Digital Transformation of HR Processes for Tawsila Shipping Company

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1-Introduction:

In today's rapidly evolving shipping industry, adopting digital transformation is no longer a choice but a necessity. This presentation explores how a shipping company can leverage Oracle solutions to streamline and optimize its HR processes, leading to a more efficient, secure, and data-driven approach to managing its workforce.

2-System requirements:

- Oracle suite software .
- IF using on personal device must have (VPN , system access).
- Additional Requirements: Internet connection for updates.

3- Getting started:

- Open the Oracle system and log in using your existing credentials.
- Choose the needed or supposd responsabilties to work on
- As Oracle super user have access to 2 different system (Administor – human resources enterprise)

4- User Interface Guide:

- There are icons for editing the entered data
- List with different responsibilities regarding (employee, positions, hierarchy, payroll, additional information)
- Icon to change the whole responsibilities

5- How to perform tasks:

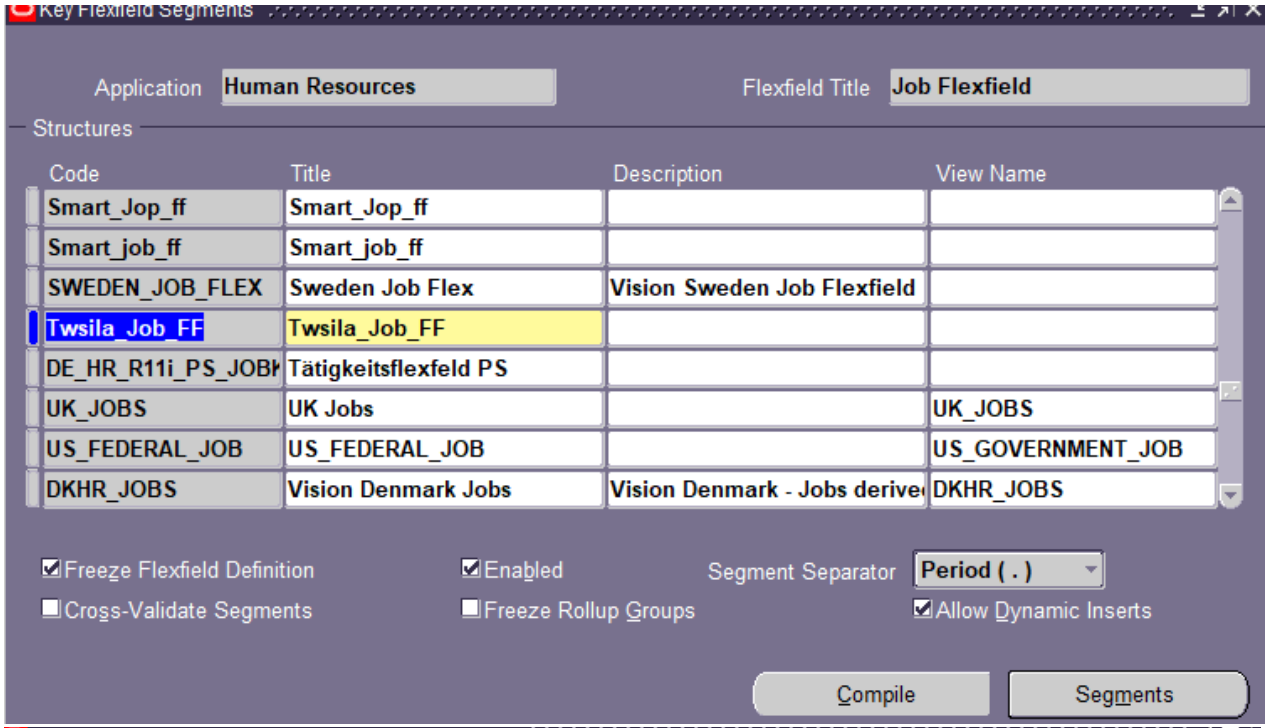
-Creating the Business Group

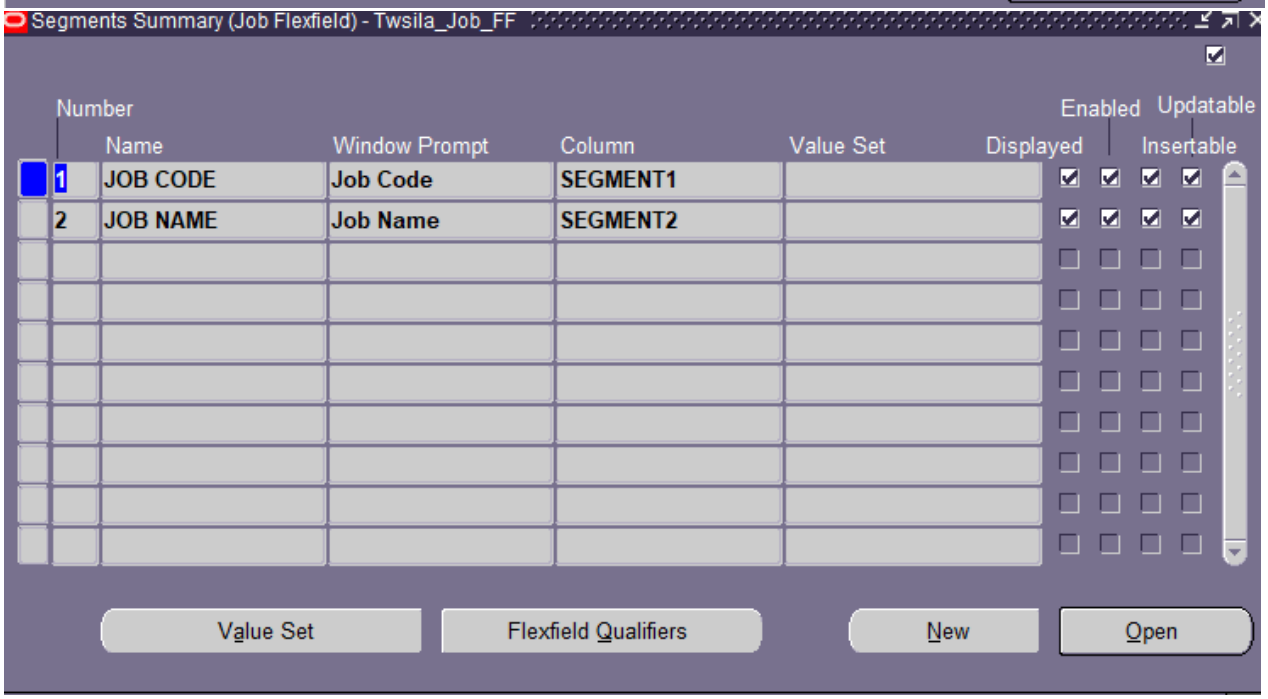
- Define Scope Clearly define the purpose and boundaries of the business group within the shipping company.
- Establish Roles Identify key roles and responsibilities within the business group, aligning with company goals.
- Allocate Resources Assign appropriate resources, including personnel, budget, and technology, to support group operations

-Create Key Flex Field

System administrator -Application-Flex Field-Key-Segment

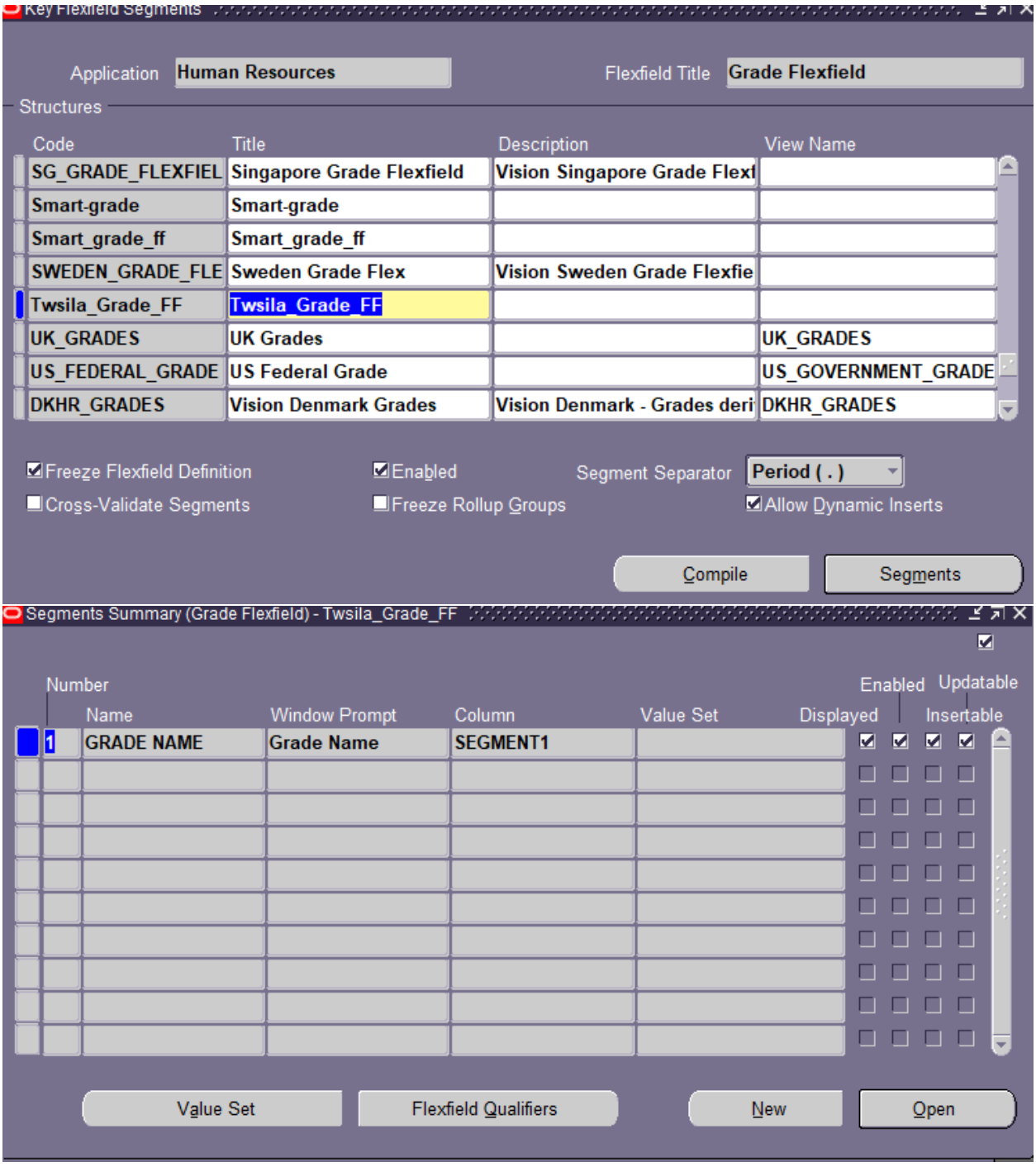
1- Human Resource Job Flex Field





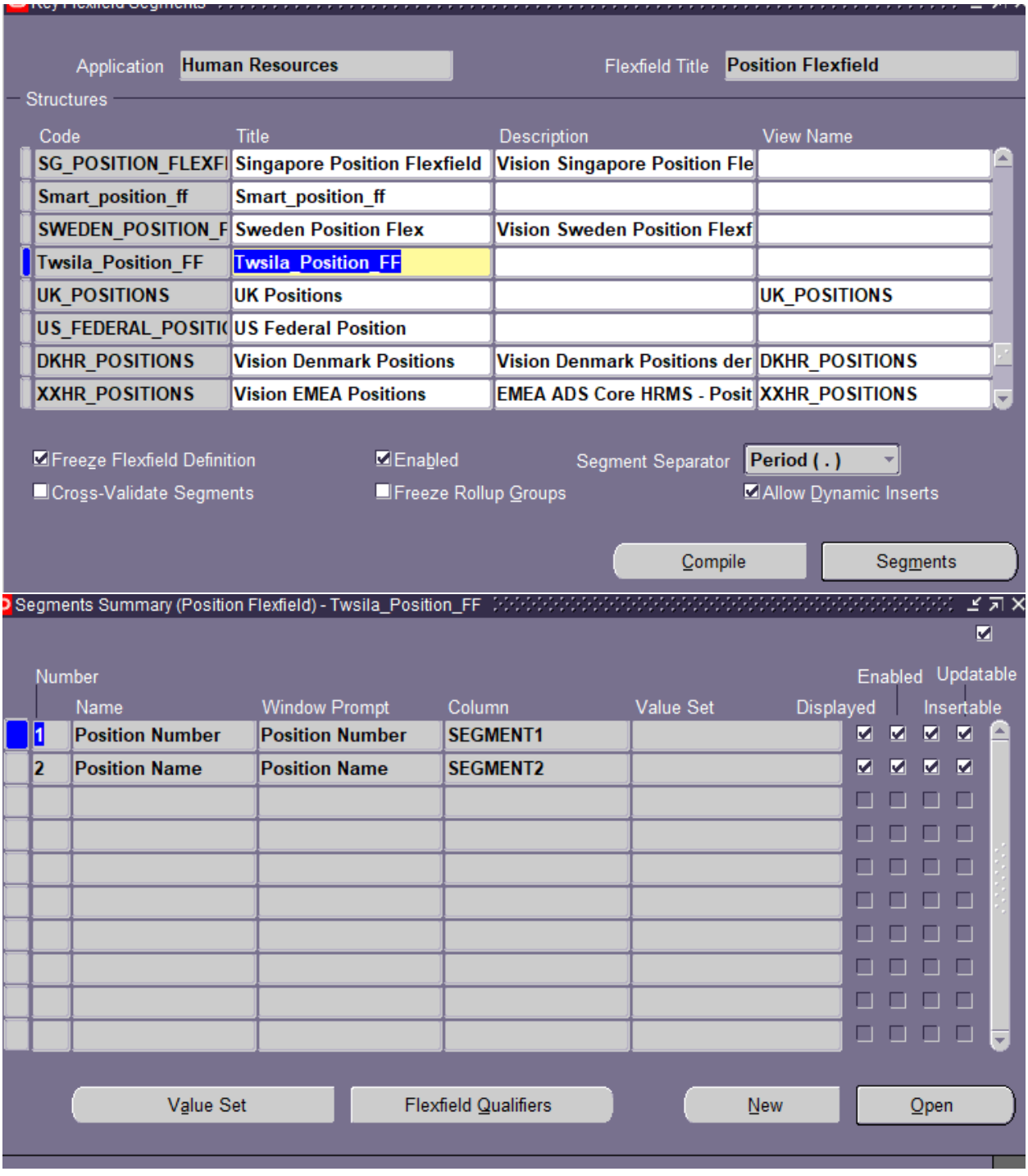
2- Human Resource Grade Flex Field

Implement a clear grade structure, assigning positions to appropriate levels based on responsibilities and experience.

