; 5hrs/ Mon (end day)
01/07/2004	24	0	Y	N	4	N	01/12/2004	4 hrs/Wed (bgn day); 8hrs/2days; 0 hr/Sat, Sun; 4hrs/ Mon (end day)
01/07/2004	24	0	N	Y / All Days Hrs: 4 Hrs	0	N	01/14/2004	4 hrs/Wed, Thu, Fri; 0 hr/Sat, Sun, 4hrs/Mon, Tue, Wed
01/07/2004	24	0	N	Y/ All Days are Half Days	0	N	01/14/2004	4 hrs/Wed, Thu, Fri; 0 hr/Sat, Sun, 4hrs/Mon, Tue, Wed
01/07/2004	24	0	N	Y / All Days Hrs: 5 Hrs	0	N	Error	24 not divisible by 5
01/07/2004	5	5	N	N	0	N	01/07/2004	24 not divisible by 5

Example 2: Calculating Duration

Assume an employee works eight hours each day from Monday to Friday. Saturday and Sunday are off days (zero hour). The employee enters an absence request and provides the begin date and the end date. The absence take is defined in hours. The following table shows the system-calculated duration for various scenarios.

Start Date	End Date	State Date Partial Hours	1/2 Day Begin Date	All Days	End Date Partial Hours	1/2 Day End Date	Duration	Comments
01/05/2004	01/08/2004	0	N	N	0	N	32	8 hrs/Mon, Tue, Wed, Thu
01/05/2004	01/08/2004	3	N	N	0	N	27	3 hrs/Mon; 8hrs/Tue, Wed, Thu
01/05/2004	01/08/2004	0	N	N	3	N	27	8hrs/Mon, Tue, Wed; 3hrs/Thu
01/05/2004	01/08/2004	3	N	N	3	N	22	3 hrs/Mon; 8hrs/Tue, Wed; 3hrs/ Thu
01/05/2004	01/08/2004	0	N	Y/All Days Hrs: 3 Hrs	0	N	12	3 hrs/Mon, Tue, Wed, Thu
01/05/2004	01/08/2004	0	Y	N	0	N	28	4 hrs/Mon; 8hrs/Tue, Wed, Thu
01/05/2004	01/08/2004	0	N	N	0	Y	28	8hrs/Mon, Tue, Wed; 4 hrs/Thu
01/05/2004	01/08/2004	0	Y	N	0	Y	24	4 hrs/Mon; 8hrs/Tue, Wed; 4 hrs/ Thu
01/05/2004	01/08/2004	0	N	Y/All Days are Half Days	0	N	16	4 hrs/Mon, Tue, Wed, Thu

Start Date	End Date	State Date Partial Hours	1/2 Day Begin Date	All Days	End Date Partial Hours	1/2 Day End Date	Duration	Comments
01/05/2004	01/10/2004	0	N	N	0	Y	40	8hrs/Mon, Tue, Wed, Thu, Fri; 0hr/Sat
01/04/2004	01/08/2004	0	Y	N	0	N	32	0hrs/Sun; 8hrs/Mon, Tue, Wed, Thu
01/04/2004	01/10/2004	0	N	Y/All Days are Half Days	0	N	20	0hrs/Sun; 4hrs/Mon, Tue, Wed, Thu; 0hr/Sat

Understanding Forecasting Messages

If you enable self service users to run the online Forecasting process, you can define the message to display at the end of that process. Use the Text Catalog to define the text for up to three messages: a success message, a warning message, and an error message. The entitlement element's forecasting formula specifies the conditions for issuing each message. You will map the value that's returned for each condition to the corresponding message that you define in the Text Catalog.

To define forecasting messages:

1. Use the Text Catalog to define a status message, a description, or both for each possible Forecasting outcome: success, warning, and error.
2. Use the Customize Messages page to map each message type (success, warning, error) to the value returned by the forecasting formula and to specify which text to display from the text catalog.

See "Viewing or Modifying Text on Self Service Absence Pages (*PeopleSoft HCM 9.2: Absence Management*)".

Absences Page

Use the Absences page (GP_ABS_ELIG_SS) to for a given Take element and country, define absence units (days or hours), who can submit and approve requests, what happens to cancelled requests, and whether to allow partial-day absences.

You can also specify whether to display the absence reason and entitlement balances.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, Absences

Image: Absences page

This example illustrates the fields and controls on the Absences page.

Self Service Rules

Unit Type

Select *Days* or *Hours* as the units to display on the self service pages. These are units that users enter when requesting time off.

Note: The selected unit type should match the unit type defined for the Take element.

Administrative Rules

Allow Request By

Specify who can request absences for this Take element through the self service pages. Values are: *Employee*, *Employee and Manager* (default), and *Manager*.

Request As

Specify whether this Take element can be requested as an Employee, Manager, or is Not Applicable in the manager self service page.

Override Request As

Specify whether the Request As option selected can be overridden on the manager self service page.

Approval Process ID

Select the approval Process ID to use for the Country and absence take element. Approval Process ID refers to the technical definitions that control the execution of the approval process and its integration with the Approval Framework. In addition notifications (emails and worklist) are defined within Approval Process ID.

Approval Definition ID

Select the ID that corresponds to this type of approval, based on how you set up the approval framework. PeopleSoft delivers one approval Definition ID that is used for six delivered Process IDs. The selection of Definition ID for the self service Take elements at the country level depends on how the company has set up Direct Reports.

This field is optional. You can also set up Administrative Rules without entering a value in this field. If you define an absence Take without a Definition ID, the system does not use the approval framework when employees or managers select this Take element on absence self service pages.

Note: If your absence request does not require approval, then leave Approval Process ID and Approval Definition ID blank. The absence request will be automatically approved once the user submits it.

Cancellation Option

Specify what happens when an absence request is cancelled. Options are:

Change Status on Record: (Default) Select to have the system change the status of the request to Cancelled. When a request's status is set to Canceled, you can no longer access the request.

Delete from Database: Select to have the system delete the request from the database.

Allow Entry in Time and Labor

Select to allow absence event entry on the Timesheets page in PeopleSoft Time and Labor.

Allow Entry as Extended Absence

Select to enable users to choose this absence take as an extended absence. You cannot select both the Allow Entry in Time and Labor field and the Allow Entry as Extended Absence field.

Page Display Rules**Display Reason**

Select to enable self service users to specify the reason for the absence. This check box is selected by default.

Reason Required

Select to require that users enter the reason for the absence.

Display Current Balance

Select to display the balance for the absence entitlement element, as of the last finalized absence run on the Request Absence page. The balance will not reflect the number of units

that the user is requesting. This check box is not selected by default.

Current Balance Accumulator

If you selected the Display Current Balance check box, select the accumulator element that stores the current balance for this absence Take element.

Balance Display Option

Indicate which value you want the system to display as the current balance, when there are multiple instances of the accumulator with different user keys.

Select one of the following options:

Not Summarized (default). Consider using this option when your rules for displaying the current balance are very complex. Create an accumulator that summarizes the value of the element contributors. The system will display the value of the most current instance of the accumulator.

Summarized. Select this option to have the system display the sum of the values of the multiple instances.

Display Original Begin Date

Select to display the Original Start Date field on the Request Absence page.

Allow Partial Days

This check box works with the Partial Days Option field. Select it to indicate whether partial day absences are allowed.

Do not select the check box if partial days or hours are not allowed.

Partial Days Option

This field becomes available when you select the Allow Partial Days check box. Options are:

- *Half Days*: With this option, users can select a check box to enter a request for a half-day absence. The system determines the number of hours absent by looking at the user's schedule.
- *Partial Hours*: With this option, users can request a partial-day absence by entering the number of absent hours. This is the default option.
- *Partial Hours and Half Days*: With this option, users can request a partial-day absence by selecting a check box for a half-day absence or by entering the number of hours.
- *None* is the default value when the Allow Partial Days check box is not selected.

In the following example, the Summarized option would return a value of 20 for the KOAE PTO accumulator.

Accumulator	From	To	User Key 1	User Key 2	Value
KOAE PTO	January 1, 2000	December 31, 2000	CIA A	Pay group A	5
KOAE PTO	January 1, 2001	December 31, 2001	CIA A	Pay group A	8
KOAE PTO	January 1, 2002	July 31, 2002	CIA B	Pay group B	4
KOAE PTO	August 1, 2002	December 31, 2002	CIA B	Pay group B	2
KOAE PTO	January 1, 2003	December 31, 2003	CIA B	Pay group XYZ	1

Related Links

"Target Information Page (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Date Rules Page

Use the Date Rules page (GP_ABS_ELIG2_SS) to define rules for entering absence dates, such as whether absences can begin or end on a holiday or off-day and whether to have the system calculate an absence's end date or duration.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, Date Rules

Image: Date Rules page

This example illustrates the fields and controls on the Date Rules page.

The screenshot displays the 'Date Rules' configuration page. At the top, there are navigation tabs: 'Absences', 'Date Rules' (selected), 'User Fields', 'Forecasting Messages', and 'Configurations'. Below the tabs, the 'Country' is set to 'CYM' (Cayman Islands) and the 'Absence Take' is 'KOWAT SICK TAKE' (Sick). The 'Self Service Rules' section shows 'Effective Date' as '01/01/1990' and 'Status' as 'Active'. The 'Start and End Date Rules' section includes two checked options: 'Allow Start or End on Holiday' and 'Allow Start or End on Off-day'. The 'Calculation Rules' section has two checked options: 'Calculate End Date' and 'Calculate Duration', with a dropdown menu for 'If both entered recalculate:' set to 'End Date'. The 'Exclusion Rules' section includes 'Exclude Holidays' (unchecked) and 'Exclude Off Day' (checked).

Start and End Date Rules

Allow Start or End on Holiday

Select if the start or end date of the request can fall on a holiday. This field is selected by default.

Allow Start or End on Off-day

Select if the start or end date of the request can fall on a day the employee is not scheduled to work. This field is selected by default.

Calculation Rules

The option that you select here causes a Calculate End Date button, a Calculate Duration button, or a Calculate End Date or Duration button to appear on the Request Absence page.

See [Understanding Absence Duration and End Date Calculations](#).

Calculate End Date

Select to have the Calculate End Date button appear. When entering an absence request, the user must enter the absence begin date and duration. Clicking the Calculate End Date button causes the system to calculate and display the end date. This is the default selection.

Calculate Duration

Select to have the Calculate Duration button appear. When entering an absence request, the user must enter the absence begin and end dates. Clicking the Calculate Duration button causes the system to calculate and display the duration.

If both entered recalculate

This field controls what happens when a user enters a value in both the End Date and Duration fields while entering an absence request.

- If you select *End Date* this field will be recalculated.
- If you select *Duration*, this field will be recalculated.

Exclude Holidays

Select to exclude holidays from the end date and duration calculation for requested absence events.

Note: This field also affects the Time Administration process if you use PeopleSoft Time and Labor. If you deselect this check box, the Time Administration process creates time for off days based on the DUR field of the off shift from payee work schedules.

Exclude Off Day

Select to exclude non-worked days (based on the employee's schedule) from the end date and duration calculation for requested absence events.

Note: This field also affects the Time Administration process if you use PeopleSoft Time and Labor. If you deselect this check box, the Time Administration process creates time for holiday hours from payee work schedules.

User Fields Page

Use the User Fields page (GP_ABS_ELIG3_SS) to define user fields.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, User Fields

Image: User Fields page

This example illustrates the fields and controls on the User Fields page.

The screenshot displays the 'User Fields' configuration page. At the top, there are navigation tabs: 'Absences', 'Date Rules', 'User Fields' (active), 'Forecasting Messages', and 'Configurations'. Below the tabs, the 'Country' is set to 'CYM' (Cayman Islands) and 'Absence Take' is 'KOWAT SICK TAKE' (Sick). A 'Self Service Rules' section shows 'Effective Date' as '01/01/1990' and 'Status' as 'Active'. A checkbox labeled 'Display User Fields' is checked. The 'User Fields' section contains four rows, each with a 'Field Format' dropdown, a 'Label' text box, and a 'Field Required' checkbox. The labels are 'Health Care Provider', 'PCP', 'Copayment', and an empty field.

Display User Fields

Select to have up to four user-defined fields appear on the Request Absence page.

User Fields

Define up to four fields to appear on the Request Absence page. These fields enable you to collect additional data that you may need for absence tracking. You can use these fields as system elements and embed them in rules to perform a specific task with the information that users enter.

For each field you define, specify the format, the field label, and whether users are required to complete the field.

Field <number> Format

Options are *Character*, *Date*, *Decimal*, and *Monetary*.

Label <number>

Enter up to 30 alphanumeric characters for the field name. To appear on the Absence Detail page, the field must have a label.

Field <number> Required

Select if users are required to complete the field.

Forecasting Messages Page

Use the Forecasting Messages page (GP_ABS_ELIG4_SS) to define forecasting rules.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, Forecasting Messages

Image: Forecasting Messages page

This example illustrates the fields and controls on the Forecasting Messages page.

Forecasting Rules

Allow Forecasting

Select to enable self service users to run the online forecasting process. A Forecast Balance button will appear on the Request Absence page. This check box is not selected by default.

Note: For self service users to run the forecasting process, the country rules for that Take element must also allow forecasting. (The Forecast Request Enabled check box must be selected on the Forecasting Grid page.)

Submission Role

If forecasting is required before submitting an absence request, specify who must run the process. Options are: *Employee*, *Manager*, *Employee and Manager*, and *Not Applicable*(default).

This field works in conjunction with the Forecasting Req'd to Submit check box. If you select the Forecasting Req'd to Submit check box, then you must specify a role in this field.

Forecasting Req'd to Submit (forecasting required to submit)

Select to require that the Forecasting process be run before submitting an absence request. This check box is not selected by default. Depending on your rules, the results of the forecasting

process may determine whether or not the request can be submitted.

Users receive an error message when they click Submit on the Absence Request page without first forecasting the absence entitlement balance.

Approval Role

If forecasting is required, specify who can run the forecasting process. Options are: *Manager* and *Not Applicable*.

Forecasting Req'd to Approve (forecasting required to approve)

Select to require that the online forecasting process be run before approving an absence request.

Forecasting Messages

The system can display the message, "Forecasting Completed Successfully" at the end of the forecasting process, or it can display customized messages that you create. You can have a different message display when the forecasting process is successful, generates a warning, or results in an error. You define the criteria for issuing a success, warning, or error message.

Default Message and View Messages

Select to have the system display the default message after a user runs the forecasting process. Click the View Messages link to access the View Messages page to see the default message. There is a default message for successful forecasting and one for system error.

Customized Message

Select to have a customized message display after a user runs the online forecasting process.

Allow Warning and Submit/Approve Warning

Select to enable users to submit absence requests when the forecasting process results in a warning. In the Submit Warning field, specify who can submit requests with warnings. Options are: *Employee*, *Manager*, *Employee and Manager* (default), and *Not Applicable*.

Allow Errors and Submit/Approve Error

Select to enable users to submit absence requests when the forecasting process results in an error. In the Submit Error field, specify who can submit requests with errors. Options are: *Employee*, *Manager*, *Employee and Manager* (default), and *Not Applicable*.

Customize Messages Page

Use the Customize Messages page (GP_ABS_ELIG4_SEC) to customize the messages that are returned by the online forecasting process.

Navigation

Click the Customize Messages link on the Forecasting Messages page.

Image: Customize Messages page

This example illustrates the fields and controls on the Customize Messages page.

Customize Messages

Country: CYM Cayman Islands Element Name: KOWAT SICK TAKE

Effective Date: 01/01/1990

Customize Messages Grid				
*Message Type	*Forecasting Value	Display Option	Status Text ID	Description Text ID
<input type="text"/>	<input type="text"/>	Status	<input type="text"/>	<input type="text"/>

Message Type

Select the type of message to define: *Error*, *Success*, or *Warning*.

Forecasting Value

Enter the value that the Forecasting process (the forecasting formula) will return to trigger the display of this message.

You can enter up to 20 alphanumeric characters in this field (the maximum field length for a character element in Absence Management).

Display Option

Specify the type of information in the Text Catalog that is to display after forecasting is complete. Options are: *Status*, *Description* and *Both* (default).

Status Text ID

If you selected *Display Status* or *Both* in the Display Option field, enter the text ID from the HR Text Catalog for the status message.

Description Text ID

If you selected *Display Description* or *Both* in the Display Option field, enter the text ID from the HR Text Catalog for the description.

Configurations Page

Use the Configurations page (GP_ABS_ELIG5_SS) to link configurable section templates to extended absence components and define access to the templates.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Country Take, Configurations

Image: Configurations page

This example illustrates the fields and controls on the Configurations page.

The screenshot shows the 'Configurations' page with the following details:

- Tabs:** Absences, Date Rules, User Fields, Forecasting Messages, Configurations (selected).
- Country:** CYM (Cayman Islands)
- Absence Take:** KOWAT FMLA MAT, FMLA Maternity
- Self Service Rules:**
 - Effective Date:** 01/01/1990
 - Status:** Active
 - Configurable Sections Table:**

*Component Name	*Template	*Authorization
GP_ABS_EA_ADMMAN	GP_ABS_FMLA_ELG_FA	Full Edit
GP_ABS_EA_ADMREQ	GP_ABS_FMLA_ELG_FA	Full Edit
GP_ABS_EA_EEHIST	GP_ABS_FMLA_ELG	Full Edit
GP_ABS_EA_EEREQ	GP_ABS_FMLA_ELG	Full Edit

Component Name

Select an extended absence component that will link to a configurable section page to link to the configurable section template.

Template

Select a defined configurable section template.

Authorization

Select the access mode used by the extended absence request to access the configurable section template. The values are *Full Edit* and *Display*.

In order to display configurable section information for user self-service, link the configurable section templates you created to each of the extended absence components you are using. Then specify the desired type of user access to the displayed configurable section page.

For example, using the information shown in the Configurations page graphic, when a user accesses the GP_ABS_EA_EEREQ extended absence component, using the Cayman Islands FMLA maternity absence take, the GP_ABS_FMLA_ELG template specifies the composition of the displayed configurable section page. The users accessing the configurable section page have full edit access on the displayed page.

Defining Forecasting Rules for Self Service Absence Requests

To define rules for using the self service Forecasting and Balance Inquiry processes, use the Forecasting (GP_ABS_SS_FCST) component.

This topic discusses how to:

- Select entitlement balances to display in forecasting results.

- Select entitlement balances to display in balance inquiry results.

Pages Used to Define Self Service Forecasting Rules

Page Name	Definition Name	Navigation	Usage
Forecasting	GP_ABS_TAKE6	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Forecasting, Forecasting	Specify which forecasting result elements to display in the Forecasting Results grid. Also specify whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).
Balance Inquiry	GP_ABS_TAKE7	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Forecasting, Balance Inquiry	Specify which entitlement balances the Balance Inquiry process is to display and whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).

Forecasting Page

Use the Forecasting page (GP_ABS_TAKE6) to specify which forecasting result elements to display in the Forecasting Results grid.

Also specify whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Forecasting, Forecasting

Image: Forecasting page

This example illustrates the fields and controls on the Forecasting page.

Order	*Element Type	*Forecast Element	Description	Self Service	Label
1	Accumulator	ANN ENTHRS_BAL	Annual Leave Hours Entitlement	<input type="checkbox"/>	
2	Accumulator	LVF FCAST PAID	Leave Forecasting Paid Units	<input type="checkbox"/>	
3	Accumulator	LVF FCAST UNPAID	Leave Forecast Unpaid Units	<input type="checkbox"/>	

This page displays the forecasting rules defined for a Take element on the Absence Take - Forecasting page. The Forecast Element field at the top of the page shows the formula that the system resolves during the Forecasting process. The Forecasting Results Element List grid shows what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. You can have all or a subset of these results display to self service users after they run the forecasting process.

Note: To enter information on this page, the Allow Forecasting check box must be selected on the Forecasting Messages page, as well as the Forecasting Used check box on the Absence Take definition page.

Self Service

Select to have the forecasting results for this element display to self service users.

Label

Specify the label for the Forecast element that displays in self service. If no label is specified, it will display the element's description.

Related Links

[Defining Forecasting Rules for Self Service Absence Requests](#)

Balance Inquiry Page

Use the Balance Inquiry page (GP_ABS_TAKE7) to specify which entitlement balances the Balance Inquiry process is to display and whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Absence Management, Forecasting, Balance Inquiry

Image: Balance Inquiry page

This example illustrates the fields and controls on the Balance Inquiry page.

Forecasting Balance Inquiry

Element Name: ANN TKEHRS Annual Lve Take Hours Entitle Owner: PS Non-Mnt

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 Status: Active

Balance Inquiry Element List Customize | Find | View All First 1 of 1 Last

Order	*Element Type	*Element Name	Description	Self Service	Label
1	Accumulator	ANN ENTHRS_BAL	Annual Leave Hours Entitlement	<input type="checkbox"/>	

This page is similar in function to the Forecasting page but applies to rules for the Balance Inquiry process.

Viewing or Modifying Text on Self Service Absence Pages

You can use the Text Catalog feature to modify field labels, button text, and text that appears elsewhere on the self service absence pages.

Related Links

[Viewing Daily Results of the Absence Take Process](#)

"Configuring the Text Catalog (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Entering and Approving Self Service Absence Requests

Prerequisite

The Country Take component is used to define Country-specific rules that apply to all Take elements for a given country. They control some of the field displays on the self service pages, and determine if online Forecasting and Balance Inquiry processes can be used for any Take elements set up for the country. You can define a different set of self service rules for each country.

For each Take element that you want to make available to self service users, you define an additional set of rules. These rules specify whether partial-day absences are allowed, approval requirements for absence requests, how to display forecasting results, and other usage rules.

It is important to set up the country take component and understand the significance of the values chosen or entered on this component prior to entering values through absence self service.

Related Links

[Defining Self Service Absence Rules by Country](#)

Understanding the Absence Request Transactions

Using self-service transactions, employees and managers can submit absence requests, forecast absence entitlement balances, and carry out other common tasks using the self-service pages in Global Payroll.

Self-service options differ for employees and managers.

Role	Absence Self-Service Options
Employee	<ul style="list-style-type: none"> • Add, edit, forecast, submit, save for later and cancel absence request. <hr/> <p>Note: You can only edit, forecast, and cancel absence requests entered using absence self-service.</p> <hr/> <ul style="list-style-type: none"> • View absence requests details, with their approval status. • View absence events entered by the Absence Administrator. • View absence events entered in Timesheets. • View absence entitlement balances for the current period. • View absence entitlement balances as of a future date. • View the employee's monthly schedule for past and future months.
Manager	<ul style="list-style-type: none"> • Perform all employee self-service absence functions on behalf of direct reports. • View a list of absence requests for direct reports. • Forecast an absence request in order to approve it (optional). • Approve, deny, or push back absence requests submitted by direct reports. • View a monthly calendar for direct reports.

Related Links

[Entering, Updating, and Voiding Absence Events](#)

Managing Employee Self Service Pages

This topic provides an overview of the procedures for accessing and using employee self-service absence pages and discusses how to:

- Request absences.
- View the monthly schedule.
- View absence balances.
- View absence request history.
- View absence request details.
- Forecast absence entitlement balances.

- Select a job title.

Self-Service Pages Used by Employees to Manage Absence Requests

Page Name	Definition Name	Navigation	Usage
Request Absence	GP_ABS_SS_REQUEST	Self Service, Time Reporting, Report Time, Absence Request, Request Absence	Request absence based on the start date of the absence event.
Monthly Schedule	SCH_EE_MONTHLY	Click the View Monthly Schedule link on the Request Absence page.	Employees view their schedule for a one month period for any past or future month.
View Absence Balances	GP_ABS_SS_BALANCES	Self Service, Time Reporting, View Time, Absence Balances, View Absence Balances	This page includes links to pages to request absence, view absence requests, view monthly schedule, and forecast balances.
Absence Request History	GP_ABS_SS_REQHIST	<ul style="list-style-type: none"> • Self Service, Time Reporting, View Time, Absence Request History, Absence Request History • Click the View Absence Request History link on the Request Absences page or the View Absence Balances page. 	<p>View processed or pending absence events based on the specified date range.</p> <p>This page is also available to managers.</p>
Request Details	GP_ABS_SS_REQSTAT	Click the link for the absence in the Absence Name column on the Absence Request History page.	View details for a specific absence request.
Forecast Balance	GP_ABS_SS_FCST_BAL	Click the Forecast Balance link on the View Absence Balances page.	<p>Run the online forecasting process for future absence entitlement balances based on date, absence type and absence name.</p> <p>This page is also used by managers.</p>
Select Job	HCM_JOB_SELECT	Self Service, Time Reporting, Report Time, <any employee self service absence process>	Employees with multiple jobs use this page to select the job for which they want to enter or review a self-service absence transaction.

Request Absence Page

Use the Request Absence page (GP_ABS_SS_REQUEST) to request absence based on the start date of the absence event.

Navigation

Self Service, Time Reporting, Report Time, Absence Request, Request Absence

Image: Request Absence page (1 of 2)

This example illustrates the fields and controls on the Request Absence page (1 of 2).

Request Absence

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Sales Manager

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail	
*Start Date :	<input type="text" value="05/14/2009"/>
	View Monthly Calendar
End Date :	<input type="text"/>
Filter by Type :	<input type="text" value="Sickness"/>
*Absence Name :	<input type="text" value="Sick"/>
	Current Balance : 96.00 Hours**
*Reason :	<input type="text" value="Flu"/>
Partial Days :	<input type="text" value="Start and End Days"/>
Start Day Hours :	<input type="text"/>
Start Day Start Time:	<input type="text"/>
Start Day End Time:	<input type="text"/>
End Day Hours :	<input type="text"/>
End Day Start Time:	<input type="text"/>
End Day End Time:	<input type="text"/>
Duration :	<input type="text"/> Hours
<input type="button" value="Calculate End Date or Duration"/> <input type="button" value="Forecast Balance"/>	

Image: Request Absence page (2 of 2)

This example illustrates the fields and controls on the Request Absence page (2 of 2).

Additional Information	
Health Care Provider:	<input type="text"/>
PCP:	<input type="text"/>
Copayment:	<input type="text"/>

Workflow	
Allow Request By :	Employee and Manager
Request As :	<input type="text" value="Employee"/>

Comments	
Requestor Comments :	<input type="text"/>

Go To [View Absence Request History](#) [View Absence Balances](#)

The Request Absence page consists of three group boxes: Absence Detail, Additional Information, and Comments. The available fields in the Additional Information group box depend on how your organization sets up self-service for Absence Management.

Absence Detail

Start Date

Select the first day of the absence event. The field option defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

End Date

Select the last day of the absence event. If you leave this field empty and the Calculate End Date option on the Country Take (setup) page is selected, the system automatically determines the end date based on the begin date, duration, and partial days options.

Note: If the absence unit type is defined in *Days* in the Country Take setup, we do not recommend using partial days options.

See "Defining Self Service Absence Rules by Country (*PeopleSoft HCM 9.2: Absence Management*)".

Original Start Date

Select the original start date of the absence event. Enter a date if the absence has legal or payment implications based on the original start date of the absence.

This field is visible when Display Original Begin Date is selected on the Absences page of the Country Take component.

For example, an employee has a leg injury. He reports an absence from January 3, 2005 to January 7, 2005. The employee starts to feel better and returns to work. Later, he has a relapse and has to take two more days of absence starting on January 17, 2005 to January 18, 2005. The original begin date for the second absence should be January 3, 2005. The system can link the two events and treat the event as a single one in terms of eligibility or a minimum waiting period.

Note: Careful consideration is needed when enabling this field in self-service. Incorrect data entered in this field might lead to incorrect eligibility calculations and payment for one or more events.

See Defining Self Service Absence Rules by Country.

Filter by Type

Select the absence type. The selection you make in this field will limit or filter the selections available in the Absence Name field.

Absence Name

Select the absence name from the available options. The options available depend on the selection in the Filter by Type field, the absence takes that are enabled in the Country Take setup, and the elements for which the employee is eligible.

After you select entries in the above fields, the system refreshes the page with additional fields.

Note: If you decide to change the Absence Name previously selected, the system will display a warning that all your existing absence data will be lost.

See [Element Eligibility](#).

Reason

Select a reason from the available options. The reasons available depend on your selections in the previous fields. Absence reasons are linked to the Absence Name (Take) through the Absence Take Type.

See [Defining Absence Types and Reasons](#).

Partial Days

Specify which days of the absence event are partial days.

If the Calculate End Date or Duration option is enabled on the Absence (setup) page, and the Unit Type is *Hours*, the system does consider any partial hours or half-day entries that are entered in this group box when it calculates the end date or duration.

For example, an employee has a work schedule of 8 hours per day from Monday through Friday. The employee reports an absence from Monday, January 8, 2007 through Wednesday, January 10, 2007. Then employee takes a half day off on Monday and full days off for the rest of the absence.

Example 1: The Country Take set up is defined as follows:

- Unit Type = *Hours*.
- Allow Partial Days = Selected.
- Partial Days = *Partial Hours*.

With these settings, to correctly enter the absence data the employee should report:

- Start Date = *January 8, 2007*.
- End Date = *January 10, 2007*.
- Partial Days = *Start Day Only*.
- Start Day Hours = *4*.

Example 2: The Country Take set up is defined as follows:

- Unit Type = *Hours*.
- Allow Partial Days = Selected.
- Partial Days = *Half Days*.

With these settings, to correctly enter the absence data the employee should report:

- Start Date = *January 8, 2007*.
- End Date = *January 10, 2007*.
- Partial Days = *Start Day Only*.
- Start Day is Half Day = Selected.

Warning! If the absence unit type is defined in days in the Country Take setup, we do not recommend using partial days options.

Note: Data that you enter in the following fields is used in the absence calculation process only if the data is referenced by your absence formulas.

The available options in the Partial Days field when the absence is calculated in days include:

- *All Days*.
- *End Day Only*.
- *None*.
- *Start Day Only*.
- *Start and End Days*.

Depending on the option that you select, up to two check boxes appear that allow you to specify which days of the absence event are half days. Select the check boxes that are appropriate for the absence event.

Duration

Enter Duration by days or hours. You do not have to enter Duration if the Calculate Duration is enabled on the Absence (setup) page). The system calculates the duration of the absence in hours or days when you click the Calculate Duration button.

The behavior of this field depends on the settings on the Absence (setup) page. The value is automatically calculated if the Calculate End Date option is selected.

- If the absence is measured in days or hours, the system automatically calculates the duration when you enter the begin date and end date.
- If you want to calculate the end date based on a duration, then the system calculates the end date when you enter the begin date and duration and you click the Calculate End Date button.

Calculate End Date or Duration

Click this button to have the system calculate the end date of an absence event based on the entries in the Start Date and

Duration fields, or to calculate the Duration based on entries in the Start Date and End Date fields.

Note: If you selected to calculate end date and duration in the Country Take — Date Rules page, then you had to indicate which field to recalculate when both fields contain values.

Hence if the user entered values for duration and end date and clicks Calculate End Date or Duration button, one of the fields will be recalculated.

Forecast Balance

Click this button to run the online absence forecasting process for the type of absence take selected for this absence request.

This button will appear only for those absence names that require forecasting. After the forecasting process is completed, the page will display the *Forecast Returned Value* and *Status* and a link View Forecast Details to access the list of the forecast balance details.

Save for Later

This option enables the employee to save the absence event information for later review and editing, and does not generate workflow for the approvals process.

Submit

This option saves the information and generates the workflow approval process that routes the request to one or more managers whose roles are defined in workflow to enable them to approve, deny, or push back the absence request to the employee with their comments. The push back is often used by approvers to suggest absence request revision or to obtain additional information.

Cancel

This option is available only for requests that have been saved for later or that were pushed back from the approver.

Depending on the Country Take setup, when you click Cancel the application either physically deletes the request from request and workflow records, or sets the status of the request to cancelled.

Additional Information

The fields that appear in this group box depend on how Global Payroll is configured during the implementation process.

Comments

The Requestor Comments field enables the employee to enter free form text related to the absence request that becomes part of the record and is visible throughout the approval process. Comments appear on the Absence Details page.

Monthly Schedule Page

Use the Monthly Schedule page (SCH_EE_MONTHLY) to employees view their schedule for a one month period for any past or future month.

Navigation

Click the View Monthly Schedule link on the Request Absence page.

Image: Monthly Schedule page (1 of 2)

This example illustrates the fields and controls on the Monthly Schedule page (1 of 2).

Monthly Schedule

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Job Title:


[Previous Month](#)

[Next Month](#)




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					K08HRS <u>1</u> 8:00AM- 5:00PM	OFF <u>2</u>
OFF <u>3</u>	K08HRS <u>4</u> 8:00AM- 5:00PM	K08HRS <u>5</u> 8:00AM- 5:00PM	K08HRS <u>6</u> 8:00AM- 5:00PM	K08HRS <u>7</u> 8:00AM- 5:00PM	K08HRS <u>8</u> 8:00AM- 5:00PM	OFF <u>9</u>
OFF <u>10</u>	K08HRS <u>11</u> 8:00AM- 5:00PM	K08HRS <u>12</u> 8:00AM- 5:00PM	K08HRS <u>13</u> 8:00AM- 5:00PM	K08HRS <u>14</u> 8:00AM- 5:00PM	K08HRS <u>15</u> 8:00AM- 5:00PM	OFF <u>16</u>

Image: Monthly Schedule page (2 of 2)

This example illustrates the fields and controls on the Monthly Schedule page (2 of 2).

OFF <u>17</u>	K08HRS <u>18</u> 8:00AM- 5:00PM	K08HRS <u>19</u> 8:00AM- 5:00PM	K08HRS <u>20</u> 8:00AM- 5:00PM	K08HRS <u>21</u> 8:00AM- 5:00PM	K08HRS <u>22</u> 8:00AM- 5:00PM	OFF <u>23</u>
OFF <u>24</u>	K08HRS <u>25</u> 8:00AM- 5:00PM 	K08HRS <u>26</u> 8:00AM- 5:00PM	K08HRS <u>27</u> 8:00AM- 5:00PM	K08HRS <u>28</u> 8:00AM- 5:00PM	K08HRS <u>29</u> 8:00AM- 5:00PM	OFF <u>30</u>
OFF <u>31</u>						

Legend

 Approved Training
  Planned Absence
  Holiday
 OFF Scheduled OFF Day

Employees can view their schedule for one month in the future or past by using the available options in the month and year fields. Click the Previous Month and Next Month buttons to view previous or subsequent months, respectively.

For employees with multiple jobs, the Select Job Title field appears on this page.

See [Select Job Page](#).

View Absence Balances Page

Use the View Absence Balances page (GP_ABS_SS_BALANCES) to this page includes links to pages to request absence, view absence requests, view monthly schedule, and forecast balances.

Navigation

Self Service, Time Reporting, View Time, Absence Balances, View Absence Balances

Image: View Absence Balances page

This example illustrates the fields and controls on the View Absence Balances page.

View Absence Balances

Danilo Travantti

Sales Manager

View current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by payroll. For more details please contact your absence administrator.

Absence Entitlement Balances Customize 				
Current Balances Entitlement Keys 1 Entitlement Keys 2				
Entitlement Name	Balance as of 12/31/2004	From	To	Accrual Period
Vacations Balance Hrs	103.99 Hours	01/01/2004	12/31/2004	Year to Date
Sick Balance Hrs	96.00 Hours	01/01/2004	12/31/2004	Year to Date

This page contains the following links:

- Request Absence.
This is a link back to the Absence Request page.
- View Absence Request History.
This is a link to the Absence Request History page.
- View Monthly Schedule.
This is a link to the Monthly Schedule page.
- Forecast Balance.
This is a link to the Forecast Balance page.
- Job List.
This is a link to the Select Job page for employees with multiple jobs.
See [Select Job Page](#).

Note: If you are integrating with Time and Labor, absence entitlement balances can be viewed on the Timesheet page.

See "Reporting Time (*PeopleSoft HCM 9.2: Time and Labor*)".

Related Links

[Request Absence Page](#)

[Absence Request History Page](#)

[View Absence Balances Page](#)

Absence Request History Page

Use the Absence Request History page (GP_ABS_SS_REQHIST) to view processed or pending absence events based on the specified date range.

This page is also available to managers.

Navigation

- Self Service, Time Reporting, View Time, Absence Request History, Absence Request History
- Click the View Absence Request History link on the Request Absences page or the View Absence Balances page.

Image: Absence Request History page

This example illustrates the fields and controls on the Absence Request History page.

Absence Request History

Danilo Travantti

Sales Manager

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From : Through :

Absence Request History						
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Sick	Submitted	02/05/2007	02/05/2007	4 Hours	Employee	<input type="button" value="Edit"/>
Bereavement	Approved	07/07/2005	07/13/2005	5 Days	Employee	<input type="button" value="Edit"/>
Sick	Saved	07/06/2005	07/06/2005	8 Hours	Employee	<input type="button" value="Edit"/>
Vacations	Cancelled	02/22/2005	02/24/2005	3 Hours	Employee	<input type="button" value="Edit"/>
Vacations	Saved	02/15/2005	02/15/2005	1 Hours	Employee	<input type="button" value="Edit"/>
Vacations	Cancelled	02/10/2005	02/14/2005	3 Hours	Employee	<input type="button" value="Edit"/>
Jury	Approved	01/27/2005	02/07/2005	Not Available	Admin	<input type="button" value="Edit"/>
Vacations	Approved	01/15/2005	01/15/2005	Not Available	Admin	<input type="button" value="Edit"/>
Vacations	Approved	01/03/2005	01/06/2005	Not Available	Admin	<input type="button" value="Edit"/>

This page display all absence requests for the employee. Absence requests entered by the employee contain a link in the Absence Name column. Absences that are entered by the Absence Administrator via Absence Event Entry component do not have a link in the Absence Name column, nor a Status and Duration value. The employee can edit absences requests that are saved, but not yet submitted, by clicking

the Edit button in the Edit column. The employee also can edit absence requests that have been, cancelled or denied by clicking the Edit button.

Absence requests or any absence entered or modified via Timesheets or by the Absence Administrator using the Absence Event Entry component can not be edited in Absence self-service.

Note: If the absence was requested by the manager as an employee, the Requested By column will display Manager.

From: and Through:

The user can display absence request that fall within a specified date range by entering dates in the From: and Through: fields.

If the employee enters a date in only the From field, the system displays absence requests that have a Start Date equal to or after the specified date. Alternatively, if the employee enters a date only in the Through: field, the system displays absence requests that have an End Date equal to or prior to the specified date. If no date is entered in either field, the system displays all absence requests for the employee.

The From and Through date range is determined by the Default History Date Range values entered on the History Grid page of the Country component. If the Default History Date Range has not been set up, the system will use the defaults of current date – 90 days for the From date field and current date + 90 days for the Through date field.

See [Defining Self Service Absence Rules by Country](#).

Refresh

Click after entering, changing, or removing dates in the From: and Through: fields.

Edit

This button is available for absence requests with a status of saved, cancelled, or denied. When you click this button the Request Absence page is opened.

See [Request Absence Page](#).

The Absence Request History group box contains Absence Name, Status, Start Date, End Date, Duration, and Requested by. You can sort the rows by any of these criteria by clicking the column heading.

Note: The system calculates and stores duration values for absence requests entered through Absence self-service or Timesheets only. The system does not calculate or store absence duration for absences entered or modified through other online pages such Absence Event Entry or through Component Interface.

Related Links

[Entering Updating, and Voiding Absence Events](#)

Request Details Page

Image: Request Details page (page 1 of 2)

This example illustrates the fields and controls on the Request Details page (page 1 of 2).

Absence Request History

Request Details

Danilo Travaniti
Sales Manager
[View Request Status and Approval Details](#)

Details

Start Date :	05/11/2009	
End Date :	05/12/2009	
Absence Name :	Sick	Current Balance : 96.00 Hours**
Reason :	Flu	
Partial Days :	Start and End Days	
Start Day Hours :	4.00	
Start Day Start Time:	9:00AM	Start Day End Time: 1:00PM
End Day Hours :	6.00	
End Day Start Time:	12:00PM	End Day End Time: 6:00PM
Duration :	10.00	Hours

Image: Request Details page (page 2 of 2)

This example illustrates the fields and controls on the Request Details page (page 2 of 2).

Additional Information			
Health Care Provider:			
PCP:			
Copayment:			

Workflow	
Status :	Approved

Request History Customize First			
Status	Name	Date	Comments
Submitted	Danilo Travaniti	05/11/2009	
Approved	Antonio Smith	05/11/2009	

Absence Mgmt By Supervisor

Absence Management: Approved

Absence Mgmt By Supervisor

Approved

✓

[Antonio Smith](#)

Absence By Supervisor

05/11/09 - 03:10 PM

The page displays information about the selected absence.

Note: If the absence was requested by the manager as an employee, then in the Request History section the employee's name will be displayed in the Name field.

Note: The approval path map and details is only displayed in the Absence Self Service applications. This path and details are not displayed in Timesheets self-service.

Forecast Balance Page

Use the Forecast Balance page (GP_ABS_SS_FCST_BAL) to run the online forecasting process for future absence entitlement balances based on date, absence type and absence name.

This page is also used by managers.

Navigation

Click the Forecast Balance link on the View Absence Balances page.

Image: Forecast Balance page

This example illustrates the fields and controls on the Forecast Balance page.

View Absence Balances

Forecast Balance

Danilo Travantti
Sales Manager

Enter As of Date and Absence Name. Then select the Forecast Balance button.

Forecast Balance

As of Date : 12/26/2005

Filter by Type : All

*Absence Name : Vacations Current Balance : 103.99 Hours**

Forecast Completed Successfully!

Forecast Balance

Forecast Balance Details

Forecast Results
Accumulator Results
User Keys 1-3
User Keys 4-6

Absence Name	Forecast Element	Value
Vacations	Vacations Balance Hrs	127.99
Vacations	Vacations Taken Hrs	80.00
Vacations	Vacations Entitlement Hrs	103.99
Vacations	Generic Forecast Formula	ELIGIBLE

[Return to View Absence Balances](#)

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

This page enables the employee to run the online absence entitlement balance forecast process, and to view entitlement balances as of a future date, by absence type, and absence name.

As of Date

Enter a future date that the system will use to calculate the balance.

Filter by Type

Select the absence type. The selection you make in this field will limit or filter the selections available in the Absence Name field.

Absence Name

Select the absence name from the available options in the field.

Note: The user must make an entry in this field in order for the system to display the Forecast Balance button.

Forecast Balance

Click to run the online absence balance forecasting process.

When the process is completed, the forecasted absence entitlement balances appear in the Forecast Balance Details group box.

Note: The system does not automatically save your absence request before initiating the Forecasting process. Although the system prompts you to save before leaving the page, it is not necessary to save your forecast information before or after the Forecasting process.

Select Job Page

Use the Select Job page (HCM_JOB_SELECT) to employees with multiple jobs use this page to select the job for which they want to enter or review a self-service absence transaction.

Navigation

Self Service, Time Reporting, Report Time, <any employee self service absence process>

Image: Select Job page for an absence request

This example illustrates the fields and controls on the Select Job page for an absence request.

Select Job

Danilo Travantti

Currently, you hold multiple jobs - Please select the job for this transaction.

Job Title	Department	Supervisor Name	Company
<input checked="" type="radio"/> Sales Manager	Sales Administration	Antonio Smith	Global Business Institute 9999
<input type="radio"/> Bus Person	Business Services	Paul Harvest	Global Business Institute 9999

Employees with multiple jobs must select the job for which they are entering or reviewing self-service absence transactions. This sample page shows an example of an employee with multiple jobs that is entering an absence request. A similar page with a modified title appears whenever this employee initiates any absence self-service transaction.

After the employee selects the job title, the processes are identical to those discussed in the previous topics.

Managing Employee Absences Through PeopleSoft Time and Labor Self Service

Employees are able to enter absences and view absence entitlement balances using self service pages in Absence Management. Absence management self service pages are discussed in detail in this topic.

Note: Absences entered through Time and Labor Timesheets are referred to as Absences or Absence Events. Absences entered through Absence Management are referred to as Absences or Absence Requests.

If you are integrating with Time and Labor you can enter absence events through the Timesheet page. Also, on this page you can view absence entitlement balances to ensure you have enough entitlement balance prior to entering the absence.

The following steps, completed during implementation, enable employees to access the Timesheet page to enter absences or view entitlement balances:

1. Ensure that Absence Management and Time and Labor are selected on the Installation Table.
See "Setting Up Implementation Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)".
2. On the Absences page of the Country Take component ensure you have allowed entry in Time and Labor for the absence take elements you want to enter on the Timesheet page.
See Understanding Self Service Setup Tasks.
3. Complete the required framework setup in Time and Labor in order to access employees via Timesheet.
See "Understanding the Time Reporting Process (*PeopleSoft HCM 9.2: Time and Labor*)".

The following steps discuss how an employee enters absences and views entitlement balances on the Timesheet page:

1. Access the Timesheet page by navigating to Self Service, Time Reporting, Report Time, Timesheet . Select the Time reporting period to work with.
2. Click the Absence Event - click to view link to add, edit, forecast or submit an absence request. For example to add a absence follow these steps:
 - a. Click Add Absence Event to add a new event or Edit to modify an existing event. You can add or edit only one single event at a time
 - b. Enter the Start Date and End Date if End Date field has been enabled for the absence. If end date field is left blank and is not calculated using Calculate End Date functionality, then it will be defaulted to Start Date when saving or submitting the event.
See Defining Self Service Absence Rules by Country.
 - c. Select the Absence Name from the drop down list. Valid values are the ones previously defined in the Country Take configuration page and based on the eligibility of the employee as of Time Reporting Period Start Date.

See [Defining Self Service Absence Rules by Country](#).

See [Element Eligibility](#).

- d. If during implementation you have selected to display a reason on the Absences page of the Country Take component, enter the reason for the absence (if required).
- e. Click the Details link to access the Absence Request Detail (GP_ABS_SS_REQUEST) page to enter absence details and other information that might be required. Once all details are entered click OK to return to the Timesheet page.

Note: . If an absence requires more information than the fields available in the Timesheet Absence grid (Start Date, End Date, Absence Name and Reason) then the system will automatically open the Absence Event Details page.

See [Request Absence Page](#).

- f. Optionally, forecast an absence balance before saving and submitting.
 - g. Save the absence for later or submit the absence for approval. You are able to delete a new absence before it have been saved or submitted, or cancel it after the absence has been saved or submitted.
3. Click the Balances - click to view link to view absence entitlement balances.

Note: The balances reflect the balances as of the last absence run.

Related Links

"Reporting Time (*PeopleSoft HCM 9.2: Time and Labor*)"

Managing Manager Self Service Pages

This topic provides an overview of the procedures for accessing and using manager self-service absence pages and discusses how to:

- Request an absences on behalf of an employee.
- View employee absence requests.
- View absence balances.
- Approve and deny absence requests.
- Review absence request history.

Self Service Pages Used by Managers to Manage Absence Requests

Page Name	Definition Name	Navigation	Usage
Request Absence	HR_DR_ADDL_INFO	Manager Self Service, Time Management, Report Time, Absence Request, Request Absence	Enter a date to use to generate a list of direct reports in which to request absences.
Request Absence	HR_DR_SELECT_EMPS	Click Continue on the Request Absence (HR_DR_ADDL_INFO) page.	View a list of direct reports, select an employee, and enter an absence request on behalf of the employee.
Absence Request History	HR_DR_ADDL_INFO	Manager Self Service, Time Management, View Time, Absence Request History, Absence Request History	Enter a date to use a list of direct reports in which to view absence history.
Absence Request History	HR_DR_SELECT_EMPS	Click Continue on the Absence Request History (HR_DR_ADDL_INFO) page.	Managers use this page to view absence request information for direct and indirect reports.
View Absence Balances	HR_DR_ADDL_INFO	Manager Self Service, Time Management, View Time, Absence Balances, View Absence Balances	Enter a date to generate a list of direct reports in which to view absence balances.
View Absence Balances	HR_DR_SELECT_EMPS	Click Continue on the View Absence Balance (HR_DR_ADDL_INFO) page.	View absence balances for direct reports.
Forecast Balance	GP_ABS_SS_FCST_BAL	Manager Self Service, View Time, Absence Balances Select the employee Name, click the Forecast Balance link on the View Absence Balances page.	View the results of the Absence Forecasting process.
Absence Requests	GP_SS_ABS_APPR	Manager Self Service, Time Management, Approve Time and Exceptions, Absence Requests, Absence Requests	Select the absence request to approve or deny.
Request Details	GP_ABS_SS_REQUEST	Manager Self Service, Time Management, Approve Time and Exceptions, Absence Requests Click the employee Name link for the request on the Absence Requests page.	Used by the manager to approve, deny, or push back an employee absence request to the previous approval level.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Absence Request History	GP_ABS_SS_REQHIST	Manager Self Service, Time Management, View Time, Absence Request History, Absence Request History Select the employee Name on the Absence Request History page.	Review the absence request history for an employee for a specified time range of dates.

Request Absence Page

Use the Request Absence page (HR_DR_ADDL_INFO) to enter a date to use to generate a list of direct reports in which to request absences.

Navigation

Manager Self Service, Time Management, Report Time, Absence Request, Request Absence

Image: Request Absence page



This example illustrates the fields and controls on the Request Absence page.

Request Absence

Select Employees to Process

Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.

The  'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by selecting on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by selecting on the  'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, select the *Continue* button to continue to the next step of the process.

[Return to Previous Page](#)


Select Employees

Reports To: Antonio Smith




As Of: 05/11/2009

Continue

Select Employee

Customize | Find | 

First 1-6 of 6 Last

Name	EmplID	Empl Record	Pay Status	HR Status	Position	+
<input type="radio"/> Paul Harvest	K0W006	0	Active	Active		
<input type="radio"/> Laura Jones	K0W005	0	Active	Active		
<input type="radio"/> Will Smitherson	K0W004	0	Active	Active		
<input type="radio"/> Jaime Taylor	K0W046	0	Active	Active		
<input type="radio"/> Danilo Travantti	K0W002	0	Active	Active		
<input type="radio"/> Owen Wills	K0W003	0	Active	Active		

The system displays the Request Absence page for a manager's direct report when the manager clicks the link with that person's name. The system displays a page that is similar to the employee self service Request Absence page.

Access the Request Absence page (click Continue on the Request Absence (HR_DR_ADDL_INFO) page).

Image: Request Absence (1 of 2)


This example illustrates the fields and controls on the Request Absence (1 of 2).


Request Absence

Danilo Travantti
Sales Manager

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

*Start Date :  [View Monthly Calendar](#)

End Date : 

Filter by Type :

*Absence Name : [Current Balance : 96.00 Hours**](#)

*Reason :

Partial Days :

Start Day Hours :

Start Day Start Time: Start Day End Time:

End Day Hours :

End Day Start Time: End Day End Time:

Duration : Hours

Image: Request Absence (2 of 2)

This example illustrates the fields and controls on the Request Absence (2 of 2).

Additional Information

Health Care Provider:

PCP:

Copayment:

Workflow

Allow Request By :

Request As :

Comments

Requestor Comments :

Go To [View Absence Request History](#) [View Absence Balances](#)

The system displays a page that is similar to the employee self service Request Absence page, with the exception that it contains a Workflow section and a Direct Reports link to return to the View Employee Absence Requests page.

Workflow

Allow Request By

Indicates that the *Manager* or the *Employee and Manager* can enter the take.

Request As

Determines whether the request is entered as an *Employee* or as a *Manager*.

When the manager requests absences for an employee they can request the time as the employee or the manager. If the manager selects to request the time as the *Employee* the request will be automatically approved, if there are no other approvers in the approval path. The manager will receive an approval confirmation page when clicking Submit. If the manager selects to request the time as the *Manager* the request will be sent to the manager's next level of approval, and therefore the manager will receive a regular Submit confirmation page after clicking Submit.

The Request As drop down list will be editable if the Country Take setup field Override Request As on the Absences page is selected. Otherwise this field will be grayed out and defaulted from the setup.

Related Links

[Request Absence Page](#)

Absence Request History Page

Image: Absence Request History page



This example illustrates the fields and controls on the Absence Request History page.

Absence Request History

Select Employees to Process

▼ Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.

The  'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by selecting on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by selecting on the  'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, select the *Continue* button to continue to the next step of the process.

[Return to Previous Page](#)


Select Employees




Reports To: Antonio Smith

As Of: 05/11/2009

Continue

Select Employee

Customize | Find |  First 1-6 of 6 Last

Name	EmplID	Empl Record	Pay Status	HR Status	Position	+
<input type="radio"/> Paul Harvest	K0W006	0	Active	Active		
<input type="radio"/> Laura Jones	K0W005	0	Active	Active		
<input type="radio"/> Will Smitherson	K0W004	0	Active	Active		
<input type="radio"/> Jaime Taylor	K0W046	0	Active	Active		
<input type="radio"/> Danilo Travantti	K0W002	0	Active	Active		
<input type="radio"/> Owen Wills	K0W003	0	Active	Active		

The direct reports for the manager are displayed on this page. Click the column titles for Name, EmplID, Pay Status, and HR Status to sort the list by these criteria. The last column may contain an icon that indicates the employee has direct reports. Click the icon to display a list of individuals that report to that employee. These employees are referred to as the manager's indirect reports.

Click the Continue button to search for direct reports by first name.

As Of: The system displays the direct reports for the manager as of this date.

The system displays the Absence Request History page for a manager's direct report when the manager clicks the link with that person's name. The system displays a page that is identical to the employee self-

service Absence Request History page, with the exception that it contains a Direct Reports link to return to the Absence Request History page.

Related Links

[Absence Request History Page](#)

View Absence Balances Page

Use the View Absence Balances page (HR_DR_ADDL_INFO) to enter a date to generate a list of direct reports in which to view absence balances.

Navigation

Manager Self Service, Time Management, View Time, Absence Balances, View Absence Balances

Image: View Absence Balances



This example illustrates the fields and controls on the View Absence Balances.

View Absence Balances

Select Employees to Process

▼ Instructions

On this page, you'll select the employee(s) you'll be working with. You can work only with employees who reported to you as of the date you entered on the first page.

The  'Org Chart' icon that optionally appears in the list of employees below indicates that other employees report to this employee. You may drill-down into the organization to select employees who indirectly report to you by selecting on these 'Org Chart' icons. You may also navigate back up the organization after drilling-down by selecting on the  'Drill-Up' icon above the list of employees.

After you've selected the employee(s) you'd like to work with, select the *Continue* button to continue to the next step of the process.

[Return to Previous Page](#)


Select Employees




Reports To: Antonio Smith

As Of: 05/11/2009

Continue

Select Employee

Customize | Find |  First 1-6 of 6 Last

Name	EmplID	Empl Record	Pay Status	HR Status	Position	+
<input type="radio"/> Paul Harvest	K0W006	0	Active	Active		
<input type="radio"/> Laura Jones	K0W005	0	Active	Active		
<input type="radio"/> Will Smitherson	K0W004	0	Active	Active		
<input type="radio"/> Jaime Taylor	K0W046	0	Active	Active		
<input type="radio"/> Danilo Travantti	K0W002	0	Active	Active		
<input type="radio"/> Owen Wills	K0W003	0	Active	Active		

This page functions in the same manner as the Absence Request History page. From this page, when the manager selects the employee name the system displays the View Absence Balances page for that employee. This page is identical to the employee self service View Absence Balances page, and includes the Forecast Balances link to enable the manager to forecast absence entitlement balances for a future date for direct reports. The one exception to the similarity of the employee self service page and the manager self service page is that the manager has a Direct Reports link to return to the View Absence Balances—Select Employee page.

Related Links

[View Absence Balances Page](#)

Absence Requests Page

Use the Absence Requests page (GP_SS_ABS_APPR) to select the absence request to approve or deny.

Navigation

Manager Self Service, Time Management, Approve Time and Exceptions, Absence Requests, Absence Requests

Image: Absence Requests page

This example illustrates the fields and controls on the Absence Requests page.

Absence Requests

Antonio Smith
Administrator

Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status : Pending Refresh

Absence Requests							
Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
Danilo Travanti	K0W002	Sales Manager	Sick	05/11/2009	05/12/2009	Submitted	05/11/2009

Go To [View Monthly Calendar](#)

Show Requests by Status

The following options are available in this field:

- *Approved.*
- *Denied*(Displays absence with status Denied and Push Back).
- *Pending (default)* (Displays absence with status Pending and In Approval Process).

After selecting the status, click the Refresh button to display all requests. Click the employee name link to work with the request. The Request Details page appears:

Image: Request Details page (1 of 2)

This example illustrates the fields and controls on the Request Details page (1 of 2).

Approve Absence Request

Request Details

Danilo Travaniti

Sales Manager

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail			
Start Date :	05/11/2009		
End Date :	05/12/2009		
Absence Name :	Sick	Current Balance : 96.00 Hours**	
Reason :	Flu		
Partial Days :	Start and End Days		
Start Day Hours :	4.00		
Start Day Start Time:	9:00AM	Start Day End Time:	1:00PM
End Day Hours :	6.00		
End Day Start Time:	12:00PM	End Day End Time:	6:00PM
Duration :	10.00	Hours	
<input type="button" value="Forecast Balance"/>			

Image: Request Details page (2 of 2)

This example illustrates the fields and controls on the Request Details page (2 of 2).

Additional Information

Health Care Provider:

PCP:

Copayment:

Workflow

Status : Submitted

Comments

Requestor Comments :

Approver Comments :

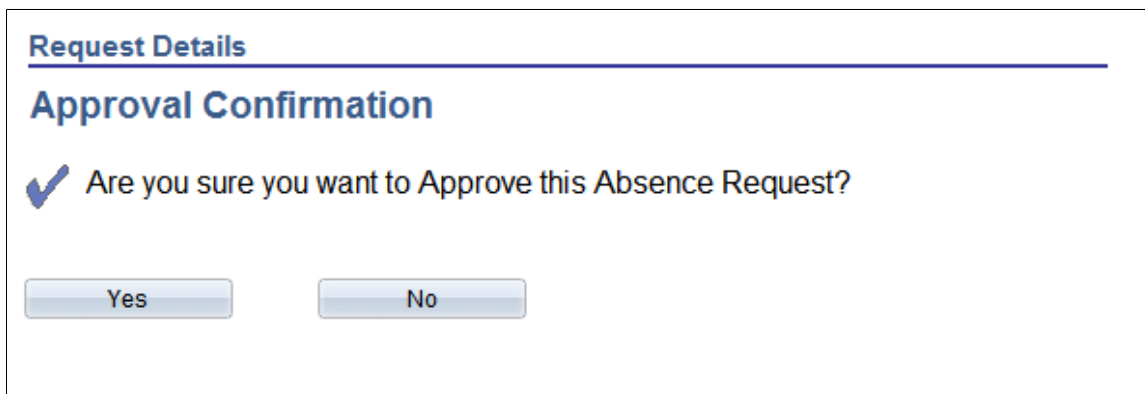
The manager uses this page to approve, deny, or push the request back to the previous step in the approval process (by clicking the Push Back button). The approver can include suggested changes or other comments by entering information in the Approver Comments field.

Note: Push Back is only a valid action between the requestor and the first approver. If the request has been pushed back from the next approver in the approval path and it's necessary for the requestor to do some rework, then use the Deny push button and document the action in the Approver Comments field.

After selecting one of these buttons, the approver must confirm the selection on a confirmation page:

Image: Approval Confirmation page

This example illustrates the fields and controls on the Approval Confirmation page.



Request Details

Approval Confirmation

✓ Are you sure you want to Approve this Absence Request?

Yes No

After clicking the Yes button the system re-displays the Absence Requests page so that the manager can continue to work with other absence requests. Clicking the No button displays the Request Details page.

If the manager clicks the Push Back button, the system displays the Push Back Confirmation page.

Absence Request History Page

Use the Absence Request History page (GP_ABS_SS_REQHIST) to review the absence request history for an employee for a specified time range of dates.

Navigation

Manager Self Service, Time Management, View Time, Absence Request History, Absence Request History

Select the employee Name on the Absence Request History page.

Image: Absence Request History

This example illustrates the fields and controls on the Absence Request History.

Absence Request History

Danilo Travantti

Sales Manager

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From : Through :

Absence Request History						
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Sick	Submitted	05/11/2009	05/12/2009	10 Hours	Employee	<input type="button" value="Edit"/>
Sick	Submitted	02/05/2007	02/05/2007	4 Hours	Employee	<input type="button" value="Edit"/>
Bereavement	Approved	07/07/2005	07/13/2005	5 Days	Employee	<input type="button" value="Edit"/>
Sick	Saved	07/06/2005	07/06/2005	8 Hours	Employee	<input type="button" value="Edit"/>
Vacations	Cancelled	02/22/2005	02/24/2005	3 Hours	Employee	<input type="button" value="Edit"/>
Vacations	Saved	02/15/2005	02/15/2005	1 Hours	Employee	<input type="button" value="Edit"/>
Vacations	Cancelled	02/10/2005	02/14/2005	3 Hours	Employee	<input type="button" value="Edit"/>
Jury	Approved	01/27/2005	02/07/2005	Not Available	Admin	<input type="button" value="Edit"/>
Vacations	Approved	01/15/2005	01/15/2005	Not Available	Admin	<input type="button" value="Edit"/>
Vacations	Approved	01/03/2005	01/06/2005	Not Available	Admin	<input type="button" value="Edit"/>

The system displays a page that is identical to the employee self service Absence Request History page, with the exception that it contains a Direct Reports link to return to the Absence Request History page.

Clicking the link in the Absence Name column displays the Approval Details page. Links appear only for absence requests that the manager has worked with using the self service pages. Absence requests or any absence entered or modified via Timesheets or by the Absence Administrator using the Event Entry component can not be edited in Absence self-service.

Note: The system calculates and stores duration values for absence requests entered through self-service only. The system does not calculate or store absence duration for absences entered through other online pages such as Absence Event Entry or via Component Interface.

From and Through

The user can display absence request history that falls within a specified date range by entering dates in the From and Through fields. If the manager enters a date in only the From field, the system displays absence requests that have a Start Date equal to or after the specified date. Alternatively, if the manager enters a date only in the Through field, the system displays absence requests that have an End Date equal to or prior to the specified date. If no date is entered in either field, the system displays all absence requests for the employee.

Related Links

[Entering Updating, and Voiding Absence Events](#)

Managing Manager Absences Through Time and Labor Self Service

Managers are able to enter absences and view absence entitlement balances for their employees using self service pages in Absence Management. Absence management manager self service pages are discussed in detail in this topic.

If you are integrating with Time and Labor managers can enter absence requests for their employees through the Timesheet page. Also, on this page you can view absence entitlement balances to ensure the employee has enough entitlement balance prior to entering the absence.

The following steps, completed during implementation, enable managers to access the Timesheet page to enter absences or view entitlement balances:

1. Ensure that Absence Management and Time and Labor are selected on the Installation Table.

See "Setting Up Implementation Defaults (*PeopleSoft HCM 9.2: Application Fundamentals*)".

2. On the Absences page of the Country Take component ensure you have allowed entry in Time and Labor for the absence take elements you want to enter on the Timesheet page.

See [Defining Self Service Absence Rules by Country](#).

The following steps discuss how a manager enters absences and views entitlement balances on the Timesheet page:

1. Access the Timesheet page by navigating to Manager Self Service, Time Management, Report Time, Timesheet .
2. Click Get Employees to get a list of all the employees for the manager.
3. Click the employee name that the manager wants to enter absences. This will open the Timesheet page for the employee chosen.
4. Click the Absence Event - click to view link to add, edit, forecast or submit an absence request. For example to add a request:
 - a. Click Add Absence Event.

- b. Enter the Start Date and End Date for the absence.
- c. Select the Absence Name from the drop down list. Valid values are *Sick* and *Vacations*.
- d. If during implementation you have selected to display a reason on the Absences page of the Country Take component, enter the reason for the absence.
- e. Click the Details link to access the GP_ABS_SS_REQUEST page to enter absence details. Once all details are entered click OK to return to the Timesheet page.

Note: If an absence requires more information than the fields available in the Timesheet Absence grid (Start Date, End Date, Absence Name and Reason) then the system will automatically open the Absence Event Details page.

See [Request Absence Page](#).

- 5. Click the Balances - click to view link to view absence entitlement balances.

Note: The balances reflect the balances as of the last absence run.

Related Links

"Reporting Time (*PeopleSoft HCM 9.2: Time and Labor*)"

Entering Absence Requests through Microsoft Outlook

This topic explains how to enter absence requests through an integration with the Microsoft Outlook calendar.

Understanding Absence Request Submission from Microsoft Outlook Calendar

Entering absence requests from the Outlook Calendar is as simple as entering a self-service absence request using PeopleSoft, but without having to log in to the system. With the integration, employees are able to request an absence from within their Outlook calendar and the absence will be automatically updated in PeopleSoft Absence Management. The user is then able to follow the approval process in Outlook.

The delivered integration uses single sign-on to authenticate and personalize the user experience by streamlining the type of absences that an employee is allowed to request and applies any edits according to the employee's profile and role in the organization. All existing configuration and predefined edits defined in the PeopleSoft self-service configuration are used.

Note: Forecasting is not available when employees enter absence requests using Microsoft Outlook.

Setting Up the Integration between PeopleSoft Absence Management and Microsoft Outlook

There are some simple setup steps required before an employee can enter absence requests through Microsoft Outlook:

- Desktop Integration Setup
- Absence Management Setup
- Microsoft Outlook Setup

Desktop Integration Setup

The Desktop Integration feature provides seamless integration between Microsoft Outlook and your PeopleSoft Absence management. To enable the submission of absence requests through Microsoft Outlook, you must complete the following Desktop Integration steps:

1. Ensure User IDs of the employees that you want to be able to enter absence requests through Microsoft Outlook include the EODI_RemoteUser role.

Image: Example of a User ID with the EODI_RemoteUser role

This example displays the User Profiles - Roles page for a User ID with the EODI_RemoteUser role.

The screenshot shows the 'Roles' tab for User ID HAM_KQW002. The user's description is 'AM Employee'. On the left, there are buttons for 'Test Rule(s)', 'Refresh', 'Execute Rule(s)', 'Process Monitor', and 'Service Monitor'. The main table lists the following roles:

Role Name	Description	Dynamic	View Definition
Company Directory User	Company Directory User		Route Control View Definition
EODI_RemoteUser	Desktop Integration User	<input checked="" type="checkbox"/>	Route Control View Definition
EOPP_USER	Common Portal User		Route Control View Definition
Employee	[WF] Employee		Route Control View Definition
HCM SOA Services Portal Access	HCM SOA Services Portal Access		Route Control View Definition
Manager	Manager		Route Control View Definition
PeopleSoft User	PeopleSoft User		Route Control View Definition
PeopleTools	PeopleTools		Route Control View Definition
Standard Non-Page Permissions	Standard Non-Page Permissions		Route Control View Definition
Standard Query Permissions	Standard Query Permissions		Route Control View Definition

At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

For more information, see the product documentation for *PeopleTools: Security Administration*.

2. Oracle delivers and maintains the REQUESTABSENCE dynamic display definition. You can configure it to better meet your absence policy requirements.

For more information, see "Defining Dynamic Displays (*PeopleSoft 9.2: Integration Interfaces*)".

Absence Management Setup

In PeopleSoft Absence Management, you need to define which absence takes can be requested when entering absence requests through Microsoft Outlook. You do this using the Allow in Desktop Integration check box on the Absences page of the Country Take component (GP_ABS_BAL_SS_DEF). See the documentation for the "Absences Page (*PeopleSoft HCM 9.2: Absence Management*)".

Microsoft Outlook Setup

To set up Microsoft Outlook to integrate with PeopleSoft Absence Management, you must:

1. Install the Microsoft Outlook Add-in provided by Oracle.
2. Configure your account and server settings in Microsoft Outlook:
 - a. Navigate to PeopleSoft, Settings & Options to open the PeopleSoft Settings & Options window.
 - b. On the General tab of the Servers tab, enter your account information.

Image: PeopleSoft Settings & Options - General tab

This example illustrates the fields and controls on the PeopleSoft Settings & Options - General tab.

The screenshot displays the 'PeopleSoft Settings & Options' dialog box with the 'General' tab selected under the 'Servers' category. The 'HRMS' server is listed with 'Enable' and 'Online' checkboxes checked. Below this, the 'General' sub-tab contains fields for 'Server Name', 'User ID' (filled with 'HAM_K0W003'), 'Password' (masked with 'XXXXXXXX'), and 'Account' (filled with 'penn.brimberry@oracle.com'). Checkboxes for 'Save User ID' and 'Save Password' are also checked. At the bottom, there are buttons for 'Add', 'Delete', 'Previous', 'Next', 'OK', and 'Cancel'. The 'Server Version' is shown as '2.00' and the 'PeopleSoft Outlook Add-In Version' is '2.0.0.7'.

- c. On the Advanced Settings tab of the Servers tab, enter your PeopleSoft Listening Connector URL and node information.

Image: PeopleSoft Settings & Options - Servers: Advanced Settings tab

This example illustrates the fields and controls on the PeopleSoft Settings & Options - Servers: Advanced Settings tab.

PeopleSoft Settings & Options

Servers | Options | Status Log | About

HRMS ☒ Enable ☒ Online 1 of 1

General | Features | **Advanced Settings**

Server URL

Node

Connection Timeout (Seconds)

☐ Use Proxy

☐ Use System Default Proxy

☒ Bypass Proxy for Local Addresses

Proxy URL

Server Version: 2.00

Add Delete Previous Next

PeopleSoft Outlook Add-In Version: 2.0.0.7 OK Cancel

Server URL

When entering your PeopleSoft Listening Connector URL information, enter only the string that includes the database and port, for example *rtdc78252qaemt.us.oracle.com:5443*. The system adds *https://* at the beginning and appends */PSIGW/HttpListeningConnector* to the end when you tab out of the field.

Enable

Select this check box once you've completed entering the information on the Advanced Settings tab.

Online

The system selects this check box to indicate a successful connection to the PeopleSoft Absence Management database.

Related Links

"Defining Settings and Options (*PeopleSoft 9.2: Integration Interfaces*)"

Entering Absence Requests using Microsoft Outlook

To enter an absence request in Microsoft Outlook:

1. Open the Calendar in Microsoft Outlook.
2. Click the New button to open a new event.
3. Click the Dynamic Displays button to open the PeopleSoft dynamic displays pane.
4. In the dynamic displays pane, enter an absence request just as you would using the Request Absences page (*PeopleSoft HCM 9.2: Absence Management*).

Image: Example of an absence request in Microsoft Outlook

This is an example of an absence request in Microsoft Outlook.

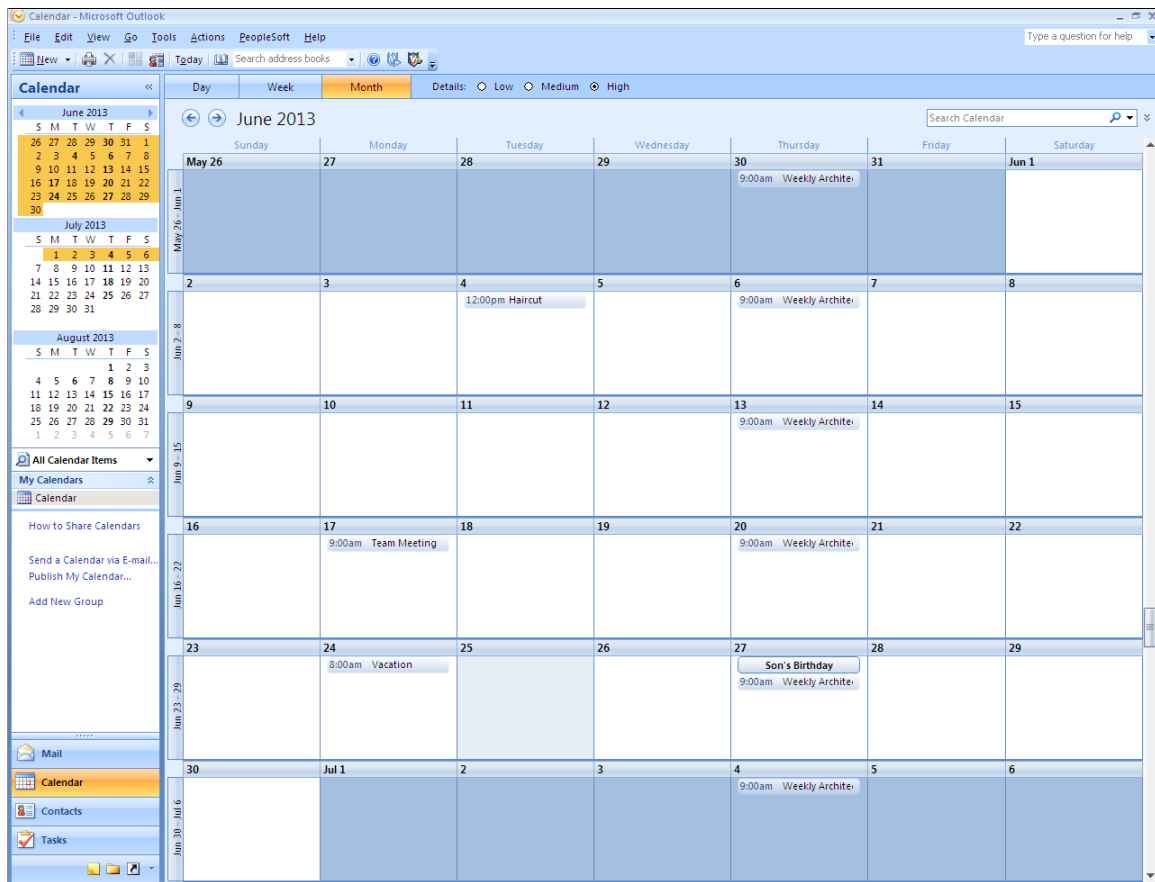
The screenshot shows the Microsoft Outlook 'Appointment' window with the 'PeopleSoft Enterprise' dynamic display pane open. The pane contains the following fields and sections:

- Subject:** Vacation
- Location:** (empty dropdown)
- Start time:** Mon 6/24/2013, 8:00 AM
- End time:** Mon 6/24/2013, 8:30 AM
- Options:** Show As: Busy, Recurrence: None, Time Zones, Categorize, Private, High Importance, Low Importance, Web Conference, Spelling, Proofing, Beehive, PeopleSoft
- PeopleSoft Enterprise ORACLE**
 - Request Absence:** (dropdown menu)
 - Refresh:** (button)
 - Job Title:** Sales Manager
 - Absence Detail:**
 - *Start Date:** 6/24/2013
 - End Date:** 6/24/2013
 - Filter by Type:** Vacations
 - *Absence Name:** Vacations
 - Reason:** Select Absence Reason
 - Partial Days:** None
 - Duration:** 8 Hours
 - Calculate End Date or Duration:** (button)
 - Additional Information:**
 - Emergency Contact:** (text field)
 - Phone Number:** (text field)
 - Earliest Return Date:** 6/24/2013
 - Comments:**
 - Requestor Comments:** (text area)
 - Buttons:** Submit, Save for Later
 - Footnote:** **Disclaimer: The current balance does not reflect absences that have not been processed.

5. Close the submitted absence request and view your Calendar for an entire month.

Image: Monthly Calendar view in Microsoft Outlook

This is an example of the monthly calendar view in Microsoft Outlook.



The integration between Absence Management and Microsoft Outlook enables you to manage professional, personal and absence events all in one single calendar.

Related Links

"Request Absence Page (*PeopleSoft HCM 9.2: Absence Management*)"

Approving Absence Requests Entered through Microsoft Outlook

Managers approve absence requests entered through Microsoft Outlook using the Absence Request manager self-service component just as they would for any other absence request.

Image: Request Details page for an absence request entered through Microsoft Outlook

This example illustrates the Request Details page for an absence request entered through Microsoft Outlook.

[Approve Absence Request](#)

Request Details

Danilo Travantti
Sales Manager

Review the details for this request and either approve, deny or push back for rework.
You may also enter optional comments about each approval choice.

Absence Detail ?

Start Date	06/24/2013	
End Date	06/24/2013	
Absence Name	Vacations	Current Balance 103.99 Hours**
Reason		
Partial Days	None	
Duration	8.00	Hours

Forecast Balance

Additional Information

Emergency Contact	
Phone Number	
Earliest Return Date	06/24/2013

Workflow

Status	Submitted
---------------	-----------

Comments

Requestor Comments	
Approver Comments	<div></div>

Go To [View Absence Request History](#) [View Absence Balances](#) [View Monthly Calendar](#)

Approve

Deny

Push Back

[Return to Absence Requests](#)

The manager uses this page to approve, deny, or push back the request to the previous step in the approval process (by clicking the Push Back button). The approver can include suggested changes or other comments by entering information in the Approver Comments field.

Related Links

"Absence Requests Page (*PeopleSoft HCM 9.2: Absence Management*)"

Monitoring Absence Requests Entered through Microsoft Outlook

An employee who enters an absence request through Microsoft Outlook can monitor the status of that absence request through Microsoft Outlook without having to log in to PeopleSoft Absence Management directly. To monitor an absence request entered through Microsoft Outlook:

1. Open the Calendar in Microsoft Outlook.
2. Open an absence request that you entered through the Calendar.
3. Click the Dynamic Displays button to open the PeopleSoft dynamic displays pane.
4. View the status of the absence request.

Image: Example of an approved absence request in Microsoft Outlook

This is an example of an approved absence request in Microsoft Outlook.

The screenshot shows the Microsoft Outlook interface with the 'Vocations - Appointment' window open. The 'Dynamic Displays' pane on the right displays the details of an approved absence request for Danilo Travanti, a Sales Manager. The request is for 'Vacations' on Monday, 6/24/2013, from 8:00 AM to 8:30 AM. The status is 'Approved'. The current balance is 103.99 hours. The requestor's comments are visible in the 'Comments' section.

Subject: Vocations
Location: [Dropdown]
Start time: Mon 6/24/2013 8:00 AM ☐ All day event
End time: Mon 6/24/2013 8:30 AM

PeopleSoft Enterprise
ORACLE
Request Absence [Refresh]
Danilo Travanti
Job Title: Sales Manager
View Request Status and Approval Details

Absence Detail
***Start Date:** 6/24/2013 15
End Date: 6/24/2013 15
Filter by Type: All
Absence Name:** Vacations **Current Balance 103.99 Hours*
Reason: [Dropdown]
Partial Days: None
Duration: 8.00 Hours

Additional Information
Emergency Contact:
Phone Number:
Earliest Return Date: 6/24/2013 15

Workflow
Status: Approved

Comments
Requestor Comments:

***Required Field**
****Disclaimer:** The current balance does not reflect absences that have not been processed.

Using Approvals with Absence Management

Understanding the Approval Process

Many daily tasks are part of a larger process that involves several steps and people working together. The term workflow refers to this process, which could encompass, for example, the approval of a time-off request. To facilitate this type of multiuser process, PeopleSoft can automatically trigger workflow notifications to inform the next approver in the process of work waiting.

The Approval Framework is the engine that provides capabilities for creating, running, and managing the approval processes. The engine uses a series of database objects combined with application component configuration settings to determine how to process approvals using workflow.

The Approval Framework is a common component that is shared across multiple PeopleSoft applications both within HCM and other product families. Due to the widespread use of this engine, you'll find documentation pertaining to it in various locations:

- *Approval Framework* describes the Approval Framework and application setup in full detail.

It is the primary source of information for approval workflow.

- The *Application Fundamentals* documentation describes the setup steps and details for the Approval Framework that are specific to the HCM product line.
- Application-specific HCM documentation expands on all of the above texts by providing approval workflow details that relate to specific business processes.

Before implementing, you should read all relevant sources of information to gain a complete understanding of how the pieces fit together.

Related Links

PeopleSoft 9.2: Approval Framework

"Understanding Approvals (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Approval Framework and Absence Management

PeopleSoft Absence Management delivers the AbsenceManagement Process ID. You can add multiple Approval Definition IDs to the Approval Process ID. You can link multiple approval scenarios. One may be self-approved; while another can be one, two or more levels of approvals using approvers in one or in multiple user lists to a single Approval Process ID. This functionality allows you to simplify your approval scenarios and reduce the maintenance to multiple Approval Process IDs.

PeopleSoft Absence Management delivers the following Approval Definition IDs:

- AbsenceMgmtByDeptManager
- AbsenceMgmtByPosMgmt
- AbsenceMgmtByPosnDeptMgr
- AbsenceMgmtByPosnSupervisor
- AbsenceMgmtBySupervisorId
- AbsenceBySupervisorMulti

When the originator of an absence event submits the request, the system checks to see if approvals are being used based on the Administrative Rules defined on the Self Service – Country Take table - Absences page. If no approvals are needed then the Approval Process ID and Approval Definition ID fields on the Absence page will be left blank, or you can setup your own Approval Definition ID to make your events self and auto-approved. If values are entered for these fields the approvals process is initiated.

The first step in the approval process is to identify the first person to approve the transaction. This person is based on the Approval Process definition. If the system identifies this person, the system sends a notification indicating that there is an absence awaiting for approval. The approver has the option to:

- Approve the absence. The system sends a notification to the next person in the approval process, if one is indicated.
- Deny the absence. The system terminates the approval process. The originator of the absence will receive notification indicating the absence has been denied.
- Push back the absence. The originator of the absence will receive a notification indicating the absence needs their attention.

Note: Push Back is a valid action for the approver before the absence has gone through the first approver in the approval path. Once the second or subsequent approver has pushed back the absence, the first approver should deny it instead of pushing back the absence. It is recommended for the first approver to always state the reason in the comment field when denying an absence.

If the system cannot identify the first approver, it moves to step two of the approval process.

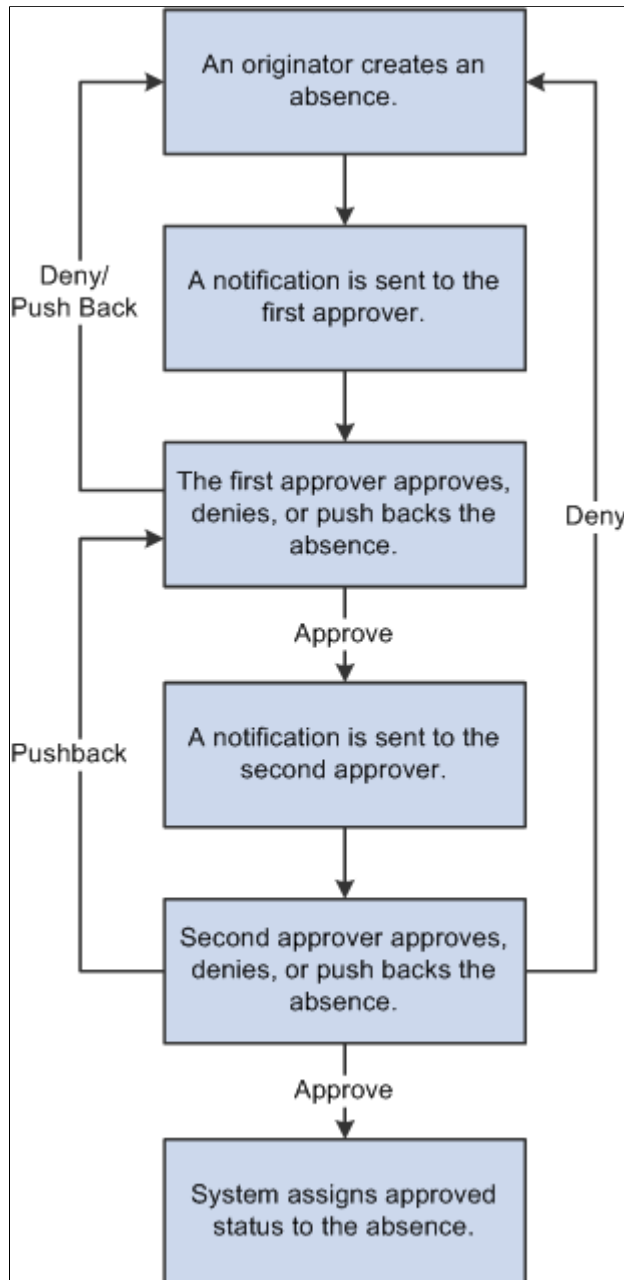
A subsequent step in the approval process (if multiple levels of approvals were defined), is to identify the next person to approve the absence , if one is indicated. If the system identifies the next approver, the system sends a notification to the approver telling them there is an absence needing their approval. The next approver has the option of:

- Approving the absence . The system updates the status of the absence event to approve and ends the approval process.
- Denying the absence . The system ends the approval process. The originator of the absence event will receive notification indicating the absence event has been denied.
- Push back the absence . The system sends a notification to the first approver associated with the absence event and notifies that person that the absence event needs their attention.

If neither approval steps are met, the system automatically submits a notification to the approval administrator telling the administrator there is an absence event requiring their attention.

Image: Absence Request Approval Process Flow

This diagram illustrates the approval process flow.



Note: The only delivered approval process with two levels of approval is the AbsenceManagement approval process ID. The others only have one level of approval. If the delivered approval processes do not meet your organizational needs you can create your own approval process ID, or add more steps to any of the approval definitions IDs that better fits your company policies.

Configuring Approval Transactions

PeopleSoft delivers the following events and email notifications templates for configuring approval transactions for Absence Management:

Event	Template Name
On Final Approval	GP_ABS_SS_APPR
Push Back	GP_ABS_SS_WRK
On Final Denial	GP_ABS_SS_DNY
On Error	GP_ABS_SS_ERR
On Process Launch	GP_ABS_SS_SUB
Route for Approver	GP_ABS_SS_APPR_READY
On Terminate	GP_ABS_SS_WRK

Note: These templates are delivered. If modifications are needed refer to the Applications Fundamentals Documentation. The events delivered must not be modified to ensure the correct functioning of the Absence Self Service applications. You might be able to modify this setup if you have a thorough understanding of the Approval Framework, PeopleCode and Absence Self-service.

Related Links

"Configuring Approval Transactions (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Understanding the Approval Process Design

The approval process consists of stages, paths, steps, user lists, and criteria.

- Stages

Stages are the high level actions that the approval process executes in a specific order. Stages are made up of one or more paths.

AbsenceMgmtByDeptManager, AbsenceMgmtByPosMgmt, AbsenceMgmtByPosnDeptMgr, AbsenceMgmtByPosnSupervisor, AbsenceMgmtBySupervisorId, and AbsenceBySupervisorMulti use one stage.

- Criteria

Criteria defines the rules that are used by the approval process to determine if a stage or step is executed.

- Paths

A path is a sequence of steps.

AbsenceMgmtByDeptManager, AbsenceMgmtByPosMgmt, AbsenceMgmtByPosnDeptMgr, AbsenceMgmtByPosnSupervisor, AbsenceMgmtBySupervisorId, and AbsenceBySupervisorMulti use one path.

- Steps

A step represents one or more persons assigned to approve or review the absence event. Steps within a path execute in sequence with separate criteria for each step that determines whether or not that step executes.

- User Lists

User lists identify the people that are to act on an absence event. User lists can be roles, SQL definitions, queries, or application classes.

AbsenceManagement uses the AbsenceBySupervisorId user list.

Absence Mgmt ByDeptManager uses the AbsenceByDeptManager user list.

Absence Mgmt ByPosMgmt uses the AbsenceByPosMgmt user list.

Absence Mgmt By PosnDeptMgr uses the AbsenceByPosnDeptMgr user list.

Absence Mgmt ByPosnSupervisor uses the AbsenceByPosnSupervisor user list.

Absence Mgmt BySupervisorid uses the AbsenceBySupervisorId user list.

See "Defining Users for Approvals (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Note: To define the approval process, use the Setup Process Definitions (PTAF_PRCs) and the Register Transactions (PTAF_TXN) components.

Working with Delegations in Absence Management

Understanding Delegation

PeopleSoft Absence Management uses delegation to authorize another person to serve as his or her representative when working with absence transactions. For a manager, the user can delegate their tasks of approving time, entering employee time, or entering their own time to another person due to workload or their own absence from the office. For an employee, the user can delegate the entering of their time to another person while away from the office.

Delegation Terminology

The following terms are important to understanding the delegation feature:

- *Delegation*: The act of giving one's authority to another user.
- *Delegator*: A person that delegates authority to another user.
- *Proxy*: A person granted authority to act on behalf of another user.
- *Delegated Authority*: The rights and privileges that are given from the delegator to the proxy.
- *Delegation Request*: A request from the delegator to the proxy to take on delegated authority.
- *Delegation Period*: The time range in which the delegated authority is in effect.
- *Delegation Administrator*: The system administrator who is responsible for configuring, managing, and maintaining delegated authorities.
- *Revoke*: When a delegator withdraws delegated authority.

Delegation Framework

The delegation framework supports the following types of delegation:

- Downward delegation of authority to a direct report or another person lower down in the reporting hierarchy.
- Upward delegation of authority to a manager or another person higher up in the reporting hierarchy.
- Lateral delegation of authority to a peer either within the same division or in a different division within the reporting hierarchy.

Note: To prevent situations of cascading or circular delegation chains, once the delegation framework passes delegated authority over an absence transaction to a proxy the proxy cannot delegate authority over that transaction to another user. The delegation framework only passes authority over transactions from initial delegator to initial proxy.

Related Links

"Understanding Delegation (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Reviewing Delivered Absence Management Delegation Set Up

This topic provides an overview of delivered delegation set up for Absence Management and discusses how to:

- Review workflow transactions.
- Review permission lists and roles for delegation.
- Define installation settings.
- Review delegation transactions.

Delivered Delegation Set Up for Absence Management

: The delegation framework for Absence Management is delivered by PeopleSoft. To review this framework:

1. Review delegation transactions for workflow on the Register Workflow Transaction page.
2. Review delegation permission lists and roles through PeopleTools Security components.
3. Define installation settings for delegation on the Delegation Installation Settings page.
4. Review transactions for delegation on the Configure Delegation Transaction page.

Reviewing Workflow Transactions

The PeopleSoft system delivers several transactions that are pre-configured for the Absence Management delegation framework. This table lists the delivered delegation transactions:

Transaction Name	Transaction Type	Description
GP_ABS_EESS_BAL	Initiate	Delegate initiation of the employee view of absence balances.
GP_ABS_EESS_HIST	Initiate	Delegate initiation of the employee view of absence history.
GP_ABS_EESS_REQ	Initiate	Delegate initiation of the employee request absence.

Transaction Name	Transaction Type	Description
GP_ABS_MGRSS_BAL	Initiate	Delegate initiation of the manager view of absence balances.
GP_ABS_MGRSS_HIST	Initiate	Delegate initiation of the manager view of absence history.
GP_ABS_MGRSS_REQ	Initiate	Delegate initiation of manager request absence.
GP_SS_ABS_APPR_L	Approve	Delegate approval of manager approved absence request.

Use the Approval Framework and Delegation Transactions grid to register self-service transactions that use the Approval Framework and delegation framework. The data that you enter into this grid links the transaction name and accompanying tables from HCM self-service transactions to the approval process IDs that you create for these transactions on the Register Transactions page.

Note: Ensure the Approval Process ID is set properly according to the Approval Process ID and Approval Process Definition defined in your Country Take setup. You can have multiple Approval Process IDs defined, yet you can only use one at a time. Associate the appropriate Approval Process ID for the Transaction Name *GP_SS_ABS_APPR_L* in order for delegations on Absence Requests to work correctly. Multiple Approval Definition IDs can be added to an Approval Process ID. You can link multiple approval scenarios. One may be self-approved; while another can be one, two or more levels of approvals using approvers in one or in multiple user lists to a single Approval Process ID. This functionality allows you simplifying your approval scenarios and reduce the maintenance to multiple Approval Process IDs.

Related Links

"Linking Workflow Transactions (*PeopleSoft HCM 9.2: Application Fundamentals*)"

"Setting Up Approval Process Definitions (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Reviewing Permission Lists and Roles for Delegation

PeopleSoft HCM delivers as system data several permission lists that are required for use of the Delegation framework.

This table describes the delivered absence management roles for the delegation framework:

Role Name	Attached Permission Lists	Description
Delegate Employee Absence Bal	HCCPAMSS09	Enables users to access the component to view employee absence balances for another employee when it is delegated to the user.
Delegate Employee Absence Hist	HCCPAMSS10	Enables users to access the components to view employee absence history and absence request details for another employee when they are delegated to the user.

Role Name	Attached Permission Lists	Description
Delegate Employee Absence Rqst	HCCPAMSS08	Enables users to access the component to enter an employee absence request for another employee when it is delegated to the user.
Delegate Manager Absence Appr	HCCPAMSS04	Enables users to access the components to approve absences for another managers direct reports when the pages are delegated to the user.
Delegate Manager Absence Bal	HCCPAMSS06	Enables users to access the components to view absence balances for a managers direct reports when the pages are delegated to the user.
Delegate Manager Absence Hist	HCCPAMSS07	Enables users to access the components to view absence history for a managers direct reports when the pages are delegated to the user.
Delegate Manager Absence Rqst	HCCPAMSS05	Enables users to access the components to enter absence requests for a managers direct reports when the pages are delegated to the user.

Note: Setting up permission lists and role security is discussed in detail in *PeopleTools: Security Administration* product documentation.

Related Links

"Setting Up Permission Lists and Roles for Delegation (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Defining Installation Settings

When using delegations, ensure that your specified hierarchy is in sync with your direct reports access type setup, as well as you approval process and definition IDs are associated to your absence. Having an incorrect setup could lead to incorrect results. For example, if you use direct report access type and delegation hierarchy by supervisor ID, then ensure that your absence approval process ID is setup by supervisor ID.

Related Links

"Defining Delegation Installation Settings (*PeopleSoft HCM 9.2: Application Fundamentals*)"

"Setting Up Access to Direct Reports Data (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Reviewing Delegation Transactions

This table lists the delegation transactions delivered for Absence Management:

Transaction Name	Transaction Type	Role
Employee Absence Balance	Initiate	Delegate Employee Absence Bal
Employee Absence History	Initiate	Delegate Employee Absence Hist
Employee Absence Request	Initiate	Delegate Employee Absence Rqst
Manager Absence Balance	Initiate	Delegate Manager Absence Bal
Manager Absence History	Initiate	Delegate Manager Absence Hist
Manager Absence Request	Initiate	Delegate Manager Absence Rqst
Manager Absence Approve	Approve	Delegate Manager Absence Appr

Related Links

"Configuring Delegation Transactions (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Adding Delegation Request Through Self Service

This topic provides an overview of delegation through self service and discusses an example of delegation in Absence Management.

Steps to Set Up Delegation Through Self Service

A delegator follows these steps to delegate absence requests through self service:

1. Log in to the system.
2. Navigates to the Manage Delegation component.
3. Click on the Create Delegation Request hyper link.
4. If the delegator has multiple jobs, they will have to select the job for which they are delegating the transaction.

Note: If the person has multiple jobs, they must be active in at least one job throughout the delegation period.

5. Enter From Date and To Date for the delegation request, then click the Next button.
6. Select the transactions to delegate authority, then click the Next button.
7. Review the list and select a proxy. To do this select a person to which authority will be delegated
8. Select the Notify Delegator check box, then click Submit.
9. Clicks OK, then log out.

Related Links

"Working with Self-Service Delegation (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Example of Delegating Absence Authority

In this example the manager, Antonio Smith, is going on vacation from August 17, 2009 through August 23, 2009. During this time away from work, Antonio delegates all of his managerial absence authorities to another manager, Paul Harvest.

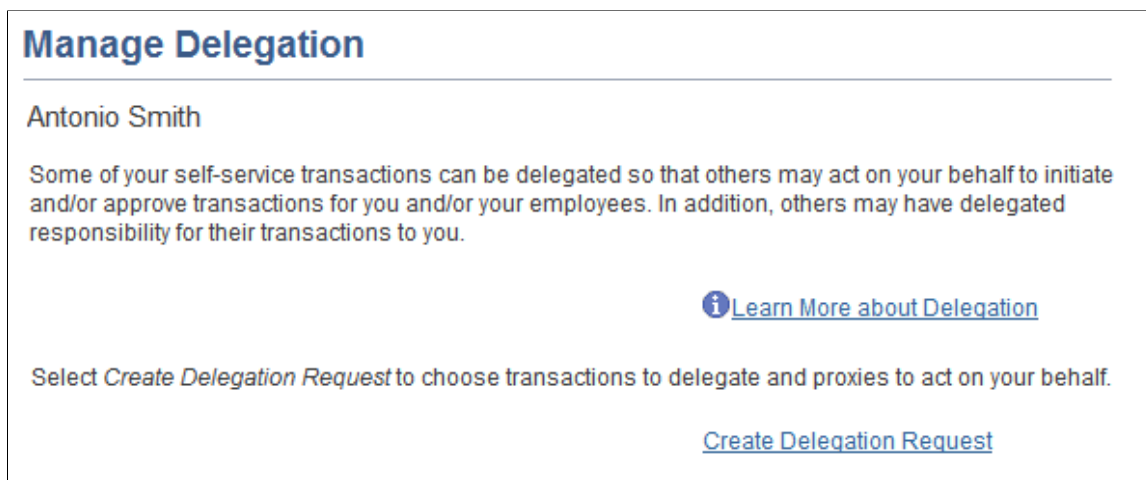
The following illustrations displays the steps taken by Antonio Smith to delegate his absence authority.

Managing Delegations

Antonio navigates to the Manage Delegation page to create the delegation request.

Image: Delegate authority on the Manage Delegation page.

This example illustrates the fields and controls on the Delegate authority on the Manage Delegation page.



The screenshot shows the 'Manage Delegation' page for Antonio Smith. The page title is 'Manage Delegation'. Below the title, the user's name 'Antonio Smith' is displayed. A paragraph explains that some self-service transactions can be delegated to others, and others may have delegated responsibility to the user. There is a link 'Learn More about Delegation' with an information icon. Below this, a prompt says 'Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.' At the bottom, there is a link 'Create Delegation Request'.

See "Manage Delegation Page (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Entering Dates for the Delegation Request

Antonio Smith enters the dates he wants to delegate his absence authorities during his time away from work.

Image: Enter the dates for the delegation on the Create Delegation Request – Enter Dates page.

This example illustrates the fields and controls on the Enter the dates for the delegation on the Create Delegation Request – Enter Dates page.

The screenshot shows a web form titled "Create Delegation Request" with a sub-section "Enter Dates". The user is identified as "Antonio Smith" with the role of "Administrator". A text instruction reads: "Enter the dates for your delegation request. Enter a *From Date* that is today or later. Enter a *To Date* that is the same as or later than your *From Date*. For open-ended delegation requests, leave the *To Date* blank." Below this is a table with a blue header "Delegation Dates". The table has two rows: "From Date:" with the value "08/17/2009" and a calendar icon, and "To Date:" with the value "08/23/2009" and a calendar icon. At the bottom are "Next" and "Cancel" buttons.

Delegation Dates	
From Date:	08/17/2009 
To Date:	08/23/2009 

See "Create Delegation Request - Enter Dates Page (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Selecting Transactions for the Delegation Request

Antonio selects the types of absence transactions in which to delegate authority. He chooses to delegate all his managerial absence transactions, but not his employee absence transactions.

Image: Transactions selected on the Create Delegation Request – Select Transactions page.

This example illustrates the fields and controls on the Transactions selected on the Create Delegation Request – Select Transactions page.

Create Delegation Request

Select Transactions

Antonio Smith

Administrator

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions	
	Transaction
<input type="checkbox"/>	Approve Promotion
<input type="checkbox"/>	Compensation Approvals
<input type="checkbox"/>	Confirm Compensation Proposals
<input type="checkbox"/>	Employee Absence Balance
<input type="checkbox"/>	Employee Absence History
<input type="checkbox"/>	Employee Absence Request
<input type="checkbox"/>	Initiate Promotion
<input type="checkbox"/>	Initiate Terminate Employee
<input checked="" type="checkbox"/>	Manage Approve Payable Time
<input checked="" type="checkbox"/>	Manage Approve Reported Time
<input checked="" type="checkbox"/>	Manage Reported Time
<input checked="" type="checkbox"/>	Manager Absence Approve
<input checked="" type="checkbox"/>	Manager Absence Balance
<input checked="" type="checkbox"/>	Manager Absence History
<input checked="" type="checkbox"/>	Manager Absence Request

See "Create Delegation Request - Select Transactions Page (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Selecting Proxy by Hierarchy

Antonio selects Paul Harvest as the person to delegate his absence transactions.

Image: Select the person to delegate authority on the Create Delegation Request – Select Proxy by Hierarchy page.

This example illustrates the fields and controls on the Select the person to delegate authority on the Create Delegation Request – Select Proxy by Hierarchy page.

Create Delegation Request

Select Proxy by Hierarchy

Antonio Smith

Administrator

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the [Search by Name](#) hyperlink to search for proxies outside your hierarchy.

[Search by Name](#)

Choose Delegate						
	Name	Empl ID	Org Relation	Job Title	Department	Supervisor Name
<input type="radio"/>	Bruce Way	K0W021	Employee	Sales Manager	Sales Administration	Dominick Osorio
<input type="radio"/>	Danilo Travanti	K0W002	Employee	Sales Manager	Sales Administration	Antonio Smith
<input type="radio"/>	Jaime Taylor	K0W046	Employee	Manager-Item Processing	Production Scheduling	Antonio Smith
<input type="radio"/>	Laura Jones	K0W005	Employee	Representative-Customer	Marketing	Antonio Smith
<input type="radio"/>	Owen Wills	K0W003	Employee	Bus Person	Business Services	Antonio Smith
<input checked="" type="radio"/>	Paul Harvest	K0W006	Employee	Manager-Item Processing	Production Scheduling	Antonio Smith
<input type="radio"/>	Will Smitherson	K0W004	Employee	Sales Manager	Sales and Services	Antonio Smith

See "Create Delegation Request - Select Proxy by Hierarchy Page (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Viewing Delegation Detail

Antonio can review the transactions he has selected to delegate to Paul. Depending on whether changes are needed he can submit or cancel the delegation request. If he submits it, the system automatically sends an email notification to the proxy, Paul Harvest, to review and either accept or reject the delegation.

Image: View the delegation detail on the Create Delegation Request – Delegation Detail page.

This example illustrates the fields and controls on the View the delegation detail on the Create Delegation Request – Delegation Detail page.

Create Delegation Request

Delegation Detail

Antonio Smith

Administrator

Select the *Notify Delegator* checkbox to receive all the notifications that your proxy receives when acting on your behalf.

Proxy: Paul Harvest

From Date: 08/17/2009

To Date: 08/23/2009

Transactions
Manage Approve Payable Time
Manage Approve Reported Time
Manage Reported Time
Manager Absence Approve
Manager Absence Balance
Manager Absence History
Manager Absence Request

☒ **Notify Delegator**

See "Delegation Request Details Page (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Viewing Proxies

Antonio can view all the proxies and request status for the delegation request. If needed he can revoke any of the transactions he has delegated at any time during the delegation period.

Image: View transactions and proxies on the My Proxies page.

This example illustrates the fields and controls on the View transactions and proxies on the My Proxies page.

My Proxies

Antonio Smith

Administrator

This page allows you to view your proxies and the request status for each delegation request. Select a particular status and select *Refresh* to show the matching requests. Select the information icon to view request details. To revoke requests, select the request, then select *Revoke*.

Show Requests by Status:

Choose Delegate								
	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Manager Absence Balance	Paul Harvest	Manager-Item Processing	08/17/2009	08/23/2009	Submitted	Inactive	
<input type="checkbox"/>	Manager Absence History	Paul Harvest	Manager-Item Processing	08/17/2009	08/23/2009	Submitted	Inactive	
<input type="checkbox"/>	Manager Absence Request	Paul Harvest	Manager-Item Processing	08/17/2009	08/23/2009	Submitted	Inactive	
<input type="checkbox"/>	Manager Absence Approve	Paul Harvest	Manager-Item Processing	08/17/2009	08/23/2009	Submitted	Inactive	
<input type="checkbox"/>	Manage Reported Time	Paul Harvest	Manager-Item Processing	08/17/2009	08/23/2009	Submitted	Inactive	
<input type="checkbox"/>	Manage Approve Reported Time	Paul Harvest	Manager-Item Processing	08/17/2009	08/23/2009	Submitted	Inactive	
<input type="checkbox"/>	Manage Approve Payable Time	Paul Harvest	Manager-Item Processing	08/17/2009	08/23/2009	Submitted	Inactive	

[Select All](#) [Deselect All](#)

[Return to Manage Delegation](#)

See "My Proxies Page (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Viewing Delegation Authorities

Once Paul Harvest gets the email notifying him of the delegation request, he accesses the My Delegated Authorities page to accept or reject the request.

Image: View, accept or reject delegated authorities on the My Delegated Authorities page.

This example illustrates the fields and controls on the View, accept or reject delegated authorities on the My Delegated Authorities page.

My Delegated Authorities

Paul Harvest

Manager-Item Processing

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status:

Choose Delegate								
	Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input type="checkbox"/>	Multiple Transactions	Antonio Smith	Administrator	08/17/2009	08/23/2009	Submitted	Inactive	

[Select All](#)
[Deselect All](#)

See "My Delegated Authorities Page (*PeopleSoft HCM 9.2: Application Fundamentals*)".

Viewing Details for Multiple Transactions

Prior to accepting or rejecting the delegation, Paul can review the transaction delegated to him.

Image: View delegated transactions on the Multiple Transactions page.

This example illustrates the fields and controls on the View delegated transactions on the Multiple Transactions page.

