

# **Oracle HCM ERP Payroll Implementation for Oscar Organization**

## **Technical Proposal**

**Client Name:** Oscar Organization

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### **Executive Summary**

This project aims to implement a comprehensive and robust payroll system within the Oscar Organization using Oracle HCM ERP. The initiative will ensure accurate, compliant, and streamlined payroll processing. It includes setting up organizational structures, defining payroll elements, and linking data flows from HR structures to compensation execution, ensuring operational efficiency and enhanced employee experience.

### **Introduction and Background**

As certified Oracle Business Suite Human Resources Specialists under the Ministry of Communications and Information Technology, we bring a strong foundation in HR systems and ERP implementation. With a proven track record in payroll process design and HR data architecture, we are well-equipped to lead this Oracle HCM ERP Payroll implementation for Oscar Organization, ensuring system integrity, data accuracy, and optimized performance.

### **Proposed Solution**

- The solution involves full-cycle configuration and deployment of the Oracle Payroll module. It includes:
- Creating system users, responsibilities, and value sets
- Setting up key flex fields and defining organizational structures (organization, jobs, positions, grades)
- Establishing payroll configurations including consolidations, elements (earnings, deductions), payment methods, and salary basis
- Linking employees to payrolls and elements, and conducting payroll runs (e.g., Quick Pay)
- These steps ensure a fully functional and scalable payroll solution tailored to Oscar Organization's structure and requirements.

### **Value Added**

- Streamlined Payroll Processing: Reduces manual intervention, errors, and delays
- Compliance and Audit Readiness: Adheres to legal standards and enables audit trails
- Operational Transparency: Improved visibility into compensation processes.

- Integrated HR and Payroll Data: Enables end-to-end management from hiring to compensation
- Employee Satisfaction: Ensures timely and accurate pay, boosting morale

## **Timeline and Deliverables (2 Weeks)**

### ➤ **Week 1: System Setup & Configuration**

- Create users and assign responsibilities
- Define and compile value sets for work structure
- Build organizational hierarchy, jobs, positions, and grades

#### **Deliverables:**

- Oracle user/responsibility setup
- Value sets and flex field structure
- Organization, job, and position definitions in the system

### ➤ **Week 2: Payroll Setup, Testing, and Go-Live**

- Configure payrolls, elements, and payment methods
- Assign payroll and elements to employees
- Conduct payroll run (Quick Pay) and validate output
- Deliver system documentation and payroll process guide

#### **Deliverables:**

- Configured payroll and payment types
- Linked employee assignments and compensation elements
- Payroll run validation report
- Final documentation

## **Resources**

**Client Data:** Organizational hierarchy, employee data, salary structures

**Client Input:** Process requirements, policies, and regulatory guidelines

The implementation will rely primarily on client-provided data, configuration access, and internal feedback loops.

## **Terms and Conditions**

**Scope of Work:** Full payroll system setup within Oracle HCM based on the client's data and process design.

**Client Responsibilities:** Provide timely and accurate data (employees, jobs, salaries, etc.).

**Timeline:** 2 weeks from project start date, subject to timely data delivery.

**Resources:** The Team will utilize client systems and data; no external tools provided.

**Payment:** Due upon completion and approval of deliverables.

**Confidentiality:** All client data will be handled with strict confidentiality.

**Liability:** Team is not liable for outcomes due to data inaccuracy or late inputs.

**Termination:** Both parties may terminate upon material breach.

**Ownership:** All project outputs belong to the client upon full payment.

**Dispute Resolution:** Any disputes will be resolved via mediation.

### **Conclusion and Call to Action**

This proposal outlines a structured, compliant, and scalable approach to implementing payroll functionality in Oracle HCM for Oscar Organization. With clear objectives, a defined timeline, and robust system design, this project will enhance payroll efficiency and employee satisfaction.

Please confirm your agreement to proceed and share the required data to initiate the project promptly. We look forward to collaborating with you on this successful deployment.