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Implementing Payroll Interface for ADP Global Payroll

ORACLE WHITE PAPER | JANUARY 2018

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Table of Contents

Introduction 1

Prerequisite 1

License Type for Country and Territory 1

Organization Setup 2

Enterprise 2

Loading Geographies 2

Legislative Data Group 4

Payroll Statutory Unit 4

Legal Employer 7

Payment Methods (optional) 8

Payroll 9

Salary Management 13

Salary Basis Setup 17

ADP Global Payroll Implementation Setup Steps 19

Capture Additional Data for ADP Global Payroll Interface 20

Capture Master Data Corresponding to Each Additional Data Element 24

Master List of Values as Lookup Codes 26

Master List of Values as Value sets 27

Setting up Object Groups 29

Illustration: 30

Associating Employees with Payrolls 31

Capture Additional ADP Information for Employees 33

Create Rate Definitions (optional) 34

Run the Standard Payroll Interface for ADP Global Payroll 36

Run the ADP Global Payroll Interface Process 37

ADP Global Payroll Interface – Key Components 39

Effective Dates 40

Prior Values 41

Payroll Interface Consolidated Flow 43

History Information for Salary 43

Action Indicators 44

Indicator Repeated flag 47

Dynamic File Name 48

Lookup Type 48

Value Sets 49

Fast Formula 49

Update extract structure 50

Additional Details Reported in the File 50

Extract Version Number 50

Extract Instance Name 51

Employees Reported in the File 51

Implementation Considerations and Recommendations 51

Setup Recommendations 51

License Type 53

Geography data 53
Legislations not Delivered by Oracle 53
Legislative Data Groups 53
Payroll 53
Elements 53
Input Value Names 54
Object Groups 54
Personal Payment Methods 54
SFTP 54
Transaction Recommendations 54
Deletions 54
Payroll Transfers 55
Employee Terminations 55
Final Close Date 55
Updating the Final Close Date 55
Cost Center Allocations 57
Operational Recommendations 57
Flow 57
Instance Name 57
Initial Extract 57
Extraction Window 58
Extraction Schedule 58
Ad hoc Runs 58

Extraction Rollback 58

Deleted Data Report 59

Pre-requisite Setup for Using the Deleted Data Report 59

Generating Deleted Data Report 62

Data Validation Report 63

Configuring Additional Validations 63

Key Use Cases and Their Reflection in the Output File 64

Modifying the Output Template 66

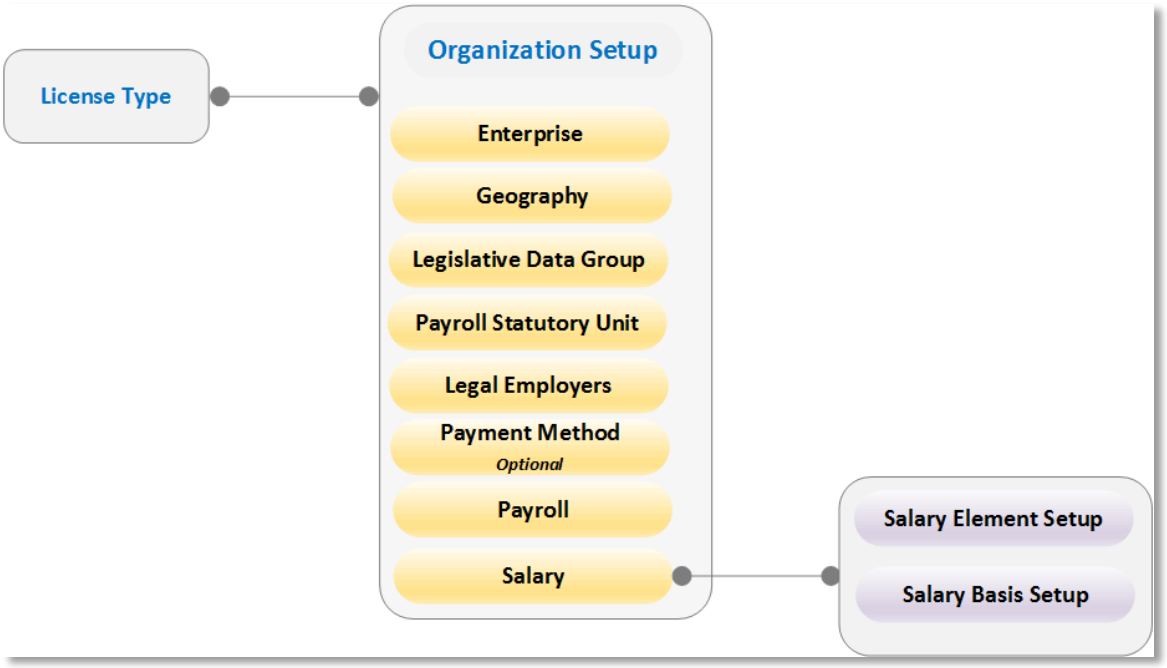
Enable Diagnostics Log on the ADP Global Payroll Interface 70

Introduction

Fusion Global Payroll Interface for ADP is designed to integrate Fusion HCM cloud with ADP Global Payroll application.

Prerequisite

Configure these prerequisite elements:

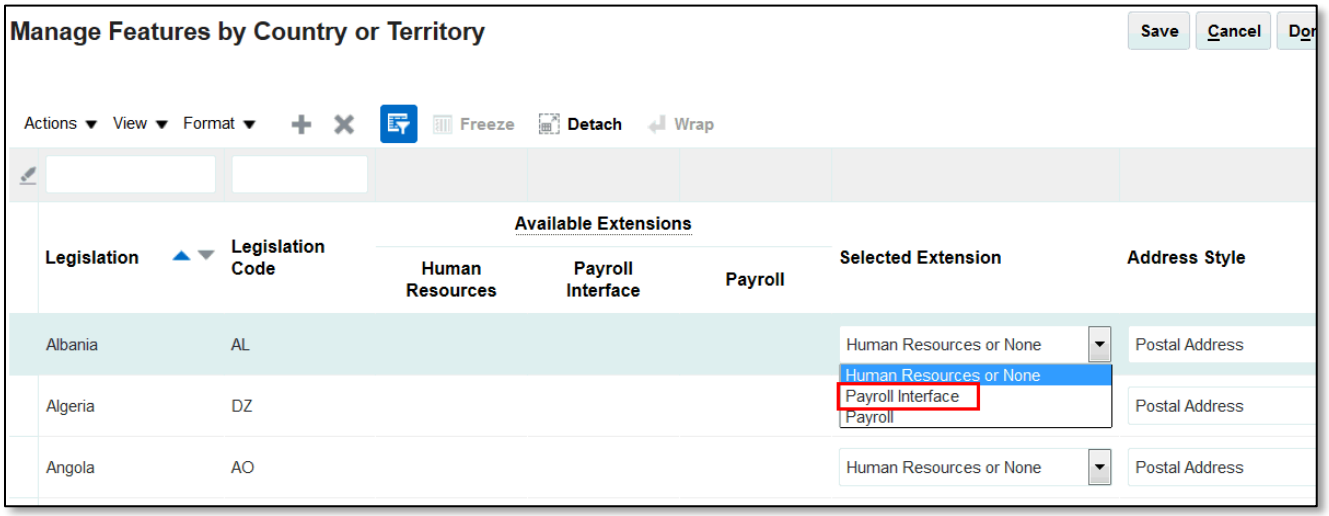


License Type for Country and Territory

Use the **Manage Feature by Country or Territory** task to set up **Payroll Interface** as the **Selected Extension**.

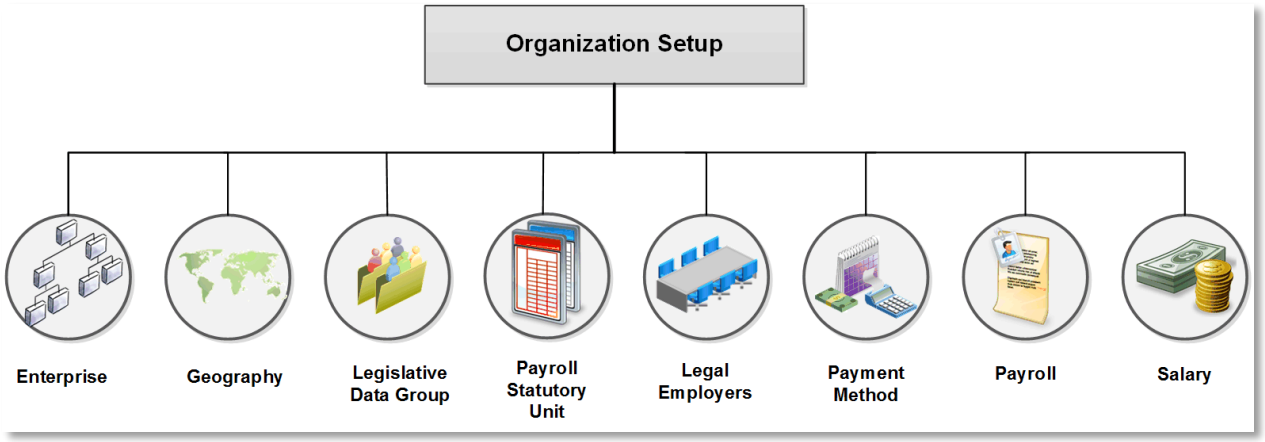
Complete the following steps:

1. Sign in as administrator.
2. From the Navigator menu, select **Setup and Maintenance** to open the **Setup and Maintenance** work area.
3. Search for and select **Manage Features by Country or Territory** to open the Manage Features by Country or Territory page.
4. For the country for which you are performing the implementation, in the column **Selected Extension**, select **Payroll Interface.**
5. Click **Save**.



Organization Setup

Complete the following setup for the organizations:



The setup mentioned below is not specific to the payroll interface scenario. However, set up all these organizations completely before commencing any transaction.

Enterprise

An enterprise is enabled out-of-the box when the cloud environment is provisioned. Use the **Manage Enterprise HCM Information** task to configure any implementation specific details at the enterprise level.

Loading Geographies

Load geographies to create the geography structure for each country. It defines the following:

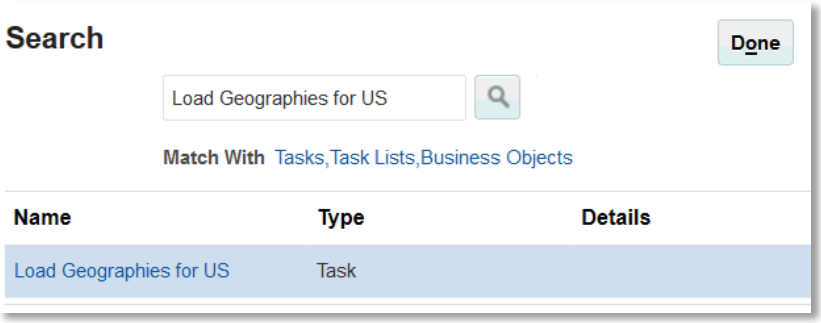
- Geography types that are part of the country structure.

» How the geography types are hierarchically related within the country structure.

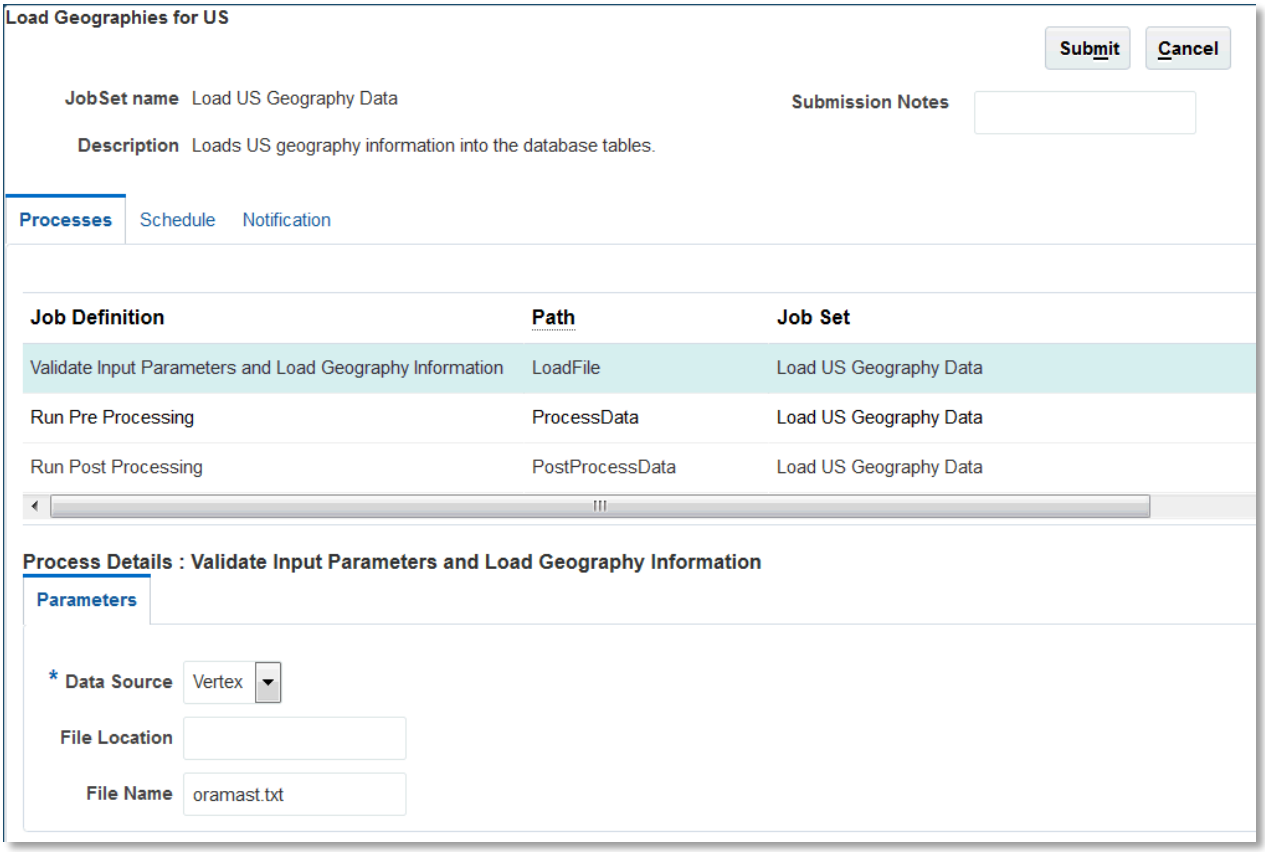
For example, you can create geography types called **State**, **City**, and **Postal Code**.

To load US geographies for Robertson Global Services, complete the following steps:

1. From the **Setup and maintenance** work area, search for and select the **Load Geographies for US** task.



2. On the Load Geographies for US page, Processes tab, select the **Validate Input Parameters and Load Geography Information job**.
3. In the **Data Source** field, ensure that you have selected **Vertex**.



4. Click **Submit** and monitor the process to completion.

Legislative Data Group

Legislative Data Groups are a means of partioning payroll and related data. At least one legislative data group is required for each country where the enterprise operates.

- Use the **Manage Legislative Data Group task** to define and manage legislative data groups.
- Define legislative data groups to identify the country and its currency.

Payroll Statutory Unit

Payroll statutory units are legal entities that are responsible for paying workers, including the payment of payroll tax and social insurance. A payroll statutory unit can pay and report on payroll tax and social insurance on behalf of one or many legal entities, depending on the structure of the customer enterprise.

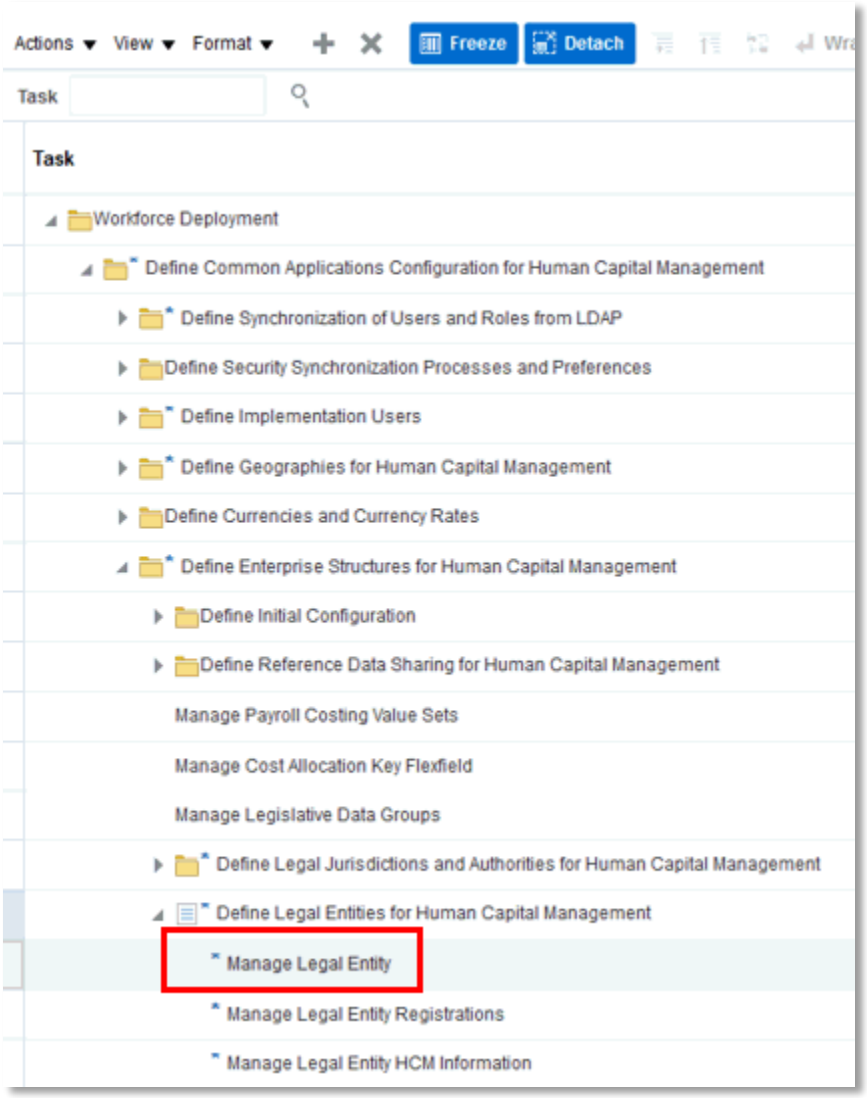
For example, for a multinational, multiple company enterprise, register one payroll statutory unit in each country, where people are employed and paid. For a simpler setup, register a consolidated payroll statutory unit to pay and report on workers across multiple legal employers within the same country.

Associate a legislative data group with a payroll statutory unit to provide the correct payroll information for workers.

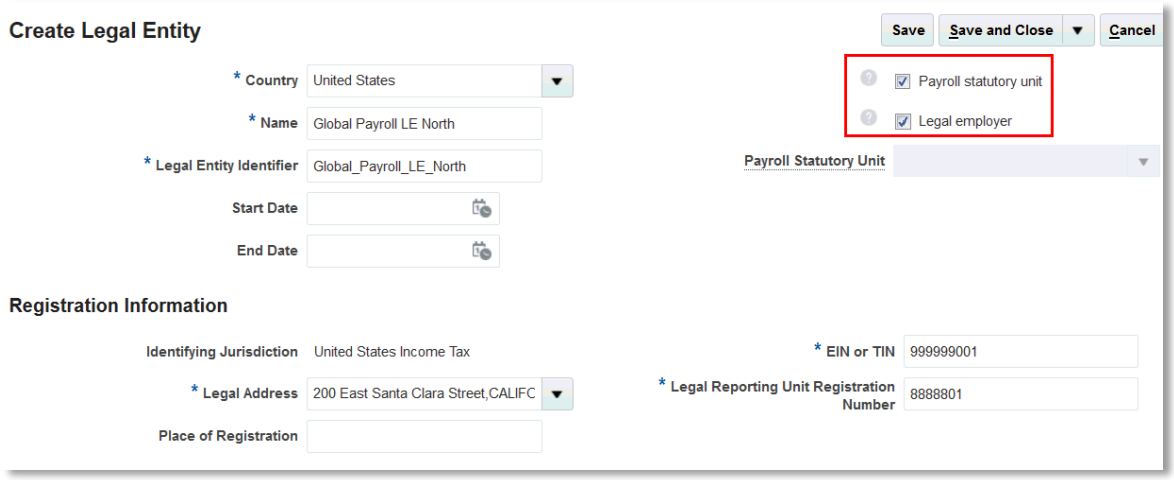
Illustration:
Robertson Global Services operates in multi-countries and pays its employees through ADP Global Payroll. The company uses Fusion Global Payroll interface to transfer employment details of its employees and optionally, their pay components to ADP Global Payroll. They create a consolidated payroll statutory unit to report on workers across the multiple legal employers within US.

Follow these steps to create the payroll statutory unit and associate it with a legislative data group:

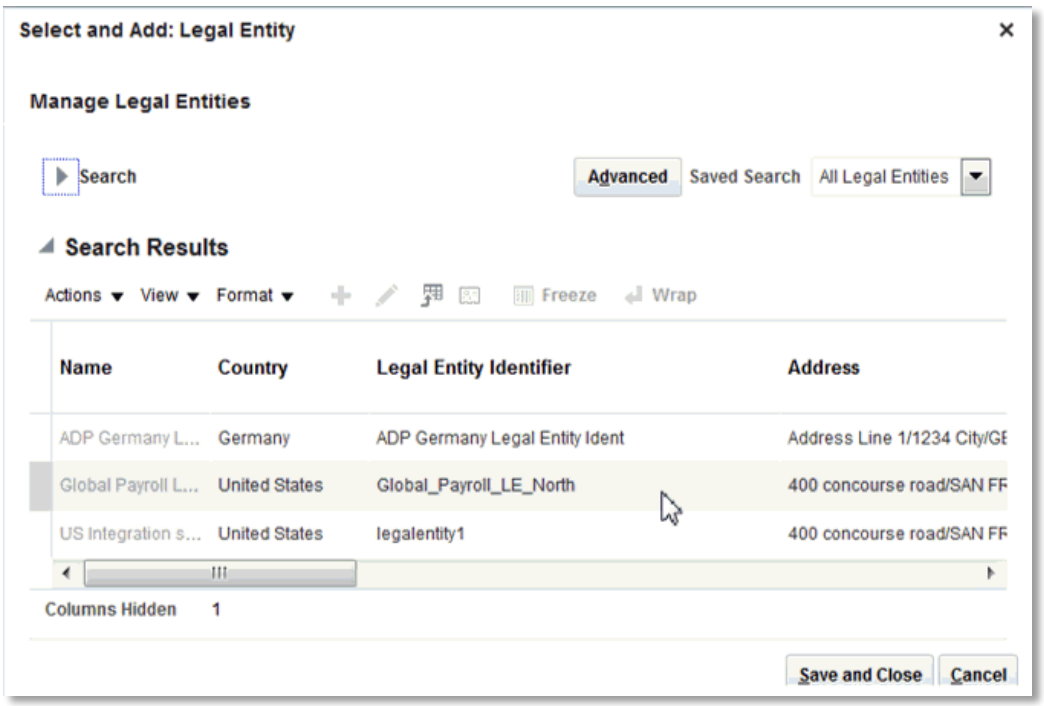
1. From **Setup and maintenance**, navigate to the **Manage Legal Entities for Human Capital Management** task either through the implementation project (as shown in screenshot below) or directly.



2. Select **Manage Legal Entity**.
3. In the **Select Scope** dialog box, **Legal Entity** field, select **Create New**.
4. Click **Apply and Go to Task**.
5. On the **Manage Legal Entities** page, click **Create**.
6. On the **Create Legal Entity** page, enter the details for the new entry. Ensure that both **Payroll Statutory Unit** and **Legal Employer** checkboxes are checked.

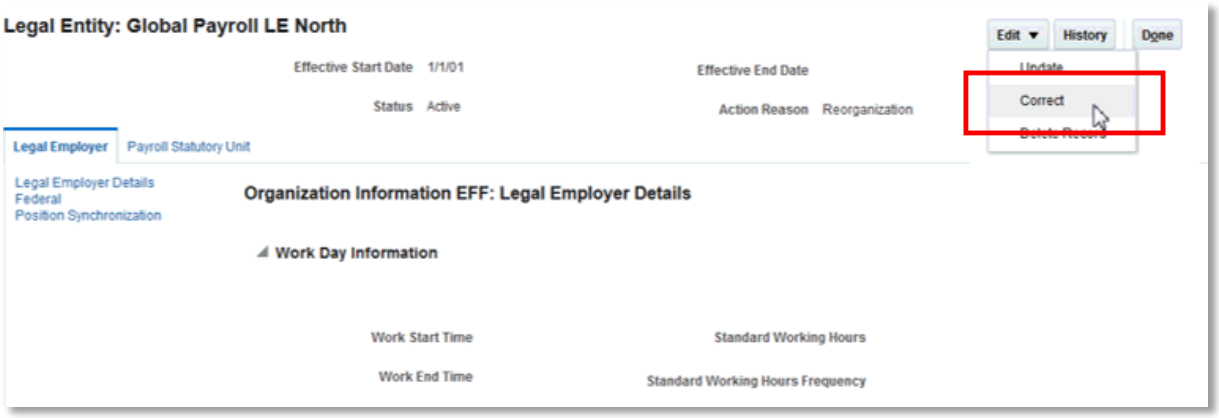


7. Click **Save and Close**.
8. Navigate to your implementation project.
9. Select the **Manage Legal Entity HCM Information** task.
10. In the **Select Scope** dialog box, **Legal Entity** field, select **Select and Add**.
11. Click **Apply and Go to Task**.
12. In the **Select and Add: Legal Entity** dialog box, search for the legal entity that you created in step 6.

