



# OHUG 2020 Global Conference

*June 7-10, New Orleans*

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# Oracle Cloud Payroll Year End: A Practitioner's View

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# Oracle Cloud Payroll Year End

- Resources Available
- Preparation
- Validation
- Year End Process Flow
- Pre-Archival Reporting in Oracle Payroll
- Balancing Reports
- Diagnostic Reports
- Reconciliation Reports
- W2 Mapping
- Third Party Vendors
- Start of Year Preparation



# Year End Resources Available

- HCM – Oracle HCM Cloud Payroll Year-End Program Review



PDF File

- Oracle HCM Cloud Payroll Year-End Program Review  
**Recording**

<https://cloudcustomerconnect.oracle.com/posts/3a9191142b>



# Where to find the information and how to get updates

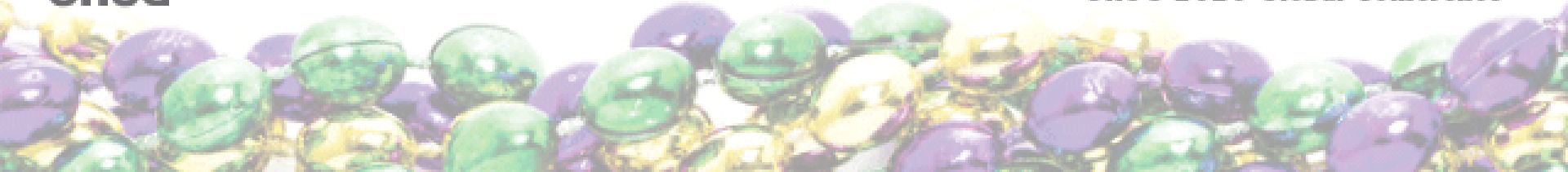
- United States Information Center (Doc ID 2063588.2)
- > US – Payroll tab > top right for EOY
  - 2020 W-4 Announcement
  - Tax Card User Interface Migration
- Updates:
  - United States Information Center > Welcome tab > Product Documentation > Other Documents > HowTo Use My Oracle Support Hot Topics Email Subscription Feature
    - By subscribing, you will receive a email notification when we update the document
- Human Resources What's New – 19D
  - Hot Topics – Encourage customers and partners to subscribe (Doc ID 1677334.1)

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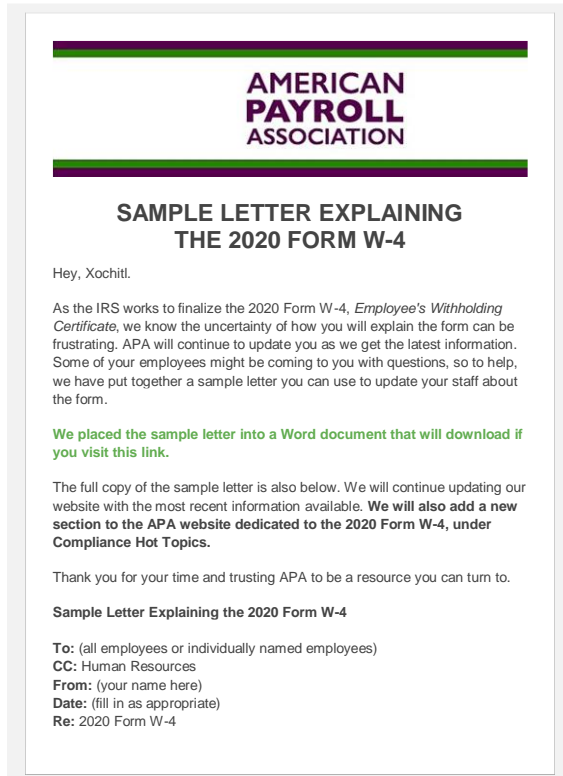
## End-of-Year Processing and Other

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- [2020 W-4 Announcement](#)
- [EEO-1 Component 2 Reporting Announcement](#)
- [EEO1 Component 2 Note - Electronic File Issue](#)
- [End-of-Year Payroll Processing Checklist](#)
- [End-of-Year Processing Guide](#)
- [Payroll Legislative Update 2019 - 2020](#)
- [Tax Card User Interface Migration](#)
- [Year-End Payroll Processing Overview for Puerto Rico and Guam 2018](#)
- [Year-End Payroll W-2 Processing Recorded Training](#)



# 2020 Form W4 – Who do we Tell & What do we Tell Them?



Sample Letter to Employees from APA  
[We placed the sample letter into a Word document that will download if you visit this link.](#)

IRS's Tax Withholding Estimator  
([www.irs.gov/W4App](http://www.irs.gov/W4App))

IRS Frequently Asked Questions that you may find helpful as you complete the form

(<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>).



