

## R12 Oracle HRMS Self Service Fundamentals

**Duration:** 3 Days

### What you will learn

The course covers the tools used with SSHR (Workflow Builder, Personalization Framework, Oracle Approvals Management) and provides information on how to use these tools to configure SSHR to meet your business requirements. In addition, the course covers common SSHR functions and discusses how you can use these functions in your enterprise.

Learn to:

Implement Oracle SSHR

Configure elements of SSHR to suit your requirements

Use the related tools

Configure approvals

Work with common SSHR functions

### Audience

Functional Implementer

Technical Consultant

### Prerequisites

#### *Suggested Prerequisites*

R12 Oracle HRMS System Administration Fundamentals

R12.x Oracle HRMS People Management Fundamentals

### Course Objectives

Understand the terminology and concepts used in SSHR

Identify which functions are available and understand the difference between employee and manager functions

Understand how different users can use self-service applications

Understand the architecture of the E-business Suite

Understand how self-service functions operate

Understand how different elements determine how the function operates (Workflow Builder, Oracle Application Framework, Data Security)

Learn how to create custom menus containing required functions

Recognize which elements are configurable on an interface and know how to use the Oracle Application Framework to modify these elements

Understand the different approvals mechanisms

Use Oracle Approvals Management

Understand which self-service applications are available in HRMS

### Course Topics

#### Introduction to SSHR

Overview

Functions and Features of Self-Service Applications

### **Fundamentals of SSHR**

SSHR Basics

User Access and Security

User Access to People

Using the Workflow Builder

Implementation Steps

### **Configuring SSHR**

Functions, Menus, and Responsibilities

Configuring Functions

Configuring Web Page Layouts

Approvals

### **Using SSHR**

Common SSHR Functions

Employee Directory

Responsibility Ownership