



Oracle Apps HRMS Course Content:35-40hours

Course Outline

HRMS Training Course Content

- 1) What is an ERP
 - 2) Introduction to Oracle Application E-Business Suite and its Architecture.
 - 3) Understanding Multi-Org Concept in Oracle Application.
 - 4) Understanding Oracle apps R12 MOAC (Multi-Org Access Control Model).
 - 5) Oracle application System Administration.
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- a) Creating Application Users
 - b) Functional Security and Application Security
 - c) Creating role based Responsibilities.
 - d) Creating Custom Menus, Request Groups, Data Groups.
 - e) Creating and managing Concurrent Programs and Reports. Standard request submission (SRS)
 - f) Profile Options in Oracle Applications.
 - g) Value Sets and Flex fields in Oracle Applications.
 - h) KFF and DFF
 - i) 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 Directory