APA will also add a new section to their website dedicated to the 2020 Form W-4, under Compliance Hot Topics.

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# Year End Resources- Oracle Cloud Documentation

- Cloud Customer Connect <https://cloudcustomerconnect.oracle.com/pages/home>
- My Oracle Support MOS - <https://support.oracle.com>
- Oracle Update Policy - <https://support.oracle.com> Doc ID 1966109.1
- Oracle HCM Information Center - <https://support.oracle.com> Doc ID 2063588.2
- Oracle HCM All White Papers - <https://support.oracle.com> Doc ID 1504483.1
- Oracle Policy, Contracts - <https://www.oracle.com/corporate/contracts>
- Oracle Cloud Human Capital Management for the United States: End-of-Year Processing Guide Doc ID 1944400.1 (in White Paper site above)





# Year End Checklist: From Oracle at a high level

## YE Checklist

- US – Payroll tab > End-of-Year Processing > End-of-Year Processing Checklist

Task Name
<b>Information Center: Fusion Human Capital Management - United States</b>
Configuration and setup validation
Configure for end-of-year
Application Configuration for form W-2
Confirm Employee Data
Perform a mock year-end in test environment
Reconciliation
<b>At the end of the year, you should perform the following activities to successfully perform year-end payroll processing.</b>
Completion of all payroll processing
Quarter-end processing for fourth Quarter
Process End-of-Year Archive
Run W-2 Register
Validate data, perform payroll reconciliation, and update data
Run W-2 Employee Report - Draft Mode
Validate data, perform payroll reconciliation, and update data
Run W-2 Employee Report - Final Mode

Please download the Excel file for detail descriptions of the above tasks.

## YE Checklist

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- Year-begin tasks (see Year-end Guide) if going-live and/or starting new year if live, in production

Please download the Excel file for detail descriptions of the above tasks.

Month	Task Mappings
September	<ul style="list-style-type: none"> <li>• Config, setup validation</li> <li>• Configure for end-of-year</li> <li>• Application configuration for W-2</li> <li>• Best Practices (recon, run balance, Verify)</li> </ul>
October	<ul style="list-style-type: none"> <li>• Complete config, setup validation</li> <li>• Data cleanup</li> <li>• Mock year-end in test</li> <li>• Statutory updates (if supplied)</li> </ul>
November	<ul style="list-style-type: none"> <li>• Resolve final config, setup validation</li> <li>• Data cleanup</li> <li>• Complete mock-year-end</li> <li>• Statutory updates (if supplied)</li> </ul>
December	<ul style="list-style-type: none"> <li>• Statutory updates (year-end/year-begin)</li> <li>• Complete payroll process</li> <li>• Quarter-end for Q4</li> <li>• End-of-year archive</li> <li>• Run W-2 register</li> <li>• Validate data, recon, update</li> </ul>
January	<ul style="list-style-type: none"> <li>• Statutory updates (if supplied)</li> <li>• W-2 printing/distribution</li> <li>• Regulatory filings (as per geography)</li> </ul>

# Preparation Check List

- Determine your year end procedures from Reference Information
- Incorporate the year-end testing in Oracle to your other year-end payroll functional testing (initiatives, open enrollment)
- Order Forms if you are printing yourself (Doc ID:1944400.1 )
- Review Oracle Payroll Reports
- Identify and Resolve Balance Issues
- W2 Mapping
- Coordinate with third party vendors for filings and timelines



