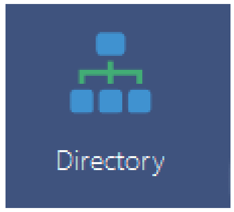
Core HR Tasks

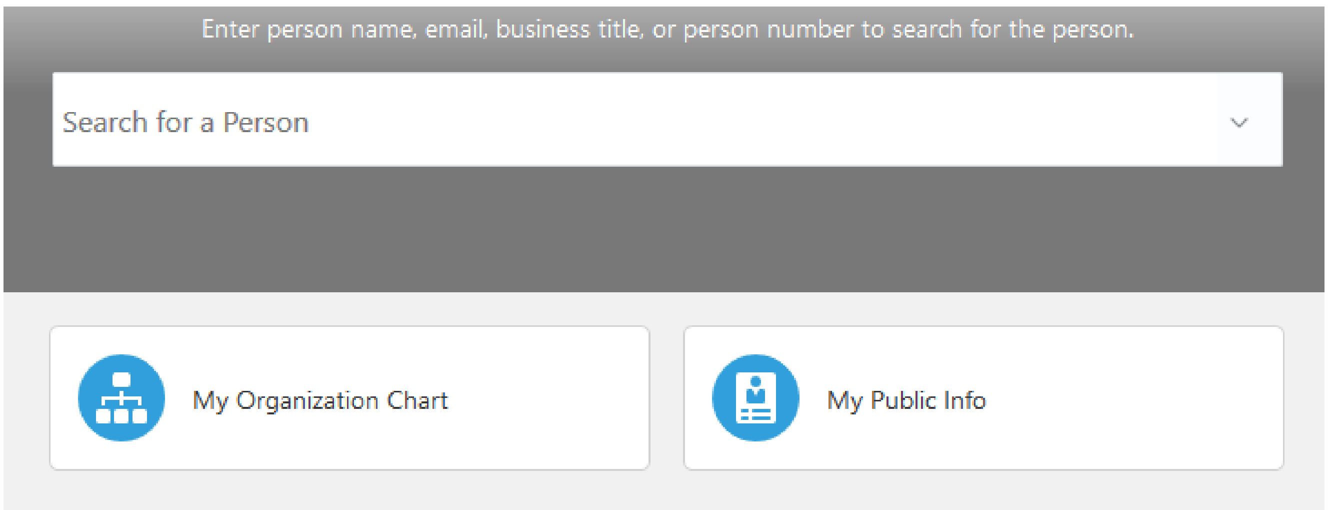
Oracle HCM
End User Guide

Contents

A. EMPLOYEE ACCESSES DASHBOARD & TCNJ DIRECTORY

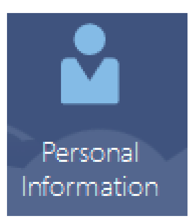
1. Sign on
2. Click home  and your dashboard will appear.
3. Click on the Directory tile 

Your search screen appears.

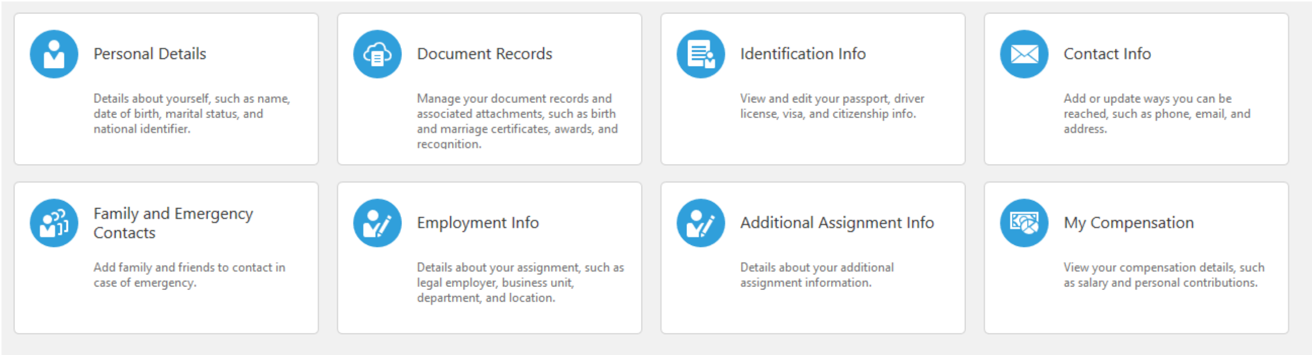


4. You can search a variety of ways from this screen.
   - Click the dropdown and an alphabetical list appears, or
   - Click the Advanced Search link to open up more parameters.