Multiple Transactions

Multiple Transactions					
Transaction	Name	From Date	To Date	Request Status	Delegation Status
Manager Absence Request	Antonio Smith	08/17/2009	08/23/2009	Submitted	Inactive
Manager Absence History	Antonio Smith	08/17/2009	08/23/2009	Submitted	Inactive
Manager Absence Balance	Antonio Smith	08/17/2009	08/23/2009	Submitted	Inactive
Manager Absence Approve	Antonio Smith	08/17/2009	08/23/2009	Submitted	Inactive
Manage Reported Time	Antonio Smith	08/17/2009	08/23/2009	Submitted	Inactive
Manage Approve Reported Time	Antonio Smith	08/17/2009	08/23/2009	Submitted	Inactive
Manage Approve Payable Time	Antonio Smith	08/17/2009	08/23/2009	Submitted	Inactive

Delegated Absence Transaction

In this example, Laura Jones is an employee who reports to Antonio Smith. At the time of this absence Antonio Smith has delegated his approval authority to Paul Harvest. When a delegation is active the absence request details will display who is approving the absence request. The Request Details page displays the delegated authority for approval:

Image: Request Details page (1 of 2)

This example illustrates the fields and controls on the Request Details page (1 of 2).

Request Details

Laura Jones
Representative-Customer
[View Request Status and Approval Details](#)

Details	
Start Date :	08/19/2009
End Date :	08/20/2009
Absence Name :	Sick
Reason :	Sickness
Partial Days :	None
Duration :	16.00 Hours
Current Balance : 96.00 Hours**	

Additional Information	
Health Care Provider:	
PCP:	
Copayment:	

Workflow	
Status :	Submitted
Allow Request By :	Employee and Manager
Request As :	Employee

Image: Request Details page (2 of 2)

This example illustrates the fields and controls on the Request Details page (2 of 2).

Request History			
Status	Name	Date	Comments
Submitted	Laura Jones	08/17/2009	

[Customize](#) | [First](#)

Absence Mgmt By Supervisor

Absence Management: Pending [View/Hide Comments](#)

Absence Mgmt By Supervisor

Pending

[Paul Harvest for Antonio Smith](#)

Absence By Supervisor

[Comments](#)

[Return to Absence Request History](#)

**Disclaimer The current balance does not reflect absences that have not been processed.

See "Request Absence Page (*PeopleSoft HCM 9.2: Absence Management*)".

Setting Up Triggers

Understanding Triggers

This topic discusses:

- Trigger uses.
- Trigger table data.
- Trigger generation.
- Managing used or obsolete triggers.
- Segmentation triggers with earning and deduction assignments.
- Defining triggers manually.

Trigger Uses

In Global Payroll, the mechanism used to detect online data changes that should result in iterative, retroactive, or segmentation processing is called a *trigger*. To set up triggers, you select the database records and fields that you want to make sensitive to data changes such as pay increases, job location changes, and terminations; then, when the change occurs, the system writes a line of data to a table called a *trigger table* to tell the system how to process the change.

There are three types of triggers:

- Iterative

An *iterative* trigger tells the system to process (or reprocess) a payee in the current open calendar, possibly because payee data has changed or the payee was placed in suspended mode during batch processing. The system generates only one iterative trigger per payee per open calendar group, regardless of the number of calendars in the calendar group. When data changes for the payee, the system (using online code) generates iterative triggers that enable the batch process to recalculate the payee, add the payee to the calendar run, or remove the payee from the calendar run.

- Retroactive

A *retroactive* (or *retro*) trigger tells the system to reprocess previously calculated (closed) calendars. For example, this can occur when a payee's rate of pay changes and the change goes back to a prior calendar. The payroll data must be reprocessed to ensure that the payee receives the correct payment amounts.

See [Understanding Retroactive Methods](#).

- Segmentation

A segmentation trigger tells the system to segment all or a subset of payroll elements in a pay run in response to a change in payee data.

See [Understanding Segmentation Setup](#).

You can generate triggers in two ways:

- **Manually:** Doesn't require you to set up trigger definitions. You create triggers manually for a given payee.

See [Managing Automatically Generated Triggers and Defining Triggers Manually](#).

Note: You can generate triggers manually only for retroactive and segmentation triggers.

- **Automatically:** Requires you to set up trigger definitions. These trigger definitions tell the system how and when to generate "automatic" triggers when a database change occurs.

Once triggers are generated (manually or automatically), the batch process uses the trigger to perform the proper action.

Trigger Table Data

When a trigger is generated by a change to a record or record and field combination, the system writes the data needed to process the change to a trigger table. Each type of trigger has a separate table for storing this data.

Iterative Trigger Table

The information generated by an iterative trigger is stored in the iterative trigger table (GP_ITER_TRGR). This table contains the following data:

Field	Purpose
EMPLID	<p>Iterative triggers are payee-level triggers generated from records that have Employee ID as part of their key structure. The EMPLID identifies the payee affected by the change that generates the trigger.</p> <p>Mass triggers function differently and are not restricted to records that have Employee ID as part of their key structure.</p> <p>See Understanding Mass Triggers, .</p>
CAL_RUN_ID	Identifies the calendar run in which the iterative trigger is processed.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same iterative trigger is generated repeatedly, a timestamp is needed to keep the instances unique.

Field	Purpose
ITER_TRGR_STATUS	<p>Identifies whether the system is processing a trigger. Options are:</p> <p><i>Canceled:</i> You can cancel a trigger whose status is <i>Unprocessed</i> on the Payee Triggers - Iterative page.</p> <p><i>In-Process:</i> For triggers that are being considered by the batch process.</p> <p><i>Processed:</i> For triggers that were processed by the system and can't be reconsidered.</p> <p><i>Unprocessed:</i> For triggers that haven't been processed by the system.</p>
ITER_TRGR_SRC	<p>Identifies how the iterative trigger is generated. Options are:</p> <p><i>Batch:</i> For triggers that are generated during batch processing.</p> <p><i>Online:</i> For triggers that are generated by the online code.</p>
COUNTRY	The country code associated with the iterative trigger.
RECNAME	Identifies the source record from which the iterative trigger is generated.
FIELDNAME	Identifies the field that generates the iterative trigger in response to a data change.
TRGR_FLD_VAL_CHAR	Identifies the character value change that causes the iterative trigger to be generated. This field is not populated if the trigger is defined at the record level only.
TRGR_FLD_VAL_DT	Identifies the date value change that causes the iterative trigger to be generated. This field is not populated if the trigger is defined at the record level only.
TRGR_FLD_VAL_NUM	Identifies the numeric value change that causes the iterative trigger to be generated. This field is not populated if the trigger is defined at the record level only.

When an iterative trigger is generated by a data change, the system writes the employee ID, the country, and the calendar run ID along with other information to the trigger table to facilitate iterative processing by the batch code.

Among other things, this data tells the system:

- Which payees to process or reprocess.
- Which open calendars to process.

In addition, the system uses the RECNAME, FIELDNAME, TRGR_FLD_VAL_CHAR, TRGR_FLD_VAL_DT, and TRGR_FLD_VAL_NUM fields to identify the source of an iterative trigger (the record, field, and/or field value changes that generate a trigger). This information enables a clearer understanding of what causes iterative processing of a payee's earnings, and can be used to facilitate debugging or answer queries.

Note: You can view the trigger source data stored in this table on the Iterative page.

See [Iterative Page](#).

Retroactive Trigger Table

The information generated by a retroactive trigger is stored in the retroactive trigger table (GP_RTO_TRGR). This table contains the following data:

Field	Purpose/Description
EMPLID	<p>Retroactive (or <i>retro</i>) triggers are payee-level triggers generated from records that have Employee ID as part of their key structure. The EMPLID identifies the payee affected by the change that generates the trigger.</p> <p>Mass triggers function differently and are not restricted to records that have Employee ID as part of their key structure.</p> <p>See Understanding Mass Triggers.</p>
COUNTRY	The country code associated with a retroactive trigger.
TRGR_EVENT_ID	The trigger event ID associated with record, field, or value changes as defined in the trigger setup.
TRGR_EFFDT	The effective date tells the system which pay periods to process retroactively (for example, a retro trigger with an effective date of January 1, 2000 tells the system to reprocess all calendars beginning with the January 2000 payroll run).
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same retroactive trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
RTO_TRGR_SRC	<p>Identifies how the retro trigger is generated. Options are:</p> <p><i>Automatic:</i> Identifies triggers that are generated by the online code.</p> <p><i>Manual:</i> Denotes manually generated triggers.</p> <p><i>Utility-Generated:</i> Not available.</p>

Field	Purpose/Description
TRGR_STATUS	Identifies whether the system is processing a trigger. Options are: <i>Canceled</i> : You can cancel a trigger whose status is <i>Unprocessed</i> on the Payee Triggers page. <i>In-Process</i> : Denotes triggers that are being considered by the batch process. <i>Processed</i> : Identifies triggers that were processed by the system and can't be reconsidered. <i>Unprocessed</i> : Identifies triggers that haven't been processed by the system.
TRGR_DESCR	This field serves as the trigger tag or description of a trigger. For use with the <i>Utility-Generated</i> source value.
CAL_RUN_ID	Identifies the calendar run in which the retroactive trigger is processed.
RECNAME	Identifies the source record from which the retro trigger is generated.
FIELDNAME	Identifies the field that generates the retro trigger in response to a data change.
TRGR_FLD_VAL_CHAR	Identifies the character value change that causes the retro trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_DT	Identifies the date value change that causes the retro trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_NUM	Identifies the numeric value change that causes the retro trigger to be generated. This field is not populated if the triggered is defined at the record level only.

When a retroactive trigger is generated by a data change, the system writes the employee ID, the effective date of the change (also called the trigger effective date), the country, and the associated event ID along with other information to the trigger table to facilitate retroactive processing by the batch code.

Among other things, this data tells the system:

- Which payees to process.
- Which periods to process retroactively, based on the trigger effective date.
- Which process definition to use to recalculate prior periods.

In addition, the system uses the RECNAME, FIELDNAME, TRGR_FLD_VAL_CHAR, TRGR_FLD_VAL_DT, and TRGR_FLD_VAL_NUM fields to identify the source of a retro trigger (the record, field, and/or field value changes that generate a trigger). This information enables a clearer understanding of what causes retroactive processing of a payee's earnings, and can be used to facilitate debugging or answer queries.

Note: You can view the trigger source data stored in this table on the Retro page.

See [Retro Page](#).

Note: You can generate multiple rows of trigger data for one event by making multiple record and field combinations sensitive to retroactive data changes. For example, a retroactive change in hire date and a retroactive change in pay group might both generate retro triggers for the same event. In the case of multiple retro triggers, the earliest trigger effective date is used to drive limit calculations, which, in turn, direct retroactive calculations.

Segmentation Trigger Table

The information generated by a segmentation trigger is stored in the segmentation trigger table (GP_SEG_TRGR). This table contains the following data:

<i>Field</i>	<i>Purpose</i>
EMPLID	Segmentation triggers are payee-level triggers generated from records that have Employee ID as part of their key structure. The EMPLID identifies the payee affected by the change that generates the trigger. Mass triggers function differently and are not restricted to records that have Employee ID as part of their key structure. See Understanding Mass Triggers .
EMPL_RCD	Identifies the job affected by a segmentation event.
COUNTRY	The country code associated with the segmentation trigger.
TRGR_EVENT_ID	The trigger event ID associated with a triggering condition, as defined in your setup. It tells the system what type of segmentation to apply and the elements to segment (in the case of element segmentation).
TRGR_EFFDT	The effective date tells the system how to segment a pay period (for example, a segmentation trigger with an effective date of June 15 tells the system to divide the June pay period into two segments, one with the dates June 1 to June 15, and another with the dates June 16 to June 30).

Field	Purpose
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same segmentation trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
SEG_TRGR_SRC	Identifies how the segmentation trigger is generated. Options are: <i>Automatic:</i> Identifies triggers generated by the online code. <i>Manual:</i> Denotes manually generated triggers.
SEG_TRGR_STATUS	Identifies whether the system is processing a trigger. Options are: <i>Active:</i> Indicates that the trigger has been written out and will remain active until canceled by a user. <i>Canceled:</i> You can cancel a trigger whose status is <i>Active</i> on the Payee Triggers page.
SEG_TRGR_LVL	Specifies whether a trigger is a payee-level or a payee-job (EMPL_RCD) level trigger. Instructs the system to process for one job only or for all jobs.
RECNAME	Identifies the source record from which the segmentation trigger is generated.
FIELDNAME	Identifies the field that generates the segmentation trigger in response to a data change.
TRGR_FLD_VAL_CHAR	Identifies the character value change that causes the segmentation trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_DT	Identifies the date value change that causes the segmentation trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_NUM	Identifies the numeric value change that causes the segmentation trigger to be generated. This field is not populated if the triggered is defined at the record level only.
TRGR_FLD_VAL_PIN	Contains the PIN number of the element (earning or deduction) that causes the segmentation trigger to be generated. This applies only to triggers that result from an element assignment in the earning/deduction assignment record GP_PYE_OVRD. See Understanding Overrides .

When a segmentation trigger is generated by a data change, the system writes the employee ID, the effective date of the change (also called the trigger effective date), the country, and the associated event ID along with other information to the trigger table to facilitate retroactive processing by the batch code.

Among other things, this data tells the system:

- Which payees to process.
- The dates to use for the period segments or slices.
- What type of segmentation to use and the elements to segment (in the case of element segmentation).

In addition, the system uses the RECNAME, FIELDNAME, TRGR_FLD_VAL_CHAR, TRGR_FLD_VAL_DT, TRGR_FLD_VAL_NUM, and TRGR_FLD_VAL_PIN fields to identify the source of a segmentation trigger (the record, field, and/or field value changes that generate a trigger). This information enables a clearer understanding of what causes segmentation of a payee's earnings, and can be used to facilitate debugging or answer queries.

Note: You can view the trigger source data stored in this table on the Segmentation page.

See [Segmentation Page](#).

Trigger Generation

This topic discusses the concept of trigger effective date types and trigger levels, and describes how and when the system generates triggers based on effective date types and trigger levels.

Effective Dates and Effective Date Types

All triggers except iterative triggers are stored in the trigger tables with their trigger effective dates (TRGR_EFFDT). These dates are based on—but are not necessarily identical to—the dates of the database changes that cause the triggers to be generated. In the PeopleSoft system, these database change dates are recorded in the following fields: Effective Date, Begin and End Date, and Fixed Date fields. Because of the central role played by these fields, retro and segmentation triggers can *only* be generated from *dated* records: retroactive triggers can only be defined for records with *Effective* or *Begin* and *End Date* fields, or records with *Fixed Date* fields; and segmentation triggers can only be defined for records with *Effective Date* fields, with one exception: the system can also generate segmentation triggers from the begin and end dated earning/deduction assignment record GP_PYE_OVRD.

Based on which date field is the source of the trigger effective date, every retro and segmentation trigger falls into one of the following *effective date types*:

- *Effective Date*: Trigger date is based on an Effective Date field.
- *Begin/End Date*: Trigger date is based on a Begin or End Date field.
- *Fixed Date*: Trigger date is based on a fixed date that has been passed as a parameter to the generic PeopleCode function Generate_Triggers.

See [Implementing Triggers](#).

When the system processes retro and segmentation triggers, it uses the effective date type determine what date to use as the trigger effective date.

Note: Iterative triggers do not use the concept of trigger effective dates, since the change date is irrelevant to their function, which is to trigger the calculation or recalculation of the current pay run for a specific payee. They can be defined for non-effective-dated records as well as effective dated and begin and end dated records.

Trigger Levels

When you set up triggers in PeopleSoft Global Payroll, you must specify the level at which the system responds to database changes: you can set up the system to generate triggers in response to effective or begin and end dated changes to any field in a record (trigger level = *Record*), to all changes to a specific field in the record (trigger level = *Field, Non Value Based*), or only when a specific value is entered in the field (trigger level = *Field, Value Based*). The trigger level determines when and under what conditions the system generates triggers.

Rules for Iterative Triggers: Generating Triggers

Iterative triggers are generated only when an open calendar group exists; the calendar group must have been "Identified."

When the trigger level is *Record*, the system generates an iterative trigger if a row is added, changed, or deleted.

When the trigger level is *Field, Non-Value-based*, the system generates an iterative trigger if:

- A row and the field are changed.
- A row is added or deleted.

Note: For *Field, Non-Value-based* triggers, adding a row causes a trigger to be generated only if the field value changes.

When the trigger level is *Field, Value-based*, besides observing the rules for non-value-based triggers, the system generates an iterative trigger only if the value of the added, changed, or deleted row matches a value you specified earlier, or you have chosen to generate triggers even if no values match.

Rules for Retroactive Triggers: Setting Trigger Effective Dates and Generating Triggers

When Trigger Effective Date Type is *Effective Date*:

- By default, if a row is added, the system uses the effective date as the trigger effective date.

Note: Although the default is to use the change date (the effective date of the added row) as the trigger effective date, you can modify effective dating of retro triggers on the Trigger Definitions – Field Values page so that the trigger date falls before or after the actual change date.

See [Trigger Definitions - Field Values Page](#).

- If a row is deleted, the system uses the initial effective date as the trigger effective date.
- If a row is changed, the system uses the earlier of the initial effective date and the changed effective date as the trigger effective date.

The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date of the row at save time. If you haven't changed the effective date, it's the same as the initial effective date. If you've changed the effective date, it is different from the initial effective date.

When Trigger Effective Date Type is *Begin/End Date*:

- By default, if a row is added, the system uses the begin date as the trigger effective date.

Note: Although the default is to use the change date (the begin date of the added row) as the trigger effective date, you can modify effective dating of retro triggers on the Trigger Definitions – Field Values page so that the trigger date falls before or after the actual change date.

See [Trigger Definitions - Field Values Page](#).

- If a row is deleted, the system uses the initial begin date as the trigger effective date.
- If a row is changed and the end date is the only changed field, the system uses the earlier of the initial end date and changed end date as the trigger effective date; otherwise, the system uses the earlier of the initial begin date and the changed begin date as the trigger effective date.

The initial begin date is the begin date with which the row was loaded. The changed begin date is the begin date of the row at save time. If you haven't changed the begin date, it's the same as the initial begin date. If you've changed the begin date, it is different from the initial begin date.

The initial end date is the end date with which the row was loaded. The changed end date is the end date on the row at save time. If you haven't changed the end date, it's the same as the initial end date. If you've changed the end date, it's different from the initial end date.

Note: With absences, the system uses the begin date as the trigger effective date even if you change the end date. If an existing row is voided, and a new row is created, the system uses the begin date as the trigger effective date.

When Trigger Effective Date Type is *Fixed Date*, the trigger date is the date that you specify as a parameter in the PeopleCode function `Generate_Triggers`.

When Trigger Level is *Record*:

- The system generates a retro trigger if a row is added, changed, or deleted.
- If you change multiple rows, the earliest trigger date from all the changed rows is used as the trigger effective date.

When Trigger Level is *Field*, Non-Value-based:

- If a row is added or deleted, the system finds the maximum effective-dated row that's earlier than the trigger date for the row.

If the field value differs between the prior row and the added or deleted row, the system generates a retroactive trigger.

- If a row and the field value are changed, the system generates a retroactive trigger regardless of whether the effective date for that row is changed.
- If a row and the effective date for that row are changed (assume the effective date before the change is the "old date" and that the effective date after the change is the "new date"):

- If the field is changed, the system generates a retroactive trigger.
- The system finds the row whose maximum effective date is less than the new date.

If the field value differs between the prior row and the changed row, a retroactive trigger is generated.

- The system finds the row whose maximum effective date is less than the old date.

If the field value differs between the prior row and the changed row, a retroactive trigger is generated.

- If a prior row isn't found, the added, changed, or deleted row is the first row in the buffer.

In this case, a retroactive trigger is generated with the primary event ID specified in the trigger definition.

When Trigger Level is *Field*, Value-based, besides observing the rules for non-value-based triggers, the system generates a retroactive trigger only if the value of the added, changed, or deleted row matches a value you specified earlier or you've chosen to generate a trigger even if no values match.

Rules for Segmentation Triggers: Setting Trigger Effective Dates and Generating Triggers

With the exception of the begin and end dated earning and deduction assignment record GP_PYE_OVRD, you can generate segmentation triggers only from records whose Trigger Effective Date Type is *Effective Date*.

See [Segmentation Triggers with Earning and Deduction Assignments](#).

Segmentation triggers aren't generated for deleted rows.

When Trigger Effective Date Type is *Effective Date*:

- If a row is added, the system use the effective date of the added row as the trigger effective date.
- If a row is changed, the system uses the effective date of the change as the trigger effective date (not the initial effective date).

Note: The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date of the row at save time.

When Trigger Effective Date Type is *Begin/End Date*:

Note: The only begin and end dated record for which you can define segmentation triggers is the earning and deduction assignment record GP_PYE_OVRD

- If a row is added, the system uses the begin date as the effective date of the initial trigger, and the end date + 1 as the effective date of the terminal trigger.

Note: When a segmentation trigger is generated from the begin and end dated record GP_PYE_OVRD, the system creates two triggers, each with a different trigger effective date—one based on the begin date, and another based on the end date. For example, assume that you assign a deduction to a payee with begin and end dates of June 10 and June 20, and that you process payrolls on a monthly calendar. The system creates a trigger with an effective date of June 10 (the initial trigger), and a second trigger with an effective date of June 21 (the terminal trigger with an effective date of end date + 1). Based on these trigger dates, the system divides the period into three segments: 1–10 June, 11–20 June, and 21–30 June.

- If a row is changed and the end date is the only changed field, the system uses the changed end date + 1 as the new terminal trigger effective date. If a row is changed and the begin date is the only changed field, the system uses the changed begin date as the new initial trigger effective date.

The initial begin date is the begin date with which the row was loaded. The changed begin date is the begin date of the row at save time. If you haven't changed the begin date, it's the same as the initial begin date. If you've changed the begin date, it is different from the initial begin date.

The initial end date is the end date with which the row was loaded. The changed end date is the end date on the row at save time. If you haven't changed the end date, it's the same as the initial end date. If you've changed the end date, it's different from the initial end date.

When Trigger Level is *Record*, the system generates a segmentation trigger if a row is added or changed.

When Trigger Level is *Field*, Non-Value-based:

- If a row is added or changed, the system finds the row whose maximum effective date is less than the added or changed row.

If the field value differs between the prior and current row, the system generates a segmentation trigger.

- If a prior row cannot be found:
 - If the field value is changed, the system generates a segmentation trigger.
 - If it is a new row, the system generates a segmentation trigger for all specified fields.

When Trigger Level is *Field*, Value-based, besides observing the rules for non-value-based triggers, the system generates a segmentation trigger only if the value of the added or changed row matches a value you specified earlier or you have chosen to generate triggers even if no values match.

Managing Used or Obsolete Triggers

The Global Payroll system automatically marks retro and iterative triggers as used once they initiate the required processing so that they do not affect future calculations. In addition, you can manually cancel both iterative and retro triggers that have been created in error or that you do not want to impact payroll processing. By contrast, segmentation triggers are designed to remain active in the system, since if a segmentation event occurs during a calculation period, it should trigger segmentation every time the period is processed. However, there are times when segmentation events need to be modified or removed after they are entered in the system, either because they should not have been entered at all, the dates of the event were entered incorrectly, or other data was recorded incorrectly. The Global Payroll system addresses the problem of unnecessary triggers left by segmentation events by automatically deleting them

in response to the following data changes at each of the three trigger levels (*Record, Field-Non Value Based, Field-Value Based*):

Data Change	Record Trigger Level	Field – Non Value Based Trigger Level	Field – Value Based Trigger Level
Effective, Begin, or End Date Correction	Yes	Yes	Yes
Field Value Correction	No	Yes	Yes
Row Deletion	Yes	Yes	Yes

Important! The system only deletes automatically generated triggers, not manually generated triggers or mass triggers.

Note: Although the system automatically removes segmentation triggers in the situations described here, you can also manually cancel segmentation triggers just as you can iterative and retro triggers. To manage and cancel triggers, use the pages in the Review Triggers (GP_TRIGGER) and Review Iterative Triggers (GP_TRGRITER_CALRUN) components.

Example: Removing a Segmentation Trigger In Response to a Change In the Effective Date of a Row

Assume that there is a *Field, Value Based* trigger on the JOB record.

The field and field values defined to generate triggers are Action and *PAY* (pay rate change) or *TER* (termination).

Assume that you change the effective date of a termination action (TER) from November 15 to November 20.

When the effective date associated with this action changes, the system should:

- Delete the old trigger associated with the changed source row.
- Insert a new trigger with a new trigger effective date.

User Action	Field Change	Effdt/Effseq	Trigger Action	Trigger Effdt	Source Field Value	Trigger Event ID
Existing Row	PAY	10/20/05	Insert	10/20/05	PAY	Event 1
Existing Row	TER	11/15/05	Insert	11/15/05	TER	Event 1
Correction	TER	11/20/05	Delete	11/15/05	TER	Event 1
			Insert	11/20/05	TER	Event 1

In this example, the effective date of the November 15 termination row changes to November 20. As a result, the system deletes the November 15 trigger and creates a new trigger with an effective date of November 20.

Example: Removing a Segmentation Trigger In Response to a Change In a Field Value

Assume that there is a *Field, Value Based* trigger on the JOB record.

The field and field values defined to generate triggers are Action and *PAY* (pay rate change) or *TER* (termination).

Assume that you change the Action value of an October 20 effective dated row from *TER* (termination) to *DTA* (data change).

When the effective date associated with this action changes, the system should delete the old trigger without creating a new one:

<i>User Action</i>	<i>Field Change</i>	<i>Effdt/Effseq</i>	<i>Trigger Action</i>	<i>Trigger Effdt</i>	<i>Source Field Value</i>	<i>Trigger Event ID</i>
Existing Row	PAY	01/01/05	Insert	01/01/05	PAY	Event 1
Existing Row	TER	10/20/05	Insert	10/20/05	TER	Event 1
Existing Row	DTA	11/15/05	None		TER	Event 1
Correction	DTA	10/20/05	Delete	10/20/05	TER	Event 1
			No Trigger			

In this example, the value of the October 20 effective dated row changes from *TER* to *DTA*. Because *DTA* is not a recognized value for trigger generation (only *TER* and *PAY* are set up to generate triggers), the system deletes the trigger with the October 20 effective date without generating a new one.

Example: Removing a Segmentation Trigger In Response to a Change In a Field Value

Assume that there is a *Field, Value Based* trigger on the JOB record.

The field and field values defined to generate triggers are Action and *PAY* (pay rate change) or *TER* (termination).

Assume that you change the Action value of a July 1, 2005 effective dated row from *DTA* (data change) to *PAY* (pay rate change), and that there is a second, preexisting row with a value of *PAY* and an effective date of January 1, 2006. This example shows that the latter row is affected by the change to the earlier row:

<i>User Action</i>	<i>Field Change</i>	<i>Effdt/Effseq</i>	<i>Trigger Action</i>	<i>Trigger Effdt</i>	<i>Source Field Value</i>	<i>Trigger Event ID</i>
Existing Row	DTA	01/01/05	None		PAY	Event 1
Existing Row	DTA	07/01/05	None		TER	Event 1
Existing Row	PAY	01/01/06	Insert	01/01/06	TER	Event 1

User Action	Field Change	Effdt/Effseq	Trigger Action	Trigger Effdt	Source Field Value	Trigger Event ID
Correction	PAY	07/01/05	Delete	No trigger to delete.	TER	Event 1
			Insert	07/01/05		
			Delete	01/01/06		
			No Trigger			

In this example, the value of the July 1, 2005 effective dated row changes from DTA to PAY. Because trigger generation is based on field value changes, and there is no change between the July 1, 2005 and January 1, 2006 rows (both have a field value of PAY), the system deletes the trigger originally created for the latter row, and inserts a new trigger with a July 1, 2005 effective date. Note that there are no triggers for the DTA rows, as DTA is not a value that has been defined for trigger generation.

Special Rules for Field-Based Segmentation Triggers for Records Containing EFFSEQ (Effective Sequence) Field

There are special rules for managing field-based segmentation triggers if the record contains the field EFFSEQ (for example, the JOB record):

- When the trigger definition is *Field – Non Value Based*, the trigger generation PeopleCode inserts a trigger for a given effective date using only the highest effective sequence row. That is, only the highest effective sequence row per effective date matters when the trigger definition is Field – Non Value based. This prevents unnecessary trigger generation when you enter first one effective sequence row and then another with the same effective date to correct errors in the first row.
- When the trigger definition is *Field – Value Based*, the trigger generation PeopleCode inserts a separate trigger for each effective sequence row with a given effective date. In other words, all effective sequence rows are processed when the trigger definition is value based. This is to accommodate situations in which it is necessary or desirable to have multiple effective sequence rows. For example, there are some fields such as JOB.ACTION in which you might enter a transfer and a promotion one after another on the same day. This field would most likely have a value-based trigger definition.

Segmentation Triggers with Earning and Deduction Assignments

In Global Payroll you can define segmentation triggers only for *effective dated* records, with one exception: you can define segmentation triggers for the *begin and end dated* earning and deduction assignment record GP_PYE_OVRD. This exception enables you to assign an earning or deduction to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components, and segment (and prorate) the element when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date.

For example, assume that an earning element E1 for 300 USD is assigned to a payee with begin and end dates of 10 and 20 June respectively (assume a monthly pay period), and that the system is set up to trigger segmentation from the earning and deduction assignment record for this element. Based on the assignment begin and end dates, the system will slice the pay period into three segments and process—and prorate—the element in the second slice:

Element	Slice 1 June 1–10	Slice 2 June 11–20	Slice 3 June 21–30
Earning = E1 Calculation Rule = Amount Amount = 300	Element not resolved in slice 1.	Resolved amount = 100 (proration factor = .333333333)	Element not resolved in slice 3.

Note: The only type of segmentation that can be defined for the GP_PYE_OVRD record is *element segmentation*.

Related Links

[Setting Up Trigger Definitions](#)

Defining Triggers Manually

In addition to setting up the system to generate triggers automatically, you can enter triggers manually on the Review Triggers component (GP_TRIGGER) by selecting the trigger type, the trigger effective date, the process definition, and other data needed by the system to initiate retroactive or segmentation processing.

See [Managing Automatically Generated Triggers and Defining Triggers Manually](#).

Setting Up Trigger Definitions

This topic provides an overview of trigger definition for iterative, retro, and segmentation triggers, and describes the pages used to set up triggers.

Pages Used to Set Up Trigger Definitions

Page Name	Definition Name	Navigation	Usage
Trigger Definitions	GP_TRGR_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define iterative, segmentation, and retroactive triggers. To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.
Trigger Definitions - Field Values	GP_TRGR_SETUP_SEC	Click the List Field Values link on the Trigger Definitions page.	Indicate which field values initiate actions.

Related Links

[Understanding Calendars](#)

[Understanding Retroactive Methods](#)

[Understanding Segmentation Setup](#)

[Segmentation Event Definition Page](#)

Understanding Trigger Definition Setup

This topic discusses the setup steps for automatic trigger generation by the online system.

Note: PeopleSoft recommends that when you define a retroactive or segmentation trigger, you also define an iterative trigger. If a calendar group has been calculated once and data changes are subsequently made, unless an iterative trigger is defined, retroactive or segmentation triggers generated from the data changes are not processed until the next Identify phase.

Setting Up Iterative Triggers

Iterative triggers can be defined for both effective and begin and end dated records, as well as for non-dated records.

To set up iterative Triggers:

1. Select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions.

The search page for the Trigger Definitions component (GP_TRGR_SETUP) appears.

2. Select the Add a New Value tab.
3. On the Add a New Value tab, select a country, identify the record you want to make sensitive to data changes in the Record (Table) Name field, and select a trigger type of *Iterative*.
4. Click the Add button.

The Trigger Definitions page appears.

5. On the Trigger Definitions page, select a Trigger Level of *Record* or *Field*.

Select *Record* to generate a trigger in response to a change to any field in the record; select *Field* if you want the system to generate a trigger only in response to changes to a specific field or group of fields in the record.

If you select *Field*, you must list the fields that you want to make sensitive to data changes in the List Fields With Trigger group box. You can further restrict the data changes that generate triggers by selecting the Dependent on Field Value Action check box for a specific field and specifying the values that trigger iterative processing.

Setting Up Retro Triggers

Retro triggers can be defined for both effective and begin and end dated records, as well as for fixed date records.

To set up retro triggers:

1. Select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions.

The search page for the Trigger Definitions component (GP_TRGR_SETUP) appears.

2. Select the Add a New Value tab.
3. On the Add a New Value tab, select a country, identify the record you want to make sensitive to data changes in the Record (Table) Name field, and select a trigger type of *Retro*.
4. Click the Add button.

The Trigger Definitions page appears.

5. On the Trigger Definitions page, select a trigger event ID (or primary event ID if the trigger level is *Field*).

Trigger event IDs tell the system how to process retroactive data.

Note: Define trigger event IDs on the Retro Event Definition page.

See [Retro Event Definition Page](#).

6. On the Trigger Definitions page, select a Trigger Level of *Record* or *Field*.

Select *Record* if you want the system to generate a trigger in response to a change to any field in the record; select *Field* if you want the system to generate a trigger in response to changes to a specific field or group of fields in the record.

If you select *Field*, you must list the fields that you want to make sensitive to data changes in the List Fields With Trigger group box. You can further restrict the data changes that generate triggers by selecting the Dependent on Field Value Action check box for a specific field, clicking the List Field Values link, and specifying the values that trigger retro processing.

7. In addition, you must specify a trigger event ID or primary event ID at one of the following levels:
 - If you select *Record* as the trigger level, specify the trigger event ID in the Trigger Event ID field at the record level on the Trigger Definitions page.
 - If you select *Field* as the trigger level, and trigger generation is not dependent on specific field values, specify the trigger event ID at the field level in the List Fields With Trigger group box on the Trigger Definitions page.
 - If you select *Field* as the trigger level, and segmentation is dependent on specific field values, click the List Field Values link and specify the trigger event ID at the field value level in the Field Values group box on the Trigger Definitions – Field Values page.
 - In addition, if you select *Field* as the trigger level, you must enter a primary event ID at the record level in the Primary Event ID field on the Trigger Definitions page. This ID functions as the default event ID when the changed, added, or deleted row that triggers retro processing is the first row in the buffer (that is, a prior row cannot be found).

Note: The Primary Event ID field appears only when the trigger type is *Retro* and the trigger level is *Field*.

Setting Up Segmentation Triggers for Effective Dated Records

In Global Payroll, you can set up segmentation triggers for effective dated records and for a single begin and end-dated record—the earning and deduction assignment record GP_PYE_OVRD. In this topic we discuss the steps for setting up segmentation triggers for effective dated records.

To set up segmentation triggers for effective dated records:

1. Select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions.

The search page for the Trigger Definitions component (GP_TRGR_SETUP) appears.

2. Select the Add a New Value tab.
3. On the Add a New Value tab, select a country, identify the record you want to make sensitive to data changes in the Record (Table) Name field, and select a trigger type of *Segmentation*.
4. Click the Add button.

The Trigger Definitions page appears.

5. On the Trigger Definitions page, select a Trigger Level of *Record* or *Field*.

Select *Record* if you want the system to generate a trigger in response to a change to any field in the record; select *Field* if you want the system to generate a trigger in response to changes to a specific field or group of fields in the record.

If you select *Field*, you must list the fields that you want to make sensitive to data changes in the List Fields With Trigger group box. You can further restrict the data changes that generate triggers by selecting the Dependent on Field Value Action check box for a specific field, clicking the List Field Values link, and specifying the values that trigger segmentation.

6. In addition, you must define a trigger event ID at the appropriate level:
 - If you select *Record* as the trigger level, define the trigger event ID at the record level on the Trigger Definitions page.
 - If you select *Field* as the trigger level, and segmentation is not dependent on specific field values, specify the trigger event ID at the field level in the List Fields With Trigger group box on the Trigger Definitions page.
 - And if you select *Field* as the trigger level, and segmentation is dependent on specific field values, click the List Field Values link and specify the trigger event ID at the field value level in the Field Values group box on the Trigger Definitions – Field Values page.

Note: The trigger event IDs tell the system what type of segmentation to use (*period* or *element* segmentation), and in the case of element segmentation, what elements (earnings, deductions, and other elements) to segment in response to a change in data. You define trigger event IDs on the Segmentation Event Definition page.

See [Segmentation Event Definition Page](#).

Setting Up Segmentation Triggers for The Begin and End-Dated Earning and Deduction Assignment Record (GP_PYE_OVRD)

You can set up segmentation triggers for the earning and deduction assignment record (GP_PYE_OVRD) if you want an assigned element to be sliced and prorated based on the assignment begin and end dates.

Note: If you want a segmented element to be prorated, you must associate the element with a proration rule on the earning and deduction definition pages.

To define a segmentation trigger for the earning and deduction assignment record:

1. Select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions.

The search page for the Trigger Definitions component (GP_TRGR_SETUP) appears.

2. Select the Add a New Value tab.
3. On the Add a New Value tab, select a country, enter *GP_PYE_OVRD* in the Record (Table) Name field, and select a trigger type of *Segmentation*.
4. Click the Add button.

The Trigger Definitions page appears.

When you define a segmentation trigger for the earning and deduction assignment record (GP_PYE_OVRD), the system automatically populates the fields on the Trigger Definitions page with these values:

Field	Value	Explanation
Trigger Level	Field	Segmentation triggers generated from the <i>GP_PYE_OVRD</i> record are field level triggers. The field is automatically defined as PIN_NUM (Element Name). This means that segmentation triggers are generated only when earnings or deductions are assigned to payees and entered in the PIN_NUM (Element Name) field on the Payee Assignment by Element or Element Assignment by Payee components.
Trigger Effective Date Type	Begin-End Date	The <i>GP_PYE_OVRD</i> record is a begin and end dated record.
Field Name	PIN_NUM	This is the only field on the <i>GP_PYE_OVRD</i> record that is defined to trigger segmentation.

Field	Value	Explanation
Dependent on Field Value	Selected	When you define Segmentation triggers for the <i>GP_PYE_OVRD</i> record, the system requires that you positively identify the specific earning or deduction elements that trigger segmentation. These elements are the field values that must be entered in the Element Name (PIN_NUM) field on the Payee Assignment by Element or Element Assignment by Payee components.

- Click the *List Field Values* link to bring up the Trigger Definitions - Field Values page.
- Use the Entry Type and Element fields on the Trigger Definitions – Field Values page to list the earnings and deductions that should trigger element segmentation when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date.

In addition, specify one of the following trigger options for each element:

- Segment This Element*

If you select this option, the system slices only the specified element.

- Specify Trigger Event ID*

If you select this option, you must specify a trigger event ID. The system then slices the selected element and any other elements included in the element list identified by the trigger event ID.

Note: The trigger event ID tells the system what elements (earnings, deductions, and other elements) to segment in response to a change in data. You define trigger event IDs on the Segmentation Event Definition page.

See [Segmentation Event Definition Page](#).

Warning! You must select the *Active Anytime Within the Segment Period* option on the Countries component (GP_COUNTRY) to fully implement segmentation triggers with the earning and deduction assignment record (GP_PYE_OVRD). If you do not select this option, the system issues the following warning when you add a segmentation trigger to a record: *Warning -- 'Active Anytime within the Segment Period' on the Countries component has not been selected. (17000,4637) In order to take advantage of the functionality when the Earning/Deduction Assignment record (GP_PYE_OVRD) is indicated, you must select 'Active Anytime within the Segment Period' in the Process Payee Assignments group box on the Countries component.*

Trigger Definitions Page

Use the Trigger Definitions page (GP_TRGR_SETUP) to define iterative, segmentation, and retroactive triggers.

To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions

Image: Trigger Definitions page

This example illustrates the fields and controls on the Trigger Definitions page.

Trigger Definitions

Country: Cayman Islands

Record (Table) Name: JOB

Trigger Type: Segmentation

*Trigger Event ID:

*Trigger Status:

*Trigger Level:

*Trigger Effective Date:

Type:

List Fields with trigger					
Customize Find View All First 1-5 of 5 Last					
Field Name	Dependent on Field Value	List Field Values	Trigger Event ID		
ACTION	<input checked="" type="checkbox"/>	List Field Values		+	-
COMPANY	<input type="checkbox"/>		JOB	+	-
DEPTID	<input type="checkbox"/>		JOB	+	-
GP_PAYGROUP	<input type="checkbox"/>		JOB	+	-
PAY_SYSTEM_FLG	<input type="checkbox"/>		JOB	+	-

Note: The fields on this page vary depending on the type of trigger you are creating and the values you select.

Country

Specify the country for which you are defining the trigger.

Record (Table) Name

Displays the record (table) name that you selected to access this page. This record can stand alone or be part of the record and field combination that generates a trigger in response to an online data change.

Trigger Status

To activate the trigger definition, select *Active*.

Trigger Type

Displays the trigger type that you selected to access this page. Options are: *Iterative*, *Retro*, and *Segmentation*.

Trigger Level

Select *Record* if you want the system to generate a trigger in response to a change to any field in the record; select *Field* if you want the system to generate a trigger in response to changes to a specific field or group of fields in the record.

If you select *Field*, you must list the fields that you want to make sensitive to data changes in the Field column in the List Fields With Trigger group box. You can further restrict the data changes that generate triggers by selecting the Dependent on Field Value Action check box for a specific field, clicking the List Field Values link, and specifying the values that should result in trigger generation.

Note: When you define segmentation triggers for the *GP_PYE_OVRD* record, the system automatically sets the Trigger Level to *Field*.

Trigger Event ID

For retro and segmentation triggers, specify the trigger event ID at the record level, the field level, or the field value level:

- If the Trigger Level is *Record*, specify the trigger event ID in the Trigger Event ID field at the top of the page.

Note: This field isn't available at the record level when the trigger type is *Segmentation* and trigger level is *Field*.

Note: The Trigger Event ID, record level field is replaced by the Primary Event ID field when the trigger type is *Retro* and the Trigger Level is *Field* (see below).

- If the Trigger Level is *Field-Non Value Based*, specify the trigger event ID in the Trigger Event ID field in the List Fields With Trigger group box.
- If the Trigger Level is *Field-Value Based*, specify the trigger event ID in the Field Values group box on the Trigger Definitions-Field Values page.

Note: Iterative triggers don't have trigger event definitions, because their only function is to process a payee in the current open calendar; therefore, the defined event is always the same.

Primary Event ID

Enter one of the event IDs defined on the Retro Event Definition page.

The primary event ID functions as the default event ID when the trigger level is *Field* and the changed, added, or deleted row that triggers retro processing is the first row in the buffer (that is, a prior row cannot be found). In this case, the system generates a retroactive trigger using the primary retroactive event ID.

Note: The Primary Event ID field appears only when the trigger type is *Retro* and the trigger level is *Field*.

Trigger Effective Date Type

This field displays one of the following values, based on the record specified in the Record (Table) Name field:

Effective Date

Begin-End Date

Fixed Date

Only retro triggers can have a Trigger Effective Date Type of *Fixed Date*. To generate retro triggers with a fixed trigger effective date, you must pass the date as a parameter to the generic PeopleCode function *Generate_Triggers*. The system generates only one trigger regardless of the number of data changes.

See [Implementing Triggers](#).

Note: When you define segmentation triggers for the *GP_PYE_OVRD* record, the system automatically sets the Trigger Effective Date Type to *Begin-End Date*.

List Fields with Trigger

If you select *Field* in the Trigger Level field, the List Fields With Trigger group box becomes available.

Field Name

Enter the name of the field that you want to make sensitive to data changes.

Note: When you define segmentation triggers for the *GP_PYE_OVRD* record, the system automatically sets the Field Name to *PIN_NUM*.

Dependent on Field Value

Select this check box to indicate that the fields that you've defined as sensitive to data changes are dependent on specific field values. In this case, only changes to the values you specify on the Trigger Definition - Field Values page will trigger a system action. This enables you to limit the kinds of changes that cause iterative, retroactive, or segmentation processing.

When you define Segmentation triggers for the *GP_PYE_OVRD* record, the system automatically selects the *Dependent on Field Value* option.

List Field Values

This link becomes available when you select the *Dependent on Field Value* check box.

Click to access the Trigger Definitions - Field Values page, where you can list the field values that trigger an action.

Trigger Event ID

This field is required when the trigger level is *Field* and Dependent on Field Value is cleared. Based on the type of trigger you are defining, enter an event ID that you defined on either the Retro Event Definition page or the Segmentation Event Definition page.

Note: This field is not used with iterative triggers.

Trigger Definitions - Field Values Page

Use the Trigger Definitions - Field Values page (GP_TRGR_SETUP_SEC) to indicate which field values initiate actions.

Navigation

Click the List Field Values link on the Trigger Definitions page.

Image: Trigger Definitions – Field Values page

This example illustrates the fields and controls on the Trigger Definitions – Field Values page.

Trigger Definitions

Field Values

Country: AUS Australia

Record (Table) Name: JOB

Field Name: ACTION

*Sequence	*Character Value	*Trigger Event ID		
1	HIR	JOB	+	-
2	TER	JOB	+	-
3	RET	JOB	+	-
4	LOA	JOB	+	-

No Match on Field Value Option

☒ Do Not Trigger

☐ Trigger

Trigger Event ID:

Field Values

Sequence

Enter a sequence number, which the system needs to uniquely identify the field values and distinguish them from other rows of data that you might set up.

Numeric Value

If the record and field combination stores numeric values, this field is available for entry. Enter the value that triggers a system action.

Character Value

If the record and field combination stores character values, this field is available for entry. Enter the value that triggers a system action.

Date Value

If the record and field combination stores date values, this field is available for entry. Enter the value that triggers a system action.

Trigger Event ID

This field is required when the trigger level is *Field* and *Dependent on Field Value* is selected. Based on the type of trigger you are defining, enter an event ID that you defined on either the Retro Event Definition page or the Segmentation Event Definition page.

Note: This field is not used with iterative triggers.

Offset Days

This field is available only when the trigger type is *Retro*.

Enter a positive or negative number to increase or decrease the retro trigger effective date in relation to the date of a field value change. For example, if you enter -1 in the Offset Days field for one of the values listed in the Field Values group box, and you retroactively enter that value into the database with an effective date of January 1, 2000, the system automatically adjusts the trigger effective date to December 31, 1999 (one day earlier).

The system then processes pay periods going back to December 1999 rather than January 2000.

Entry Type

This field is available only when the trigger type is *Segmentation* and the record for which you are defining the trigger is *GP_PYE_OVRD*.

Select *Earnings* to define an earning to trigger segmentation when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element components and the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the pay period end date.

Select *Deduction* to define a deduction to trigger segmentation when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element components and the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the pay period end date.

Element

This field is available only when the trigger type is *Segmentation* and the record for which you are defining the trigger is *GP_PYE_OVRD*.

Specify the earning or deduction (depending on the entry type specified above) that should trigger segmentation when it is assigned to the payee.

Trigger Option

This field is available only when the trigger type is *Segmentation* and the record for which you are defining the trigger is *GP_PYE_OVRD*.

Valid values are:

- Specify Trigger Event ID.

If you select this option, you must specify a trigger event ID. The system then slices the selected element and any other elements included in the element list identified by the trigger event ID.

Note: Define Trigger Event IDs on the Segmentation Event Definition page.

See [Segmentation Event Definition Page](#).

- Segment this Element.

If you select this option, the system slices only the specified element (earning or deduction).

No Match on Field Value Option

Use the fields in this group box to specify a default trigger event ID to use when a change to a field involves values other than those listed on the Trigger Definitions – Field Values page. Use these fields only if you want these other values to trigger iterative, retro, or segmentation processing.

Do Not Trigger

This option is selected by default because the system assumes that triggers should be generated only when there is a match between values actually entered in the database and the field values that you identify on the Trigger Definitions – Field Values page.

Trigger

When you select this option, the Trigger Event ID field becomes available for entry.

Trigger Event ID

Enter a default trigger event ID to use to process field values that are not linked to a trigger event ID on the Trigger Definitions – Field Values page.

Example: Using Offset Days with Retro Triggers

The PeopleSoft system considers the effective date of a termination entered in the Action field in the JOB record to be the first day that a payee is no longer working (in other words, the day before the termination is the last day the payee is considered active). If you attach a trigger to this field to process retroactive terminations, the system, by default, sets the trigger effective date equal to the date of the termination row in JOB. This can create problems when the termination effective date is equal to the pay period begin date (meaning, the last day worked is the last day of the prior pay period). For example, assume that you enter a termination in JOB on February 1 after processing and closing the January calendar. In this situation, the system generates a trigger with an effective date of February 1, which is within the current period—a period in which the payee is "inactive" and will not be picked up for processing. Because there is no trigger in the prior, closed period (January), this period will not be recalculated and any rules you have set up to generate termination payments will not be processed. To avoid this problem, set the offset days for the *Termination* action value in the JOB record equal to *-1*.

Related Links

[Understanding Retroactive Methods](#)

Implementing Triggers

To implement the trigger definitions you have defined, you must set up your system so that the records used in these definitions declare and call the function `Generate_Triggers` in one of their field's `SavePostChange PeopleCode`. This `PeopleCode` has already been added to most of the records for which you are likely to define triggers—such as `JOB`—so it is unlikely that you will have to perform this step more than a few times. However, if you do need to add a trigger to a record, complete these steps.

Note: We provide a list of the records to which the `SavePostChange PeopleCode` has been added at the end of this Topic.

1. Declare the function that generates triggers:

```
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
```

2. Declare a local date variable as:

```
Local date &L_DT;
```

3. Invoke the function as:

```
Generate_Triggers(EMPLID, &L_DT);
```

The function `Generate_Triggers` is defined in `FUNCLIB_GP.TRGR_FUNCTIONS.FieldFormula` and needs two parameters when it is invoked. These parameters are:

- `&P_EMPLID`

Identifies the `EMPLID` for which a trigger should be generated. Use field `EMPLID` for `&P_EMPLID`.

- `&P_FIXED_DT`

Holds the value of the trigger effective date for records with a Trigger Effective Date Type of *Fixed Date*. It is ignored for records with a Trigger Effective Date Type of *Effdt* or *Begin-End Date*. Use `&L_DT` for `&P_FIXED_DT`.

The variable `&L_DT` needs to be assigned a value only in the case of *Fixed Date* type triggers. Examples are the positive input records, the Manual Positive Input table (`GP_PI_MNL_DATA`), and the Manual Positive Input Supporting Element Override table (`GP_PI_MNL_SOVR`).

Note: You can enter `PeopleCode` that invokes this function only if certain conditions are met, as discussed in example 2 below.

The following examples are taken from `PeopleCode` delivered with the database. They illustrate how to configure the `PeopleCode` for additional records in the system.

Example 1: Trigger Record = GP_PYE_SOVR

Sample PeopleCode:

```
PeopleCode on GP_PYE_SOVR.EMPLID.SavePostChange

Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;

Local date &L_DT;

/*-----Function to generate Triggers for Global Payroll-----*/

Generate_Triggers(EMPLID, &L_DT);
```

In this example, &L_DT isn't assigned a value, because the Trigger Effective Date Type for the Payee Supporting Element Override table (GP_PYE_SOVR) is not *Fixed Date*.

Example 2: Trigger Record = GP_PI_MNL_DATA (Manual Positive Input)

This record has a Trigger Effective Date Type of *Fixed Date*.

Sample PeopleCode:

```
PeopleCode on GP_PI_MNL_DATA.LASTUPDDTTM.SavePostChange

Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;

Local date &L_DT;

Local Rowset &L_RS0;

Component datetime &C_CAL_IDNT_TS;

/*-----Function to generate Triggers for Global Payroll-----*/

&L_RS0 = GetLevel0();

&L_DT = &L_RS0(1).GP_PI_MNL_D.PRD_END_DT.Value;

If All(&C_CAL_IDNT_TS) Then

    Generate_Triggers(EMPLID, &L_DT);

End-If;
```

In this example, &L_DT must be set to a value to be used as the trigger effective date for triggers generated from positive input.

With positive input, triggers must be generated with the period end date for the calendar that has the positive input. So, &L_DT is set as follows:

```
&L_RS0 = GetLevel0();

&L_DT = &L_RS0(1).GP_PI_MNL_D.PRD_END_DT.Value;
```

Note: GP_PI_MNL_D.PRD_END_DT has been assigned the value of PRD_END_DT for the calendar through earlier PeopleCode on GP_PI_MNL_DATA.ENTRY_TYPE_ID.RowInit.

The function can now be invoked. In the case of positive input, the trigger-generation mechanism needs to be invoked only if the calendar that has positive input has been identified:

```
If All(&C_CAL_IDNT_TS) Then
    Generate_Triggers(EMPLID, &L_DT);
End-If;
```

Note: PeopleSoft recommends that when you define a retroactive or segmentation trigger, you also define an iterative trigger. If a calendar group has been calculated and data changes are subsequently made, unless an iterative trigger is defined, any retroactive or segmentation triggers generated from the data changes aren't processed until the next Identify phase.

Related Links

[Reviewing PeopleSoft Delivered Triggers](#)

Managing Automatically Generated Triggers and Defining Triggers Manually

This topic discusses how to:

- View, add, or cancel segmentation triggers.
- View, add, or cancel retroactive triggers.
- View or change the trigger status for iterative triggers.
- View iterative triggers by calendar group ID.

Pages Used to Manage Triggers and Enter Trigger Manually

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Segmentation	GP_TRIGGER_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Segmentation	View, add, or cancel segmentation triggers by payee. A segmentation trigger must be active to be viewed or managed on this page.
Retro	GP_TRIGGER_RTO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Retro	View, add, or cancel retroactive triggers by payee. A retroactive trigger must be unprocessed to be viewed or managed on this page.
Iterative	GP_TRIGGER_ITER	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Iterative	View iterative triggers by payee. An iterative trigger must be unprocessed to be viewed on this page.

Page Name	Definition Name	Navigation	Usage
Review Iterative Triggers	GP_TRGRITER_CALRUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Iterative Triggers, Review Iterative Triggers	View iterative triggers by calendar group ID. An iterative trigger must be unprocessed to be viewed on this page.

Understanding Trigger Management And Manual Trigger Entry

Use the Review Triggers (GP_TRIGGER) and Review Iterative Triggers (GP_TRGRITER_CALRUN) components to:

- Review and manage triggers generated automatically by the online system.
- Define retro and segmentation triggers manually when you want to bypass the setup for online trigger generation.
- View the *source* record or field for a trigger as well as the field value changes that cause iterative, segmentation, or retroactive processing. This information is useful for debugging and troubleshooting when you are trying to determine why a particular instance of iterative, retro, or segmentation processing took place.

Note: The system does not display source data for manually defined triggers.

Note: You cannot define iterative triggers manually using the Review Triggers (GP_TRIGGER) or Review Iterative Triggers (GP_TRGRITER_CALRUN) components.

Warning! The pages in the Review Triggers and Review Iterative Triggers components enable you to cancel triggers. Do not cancel triggers while a payroll run is processing. This can lead to errors in your payroll results.

Segmentation Page

Use the Segmentation page (GP_TRIGGER_SEG) to view, add, or cancel segmentation triggers by payee.

A segmentation trigger must be active to be viewed or managed on this page.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Segmentation

Image: Segmentation page - Event ID tab

This example illustrates the fields and controls on the Segmentation page - Event ID tab.

Country	Effective Date	Event ID	Description	*Trigger Level	Empl Record	Trigger Status
FRA	06/15/1996	EMPLOI	Job segmentation (period)	Job	0	Active

Image: Segmentation page - Source tab

This example illustrates the fields and controls on the Segmentation page - Source tab.

Country	Effective Date	Event ID	Trigger Source	Created	Source Record	Field Name
FRA	06/15/1996	EMPLOI	Automatically Generated	08/18/2006 11:49AM	JOB	CONTRACT_NUM

Image: Segmentation page - Values tab

This example illustrates the fields and controls on the Segmentation page - Values tab.

Country	Effective Date	Event ID	Trigger Field Value	Element
FRA	06/15/1996	EMPLOI		

Event ID

Select the Event ID tab.

Use the fields on the Event ID tab to view basic data such as the trigger effective date and trigger event ID for an automatically generated segmentation trigger, or add this data to define a trigger manually.

Country

Displays the country to which the trigger applies.

Enter a country code if you are creating a trigger manually.

Effective Date

Displays the trigger effective date in relation to which a pay period or the elements in a pay period are segmented.

Enter a trigger effective date if you are defining a trigger manually.

Event ID

Displays the event ID, which tells the system what type of segmentation to use to process segmentation events and which elements to segment (in the case of element segmentation).

The event IDs displayed here are those that you defined on the Segmentation Event Definition page.

Enter an event ID if you are creating a trigger manually.

Description

Displays a description of the trigger event ID that you defined on the Segmentation Event Definition page.

Trigger Level

Options are:

Payee: If the trigger level is *Payee*, the system segments pay elements for all jobs belonging to the payee.

Job: If the trigger level is *Job*, the system segments pay elements for the job identified by the employee record number in the Empl Rcd # field.

Empl Record (employee record)

Displays the employee record number (job) affected by the segmentation trigger.

If you are defining triggers manually, select the employee record number (job) for which you want to create a trigger.

If the trigger level is *Payee*, the system automatically sets the value of this field to 0.

Trigger Status

Select a trigger status.

Options are:

Active: By default, the value of this field is *Active*.

Canceled: Select to cancel an active segmentation trigger. When you select *Canceled*, the trigger disappears when you click Save and reenter the page.

Source

Select the Source tab.

Use the Source tab to view the source record and field for a segmentation trigger.

The system displays either the source record, or both the source record and field for a trigger, depending on the trigger level:

Trigger Level	Information Displayed
Record	Record Information
Field, Non-Value Based	Record and Field Information
Field, Value-Based	Record and Field Information

Country

Same as the Country field on the Event ID tab.

Effective Date

Same as the Effective Date field on the Event ID tab.

Event ID

Same as the Event ID field on the Event ID tab.

Trigger Source

Displays one of the following values:

- *Automatically Generated*

Indicates that the trigger was created by the online system based on predefined conditions specified during setup.

- *Manually Generated*

Indicates that the trigger was manually entered on this page.

Source Record

View the record that is the source of a trigger.

For manually defined triggers, this field is blank.

Field Name

View the field that is the source of the trigger.

For segmentation triggers generated from the earning and deduction assignment record (GP_PYE_OVRD), the field name is *PIN_NUM*.

For manually defined triggers, this field is blank.

Timestamp

Displays the day and time the trigger was created.

For manually defined triggers, this field is blank.

Values

Select the Values tab.

Use the Values tab to determine what field value change caused the system to generate a segmentation trigger.

The system displays field values only for triggers at the following trigger levels:

Trigger Level	Information Displayed
Field, Non-Value Based	<p>Field Value Information</p> <p>For segmentation triggers generated from effective dated records, the system displays the character, date, or numeric value that triggers segmentation.</p>
Field, Value-Based	<p>Field Value Information</p> <ul style="list-style-type: none"> • For segmentation triggers generated from effective dated records, the system displays the character, date, or numeric value that triggers segmentation. • For segmentation triggers generated from the begin and end dated earning and deduction assignment record (GP_PYE_OVRD), the system displays the name of the element that triggers segmentation.

Country	Same as the Country field on the Event ID and Source tabs.
Effective Date	Same as the Effective Date field on the Event ID and Source tabs.
Event ID	Same as the Event ID field on the Event ID and Source tabs.
Character Value	Displays the character value that generates a trigger.
Date Value	Displays the date value that generates a trigger.
Numeric Value	Displays the numeric value that generates a trigger.
Element Name	Displays the name of the element (earning or deduction) that causes a trigger to be generated (for segmentation triggers generated from the earning and deduction assignment record [GP_PYE_OVRD]).

Adding Manual Segmentation Triggers

To manually insert a segmentation trigger:

- Enter a country and an effective date on the Segmentation page – Event ID tab. The system uses the effective date entered here as the basis for the trigger effective date.
- Specify an event ID for the trigger on the Segmentation page – Event ID tab.

The system uses the event ID to determine what type of segmentation to use and which elements to segment in the case of element segmentation.

The system sets the trigger source to *Manual*, and the trigger status to *Active*.

Note: Unlike automatically generated triggers, manual triggers are independent of any database change defined by a record or record and field combination on the Triggers Definition page. It is important to understand the potential consequences of creating manual triggers. Because they aren't linked to a specific data change, you might segment periods and elements where nothing has changed.

Updating and Canceling Segmentation Triggers

For automatically and manually generated rows of trigger data:

- You can change the event ID.
- You can change the trigger status from *Active* to *Canceled*.
- You cannot reinstate a canceled trigger; you must add a new manual trigger.

For the effective date on generated rows of trigger data:

- The effective date on the Segmentation page is the date in relation to which segmentation occurs.
- You can change the effective date of a manually generated trigger.
- You cannot alter the effective date of a trigger that was generated by the system based on predefined setup rules.

Related Links

[Segmentation and Retro](#)

Retro Page

Use the Retro page (GP_TRIGGER_RTO) to view, add, or cancel retroactive triggers by payee.

A retroactive trigger must be unprocessed to be viewed or managed on this page.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Retro

Image: Retro page - Event ID tab

This example illustrates the fields and controls on the Retro page - Event ID tab.

Country	Trigger Effective Date	Trigger Event ID	Description	Trigger Status
CYM	01/01/2005	K0RETRO	Retro Event Definition	Unprocessed

Image: Retro page - Source tab

This example illustrates the fields and controls on the Retro page - Source tab.

Country	Trigger Effective Date	Trigger Event ID	Retro Trigger Source	Created	Source Record	Field Name
CYM	01/01/2005	K0RETRO	Manually Generated			

Image: Retro page - Values tab

This example illustrates the fields and controls on the Retro page - Values tab.

Country	Trigger Effective Date	Trigger Event ID	Trigger Field Value	Trigger Tag
CYM	01/01/2005	K0RETRO		

Event ID

Select the Event ID Tab.

Use the fields on the Event ID tab to view basic data such as the trigger effective date and trigger event ID for an automatically generated retro trigger, or add this data to define a trigger manually.

Country Displays the country to which the trigger applies.

	Enter a country code if you are creating a trigger manually.
Trigger Effective Date	Displays the trigger effective date. The system uses this date to determine which pay periods to recalculate. Enter a trigger effective date if you are defining a trigger manually.
Event ID	Displays the event ID, which tells the system what retro event definition to use to process the retroactive data. The event IDs displayed here are those that you defined on the Retro Event Definition page. Enter an event ID if you are creating a trigger manually.
Description	Displays a description of the trigger event ID that you defined on the Retro Event Definition page.
Trigger Status	Select a trigger status. Options are: <i>Unprocessed:</i> By default, the value of this field is <i>Unprocessed</i> . <i>Canceled:</i> Select to cancel a retro trigger. When you select <i>Canceled</i> , the trigger disappears when you click Save and reenter the page. <i>In Process:</i> This value is assigned automatically by the system. You cannot update the trigger status when it is set to <i>In Process</i> . In addition, you cannot manually set the Trigger Status to <i>In Process</i> . The system issues an error if you attempt to do so.

Source

Select the Source tab.

Use the Source tab to view the source record and field for a retro trigger.

The system displays either the source record, or both the source record and field for a trigger, depending on the trigger level:

Trigger Level	Information Displayed
Record	Record Information
Field, Non-Value Based	Record and Field Information
Field, Value-Based	Record and Field Information

Country Same as the Country field on the Event ID tab.

Effective Date Same as the Effective Date field on the Event ID tab.

Event ID	Same as the Event ID field on the Event ID tab.
Trigger Source	<p>Displays one of the following values:</p> <ul style="list-style-type: none"> • <i>Automatically Generated</i> Indicates that the trigger was created by the online system based on predefined conditions specified during setup. • <i>Manually Generated</i> Indicates that the trigger was manually entered on this page. • <i>Benefits Administration</i> Indicates that the trigger originates from a PeopleSoft Benefits Administration record. • <i>Mass Triggers</i> Indicates that the trigger was generated using the mass trigger setup. See Understanding Mass Triggers. • <i>Utility Generated</i> Indicates that the trigger was created by third-party software.
Trigger Tag	If a trigger is utility-generated, this field displays the source of the trigger.
Source Record	<p>View the record that is the source of a trigger.</p> <p>For manually defined triggers, this field is blank.</p>
Field Name	<p>View the field that is the source of the trigger.</p> <p>For manually defined triggers, this field is blank.</p>

Values

Select the Values tab.

Use the Values tab to determine what field value change caused the system to generate a retro trigger.

The system displays field values (character, date, or numeric values) only for triggers at the following trigger levels:

- Field, Non-Value Based.
- Field, Value-Based.

Country	Same as the Country field on the Event ID and Source tabs.
----------------	--

Trigger Effective Date	Same as the Trigger Effective Date field on the Event ID and Source tabs.
Event ID	Same as the Event ID field on the Event ID and Source tabs.
Character Value	Displays the character value that generates a trigger.
Numeric Value	Displays the numeric value that generates a trigger.
Date Value	Displays the date value that generates a trigger.
Timestamp	Displays the day and time the trigger was created. For manually defined triggers, this field is blank.

Adding Manual Retroactive Triggers

To manually insert a retro trigger:

- Enter the country and an effective date on the Retro page.

The system uses the effective date to determine which periods to recalculate, as in standard retroactivity.

- Connect the trigger to an event ID.

The system uses the event ID that you specify to determine how retroactivity should be processed.

The system sets the trigger source to *Manual* and the trigger status to *Unprocessed*.

Note: Unlike automatically generated triggers, manual triggers are independent of any database changes to a record or a record and field combination. It's important to understand the potential consequences of creating manual triggers. Because they aren't linked to a specific data change, you might process retroactivity in periods where nothing has changed.

Warning! If you add or cancel a retroactive trigger, you should adjust the corresponding retroactive data in the database.

Updating and Canceling Retroactive Triggers

For automatically and manually generated rows of trigger data:

- You can change the event ID.
- You can change the trigger status from *Unprocessed* to *Canceled*.

After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the Retro page.

- You cannot reinstate a canceled trigger.

You must add a new manual trigger.

For the trigger effective date on generated rows of trigger data:

- The trigger effective date on the Retro page is the date the system uses to determine what periods to process.
- You can change the trigger effective date of a manually generated trigger (trigger source = *Manual*).
- You cannot alter the trigger effective date of a trigger that has been generated by the system based on predefined setup rules.

Warning! Canceling a trigger does not undo the database change that created the trigger. If there's retroactivity for another reason, this change can be picked up when prior periods are recalculated.

Iterative Page

Use the Iterative page (GP_TRIGGER_ITER) to view iterative triggers by payee.

An iterative trigger must be unprocessed to be viewed on this page.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Iterative

Image: Iterative page - Calendar Group tab

This example illustrates the fields and controls on the Iterative page - Calendar Group tab.

Segmentation
Retro
Iterative

Krishna Murti
Person ID: G1GPERF77

Iterative Triggers
Customize | Find | View All | First 1-10 of 14 Last

Calendar Group
Source
Values

Country	Calendar Group ID	*Trigger Status
USA	G1_GRP_NOV08_B1C	UnProcessed
USA	G1_GRP_NOV08_B1C	UnProcessed
USA	GW20111	UnProcessed
USA	GW20111	UnProcessed
USA	GXCRRTOPS01	UnProcessed
USA	GXCRRTOPS01	UnProcessed
USA	GXCRRTOPS03	UnProcessed
USA	GXCRRTOPS03	UnProcessed
USA	KF 2009	UnProcessed
USA	KF 2009	UnProcessed

Image: Iterative page - Source tab

This example illustrates the fields and controls on the Iterative page - Source tab.

Segmentation



Retro

Iterative

Krishna Murti

Person ID: G1GPERF77


Iterative Triggers

Customize | Find | View All |   First 1-10 of 14 Last

Calendar Group

Source

Values



Country	Calendar Group ID	Trigger Source	Created	Source Record	Field Name
USA	G1_GRP_NOV08_B1C	Mass Trg	05/14/2009 2:25PM		
USA	G1_GRP_NOV08_B1C	Mass Trg	05/14/2009 2:25PM		
USA	GW20111	Mass Trg	05/14/2009 2:25PM		
USA	GW20111	Mass Trg	05/14/2009 2:25PM		
USA	GXCRRTOPS01	Mass Trg	05/14/2009 2:25PM		
USA	GXCRRTOPS01	Mass Trg	05/14/2009 2:25PM		
USA	GXCRRTOPS03	Mass Trg	05/14/2009 2:25PM		
USA	GXCRRTOPS03	Mass Trg	05/14/2009 2:25PM		
USA	KF 2009	Mass Trg	05/14/2009 2:25PM		
USA	KF 2009	Mass Trg	05/14/2009 2:25PM		

Image: Iterative page - Values tab

This example illustrates the fields and controls on the Iterative page - Values tab.

Segmentation





Retro

Iterative

Krishna Murti


Person ID: G1GPERF77

Iterative Triggers

Customize | Find | View All |   First  1-10 of 14  Last

Calendar Group

Source

Values 

Country	Calendar Group ID	Trigger Field Value
USA	G1_GRP_NOV08_B1C	
USA	G1_GRP_NOV08_B1C	
USA	GW20111	
USA	GW20111	
USA	GXCRRTOPS01	
USA	GXCRRTOPS01	
USA	GXCRRTOPS03	
USA	GXCRRTOPS03	
USA	KF 2009	
USA	KF 2009	

Calendar Group

Select the Calendar Group tab.

Use the fields on the Calendar Group tab to view basic data such as the trigger effective date and calendar group ID for an automatically generated iterative trigger.

Country	Displays the country to which the trigger applies.
Calendar Group ID	Identifies the calendar group in which the iterative trigger is processed.
Trigger Status	Select a trigger status. Options are: <i>Unprocessed:</i> By default, the value of this field is <i>Unprocessed</i> . <i>Canceled:</i> Select to cancel an iterative trigger. When you select <i>Canceled</i> , the trigger disappears when you click Save and reenter the page.

Source

Select the Source tab.

Use the Source tab to view the source record and field for an iterative trigger.

The system displays either the source record, or both the source record and field for a trigger, depending on the trigger level:

Trigger Level	Information Displayed
Record	Record Information
Field, Non-Value Based	Record and Field Information
Field, Value-Based	Record and Field Information

Country	Same as the Country field on the Calendar Group tab.
Calendar Group ID	Same as the Calendar Group ID field on the Calendar Group tab.
Trigger Source	Displays one of the following values: <ul style="list-style-type: none"> <i>Batch</i> Indicates that the trigger was generated by the system during batch processing. <i>Online</i> Indicates that the trigger was generated by the online code based on conditions that you specified during setup.

- *Benefits Administration*

Indicates that the trigger originates from a Benefits Administration record.

- *Mass Trigger*

Indicates that the trigger was generated using mass triggers.

See [Understanding Mass Triggers](#).

- *Uncancel*

Indicates that the trigger was created when the payee's status was set to *Uncancel* on the Payee Status page.

- *Unsuspend*

Indicates that the trigger was created when the payee's status was set to *Unsuspend* on the Payee Status page.

- *Time & Labor*

- *Time & Labor Feed*

Source Record

View the record that is the source of a trigger.

Field Name

View the field that is the source of a trigger.

Values

Select the Values tab.

Use the Values tab to determine what field value change caused the system to generate an iterative trigger.

The system displays field values (character, date, or numeric values) only for triggers at the following trigger levels:

- Field, Non-Value Based.
- Field, Value-Based.

Country

Same as the Country field on the Source tab.

Calendar Group ID

Same as the Calendar Group ID field on the Source tab.

Character Value

Displays the character value that generates a trigger.

Numeric Value

Displays the numeric value that generates a trigger.

Date Value

Displays the date value that generates a trigger.

Timestamp

Displays the day and time the trigger was created.

Adding Manual Iterative Triggers

You cannot manually insert a row of trigger data on this page.

Updating and Canceling Iterative Triggers

For automatically generated rows of trigger data, you can change the trigger status from *Unprocessed* to *Canceled*. After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the Iterative page.

Review Iterative Triggers Page

Use the Review Iterative Triggers page (GP_TRGRITER_CALRUN) to view iterative triggers by calendar group ID.

An iterative trigger must be unprocessed to be viewed on this page.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Iterative Triggers, Review Iterative Triggers

Image: Review Iterative Triggers page - Name tab

This example illustrates the fields and controls on the Review Iterative Triggers page - Name tab.

Review Iterative Triggers

Calendar Group ID: KZ B200601 2006 01 - Biweekly
Country: NZL New Zealand

Iterative Triggers		
Customize Find View All First 1-10 of 11 Last		
Name	Source	Values
EmplID	Name	*Trigger Status
K6001	Bai Lichen	UnProcessed
K6002	Yu Cheng	UnProcessed
K6003	Ding Pin	UnProcessed
K6004	Zhu Yingtai	UnProcessed
K6005	Liang Shanbo	UnProcessed
K6006	Wu Luyao	UnProcessed
K6007	Wang Lifeng	UnProcessed
K6008	Wen Wuquan	UnProcessed
K6009	Yu Bo	UnProcessed
K6010	He Guanghui	UnProcessed

Image: Review Iterative Triggers page - Source tab

This example illustrates the fields and controls on the Review Iterative Triggers page - Source tab.

Review Iterative Triggers

Calendar Group ID: KZ B2006012006 01 - Biweekly

Country: NZLNew Zealand

Iterative Triggers

Customize | Find | View All | | First 1-10 of 11 Last

Name	Source	Values		
EmplID	Trigger Source	Created	Record Name	Field Name
K6001	Online	10/04/2007 10:56PM	ADDRESSES	STATE
K6002	Online	10/04/2007 10:57PM	ADDRESSES	STATE
K6003	Online	10/04/2007 10:58PM	ADDRESSES	STATE
K6004	Online	10/04/2007 10:59PM	ADDRESSES	STATE
K6005	Online	10/04/2007 11:01PM	ADDRESSES	STATE
K6006	Online	10/04/2007 11:02PM	ADDRESSES	STATE
K6007	Online	10/04/2007 11:03PM	ADDRESSES	STATE
K6008	Online	10/04/2007 11:05PM	ADDRESSES	STATE
K6009	Online	10/04/2007 11:06PM	ADDRESSES	STATE
K6010	Online	10/04/2007 11:07PM	ADDRESSES	STATE

Image: Review Iterative Triggers page - Values tab

This example illustrates the fields and controls on the Review Iterative Triggers page - Values tab.

Review Iterative Triggers

Calendar Group ID: KZ B200601 2006 01 - Biweekly
Country: NZL New Zealand

Iterative Triggers			
Customize Find View All First 1-10 of 11 Last			
Name	Source	Values	
EmplID	Character Value	Numeric Value	Date Value
K6001	11		
K6002	11		
K6003	31		
K6004	11		
K6005	44		
K6006	31		
K6007	11		
K6008	11		
K6009	31		
K6010	11		

Name

Select the Name tab.

Use the fields on the Name tab to view basic data such as the EmplID, employee name, and status associated with an automatically generated trigger.

EmplID

Displays the EmplID of the payee associated with the iterative trigger.

Name

Displays the name of the payee associated with the iterative trigger.

Trigger Status

Select a trigger status.

Options are:

Unprocessed: By default, the value of this field is *Unprocessed*.

Canceled: Select to cancel an iterative trigger. When you select *Canceled*, the trigger disappears when you click Save and reenter the page.

Source

Select the Source tab.

Use the Source tab to view the source record and field for an iterative trigger.

The system displays either the source record, or both the source record and field for a trigger, depending on the trigger level:

Trigger Level	Information Displayed
Record	Record Information
Field, Non-Value Based	Record and Field Information
Field, Value-Based	Record and Field Information

EmplID

Same as the EmplID field on the Name tab.

Name

Same as the Name field on the Name tab.

Trigger Source

Displays one of the following values:

- *Batch*
Indicates that the trigger was generated by the system during batch processing.
- *Online*
Indicates that the trigger was generated by the online code based on conditions that you specified during setup.
- *Benefits Administration*
Indicates that the trigger originates from a Benefits Administration record.
- *Mass Trigger*
Indicates that the trigger was generated using mass triggers.
See [Understanding Mass Triggers](#).
- *Uncancel*
Indicates that the trigger was created when the payee's status was set to *Uncancel* on the Payee Status page.
- *Unsuspend*
Indicates that the trigger was created when the payee's status was set to *Unsuspend* on the Payee Status page.
- *Time & Labor*
- *Time & Labor Feed*

Record Name

View the record that is the source of a trigger.

Field Name View the field that is the source of a trigger.

Values

Select the Values tab.

Use the Values tab to determine what field value change caused the system to generate an iterative trigger.

The system displays field values (character, date, or numeric values) only for triggers at the following trigger levels:

- Field, Non-Value Based.
- Field, Value-Based.

EmplID Same as the EmplID field on the Source tab.

Name Same as the Name field on the Source tab.

Character Value Displays the character value that generates a trigger.

Numeric Value Displays the numeric value that generates a trigger.

Date Value Displays the date value that generates a trigger.

Timestamp Displays the day and time the trigger was created.

Reviewing PeopleSoft Delivered Triggers

To facilitate trigger generation, Global Payroll delivers the following records with trigger PeopleCode attached. These are delivered as a starting point. You can add trigger-generating PeopleCode to other records to meet your specific business needs, or delete the PeopleCode from any of these records:

Note: Global Payroll trigger-generation logic is stored in the FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula PeopleCode. In order for a record to generate triggers, the GENERATE_TRIGGERS function stored there must be declared and called from the record in SavePostChange PeopleCode.

See [Implementing Triggers](#).

- ADDRESSES
- BEN_PROG_PARTIC
- COMPENSATION
- CONTRACT_DATA
- DEP_BEN_ADDR
- DEP_BEN_EFF
- DEP_BEN_NAME

- GP_ABS_EVNT
- GP_ABS_OVRD
- GP_OFFCYCL_A_VW
- GP_OFFCYCL_M_VW
- GP_OFFCYCL_M_VW
- GP_OFFCYCL_U_VW
- GP_PI_MNL_DATA
- GP_PI_MNL_D_VW
- GP_PI_MNL_E_VW
- GP_PI_MNL_SOVR
- GP_PI_MNL_SSN
- GP_PYE_OVRD
- GP_PYE_OVR_SOVR
- GP_PYE_SECT_DTL
- GP_PYE_SOVR
- GP_RTO_TRGR
- GP_RTO_TRGR_VW
- HEALTH_BENEFIT
- JOB
- JOB_JR
- LIFE_ADD_BEN
- LIFE_ADD_BENEFC
- PERSON
- PERS_DATA_EFFDT
- PER_ORG_ASGN
- PRIMARY_JOBS
- SCH_ASSIGN
- SCH_MNG
- SCH_TBL

- WKF_CNT_TYPE

Note: PeopleSoft recommends that you set up period segmentation triggers for changes in the Pay System Flag and Pay Group fields on the JOB record.

Setting Up Mass Triggers

Understanding Mass Triggers

This feature enables you to generate employee triggers based on changes to setup tables. Mass triggers can be established for specific records on specific components. A set of SQL objects defines the population affected by the setup table change. Once the affected employees are determined, you can review the trigger details before accepting the changes.

To set up mass triggers you must:

- Define the component/record and fields that activate the trigger on the Mass Trigger Definition page.

See [Mass Trigger Definition Page](#).

- Set up the SQL objects that will check the records to determine the population affected by the setup table change. You must define the SQL objects using PeopleTools and select them on the Mass Trigger SQL page.

See [Mass Trigger SQL Page](#).

- Set up your system so that the records used in the mass trigger definitions declare and call the function `Generate_Triggers` in one of their field's `SavePostChange` PeopleCode.

See [Declaring and Calling the Generate_Triggers Function](#).

The mass trigger event process occurs in three steps:

1. After saving the page containing the component/record and fields that activate the mass trigger, the event and the field values are stored in the mass trigger result table (`GP_MT_TRIGGER`). The event status is set to `Unexpanded`.
2. The system evaluates the SQL objects and writes the results to the mass trigger results table (`GP_MT_RESULT`), which records the impacted population. The event status is set to `Expanded`, if all objects expand successfully.
3. The system generates a list of retro and iterative triggers for the impacted population. Once completed, the event status is set to `Triggers Generated`.

You can view the events and their results on the Mass Trigger Events component. The system enables you to do the following:

- Delete a trigger event using the Mass Trigger Events page. This includes the mass trigger, the impacted population, and the generated payee triggers. Deletion cannot occur if any of the generated triggers have been processed.

See [Mass Trigger Events Page](#).

- Manually expand an event using the Affected Employees page. You may want to generate triggers after correcting an erroneous SQL object. Manually expanded triggers can do the following:
 - Generate the impacted population and the retroactive and iterative triggers for events that have a status of Unexpanded.
 - Generate retroactive and iterative triggers for events that have a status of Expanded.

See [Affected Employees Page](#).

Declaring and Calling the Generate_Triggers Function

Global Payroll trigger-generation logic is stored in the FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula PeopleCode. In order for a record to generate triggers, the GENERATE_TRIGGERS function stored there must be declared and called from the record in SavePostChange PeopleCode. We describe this function in detail with supporting examples in the Topic on defining retroactive, segmentation, and iterative triggers. In this topic, we summarize only the main setup steps.

Using Generate_Triggers PeopleCode

To declare and call the Generate_Triggers function:

1. Declare the function that generates triggers:

```
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
```

2. Declare a local date variable as:

```
Local date &L_DT;
```

3. Invoke the function as:

```
Generate_Triggers(EMPLID, &L_DT);
```

The function Generate_Triggers is defined in FUNCLIB_GP.TRGR_FUNCTIONS.FieldFormula and needs two parameters when it is invoked. These parameters are:

- &P_EMPLID

Identifies the EMPLID for which a trigger should be generated. Use field EMPLID for &P_EMPLID.

- &P_FIXED_DT

Holds the value of the trigger effective date for records with a Trigger Effdt Type of *Fixed Date*. It is ignored for records with a Trigger Effdt Type of *Effdt* or *Begin-End Date*. Use &L_DT for &P_FIXED_DT.

The variable &L_DT needs to be assigned a value only in the case of *Fixed Date* type triggers.

Related Links

[Implementing Triggers](#)

Setting Up Mass Triggers

This topic discusses how to:

- Define mass triggers.
- Use SQL objects.
- View the SQL statement.

Pages Used to Set Up Triggers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Mass Trigger Definition	GP_MT_TRG_DFN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Mass Trigger Definitions, Mass Trigger Definition	Define which record activates the trigger.
Mass Trigger SQL	GP_MT_TRG_SQL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Mass Trigger Definitions, Mass Trigger SQL	Specify which SQL objects must be executed in order to retrieve the population impacted by a mass trigger event.
View SQL Definition	GP_MT_SQLTXT_SEC	Select the View SQL Definition link on the Mass Trigger SQL page.	View the SQL definition.

Mass Trigger Definition Page

Use the Mass Trigger Definition page (GP_MT_TRG_DFN) to define which record activates the trigger.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Mass Trigger Definitions, Mass Trigger Definition

Image: Mass Trigger Definition page

This example illustrates the fields and controls on the Mass Trigger Definition page.

Mass Trigger Definition | **Mass Trigger SQL**

Component Name: BEN_PROG_DEFN | Benefit Program Table

Record List | Find | View All | First | 1 of 2 | Last

*Record Name: BEN_DEFN_COST | Benefit Opt Cost Definition

*Status: Active

*Country: USA | United States

*Trigger Event ID: BEN MT | Benefits Mass Triggers

☒ Ignore Terminated Employees

Field Name	Description		
CALC_RULES_ID	Calculation Rules Table ID	+	-
RATE_TBL_ID	Rate Table ID	+	-
RATE_TYPE	Benefit Rate Type	+	-

Trigger Event ID

Associate a Trigger Event ID with the record (table) to link the mass trigger to the retroactive process ID that processes the generated payee triggers.

Ignore Terminated Employees

Select to ignore terminated employees when processing the mass trigger.

Field Name

List the fields that cause the system to generate a mass trigger event. Fields used as input parameters on the SQL Objects page need not be listed here. The system inserts them after saving.

Mass Trigger SQL Page

Use the Mass Trigger SQL page (GP_MT_TRG_SQL) to specify which SQL objects must be executed in order to retrieve the population impacted by a mass trigger event.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Mass Trigger Definitions, Mass Trigger SQL

Image: Mass Trigger SQL page

This example illustrates the fields and controls on the Mass Trigger SQL page.

Mass Trigger Definition | Mass Trigger SQL

Component Name: BEN_PROG_DEFN Benefit Program Table

Record List Find | View All First 1 of 2 Last

Record Name: BEN_DEFN_COST Benefit Opt Cost Definition

SQL List Find | View All First 1 of 2 Last

*SQL Object ID: GPUS_MT_BEN_DEFN_COST_1X GP Mass Trigger SQL + -

[View SQL Definition](#)

Bind variables (SQL Parameters) Customize | Find | View All | First 1-5 of 9 Last

Sequence number	Field Name	Description		
1	EFFDT	Effective Date	+	-
2	EFFDT	Effective Date	+	-
3	BENEFIT_PROGRAM	Benefit Program	+	-
4	OPTION_ID	Option ID	+	-
5	EFFDT	Effective Date	+	-

SQL Object ID

Select any stand alone SQL object defined in Application Designer. These objects contain placeholders for input parameters.

View SQL Definition

Click to access the SQL Definition page.

Sequence number

Enter the number of the respective placeholders in the SQL object.

Field Name

Enter the fields used to fill the SQL object placeholders at runtime. Available fields prompt from the record listed above. Once saved, the system adds these fields to the Mass Trigger Definition page.

View SQL Definition Page

Use the View SQL Definition page (GP_MT_SQLTXT_SEC) to view the SQL definition.

Navigation

Select the View SQL Definition link on the Mass Trigger SQL page.

Image: View SQL Definition page

This example illustrates the fields and controls on the View SQL Definition page.

View SQL Definition

Description

GP Mass trigger SQL for record BEN_DEFN_COST in component BEN_PROG_DEFN

SQL Statement Text:

```
SELECT HB.EMPLID , HB.EMPL_RCD , %DateOut(HB.EFFDT) FROM
PS_BEN_PROG_PARTIC BP , PS_HEALTH_BENEFIT HB WHERE BP.EFFDT = ( SELECT
MAX(BP1.EFFDT) FROM PS_BEN_PROG_PARTIC BP1 WHERE BP1.EMPLID =
BP.EMPLID AND BP1.EFFDT <= %DateIn(:1)) AND HB.EMPLID = BP.EMPLID AND
HB.PLAN_TYPE IN ('10','11') AND HB.EFFDT = ( SELECT MAX(HB1.EFFDT) FROM
PS_HEALTH_BENEFIT HB1 WHERE HB1.EMPLID = HB.EMPLID AND HB1.PLAN_TYPE =
HB.PLAN_TYPE AND HB1.EFFDT >= BP.EFFDT AND HB1.EFFDT <= %DateIn(:2)) AND
HB.COVERAGE_ELECT = 'E' AND EXISTS ( SELECT 'X' FROM PS_BEN_DEFN_COST
DC , PS_BEN_DEFN_OPTN OP WHERE DC.BENEFIT_PROGRAM = :3 AND
DC.BENEFIT_PROGRAM = BP.BENEFIT_PROGRAM AND DC.PLAN_TYPE IN ('10','11')
AND DC.OPTION_ID = :4 AND DC.COST_TYPE = 'P' AND DC.EFFDT = ( SELECT MAX
(DC1.EFFDT) FROM PS_BEN_DEFN_COST DC1 WHERE DC1.BENEFIT_PROGRAM =
DC.BENEFIT_PROGRAM AND DC1.PLAN_TYPE = DC.PLAN_TYPE AND DC1.OPTION_ID
```

Return

Use this page to view a description of the SQL statement as well as view the actual SQL text.

Managing Mass Trigger Action Events

This topic discusses how to:

- Delete an event.
- Expand an event manually.
- View retroactive triggers.
- View iterative triggers.

Pages Used to Process Trigger Events

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Mass Trigger Events	GP_MT_TRIGGER	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Mass Trigger Events	View all mass trigger events listed for a component/record. Delete an event.
Mass Trigger Event Messages	GP_MT_MSG_SEC	Click the Messages link on the Mass Trigger Events page.	View a message.
Event Message Detail	GP_MT_MSGLNG_SEC	Click the Details link on the Mass Trigger Event Messages page.	View message details.
Field Values	GP_MT_TRG_VAL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Field Values	View the field values valid before and after the mass trigger event.
Affected Employees	GP_MT_RESULT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Affected Employees	View the list of employees affected by the mass trigger event. Manually expand an event.
Retro Triggers	GP_MT_RTO_TRG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Retro Triggers	View the retroactive triggers generated for a mass trigger event.
Iterative Triggers	GP_MT_ITER_TRG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Iterative Triggers	View the iterative triggers generated for a mass trigger event.
Triggers by Calendar Group	GP_MT_ITER_SEC	Click the Triggers by Calendar Group link on the Iterative Triggers page.	View triggers by calendar group for a payee.

Mass Trigger Events Page

Use the Mass Trigger Events page (GP_MT_TRIGGER) to view all mass trigger events listed for a component/record.

Delete an event.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Mass Trigger Events

Image: Mass Trigger Events page

This example illustrates the fields and controls on the Mass Trigger Events page.

Mass Trigger Events

Field Values

Affected Employees

Retro Triggers

Component Name: BEN_PROG_DEFN [Benefit Program Table](#)

Record Name: BEN_DEFN_COST Benefit Opt Cost Definition

Trigger Events Launched

Customize | Find | View 100 | First | 1-10 of 348 | Last

Created	Triggering Action	Event Status	Messages	User ID	
05/14/2009 2:25:31.000000PM	Change Attribute	Triggers Generated	Messages	PS	
04/03/2009 7:23:18.000000AM	New	Triggers Generated	Messages	SMPLFED	
02/11/2008 11:33:50.000000AM	New	Triggers Generated	Messages	SAMPLE	
02/11/2008 11:33:49.000000AM	New	Triggers Generated	Messages	SAMPLE	
02/11/2008 11:33:48.000000AM	New	Triggers Generated	Messages	SAMPLE	
02/11/2008 11:33:47.000000AM	New	Triggers Generated	Messages	SAMPLE	
02/11/2008 11:33:46.000000AM	New	Triggers Generated	Messages	SAMPLE	
02/11/2008 11:33:43.000000AM	New	Triggers Generated	Messages	SAMPLE	
05/08/2007 8:24:03.000000AM	New	Triggers Generated	Messages	SAMPLE	
05/02/2007 10:53:24.000000AM	New	Triggers Generated	Messages	SAMPLE	

Click the Delete button to delete an event before processing the trigger. This action deletes the event's results tables, thus removing the field values, the list of affected employees, the retroactive triggers and the iterative triggers generated for the event. Only the users who created the trigger event can delete it.

Affected Employees Page

Use the Affected Employees page (GP_MT_RESULT) to view the list of employees affected by the mass trigger event.

Manually expand an event.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Affected Employees

Image: Affected Employees page

This example illustrates the fields and controls on the Affected Employees page.

Mass Trigger Events | Field Values | **Affected Employees** | Retro Triggers | Iterative Triggers

Component Name: BEN_PROG_DEFN Benefit Program Table
 Record Name: BEN_DEFN_COST Benefit Opt Cost Definition

Trigger Events Launched Find | View 100 First 1 of 348 Last

Created: 05/14/2009 2:25:31.000000PM
 Action: Change Att Expand/Refresh Employee List

Employee List Customize | Find | View All | First 1-2 of 2 Last

Employee ID	Name	Empl Record	As Of Date
G1GPERF77	Krishna Murti	0	01/01/2004
G1GPERF78	Isabel Allende	0	01/01/2004

Expand/Refresh Employee List

Select to manually expand an event. Once activated, the system deletes the current list and generates a new one. All related retroactive and iterative triggers are also deleted and regenerated. The refresh button can only be activated if none of the related triggers have been processed. Only the user who created the mass trigger event can activate it.

Employee ID

The system generates this list when storing the mass trigger event.

As of Date

The date as of which retroactive or segmentation processing occurs.

Retro Triggers Page

Use the Retro Triggers page (GP_MT_RTO_TRG) to view the retroactive triggers generated for a mass trigger event.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Retro Triggers

Image: Retro Triggers page

This example illustrates the fields and controls on the Retro Triggers page.

Mass Trigger Events Field Values Affected Employees Retro Triggers Iterative Triggers				
Component Name:		BEN_PROG_DEFN Benefit Program Table		
Record Name:		BEN_DEFN_COST Benefit Opt Cost Definition		
Trigger Events Launched Find View 100 First 1 of 348 Last				
Created:		05/14/2009 2:25:31.000000PM		
Action:		Change Attribute		
Retro Triggers Customize Find View All First 1-2 of 2 Last				
Employee ID	Name	Trigger Effective Date	Trigger Status	Calendar Group ID
G1GPERF77	Krishna Murti	01/01/2004	Unprocessed	
G1GPERF78	Isabel Allende	01/01/2004	Unprocessed	

Trigger Effective Date

Corresponds to the As of Date on the Affected Employees page.

Trigger Status

Can either be *Unprocessed*, *In Process*, *Processed*, or *Cancelled*.

Calendar Group ID

This is the ID used for processing the retroactive trigger.

Iterative Triggers Page

Use the Iterative Triggers page (GP_MT_ITER_TRG) to view the iterative triggers generated for a mass trigger event.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review/Expand Mass Triggers, Iterative Triggers

Image: Iterative Triggers page

This example illustrates the fields and controls on the Iterative Triggers page.

The screenshot displays the 'Iterative Triggers' tab within a web application. At the top, there are navigation tabs: 'Mass Trigger Events', 'Field Values', 'Affected Employees', 'Retro Triggers', and 'Iterative Triggers'. Below these, the 'Component Name' is 'COVERAGE_GROUP_TBL Coverage Group Table' and the 'Record Name' is 'COVG_GROUP_TBL Coverage Group - Maximum Covrg'. A section titled 'Trigger Events Launched' shows 'Created: 01/11/2008 11:47:52.000000AM' and 'Action: Change Attribute'. Below this, the 'Iterative Triggers' section shows '1 of 1' triggers. A table with columns 'Employee ID' and 'Name' is visible, with a link 'Triggers by Calendar Group' next to it.

Employee ID	Name	Triggers by Calendar Group
		Triggers by Calendar Group

When a mass trigger is expanded, an iterative trigger is generated for every affected employee and for every calendar group ID that is currently open. Click the Triggers by Calendar Group link to access the Calendar Groups page and view the calendar groups for which an iterative trigger has been created.

Defining Segmentation

Understanding Segmentation Setup

Segmentation refers to the process of calculating all or a subset of elements in a process list in separate slices or segments. You can *segment* components of pay based on events such as changes in compensation or employee status during a pay period. For example, if an individual changes jobs during a pay period and your organization separates earnings by job, you can set up the system to trigger segmentation of earning results on the payslip when there's a change to the job change action/reason field in PeopleSoft HR.

This topic discusses:

- Types of segmentation.
- Relationship of period, segment, and slice dates.
- Basic rules of element resolution.
- Effective-dated element definitions.
- Rules for slicing accumulators and accumulator members.
- Rules for parent and child element resolutions.
- Segmentation and payee overrides.
- Proration and segmentation.
- Retroactive processing and segmentation.
- Positive input with segmentation.
- Segmentation system elements.

Types of Segmentation

This topic discusses:

- Types of segmentation.
- Selecting elements to segment.

Types of Segmentation

Global Payroll offers two types of segmentation:

- Period segmentation

This type of segmentation occurs when data that changes in mid period, such as a compensation rate, requires all elements in the process list to be calculated repeatedly on either side of the change date. The system divides the pay period into two or more distinct segments and treats each segment as a complete and separate payroll calculation. It calculates each element in the process list for each segment, resulting in multiple gross-to-net processes, payslips, and Payee Process Stat records. The system calculates each element using components that were effective during the different time slices.

- Element segmentation

This type of segmentation occurs when data that changes in midperiod requires the affected element (and perhaps a subset of other elements) to be calculated repeatedly on either side of the change date. (Each sub-period is called a *slice*.) The system segments only the elements that you select and it creates separate result rows only for the specified elements. In element segmentation, there is only one gross-to-net result set.

Selecting Elements to Segment

With period segmentation, the system segments all elements on the process list automatically. With element segmentation, you must specify which elements in the process list to slice. To do this, you add the elements to be segmented to an *element list* that you define using the Segmentation Event Definition page.

Related Links

[Segmentation Event Definition Page](#)

Relationship of Period, Segment, and Slice Dates

For every pay period, the system generates begin and end dates for:

- Periods

Pay periods—monthly, biweekly, or weekly—are used to group and calculate a payee's earnings. Each period has a begin and end date and can be sliced or segmented.

- Segments

A *sub-period* of time within the normal pay period that is created due to period segmentation. Each segment represents a separate gross-to-net calculation of every element in the period and has begin and end dates. Individual elements can be *sliced* within a sub-period.

- Slices

The span of time into which an element is segmented due to element segmentation. Unlike a segment or period, it does not represent a separate gross-to-net process, because it affects only a limited set of elements in a period or segment. Like a segment, a slice has begin and end dates.

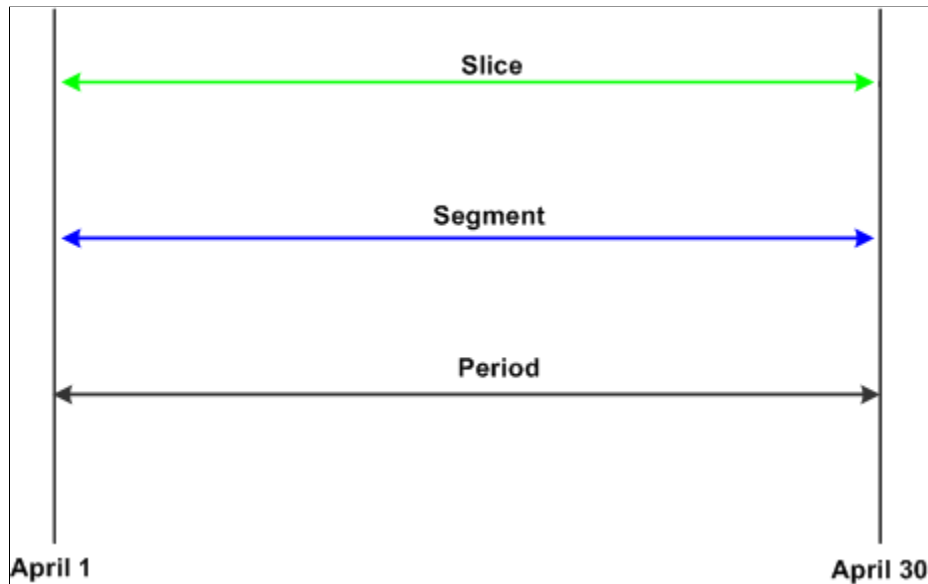
All three sets of dates (period, segment, and slice) are generated every time a payroll is processed, regardless of whether a period is sliced or segmented. The begin and end dates for periods, segments, and slices, are stored in the output result tables for the period and made available as system-computed elements for use in other calculations.

Example 1: Unsegmented Period

In an unsegmented period the number of periods equals the number of segments, which equals the number of slices. All three have identical begin and end dates.

Image: An unsegmented period

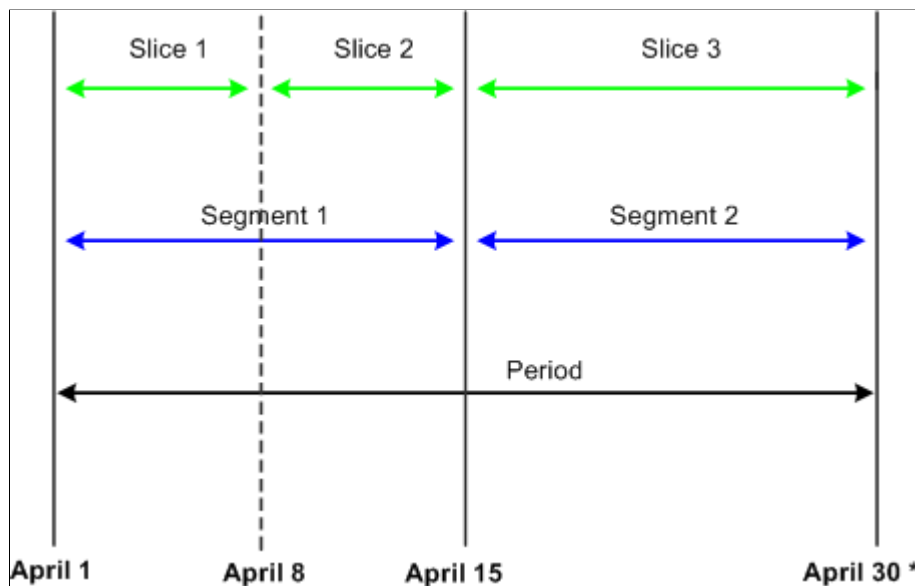
This diagram illustrates the relationship between period, segment, and slice begin and end dates in an unsegmented period.



Example 2: Segmented Period

Image: A segmented period

This diagram shows a period with two segments; segment 1 contains a sliced element.



Basic Rules of Element Resolution

This topic discusses the basic rules of element resolution for period and element segmentation.

Using Period Segmentation

When using period segmentation, all elements are resolved once in each segment.

Using Element Segmentation

When using element segmentation:

- Primary elements are resolved once in each slice if they are set up to be sliced.
- Supporting elements are resolved once in each slice if they are set up to be sliced.

A supporting element is also resolved in each slice if it is a component of an element that's defined to be sliced. Suppose that an earning element E1 is sliced. If this element uses a duration element (a supporting element) that measures years of service, and the value of earning E1 is based on the years returned by the duration element, the duration element is resolved whenever E1 is resolved, because it's a component of E1.

Note: To define the elements to be sliced, use the Segmentation Event Definition page.

Example of Period Segmentation

In period segmentation, all elements are calculated once for each segment and there are multiple gross-to-net result sets.

This table lists examples of elements, their calculation rules, and the associated period segmentation rules:

Element	Calc Rule	Base	%	Prorate
E1 (Base Pay)	Amount	N/A	N/A	Yes
E2	Base × Percent	E1	10%	No
D1 (Deduction)	Base × Percent	A1	10%	No
A1 (Accum)	E1 + E2	N/A	N/A	N/A

Assume that E1 represents base pay and that the value of E1 increases from 10,000 to 20,000 on September 16, triggering the segmentation of the September pay period into two equal parts. This scenario is represented in the following table:

Element	Segment 1: September 1– September 15	Segment 2: September 16– September 30
E1 (Base Pay)	$10,000 \times \frac{1}{2} = 5,000$	$20,000 \times \frac{1}{2} = 10,000$
E2	$E1, \text{Segment 1} \times 10\% = (5,000 \times 10\%) = 500$	$E1, \text{Segment 2} \times 10\% = (10,000 \times 10\%) = 1,000$

Element	Segment 1: September 1– September 15	Segment 2: September 16– September 30
A1	Sum of E1 and E2 for Segment 1 = (5,000 + 500) = 5,500	Sum of E1 and E2 for Segment 2 = (10,000 + 1,000) = 11,000
D1 (Deduction)	A1 for Segment 1 \times 10% = 550	A1 for Segment 2 \times 10% = 1,100
Net Pay	Net Pay for Segment 1 = 4,950	Net Pay for Segment 2 = 9,900

In this example, all the elements on the process list are segmented and there are two separate gross-to-net calculations.

Example of Element Segmentation

When performing element segmentation, the system slices only those elements that are included in the Element List. The system produces only one gross-to-net result set and includes the sliced elements within a segment or period.

This table lists examples of elements, their calculation rules, and the associated element segmentation rules:

Element	Calc Rule	Base	%	On Element List for Segmentation?	Prorate
E1 (Base Pay)	Amount	N/A	N/A	Yes	Yes
E2	Base \times Percent	E1	10%	No	No
D1 (Deduction)	Base \times Percent	A1	10%	No	No
A1 (Accum)	E1 + E2	N/A	N/A	No	N/A

Assume that E1 represents base pay and that the value of E1 increases from 10,000 to 20,000 on September 16, triggering the slicing of element E1 into two equal parts. (The only element defined to be sliced is E1.) This scenario is represented in the following table:

Element	Slice 1: September 1 – September 15	Slice 2: September 16 – September 30
E1 (Base Pay)	$10,000 \times \frac{1}{2} = 5,000$	$20,000 \times \frac{1}{2} = 10,000$
E2	Sum of E1 \times 10% = (5,000 + 10,000) \times 10% = 1,500	
A1 (Accumulator)	Sum of E1 and E2 = (15,000 + 1,500) = 16,500	
D1 (Deduction)	A1 \times 10% = (16,500 \times 10%) = 1,650	

Element	Slice 1: September 1 – September 15	Slice 2: September 16 – September 30
Net Pay	14,850	

E1 is sliced once on September 16, resulting in two separate calculations for E1 — one for each slice. There is only one gross-to-net process, and the Net Pay element represents the sum of E1 in each slice and E2 in each slice minus D1 (deduction 1).

Related Links

[Segmentation Event Definition Page](#)

Effective-Dated Element Definitions

All effective-dated elements contain a Definition as of Date field that tells the system which effective-dated row to use when retrieving the definition of an element. Options include calendar period begin date, calendar period end date, and payment date.

The same Definition As Of Date definition is used for all segments and slices within the period.

Related Links

[Understanding the Process of Selecting Definition As Of Dates](#)

Rules for Slicing Accumulators and Accumulator Members

This topic describes the rules for slicing accumulators and accumulator members.

Using Period Segmentation

With period segmentation, every element and supporting element is segmented—a situation cannot exist in which an element is segmented but the accumulator to which it belongs isn't segmented.

Using Element Segmentation

The slicing of a member of an accumulator does not cause slicing of the accumulator, but the slicing of an accumulator causes all member elements to be sliced.

Rules for slicing an accumulator that is used as a driver are covered in the topic that discusses multiple resolutions of earnings and deductions.

