

# Oracle Fusion Cloud Human Resources

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**How do I associate job subfamilies  
with a job family?**



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How do I associate job subfamilies with a job family?

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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 Overview of Job Subfamilies

## Job Subfamilies

You can categorize a job family into granular subgroups called job subfamilies. On the Job Family page, **Job Subfamily** is a lookup where you can define job subfamilies that you can use for your enterprise.

Job subfamilies enable you to do the following:

- Define and associate one or more job subfamilies with a job family. The Job Family page now has a **Job subfamily associations** section.
- While creating a job, you can now select a job subfamily based on the job family that you're selecting for the job. This brings greater clarity to your workforce structures.
- Improve how jobs align across your organization and facilitate more precise reporting.





## 2 Job Subfamily Attributes

### Enable Job Subfamily Attributes Using VB Studio Business Rules

To see the job subfamily on the job family page, you need to enable these attributes using business rules in VB Studio:

- **Job Subfamily** for the create and edit pages for job family
- **Job Subfamily Meaning** for the view page for job family

For more information, see [How do I make a field visible in Visual Builder Studio?](#)

### Key Points About the Job Subfamily Attribute

Here are some key points to note about the Job Subfamily attribute:

- Job Subfamily is supported by the ORA\_PER\_WS\_JOB\_SUB\_FAMILY lookup type.
- It's a non-mandatory attribute with a default value of null or blank.
- In the Duplicate Job flow, the value of this attribute is copied from the source job.
- You can make date-effective updates and correct the existing value of this attribute.
- You can upload data for this attribute using HCM Data Loader (HDL) and HCM Spreadsheet Data Loader (HSDL).
- The Job Subfamily attribute is also migrated when you migrate your job configuration using the Functional Setup Manager (FSM) export and import functionality.
- The Job Subfamily attribute is added to the **ManageJobs** data model.
- You can add the attribute to **UpdateJobReport**, **CreateJobReport**, and **DTDeleteJobReport** by customizing the BIP templates, if required.
- You can't build rules using this attribute value because it's not available in the approvals payload. This attribute will be available in the OTBI subject area in a future release.
- You can't enable the audit for the Job Subfamily attribute yet.



## 3 Job Subfamily Associations

### Associate Job Subfamilies with a Job Family

You can define and associate multiple job subfamilies to be part of a job family.

**Note:** You can't associate the same job subfamily twice with a job family.

To add job subfamilies for a job family:

1. Enable the **Job subfamily associations** section on the Job Family page by using VB Studio. It's hidden by default.

For more information, see [How do I make a section visible in Visual Builder Studio?](#)

2. On the Home page, go to **My Client Groups > Workforce Structures**, and click **Job Families**.
3. Click **Add Job Family**.
4. On the New Job Family page, enter the required data in the **Basic details** section.
5. In the **Job subfamily associations** section, click **Add** to add a job subfamily.

**Note:** You can add up to 10 job subfamilies to a job family, after which the **Add** button is disabled.

6. In the row that's added, select a name from the **Job Subfamily** drop-down list.
7. In the **Active Status** column, select **Inactive** if required.
8. Click **Submit** after you add the job subfamilies. One row is added for each job subfamily.

You're taken back to the job family search page. Search for the job family you created. On the job family view page, you can view the job subfamilies.

### Correct a Job Subfamily Association

You can't change any of the existing job subfamily records. You can only delete them or change the status. You can also associate new job subfamilies to a job family.

To correct a job subfamily association:

1. On the Job Families search page, search for and click the job family record for which you want to correct the job subfamily association.
2. Click **Correct** in the **Actions** drop-down menu.
3. In the Job subfamily associations section, select the row for the job subfamily record that you want to edit.
4. In the **Action** column, click the **Edit** icon.
5. Change the **Active Status** of the job subfamily to **Active** or **Inactive** as required, and click **Save**.
6. Click **Submit**.

## Delete a Job Subfamily Association

To delete a job subfamily association:

1. On the Job Families search page, search for the job family for which you want to delete a job subfamily association.
2. Open the record and click **Update**.
3. Select an **Effective Start Date**.
4. In the **Job subfamily associations** section, select the row for the job subfamily that you want to delete, and click **Delete**.  
The row is deleted.
5. Click **Submit**.
6. Open the record again from the search page.  
You can see that the job subfamily is deleted.
7. In the **History** section, click the link to the first date-effective record.  
You can see that the job subfamily is deleted for the first date-effective record as well.

**Note:** This delete isn't a date-effective delete. When you delete the job subfamily, it's deleted across all date ranges.

# 4 Job Subfamily for a Job

## Add a Job Subfamily for a Job

Job subfamily is added to the job page as well.

**Note:** The **Job Subfamily** LOV is hidden by default on the job page. You need to enable it by setting the **JobSubFamily** and **JobSubFamilyMeaning** attributes to **Visible** in VB Studio Business Rules. For detailed steps, see *How do I make a field visible in Visual Builder Studio?*

To add a job subfamily for a job:

1. On the Home page, go to **My Client Groups > Workforce Structures**, and click **Jobs**.

On the **New Job** page, you can see that the **Job Subfamily** LOV is added in the **Basic details** section.

2. Select an **Effective Start Date**, **Name**, **Code**, **Job Set**, and **Job Family**. The **Job Subfamily** LOV will show you a list of job subfamilies associated with the job family that you selected.
3. Select a job subfamily.
4. Click **Submit**.
5. Search for the record from the Jobs search page to open the view page for the job, and you can see the job subfamily that you added.

