

## (21A) Oracle HCM Cloud: Core HR Project Team Training

Oracle Global Human Resources Cloud

DURATION

**1 Days**

MODULES

**34 Lectures**

COURSE CODE

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### Course Overview

When project teams complete this course, they have acquired a deeper understanding of configuration and implementation aspects of the HCM solution to ensure a successful deployment that ultimately strengthens their business.

### What You Will Learn

#### Module 1: Course Overview

- Objectives
- HCM Cloud Product Suite
- HCM Cloud Key Features
- What Is Project Team Training?
- Course Objectives
- Project Team Training Focuses On
- Summary

#### Module 2: Core HR Overview and User Experience

##### Module 2: 1: Core HR Business Process Overview - Key Features

- Objectives
- Global Human Resources
- Enterprise and Workforce Structure Setup Sequence
- Key Decisions
- Summary

##### Module 2: 2: Core HR User Experience Overview

- Objectives
- News Feed Experience
- Navigator

- Pages and Tabs
- Global Search
- Role-Based Quick Actions
- Things to Finish
- News and Announcements
- Infolets
- Global Area
- Settings and Actions
- Work Area: Setup and Maintenance (FSM)
- Work Area: Data Exchange
- Work Area: Workforce Structures
- Work Area: New Person
- Work Area: Person Management
- Work Area: Directory and Org Chart
- Directory: Person Spotlight
- Work Area: My Team
- My Team: Position Integration
- Work Area: Personal Info
- Enterprise and Workforce Structure Setup Sequence
- Key Decisions
- Summary

## Module 3: Common Configuration Setup

### Module 3: 1: Global Administrator Preferences

- Objectives
- Core HR Implementation Process Flow: Global Preferences
- Global Admin Preferences
- Key Decisions
- Summary

### Module 3: 2: Profile Options and Values

- Objectives
- Core HR Implementation Process Flow: Profile Options and Values
- Profile Options
- Administrator Profile Values
- Key Decisions
- Summary

### Module 3: 3: Common Lookups

- Objectives
- Core HR Implementation Process Flow: Lookups
- Common Lookups
- Common Lookups Examples

- Key Decisions
- Summary

### **Module 3: 4: Geographies**

- Objectives
- Core HR Implementation Process Flow: Geographies
- Geographies
- Conceptualizing Geography Data During Implementation
- Key Decisions
- Summary

### **Module 3: 5: Descriptive Flexfields**

- Objectives
- Core HR Implementation Process Flow: Descriptive Flexfields
- Descriptive Flexfields
- Key Decisions
- Summary

### **Module 4: Enterprise Structure Configuration**

#### **Module 4: 1: Enterprise HCM Information**

- Objectives
- Core HR Implementation Process Flow: Enterprise HCM Information
- Enterprise HCM Information
- Key Decisions
- Summary

#### **Module 4: 2: Legislative Data Groups**

- Objectives
- Core HR Implementation Process Flow: Legislative Data Groups
- Legislative Data Groups
- Key Decisions
- Summary

#### **Module 4: 3: Legal Entity Information**

- Objectives
- Core HR Implementation Process Flow: Legal Entities
- Legal Employer Information
- Key Decisions
- Summary

## Module 4: 4: Business Units and Reference Data Sets

- Objectives
- Core HR Implementation Process Flow: Reference Data Sets and Business Units
- Business Unit Capabilities
- Key Decisions
- Summary

## Module 4: 5: Divisions and Departments

- Objectives
- Core HR Implementation Process Flow: Divisions and Departments
- Divisions
- Departments
- Manage Departments
- Key Decisions
- Summary

## Module 5: Workforce Structures Configuration

### Module 5: 1: Action Framework

- Objectives
- Core HR Implementation Process Flow: Actions
- Action Framework
- Key Decisions
- Summary

### Module 5: 2: Locations

- Objectives
- Core HR Implementation Process Flow: Locations
- Locations
- Location Details
- Key Decisions
- Summary

### Module 5: 3: Union Information

- Objectives
- Core HR Implementation Process Flow: Union Information
- Worker Unions
- Bargaining Units
- Collective Agreements
- Key Decisions
- Summary

## Module 5: 4: Salary Information

- Objectives
- Core HR Implementation Process Flow: Salary Information
- Salary Basis
- Grades
- Grade Rates
- Grade Ladders
- Key Decisions
- Summary

## Module 5: 5: Job Information

- Objectives
- Core HR Implementation Process Flow: Job Information
- Jobs
- Job Details Example
- Key Decisions
- Summary

## Module 5: 6: Position Information

- Objectives
- Core HR Implementation Process Flow: Positions
- Position Management Overview
- Synchronization of Line Manager
- Position Information
- Position Details Example
- My Team Position Integration
- Key Decisions
- Summary

## Module 5: 7: HCM Trees

- Objectives
- Core HR Implementation Process Flow: HCM Trees
- HCM Trees
- Organization Trees
- Organization Tree Example
- Key Decisions
- Summary

## Module 6: Workforce Records Configuration

### Module 6: 1: Person and Employment Record Values

- Objectives

- Person Record Values
- Employment Record Values
- Key Decisions
- Summary

## Module 6: 2: Schedules and Availability

- Objectives
- Determining an Employee's Schedule
- Published Schedules
- Employment Work Week
- Primary Work Schedules
- Key Decisions
- Summary

## Module 6: 3: Checklists and Journeys

- Objectives
- Journeys Overview
- Checklists Overview
- Enable Journeys Using Profile Options
- Checklist Template Components
- Configuring Checklists
- Checklist Templates Page
- Journey Templates
- Predefined Journey Templates
- Checklist Task Types
- Using Journeys as Line Manager or HR Specialist
- Explore Tab
- Creating Journeys
- Personal Journeys
- Editing or Deleting Personal Journeys
- Assigning Journeys
- My Journeys Tab
- Assigned Journeys Tab
- My Tasks Tab
- Using Journeys as an Employee
- Viewing Journey Progress
- Key Decisions
- Summary

## Module 6: 4: Document Records

- Objectives
- Document Records
- Document Records Manager View
- Key Decisions

- Summary

## Module 7: Using Global Human Resources

### Module 7: 1: Workforce Lifecycle

- Objectives
- Workforce Lifecycle Overview
- Add a Person Overview
- Adding People
- Pending Workers
- Manage Employment
- Update Employment
- Additional Employment Actions
- Terminate Work Relationship
- Key Decisions
- Summary

### Module 7: 2: Workforce Directory

- Objectives
- Workforce Directory
- Using the Directory
- Directory: Person Spotlight
- My Team
- My Team: Position Integration
- Personal Info
- Key Decisions
- Summary

## Module 8: Supporting Tools and Extensibility

- Objectives
- Functional Setup Manager (FSM)
- FSM Benefits
- Opt-in Offerings and Features
- Configuration Using Functional Areas
- Role-Based Security Overview
- Security Console
- Role Delegation
- HCM Import
- HCM Data Loader (HDL)
- Spreadsheet Data Loader (HSDL)
- HCM Export Tools
- Approvals
- Approval Notifications
- Approval Rule Configuration

- Extensibility Overview
- HCM Experience Design Studio
- Transaction Design Studio
- Page Composer
- Key Decisions
- Summary

## Module 9: Next Steps and Additional Resources

- Objectives
- Oracle University Cloud Learning Subscriptions
- Cloud Learning Subscription – Explorer
- Cloud Learning Subscription – Key Features
- Related Training and Next Steps
- Cloud Customer Connect
- Additional Resources
- Summary