

(25B) Oracle Fusion Cloud HCM: Time and Labor with Payroll

Oracle Global Human Resources Cloud

DURATION

3 Days

MODULES

31 Lectures

COURSE CODE

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Course Overview

activities.

What You Will Learn

Time and Labor overview

- Common questions
- Oracle Human Capital Management
- Setup HCM with FSM
- Time collection and processing
- Time Collection and Processing
- Key points

Workforce Management and Time and Labor overview

- Common questions
- Workforce Management
- Application sharing data
- Shared components
- Included architecture and core components
- Time repository
- Key features of time repository
- DataDictionary
- Generate Data Dictionary Time Attributes Process
- Repeating time periods
- Time and Labor configuration process
- Time and Labor tasks in Setup and Maintenance
- Transaction Design Studio for Time and Labor
- Configure field displays using Transaction Design Studio
- Redwood Experiences for Time and Labor

- Key points
- Demonstrations

Time and Labor integrations with Absence Management

- Common questions
- Time and Labor integrations
- Absence Management with Time and Labor
- Prerequisite absence setup
- Absence entry configuration
- Time entry format on Layout Set
- Absence approvals and transfers
- Compensatory time
- Using compensatory time
- Setting up compensatory time in Absence Management
- Setting up compensatory time in Time and Labor
- Key points

Time and Labor integrations with Global Payroll

- Common questions
- Global Payroll with Time and Labor
- Integrating with Global Payroll: Considerations
- Prerequisite payroll setup
- Time card elements
- Creating elements
- Time entry configuration
- Time processing setup
- Approval rules for Global Payroll
- Key points

HCM groups

- Common questions
- HCM groups
- Defining group membership
- Individual Assignment
- Evaluation criteria and HCM group membership
- Group membership inclusion or exclusion
- Embedded group priority
- Individual assignment priority
- Locking memberships
- Refreshing membership
- Evaluate group membership process
- Manually maintained groups
- Associating groups with time entry profile configurations
- Associating groups with time processing profile configurations

- Key points
- Practice

Time attributes

- Common questions
- Time attributes
- Examples of delivered time attributes
- Data dictionary of time attributes
- Generate Data Dictionary Time Attributes process
- Key points

Custom time attributes

- Common questions
- Custom time attributes
- Time entry objects with custom attributes
- Time processing objects with custom attributes
- Creating custom time attributes
- Data source types
- Creating value sets
- Time reporter and administrative data sources
- Attribute category and value location
- Transferring time card entries with custom time attributes
- Key points
- Practice

Time card fields: Single attribute

- Common questions
- Time card field
- Time card field types
- Configuring single-attribute time fields
- Time card field name
- Time card field data sources
- Time entry data sources with filter variables
- Data source filters example – Absence Management and Payroll Time Type
- Reported time
- Default values for time card fields
- Time card field display properties
- Key points

Time card field: Multiple attribute

- Common questions
- Multiple-attribute time card field configuration
- Multiple-attribute definitions
- Dependent time card fields

- Defining dependent fields in the nonunified and unified time entry experience
- Key points
- Demonstration
- Practices

Layouts and layout sets

- Common questions
- Time layouts
- Delivered Time Layout Sets
- Time entry, view, review, approval notification, and calendar entry layouts
- Responsive UI layout
- Cost overrides layout
- Shift layout
- Web clock layout
- Delivered Time Layout Sets
- Layout sets in the nonunified time entry experience
- Layout sets in the unified time entry experience
- Delivered time layout sets
- Key points

Configuring the unified time entry layout

- Common questions
- Configuring the unified time entry layout
- Layout properties
- Time card fields
- Layout time totals
- Time entry profiles link a layout set to workers
- Key points
- Practice

Worker time entry setup profiles

- Common questions
- Time entry setup profiles
- Time entry profile components: How they work together
- Delivered time entry profiles
- Setting allowable actions for time entry
- Prior period ranges
- Worker attestation and cost override options
- Profile association with workers
- Profile priority for resolving multiple group memberships
- Worker profile derivation
- Troubleshooting time card profile assignments
- Key points
- Demonstration

- Practice

Repeating time periods

- Common questions
- Repeating time periods
- Creating repeating time periods
- Example of repeating time periods: Biweekly period
- Key points
- Practice

Time categories and time attestations

- Common questions
- Time categories
- Time category condition components
- Compound and grouped conditions
- Time categories usage
- Time attestation
- Configure time attestations
- Time attestation sets
- Key points
- Practice

