# User Manual (Employee Self Service) Oracle Fusion HCM Initial Group



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Version: 1.1





# **Document Control**

# **Change Record**

Date	Author	Version	Change Reference
09-Sep-2020	Anisha Suri	V1.1	Initial Version

#### **Reviewers**

Name	Position			

#### Distribution

Copy No.	Name	Location		

#### Note to Holders:

If you receive an <u>electronic copy</u> of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a <u>hard copy</u> of this document, please write your name on the front cover, for document control purposes.





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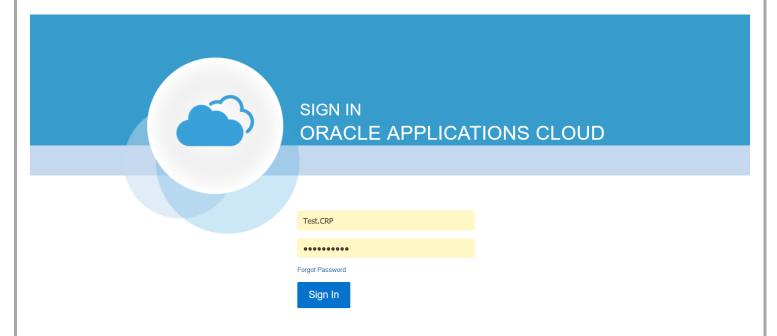


# **System Login**

Instance: <a href="https://ecjd.fa.em2.oraclecloud.com/">https://ecjd.fa.em2.oraclecloud.com/</a>

Username: Password:

- Enter the URL on Web Browser.
- Enter User Name and Password then Click on Sign In



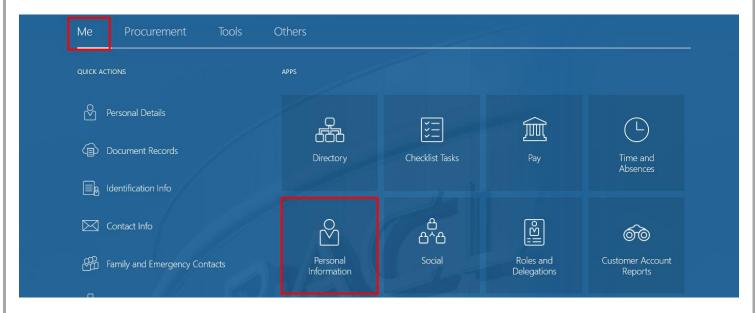




#### **Personal Information**

Navigation: - Home → Me → Personal Information

Navigate to the desired functionality using the above Navigator Icon

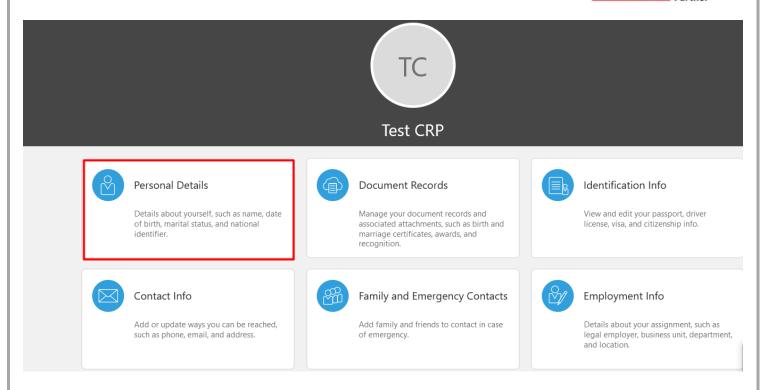


#### **Personal Details**

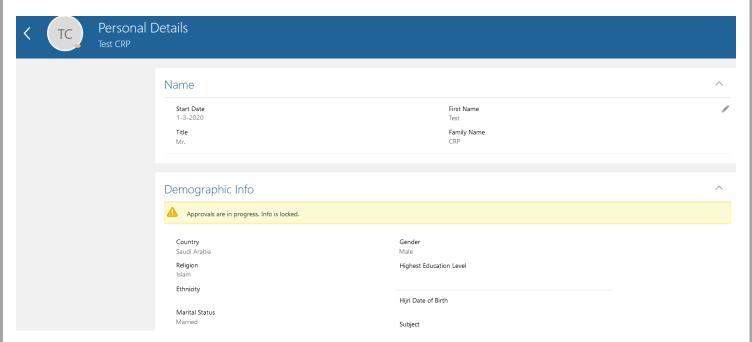
- You will navigate to the below Page.
  - **Personal Details:** In case you want to Change the Personal Details. In the Box details is given by the system that which fields you can see and edit.
  - Click on Personal Details.







You will navigate to the below Page.

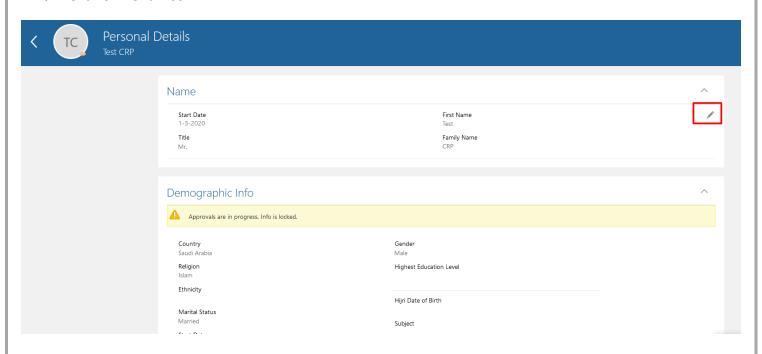


• You Can see the Pencil icon. In case you want to Edit or change any information which is not correct you have to *Click on this icon*.





This Option is not available with All the fields so you Change the Info only which is allowed for you.
 Click on Pencil icon.



• Enter the changes as shown below the first name was not correct So Changes is done for it.

