

## R12.x Oracle Payroll Fundamentals: Administration (Global)

**Duration:** 3 Days

### What you will learn

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1.

This course covers the principles involved in processing a payroll for your organization. You learn how to run your payrolls using batch processing, and QuickPay using the flexibility of Oracle Payroll. You understand the different phases of the payroll lifecycle, and see how and when to apply different processes to each payroll phase. You gain an understanding of the Payroll model, setting up pre-processing, payroll processing, and post payroll processing. You learn about making corrections to payroll processes, and which correction method to apply in different situations. The course also introduces you to making adjustments to balances, and other special payroll features.

Learn To:

Identify the types of payroll processes available in Oracle HRMS

Identify the payroll lifecycle periods

Use Advance Pay and RetroPay

Make balance adjustments

Make corrections, rollbacks, reversals, and retries

### Audience

End Users

Functional Implementer

Sales Consultants

Support Engineer

Technical Consultant

### Related Training

#### *Suggested Prerequisites*

R12.x Oracle Payroll Fundamentals: Earnings and Deductions (US)

### Course Objectives

Use the special features of Oracle Payroll

View and adjust employee balances

Understand the payroll lifecycle

Run payrolls using batch and QuickPay processes

Run prepayments and payments processes

Run costing and transfer to GL processes

Manage exceptions and corrections

## Course Topics

### **R12.1 Payroll Fundamentals: Administration (Global) - Introduction**

#### **An Introduction to Payroll Administration**

Overview of Payroll Processing

Pay Period Cycle

Batch Processing

QuickPay

Balance Adjustments

RetroPay

Continuous Calculation

Absence Payments

#### **Payroll Preprocessing**

Data Entry

Processing Third Party Payments

BEE Features

Retro Pay

Advanced Pay

#### **Payroll Processing**

Processing a Payroll

Running a Full Payroll Run

Group Processing

Payroll Processing and Rollback Sequence

Running Payroll in Batch Mode

Making Corrections, Rollbacks, Reversals and Retries

Consolidation Sets

Running QuickPay

#### **Payroll Postprocessing**

Processing Payments

Using Cheque Writer/Check Writer

Electronic Funds Transfer

Viewing Payrolls

Voiding Check Payments

Costing and Transfer to GL

Payroll Processing Reports

Wage and Tax Reporting

#### **Balance Adjustments**

Balancing/Reconciling Payrolls

Balance Dimensions

- Predefined Tax Balances
- Batch Balance Adjustment Interface
- Payroll Adjustments
- Creating Adjustment Elements
- Adjust Balance Window

### **Special Payroll Features**

- Defining and Processing RetroPay
- Setting Up RetroPay
- Processing RetroPay
- RetroPay by Element
- Continuous Calculation
- Proration
- Event Groups
- Iterative Engine

## **R12.1 Payroll Fundamentals: Administration Summary (Global) Summary**

### **R12.1 Payroll Fundamentals: Administration (Global) Supplemental Student Practices**

- Practice - Overview of Payroll Processing
- Practice - Payroll PreProcessing
- Practice - Payroll Processing
- Practice - Post Payroll Processing
- Practice - Balance Adjustments
- Practice - Special Payroll Features