Work Logs: Workforce Structures

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Abstract—**This log discusses everything about what i learnt about workforce structures and how to implement them. there are a lot of things that combine to form workforce structures. Starting from what is workforce structure to linking them is what will this log cover.**

Index Terms—**Workforce Structures**

I. WORKFORCE STRUCTURE BUSINESS OVERVIEW

Business objects are created and managed in the HR system, and they are assigned to a specific business unit (BU) in the organization. The positions are directly assigned to the business unit, and they are used to manage employee assignments, work relationships, and HR functions.

Overall, the workforce structure in Oracle Fusion HCM
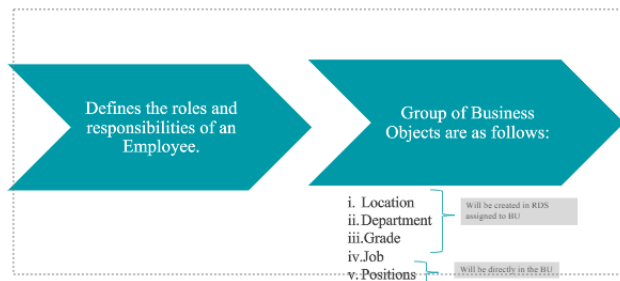
provides a powerful tool for managing HR functions in a multi-entity environment. By defining the roles and responsibilities of employees, organizations can streamline HR processes, improve operational efficiency, and enhance employee engagement.

II. WORKFORCE STRUCTURE ELEMENTS

A. Location

A location identifies physical addresses of a workforce structure, such as a department or a job. You create and manage locations using the Location Details quick action in the Workforce Structures area on the My Client Groups tab. When specifying the location address, you can default the country in the location responsive pages.
You can also create locations to enter the addresses of external organizations that you want to maintain, such as employment agencies, tax authorities, and insurance or benefits carriers.

B. Departments

A department is an organization to which you assign workers. It is an organization with one or more operational objectives or responsibilities that exist independently of its manager.

C. Grades

It is mainly used to pay salary , bonus and overtime rates. Grades help to record the level of compensation for workers. They are of 2 types:-
1.Grade with steps
2.Grade without steps

D. Jobs

Jobs are typically used without positions by service industries where flexibility and organizational change are key features.
Basic Details for a job:
1. Job include an effective start date, a job set, a name, and a code.
2. A job code must be unique within a set.

E. Positions

Positions are typically used by industries that use detailed approval rules, which perform detailed budgeting and maintain headcounts, or have high turnover rates.

III. CONFIGURATION OF WORKFORCE STRUCTURE

A. Location

Navigation : Setups and Maintenance - ¿ Global Search - ¿ Manage Location - ¿ Create

B. Assign Legal Employer with Locations

You can associate multiple legal employers with a location. This enables filtering locations by legal employer on pages that have implemented this feature.

A location must have at least one associated legal employer to filter the location by legal employer.

You can associate multiple legal employers operating at a location but can't associate the same legal employer twice with a location.

You can associate the same legal employer with different locations.

You can delete the legal employer - location association.

The legal employer - location mapping is copied when you duplicate a location.

C. Department

Navigation : Setup and Maintenance - ¿ Global search - ¿ Manage Department - ¿ Create

D. Cost Centers And Departments

The two important components to be considered in designing your enterprise structure are cost centers and departments.

Cost center - A cost center represents the smallest segment of an organization for which you collect and report costs. A cost center is generally attached to a single legal entity.

Departments - A department is an organization with one or more operational objectives or responsibilities that exist independently of its manager and has one or more workers assigned to it.

E. Grades

Grades – It is mainly used to pay salary , bonus and overtime rates.

Grade Rate - Grade rates contain the pay values that are related to each grade Grade rate values can be either a fixed amount or a range of values, and you can set up rates for different types of pay such as salary, overtime, and bonuses.

Grade Ladders - Grade ladders group grades or grades with steps in the sequence in which your workers typically progress. You can set up separate grade ladders for different types of jobs or positions in your enterprise. For example, you may create three grade ladders for your enterprise: one for technical grades, another for management grades, and a third for administrative grades.

Ladders with grades - When you set up this type of ladder, only grades without steps are available to add to the ladder. You do not define any grade rates when you set up a ladder with grades; the rates for the grades within the ladder are inherited from the rates that were added when you set up the grades. To add or edit rates for grades, you must use the Manage Grade Rates task.

Ladders with grade steps - When you set up this type of ladder, only grades with steps are available to add to the ladder. You define step rates and the values for each step when you set up the ladder, and the rates are unique to each ladder. You cannot share step rates between grade ladders.

F. Lookup types for grade

The Lookup type for Grades task identifies the lookup type for managing grades that has an extensible configuration level.

The GRADE_PAY_RATE_TYPE lookup type identifies compensation components you want to set up for grade rates. The predefined values are salary, bonus, and overtime.

1) Job Families and Job Sets: A job family is a group of jobs that have different but related functions, qualifications, and titles.

They are beneficial for reporting. You can define competencies for job families by associating them with model profiles.

A job set is an organizational partition of jobs.

For example, a job set can include global jobs for use in all business units, or jobs for a specific country or line of business.

G. Position Synchronization

Position synchronization is inheritance of values in an assignment from the values specified in the associated position.

If position synchronization is enabled, assignments inherit specified values from the associated position.

You can enable position synchronization at the enterprise and legal entity levels using the Manage Enterprise HCM Information and Manage Legal Entity HCM Information tasks (in the Setup and Maintenance work area) respectively.

H. Full Time Equivalence [FTE]

The full-time equivalent (FTE) value is the result of multiplying the working hours with the headcount and dividing by the standard working hours.

For example, if the working hours are 30, the headcount is 2

and the standard working hours are 40, then the FTE value is 1.5.

You can either enter the FTE manually or calculate it automatically.

IV. 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