

## **R12.x Oracle HRMS People Management Fundamentals**

**Duration:** 2 Days

### **What you will learn**

This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1 Oracle HRMS enables you to enter and track employees and contingent workers from the day they apply for a job to the day they leave your enterprise. Using Oracle HRMS you can hold, inquire, report, and keep track on a wide range of personal and employment information. This can include medical details, work schedules, preferred language for correspondence and personal contacts, as well as the basic details such as date of birth, employee number, and addresses. This course enables you to identify the different workers in your enterprise and introduces the different ways you can represent your workforce using Oracle HRMS.

### **Learn To:**

- Organize your workforce exactly as your enterprise requires
- Manage a global workforce while addressing local country requirements
- Recognize Self-Service HR Capabilities
- Use reporting tools to track your workforce, and ensure you meet corporate objectives

### **Audience**

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

### **Course Topics**

#### **Overview of People Management**

- Understanding people management components
- Identifying the different workers in your enterprise
- Defining people
- Describing person types
- Describing the key workforce concepts in Oracle HRMS
- Identifying components of the assignment
- Using assignments
- Defining workforce relationships

#### **Introduction to Recording People Information**

- Recognizing the different interfaces for which you can enter and maintain people information
- Recognizing Self-Service HR capabilities
- Understanding how to represent your workforce using Oracle HRMS
- Recording people information
- Using Windows and Templates
- Using Employee SSHR
- Using Manager SSHR

#### **Set Up People Information**

- Defining person types
- Understanding system and user person types
- Identifying assignment statuses
- Defining contract information
- Defining user assignment statuses
- Identifying contracts
- Creating contracts

Defining additional information

### **Collective Agreements**

Identifying collective agreements  
Defining collective agreements  
Defining entitlement items  
Defining derived factors  
Defining eligibility profiles  
Using collective agreements  
Processing collective agreements

### **Entering People Information**

Understanding the hiring process  
Hiring a new person  
Placing a contingent worker  
Entering personal information  
Entering statutory information  
Entering additional personal information

### **Entering Assignment Information**

Entering assignment information  
Entering Supervisor Information  
Entering payroll information  
Entering information for statutory reports  
Maintaining multiple assignment  
Entering contract information  
Entering contingent worker assignment information

### **Managing People**

Maintaining personal and assignment information  
Entering information for additional assignments  
Changing and ending primary assignments  
Viewing and updating personal and professional information in SSHR  
Promoting and transferring a person  
Describing disability information  
Maintaining multiple assignments  
Managing people over time

### **Managing Schedules and Availability**

HRMS and CAC Integrated Availability Features  
Managing availability  
Recording schedule information  
Defining schedules  
Defining calendar events

### **Employee Transfers and Secondments**

Describing transfers and secondments  
Deploying proposals  
Initiating permanent transfers  
Updating deployment proposals  
Completing initial setup of employee records  
Initiating temporary secondments

### **Reporting and Analyzing Workforce Information**

Using Standard Reports

Using Statutory Reports

Using Discoverer Reports

Using HRMSi Reports

Using HRMSi Reports for Daily Business Intelligence

### **Tracking Tenure Information (U.S. Only)**

Describing tenure

Entering tenure information

Tracking and reporting on tenure information

### **U.S. Government Reporting**

Describing U.S. government-mandated reports

Reporting Requirements

Reporting Categories and Statuses

### **Terminating**

Ending assignments

Ending secondary assignments

Terminating Assignments

Terminating employment

Ending contingent worker placements

### **Reinstating or Rehiring**

Cancelling Terminations

Rehiring

Understanding Back-to-Back Employment