Oracle Fusion Cloud Human Resources

HCM Common Questions and Answers

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Author: Ashita Mathur

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Get Help

There are a number of ways to learn more about your product and interact with Oracle and other users.

Get Help in the Applications

Some application pages have help icons ⓘ to give you access to contextual help. If you don't see any help icons on your page, click your user image or name in the global header and select Show Help Icons. If the page has contextual help, help icons will appear.

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Thanks for helping us improve our user assistance!

1 HCM Common Questions and Answers

How do I translate attributes on the Redwood Nudges Configuration page?

Here's an example of how you can translate attributes of the Redwood Nudges Configuration page to Korean language.

1. Go to **My Client Groups > Nudges Configuration.**
2. Select the nudge plan row and click **Translation Editor**.
3. In the Language column, select **Korean** and click **Edit**.
4. Enter the Korean translations for the attributes and click **Update**.

Here are some points to note about translating nudges.

- Only those text attributes that have a value will appear in the translation panel drawer.
- All fields in the translation panel drawer are mandatory and can't be left blank.
- If you no longer require the translated values, you can update the translated text with the base language text.
- You can also load translations by using HCM Data Loader,

How do I make a field required in Visual Builder Studio?

You can make a field on a page required using Visual Builder Studio (VBS).

1. Navigate to the Redwood page.
2. Select the **Edit Page in Visual Builder Studio** task in the Settings and Actions menu.
3. Select your project or create a new one. Ensure that you are in **Express** mode.
4. Click the **Configure Fields and Regions** button in Business Rules.
5. Under Fields and Regions (on the left), click **Regions** and select the region under which the field exists.
6. Under Extension Rules, click the **+** icon.
7. In the Create Business Rule window, enter the rule details and click **Create**.
8. In the rule window, select the field that you want to make required and click the **Required** column.
9. Select **Required** to make the field required.
10. Preview and publish your changes.

How do I enable Oracle Search for HCM?

For more information about how to set up Oracle Search, see this playbook: *Oracle Search Cloud Service.*.

How do I set up data security for Oracle Search?

For more information about how to set up Oracle Search, see this playbook: *Oracle Search Cloud Service.*

How do I enable Global Search?

For more information about how to set up Oracle Search, see this playbook: *Oracle Search Cloud Service.*

How do I set up Oracle Search for List of Values?

For more information about how to set up Oracle Search, see this playbook: *Oracle Search Cloud Service.*

How do I hide or show a field in Visual Builder Studio?

You can hide or show a field on a page using Visual Builder Studio (VBS).

Follow these steps to unhide a field.

1. Navigate to the Redwood page.
2. Select the **Edit Page in Visual Builder Studio** task in the Settings and Actions menu.
3. Select your project or create a new one. Ensure that you are in **Express** mode.
4. Click the **Configure Fields and Regions** button in Business Rules.
5. Under Fields and Regions (on the left), click **Regions** and select the region under which the field exists.
6. Under Extension Rules, click the **+** icon.
7. In the Create Business Rule window, enter the rule details and click **Create**.
8. In the rule window, select the field that you want to show or hide and click in the **Hidden** column.
9. Select **Visible** to show the field or **Hidden** to hide the field.
10. Preview and publish your changes.

Related Topics

- Hide or Show a Field

How do I hide or show a section in Visual Builder Studio?

You can hide or show a section on a page using Visual Builder Studio (VBS). Note that a section is also referred as a region or step within a process.

Follow these steps to unhide a section.

1. Navigate to the Redwood page.
2. Select the **Edit Page in Visual Builder Studio** task in the Settings and Actions menu.
3. Select your project or create a new one Ensure that you are in **Express** mode.
4. Click the **Configure Fields and Regions** button in Business Rules.
5. Under Fields and Regions (on the left), click **Regions** and select the region you want to show or hide.
6. Under Extension Rules, click the **+** icon.
7. In the Create Business Rule window, enter the rule details and click **Create**
8. In the rule window, select the section you want to show or hide and click in the **Hidden** column.
9. Select **Visible** to show the section or **Hidden** to hide the section.
10. Preview and publish your changes.

