

(21A) Oracle HCM Cloud: Time and Labor Project Team Training

Oracle Global Human Resources Cloud

DURATION

1 Days

MODULES

23 Lectures

COURSE CODE

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Course Overview

This course is considered a kickoff activity where project teams enhance their understanding of the implementation life cycle; specifically, what is required for the initial implementation such as planning and recommended team training.

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: Time and Labor Overview and User Experience

Module 2: 1: Time and Labor Business Process Overview

- Objectives
- Workforce Management
- Time and Labor Overview
- Time Collection and Processing
- Time and Labor Configuration Process Flow
- Time Entry Objects: How They Work Together
- Time Entry Processing: How They Work Together
- Time Device Objects: How They Work Together
- Time Repository: Common Components
- Key Decisions

- Summary

Module 2: 2: Time and Labor User Experience

- Objectives
- News Feed Experience
- Global Area
- Navigator
- Global Search
- Role-Based Quick Actions
- Things to Finish
- Infolets
- Time and Labor Dashboard
- Settings and Actions
- Work Area: Setup and Maintenance (FSM)
- Time and Labor Setup Objects
- Worker Time Entry Objects
- Team Time Cards
- Time Management Work Area
- Delegate Time and Labor Tasks
- Key Decisions
- Summary

Module 3: Time and Labor Integration Overview

- Objectives
- Time and Labor Integration Overview
- Integration with Absence Management
- Integration with Global Payroll
- Integration with Project Costing
- Key Decisions
- Summary

Module 4: Time Entry Objects Configuration

Module 4: 1: Time Attributes

- Objectives
- Time and Labor Configuration Process Flow: Time Attributes
- Time Entry Objects: How They Work Together
- Time Entry Objects Overview
- Project Team Training Focus Areas
- Summary

Module 4: 2: Time Entry Layout Components

- Objectives

- Time and Labor Configuration Process Flow: Layout Components
- Time Entry Objects Interaction
- Time Card Fields
- Web Clock Buttons
- Key Decisions
- Summary

Module 4: 3: Layouts and Layout Sets

- Objectives
- Time and Labor Configuration Process Flow: Layouts
- Layouts and Layout Sets
- Key Decisions
- Summary

Module 4: 4: Worker Time Entry Profiles

- Objectives
- Time and Labor Configuration Process Flow: Time Entry Profiles
- Time Entry Setup Profiles
- Key Decisions
- Summary

Module 5: Time Processing Objects Configuration

Module 5: 1: Rules Framework

- Objectives
- Time and Labor Configuration Process Flow: Rules Framework
- Time Processing Objects
- Rules
- Key Decisions
- Summary

Module 5: 2: Time Compliance and Allocations

- Objectives
- Workforce Compliance Rules
- Time Allocations
- Assigning Time Allocations
- Overriding and Viewing Time Allocations
- Key Decisions
- Summary

Module 5: 3: Time Periods and Categories

- Objectives
- Time and Labor Configuration Process Flow: Time Periods and Categories

- Repeating Time Periods
- Time Categories
- Time Categories Usage
- Key Decisions
- Summary

Module 5: 4: Time Consumer Sets

- Objectives
- Time and Labor Configuration Process Flow: Time Consumer Sets
- Consumer Sets
- Key Decisions
- Summary

Module 5: 5: Time Processing Profiles and Audit Options

- Objectives
- Time and Labor Configuration Process Flow: Time Processing Profiles
- Worker Time Processing Profile
- Key Decisions
- Summary

Module 6: Time Collection Devices

- Objectives
- Time and Labor Configuration Process Flow: Time Device Objects
- Time Device Objects
- Time Collection Device Process Flow
- Time Collection Devices and Web Clock Integration
- Time Device Events
- Time Device and Submission Rules
- Time Device Processing Profile
- Key Decisions
- Summary

Module 7: HCM Groups

- Objectives
- Time and Labor Configuration Process Flow: HCM Groups
- HCM Groups Overview
- HCM Groups Membership
- Evaluating HCM Groups Membership
- Key Decisions
- Summary

Module 8: Using and Administering Time and Labor

Module 8: 1: Reporting and Approving Time

- Objectives
- Time Entry with Projects and Payroll
- Worker Time Entry Objects
- Team Time Cards
- Time Management Work Area
- Mass Time Card Generation
- Mass Time Card Generation Process Flow
- Mass Entry Generation Process
- Time Approvals
- Delivered Time Approval Process
- Mass Time Approval
- Worker Approval
- Key Decisions
- Summary

Module 8: 2: Managing and Transferring Time

- Objectives
- Time Management Work Area
- Recalculating Time Cards
- Viewing Recalculation Results
- Time Transfer
- Time Transfer Status
- Payroll Time Transfer
- Project Time Transfer
- Key Decisions
- Summary

Module 9: 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 10: 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