ERP
Cloud Payroll Management

Payroll Setup Summary

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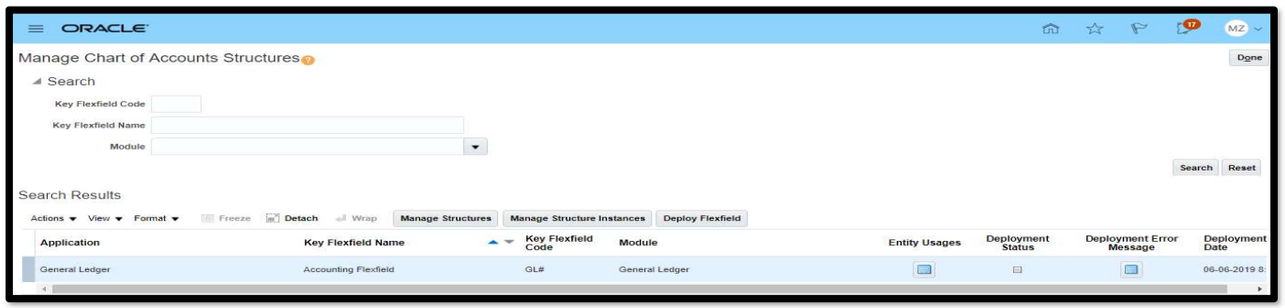
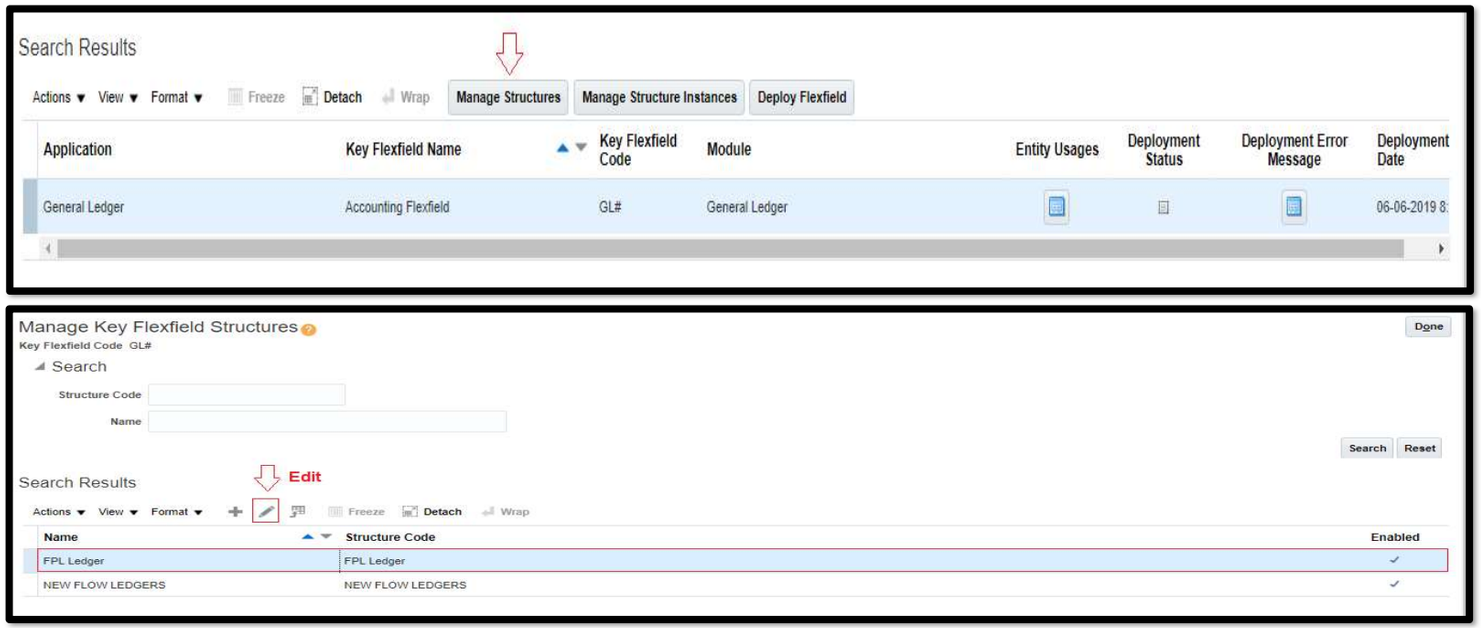
Payroll Pre-setup Steps

Setup and Maintenance > Manage Chart of Accounts Structures

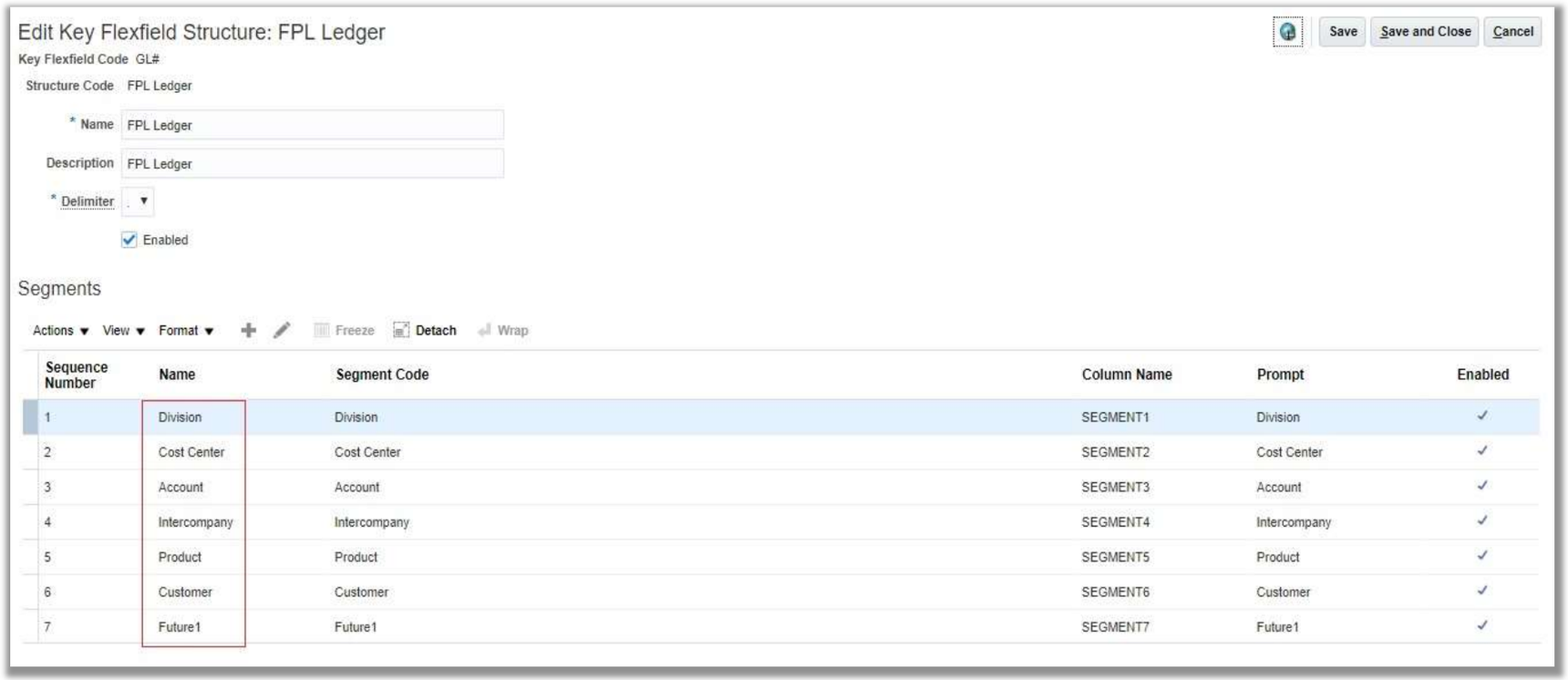


Payroll Pre-setup Steps Continue

Manage Structures

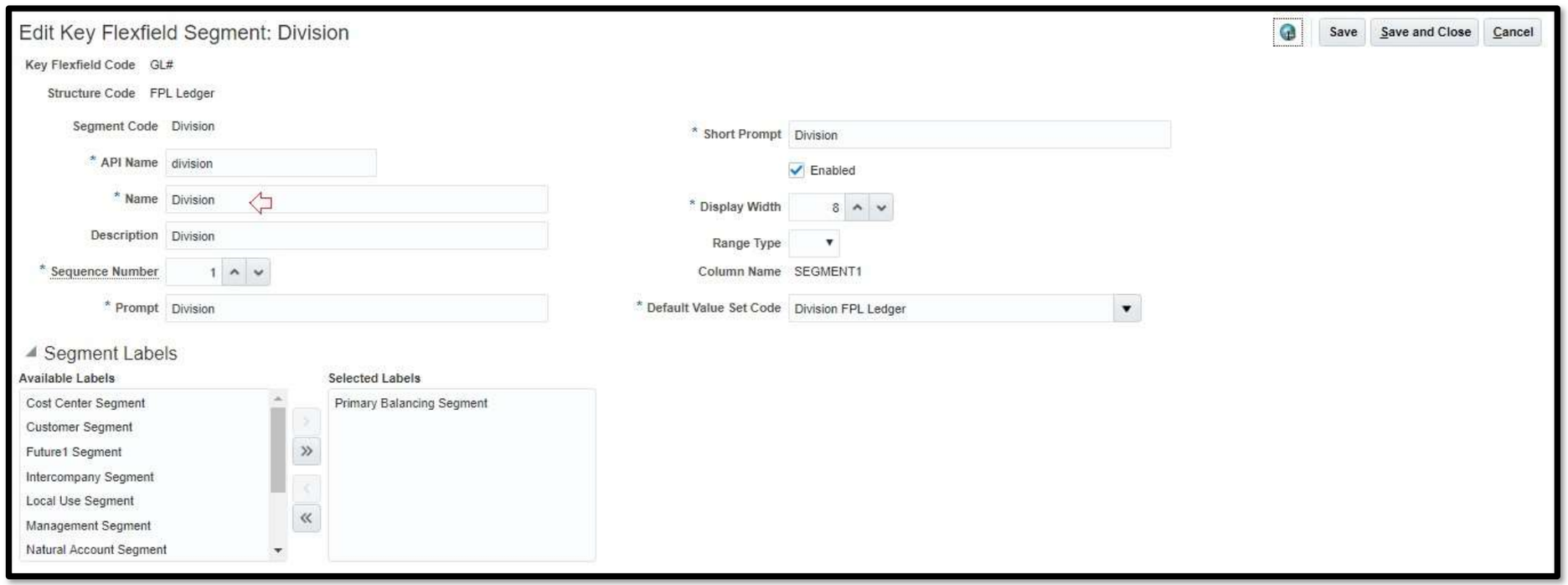


Payroll Pre-setup Steps Continue



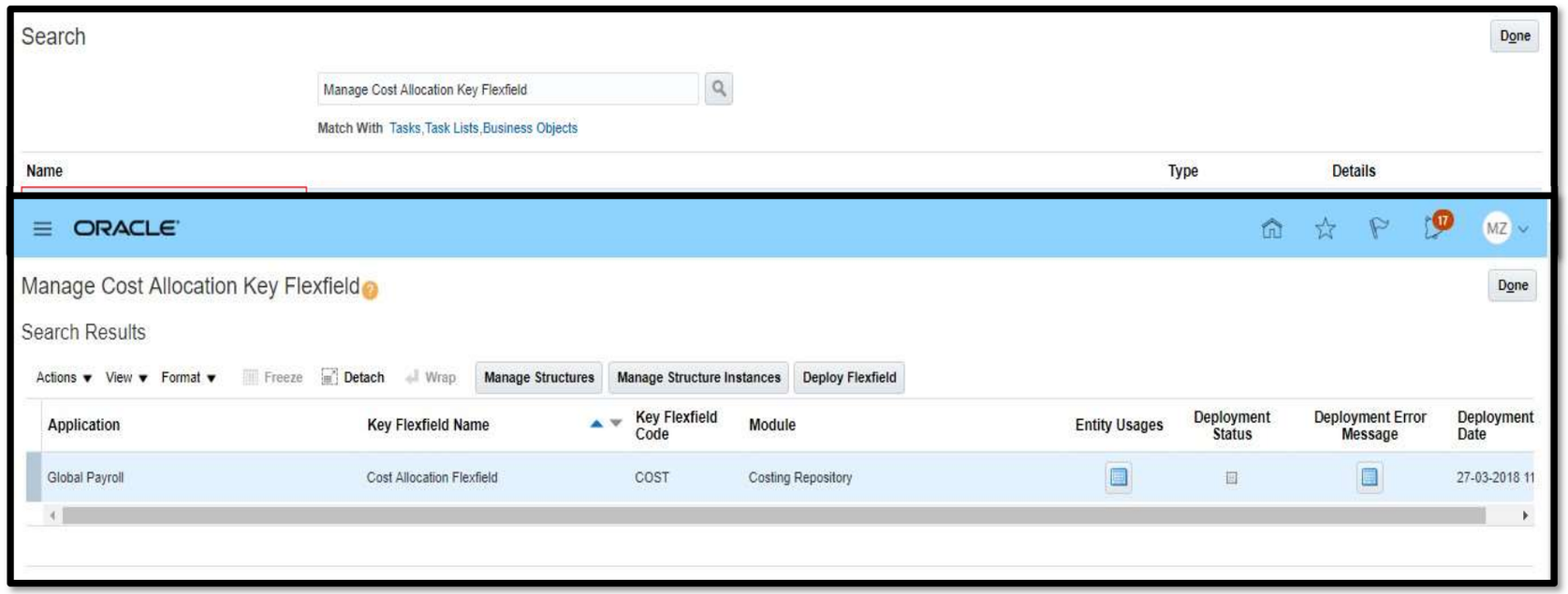
Payroll Pre-setup Steps Continue

✓ Edit Division Segment



Cost Allocation Key Flex Field

Task: Manage Cost Allocation Key Flexfield



ORACLE
MZ
Manage Cost Allocation Key Flexfield
Done
Search Results
Actions
View
Format
Freeze
Detach
Wrap
Manage Structures
Manage Structure Instances
Deploy Flexfield
Application
Key Flexfield Name
Key Flexfield Code
Module
Entity Usages
Deployment Status
Deployment Error Message
Deployment Date
Global Payroll
Cost Allocation Flexfield
COST
Costing Repository
27-03-2018 11

