

Oracle® HRMS for Russia

Supplement

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Oracle HRMS for Russia Supplement, Release 12.2

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Send Us Your Comments

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Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and www.oracle.com. It contains the most current Documentation Library plus all documents revised or released recently.

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle HRMS for Russia Supplement*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle HRMS.

If you have never used Oracle HRMS, Oracle suggests you attend one or more of the Oracle HRMS training classes available through Oracle University

- Oracle Self-Service Web Applications.
- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle E-Business Suite User's Guide*.

See Related Information Sources on page viii for more Oracle E-Business Suite product information.

Documentation Accessibility

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Structure

- 1 **Enterprise and Workforce Management**
- 2 **Workforce Sourcing and Deployment**
- 3 **Talent Management**
- 4 **Compensation and Benefits Management**
- 5 **Implementation Steps**

Related Information Sources

Oracle HRMS shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle HRMS.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at <http://oraclestore.oracle.com>.

Guides Related to All Products

Oracle E-Business Suite User's Guide

This guide explains how to navigate, enter data, query, and run reports using the user interface (UI) of Oracle E-Business Suite. This guide also includes information on setting user profiles, as well as running and reviewing concurrent requests.

Oracle Application Framework Personalization Guide

This guide covers the design-time and run-time aspects of personalizing applications built with Oracle Application Framework.

Guides Related to This Product

Oracle Human Resources Management Systems Enterprise and Workforce Management Guide

Learn how to use Oracle HRMS to represent your enterprise. This includes setting up your organization hierarchy, recording details about jobs and positions within your enterprise, defining person types to represent your workforce, and also how to manage your budgets and costs.

Oracle Human Resources Management Systems Workforce Sourcing, Deployment, and Talent Management Guide

Learn how to use Oracle HRMS to represent your workforce. This includes recruiting new workers, developing their careers, managing contingent workers, and reporting on

your workforce.

[Oracle Human Resources Management Systems Payroll Processing Management Guide](#)

Learn about wage attachments, taxes and social insurance, the payroll run, and other processes.

[Oracle Human Resources Management Systems Compensation and Benefits Management Guide](#)

Learn how to use Oracle HRMS to manage your total compensation package. For example, read how to administer salaries and benefits, set up automated grade/step progression, and allocate salary budgets. You can also learn about setting up earnings and deductions for payroll processing, managing leave and absences, and reporting on compensation across your enterprise.

[Oracle Human Resources Management Systems Configuring, Reporting, and System Administration Guide](#)

Learn about extending and configuring Oracle HRMS, managing security, auditing, information access, and letter generation.

[Oracle Human Resources Management Systems Implementation Guide](#)

Learn about the setup procedures you need to carry out in order to implement Oracle HRMS successfully in your enterprise.

[Oracle Human Resources Management Systems FastFormula User Guide](#)

Learn about the different uses of Oracle FastFormula, and understand the rules and techniques you should employ when defining and amending formulas for use with Oracle applications.

[Oracle Self-Service Human Resources Deploy Self-Service Capability Guide](#)

Set up and use self-service human resources (SSHR) functions for managers, HR Professionals, and employees.

[Oracle Performance Management Implementation and User Guide](#)

Learn how to set up and use performance management functions. This includes setting objectives, defining performance management plans, managing appraisals, and administering questionnaires.

[Oracle Succession Planning Implementation and User Guide](#)

Learn how to set up and use Succession Planning functions. This includes identifying succession-planning requirements, using talent profile, suitability analyzer, and performance matrices.

[Oracle Human Resources Management Systems Deploy Strategic Reporting \(HRMSi\)](#)

Implement and administer Oracle Human Resources Management Systems Intelligence (HRMSi) in your environment.

[Oracle Human Resources Management Systems Strategic Reporting \(HRMSi\) User Guide](#)

Learn about the workforce intelligence Discoverer workbooks.

[Oracle Human Resources Management Systems Approvals Management Implementation Guide](#)

Use Oracle Approvals Management (AME) to define the approval rules that determine the approval processes for Oracle applications.

[Oracle Human Resources Management Systems Window Navigation and Reports Guide](#)

This guide lists the default navigation paths for all windows and the default reports and processes as they are supplied in Oracle HRMS.

[Oracle iRecruitment Implementation and User Guide](#)

Set up and use Oracle iRecruitment to manage all of your enterprise's recruitment needs.

[Oracle Learning Management User Guide](#)

Use Oracle Learning Management to accomplish your online and offline learning goals.

[Oracle Learning Management Implementation Guide](#)

Implement Oracle Learning Management to accommodate your specific business practices.

[Oracle Time and Labor Implementation and User Guide](#)

Learn how to capture work patterns, such as shift hours, so that this information can be used by other applications, such as General Ledger.

[Oracle Labor Distribution User Guide](#)

Learn how to maintain employee labor distribution schedules, distribute pay amounts, encumber (commit) labor expenses, distribute labor costs, adjust posted labor distribution, route distribution adjustment for approval, and manage error recovery processes. You also learn how to set up effort reporting for Office of Management and Budget (OMB) compliance.

Other Implementation Documentation

[Oracle E-Business Suite Maintenance Guide](#)

This guide contains information about the strategies, tasks, and troubleshooting activities that can be used to help ensure an Oracle E-Business Suite system keeps running smoothly, together with a comprehensive description of the relevant tools and utilities. It also describes how to patch a system, with recommendations for optimizing typical patching operations and reducing downtime.

[Oracle E-Business Suite Security Guide](#)

This guide contains information on a comprehensive range of security-related topics, including access control, user management, function security, data security, and auditing. It also describes how Oracle E-Business Suite can be integrated into a single sign-on environment.

Oracle E-Business Suite Setup Guide

This guide contains information on system configuration tasks that are carried out either after installation or whenever there is a significant change to the system. The activities described include defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help.

Oracle E-Business Suite Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle E-Business Suite implementation team, as well as for users responsible for the ongoing maintenance of Oracle E-Business Suite product data. This guide also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on My Oracle Support.

Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the Oracle E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

Do Not Use Database Tools to Modify Oracle E-Business Suite Data

Oracle **STRONGLY RECOMMENDS** that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite data unless otherwise instructed.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, you may change a row in one table without making corresponding changes in related tables.

If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle E-Business Suite.

When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

Enterprise and Workforce Management

Organization Structures

Key Concepts for Representing Enterprises

You represent your enterprise using key organization structures in Oracle HRMS. These structures provide the framework so you can perform legal reporting, financial control, and management reporting. You can set up these organization structures yourself, or use the Configuration Workbench.

The Configuration Workbench delivers an integrated configuration management toolset for HR systems and assists in the evaluation, configuration, deployment, and maintenance of HR applications. The workbench suggests a basic structure of organizations for your enterprise based on configuration models.

See: Configuration Models for Your Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

Once the basic enterprise structure is set up, you add the additional organizations and locations that exist in your enterprise. You define the internal organizations that represent your internal divisions and departments, and you define the external organizations that represent the organizations outside of your enterprise. For example, you can set up an external organization to represent the tax office for which your enterprise uses for reporting purposes.

You can use organizations to represent many levels of your enterprise, from the highest level of organization that represents the whole enterprise, to the lowest level of organization that represents a section or department.

See: Extending the Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

See: Organization Classifications, *Oracle HRMS Enterprise and Workforce Management Guide*

See: Setting Up Organizations, *Oracle HRMS Enterprise and Workforce Management Guide*

Business Group

The business group represents a country in which your enterprise operates. You create it as an organization in Oracle HRMS, but it does not represent a specific organization within your enterprise structure, and you do not include it in your organization hierarchies. A business group enables you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

The critical factors for deciding when to use a separate business group, or an international business group, are based on the following factors:

- If you use Oracle Payroll

- The number of people you employ in a country
- If you require legislative support for Oracle HR

Generally the laws are so different in each country that to be compliant, there must be a different business group for each country in which an enterprise has employees.

Operating Company

An operating company represents a division or line of business within your enterprise that is legally registered for reporting in at least one country. An operating company is a holding company, a company within a company.

Ultimate Legal Entity

The ultimate legal entity represents the enterprise, and typically, the enterprise is the highest (global) level of a business organization. The ultimate legal entity is the parent company or organization for all its subsidiaries and divisions. Oracle HRMS represents the ultimate legal entity with the GRE/Legal Entity organization classification.

Legal Entity/Employer

A legal entity represents the designated legal employer for all employment-related activities. The legal authorities in a country recognize this organization as a separate employer. In an organization hierarchy, a legal entity may report to an operating company or to the ultimate legal entity.

A legal employer is a legal entity that is responsible for employing people in a particular country. Therefore, if you employ people in a country, then you must have at least one organization classified as a legal entity and a legal employer.

The Configuration Workbench classifies an organization as a GRE/Legal Entity where your enterprise operates in a country, and classifies it as an Employer if you employ people in that country also. For example, you can have a legal entity in a country where you do business, but do not employ people in that country.

Consolidated Legal Entity

A consolidated legal entity acts on behalf of multiple operating companies that are not legally registered, or simply on behalf of the enterprise in a country. You typically use the consolidated legal entity for when you have multiple operating companies in your enterprise, but for the purposes of consolidation, you group the information into one organization. For management reporting purposes, the organizations below the consolidated legal entity in an organization hierarchy, such as, your departments and sections, can report to any organization in the enterprise. However, for legal reporting purposes, they report up to the consolidated legal entity.

For information on how to model your enterprise using the key organization structures,

see: Configuration Models for Your Enterprise Framework, *Oracle HRMS Enterprise and Workforce Management Guide*

Entering Additional Information

For each classification you set up you can enter additional information. This information can be different for each classification.

For business group see: Business Group, page 1-4

For HR organization see: HR Organization, page 1-5

For representative body see: Representative Body, page 1-6

For constituency see: Constituency, page 1-6

For bargaining association see: Bargaining Association, page 1-7

For company cost center see: Company Cost Center, page 1-7

For professional body information see: Professional Body Information, page 1-7

For legal employer see: Legal Employer, page 1-8

See Classification and Additional Information Types, *Oracle HRMS Enterprise and Workforce Management Guide* if you need to check which classification to select.

To enter Business Group additional information:

1. Click on the organization classification for which you want to enter additional information.
2. Choose the Others button to open the Additional Organization Information window.
3. Select one of the following:
 - Business Group Information, see: Entering Business Group Information, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Budget Value Defaults, see: Business Groups: Entering Budget Value Defaults, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Work Day Information, see: Business Groups and HR Organizations: Work Day Defaults, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Benefits Defaults, see: Business Groups: Defining a Default Monthly Payroll, *Oracle HRMS Enterprise and Workforce Management Guide*
 - PTO Balance Type, see Business Groups: Selecting a PTO Balance Type, *Oracle HRMS Enterprise and Workforce Management Guide*

- Recruitment Information, see: Business Groups: Entering Recruitment Information, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Payslip Information, see: Entering Payslip Information, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Self Service Preference Information, see: Entering Self-Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*
4. Repeat these steps to enter further information.

