

R12.x 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

Access Information from a third party application

Audience

Functional Implementer

Technical Consultant

Course Objectives

Understand the terminology and concepts used in SSHR

Integrate and access personal information and absence policies available on a third party applications

Configure elements of SSHR to suit your requirements

Configure approvals

Configure elements of SSHR to suit your requirements

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

Understanding Self-Service Human Resources (SSHR)

Understanding Professional User Interfaces versus Self-Service User Interfaces

Understanding Integration of SSHR and Professional User Interface

Learning about Self-Service Functionality in HRMS

Integration of SSHR with a Third-Party Application

Learning about Configuration Tools for SSHR

Self-Service Basics

SSHR Basics

Understanding e-Business Suite Architecture

Understanding Operation of Web-Based Functions

Understanding SSHR Implementation Steps

User Access and Security

Understanding User Access and Security in SSHR

Defining User Access

Comparing Employee/Worker and Manager Access

Creating Users

Associating User with Person

User Access to People

Understanding User Access to People in SSHR

Using Security Profiles

Using the Release Information Function

Searching for People

Using the SSHR My List page

Using the Change Manager Function and Hierarchy Page

Implementation Steps

Understanding SSHR Implementation Steps

Preparing Environment for SSHR

Configuring HRMS Applications

Understanding User Access Setup

Configuring Workflow Processes and Page Layouts

Configuring SSHR

- Configuring Menus and Responsibilities
- Configuring Functions
- Adding Custom Functions to Menus
- Adding Custom Functions
- Adding Custom Functions to Menus
- Changing the Manager Entry Pages

Using the Workflow Builder

- Working with the Workflow Builder
- Working with Workflow Item Types
- Changing Workflow Objects
- Chaining Workflow Processes
- Chaining Self-Service Activities
- Changing a Process Flow

Configuring Web Page Layouts

- Configuring Self-Service Web Pages
- Understanding Personalization Levels
- Using the Global Personalize Page Link
- Adding User Tips and Instructions
- Personalizing Logos

Approvals

- Understanding Approvals in Oracle SSHR
- Enabling Dynamic Approvals
- Working with Approvals
- Creating an AME Rule
- Understanding Approvals Routing
- Understanding Approval Considerations

Using SSHR

- Managing Dates
- Managing Conflicting Actions
- Using the Document Manager
- Setting Up a Generic ID for New Employee Registration

Integration with Third-Party Information Providers

- Integrating SSHR with Third-Party Information Providers
- Accessing Third-Party Information from the Self -Service Pages
- Enabling the Info Online Functionality
- Setting up Links Between Oracle Self-Service HR and Enwisen

Advanced Topics

- Understanding Employee Directory
- Understanding Responsibility Ownership