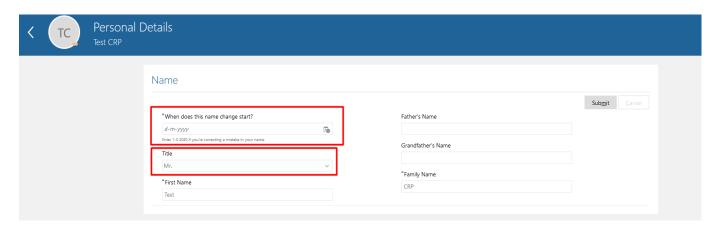
Name Change Start Date: Enter the Date for Name changes

**Title**: Change in title(Mr./Mrs/Miss/Dr etc.)

First Name: Change in First Name Family Name: Change in Family Name

**Comment**: Enter the Comment Section so the Manager can see the reason and approve it.

Attachment: You can attach the document for the reference as well.



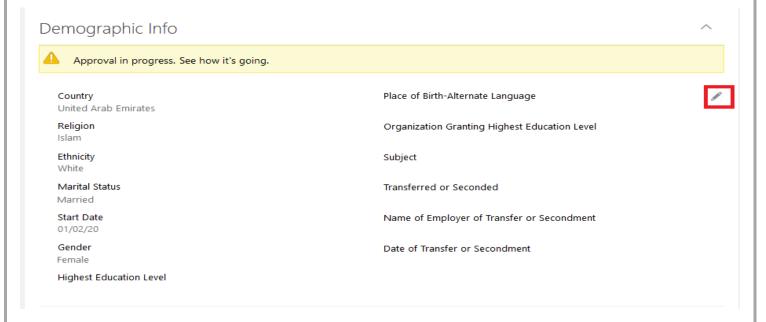




Once changes is done, click on Submit button.



• Similarly you can edit the **Demographic Info** on the same page.



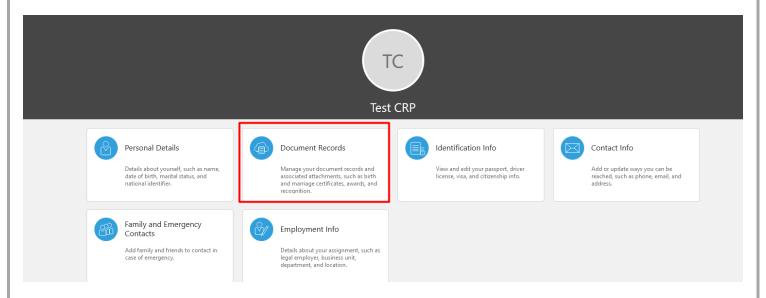
#### **Document Records**

**Document Recrods:** If you want to add documents such as "Request for Training Arrangements and Registration" etc. You can apply it from here.

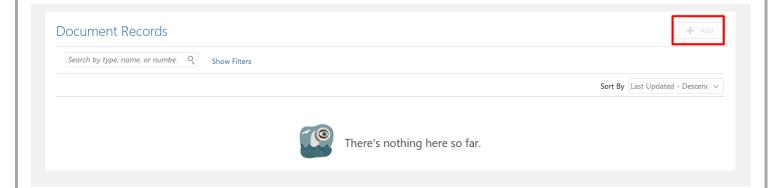




Click On Document Records.



Click on Add Button.



Select the **Document type** from List.

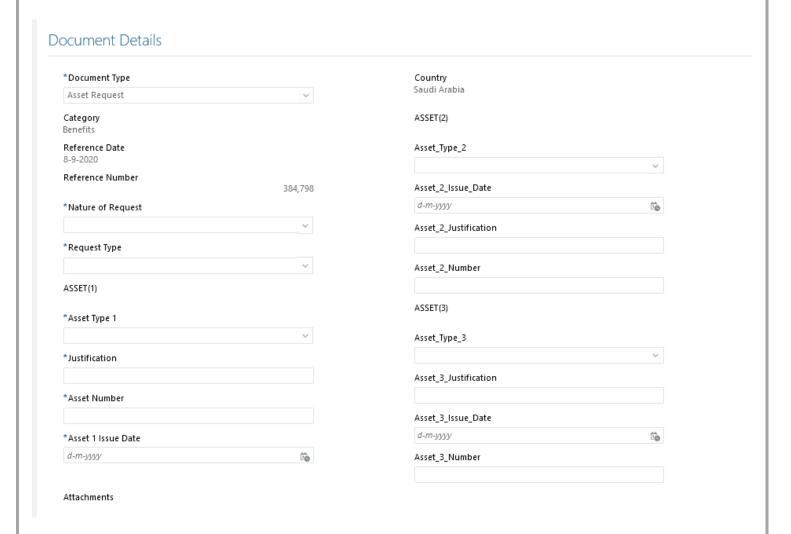






Fill in the details, attach the document and click on Submit.

Note: Do not change the Context Value.



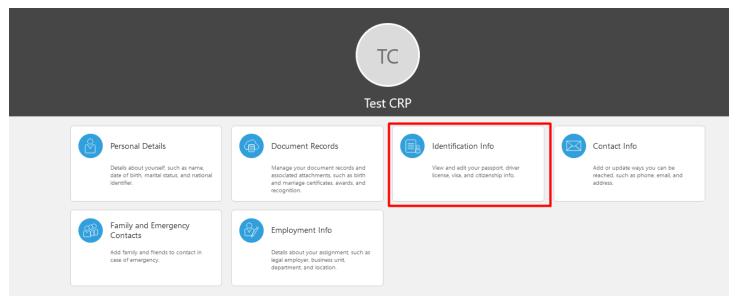
Once you click on Submit, Confirmation Page will popup then Click on "Yes" Button.