Related Links

[Understanding Segmentation with Multiple Resolutions](#)

Rules for Parent and Child Element Resolutions

When an element is composed of (or based on) other elements, the system defines those other elements as *child* elements and the elements that are based on them as *parent* elements. Elements and supporting elements can be parents or children.

Say Tax A is a percentage of earning E1 and earning E2 ($\text{Tax A} = 10\% \times (\text{E1} + \text{E2})$). In this example, Tax A is the parent and earning E1 and earning E2 are the children. The concept of *child* and *parent* elements is central to understanding how an element that is based on other elements is resolved.

Matching and Mismatching Slices and Segments

During period segmentation, all elements are segmented equally, and parent and child elements always match.

During element segmentation, parent and child elements can be sliced equally, or one may be sliced more than the other. For example, the parent might be included in the list of elements to segment, while the child is not. If the parent and child slices are identical, the parent and child are said to match; if they are not identical, they are referred to as mismatching.

Global Payroll follows specific rules for processing matching and mismatched elements. These rules are illustrated in the following examples.

Examples 1–7: Parent Element Is a Primary Element or a Supporting Element

The following cases use these elements:

- Earning E1 = Percent of F1 (supporting element).
- Earning E3 = Percent of E2 (primary element).
- F1 = 100 (supporting element).
- E2 = 100 (primary element).

This table summarizes the examples that follow in this topic. The child and parent slices in these examples do not always match, as indicated in the Match/No Match column.

<i>Case Number</i>	<i>Parent Action</i>	<i>Child Action</i>	<i>Child Type</i>	<i>Match/No Match</i>	<i>Process Rule</i>
1	Sliced	Not Sliced	Primary Element (E2)	No Match	Use the value of the child for each slice of the parent.
2	Sliced	Sliced	Primary Element (E2)	Match	Use the slice value of the child for each slice of the parent.
3	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced More	Sum the value for each child slice that matches the parent slice.

Case Number	Parent Action	Child Action	Child Type	Match/No Match	Process Rule
4	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced Less	<i>Use</i> the Slice value of the child where dates match. If they don't match, <i>sum</i> the value of all child slices. May return incorrect values.
5	Sliced	Sliced	Primary Element (E2)	No Match	<i>Sum</i> the value of all child slices. May return incorrect values.
6	Not Sliced	Sliced	Primary Element (E2)	No Match	<i>Sum</i> of the child values.
7	Sliced	Not Sliced	Supporting Element (F1)	Not applicable. Matching does not matter when the child is a supporting element.	<i>Resolve</i> the value of the child for each slice of the parent. (See note following case details.)

Note: The following examples show the results with and without proration. Prorated amounts are in parentheses.

Case 1

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E3

Scenario: Parent is sliced; child is not sliced. Child is a primary element.

For E3 (parent), there are two slices:

- Slice 1: 10% of 100 (50)
- Slice 2: 10% of 100 (50)

For E2 (child), there is one slice with a value of 100.

Each slice of E3 uses the full value of the child (E2). This causes a warning message to be displayed in the Payee Messages component.

Case 2

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced. Child is a primary element.

For E3 (parent), there are two slices:

- Slice 1: 10% of 100 (50)
- Slice 2: 10% of 100 (50)

For E2 (child), there are two slices:

- Slice 1: 100 (50)
- Slice 2: 100 (50)

When the parent's slice dates equal the child's slice dates, the parent uses the child's value. Although the slice dates match, without proration on the child, the results may be incorrect.

Case 3

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced more. Slices partially match. Child is a primary element.

For E3 (parent), there are two slices:

- Slice 1: 10% of 100 (33.33)
- Slice 2: 10% of 200 (33.33 + 33.34)

For E2 (child), there are three slices:

- Slice 1: 100 (33.33)
- Slice 2: 100 (33.33)
- Slice 3: 100 (33.34)

Slice 1 of the parent and child match, so the system sums the child slices (slice 1, in this example). For the second slice of E3 (the parent), the system sums slice 2 and slice 3 of E2 (the child), because the begin date of slice 2 and end date of slice 3 match slice 2 of E3 (the parent). This scenario causes a warning message to be displayed in the Payee Messages component.

Case 4

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced less. Slices partially match. Child is a primary element.

For E3 (parent), there are three slices:

- Slice 1: 10% of 100 (33.33)
- Slice 2: 10% of 200 (66.67)
- Slice 3: 10% of 200 (66.67)

For E2 (child), there are two slices:

- Slice 1: 100 (33.33)
- Slice 2: 100 (66.67)

Generally, if the child is a primary element, it should be on the same list of elements to be sliced as the parent element. This ensures that both the child and parent have matching slices. Otherwise, the above scenario could occur and should be avoided.

The resolution is twofold. When there are exact matches (as in slice 1 of the parent and the child), the system uses the child's value. If the parent or the child has proration turned on, the result is correct. The second resolution of the parent sums all resolutions of the child (200, in this example), resulting in an over calculated amount. This is because the system cannot get a match on the slice dates for the parent and the child. Even with proration turned on, the amount of the child is overstated (see the amounts in parentheses).

Case 5

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Parent is sliced. Child is sliced. No match on slice dates. Child is a primary element.

For E3 (parent), there are two slices:

- Slice 1: 10% of 300 (100)
- Slice 2: 10% of 300 (100)

For E2 (child), there are three slices:

- Slice 1: 300 (100)

- Slice 2: 300 (100)
- Slice 3: (100)

Generally, if the child is a primary element, it should be on the same list of elements to be sliced as the parent element. This ensures that both the child and parent have matching slices. Otherwise, the above scenario could occur and should be avoided.

When the parent's slice dates do not match any of the child's slice dates—as in the second resolution in Case 5 — the system sums the value of all child slices for each resolution of the parent. This causes a warning message to be displayed in the Payee Messages component.

Case 6

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Parent is not sliced. Child is sliced. No match on slice dates. (Slice dates are not applicable to the parent.) Child is a primary element.

For E3 (parent), there is one slice with a value of 10% of 200 (100)

For E2 (child), there are two slices:

- Slice 1: 200 (100)
- Slice 2: 200 (100)

When the parent isn't sliced, and the child is—and the child is a primary element—the resolution of the parent element sums the values of all resolutions of the child. This causes a warning message to be displayed in the Payee Messages component.

Case 7

Assumptions:

E1 (primary element) = 10% of F1

F1 (supporting element) = 100

Proration on E1

Parent is sliced. Child is not sliced. Child is a supporting element.

For E1 (parent), there are two slices:

- Slice 1: 10% of 100 (50)
- Slice 2: 10% of 100 (50)

For F1 (child), there are two slices:

- Slice 1: 100
- Slice 2: 100

Slice 1 of E1 resolves the child for the slice 1 time period. F1 is sliced because, as a supporting element child, it resolves for each parent's slice.

Note: If a supporting element is populated through an array, bracket, or a formula, then that array, bracket or formula element must be on the same list of elements to slice as the parent. (Define the list of elements to slice using the Element List grid on the Segmentation Event Definition page described in this topic.)

System Generated Warning Messages

During the pay calculation, the system issues a warning message in the following situations if the child element is a primary element and its slice dates don't match the parent's slice dates:

- Parent is sliced. Child isn't sliced (see Case 1).
- Parent is sliced. Child is sliced. The slice dates of the parent don't match the slice dates of the child (see Cases 3, 4, and 5).
- Parent isn't sliced. Child is sliced (see Case 6).

If the child element is an accumulator, a warning message is issued whenever the accumulator's slice dates don't match the parent's slice dates.

Messages are displayed in the Payee Messages component.

Segmentation and Payee Overrides

You can define two types of overrides at the payee level:

- Primary element overrides.
- Supporting element overrides.

Both type of overrides are called *payee level* overrides, and the system follows the same basic rules for applying these overrides to segmented and unsegmented periods. Generally, when a pay period has period or element segmentation, payee overrides are applied to a segment based on the segment end date and the end date of the override, following the rules below. The rules are the same for primary and supporting element overrides at the payee level; only primary element overrides are discussed here. Any minor differences in these two types of overrides are clarified in the following examples.

The rules for applying overrides at the payee level are:

- Primary element overrides apply to earning, deduction, absence entitlement, and absence take elements, and the overrides must have begin dates. End dates are not required.

Supporting element overrides apply to elements such as variables, formulas, arrays, and brackets.

- If an override is to apply to a segment, the end date of the override must equal or be greater (or blank) than the end date of the segment (see Overrides 3 and 4 in the diagram that follows).

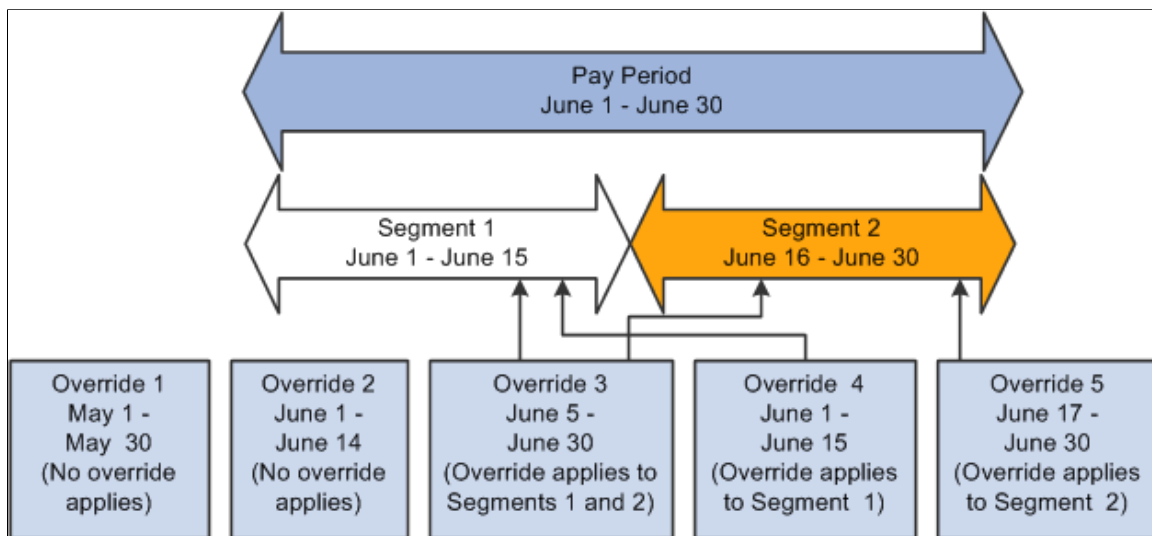
- An override can apply to more than one segment if the end date of the override is greater than one segment's end date and greater than or equal to the subsequent segment's end date (or blank) (see Override 3 in the diagram that follows).
- If the end date of the override is less than the end date of the segment, the override doesn't apply to that segment (see Overrides 1 and 2 in the diagram that follows).
- Primary element overrides are prorated if the element is defined to be prorated.

With supporting element overrides, the supporting element is prorated if it's a component of an element that's defined to be prorated and that element is segmented.

- Payee overrides must be Active as of the segment end date.

Image: A primary element override

This diagram shows an example of a primary element override.



- Overrides 1 and 2 apply to neither segment, because their end dates come before the end dates of Segments 1 and 2.
- Override 3 applies to Segments 1 and 2 equally, because its end date is greater than the first segment's end date and greater than or equal to the second segment's end date.
- Override 4 applies to Segment 1 because its end date is greater than or equal to the end date of Segment 1 and less than the end date of Segment 2.
- Override 5 applies to Segment 2, because its end date is equal to the end date of Segment 2 and its begin date is after the end date of Segment 1.

The following examples offer a more detailed view of how payee overrides are applied to segmented and unsegmented periods:

Scenario: Two payees are eligible to receive an earning element (E1) whose value is 100. Assume that Payee 1 has no segmentation and that Payee 2 has period segmentation in the January pay period. The segment dates for Payee 2 are January 1, 2005–January 15, 2005 and January 16, 2005 – January 31, 2005. The payees have identical supporting element overrides, and the pay period being processed is January 1, 2005 – January 31, 2005. This table lists cases that show how the system applies primary element overrides:

Note: In this example, override is abbreviated *Over*.

Case	Over. Begin Dt	Over. End Dt	Over. Value	Payee 1 Results	Payee 2 Results	Reasons
1	Jan. 1, 2000	Dec. 31, 2004	200	100	100	End date is less than period/segment end date.
2	Jan. 1, 2000	Jan. 5, 2005	200	100	100	End date is less than period/segment end date.
3	Jan. 1, 2005	Jan. 5, 2005	200	100	100	End date is less than period/segment end date.
5	Jan. 5, 2005	Jan. 20, 2005	200	100	S1=200 S2=100	For Payee 2, Segment 1 uses the override because the end date is greater than Segment 1's end date.
6	Jan. 20, 2005	Jan. 25, 2005	200	100	100	The override's begin date is greater than Segment 1's end date and its end date is less than Segment 2's end date, so the override doesn't apply to either segment of Payee 2. For Payee 1, the override's end date is less than the end date of the period, so no override applies.
7	Jan. 5, 2005	Jan. 31, 2005	200	200	S1=200 S2=200	The override's begin date is before the end date of Segment 1, and its end date is greater than or equal to the end dates of both segments, so it applies to both segments.

Case	Over. Begin Dt	Over. End Dt	Over. Value	Payee 1 Results	Payee 2 Results	Reasons
8	Jan. 20, 2005	Feb. 1, 2005	200	200	S1=100 S2=200	For Payee 2, Segment 1 doesn't use the override, because the override's begin date is greater than Segment 1's end date.

Note: Although these examples refer to period segmentation, the same basic rules apply to element segmentation: if a sliced element is overridden at the payee level, the override applies to the slices just as it applies to segments with period segmentation.

Related Links

[Understanding Overrides](#)

Proration and Segmentation

When you set up the Global Payroll system up to segment earnings, deductions, or absence entitlement elements in a pay run, you can also instruct the system to generate prorated calculation results for these elements based on such factors as the number of work hours or days in each slice/segment relative to the total number of work hours or days in the pay period. To do this, you must associate each earning, deduction, or absence entitlement element you want to prorate with a proration rule on the element definition pages. Then, when segmentation or slicing occurs, the element automatically calls the appropriate proration factor.

This topic discusses:

- Segmentation with proration.
- Segmentation without proration.
- Segmentation and proration of earning and deduction assignments.

Segmentation with Proration

To have the system prorate a segmented earning, deduction, or frequency-based entitlement element, specify proration as part of the element's definition.

You must define the proration rule to use in segmentation processing, because the rule is not hard-coded. Generally, a proration rule that you define consists of a numerator, representing the slice or segment, and a denominator, representing the entire pay period.

You can determine how to define the numerator and denominator that constitute the proration factor. The numerator and denominator can be any of these elements:

- Accumulator
- Count

- Duration
- Formula
- Variable

Note: When you define a proration element, the Always Recalculate check box on the Proration Name page is automatically selected. This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Note: You can also use the PRORATE system element to invoke proration for an earning or deduction element, even when there's no segmentation.

See [Defining Proration Rules, Earnings - Rounding/Prorations Page](#).

Segmentation without Proration

To apply segmentation without proration, select the *No Proration* option on the Rounding/Proration page of the Earning/Deduction Definition component or the Absence Entitlement component.

This table provides an example of segmentation without proration:

Element	Calc Rule	Base	%	On Element List for Segmentation?	Prorate
E1 (Base Pay)	Amount = 20,000	N/A	N/A	Yes	No
E2	Base × Percent	E1	10%	No	No
A1 (Accum)	E1 + E2	N/A	N/A	No	N/A
E3	Base × Percent	A1	10%	No	No

Note: You can slice or segment a period without applying proration, but an element cannot be prorated unless there is segmentation.

Assume that E1 represents base pay and that E1 is sliced on September 16, halfway through the pay period. None of the interrelated elements are defined to be prorated. This scenario is represented in this table:

Element	Slice 1: September 1– September 15	Slice 2: September 16– September 30
E1 (Base Pay)	20,000	20,000
E2	(E1, Slice 1 + E1, Slice 2) × 10% = (20,000 + 20,000) × 10% = 4,000	
A1 (Accumulator)	Sum of E1 (Slice 1 + 2) and E2 = (40,000 + 4,000) = 44,000	

<i>Element</i>	<i>Slice 1: September 1– September 15</i>	<i>Slice 2: September 16– September 30</i>
E3	$A1 \times 10\% = (44,000 \times 10\%) = 4,400$	

Because E1 is not defined to be prorated, the system incorrectly calculates the value of E1 in each slice (slices 1 and 2) as 20,000 (the true value in each slice should be $20,000 \times \frac{1}{2}$). This leads to additional errors: When E2 is calculated, the system sums up E1 in each slice, to yield a value of $40,000 \times 10\%$ (the correct amount is $20,000 \times 10\%$). Similarly, A1 resolves to 44,000 instead of 22,000. And E3, defined as $A1 \times 10\%$, resolves to $44,000 \times 10\%$, yielding 4,400 (the correct result is 2,200).

It's important to understand why segmentation does not automatically result in proration. For example, if E2 is a percentage of E1 and both are sliced, E1, but not E2, is prorated.

Segmentation and Proration of Earning and Deduction Assignments

In Global Payroll you can define segmentation triggers only for *effective dated* records, with one exception: you can define segmentation triggers for the *begin and end dated* earning and deduction assignment record GP_PYE_OVRD. The purpose of this exception is to enable you to assign an earning or deduction to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components and have the system segment—and prorate—the element when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date. If you want the system to prorate the calculation results, you must specify proration as part of the element's definition.

Note: The steps for configuring the system to slice a pay period based on the begin and end dates of the overrides assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element components (GP_ED_ELEM) are almost identical to those used for standard segmentation setup, and are discussed in detail in the topic on setting up triggers.

See [Understanding Triggers](#).

Retroactive Processing and Segmentation

When a retroactive trigger is generated in response to an event, the system writes the effective date of the change to trigger tables in Global Payroll. The system uses this date to determine how far back in time to recalculate closed periods, using this logic:

- Without backward limits, the system takes the effective date of the change that triggers retroactive processing, returns to the first calendar period in which the effective date falls, and calculates the entire period and everything going forward.
- If the effective date of the retroactive change falls in mid period, the system doesn't automatically segment the period or use proration when recalculating original pay items (because it tries to recalculate the *entire* period).
- Segmentation triggers remain active and available to the system because they may be needed for future retroactive processing.

Related Links

[Setting Backward and Forward Retro Limits](#)

Segmentation and Retro

Trigger Table Data

Positive Input with Segmentation

Like payee level overrides, positive input enables you to override the value of an element in a pay period. And like payee overrides, positive input uses begin and end dates (the begin and end dates are optional with positive input). Thus, when a calendar pay period has period or element segmentation, positive input is assigned to a segment or slice based on the end date of the instance. Unlike payee overrides, positive input is applied only to a single element or slice and is never prorated. Other rules that affect the assignment of positive input are:

- If the begin and end dates of the instance precede the calendar begin date, positive input is assigned to the first segment or slice.
- When no begin or end date is specified for the instance, the system assigns the instance to the last segment or slice in the pay period.

It's assumed that the end dates for the instance and calendar are the same.

Related Links

[Segmentation Considerations](#)

Segmentation System Elements

This table lists the system elements that are delivered for segmentation:

System Element	Description
FIRST ACT SEGMENT	First Active Segment (Y/N) Indicates whether the segment that is being processed is the first <i>active</i> segment within the calendar period.
FIRST SEGMENT	First Segment (Y/N) Indicates whether the segment that is being processed is the first segment within the calendar period.
LAST ACT SEGMENT	Last Active Segment (Y/N) Indicates whether the segment that is being processed is the last <i>active</i> segment within the calendar period.
LAST SEGMENT	Last Segment (Y/N) Indicates whether the segment that is being processed is the last segment within the calendar period.
SEGMENTATION-PRD	SEGMENTATION-PRD indicates whether the segment being processed is the same as the calendar period (it indicates whether period segmentation has occurred) by returning the following values: 1 (true) if the segment being processed <i>does not</i> match the calendar period and 0 (false) if this segment <i>does</i> match the calendar period.

System Element	Description
SEGMENTATION-ELEM	SEGMENTATION-ELEM indicates whether the slice being processed is the same as the calendar period (it indicates whether element segmentation has occurred) by returning the following values: 1 (true) if the slice being processed <i>does not</i> match the calendar period and 0 (false) if this slice <i>does</i> match the calendar period.

Setting Up Segmentation

This topic provides an overview of setting up segmentation and discusses how to:

- Define segmentation events and types.
- Define trigger fields.

Pages Used to Set Up Segmentation

Page Name	Definition Name	Navigation	Usage
Segmentation Event Definition	GP_SEG_EVENT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Segmentation Event Definitions, Segmentation Event Definition	Define segmentation events, specify a segmentation type, and select individual elements for segmentation.
Trigger Definitions	GP_TRGR_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define triggers.

Understanding Segmentation

To set up segmentation:

1. Define an event ID and segmentation type on the Segmentation Event Definition page.

Segmentation can be caused by events such as pay group transfers, pay entity transfers, and new hires. The system does not automatically know what type of segmentation (period or element) to apply to an event. When you create an event ID, you specify:

- The type of segmentation to use.
- The elements to slice (for element segmentation only).

2. Define the records or record-field combinations that trigger segmentation in response to data changes on the Trigger Definition page, and link them to the event ID defined in step 1 (above).

These records and fields become *trigger records* or *trigger fields* which trigger segmentation in response to changes in payee data. By attaching an event ID to a field, you tell the system what type of segmentation to use when a segmentation event occurs.

Related Links

[Understanding Triggers](#)

[Setting Up Trigger Definitions](#)

Segmentation Event Definition Page

Use the Segmentation Event Definition page (GP_SEG_EVENT) to define segmentation events, specify a segmentation type, and select individual elements for segmentation.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Segmentation Event Definitions, Segmentation Event Definition

Image: Segmentation Event Definition page

This example illustrates the fields and controls on the Segmentation Event Definition page.

Segmentation Event Definition

Country: CYM Cayman Islands

Trigger Event ID: K0PRDSEG

*Description: Full Segmentation Short Description: K0PRD

*Segment Type: Element

Effective Date: 04/16/2009 Status: Active

*Entry Type	*Element Name	Description		
Earnings	K0SALARY	Salary	+	-
Earnings	K0OVERTM	Overtime	+	-
Earnings	K0PTOBAL	PTO Balance	+	-
Earnings	K0HOL	Holiday	+	-
Earnings	K0WSICK PAID	Sick	+	-

Country

Displays the country that uses the trigger event ID defined on this page. Event IDs are defined by country because one country (or organization in a country) might decide to process an event by segmenting one subset of elements (in the case of element segmentation), whereas another might decide to process the same event by segmenting a different subset of elements. Or one country might use period segmentation while another uses element segmentation to process the same event.

Trigger Event ID

Displays the trigger event ID that you entered to access this page.

This ID tells the system which segmentation type to use to process segmentation events and which elements to segment if you use element segmentation.

Segment Type

Select a segment type. Options are *Period* and *Element*.

See [Types of Segmentation](#).

Effective Date

Enter the effective date of the trigger event ID. You can enter multiple effective-dated rows for each trigger event ID if the trigger event definition changes.

Status

Select the status of the trigger event ID. Options are *Active* and *Inactive*.

Element List

If you use element segmentation to process an event, you must specify which elements in the process list should be sliced, because element segmentation affects only a limited set of elements. Enter the elements to be sliced in the Element List group box.

Entry Type

Select the type of element to slice. Options are: *Abs Entitl* (absence entitlement), *Array*, *Bracket*, *Date*, *Deduction*, *Earning*, *Formula*, *Seg Accm.* (segment accumulator), and *WritArray* (writable array).

Only segment accumulators are available for segmentation.

Element Name

Select the element name.

Related Links

[Understanding Retroactive Methods](#)

[Setting Backward and Forward Retro Limits](#)

[Trigger Table Data](#)

Trigger Definitions Page

Use the Trigger Definitions page (GP_TRGR_SETUP) to define triggers.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions

On this page you define the records or record-field combinations that trigger segmentation, and link them to an event ID.

Note: The Trigger Definition page is also used to define iterative and retroactive triggers.

Related Links

[Understanding Triggers](#)

Managing Segmentation

Trigger data is generated automatically by the online system based on the conditions that you specify during setup. After the online system generates segmentation triggers, use the Review Triggers - Segmentation page to manage those triggers so that segmentation occurs only when you want it to—and only in response to appropriate changes in system data.

This topic discusses the page used to view, add, and cancel segmentation triggers.

Page Used to Manage Segmentation

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Segmentation	GP_TRIGGER_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Segmentation	View, add, or cancel segmentation triggers by payee. A segmentation trigger must be active to be viewed or managed on this page.

Segmentation Page

Use the Segmentation page (GP_TRIGGER_SEG) to view, add, or cancel segmentation triggers by payee.

A segmentation trigger must be active to be viewed or managed on this page.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Segmentation

Use this page to view segmentation triggers for each employee ID/employee record combination. You can also manually add and cancel trigger rows on this page.

Related Links

[Understanding Triggers](#)

[Managing Automatically Generated Triggers and Defining Triggers Manually](#)

Defining Retroactive Processing

Understanding Retroactive Methods

Global Payroll provides two methods for calculating retroactivity:

- **Corrective Retro**

The corrective method recalculates the elements of a pay run, updating all balance and segment accumulators. The recalculated run replaces the previously calculated run; however, the original results remain available for auditing and reporting purposes.

- **Forwarding Retro**

The forwarding method calculates the differences between the original and recalculated pay runs. The differences between the new and old calculations are carried forward to the current calendar period as an adjustment to elements specified by the user. Unlike corrective retro, forwarding retro does not result in the replacement of the original results. Also, balance accumulators are not updated in the recalculated period but in the current calendar period.

This table provides a comparison between the two methods:

<i>Corrective Retro</i>	<i>Forwarding Retro</i>
The system recalculates the elements of the pay run that have been defined to be recalculated during retro processing.	The system recalculates the elements of the pay run that have been defined to be recalculated during retro processing.
Recalculated values for the elements of the pay run replace the previous calculations.	Recalculated values for the elements are used to compute retro deltas for the recalculated period, but do not replace the previous calculations.
The system updates balance and segment accumulators in the recalculated period.	<div>The system updates segment accumulators only.</div> <div>Note: You can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages even when the retro method is forwarding. This means that they can be replaced or updated in the recalculated period even though the retro method is forwarding.</div>
The system computes retro deltas and stores them in the recalculated period.	The system computes retro deltas and stores them in the recalculated period.
The system computes the retro adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retro Process Overrides page).	The system computes the retro adjustment for elements of the pay run that are defined to be forwarded (on the Retro Process Overrides page).

<i>Corrective Retro</i>	<i>Forwarding Retro</i>
The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes the differences.	The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.
Results are posted to PeopleSoft General Ledger for a recalculated period by fully reversing the prior calculations and re-posting the results.	Results are posted to General Ledger for a recalculated period by fully reversing the prior calculations and re-posting the results.

Note: Only segment accumulators can be forwarded. Balance accumulators cannot be forwarded regardless of the retro method.

Related Links

[Understanding Banking](#)

[Understanding the General Ledger Interface](#)

Common Elements Used in Retroactive Methods

This topic defines some of the key terms used to describe retroactivity in this topic.

Prior Results and Recalculated Results

When retroactive processing occurs for a previously calculated period, new results are created for that period. The new results are called the *recalculated results*. The results from the previously calculated period are called the *prior results*.

Recalc Period

A period that has been previously calculated and is being recalculated due to retroactivity.

Retro Deltas

When retroactive processing occurs for a given payee, the system recalculates each payroll element. The system compares the recalculated results to the prior results. The difference between these results is typically called the *retro delta*. A retro delta represents an increase or a decrease that results in an adjustment to the payee's earnings or deductions.

Retro on Retro

When a period that has already been processed for retroactivity is processed again due to additional retroactive data changes, the recalculation is called *retro on retro*.

Retro Add

A *retro add* is a situation in which a previous gross-to-net result set does not exist for a payee, and retroactivity calls for a Pay Process Stat record to be created for the first time.

Note: We discuss the Pay Process Stat record in the topic on system architecture.

See [Batch Processing Output Tables](#).

Understanding General Rules of Retroactive Processing

This topic provides examples of the delivered retroactive calculation methods, and discusses how Global Payroll:

- Tracks recalculated calendars.
- Calculates retro deltas and processes adjustments.
- Loads balance accumulators.
- Stores recalculated results.
- Reverses previous results.

Examples of Retroactive Processing

The examples of corrective and forwarding retro in this topic illustrate the basic difference between the two methods: in corrective retro, the recalculated values of elements in the pay run replace the previous calculations, while in forwarding retro, the system uses the recalculated values to compute retro deltas, and then carries the deltas forward as adjustments to elements in the current period.

Example 1: Corrective Retro—No Exceptions

In this example, Earning 1 rate changes from 100 to 120; effective date is in period 1; notified in period 2:

Re-Calc Option	Calendar Period 1	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
Always	Earning 1	100	120	20	Y	N
Always	Deduction 1 (flat amount)	30	30	0	Y	N
Not applicable	Net Pay (segment accumulator)	70	90		Y	N
Not applicable	YTD Accumulator Earning 1	100	120			

This table shows the processing results:

Calendar Period 2	Current Results	Retro Adjustment
Earning 1	120	None
Deduction 1 (flat amount)	30	None
Net Pay	90	None
YTD Accumulator Earning 1	240	

In this example, only Earning 1 generates a retro delta. The segment accumulator (Net Pay) is updated. No element is forwarded for processing in the current period, and the new value of Earning 1 replaces its old value. The banking process determines the difference between the net pay from the prior calculation (70) and the recalculation (90) and manages the retro delta (20).

Example 2: Forwarding Retro—No Exceptions

In this example, Earning 1 rate change from 100 to 120; effective date in period 1; notified in period 2:

Re-Calc Option	Calendar Period 1	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
Always	Earning 1	100	120	20	Not applicable	Y
Always	Deduction 1 (flat amount)	30	30	0	Not applicable	Y
Not applicable	Net Pay (segment accumulator)	70	90	20	Not applicable	N
Not applicable	YTD Accumulator Earning 1	100	Not applicable	Not applicable	Not applicable	N

This table shows the processing results:

Calendar Period 2	Current Results	Retro Adjustment
Earning 1	120	20
Deduction 1 (flat amount)	30	None
Net Pay	110	None
YTD Accumulator Earning 1	240	None

In this example, the system forwards the retro delta for Earning 1 to the current period (period 2), where it is recorded as an adjustment to Earning 1.

Even though the retro method is forwarding, the system does not forward all elements from the first period to the second period:

- The system does not forward the Net Pay accumulator because it already contains the value of Earning 1.

If the Net Pay accumulator had been forwarded along with Earning 1, Earning 1 would have been counted twice in the current period.

- Global Payroll does not forward balance accumulators. This is because they sum the values of elements that have potentially already been forwarded, so moving them into the current period would generate incorrect results.

Note: Even when the retro method is forwarding, Global Payroll does not forward all elements in the process list. On the Retro Process Overrides page, you must individually select the elements that you want forwarded. No element is forwarded automatically.

Tracking Recalculated Calendars

Global Payroll tags each Pay Process Stat record with a version and revision number appropriate to the retro method used. These version and revision numbers are the vehicles for tracking recalculation of a calendar period due to retroactivity.

Note: We discuss the Pay Process Stat record in the topic on system architecture.

See [Batch Processing Output Tables](#).

The system defines the original set of output results for a calendar calculation as Version 1, Revision 1 (V1R1). Each subsequent recalculation of the calendar increases either the version number or the revision number depending on the retro method:

Corrective Retro

When the retro method is corrective, the version number increases by 1 and the revision number stays at 1. For example, the first corrective retro is Version 2, Revision 1 (V2R1). The second corrective retro (retro on retro) is Version 3, Revision 1 (V3R1), and so forth.

Forwarding Retro

When the retro method is forwarding, the version number stays the same and the revision number increases by 1. For example, the first forwarding retro is Version 1, Revision 2 (V1R2). The second forwarding retro (retro on retro) is Version 1, Revision 3 (V1R3), and so forth.

The system uses these numbers to determine which calculations to use as the *old* and *new* values when processing retro deltas.

Version and Revision Numbers Used When Calculating Retro on Retro

When the system calculates retro on retro—that is, when a period is recalculated more than once—and the retro method changes, the numbering scheme becomes more complicated. In the following example,

Global Payroll recalculates five consecutive periods using the forwarding method on the first pass, and a combination of forwarding and corrective retro on the second pass.

Scenario:

The retro method changes from corrective to forwarding in period 3 when retro is first processed. The second time that retro is processed, the method changes from forwarding to corrective in the same period.

In the following table, P1 to P6 represent periods 1 to 6.

Description	P1	P2	P3	P4	P5	P6
Version and revision number for original calculation.	V1R1	V1R1	V1R1	V1R1	V1R1	V1R1
Initial recalculation method changes from corrective to forwarding in period 3.	Corrective	Forwarding				
Version and revision numbers for initial recalculation.	V2R1	V2R1	V1R2	V1R2	V1R2	V1R2
Recalculation method changes from forwarding to corrective in period 3.	Forwarding	Corrective				
Second recalculated version and revision numbers.	V2R2	V2R2	V2R1	V2R1	V2R1	V2R1

When forwarding follows corrective retro, the revision number increases by 1, and the version number remains the same as it was in the last maximum corrective run. However, when corrective retro follows forwarding, the version number increases by 1, and the revision number goes back to 1. This has important consequences for how the system calculates retro deltas.

See [Calculating Retro Deltas and Processing Adjustments](#).

Version and Revision Numbers in Retro Adds

A retro add is a situation in which a previous gross-to-net does not exist for a payee, and retroactivity calls for a Pay Process Stat record to be created for the first time. For example, suppose that a payee initially thought to have been hired in February was actually hired in January. There is no gross-to-net for January, so when January is processed for retro, the system must create a Pay Process Stat record for the period and assign version and revision numbers to it.

The system assigns version and revision numbers as follows:

- Numbering retro adds when the retro method is forwarding.

When the retro method is forwarding, the revision number must be greater than 1. If a previous gross-to-net calculation does not exist, and a retro add results in a gross-to-net for the first time, the system labels this calculation V1R2 even though it is technically the first gross-to-net. The reason for this is that forwarding retro does not replace the original results of a calculation with new ones, but uses them to generate retro deltas. V1R2 is created only to calculate the deltas to bring forward to the current period. V1R1 is not used because it does not contain the true results for the period.

- Numbering retro adds when the retro method is corrective.

When the retro method is corrective, a previous gross-to-net does not exist, and a retro add results in a gross-to-net for the first time, the system labels this first calculation V1R1. The reason for this is that corrective retro replaces the results of the prior pay calculation (it does not use them only to create retro deltas), so when a period is added, it treats this period as if it were the original one.

The following tables illustrate how the system numbers Pay Process Stat records in retro add situations using forwarding and corrective retro.

Scenario:

In the following retro add situations, it is discovered that a payee who was calculated in period 1 should not have been processed in that period. The calculations for the payee are therefore reversed in Recalc No. 2. When it is later discovered that the payee belongs in that period after all, the system produces a new gross-to-net calculation using the version and revision numbers associated with Recalc No. 3:

Example 1

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Corrective	V2R1
Recalc No. 2	Reversal (corrective)	V3R1
Recalc No. 3	Add (corrective)	V4R1

Example 2

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1

Period/Recalculation	Retro Method	Numbering
Recalc No. 1	Corrective	V2R1
Recalc No. 2	Reversal (corrective)	V3R1
Recalc No. 3	Add (forwarding)	V3R2

Example 3

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Forwarding	V1R2
Recalc No. 2	Reversal (forwarding)	V1R3
Recalc No. 3	Add (forwarding)	V1R4

Example 4

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Forwarding	V1R2
Recalc No. 2	Reversal (forwarding)	V1R3
Recalc No. 3	Add (corrective)	V2R1

Related Links[Retroactive Adds](#)[Retroactive Deletes](#)**Calculating Retro Deltas and Processing Adjustments**

This topic provides information about how the system calculates retro deltas and processes adjustments.

Calculating Retro Deltas

In forwarding retro, the Delta = New Value - Old Value (where the old value is the value from the last revision of the previous calculation [maximum revision]).

Period 1	Value of Earning 1 (E1)	Delta
V1R1	20	Not applicable

Period 1	Value of Earning 1 (E1)	Delta
V1R2	30	$E1(V1R2) - E1(V1R1) = 10$
V1R3	40	$E1(V1R3) - E1(V1R2) = 10$

In corrective retro, the Delta = New Value - Old Value (where the old value is the value from the previous version, Revision 1).

Period 1	Value of E1	Delta
V1R1	20	Not applicable
V2R1	30	$E1(V2R1) - E1(V1R1) = 10$
V3R1	40	$E1(V3R1) - E1(V2R1) = 10$

When calculating deltas, the system includes in the old value of an element (earning or deduction) any adjustments that were forwarded to it from recalculated periods. Similarly, the new value of an element calculated for the current period includes adjustments that were forwarded to it as a result of a recalculation in previous periods.

Period 1	Value of E1	Delta
V1R1	25 (20 + 5 Adjustment)	Not applicable
V1R2	35 (30 + 5 Adjustment)	$E1(V1R2) - E1(V1R1) = 10$
V1R3	45 (40 + 5 Adjustment)	$E1(V1R3) - E1(V1R2) = 10$

Note: There is an exception to the rule that the new value of an element always contains adjustments that were forwarded to that element when it was calculated in a previous run. This exception is discussed in Example 3 under *Deltas and Adjustments When The Retro Method Changes*.

Calculating Deltas When Corrective Follows Forwarding

In the case of corrective retro—or when corrective follows forwarding—the system defines the old value as the previous version, Revision 1. Take the following example of a period which is recalculated twice due to retro—first using forwarding retro, and again using corrective retro. If the value of earning E1 equals 20 in period 1 (V1R1), increases to 30 in the first recalculation (V1R2), and increases again to 40 in the last recalculation (V2R1), the system derives the deltas as follows:

Retro Method	Period 1	Value of E1	Delta
Not applicable	V1R1	20	Not applicable
Forwarding	V1R2	30	$E1(V1R2) - E1(V1R1) = 10$
Corrective	V2R1	40	$E1(V2R1) - E1(V1R1) = 20$

To calculate the second retro delta in V2R1, when the retro method changes from forwarding to corrective, the system subtracts the value of E1 in the previous version, revision 1 (20) from the new value of E1 (40). It ignores E1 in V1R2 (the previous version, Revision 2) because V1R2 is a virtual calculation and doesn't represent the last true value.

Processing Adjustments

When the retro method is forwarding, the system calculates the adjustment to carry forward by summing the deltas for an element across all of the recalculated periods. If you have defined payment keys, the system sums the calculated deltas by payment key rather than creating a single adjustment amount.

See [Payment Keys with Forwarding Retro](#).

Example 1: Processing Deltas and Adjustments in Forwarding Retro

The following example of retro on retro illustrates how the system calculates deltas and processes adjustments when using the forwarding method.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Ver/ Rev #	Load YTD Balances (load year-to-date balances)	Period 1	Load YTD Balances	Period 2	Load YTD Balances	Period 3
V1R1	Load 0	E1 = 10	Load 10	E1 = 30 (20 + 10)	Load 40	E1 = 50 (30 + 0 + 10)
		Net Pay = 10		Net Pay = 30		Net Pay = 50
		YTD E1 = 10		YTD E1 = 40		YTD E1 = 90
V1R2	Load 0	E1 = 20 Delta = 10	Load 10	E1 = 40 (30 + 10) Delta = 10		
		YTD E1 = 10		YTD E1 = 40		
V1R3	Load 0	E1 = 30 Delta = 10				
		YTD E1 = 10				

In this example, the system calculates retro deltas by subtracting the old value of E1 from the new value of E1 (the old value is defined as the last revision of the previous calculation).

First retro calculation:

- Period 1 (V1R2): E1 = 20.
Delta = 10 [20 (V1R2) - 10 (V1R1)]. Pulled in to period 2 (V1R1) as an adjustment.
- Period 2 (V1R1): E1 = 30 (20 + 10 Adj). Adjustment from period 1 (V1R2).

Second retro calculation (retro on retro):

- Period 1 (V1R3): E1 = 30.
Delta = 10 [30 (V1R3) - 20 (V1R2)]. Pulled in to period 3 (V1R1) as an adjustment.
- Period 2 (V1R2): E1 = 40 (30 + 10 Adj). Adjustment carried forward from period 2 (V1R1).
Delta = 10 [40 (V1R2) - 30 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.
- Period 3 (V1R1): E1 = 50 (30 + 10 Adj + 10 Adj). Adjustments from period 1 (V1R3) and period 2 (V1R2).

The adjustment is the sum of all retro deltas. In P2 (V1R1), the adjustment to E1 is 10. In P3 (V1R1), the adjustment to E1 is the sum of the adjustments from the recalculation of periods 1 (V1R3) and 2 (V1R2), or 10 + 10.

Note: Because periods 1 and 2 are processed using forwarding retro, the YTD accumulator is not updated each time these periods are recalculated. When the balances are loaded before each recalculation, the system uses the YTD balance from the prior period, V1R1. Revision 1 is always loaded when the method is forwarding.

Example 2: Processing Deltas in Corrective Retro

The following example of retro on retro illustrates how the system calculates deltas when using the corrective method.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Version/ Revision Number	Load YTD Balances	Period 1	Load YTD Balances	Period 2	Load YTD Balances	Period 3
V1R1	Load 0	E1 = 10	Load 20	E1 = 20	Load 60	E1 = 30
		Net Pay = 10		Net Pay = 20		Net Pay = 30

Version/ Revision Number	Load YTD Balances	Period 1	Load YTD Balances	Period 2	Load YTD Balances	Period 3
		YTD E1 = 10		YTD E1 = 40		YTD E1 = 90
V2R1	Load 0	E1 = 20 Delta = 10	Load 30	E1 = 30 Delta = 10		
		Net Pay = 20		Net Pay = 30		
		YTD E1 = 20		YTD E1 = 60		
V3R1	Load 0	E1 = 30 Delta = 10				
		Net Pay = 30				
		YTD E1 = 30				

In this example, the system calculates retro deltas by subtracting the old value of E1 from the new value of E1 (the old value is defined as the value of the previous calculation [previous version, Revision 1]). The deltas of E1 are not marked for forwarding.

There are no adjustments to the value of E1 (as in forwarding retro) because corrective retro replaces the old value with the new value.

First retro calculation:

Period 1 (V2R1): E1 = 20

- Delta = 10 [20 (V2R1) - 10 (V1R1)]. New value replaces old value.
- Net Pay = The banking process determines if any difference exists between the net pay from the prior calculation and the recalculation. In this instance, the difference is 10.

Second retro calculation (retro on retro):

- Period 1 (V3R1): E1 = 30.
 - Delta = 10 [30 (V3R1) - 20 (V2R1)]. New value replaces old value.
 - Net Pay = The banking process determines if any difference exists between the net pay from the prior calculation and the recalculation. In this instance, the difference is 10.
- Period 2 (V2R1): E1 = 30.
 - Delta = 10 [30 (V2R1) - 20 (V1R1)]. New value replaces old value.

- Net Pay = The banking process determines if any difference exists between the net pay from the prior calculation and the recalculation. In this instance, the difference is 10.

Note: Because periods 1 and 2 are processed using corrective retro, the YTD accumulator is updated each time a period is recalculated. When balances are loaded before each recalculation, the system uses the balance from the calculation with the highest version number, Revision 1 in the previous period.

Example 3: Processing Deltas and Adjustments When the Retro Method Changes

When calculating retro deltas, the system generally defines the new value of an element as containing the same adjustments as the old value. However, when a period is processed using forwarding retro and reprocessed using corrective retro (the retro method changes from forwarding to corrective), the procedure for calculating deltas becomes more complicated.

This example shows what happens when the method for calculating retroactivity changes from forwarding to corrective.

Scenario:

- Retro in period 3 back to period 1 due to a change in E1 from 10 to 30. Retro method is forwarding.
- Retro in period 4 back to period 2 due to a change in E1 from 30 to 40. Retro method changes to corrective for period 2 and then back to forwarding for period 3. E1 is defined as a forwarding exception (it is forwarded to E2 in period 4).

Version / Revision Number	Period 1	Method	Period 2	Method	Period 3	Period 4
V1R1 Forwarding	E1 = 10		E1 = 10		E1 = 70 (30 + 20 + 20)	E1 = 30 (40 - 10) E2 = 30
V1R2 Forwarding	E1 = 30 Delta = 20		E1 = 30 Delta = 20			
		V2R1 Method Corrective	E1 = 40 Delta = 30	V1R2 Method Forwarding	E1 = 60 (40 + 20) Delta = <10>	

First retro calculation:

- Period 1 (V1R2): E1 = 30.
Delta = 20 [30 (V1R2) – 10 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.
- Period 2 (V1R2): E1 = 30.
Delta = 20 [30 (V1R2) - 10 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 3 (V1R2): $E1 = 70 (30 + 20 \text{ Adj} + 20 \text{ Adj})$. Adjustments from period 1 (V1R2) and period 2 (V1R2).

Second retro calculation (retro on retro):

- Period 2 (V2R1): $E1 = 40$.
Delta = $30 [40 (V2R1) - 10 (V1R1)]$. Pulled in to period 4 (V1R1) as an adjustment to E2.
- Period 3 (V1R2): $E1 = 60 (40 + 20 \text{ Adj})$. Adjustment carried forward from period 1 (V1R1).
Delta = $<10> [60 (V1R2) - 70 (V1R1)]$. Pulled in to period 4 (V1R1) as an adjustment.
- Period 4 (V1R1): $E1 = 30 (40 - 10 \text{ Adj})$. Adjustments from period 3 (V1R2) and $E2 = 30$ adjustment from Period 2 (V2R1).

In this example, the first retro calculation in period 2 involves a change in the value of E1 from 10 to 30, resulting in a delta of 20. When period 2 is recalculated using corrective retro, the value of E1 increases from 30 to 40. Note that the system does not calculate the new delta as $40 (E1, V2R1) - 30 (E1, V1R2)$, as it would if the method were forwarding, but as $40 (E1, V2R1) - 10 (V1R1)$. This is because the old value in corrective retro is defined as the previous calculation (previous version, Revision 1), not as the previous revision.

This creates the following problem, which the system must resolve:

- The first retro calculation results in a delta of 20 being forwarded to period 3.
- The second, corrective calculation results in a delta of 30 being pulled into period 4. This delta includes not just the difference between the value of E1 in V2R1 (40) and the previous value of E1 in V1R2 (30), but the already forwarded difference between the value of E1 in V1R2 and V1R1 ($30 - 10 = 20$). Consequently this difference (20) is counted twice.

How does the system compensate for this? The answer depends on how the delta for period 3 is recalculated. The new value of an element is normally defined as containing the same adjustments as those in the old value. However, when the retro method changes from forwarding to corrective, the delta that appears to be "double-counted" (the delta from period 2 V1R2 in this example) is not included in the new value of E1 when the period to which it was forwarded is recalculated. When the system calculates the delta for period 3, the new value does not contain the adjustment to E1 from period 2, V1R2, but only the adjustment from period 1, V1R2.

Loading Balance Accumulators

Before the system recalculates elements during retro, it loads balances to produce the correct value for the balance accumulators. The rule used to load balances varies depending on whether you are using forwarding or corrective retro.

If you're using forwarding retro, the system loads the balance for the element that is being recalculated from the previous period, V1R1.

Using *Example 1*, presented earlier (see *Calculating Retro Deltas and Processing Adjustments*):

- Period 1 (V1R1): The system loads a balance of 0 for E1 (this is the first period, and E1 has not yet been calculated).
- Period 2 (V1R1): The system loads the YTD balance of E1 (10) from period 1 (V1R1).

- Period 3 (V1R1): The system loads the YTD value of E1 (40) from the period 2 (V1R1).

If your method is corrective, the system loads the balance for the element from the calculation with the highest version number in the previous period.

Using *Example 2*, presented earlier (see *Calculating Retro Deltas and Processing Adjustments*):

- Period 1 (V1R1): The system loads a balance of 0 for E1 (this is the first period, and E1 has not yet been calculated).
- Period 2 (V1R1): The system loads the YTD balance for E1 (20) from the calculation with the highest version number in period 1 (V2R1).
- Period 2 (V2R1): The system loads the YTD balance for E1 (30) from the calculation with the highest version number in period 1 (V3R1).
- Period 3 (V1R1): The system loads the YTD balance for E1 (60) from the calculation with the highest version number in period 2 (V2R1).

Storing Recalculated Results

During retroactive processing the system recalculates each payment that is generated for the payee from the date of retroactivity forward. The system compares the recalculated results to the original results. If there is a difference between them, the system:

1. Stores prior results for auditing purposes, regardless of the method.
2. Stores the new calculation results for each payee. If the retro method is corrective, the system replaces the prior results with new ones in the recalculated period. These results represent the true results for that period. If the retro method is forwarding, these results do not represent the true value but a virtual value.
3. Stores retro deltas for earnings and deductions for each segment in GP_RSLT_DELTA, in the recalc period in which they were generated by the calendar group ID that recalculated the calendar ID.
4. Stores segment accumulator deltas that are defined to be forwarded.

Note: All earning and deduction deltas are stored, regardless of the method used. Accumulator deltas aren't stored unless they are defined to be forwarded (and only segment accumulators can be forwarded).

Related Links

[Countries Page](#)

Reversing Previous Results

There are several situations in which the system does not calculate retro deltas by subtracting old values from new values. In these situations, to calculate the deltas, the system *reverses* the old results and cancels prior calculations. The system adds the resulting negative values to any new values that may have been generated for the period (as long as they share the same payment keys) and moves the results to the current period (if the retro method is forwarding).

Reversal occurs when:

- The segment dates of the recalc period don't match those of the prior period.
- The payment keys of the recalc period/segments don't match those of the prior period/segments.

In this case, the system sums deltas by payment key (that is, only deltas with the same payment keys are summed) before forwarding them to the appropriate slice or segment in the current period.

- A payee who was calculated as part of a calendar is later discovered to not belong in the calendar.

In this case, the system reverses prior calculations for the payee. For example, this could occur in a retroactive transfer situation in which a payee is transferred in January, but the transfer is not recorded until February. The January period would need to be reversed entirely.

Following is an example of a related situation that requires a more selective reversal of prior results:

A retroactive calculation takes place on a calendar period that had adjustments for a payee's earnings pulled into it from previous periods (so that the payee received adjustments in addition to his or her current pay). Later, the payee must be reversed out of this calendar. In such a situation, you might need to preserve the adjustments that were forwarded to the calendar that is being reversed because those adjustments came from a calendar that is not being reversed. The system has been programmed to recognize situations like this and preserves the forwarded adjustments.

Related Links

[Segmentation and Retro](#)

[Payment Keys with Forwarding Retro](#)

Setting Backward and Forward Retro Limits

In Global Payroll, you use the Pay Entity Retro Limits page to establish default backward and forward limits for retro processing. These defaults tell the system how far back in time to go to recalculate closed calendars that are associated with a pay entity, and how long after a payee becomes inactive he/she is eligible for retro processing.

To determine how far back in time to go to process retroactivity, the system compares the backward limit defined on the Pay Entity Retro Limits page to the following system dates:

- Trigger Effective Date.

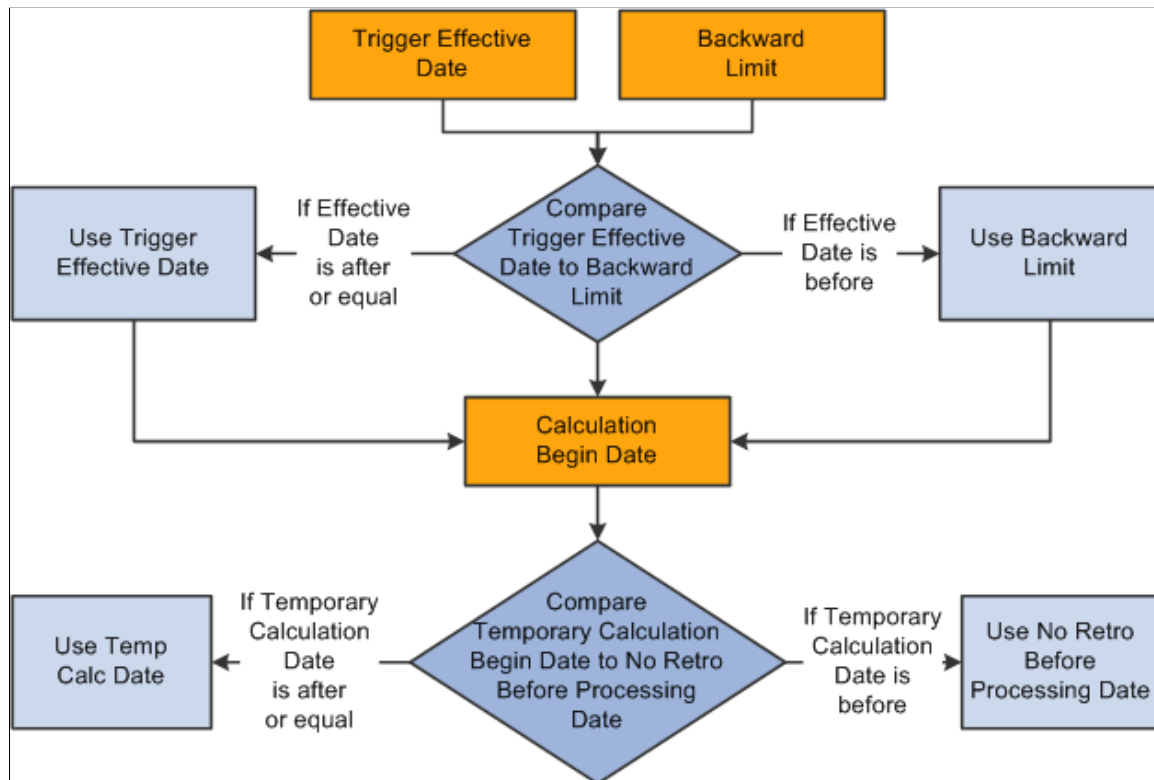
This date—the effective date of the change that triggers retroactive processing—establishes a theoretical goal for how far back in time to go to recalculate data. When the system determines which periods to process, the backward limit date takes precedence over the trigger effective date. For example, if the trigger effective date is January 1, 1990, and the backward limit date is January 1, 1995, the backward limit date stops all calculations prior to (and including) that date. By contrast, if the backward limit date is January 1, 1990, and the trigger effective date is January 1, 1995, then the trigger effective date establishes the number of periods to recalculate.

- No Retro Processing Before Date.

This is the date that a payee enters the Global Payroll system. This date takes precedence over the trigger effective date and the backward limit date because no matter what these dates are, there is no historical data to recalculate before the No Retro Processing Before Date.

Image: Interaction of dates used to determine the number of past periods to recalculate

This diagram illustrates the interaction of the dates used to determine the number of past periods to recalculate.



The Global Payroll system determines the first recalculation period by comparing the trigger effective date to the backward limit date and comparing both dates to the calculation begin date.

The process for determining forward limits is less complex than for backward limits, because the system does not compare trigger effective dates to either the forward limit or the No Retro Processing Before Date. It only needs to determine whether payees are within the forward limits defined on the Pay Entity Retro Limits page. If a payee is within these limits, the system applies the backward limits to determine the number of past periods to recalculate.

For forward limits to apply, a payee must be inactive in all jobs (EMPL_STATUS on the Job record is used to validate the payee's status). A payee is considered inactive if the EMPL_STATUS value is *D* (deceased), *R* (retired), *T* (terminated), *V* (terminated pension payout), or *X* (retired-pension administration). If a payee has multiple jobs, the highest effective date of all rows that are returned is used as the inactive date.

Setting Up Retroactive Processing

To set up retroactive processing, use the Countries (GP_COUNTRY), Retro Process Definitions (GP_RTO_PRC_DEFN), Retro Process Overrides (GP_RTO_OVR_DEFN), Retro Event Definitions (GP_RTO_EVT), Pay Entities (GP_PYENT), and Assign Retro Limits (GP_PYE_RTO_LIM) components.

This topic provides an overview of retroactive processing setup and discusses how to:

- Define retroactivity defaults at the country level.
- Define a retro process.
- Forward elements and define retroactive overrides.
- Define trigger event IDs.
- Define backward and forward limits for retro processing at the pay entity level.
- Define retro processing limits at the payee level.
- Manage unprocessed retro deltas.

Pages Used to Set Up Retroactive Processing

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Countries	GP_COUNTRY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries, Countries	Define a default retro method at the country level.
Retro Process Definition	GP_RTO_PRC_DEFN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Definitions	Define a retro process.
Retro Process Overrides	GP_RTO_OVR_DEFN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides	<ul style="list-style-type: none"> • Specify the elements that are to be forwarded when the standard retro method is forwarding. • Define overrides to the standard corrective retro method. • Override the Retro Recalculation Option defined on the earning and deduction definition pages.

Page Name	Definition Name	Navigation	Usage
Retro Event Definition	GP_RTO_EVT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Event Definitions	Associate a triggering event (a change in critical data) with one of the processes that you defined on the Retro Process Definition page.
Retro Limits	GP_PYENT_RETRO	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Retro Limits	<ul style="list-style-type: none"> Define the backward and forward limits for retro processing at the pay entity level. Override pay group matching criteria for unprocessed retro deltas. Enable the retention of accumulator balances during retro processing.
Retro Limits Assignment	GP_PYE_RTO_LIM	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Retro Limits, Retro Limits Assignment	Override, at the payee level, the backward and forward limits for retro processing that you established at the pay entity level on the Retro Limits page.
Unprocessed Retro Deltas	GP_UDELTA	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Unprocessed Retro Deltas	Manage unprocessed retro deltas.

Related Links

[Additional Pages Affecting Retroactive Processing](#)

Understanding Retroactive Processing Setup

Follow these steps to set up retroactive processing:

1. Select a default retro method.

On the Countries page, identify a default retro method—forwarding or corrective—for processing retroactivity. There can be only one default method per country, but you can develop this method into a number of distinct processes and even override it if necessary.

In addition, use this page to define the retro method to apply where there is a conflict and to define how retroactivity should work with banking and General Ledger.

On the same page, specify whether to store any delta amount or delta component that has a nonzero value, regardless of the setting on the Element Name (GP_PIN) page.

See [Countries Page](#).

See [Countries Page](#).

2. Define a retro process.

Further define the retro method on the Retro Process Definition page. For example, you can use the forwarding method to calculate periods that come before the pay entity calendar year and corrective retro for periods that follow this date—even when the default retro method is forwarding. You can also override the default retro method on the Retro Process Definition page.

3. Select elements to be forwarded, and set up overrides to the corrective method.

If the default retro method is forwarding, use the Retro Process Overrides page to individually select elements to forward. Global Payroll does not assume that every element in a process list should be forwarded—even when the default method is forwarding.

If the default retro method is corrective, but you want to forward certain elements, identify the elements to forward on the Retro Process Overrides page.

4. Map retro processes to trigger event IDs.

Use the Retro Event Definition page to associate the retro process you defined in step 2 with a trigger event ID. The event ID tells the system how to process data changes to the records or fields you make sensitive to retroactive data changes in step 5 (see below).

5. Define trigger records and fields.

After mapping retro processes to event IDs, you must decide which database records and fields will trigger retroactive processing in response to data changes. You identify these fields and records on the Trigger Definitions component (GP_TRGR_SETUP) and link them to one of the trigger event IDs that you defined in Step 4. Because trigger event IDs identify retro process definitions, any field or record that is linked to this ID triggers the correct process in response to a data change.

Note: We discuss the Trigger Definitions component in the topic on trigger setup.

See [Understanding Triggers](#).

6. Determine which pay entities allow retroactive processing.

Use the Pay Entity Retro Limits page to enable retroactive processing of calendars in a pay entity.

7. Specify backward and forward limits.

There are two pages on which you can set backward and forward limits:

- Use the Pay Entity Retro Limits page to establish default backward and forward limits for retro processing (optional). This tells the system how far back in time to go to recalculate closed calendars that are associated with a pay entity, and how long after a payee becomes inactive he/she is eligible for retro processing.
- If necessary, override the default backward and forward limits for specific payees using the Retro Limits Assignment page.

8. View, add, and cancel retro triggers.

After the online system generates retro triggers, use the Payee Triggers - Retro page to manage retro events so that retroactive processing takes place only in response to the appropriate changes in system

data. This page enables you to view retro triggers for each payee; you can also add and cancel triggers on this page.

Note: Retro trigger data is generated by the online system based on conditions that you specify during setup. You can also manually enter retro trigger rows that were not created automatically.

Warning! Canceling a trigger does not undo the database change that created the trigger in the first place. If there is retro for some other reason, this change may be picked up when prior periods are recalculated.

9. Manage unprocessed retro deltas.

During forwarding retro—or when using corrective retro with forwarding exceptions—the system forwards deltas from the recalculated calendar as adjustments to the current calendar when certain conditions (matching criteria) have been met. If forwarded retro deltas cannot be processed because the default matching criteria are not met, you can manually direct the deltas to an appropriate calendar by using the Unprocessed Retro Deltas page.

Countries Page

Use the Countries page (GP_COUNTRY) to define a default retro method at the country level.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries, Countries

Image: Countries page

This example illustrates the fields and controls on the Countries page.

Countries

Country: FRA France

Net Pay Validation Formula:

*Default Retroactive Method:

*On Conflict Retroactive Method:

☒ Store Non-Zero Delta Component

Use Current Results+Adjustment

☒ To Process Banking

☒ To Process General Ledger

Process Payee Assignments

*Process Assignments Option:

Prorate Assignments Start Date:

See [Countries Page](#).

Selecting the Corrective Method for Default Retroactive Processing

If you select *Corrective* as the Default Retroactive Method, the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retroactive processing.
2. Recalculated values for the elements of the pay run replace the previous calculations.
3. The system updates balance and segment accumulators in the recalculated period.
4. The system computes retro deltas and stores them in the recalculated period.
5. The system computes the retroactive adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retroactive Process Overrides page).
6. The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes the differences.
7. The system executes a full reversal of the prior calculation results and posts the recalculated results to General Ledger.

Selecting the Forwarding Method for Default Retroactive Processing

If you select *Forwarding* as the Default Retroactive Method, the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retro.
2. Recalculated values for the elements are used to compute the retroactive deltas for the recalculated period, but do not replace the previous calculations.
3. The system updates segment accumulators only. (Note that you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages even when the retroactive method is forwarding.)
4. The system computes retroactive deltas and stores them in the recalculated period.
5. The system computes the retroactive adjustment for elements of the pay run that are defined to be forwarded (on the Retroactive Process Overrides page.)
6. The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.
7. In order to address the retroactive changes that impact banking recipients and/or general ledger accounts, the system reverses and reinstates previous payments. An example is presented in the following table. In this example, a deduction with a payment of 100 is made to Recipient 1 in January. In February, the recipient changes to Recipient 2, effective dated in January, thus triggering retroactive processing. The system posts the following recipient and amount information to banking results:

Month	Version/Revision	Amount	Recipient	Action
January	V1R1	100	1	Resolution (last period)

Month	Version/Revision	Amount	Recipient	Action
February	V1R2	(100)	1	Reversal
February	V1R2	100	2	Reinstatement
February	V1R1	100	2	Resolution (current period)

In this case, the amount does not change. If it does change, the system also reverses the amount from the element to which the changed amount was forwarded.

Understanding the On Conflict Retro Method

Retro conflicts occur when the system receives contradictory instructions about how to process retro. This can occur when:

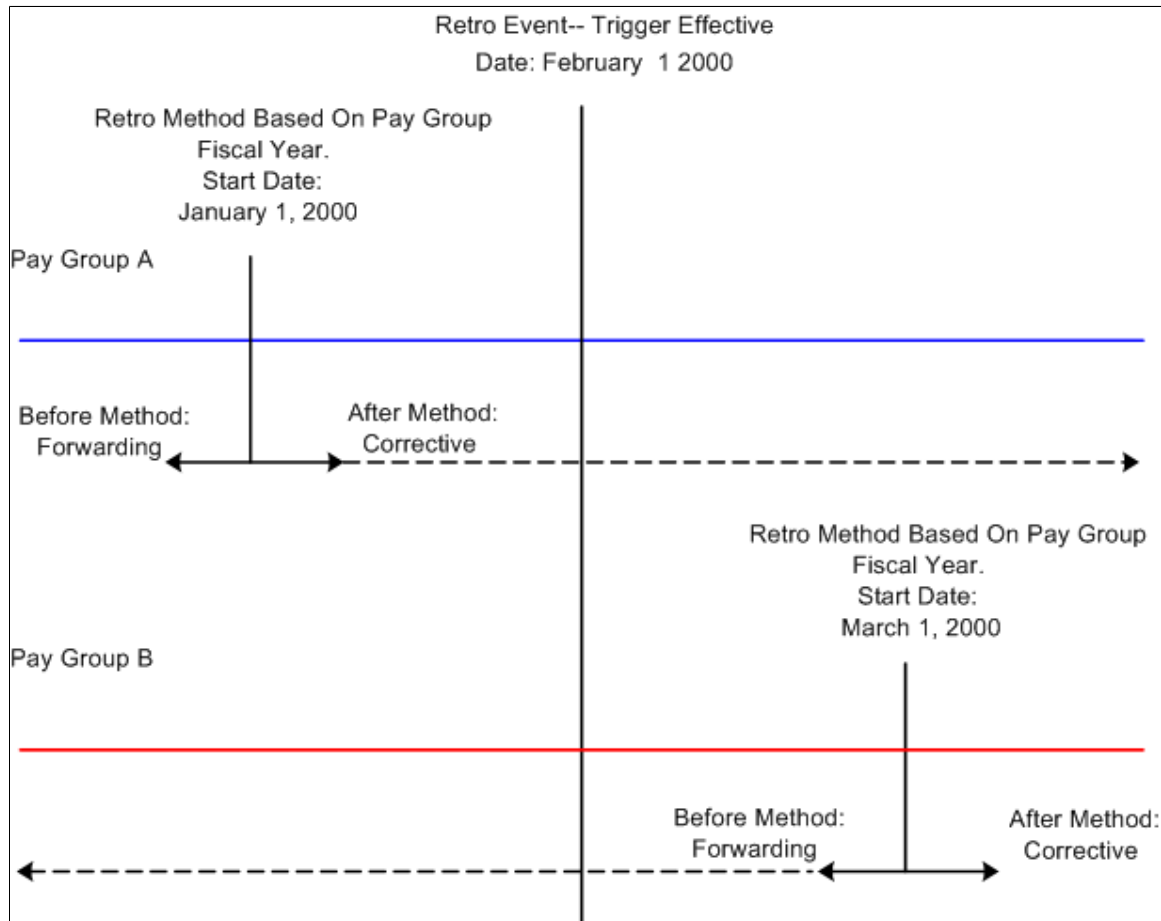
- An employee is associated with more than one pay group or pay entity.
- The retro Method Based On dates defined for these pay groups or pay entities call for different retro methods to be used to process different calendars with the same period ID during the same calculation period.

For example, imagine that you assign an employee to Pay Group A. The fiscal year (the retro Method Based On date) begins on January 1, 2000. For the same employee in Pay Group B, the fiscal year begins on 1 March 2000. Assume that a retro event reported in March causes the February pay period to be

recalculated and that the method you've defined for processing this event varies by *Pay Group Fiscal Year* (in both pay groups the Before Method is *Forwarding* and the After Method is *Corrective*).

Image: Understanding the on conflict retro method

This graphic shows an example of the on conflict retro method.



To recalculate the February pay period, Pay Group A uses corrective retro, while Pay Group B uses forwarding retro. The same event calls for the use of conflicting retro methods for processing the same period, even though the process definition is the same (the method is forwarding before the Pay Group Fiscal Year and corrective after the Pay Group Fiscal Year). To avoid this conflict, select a retro conflict method on the Countries page.

Note: The system creates a Pay Process Stat record for each payee for each calendar, including retro. When you specify a retro conflict method, you ensure that consecutive Pay Process Stat records with the same period ID are processed using a single retro method.

Process Definition Page

Use the Retro Process Definition page (GP_RTO_PRC_DEFN) to define a retro process.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Definitions

Image: Retro Process Definition page

This example illustrates the fields and controls on the Retro Process Definition page.

Retro Process Definition

Country: CYM Cayman Islands

Retro Process Definition ID: K0PRCDFN

*Description: Retro Process Definition Short Description: K0PRCDFN

*Retro Method: Corrective ☐ Retro Method Varies

Retro Method Decided By

Method Based On:

Determine Year By:

Before Method: After Method:

Retro Process Definition ID (retroactive process definition ID)

Identifies the retro process you are defining.

Retro Method

The value of this field defaults from the Countries page. You can override it.

Retro Method Varies

Select if you want the retro method to vary based on a predefined date.

When you select this check box, the Retro Method Decided By group box fields become available for data entry. You can vary the retro method in relation to the *Pay Entity Calendar Year*, *Pay Entity Fiscal Year*, or *Pay Group Fiscal Year*.

For example, you can use forwarding retro to calculate periods that come before the pay entity calendar year, and corrective retro for periods that follow this date—even though your default retro method is forwarding.

If you leave this check box deselected, the default retro method (from the Countries page) remains constant across all calendar periods.

Retro Method Decided By

The fields in this group box enable the system to determine the date and year that the retro method varies and are available only if you select Retro Method Varies.

Method Based On

Use this field to define the month and day on which the retro method varies (the retro method change date).

Values are:

Pay Entity Calendar Year: Normally defined as 1 January of any year. You define this date on the Pay Entity Processing Details page.

Pay Entity Fiscal Year: You define this date on the Pay Entity Processing Details page.

Pay Group Fiscal Year: You define this date on the Pay Group Defaults page.

Determine Year By

Determines the year in which the retro method varies (the retro method change date). The first current calendar that the payee is included in for that calendar group determines the year based on the calendar date selected. Values are:

Pay Date: Day of payment.

Period End Date: End of pay period.

Before Method

Select the method for recalculating calendar periods whose period end dates precede the retro method change date. Values are *Forwarding* and *Corrective*.

After Method

Select the method for recalculating calendar periods whose period end dates are the same as or later than the retro method change date. Values are *Forwarding* and *Corrective*.

Determining the Date and Retro Method When the Retro Method Varies

The system determines the retro method change date and the retro method as follows:

1. Determine the retro method change date.

Using the Method Based On and Determine Year By field values, the system determines the day, month, and year on which the retro method varies (the retro method change date). The year is based on the *Period End Date* or *Pay Date* of the first current calendar that the payee is included in—depending on the Determine Year By field value. The month of the *Period End Date* or *Pay Date* of the current calendar is then compared to the month that appears in the Method Based On field:

- If the current calendar month is less than the month that you selected in the Method Based On field, the system subtracts one year from the Determine Year By field value to determine the year for the retro method change date.
- If the month of the first current calendar is greater than or equal to the month in the Method Based On field, the system uses the year associated with the Determine Year By field value.

Example 1: Using Period End Date to determine the retro method change date:

- First current calendar period is December 1 to December 31, 1999.
- Year is determined by Period End Date, which is December 31, 1999.
- Method is based on Pay Entity Calendar Year, which is January 1.

The retro method change date is therefore January 1, 1999.

Example 2: Using Pay Date to determine the retro method change date:

- First current calendar period is December 1 to December 31, 1999.
- Year is determined by Pay Date, which is January 2, 2000.
- Method is based on Pay Entity Calendar Year, which is January 1.

The retro method change date is therefore January 1, 2000.

Example 3: Calendar Month is less than Method Based On month:

- First current calendar period is March 1 to March 31, 1999.
- Year is determined by Period End Date, which is March 31, 1999.
- Method is based on Pay Entity Fiscal Year, which is April 1.

The retro method change date is therefore April 1, 1998.

2. Determine the retro method to use.

The system compares the retro method change date to the Period End Date of each recalc period:

- If the Period End Date of the recalc period is greater than or equal to the Retro Method Change Date, the system uses the After Method.
- If the Period End Date of the recalc period is less than the Retro Method Change Date, the system uses the Before Method.

The following table shows how the system applies the correct retro method, given these conditions:

- Default Retro Method is *Forwarding*.
- Retro Method Varies is selected.
- Before Method is *Forwarding*.
- After Method is *Corrective*.

To Determine Retro Method Change Date				To Determine Method to Use
Method Based On	Current Calendar Period	Determine Year By	Retro Change Date	Recalc Period and Method Used
Calendar Year: January 1	December 1–31, 1999	Period End Date: December 31, 1999	January 1, 1999	#1: November 1–30, 1998/Before Fwd) #2: March 1–31, 1999/After (Cor)

To Determine Retro Method Change Date				To Determine Method to Use
		Pay Date: January 2, 2000	January 1, 2000	#1: November 1–30, 1998/Before (Fwd) #2: March 1–31, 1999 / Before (Fwd)
Fiscal Year: July 1	March 1–31, 1999	Period End Date: March 31, 1999	July 1, 1998	#1: May 1–31, 1998/Before (Fwd) #2: November 1–30, 1998/After (Cor) #3: February 1–28, 1999/After (Cor)
		Pay Date: April 1, 1999	July 1, 1998	#1: May 1–31, 1998/Before (Fwd) #2: November 1–30, 1998/After (Cor) #3: February 1–28, 1999/After (Cor)
	August 1–31, 1999	Period End Date: August 31, 1999	July 1, 1999	#1: May 1–31, 1999/Before (Fwd) #2: June 1–30, 1999/Before (Fwd) #3: July 1–31, 1999 / After (Cor)
		Pay Date: September 1, 1999	July 1, 1999	#1: May 1–30, 1999/Before (Fwd) #2: June 1–31, 1999/Before (Fwd) #3: July 1–31, 1999/After (Cor)

Fwd = forwarding method

Cor = corrective method

Example: Selecting the Use Current Results+Adjustment Check Box to Process General Ledger When the Retro Method Varies Check Box is Selected

Let's suppose that you select:

- The To Process General Ledger check box (in the Use Current Results+Adjustment group box) on the Countries page.
- The Retro Process Varies check box on the Retro Process Definition page.
- The following values in the Retro Process Decided By group box:
 - Method Based On: *Pay Entity Calendar Year*.
 - Determine Year By: *Pay Date*.
 - Before Method: *Forwarding*.
 - After Method: *Corrective*.

Assume that you have an earning/deduction assignment dated December 1, 2002 through December 31, 2003. You process payrolls for December 2002 and January 2003, and run the General Ledger process for both months. Subsequently, you change the value of the override, but don't change the dates, so retroactivity dates back to December 1, 2002 when you run payroll for February 2003.

In this example, the retro method varies: the retroactive process applicable to December 2002 is forwarding retro, and the retroactive process applicable to January 2003 is corrective retro. When you run the General Ledger process for February 2003, you will see that both retroactive methods, corrective and forwarding, appear in the General Ledger results. The forwarding method includes the delta or adjustment in the February amount, while the corrective method reverses and corrects previous entries.

Retro Process Overrides Page

Use the Retro Process Overrides page (GP_RTO_OVR_DEFN) to .

- Specify the elements that are to be forwarded when the standard retro method is forwarding.
- Define overrides to the standard corrective retro method.
- Override the Retro Recalculation Option defined on the earning and deduction definition pages.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides

Image: Retro Process Overrides

This example illustrates the fields and controls on the Retro Process Overrides.

Retro Process Overrides

Country: DEU Germany

Retro Process Definition ID: DE RETRO Rtr Evnt DEU

Retro Method: Corrective

Effective Date: 01/01/1998

Formula Element: DE_TX_OVRD_RTRMTH

Override Set: 1

☒ Overrides Exist

Element Overrides

*Entry Type	*Element Name	Description	*Retro Recalculation Option	Forward
Seg. Accm	DE_A1_PAYM	Employee's Payment	Always Recalculate	<input checked="" type="checkbox"/>

Understanding Rules for Forwarding Elements and Defining Overrides to Corrective Retro

If your retro method is forwarding, you must individually select elements to be forwarded on the Retro Process Overrides page. Global Payroll does not assume that every element in a process list should be forwarded—even when the retro method is forwarding.

If your default method is corrective, but you want certain elements to be forwarded, you must specify the elements you want forwarded on the Retro Process Overrides page.

Defining Elements to Be Forwarded (when the retro method is forwarding):

If your default retro method is forwarding:

- Specify each element that is to be forwarded (on the Retro Process Overrides page).
- The only types of elements that can be forwarded are earnings, deductions and accumulators. (Only deltas from segment accumulators can be forwarded.)
- If an element is an earning or a deduction, you can either forward the value of the element's retro delta to the same element, or define a separate "Forward To Element" to receive this value.
- When you forward the delta for an earning, the "Forward To Element" can be an earning or a deduction.
- When you forward the delta for a deduction, the "Forward To Element" can be an earning or a deduction.
- If you forward a segment accumulator, you cannot forward it to the same element (or even a different accumulator) because a segment accumulator can be forwarded only to an earning or a deduction.

- If the forwarded element contains components and is forwarded to a different element, the component adjustments will be applied only if the "Forward To Element" calculation rule is the same. For example, if the element is defined as *Percent of Base* and the "Forward To Element" is defined as a *Percent of Base*, then the differences for the amount and the base are forwarded. If the "Forward To Element" does not obey the same rule, then only the adjustment amount is forwarded.

Note: With forwarding retro, you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earning/Deduction Accumulators pages.

Defining Overrides to Corrective Retro:

If your default retro method is corrective, but you want to forward the delta for a specific element (that is, you want to override the default method for this element):

- You must forward the retro delta to a different element by designating a "Forward To Element" on the Retro Process Overrides page. This element receives the value of the element's retro delta in the current period. However, you must have already defined the element on one of the element definition pages.

Note: You cannot forward a retro delta to the same element if your method is corrective.

- The only types of elements that can be forwarded are earnings, deductions and accumulators.
- When you are forwarding the delta for either an earning or a deduction, the "Forward To Element" can be either an earning or a deduction.
- When you are forwarding the delta for an accumulator (only segment accumulators can be forwarded), the "Forward To Element" must be an earning or a deduction (it cannot be another accumulator).
- If the forwarded element contains components and is forwarded to a different element, the component adjustments are applied only if the "Forward To Element" calculation rule is the same. For example, if both the element and the "Forward To Element" are defined as *Percent of Base*, then the differences for the amount and the base are forwarded. If the "Forward To Element" does not follow the same rule, then only the adjustment amount is forwarded.
- If you forward the Net Pay element, banking will not reverse the net pay element from the prior calculation, nor will it insert the new recalculated net pay entry.

Common Page Elements

Retro Process Definition ID (retroactive process definition ID)

Identifies the retro process you defined using the Retro Process Definition page.

Retro Method

This is the default retro method that you associated with the selected Retro Process Definition for the country that appears at the top of the page. If you selected Retro Method Varies on the Retro Process Definition page, you must select a method to access the Retro Process Overrides page.

Effective Date

This is the effective date of the overrides that are part of your retro process definition. Different overrides can apply at different times (depending on the effective date).

Formula Element

This formula determines which set of overrides to use if multiple overrides are effective on the same date. When this formula is resolved, the value that it returns must match one of the values in the Override Set Number field. For example, your formula might specify that if condition A is met, return *10*; if condition B is met, return *20*; and if condition C is met, return *30*. Each number corresponds to a different set of overrides. So if condition A is met, the formula returns a value of *10*, and the system uses the overrides that you defined as part of override set number *10*.

Override Set Number

This number identifies the set of overrides to be applied to your retro process definition (and country) at a specific point in time. You can define different sets of overrides with the same effective date and use the formula that you selected in the Formula Element field to determine which set to apply.

Overrides Exist

Select if overrides are associated with the Override Set Number. Specify the overrides in the Element Overrides group box.

Element Overrides

Select the Retro Process Overrides - Element Overrides tab.

Entry Type

Enter the type of element for which you want to override the default retro method. Values are:

Deduction

Earnings

Seg. Accm (segment accumulator): Only segment accumulators are listed in the Element Name column.

Element Name

Select the elements for which you want to define overrides. The elements listed are those that you defined on the earning and deduction definition pages.

Retro Recalculation Option

Indicate whether you want the element to be recalculated during retroactive processing. Values are:

Always Recalculate: Recalculates the element during retro.

Do Not Recalculate: Does not recalculate the element during retro.

Use Element Definition (the default): Tells the system to go to the element definition to determine whether to recalculate the element.

Forward

This check box is selected if your method is forwarding, and you enter elements for forwarding in the Entry Type and Element Name fields. The forwarded element is forwarded to

itself unless you select the Forward to Different Element check box.

This check box is also selected for segment accumulators and cannot be changed. (Segment accumulators must be forwarded to a different earning or deduction.)

Forwarding Options

Select the Retro Process Overrides - Forwarding Options tab.

Image: Retro Process Overrides - Forwarding Options tab

This example illustrates the fields and controls on the Retro Process Overrides - Forwarding Options tab.

Retro Process Overrides

Country: DEU Germany

Retro Process Definition ID: DE RETRO Rtr Evnt DEU

Retro Method: Corrective

Effective Date: 01/01/1998

Formula Element: DE_TX_OVRD_RTRMTH

Override Set: 1

☒ Overrides Exist

Element Overrides

*Entry Type	*Element Name	Forward To Different Element	*Forward to Entry Type	*Forward To Element
Seg. Accm	DE_A1_PAYM	<input checked="" type="checkbox"/>	Earnings	DE_AL_PAYM_R

Forward to Different Element

Select to forward the value of an element to a different element in the current period.

- If your default method is forwarding, and you specify an element to be forwarded, that element is forwarded to itself unless you select this check box and specify a "Forward To" element.
- If your default method is corrective and you decided to forward an element, this check box is selected, and you must define the element to receive the value of the original element.
- If a segment accumulator is selected, this check box is selected automatically and is unavailable for entry.

Forward to Entry Type

This is the type of element that is to receive the value of the original element in the current period when you select Forward to Different Element. Values are *Deduction* and *Earnings*.

Forward to Element

Select the name of the "Forwarded To" element that will receive the value of the original element.

Example: Corrective Retro—with Forwarding Exceptions

Scenario:

- Earning 1 rate changes from 10 to 12; effective date in period 1; notified in period 2.
- Deduction 1 is defined not to be recalculated during retro processing.
- Segment accumulator for Earning 1 + Earning 2 is forwarded to Earning 2 in the current period.
- Additional element definitions:
 - Earning 1 = Hours worked × Pay Rate.
 - Deduction 1 = 10% of Segment Accumulator.
 - Deduction 2 = 20% of Earning 1.
 - Segment Accumulator = Earning 1 + Earning 2.
 - YTD Accumulator Earning = Earning 1.

YTD Accumulator Deductions = Deduction 1 + Deduction 2

Re-Calc Option	Calendar Period	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
	Period 1					
Always	Earning 1	200 (20 × 10)	240 (20 × 12)	40	Y	N
Never	Deduction 1	20	20	0	Y	N
Always	Deduction 2	40	48	8	Y	N
Not applicable	Net Pay	140	172		Y	N
Not applicable	Segment Accumulator	200	240	40	Y	Y
Not applicable	YTD Accumulator Earning	200	240		Y	Not applicable
Not applicable	YTD Accumulator Deductions	60	68		Y	Not applicable

Calendar period, current results, and retroactive adjustment:

Calendar Period	Current Results	Retro Adjustment
Period 2		
Earning 1	240	None
Earning 2	40	40
Deduction 1	28	None
Deduction 2	48	None
Net Pay	164	None
Segment Accumulator	280 (240 + 40)	None
YTD Accumulator Earning	480	None
YTD Accumulator Deductions	144	None

In this example, the system replaces the original values of the earnings, deductions, and accumulator elements. While this is consistent with corrective processing, note that the segment accumulator for Earning 1 is forwarded to Earning 2 in the current period. This is an exception to the standard corrective method. Also, Earning 2 does not contribute to the gross earnings, so it is not included in the net pay calculation.

What happens as a result of forwarding the segment accumulator for Earning 1?

- Because this accumulator is the basis for calculating Deduction 1 (Deduction 1 = 10% of segment accumulator E1 + E2), forwarding the accumulator delta to the current period results in the system taking any additional deduction in period 2 rather than in the recalc period.
- Forwarding the accumulator delta to the current period would create a problem if deduction 1 were also being calculated in the recalc period—it would result in the deduction being calculated twice based on the same earning. However, deduction 1 has been defined as *do not recalculate on retro*, so no new deduction is taken in the recalc period even though E1 increases from 200 to 240.
- Banking determines if any difference exists between the net pay from the prior calculation and the recalculation and processes the difference. In this case, the difference is 32.

Example: Forwarding Retro—with Accumulator Defined to Use Corrective Behavior

Scenario:

- Earning 1 changes from 100 to 200; effective date in period 1; notified in period 2.
- Earning 2 changes from 100 to 200; effective date in period 1; notified in period 2.
- Deduction 1 is defined as a forwarded element and is forwarded to itself.
- Net Pay Accumulator is forwarded to a different element—Earning 3.

- Additional element definitions:
 - Deduction 1 = 10% of Earning 1 + Earning 2.
 - YTD Accumulator Earning = Earning 1 + Earning 2.
 - YTD Accumulator Deductions = Deduction 1.

Re-Calc Option	Calendar Period	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
	Period 1					
Always	Earning 1	100	200	100	Not applicable	N
Always	Earning 2	100	200	100	Not applicable	N
Always	Deduction 1	20	40	20	Not applicable	Y
Not applicable	Net Pay	180	360	180	Not applicable	Y
Not applicable	YTD Accumulator Earning	200	400		Y	N
Not applicable	YTD Accumulator Deductions	20	20			

Calendar Period	Current Results	Retro Adjustment
Period 2		
Earning 1	200	None
Earning 2	200	None
Earning 3	180	180
Deduction 1	60 (40 + 20)	20
Net Pay	520	None
YTD Accumulator Earning	800	None
YTD Accumulator Deductions	80	None

In this example, the system:

- Generates a Net Pay delta (180).
- Replaces the balance accumulator (YTD Earning 1 + Earning 2) in the recalc period because it has been defined to follow corrective behavior (even though the default retro method is forwarding).

When period 1 is recalculated, the system retrieves the Net Pay delta as an adjustment to Earning 3 in period 2. If no other processing took place, the YTD Accumulator would be incorrect in period 2 because none of the earnings that make up the YTD Accumulator have been forwarded. However, because the system corrects the YTD Accumulator in period 1, the balance in period 2 is correctly recorded as 800. Also, the delta for Deduction 1 is forwarded in period 2. This has the effect of correcting the YTD Accumulator Deduction balance in period 2.

Related Links

[Defining Element Names](#)

[Understanding Earning and Deduction Elements](#)

[Understanding Accumulators](#)

Retro Event Definition Page

Use the Retro Event Definition page (GP_RTO_EVT) to associate a triggering event (a change in critical data) with one of the processes that you defined on the Retro Process Definition page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Event Definitions

Image: Retro Event Definition page

This example illustrates the fields and controls on the Retro Event Definition page.

Retro Event Definition

Country: CYM Cayman Islands

Trigger Event ID: K0RETRO

*Description: Retro Event Definition

*Retro Process Definition ID: K0PRCDFN Retro Process Definition

Short Description: K0RETRO

☐ Absence Event

The mechanism that is used to track online data changes that should trigger retroactive processing is called a *trigger*. In Global Payroll, you set up triggers by identifying the records and fields that should trigger retroactive processing in response to data changes, and by defining the retro process definition to use to process these changes:

See [Understanding Triggers](#).

1. On the Retro Event Definition page, associate each of the retro processes defined on the Retro Process Definition page with a trigger event ID.
2. On the Trigger Definitions page, identify the records and fields that should trigger retroactive processing when data is modified or updated retroactively.
3. On the Trigger Definitions and Trigger Definitions - Field Values pages, associate the records and fields identified in step 2 with one of the trigger event IDs you defined in step 1. Because each ID is

linked to a process definition, the system can automatically apply the correct retro process when one of these records of fields is modified or updated.

Note: Because the Trigger Definitions and Trigger Definitions - Field Values pages are documented in the topic "Setting Up Triggers," this topic describes only the use of the Retro Event Definition page.

See [Setting Up Trigger Definitions](#).

Country

This display-only field is populated based on the country that you selected on the search page.

Trigger Event ID

This display-only field is populated based on the trigger event ID that you selected on the search page.

Link each trigger event ID to one of the processes you defined on the Retro Process Definition page.

Retro Process Definition ID

Select a process that you defined on the Retro Process Definition page to link to the trigger event ID.

Note: Different countries can process the same event differently.

Absence Event

Select to avoid processing calendars unnecessarily when the trigger event ID is for an absence event only. When you select this option, processing starts with the first absence calendar that qualifies after checking retro limits and ignores the initial payroll calendar.

For example, suppose that company A runs the payroll process once a month using a calendar group composed of two calendars. The first calendar is for payroll, and the second one is for absence. This order is always maintained. Assume that the month of January has been processed. The payroll calendar is processed for January, while the absence calendar is processed in January to feed the February payroll calendar. The current period is February. Changes are made to January absence data. The system generates retro triggers for absence back to January that point to a retro event ID for which the Absence Event indicator is set to yes. When the payroll is processed for February, retroactive processing goes back to January. The first and only calendar that is recalculated is the absence calendar. The payroll calendar is ignored for retro processing.

Note: Absence balance accumulators should always be updated (replaced) at the end of each payroll calculation period. This means that when the default method is forwarding, you must define the absence balance accumulator behavior as "Use Corrective" when you set up accumulators on the accumulator definition pages.

Note: The effect of selecting this check box depends on the processing order of the calendars for a particular period, the relationship between absence and payroll calendars, and which absence related trigger definitions you are using as well as the retro events they point to.

Related Links

[Understanding Triggers](#)

[Understanding Absence Setup and Management Tasks](#)

[Understanding Accumulators](#)

Retro Limits Page

Use the Retro Limits page (GP_PYENT_RETRO) to .

- Define the backward and forward limits for retro processing at the pay entity level.
- Override pay group matching criteria for unprocessed retro deltas.
- Enable the retention of accumulator balances during retro processing.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Retro Limits

Image: Retro Limits page

This example illustrates the fields and controls on the Retro Limits page.

Pay Entity: GN1PYENT01 Pay Entity GN1PYENT01

☒ Process Retro ☐ Accum Adjustments Persist ☐ Deltas Cross Pay Groups

Retro Period Backward Limit	Retro Period Forward Limit
<input checked="" type="radio"/> No Limit - Backward	<input checked="" type="radio"/> No Limit - Forward
<input type="radio"/> Limit by Months - Backward	<input type="radio"/> Limit by Months - Forward
Number of Months - Backward: <input type="text" value="0"/>	Number of Months - Forward: <input type="text" value="0"/>
<input type="radio"/> Limit by Years - Backward	<input type="radio"/> Limit by Years - Forward
Number of Years - Backward: <input type="text" value="0"/>	Number of Years - Forward: <input type="text" value="0"/>
Retro Back Limit Start Month: <input type="text" value="12"/>	Retro Fwd Limit Start Month: <input type="text" value="12"/>
Retro Back Limit Start Day: <input type="text" value="0"/>	Retro Fwd Limit Start Day: <input type="text" value="0"/>

After you have defined a retro method and the events that trigger retro processing, you must specify the backward and forward limits for retro processing at the pay entity level. This tells the system how far back in time to go to recalculate closed calendars, and how long a payee is eligible for retroactive processing after being inactivated or terminated.

Note: You can override backward and forward limits you define at the pay entity level using the Pay Entities - Retro Limits Assignment page at the payee level.

Retro Period Backward Limit

Use the fields in this group box to limit the number of calendar periods that Global Payroll can reprocess going into the past.

To determine how far back to go, the system compares the backward limit defined on the Retro Limits page to the retro trigger effective date. If the trigger effective date comes before the backward limit date, the system uses the backward limit date to determine the first retro period. If the backward limit date comes before the trigger effective date, the system uses the trigger date to determine the first retro period to process.

Process Retro

Select to enable retroactive processing at the pay entity level.
You can override your selection at the payee level.

Accum Adjustments Persist(accumulator adjustments persist)

Select to retain adjustments to accumulator balances when retroactive processing causes an accumulator to be recalculated in a prior period. This option may be needed because Global Payroll does not automatically include adjustment amounts when recalculating accumulator balances. For example, if you select this check box and reprocess a prior period in which an accumulator with a value of 1000 received an adjustment of 100, the system computes the incoming balance as the sum of the original accumulator and the user-entered adjustment, and returns a value of 1100. Otherwise, the system ignores the adjustment and returns a balance of 1000.

Note: The preferred approach to managing accumulator balances is to correct the elements (earnings, deductions, entitlements, or takes) that contribute to the accumulator, rather than to adjust the accumulator directly. This is because other accumulators that store period-to-date amounts or other values based on the calculation of the same elements will not be automatically updated, possibly resulting in calculation or reporting errors.

Note: To adjust accumulator balances, use the Adjust Accumulator Balance page.

See [Adjusting Accumulator Balances](#).

Deltas Cross Pay Groups

By default, this check box is deselected and the system applies standard matching criteria to determine whether to forward retro deltas when the retro method is forwarding. In other words, the system forwards retro deltas only if:

- The pay group of the deltas that are to be forwarded matches the pay group of the current calendar.
- The pay entity of the deltas that are to be forwarded matches the pay entity of the current calendar.

- The run type of the deltas that are to be forwarded matches the run type of the current calendar.

You can override this criteria so that the system automatically forwards retro deltas when the current period run type *does not* match the run type of the deltas by listing additional run types in the Retro Adjustment Sources group box of the Run Types page. However, all other matching criteria must still be met.

See [Defining Run Types](#).

- The process order timestamp of the retro deltas precedes the process order timestamp of the current Pay Process Stat record.

To override the requirement that the pay group of the forwarded deltas match the pay group of the current calendar, select the Deltas Cross Pay Groups check box. The system will then automatically forward deltas to non-matching pay groups.

Note: If you do not select *Deltas Cross Pay Groups* and a retro delta cannot be forwarded due to a pay group mismatch, you can *manually* select the pay group to which to forward the delta on the Unprocessed Retro Deltas page. Similarly, if a delta cannot be forwarded because the run type of the delta does not match the run type of the current calendar (or you have not added the current calendar run type to the list of valid run types on the Run Types page), you can *manually* forward the retro delta to a calendar with the correct run type on the Unprocessed Retro Deltas page.

Note: The only matching criteria you can override are pay group and run type matching criteria. You cannot override pay entity matching or process order timestamp criteria: if the pay entities do not match or the process order timestamp of the retro deltas does not precedes the process order timestamp of the current Pay Process Stat record, you cannot forward deltas *either automatically or manually*.

See [Unprocessed Retro Deltas Page](#).

No Limit - Backward

If you select this option, retro processing begins with the first period that includes the trigger effective date and goes forward.

Note: Selecting this option does not mean that there are no limits to how far back you can go. The No Retro Processing Before date limits how far back in time you can go to process retroactivity.

See [Setting Backward and Forward Retro Limits](#).

Limit by Months - Backward and Number of Months - Backward

To define a limit in months, select this option and enter the number of months that the system can calculate into the past. The system determines the maximum number of months to go back starting from the begin date of the first calendar in the current calendar group for the payee.

Limit by Years - Backward and Number of Years - Backward

To define a limit in years, select this option and enter the number of years that the system can calculate into the past. The limit year, in conjunction with the Retro Back Limit Start Month and Retro Back Limit Start Day fields, determines how far back the system can go when processing retroactivity.

For example, if Number of Years - Backward is 2, Retro Back Limit Start Month is 06 (June), Retro Back Limit Start Day is 01, and the current period begin date is April 1, 1999, then the backward limit is June 1, 1997. The system allows retroactivity 2 years from the current period begin date, but not prior to June 1 of that year.

Retro Back Limit Start Month

Select the calendar month to use as the backward limit.

Retro Back Limit Start Day

Select the day to use as the backward limit.

Example 1: Using months criteria to determine the first retro period to recalculate.

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
February 15, 1999	June 1, 1999 - June 30, 1999	2 months = April 1, 1999	April 1, 1999 – April 30, 1999

Global Payroll determines the backward limit by going back two months from the current calendar period begin date of June 1, 1999, providing a limit date of April 1, 1999. The system compares the backward limit date to the trigger effective date. The trigger effective date precedes the backward limit date, so the system uses the backward limit date to determine the first retro period. Two periods are recalculated: April (April 1, 1999 - April 30, 1999) and May (May 1, 1999 - May 31, 1999).

Example 2: Using years, months, and days criteria to determine the first retro period to recalculate (trigger effective date does not exceed backward limit date).

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
June 30, 1998	June 1, 1999 - June 30, 1999	Year = 1, Month = 3, Day = 15 (March 15, 1998)	June 1, 1998 - June 30, 1998

Global Payroll determines the backward limit by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined. The result is a backward limit date of March 15, 1998. The system compares this limit to the trigger effective date, which (in this example) establishes the first retro period because it does not exceed the backward limit date. Twelve periods are recalculated.

Example 3: Using years, months, and days criteria to determine the first retro period to recalculate (trigger effective date exceeds backward limit date).

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
February 28, 1998	June 1, 1999 - June 30, 1999	Year = 1, Month = 3, Day =15 (March 15, 1998)	March 1, 1998 - March 31, 1998

Global Payroll determines the backward limit by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined. The result is a backward limit date of March 15, 1998. The system compares that date to the trigger effective date, which (in this example) exceeds the backward limit date, so the backward limit date determines the first retro period. Fifteen periods are recalculated.

Retro Period Forward Limit

Use the fields in this group box to specify the amount of time that retroactive data can continue to be processed after a payee is terminated or becomes inactive.

Process Retro

This field determines whether the pay entity allows retroactivity to be processed. You can override your selection at the payee level.

No Limit - Forward

If you select this option, retroactive data can be processed indefinitely for inactive payees belonging to this pay entity. Although eligible for retro processing, the inactive payee is still restricted by the backward limits.

Limit by Months - Forward and Number of Months - Forward

To define the forward limit in months, select this option and enter the number of months to continue calculating retroactivity after a payee becomes inactive. The system determines the maximum number of months using the *Inactive* date of the last active job.

Limit by Years - Forward and Number of Years - Forward

To define the forward limit in years, select this option and enter the number of years beyond the inactive date to process retro. The year, in conjunction with the Retro Fwd Limit Start Month and Retro Fwd Limit Start Day, determines how long after the inactive date the system allows retroactive processing.

Retro Fwd Limit Start Month (retro forward limit start month)

Enter the calendar month to use as the forward limit in conjunction with the year in the Number of Years - Forward field.

Retro Fwd Limit Start Day (retro forward limit start day)

Enter the day to use as the forward limit in conjunction with the year and month entered in the Number of Years - Forward and Retro Fwd Limit Start Month fields. For example, if the Number of Years is 2, the Retro Fwd Limit Start Month is 06 (June), the Retro Fwd Limit Start Day is 01, and the termination date is January 1, 1999, the limit for processing retroactivity would be June 1, 2001. In this example, the system knows to allow retroactivity for 2 years from the *Inactive* date, but not after June 1 of that year.

Example 1: Using months criteria to determine the first retro period to recalculate (calendar period does not exceed forward limit).

<i>Inactive Date</i>	<i>Current Calendar Period</i>	<i>Forward Limit</i>	<i>Eligible for Retro Processing?</i>
January 1, 1999	June 1, 1999 - June 30, 1999	12 months (January 31, 2000)	Yes

Global Payroll determines the forward limit by going forward 12 months from the inactive date. The current calendar period does not exceed the forward limit, so retro processing can occur. The retro triggers are compared to the backward limits to continue the process.

Example 2: Using months criteria to determine the first retro period to recalculate (calendar period exceeds forward limit).

<i>Inactive Date</i>	<i>Current Calendar Period</i>	<i>Forward Limit</i>	<i>Eligible for Retro Processing?</i>
January 31, 1999	June 1, 1999 - June 30, 1999	3 months (April 30, 1999)	No

Global Payroll determines the forward limit by going forward 3 months from the inactive date. The current calendar period (in this example) exceeds the forward limit, so retro processing cannot occur. The retro triggers are ignored and marked as used.

Retro Limits Assignment Page

Use the Retro Limits Assignment page (GP_PYE_RTO_LIM) to override, at the payee level, the backward and forward limits for retro processing that you established at the pay entity level on the Retro Limits page.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Retro Limits, Retro Limits Assignment

Image: Retro Limits Assignment page

This example illustrates the fields and controls on the Retro Limits Assignment page.

Retro Limits Assignments

Gerrit Mastenbroek Person ID: KNG003

No Retro Processing Before: 04/01/2000 31

☒ Use Pay Entity Retro Limits

☐ Process Retro

Backward Limit	Forward Limit
<input checked="" type="radio"/> No Limit - Backward	<input checked="" type="radio"/> No Limit - Forward
<input type="radio"/> Limit by Months - Backward Number of Months - Backward: 0	<input type="radio"/> Limit by Months - Forward Number of Months - Forward: 0
<input type="radio"/> Limit by Years - Backward Number of Years - Backward: 0 Retro Back Limit Start Month: ▼ Retro Back Limit Start Day: 0	<input type="radio"/> Limit by Years - Forward Number of Years - Forward: 0 Retro Fwd Limit Start Month: ▼ Retro Fwd Limit Start Day: 0

Note: The fields on this page are almost identical to those on the Retro Limits page. To view definitions of the shared fields, return to the section on the Retro Limits page. In this topic we discuss only the fields that are unique to the Retro Limits Assignment page.

No Retro Processing Before

This is the date when Global Payroll begins processing a payee. It is set by the system, but you can override it. The system cannot process retroactivity for a payee prior to this date. If a payee has multiple jobs, be sure that this date is correct and supports all jobs.

Note: This field initially uses the payee's hire date as a default value, but subsequent changes to a payee's hire date do not result in an automatic update of this field. You must update this field manually if you want it to match the new hire date.

Use Pay Entity Retro Limits

Select to use the retro limits that are defined for the pay entity to which the payee belongs. When this check box is selected, the system uses the values from the pay entity definition, and all other fields on this page, other than No Retro Processing Before, are unavailable for data entry. When this check box is deselected, the Process Retro check box becomes available for data entry, and the system uses the values entered at the payee level, rather than those that were entered at the pay entity level.

Process Retro

Select if you want retroactivity to be processed. If you select this check box, the fields in the Backward Limit and Forward Limit group boxes become available for data entry.

Related Links

[Retro Limits Page](#)

Unprocessed Retro Deltas Page

Use the Unprocessed Retro Deltas page (GP_UDELTA) to manage unprocessed retro deltas.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Unprocessed Retro Deltas

Image: Unprocessed Retro Deltas page

This example illustrates the fields and controls on the Unprocessed Retro Deltas page.

Unprocessed Retro Deltas

ID: KWG103 Renato Casanova Empl Record: 0
 Pay Group: KW21 Calendar ID: KWM200602PW21REG Calendar Group ID: KW M200604
 Original Calendar Group ID: KW M200602 Segment Number: 1 Org Relation: EMP

Segment Data
 Segment: 1 Payment KeyNbr1: Payment KeyNbr2:
 Payment KeyNbr3: Payment KeyNbr4:

For Selected Deltas
 Select All Deltas: ☐
☒ Apply to Calendar Target Paygroup: Target Calendar: Apply
☐ Do Not Process

Unprocessed Deltas
 Customize | Find | View All | First 1 of 1 Last

Select	Element Name	Delta Nbr	*Match Action	Amount	Currency	Forward To Pay Group	Forward To Calendar	*Forward to Entry Type	Forward to Element
<input type="checkbox"/>	CH_00_72	1	Default Match	6443.00	CHF			Earnings	CH_00_75

Matching Criteria: Managing Unprocessed Retro Deltas

During forwarding retro—or when using corrective retro with forwarding exceptions—the system automatically forwards adjustments from the recalculated calendar to the current calendar when the following matching criteria have been met:

For each EmplID (employee ID)/Empl Record (employee record number) combination:

- The pay group of the deltas that are to be forwarded matches the pay group of the current calendar.

Note: You can override this requirement by selecting the Deltas Cross Pay Groups option on the Retro Limits page. If you do this, the system automatically brings retro deltas into the current period even if the pay group associated with the deltas does not match the payee's current pay group. However, all other matching criteria must still be met.

See [Retro Limits Page](#).

- The pay entity of the deltas that are to be forwarded matches the pay entity of the current calendar.
- The run type of the deltas that are to be forwarded matches the run type of the current calendar.

Note: You can override this requirement by entering additional run types in the Retro Adjustments Sources group box on the Run Types page. If you do this, the system automatically brings retro deltas into the current period for those run types that have been associated with the payee's current run type. However, all other matching criteria must still be met.

See [Defining Run Types](#), [Retro Limits Page](#).

- The process order timestamp of the retro deltas precedes the process order timestamp of the current Pay Process Stat record.
- If these conditions are not met, you can use the Unprocessed Retro Deltas page to manually forward adjustments to the appropriate target calendar from the source calendar that generated the retro deltas. On this page you:
 - Specify the calendar ID and pay group of the target calendar (the target pay group must have the same pay entity as the source calendar).
 - Redirect the deltas to another element (optional).
 - Mark the deltas as do not process (if you do not want them to be forwarded at all).

Example: Manually Forwarding Retro Deltas

Suppose that a payee moves from pay group A to pay group B at the beginning of the current period, and that previous periods must be recalculated due to retroactivity. The current calendar for pay group B no longer matches the original calendar from which adjustments are being retrieved (pay group A). In situations like this—when pay groups no longer match—you must tell the system where to forward (target) the retro deltas.