B. EMPLOYEE UPDATES ADDRESS, PHONE

1. Click home  and your dashboard will appear.
2. Click the Personal Information tile. 

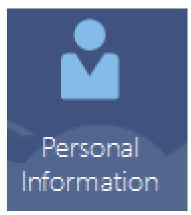
The Personal Information tiles appears.



- Select the Contact Info tile. Your contact info appears.
- Click on the appropriate pencil icon  to edit any fields.
- Click Submit when finished.

3. Click home  and your dashboard will appear.

C. EMPLOYEE UPDATES LEGAL NAME

1. Click the Personal Information tile. 

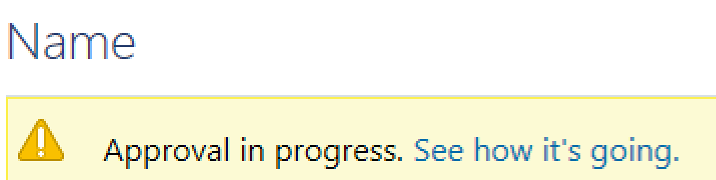
The Personal Information tiles appears.

- Click the Personal Details tile. The Details window appears.

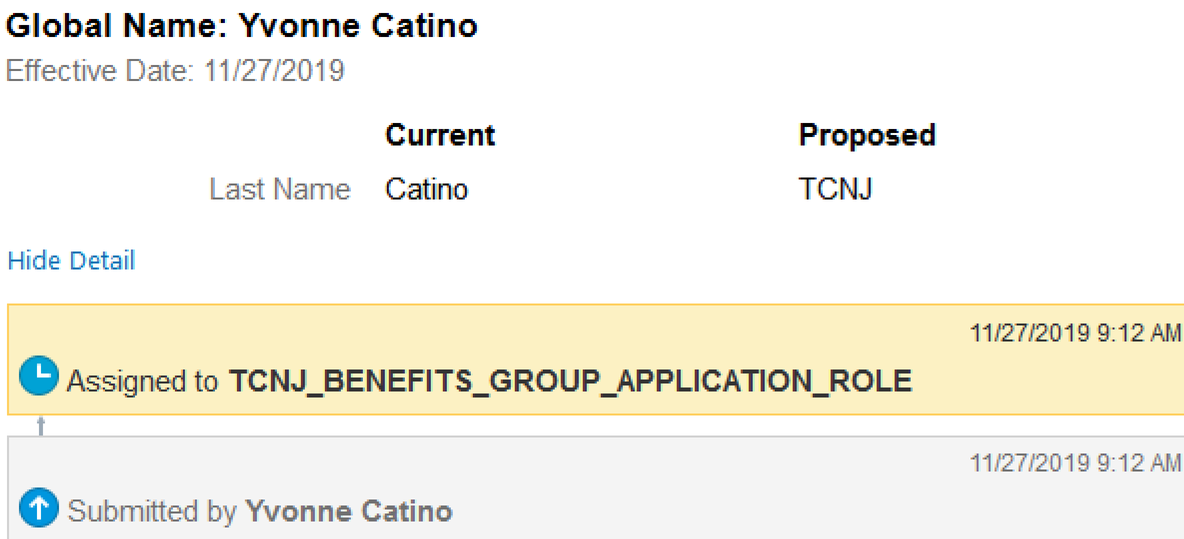
2. Click the pencil icon in the right corner of Name section

- Enter today’s date in **When does this name change start?**
- Change the last name to TCNJ. Click Submit. A popup window shows that the name change has been submitted for approval.
- Click the back arrow, then Click the Personal Details tile again.

3. You will now see a message that says approval in progress:

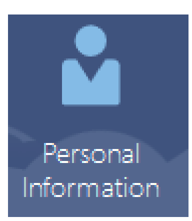


- On the Name screen, click **See how it’s going** to see where the name change is in the approval workflow.



4. To withdraw the change, click the Withdraw button at the top right. Your original details page appears.
5. Click the back arrow to return to Personal Details tile.