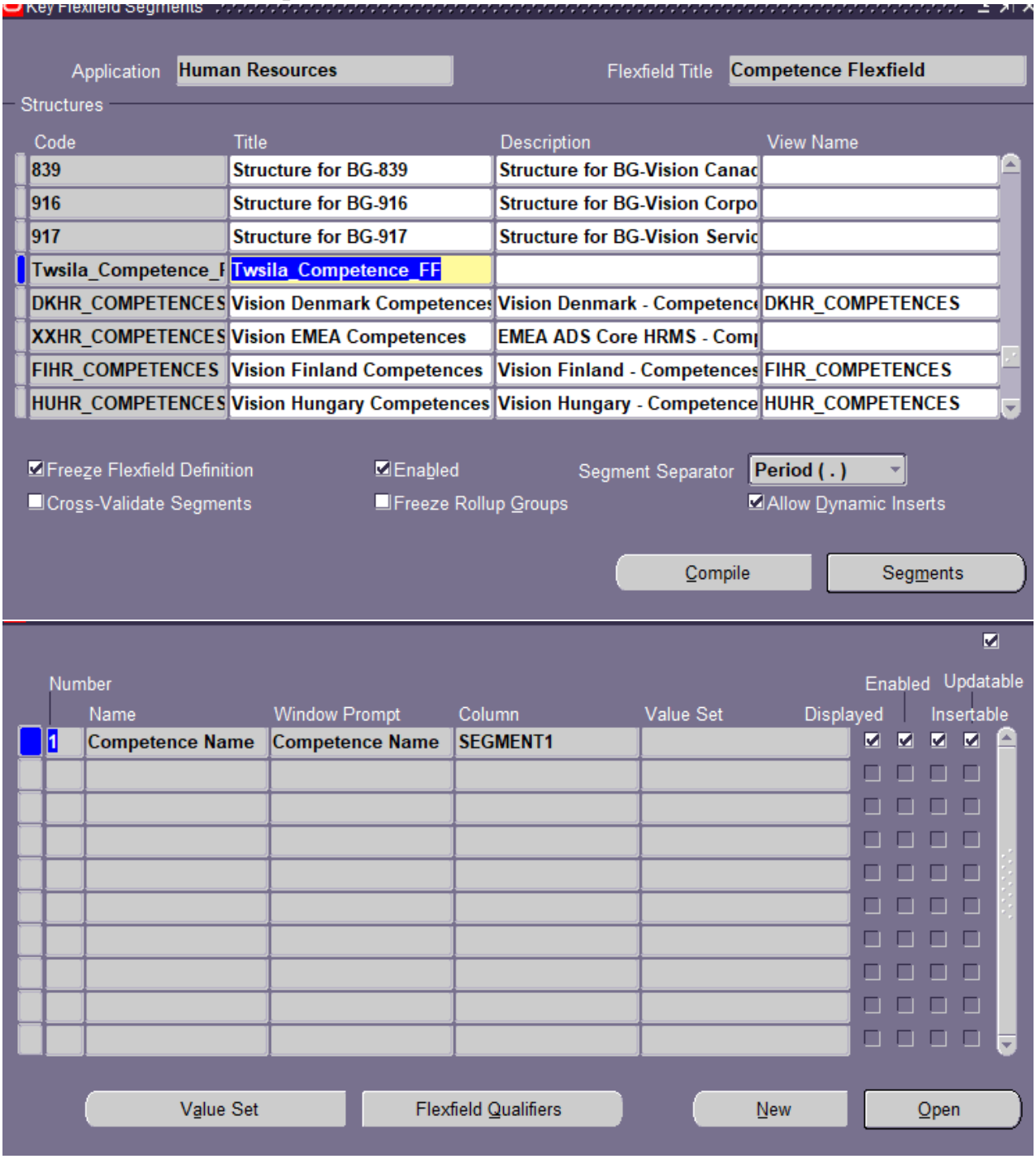


3- Human Resource Position Flex Field

Establish a comprehensive list of positions within the shipping company, ensuring all necessary roles are accounted for.

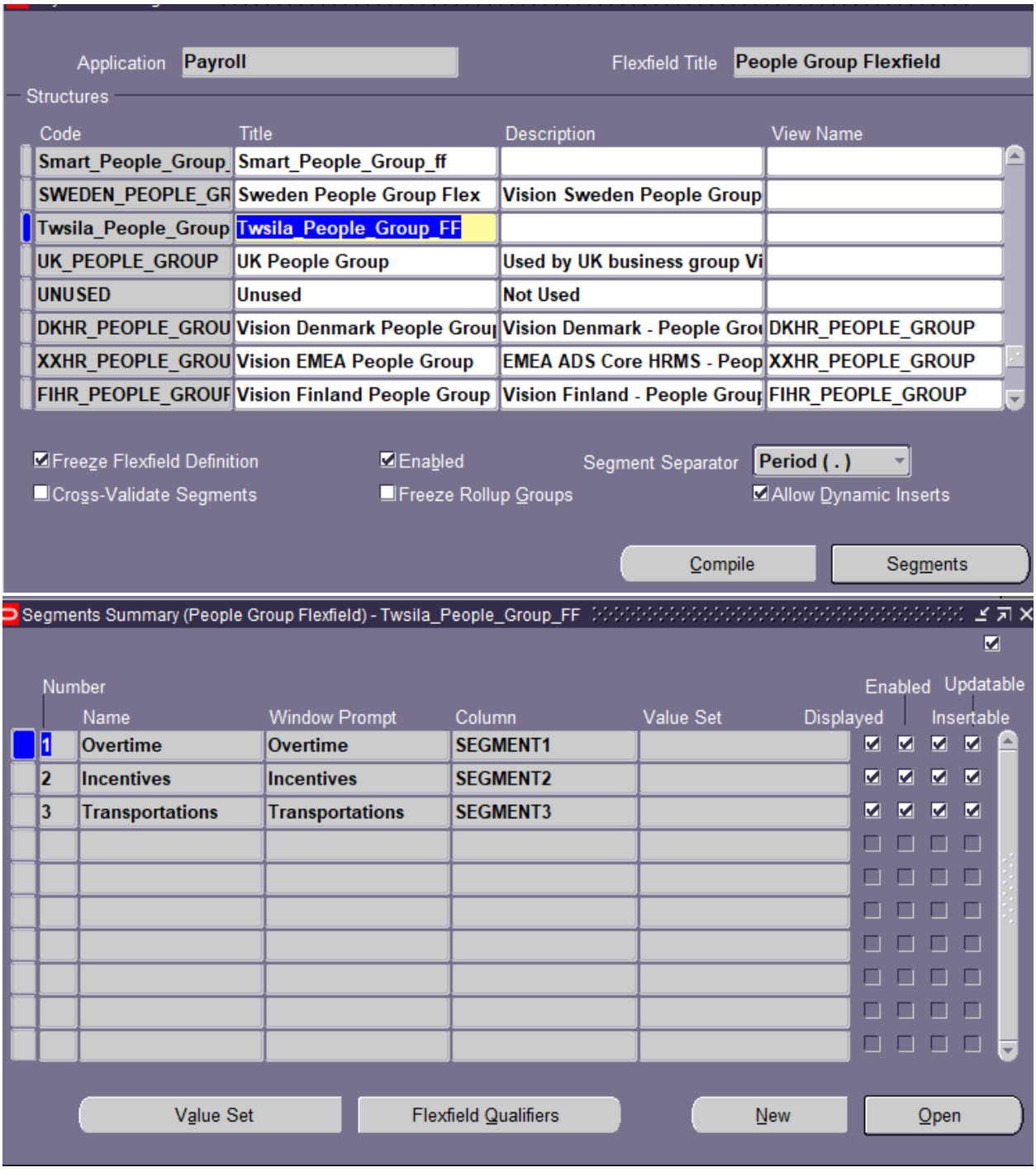


4- Human Resource Competence Flex Field

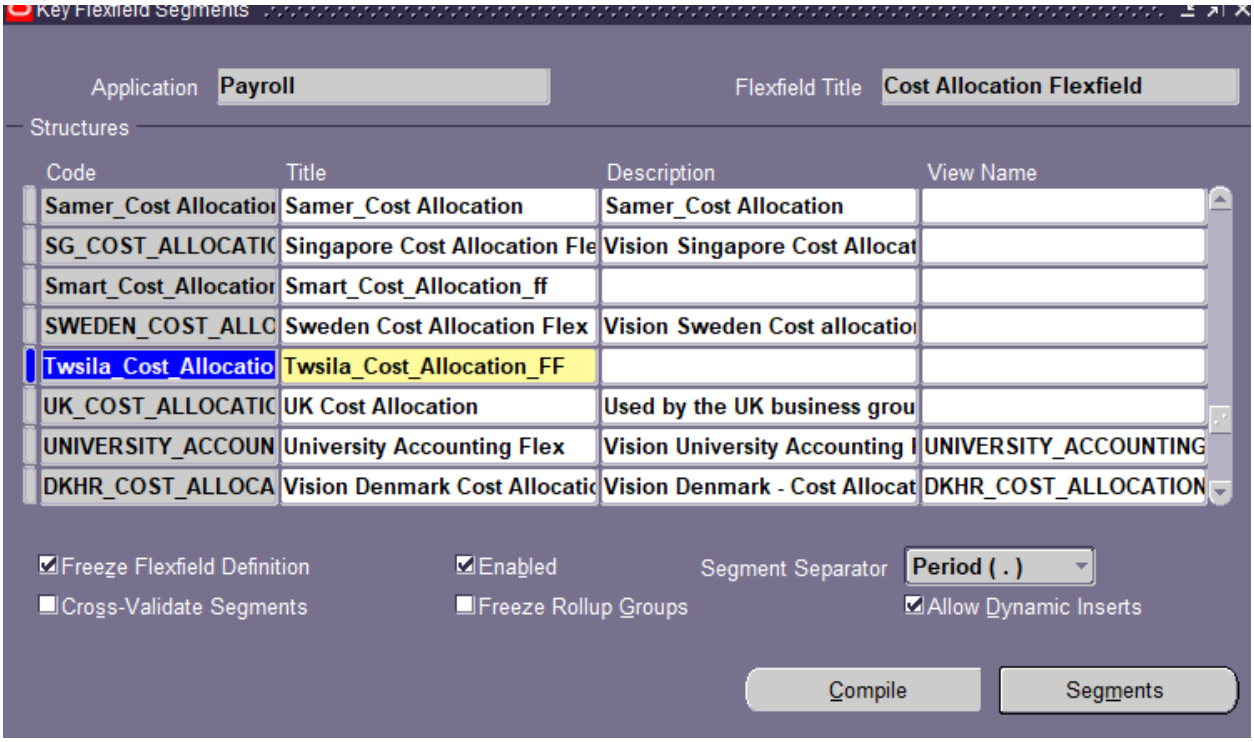


5- Payroll People Group Flex Field

Configure the payroll system to accurately calculate and distribute pay based on employee data, including taxes, benefits, and deductions.