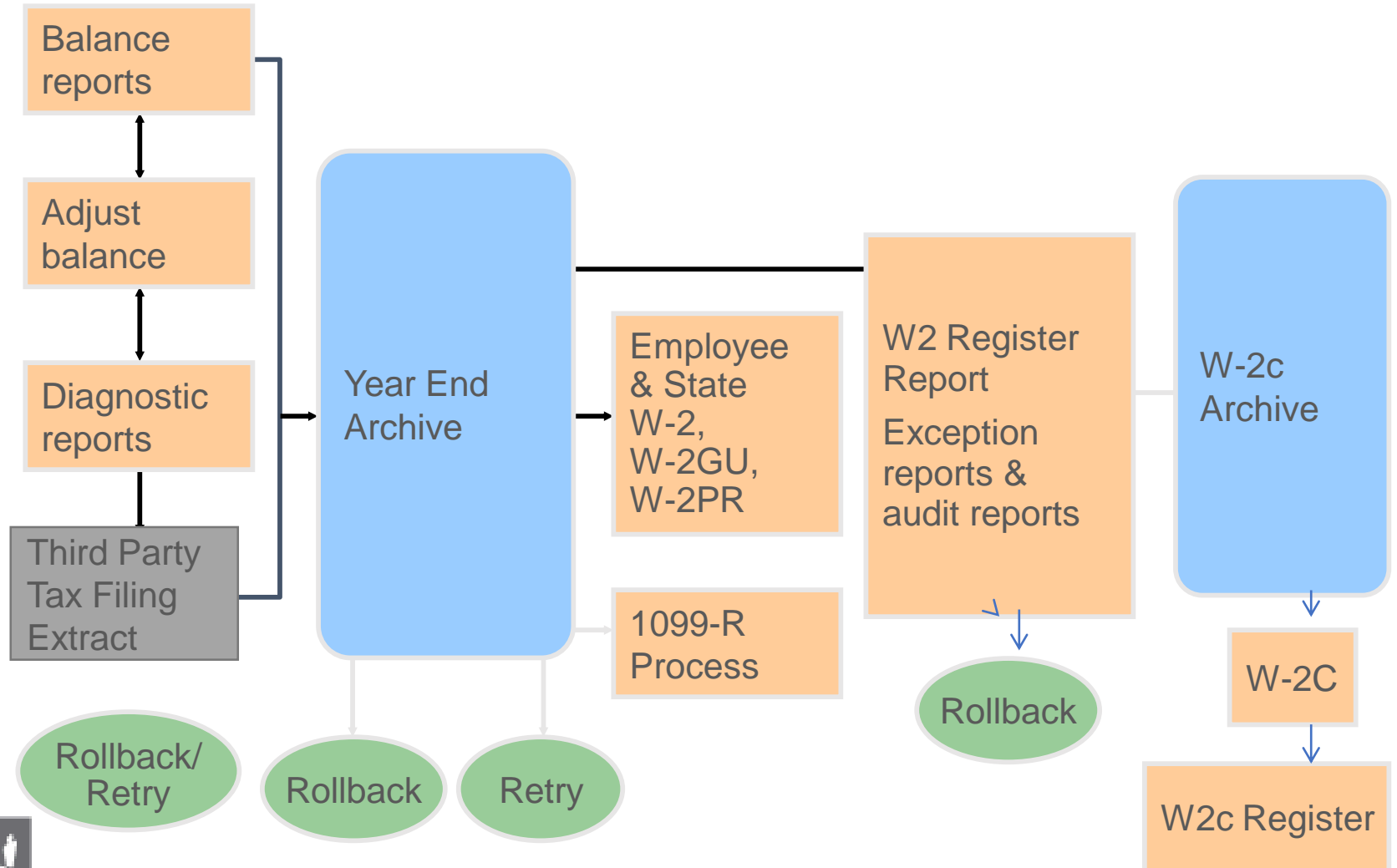
# Validation

- TRU W-2 Rules

- Setup W-2 Reporting Rules for each TRU
  - Normally done at Implementation, but....
  - It is good to verify this well before Year End!
- Ensure the name of the organization classified as TRU is correct
- Ensure TRU Address is correct
- Ensure SUI Rates are correct for the year
- Ensure SUI Ids, State Ids, Federal Ids are correct
- Ensure TRU EIN is in proper format xx-xxxxxxx
- Poll employees for name, address, Social Security Number verification



# Year End Process Flow



# Pre-Archival Reports

- Before running the Oracle Year End Pre-Process, which Archives data, there are several reports available
  - Balancing Reports
  - Diagnostic Reports (Use Employee Active Payroll Balance Reports)
  - Reconciliation Reports
- You can use these reports to prepare your data for Year End Archive and Reporting Processes

# Balancing Reports

- Deduction Register (401k, Dep Care, Etc)
- Statutory Deduction Reports
- Payroll Activity Report
- Employee Active Payroll Balance Reports