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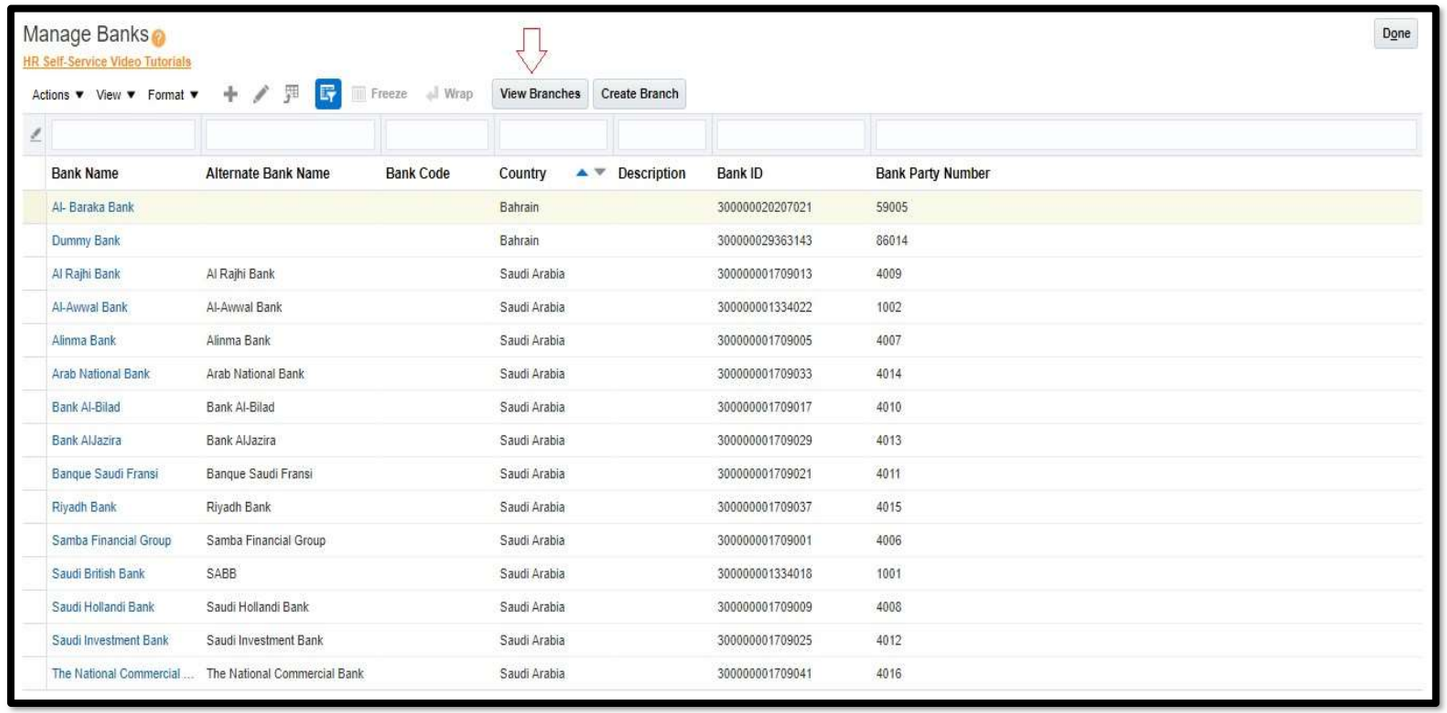
Manage Banks

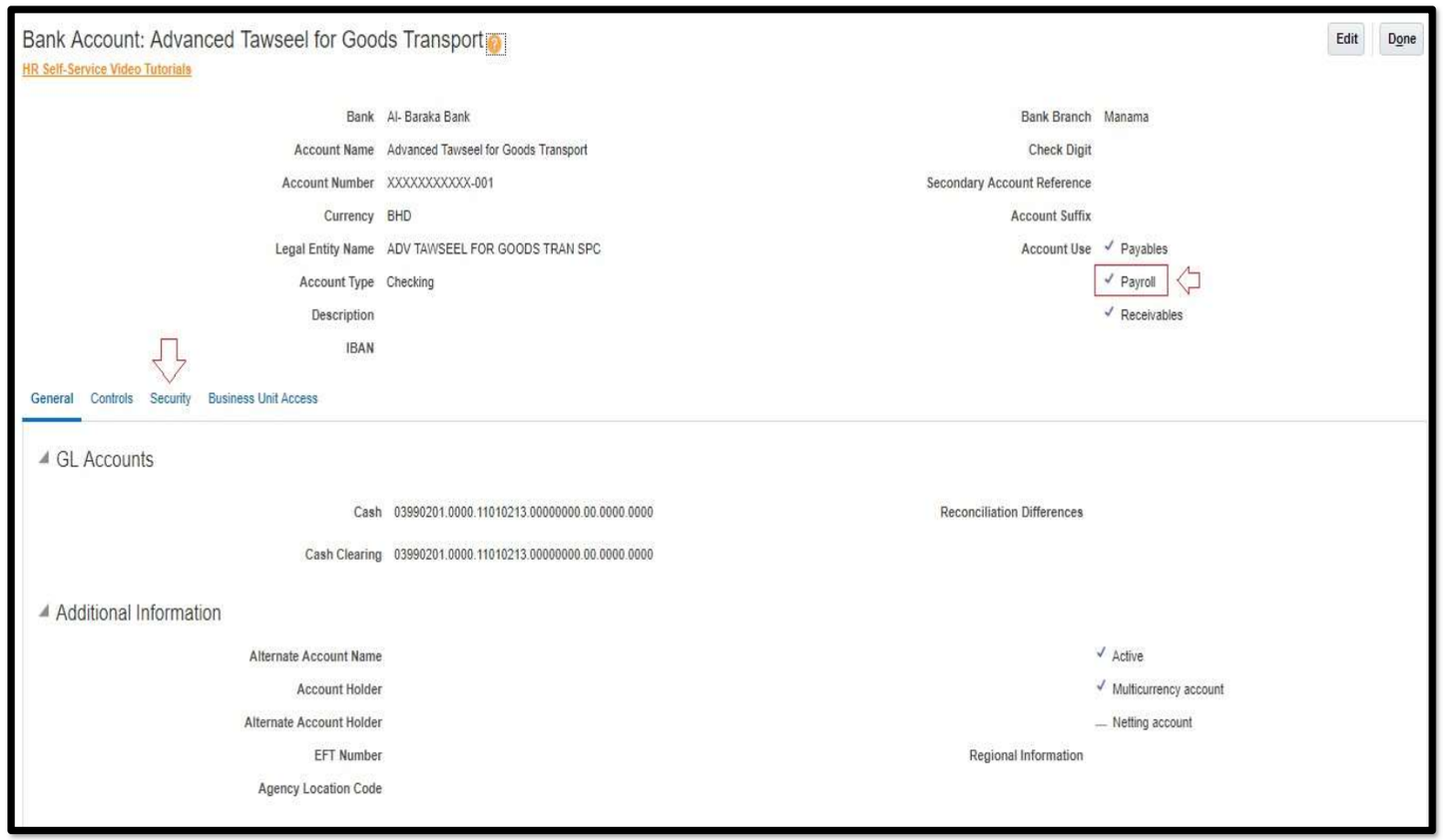


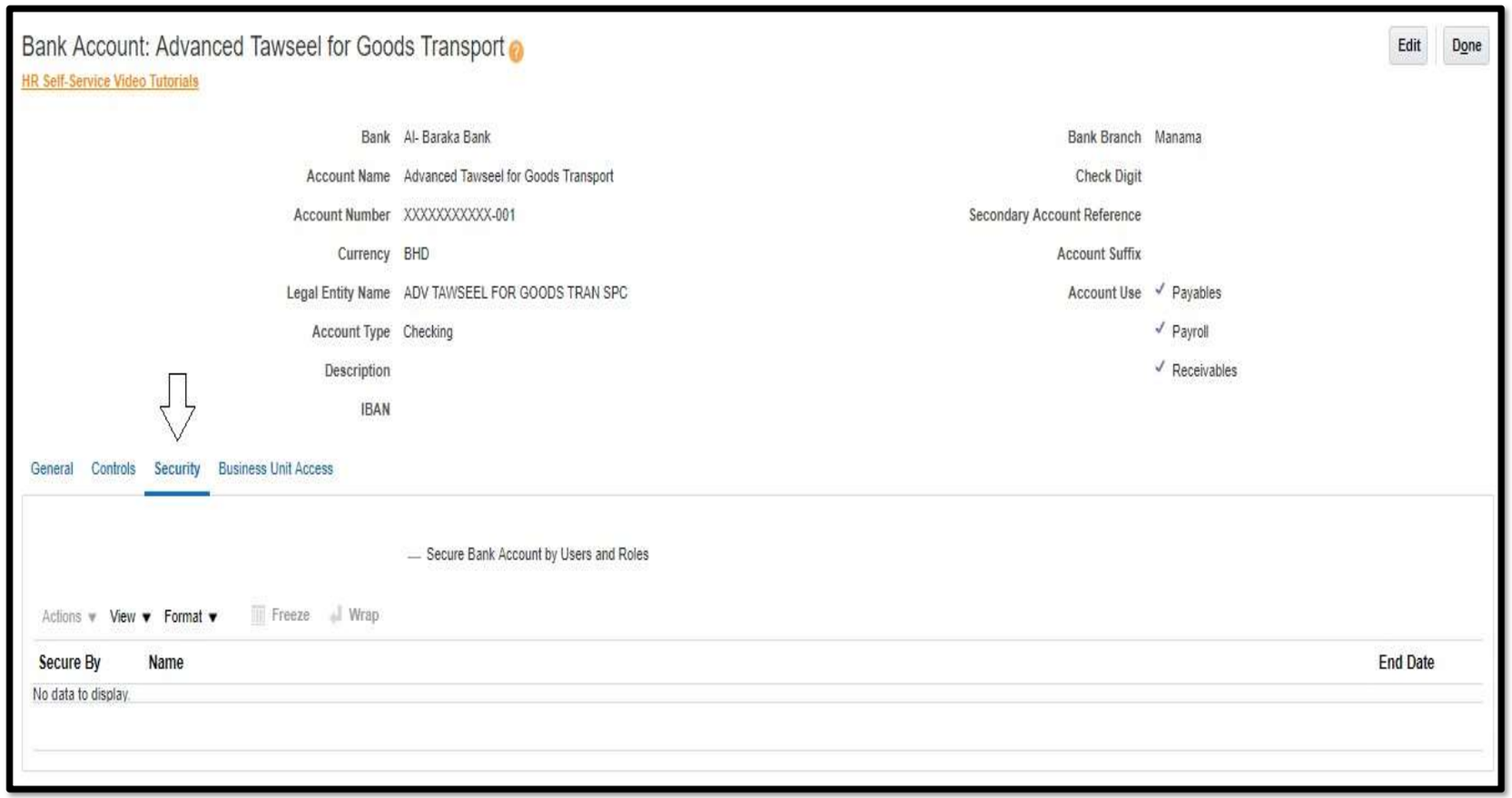
Bank Name	Alternate Bank Name	Bank Code	Country	Description	Bank ID	Bank Party Number
Al- Baraka Bank			Bahrain		300000020207021	59005
Dummy Bank			Bahrain		300000029363143	86014
Al Rajhi Bank	Al Rajhi Bank		Saudi Arabia		300000001709013	4009
Al-Awwal Bank	Al-Awwal Bank		Saudi Arabia		300000001334022	1002
Alinma Bank	Alinma Bank		Saudi Arabia		300000001709005	4007
Arab National Bank	Arab National Bank		Saudi Arabia		300000001709033	4014
Bank Al-Bilad	Bank Al-Bilad		Saudi Arabia		300000001709017	4010
Bank AlJazira	Bank AlJazira		Saudi Arabia		300000001709029	4013
Banque Saudi Fransi	Banque Saudi Fransi		Saudi Arabia		300000001709021	4011
Riyadh Bank	Riyadh Bank		Saudi Arabia		300000001709037	4015
Samba Financial Group	Samba Financial Group		Saudi Arabia		300000001709001	4006
Saudi British Bank	SABB		Saudi Arabia		300000001334018	1001
Saudi Hollandi Bank	Saudi Hollandi Bank		Saudi Arabia		300000001709009	4008
Saudi Investment Bank	Saudi Investment Bank		Saudi Arabia		300000001709025	4012
The National Commercial ...	The National Commercial Bank		Saudi Arabia		300000001709041	4016

View Branches

Manage Bank Accounts

Account Name	Account Number	Currency	Bank	Bank Branch	Legal Entity Name	Country
Advanced Tawseel for Goods Tran...	XXXXXXXXXX-001	BHD	Al- Baraka Bank	Manama	ADV TAWSEEL FOR GOODS TRAN SPC	Bahrain
Al-Awwal Flow	XXXXXXX6008	SAR	Al-Awwal Bank	Personal Banking Group Main Branch	Developed Supplies Company Limited	Saudi Arabia
Al-Awwal Tawseel	XXXXXXX1007	SAR	Al-Awwal Bank	Personal Banking Group Main Branch	Tawseel Trading Company Limited Test	Saudi Arabia
Banque Saudi Fransi Flow	XXXXXXXXX2-76	SAR	Banque Saudi Fransi	Personal Banking Group Main Branch	Tawseel Trading Company Limited Test	Saudi Arabia
Dummy	XXXXXXXXXX-901	BHD	Dummy Bank	Dummy Bank	ADV TAWSEEL FOR GOODS TRAN SPC	Bahrain
FPL Dummy Account	XXXXXXXXXX1234	SAR	Samba Financial Group	Personal Banking Group Main Branch	Tawseel Trading Company Limited Test	Saudi Arabia
Netting Account	XX0879	SAR	Saudi British Bank	Madinah Road Jeddah KSA	Tawseel Trading Company Limited Test	Saudi Arabia
SABB Tasweel	XXXXXXXX0001	SAR	Saudi British Bank	Madinah Road Jeddah KSA	Tawseel Trading Company Limited Test	Saudi Arabia
Al-Awwal Tawseel-donot use	XXXXXXX1007	SAR	Al-Awwal Bank	Personal Banking Group Main Branch	Tawseel Trading Company Limited Test	Saudi Arabia