#### **Identification Info**

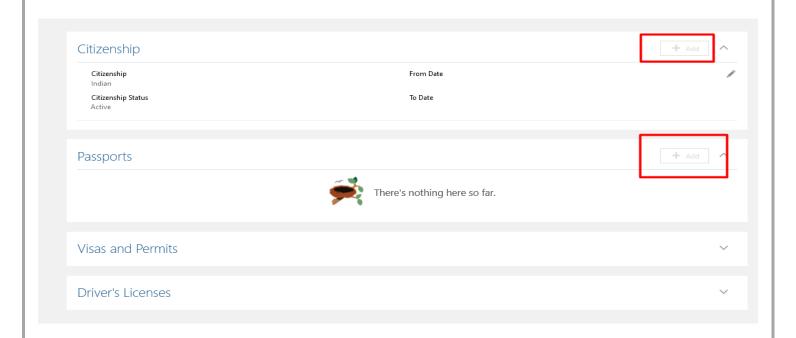
Identification Info: If you want to Change your passport, Visa, Driving Licenses and citizenship.
Click on Identification Info







- You can see different Section Citizenship, Passports, Visa and Permits & Driving Licenses.
- Add: Click on "Add" button if you want to add new Information. Each section has different "Add" buttons and will be applicable for only that section.
- ▶ Edit: Click on "Pencil" icon if you want to Edit the Information. Each section has different "Pencil" buttons and will be applicable for only that section.



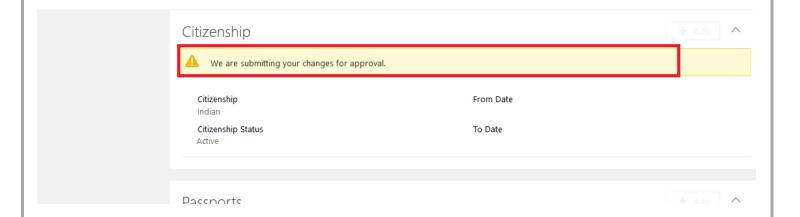




- ➢ Click on Edit (Pencil) icon for Citizenship. Below Page will popup.
- > You can see the Details Here, you can Delete this record if it is not correct and Add new one.



> Once you click on Delete Button the request will go for Manager Approval. Similarly if you add any new data it will go for Manager Approval. Once the Manager approve you can see the changes in the system.



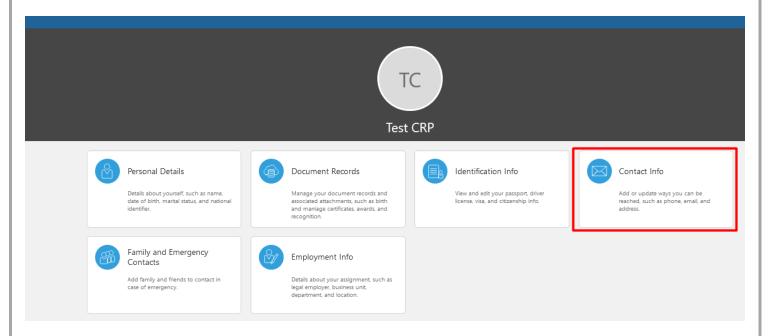
#### **Contact Info**

Contact Info: If you want to Change or Add your Phone, Email details etc you can use this option.

Click on Contact Info.







#### Click on Contact Info.

Communication: If you want to Add Phone, Emails or Other Communication Channels you can Add it from here.



➤ Communication: Click on Add Button where you can see the Option for Email, Phone and Other Communication Channels as below.





# Contact Info CRP UAE Communication There's nothing here so far. Communication Phone Details Email Details Other Communication Accounts

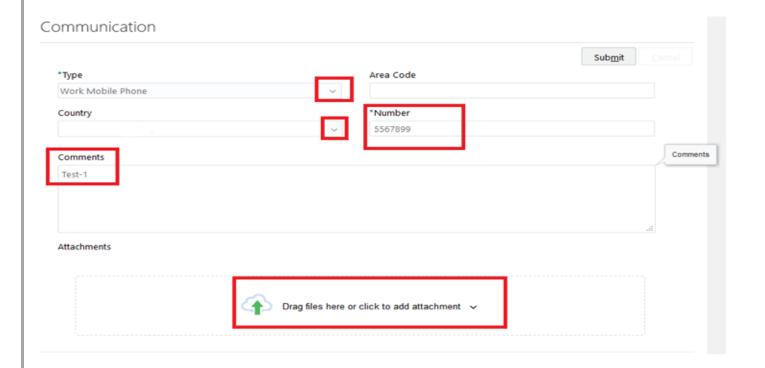
- Click on Phone Details, below page will Popup.
- > You can Enter the details here.

Type: Select the Type such as Home, Mobile, Work Mobile etc.

Country: Select the Country for which you are adding Phone Number

Number: Enter the Phone Number without country code.

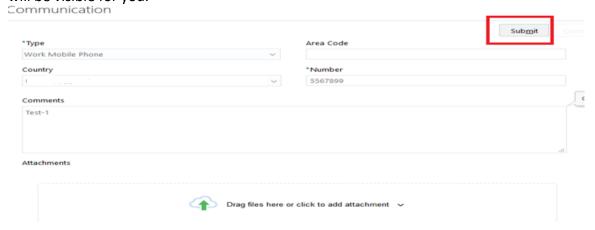
Area Code: Country Code



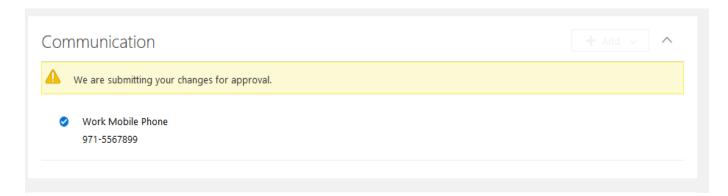




Click on Submit button once you enter the Details, it will go for Manager Approval. Once approved it will be visible for you.



▶ Pending for Approval request will appear as below.



- > Similarly You add the Email Address for the Employee.
- From the Address Section, you can add or edit the address details in similar way.