Segment Data

The fields in the Segment Data group box enable you to identify the source pay group, calendar ID, calendar group ID, and payment keys of the unprocessed retro deltas.

Pay Group	Pay group that is associated with the payroll run from which the unprocessed retro deltas originated.
Calendar ID	Calendar that is associated with the payroll run from which the unprocessed retro deltas originated.
Calendar Group ID	Calendar group that is associated with the payroll run from which the unprocessed retro deltas originated.
Payment Key#1 . . . Payment Key#4	Values of payment keys 1 through 4.

For Selected Deltas

In this group box, specify an action for unprocessed retro deltas.

Select All Deltas

Select this check box and click the Apply button to select all rows of deltas in the Unprocessed Deltas group box. Then deselect the check box for any row that you do not want to be included after you select the Apply to Calendar option.

Apply to Calendar, Target Pay Group, and Target Calendar

If you select Apply to Calendar, the retro delta is pulled into the Target Pay Group and Target Calendar you enter in the fields to the right. This action overrides normal calendar matching.

In the Target Pay Group field, select the target calendar pay group for the retro deltas. You can select from the pay groups that have the same pay entity as the source calendar.

In the Target Calendar field, select the target calendar ID for the deltas. You can select from the open calendars associated with the targeted pay group.

Do Not Process

When you select this option, the unprocessed retro deltas are not pulled into any calendar as a retro adjustment. Once saved by the user, these deltas are marked as processed and no longer appear on the page.

Apply

When you click Apply, all the retro deltas in the Unprocessed Deltas group box are selected. The Match Action field in the Unprocessed Retro group box will be populated with the action that you specify in the For Selected Deltas group box.

Common Page Elements**Select**

Select (or deselect) any retro delta in this column.

Delta Number

Used to identify individual retro deltas for each earning or deduction within a segment. For example, if you have three retro delta instances for Earning 1 (E1) and two retro delta instances for Earning 2 (E2), the delta numbers assigned to E1 would be 1, 2, and 3, and for E2 they would be 1 and 2.

Match Action

Select the action to take on the unprocessed retro deltas. Values are *Default Match*, *Apply to Calendar*, and *Do Not Process*.

Amount

Displays the amount of the delta for the element.

Currency

Displays the currency of the delta for the element.

Forwarding Options

Select the Unprocessed Retro Deltas - Forwarding Options tab.

Forward to Pay Group

Displays the pay group values that have the same pay entity as the source calendar. Select the pay group to which you want to target the deltas.

Forward to Calendar

Displays the open calendars that are associated with the selected pay group. Select the calendar to which you want to target the deltas.

Forward to Entry Type

Values are *Earnings* and *Deductions*.

Forward to Element Name

This field displays values based on the entry type selected in the previous field. Here you can redirect the deltas to a different element.

Values

Select the Unprocessed Retro Deltas - Values tab.

Image: Unprocessed Retro Deltas - Values tab

This example illustrates the fields and controls on the Unprocessed Retro Deltas - Values tab.

Unprocessed Retro Deltas

ID: KWG103 Renato Casanova Empl Record: 0
 Pay Group: KW21 Calendar ID: KWM200602PW21REG Calendar Group ID: KW M200604
 Original Calendar Group ID: KW M200602 Segment Number: 1 Org Relation: EMP

Segment Data Find | View All First 1 of 1 Last

Segment: 1	Payment	Payment
	KeyNbr1: Payment	KeyNbr2: Payment
	KeyNbr3:	KeyNbr4:

For Selected Deltas

Select All Deltas: ☐

☒ Apply to Calendar Target Paygroup: Target Calendar: Apply

☐ Do Not Process

Unprocessed Deltas Customize | Find | View All | 1 of 1 Last

Forwarding Options Values User Fields

Select	Element Name	Delta Nbr	*Match Action	Amount	Currency	Unit	Base
<input type="checkbox"/>	CH_00_72	1	Default Match	6443.00	CHF		

Unit

This value is a component of the element.

Base

This value is a component of the delta amount for the element.

User Fields

Select the Unprocessed Retro Deltas - User Fields tab.

Image: Unprocessed Retro Deltas - User Fields tab

This example illustrates the fields and controls on the Unprocessed Retro Deltas - User Fields tab.

Unprocessed Retro Deltas

ID: KWG103 Renato Casanova Empl Record: 0
 Pay Group: KW21 Calendar ID: KWM200602PW21REG Calendar Group ID: KW M200604
 Original Calendar Group ID: KW M200602 Segment Number: 1 Org Relation: EMP

Segment Data Find | View All First 1 of 1 Last

Segment:	1	Payment	Payment
KeyNbr1:		Payment	KeyNbr2:
KeyNbr3:		Payment	KeyNbr4:

For Selected Deltas

Select All Deltas: ☐
☒ Apply to Calendar Target Paygroup: Target Calendar: Apply
☐ Do Not Process

Unprocessed Deltas Customize | Find | View All First 1 of 1 Last

Forwarding Options Values User Fields

Select	Element Name	Delta Nbr	*Match Action	Amount	Currency	User Field 1	User Field 2	User Field 3	User Field 4	User Field 5	User Field 6
<input type="checkbox"/>	CH_00_72	1	Default Match	6443.00	CHF						

This tab displays the user fields defined for each element.

Related Links

[Earnings - User Fields for Element <name> Page](#)

Additional Pages Affecting Retroactive Processing

In addition to the pages described earlier in this topic, several other pages affect retro processing. These pages are of two types—general setup pages and calendar setup pages. The following table describes these pages:

Page Type	Page Name	Description
General Setup	Earnings - Calculation	Identify the earnings to recalculate during retro processing by setting the Retro Recalculation Option to <i>Always Recalculate</i> or <i>Do Not Recalculate</i> .
	Deductions - Calculation	Identify the deductions to recalculate during retro processing by setting the Retro Recalculation Option to <i>Always Recalculate</i> or <i>Do Not Recalculate</i> .

Page Type	Page Name	Description
	<ul style="list-style-type: none"> Earnings - Auto Generated Accumulators. Deductions - Deduction Accumulators. 	<p>When the retro method is defined as forwarding, you can override balance accumulator behavior and have the balance accumulators behave as corrective accumulators by selecting the Use Corrective check box in the Retroactive Behavior group box.</p> <p>If the Use Corrective check box is selected, the accumulator is updated in the recalc period.</p>
	Pay Entity - Processing Details	<p>Define payment keys.</p> <p>Retro adjustments respect payment key values when they are applied to a segment.</p>
Calendar Setup	Run Types	<ul style="list-style-type: none"> Identify the run types that can process retro triggers. <p>The run type is linked to a calendar, which is linked to a calendar group. If at least one calendar in the group is defined to process retro triggers, the calendar group uses the instructions defined for the run type as the default instructions for processing retro triggers.</p> <ul style="list-style-type: none"> Override matching run type criteria for unprocessed retro deltas.
	Calendars - Definition	Select the payees to process in a calendar run. You can select payees with retro triggers (active or inactive) for processing.
	Calendar Group	<p>Indicate whether to process retro triggers based on Run Type defaults.</p> <p>If at least one calendar allows retro triggers to be processed, the Process Retro Triggers check box will be selected. Otherwise, it will be deselected. It can be deselected so that retro triggers are not processed. However, you cannot select it in order process retro triggers if the default setting is deselected.</p>

Understanding Complex Retro Processing

This topic provides detailed information about the way Global Payroll handles retroactivity in a variety of complex situations.

This topic discusses:

- Segmentation and retro.
- Payment keys with forwarding retro.
- Retroactivity and positive input.
- Retroactive deletes.
- Retroactive adds.
- Currency changes.

Segmentation and Retro

Segmentation can affect retro processing when:

- A segmented period is being recalculated for retro, and the segmentation dates of the original calculation don't coincide with those of the recalculation.

This is called a *segment mismatch*, and it affects how retro deltas are calculated.

- Retro deltas are forwarded to a period that is segmented or sliced.

Note: Segmentation also affects how the system manages the Retro Recalculation Option of Do Not Recalculate.

See [Understanding Segmentation Setup](#).

Calculating Deltas in Matched and Mismatched Segments

The way that Global Payroll calculates deltas varies depending on whether the segmentation dates and payment keys of the prior period match those of the recalc period.

When Segments Match

When segment dates match and payment keys are the same, the system recalculates the original segments (to determine the new values for each segment), subtracts the old value from the new value for each element of pay (to determine the retro deltas), and writes new results to the output tables. (See Example 1: Retro With Matching Segments in this topic.)

When Segments Don't Match

When segments don't match, the system treats the old and new values as if they belong to separate segments.

- The system creates reversal segments for each segment that existed in the prior calculation and then creates new recalc segments.
- A reversal segment does not have any results because it does not go through gross-to-net processing. The only results that are written to the output result tables are for deltas and balance accumulators. When calculating deltas, the new values are assumed to be 0 (delta = new value [0] – old value).

The new recalc segments go through gross-to-net processing and generate the new values. The new values are written to the output result tables. When calculating deltas, the old values are assumed to be 0 (delta = new value – old value [0]).

See [Understanding Segmentation Setup](#), [Understanding the Organizational Structure](#).

Example 1: Retro with Matching Segments

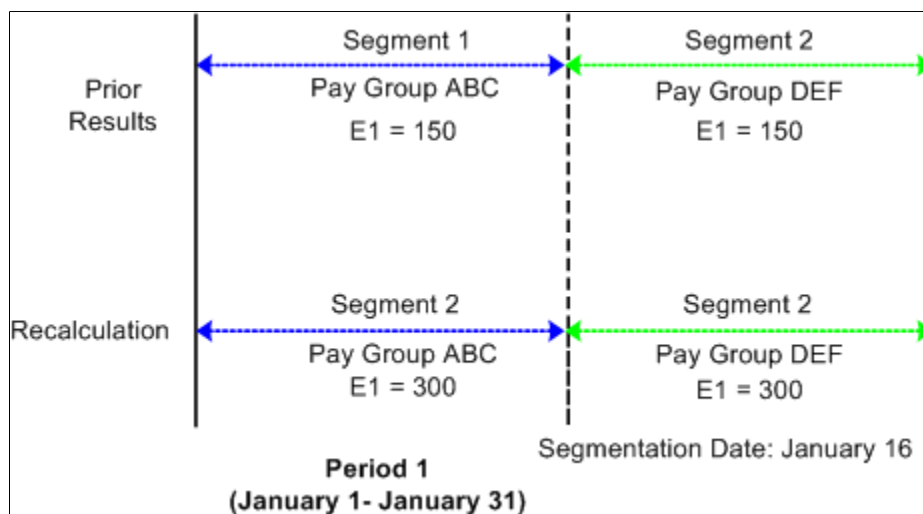
When the segment dates of the recalc period match those of the original period, retro processing is straightforward, as shown in the following example of retro going back to a segmented period.

Scenario:

- The original January pay period is segmented due to a change in pay group that is effective on 16 January.
- The January pay period must be recalculated for retro due to a change in E1 from 300 to 600 that is effective on January 1.

Image: Retro with matching segments

This diagram shows an example of retro with matching segments.



Period 1
V1R1
Segment 1 (January 1–15)/ Pay Group ABC E1 = 150 Segment 2 (January 16–31)/ Pay Group DEF E1 = 150
V1R2

<i>Period 1</i>
Segment 1 (January 1 - 15)/ Pay Group ABC
E1 = 300
Segment 2 (January 16 - 31)/ Pay Group DEF
E1 = 300
Delta = 150, Segment 1 (Pay Group ABC)
Delta = 150, Segment 2 (Pay Group DEF)

When the January pay period is reprocessed, the original segmentation dates are preserved. To determine the deltas for these segments, the system first matches segment 1 to segment 1 and segment 2 to segment 2. Then it subtracts the old value of E1 for each segment from the new value (E1 is defined to be prorated). As with retro without segmentation, the system recalculates each segment in the period and writes new values for each segment to the output result tables.

Note: In this and subsequent examples, the original and recalculated calendars are marked with version and revision numbers (V1R1, V1R2, and so forth) for tracking recalculation of the calendar periods.

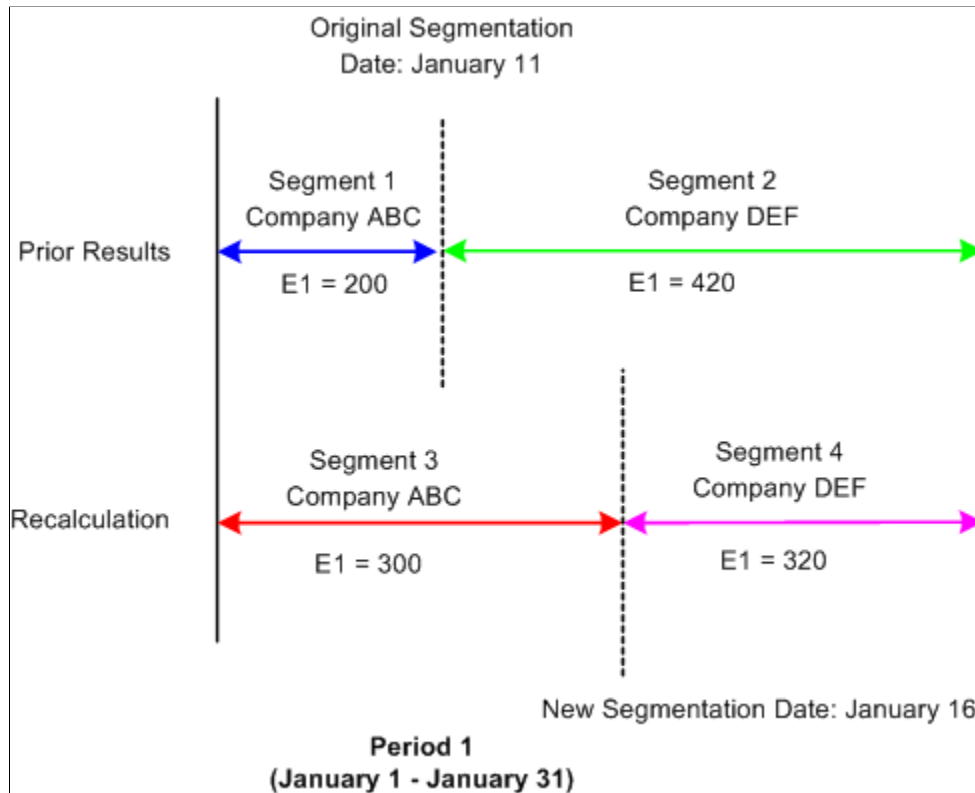
See [Tracking Recalculated Calendars](#).

Example 2: Retro with Mismatched Segments

When the segment dates of the recalc period don't match those of the prior period, the system calculates retro deltas as described earlier in Calculating Deltas in Matched and Mismatched Segments.

Image: Retro with mismatched segments

This is an example of retro going back to a segmented period. In this example, when the period is reprocessed during retro, the prior segmentation dates change.



Scenario:

- The original January pay period is segmented when a payee moves from company ABC to company DEF, effective January 11.
- The original pay period is recalculated when the effective date of the payee's company transfer changes from January 11 to January 16 (that is, the segmentation date changes from January 11 to January 16).
- The payee's earning (E1) are 620 and are defined to be prorated.

Period 1
V1R1

Period 1
Segment 1 (January 1 - 10)/Company ABC E1 = 200 Segment 2 (January 11 - 31)/Company DEF E1 = 420
V1R2
Segment 1 (January 1 - 10)/Company ABC (reversal) E1 Delta = <200> Segment 2 (January 11 - 31)/Company DEF (reversal) E1 Delta = <420> Segment = (January 1 - 15)/Company ABC (new recalc) E1 Delta = 300 Segment 4 (January 16 - 31)/Company DEF (new recalc) E1 Delta = 320

In this example, the original January pay period is segmented due to a change in company ID effective on the eleventh of the month. The January calendar is reopened for retro processing when the effective date of the company transfer changes from January 11 to January 16, which means that the segment dates for the original and recalculated periods do not match. When recalculating the calendar period for January, the system cannot match segment to segment as in the previous example—segments 1 and 2 no longer have exact counterparts in the recalculated period.

The values of segment 1 and 2 are reversed, resulting in negative deltas of - 200 and - 420 for segments 1 and 2, respectively. Then the system creates new recalc segments with unique, segmented status records in the recalc period—segments 3 and 4, whose deltas are 300 and 320. The system writes new values for each segment to the output result tables. For the reversal segments, only the balance accumulator and delta output result tables are updated.

Note: When *slice dates* change, the differences between the original and recalc periods do not affect the calculation of the retro deltas. Only changes in the *segmentation dates* create the need for reversal segments.

Example 3: Mismatch in Changing Payment Key Values

The Global Payroll system also recognizes the following situation as a segment mismatch: when the value of a payment key (for example, company ID) changes between a prior calculation and the recalculation, Global Payroll treats the old and new calculations as belonging to separate segments—just as if the segment dates no longer matched.

See [Payment Keys with Forwarding Retro](#).

Forwarding Adjustments in Retro with Segmentation

The way that Global Payroll forwards adjustments varies based on whether retro deltas are being forwarded to a sliced or segmented calendar and whether payment keys have been defined. Regardless of the situation, the system observes the following rules:

- As in retro without segmentation, the system uses retro matching criteria to determine whether it can forward deltas to a calendar in the current period. In other words, the system forwards deltas only when the employee ID, record number, pay entity, pay group, and run type of the source calendar match those of the target calendar in the current period.

Note: You can override pay group matching by selecting the Deltas Cross Pay Groups option on the Retro Limits page. If you do this, the system automatically brings retro deltas into the current period even if the pay group associated with the deltas does not match the payee's current pay group. In addition, you can override run type matching by specifying additional valid run types in the Retro Adjustments Sources group box on the Run Types page. If you do this, the system automatically brings retro deltas into the current period for those additional types even though the deltas do not match the payee's current run type. However, all other matching criteria must still be met.

See [Retro Limits Page](#).

- If all retro matching criteria are satisfied, but the current period is segmented, the system sums and forwards deltas to the first segment in the current calendar.

If that segment is sliced, the system forwards the adjustments to the first slice in that segment.

- If you have defined payment keys based on criteria such as company ID, contract number, establishment, or department ID, adjustments are forwarded only to the first segment in the current calendar that has the same payment keys as the forwarded adjustments (after all retro matching criteria have been satisfied).

If that segment is sliced, the system forwards the adjustments to the first slice in that segment. If the system finds *no* segment with matching payment keys, it creates a new segment in the current period to which to forward the adjustments. The dates of the new segment are those of the calendar period as a whole, regardless of whether the current period is segmented.

Note: The system uses retro matching criteria to determine whether to pull adjustments into the current period. If all the criteria are satisfied, the system forwards the deltas. If payment keys are used (in addition to the standard matching criteria), the system checks these keys to determine where to forward the adjustment. If the current period—or a segment in that period—has the same payment keys, the system forwards the adjustment to the first segment (or, if sliced, to the first slice in that segment) in the current period with matching payment keys. Only when the system finds no segment with matching payment keys does it create a new segment to which to forward the adjustments.

See [Payment Keys with Forwarding Retro](#).

Example 1: Element Segmentation with Retro

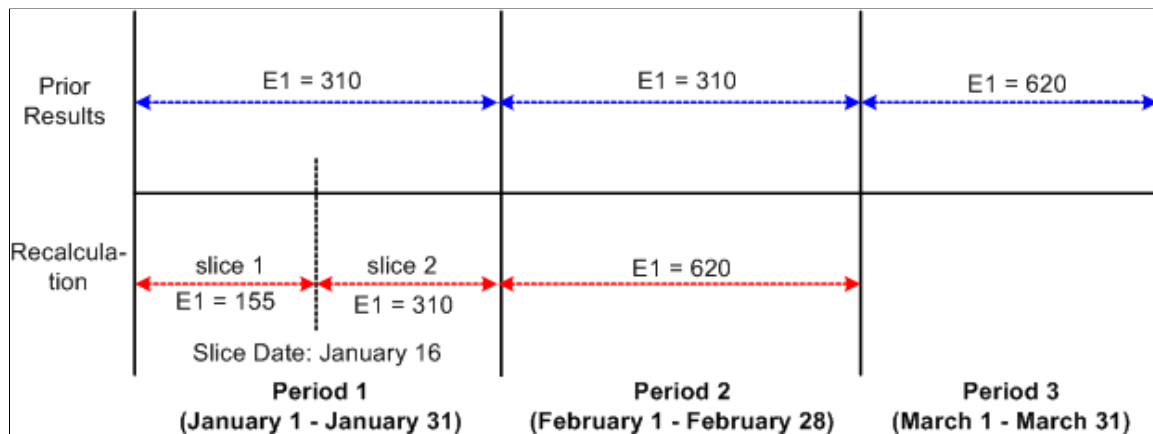
The following example of element segmentation with retro illustrates how the system forwards deltas to the current period (assume that all retro matching criteria have been satisfied and that there are no payment keys).

Scenario:

- Retro in period 3 back to period 1 due to a change in the value of E1 from 310 a month to 620 a month on January 16 (assume that E1 is defined to be prorated).
- E1 is on the element list for element segmentation and causes E1 to undergo segmentation into slice 1 and slice 2 in mid period—a period that was originally not segmented.

Image: Example of element segmentation in recalc period and no segmentation in current calendar

This diagram shows an example of element segmentation in the recalc period and no segmentation in the current calendar; there are no payment keys and retro match criteria are satisfied.



Period 1	Period 2	Period 3
V1R1	V1R1	V1R1
Segment 1 (January 1 - 31) E1= 310	Segment 1 (February 1 - 28) E1= 310	Segment 1 (March 1 - 31) E1 =1085 [620 + (155 + 310)]
V1R2	V1R2	
Segment 1 (January 1 - 31) Slice 1 (January 1-15) E1 = 155 Slice 2 (January 16 - 31) E1 = 310 Delta = 155 [(155 + 310) - 310]	Segment 1 (February 1 - 28) E1 = 620 Delta = 310 (620 - 310)	

- Delta 155 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 1.
- Delta 310 is created in period 2; V1R2 is forwarded to period 3, V1R1, segment 1.

When the system calculates retro deltas for period 1, it subtracts the old value of E1 in period 1 (310) from the sum of E1 in slices 1 and 2 (155 + 320). Just as in retro without segmentation, the system forwards all deltas to the current period (March) using retro matching criteria.

Example 2: Period Segmentation Combined with Retro

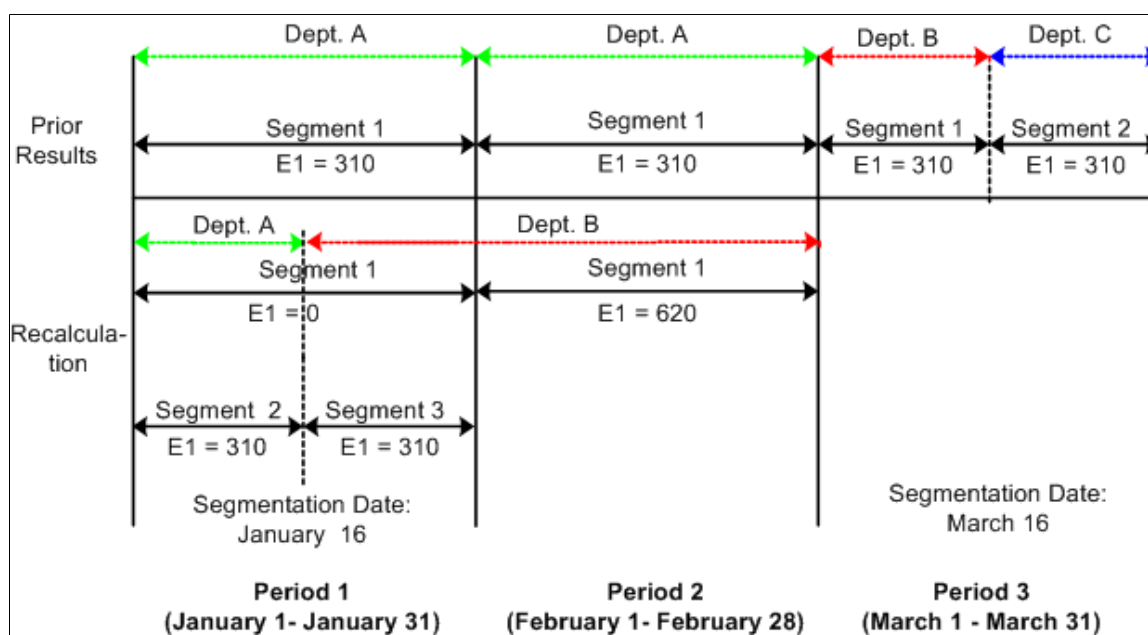
The following example of retro with period segmentation illustrates how the system moves retro deltas from a segmented recal period into a segmented current period, selecting the first slice/segment as the forwarding target using retro matching criteria.

Scenario:

- Retro in period 3 is back to period 1 due to a change in department ID (from department A to department B) on January 16, which triggered period segmentation in the January recal calendar (assume that the original period was not segmented).
- The value of E1 increases from 310 a month to 620 a month in March, retroactive to January 1 (assume that E1 is defined to be prorated).
- On March 16, the department ID changes from department B to department C. This affects only the current period, resulting in a segmented current calendar.

Image: Example of period segmentation in recal period and current calendar

This diagram below shows an example of period segmentation in both the recal period and the current calendar; no payment keys are used and retro match criteria are satisfied.



Period 1	Period 2	Period 3
V1R1	V1R1	V1R1
Segment 1 (January 1 - 31)/Dept. A E1 = 310	Segment 1 (February 1 - 28)/Dept. A E1 = 310	Segment 1 (March 1 - 15)/Dept. B E1 = 930 [310 + (310 + 310)] Segment 2 (March 16 - 31)/Dept. C E1 = 310

Period 1	Period 2	Period 3
V1R2	V1R2	
Segment 1 (January 1 - 31)/Dept. A E1 (reversal segment) = <310> Segment 2 (January 1 - 15)/Dept. A E1 = 310 Segment 3 (January 16 - 31)/Dept. B E1 = 310 Delta = 310 [(310 + 310) - 310]	Segment 1 (February 1 - 28)/Dept. B E1 = 620 Delta = 310 (620 - 310)	

- Delta 310 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 1.
- Delta 310 created in period 2; V1R2 is forwarded to period 3, V1R1, segment 1.

The system calculates retro deltas for January by summing the deltas for the reversal segment (segment 1) with segments 2 and 3. And when it calculates the deltas for February, it subtracts the value of E1 in V1R1 from E1 in V1R2. The system then pulls the deltas from the January and February recalc periods (310 + 310) into the first segment of the current calendar that satisfies retro matching criteria—that is, segment 1 in the March payroll calendar.

Example 3: Period Segmentation Combined with Retro—Payment Keys Used

The following scenario illustrates how the system handles retro deltas when retro matching criteria have been satisfied, a payment key has been defined (in addition to the standard retro matching criteria), but the payment key of the recalc period does not match that of the current calendar.

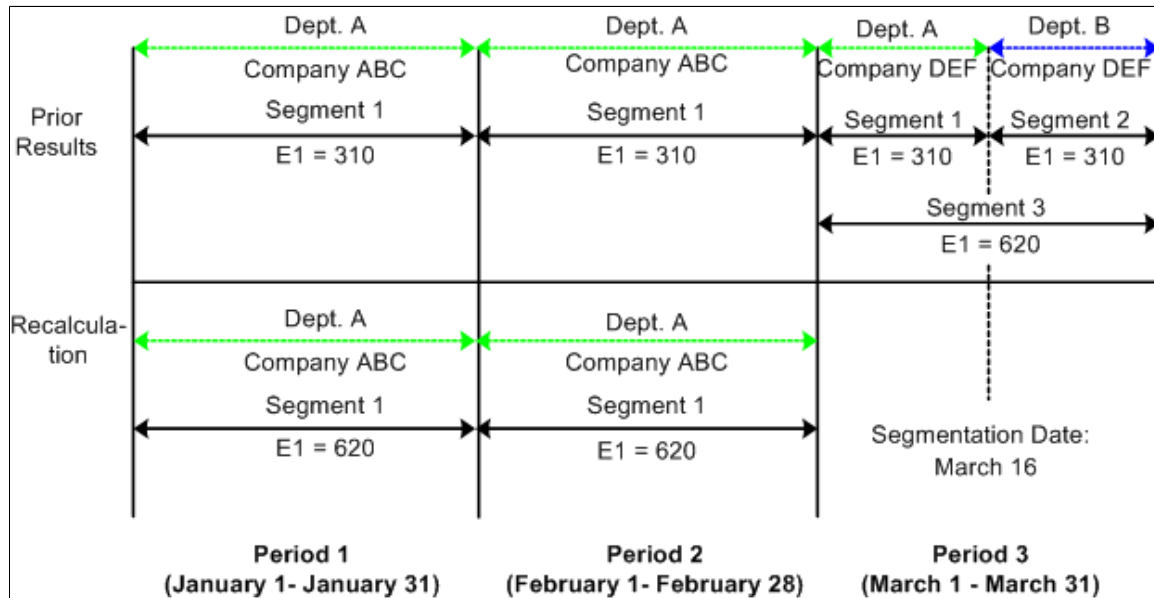
Scenario:

- The value of E1 increases from 310 a month to 620 a month in March, retroactive to January 1. This causes the January and February calendars to be recalculated.
- On March 1, the payee transfers from company ABC to company DEF. Company ID is defined as a payment key.

- On March 16, the department ID changes from department A to department B. This affects only the current period, resulting in a segmented current calendar.

Image: Example of company defined as a payment key (retro match criteria are satisfied)

This graphic is an example of a company defined as a payment key.



Period 1	Period 2	Period 3
V1R1	V1R1	V1R1
Segment 1 (January 1 - 31); Dept. A, Company ABC E1 = 310	Segment 1 (February 1 - 28); Dept. A, Company ABC E1 = 310	Segment 1 (March 1 - 15); Dept. A, Company DEF E1 = 310 Segment 2 (March 16 - 31); Dept. B, Company DEF E1 = 310 Segment 3 (March 1 - 31); Dept. A, Company ABC E1 = 620 (310 + 310)
V1R2	V1R2	
Segment 1 (January 1 - 31); Dept. A, Company ABC E1 = 620 Delta = 310 (620 - 310)	Segment 1 (February 1 - 28); Dept. A, Company ABC E1 = 620 Delta = 310 (620 - 310)	

- Delta 310 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 3.

- Delta 310 is created in period 2; V1R2 is forwarded to period 3, V1R1, segment 3.

When the system first calculates the retro deltas for January and February, it tries to pull them into the first segment of the current calendar (March) based on retro matching criteria. However, these deltas were generated for a payee in company ABC, and the payee is now in company DEF (there was a company transfer on March 1). Because Company is defined as a payment key, the deltas cannot be forwarded to the first segment of the current calendar (March) even though all other retro matching criteria have been satisfied. Therefore, the system creates a separate segment with the same begin and end dates as the March pay period and moves the deltas into the new segment.

Note: These examples refer only to forwarding retro because only forwarding retro generates adjustments to be processed in the current period—unless your method is corrective, and you have defined elements to be forwarded. In the case of corrective retro combined with segmentation, the system calculates retro deltas as it does in the above examples. However, unlike forwarding retro, recalculated values for the elements replace the previous calculation. Differences between the net pay from the previously calculated period and the recalculated period are processed by banking.

Payment Keys with Forwarding Retro

Payment keys affect how adjustments are forwarded to the current period when retro is processed.

See [Understanding the Organizational Structure](#).

Payment Keys and Forwarding

When the payment keys of the current period do not match those of the period that is being recalculated, adjustments must be managed as a separate gross-to-net in the current calendar period. For example, Company has been defined as a payment key. A payee who is working in company ABC moves to company DEF in the current period. There is retro going back to a prior calendar when the payee was in company ABC, and there are adjustments to the payee's current period coming from the prior calendar. The adjustments are associated with company ABC, and the current period is associated with company DEF. In this situation, the adjustments are managed as a separate gross-to-net in the current period.

When deciding whether and where to forward adjustments, the system:

1. Determines whether retro matching criteria have been satisfied.

If matching criteria have been satisfied, the system pulls retro deltas into the current period as adjustments.

2. Checks to see if you have defined payment keys based on criteria such as company ID, contract number, establishment, and department ID.

If you have defined payment keys, the system checks those keys to determine where to forward the adjustments. If the value of the payment keys that are attached to the forwarded adjustments is the same as the value in the current period, the system forwards adjustments to the first segment in the current period that has matching payment keys. If that segment includes slices, the system forwards adjustments to the first slice in that segment.

3. Creates a new segment in the current period (when it finds no segment with matching payment keys) to which to forward the adjustments.

The system manages the adjustments as a separate gross-to-net in the current period. The dates of the new segment are the dates of the calendar period as a whole, regardless of whether the current period is segmented.

The new segment has the status *Inactive in Segment* and goes through the process list like any other gross-to-net calculation. Earnings and deductions are resolved again in this segment. The result may not be what you want for this type of segment. To prevent the earnings and deductions from being resolved again in this segment, the user can define a generation control element to exclude segments with the status *Inactive in Segment*.

Positive input (PI) that is targeted to this calendar, as well as any generated PI topic, are not processed again in the *Inactive in Segment* segment, regardless of generation control.

See [Understanding Calculation Elements](#), [Understanding Processing Elements](#), [Understanding Positive Input](#), .

Example 1: No Change in Payment Key Values

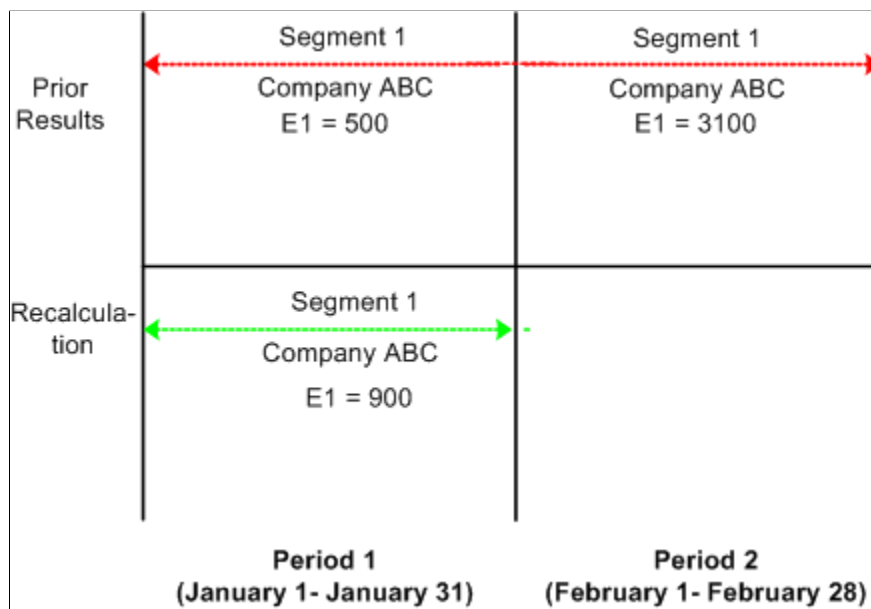
When the payment keys of the current period match those of the period that is being recalculated, the system forwards the adjustments to the current period. No new segments are created. Consider the following example of retro in February going back to January.

Scenario:

- Company ID is defined as a payment key.
- A payee's earning (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.

Image: No change in payment key values

This graphic is an example of a payroll calculation in which there are no change to the payment key values.



Period 1	Period 2
V1R1	V1R1
Segment 1 (January 1 - 31)/Company ABC E1 = 500	Segment 1 (February 1 - 28)/Company ABC E1 = 1300 (900 + 400)
V1R2	
Segment 1 (January 1 - 31)/Company ABC E1 = 900 Delta = 400 (900 - 500)	

Delta 400 is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 1.

See [Tracking Recalculated Calendars](#).

Example 2: Payment Key Value Changes in Current Calendar Period

When payment keys in the current period do not match those in the period that is being recalculated, the system creates a new segment in the current period to which to forward the adjustments. Consider the following example of retro in February going back to January.

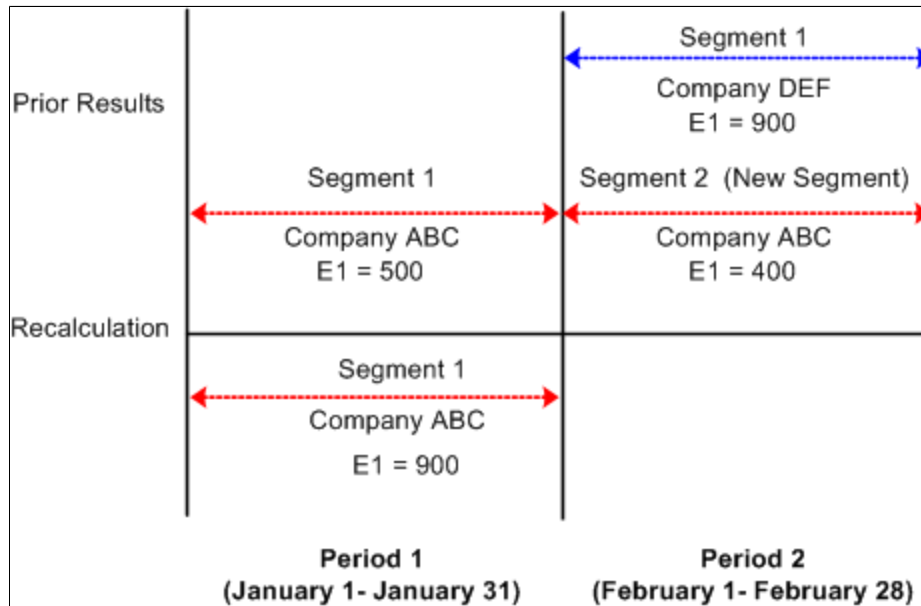
Scenario:

- Company ID is defined as a payment key.
- A payee's earning (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.

- On February 1, the payee transfers from company ABC to company DEF.

Image: Payment key value changes

This graphic is an example of a payroll calculation in which the payment key value changes for the current calendar period.



<i>Period 1</i>	<i>Period 2</i>
V1R1	V1R1
Segment 1 (January 1 - 31)/Company ABC E1 = 500	Segment 1 (February 1 - 28)/Company DEF E1 = 900 Segment 2 (February 1 - 28)/Company ABC E1 = 400
V1R2	
Segment 1 (January 1 - 31)/ Company ABC E1 = 900 Delta = 400 (900 - 500)	

Delta 400 is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 2.

Because the payee in this example moves from company ABC to company DEF in February, the payment keys in the current calendar (February) no longer match those in the calendar that is being recalculated (January). As a result, the system creates a new segment (segment 2) in February into which to pull the adjustments from period 1, V1R2. The begin and end dates of the new segment are identical to those in the current period (February 1 - 28).

See [Tracking Recalculated Calendars](#).

Payment Keys and Retro Deltas

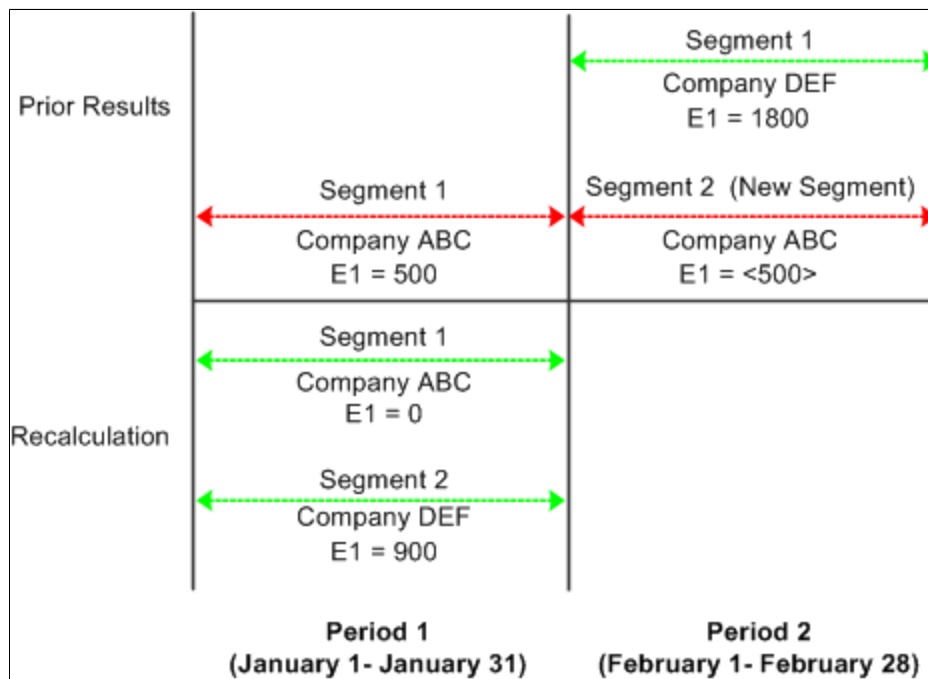
If the value of a defined payment key changes retroactively, so that a calendar that is associated with one set of payment keys must be reprocessed using payment keys with changed values, the system recognizes this condition as a *segment mismatch*. If a segment match on payment keys doesn't exist between the prior and the current periods, a new segment is created in the current period for the forwarded adjustment that results from the deltas that have old payment keys. This process is illustrated in the example below.

Scenario:

- A payee moves from company ABC to company DEF in February. The change is retroactive to January.
- Company ID is defined as a payment key.
- The payee's earning (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.

Image: Payment keys and retro deltas

This graphic is an example of when a segment mismatch occurs during a payroll calculation.



Period 1	Period 2
V1R1	V1R1

Period 1	Period 2
Segment 1 (January 1 - 31)/Company ABC E1 = 500	Segment 1 (February 1 - 28)/Company DEF E1 = 1800 (900 + 900) Segment 2 (February 1 - 28)/Company ABC E1 = <500>
V1R2	
Segment 1 (January 1 - 31)/Company ABC E1 (reversal segment) = 0 Segment 2 (January 1-31)/Company DEF E1 (recalc segment) = 900 Delta=<500>, Company ABC Delta = 900, Company DEF	

- Delta <500> is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 2.
- The delta 900 created in period 1, V1R2 is forwarded to period 2, V1R1, segment 1.

When calculating the retro delta for E1 in January, the system cannot match the new value of E1 (900) to the old value of E1 (500) and compute the difference as it ordinarily would ($900 - 500 = 400$). The old and new versions of E1 belong to different segments, are linked to different payment keys, and are no longer treated as counterparts. To determine the deltas, the system must first reverse the old value of E1 in V1R1; that is, it treats the prior calculation of E1 in period 1 as having no corresponding value in the new segment and subtracts 500 from 0 to generate a negative - 500. Likewise, it sees the new calculation of E1 in period 1 as having no corresponding value in the old segment and subtracts 0 from 900 to generate a new value of 900 for E1.

Note: A *segment mismatch* also occurs when there is segmentation, and the segment dates of a recalculated period do not match those of the original period.

Summing Deltas by Payment Key

The preceding example illustrates an important rule: when summing and forwarding deltas, the system sums only deltas with the same payment keys, and deltas that are associated with one set of payment keys cannot be forwarded to an element linked to different keys. In the preceding example, the delta (<500>) created in period 1, V1R2, is not added to the delta (900) created in period 1, V1R2, because the deltas are associated with different payment keys.

Related Links

[Segmentation and Retro](#)

Retroactivity and Positive Input

To correct an instance of positive input, make the adjustment in the pay period in which the original entry was made. For example, if it is July, and you need to correct positive input that was entered in May, access the Positive Input page for the May calendar and add, delete, or correct the instance.

If you have defined retroactive triggers to detect the online changes, the system recalculates the calendar period using your changes when you run the next payroll cycle for the payee.

Related Links

[Making Retroactive Adjustments to Positive Input](#)

Retroactive Deletes

A retroactive delete occurs when there is a retroactive termination, a retroactive pay group transfer, or a retroactive change in pay system. In all cases the information is received after the actual effective dates for these changes. The result is that gross-to-nets are calculated when they should not have been and these results must be completely reversed.

Example 1: Pay Group Transfer with Forwarding Retro

Scenario:

- In period 1, the payee is in pay group A. E1 = 100.
- In period 2, the payee transfers pay groups retroactively to pay group B, effective in period 1. E1= 200.
- The retro calculation involves retro in period 2 back to period 1.

<i>Period 1 - Calendar for Pay Group A</i>
V1R1
Segment 1 E1 = 100
V1R2
Segment 1/ Pay Group A E1 (reversal segment) = 0 Delta = <100>

- In period 1, V1R2, E1 is reversed completely. No new segment is created because the payee should not have a gross-to-net calculation during this period for pay group A.
- The E1 delta of <100> for period 1, V1R2 is not processed for the current calendar (period 2) because the payee is no longer in pay group A. If the current calendar is for pay group B, the delta is not

pulled in as an adjustment until you manually redirect the unprocessed delta to a target calendar for pay group B.

Retroactive Adds

A retroactive add occurs when there is a retroactive hire or a retroactive pay group transfer. With a retroactive hire, there is no previous calculation (prior gross-to-net). In the case of a retroactive pay group transfer, the retro add refers to the pay group to which the payee is transferred.

Example 1: Retroactive Add with Forwarding Retro

Scenario:

- In period 2, information is received regarding a new payee that is hired in period 1.
- The first retro calculation involves retro in period 2 back to period 1.

Period 1	Period 2
V1R1	V1R1
Never existed.	Segment 1 E1 = 200 (100 + 100)
V1R2	
Segment 1 E1 = 100 Delta = 100	

- In period 1, V1R2 represents the retro processing for that period. The revision number is 2 even though Version 1 never existed, because the method is forwarding, and the recalculation does not represent the true results.
- The delta for period 1, V1R2 is pulled into period 2, V1R1 as an adjustment.

Currency Changes

When a calendar is reprocessed for retroactivity, Global Payroll uses the original processing currency. This is important because with retroactivity it is necessary to recalculate prior periods in the same currency as the original calculation for the pay period. So, for example, if you were to change the processing currency at the pay entity level between the recalc period and the current period, the difference between the new value and the old value would still be computed in the currency of the original calculation. This means that retro deltas are converted to the processing currency of the period that they are pulled into. The system uses the current segment's exchange rate information (exchange rate type and exchange rate effective date (defined at the payee level) to do the currency conversion.

For example, from January 1998 to June 1998, the currency is French francs. In July, the company decides to use the euro. In July, retroactivity for a payee is effective in June 1998. Everything pertaining

to the recalculation is done using French francs. When the delta is calculated, it is calculated in French francs and then converted to the euro using the exchange rate information as of the current segment. Retro adjustments are brought forward into the current period in euros.

Tips for Retroactive Processing

The following table provides hints on using retroactive processing.

Question	Answer
What is the value of an element that receives a forwarding adjustment?	<ul style="list-style-type: none"> • When you use forwarding retro, the adjustment is included in the resolved value for the element. • Output results keep the current and adjustment values for earnings and deductions separate. But when the element is used, the two values are summed to obtain the resolved value for the element. • The batch resolution modules sum the current and adjustment values when an element is used.
How do I keep the adjustment value of an element separate from the current value?	Generally, when you use forwarding retro, the adjustment is included in the resolved value of the element. However, to keep the adjustment value for an element separate from the current value, you forward the adjustment to another element using the Retro Process Overrides page. If the purpose of the element is to track adjustments, define the other element with the calculation rule <i>amount = 0</i> .
Can Global Payroll calculate retro across countries?	The default retro method, retro process definitions, and trigger event IDs are defined by country. The system does not calculate retro across countries. However, if a payee transfers to another country, and it's later discovered that the payee should have received additional pay while employed in the first country, it might be possible to process retro for that payee even though he or she is inactive in the original country. This depends on the forward limits that apply at the pay entity level and other processing rules that determine how long after a payee is inactive he or she remains eligible for retroactive processing.

Question	Answer
<p>What happens when multiple triggers are generated and each points to a different retro process definition?</p>	<p>Suppose that multiple retro events occur, causing multiple retro triggers to be written to the trigger tables. If these triggers call for that calendar run to be processed (recalculated) using different process definitions, a conflict will occur.</p> <p>In such a situation, where the events that cause retroactive processing activate the application of more than one process definition for the same payee in the same calendar, the system writes an error message and does not process retro. Only the current period is calculated. Retro triggers are not marked as processed.</p> <hr/> <p>Note: The retro conflict method that is specified on the Countries page does not apply to the conflict situation described here. In this situation, the retro conflict method will not resolve the conflict. However, you can change the event ID that is associated with the retro trigger, using the Payee Trigger Retro Expanded page.</p> <hr/> <p>For a payee, you cannot have more than one process definition resulting from the retro events that cause retroactivity for that calendar run. The same process must apply for all calendars in the calendar group.</p>

Related Links

[Countries Page](#)

[Understanding Calendars](#)

[Setting Up Trigger Definitions](#)

Defining Banking Instructions

Understanding Banking

This topic discusses:

- The banking process
- Setup requirements
- Batch processing
- Banking process flow
- Country-specific processing.

The Banking Process

In Global Payroll, the banking process includes:

- Setup.
- Batch processing.
- Tasks for local country extensions.

This topic discusses setup and batch processing. For more information about how banking works with local country extensions, see the banking topic in the corresponding Global Payroll country extension documentation.

Note: If your organization doesn't have direct deposit or electronic transfer for payees, you may not need to use the banking feature.

Setup Requirements

This topic discusses:

- Bank setup requirements
- Funding setup requirements
- Disbursement setup requirements

Bank Setup Requirements

Banks and branches are financial institutions that fund payroll or receive payroll calculations.

To set up banks:

1. Define bank information on the Bank Table page.

Set up banks on the Bank Table page, including basic information for all financial institutions involved in the payroll funding and disbursement process. You must complete this page before a bank can be identified as a source bank account or as a recipient.

2. Specify branch information on the Branch Table page (optional).

Define which branches apply to the banks. A bank can have one or more branches.

Note: Not all countries require bank branch information.

See [Defining Banks and Branches](#).

Funding Setup Requirements

Funding refers to the source of payroll money.

To set up funding:

1. Define electronic funds transfer (EFT) formats, by country, on the Electronic Transfer Formats page.
2. Specify source banks for payroll on the Source Bank Accounts page.

Source banks are where payroll disbursements come from. For each source bank, you identify the appropriate bank/branch, account number, and EFT format.

3. Define the level of funding on the Pay Entities - Source Bank Link page.

Each organization can have various levels of funding sources (source banks). One organization might fund its entire payroll from a single bank; another might define funding at a lower level, such as by company.

See [Setting Up Funding](#).

Disbursement Setup Requirements

Disbursement refers to payroll amount destinations. Net pay disbursements can go to payees, and deduction amounts can be disbursed to recipients, such as a health care provider or a government agency.

To set up disbursements:

1. Define deposit schedules on the Deposit Schedules page.
2. Define recipients on the Deduction Recipients page.

Recipients can be entities (general recipients) or individuals (individual recipients).

3. Assign recipients to deductions.

This procedure varies with recipient type.

4. Identify an individual's bank account information and disbursement details on the Bank Account Information page and the Net Distribution page.

This is necessary for disbursing an individual's net pay electronically.

See [Defining Deposit Schedules](#), [Defining Recipients](#), [Assigning Recipients to Deductions and Payees](#), and [Defining Payee Net Pay Elections](#).

Batch Processing

Batch processing for banking occurs in the Global Payroll core application and in the country extension.

To process bank payment information:

1. Finalize the pay run on the Payroll/Absence Run Control page.

Before running the banking process, you must finalize the payroll run or approve the items to pay.

2. Run the banking process, using the Payment Preparation page.

The banking process is a batch job that takes the results of payroll calculations and populates the payment table (GP_PAYMENT), which includes details on each recipient. It identifies the recipient, the amount owed, the source bank, and the account number.

Note: You must run the banking process in the same order in which you run your payrolls. For example, if you have finalized a payroll for both November and December and try to run the banking process on the December payroll before running it on the November payroll, the process will result in an error.

3. Run the local country batch process.

Each country has unique file format requirements for transmitting data electronically. Individual processes have been developed for each country that extract data from the payment file and format it appropriately.

Note: For more information about local country batch processing, see the banking section in the corresponding Global Payroll country extension documentation.

You can view the results of the banking process (step 2) and the results of the local country batch process (step 3) using the Review Payments by Cal Group component.

Related Links

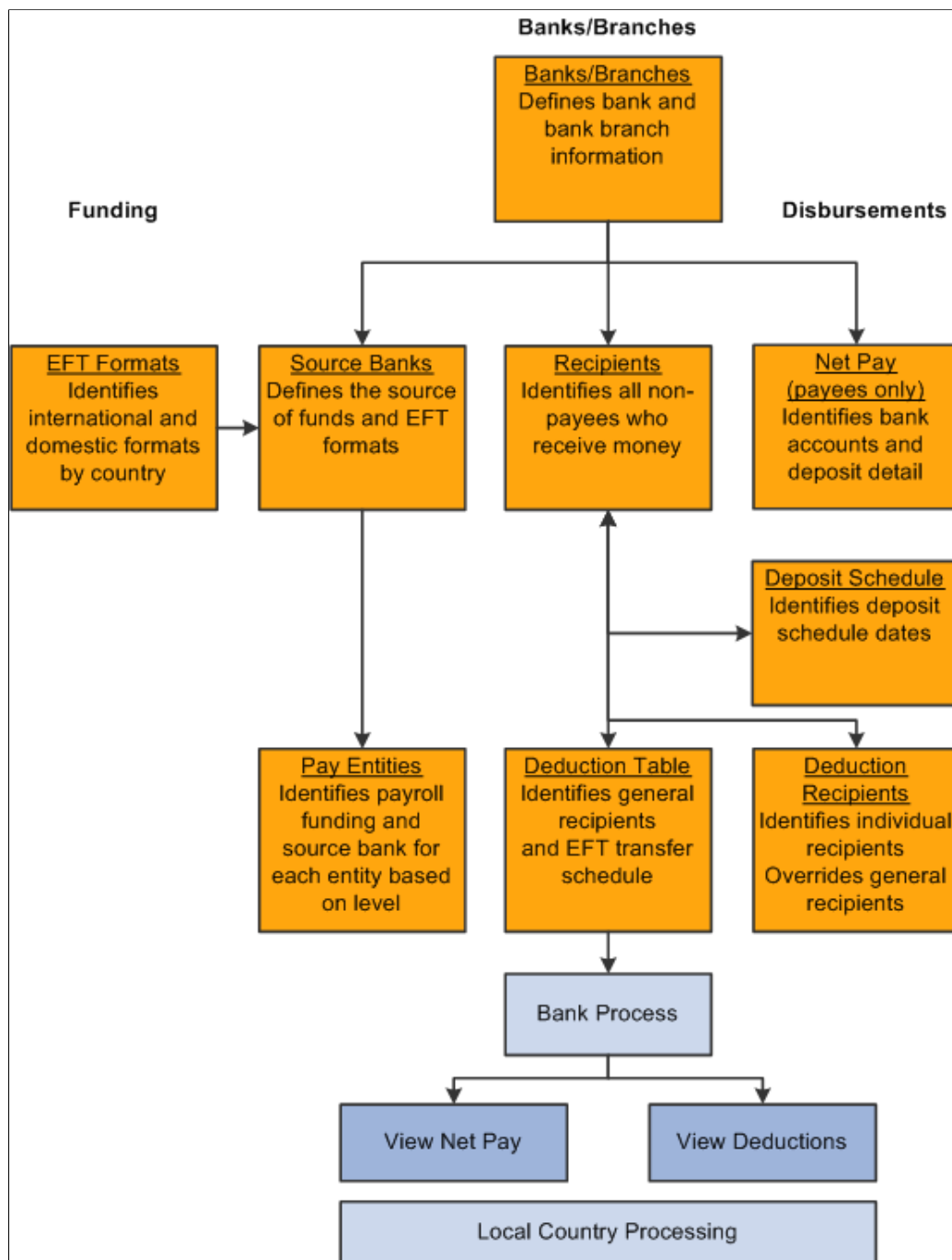
[Understanding Payroll Processing](#)

[Reviewing Banking Results by Calendar Group](#)

Banking Process Flow

Image: The banking process in Global Payroll

This diagram illustrates the flow of the banking process.



Country-Specific Processing

Global Payroll provides a flexible, generic banking framework that enables organizations with multinational operations to use PeopleSoft Financial Gateway as a single point of distribution for all of their payments. You define application packages and SQL statements for each country in your

organization. The existing banking process, GP_PMT_PREP, uses this country-specific setup to generate country-specific payments. The Payment for FG (GP_PMT_FG) process sends the country-specific payments to PeopleSoft Financial Gateway.

PeopleSoft Financial Gateway sends a message to the HCM database when an error occurs that displays the status in the Payment Transactions page of the Results by Calendar Group component in PeopleSoft Global Payroll. This streamlines the maintenance of the Financial Gateway Payment Preparation table. You can view more information in the Payments transactions page through multiple tabs and are able to review errors from Financial Gateway in the Errors tab.

This topic discusses:

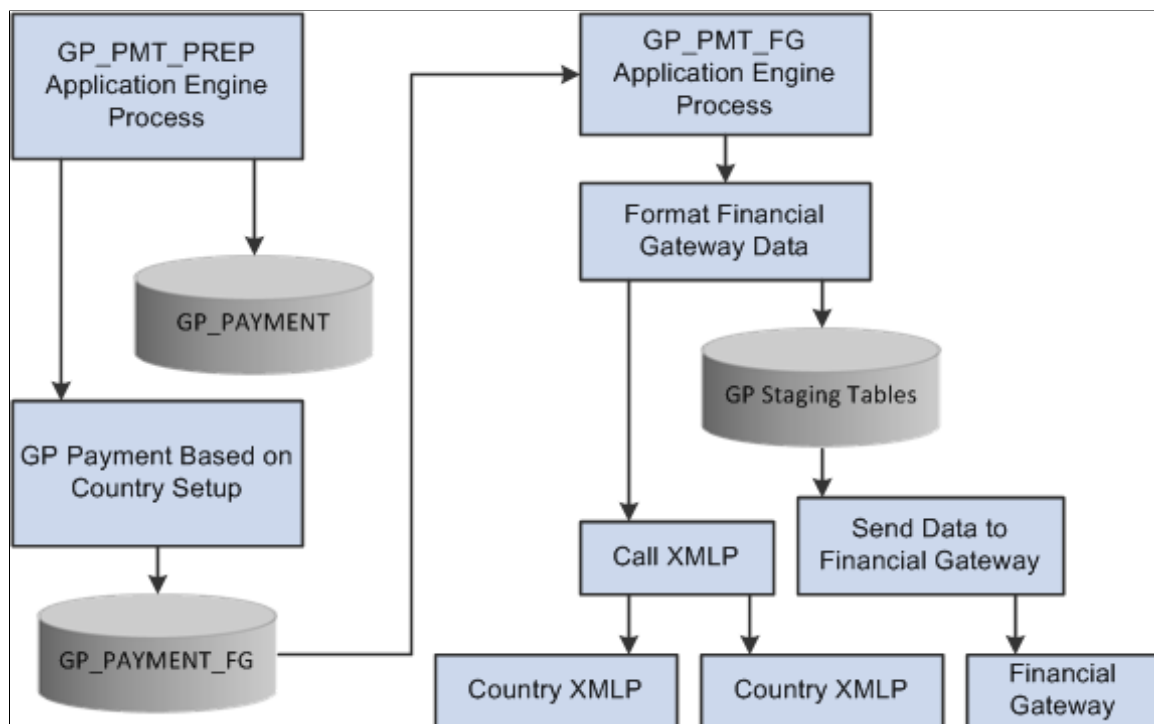
- Country-specific data process flow.
- Country-specific setup requirements.
- Country-specific batch processing.
- Integration with PeopleSoft Financial Gateway.

Country-Specific Data Process Flow

The process flow for country-specific payments is slightly different than the regular banking process flow.

Image: Country-Specific Data Process Flow

This diagram illustrates the process flow for country-specific data.



Country-Specific Setup Requirements

In addition to the normal banking setup requirements, to process country-specific payments you must also:

- Define application packages for a country on the [Banking Country Setup](#) page.
- Generate a country-specific SQL statement on the [Banking Preparation Definition](#) page.
- Define payment process settings on the [Installation Settings](#) page.
- See *PeopleTools: Integration Broker Service Operations Monitor* product documentation for both Global Payroll and Financial Gateway.
- See [Setup Prerequisites](#).

Country-Specific Batch Processing

You process country-specific payments using the same Global Payroll Banking Process (GP_PMT_PREP) that you use for non-country-specific banking. When a row of data exists for a country on the Banking Country Setup component, however, GP_PMT_PREP executes country-specific logic.

If the country uses the delivered CORE_BANK:SQL application package, then the system references the banking preparation definition for that country and for each defined sequence processes the country-specific SQL statement using the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page. The system loads the results into the GP_PAYMENT_FG record.

If the country does not use the delivered CORE_BANK:SQL application package, then the system uses the application package defined for the country in the Banking Country Setup component to load results into the GP_PAYMENT_FG record for the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page.

Integration with PeopleSoft Financial Gateway

PeopleSoft Global Payroll enables you to send generated payment details from PeopleSoft Global Payroll to PeopleSoft Financial Gateway. Financial Gateway then dispatches the payments to banks.

Related Links

[Setting Up Country-Specific Banking Processing](#)

[Sending Payments to PeopleSoft Financial Gateway](#)

Defining Banks and Branches

To define banks and bank branches, use the Banks (BANK_EC) component.

This topic provides an overview of bank and branch definition and lists the pages used to define banks and branches.

Pages Used to Define Banks and Bank Branches

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Bank Table	BANK_EC	Set Up HCM, Common Definitions, Banking, Banks, Bank Table	Set up basic information for all financial institutions.

Page Name	Definition Name	Navigation	Usage
Branch Table	BANK_BRANCH_EC	Set Up HCM, Common Definitions, Banking, Banks, Branch Table	Define branch information for a bank. Not all countries require bank branch information.

Understanding Bank and Branch Definition

You set up bank and bank branch information on the Bank Table page and the Branch Table page.

The pages for defining banks and bank branches are common to all PeopleSoft HR applications and are documented in the *PeopleSoft HCM 9.2: Application Fundamentals* product documentation.

For a summary of the function of each page, see the overview of setup requirements in the previous topic.

Related Links

[Setup Requirements](#)

"Understanding Bank and Bank Branch Setup (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Setting Up Funding

To define electronic transfer formats, use the Electronic Transfer Formats (EFT_NAME) component. To define source banks, use the Source Bank Accounts (SRC_BANK) component. To define the default source bank for a pay entity and to link a source bank to a pay entity, use the Pay Entities (GP_PYENT) component.

This topic discusses how to:

- Define electronic funds transfer formats.
- Define source banks.
- Define the default source bank for pay entities.
- Link source banks to pay entities.

Pages Used to Set Up Funding

Page Name	Definition Name	Navigation	Usage
Electronic Transfer Formats	EFT_NAME	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Formats, Electronic Transfer Formats	Define a country's electronic funds transfer (EFT) formats. An EFT is a standard interbank file format.
Source Bank Accounts	SRC_BANK	Set Up HCM, Common Definitions, Banking, Source Bank Accounts, Source Bank Accounts	Define the source of funds and EFT formats.

Page Name	Definition Name	Navigation	Usage
Pay Entities - Processing Details	GP_PYENT_PRCS_DTL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Processing Details	Define the default source bank for the pay entity.
Source Bank Link	GP_PE_SBANK_LNK	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Source Bank Link	<p>Define source banks for the companies, department, establishments, or pay groups within the pay entity.</p> <p>This is an optional setup task. If you leave the Source Bank Link page blank, the system uses the default source bank defined at the pay entity level on the Processing Details page.</p>

Electronic Transfer Formats Page

Use the Electronic Transfer Formats page (EFT_NAME) to define a country's electronic funds transfer (EFT) formats.

An EFT is a standard interbank file format.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Formats, Electronic Transfer Formats

Image: Electronic Transfer Formats page

This example illustrates the fields and controls on the Electronic Transfer Formats page.

Electronic Transfer Formats

Country Code: CYM Cayman Islands

Electronic Transfer File Formats			Customize	Find	View All	First	1-2 of 2	Last
*EFT Format Name	Status	Description						
CTX	Active	Corporate Trade Exchange						
PPD	Active	Prearranged Payments and Deposits						

Country Code

Displays the country code you selected to access this page.

EFT Format Name

Enter a name. An EFT format is a country-specific value that's understood by locally run Structured Query Reports (SQRs). After defining the EFT format name, use this information on the Source Bank Accounts page to indicate the EFT format from which the money is coming.

Note: For more information about EFT formats for local countries, see the banking topic in the corresponding Global Payroll country extension documentation.

Source Bank Accounts Page

Use the Source Bank Accounts page (SRC_BANK) to define the source of funds and EFT formats.

Navigation

Set Up HCM, Common Definitions, Banking, Source Bank Accounts, Source Bank Accounts

The Source Bank Accounts page is common to all HR applications and is documented in the *PeopleSoft HCM 9.2: Application Fundamentals*.

For a summary of the function of the Source Bank Account page, see the overview of funding setup requirements in this topic.

Related Links

"Bank Table Page (*PeopleSoft HCM 9.2: Application Fundamentals*)"
[Setup Requirements](#)

Source Bank Link Page

Use the Source Bank Link page (GP_PE_SBank_LNK) to define source banks for the companies, department, establishments, or pay groups within the pay entity.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Source Bank Link

Image: Source Bank Link page

This example illustrates the fields and controls on the Source Bank Link page.

Pay Entity Address | Processing Details | Retro Limits | Supporting Element Overrides | **Source Bank Link**

Pay Entity: K0PE1 Pay Entity 1
 *Organization Link Option: Company

Definition Find | View All First 1 of 1 Last
 Effective Date: 05/15/2009 Load All Organization Units

Organization Link List Customize | Find | View All First 1 of 1 Last

*Organization Unit	Description	*Source Bank ID	Name

Payroll can be funded from more than one source bank. Use this page to define all the source banks used to fund payroll for a pay entity. Leave this page blank if you want to fund payroll from the pay entity's default source bank that you defined on the Processing Details page.

Organization Link Option

Select the level of organization at which you're funding payroll. Options are: *Company*, *Department*, *Establishment*, and *Pay Group*.

See [Pay Entities - Processing Details Page](#).

Note: If a value in this field changes, the system clears all entries in the Organization Link List group box.

Load All Organization Units

Click this button to populate the Organization Link List group box. The system populates a list of all active organization units, based on the effective date.

Organization Link List

In this group box, select a source bank ID for each organization unit that you selected in the Organization Link Option field.

Organization Unit

Select an organization unit for the Organization Link Option level that you defined.

Source Bank ID

Enter a source bank ID for each organization unit.

Use this field to define the default bank for the pay entity. If you don't define source banks here, the system uses the default bank set up on the Pay Entities - Processing Details page.

The Processing Details page is described in another topic in this product documentation.

Example

A pay entity has 10 pay groups. Only 2 of those pay groups use unique source banks; the other 8 use the same source bank.

To set up source banks for this pay entity, you select *Pay Group* in the Organization Link Option field.

There are two ways to set up the Organization Link List group box:

- List all 10 pay groups in the Organization Link List.

For the 8 pay groups with the same source bank, list the same source bank ID. For the 2 pay groups with unique source banks, list the unique values for those source bank IDs.

- Define the default source bank ID for the 8 pay groups on the Processing Details page, and enter only two rows for the 2 unique pay groups on this page.

Note: If you leave the Organization Link List group box blank, the system assumes that you're using the default source bank ID that is defined on the Processing Details page.

Related Links

[Defining Pay Entities](#)

Pay Entities - Processing Details Page

Defining Deposit Schedules

To define deposit schedules, use the Deposit Schedules (DEP_SCHED) component.

This topic provides an overview of deposit schedules and discusses how to identify dates when payments are debited.

Page Used to Define Deposit Schedules

Page Name	Definition Name	Navigation	Usage
Deposit Schedules	DEP_SCHED	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Deposit Schedules, Deposit Schedules	Identify dates when payments are debited from the source bank account.

Understanding Deposit Schedules

When you run the banking process, the system assigns a deposit date based on the time of the run and the deposit schedule that's associated with the deduction.

- For deductions that are assigned a deposit schedule, the system looks up the date that comes the soonest after the run date.
- For deductions without an assigned deposit schedule and net pay, the deposit date is the run date.

Example

Run February payroll on the 25th of the month.

Deduction	Deposit Schedule	Deposit Date
Net pay	No deposit schedule assigned	The date that the banking process is run.
Income tax	Quarterly on the last day of the quarter	March 31
Union dues	Monthly on the first day of the month	March 1

This example illustrates that the deposit date can filter which transactions are transmitted to the bank in a subsequent process.

Managing Deposits

You have flexibility in defining deposit schedules. So if many deposits are due at month's end, you can create a deposit schedule with a debit date of the last day of the month. Associate these dates with payees and recipients. Run the payment process, telling the system to create a report that includes all the information in the deposit schedule.

Deposit Schedules Page

Use the Deposit Schedules page (DEP_SCHED) to identify dates when payments are debited from the source bank account.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Deposit Schedules, Deposit Schedules

Image: Deposit Schedules page

This example illustrates the fields and controls on the Deposit Schedules page.

The screenshot shows the 'Deposit Schedules' page with the following details:

- Deposit Schedule:** MONTHLY
- Definition Section:**
 - *Effective Date: 01/01/2009
 - Status: Active
 - *Description: Monthly Deposit Schedule
 - Short Description: Mthly
- Schedule Generation Parameters Section:**
 - *Day Unit of Measure: Month
 - Units in Period: 1
 - Begin Date: 03/02/2009
 - End Date: 03/02/2009
 - *Relative Start: Last Day
 - Days Adjustment: (empty)
- Deposit Dates Section:**
 - Debit Date: 01/31/2009
 - Debit Date: 02/28/2009
 - Debit Date: 03/31/2009

Schedule Generation Parameters

Use this group box to define details for generating deposits.

Day Unit of Measure

Define the type of schedule that you're building. Options are *Day*, *Month*, *Quarter*, *Week*, and *Year*. Your selection affects time increments for the debit dates. So if you select *Month*, the time increment between debit dates is one month.

Units in Period

Define the frequency for the Day Unit of Measure field. If you indicate *Month* there and enter *1* here, this schedule occurs once a month. If you enter *2*, this schedule occurs once every two months.

Begin Date and End Date

Enter the approximate schedule dates. When the system builds schedules, it builds them in this date range.

Relative Start

Select the relative start of the deposit schedule dates. Options are *First Day* (of the month) and *Last Day* (of the month). Specifies the day that the deposit date intervals start. For example, if you select *Month* in the Day Unit of Measure field

and *Last Day* in the Relative Start field, the schedules have deposit dates at the end of the month.

Days Adjustment

Specify how many days to adjust between the relative start date and the deposit date. Say you select *Month* in the Day Unit of Measure field, *Last Day* in the Relative Start field, a frequency of *1*, and *+10* in the Days Adjustment field. The system, on the 10th of each month, generates monthly schedule dates that start the 10th of the following month.

Note: The Relative Start and Days Adjustment fields are unavailable for entry if the Day Unit of Measure field is set to *Day* or *Week*.

Generate Dates

Click this button to generate a list of debit dates in the Deposit Dates group box.

Deposit Dates

This group box is populated based on what you defined in the Schedule Generation Parameters group box. It displays the generated dates when deposits are due, based on those parameters.

Defining Recipients

To define deduction recipients and to select recipients' deposit schedules, use the Deduction Recipients (RECIPIENT) component.

This topic provides an overview of recipient definition and discusses how to:

- Define recipients.
- Select recipients' deposit schedules.

Pages Used to Define Recipients

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Deduction Recipients	RECIPIENT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients	Define general and individual recipients for deductions.
Recipient Address	RECIPIENT_ADR_SP	Click the Address Information link to access the Recipient Address page.	Define recipients' address information.

Page Name	Definition Name	Navigation	Usage
Recipient Deposit Schedule	RECIPIENT_DEP_INFO	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Recipient Deposit Schedule	Select recipients' deposit schedule.

Understanding Recipient Definition

Recipients are entities or individuals who receive voluntary and statutory deductions that are withheld from payees. Global Payroll recognizes two types of recipients:

- General recipient, such as a government agency.

Receives the amount that's withheld from all payees who have a specific deduction.

- Individual recipient, such as a spouse who receives child support payments.

Receives the amount that's withheld from one or more payees.

Note: A general recipient is often an entity and an individual recipient is often a person, but this isn't a requirement.

Each recipient has a disbursement schedule. You can create unique deposit schedules to identify deposit dates.

Note: Before you can define a recipient, you must first define general bank information on the Bank Table page.

Related Links

[Defining Banks and Branches](#)

Define Deduction Recipients Page

Use the Define Deduction Recipients page (RECIPIENT) to define general and individual recipients for deductions.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients

Image: Define Deduction Recipients page

This example illustrates the fields and controls on the Define Deduction Recipients page.

The screenshot shows the 'Define Deduction Recipients' page. At the top, there are two tabs: 'Define Deduction Recipients' and 'Recipient Deposit Schedule'. Below the tabs, the following fields are visible:

- Recipient ID:** GXBKGR5
- *Description:** Banking - General Receiver 5
- Status:** Active
- *Payment Method:** Bank Transfer
- Recipient Category:** Individual (radio button), General (radio button, selected)
- Bank Account Information:**
 - Bank Details:**
 - *Country Code:** DEU (Germany)
 - IBAN:** (empty field) with a 'Validate' button
 - *Bank ID:** 50070024 (Deutsche Bank)
 - Bank Branch ID:** (empty field)
 - *Account Number:** 111
 - *Account Name:** aaa
 - *Currency Code:** DEM (Deutsche Mark)

Address Information

Click the Address Information link to access the Recipient Address page, where you'll define country and address information for the recipient.

Payment Method

Select the payment method. Options are *Bank Transfer*, *Cash*, *Check*, *Postal Order* and *Wire Transfer*.

Note: Bank account information only becomes available when *Bank* and *Wire Transfer* are selected.

Recipient Category

Individual

Select if the recipient receives an amount, such as a court order deduction, that is withheld from one or more payees.

General

Select if the recipient receives the amount withheld from all payees who have a particular deduction. General recipients, such as local and national governments for taxes, insurance companies for insurance benefits, and unions for union dues, are entities that receive an amount that might include many payee values.

Bank Details

Country Code

Select the country for the payee's bank account.

Already have an IBAN Number

Select to indicate that the payee has an IBAN. When you select this check box, the Bank ID, Bank Branch ID, and Account Number fields become display-only and the IBAN field and Validate button become available.

If you deselect this check box for a payee who already has an IBAN entered and validated in the IBAN field, the system alerts you that this action will result in clearing the IBAN and bank account detail fields. You can click OK to continue, or Cancel to leave the check box selected.

Note: This check box appears on this page only when the IBAN Enabled check box is selected and the IBAN Required check box is deselected on the IBAN Country Setup page.

IBAN (International Bank Account Number)

Enter the IBAN for the payee. This field is editable only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.

Validate

Click to validate the number entered in the IBAN field. The validation process alerts you if there is an error in the entered IBAN. In addition, the validation process populates the Bank ID, Bank Branch ID, and Account Number fields based on the entered IBAN.

This button is available only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.

Bank ID, Bank Branch ID, and Account Number

When the Already have an IBAN Number check box is selected or if the IBAN Required check box is selected on the IBAN Country Setup page, these fields are not editable. The system populates them based on the entered IBAN when you click the Validate button.

Note: For German accounts with an IBAN, the Bank Branch ID field remains editable.

For accounts without an IBAN, manually enter values in the Bank ID, Bank Branch ID, and Account Number fields.

Note: Not all countries require branch ID information.

Account Name

Enter the account name for the person.

Currency Code

Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process.

Related Links

"Bank Table Page (*PeopleSoft HCM 9.2: Application Fundamentals*)"

"Setting Up IBAN Information (*PeopleSoft HCM 9.2: Application Fundamentals*)"

Recipient Deposit Schedule Page

Use the Recipient Deposit Schedule page (RECIPIENT_DEP_INFO) to select recipients' deposit schedule.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Recipient Deposit Schedule

Image: Recipient Deposit Schedule

This example illustrates the fields and controls on the Recipient Deposit Schedule.

Define Deduction Recipients		Recipient Deposit Schedule	
Recipient ID:	GXBKGR1	Banking - General Receiver 1	
Deposit Schedule:	GXWKLY	Banking - Deposit Schedule 1	
Purpose 1:	1		
Purpose 2:	2		

Deposit Schedule

Select the deposit schedule that specifies the recipient's payment frequency. Define deposit schedules on the Deposit Schedules page.

See [Defining Deposit Schedules](#).

Purpose 1 and Purpose 2

Enter information that's included on the bank transfer file, such as bank routing numbers or names.

Assigning Recipients to Deductions and Payees

This topic provides an overview of recipient assignments and discusses how to:

- Link individual recipients to a deduction and a payee.
- Define recipients' account information.
- Link general recipients to deductions.

Pages Used to Assign Recipients to Deductions and Payees

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Add Deduction Recipients	GP_RCP_PYE	<ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Payee Data, Net Pay/ Recipient Elections, Add Deduction Recipients, Add Deduction Recipients Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee <p>Click the Deduction Recipients link on the Element Assignment By Payee page.</p> <ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Payee Assignment By Element <p>Click the Edit Recipients link on the Payee Assignment By Element page - Recipient tab.</p>	Link an individual recipient to a deduction and a payee. Override the general recipient of a deduction for a specific payee.
Information for Recipient	GP_RCP_PYE_SP	Click the Bank Account Information link on the Add Deduction Recipients page.	Define a new recipient's bank account information.
Recipient	GP_RCP_DED	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient	Link a general recipient to a deduction.

Understanding Recipient Assignments

After defining recipients, you assign them to deductions and payees. Where to assign recipients depends on the type of deduction.

When assigning recipients, you'll do the following:

- Link individual recipients to deductions and payees through the payee-level Deduction Recipients page.
- Link general recipients to deductions through the Recipient page of the Deduction component.

The topics below discuss each recipient type in detail.

Individual Recipients

If you have a deduction whose recipient is unique by payee, such as a garnishment deduction that goes to an individual, you assign a recipient on the payee-level Deduction Recipients page.

Note: The payee-level Deduction Recipients page is found under Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Add Deduction Recipients and is discussed in this topic.

See [Add Deduction Recipients Page](#).

General Recipients

If you have a deduction whose recipient is a general entity, such as an insurance payment that goes to an insurance carrier, you establish the recipient information on the deduction definition, telling the system to sum up the amounts from all payees who have this deduction and send the total to one recipient.

When you link a general recipient to a deduction, you choose between:

- Selecting the recipient by recipient ID.
- Selecting a formula that determines which general recipient receives the deduction.

The formula is resolved during the Calculate phase of the batch process, when the deduction is resolved. The result is stored in the Earnings and Deductions results table. When you run the banking process, the system retrieves the recipient ID from the results table.

Note: You can override the general recipient of a deduction for a particular payee, on the payee-level Deduction Recipients page.

The Recipient page in the Deduction component is discussed in another topic in this product documentation.

See [Defining Deduction Elements](#).

Add Deduction Recipients Page

Use the Add Deduction Recipients page (GP_RCP_PYE) to link an individual recipient to a deduction and a payee.

Override the general recipient of a deduction for a specific payee.

Navigation

- Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Add Deduction Recipients, Add Deduction Recipients
- Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee

Click the Deduction Recipients link on the Element Assignment By Payee page.

- Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Payee Assignment By Element

Click the Edit Recipients link on the Payee Assignment By Element page - Recipient tab.

Image: Assign Deduction Recipients page

This example illustrates the fields and controls on the Assign Deduction Recipients page.

Add Deduction Recipients

Employee ID: K0G002 Name: Issac Nichta Empl Record: 0

Deductions Find First 1 of 1 Last

*Element Name: Recipient Tag: + -

Enter Recipient ID - OR - Recipient Name and Information Find | View All First 1 of 1 Last

*Effective Date: + -

Recipient ID: + -

Recipient Name:

Deposit Schedule: + -

Purpose 1:

Purpose 2:

[Deduction Assignment](#)

Element Name

Select the deduction for which to define recipient information.

Recipient Tag

Enter the recipient tag. Tags are used for multiple resolution of deductions and single resolutions of deductions for Individual Recipients. A given payee could have one or more recipient tags and the tags are associated either with a recipient ID or with a recipient name. Tags are numeric. A Recipient Tag that is associated with an 'Individual' Deduction Recipient must have a value greater than zero. This will ensure the zero Recipient Tag is available if the General Deduction Recipient needs to be assigned to this employee along with individual recipients. The system will add the amount that resolves when there is no earning or deduction assignment.

Recipient ID

Select the recipient ID for a predefined recipient (recipients are set up using the Deduction Recipients component). To define a new recipient, leave this field blank and complete the Recipient Name field. When you select an existing recipient, the system

displays the recipient name next to the Recipient ID field.

Click the recipient name link to access the Define Deduction Recipients component (RECIPIENT) where you can view and update the recipient's details.

Recipient Name and Bank Account Information

If you want define a new recipient, enter the name of the recipient. When you complete this field, the system displays the Bank Account Information link. Click this link to access the Information for Recipient page where you enter the payment method and the recipient's bank account information.

Deposit Schedule

Select a deposit schedule for the recipient.

Purpose 1 and Purpose 2

Enter information that's included on the bank transfer file, such as bank routing numbers or names.

Deduction Assignment

Click the Deduction Assignment link to access the Earning/Deduction Assignment page.

Information for Recipient Page

Use the Information for Recipient page (GP_RCP_PYE_SP) to define a new recipient's bank account information.

Navigation

Click the Bank Account Information link on the Add Deduction Recipients page.

Image: Information for Recipient page

This example illustrates the fields and controls on the Information for Recipient page.

Add Deduction Recipients

Information for Recipient GBL Pensions

*Payment Method:

Bank Details

Country Code: Cayman Islands

Bank ID: Saving and Loan of the Cayment Islands

Bank Branch ID:

Account Number:

Account Name:

*Currency Code: Cayman Islands dollar

The fields on this page are identical to those on the Define Deduction Recipients page.

Related Links

[Defining Recipients](#)

Recipient Page

Use the Recipient page (GP_RCP_DED) to link a general recipient to a deduction.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient

Select the deduction recipient to link a general recipient to a deduction.

Related Links

[Deductions - Recipient Page](#)

Defining Payee Net Pay Elections

This topic provides an overview of payee net pay elections and discusses how to:

- Enter payees' bank account information.
- Specify net pay elections.
- (ESP) Specify the inter-bank payment code.

Pages Used to Define Payee Net Pay Election Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintain Bank Accounts	PYE_BANKACCT	Global Payroll & Absence Mgmt, Payee Data, Net Pay/ Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts	Enter bank account information for a payee. Use this information to track worker direct deposit information.
International Bank Account Nbr	BANKACCT_IBAN_SEC	Click the Edit IBAN link.	(GBR, FRA, BEL, ESP, CHE, DEU, ITA, and NLD) Generate and edit the International Bank Account Number (IBAN).
Specify Net Pay Elections	GP_NET_DIST	Global Payroll & Absence Mgmt, Payee Data, Net Pay/ Recipient Elections, Specify Net Pay Elections, Specify Net Pay Elections	Define how a payee's net pay is distributed between the payee's bank accounts.

Page Name	Definition Name	Navigation	Usage
Inter-bank Payment Scheme	GPMX_PYE_BANKACCT	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts. Click the Other Required Information link.	(MEX) Enter the Clave Bancaria Estandarizada (CLABE) number associated with the payee's bank account.
Bank Prenote Information USA	GPUS_PRENOTE	Click the Prenote Information link on the Maintain Bank Accounts page. This link is available only if you select the Prenote Process Allowed check box on the Installation Settings USA page.	Indicate whether prenotification files (used in Federal Schedule Reconciliation) need to be generated.

Understanding Payee Net Pay Elections

After setting up banking information for your organization, you can define bank account and net pay election information for each payee.

Note: Payees can manage their own personal payroll information, such as updating personal bank account information and payroll payment distribution instructions, on self-service pages in PeopleSoft ePay. These pages are discussed in the ePay product documentation.

See "Understanding ePay Transactions for Global Payroll (*PeopleSoft HCM 9.2: ePay*)".

Maintain Bank Accounts Page

Use the Maintain Bank Accounts page (PYE_BANKACCT) to enter bank account information for a payee.

Use this information to track worker direct deposit information.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts

Image: Maintain Bank Accounts page

This example illustrates the fields and controls on the Maintain Bank Accounts page.

Account ID

Populated by the system with a number assigned to the bank account information.

Type

Select the bank account type for the payee. Options are *Building Society Roll Number*, *Checking*, *Current Account*, *Giro Account*, *Regular*, and *Savings*.

Country Code

Select the country for the payee's bank account.

International ACH Bank Account (international automatic clearing house bank)

Select to indicate that the bank is located outside the territorial jurisdiction of the United States.

Note: This field appears only if you have PeopleSoft Payroll for North America or PeopleSoft Global Payroll for United States installed.

Already have an IBAN Number

Select to indicate that the payee has an IBAN. When you select this check box, the Bank ID, Bank Branch ID, and Account Number fields become display-only and the IBAN field and Validate button become available.

If you deselect this check box for a payee who already has an IBAN entered and validated in the IBAN field, the system alerts you that this action will result in clearing the IBAN and bank

account detail fields. You can click OK to continue, or Cancel to leave the check box selected.

Note: This check box appears on this page only when the IBAN Enabled check box is selected and the IBAN Required check box is deselected on the IBAN Country Setup page.

IBAN (International Bank Account Number)

Enter the IBAN for the payee. This field is editable only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.

Validate

Click to validate the number entered in the IBAN field. The validation process alerts you if there is an error in the entered IBAN. In addition, the validation process populates the Bank ID, Bank Branch ID, and Account Number fields based on the entered IBAN.

This button is available only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.

Bank ID, Bank Branch ID, Account Number and Check Digit

When the Already have an IBAN Number check box is selected or if the IBAN Required check box is selected on the IBAN Country Setup page, these fields are not editable. The system populates them based on the entered IBAN when you click the Validate button.

Note: For German accounts with an IBAN, the Bank Branch ID field remains editable.

For accounts without an IBAN, manually enter values in the Bank ID, Bank Branch ID, and Account Number fields. The Check Digit field does not appear for these accounts.

Account Name

Enter the account name for the person.

Prenote Information

(USA) Click this link to access the Bank Prenote Information USA page.

Currency Code

Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process.

Other Required Information

(MEX) Click this link to access the Inter-bank Payment Scheme page, where you can enter the Clave Bancaria Estandarizada (CLABE) number. This link is available only if you select *MEX* in the Country Code field.

See [\(MEX\) Inter-bank Payment Scheme Page](#).

AC Account Name (alternate character account name)

Appears if you enabled alternate character (AC) functionality on the Primary Permission List Preferences page.

Specify Net Pay Elections

Click to go to the Specify Net Pay Elections page where you can view and update net pay details for the payee.

(MEX) Inter-bank Payment Scheme Page

Use the Inter-bank Payment Scheme page (GPMX_PYE_BANKACCT) to enter the Clave Bancaria Estandarizada (CLABE) number associated with the payee's bank account.

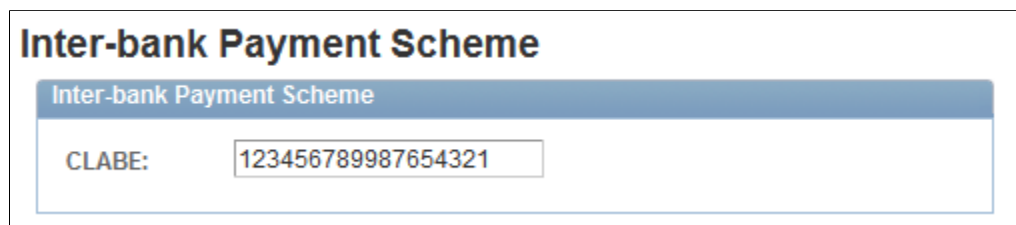
Navigation

Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts.

Click the Other Required Information link.

Image: Inter-bank Payment Scheme page

This example illustrates the fields and controls on the Inter-bank Payment Scheme page.

The screenshot shows a web form titled "Inter-bank Payment Scheme". Below the title is a blue header bar with the text "Inter-bank Payment Scheme". Underneath the header bar is a form field labeled "CLABE:" with a text input box containing the value "123456789987654321".**CLABE**

Enter the Clave Bancaria Estandarizada (CLABE) number associated with the payee's bank account. The CLABE number is a numeric 18-digit standardized bank code for domestic Inter-bank fund transfers.

Specify Net Pay Elections Page

Use the Specify Net Pay Elections page (GP_NET_DIST) to define how a payee's net pay is distributed between the payee's bank accounts.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Specify Net Pay Elections, Specify Net Pay Elections

Image: Specify Net Pay Elections page

This example illustrates the fields and controls on the Specify Net Pay Elections page.

Specify Net Pay Elections

Darlene Bergsten EMP ID: K0G003 Empl Record: 0

Run Types Find | View All First 1 of 1 Last

*Run Type Name: K0RYPAY Payroll ☒ Default Election

Effective Dates Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990

Distribution Detail Customize | Find | View All First 1 of 1 Last

*Order Number	*Payment Method	Account ID	Primary Account	Partial Allowed	Percent	Amount
1	Bank Transfer	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100.00	

[Maintain Bank Accounts](#)

Run Type Name

Select for the net pay elections. You can define distributions by run type, such as one distribution for a regular run and another for expenses.

Default Election

Select to indicate the default run type. When the banking process runs, the system checks the run type defined on the pay calendar and seeks a match on the net distribution for the payee. If it finds none, it uses the distribution of the row marked Default Election.

Order Number

Enter an order number. This refers to distribution order priorities. Prioritize if a payee has distribution amounts indicated for an account type. Let's say that a payee wants 100 distributed to a savings account every month and everything else distributed to a checking account. The distribution to the savings account gets higher priority.

Payment Method

Select the payment method for the payee. Options are *Bank Transfer*, *Cash*, *Check*, *Postal Order*, and *Wire Transfer*.

Note: You can create only one row with payment method *Check* or *Cash*. The system does not allow multiple checks or cash amounts per payee for a pay period.

Account ID

Select the bank account ID for the payee if you selected *Bank Transfer* or *Wire Transfer* as the Payment Method field. Your choices come from definitions for the Account ID field on the Maintain Bank Accounts page.

Note: No Account ID is needed if the Payment Method is *Cash*, *Check*, or *Postal Order*.

Primary Account

Select if this is a payee's primary account. If a payee has set up distribution amounts for allocation to several accounts and a net pay amount remains after allocation, the extra amount goes to the primary account.

Note: If the net pay becomes a negative amount, it will go into the primary account.

Partial Allowed

Select to have partial amounts distributed from a net pay distribution.

Let's say a payee distributes 1200 monthly as follows:

- 500: checking account.
- 400: savings account.
- 300: retirement account.

One month, the payee's net pay is only 1050. The system still distributes 500 to the checking account and 400 to the savings account, but it cannot distribute the full 300 to the retirement account. If Partial Allowed is selected, the system distributes the partial amount, which is 150 in this case. If Partial Allowed isn't selected, the system allocates 150 to the payee's primary account. Nothing is deposited in the retirement account.

Percent

If the distribution to an account is calculated by a percentage of the net payment, enter that percentage.

Amount

If the distribution to an account is to be calculated by an amount, specify that amount.

Note: You can define a net distribution in percentages, amounts, or both. The total cannot exceed 100 percent. Any amount remaining after percentage allocation is allocated to the primary account, unless otherwise specified.

Maintain Bank Accounts

Click to go to the Maintain Bank Accounts page where you can view and update bank account information for the payee.

Overriding Payment Method

You can override the payment defined for a payee, run type, or calendar group using the system element PAYMENT MTHD. This element is resolved during the payroll process and its value is stored in the GP_PYE_SEG_STAT results table. The banking process checks the value stored in this table and if it has a value for payment method, this means that an override payment method is defined for the segment. If there is no value, the normal payment method defined for the payee is used. The payment methods available as overrides are *Check*, *Cash*, *Postal Order* or *Primary Account*.

There are no rules delivered in the Global Payroll core application to update the system element PAYMENT MTHD. Refer to your Global Payroll country extension product documentation for information about how this system element is used.

Setting Up Country-Specific Banking Processing

Processing country-specific payments requires specific additional setup steps. This topic discusses how to:

- Define an application package for a country.
- Generate and update banking preparation SQL.
- Review banking preparation SQL statements.
- Define payment process settings.

Pages Used to Set Up Country-Specific Processing

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Banking Country Setup	GP_APP_PKG_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Banking Country Setup	Define an application package for a country.
Banking Preparation Definition	GP_SQL_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Banking Preparation Definition	Generate and update banking preparation SQL.
SEPA SQL Statement	GP_SQL_STATEMENT	Click the View SQL button on the Banking Preparation Definition page.	Review banking preparation SQL statements.
Installation Settings	GP_INSTALLATION	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Installation Settings	Define payment process settings.

Banking Country Setup Page

Use the Banking Country Setup page (GP_APP_PKG_SETUP) to define an application package for a country.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Banking Country Setup

Image: Banking Country Setup page

This example illustrates the fields and controls on the Banking Country Setup page.

Banking Country Setup

Country FRA France *Status Active

PS Delivered/Maintained

Root Package ID CORE_BANK

Qualified Package/Class Path :

Application Class ID SQL

Customer Maintained

Root Package ID

Qualified Package/Class Path

Application Class ID

Use this page to define the additional country-specific application package that the system runs during payment preparation processing to populate the GP_PAYMENT_FG record. If no entry exists on this page for a country, or if the Status field is set to Inactive for a country, the system processes payment preparation for that country normally, with no country-specific application package.

PS Delivered/Maintained (PeopleSoft delivered/maintained)

This group box is not available to edit and displays the definition for either the default CORE_BANK:SQL application package or the application package that the associated country extension has developed as the default.

Customer Maintained

Use the fields in this group box to define the components of the country-specific application package that you want the system to use to load the GP_PAYMENT_FG record for the country. If you leave the fields in this group box blank, the system uses the default application package defined in the PS Delivered/Maintained group box to load the GP_PAYMENT_FG record.

Root Package ID

Enter the root package ID component of the application package.

Qualified Package/Class Path

Enter the qualified package or class path component of the application package.

Application Class ID

Enter the application class ID component of the application package.

Note: If you use the delivered default CORE_BANK:SQL application package on this page, you must define the SQL for the country on the Banking Preparation Definition page.

Note: To comply with Single Euro Payment Area (SEPA) formats and standards, PeopleSoft Global Payroll for Germany delivers a country-specific application package. See "Processing SEPA Payments for Germany (*PeopleSoft HCM 9.2: Global Payroll for Germany*)".

See Creating Application Packages and Classes, Creating Application Package Definitions in your *PeopleTools: PeopleCode Developer's Guide* product documentation.

Banking Preparation Definition Page

Use the Banking Preparation Definition page (GP_SQL_SETUP) to generate and update banking preparation SQL.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Banking Preparation Definition

Image: Banking Preparation Definition page

This example illustrates the fields and controls on the Banking Preparation Definition page.

Banking Preparation Definition

CountryTHAThailand

Definition ?

*Sequence10

OwnerOracle

DescriptionOn-cycle

FormatSEPA_CT

Generate SQL

View SQL

☒ SQL has been generated

☐ Generated SQL has been changed

Find | View All

First1 of 2Last

Description	Insert into GP_PAYMENT_FG	Input Type	Select from GP_PAYMENT	Character Value	Date Value	Numeric Value	Other Record Label/Field	Aggregate Function	Group By
CAL_RUN_ID		GP_PAYMENT Record	CAL_RUN_ID						<input checked="" type="checkbox"/>
EMPLID		GP_PAYMENT Record	EMPLID						<input checked="" type="checkbox"/>
EMPL_RCD		GP_PAYMENT Record	EMPL_RCD						<input checked="" type="checkbox"/>
GP_PAYGROUP		GP_PAYMENT Record	GP_PAYGROUP						<input checked="" type="checkbox"/>
CAL_ID		GP_PAYMENT Record	CAL_ID						<input checked="" type="checkbox"/>
ORIG_CAL_RUN_ID									<input type="checkbox"/>
RSLT_SEG_NUM									<input type="checkbox"/>
PIN_NUM		GP_PAYMENT Record	PIN_NUM						<input checked="" type="checkbox"/>
INSTANCE		GP_PAYMENT Record	INSTANCE						<input checked="" type="checkbox"/>
RECIPIENT_TAG									<input type="checkbox"/>

From/Where Clause

FROM PS_GP_PAYMENT PMT,
PS_GP_CAL_RUN_DTL B,
PS_PYE_BANKACCT D
WHERE PMT.CAL_RUN_ID = :1
AND PMT.EMPLID BETWEEN :2 AND :3
AND PMT.GP_PMT_AMT > 0

Having Clause

Use this page to generate and store the SQL that the system uses during the payment preparation process to populate the GP_PAYMENT_FG record.

Note: If you selected an application package for a country other than the default, CORE_BANK:SQL on the Banking Country Setup page, you do not need to generate SQL for the country on this page.

Sequence

It is possible to create several sequences of SQL for your country. For example, you might want to generate data separately for different payment types. You can do this by creating multiple rows in the Definition scroll area.

Enter a number in the Sequence field for each row. The system processes these rows in ascending order by sequence number.

Owner

Indicate whether the owner of the sequence is *Customer* or *Oracle*.

Description

Enter a description for the sequence.

Format

Select the payment layout. All of the delivered payment layouts for Financial Gateway are available.

See the product documentation for *PeopleSoft FSCM: Financial Gateway*.

Generate SQL

Click to save the page and generate a SQL statement based on field definitions of the grid.

SQL has been generated

The system selects this check box to indicate that the SQL has been successfully generated.

View SQL

Click to access the SQL SEPA Statement page where you can review the generated SQL statement and make adjustments to it.

Generated SQL has been changed

The system selects this check box if the SQL statement has been modified on the SQL SEPA Statement page after it was originally generated.

Note: If you click the Generate SQL button after making changes to the SQL statement, the changes will be overwritten by the SQL generation process.

Insert into GP_PAYMENT_FG

This column includes a row for every field in the GP_PAYMENT_FG record to which the SQL inserts a value.

There are no rows for the following fields, which are controlled by the Global Payroll Banking Process (GP_PMT_PREP) application engine process:

- LASTUPDDTTM
- LASTUPDOPRID
- PAYMENT_STATUS

Input Type

Select the input type to determine what the system uses to populate the associated field of the GP_PAYMENT_FG. Valid values are:

Character: Select to enter a character value for the field. The Character Value becomes available to edit when you select this value.

Date: Select to enter a date value for the field. The Date Value field becomes available to edit when you select this value.

GP_PAYMENT Record: When you select this value, the system populates the GP_PAYMENT_FG field with the value from a field in the GP_PAYMENT record. The Select from GP_PAYMENT, Aggregate Function, and Group By fields become available to edit when you select this value.

Number: Select to enter a numeric value for the field. The Numeric Value field becomes available to edit when you select this value.

Other Record.Field: Select to assign a value to the field based on a field from a record in the database other than GP_PAYMENT. The Other Record Label.Field, Aggregate Function, and Group By fields become available to edit when you select this value.

Note: If you leave the input type for a field blank, then the system will load the GP_PAYMENT_FG field with a blank or zero value depending on the field type.

Select from GP_PAYMENT

Enter the GP_PAYMENT field from which the system loads the GP_PAYMENT_FG field. If there is an equivalent field in the GP_PAYMENT record, the default value of this field is the same as the value of the Insert into GP_PAYMENT_FG field.

Character Value

Enter the character value with which the system loads the GP_PAYMENT_FG field.

Date Value

Enter the date value with which the system loads the GP_PAYMENT_FG field.

Numeric Value

Enter the numeric value with which the system loads the GP_PAYMENT_FG field.

Other Record Label.Field

Enter the record and field from which the system loads the GP_PAYMENT_FG field.

For example, if you wanted the value of a GP_PAYMENT_FG field to be the employee's birthplace you would enter PERS.BIRTHPLACE in this field. In addition, you would also need to adjust the value in the From/Where Clause field to the following:

```
FROM PS_GP_PAYMENT PMT, PS_PERSON PERS WHERE PMT.CAL
_RUN_ID = :1 AND PMT.EMPLID BETWEEN :2 AND :3 AND
PMT.EMPLID = PERS.EMPLID
```

Note: It is your responsibility to set up the From/Where Clause field so that all keys for the Other Record Label.Field are appropriately tied to GP_PAYMENT.

Aggregate Function

This field is available only if the input type is GP_PAYMENT Record or Other Record.Field. Valid values are: *AVG* (average), *COUNT*, *MAX* (maximum), *MIN* (minimum), and *SUM*.

When you select a value in this field, the system wraps the corresponding GP_PAYMENT field value or other record field value with the selected aggregate function in the generated SQL.

For example, if you select the aggregate function of SUM for GP_PMT_AMT, then GP_PMT_AMT is listed in the select list from GP_PAYMENT as SUM(PMT.GP_PMT_AMT).

Group By

This field is available only if the input type is GP_PAYMENT Record or Other Record.Field.

Select to include the corresponding field value in the GROUP BY list of the generated SQL statement.

Note: When grouping fields, keep in mind that the fields that appear in your SELECT list that are not aggregated using an aggregate function must also be included in the GROUP BY list. Otherwise, your SQL statement will be invalid and the Global Payroll Banking Process (GP_PMT_PREP) that uses it will result in a “Not a GROUP BY expression” error.

From/Where Clause

The default statement in this field is:

```
FROM PS_GP_PAYMENT PMT WHERE PMT.CAL_RUN_ID = :1 AND
PMT.EMPLID BETWEEN :2 AND :3
```

You do not need to modify this default statement unless you define one or more fields with an input type of *Other Record.Field*. Refer to the Other Record Label.Field field definition for more information on modifying the From/Where Clause field.

Having Clause

Use this field in conjunction with the Group By field to filter the results that the Group By SELECT statement returns.

Note: Because this field is always used in conjunction with the Group By field, it is subject to the same constraints regarding the fields that must be included in the GROUP BY list.

Note: To comply with Single Euro Payment Area (SEPA) formats and standards, PeopleSoft Global Payroll for France, PeopleSoft Global Payroll for Spain, PeopleSoft Global Payroll for Switzerland, and PeopleSoft Global Payroll for The Netherlands deliver country-specific SQL sequences. See "Processing SEPA Payments for France (*PeopleSoft HCM 9.2: Global Payroll for France*)", "Processing SEPA Payments for Spain (*PeopleSoft HCM 9.2: Global Payroll for Spain*)", "Running International Bank Processing (SEPA) (*PeopleSoft HCM 9.2: Global Payroll for Switzerland*)", and "Processing SEPA Payments for the Netherlands (*PeopleSoft HCM 9.2: Global Payroll for the Netherlands*)".

SEPA SQL Statement Page

Use the SEPA SQL Statement page (GP_SQL_STATEMENT) to review banking preparation SQL statements.

Navigation

Click the View SQL button on the Banking Preparation Definition page.

Image: SEPA SQL Statement page

This example illustrates the fields and controls on the SEPA SQL Statement page.

SEPA SQL Statement

Country **THA** Thailand

Sequence Number 10

SEPA SQL Statement

```
INSERT INTO PS_GP_PAYMENT_FG (CAL_RUN_ID, EMPLID, EMPL_RCD, GP_PAYGROUP, CAL_ID,
ORIG_CAL_RUN_ID, RSLT_SEG_NUM, PIN_NUM, INSTANCE, RECIPIENT_TAG, RUN_TYPE,
ACCOUNT_ID, RECIPIENT_ID, RECIPIENT_NAME, EFF_STATUS, PAY_ENTITY, PYMT_KEY1,
PYMT_KEY2, PYMT_KEY3, PYMT_KEY4, BUSINESS_UNIT, PMT_TYPE, GP_ADDENDA_VALUE,
GP_PMT_AMT, CURRENCY_CD, CURRENCY_CD2, PAYMENT_MTHD, DEBIT_DT, SRC_BANK_ID,
PMT_STATUS, PYMT_ID, PYMT_NBR, FILE_ID, GP_PMT_GEN_ID, PRCS_STATUS, SRC_REF_ID,
AMOUNT, AMOUNT_CURRENCY_CD, PYMNT_DT, VALUE_DT, ESTIMATED_DUE_DATE,
BANK_SETID, BANK_CD, BANK_ACCT_KEY, GP_SRC_ACCT_NUM, GP_SRC_BANK_ID,
GP_SRC_COUNTRY_CD, GP_SRC_BANK_CD, GP_SRC_BIC, GP_SRC_BRANCH,
GP_SRC_CHK_DIGIT, GP_SRC_IBANCHKDGT, GP_SRC_ACCT_NAME, GP_SRC_IBAN_ID,
PYMNT_METHOD, PRENOTE_FLAG, PAY_IMMEDIATELY, GP_DEST_ACCT_NUM,
GP_DEST_BANK_ID, GP_DEST_COUNTRY_CD, GP_DEST_BANK_CD, GP_DEST_BIC,
GP_DEST_BRANCH, GP_DEST_CHK_DIGIT, GP_DEST_IBANCHKDGT, GP_DEST_ACCT_NAME,
GP_DEST_IBAN_ID, ACCOUNT_TYPE_PYE, PARTY_ID_TYPE, PARTY_SETID, PARTY_ID, NAME1,
NAME1_AC, NAME2, STD_ID_NUM, STD_ID_NUM_QUAL, EFT_PYMNT_FMT_CD, EFT_RTNG_FLG,
EFT_RTNG_STATUS, EFT_TRANS_HANDLING, EFT_DOM_COSTS_CD, EFT_CORR_COSTS_CD,
EFT_CROSSED_CHECK, EFT_CHECK_FWRD_CD, EFT_CHECK_DRAW_CD, EFT_PAY_INST_CD1,
EFT_PAY_INST_CD2, EFT_PAY_INST_CD3, EFT_PAY_INST_CD4, EFT_PAY_INST_REF1,
EFT_PAY_INST_REF2, PMT_FIELD1, PMT_FIELD2, PMT_FIELD3, REPETITIVE_TRNFR_CD,
DRAWDOWN_FLG, CREATED_BY_USER, PAY_CYCLE, PAY_CYCLE_SEQ_NUM, BATCH_NAME,
IN_PROCESS_FLG, MANDATE_BU, PMT_MANDATE_ID, SEQ_NUM, CAN_LAYOUT, PMT_REASON,
CAN_REASON, ORG_PMT_ID, RVL_LAYOUT, RVL_REASON, SEQUENCE_TYPE, KEY_CHAR_40_01,
KEY_CHAR_40_02, KEY_CHAR_40_03, KEY_CHAR_40_04, KEY_CHAR_40_05, KEY_CHAR_40_06,
KEY_CHAR_40_07, KEY_CHAR_40_08, KEY_CHAR_40_09, KEY_CHAR_40_10, KEY_CHAR_40_11)
```

OK Cancel

This page enables you to view and edit the SQL statement generated when you click the Generate SQL button on the Banking Preparation Definition page. If you make changes to the SQL statement and click OK, the system selects the Generated SQL has been changed check box.