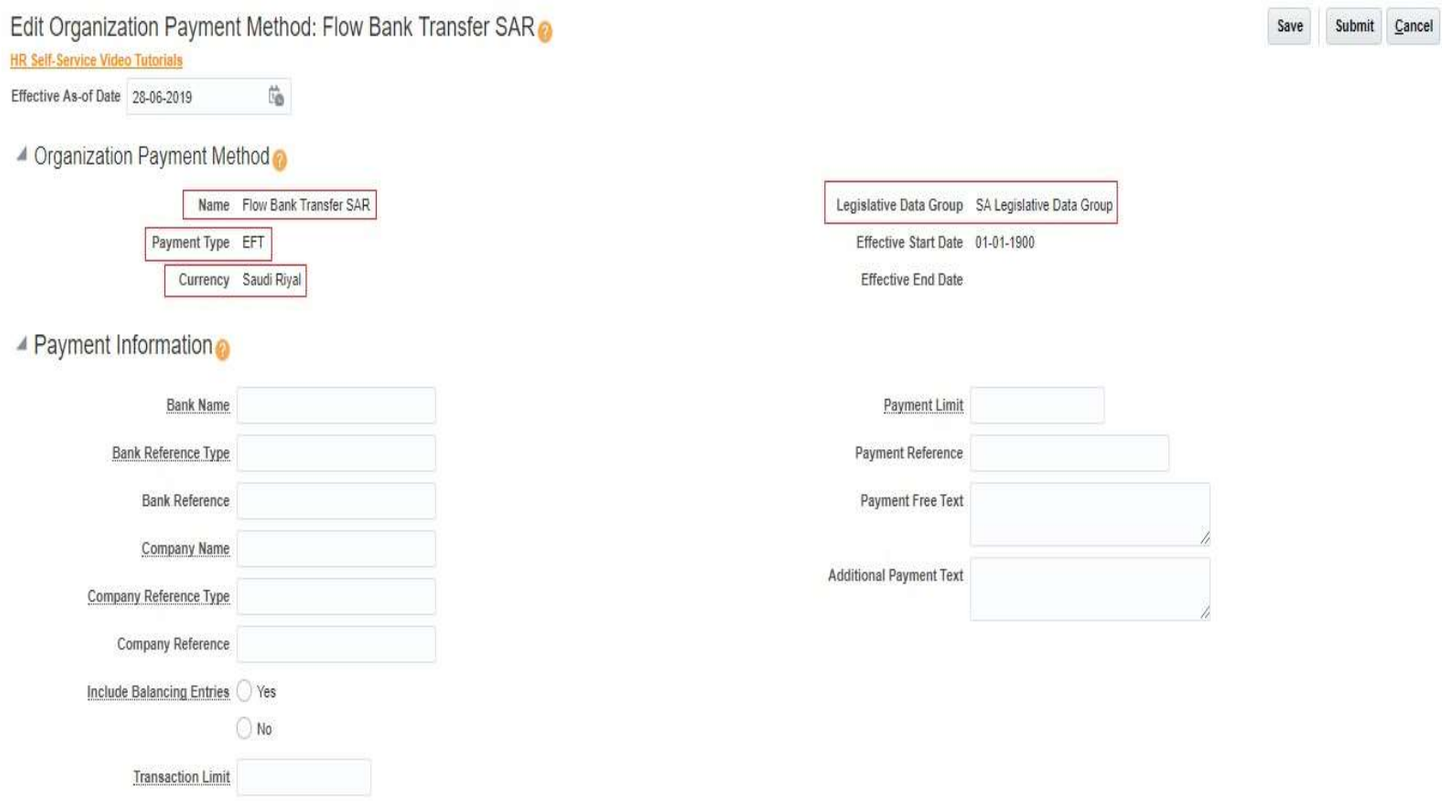

Bank Account: Advanced Tawseel for Goods Transport
Edit
Done
HR Self-Service Video Tutorials
Bank Al- Baraka Bank
Account Name Advanced Tawseel for Goods Transport
Account Number XXXXXXXXXX-001
Currency BHD
Legal Entity Name ADV TAWSEEL FOR GOODS TRAN SPC
Account Type Checking
Description
IBAN
Bank Branch Manama
Check Digit
Secondary Account Reference
Account Suffix
Account Use
Payables
Payroll
Receivables
General
Controls
Security
Business Unit Access
GL Accounts
Cash 03990201.0000.11010213.00000000.00.0000.0000
Cash Clearing 03990201.0000.11010213.00000000.00.0000.0000
Reconciliation Differences
Additional Information
Alternate Account Name
Account Holder
Alternate Account Holder
EFT Number
Agency Location Code
Active
Multicurrency account
Netting account
Regional Information

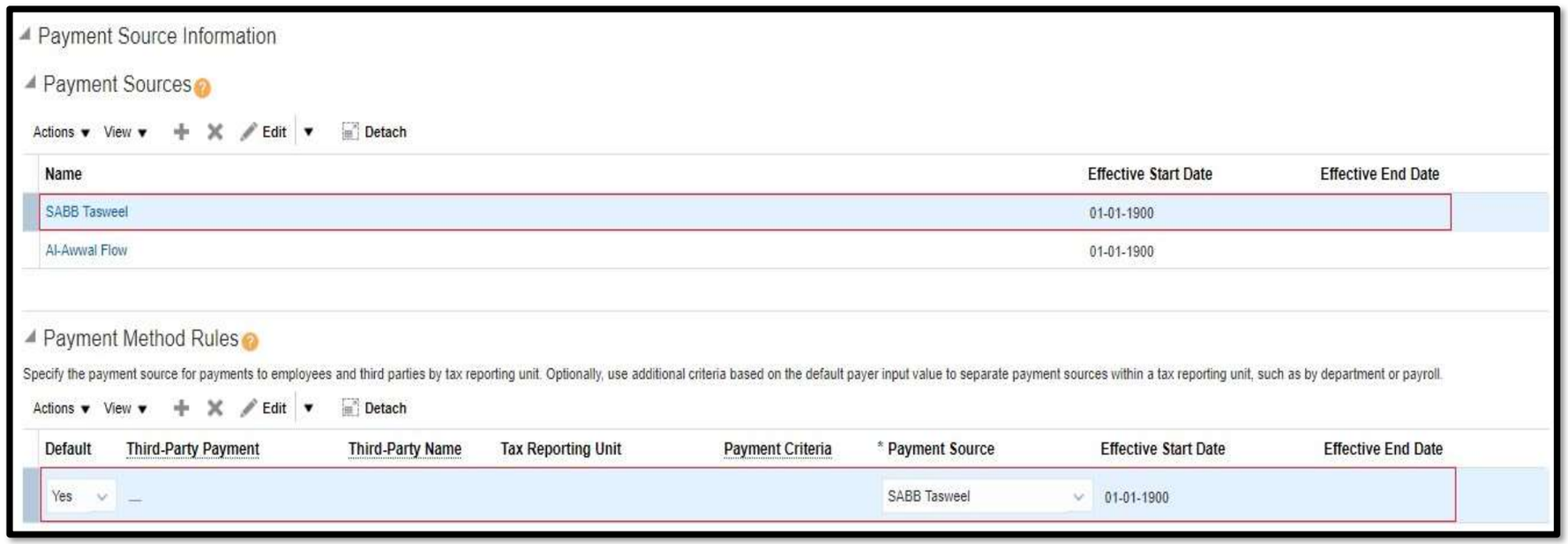

Bank Account: Advanced Tawseel for Goods Transport
Edit
Done
HR Self-Service Video Tutorials
Bank Al- Baraka Bank
Account Name Advanced Tawseel for Goods Transport
Account Number XXXXXXXXXX-001
Currency BHD
Legal Entity Name ADV TAWSEEL FOR GOODS TRAN SPC
Account Type Checking
Description
IBAN
Bank Branch Manama
Check Digit
Secondary Account Reference
Account Suffix
Account Use ✓ Payables
✓ Payroll
✓ Receivables
General
Controls
Security
Business Unit Access
Secure Bank Account by Users and Roles
Actions
View
Format
Freeze
Wrap
Secure By
Name
End Date
No data to display.

Organizational Payment Method

Manage Organization Payment Methods

Manage Organization Payment Methods
Done
HR Self-Service Video Tutorials
Search
Advanced
Saved Search
All Organization Payment
* Required
Name
* Legislative Data Group
SA Legislative Data Grou
Payment Type
* Effective As-of Date
28-06-2019
Search
Reset
Save...
Search Results
Actions
View
Edit
Detach
Name
Payment Type
Currency
Effective Start Date
Effective End Date
Update Status
Flow Bank Transfer SAR
EFT
Saudi Riyal
01-01-1900
Flow Cash SAR
Cash
Saudi Riyal
01-01-1900
Flow Cheque SAR
Cheque
Saudi Riyal
01-01-1900


Edit Organization Payment Method: Flow Bank Transfer SAR
Save
Submit
Cancel
HR Self-Service Video Tutorials
Effective As-of Date 28-06-2019
Organization Payment Method
Name Flow Bank Transfer SAR
Payment Type EFT
Currency Saudi Riyal
Legislative Data Group SA Legislative Data Group
Effective Start Date 01-01-1900
Effective End Date
Payment Information
Bank Name
Bank Reference Type
Bank Reference
Company Name
Company Reference Type
Company Reference
Include Balancing Entries Yes
No
Transaction Limit
Payment Limit
Payment Reference
Payment Free Text
Additional Payment Text


Payment Source Information
Payment Sources
Actions
View
Edit
Detach
Name
Effective Start Date
Effective End Date
SABB Tasweel
01-01-1900
Al-Awwal Flow
01-01-1900
Payment Method Rules
Specify the payment source for payments to employees and third parties by tax reporting unit. Optionally, use additional criteria based on the default payer input value to separate payment sources within a tax reporting unit, such as by department or payroll.
Actions
View
Edit
Detach
Default
Third-Party Payment
Third-Party Name
Tax Reporting Unit
Payment Criteria
* Payment Source
Effective Start Date
Effective End Date
Yes
SABB Tasweel
01-01-1900

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Consolidation Group

Manage Consolidation Groups

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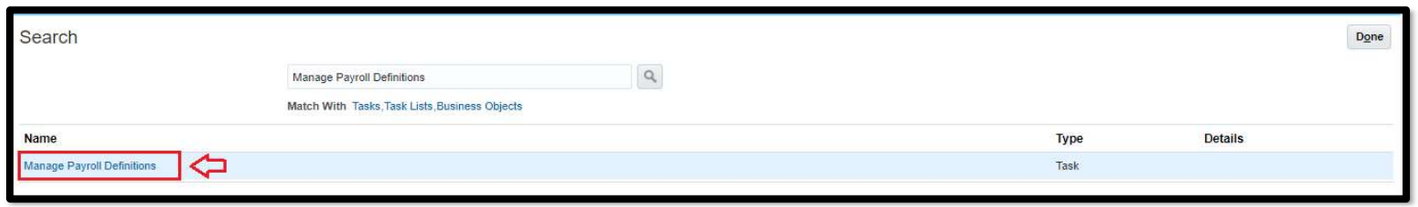
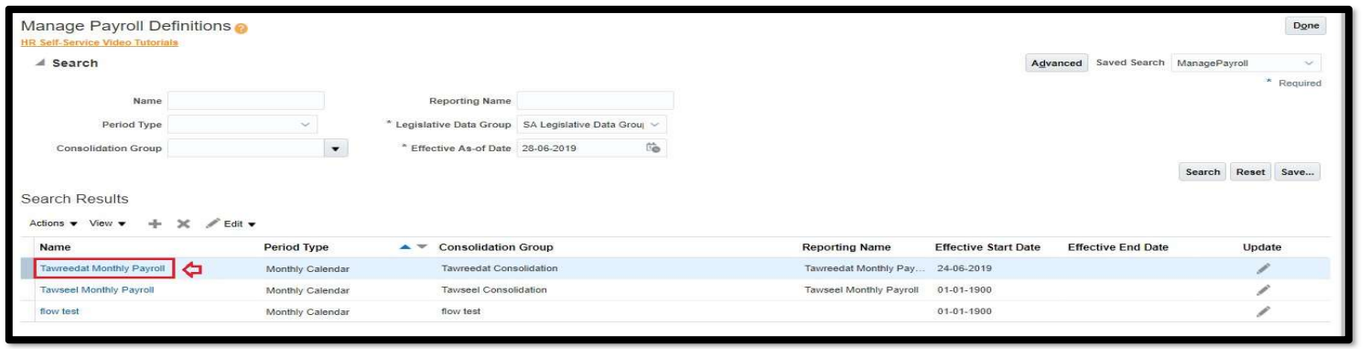
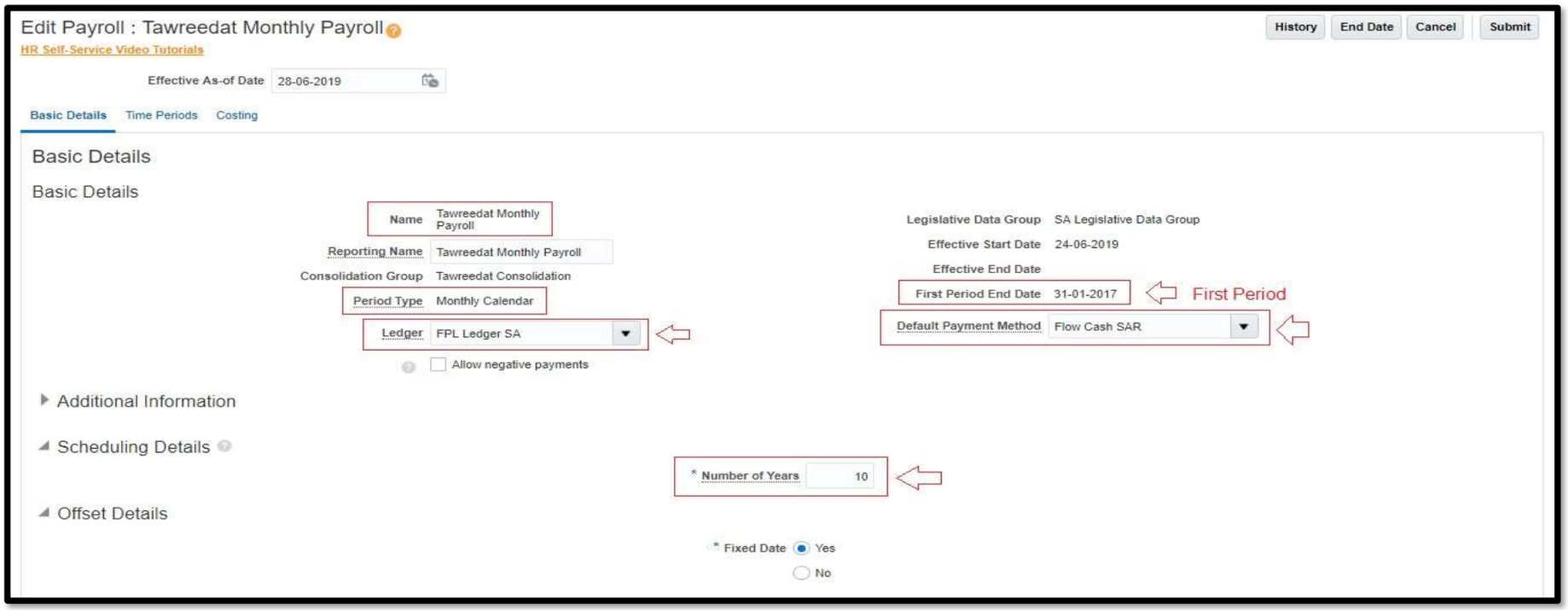
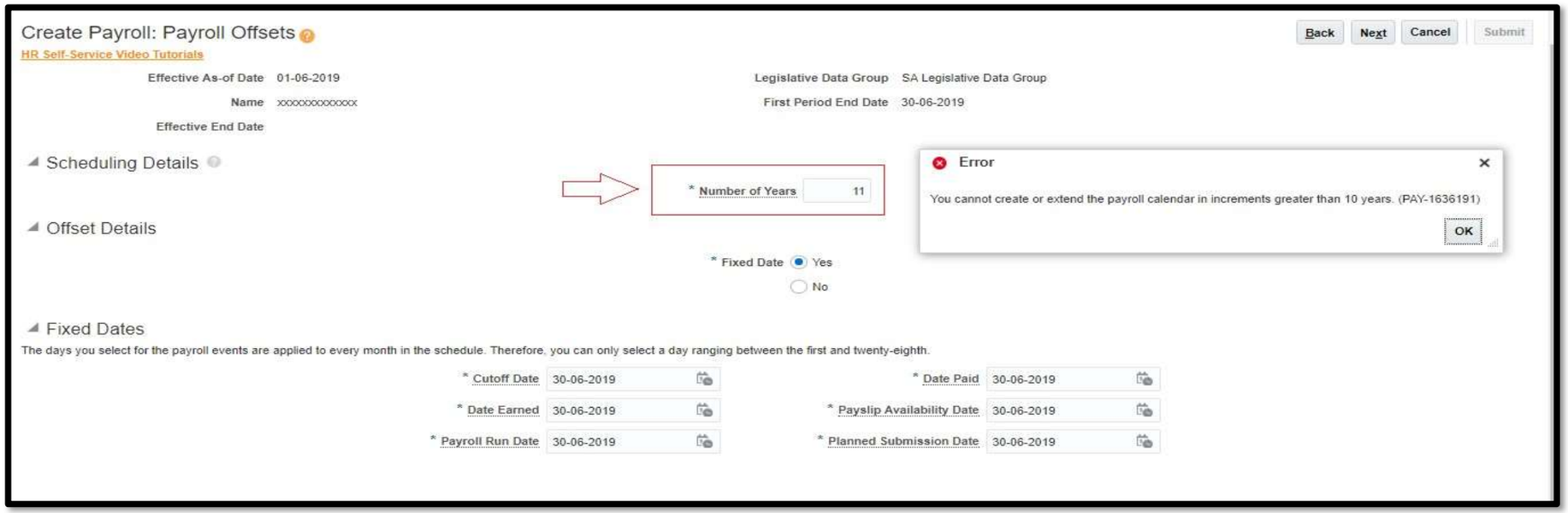
Payroll Definition