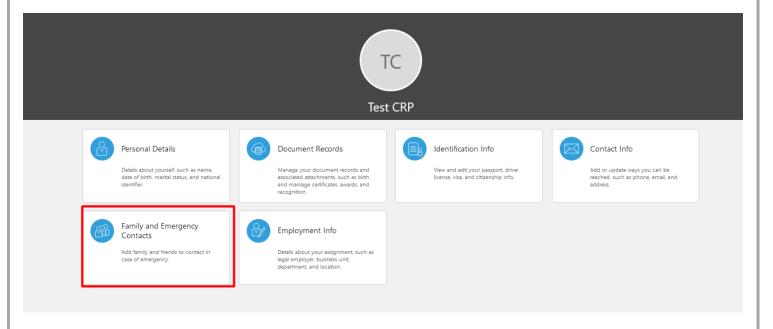
#### **Family and Emergency Contacts**

You can use this Option to add Family details such as Spouse, Child & Parents. You can add Emergency Contact Also.

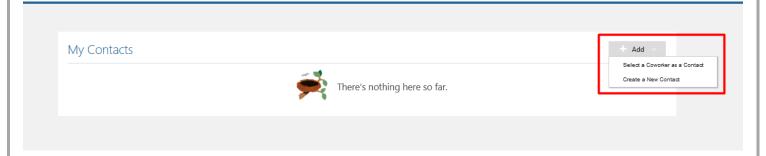




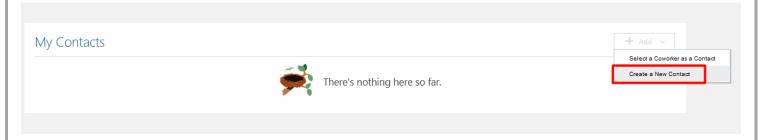
Click on box.



Select the Option from Add (Drop down List).
 Select a Coworker as a Contact: In case your family member is working in the same company with you.
 Create a New Contact: Creating new record for your contacts.



Click on "Create a New Contact".

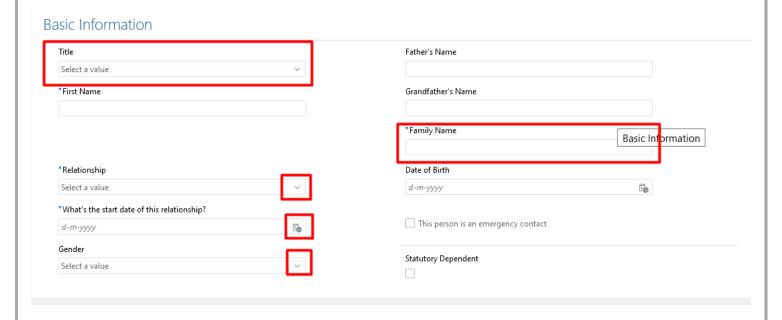


> Enter the Basic Details as shown below.

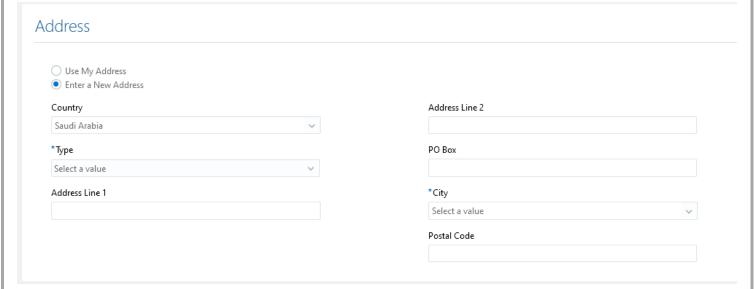




> Click on Check box if the employee is Emergency Contact else leave it Blank.



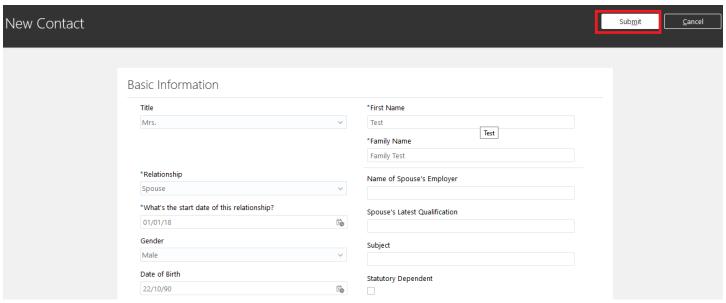
> Enter the Address details from here.



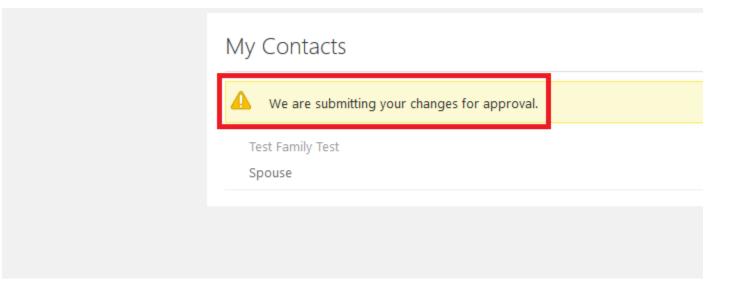
> Click on "Submit" button once you enter all Information.







> It will go for Approval and Once approval it will be added to your information.



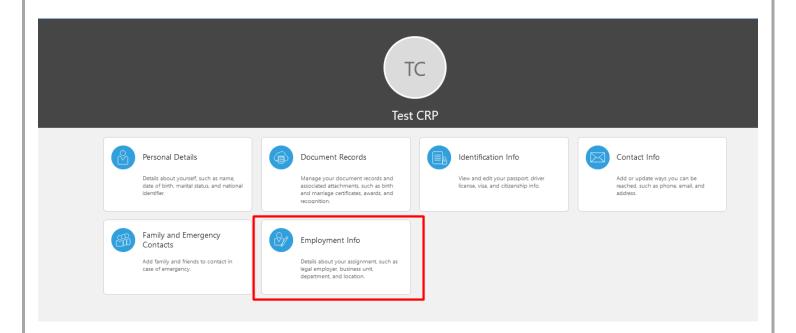
Similarly You can Multiple Contacts or Family member.





