

	<u>Event</u>	<u>Process In Hand</u>	<u>Tasks</u>	<u>Personnel/Department Responsible</u>
1	New Employee	Employee Expense Reimbursement	Delegation / Hierarchy For Expenses to be Updated	Human Resources
		EBS Login	Create User / Assign Responsibility	IT / Nalsoft
		New Employee Creation	New Employee Creation and assigning email id and expense Account in "Purchase Order Information" tab, Leaving the "Position"(Designation) Field Blank unless staff is replacement OR Holding new approval responsibility in Purchase order Process.	Human Resources
		IT Asset Assignment	Employee Assignment of IT assets in Oracle	ITAssetsuser
2	Change in Position	Changes in Purchase Approval	Updating Position in Approval Hierarchy	Accounts/ Janice
		Changes in Approver Groups	Updating amount in Approver Group	Accounts/ Janice
		Changes in Accounts for relevant Personnel	Updating Accounts in Approver Group	Accounts/ Janice
3	Change Of Approver (Employee Exit or Change in Role/Manager)	Changes in Approver Groups	Updating amount in Approver Group	Accounts/ Janice
		Changes in Accounts for relevant Personnel	Updating Accounts in Approver Group	Accounts/ Janice
		IT Asset Assignment	Employee Assignment of IT assets in Oracle	ITAssetsuser
4	Corporate Credit Card Assignment (New / Change)	Employee Expense Reimbursement	Delegation, SHUAA-GFC Employee Expenses Reimbursement Deductions User guide, Available in http://sc21/sites/IT/OracleEBS/default.aspx	Accounts Team (Janice, Imran, roselyn)
5	Employee Exit	Termination in Employee	Terminate/End Assignment in EBS	Human Resources
		End Date user in EBS	End Date User in EBS by System Administrator	IT / Nalsoft
		Change subordinate for Manager, if exit employee is a manger	Update Supervisor for all Subordinate Staff	Human Resources

		Change for FYI approvers	Need to update Email id in Table values Lookup "XXSC_SCUAE_EMAILS" and Position in Table Values with name 'XXSC_SC_SSHR_APPROVALS' XXSC_SCSA_SSHR_APPROVALS for SCSA and 'XXSC_SS_SSHR_APPROVALS' for GFC and it contains various columns like Address, Paid Leave, Unpaid Leave, HRA	Human Resources
		Employee Expense Reimbursement	Delegation, SHUAA-GFC Employee Expenses Reimbursement Deductions User guide, Available in http://sc21/sites/IT/OracleEBS/default.aspx	Accounts Team (Janice, Imran, roselyn)
6	New Employee / Exit of Employee in HR Department	Changes in FYI approvers for Leave (Samir) for HRA (Marie) approval of Unpaid Leave (HR Director)	Need to update Email id in Table values Lookup "XXSC_SCUAE_EMAILS" and Position in Table Values with name 'XXSC_SC_SSHR_APPROVALS' XXSC_SCSA_SSHR_APPROVALS for SCSA and 'XXSC_SS_SSHR_APPROVALS' for GFC and it contains various columns like Address, Paid Leave, Unpaid Leave, HRA	Human Resources
		Changes in Alerts for Probation Expiry/EBS Alerts Assignees	Need to Explicitly query the alert and change the To Email id of the personnel	IT / Nalsoft
		Employee Expense Reimbursement	Need to run XXSC: Create Employee Delegation Program SHUAA-GFC Employee Expenses Reimbursement Deductions User guide, Available in http://sc21/sites/IT/OracleEBS/default.aspx	Accounts Team (Janice, Imran, roselyn)
		Change Profile Options which inserts "Created by user" for all Entities Created from E-Portal Employee, Entities are Address, Phone, Email Id, Contact Name, Address, Phone and Email	Profile Options "XXSC:Proxy Responsibility For E Portal Leave Entries", "XXSC_PROXY_USER_E_PORTAL" values are set "UAE HRMS Manager" and "Janine", which inserts Created by for all Employee Address, Phone, Email Id, Contact Name, Address, Phone and Email, this should be updated	IT / Nalsoft

7	New/Change Employee Of IT Asset Admin	Add or Remove Individual from the Email Group "IT Asset Administration"	Add or Remove Individual from the Email Group "IT Asset Administration"	IT
8	Invoice Approval Hierarchy (New Employee/Exit Employee/Changes in Account,Amount, Hierarchy)	AME Approval changes in conditions of Account, Amount Limit and Employee Changes	Make changes as per suggested AME Document given by Nalsoft, available in http://sc21/sites/IT/OracleEBS/default.aspx	IT / Nalsoft
9	Changes in policy of Annual Accrual Days	CHANGES IN SCSA_AL_ACCRUAL for Accrual Days Change based on Grade	CHANGES IN SCSA_AL_ACCRUAL in Table Values for Accrual Days Change based on Grade	Human Resources
10	Changes in Grade	Enter Grade Range in the Lookup for Table Values " SC AL ACCRUAL"	Enter Grade Range in the Lookup for Table Values " SC AL ACCRUAL"	Human Resources