

R12.x Oracle Time and Labor Fundamentals

Introduction to Oracle Time and Labor

- Collecting Time Information
- Typical Time Management Steps
- Common Business Issues with Time Collection
- Oracle Time and Labor Overview
- OTL Solution to Common Business Issues
- Central Time Store
- Integration with Oracle E-Business Suite
- Integration with Oracle HR and Oracle SSHR Absence Modules

Introducing the Timecard

- The Timecard Building Blocks
- Preferences
- Timecard Layouts
- Timecard Templates
- Approvals and Validation
- Disconnected Entry

Implementation Options

- Implementation Scenarios
- OTLR and OTL Self-Service
- Oracle Time & Labor Rules (OTLR)
- Basic Setup Steps
- Security Setup Steps
- Time & Labor Rules and Preferences
- Linking Time Management Rules
- OTL and Absence Integration - Setup

Time Entry and Approval Rules

- Timecard Validation
- Timecard Edits
- Flexibility in Approvals
- Application Sets
- Time Entry Rules for Validation
- Time Categories
- Time Entry Rule Groups
- Time Entry Rule Formulas

Approval Periods and Styles

- Approvals
- Relating Approval Definitions
- Recurring Periods
- Approval Periods
- Approval Styles
- Approval Notifications

Using Elements in OTL

- Elements for Time & Labor

- Element Information
- Defining Elements in OTL
- Linking Elements in OTL
- Element Sets
- Element Time Information for Oracle Time and Labor Rules (OTLR)
- Additional Element Information

Mappings and Retrieval Processes

- Accessing Time Information
- Mappings
- Mapping Components
- Generate Flexfield Mappings
- OTL Information Types Flexfield
- Retrieval and Deposit Processes
- Retrieval Rules
- Approval Statuses

Timecard Layouts and Preferences

- Timecard Flexibility Using Oracle Time & Labor
- Timecard Layouts
- Predefined Layout Styles
- Timecard Preferences
- Templates
- Alternate Names
- Eligibility Rules

Defining OTLR Structures

- Introducing Oracle Time and Labor Rules (OTLR)
- The OTLR Timecard
- Configuring OTLR
- Preferences for OTLR
- Required Set Up For OTLR
- Holiday Calendars
- Shifts, Work Plans, and Rotation Plans
- Earning Groups

Defining OTLR Policies

- Defining Policies
- Time Management Policies
- Hour Deduction Policy
- Shift Differential Policy
- Premium Eligibility Policy
- Premium Interaction Policy
- Earning Policy
- Policy Maintenance and Implementation Verification

Assigning Structures and Policies

- Assigning Structures and Policies
- Assigning Rules to a Worker: Required Data
- Assigning Rules to a Worker: Optional Data
- Running the Person/Assignment Table List
- Viewing Employee Assignment Information Folder