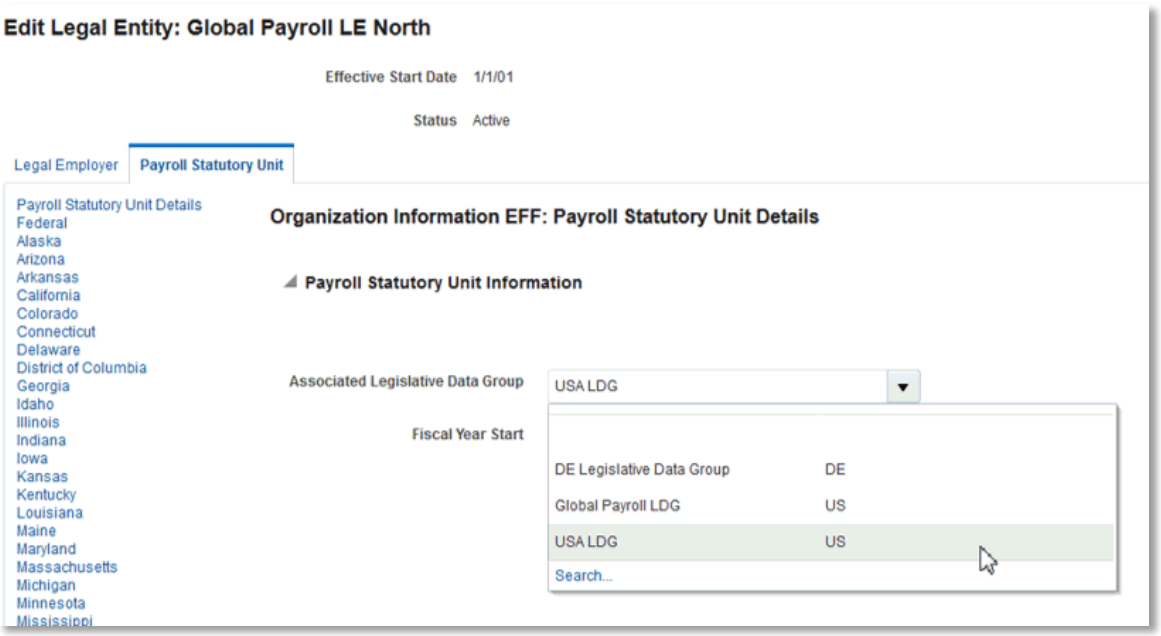


13. Click **Save and Close**.

14. On the **Legal Entity** page, click the **Edit** button and select **Correct**.



15. Click the **Payroll Statutory Unit** tab.
16. In the **Associated Legislative Data Group**, select the legislative data group defined for the US.



17. Click **Submit**.

Legal Employer

A legal employer is a legal entity that employs workers. Depending on the structure of the organization, there might be one of the following:

- One legal entity that is also a payroll statutory unit and a legal employer.
- Multiple legal entities which are children of one payroll statutory unit.
- Multiple legal entities, payroll statutory units, and legal employers.

For example, Robertson Global Service has many legal employers across the US. To keep the payroll configuration simple, they could group all of the legal employers under the consolidated payroll statutory unit.

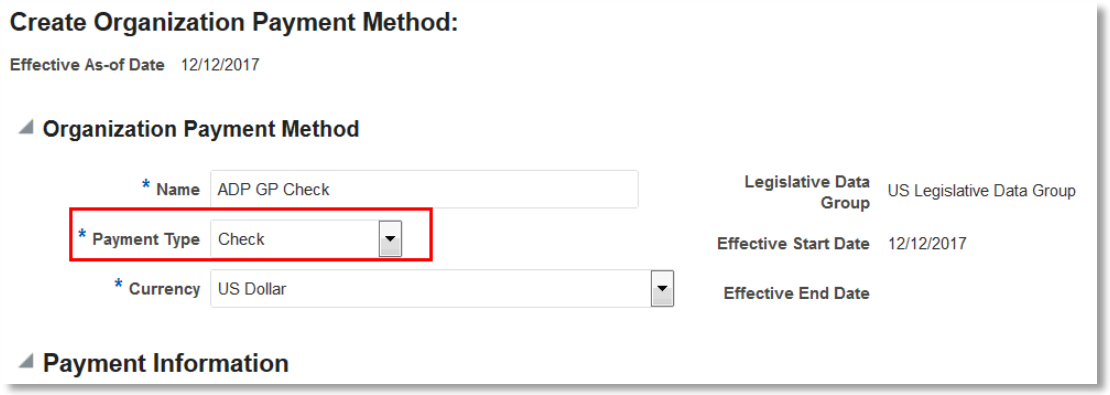
Payment Methods (optional)

Payment methods indicates the method of payment, such as check, cash, or credit. They associate a source bank account with each such payment types.

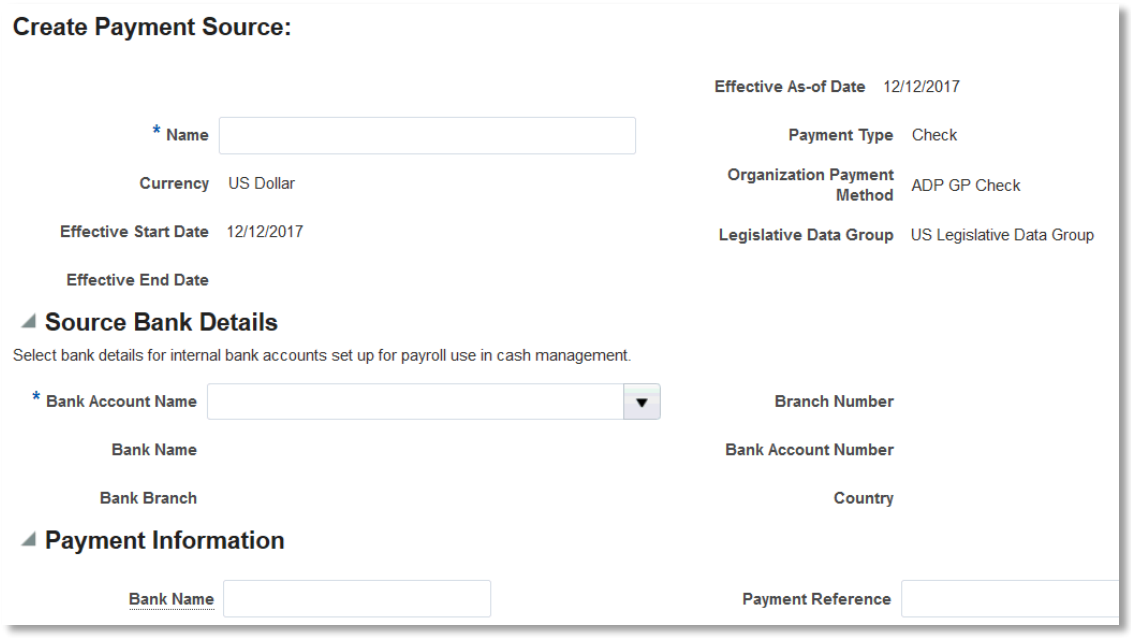
For example, as Robertson Global Services performs its payroll processing and payments using the ADP Global Payroll, they wouldn't create the entire payment structure in HCM cloud. However, since the availability of at least one payment method is a pre-requisite to the payroll definition, they could define one payment method specifying one bank account.

To create a payment method and associate it to a payment source, perform the following steps:

1. On the **Setup and Maintenance** page, search for and select **Manage Organization Payment Methods** task.
2. On the Manage Organization Payment Methods page, click **Create** to create a new payment method under the US legislative data group.



3. In the **Payment Type** field, select **Check**.
4. In the **Payment Sources** section, select **Create** from the Actions menu to open the Create Payment Source page.



5. Provide the bank account and payment information details. Submit the changes.

Payroll

Payroll definitions indicate the payment frequency and processing schedule. The Global Payroll Interface application uses payroll definitions to group employees with similar pay characteristics so that reporting and processing of payroll by the third party payroll application becomes efficient. Employees are associated with payroll through payroll relationships. Typically, to pay employees, define one payroll for each payment frequency.

Robertson Global Services uses three pay frequencies, namely **Monthly**, **Bi-weekly,** and **Weekly** to process payments for the different categories of its employees.

For specifying payroll details when creating payroll definitions, you must be familiar the following definitions:

» Effective Start Date
» First Period End Date
» Number of Years

Effective Start Date

The effective start date is the first date when the payroll definition is available for employee data. The start date must be on or before the earliest date of any historical data that you want to load.

For example, for a payroll starting on 1/1/2013 with five years of historical payroll data to load, you set the start date of the payroll definition to 1/1/2008.

The effective start date does not affect the generated calendar of payroll periods. The start date for the first payroll period is based on the first period end date.

First Period End Date

The first period end date is the end date of the first payroll period that the application generates for a payroll definition. Typically, it is based on the date of implementation, tax year, benefits enrollments, or a particular payment cycle.

For example, if your weekly payroll work week is Saturday through Friday, and your first payment date is on 1/6/12, you could use 12/30/11 as your first period end date.

Number of Years

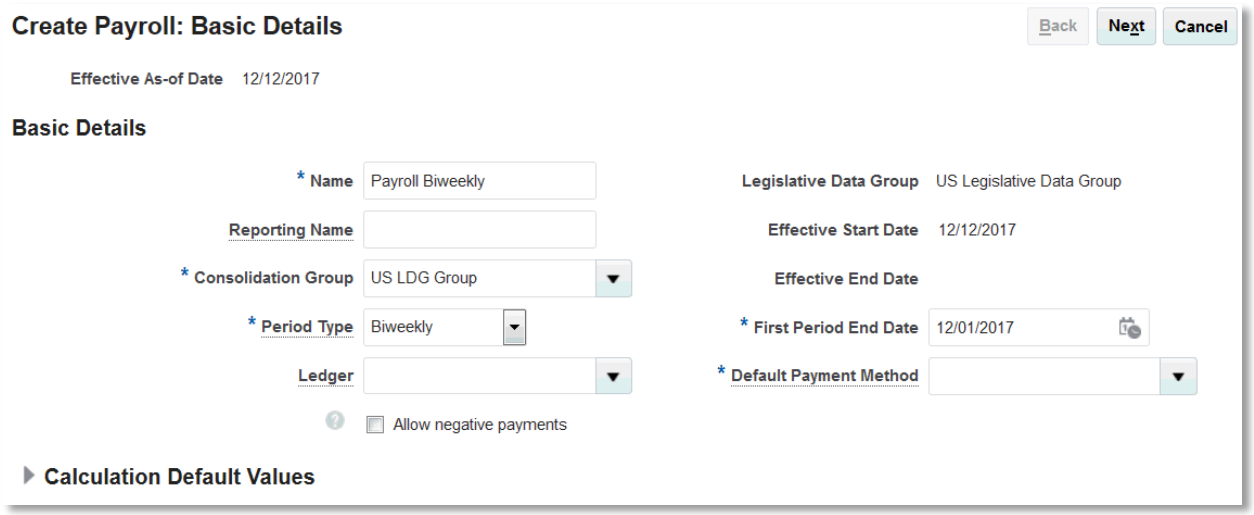
The number of years represents how many years of time periods to generate starting from the beginning of the first payroll period, which is determined by the first period end date.

After you save a payroll definition, you can only increase, but cannot decrease this parameter because the application would have already generated a calendar of time periods.

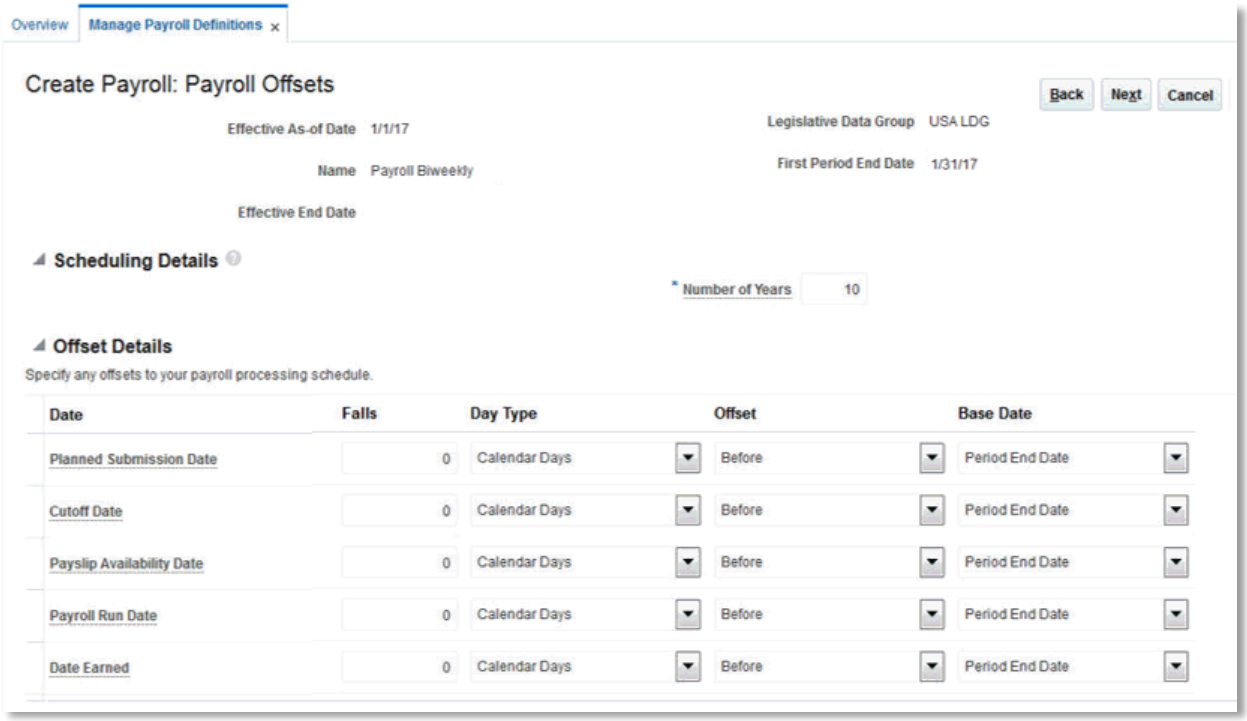
To create payroll definitions, perform the following steps:

1. On the Setup and Maintenance page, select **Manage Consolidation Groups** to open the **Manage Consolidation Groups** page.
2. In the **Search Results** section, click **Add Row** from the Actions menu.
3. In the **Name** field, enter a name.
4. In the **Legislative Data Group** field, select a US Legislative Data Group.
5. Click **Save**.
6. Click **Done** to return to the **Search** page.
7. Search for and select the **Manage Payroll Definitions** task to open the **Manage Payroll Definitions** page.
8. In the **Search Results** section, click **Create** from the **Actions** menu.

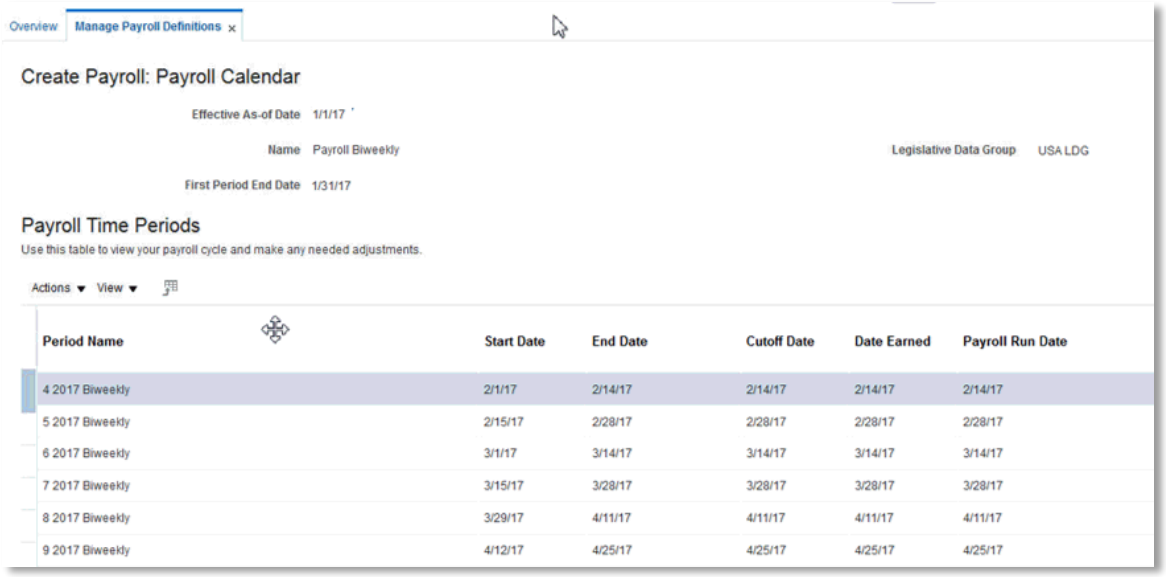
9. Click **Continue** to open the Create Payroll: Basic Details page.

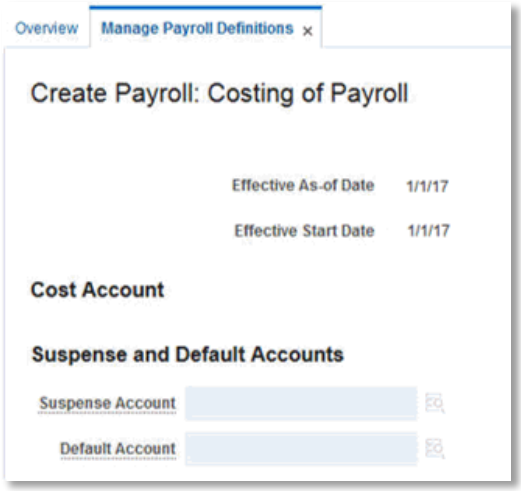


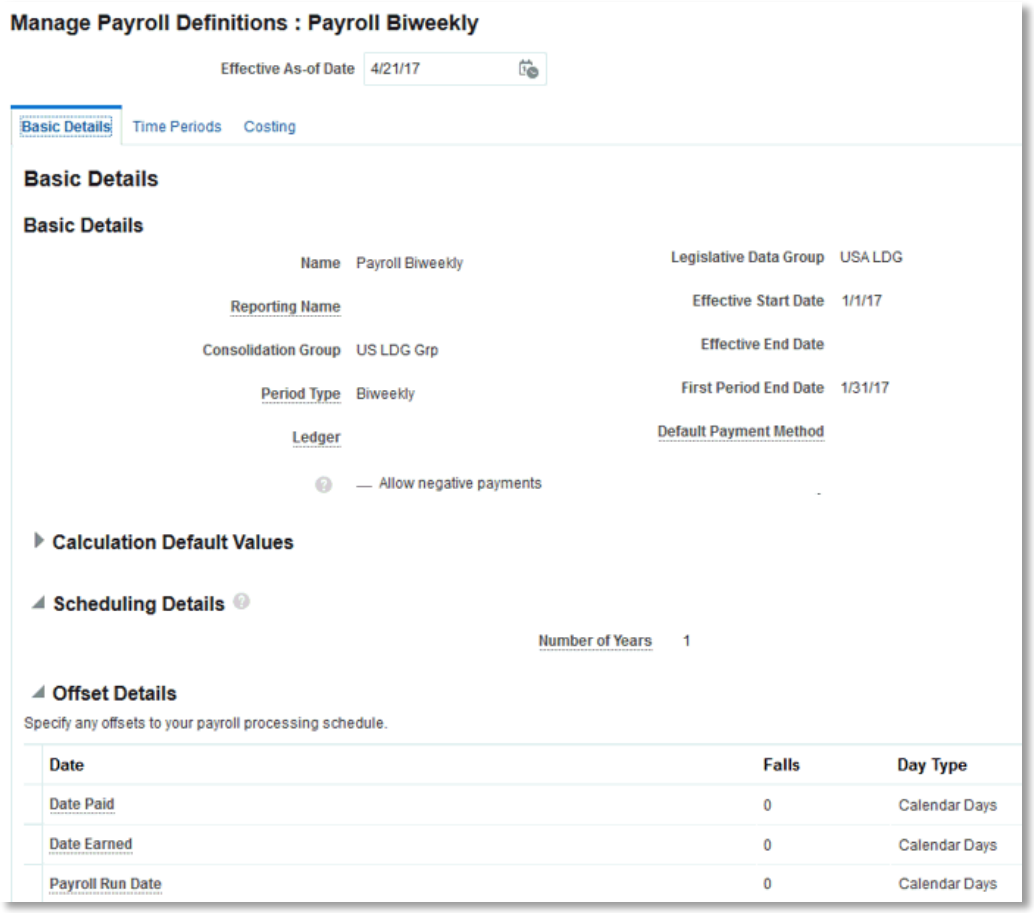
10. Enter the details and click **Next**.



11. Click **Next** to open the Payroll Calendar page.


Overview
Manage Payroll Definitions
Create Payroll: Payroll Calendar
Effective As-of Date 1/1/17
Name Payroll Biweekly
Legislative Data Group USA LDG
First Period End Date 1/31/17
Payroll Time Periods
Use this table to view your payroll cycle and make any needed adjustments.
Actions
View
Period Name
Start Date
End Date
Cutoff Date
Date Earned
Payroll Run Date
4 2017 Biweekly 2/1/17 2/14/17 2/14/17 2/14/17 2/14/17
5 2017 Biweekly 2/15/17 2/28/17 2/28/17 2/28/17 2/28/17
6 2017 Biweekly 3/1/17 3/14/17 3/14/17 3/14/17 3/14/17
7 2017 Biweekly 3/15/17 3/28/17 3/28/17 3/28/17 3/28/17
8 2017 Biweekly 3/29/17 4/11/17 4/11/17 4/11/17 4/11/17
9 2017 Biweekly 4/12/17 4/25/17 4/25/17 4/25/17 4/25/17

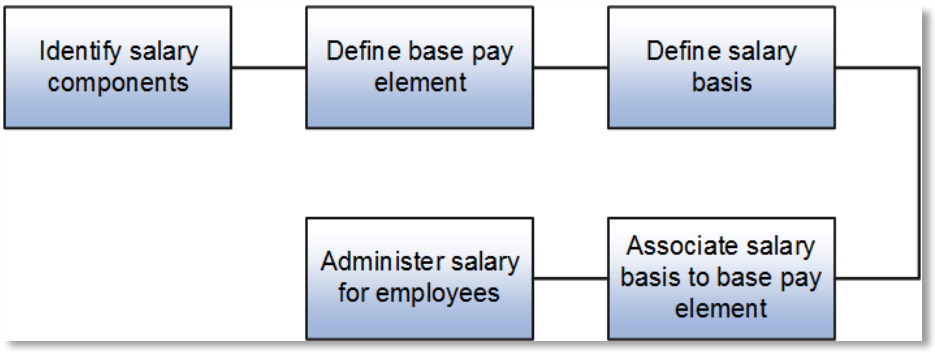

Overview
Manage Payroll Definitions
Create Payroll: Costing of Payroll
Effective As-of Date 1/1/17
Effective Start Date 1/1/17
Cost Account
Suspense and Default Accounts
Suspense Account
Default Account



12. Repeat the above steps to create the Weekly and Monthly payroll definitions.

Salary Management

Salary Management involves the following:



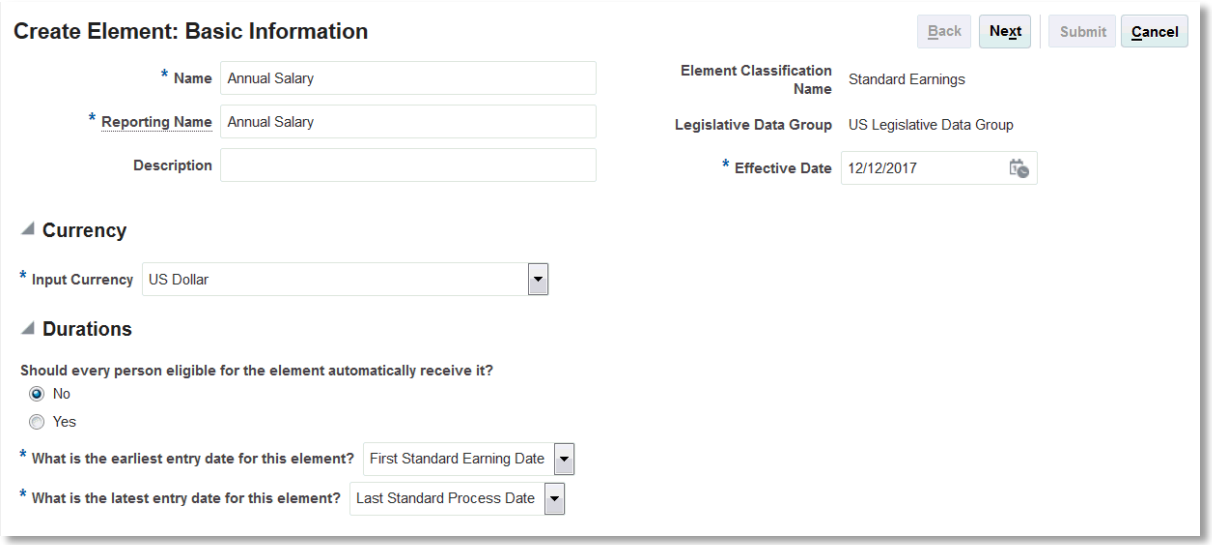
To define a base pay element, salary basis, and the association of the element with the salary basis, perform the following steps:

1. On the **Setup and Maintenance** page, search for and select the **Manage Elements** task.
2. In the **Search Results** section, select **Create** from the **Actions** menu.
3. In the **Create Element** dialog box, enter the following details:

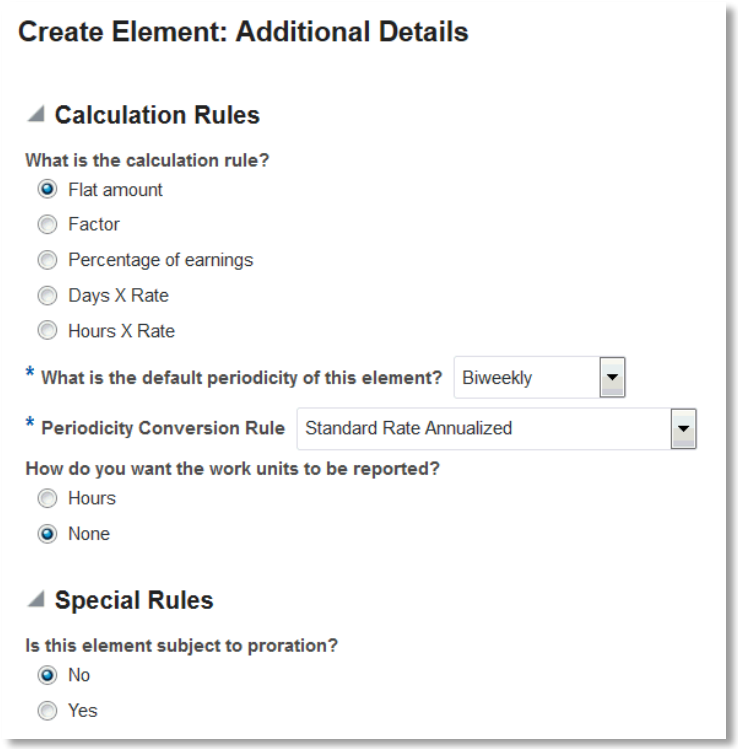
Parameter	Value
Legislative Data Group	Legislative Data Group under which you want to create the element
Primary Classification	Standard Earnings

4. Click **Continue** to open the **Create Element: Basic Information** page.
5. Enter the following basic details:

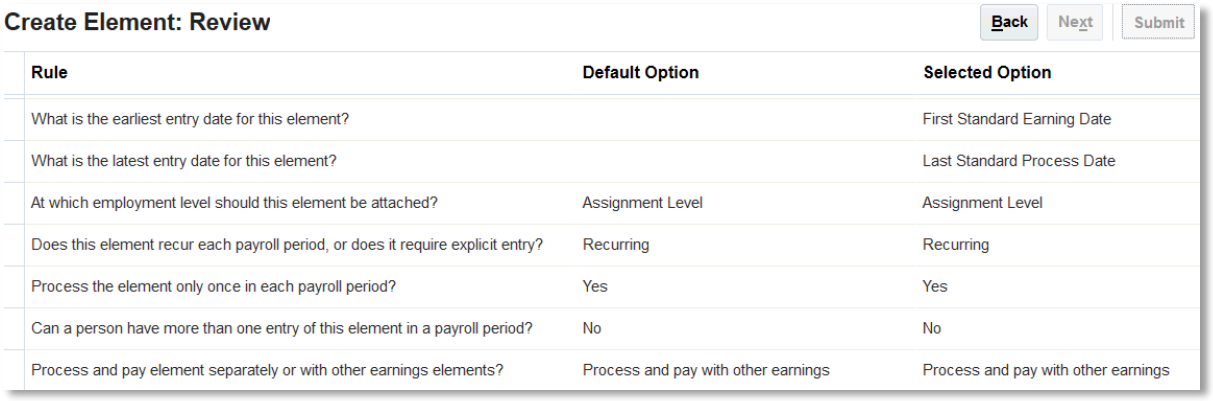
Parameter	Value
Name	Annual Salary
Reporting Name	Enter the name that you want to display on reports for this element.
Effective Date	1/1/1951. Enter an early date so that the payroll element is available for use immediately in your salary bases.
What is the earliest entry date for this element?	First Standard Earning Date
What is the latest entry date for this element?	Last Standard Process Date
At which employment level should this element be attached?	Match the employment level to the level at which the salary basis is associated with workers, either Assignment Level or Term Level.
Does this element recur each payroll period, or does it require explicit entry?	For base pay, use Recurring.



