

# User Manual (Manager Self Service)

## Oracle Fusion HCM

### Initial Group



Author: Appslink Team

Creation Date: Oct 14, 2020

Version: 1.0

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## Document Control

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### Change Record

Date	Author	Version	Change Reference
14-Oct-2020	Anisha Suri	V1.1	Initial Version

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### Reviewers

Name	Position

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### Distribution

Copy No.	Name	Location

#### Note to Holders:

If you receive an electronic copy 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 hard copy of this document, please write your name on the front cover, for document control purposes.

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Submit Resignation.....	<b>Error! Bookmark not defined.</b>
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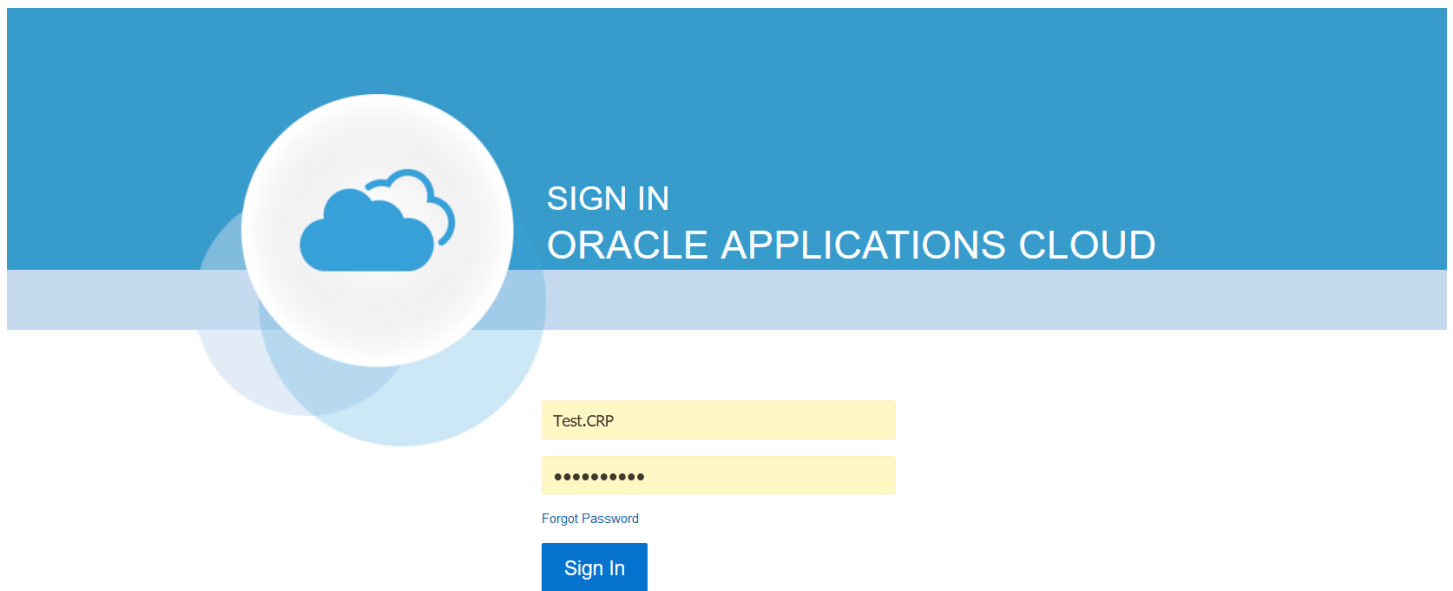
## System Login

**Instance:** <https://ecjd.fa.em2.oraclecloud.com/>

**Username:**

**Password:**

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

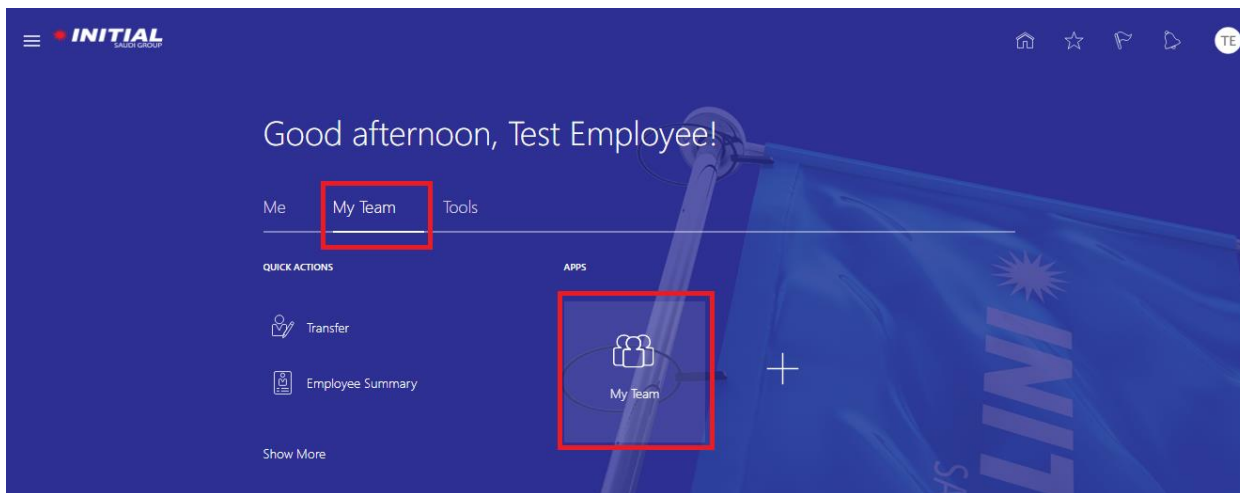


The image shows the Oracle Applications Cloud sign-in interface. It features a blue header with a white circle containing a blue cloud icon. To the right of the icon, the text "SIGN IN ORACLE APPLICATIONS CLOUD" is displayed. Below the header, there are two yellow input fields: the first is labeled "Test.CRP" and the second contains a series of dots. Below the password field is a link that says "Forgot Password". At the bottom of the form is a blue button labeled "Sign In".