To enter HR organization additional information:

1. Click on the organization classification for which you want to enter additional information.
2. Choose the Others button to open the Additional Organization Information window.
3. Select one of the following:
 - Reporting Information, see: Entering Reporting Information for an HR Organization or a Company Cost Center., *Oracle HRMS Enterprise and Workforce Management Guide*
 - Costing Information, see: HR Organizations: Entering Costing Information, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Parent Organization, see: HR Organizations: Entering Parent Organizations, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Work Day Information, see: Business Groups and HR Organizations: Entering Work Day Defaults., *Oracle HRMS Enterprise and Workforce Management Guide*
 - Payslip Information, see Entering Payslip Information, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Self Service Preference Information, see Entering Self-Service Preference Information, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Related Organizations Information, see: Entering Related Organizations Information for an HR Organization, *Oracle HRMS Enterprise and Workforce Management Guide*
4. Repeat these steps to enter further information.

To enter representative body additional information:

1. Click on the organization classification for which you want to enter additional information.
2. Choose the Others button to open the Additional Organization Information window.
3. Select one of the following:
 - Representative Body Information, see: Entering Representative Body Information, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Constituency information, see: Entering Constituency Information for a Representative Body, *Oracle HRMS Enterprise and Workforce Management Guide*
4. Repeat these steps to enter further information.

To enter constituency additional information:

1. Click on the organization classification for which you want to enter additional information.
2. Choose the Others button to open the Additional Organization Information window.
3. Select one of the following:
 - Location, see Entering Location Information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Organization, see Entering Organization Information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Organization Hierarchy, see Entering Organization Hierarchy information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Grade, see Entering Grade information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Bargaining Unit, see Entering Bargaining Unit information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Job, see Entering Job information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*
 - Collective Agreement Grade, see Entering Collective Agreement Grade

information for Constituencies, *Oracle HRMS Enterprise and Workforce Management Guide*

4. Repeat these steps to enter further information.

To enter bargaining association information:

1. Click on the organization classification for which you want to enter additional information.
2. Choose the Others button to open the Additional Organization Information window.
3. Select Trade Union Information, see: *Entering Trade Union Information for a Bargaining Association, Oracle HRMS Enterprise and Workforce Management Guide*
4. Repeat these steps to enter further information.

To enter company cost center information:

1. Click on the organization classification for which you want to enter additional information.
2. Choose the Others button to open the Additional Organization Information window.
3. Select one of the following:
 - GL Company Cost Center, see: *Entering GL Company Cost Center Information for a Company Cost Center, Oracle HRMS Enterprise and Workforce Management Guide*
 - Reporting Information, see: *Entering Reporting Information for an HR Organization or a Company Cost Center., Oracle HRMS Enterprise and Workforce Management Guide*
4. Repeat these steps to enter further information.

To enter professional body information:

1. Click on the organization classification for which you want to enter additional information.
2. Choose the Others button to open the Additional Organization Information window.

3. Select Professional Body Info, see: *Entering Additional Information for a Professional Body, Oracle HRMS Enterprise and Workforce Management Guide*.
4. Repeat these steps to enter further information.

To enter legal employer additional information:

1. Click on the organization classification for which you want to enter additional information.
2. Click the Others button to open the Additional Organization Information window.
3. Select one of the following:
 - Company Information, see: *Entering Company Information for a Legal Employer, page 1-8*
 - OKVED Code Details, see: *Entering OKVED Details for a Legal Employer, page 1-9*
4. Repeat steps 2 and 3 to enter further information.

Entering Company Information for a Legal Employer

Use the Company Information window to enter information about the company. The application uses this information to generate various statutory reports.

To enter company information:

1. In the Organization window, query the Legal Employer. In the Organization Classifications region, select Legal Employer, choose Others, and select Company Information.
2. Click in the field of the Additional Organization Information window to open the Company Information window.
3. Enter the name of the company.
4. Select the head of the organization, who is one of the organization's managers.
5. Enter the date when the organization registered itself with the tax authority.
6. Enter the organization's Individual Tax Payer's Number (INN).
7. Enter the KPP code. The tax authority provides this code to the company during registration.

8. Enter the company's Statutory Pension Insurance Fund registration number.
9. Enter the company's Social Insurance Fund registration number.
10. Enter the company's registration number in the Obligatory Medical Insurance Fund. The regional tax authority provides this number.
11. Enter the OKPO (All Russian Classification of Enterprises and Organizations) code.
12. Enter the OKOGU (All Russian Classification of Public Authorities and Management) code.
13. Select the OKATO (All Russian Classification of Subjects of Administrative and Territorial Division) code.
14. Select the OKFS (All Russian Classification of Forms of Ownership) code.
15. Select the OKOPF (All Russian Classification of Forms of Legal Entity) code.
16. Enter the OGRN number. OGRN is the company's Main Statutory Registration Number.
17. Select the company's bank details, including bank account number, bank name, and BIK (bank registration) code.
18. Save your work.

Entering OKVED Code Details for a Legal Employer

Use the OKVED Code Details window to enter information about the company's activity types. OKVED is the All Russian Classification of Company Activity Types. This code identifies the category, group, and type of jobs in a company. This information helps the statutory authorities in calculating tax payments for the organization. The application uses the information to generate various statutory reports.

To enter OKVED code details:

1. In the Organization window, query the Legal Employer. In the Organization Classifications region, select Legal Employer, choose Others, and select OKVED Code Details.
2. Click in the field of the Additional Organization Information window to open the OKVED Code Details window.
3. Enter the OKVED code of the company.

Note: Depending on the types of activities, a company can have multiple OKVED codes. For example, a company can have more than one line of business. In such a case, use the additional rows to enter multiple OKVED codes.

4. Save your work.

Entering Work Incident Information

You use the Work Incidents window to enter information about the work incident in which a person was involved.

To enter work incident information:

1. Enter information about the incident:
 - Enter a unique reference number for this incident.
 - Enter the date on which the incident occurred.
 - If the incident occurred over time, enter the date on which the incident was identified or reported.
 - Select the type of incident that occurred.
 - Enter the time at which the incident occurred, if known.
 - Check the check box if the incident occurred over a period of time. For example, check this box if the incident was a gas leak.
 - Select the circumstances of the incident in the Activity field. For example, you can specify if the incident occurred en route to work.
For Russian users only: Activity is not required in Russia, so this field is not available to Russian users. Select the primary and secondary reasons for the incident. For example, you can select violation of industrial discipline as the primary reason and extreme temperatures as the secondary reason.
 - Enter the date on which the incident was reported.
 - Enter the reference number for a related work incident. The list is limited to incidents that involved this person and that occurred on or before the date of this incident.

Incident Description:

1. Choose the Incident Description tab.
2. Enter more detail about the incident:
 - Select the main cause of the incident in the Hazard field.
 - Enter the location of this incident, for example, if the incident occurred in the workplace, identify the room and building.
 - Enter a further description of the incident, if required.

Incident Reporting:

1. Choose the Incident Reporting tab.
2. Enter the reporting details:
 - Select the name of the person who reported this incident. You can only select a person who is on the system and who is in the same Business Group.
 - Select the method used to report this incident, for example, a voicemail.
 - Enter the date and time when the incident was reported. This cannot be earlier than the date and time recorded for the incident.

Note: You must select the name of the person who reported this incident before you can enter the date and time.

- Enter the organization to whom the incident was reported, for example, the local fire station or police.
- Enter contact details for anyone who witnessed the incident.

Note: For Russian users:The Incident Reporting tab is not applicable.

Official Notifications:

1. Choose the Official Notifications tab.
2. Enter the official notification details:
 - Select the name of your organization's health and safety representative and

enter the date on which they were notified of the incident

- Describe any remedial action that was taken (or is planned) as a result of this incident.
- Select the organization and person that are the representative body for this person and enter the date on which they were notified of the incident

Note: You must select the representative body organization before you can enter the person and reporting date.

See: Entering Representative Body Information, *Oracle HRMS Enterprise and Workforce Management Guide*

Medical Details:

1. Choose the Medical Details tab.
2. Enter any medical details:
 - Select the type of injury and/or disease caused by the incident.
 - Enter any further description of the injury or disease.
 - Check the box if the person received medical attention as a result of this incident. Then enter the name of the physician and/or the contact details for the hospital that was consulted or that provided treatment.

Note: If treatment was provided by an internal organization or person, for example, an occupational health organization or a first-aid officer, enter the details into the Hospital Details field.

Note: For Russian users: The Medical Details tab is not applicable.

Other Information:

1. Choose the Other tab.
2. Enter other information about this incident:
 - If compensation was awarded for this incident, enter the amount. Then select the currency for the compensation amount. The Business Group's currency is shown as the default.

Note: If you enter a compensation amount, the Currency field cannot be left blank.

- Enter the date on which the compensation was given.
- Enter the job the person was doing at the time of the incident. The list is limited to jobs with effective start dates before the incident and effective end dates, if any, after the incident.
- Enter the time the worker began work on the day of the incident.

See: *Defining a Job, Oracle HRMS Enterprise and Workforce Management Guide*

Note: If the person was involved in this incident prior to joining your enterprise, leave the Job field blank.

- Check the Resulted in Absence? check box if the person was absent from work as a result of this incident.
3. Enter further information about this work incident in the Further Information field if it has been set up by your Oracle localization team.

For Russian users only, see: *Entering Work Incident Information*, page 1-10

For Mexican users only: Select the type of risk from the available list-of-values.

4. Save your changes.

What Next?

If a medical assessment is required as a result of this incident, you can choose the Medical Assessment button to open the Medical Assessment window and to enter the details of the assessment. If you enter a medical assessment in this way, its type is Occupational Assessment and it is automatically linked to this incident.

Entering Further Work Incident Information

Use the Further Work Incident Information window to enter additional information about the work incident. The application uses this information to generate statutory reports.

To enter further work incident information:

1. In the Work Incidents window, click in the Further Information field to open the Further Work Incident Information window.

2. Select the general category of the equipment used during the incident. For example, Agricultural machines is a general category.
3. Enter the name of the equipment.
4. Enter the type of the equipment.
5. Enter the trademark of this equipment.
6. Enter the year of production and name of the producer of this equipment.
7. Select the type of intoxication responsible for the accident, if applicable.
8. Enter the level of intoxication.
9. Select the name of the person heading the investigation committee.
10. Enter the name of the injured person's organization. By default, this value is the name of the current employer.
11. Select the name of the person responsible for enforcing safety rules in the work place.
12. Save your work.

Entering Disability Information

HRMS enables you to enter detailed disability information for the people in your enterprise.

You use the Disability window to enter this information.

Note: If you want to record that a person is registered as disabled, but you do not need to hold information about that disability, you can just check the Registered Disabled check box on the Personal tab in the Person window.