Related Topics

- Hide or Show a Region

How do I change the order and display of tabs in Visual Builder Studio

You can hide or show a tab on a page and reorder tabs using Visual Builder Studio (VBS).

1. Navigate to the Redwood page.
2. Select the **Edit Page in Visual Builder Studio** task in the Settings and Actions menu.
3. Select your project or create a new one. Ensure that you are in **Express** mode.
4. In the top left menu, find the page containing the page property you want to customize.
5. On the **Page Properties** panel, configure the **Control Display and order of Navigation Tabs** page property:
    - To display a tab, click the **+** icon then select the tab you want to add in the empty drop-down menu.
    - To hide a tab, click the **Delete** icon next to the name of the tab.
    - To change the order of tabs, click the drop-down menu where you want to put the tab, then select the tab.
6. Preview and publish your changes.

How do I enable a profile option?

A profile option contains specific values that determine how it affects the application. You can add or modify the values for each profile option.

Select or enter the value for one or more of the available levels (site and user) so that each setting takes effect at the intended level.

1. Go to the Setup and Maintenance work area and click the **Tasks** icon.
2. Click **Search**.
3. Search for and click the **Manage Administrator Profile Values** task.
4. On the Manage Administrator Profile Values page, search for the profile option.

5. In the Profile Values section, select or enter a value in the Profile Value column for any default row with a predefined Site level.
   - Profile Level: Specify the level at which the profile value is to be set. If the profile value applies to the entire site, select Site. Otherwise, select User. Don't select Site if a row for the Site level already exists. There can only be one row for the Site level, but you can have multiple rows for the User level.
   - User Name: If you select User as the profile level, select the user name and specify the associated profile value.
   - Profile Value: Select or enter the value corresponding to the selected profile level. For an existing entry, you can modify only the profile value.
6. Click **Save and Close**. Changes in the profile values take affect the next time you sign in.

What is Alerts Composer?

Alerts Composer is a tool that enables you to send informational notifications to Oracle Fusion HCM Cloud users by email and worklist for specific events that occur in the application.

On the home page, click **Navigator** > **Alerts Composer** to open the tool. Notifications are triggered based on predefined conditions for Event alerts and Resource alerts.

Using the Alerts Composer tool, you can:

- Configure the notification templates and email formats and define language-specific templates.
- Select the email and worklist notification methods and add recipients for the notification.
- Define multiple templates for the same triggering criteria.
- Use Groovy expressions and define variables to substitute runtime values.
- Schedule jobs for processing the Resource alert notifications.
- Verify the alerts history and notifications activity.
- Leverage DKIM and DMARC support for custom **From Address**.

What functional privileges and access levels are required to use Alerts Composer?

To use the Alerts Composer tool and run the alerts, you require these functional privileges.

Functional Security Privilege	Description	Assigned to Job Role
Access Alerts Composer *HRC_ACCESS_ALERTS_COMPOSER_PRIV*	Allows access to Alerts Composer.	Human Capital Management Integration Specialist
Process a Predefined Alert *HRC_PROCESS_PREDEFINED_ALERT_PRIV*	Allows processing of predefined alerts.	Human Capital Management Integration Specialist

Additionally, you require functional privileges to access REST API resources to create or modify user-defined and predefined resource alerts. For example, you require the functional privilege *Use REST Services - Workers* to access the `workers` resource and its child resources to manage the alert templates that are based on this resource.

Access Levels

Access levels are predefined for alerts to control the actions that can be performed on the alerts. For example, you can add new templates and modify predefined templates for an alert if its Access Level is set to *Extensible* or *User* but not to *System*.

You can view the access level for an alert when editing the alert, but you can't modify it. Alerts that are predefined with access levels *System* or *Extensible* are always enabled. You can't disable them. Alerts that are user-defined are enabled by default. You can disable them.

This table shows the access levels for alerts.