Manage Payroll Definitions

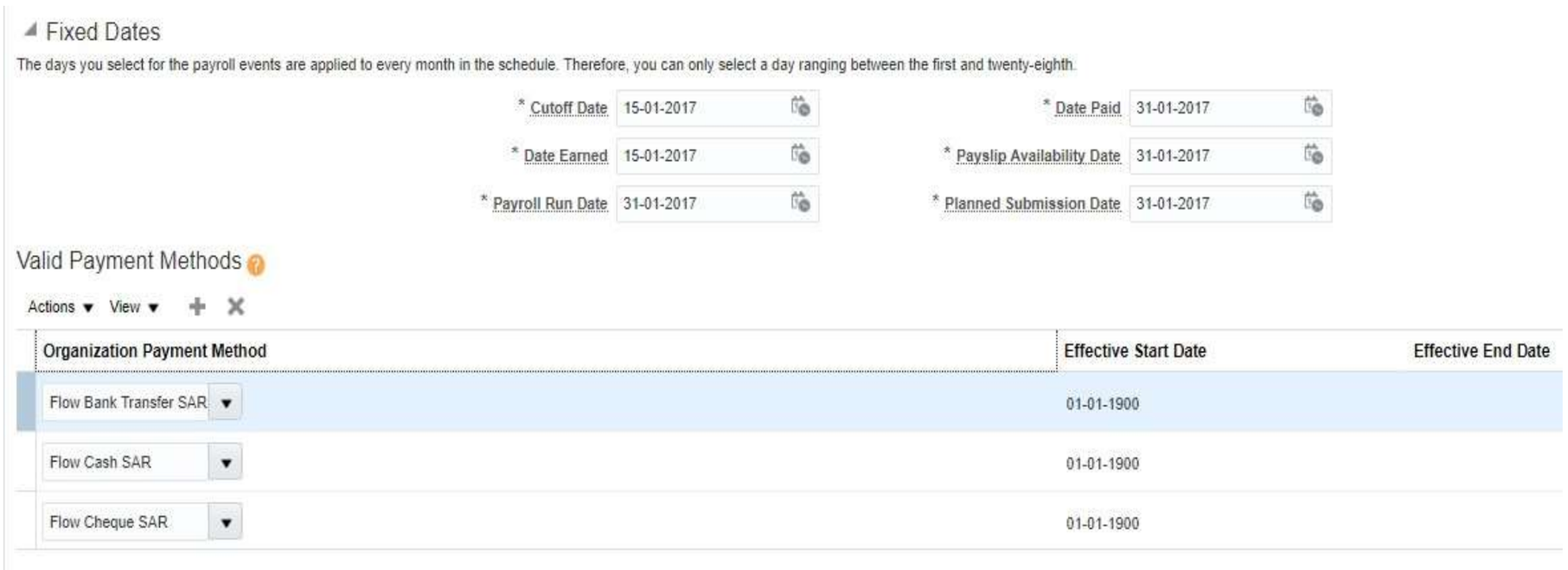





Edit Payroll : Tawreedat Monthly Payroll
History
End Date
Cancel
Submit
HR Self-Service Video Tutorials
Effective As-of Date 28-06-2019
Basic Details
Time Periods
Costing
Basic Details
Basic Details
Name Tawreedat Monthly Payroll
Reporting Name Tawreedat Monthly Payroll
Consolidation Group Tawreedat Consolidation
Period Type Monthly Calendar
Ledger FPL Ledger SA
Allow negative payments
Legislative Data Group SA Legislative Data Group
Effective Start Date 24-06-2019
Effective End Date
First Period End Date 31-01-2017
First Period
Default Payment Method Flow Cash SAR
Additional Information
Scheduling Details
* Number of Years 10
Offset Details
* Fixed Date Yes
No



Number of Years <= 10



Fixed Dates

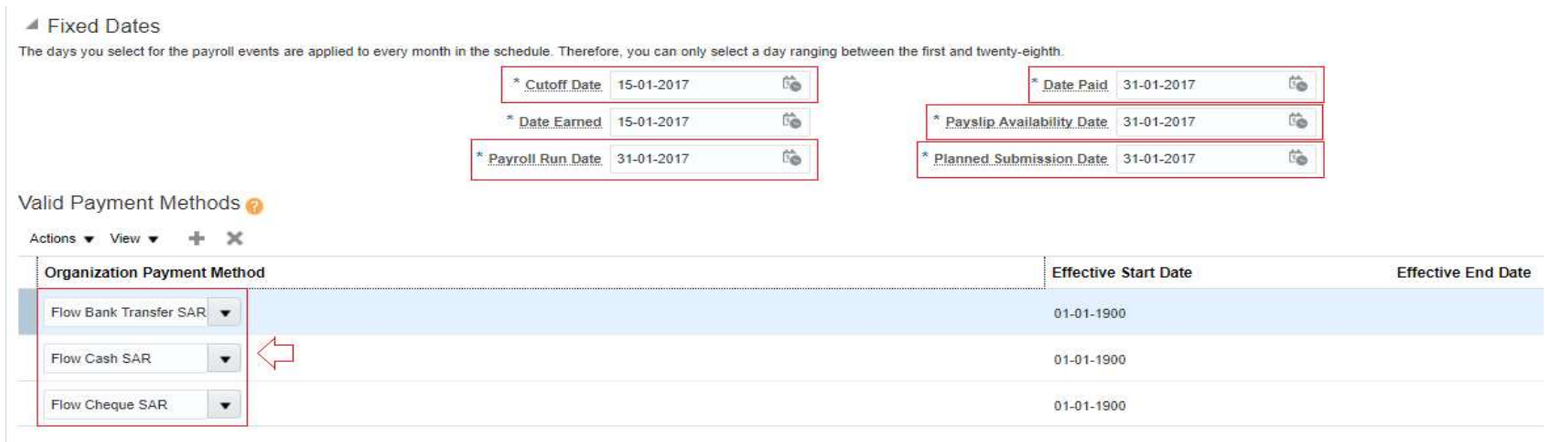
The days you select for the payroll events are applied to every month in the schedule. Therefore, you can only select a day ranging between the first and twenty-eighth.

* Cutoff Date	15-01-2017	* Date Paid	31-01-2017
* Date Earned	15-01-2017	* Payslip Availability Date	31-01-2017
* Payroll Run Date	31-01-2017	* Planned Submission Date	31-01-2017

Valid Payment Methods

Actions ▼ View ▼

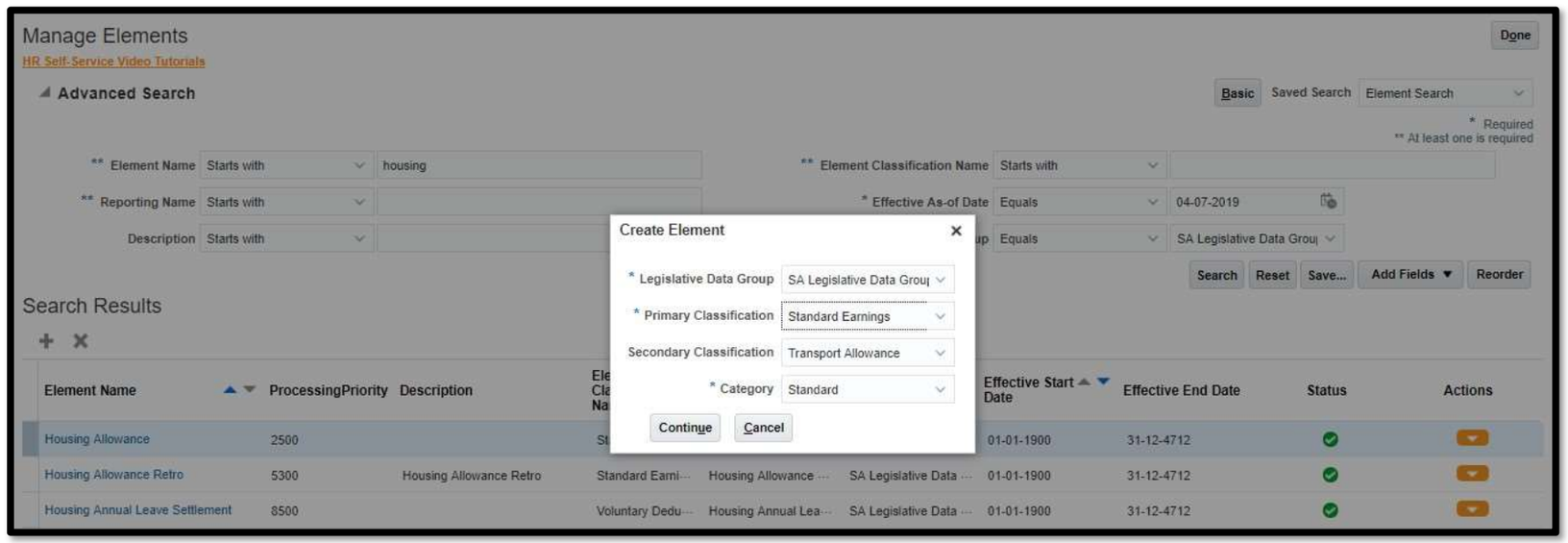
Organization Payment Method	Effective Start Date	Effective End Date
Flow Bank Transfer SAR	01-01-1900	
Flow Cash SAR	01-01-1900	
Flow Cheque SAR	01-01-1900	


Fixed Dates
The days you select for the payroll events are applied to every month in the schedule. Therefore, you can only select a day ranging between the first and twenty-eighth.
* Cutoff Date 15-01-2017
* Date Earned 15-01-2017
* Payroll Run Date 31-01-2017
* Date Paid 31-01-2017
* Payslip Availability Date 31-01-2017
* Planned Submission Date 31-01-2017
Valid Payment Methods
Actions View
Organization Payment Method
Effective Start Date
Effective End Date
Flow Bank Transfer SAR 01-01-1900
Flow Cash SAR 01-01-1900
Flow Cheque SAR 01-01-1900

