

## R12.x Oracle HRMS Compensation Workbench and Salary Configuration

**Duration:** 4 Days

### What you will learn

Oracle HRMS enables you to set up and manage the compensation you provide for employees in your enterprise. This course teaches you how to set up and administer salary, grade-related pay, absences, and awards in your enterprise. The modules in this course fall into the following three groups, which can be completed in any sequence:

Salary and Grade Related Pay and Progression  
Compensation and Awards Management  
Leave and Absence Management

Learn to:

Manage salary and grade related pay and progression in your enterprise  
Map market compensation surveys to the jobs and positions you use in your enterprise.  
Implement and administer Compensation Workbench  
Set up and administer Individual Compensation Distributions (ICD)  
Maintain a vehicle repository and allocate company vehicles to employees  
Use absence types, categories, and reasons to track and report employee absences

### Audience

Business Analysts  
End Users  
Functional Implementer  
Sales Consultants  
Support Engineer  
Technical Consultant

### Related Training

#### *Required Prerequisites*

Working experience with Oracle HRMS Applications R12  
  
Thorough knowledge of HRMS Business requirements at your organization  
  
R12.X Oracle HRMS Total Compensation Foundations

### Course Objectives

Identify the compensation management tools that Oracle HRMS provides and explain their features and benefits  
  
Identify salary components, salary basis, and salary elements

Demonstrate how to administer salary changes

Demonstrate how to enter and maintain compensation survey data

Learn how to set up grade rates, pay scales, and scale rates

Understand the grade/step progression business process

Demonstrate how to set up grade ladders and run the concurrent processes that manage grade/step progression

Demonstrate how to implement Compensation Workbench and determine and allocate compensation awards

Understand what Individual Compensation Distributions (ICD) is and the benefits of using it

Demonstrate how to record company and private vehicles in the vehicle repository

Describe how to allocate vehicles to employees

Learn how to set up absence types and elements

Describe how to define and configure accrual plans appropriate to your enterprise

Demonstrate how to view and analyze employee accruals

Configure total compensation statement

Configure criteria based rates

## Course Topics

### **Introduction to Salary, Awards, and Absences**

Introduction to Salary, Awards, and Absences

Administering salaries

Mapping compensation surveys

Using Grade/Step progression

Learning about Compensation Workbench

Understanding Individual Compensation Distribution

Understanding Total Compensation

Managing Absences

### **Implementing Salary Administration**

Implementing Salary Administration

Setting up Salary Administration

Creating salary elements

Defining Salary basis

Creating salary components

Understanding predefined salary components

Understanding salary approvals

### **Using Salary Administration**

- Using Salary Administration
- Assigning salary basis
- Entering salaries
- Proposing salary changes
- Correcting/deleting salary records
- Reviewing salaries
- Using the Salary Management Folder
- Web ADI and Salary Management

### **Grades and Pay Administration**

- Grades and Pay Administration - Overview
- Learning about models of pay administration
- Understanding grade implementation approaches
- Understanding Non-automatic step progression approach
- Setting up Grade/Step progression
- Setting up grade ladder
- Administering grade/step progression
- Making manual grade step progression

### **Configuring Criteria-Based Rates for Variable Pay**

- Why use Criteria-Based rates?
- Setting up Criteria-based rate
- Eligibility criteria for criteria-based rates
- Defining criteria rate
- Setting up rate matrix

### **Performing Compensation Surveys**

- Understanding compensation surveys
- Compensation survey identifier
- Entering compensation surveys
- Defining compensation survey lines
- Mapping compensation survey lines

### **Compensation Workbench (CWB)**

- Overview
- Understanding compensation workbench
- Setting up CWB plans
- Setting up global plans, component plans, and combination plans
- Define steps to display market salary survey data
- Controlling access and eligibility in compensation workbench

### **Worksheet and Budget Sheet Configuration in Compensation Workbench**

- Displaying rates
- Validating jobs, grades, and positions
- Displaying columns
- Configuring flexfields
- Configuring custom and dynamic columns
- Displaying performance appraisal details in CWB

### **Compensation Workbench Plan Administration**

- Opening a Compensation Workbench Award Cycle
- Publishing budgets

- Adding individuals into a started compensation workbench cycle
- Writing allocated amounts from the compensation workbench cycle
- Refreshing compensation workbench data
- Generating mass notifications
- Generating compensation workbench reports for managers
- Generating compensation workbench reports for administrators

### **Individual Compensation Distribution (ICD)**

- ICD for administrators, HR Professionals, and line managers
- ICD plan administration
- Creating ICD plans using Quick Setup
- Assigning awards using ICD
- Approval chain for ICD
- Using the Employee Administration portal for ICD transactions

### **Configuring Total Compensation Statement**

- Categorizing a compensation statement
- Explaining total compensation statement
- Deciding on compensation source
- Setting up total compensation statement
- Processing total compensation statements

### **Vehicle and Mileage processing**

- Vehicle repository entry process
- Vehicle allocation process
- Mileage claims process
- Setting up mileage claims

### **Setting up Absence Management**

- Absence management components
- Defining absence elements
- Setting up absence management
- Absence entry and reporting

### **Understanding the Accrual Plan Structure**

- Accrual plan rules
- Configuring plans rules
- Setting up PTO accrual plans
- Administering accrual plans
- Enrolling employees in accrual plans
- Viewing accrual information
- Adapting the predefined accrual formulas and rules
- Understanding accrual formulas