Oracle® Human Resources Management Systems

Deploy Strategic Reporting (HRMSi)

Release 12.2

Part No. E48865-01

September 2013

Oracle Human Resources Management Systems Deploy Strategic Reporting (HRMSi), Release 12.2

Part No. E48865-01

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Preface

Intended Audience

Welcome to Release 12.2 of the *Oracle Human Resources Management Systems Deploy Strategic Reporting (HRMSi).*

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.

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Structure

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 *i*Recruitment 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 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.

You can navigate to the Oracle Integration Repository through Oracle E-Business Suite Integrated SOA Gateway.

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.

1

Administer Strategic Reporting

Strategic Reporting Overview

Oracle HRMS Intelligence (HRMSi) is a product in Oracle's E-Business Intelligence System application suite (E-BI) specific to human resources. HRMSi provides a web-enabled suite of strategic reports that provide summaries and details of HRMS application data. It also provides the tools to create your own reports.

The aim of HRMSi strategic reports is to enable you to measure, monitor and manage enterprise performance to make better, timelier decisions. To achieve this HRMSi uses a variety of reporting systems and database technologies to provide reports across the range of HRMS functionality.

Each module is described in detail below. You can choose to implement all, or individual modules, depending on which modules best meet your enterprise reporting requirements.

Discoverer Workbooks and End User Layer (EUL)

HRMSi uses Oracle Discoverer to create workbooks containing worksheet reports and graphs. The workbooks access your application data through a Discoverer End User Layer that organizes your application data into business areas and folders.

The worksheets provide:

- Summaries of your enterprise data.
- Analyses of trends over time.
- Comparisons of workforce changes across your enterprise.

The workbooks are ready to use. However, you can amend any of the supplied workbooks to meet your individual enterprise requirements. You can also use Discoverer User to create your own workbooks, based on the HRMS Discoverer End User Layer (EUL).

For a list of the HRMS Discoverer EUL Business Areas, see Discoverer End User Layer Business Area Descriptions, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

You can find full instructions on developing the Discoverer EUL and creating and maintaining Discoverer workbooks in the *Oracle Discoverer Plus User's Guide* and the *Oracle Discoverer Plus Administrator's Guide*

Discoverer Analytics Reports

Discoverer Analytics reports are Discoverer workbooks based on a set of facts and dimensions, similar to a data warehouse. They are intended for use by business analysts, or those wanting further understanding of HR data. They provide detailed analysis of aspects of the HR system, and are adept at analyzing data over time and comparing trends.

Some of the analytical structures are collected, and some are direct views of the HRMS transactional tables. This allows for near real-time reporting, with the advantage of collecting the more complex data that would otherwise impede the performance of the reports.

HRMSi also provides a set of analytical workbook templates based on the analytics summary structures so that you can extend the range of analytical reports as you wish. To develop reports using these templates, you need a good understanding of data warehouse structures.

HRMSi provides a set of business areas in the Discoverer End User Layer to support analytical reporting. For a list of the HRMSi Analytics Discoverer Business Areas, see Discoverer Analytics Business Areas, page 1-5

What is Strategic Reporting?

The following sections answer common questions on HRMSi strategic reporting and give an overview of the functionality.

What does Strategic Reporting mean?

HRMSi strategic reports are fully integrated with Oracle HRMS and allow you to gather high-level strategic information concerning the key business performance issues and business questions relating to human resources.

You can set targets for your business objectives, monitor performance, and receive notifications when performance is outside predefined tolerance limits for the targets; you can then respond quickly and effectively to maintain business performance.

You have pre-defined reports which can provide answers to typical, but complex, business questions, such as:

- *Are my different types of workers balanced to meet my business objectives?*

- *Do salaries correlate with other factors, such as age or service?*
- *How successful is my recruitment and what is the trend?*
- *What competencies do my employees hold, and what competencies do they require?*

Oracle HRMS Intelligence also provides an easy to use interface that enables you to produce adhoc reports across your system. It is a flexible system that enables you to extend the existing content. For analysis purposes, you can group employees by job, organization, cost-center, profit-center, ethnic or gender groups, age, service and compensation bands, to name only a few. In addition, the analytical concepts are easy to use, enabling you to do complex and detailed analysis of your workforce.

How does strategic reporting differ from standard workforce intelligence?

HRMSi reports do not, on the whole, report directly on data held in the HRMS transactional tables. Instead, they use a mixture of collected, pre-calculated information held in summary tables for complex data, and real-time data held in the transactional tables when reports require simple data.

The advantage of the summary tables is that you collect the more complex data prior to running the reports. The use of such complex data would otherwise impede reporting performance.

HRMSi provides programs you can run to update the data in the summary tables as often as you require.

In addition, HRMSi includes a performance management framework containing key performance indicators. You can set performance targets and receive alerts if your workforce changes become critical.

Strategic reporting therefore provides highly efficient summary information to enable you to quickly evaluate trends and statuses throughout your enterprise. This information enables you to respond in a timely manner to changes in your enterprise.

How can HRMSi meet my enterprise's unique reporting requirements?

HRMSi recognizes that reporting requirements for an enterprise are unique. You can adapt the predefined Discoverer workbooks to match your exact criteria. You can create your own workbooks based on the predefined Discoverer end user layer. HRMSi also provides analytical workbook templates and an analytical end user layer to enable you to define your own analysis of your workforce.

Strategic Reporting Key Concepts

Responsibilities for Strategic Reporting

When accessing Human Resources secure folders in Discoverer, users will only be able to see data if they have a valid HRMS responsibility, that is, a responsibility that is registered to the HRMS suite. Therefore, before users access HRMSi reports, you must ensure that Human Resources security has been set up and that valid HRMS responsibilities have been assigned to those users.

> **Important:** Unless you assign a valid HRMS responsibility to users, they will not be able to see any organization data.

HRMSi provides four standard responsibilities. These are:

- **Human Resources Intelligence – Administrator (OLTP)**

  The existing Human Resources responsibility does not, by default, include all HRMSi reports and workbooks, since some workbooks are for administrative purposes. However, the Human Resources Intelligence – Administrator (OLTP) responsibility provides a full list of all reports, workbooks, and KPIs, apart from those in the data warehouse module. This responsibility is for use by system administrators; it should not be accessible to users.

- **Human Resources Intelligence – End User**

  The Human Resources Intelligence – End User responsibility provides an example template of how the administrator may want to present reports to users.

- **Human Resources Intelligence – Analytics User**

  The Human Resources Intelligence – Analytics User responsibility provides access to all the analytics reports.

Workforce

Workforce is one of the key concepts used within the HRMSi reports. For information on how workforce is calculated, see: Workforce Calculation, *Oracle HRMS Configuring, Reporting, and System Administration Guide*

Discoverer Analytics

Discoverer Analytics Overview

The HRMSi Discoverer Analytics workbooks and end user layer provide you with high level summary reports that track trends and statuses across a wide range of data. These workbooks enable you to compare your workforce activity across, for example, periods of time, organizational structures, or across types of employees or jobs.

To provide these high level summaries and comparisons, the analytics workbooks and end user layer rely on summarized data structures that are similar to the structures used in data warehousing. The summary data structures hold pre-calculated data. HRMSi provides a set of programs that you use to populate the summary structures with calculated data from your HRMS transactional tables. You can run the programs as often as you wish to keep the summary data up to date. See: Programs to Populate HRMSi Strategic Reports, page 3-2

HRMSi also provides analytics templates. You can use these templates to extend your range of analytics reports. To use the templates, you require a basic understanding of the following:

- Oracle Discoverer
- The principles of Online Analytical Processing (OLAP)
- The principles of data warehousing

Analytics Business Areas

The HRMSi Analytics reports are based on a Discoverer end user layer (EUL). The analytics EUL provides folders that access the data from summary tables as well as the HRMS transactional tables. You can use these folders to create your own analytics reports. The analytics end user layer organizes the folders into three business areas, as described below.

- **HRMSi – Administration – Analytic Dimensions**

  This business area holds the dimension folders for analytics reporting.

- **HRMSi – Administration – Analytic Facts**

  This business area holds the facts folders for analytics reporting.

- **HRMSi – Administration – Analytic Components**

  This business area holds the component folders, such as lists and levels, for analytics reporting.

Some of the folders in the analytics business areas hold collected data. This is indicated in the folder name.

The analytics folders are for use by experienced developers who have an understanding of data warehouse structures.

2

Implement Strategic Reporting

Implementation Checklist (HRMSi)

This checklist provides you with a description of the HRMSi modules you can install. Some of these modules require you to have previously installed the Workforce Intelligence HRMS reports. See the Post Install Steps for more details.

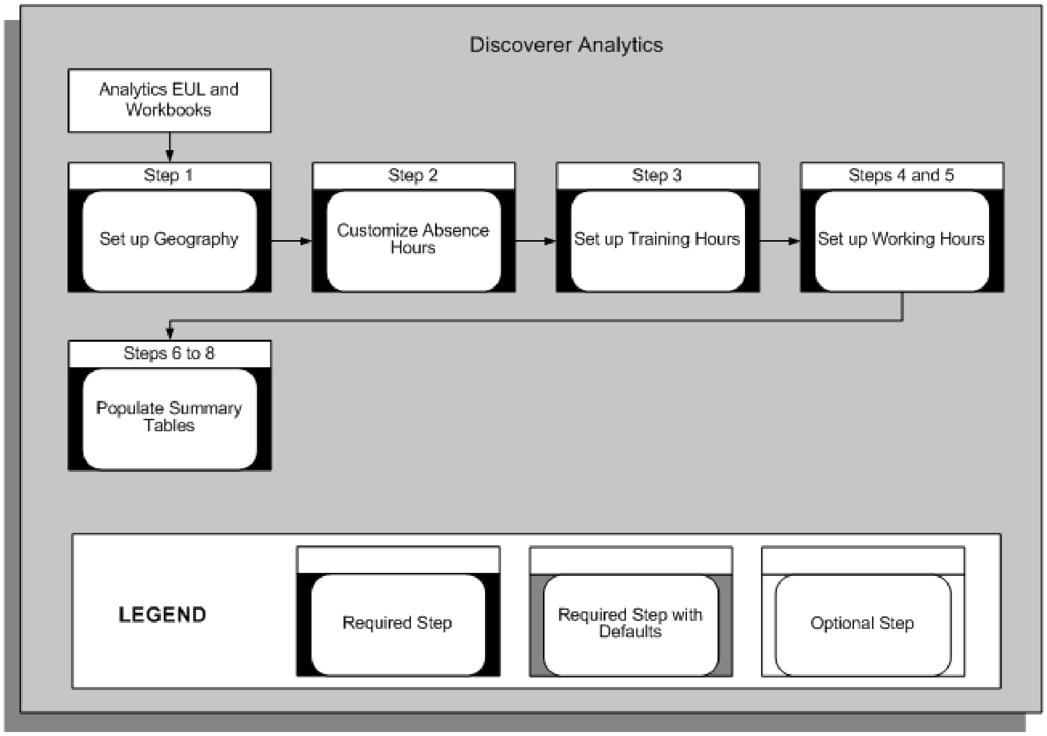
❒ Discoverer Analytics, page 2-2 (Optional)

Includes Discoverer end user layer based partly on collected data and partly on the transactional HRMS tables. The collected data is held in database structures that are similar to data warehouse structures. These structures are the basis of powerful analytical Discoverer workbooks that you can use to analyze changes in your workforce over time and across organizational structures.

Implementation Flowcharts (HRMSi)

Some of the steps outlined in this section are Required, and some are Optional. Required with Defaults means that the setup functionality comes with predefined, default values in the database; however, you should review those defaults and decide whether to change them to suit your business needs. If you want or need to change them, you should perform that setup step. You need to perform Optional steps only if you plan to use the related feature or complete certain business functions.

Implementation Flowchart for Discoverer Analytics



Implement Discoverer Workbooks

HRMSi provides two styles of Discoverer end user layers (EULs) and predefined workbooks:

- Analytics
- Standard

The Analytics EUL and workbooks provide high level analysis of your workforce, and are mainly based on collected information. This is in contrast to the standard EUL and workbooks, which provide real time information, gathered directly from the HRMS transactional tables.