6. Complete the additional details as appropriate. Click **Next**.

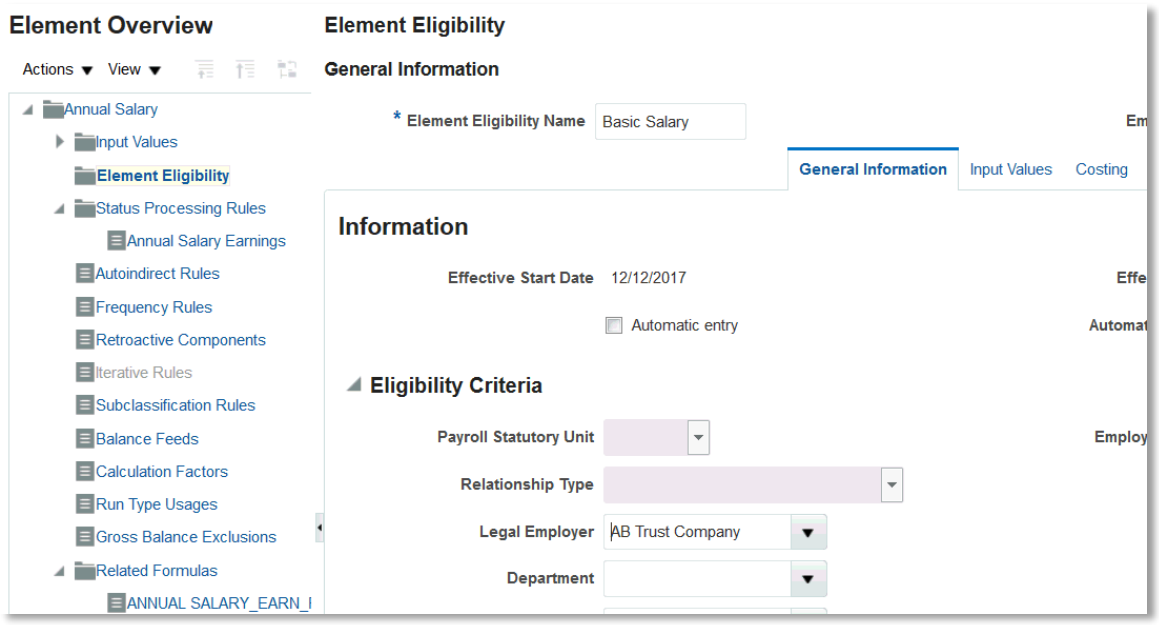


7. Click **Next** to open the Create Element: Review page. Review the element definition.



8. Click **Submit** to open the Element Summary page.

9. In the **Elements Overview** section, select **Element Eligibility**. Select **Create Element Eligibility** from the **Actions** menu. Create an open element eligibility for the element just defined.



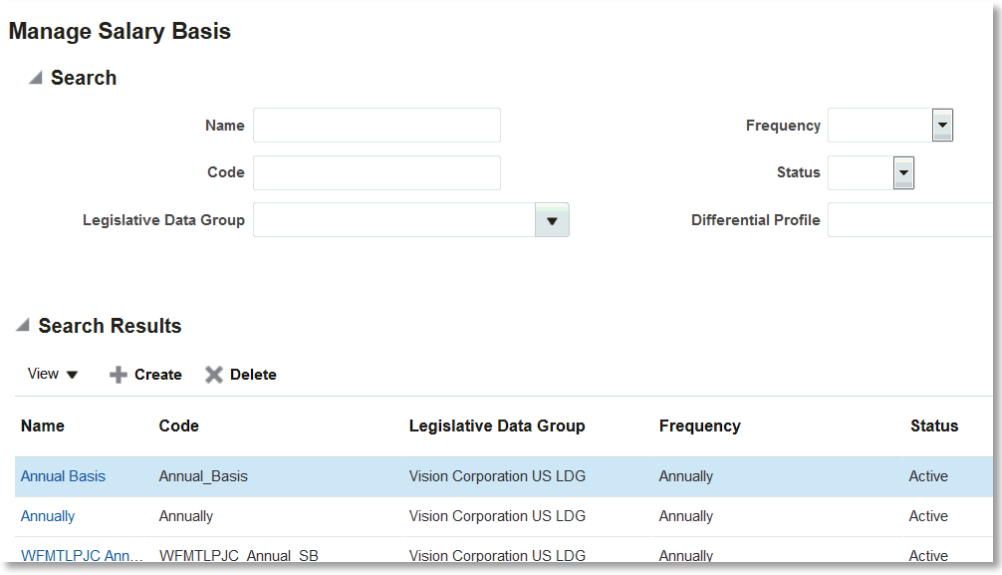
Salary Basis Setup

The salary basis specifies the frequency of the amount sent to payroll and stored as salary, such as annual or hourly amount. Also, it specifies the payroll element and input value that feeds the salary to payroll.

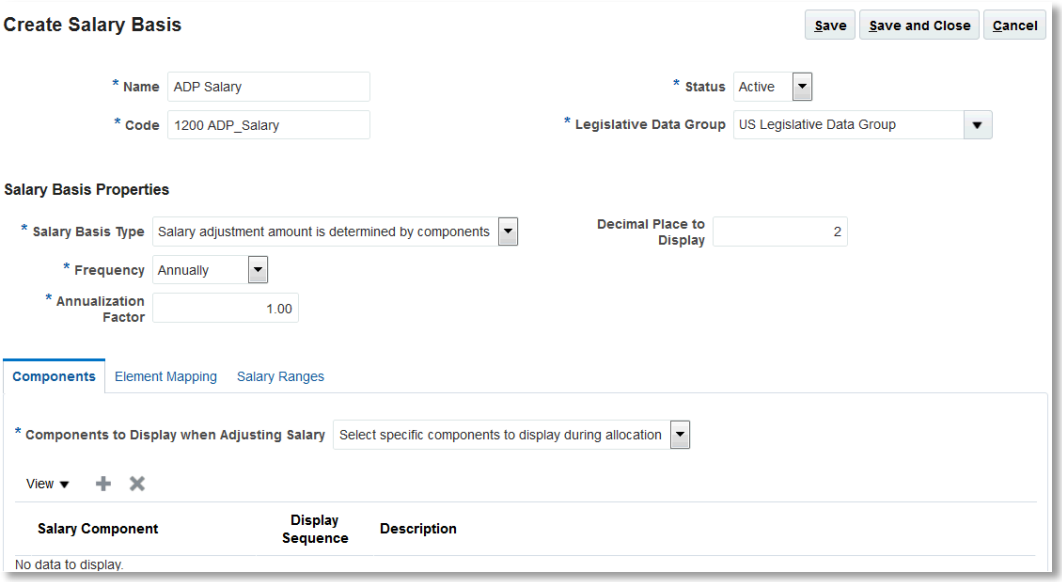
***NOTE**: When managing salary for employees, use the salary basis with the frequency that matches up with the employee pay frequency.*

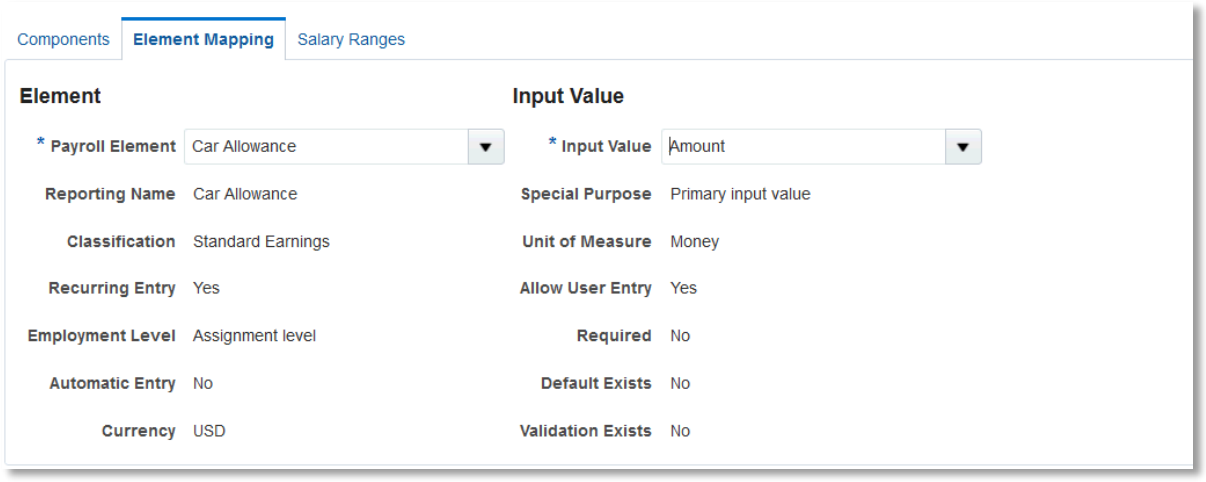
To set up salary basis, perform the following steps:

1. On the Setup and Maintenance page, search for and select the **Manage Salary Basis** task.



2. On the **Manage Salary Basis** page, click **Create**.
3. On the **Create Salary Basis** page, specify the details.





4. Click **Save and Close** to return to the **Manage Salary Basis** page.

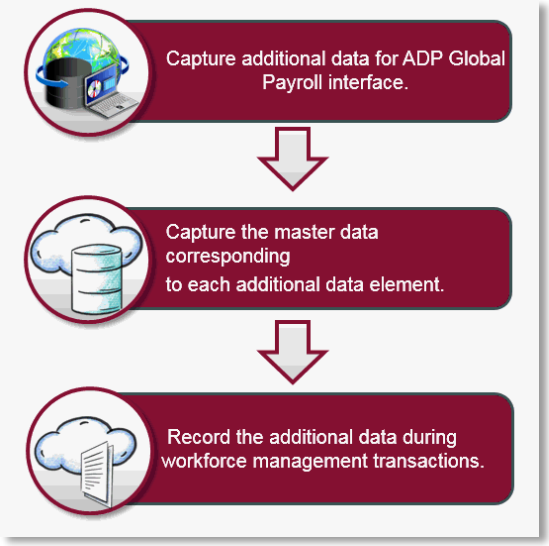
   For further details on the above business objects, their setup and usage, refer to the documents mentioned below:

   - Implement HCM Products
   - Implement Fusion Global Human Resources
   - Implement Fusion Global Payroll Interface
   - Implement Fusion Compensation

ADP Global Payroll Implementation Setup Steps

Oracle Fusion Global Human Resources captures a vast majority of human resource related data. To ensure that ADP Global Payroll gets all the required information, you will need to capture a few additional data elements.

Follow these steps:

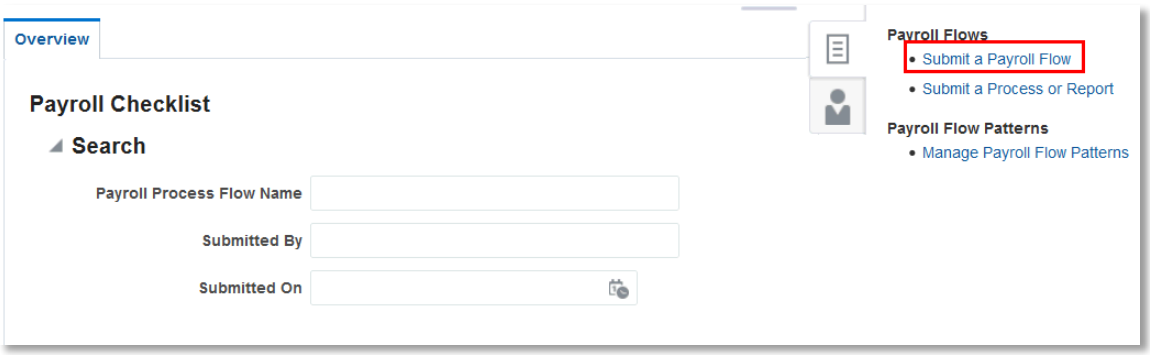


Capture Additional Data for ADP Global Payroll Interface

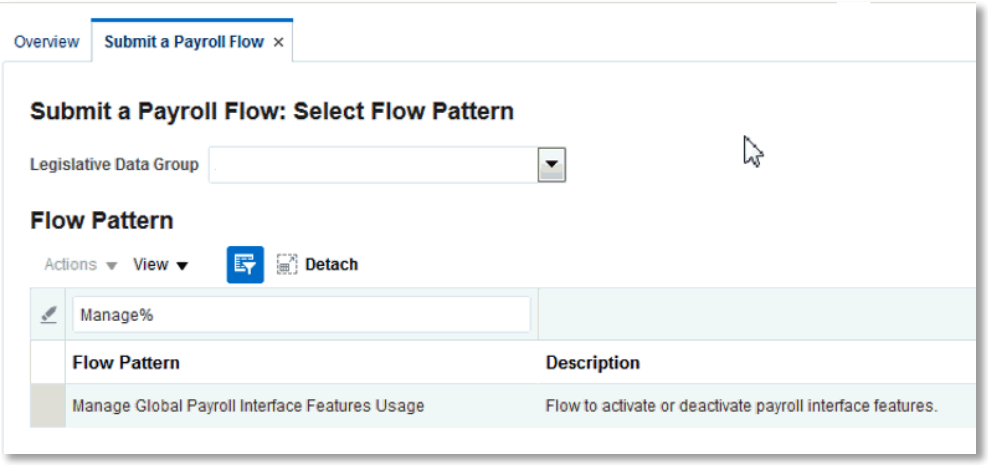
To use the ADP Global Payroll interface to capture additional data, enable the two contexts that Oracle delivers. The data elements captured using these contexts address the most common implementation scenarios. There might be specific implementation scenarios where not all of these data elements must be captured. For such scenarios, enable only those data elements that you want to capture.

Follow these steps to enable these context and capture the data elements:

1. Navigate to the **Payroll Checklist** work area.
2. Click the **Submit a Payroll Flow** task.

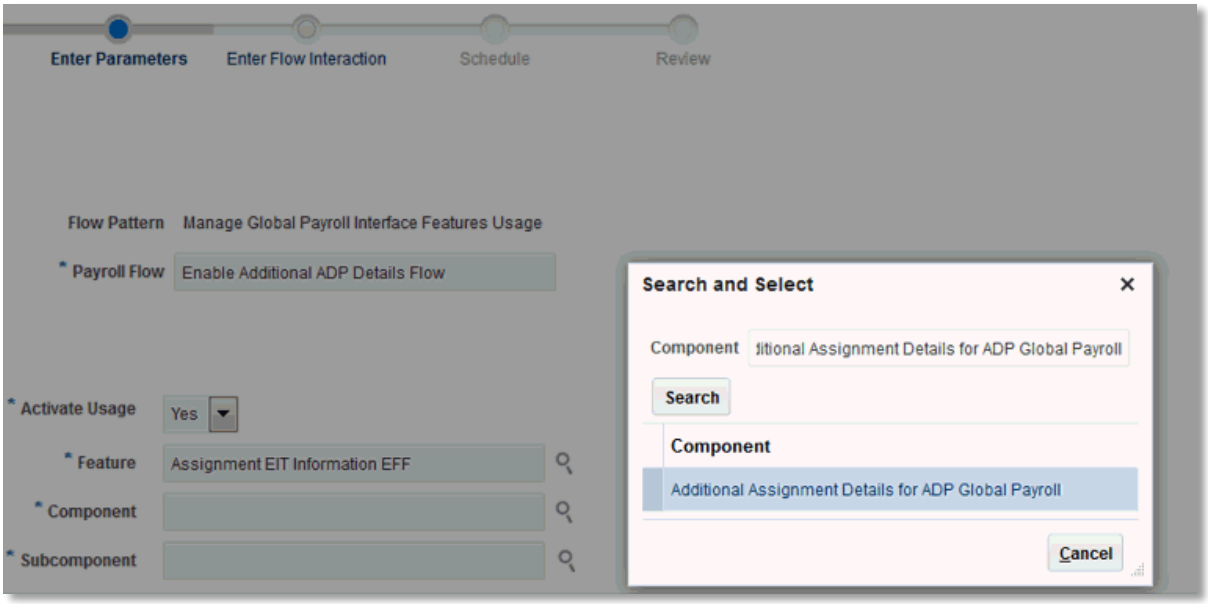


3. On the **Submit a Payroll Flow: Select Flow Pattern** page, search for the **Manage Global Payroll Interface Features Usage** flow.
4. Select the flow and click **Next.**



5. In the flow parameter page, enter the following details:

Parameter	Value
Payroll Flow Name	Meaning name to the current flow.
Activate Usage	Yes
Feature	Search for **Assignment EIT Information EFF**
Component	Search for **Additional Assignment Details for ADP Global Payroll**
Subcomponent	The search displays all the delivered data elements under the component. Choose the element that you want to enable. *NOTE: If you want to enable all the fields, choose "All".*



6. Submit the flow.

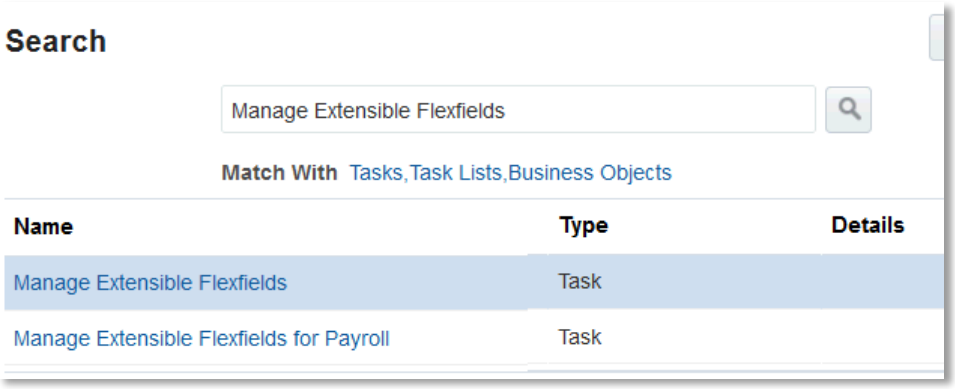
Repeat steps 3 to 6 choosing the various subcomponents that you want to enable under the feature.

7. To enable the additional data available under Person, repeat the above steps using the following details:

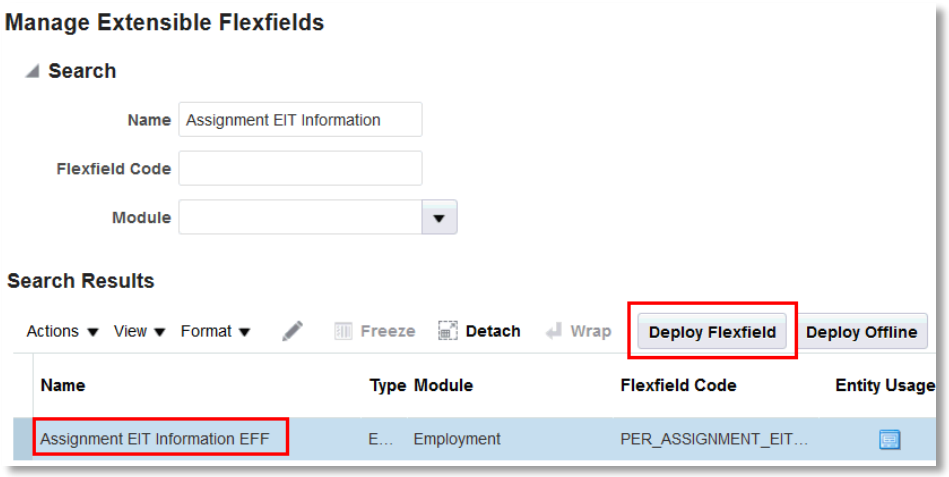
Parameter	Value
Feature	Person EIT Information
Component	Additional Person Details for ADP Global Payroll
Subcomponent	Select the subcomponents as applicable.

Recommendation: Features and the subcomponents that you can enable for implementation depends on the recommendation given by ADP. Please consult with ADP before enabling the features and subcomponents.

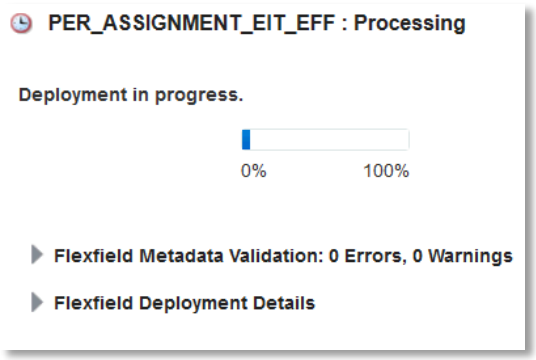
8. Navigate to the **Setup and Maintenance** page**.**
9. Search for and select the **Manage Extensible Flexfields** task**.**



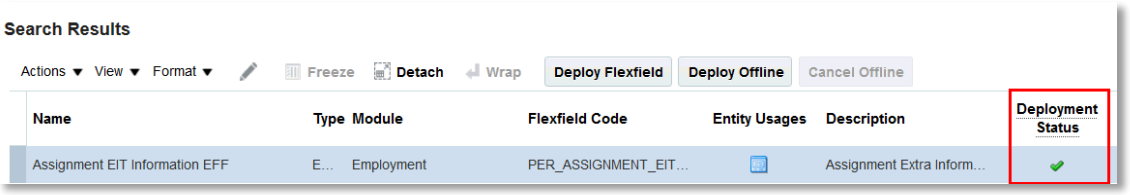
10. Search for the **Assignment Extensible flexfield** by entering **Assignment EIT Information** value in the **Name** field.
11. In the Search Results section, select **Assignment EIT Information EFF** row and click **Deploy Flexfield**.



12. Ensure that the deployment completes successfully.



13. Ensure that the **Deployment Status** column shows a green tick mark.



14. If you have enabled data under Person (Step 8 above), repeat the steps 10, 11, 12, and 13 searching for **Name** as Person EIT Information.

Capture Master Data Corresponding to Each Additional Data Element

Capture the following additional data elements in Fusion HCM cloud for ADP Global Payroll:

Data Element Name	Level
Assignment	Assignment
Company Code	Assignment
Personnel Area	Assignment
Personnel Subarea	Assignment
Employee Group	Assignment
Employee Subgroup	Assignment
Business Area	Assignment
Work Contract	Assignment
Organizational Key	Assignment
HR Administrator	Assignment
Payroll Administrator	Assignment
Time Administrator	Assignment
Work Schedule Rule	Assignment
Employment Percentage	Assignment

Weekly Workdays	Assignment
Pay Scale Type And Area	Assignment
Pay Scale Group And Level	Assignment
Capacity Utilization Level	Assignment
Working Hours Per Payroll Period	Assignment
Number of Dependents	Person
Distance in Kilometers	Person

ADP manages and specifies the list of values for these data elements. To make these values available for person management transactions, the Oracle Fusion HCM cloud captures them using the user lookup types and value sets. For example, you can capture Business Area as a lookup code and Employee Group and Sub-Group as value set.