Installation Settings Page

Use the Installation Settings page (GP_INSTALLATION) to define payment process settings.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Installation Settings

Image: Installation Settings page

This example illustrates the fields and controls on the Installation Settings page.

The screenshot shows the 'Installation Settings' page with two tabs: 'Installation Settings' (active) and 'Schedule Settings'. The page is divided into several sections:

- Checkpoint Intervals**: A section header.
- Absence Processing**: A section header with a dropdown arrow.
- Months of Absence History**: A text input field containing the value '24'.
- Bundle PI on Output**: A checkbox that is currently unchecked.
- Payment Processing**: A section header with a dropdown arrow.
- Database Identifier**: A text input field containing the value '00'.
- Payment Count**: A text input field containing the value '3000'.
- Packager Processing Defaults**: A section header.

Payment Processing

Use this group box to define database-specific payment processing settings.

Database Identifier

Enter a unique alphanumeric identifier that the system adds to payment messages sent to Financial Gateway. This enables the system to distinguish messages sent from multiple HCM nodes to a single Financial Gateway node.

Payment Count

Enter the number of payments that you want the system to chunk together with each payment message. For example, if you enter 3000 here, the system will create and publish a separate payment message for every 3000 rows of payment data.

Related Links

[Installation Settings Page](#)

Running the Banking Process

This topic provides an overview of the banking processing and discusses how to create payments for net payments and deductions in a calendar run.

Page Used to Run the Banking Process

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Run Payment Prep Process	GP_PMT_PREPARE	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process, Run Payment Prep Process	Run a process that creates payments for net pay, individual recipient, and general recipient deductions for a calendar run.

Understanding the Banking Process

To prepare payments, the system uses the Payroll Results table that is created when you run payroll. The Global Payroll Banking Application Engine process (GP_PMT_PREP) populates a table, GP_PAYMENT, that contains payment information. The process creates payments for each segment and stores net pay by calendar period ID for each employee ID, employee record, and run type. The system does not store net pay if the value is zero, except for manual payments.

Note: The GP_PMT_PREP process extracts data as of the current system date, not as of the period end date.

Note: The process that creates payment files is a local function documented in the corresponding local country documentation.

Example 1: Payment Processing for Employee with Pay Increase

This table shows the net pay elections for an employee:

<i>Payment Method</i>	<i>Bank Account</i>	<i>Primary Account</i>	<i>Partial Amount</i>	<i>Percent</i>	<i>Amount</i>
Transfer	DEF				100
Transfer	ABC	Y	Y	100%	

The employee has a pay increase effective December 15 and a net pay of 3500 for the month. This table shows the payroll results for December:

<i>Segment</i>	<i>Period</i>	<i>Pay Entity</i>	<i>Cal Prd ID</i>	<i>Amount</i>
1	December 1–15	AP	Monthly	1500
2	December 15 — 31	AP	Monthly	2000

This table shows the results of running the banking process for this employee:

Payment Method	Segment	Amount	Cal Prd ID	Source Bank	Bank Account
Transfer	1	100	Monthly	Bank 1	DEF
Transfer	1	1400	Monthly	Bank 1	ABC
Transfer	2	2000	Monthly	Bank 1	ABC

Example 2: Payment Processing for Employee with Multiple Jobs

This table shows the net pay elections for the same employee with multiple jobs, but only one net pay election defined:

Empl Rcd	Payment Method	Bank Account	Primary Account	Partial Amount	Percent	Amount
0	Transfer	DEF				100
0	Transfer	ABC	Y	Y	100%	

The employee works for different departments with different source banks, with a total net pay of 4100. This table shows the payroll results for December:

Empl Rcd	Segment	Period	Pay Entity	Cal Prd ID	Amount
0	1	December 1–15	AP	Monthly	1500
0	2	December 15 — 31	AP	Monthly	2000
1	1	December 1 —31	AP	Monthly	600

This table shows the results of running the banking process for this employee:

Empl Rcd	Payment Method	Segment	Amount	Cal Prd ID	Source Bank	Bank Account
0	Transfer	1	100	Monthly	Bank 1	DEF
0	Transfer	1	1400	Monthly	Bank 1	ABC
0	Transfer	2	2000	Monthly	Bank 2	ABC
1	Check	1	600	Monthly	Bank 3	No alloc

In this example the amount for the employee's second job (empl rcd 1) is not allocated because no net pay election is defined for this job.

Country-Specific Batch Processing

You process country-specific payments using the same Global Payroll Banking Process (GP_PMT_PREP) that you use for non-country-specific banking. When a row of data exists for a country on the Banking Country Setup component, however, GP_PMT_PREP executes country-specific logic.

If the country uses the delivered CORE_BANK:SQL application package, then the system references the banking preparation definition for that country and for each defined sequence processes the country-specific SQL statement using the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page. The system loads the results into the GP_PAYMENT_FG record.

If the country does not use the delivered CORE_BANK:SQL application package, then the system uses the application package defined for the country in the Banking Country Setup component to load results into the GP_PAYMENT_FG record for the country, calendar run ID, and employee ID range selected on the Run Payment Prep Process run control page.

Related Links

[Understanding Banking](#)

Run Payment Prep Process Page

Use the Run Payment Prep Process page (GP_PMT_PREPARE) to run a process that creates payments for net pay, individual recipient, and general recipient deductions for a calendar run.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process, Run Payment Prep Process

Image: Run Payment Prep Process

This example illustrates the fields and controls on the Run Payment Prep Process.

Run Payment Prep Process

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Payroll Run		Processing Phases and Options	
*Calendar Group:	GD2APR01	<input checked="" type="checkbox"/> Calculate	
Description:	Calendar Group GD2 Apr01	<input checked="" type="checkbox"/> Update Statistics	
Stream Number:	<input type="text"/> <input type="checkbox"/> Process Streams	<input checked="" type="checkbox"/> Finalize	

Calendar List		
Pay Group	Calendar ID	Payment Date
GD2PG1	GD2PG1APR01	04/30/2001
GD2PG2	GD2PG2APR01	04/30/2001

Streams			
Stream Number	Empl ID From	Empl ID To	Calculated
			<input type="checkbox"/>

Calendar Group

Select the calendar group on which to run the process. The system processes any items (segments) that are approved or finalized by the payroll process.

Stream Number

If the Process Streams check box is selected and you select Calculate in the Processing Phases and Options group box, you must select the stream number to process. Each stream number represents a predefined range of payees.

Process Streams

The Process Streams check box is selected automatically if you selected the stream processing option when defining the calendar group.

Processing Phases and Options**Calculate**

Select to have the system create the payment file by matching the finalized results from the payroll process with information you defined in banking setup.

You can run the Calculate step repeatedly until you finalize the banking process.

Update Statistics

Select to have the banking system generate statistics to help the data administrator fine-tune system performance.

Finalize

After everything is calculated, select Finalize. (If you used stream processing for the Calculate phase, the system finalizes all streams for the calendar group simultaneously.)

Note: If you're not using streams, you can select Calculate and Finalize at the same time.

Calendar List

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

Streams

This group box displays all streams associated with the calendar group.

Related Links

[Creating Process Streams](#)

Reviewing Banking Results by Calendar Group

This topic provides an overview of banking results and discusses how to:

- View net pay

- View deductions
- View SEPA payment details.

Pages Used to Review Banking Results

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Net Pay	GP_PMT_NP_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, Net Pay	View payee net pay by calendar group.
Deductions	GP_PMT_DED_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, Deductions	View deductions for recipients by calendar group.
Payment Transactions	GP_PMT_FG_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, Payment Transactions	Displays the SEPA payment results loaded to the GP_PAYMENT_FG record.

Understanding Banking Results

After you run the banking process, you can view net pay and deductions for a payee. For calendar run IDs associated with specific countries, you can also view details about payment transactions.

Note: See your local country documentation for more information about local country bank processing.

Net Pay Page

Use the Net Pay page (GP_PMT_NP_VIEW) to view payee net pay by calendar group.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, Net Pay

Image: Net Pay page

This example illustrates the fields and controls on the Net Pay page.

Net Pay

Deductions

Payment Transactions

Calendar Group: GXCRBR COFS Y10M01 Bank Retro SEPA CORR OFF GXC

Selection Criteria

Empl ID From

Empl ID To

Pay Group

Payment Method

Payment Number

Payment Status

☐ Summarize by Employee

Select Matching Payments

Clear

Net Pay

Personalize

Find

View All

First

1-5 of 44

Last

Payee Information

Calendar Information

Payment Information

Payment Status	Empl ID	Name	Record	Amount	Instance Number	Currency Code	Payment Method	Source Bank ID
Finalized	GXBKREE2B01	GXBKREE2B01 Lopez	0	743.85	1	EUR	Bank Transfer	GPFFRA
Finalized	GXBKREE2B01	GXBKREE2B01 Lopez	0	743.85	2	EUR	Bank Transfer	GPFFRA
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	0	375.43	1	EUR	Bank Transfer	GPFFRA
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	0	375.42	2	EUR	Bank Transfer	GPFFRA
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	1	375.43	1	EUR	Bank Transfer	GPFFRA

Note: If there are more than 300 rows of data, a message will appear indicating that if you want to view more records for the calendar group, you need to enter specific criteria.

Selection Criteria

Use the fields in this group box to select the employees you want to view. When you click the Select Matching Payments button, the system populates the Net Pay group box.

EmplID From and EmplID To Select the range of employees whose net pay you want to view.

Pay Group Select the pay group for which you want to view net pay results.

Payment Method Select the payment method for which you want to view net pay.
Options are *Bank Transfer*, *Cash*, *Check*, *Postal Order*, and *Wire Transfer*.

Payment Number Enter a payment number for the net pay.

Note: For the Global Payroll core product, payment numbers are used for off-cycle manual payments.

See [Understanding Off Cycle Processing](#).

Payment Status Select the payment status for the banking results. Options are *Finalized*, *Hold*, *Manually Paid*, *No Active Allocations*, *Prepared*, *Payment Transferred*, and *Void*.

Summarized (by Employee) Select this check box to view a summary of employee payments for each calendar period, payment method, and source bank. If you leave this check box deselected, the system lists the payments for each segment in the pay period.

However, if you select this check box, the system lists the total amount for all segments with the same payment method and source bank.

Select Matching Payments

Click this button to populate the Net Pay group box with payments that match the criteria you have defined.

Clear

Click this button if you want to clear the data in the Net Pay group box.

Payee Information

Select the Payee Information tab.

This tab displays the payment status, employee ID, name, record number, instance number, amount, currency code, payment method, and source bank ID that is associated with each payment.

Payment Status

Displays the payment status. You can change the payment status only when the banking process has been finalized and you have not selected the Summarize (by Employee) check box. Options are:

Hold: Use this status to stop a payment from being transferred to the bank. When you want to make the payment, change the status from *Hold* to *Finalized*. You cannot change the status to *Hold* after a payment has been transferred.

Manually Paid: You cannot change the status of manual payments.

Prepared: The system sets this status when you run the banking process and payments are first allocated.

Payment Transferred: Indicates that the payment has been transferred to the bank. During local country processing, the system changes the status from *Prepared* to *Payment Transferred*.

No Active Allocations: Indicates that no net pay elections are defined for the payee on the Net Pay Elections page.

Finalized: The payment has been created and finalized. You can change the status of finalized payments to *Void*, or *Hold*.

Void: Use this status to cancel a payment. Once you void a payment, you cannot unvoid it.

Note: When you void a payment, the system voids the net pay and deductions that make up the payment.

Note: If you are voiding a payment because you are using an off-cycle to correct or reverse a payment, setting it to void doesn't automatically create a recalculation of the payroll. You need to run the off-cycle for this to occur.

Calendar Information

Select the Calendar Information tab.

Image: Net Pay page: Calendar Information tab

This example illustrates the fields and controls on the Net Pay page: Calendar Information tab.

Net Pay | Deductions | Payment Transactions

Calendar Group: GXCRBR COFS Y10M01 Bank Retro SEPA CORR OFF GXC

Selection Criteria

Empl ID From: Empl ID To:

Pay Group: Payment Method:

Payment Number: Payment Status:

☐ Summarize by Employee

Select Matching Payments

Clear

Net Pay | Personalize | Find | View All | First | 1-5 of 44 | Last

Payee Information | **Calendar Information** | Payment Information

Payment Status	Empl ID	Name	Record	Amount	Segment Number	Calendar ID	Pay Group
Finalized	GXBKREE2B01	GXBKREE2B01 Lopez	0	743.85	1	GXCBBR3 GX2010M01	GXPGBKR3
Finalized	GXBKREE2B01	GXBKREE2B01 Lopez	0	743.85	2	GXCBBR3 GX2010M01	GXPGBKR3
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	0	375.43	1	GXCBBR3 GX2010M01	GXPGBKR3
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	0	375.42	1	GXCBBR3 GX2010M01	GXPGBKR3
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	1	375.43	1	GXCBBR3 GX2010M01	GXPGBKR3

This tab displays the segment number, calendar ID, and pay group that is associated with each payment.

Payment Information

Select the Payment Information tab.

Image: Net Pay page: Payment Information tab

This example illustrates the fields and controls on the Net Pay page: Payment Information tab.

Net Pay | Deductions | Payment Transactions

Calendar Group: GXCRBR COFS Y10M01 | Bank Retro: SEPA CORR OFF GXC

Selection Criteria

Empl ID From: | Empl ID To:

Pay Group: | Payment Method:

Payment Number: | Payment Status:

☐ Summarize by Employee

Select Matching Payments

Clear

Net Pay | Personalize | Find | View All | First | 1-5 of 44 | Last

Payee Information | Calendar Information | **Payment Information**

Payment Status	Empl ID	Name	Record	Amount	Payment Number	Payment Identification
Finalized	GXBKREE2B01	GXBKREE2B01 Lopez	0	743.85	0	
Finalized	GXBKREE2B01	GXBKREE2B01 Lopez	0	743.85	0	
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	0	375.43	0	
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	0	375.42	0	
Finalized	GXBKREE2B02	GXBKREE2B02 Lopez	1	375.43	0	

This tab displays the payment number and payment identification that is associated with each payment. These fields are blank except for manual payments entered in an off-cycle payroll for the core process.

Note: Some country extensions use payment numbers and payment identification for their regular banking processes and not only for manual payments.

Related Links

[Understanding Off Cycle Processing](#)

Deductions Page

Use the Deductions page (GP_PMT_DED_VIEW) to view deductions for recipients by calendar group.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, Deductions

Image: Deductions page

This example illustrates the fields and controls on the Deductions page.

Calendar Group GXCRBR COFS Y10M01 Bank Retro SEPA CORR OFF GXC

Selection Criteria

Empl ID From Empl ID To

Pay Group Deduction

Registered Recipient Adhoc Recipient

Recipient Type Payment Status

☐ Summarized (by Recipient Info)

Select Matching Payments

Clear

Deductions Personalize | Find | View All | First 1-5 of 92 Last

Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
Finalized	Banking/Retro - Deduction 1	GXBKRG1		376.00	EUR	01/10/2013	Bank Transfer
Finalized	Banking/Retro - Deduction 1	GXBKRG1		188.00	EUR	01/10/2013	Bank Transfer
Finalized	Banking/Retro - Deduction 1	GXBKRG1		188.00	EUR	01/10/2013	Bank Transfer
Finalized	Banking/Retro - Deduction 1	GXBKRG1		188.00	EUR	01/10/2013	Bank Transfer
Finalized	Banking/Retro - Deduction 1	GXBKRG1		188.00	EUR	01/10/2013	Bank Transfer

Note: If there are more than 300 rows of data, a message will appear indicating that if you want to view more records for the calendar group, you need to enter specific criteria.

Note: Many of the fields on the Selection Criteria group box on the Deductions page are similar to the fields on the Net Pay page. These common fields are documented with the Net Pay page. Fields unique to the Deductions page are documented below.

See [Net Pay Page](#).

Registered Recipient

Select the recipient ID to view deductions for recipients defined on the Define Deduction Recipients page.

Adhoc Recipient

Select a recipient in this field if you want to view deductions for recipients defined on the Assign Deduction Recipients page.

Recipient Type

Select *General Recipient Deduction* or *Individual Recipient Deduction*.

Summarized (by Recipient Info)

Select this check box to display the total amounts paid to recipients. If you leave this check box deselected, the system lists the amounts paid to recipients for each payee.

Payee Information

Select the Payee Information tab.

Image: Deductions page

This example illustrates the fields and controls on the Deductions page.

Net Pay
Deductions
Payment Transactions

Calendar Group
GXCRBR COFS Y10M01
Bank Retro SEPA CORR OFF GXC

Selection Criteria

Empl ID From
Empl ID To

Pay Group
Deduction

Registered Recipient
Adhoc Recipient

Recipient Type
Payment Status

☐ Summarized (by Recipient Info)

Select Matching Payments

Clear

Deductions
Personalize
Find
View All
First
1-5 of 92
Last

Recipient Information
Payee Information
Calendar Information

Payment Status	Description	Source Bank ID	Empl ID	Name	Empl Record	Payment Amount	Currency
Finalized	Banking/Retro - Deduction 1	GPFR	GXBKREE2B01	GXBKREE2B01 Lopez	0	376.00	EUR
Finalized	Banking/Retro - Deduction 1	GPFR	GXBKREE2B02	GXBKREE2B02 Lopez	0	188.00	EUR
Finalized	Banking/Retro - Deduction 1	GPFR	GXBKREE2B02	GXBKREE2B02 Lopez	1	188.00	EUR
Finalized	Banking/Retro - Deduction 1	GPFR	GXBKREE2B03	GXBKREE2B03 Lopez	0	188.00	EUR
Finalized	Banking/Retro - Deduction 1	GPFR	GXBKREE2B04	GXBKREE2B04 Lopez	0	188.00	EUR

This tab displays information about the payee.

Calendar Information

Select the Calendar Information tab.

Image: Deductions page: Calendar Information tab

This example illustrates the fields and controls on the Deductions page: Calendar Information tab.

Calendar Group GXCRBR COFS Y10M01 Bank Retro SEPA CORR OFF GXC

Selection Criteria

Empl ID From Empl ID To

Pay Group Deduction

Registered Recipient Adhoc Recipient

Recipient Type Payment Status

☐ Summarized (by Recipient Info)

Select Matching Payments

Clear

Deductions Personalize | Find | View All | 1-5 of 92 | First | Last

Recipient Information | Payee Information | **Calendar Information**

Payment Status	Description	Empl ID	Payment Amount	Pay Group	Calendar ID	Segment Number	Instance Number
Finalized	Banking/Retro - Deduction 1	GXBKREE2B01	376.00	GXPGBKR3	GXCRBR3 GX2010M01	2	
Finalized	Banking/Retro - Deduction 1	GXBKREE2B02	188.00	GXPGBKR3	GXCRBR3 GX2010M01	1	
Finalized	Banking/Retro - Deduction 1	GXBKREE2B02	188.00	GXPGBKR3	GXCRBR3 GX2010M01	1	
Finalized	Banking/Retro - Deduction 1	GXBKREE2B03	188.00	GXPGBKR3	GXCRBR3 GX2010M01	1	
Finalized	Banking/Retro - Deduction 1	GXBKREE2B04	188.00	GXPGBKR3	GXCRBR3 GX2010M01	1	

This tab displays information about the calendar.

Payment Transactions Page

Use the Payment Transactions page (GP_PMT_FG_VIEW) to displays the SEPA payment results loaded to the GP_PAYMENT_FG record.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, Payment Transactions

Image: Payment Transactions page

This example illustrates the fields and controls on the Payment Transactions page.

The screenshot shows the 'Payment Transactions' page with the following components:

- Calendar Group:** GXCRBR COFS Y10M01 Bank Retro SEPA CORR OFF GXC
- Selection Criteria:**
 - Empl ID From:
 - Empl ID To:
 - Pay Group:
 - Payment Method:
 - Payment Number:
 - Transaction Status:
 -
 -
- Payment Gateway Details:**
 - Employee Payroll information** (selected tab)
 - Amount Information**
 - Source Bank Information**
 - Target Bank Information**
 - EG Information**
 - Fleg Fields**
 - Errors**

Transaction Status	Empl ID	Empl Record	Pay Group	Calendar ID	Original Calendar Group ID	Run Type Name	Segment Number	PRI Number	Instance Number	Account ID
Awaiting Dispatch	GXBKREE2B01	0	GXPGBKR3			GXRTBKR1		105654	0	
Awaiting Dispatch	GXBKREE2B01	0	GXPGBKR3			GXRTBKR1		105654	0	
Awaiting Dispatch	GXBKREE2B01	0	GXPGBKR3			GXRTBKR1		108260	0	
Awaiting Dispatch	GXBKREE2B01	0	GXPGBKR3			GXRTBKR1		108260	0	
Awaiting Dispatch	GXBKREE2B01	0	GXPGBKR3			GXRTBKR1		108305	0	

This page displays the payment processing results loaded to the GP_PAYMENT_FG record for a specific calendar group.

Note: This page appears in the Review Payments by Cal Group component only for calendar run IDs associated with countries that have an application package defined on the Banking Country Setup page with a status of Active.

Selection Criteria

Use this group box to filter the results displayed in the Payment Gateway Details scroll area. You can filter by Empl ID (employee ID), Pay Group, Payment Method, Payment Number, and Transaction Status.

Select Matching Payments

Click to display the payment details that match your selection criteria.

Clear

Click to clear the results displayed in the Payment Gateway Details scroll area.

Payment Gateway Details: Payee Information Tab

This tab displays the values of the standard payment field values.

Note: This tab also displays the Transaction Status for each row. This status indicates where the payment is in the process of sending it to Financial Gateway and dispatching it to external banks. It is updated by both the Payment for FG (GP_PMT_FG) process and the PAYMENT_RESPONSE message received from Financial Gateway.

See [Sending Payments to PeopleSoft Financial Gateway](#).

Payment Gateway Details: Configurable Fields Tab

This tab displays the values of the configurable payment field values.

FG Information (Financial Gateway information)

Use the FG Information tab to view the payment messages sent to PeopleSoft Financial Gateway

Image: Payment Transactions page: FG Information tab

This example illustrates the fields and controls on the Payment Transactions page: FG Information tab.

Calendar Group: GXCRBR COFS Y10M01 Bank Retro SEPA CORR OFF GXC

Selection Criteria

Empl ID From: Empl ID To:

Pay Group: Payment Method:

Payment Number: Transaction Status:

Select Matching Payments

Clear

Payment Gateway Details

Employee/Payroll Information | Amount Information | Source Bank Information | Target Bank Information | **FG Information** | Flex Fields | Errors | PDF

Payment Message ID	Seq	Payment Source	Process Instance	Source ID	Bank SetID	Bank ID	Bank Account	Payment Method	Format ID
S13	44	GP	1467						SEPA_CT_03
S13	43	GP	1467						SEPA_CT_03
S13	42	GP	1467						SEPA_CT
S13	41	GP	1467						SEPA_CT
S13	40	GP	1467						SEPA_CT



If you configure the GP_SEPA_PMT_DETAILS related content service, which is associated with the Review Payments by Cal Group component, this icon appears for each ID in the Payment Message ID column. Click the icon and select Payment Details to open the Review Payment Details page from PeopleSoft Financial Gateway in a pane next to the Payment Transactions page.

See the product documentation for *PeopleSoft FSCM: Financial Gateway*.

Using Banking Information with Local Country Processes

After setting up information in the Global Payroll core application, you can use this information when running local country processes to create payment files and payment reports.

Each country extension has its own SQRs and formats. You can write your own SQRs, extracting data from the output file that the system created in the core application in the banking process.

To prepare payments:

1. Finalize your payroll.
2. Run the banking process.
3. View payments on the View Net Pay page and the View Deductions page.
4. Print a report of payments after payment processing.

Refer to your country extension product documentation for information about the reports available.

5. Prepare recipient payments to generate payments for general recipients.

After the core banking process is finalized, an SQR process populates a table that country-specific processes use to generate payment files and reports for general recipients.

6. Prepare payee payments to generate payments for individual recipients.

After the core banking process is finalized, an SQR process populates a table that country-specific processes use to generate payment files and reports for individual recipients.

Note: In steps 4 and 5, the process isn't necessarily run by local SQRs. Whether you run the process with SQRs or not, the result is an interface file to banks or another medium for automated transfers.

Note: To see which local processes need to be run, refer to the banking topic in your local country documentation.

Using Retroactive Calculations in Banking

This topic provides an overview of the retroactive process in banking and discusses how to:

- Select the corrective method for default retro processing.
- Select the forwarding method for default retro processing.
- Review deduction processing details.
- Review an example of using the Use Current Results + Adjustment without selecting the To Process Banking check box.
- Select the Use Current Results + Adjustment for banking.
- Review an example of selecting the To Process Banking check box when forwarding is the default retro method.

Understanding the Retroactive Process in Banking

In the banking process, making sure that the appropriate source bank funds transactions and the right recipients or net pay accounts are debited and credited can require retroactive calculations to correct previous calculations. To determine how to handle transactions, banking must recognize retro processing and the method used.

Define your payroll retroactivity defaults on the Countries page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries). This page is discussed in other topics in this product documentation.

See [Countries Page](#), [Setting Up Retroactive Processing](#).

Selecting the Corrective Method for Default Retro Processing

If you select *Corrective* as the Default Retro Method on the Countries page, the system completes the following steps when retroactive processing occurs:

1. Recalculates the elements of the pay run that are defined to be recalculated during retro.
2. Replaces previous calculations with the recalculated values for the elements of the pay run.
3. Updates balance and segment accumulators in the recalculated period.
4. Computes retro deltas and stores them in the recalculated period.
5. Computes the retro adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retro Process Overrides page).
6. Determines if any differences exist between the net pay from the prior calculation and the recalculation.
7. Banking processes the differences. Reverses all segments for net pay entries from the prior calculation where the net pay isn't being forwarded.

Inserts new segment net pay entries from the recalculation where the net pay isn't being forwarded.

8. Distributes all net payments according to the net distribution sets matching the run type, the EmplID/ Empl Record (employee ID and employee record), and period ID combination.

Deletes all entries where the sum is zero.

Note: If the net difference is negative, the system takes the amount and assigns it to the primary account.

Note: In the case of a payroll reversal, the banking process posts the reversal of the prior period and posts new calculated values in addition to the difference.

Selecting the Forwarding Method for Default Retro Processing

If you select *Forwarding* as the Default Retro Method on the Countries page, the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retro.
2. Recalculated values for the elements are used to compute the retro deltas for the recalculated period, but do not replace the previous calculations.
3. The system updates segment accumulators only. (Although you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deductions Accumulators pages even when the retro method is forwarding).

4. The system computes retro deltas and stores them in the recalculated period.
5. The system computes the retro adjustment for elements of the pay run that are defined to be forwarded (on the Retro Process Overrides page).
6. The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.

Reviewing Deduction Processing Details

The deduction process completes the following, regardless of retro method:

1. Reverse deductions from all prior retro period calculations in the calendar group.
2. Reinstate reversed deductions where the payroll method is forwarding, because the purpose is to reassign the correct recipient.
3. Insert the new transactions for any recalculated deductions where the method is corrective.

This involves two steps, first for general recipients and then for individual recipients.

4. Remove entries resulting in 0 that have the same recipient ID.

Example of Banking without the "To Process Banking" Check Box Selected

This is what happens when the "To Process Banking" option is not selected.

This example illustrates the interaction between source bank, recipient, and payee accounts for net pay. February (February 1, 2004 – February 28, 2004) represents the current period, with retro processing going back to January (January 1, 2004 – January 31, 2004).

- Company ABC uses Source Bank 123. Company DEF uses Source Bank 789.
- Payee changes from Company ABC to Company DEF, effective February 1.
- Company ABC changes from Source Bank 123 to Source Bank 456, effective February 15.
- Earning 1 rate changes from 100 to 150, effective January 1.
- Deduction 1 rate changes from 20 to 25, effective January 1; no recipient change.
- Deduction 1 recipient changes from Recipient X to Recipient Y, effective February 1.
- Deduction 2 recipient changes from Recipient A to Recipient B, effective January 1; no rate change.
- Payee account distribution changes from Account 1 to Account 2, effective February 1.

Version/ Revision Number	January 2004 Company ABC	Distribution Information	February 2004 Company DEF	Distribution Information
V1R1		Source Bank 123		Source Bank 789
	Earning 1 = 100		Earning 1 = 150	
	Deduction 1 = 20	Recipient X	Deduction 1 = 30	Recipient Y

Version/ Revision Number	January 2004 Company ABC	Distribution Information	February 2004 Company DEF	Distribution Information
	Deduction 2 = 15	Recipient A	Deduction 2 = 15	Recipient B
	Net Pay = 65	Payee Account 1	Net Pay = 105	Payee Account 2
V2R1		Source Bank 456		
	Earning 1 = 150	Difference of 50.00		
	Deduction 1 = 25	Difference of 5 to Recipient X		
	Deduction 2 = 15	<15> Recipient A 15 Recipient B		
	Net Pay = 110	Difference of 45 to Payee Account 2		

Explanation of January recalculation (V2R1):

- Deduction 1

The difference between V1R1 and V2R1 results in 5.

The recipient is determined based on where the payee was when the deduction was first calculated (January V1R1). In this case, because there was no change in recipient for Deduction 1, the difference of 5 goes to Recipient X, funded by Source Bank 456.

- Deduction 2

No difference exists.

There's a recipient change retroactive to January. From Recipient A, 15 is reversed and inserted to Recipient B. Each transaction is "charged" to Source Bank 456.

- Net Pay

The difference between V1R1 and V2R1 results in 50.

The payee account distribution is determined based on the pay date of the current calendar (February). The difference, 50, goes to Payee Account 2 and is funded by Source Bank 456.

This example illustrates that net pay and deductions are allocated to Company (payment keys) and recipients are based on pay period, whereas source bank and payee accounts are selected based on when transactions are created.

Selecting the Use Current Results + Adjustment for Banking

Most organizations that implement Global Payroll choose the default method that the application uses to process banking in relation to retro. These organizations need only specify, on the Countries page, the retro method, either forwarding or corrective, that is used by their organization or is most appropriate for their country extension of Global Payroll.

Other organizations prefer to post only V1R1 results to banking. The To Process Banking check box on the Countries page is an additional option that addresses this business requirement, and permanently changes the way that the system handles banking in relation to retro. The default setting for the To Process Banking check box is deselected. When you select it, you are telling the system not to reverse old payments in banking and to skip all sections and steps responsible for retro calculation (reversing) and instead implement results from V1R1 and adjustments only.

If you select the To Process Banking check box on the Countries page, the effect is different depending on the default retroactive method:

- If the Default Retroactive Method is *Corrective*, the enhancement does not change the behavior of corrective retro in banking.
- If the Default Retroactive Method is *Forwarding*, retroactivity changes as follows:
 - The system does not reverse prior amounts or post recalculated amounts during retroactive processing. Instead, the system implements current results (V1R1) plus adjustments in banking.
 - You may have to manually correct any discrepancies you identify in banking payments because retroactive changes to recipients or accounts cannot be reflected by the current results plus adjustment method.
 - In case of segmentation mismatch, the system always uses current results plus adjustments and posts results to the last available segment, regardless of the default retro method defined on the Countries page, or the check boxes you select in the Use Current Results + Adjustment group box.

Segmentation mismatch occurs when a segmented period is recalculated retroactively, and the segmentation dates of the original calculation don't coincide with those of the recalculation.

Note: Do not enable either setting in the Use Current Results + Adjustment group box if you are satisfied with the way the system currently handles retroactive processing in relation to banking and GL. These settings are not backward compatible.

Note: Once you enable one or both of the Use Current Results + Adjustment settings, you cannot change them back to the default setting. The check boxes become read-only and remain so.

Note: The tables used by and modified in banking and GL are independent. Consequently, you can select the To Process Banking and the To Process General Ledger check boxes independently of one another.

Note: The settings for Use Current Results + Adjustments are country-specific. The selections you make on the Countries page apply to that country only.

Example: Selecting the To Process Banking Check Box When Forwarding is the Default Retro Method

In this example a deduction with a payment of 100 is made to Recipient 1 in January. In February the recipient is changed to Recipient 2, effectively dated in January, thus triggering retroactive processing. When the To Process Banking check box is selected for banking, and forwarding is the default retro method, the system posts this recipient and amount information to banking results:

<i>Month</i>	<i>Version/Revision</i>	<i>Amount</i>	<i>Recipient</i>	<i>Action</i>
January	V1R1	100	1	Resolution (last period)
February	V1R1	100 + 0	2	Resolution (current period + adjustment)

In this example, the system does not process the reversal and reinstatement. It processes only the current period plus adjustment. (The adjustment in this case is 0 because the amount of the deduction does not change.)

Sending Payments to PeopleSoft Financial Gateway

You send generated payment details from PeopleSoft Global Payroll to PeopleSoft Financial Gateway. Financial Gateway then dispatches the payments to banks in compliance with country-specific rules and standards.

This topic lists setup prerequisites and discusses how to send payments.

Related Links

[Understanding Banking](#)

[Setting Up Country-Specific Banking Processing](#)

Page Used to Send Payments to Financial Gateway

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payment File Generation	GP_FG_RUNCTRL	Global Payroll & Absence Mgmt, Payment Processing, Payment File Generation	Send payments to Financial Gateway.

Setup Prerequisites

Before you can send payment requests to Financial Gateway, there are some setup steps you must complete outside of Global Payroll. You must:

- Set up Integration Broker.
- Set up banks for countries in your PeopleSoft Financials system.

Setting Up Integration Broker

Global Payroll publishes payment data to and from Financial Gateway via Integration Broker. It is necessary to set up Integration Broker in both the Global Payroll and Financial Gateway environments.

To set up Integration Broker in your Global Payroll environment:

1. On the Gateways page, configure the Gateway URL and ping it to confirm that it connects.

2. On the PeopleSoft Node Configuration page of the Gateways component, configure your nodes and ping them to confirm that they connect.
3. Access the Service Configuration page and confirm that the Target Location field is set up correctly.
4. Using the Nodes component, configure the local and remote nodes. Use your HCM system as the local node and your Financials system as the remote node.

For the remote node, be sure to define the Content URL and Portal URL fields on the Portal page of the Nodes component. The system uses the URL you enter in these fields for related content.

5. Create a routing for the PAYMENT_REQUEST service operation using the HCM node as the sender node and the Financials node as the receiver node.
6. Ensure that the PAYMENT_REQUEST service operation and its routing are active using the Service Operations component.
7. Create a routing for the PAYMENT_RESPONSE_OUT_ASYNC service operation using the HCM node as the receiver node and the Financials node as the sender node.
8. Ensure that the PAYMENT_RESPONSE_OUT_ASYNC service operation and its routing are active using the Service Operations component.
9. Configure the nodes for single signon using the Single Signon page.
10. Use the Queue Status component to confirm that the PAYMENT_REQUEST queue is running.

To set up Integration Broker in your Financial Gateway environment:

1. On the Gateways page, configure the Gateway URL and ping it to confirm that it connects.
2. On the PeopleSoft Node Configuration page of the Gateways component, configure your nodes and ping them to confirm that they connect.
3. Access the Service Configuration page and confirm that the Target Location field is set up correctly.
4. Using the Nodes component, configure the local and remote nodes. Use your Financials system as the local node and your HCM system as the remote node.
5. Ensure that the PAYMENT_REQUEST service operation and routing are active using the Service Operations component.
6. Create a routing for the PAYMENT_REQUEST service operation that uses the HCM node as the sender node and the Financials node as the receiver node.
7. Create a PAYMENT_REQUEST queue using the Queues component.
8. Create a routing for the PAYMENT_RESPONSE_OUT_ASYNC service operation using the HCM node as the receiver node and the Financials node as the sender node.
9. Ensure that the PAYMENT_RESPONSE_OUT_ASYNC service operation and its routing are active using the Service Operations component.
10. Ensure that the PAYMENT_DISPATCH service operation and its routings are active using the Service Operations component.
11. Configure the nodes for single signon using the Single Signon page.

12. Use the Queue Status component to confirm that the PAYMENT_REQUEST queue is running.

Setting Up Banks for Countries

For each country for which you intend to send payment data to Financial Gateway, you must set up a bank in your PeopleSoft Financials system that matches the source bank information for your pay entity in your Global Payroll system. For each bank:

1. Create a bank using the Bank Information (BANK_PNL1) page.
 2. Create a bank branch using the Bank Branch Information (BANK_BRNCHPNL) page.
 3. Set up a bank integration layout on the Bank Integration Layouts (BANK_INTEGRATION) page.
 4. Create an external account on the External Accounts (BANK_PNL2) page.
- See *PeopleTools: Integration Broker Testing Utilities and Tools* product documentation.
 - Defining “Financial Gateway Integration Options, Registering a Source Application with Financial Gateway” in the PeopleSoft Financial Gateway product documentation.

Payment File Generation Page

Use the Payment File Generation page (GP_FG_RUNCTRL) to send payments to Financial Gateway

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Payment File Generation

Image: Payment File Generation page

This example illustrates the fields and controls on the Payment File Generation page.

Payment File Generation

Run Control ID **ps** Report Manager Process Monitor **Run**

Language **English**

Selection Criteria ?

*Country **THA** *Payment Generation ID **GD3FEB10**

Pay Entity Calendar Group ID

Source Bank ID Recipient ID

File ID

☒ Prepare Bank Advice

Validate Send ☐ Send Bank Advice

☒ Generate Report(s)

Report Definition Find | View All First 1 of 1 Last

Report Name **GPDE_FG_REPT**

Description	Personalize	Find	View All	First	1 of 1	Last
Template ID	Selected Flag	Description				
GPDE_FG_REPT_1	<input checked="" type="checkbox"/>	GPDE XML Rpt Template				

Use this page to initiate payment requests that send payment data to Financial Gateway.

Selection Criteria

Use the fields in this group box to filter the payments that you want to send to Financial Gateway. You can filter the payments by Country, Payment Generation ID, Pay Entity, Calendar Group ID, Recipient ID, Source Bank ID, and File ID.

Validate Send

Click to ensure that the payments that meet your selection criteria have been finalized before you send them to Financial Gateway. If the selected rows are invalid, the Reason field appears on the page.

Reason

This field appears when you click the Validate Send button to display the reason that the selected payment rows are invalid. If the selected payments are valid, this field does not appear.

Prepare Bank Advice

When you select this check box, the Payment for FG (GP_PMT_FG) process identifies the rows of GP_PAYMENT_FG that meet your selection criteria and prepares them to be sent to Financial Gateway.

Also, when you select this check box, the Debit Date field becomes available.

Note: Subsequent runs of the Prepare Bank Advice process pick up any new rows that meet the selection criteria, but they do not affect rows that were already prepared during the first run.

Send Bank Advice

This check box becomes available to select only after you run the Payment for FG (GP_PMT_FG) process with the Prepare Bank Advice check box selected and successfully validate the payments using the Validate Send button.

When you select the Send Bank Advice check box, the Payment for FG (GP_PMT_FG) process inserts the prepared payment rows into staging tables and publishes them to Financial Gateway through Integration Broker using the PAYMENT_REQUEST message.

Note: Once you run the Payment for FG (GP_PMT_FG) process with the Send Bank Advice check box selected, you cannot cancel or resend the bank advice.

Generate Reports

When you select this check box, the Payment for FG (GP_PMT_FG) process generates Oracle Business Intelligent Publisher (BI Publisher or BIP) reports using the templates defined in the Report Definition group box.

Note: If you select the Generate Reports check box when the Prepare Bank Advice check box is deselected, you receive a message reminding you that you cannot generate reports for payments for which you have not yet prepared the bank advice. You can, however, run the Payment for FG (GP_PMT_FG) process with both the Prepare Bank Advice and Generate Reports selected.

Report Definition

Use this group box to define which BI Publisher reports generated when you select the Generate Reports check box.

Report Name

Enter the name of the report you want to generate. The system populates the Template ID and Description columns for all templates associated with the selected report.

Selected Flag

Select this check box next to the report template you want to use. By default, the system selects this check box for the default template associated with the selected report.

Transaction Status Changes

When you run the Payment for FG (GP_PMT_FG) process, it affects the transaction status of each payment transaction included in the selection criteria. In addition, Financial Gateway affects the status of payment transactions through the PAYMENT_RESPONSE message. The following table lists all possible transaction statuses along with how they are updated:

Transaction Status	Results From
Pay Prep Run	GP_PMT_PREP This is the status that all payment transactions begin with after undergoing the GP_PMT_PREP process.
Prepare Bank Advice Run	GP_PMT_FG with the Prepare Bank Advice check box selected.
Processing	The GP_PMT_FG currently running.
Payment Sent to FG	GP_PMT_FG with the Send Bank Advice check box selected.
Canceled	PAYMENT_RESPONSE message when transactions are canceled in Financial Gateway.
Error	PAYMENT_RESPONSE message when transactions are not received successfully by Financial Gateway.
Awaiting Dispatch	PAYMENT_RESPONSE message when transactions are received successfully by Financial Gateway.

Transaction Status	Results From
Paid	PAYMENT_RESPONSE message when transactions are paid to the recipient.
Received by Bank	PAYMENT_RESPONSE message when the external bank successfully receives dispatched transactions from Financial Gateway.
Dispatched to Bank	PAYMENT_RESPONSE message when Financial Gateway dispatches the transactions to the external bank.

Note: You must manually correct any payments with a status of Error.

You can view the status of your payments using the Payment Transactions page.

See [Payment Transactions Page](#).

Negative Payments

Global Payroll Core by default does not prevent you from sending negative payments to Financial Gateway. Likewise, Financial Gateway by default does not prevent you from sending negative payments to banks. Therefore, if it is necessary to prevent negative payments from being sent to banks, country extensions can:

- Prevent negative payments from being created in the first place during payment processing. Global Payroll for France and Global Payroll for Switzerland are examples of country extensions that do this.
- Prevent the system from sending negative payments to Financial Gateway by using the Having Clause field on the Banking Preparation Definition page to modify the CORE_BANK:SQL application package so that it filters out any negative payments. Global Payroll for Spain is an example of a country extension that does this.
- Configure Financial Gateway so that it does not dispatch any negative payments received from Global Payroll to the banks. Global Payroll for Germany and Global Payroll for the Netherlands are examples of country extensions that do this.

Customers who want to process negative payments can configure their systems to do so if they have contracts with their banks to allow it.

Reconciling Payments

Understanding the Payment Reconciliation Process

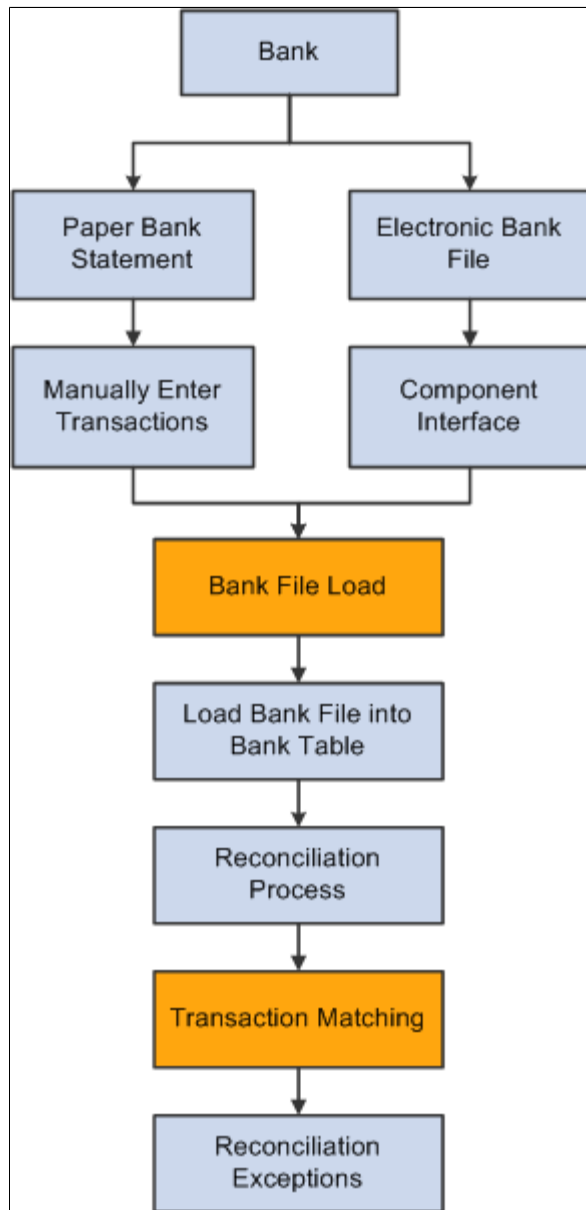
Global Payroll enables you to reconcile checks. You can view which checks are cashed or outstanding. You are able to manage transaction exceptions, such as date or amount differences.

The reconciliation process (GP_BNK_RECON) matches the keys from the bank file with the same keys in Global Payroll's source bank file. An exception is created if any of these keys do not match.

- Payment number.
- Transaction amount.
- Transaction type or payment methods (if provided in the bank file).

Image: Bank Reconciliation Business Process flow

This diagram shows the process flow of bank reconciliations.



Prerequisite

To use the check reconciliation feature, the bank must supply your company with check detail information. The bank can supply one of three types of files:

- Bank Administration Institute (BAI) — Detailed file formatted by banks to provide bank statements electronically.
- Cleared check file — Smaller electronic files usually only containing cleared checks.

- Hard copy format — Paper bank statements with detailed check information.

Entering Bank File Information

This topic provides an overview of bank files and discusses how to access the bank file entry page.

Page Used to Enter Bank File Information

Page Name	Definition Name	Navigation	Usage
Bank File Entry	GP_BNK_FILE_ENTRY	Global Payroll & Absence Mgmt, Payment Processing, Bank File Entry, Bank File Entry	Enter bank transactions manually, if a bank file has not already been loaded using the Component Interface or another method of importing the payment transactions into the bank tables.

Understanding Bank Files

If the bank supplies an electronic or flat file, it can be loaded into the bank tables using Excel to CI (PeopleTools Component Interface). You must create an Excel workbook to use with the delivered bank tables. Executing the Excel to CI will render that the same validation and edits are applied as if a user was entering the bank file online.

See *PeopleTools: PeopleCode API Reference* product documentation.

Bank File Entry Page

Use the Bank File Entry page (GP_BNK_FILE_ENTRY) to enter bank transactions manually, if a bank file has not already been loaded using the Component Interface or another method of importing the payment transactions into the bank tables.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Bank File Entry, Bank File Entry

Image: Bank File Entry page

This example illustrates the fields and controls on the Bank File Entry page.

Bank File Entry

Source Bank ID: K1GBNKA **Account Nbr:** 19370001
Bank ID: 123434566 **Account Name:** K1A Payroll Acct - PE K1GPED - Company K1A
Bank File ID: 1 **Currency:** USD Dollar
As Of Date: 09/02/2004 **Load Date and Time:** 09/02/2004 4:22:29PM
File Status: Ready

Bank Transactions						Customize	Find	View All	First	1-10 of 10	Last
Bank Payment Number	Cleared Date	Amount	Type	Status							
5025	05/01/2004	1,090.720000	Check	Unreconciled	+	-					
5026	09/02/2004	4,901.850000	Check	Unreconciled	+	-					
5027	05/10/2004	1,856.540000	Check	Reconciled	+	-					
5028	05/12/2004	831.980000	Check	Unreconciled	+	-					
5029	05/15/2004	2,144.990000	Transfer	Unreconciled	+	-					
5030	05/21/2004	6,837.430000	Check	Unreconciled	+	-					
5030	05/20/2004	6,837.430000	Check	Unreconciled	+	-					
5031	05/15/2004	7,391.400000	Check	Unreconciled	+	-					
5032	05/23/2004	4,606.580000	Transfer	Unreconciled	+	-					
1003	05/25/2004	7,485.250000	Check	Unreconciled	+	-					

Currency Code

Currency retrieved from the Source Bank ID. This field is display only.

Bank File ID

A unique sequence number assigned whether the bank file is loaded using component interface or manually.

As Of Date

Enter the day on the bank statement or represents the date on the bank file.

Load Date and Time

Defaults to the current date and time when the bank file is entered or loaded through component interface.

File Status

There are three valid values:

Ready: Assigned when the bank file is first entered manually or loaded using the component interface

In Progress: Set if the bank file was previously reconciled and contains exceptions.

Complete: Set when all transactions in the bank file have successfully been reconciled.

Bank Payment Number	Enter the check number or reference for any bank charges or fees.
Cleared Date	Enter the date the checks were presented for payment at the bank. (clear date)
Amount	Enter the check or transaction amount that cleared the bank.
Type	Enter the type of method of payment. Valid Values are <i>Check</i> , <i>Transfer</i> , and <i>Wire</i> .
Status	Enter the status of the transaction. The default value is <i>Unreconciled</i> .

The values that are auto-assigned as result of running the payment reconciliation process are: *Unreconciled*, *Reconciled*, *Amount Difference*, *Different Pay Method*, *Duplicate*, and *Not Found*. The remaining values that are user assigned if there is a manual reconciliation are: *Stop Payment*, *Re-Numbered*, *Expired*, *Unclaimed*, *Void*, and *Date Difference*.

Note: When a transaction status is manually changed from *Unreconciled* to *Reconciled* a warning is issued. This warning alerts the user that a transaction is being reconciled only on the bank side to a transaction on the system side. A user changing the status of a bank transaction only allows the completion of the reconciliation process (the file status changes from *In Progress* to *Complete*). Reconciling a bank transaction without matching it to a system transaction brings the bank file and general ledger out of balance, it is the user's responsibility to journalize this type of transaction in their general ledger. When the status of a transaction is set to *Reconciled* it becomes display only and users can no longer modify it. Users can also set this status manually on the Manual Reconciliation page.

Running the Reconciliation Process

This topic discusses how to run the payment reconciliation process.

Page Used to Run the Reconciliation Process

Page Name	Definition Name	Navigation	Usage
Run Payment Reconciliation	GP_BNK_RCN_RC	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Reconciliation, Run Payment Reconciliation	Enter processing instructions for the bank reconciliation process.

Run Payment Reconciliation Page

Use the Run Payment Reconciliation page (GP_BNK_RCN_RC) to enter processing instructions for the bank reconciliation process.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Run Payment Reconciliation, Run Payment Reconciliation

Image: Run Payment Reconciliation page

This example illustrates the fields and controls on the Run Payment Reconciliation page.

Source Bank ID

Select the Source Bank ID in which to run the reconciliation. This is a required field.

The process looks at all unreconciled transactions in the system for the selected source bank ID and attempts to match them based on payment number, payment type, and payment amount. Transactions not meeting the criteria are marked as exceptions.

Bank File ID

Select the Bank File ID in which to run the reconciliation. This is a required field.

Note: If the payment reconciliation process runs multiple times against a given bank file, each time the process will reset the reconciliation status back to *Unreconciled* for bank transactions not previously reconciled.

Viewing Transactions

This topic discusses how to:

- View exception transactions
- View reconciled transactions

Page Used to View Exception Transactions

Page Name	Definition Name	Navigation	Usage
Reconciliation Exceptions	GP_BNK_RCN_EXCP	Global Payroll & Absence Mgmt, Payment Processing, Reconciliation Exceptions, Reconciliation Exceptions	View exception transactions that resulted from the reconciliation process.

Reconciliation Exceptions Page

Use the Reconciliation Exceptions page (GP_BNK_RCN_EXCP) to view exception transactions that resulted from the reconciliation process.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Reconciliation Exceptions, Reconciliation Exceptions

Image: Reconciliation Exceptions page (1 of 2)

This example illustrates the fields and controls on the Reconciliation Exceptions page (1 of 2).

Image: Reconciliation Exceptions page (2 of 2)

This example illustrates the fields and controls on the Reconciliation Exceptions page (2 of 2).

Bank Payment Number	Bank Amount	Bank Clear Date	Type	Status	Payment Number	Payment Amount	Payment Date	Payment Method

Source Bank ID

Enter the source bank ID. This required field derives the values for the Bank Account, Bank ID, Account Name, and Currency fields.

Bank File ID

A unique sequence number assigned whether the bank file is loaded using component interface or manually.

If this field along with the Source Bank ID is entered the user will view transaction generated from the auto reconciliation process.

If this field is left blank the user will view the updated system transactions only. These would include transactions with a status of *Expired*, *Stop*, or *Unclaimed*.

From Amount and To Amount	Enter from and to amounts to narrow the search criteria.
From Date and To Date	Enter from and to dates to narrow the search criteria.
Type	Enter the type of method of payment. Valid Values are <i>Check</i> , <i>Transfer</i> , and <i>Wire</i> .
Search	Click this button to search on the criteria entered. Once the search is complete the reconciliation exceptions will display.

Note: Results can be exported to Excel.

Viewing Reconciled Transactions

For auditing purposes, you may want to view which bank transaction reconciled to the system transaction. You must create a query in order to view this information.

During the auto generate reconciliation process, the system will assign a unique bank file ID to each process, as well as, a unique sequence number for each reconciled transaction. To view these reconciled transactions, you can query a report where GP_BNK_FILE_DTL.SEQ_NBR = GP_PYMT_BNK_TBL.SEQ_NBR. This query displays the reconciled system transactions and the line of bank data it was reconciled against.

Resolving Exceptions

This topic discusses how to reconcile transactions manually.

Page Used to Resolve Exceptions

Page Name	Definition Name	Navigation	Usage
Manual Payment Reconciliation	GP_BNK_RCN_MAN	Global Payroll & Absence Mgmt, Payment Processing, Manual Payment Reconciliation, Manual Payment Reconciliation	Enables users to update exceptions or unreconcile transactions.

Manual Payment Reconciliation Page

Use the Manual Payment Reconciliation page (GP_BNK_RCN_MAN) to enables users to update exceptions or unreconcile transactions.

Navigation

Global Payroll & Absence Mgmt, Payment Processing, Manual Payment Reconciliation, Manual Payment Reconciliation

Image: Manual Payment Reconciliation page

This example illustrates the fields and controls on the Manual Payment Reconciliation page.

Manual Payment Reconciliation

*Source Bank ID: K1GBNKA Account Nbr: 19370001
 Bank ID: 123434566 Account Name: K1A Payroll Acct - PE K1GPED - Company K1A
 Bank File ID: 1 Currency: USD Dollar
 *Status: Unreconciled *Action: Reconcile
 From Date: To Date: 03/31/2009
 From Amount: To Amount:
 From Payment: To Payment:

Search Update

Select	Payment Number	Date	Amount	Type
<input type="checkbox"/>	5025	04/30/2004	1,090.72	Check
<input type="checkbox"/>	5026	04/30/2004	4,901.85	Check
<input type="checkbox"/>	5027	04/30/2004	1,856.54	Check
<input type="checkbox"/>	5028	04/30/2004	831.99	Check
<input type="checkbox"/>	5029	04/30/2004	2,144.99	Check
<input type="checkbox"/>	5030	04/30/2004	6,837.43	Check
<input type="checkbox"/>	5031	04/30/2004	7,391.45	Check
<input type="checkbox"/>	5032	04/30/2004	4,606.58	Check

Select	Payment Number	Cleared Date	Amount	Type
<input type="checkbox"/>	5025	05/01/2004	1,090.720000	Check
<input type="checkbox"/>	5026	09/02/2004	4,901.850000	Check
<input type="checkbox"/>	5028	05/12/2004	831.980000	Check
<input type="checkbox"/>	5029	05/15/2004	2,144.990000	Transfer
<input type="checkbox"/>	5030	05/21/2004	6,837.430000	Check
<input type="checkbox"/>	5030	05/20/2004	6,837.430000	Check
<input type="checkbox"/>	5031	05/15/2004	7,391.400000	Check
<input type="checkbox"/>	5032	05/23/2004	4,606.580000	Transfer

Search Criteria

Select criteria for searching records. Once search criteria is retrieved you can select to update the entries.

Source Bank ID

Enter the source bank ID. This required field derives the values for the Bank ID, Account #, and Currency fields.

Bank File ID

A unique sequence number assigned whether the bank file is loaded using component interface or manually.

Status

Enter the status of the transactions in which you want to search. Valid values are: *Reconciled*, *Unreconciled*, *Expired*, *Stop Payment*, *Void*, and *Unclaimed*.

Action

The Action selected will update the Status of the transaction. Valid values are: *Expire*, *Reconcile*, *Stop Payment*, *Mark Unclaimed*, *Reset to unreconciled*, and *Void*.

For example, if a transaction has a Status of *Unreconciled* and you want to change it to *Void*, you would select the *Unreconciled* transaction and enter an Action of *Void*. When this transaction is updated the Status will be changed to *Void*.

Note: You can select a value in this field only if the value of the Status field is *Unreconciled*. For all other Status field values, the Action field has a value of *Reset to unreconciled* and is not editable.

From Date and To Date

Enter from and to dates to narrow the search criteria.

From Amount and To Amount

Enter from and to amounts to narrow the search criteria.

From Payment and To Payment

Enter from and to payments to narrow the search criteria.

Search

Click to search on the criteria entered. Once the search is complete bank transactions will display on the left side if there are bank file transactions with a status of *Unreconciled* and system transactions on the right, if there are unreconciled transactions.

Note: After the search, the payment reconciliation non-matched transactions will be updated with an exception status. This will cause the bank side to display *No Transaction*. In this case, users should be able to view them on the Reconciliation Exceptions page. Then, with proper authorization, they can edit their status and manually reconcile. Users should be able to run the payment reconciliation process multiple times since each time the process resets the exception status of bank transactions not reconciled.

Update

Click to update transactions from the current Status to the Action selected. You will be prompted to enter a comment to justify the reason for updating a system transaction.

Comments can always be entered, if desired. But a warning will be issued if no comments are entered when dealing with *Unclaimed*, *Expired*, *Stop*, or *Void* transactions.

Reason Tab

Use this tab to enter a reasons for the manual payment status updates.

Bank Transactions / System Transactions

When attempting to reconcile transactions manually:

- If the amounts of selected transactions are different, the user will not be able to update or reconcile the transactions.
- If transactions have different payment numbers or payment methods, the user will receive a warning.

Examples of Types of Manual Reconciliations

This table lists examples of types of manual reconciliations:

<i>Transaction</i>	<i>Example</i>
<p>Expire all unreconciled transactions that have a date of March 15, 2004</p> <p>(This example is the same whether dealing with expiring unreconciled transactions or unclaimed transactions.)</p>	<p>Select the Status of Unreconciled. Enter the Start Date of March 31, 2004 and the Days from Issuance is 16. These values cause the search to display transactions with a date that is 16 days from the Start Date (March 15, 2004). Once the search is complete, select the Action of Expire, select the transactions to expire and update the transactions.</p>
<p>If a mistake was made on one (or more) of the transactions selected from the first example, you will need to unreconcile an expired transaction.</p>	<p>Select the Status of Expired. Enter the Start Date of March 31, 2004 and the Days from Issuance is 16. These values cause the search to display transactions with a date that is 16 days from the Start Date (March 15, 2004). Once the search is complete, select the Action of Unreconciled, select the transaction to unreconcile and update the transaction.</p>
<p>Stop payment on an unreconciled transaction</p> <p>(This example is the same whether dealing with stop payments or voided transactions.)</p>	<p>Select the Status of Unreconciled to search all unreconciled transactions. Once the search is complete, select the Action of Stop Payment, select the transactions to stop payment on and update the transactions.</p> <p>Remember, you will also have to contact the bank to place a stop payment on this transaction.</p>

Managing Applications and List Sets

Understanding Applications and List Sets

Application definitions and list sets work together, so you can configure the appearance of:

- Administrator Results
- Reports
- Processes

Application definitions are high-level groups of settings that enable you to define what types of fields and field values you require at multiple element levels (list sets, element groups, and elements, for example). When you create a list set, the system prompts you to enter an application. Based on the application definition you select, the Define List Set page refreshes to display the available configuration fields.

List sets enable you to create groups of elements and corresponding element attributes to associate with a specific application, such as administrator results, a new report, or a process. For example, if you were to create your own report, you could have a list of earnings, deductions, and accumulators from which you would extract your report data from the payroll results. You can further specify the circumstances under which certain elements may or may not be printed. The List Set feature enables you to do this without having to create new pages and new records. In summary, list sets enable you to:

- Associate groups of elements with a specific application.
- Associate which element groups are part of the list set.
- Set up the configuration required for the application at various levels, including the list set level, element group level, and element level.

Note: To illustrate the relationship between applications and lists sets, we present exhibits in this topic that reference the delivered RSLT_ADM application. This application is delivered for use with the Administrator Results component, and is only one of many ways in which you can define applications and lists sets to control a variety of reports and processes in your system.

Primary List Set Components

The Application Definition and List Set feature is composed of three key parts:

- Element Groups

An element group is a list of elements. A payroll administrator can use element groups to create a list of elements that may be used for one or multiple applications.
- Application Definitions

An application definition describes a set of attributes, such as sequence or print options, used to indicate what attributes the payroll administrator will need to assign to elements in a list set to make them available for an application.

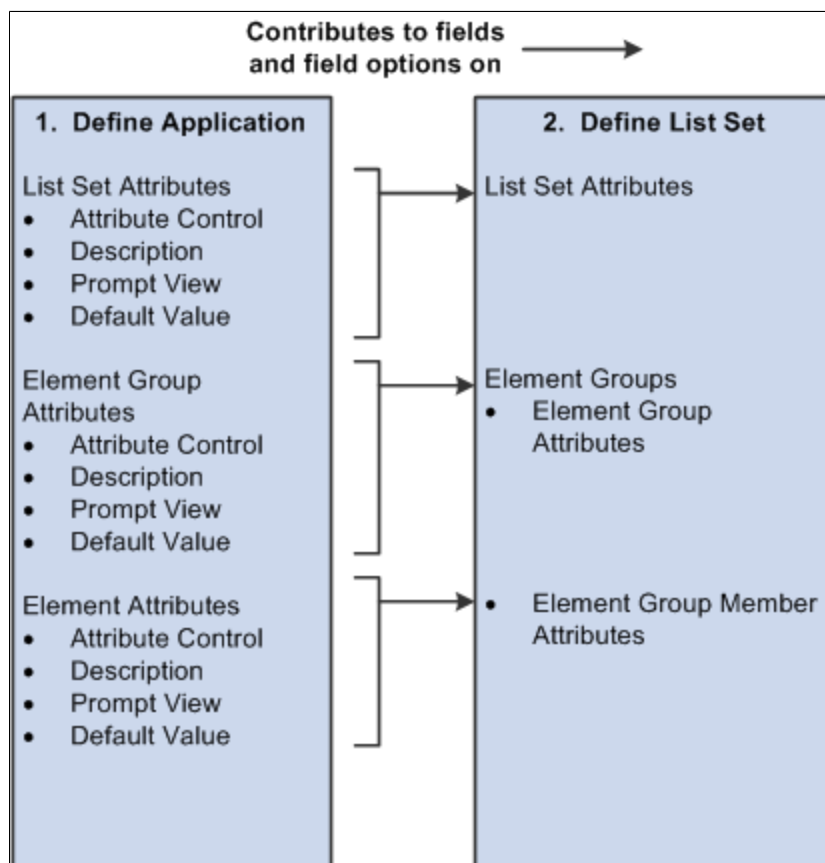
- List Sets

A list set is a set of element groups connected to an application definition in order to assign application specific attributes to element lists. The payroll administrator uses list sets to group the element groups together and assign attributes to the elements, element groups, or the entire set. The list set includes all of the elements that will be available for the application.

Setup Flow of Application Definitions and List Sets

Image: How application definitions contribute to list set setup

This diagram illustrates how setup on the Application Definition page determines which fields appear on the Define List Set page.



How to Set Up Applications and List Set Configurations

To build a list set using an application definition you must complete the following steps:

1. Use the Define Application page to identify and label the attributes you want to define. These can be defined at the list set, element group, and element level. The system uses the information on the Define Application page to populate the List Set page.
2. Use the Define Values for Attribute secondary page to specify additional values, as necessary.

3. Use the Define List Set page to identify various element groups that you want to associate with the list set, and specify attribute values for each. If you defined any attributes at the list set level on the Define Applications page, the system displays them here. You may also create new element groups from this page if you have not previously done so.
4. Use the Element Group Attributes secondary page to view or update element group and element attribute details.

Common Elements Used to Manage Applications and List Sets

Application	A feature, process, or report delivered by Global Payroll or a country extension or developed by the customer that requires the use of element groups and list sets.
Attribute	Characteristics defined for elements in a list, groups in a set, or for an entire set of elements such as at the element level "Print Rate" check box or at the list level "Rate Column Label" character field.
Element Group	An element group is a list, or group of elements.
List Set	A set of element groups defined for use with an application.

Prerequisite

Element groups are needed on the Define List Set page. Therefore, before you can set up application definitions and lists sets, you should set up element groups. If you do not set up Element Groups prior to creating a list set, you will have the opportunity to create the element group as you go. However, PeopleSoft recommends that you define any needed element groups before you set up applications and list sets.

See [Defining Element Groups](#).

Setting Up Applications

To set up applications, use the Define Application (GP_ELN_APP) component.

This topic discusses how to set up application definitions.

Pages Used to Set Up Application Definitions

Page Name	Definition Name	Navigation	Usage
Define Application	GP_ELN_APP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define Application, Define Application	Define attributes attached to a list set, an element group, or an element.
Define Values for Attribute	GP_ELN_LIST_SET GP_ELN_LIST_LST GPE_ELN_LIST_PIN	For attribute controls with a value of <i>Drop Down List</i> , click the Values link on the Define Application page.	Set up the specific attribute values available for a list set, element group, or element.

Define Application Page

Use the Define Application page (GP_ELN_APP) to define attributes attached to a list set, an element group, or an element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define Application, Define Application

Image: Define Application page

This example illustrates the fields and controls on the Define Application page.

Define Application

Country: ALL Application: GP000001
*Description: Payroll Results Register

List Set					
*Attribute Control	*Description	Field Name	Prompt View	Default Value	
Translate	Report Title 1 Option	GP_RGST_TITLE1_OP		10	+ -
Translate	Report Title 2 Option	GP_RGST_TITLE2_OP		10	+ -
Edit Box	Report Title 1 String ID		GP_RGST_STR_VW		+ -
Edit Box	Report Title 2 String ID		GP_RGST_STR_VW		+ -
Edit Box	Report Title 1 Text				+ -
Edit Box	Report Title 2 Text				+ -
Drop Down List	Thousands Separator			Values 10	+ -
Drop Down List	Decimal Separator			Values 20	+ -
Drop Down List	Nbr Decimals for Amt/Acc			Values 30	+ -
Drop Down List	Nbr Decimals for Comp			Values 70	+ -

Element Group					
*Attribute Control	*Description	Field Name	Prompt View	Default Value	
Translate	Section	GP_RGST_SECT_TYPE		50	+ -
Translate	Section Title Option	GP_RGST_SECT_OPT		10	+ -
Edit Box	Section Title String ID		GP_RGST_STR_VW		+ -
Edit Box	Section Title Text				+ -

Element					
*Attribute Control	*Description	Prompt View	Default Value		
Edit Box				+ -	

Note: PeopleSoft delivers an application of GP000001 with a country of *ALL* (shown in the preceding exhibit), designed to work in conjunction with the Payroll Results Register report. You should not modify this delivered application. Link this delivered application with a list set of your choosing, and use it to control the format of the Payroll Results Register report and the data that it contains.

See [Reporting Payroll Data](#).

There is no minimum number of attributes required for each level (represented by the three group boxes). An application definition can be created without specifying attributes. This may be done for applications for which you intend to use the list set solely to group multiple element groups. There is a maximum of ten attributes for each level.

Attributes defined at the list set level apply to all of the element lists in the set.

Attribute Control

Specify how to display the attribute on the Define List Set page. Options are:

- *Check Box*: This attribute is displayed as a check box.
- *Drop Down List*: This attribute is a character field that only accepts input from a list of values that you can create on the Define Values for Attribute page.
- *Edit Box*: This attribute is a character field that accepts any character value.
- *Translate*: This attribute is a character field that only accepts input from a prompt list of translate values.

Description

Enter the field label name to appear on the List Set Definition page.

Prompt View

Select a record from which to create a prompt table. The input will be validated against this table. This field is available only if the Attribute Control is *Edit Box*.

Important! This is straight prompting on the record specified. There is no additional security utilized nor any relationship prompting (for example, using SetID logic, and so on).

Values

Select this link to record the available values on the Define Values for Attribute page. This field is available only if the Attribute Control is *Drop Down List*.

Field Name

Enter an element that contains translate values. The system presents these translate values in a drop down field on the Define List Set page. This field is available only if the Attribute Type is *Translate*.

Default Value

To have the system populate a specific attribute value on the Define List Set page, enter a valid default value. The default value must be valid for the associated attribute control.

Define Values for Attribute Page

Use the Define Values for Attribute page (GP_ELN_LIST_SET) to set up the specific attribute values available for a list set, element group, or element.

Navigation

For attribute controls with a value of *Drop Down List*, click the Values link on the Define Application page.

Image: Define Values for Attribute page

This example illustrates the fields and controls on the Define Values for Attribute page.

Define Values for Attribute

Country: ALL

Application: GP000001 Payroll Results Register

Attribute Control: Drop Down List

Description: Thousands Separator

*Value	*Description		
10	Comma	+	-
20	Period	+	-
30	Space	+	-

For attributes with an attribute control of *Drop Down List*, you must specify the drop down field values. The system displays these values as options on the Element Group Attributes page during list set setup. You can use any value in the Value column as a default value.

Value Enter the value returned.

Description Enter the description associated with the value.

Setting Up List Sets

To set up list sets, use the Define List Set (GP_ELN_SET) component.

This topic discusses how to define list sets.

Pages Used to Define List Sets

Page Name	Definition Name	Navigation	Usage
Define List Set	GP_ELN_SET	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set, Define List Set	Assign element groups to an application.

Page Name	Definition Name	Navigation	Usage
Element Group Attributes	GP_ELN_SET_SEC	Select the Element Group Details icon on the Define List Set page.	Enter the element and element group attribute values for a list set.

Define List Set Page

Use the Define List Set page (GP_ELN_SET) to assign element groups to an application.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set, Define List Set

Image: Define List Set page

This example illustrates the fields and controls on the Define List Set page.

Define List Set

Country: GBR United Kingdom
List Set: RSLT_ADM
*Description: Administrator Results
*Application Country: ALL
*Application: RSLT_ADM Administrator Results

List Set Details

Find | View All First 1 of 1 Last

*Effective Date: 01/01/1990

List Set Attributes

Summary Grid Col 1 Msg Set: 17000
Summary Grid Col 1 Msg Nbr: 4583
☒ Display Summary Grid Col 2

Summary Grid Col 2 Msg Set: 17000
Summary Grid Col 2 Msg Nbr: 4584
☒ Display Summary
☒ Display Supporting Elements
☒ Display Earnings Deductions
☒ Display Accumulators
☒ Display Absences

Element Groups

Customize | Find | View All First 1-7 of 7 Last

Element Group Name	Description			
RSLT ADM SUMM ACM	Result Admin - Summ Accums		+	-
RSLT ADM SUPP ELEI	Result Admin - Supp Elem		+	-
RSLT ADM ACM	Result Admin - Accums		+	-
RSLT ADM ABS ACM	Result Admin - Abs Accums		+	-
RSLT ADM ABS TAKE	Result Admin - Abs Takes		+	-
RSLT ADM ABS GENPI	Result Admin - Abs Gen PI		+	-
RSLT ADM ERN DED	Result Admin - Earn / Ded		+	-

[Create new Element Group](#)

Description

Enter a description for the list set.

Application Country

Select the country for which you want to locate an application definition.

Application

Select the application definition. Doing so will cause the system to display a variety of fields on the page, based on the values defined for the application definition.

List Set Attributes

All of the fields in the List Set Attributes group box are user-defined and come from the setup on the Define Application page. For example, the Summary Grid Col 1 Msg Set field in the previous exhibit was defined on the Define Application page using the Attribute Control, Description, and Prompt View fields. The Display Summary check box was defined there as well. In row number 2 of the following exhibit, you can see that the Display Summary check box was set up with a default value of *Y* for yes. This means that on the Define List Set page in *Add* mode for the *RSLT_ADM* application, the Display Summary check box appears and is selected by default.

Image: Example of the setup source for the List Set Attributes group box

This example illustrates the fields and controls on the Example of the setup source for the List Set Attributes group box.

Define Application			
Country:	ALL	Application:	RSLT_ADM
*Description:	Administrator Results		
List Set			
*Attribute Control	*Description	Prompt View	Default Value
Edit Box	Summary Grid Col 1 Msg	PSMSGSETDEFN	
Check Box	Display Summary		Y

Element Groups

Initially, in *Add* mode, there are no element groups in this group box. You must select all of the element groups you want to associate with this list set. If you want to assign an element group that has not yet been created, you may do so by clicking the Create new Element Group link.

Element Group Name

Enter the element groups to associate with this list set. The element groups you specify can appear in any component, report, or process you configure using the list set.

Description

Click to access the Element Group Members page, where you can review details for the element group, and make changes if necessary.

Element Group Details

Click to access the Element Group Attributes page, where, depending on your settings on the Application Definition page, you can define more specifically where and how the details for each element group will appear in related components, reports, and processes.

Create new Element Group

Click to access the Element Groups component in *Add* mode where you can create an element group. This link is useful if

you have not previously defined an element group that you want to reference in your list set.

See [Defining Element Groups](#).

Note: The Define List Set page displays all of the added and updated elements with their default attribute values. The system first loads the list of elements from the element group definition and then assigns the values of the attributes from the GP_ELN_PIN_ATTR table. Thus, the page always displays the exact element group members. If an element is removed from the element group, the element is removed from the list set. The element group member list is refreshed each time the user views the Element Group Details page.

Element Group Attributes Page

Use the Element Group Attributes page (GP_ELN_SET_SEC) to enter the element and element group attribute values for a list set.

Navigation

Select the Element Group Details icon on the Define List Set page.

Image: Element Group Attributes page

This example illustrates the fields and controls on the Element Group Attributes page.

Element Group Attributes

Country:	GBR	United Kingdom
List Set:	RSLT_ADM	Administrator Results
Effective Date:	01/01/1990	
Element Group:	RSLT ADM SUMM ACM	Result Admin - Summ Accums

Element Group Attributes

Element Grid:

Summary Accumulators

Element Grid Title:

Message Number:

Element Grid Title Type:

Message Set Number:

Element Group Members and Attributes

Customize | Find | View All |

First 1-10 of 15 Last

Attributes

Type and Description

Element Name	Application Default Sort Seq	Column
GBR AC GROSS SEG	10	
GBR AC GRTX SEG	20	
GBR AC NIBL SEG	30	
GBR AC PENBL SEG	40	
NI DD EES PTD	80	
NI DD EES YTD	80	
NI DD EESRBT PTD	90	
NI DD EESRBT YTD	90	
NI DD ERS PTD	100	
NI DD ERS YTD	100	

OK

Cancel

The fields available on this page depend upon the values selected on the Define Application page. The system refreshes the values on this page each time you access it, in order to account for any changes at the element group level. Each time you access the page, the system:

- Brings in any new elements that are members of the defined element group, along with their default attribute values.
- Removes any elements that are no longer members of the defined element group.

Use this page to define more specifically where and how the details for each element group appear in components, reports, and processes that use this list set.

Element Group Attributes

All of the fields in the Element Group Attributes group box are user-defined and come from the setup on the Define Application page. For example, the Element Grid field in the previous exhibit was defined on the Define Application page using the Attribute Control, Description, and Values fields. In the following

exhibit, you can see that the Element Grid field was set up with valid values of *Summary Accumulators*, *Supporting Elements*, *Earnings Deductions*, *Accumulators*, *Absence Daily Data*, *Generated Positive Input*, and *Absence Accumulators*:

Image: Example of the setup source for the Element Group Attributes group box

This example illustrates the fields and controls on the Example of the setup source for the Element Group Attributes group box.

Define Values for Attribute

Country: ALL

Application: RSLT_ADM Administrator Results

Attribute Control: Drop Down List

Description: Element Grid

Values			
Customize Find View All First 1-7 of 7 Last			
*Value	*Description		
01	Summary Accumulators	+...	-
02	Supporting Elements	+...	-
03	Earnings Deductions	+...	-
04	Accumulators	+...	-
05	Absence Daily Data	+...	-
06	Generated Positive Input	+...	-
07	Absence Accumulators	+...	-

Element Group Members and Attributes

Each element that is a member of the element group appears in the Element Name column on the Element Group Attributes page. Then, based on settings from the Define Application page setup, you can specify details for reach. For example, the Column header on the Attributes tab of the Element Group Attributes page comes from the Attribute Control and Description fields on the Define Application page.

Image: Example of the setup source for columns in the Element Group Members and Attributes group box

This example illustrates the fields and controls on the Example of the setup source for columns in the Element Group Members and Attributes group box.

Element			
Customize Find First 1 of 1 Last			
*Attribute Control	*Description		Default Value
Drop Down List	Column	Values	10

The available values under the Column header on the Attributes tab of the Element Group Attributes page comes from the corresponding Define Values for Attribute page.

Image: Example of the setup source for the field values in the Element Group Members and Attributes group box

This example illustrates the fields and controls on the Example of the setup source for the field values in the Element Group Members and Attributes group box.

Define Values for Attribute

Country: ALL

Application: RSLT_ADM Administrator Results

Attribute Control: Drop Down List

Description: Column

Values			
Customize Find View All First 1-2 of 2 Last			
*Value	*Description		
10	Column 1		
20	Column 2		

Type and Description

Select the Type and Description tab.

Image: Element Group Attributes page: Type and Description tab

This example illustrates the fields and controls on the Element Group Attributes page: Type and Description tab.

Element Group Attributes

Country:	GBR	United Kingdom
List Set:	RSLT_ADM	Administrator Results
Effective Date:	01/01/1990	
Element Group:	RSLT ADM SUMM ACM	Result Admin - Summ Accum

Element Group Attributes

Element Grid:	Summary Accumulators	Element Grid Title Type:	
Element Grid Title:		Message Set Number:	
Message Number:			

Element Group Members and Attributes

[Customize](#) | [Find](#) | [View All](#) | | | [First](#) | [1-10 of 15](#) | [Last](#)

[Attributes](#) | [Type and Description](#) |

Element Name	Element Type	Description
GBR AC GROSS SEG	Accumulator	Gross Pay Segment
GBR AC GRTX SEG	Accumulator	Generic Gross taxable Segment
GBR AC NIBL SEG	Accumulator	Generic Niable Pay SEG
GBR AC PENBL SEG	Accumulator	Pensionable Pay this Run
NI DD EES PTD	Accumulator	NI Employees Deds
NI DD EES YTD	Accumulator	NI Employees Deds
NI DD EESRBT PTD	Accumulator	NI Employees Rebate
NI DD EESRBT YTD	Accumulator	NI Employees Rebate
NI DD ERS PTD	Accumulator	NI Employers Deds
NI DD ERS YTD	Accumulator	NI Employers Deds

On this tab you can view the element type and description values for each element. These values come from the element setup. The description is what appears in the component, report, or process you configure using this list set.

Using the Utilities

Understanding the Global Payroll Utilities

This topic discusses:

- Utility usage guidelines.
- The packaging and upgrading processes.
- Base and related languages.
- The versioning functions.
- The delete functions.
- The process of connecting UNIX and NT directories.

Common Terms Used in Global Payroll Utilities

Element Map

Depicts the relationships between the elements in your database. For example, if you have an earning element with a calculation rule of $\text{rate} \times \text{units}$, where the number of units is returned by a formula, you can use the element map to see how the components and formula elements are connected to your earning element.

The element map plays a critical role in packaging and moving elements and data to other databases. Because the map must be current and accurate when you create packages, the system rebuilds it when you start the process that creates rule packages.

During mapping, the system validates that the defined fields exist in the records.

Note: Mapping includes PIN-level records only. You must include those records that don't have a PIN number as the primary key in order to use the non-rule packager.

Focus Element

The focal point of a process or action.

Non-rule

Non-rule data includes processing results, payee data, setup definitions, and other data where PIN_NUM isn't the primary key.

Package Status

Click this link to access the Package Status page.

PIN Code (pay item name code)

The only element attribute that must be unique across databases. Like a PIN number, it's automatically assigned to every element, those delivered by PeopleSoft and those that you create. The Code consists of the element name plus the suffix *ALL* if the element is used by all countries, or a three-character country code if the element is used by one country—for example, BASE ALL or BASE ITA. When you move elements between databases, the system compares the elements that you're exporting with those in the target database. PIN code is one of the attributes that the system checks when comparing elements.

PIN Number (pay item name number)

This number is a pointer back to a PIN name-related data in GP_PIN and other tables. It is generated and assigned to every element, those delivered by PeopleSoft and those that you create. Global Payroll programs access and process elements by referring to their PIN numbers (PIN_NUM), not their names.

PIN numbers are assigned sequentially in a given database, meaning that the same element can have different PIN numbers in different databases. So when you move elements between databases, the utilities don't rely on the PIN number to determine if the source elements that you're copying exist in the target database.

Rule

In Global Payroll a rule is an element or combination of elements used to define a business rule. For example, an earning or deduction rule or a count or rounding rule. The primary key for rule-definition tables is PIN_NUM.

Target PIN Number (target pay item name number)

The element's PIN number in the target database.

Upgrading

This process consists of copying items from a source database to a target database; comparing the copied items with items already in the target database; overlaying items in the target database or adding new items, depending on the comparison results; and deleting selected items from the target database.

Source Database

The database containing the rule or non-rule elements that you are packaging and moving into the target database.

Target Database

The database into which you are moving the packaged rule or non-rule elements from the source database.

Related Links

[Why the Core Application Uses Pay Item Name \(PIN\) Processing](#)

Utility Usage Guidelines

Global Payroll provides a suite of integrated tools for implementing and maintaining the elements that define your payroll rules. You can use these utilities to view the relationships between elements, package

and move elements and data between databases, and delete elements. When implementing your payroll system, you can use the utilities to move all or selected rules that you've created and tested into your production database. In an existing system, these utilities streamline the process of introducing new rules, installing system updates, and moving processing results and payroll data to other databases.

Here are some guidelines for using the utilities:

- Operations involving the utilities can have a significant impact on the system, so anyone using these tools must be very familiar with Global Payroll.
- Source and target databases must use the same PeopleTools release.
- The source and target databases used by the non-rule packager must share the same base language.
- Do not change the PIN_CODE in the Global Payroll language table (GP_PIN_LANG).

Doing so can affect your ability to move elements.

- The utilities shouldn't be used during a pay run or while online work is being performed, but rather after business hours.
- *You can import only one package at a time.*

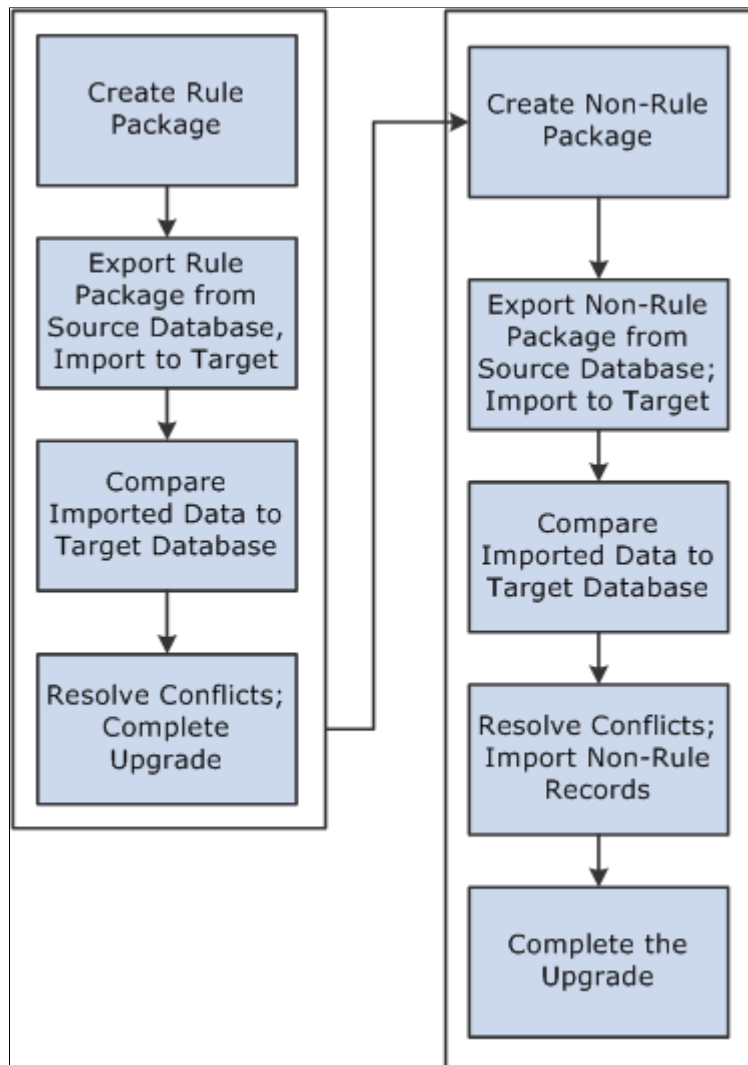
Warning! Attempting to import more than one package at a time could result in the loss of critical data.

The Packaging and Upgrading Processes

To move rules and data between databases, you use several utilities in a specific sequence.

Image: Moving rules and data between databases

This illustration shows the typical sequence for using the utilities to move rules and data between databases.



To move rules and data between databases:

1. Create and upgrade a rule package.

A rule package contains elements that are defined in records with PIN_NUM as the primary key. You use the Create/Export Rule Package and Apply Rule Package components to package and upgrade the elements you want to move. You can select individual elements for a package by name or by attribute, or you can select elements based on their version number. You tell the system whether you want to include only the focus elements or the focus elements plus the elements the focus elements use, based on the element map.

You can direct the system to delete or upgrade elements in the target database. A batch process creates a package of elements that you can view online.

After creating a package, you export it from the source database and import it into the target database; the system adds 50 000 000 to the value of each PIN number in the package to avoid overwriting elements in the target database that have matching PIN numbers.

A batch compare process follows, in which the system compares the packaged elements with those in the target database. The goal is to determine which elements are new to the target database, which match elements that exist in the database, and which need deleting according to your instructions. Elements that are new to the target database are assigned the next PIN number.

After reviewing the results of the comparison and resolving conflicts, you complete the upgrade process.

2. Create and upgrade a non-rule package.

Non-rule packages contain data from records where PIN_NUM is *not* the primary key—plus information about related elements.

To create a non-rule package:

- a. Define the criteria for creating the package of data to move.
- b. Export the non-rule data and element information from the source database.
- c. Import information for the elements (not the elements themselves) into the target database.
- d. Run a compare process that compares the packaged elements with those in the target database and identifies conflicts to address before importing non-rule data.
- e. Import the non-rule data and start an upgrade process that renumbers the PINs in the non-rule data records that were moved to the target database.

For example, imagine that the absence results record (GP RSLT ABS) contains a take element with a PIN number of 1333 on the source database. The element was moved to the target database, and because it matches (based on PIN code) an element in the target database with PIN number 3453, the non-rule packager renumbers the PIN number in the absence results record.

Base and Related Languages

In the case of rule packages, the source and target database need not have the same base language. The rule packager, using Data Mover functionality, can identify the base language in the target database and use the correct language from either the base or related language table if that language existed in the source package. Additionally, the rule packager also creates a related language entry on the target database for the source database's base language. Consider the following example:

A German (DEU) target database contains the following data:

Base Data

<i>PIN_NUM</i>	<i>PIN_CODE</i>	<i>Translatable Data</i>	<i>Nontranslatable Data</i>
701	GP_TEMP001_DEU	Current German Text content	Current values on the target database

You create a package from an English (ENG) source database copying PIN_CODE GP_TEMP001 for base language only. The system:

- Exports a data file containing information for PIN_CODE GP_TEMP001 from the ENG database.

The data file contains the new PIN_NUM of 50 000 701.

- Imports the data file to the target database.

Upon import, DataMover automatically creates a related language row with a language code of ENG.

The German target database now looks like this:

<i>PIN_NUM</i>	<i>PIN_CODE</i>	<i>Translatable Data</i>	<i>Nontranslatable Data</i>
701	GP_TEMP001_DEU	CONTENT	Current values on the target database
50 000 701	GP_TEMP001_DEU	SALARY	New values from the source database

Related Language Data

<i>PIN_NUM</i>	<i>PIN_CODE</i>	<i>LANGUAGE_CD</i>	<i>Translatable Data</i>
50 000 701	GP_TEMP001_DEU	ENG	SALARY

The system then:

- Connects 50 000 701 with 701 using the PIN_CODE.
- Copies the DEU translatable fields from 701 to 50 000 701.
- Deletes the original PIN_NUM 701.
- Renumbers the new rows with the PIN_NUM of the target database.

The result of the process is updated information on the base table and a new ENG entry on the related language table, as shown below.

Base Table

<i>PIN_NUM</i>	<i>PIN_CODE</i>	<i>Translatable Data</i>	<i>Nontranslatable Data</i>
701	GP_TEMP001 DEU	CONTENT	New values from the source database

Related Language Table

<i>PIN_NUM</i>	<i>PIN_CODE</i>	<i>LANGUAGE_CD</i>	<i>Translatable Data</i>
701	GP_TEMP001 DEU	ENG	SALARY

Had the package been defined as both *base* and *related languages*, the swapping of languages to some extent would already have been completed by datamover during the package import (if a related language row for the language of the target database was part of the package.) This would result in overlaying translatable fields of the base row with the contents of the copied language row. If only the related language was copied with the package, the process is the same as described above, except for translatable fields of the base row of the target database, which would be updated to contain the values of the moved language row.

The Versioning Functions

You can use the versioning utilities of Global Payroll to assign a version number to elements, and then have the system package only elements with this version number. Having created a package by version, you can move it to another database. In this case, the system moves changes from element definitions or component records (for example, if you change only an earning calculation, the element definition itself is not moved).

Version-based packages only pull data from the database base language table, not from the Pay Item Names — Related Language table (GP_PIN_LANG). The only way to move related language information from GP_PIN_LANG is to use a regular rule package.

The Delete Functions

To delete rules from the target or source database, you can enter instructions for deleting elements when defining the selection criteria for a package. To preserve the integrity of your data, you can delete an element only if it's not associated with other data. That is, the element being deleted must meet all of the following conditions:

- Not used in a result table.
- Not associated with payee data.
- Not linked to a non-rule table.
- Not used by another element.
- Not created by the PeopleSoft system.

Important! PeopleSoft recommends that you place elements to be deleted in a separate package from elements that you want to move from the source to the target database.

Related Links

[Define Criteria By Element Page](#)

[Define Criteria By Attribute Page](#)

The Process of Connecting UNIX and NT Directories

If your application runs on UNIX, exporting and importing packages involves additional considerations. You can create data mover scripts on the UNIX machine, but the data mover used for importing and exporting packages can only be run via an NT Process Scheduler.

Important! Any job or process that uses data mover in a UNIX environment *must* run on an NT Process Scheduler.

Because UNIX and NT reference directories differently, you must define a shared directory that can be accessed by both platforms. In order to do so, the same paths must be mounted on both platforms. The path name must be defined identically on both machines. For example, we have defined the following directory structure to store datamover files:

- NT system: \\xx-xxx\hcm\datamover\
- UNIX system: /xx-xxx/hcm/datamover/

When you specify the path names before creating scripts, importing packages, or exporting packages, you must always use the NT notation including the double back slash. PeopleCode automatically transcribes the path name to the appropriate platform notation when needed.

Important! You *must* add the location of your scripts to the pspres.cfg file in the NT Process Scheduler. You should verify that the section marked *[Data Mover]* has the Input and Output paths pointed to the same drive.

Defining Element Relationships

To define element relationships, use the Define Element Relationships (GP_PIN_FLD_MAP1) component.

The Define Element Relationships utility builds an element map that shows how elements with PIN numbers are related. It defines the relationship between elements, and enables packager to determine if elements are used in non-rule data, which is important when deleting elements and packaging non-rule data.

Although the packager process rebuilds the map when you create a rule package, we recommend that you rebuild the map when you define new elements, change existing elements, or delete elements. It's also advisable to rebuild the map for the target database after completing an upgrade. This ensures that the map is current when displayed.

This topic discusses how to:

- Rebuild element maps.
- Review for errors.

Pages Used to Define Element Relationships

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define/Build	GP_PIN_FLD_MAP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Define/Build	Start the GP_PINMAP process, which rebuilds element maps. View which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.
Validation	GP_PIN_FLD_MAP_ERR	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Validation	Review for errors after rebuilding the element map.

Related Links

[Adding Records to an Element Map](#)

Define/Build Page

Use the Define/Build page (GP_PIN_FLD_MAP) to start the GP_PINMAP process, which rebuilds element maps.

View which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Define/Build

Image: Define/Build page

This example illustrates the fields and controls on the Define/Build page.

The screenshot shows the 'Define/Build' page with the following details:

- Definition Section:**
 - *Record Type: Element Definition
 - *Export Record: GPBR_NRP_ERR_VW
 - *Field Name: PIN_TAKE_NUM
 - *Record: GP_ERN_DED
 - *Effective Date Type: Begin - End Date
- Fields Referencing Other Elements Table:**

*Field Name	Field Long Name	Field Status
PIN_AMT_NUM	PIN Number - Amount	Valid
PIN_ARR_AMT_NUM	Pin Number - Arrears Pybk Amt	Valid
PIN_BASE_NUM	PIN Number - Base	Valid
- Applicable Element Types Section:**
 - *Element Type: Deduction, Earnings
- Bottom Controls:**
 - Rebuild Effdt Element Map
 - Process Monitor
 - Process Instance:

This page only lists those records that contain elements (which store PIN numbers). PIN NUM is often the key to these records, though this is not always the case.

Note: You cannot edit or delete this page if it displays information for a PeopleSoft-delivered object.

See [Adding Records to an Element Map](#).

Record Type

Select a record type, which is the type of record that contains elements. Values are:

Element Definition: Records of this type define elements with a primary key of PIN_NUM. Examples: GP_ERN_DED (earnings and deductions), GP_ABS_TAKE (absence takes), GP_ARRAY arrays and GP_FORMULA (formulas).

Note: The Element Definition record type is used only by PeopleSoft.

Records that contain elements but don't define elements have one of the following record types:

Set-up Definition: These are records you define when you implement Global Payroll. Examples: GP_ELIG_GRP_MBR (

eligibility group member) and GP_RUN_TYPE_DTL (run type detail).

Output Result Data: These records contain calculation results.

Examples: GP_RSLT_ACUM (accumulator results) and GP_RSLT_PIN.

Payee Data: These records contain payee-specific data.

Examples: GP_ABS_EVENT (absence events) or GP_PYE_OVRD (payee overrides).

Record

Displays the name of the record, containing one or more elements.

Export Record

Displays the name of the record that the system uses when exporting this data to another database.

Effective Date Type

Identifies whether the record is effective-dated. If this field is set incorrectly, the packager may fail.

Effdt (effective date): This is the default value. Indicates that the record is effective-dated. Example: GP_BRACKET.

Note: If you include in a package an element that has more than one effective-dated row, the system tries to match each row when comparing the source elements with the target database.

If it finds a match, it replaces the row in the target database; if it doesn't find a match, it adds the row to the target database. And if a row in the target database has no match, the system leaves the row in the target database unchanged.

No Effdt (not effective-dated): Indicates that the record doesn't have an effective date. Example: GP_ARRAY.

Note: If you include in a package an element with no effective date, the system replaces all data for that element in the target database when you upgrade the package.

Begin – End: Indicates that the record isn't effective-dated but contains begin and end dates. Example: GP_ACM_MBR.

Note: If you include in a package an element with begin and end dates, the system replaces all data for that element in the target database when you upgrade the package.

Field Name

Displays the name of the field in the record that contains other PIN number elements.

For a record type of *Element Definition*, the system displays the name of the key field (PIN_NUM).

Fields Referencing Other Elements

This group box displays all fields that store the PIN numbers of (member) elements that are used by the record/field combination at the top of the page.

The sample page displays information for GP_ERN_DED, the record that defines earning and deduction elements. This record can use up to 17 elements. PIN_AMT_NUM and PIN_BASE_NUM are some of the fields that store PIN numbers of member elements. For example, PIN_BASE_NUM identifies the element that returns the base amount. To resolve an earning or deduction element, the system must know the PIN numbers of elements that store the amount, base, generation control instructions, and so on.

Field Name	Displays the name of the field that stores a member element's PIN number.
Field Long Name	Displays the long name of the field.
Field Status	Displays the field's status. Values are: <i>Valid:</i> Indicates that the field in the record existed when the element map was last rebuilt. <i>Invalid:</i> Indicates that a field has been renamed or removed from the record, or that the record no longer exists. The system flags invalid fields when you rebuild the element map.

Applicable Element Types

When the record type is *Element Definition*, this group box identifies the corresponding element types. For example, the element types that apply to GP_ERN_DED are *Earnings* and *Deductions*.

Element Type	Important when packaging elements. The element type that you select when creating a package gives the system information needed to select rows from the appropriate record.
Rebuild Effdt Element Map (rebuild effective-dated element map)	Click to start the rebuild process. If the system cannot build the element map because of errors, this message appears on the page: "Effdt Element Map hasn't been built. Please check Validation page for errors."

Note: If the rebuild process is unsuccessful, an error message also appears in the message log.

Validation Page

Use the Validation page (GP_PIN_FLD_MAP_ERR) to review for errors after rebuilding the element map.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Validation

Image: Validation page

This example illustrates the fields and controls on the Validation page.

Define/ BuildValidation

Validation

Customize | Find | View All | First 1 of 1 Last

Status	Record (Table) Name	PIN Nbr Fieldname	Field Name	Message
Invalid	GP_ERN_DED	PIN_TAKE_NUM	PIN_TAKE_NUM	

Review this page for errors generated by the rebuild process.

Status

Displays *Invalid* if an error occurred. Usually means that a field has been renamed or removed from the record, or that the record no longer exists.

If this is a PS Delivered/Maintained (PeopleSoft delivered/maintained) record, contact PeopleSoft support.

If the error involves a record that you created, check the record to make sure all the fields are still valid.

Record (Table) Name

Identifies the record that contained the invalid field.

PIN Nbr Fieldname (pay item name number field name)

Displays the name of the field that appears in the Field Name field at the top of the Define/Build page.

Field Name

Displays the field name that no longer exists in the record but appears on the Define/Build page.

Message

Displays an error message pertaining to the specific field.

Adding Records to an Element Map

The procedure for adding records to an element map depends on the record's main (first) key:

- If the main key is PIN_NUM, the record type is *Element Definition* (also called Rule Definition).

Note: Rule definitions are created only by PeopleSoft.

- If the main key is not PIN_NUM, the record type is *Output Result Data*, *Payee Data*, or *Set Up Definition*, depending on its purpose.

This topic discusses how to add non-rules to an element map.

Adding Non-Rules to an Element Map

This topic describes the procedure for adding non-rule definitions to an element map, where the record's main key is not PIN_NUM.

To add a non-rule to an element map:

1. Use PeopleTools to create a SQL view for the record.

The view must have the same structure as your new record, as illustrated in the following example.

In the Select statement, enter + 50 000 000 after each field in the record that references a PIN number.

2. On the Define/Build page, add a row for the new record.
3. Complete these fields on the Define/Build page:
 - a. For Record Type, select *Output Result Data*, *Payee Data*, or *Set up Definition*.
 - b. For Record, select your new record.
 - c. For Export Record, select the view that you created in step 1.
 - d. For Effective Date Type, select the appropriate value for the record.
 - e. For Field Name, select any field in the record that references PIN_NUM.
 - f. In the Fields Referencing Other Elements group box, list each field within your record that contains a PIN number.

This includes the field name defined in step e. You can select only PIN_NUM.

Example

Image: Record definition for GP_PYE_OVR_SOVR

This illustration shows how your SQL statement should match the record structure.

Record Fields		Record Type					
	Num	Field Name	Type	Len	Format	Short Name	Long Name
	1	EMPLID	Char	11	Upper	ID	EmplID
	2	EMPL_RCD	Nbr	3		Empl Rcd#	Empl Rcd Nbr
	3	PIN_NUM	Nbr	8		PIN Number	PIN Number
	4	BGN_DT	Date	10		Begin Date	Begin Date
	5	PIN_SOVR_NUM	Nbr	8		Supp Ovr PIN	Supp Element PIN numb
	6	END_DT	Date	10		End Date	End Date
	7	ENTRY_TYPE_SOVR	Char	3	Upper	Element Type	Element Entry Type
	8	SOVR_VAL_CHAR	Char	25	Upper	Value	Character Value
	9	SOVR_VAL_NUM	Sign	12.6		Value	Numeric Value
	10	SOVR_VAL_DT	Date	10		Value	Date Value

```
SELECT EMPLID
,EMPL_RCD
,PIN_NUM + 50000000
,BGN_DT
,PIN_SOVR_NUM + 50000000
,END_DT
```

```
,ENTRY_TYPE_SOVR
,SOVR_VAL_CHAR
,SOVR_VAL_NUM
,SOVR_VAL_DT
FROM PS_GP_PYE_OVR_SOVR
```

Viewing Element Relationships

You can use the View Element Relationships utility to view hierarchical maps, including a map that existed as of a specific date.

This topic discusses how to:

- View elements used by a focus element.
- View elements that use a focus element.

Pages Used to View Element Relationships

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Uses	GP_PINTREE_EFFDT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships, Uses	View a map of elements that a focus element uses. The element relationship map must be built before the data is displayed.
Used By	GP_PINTREE_EFFDT2	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships, Used By	View elements that use the focus element.

Uses Page

Use the Uses page (GP_PINTREE_EFFDT) to view a map of elements that a focus element uses.

The element relationship map must be built before the data is displayed.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships, Uses

Image: Uses page

This example illustrates the fields and controls on the Uses page.

The screenshot shows the 'Uses' page with the following details:

- Element Name:** DED - POST TAX
- Type:** Section
- As Of Date:** 05/15/2009
- Element Uses:**
 - First | Previous | Next | Last | Left | Right
 - DED - POST TAX-Section
 - LOAN REPAY-Deduction
 - CMN GC TERM STAT-Generation Co
 - CMN VR BALGRP ID-Variable
 - LOAN BALANCE-Accumulator
 - LOAN REPAY ARR-Accumulator
 - LOAN REPAY ATARR-Auto Assigned
 - LOAN REPAY NTKN-Auto Assigned
 - LOAN REPAY PYBCK-Auto Assigned
 - PAY ENTITY-System Element
 - TRANS REC-Deduction
 - LN FM GOAL CHECK-Formula
 - LN GC TRANS REC-Generation Con
 - LN VR REC AMT-Variable
 - TRANS ADV AMT-Accumulator
- Perspective:**
 - *Perspective: Functional
 - Type: Deduction
 - Name: TRANS REC
 - Description: Transport Loan Recovery
 - Record: Section Details
 - Field: Element Number

Element maps include fields that contain PIN_NUM only. So, when looking at the map for an earning element, you don't see fields for frequency, currency, and other non-element information.

Element Name

Displays the name of the element that you selected on the search page. This is the *focus* element.

Type

Displays the element type of the focus element.

As Of Date

To see the relationship map that was in effect on a specific date, enter the date in this field.

Element Uses

Click the element name to view its member elements. This information appears in a tree structure that expands or collapses as you click the + or – folder before an element name.

Perspective

To see additional information on a related element, click the element name in the Element Uses group box and select a view in the Perspective field.

Perspective

Select the format for the data in this group box. Values are:

Functional: Displays descriptive names of the data.

Technical: Displays technical names for the data.

Type	<p><i>Functional:</i> Displays the name of the element type for the selected element.</p> <p><i>Technical:</i> Displays the 2 character code of the element type for the selected element.</p>
Name	Displays the name of the selected element. (The name is the same in the functional and technical views.)
Description	Displays the description of the selected element. (The description is the same for the functional and technical views.)
Record	<p><i>Functional:</i> Displays the descriptive name of the record in which the selected element resides.</p> <p><i>Technical:</i> Displays the technical name of the record in which the selected element resides.</p>
Field	<p><i>Functional:</i> Displays the descriptive name of the field that stores the element's value.</p> <p><i>Technical:</i> Displays the technical name of the field that stores the element's value.</p>

Used By Page

Use the Used By page (GP_PINTREE_EFFDT2) to view elements that use the focus element.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships, Used By

Image: Used By page

This example illustrates the fields and controls on the Used By page.