If you have not already implemented Workforce Intelligence reports for HRMS, you need to perform the steps to implement the HRMS Workforce Intelligence business areas and workbooks in order to use either the Analytics or the standard EULs and workbooks. See: Workforce Intelligence, *Oracle HRMS Implementation Guide*

You should then perform the Analytics implementation steps, below, to use the pre-defined Discoverer Analytics EUL and workbooks.

Analytics EUL and Workbooks

You have to perform these implementation steps to view data in the HRMSi Analytics Discoverer end user layer (EUL) business areas and workbooks. You need to perform some of these steps periodically, so that the Discoverer EUL and workbooks reflect changes in your enterprise data.

Step 1: Set Up Geography *Required Step*

If you wish to make use of the Analytics Discoverer EUL and workbooks, you need to set up the Geography dimension.

See: Setting Up Geography, page 3-7

Step 2: Configure Absence Hours *Required Step*

The Absence Hours report, and the Employee Absence Hours Trend Analytics workbook, report on the number of absence hours for each employee. If you do not record the time in hours, the reports use a predefined formula, TEMPLATE_BIS_DAYS_TO_HOURS, to convert the time into hours.

If you have not set up standard working conditions for your employees or business group, or the standard working conditions do not provide the number of hours in a day, the predefined template makes the following assumptions:

- Eight hours are worked per day.
- Five days are worked per week.
- Twenty one days are worked per month.

By copying the template, you can amend the working hours rules to those of your enterprise. You can also write a new working hours formula.

If you do copy or replace the predefined template you must name the new template BIS_DAYS_TO_HOURS.

See:Writing or Editing a Formula, *FastFormula User Guide*

Step 3: Set Up Training Hours *Required Step*

See: Setting Up and Configuring Training Hours, page 3-11

Set Up Working Hours *Required Steps*

Step 4: Set Up Working Hours *Required Step*

To report on the number of regular and overtime hours worked by people in your workforce, you need to use Oracle FastFormula to provide information about how you record regular and overtime hours.

See: Setting Up and Configuring Working Hours, page 3-14

Step 5: Adapt Hours Worked Workbook *Required Step*

You need to create calculations in the HRMSi - Employee Hours Worked (Organization Hierarchy) Trend Analytics Workbook so it can report on your overtime bands.

See: Adapting the Hours Worked Workbook, page 3-18

Populate Summary Tables *Required Steps*

To ensure the Analytics Discoverer End User Layer and workbooks run correctly and efficiently, you need to run concurrent programs to populate summary tables.

For a full discussion of these concurrent programs, and when you need to run them, see: Processes to Populate HRMSi Reports, page 3-2

Step 6: Populate the Competence Level Summary Table *Required Step*

You need to populate the Competence Level Summary table with your competence level hierarchy data used by your reports.

Run the concurrent program HRI Load All Competence Level Hierarchy to populate the summary table.

Use the Submit Requests window.

See: Populating the Competence Level Summary Table, page 3-18

Step 7: Populate the Competence Requirement Fact Table *Required Step*

You need to populate the Competence Requirement Fact table with the job competence requirements used by your reports.

Run the concurrent program HRI Load All Competence Requirement Fact to populate the summary table.

Use the Submit Requests window.

See: Populating the Competence Requirement Fact Table, page 3-19

Step 8: Populate the Time Dimension Folders *Required Step*

Analytics workbooks use time elements such as Year, Month, and Week. These workbooks will not return any data unless you populate the Discoverer EUL time dimension folders with time elements by using the Update Gregorian Hierarchy in the Time Dimension concurrent program.

Run the concurrent program Update Gregorian Hierarchy in the Time Dimension to populate the folders.

Use the Submit Requests window.

See: Populating the Time Dimension Folders, page 3-20

3

Deploy Strategic Reporting

Deploy Strategic Reporting

Programs to Populate HRMSi Strategic Reports

The HRMSi strategic reports rely on collected data, stored in summary tables, in order to run efficiently. You need to collect data from your transaction tables regularly so that the information in your reports is up to date. You collect the data by running the following pre-defined concurrent programs:

- HRI Load All Competence Level Hierarchy, page 3-2
- HRI Load All Competence Requirement Fact, page 3-3
- Update Gregorian Hierarchy in the Time Dimension, page 3-4
- HRI Load All Geography Category Structures, page 3-4
- HRI Load Separation Reasons Table, page 3-5

For information on concurrent programs, see: Overview of Concurrent Processing, *Oracle Applications Developer's Guide*

HRI Load All Competence Level Hierarchy

All Analytics business areas and workbooks that use the competence level hierarchy gather information from the Competence Level Summary table. Use the HRI Load All Competence Level Hierarchy concurrent program to populate this summary table with your competence level hierarchy data.

The program collects pre-calculated data and stores it in the Competence Level Summary (HRI_CS_CMPTNC_LVL_CT) table ready for use by the workbooks.

Parameters

The HRI Load All Competence Level Hierarchy concurrent program uses the following parameters:

- **Collect From Date**

  The earliest date required for competence level hierarchy information. The default is five years previous the first time you run this program, thereafter the value defaults to the previous Collect To Date.

- **Collect To Date**

  The latest date required for competence level hierarchy information. The default is the current date.

- **Full Refresh**

  If you set Full Refresh to Yes, the concurrent program deletes all information previously held in the summary table, and recalculates the competence level hierarchy for the entire collection date range specified (see the Collect From Date and Collect To Date parameters).

  If you set Full Refresh to No, the concurrent program deletes none of the existing table information. The concurrent program incrementally updates the summary table with any competence level hierarchy changes that occurred within the collection date range specified (see the Collect From Date and Collect To Date parameters).

Run Frequency

Run this concurrent program infrequently in full refresh mode, and frequently in incremental mode (Full Refresh = No) to capture and report on competence level hierarchy changes in your enterprise.

If a system failure occurs, you must restart the process.

HRI Load All Competence Requirement Fact

All Analytics business areas and workbooks that use the job competence requirements gather information from the Competence Requirement Fact Summary table. Use the HRI Load All Competence Requirement Fact concurrent program to populate this summary table with your job competence requirement data.

The program collects pre-calculated data and stores it in the Competence Requirement Fact Summary (HRI_MB_CMPTNC_RQRMNT_CT) table ready for use by the workbooks.

Parameters

The HRI Load All Competence Requirement Fact concurrent program uses the following parameters:

- **Collect From Date**

  The earliest date required for competence requirement information. The default is five years previous the first time you run this program, thereafter the value defaults to the previous Collect To Date.

- **Collect To Date**

  The latest date required for competence requirement information. The default is the current date.

- **Full Refresh**

  If you set Full Refresh to Yes, the concurrent program deletes all information previously held in the summary table, and collects competence fact information for the entire collection date range specified (see the Collect From Date and Collect To Date parameters).

If you set Full Refresh to No, the concurrent program deletes none of the existing table information. The concurrent program incrementally updates the summary table with any competence fact changes that occurred within the collection date range specified (see the Collect From Date and Collect To Date parameters).

Run Frequency

Run this concurrent program infrequently in full refresh mode, and frequently in incremental mode (Full Refresh = No) to capture and report on competence level hierarchy changes in your enterprise.

If a system failure occurs, you must restart the process.

Update Gregorian Hierarchy in the Time Dimension

This program populates the time dimension folders in the Developer HRMSi – Administration – Analytic Dimensions business area with time information. So, for example, it populates the Time Year – (Dimension Level) folder with a list of years, and the Time Month – (Dimension Level) folder with a list of months.

Parameters

Update Gregorian Hierarchy in the Time Dimension concurrent program has the following parameters:

- **Date From**

  Set this to the earliest date you need to see in your reports.

- **Date To**

  Set this to the latest date you need to see in your reports.

Do not use an unnecessarily wide date range, as this will impede performance.

Run Frequency

Run this program when you need to collect future dates.

HRI Load All Geography Category Structures

Run the HRI Load All Geography Category Structures concurrent program in order to populate the geography dimension with values. This concurrent program populates the location information stored in the HR_LOCATIONS_ALL table into a separate summary table.

Parameters

The HRI Load All Geography Category Structures concurrent program has the following parameters:

- **Collect From Date**

  The earliest date required for geography information. The default is one month previous the first time you run this program, thereafter the value defaults to the previous Collect To Date.

- **Collect To Date**

  The latest date required for geography information. The default is the current date.

- **Full Refresh**

  If you set Full Refresh to Yes, the collection program purges previously inserted records and populates the dimension again for the entire collection date range specified (see the Collect From Date and Collect To Date parameters).

  If you set Full Refresh to No, the program collects data in the incremental mode and that means it inserts new records without purging the table.

Run Frequency

Oracle recommends that you run the HRI Load All Geography Category Structures concurrent program infrequently in full refresh mode, and frequently in incremental mode to reflect changes in the geography hierarchy in your enterprise.

If a system failure occurs, you must restart the process.

HRI Load Separation Reasons Table

This concurrent program collects formula definitions for voluntary and involuntary separation reasons into a table to improve reporting performance.

Parameters

This concurrent program has no parameters.

Run Frequency

At implementation you need to run the HRI Load Separation Reasons Table concurrent program in order to initially populate the Separation Reasons table.

Thereafter, Oracle recommends that you run the HRI Load Separation Reasons Table concurrent program only after changes to the HR_MOVE_TYPE formula.

> **Note:** If you have EDW implemented then it is recommended that you

never schedule the HRI Load Separation Reasons Table process to run regularly. It should only be run on an ad-hoc basis when the full implications on the Workforce Separation fact re-collection are understood and accepted.

Deploy Discoverer Analytics

Deploy Discoverer Analytics Overview

Use the procedures in this topic in conjunction with the implementation steps to successfully set up the Discoverer Analytic workbooks.

Setting Up Geography

The geography dimension reflects a hierarchical location on Earth. A geography dimension may define an area as large as a world region or as small as a grid location on a building floor, or a stock location.

You need to define three levels of geography dimension:

- Area (parent of country)
- Country (parent of region)
- Region

1. You first need to define your areas, countries, and regions for the geography dimension.

   See: Defining areas, countries, and regions, page 3-8

2. Once you have defined your areas, countries, and regions, you need to assign the regions to countries, and the countries to areas.

   See: Assigning areas, countries, and regions, page 3-8

3. Create a Region segment on the Location Descriptive Flexfield.

   See: Setting up a Region segment, page 3-9

4. Enter a region in the Region segment.

   See: Assigning a Region to a location, page 3-9

5. Map the region flexfield segment to the geography dimension.

   See: Mapping the Region flexfield segment to the geography dimension, page 3-10

6. Finally, populate the geography dimension with values.

   See: Populating the Geography Dimension, page 3-21

Defining Areas, Countries, and Regions

Areas are unique groups with countries assigned. You can define areas as you wish. Areas are not predefined—you must create the areas that you need.

Country is an existing dimension and is already defined in Oracle Applications.

Regions are subsets of countries. You can define as many regions as you wish within a country. Regions are not predefined—you must create the regions that you need.

Use the Application Object Library Lookups window.

To define areas:

1. Enter Query Mode and search for Area in the Type field.
2. Add desired areas (for example, North America, EMEA, or Asiapac)
3. Save your changes.

To define regions:

1. Enter Query Mode and search for Region in the Type field.
2. Add desired areas (for example, North, South, East, West, or My Region)
3. Save your changes.

Assigning Areas, Countries, and Regions

Once you have defined your areas and regions, you need to assign regions to countries, and countries to areas.

Use the Define Territory Hierarchies window.

To assign regions to countries:

1. In the Parent Territory Type field, select Country.
2. In the Code field, select a country that you have created.
3. In the Child Territory region, select the regions you want to associate with the selected country.
4. Repeat for other countries as necessary.
5. Save your changes.

To assign countries to areas:

1. In the Parent Territory Type field, select Area.
2. In the Code field, select an area that you have created.
3. In the Child Territory region, select the countries you want to associate with the selected area.
4. Repeat for other areas as necessary.
5. Save your changes.

Setting Up a Region Segment

Set up a Region segment on the Location descriptive flexfield.