The following table details how data elements are captured:

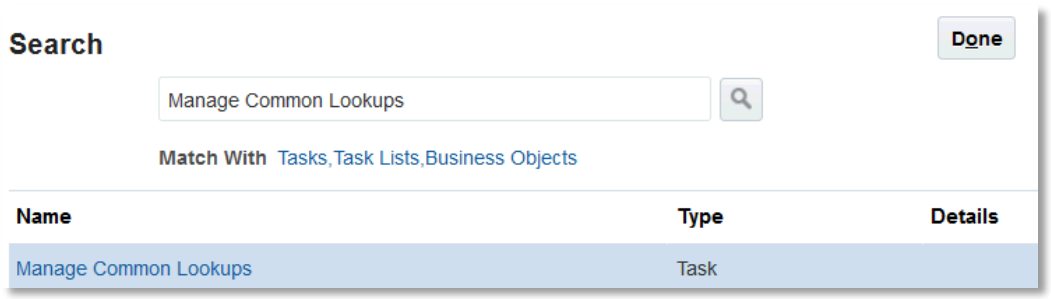
Data Element Name	Data Capture Type	Code
Type Of Transfer	Lookup	ORA_GPY_TRANSFER_TYPE
Company Code	Lookup	ORA_GPY_COMPANY_CODE
Personnel Area	Value set	ORA_GPY_PER_AREA
Personnel Subarea	Value set	ORA_GPY_PER_SUB_AREA
Employee Group	Value set	ORA_GPY_EMP_GRP
Employee Subgroup	Value set	ORA_GPY_EMP_SUB_GRP
Business Area	Lookup	ORA_GPY_BUSINESS_AREA
Work Contract	Lookup	ORA_GPY_WORK_CONTRACT
Organizational Key	Lookup	ORA_GPY_ORG_KEY
HR Administrator	Lookup	ORA_GPY_HR_ADMIN

Payroll Administrator	Lookup	ORA_GPY_PY_ADMIN
Time Administrator	Lookup	ORA_GPY_TM_ADMIN
Work Schedule Rule	Lookup	ORA_GPY_WRK_SCHD_RULE
Employment Percentage	Free text	Numeric field
Weekly Workdays	Free text	Numeric field
Pay Scale Type And Area	Lookup	ORA_GPY_PSCALE_TYPE_AREA
Pay Scale Group And Level	Lookup	ORA_GPY_PSCALE_GRP_LEVEL
Capacity Utilization Level	Free text	Numeric field
Working Hours Per Payroll Period	Free text	Numeric field
Number of Dependents	Free text	Numeric field
Distance in Kilometers	Free text	Numeric field

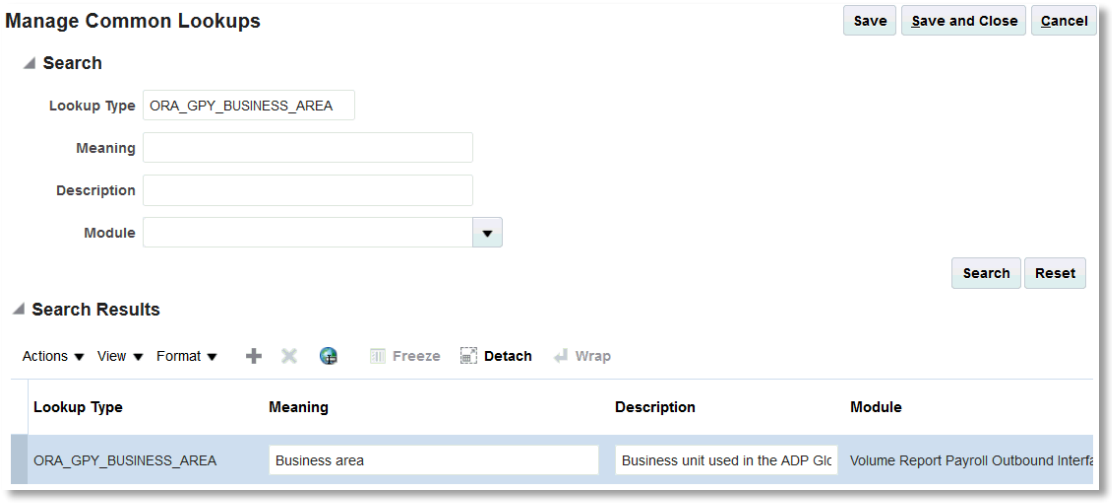
Master List of Values as Lookup Codes

Follow the below steps to capture master values using lookups.

1. Navigate to the **Setup and Maintenance** page.
2. Search for and select the **Manage Common Lookups** task.

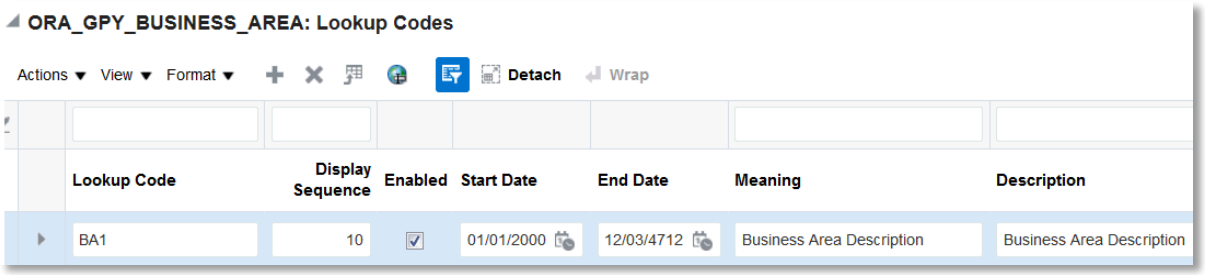


3. On the **Manage Common Lookups** page, **Lookup Type** field, enter **ORA_GPY_BUSINESS_AREA** and click **Search**.



4. In the **ORA_GPY_BUSINESS_AREA: Lookup Codes** section, click **New** from the Actions menu.
5. In the row, enter the following details:

Field	Description
Lookup Code	BA1
Display Sequence	10
Start Date	01/01/2000
End Date	12/31/4712
Meaning	Business Area Meaning
Description	Business Area Meaning

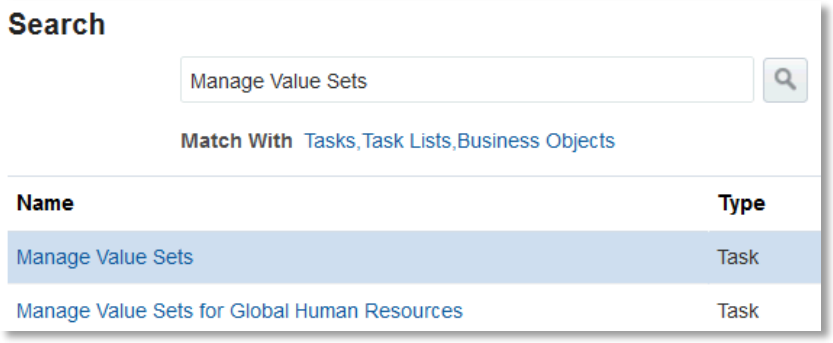


6. Click **Save and Close**.

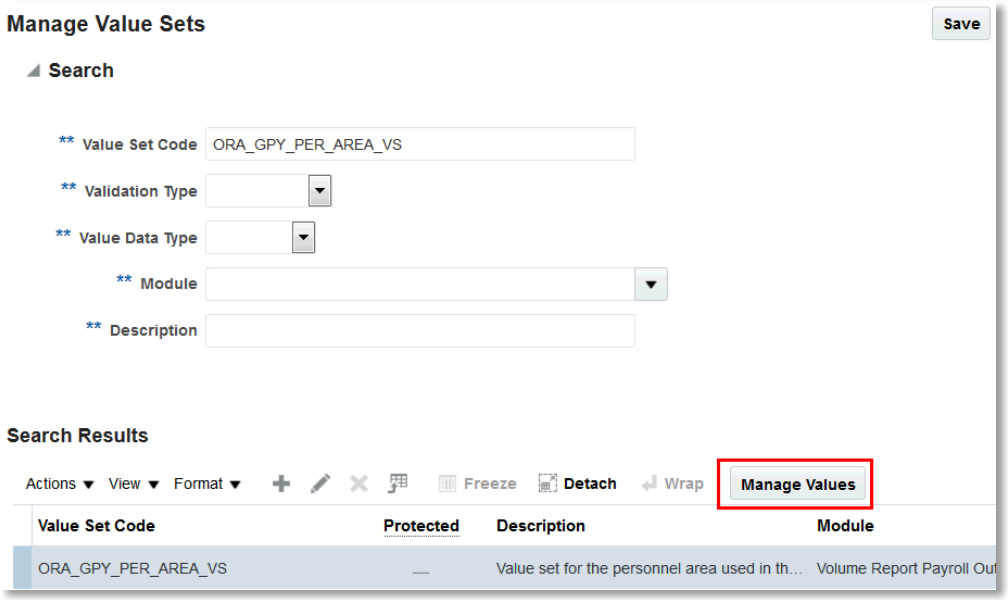
Master List of Values as Value sets

Follows these steps to capture the master values through Value sets.

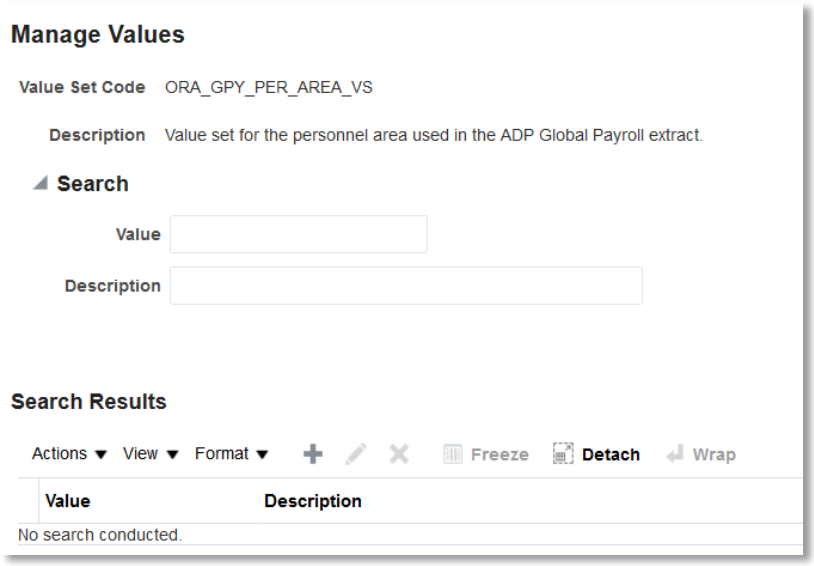
1. Navigate to the **Setup and Maintenance** work area.
2. Search for and select the **Manage Value Sets** task.



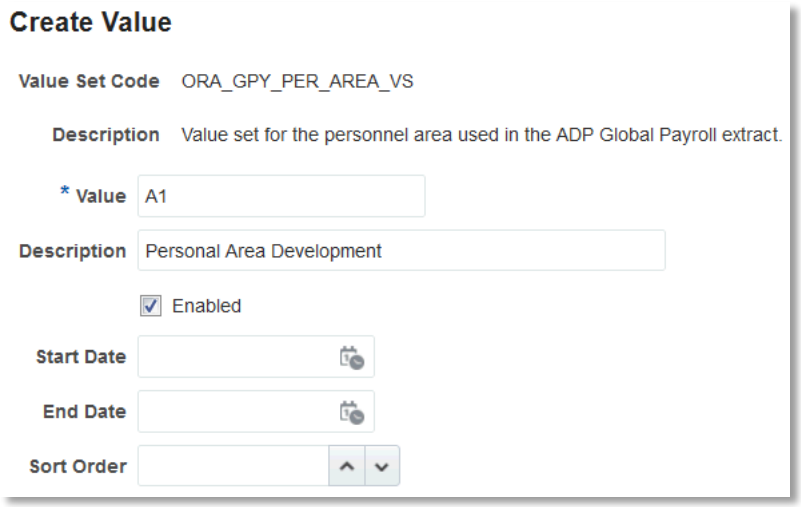
3. On the Manage Value Sets page, **Value Set Code** field, enter **ORA_GPY_PER_AREA_VS**. Click **Search**.



4. Click **Manage Values**.



5. On the Manage Values page, click **Create**.



6. Enter each Personal Area as a value.
7. Click **Save and Close**.
8. On the Manage Values page, click **Save and Close** to return to the Manage Value Sets page.
9. In the Search Results section, ensure that **ORA_GPY_PER_AREA_VS** is selected.
10. Click **Manage Values**.
11. On the Manage Values page, click **Create**.
12. On the **Create Value** page, enter each sub area as a new value. Ensure that the area to which this sub-area belongs to is chosen under the **Independent Value** column.
13. Click **Save and Close**.

Setting up Object Groups

In the ADP Global Payroll Interface, use the Object Groups functionality to extract data for the following:

» One payroll.

» Multiple payrolls defined within a legislative data group in a single output file.

Use object groups for the following:

» Group one or more payrolls together.

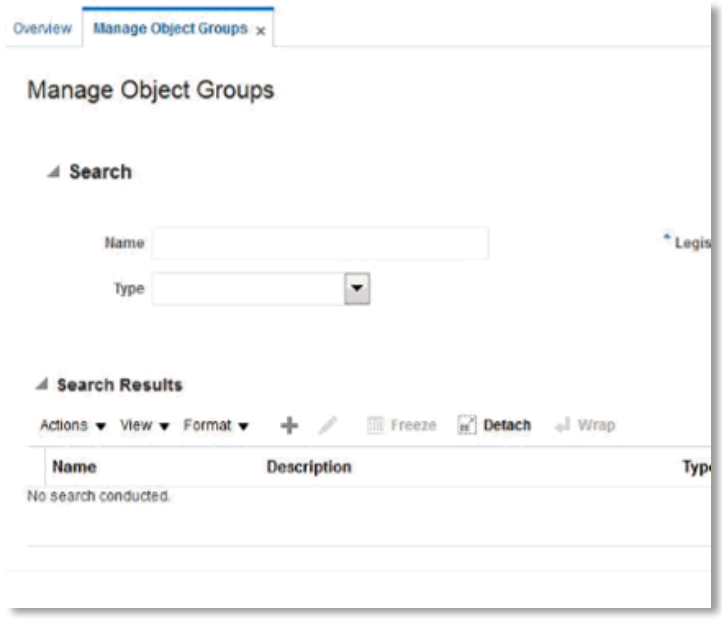
» Demarcate and group payrolls that are handled by ADP from those that are handled by other vendors. This could happen in a scenario where multiple payroll vendors have been contracted for processing the payroll for an enterprise.

» Group employees. For example, processing the extraction only for those employees for whom the regular extraction was not complete can be achieved by grouping those employees into a group.

Illustration:

Robertson Global Services uses three payrolls to process payments for its employees. Group these three payrolls into one or more object groups as shown below. Run the extract process against each object group to extract data belonging to the payrolls grouped together.

1. From the **Setup and Maintenance** page, search for and select the **Manage Object Groups** task.

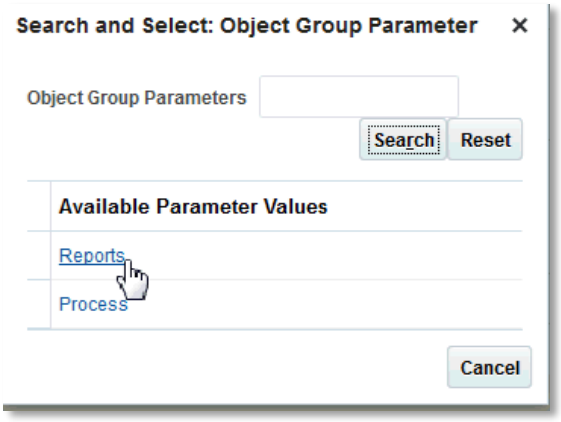


2. Click **Create** to create a new object group.

   Complete the fields, as shown in the table:

Field	Description
Name	ADP_US_PAY_OBJ_GRP
Legislative Data Group	US Legislative Data Group
Type	Payroll Relationship Group
Static or Dynamic	Dynamic

3. Click **Continue**.
4. In the **Create Object Group** page, **Basic Data** section, enter the **Start Date** and **End Date** as applicable.
5. In the **Object Group Parameter** section, click the **search** icon.



6. In the Object Group Parameter dialog box, search for and select the value for usage as **Reports**.
7. On the Create Object Groups page, click **Next**.
8. In the **Payroll Definition Inclusion and Exclusions** section, add a new record.
9. Select the payrolls that need to be grouped together using the Lens icon.

NOTE: Follow the same to create a group of employees for adhoc data extraction scenarios. Repeat the above steps 1 to 4. In step 8, Payroll Inclusion and Exclusion section, instead of choosing the Payrolls, select the relevant payroll relationships.

10. Click **Submit**.

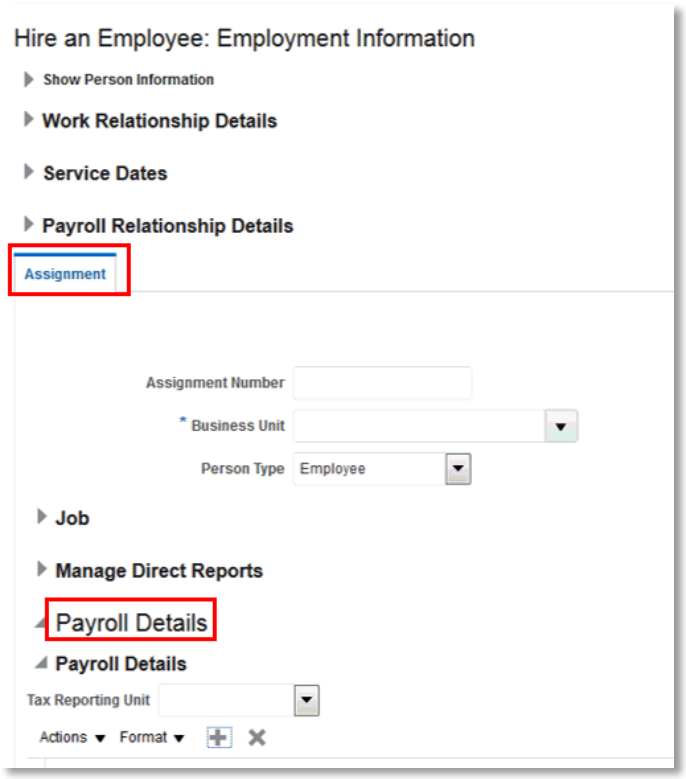
Associating Employees with Payrolls

The ADP Global Payroll Interface uses payrolls to group employees with similar pay characteristics.

Associate employees to payrolls during the hiring process. Additionally, you can associate hired employees to the respective payroll.

New Employees

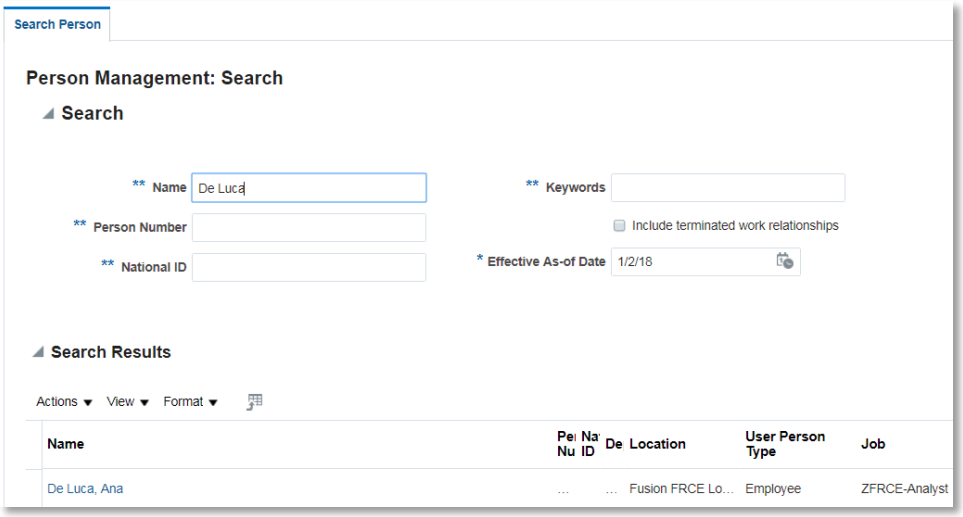
When hiring an employee using the Oracle Fusion HCM hire flow, specify the payroll to which the employee must be mapped in the **Payroll Details** sub section of the **Assignment** section.



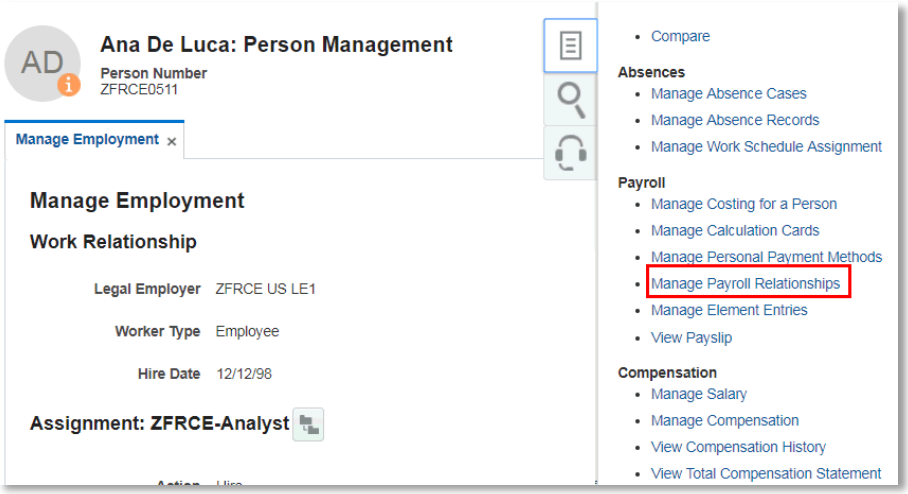
Existing Employees

On the Manage Payroll Relationships page, you can associate newly-hired employees to the respective payroll.

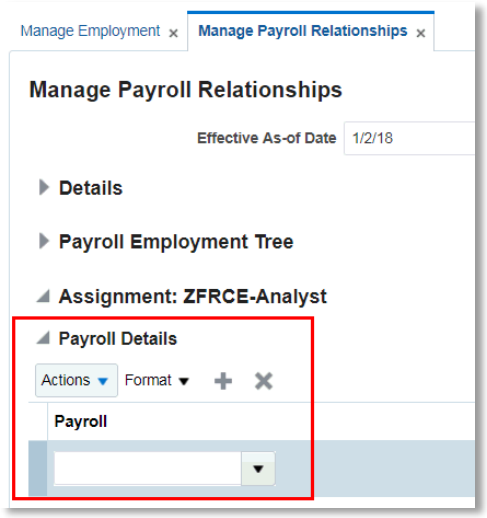
1. On the Person Management page, search for the employee.



2. Click the employee name to open the Manage Employment page.



3. From the task pane, click the **Manage Payroll Relationships** task.
4. On the **Manage Payroll Relationships** page, add a payroll in the **Payroll Details** section.

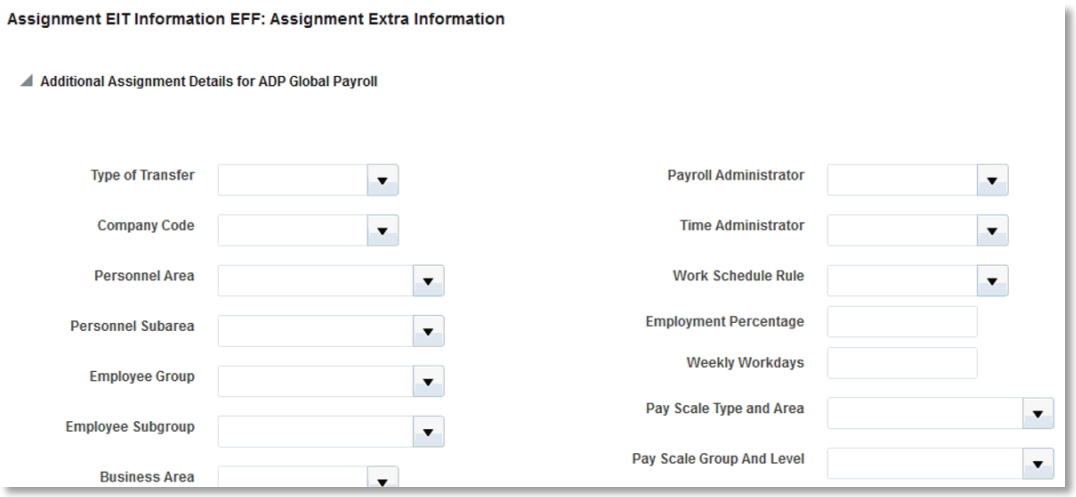


Capture Additional ADP Information for Employees

Capture additional employment information that is enabled for ADP Global Payroll integration when entering the employee assignment information in one of the following ways:

1. From the **New Person** task when you hire an employee.
2. From the **Person Management** task for existing employees.

Ensure that you have loaded the master list of applicable values provided by ADP into the Fusion HCM application before you map employees with those values.

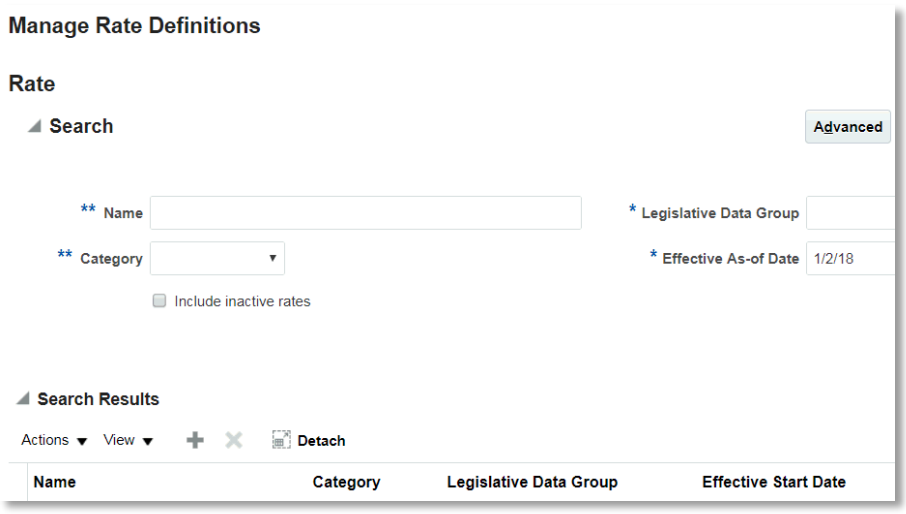


Create Rate Definitions (optional)

Use the **Manage Rate Definitions** task to convert the base salary defined in one pay frequency to multiply standard frequencies for ADP Global Payroll processing.

Perform the following steps to create rate definitions:

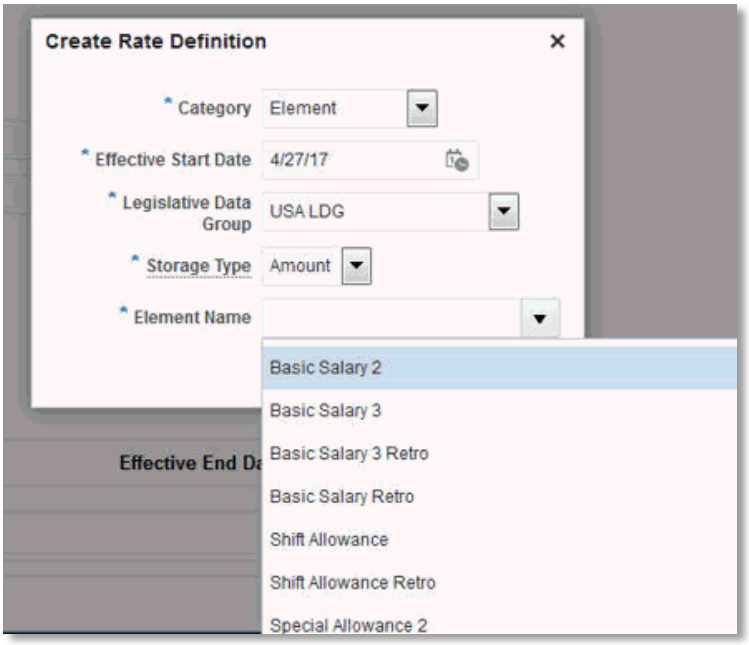
1. On the Setup and Maintenance page, search for and select **Manage Rate Definitions**.