## Absences

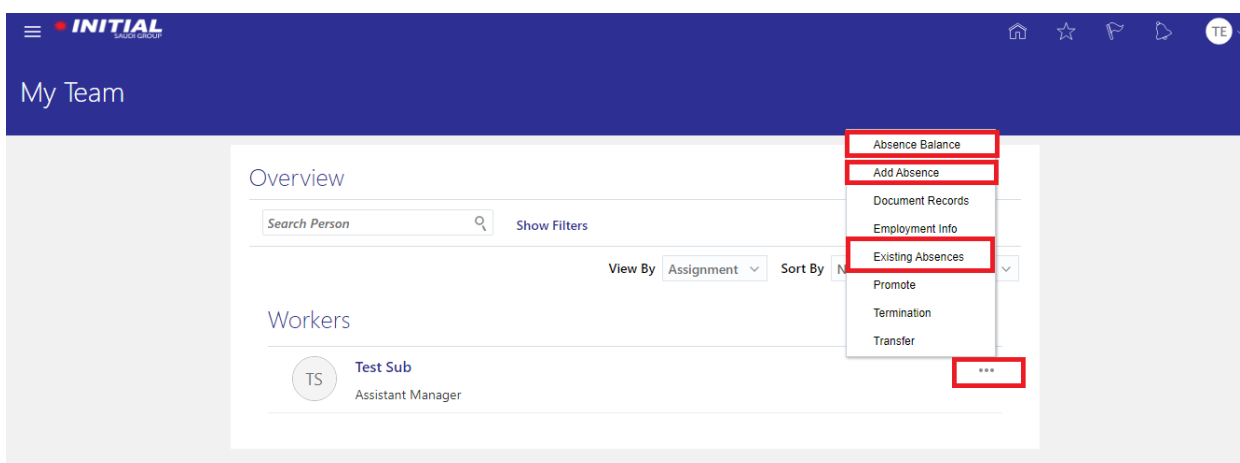
**Navigation:** - Home → My Team → My Team

Navigate to the desired functionality using the above Navigator Icon Select 'My Team' available under 'My Team' as shown below.










All the sub ordinates will be visible on the page.


Click on the Actions (three dots) available against a sub ordinate and you can see three options related to Absences.



Below page opens when you click on Add Absence. Fill in the details and click on Submit.



Add Absence  
Test Sub

Save and Close
Submit
Cancel

\*Type
Annual Leave

Absence Type Balance 8.75 Calendar Days

When



\*Start Date and Duration  
d-m-yyyy






\*End Date and Duration  
d-m-yyyy


Absence Duration  
0 Calendar Days

Projected Balance Calculate

If you click on Existing Absences, you will see the existing Absences as shown below. Click on Pencil icon to edit any existing Absence.












Existing Absences  
Test Sub






Absences
Add


Last 6 months
Sort By Date

Annual Leave: 1 Calendar Days 14-10-2020 - 14-10-2020	In progress	
--	-------------	---

If you click on Absence balance, you will see the Annual Absence Balance as shown below.



Absence Balance  
Test Sub

Actions

Plan Balances

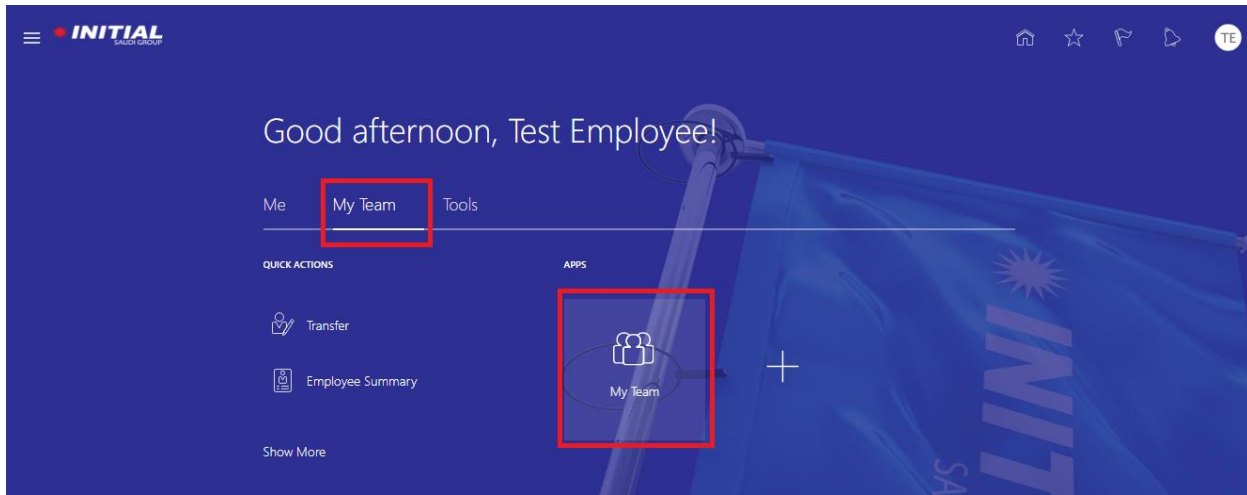
Balance As-of Date Current date

Annual Leave - Plan	7.75 Calendar Days
Education Examination Leave - Plan	14 Calendar Days
Emergency Absence - Plan	10 Calendar Days