#### **Employment Info**

Employment Info will show your Legal Employer, Department, Position, Job and other details.



This Info is view only for you. You cannot change the record here.
You can see your Employment History here.





# Assignment

Legal Employer

Pest Control & Fumigation Services Co. Ltd

Business Unit

Initial Saudi Arabia Agriculture Ltd.

Job

Manager

Business Title

Manager

Department

Human Resource

**Location**PCFS - Head Office

Person Number

TST1







SALMAN MAHMOUD AL MAIMANI

Line manager

# Seniority Dates

Initial Saudi Group Co.Ltd Enterprise

Seniority Date 1-3-2020

Length of Service

0 Years 6 Months 8 Days

Additional Assignment Info Not Applicable for you.





# **Manage Absence Records**

Navigation: - Home → Me → Time & Absences

- Navigate to the desired functionality using the above Navigator Icon
- Click on Time & Absences.

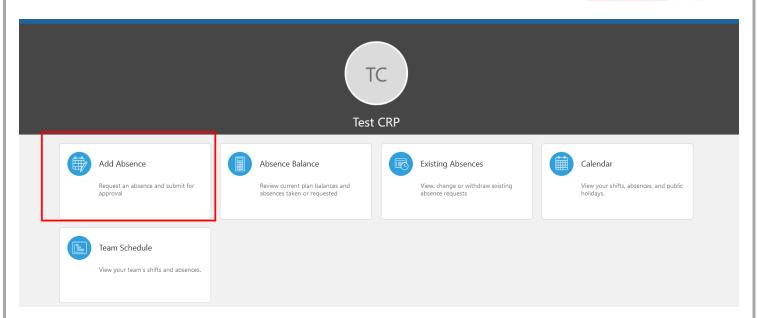
#### **Add Absence**

To add new Absence, click on the Box.









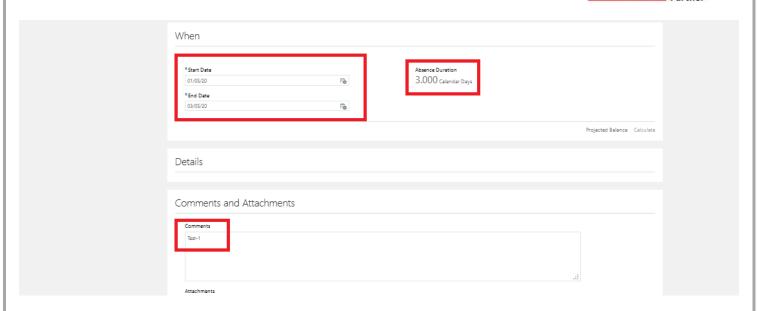
Select the Absence Type from List.



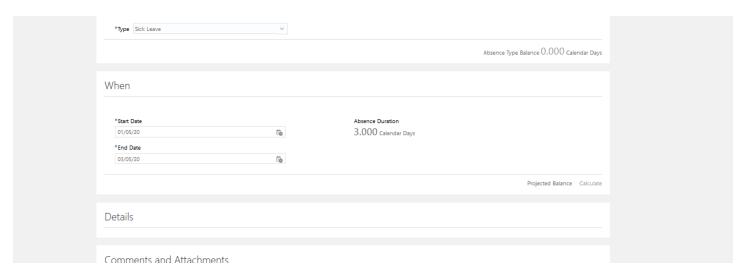
- Select the Absence type and below page will popup.
- > Enter Start Date and End Date of Leave.
- > System will automatically show you the total Duration.
- > Enter the Comments and Attach the relevant documents.







> Click on Submit button once you fill the information.



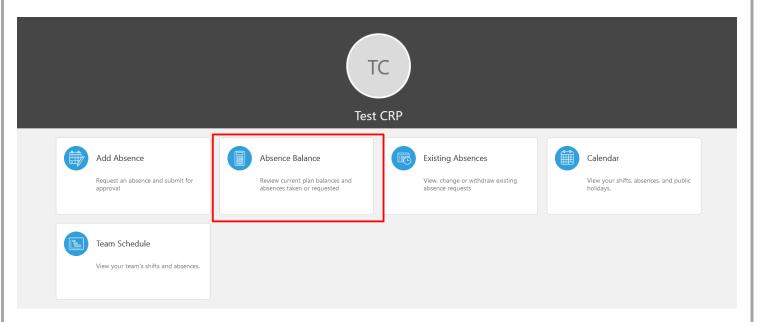
> It will be submitted for Approval. You can see the details in Existing Absences.

#### **Absence Balance**

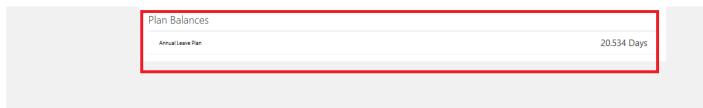
You can see the Absence Balance for Annual Leave here. Click on The Box.







It is not updatable for you. Based on the Balance you can plan your Annual Leave.

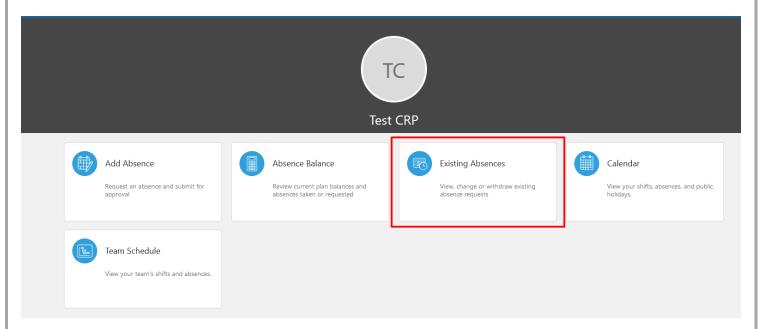


# **Existing Absences (History/Update/Delete Absences)**

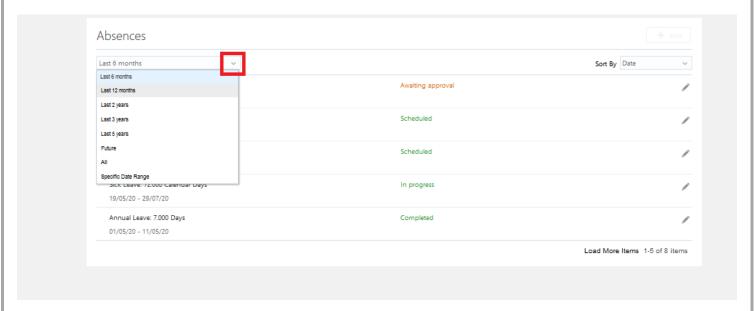
History of Absences will be shown here. Click on the Box.







