
R12.x Oracle HRMS Self Service Fundamentals

Duration: 3 Days

What you will learn

The course covers the tools used with SSHR (Workflow Builder, Personalization Framework, Oracle Approvals Management) and provides information on how to use these tools to configure SSHR to meet your business requirements. In addition, the course covers common SSHR functions and discusses how you can use these functions in your enterprise.

Learn to:

- Implement Oracle SSHR
- Configure elements of SSHR to suit your requirements
- Use the related tools
- Configure approvals
- Work with common SSHR functions
- Access Information from a third party application

Audience

Functional Implementer, Technical Consultant

Course Topics

Introduction to SSHR

- Overview
- Understanding Self-Service Human Resources (SSHR)
- Understanding Professional User Interfaces versus Self-Service User Interfaces
- Understanding Integration of SSHR and Professional User Interface
- Learning about Self-Service Functionality in HRMS
- Integration of SSHR with a Third-Party Application
- Learning about Configuration Tools for SSHR

Self-Service Basics

- SSHR Basics
- Understanding e-Business Suite Architecture
- Understanding Operation of Web-Based Functions
- Understanding SSHR Implementation Steps

User Access and Security

- Understanding User Access and Security in SSHR
- Defining User Access
- Comparing Employee/Worker and Manager Access
- Creating Users
- Associating User with Person

User Access to People

- Understanding User Access to People in SSHR
- Using Security Profiles
- Using the Release Information Function
- Searching for People
- Using the SSHR My List page
- Using the Change Manager Function and Hierarchy Page

Implementation Steps

- Understanding SSHR Implementation Steps

- Preparing Environment for SSHR
- Configuring HRMS Applications
- Understanding User Access Setup
- Configuring Workflow Processes and Page Layouts

Configuring SSHR

- Configuring Menus and Responsibilities
- Configuring Functions
- Adding Custom Functions to Menus
- Adding Custom Functions
- Adding Custom Functions to Menus
- Changing the Manager Entry Pages

Using the Workflow Builder

- Working with the Workflow Builder
- Working with Workflow Item Types
- Changing Workflow Objects
- Chaining Workflow Processes
- Chaining Self-Service Activities
- Changing a Process Flow

Configuring Web Page Layouts

- Configuring Self-Service Web Pages
- Understanding Personalization Levels
- Using the Global Personalize Page Link
- Adding User Tips and Instructions
- Personalizing Logos

Approvals

- Understanding Approvals in Oracle SSHR
- Enabling Dynamic Approvals
- Working with Approvals
- Creating an AME Rule
- Understanding Approvals Routing
- Understanding Approval Considerations

Using SSHR

- Managing Dates
- Managing Conflicting Actions
- Using the Document Manager
- Setting Up a Generic ID for New Employee Registration

Integration with Third-Party Information Providers

- Integrating SSHR with Third-Party Information Providers
- Accessing Third-Party Information from the Self -Service Pages
- Enabling the Info Online Functionality
- Setting up Links Between Oracle Self-Service HR and Enwisen

Advanced Topics

- Understanding Employee Directory
- Understanding Responsibility Ownership