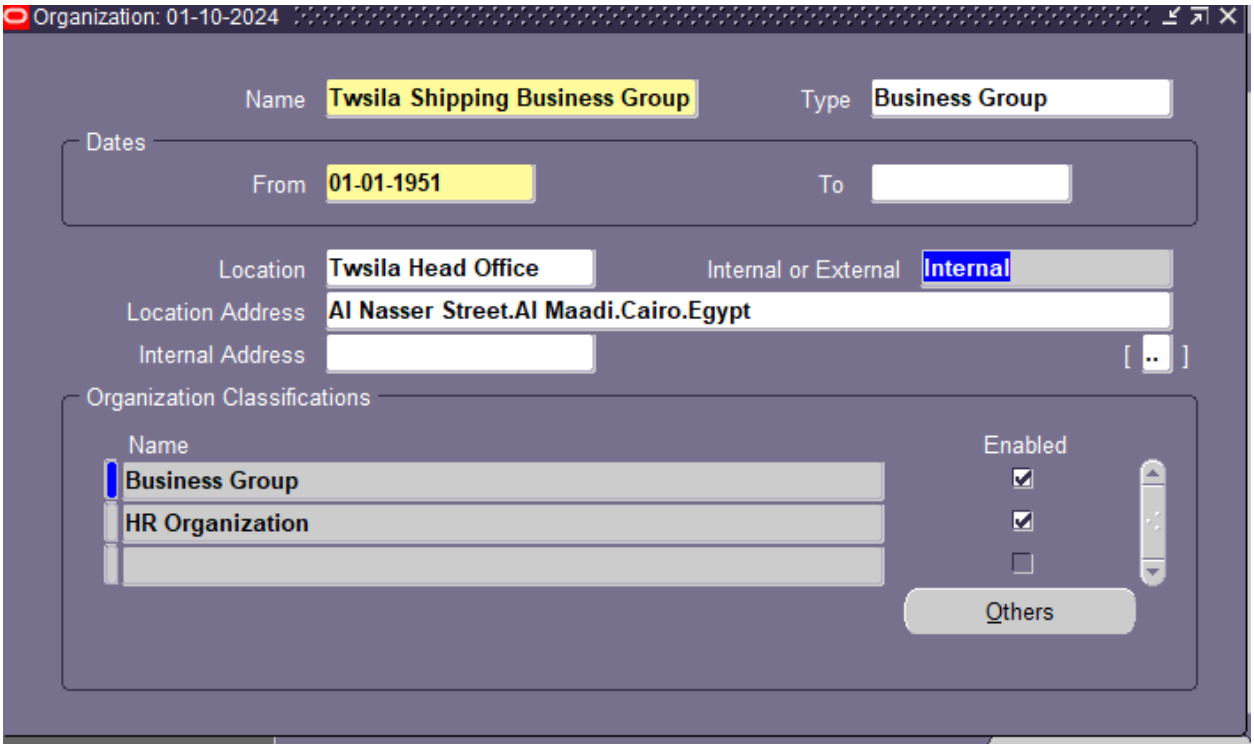


6- Payroll Cost Allocation Flex Field



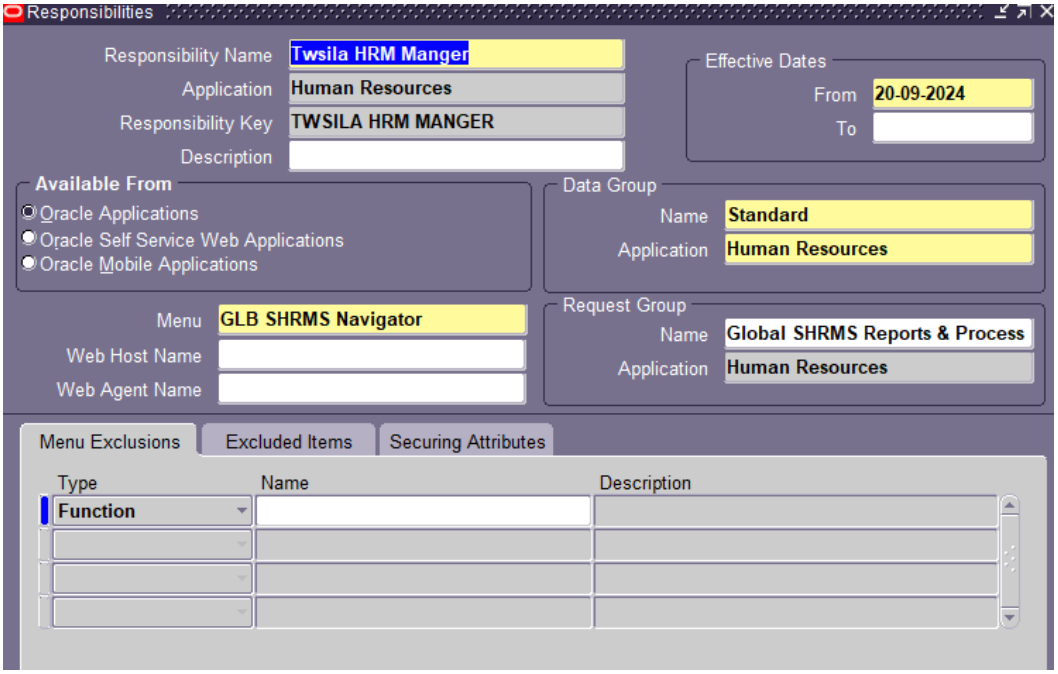
Create Business Group

work structures- organization- description



Create Security Profile

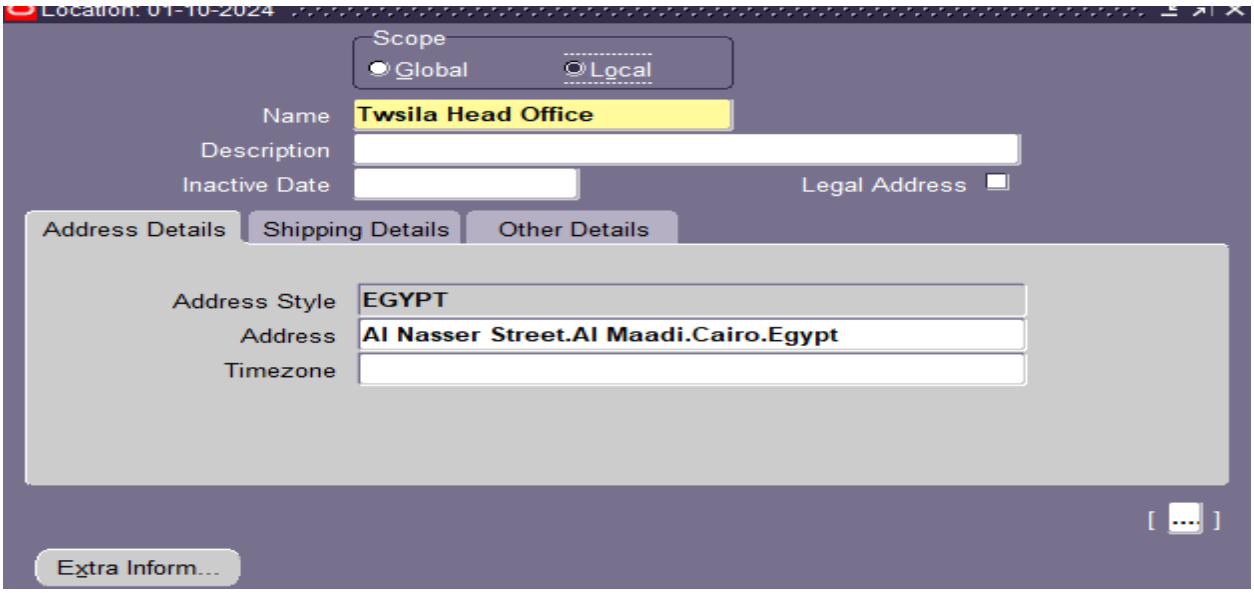
System Administrator-Security-Responsibility-Define



Create a Location

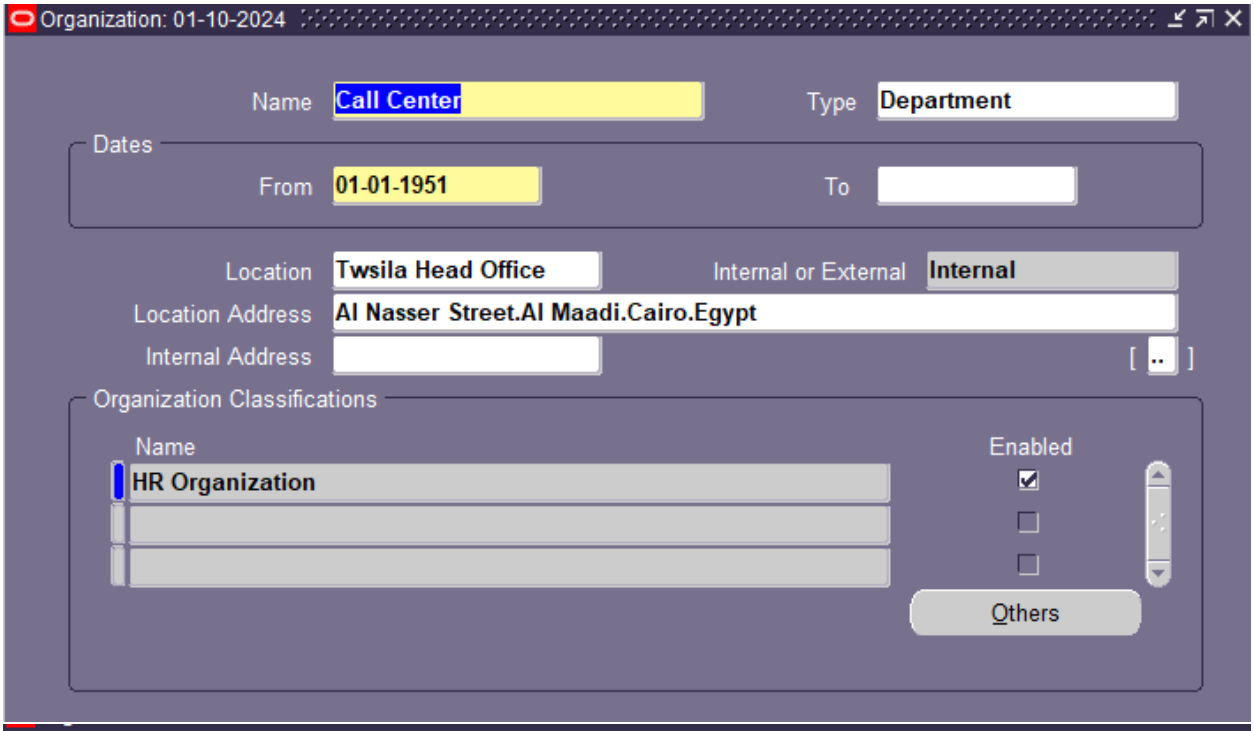
Work Structures-Location

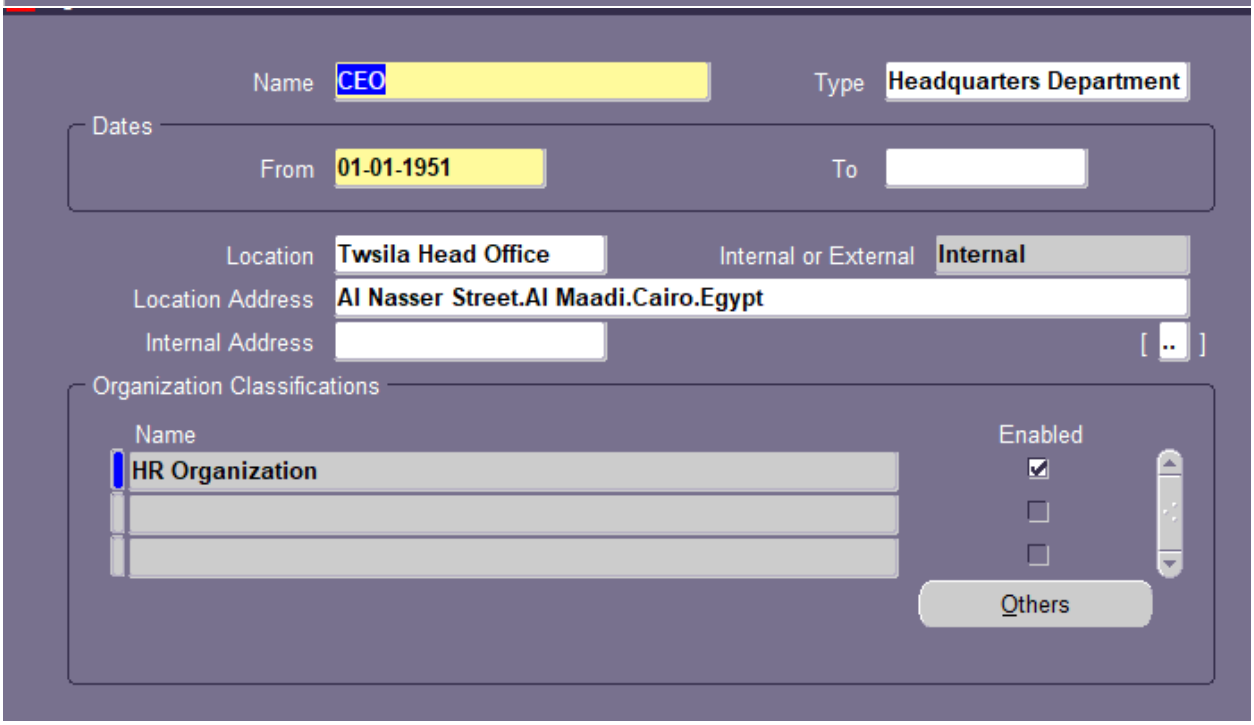
Capture accurate and comprehensive data about each location, including addresses, contact information, and any relevant geographical details.