2. In the Search Results section, click **Create**.
3. In the Create Rate Definition dialog box, complete the fields as shown in the following table:

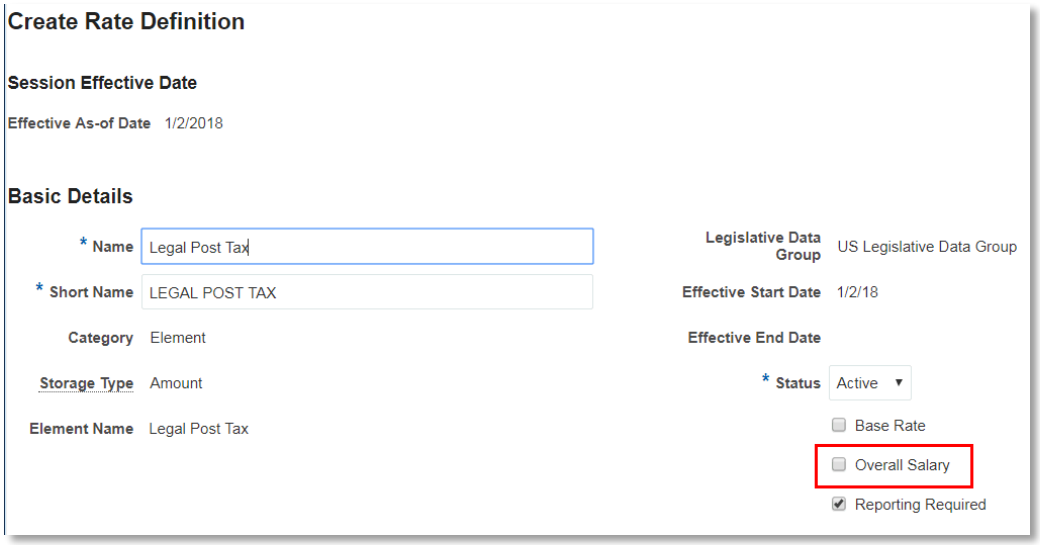
Field	Description
Category	Element
Effective Start Date	1/1/17

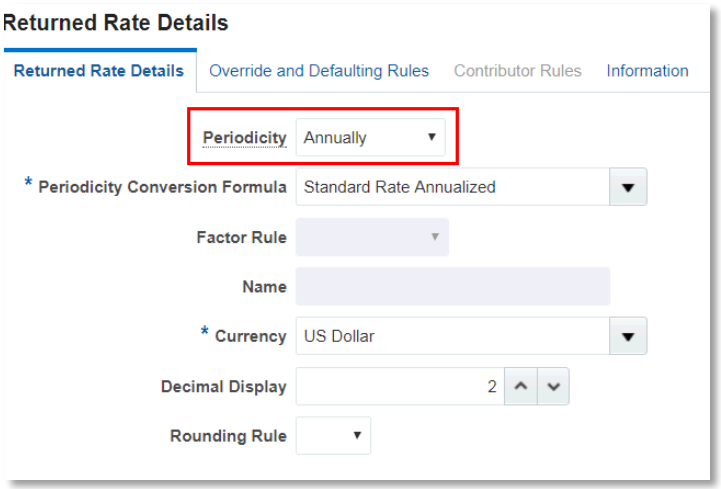
Legislative Data Group	US Legislative Data Group
Storage Type	Amount This must be the same as the Input Value chosen when defining Salary Basis.
Element Name	Select the element name defined for the base pay.

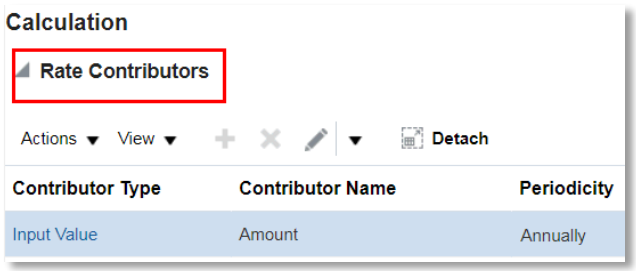


4. Click **OK**.
5. On the Rate Definition page, complete the following fields:

Field	Action
Overall Salary	Select the checkbox
Periodicity	Ensure that the periodicity of this rate definition matches with the periodicity of the salary basis to which the underlying element is mapped.
Rate Contributors	Ensure that the Rate Contributor is defaulted to the same input value that was specified in the corresponding salary basis.







6. Click **Submit**.

Run the Standard Payroll Interface for ADP Global Payroll

The ADP Global Payroll Interface is delivered as a part of the standard payroll interface flow that you can access from the **Payroll Checklist** work area.

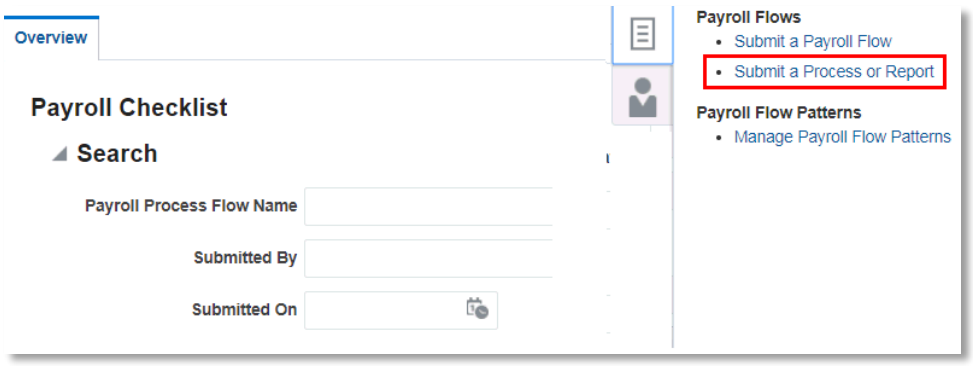
***NOTE**: When you submit the consolidated process, the application automatically submits all of these processes in the correct sequence.*

The Standard Payroll Interface for ADP Global Payroll flow includes the following processes in addition to the ADP Global Payroll interface process:

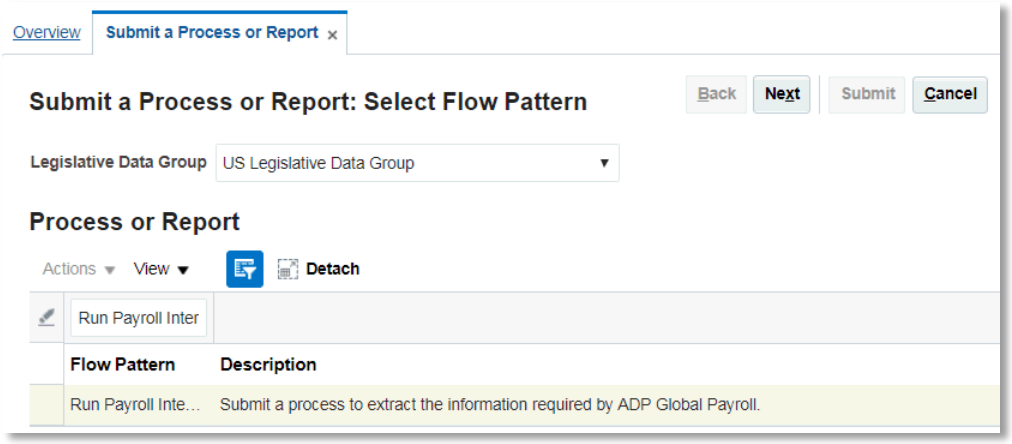
Process	Description
Data Validation Report	Validates the data available on the Fusion HCM cloud before passing them to ADP. It takes into account the statutory requirements and identifies the missing or non-compliant data. You can then take the necessary action to fix the data before passing the data to ADP.
Payroll Interface for ADP Global Payroll	Submits the ADP Global Payroll interface process and generates the output file that is passed to ADP.
Deleted Data Report	Contains deleted data. *Do not delete data in the Fusion HCM application. End date any incorrect data that should not be used for processing.*

Run the ADP Global Payroll Interface Process

1. Navigate to the **Payroll Checklist** work area.

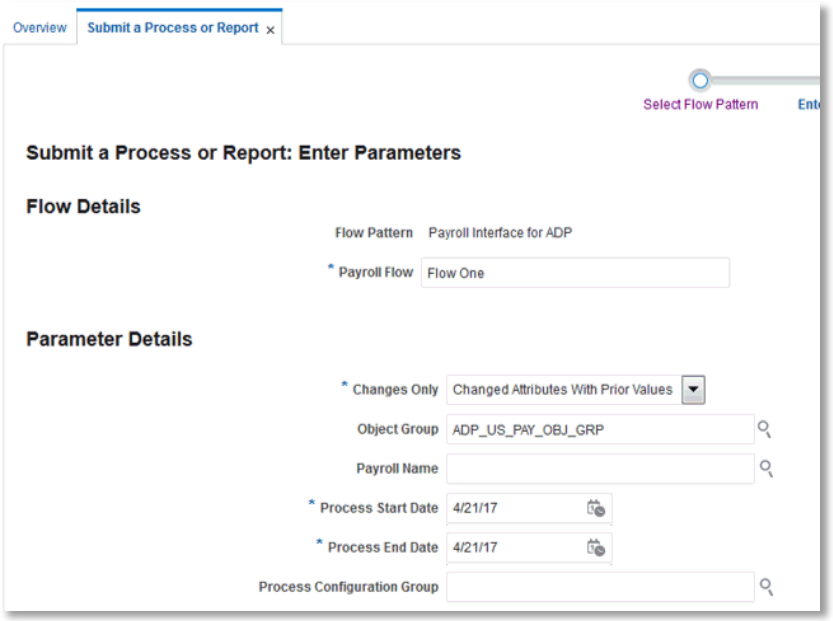


2. Select **the Submit a Process or Report** task from the task pane.
3. Select the legislative data group.
4. Search for and select the **Run Payroll Interface for ADP Global Payroll** process. Click **Next**.

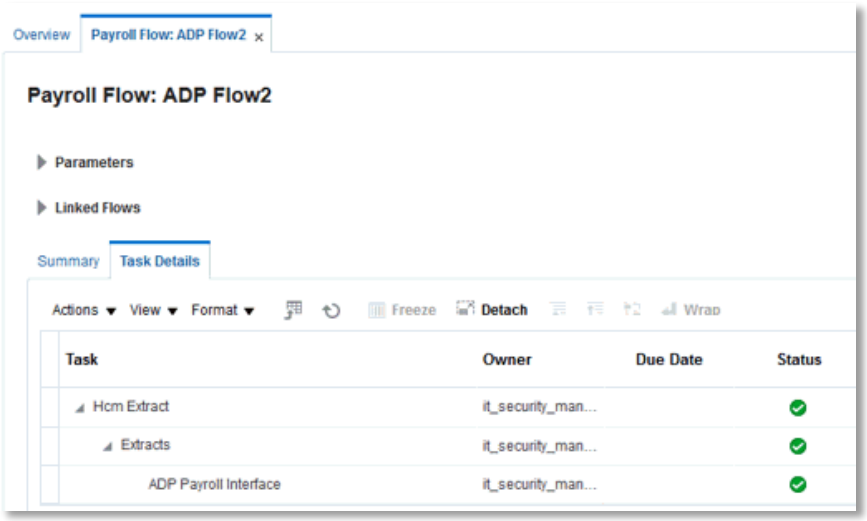


5. On the **Enter Parameters** page, enter the parameters as shown in the following table:

Parameter	Description
Object Group	The application extracts data pertaining to the conditions mentioned in the selected Object group. » If the object group is a group of payrolls, then the application considers all employees associated with the payrolls that have been mapped to this object group for extraction. This enables data corresponding to multiple payrolls being reported in a single output file. » If the object group is a group of payroll relationships created for the purpose of exception reporting, then the application extracts only those payroll relationships (employees) mapped to this object group.
Payroll	Payroll is an optional parameter provided to support customers who do not wish to group payrolls. If you specify a payroll, then the application extracts only those employees that are mapped to that particular payroll. *It is mandatory to provide either an Object Group or a Payroll or a combination of both.*
Process Start Date	Start date of the extraction period.
Process End Date	End date of the extraction period. The application considers this as the effective date and extracts those records that are effective as on this date.



6. Click **Submit**.
7. Monitor the status of the process to successful completion.



ADP Global Payroll Interface – Key Components

The ADP Global Payroll Interface provides an integration between Oracle Fusion HCM and ADP Global Payroll applications. To make this integration efficient and robust, a number of features and special data elements have been included into the payroll interface. These do not require any specific data setup or configuration and are made automatically available.

These features and their intended usage are discussed in detail in the section below:

» Effective Dates

» Prior Values
» Payroll Interface Consolidated Flow
» History Information for Salary
» Action Indicators
» Indicator Repeated flag
» Dynamic File Name

Effective Dates

The effective start and end dates are enabled for a specific set of data elements, such as Assignments, Salary, and so on.

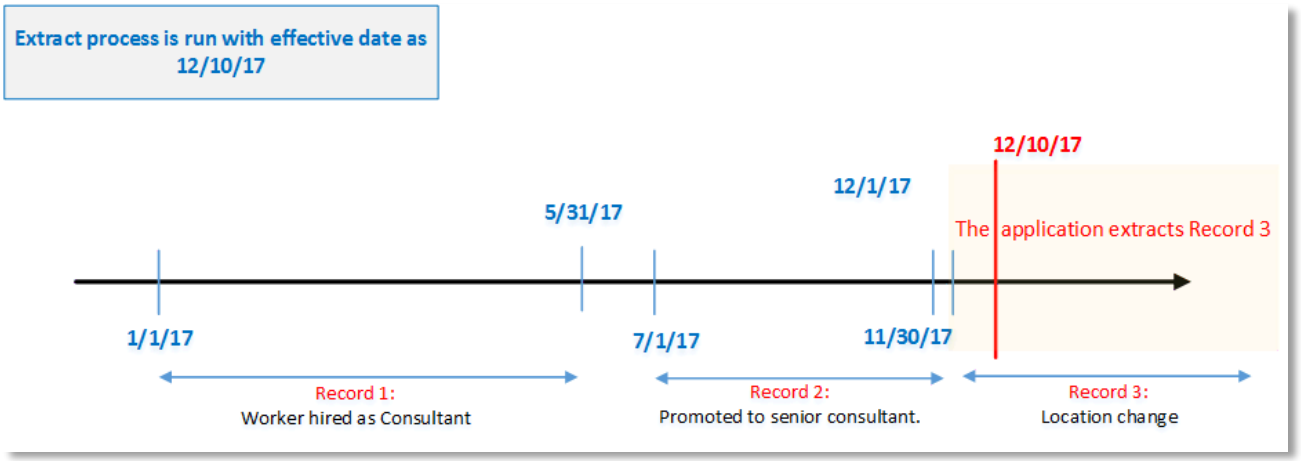
Two data elements - EffectiveStartDate and EffectiveEndDate are added to these blocks. These data elements will contain the start and end date of the record extracted.

NOTE: *The payroll interface for ADP Global Payroll extracts the top-of-the-stack record that is effective as on the effective date of extraction for all HR related data. It takes the* ***Process End Date*** *parameter specified at the time of submitting the payroll interface as the effective date for extracting data.*

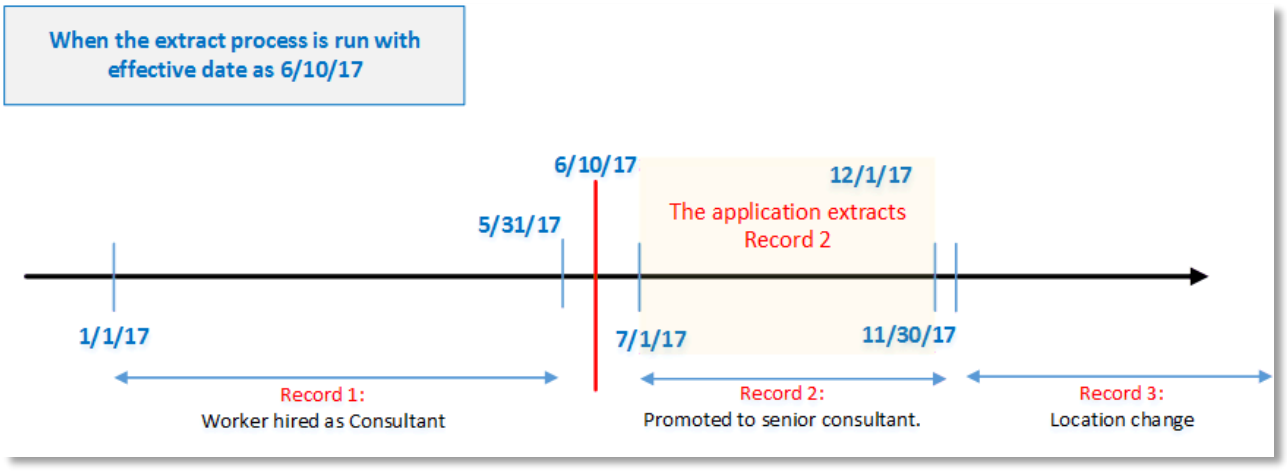
For example, consider the following set of date effective assignment data records for an employee:

Record ID	Start Date	End Date	Description
1	1-Jan-17	31-May-17	Worker is hired as Consultant
2	1-Jun-17	30-Nov-17	Worker gets promoted as Senior Consultant
3	1-Dec-17	End of time	Gets a change in location.

» **Scenario 1:** When the extract process is run with effective date (= end date parameter) as 10-Dec-2017, the application extracts Record #3 with start date as 1-Dec-17 and end date as 31-Dec-4712 (end of time).



» **Scenario 2:** When the extract process is run with effective date as 10-June-2017, the application extracts Record #2 with start date as 1-June-17 and end date as 30-Nov-2017.



Prior Values

The ADP Global Payroll interface extracts and communicates changes made to the employment and payment data of employees to ADP Global Payroll. To identify and interpret the actual change, the BLOCK_OLD mode has been enabled on the ADP Global Payroll Interface.

While the updated data as on the effective date comes up as the current value of the respective attribute, the previous value of the attribute is reflected as prior value of that attribute.

In the below example, an employee moves from the ***Consulting*** department to ***Development*** department changing his position from ***Consultant*** to ***Developer***.

```
<gpi:JobDetails>
   <gpi:Position PriorValue="Consultant">Developer</gpi:Position>
   <gpi:JobCode>JOB3</gpi:JobCode>
   <gpi:Department PriorValue="Consulting">Development</gpi:Department>
   <gpi:ReportingEstablishment>Development</gpi:ReportingEstablishment>
   <gpi:WorkerCategory>White collar</gpi:WorkerCategory>
   <gpi:WorkingHours>40</gpi:WorkingHours>
   <gpi:Frequency>W</gpi:Frequency>
```

The table below summarizes the behavior of the ***PriorValue*** attribute in response to the type of change that the data element undergoes.

Scenario	Prior Value Attribute Present	Prior Value Attribute Populated	Element Populated	Sample Output

Initial Extracts All Attributes Run with Changes Only = N	Yes/No = No	Yes/No = No	Yes/No = Yes	**Change: Initial Extract. All data reported.** <DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1> BELMONT </ADDRESS1> <ADDRESS2></ADDRESS2> </DEMO>
First Snapshot Run with Changes Only = BLOCK_OLD An object or entity reported for the first time. Includes New Hire and Payroll Transfer as a new entity.	Yes/No = Yes	Yes/No = Prior value will be NULL	Yes/No = Yes	**Change: Available data is reported and the corresponding prior value shows NULL.** <DEMO> <PERSON NUMBER Prior_value=""> 11111 </PERSON NUMBER> <NAME Prior_value =""> JACK </NAME> <ADDRESS1 Prior_value=""> BELMONT </ADDRESS1> <ADDRESS2></ADDRESS2> </DEMO>
Element changes from no value to a value.	Yes/No = Yes	Yes/No = Prior value will be NULL	Yes/No = Yes	**Change: Address 2 changed from no value to a value and has a prior value NULL. The other attributes have not changed and so they do not contain a prior value.** <DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1> BELMONT </ADDRESS1> <ADDRESS2 Prior_value="">REDWOODCITY </ADDRESS2> </DEMO>
Element changes from value to no value.	Yes/No = Yes	Yes/No = Yes	Yes/No = Yes	**Change: Address 2 changed from value to no value and has a prior old value. The other attributes have not changed and so they do not contain a prior value.** <DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1> BELMONT </ADDRESS1> <ADDRESS2 Prior_value="Concourse"> </ADDRESS2> </DEMO>
Element does not change	Yes/No = No	Yes/No = No	Yes/No = No	**Change: No changes. All values are shown as they are without prior values.** <DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1> BELMONT </ADDRESS1> <ADDRESS2></ADDRESS2> </DEMO>
Element changes from one non-null value to	Yes/No = Yes	Yes/No = Yes	Yes/No = Yes	**Change: Element changes from one non-null value to another non-null value. Address changes from Belmont to Jersey city.**

another non-null value.				<DEMO> <PERSON NUMBER> 11111 </PERSON NUMBER> <NAME> JACK </NAME> <ADDRESS1 Prior_value="Belmont"> JERSEY CITY </ADDRESS1> <ADDRESS2></ADDRESS2> </DEMO>

Payroll Interface Consolidated Flow

To validate and extract data, run the following:

- Data validation report that validates the completeness and correctness of the data that is being extracted. For more information about this report, refer to the section: Data Validation Report.
- ADP Global Payroll interface process.
- Data deletion report that reports what was deleted on the Fusion HCM Cloud subsequent to the last data extraction. For more information about this report, refer to the section: Data Deletion Report.
- The Calculate Rates process.

The delivered flow **Standarad Payroll Interface for ADP Global Payroll** contains all of the above processes that are run executed when you submit the flow.

History Information for Salary

The ADP Global Payroll interface extracts history information for Salary. The Fusion HCM Cloud supports date effective management of salary. The application records all date effective changes made to the salary information as date effective records. The ADP Global Payroll interface extracts all the salary records that are effective within and overlap the start and end date.

Illustration:

The salary records for an employee is as shown in the table below:

Start Date	End Date	Reason	Salary
1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000
1-Jul-17	EOT	Promotion	200,000

When the extraction start and end date is 1-Jun-17 to 30-Jun-17, the application extracts the salary records as shown in the table below:

Start Date	End Date	Reason	Salary

1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000

When the extraction start and end date is 1-Jun-17 to 31-Jul-17, the application extracts the salary records as shown in the table below:

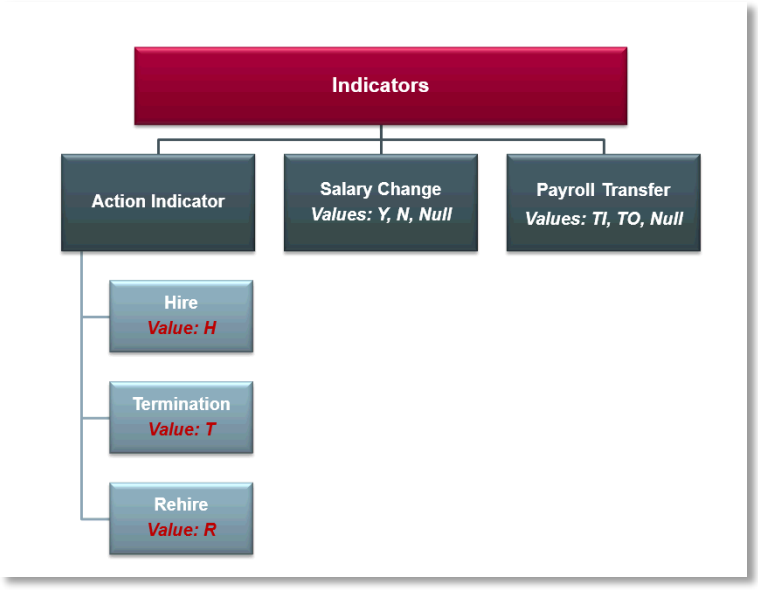
Start Date	End Date	Reason	Salary
1-Jan-17	10-Jun-17	Hire	120,000
11-Jun-17	30-Jun-17	Correction	140,000
1-Jul-17	EOT	Promotion	200,000

Action Indicators

The ADP Global Payroll Interface comprises of delivered indicators that help the third party applications to avoid interpreting data changes that happen because of various transactions. The applications can use the indicators to decide on the corresponding action to perform.

Indicators identify and indicate the transactions that cause change in the employment information.

In the first release, the indicators identify the following such transactions:



The table describes the indicators:

Indicator	Description
Hire, Termination, Rehire	» Located within the **Service** data. » Represented by values **H**, **T, R** respectively. » If the employee record has been extracted for a change other than these, such as, an assignment change, the action indicator shows the value **O** - **Other Changes**. » Reported only once for an employee.
Salary Change	» Indicates whether a salary change has happened during extraction. » Located within the **Assignment** data. » Represented by values **Y**, **N**, and **Null**.
Payroll Transfer	» Located within the **Payroll Relationship** details. » Represented by values **TI** (Transfer In), **TO** (Transfer Out) and **Null**. » When a payroll transfer happens, the payroll transfer indicator shows the value **TO** on the data corresponding to the payroll from which the employee has moved out and the value **TI** on the data corresponding to the payroll into which the employee has moved in.