Use the Descriptive Flexfield Segments window.

To set up a Region segment:

1. In the Title field, query for Additional Location Details.
2. Unfreeze the flexfield.
3. In the Context Field Values region, select Global Data Elements.
4. Click the Segments button.
5. Enter a new region segment name.
6. Select an available attribute.
7. In the Value Set field, enter BIS Region Value Set (predefined).
8. Freeze the flexfield.
9. Compile the flexfield.

Assigning a Region to a Location

Once you have defined regions and set up the region segment on the Location flexfield, you need to associate regions with locations.

Use the Location window.

To assign a region to a location:

1. In the Name field, query for the desired location.
2. Click on the flexfield.
3. In the Region field of the Additional Location Details window, enter the name of a region you defined earlier.
4. Exit the flexfield.
5. Save your changes.
6. Repeat for other locations as necessary.

Mapping the Region Flexfield Segment to the Geography Dimension

You need to map your Region flexfield segment (see: Setting up a Region segment, page 3-9) to the Geography dimension.

Use the Flexfield Mappings window.

To map the region flexfield segment to the geography dimension:

1. In the Flexfield Name field, query Additional Location Details.
2. In the Dimension region, enter a dimension of Geography with a level of Region.
3. Save your changes
4. Click the Segment Mapping button.
5. In the Context Code field, enter Global Data Elements.
6. In the End User Column Name field, select the name of your region segment.
7. Close the Segment Mappings window.
8. Save your changes and close the Flexfield Mappings window.

What's Next

Once you have performed this procedure, you can populate the Geography dimension. See: Populating the Geography Dimension, page 3-21

Setting Up and Configuring Training Hours

The number of training hours for your employees is displayed in the Training Success report and in the following workbooks:

- Student Training Success (External Students) Analysis Workbook
- Student Training Success (Internal Students) Analysis Workbook
- Training Cost and Revenue Analysis Workbook
- Employee Training Attendance Success (Organization Hierarchy) Status Analytics Workbook
- Employee Training Attendance Success (Organization Hierarchy) Trend Analytics Workbook

The number of training hours is also displayed in the following KPI reports:

- Training Attendance Status
- Training Attendance with Job Category Status

Within Oracle Learning Management you can record the duration of a training event using a time period of your choice. For example, rather than recording an event in hours you might record it in weeks or months.

To enable the reports to display the number of hours of an event, a predefined formula,, TEMPLATE_BIS_TRAINING_CONVERT_DURATION, converts your time periods into hours.

OTA is installed with four predefined time periods. If you record the duration of events using these predefined time periods the formula automatically converts them into the following hours:

- D (Day) = 8 Hours
- W (Week) = 40 Hours
- M (Month) = 169 Hours
- Y (Year) = 2028 Hours

> **Note:** You set up time periods in Oracle Training Administration using the Lookup type FREQUENCY.

However, you should copy and amend the formula if:

- The number of hours per time period does not match those of your enterprise.
- You have set up different time periods using the Lookup type FREQUENCY.

Additional frequencies you have set up are not automatically converted to hours using the predefined formula.

1. **Amending the Default Hours**

   To ensure that the report and workbooks calculate the correct hours for your training events you can configure the predefined formula.

   See: Amending Default Training Hours, page 3-12

2. **Adding Additional Training Time Periods**

   If you have defined your own training time periods using the FREQUENCY Lookup you must copy and amend the predefined formula. If you do not add your additional time periods to the formula the hours for these events will not be included in the report and workbooks.

   See: Adding Additional Training Time Periods, page 3-13

Amending Default Training Hours

To ensure that the report and workbooks calculate the correct hours for your training events you can configure the predefined TEMPLATE_BIS_TRAINING_CONVERT_DURATION formula.

For example, if you record the duration of a training event in days, and within your training organization a day is 10 hours, use the Formula window to:

1. Copy the predefined template formula TEMPLATE_BIS_TRAINING_CONVERT_DURATION.

   You must name the new formula BIS_ TRAINING_CONVERT_DURATION, otherwise the report and workbooks cannot use it.

2. Replace the number of hours a training event runs in a day.

   In the predefined formula the number of hours are set as follows:

   ```
   hours_per_day = 8
   ```

   Replace the number of hours with 10:

   ```
   hours_per_day = 10
   ```

3. Compile the new formula.

For information on editing a formula, see: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide*

Adding Additional Training Time Periods

If you have defined your own training time periods using the FREQUENCY Lookup you must copy and amend the predefined TEMPLATE_BIS_TRAINING_CONVERT_DURATION formula. If you do not add your additional time periods to the formula the hours for these events will not be included in the report and workbooks.

For example, if you set up a time period called Fortnight using the Lookup code of F (Fortnight), use the Formula window to amend the formula as follows:

1. Copy the predefined template formula TEMPLATE_BIS_TRAINING_CONVERT_DURATION.

   You must name the new formula BIS_ TRAINING_CONVERT_DURATION, otherwise the report and workbooks cannot use it.

2. Add the additional text shown in bold to set up the formula so that it converts fortnight into hours:

```
/* Main Body of Formula */
 hours_per_day = 8
 hours_per_week = hours_per_day * 5
 hours_per_fortnight = hours_per_week * 2
hours_per_month = hours_per_week * 4.225
 hours_per_year = hours_per_month * 12

/* Calculate Duration in Hours */
 IF (from_duration_units = 'Y') THEN
  hours = from_duration * hours_per_year
 ELSE IF (from_duration_units = 'M') THEN
  hours = from_duration * hours_per_month
 ELSE IF (from_duration_units = 'F') THEN
  hours = from_duration * hours_per_fortnight
ELSE IF (from_duration_units = 'W') THEN
  hours = from_duration * hours_per_week
 ELSE IF (from_duration_units = 'D') THEN
  hours = from_duration * hours_per_day
 ELSE IF (from_duration_units = 'H') THEN
  hours = from_duration
 ELSE
  hours = 0
/* Calculate Duration in desired units */
 IF (to_duration_units = 'H') THEN
  to_duration = hours
 ELSE IF (to_duration_units = 'D') THEN
  to_duration = hours / hours_per_day
 ELSE IF (to_duration_units = 'W') THEN
  to_duration = hours / hours_per_week
 ELSE IF (to_duration_units = 'F') THEN
  to_duration = hours / hours_per_fortnight
ELSE IF (to_duration_units = 'M') THEN
  to_duration = hours / hours_per_month
 ELSE IF (to_duration_units = 'Y') THEN
  to_duration = hours / hours_per_year
 ELSE
  to_duration = 0
RETURN to_duration
```

3. Compile the formula.

For more information on editing a formula, see: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide*

Setting Up and Configuring Working Hours

The Hours Worked report, and the Employee Hours Worked Trend Analytics Workbook, enable you to investigate the number of regular hours and overtime hours worked by employees in your enterprise.

Within Oracle Human Resources you use elements to record the number of regular and overtime hours worked. You can set up different elements to represent overtime bands and regular hours. This gives you the freedom to record and pay employees exactly how you want.

To use the Hours Worked report or workbook, you need to set up information about how you are recording regular and overtime hours. To do this you use Oracle FastFormula. You first need to create database items for the input values of the elements that record regular and overtime hours.

1. **Create Database Items**

   Create a database items for the input values of the elements that record regular hours and overtime hours.

   See: Creating Database Items for Working Hours Input Values, page 3-17

2. **Regular Hours Formula**

   You first need to create a formula to calculate the regular hours recorded for your employees.

   You must name the regular hours formula BIS_REG_HOURS. This is the formula that the Hours Worked reports look for when calculating the regular hours.

   The formula type must be QuickPaint.

   Set up your formula as follows to display regular hours on the Hours Worked reports:

   ```
   default for <element name>_<input name>_entry_value is 0.00
   hours_worked =
   <element name>_<input name>_entry_value
   Return hours_worked
   ```

   In the above code <element name>_<input name>_entry_value represents the database item you created for the input value of the element that records regular hours. Replace the following:

   - **<element name>:** Replace with the name of the element you are using to record regular hours worked.

   - **<input name>:** Replace with the name of the input value on the element you are using to record regular hours worked.

   See: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide*

3. **Overtime Band formula**

   Most enterprises have more than one overtime band set up. For example, you may have an overtime band for double time, time and a half, triple time and so on.

   You need to create a formula for each overtime band you use. You must name your formulas:

   - BIS_OT_BAND1

   - BIS_OT_BAND2

   - BIS_OT_BAND3

   - ... and so on.

The number at the end of the formula name should change with each overtime band.

Set up the formula type as QuickPaint.

You can set up the elements that record overtime in different ways:

- A single element with input for each overtime band
- Multiple elements, one for each overtime band

Whichever method you use, you need to set up one formula for each overtime band. Base your formulas on the following code:

```
default for <element name>_<input name>_entry_value is 0.00
hours_worked = to_number(<element name>_<input name>_entry_value)
return hours_worked
```

In the above code <element name>_<input name>_entry_value represents the database items you created for the input value of each element that record overtime hours. Replace the following:

- **<element name>:** Replace with the name of the element you are using to record overtime hours worked.
- **<input name>:** Replace with the name of the input value on the element you are using to record overtime hours worked.

The Hours Worked report shows up to 10 overtime bands, therefore, for this report, you can write up to 10 formulas. The Employee Hours Worked Trend Analytics Workbook displays one overtime band as default, but you can customize this workbook to display however many overtime bands you use in your enterprise.

The Hours Worked report uses the description you enter in the Description field of the Oracle Human Resources Formula window to label each overtime bar on the chart. It only uses the first 20 characters of the description.

See: Writing or Editing a Formula, *Oracle HRMS FastFormula User Guide*

4. **Overtime Band Formulas in the United States**

If you are using Oracle Human Resources in the United States and you use the predefined Overtime element to record information about overtime, writing the formula is simple. Oracle Human Resources provides a predefined example of the formula you need to write. The example formula is called EXAMPLE_BIS_OT_BAND1 and you can view it using the Formula window.

The sample formula is shown below:

```
/*****************************************************
FORMULA NAME: EXAMPLE_BIS_OT_BAND1
FORMULA TYPE: Quickpaint
DESCRIPTION: This is an example of the syntax required for the
  formula you need to set up for use with
  the Hours Worked Report. The function
  get_hours_worked calculates total hours worked from
  the Overtime element predefined with US Payroll.
INPUTS: None
DBI Required: None
Change History
10 Sep 98 jmay Created
*****************************************************/
/* Defaults Section */
/* Inputs Section */
/* Main Body of Formula */
hours_worked = get_hours_worked(1.5)
RETURN hours_worked
```

Note: This example only works if you use the predefined US Overtime element.

For each overtime band your enterprise uses, set up a formula based on the example. You must name your formulas:

- BIS_OT_BAND1
- BIS_OT_BAND2
- BIS_OT_BAND3
- ... and so on.

The number at the end of the formula name should change with each overtime band.

Creating Database Items for Working Hours Input Values

Prior to amending the formula for configuring working hours, you need to create database items for the input values on the elements you use to record regular and overtime hours.

Use the Element window.

To create database items for working hours input values:

1. In the Name field, search for the name of the element used to record regular or overtime hours.
2. Click Input Values to go to the Input Values window.

3. Select Database Item to create a database item for the input value.

Repeat the above steps for each element you use to record hours.

Adapting the Hours Worked Workbook

The Employee Hours Worked Trend Analytics Workbook contains a calculation named Example Overtime Band 1. To display all the overtime bands used by your enterprise, you need to create new calculations for each overtime band. Use the predefined Example Overtime Band 1 calculation as your template.

The calculation text in Example Overtime Band 1 is:

```
SUM(HRI_UTL_GET_HOURS_WORKED('EXAMPLE_BIS_OT_BAND1',"Assignment Id (for
Workbook Calculation)",NULL,Period End Date))
```

Use Oracle Discoverer User Edition.

To adapt the Hours Worked Workbook:

1. In Oracle Discoverer User Edition, open the HRMSi - Employee Hours Worked (Organization Hierarchy) Trend Analytics workbook.

2. Copy and rename the example calculation Example Overtime Band 1 for each overtime band you want to display in the report.