See: Entering a New Person (People Window), page 2-4

To enter disability information:

1. Set your effective date early enough to handle any historical disability information that you want to enter.

Note: If you want to associate this disability record with an existing medical assessment or work incident, your current effective date

must be later than the assessment and incident dates. Ask your system administrator to enable the Work Incidents and Medical Assessments windows if they are not available.

2. Select the category of disability, for example, Severely Disabled.
3. Enter into the FTE field the full-time equivalent that this person represents towards your enterprise's quota of disabled employees. If no quota scheme exists, then leave the default value as 1.00.

Note: You can enter a number that is greater than 1.00, depending on the level of disability.

The actual figure will normally be provided by the official disability organization.

4. Select the status of this disability information.
 - Active: This information will be included in reports. You cannot enter an Active status if the record has an end date.
 - Inactive: This information will not be included in reports.
 - Pending: This information is not yet complete because you entered it before you entered the medical assessment confirming this disability (where the consultation result was Disability.)
 - Closed: This information has an end date because the person no longer has this disability.

For Russian users only: Disability status is not applicable in Russia, so the Status field is not available to Russian users. Instead, select the type of disability. You can find this information in the disability certificate provided by the Office of Medical Examination. The application uses this information to calculate any tax benefits and deductions for the employee.

5. Select the reason for the disability, for example, Occupational Incident. If the disability was diagnosed as the result of a medical assessment, select Occupational Assessment.
6. Enter the percentage of disability as determined by the official assessment of this disability.

For Hungarian and Spanish users only: The degree of disability depends on the category of disability. For example, if the person's disability category states that the disability decreases the work capacity by 50%, enter 50 as the percentage.

7. Select the incident that is related to, or caused, this disability. The list of incidents is limited to incidents that occurred before the current effective date of this disability. When you select an incident, its date is displayed automatically.

8. Select the medical assessment that recorded this disability.

The list of assessments is limited to assessments that:

- have a result of Disability
- have a consultation date that is earlier than the current effective date of the disability
- are not already linked to a disability record for this person
- were linked to any incident that you selected in the previous step

To link an incident to an assessment, see: *Entering Medical Assessments, Oracle HRMS Enterprise and Workforce Management Guide*

This field is not datetracked.

Entering Disability Registration Information:

1. Choose the Registration tabbed region to enter the disability registration details.
2. Enter into the ID field the registration number assigned by the disability organization.
3. Select the name of the official disability organization with whom the person's disability is registered.

You create disability organizations in the Organization window, selecting the Disability Organization classification.

See: *Creating an Organization, Oracle HRMS Enterprise and Workforce Management Guide*

4. Enter the date on which the employee was registered as disabled with the disability organization and the date on which this registration expires.

Japanese users only: Select the confirmation method by which the disability was confirmed (by the employer).

Entering Additional Disability Information:

1. Choose the Other tabbed region to enter additional details about this disability.
2. Enter a description of the disability.

For Russian users only: Disability description is not applicable in Russia. Instead,

enter the job conditions under which the disabled employee can work. You can find this information in the disability certificate provided by the Office of Medical Examination. You can use this information to identify suitable assignments for the disabled employee.

3. Enter information about the work restrictions that the employee is subject to as a result of their disability.
4. Enter further information about this disability if the Further Information field has been set up by your Oracle localization team.

For Hungarian users only: Record if the employee is blind. The application uses this information to calculate any additional holiday or tax benefit for the employee.

For Indian users only: Indicate if the employee has provided proof of disability, for claiming disability benefits.

For Korea users only: Specify the following:

- Disability grade
- Effective date of the disability
- If a certificate of disability is available or not.
- Disabled type

You require this information when the employee is eligible for disable exemption.

For Mexican users only: Specify the following:

- Disability ID of any related disabilities
The list-of-values displays all previous disabilities for your employee.
- Number of disability days subsidized by the social security agencies
- Type of disability
Valid values are:
 - General Disease
 - Maternity
 - Risk Incident

- Result of the disability

The Consequence field provides the following options:

- None

- Temporary Disability
 - Provisional Initial Assessment
 - Definitive Initial Assessment
 - Death
 - Relapse
 - Assessment after start date
 - Provisional re-assessment
 - Relapse without medical discharge
 - Definitive re-assessment
- Disability control

For Spanish users only: Record if the employee or dependent contact has a condition with reduced mobility. This information affects the employee's tax withholding rate.

For UAE users only: Indicate if the employee's disability will impact their social insurance contribution. Only one disability can be considered for calculating the social insurance contribution.

For Japanese users only: Specify the following:

You require the following information to submit the disability reports to the authorities for statutory purposes.

- Degree/Grade - select the degree if the employee is intellectually disabled and the grade if physically disabled.
- Confirmation Method - select the confirmation method by which the disability was confirmed by the employer.
- Severely Disabled - select Yes if the employee has severe physical disability or severe intellectual disability and must be counted as 2 disabled persons for reporting purposes.
- Part-time Worker - select Yes if the employee is a part-timer for reporting purposes.

The following information is required for the worker insurance report if the employee is disabled or injured as a result of work accident.

- Wa Insurance Disability Grade - select the grade for work insurance purposes.
- Insurance Injury and Sickness - select the values for the work insurance purposes.

5. Save your work.

What Next?

To set up an assessment to evaluate this disability, choose the Medical Asse. (Assessment) button.

See: Entering a Medical Assessment, *Oracle HRMS Enterprise and Workforce Management Guide* for more information.

Maintaining Disability Information

You can make changes to the disability information that you saved previously, but if your disability record includes either incident or medical assessment information, you cannot change or delete this information once you have saved it.

Workforce Sourcing and Deployment

People Management

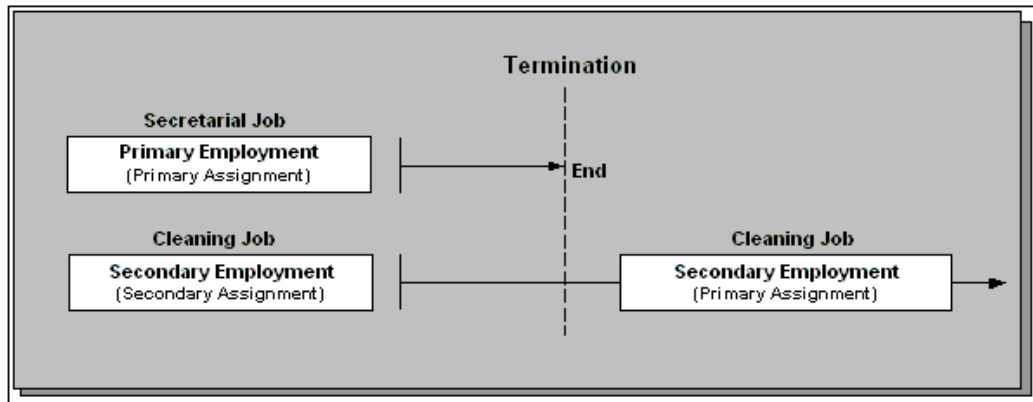
Recording Primary and Secondary Employments

An employee can hold, at any one time, multiple employments with one or more employers. Only one of these employments represents the person's primary employment. Other jobs represent the employee's secondary employments. Primary employment determines a person's eligibility for certain compensation and benefits, and some statutory reports require records of primary employment. The employee submits a labor book to the employer to record the employee's primary employment record.

The following examples and figures illustrate primary and secondary employment.

For example: An employee works from 8 AM to 4 PM as a secretary in an organization. This is the employee's main job. For this job, the employee submits the labor book to the employer. Therefore, this becomes the employee's primary employment. In the same organization, the employee also works from 7 PM to 9 PM in a cleaning job after business hours. This becomes the employee's secondary employment. We consider two cases based on this example.

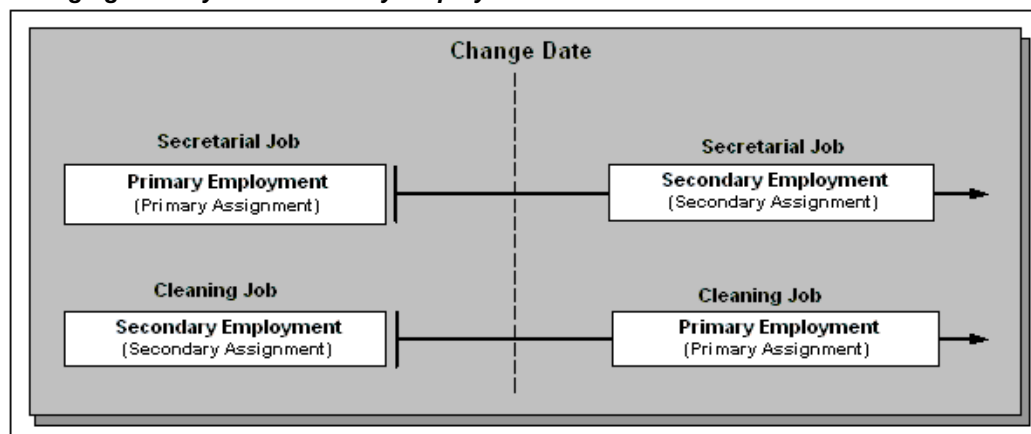
Retaining the Secondary Employment Only: Case 1



As shown in the preceding graphic, the employee decides to leave the job of secretary, which is the employee's primary employment, and wants to continue working in the secondary employment as a cleaner. The employee can have a secondary employment without having any primary employment.

Note: In Oracle HRMS, the employee's secondary employment becomes the primary assignment, because the employee must have a primary assignment at all times.

Changing Primary and Secondary Employments: Case 2



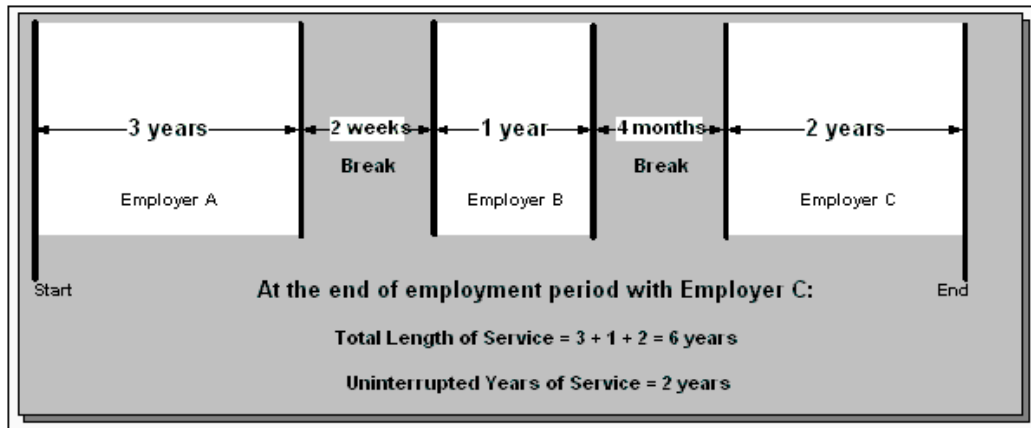
An employee with a primary and secondary employment can also change employments. As shown in the preceding graphic, if you offer the employee a full-time job as a cleaner, and a part-time position as secretary, you would record the employment change in the employee's labor book. You can choose whether to change the employee's assignment. Typically, the employment where the employee devotes the most time is their primary assignment. In this case, the application date tracks both the employments on the change date. As a result, the application keeps a history of the changes in the two employments. The DateTrack History also shows the changes made to the assignment types of these employments.

