

Supplement: New Non-Exempt Nonrecurring Elements in ACT [2026]

Non-exempt Nonrecurring Element ACT Documents [are processed](#) when *active non-exempt (biweekly paid) employees* are to be compensated for special payments, programs, or awards.

As of February 2026, the ACT document has been updated to include three new non-recurring elements. If the employee has earned overtime during the specified Range Start and Range End dates, Oracle will look back at this range and calculate any additional overtime, in addition to the amount entered in the ACT document. These elements are **Incentive Pay Biweekly**, **Retention Pay Biweekly**, and **Sign On Pay Biweekly**. Refer to the table below for these element descriptions and rules for use.

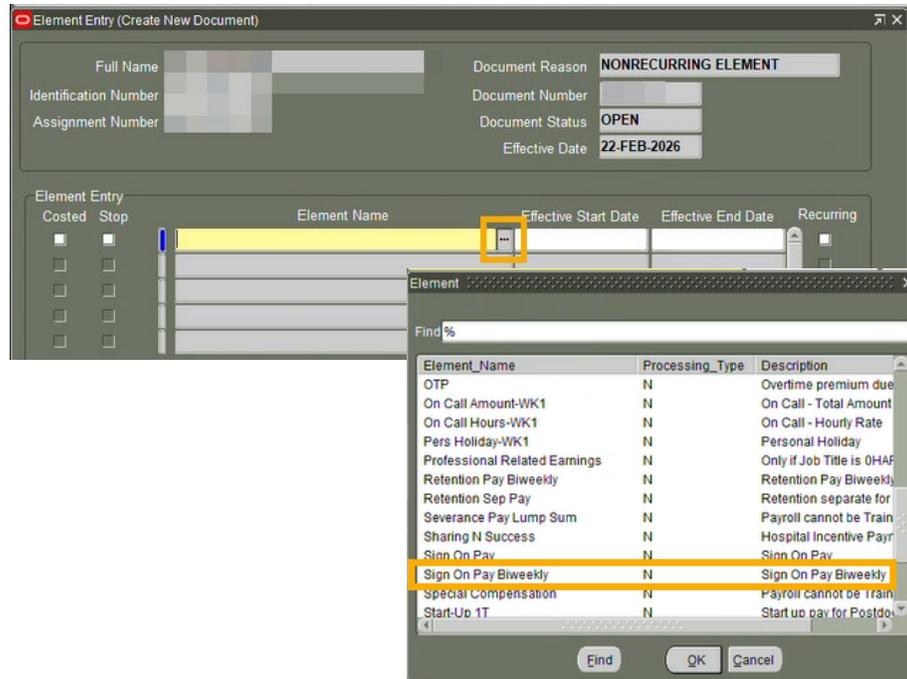
Begin the process by following the steps for [Entering a Nonrecurring Element ACT Document](#).

PAYROLL TYPE			ELEMENT NAME	DESCRIPTION	RULE FOR USE	LIMITS	
BIWEEKLY	MONTHLY	TRAINEE				RATE	HRS
ACT	N/A	N/A	Incentive Pay Biweekly	Incentive Pay Biweekly	Payroll cannot be Trainee or Monthly	\$50,000 per element	
ACT	N/A	N/A	Retention Pay Biweekly	Retention Pay Biweekly	Payroll cannot be Trainee or Monthly	\$50,000 per element	
ACT	N/A	N/A	Sign On Pay Biweekly	Sign On Pay Biweekly	Payroll cannot be Trainee or Monthly	\$50,000 per element	

Step 1

From the **Element Entry** form,

- Click the **3-dot LOV** in the first **Element Name** field
- Select the appropriate **Nonrecurring Element** from the list
- Click **OK**



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Step 2

- **Effective Start/End Date** populate based on the **Effective Date** entered for the ACT Document
Note: best practice is to use [beginning of Pay Period](#) for Effective Date
- A **Comment** is required and will be viewed by Approver
- Click **Save**

Element Entry		Element Name	Effective Start Date	Effective End Date	Recurring
<input type="checkbox"/>	<input type="checkbox"/>	Incentive Pay Biweekly	11-JAN-2026	24-JAN-2026	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Comments: test

Note: Exiting the Entry Values form automatically saves changes made on that form.

Step 3

- Click inside the first **Element Name** field to select it
- Click the **Entry Values** button

Element Entry		Element Name	Effective Start Date	Effective End Date	Recurring
<input type="checkbox"/>	<input type="checkbox"/>	Incentive Pay Biweekly	11-JAN-2026	24-JAN-2026	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Comments: test

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Step 4

- The **Entry Values** form will appear
- **Complete** the required fields
- You must enter **Range Start** and **Range End** manually using the Oracle **DD-
MMM-YYYY** format

Entry Values Field Descriptions:

- **Amount** – dollar amount
- **Range Start** – beginning of look-back period (DD-**MMM-YYYY**)
- **Range End** – end of look-back period (DD-**MMM-YYYY**)
- **Program** – payment type – required (i.e. RVU, Retention, etc.)
- **Code** – additional information if needed; not required
- **Document** – leave this field blank

Step 5

- Click the **[X]** in the right corner of the Entry Values form to **close and save** the values
- **Continue** with the submission of the ACT document following [these instructions](#), beginning at Step 15