

# Digital Transformation of HR Processes for Tawsila Shipping Company

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.





# Why Digital Transformation is Crucial for Shipping Companies

## Enhanced Efficiency and Productivity

Automated processes and real-time data analysis streamline operations, reducing errors and increasing efficiency.

## Improved Customer Service

Digital tools enable faster and more accurate communication, improving responsiveness to customer inquiries and needs.

## Increased Competitiveness

Digital transformation allows companies to adapt quickly to changing market conditions and gain a competitive edge.

## Data-Driven Decision Making

Access to real-time data empowers informed decision-making based on accurate insights and analysis.



# Implementation Roadmap and Key Takeaways

1

## Needs Assessment

Identify current HR processes and challenges.

2

## Solution Selection

Choose the best Oracle HR solution for the company's needs.

3

## Implementation Planning

Develop a detailed implementation plan with timelines and resources.

4

## System Configuration

Customize Oracle HR system to meet the specific requirements.

5

## User Training

Train employees on the new HR system and processes.

6

## Go-Live and Ongoing Support

Launch the system and provide ongoing support to users.



# Challenges with Current HR Processes

## Paper-Based Systems

Manual paperwork and processes are inefficient, prone to errors, and difficult to manage for a geographically dispersed workforce.

## Data Silos

Lack of a centralized HR system leads to data silos, making it challenging to access and analyze employee information.

## Limited Analytics Capabilities

Without robust data analytics, HR decision-making relies on intuition and gut feelings rather than data-driven insights.

## Complex Onboarding and Training

Manual onboarding and training processes can be lengthy and cumbersome, leading to delays in employee integration and productivity.



# Overview of Oracle HR Solutions

## Oracle Cloud HCM

Oracle Cloud HCM is a comprehensive, cloud-based solution that provides a wide range of HR functionality, including talent management, payroll, and benefits administration. This solution is ideal for companies with a global workforce, as it can be customized to meet the specific needs of different countries and regions.

For example, Oracle Cloud HCM can help a shipping company track employee time and attendance across multiple locations, ensuring compliance with local labor laws and regulations. It also offers advanced analytics capabilities to monitor employee performance and identify areas for improvement.

## Oracle Fusion HCM

Oracle Fusion HCM is an on-premises solution that offers a more traditional approach to HR management. It provides a robust set of features that can be customized to meet the specific needs of a shipping company. This solution is well-suited for companies with a large IT infrastructure and a preference for on-premises solutions.

For example, Oracle Fusion HCM can help a shipping company manage its employee benefits and retirement plans. It also provides comprehensive reporting and analytics capabilities, allowing HR managers to gain valuable insights into their workforce.



# 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.



# Establishing Locations

## Location Data

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

## Location Hierarchy

Establish a clear hierarchy of locations, grouping them based on their relevance to operations, such as regional hubs, ports, or distribution centers.

## Location Management

Implement tools for managing location data effectively, enabling easy updates, analysis, and reporting on key location information.

# Defining Departments and Sections



## Department Creation

Establish key departments aligned with the shipping company's core functions, such as operations, logistics, finance, and human resources.