Employee's Length of Service

Oracle HRMS records an employee's uninterrupted years of service and total length of service. Uninterrupted years of service are an employee's continuous years of employment. Total length of service is the sum of the employee's periods of service with all employers. In both cases, the application uses only the employee's primary employments for calculation. Therefore, you must capture whether an assignment is a primary or a secondary employment.

The application uses the uninterrupted years of service to calculate the employee's sickness absence payments. The total length of service affects the employee's pension payment calculations. You use this information in the statutory pension reports.

Primary Employments Over a Period of Time



The preceding graphic refers to primary employment only. Consider the statutory rules for your enterprise, to determine if a break is allowed between jobs. In this example, a break of two weeks or less between jobs does not interrupt the total length of service. At the end of employment B, the employee has four years of uninterrupted service, and has a total of four years of service. At the end of employment C, the employee has two years of uninterrupted service and a total of six years of service.

Entering a New Person (People Window)

Use the People window to enter and maintain basic personal information for all person types, including employees and contingent workers.

Note: You can also use one of the template windows such as Entering Employees or Entering Contingent Workers to enter new people.

The minimum information to enter for all categories of people is name and action type. In addition, for employees you must enter gender, employee number (if your enterprise uses manual number entry), and date of birth (for assignment to a payroll). Your localization may require additional mandatory information.

To enter a new person:

1. Set your effective date to the appropriate date for adding the person to the application. If you are entering an employee, this should be their hire date.
2. Enter the person's name and other details in the Name region. Only the last name is required for most legislations, but some legislations require a first name too.

For UK users: The first name is a mandatory field. Ensure that the first character is an alphabet. The employee's last name is not a mandatory field, however, ensure

that the first character is an alphabet.

For Romanian users: First and last names are mandatory.

- In the Title field, select a title such as Mrs. or Doctor.
- You can use the Prefix field to enter the first part of the person's name, such as van der. In the case of someone whose last name is van der Zee, you can sort by the last word of the name, that is Zee. If the whole name van der Zee is entered in the Last Name field, the name is sorted under van.

For Romanian users only: Prefix is not required in Romania, so this field is not available to Romanian users.

For Russian users only: Prefix is not required in Russia, so this field is not available to Russian users.

For UAE users only: Prefix is recorded as additional personal information. Therefore, this field is not displayed in the Name region.

- The Suffix field holds part of the last name, such as Junior or II. You can report on the suffix separately, as required in some government-mandated reports.

For Romanian users only: Suffix is not required in Romania, so this field is not available to Romanian users.

For Russian users only: Suffix is not required in Russia, so this field is not available to Russian users.

For UAE users only: Suffix is recorded as additional personal information. Therefore, this field is not displayed in the Name region.

- **For Russian users only:** In the Genitive Last field, enter the genitive case of the person's last name. For example, Ivanovskogo is the genitive case of the last name Ivanovskii. The genitive last name is required for some statutory reports. If you do not enter the genitive last name, the application uses the nominative last name.

3. Select a gender, if required. In the US, you must choose Male, Female, or Unknown Gender. In the UK, you must enter the gender of each employee. For Poland, the PESEL you enter supplies the gender information. For Finland, the PIN (Personal Identification Number) supplies the gender information.

Note: For Norway users only: A gender value will be automatically generated based on the person's National Identity number.

4. In the Action field, select an action type (such as Create Employment) and a person type. The person type you select displays immediately in the Person Type for Action field before you save it. If only one user person type exists for the action

type, it displays automatically in the Person Type for Action field.

Note: If you enter a contingent worker who has a previous person type such as ex-employee, you can choose to revert the contingent worker back to the previous person type by using the Cancel Placement action.

If you are a Finnish user and need to pay salary to a contingent worker through Oracle payroll, you need to enter the person as an employee. You then change the person as a not employed person by changing the employee status in the Additional Assignment Details window. See: *Entering Additional Assignment Details (Assignment Window), Oracle HRMS for Finland Supplement*

You create user person types in the Person Types window. If you want to change a person type to another person type with the same system person type you must use the Person Type Usage window.

See: *Changing Person Type Usage and Deleting OAB Person Type Usage, Oracle HRMS Enterprise and Workforce Management Guide*

Entering Employee Information:

Enter the following information if the person is an employee.

1. If desired, change the Latest Start Date field.
 - The Latest Start Date field displays your effective date.
 - For employees who have previously worked for your enterprise, the Date First Hired field displays the start date of the employee's earliest, previous period of service. This date must be on or before the start date of the earliest period of service. The Date First Hired field is situated on the Benefits Tab.

If the latest start date and the date first hired are the same, when you amend the latest start date, the date first hired is set to the same date.

If you amend the latest start date to earlier than the date first hired, the date first hired is set to the same date.

Note: In the US, before making a change to a latest hire date already entered for an employee, ensure that the start date of the employee's primary address is the same as or earlier than the new hire date. This preserves the integrity of the employee's tax records.

Entering Identification Information:

Enter the person's identification information in the Identification region:

1. If your enterprise uses a manual number generation scheme, enter an employee, applicant or contingent worker number. If your enterprise uses automatic number generation (including Use Employee Numbering for contingent workers), the employee, applicant, or contingent worker number automatically displays when you save your entries in this window.

Note: If you query a person who has a combination of employee, applicant, and contingent worker numbers, the employee number displays in the Number field. If the person lacks an employee number but has a contingent worker number and an applicant number, the contingent worker number displays. However, you can choose to view any of the identification numbers held for a person by selecting them from the list.

2. Enter the national identifier for your country. For example, enter the National Insurance number in the UK, the Social Security number in the US, the Fiscal Code in Italy, the IRD Number in New Zealand, the Social Security Code (TAJ) in Hungary, the Individual Tax Payer's Number (INN) in Russia or the ID number in South Africa.

For Japanese users: If you have entered the personal number using the self-service pages, then you can view the masked personal number. You cannot update the personal number here. This is a unique identification number and is used for taxation and social insurance purposes and for display on the withholding income tax report, notification of acquisition of insurance qualification.

If you are an Australian user, leave the National Identifier field blank. For Finland, the PIN (Personal Identification Number) supplies the values for gender, date of birth, and age.

Note: For Norway and Sweden users only: The PIN (Personal Identification Number) supplies the values for gender, date of birth, and age.

Entering Personal Details:

Enter personal details in the Personal tabbed region.

1. Enter a date of birth. You must do this before you can assign an employee to a payroll. For Poland, the PESEL supplies the date of birth. For Finland, the PIN (Personal Identification Number) supplies the date of birth.

For UK users only: If you have not entered the NI Number, the Date of Birth is a mandatory field.

2. Enter additional birth information into the Town of Birth, Region of Birth, and

Country of Birth fields.

For Hungarian, UAE, and Indian users only: Enter the place of birth instead of town of birth as this information identifies employees and appears in statutory reports.

For Belgian users only: Region of birth information is not required in Belgium, so this field is not available to Belgian users.

For Romanian users only: You must select the country of birth first. If the country of birth is Romania, then the Region of Birth field displays the counties and on selecting the county, the Town of Birth displays the localities. If the country of birth is not Romania, then the Region of Birth and Town of Birth are free text fields.

3. **For Russian users only:** Enter the place of birth code in the Place of Birth field. The application uses this information when generating tax and pension statutory reports. You can find this code in the document *All Russian Classification of Subjects of Administrative and Territorial Division (OKATO)*.
4. **For Finnish and Romanian users only:** Enter the place of residence. The place of residence influences the regional membership. You use the place of residence and regional membership to calculate income tax and other statutory deductions. Romanian users can optionally specify whether the person is a resident of Romania, a non resident non European Union, or a non resident European Union.
For Japanese users only: Enter the country of birth.
5. If the Work Telephone field is displayed, enter a work telephone number. Otherwise, use the Phone Numbers window to enter this information.
6. In the Status field, select a marital status.
7. Select a nationality.
For UAE users only: Nationality is recorded as additional personal information. Therefore, this field is not displayed in the Personal tabbed region.
8. **For Russian users only:** Enter the employee's statutory Pension Insurance Fund identifier. It is the employee's ID in the Statutory Pension Insurance Fund.
9. **For Russian, Swedish, and Romanian users only:** Select the person's citizenship. In Russia, you require this information for some statutory reporting to migration authorities. In Sweden, you can use this information to track persons who are not Swedish citizens, since the taxation and pension insurance schemes differ from those for Swedish citizens. For Romania, you can optionally specify whether the person is a Romanian, European Union, or other citizen.
10. Select whether your employee, applicant or contingent worker is:
 - Registered disabled

- Not registered disabled
- Partially disabled
- Fully disabled

Note: Whether employees are fully or partially disabled affects benefits eligibility calculations.

In the US, the Americans with Disabilities Act (ADA) Report includes employees set up as registered disabled, partially disabled, and fully disabled.

For Norway, Finnish, Danish, and Swedish users only: This field is not available.

11. **For Dutch users only:** Select Yes in the Work Abroad Exceeding One Year field, if your employee has worked abroad for more than a year.
12. **For Belgian users only:** enter the person's preferred correspondence language in the Other region.
13. Save your work.

Multiple Person Records:

1. If your data already includes a person with the same national identifier, or with the same surname and a first name and date of birth that is either the same or not entered, then a list of values shows all the people who share the details.

Note: People who are only entered with a person type of Other, that is someone external to your enterprise, are not shown in this list.

If you have entered neither a first name nor a date of birth, then the list of values displays all the records that match the information you have entered.

Note: The list of values displays only if your system administrator has set the HR: Cross Business Group profile option to Yes.

Do one of the following four tasks:

- If the person you are entering already exists, but in a different business group, then select that person from the list of values. The person you are entering is saved in your current business group and linked to the existing person record to indicate they are the same person. If your application has person synchronization enabled, then the personal information entered for the new

person is copied across to existing records in other business groups. If existing records have values for fields that the new record leaves blank, then these values appear in the new record. See: *Person Record Synchronization, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

- If the person already exists in your current business group then select that person from the list of values. The application retrieves the existing record and cancels the save you were trying to make, as one business group cannot contain two records for the same person. Close the new record and scroll down to display the existing record.

Note: You cannot link to any entry in the list of values marked with an asterisk as these either belong to your business group, or are linked to a person in your business group.