3. In the text of each new calculation, change EXAMPLE_BIS_OT_BAND1 to the name of each of one of your overtime band formulas.

   Note: If you have not created Overtime Band formulas, see: Setting Up and Configuring Working Hours, page 3-14

4. Hide the example calculation.

Populating the Competence Level Hierarchy

Reports that use the competence level hierarchy gather information from the Competence Level Summary table.

Populate this summary table with your competence level hierarchy data. Use the HRI Load All Competence Level Hierarchy concurrent program. The program will collect pre-calculated data and store it in the Competence Level Summary table ready for use by the workbooks.

Use the Submit Requests window.

To populate the Competence Level Summary table:

1. Select Single Request in the Submit a New Request window.
2. In the Name field, select HRI Load All Competence Level Hierarchy.
3. At implementation, use the following parameter values:

Parameter	Value at Implementation
Collect From Date	The earliest date required for competence level hierarchy information (default is five years previous)
Collect To Date	The current date (default)
Full Refresh	Yes (default)

4. Submit your request.

What's Next

Define when you want to run this process using the schedule options.

For full information on this concurrent program, see HRI Load All Competence Level Hierarchy, page 3-2

Populating Job Competence Requirements

Reports that use the job competence requirements gather information from the Competence Requirement Fact Summary table.

You must populate this summary table with the job competence requirements used by your reports. Use the HRI Load All Competence Requirement Fact concurrent program. The program will collect pre-calculated data and store it in the Competence Requirement Fact Summary table ready for use by the workbooks.

Use the Submit Requests window.

To populate the Competence Requirement Fact Summary table:

1. Select Single Request in the Submit a New Request window.
2. In the Name field, select HRI Load All Competence Requirement Fact.

3. At implementation, use the following parameter values:

Parameter	Value at Implementation
Collect From Date	The earliest date required for competence requirement information (default is five years previous)
Collect To Date	The current date (default)
Full Refresh	Yes (default)

4. Submit your request.

What's Next

Define when you want to run this process using the schedule options.

For full information on this concurrent program, see HRI Load All Competence Requirement Fact, page 3-3

Populating the Time Dimension for Analytics

Analytics workbooks use time elements such as Year, Month, and Week. The workbooks will not return any data unless you populate the Discoverer End User Layer time dimension folders with time elements by using the Update Gregorian Hierarchy in the Time Dimension concurrent program.

The Update Gregorian Hierarchy in the Time Dimension concurrent program populates the Time dimension folders in the Developer HRMSi – Administration – Analytic Dimensions business area with time information. So, for example, it populates the Time Year – (Dimension Level) folder with a list of years, and the Time Month – (Dimension Level) folder with a list of months.

Use the Submit Requests window.

To populate the Time Dimension folders:

1. Select Single Request in the Submit a New Request window.

2. In the Name field, select Update Gregorian Hierarchy in the Time Dimension.

3. At implementation, use the following parameter values:

Parameter	Value at Implementation
Date From	The earliest date you need to see in your reports
Date To	The latest date you need to see in your reports

4. Submit your request.

What's Next

Run this program when required to collect dates further in the future. For full information on this concurrent program, see: Update Gregorian Hierarchy in the Time Dimension, page 3-4

Restrictions

Do not use an unnecessarily wide date range, as this will impede performance.

Populating the Geography Dimension

Prior to populating the geography dimension, you must set up the geography structures. See: Setting Up Geography, page 3-7

Run the HRI Load All Geography Category Structures concurrent program to populate the geography dimension with values. This concurrent program populates the location information stored in the HR_LOCATIONS_ALL table into a separate summary table.

Use the Submit Requests window.

To populate the geography dimension:

1. Select Single Request in the Submit a New Request window.
2. In the Name field, select HRI Load All Geography Category Structures.
3. At implementation, use the following parameter values:

Parameter	Value at Implementation
Collect From Date	The earliest date required for geography information (default is one month previous)
Collect To Date	The current date (default)
Full Refresh	Yes (default is No)

4. Submit your request.

What's Next

Run this program when required to collect dates further in the future. For full information on this concurrent program, see: HRI Load All Geography Category Structures, page 3-4

Glossary

360-Degree Appraisal

Part of the Performance Management Appraisal function and also known as a Group Appraisal. This is an employee appraisal undertaken by managers with participation by reviewers.

Absence

A period of time in which an employee performs no work for the assigned organization.

Absence Case

Two or more absences for the same person that you associate manually because they share a common factor, such as the same underlying cause.

Absence Type

Category of absence, such as medical leave or vacation leave, that you define for use in absence windows.

Accrual

The recognized amount of leave credited to an employee which is accumulated for a particular period.

Accrual Band

A range of values that determines how much paid time off an employee accrues. The values may be years of service, grades, hours worked, or any other factor.

Accrual Period

The unit of time, within an accrual term, in which PTO is accrued. In many plans, the same amount of time is accrued in each accrual period, such as two days per month. In other plans, the amount accrued varies from period to period, or the entitlement for the full accrual term is given as an up front amount at the beginning of the accrual term.

Accrual Plan

See: *PTO Accrual Plan*, page Glossary-30

Accrual Term

The period, such as one year, for which accruals are calculated. In most accrual plans, unused PTO accruals must be carried over or lost at the end of the accrual term. Other plans have a rolling accrual term which is of a certain duration but has no fixed start and end dates.

Action

In AME, an Action is the *Then* part of an Approval Rule that specifies how the application must progress a transaction's approval process in a particular way depending on the conditions met.

Action Type

In AME, an action type is the generic container for specific actions. It enables you to specify the action to take if a transaction meets the condition of an approval rule. The action type, thus, generates the appropriate approvers for a transaction. As an AME administrator you can make particular action types available for specified transaction types.

Activity Rate

The monetary amount or percentage associated with an activity, such as $12.35 per pay period as an employee payroll contribution for medical coverage. Activity rates can apply to participation, eligibility, coverages, contributions, and distributions.

Actual Premium

The per-participant premium an insurance carrier charges the plan sponsor for a given benefit.

Administrative Enrollment

A type of scheduled enrollment caused by a change in plan terms or conditions and resulting in a re-enrollment.

AdvancePay

A process that recalculates the amount to pay an employee in the current period, to make an authorized early payment of amounts that would normally be paid in future payroll periods.

Agency

An external organization that assists an enterprise in their recruitment process. Agencies act on behalf of the candidates to help them search and apply for jobs. They provide candidates to the fill up job openings in an enterprise or sometimes handle the complete placement process for a vacancy.

Agency Candidate

An agency candidate is a person whose profile is created in iRecruitment by a recruiting agency. This profile includes personal and professional information.

Agency User

An external person who belongs to a recruiting agency and accesses iRecruitment to conduct recruiting activities such as creating candidates and applying on behalf of the candidates.

Alert

An email notification that you can set up and define to send a recipient or group of recipients a reminder or warning to perform a certain task or simply a notification to inform the recipient of any important information.

Align

To define a relationship between objectives. Workers can align their own objectives with objectives that other workers have shared with them. Aligned objectives are also known as *supporting objectives*.

AME

Oracle Approvals Management Engine. A highly extensible approvals rules engine that enables organizations implementing Oracle Applications to simply and effectively define business rules that determine who must approve a transaction originating within an application. You can devise simple or complex rules, as your organization requires, which then form part of your overall business flow. A central repository holds all the rules to facilitate management and sharing between business processes.

API

Application Programmatic Interfaces, used to upload data to the Oracle Applications database. APIs handle error checking and ensure that invalid data is not uploaded to the database.

Applicant

An applicant is a person who submits an application for employment to an organization.

Applicability

In HRMS budgeting, a term describing whether a budget reallocation rule pertains to donors or receivers.

Applicant/Candidate Matching Criteria

Matching functionality in the iRecruitment system that systematically identifies which candidates and applicants possess the skills, knowledge and abilities to be considered for a specific vacancy. The following columns are used for matching:

- Skills
- FT/PT
- Contractor/Employee
- Work at Home
- Job Category
- Distance to Location
- Key Words
- Salary

Apply for a Job

An SSHR function that enables an employee to, apply, search and prepare applications for an internally advertised vacancy.

Appraisal

An appraisal is a process where an employee's work performance is rated and future objectives set.

See also: *Assessment*, page Glossary-5.

Appraisee

The person who is the subject of an appraisal.

Appraiser

A person, usually a manager, who appraises an employee.

Appraising Manager

The person who initiates and performs an Employee-Manager or 360 Degree Appraisal. An appraising manager can create appraisal objectives.

Approval Rule

In AME, a business rule that determines a transaction's approval process. You construct rules using *conditions* and *actions*. For example, you can write a business rule with the conditions that if the total cost of a transaction is less than 1000 USD, and the transaction is for travel expenses, then the action must be to obtain approval from the immediate supervisor of the person triggering the transaction.

Approver Groups

In AME, an approver group is a collection of approvers you define, which you can include as part of actions when you set up your approval rules.

Arrestment

Scottish court order made out for unpaid debts or maintenance payments.

See also: *Court Order* , page Glossary-12

Assessment

An information gathering exercise, from one or many sources, to evaluate a person's ability to do a job.

See also: *Appraisal*, page Glossary-4.

Assignment

A worker's assignment identifies their role within a business group. The assignment is made up of a number of assignment components. Of these, organization is mandatory, and payroll is required (for employees only) for payment purposes.

Assignment Number

A number that uniquely identifies a worker's assignment. A worker with multiple assignments has multiple assignment numbers.

Assignment Rate

A monetary value paid to a contingent worker for a specified period of time. For example, an assignment rate could be an hourly overtime rate of $10.50.

Assignment Set

A grouping of employees and applicants that you define for running QuickPaint reports and processing payrolls.

See also: *QuickPaint Report*, page Glossary-32

Assignment Status

For workers, used to track their permanent or temporary departures from your enterprise and, for employees only, to control the remuneration they receive. For applicants, used to track the progress of their applications.

Attribute

In AME, attributes are the business facts of a transaction, such as the total amount of a transaction, percentage of a discount, an item's category, or a person's salary and so on. These business variables form part of the conditions of an approval rule, and determine how the transaction must progress for approvals.

Authoria

A provider of health insurance and compensation information, that provides additional information about benefits choices.

BACS

Banks Automated Clearing System. This is the UK system for making direct deposit payments to employees.

Balance Adjustment

A correction you make to a balance. You can adjust user balances and assignment level predefined balances only.

Balance Dimension

The period for which a balance sums its balance feeds, or the set of assignments/transactions for which it sums them. There are five time dimensions: Run, Period, Quarter, Year and User. You can choose any reset point for user balances.

Balance Feeds

These are the input values of matching units of measure of any elements defined to feed the balance.

Balances

Positive or negative accumulations of values over periods of time normally generated by payroll runs. A balance can sum pay values, time periods or numbers.

See also: *Predefined Components* , page Glossary-30

Bargaining Unit

A bargaining unit is a legally organized group of people which have the right to negotiate on all aspects of terms and conditions with employers or employer federations. A bargaining unit is generally a trade union or a branch of a trade union.

Base Summary

A database table that holds the lowest level of summary. Summary tables are populated and maintained by user-written concurrent programs.

Beneficiary

A person or organization designated to receive the benefits from a benefit plan upon the death of the insured.

Benefit

Any part of an employee's remuneration package that is not pay. Vacation time, employer-paid medical insurance and stock options are all examples of benefits.

See also: *Elements*, page Glossary-16

Block

The largest subordinate unit of a window, containing information for a specific business function or entity. Every window consists of at least one block. Blocks contain fields and, optionally, regions. They are delineated by a bevelled edge. You must save your entries in one block before navigating to the next.

See also: *Region*, page Glossary-33, *Field*, page Glossary-18

Budget Measurement Type (BMT)

A subset of Workforce Measurement Type. It consists of a number of different units used to measure the workforce. The most common units are headcount and full time equivalent.

Budget Value

In Oracle Human Resources you can enter staffing budget values and actual values for each assignment to measure variances between actual and planned staffing levels in an organization or hierarchy.

Business Group

The business group represents a country in which your enterprise operates. It enables you to group and manage data in accordance with the rules and reporting requirements of each country, and to control access to data.