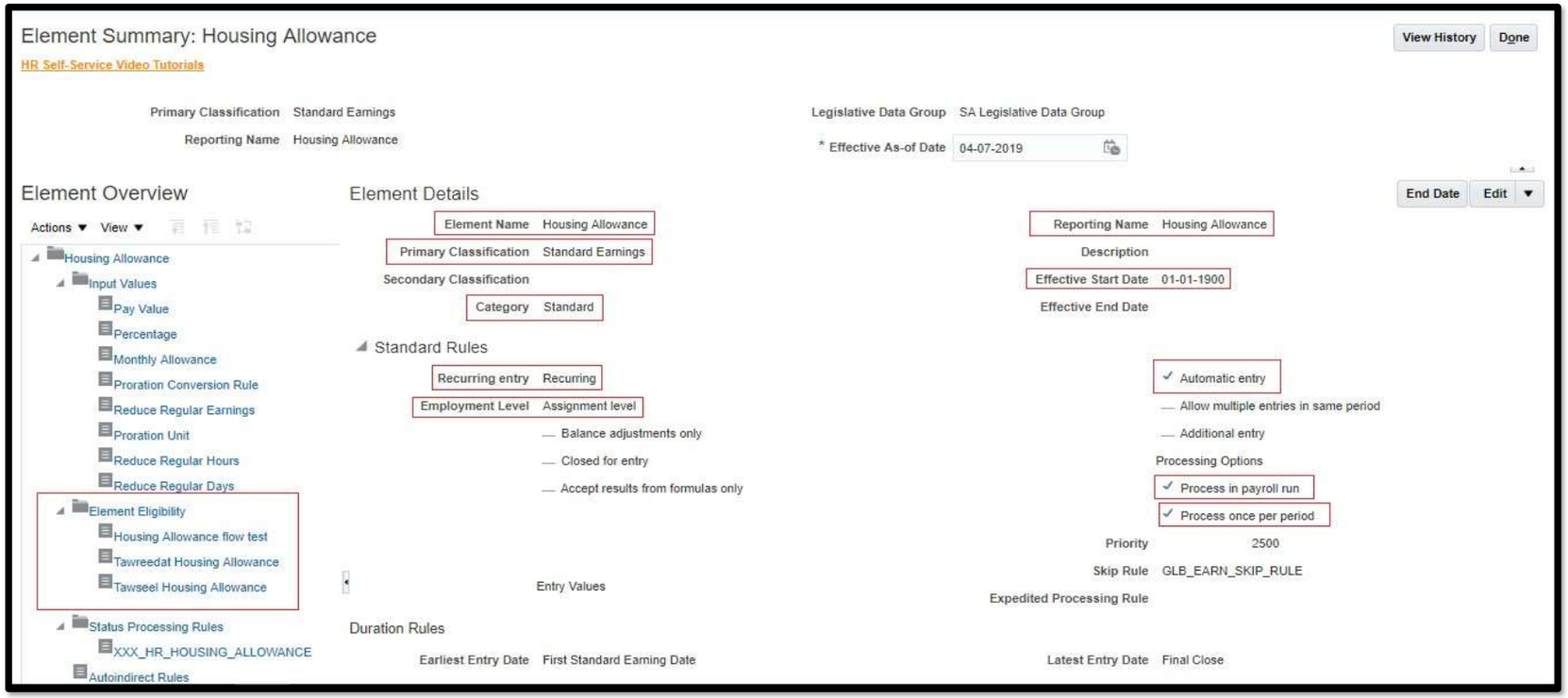
Elements Creation

- Eligibility
- Formula
- Formula Results

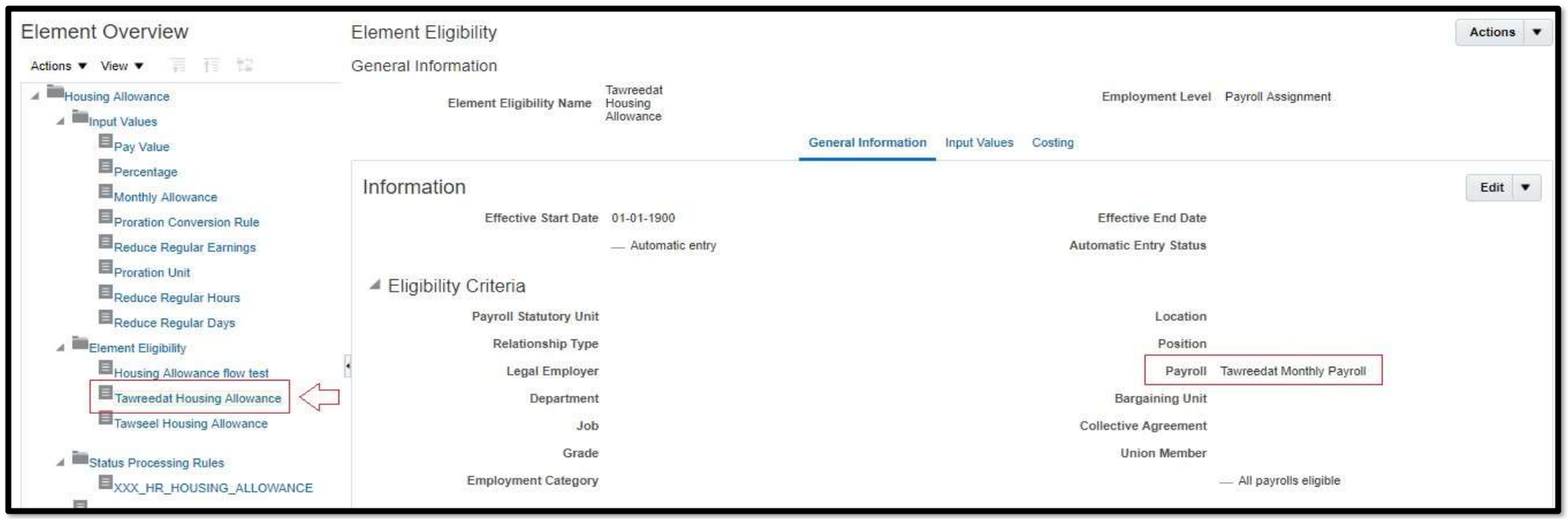
Manage Elements



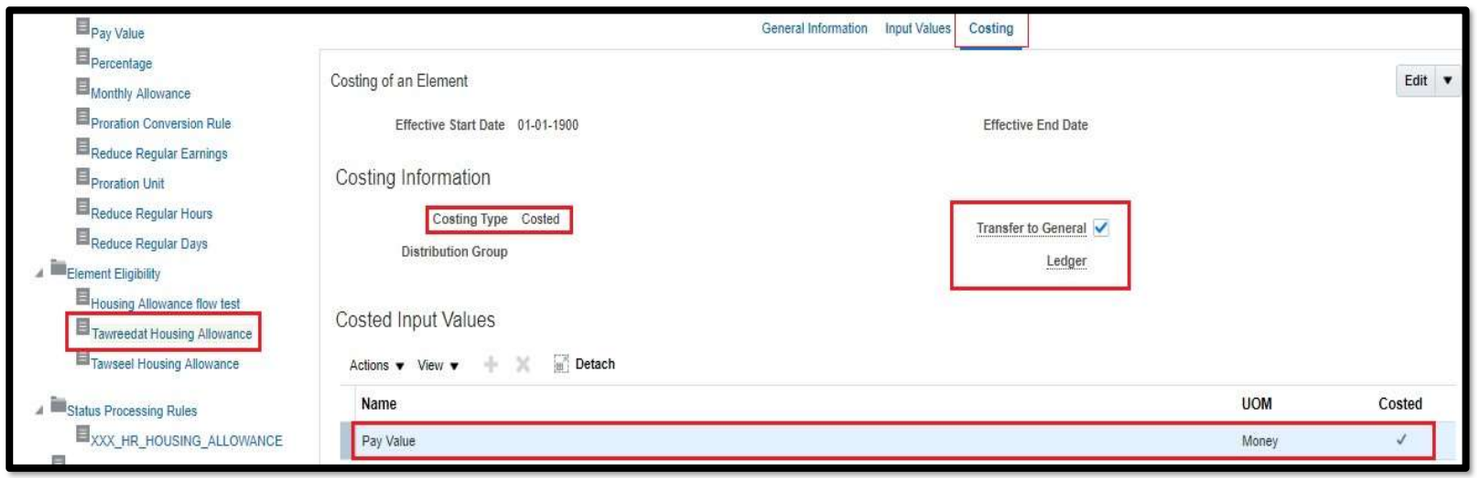
Create Element: Basic Information
Back
Next
Submit
Cancel
HR Self-Service Video Tutorials
* Name
* Reporting Name
Description
Element Classification Name Standard Earnings
Legislative Data Group SA Legislative Data Group
* Effective Date 04-07-2019
Currency
* Input Currency Saudi Riyal
Durations
Should every person eligible for the element automatically receive it?
No
Yes
* What is the earliest entry date for this element? First Standard Earning Da
* What is the latest entry date for this element? Final Close
Standard Rules
At which employment level should this element be attached?
Assignment Level
Term Level


Element Summary: Housing Allowance
View History
Done
HR Self-Service Video Tutorials
Primary Classification Standard Earnings
Reporting Name Housing Allowance
Legislative Data Group SA Legislative Data Group
* Effective As-of Date 04-07-2019
Element Overview
Actions
View
Housing Allowance
Input Values
Pay Value
Percentage
Monthly Allowance
Proration Conversion Rule
Reduce Regular Earnings
Proration Unit
Reduce Regular Hours
Reduce Regular Days
Element Eligibility
Housing Allowance flow test
Tawreedat Housing Allowance
Tawseel Housing Allowance
Status Processing Rules
XXX_HR_HOUSING_ALLOWANCE
Autoindirect Rules
Element Details
End Date
Edit
Element Name Housing Allowance
Primary Classification Standard Earnings
Secondary Classification
Category Standard
Reporting Name Housing Allowance
Description
Effective Start Date 01-01-1900
Effective End Date
Standard Rules
Recurring entry Recurring
Employment Level Assignment level
Balance adjustments only
Closed for entry
Accept results from formulas only
Automatic entry
Allow multiple entries in same period
Additional entry
Processing Options
Process in payroll run
Process once per period
Priority 2500
Skip Rule GLB_EARN_SKIP_RULE
Expedited Processing Rule
Entry Values
Duration Rules
Earliest Entry Date First Standard Earning Date
Latest Entry Date Final Close

Eligibility

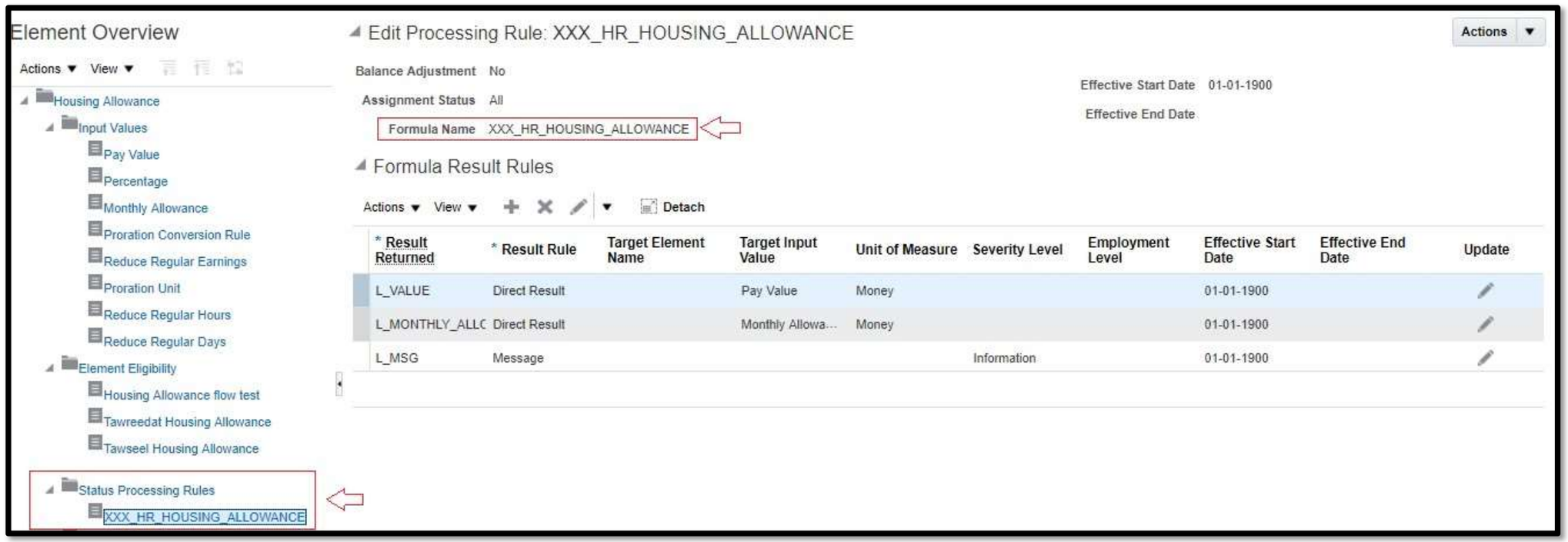


❑ Costing


Pay Value
Percentage
Monthly Allowance
Proration Conversion Rule
Reduce Regular Earnings
Proration Unit
Reduce Regular Hours
Reduce Regular Days
Element Eligibility
Housing Allowance flow test
Tawreedat Housing Allowance
Tawseel Housing Allowance
Status Processing Rules
XXX_HR_HOUSING_ALLOWANCE
General Information
Input Values
Costing
Costing of an Element
Edit
Effective Start Date 01-01-1900
Effective End Date
Costing Information
Costing Type Costed
Distribution Group
Transfer to General Ledger
Costed Input Values
Actions
View
Detach
Name
UOM
Costed
Pay Value
Money

Cost Account
Cost Center
Account 61010102
Offset Account
Division 02990201
Cost Center 0000
Account 21030202
Intercompany 00000000
product 00
Customer 0000
Future1 0000

❑ Formula

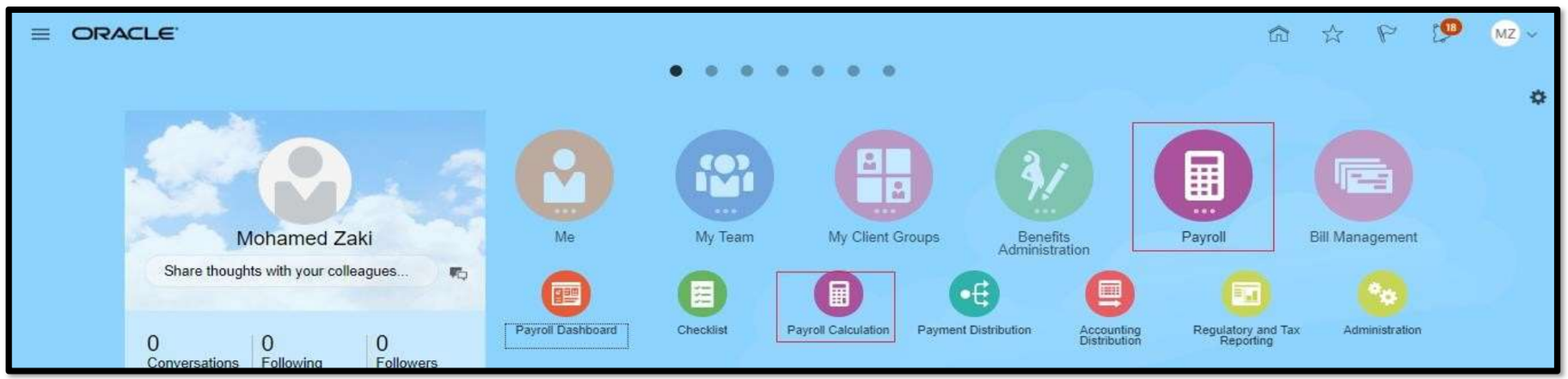

Element Overview
Actions
View
Housing Allowance
Input Values
Pay Value
Percentage
Monthly Allowance
Proration Conversion Rule
Reduce Regular Earnings
Proration Unit
Reduce Regular Hours
Reduce Regular Days
Element Eligibility
Housing Allowance flow test
Tawreedat Housing Allowance
Tawseel Housing Allowance
Status Processing Rules
XXX_HR_HOUSING_ALLOWANCE
Edit Processing Rule: XXX_HR_HOUSING_ALLOWANCE
Actions
Balance Adjustment No
Assignment Status All
Formula Name XXX_HR_HOUSING_ALLOWANCE
Effective Start Date 01-01-1900
Effective End Date
Formula Result Rules
Actions
View
Detach
* Result Returned
* Result Rule
Target Element Name
Target Input Value
Unit of Measure
Severity Level
Employment Level
Effective Start Date
Effective End Date
Update
L_VALUE Direct Result Pay Value Money 01-01-1900
L_MONTHLY_ALLC Direct Result Monthly Allowa... Money 01-01-1900
L_MSG Message Information 01-01-1900