Access Level	System	Extensible	User
View alerts	Yes	Yes	Yes
Disable alerts	No	No	Yes
Add new templates	No	Yes	Yes
Modify templates	No	Yes	Yes
Delete templates	No	No	Yes
Disable templates	No	Yes	Yes
Add recipients	Yes	Yes	Yes

What's the difference between an Event alert and a Resource alert?

Event Alert: An Event alert is triggered when a specific event occurs in the Oracle Fusion Cloud HCM application. Event alerts are based on the context provided by the calling client. You can't modify the triggering criteria for notifications.

For example, **Time Exceptions from Compliance Rules** is a predefined Event alert, which is triggered when compliance exceptions are available. Notifications are sent to managers informing them of the exceptions.

Resource Alert: A Resource alert is triggered when changes occur to Oracle Fusion Cloud HCM REST API resources. The resources must be deployed in the environment. You can modify the triggering criteria for notifications by defining filters on the resource attributes, if you have the required privileges to access the REST resources.

For example, **Visa Expiration** is a sample Resource alert, which is triggered when a worker visa is approaching expiration. You can define a filter on the `workers` resource for the visa attribute. Notifications are sent to the worker and the manager informing them of visa expiration.

How do I schedule a recurring nudge plan with a repeat frequency?

You can schedule a recurring nudge plan by including the repeat frequency for it.

As an example, schedule a nudge plan to repeat on the first Monday every 2 weeks. Here are the steps to do this:

1. On the home page, click the **My Client Groups** tab.
2. Click **Show More** under Quick Actions.
3. Click the Nudge Configuration quick action under Employment.
4. Click the nudge plan name where you want to schedule the repeat frequency.
5. Click the Advanced tab and click Add in the Schedule section.
6. In the Schedule panel drawer, select or enter these values as applicable.

Field Value Table to Schedule a Recurring Nudge Plan

Field	Value
Repeat	Week
Repeat Frequency	2
Repeat on This Day	Monday
Start Date	5/12/25
Number of Runs per Period	Once per period
End Recurrence	Number of occurrences
Number of Recurrences	4

7. Click Generate. The periods in the schedule with their start and end dates are displayed.
8. Click Save.

What are the prerequisites to configure a filtered list to use in Nudges?

To configure a filtered list to use in a nudge, you need to ensure these prerequisites are set:

- Subscriber of the Filtered List should be set to Nudges

- User should have the 'Manage HCM Lists' (HRC_MANAGE_HCM_LISTS_PRIV) function privilege to access and use the Lists feature.

How do I simulate approval rules?

You can configure and simulate approval rules to correct any errors instead of recreating and submitting the rules again.

1. Create a new profile option HCM_TEST_APPROVAL_RULES_ENABLED and enable it. Make it updatable at the site level. Set it to true.
2. Ensure that you have the Review HCM Approval Transactions as Administrator (ORA_PER_REVIEW_HCM_APPROVAL_TRANSACTIONS) duty role which includes the Test Approval Rules (PER_TEST_APPROVAL_RULES_PRIV) function privilege.
3. Navigate to the Transaction Console, click the **Approvals** tab.
4. Search for the rule you want to test either by specifying the transaction name, user name, or the status of the submitted transaction.

   If testing is available for the process, the Test Rules icon displays.
5. Click **Test Rules** to go to the Approval Rules configuration page.
6. In the Test Approvals Rules page, click **Simulate**.
7. Review the processing message and check for errors.
8. In case of errors, go back to **Configure Rules**, make changes, commit the changes and then test the rules again.

How do I control the display of a UI element in Visual Builder Studio?

You can control the display of a UI element in Visual Builder Studio using page properties.

Follow these steps to show or hide the UI element.

1. Select the **Edit Page in Visual Builder Studio** task in the Settings and Actions menu.
2. Select your project or create a new one. Ensure that you are in **Express** mode.
3. Select the page that you want to customize.
4. In the Page Properties pane, search or navigate to the page property. Enter **Y** to display the UI element, or **N** to hide it. Note that the values can differ. In some cases, the values can be **true** and **false**.
5. Preview and publish your changes.