Business Group Currency

The currency in which Oracle Payroll performs all payroll calculations for your Business Group. If you pay employees in different currencies to this, Oracle Payroll calculates the amounts based on exchange rates defined in the system.

Business Number (BN)

In Canada, this is the employer's account number with Revenue Canada. Consisting of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Business Rule

See Configurable Business Rules, page Glossary-10

Cafeteria Benefits Plan

See: *Flexible Benefits Program*, page Glossary-18

Calendar Exceptions

If you are using the Statutory Absence Payments (UK) feature, you define calendar exceptions for an SSP qualifying pattern, to override the pattern on given days. Each calendar exception is another pattern which overrides the usual pattern.

Calendars

In Oracle Human Resources you define calendars that determine the start and end dates for budgetary years, quarters and periods. For each calendar you select a basic period type. If you are using the Statutory Absence Payments (UK) feature, you define calendars to determine the start date and time for SSP qualifying patterns.

Canada/Quebec Pension Plan (CPP/QPP) Contributions

Contributions paid by employers and employees to each of these plans provide income benefits upon retirement.

Candidate

(iRecruitment) A candidate is a person who has either directly provided their personal and professional information to a company's job site or provided their resume and details to a manager or recruiter for entering in the iRecruitment system.

Candidate Offers

An SSHR function used by a line manager to offer a job to a candidate. This function is supplied with its own responsibility.

Career Path

This shows a possible progression from one job or position from any number of other jobs or positions within the Business Group. A career path must be based on either job progression or position progression; you cannot mix the two.

Carry Over

The amount of unused paid time off entitlement an employee brings forward from one accrual term to the next. It may be subject to an expiry date i.e. a date by which it must be used or lost.

See also: *Residual*, page Glossary-34

Cascade

A process managers at each level in a hierarchy use to allocate their own objectives to workers who report directly to them. This technique enables the allocation of enterprise objectives in some form to all workers.

Cash Analysis

A specification of the different currency denominations required for paying your employees in cash. Union contracts may require you to follow certain cash analysis rules.

Ceiling

The maximum amount of unused paid time off an employee can have in an accrual plan. When an employee reaches this maximum, he or she must use some accrued time before any more time will accrue.

Certification

Documentation required to enroll or change elections in a benefits plan as the result of a life event, to waive participation in a plan, to designate dependents for coverage, or to receive reimbursement for goods or services under an FSA.

Child/Family Support Payments

In Canada, these are payments withheld from an employee's compensation to satisfy a child or family support order from a Provincial Court. The employer is responsible for withholding and remitting the payments to the court named in the order.

Collective Agreement

A collective agreement is a form of contract between an employer or employer representative, for example, an employer federation, and a bargaining unit for example, a union or a union branch.

Collective Agreement Grade

Combination of information that allows you to determine how an employee is ranked or graded in a collective agreement.

Communications

Benefits plan information that is presented in some form to participants. Examples include a pre-enrollment package, an enrollment confirmation statement, or a notice of default enrollment.

Compensation

The pay you give to employees, including wages or salary, and bonuses.

See also: *Elements*, page Glossary-16

Compensation Category

A group of compensation items. Compensation Categories determine the type of compensation that you award under a plan.

Compensation Object

For Standard and Advanced Benefits, compensation objects define, categorize, and help to manage the benefit plans that are offered to eligible participants. Compensation objects include programs, plan types, plans, options, and combinations of these entities.

Competency

Any measurable behavior required by an organization, job or position that a person may demonstrate in the work context. A competency can be a piece of knowledge, a skill, an attitude, or an attribute.

See also: *Unit Standard Competency*, page Glossary-40

Competency Assessment Template

The entity that configures the Competencies section of an appraisal.

See also: *Objective Assessment Template*, page Glossary-25

Competency Evaluation

A method used to measure an employees ability to do a defined job.

Competency Profile

Where you record applicant and employee accomplishments, for example, proficiency in a competency.

Competency Requirements

Competencies required by an organization, job or position.

See also: *Competency*, page Glossary-10, *Core Competencies*, page Glossary-11

Competency Type

A group of related competencies.

Condition

In AME, a Condition is the *If* part of an Approval Rule that specifies the conditions a transaction must meet to trigger an approval action. A condition consists of an attribute, which is a business variable, and a set of attribute values that you can define. When a transaction meets the specified attribute values, then the application triggers the appropriate action.

Configurable Business Rule

In HRMS position control and budgeting, predefined routines (also called process rules) that run when you apply an online transaction, and validate proposed changes to positions, budgets, or assignments. You set their default status level (typically Warning) to Warning, Ignore, or Error.

Configurable Forms

Forms that your system administrator can modify for ease of use or security purposes by means of Custom Form restrictions. The Form Customization window lists the forms and their methods of configuration.

Consideration

(iRecruitment) Consideration means that a decision is registered about a person in relation to a vacancy so that the person can be contacted.

Consolidation Set

A grouping of payroll runs within the same time period for which you can schedule reporting, costing, and post-run processing.

Contact

A person who has a relationship to an employee that you want to record. Contacts can be dependents, relatives, partners or persons to contact in an emergency.

Content

When you create a spreadsheet or word processing document using Web ADI, the content identifies the data in the document. Content is usually downloaded from the Oracle application database.

Contingent Worker

A worker who does not have a direct employment relationship with an enterprise and is typically a self-employed individual or an agency-supplied worker. The contingent worker is not paid via Oracle Payroll.

Contract

A contract of employment is an agreement between an employer and employee or potential employee that defines the fundamental legal relationship between an employing organization and a person who offers his or her services for hire. The employment contract defines the terms and conditions to which both parties agree and those that are covered by local laws.

Contribution

An employer's or employee's monetary or other contribution to a benefits plan.

Core Competencies

Also known as *Leadership Competencies* or *Management Competencies*. The competencies required by every person to enable the enterprise to meet its goals.

See also: *Competency*, page Glossary-10

Costable Type

A feature that determines the processing an element receives for accounting and costing purposes. There are four costable types in Oracle HRMS: costed, distributed costing, fixed costing, and not costed.

Costing

Recording the costs of an assignment for accounting or reporting purposes. Using Oracle Payroll, you can calculate and transfer costing information to your general ledger and into systems for project management or labor distribution.

Court Order

A ruling from a court that requires an employer to make deductions from an employee's salary for maintenance payments or debts, and to pay the sums deducted to a court or local authority.

See also: *Arrestment*, page Glossary-5

Credit

A part of the Qualifications Framework. The value a national qualifications authority assigns to a unit standard competence or a qualification. For example, one credit may represent 10 hours of study, a unit standard competence may equate to 5 credits, and a qualification may equate to 30 credits.

Criteria Salary Rate

Variable rate of pay for a grade, or grade step. Used by Grade/Step Progression.

Current Period of Service

An employee's period of service is current if their most recent hire date is on or before the effective date, and either the employee does not have a termination date for their latest employment, or their termination date is later than the effective date.

The table below provides an example using an effective date of 12 October 2004:

Effective Date	Hire Date	Termination Date	Current Period of Service?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Note: In Oracle HRMS an employee cannot transfer from one business group to another. To move from one business group to another, the business group they are leaving must terminate the employee, and the business group they are joining must re-hire the employee. Therefore the definition of period of service, above, does not take account of any service prior to the most recent business group transfer.

Current Period of Placement

A contingent worker's period of placement, page Glossary-28 is current if their most recent placement start date is on or before the effective date, and either the contingent worker does not have a placement end date for their latest placement or their placement end date is later than the effective date.

Effective Date	Place Date	End Placement Date	Current Period of Placement?
12 Oct 2004	23 Jan 1994	16 Aug 2003	No
12 Oct 2004	14 Oct 2004	ANY	No
12 Oct 2004	14 Mar 2000	NONE	Yes
12 Oct 2004	11 Sep 2001	15 Oct 2004	Yes

Database Item

An item of information in Oracle HRMS that has special programming attached, enabling Oracle FastFormula to locate and retrieve it for use in formulas.

Date Earned

The date the payroll run uses to determine which element entries to process. In North America (and typically elsewhere too) it is the last day of the payroll period being processed.

Date Paid

The effective date of a payroll run. Date paid dictates which tax rules apply and which tax period or tax year deductions are reported.

Date To and Date From

These fields are used in windows not subject to DateTrack. The period you enter in these fields remains fixed until you change the values in either field.

See also: *DateTrack*, page Glossary-13, *Effective Date*, page Glossary-15

DateTrack

When you change your effective date (either to past or future), DateTrack enables you to enter information that takes effect on your new effective date, and to review information as of the new date.

See also: *Effective Date*, page Glossary-15

Default Postings

(iRecruitment) Default text stored against business groups, organizations, jobs, and/or positions. The default postings are used to create job postings for a vacancy.

Dependent

In a benefit plan, a person with a proven relationship to the primary participant whom the participant designates to receive coverage based on the terms of the plan.

Deployment

The temporary or permanent employment of an employee in a business group.

See also: *Secondment*, page Glossary-36

Deployment Factors

See: *Work Choices*, page Glossary-41

Deployment Proposal

The entity that controls the permanent transfer or temporary secondment of an employee from a source business group to a destination business group. The HR Professional in the destination business group creates the deployment proposal using the Global Deployments function.

Derived Factor

A factor (such as age, percent of fulltime employment, length of service, compensation level, or the number of hours worked per period) that is used in calculations to determine Participation Eligibility or Activity Rates for one or more benefits.

Descriptive Flexfield

A field that your organization can configure to capture additional information required by your business but not otherwise tracked by Oracle Applications.

See also: *Key Flexfield* , page Glossary-22

Deviation

A change to the standard approver list is a deviation.

Developer Descriptive Flexfield

A flexfield defined by your localization team to meet the specific legislative and reporting needs of your country.

See also: *Extra Information Types*, page Glossary-18

Direct Deposit

The electronic transfer of an employee's net pay directly into the account(s) designated by the employee.

Discoverer Workbook

A grouping of worksheets. Each worksheet is one report.

Discoverer Worksheet

A single report within a workbook. A report displays the values of predefined criteria for analysis.

Distribution

Monetary payments made from, or hours off from work as allowed by, a compensation or benefits plan.

Download

The process of transferring data from the Oracle HRMS application to your desktop (the original data remains in the application database).

Effective Date

The date for which you are entering and viewing information. You set your effective date in the Alter Effective Date window.

See also: *DateTrack*, page Glossary-13

EIT

See: *Extra Information Type*, page Glossary-18

Electability

The process which determines whether a potential benefits participant, who has satisfied the eligibility rules governing a program, plan, or option in a plan, is able to elect benefits. Participants who are *eligible* for benefits do not always have *electable* benefit choices based on the rules established in a benefit plan design.

Element Classifications

These control the order in which elements are processed and the balances they feed. Primary element classifications and some secondary classifications are predefined by Oracle Payroll. Other secondary classifications can be created by users.

Element Entry

The record controlling an employee's receipt of an element, including the period of time for which the employee receives the element and its value.

See also: *Recurring Elements*, page Glossary-33, *Nonrecurring Elements*, page Glossary-25

Element Link

The association of an element to one or more components of an employee assignment. The link establishes employee eligibility for that element. Employees whose assignment components match the components of the link are eligible for the element.

See also: *Standard Link*, page Glossary-37

Elements

Components in the calculation of employee pay. Each element represents a compensation or benefit type, such as salary, wages, stock purchase plans, and pension contributions.

Element Set

A group of elements that you define to process in a payroll run, or to control access to compensation information from a configured form, or for distributing costs.

Eligibility

The process by which a potential benefits participant satisfies the rules governing whether a person can ever enroll in a program, plan, or option in a plan. A participant who is *eligible* for benefits must also satisfy *electability* requirements.

Eligibility Profile

A set of eligibility criteria grouped together. Eligibility profiles help determine eligibility for compensation and benefits and are re-usable. Eligibility profiles can be linked to a compensation object (such as a program, plan, or option), a collective agreement, a grade ladder, or a work schedule to restrict eligibility for these.

Employee

A worker who has a direct employment relationship with the employer. Employees are typically paid compensation and benefits via the employer's payroll application.