- If the person already exists in TCA, but not in HRMS, then select that person from the list of values. The person you are entering is saved in your current business group and linked to the existing person record to indicate they are the same person. The information held for the person in TCA is updated with that entered in HRMS. See: *People in a Global Enterprise, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
- If the person you are entering does not match any of the records displayed, then select No Match in the lookup. Your new person record is saved.

What Next?:

Optionally, you can enter additional information for people in the tabbed regions.

Note: The Background Information, Medical Information, and Rehire Information tabbed regions appear only if your system administrator has enabled them for you.

Entering Additional Personal Information (People Window)

Optionally, you can enter additional information for people in the tabbed regions of the People window described in the following steps.

Note: The Background Information, Medical Information, and Rehire Information tabbed regions appear only if your system administrator has enabled them for you.

To enter military details for an employee:

1. Click the Military Details tab.
2. Select the employee's military document type. If the document type is Military Assignment Certificate, proceed to Step 8. Otherwise, proceed to Step 3.
3. Select a reserve category.
4. Select the military rank.
5. Select the profile of this military rank.
6. Enter the military unit number.
7. Enter the full code of the military registration board. The military card provides this code.
8. Select the service readiness category. If the document type is Military Card, the default value displayed is Suitable for Military Service.
9. Enter the name of the military commissariat related to the place of employee registration.
10. If the employee was dismissed from the military service, select the conscription dismissal mark.
11. If the document type is Military Card, select the employee's military registration type and enter details of this registration type.

To enter office information for a new hire, an existing employee, or contingent worker:

1. Choose the Office Details tabbed region.
2. Enter the office number.
3. Enter the internal location of this office.
4. Enter the office identifier for internal mail.
5. Enter the person's e-mail address.
6. In the Mail To field, select Home or Office to indicate the person's preferred mail destination.

To enter information for an applicant:

1. Choose the Applicant tabbed region.
2. If the applicant's resume is on file, check the Exists check box.
3. If the applicant's resume is on file, select the date indicating when the resume was last updated.
4. Select a final date a file is to be maintained for this applicant.

To enter background check information:

1. Choose the Background tabbed region.
2. Check whether the person background check has been performed.
3. Select the date the background check was performed.

To enter rehire recommendation information for an applicant who was a former employee or contingent worker:

1. Choose the Rehire tabbed region.
2. If the former manager has recommended the applicant for rehire, select the Recommended check box.
3. Select the reason for this recommendation.

To enter further name information:

1. Choose the Further Name tabbed region.
2. Enter one or more honors or degrees (BA, MBA, or JD, for example) that the person has earned.
3. Enter the name (perhaps a nickname) by which the person prefers to be known.
4. If the person was previously known by a different name, enter the previous last name.

To enter medical information for a person:

1. Choose the Medical tabbed region.
2. Select the person's blood type.

3. Select the date of the person's last medical test.
4. Enter the name of the physician who performed this test.

To enter other information for a person:

1. Choose the Other tabbed region.
2. Enter the contact details of the employee's references in the company. For example, you can enter the name, designation, and phone details of the employee's reference person.
3. Enter the local coefficient of the territory if the employee works in the Last North region or the regions that are equated to Last North.

Note: Local coefficient is the value that is specified by the statutory authority for the Last North region and the regions that are equated to Last North. The application uses this value for the payroll calculation of the employee working in any of these regions.

4. Select the type of schedule in the Availability/Schedule field; for example, the days of the week your employee works.
5. Enter the person's current full time/part time availability to work with your company.
6. Select the language the person prefers for correspondence. For example, select German if the person prefers to correspond or receive company information such as terms of pension plan in German.

Note: The Correspondence Language list includes languages in the FND_LANGUAGES table. This table contains the languages that Oracle National Language Support Runtime Library (Oracle NLSRTL) supports. Check with your System Administrator for information on NLSRTL supported languages.

7. If the person has died, enter the date of death.

Date of death defaults to the person's termination date if:

- In the Terminate window you enter the termination reason of deceased, but
 - You do not provide the actual termination date, and
 - You have not yet entered a date of death

8. Select the current student status, if the person is a student.
9. In the Date Last Verified field, you can enter the date the person last checked this personal information for accuracy.
10. Check the Military Service check box if the person is employed in a military service. The value of this field can impact benefits calculations.
11. Check the Second Passport Exists check box if the person possesses multiple passports.

To enter benefits information:

1. Choose the Benefits tabbed region.

Note: All fields in the Benefits tabbed region are optional. Most can help to determine plan eligibility or rates.

Note: If necessary, you can add the Benefits Tab to the People window. Query the BEN_MANAGER menu in the Menus window and add the HR View Benefits function to the menu.

2. Enter a benefit group for your employee or applicant. Benefit groups help determine a person's eligibility for a plan or set benefit rates. For example, benefit groups can address mergers and acquisitions where eligibility is complicated, or assist in grandfathering a person into a very old plan.
3. Enter what kind of tobacco (cigarettes, pipe, cigar, or chewing, for example) your employee uses, if any.
4. Enter the medical plan number, which is the policy or group plan number of an externally provided medical plan.
5. Enter the adoption date, if the employee has adopted a child. This information, with the child's date of birth, can determine dependent eligibility. You can enter the adoption date only if you have entered a date of birth for the person. The adoption date must be the date of birth or later.
6. Enter the date you received the death certificate of a deceased employee. You can enter this only after you have entered the date of death in the Other Information region. The receipt of the death certificate must be after or equal to the date of death.
7. Enter an adjusted service date for your employee. Benefits can use this date, rather

than the date first hired, to determine the length of service for eligibility, enrollment, and rates. The adjusted service date can credit service for former employers, grandfathered benefits, or in the case of mergers and acquisitions.

8. Change the date first hired. For employees who have previously worked for your enterprise, the Date First Hired field displays the start date of the employee's earliest, previous period of service. This date must be on or before the start date of the earliest period of service.
9. Check the Other Coverage check box, if the employee or applicant has externally provided coverage.
10. Check the Voluntary Service check box, if your employee or applicant is volunteering, for example as a missionary.

Entering Additional Assignment Details (Assignment Window)

Once you have set up basic assignment details, you can enter additional information, such as supervisor details, special ceiling progression points, and salary information, in the tabbed regions of the Assignment window. The tabbed regions that appear in the Assignment window vary according to person type and localization.

Note: For countries other than the US or UK, your Oracle localization team may have created additional fields in a tabbed region to hold legislatively required additional information.

To enter salary information for an employee:

Use the Salary page to enter a proposed salary change for an employee, associate this change with a performance review, and accept or revise the change later. To administer an employee's salary in this way, you first assign the employee to a salary basis in the Salary Information region.

1. Choose the Salary Information tabbed region.
2. Select a salary basis for the employee.
3. You can also enter the frequency of salary and performance reviews.

Note: When you change salary basis for an assignment, the application end dates the existing proposal and creates a new salary proposal. The new proposal updates the salary element entry automatically. When you remove a salary basis from an assignment, the application end dates the existing salary element

entry, enabling you to manually create a new salary element entry effective from the date of the salary basis change.

For more information about salary administration, see: Salary Administration, *Oracle HRMS Compensation and Benefits Management Guide*

To enter supplier information for a contingent worker:

You use the Supplier tabbed region to record information about the supplier providing the contingent worker to your enterprise. The procedure depends on whether you are using Oracle Services Procurement to provide purchase order information for contingent worker assignments.

If you are not using Oracle Services Procurement:

1. Choose the Supplier tabbed region.
2. Select the names of the supplier and the supplier site for the contingent worker.
3. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

If you are using Oracle Services Procurement:

1. Choose the **Supplier** tabbed region.
2. Select a purchase order number for this assignment.
3. If only one purchase order line exists, it appears in the Purchase Order Line field. Otherwise, select a purchase order line. Note that the Purchase Order Line field is enabled only when you select a purchase order.
4. Information from the purchase order appears automatically in the Supplier Name and Supplier Site fields. If the purchase order line includes a job value, it replaces any value in the Job field.
5. Enter supplier IDs for the contingent worker and the assignment, if available. These values identify the worker and the assignment to the supplier.

To enter supervisor information for an employee or contingent worker:

1. Choose the Supervisor tabbed region.
2. Select the name and number of the worker's personal supervisor. If you use assignment-based supervisor hierarchies, select the supervisor's assignment number.

You can select a contingent worker as a supervisor only if the HR: Expand Role of

Contingent Worker user profile option is set to Yes.

You can select a supervisor from another Business Group if the HR:Cross Business Group user profile option is set to Yes at your site.

Note: The application does not update this information. Use organization and position hierarchies to show management reporting lines.

To enter probation period and notice information for an employee:

The probation period defaults from the employee's position.

1. Choose the Probation and Notice Period tabbed region.
2. Amend the default probation period for your employee's assignment, if required.
3. Enter the notice period for the assignment, if required.

To enter standard conditions information for an employee or contingent worker:

The standard work day information (apart from the Hourly/Salaried field) defaults from the position. If standard conditions are not defined for the position, they default from the organization or Business Group.

1. Choose the Standard Conditions tabbed region.
2. Amend the standard work day information for your employee or contingent worker assignment, if required.
3. This step is for employees only. For benefit administration, enter whether the assignment is hourly or salaried. If you are in the US, benefits are often based on whether a person is paid hourly or receives a salary.

Note: If you are setting up benefits based on salaried or hourly pay you must set up the Hourly/Salaried field in addition to the Pay Basis. The Pay Basis identifies how pay is quoted within Salary Administration and enables an employee to have their pay quoted as hourly, but be paid a salary. Therefore, for benefits, you need to set up whether your employee is paid hourly or receives a salary.

To enter primary or secondary assignment and miscellaneous information for an employee or contingent worker:

1. Choose the Miscellaneous tabbed region.

2. Enter the internal address details (such as the floor or office number), if required. The system adds the details to the location address.
3. Select a reason for adding or changing the assignment. For example, you can use the Start Reason field to record promotions for your employees. You define valid reasons as values for the lookup types Reason for Change to Employee Assignment (EMP_ASSIGN_REASON) for employees and Contingent Worker Assignment Reasons (CWK_ASSIGN_REASON) for contingent workers.
4. Select the Manager box if the assignment is at manager level and you want to include this worker in the Organization Hierarchy Report as a manager. (You can select Manager for a contingent worker assignment only if the HR: Expand Role of Contingent Worker user profile option is set to Yes.)
5. By default, the first assignment entered is the primary assignment, and the Primary box is automatically checked. If you are now entering a secondary assignment, you must ensure that the Primary box is unchecked.

Check the Primary check box to update a secondary assignment to Primary.

See: *Changing Primary Assignments, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
6. If you use Oracle Services Procurement to provide purchase order information for contingent worker assignments, the purchase order line may include the projected assignment end date. In this case, the date appears in the Projected Assignment End field. Otherwise, enter the projected end date of the assignment.

To enter special ceiling information for an employee:

A special ceiling progression point is the highest point to which the Increment Progression Points process can automatically progress the employee.