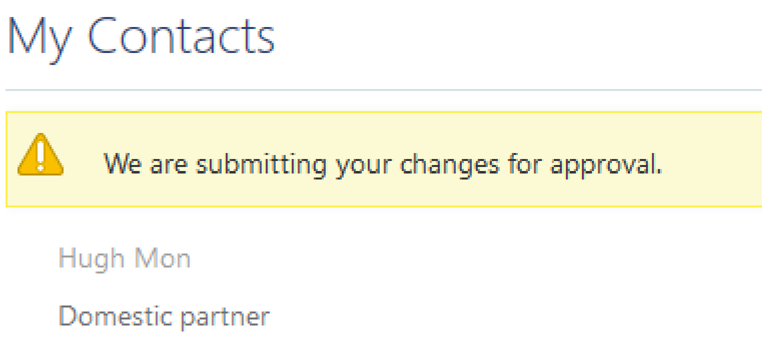
D. EMPLOYEE CREATES AN EMERGENCY CONTACT

1. Click the Personal Information tile. 

The Personal Information tiles appears.
2. Click the Family and Emergency contacts tile. The window appears.

- Click the Add button on the right (greyed out).
- Select **Create a New Contact**.
- Add the Contact details. Make sure the emergency contact check box has a check in it.

- In the communication section, select type of phone and enter area code and number separately. No hypens required.
- In the address section, select an option.
- Click **Submit**. The update is submitted through approval.

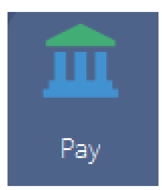


- Click the back arrow. On the warning message, click Yes.
- To see approval progress, click on the Family & Emergency Contacts tile.
- Click **See how it's going** to see where the name change is in the approval workflow.

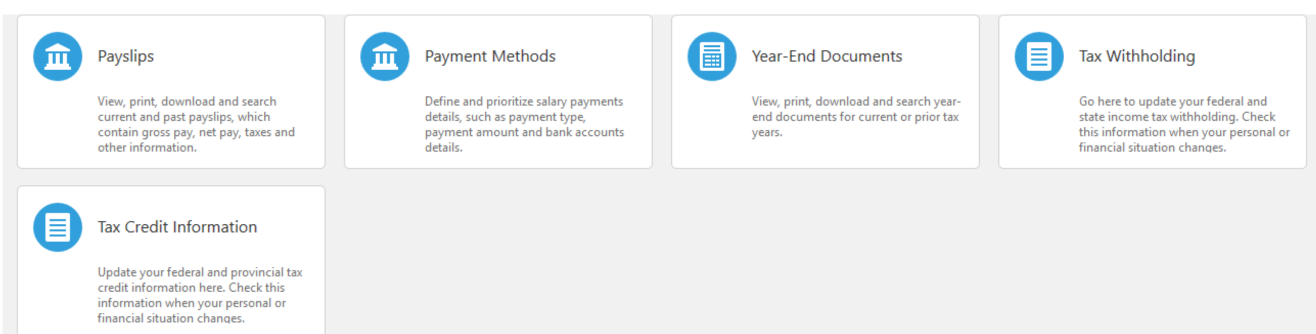
3. To withdraw the change, click the Withdraw button at the top right. Your original details page appears.