Employees have a system person type of Employee and one or more assignments with an assignment type of Employee.

Employee Histories

An SSHR function for an employee to view their Learning History, Job Application History, Employment History, Absence History, or Salary History. A manager can also use this function to view information on their direct reports.

Employment Category

A component of the employee assignment. Four categories are defined: Full Time - Regular, Full Time - Temporary, Part Time - Regular, and Part Time - Temporary.

Employment Equity Occupational Groups (EEOG)

In Canada, the Employment Equity Occupational Groups (EEOG) consist of 14 classifications of work used in the Employment Equity Report. The EEOGs were derived from the National Occupational Classification system.

Employment Insurance (EI)

Benefit plan run by the federal government to which the majority of Canadian employers and employees must contribute.

Employment Insurance Rate

In Canada, this is the rate at which the employer contributes to the EI fund. The rate is expressed as a percentage of the employee's contribution. If the employer maintains an approved wage loss replacement program, they can reduce their share of EI premiums by obtaining a reduced contribution rate. Employers would remit payroll deductions under a different employer account number for employees covered by the plan.

Enrollment Action Type

Any action required to complete enrollment or de-enrollment in a benefit.

Entitlement

In Australia, this is all unused leave from the previous year that remains to the credit of the employee.

ESS

Employee Self Service. A predefined SSHR responsibility.

Event

An activity such as a training day, review, or meeting, for employees or applicants. Known as *class* in OLM.

Ex-Applicant

Someone who has previously applied for a vacancy or multiple vacancies, but all applications have ended, either because the applicant has withdrawn interest or they have been rejected. Ex-Applicants can still be registered users.

Expected Week of Childbirth (EWC)

In the UK, this is the week in which an employee's baby is due. The Sunday of the expected week of childbirth is used in the calculations for Statutory Maternity Pay

(SMP).

Extra Information Type (EIT)

A type of developer descriptive flexfield that enables you to create an unlimited number of information types for six key areas in Oracle HRMS. Localization teams may also predefine some EITs to meet the specific legislative requirements of your country.

See also: *Developer Descriptive Flexfield*, page Glossary-14

Field

A view or entry area in a window where you enter, view, update, or delete information.

See also: *Block*, page Glossary-7, *Region*, page Glossary-33

Flex Credit

A unit of "purchasing power" in a flexible benefits program. An employee uses flex credits, typically expressed in monetary terms, to "purchase" benefits plans and/or levels of coverage within these plans.

Flexible Benefits Program

A benefits program that offers employees choices among benefits plans and/or levels of coverage. Typically, employees are given a certain amount of flex credits or moneys with which to "purchase" these benefits plans and/or coverage levels.

Flexible Spending Account

(FSA) Under US Internal Revenue Code Section 125, employees can set aside money on a pretax basis to pay for eligible unreimbursed health and dependent care expenses. Annual monetary limits and use-it-or-lose it provisions exist. Accounts are subject to annual maximums and forfeiture rules.

Form

A predefined grouping of functions, called from a menu and displayed, if necessary, on several windows. Forms have blocks, regions and fields as their components.

See also: *Block*, page Glossary-7, *Region*, page Glossary-33, *Field*, page Glossary-18

Format Mask

A definition of a person-name format. The format mask comprises standard name components, such as title, first name, and last name, in an order appropriate to its purpose and legislation.

Format Type

A format-mask classification that identifies the mask's purpose. Oracle HRMS defines the Full Name, Display Name, List Name, and Order Name format types. You can also define your own format types for use in custom code.

Full Time Equivalent (FTE)

A Workforce Measurement Type (WMT) that measures full time equivalent. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

Global Value

A value you define for any formula to use. Global values can be dates, numbers or text.

Goods or Service Type

A list of goods or services a benefit plan sponsor has approved for reimbursement.

Grade

A component of an employee's assignment that defines their level and can be used to control the value of their salary and other compensation elements.

Grade Comparatio

A comparison of the amount of compensation an employee receives with the mid-point of the valid values defined for his or her grade.

Grade Ladder

The key component of Grade/Step Progression. You use a grade ladder to categorize grades, to determine the rules for how an employee progresses from one grade (or step) to the next, and to record the salary rates associated with each grade or step on the ladder.

Grade Rate

A value or range of values defined as valid for a given grade. Used for validating employee compensation entries.

Grade Scale

A sequence of steps valid for a grade, where each step corresponds to one point on a pay scale. You can place each employee on a point of their grade scale and automatically increment all placements each year, or as required.

See also: *Pay Scale*, page Glossary-27

Grade Step

An increment on a grade scale. Each grade step corresponds to one point on a pay scale.

See also: *Grade Scale*, page Glossary-19

Grandfathered

A term used in Benefits Administration. A person's benefits are said to be grandfathered when a plan changes but they retain the benefits accrued.

Group

A component that you define, using the People Group key flexfield, to assign employees to special groups such as pension plans or unions. You can use groups to determine employees' eligibility for certain elements, and to regulate access to payrolls.

Group Certificate

In Australia, this is a statement from a legal employer showing employment income of an employee for the financial year..

Headcount(HEAD)

A Workforce Measurement Type (WMT) that measures headcount. Although the actual value and calculation may vary, this value is taken from the Assignment Budget Value (ABV) in Oracle HRMS. If the Assignment Budget Value in Oracle HRMS is not set up then a FastFormula is used to determine the value to be calculated.

Hierarchy

An organization or position structure showing reporting lines or other relationships. You can use hierarchies for reporting and for controlling access to Oracle HRMS information.

High Availability

iRecruitment functionality that enables enterprises to switch between two instances to continuously support the candidate job site.

Imputed Income

Certain forms of indirect compensation that US Internal Revenue Service Section 79 defines as fringe benefits and taxes the recipient accordingly. Examples include employer payment of group term life insurance premiums over a certain monetary amount, personal use of a company car, and other non-cash awards.

Incumbent

In Oracle HRMS, the term Incumbent refers to an active worker (employee or contingent worker).

Individual Compensation Distribution

A tool that enables managers assign one-time or recurring awards, bonuses, and allowances to qualified employees such as housing allowances, spot bonuses, and company cars. Also enables employees to enter voluntary contributions, such as savings plans, charitable organizations, and company perquisites.

Info Online

A generic framework to integrate Oracle applications with partner applications, enabling users to access information from third-party providers, My Oracle Support (formerly MetaLink) and Learning Management.

Initiator

A person who starts a 360 Degree appraisal (Employee or Self) on an individual. An initiator and the appraisee are the only people who can see all appraisal information.

Input Values

Values you define to hold information about elements. In Oracle Payroll, input values are processed by formulas to calculate the element's run result. You can define up to fifteen input values for an element.

Instructions

An SSHR user assistance component displayed on a web page to describe page functionality.

Integrating Application

In AME, an application that uses Oracle Approvals Management Engine to manage the approval processes of its transactions.

Integrator

Defines all the information that you need to download or upload from a particular window or database view using Web ADI.

Interface

A Web ADI term for the item that specifies the columns to be transferred from the Oracle applications database to your desktop or vice versa.

Involuntary

Used in turnover to describe employees who have ceased employment with the enterprise not of their own accord, for example, through redundancy.

Job

A job is a generic role within a business group, which is independent of any single organization. For example, the jobs "Manager" and "Consultant" can occur in many organizations.

Job Posting

An advertisement for a specific vacancy. This is the public side of the vacancy for which a candidate would apply.

Key Flexfield

A flexible data field made up of segments. Each segment has a name you define and a set of valid values you specify. Used as the key to uniquely identify an entity, such as jobs, positions, grades, cost codes, and employee groups.

See also: *Descriptive Flexfield*, page Glossary-14

Layout

Indicates the columns to be displayed in a spreadsheet or Word document created using Web ADI.

Learning Management

Oracle's enterprise learning management system that administers online and offline educational content.

Leave Loading

In Australia, an additional percentage amount of the annual leave paid that is paid to the employee.

Leaver's Statement

In the UK, this Records details of Statutory Sick Pay (SSP) paid during a previous employment (issued as form SSP1L) which is used to calculate a new employee's entitlement to SSP. If a new employee falls sick, and the last date that SSP was paid for under the previous employment is less than eight calendar weeks before the first day of the PIW for the current sickness, the maximum liability for SSP is reduced by the number of weeks of SSP shown on the statement.

Legal Employer

A business in Australia that employs people and has registered with the Australian Tax Office as a Group Employer.

Legal Entity

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.

Life Event

A significant change in a person's life that results in a change in eligibility or ineligibility for a benefit.

Life Event Collision

A situation in which the impacts from multiple life events on participation eligibility, enrollability, level of coverage or activity rates conflict with each other.

Life Event Enrollment

A benefits plan enrollment that is prompted by a life event occurring at any time during the plan year.

Linked PIWs

In the UK, these are linked periods of incapacity for work that are treated as one to calculate an employee's entitlement to Statutory Sick Pay (SSP). A period of incapacity for work (PIW) links to an earlier PIW if it is separated by less than the linking interval. A linked PIW can be up to three years long.

Linking Interval

In the UK, this is the number of days that separate two periods of incapacity for work. If a period of incapacity for work (PIW) is separated from a previous PIW by less than the linking interval, they are treated as one PIW according to the legislation for entitlement to Statutory Sick Pay (SSP). An employee can only receive SSP for the maximum number of weeks defined in the legislation for one PIW.

LMSS

Line Manager Self Service. A predefined SSHR responsibility.

Long Service Leave

Leave with pay granted to employees of a particular employer after a prescribed period of service or employment with that employer.

Lookup Types

Categories of information, such as nationality, address type and tax type, that have a limited list of valid values. You can define your own Lookup Types, and you can add values to some predefined Lookup Types.

Lower Earnings Limit (LEL)

In the UK, this is the minimum average weekly amount an employee must earn to pay National Insurance contributions. Employees who do not earn enough to pay National Insurance cannot receive Statutory Sick Pay (SSP) or Statutory Maternity Pay (SMP).

Manager

(iRecruitment) A manager accesses the iRecruitment system to document their hiring needs and conduct their recruiting activities online. Specifically, these activities include vacancy definition, searching for candidates, and processing applicants through the vacancy process.

Manager-Employee Appraisal

Part of the Appraisal function. A manager appraisal of an employee. However, an appraising manager does not have to be a manager.

Mapping

If you are bringing in data from a text file to Oracle HRMS using a spreadsheet created in Web ADI, you need to map the columns in the text file to the application's tables and columns.

Maternity Pay Period

In the UK, this is the period for which Statutory Maternity Pay (SMP) is paid. It may start at any time from the start of the 11th week before the expected week of confinement and can continue for up to 18 weeks. The start date is usually agreed with the employee, but can start at any time up to the birth. An employee is not eligible to SMP for any week in which she works or for any other reason for ineligibility, defined by the legislation for SMP.

Medicare Levy

An amount payable by most taxpayers in Australia to cover some of the cost of the public health system.

Menus

You set up your own navigation menus, to suit the needs of different users.

My Account

(iRecruitment) My Account is the total of either a candidate or applicant's personal and vacancy-specific information including the information needed to manage their progress through the recruitment process.

NACHA

National Automated Clearing House Association. This is the US system for making direct deposit payments to employees.

National Identifier

This is the alphanumeric code that is used to uniquely identify a person within their country. It is often used for taxation purposes. For example, in the US it is the Social Security Number, in Italy it is the Fiscal Code, and in New Zealand it is the IRD Number.

National Occupational Classification (NOC) code

In Canada, the National Occupational Classification (NOC) System was developed to best reflect the type of work performed by employees. Occupations are grouped in terms of particular tasks, duties and responsibilities. The use of this standardized system ensures consistency of data from year to year within the same company as well as between companies. These codes are used in the Employment Equity Report.

Net Accrual Calculation

The rule that defines which element entries add to or subtract from a plan's accrual amount to give net entitlement.

Net Entitlement

The amount of unused paid time off an employee has available in an accrual plan at any given point in time.

Nonrecurring Elements

Elements that process for one payroll period only unless you make a new entry for an employee.