➤ Based on the Below filter you can see your Absence History here.

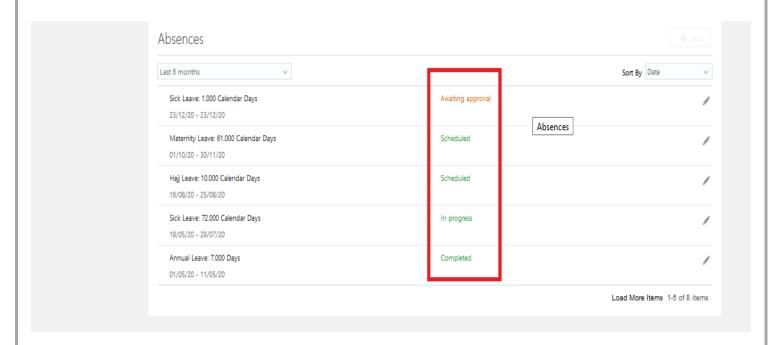


- You can see different type of Status as shown below.
- Saved >> Entered leave & saved only so employee can get back to the same record for further updates
- Awaiting Approval >> Submitted Leave still in the flow of approval(s)
- Approved >> Approved Leave by all work-flow approvers & not due yet (means employee hasn't taken it yet)
- Denied >> Rejected Leave by one of the work-flow approvers
- Awaiting withdraw approval >> Employee has deleted a submitted Leave but still not approved

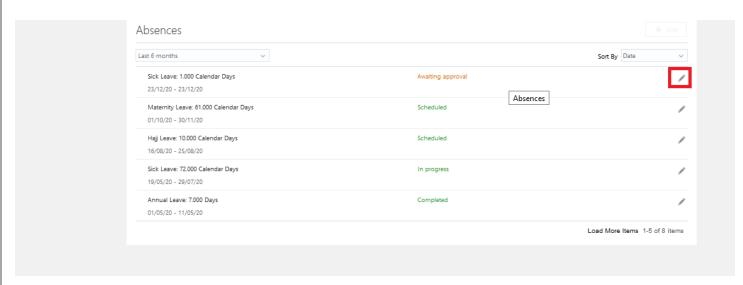




- Withdrawn >> Employee has deleted a submitted Leave & his action has been approved
- Complete >> Leave is approved & due (History record)



- ➤ In case you want to *Update or Delete* the Absence you have applied.
- > Click on *Pencil Icon*.

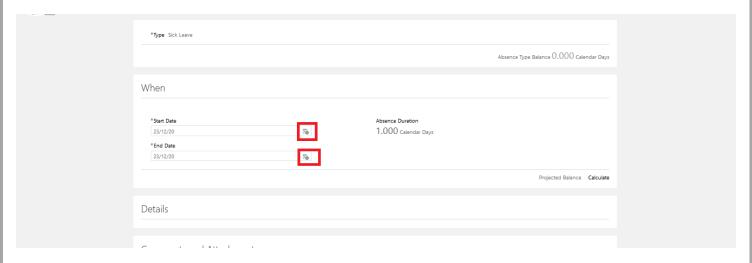


- You Can **Update** the Absence by changing the **Date**, **Attachments**, **comments** etc.
- Click on **Submit** once you complete the changes.

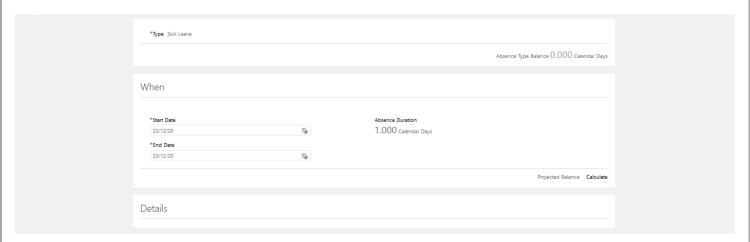




> It will go again for **Approval**.



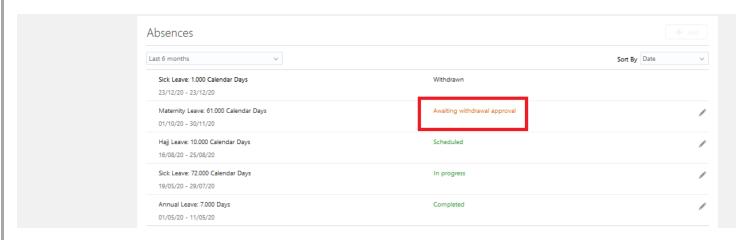
- **Delete** the Absences by Clicking on **Delete Button**.
- ➤ It will go for **Approval** again if the Leave is already Approved by Managers.



> It will show the Status "Awaiting Withdrawal Approval".







Cash Disbursements: Not Applicable as of now.