4. Click home  and your dashboard will appear.

E. EMPLOYEE UPDATES DIRECT DEPOSIT INFORMATION

1. From your dashboard, click the Pay tile. 

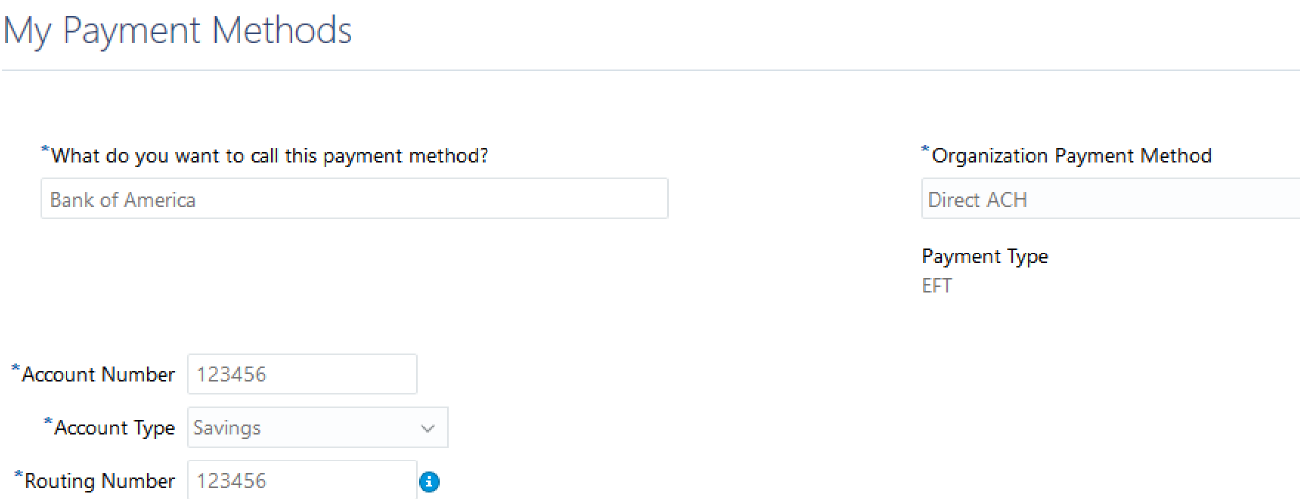
Your Pay tile details appear.



2. Click on the Payment Methods tile.

- Click the Add button on the right (greyed out).

- All asterisked *fields are required.

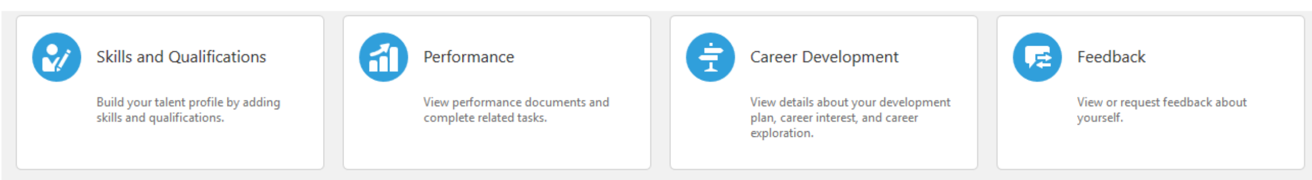


- Click Save.
- Click Cancel to return to the main payment methods screen.
- Click home to return to the dashboard.

F. EMPLOYEE UPDATES SKILLS & QUALIFICATIONS

1. From the dashboard, click on the Career and Performance tile. 

Your Career and Performance details appears.



- Click the Skills and Qualifications tile. Create 1 item under each section, except for attachments. Click Save after each section entry.
- To print your updates, click the Actions and select Print.

G. HR COMMUNITY PARTNER ADDS CONTINGENT WORKER IN HCM

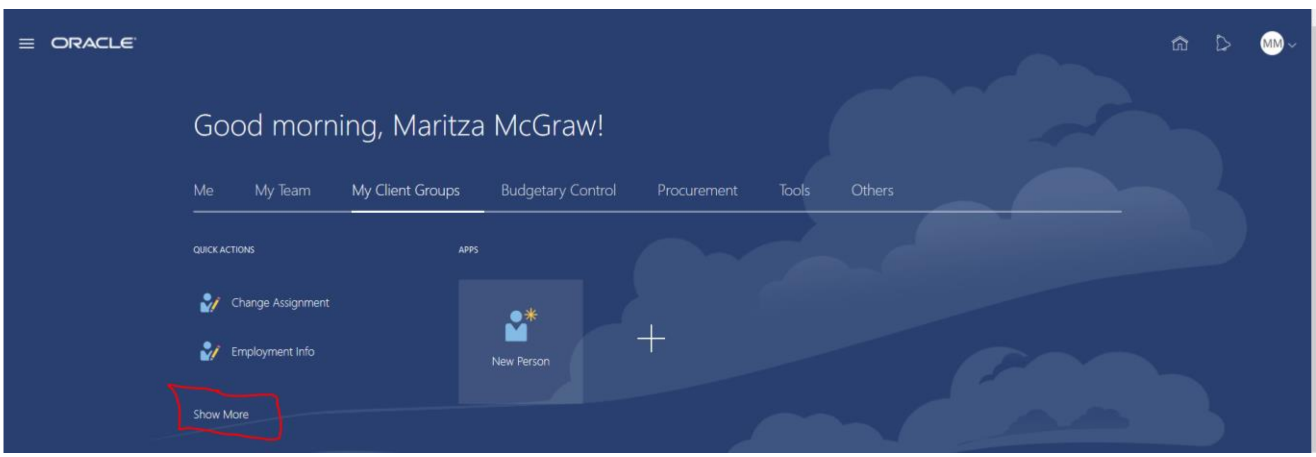
1. From the Home Page, click on My Client Groups
    - Under Quick Actions click Add a Contingent Worker
    - Skip the page with check boxes and click the Continue button towards the top right corner.
    - Update the Legal Employer to be The College of New Jersey US.