The below table summarizes the behavior of the indicators for various scenarios:

Indicator Name	Action Effective Date	Block_Old Mode				
		Periodic Extract		Daily Extract		
		1-Mar to 31-Mar	Any period subsequent to 31-Mar	Daily Extract for 4-Mar	Daily Extract for 5-Mar	Daily Extract for 6-Mar
New Hire	Hire Date = 5-Mar-2017	ActionIndicator = H All attributes for the person should also come up since the person is extracted for the first time. All prior values should be null.	ActionIndicator = O. Prior value for New Hire flag = H Any other attribute that has undergone changes or has been marked should come up with prior values. If no other attribute has changed, the person should not come up in the extract at all.	Employee not reported	ActionIndicator = H All attributes for the person should also come up since the person is extracted for the first time. All prior values should be null.	ActionIndicator = O Prior value for ActionIndicator = H Any other attribute that has undergone changes or has been marked should come up with prior values. If no other attribute has changed, the person should not come up in the extract at all.
Terminate	ATD = 20-Mar-2017 Date on which	ActionIndicator = T Termination details should be populated.	ActionIndicator = O HR data for the ex-employee would be	ActionIndicator = O Prior Value = N/Blank Other attributes that	ActionIndicator = T. Prior Value = O Other attributes that	ActionIndicator = O. Prior Value = T Other attributes that

	the termination was recorded in the system = 5-Mar-2017	Other attributes that have undergone changes in the period or have been marked should come up.	retrieved as it is in the system. The status would be Inactive. If there are payroll data changes, the employee would continue to be extracted till the Final close date.	have undergone changes in the period or have been marked should come up.	have undergone changes in the period or have been marked should come up. Termination details should be extracted with Actual Termination Date as 31-Mar-2017 in the assignment data. Prior value for termination date would be blank	have undergone changes should come up. Even if no other attribute has changed, the employee should not show up.
Rehire	Rehire Date = 5-Mar-2017	Same as new Hire except that for rehire the ActionIndicator will have the value as R.	Same as new Hire except that for rehire the ActionIndicator will have the value as R.	Same as new Hire except that for rehire the ActionIndicator will have the value as R.	Same as new Hire except that for rehire the ActionIndicator will have the value as R.	Same as new Hire except that for rehire the ActionIndicator will have the value as R.
Payroll Transfer	Payroll Transfer date = 5-Mar-2017	Under first payroll: Payroll transfer flag = TO (=transfer out). Employee would show under the first payroll till 4-Mar. Under second payroll: Employee would show under the second payroll from 5-Mar. Payroll transfer flag = TI (=Transfer In).	Employee would only show under second payroll. Payroll transfer flag = blank	Employee would show under first payroll. Payroll transfer flag = TO	Under second payroll: Employee would show under the second payroll from 5-Mar. Payroll transfer flag = TI	Employee would only show under second payroll. Payroll transfer flag = blank
Salary change	Salary change date = 5-Mar-2017	Salary change flag = Y Prior Value = N/Blank Salary record would show the latest salary record based on current design with the effective dates starting from 5-Mar. Element entries would show the salary element entry record(s) ending on 4-Mar and starting on 5-Mar	Salary change flag = N/Blank Prior Value = Y if the employee is picked up.	Salary Change Flag = N/Blank Prior Value = N/Blank if the employee is extracted.	Salary change flag = Y Prior value = N/Blank Salary record would show the latest salary record based on current design with the effective dates starting from 5-Mar. Element entries would show the salary element entry record starting on 5-Mar.	Salary change flag = N/Blank if the employee is picked up.

Hire and Terminate in the extraction period	Hire Date = 5-Mar-2017 Termination Recorded on 5-Mar-2017 ATD = 20-Mar-2017.	ActionIndicator = H Termination details should be populated for the employee with ATD as 20-Mar-2017.	If the employee is picked up due to element changes, ActionIndicator = O.	Employee not reported	ActionIndicator = H Termination details should be populated for the employee with ATD as 20-Mar-2017.	ActionIndicator = O Other data reported as appropriate.
	Hire Date = 5-Mar-2017 Termination Recorded on 6-Mar-2017 ATD = 20-Mar-2017.	ActionIndicator = H Termination details should be populated for the employee with ATD as 20-Mar-2017.	If the employee is picked up due to element changes, ActionIndicator = O.	Employee not reported.	ActionIndicator = H Other employee data reported as appropriate.	ActionIndicator = T Termination details should be populated with ATD as 20-Mar-2017.
Terminate and Rehire in the extraction period	ATD = 20-Mar-2017 Date on which the termination was recorded in the system = 5-Mar-2017 Rehire Date = 21-Mar-2017.	If the same payroll relationship id is used for rehire: ActionIndicator = R Termination details should be populated with ATD as 20-Mar-2017.	ActionIndicator = O	ActionIndicator = O	ActionIndicator = T. Termination Details should be populated with ATD as 20-Mar-2017.	When extract is run for 21-Mar-2017: ActionIndicator = R.
Hire, Terminate and Rehire in the same period	Hire Date = 1-Mar-2017 Termination recorded on 5-Mar-2017 ATD = 20-Mar-2017 Rehire Date = 21-Mar-2017	If the same payroll relationship is used for rehire: ActionIndicator = R Termination details should be populated. Previous hire details should be populated.	ActionIndicator = O	When running the extract for 1-Mar-2017, ActionIndicator = H From 2-Mar to 4-Mar, it will be O.	ActionIndicator = T. Termination Details should be populated with ATD as 20-Mar-2017.	When extract is run for 21-Mar-2017: ActionIndicator = R.

Indicator Repeated flag

The ADP Global Payroll interface includes the **Indicator Repeated** flag, which determines whether the current value of the **Action Indicator** flag appearing in the output file for an employee has already been reported for the same employee in a previous extract. This helps the ADP Global Payroll application to decide whether the action corresponding to the current value of the **Action Indicator** must be triggered or not.

For example, a newly hired employee was reported in the output file with the **Action Indicator** as **H**. The Hire Action corresponding to the value **H** was completed on ADP Global Payroll system. Due to some reasons, the extract was re-run for the same extraction period resulting in the employee getting reported again with the **Action Indicator** as **H**.

To ensure that the ADP Global Payroll application does not process this employee as a new hire again, the **Indicator Repeated** flag will report a value **Y** to the application.

Some scenarios where the value of **Action Indicator** flag could repeat are as follows:

1. Ad-hoc extraction runs covering retrospective data changes. Such runs will have their start dates pushed back in history, but their end dates will be the same or later than the end date of the previous run.
2. With periodic extractions, the extract might actually be run daily with the extraction window sliding by a day every time. This might cause an overlap of the extractions.

Dynamic File Name

To support the dynamic file handling logic built, the ADP Global Payroll interface generates the output file names dynamically. The name of the file generated corresponds to the format

ORA_PQX148_YYYYMMDDHHMMSS_US**OGPI**_HRMD01_DUT8G2I.XML

To generate ADP Global Payroll interface files with the above filename, complete the following configurations:

- Lookup Type
- Value Sets
- Fast Formula

Lookup Type

Configure a new lookup type to hold implementation specific values for some of the components in the dynamic file name. For example, the Client Number might vary between different customers. And you must capture to use it in the file name.

Creating a Lookup Type

1. On the Setup and Maintenance page, search for and select the Manage Common Lookups task.
2. On the Manage Common Lookups page, click **New.**
3. Enter the values as shown in the table:

Parameter	Value
Lookup Type	ADP_GPY_OUT_FILENAME_COMP
Meaning	Filename component values
Description	Holds values for components in the ADP Global Payroll Interface output filename.
Module	Oracle Fusion Middleware Extensions for Applications

4. In the Lookup Codes section, click **New**.
5. Enter the values as shown in the table:

Parameter	Value 1	Value 2
Lookup Code	ADP_GPY_SYSTEM_NUMBER	ADP_SAP_CLIENT_NUMBER
Enabled	Yes	Yes
Meaning	<Actual value>	<Actual value>
Description	ADP Global Payroll System Number	ADP Global Payroll Client Number

6. Click **Save**.

Value Sets

Value Sets are used to extract various values required to form the dynamic output file name.

Define new value sets as shown in the below table:

To Derive	FROM Clause	ID Column Name	WHERE Clause
Legislation Code	PER_LEGISLATIVE_DATA_GROUPS_VL	LEGISLATION_CODE	LEGISLATIVE_DATA_GROUP_ID=:{PARAMETER.LEGISLATIVE_DATA_GROUP_ID
File Name Component	HCM_LOOKUPS	MEANING	lookup_type='ADP_GPY_OUT_FILENAME_COMP' and lookup_code=:{PARAMETER.LOOKUP_CODE}
Deriving date and time	dual	Systimestamp,"YYYYMMDDHHmmss"	

Fast Formula

A fast formula needs to be defined to combine the various filename components in the correct sequence and return the final filename.

Create fast formula of type Extract Rule as shown in the table below:

Formula Parameter	Value
Formula name	ADP_GPY_OUT_FILENAME_FORMULA
Description	Formula to consolidate various filename components and return the final output filename dynamically.
Formula text	------FORMULA STARTS---------- DEFAULT FOR RULE_VALUE IS ' ' ----- GET THE INSTANCE NAME FROM THE INTERFACE PROCESS PARAMETER L_FINAL_VALUE='ORC_P' + GET_PARAMETER_VALUE('INSTANCE_NAME')

```
----- GET THE SYSTEM NUMBER FROM THE LOOKUP AND CONCATENATE TO FINAL
FILENAME

L_PARAM ='|=LOOKUP_CODE=''ADP_GV_SYSTEM_NUMBER'''
L_VALUE_1 = GET_VALUE_SET('ADP_GPY_OUT_FILENAME_COMP_VS',L_PARAM)

L_FINAL_VALUE = L_FINAL_VALUE + L_VALUE_1


----- GET THE CLIENT NUMBER FROM THE LOOKUP AND CONCATENATE TO FINAL
FILENAME

L_PARAM ='|=LOOKUP_CODE=''ADP_SAP_CLIENT_NUMBER'''
L_VALUE_1 = GET_VALUE_SET('ADP_GPY_OUT_FILENAME_COMP_VS',L_PARAM)
L_FINAL_VALUE = L_FINAL_VALUE + L_VALUE_1


----- GET THE COUNTRY CODE FROM THE LDG AND CONCATENATE TO FINAL FILENAME

L_LEG_PARAM = GET_PARAMETER_VALUE_NUMBER('LEGISLATIVE_DATA_GROUP_ID')
L_PARAM ='|=LEGISLATIVE_DATA_GROUP_ID='+TO_CHAR(L_LEG_PARAM)
L_VALUE_1 = GET_VALUE_SET('ADP_LEGISLATION_CODE_VS',L_PARAM)


----- CONCATENATE THE OTHER HARD CODED COMPONENTS TO THE FILENAME

L_FINAL_VALUE = L_FINAL_VALUE
+GET_VALUE_SET('SYSTEM_TIME_STAMP_VS')+L_VALUE_1+'ORCL_'+'HRMD'+'01_'+'D'
+'UT8'+'G2I'+'.SAP'


------ RETURN THE FINAL FILENAME THROUGH RULE_VALUE VARIABLE

RULE_VALUE = L_FINAL_VALUE
RETURN RULE_VALUE

-------FORMULA ENDS-----------------------------------------------------------------------------
-----
```

Save and compile this formula.

Update extract structure

As the last step, save the generated filename in one of the attributes in the extract. This attribute will be used in the delivery options to generate the file with this dynamic filename.

1. Navigate to the Data Exchange work area. Select Manage Extract Definitions.
2. Search for the extract definition specifying **Name** as **Payroll Interface for ADP Global Payroll**.
3. Create a new record in the extract.
4. Add an attribute of type **Rule** to this record and attach the rule formula created above.
5. Specify **Type** as **Rule** and **Rule** as **ADP_file_name_rule**.
6. Submit the changes and ensure the validations are successful.

Additional Details Reported in the File

The ADP Global Payroll interface includes the following additional details:

- Extract Version Number
- Extract Instance Name
- Employees Reported in the File

Extract Version Number

Use the version number of the ADP Global Payroll interface extract definition to troubleshoot and diagnose issues.

The extract version number is of the format x.y.z (example 1.0.0) where

- X is the major release number of the extract. This number changes when there are major changes to the extract definition including its structure or critical data inclusion on the global data section.
- Y is the medium release and tracks changes, such as inclusion of new legislations, changes to existing legislation data, or minor changes to global data section.
- Z is the minor release and tracks minor changes to the extract, such as inclusion of one or two data elements.

The first release of ADP Global Payroll interface has the version number 1.0.0.

Extract Instance Name

The source instance type, such as Production, Development, or Test from which an extract output file is produced determines the destination ADP instance.

Employees Reported in the File

The individual payroll relationships reported in the file appear towards the end of the file to help record count reconciliation.

NOTE: The count displayed in the file is the count of distinct payroll relationships. For example, an employee with two payroll relationships is reported as two in the record count.

Implementation Considerations and Recommendations

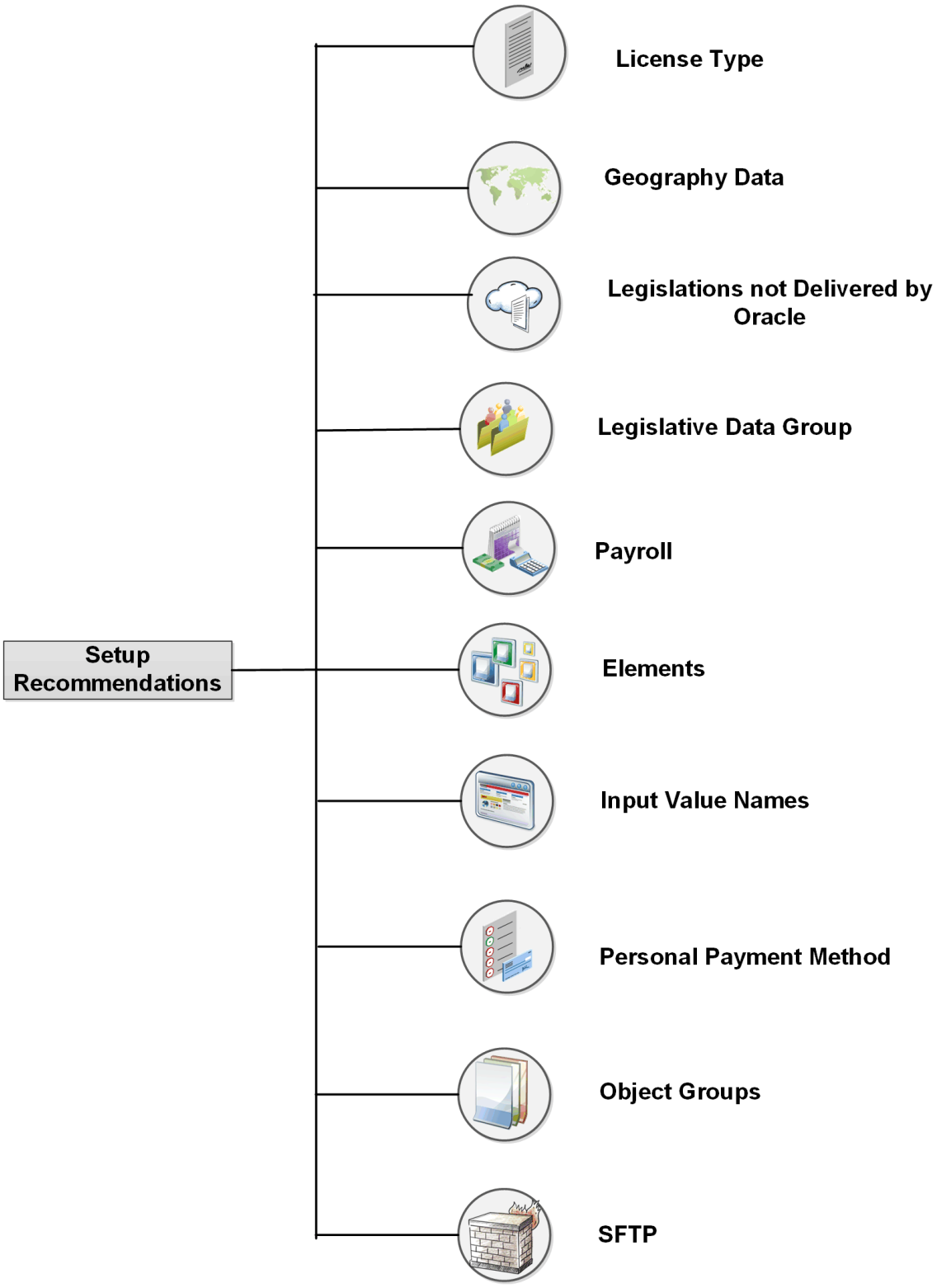
The Fusion ADP Global Payroll Interface and its corresponding application consist of components that are designed for use with the ADP Global Payroll product.

Follow these recommendations when implementing the Fusion ADP Global Payroll Interface on Oracle Fusion HCM cloud.

***NOTE**: These recommendations ensure that the setup is fully supported by ADP Global Payroll. Fusion HCM cloud provides flexibility by allowing alternate configurations for some or most of these business objects. If required, use these alternate configurations after consulting with the ADP consultants.*

Setup Recommendations

Set up the following in the Fusion HCM cloud:


Setup Recommendations
License Type
Geography Data
Legislations not Delivered by Oracle
Legislative Data Group
Payroll
Elements
Input Value Names
Personal Payment Method
Object Groups
SFTP

License Type

Use the **Manage Features by Country or Territory** task in the Setup and Maintenance work area to set license types. Set the license type as **Human Resources or None** or **Payroll Interface** for all countries that are part of the implementation scope.

Geography data

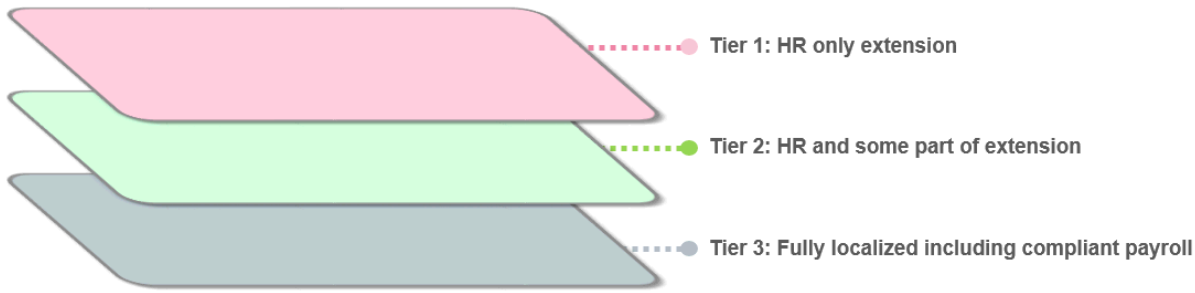
Ensure that you load the geography data from the respective application, such as Nokia or Vertex before configuring.

For example, for United States and Canada, load the geography data from Vertex using the following tasks:

- Load Geographies for United States
- Load Geographies for Canada

Legislations not Delivered by Oracle

The Oracle Fusion HCM application delivers extensions for almost 120 countries under the following classifications:



For countries for which Oracle has not delivered an extension, you might need additional configurations to use these legislations.

Refer to the Payroll Legislative Data: Explained section in Implementing Global Payroll Interface guide for setting up these legislations.

Legislative Data Groups

Set up at least one Legislative Data Group (LDG) for one country.

Payroll

Ensure the following:

- All pay frequencies supported by ADP for every legislation is configured as payrolls within the respective legislation in Fusion HCM cloud.
- Employee-payroll mapping in Fusion HCM cloud synchronizes with the ADP mapping.

Elements

When configuring elements, specify the output currency for elements as the currency associated to the legislative data group.

Typically, configure as follows:

» Components that are a part of regular salary and that are paid to the employee every pay period as **recurring elements**.

» Components that are not a part of the regular salary and that are paid only when applicable as **non-recurring elements**.

Input Value Names

» All earnings elements must contain the input value **Amount** (when delivered element classifications are used, this input value is created automatically) and payments be passed into this input value. For example, when mapping an earnings element to a salary basis, specify the input value to which the salary is passed into as **Amount**.

» If the current implementation requires elements that report **Number of Overtime hours**, then

  » Create such elements with an input value **Number**.

  » Store the actual value to pass to ADP in the **Number** input value.

For more information on managing element input values, refer to the chapter "Elements" in Implementing Global Payroll Interface cloud document.

Object Groups

When setting up a group of payroll and payroll relationships, use the **Payroll Inclusions** and **Payroll Exclusions** section to specify the payroll of interest.

Personal Payment Methods

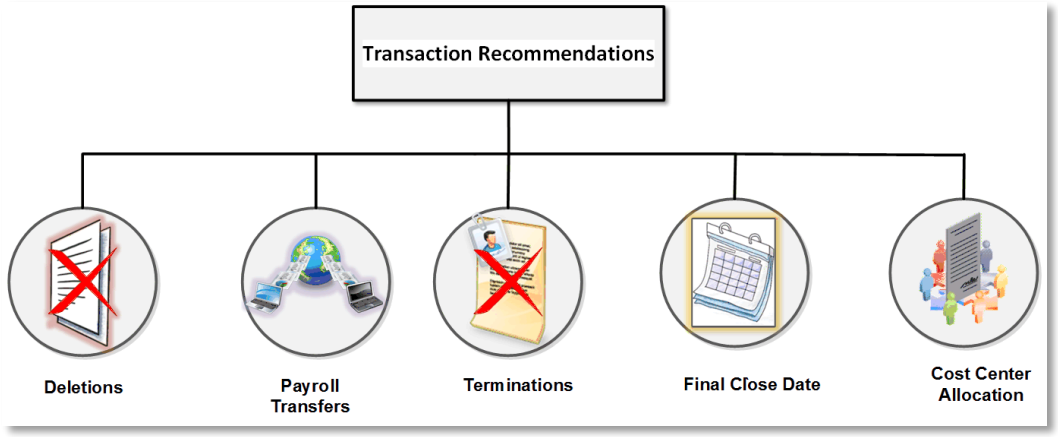
Create personal payment methods using either the employee self-service or on the Manage Personal Payment Methods page. Do not specify a **Run Type** when creating personal payment methods.

SFTP

To configure ADP's secured FTP server for automatic file delivery, follow the instructions provided in Oracle Support Document Id 1526505.1 - How to setup sFTP Server for BI Publisher.

Transaction Recommendations

Follows these recommendations when performing transactions on the Fusion HCM cloud:



Deletions

» Do not purge data. To delete data, use the end date option of the business object.

» In an exceptional case when data is deleted, notify ADP by sending the output of the Deleted Data Report that contains the deleted data details. This enables ADP to perform necessary changes on the ADP Global Payroll application.

Payroll Transfers

» Transfer employees as close as possible to the process period end date of the destination payroll.

» Update the Final Close Date of the source payroll as the process period end date. To set up the Final Close Date, refer to the section Updating the Final Close Date.

» In the output file, for transferred employees, the Payroll Transfer Indicate the following:

  » **TO** (transfer out) on the source payroll.

  » **TI** (transfer in) on the destination payroll.

» Transferred employees are reported under both source payroll and destination payroll till the source payroll's process period end date (which is also updated as the Final Close Date). Such employees are processed in the source payroll for that period.

» After the process period end date, the employees will appear only under the transferred payroll.

Employee Terminations

When recording terminations, specify the **Notified Termination Date** as the date on which termination is recorded in the system.

Final Close Date

The ADP global payroll interface supports the following two approaches for paying terminated employees:

» Update the payments on the Fusion HCM cloud and send the details to Payroll for process.

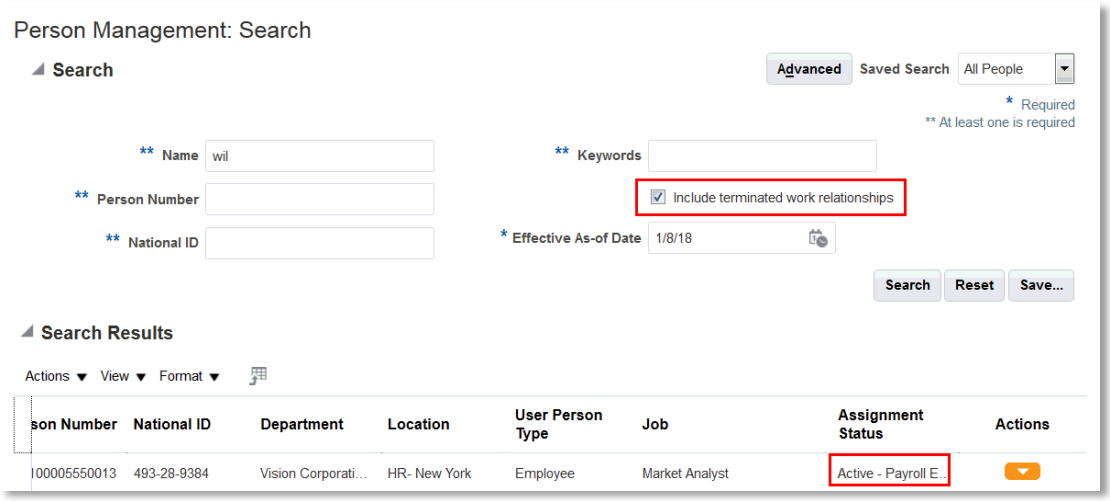
  Until you make the final settlement for the employee, extract the terminated employee's details whenever there is a change in employee's information. Update the Final Close Date of the payroll relationship of the terminated employee. Set the date into a future period in time so that the organization can process the final settlement. After the Final Close Date, the application does not extract the employee.

» Capture and process the payroll details directly on the Global Payroll application.

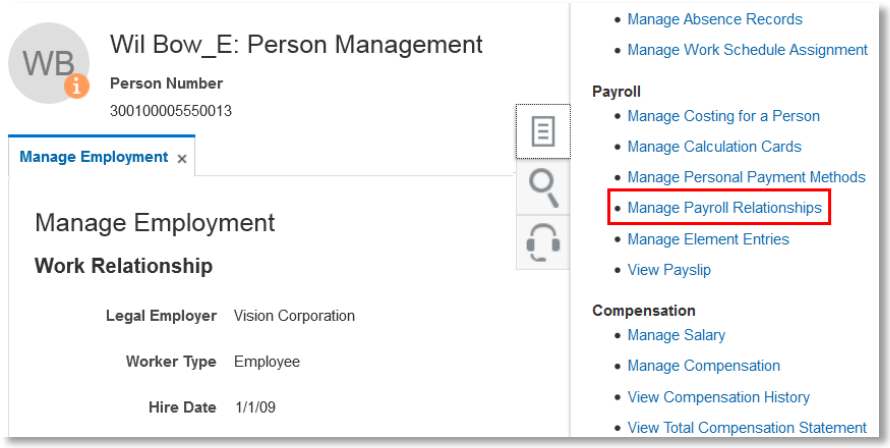
  In this case, the application does not extract the terminated employee after the terminated date. Set **the Final Close Date** as the actual termination date of the employee so that the application does not extract the employee after the termination date.

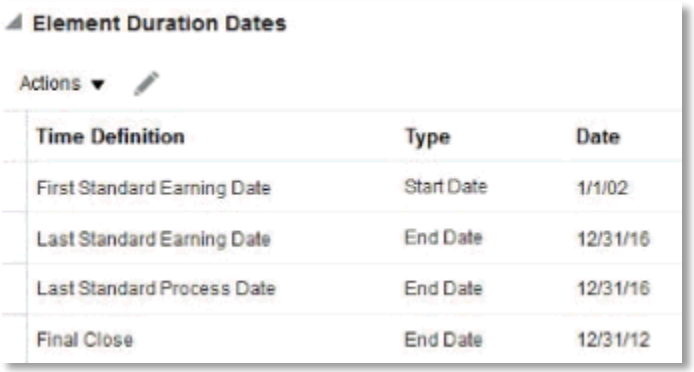
Updating the Final Close Date

1. Search for the terminated employee from **Person Management** page. Ensure that the **Include Terminated Relationships** checkbox is selected.