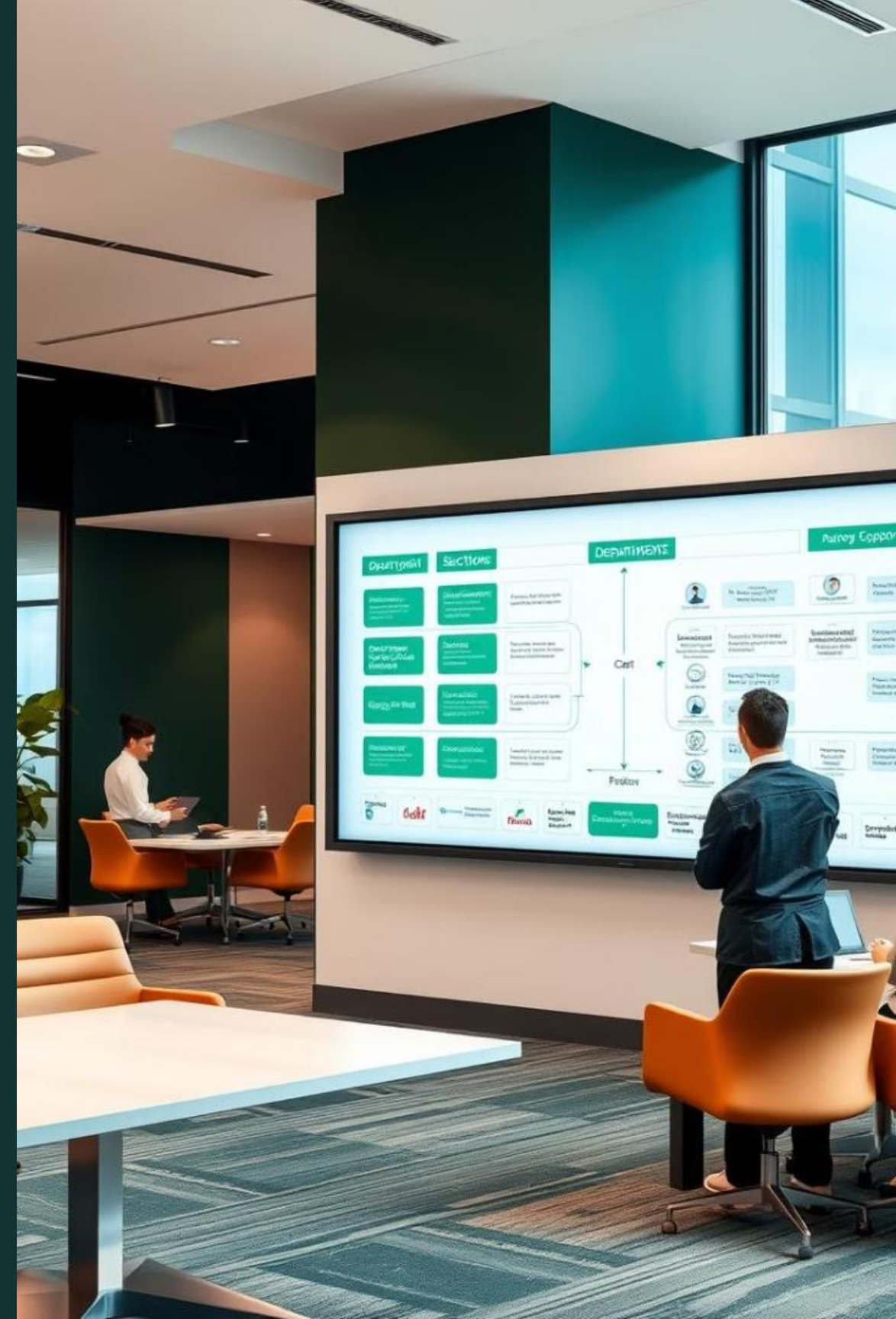
## Section Organization

Divide departments into specialized sections, such as transportation, warehousing, customer service, or accounting, to enhance focus and efficiency.



## Workflow Integration

Define clear workflows and processes within each department and section to ensure smooth operation and collaboration.





# Defining Positions, Grades, and Jobs

1

## Position Creation

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

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2

## Grade Structure

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

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3

## Job Descriptions

Develop detailed job descriptions for each position, outlining responsibilities, qualifications, and reporting relationships.

# Constructing the Organizational Hierarchy

1

## Role Definition

Clearly define the roles and responsibilities of each position within the hierarchy, ensuring clarity and accountability.

2

## Reporting Structure

Establish clear reporting lines, identifying who reports to whom, to optimize communication and decision-making.

3

## Span of Control

Determine the appropriate number of direct reports for each manager, balancing efficiency and effective supervision.

