

(21D) Oracle HCM Cloud: Time and Labor with Projects

Oracle Global Human Resources Cloud

DURATION

2 Days

MODULES

14 Lectures

COURSE CODE

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Course Overview

Learn To: Describe the Time and Labor time management business process Identify and describe the common Workforce Management components used with Time and Labor Understand the integration of Time and Labor with Absence Management and Project Costing Create a collection of different time entry layouts for entering, reviewing, and approving time Create HCM Group Create worker time entry setup profiles Create groupings of time attributes as categories Use these categories to group time entries for summarizing, validating, and transferring time and for processing time rules Configure time processing objects that validate and calculate time data for approval and transfer to relevant time consumers

What You Will Learn

Time and Labor Overview

- Objectives
- Oracle Fusion Cloud Human Capital Management
- Time Collection and Processing
- Time and Labor Configuration Process
- Summary
- Demonstration

Time and Labor Integrations with Project Costing

- Objectives
- Project Costing with Time and Labor
- Prerequisite – Project Costing Setup
- Project Costing Time Entry Configuration
- Setting Up Time Entry for Project Costing
- Setting Up Processing of Project Costing Time Cards
- Time Transfer Overview
- Summary

Managing Layout Sets

- Objectives
- Time Card Display Options Using Layout
- Layouts
- Delivered Layouts
- Delivered Projects Time Card Matrix
- Filtering the Project List by Team Membership
- Time Card Matrix Time Entry Properties
- Row Level Details
- Comments
- Entry Level Details
- Configuring the Responsive UI
- Reported Time and Calculated Time Tabs
- Calendar Entry Layout
- Calendar Entry Layout – Drag and Drop Values
- Shift Layout
- Time Entry Profiles – Link a Layout Set to Workers
- Summary
- Demonstration

HCM Groups

- Objectives
- HCM Groups
- Defining Group Membership
- Creating Group Membership Conditions
- Group Membership Inclusion or Exclusion
- Group Definition Example: HCM Hourly
- Embedded Group Priority
- Individual Assignment Priority
- Refreshing and Locking Memberships
- Evaluate HCM Group Membership Process
- Manually Maintained Groups
- Associating Groups with Time Entry Profile Configurations
- Associating Groups with Time Processing Profile Configurations
- Summary
- Demonstration

Worker Time Entry Setup Profiles

- Objectives
- Time Entry Setup Profiles
- Delivered Projects Time Entry Profile – Worker View
- Configuring Time Entry Actions in Profile
- Prior Period Ranges
- Profile Association with Workers

- Profile Priority for Resolving Multiple Group Memberships
- Worker Profile Derivation
- Worker Profile Derivation – Example
- Troubleshooting Time Card Profile Assignment
- Individual Profile Assignment – Highest Priority
- Time Entry Profile Components
- Factors That Determine Required Time Entry Objects
- Summary
- Demonstration

Repeating Time Periods

- Objectives
- Repeating Time Periods
- Create Repeating Time Period
- Delivered Repeating Time Periods
- Time Card and Overtime Periods
- How Do Time Processing Profile Components Work Together?
- Summary
- Demonstration

Time Categories

- Objectives
- Time Categories
- Time Categories Usage
- Time Category Condition Components
- Compound and Grouped Conditions
- Associating Time Categories with Time Consumer Sets, Rules, and Rule Sets
- Summary
- Demonstration

Time Consumers Sets

- Objectives
- Time Consumer Sets
- Time Consumer Set Options
- Time Processing Profile Links Time Consumer Set to Worker
- Summary
- Demonstration

Worker Time Processing Profiles

- Objectives
- Worker Time Processing Profiles
- Delivered Projects Time Processing Profiles
- Profile Association with Workers
- Troubleshooting Time Card Profile Assignments

- Defining Time Measures
- Time Processing Profile Components
- Factors That Determine Required Time Processing Objects
- Summary
- Demonstration

Projects Time Entry

- Objectives
- Time Entry Options for Workers
- Time Management Work Area for Managers
- Defer Time Card Submission
- Change Audit of Time Cards
- Summary
- Demonstration

Resolving Exceptions and Errors

- Objectives
- Reviewing Time Totals
- Resolving Time Exceptions and Errors
- Resolve All Exceptions by Worker
- Request Time Change
- Reviewing Team Change Requests
- Summary

Approvals

- Objectives
- Time Approval Flow
- Worker Approval
- Recalculating Time Cards
- Identify Time Cards for Resubmission
- Resubmitting Specific Time Cards Automatically or Manually
- Comparing Calculated Time Before and After Resubmission
- Time Card Approval Reminders
- Summary
- Demonstration

Time Transfer

- Objectives
- Time Transfer Overview
- Resolve Time for Transfer
- Summary
- Demonstrations

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