# Diagnostic Reports

•Year End Discrepancies to look for (Use Employee Active Payroll Balance Reports or Balance Exception Reports):

- Check for over limits
- Check for Taxable/Reduced Subject \* Rate = Withheld/Liability
- Negative Balances
- SIT in Non-SIT States
- FIT RSW No W/H
- EE <> ER (SS and Med)
- SS Taxable over the limit
- 401K over the limit
- Incorrect FICA W/H



# Diagnostic Reports

•Year End Discrepancies to look for (Use Employee Active Payroll Balance Reports or Balance Exception Reports):

- Gross  $\neq$  FIT Gross
- SUI ER Taxable  $>$  Limit
- SIT RSW No W/H
- W/H  $>$  RSW
- SIT Negative RSW
- SUI Taxable  $<$  Limit, Excess  $\neq 0$
- FUTA Taxable  $<$  Limit, Excess  $\neq 0$
- SUI, SDI Rate  $\times$  Taxable  $\neq$  Liability





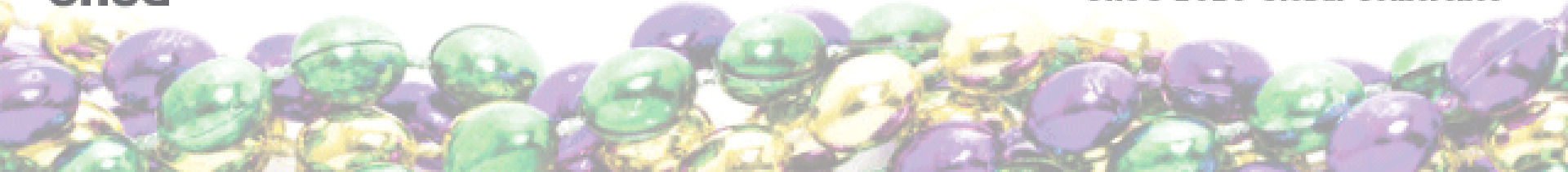
# Reconciliation Reports

- Payroll Activity Report
- Payroll Balances Report
- Balance Exception Report
- Employee Active Payroll Balance Report



# W2 Mapping

- Some W-2 Boxes are standard out of box
- Some W-2 Boxes need balances to be fed (balance names start with W2)
- Some information is defined in Lookup (Box 14 labels)
- Some information is on Calculation Cards
  - Tax Withholding (Statutory Employee)
  - Reporting Information Card (Part Yr Res; Pension Elig – no contributions & third party information (ADP))

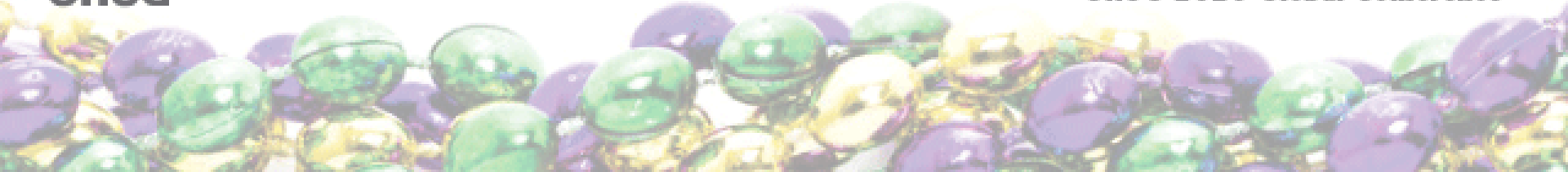


# Third Party Vendors

- Tax Filing Vendor
  - Oracle will generate W-2, W-2PR, W-2c
  - Oracle will NOT generate eW2 filings (Fed, State, Local)
- W-2 Paper Stock Vendors
  - Match delivered 4 up perforated forms
- Decision if vendor also does the W-2 printing but NOT W-2c (then use Oracle for W-2 and W-2c?)

# Start of Year Preparation

- Start of Year Process Identifies many of these scenarios
  - Remove any 401k limit input values
  - W-4 Exemptions (including Occupational/LST)
  - Indiana County Tax
  - New York Family Leave
- FUTA Tax Balance Adjustments (Run US Tax Balance Adjustment Process)
- Update Payroll Calendar
- Update SUI Rates





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