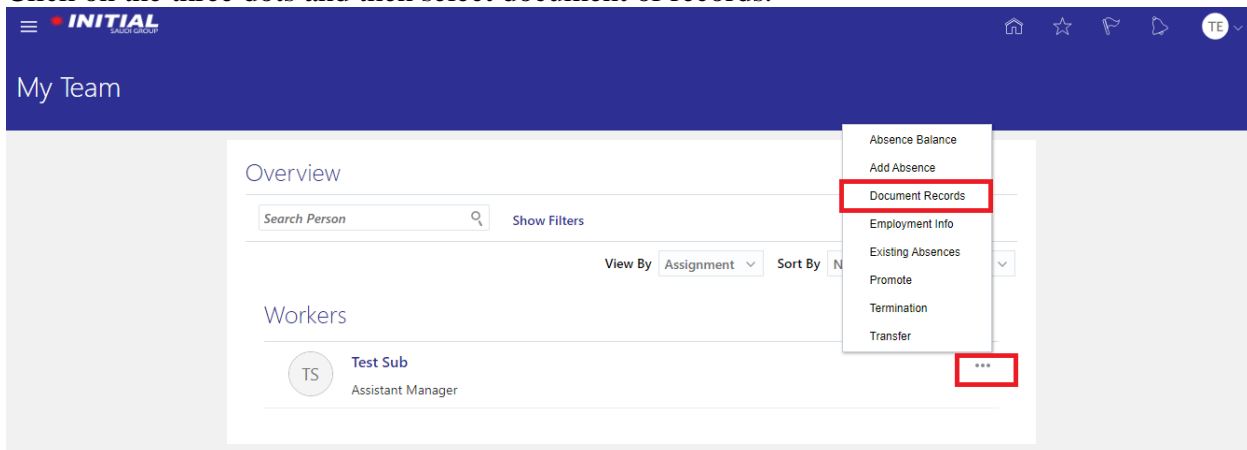
## Document of Records

Navigation: - [Home](#) → [My Team](#) → [My Team](#)

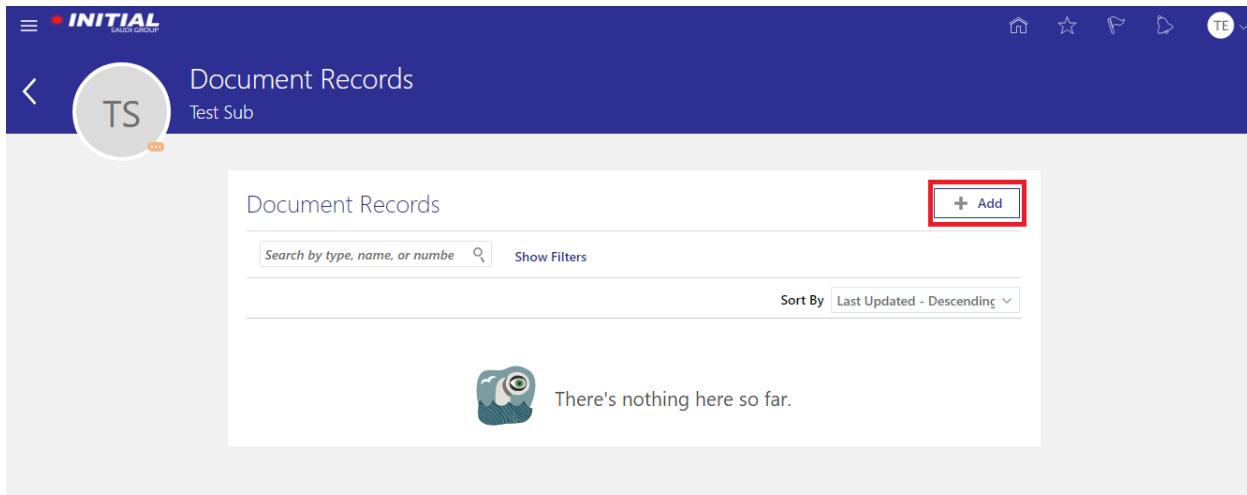
- Navigate to the desired functionality using the above Navigator Icon
- Select 'My Team' available under 'My Team' as shown below.



- Click on the three dots and then select document of records.



- You can see the existing documents. If you want to add a new one, click on Add as shown below.