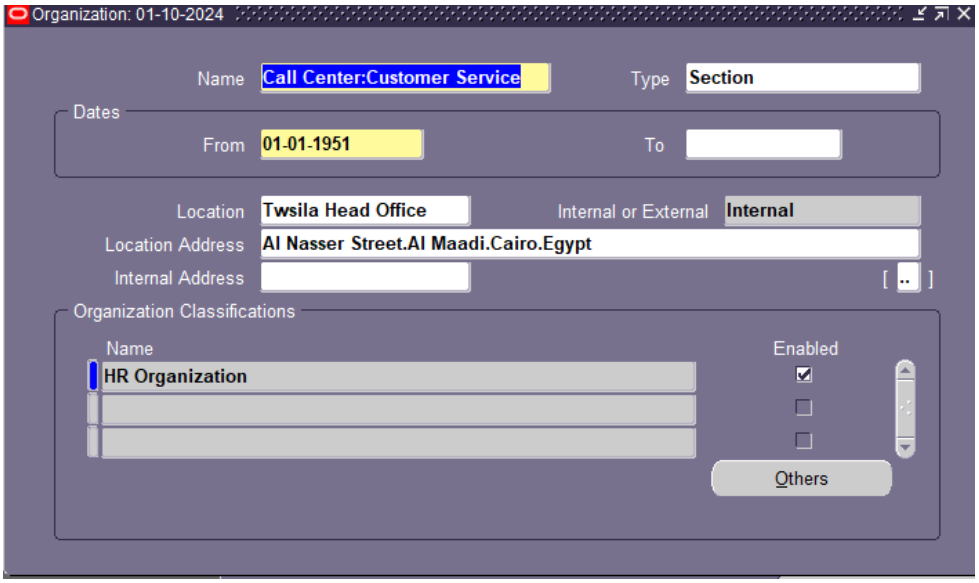


Create Departments and Sections

Work Structure-Organization-Description



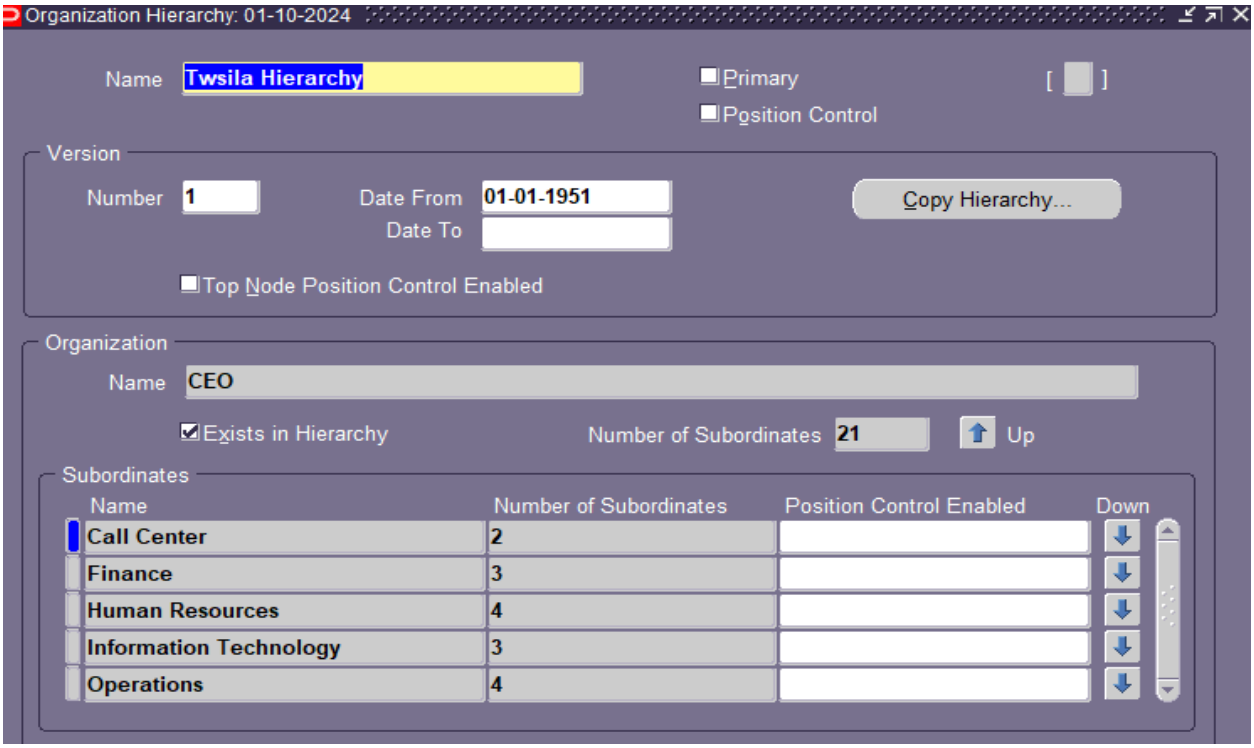


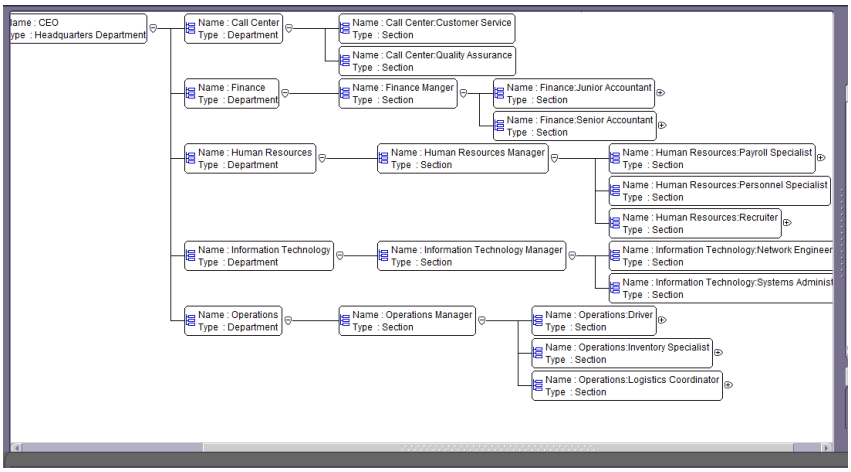


Create Hierarchy

-Work Structure-Organization-Hierarchy

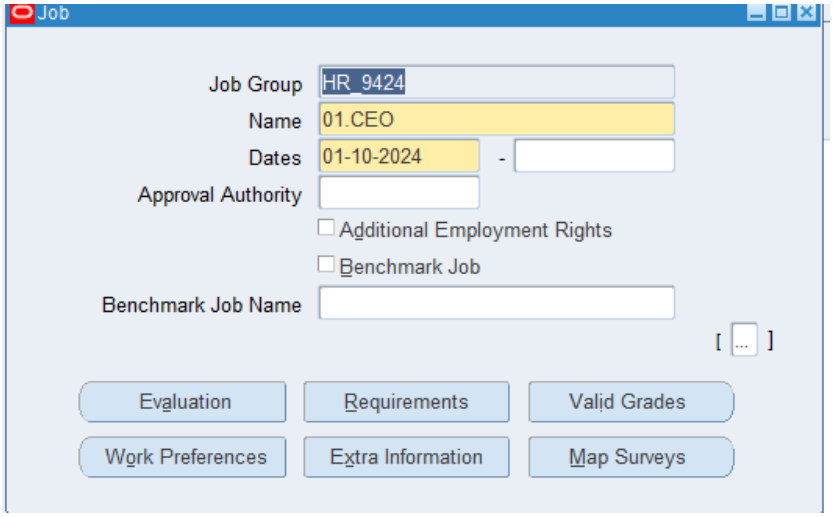
The Twasila Company organizational chart represents the company's structure and its key departments. It is a hierarchical chart that depicts the flow of authority from the CEO down to the various departments and their respective roles. This chart provides a clear visual overview of the company's structure and its different roles and responsibilities

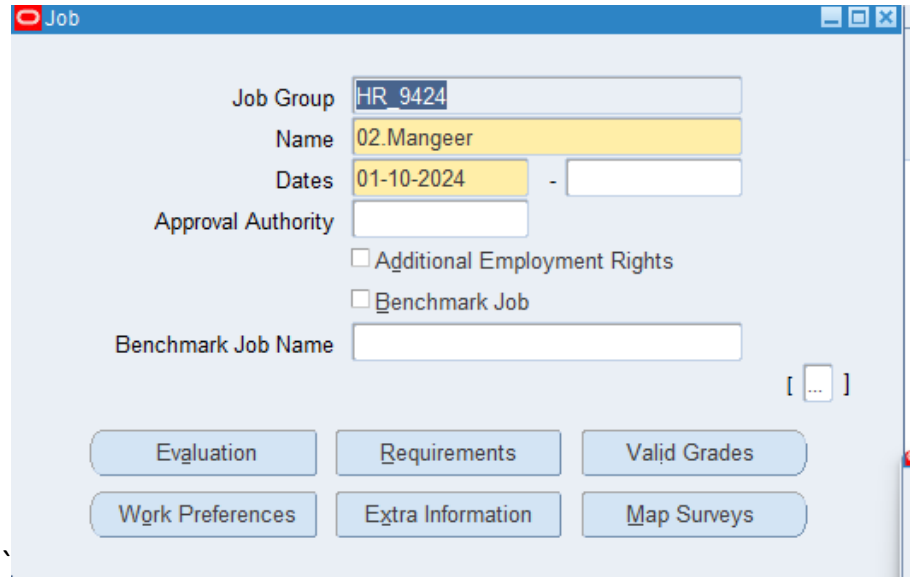




Create jobs

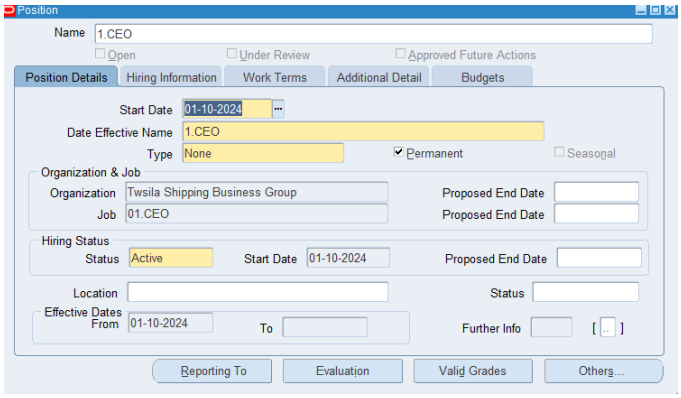
Work structure-job-description

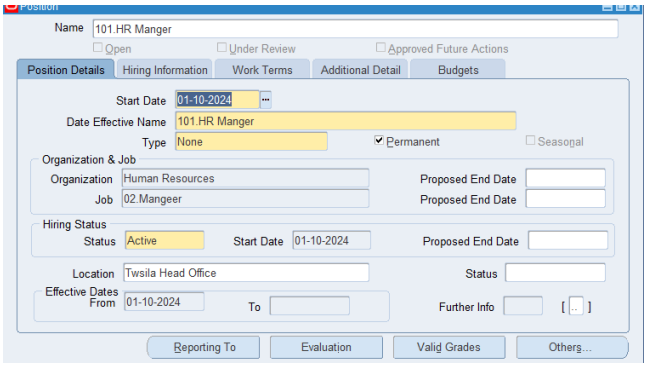




create positions

Work strucure-positions-description





Create grades

Work structure-grades-description

Implement a clear grade structure, assigning positions to appropriate levels based on responsibilities and experience

Grades

Sequence — Date

Number	Name	Short Name	From	To	[ ]	Further Information
1	Supportive1		01-10-2024			
2	Supportive2		01-10-2024			
3	Supportive3		01-10-2024			
4	Supportive4		01-10-2024			
5	Professional1		01-10-2024			
6	Professional2		01-10-2024			
7	Professional3		01-10-2024			
8	Professional4		01-10-2024			
9	Mangment1		01-10-2024			
10	Mangment2		01-10-2024			

-**Preparing the company's functional structure**

including the different departments and job grades.

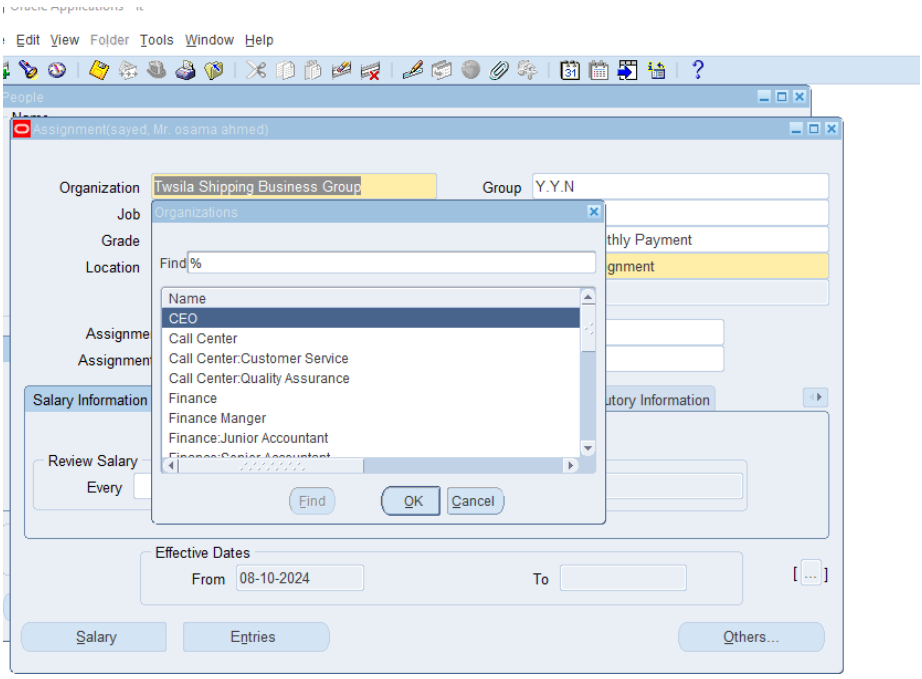
Twasila company org. Chart:

