R12.x Oracle HRMS People Management Fundamentals

Duration: 2 Days

What you will learn
This course will be applicable for customers who have implemented Oracle E-Business Suite Release 12 or Oracle E-Business Suite 12.1. Oracle HRMS enables you to enter and track employees and contingent workers from the day they apply for a job to the day they leave your enterprise. Using Oracle HRMS you can hold, inquire, report, and keep track on a wide range of personal and employment information. This can include medical details, work schedules, preferred language for correspondence and personal contacts, as well as the basic details such as date of birth, employee number, and addresses. This course enables you to identify the different workers in your enterprise and introduces the different ways you can represent your workforce using Oracle HRMS. Learn To:
- Organize your workforce exactly as your enterprise requires
- Manage a global workforce while addressing local country requirements
- Recognize Self-Service HR Capabilities
- Use reporting tools to track your workforce, and ensure you meet corporate objectives

Audience
End Users
Functional Implementer
Sales Consultants
Support Engineer
Technical Consultant

Course Objectives
Recognize the different interfaces for which you can enter and maintain people information

Recognize Self-Service HR capabilities

Describe person types

Identify components of the assignment

Describe collective agreements

Describe HRMS and HRMSi workforce reports

Demonstrate how to manage assignments

Demonstrate how to enter disability information

Describe how to terminate a person

Demonstrate how to transfer employees

Demonstrate how to create people records

Describe the key workforce concepts in Oracle HRMS
Identify the different workers in your enterprise

Understand how to represent your workforce using Oracle HRMS

Course Topics

Overview of People Management
Understanding people management components
Identifying the different workers in your enterprise
Defining people
Describing person types
Describing the key workforce concepts in Oracle HRMS
Identifying components of the assignment
Using assignments
Defining workforce relationships

Introduction to Recording People Information
Recognizing the different interfaces for which you can enter and maintain people information
Recognizing Self-Service HR capabilities
Understanding how to represent your workforce using Oracle HRMS
Recording people information
Using Windows and Templates
Using Employee SSHR
Using Manager SSHR

Set Up People Information
Defining person types
Understanding system and user person types
Identifying assignment statuses
Defining contract information
Defining user assignment statuses
Identifying contracts
Creating contracts
Defining additional information

Collective Agreements
Identifying collective agreements
Defining collective agreements
Defining entitlement items
Defining derived factors
Defining eligibility profiles
Using collective agreements
Processing collective agreements

Entering People Information
Understanding the hiring process
Hiring a new person
Placing a contingent worker
Entering personal information
Entering statutory information
Entering additional personal information

**Entering Assignment Information**
Entering assignment information
Entering supervisor Information
Entering payroll information
Entering information for statutory reports
Maintaining multiple assignment
Entering contract information
Entering contingent worker assignment information

**Managing People**
Maintaining personal and assignment information
Entering information for additional assignments
Changing and ending primary assignments
Viewing and updating personal and professional information in SSHR
Promoting and transferring a person
Describing disability information
Maintaining multiple assignments
Managing people over time

**Managing Schedules and Availability**
HRMS and CAC Integrated Availability Features
Managing availability
Recording schedule information
Defining schedules
Defining calendar events

**Employee Transfers and Secondments**
Describing transfers and secondments
Deploying proposals
Initiating permanent transfers
Updating deployment proposals
Completing initial setup of employee records
Initiating temporary secondments

**Reporting and Analyzing Workforce Information**
Using Standard Reports
Using Statutory Reports
Using Discoverer Reports
Using HRMSi Reports
Using HRMSi Reports for Daily Business Intelligence

**Tracking Tenure Information (U.S. Only)**
Describing tenure
Entering tenure information
Tracking and reporting on tenure information

**U.S. Government Reporting**
Describing U.S. government-mandated reports
Reporting Requirements
Reporting Categories and Statuses
Terminating
Ending assignments
Ending secondary assignments
Terminating assignments
Terminating employment
Ending contingent worker placements

Reinstating or Rehiring
Cancelling terminations
Rehiring
Understanding Back-to-Back Employment