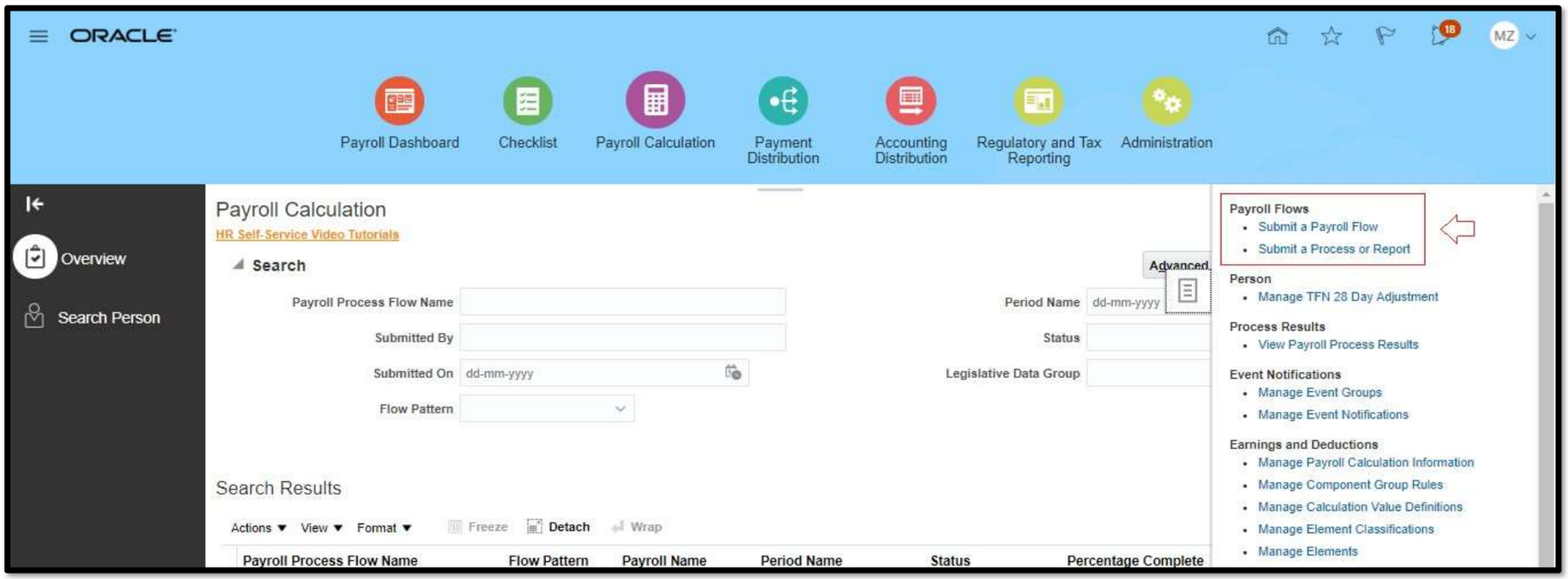
Manage Fast Formulas

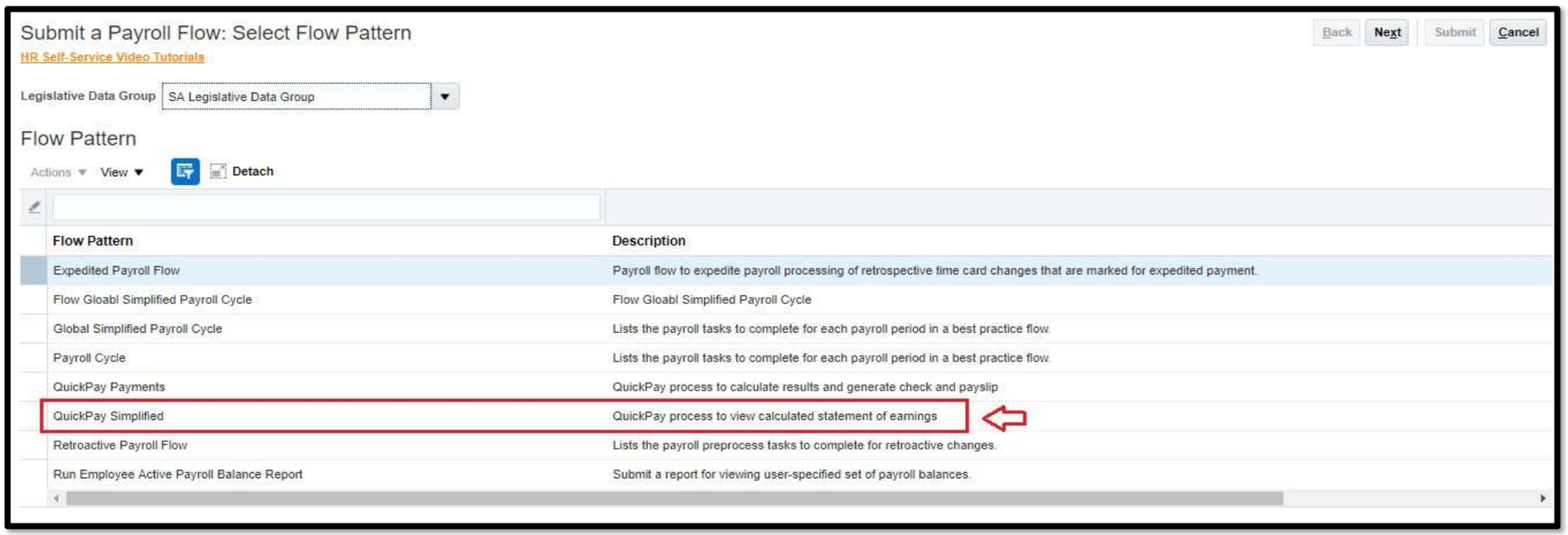
Manage Fast Formulas

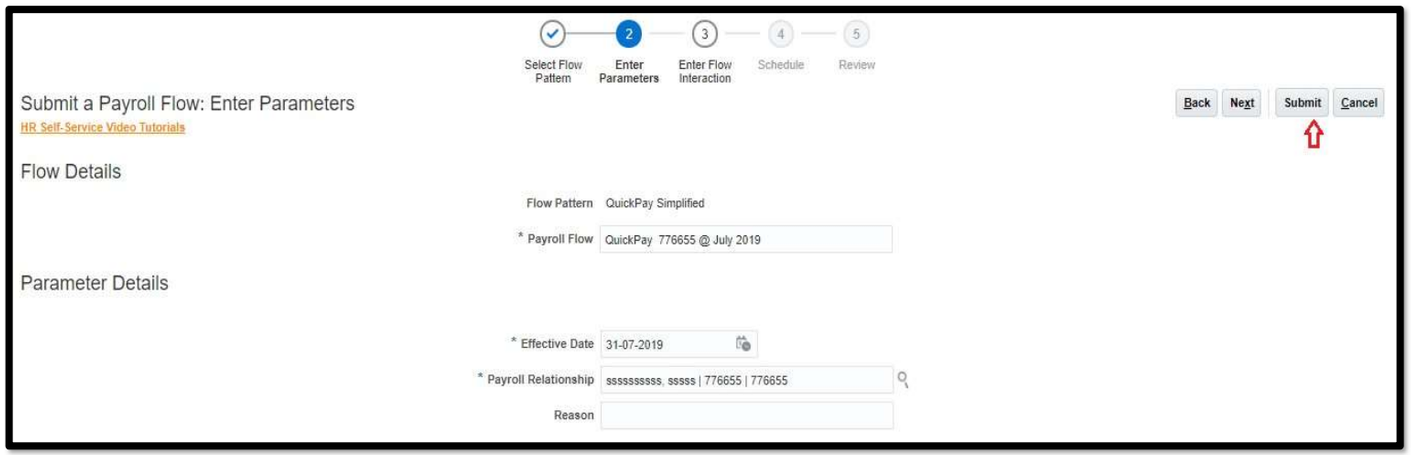
Payroll Run Methods

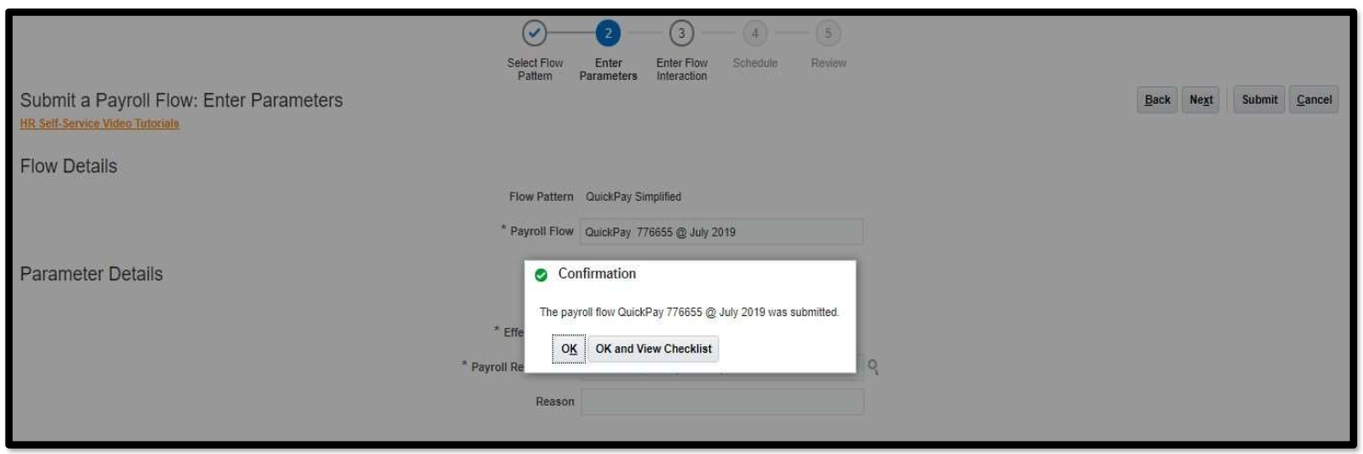
- ❑ Quick Pay
- ❑ Payroll Calculation

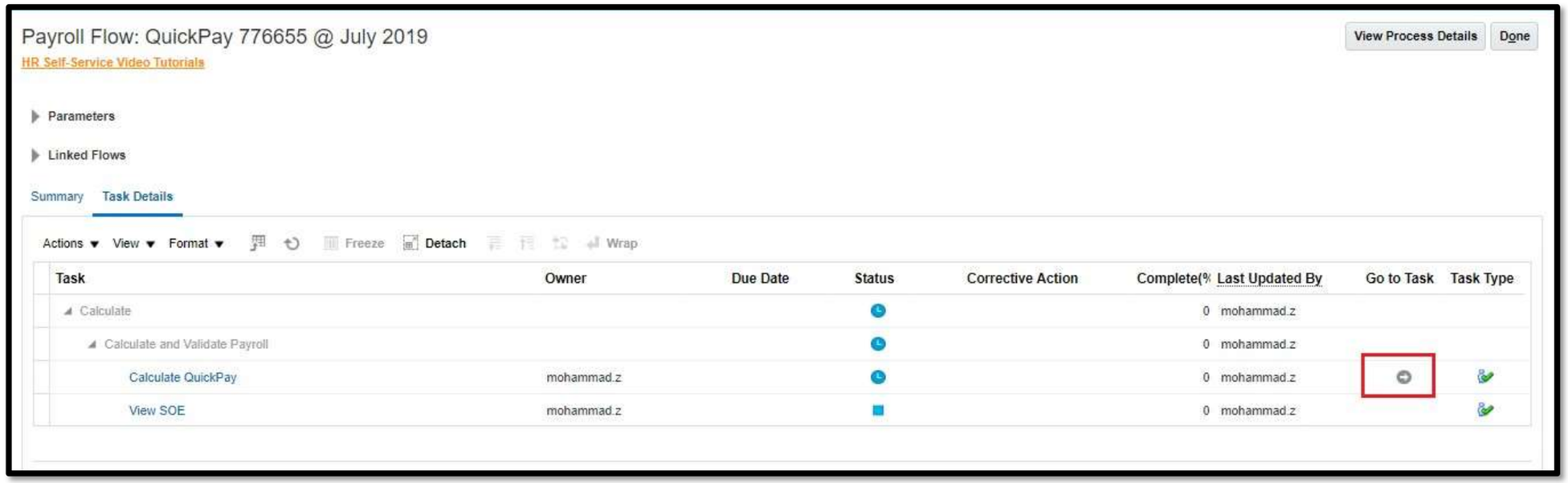


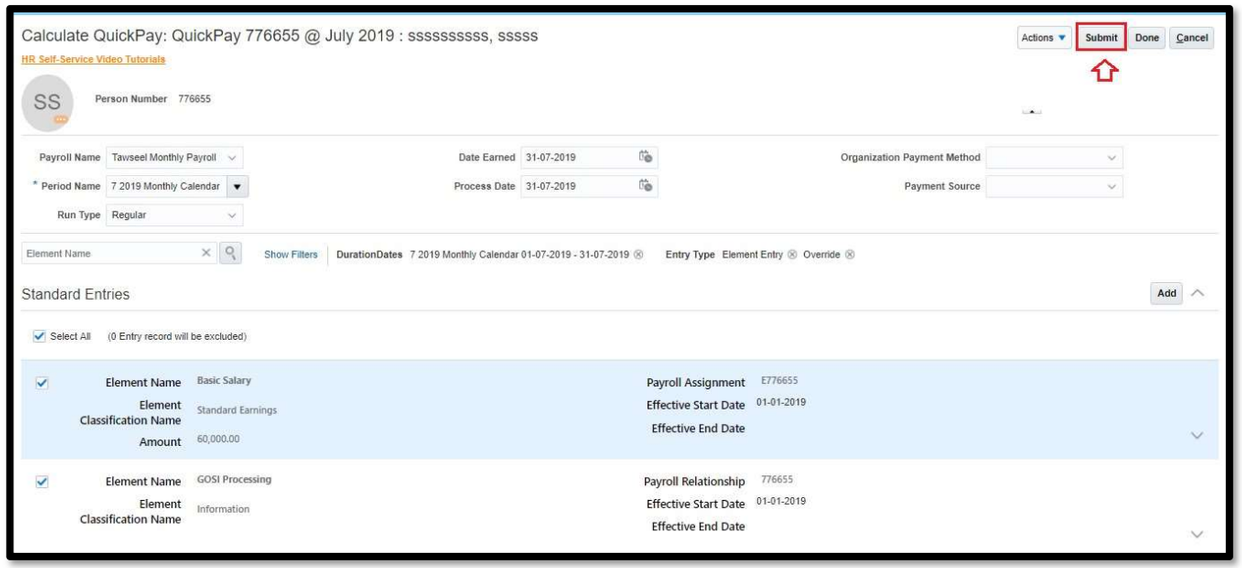

ORACLE
Payroll Dashboard
Checklist
Payroll Calculation
Payment Distribution
Accounting Distribution
Regulatory and Tax Reporting
Administration
Overview
Search Person
Payroll Calculation
HR Self-Service Video Tutorials
Search
Advanced
Payroll Process Flow Name
Submitted By
Submitted On
dd-mm-yyyy
Flow Pattern
Period Name
Status
Legislative Data Group
Search Results
Actions
View
Format
Freeze
Detach
Wrap
Payroll Process Flow Name
Flow Pattern
Payroll Name
Period Name
Status
Percentage Complete
Payroll Flows
Submit a Payroll Flow
Submit a Process or Report
Person
Manage TFN 28 Day Adjustment
Process Results
View Payroll Process Results
Event Notifications
Manage Event Groups
Manage Event Notifications
Earnings and Deductions
Manage Payroll Calculation Information
Manage Component Group Rules
Manage Calculation Value Definitions
Manage Element Classifications
Manage Elements


Submit a Payroll Flow: Select Flow Pattern
Back
Next
Submit
Cancel
HR Self-Service Video Tutorials
Legislative Data Group
SA Legislative Data Group
Flow Pattern
Actions
View
Detach
Flow Pattern
Description
Expedited Payroll Flow
Payroll flow to expedite payroll processing of retrospective time card changes that are marked for expedited payment.
Flow Gloabl Simplified Payroll Cycle
Flow Gloabl Simplified Payroll Cycle
Global Simplified Payroll Cycle
Lists the payroll tasks to complete for each payroll period in a best practice flow.
Payroll Cycle
Lists the payroll tasks to complete for each payroll period in a best practice flow.
QuickPay Payments
QuickPay process to calculate results and generate check and payslip
QuickPay Simplified
QuickPay process to view calculated statement of earnings
Retroactive Payroll Flow
Lists the payroll preprocess tasks to complete for retroactive changes.
Run Employee Active Payroll Balance Report
Submit a report for viewing user-specified set of payroll balances.