See also: *Recurring Elements*, page Glossary-33

North American Industrial Classification (NAIC) code

The North American Industrial Classification system (NAICs) was developed jointly by the US, Canada and Mexico to provide comparability in statistics regarding business activity across North America. The NAIC replaces the US Standard Industrial Classification (SIC) system, and is used in the Employment Equity Report.

Not in Program Plan

A benefit plan that you define outside of a program.

Objective Assessment Template

The entity that configures the Objectives section of the appraisal.

See also: **Competency Assessment Template**, page Glossary-10

Objectives Library

A collection of reusable objectives. HR Professionals can either create individual objectives in the Objectives Library or import them from an external source.

Off-Boarding

Descriptive term covering all HR processes and procedures involved in removing a worker from your organization, including termination, relocation, and long-term sickness.

OLM

Oracle Learning Management.

On-Boarding

Descriptive term covering all HR processes and procedures involved in hiring and integrating a worker in your organization, including recruitment, hiring, and orientation.

Online Analytical Processing (OLAP)

Analysis of data that reveals business trends and statistics that are not immediately visible in operational data.

Online Transactional Processing (OLTP)

The storage of data from day-to-day business transactions into the database that contains operational data.

Open Enrollment

A type of scheduled enrollment in which participants can enroll in or alter elections in one or more benefits plans.

Options

A level of coverage for a participant's election, such as Employee Only for a medical plan, or 2x Salary for a life insurance plan.

Oracle FastFormula

Formulas are generic expressions of calculations or comparisons you want to repeat with different input values. With Oracle FastFormula you can write formulas using English words and basic mathematical functions. The output of FastFormulas is fed back into reports.

Organization

A required component of employee assignments. You can define as many organizations as you want within your Business Group. Organizations can be internal, such as departments, or external, such as recruitment agencies. You can structure your organizations into organizational hierarchies for reporting purposes and for system access control.

Organization Manager Hierarchy

An HRMS structure that contains supervisors and subordinates on a reporting chain who also own organizations. HRMS uses this hierarchy to filter the information you display in report modules.

OSSWA

Oracle Self Service Web Applications.

Outcome

For a unit standard competence, a behavior or performance standard associated with one or more assessment criteria. A worker achieves a unit standard competence when they achieve all outcomes for that competence.

Overrides

You can enter overrides for an element's pay or input values for a single payroll period. This is useful, for example, when you want to correct errors in data entry for a nonrecurring element before a payroll run.

Parameter Portlet

A portlet in which you select a number of parameters that may affect all your portlets on your page. These may include an effective date, the reporting period, the comparison type, the reporting manager, and the output currency for your reports. The parameter portlet is usually available at the top of the portal page.

Pattern

A pattern comprises a sequence of time units that are repeated at a specified frequency. The Statutory Absence Payments (UK) feature, uses SSP qualifying patterns to determine employees entitlement to Statutory Sick Pay (SSP).

Pattern Time Units

A sequence of time units specifies a repeating pattern. Each time unit specifies a time period of hours, days or weeks.

Pay Scale

A set of progression points that can be related to one or more rates of pay. Employee's are placed on a particular point on the scale according to their grade and, usually, work experience.

See also: *Grade Scale*, page Glossary-19

Pay Value

An amount you enter for an element that becomes its run item without formula calculations.

See also: *Input Values*, page Glossary-21

Payment Type

There are three standard payment types for paying employees: check, cash and direct deposit. You can define your own payment methods corresponding to these types.

Payroll

A group of employees that Oracle Payroll processes together with the same processing frequency, for example, weekly, monthly or bimonthly. Within a Business Group, you can set up as many payrolls as you need.

Payroll Reversal

A payroll reversal occurs when you reverse a payroll run for a single employee, in effect cancelling the run for this employee.

Payroll Rollback

You can schedule a payroll rollback when you want to reverse an entire payroll run, cancelling out all information processed in that run. To preserve data integrity, you can roll back only one payroll at a time, starting with the one most recently run.

Payroll Run

The process that performs all the payroll calculations. You can set payrolls to run at any interval you want.

People List

An SSHR line manager utility used to locate an employee.

Performance Management Plan

The entity that defines the performance-management process for a specified period. A component of the Workforce Performance Management function.

Performance Management Viewer (PMV)

A reporting tool that displays the report that corresponds to one or more PMF targets.

Period of Incapacity for Work (PIW)

In the UK, this is a period of sickness that lasts four or more days in a row, and is the minimum amount of sickness for which Statutory Sick Pay can be paid. If a PIW is separated by less then the linking interval, a linked PIW is formed and the two PIWs are treated as one.

Period of Placement

The period of time a contingent worker spends working for an enterprise. A contingent worker can have only one period of placement at a time; however, a contingent worker can have multiple assignments during a single period of placement.

Period Type

A time division in a budgetary calendar, such as week, month, or quarter.

Personal Public Service Number (PPS)

The Irish equivalent to National Insurance number in the UK, or the Social Security number in the US.

Personal Tax Credits Return (TD1)

A Revenue Canada form which each employee must complete. Used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount to withhold from the employee's wages for federal/provincial taxes.

Person Search

An SSHR function which enables a manager to search for a person. There are two types of search, Simple and Advanced.

Person Type

There are eight system person types in Oracle HRMS. Seven of these are combinations of employees, ex-employees, applicants, and ex-applicants. The eighth category is 'External'. You can create your own user person types based on the eight system types.

Personal Scorecard

A collection of objectives for a single worker arising from a single Performance Management Plan.

Personnel Actions

Personnel actions is a public sector term describing business processes that define and document the status and conditions of employment. Examples include hiring, training, placement, discipline, promotion, transfer, compensation, or termination. Oracle HRMS uses the term *self-service actions* synonymously with this public sector term. Oracle Self Service Human Resources (SSHR) provides a configurable set of tools and web flows for initiating, updating, and approving self-service actions.

Plan Design

The functional area that allows you to set up your benefits programs and plans. This process involves defining the rules which govern eligibility, available options, pricing, plan years, third party administrators, tax impacts, plan assets, distribution options, required reporting, and communications.

Plan Sponsor

The legal entity or business responsible for funding and administering a benefits plan. Generally synonymous with employer.

Position

A specific role within the Business Group derived from an organization and a job. For example, you may have a position of Shipping Clerk associated with the organization Shipping and the job Clerk.

Predefined Components

Some elements and balances, all primary element classifications and some secondary classifications are defined by Oracle Payroll to meet legislative requirements, and are supplied to users with the product. You cannot delete these predefined components.

Process Rule

See Configurable Business Rules, page Glossary-10

Professional Information

An SSHR function which allows an employee to maintain their own professional details or a line manager to maintain their direct reports professional details.

Proficiency

A worker's perceived level of expertise in a competency, in the opinion of an assessor, over a given period. For example, a worker may demonstrate the communication competency at Novice or Expert level.

Progression Point

A pay scale is calibrated in progression points, which form a sequence for the progression of employees up the pay scale.

See also: *Pay Scale*, page Glossary-27

Prospect Pool

(iRecruitment) The prospect pool contains all registered users who have given permission for their information to be published.

Provincial/Territorial Employment Standards Acts

In Canada, these are laws covering minimum wages, hours of work, overtime, child labour, maternity, vacation, public/general holidays, parental and adoption leave, etc., for employees regulated by provincial/territorial legislation.

Provincial Health Number

In Canada, this is the account number of the provincially administered health care plan that the employer would use to make remittances. There would be a unique number for each of the provincially controlled plans i.e. EHT, Quebec HSF, etc.

PTO Accrual Plan

A benefit in which employees enroll to entitle them to accrue and take paid time off (PTO). The purpose of absences allowed under the plan, who can enroll, how much time accrues, when the time must be used, and other rules are defined for the plan.

QPP

(See Canada/Quebec Pension Plan)

QA Organization

Quality Assurance Organization. Providers of training that leads to Qualifications Framework qualifications register with a QA Organization. The QA Organization is responsible for monitoring training standards.

Qualification Type

An identified qualification method of achieving proficiency in a competence, such as an award, educational qualification, a license or a test.

See also: *Competence*, page Glossary-10

Qualifications Framework

A national structure for the registration and definition of formal qualifications. It identifies the unit standard competencies that lead to a particular qualification, the awarding body, and the field of learning to which the qualification belongs, for example.

Qualifying Days

In the UK, these are days on which Statutory Sick Pay (SSP) can be paid, and the only days that count as waiting days. Qualifying days are normally work days, but other days may be agreed.

Qualifying Pattern

See: *SSP Qualifying Pattern*, page Glossary-37

Qualifying Week

In the UK, this is the week during pregnancy that is used as the basis for the qualifying rules for Statutory Maternity Pay (SMP). The date of the qualifying week is fifteen weeks before the expected week of confinement and an employee must have been continuously employed for at least 26 weeks continuing into the qualifying week to be entitled to SMP.

Quebec Business Number

In Canada, this is the employer's account number with the Ministere du Revenu du Quebec, also known as the Quebec Identification number. It consists of 15 digits, the first 9 identify the employer, the next 2 identify the type of tax account involved (payroll vs. corporate tax), and the last 4 identify the particular account for that tax.

Questionnaire

A function which records the results of an appraisal.

QuickPaint Report

A method of reporting on employee and applicant assignment information. You can select items of information, paint them on a report layout, add explanatory text, and save the report definition to run whenever you want.

See also: *Assignment Set*, page Glossary-5

QuickPay

QuickPay allows you to run payroll processing for one employee in a few minutes' time. It is useful for calculating pay while someone waits, or for testing payroll formulas.

Ranking

(iRecruitment) A manually entered value to indicate the quality of the applicant against other applicants for a specific vacancy.

Rates

A set of values for employee grades or progression points. For example, you can define salary rates and overtime rates.

Rate By Criteria

A function that enables the calculation of pay from different rates for each role a worker performs in a time period.

Rating Scale

Used to describe an enterprise's competencies in a general way. You do not hold the proficiency level at the competence level.

Record of Employment (ROE)

A Human Resources Development Canada form that must be completed by an employer whenever an interruption of earnings occurs for any employee. This form is necessary to claim Employment Insurance benefits.

Recruitment Activity

An event or program to attract applications for employment. Newspaper advertisements, career fairs and recruitment evenings are all examples of recruitment activities. You can group several recruitment activities together within an overall activity.

Recurring Elements

Elements that process regularly at a predefined frequency. Recurring element entries exist from the time you create them until you delete them, or the employee ceases to be eligible for the element. Recurring elements can have standard links.

See also: *Nonrecurring Elements*, page Glossary-25, *Standard Link*, page Glossary-37

Recruiting Area

A recruiting area consists of a set of countries, business groups, and locations. Define recruiting areas using the Generic Hierarchy function of Oracle HRMS. In iRecruitment, when managers create vacancies, they can select multiple locations as vacancy locations using recruiting areas.

Referenced Rule

In HRMS budgeting, any predefined configurable business rule in the Assignment Modification, Position Modification, or Budget Preparation Categories you use as the basis for defining a new rule.

See Configurable Business Rules, page Glossary-10

Region

A collection of logically related fields in a window, set apart from other fields by a rectangular box or a horizontal line across the window.

See also: *Block*, page Glossary-7, *Field*, page Glossary-18

Registered Pension Plan (RPP)

This is a pension plan that has been registered with Revenue Canada. It is a plan where funds are set aside by an employer, an employee, or both to provide a pension to employees when they retire. Employee contributions are generally exempt from tax.

Registered Retirement Savings Plan (RRSP)

This is an individual retirement savings plan that has been registered with Revenue Canada. Usually, contributions to the RRSP, and any income earned within the RRSP, is exempt from tax.

Registered User

(iRecruitment) A person who has registered with the iRecruitment site by entering an e-mail address and password. A registered user does not necessarily have to apply for jobs.

Reporting Group

A collection of programs and plans that you group together for reporting purposes, such as for administrative use or to meet regulatory requirements.

Report Parameters

Inputs you make when submitting a report to control the sorting, formatting, selection, and summarizing of information in the report.

Report Set

A group of reports and concurrent processes that you specify to run together.

Requisition

The statement of a requirement for a vacancy or group of vacancies.