The screenshot displays the 'Used By' page for the element 'DED - POST TAX'. The page is divided into several sections:

- Top Navigation:** Tabs for 'Uses' and 'Used By' are visible, with 'Used By' being the active tab.
- Element Details:**
 - Element Name:** DED - POST TAX
 - Type:** Section
 - As Of Date:** 04/02/2004
- Element Used By:** A list box showing elements that use the selected element. The list includes:
 - DED - POST TAX-Section
 - NZL PAYROLL-Process
- Perspective:** A section on the right side of the page.
 - *Perspective:** Functional (selected from a dropdown menu)
 - Type:**
 - Name:**
 - Description:**
 - Record:**
 - Field:**

This page resembles the Uses page but shows all elements that use the focus element.

Related Links

[Uses Page](#)

Creating and Exporting Rule Packages

In release 9.1, Global Payroll offers a streamlined package creation process that enables you to create rule packages, create import/export scripts, and export rule packages using a single component for both standard and version based rule packages. You can run each step in this process—from package creation, to script creation, to package export—as part of a continuous sequence of steps, or run one step at a time. The Global Payroll system ensures that each step is complete before the next step begins, and displays the status of the package so that you can track your progress through the export process.

In addition, Global Payroll enables you to specify a default location on the Installation Settings page for the scripts used in the import/export process so that you do not need to enter the same basic information each time you export a package.

This topic provides an overview of how to create and export rule packages, and discusses how to:

- Name rule packages.
- Select elements for a rule package by element.
- Select elements for a rule package by attribute.
- Select elements for a rule package by version.
- Modify the SQL Where clause for selection criteria.
- Create packages and scripts, and export packages.
- View the elements in a rule package.
- View version details for a package by version.
- View the status of a package.
- View a script.

Pages Used to Create and Export Rule Packages

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Package Definition	GP_PKG_DFN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create/Export Rule Package, Package Definition	Name a rule package and enter a description and comments.

Page Name	Definition Name	Navigation	Usage
Define Criteria By Element	GP_PKGCRIT_ELM_SEC	Click Define Criteria By Element link on the Package Definition page.	Define selection criteria for a package by element.
Define Criteria By Attribute	GP_PKGCRIT_ATR_SEC	Click Define Criteria By Attribute link on the Package Definition page.	Define selection criteria for a package by attribute.
Where Clause	GP_PKG_CRIT2_SEC	Click the Show Where Clause link on the Define Criteria By Attribute page.	View and modify the SQL Where clause for the selection criteria defined on the Define Criteria By Attribute page.
Define Criteria By Version	GP_PKGCRIT_VER_SEC	Select the Version Based check box on the Package Definition page and click the Define Criteria By Version link.	Define selection criteria for a package by version.
Package Processing	GP_PKG_S_RUNCTL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create/Export Rule Package, Package Processing	<ul style="list-style-type: none"> Package elements meeting the selection criteria you have defined. Generate scripts for the export and import process. Export packages.
View Package	GP_PKG_VIEW	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create/Export Rule Package, View Package	View the elements in a rule package. View the action (upgrade or delete) that the system takes when you copy the package. You can clear elements in the package.
View Version Detail	GP_PKG_VERDTL_SEC	Click the View Version Detail link on the View Package page for a package by version.	View version details for a package by version.
Package Status	GP_PKG_DTTM_SEC	Click the Package Status link on the Package Processing page.	View the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.
View Scripts	GP_PKG_SCRIPTS_SEC	Click the View Scripts link on the Package Processing page.	View export, import, and cleanup scripts.

Understanding How to Create and Export Rule Packages

To create and export a rule package:

Note: Rule packages can only include elements defined in records having PIN_NUM as the key.

1. Define criteria for selecting the elements in a rule package.

You can define different kinds of selection criteria:

- Use the Define Criteria By Element page of the Create/Export Rule Package (GP_PKG_CREXP) component to select elements for a package by name.
- Use the Define Criteria By Attribute page of the Create/Export Rule Package component to select elements by attribute (element type, owner, used by, class, category, country).

You can modify the SQL code that the system uses to select elements when you define criteria by attribute.

- Use the Define Criteria By Version page of this component to select elements for a package based on their version number.

You can specify criteria by element *and* by attribute for the same package. If you do this, the system selects all elements that meet the criteria specified on the Define Criteria By Element page *or* the Define Criteria By Attribute page.

You cannot define criteria by version for a package together with criteria by element and/or by attribute. Version criteria are exclusive of other selection criteria.

2. Run the create package process to package the elements meeting the selection criteria.

Do this on the Package Processing page of the Create/Export Rule Package component.

3. View the package and clear any elements that you do not want to move to the target database.

Do this on the View Package page of the Create/Export Rule Package component

4. Run the create scripts process.

Do this on the Package Processing page.

Note: The system generates three scripts for the export and import process: xxx_exp.dms (export script), xxx_imp.dms (import script), and gp_cleanup.dms (cleanup script), where xxx represents the name of the rule package.

5. Review the scripts created in step 4 (above).

Do this on the View Scripts page of the Create/Export Rule Package component.

6. Run the export package process.

Do this on the Package Processing page.

You must export the package before you can import it into the target database.

Note: This topic represents the create rule package, create import/export scripts, and export rule package steps as separate, discrete processes; however, you can also run these steps as part of a single continuous process.

Warning! If you add or change an element after creating a package, you must recreate the package to include your changes.

Package Definition Page

Use the Package Definition page (GP_PKG_DFN) to name a rule package and enter a description and comments.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create/Export Rule Package, Package Definition

Image: Package Definition page

This example illustrates the fields and controls on the Package Definition page.

The screenshot shows the 'Package Definition' page with three tabs: 'Package Definition' (selected), 'Package Processing', and 'View Package'. The form contains the following fields and controls:

- Package ID:** A text field containing 'DERULGER'.
- *Description:** A text field containing 'Global Payroll DEU Rule Trans'.
- Short Description:** A text field containing 'GP DEU'.
- Comment:** A large text area containing 'HRMS - Global Payroll Germany Country Extension Rule Translations (German)'.
- Version Based:** A checkbox that is currently unchecked.
- Define Criteria By Element:** A checkbox that is currently unchecked.
- Define Criteria by Attribute:** A checkbox that is currently checked.

Description and Comment

Enter a description of the package and comments.

Version Based and Define Criteria By Version

Select the Version Based check box to define a package using version criteria. By default, this check box is deselected.

When you select this check box, the Define Criteria By Version link appears and the Define Criteria By Element and Define Criteria By Attribute Links disappear.

Click the Define Criteria By Version link to access the Define Criteria By Version page, where you can specify the version of the elements that you want to include in the rule package.

Define Criteria By Element

Click the link to access the Define Criteria By Element page, where you can select elements to include in the package by name.

Note: When you specify the elements to include in the package on the Define Criteria By Element page and click OK, the check box in front of this link is automatically selected.

Define Criteria by Attribute

Click the link to access the Define Criteria By Attribute page, where you can select elements to include in the package based on attributes of the elements.

Note: When you define element attributes on the Define Criteria By Attribute page and click OK, the check box in front of this link is automatically selected

Note: You cannot define version based criteria for a package together with element or attribute criteria, as these package types are mutually exclusive. The system provides the following controls to prevent this from occurring: After you define and save version criteria for a package, you cannot access the Define Criteria By Element or Define Criteria By Attribute pages to add element and attribute criteria. In addition, if you try to combine package types before saving your work—for example, you define a version based rule package and then try to define additional criteria by element or by attribute—all of the version criteria you have already entered will be deleted at save time and you will receive a warning message.

Note: After you import a package, the Define Criteria By Element, Define Criteria By Attribute, and Define Criteria By Version links are disabled and you can no longer modify the selection criteria.

Define Criteria By Element Page

Use the Define Criteria By Element page (GP_PKGCRIT_ELM_SEC) to define selection criteria for a package by element.

Navigation

Click Define Criteria By Element link on the Package Definition page.

Image: Define Criteria By Element

This example illustrates the fields and controls on the Define Criteria By Element.

Create/Export Rule Package

Define Criteria By Element

Package ID: BRRULPOR Global Payroll BRA Rule Trans

Packaging Criteria - Element List Customize | Find | View All | First 1 of 1 Last

Entry Type	*Element Name	Element Owner	*Include	*Language	*Action		
Deduction	GXDD101	PS Mnt	Focus Element + Member	All	Upgrade	+	-

OK Cancel

Packaging Criteria - Element List

Entry Type

Select the entry type for the element to include in the package. This determines which elements you can select in the Element Name field.

Element Name	In this required field, select the name of the element to include in the package. This element is referred to as the <i>focus</i> element.
Element Owner	Identifies who created the element that you selected in the Element Name field and who's responsible for maintaining it. Valid values are <i>Customer</i> , <i>Modified</i> , <i>PS Mnt</i> (PeopleSoft Maintained), <i>PS NonMnt</i> , and <i>PS Secure</i> .
Include	<p>Select the elements to include in the package.</p> <p>Valid values are:</p> <p><i>Focus Element + Members</i>: The system includes focus elements (the elements in the Element Name field) as well as any member elements used by the focus elements (as depicted on the Uses page).</p> <p><i>Focus Element Only</i> (default): The system includes focus elements as well as any auto generated components and accumulators. First level elements are selected as information only elements.</p> <hr/> <p>Warning! Select <i>Focus Element Only</i> only if you know that the target database contains all of the member elements. If it doesn't, the system reports an error during the compare process.</p> <hr/> <p>Note: The system always includes information for the member elements in the package—even when you select <i>Focus Element Only</i>. Although the member elements aren't copied to the target database, the system uses the information to perform the compare process described later in this topic.</p> <hr/>
Language	<p>Specify whether to copy base and related language data to the target database.</p> <p>All fields on GP_PIN that are translatable have associated related language data. Related language data is stored on the related-language table for GP_PIN, GP_PIN_LANG.</p> <p>Valid values are:</p> <ul style="list-style-type: none"> • <i>All</i>: Add all language information to the package. • <i>Base</i>: Select to get only the base language data. • <i>Related</i>: Copy all language data related to the element but not the base language for the element itself.
Action	<p>Select the action the system should take with this element when upgrading the target database. Values are:</p> <p><i>Upgrade</i> (default): Adds the element to the target database or updates a matching element that's in the target database.</p>

Delete: Deletes the element from the target database. (One database can be used as both the source and target database.)

You cannot delete elements that meet any of the following conditions:

- Used in a results table.
- Associated with payee data.
- Linked to a non-rule table.
- Used by another element.
- Delivered by the PeopleSoft system.

Note: You can delete the related language or all language information but not the base language alone. If you are deleting both a parent and a child element, you must still unhook the child from the parent.

Warning! PeopleSoft strongly recommends that you place deletes in a separate package from all other elements.

Related Links

[Base and Related Languages](#)

Define Criteria By Attribute Page

Use the Define Criteria By Attribute page (GP_PKGCRIT_ATR_SEC) to define selection criteria for a package by attribute.

Navigation

Click Define Criteria By Attribute link on the Package Definition page.

Image: Define Criteria by Attribute page - Attribute Set1 tab

This example illustrates the fields and controls on the Define Criteria by Attribute page - Attribute Set1 tab.

*Include	*Language	*Action	Element Type	Element Owner		
Focus Element Only	Base	Upgrade			+	-

Image: Define Criteria by Attribute page - Attribute Set2 tab

This example illustrates the fields and controls on the Define Criteria by Attribute page - Attribute Set2 tab.

Used By	Country	Category	Element Class	Where Clause Option	Show Where Clause		
Specific Country	DEU			Use Default WHERE Clause	Show Where Clause	+	-

Attribute Set1

Select the Attribute Set1 tab.

Include

Specify whether the package includes only focus elements (which meet the selection criteria on the Attribute Set1 tab) or also includes elements that are used by the focus elements.

Values are *Focus Element + Members* and *Focus Element Only*.

Focus Element + Members: The system includes focus elements (in the Element Name field) as well as any member elements used by the focus elements (as depicted on the Element Relationship Uses page).

Focus Element Only (default): The system includes focus elements as well as any auto generated components and accumulators. First level elements are selected as information only elements. Information only elements are used by the focus

element and its immediate children (if this information has not been previously selected).

Warning! Select *Focus Element Only* only if you know that the target database contains all the member elements. If it doesn't, the system reports an error during the compare process.

Note: The system always includes information for the member elements in the package—even when you select *Focus Element Only*. Although the member elements aren't copied to the target database, the system uses the information to perform the compare process described later in this topic.

Language

Specify whether to copy base and related language data for GP_PIN fields to the target database.

All fields on GP_PIN that are translatable have related language data. This data is stored in the related-language table for GP_PIN, GP_PIN_LANG.

Valid values are:

- *All*: Add all language information to the package.
- *Base*: Select to get only the base language data.
- *Related*: Copy all language data related to the element but not for the base element itself.

Action

Select the action the system should take with this element when upgrading the target database. Values are:

Upgrade (default): Adds the element to the target database or updates a matching element that's in the target database.

Delete: Deletes the element information from the target

You cannot delete elements that meet any of the following conditions:

- Used in a results table.
- Associated with payee data.
- Linked to a non-rule table.
- Used by another element.
- Delivered by the PeopleSoft system.

Note: You can delete the related language or all language information but not the base language alone.

If you are deleting both a parent and a child element, you must still unhook the child from the parent.

Warning! PeopleSoft strongly recommends that you place deletes in a separate package from all other elements.

Element Type

Select the element type.

Element Owner

Select the element owner. Valid values are: *Customer*, *Modified*, *PS Mnt*, *PS Non-Mnt*, and *PS Secure*.

Attribute Set2

Select the Attribute Set2 tab.

Used By

Select where elements are used. Valid values are *All Countries* (default) and *Specific Country*. If you select *Specific Country*, you must select the country in the Country field.

Country

Select the country's three-digit country code if you selected *Specific Country* in the Used By field.

Category

To select only elements assigned to a particular category, select the category. (You assign a category to an element on the Element Name page.)

Element Class

Select the element class to package. (You assign an element class to an element on the Element Name page.)

Valid values are: *Customary*, *Not Classified*, *Sample Data*, *Statutory*, and *System Data*.

Where Clause Option

The system converts the criteria entered on the Define Criteria by Attribute page into SQL in order to select elements for the package.

Values are:

Use Default WHERE Clause: Tells the system to use the default Where clause. If the where clause has been changed and *Use Default WHERE Clause* is selected again, the page discards any SQL code modifications you have made and reverts to the Where clause based on the criteria you specified.

Change WHERE Clause: Makes all other fields on the page unavailable and puts the SQL code on the Where Clause page in edit mode.

Show Where Clause

Displays the Where Clause page, where you can view and alter the SQL code containing your selection criteria.

Related Links

[Define Criteria By Element Page](#)

[Understanding Security](#)

[Base and Related Languages](#)

Where Clause Page

Use the Where Clause page (GP_PKG_CRIT2_SEC) to view and modify the SQL Where clause for the selection criteria defined on the Define Criteria By Attribute page.

Navigation

Click the Show Where Clause link on the Define Criteria By Attribute page.

Image: Where Clause

This example illustrates the fields and controls on the Where Clause.

Create/Export Rule Package

Where Clause

Where Clause Option

☒ Use Default WHERE Clause

☐ Change WHERE Clause

Where Clause: WHERE (PS_GP_PIN.USED_BY = 'C' AND PS_GP_PIN.COUNTRY = 'DEU')

OK Cancel

Where Clause Option

Select *Use Default WHERE Clause* to use the default clause or revert to it after editing the SQL code. Any edits you make to the Where clause will be lost when you select *Use Default WHERE Clause*.

Select *Change WHERE Clause* to make the code on the lower part of the page available for editing.

Where Clause

If you select *Use Default WHERE Clause* as the Where Clause Option, the system displays the Where clause of the SQL statement that it created based on the selection criteria defined on the Define Criteria by Attribute page. The Where clause is not editable.

If you select *Change Where Clause*, you can edit the SQL Where clause. The following rules apply:

- Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored.
(Doing so prevents renumbering during the import process.)
- Add the prefix PS_GP_PIN to field names that you enter.

Example: PS_GP_PIN.RECALC_IND.

Note: When you Click OK and save, the system checks for the use of PIN_NUM, and looks for SQL syntax errors.

Define Criteria By Version Page

Use the Define Criteria By Version page (GP_PKGCRIT_VER_SEC) to define selection criteria for a package by version.

Navigation

Select the Version Based check box on the Package Definition page and click the Define Criteria By Version link.

Image: Define Criteria By Version page

This example illustrates the fields and controls on the Define Criteria By Version page.

Create/Export Rule Package

Define Criteria By Version

Package ID: GP_RULE Global Payroll Rule

Language: Base

*Used By: Specific Country

*Country: FRA France

Versions		Customize	Find	View All	First	1 of 1	Last
*Version	P_9.00.00						

Used By

Select *All Countries* or *Specific Country* depending on whether you are defining version criteria for all countries or a single country.

Specific Country

If you select *Specific Country* in the Used By field, specify the country.

Version

Select the version of elements to include in the package. You can select multiple versions if they are for the same country.

Package Processing Page

Use the Package Processing page (GP_PKG_S_RUNCTL) to .

- Package elements meeting the selection criteria you have defined.
- Generate scripts for the export and import process.

- Export packages.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create/Export Rule Package, Package Processing

Image: Package Processing

This example illustrates the fields and controls on the Package Processing.

Package Definition Package Processing View Package

Package ID: DERULGER Global Payroll DEU Rule Trans [Process](#)

Processing Options

☒ Created ☒ Scripts Created ☐ Exported [Process Monitor](#) [Package Status](#)

Create Processing

☐ Create Package

Export Processing

☐ Create Scripts ☐ Export Package [View Scripts](#)

*Script Location:

Script Location example: C:\folder\

After defining selection criteria for a package, use the Package Processing page to:

- Create packages based on the selection criteria you have defined.
- Create scripts to use in the export and import process.
- Export packages to the target database.
- Track the status of a package.

During the export process, the system automatically adds 50,000,000 to the value of the PIN number assigned to each element so that it can distinguish the imported elements from elements that exist in the target database.

Processing Options

The check boxes under Processing Options display the status of the creation and export process. Status values are:

- *Created*: If this check box is selected, the package has been created.
- *Scripts Created*: If this check box is selected, scripts have been created for the package.
- *Exported*: If this check box is selected, the package has been exported to the target database.

Package Status

Click to access the Package Status page, where you can view the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

Create Processing

Create Package

Select Create Package to have the program create the package based on the criteria, attributes, or version you have defined.

Export Processing

Create Scripts

Select Create Scripts to have the system to generate three scripts for the export and import process: xxx_exp.dms (export script), xxx_imp.dms (import script), and gp_cleanup.dms (cleanup script), where xxx represents the name of the rule package.

This check box becomes available under the following conditions:

- You select the Create Package check box.
- The package has already been created.

Note: You must specify a path to the script location to generate a script.

Note: You can select Create Package and Create Scripts at the same time, and the system will generate the package and then create the export and import scripts. However, you cannot select Create Scripts before you generate the package.

Script Location

Specify the path to the location where you want the scripts to be created.

This field becomes available when you:

- Select the Create Scripts check box.
- Select the Export Package check box.
- Have created the scripts for a package.

The location of the scripts and data files must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg).

Note: We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories*.

See [The Process of Connecting UNIX and NT Directories](#).

Note: You can define a default script location on the Installation Settings page for all packager scripts.

See [Installation Settings Page](#).

View Scripts

Click to access the View Scripts page, where you can review export and import scripts.

Export Package

Select Export Package to have the system export the package during processing.

This field becomes available when you:

- Select the Create Package and Create Scripts check boxes.
- Have created a package and then select the Create Scripts check box.
- Have created the package and the scripts.

After exporting the package from the source database, you can import it into the target database using the Apply Rule Package (GP_PKG_APPLY) component.

Note: During the export process, the system automatically adds 50 000 000 to the value of the PIN number assigned to each element so that it can distinguish the imported elements from elements that exist in the target database.

Process

Click the Process button to call and run the processes denoted by the check boxes you have selected: Create Package, Create Scripts, and Export Package. Note that you can select all three check boxes at the same time and run these processes as a single, continuous sequence, or run one process at a time. However, the processes must run in the order of create package first, then create scripts, then export package.

Note: When you click the Process button the Process Monitor page appears, so that you can monitor the process. Wait until the program finishes before opening a page associated with the package.

View Package Page

Use the View Package page (GP_PKG_VIEW) to view the elements in a rule package.

View the action (upgrade or delete) that the system takes when you copy the package. You can clear elements in the package.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create/Export Rule Package, View Package

Image: View Package page

This example illustrates the fields and controls on the View Package page.

Package Definition Package Processing View Package								
Package ID: DERUL Global Payroll DEU Rules								
Element List Customize Find View 100 First 1-5 of 4987 Last								
Country	Source PIN Number	Element Name	Description	Element Type	Element Owner	Action	Upgrade	Language
	1	ABS BGN DATE	Absence Begin Date	SystemElem	PS Secure	Info Only	<input type="checkbox"/>	All
	3	ABSENCE DATE	Absence date	SystemElem	PS Secure	Info Only	<input type="checkbox"/>	All
	4	ABSENCE TYPE	Absence Type	SystemElem	PS Secure	Info Only	<input type="checkbox"/>	All
	7	ACTION	Action	SystemElem	PS Secure	Info Only	<input type="checkbox"/>	All
	9	ACTION REASON	Reason Code	SystemElem	PS Secure	Info Only	<input type="checkbox"/>	All

Image: View Package page

This example illustrates the fields and controls on the View Package page.

Package Definition Package Processing View Package								
Package ID: AU18899 AUS Rules - Bundle 18899								
View Version Detail								
Element List Customize Find View All First 1-5 of 22 Last								
Country	Source PIN Number	Element Name	Description	Element Type	Element Owner	Action	Upgrade	Language
	89	EMPLID	Payee ID	SystemElem	PS Secure	Info Only	<input type="checkbox"/>	All
	257	SEGMENT END DATE	Segment To Date	SystemElem	PS Secure	Info Only	<input type="checkbox"/>	All
	331	EMPL RCD	Empl Rcd	SystemElem	PS Secure	Info Only	<input type="checkbox"/>	All
	706	GP TEMP001 NUM	Temporary Variable - Number	Variable	PS Mnt	Info Only	<input type="checkbox"/>	All
	80144	AUS VR EFFDT	Effective Date	Variable	PS Non-Mnt	Info Only	<input type="checkbox"/>	All

After creating a package, you can view the elements in the package and individually select any elements that you do not want to export to the target database.

Action

Displays the action applicable to the element in your package.

Values are: *Upgrade*, *Delete*, and *Info Only*.

When deleting items, the source database and target database can be the same.

Upgrade

This check box is selected by default to include the element in the package for export. deselect it to exclude the element from the export.

View Version Detail

If the elements displayed on the View Package page are packaged by version, the View Version Detail link appears.

Click this link to access the View Version Detail page, where you can view each element's version number and the database records (tables) containing the element definitions.

View Version Detail Page

Use the View Version Detail page (GP_PKG_VERDTL_SEC) to view version details for a package by version.

Navigation

Click the View Version Detail link on the View Package page for a package by version.

Image: View Version Detail page

This example illustrates the fields and controls on the View Version Detail page.

Create/Export Rule Package

View Version Detail

Package ID:

AU18899

AUS Rules - Bundle 18899

Country:

AUS

Australia

Package Elements (Detail)

Customize

Find

View All

First

1-5 of 16

Last

PIN Number	Element Name	Description	Record (Table) Name	Effective Date	Version
80482	AUS TAX	Total Tax for the Period	GP_ACCUMULATOR		P_8.80.00.00.18899
80482	AUS TAX	Total Tax for the Period	GP_ACM_MBR		P_8.80.00.00.18899
80816	AUS AR EE JOBJR	Job Junior Array	GP_ARRAY		P_8.80.00.00.18899
80816	AUS AR EE JOBJR	Job Junior Array	GP_ARRAY_FLD		P_8.80.00.00.18899
80816	AUS AR EE JOBJR	Job Junior Array	GP_ARRAY_KEY		P_8.80.00.00.18899

Return

For elements packaged by version, access the View Version Detail page to view each element's version number and the database records (tables) containing the element definitions.

Package Status Page

Use the Package Status page (GP_PKG_DTTM_SEC) to view the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

Navigation

Click the Package Status link on the Package Processing page.

Image: Package Status page

This example illustrates the fields and controls on the Package Status page.

The screenshot shows the 'Package Status' section of the 'Create/Export Rule Package' window. It displays the following information:

Package ID:	AU18899	AUS Rules - Bundle 18899
Created:		Imported: 04/22/2003 11:35:55AM
Scripts Created:		Compared: 04/22/2003 11:38:18AM
Exported:		Upgraded: 04/22/2003 11:40:42AM

At the bottom left, there is a 'Return' button.

View the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

View Scripts Page

Use the View Scripts page (GP_PKG_SCRIPTS_SEC) to view export, import, and cleanup scripts.

Navigation

Click the View Scripts link on the Package Processing page.

Image: View Scripts page

This example illustrates the fields and controls on the View Scripts page.

The screenshot shows the 'View Scripts' section of the 'Create/Export Rule Package' window. It displays the following information:

Package ID: DERULGER Global Payroll DEU Rule Trans

*Script Location: c:\temp\

Script Location example: C:\folder\

View Package Script: View Export Script (dropdown menu)

SQL Statement Text:

```
SET OUTPUT derulger_dat.dat;
SET LOG derulger_exp.log;

UPDATE PS_GP_PKG_DFN set PKG_EXPORT_DTTM = %CurrentDateTimeN WHERE
GP_PKG_ID = 'DERULGER';

EXPORT GP_PKG_DFN WHERE GP_PKG_ID = 'DERULGER';
EXPORT GP_PKG_CRIT1 WHERE GP_PKG_ID = 'DERULGER';
EXPORT GP_PKG_CRIT2 WHERE GP_PKG_ID = 'DERULGER';
EXPORT GP_PKG_ELEMENTS WHERE GP_PKG_ID = 'DERULGER';
```

At the bottom left, there are 'OK' and 'Cancel' buttons.

Script Location

Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and

export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg).

Note: We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories*.

See [The Process of Connecting UNIX and NT Directories](#).

Note: You can define a default script location on the Installation Settings page for all packager scripts.

See [Installation Settings Page](#).

View Package Script

Select the type of script that you want to view: export, import, or cleanup. The DataMover script appears.

Importing, Comparing, and Upgrading Rule Packages

Global Payroll offers a streamlined package import and compare process that enables you to run the import, compare, and upgrade process using a single component for both standard and version based rule packages. You can run each step in this process—from package import, to comparison, to upgrade—as part of a continuous sequence of steps, or run one step at a time. The Global Payroll system ensures that each step is complete before the next one begins, and displays the status of the package so that you know exactly where you are in the process.

In addition, Global Payroll enables you to specify default packager-related options on the Installation Settings page so that you do not need to enter the same basic information each time you run the import, compare, and upgrade process. Use the Installation Settings page to:

- Specify a default location for the scripts used in the import process.
- Specify compare report print options for standard and version based rule packages to control the type of information that appears in the compare report.
- Specify the conditions under which an upgrade is permitted—that is, you can elect to proceed with upgrades despite errors and warnings in the compare process, or choose not to allow upgrades containing errors or warnings.

See [Installation Settings Page](#).

This topic provides an overview of rule package, imports, comparisons, and upgrades, and discusses how to:

- Import a package.
- Run the compare report.
- Start the compare and upgrade processes.
- Review for upgrade errors.

Pages Used to Import, Compare, and Upgrade Rule Packages

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Package Definition	GP_PKG_DFN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Definition	View the description and package ID of a rule package.
Package Processing	GP_PKG_T_RUNCTL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Processing	<ul style="list-style-type: none"> • Import rule packages into the target database. • Run the compare process and generate the compare report. • Run the upgrade process.
Package Elements	GP_PKG_ELEM_UPG	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Elements	View the results of the compare processes and clear elements from the upgrade process.
Package Compare Audit	GP_PKG_CMP_AUDIT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Compare Audit	Review for errors that occur during the compare process. Before continuing with the upgrade process, correct the errors and rerun the compare process.
Package Status	GP_PKG_DTTM_SEC	Click the Package Status link on the Package Processing page.	View the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.
View Scripts	GP_PKG_SCRIPTS_SEC	Click the View Scripts link on the Package Processing page.	View export, import, and cleanup scripts.

Understanding Rule Package Imports, Comparisons, and Upgrades

After running the export process, use the Apply Rule Package (GP_PKG_APPLY) component to import the package into the target database, compare the rules in the source database to those in the target database, and upgrade the rule package.

To import, compare, and upgrade a rule package:

1. Run the import process on the Package Processing page of the Apply Rule Package component.

2. Compare the packaged elements with the elements in the target database by running the compare process and generating the compare report on the Package Processing page of the Apply Rule Package component. Generating the compare report is optional.

The system determines which elements are new to the target database, which update existing elements in the target database, and which need deleting from the target database.

3. Review the compare report and the results displayed on the Package Elements and Package Compare Audit pages of the Apply Rule Package component to determine the results of the compare process.

On the Package Elements page you can exclude elements from the upgrade process.

4. Resolve warnings and errors that are identified in the compare report, on the Package Elements page, and on the Package Compare Audit page during the compare process.

Warnings and errors can occur for several reasons. For example, the source element could use other elements that don't exist in the target database and are not included in your package or an element that you want to delete could be used in a results table. The corrective action depends on the type of error and warning.

5. Rerun the compare process on the Package Processing page after correcting errors or excluding elements from the package.
6. Run the upgrade process after deciding whether to proceed with errors and/or warnings.

Do this on the Package Processing page.

During the upgrade process the system:

- Updates the imported elements with the correct PIN number if they already exist in the database.
- Assigns new numbers to the new elements.
- Deletes rows according to the option chosen in the package.

You can run this process only once.

Note: This topic presents the package import, comparison, and upgrade steps as separate, discrete processes; however, you can run these steps as part of a single continuous process.

Note: Before moving rule and non-rule packages, it is recommended that you back up the target database.

What Happens During the Compare Process

For each exported element, the system looks for an element in the target database with the same PIN code, element type, and element owner.

Image: Compare process for rule packages (flowchart 1)

This flowchart shows the logic that the system uses to perform the comparison and generate the resulting warning or error messages (flowchart 1).

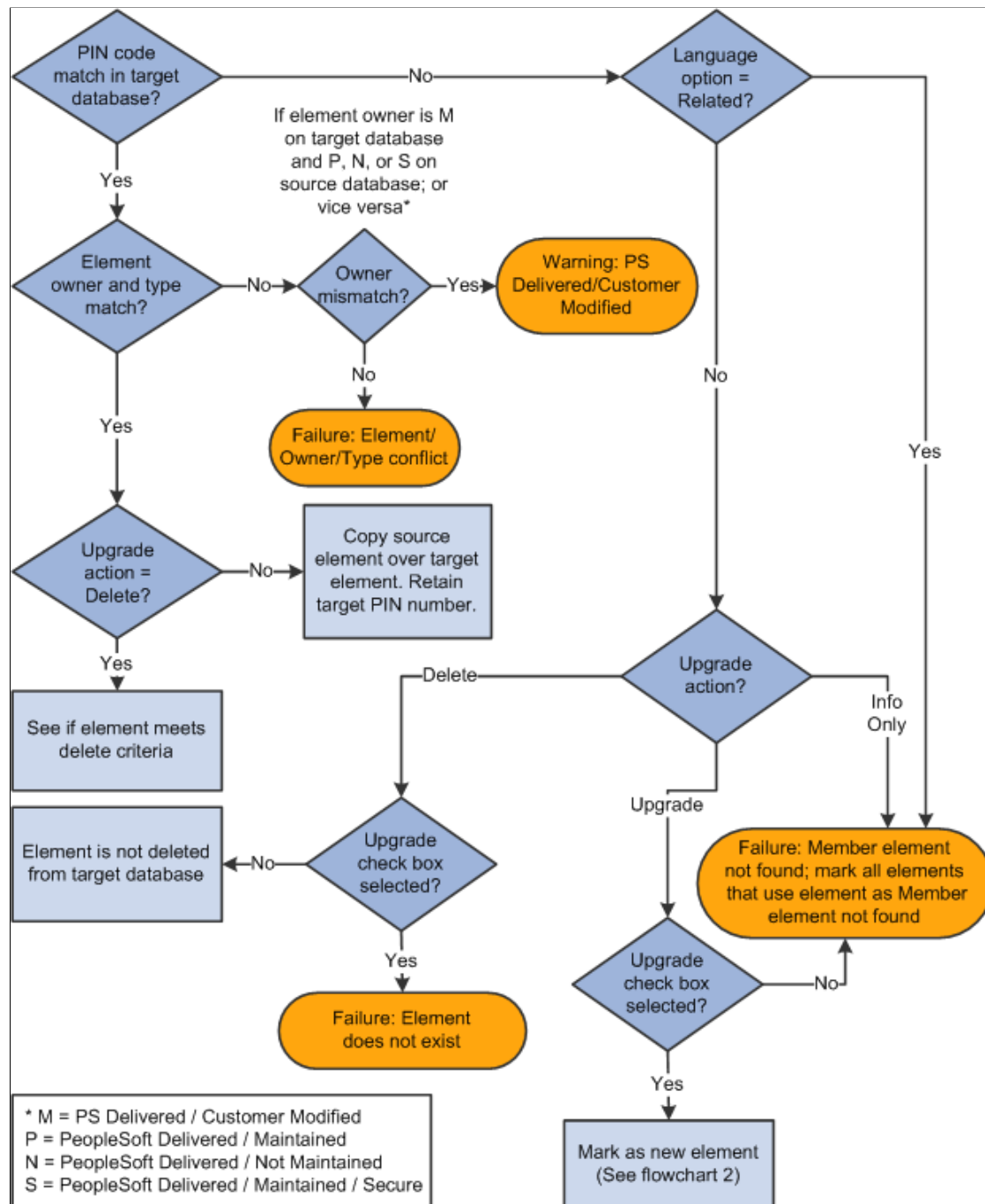
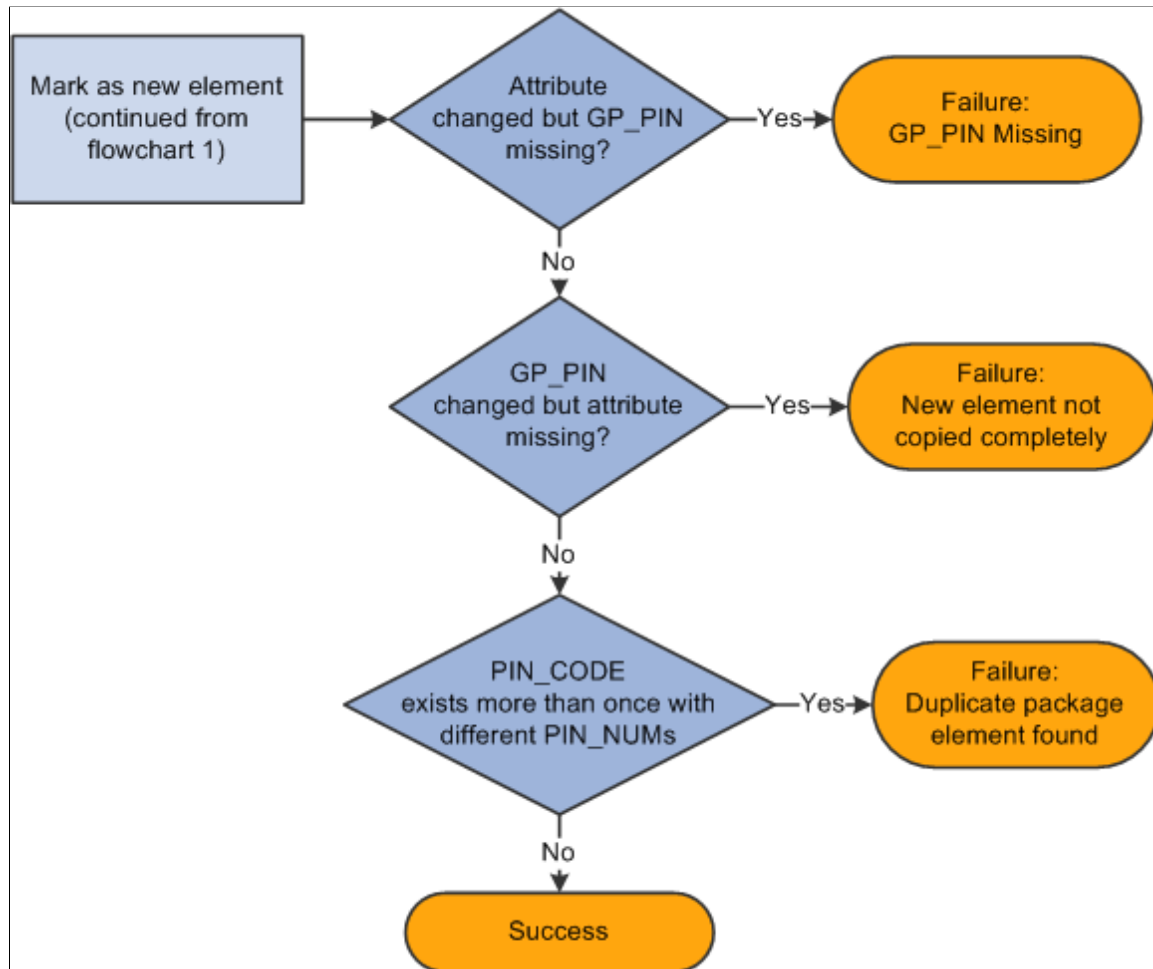


Image: Compare process for rule packages (flowchart 2)

This flowchart shows the logic that the system uses to perform the comparison and generate the resulting warning or error messages (flowchart 2).



Warning! Upgrades override elements in the target database with the information that has been sent over from the source.

Related Links

[The Delete Functions](#)

Running the Compare Report

You can generate a compare report while performing the compare process. The compare report enables you to see what elements the Rule Package will change on a field-by-field basis. Use this information to decide whether to upgrade a specific element.

The compare report creates a report displaying the affected elements and what the differences are between the elements in the Rule Package and the elements in the target database. The compare report can only be run at the same time as the compare process.

Note: We provide a sample compare report in the sample reports PDF file delivered with this product documentation.

Compare Report Summary Page

The summary page is the first page of the compare report. It includes the following information:

- Type of rule package (regular or version based).
- Version of the elements included in the rule package if the package is version based.
- The names of the source and target databases.
- The date and time that the import and compare processes were run.
- The countries with elements included in the package.
- The total number of elements in each of the categories listed below, depending on the Compare Report Print Options selected on the Package Processing page:
 - Elements with errors/warnings.
 - Modified elements.
 - New elements.
 - Deleted elements.
 - Unchanged elements.

Note: These totals are for all of the elements in a package except those that are for information only, and are not separated by country. The exception to this rule is that the total for errors/warnings includes informational elements.

Compare Report Body

The body of the compare report consists of four columns. The columns and contents are described in the following table:

Column	Contents
Element	<ul style="list-style-type: none"> • PIN code. • PIN type. • Upgrade action (either Upgrade, Delete, or Informational Only). • Upgrade (either Yes or No). • Compare status. • Error or Warning (if applicable). <hr/> <p>Note: Upgrade action, upgrade, compare status, and error or warning messages appear only on the Elements With Error/Warning Messages page of the report.</p> <hr/>
Record.Field	Record and field name for the values contained in the Source Database and Target Database columns.
Source Database	Data values that are moving from the source to the target database as part of the Rule Package for the applicable record or field name.
Target Database	Data values that are currently in the target database for the applicable record or field name.

Note: Elements in the compare report are displayed based on the alphabetical order of their country codes. For example, elements for *CHE* (Switzerland) appear before elements for *DEU* (Germany). The country code *All* (Across All Countries) appears if there is an element in the package that is defined for *All* countries or that is in error/warning status.

Elements Displayed in the Compare Report

The compare report is made up of different topics containing detailed information about different categories of elements:

- **Elements with Errors or Warnings** — All elements that have an error or warning message appear in this first section with basic information about the element (if it is available). All errors and warnings should be looked into and resolved before continuing the upgrade process.
- **Modified Elements** — This section is for modified elements and displays the rows (records and fields) that will be changed in an upgrade. If a new row of data is being added, it also appears in this section.

Important! The element definition tables for array, bracket, formula, fictitious calculation, and historical rule elements include a sequence number field. This field is not always displayed online and has a purely technical function; however, you may see these elements appearing in the compare report as *modified* due only to changes in their sequence number. This is expected, as the report provides a field-by-field comparison. If the report lists these elements as modified, you should determine whether fields and information other than sequence number have changed (as this is what is critical from a functional perspective). If only the sequence number has changed, there will be no functional impact from an upgrade to these elements.

Important! Rate Code elements are keyed by both PIN Number (PIN_NUM) and HR Compensation Rate Code (COMP_RATECD). As a result, if the HR Rate Code is changed in an element definition, you will see this displayed in the modified elements section of the compare report as a new row (with 2 key fields appearing) and a deleted row (with 2 key fields appearing).

- **New Elements** — This section is for new elements in the rule package (elements that are not in the target database), and displays the following fields from GP_PIN: PIN Code (as the key field); PIN_NM; DESCR; COMMENTS.
 - **Deleted Elements** — This section is for deleted elements, and displays the following fields from GP_PIN: PIN Code (as the key field); PIN_NM; DESCR; COMMENTS.
 - **Elements with no changes** — Only pin code and element name are displayed in this section.
-

Note: These report sections are displayed country by country in alphabetical order of the country codes. For example, report sections for CHE (Switzerland) appear before those for DEU (Germany). If you request a report section and there are no elements belonging to that category, the following message appears in that section of the compare report: "There are no elements that qualify for this section." For country code 'All' (Across All Countries), the report sections only print out if there are elements to report on. No page is printed if no elements exist for 'All' in the section—not even the message noted above appears. Country code 'All' pages always appear at the end of the report.

Note: For formulas, only the formula text is displayed in the compare report, rather than details about each individual field.
For all PIN Number fields, the compare report displays the corresponding PIN Code instead of the PIN Number.

Note: In the compare report, record information is printed in the following sort order: GP_PIN (if applicable), Parent Element Definition Record (if applicable), and Child Element Definition Records (if applicable). Within each of these records, the data displayed is sorted by effective-date descending (if effective date is in the record) and then by key fields ascending.

Package Definition Page

Use the Package Definition page (GP_PKG_DFN) to view the description and package ID of a rule package.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Definition

Image: Package Definition page

This example illustrates the fields and controls on the Package Definition page.

Package Definition			
Package ID:	HKRUL		
Description:	Global Payroll HKG Rules	Short Description:	GP HKG
Comment:	HRMS - Global Payroll Hong Kong Country Extension Rules		

View the Package ID and description of the package you are comparing and upgrading.

Package Processing Page

Use the Package Processing page (GP_PKG_T_RUNCTL) to:

- Import rule packages into the target database.
- Run the compare process and generate the compare report.
- Run the upgrade process.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Processing

Access this page from the *target* database.

Image: Package Processing page

This example illustrates the fields and controls on the Package Processing page.

Use this page to import, compare, and upgrade rule packages and to track the status of an upgrade.

Processing Options

The check boxes under Processing Options display the status of the upgrade. Status values are:

- *Imported*: If this check box is selected, the package has been imported into the target database.
- *Compared*: If this check box is selected, the elements in the package have been compared with those in the target database.
- *Upgraded*: If this check box is selected, the target database has been upgraded with the elements in the package.

Package Status

Click to access the Package Status page, where you can view the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

Import Processing

Import Package

Select Import Package to instruct the system to import the elements in the package into the target database during

processing. You must specify a path to the scripts used to import the package.

This check box is always enabled, regardless of whether the package has already been imported.

Script Location

Specify the path to the location where you want the scripts to be created.

The location of the scripts and data files must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg).

Note: We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories*.

See [The Process of Connecting UNIX and NT Directories](#).

Note: You can define a default script location on the Installation Settings page for all packager scripts.

See [Installation Settings Page](#).

View Scripts

Click to access the View Scripts page, where you can view the export, import, and cleanup scripts.

Compare Processing

Compare Package

Select Compare Package to have the system compare the imported elements with those in the target database during processing.

This check box is enabled when:

- The package has already been imported but not upgraded.
- You select the Import Package check box.

When the compare process is complete, check the Package Upgrade tab on the Package Elements tab and then review the Package Compare Audit page for errors.

Create Compare Report

Select to generate a report comparing elements in the rule package to the elements in the target database on a field-by-field basis.

This check box is enabled when you select the Compare Package check box.

Update Statistics

Select to update statistics in the appropriate tables when running the compare process.

Compare Report Print Options

These check boxes determine what data appears in the compare report.

- *Errors/Warnings*: Report includes all warning or errors that occur during the compare.

The default setting for this check box is *on*.

- *Modified*: Report includes packaged elements that are different from those in the target database.

The default setting for this check box is *on*.

- *New*: Report includes the new elements.

The default setting for this check box is *off*.

- *Deleted*: Report includes the elements selected for deletion.

The default setting for this check box is *off*.

- *Unchanged*: Report includes the elements that have not changed.

The default setting for this check box is *off*.

Note: You can set default print options for the compare report on the Installation Settings page. You can override these defaults when you run the compare process on the Package Processing page.

See [Installation Settings Page](#).

Upgrade Processing

Upgrade Package

Select Upgrade Package to have the system upgrade the target database with the elements in the package during processing.

This check box is enabled when:

- The package has been compared but not upgraded.
- You select the Compare Package check box.

This process upgrades only those elements that pass the compare process without errors. You can upgrade a package only once.

Note: The upgrade process will not be completed if there are errors or warnings—unless you select *upgrade with errors and/or warnings*. If you choose *not* to upgrade with errors and warnings and there is an error or a warning, the process monitor will show success but the message log will display one of the following messages:

1. "The Upgrade process cannot continue because the compare process finished with some elements having a status of Error. Please see online 'Package Elements' page or review the 'Error/Warning' section of your report."
- or*
2. "The Upgrade process cannot continue because the compare process finished with some elements having a status of Warning. Please see online 'Package Elements' page or review the 'Error/Warning' section of your report."

Even with the upgrade with errors and warnings check boxes selected, at least one element must have a status of success for the process to upgrade the elements. You must fix the errors.

Important! Do not run the compare and upgrade processes together with regular payroll processes. This is to avoid affecting other users.

Update Statistics

Select to generate and view statistics on the upgrade process.

This check box becomes available when you select Upgrade Package.

Continue Upgrade Processing

Select *With Errors* and/or *With Warnings* to proceed with the upgrade despite errors and warnings in the compare report.

If you do not select one or both of these options, and there are errors or warnings, the process will not upgrade. The process will run to success but a message will be generated with information about the errors or warnings.

These check boxes become available when the Upgrade Package check box is selected.

Note: Even with the *With Errors* check box selected, elements that are in error are not included in the upgrade—only elements in the package that are not in error are upgraded in the target database when you run the upgrade process. By contrast, selecting the *With Warnings* check box does not prevent an element with an associated warning from being included in the upgrade if the upgrade check box is selected. However, if you do not select *With Errors* and/or *With Warnings*, and there is even a single error or warning, the process will not upgrade. The process will run to success but a message will be generated with information about the errors or warnings.

Note: You can set default options for continuing an upgrade on the Installation Settings page. You can override these defaults when you run the upgrade process on the Package Processing page.

See [Installation Settings Page](#).

Process

Click the Process button to call and run the processes denoted by the check boxes you have selected: Import Package, Compare Package, and Upgrade Package. Note that you can select all three check boxes at the same time and run these processes as a single, continuous sequence, or run one process at a time. However, the processes must run in the order of import first, then compare, then upgrade.

Note: When you click the Process button the Process Monitor page appears, so that you can monitor the process. Wait until the program finishes before opening a page associated with the package.

Package Elements Page

Use the Package Elements page (GP_PKG_ELEM_UPG) to view the results of the compare processes and clear elements from the upgrade process.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Elements

Image: Package Elements page - Elements tab

This example illustrates the fields and controls on the Package Elements page - Elements tab.

Package Definition Package Processing Package Elements Package Compare Audit						
Package ID: AU689611 GP 9 Bundle 2 (GP Australia)						
Element List Customize Find View All First 1-5 of 6 Last						
Elements Package Upgrade						
Country	Source PIN Number	Element Name	Action	Element Type	Element Owner	Language
ALL	346	PAY ENTITY	Info Only	SystemElem	PS Secure	Base
ALL	643	PRD FREQ TYPE	Info Only	SystemElem	PS Secure	Base
AUS	80814	AUS VR BALGRP ID	Info Only	Variable	PS Mnt	Base
AUS	81959	RTO OTH LVE	Info Only	Earnings	PS Non-Mnt	Base
AUS	81966	RTO OTH LVE_FYTDA	Upgrade	Accum	PS Non-Mnt	Base

Image: Package Elements page - Package Upgrade tab

This example illustrates the fields and controls on the Package Elements page - Package Upgrade tab.

Package Definition

Package Processing

Package Elements

Package Compare Audit

Package ID: AU689611GP 9 Bundle 2 (GP Australia)

Element List

Customize | Find | View All | | First 1-5 of 6 Last

ElementsPackage Upgrade

Country	Source PIN Number	Element Name	Action	Upgrade	Result	Reason	New Element	Target PIN Number	Upgrade Status
ALL	346	PAY ENTITY	Info Only	<input type="checkbox"/>	Success		<input type="checkbox"/>	346	NA
ALL	643	PRD FREQ TYPE	Info Only	<input type="checkbox"/>	Success		<input type="checkbox"/>	643	NA
AUS	80814	AUS VR BALGRP ID	Info Only	<input type="checkbox"/>	Success		<input type="checkbox"/>	80814	NA
AUS	81959	RTO OTH LVE	Info Only	<input type="checkbox"/>	Success		<input type="checkbox"/>	81959	NA
AUS	81966	RTO OTH LVE_FYTDA	Upgrade	<input checked="" type="checkbox"/>	Success		<input type="checkbox"/>	81966	Done

This page displays the results of the compare process. If failures are reported, correct the errors before continuing with the upgrade. The Package Compare Audit page provides additional information about the errors.

Source Pin Number (source pay item name number) Displays the PIN number of the element from the source database (without an added 50 000 000).

Element Name Displays the name of the element in the source database.

Upgrade Select this option to overwrite the element with the data from the source database. If you modified the target element then your changes will be lost. To exclude the element from the upgrade process, deselect the check box. Excluded elements will retain any changes you may have made.

Important! If you exclude an element from the package, you must rerun the compare process before resuming the upgrade.

Result

Displays the result of the comparison. Values are:

Not Done: You haven't yet run the compare process.

Success: The compare process encountered no errors.

Failure: The compare process failed. The Reason field shows why.

Warning: The PeopleSoft system has modified the element in the source database (the upgrade flag is checked on) or you have taken control of the element ownership (the upgrade flag is checked off). The Reason field explains the reason for the warning.

In order to accept or ignore the change, update the upgrade flag to indicate whether you want the element upgraded.

Note: Failures are listed first, followed by warnings and then successes, so if the entries on the first page all read Success, you can assume that the entire comparison process succeeded.

Reason

If the compare process failed or generated a warning, one of the following reasons appears here:

New Element Not Copied Completely: You're trying to copy a new element into the target database but that element has no GP_PIN record—only a definition. (For example, you stamp and package elements by version. Another person modifies the element and clears the version number.) Restamp the element with the appropriate version and export it again.

Note: This error occurs when an element is new and only GP_PIN is brought in and not the definition, or when the definition is there but not GP_PIN.

Element Owner / Type Conflict: The PIN code for the source element matches a PIN code in the target database, but the owner or element type doesn't match. Use the Element Rename page to change the PIN code in the target database.

If an element is customer-defined, the Element Owner field on the Compare and Upgrade Package - Package Elements page reads *Customer*.

Member Element not found: The source element uses other elements that don't exist in the target database and aren't included in the package. Remove the element from the upgrade process by deselecting the *Upgrade* check box, or include the

missing elements in the packaging criteria, recreate the package in the source database, and re-import it.

Mbr Element Owner/Type Conflict (member element owner/type conflict): This is similar to the *Element Owner/Type Conflict* message but applies to a member element that's used by the focus element. Use the Element Rename page to change the PIN code in the target database.

Element does not exist: You're trying to delete an element that's not in the target database.

PS Delivered/Customer Modified: This warning indicates that the element in the target database has been modified and no longer matches the element in the source database. To accept the PeopleSoft or customer modifications and overwrite any changes in the target database, select the Upgrade check box. The element ownership remains PS Delivered/Customer Modified once the check box is selected.

PS Delivered/PS Modified: This warning indicates that the PeopleSoft system has changed the ownership of the element in the source database so that it's no longer PeopleSoft delivered or maintained. To reject the change, deselect the Upgrade check box.

Cannot delete PS-Owned Element: You're trying to delete a PeopleSoft-owned element from the target database. You cannot delete such elements.

Duplicate Package Element Found: You're trying to import an element that is in another package that's being upgraded.

Used in Non-Elem Defn (element definition): You are trying to delete an element that is used in a non-element definition. Modify the non element definition so that it no longer uses this element.

Used in Output Results: You are trying to delete an element that is used in a processing result table. (Results cannot be deleted from the result tables.)

Used in Payee Data: You're trying to delete an element that's associated with payee data. Modify the payee data so that it no longer uses this element.

Used in Rule Defn (definition): You are trying to delete an element that is used by another element. Modify the rule definition so that it is no longer uses this element.

Auto-component used in RuleDfn (rule definition): You are trying to delete an element whose component is used by a rule

definition. Modify the element definition so that it is no longer uses this component.

New Element

The check box is selected if the element to be upgraded isn't in the target database.

Upgrade Status

Indicates whether the upgrade process has occurred. Changes from *Not Done* to *Done* after you complete the compare and upgrade processes.

Package Compare Audit Page

Use the Package Compare Audit page (GP_PKG_CMP_AUDIT) to review for errors that occur during the compare process.

Before continuing with the upgrade process, correct the errors and rerun the compare process.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Compare Audit

Image: Package Compare Audit page - Elements tab

This example illustrates the fields and controls on the Package Compare Audit page - Elements tab.

Package ID: AU689611 GP 9 Bundle 2 (GP Australia)

Element List

Customize | Find | View All | First 1 of 1 Last

Parent	Member Element	Failure Reason	Upgrade Action

Image: Package Compare Audit - Package Upgrade tab

This example illustrates the fields and controls on the Package Compare Audit - Package Upgrade tab.

Package ID: AU689611 GP 9 Bundle 2 (GP Australia)

Element List

Customize | Find | View All | First 1 of 1 Last

Parent	Member Element	Record (Table) Name	PIN Nbr Fieldname	Field Name

Parent

Displays the name of the parent element.

Member Element

Displays the name of the member element that generated the error.

Failure Reason	Displays the cause of the failure. The same information appears in the Reason field on the Package Elements tab.
Upgrade Action	Displays the action that the system was trying to take when the error occurred. Values are: <i>Upgrade</i> , <i>Delete</i> , and <i>Info Only</i> .
Package Upgrade	
Select the Package Upgrade tab.	
Parent	Displays the name of the parent element that generated the error.
Member Element	Displays the name of the member element that generated the error.
Record (Table) Name	Displays the name of the record that stores the parent element and its members.
PIN Nbr Fieldname (pay item name number field name)	Displays the name of the field that contains the key field.
Field Name	Displays the name of the field that contains the member element that created the error.

Package Status Page

Use the Package Status page (GP_PKG_DTTM_SEC) to view the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

Navigation

Click the Package Status link on the Package Processing page.

Image: Package Status page

This example illustrates the fields and controls on the Package Status page.

The screenshot shows a web interface titled "Apply Rule Package" and "Package Status". It displays the following information:

Package ID:	AU689611	GP 9 Bundle 2 (GP Australia)
Created:		Imported: 06/21/2007 11:50:29AM
Scripts Created:		Compared: 06/21/2007 12:08:36PM
Exported:		Upgraded: 06/21/2007 12:12:35PM

At the bottom, there is a "Return" button.

View the date and time packages and scripts were created, and see when packages were exported, imported, compared, and upgraded.

View Scripts Page

Use the View Scripts page (GP_PKG_SCRIPTS_SEC) to view export, import, and cleanup scripts.

Navigation

Click the View Scripts link on the Package Processing page.

Image: View Scripts page

This example illustrates the fields and controls on the View Scripts page.

Apply Rule Package

View Scripts

Package ID: AU689611 GP 9 Bundle 2 (GP Australia)

*Script Location: c:\temp\

Script Location example: C:\folder\

View Package Script: View Import Script

SQL Statement Text:

```
SET INPUT au689611_dat.dat;
SET LOG au689611_imp.log;

UPDATE PS_GP_PKG_DFN set PKG_IMPORT_DTTM = %DateTimeNull, PKG_COMPARE_DTTM
= %DateTimeNull WHERE PKG_UPGRADE_DTTM IS NULL;
DELETE FROM PS_GP_PKG_DFN WHERE GP_PKG_ID = 'AU689611';
DELETE FROM PS_GP_PKG_CRIT_VER WHERE GP_PKG_ID = 'AU689611';
DELETE FROM PS_GP_PKG_CRITVER1 WHERE GP_PKG_ID = 'AU689611';
DELETE FROM PS_GP_PKG_VER_DTL WHERE GP_PKG_ID = 'AU689611';
DELETE FROM PS_GP_PKG_ELEMENTS WHERE GP_PKG_ID = 'AU689611';
```

OK Cancel

Script Location

Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg).

Note: We discuss how to specify the script location in the Process Scheduler configuration file in the section titled *The Process of Connecting UNIX and NT Directories*.

See [The Process of Connecting UNIX and NT Directories](#).

Note: You can define a default script location on the Installation Settings page for all packager scripts.

See [Installation Settings Page](#).

View Package Script

Select the type of script that you want to view: export, import, or cleanup. The DataMover script appears.

Renaming Elements

This topic provides an overview on how to rename elements, and discusses renaming an element.

Page Used to Rename Elements

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Element Rename	GP_PIN_RENAME	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Rename Element Codes, Element Rename	Change an element's PIN code.

Understanding How to Rename Elements

Sometimes the compare process finds an element in the target database whose PIN code is the same as the source element's, but the two elements have different element types or owners. In this case, you receive one of the following error messages: "Element Owner/Type Conflict" or "Mbr Element Owner/Type Conflict."

To continue exporting the element, you can use the Element Rename Utility to change the PIN code of the target element. After changing the PIN code, always rerun the compare process.

When you instruct the system to change an element's PIN code, it checks the following:

- Is the new PIN code already in use?
If yes, the system generates an error.
- Is the old PIN code used in PeopleSoft Time and Labor?
If yes, the system creates a warning. Remap the element in Time and Labor to reflect the new code.
- Is the new PIN code the same as the old PIN code?
If yes, the system issues a warning.

Important! Do not rename an element when you are in the process of creating a package. PeopleSoft created elements cannot be renamed.

Warning! Time and Labor stores PIN code information, so if you make a change, you must update Time and Labor data accordingly.

Related Links

[The Delete Functions](#)

"Integrating Time and Labor with Global Payroll (*PeopleSoft HCM 9.2: Time and Labor*)"

Element Rename Page

Use the Element Rename page (GP_PIN_RENAME) to change an element's PIN code.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Rename Element Codes, Element Rename

Image: Element Rename page

This example illustrates the fields and controls on the Element Rename page.

Element Rename		
Old Code:	UNION FEE ALL	New PIN Code: <input type="text"/>
Name:	UNION FEE	Element Type: Deduction
Description:	Union Fee	Field Format: Monetary
Definition As Of Date:	Calendar Period End Date	<input type="checkbox"/> Always Recalculate
Element Use		Override Levels
Owner:	PS Delivered / Not Maintained	<input type="checkbox"/> Pay Entity
Class:	System Data	<input type="checkbox"/> Pay Group
Used By:	All Countries	<input checked="" type="checkbox"/> Payee
Country:	ALL	<input checked="" type="checkbox"/> Calendar
Industry/Region:		<input checked="" type="checkbox"/> Via Elements
Category:	GED General Earnings - Deductions	<input type="checkbox"/> Element Definition
		<input checked="" type="checkbox"/> Positive Input
Results		Forecasting
<input checked="" type="checkbox"/> Store <input type="radio"/> Always <input type="radio"/> If Element Is Non-Zero <input type="radio"/> If Element Or Comp Is Non-Zero		This element type does not support forecasting.
Go To: Comments		

New PIN Code (new pay item name code)

Enter the new code. The old PIN code is replaced when you save.

Note: When renaming a PIN, make sure that you use the PIN name plus the country suffix. For example: PIN NAME DEU.

Creating and Exporting Non-Rule Packages

This topic provides an overview of creating and exporting non-rule packages and discusses how to:

- Name non-rule packages.
- Define selection criteria.
- Modify the SQL Where clause for the selection criteria.
- Display elements of a non-rule package.
- Export and import non-rule packages.

- View non-rule package scripts.

Pages Used to Create and Export Non-Rule Packages

Page Name	Definition Name	Navigation	Usage
Create Non-Rule Package - Package Definition Export Non-Rule Package - Package Definition	GP_NR_PKG_DFN	<ul style="list-style-type: none"> • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Definition • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Packages, Export Non-Rule Package, Package Definition 	Name or view a non-rule package and enter a description and comments.
Create Non-Rule Package - Package Criteria	GP_NR_PKG_CRIT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Criteria	Define criteria for selecting items for the non-rule package and create the package.
Create Non-Rule Package - Package Records	GP_NR_PKG_RECS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Records	View and optionally edit the Where clause of a SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.
Export Non-Rule Package - Package Records	GP_NR_PKG_DATA	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, Package Records	<ul style="list-style-type: none"> • Create scripts and export package records and element information. • View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

Page Name	Definition Name	Navigation	Usage
Create Non-Rule Package - Package Elements Export Non-Rule Package – Package Elements	GP_NR_PKG_ELMTS	<ul style="list-style-type: none"> Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Elements Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, Package Elements 	View the elements of a non-rule package.
Export Non-Rule Package - View Script	GP_NR_PKG_EXPIMP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, View Script	View non-rule export and import scripts.
Export Non-Rule Package - Package Status	GP_NR_PKG_DTTM_SEC	<p>Click the Package Status link on any page in the Export Non-Rule Package and Create Non-Rule Package components:</p> <ul style="list-style-type: none"> Click Package Status link on Package Definition page. Click Package Status link on Package Criteria page. Click Package Status link on Package Records page. Click Package Status link on Package Elements page. Click Package Status link on View Script page. 	View the date and time a package was created, exported, imported, compared, and upgraded.

Understanding How to Create and Export Non-Rule Packages

Non-rule packages contain both non-elements and element information. Non-elements are those that belong to records where PIN_NUM is *not* the primary key.

Important! When creating a non-rule package, make sure that records that are related to the record you are moving are included in the same package. To move a complete set of related data, you need to understand which records are related.

Before moving non-rule data, make sure that the elements that are associated with the non-rule data exist in the target database. You can do this by creating a rule package that contains the elements that are associated with the data record that's being moved and copying (upgrading) the rule package to the target database.

For example, suppose that you are moving non-rule calendar detail records. Calendar details are associated with the process number element (PIN_PRC_NUM). Before moving the calendar data, create a rule package that contains the process number element and move it to the target database. The system can assign a new PIN number to this element in the target database, if necessary. Once this package is in the target database, you can move the calendar details by creating a non-rule package.

When the system moves the calendar details, it finds the process number element in the target database, retrieves the new PIN number that was assigned during the rule upgrade process, and renumbers the process number PIN in the calendar detail record. (Without renumbering, the calendar detail would contain PIN numbers that may not exist or are not related the element used by that calendar in the target database.)

To create and export a non-rule package:

1. Create the non-rule package.

To do this, use the Create Non-Rule Package (GP_NR_PKG_CREATE) component.

On this component you can:

- Define the selection criteria for the records to move from the source database.
- Run the create package process.
- View the rules that are associated with the data that you're moving.

2. Export the non-rule package.

To do this, use the Export Non-Rule Package (GP_NR_PKG_EXPORT) component.

The system exports the non-rule data and the element information contained in the non-rule package.

Note: Global Payroll enables you to specify a default location for the scripts used in the export non-rule package process so that you do not need to enter the same basic information each time you export a package. To do this, access the Installation Settings page for Global Payroll (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings) and specify the script location.

Create Non-Rule Package - Package Definition Page

Use the Create Non-Rule Package - Package Definition page (GP_NR_PKG_DFN) to name or view a non-rule package and enter a description and comments.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Definition

Image: Create Non-Rule Package - Package Definition page

This example illustrates the fields and controls on the Create Non-Rule Package - Package Definition page.

Package Definition | Package Criteria | Package Records | Package Elements

Package ID: GCH81DMR [Package Status](#)

*Description: Global Payroll CHE 8.01 Demo Short Description: GPCHE 8.01

Comment: Global Payroll Switzerland Release 8.01 Demo Data

Enter a description of the package and comments.

Create Non-Rule Package - Package Criteria Page

Use the Create Non-Rule Package - Package Criteria page (GP_NR_PKG_CRIT) to define criteria for selecting items for the non-rule package and create the package.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Criteria

Image: Create Non-Rule Package - Package Criteria page

This example illustrates the fields and controls on the Create Non-Rule Package - Package Criteria page.

Package Definition | Package Criteria | Package Records | Package Elements

Package ID: AUDMO [Package Status](#)

Description: Global Payroll AUS Demo Data

Record Selection Criteria [Find](#) | [View 100](#) | First | 1 of 270 | Last

Record: ADDRESSES [Search](#) *Where Clause Option: Use Default WHERE Clause [+](#) [-](#)

Data Selection [Customize](#) | [Find](#) | [View All](#) | First | 1 of 1 | Last

*Field Name	Field Format	*Operator	Character
EMPID Search	Character	Like	KAG

[Create Package](#)

Package ID

Displays the package ID.

Record

Select the record that contains the data to move. The Data Selection group box becomes available.

Where Clause Option

The system converts the criteria entered on this page into SQL in order to select elements for the package.

Values are:

Use Default WHERE Clause: Tells the system to use the default Where clause. If the where clause has been changed and *Use Default WHERE Clause* is selected again, the page discards any SQL code modifications you have made and reverts to the Where clause based on the criteria you specified.

Change WHERE Clause: Makes all other fields on the page unavailable and puts the SQL code on the Package Records page in edit mode.

Data Selection

Use the fields in the Data Selection group box to indicate which data to move. Selection criteria are optional, but if you don't enter selection criteria, no delete process is performed on the target database before source data importation. This can result in a "Duplicate Record" message from Data Mover during import, or it can cause the upgrade process to fail.

Field Name

Select the field on which to base the selection criteria. (It is advisable to use a key field, which are identified in the prompt table's Key Position column.)

Field Format

Displays the format of the field that you selected.

Operator

Select the operator that the system uses to select the data to include in the package. Values are <, <=, <>, =, >, >=, and *LIKE*. If you select *LIKE*, you can enter a partial value, such as *S*, in the field to the right.

In the field on the right of the Operator field, enter the value the system searches for. (The name of this field varies with field format.)

Create Package

Click to create the package after defining the selection criteria. The Create Non-Rule Package - Package Records page appears when the package is created.

To review the package contents, select the Package Elements tab.

Create Non-Rule Package - Package Records Page

Use the Create Non-Rule Package - Package Records page (GP_NR_PKG_RECS) to view and optionally edit the Where clause of a SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Records

Image: Create Non-Rule Package - Package Records

This example illustrates the fields and controls on the Create Non-Rule Package - Package Records.

The screenshot shows the 'Package Records' tab of the 'Create Non-Rule Package' utility. It displays the package details for 'SETUP4' and shows a list of records. The selected record is 'GP_CALENDAR'. The 'Where Clause Option' is set to 'Use Default WHERE Clause', and the 'Where Clause' field contains the SQL snippet 'where GP_PAYGROUP like 'K%''.

Record

Displays the record from which fields are selected.

Where Clause Option

Select a Where clause option. Values are:

Change WHERE Clause: Select to edit the SQL code on the lower part of the page.

Use Default WHERE Clause: Select to use the default clause or revert to it after editing the SQL code. Changes that you have made to the Where clause are lost and the field is disabled.

Where Clause

If you selected *Use Default WHERE Clause* in the Where Clause Option field, the system displays the Where clause of the SQL statement it created based on the selection criteria that you entered for the package on the Create Non-Rule Package - Package Criteria page. This WHERE clause cannot be edited.

If you selected *Change Where Clause*, you can edit the SQL. Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored. (Doing so prevents renumbering during the import process.)

Create Non-Rule Package - Package Elements Page

Use the Create Non-Rule Package - Package Elements page (GP_NR_PKG_ELMTS) to view the elements of a non-rule package.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Elements

Image: Create Non-Rule Package - Package Elements page

This example illustrates the fields and controls on the Create Non-Rule Package - Package Elements page.

Package Definition Package Criteria Package Records Package Elements

Package ID: AUDMO [Package Status](#)

Description: Global Payroll AUS Demo Data

Element List

Customize | Find | View 100 | First 1-10 of 578 Last

Source PIN	Element Name	PIN Code	Element Type	Element Owner	Action
80	DEPTID	DEPTID ALL	SystemElem	PS Secure	Info Only
135	GP PAYGROUP	GP PAYGROUP ALL	SystemElem	PS Secure	Info Only
207	PRD FREQ NAME	PRD FREQ NAME ALL	SystemElem	PS Secure	Info Only
214	RATE AS OF DATE	RATE AS OF DATE ALL	SystemElem	PS Secure	Info Only
285	TERMINATION DT	TERMINATION DT ALL	SystemElem	PS Secure	Info Only
346	PAY ENTITY	PAY ENTITY ALL	SystemElem	PS Secure	Info Only
723	GP ROUND NEAR 2DEC	GP ROUND NEAR 2DEC ALL	Rounding	PS Mnt	Info Only
764	GP PRORATE WRK DAY	GP PRORATE WRK DAY ALL	Proration	PS Mnt	Info Only
2194	K0AE PTO	K0AE PTO ALL	Abs Entl	PS Non-Mnt	Info Only
2197	K0AE PTO_BAL	K0AE PTO_BAL ALL	Accum	PS Non-Mnt	Info Only

Note: This display page lists the rule elements used in the records being moved to the new database. These are informational elements. The page doesn't show data in records where PIN Num is not a field.

Export Non-Rule Package - Package Records Page

Use the Export Non-Rule Package - Package Records page (GP_NR_PKG_DATA) to:

- Create scripts and export package records and element information.
- View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, Package Records

Image: Export Non-Rule Package - Package Records page

This example illustrates the fields and controls on the Export Non-Rule Package - Package Records page.

Package Definition | **Package Records** | Package Elements | View Scripts

Package ID: ES89001D [Package Status](#)

Description: Global Payroll ESP System Data

*Script Location:

Script Location example: C:\folder\

Export Scripts Find | View All First 1 of 8 Last

Record:	CTZ_DTA_ESP_TBL Contribution Concept Tbl - ESP
Where Clause:	WHERE SCHEME_ID_ESP = '0111' AND CURRENCY_CD = 'EUR' AND EFFDT = %DATEIN('2005-01-01')

Create Scripts Export [Process Monitor](#)

Script Location

Specify the path to the location where you want the import/export scripts to be created when you click the Create Scripts button.

The location of the scripts and data files must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg).

Note: We discuss how to specify the script location in the Process Scheduler configuration file in the section titled *The Process of Connecting UNIX and NT Directories*.

See [The Process of Connecting UNIX and NT Directories](#).

Note: You can define a default script location on the Installation Settings page for all packager scripts.

See [Installation Settings Page](#).

Record

Displays the name of the record containing the data that you're exporting.

Where Clause

Displays the Where clause of the SQL statement that selects the data to be exported.

Create Scripts

Click to create the import and export scripts for the non-rule package: xxx_elements_imp.dms, xxx_elements_exp.dms, xxx_records_exp.dms, and xxx_record_imp.dms (where xxx = name of package). The scripts will be created in the script location you specify.

Export

Click to export the package once you have selected a script location.

Export Non-Rule Package - View Scripts Page

Use the Export Non-Rule Package - View Scripts page (GP_NR_PKG_EXPIMP) to view non-rule export and import scripts.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, View Scripts

Image: Export Non-Rule Package - View Scripts page

This example illustrates the fields and controls on the Export Non-Rule Package - View Scripts page.

Package ID: AUDMO [Package Status](#)

Description: Global Payroll AUS Demo Data

*Script Location:

Script Location example: C:\folder\

View Package Script:

SQL Statement Text:

[Process Monitor](#)

Script Location

Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg).

Note: We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories*.

See [The Process of Connecting UNIX and NT Directories](#).

Note: You can define a default script location on the Installation Settings page for all packager scripts.

See [Installation Settings Page](#).

View Package Script

Select the type of script that you want to view: either export or import scripts for the elements and records. The DataMover script appears.

Export Non-Rule Package - Package Status Page

Use the Export Non-Rule Package - Package Status page (GP_NR_PKG_DTTM_SEC) to view the date and time a package was created, exported, imported, compared, and upgraded.

Navigation

Click the Package Status link on any page in the Export Non-Rule Package and Create Non-Rule Package components:

- Click Package Status link on Package Definition page.
- Click Package Status link on Package Criteria page.
- Click Package Status link on Package Records page.
- Click Package Status link on Package Elements page.
- Click Package Status link on View Script page.

Image: Export Non-Rule Package - Package Status

This example illustrates the fields and controls on the Export Non-Rule Package - Package Status.

Package Status		
Package ID:	AUDMO	Global Payroll AUS Demo Data
Created:	08/15/2003 5:34:49PM	Compared:
Exported:	08/15/2003 6:17:45PM	Imported NR:
Exported NR:	08/15/2003 6:17:53PM	Upgraded:
Imported:		
<input type="button" value="Return"/>		

View the date and time a package was created, exported, imported, compared, and upgraded.

Importing, Comparing, and Upgrading Non-Rule Packages

This topic provides an overview of comparing and upgrading non-rule packages and discusses how to:

- Import non-rule element information.
- Compare non-rule packages with the data in a target database.

- Import non-rule records.
- Upgrade non-rule packages.

Pages Used to Import, Compare, and Upgrade Non-Rule Packages

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Import Non-Rule Elements - Package Definition Compare Non-Rule Package – Package Definition Import Non-Rule Records – Package Definition Upgrade Non-Rule Package – Package Definition	GP_NR_PKG_DFN	<ul style="list-style-type: none"> • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Definition • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare Non-Rule Package, Package Definition • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Definition • Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Upgrade Non-Rule Package, Package Definition 	<ul style="list-style-type: none"> • Name a non-rule package and enter a description and comments. • View the name and description of a non-rule package.

Page Name	Definition Name	Navigation	Usage
Import Non-Rule Elements - Package Records Import Non-Rule Records – Package Records	GP_NR_PKG_DATA	<ul style="list-style-type: none"> Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Records Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Records 	<ul style="list-style-type: none"> Import non-rule element information into the target database. Import non-rule records into the target database. View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.
Upgrade Non-Rule Package – Package Records	GP_NR_PKG_RECS	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Upgrade Non-Rule Package, Package Records	<ul style="list-style-type: none"> View the Where clause of a SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page. Upgrade a non-rule package. <p>The compare process must be successfully completed before you can upgrade the package.</p>
Import Non-Rule Elements – Package Elements Compare Non-Rule Package - Package Elements Import Non-Rule Records – Package Elements	GP_NR_PKG_ELMTS	<ul style="list-style-type: none"> Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Elements Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare Non-Rule Package, Package Elements Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Elements 	<ul style="list-style-type: none"> Compare data from the source database with the data in the target database. View the contents of the imported package.

Page Name	Definition Name	Navigation	Usage
Import Non-Rule Elements - View Script Import Non-Rule Records – View Script	GP_NR_PKG_EXPIMP	<ul style="list-style-type: none"> Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, View Script Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, View Script 	View export/import scripts.
Package Status	GP_NR_PKG_DTTM_SEC	<ul style="list-style-type: none"> Click Package Status link on Package Definition page. Click Package Status link on Package Records page. Click Package Status link on Package Elements page. Click Package Status link on View Scripts page. 	View the date and time a package was created, exported, imported, compared, and upgraded.

Understanding How to Import, Compare, and Upgrade Non-Rule Packages

After creating and exporting a non-rule package:

1. Import the non-rule elements.

To do this, use the Import Non-Rule Elements (GP_NR_PKG_IMPORT) component.

The system imports the element information only—not the elements themselves.

2. Compare the elements in the non-rule package with those in the target database to ensure that the non-rule elements are in the target database.

To do this, use the Compare Non-Rule Package (GP_NR_PKG_COMPARE) component.

Using this component you:

- Compare the element information in the package with the element information in the target database.
- Identify any missing elements that need to be moved into the target database.

3. Import the non-rule records.

To do this, use the Import Non-Rule Records (GP_NR_PKG_IMPREGS) component.

4. Upgrade the non-rule package.

To do this, use the Upgrade Non-Rule Package (GP_NR_PKG_UPGRADE) component.

Note: Global Payroll enables you to specify a default location for the scripts used in the import non-rule package process so that you do not need to enter the same basic information each time you import a package. To do this, access the Installation Settings page for Global Payroll (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings) and specify the script location.

Import Non-Rule Elements - Package Definition page

Use the Import Non-Rule Elements - Package Definition page (GP_NR_PKG_DFN) to .

- Name a non-rule package and enter a description and comments.
- View the name and description of a non-rule package.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Definition

Image: Import Non-Rule Elements - Package Definition page

This example illustrates the fields and controls on the Import Non-Rule Elements - Package Definition page.

The screenshot shows the 'Package Definition' tab selected. The 'Package ID' field contains 'AU25318' and has a link 'Package Status'. The '*Description' field contains 'AUS Non-Rules -Update ID 25318'. The 'Short Description' field contains 'AUS Non-Ru'. Below these is a large 'Comment' text area with a small icon in the top right corner.

Enter or view a description of the package and comments.

Import Non-Rule Elements - Package Records Page

Use the Import Non-Rule Elements - Package Records page (GP_NR_PKG_DATA) to .

- Import non-rule element information into the target database.
- Import non-rule records into the target database.

- View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Records

Image: Import Non-Rule Elements - Package Records page

This example illustrates the fields and controls on the Import Non-Rule Elements - Package Records page.

The screenshot shows the 'Package Records' tab in the 'Import Non-Rule Elements' interface. It displays details for Package ID AU25318, including its description and a script location field. Below this, an 'Export Scripts' section provides a table view of the package's records, showing a specific record with its 'Where Clause'. Navigation buttons like 'Import Package' and 'Process Monitor' are at the bottom.

Script Location

Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg).

Note: We discuss how to specify the script location in the Process Scheduler configuration file in the topic titled *The Process of Connecting UNIX and NT Directories*.

See [The Process of Connecting UNIX and NT Directories](#).

Note: You can define a default script location on the Installation Settings page for all packager scripts.

See [Installation Settings Page](#).

Import Package

If the button is available, click to start the import process.

Compare Non-Rule Package - Package Elements Page

Use the Compare Non-Rule Package - Package Elements page (GP_NR_PKG_ELMTS) to .

- Compare data from the source database with the data in the target database.
- View the contents of the imported package.

Navigation

(Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare Non-Rule Package, Package Elements)

Image: Compare Non-Rule Package - Package Elements page

This example illustrates the fields and controls on the Compare Non-Rule Package - Package Elements page.





Package Definition

Package Elements

Package ID: AU25318 [Package Status](#)

Description: AUS Non-Rules -Update ID 25318

Element List

[Customize](#) [Find](#) | [View 100](#) |   First  1-10 of 101  Last

Source PIN	Element Name	PIN Code	Element Type	Element Owner	Action	Result	Reason	Target PIN
80041	UNION	UNION AUS	Deduction	PS Non-Mnt	Info Only	Success		80041
80054	SALDED	SALDED AUS	Deduction	PS Non-Mnt	Info Only	Success		80054
80059	SOCIAL	SOCIAL AUS	Deduction	PS Non-Mnt	Info Only	Success		80059
80064	TRAINED	TRAINED AUS	Deduction	PS Non-Mnt	Info Only	Success		80064
80077	SHFAM	SHFAM AUS	Earnings	PS Non-Mnt	Info Only	Success		80077
80081	SHFPM	SHFPM AUS	Earnings	PS Non-Mnt	Info Only	Success		80081
80085	SHFNT1	SHFNT1 AUS	Earnings	PS Non-Mnt	Info Only	Success		80085
80090	OT1.5	OT1.5 AUS	Earnings	PS Non-Mnt	Info Only	Success		80090
80094	OT2.0	OT2.0 AUS	Earnings	PS Non-Mnt	Info Only	Success		80094
80098	OT2.5	OT2.5 AUS	Earnings	PS Non-Mnt	Info Only	Success		80098

Compare

After completing the first part of the export and import process, log onto the target database and perform the compare process, which verifies that the elements needed by the data you're moving exist in the target database. The compare process checks PIN code and PIN type.

If the elements don't exist or if the element types do not match, the compare process fails and you must create a rule package and move the package to the target database before continuing with the non-rule upgrade.

Element List

This group box shows the results of the comparison of the source and target databases. If the compare process reports failures, correct the errors before continuing with the upgrade process.

Source PIN (source pay item name) Displays the PIN number of the element from the source database (without 50000000 added).

Element Name Displays the name of the element in the source database.

PIN Code (pay item name code)	Displays the element's PIN code.
Element Type	Displays the element's type.
Element Owner	Identifies who created the element and who's responsible for maintaining it. Valid values are: <i>Customer</i> , <i>Modified</i> , <i>PS Mnt</i> , <i>PS NonMnt</i> , and <i>PS Secure</i> .
Result	<p>Displays the results of the comparison:</p> <p><i>Not Done</i>: You haven't yet run the compare process.</p> <p><i>Success</i>: The compare process didn't encounter any errors.</p> <p><i>Failure</i>: The compare process failed. The Reason field shows why.</p>
Reason	<p>If the compare process failed, displays one of the following values:</p> <p><i>Not Found</i>: Create a new rule package that includes the missing elements and move the package to the target database before continuing with the non-rule upgrade.</p> <p><i>Type Cnflt</i> (type conflict): The element types do not match. Most likely this error occurred because you created an element that has the same PIN code, but a different type. Rename your element and create a new rule package that includes the element that is being used.</p>
Target PIN (target pay item name)	Displays the PIN number of the element from the target database (without 50000000 added).
Compare	<p>Click to start the compare process. Once the process is complete, the Element List group box shows, element by element, whether a match was found.</p> <p>If the process generates no errors, the following message appears: "Compare process completed successfully. You can now import non-rule records from the source database."</p>

Import Non-Rule Records - Package Records Page

Use the Import Non-Rule Records - Package Records page (GP_NR_PKG_DATA) to

- Import non-rule element information into the target database.
- Import non-rule records into the target database.
- View Where clause of SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Records

Image: Import Non-Rule Records - Package Records page

This example illustrates the fields and controls on the Import Non-Rule Records - Package Records page.

Package Definition | **Package Records** | Package Elements | View Script

Package ID: DEDMO [Package Status](#)

Description: Global Payroll DEU Demo Data

*Script Location:

Script Location example: C:\folder\

Export Scripts Find | View 100 First 1 of 154 Last

Record:	Address Type
ADDRESSES	Address Type

Where Clause: where EMPLID like 'KDG%'

Record Import

After reviewing the results of the compare process and moving any missing elements into the target database, you can import the non-rule records into the target database.

Click the Record Import button to import the records.

Upgrade Non-Rule Package - Package Records Page

Use the Upgrade Non-Rule Package - Package Records page (GP_NR_PKG_RECS) to:

- View the Where clause of a SQL statement that the system creates based on selection criteria that you enter on the Package Criteria page.
- Upgrade a non-rule package.

The compare process must be successfully completed before you can upgrade the package.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Upgrade Non-Rule Package, Package Records

Image: Upgrade Non-Rule Package - Package Records

This example illustrates the fields and controls on the Upgrade Non-Rule Package - Package Records.

The screenshot shows the 'Upgrade Non-Rule Package - Package Records' interface. It features two tabs: 'Package Definition' and 'Package Records'. The 'Package Records' tab is active, displaying the following information:

- Package ID:** AU25318 (with a [Package Status](#) link)
- Description:** AUS Non-Rules -Update ID 25318

Below this is the 'Export Scripts' section, which includes a table with the following data:

Record:	*Where Clause Option:
GP_RTO_OVR_DEFN	Use Default WHERE Clause

Below the table is a large text area for the 'Where Clause' containing the text: `where COUNTRY='AUS' and RTO_PRC_ID='AU RETRO'`. At the bottom of the form is an 'Upgrade' button.

The final step is to renumber the elements on the non-rule data that you've imported so that they have the same PIN numbers as the matching elements in the target database, using the Upgrade Non-Rule Package component.

Upgrade

Click to start the upgrade process. A message tells you when the process is complete.

You cannot compare or upgrade the same package again unless you re-import records and elements into the target database.

View Script Page

Use the View Script page (GP_NR_PKG_EXPIMP) to view export/import scripts.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, View Script

Image: View Script page

This example illustrates the fields and controls on the View Script page.

The screenshot shows the 'View Script' page of a web application. It features four tabs at the top: 'Package Definition', 'Package Records', 'Package Elements', and 'View Script'. The 'View Script' tab is active. Below the tabs, the page displays the following fields and controls:

- Package ID:** SETUP4, with a link to [Package Status](#).
- Description:** Set up 4 Data.
- *Script Location:** C:\DMS\, with a link to [Script Location example: C:\folder\](#).
- View Package Script:** A dropdown menu.
- SQL Statement Text:** A large text area with a copy icon.
- Import:** A button.
- Process Monitor:** A link.

Script Location

Displays the script location, which must be accessible by both the import and export NT Process Scheduler for the import and export databases. You must specify the script location in the Process Scheduler configuration file (psprcs.cfg).

Note: We discuss how to specify the script location in the Process Scheduler configuration file in the section called *The Process of Connecting UNIX and NT Directories*.

See [The Process of Connecting UNIX and NT Directories](#).

Note: You can define a default script location on the Installation Settings page for all packager scripts.

See [Installation Settings Page](#).

View Package Script

Select the type of script that you want to view: export or import. The DataMover script appears.

Package Status Page

Use the Package Status page (GP_NR_PKG_DTTM_SEC) to view the date and time a package was created, exported, imported, compared, and upgraded.

Navigation

Click the Package Status link on any page in the Import Non-Rule Package, Compare Non-Rule Package, or Upgrade Non-Rule Package components.

Image: Package Status page

This example illustrates the fields and controls on the Package Status page.

Compare Non-Rule Package

Package Status

Package ID: AU25318 AUS Non-Rules -Update ID 25318

Created: Compared: 05/05/2003 8:51:07AM

Exported: Imported NR: 05/05/2003 8:51:18AM

Exported NR: Upgraded: 05/05/2003 8:51:49AM

Imported: 05/05/2003 8:50:33AM

[Return](#)

View the date and time a package was created, exported, imported, compared, and upgraded.

Copying Packages

This topic discusses how to:

- Copy a rule package and its selection criteria.
- Copy a non-rule package and its selection criteria.

Note: Copying packages alone does not prepare the package for export. You must also run the create rule or non-rule process, which attaches all elements to the package.

Pages Used to Copy Packages

Page Name	Definition Name	Navigation	Usage
Copy Rule Package	GP_PKG_COPY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Copy Rule Package, Copy Rule Package	Copy an existing rule package and its selection criteria. This does not copy the element information.

Page Name	Definition Name	Navigation	Usage
Copy Non-Rule Package	GP_NR_PKG_COPY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Copy Non-Rule Package, Copy Non-Rule Package	Copy an existing non-rule package and its selection criteria. This does not copy the element information.

Copy Rule Package Page

Use the Copy Rule Package page (GP_PKG_COPY) to copy an existing rule package and its selection criteria.

This does not copy the element information.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Copy Rule Package, Copy Rule Package

Image: Copy Rule Package

This example illustrates the fields and controls on the Copy Rule Package.

Copy To Package ID

Enter up to eight alphanumeric characters for the new package ID.

Copy Package Definition

Click to copy the package.

Copy Non-Rule Package Page

Use the Copy Non-Rule Package page (GP_NR_PKG_COPY) to copy an existing non-rule package and its selection criteria.

This does not copy the element information.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Copy Non-Rule Package, Copy Non-Rule Package

See the field descriptions for the Copy Rule Package page.

Related Links

[Copy Rule Package Page](#)

Stamping and Packaging Elements by Version

This topic provides an overview of stamping and packaging elements by version and discusses how to:

- Stamp elements with a new version number.
- Define version relationships.
- Identify elements to package.
- View version details.

Pages Used to Stamp and Package Elements by Version

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Version Stamping	GP_STAMPING	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Version Stamping, Version Stamping	Stamp elements with a new version number, and initiate the stamping process.
Define Version Relationships	GP_VER_RULE_DFN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Define Version Relationships, Define Version Relationships	View version relationships between element definition records. Displays the Rule Definition record and the corresponding child records.

Understanding How to Stamp and Package Elements by Version

Versioning is a way to track the elements that were delivered for each release or update and to package elements by version. For example, elements delivered with Global Payroll 8.9 are labeled 8.90.00. Major releases, updates, and hot fixes typically require a new version of all or some previously delivered rules.

You can assign a version number (or label) to multiple elements and use the versioning utilities to package elements by version so that they can be moved to another database.

When you package elements by version, the system pulls the rows associated with the version that you specify. Once the elements are packaged, you can move them across databases, using the same procedures that apply to rule packages; you export the elements, compare them with existing elements in the database, and complete the upgrade.

To package elements by version:

1. Stamp the appropriate version number(s) on the elements that you want to package using the Version Stamping (GP_STAMPING) component.

2. Use the Define Criteria By Version page of the Create/Export Rule Package (GP_PKG_CREXP) component to define selection criteria for packaging the elements that you stamped in step 1.
3. Follow all other instructions presented earlier in this topic for creating and exporting rule packages.

See [Creating and Exporting Rule Packages](#).

4. Follow the instructions presented earlier in this topic for importing, comparing, and upgrading rule packages.

See [Importing, Comparing, and Upgrading Rule Packages](#).

Related Links

[Defining Element Names](#)

Version Stamping Page

Use the Version Stamping page (GP_STAMPING) to stamp elements with a new version number, and initiate the stamping process.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Version Stamping, Version Stamping

Image: Version Stamping page

This example illustrates the fields and controls on the Version Stamping page.

The screenshot shows the 'Version Stamping' page with the following fields and controls:

- *Used By:** A dropdown menu with 'Specific Country' selected.
- *Country:** A text field with 'FRA' and a magnifying glass icon, with 'France' displayed next to it.
- Stamp Type:** A section with three radio buttons:
 - ☐ Blank Version
 - ☐ Existing Version
 - ☒ Blank and Existing Version
- *Existing Version:** A text field with a magnifying glass icon.
- *New Version:** A text field.
- Stamp Global Payroll Records:** A button at the bottom.

Use this page to *stamp* a version on elements that you add or modify or to restamp an existing version of an element.

Used By

You can stamp elements that are applicable to all countries or limit the stamping to one country. If you select *All Countries*, the Country field defaults to *All*. If you select *Specific Country*, specify the country code in the Country field.

Stamp Type

Indicate the elements to stamp:

Blank: Elements that have no existing version.

Existing Version: Elements whose version is what you specified in the Existing Version field.

Blank and Existing Version: Elements with no existing version and elements associated with the version that you specified in the Existing Version field.

Existing Version

Becomes available when you select *Existing Version* or *Blank and Existing Version* as the stamp type. Select from any existing version. The system looks for all elements associated with the version that you select.

New Version

Enter up to 16 alphanumeric characters for the name of the new version. The system adds the prefix *C_* to the name if this is a customer installation. A package coming from the PeopleSoft system would have version numbers, preceded by *P_*. When using the User Version functionality provided on the Element Name page, the system adds the prefix *INT_* to those versions. The Element name page is documented in another topic in this product documentation.

See [Defining Element Names](#).

Stamp Global Payroll Records

Click to initiate the stamping process. The system stamps the selected elements with the new version after clearing the existing Version entries, if any.

Note: Versioning occurs only in element definition records (records with a primary key of PIN_NUM).

Define Version Relationships Page

Use the Define Version Relationships page (GP_VER_RULE_DFN) to view version relationships between element definition records.

Displays the Rule Definition record and the corresponding child records.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Define Version Relationships, Define Version Relationships

Image: Define Version Relationships page

This example illustrates the fields and controls on the Define Version Relationships page.

Define Version Relationships						
Rule Definition Record: GP_ACCUMULATOR						
Child Records						
Customize Find View All First 1-3 of 3 Last						
*Child Record	Record Description	Export Record	Rule Record In Buffer	PIN Number Field		
GP_ACCUMULATOR	GP Accumulator Definition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PIN_NUM	<input data-bbox="1312 632 1333 659" type="button" value="+"/>	<input data-bbox="1349 632 1370 659" type="button" value="-"/>
GP_ACM_MBR	GP Accumulator Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	PIN_NUM	<input data-bbox="1312 674 1333 701" type="button" value="+"/>	<input data-bbox="1349 674 1370 701" type="button" value="-"/>
GP_ACM_MBR_VW	View of Accumulator Member rec	<input type="checkbox"/>	<input type="checkbox"/>	PIN_MBR_NUM	<input data-bbox="1312 716 1333 743" type="button" value="+"/>	<input data-bbox="1349 716 1370 743" type="button" value="-"/>

Rule Definition Record

Displays the name of the parent record that contains the field GP_VERSION.

Child Record

Displays the child record whose data when changed causes GP_VERSION to be cleared from the corresponding row in parent record. (The name of the parent record is displayed here if there are no children.)

Export Record

Selected if the child record is to be included in the version package for export and import.

For example, when an accumulator element changes, only data in GP_ACCUMULATOR and GP_ACM_MBR needs to be moved. The child record, GP_ACM_MBR_VW, does not need to be exported and imported because it is used only to associate accumulators with earnings and deductions in the Earnings and Deductions components.

Rule Record in Buffer

Applicable to accumulators only.

Selected if the record that has GP_VERSION is in the component buffer (for example, when an earning accumulator is changed, and needs GP_VERSION cleared). Record GP_ACCUMULATOR is not in the component buffer. Select this check box to prevent the system from looking for the record in RECNAME_RULE_DFN in the component buffer and issue a SQLEXEC instead. The child record that exists in the earnings component is GP_ACM_MBR_VW.

PIN Number Field

Displays the name of the PIN_NUM field on the record that needs GP_VERSION cleared. Using the earlier example, the earning accumulator PIN_NUM is contained as PIN_MBR_NUM in the earning component buffer and PIN_NUM itself contains the earning PIN. So, when updating data for GP_

ACCUMULATOR, data for PIN_MBR_NUM value and not PIN_NUM value from the earnings component must be updated.

Defining Security

Understanding Security

Security refers to the ability to restrict users from viewing or updating certain data or payees.

In Global Payroll, there are two levels of security:

- Element-level security

Restricts the elements that a user can view or update, based on the User Rules Profile page and the Used By, Owner, and Override Levels fields on the Element Name page.

- Payee-level security

Restricts the payees that a user can view, based on the standard HR security in PeopleSoft HR.

Note: Global Payroll can also use the group security feature in PeopleSoft Time and Labor.

Element Usage Security

You set up profiles for your users that give them access to country-specific element information. For example, if your organization operates only in France, users do not need element information that is specific to the United Kingdom. *Element-usage security* limits the number of elements that appear in prompt tables and on search pages to those that are relevant to the user.

Owner Security

Owner security refers to who owns and maintains an element—PeopleSoft or the customer. Certain elements can be modified only by PeopleSoft, while others can be modified by the customer.

The Owner field on the Element Name page identifies an element's owner.

Related Links

[Defining Element Names](#)

Override Levels

Override levels for an element vary, depending on the element type. Typical override levels include Pay Entity, Pay Group, Payee, Calendar, Via Elements, Element Definition, and Positive Input. You select these on the Element Name page by using check boxes. These check boxes indicate whether the element can be updated through overrides or by another element.

The update Via Element security feature controls which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Map Retrieved Fields to Variable Elements fields on the Field Map and Keys page).
- Brackets (through the Return Columns fields on the Bracket Search Keys/Return Columns page).
- Dates (through the Date Extract fields on the Date Extract page).
- Formulas (through the Assign To columns on the Formula Field-by-Field page).

The system checks the User Rules Profile and element-usage security to ensure that only elements that are available for access can be updated by another element.

Related Links

[Defining Element Names](#)

Common Elements Used to Define Security

Prompt edits	Records or views that you use as an online prompt on a specified field.
Query security records	Records or views that you use in PeopleSoft Query.
Search records and search views	Records and views that you use to access a component.

Restricting User Access

You can control whether a user can access elements that are defined for all countries or for a specific country and whether a user can take control of PeopleSoft-delivered and maintained elements.

This topic provides an overview of restricting access to country-specific elements and discusses how to define elements for user access.

Page Used to Restrict User Access

Page Name	Definition Name	Navigation	Usage
User Rules Profile	GP_OPR_RULE_PRF	Set Up HCM, Security, User Maintenance, Global Payroll User Profile, User Rules Profile	Control whether a user has access to elements defined for all countries or a specific country. Also define if users can take control of PeopleSoft Delivered/Maintained elements. Create a user ID in PeopleTools before using this page.

Understanding How to Restrict Access to Country-Specific Elements

When you create an element, you designate (in the Used By field of the Element Name page) whether it can be used by all countries or by a specific country. An element cannot use an element that is defined at a lower level. For instance, a duration element that is defined for *All Countries* cannot use a variable defined for only one country—France, for example. It can only use elements defined for *All Countries*. However, a duration that is defined for France can use variables defined for France as well as variables defined for *All Countries*.

The User Rules Profile page defines the default values that users see in the Used By and Country fields when adding an element.

This table shows how the settings on the User Rules Profile page affect the Used By and Country fields on the Element Name page:

<i>User Rules Profile page</i>	<i>Element Name page</i>
Used By = All Countries	Used By = All Countries is the default. Country field defaults to value <i>ALL</i> .
Used By = Specific Country	Used By = Specific Country and can't be changed. Country field defaults to Country and can't be changed.

Warning! Carefully consider the consequences of changing the Used By field after you save an element that is defined for *All Countries*. Problems can result if the element has been used in payroll processing.

Note: The User Rule Profile in Global Payroll is in addition to the User Rules Profile in HR.

User Rules Profile Page

Use the User Rules Profile page (GP_OPR_RULE_PRF) to control whether a user has access to elements defined for all countries or a specific country.

Also define if users can take control of PeopleSoft Delivered/Maintained elements. Create a user ID in PeopleTools before using this page.

Navigation

Set Up HCM, Security, User Maintenance, Global Payroll User Profile, User Rules Profile

Image: User Rules Profile page

This example illustrates the fields and controls on the User Rules Profile page.

All search views refer to the information that you enter here to determine which elements to display.

Session Default

Used By

Specify which elements the users with this User ID can access.
Values are:

All Countries: Elements defined for All Countries.

Specific Country: Elements defined only for the country you select in the Country field.

Note: You associate a rule with a country when you define an element on the Element Name page.

Allow PS Element Change (allow PeopleSoft element change)

Select to enable users to take control of PS Delivered/Maintained elements. Taking control of an element means that a user can edit the element's definition and change the element owner to PS Delivered-Customer Modified. Once a user takes control of an element, it cannot be changed back to PS Delivered/Maintained.

See *PeopleTools: Security Administration* product documentation.

Related Links

[Defining Element Names](#)

Element Security

This topic discusses the security that governs element selection for a component.

The following tables describe element-level security by menus and components. Following is an example of the Search page that is referred to in the tables:

Image: Search page

This example illustrates the fields and controls on the Search page.

Variables


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)[Add a New Value](#)


Maximum number of rows to return (up to 300):

Element Name:

Description:

Country: 

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#)[Clear](#)[Basic Search](#)  [Save Search Criteria](#)

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements - All Element Definition Components

Security on the Search Page	Security Governing Element Selection From Within the Component
<p>Add Mode - When you add a new element, the system has no information about the element, so there is no security.</p> <p>Applicable to Non-Add mode.</p> <p>If User Rules Profile = <i>All Countries</i>, then Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>.</p> <p>If User Rules Profile = <i>Specific Country</i>, then Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>. Country must match the Country on the User Rules Profile page.</p>	<p><i>Element-usage security:</i></p> <p>If Used By = <i>All Countries</i>, then the elements it can use must also be Used By = <i>All Countries</i>.</p> <p>If Used By = <i>Specific Country</i>, then the elements it can use must either be Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and the value in the Country field must equal the country that the element is being used by.</p> <p><i>Update by element security:</i></p> <p>For the following elements, you can update element security with the Via Element override check box on the Element Name page:</p> <ul style="list-style-type: none"> - Formula definitions/Assigned To field. - Date definitions/Date Extract fields. - Bracket definitions/Return Columns field. - Array definitions/Retrieved fields. <hr/> <p>Note: If User Rules = <i>Specific Country</i>, you cannot change the Used By field on such an element.</p> <hr/>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups

Security on the Search Page	Security Governing Element Selection From Within the Component
Security is handled inside the component.	<p><i>Element usage (which element groups appear in the prompt list):</i></p> <p>If User Rules Profile = <i>All Countries</i>, then No security.</p> <p>If User Rules Profile = <i>Specific Country</i>, then Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>. Country on the Element Name page must match the Country on the User Rules Profile page.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities

Security on the Search Page	Security Governing Element Selection From Within the Component
<p>Add Mode - When you add a new Pay Entity, the system has no information about the Pay Entity, so there is no security.</p> <p>Applicable to Non-Add mode.</p> <p>If User Rules Profile = <i>All Countries</i>, then No security.</p> <p>If User Rules Profile = <i>Specific Country</i>, then Pay Entity Country must = User Country.</p>	<p><i>Supporting Element Overrides - element usage is based on Pay Entity Country:</i></p> <p>You must enter Pay Entity Country before entering any Supporting Element Overrides.</p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country on the Element Name page matches Country on the Pay Entity page.</p> <p>Pay Entity Override is selected on the Element Name page.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups

Security on the Search Page	Security Governing Element Selection From Within the Component
<p>Add Mode - When you add a new Pay Group, the system has no information about the Pay Group, so there is no security.</p> <p>Mode does not equal Add.</p> <p>If User Rules = <i>All Countries</i>, then No security. If User Rules Profile = <i>Specific Country</i>, then Pay Entity Country = User Country.</p>	<p><i>Rounding/Proration elements - element usage is based on Pay Entity Country:</i></p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Pay Entity Country.</p> <p><i>Supporting Element Overrides - element usage is based on Pay Entity Country:</i></p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Pay Entity Country.</p> <p>Pay Group Override is selected on the Element Name page.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing - Run Types

Security on the Search Page	Security Governing Element Selection From Within the Component
<p>Security is handled inside the component.</p>	<p><i>Element usage (which process list appears on the prompt list):</i></p> <p>If User Rules Profile = <i>All Countries</i>, then No security.</p> <p>If User Rules Profile = <i>Specific Country</i>, then Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches User Country.</p> <p>The Run Types page includes a group box to enable the entry of earnings for variable compensation awards. For this group box, element selection is governed by the country of the process list. Elements shown are either where Used By = <i>All Countries</i> or where Country is the same as the Country of the process list element.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars

Security in the Search Page	Security Governing Element Selection From Within the Component
<p>Applicable to all modes (in relation to the Pay Group field).</p> <p>If User Rules Profile = <i>All Countries</i>, then No security.</p> <p>If User Rules Profile = <i>Specific Country</i>, then Pay Entity <i>Country</i> that is associated with the pay group must match User <i>Country</i>.</p>	<p><i>Supporting Element Overrides and Elements to Exclude - element usage is based on Pay Entity Country:</i></p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Pay Entity Country.</p> <p>Calendar override check box must be selected.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendar Group

Security in the Search Page	Security Governing Data Selection From Within the Component
<p>Add Mode - When you add a new calendar group, the system has no information about the calendar group, so there is no security.</p> <p>Applicable to Non-Add mode.</p> <p>If User Rules Profile = <i>All Countries</i>, then</p> <p>No security.</p> <p>If User Rules Profile = <i>Specific Country</i>, then</p> <p>Calendar Run ID Country must match User Country.</p>	<p><i>Country - Valid countries are based on User Rules Profile Country:</i></p> <p>If User Rules Profile = <i>All Countries</i>, then No security</p> <p>If User Rules Profile = <i>Specific Country</i>, then Calendar Run ID Country appears as the default in User Country and cannot be changed.</p> <p><i>Pay Group/Calendar ID is based on Calendar Run ID Country:</i></p> <p>You must enter Calendar Run ID Country before entering Pay Groups, or Calendar IDs.</p> <p>Pay Group Country (Country of the Pay Entity that is associated with the Pay Group) must match Calendar Run ID Country.</p> <p>Calendar Country (of the Pay Entity Country that is associated with Pay Group for Calendar) must match Calendar Run ID Country.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Definitions

Security on the Search Page	Security Governing Element Selection From Within the Component
<p>For all modes.</p> <p>If User Rules Profile = <i>All Countries</i>, then</p> <p>No security.</p> <p>If User Rules Profile = <i>Specific Country</i>, then</p> <p>Country = User Country.</p>	<p>Security is handled by the search page security.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides

Security on the Search Page	Security Governing Element Selection From Within the Component
<p>For all modes.</p> <p>If User Rules Profile = <i>All Countries</i>, then</p> <p>No security.</p> <p>If User Rules Profile = <i>Specific Country</i>, then</p> <p>Country = User Country.</p>	<p><i>Formula Element, Element, and Forward to Element - element usage is based on Retro Process Definition Country:</i></p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Retro Process Definition Country.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Event Definitions (retroactive event definitions)

Security on the Search Page	Security Governing Element Selection From Within the Component
<p><i>Country Security (which countries appear on prompt list):</i></p> <p>If User Rules Profile = <i>All Countries</i>, then</p> <p>User is allowed to work on any country in Global Payroll.</p> <p>If User Rules Profile = <i>Specific Country</i>, then</p> <p>The only valid value is the Country that matches User Country. This value is defaulted in and the field is disabled.</p>	<p><i>Retro Process Definition (for Event Process Definition) Security (which retro process definitions appear in prompt list):</i> The Country on the Retro Process Definition must match the selected Country.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Segmentation Event Definition

Security on the Search Page	Security Governing Element Selection From Within the Component
<p><i>Country Security (which countries appear in prompt list):</i></p> <p>If User Rules Profile = <i>All Countries</i>, then</p> <p>User can work on any country in Global Payroll.</p> <p>If User Rules Profile = <i>Specific Country</i>, then</p> <p>The only valid value is the Country that matches User Country. This value is defaulted in and the field is disabled.</p>	<p><i>Element usage is based on Country of Event:</i></p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Event Country.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definition

Security on the Search Page	Security Governing Element Selection From Within the Component
<p><i>Country Security (which countries appear in prompt list):</i></p> <p>If User Rules Profile = <i>All Countries</i>, then</p> <p>User can work on any country in Global Payroll.</p> <p>If User Rules Profile = <i>Specific Country</i>, then</p> <p>The only valid value is the Country that matches User Country. This value is defaulted in and the field is disabled.</p>	<p>In the Trigger Event ID field, the system shows only trigger event IDs that are valid for the country selected. In addition, for the trigger type of Segmentation and record = GP_PYE_OVRD, the user must select elements on the Trigger Definitions – Field Values page. Available elements are those with Used By = <i>All Countries</i> or Used By = the country of the trigger definition.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, ChartFields

Security on the Search Page	Security Governing Element Selection From Within the Component
<p>In All Modes.</p> <p>If User Rules Profile = <i>All Countries</i>, then</p> <p>No security.</p> <p>If User Rules Profile = <i>Specific Country</i>, then</p> <p>Pay Entity Country = User Country.</p>	<p><i>ChartFields - element usage is based on Pay Entity Country:</i></p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Pay Entity Country.</p>

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Names, Element Name

Security for the View Element Names component is based on the User Rules Profile. If a user has access to *All Countries*, the user can see elements for all countries. If the user has access to a specific country only, the user can see elements for that country only or elements defined for *All Countries*.

