

(24D) Oracle Fusion Cloud HCM: Using Global Human Resources

Oracle Global Human Resources Cloud

DURATION

2 Days

MODULES

15 Lectures

COURSE CODE

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Course Overview

Learn to: Use the Person Spotlight and the Directory Create new person records for employees, contingent workers, non-workers, and pending workers Add individuals and create their first work relationship with the enterprise Manage employment information to create and manage work relationships, and assignments for the employees to whom they have security access Manage personal information, such as addresses, national IDs, emergency contacts, disability details, and document records for the employees to whom they have security access Manage workforce records business process and enable access to the worker directory Complete manager and employee self-service tasks Manage employee document records, checklists, and journeys

What You Will Learn

Using Global Human Resources overview

- Common questions
- Oracle Human Capital Management
- Overview of Global Human Resources
- Setting up workforce structures
- Hiring employees
- Managing person records
- Analyzing workforce deployment
- Key points

Managing workforce structures

- Common questions
- How do I use workforce structures?
- What are locations?
- Associate locations with location sets
- What's a division?
- What's a department?
- What's a job?
- What's a position?

- Spreadsheets in workforce structures
- Key points
- Practices

Adding people

- Common questions
- HR specialist home page
- What are person records and work relationship records?
- When do I create person records?
- When do I create work relationships?
- What are the types of work relationships?
- What's a contingent worker?
- What's a nonworker?
- What's a pending worker?
- How you convert pending workers?
- Key points
- Practices

Managing person information and work relationships

- Common questions
- How do I manage person records and work relationship records?
- Delivered Time Layout Sets
- Manage person record with single work relationship
- Manage person record with multiple work relationships
- Manage person record for rehires
- How to find duplicate person records?
- Person-record keyword searches
- HCM global search
- Person search
- Key points

Managing assignments

- Common questions
- What are assignments?
- Assignments and work relationships
- View assignment details
- Specify assignment working hours
- Actions to transfer within same assignment
- Actions to transfer within same legal employer
- Actions to transfer to a different legal employer
- Mass transfer of employees
- Change assignment flow
- What are eligible jobs?
- Delivered Time Layout Sets

- Key points
- Practices

Managing directs and areas of responsibility

- Common questions
- Delivered Time Layout Sets
- Change manager and direct reports comparison
- Reassign direct reports for a transfer
- Reassign direct reports for terminations and resignations
- Areas of responsibility
- Assign areas of responsibility
- Delivered Time Layout Sets
- Key points
- Practice

Managing seniority dates

- Common questions
- What are seniority dates?
- How do I configure seniority dates?
- How can I view or update seniority dates?
- Process to calculate seniority dates
- Key points
- Demonstration

Managing work schedules

- Common questions
- What are the types of work schedules?
- Determine an employee's schedule
- Employee schedule search order
- Exception options in work schedules
- Key points
- Demonstration

Examining positions

- Common questions
- What's a position?
- How are positions used?
- How do I create a new position?
- When do I request a position change?
- How can I view an existing position?
- What is position synchronization?
- What are some of the best practices for position synchronization?
- How do I synchronize position changes with affected assignments?
- How do I use the HCM position hierarchy?

- How can I view and edit the HCM position hierarchy?
- How do I use the Position Incumbents validation?
- Key points
- Practice

Using manager self-service

- Common questions
- What can line managers access?
- Viewing the Team Activity Center page
- Managing views on Team Activity Center
- Viewing the Team Actions
- Position hierarchy view of manager's direct reports
- Line manager actions
- Key points
- Demonstrations
- Practices

Managing notifications and approvals

- Common questions
- Approval management overview
- What are the key components used in HCM approvals?
- What are workflows?
- Approval workflow example
- What are notifications?
- Manage notifications
- Key points
- Practice

Managing document records

- Common questions
- What are document records?
- How can I create and maintain documents?
- Document categories and types
- How do I create a document type?
- How do I specify document type delivery preferences?
- How do I control access to document records?
- Mass download document records and attachments
- Methods to generate a letter from document record
- Key points
- Demonstration

Examining HCM work life

- Common questions
- What's personal brand?

- How do I manage the team brand?
- How do you manage wellness?
- Delivered Time Layout Sets
- Key points

Oracle AI in HCM

- Common questions
- What is AI assist?
- Requirements for AI assist
- AI assist example within global human resources
- What are AI agents?
- Examples of how AI agents are used in HCM
- Access requirements for AI agents in HCM
- Profile options for using AI agents
- How do I use the AI Agent Studio?
- AI agents for global human resources
- Information resources
- Key points

Information resources

- Information resources
- Oracle Help Center
- My Oracle Support
- Oracle Cloud Customer Connect
- Oracle University
- Oracle Partner Community