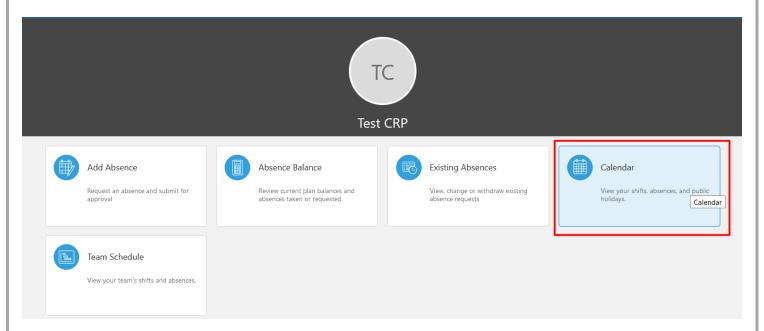
#### Calendar

It will show you the Work Schedule (Working Hours) assigned to you in Daily, Weekly and Monthly view.

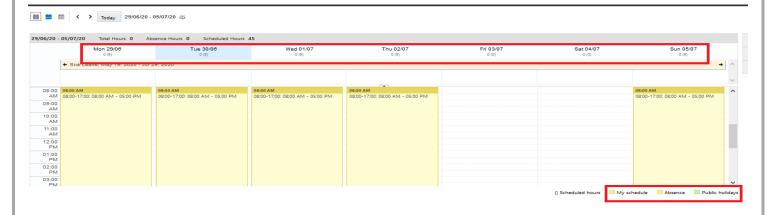
Click on the Box.







- You can check the Work Schedule Assigned to you in graphical format.
- You can see the Leaves you have applied as well over here.
- > Public Holiday will be shown in different color.



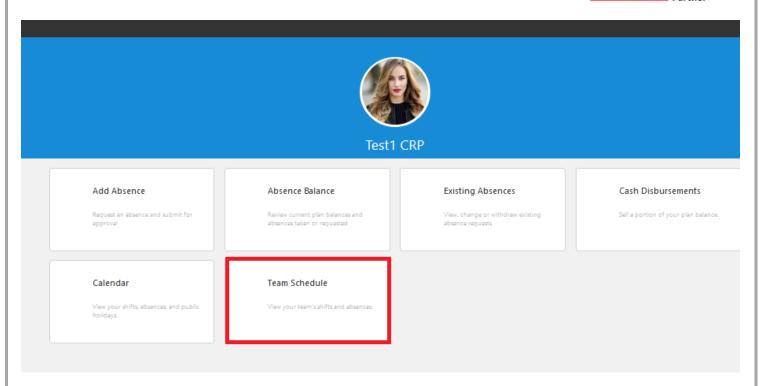
#### **Team Schedule:**

This will show the daily Basis work Schedule.

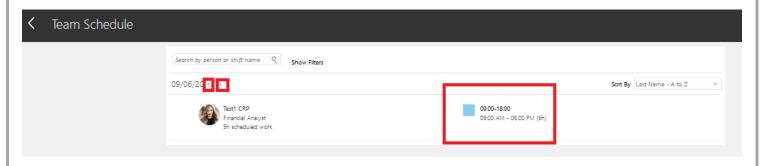
Click on the Box.







➤ It will show your Today's work Schedule, by clicking on Arrow you can forward or Backward date work Schedule.







# **Submit Resignation**

Navigation: - Home→Me → Show More

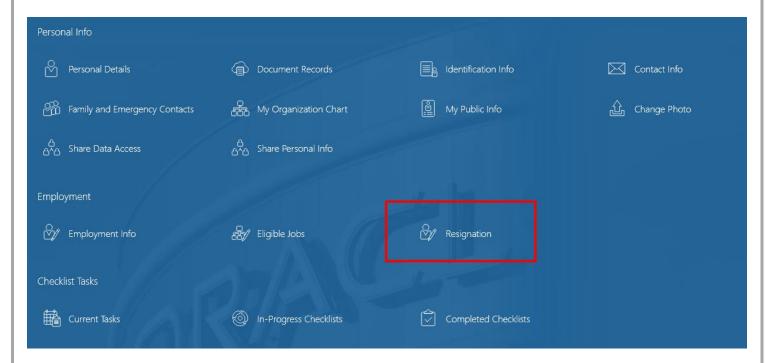
- Navigate to the desired functionality using the above Navigator Icon
- Click on Show More.



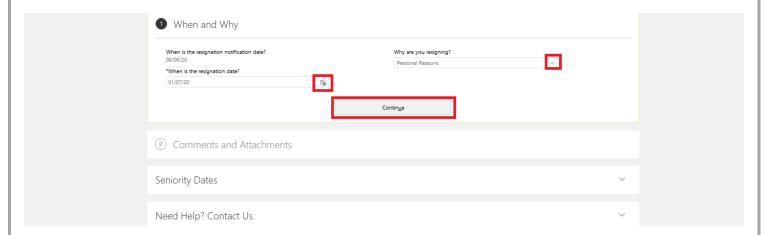
- > Under Employment You can See the **Resignation** Button.
- > Click on it.







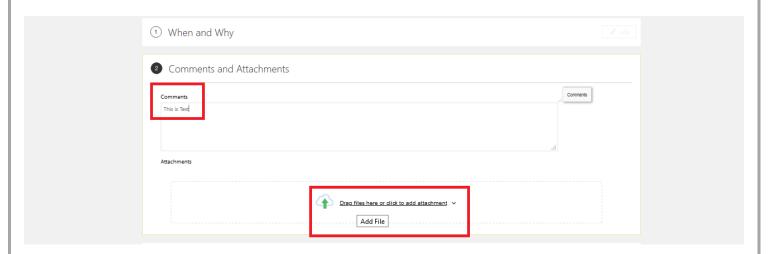
Enter the Details as shown below.
Resignation Date: Date of the Resignation
Reason for Resigning: Select the reason from List.
Click on *Continue*.