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, View System Elements by Source, System Elements by Source

The View System Elements by Source component shows only system elements. Because these elements are always defined for *All Countries*, any user can view them.

Payee Security

This topic discusses payee security by HR and group.

Payee payroll data is sensitive information because it often contains pay-related information. Global Payroll provides payee-level security that restricts the payees that a user can view.

HR Security

Global Payroll delivers the standard HR security. Payee-level security affects all Global Payroll reports as well as every component, search record or view, and prompt record and view that contains the EMPLID field. All components that are entered with an employee ID contain payee-level security.

A security tree is used to limit the payees that a user can view or report on.

The following tables indicate payee-level security by menus and components.

Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee

Security on the Search Page	Security Governing Element Selection From Within the Component
<p>Payee-level security applies.</p>	<p><i>Element usage is based on Country of the Payee, which is based on the Pay Entity that is associated with the Pay Group:</i></p> <p>To determine Payee Country, the system retrieves the payee's pay group from the JOB record. Then it retrieves the Pay Entity for the Pay Group and looks at the Country. If a JOB row cannot be found, the country used is the one associated with the user that has logged in. This is the country from the User Rules Profile data for that user.</p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Payee Country.</p> <p>The Element Assignment By Payee component enables you enter a category first to narrow the list of elements to those matching the specified category. Categories shown are those that are valid for the country of the payee.</p> <p>In addition, Payee Override must be selected on the Element Name page for an element to appear.</p> <p><i>Supporting Element Overrides - element usage is based on Payee Country:</i></p> <p>If Element Country = <i>All Countries</i>, then</p> <p>Used By = <i>All Countries</i>.</p> <p>If Element Country = <i>Specific Country</i>, then</p> <p>Used By = <i>Specific Country</i>, and Country matches Payee Country.</p>

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements

<i>Security on the Search Page</i>	<i>Security Governing Element Selection From Within the Component</i>
Payee-level security applies.	<p>Element Usage (based on Country of Payee which is based on Pay Entity associated with Pay Group)</p> <p>To determine Payee Country, the system first retrieves the Pay Group for the Payee from the JOB record. Then the system retrieves the Pay Entity that is associated with this Pay Group and looks at the Country. If a JOB row cannot be found, the country associated with the user that has logged in is used. This is the country in the User Rules Profile data for that user.</p> <p>Used By = All Countries</p> <p>Or</p> <p>Used By = Specific Country, and Country matches Payee Country Payee Override also needs to be selected on the Element Name page.</p>

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input

Security on the Search Page	Security Governing Element Selection From Within the Component
Payee-level security applies.	<p><i>Element Usage (based on Country of Pay Entity associated with Pay Group)</i></p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Pay Entity Country.</p> <p>Positive Input Override also needs to be selected on the Element Name page.</p> <p><i>Supporting Element Overrides - element usage is based on Country of Pay Entity:</i></p> <p>If Element Country = <i>All Countries</i>, then</p> <p>Used By = <i>All Countries</i>.</p> <p>If Element Country = <i>Specific Country</i>, then</p> <p>Used By = <i>All Countries</i></p> <p>Or</p> <p>Used By = <i>Specific Country</i>, and Country matches Country of Pay Entity.</p> <p>Positive Input Override also needs to be selected on the Element Name page.</p>

Group Security

Group security is a Time and Labor security feature that can be used by Global Payroll if the two applications are integrated. Group security enables you to restrict access to employee records and the Global Payroll reports.

See *PeopleTools: Security Administration* product documentation.

Related Links

"Understanding Static and Dynamic Groups (*PeopleSoft HCM 9.2: Time and Labor*)"

Integrating with PeopleSoft General Ledger

Understanding the General Ledger Interface

Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Global Payroll and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.

Common Elements Used in the General Ledger Interface

ChartFields

Chartfields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to General Ledger, you can also transmit the values associated with up to eight chartfields for the payee.

When integrating Global Payroll with General Ledger, you map valid combinations of chartfield values to a business unit's general ledger (GL) account numbers.

You define what elements are to be used as chartfields. You can select variable elements plus any of the following system elements: COMPANY, COUNTRY, DEPTID, EMPLID, EMPL_CTG, EMPLOYEE SUBCAT1, EMPLOYEE SUBCAT 2, ESTABID, FUNCTION_CD,, GP_PAYGROUP, JOBCODE, LOCATION, POSITION_NBR, REG_REGION, STATE, TARIFF_AREA_GER, TARIFF_GER, GP_COUNTRY. Many of these system elements come from the Job record.

PeopleSoft delivers the following 15 variables as standard chartfields for use in integrating to General Ledger: GP GL AFF INTRA1, GP GL AFF INTRA2, GP GL AFFILIATE (Affiliate), GP GL ALT ACCOUNT (Alternate Account), GP GL BUDGET REF (Budget Reference), GP GL CHARTFIELD1 (Chartfield 1), GP GL CHARTFIELD2, GP GL CHARTFIELD3, GP GL CLASS (Class Field), GP GL DEPT (GL Department), GP GL FUND (Fund Code), GP GL OP UNIT(Operating Unit), GP GL PRODUCT (Product), GP GL PROGRAM (Program Code), and GP GL PROJECT (Project).

Grouping

A set of similar earnings, deductions, or segment accumulators that you group together for mapping to the same GL account.

Integrating Global Payroll with General Ledger

To integrate Global Payroll with General Ledger, use the Chartfields (GP_GL_CHARTFLD), Element Groupings (GP_GL_GROUP), and Account Mapping (GP_GL_MAP) components.

This topic provides overviews of integration points for the Global Payroll and General Ledger interface and integration steps for Global Payroll and General Ledger and discusses how to:

- Identify a General Ledger unit for your business unit on the Business Unit Reference page.
See "Defining Business Units (*PeopleSoft HCM 9.2: Application Fundamentals*)".
- Select chartfields for allocating costs to General Ledger.
- Group earnings, deductions, or accumulators for General Ledger processing.
- Map chartfields and grouping codes to General Ledger accounts.
- Override chartfield values for a payee.
- Override chartfields at the Positive Input level.

Pages Used to Integrate Global Payroll with General Ledger

Page Name	Definition Name	Navigation	Usage
ChartFields	GP_GL_CHARTFLD	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields, Chartfields	For a pay entity and business unit, select chartfields for allocating your costs to General Ledger accounts.
Element Groupings	GP_GL_GROUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Element Groupings, Element Groupings	For a pay entity and business unit, group similar earnings, deductions or accumulators so that they can be mapped to General Ledger accounts. Complete the ChartFields page first.
Mapping	GP_GL_MAP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Account Mapping, Mapping	For a pay entity and business unit, map chartfields and grouping codes to a General Ledger account number. Define grouping codes first.
GL Distribution Overrides	GP_GL_DIST	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, GL Distribution Overrides, GL Distribution Overrides	Override chartfield values at the Job level for an employee. Before using this page, you must define chartfield values on the ChartFields page.

Page Name	Definition Name	Navigation	Usage
Positive Input - Details	GP_PI_MNL_SEC	<ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input <p>Click Details on the Main Components tab of the Positive Input page.</p> <ul style="list-style-type: none"> Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Cal, Positive Input By Calendar <p>Click Details on the Element Overrides tab of the Positive Input By Calendar page.</p>	Override the value of a chartfield for a particular instance of an element.

See *PeopleSoft General Ledger* product documentation.

Understanding Integration Points for the Global Payroll and General Ledger Interface

Integration points are interfaces between PeopleSoft applications. They enable the transfer of data from one database to another.

The Global Payroll and General Ledger interface uses integration points to retrieve account number and business unit information from General Ledger and to send payroll results to General Ledger.

Note: To research the technical details of an integration point that is used by PeopleSoft applications, see the Interactive Services Repository in the Implementation Guide topic of My Oracle Support.

Retrieving Account Data from General Ledger

When you set up the integration with General Ledger, Global Payroll must receive the following integration point messages:

ACCOUNT_CHARTFIELD_FULLSYNCH

BUS_UNIT_FS_FULLSYNC

BUS_UNIT_GL_FULLSYNC

JOURNAL_GEN_APPL_ID_FULLYSYNC

Later, as changes to account codes and business units are made in General Ledger, Global Payroll retrieves the changes by subscribing to the following integration point messages:

ACCOUNT_CHARTFIELD_SYNC

BUS_UNIT_FS_SYNC

BUS_UNIT_GL_SYNC

JOURNAL_GEN_APPL_ID_SYNC

Note: If you are using the standard chartfield configuration between PeopleSoft HCM and PeopleSoft FMS, you also need to run the import for those chartfields.

See *PeopleTools: Integration Broker Testing Utilities and Tools* product documentation.

Sending Payroll Results to General Ledger

The Global Payroll results integration point uses PeopleSoft Integration Broker to send payroll results to the Global Payroll Accounting Line Stage Record (GP_ACC_LINE_STG). The data is sent using the General Ledger Transaction Prep application engine process (GP_GL_PREP), and uses the Post Global Payroll to General Ledger batch rule (GP_POST_GL).

After Global Payroll sends the data, General Ledger can receive the data and incorporate it into its own data.

Understanding Integration Steps for Global Payroll and General Ledger

To set up Global Payroll for integration with General Ledger, you:

1. Synchronize Global Payroll and HR with your PeopleSoft Financials database.

To ensure that Global Payroll retrieves the correct account numbers and business units from the Financials database, activate and receive the following integration point messages: ACCOUNT_CHARTFIELD_FULLSYNCH, BUS_UNIT_FS_FULLSYNC, BUS_UNIT_GL_FULLSYNC, JOURNAL_GEN_APPL_ID_FULLSYNC.

2. On the Business Unit Reference page, add a General Ledger Unit.
3. Indicate which system and variable elements can be used as chartfields:
 - a. For system elements, select the Use As Chart Field check box on the Source and Use page and select a prompt view. For variables, select the Use As Chart Field check box on the Variables - Definition page and select a prompt view.
 - b. On the <Element> Name page, select the Store check box.

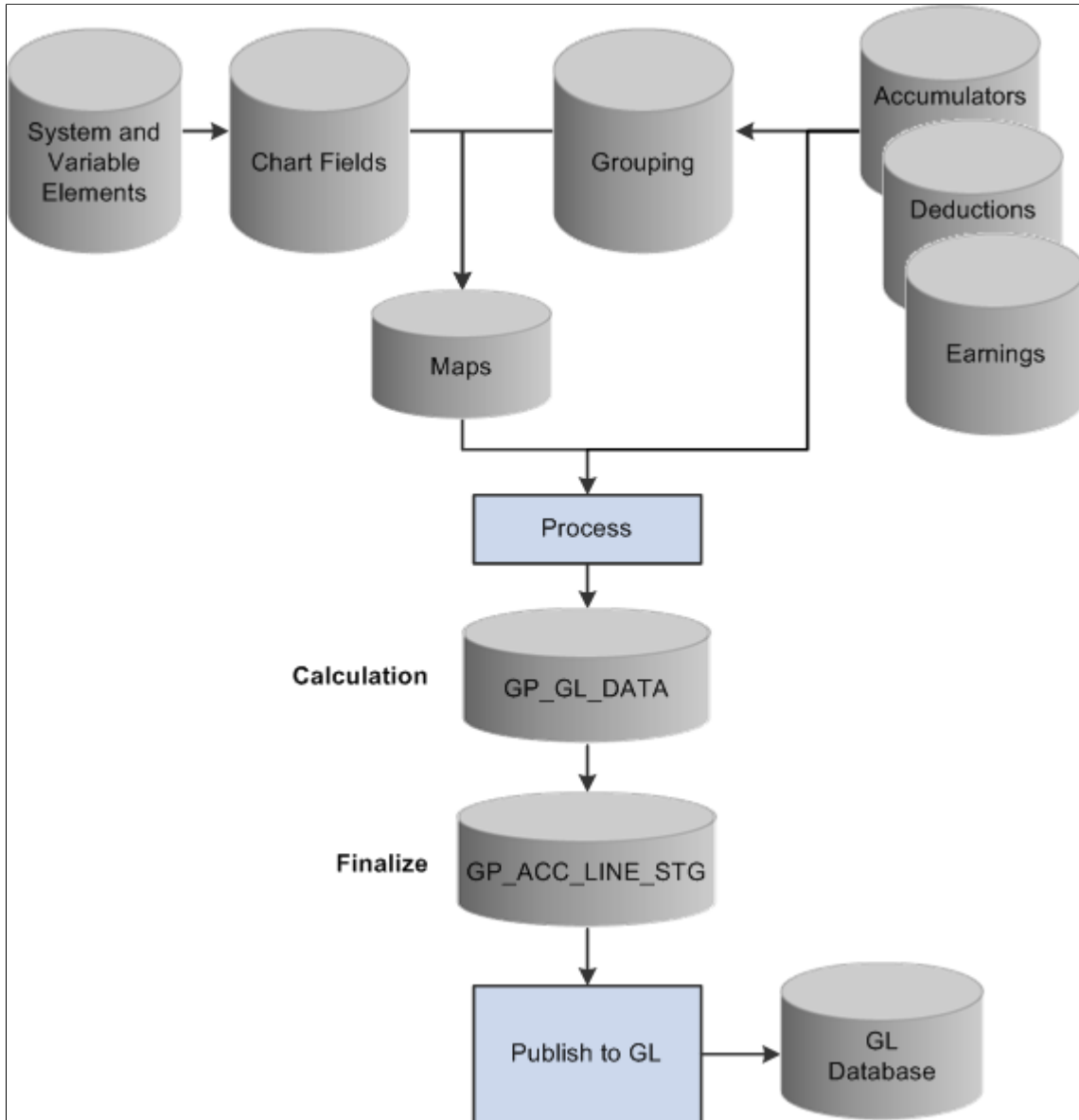
Note: If you don't select the Store check box for an element, the GP_GL_PREP process won't store results for it in the Global Payroll Transaction Interface (GP_GL_DATA) record.

- c. Include the chartfield elements in your payroll process list.
4. On the ChartFields page, select up to eight chartfield elements that apply to a specific business unit and pay entity.
 5. On the Element Groupings page, place earning, deduction, and segment accumulator elements into groups.

- On the Mapping page, map the groups and chartfields to their corresponding General Ledger accounts.

Image: General Ledger process flow

The following diagram illustrates the General Ledger setup steps and batch process in Global Payroll.



Note: The Source and Use page, the Variable - Definition page, and the Element Name page are discussed previously in this product documentation.

Related Links

[Working with System Elements](#)

[Defining Variable Elements](#)

[Defining Element Names](#)

ChartFields Page

Use the ChartFields page (GP_GL_CHARTFLD) to for a pay entity and business unit, select chartfields for allocating your costs to General Ledger accounts.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields, Chartfields

Image: ChartFields page

This example illustrates the fields and controls on the ChartFields page.

Chartfields

Pay Entity: K0PE1 **Pay Entity 1**
Business Unit: GBIBU **Global Business Institute BU**

Definition Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1990

ChartFields

ChartField 1:	GP PAYGROUP	ChartField 2:	DEPTID
ChartField 3:	JOBCODE	ChartField 4:	
ChartField 5:		ChartField 6:	
ChartField 7:		ChartField 8:	

Chart Fields

Select up to eight chartfields for which you want Global Payroll to send values when you allocate costs to General Ledger accounts for this pay entity and business unit. You can select only from the system elements and variable elements that are designated as chartfields for the country of the pay entity that you selected to access this page.

Complete Chart Field 1 through Chart Field 8 in the order listed. You must list these fields in hierarchical order. Do not skip any fields.

Element Groupings Page

Use the Element Groupings page (GP_GL_GROUP) to for a pay entity and business unit, group similar earnings, deductions or accumulators so that they can be mapped to General Ledger accounts.

Complete the ChartFields page first.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Element Groupings, Element Groupings

Image: Element Groupings page

This example illustrates the fields and controls on the Element Groupings page.

Element Groupings

Pay Entity: K0PE1 Pay Entity 1
Business Unit: GBIBU Global Business Institute BU

Element Group Find | View All First 1 of 3 Last

*Grouping Code: DEDUCTIONS + -

Earning, Deduction and Accumulator Elements			Customize Find View All 1-5 of 8 Last
*Entry Type	*Element Name	Description	
Deduction	K0TAX1	Tax1	+ -
Deduction	K0GARNISHMEN	Garnishment	+ -
Deduction	K0DED	Deduction%	+ -
Deduction	K0PARKING	Parking	+ -
Deduction	K0DEDWLIMIT	DedwLimit	+ -

A grouping code is an attribute of an earning, deduction, or accumulator element. Elements must be in groups before they can be processed by General Ledger.

Grouping Code

Enter a grouping code for the elements that you want included in the General Ledger transfer.

Note: Instead of entering earnings individually, you can bundle them in one segment accumulator and create a grouping code for that accumulator.

Earning, Deduction and Accumulator Elements

For each accumulator, deduction, or earning element to include in the group, select the entry type and element name.

Note: You can select accumulators only where *Segment* is defined as the accumulation period (on the Accumulator - Period page).

Mapping Page

Use the Mapping page (GP_GL_MAP) to for a pay entity and business unit, map chartfields and grouping codes to a General Ledger account number.

Define grouping codes first.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Account Mapping, Mapping

Image: Mapping page

This example illustrates the fields and controls on the Mapping page.

Mapping

Pay Entity: GXPEBKR2A Bank-GL Fwd GXPEBKR2A
 Business Unit: GXBU1 GX Business Unit 1 General Ledger Unit: FRA04

Definition Find First 1 of 1 Last
 *Effective Date: 01/01/1990 *Journal Template: GLOBAL_PAY

Account-To-Chart Fields Assignments Customize Find View All First 1-5 of 44 Last

*Account	Reverse Sign	*Grouping Code	GP GL FUND	DEPTID	GP GL PROGRAM
617000	<input checked="" type="checkbox"/>	DEDUCTIONS-1			
617000	<input checked="" type="checkbox"/>	DEDUCTIONS-1	100	GXDEPT1	1000
617000	<input checked="" type="checkbox"/>	DEDUCTIONS-1	100	GXDEPT2	2000
617000	<input checked="" type="checkbox"/>	DEDUCTIONS-1	100	GXDEPT3	2001
617000	<input checked="" type="checkbox"/>	DEDUCTIONS-2			

For an earning, deduction, or accumulator amount to be sent to General Ledger, you must map the combination of chartfield values that are associated with the amount to a General Ledger account.

General Ledger Unit

Displays the General Ledger unit that corresponds to the selected business unit (as defined on the Business Unit page in HR).

Journal Template

Select the journal template for this pay entity and business unit. Journal templates are defined in General Ledger. To send information to General Ledger, you should use the GLOBAL_PAY template.

Chart Fields

Account

Select the General Ledger account number to which the chartfields and grouping codes will map.

Reverse Sign

Select to post the transaction with the reverse sign. Typically, you use the reverse sign for net pay and deductions (so that the system records those transactions as credits rather than debits) and leave the sign untouched for earnings.

Grouping Code

Select the code to map to the General Ledger account.

<Element Name 1>, <Element Name 2>, and <Element Name 3>

A field (column) appears for each chartfield that you selected on the ChartFields page. The column names match the prompt views that are identified on the Source and Use pages.

Select the chartfield values to map to the General Ledger account.

You can associate different sets of chartfield values with the same grouping code and General Ledger account combination.

Note: Because variables are effective-dated, it's possible for the prompt table for a chartfield to contain a variable that is no longer designated as a chartfield or is currently inactive.

You must manually remove invalid variables or substitute valid variables for invalid variables; there is no automatic updating to the mapping fields. Variables are listed after system elements in the prompt tables.

If you associated multiple accounts with the same grouping code, you must enter distinct chartfields for each account.

Setting Up Default Accounts

When an amount is associated with a combination of chartfield values that is not mapped to a General Ledger account, the system cannot send the amount to General Ledger. Setting up a default account is appropriate in some cases.

Let's say that you've set up the following information and that you have payees who work in departments A, B, C, and D:

Account	Grouping Code	ChartField (DEPTID)
1	Earnings	DEPT A
2	Earnings	DEPT B
3	Deductions	
4	Deductions	DEPT A
5	Deductions	DEPT B

Because account 3 does not have a chartfield value assigned at the DEPTID level, it serves as the default for deductions that can't be charged to DEPT A or DEPT B. Deductions for payees who work in departments C and D are charged to account 3.

This default feature enables you to use a single row to assign numerous departments to the same account. However, because (in this example) no similar default account is set up for earnings, the earnings for payees in departments C and D are not charged to any account.

When mapping to accounts, be sure to set up either a default account or specific accounts for all earning, deduction, and accumulator elements that will be transferred to General Ledger accounts.

See *PeopleSoft General Ledger* product documentation.

GL Distribution Overrides Page

Use the GL Distribution Overrides page (GP_GL_DIST) to override chartfield values at the Job level for an employee.

Before using this page, you must define chartfield values on the ChartFields page.

Navigation

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, GL Distribution Overrides, GL Distribution Overrides

Image: GL Distribution Overrides page

This example illustrates the fields and controls on the GL Distribution Overrides page.

GL Distribution Overrides

Employee ID: GXBKREE1 Name: Sharon Stonewall Empl Record: 0

Effective Dates Find First 1 of 1 Last

Effective Date: 03/26/2006

Chart Field Overrides Find First 1 of 1 Last

GP PAYGROUP: GXPG1 DEPTID: GXDEPT1

JOBCODE: GXJB1 Chart Value 4:

Chart Value 5: Chart Value 6:

Chart Value 7: Chart Value 8:

Percent to Allocate: 100.000000 ☒ Apply to all Elements

The data that you enter on this page overrides the values on the respective chartfields on the Job record or other source record.

Chart Field Overrides

Chart values 1–8 are enabled based on how many chartfields are defined for the pay entity and the business unit that the payee belongs to in this job. Field names match the prompt views that you selected for the chartfield elements.

Enter the chartfield values to use for the selected payee's job.

Apply to all Elements

Select to assign the same set of chartfield override values to all of the payee's earnings, deductions, and segment accumulators for this job.

Overrides by Element

Designate the earning, deduction, and segment accumulators for which you want to override chartfield values. You can also specify the percentage of the earning, deduction, or accumulator amount that you want to take on the override values.

For example, an earning element named OVERTIME has a value of 1000. If you specify 25 percent to allocate for the OVERTIME element, the system associates the chartfield override values that you

entered in the Chart Field Overrides group box with an earning amount of 250. You must then associate the default chartfield values with the remaining 75 percent.

Percent to Allocate

Specify the percentage of the payee's earnings, deductions, and segment accumulators to allocate to the selected chartfield values.

For example, if a payee splits time between departments A and B, and you want to charge the cost to two departments:

- Select the chartfield values that apply to the payee's job in department A and enter 50 in the Percent to Allocate field.
- Add a row and select the chartfield values that apply to the payee's job in department B.
- Enter 50 in Percent to Allocate.

Note: Do not allocate more than 100 percent to the same element.

Positive Input - Details Page

Use the Positive Input - Details page (GP_PI_MNL_SEC) to override the value of a chartfield for a particular instance of an element.

Navigation

- Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input

Click Details on the Main Components tab of the Positive Input page.

- Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Cal, Positive Input By Calendar

Click Details on the Element Overrides tab of the Positive Input By Calendar page.

Related Links

[Entering Positive Input](#)

Running the General Ledger Process and Sending Data

This topic provides an overview of the process of sending payroll data to General Ledger and discusses how to:

- Send payroll data to General Ledger.
- View transactions without General Ledger accounts.
- Reset the Global Payroll accounting transactions.

Pages Used to Run the General Ledger Process and Send Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Send Costs to GL	GP_GL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Send Costs to GL, Send Costs to GL	Run the process that creates payments for the earnings, deductions, and accumulator elements whose data is to be sent to General Ledger.
Transactions without Account	GP_GL_NO_ACCT	Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Review GL Costing w/o account, Transactions without Account	View transactions that were not assigned a General Ledger account by the Calculate phase of the General Ledger process.
Reset GL	GP_GL_RESET	Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Reset GL, Reset GL	Run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Understanding the Process of Sending Payroll Data to General Ledger

Finalizing the General Ledger process causes earning, deduction, and accumulator amounts to be sent to General Ledger.

To send payroll data to General Ledger, you:

1. Access the Send Costs to GL page.
2. Select the calculate option for the calendar group (and stream, if applicable) that you want to process.
3. Select the posting date.
4. Select the finalize option after running the calculate option for the entire calendar group.

Note: Before you run the Finalize process, review the Review GL Costing w/o Account page to see if any amounts there are not associated with accounts. These amounts will not be transferred, which could result in an unbalanced GL.

Note: If you have installed Payroll to SAP General Ledger Integration Packs (PPS), the finalize option is not available. Instead, the General Ledger prepare process performs an additional check which does not call the finalize process.

Send Costs to GL Page

Use the Send Costs to GL page (GP_GL_PREPARE) to run the process that creates payments for the earnings, deductions, and accumulator elements whose data is to be sent to General Ledger.

Navigation

Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Send Costs to GL, Send Costs to GL

Image: Send Costs to GL page

This example illustrates the fields and controls on the Send Costs to GL page.

Calendar Group

Select a calendar group to run the process. Only calendar groups for which payroll is finalized but not yet sent to General Ledger are available.

Stream Number and Process Streams

Process Streams is selected if stream processing was used during the payroll process and must be used with the Calculate option. Select the stream number to process.

Posting Date

Enter the date on which the entries are posted to General Ledger. Even if you run your process on the fifteenth of the month, you can indicate that you want the entries posted on the thirtieth of the month.

Note: The posting date that you select must abide by the closing date of Journal Generator. Posting dates must be coordinated with General Ledger. If Time and Labor is installed and costing has been sent, the posting date defaults to the day the costing was sent. You can change this day in this field to reflect the day that the general ledger is actually sent to General Ledger.

Processing Options

Select a processing option. You can run Calculate and Finalize together if the Payroll process is finalized.

Calculate

Select to generate General Ledger transactions for the earnings, deductions, and accumulators that were calculated by the Payroll process for this calendar group and that belong to a General Ledger group. The Payroll process must have identified at least one payee before you can run the Calculate process.

If you're using stream processing, run the Calculate phase for one stream at a time.

You can run the Calculate phase more than once for each stream. During subsequent iterations, the system deletes existing data before creating new results. It stores final results in the Global Payroll Transaction Interface record (GP_GL_DATA) and inserts an entry in the Completed GL Stream table (GP_GL_PREP_STRM) to indicate that calculation is complete.

Update Statistics

This check box is for the database administrator to help with fine-tuning system performance. If selected, the system generates statistics during batch processing that provide information about how worktables are being used.

Finalize

This check box is available for selection after the Payroll process has been finalized and you have run the Calculate phase for the entire calendar group. (If you are using stream processing, all streams must be calculated.)

Select this check box when you are ready to finalize the run. (Stream processing is not available for the Finalize phase.)

Note: The Finalize check box is hidden if PPS is installed.

Calendars List

This group box displays information about each calendar in the calendar group.

Streams**Stream Number**

Displays the streams that are associated with the calendar group.

Calculate Completed

If selected, the Payroll process has calculated the stream.

Transactions without Account Page

Use the Transactions without Account page (GP_GL_NO_ACCT) to view transactions that were not assigned a General Ledger account by the Calculate phase of the General Ledger process.

Navigation

Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Review GL Costing w/o account, Transactions without Account

Image: Transactions without Account page

This example illustrates the fields and controls on the Transactions without Account page.

Transactions without Account

Calendar Group: KW M2008022008 02 - Monthly

Chart Field Combinations Without Account

Customize | Find | View All | 1 | First 1-3 of 3 Last

Total AmountChart FieldsAdditional Chart Fields

Pay Entity	Business Unit	Grouping Code	Amount	Currency	View Mapping
KW2	CHE01	2201S	79.04	CHF	View Mapping
KW2	CHE01	2999H	-4,050.00	CHF	View Mapping
KW2	CHE01	5013S	22,750.00	CHF	View Mapping

The Additional Chart Fields tab lists transactions that are not assigned to a General Ledger account—that is, amounts that are associated with chartfield combinations that are not mapped to an account. General Ledger doesn't balance if you have transactions without an account. All amounts without accounts, including earnings and deductions, are expressed as debits.

Each row that's not specified has a View Mapping button that you can click to access the mapping page for the pay entity and business unit that you specified. These rows are not sent to General Ledger. For example, if you specified a DEPTID for an earning element, the system finds this match. If an earning element is not assigned to a DEPTID, and no default earning account is specified, the earning element is not sent to General Ledger.

Related Links

[Mapping Page](#)

Reset GL Page

Use the Reset GL page (GP_GL_RESET) to run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Navigation

Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Reset GL, Reset GL

See [Reset GL Page](#).

Defining Retroactive Processing for General Ledger

This topic discusses:

- Double-counting of deltas.

- Countries page.
- Retroactive adjustments to General Ledger data.

Double-Counting of Deltas

Retro presents special challenges in General Ledger, since incorrect setup can cause double-counting of deltas. This topic provides an overview of the types of retro and provides information to prevent double-counting of deltas.

There are two types of retro:

- Corrective retro realizes any deltas in the period in which they occur.
- Forwarding retro forwards deltas to the current period.

Although you might use forwarding retro in general, you can choose to have individual accumulators behave in a corrective fashion by selecting the Use Corrective check box on the Level page in the Accumulators component (GP_ACCUMULATOR). If you have selected this check box, then if a contributing member has adjustments brought into the current period, these adjustments will not be added to the accumulator.

The following example illustrates how double-counting could occur. In this example:

- The retro method is forwarding.
- Earning E1 contributes to accumulator E1_YTD.
- The value of E1 is 100.

The following table displays the results for the finalized January payroll:

Calendar	Revision	E1	E1_YTD
January	V1R1	100	100

After the January payroll is finalized, E1 is retroactively changed to 110. When you run the February payroll, Global Payroll also runs a retro revision of January. The following table displays the results of the February payroll:

Calendar	Revision	E1	E1_YTD
January	V1R2	110	110 Delta of 10 is forwarded.
February	V1R1	120	230 Adjustment of 10 is brought in.

The YTD amount in February should be 220, not 230. The 230 amount results from double-counting of the delta from January. To prevent this from happening, Global Payroll automatically passes not the V1R2 balance of 110 from January, but the V1R1 balance of 100. E1_YTD in February then equals the

incoming balance of 100 plus 110 (current value of E1) plus 10 (adjustment to January amount), for the correct total of 220. In this case, the January E1_YTD value of 100 is the forwarded value, while the value of 110 is the calculated value. Both of these values are stored on the Accumulator results table, with the forwarded value stored in the field CALC_RSLT_VAL and the calculated value stored in the field CALC_VAL.

Note: The passing of the first revision accumulator balance only occurs if the retro method defined for the accumulator is forwarding. If the retro method for the accumulator is corrective, the forwarded value is equal to the calculated value. Adjustments are not brought into the current period, so no double-counting occurs.

Since Global Payroll automatically handles the potential double count in forwarding retro, and since corrective retro does not pose the same sort of double-counting possibility, how could double-counting occur? The answer lies with segment accumulators. All other accumulators pass their ending balance along to the next segment processed to be used as a new starting balance. Segment accumulators exist only for the duration of the segment in which they are created. Therefore, the concept of a forwarding balance is not applicable to them; they only have a calculated value.

In the previous example, double-counting was prevented because the E1_YTD balance forwarded was the 100 taken from V1R1, not the calculated value of 110. If earning E1 also contributes to segment accumulator AC1_SEG, the substitution of the forwarded value for the calculated value would not take place, since forwarding is not applicable to segment accumulators. For AC1_SEG, both CALC_RSLT_VAL (forwarded value) and CALC_VAL (calculated value) equal 110. If the January value of 110 was added to AC1_SEG's February value of 120, the delta would be double-counted.

Therefore, if you pass a segment accumulator to General Ledger, you should define the segment accumulator as corrective. In the previous example, defining AC1_SEG as corrective would result in values of 110 for both January and February, with a combined correct total of 220.

Countries Page

Use the Countries page (GP_COUNTRY) to define retroactive processing for General Ledger.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries, Countries

Note: The Countries page is discussed in another topic in this product documentation.

See [Countries Page](#).

Use Current Results + Adjustment for General Ledger

Most organizations that implement Global Payroll choose to use the default method to process the chartfields and element groupings that are posted to the General Ledger when retroactive processing occurs in a finalized payroll. These organizations only need to specify on the Countries page the default retro method, either forwarding or corrective, that is used by their organization, or that is most appropriate for their country extension of Global Payroll.

Other organizations prefer to post only V1R1 results to General Ledger. The To Process General Ledger check box is an additional option that addresses this business requirement, and permanently changes

the way that the system handles General Ledger postings in relation to retroactive processing that has occurred in the payroll system.

The default setting for the To Process General Ledger check box is deselected. When you select it, you are telling the system not to reverse previous postings of chartfields and element grouping amounts to the General Ledger and to skip all topics and steps responsible for retro calculation (reversing) and instead send results from V1R1 and adjustments only. If you select the To Process General Ledger check box, the effect depends on the default retro method you use:

- If the Default Retroactive Method is *Corrective*, then selecting the To Process General Ledger check box does not affect the way that retro is processed for General Ledger.
- If the Default Retroactive Method is *Forwarding*, retroactivity changes as follows:
 - The system does not reverse prior chartfields and amounts associated with element groupings that have been mapped to General Ledger accounts.
 - The system does not post recalculated amounts to the General Ledger that result from retroactive processing in payroll. Instead, the payroll system sends current results (V1R1) plus adjustments to the General Ledger.

Note: If your retro method varies and you select the Use Current Results+Adjustment check box for General Ledger, you will see both retroactive methods, corrective and forwarding, in General Ledger results. Any forwarded element will include the amount of the delta or adjustment; the corrective method will reverse and correct previous entries.

Note: Do not enable either setting in the Use Current Results + Adjustment group box if you are satisfied with the way the system currently handles retroactive processing in relation to banking and GL. These settings are not backward compatible.

Note: Once you enable one or both of the Use Current Results + Adjustment settings, you cannot change them back to the default setting. The check boxes become read-only and remain so.

Note: The tables used by and modified in banking and GL are independent. Consequently, you can select the To Process Banking and the To Process General Ledger check boxes independently of one another.

See [Process Definition Page](#).

Example: Selecting the Use Current Results+Adjustment Check Box to Process General Ledger When Forwarding is the Default Retro Method

In January a deduction with a payment of 100 is posted to GL account 210003, the account associated with ChartField Department 1. There is a change in payroll that triggers retroactive processing, and you realize that the employee whose payment was posted in January was really in Department 2, not Department 1. Deductions associated with Department 2 should be posted to GL account 210004.

This table summarizes the results that are sent to General Ledger when the Use Current Results +Adjustment check box is selected for General Ledger and forwarding is the default retro method:

<i>Month</i>	<i>Version/Revision</i>	<i>Amount</i>	<i>Account #</i>	<i>Action</i>
January	V1R1	100	210003	Resolution (last period)
February	V1R1	100 + 0	210004	Resolution (current period + adjustment)

In this example, the system does not send the reversal and reinstatement of chartfields and amounts associated with element groupings to General Ledger. It processes only the current period plus adjustment. (The adjustment in this case is 0 because the amount of the deduction does not change.) When using the To Process General Ledger check box, the system uses the current resolved chartfields. The system does not use the original chartfields. This may result in adjustments being posted to a different account.

Note: You must manually correct the January posting, as the amount is posted to the wrong account.

Understanding Retroactive Adjustments to General Ledger Data

Regardless of the payroll system's retroactive mode—which can be corrective or forwarding—the GL calculations are always done in corrective mode. This means that all prior transactions for the retroactive period are reversed and new transactions are created for all entries from the recalculated results. This ensures that not only changes to amounts but also changes to chartfields and account assignments are reflected in the updated transactions. As a consequence, the numbers from the current period are always transferred to GL net of any forwarded adjustments.

This "corrective treatment" of the payroll results are not to be confused with the processing on the GL side. All transactions are posted based on the posting date given by the user when the GL process is kicked off and are not related to the original dates of the retroactive period, as those books are probably closed.

In January a deduction with a payment of 100 is posted to GL account 210003, the account associated with ChartField Department 1. There is a change in payroll that triggers retroactive processing, and you realize that the employee whose payment was posted in January was really in Department 2, not Department 1. Deductions associated with Department 2 should be posted to GL account 210004.

This table summarizes the results that are sent to the General Ledger. The system will reversal original posting and post the correct account for the January Run.

<i>Month</i>	<i>Original Calendar Group</i>	<i>Amount</i>	<i>Account #</i>	<i>Action</i>
January	January	100	210003	Resolution (last period)
February	January	–100	210003	Reversal
February	January	100	210004	Repost to Correct Account
February	February	100	21004	Current Period

In case of segmentation mismatch, the system always uses current results plus adjustments and posts results to the last available segment.

Integrating with PeopleSoft EnterpriseOne General Ledger

Understanding the General Ledger Interface

The major tasks involved in the integration of Global Payroll with General Ledger are:

- Setup integration:
 1. Set up integration options and code cross-referencing in the EnterpriseOne XPI soft-coding/ cross-reference database.
 2. Set up integration in the Enterprise Database.
 3. Verify the target product configuration and configure the target system.
- Initial loading, configuring, and mapping of master data:
 1. Load EnterpriseOne companies into the Enterprise Business Unit GL table.
 2. If required, define SetIDs that will be used for General Ledger accounts.
 3. Configure General Ledger business units: enter the target system, the account SetID, and the journal template.
 4. Map General Ledger business units to HR business units.
 5. Load EnterpriseOne accounts into the Enterprise GL Account table.
 6. Load EnterpriseOne business units into the Enterprise Cost Center table.
 7. Configure General Ledger business units: enter the clearing account, the suspense account, and the default cost center.
 8. Map EnterpriseOne master data to Enterprise Global Payroll data.
- Incremental synchronization of changes in EnterpriseOne master data.
 1. Add, change, or delete actions performed on the master EnterpriseOne tables automatically trigger incremental synchronization integrations.
 2. When EnterpriseOne updates data in Enterprise tables by the incremental integration, Global Payroll users must update data configuration and mapping as needed.
- Routine transactions such as monthly posting of payroll data to general ledger:

1. Synchronize currency exchange rates if needed.
2. Global Payroll processes and posts accounting lines to the EnterpriseOne staging table.
3. In EnterpriseOne, validate transactions and load them into the Account Ledger table (F0911).
4. If necessary, data errors are corrected in the EnterpriseOne table or the payroll applications reset GL processing, correct errors, reprocess, and repost.
5. In EnterpriseOne, post journal entries to the Account Balances table (F0902).

This topic covers only the tasks performed in the Enterprise database. The EnterpriseOne documentation discusses setting up the integration on the EnterpriseOne side and loading EnterpriseOne data into the Enterprise database.

See “Setting Up the JD Edwards EnterpriseOne to PeopleSoft General Ledger Integration” in *JD Edwards EnterpriseOne 8.12 Application Integrations with Oracle PeopleSoft Applications Implementation Guide*.

Setting Up the Integration in the Enterprise Database

The Enterprise database must be set up to receive the data transferred from the EnterpriseOne database and to send the payroll accounting data. Scripts that you run as part of the integration installation accomplish most of these steps. Use the instructions in this topic to verify and complete the setup.

This topic discusses how to:

- Verify service operation version and handler activity.
- Verify node definition.
- Set up the connector properties.
- Verify integration routing configuration.
- Verify queue setup.

Pages Used to Set Up the Integration in the Enterprise Database

Page Name	Definition Name	Navigation	Usage
Service Operations - General	IB_SERVICE	PeopleTools, Integration Broker, Integration Setup, Service Operations, General	Activate service operations.
Service Operations - Handlers	IB_SERVICEHDLR	PeopleTools, Integration Broker, Integration Setup, Service Operations, Handlers	Verify that handlers for service operations are active.
Node Definitions	IB_NODE	PeopleTools, Integration Broker, Integration Setup, Nodes, Nodes Definitions	Verify the Integration Broker node definition for integration with EnterpriseOne.

Page Name	Definition Name	Navigation	Usage
Nodes - Connectors	IB_NODECONN	PeopleTools, Integration Broker, Integration Setup, Nodes, Connectors	Verify connector properties.
Nodes - Routings	IB_NODEROUTINGS	PeopleTools, Integration Broker, Integration Setup, Nodes, Routings	Verify activation of the routings used in this integration.
Queue Status	IB_MONITOR_QUEUES	PeopleTools, Integration Broker, Service Operations Monitor, Administration, Queue Status	Verify the status of queues.

Verifying Service Operation Version and Handler Activity

The integration between Global Payroll and General Ledger uses service operations, along with their associated handlers and routings to perform message and subscription integration. Before you continue with the integration setup, you must ensure that these objects are active.

To activate a service operation version:

1. Access the Service Operation - General page (PeopleTools, Integration Broker, Integration Setup, Service Operations, General).
2. Select the Active check box in the Default Service Operation Version group box.

To verify that a handler is active for a given service operation:

1. Access the Service Operation - Handlers page (PeopleTools, Integration Broker, Integration Setup, Service Operations, Handlers).
2. Verify that the value of the Status field is *Active* for the handlers associated with the service operation.

Verify the service operation and handler activity for the following service operations:

- ACCOUNT_CHARTFIELD_FULLSYNC
- ACCOUNT_CHARTFIELD_SYNC
- BUS_UNIT_FS_SYNC
- BUS_UNIT_GL_FULLSYNC
- BUS_UNIT_GL_SYNC
- COST_CENTER_FULLSYNC
- COST_CENTER_SYNC
- GP_POST_GL
- GP_POST_GL_REPLY
- MARKET_RATE_REQ

- MARKET_RATE_SYNC

Note: It is not necessary to activate routings using the Routings page in the Service Operation component. You can activate all the routings for a specific node at once using the Routings page of the Nodes component.

See [Nodes - Routings Page](#).

Node Definitions Page

Use the Node Definitions page (IB_NODE) to verify the Integration Broker node definition for integration with EnterpriseOne.

Navigation

PeopleTools, Integration Broker, Integration Setup, Nodes, Nodes Definitions

Image: Node Definitions page

This example illustrates the fields and controls on the Node Definitions page.

The screenshot displays the 'Node Definitions' page in the PeopleTools interface. The page has a tabbed header with 'Node Definitions' selected. The form contains the following fields and controls:

- Node Name:** PSFT_E1
- *Description:** EnterpriseOne Remote Node
- *Node Type:** External (dropdown menu)
- *Authentication Option:** None (dropdown menu)
- *Default User ID:** PS
- WSIL URL:** (text field)
- Hub Node:** (text field)
- Master Node:** (text field)
- Company ID:** (text field)
- IB Throttle Threshold:** (text field)
- Image Name:** (text field)
- Codeset Group Name:** (text field)
- External User ID:** (text field)
- External Password:** (text field)
- External Version:** (text field)
- Default Local Node:** ☐
- Local Node:** ☐
- Active Node:** ☒
- Non-Repudiation:** ☐
- Segment Aware:** ☐
- Buttons:** Copy Node, Rename Node, Delete Node
- Links:** [Contact/Notes](#), [Properties](#)

The PSFT_E1 node is delivered as an example for the integration from HR to EnterpriseOne.

It is recommended that you copy the PSFT_E1 node to one that matches your naming convention and system configuration.

Activate the node and verify the following settings:

Node Type External

Authentication Option None

Nodes - Connectors Page

Use the Nodes - Connectors page (IB_NODECONN) to verify connector properties.

Navigation

PeopleTools, Integration Broker, Integration Setup, Nodes, Connectors

Image: Connectors page

This example illustrates the fields and controls on the Connectors page.

Node Definitions **Connectors** Portal WS Security Routings

Node Name PSFT_E1 Ping Node

Details

Gateway ID: LOCAL

Connector ID: HTTPTARGET

Properties Customize | Find | First 1-4 of 4 Last

Property ID	Property Name	Required	Value
1 HEADER	Content-Type	<input type="checkbox"/>	text/xml
2 HEADER	sendUncompressed	<input checked="" type="checkbox"/>	Y
3 HTTPPROPERTY	Method	<input checked="" type="checkbox"/>	POST
4 PRIMARYURL	URL	<input checked="" type="checkbox"/>	

[Password Encryption Utility](#)

Save

Verify and complete the properties setup as defined in the table below.

Property ID	Property Name	Required	Value
HEADER	Content-Type		text/xml
HEADER	sendUncompressed	select	Y
HTTPPROPERTY	Method	select	POST

Property ID	Property Name	Required	Value
PRIMARYURL	URL	select	The URL points to the EnterpriseOne Integration Server. Enter it in the following format: http://<XPI IS MachineName>:<IS port>/invoke/PSFT_Dispatcher. Inbound:InboundServiceDispatcher

Note: The Properties group box is available on this page only if you configure your gateway properly.

See *PeopleTools: Integration Broker Service Operations Monitor* product documentation.

Nodes - Routings Page

Use the Nodes - Routings page (IB_NODEROUTINGS) to verify activation of the routings used in this integration.

Navigation

PeopleTools, Integration Broker, Integration Setup, Nodes, Routings

Image: Nodes - Routings page (1 of 2)

This example illustrates the fields and controls on the Nodes - Routings page (1 of 2).

Node Definitions
Connectors
Portal
WS Security
Routings

Node Name: PSFT_E1

Routing Name:

Routing Definitions					
Selected	Name	Service Operation	Service Operation Version	Operation Type	Sender Node
<input type="checkbox"/>	~GEN~UPG~13713	ACCOUNT_CHARTFIELD_FULLSYNC	VERSION_1	Asynch	PSFT_E1
<input type="checkbox"/>	~GEN~UPG~26294	ACCOUNT_CHARTFIELD_SYNC	VERSION_1	Asynch	PSFT_E1
<input type="checkbox"/>	~GEN~UPG~12631	BUS_UNIT_FS_SYNC	VERSION_1	Asynch	PSFT_HR
<input type="checkbox"/>	~GEN~UPG~29515	BUS_UNIT_GL_FULLSYNC	VERSION_1	Asynch	PSFT_E1
<input type="checkbox"/>	~GEN~UPG~17718	BUS_UNIT_GL_SYNC	VERSION_1	Asynch	PSFT_E1
<input type="checkbox"/>	~GEN~UPG~29543	COST_CENTER_FULLSYNC	VERSION_1	Asynch	PSFT_E1
<input type="checkbox"/>	~GEN~UPG~14371	GP_POST_GL	VERSION_1	Asynch	PSFT_HR
<input type="checkbox"/>	~GEN~UPG~13131	GP_POST_GL_REPLY	VERSION_1	Asynch	PSFT_E1
<input type="checkbox"/>	~GEN~UPG~27864	MARKET_RATE_REQ	VERSION_1	Asy to Syn	PSFT_HR
<input type="checkbox"/>	~GEN~UPG~18055	MARKET_RATE_SYNC	VERSION_1	Asynch	PSFT_E1

☒ [Select All](#)
☐ [Deselect All](#)

Image: Nodes - Routings page (2 of 2)

This example illustrates the fields and controls on the Nodes - Routings page (2 of 2).

Customize Find View All First 1-10 of 12 Last				
Receiver Node	Direction	Status	Results	
PSFT_HR	Inbound	Inactive		
PSFT_HR	Inbound	Inactive		
PSFT_E1	Outbound	Inactive		
PSFT_HR	Inbound	Inactive		
PSFT_HR	Inbound	Inactive		
PSFT_HR	Inbound	Inactive		
PSFT_E1	Outbound	Inactive		
PSFT_HR	Inbound	Inactive		
PSFT_E1	Outbound	Inactive		
PSFT_HR	Inbound	Inactive		

For each service operation listed in the table below, verify that the routing type, sender node, and receiver node are set to the values listed in the following table, and that the Status is *Active*. If necessary, click the Details link next to a service operation to access the Service Operations page.

Service Operation	Operation Type	Sender Node	Receiver Node
ACCOUNT_CHARTFIELD_FULLSYNC	Asynch	PSFT_E1	PSFT_HR
ACCOUNT_CHARTFIELD_SYNC	Asynch	PSFT_E1	PSFT_HR
BUS_UNIT_FS_SYNC	Asynch	PSFT_HR	PSFT_E1
BUS_UNIT_GL_FULLSYNC	Asynch	PSFT_E1	PSFT_HR
BUS_UNIT_GL_SYNC	Asynch	PSFT_E1	PSFT_HR
COST_CENTER_FULLSYNC	Asynch	PSFT_E1	PSFT_HR
COST_CENTER_SYNC	Asynch	PSFT_E1	PSFT_HR
GP_POST_GL	Asynch	PSFT_HR	PSFT_E1
GP_POST_GL_REPLY	Asynch	PSFT_E1	PSFT_HR
MARKET_RATE_REQ	Asy to Syn	PSFT_HR	PSFT_E1
MARKET_RATE_SYNC	Asynch	PSFT_E1	PSFT_HR

See *PeopleTools: Integration Broker Service Operations Monitor* product documentation.

Queue Status Page

Use the Queue Status page (IB_MONITOR_QUEUES) to verify the status of queues.

Navigation

PeopleTools, Integration Broker, Service Operations Monitor, Administration, Queue Status

Image: Queue Status page

This example illustrates the fields and controls on the Queue Status page.

Queue Status		
User ID: PS		Refresh
Queues Customize Find View 100 First 1-100 of 156 Last		
Queue Name	Status	
ACTION_REASON	Paused	Run
ACTUAL_TIME	Paused	Run
APE_INDUSTRY	Paused	Run
AS2_CHANNEL	Running	Pause
BANK	Paused	Run
BENEFIT_DATA	Paused	Run
BUDGET_POSITION	Paused	Run
CLASSROOM_MEETING_UPDATE	Running	Pause
CLASSROOM_SCHEDULING_CHANGE	Paused	Run
COMBO_CF_EDIT	Paused	Run
COMMIT_CNTRL_BUDGET_UPDATE	Paused	Run
COMPANY_PROPERTY	Paused	Run
COMPETENCY	Paused	Run
CORPORATE_CARD	Paused	Run

Verify that the status is *Running* for each of the following queues:

- ENTERPRISE_SETUP
- GP_POST_GL
- GL_SETUP
- MARKET_RATES

If the status is *Paused* for any of the listed channels, click *Run* to change the status.

See *PeopleTools: Integration Broker Service Operations Monitor* product documentation.

Viewing the Data in the PeopleSoft HCM Database

The EnterpriseOne data is automatically imported into the HCM database tables through subscription to the XML messages that are sent by the EnterpriseOne Integration Server.

This topic lists the pages used to review message status and view imported data and discusses how to:

- Create a query to view data imported into the GL business units table.
- Create a query to view data imported into the GL accounts table.

Pages Used to Review Service Operations Status and View Imported Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Monitor Overview	IB_MONITOR_OVRVIEW	PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Asynchronous Services, Monitor Overview	View high-level information sorted by service operation or queue.
Asynchronous Details	IB_MONITOR_DET	PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Asynchronous Details, Asynchronous Details	View asynchronous service operation properties.
GL Business Unit	BUS_UNIT_TBL_GL	Set Up HCM, Foundation Tables, Organization, GL Business Unit, GL Business Unit	View the identifier and description of business units imported into the GL Business Units table.
GL Account Table	GL_ACCOUNT	Set Up HCM, Common Definitions, ChartField Configuration, Chartfield Values Then select Account.	View the identifier and description of accounts imported into the GL Account table.
View Cost Centers	HPYP_CC_TBL	Set Up HCM, Common Definitions, GL Integrations, Common GL Objects, View Cost Centers	View cost centers imported into the Cost Center table.

Creating a Query to View Data Imported Into the GL Business Units Table

The GL Business Unit page only provides the IDs and descriptions of the GL business units imported into the GL business units table. To view additional information about the GL business units, such as the As of Date and Base Currency, you must create a query using Query Manager.

To create a query to view information from the GL business units table using Query Manager, you must:

1. Select Reporting Tools, Query, Query Manager.
2. Select Create a New Query.
3. Search for the record *BUS_UNIT_TBL_FS*.
4. Click the Add Record link.

This takes you to the Query page.
5. On the Query page, click the Check All Fields button.
6. Click on the Records page and search for the record *BUS_UNIT_TBL_GL*.
7. Click the Join Record link.
8. Use the default join type, *Join to filter and get additional fields (Standard Join)*.
9. Click on the A= *BUS_UNIT_TBL_FS* link.
10. Click the Add Criteria button.
11. Select the fields to include in the query.
12. Save the query.
13. Run the query.

The query returns a list of all GL business units.

Creating a Query to View Data Imported Into the GL Accounts Table

The GL Accounts page only provides the IDs and descriptions of the GL accounts imported into the GL accounts table. To view additional information about the GL accounts, such as currency and account type, you must create a query using Query Manager.

To create a query to view information from the GL accounts table using Query Manager, you must:

1. Select Reporting Tools, Query, Query Manager.
2. Select Create a New Query.
3. Search for the record *GL_ACCOUNT_TBL*.
4. Click the Add Record link.

This takes you to the Query page.

5. On the Query page, select the fields to include in the query.
6. Save the query.
7. Run the query.

Configuring the Target Product and System

To configure the target product and system, use the Configure Target Product (HPIP_CONFIG_PRD) and Configure Target System (HPIP_TGT_SYS_GL) components.

This topic provides overviews of target product and system configuration and account balancing defaults, lists common elements, and discusses how to:

- Configure the target product.
- Configure the target system.

Pages Used to Configure the Target Product and System

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Configure Target Product	HPIP_CONFIG_PRD	Set Up HCM, Common Definitions, GL Integrations, Common GL Objects, Configure Target Product, Configure Target Product	Assign processing defaults for the target product.
Configure Target System	HPIP_TGT_SYS_GL	Set Up HCM, Common Definitions, GL Integrations, Common GL Objects, Configure Target System, Configure Target System	Select the target product for the target and update the processing options for the target product.

Understanding Target Product and System Configuration

This table defines the terminology used in this topic:

Target system A specific GL installation that is represented by a message node. It indicates to what target system the payroll accounting lines are to be sent, which is the database that runs the general ledger application.

Target product The target general ledger product to which payroll data is to be posted on the specified target system.

Here is a summary of the configuration steps:

1. Assign processing defaults for a target product on the Configure Target Product page.
2. Associate the target product with a target system by selecting the target product on the Configure Target System page.

You can enter processing options for the target product on this page. The processing options you enter here override the options you have entered for the target product.

3. Associate the target system with the general ledger business unit by selecting the message node (target system) on the Configure GL Business Unit page.

This step associates accounting lines with the target system because each accounting line has the general ledger business unit as a required field.

Understanding Account Balancing Defaults

You specify two default configuration options related to account balancing:

- Balance Accounting Lines

Specify whether or not to balance accounts for the business unit before posting them to general ledger.

- Selected:

If you select the balancing option, the posting process calculates whether the debits equal the credits for each business unit.

- Not selected:

If you do not select the balancing option, the system does not perform balancing calculations before posting the accounting lines.

- Book to Suspense Account.

If you select the Balance Accounting Lines option, you further specify whether or not to post unbalanced amounts to a suspense account when the credits do not equal debits for a general ledger business unit.

- Selected:

If you select this option, you must specify a suspense account number on the Configure GL Business Unit page. When the debits and credits are not equal, the system creates a new accounting line containing the unbalanced amount and the specified suspense account.

- Not selected:

If you did not select this option and the accounts do not balance, no accounts are posted for the entire run ID and an error message informs you that the amounts for the general ledger business unit do not balance.

Note: If you select this option but do not specify a suspense account for the general ledger business unit, the system will issue an error message and no accounts will be posted if the accounts do not balance.

You select the default processing options for the general ledger system on the Configure Target Product page. On the Configure Target System page, you can override the defaults entered on the Configure Target Product page. You can override the target system processing options on the run control page when you run the process to post the accounting lines.

Common Elements Used in Configuring the Target Product and System

Balance Accounting Lines

Select this check box if you want the system to calculate whether the debits equal the credits for each general ledger business unit.

Book to Suspense Account

This field is available for entry if you select *Balance Accounting Lines*.

Select *Book to Suspense Account* to post unbalanced amounts to a suspense account when the credits do not equal debits. If selected, you must specify a suspense account number on the Configure GL Business Unit page.

Consolidate Accounting Lines

Accounting lines are automatically consolidated for Global Payroll.

Configure Target Product Page

Use the Configure Target Product page (HPIP_CONFIG_PRD) to assign processing defaults for the target product.

Navigation

Set Up HCM, Common Definitions, GL Integrations, Common GL Objects, Configure Target Product, Configure Target Product

Image: Configure Target Product page

This example illustrates the fields and controls on the Configure Target Product page.

The screenshot displays the 'Configure Target Product' page. At the top, it shows 'Product: Enterprise One' and 'Product Release: 8.11'. Below this, there are two main sections: 'Maximum Lines Chunking Limit' and 'Default Processing Options'. The 'Maximum Lines Chunking Limit' section includes a checked checkbox for 'Set Chunking Limit' and a text input field for 'Max Number of Accounting Lines' with the value '9999'. The 'Default Processing Options' section includes three checked checkboxes: 'Consolidate Accounting Lines', 'Balance Accounting Lines', and 'Book to Suspense Account'.

Note: The data on this page is delivered as system data; generally, you should not modify this data.

Maximum Lines Chunking Limit

Set Chunking Limit

Select if you want the system to chunk the data when the number of accounting lines exceeds the maximum of the target product.

Max Number of Accounting Lines (maximum number of accounting lines)

This field is available for entry if you select *Set Chunking Limit*. Enter the maximum number of accounting lines that the target product can accept.

Configure Target System Page

Use the Configure Target System page (HPIP_TGT_SYS_GL) to select the target product for the target and update the processing options for the target product.

Navigation

Set Up HCM, Common Definitions, GL Integrations, Common GL Objects, Configure Target System, Configure Target System

Image: Configure Target System page

This example illustrates the fields and controls on the Configure Target System page.

Configure Target System

Message Node Name: PSFT_E1

Target System Details Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000

*Description: PSFT_E1

*Product: Enterprise One

*Product Release: 8.9

Processing Options

- ☒ Consolidate Accounting Lines
- ☒ Balance Accounting Lines
- ☒ Book to Suspense Account

When you access the page, select the PeopleSoft Integration Broker node that you defined for the integration with EnterpriseOne. The node represents the target system.

Target System Details

The default processing options that you selected on the Configure Target Product page are the default values on this page. You can update the processing options here. You can also override the processing options on the process run control page when you post the accounting lines.

Product

Select EnterpriseOne as the target general ledger product to which payroll data is to be posted on this target system.

Product Release

Select the release number of the product.

Mapping Cost Centers and Accounts

To map cost centers and accounts, use the Chartfields (GP_GL_CHARTFLD), Element Groupings (GP_GL_GROUP), Account Mapping (GP_GL_MAP), and Chartfields for Cost Center (GP_CC_SETUP) components.

This topic provides an overview of cost center mapping for Global Payroll integration with General Ledger and discusses how to:

- Select chartfields for allocating costs to General Ledger.
- Group earnings, deductions, or accumulators for General Ledger processing.
- Map general ledger accounts to chartfield values and element groupings.
- Identify the pay entity chartfield.
- Select chartfields for cost center mapping.
- Map chartfield values to cost centers.

Pages Used to Map Cost Centers and Accounts to the Global Payroll System

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Chartfields	GP_GL_CHARTFLD	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields, Chartfields	Select Chartfields for account and cost center mapping.
Element Groupings	GP_GL_GROUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Element Groupings, Element Groupings	For a pay entity and business unit, group similar earnings, deductions, or accumulators so that they can be mapped to general ledger accounts.
Mapping	GP_GL_MAP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Account Mapping, Mapping	Map General Ledger accounts to a combination of chartfield values associated with a grouping of earnings, deductions, or accumulators.
Chartfields For Cost Center	GP_CC_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields for Cost Center, Chartfields For Cost Center	Select Chartfields for cost center mapping.
GP Chartfield for Pay Entity	GP_PE_CF_SEC	Click the Pay Entity Chartfield link on the Chartfields for Cost Center page.	Specify the sequence number of the pay entity Chartfield for the business unit.

Page Name	Definition Name	Navigation	Usage
Chartfield Mappings	GP_CC_MAP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields for Cost Center, Chartfield Mappings	Map Chartfield values to cost centers.

Understanding Cost Center Mapping for Global Payroll Integration with General Ledger

General Ledger requires the cost center identity, which is not part of the standard accounting line data generated by Global Payroll. Therefore, you must map cost centers to the chartfields so that the cost center can be derived and transmitted to EnterpriseOne.

In Global Payroll, chartfields are keyed by pay entity, business unit, and effective date. To derive the cost center, the mapping definition of chartfields to cost centers must also be keyed in the same way. These values are determined by:

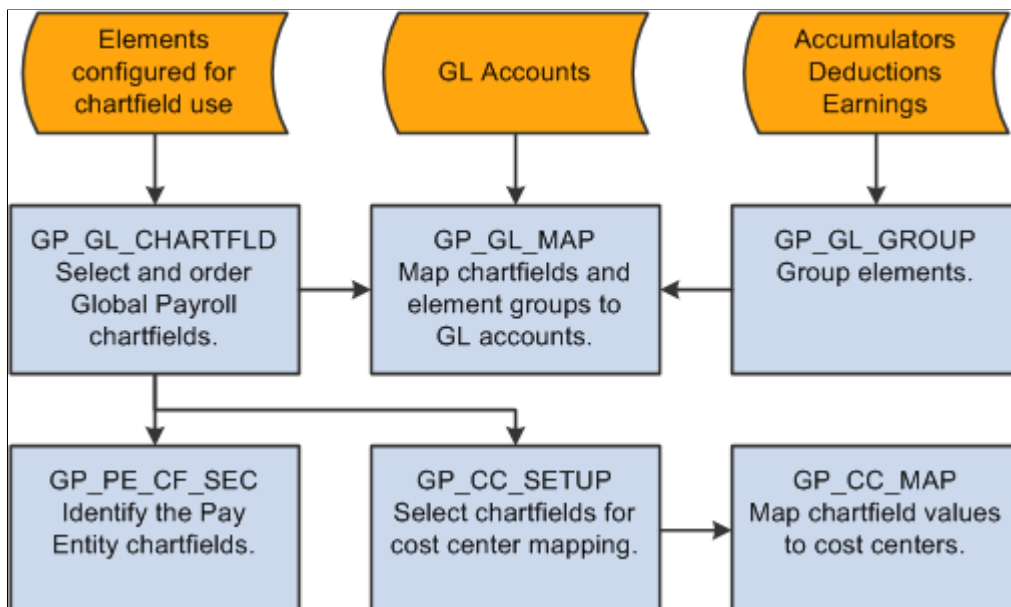
- Pay entity: You must set this up using the procedures specified in this topic.
- Business unit: This data is directly on the accounting line.
- Effective date: The posting date of the accounting line.

The cost center is derived from the mapping definition for the specified chartfields on an accounting line.

Mapping Process Diagram

Image: Cost center and account mapping for Global Payroll

This diagram identifies the pages on which the account and cost center mapping tasks are accomplished and indicates the sources of the data used on the pages. Shaded steps are specific to cost center mapping.



Mapping Process Steps

Here are more details about the steps for mapping accounts and cost centers to Global Payroll data:

1. Indicate which system and variable elements can be used as chartfields.
 - a. For system elements, select the Use As Chart Field check box on the Source and Use page and select a prompt view. For variable elements, select the Use As Chart Field check box on the Variables - Definition page and select a prompt view.
 - b. On the Element Name page, select the Store check box.
 - c. Include the chartfield elements in the payroll process list.

Note: The pay entity must be set up as a chartfield. For example, if companies correspond to pay entities in your organization, then the COMPANY element must be set up as a chartfield. Define a new variable for pay entity and configure it as a chartfield if necessary.

2. On the Chartfields page (GP_GL_CHARTFLD), select up to six chartfield elements that apply to a specific business unit and pay entity.

Note: There are eight chartfields on this page. However, chartfields 7 and 8 are used for cost center mapping during the posting process. Chartfield 7 is overwritten with the controlling area, while chartfield 8 is overwritten with the cost center. No matter what elements you select here for chartfields 7 and 8, the posting that is sent to General Ledger always has the controlling area and cost center in chartfields 7 and 8.

- You must include the element that you defined as the pay entity chartfield element for every pay entity and business unit.
 - The pay entity chartfield element must be in the same field number position for all pay entities within the business unit.
3. On the Element Groupings page (GP_GL_GROUP), place earning, deduction, and accumulator elements into groups.
 4. On the Mapping page (GP_GL_MAP), map the element groups and chartfield values to their corresponding general ledger accounts.
 5. On the GP Chartfield for Pay Entity page (GP_PE_CF_SEC), identify which chartfield number contains the pay entity element.
 6. On the Chartfields for Cost Center page (GP_CC_SETUP), select chartfields for cost center mapping.
 7. On the Chartfield Mappings page (GP_CC_MAP), map chartfield values to cost centers.

Related Links

[Understanding Calculation Elements](#)

[Understanding the General Ledger Interface](#)

Chartfields Page

Use the Chartfields page (GP_GL_CHARTFLD) to select Chartfields for account and cost center mapping.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields, Chartfields

To successfully map cost centers, you must select Pay Entity as one of the chartfields on this page. Furthermore, you must set up the Pay Entity element with the same field number for all pay entities within a given business unit.

See [ChartFields Page](#).

Element Groupings Page

Use the Element Groupings page (GP_GL_GROUP) to for a pay entity and business unit, group similar earnings, deductions, or accumulators so that they can be mapped to general ledger accounts.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Element Groupings, Element Groupings

See [Element Groupings Page](#).

Mapping Page

Use the Mapping page (GP_GL_MAP) to map General Ledger accounts to a combination of chartfield values associated with a grouping of earnings, deductions, or accumulators.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Account Mapping, Mapping

See [Mapping Page](#).

Chartfields For Cost Center Page

Use the Chartfields For Cost Center page (GP_CC_SETUP) to select Chartfields for cost center mapping.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields for Cost Center, Chartfields For Cost Center

Image: Chartfields For Cost Center page

This example illustrates the fields and controls on the Chartfields For Cost Center page.

Chartfield	Element Name	*Edit Table
1	DEPTID	DEPT_TBL

Pay Entity Chartfield

Click this link to access the GP Chartfield for Pay Entity page.

Freeze Fields

Select this when you have finished configuring the chartfield setup.

When this check box is selected, all fields on the page become unavailable for data entry. If you later deselect this check box, the fields are again available for entry.

Chartfields for Cost Center

Add rows as necessary in this grid to list all of the chartfields that you want to use for mapping cost centers for this pay entity and business unit.

Chartfield

Select the field number that you populated with the element name on the Chartfields page.

Element Name

The system populates the name of the system element for the chartfield. This is used as a label on the Chartfield Mappings page.

Edit Table

Select the record that contains the values for the chartfield.

GP Chartfield for Pay Entity Page

Use the GP Chartfield for Pay Entity page (GP_PE_CF_SEC) to specify the sequence number of the pay entity Chartfield for the business unit.

Navigation

Click the Pay Entity Chartfield link on the Chartfields for Cost Center page.

Image: GP Chartfield for Pay Entity page

This example illustrates the fields and controls on the GP Chartfield for Pay Entity page.

GP Chartfield for Pay Entity

Pay Entity: GAAUSBI Australian Business Institute2

Business Unit: AUS01 Australian Business Unit

Chartfield for Pay Entity
Find View All First 1 of 1 Last

*Effective Date: 03/27/2004

*Chartfield: 2

OK Cancel Refresh

Chartfield

Referring to the Chartfields page, select the field number that corresponds to the pay entity chartfield element.

Note: This value must be the same for all pay entities in the business unit.

Chartfield Mappings Page

Use the Chartfield Mappings page (GP_CC_MAP) to map Chartfield values to cost centers.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields for Cost Center, Chartfield Mappings

Image: Chartfield Mappings page

This example illustrates the fields and controls on the Chartfield Mappings page.

The screenshot shows the 'Chartfield Mappings' page. At the top, there are tabs for 'Chartfields For Cost Center' and 'Chartfield Mappings'. Below the tabs, the 'Pay Entity' is set to 'GAAUSBI' (Australian Business Institute2) and the 'Business Unit' is 'AUS01' (Australian Business Unit). The 'Effective Date' is '03/27/2004'. The 'Chartfield Definition' section has a 'Find | View All | First | 1 of 1 | Last' navigation bar. It shows a 'Cost Center Mapping' with a 'Find | View All | First | 1 of 1 | Last' navigation bar. The mapping is for '*Controlling Area: KW01' (Swiss E1) and '*Cost Center ID: 10000' (Human Resources). Below this is the 'Chartfield Values' section with a 'Customize | Find | View All | First | 1 of 1 | Last' navigation bar. It contains a table with two columns: 'DEPTID' and 'Description'. The table has one row with '10000' in the 'DEPTID' column and 'Human Resources' in the 'Description' column. There are '+' and '-' buttons next to the row.

The fields on this page are available for entry only if the *Freeze Fields* check box is selected on the Chartfields for Cost Center page.

Effective Date

This field cannot be modified on this page.

Controlling Area

Select the controlling area to which you want to map the chartfield combinations.

The available values are the company codes entered into the Enterprise Controlling Area table when EnterpriseOne companies were imported into the Enterprise Business Unit GL table.

Cost Center ID

Select the cost center to which you want to map the chartfield combinations. The available values are the EnterpriseOne business units that you imported into the Enterprise Cost Center table.

Chartfield Values

Select chartfield values for each chartfield listed on the page. The chartfields are displayed in the order that you specified on the Chartfields for Cost Center page.

The available values for each chartfield are the values in the edit table that you specified for the chartfield on the Chartfields for Cost Center page.

Retrieving Currency Exchange Rates

To retrieve currency exchange rates, use the Request Market Rates (HIE1_MKT_RT_RNCTL) component.

This topic provides overviews of the currency market rates integration and currency rounding, and discusses how to request market rates.

Pages Used to Retrieve Currency Exchange Rates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Request Market Rates	HIE1_MKT_RT_RNCTL	Set Up HCM, Common Definitions, GL Integrations, Payroll to E1 General Ledger, Request Market Rates, Request Market Rates	Query market exchange rates from the PeopleSoft EnterpriseOne Financials system. Either schedule the request or enter an ad hoc request.
Monitor Overview	IB_MONITOR_OVRVIEW	PeopleTools, Integration Broker, Service Operations Monitor, Monitoring, Asynchronous Services, Monitor Overview	View the message status of the MARKET_RATE_SYNC message.

Understanding the Currency Market Rates Integration

Currency market rates must be synchronized between the Enterprise payroll systems and the EnterpriseOne financial system, which is the master for market rates. Use the same run control page to either schedule the synchronization or manually request it.

Note: Currency cross referencing must be set up in PeopleSoft EnterpriseOne's XPI Cross-Reference database before you use this process to synchronize market rates.

Here is a brief description of the processing:

1. A Global Payroll user requests market rates, specifying a currency or range of currencies and a date on the run control page.

The Market Rate Import Application Engine process (HI_MKT_RT) creates the MARKET_RATE_REQ message, converts it to a synchronous message, and sends it.

2. The Integration Server sends back the MARKET_RATE_SYNC response message containing the market rates available for the specified currency pairs and date.

Either the multiplier or divisor is populated in the message, based on the calculation method and currency conversion method in the record. The other rate is initialized to 1.0.

3. The Integration Broker subscription to the MARKET_RATE_SYNC message updates the Enterprise Market Rate Data table (RT_RATE_TBL).

Note: You must set all market rates that you will use in EnterpriseOne and sync up those rates with Enterprise. Processing payroll transactions with currencies for which market rates are set up in Enterprise and not in EnterpriseOne will produce invalid data in EnterpriseOne. If a query is made to a currency exchange rate that does not exist in EnterpriseOne for the date specified, no data is returned in the reply.

Understanding Currency Rounding

If you are keeping amounts in different currencies on both the detail and sum (balance) level, there is a potential rounding issue. The problem arises from the fact that the system converts single amounts, sums them up for balancing, and then converts the sum. As a result, the converted amount of the sum does not equal the sum of the single conversions. To prevent this problem, you must select the Balance Accounting Lines check box on the Configure Target Product and Configure Target System pages.

When the Balance Accounting Lines check box is selected:

- All amounts are posted in both the payroll and the GL currency.

Primarily, balancing is enforced in the payroll currency.

Note: This is standard processing, whether or not you select the Balance Accounting Lines check box.

- If the payroll currency differs from the GL currency, a new accounting line for rounding adjustment is created for each segment that is sent to GL.

This prevents rounding differences that might cause the amounts to be out of balance in the GL currency.

- The accounting line is created once per chunk.
- It is created only if the Balance Accounting Lines check box is selected and the payroll currency differs from the currency of the GL business unit.
- The new accounting line contains the rounding adjustment in the GL currency. The amount in the payroll currency is 0.
- The account that is used is the one that the user specified as the suspense account on the setup for the GL business unit.

If no suspense account has been specified for the GL BU, the rounding adjustment entry does not get created.

- The description field says *Rounding Adjustment Entry*.

Related Links

[Understanding Account Balancing Defaults](#)

Request Market Rates Page

Use the Request Market Rates page (HIE1_MKT_RT_RNCTL) to query market exchange rates from the PeopleSoft EnterpriseOne Financials system.

Either schedule the request or enter an ad hoc request.

Navigation

Set Up HCM, Common Definitions, GL Integrations, Payroll to E1 General Ledger, Request Market Rates, Request Market Rates

Image: Request Market Rates page

This example illustrates the fields and controls on the Request Market Rates page .

Request Date

Enter the current date.

To accommodate requests scheduled through PeopleSoft Process Scheduler, the system overrides the entered request date with the current system date when the request date is in the past. If the request date is the current date or a future date, the system uses the request date.

Rate Type

Select the rate type under which the imported values are to be stored in the Enterprise table. Values are established on the Market Rate Data table (RT_TYPE_TBL).

Market Rate Index

Select the market rate index under which the imported values are to be stored in the Enterprise table. Values are established on the Market Rate Index table (RT_INDEX_TBL). The default value is *MODEL*.

Target System

Select the node that you established for the integration with EnterpriseOne.

From Currency Range

Define the alphabetical range of currencies from which you're requesting the exchange rate.

For example, from GBP – RUR.

For a single from currency, select the same currency in both fields.

To Currency Range

Define the alphabetical range of currencies to which you're requesting the exchange rate.

For a single to currency, select the same currency in both fields.

For example, to EUR - EUR.

The system retrieves the market rate for each currency code pair that falls alphabetically in the from and to currency ranges that you specify.

Related Links

PeopleSoft 9.2: Enterprise Components

Preparing and Posting Accounting Lines from Global Payroll to General Ledger

This topic provides overviews of the posting of accounting lines and the Global Payroll posting process and discusses how to:

- Generate Global Payroll accounting lines.
- Post Global Payroll accounting lines.
- View the transaction status.
- View log information generated for each segment.
- Reset the Global Payroll accounting transactions.

Pages Used to Prepare and Post Global Payroll Accounting Lines

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Send Costs to GL	GP_GL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL, Send Costs to GL	Create payroll accounting lines in the GP Accounting Line table.
Transactions without Account	GP_GL_NO_ACCT	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Review GL Costing w/o account, Transactions without Account	View transactions that were not assigned a General Ledger account by the calculate phase of the GL Transaction Creation Application Engine process.
Finalize Costs for GL	HPIP_GP_FINALIZE	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Finalize Costs for GL, Finalize Costs for GL	Prepare the accounting lines for posting and post them to General Ledger.

Page Name	Definition Name	Navigation	Usage
View GL Transaction Status	HPIP_PRCSTAT	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Review GL Transaction Status, View GL Transaction Status	View the transaction status of the posting process.
View Process Parameters	HPIP_PRCSPARSEC	Click the Process Parameters link on the View GL Transaction Status - Transaction Details tab.	View a summary of the process instance information and view the parameters used to run the process that generated the process instance.
View Detail Transactions	HPIP_PRCSEGSSEC	Click the Detail Transactions link on the View GL Transaction Status - Transaction Details tab.	View log information generated for each segment.
View Transaction Parameters	HPIP_SEGPARSEC	Click the Transaction Parameters link on the View Transaction Details page.	View a summary of the segment information and view the GL business unit for which the segment was posted.
View Accounting Line Data	HPIP_PRCSDATASEC	Click the Accounting Line Data link on the View GL Transaction Status - Transaction Details tab.	View a summary of the accounting line data that was posted by the process.
Process Message Log	HPIP_PRCMSGSEC	Click the Message Log link on the View GL Transaction Status - Transaction Details tab.	View messages generated during the Application Engine process. The information on this page matches that provided by the View Messages functionality in Process Monitor.
Reset GL	GP_GLRESET	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Reset GL	Run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Understanding the Posting of Accounting Lines

After you process payroll in Global Payroll, you can create the accounting lines and post them as journal entries to General Ledger. A journal entry typically consists of header and line data.

You must first synchronize the market exchange rates between the financials system and the payroll system if your data involves multiple currencies.

The posting framework posts summary GL transactions grouped by GL business unit (Business_Unit_GL). As part of the posting, an Application Engine process prepares the data, creates the message, and sends to the node that is specified for the GL business unit.

The Integration Server loads the data into the EnterpriseOne Journal Entry Transactions – Batch File table (F0911Z1). The Integration Server sends a reply message stating whether the transactions sent by Global Payroll were successfully posted and loaded into table F0911Z1.

After the data has been loaded into table F0911Z1, you run a batch process to validate the data and to insert the records into the Account Ledger table (F0911). You then post the transactions from table F0911 to the Account Balances table (F0902) just as you would post any other transactions.

If the payroll transactions contain errors in the data, you can:

- Manually correct errors in table F0911Z1 before loading transactions to table F0911.
- Purge table F0911Z1 before loading transactions to table F0911, then reset and rerun the Global Payroll process to post the transactions to General Ledger.

See [Handling Data Errors in Batch Posting](#).

Understanding the Global Payroll Posting Process

This topic discusses:

- Steps for creating and sending Global Payroll accounting lines.
- The posting process.
- The reset process.

Steps for Creating and Sending Global Payroll Accounting Lines

These are the steps for creating accounting lines in Global Payroll and sending them to General Ledger:

1. Calculate and finalize payroll.
2. Run the GL Transaction Creation Application Engine process (GP_GL_PREP) with the Calculate option selected to generate the payroll accounting lines on the GP Accounting Line table (GP_ACC_LINE).

Note: Do not run the process using the Finalize option. When you select a calendar group ID that integrates with EnterpriseOne, the page does not display the Finalize option.

3. View the Transactions w/o Account (transactions without account) page to check for amounts not associated with accounts and make corrections as necessary.
4. If corrections were made, rerun the GL Transaction Creation process with the Calculate option selected.
5. Run the Finalize Costs for GL Application Engine process (HI_GP_POST) to post the journal entries to General Ledger.
6. Check the status of the posting process in the Process Scheduler process monitor.
7. Check the status of the transaction on the View GL Transaction Status page.
8. If for any reason it is necessary to correct account data after it has been posted:

- a. Run the GL Reset Process Application Engine process (GP_GL_RESET).
- b. Make data corrections.
- c. Repeat steps two through five.

Posting Process Description

When you run the Finalize Costs for GL process, the system performs the following processing steps:

1. Determines the cost center:

- Determines the controlling area and cost center according to the mapping table setup.
- Writes the controlling area to chartfield 7 on the accounting line.
- Writes the cost center to chartfield 8 on the accounting line.

2. Checks debit and credit balances if the balancing option is selected:

If they do not match, creates a suspense entry if a suspense account is defined for the GL business unit or generates an error without posting accounting lines if the suspense account option is not selected or the account is not defined.

If the foreign total amount nets to zero and domestic total amount does not, it assumes rounding differences due to currency conversion and forces the domestic amount to net to zero.

3. Creates a separate posting for each GL business unit.

Each posting is divided into segments according to the chunking limit that is configured on the Target Products page. The segmentation requires definition of the clearing accounts for the GL business unit. If no chunking limit is set for the target product, the program does not segment the postings; in this case it does not check for clearing accounts. Each segment is sent with the GP_POST_GL XML message.

Reset Process Description

If the transactions sent to General Ledger are later found to have errors, you might have to run the GL Reset process and repost the transactions.

The GL Reset process:

- Deletes all rows on the Global Payroll Accounting Line Staging table (PS_GP_ACC_LINE_STG), which is invoked during the Finalize Costs for GL process and is the source record for the posting process.
- Resets the GL Finalized indicator fields to *not finalized* on both the Completed GL Stream table (PS_GP_GL_PREP_STRM) and the Calendar Run Definition table (PS_GP_CAL_RUN).

You must run the GL Reset process before rerunning the GL Transaction Creation process and reposting for the calendar group ID.

Related Links

[Understanding Account Balancing Defaults](#)

Send Costs to GL Page

Use the Send Costs to GL page (GP_GL_PREPARE) to create payroll accounting lines in the GP Accounting Line table.

Navigation

Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL, Send Costs to GL

Note: Do not run the process using the Finalize option for the integration with General Ledger; the Finalize option is not available if the selected calendar group ID integrates with EnterpriseOne. Use the GL Finalize for E1 page to finalize the GL processing.

See [Send Costs to GL Page](#).

Finalize Costs for GL Page

Use the Finalize Costs for GL page (HPIP_GP_FINALIZE) to prepare the accounting lines for posting and post them to General Ledger.

Navigation

Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Finalize Costs for GL, Finalize Costs for GL

Image: Finalize Costs for GL page

This example illustrates the fields and controls on the Finalize Costs for GL page.

Finalize Costs for GL

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Calendar Group ID
 *Calendar Group ID:
 Calendar Group GD2 Apr01

Processing Options
☐ **Override Indicator**
☐ **Balance Accounting Lines**
☐ **Book to Suspense Account**

Off Cycle Groups		
Pay Group	Calendar ID	Payment Date
GD2PG1	GD2PG1APR01	04/30/2001
GD2PG2	GD2PG2APR01	04/30/2001

Override Indicator

Select to override the default balance options set for the target product on the Configure Target System page. The other fields

in this group box are available for entry only if *Override Indicator* is selected.

Balance Accounting Lines

Select this check box if you want the system to calculate whether the debits equal the credits for each general ledger business unit.

Book to Suspense Account

This field is available for entry if you select *Balance Accounting Lines*.

Select *Book to Suspense Account* to post unbalanced amounts to a suspense account when the credits do not equal debits. If selected, you must specify a suspense account number on the Configure GL Business Unit page.

Checking the Process Status and Message Log

Even if the process runs successfully, there might be functional problems with validation, balancing, or chunking. To determine whether there are problems:

1. Access Process Monitor.
2. Enter criteria to filter the data displayed and click *Refresh*.
3. Verify that the HI_GP_POST Application Engine process status is *Success*.
4. Click *Details* for the process instance.
5. Click *Message Log*.
 - Check for messages about errors.
 - If needed, identify the calendar group ID processed in the process instance.

Resolving Process Service Operations Monitor Log Errors for the Posting Process

Problem	Solution
Validation failure caused no accounting lines to be posted to general ledger even though the posting status is <i>Success</i> .	Correct the issue reported in the error message and rerun the posting process.
Balancing failure caused no accounting lines to be posted to general ledger even though the posting status is <i>Success</i> .	<p>Verify that both of the following are true:</p> <ul style="list-style-type: none"> • Book to Suspense Account is selected on the posting process run control page. • The suspense account is assigned on the Configure GL Business Unit page. <p>Rerun the posting process after correcting the settings.</p>

Problem	Solution
Chunking failure caused no accounting lines to be posted to general ledger even though the posting status is <i>Success</i> .	Verify that the clearing account is specified on the Configure GL Business Unit page. Rerun the posting process after entering the clearing account.

Related Links

[Understanding Account Balancing Defaults](#)

View GL Transaction Status Page

Use the View GL Transaction Status page (HPIP_PRCSTAT) to view the transaction status of the posting process.

Navigation

Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Review GL Transaction Status, View GL Transaction Status

Image: View GL Transaction Status page

This example illustrates the fields and controls on the View GL Transaction Status page.

Note: As you continue to post accounting lines, the Transaction Status tables can grow significantly, since each posting process writes data to these tables. These tables are not automatically purged. To purge data from these tables, you can click the Delete button to delete one or more rows. After you delete a row on this page, the data displayed in the Process Parameters, Detail Transactions, and Accounting Line Data pages is also purged when you save the View GL Transaction Status page.

View Process Instance

Use the fields in this group box to select the process instances to view. The page automatically displays the process instances from the last day.

User ID

Enter a user ID to view only process instances associated with that ID.

Process Instance

If you know the process instance numbers for the process instances you want to view, enter the numbers.

Last

Enter a quantity and then select the associated duration (days, hours, or minutes). If you want to see all results, select *None*.

Refresh

After you have entered criteria, click this button to refresh the information that appears Process List group box.

Process Instance Tab

The fields on this tab display the same information as the Process Monitor.

Transaction Status Tab

Select the Transaction Status tab.

Image: View GL Transaction Status page: Transaction Status tab

This example illustrates the fields and controls on the View GL Transaction Status page: Transaction Status tab.

View GL Transaction Status

View Process Instance

User ID Refresh

Process Instance to

Last Days

Process List

Customize | Find | View All | First 1 of 1 Last

Process Instance Transaction Status Transaction Details

Instance	Transaction Status	Error Code	Message Set	Number

Transaction Status

Displays the status of the overall posting transaction. A posting transaction can include multiple segments (or chunks). Each of these segments has a separate status value, which can be viewed on the View Detail Transactions page. The status of the overall transaction is *Success* if all segments have a status of *Success*.

The status of the overall transaction is *Error* if one or more segments have a status of *Error*.

Values include:

Success

Error

Processing

Staged

Error Code

Displays the source of the error on the process level, if the posting transaction encountered an error. Values include:

Account Number Mismatch: The account number of one of the lines of the payroll transaction does not match an account number previously assigned and cross-referenced during the Account initial or incremental load. No insert into the Z1 staging table was attempted.

Inserting Error: The insert of the lines of the payroll transaction into the Z1 staging tables failed due to some problem, such as a primary key was omitted. No lines were inserted into the Z1 staging table.

Processing Error: An error occurred during the posting process or the subsequent message processing in Integration Broker. See the Process Monitor or the Service Operations Monitor for more information.

No Information Available: No information is available on the source of the error.

Validation Failed: One of the validations performed by the posting process has failed. See the Process Message Log page for more information.

Integration Broker Error: The message could not be sent by Integration Broker. Review the setup described in the Setting Up the Integration in the Enterprise Database topic to verify that it is complete and correct.

Segment Error: One of the segments of this posting has an error. See the View Detail Transactions page for more information.

Unknown Return Code: The return code sent by General Ledger could not be interpreted. See the Service Operation Monitor for more information on the return message.

Message Set, Number and Details

Displays a message that explains the status of the posting transaction. If there is a message set and number, click the Details link to view the associated message.

Transaction Details Tab

Select the Transaction Details tab.

Image: View GL Transaction Status page: Transaction Details tab

This example illustrates the fields and controls on the View GL Transaction Status page: Transaction Details tab.

View GL Transaction Status

View Process Instance

User ID

Process Instance to

Last Days

Process List Customize | Find | View All | | First Last

Process Instance Transaction Status **Transaction Details**

Instance	Process Parameters	Message Log	Detail Transactions
	Process Parameters	Message Log	Detail Transactions

Each posting that exceeds the maximum number of accounting lines, as specified for the target product, is separated into multiple segments. Each segment is sent as an individual message by the Integration Broker. Use this page to view the status and information related to the individual segments.

Process Parameters Click to access the View Process Parameters page.

Message Log Click to access the Process Message Log page.

Detail Transactions Click to access the View Detail Transactions page.

Return Code Errors

If the return code on the View GL Transaction Status page is *Account Number Mismatch* or *Inserting Error* and no accounting lines were inserted into the Z1 staging table, follow this procedure:

1. The finance office administrator locates and sends to the payroll office administrator the Enterprise process instance ID from the Transaction Number field on the Work With Store & Forward Journal Entries page.
2. The payroll office administrator accesses the View GL Transaction Status page and searches for the affected process instance using the fields in the View Process Instance group box.

Once the payroll office administrator locates the affected process instance, he or she should:

- a. Click the Transaction Details tab.
 - b. Click Process Parameters.
 - c. Note the affected calendar group ID from the View Process Parameters page.
3. The payroll office administrator resets and reruns the general ledger processing for the calendar group ID.

View Detail Transactions Page

Use the View Detail Transactions page (HPIP_PRCS_SEG_SEC) to view log information generated for each segment.

Navigation

Click the Detail Transactions link on the View GL Transaction Status - Transaction Details tab.

Image: View Detail Transaction page

This example illustrates the fields and controls on the View Detail Transaction page.

Process Instance						
Segment	Status	Error Code	Channel	PubID	Transaction Parameters	IB Message Details
1					Transaction Parameters	IB Message Details

[Return](#)

Segment and Status

Displays the segment number and status for each segment.

Error Code

If an error occurred at the segment level, this field displays an error code identifying the problem.

Channel

Displays the queue on which the posting or rate request message was sent.

Pub ID (publication identifier)

Displays the publication identifier for the posting or rate request message.

Transaction Parameters

Click to view a summary of the segment information. You can also view the target system to which the posting was placed or from which the rates were retrieved.

IB Message Details

Click to open a new window displaying the Message Details page for the message instance of this segment.

Reset GL Page

Use the Reset GL page (GP_GL_RESET) to run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Navigation

Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Reset GL

Image: Reset GL page

This example illustrates the fields and controls on the Reset GL page .

Reset GL

Run Control ID: PS [Report Manager](#) [Process Monitor](#)

Payroll Run

*Calendar Group ID: Calendar Group GD2 Apr01

Calendar List [Customize](#) | [Find](#) | [View All](#) | | [First](#) | [1-2 of 2](#) | [Last](#)

Pay Group	Calendar ID	Payment Date
GD2PG1	GD2PG1APR01	04/30/2001
GD2PG2	GD2PG2APR01	04/30/2001

Streams [Customize](#) | [Find](#) | [View All](#) | | [First](#) | [1 of 1](#) | [Last](#)

Stream Number	Empl ID From	Empl ID To	Calc Completed

Note: Use this process only if it is necessary to repost the transactions because they were originally sent with errors. After resetting, correct the data errors and repeat GL processing.

Calendar Group ID Select the calendar group for which you want to reset the GP GL interface processing. Resetting applies to the entire calendar group.

The remaining fields on the page are for information only; you cannot enter or alter the data.

Handling Data Errors in Batch Posting

This topic provides an overview of data error handling and discusses how to:

- Identify data to be purged and reprocessed.
- Reset and repost the payroll accounting lines.

Understanding Data Error Handling

This topic discusses:

- Data error possibilities.
- Data error correction procedures.

Data Error Possibilities

The following are some reasons that data error handling would be required:

- The payroll office might discover errors in the accounting lines after posting the data to General Ledger.
- When you run the Journal Entries Batch Processor program (R09110Z) in EnterpriseOne, the system validates the specific combinations of account code and cost center and might detect an invalid account number.

The accounting lines sent to General Ledger from Global Payroll applications contain an account code and a cost center. The Enterprise account code corresponds to the object and subsidiary in EnterpriseOne, while the Enterprise cost center corresponds to the EnterpriseOne company.

Because the account number in EnterpriseOne consists of a combination of the business unit, object, and subsidiary, the combination of the Enterprise account code and cost center might produce an EnterpriseOne account number that is invalid.

For example:

- It might use a cost center in Enterprise that does not correspond to a valid EnterpriseOne company.
- If the EnterpriseOne company contains two or more accounts with the same object and subsidiary, but different business units, the integration might produce the wrong EnterpriseOne business unit, object, and subsidiary combination.

Data Error Correction Procedures

When errors are discovered:

- The finance office administrators and payroll office administrators must communicate to coordinate the method of handling the errors and to identify the data to be corrected.
- The payroll office administrators might need to correct errors in the payroll setup.

For example, if the account code and cost center are generating an invalid EnterpriseOne account number, you might need to book the amounts to a different account code or cost center in Enterprise.

- The finance office administrators might need to redistribute the amount to the correct account in EnterpriseOne.

For example, the account code and cost center are correct in Enterprise, but amounts are booked to the wrong account number in EnterpriseOne because two or more EnterpriseOne accounts have the same object and subsidiary, but different business units in the same company.

Errors in the payroll data that has been posted to general ledger can be handled in one of two ways:

- Correct errors in the tables in the EnterpriseOne database.
- Purge the records that contain errors from the EnterpriseOne database and request the administrators of the Enterprise payroll application to:
 1. Reset the general ledger posting process.

2. Correct the errors in the payroll setup.
3. Rerun general ledger processing and repost the results.

You would use this method if the errors were too numerous to be corrected in table F0911Z1.

Identifying Data to be Purged and Reprocessed

If reprocessing of payroll data is required, the finance office administrators and payroll office administrators must communicate to identify the data to be reprocessed. This topic discusses how to locate data to be purged or reprocessed:

- When the requirement initiates in the finance office.
- When the requirement initiates in the payroll office.

Finance Office Initiates

If the data correction requirement is initiated in the finance office:

1. The finance office administrator:
 - a. Locates the Enterprise process instance ID from the Transaction Number field on the Work With Store & Forward Journal Entries page.

The transaction number on this page is the Enterprise process instance ID.

See PeopleSoft EnterpriseOne 8.11 Application Integrations with PeopleSoft Applications, "Using the PeopleSoft Payroll to PeopleSoft EnterpriseOne General Ledger Integration," Processing PeopleSoft Payroll Data in PeopleSoft EnterpriseOne General Ledger , Locating Payroll Batch Transactions in PeopleSoft EnterpriseOne

- b. Communicates the process instance ID number to the payroll office administrator.
2. The payroll office administrator views the View GL Transaction Status page for the process instance to determine the affected calendar group ID.

Payroll Office Initiates

If the data correction requirement is initiated in the payroll office:

1. The payroll office administrator:
 - a. Views the View GL Transaction Status page to determine the process instance ID associated with the calendar group ID that requires reprocessing.
 - b. Communicates the process instance ID number to the finance office administrator.
2. The finance office administrator uses the process instance ID number to locate the payroll batch process transaction on the Work With Store & Forward Journal Entries page.

The payroll process instance ID is the same as the transaction number in this page.

Resetting and Reposting the Payroll Accounting Lines

If EnterpriseOne purges the batch of F0911Z1 records, the Enterprise payroll application administrator must be notified to reset the general ledger processing and repost the accounting lines.

Integrating with PeopleSoft Time and Labor

Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor

This topic discusses:

- Tasks performed by Global Payroll after integration.
- How Time and Labor creates payable time.
- What happens when you start a pay run.
- Planning considerations.

Tasks Performed by Global Payroll After Integration

Time and Labor tracks the time that payees work and generates payable time that can be processed by payroll systems such as Global Payroll. If your organization uses Time and Labor with Global Payroll, you can process payable time during your pay runs, transmit cost data back to Time and Labor after a pay run, and share employee schedules.

Once you configure your systems to work together, Global Payroll:

- Makes approved absence data available to Time and Labor so that it can be evaluated by the rules process that Time and Labor uses to create payable time for cost evaluation.
- Loads payable time into Global Payroll when you start the Calculate phase of a pay run.
- Treats payable time as generated positive input, meaning that all rules that apply to generated positive input also apply to payable time.
- Processes payable time for the current period or an offsetting period.
- Sends cost data back to Time and Labor after a pay run is complete so that the data can be distributed across payable time entries and sent to PeopleSoft Projects and other applications.

Note: When using Time and Labor with Global Payroll, you can enter absence events in Global Payroll using the Absence Event page, Time and Labor Self Service time sheet in the Absence Event topic, or Absence Self Service pages. Absence events populate the Absence Event Definition table (GP_ABS_EVENT) that is used during the Absence Take process and the Time Administration process in Time and Labor.

Related Links

"Integrating Time and Labor with Global Payroll (*PeopleSoft HCM 9.2: Time and Labor*)"
[Understanding Positive Input](#)

"Understanding Self-Service Components (*PeopleSoft HCM 9.2: Time and Labor*)"

"Understanding the Absence Request Transactions (*PeopleSoft HCM 9.2: Absence Management*)"

How Time and Labor Creates Payable Time

Each incident of time that is reported in Time and Labor is associated with a time reporting code (TRC) that identifies its type (for example, regular or meeting), units, currency, and other attributes. You can also assign task codes to each time entry, enabling your organization to track time at a finer level of detail—by product, location, and other categories. In addition, you can track the accounting information that flows between Time and Labor and Global Payroll. Integrating Time and Labor with Global Payroll requires that you map earning, deduction, and absence take elements to TRCs. You might also need to map supporting elements or variable task codes, and chartfields.

Time that is reported in Time and Labor must be converted to *payable time* before it can be sent to a payroll system for processing. The payable time must also have a *payable status* to indicate that it is ready for processing. The Time Administration process in Time and Labor creates payable time that's ready for payroll processing by applying a set of user-defined rules to time entries based on their TRCs. It can apply rules for overtime, holiday pay, guaranteed hours, consecutive days, and other situations.

What Happens When You Start a Pay Run

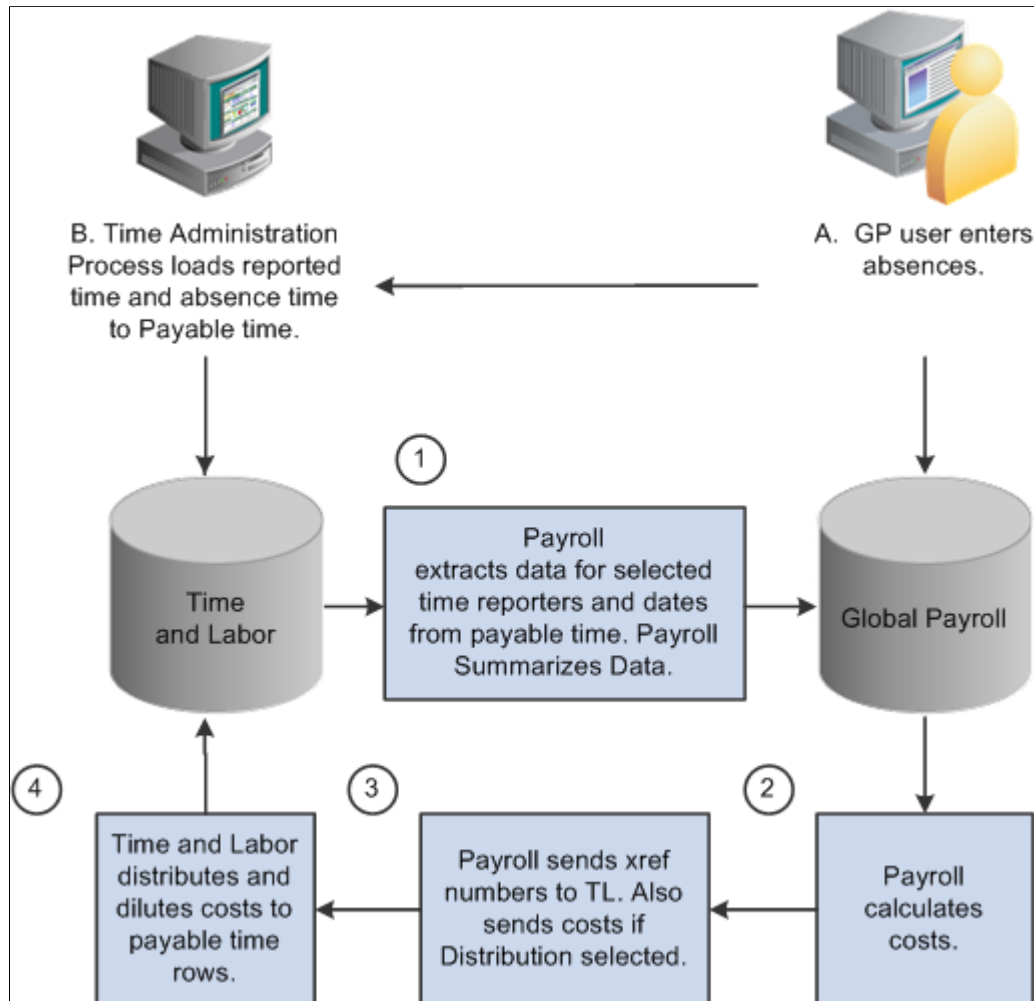
During the Calculate phase of a pay run, Global Payroll retrieves payable time that's ready for processing from Time and Labor. The first time that the Calculate phase runs, Global Payroll processes all payees that are identified in the current calendars. During subsequent runs, Global Payroll creates an iterative trigger and a retroactive trigger for each instance of payable time that has changed and reprocesses only the payees that are in error or have iterative triggers. Payable time is retrieved each time the payroll is run.

After a pay run is finalized, you start an update process that updates the payable time entries in Time and Labor. This process also invokes the Labor Distribution and Labor Dilution processes in Time and Labor,

if you have elected to use those features. If you are not using labor distribution, Global Payroll sets the status of payable time entries to CL (closed).

Image: Integration between Global Payroll and Time and Labor

The following flowchart illustrates the interactions between Global Payroll and Time and Labor.



Note: Absence data that is sent to Time and Labor is not used to compensate payees for absences. Global Payroll calculates payee compensation for absences, and when the labor distribution feature is used, sends the resultant amounts back to Time and Labor after a pay run is finalized.

Planning Considerations

Both Global Payroll and Time and Labor are rules-based systems that are capable of carrying out some of the same types of rules. Before integrating the two products, think carefully about which rules you want each system to apply. In general:

- Define rules that calculate payable *time*, including overtime, shift differentials, and other special situations, in Time and Labor.
- Define rules that calculate *pay* in Global Payroll.

Time reporting codes (TRCs) are mapped to Global Payroll earnings and deductions that add to or subtract from gross and net pay accumulators. You should decide on a strategy for mapping earning elements to TRCs. For example, you might map a TRC to an earning element that does not accumulate to gross pay. This enables you to use a separate rule to calculate the costs that are associated with a TRC but do not contribute to gross pay, such as an employer-paid health insurance premium. You might use the same approach for salaried employees, where the hours that are reported by Time and Labor are not used in the payroll calculation, but are used for costing.

To summarize:

- Define one earning element that accumulates to gross.

This is the earning element that the payroll process uses to calculate a payee's payslip. Do not map this element to a TRC.

- Define a second earning element that does not contribute to gross pay.

This earning element is used for costing purposes only and, in addition to the payee's salary, can include overhead costs or any costs that you want to add. Map this element to a TRC so that accurate cost data is returned to Time and Labor and made available to the cost accounting, planning, or budgeting application.

Note: For hourly workers and in other situations where you do want the second earning elements to add to gross pay, you can map a TRC to a second earning element that accumulates to gross pay.

Note: Make sure that any earnings to which you map TRCs are set up to receive positive input. This is because Global Payroll brings in Time and Labor information as generated positive input.

Note: If you change the status of an element that's mapped to a TRC to *Inactive*, update the TRC mapping in Time and Labor.