2. Click the terminated employee and open the **Manage Employment** page for the employee.
3. From the task pane, click the **Manage Payroll Relationships** task.





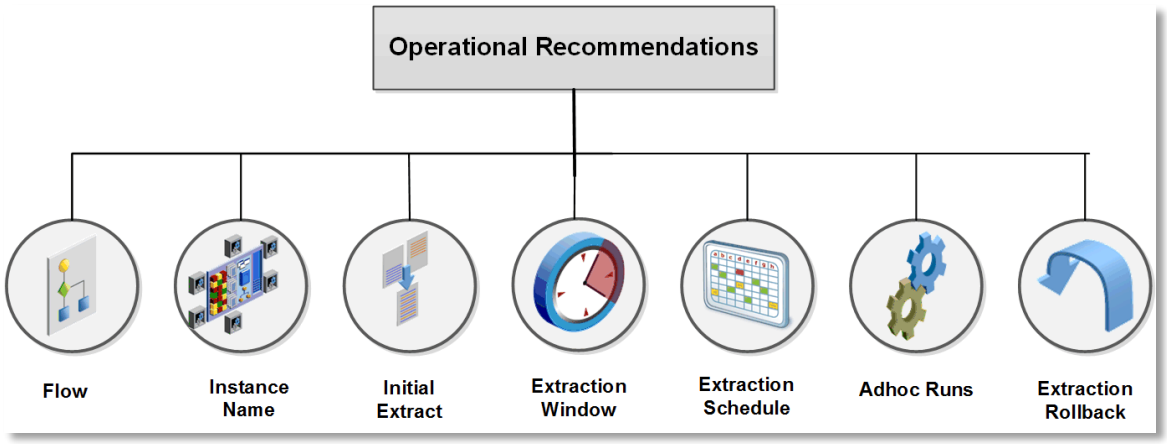
4. Select the **Final Close Date** row and click **Edit**. In the **Date** column, set the **Final Close Date** as appropriate, considering the duration required for completing all payroll related activities for the termination employee.
5. Click **Save**.

Cost Center Allocations

Presently, the ADP Global Payroll Interface supports cost allocation only to department cost centers that the assignment belongs to. The interface does not support splitting of costs across multiple cost centers.

Operational Recommendations

Follow these recommendations for submitting the ADP Global Payroll Interface.



Flow

For processing the ADP Global Payroll interface, use the delivered **Run Payroll Interface for ADP Global Payroll** flow. This flow when run from a specific LDG extracts the global data and the legislative data pertaining to the country to which that LDG is associated.

Instance Name

Identifies the type of environment on which the current data extraction is run. This can be one of the following – Production, Development or QA Test. This source pod determines the ADP destination system into which the extracted data is imported.

This parameter is defaulted to **QA Test** and must be set appropriately before the process is submitted.

Initial Extract

Extracts all information pertaining to all employees identified based on process parameters. Since this information is available on the ADP Global Payroll application, the ADP Global Payroll application does not use the output file of initial extract for any processing.

Run the following:

- Initial extract in the baseline mode by specifying the **Baseline** parameter as **Yes.** The application extracts and keeps the extract without generating any output file.
- Subsequent extracts by specifying the **Baseline** parameter as **No**.

Extraction Window

The time interval between the **Process Start Date** and **Process End Date** parameters is referred to as the extraction window.

- Choose the extraction window and do not change it at a later point in time.
- Run the extraction on a daily basis, typically at the end of the day's work.

When choosing the extraction window, consider the following:

- Frequencies of payments supported. For example, Monthly, Weekly, Bi-weekly.
- Frequency of interfacing. Determine how often interface files are sent to the ADP Global Payroll application.
- Data entry business practice. Determine when the application records the data – as and when the changes happen, after the changes happen with a past date, or in advance before the actual changes happen.

  If the recommended daily runs do not address the business requirements, consider a wider extraction window and set the following to ensure that you address the retrospective data entries and future dated changes that you must report in advance:

  - Extraction start date to a date sufficiently earlier than current date.
  - Extraction end date to a date sufficiently later than the current date.

Extraction Schedule

Schedule the regular ADP Global Payroll interface processes like any other process within the Fusion HCM cloud. The application supports all options, such as dynamic (fast formula based) date parameter setting.

*When scheduling the ADP Global Payroll Interface runs or when executing successive ADP Global Payroll Interface runs, ensure that you do not set the **Process End Date** parameter to a date that is earlier than the **Process End Date** parameter of any of the previous runs. The **Process End Date** parameter must always be same or later than the **Process End Date** of the previous run.*

Ad hoc Runs

The ADP Global Payroll Interface supports ad hoc runs to address exception scenarios that result in transaction and ad hoc changes. Examples include retrospective changes to the employees' salary, mistakes in data, and so on.

The ADP Global Payroll interface can be run ad hoc in between regular runs. For such runs, the start date of the extraction can be pushed back to a date as early as needed to cover all the retrospective data changes, keeping the end date of the extraction the same as the end date of the immediate last regular interface run.

Subsequent runs of the interface will pick up only those data that have undergone changes after the ad hoc run was complete.

Extraction Rollback

Roll back nullifies the extraction runs that failed or contain erroneous data.

Use the roll back process only when required.

You can perform rollback at both the process level and within the process.

To perform a roll back for selected employees, create a payroll relationship group with the usage type as **Process** and add the payroll relationships of employees for whom the process needs to be rolled back.

Refer to section: Setting Up Object Groups for more information on setting up payroll relationship groups.

Rolling back multiple processes

When rolling back multiple processes, roll back the last submitted process first.

Deleted Data Report

The Deleted Data report is used to report data belonging to a specified set of business objects that have been deleted from Fusion HCM Cloud system during the extraction period. This report serves as a supplement to the ADP Global Payroll Interface output xml file to account for complete set of data changes within the given extraction period.

It is a part of the Standard ADP Global Payroll Interface consolidated flow and is automatically submitted when the consolidated flow is submitted. If required, the report can also be run independently.

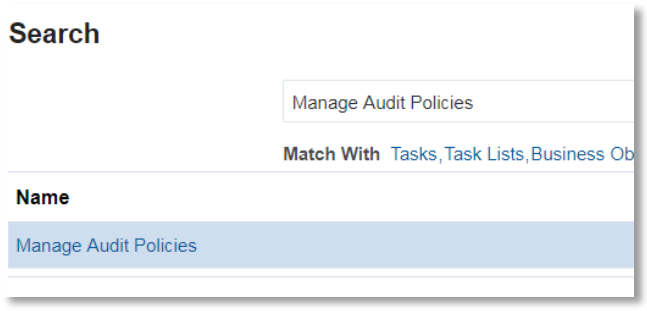
Pre-requisite Setup for Using the Deleted Data Report

The Deleted Data Report is based on the Audit functionality in the Fusion HCM Cloud. Enable audit on all the objects that must be tracked for deletions.

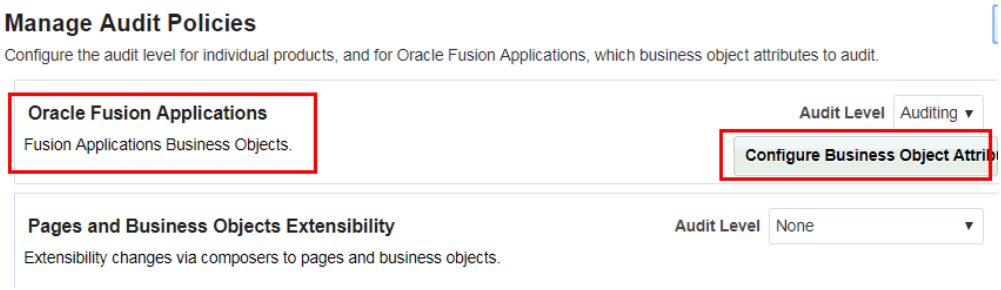
NOTE: *Enabling audit impacts system performance.*

Follow these steps to enable audit:

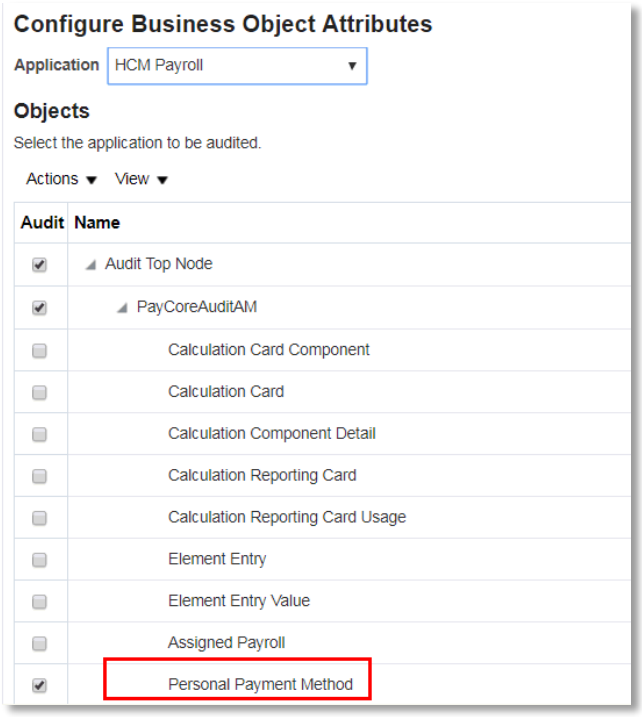
1. Navigate to the Setup and Maintenance page.
2. Search for and select **Manage Audit Policies** task.



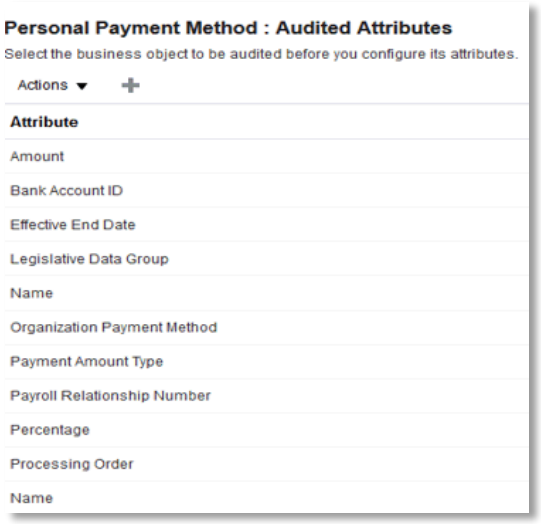
3. In the **Manage Audit Policies** page, click **Configure Business Object Attributes** corresponding to **Oracle Fusion Applications**.



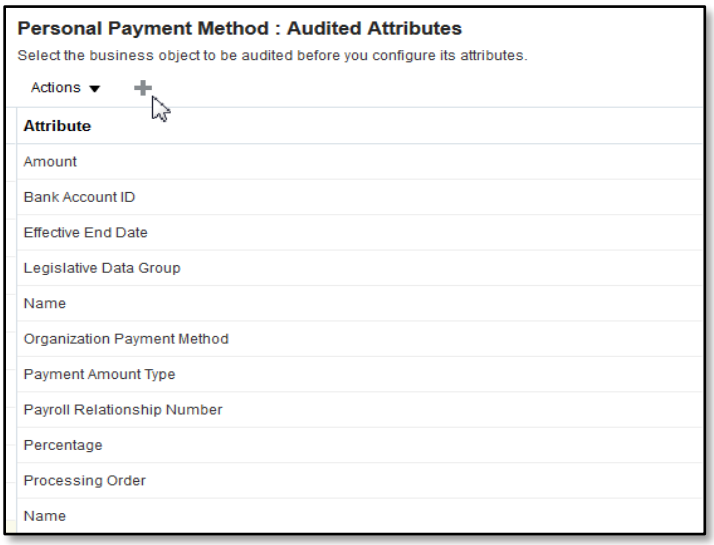
4. On the Configure Business Object Attributes page, select the application corresponding to the object for which you need to enable audit. In this example, select **HCM Payroll**.



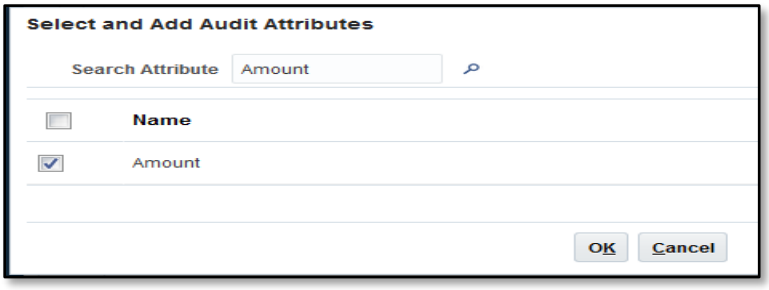
5. Select **Personal Payment Method**. The attributes available for auditing are displayed on the right hand side of the page under **Audited Attributes** section.



6. In the **Audited Attributes** section, click **Create**.



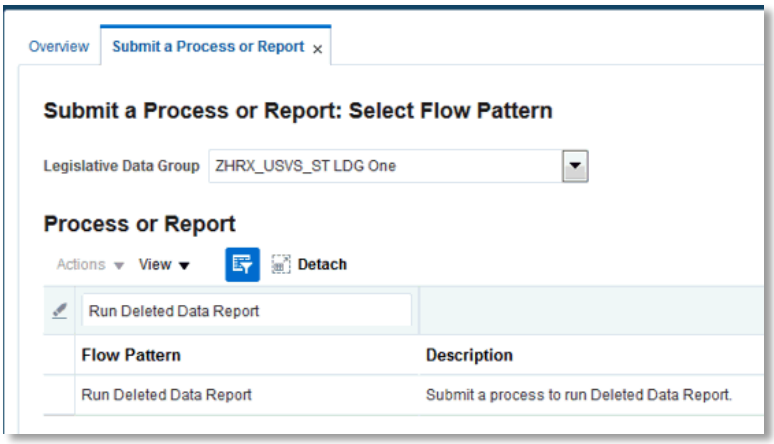
7. In the **Select and Add Audit Attributes** dialog box, search for the attributes that you want to audit and click **OK**.



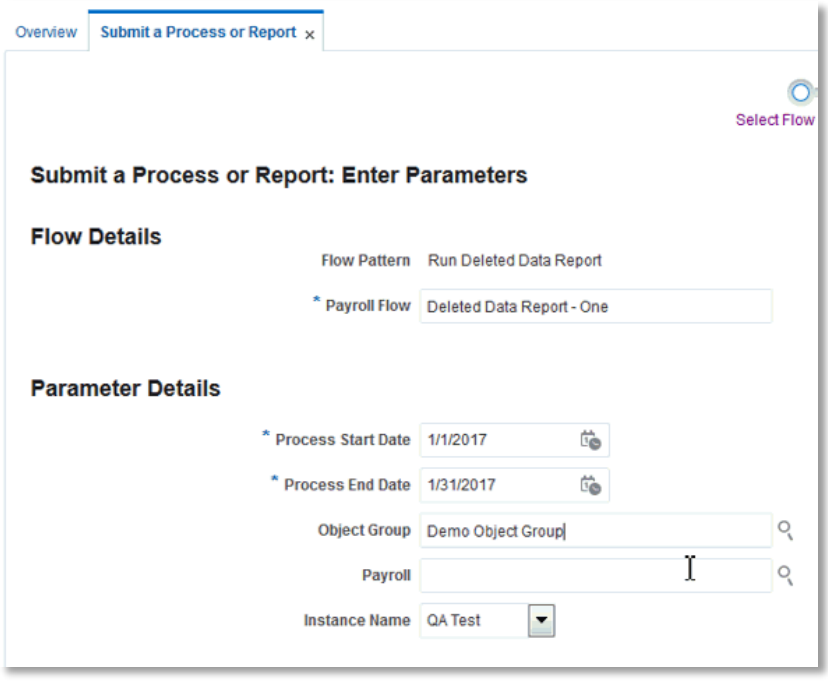
8. Repeat Step 7 for all the attributes that you want to audit.
9. Click **Save and Close**.

Generating Deleted Data Report

1. Navigate to the Payroll Checklist work area and click the **Submit a Process or Report** task.
2. Select the appropriate **Legislative Data Group** and in the Process or Report section, search for the **Run Deleted Data Report**.



3. Click **Next**.
4. On the parameters page, enter the following parameters as shown in the below table:



Field	Description

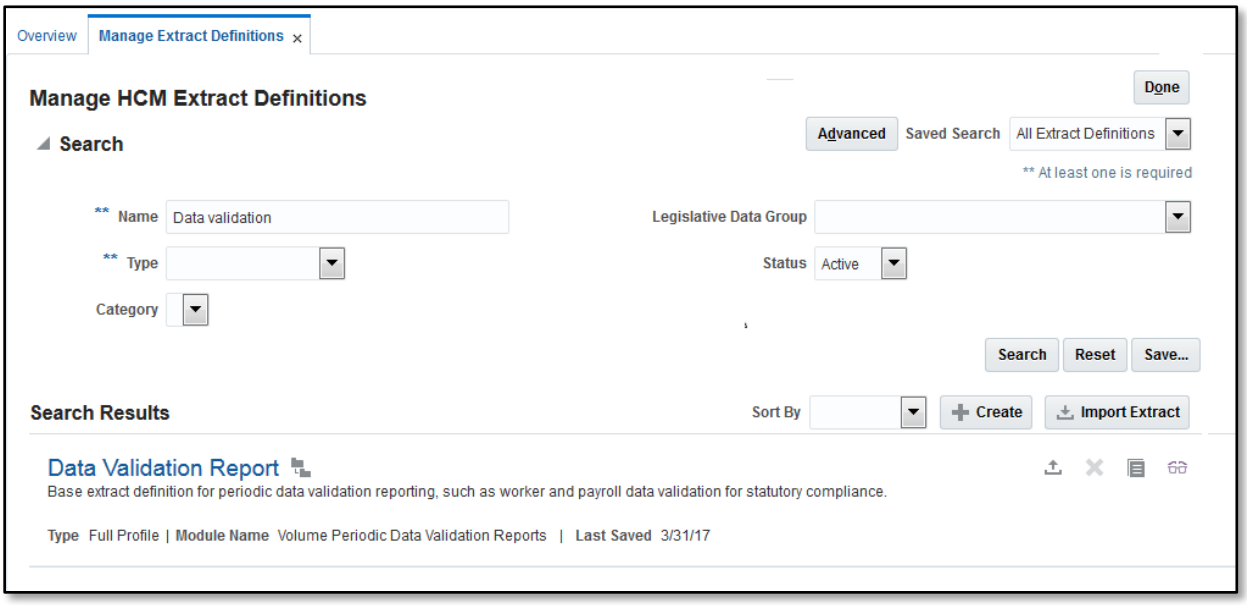
Flow Name	Meaningful name of the flow.
Process Start Date	Start date of the extraction window. Typically, this should be the same as the ADP Global Payroll Interface extraction window.
Process End Date	End date of the extraction window. Typically, this should be the same as the ADP Global Payroll Interface extraction window.
Object Group	Identifies the payroll relationships to consider. Typically, this should be the same as the object group used in the ADP Global Payroll Interface.

5. Click **Submit**.
6. Monitor the process to completion and view the report output.

Data Validation Report

The Fusion HCM Cloud incorporates validations to ensure correctness and completeness of the data. Use the Data Validation Report to configure additional validations in the application so that ADP does not interface the data that fail these validation.

The Data Validation Report is based on the **Data Validation Report** extract definition. Run data validation reports from the Payroll Checklist work area to identify any missing attributes based on statutory rules of the legislative data group.



Configuring Additional Validations

Refer to Oracle Fusion HCM: Data Validation Report for detailed setup steps involved in configuring and managing additional validations.

Key Use Cases and Their Reflection in the Output File

This section explains how critical transactions within Fusion HCM Cloud reflect in the ADP Global Payroll Interface output file.

Transaction	Key Parameters		Key File Attributes	Daily Extract	Periodic Extract
	Parameter	Value			
New Hire	Hire Date	10-Jan-17	Employee Data	Employee is reported when the extract is run for the hire date, that is, 10-Jan-2017	Employee reported in the file when the extraction window covers the hire date, that is 10-Jan-2017.
			Action Indicator	H	H
			Indicator Repeated	N	N
			Data Reported	All details relating to the employee are reported	All details relating to the employee are reported
			Effective Dated Records	All effective dated records have a start date as the Hire date and end date as end of time.	All effective dated records have a start date as the Hire date and end date as end of time.
Termination	Termination recorded on	10-Jan-17	Employee Data	Employee is reported in the file when the extract is run for the date on which the termination was recorded - In this case, 10-Jan-2017.	Employee is reported in the file when the extract is run for the period that covers the date on which termination was recorded - In this case, 10-Jan-2017.
	Notified Termination Date	10-Jan-17	Action Indicator	Action Indicator = "T" if the extract is run for the notified termination date - that is, 10-Jan-2017. If the extract run is for a date different from the Notified Termination Date, Action Indicator = "O".	Action Indicator = "T" if the extract is run for the period that covers the Notified Termination Date - that is, 10-Jan-2017. If the extract run is for different period that does not cover the Notified Termination Date, Action Indicator = "O".
	Actual Termination Date	20-Jan-17	Indicator Repeated	Indicator Repeated = 'N"	Indicator Repeated = 'N"
	Final Close Date	30-Apr-17	Data Reported	All details relating to the employee, including Termination Data record, are reported. Termination data shows all the dates as entered along with the reason for termination.	All details relating to the employee, including Termination Data record, are reported. Termination data shows all the dates as entered along with the reason for termination.
			Effective Dated Records	Termination reflects in all effective dated records. Effective dated records like Assignment, Salary etc have their end date updated as the Actual Termination Date, in this case 20-Jan-2017. Element entries have their end dates updated to one of Actual Termination Date or Last Standard Process Date or Final Close Date depending upon the termination rule configured for the element.	Termination reflects in all effective dated records. Effective dated records like Assignment, Salary etc have their end date updated as the Actual Termination Date, in this case 20-Jan-2017. Element entries have their end dates updated to one of Actual Termination Date or Last Standard Process Date or Final Close Date depending upon the termination rule configured for the element.
Rehire	Rehire Date	10-Jan-17	Employee Data	Employee is reported when the extract is run for the rehire date, that is, 10-Jan-2017	Employee reported in the file when the extraction window covers the hire date, that is 10-Jan-2017.
			Action Indicator	R	R
			Indicator Repeated	N	N
			Data Reported	All details relating to the employee are reported	All details relating to the employee are reported
			Effective Dated Records	All effective dated records have a start date as the Rehire date and end date as end of time.	All effective dated records have a start date as the Hire date and end date as end of time.
Payroll Transfer	Source Payroll (Weekly)	P1	Employee Data	The employee is reported under the source payroll till the process period end date of that payroll - in this case 14-Jan-17. Starting the date of payroll transfer, that is, 10-Jan-2017, the employee starts appearing under the destination payroll. So, starting from the date of payroll transfer till the process period end date of the source payroll, the employee appears under both payrolls.	The employee is reported under the source payroll till the process period end date of that payroll - in this case 14-Jan-17. Starting the date of payroll transfer, that is, 10-Jan-2017, the employee starts appearing under the destination payroll. So, starting from the date of payroll transfer till the process period end date of the source payroll, the employee appears under both payrolls.
	Destination Payroll (Weekly)	P2	Payroll Transfer Indicator	When the employee is reported on any date on or before 9-Jan-2017, the Payroll Transfer Indicator will be "TO" for the source payroll. When the employee is reported on any date starting the date of transfer, the Payroll Transfer Indicator is "TI" for the destination payroll.	When the employee is reported on any date on or before 9-Jan-2017, the Payroll Transfer Indicator will be "TO" for the source payroll. When the employee is reported on any date starting the date of transfer, the Payroll Transfer Indicator is "TI" for the destination payroll.
	Transfer Date	10-Jan-17	Action Indicator	O	O
	Process Period End Date	14-Jan-17	Data Reported	NA	NA
	Final Close Date (updated as process period end date)	14-Jan-17	Effective Dated Records	If the payroll transfer results in moving the employee across Legal Employers/Payroll Statutory Units, all the effective dated records are end dated with the date as a day before the payroll transfer date.	If the payroll transfer results in moving the employee across Legal Employers/Payroll Statutory Units, all the effective dated records are end dated with the date as a day before the payroll transfer date.

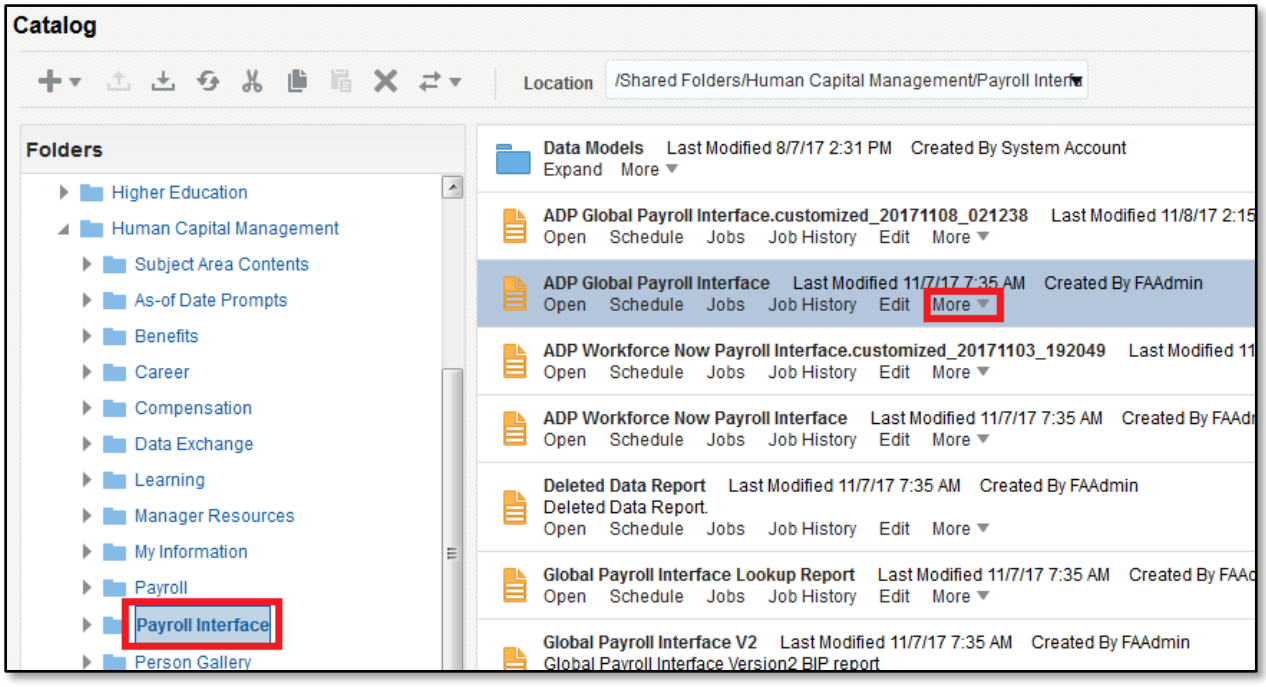
Transaction	Key Parameters		Key File Attributes	Daily Extract	Periodic Extract
	Parameter	Value			
Salary Change	Salary Change Date	10-Jan-17	Employee Data	The employee gets reported in the file when the salary change is reported for the first time.	The employee gets reported in the file when the salary change is reported for the first time.
			Salary Change Indicator	"Y" when the extract is run on the date of salary change.	"Y" when the extraction window covers the date of salary change.
			Action Indicator	O	O
			Data Reported	The new salary record is reported alongwith the other employee data.	The new salary record is reported alongwith the other employee data.
			Effective Dated Records	The new salary record has start date as the salary change date and end date as end of time.	All salary records with effective dates overlapping with the extraction window are reported. The previous salary record is end dated with a date which is one day earlier than the salary change date. The new salary record has start date as the salary change date and end date as end of time.
Assignment Change	Assignment Change Date	10-Jan-17	Employee Data	The employee gets reported in the file when the Assignment change is reported for the first time.	The employee gets reported in the file when the assignment change is reported for the first time.
			Action Indicator	O	O
			Data Reported	The new assignment record is reported alongwith the other employee data.	Only the new assignment record is reported alongwith the other employee data.
			Effective Dated Records	The new assignment record has start date as the assignment change date and end date as end of time.	The new assignment record has the start date as the assignment change date and end date as end of time.