- Add a First and Last Name for the contingent worker. (Remember his/her name for upcoming tasks!)
- Click Next.
- Add an address and phone/email details. Click Next.

2. On the Employment Information page, change the Assignment Status to be Active No Payroll.
   - Enter a Projected End Date.
   - Update the Department and other information as necessary.
   - Click Next twice until you reach the Review page. Fields are properly updated.
3. In the top right corner click Submit
   - Click Done. The Contingent Worker is added and workflow is kicked off.

H. HR COMMUNITY PARTNER UPDATES CONTINGENT WORKER ASSIGNMENT

1. From the Home Page, click on My Client Groups
2. On the left hand side under Quick Actions, select Show More



- Find and select Change Assignment
- Search and select the contingent worker you just created
- Click Continue
- In the Action Name field, select Assignment Change.
- Click Continue
- Change the Projected End Date Field to a future date.
- Click Submit
- The Assignment Change has now been submitted and goes through approvals.

I.   HR COMMUNITY PARTNER TERMINATES A WORKER

1. From the Home Page, click on My Client Groups

- On the left hand side under Quick Actions, select Show More
- Find and select Termination

2. In the Search Region:
   - In the search field, search for the contingent employee you created and select.
3. Terminate
   - For the "What is the Action Name?" field, select Termination. Click Submit.
   - You have now terminated the contingent worker and it is submitted for approval.

J. HR COMMUNITY PARTNER ENDS EMPLOYEE RELATIONSHIP – RESIGNATION

1. From the Home Page, click on My Client Groups
   - On the left hand side under Quick Actions, select Show More
   - Find and select Termination (Same action as before to submit resignation).
2. In the Search Region:
   - In the search field, search and select any employee
3. Resignation
   - For the "What is the Action Name?" field, select Resignation. Click Submit.
   - You have now submitted a resignation for the employee, which now routes for Resignation approval.

K. HR COMMUNITY PARTNER ENDS EMPLOYEE RELATIONSHIP – RETIREMENT

1. From the Home Page, click on My Client Groups
   - On the left hand side under Quick Actions, select Show More
   - Find and select Termination (Same action as before to submit resignation).
2. In the Search Region:
   - In the search field, search and select any employee
3. Retirement
   - For the "What is the Action Name?" field, select Retirement. Click Submit.
   - You have now submitted a resignation for the employee, which now routes for Retirement approvals.

L. HR COMMUNITY PARTNER UPDATES ASSIGNMENT

1. From the Home Page, click on My Client Groups

- On the left hand side under Quick Actions, select Show More
- Find and select Change Assignment. Search and select any worker. Click Continue.
- In the Action Name field, select Assignment Change. Click Continue.
- Change the employees position, or other fields. Click Submit. The Assignment Change has now been submitted and goes through approvals.

M. HR COMMUNITY PARTNER REQUESTS NEW POSITION

1. From the Home Page, click on My Client Groups
    - On the left hand side under Quick Actions, select Show More
    - Scroll down and select Request New Position. Request a New Position screen appears.
    - On the What Info do you want to Manage page, click continue.
2. Fill out required fields
    - Select **position start date**
    - What is the reason for this request: select from drop down list. Click **Continue**
    - **Business Unit**: TCNJ
    - Enter **Position Name** (Ex: Librarian)
    - Use drop downs to select appropriate **Job**, **Department, and Location.**
    - For **Code,** type in a 6 digit number. Click **Continue**
3. Click **Submit** button in top right corner. Request a New Position gets submitted successfully.