1. Choose the Special Ceiling tabbed region.
2. Enter a special ceiling only if the employee is assigned to a grade, and if a grade scale is defined for this grade. This special ceiling overrides the ceiling defined for the grade scale.

To enter a billing title for an employee or contingent worker (Oracle Projects only):

1. Choose the Project Information tabbed region.

Note: The Project Information tabbed region displays only if you have installed Oracle Projects.

2. Enter a billing title. The information you enter in the Billing Title field serves as the default title on project customer invoices. You can override this information using Project Accounting.
3. Enter a project title.

To enter grade ladder information for an employee:

You must enter grade ladder information to use the Grade/Step Progression process.

1. Choose the Grade Ladder tabbed region.
2. Select the grade ladder for this assignment. If you selected a grade for this assignment previously, all the grade ladders that use that grade are available. If you have not selected a grade, all the active grade ladders in your enterprise are available.

To enter bargaining unit and union membership information for an employee:

1. Choose the Bargaining Unit tabbed region.
2. Enter a bargaining unit code for your employee's assignment. This is usually the legally recognized collective negotiating organization.

Note: You set up your different bargaining units as values for the Lookup type BARGAINING_UNIT_CODE

3. Select whether the employee associated with the assignment is a member of a union.

To enter employment terms for an employee:

1. Choose the Employment Terms tabbed region.
2. Select the contract to be referenced by the assignment. The list of contracts is limited to those entered for the employee that have start dates on or before the assignment start date.

Note: If you are a German public sector user, selecting a contract defaults some values, for example pay grade, from the contract into the assignment. If you want to amend these values you must change them on the contract as you cannot update them in this window.

3. Select the agreement grade structure for the collective agreement. A window shows the grade factors for that grade structure.
4. Enter values for the grade factors. Or, choose the Combinations button and enter search criteria for one or more grade factors to display the reference grades that meet those criteria.

If you enter values directly into the grade factor fields, they must correspond to an existing reference grade unless the Override Allowed check box in the Agreement Grades window is checked.

Note: Any new combinations of values that you enter are unavailable for reuse with other assignments. To reuse a combination, you must define it as a reference grade in the Agreement Grades window.

5. Enter the additional pension years, months, and days that makes the person eligible for additional pension benefits. For example, you can enter these values for a person working in special conditions or field work.

To enter statutory contract details for an employee:

1. Click the Statutory Information tab. Use this region to capture contract details for various statutory reports.
2. Select the employer name.
3. Enter the contract number.
4. Specify whether the current assignment relates to secondary employment.

Note: Whenever you create a new employee, HRMS sets the secondary employment field to null, meaning the current assignment relates to primary employment. To associate the assignment with secondary employment, set the Secondary Employment field to Yes.

5. Enter the contract issue date. This is the date when the person receives the contract.
6. If the employee has a limited-term contract, enter the contract end date. A limited-term contract is a temporary contract that expires on a fixed date.

Note: If the contract end date is not available, leave the field blank.

7. Select the reason for the contract being temporary in the Limited Term Reason field.
8. If you are terminating the employee's assignment, select an end reason.

To enter other details about the employee's assignment:

1. Click the Other tab. Information you enter here influences payroll calculations, particularly those related to pension and sickness absence payments.
2. Select the special working conditions for this assignment.
3. Select the territory conditions for this assignment.
4. Select the Calculated Record of Service Reason (CSR). CSR specifies the reason for including the job in the calculation of the employee's total service record.
5. Enter CSR additional information. For example, you can enter information about the employee's type of work.
6. Select the Long Service Reason (LSR). LSR specifies the employee's special working conditions that make the employee eligible for premature retirement.
7. Enter LSR additional information. For example, you can enter information about the employee's type of work.
8. Select an Uninterrupted Service Record value. If you select Yes, then the application uses the employee's period of service with the employer for calculating the employee's uninterrupted years of service. Otherwise, the application ignores this period and all other employment periods before this employment for the calculation of the uninterrupted years of service.
9. Select a Total Service Record value. If you select Yes, then the application uses the employee's period of service with the employer for calculating the employee's total length of service. Otherwise, the application ignores this period for the calculation of the total length of service.

Entering Further Previous Job Information

Use the Further Previous Job Information window to enter additional information about the employee's previous job.

To enter further previous job information:

1. In the Previous Job region of the Previous Employment Information window, click in the Further Information field to open the Further Previous Job Information window.

2. Select the territory conditions for the employee's job.
3. Select the special working conditions for this job.
4. Select the Calculated Record of Service Reason (CSR). CSR specifies the reason for including the job in the calculation of the employee's total service record.
5. Enter CSR additional information. For example, you can enter information about the employee's type of work.
6. Select the Long Service Reason (LSR). LSR specifies the employee's special working conditions that make the employee eligible for premature retirement.
7. Enter LSR additional information. For example, you can enter information about the employee's type of work.
8. Save your work.

Entering Previous Employment Details

Use the Previous Employment Information window to enter information about the employee's previous employment.

The Previous Employment Information window is divided into three regions with each region recording separate information about an employee's previous employment. The three regions in the Previous Employment Information window are:

- Previous Employer
- Previous Job
- Assignment - Previous Job Mappings

To enter previous employment details:

1. Enter the previous employer name.
2. Enter an address.
3. Select a country.
4. Select the type of activity. If the type of activity is RABOTA, proceed to Step 9. Otherwise, proceed to Step 5.

Note: The activity type RABOTA signifies that the employee's service record includes this employment.

To avoid inconsistent records, you cannot update the Type of Activity field.

5. Select a Total Service Record value. If you select Yes, then the application uses the employee's period of service with the employer for calculating the employee's total length of service. Otherwise, the application ignores this period for the calculation of the total length of service.
6. Select an Uninterrupted Service Record value. If you select Yes, then the application uses the employee's period of service with the employer for calculating the employee's uninterrupted years of service. Otherwise, the application ignores this period and all other employment periods before this employment for the calculation of the uninterrupted years of service.
7. Enter start and end dates for the employee's period of employment. These dates define the period of service in years, months, and days.
8. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.
9. Use the Further Information flexfield to enter any additional information about the previous employer.

You can enter information about an employee's contact in a previous organization in the References field. This information may include the contact name, position, phone, and other details.

10. Select the All Assignments check box to specify that the service period is taken into account for all assignments.

Note: The All Assignments check box can only be selected if there are no further previous job usages defined in the Assignment region. Once the All Assignments check box is selected no further previous job usages can be defined.

11. Save your work.

Note: Enter the following information only if the type of activity is RABOTA. For other types of activity, this is not applicable.

To enter previous job details

12. Select an empty row in the Previous Job region or place your cursor within an existing row and choose the New button to add a new row.

13. Enter start and end dates for the previous job. The job entered must be associated with the employer and period of service entered at steps 1 to 11. The dates entered automatically calculate the period of service in years, months and days.
14. Enter a position title.
15. Select an employee category.
16. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.
17. Select an Uninterrupted Service Record value. If you select Yes, then the application uses the employee's period of service with the employer for calculating the employee's uninterrupted years of service. Otherwise, the application ignores this period and all other employment periods before this employment for the calculation of the uninterrupted years of service.
18. Select the All Assignments check box to specify that the previous job period is taken into account for all assignments.

Note: The All Assignments check box can only be selected if there are no further previous job usages defined in the Assignment region. Once the All Assignments check box is selected no further previous job usages can be defined.

19. Use the Further Information flexfield to enter any additional information about the previous job.

See: Entering Further Previous Job Information., page 2-21

20. Choose the Extra Information button to open the Previous Job Extra Information window.

See: Entering Extra Information, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

21. Save your work.

To map previous jobs to an assignment:

22. Select an empty row in the Assignment region or place your cursor within an existing row and choose the New button to add a new row.
23. Select an assignment to map to a previous job specified at steps 12 to 19.
24. Select a job to map to the assignment selected at step 21. Selecting a job automatically displays the Start Date and End Date fields as specified for the job in the Previous Job region.

25. You can override the period of service calculation by entering your own period of service in the Years, Months and Days fields.
26. Use the Further Information flexfield to enter further previous job usage details.
27. Save your work.

Entering Addresses (Address Window)

You can enter as many addresses as necessary for each person, using the Address window.

Note: You cannot enter or update address information in the Address window for a contact who is also an employee or contingent worker. Instead, update the relevant employee or contingent worker record.

To enter an address for a person:

1. Select a national address style and click in the Address field.

If a local address style exists for your country, it is displayed as the default. Otherwise, the international style is displayed.

Australia Users: There is a choice of Australia address style and Australia (International) address style. If you want change from Australia (International) address style to Australia address style, you can by running the Upgrade Australia Address Style process. This is an optional step.

Finnish Users: To display the postal code and post office on the same row in line with the Finnish Address standard, the application displays them in the same field, separated by a space. If you are not using Finnish postal codes upload functionality, you must enter postal codes and post offices manually. See: *Entering Postal Codes, Oracle HRMS for Finland Supplement*

Dutch Users: When you record foreign addresses, ensure you use the Dutch International address style. This address style enables you to report the address in the wage report in the required format.

US and Canadian Users: There is a choice of US address style and International address style if you have Vertex geocode data installed. If you are not maintaining DTW4 data and do not want to enforce the strict tax validation, then you can disable this using the HR:Enable DTW4 Defaults profile option.

US Payroll Users: If the Address Validation Using Vertex Web Services feature is enabled, then Vertex Web Services validates addresses in the Address window. See: *Address Validation Using Vertex Web Services, Oracle HRMS Implementation Guide (US)*

Singapore Users: When you record addresses for local employees, ensure you use the Singapore (Formatted) address style. This address style enables you to report the Primary address in the IRAS reports in the required format.

Note: You can change existing address styles or create new ones if required. See: *Changing Default National Address Styles, Oracle HRMS Configuring, Reporting, and System Administration Guide*

A window opens with the address format for the country you select.

2. Enter your address information in this window.

Note: India Users: If the city is Delhi, New Delhi, Mumbai, Bombay, Kolkata, Calcutta, Chennai, or Madras, the application sets the metro status to Yes, else it is set to No.

Note: Use the Phone Numbers window instead of this window to record telephone numbers otherwise you will be maintaining two lists of numbers.

Kuwaiti Users: You must select the Governorate (Muhafazat) for payroll processing.

UK Users: If you enter the employee's address, then the first line is mandatory and the remaining lines are optional. If you enter the post code, then you must also enter the first line of the employee's address. If you enter the country in the first line, then you must enter the employee's address.

Romanian Users: If you enter the county name, then you must ensure to enter the street information.

See: *Adding Telephone Information, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Russian Users: Ensure you enter the zip code for the Residential address category so that the code appears in statutory reports.

3. Choose the OK button. This returns you to the Address window.
4. Select an address type, such as home, or weekend, or business. You can only have one address of each type at any time.

Singapore Users: If you use company quarters, be sure to choose this address type, so it appears in the A8A report.

