Defining Element Names

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Element Names** page.  
      Click the **Set Up HRMS** link. |
| 2.   | Click the **Product Related** link. |
| 3.   | Click the **Global Payroll & Absence Mgmt** link. |
| 4.   | Click the **Elements** link. |
| 5.   | Click the **Earnings** link.  
      ![Earnings] |
| 6.   | Click the **Add a New Value** tab.  
      Use the **Element Name** page to name an element and define its basic parameters.  
      In our example, this page is titled **Earnings Name**. This is because the **Element Type** is set to **Earnings**. The system names the **Element Name** page to match the **Element Type** it's describing.  
      Enter the desired information into the **Name** field. Enter a valid value e.g. "**SALARY**".  
      Click in the **Description** field. |
| 7.   | Use the **Element Name** page to name an element and define its basic parameters.  
      In our example, this page is titled **Earnings Name**. This is because the **Element Type** is set to **Earnings**. The system names the **Element Name** page to match the **Element Type** it's describing.  
      Enter the desired information into the **Name** field. Enter a valid value e.g. "**SALARY**".  
      Use the **Description** field to differentiate between different types of **Element Names**. For instance, you may have multiple **SALARY** elements so the description will help keep them distinct.  
      Enter the desired information into the **Description** field. Enter a valid value e.g. "**Base Salary**". |
| 8.   | Enter the desired information into the **Name** field. Enter a valid value e.g. "**SALARY**".  
      Use **Definition As Of Date** to choose the date which the system is to retrieve the element definition during a process run.  
      In our example, **Calendar Period End Date** is selected as the default.  
      Click the **Definition As Of Date** list.  
      ![Calendar Period End Date] |
| 9.   | Use **Definition As Of Date** to choose the date which the system is to retrieve the element definition during a process run.  
      In our example, **Calendar Period End Date** is selected as the default.  
      Click the **Definition As Of Date** list.  
      ![Calendar Period End Date] |
| 10.  | Use **Definition As Of Date** to choose the date which the system is to retrieve the element definition during a process run.  
      In our example, **Calendar Period End Date** is selected as the default.  
      Click the **Definition As Of Date** list.  
      ![Calendar Period End Date] |
| 11.  | Use **Definition As Of Date** to choose the date which the system is to retrieve the element definition during a process run.  
      In our example, **Calendar Period End Date** is selected as the default.  
      Click the **Definition As Of Date** list.  
      ![Calendar Period End Date] |
| 12.  | Use **Calendar Period End Date** to select the end date of the calendar period to which the element is linked.  
      Click the **Calendar Period End Date** list item.  
      ![Calendar Period End Date] |
| 13.  | Use **Calendar Period End Date** to select the end date of the calendar period to which the element is linked.  
      Click the **Calendar Period End Date** list item.  
      ![Calendar Period End Date] |
14. Use **Field Format** to define the format for the resolved value.

The values available are based on the element type. The options you can choose from are: **Date**, **Decimal**, **Character**, **Monetary**, or **Pointer**. Some elements have a default value assigned to them and cannot be changed, as you can see in our example.

15. Select the **Always Recalculate** check box if you want the system to recalculate the element every time it encounters it in the calculation process. If the check box is cleared, the system uses the previous resolved value of the element.

16. Use the **Owner** drop down list to identify who controls and maintains the definition of the element. For our element type, this value has a default of **Customer Maintained**.

17. The **Class** drop down list indicates the type of rule for the element. This field works with the **Owner** field to determine the level of support and security for the element. 

   Click the **Class** list.

   ![Not Classified](Not Classified)  

18. Use **Customary** to enable sample rules created by PeopleSoft. These are commonly followed rules such as tariffs.

   Use **Not Classified** if you do not want to classify which rules type you want for the element.

   Use **Sample Data** to enable rules that are created by PeopleSoft for sample data purposes.

   Use **Statutory** to enable rules that are created by PeopleSoft for calculating rules that are required by law.

   Use **System Data** to enable rules that are created by PeopleSoft that are either system elements or system data delivered with your application.

19. For our example, use **System Data**.

   Click the **System Data** list item.

   ![System Data](System Data)  

20. Use the **Used By** field to select whether the element is used by **All Countries** or a **Specific Country**. For our example, we will use the default of **All Countries**.

21. If you select **Specific Country** in the **Used By** field, update the **Country** field with the country you want to associate with this element. For our example, we will use the default of **ALL**.

22. Use the **Industry/Region** field to select an industry code or region code for your element. For our example, leave this field blank.

23. Use the **Category** field to select a **Category code** for your element.

   Click in the **Category** field.

24. Enter the desired information into the **Category** field. Enter a valid value e.g. "BSA".
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>Use the <strong>Override Levels</strong> group box to define when users can override the element’s value or, in some cases, exclude the element from processing. Select each type of override you want to enable. Options vary by element type. For our example we will leave the default selections.</td>
</tr>
<tr>
<td>26.</td>
<td>Use the <strong>Results</strong> group box to specify when to store the resolved value of the element in the result tables. The options vary by element type. For our example, we will accept the default settings.</td>
</tr>
<tr>
<td>27.</td>
<td>Use the <strong>Resolution Parameters</strong> group box for earning and deduction elements only. We will discuss these fields later in the course.</td>
</tr>
<tr>
<td>28.</td>
<td>Use the <strong>Version Information</strong> group box for version information about your element. Enter information in <strong>User Version</strong> to identify changes you make to the element definition. The value entered here appears in the <strong>Version</strong> field of the pages you update. The <strong>Version</strong> field is updated when you save the page after making changes, you enter a value in the <strong>User Version</strong> field and save the page, or you run the <strong>Stamping</strong> process for the element. For our example, we will leave this group box empty.</td>
</tr>
<tr>
<td>29.</td>
<td>Use the <strong>Custom Fields</strong> link to access the <strong>Element Names - Custom Fields</strong> page. Click the <strong>Custom Fields</strong> link.</td>
</tr>
<tr>
<td>30.</td>
<td>Use the <strong>Element Names - Custom Field</strong> page to add user-defined fields to an element definition. You can use these fields to classify elements or to indicate a sorting order for reports.</td>
</tr>
<tr>
<td>31.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>32.</td>
<td>Click the <strong>Comments</strong> link.</td>
</tr>
<tr>
<td>33.</td>
<td>Use the <strong>Elements Name - Comments</strong> page to enter or review detailed comments for an element. These comments are for informational purposes only and do not effect absence processing.</td>
</tr>
<tr>
<td>34.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>35.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>36.</td>
<td>This concludes the Defining Element Names topic. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>