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

Skills Gained
- Demonstrate how to create people records
- 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
- 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 Details

Overview of People Management
- Identifying the different workers in your enterprise
- Describing person types
• Describing the key workforce concepts in Oracle HRMS
• Identifying components of the assignment

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

Set Up People Information
• Defining person types
• Identifying assignment statuses
• Defining contract information

Collective Agreements
• Identifying collective agreements
• Defining collective agreements

Entering People Information
• Describing the hiring process
• Hiring a new person
• Placing a contingent worker
• Entering personal information

Entering Student Employees
• Student Employees in Oracle HRMS
• Creating Student Employees
• Data Synchronization between HRMS and OSS

Entering Assignment Information
• Entering Supervisor Information
• Entering Payroll Information
• Entering Information for Statutory Reports
• Using Collective Agreements
• 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
Managing Schedules and Availability
- HRMS and CAC Integrated Availability Features
- Schedules
- Calendar Events
- Viewing Availability

Employee Transfers and Secondments
- Describing Transfers and Secondments
- Deployment Proposals
- Returning from Secondment

Reporting and Analyzing People Information
- Describing HRMS workforce reports
- Describing HRMSi Workforce reports
- Running reports

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

Terminating
- Terminating Employment
- Ending Contingent Worker Placements
- Ending Secondary Assignments

Reinstating or Rehiring
- Canceling a Termination
- Rehiring
- Understanding Back-to-Back Employment