Oracle Payroll Report - Submit.A.Flow

Purpose:

This guide provides instructions for submitting payroll reports in Oracle using the Submit.a. Flow process.

Responsibilities:

- Payroll Department
    - Email departments when payroll reports are ready to be run.
    - Processes payroll corrections submitted via the Payroll Correction Form.
- Departments Payroll/Staff
    - Run the IntelliTime "Hours by Pay Code" report.
    - Submit required payroll reports.
    - Review reports for accuracy.
    - Save reports to the designated location.
    - Submit correction requests when discrepancies are identified.
    - Re-run reports and verify information after corrections are completed.

Payroll Reporting

1. Log in to Oracle.
2. Select "My.Client.Groups¡"
3. Click "Show.More¡"
4. Scroll to the "Payroll" module.
5. Select "Submit.A.Flow¡"
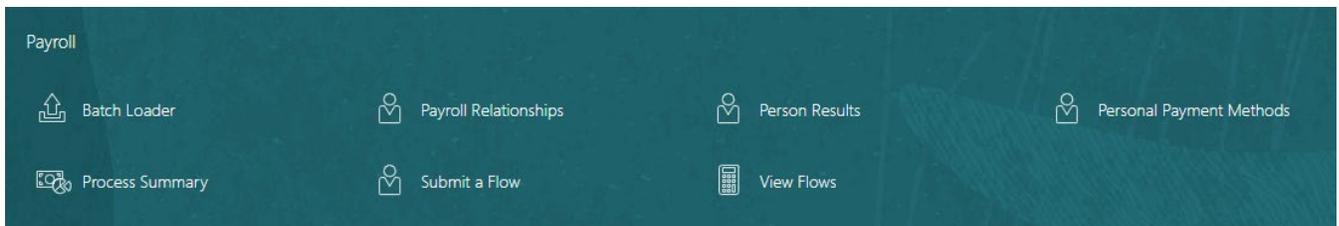
Required Payroll Reports to run in the "Flow Submission"

- SCG Run Periodic Payroll Activity Report (Equivalent to the "Pre_Edit.Report¡" AND

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- SCG Run Payment Register Report (Equivalent to the "Payroll.Journal. Report¡"

SCG Run Payment Register Report	Submit a report to view the payment details such as the payment amount, payslip advice or check number, bank name, account number and account type.
SCG Run Periodic Payroll Activity Report	Submit a report to view balances generated from payroll calculations, balance adjustments and payroll reversals.

Payroll Flow Setup - Periodic Payroll Activity Report

- Payroll Flow:
    - Format – Department Initial PayrollDate_RunDate PAR
    - (Example: SCHD 01152026_010926 PAR)
- Schedule: As Soon As Possible
- Scope: Detail
- Process Start Date: Payroll Check Date
- Process End Date: Payroll Check Date
- Payroll Relationship Group: Department Name
- **Optional Parameters**: Do Not Modify
    - Default: Excel
    - To change the format, select "Report Category" and choose:
    - Excel (Detailed)
    - PDF (Summary)
    - CSV

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- Click Submit at the top of the screen once all fields are confirmed

Overall Activities (1)   Critical Alerts (0)   Completed with Alerts (0)   Related Flows (0)

Tasks (0 of 1 completed)

Run Periodic Payroll Activity Report   Report   In Progress

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Report Completion & Download

- When the report status shows <u>Complete</u>, click the Download icon. ⤓
- Save the report to the designated department server/ shared drive.
- Reports may also be accessed later by navigating to "Payroll‹ > "View.Flows¡"

<u>Report Review Standards</u>

- Excel Reports:
  - Parameters Tab – Summary View
  - Detail Tab – Comprehensive Details
- Reports are sorted alphabetically by First Name
- We <u>do not</u> have to dock Temporary Employees one (1) hour in Oracle