

Oracle HCM Cloud: Time & Labor

Duration: 4 Days

What you will learn

This Oracle HCM Cloud: Time & Labor training teaches you the key concepts of Time and Labor. Expert Oracle University instructors will show you how various components of Time and Labor work together, while taking you through setup and time reporting tasks via interactive instruction, discussions, demonstrations, and hands-on activities.

Learn To:

Create scheduler profiles.

Generate time period definitions that produce repeating periods.

Create time attributes, which are qualifiers associated with a time event or time entry.

Come up with time card fields, which are a collection of properties that enables different user groups to report time against different time attribute values.

Start a collection of different time entry layouts for entering, reviewing, and approving time.

Associate time card fields with layout sets.

Create groupings of time attributes as categories.

Use these categories to group time entries for summarizing, validating, and transferring time and for processing time rules.

Create time consumer sets that specify approval periods, validation rules, and time transfer rules for each time consumer.

Create group definitions that are used by Time and Labor.

Create worker setup profiles that associate time entry configurations with workers.

Benefits to You

By taking this course, you'll ensure a smooth, rapid implementation of Oracle Fusion Time and Labor. You'll develop a better understanding of the configuration options so you can make improved decisions during your implementation.

Security for Oracle Fusion HCM & Setup and Maintenance

This course will also teach you how Oracle Fusion uses job and data roles, role inheritance and security privileges to secure application functionality and data access. You'll also use the Setup and Maintenance work area to plan, configure and implement Time and Labor.

Oracle Fusion Time and Labor Implementation

Configure and manage repeating time periods, time consumer sets, time categories, time attributes, time card fields, layout sets, rules, setup profiles, and groups.

Test Your Implementation

Enter and submit time as a worker, approve time as a manager, and transfer time as a time consumer. This course is relevant for any customers using Fusion Applications through Release 11.1.11. It's beneficial for both Oracle Cloud and on-premises deployments.

Audience

Cloud User

End Users

Implementation Consultant

Related Training

Suggested Prerequisites

Introduction to Oracle HCM Cloud (COMING SOON)

Introduction to Oracle Human Capital Mgmt Cloud

Course Objectives

Use Oracle Fusion Time and Labor to perform transactional tasks, such as reporting, approving, and transferring time

Use the Setup and Maintenance work area to implement Time and Labor

Identify the key concepts of Time and Labor that determine a successful implementation

Validate your setup by entering data and performing common Time and Labor processes

Course Topics

Time and Labor Overview

Main Features of Oracle Fusion Human Capital Management

Time and Labor Time Management Business Process

Time and Labor Scheduling

Viewing Worker and Team Schedules as a Worker and Manager

Managing Shift Properties

Creating Scheduler Profiles

Planning And Publishing Schedules

Workforce Management and Time and Labor Overview

Workforce Management Components Used with Time and Labor

Worker and Manager Time Entry Options

Tasks that Managers Perform in the Time Management Work Area

Time and Labor Integrations

Absence Management with Time and Labor: Overview

Global Payroll with Time and Labor: Overview
Project Costing with Time and Labor: Overview

Repeating Time Periods and Time Consumers Sets

Repeating Time Periods
Creating Repeating Time Periods
Supported Time Consumers
Time Consumer Configurations
Creating Project Costing and Global Payroll Time Consumer Sets

Managing Layout Sets

Purpose of Layouts and Layout Sets
Purpose of the Edit Layout Guided Process Pages
Configuring the Project Costing Layout Set

HCM Groups

Purpose of Groups
Group Priority Assignment
Creating HCM Groups

Worker Setup Profiles

Purpose of Setup Profiles
Delivered Setup Profiles
Assigning and Prioritizing Profiles
Creating Worker Time Entry and Time Processing Setup Profiles

Project Costing Time Entry, Approval, and Transfer

Identifying Where Workers and Time and Labor Managers Report Time
Using the Time Work Area to Report Project Costing Time
Time Approval Flow
Time Card Approval Components
Approving Time as a Project Manager
Transferring Time as a Projects Time Consumer
Troubleshooting Time Transfer

Custom Time Attributes

Purpose of Time Attributes and User-Defined Time Attributes
Delivered Time Attributes
Value Sets And Values
Attribute Categories
User And Administrative Data Sources
Creating Your Own Time Attribute

Single-Attribute Time Card Fields

Purpose of Time Card Fields
Difference Between Single-Attribute and Multiple-Attribute Time Card Fields
Data Sources for Time Reporters and Administrators
Creating a Single-Attribute Time Card Field
Configuring User Data Source Filters that Depend on Another Attribute Value

Time Rules and Rule Sets

Creating Time Entry Rules

Creating Time Entry Rule Sets
Associating Rule Sets with Workers

Payroll Time Entry, Error and Exception Resolution, Approvals, and Transfer

Entering Time Using Time Cards
Editing and Submitting Saved Time Cards
Adjusting Time Entries on Time Cards
Resolving Time Entry Exceptions
Approving Payroll Time
Transferring Payroll Time to Global Payroll

Web Clocks Buttons

Creating Web Clock Buttons
Configuring the Web Clock Layout

Multiple-Attribute Time Card Fields

Configuring the Structure Of Multiple-Attribute Definitions
Time Attributes and Filter Variable Settings
Configuring Options During Multiple-Attribute Time Card Field Creation
Configuring Dependent Time Card Fields for Multiple-Attribute Time Card Fields
Dependent Time Card Field Availability Settings that Determine the Display Options in Time Card Layouts

Combined Project Costing and Payroll Time Entry Configuration

Combined Entry of Project Costing and Payroll Time
Delivered Setup Components that Enable the Reporting of Projects and Payroll Time on a Single Time Card

Determining Required Time Entry and Time Processing Objects

Identifying the Time Entry and Time Processing Objects Required for an Implementation

Time Categories

Purpose of Time Categories
Using Time Categories in Time Consumer Sets, Rule Sets, and Rules
Identifying Time Category Condition Components
Creating Time Categories that Use Two Conditions

Rule Templates

Creating Time Entry, Calculation, Device, and Submission Rule Templates

Time Collection Device Setup

Adding Device Supplier and Supplier Device Event Lookup Codes
Creating Time Collection Device Event Mappings and Mapping Sets
Creating Export Data Configurations
Setting Shift Limits and Violation Types
Creating Time Device and Submission Rules and Rule Sets
Creating Time Device Processing Profiles

Processing Time Collection Device Events

Exporting Data to Time Collection Devices Using the Workforce Management Time Device Export Data Process
Explaining Time Device and Web Clock Event Validation and Processing

Mass Time Generation and Approval

Generating Time Cards, Time Events, and Time Entries