5. Check the Primary checkbox to identify the person's main address. Otherwise, leave blank. By default, the first address you enter is the Primary address.

Dutch Users - Use the Population Register Address type to record an additional address. The NSI reports use this information to report to the Dutch population register.

Only one address at any time can be a person's Primary address.

Singapore Users: If you use the Singapore (Formatted) address, you must enter the block number or address number, the street name, and the postal code values within the address to ensure that the IRAS process validates correctly. If you enter the Unit Number, you must enter the Level (Floor) number in the XXX-XXXXX format.

6. Save your work.

To update the primary address:

1. Enter an end date for the existing primary address.

Do not save.

2. Create the new primary address starting the next day and check the Primary Checkbox.

Note: An employee must always have a primary address, but you cannot enter more than one primary address for the same time period.

3. Save the new primary address.

To change from an international to a local address style:

1. To change from a global (international) address style to a local address style, choose Change Global Style to Local. This button appears only when the current style is international.

The Personal Address Information window appears showing the new address structure. Values in fields common to both styles appear in the new structure.

If you choose Change Global Style to Local when there is no local style, Oracle HRMS displays an explanatory message and the style remains unchanged.

2. Complete the address definition, as appropriate.
3. Choose OK.
4. Save your work.

Entering Next of Kin and Other Contacts

Use the Contact window to hold information about contacts, for example:

- People to contact in an emergency.
- Dependents.
- Beneficiaries of benefits such as insurance policies or stock purchase plans.
- Individuals receiving payment of a wage attachment/third party payment deducted from the employee's salary.

A person entered as a contact can be one, some, or all of the above.

The coverage start date for an employee contact, is the employee hire date or the contact relationship start date, whichever is later. This can be important in benefits processing, where eligibility for certain benefits starts from the start date of a contact relationship.

Creating The Same Contact Relationship More Than Once

You can set up the same relationship more than once between the same two people. However, these relationships must not occur in the same time period. For example, you can set up that Person A married Person B from 01-Jan-1990 to 01-Feb-1991. Person A could then marry Person B again, starting from the 02-Feb-1991. However, you cannot enter that the couple remarried on 01-Jan-1991, as this would mean that they were married twice in the same time period.

Updating a Contact Relationship Start Date to Make it Earlier

You can update the contact relationship start date between two people, creating a supplementary record to cover the additional period.

For example, Person A exists on the application as an employee with a hire date of 01-Apr-1990. Person B exists on the application as a contact, with a creation date of 01-Jun-1990. Person A then marries Person B on 01-May-1990. As the application holds a contact coverage start date of 01-Jun-1990, a new contact record is entered to cover 01-May-1990 and 31-May-1990.

To enter a contact:

1. Do one of the following:
 - Enter the name of a new person.
 - Select from a list of people already entered on the system.
2. If you enter a new person:

- Enter their gender and date of birth.
For UAE users only: Additionally, you must enter the father, grandfather, and family name.
For Romanian users only: Enter the Numerical Person Code (NPC/FRN) as the identification information.
 - Select the user person type.
You can only select user person types which are set up for the system person type of Other, for example contact.
3. Enter details about the different contacts for your employee in the Contact Relationship fields.
 4. **For Japanese users only:** You can view the masked personal number of the employee's dependent if the number has been entered using the self service pages.

To enter contact relationships:

1. Select the contact relationship, for example child or spouse.
2. Enter the start and end date (if known) of the relationship.

Note: For Dutch users only, if you set up a spouse as a contact for an employee, whose full name format includes partner's prefix and surname, the full name of the employee changes automatically based on the spouse's name, if the contact relationship covers the employee's full period of employment. If it does not cover the full period the changes to the full name of the employee must be set manually on all datetrack records.

3. If you use Oracle Advanced Benefits or Standard Benefits, select a start and end reason for the relationship.
4. Select whether the contact:
 - Is the primary contact.
 - Is the recipient of a third party payment (for example, from a court-ordered deduction/wage attachment).

This enables you to select this person on the Personal Payment Method window when entering a third party payment method for the employee.

- Shares the same residence as the employee.

- Has a personal relationship with the employee. This identifies whether the third party should be considered as a possible dependent and/or beneficiary.
- Is a beneficiary or dependent. You can only enter these fields if you do not use Standard or Advanced benefits.

5. You can enter a sequence number for the contact relationship. This must be a unique number for each contact the employee has. However, because sequence numbers are employee based, these numbers only need to be unique within the employee's record.

For example, Person A has a relationship type of spouse with Person B. This is given the sequence number of 1. Person A also has a relationship type of father to Person C. This is given the sequence number of 2.

Person A also has a relationship type of emergency contact with Person B. This must also have the sequence number of 1 as a relationship between these two people is already recorded against Person A.

Person B is also an employee and therefore has her own set of contacts recorded against her. She has a relationship type of spouse with Person A. However, this relationship does not have to have the same sequence number as the relationship recorded against Person A, that is, this relationship has a sequence number of 5.

6. Select whether you want to create a mirror relationship and enter the mirror relationship type.

Important: You can only enter a mirror relationship and type when you first create the contact. Once the mirror relationship is saved, the relationships are maintained independently of each other, except for mirror relationships that are created automatically.

Oracle HRMS automatically creates a mirror relationships when you enter a spouse, parent or child. For example, if you create the spouse relationship from person A to person B, when you query person B in the Contact window, a mirror relationship of spouse to person A is automatically created.

Furthermore, if you update a relationship that has had a mirror relationship automatically created, the mirror is also updated accordingly. For example, if you end date the relationship of spouse for person A, the spouse relationship for person B is also ended. If the relationship type is changed the relationships become independent.

7. Enter further information about the contact if your localization team has setup the configuration of the further information field.

For Spanish users only: Record if the contact (disabled dependant or a dependant) is financially dependent on the employee. The application uses this information to

calculate the tax reductions the employee may be eligible for. You can also record if the employee is a single parent as this affects the employee's the tax-withholding rate.

For Russian users only: If the contact type is child, indicate whether the child is in full-time education. The application uses this information to calculate the employee's tax reductions. You must also record any disability information for the child contact, as this affects an employee's social security contributions, tax, and leave benefits.

See: Entering Disability Information, page 1-14

8. Save your work. If a person already exists on your application with the same surname and a first name that is either the same or not entered, then a list of values is displayed that shows all the people who share the details. See: Multiple Person Records, page 2-9

What Next?

If you want to enter addresses or phones for the contact, choose the Contact Details button.

Talent Management

Setting Up Foreign Language Information

Follow these steps to define two segments in the Competence Key Flexfield and to set up the rating scale and competency. Also, follow these steps to enter language skills held by your employees and contingent workers and to apply the values defined to employees and contingent workers. Recording foreign language skills enables you to assign jobs to people who have the required skills.

1. Define two segments, foreign language name and code, in the Competence Key Flexfield. See: *Defining Segments, Oracle Applications Flexfields Guide*
2. Create the rating scale to measure the foreign language skill for the type Proficiency. For example, create a rating scale entitled "Language Scale", whose type is Proficiency, with levels of 1- Reads and translates with vocabulary (basic level), 2 - Reads and can speak (intermediate level), up to the highest level of proficiency, 3- Speaks fluently. See: *Defining Rating Scales, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
3. Create the competency for each foreign language skill you want to record. Next, attach the rating scale to the competency. For example, create a competency if you want to record "German" as a language skill for employees. Attach the rating scale to record the level of proficiency. See: *Defining Competencies, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
4. Assign the competency to an employee using the Competency Profile window. For example, select the employee for whom you want to record the foreign language skill and level of proficiency. See: *Creating a Competency Profile, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*

Entering Qualifications

You can enter qualifications for your workers when they first join the enterprise, and then update them after periodic assessments or appraisals or after completion of a training course

Note: If the person for whom you are entering qualifications has person records that are linked together in more than one business group, then you will be able to see, but not update, any qualifications entered for them in other business groups.

Use the Qualifications window, accessed from the People window, to enter and update qualifications.

To enter qualifications:

1. Select the type of education this person possesses.
2. Use the title field to enter the qualification by diploma name for this type of education.
3. Select the status of the qualification, for example, whether training is ongoing or completed.
4. Enter the grade at which the person holds the qualification, if appropriate.
5. Select the establishment at which the person gained the qualification.
6. Enter the name of the body that awards the qualification. If you record this value in the qualification types record for a Qualifications Framework qualification, it appears here automatically.
7. Enter the dates between which the qualification is gained. You must enter a Start date but you can leave the End date blank (if the qualification is still incomplete).
8. Optionally, enter the date the qualification was awarded.
9. Enter the projected completion date the qualification is awarded, if relevant.
10. Enter the ranked position within the class, if relevant.
11. Optionally, enter any comments, for example, what percentage of the award was course work or examination.
12. Use the Further Information flexfield to enter any additional information about the employee's qualification. See: Entering Further Qualification Information, page 3-3

13. Save your work.

Entering Further Qualification Information

Use the Further Qualification Information window to enter additional information about the qualification. The application uses this information to generate various statutory reports.

To enter further qualification information:

1. In the Qualifications window, click in the Further Information field to open the Further Qualification Information Window.
2. Select the name of the course followed by the employee.
3. Select the type of skill the course delivers. For example, if the course is Assertive Communications, the skill type is Communication Skills.
4. Select the name of the document that provides the employee's qualification details.
5. Enter the series of the diploma or certificate.
6. Enter the number of the diploma or certificate.
7. Enter the name of the professional qualification, if applicable. You can find this name in the OKSO document.
8. Enter the code of this professional qualification. You can find this code in the OKSO document.
9. Save your work.



Compensation and Benefits Management

Vehicle Details and Absences

Predefined Elements

The following table lists the predefined elements that are specific to Oracle HRMS for Russia. The application uses these elements for payroll processing.

Element Name	Description
Business Trip	Holds the employee's business trip related information.
Further Professional Education	Holds the details related to an employee's trip for further professional education with a separation from work.
Down Time	Holds the details of downtime at the workplace. Downtime is the period when an employee is not able to work either due to any employee-specific or employer-specific reason or any other reason independent of both the employee and the employer.

Vehicle Repository

In the vehicle repository, you can store details of company vehicles and private vehicles used for business purposes. This information is datetracked so that you can record changes to the vehicle - such as its status (active or inactive) - over time. Storing this data in a repository removes the need for repetitive and error-prone data entry.

Use Oracle SSHR to record vehicle repository information in the Vehicle Repository Page. The vehicle repository information includes:

- Registration number
- Make and model
- Registration date
- Engine capacity
- List price and value of optional accessories fitted initially and added later

- Fiscal rating
- Status, and reason for Inactive status
- Whether the vehicle can be allocated to multiple users
- **For Russian users only:** Vehicle Category, mileage/fuel limits, usage schedule, and lease details.
- **For Russian users only:** Extra information about vehicle insurance details

Note: You can enter multiple insurance details for the same vehicle.