- **CEO**

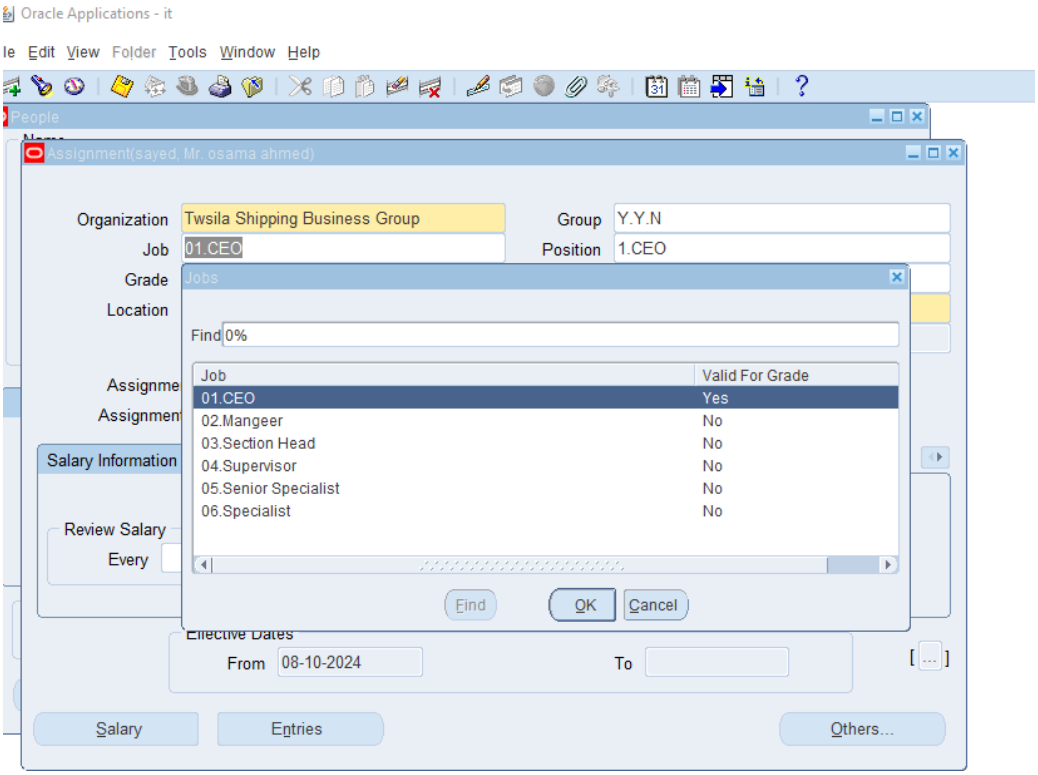
Functional Departments

- **Finance**
  - Finance Manager
    - 1 senior Accountant
    - 2 junior accountant
- **Human Resources (HR)**
  - HR Manager
    - Recruiter
    - Payroll Specialist
    - Personnel specialist
- **Information Technology (IT)**
  - IT Manager
    - Systems Administrator
    - Network Engineer
- **Operations**
  - Operations Manager
    - Logistics Coordinator
    - Inventory Specialist
    - Drivers (5)
- **Call Center**
  - Customer Service (2)
  - Quality Assurance

-Coordination with business group the **establishment of the sections specified in the program**

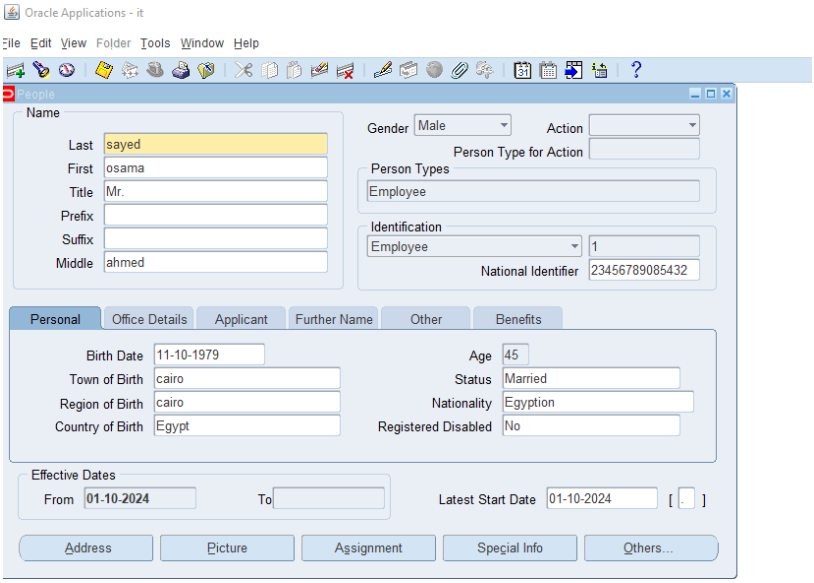


-Coordination with the business group **to create various jobs**

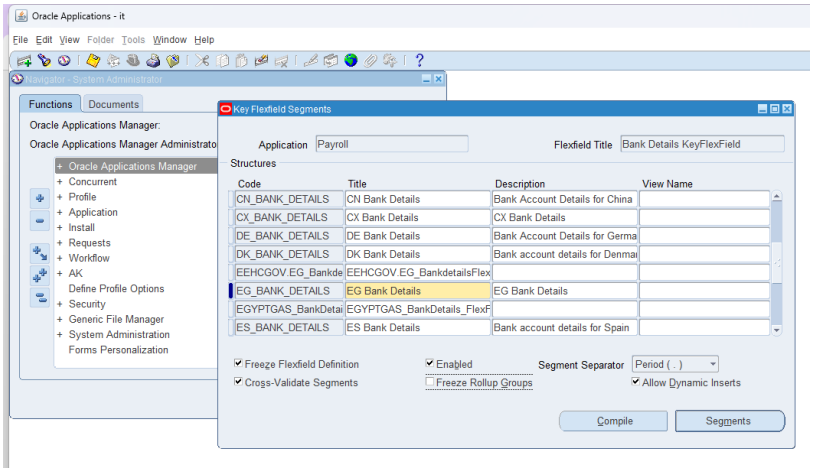


-Enter employee data

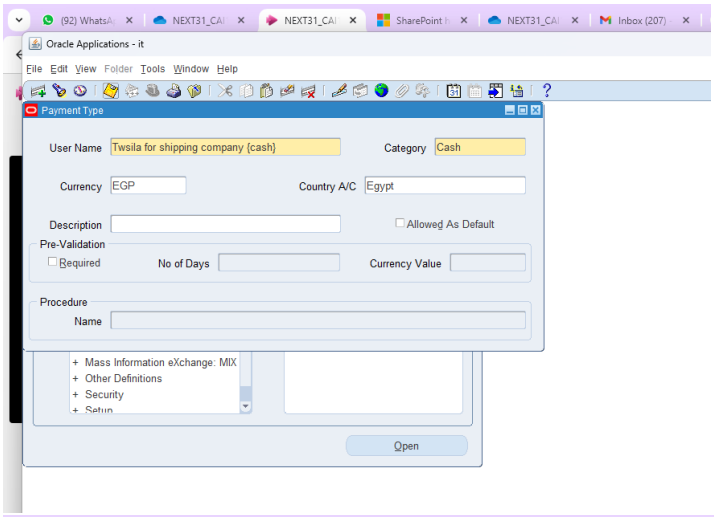
Import employee data into the Oracle payroll system, ensuring accurate information about each employee, including their personal details, job title, and salary.

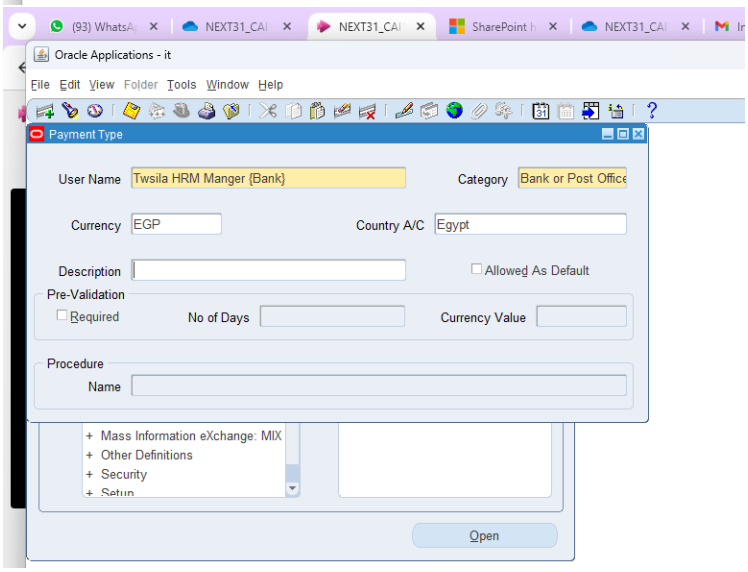


- **Create payment type**

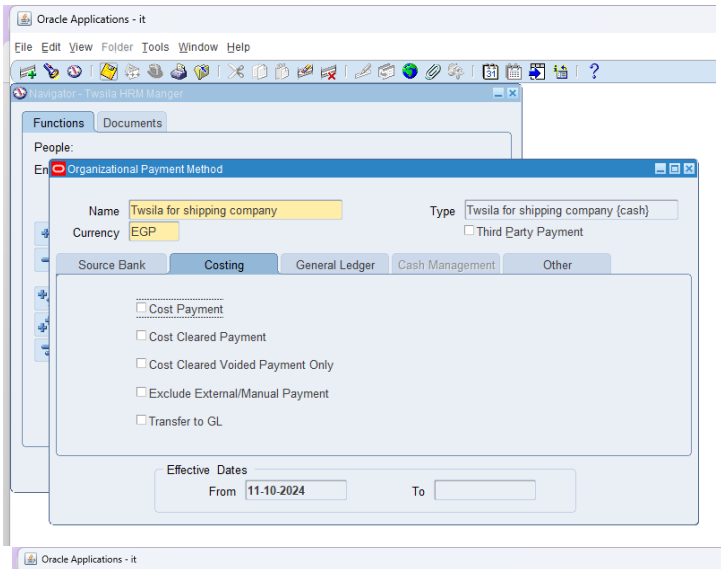


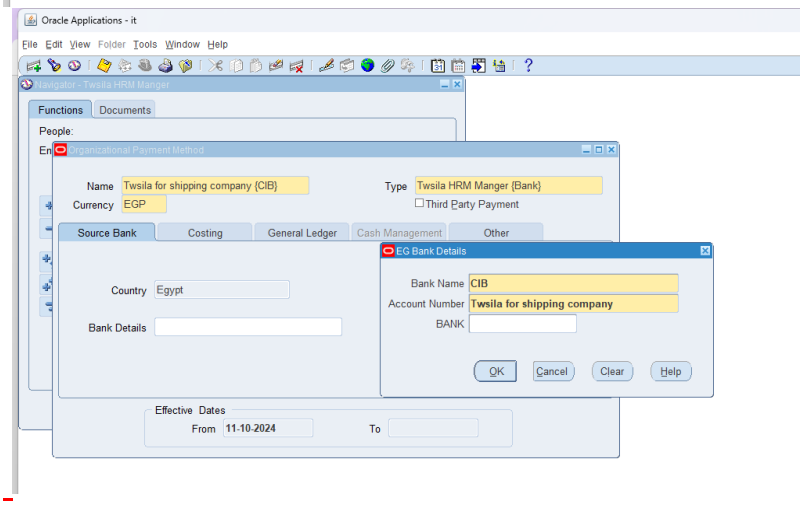
- **Enter payment type data**



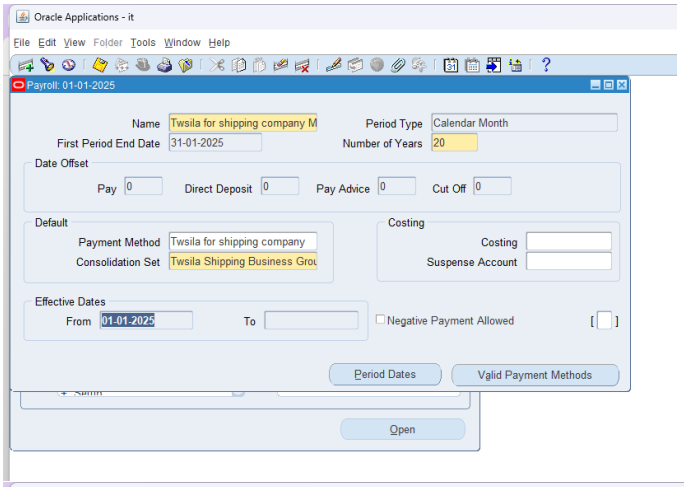


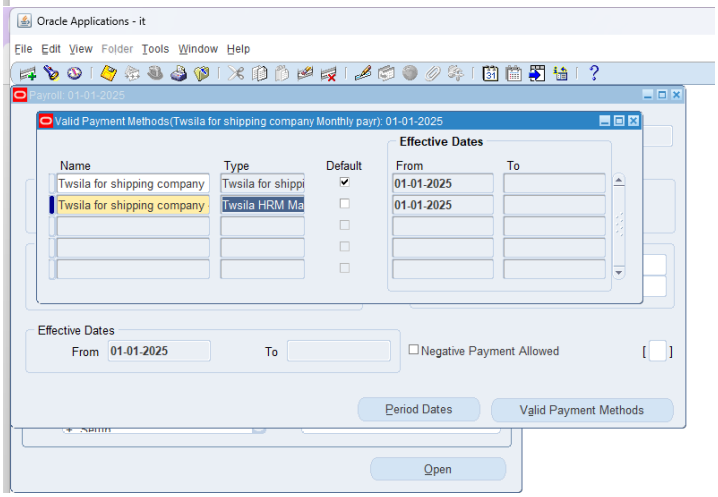
- **Create payment method**





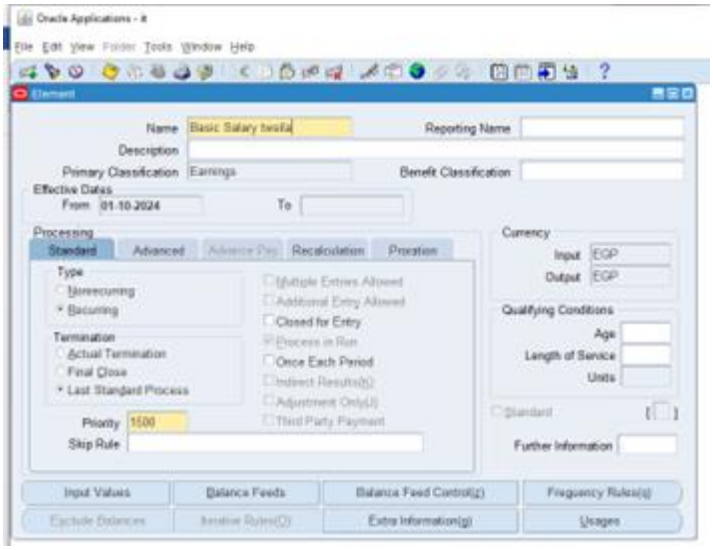
- **Apply the payment for the payroll we already inserted**