Document Records

Search by type, name, or number

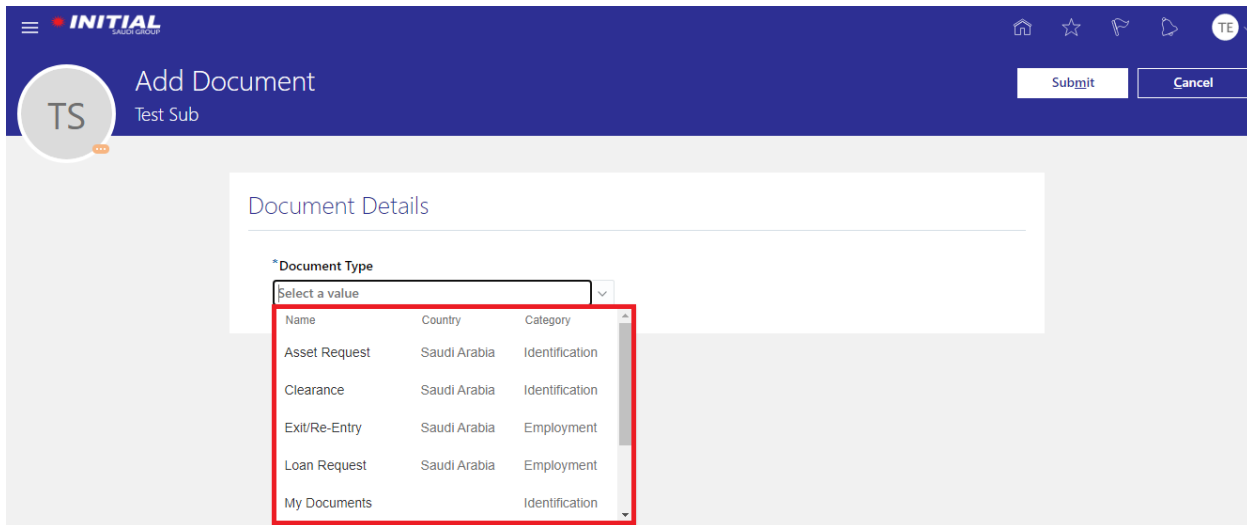
Show Filters

Sort By Last Updated - Descending

+ Add

There's nothing here so far.

Select a document of record from the list.



Add Document

Submit Cancel

Document Details



\*Document Type






Select a value


Name	Country	Category
Asset Request	Saudi Arabia	Identification
Clearance	Saudi Arabia	Identification
Exit/Re-Entry	Saudi Arabia	Employment
Loan Request	Saudi Arabia	Employment
My Documents		Identification

Enter the details and then click on submit.









Add Document  
Test Sub

Submit

Cancel

Document Details

\*Document Type

Exit/Re-Entry

Country

Saudi Arabia

Category

Employment

\*Purpose of Visa

\*No. of Days needed in Visa

\*Visa Type

Please select the Dependant1 from LOV

Please select the Dependant2 from LOV

Please select the Dependant3 from LOV

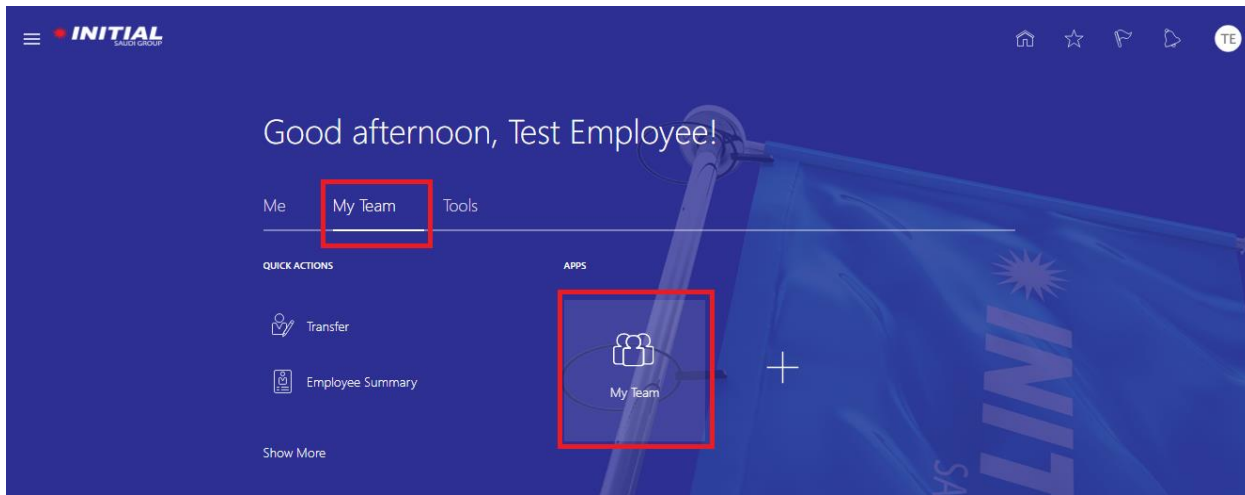
Please select the Dependant4 from LOV

Note : The requests will be routed for Approvals.

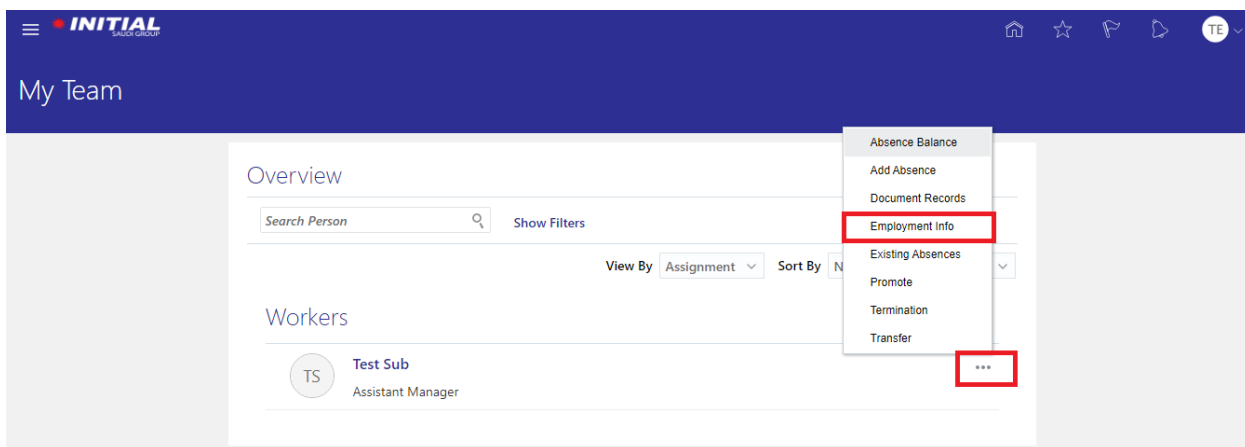
## Employment Information

Navigation: - [Home](#) → [My Team](#) → [Employment Information](#)



Select 'My Team' available under 'My Team' as shown below.