- **For Polish users only:** Vehicle-card identification number, engine number, inspection dates, and additional, user-defined technical information about the vehicle

You can import company vehicle information from a car fleet management system, storing a fleet identifier and date transferred on each vehicle record.

Vehicle Allocation

Use Oracle SSHR to allocate vehicles to your employees so they can be used in employee mileage claims (UK and Poland) or Benefit in Kind processing (Ireland). You can allocate two types of vehicles : company and private.

- You can allocate one primary company vehicle to each employee, and as many additional company vehicles as your business rules allow.
- You can allocate as many private vehicles as your business rules allow. You mark one vehicle as the default.

Business rules are held in the PQP_CONFIGURATION_VALUES table. See: Configuration Settings for Vehicle Repository and Mileage Claims, *Oracle HRMS Compensation and Benefits Management Guide*

When you allocate a vehicle, you can override some of the configuration settings for your business group.

You can record a vehicle against a single assignment, or against all of an employee's assignments.

You can allocate vehicles from the Vehicle Repository page.

When you move the mouse over the Users icon, you can view the user details in a pop-up window.

Entering Absences

Enter projected or actual absences for an employee using the Absence Detail window.

Because the calendar holding absence records for an employee is the same as that of the employee's payroll, the primary assignments of employees for whom you enter absence information must include an assignment to a payroll. For absence types based on nonrecurring elements, the effective start date of this assignment must be no later than the start of the current payroll period.

To enter absences for an employee:

1. Select the absence type.

The following information appears:

- The category of the type.

Note: For Denmark users only: Enter absence information, as required, in the descriptive flexfields associated with the Absence Categories.

- The occurrence of the new absence record you are entering. For example, if the employee has already incurred two absences of this type, the occurrence of the new record is 3.
- The running total of hours or days absent for all the absence types associated with the element. For absence types with increasing balances, this is the number of days or hours absent with an end date on or before your effective date. For any types with decreasing balances, this is the number of hours or days remaining to be taken.
- The number of days absence recorded for the absence type in the current calendar year.
- The name of the element that maintains each employee's time taken or time remaining for this absence type.

Note: For Denmark, Finland, Norway, and Sweden users only:

When you create an absence, Oracle HRMS enters the absence element for all the employee's assignments including the primary assignment. You can decide whether each assignment requires the element entry and better track absences for multiple assignments. You can also edit element entries to change the absence details for a specific assignment.

Note: For Denmark users only: You can override absence details in the Absence Details window by entering the override element in the Element Entries window. Use the same start and end dates for the override element that you use in the Absence Details window.

See: Making Manual Element Entries, *Oracle HRMS Compensation and Benefits Management Guide*

2. If the Further Information field is visible for your localization, click in the field and select a context value relevant to your localization.

- **Canada HRMS:** Specify the ROE Reason and ROE Comments. You enter a ROE Reason and ROE Comments for an employee in the Additional Absence Detail Information window. The ROE Reason appears in Block 16 of the ROE. The ROE Comments appear in Block 18 of the ROE.

- **Dutch HRMS:** If you have a category of sickness selected, you can enter a percentage sick by selecting the NL_S context value.

Select No in the Non SI/Pension Absence field to count an absence as a real social insurance day. Selecting Yes excludes the absence from counting as a real social insurance day.

- **Denmark HRMS:** When you set up employees for Maternity/Adoption leave, you can choose whether or not to accrue holiday during the absence. Use the Absence category descriptive flexfield, to indicate if you use the accrual or not.

- **Hungary HRMS:** If your absence category is Maternity, enter the expected and actual birth dates (and other dates if applicable). If your absence category is Paternity, enter the child's birth date.

- **Mexico HRMS:** Specify your type of disability:

- General Disease
- Maternity
- Risk Incident

The list of available Disability IDs depend on if you have assigned this disability with a Causal Incident (in the case of Risk Incident disabilities) or no Causal Incident (in the case of Maternity or General Disease disabilities).

- **Norway HRMS:** Click the descriptive flexfield to select the absence type and display the Additional Absence Details window. Enter additional information about the absence type:

Absence Type	Additional Absence Details
Maternity	Partial maternity or paternity leave
Sickness	Doctors certificate
Vacation Absence	Part time unpaid leave
Lay off recording	For lay offs.

- **Russia HRMS:** If your absence category is Maternity Leave, enter the number of children and the new born child's date of birth. If the absence category is Child Rearing Leave, enter the new born child's date of birth. If you select the absence type as Temporary Disability with Sickness Allowance Payment, then select the disability details.
- **Finland HRMS:** If your absence category is Annual Holiday, Layoff, Labour Dispute, or Unauthorized, enter the details of a similar absence taken by the employee. For the absence category Sickness, select the doctor's certificate and contract details. For the Accident category, select the work incident and doctor's certificate details. If your absence category is Family Leave, enter the child and maternity leave details.
- **UK HRMS:** For an OSP or OMP scheme and an absence that is, or contains, a part of a day, select a unit of measure - days or hours - for measuring part days. For a days-based scheme, select Day and select full or half day . For an hours based scheme, select Hours and select the number of hours absent. Select the appropriate value for the start date, end date, or both. If the entire absence is less that a full day, select the value in the Start Date field.

3. Do one of the following:

- Enter *projected* dates for the absence. You can copy these later to the Actual Date fields by choosing Confirm Projected Dates.
- Enter *actual* dates and duration as days or hours, according to the units of the balance. If you enter an end date, you must also enter the duration.

If you want the application to automatically calculate the duration of the absence, then you can either use the schedules and calendar events features from Oracle HRMS and Common Application Components (CAC) or use a formula.

See: Absence Duration, *Oracle HRMS Compensation and Benefits Management*

Guide

4. You can also select:
 - Reasons for the absence
 - The employee authorizing the absence
 - The employee who replaces the absent employee for the duration of the absence
5. Save your work.

Note: If this absence is related to another absence (for example, they both result from the same cause), you can associate the absences using the Absence Case page.

6. If you entered an absence type that is eligible under an absence benefit plan, you can choose Enroll Absences to run the Participation Process in Absence mode. This process assesses the person's eligibility for the absence plan. If they are eligible, the process changes the status of the potential absence life event to Processed, and evaluates any standard rates linked to the plan.

Alternatively, you can run this process for a group of employees from the Submit Requests window. See: *Running the Participation Process: Absence, Oracle HRMS Compensation and Benefits Management Guide*.

Note: UK Users: The Evidence and Statutory Payments buttons display, if you opened this window from an SSP menu. Please note that these buttons are only relevant to statutory absence types (sickness, maternity, paternity, and adoption).

Viewing Accruals for Plans Associated with the Absence Type

If the employee is enrolled in an accrual plan, the Accruals button is available. Choose this button to display the Associated Accrual Plans window, where you can see information about any accrual plans associated with the type of absence you are entering.

To view accruals:

1. Enter or query an absence in the Absence Detail window, and choose Accruals.
2. If nothing is displayed, run a query in the Associated Accrual Plans window to display the name and category of any accrual plans associated with the absence type.

For each plan, three net accrual amounts are displayed:

The **Net Entitlement** figures on the This Absence tab show the effect of the absence displayed in the Absence Detail window.

- The **Before Absence** figure is the net accrual calculated on the day before the absence.
- The **After Absence** figure is calculated on the start date of the absence.

In most cases these figures will differ by the length of the absence you are entering. However, if the absence happens to start on the day that this period's PTO entitlement is accrued, the new accrual is also shown in the After figure. Similarly, if any other time (such as time bought or sold) is debited or credited to the accrual on that day, it is reflected in the After figure.

Projected Entitlement on the End of Plan tab shows the projected net accrual at the end of the current accrual plan term, taking account of any future absences already entered on the system. If the employee has future-dated assignment changes that affect his or her accrual entitlement, these are taken account of in the calculation.

Note: This figure does not take account of absences with a *projected* start date. It only includes absences that have an actual start date.

Example

Suppose Ms. Shah is enrolled on a vacation plan that runs each calendar year starting 1 January, with a gross accrual of 2 days per month. Ms. Shah did not carry over any entitlement from last year and has taken no absences before May.

Net entitlement is calculated for the last complete accrual period (that is, the period that ends on or before the start of the absence being entered). This absence is only included in the calculation if it starts on the last day of an accrual period.

The following table shows the accrual amounts (net entitlement) that would display if you enter four absences in the sequence shown.

Absences:	2 - 4 May	31 May - 3 June	12 - 15 Aug	15 June
Before absence	8	5	7	3
After absence	5	3	3	2
End of plan term	21	17	13	12

Implementation Steps

Additional Implementation Steps for Russia

If you are implementing Oracle HRMS for Russia, you must also complete the following additional implementation steps.

Please see the implementation section in *Implementing Oracle HRMS* for all other implementation steps that are not specific to Russia.

Additional Implementation Steps

Step 1: Set Up Values for the Grade Key Flexfield

You must enter the number of the Grade Code segment of the Grade Key Flexfield in the RU_FLEXFIELD_SEGMENT_MAPPINGS table. This value enables the application to pick the statutory grade code while generating some statutory reports. See: *Entering Table Values, Oracle HRMS Configuring, Reporting, and System Administration Guide*

Step 2: Set Up Education Details

To help you manage the development of your workforce, you can record education details such as the professional retraining course that a worker attends. The foreign language information you record for your employees is used for statutory reporting purposes. You must set up the education details by completing the following tasks:

1. Define the qualification types. The category of qualification types consists of values from the RU_EDUCATION_LEVELS and RU_ENTERPRISE_EDUCATION lookups. In addition, the category comprises two other values, Qualification Improvement and Professional Retraining. See: *Creating Qualification Types, Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide*
2. Set up the foreign language information. See: *Setting Up Foreign Language Information, page 3-1*

3. Set Up Values for the Competence Key Flexfield segments. You must enter the numbers of the Foreign Language Code and Foreign Language Name segments of the Competence Key Flexfield in the RU_FLEXFIELD_SEGMENT_MAPPINGS table. This enables the application to pick the statutory code and name of the foreign language in which an employee is competent while generating some statutory reports. See: *Entering Table Values, Oracle HRMS Configuring, Reporting, and System Administration Guide*
4. Map the RU_EDUCATION_LEVELS and RU_ENTERPRISE_EDUCATION lookup values to the PER_CATEGORIES lookup values using the User Types and Statuses window. This mapping enables the application to pick up Russia specific codes while generating the statutory reports. See: *Creating User Types and Statuses, Oracle HRMS Configuring, Reporting, and System Administration Guide*

Step 3: Set Up Values for the Marital Status Lookup

Map the RU_MARITAL_STATUS lookup values to the MAR_STATUS lookup values using the User Types and Statuses window. This mapping enables the application to pick up Russia specific codes while generating the statutory reports. See: *Creating User Types and Statuses, Oracle HRMS Configuring, Reporting, and System Administration Guide*

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