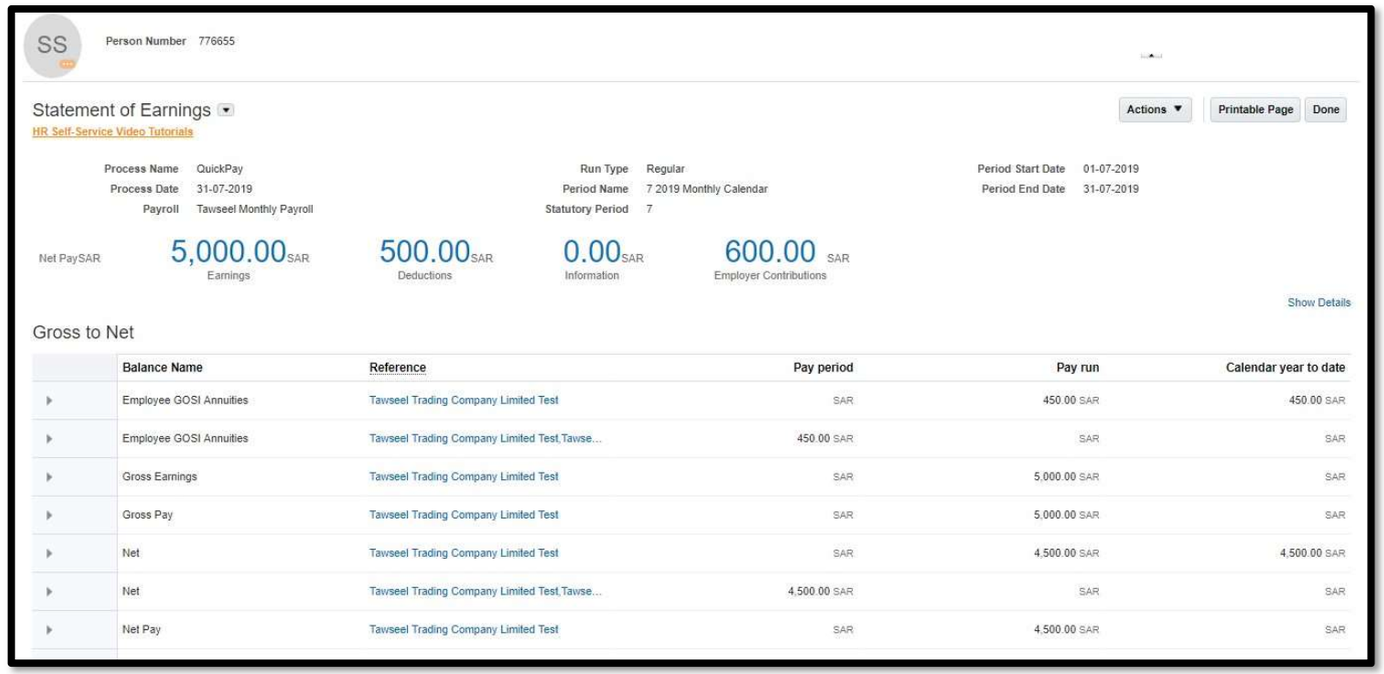

1 Select Flow Pattern
2 Enter Parameters
3 Enter Flow Interaction
4 Schedule
5 Review
Submit a Payroll Flow: Enter Parameters
HR Self-Service Video Tutorials
Back
Next
Submit
Cancel
Flow Details
Flow Pattern QuickPay Simplified
* Payroll Flow QuickPay 776655 @ July 2019
Parameter Details
* Effective Date 31-07-2019
* Payroll Relationship sssssssss, sssss | 776655 | 776655
Reason


1 Select Flow Pattern
2 Enter Parameters
3 Enter Flow Interaction
4 Schedule
5 Review
Submit a Payroll Flow: Enter Parameters
HR Self-Service Video Tutorials
Back
Next
Submit
Cancel
Flow Details
Flow Pattern QuickPay Simplified
* Payroll Flow QuickPay 776655 @ July 2019
Parameter Details
Confirmation
The payroll flow QuickPay 776655 @ July 2019 was submitted.
OK
OK and View Checklist
Reason


Payroll Flow: QuickPay 776655 @ July 2019
View Process Details
Done
HR Self-Service Video Tutorials
Parameters
Linked Flows
Summary
Task Details
Actions
View
Format
Freeze
Detach
Wrap
Task
Owner
Due Date
Status
Corrective Action
Complete(%
Last Updated By
Go to Task
Task Type
Calculate
0 mohammad.z
Calculate and Validate Payroll
0 mohammad.z
Calculate QuickPay
mohammad.z
0 mohammad.z
View SOE
mohammad.z
0 mohammad.z


Calculate QuickPay: QuickPay 776655 @ July 2019 : sssssssss, sssss
Actions
Submit
Done
Cancel
HR Self-Service Video Tutorials
SS
Person Number 776655
Payroll Name Tawseel Monthly Payroll
* Period Name 7 2019 Monthly Calendar
Run Type Regular
Date Earned 31-07-2019
Process Date 31-07-2019
Organization Payment Method
Payment Source
Element Name
Show Filters
DurationDates 7 2019 Monthly Calendar 01-07-2019 - 31-07-2019
Entry Type Element Entry Override
Standard Entries
Add
Select All (0 Entry record will be excluded)
Element Name Basic Salary
Element Classification Name Standard Earnings
Amount 60,000.00
Payroll Assignment E776655
Effective Start Date 01-01-2019
Effective End Date
Element Name GOSI Processing
Element Classification Name Information
Payroll Relationship 776655
Effective Start Date 01-01-2019
Effective End Date

Calculate QuickPay: QuickPay 776655 @ July 2019 : sssssssss, sssss
Actions
Done
HR Self-Service Video Tutorials
SS
Person Number 776655
Calculate QuickPay
Actions



SS

Person Number 776655

Statement of Earnings

HR Self-Service Video Tutorials

Actions | Printable Page | Done

Process Name	QuickPay	Run Type	Regular	Period Start Date	01-07-2019
Process Date	31-07-2019	Period Name	7 2019 Monthly Calendar	Period End Date	31-07-2019
Payroll	Tawseel Monthly Payroll	Statutory Period	7		

Net Pay SAR

5,000.00 SAR Earnings

500.00 SAR Deductions

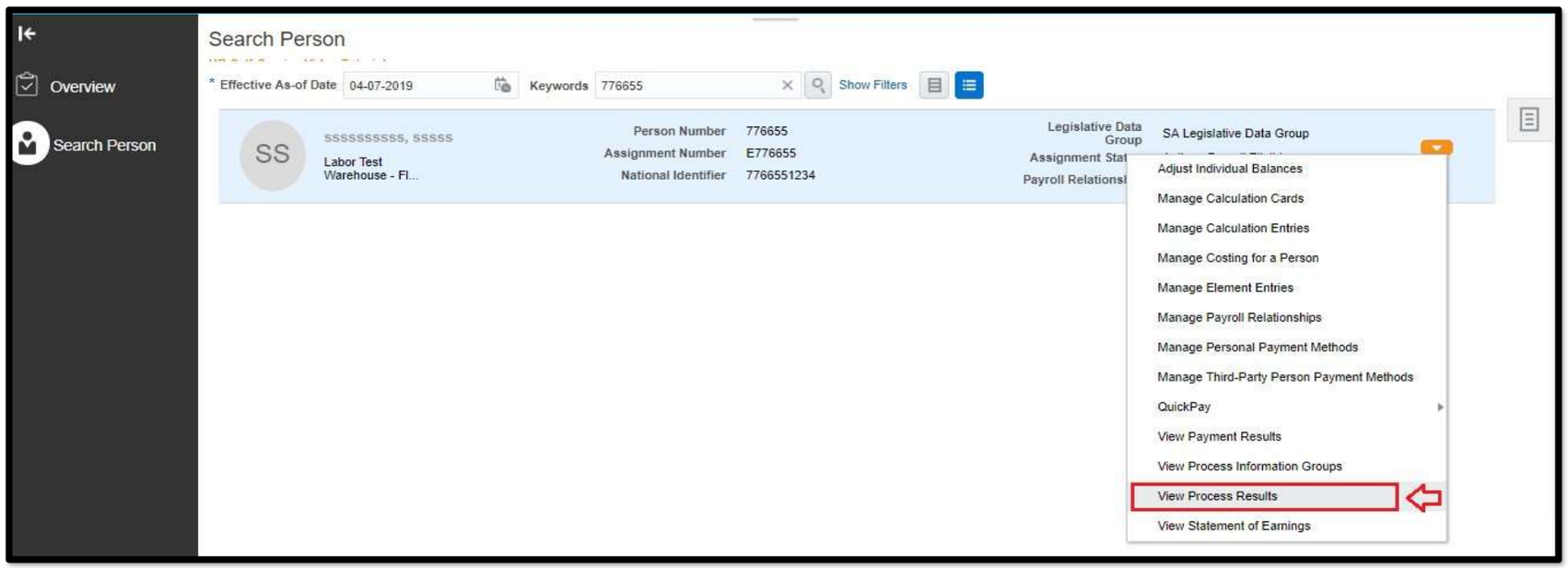
0.00 SAR Information

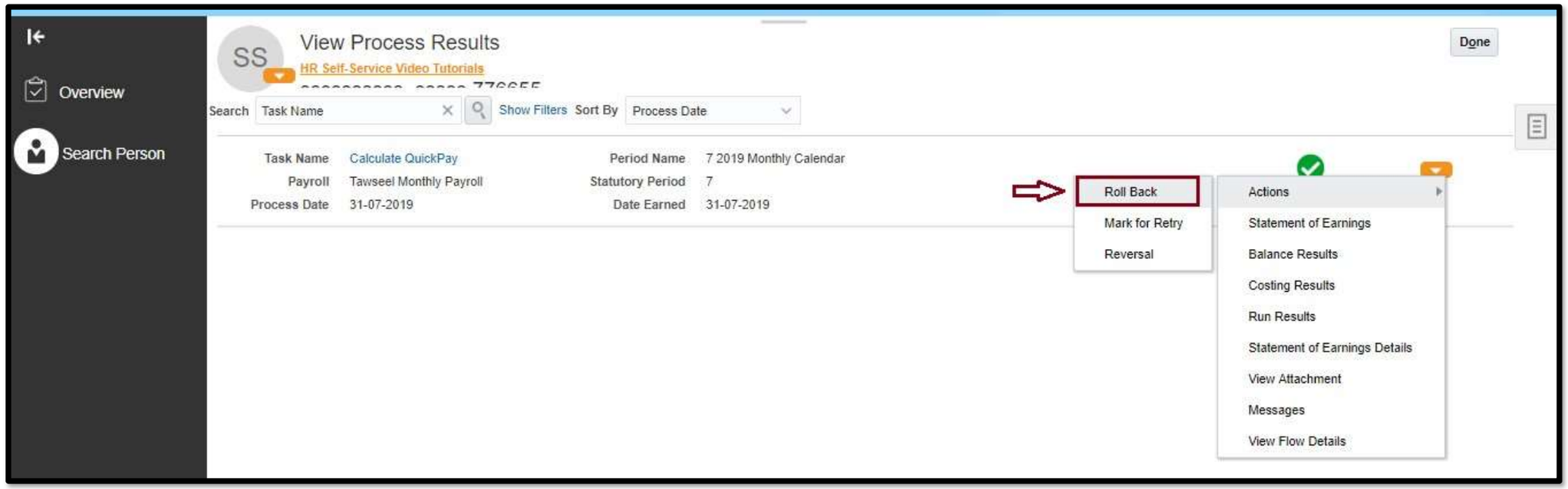
600.00 SAR Employer Contributions

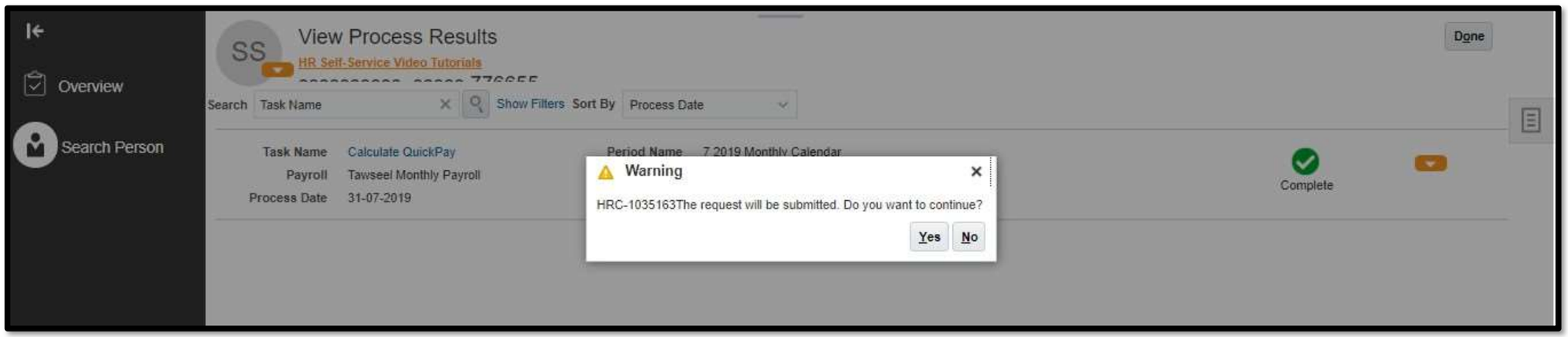
Show Details

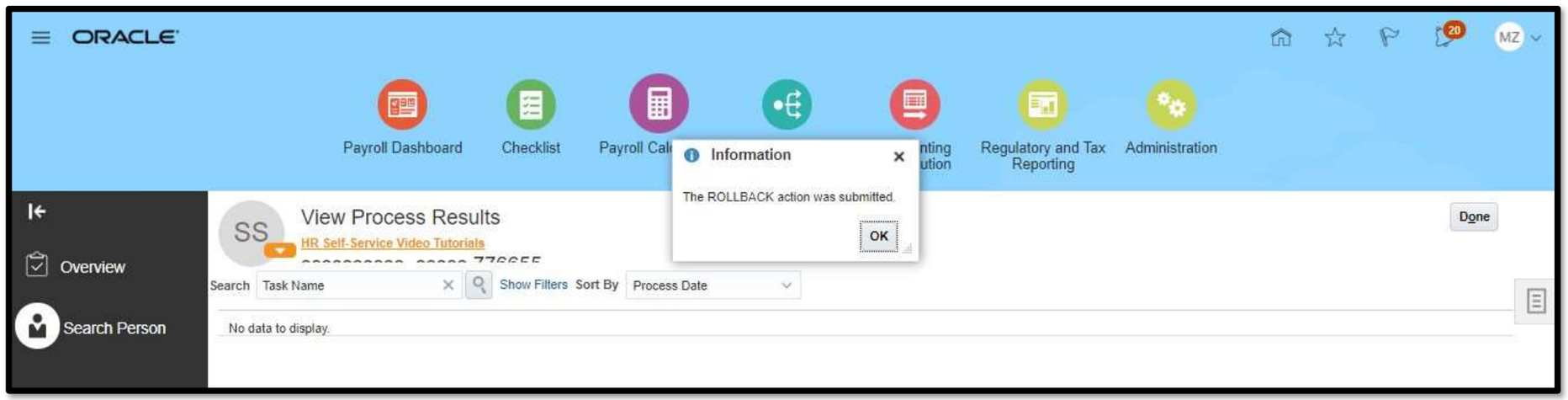
Gross to Net

Balance Name	Reference	Pay period	Pay run	Calendar year to date
Employee GOSI Annuities	Tawseel Trading Company Limited Test	SAR	450.00 SAR	450.00 SAR
Employee GOSI Annuities	Tawseel Trading Company Limited Test,Tawse...	450.00 SAR	SAR	SAR
Gross Earnings	Tawseel Trading Company Limited Test	SAR	5,000.00 SAR	SAR
Gross Pay	Tawseel Trading Company Limited Test	SAR	5,000.00 SAR	SAR
Net	Tawseel Trading Company Limited Test	SAR	4,500.00 SAR	4,500.00 SAR
Net	Tawseel Trading Company Limited Test,Tawse...	4,500.00 SAR	SAR	SAR
Net Pay	Tawseel Trading Company Limited Test	SAR	4,500.00 SAR	SAR

