

# Oracle Fusion Cloud Human Resources

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**How do I manage HCM info for a legal entity?**



Oracle Fusion Cloud Human Resources  
How do I manage HCM info for a legal entity?

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Author: Sharada Gopalakrishnan

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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.

## Get Support

You can get support at [My Oracle Support](#). For accessible support, visit [Oracle Accessibility Learning and Support](#).

## Get Training

Increase your knowledge of Oracle Cloud by taking courses at [Oracle University](#).

## Join Our Community

Use [Cloud Customer Connect](#) to get information from industry experts at Oracle and in the partner community. You can join forums to connect with other customers, post questions, suggest [ideas](#) for product enhancements, and watch events.

## Learn About Accessibility

For information about Oracle's commitment to accessibility, visit the [Oracle Accessibility Program](#). Videos included in this guide are provided as a media alternative for text-based topics also available in this guide.

## Share Your Feedback

We welcome your feedback about Oracle Applications user assistance. If you need clarification, find an error, or just want to tell us what you found helpful, we'd like to hear from you.

You can email your feedback to [oracle\\_fusion\\_applications\\_help\\_ww\\_grp@oracle.com](mailto:oracle_fusion_applications_help_ww_grp@oracle.com).

Thanks for helping us improve our user assistance!



# 1 How do I manage HCM info for a legal entity?

## View HCM Info for a Legal Entity

You can search for a legal entity in the Legal Entity HCM Information search page and view the details.

1. On the Home page, go to **My Client Groups > Show More**.
2. In the **Workforce Structures** area, click **Legal Entity HCM Information**.
3. On the Legal Entity HCM Information search page, search for a legal entity by name or legal identity identifier.
4. Click a name link to open the legal entity page and view the details.

You can also do the following:

- Filter the legal entities using these filters as required: **Legal Employer**, **Payroll Statutory Unit**, and **Parent Payroll Statutory Unit**.  
If a legal entity has been marked as a **Legal Employer** or **Payroll Statutory Unit (PSU)** or both when it's created, it's marked as **Yes** in the corresponding column in the search results.
- Sort the search results using the **Sort By** option, or export the results using the **Export** option similar to the other workforce structures pages.

**Note:** All the pages specific to the legal entity legislation and core contexts under **Legal employer details** will be displayed in the **Info Group** drop-down list on the legal entity page.

## Tips

Here are some key points to note about HCM info for a legal entity:

- All the pages specific to the LE legislation and core contexts under Legal employer details will be displayed in the Info Group drop-down list.
- Only the EFF segments having a value will be displayed on the view page. Segments without a value aren't displayed.
- Only the EFF contexts with at least one segment having a value will be displayed on the view page. Contexts with no segments having a value aren't displayed.
- EFF segments having a long label are truncated. The full label is displayed when you hover the mouse over the label.

## Correct HCM Info for a Legal Entity

To correct the HCM info for a legal entity in Redwood:

1. On the **Legal Entity HCM Information** search page, search for and click the legal entity that you want to correct.
2. On the read-only legal entity page, click **Correct** to correct the record.  
You're now taken to the guided process for editing the legal entity.

3. In the **Info to include** step of the guided process, select the **Payroll statutory unit details** step if you want to include it, and click **Continue**.

The **Legal employer details** step is included by default. You can also see it in the navigation pane of the process.

**Note:**

- If the legal entity is both a legal employer and a payroll statutory unit, then **Legal employer details** is included as a required step. The **Payroll statutory unit details** step is an optional step that you can choose to add.
- You can hide the **Info to Include** step in this Redwood process using the **Hide Info to Include** page property in VB Studio. For details, see [Hide Info to Include Step](#).

4. In the **When and why** step, you can't change the date and the action reason when you're correcting a legal entity. Click **Continue**.
5. In the **Legal employer details** step, correct the info in the **Workday Information** and **Legal Employer Information** sections as required. and click **Continue**.
6. In the **Payroll statutory unit details** step, select a date in the **Fiscal Year Start** field.

The data in the **Info Group** and **Associated Legislative Data Group** fields are displayed by default.

7. To enter data in any other sections, select that section from the **Info Group** drop-down list and the related contexts will be displayed for editing.
8. Make any changes as required and click **Submit**.

**Note:** When you move from one step to another, the data persists. Only if you move back again to the **When and why** step and modify the date, the data you've entered so far is lost. It's as if you're starting a new flow.

You're taken back to the view page. You can see that the data you entered for the legal entity and payroll statutory unit is displayed.

## Update Extensible Flexfields for a Legal Entity

To update the extensible flexfields info for a legal entity:

1. On the **Legal Entity HCM Information** search page, search for and click the legal entity that you want to update.
2. On the read-only legal entity page, click **Update**.

You're now taken to the guided process for editing the legal entity.

3. In the **Info to include** step of the guided process, select the **Payroll statutory unit details** step if you want to include it, and click **Continue**.

The **Legal employer details** step is included by default. You can also see it in the navigation pane of the process.

**Note:** If the legal entity is both a legal employer and a payroll statutory unit, then **Legal employer details** is included as a required step. The **Payroll statutory unit details** step is an optional step that you can choose to add.



4. In the **When and why** step, select an **Effective Start Date** and an **Action Reason**, and click **Continue**.
5. In the **Legal employer details** step, update the info in the **Workday Information** and **Legal Employer Information** sections and click **Submit**.

You're taken back to the view page where you can see the changes you made.

**Note:** The **History** section shows the history of changes. But the **Summary of changes** section isn't available because all the changes that you're making here are only for the extensible flexfields.

## Delete HCM Info for a Legal Entity

If you have updated the HCM info for a legal entity record, you can delete the record. You're taken back to the old view page where you have only one record.

**Note:** You can't delete a record if it's the first date-effective record.

To delete the HCM info for a legal entity:

1. On the **Legal Entity HCM Information** search page, search for and click the legal entity that you want to delete.

On the legal entity view page, the **History** section shows the date-effective records.

2. In the **History** section, click the date-effective link to open the record that you want to delete.
3. Click **Delete This Record**.

The record is deleted and no longer shows up in the **History** section.

