

Oracle Fusion Human Capital Management HCM

FUNCTIONAL:

- Oracle Fusion HCM Global Human Resources
- Oracle Fusion HCM Talent Management
- Oracle Fusion HCM Absence Management
- Oracle Fusion HCM Time and Labor
- Oracle Fusion HCM Payroll

1. Oracle Fusion HCM Global Human Resources:

CORE HR:

- Overview of Functional Setup Manager
- Creation of implementation users, assign implementation tasks to users and run LDAP process
- Overview of roles
- Manage geographies
 - Manage geographies
 - Manage geography lookups
- Manage locations
 - Manage locations
 - Manage location lookups
- Manage actions and action reasons
- Manage Enterprise Structure
 - Creation of enterprise structure
 - Manage divisions

TECHNICAL:

- Spreadsheet data loaders
- Security
- Personalization
- Fast formula's
- HCM Extracts
- OTBI
- Data Conversions

2. PERSON MANAGEMENT:

HR TRANSACTIONS

- Add a person, Hire an employee, add a contingent worker, add a non-worker, add pending worker)
- Common Transactions – Manage employment, promote an employee, terminate an employee, transfer an employee, rehiring the employee, manage allocated checklist, manage areas of responsibility)

PROFILE MANAGEMENT

- Introduction to Profile Management
- Manage workforce profile lookups
- Manage workforce profile value sets
- Manage workforce profile descriptive flex fields
- Manage talent notifications
- Manage profile rating models

- Manage legal entity
- Manage business unit
- Reference data sets
- Manage Business unit set assignment
- Manage Location reference set
- Manage legal entity HCM information
- Manage descriptive flex fields
- Manage Legislative data group
- Manage departments
- Manage organization (optional)
- Manage currencies (optional)
- Manage Work Structure
 - Manage jobs
 - Manage positions
 - Manage positions
 - Manage HCM position hierarchy, Manage lookups – (optional)
 - Manage grades
- Manage trees
 - Manage geography trees
 - Manage department trees
 - Manage organization trees
 - Manage position trees

- Manage educational establishments
- Manage profile content types
- Manage content subscribers
- Manage profile content items
- Manage profile types
- Manage instance qualifiers
- Manage questionnaire lookups
- Manage question library
- Manage questionnaire templates
- Manage questionnaires

ORACLE FUSION HCM TALENT MANAGEMENT:

Career Development:

- Introduction to Oracle Fusion HCM Career Development
- Lookups
- Select feature choices
- Manage goal library

Goal Management:

- Introduction to goal management
- Manage worker goal setting lookups
- Manage goals value sets
- Manage worker goal descriptive flex-fields
- Manage worker goal setting profile options
- Manage goal management notifications
- Manage goal library
- Manage review periods
- Manage goal plans
- Manage goal eligibility profiles



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3. PERFORMANCE MANAGEMENT:

- Introduction of Oracle Fusion HCM Performance Management
- Manage performance lookups
- Manage performance value sets
- Manage worker performance descriptive flex-fields
- Manage worker performance profile option values
- Manage performance notifications
- Manage performance roles
- Manage talent eligibility profiles
- Manage eligibility batch process
- Manage performance process flows
- Manage performance template sections
- Manage performance document types
- Manage performance templates
- Manage target rating distribution
- Manage performance and potential box chart labels

5. Oracle Fusion HCM Absence Management:

- Introduction of Oracle Fusion HCM Absence Management
- Lookups, value sets, and flex fields.
- Work Shifts
- Workday pattern
- Work schedule
- Calendar event
- Derived factors
- Eligibility factors

4. TALENT REVIEW:

- Introduction of Oracle Fusion HCM Talent Review
- Manage talent review lookups
- Manage talent review value sets
- Manage talent review descriptive flex-fields
- Manage talent review profile options values
- Manage talent review notifications
- Configure talent review dashboard options

Succession Management:

- Introduction of succession management
- Manage succession management lookups

6. Fusion HCM Time and Labor:

- Introduction of Oracle Fusion HCM Time and Labor
- Define Time and Entry Configuration
 - ✓ Manage workforce management lookups
 - ✓ Manage time and labor value sets
 - ✓ Manage workforce management value sets
 - ✓ Manage repeating time periods
 - ✓ Generate data dictionary time attributes
 - ✓ Generate time card fields
 - ✓ Manage custom time attributes
 - ✓ Manage time entry layout components
 - ✓ Manage time layout sets

- Absence reasons
- Absence certifications
- Absence plan
- Absence types
- Absence categories
- Managing repeating time periods
- Configure absence batch parameters
- Schedule and monitor processes
- Fast formula's
 - ✓ Manage time categories
 - ✓ Manage time consumer sets
 - ✓ Manage HCM groups
 - ✓ Evaluate HCM group memberships
 - ✓ Manage workday definitions
- Define Time Rules
 - ✓ Manage fast formula's
 - ✓ Manage time repository rule templates
 - ✓ Manage time repository rules
 - ✓ Manage time repository rule sets
 - ✓ Manage time balance dimensions
 - ✓ Manage time balance definitions
 - ✓ Manage time allocations
- Define Time and Labor Setup Profiles
 - ✓ Manage worker time processing profiles
 - ✓ Manage worker time entry profiles
- Define Time Device Configuration
 - ✓ Manage time device event mapping
 - ✓ Manage time device event mapping sets
 - ✓ Manage time device export data
 - ✓ Manage time device processing profiles
 - ✓ Export time device configuration
 - ✓ Generate time cards from time collection devices

7. ORACLE FUSION CLOUD HCM PAYROLL:

- Introduction of Oracle Fusion Payroll
- Consolidated group

8. WORKFLOWS AND APPROVALS

- Approval Management Overview
- Approval Rules Configuration

- Payroll definitions
- Flex fields
- Elements
- Costing
- Salary Basis
- Earning elements
- Deduction elements
- Balance and feeds
- Payroll processing
- Assigning payroll to an employee
- Assigning payment methods to an employee
- Quick pay
- View run results
- Employee payslip
- Reports
- Event groups

TECHNICAL 1:

- Spreadsheet data loaders
- Security
- Personalization
- Fast formula's
- HCM Extract

IMPORTING DATA

- HCM Data Loader (HCM)
Overview
Business Objects and Keys
Sample
- HCM Spreadsheet Data Loader(HSDL)

- Approval Types
- Oracle BPM Worklist
- Approvals and Notification
- Alert Notification

SECURITY

- Overview
- Roles and Privileges
- Security Profiles
- User Account
- Role Delegation
- Using Security Console
- Best Practices

TECHNICAL 2:

FAST FORMULAS

- Creating sample and demonstrating

DATA EXTRACTS

- Creating Extracts and Demonstrating
- Extracts outputs

OBTI ANALYTICS AND REPORTING

- Creating OTBI
Showing basic analyses with Subject areas
Filters
- OTBI Techniques

BI REPORTING

- Creating BI reports and Techniques



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