Click on the three dots and then click on Employment Info.



You can see the basic employment info.








**Employment Info**  
Test Sub

Actions ▾

### Assignment

<b>Legal Employer</b> Initial Saudi Group Co.Ltd	<b>Business Title</b> Assistant Manager
<b>Business Unit</b> Initial Saudi Group Co.Ltd	<b>Department</b> Human Resources
<b>Job</b> Assistant Manager	<b>Person Number</b> 44486

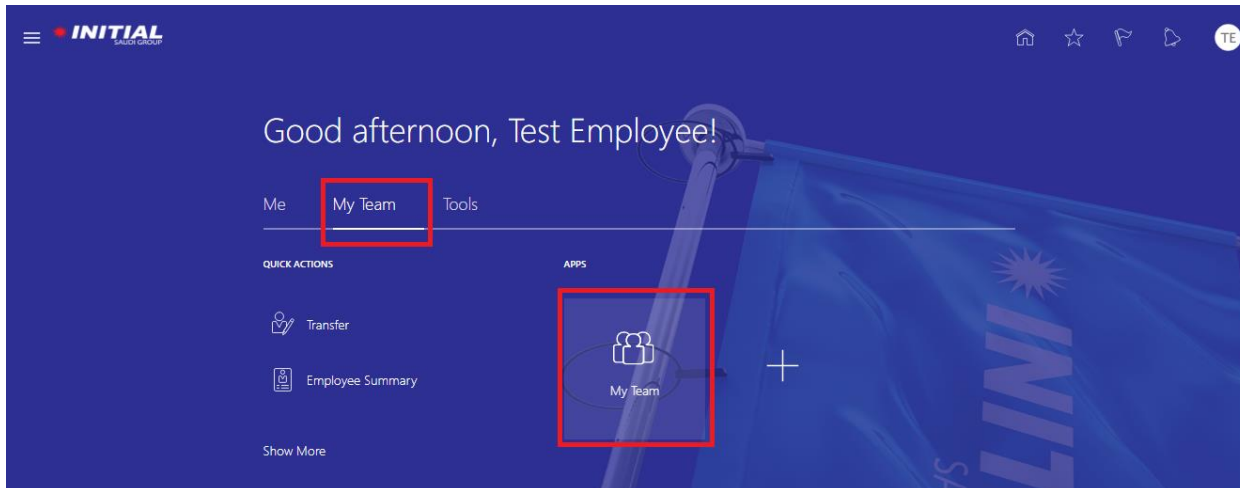
### Managers

 Test Employee Manager	Line manager
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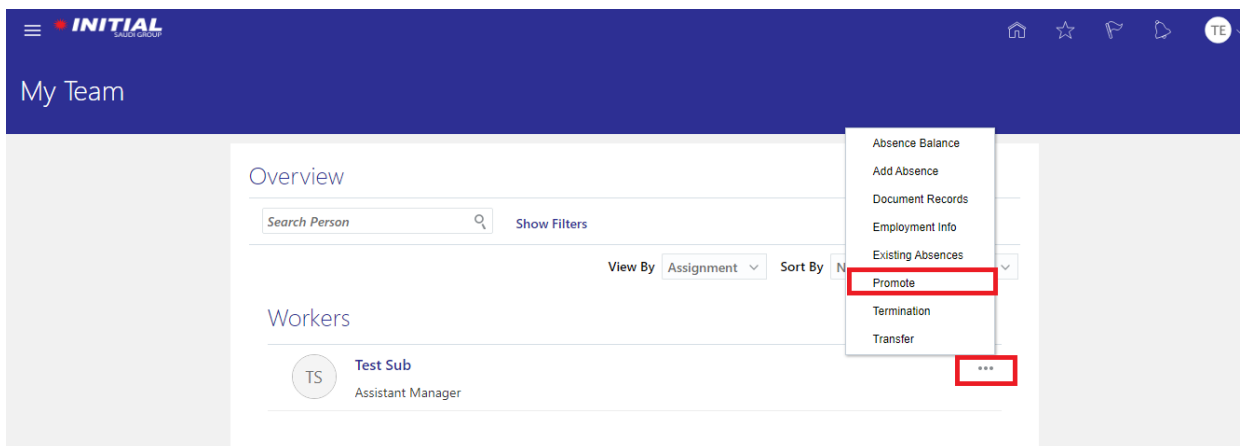
## Promote

**Navigation:** - Home → My Team → Promote



Select 'My Team' available under 'My Team' as shown below.









Click on the three dots and select promote.



Select from available options if you want to change anything related to it and then click on continue.



Promote  
Test Sub



Continue
Cancel






What info do you want to manage?


☐ Managers
☐ Salary

☐ Comments and Attachments

Enter when you want to do this transaction.



Promote  
Test Sub

Submit
Cancel

1 When and Why

\*When does the promotion start?  
14-10-2020

Continue

2 Promotion

Enter the promotion details and then click on continue.

