R12.x Oracle HRMS Self Service Fundamentals

Course Overview

Introduction to SSHR

- Overview
- Understanding Self-Service Human Resources (SSHR)
- Understanding Professional User Interfaces versus Self-Service User Interfaces
- Understanding Integration of SSHR and Professional User Interface
- Learning about Self-Service Functionality in HRMS
- Integration of SSHR with a Third-Party Application
- Learning about Configuration Tools for SSHR

Self-Service Basics

- SSHR Basics
- Understanding e-Business Suite Architecture
- Understanding Operation of Web-Based Functions
- Understanding SSHR Implementation Steps

User Access and Security

- Understanding User Access and Security in SSHR
- Defining User Access
- Comparing Employee/Worker and Manager Access
- Creating Users
- Associating User with Person

User Access to People

- Understanding User Access to People in SSHR
- Using Security Profiles
- Using the Release Information Function
- Searching for People
- Using the SSHR My List page
- Using the Change Manager Function and Hierarchy Page

Implementation Steps

- Understanding SSHR Implementation Steps
- Preparing Environment for SSHR
- Configuring HRMS Applications
- Understanding User Access Setup
- Configuring Workflow Processes and Page Layouts

Configuring SSHR

- Configuring Menus and Responsibilities
- Configuring Functions

- Adding Custom Functions to Menus
- Adding Custom Functions
- Adding Custom Functions to Menus
- Changing the Manager Entry Pages

Using the Workflow Builder

- Working with the Workflow Builder
- Working with Workflow Item Types
- Changing Workflow Objects
- Chaining Workflow Processes
- Chaining Self-Service Activities
- Changing a Process Flow

Configuring Web Page Layouts

- Configuring Self-Service Web Pages
- Understanding Personalization Levels
- Using the Global Personalize Page Link
- Adding User Tips and Instructions
- Personalizing Logos

Approvals

- Understanding Approvals in Oracle SSHR
- Enabling Dynamic Approvals
- Working with Approvals
- Creating an AME Rule
- Understanding Approvals Routing
- Understanding Approval Considerations

Using SSHR

- Managing Dates
- Managing Conflicting Actions
- Using the Document Manager
- Setting Up a Generic ID for New Employee Registration

Integration with Third-Party Information Providers

- Integrating SSHR with Third-Party Information Providers
- Accessing Third-Party Information from the Self -Service Pages
- Enabling the Info Online Functionality
- Setting up Links Between Oracle Self-Service HR and Enwisen

Advanced Topics

- Understanding Employee Directory
- Understanding Responsibility Ownership