



# Oracle HRMS Training Course Content

## **What is an ERP**

**Introduction to Oracle Application E-Business Suite and its Architecture**

**Understanding Multi-Org Concept in Oracle Application**

**Understanding Oracle apps R12 MOAC (Multi-Org Access Control Model)**

## **Oracle application System Administration**

- Creating Application Users
- Functional Security and Application Security
- Creating role based Responsibilities
- Creating Custom Menus, Request Groups, Data Groups
- Creating and managing Concurrent Programs and Reports. Standard request submission(SRS)
- Profile Options in Oracle Applications
- Value Sets and Flex fields in Oracle Applications
- KFF and DFF
- Overview of Alerts and Workflow

## **Fundamentals of Flexfields**

- Basics of Flexfields
- Define Value sets
- Define Key Flexfields
- Define Descriptive Flexfields
- Flex field enhancements in R12

## **Core HR**

- Introduction
- Oracle HRMS Solutions
- Business Processes in Oracle HRMS

- Oracle HRMS Information Model
- Overview of Enterprise Work Structures
- Defining Common Data
- Defining Descriptive Flex fields
- Special Information Types and Extra Information Types in Oracle HRMS
- Defining Lookups and Values
- Creation a Business Group
- Creation of Locations and Organizations Overview
- Representing Financial Reporting Structure
- Representing Legal and Government Reporting Structures
- Defining Organization Information for Government Mandated Reporting
- Representing Grades and Their Relationship to Pay
- Representing Jobs and Positions
- Position Hierarchies

## **Payroll**

- Introduction to Payroll Processing
- Defining Payment Methods
- Defining Elements
- Making Batch Element Entry (BEE)
- Overview of Payroll Processing
- Running Prepayments
- Difference Between Rollback, Retries, and Reversals
- Balances
- Reasons for Adjusting Balances
- Viewing and Correcting a Quick Pay
- Defining Bank FLexfield
- Defining Payroll
- How to create Data Loader Sheets
- Recording Exchange Rates
- Running a Payroll
- Running the Costing Process
- Correcting Results of Processing Using these Processes
- Running a Quick Pay
- Fast Formulas

## **Absence Management and PTO Accrual Plans**

- Introduction
- Setting Up Absence Management
- Managing Absences
- Understanding the Accrual Plan Structure
- Setting UP PTO Accrual Plans
- Administering Accrual Plans
- Adapting the Predefined Accrual Formulas
- Changing the Net Calculation Rules

## **Self Service HR**

### **Introduction to SSHR**

- Functions and Features of SSHR
- Fundamentals of SSHR
  - Self-Service Basics
  - User Access and Security
  - User Access to People
- Configuring SSHR
  - Functions, Menus, and Responsibilities
  - Configuring Functions
  - Configuring Web Page Layouts
- Approvals
- Using SSHR
- Common SSHR Functions
- Employee Director



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