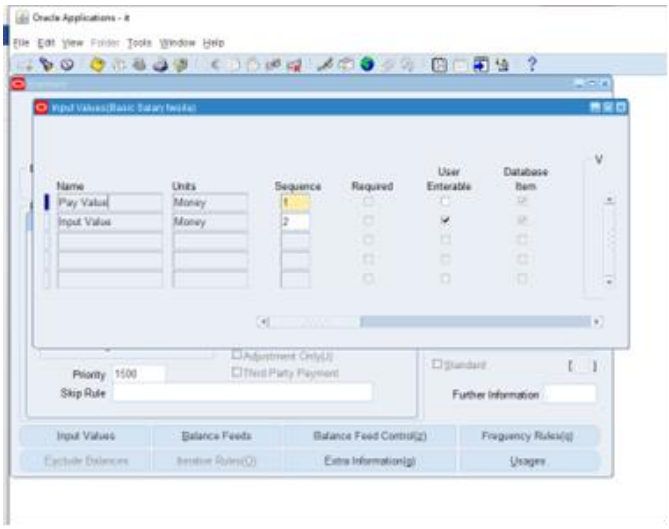


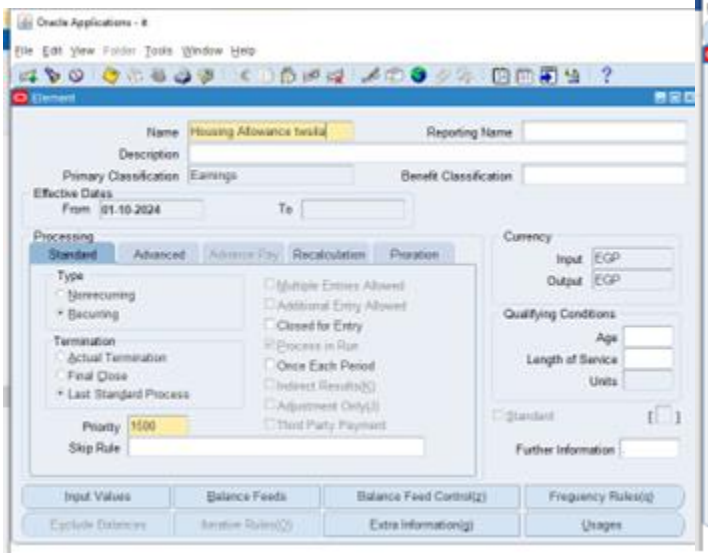


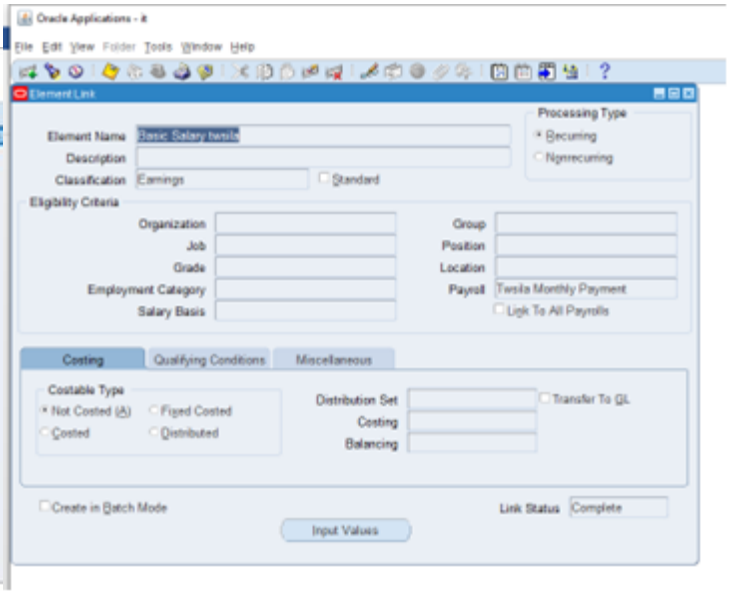
Define element:

-Basic salary element

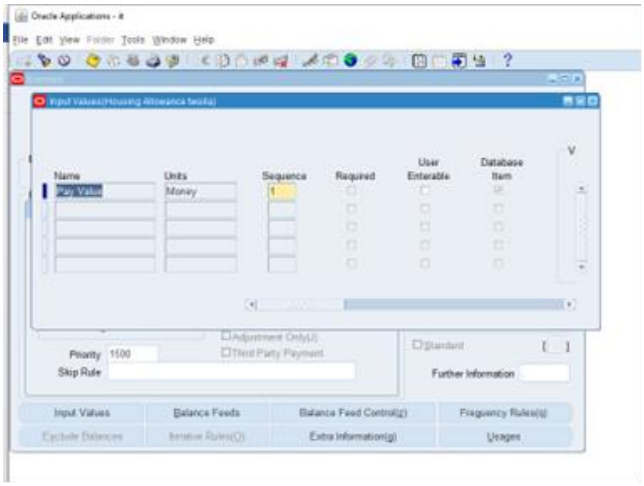


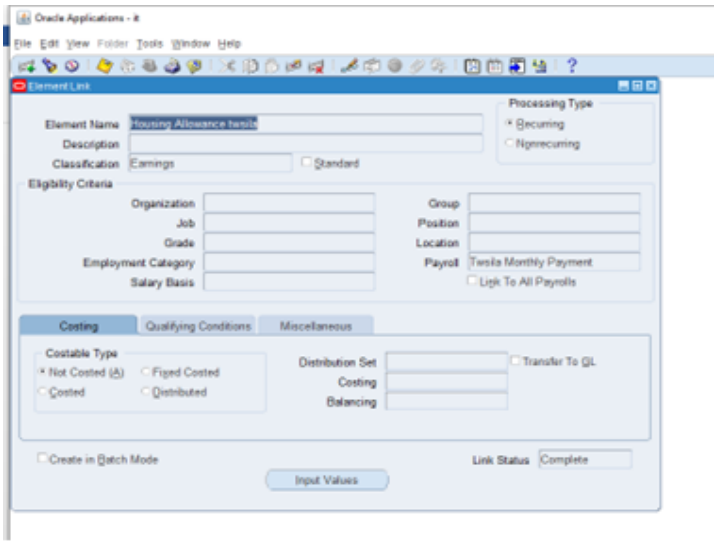




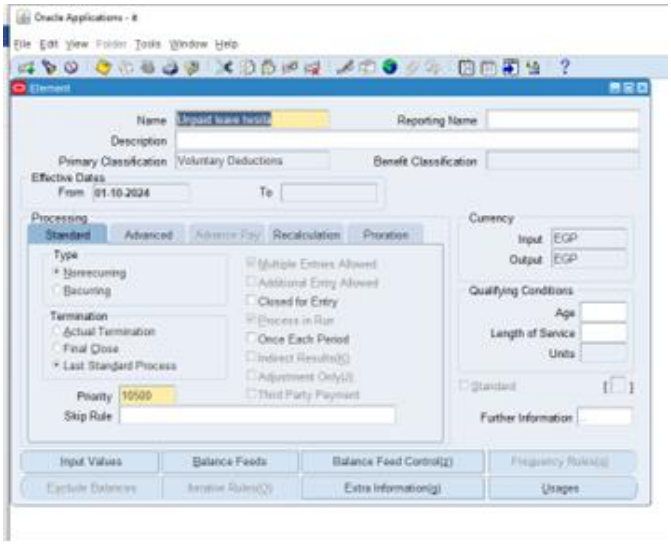


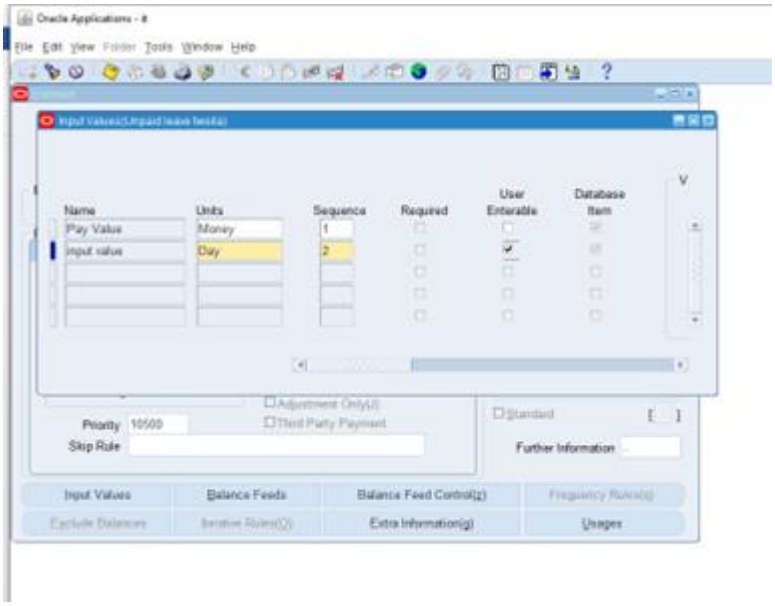
-Housing allowance element

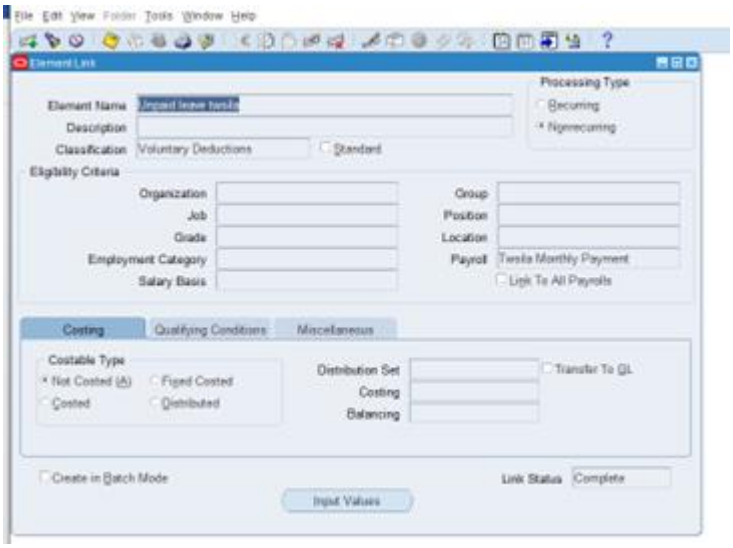




-Unpaid leave element







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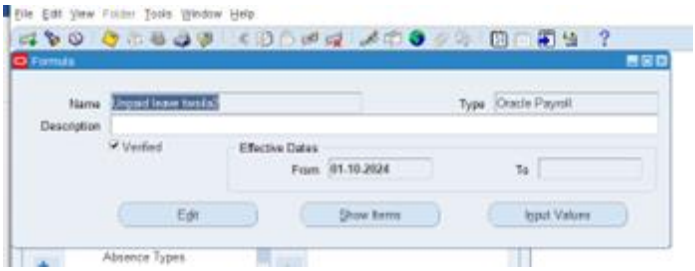
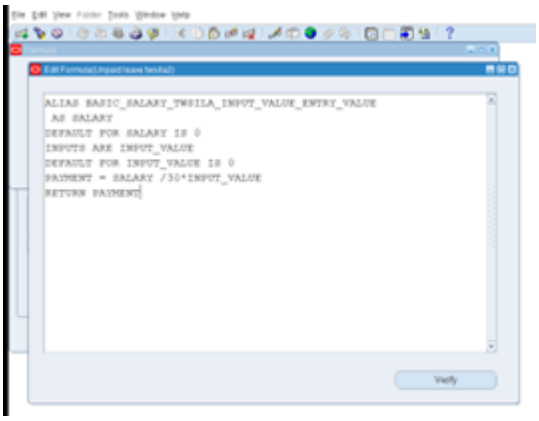
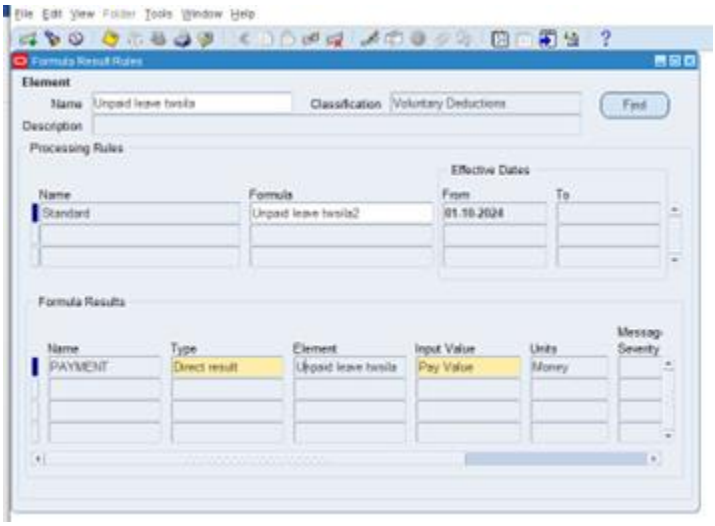
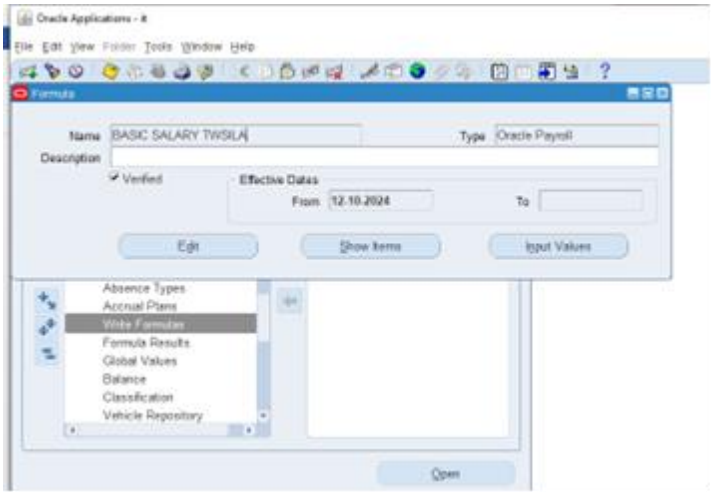
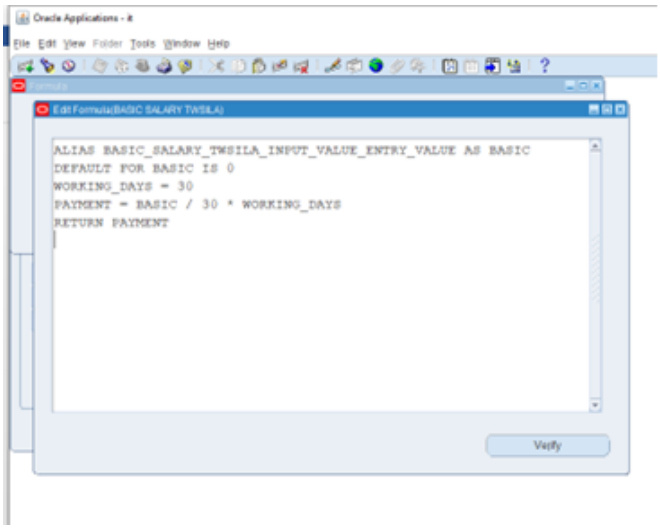


