

## R12.x Oracle HRMS Work Structures Fundamentals

Duration: 2 Days

### What you will learn

Oracle HRMS enables you to create the work structure components to represent your enterprise. As a best practice in configuring your work structures, you can use Oracle HRMS Configuration Workbench.

This course enables you to define the common data that your enterprise requires such as the unique structures for job, position, and other business entities. You learn how to represent the different business models of an enterprise, define business groups, organizations, and organization hierarchies. The topics in this course show you how to synchronize the financial reporting structures with the HR reporting structures for budget planning and analysis. You will also be able to define government-reporting structures like reporting categories and assignment statuses to satisfy the requirements for government reports.

### Learn To:

Identify the work structure components and their usage

Represent the financial and government reporting structures in your enterprise

Represent your enterprise

Define the unique structure for jobs, positions, and grades

### Audience

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

### Course Topics

#### Overview of Enterprise Work Structures

Explaining the Oracle HRMS information model

Indicating the typical types of enterprise

#### Understanding Work Structure Components 1

Providing an overview of work structures

Explaining how to represent the employer using work structures

Explaining business groups and emphasize that they represent legislations in Oracle HRMS

#### Understanding Work Structure Components 2

Discussing locations, organizations, jobs, and positions

#### Understanding Work Structure Components 3

Discussing grades, people groups, unions, and representative groups

#### Setting up Enterprise Work Structures

Defining Key Flexfields

Explaining key flexfields in Oracle HRMS

Identifying the standard features of key flexfields

Discussing the points to consider while creating key flexfields

#### Creating a Business Group

Representing your enterprise

Discussing the business group and the option of having single and multiple business groups  
Sharing information across business groups  
Recording standard information for a business group

### **Creating Locations**

Providing an overview of locations  
Defining and deleting locations

### **Creating Organizations**

Explaining organizations within a business group  
Creating, classifying, and deleting organizations  
Entering additional information for organizations  
Identifying organization manager  
Creating organization hierarchies

### **Representing Financial Reporting Structure**

Providing an overview of representing financial reporting structures  
Recording costing information  
Discussing parallel reporting structures (HR and GL) and integration of these parallel reporting structures  
Automatically create HR organizations based on GL Account Combinations

### **Representing Government Reporting Structures (US)**

Discussing the reporting requirements  
Preparing for Government–Mandated HR Reporting

### **Representing Jobs and Positions**

Explaining using jobs and positions  
Describing job structures, jobs, and job groups  
Discussing additional information for jobs and supplementary roles  
Describing position structures, positions, position control, and position transactions  
Discussing additional information for positions  
Changing job and position definitions

### **Position Hierarchies**

Defining and changing position hierarchies

### **Mass Move Updates**

Reorganizing and mass moving positions, assignments, and organizations

### **Understanding Checklists**

Benefits of using Checklists  
How Checklists work  
About Checklist-task performers  
Setting up Checklists

### **Setting up Workers Compensation (US)**

Providing an overview of worker's compensation in Oracle HRMS  
Discussing work classification codes and rates