1 When and Why

Edit

2 Promotion

\*Business Unit  
Initial Saudi Group Co.Ltd

Job  
Assistant Manager

Grade

Department  
Human Resources

People Group

Continue

Enter any Comments or attach any necessary documents.

TS

Promote

Test Sub

Submit

Cancel

① When and Why

Edit

② Promotion

Edit

③ Comments and Attachments

Comments

Comments

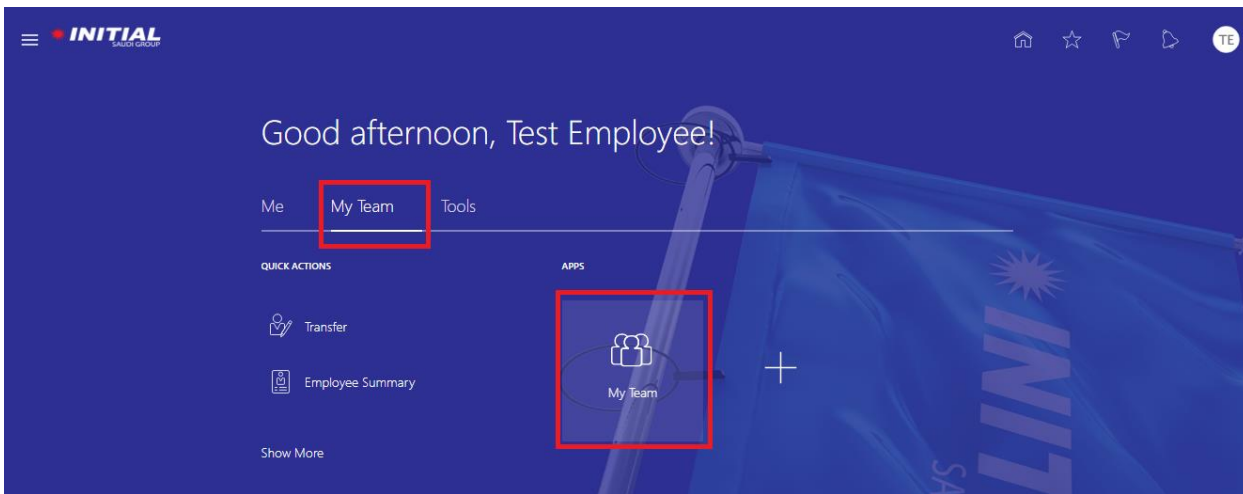
Attachments

Drag files here or click to add attachment

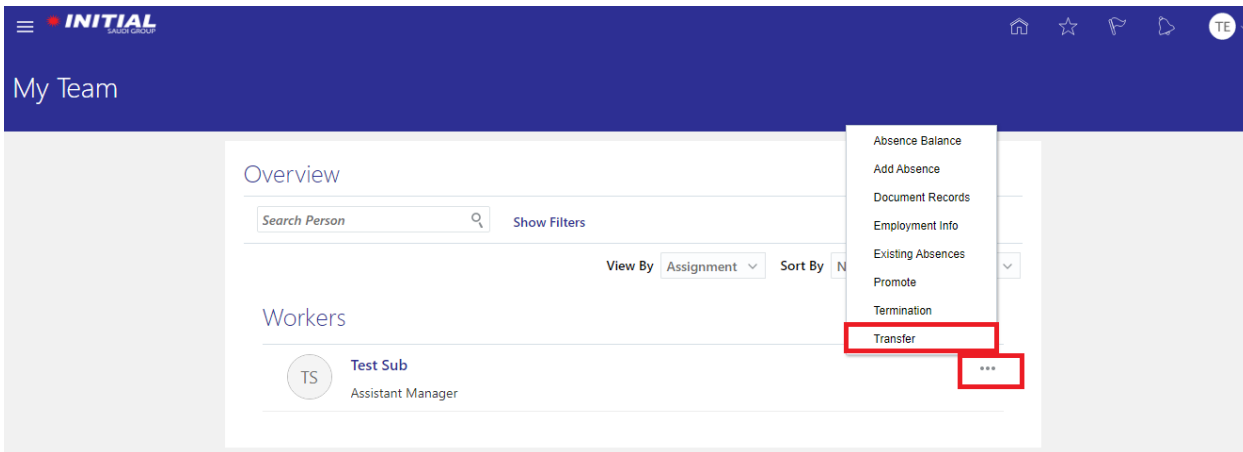
## Transfer

**Navigation:** - Home → My Team → Transfer



Select 'My Team' available under 'My Team' as shown below.









Click on the three dots and then select Transfer.



Select the check box as required and then click on Continue.



Transfer  
Test Sub



Continue
Cancel






What info do you want to manage?


☐ Managers

☐ Comments and Attachments

Enter the start date of transfer and then click on continue.



Transfer  
Test Sub



Submit
Cancel






1 When and Why


\*When does the transfer start?
14-10-2020

Continue

Enter the Transfer details and then click on continue.



Transfer  
Test Sub

Submit
Cancel

1 When and Why

Edit

2 Transfer

\*Business Unit
Initial Saudi Group Co.Ltd

Department
Human Resources

Job
Assistant Manager

Location

Continue

Provide any comments or attachments and then click on submit.