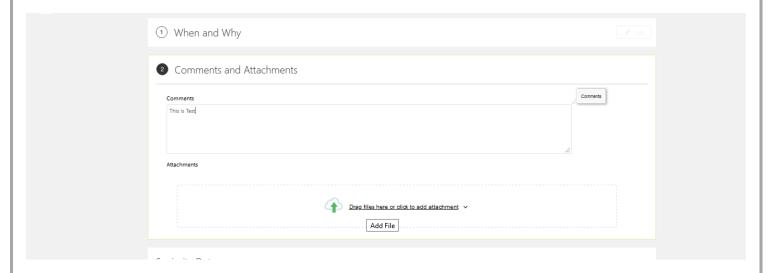
- > Enter the Description of Resignation in Comment section.
- > Attach the Document in Document Section.







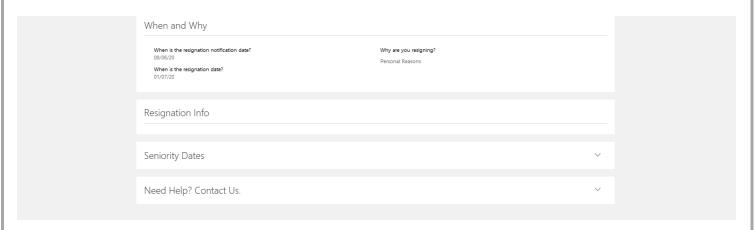
> Click on **Submit**.



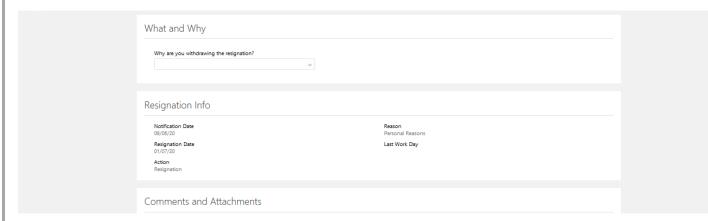
- > You can withdrawn the Leave from Same Place.
- Click on Withdrawn.







> Once you click on Withdrawn new page will popup. Click on Submit in case of Withdrawn.







# **Approval Notification**

**Navigation: - Bell Icon** 

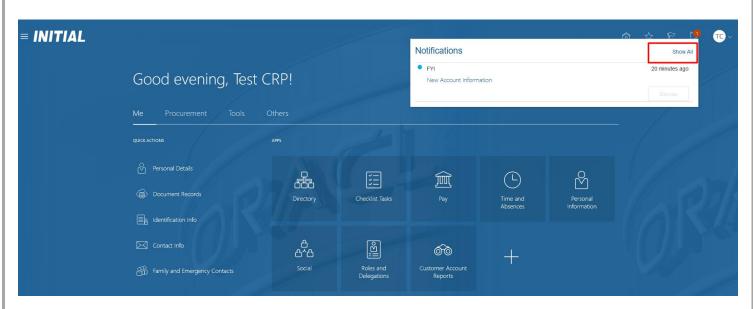




You can s

You can see the latest Notification over here.

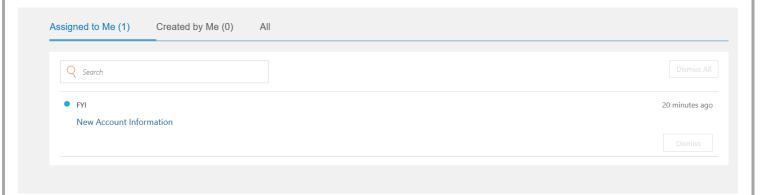
In case you want to see all Notifications click on **Show All** as shown.



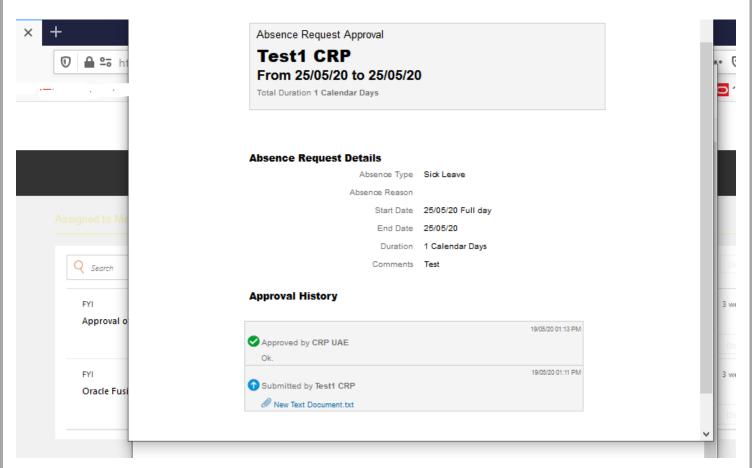




Notification which is Assigned to you will be shown here.



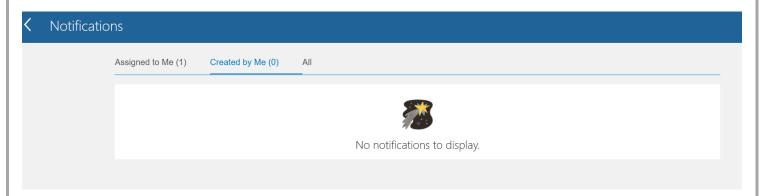
If you click on Any of the notification, it will show you the details as shown below.



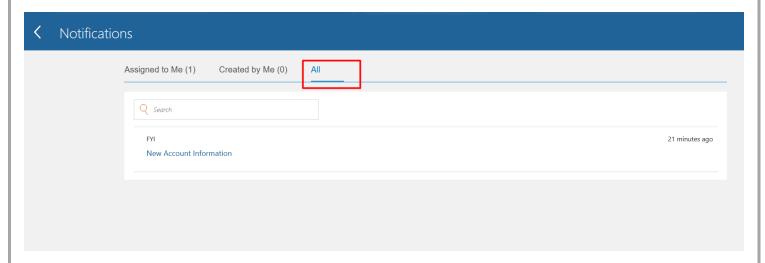
Request which is raised by you will be shown here.







All Section will show all history of Notifications.







Issues			
	-		
Open Issues			

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

# **Closed Issues**

ID	Issue	Resolution	Responsibility	Target Date	Impact Date