How do I configure a list of values?

You can centrally configure list of values (LOV) used in HCM so that the same search and display fields appear on all pages that use this LOV. You can independently configure the search and display fields.

Search results for a custom Analyst user

The configuration controls what your users will see in results; display or search-and-display fields, and what fields user will be able to search against - search-only or search-and-display fields. For example, if you configure Name, Work Email, and Person Number as searchable fields for the Workers LOV, these fields will appear on all pages that have the Workers LOV and you can use them in searching for values.

You can do these actions, based on the particular LOV capabilities and your requirements.

- Hide fields that aren't relevant for your organization
- Add more fields to enhance the search results and easily identify an individual record
- Reorder fields to reflect their relevance in your organization

You can configure these LOVs on the Search Configuration page in the HCM Experience Design Studio.

- Countries
- Departments
- Jobs
- Locations
- Phone Countries
- Positions
- Workers
- Actions
- Action Reasons

These are some key points to note:

- Actions and Action Reasons LOVs will be supported only in Redwood pages.
- If Oracle Search or database implementations of the same LOVs are available, then only the enabled one will be listed.
- The LOV configuration is a replacement for any personalization implemented through Page Composer. Any personalization done using Page Composer may be overwritten on upgrade. It's recommended to revert any personalization and use the LOV Configuration instead.
- The user must have the Access HCM Page Configurator (HRC_ACCESS_HCM_TRANSACTION_CONFIGURATOR_PRIV) privilege to your user to access the LOV configuration UI.

LOV Configuration Options

You can configure these options on the individual LOV configuration pages.

Section	What You Can Do
Search and Display Fields	• Choose the fields to display in the search results. Use the **Add** and **Delete** actions to add or remove fields respectively. • Choose the display order of the fields. Use the **Up** and **Down** arrow icons to reorder the list of fields as required. • Choose the searchable (Search and display option) or not-searchable fields (Display only option)
Search Only Fields	Choose the fields that you can use for search, but these fields may not appear in the search results. Use **Add** and **Delete** actions to add or remove such fields respectively

Section	What You Can Do
Preview	Test your configuration

Flows That Display the Configured LOVs

Product	LOV	Flow
Global Human Resources	Countries	• Add a Contingent Worker • Add a Nonworker • Add a Pending Worker • Add Document Record • Contact Info • Create Work Relationship • Edit Document Record • Edit Pending Worker • Family and Emergency Contacts • Hire an Employee • Identification Info • Local and Global Transfer • Location Details • Personal Details
Global Human Resources	Departments	• Add Assignment • Add a Contingent Worker • Add a Nonworker • Add a Pending Worker • Change Assignment • Create Work Relationship • Edit Pending Worker • Employment Details • Hire an Employee • Local and Global Transfer • Manage Job Offers • Mass Legal Employer Change • Pending Workers • Position Details • Promote • Request a New Position • Request a Position Change

Product	LOV	Flow
		• Transfer • Vacancy
Global Human Resources	Jobs	• Add Assignment • Add a Contingent Worker • Add a Nonworker • Add a Pending Worker • Change Assignment • Create Work Relationship • Edit Pending Worker • Employment Details • Hire an Employee • Job Details • Local and Global Transfer • Manage Job Offers • My Team • Pending Workers • Position Details • Promote • Request a New Position • Request a Position Change • Transfer • Vacancy
Global Human Resources	Locations	• Add Assignment • Add a Contingent Worker • Add a Nonworker • Add a Pending Worker • Change Assignment • Change Location • Create Work Relationship • Edit Pending Worker • Employment Details • Hire an Employee • Local and Global Transfer • Location Details • Manage Job Offers • Mass Legal Employer Change • Pending Workers • Position Details