Page 16 of 23



TS

Transfer  
Test Sub

Submit

Cancel

1 When and Why

Edit

2 Transfer

Edit

3 Comments and Attachments

Comments

Attachments

Comments

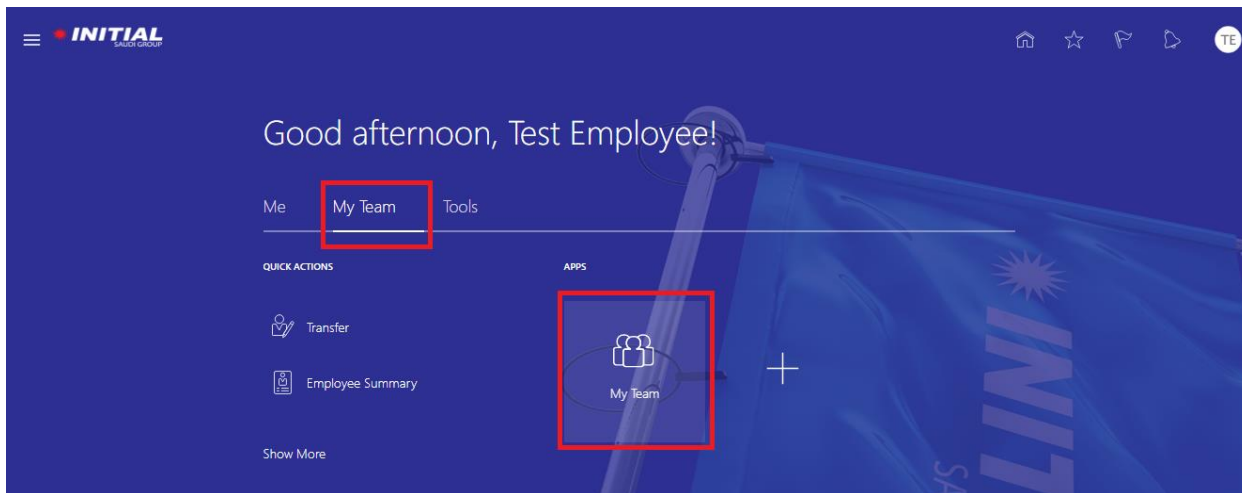
Drag files here or click to add attachment

## Terminate

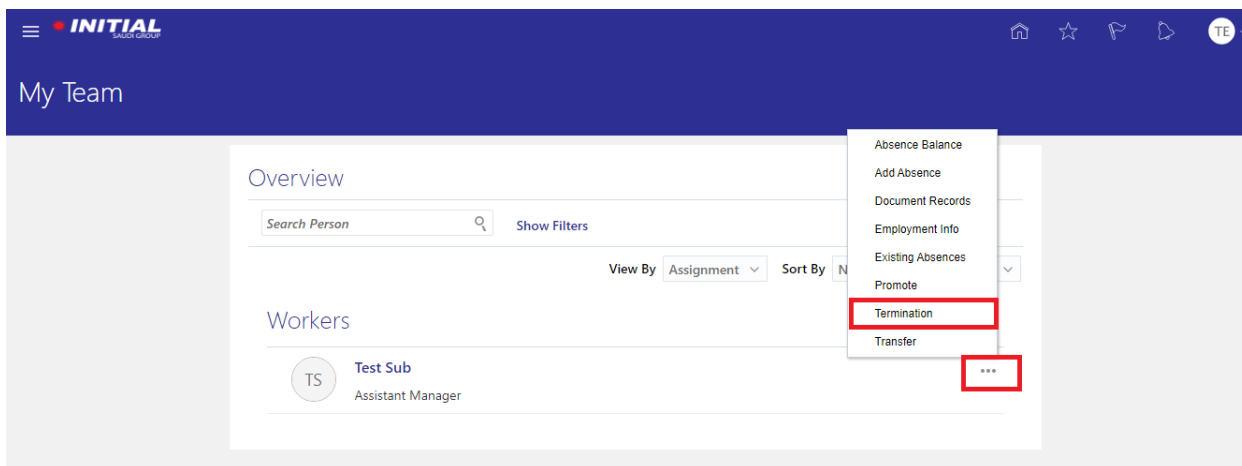
**Navigation:** - [Home](#) → [My Team](#) → [Terminate](#)

[My Team](#) → [My Team](#)



Select 'My Team' available under 'My Team' as shown below.



Click on the three dots and then select Termination.



Enter the details as shown below.

TS

Test Sub

Terminate Work Relationship

Submit Cancel

1 When and Why

\*When is the termination notification date?

14-10-2020

\*What's the way to terminate the employee?

Resignation

\*When does the termination take effect?

14-10-2020



Why are you terminating Test Sub?

Length of Service

0 Years 5 Months 1 Days

Continue

Select when you want to revoke the fusion system access and also if the employee is recommended for rehire or not.

TS

Test Sub

Terminate Work Relationship

Submit Cancel

1 When and Why

Edit

2 Enter Termination Info

Revoke User Access



After termination

Recommended for Rehire

Not Specified

Continue

Add any comments or attachments if available and then click on Submit.