Time consumer sets

- Common questions
- Time consumer sets
- Time consumer set options
- Approval options in time consumer set
- Approval rules for Global Payroll
- Time processing profile links time consumer set to worker
- Key points
- Demonstration
- Practice

Rule templates

- Common questions
- Time rule sets overview
- Time formula and rule types
- Formulas and time rule components
- Time rule templates
- Delivered time entry rule templates
- Delivered time calculation rule templates
- Delivered time device rule templates
- Delivered time submission rule templates
- Configuration options for rule templates

- Configuration options for time entry and time calculation rule templates
- Rule template parameters
- Rule template outputs
- Rule template explanation
- Key points
- Practice

Time rules

- Common questions
- Rules overview
- Configuring rules using templates
- Possible sources for rule parameter values
- Rule outputs
- Key points
- Practices

Rule sets and balances

- Common questions
- Rule sets
- Creating time rule sets
- Processing order for time calculation rule sets
- Time processing profile links rule sets to worker
- Configuring workforce compliance checks and exception alerts
- Creating time rule sets and HCM groups for workforce compliance alerts
- Alert notifications for time exceptions
- Time balance dimensions
- Time balance definition
- Analyzing rule processing details
- Key points
- Practices

Workforce management rule sets

- Common questions
- Workforce management rule sets
- Time entry rules
- Attendance tracking rules
- Key points

Time allocations and work day definition

- Common questions
- Time allocations
- Creating time allocations
- Allocation assignments
- Viewing and overriding time allocations

- Work day definition
- Work day definition setup tasks
- Spanning days rule
- Spanning days rule and grouping threshold
- Day start time
- Key points

Worker time processing profiles

- Common questions
- Worker time processing profile
- Time entry profile components: How they work together
- Configuring the the time processing options
- Configuring the change audit options
- Configuring the public holiday on time card option
- Configuring the on-call entries on time card option
- Profile association with workers
- Troubleshooting time card profile assignments
- Defining time measures
- Key points
- Demonstration
- Practice

Time and Labor scheduling

- Common questions
- Workforce Management schedule
- Work schedules search order
- Team Schedule page for workers
- Team schedule page for line managers
- Managing planned schedules
- Viewing published schedule
- Shift properties
- Default scheduler profile
- Scheduler profiles
- Scheduler profile values
- Third party scheduling integration
- Key points
- Demonstration

Entering time

- Common questions
- Time entry options
- Time and Absences page
- Add time card
- Existing time cards

- Current time card
- Time card
- View time totals and view calculated time
- Time card templates
- Request Time Change
- Key points
- Demonstrations
- Practices

Time management

- Common questions
- Time management work area
- Team Time Cards page
- Compare calculated time before and after resubmission
- Managing time card templates
- Key points

Mass time generation

- Common questions
- Generating time cards
- Generating time cards: Available dates
- Time card parameters: Inclusive periods
- Time card parameters: Entries and attributes
- Generating time entries
- Key points
- Demonstrations

Scheduled processes

- Common questions
- Diagnose and correct time issues process
- Generate time cards from time collection device process
- Generate time exceptions from compliance rules
- Mass submit and approve time cards
- Resubmit time card processes
- Submit queued time cards process
- Key points

Approvals

- Common questions
- Time approval workflows configuration
- Time object settings
- Payroll time approval workflow tasks
- Time approval flow
- Worker approval

- Time card approval reminders
- Mass time approvals
- Key points
- Demonstrations
- Practice

Time transfer

- Common questions
- Time transfer overview
- Transferring time data to Global Payroll
- Prepare unapproved time entries for payroll transfer process
- Key points
- Practice

Oracle Transactional Business Intelligence audit reporting

- Common questions
- Oracle Transactional Business Intelligence
- OTBI and Time and Labor
- Time card details dashboard
- Time attribute dimension
- Costing segments and US locality reports
- Reports on time card versions
- Sample report: Time cards by status
- Sample report: Time entry transfer status
- Scheduler profile reports
- Planned schedule reports
- Sample planned schedule report
- Published schedule reports
- Key points

Time repository data uploads and extracts

- Common questions
- Importing third-party schedules
- Using HCM Data Loader to load read-only time cards
- Using HCM Extracts for time repository data
- Extracting time entries
- HCM Extract for time data
- Extract data groups and data group connections
- Building data group hierarchy for reported and calculated time
- Display filters
- Delivered Extracts
- Key points

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