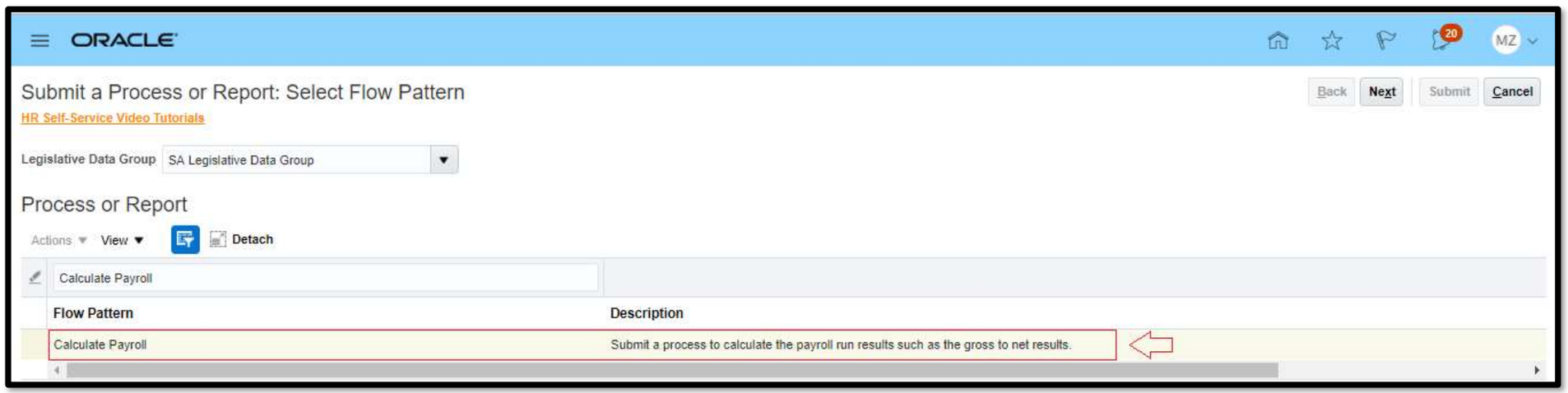

Search Person
Overview
Search Person
* Effective As-of Date
04-07-2019
Keywords
776655
Show Filters
SS
SSSSSSSSS, SSSSS
Labor Test
Warehouse - FI...
Person Number
776655
Assignment Number
E776655
National Identifier
7766551234
Legislative Data Group
SA Legislative Data Group
Adjust Individual Balances
Manage Calculation Cards
Manage Calculation Entries
Manage Costing for a Person
Manage Element Entries
Manage Payroll Relationships
Manage Personal Payment Methods
Manage Third-Party Person Payment Methods
QuickPay
View Payment Results
View Process Information Groups
View Process Results
View Statement of Earnings

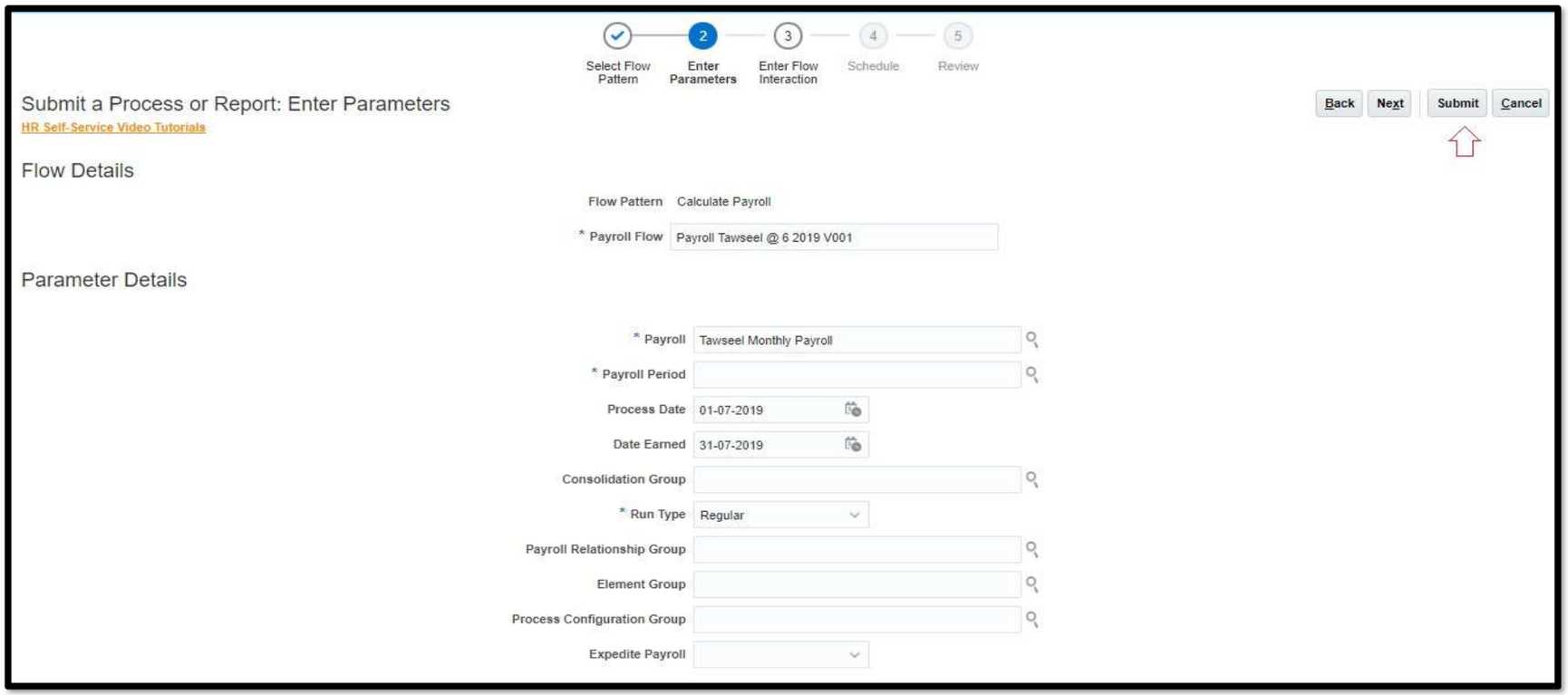

Overview
Search Person
SS
View Process Results
HR Self-Service Video Tutorials
Done
Search
Task Name
Show Filters
Sort By
Process Date
Task Name
Calculate QuickPay
Payroll
Tawseel Monthly Payroll
Process Date
31-07-2019
Period Name
7 2019 Monthly Calendar
Statutory Period
7
Date Earned
31-07-2019
Roll Back
Mark for Retry
Reversal
Actions
Statement of Earnings
Balance Results
Costing Results
Run Results
Statement of Earnings Details
View Attachment
Messages
View Flow Details

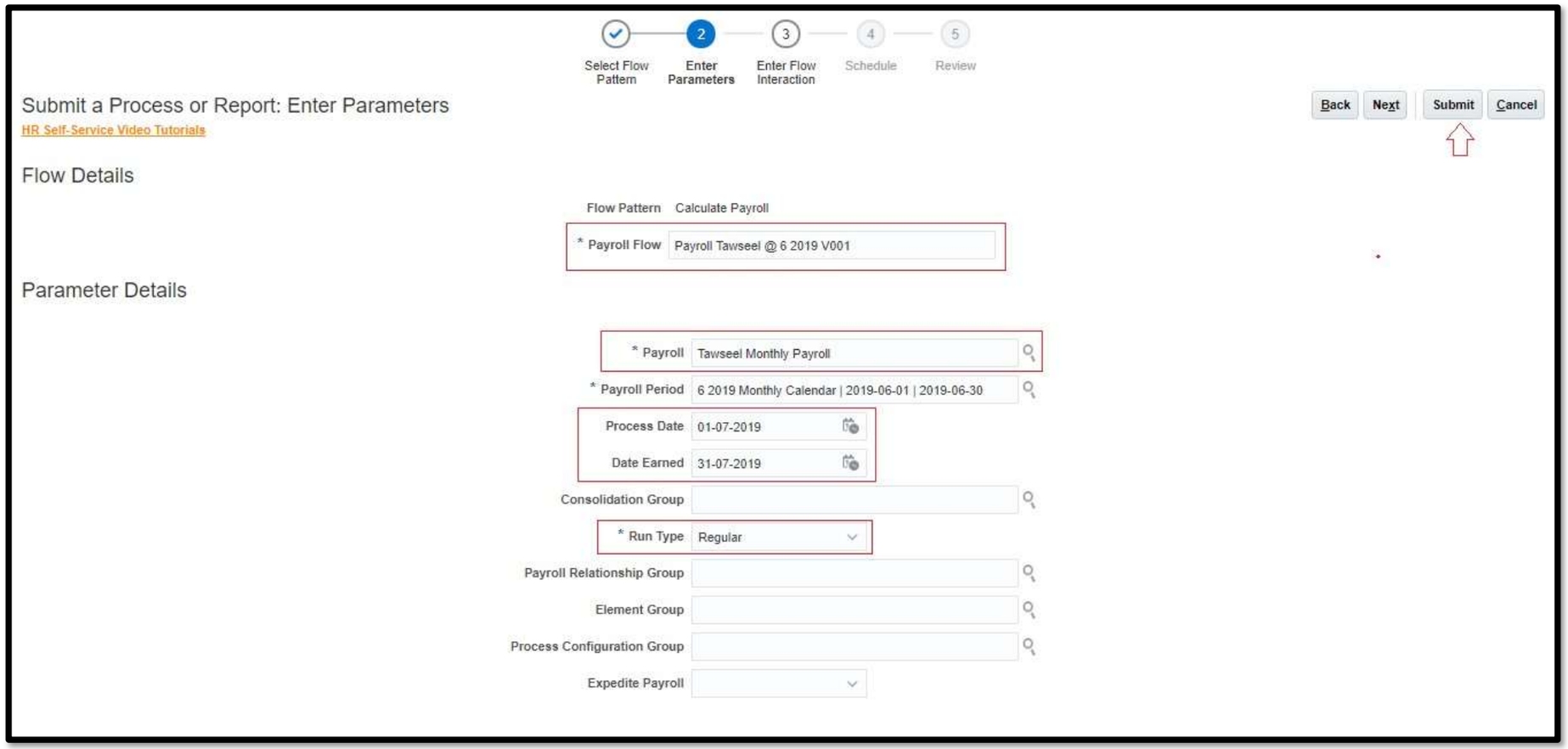

Overview
Search Person
SS
View Process Results
HR Self-Service Video Tutorials
Done
Search
Task Name
Show Filters
Sort By
Process Date
Task Name
Calculate QuickPay
Payroll
Tawseel Monthly Payroll
Process Date
31-07-2019
Period Name
7 2019 Monthly Calendar
Complete
Warning
HRC-1035163The request will be submitted. Do you want to continue?
Yes
No


ORACLE
20
MZ
Payroll Dashboard
Checklist
Payroll Cal
Information
The ROLLBACK action was submitted.
OK
Regulatory and Tax Reporting
Administration
Overview
Search Person
SS
View Process Results
HR Self-Service Video Tutorials
Done
Search
Task Name
Show Filters
Sort By
Process Date
No data to display.

Payroll Calculation


ORACLE
20
MZ
Submit a Process or Report: Select Flow Pattern
Back
Next
Submit
Cancel
HR Self-Service Video Tutorials
Legislative Data Group
SA Legislative Data Group
Process or Report
Actions
View
Detach
Calculate Payroll
Flow Pattern
Description
Calculate Payroll
Submit a process to calculate the payroll run results such as the gross to net results.


Select Flow Pattern
2
Enter Parameters
3
Enter Flow Interaction
4
Schedule
5
Review
Submit a Process or Report: Enter Parameters
HR Self-Service Video Tutorials
Back
Next
Submit
Cancel
Flow Details
Flow Pattern Calculate Payroll
* Payroll Flow Payroll Tawseel @ 6 2019 V001
Parameter Details
* Payroll Tawseel Monthly Payroll
* Payroll Period
Process Date 01-07-2019
Date Earned 31-07-2019
Consolidation Group
* Run Type Regular
Payroll Relationship Group
Element Group
Process Configuration Group
Expedite Payroll


Select Flow Pattern
2
Enter Parameters
3
Enter Flow Interaction
4
Schedule
5
Review
Submit a Process or Report: Enter Parameters
HR Self-Service Video Tutorials
Back
Next
Submit
Cancel
Flow Details
Flow Pattern Calculate Payroll
* Payroll Flow Payroll Tawseel @ 6 2019 V001
Parameter Details
* Payroll Tawseel Monthly Payroll
* Payroll Period 6 2019 Monthly Calendar | 2019-06-01 | 2019-06-30
Process Date 01-07-2019
Date Earned 31-07-2019
Consolidation Group
* Run Type Regular
Payroll Relationship Group
Element Group
Process Configuration Group
Expedite Payroll