Modifying the Output Template

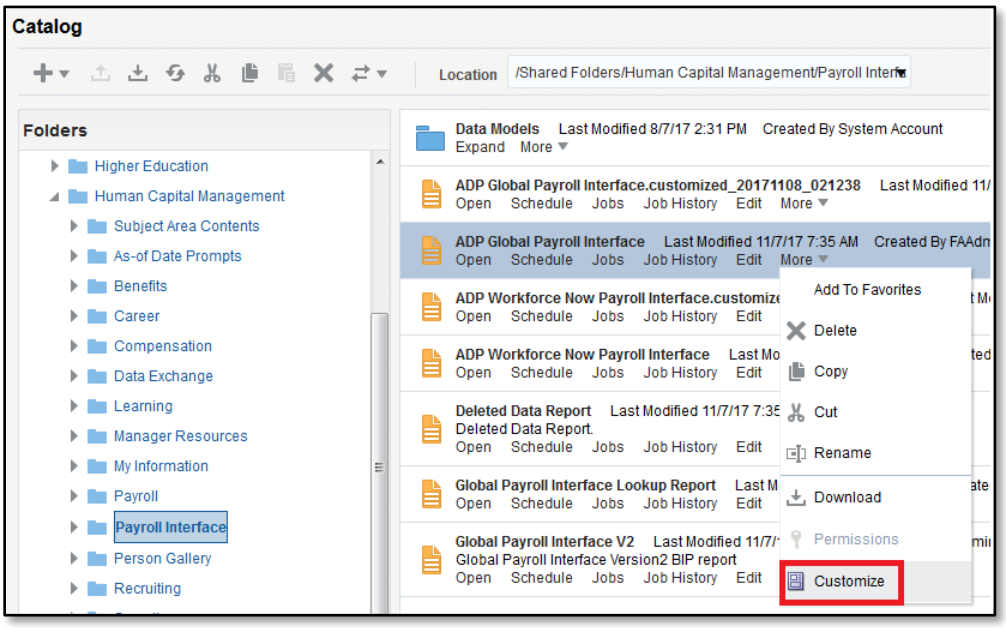
Use the **Customize** option in the BI Report to modify the report template. This option creates a working copy of the delivered report template to make changes without impacting the delivered report template.

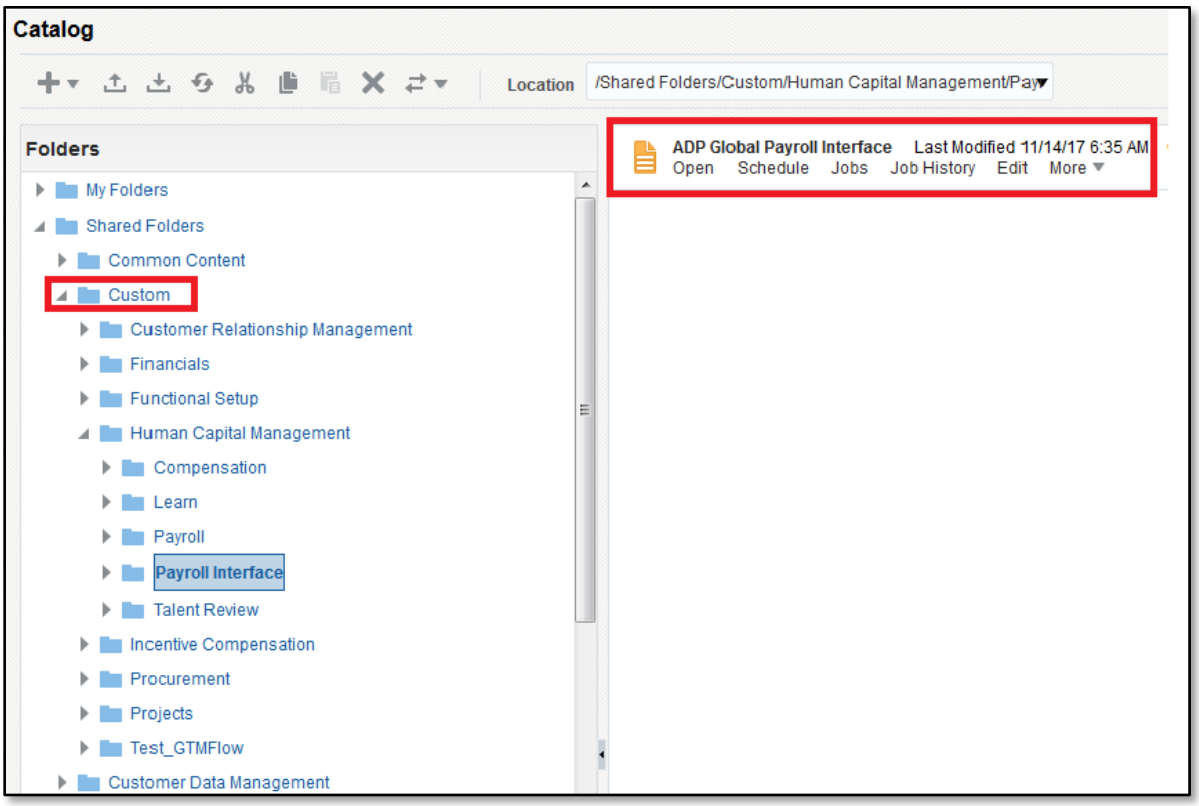
Perform the below steps:

1. Login to the application as a user with **BI Administrator Role**.
2. Go to BI Catalog.
3. Navigate to the /SHARED FOLDERS/HUMAN CAPITAL MANAGEMENT/PAYROLL INTERFACE folder. Select **ADP Global Payroll Interface** and click **More**.

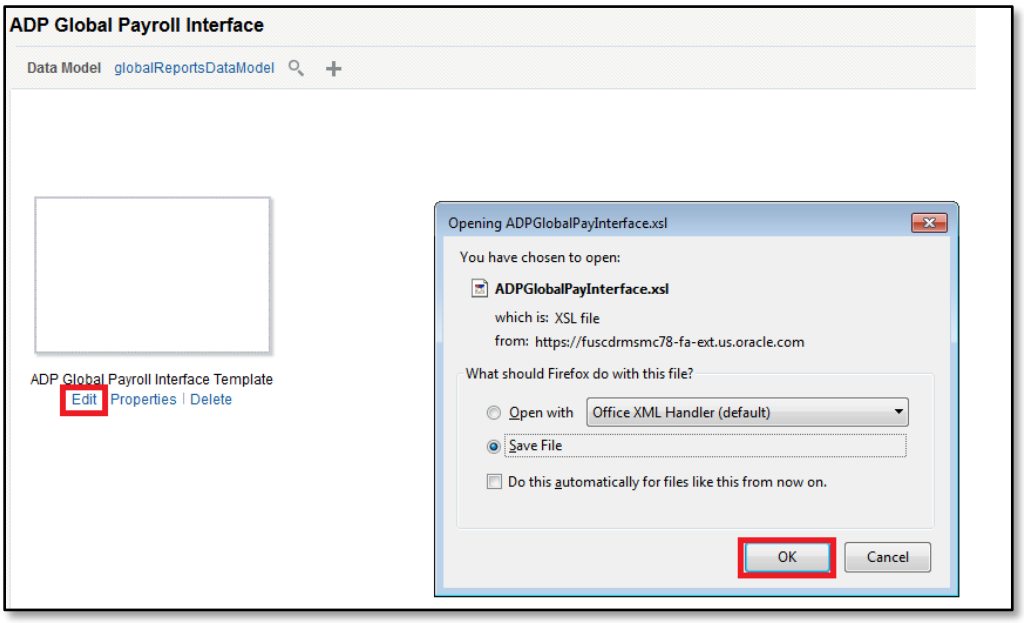


4. From the dropdown, select **Customize**. This creates a copy of the ADP Global Payroll Interface report under the /SHARED FOLDERS/CUSTOM/HUMAN CAPITAL MANAGEMENT/PAYROLL INTERFACE folder.



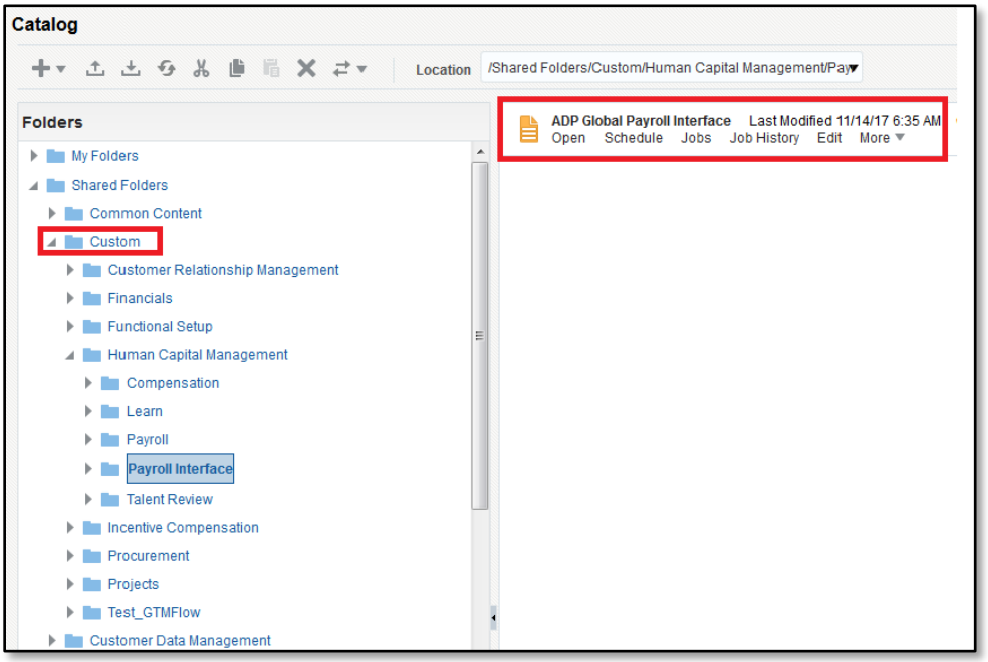


5. Click **Edit** to open a dialog box with the XSL Template. Click **OK** to download the template.

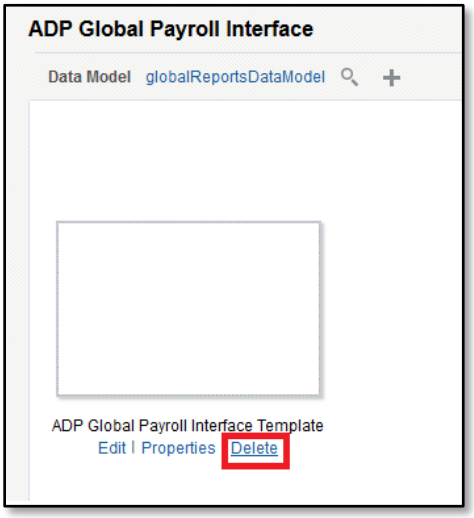


Modify the template based on the requirement.

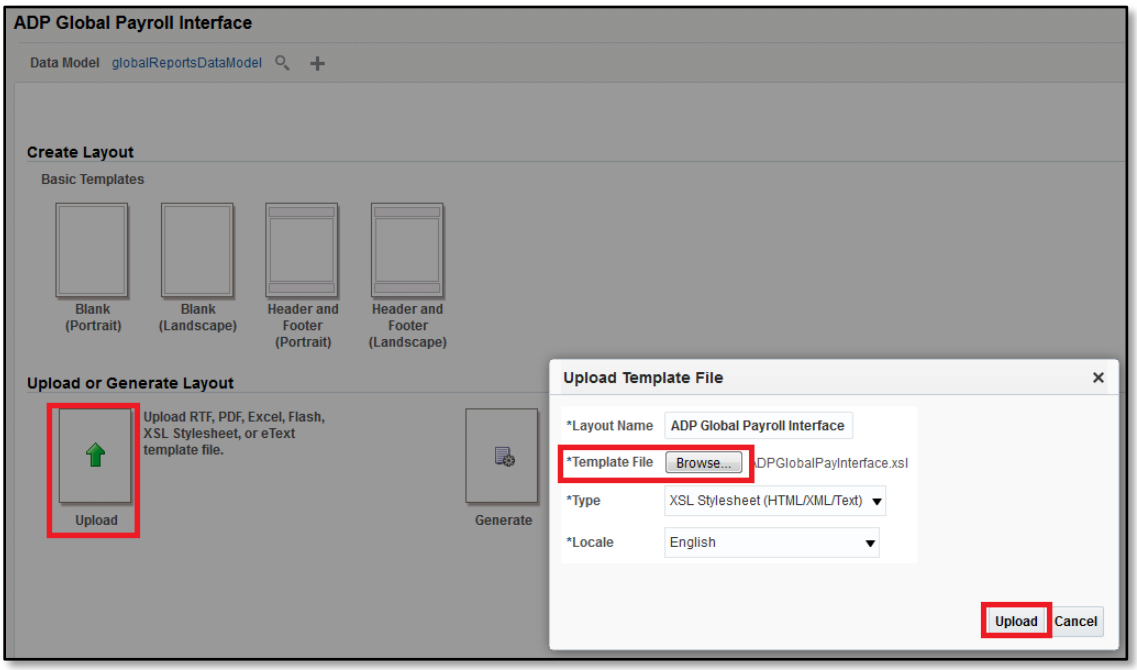
6. Navigate to the /SHARED FOLDERS/CUSTOM/HUMAN CAPITAL MANAGEMENT/PAYROLL INTERFACE folder and select **ADP Global Payroll Interface** report, which is a copy of the delivered report.



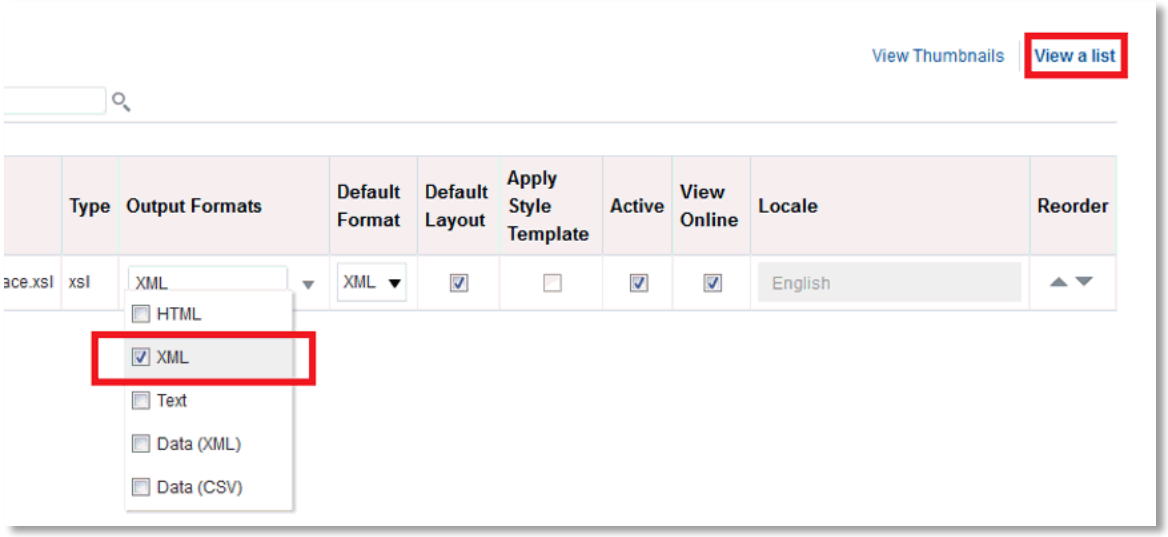
7. Click **Edit** and delete the template.



8. To upload the modified copy of the report template to the server, click **New** and select **Report**.
9. Close the **Create Report** dialog box.
10. Click **Upload** in the **Upload or Generate Layout** section.
11. Browse for the modified template and upload the file with the locale. Click on **Upload**.



12. After uploading the template, click **View a list** to change the output.



13. Click .

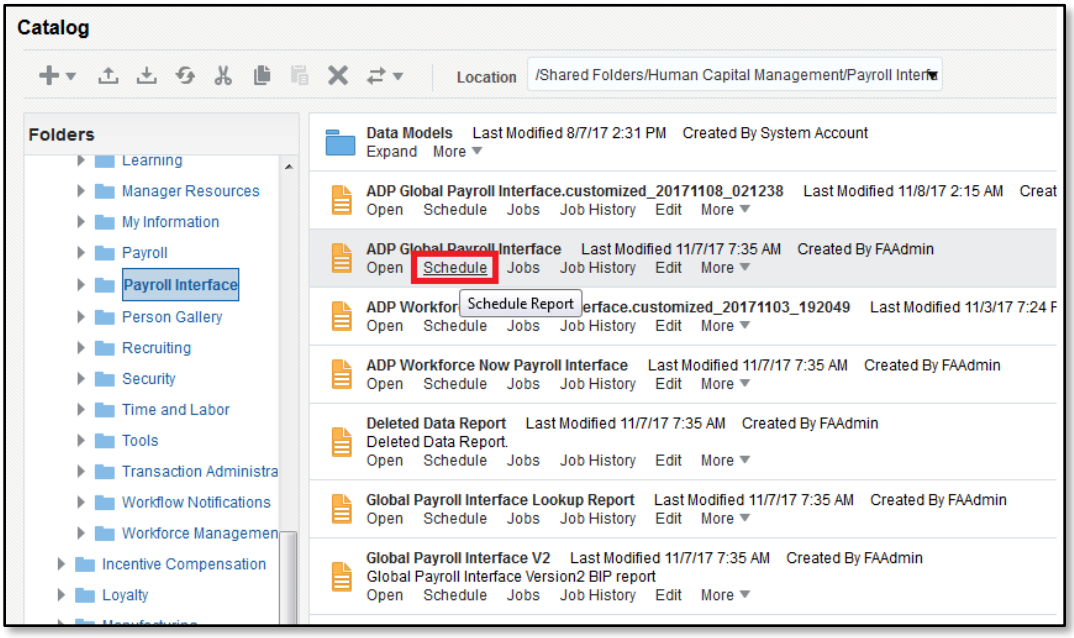
Do not edit the delivered report layout directly. To modify, use the Customize option to create a copy under the ***Custom*** *folder. After creating a modified copy of the report layout in the* /SHARED FOLDERS/CUSTOM/HUMAN CAPITAL ***Management/Payroll Interface*** *folder, the application generates the interface output file in this layout. The delivered layout will no longer be used. To revert modifications and to start using the delivered layout, delete all objects of the modified layout from the* /SHARED FOLDERS/CUSTOM/HUMAN CAPITAL MANAGEMENT/PAYROLL INTERFACE *folder.*

Enable Diagnostics Log on the ADP Global Payroll Interface

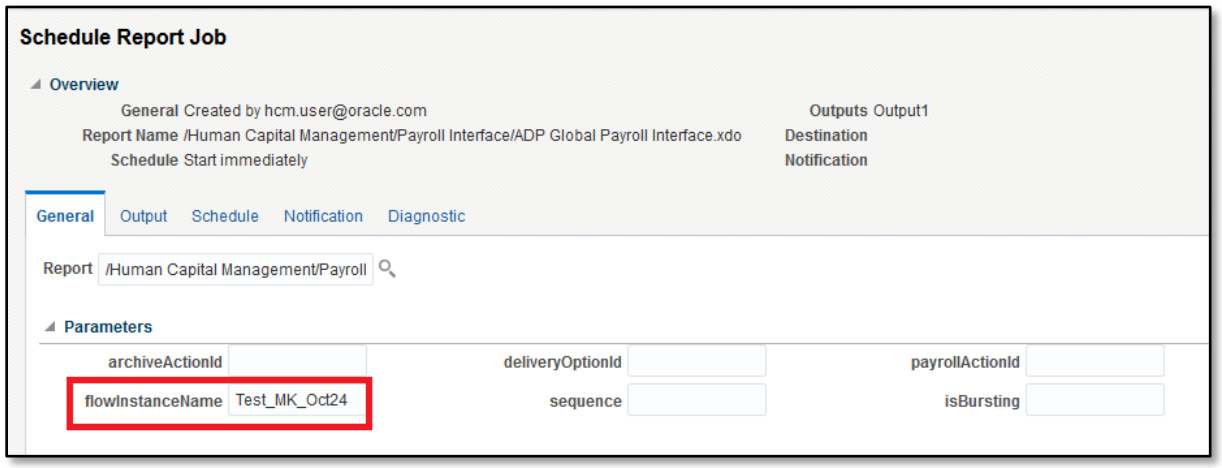
Diagnostics log helps in identifying the exact location and the root cause of issues encountered in the ADP Global Payroll interface process. The diagnostic log is not generated by default.

Follow these steps to enable diagnostics log on the ADP Global Payroll Interface process.

1. Login into the application as a user with BI Administrator role and go to the BI Catalog.
2. Navigate to the /SHARED FOLDERS/HUMAN CAPITAL MANAGEMENT/PAYROLL INTERFACE folder. Select the **ADP Global Payroll Interface** report. Click **Schedule**.

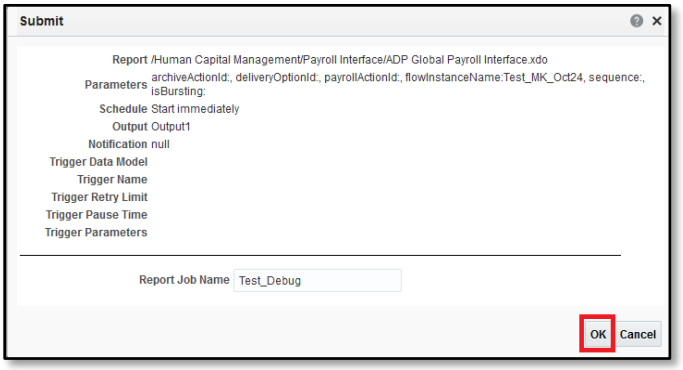


3. Specify the **flowInstanceName**.

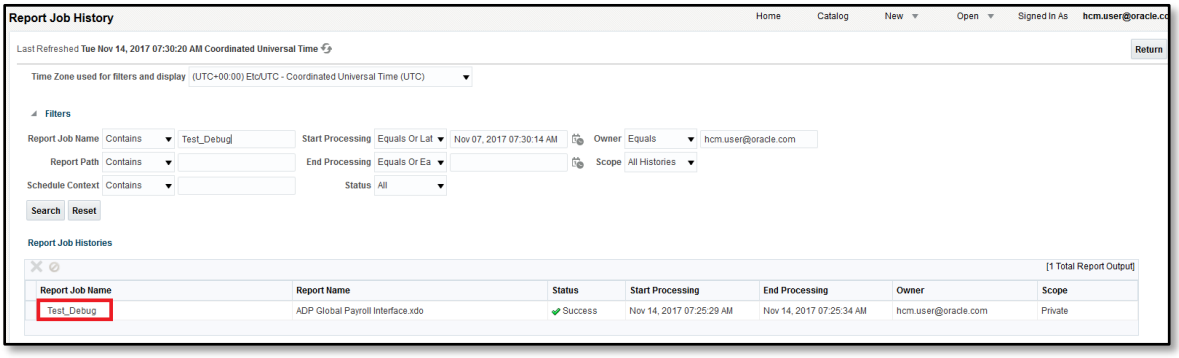


4. Go to the **Diagnostic** Tab and select the **Enable Consolidated Job Diagnostic** checkbox.

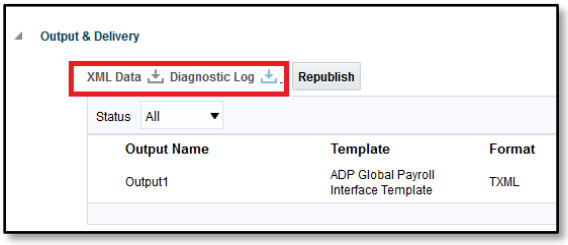
5. Click **Submit** and schedule the report by providing a **Report Job Name**. Click **OK**.



6. After the job completes, go to **Job History** of the report from **Catalog** and search with the name of the job just submitted.
7. Click the report job name from the search results.



8. Click **Diagnostic Log** to download the diagnostic log.


Output & Delivery
XML Data
Diagnostic Log
Republish
Status
All
Output Name
Template
Format
Output1
ADP Global Payroll Interface Template
TXML

Oracle Corporation, World Headquarters
500 Oracle Parkway
Redwood Shores, CA 94065, USA

Worldwide Inquiries
Phone: +1.650.506.7000
Fax: +1.650.506.7200

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White Paper Title: ADP Global Payroll Interface
January 2018
Authors: Lakshmi Venkat and Jayasankar Bhuvaneswaran

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