Configuring Global Payroll to Work with Time and Labor

This topic discusses how to:

- Map chartfields to variables.
- Map TRCs to run types.
- Create triggers for payable time.
- Map tasks to supporting elements.

Pages Used to Configure Global Payroll to Work with Time and Labor

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Chartfield Code Map	GP_CHART_ELEM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfield Code Map, Chartfield Code Map	Map chartfields that are defined in Time and Labor to chartfield variables that are defined in Global Payroll.
Run Types	GP_RUN_TYPE	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Run Types, Run Types	Define a run type to identify a payroll run and associate Time and Labor TRCs and Variable Compensation earnings.
Trigger Definition	GP_TRGR_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define trigger types, record levels and associated fields and link to event IDs.
Task Code Map	GP_TL_TASK_ELEM	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Task Code Map, Task Code Map	Map task codes that are defined in Time and Labor to supporting elements that are defined in Global Payroll.

Related Links

[Configuring Global Payroll to Work with Time and Labor](#)

Chartfield Code Map Page

Use the Chartfield Code Map page (GP_CHART_ELEM) to map chartfields that are defined in Time and Labor to chartfield variables that are defined in Global Payroll.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfield Code Map, Chartfield Code Map

Image: Chartfield Code Map page

This example illustrates the fields and controls on the Chartfield Code Map page.

Chartfield Code Map

Country: GXA GXA - GP Core Country

Chartfield Map Customize | Find | View All | First 1-10 of 15 Last

*Chart Field Code	*Element Entry Type	Element Name	Description	Stepped Field Code	Supporting Element		
Affiliate	Variable	GP GL AFFILIATE	Affiliate - Chartfield			+	-
Fund Affiliate	Variable	GP GL AFF INTRA	Affiliate Intra 1 - Chartfield			+	-
Operating Unit Affiliate	Variable	GP GL AFF INTRA	Affiliate Intra 2 - Chartfield			+	-
Alternate Account	Variable	GP GL ALT ACCO	Alternate Account - Chartfield			+	-
Budget Reference	Variable	GP GL BUDGET	Budget Reference - Chartfield			+	-
Chartfield 1	Variable	GP GL CHARTFIE	Chartfield 1 - Chartfield			+	-
Chartfield 2	Variable	GP GL CHARTFIE	Chartfield2 - Chartfield			+	-
Chartfield 3	Variable	GP GL CHARTFIE	Chartfield 3 - Chartfield			+	-
Class Field	Variable	GP GL CLASS	Class Field - Chartfield			+	-
Department	Variable	GP GL DEPT	GL Department - Chartfield			+	-

Global Payroll delivers variables to represent each of the Time and Labor chartfields:

- GP GL PRODUCT
- GP GL PROJECT
- GP GL DEPT
- GP GL FUND
- GP GL PROGRAM
- GP GL CLASS
- GP GL AFFILIATE
- GP GL ALT_ACCOUNT
- GP GL BUDGET_REF
- GP GL CHARTFIELD1
- GP GL CHARTFIELD2
- GP GL CHARTFIELD3
- GP GL AFF_INTRA1
- GP GL AFF_INTRA2

This page enables you to map the PeopleSoft standard configuration chartfields to these delivered chartfield variables. This mapping enables Global Payroll to receive chartfield information for payable time. You can create a separate mapping scheme for each country in which your organization operates.

Note: The system can send a maximum of eight mapped chartfields to PeopleSoft General Ledger. Therefore, we recommend that you add no more than eight chartfields to each mapping scheme.

Chartfield Code	Enter the Time and Labor chartfield to map to a variable.
Element Entry Type	Select the type of element to which the chartfield is mapped. Values are: <i>Variable:</i> User-created variable. For example, you may decide to rename GP GL CHARTFIELD1 so that the name matches the information contained in the field. <i>SystemElem</i> (system element): PeopleSoft standard configuration chartfields.
Element Name	Select the name of the variable to which you are mapping the chartfield.
SetID Field Code and Supporting Element	Displays the set ID fields associated with the variable or system element.

Mapping Tasks and Bundling Payable Time

Mapping task codes to elements specifies the criteria by which Global Payroll bundles payable time that is received from Time and Labor. As payable time is loaded into the Positive Input tables, Global Payroll consolidates or bundles rows of similar data, assigning each bundle a cross-reference number that it later returns to Time and Labor. To be bundled, entries must:

- Fall within the same slice and segment.
- Share the same currency and rate (when this information is provided).
- Share the same task value.

This rule applies only to tasks that are mapped to supporting elements.

Note: Global Payroll populates the Rate As Of Date system element that is associated with a set of bundled entries with the end date of the Time and Labor period, segment, or slice. (If there's no segmentation, the Time and Labor period end date is used. If segmentation exists, the segment or slice end date is used.) The system element retrieves the effective-dated definition of the rate code.

Defining Chartfield Value Overrides at the Payee Level

After you map the PeopleSoft standard configuration chartfields from Time and Labor to Global Payroll variables or system elements, the system knows what chartfields are associated with these earning or deductions. Global Payroll uses these SOVRs to store the payee-level chartfield values that the system passes from Time and Labor to Global Payroll.

See [Defining Payee Overrides](#).

Run Types Page

Use the Run Types page (GP_RUN_TYPE) to define a run type to identify a payroll run and associate Time and Labor TRCs and Variable Compensation earnings.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Run Types, Run Types

In Global Payroll, a run type must be associated with each calendar. The run type identifies the type of process (payroll or absence), the process list, and the valid TRCs for the pay run. During the payroll process, the system retrieves the effective-dated definition (as of the Global Payroll period end date) for each TRC listed on the run type. It then retrieves only the payable time entries for TRCs that are included in the run type.

In Time and Labor, you map earning, deduction, and absence take elements to the corresponding TRCs.

Related Links

[Defining Run Types](#)

Trigger Definition Page

Use the Trigger Definition page (GP_TRGR_SETUP) to define trigger types, record levels and associated fields and link to event IDs.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions

Global Payroll uses triggers to detect changes to data that result in some type of system action. You create two triggers (an iterative trigger and a retroactive trigger) that detect the changes that Time and Labor makes to the payable time entries that have been sent to Global Payroll. These changes trigger retroactive processing the next time that you run the payroll process.

Note: Before creating the retroactive trigger, define the trigger event ID on the Retro Event Definition page.

Record (Table) Name	Select <i>TL_PAYABLE_TIME</i> .
Trigger Type	Select <i>Retro</i> or <i>Iterative</i> .
Trigger Status	Select <i>Active</i> .
Trigger Level	Select <i>Record</i> .
Trigger Event ID	Applicable to the retroactive trigger only.
Trigger Effdt Type	Applicable to the retroactive trigger only.

Related Links

[Setting Up Trigger Definitions](#)

Task Code Map Page

Use the Task Code Map page (GP_TL_TASK_ELEM) to map task codes that are defined in Time and Labor to supporting elements that are defined in Global Payroll.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Integration, Task Code Map, Task Code Map

Image: Task Code Map page

This example illustrates the fields and controls on the Task Code Map page.

*Task Field Code	*Element Type	*Element Name	Description	SetID Field Code	Supporting Element
BUS_UNIT	SystemElem	BUSINESS UNIT	Business Unit		
DEPTID	SystemElem	DEPTID	Department	SETID_DEPT	SETID DEPT
JOBCODE	SystemElem	JOBCODE	Job Code	SETID_JOBCODE	SETID JOBCODE

Tasks define companies, business units, products, departments, and other entities to which payees can report time.

If you don't map task entities, Global Payroll calculates costs at the earning and deduction level only and cannot supply Time and Labor with a cost breakdown by task. You can create a separate mapping scheme for each country in which your organization operates.

Task Mapping

Insert a row for each Time and Labor element that you want to load into Global Payroll. During the bundling process, Global Payroll consolidates instances of payable time that share the same values for the entities that you select. For example, if you select *BUS_UNIT* in the Task Field Code field, instances of payable time that share the same business unit are bundled at the start of the pay run.

Task Field Code

Select the Time and Labor entity to map to a supporting element. Values are:

BUS_UNIT (business unit), *COMBO_CD* (combination code), *COMPANY*, *COUNTRY*, *DEPTID* (department ID), *JOBCODE*, *LOCATION*, *PRODUCT*, *RATE_VAL* (rate value), *STATE*, *TASK*, and *USERFIELD1 to 5*.

Element Type

Select the type of element to which the task code is mapped. Values are: *Variable* and *SystemElem* (system element).

Element Name

If you selected *DEPTID*, *LOCATION*, or *JOBCODE* as the task field code and *SystemElem* as the element type, the name of the element that retrieves the value of the task entity appears in

this field. Otherwise, select the name of the element that you are mapping the task to. You can select from system or variable elements only, depending on the value in the Element Type field.

SetID Field Code and Supporting Element

If you selected *DEPTID*, *LOCATION*, or *JOB CODE* as the task field code and *SystemElem* as the element type, the system displays the SetID field code that is associated with the element and the name of the system element that's associated with the SetID field code, respectively.

Running a Payroll with Time and Labor Data

This topic provides an overview of retroactive processing and discusses how to:

- Prepare for a pay run.
- Start a pay run.
- Cancel a pay run.

Understanding Retroactive Processing

Payable time that is adjusted in Time and Labor creates two rows of data: one that reverses or offsets the old value and one that contains the new value. Global Payroll ignores the original row and offset row and processes the newly created row.

Changes to Time and Labor data create a retro trigger and cause the pay period to be recalculated and corrected in either the current pay period or in a forwarding period.

Preparing for a Pay Run

To prepare for a pay run:

1. Ensure that the Time and Labor Time Administration process has been run.

For each approved absence event, Time and Labor looks at the code for the absence take element, the beginning and end dates of the absence and, when applicable, partial hours for absences of less than a day. It also triggers the Schedule Resolution process in Time and Labor, which looks at the absent days for which partial hours were not reported and determines the number of hours that the time reporter was absent based on his or her default schedule.

The Time Administration process must also be run to convert reported and scheduled time to payable time.

Note: Time and Labor processes only approved absences; unapproved absences are not passed to the Time and Labor Payable Time table.

2. Create calendars that select Time and Labor data.

When using the Calendars - Definition page in Global Payroll to create calendars for the pay run, set up the calendars to:

- Retrieve data for the period of time that you specify.

Select the time period in the Time & Labor Calendar field. You select from a prompt table that displays all calendar periods. If you leave the Time & Labor Calendar field blank, payable time is not retrieved. The Time and Labor calculation period ID can be the same as or different from the calculation period ID. For example, if your Time and Labor calculation period ID is March and the current calculation period ID is April, payees (in order to be selected) must have payable time in March and have been active for at least one day in April.

- Use a run type that identifies the TRCs that you want to process.

3. Ensure that the Time Administration process has been run for the payees that you want to pay.

Note: In Global Payroll, you run the payroll process by pay group. In Time and Labor, you run the Time Administration process by workgroup. Before starting the pay run, be sure that the Time Administration process has been run for all payees that are included in your pay run.

See [Sharing Work Schedules with Time and Labor, Calendars - Definition Page](#).

Starting a Pay Run

To start a pay run with Time and Labor data:

1. Start the Identify phase of the Payroll process to select payees.

Global Payroll identifies payees who have payable time for TRCs that are mapped to the calendar's run type and the time period that is defined by the Time & Labor Calendar field on the Calendars - Definition page. (You can start the Identify process by itself or with the Calculate process.)

2. Start the Calculate phase to select payable time.

Global Payroll loads payable time for the selected payees into the Generate Positive Input table. It retrieves only the rows of payable time that have:

- A TRC that is mapped to the calendar's run type.
- For current period entries, a payable status of:

ES (Estimated - Ready for Payroll)

AP (Approved - Goes to Payroll)

SP (Sent to Payroll)

RP (Rejected by Payroll)

- For retro periods entries, any payable status *except*:

NA (Needs Approval)

CL (Closed) when the Pay System field is not set to GP (Global Payroll)

IG (Ignore)

NP (No Pay)

OE (Online Estimate)

- Global Payroll also updates the payable status of each entry:

SP - For all payable time entries that are loaded into Global Payroll except those with a payable status of PD (Paid - Labor Distributed) or DL (Paid - Labor Diluted).

IG - For all payable time entries that the system will not use as a result of changes by Time and Labor that created offset and new entries.

See "Payable Time Status and Reason Codes (*PeopleSoft HCM 9.2: Time and Labor*)".

3. Review results and correct errors.

Review the Payee Messages page for processing errors and messages. You can view payable time entries that have gone through the Calculate phase on the Generated Positive Input - Payroll page. Look for entries with a Source value of *Time&Labor*. You can also see processed bundled payable time entries on the Positive Input - Payroll page.

To adjust or correct entries that originated in Time and Labor, make the changes in Time and Labor and then run the Calculate phase again. This ensures that the Time and Labor data and Global Payroll data remain in sync.

Cancelling a Pay Run

If you cancel a pay run, Global Payroll deletes the payable data that was loaded from Time and Labor and updates the payable status for each payable time entry to RP with a reason code of *Cancelled by Payroll*, unless either of the following conditions exist:

- The payable status is PD, DL, CL, or TP (Taken - Used by Payroll).
- The payable time has also been sent to another payroll system (according to the Pay System flag associated with the entry).

Updating the Payable Status of Payable Time Entries

This topic provides an overview of updating the status of payable time and discusses how to update the payable status and return cost data.

Page Used to Update the Payable Status of Payable Time Entries

Page Name	Definition Name	Navigation	Usage
Send Costs to Time and Labor	GP_TL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Send Costs to Time and Labor, Send Costs to Time and Labor	Update the payable status of payable time entries in Time and Labor; return cost data if Labor Distribution is enabled. Before using this page, you must finalize the pay run.

Updating the Status of Payable Time

Launch the Update process from the Global Payroll Send Costs to Time and Labor page to start the update.

The Update process:

- Updates the payable status for each entry that was set to SP:
 - CL with a reason code of *Not Distributed* if the entry was processed, but the Labor Distribution feature is not enabled in Time and Labor.
 - RP with a reason code of *Not Processed* if the entry was retrieved but not processed.

This status applies when payable time is not processed by Global Payroll. This can result from a user manually entered positive input for the same earning or deduction element. Manually entered positive input always takes precedence. This can also occur if the employee is not eligible for the earning or deduction or if the payee was cancelled from the payroll.

- Returns the original Time and Labor sequence number for each payable time entry along with the corresponding cross-reference numbers that Global Payroll generated during the bundling process.

The cross-reference numbers tell Time and Labor which entries were bundled, making it possible to link the costs that were calculated for earning and deduction to the daily detail.

- If the Labor Distribution feature in Time and Labor is enabled, sends cost data that is associated with payable time entries to Time and Labor.

If Labor Distribution is enabled but Labor Dilution is not, the labor distribution amount and diluted labor distribution amount sent by Global Payroll are the same.

- If Labor Distribution and Labor Dilution are activated in Time and Labor, Global Payroll sends the Labor Distribution Amounts to Time and Labor and invokes the Labor Dilution process.

Related Links

"Understanding Payable Time (*PeopleSoft HCM 9.2: Time and Labor*)"

"Overview of Payroll Integration (*PeopleSoft HCM 9.2: Time and Labor*)"

Send Costs to Time and Labor Page

Use the Send Costs to Time and Labor page (GP_TL_PREPARE) to update the payable status of payable time entries in Time and Labor; return cost data if Labor Distribution is enabled.

Before using this page, you must finalize the pay run.

Navigation

Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Send Costs to Time and Labor, Send Costs to Time and Labor

Image: Send Costs to Time and Labor page

This example illustrates the fields and controls on the Send Costs to Time and Labor page.

Send Costs to Time and Labor

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Payroll Run		Processing Option
*Calendar Group:	GD2AUG01 Calendar Group GD2 Aug01	<input type="checkbox"/> Update Statistics
Stream Number:	<input type="text"/> <input type="checkbox"/> Process Streams	
Posting Date:	06/27/2006	

Calendar List		
Pay Group	Calendar ID	Payment Date
GD2PG1	GD2PG1AUG01	08/31/2001
GD2PG2	GD2PG2AUG01	08/31/2001

Streams			
Stream Number	Empl ID From	Empl ID To	Sent Time and Labor At

You can run the update process only once per pay run. If you used process streams to run the payroll, you can use the same process streams to send data back to Time and Labor. You start the run control for one stream at a time, returning to this page after each launch to invoke the next stream.

Payroll Run

Calendar Group

Select the calendar group for sending data to Time and Labor. You can select finalized calendar groups only.

Stream Number and Process Streams If the selected calendar group is defined for stream processing, the Process Streams check box is selected. Enter the stream number to process.

Posting Date

Displays the current date as the default value that the user can change to the desired posting date. If GL has been run, the field is not available for entry and it displays the GL posting date.

Processing Options

Update Statistics

This check box is for the database administrator to help with fine-tuning system performance. If selected, the system generates statistics during batch processing that provide information about how worktables are being used.

Calendars List

Pay Group and Calendar ID

The Pay Group field displays the pay group that is associated with the calendar that appears in the Calendar ID field (associated with the Calendar Group ID field).

Payment Date

Displays the calendar's payment date.

Streams

Stream

Displays the number of the stream that has been processed.

EmplID From and EmplID To

Displays the employees who were processed for this stream.

Sent Time and Labor At

Displays the time that the process stream was sent to Time and Labor.

Related Links

[Creating Process Streams](#)

Sharing Work Schedules with Time and Labor

Time and Labor and Global Payroll use many of the same pages and records for setting up and assigning schedules. If you're using both systems, you create and assign schedules only once. However, note that the scheduling information that is displayed varies in each application:

- When you access the Assign Work Schedule page in Global Payroll, you see fields for assigning alternate work schedules.

These fields are hidden when you access the same page in Time and Labor.

- When you access the Shift page in Global Payroll, you can enter data in up to four user-defined schedule configuration fields.

These are display-only fields when you access the same page in Time and Labor.

- When you access the Assign Work Schedule page in Global Payroll, you can view any payee for which you have department security.

When you access these pages in Time and Labor, that application's security options determine which payees you can view.

- When you access the Assign Work Schedule page in Global Payroll or Time and Labor, the schedule that you see might differ if default schedules are in use.

In Time and Labor, a payee's default schedule is based on work group; in Global Payroll, it is based on pay group. The page views differ when a payee is set up to use the default schedule and the pay group and work group have been assigned different default schedules.

Related Links

[Understanding Work Schedules](#)

Integrating with Variable Compensation Functionality

Understanding Variable Compensation Awards

Using the Administer Variable Compensation business process in PeopleSoft HR, you can create and manage multiple incentive plans. The resultant compensation (award), whether monetary or non monetary, can be paid to payees through Global Payroll.

This topic discusses:

- Setting up Global Payroll to work with variable compensation.
- Approving variable compensation awards.
- Retrieving and validating awards.
- Integration points for variable compensation data.

Related Links

"Understanding Variable Compensation Plan Types (*PeopleSoft HCM 9.2: Human Resources Manage Variable Compensation*)"

"Integrating with Payroll Applications (*PeopleSoft HCM 9.2: Human Resources Manage Variable Compensation*)"

[Defining Run Types](#)

[Understanding Positive Input](#)

Setting Up Global Payroll to Work with Variable Compensation

In the Variable Compensation application, each variable compensation plan must be mapped to the appropriate Global Payroll earning elements.

In Global Payroll, you identify the earning elements that are associated with the award records that you want to retrieve and process. You enter this information on the Run Types page (in the Variable Compensation Details group box) when you set up the run type for the calendars that you use for award processing.

During the award retrieval process, the system retrieves only the award records that are associated with the earning elements that are included in the run type.

Related Links

[Defining Run Types](#)

Approving Variable Compensation Awards

When variable compensation awards are approved in HR, that application sends award data to a temporary file that can be accessed by Global Payroll. Global Payroll validates the data and tells the Variable Compensation application which awards have been accepted and which have not. Accepted awards are loaded into the Positive Input Generated Data table.

When you run the Payroll process, the system processes the award data just as it processes positive input that is received from any source. After you finalize the pay run, you notify Variable Compensation that the award data has been processed. You can reject or delete award data before it is processed.

Retrieving and Validating Awards

After Variable Compensation sends award records to Global Payroll, you retrieve and validate the records. Records that pass the validation process are loaded into the Positive Input Generated Data table and can no longer be updated.

Global Payroll notifies Variable Compensation of award records with errors. You can view the error messages through PS Application Service Operations Monitor, though these messages are intended for the Variable Compensation administrator. Each message has a status of E (error) and includes one of the following reason codes:

- 03: Invalid Currency Code.
- 05: Transaction already exists.
- 09: Error Updating GP.
- 11: Error Updating ACK_PUB.
- 13: Invalid Pin Num.

The Variable Compensation administrator makes necessary corrections and resubmits the revised records to Global Payroll.

Integration Points for Variable Compensation Data

Two integration points are used to transfer Variable Compensation data between HR and Global Payroll:

- Variable Comp Request for Payment (GP).
 - This integration point uses the Variable Compensation Payment Request service operation (VAR_COMP_PAYMENT_REQUEST_GP).

The data is delivered through the Variable Compensation Payroll Interface channel (VAR_COMP_PAYROLL_INTERFACE).
 - HR sends data to the Variable Compensation Request Staging table (PS_VCGP_RQT_PUB) for use by Global Payroll.
- Acknowledgement/Verification of Variable Compensation Payment (GP).
 - This integration point uses the Variable Compensation Payment Acknowledge service operation (VAR_CMP_PAYMENT_ACKNOWLEDGE_GP).

The data is delivered through the Variable Compensation Payroll Interface channel (VAR_COMP_PAYROLL_INTERFACE).

- The integration point also uses the Variable Compensation Payment Acknowledge GP send rule (VAR_CMP_PAYMENT_ACKNOWLEDGE_GP).
- Global Payroll sends data to the Payroll Acknowledge Staging table (PS_GPVC_ACK_PUB).

HR then receives the table to retrieve Global Payroll data. This send and receive activity is nearly in real time.

Note: To research the technical details of an integration point used by PeopleSoft applications, refer to the Interactive Services Repository in the Implementation Guide topic of My Oracle Support.

Processing Variable Compensation Awards

This topic discusses how to:

- Retrieve awards.
- Reject awards.
- Delete awards.
- Notify Variable Compensation of payroll results.

Page Used to Process Variable Compensation Awards

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Retrieve Variable Comp (retrieve variable compensation)	GP_VC_AWARDS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Retrieve Variable Comp, Retrieve Variable Comp	Retrieve and validate variable compensation awards, reject or delete awards, and notify Variable Compensation at the end of a pay run.

Retrieve Variable Comp Page

Use the Retrieve Variable Comp (retrieve variable compensation) page (GP_VC_AWARDS) to retrieve and validate variable compensation awards, reject or delete awards, and notify Variable Compensation at the end of a pay run.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Retrieve Variable Comp, Retrieve Variable Comp

Image: Retrieve Variable Comp page

This example illustrates the fields and controls on the Retrieve Variable Comp page.

Retrieving Awards

To retrieve award data:

1. Select Push Award Data to Payroll.
2. Select the calendar group ID, pay group, and calendar ID.
3. Click the Run button.

Select the Process to Run

Push Award Data to Payroll

Select to pull information from Variable Compensation into Global Payroll.

Reject Award Data for Plan ID

Select to reject award data for a selected plan ID and payout period that has not been retrieved by Global Payroll.

Warning! Select this option *only* at the request of the Variable Compensation administrator.

Delete Award Data for Plan ID

Select to delete award data for a selected plan ID and payout period that has been retrieved by Global Payroll but not calculated by the payroll process.

**Send Notification back to VC
(send notification back to variable
compensation)**

After a pay run is finalized, select this option to notify Variable Compensation of the results.

Common Page Elements

Calendar Group ID

Select the calendar group ID that is associated with the pay run in which the award data will be processed.

The calendar group ID determines the pay group and calendar ID that populate the Positive Input table. The source calendar run ID is populated with the Variable Compensation plan ID.

Pay Group

Select the pay group that is associated with the payees who are to receive awards.

Calendar ID

Select the calendar with which the award data is associated.

Note: The system retrieves and processes only awards that are linked to the earning elements that are listed on the run type for this calendar.

Variable Compensation Plan ID and Payout Period ID

These fields appear if you selected Reject Award Data for Plan ID or Delete Award Data for Plan ID. Select the variable compensation plan and payout period for which you want to reject or delete awards.

Positive Input Fields Updated by Award Data

This table shows the award values that populate the positive input fields in Global Payroll:

<i>PI Field</i>	<i>Value</i>
EMPLID	Matches VC Award - EMPLID
EMPL_RCD	Matches VC Award - EMPL_RCD
GP_PAYGROUP	Matches VC Award - GP_PAYGROUP
CAL_ID	Matches VC Award - CAL_ID
SRC_CAL_ID	Matches VC Award - VC_PLAN_ID
PIN_VER_NUM	1
PIN_NUM	Matches VC Award - PIN_ERN_NUM
PI_SOURCE	G
GEN_INSTANCE	1

PI Field	Value
END_DT	Matches VC Award - END_DT
BGN_DT	Matches VC Award - BGN_DT
SRC_CAL_RUN_ID	Matches VC Award - CAL_ID
ENTRY_TYPE_ID	ER0
PI_ACTION_TYPE	O
CURRENCY_CD	Matches VC Award - CURRENCY_CD
GP_AMT	Matches VC Award - VC_AWARD_VALUE
ENTRY_TYPE_AMT	'002'
DESCR	'VC Award Payment'

Rejecting Awards

If the Variable Compensation administrator submits the wrong set of award records, you can reject all records for a selected plan ID and payout period if Global Payroll has not yet retrieved the records. This feature prevents further processing of the awards and should be used only at the request of the Variable Compensation administrator. When you reject awards, Global Payroll sends a message to Variable Compensation with this code:

Code 07: Reject All - Requested by User/Reject All.

To reject award records:

1. Select Reject Award Data for Plan ID.
2. Enter the variable compensation plan ID and the payout period ID.
3. Click the Run button.

Deleting Awards

You can delete award records that have been loaded into Global Payroll if they have not yet gone through the Calculate phase of the payroll process. When you delete records, Global Payroll sends a message to Variable Compensation with this code:

Code 12: Deleted from GP PI/Deleted

To delete award records:

1. Select Delete Award Data for Plan ID.
2. Enter the variable compensation plan ID and payout period ID.
3. Click the Run button.

Notifying Variable Compensation of Payroll Results

When you're ready to finalize a pay run that includes award data, you send a notice to Variable Compensation. The notice includes the following information with a status of *Paid*:

- Empl ID (employee ID).
- Empl Rcd Nbr (employee record number).
- VC Plan ID (variable compensation plan ID).
- VC Payout Period.
- GB Group ID.
- VC Award Date.
- VC Award Value.

Global Payroll also notifies Variable Compensation of any awards that are not paid. These awards are assigned a status of *Error* or *Reject* and are returned with the reason for the failure.

You can run the notification process more than once. Each time that you do so, the system retrieves everything that Variable Compensation has not been notified of before.

To notify Variable Compensation of payroll results:

1. Select Send Notification back to VC.

When you select this option, the page displays only the fields in the Select the Process to Run group box.

2. Click the Run button.

Integrating with PeopleSoft Performance Management

Understanding the Performance Management Interface

You can interface your Global Payroll system with the data warehouse in Performance Management. Through the *Finalize* phase of the Payroll COBOL process (GPPDPRUN), you can send earning, deduction, and accumulator information into Global Payroll "EPM" tables, where the Performance Management product can access and receive the data.

The major tasks involved in preparing and extracting data for integration with Performance Management are:

1. Reviewing the delivered setup data that enables you to extract data to Performance Management tables and creating country specific versions, if necessary.
2. Running the *Finalize* phase of the Payroll process, which loads the data into the Performance Management tables.

See [Payroll Processing](#).

Once you have completed these steps, and completed all of the integration prerequisites in your Performance Management database, you can import the data into your Performance Management database. Performance Management integration prerequisites, as well as the process of importing of data from Global Payroll into Performance Management, are discussed in the Performance Management product documentation.

Reviewing Delivered Setup Data in the Global Payroll Database

The Global Payroll database must be set up to send payroll data to Performance Management. PeopleSoft delivers all of the sample data necessary for this purpose. However, you may need to modify this data so that it is country specific. The following is a list of PeopleSoft delivered data that must be defined in your Global Payroll database for integration with Performance Management:

- Writable Array: GP_WA_GUIDE.
- Report Data: GP_EPM.
- PSJob Job Definition: GP_PAYE.

Pages Used to Review Delivered Setup Data

Page Name	Definition Name	Navigation	Usage
Writable Array Name	GP_PIN	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Writable Array Name	Review the writable array name details.
Definition and Fields	GP_WRITABLE_ARRAY	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Definition and Fields	Review the writable array definition and writable array fields.
Define Report Data	GP_RPT_TBL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Report Data, Define Report Data	Assign the output table, writable array, primary input table type, and segment option.
Report Data Process Details	GP_RPT_DTL_SEC	Click the Details link on the Define Report Data page.	Map fields and create filters used to generate the output table.
Job Definition	PRCSJOBDEFN	PeopleTools, Process Scheduler, Jobs, Job Definition	Review details of the GP_PAYE PSJob definition.

Writable Array Name Page

Use the Writable Array Name page (GP_PIN) to review the writable array name details.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Writable Array Name

Image: Writable Array Name page

This example illustrates the fields and controls on the Writable Array Name page.

Writable Array Name		Definition and Fields	
*Name:	GP WA GUIDE	Element Type:	Writable Array
*Description:	WA Segmentation Guide	*Field Format:	Decimal
		Element Nbr:	905 <input checked="" type="checkbox"/> Always Recalculate
Element Use *Owner: PS Delivered / Maintained *Class: System Data *Used By: All Countries Country: ALL Industry/Region: Category:		Override Levels <input type="checkbox"/> Pay Entity <input type="checkbox"/> Via Elements <input type="checkbox"/> Pay Group <input type="checkbox"/> Element Definition <input type="checkbox"/> Payee <input type="checkbox"/> Positive Input <input type="checkbox"/> Calendar	
Resolution Parameters This element type does not require additional resolution parameters.		Results <input type="checkbox"/> Store <input type="checkbox"/> Store if Zero	
		Version Information Last Updated: 11/30/04 12:00:00.000000AM Last Updated By: PPLSOFT User Version: Version: P_8.90.00.00	
Custom Fields Comments			

Note: You must put the writable array in a Global Payroll section that will be executed. You do this on the Define Report Data page.

Definition and Fields Page

Use the Definition and Fields page (GP_WRITABLE_ARRAY) to review the writable array definition and writable array fields.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Definition and Fields

Image: Definition and Fields page

This example illustrates the fields and controls on the Definition and Fields page.

Writable Array Name

Definition and Fields

Element Name:

GP WA GUIDE

WA Segmentation Guide

Owner:

PS Mnt

*Record (Table) Name:

GP_SEG_GUIDE_W

Segment Guide WA

Bulk Insert Flag

☐ Insert Rows Immediately

Writable Array Fields

Customize | Find | View All | First 1-5 of 8 Last

*Field Name	*Entry Type	*Element Name	Description		
COMPANY	System Element - Ch	COMPANY	Company	+	-
CONTRACT_NUM	System Element - Ch	CONTRACT NUMBER	Contract Number	+	-
DEPTID	System Element - Ch	DEPTID	Department	+	-
EMPL_CTG	System Element - Ch	EMPL CTG	Category Code	+	-
ESTABID	System Element - Ch	ESTABID	Establishment ID	+	-

Define Report Data Page

Use the Define Report Data page (GP_RPT_TBL) to assign the output table, writable array, primary input table type, and segment option.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Report Data, Define Report Data


Image: Define Report Data page


This example illustrates the fields and controls on the Define Report Data page.

Define Report Data

Country: ALL

Report Data: GP_EPM

*Description: GP/EPM Integration 








Segment Writable Array: GP_SEG_GUIDE_WA 


☐ Row Level Security

☐ Generate Log

Segment Guide WA

☒ Run Time Security Override

Process Details				Customize Find View All  First 1-3 of 3 Last		
*Sequence	*Output Table	*Primary Input Table	*Segment Option			
10	GP_EPM_GUI_TMP 	Internal Worktable	Original		+	-
20	GP_EPM_DTL_TMP 	Earnings and Deductions	Original and Retro		+	-
30	GP_EPM_DTL_TMP 	Accumulators	Original and Retro		+	-

Comments: This Report Data extracts Global Payroll results to populate EPM records. EPM will pick-up this data. 

Updated By: PSSTG Last Updated: 01/11/05 7:46:27.000000AM

See [Define Report Data Page](#).

Report Data Process Details Page

Use the Report Data Process Details page (GP_RPT_DTL_SEC) to map fields and create filters used to generate the output table.

Navigation

Click the Details link on the Define Report Data page.

Image: Report Data Process Details page

This example illustrates the fields and controls on the Report Data Process Details page.

Report Data Process Details

Sequence: 10

Output Table: GP_EPM_GUI_TMP EPM Guide Table

Primary Input Table: GP_RPTW_TMP Internal Worktable

Additional Input Tables Customize | Find | View All | First 1 of 1 Last

*Input Table	*Join with	Update Sequence	Join Condition Defined			

Generate Field Map

Field Map Customize | Find | View All | First 1-10 of 18 Last

Input Records and Fields Element

*Output Field	*Input Type	Input Record	Input Field	Reverse Sign		
BUSINESS_UNIT	Primary Input	GP_RPTW_TMP	BUSINESS_UNIT	<input type="checkbox"/>	+	-
COMPANY	Segment Writable Array	GP_SEG_GUIDE_WA	COMPANY		+	-
CONTRACT_NUM	Segment Writable Array	GP_SEG_GUIDE_WA	CONTRACT_NUM		+	-
COUNTRY	Primary Input	GP_RPTW_TMP	COUNTRY	<input type="checkbox"/>	+	-
CURRENCY_CD	Primary Input	GP_RPTW_TMP	CURRENCY_CD	<input type="checkbox"/>	+	-
DEPTID	Segment Writable Array	GP_SEG_GUIDE_WA	DEPTID		+	-
EMPL_CTG	Segment Writable Array	GP_SEG_GUIDE_WA	EMPL_CTG		+	-
ESTABID	Segment Writable Array	GP_SEG_GUIDE_WA	ESTABID		+	-
LOCATION	Segment Writable Array	GP_SEG_GUIDE_WA	LOCATION		+	-
PAY_ENTITY	Primary Input	GP_RPTW_TMP	PAY_ENTITY	<input type="checkbox"/>	+	-

Input Filter Customize | View All | First 1 of 1 Last

*SQL

Aliases Available for Filter

WRK=GP_RPTW_TMP

See [Report Data Process Details Page](#).

Job Definition Page

Use the Job Definition page (PRCSJOBDEFN) to review details of the GP_PAYE PSJob definition.

Navigation

PeopleTools, Process Scheduler, Jobs, Job Definition

Image: Job Definition page

This example illustrates the fields and controls on the Job Definition page.

Job Definition | Job Definition Options | Job Distribution | Job Notification

Process Type: PSJob [JobSet Report](#)

Job Name: GP_PAYE

*Description: GLOBAL PAYROLL with AE PGM

Run Mode: Serial

*Priority: Medium

*Process Category: Default Default Category

Max Concurrent:

Override Process Retry Count: ☐ Retry Count:

Override Process Retention Day: ☐ Retention Days: 0

Process List							
	*Process Type	*Process Name	Description	Run Always On Warning	Run Always On Error		
1	Application Engine	GP_PAYBEFORE	GP_PAYBEFORE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
2	COBOL SQL	GPPDPRUN	Global Payroll & Absence Mgmt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
3	Application Engine	GP_PAYAFTER	GP_PAYAFTER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

GP_PAYE consists of two Application Engine programs. The first program stores run control data in a temporary table (GP_RUNCTL_TMP). The second program checks to see if the payroll process had been finalized successfully, and if so, calls the program that launches the Report Data process. The Report Data process populates the Global Payroll "EPM" tables with earning, deduction, and accumulator information for all processed payees.

Loading Data into the Global Payroll EPM Tables

During successful Payroll *Finalize* processes, the system populates the following Global Payroll "EPM" tables with earning, deduction, and accumulator information, including absence accumulators:

Table	Name	Description
GP_EPM_GUI_TMP	Report Guide Table	This record serves as a header for the detail of the payroll results. Each row in this table represents a segment calculated for the calendar group.
GP_EPM_DTL_TMP	Report Detail Table	This record stores all earnings, deductions, and accumulators of payroll results.

Table	Name	Description
GP_PIN_USER_FLD	Pin User Field Name by Element	By earning, deduction, or accumulator, this record stores the pin name of each user field for earnings and deductions, and stores all user keys for accumulators.
GP_SEG_GUIDE_WA	Segment Guide Writable Array	This record stores selected HR data as of the calculation of payroll versus from JOB.
GP_RUNCTL_TMP	Save of GP_RUNCTL	This record stores data from the payroll run control.
GP_RUNCTL_AET	Stat Record for AE	This is a technical record which references GP_PAYAFTER.

Once all data is loaded into the tables, the Performance Management Data Warehouse feature can access and import the data. See your Performance Management product documentation for more information.

Viewing Delivered Elements

Understanding How to View Delivered Elements

Use the GP_ELEMENTS query to view a list of elements that are defined for your system. You can view elements defined for all countries or a specific country, view elements by category or name, or a combination of these criteria. If you are using the query to view system elements, the query retrieves information about the purpose of each system element and how and when it is resolved.

Pages Used to Access and Run the GP_ELEMENTS Query

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Query Manager	QRY_SELECT	Reporting Tools, Query, Query Manager To access the GP_ELEMENTS query, enter <i>GP_ELEMENTS</i> in the Search By Query Name field on the Query Manager page and click the Search button.	Access the GP_ELEMENTS query.
GP_ELEMENTS – Global Payroll Elements	QRY_SELECT	Click the HTML link under Run to HTML on the Query Manager page, or click the Excel link under Run to Excel on the Query Manager page for the GP_ELEMENTS query.	Generate query results using the GP_ELEMENTS query.

Query Manager Page

Use the Query Manager page (QRY_SELECT) to access the GP_ELEMENTS query.

Navigation

Reporting Tools, Query, Query Manager

To access the GP_ELEMENTS query, enter *GP_ELEMENTS* in the Search By Query Name field on the Query Manager page and click the Search button.

Image: Query Manager page

This example illustrates the fields and controls on the Query Manager page.

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with
 [Advanced Search](#)

Search Results
 *Folder View:

*Action:

Query	Customize	Find	View All	First	1 of 1	Last
<input type="checkbox"/> Select Query Name Descr Owner Folder Edit Run to HTML Run to Excel Run to XML Schedule						
<input type="checkbox"/> GP_ELEMENTS Global Payroll Elements Public Edit HTML Excel XML Schedule						

[Find an Existing Query](#) | [Create New Query](#)

Edit

Click to edit field properties and sort order for your query.

Run to HTML

Click to run the query and generate an online view of the delivered elements. Once you've defined your search criteria for the GP_ELEMENTS query, in addition to viewing results online, you also have the option of downloading the results into a Microsoft Excel spreadsheet, a CSV text file, or an XML file.

Run to Excel

Click to run the query and send the results in a Microsoft Excel spreadsheet.

Note: If you cannot see the comment field for an element in Excel, change the format of the field, or view the output in html.

Run to XML

Click to run the query and save the results in an XML file.

Schedule

Click to define criteria for scheduling a query.

See *PeopleTools: PeopleSoft Query* product documentation.

GP_ELEMENTS – Global Payroll Elements Page

Use the GP_ELEMENTS – Global Payroll Elements page (QRY_SELECT) to generate query results using the GP_ELEMENTS query.

Navigation

Click the HTML link under Run to HTML on the Query Manager page, or click the Excel link under Run to Excel on the Query Manager page for the GP_ELEMENTS query.

Image: GP_ELEMENTS - Global Payroll Elements page

This example illustrates the fields and controls on the GP_ELEMENTS - Global Payroll Elements page.

GP_ELEMENTS - Global Payroll Elements

Used By:

Country:

Category:

Element Name:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First Last

	Used By	Country	Category	Element Type	Name	Descr	Comment
1	C	FRA	ABS	Variable	ABS VR PENS INVALI	Disability pension yrt amount	
2	C	FRA	ABS	Variable	EVE VR ALLAITEMENT	Breast feeding leave	
3	C	FRA	ABS	Variable	EVE VR DEC ASCENDA	Parents death entitlement	
4	C	FRA	ABS	Variable	EVE VR DEC B.PAREN	Parents in law death	
5	C	FRA	ABS	Variable	EVE VR DEC CONJOIN	Wife or husband death leave	
6	C	FRA	ABS	Variable	EVE VR DEC ENFANT	Child death leave	
7	C	FRA	ABS	Variable	EVE VR DEC FRERE	Brother and sister death leave	
8	C	FRA	ABS	Variable	EVE VR DEMENAGEMENT	Moving	
9	C	FRA	ABS	Variable	EVE VR ENF MAL DM	Child illness : increased entit	Child illness : increased entitlement.
10	C	FRA	ABS	Variable	EVE VR ENF MAL DN	Child illness : std entitlement	
11	C	FRA	ABS	Variable	EVE VR ENF MAL HOS	AFB child illness hospitalized	
12	C	FRA	ABS	Variable	EVE VR MAR ENF	Child marriage entitlement	
13	C	FRA	ABS	Variable	EVE VR MAR SAL	Entitlement for the payee marr	Entitlement for the payee marriage.
14	C	FRA	ABS	Variable	EVE VR NAIS/ADOP	Birth leave entitlement	Number of days for birth leave
15	C	FRA	ABS	Variable	REE VR CE	Monthly hours for work council	
16	C	FRA	ABS	Variable	REE VR CHSCT	CHSCT hours	
17	C	FRA	ABS	Variable	REE VR DEL SYNDICA	Trade union representative hou	
18	C	FRA	ABS	Variable	REE VR DELEGUE PER	Staff representative hours	

To run the query, enter your search criteria and click the View Results button. Modify the query results by using the criteria described below.

Used By

Identify whether you want to view elements for *All Countries* or a *Specific Country*.

Country

If you select *All Countries* in the Used By field, enter *ALL* in the Country field. If you select *Specific Country* in the Used By field, enter the country code for which you want to view elements.

Category and Element Name

To narrow your results, you can enter a functional category code, such as ABS, for absences. You can also enter part of or all of an element name.

Note: For information about category and element naming conventions, see the country extension product documentations.

View Results

Click to view the results online or download the results to a Microsoft Excel file.

See *PeopleTools: PeopleSoft Query* product documentation.

Related Links

[Delivered Queries](#)

Generating Report Data

Understanding Report Data Generation

This topic discusses:

- The data reporting process.
- Filters.
- Report data and segmentation.
- Output table definitions.
- User-defined parameter definition.
- Batch processing setup.
- Real time processing setup.
- Building a transaction that uses report data.

The Data Reporting Process

Using the report data generation process, you can easily read payroll results tables and use this data to populate your own reports.

The report data generation process enables you to create reports that contain:

- Corrective and forwarding retroactivity or a mixture of the two.
- Segmentation, retro-segmentation, and segmentation cancelled by retroactivity.
- Reverse calculations.
- Global Payroll status, indicators, and other technical fields.
- Pay group, pay entity, and payment key changes resulting from corrective retroactivity.
- Calculation results stored in earnings, deductions, balance accumulators, accumulators stored with each calculation, absence daily data, processed positive input, generated positive input, supporting elements stored with each calculation, and specific result tables (writable arrays).
- Multiple selections by process run.
- Data based on a calendar group or a period of time.
- Results from finalized and unfinalized calendars.

- Payees selected from any table at the EMPLID level, adhering to HCM security.
- Appropriate payroll segments.
- Selected elements.
- Any and all slices.

Steps for Creating Reports Using the Report Data Generation process

To create reports using the report data generation process:

1. Assign output and input tables for the report on the Define Report Data page.
2. Define the rules used to create the output table on the Define Report Data page.
3. Map fields and create filters used to generate the output table on the Report Data Process Details page.

Selecting Payroll Results and Populating Output Tables

After you set up the input and output table details using the Define Report Data page, and map fields and define filters on the Report Data Process Details page, the system completes the following steps to select the payroll results and populate the output tables:

1. Select calendar groups.
2. Select eligible payees using payee lists, group builds, security, and payee filter. If a payee filter was created, it is applied here.
3. Join the payee process status table (GP_PYE_PRC_STAT) and the payee segment status table (GP_PYE_SEG_STAT).
4. Select the original segments. If a process filter was created it is applied here.
5. Insert the original, recalc, prior, and last version/revision segments into the worktable (GP_RPTW_TMP). The worktable now contains rows by payee for selected segments, recalculations, prior segments, and last version/revision segments. If a segment filter was created it is applied here.
6. Join the worktable, the primary input table, and the link table (the additional input table joined with the primary input table) according to the data on the Report Data Process Details page. The results are posted to the output table. Only the results derived from the worktable or the primary input table are populated. If an input filter was created it is applied here.

7. Update the output table with data from the additional input tables.

Image: Overview of Generating Report Data 1

This diagram illustrates how the system generates the report data Worktable.

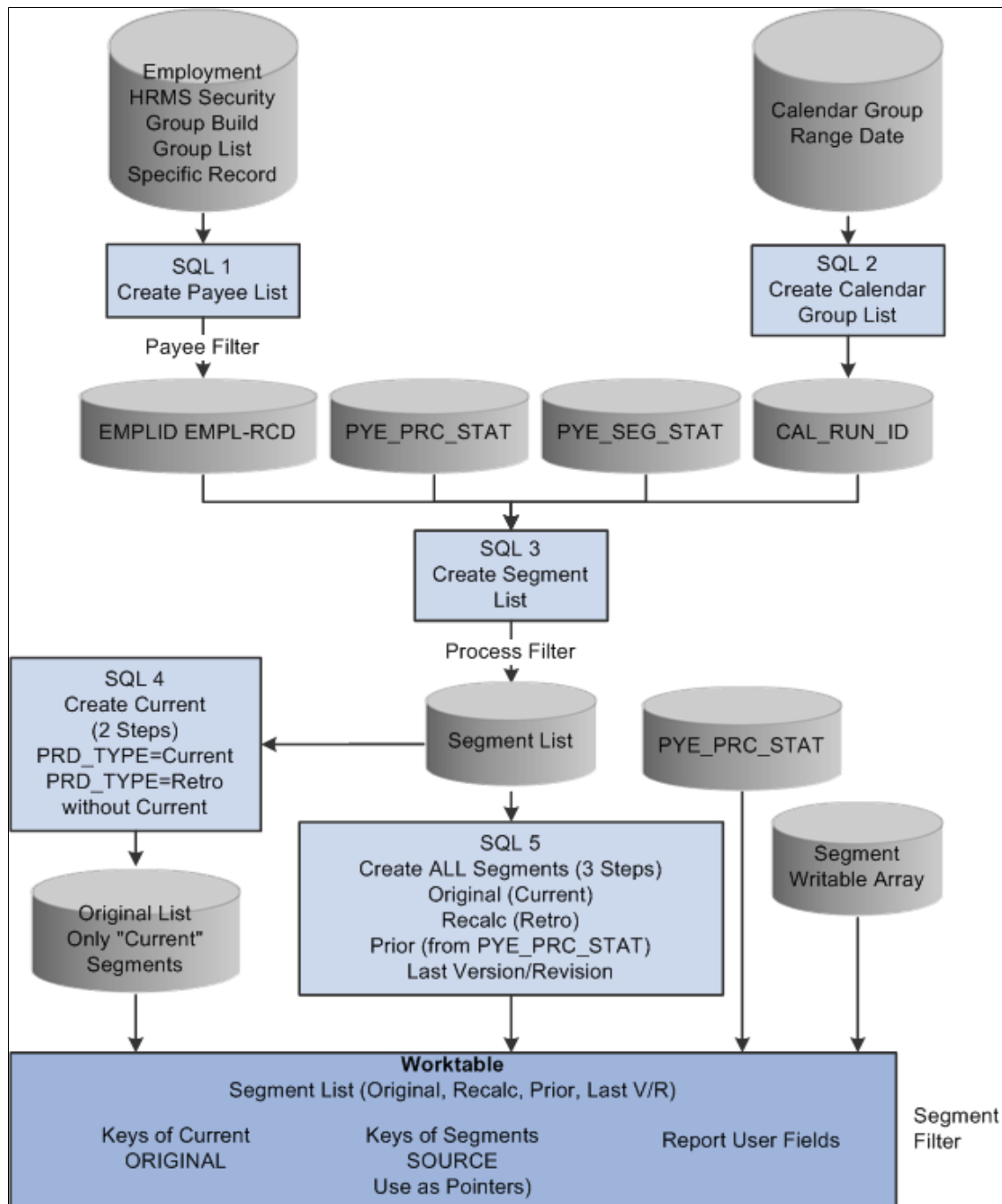
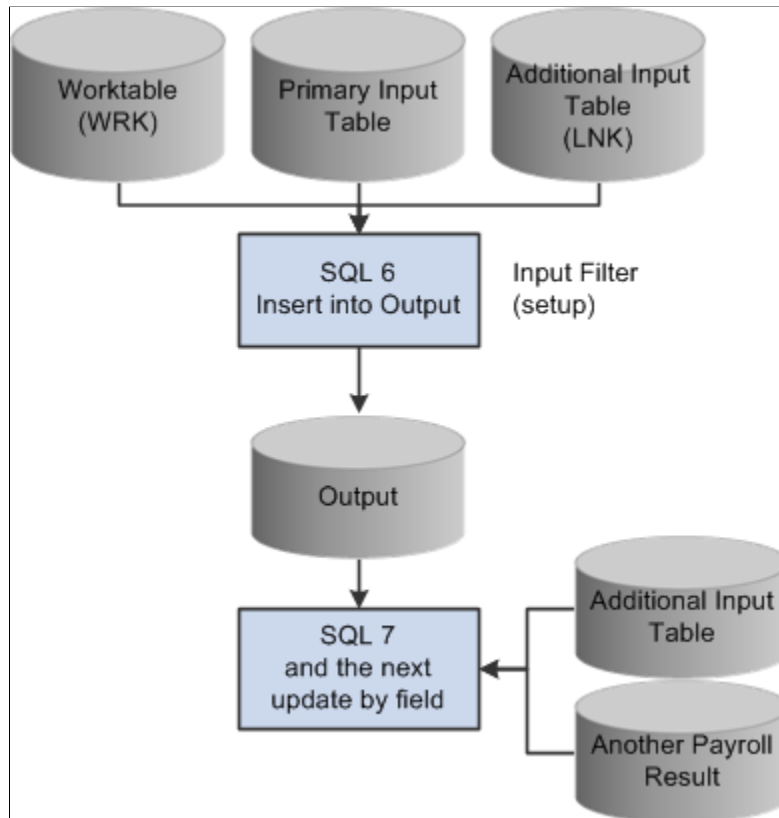


Image: Overview of Generating Report Data 2

This diagram illustrates how the system combines the data in the Worktable with the data from the Primary Input Table and Additional Input Table in the process of generating report data.



Filters

Four levels of filters exist: payee, process, segment, and input.

- Payee Filter

This SQL parameter is used to filter the population. It is applied when the selection is based on a specific record or employment table.

- Process Filter

This SQL parameter is used to filter the entire process in the original segments only. It can be based on any field in the payee process status or payee segment status tables. For example, "and COUNTRY = 'USA'" selects only U.S. payroll results.

- Segment Filter

This field parameter is used to create a filter for every step of the process in every segment. It can be based on any field in the payee process status, the payee segment status, or the segment writable array table (if defined in the setup). For example, COMPANY 'GBI' makes a selection on the company GBI if COMPANY is stored in a segment writable array.

- Input Filter

This SQL filter is defined in the setup for each step used to filter the primary input table, the additional input table joined with the primary input table (the link table), or the worktable. Input filters can be used as a filter or as an additional join condition. For example, "and PRI.CALC_RSLT_VAL>0" selects only the positive results.

Report Data and Segmentation

When retroactivity is encountered, the method used to store report data depends on the retroactive method encountered. When the forwarding method is used, deltas are forwarded to the first slice in the first segment that matches the pay group, run types, and payment keys. In corrective mode, the deltas are not forwarded.

The Report Data feature manages four kinds of segments:

- Original segments

Original segments correspond to all segments for version 1 revision 1 (V1R1) for a period. In this kind of segment, there is also a virtual segment. The virtual segment is created when there is corrective retroactivity but the pay group, run type, or payment key of the current period does not match the recalculated period.

- Recalculated segments

Recalculated segments correspond to all segments other than V1R1 that were created during a calendar group run.

- Prior segments

Prior segments correspond to the previous version/revision of all recalculated or reversal segments.

- Last version/revision

Here is how the system interprets the following situations:

- If a payee has only one calendar and only one segment, then the payee has one original segment.
- If a payee has one calendar and two segments, then the payee has two original segments.
- If a payee has two calendars and one segment, then the payee has two original segments.
- If a payee has one calendar and one segment for the current period, and retro (forwarding or corrective) back to the twelve previous periods (with the same pay group and payment keys), then the payee has one original segment.
- If a payee has one calendar and one segment for the current period, and forwarding retro back to the twelve previous periods (with the same pay group and two different payment keys), then the payee has two original segments — one active, one inactive.
- If a payee has one calendar and one segment for the current period, and a corrective retro back to the twelve previous periods (with the same pay group and two different payment keys), then the payee has two original segments even if Global Payroll creates only one segment for the current period.

Related Links

[Understanding Retroactive Methods](#)

Output Table Definitions

Output tables must be defined to store your selected results. These tables must include the following key structure:

Field Name	Type	Length	Key	Required
PROCESS_INSTANCE	Num	10	KA	N
EMPLID	Char	11	KA	Y
CAL_RUN_ID	Char	18	KA	Y
EMPL_RCD	Num	3	KA	N
GP_PAYGROUP	Char	10	KA	Y
CAL_ID	Char	18	KA	Y
ORIG_CAL_RUN_ID	Char	18	KA	Y
RSLT_SEG_NUM	Num	4	KA	Y
GP_RPT_KEY	Char	22	KA	Y
SEQ_NUM	Num	3	KA	Y

User-Defined Parameter Definitions

The user-defined parameters are defined when setting up the input filter on the Report Data Process Details page. They must follow this syntax:

`%PARM.<function>.<parameter>`

Consider the following example using the filter *And PRI.STATE in (%PARM.REPORT.STATE)* and these parameters:

- REPORT, STATE, CA
- REPORT, STATE, OR

In this example, the generated SQL statement would include: `And PRI.STATE IN ('CA','OR')`. Below is an example of how you would use these user-defined parameters in the program:

```
&reportBatch.AddParamChar("REPORT", "STATE", "CA");
&amp_reportBatch.AddParamChar("REPORT", "STATE", "OR");
```


Batch Processing Setup

The batch process provides a public section called "EXTRACT" that can be called by an application engine process that prepares the payroll results for reporting. You must prepare the list of parameters. Then the EXTRACT section generates the SQL requests based on the parameters and executes the requests.

A section called "MAIN" is provided for testing purposes. The MAIN section is used by the delivered run control Validate Report Data. The parameters are managed by the delivered application classes via an object &reportBatch defined at the component level:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataAE &reportBatch;
```

Section	Step
Main	<ol style="list-style-type: none"> 1. Prepare the list of parameters based on the run control GP_RC_RPT_DTL. 2. Call EXTRACT.
EXTRACT (public)	<ol style="list-style-type: none"> 1. Initialization. 2. Print the parameters log file. 3. Generate the requests (call to .GenerateSQL). 4. Loop on the requests. Call to EXECUTE
EXECUTE	<ol style="list-style-type: none"> 1. Print a message in the log file. 2. Execute a request. 3. Print a message in the log file.

The application engine is based on the state record GP_RPT_AET and includes the following dedicated temporary tables: GP_RPTC_TMP, GP_RPTO_TMP, GP_RPTE_TMP, GP_RPTS_TMP, and GP_RPTW_TMP.

Below is an example of the batch processing setup:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataAE &reportBatch;
&reportBatch.AddParamChar("EXTPRC", "COUNTRY", "USA");
&reportBatch.AddParamChar("EXTPRC", "NAME", "GP_REPORT");
&reportBatch.AddParamChar("EXTPRC", "TYPE", "P");
&reportBatch.AddParamChar("SELPYE", "SECUR", "Y");
&reportBatch.AddParamChar("SELCAL", "CALGRPID", GP_REGISTER_AET.CAL_RUN_ID);
&reportBatch.AddParamChar("SELCAL", "FROMDT", GP_REGISTER_AET.FROM_DT);
&reportBatch.AddParamChar("SELCAL", "TODT", GP_REGISTER_AET.TO_DT);
```

The call section name is EXTRACT, and the program ID is GP_EXT_AE.

Real Time Processing Setup

Below is an example of real-time processing setup:

```
import GP_RPT_DATA:ReportDataClasses:*;
Component ReportDataReal &report;
```

```

Local number &instance;
&report = create ReportDataReal();
&report.AddParamChar("EXTPRC", "COUNTRY", "USA");
&report.AddParamChar("EXTPRC", "NAME", "GP_REPORT");
&report.AddParamChar("EXTPRC", "TYPE", "P");
&report.AddParamChar("SELPYE", "SECUR", "Y");
&report.AddParamChar("SELCAL", "CALGRPID", GP_REGISTER_AET.CAL_RUN_ID);
&report.AddParamDate("SELCAL", "FROMDT", GP_REGISTER_AET.FROM_DT);
&report.AddParamDate("SELCAL", "TODT", DERIVED_GP.TO_DT);
&instance = &report.GetInstance();
&report.ExecuteNow();

/* selection from the output tables (using &instance) can be done here
   in order to display results */

```

Building a Transaction That Uses Report Data

When building a transaction that uses report data, you should follow these guidelines:

- Design one or more temporary tables for transaction purposes using the same key structure as the batch process. The tables are keyed by process instance.
- The user transaction should contain inquiry parameters such as EMPLID or CAL_RUN_ID.
- Create a push button or similar feature to launch a PeopleCode program to access the report data. It should run as follows:
 - The class ReportDataReal is initiated.
 - The PeopleCode transforms the inquiry parameters into report data parameters using the method .AppParamChar/Date/Num().
 - The method .GetInstance() is triggered. This method generates a process instance number using a table designed for report data.
 - The method .ExecuteNow() is triggered.
 - The PeopleCode can then load data from the temporary tables into the page buffers (using, for example, the process instance number returned by method .GetInstance()).
 - The content of the temporary tables must then be deleted using the process instance number.
- If two users run the same transaction simultaneously, the system generates two different process instance numbers.

Common Elements Used to Generate Report Data

Output Table	Name of the table to be populated.
Primary Input Table	The functional name of a Global Payroll result table. For example, GP_RSLT_ERN_DED would be referred to as the Result Table for Earnings and Deductions.
Original Segment	The segment represented by version 1 and revision 1.

Recalculated Segment

The segment that is not version 1 and revision 1.

Prior Segment

The segment that the Global Payroll core application used to calculate deltas.

Defining Report Data

This topic discusses how to:

- Select output tables and primary input tables.
- Map fields.
- Create input filters.

Pages Used to Define Report Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define Report Data	GP_RPT_TBL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Report Data, Define Report Data	Assign the output table, writable array, primary input table type, and segment options.
Report Data Process Details	GP_RPT_DTL_SEC	Click the Details link on the Define Report Data page.	Map fields and create filters used to generate the output table.

Define Report Data Page

Use the Define Report Data page (GP_RPT_TBL) to assign the output table, writable array, primary input table type, and segment options.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Define Report Data, Define Report Data

Image: Define Report Data page

This example illustrates the fields and controls on the Define Report Data page.

Define Report Data

Country: USA United States

Report Data: GPUSFDSM

*Description: Federal Tax Summary

Segment Writable Array: GPUS_FWT_WA

☐ Generate Log

☐ Row Level Security

Tax Data Writable Array

☒ Run Time Security Override

*Sequence	*Output Table	*Primary Input Table	Writable Array Table	*Segment Option
10	GPUS_FDSM_TMP	Writable Array Table	GPUS_RSLT_FD_WA	Original and Retro

Comments: Federal Tax Summary report summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal level.

Updated By: HCRUSA_GP Last Updated: 10/12/04 4:34:36.000000AM

Report Data

Displays the identification code for the report data setup.

Generate Log

Select to generate log details when you run the report.

Segment Writable Array

Enter a writable array segment. The corresponding writable array table can be used throughout the report data generation process in two ways. First, any field on this writable array table can be included in the field map. Thus it is used to populate fields in the output tables. Second, any field on this writable array table can be used as a filter for the process (using the parameter "SEGFILTER" on the Validate Report Data page). For example, for a writable array that contains the Company and Establishment fields, a process can be run for a single company or establishment.

Row Level Security

Select to enable row level security for the report. When row level security is enabled, the Report Data process selects payee records from EMPL_SRCH_GBL where the Row Security class equals the one defined for the operator.

Run Time Security Override

Select to allow the Row Level Security value to be overridden on the run control page of the report.

Process Details

Sequence

Enter the sequence number. The same input and output tables may be used repeatedly.

Warning! The report data generation process uses this sequence number when generating output tables. The output table must have a SEQ_NUM field to hold the sequence number value.

Output Table

Enter the record name of the output table.

Primary Input Table

Select the primary table to be read for data selection. The Primary Input Table and the Output Table have a one to one relationship; for each row selected in the Primary Input Table there will be one row selected in the Output Table. The options available are:

- *Absence Daily Data* (GP_RSLT_ABS).
- *Accumulators* (GP_RSLT_ACUM).
- *Earnings and Deductions* (GP_RSLT_ERN_DED).
- *Internal Worktable* (GP_PYE_PRC_STAT joined with GP_PYE_SEG_STAT and a segment writable array).
- *Positive Inputs* (GP_RSLT_PI_DATA).
- *Supporting Elements* (GP_RSLT_PIN).
- *Writable Array Table* (any writable array table).

Writable Array Table

When the Primary Input Table is *Writable Array*, enter the table name here. This writable array is not the same as the value in the Segment Writable Array field, which applies to the entire process.

Segment Option

Select which data will be selected if the process encounters retroactive information. Options are:

- *Original*: Select only original segment information (no retroactive information).
- *Original and Retro*: Select Information coming from recalculated segments and prior segments in addition to the original segments.
- *Last Version/Revision*: Select only the segments with the latest version and revision numbers.
- *User Defined*: Select this option to manually choose the segment. Selecting this field displays the Last, Retro (Prior), Retro (Recalculated), and Original Calc fields.

Report Data Process Details Page

Use the Report Data Process Details page (GP_RPT_DTL_SEC) to map fields and create filters used to generate the output table.

Navigation

Click the Details link on the Define Report Data page.

Image: Report Data Process Details page

This example illustrates the fields and controls on the Report Data Process Details page.

Report Data Process Details

Sequence: 10

Output Table: GPUS_FDSM_TMP Tax Report Temporary Table

Primary Input Table: GPUS_RSLT_FD_WA Writable Array Table

Additional Input Tables

Customize | Find | View All | First 1 of 1 | Last

*Input Table	*Join with	Update Sequence	Join Condition Defined			
GP_ELN_TMP	Primary Input (Many to Many)		<input checked="" type="checkbox"/>			

Generate Field Map

Field Map

Customize | Find | View All | First 1-8 of 8 | Last

Input Records and Fields | Element

*Output Field	*Input Type	Input Record	Input Field	Reverse Sign		
COMPANY	Primary Input	GPUS_RSLT_FD_WA	COMPANY	<input type="checkbox"/>		
GPUS_TAX_AMT	Primary Input	GPUS_RSLT_FD_WA	GPUS_TAX_AMT	<input checked="" type="checkbox"/>		
GPUS_TAX_CATEGORY	Additional Input	GP_ELN_TMP	GP_ELN_PIN_ATTR1			
GPUS_TAX_GRS	Primary Input	GPUS_RSLT_FD_WA	GPUS_TAX_GRS	<input checked="" type="checkbox"/>		
GPUS_TAX_NL_GRS	Primary Input	GPUS_RSLT_FD_WA	GPUS_TAX_NL_GRS	<input checked="" type="checkbox"/>		
GPUS_TAX_RPT_TYPE	Primary Input	GPUS_RSLT_FD_WA	GPUS_TAX_RPT_TYPE	<input type="checkbox"/>		
GPUS_YE_RPT_CO	Primary Input	GPUS_RSLT_FD_WA	GPUS_YE_RPT_CO	<input type="checkbox"/>		
PYMT_DT	Internal Worktable	GP_RPTW_TMP	PYMT_DT			

Input Filter

Customize | View All | First 1-10 of 15 | Last

*SQL

AND LNK.PROCESS_INSTANCE=WRK.PROCESS_INSTANCE	
AND LNK.COUNTRY=%PARM.TAXRPTS.COUNTRY	
AND LNK.GP_ELN_SET=%PARM.TAXRPTS.GP_ELN_SET	
AND LNK.GP_ELN_PIN_ATTR1 IN ('01','02','03','04','05','06','07')	
AND PRI.CALC_SEQ_NUM=(
SELECT MAX(PR2.CALC_SEQ_NUM)	
FROM %table(GPUS_RSLT_FD_WA) PR2	
WHERE PR2.EMPLID=PRI.EMPLID	
AND PR2.CAL_RUN_ID=PRI.CAL_RUN_ID	
AND PR2.EMPL_RCD=PRI.EMPL_RCD	

Aliases Available for Filter

PRI=GPUS_RSLT_FD_WA
WRK=GP_RPTW_TMP
LNK=GP_ELN_TMP

Additional Input Tables

Additional input tables can be used in addition to the Primary Input Table. To use additional tables in the process, a linking relationship must be defined on this page in order to retrieve the data. The relationship can be defined with either the primary input table or the output table.

Input Table

Enter an input table. Once a table is defined as an additional input, any of its fields can be used to populate a field in the output table.

Join with

Select one of the following options:

- *Output Table:* This creates a one to one relationship. The additional input table will be read after the output table has been populated from the primary input table. Then the selected fields from the additional input table will be used in an update statement on the output table.
- *Primary Input:* This creates a many to many relationship. The additional input table will be read during the selection of the primary input table. A join is made between these tables and thus the selected fields from the additional input table will be used in an insert statement on the output table.

Note: Only one additional input table can be joined with the primary input table. This additional input table is called the link table and it can be filtered with an input filter.

Update Sequence

You must enter a sequence number when joining an input table with an output table. This sequence number determines the order of the different accesses to the additional input tables that are triggered by some update statements. There is one update statement per additional input table. For example, the field UNION_CD is populated with data from JOBCODE_TBL based on the SETID and JOBCODE defined in the output table. Then the field DISABILITY_INS is populated with data from UNION_TBL based on the UNION_CD. In this case the JOBCODE_TBL must have an Update Sequence value of 1 and the UNION_TBL must have an Update Sequence value of 2.

Join Condition Defined

The system uses this field to indicate that a join condition is defined between the additional input table and the primary input table or the additional input table and the output table, depending on the value in the Join with field. This field is read-only.

Generate Field Map

Use this push button to generate a field mapping based on the output table definition, the primary input table, the additional input tables, the writable array segment and the worktable. Once the field mapping has been generated, the user can change it using the Field Map group box.

Field Map

Once you have selected the Generate Field Map button, the system populates this group box. You may then alter these fields.

Field Map Input Record and Field Tab

Output Field

Displays the field name of the output table. The fields of the output table are not required. You cannot select the fields that define the mandatory key structure.

Input Type

The following options are available:

- *Primary Input*: A field from the primary input table populates the output field.
- *Internal Worktable*: A field from the worktable populates the output field. Any field from GP_PYE_PRC_STAT and GP_PYE_SEG_STAT can be selected.
- *Additional Input*: A field from a specific record populates the output field.
- *Element*: An element populates the output field. The as of date can be specified in the As of Field field (field present in the output table).
- *Writable Array*: A field from a writable array populates the output field. The as of date is the segment retro period.
- *Period Accum*: A balance accumulator element populates the output field. The balance period is defined under Period Accum.
- *Writable Array Segment*: The field is populated by the corresponding field present in the segment writable array, if one is defined.

Input Record

Enter a record name if Input Type is *Additional Input* or *Writable Array*. For other input types, the records' technical names appear.

Input Field

Displays the field name of the primary input, additional input, the worktable, the writable array segment, or a writable array.

Reverse Sign

Indicates if the field must take the opposite sign (+/-) when the result is attached to a prior amount. Usually, this field is selected for all the fields that can be summed. This option should not be selected for fields that do not contain values, such as PIN_NUM or INSTANCE.

Field Map Element Tab

The following fields are required if the Input Type is *Element*.

Entry Type

Select from: *System Element*, *Variable*, *Formula*, *Bracket*, *Earning*, *Deduction*, *Auto-Assigned*, *Accumulator*, *Count*, and *Duration*.

Element This field is required if the Input Type is *Element*. Be sure to use the correct Country field.

Field Map Element Options Tab

Element Source Required if the Input Type is *Element* or *Writable Array*. Determines how the element is read, in the case of retroactivity.

- *Original*: Read in the original segment.
- *Recalculated*: Read in the recalculated segment.

As of Field Required if the Input Type is *Element* and the Element Source is *Original*. The field name is used for the As of Date to find the element. This field is populated by the output table.

Period Accumulator Type Required if the Input Type is *Period Accumulator*. Values are: *MTD Amount*, *MTD Unit*, *PTD Amount*, *PTD Unit*, *QTD Amount*, *QTD Unit*, *YTD Amount*, and *YTD Unit*.

Report Data Process Details Page

Use the Report Data Process Details page (GP_RPT_DTL_SEC) to map fields and create filters used to generate the output table

Navigation

Click the Details link on the Define Report Data page.

SQL Write a where clause to execute during the selection of the primary input table. Aliases are available. For example:

- To filter only positive amounts: "and PRI.CALC_RSLT_VAL>0".
- To filter for one country: "and WRK.COUNTRY='USA'".
- To filter on a field stored in an additional input table (if joined with the primary input table): "and LNK.PIN_TYPE='ER'".

Aliases available for Filter This legend shows that the aliases that can be used in the SQL field. Use the button to refresh the legend. Aliases are as follows:

- WRK: Represents the worktable.
- PRI: Represents the primary input table.
- LNK: Represents the record used as the additional input table that is joined with primary input table.

Note: You can use specific words in your SQL where clause. For example: "and WRK.PAY_ENTITY in (%PARM.PRMARG.1)". In this statement, the report data process will replace %PARM.PRMARG.1 with the appropriate value.

Validating Report Data

This topic discusses how to validate report data.

Page Used to Validate Report Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Validate Report Data	GP_RC_RPT	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Validate Report Data, Validate Report Data	Enter report data parameters. Run the report data generation process in batch mode or real time. Generate SQL requests.

Validate Report Data Page

Use the Validate Report Data page (GP_RC_RPT) to enter report data parameters.

Run the report data generation process in batch mode or real time. Generate SQL requests.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Validate Report Data, Validate Report Data

Image: Validate Report Data page

This example illustrates the fields and controls on the Validate Report Data page.

Validate Report Data

Run Control ID: PS

*Run Mode: Batch (Application Engine)

Script Location: c:\temp\

► Functions and Parameters

Run Parameters					
Customize Find First 1-5 of 5 Last					
Function	Parameter	*Type	Character Value		
EXTPRC	COUNTRY	Char	USA	+	-
EXTPRC	NAME	Char	GP_REPORT	+	-
SEGFILTER	COMPANY	Char	GF1	+	-
SEGFILTER	PAY_ENTITY	Char	PE7	+	-
SELCAL	CALGRPID	Char	GDAPR01	+	-

Create Scripts Validate Report Data

The Validate Report Data page enables you to test a defined report with specific parameters so that you can validate the results. With this page you can:

- Run the report data generation process in batch mode.
- Run the report data generation process in real time.
- Generate SQL requests.
- View generated report data.

Run Mode

Select one of three options:

- *Batch (Application Engine).*
- *Real Time (PeopleCode).*
- *Script (Data Mover).*

The Run Mode determines how the SQL statements are applied.

Script Location

Enter the location of the script. Data Mover can execute the script only if you selected *Script (Data Mover)* in Run Mode. Otherwise the generated scripts can be used to debug the SQL statements.

Function and Parameter

Enter the functions and parameter that the system will use to select data for the report. For example, by entering SELCAL/CALGRPID you can then select which calendar group ID data to use in the report. Defined values are listed in the expandable Functions and Parameters group box.

Note: You can also create user-defined functions and parameters to use in the input filter.

Type

Indicate the field type of the Parameter. Select either *Char*, *Date*, *Numeric*, or *SQL*.

Character Value

Enter the value of the Function or Parameter.

Create Scripts

Click to create a .dms containing the SQL statements and to display them on the page. The script includes a list of parameters used to generate the statements. If a parameter is not used in the process (because of a syntax error or a missing definition) the words "Not used" appear in the list.

Validate Report Data

Select this option to validate the report data. The process used depends on your Run Mode selection:

- *Batch (Application Engine)*: The system launches an Application Engine that runs the process in batch mode via process scheduler.
- *Real Time (PeopleCode)*: The system launches a PeopleCode function that runs the process in real-time.
- *Script (Data Mover)*: The system launches a Data Mover process that runs the process in batch mode via process scheduler.

Structuring Parameters

Below is a list of predefined function and parameter values.

Function	Parameter	Parameter Value	Comment
EXTPRC	COUNTRY	Country Code	This parameter is required.
EXTPRC	NAME	Report Data	This parameter is required

Function	Parameter	Parameter Value	Comment
EXTPRC	TYPE	P or A or B	Select one of the following: <ul style="list-style-type: none"> • P: Payroll extraction process. • A: Absence extraction process. • B: Both payroll and absence process.
SELPYE	SECUR	Y/N	Use this parameter to apply security to payee selection.
SELPYE	RECORD	Record Name	Payee selection is based on this record. It must include EMPLID and EMPL_RCD.
SELPYE	SQL	SQL Statement	When the parameter value field is not long enough, the user can repeat the same parameter. The system will concatenate the different values.
SELPYE	GRPBUILD	Group Build Code	
SELPYE	GRPVER	Group Build Version	
SELPYE	GRPLST	Group List Name	
SELPYE	STREAM	Stream Number	Use this parameter to tell the system whether it must use EMPL_FROM/TO.
SELPYE	EMPLID	Employee ID	The same parameter can be repeated.
SELPYE	EMPL_RCD	Employee Record Number	
SELCAL	CALGRPID	Calendar Group ID	

Function	Parameter	Parameter Value	Comment
SELCAL	DATE	1, 2, 3, or 4	<p>Select one of the following:</p> <ul style="list-style-type: none"> 1: Period Begin Date. 2: Period End Date. 3: Payment Date. 4: Period Begin Date >= FROMDT and Period End Date <= TODT. <p>If this parameter is not defined, the system uses the period end date.</p>
SELCAL	FROMDT	From Date	
SELCAL	TODT	To Date	
SELCAL	CYCLE	1, 2, or 3	<p>Select one of the following:</p> <ul style="list-style-type: none"> 1: All Cycles (Default). 2: Off Cycle Only. 3: On Cycle Only.
SELSEG	SQL		This is the process filter.
SELSEG	BALANCES	1 or 2	<p>Select one of the following:</p> <ul style="list-style-type: none"> 1: Payee Level. 2: Job Level.
SELSEG	REPLACE	Y/N	Use this parameter to determine whether replacements are considered original.
SEGFILTER	Any field name on the worktable and the segment writable array (if a segment writable array is defined)	Any Value	This is the segment filter. The process adds WRK.fieldname to the report.

Using Report Data

Global Payroll delivers two reports that use the Report Data feature to extract results data:

- Payroll Results Register
See [Reporting Payroll Data](#).
- Generic Reports
See [Running Generic Reports](#).

Setting Up and Running Generic Reports

Understanding Generic Reports

Global Payroll provides the framework for you to define your own generic reports of basic payroll results. With generic reports, you can set up result table queries that best suit your needs. These queries are useful for quickly viewing data. They are not a substitute for the SQRs used to create final, publishable reports.

There are three types of generic reports that show different views of the same information:

- Element List

A list of payroll elements for each employee for a period. Define each column as a set of numeric elements, which are accumulated.

- Summary

A list of user-defined payroll elements for the pay periods between two dates for each employee. Define each row as a set of numeric elements, which are accumulated. On the run control page you define each column with a From Date and a To Date.

- Accumulator

Displays totals of selected accumulators for each employee. On the run control page, you define the pay calendars for which the report should be printed.

All of these reports enable you to select sort options and break levels. If you define break levels, the system prints a total for each break, as the break occurs, and prints a grand total at the end of the report. If no breaks are defined, no totals are printed for the report. Depending on the break levels, an employee can appear more than once on a single report (the same employee but with different segment numbers).

For all three report types, the maximum number of columns is 12.

Break Levels

Break levels are a tool for sorting results. Use them to organize the information on the report. You can include up to three break levels in a report. For example, the first level might sort employees into business units; the second might sort members of each business unit into departments; and the third might sort the members of each department into establishments. When you select the break levels for a report, you can print each section on a separate page.

System data supplies the following standard break levels:

- Department
- Company
- Establishment

Setting Up Generic Reports

To set up generic reports, use the Generic Report Break Levels (GP_GENRPT_BRK_LVL) and Generic Reports (GP_GENRPT) components.

This topic discusses how to:

- Define break levels.
- Define generic report parameters.
- Define generic report rows and columns.

Pages Used to Set Up Generic Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Break Levels	GP_GENRPT_BRK_LVL	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Report Break Levels, Break Levels	Define break levels.
Generic Reports - Definition	GP_GENRPT_SETUP	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Reports, Definition	Define the report ID and parameters.
Rows or Columns	GP_GENRPT_ROW	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Reports, Rows or Columns	Define rows or columns and the elements that are to be reported.

Break Levels Page

Use the Break Levels page (GP_GENRPT_BRK_LVL) to define break levels.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Report Break Levels, Break Levels

Image: Break Levels page

This example illustrates the fields and controls on the Break Levels page.

Note: If you sort by Department break level, we recommend that you sort by Business Unit first and then by Department.

Break Level

A number and/or code that identifies the break level.

Data Type

Values are:

System Data: For a PeopleSoft-delivered break level.

Customer Data: For all other break levels.

Description

A meaningful description for the break level. This is the heading for the break data that will appear on your report.

Element

Entry Type

Select the entry type of the element that you're associating with the break level. Values are *System Element - Character* and *Variable - Character*.

Element Name

Select the system element or variable that you're associating with the break level. For example, if you define pay group as the break level, select the GP PAYGROUP element.

Note: Any element selected must be resolved and stored.

Record (Table) Name

If you select *Variable - Character* as the Entry Type, enter the name of the record from which the variable was originally populated.

Field Name

If you select *Variable - Character* as the Entry Type, in addition to entering the name of the record from which the variable was originally populated, you must also specify the field on the record.

Source and Use

If you select a system element, information contained on the Source and Use page of GP_PIN appears in this group box.

Related Links

[Working with System Elements](#)

Generic Reports - Definition Page

Use the Generic Reports - Definition page (GP_GENRPT_SETUP) to define the report ID and parameters.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Reports, Definition

Image: Generic Reports - Definition page

This example illustrates the fields and controls on the Generic Reports - Definition page.

Report Type

Values are *Summary*, *List* (element list), and *Accumulators*.

Currency

Define the default currency for the report. Amounts are converted to this currency before processing. You can change the currency on the Create Generic Reports run control page.

Generic reports provide a maximum of 14 print positions for currency amounts. The system changes the number of decimal places, depending on the currency code. Amounts are truncated to 1, 2, or 3 decimal places, depending on the currency. If the currency does not use decimal places, all 14 print positions are available to display amounts.

Report Break Levels**Break Level 1, Break Level 2, and Break Level 3**

You can use up to three break levels. If you use multiple break levels, the system sorts first by break level 1, then by break level 2, and last by break level 3. Select from the break levels that you set up on the Break Levels page.

Page Break for Level 1, Page Break for Level 2, and Page Break for Level 3

Select to have a page break at the selected break level on the printed report.

Payee Options**Sort Option**

Select a default method for sorting by employee. You can sort by the employee ID and employee record number or by the name and employee record number. When you run the report, you can change the sort option on the run control page.

Page Break for Employee Level

(Summary type only) Select to print a separate page for each employee.

Hide Null Lines

(List and Summary type only). Select to prevent the printing of lines that have a value of 0.

Rows or Columns Page

Use the Rows or Columns page (GP_GENRPT_ROW) to define rows or columns and the elements that are to be reported.

Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Reports, Rows or Columns

Image: Rows or Columns page

This example illustrates the fields and controls on the Rows or Columns page.

Definition Rows or Columns

Report ID: JGR01 Description: Earnings/Deduction List(Sal) Report Type: List

Rows or Columns Find First 1-12 of 12 Last

Column Title 1: Base Pay Column Title 2: + -

☒ Print Total

Elements Customize Find View All First 1-3 of 3 Last

Entry Type	Element Name	Description	Add/Subtract		
Earnings	ER BASE PAYM	Base Pay(Monthly)	Add	+	-
Earnings	ER BASE PAYD	Base Pay(Daily)	Add	+	-
Earnings	ER BASE PAYH	Base Pay(Hourly)	Add	+	-

Different fields appear on this page depending on the report type that you selected on the Generic Reports - Definition page. For all report types, the Column Title, Print Total, Element Name, and Description fields appear.

The following additional fields appear for the specified report type:

List and Summary	Accumulators
Entry Type	User Key
Add/Subtract	Print Field Label
	Do not print row if no results
	Print Calendar ID

Rows or Columns

The following table summarizes the type of data in the rows and columns for each report type.

Report Type	Columns	Rows
List	Element or group of elements	Payees
Summary	Date ranges	Element or elements
Accumulator	Accumulators	Payees

Column Title	Define the title for each column. Each title can be two lines with up to 30 characters in each line.
User Key	(Accumulator type only) Select a user key for the accumulator. A column is either a user key or an element.
Print Total	Select to print totals before a page break.
Print Field Label	This check box appears only for Accumulator report types and only for columns that are not user keys. Select to print a label instead of the values for an element in the column. The system prints the text from the Label field.
Do not print row if results equal zero	This check box appears only for Accumulator report types and for columns that are not user keys. Select the check box to suppress rows where an accumulator does not have an end date and therefore forwards zero results into each new calendar. Selecting this check box will prevent unwanted and meaningless rows from displaying on the report.
Print Calendar ID	This check box appears only for Accumulator report types and only for columns that are not user keys. Select this check box to print the calendar ID of the result row, thereby increasing the readability of the report for calendar groups in which retroactive processing has occurred.

Elements

Select the elements that are to be reported in each row or column.

Entry Type	Select the entry type of the element. Values are <i>Auto Assgn</i> (auto assigned), <i>Bracket</i> , <i>Deduction</i> , <i>Earnings</i> , <i>Formula</i> , <i>SystemElem</i> (system element), and <i>Variable</i> .
Element Name	Select the element name.
Label	Replaces the Description field only for the accumulator report type when you select the Label Column check box for a column that is not a user key or calendar ID. Enter the label that is to be printed in the column when the associated element is other than 0.
Add/Subtract	Select whether the element should be added to or subtracted from the total for the column or row.

Note: For Accumulator report types, some precision may be needed. The system obtains all the user keys from the accumulator result table for all the accumulators that are defined in the setup. It then prints the user keys and selects the accumulator results starting from those keys.

In addition, there are cases where accumulators continue to carry forward after an event has completed (a loan repayment, for example) because the accumulators have not been defined with an end date. In such cases, it may be necessary to identify an accumulator where the results always carry forward as zero (monthly deduction, for example), and use the Do not print row if results equal zero check box. The above also applies in cases where accumulators have been defined with a storage option of "All Calculations" and the calendar run has encountered retroactive processing. If your calendar group has both payroll and absence calendars, the accumulators will appear in all calendars (both payroll and absence) from the retroactive period through to the current period. If you can identify a column in which these additional accumulators will also have a zero result, then use the Do not print row if results equal zero check box to suppress the extra unwanted rows.

Running Generic Reports

This topic discusses how to run generic reports.

Run the report after selecting additional run time parameters such as summary or detail payee data, sorting, and begin and end dates.

The run control page triggers:

1. The GP_GENRPT Application Engine program. This program prepares parameters for Report Data, which extracts the results for the GPGENRPT SQR process based on the specified run control options and setup.
2. The GPGENRPT SQR program. This program reads the payroll results from the extracted Report Data results and formats the report.

See [Understanding Generic Reports](#).

Selecting Payees and Periods for List and Summary Reports

The List and Summary reports can cover multiple periods. Using the Period ID, the system establishes date and payee parameters. The system will select and report on all payees that have a segment record with the matching Period IDs. When multiple periods are selected for the List Report, the system will sum the results of all segments selected.

Selecting Payees and Periods for Accumulators

The accumulator report covers a single period. Using the Calendar Group ID, the system establishes date and payee parameters. The Calendar Group ID may contain only one period. However, if the Calendar Group has experienced retroactive processing, then additional rows may appear on the report. For this reason we recommend you select the Print Calendar ID check box to help identify any retroactive row.

Page Used to Run a Generic Report

Page Name	Definition Name	Navigation	Usage
Create Generic Reports	GP_GENRPT_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Create Generic Reports	Run generic reports.

Create Generic Reports Page

Use the Create Generic Reports page (GP_GENRPT_RC) to run generic reports.

Navigation

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Create Generic Reports

Image: Create Generic Reports page

This example illustrates the fields and controls on the Create Generic Reports page.

Create Generic Reports

Run Control ID: PS [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report ID

*Report ID: JGR06 Description: Absence & Overtime List
 Report Type: Summary
 Calendar Group:
 *Begin Date: J200401 01/01/2004
 *End Date: J200401 01/31/2004
 Sort Option: Employee ID, Employee Rcd Nbr
 *Currency: USD US Dollar
☒ Detail of the Payees

Group ID

Group ID:
 Description:
 As Of Date:
 Refinement Date:
☐ Rebuild Group

Rows or Columns [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Begin Calendar Period ID	Period Begin Date	End Calendar Period ID	Period End Date
J200401	01/01/2004	J200401	01/31/2004

To run the report, you must first specify the calendar to include. This is done by either entering Begin and End Dates (for the List and Summary report), or entering the Calendar Group ID (for the accumulator report.) Because the List and Summary reports can cover multiple periods of time, enter Period IDs.

Report Type

This field affects the other fields available on this page.

Begin Date

Use this field in combination with the End Date field to construct the report's time frame. The period defined by these

dates must match the dates of a defined pay period. Some report types use the Group ID instead.

End Date

Use this field in combination with the Begin Date field to construct the report's time frame. The period defined by these dates must match the dates of a defined pay period. Some report types use the Group ID instead.

Sort Option

This field displays the sort option defined on the Generic Reports-Definition page. You can override this value here.

Currency

This field displays the currency defined on the Generic Reports-Definition page. You can override this value here.

Detail of the Payees

Select to report the details of each payee. If this option is not selected, the report includes only summaries by break level. If you do not define breaks for the report, this option is not available.

Group ID

You may select a subset of payees by using the Group ID section and entering a specific Group ID. This Group ID is defined on the Group Build pages in PeopleSoft HR.

As Of Date

Specify the effective-date version of the group to report on.

Refinement Date

If the group definition includes effective-dated records, enter the date for which you want the records run. For example, to run a group with an effective date of January 1, 1990 and run the effective-dated rows in the group as of February 15, 1998, select an As of Date of January 1, 1990 and a Refinement Date of February 15, 1998.

If you leave this field blank, the system runs the group as of the current date.

Rebuild Group

Select to recreate the group before running the generic report.

The Rows and Columns group box appears only for a Summary Type report. The system creates a set of columns for the first 12 months in the reporting period that you define in the Report ID group box. It enters the first and last days of each month in the From Date and the To Date columns. You can manually define different columns for your summary report, up to 12 columns total.

Archiving Data

Archiving Global Payroll Data

Global Payroll generates a large amount of result data. To maintain a detailed audit trail, it is often necessary to keep this data for compliance purposes. Usually the amount of data that needs to be saved is greater than the amount that is actually required to be referenced actively. To keep the amount of saved data manageable, you might choose to archive it periodically.

PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To use this tool to archive Global Payroll result data correctly, you should have a solid understanding of the data you are trying to archive and the corresponding table structures. To aid you in archiving your result data, PeopleSoft Global Payroll delivers predefined archive objects, queries, and templates.

Note: Please use extreme caution when making changes to delivered archive objects, queries, or templates. Any modifications can result in the loss of important data.

See “Using PeopleSoft Data Archive Manager” in *PeopleTools: Data Management* product documentation.

Delivered Archive Objects

An archive object is a collection of tables that you archive. The object definition determines how you archive data from a table.

PeopleSoft Global Payroll delivers one archive object (GP_RSLT_ARCHIVE) that contains a list of all of the Global Payroll Core result tables to be archived. In addition, PeopleSoft Global Payroll delivers an archive object for each Global Payroll country extension. These archive objects contain lists of the country-specific tables to be archived. Each country-specific archive object is named GPxx_RSLT_ARCHIVE, where xx is the 2 character ISO country code.

Note: Please refer to your country-specific documentation for more information on the specific tables included in the country-specific archive objects.

Delivered Archive Queries

PeopleSoft Data Archive Manager uses queries to define selection criteria from the base table of the base archive object. PeopleSoft Global Payroll delivers two archive queries:

- GP_CAL_RUN_SNGL
- GP_CAL_RUN_MULT

Both queries select data to archive based on calendar group ID (CAL_RUN_ID). GP_CAL_RUN_SNGL selects data for one specific calendar group ID while GP_CAL_RUN_MULT selects records for all calendar groups finalized on or before a specified calendar group.

Note: You archive data for only one country at a time. You specify the country when you run the selection process using the Data Archive Manager.

Delivered Archive Templates

Archive templates link archive objects and archive queries together. PeopleSoft Global Payroll delivers one archive template (GPRSLT) that references the Global Payroll Core archive object and the two archive queries. In addition, PeopleSoft Global Payroll delivers an archive template for each Global Payroll country extension that references the Global Payroll Core archive object, the country specific archive object, and the two archive queries. Each country-specific archive template is named GPxxRSLT, where xx is the 2 character ISO country code.

Managing the Data Archive Manager

This topic discusses how to:

- Manage archive objects.
- Manage archive templates.

Pages Used to Manage the Data Archive Manager

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Manage Archive Objects	PSARCHOBJDEFN	PeopleTools, Data Archive Manager, Manage Archive Objects, Manage Archive Objects	Group archive records into archive objects.
Manage Archive Templates	PSARCHTEMPDEFN	PeopleTools, Data Archive Manager, Manage Archive Templates, Manage Archive Templates	Define archive templates.

Manage Archive Objects Page

Use the Manage Archive Objects page (PSARCHOBJDEFN) to group archive records into archive objects.

Navigation

PeopleTools, Data Archive Manager, Manage Archive Objects, Manage Archive Objects

Image: Manage Archive Objects page

This example illustrates the fields and controls on the Manage Archive Objects page.

Manage Archive Objects

Archive Object: GP_RSLT_ARCHIVE

Description: GP Core Archive Object

Records in Archive Object

Find | View All | First | 1-20 of 23 | Last

	Base Record	*Archiving Record	Description	*History Record		
1	<input checked="" type="checkbox"/>	GP_CAL_RUN	Calendar Run Definition	GP_CAL_RUN_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="checkbox"/>	GP_ACM_USER_ADJ	GP User Adj. to Accumulators	GP_ACM_U_AJ_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3	<input type="checkbox"/>	GP_CAL_RUN_DTL	Calendar Run Details	GP_CL_RN_DL_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
4	<input type="checkbox"/>	GP_CAL_RUN_LANG	Calendar Run Definition	GP_CAL_RUNL_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
5	<input type="checkbox"/>	GP_CAL_RUN_OFF	Off cycle grp in Calendar Grp	GP_CL_RN_OF_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
6	<input type="checkbox"/>	GP_CAL_RUN_STRM	GP Calendar Group stream	GP_CL_RN_ST_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
7	<input type="checkbox"/>	GP_GL_DATA	GP GL Transaction Interface	GP_GL_DATA_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
8	<input type="checkbox"/>	GP_PAYMENT	Payment Processing Results	GP_PAYMENT_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
9	<input type="checkbox"/>	GP_PSLP_GDE	Payslip Guide Table	GP_PSLP_GDE_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
10	<input type="checkbox"/>	GP_PSLP_GDE_SEG	Payslip Guide Segment Table	GP_P_GDE_SG_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
11	<input type="checkbox"/>	GP_PSLP_MSG_WA	Payslip Messages	GP_P_MSG_WA_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
12	<input type="checkbox"/>	GP_PYE_PRC_STAT	Payee Process Status	GP_PY_PR_ST_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
13	<input type="checkbox"/>	GP_PYE_SEG_STAT	Payee Segment Status	GP_PY_SG_ST_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
14	<input type="checkbox"/>	GP_PYMT_BNK_TBL	Bank Payment Table	GP_PMT_BK_T_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
15	<input type="checkbox"/>	GP_RSLT_ABS	Absence Data Table - Daily	GP_RSLT_ABS_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
16	<input type="checkbox"/>	GP_RSLT_ACUM	Accumulator PIN Results	GP_RSLT_ACM_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
17	<input type="checkbox"/>	GP_RSLT_DELTA	Retro Deltas	GP_RSLT_DLT_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
18	<input type="checkbox"/>	GP_RSLT_ERN_DED	Result Table for ERN and DED	GP_RSLT_E_D_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
19	<input type="checkbox"/>	GP_RSLT_PIN	Results for "other" PINs	GP_RSLT_PIN_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>
20	<input type="checkbox"/>	GP_RSLT_PI_DATA	Result - PI Data	GP_RSL_PI_D_HST	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Use this page to view the tables and associated history tables defined for the delivered archive objects.

See “Using PeopleSoft Data Archive Manager, Managing Archive Objects” in *PeopleTools: Data Management* product documentation.

Manage Archive Templates Page

Use the Manage Archive Templates page (PSARCHTEMPDEFN) to define archive templates.

Navigation

PeopleTools, Data Archive Manager, Manage Archive Templates, Manage Archive Templates

Image: Manage Archive Templates page

This example illustrates the fields and controls on the Manage Archive Templates page.

Manage Archive Templates

Archive Template: GPRSLT Description: GP Core Archive Template

Archive Template Objects				Find View All [Grid Icon] [List Icon]	First [Page Icon] 1 of 1 [Page Icon] Last
Base Object	*Archive Object				
<input checked="" type="checkbox"/>	GP_RSLT_ARCHIVE	GP Core Archive Object		[+]	[-]

Selective Archiving Queries				Find View All [Grid Icon] [List Icon]	First [Page Icon] 1-2 of 2 [Page Icon] Last
*Query Name		Description			
GP_CAL_RUN_MULT	[v]	Archive: Multiple Cal Groups		[+]	[-]
GP_CAL_RUN_SINGL	[v]	Single Finalized GP CAL_RUN_ID		[+]	[-]

☐ Template Allows Selective Restoring of Data From History

Selective Restoring Queries				Find View All [Grid Icon] [List Icon]	First [Page Icon] 1 of 1 [Page Icon] Last
*Query Name		Description			
				[+]	[-]

AE Processes				Find View All [Grid Icon] [List Icon]	First [Page Icon] 1 of 1 [Page Icon] Last
*Archive Process	Pre AE Program	Post AE Program			
[v]				[+]	[-]

Use this page to view the archive objects and archiving queries associated with the delivered archive templates.

See “Using PeopleSoft Data Archive Manager, Managing Archive Templates” in *PeopleTools: Data Management* product documentation.

Running the Data Archive Manager

This topic provides an overview of using the Data Archive Manager and discusses how to:

- Define an archive job for Global Payroll data.
- Define query bind variables.

Pages Used to Run the Data Archive Manager

Page Name	Definition Name	Navigation	Usage
Archive Data To History	PSARCHRUNCNTL	PeopleTools, Data Archive Manager, Archive Data To History	Define archive jobs.

Page Name	Definition Name	Navigation	Usage
Define Archive Query Binds	PSARCHRUNQRYBND	Click the Define Binds link on the Archive Data To History page.	Define the archive query bind variables for the archiving process.
Archive Run Control Details	PSARCHEXAMRUNCTL	Click the View Details link on the Archive Data To History page.	View details about the data you are archiving.
Audit Archiving	PSARCHIVEAUDIT	PeopleTools, Data Archive Manager, Audit Archiving, Audit Archiving	View the results of an archive job.

Archive Data To History Page

Use the Archive Data To History page (PSARCHRUNCTL) to define archive jobs.

Navigation

PeopleTools, Data Archive Manager, Archive Data To History

Image: Archive Data To History page

This example illustrates the fields and controls on the Archive Data To History page.

Run Control ID: PS
[Report Manager](#)
[Process Monitor](#)

Archive Template

*Archive Template: GPRSLT GP Core Archive Template

Archive Process

*Process Type Selection copying from on-line tables to history tables

Selection Criteria

☒ Selective Query GP_CAL_RUN_SNGL Single Finalized GP CAL_RUN_ID [Define Binds](#)

☐ Batch Number

Commit Processing

☐ Commit at End

☒ Set-Based Processing

☐ Row-Based Processing

☐ Audit Row Count

Data Archiving Processes

You can use the Archive Data To History page to run four different processes:

- *Selection*: Copies data from transaction tables to history tables.
- *Delete*: Deletes data from transaction tables only if they have already been archived in the history tables.
- *Rollback*: Copies data from history tables back to transaction tables.
- *Remove from History*: Deletes data from the history tables.

Note: Typically you will use only the *Selection* and *Delete* processes during your regular data archiving activities.

Archiving Global Payroll Data

To archive Global Payroll data:

1. Select the archive template you want to use.
2. Select a process type of *Selection* to copy data from the Global Payroll result tables to their corresponding history tables.
3. To archive data for a single calendar group, select the GP_CAL_RUN_SNGL selective query.

To archive data for multiple calendar groups, select the GP_CAL_RUN_MULT selective query.

4. Click the Define Binds link to access the Define Archive Query Binds page where you select a calendar group and country as bind variables for the archive process. If you are using the GP_CAL_RUN_MULT query, the archive process selects the data for all calendar groups finalized on or before the date defined for the calendar group ID that you select.
5. Click Run to initiate the selection process.
6. Use the Audit Archiving page to confirm the results of the selection process.
7. Return to the Archive Data to History page.
8. Select a process type of *Delete* to delete the data you just copied to history tables.
9. Select the batch ID of the selection process you ran.
10. Click Run to initiate the deletion process.
11. Use the Audit Archiving page to confirm the results of the deletion process.

See the product documentation for *PeopleTools: Data Management*.

Define Archive Query Binds Page

Use the Define Archive Query Binds page (PSARCHRUNQRYBND) to define the archive query bind variables for the archiving process.

Navigation

Click the Define Binds link on the Archive Data To History page.

Image: Define Archive Query Binds page

This example illustrates the fields and controls on the Define Archive Query Binds page.

Define Archive Query Binds

Archive ID: GPRSLT User ID: PS Run Control ID: PS
Use Query: GP_CAL_RUN_SNGL [Reset Query Bind Variables](#)

Country: GXA
Calendar Group: G1_GRP_PERF_JAN04

Click the Reset Query Bind Variables button to select a country and calendar group as bind variables for the data archive process. Once you select a country and calendar group, the View Details link becomes available on the Archive Data to History page that enables you to view the information to be archived.

See the product documentation for *PeopleTools: Data Management*.

Audit Archiving Page

Use the Audit Archiving page (PSARCHIVEAUDIT) to view the results of an archive job.

Navigation

PeopleTools, Data Archive Manager, Audit Archiving, Audit Archiving

Image: Audit Archiving page

This example illustrates the fields and controls on the Audit Archiving page.

Audit Archiving										
<div> User ID: <input type="text"/> </div> <div> Archive ID: <input type="text" value="GPRSLT"/> GP Core Archive Template </div> <div> From Date: <input type="text"/> To Date: <input type="text"/> Search Delete </div>										
Archive Processes										
	Archive ID	Event Date/Time	Archive Process	Archive Batch Number	Record (Table) Name	Number of Rows	User ID	Run Control ID	Process Instance	View Details
1	GPRSLT	05/22/09 12:40PM	Archive Selection	1	GP_ACM_USER_ADJ	NA	PS	PS	706	View Details
2	GPRSLT	05/22/09 12:40PM	Archive Selection	1	GP_PYE_PRC_STAT	NA	PS	PS	706	View Details
3	GPRSLT	05/22/09 12:40PM	Archive Selection	1	GP_RSLT_ERN_DED	NA	PS	PS	706	View Details
4	GPRSLT	05/22/09 12:40PM	Archive Selection	1	GP_RSLT_PIN	NA	PS	PS	706	View Details
5	GPRSLT	05/22/09 12:40PM	Archive Selection	1	GP_RSLT_PL_DATA	NA	PS	PS	706	View Details
6	GPRSLT	05/22/09 12:40PM	Archive Selection	1	GP_RSLT_PL_SOVR	NA	PS	PS	706	View Details

Use this page to view the results of your archive jobs.

See the product documentation for *PeopleTools: Data Management*.

Appendix A

Global Payroll Queries

Delivered Queries

This table lists all queries delivered with PeopleSoft Global Payroll:

Query	Description	Search Keys
GP_ELEMENTS	<p>Lists all elements for a specific country. You can further refine the search to include a Category or Element Name.</p> <hr/> <p>Note: Specific instructions on how to run this query are provided in the Viewing Delivered Elements topic of this product documentation.</p> <hr/> <p>See Understanding How to View Delivered Elements.</p>	<ul style="list-style-type: none">• Used By• Country• Category• Element Name
GP_PMT_BY_STATUS	Lists all payees by a given payment status.	Payment Status
GP_RESULTS_ACM	Displays all accumulator results for a given calendar group.	<ul style="list-style-type: none">• Calendar Group• Pay Group• EmplID• Element Name
GP_RESULT_ABS	Displays all of the absence results for a given calendar group.	<ul style="list-style-type: none">• Calendar Group• Pay Group• EmplID• Element Name
GP_RESULT_ACM_USER_ADJ	Displays all of the adjustments made to accumulator values for a given calendar group.	<ul style="list-style-type: none">• Calendar Group• Pay Group• EmplID• Element Name

Query	Description	Search Keys
GP_RESULT_DELTA	Displays all of the retro deltas for a given calendar group.	<ul style="list-style-type: none"> • Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_ERN_DED	Displays all earning and deductions results for a given calendar group.	<ul style="list-style-type: none"> • Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_MESSAGES	Displays all batch processing messages for a given calendar group.	<ul style="list-style-type: none"> • Calendar Group • Pay Group • EmplID
GP_RESULT_PAYMENT	Displays the results from running the banking process for a given calendar group.	Calendar Group
GP_RESULT_PIN	Displays the supporting elements results for a given calendar group.	<ul style="list-style-type: none"> • Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_PI_DATA	Displays the positive input results for a given calendar group.	<ul style="list-style-type: none"> • Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_PI_SOVR	Displays the supporting elements for positive input for a given calendar group.	<ul style="list-style-type: none"> • Calendar Group • Pay Group • EmplID • Element Name
GP_RESULT_PRC_STAT	Displays the process stat record for a given calendar group.	<ul style="list-style-type: none"> • Calendar Group • Pay Group • EmplID

Query	Description	Search Keys
GP_RESULT_SEG_STAT	Displays the segment stat records for a given calendar group.	<ul style="list-style-type: none">• Calendar Group• Pay Group• EmplID
GP_SET_ERNDED_END_DATE	Lists payees whose assigned earnings or deductions had an end date change for a given calendar group.	Calendar Group

Appendix B

Global Payroll Reports

Global Payroll Reports: A to Z

The table in this topic lists the PeopleSoft Enterprise Learning Management reports, sorted by report ID.

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: PeopleSoft Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft.*
- *PeopleTools: SQL Language Reference for PeopleSoft*

For samples of these reports, see the [Report Samples](#) that are published with this online documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
GP000001 Payroll Results Register	<p>There are three versions of the Payroll Results Register report:</p> <ul style="list-style-type: none"> Employee Detail Report: Displays, by payee, detailed results of a payroll calculation for each segment. Produce after you calculate or finalize a payroll run. Employee Summary Report: Displays, by payee, summary results of a payroll calculation for each segment. Produce after you calculate or finalize a payroll run. Organizational Summary Report: Summarizes earning and deduction totals by department. Run this report after you calculate or finalize a payroll run. <p>For all three versions, a payroll status of <i>Open</i> or <i>Finalized</i> appears at the top of the report.</p>	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register, Payroll Results Register	GP_GPSQR01_PNL
GP000002 Absence Results Register	Similar to the Payroll Result Register, but shows the results of a calculated or finalized absence run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence Results Register, Absence Results Register	GP_GPSQR01_PNL
GP000004 Payee Messages	Displays any payee messages generated from a payroll run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Messages, Payroll Messages	GP_GPSQR04_PNL
GP00PK01 Compare Report	<p>Enables you to see what elements will be updated or changed when you apply a rule package.</p> <p>Use this information to decide whether to upgrade a specific element.</p>	<p>Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Apply Rule Package, Package Processing</p> <p>Select the Create Compare Report check box on the Package Processing page and click the Process button to generate the report.</p>	GP_PKG_T_RUNCTL

<i>Report ID and Report Name</i>	<i>Description</i>	<i>Navigation</i>	<i>Run Control Page</i>
GPGENRPT User-designed generic report, no standard report name.	Define additional runtime parameters and run generic reports.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report	GP_GENRPT_RC