TS

Test Sub

Terminate Work Relationship

Submit Cancel

1 When and Why

Edit

2 Enter Termination Info

Edit

3 Comments and Attachments

Comments

Attachments

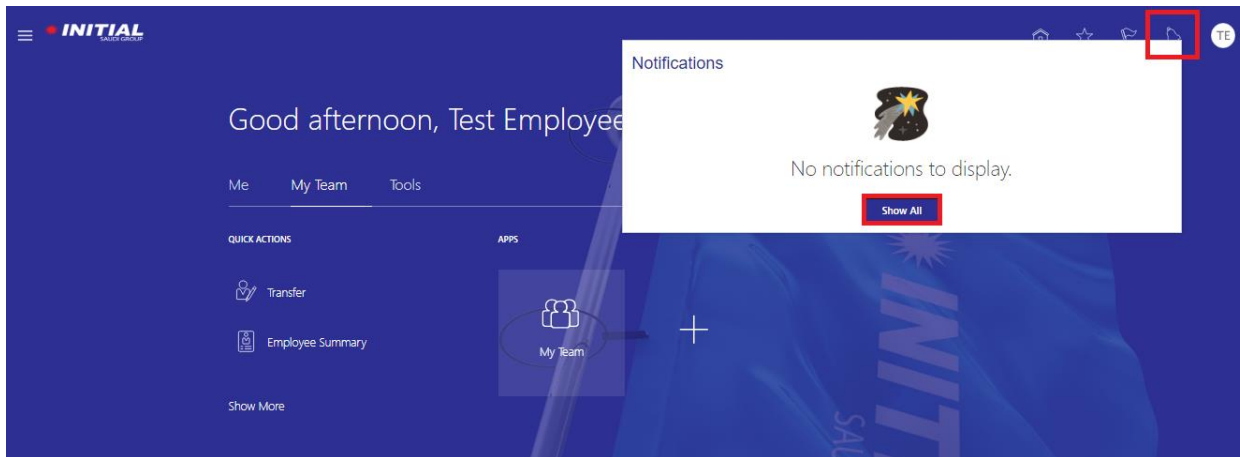
Drag files here or click to add attachment

## Delegate/Reassign Approvals

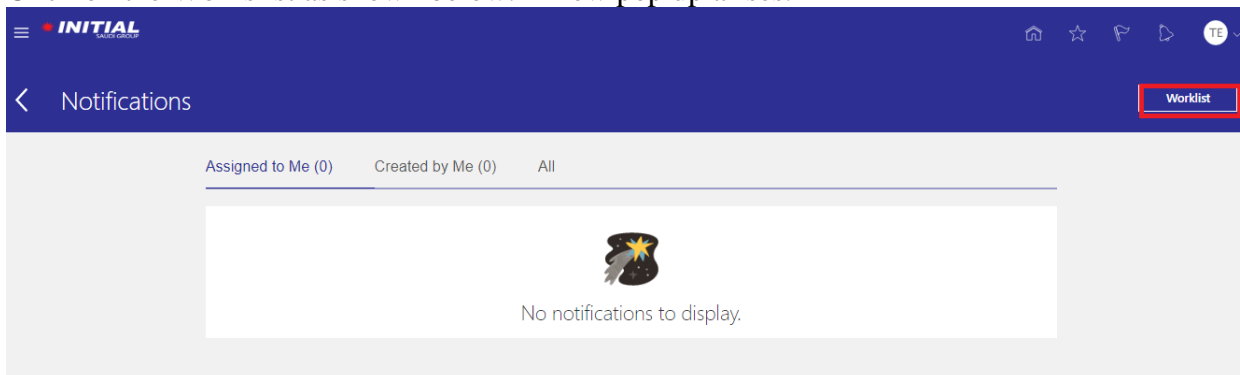
### Navigation:

Bell Icon → Show All

Click on Bell Icon and then click on Show All.



Click on the Worklist as shown below. A new pop up arises.



Click on Preferences available under the employee name.

BPM Worklist

Views + - ✕ →

Actions [refresh] [refresh] [search] [Me & My Group All] [Assigned] [grid] [list]

	Title	Number	Creator	Assigned
Inbox	Approval of Unpaid Leave Absence Request for Test Employee Sub from 2020-06-14 to 2020-06-16	200181	Test Employee	14-06-2020
My Tasks (2)	New Position (Test Position, Generated automatically, 2020-06-14) Requested	200180	Test Employee	14-06-2020

Initiated Tasks

My Staff Tasks

Administrative Tasks

Views

Due Soon

High Priority

Past Day

Past Week

Past Month

Past Quarter

New Tasks

Test Employee ▾

- User Details
- Home
- Reports
- Preferences
- Help
- Logout

Select the check box of Enable Vacation Period and provide the start date and end date of the vacation period. You have two options either to Delegate or Reassign.

**Delegate** : You can delegate your approval transaction to another employee/user for action. The approval transaction will be available in the notifications although it is delegated and also approval actions will be visible.


**Reassign** : You can reassign your approval transaction to another employee/user for action. The approval transaction will not be available in the notifications if it is reassigned.


[illegible]


Click on the Search Icon as shown above and then select any employee/user as shown below.


Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".

☒ Enable vacation period


Start Date: 14-06-2020 5:55 AM 

End Date: 16-06-2020 5:55 AM 

☐ Reassign to: User 

☒ Delegate to: anisha.suri@appslink-me.co 

**Identity Browser**

Users 

☒ Advanced

First Name: Anisha Last Name: ID: Search Reset

Select	First Name	Last Name	Email	Title	Manager
<input checked="" type="radio"/>	Anisha	Suri	anisha.suri@ap...		

OK Cancel

Click on Save to finish the vacation rule process.

BPM Worklist


Test Employee


My Rules Certificates Notification Accessibility


**Vacation Period : Test Employee**


Remove yourself from automatic task assignment by enabling a vacation date range. Optionally, more specific vacation rules can be created under "My Rules".

☒ Enable vacation period

Start Date: 14-06-2020 5:55 AM 

End Date: 16-06-2020 5:55 AM 

☐ Reassign to: User 

☒ Delegate to: anisha.suri@appslink-me.co 

Save Revert

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## Issues

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### Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

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### Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date