

Work Logs: Hire, HR and Salary Basis

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Abstract—This log covers the topics of Hire, HR self services and Salary Basis. Practical implementation as well as the conceptual topics.

Index Terms—Hire,HR,Salary basis

I. ADMINISTRATION AND HR TASKS

A. Action and Action Reason

Actions track changes to Human Capital Management (HCM) records, such as changes to employment and assignment records. When you create or update these records, the action identifies the cause of the creation or change.

You can view a history of effective-dated changes (assignment history, for example), and the action and reason details are particularly useful for reporting and tracking.

An “Action” in Oracle Fusion HCM is a significant event in an employee’s lifecycle, such as promotion, or termination.

The “Action Reason” provides more context or justification for the action.

For instance, an effort might be “Termination,” and the action reason could be “Voluntary Resignation” or “Involuntary Layoff.”

B. Update and Correct

We can update/correct employee details such as change assignment, add an assignment etc.

If you choose Update, Oracle changes the record from your effective date, but preserves the previous information.

If you choose Correct, Oracle overrides the previous information with the new changes.

For example, Suppose you hire two new employees, Jack Lee and Julie Summers. A few weeks later Julie gets married. At the same time you discover an error in Jack’s record relating to his nationality.

You update Julie’s information by setting your effective date to the date of her wedding and entering her new married status, her change of name, and new next of kin information.

Her previous personal information, which was valid until her wedding, remains in her record.

You correct Jack’s wrong nationality by setting your effective date to his hire date and entering the correct nationality. By choosing Correction, you put the record right, from the beginning.

C. Local and Global Transfer

You can transfer the worker within the same legal employer or to a different legal employer using the Local and Global Transfer flow.

Global Transfer

If you change the current legal employer and select the transfer type as permanent, then it results in a global transfer. Permanent global transfer ends the current assignment and any other assignments, and ends the current work relationship. Additionally, it creates a new work relationship in the newly selected legal employer.

Global Temporary Assignment

If you change the current legal employer and select the transfer type as temporary, then it results in a global temporary assignment. Global temporary assignment suspends only the current assignment and doesn’t end the current work relationship. You create a new work relationship and a primary assignment within the new legal employer. The new primary assignment has all the data from the old one by default, but you can change it.

II. HIRE

A. Worker Type

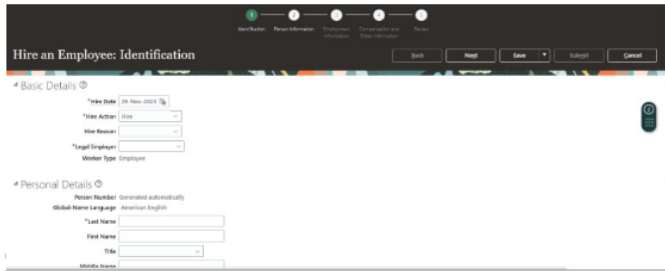
- Pending Worker
- Employee
- Contingent Worker
- Non Worker

1) *Hire and Employee*: You create a person record and a work relationship in Oracle HCM Cloud when you hire an employee.

Navigation

My Client Groups New person Hire an Employee

Fill in all the details on the 'Hire an employee' page.



B. Add a Pending Worker

Navigation:

My Client Groups -> New person -> Add a Pending Worker

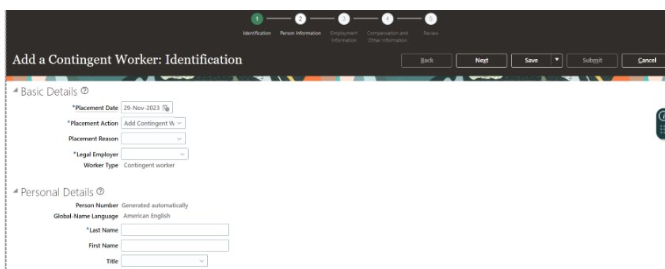
Fill in all the details on the 'Add a pending worker' page



C. Add a Contingent worker

Navigation: My Client Groups -> New person -> Add a contingent worker

Fill in all the details on the 'Add a Contingent Worker' page



D. Area of Responsibility

You can assign a worker a responsibility and identify the scope of the responsibility.

For example, you can assign a worker the Human Resources (HR) Representative responsibility and define the scope as people in a specific organization or department hierarchy. Select the Include in work contacts option for the worker to appear as a HR representative in the Work Contacts list of those people. To assign responsibilities, use the Areas of Responsibility quick action on the My Client Groups tab. Assigning an area of responsibility doesn't affect the person records the representative can see. Access to records is controlled through security. Your security administrator can set up security profiles using areas of responsibility.

III. COLLECTIVE AGREEMENTS

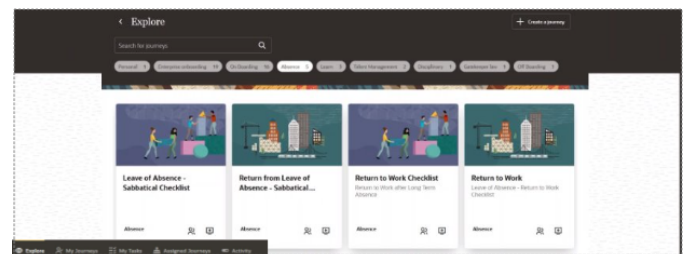
A collective agreement is a special type of commercial agreement that's negotiated collectively between the management (on behalf of the company) and trade unions (on behalf of employees). The agreement regulates the terms and conditions of employees in their workplace, their duties, and the duties of the employer.

IV. HR SELF SERVICE

A. Journeys

Journeys is step-by-step guide to workers as they transition through changes such as getting married, being promoted, or onboarding.

Journeys comprise a set of tasks that help automate routine or special processes effectively in your organization. For example, you might want to create a special journey to help employees on their return to the workplace, post the pandemic.



B. Mass Updates

Navigation: My Client Groups -> Mass Update

Admin can update multiple employment records at the same time. For example, you can transfer all workers in a department to another department as part of a company reorganization.

Fill in all the required details on the Create Mass Assignment Change page.

V. SALARY BASIS

A. *Grades*

From the Manage Grades page, create grades to record the level of compensation for workers.

You assign each grade to a set. If you assign a grade to the common set, then the grade is available for use in all business units. To limit a grade to a single business unit, you can assign it to a set that's specific to that business unit.

B. *Grade Rates and Grade Ladder*

Grade rate values are the compensation amounts associated with each grade. You can set up rates at the same time that you create grades, or set them up independently from grades. For grades with steps, you set up the step rates when you include them in a grade ladder. Grade rates are optional.

You can combine grades into grade ladders to group your grades or grades with steps in the sequence in which your workers typically progress. For example, you might create three grade ladders for your enterprise: one for technical grades, another for management grades, and a third for administrative grades.

C. *What is Salary Basis*

The salary basis establishes the duration for which a salary is quoted, for example, hourly, monthly or annually. Notice that an employee's salary basis is not necessarily the same as the pay periods of his or her payroll. For example, an employee with an hourly pay rate has the salary basis Hourly Salary, but can have an assignment to a weekly payroll.

Base pay is a person's salary amount. Managers and HR specialists view and adjust this amount or any component amounts or percentages over the time someone works in their organization. Each salary record they manage has an associated salary basis.

VI. REFERENCES

- 1) <https://fa-etit-dev1-saasfademo1.ds-fa.oraclepdemos.com/hcmUI/faces/FuseWelcome?fnd=>
- 2) <https://docs.oracle.com/en/cloud/saas/human-resources/24a/index.html>