

R12.x Oracle HRMS Compensation Workbench and Salary Configuration

Duration: 4 Days

What you will learn

Oracle HRMS enables you to set up and manage the compensation you provide for employees in your enterprise. This course teaches you how to set up and administer salary, grade-related pay, absences, and awards in your enterprise.

The modules in this course fall into the following three groups, which can be completed in any sequence:

Salary and Grade Related Pay and Progression

Compensation and Awards Management

Leave and Absence Management

Learn to:

Manage salary and grade related pay and progression in your enterprise

Map market compensation surveys to the jobs and positions you use in your enterprise.

Implement and administer Compensation Workbench

Set up and administer Individual Compensation Distributions (ICD)

Maintain a vehicle repository and allocate company vehicles to employees

Use absence types, categories, and reasons to track and report employee absences

Audience

Business Analysts, End Users, Functional Implementer, Sales Consultants, Support Engineer, Technical Consultant

Course Topics

Introduction to Salary, Awards, and Absences

Introduction to Salary, Awards, and Absences

Administering salaries

Mapping compensation surveys

Using Grade/Step progression

Learning about Compensation Workbench

Understanding Individual Compensation Distribution

Understanding Total Compensation

Managing Absences

Implementing Salary Administration

Implementing Salary Administration

Setting up Salary Administration

Creating salary elements

Defining Salary basis

Creating salary components

Understanding predefined salary components
Understanding salary approvals

Using Salary Administration

Using Salary Administration
Assigning salary basis
Entering salaries
Proposing salary changes
Correcting/deleting salary records
Reviewing salaries
Using the Salary Management Folder
Web ADI and Salary Management
Assigning salary basis
Entering salaries
Proposing salary changes
Correcting/deleting salary records
Reviewing salaries
Using the Salary Management Folder
Web ADI and Salary Management

Grades and Pay Administration

Grades and Pay Administration - Overview
Learning about models of pay administration
Understanding grade implementation approaches
Understanding Non-automatic step progression approach
Setting up Grade/Step progression
Setting up grade ladder
Administering grade/step progression
Making manual grade step progression

Configuring Criteria-Based Rates for Variable Pay

Why use Criteria-Based rates?
Setting up Criteria-based rate
Eligibility criteria for criteria-based rates
Defining criteria rate
Setting up rate matrix

Performing Compensation Surveys

Understanding compensation surveys
Compensation survey identifier
Entering compensation surveys
Defining compensation survey lines
Mapping compensation survey lines

Compensation Workbench (CWB)

Overview
Understanding compensation workbench
Setting up CWB plans
Setting up global plans, component plans, and combination plans

Define steps to display market salary survey data
Controlling access and eligibility in compensation workbench

Worksheet and Budget Sheet Configuration in Compensation Workbench

Displaying rates
Validating jobs, grades, and positions
Displaying columns
Configuring flexfields
Configuring custom and dynamic columns
Displaying performance appraisal details in CWB

Compensation Workbench Plan Administration

Opening a Compensation Workbench Award Cycle
Publishing budgets
Adding individuals into a started compensation workbench cycle
Writing allocated amounts from the compensation workbench cycle
Refreshing compensation workbench data
Generating mass notifications
Generating compensation workbench reports for managers
Generating compensation workbench reports for administrators
Writing allocated amounts from the compensation workbench cycle
Refreshing compensation workbench data
Generating mass notifications
Generating compensation workbench reports for managers
Generating compensation workbench reports for administrators

Individual Compensation Distribution (ICD)

ICD for administrators, HR Professionals, and line managers
ICD plan administration
Creating ICD plans using Quick Setup
Assigning awards using ICD
Approval chain for ICD
Using the Employee Administration portal for ICD transactions

Configuring Total Compensation Statement

Categorizing a compensation statement
Explaining total compensation statement
Deciding on compensation source
Setting up total compensation statement
Processing total compensation statements

Vehicle and Mileage processing

Vehicle repository entry process
Vehicle allocation process
Mileage claims process
Setting up mileage claims

Setting up Absence Management



- Absence management components
- Defining absence elements
- Setting up absence management
- Absence entry and reporting

Understanding the Accrual Plan Structure

- Accrual plan rules
- Configuring plans rules
- Setting up PTO accrual plans
- Administering accrual plans
- Enrolling employees in accrual plans
- Viewing accrual information
- Adapting the predefined accrual formulas and rules
- Understanding accrual formulas