Request Groups

A list of reports and processes that can be submitted by holders of a particular responsibility.

See also: *Responsibility*, page Glossary-34

Residual

The amount of unused paid time off entitlement an employee loses at the end of an accrual term. Typically employees can carry over unused time, up to a maximum, but they lose any residual time that exceeds this limit.

See also: *Carry Over*, page Glossary-8

Responsibility

A level of authority in an application. Each responsibility lets you access a specific set of Oracle Applications forms, menus, reports, and data to fulfill your business role. Several users can share a responsibility, and a single user can have multiple responsibilities.

See also: *Security Profile*, page Glossary-36, *User Profile Options*, page Glossary-40, *Request Groups*, page Glossary-34, *Security Groups*, page Glossary-34

Resume

A document that describes the experience and qualifications of a candidate.

RetroPay

A process that recalculates the amount to pay an employee in the current period to account for retrospective changes that occurred in previous payroll periods.

Retry

Method of correcting a payroll run or other process *before* any post-run processing takes place. The original run results are deleted and the process is run again.

Revenue Canada

Department of the Government of Canada which, amongst other responsibilities, administers, adjudicates, and receives remittances for all taxation in Canada including income tax, Employment Insurance premiums, Canada Pension Plan contributions, and the Goods and Services Tax (legislation is currently proposed to revise the name to the Canada Customs and Revenue Agency). In the province of Quebec the equivalent is the Ministere du Revenu du Quebec.

Reversal

Method of correcting payroll runs or QuickPay runs *after* post-run processing has taken place. The system replaces positive run result values with negative ones, and negative run result values with positive ones. Both old and new values remain on the database.

Reviewer (SSHR)

A person invited by an appraising manager to add review comments to an appraisal.

RIA

Research Institute of America (RIA), a provider of tax research, practice materials, and compliance tools for professionals, that provides U.S. users with tax information.

Rollback

Method of removing a payroll run or other process *before* any post-run processing takes place. All assignments and run results are deleted.

Rollup

An aggregate of data that includes subsidiary totals.

Run Item

The amount an element contributes to pay or to a balance resulting from its processing during the payroll run. The Run Item is also known as calculated pay.

Salary Basis

The period of time for which an employee's salary is quoted, such as hourly or annually. Defines a group of employees assigned to the same salary basis and receiving the same salary element.

Salary Rate

The rate of pay associated with a grade or step. Used by Grade/Step Progression.

Scheduled Enrollment

A benefits plan enrollment that takes place during a predefined enrollment period. Scheduled enrollments can be administrative, or open.

Search by Date

An SSHR sub-function used to search for a Person by Hire date, Application date, Job posting date or search by a Training event date.

Secondment

The temporary transfer of an employee to a different business group.

Security Group

Security groupsenable HRMS users to partition data by Business Group. Only used for Security Groups Enabled security.

See also: *Responsibility*, page Glossary-34, *Security Profile*, page Glossary-36, *User Profile Options*, page Glossary-40

Security Groups Enabled

Formerly known as Cross Business Group Responsibility security. This security model uses security groups and enables you to link one responsibility to many Business Groups.

Security Profile

Security profiles control access to organizations, positions and employee and applicant records within the Business Group. System administrators use them in defining users' responsibilities.

See also: *Responsibility*, page Glossary-34

Self Appraisal

Part of the Appraisal function. This is an appraisal undertaken by an employee to rate their own performance and competencies.

Separation Category

Separation category groups the leaving reasons. HRMS*i* refers to Termination Category as Separation Category.

See also: *termination category*, page Glossary-39

Site Visitor

(iRecruitment) A person who navigates to the iRecruitment web site and may view job postings. This person has not yet registered or logged in to the iRecruitment system. This individual may search for postings on the web site and also has the ability to log in or register with the iRecruitment site.

SMP

See: *Statutory Maternity Pay*, page Glossary-38

Social Insurance Number (SIN)

A unique number provided by Human Resources Development Canada (HRDC) to each person commencing employment in Canada. The number consists of 9 digits in the following format (###-###-###).

Source Deductions Return (TP 1015.3)

A Ministere du Revenu du Quebec form which each employee must complete. This form is used by the employee to reduce his or her taxable income at source by claiming eligible credits and also provides payroll with such important information as current address, birth date, and SIN. These credits determine the amount of provincial tax to withhold from the employee's wages.

Special Information Types

Categories of personal information, such as skills, that you define in the Personal Analysis key flexfield.

Special Run

The first run of a recurring element in a payroll period is its normal run. Subsequent runs in the same period are called special runs. When you define recurring elements you specify Yes or No for special run processing.

SSHR

Oracle Self-Service Human Resources. An HR management system using an intranet and web browser to deliver functionality to employees and their managers.

SSP

See: *Statutory Sick Pay*, page Glossary-38

SSP Qualifying Pattern

In the UK, an SSP qualifying pattern is a series of qualifying days that may be repeated weekly, monthly or some other frequency. Each week in a pattern must include at least one qualifying day. Qualifying days are the only days for which Statutory Sick Pay (SSP) can be paid, and you define SSP qualifying patterns for all the employees in your organization so that their entitlement to SSP can be calculated.

Standard HRMS Security

The standard security model. Using this security model you must log on as a different user to see a different Business Group.

Standard Link

Recurring elements with standard links have their element entries automatically created for all employees whose assignment components match the link.

See also: *Element Link*, page Glossary-16, *Recurring Elements*, page Glossary-33

Statement of Commissions and Expenses for Source Deduction Purposes (TP 1015.R.13.1)

A Ministere du Revenu du Quebec form which allows an employee who is paid partly or entirely by commissions to pay a constant percentage of income tax based on his or her estimated commissions for the year, less allowable business expenses.

Statement of Earnings (SOE)

A summary of the calculated earnings and deductions for an assignment in a payroll period.

Statement of Remuneration and Expenses (TD1X)

In Canada, the Statement of Remuneration and Expenses allows an employee who is paid partly or entirely by commission to pay a constant percentage of income tax, based on his or her estimated income for the year, less business-related expenses.

Statutory Adoption Pay

In the UK, Statutory Adoption Pay (SAP) is payable to a person of either sex with whom a child is, or is expected to be, placed for adoption under UK law.

Statutory Maternity Pay

In the UK, you pay Statutory Maternity Pay (SMP) to female employees who take time off work to have a baby, providing they meet the statutory requirements set out in the legislation for SMP.

Statutory Sick Pay

In the UK, you pay Statutory Sick Pay (SSP) to employees who are off work for four or more days because they are sick, providing they meet the statutory requirements set out in the legislation for SSP.

Statutory Paternity Pay

In the UK, Statutory Paternity Pay Birth (SPPB) is payable to a person supporting the mother at the time of birth. In cases of adoption, the primary carer receives Statutory Adoption Pay, while the secondary carer receives Statutory Paternity Pay Adoption (SPPA).

Student Employee

A student who is following a work-study program. Student employees have HRMS person records (of system type Employee) so that you can include them in your payroll.

Suitability Matching

An SSHR function which enables a manager to compare and rank a persons competencies.

Superannuation Guarantee

An Australian system whereby employers are required to contribute a percentage of an eligible employee's earnings to a superannuation fund to provide for their retirement.

Supplier

An internal or external organization providing contingent workers for an organization. Typically suppliers are employment or recruitment agencies.

Supporting Objective

An objective aligned with another objective. Supporting objectives contribute to the achievement of the objectives they support.

Tabbed Regions

Parts of a window that appear in a stack so that only one is visible at any time. You click on the tab of the required region to bring it to the top of the stack.

Task Flows

A sequence of windows linked by buttons to take you through the steps required to complete a task, such as hiring a new recruit. System administrators can create task flows to meet the needs of groups of users.

Tax Point

The date from which tax becomes payable.

Template Letter

Form letter or skeleton letter that acts as the basis for creating mail merge letters. The template letter contains the standard text, and also contains field codes, which are replaced by data from the application during the mail merge process.

Terminating Employees

You terminate an employee when he or she leaves your organization. Information about the employee remains on the system but all current assignments are ended.

Termination Category

When employees leave an enterprise, the decision is either made by the employee or by the enterprise. When the decision is made by the employee the termination is Voluntary. When the decision is made by the enterprise, the termination is Involuntary.

HRMSi elsewhere refers to Termination Category as Separation Category.

Termination Rule

Specifies when entries of an element should close down for an employee who leaves your enterprise. You can define that entries end on the employee's actual termination date or remain open until a final processing date.

Tips

An SSHR user assistance component that provides information about a field.

Total Compensation Statement

A module to communicate compensations, rewards, and benefits to employees and contingent workers.

Transaction Type

In AME, an integrating application may divide its transactions into several categories, where each category requires a distinct set of approval rules. Each set of rules is a transaction type. Different transaction types can use the same attribute name to represent values that the application fetches from different places. This enables several transaction types to share approval rules, thus facilitating a uniform approval policy across multiple transaction types.

Transcentive

A third-party compensation management solutions provider, that provides additional information about benefits choices.

Unit Standard

A nationally registered document that describes a standard of performance. The standard is typically defined and maintained by industry representatives.

Unit Standard Competency

A competency that is defined in a Unit Standard and linked to a Qualifications Framework qualification.

Upload

The process of transferring the data from a spreadsheet on your desktop, created using Web ADI, back to the Oracle HRMS application.

User Assistance Components

SSHR online help comprising tips and instructions.

User Balances

Users can create, update and delete their own balances, including dimensions and balance feeds.

See also: *Balances*, page Glossary-6

User Profile Options

Features that allow system administrators and users to tailor Oracle HRMS to their exact requirements.

See also: *Responsibility*, page Glossary-34, *Security Profile*, page Glossary-36

User-based Security

With this type of security, the application generates the security permissions for a current user when that user logs on to a system. The system uses the security profile (can be position, supervisor, or organization-based, for example) to generate security permissions for the current user, for example, based on the user's position. An alternative to user-based security is a security profile with defined security rules, for example, to specify that the top-level position for a position-based security profile is Position A, irrespective of the current user's position.

View

An example of an interface that you can use to download data from the Oracle HRMS application to a spreadsheet using Web ADI.

Viewer (SSHR)

A person with view only access to an appraisal. An appraising manager or an employee in a 360 Degree Self appraisal can appoint view only access to an appraisal.

Viewer (Web ADI)

A desktop application, such as a spreadsheet or word processing tool, that you use to view the data downloaded from Oracle HRMS via Web ADI.

Voluntary

Term used in turnover to describe employees who have ceased employment with the enterprise of their own accord, for example, by resigning.

Waiting Days

In the UK, statutory Sick Pay is not payable for the first three qualifying days in period of incapacity for work (PIW), which are called waiting days. They are not necessarily the same as the first three days of sickness, as waiting days can be carried forward from a previous PIW if the linking interval between the two PIWs is less than 56 days.

WCB Account Number

In Canada, this is the account number of the provincially administered Workers' Compensation Board that the employer would use to make remittances. There would be a unique number for each of the provincially controlled boards i.e. Workplace Safety & Insurance Board of Ontario, CSST, etc.

Work Choices

Also known as Work Preferences, Deployment Factors, or Work Factors. These can affect a person's capacity to be deployed within an enterprise, such willingness to travel or relocate. You can hold work choices at both job and position level, or at person level.

Worker

An employee, page Glossary-16 or a contingent worker, page Glossary-11

Workers' Compensation Board

In Canada, this is a provincially governed legislative body which provides benefits to employees upon injury, disability, or death while performing the duties of the employer. Workers' Compensation Board premiums are paid entirely by the employer.

Workflow

An Oracle application which uses charts to manage approval processes and in addition is used in SSHR to configure display values of sections within a web page and instructions.

Workforce Measurement Type (WMT)

Groups of different units combined to measure the workforce. The most common units are headcount and full time equivalent.

Workforce Measurement Value (WMV)

A WMT value, for example, headcount or FTE.

Workforce Performance Management

The Oracle HRMS functions that support enterprise-directed objective setting, management, and assessment.

Work Structures

The fundamental definitions of organizations, jobs, positions, grades, payrolls and other employee groups within your enterprise that provide the framework for defining the work assignments of your employees.

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