Product	LOV	Flow
		• Promote • Request a New Position • Request a Position Change • Transfer • Vacancy
Global Human Resources	Phone Countries	• Add a Contingent Worker • Add a Nonworker • Add a Pending Worker • Contact Info • Create Work Relationship • Edit Pending Worker • Family and Emergency Contacts • Hire an Employee • Local and Global Transfer • Location Details
Global Human Resources	Positions	• Add Assignment • Add a Contingent Worker • Add a Nonworker • Add a Pending Worker • Change Assignment • Create Work Relationship • Edit Pending Worker • Employment Details • Hire an Employee • Local and Global Transfer • Manage Job Offers • My Team • Position Details • Promote • Request a New Position • Request a Position Change • Transfer • Vacancy
Global Human Resources	Workers	• Add a Contingent Worker • Add a Nonworker • Add a Pending Worker • Add Assignment

Product	LOV	Flow
		• Change Assignment • Change Location • Create Work Relationship • Edit Pending Worker • Employment Details • Hire an Employee • Local and Global Transfer • Location Details • Mass Download of Document Records Mass Legal Employer Change • Position Details Promote • Request a New Position • Request a Position Change • Responsive Quick Action Person Search • Share Info (Grantee) • Termination • Transfer
Global Human Resources	Actions	• Add Contingent Worker • Add Nonworker • Add Pending Worker • Add Assignment • Add Temporary Assignment • Change Assignment • Change Location • Change Manager • Change Working Hours • Change Worker Type • Cancel Work Relationship • Create Work Relationship • Convert Pending Worker • Correct Employment Details • Direct Reports • Delete Employment Details • Edit Pending Worker • Employment Start Dates • Global Temporary Assignment • Global Transfer

Product	LOV	Flow
		• Hire an Employee • Mass Legal Employer Change • Promote • Promote and Change Position • Request my Assignment Change • Resign from Employment • Re-Hire • Terminate Employment • Transfer
Global Human Resources	Action Reasons	• Add Contingent Worker • Add Nonworker • Add Pending Worker • Add Assignment • Add Temporary Assignment • Change Assignment • Change Location • Change Manager • Change Working Hours • Change Worker Type • Cancel Work Relationship • Create Work Relationship • Convert Pending Worker • Correct Employment Details • Direct Reports • Departments • Divisions • Disability Organizations • Delete Employment Details • Edit Pending Worker • Employment Start Dates • Enterprise HCM Information • Grade Ladders • Grade Rates • Grades • Global Temporary Assignment • Global Transfer • Hire an Employee • Job Families

Product	LOV	Flow
		• Jobs • Legal Entity HCM Information • Legal Reporting Unit HCM Information • Legislative Data Groups • Locations • Mass Legal Employer Change • Positions • Promote • Promote and Change Position • Request a New Position • Request a Position Change • Request my Assignment Change • Resign from Employment • Re-Hire • Reporting Establishments • Terminate Employment • Transfer • Worker Unions
Talent Management		• Career Development • Goal Management • Performance Management • Profile Management • Requested Feedback • Succession Management • Talent Review

Workers LOV

You need to enter a search term to display the search results. No workers are displayed when you don't enter any search terms in the LOV. This is to prevent showing random workers initially, even before you search for a worker as most times randomly listed people may not be the people that you're searching. This helps in improving both, user experience and performance.

You can't search by business title; it's disabled by default. You can enable it on the **Manage Administrator Profile Values** page by setting the **PER_LOV_SEARCH_WORKERS_EXCLUDE_BUSINESS_TITLE** profile option to **N**. You need to then change the property of the **Business Title** field from **Display only** to **Search and display** in the Search and Display Fields section.

> **Note:** The Workers LOV attributes vary depending on whether Oracle Search is enabled for people.

Why can’t I configure sections as hidden, required, or visible using Assignment attributes in Business Rules?

While the Business Rules condition builder displays all attributes including assignment-level attributes such as Job, Grade, Assignment Category, Assignment Status, and Assignment Flexfields, using these attributes to control section-level properties isn't yet supported.

Currently, section-level properties such as hidden, required, and visible can only be configured using the following attributes: Role, Legal Employer, Business Unit, Action, Country, and Worker Type.