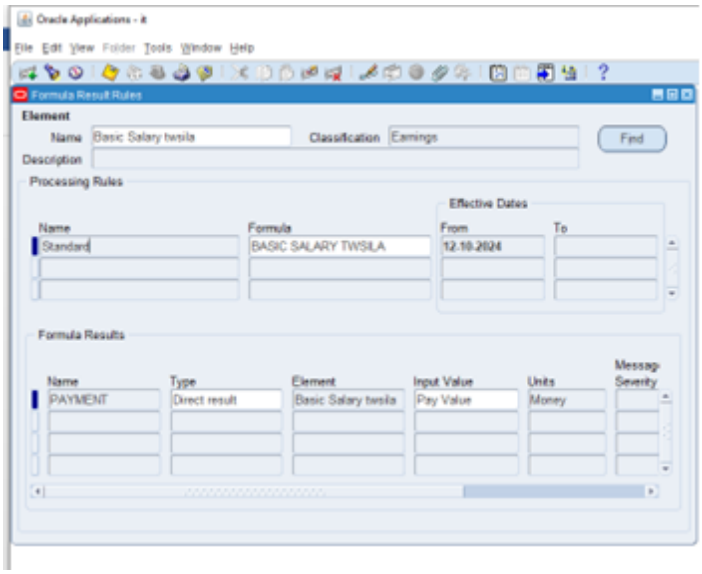




basic salary






Oracle Applications - it
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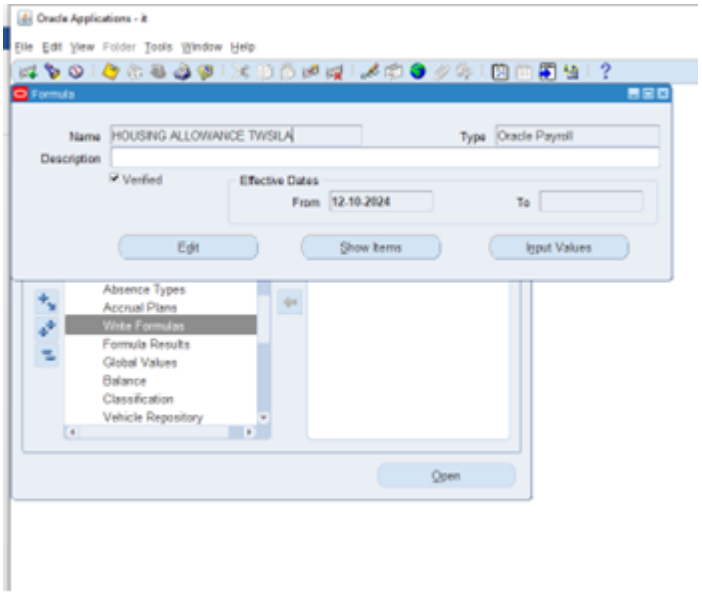
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Formula Results
Global Values
Balance
Classification
Vehicle Repository
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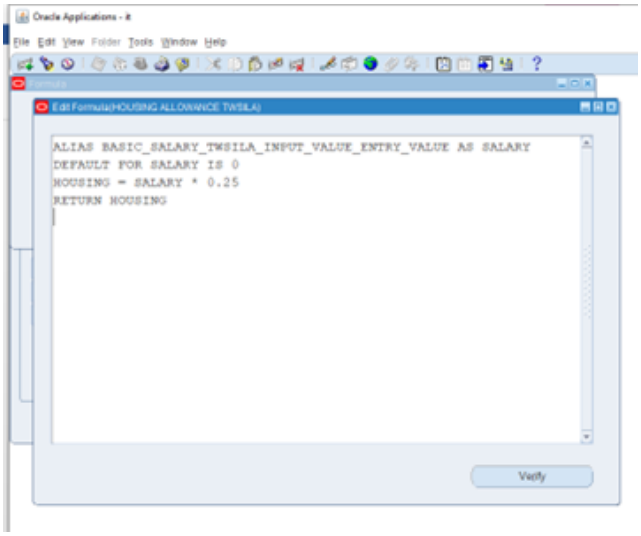
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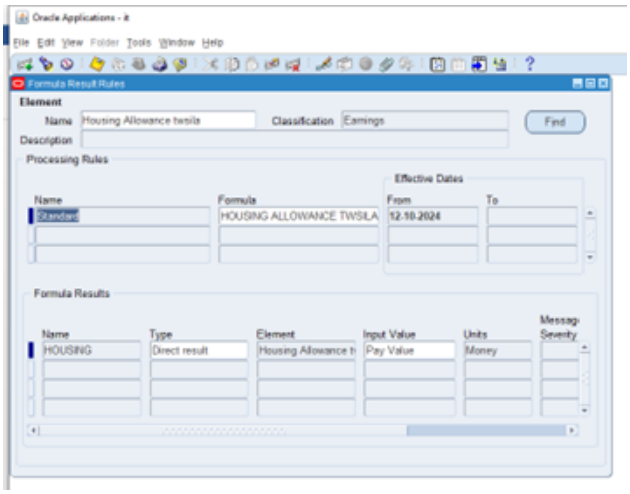
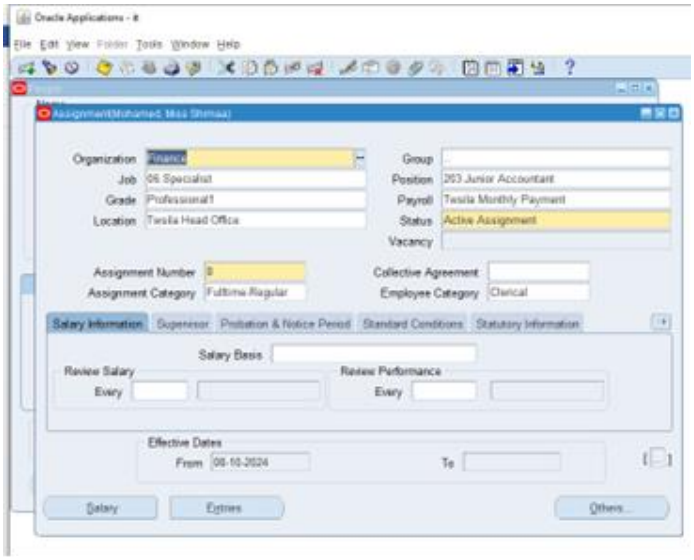
Edit Formula(HOUSING ALLOWANCE TWSILA)
ALIAS BASIC_SALARY_TWSILA_INPUT_VALUE_ENTRY_VALUE AS SALARY
DEFAULT FOR SALARY IS 0
HOUSING = SALARY * 0.25
RETURN HOUSING
Verify

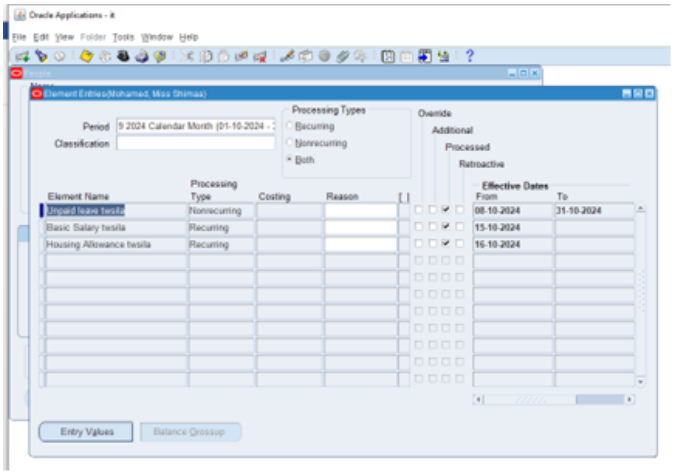


Using payroll

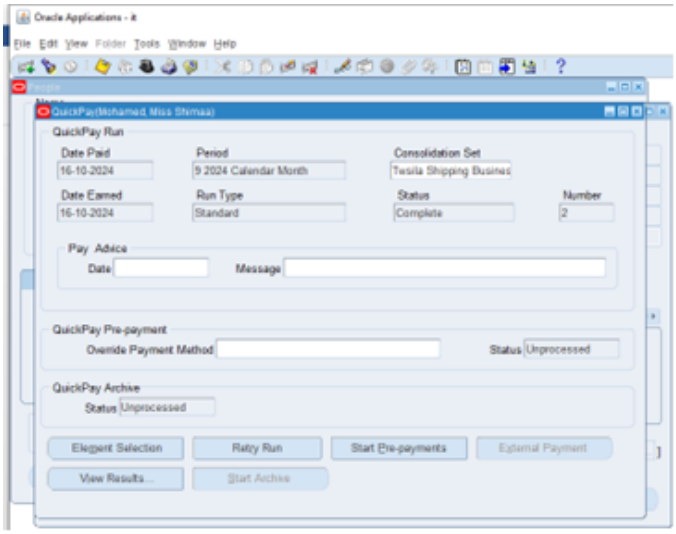
Assigning payroll to employee

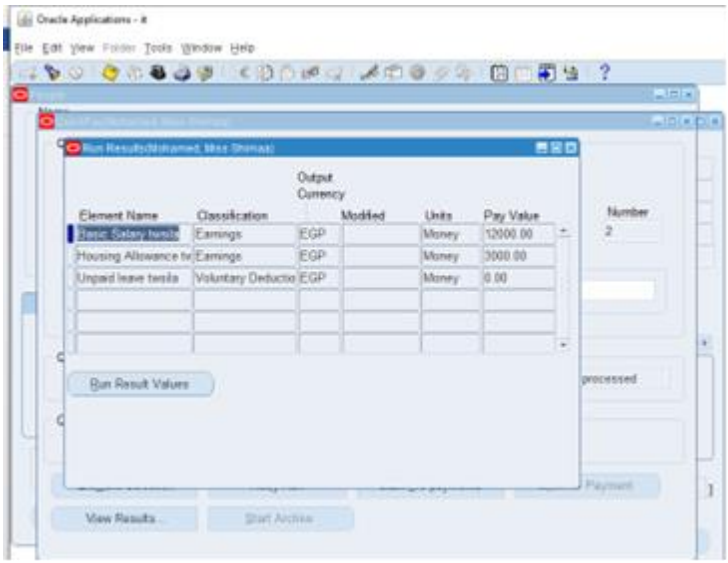


Element entries

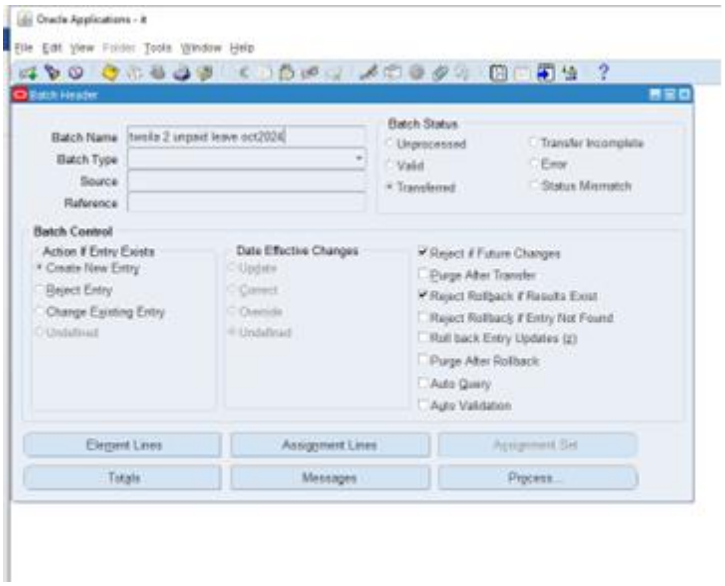


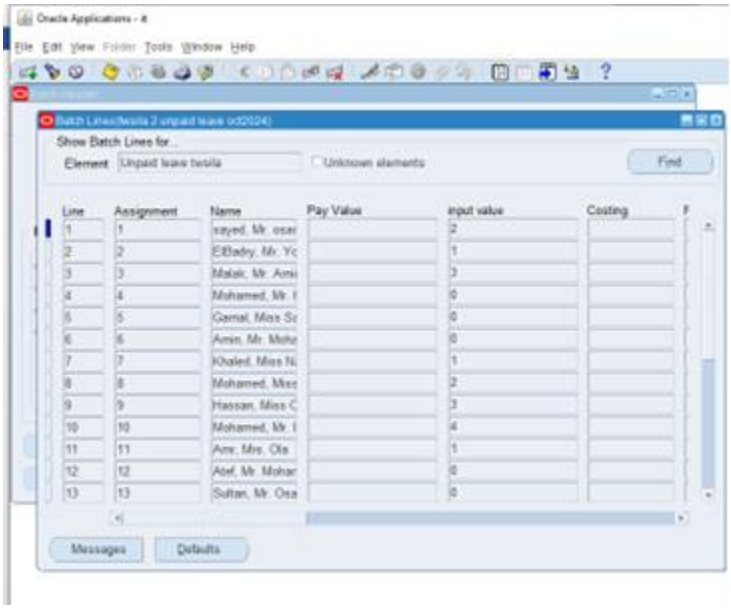
Quick pay:

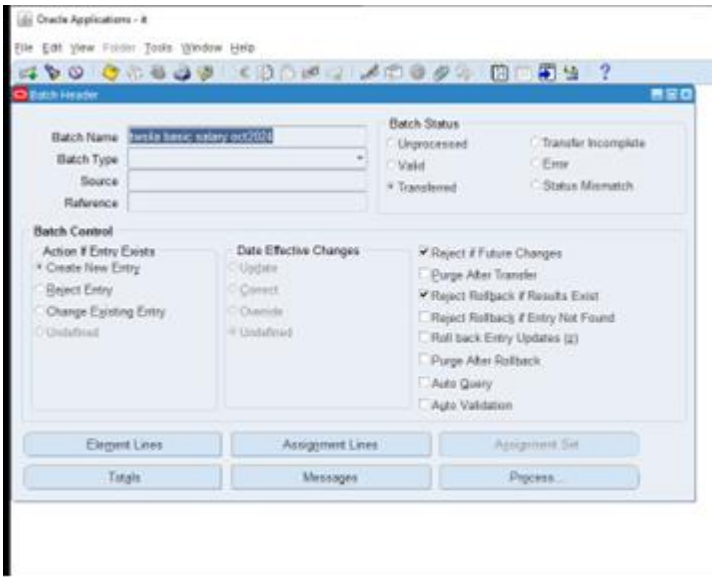


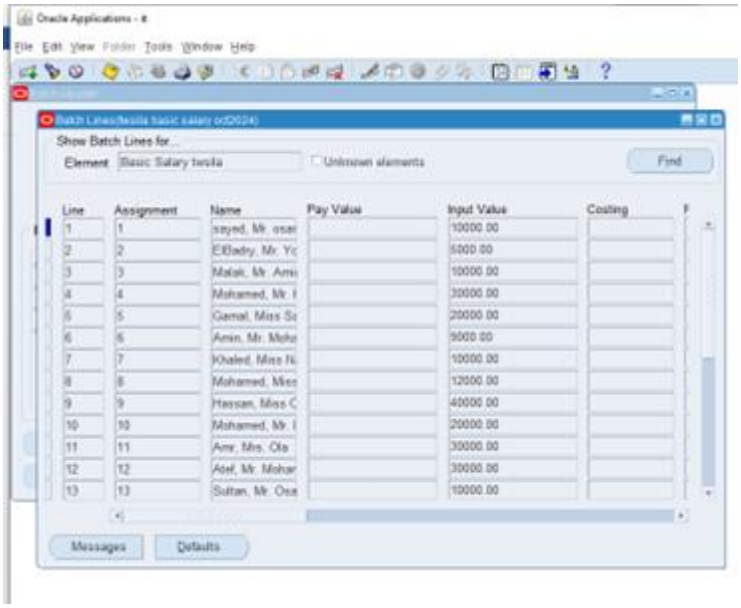


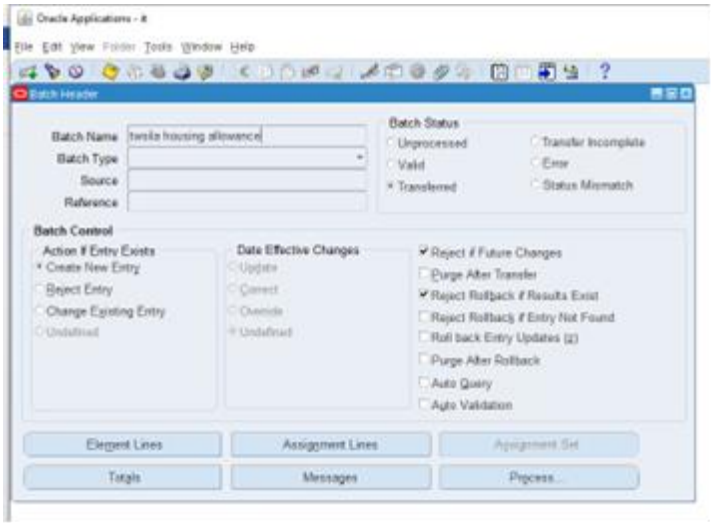
Payroll run

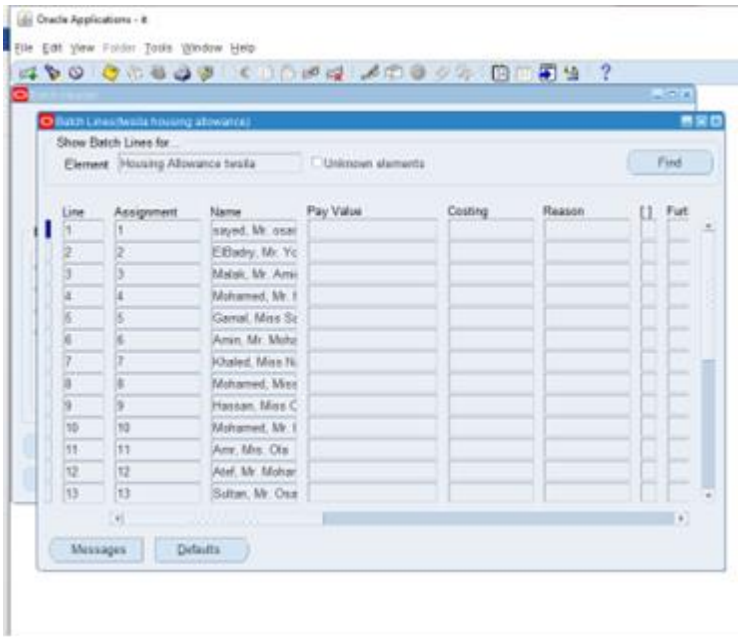

Oracle Applications - it
File Edit View Folder Tools Window Help
Batch Header
Batch Name twsila 2 unpaid leave oct2024
Batch Type
Source
Reference
Batch Status
Unprocessed
Valid
Transferred
Transfer Incomplete
Error
Status Mismatch
Batch Control
Action if Entry Exists
Create New Entry
Reject Entry
Change Existing Entry
Undefined
Date Effective Changes
Update
Correct
Override
Undefined
Reject if Future Changes
Purge After Transfer
Reject Rollback if Results Exist
Reject Rollback if Entry Not Found
Roll back Entry Updates (Z)
Purge After Rollback
Auto Query
Auto Validation
Element Lines
Assignment Lines
Assignment Set
Totals
Messages
Process...


Oracle Applications - it
File Edit View Folder Tools Window Help
Batch Lines:twsila 2 unpaid leave oct2024
Show Batch Lines for...
Element Unpaid leave twsila
Unknown elements
Find
Line
Assignment
Name
Pay Value
input value
Costing
Messages
Defaults

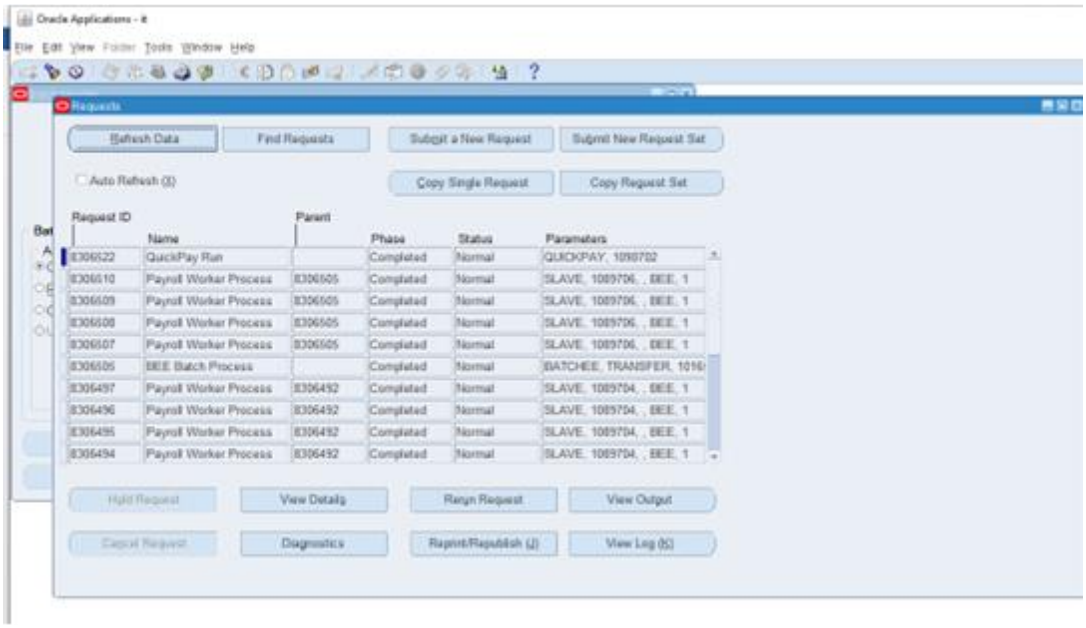

Oracle Applications - it
File Edit View Folder Tools Window Help
Batch Header
Batch Name twsla basic salary oct2024
Batch Type
Source
Reference
Batch Status
Unprocessed
Valid
Transferred
Transfer Incomplete
Error
Status Mismatch
Batch Control
Action if Entry Exists
Create New Entry
Reject Entry
Change Existing Entry
Undefined
Date Effective Changes
Update
Correct
Override
Undefined
Reject if Future Changes
Purge After Transfer
Reject Rollback if Results Exist
Reject Rollback if Entry Not Found
Roll back Entry Updates
Purge After Rollback
Auto Query
Auto Validation
Element Lines
Assignment Lines
Assignment Set
Totals
Messages
Process...


Oracle Applications - it
File Edit View Folder Tools Window Help
Batch Lines(twsla basic salary oct2024)
Show Batch Lines for...
Element Basic Salary twsla
Unknown elements
Find
Line
Assignment
Name
Pay Value
Input Value
Costing
1 1 sayed, Mr. osai 10000.00
2 2 ElBadry, Mr. Yo 5000.00
3 3 Malak, Mr. Ami 10000.00
4 4 Mohamed, Mr. I 30000.00
5 5 Gamal, Miss Sa 20000.00
6 6 Amin, Mr. Moha 9000.00
7 7 Khaled, Miss Ni 10000.00
8 8 Mohamed, Miss 12000.00
9 9 Hassan, Miss C 40000.00
10 10 Mohamed, Mr. I 20000.00
11 11 Amr, Mrs. Ola 30000.00
12 12 Aref, Mr. Mohar 30000.00
13 13 Sultan, Mr. Osa 10000.00
Messages
Defaults


Oracle Applications - it
File Edit View Folder Tools Window Help
Batch Header
Batch Name twsla housing allowance
Batch Type
Source
Reference
Batch Status
Unprocessed
Valid
Transferred
Transfer Incomplete
Error
Status Mismatch
Batch Control
Action if Entry Exists
Create New Entry
Reject Entry
Change Existing Entry
Undefined
Date Effective Changes
Update
Correct
Override
Undefined
Reject if Future Changes
Purge After Transfer
Reject Rollback if Results Exist
Reject Rollback if Entry Not Found
Roll back Entry Updates
Purge After Rollback
Auto Query
Auto Validation
Element Lines
Assignment Lines
Assignment Set
Totals
Messages
Process...



Payroll Results



6- Troubleshooting:

Issue: Oracle is not opening, responding

Solution: contact the IT for checking the system software

Issue: wrong with responsibilities access

Solution: contact the administrator

7-FAQ:

-How to change personal password?

From account setting right in the system

-How to change the whole responsibilities?

By contacting the administrator

8- Contact support:

Through WhatsApp group: NEXT31 _CAI1_ERP3_M2d

IT: mobile :1113040404 whatsapp:1113040404

Email: OracleHCM@nexteg1.onmicrosoft.com

Teammates responsibilities :

Work structure:

Yara Khaled Fawzy & Omnya Hassan Mohamed

Payroll:

Hager Samir Ahmed & Katreen Ashraf Nady

Presentation & documentation:

Hasnaa Abdelghany Ali & Amira Tarek Ibrahim