4

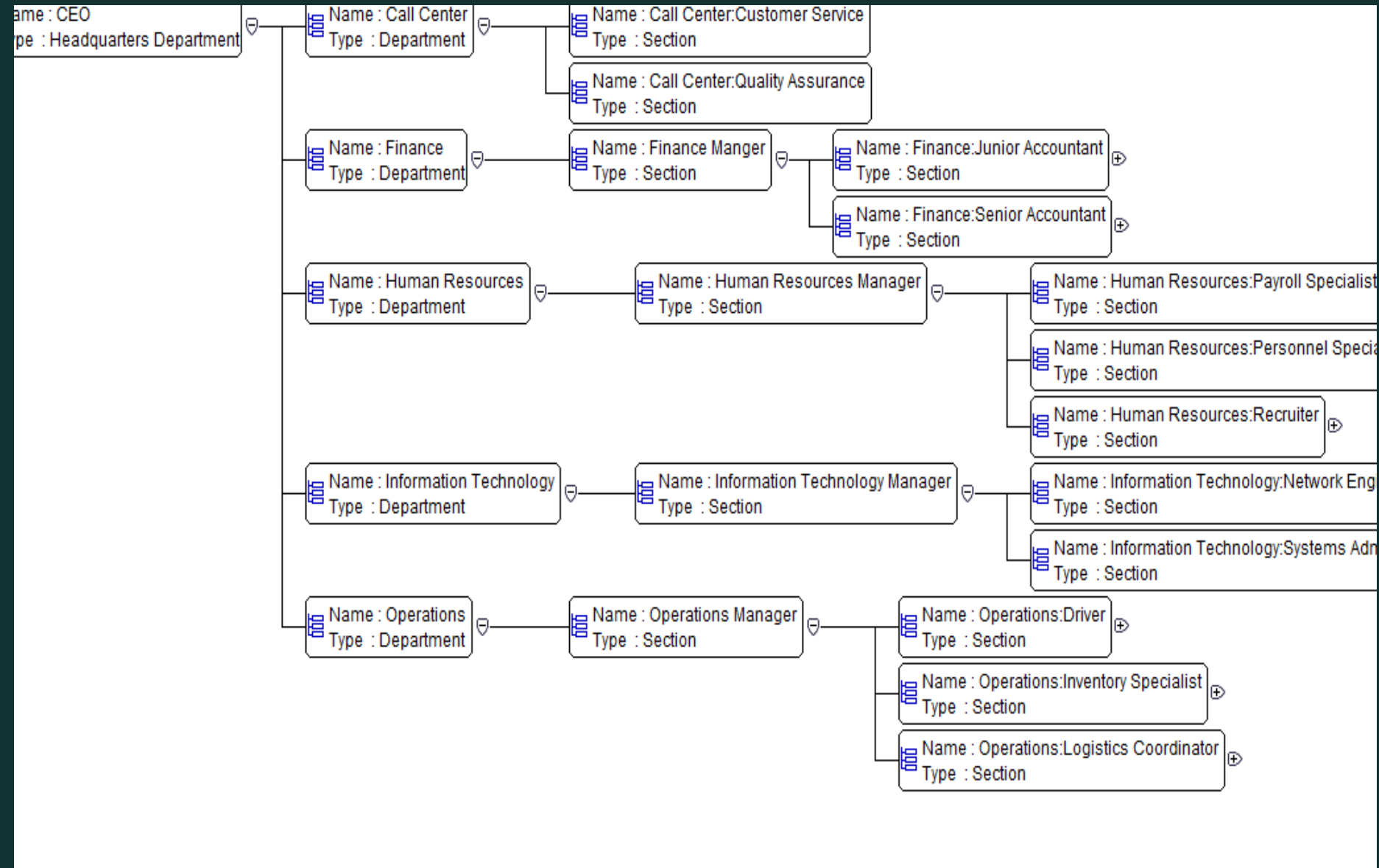
## Decision-Making Authority

Define the level of decision-making authority for each position, empowering employees and promoting accountability.



# Twasila Company Organizational Chart

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.





# Assigning Payroll to Employees

## Employee Data

1

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

## Payroll Information

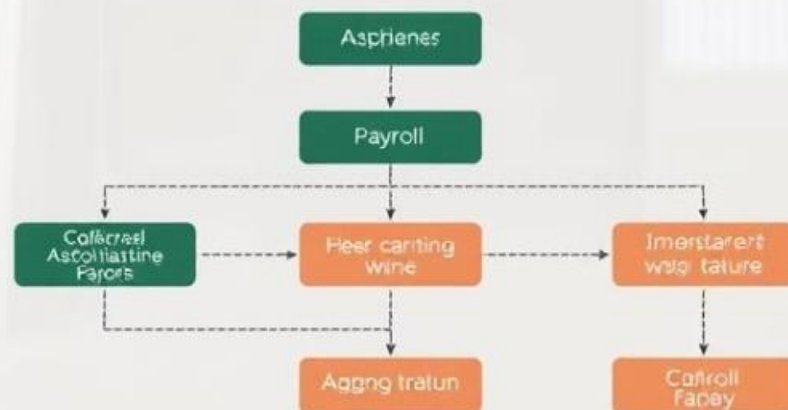
2

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

## Payroll Assignment

3

Assign each employee to the appropriate payroll cycle, determining the frequency of their paychecks and the payment method.





# Entering Payroll Elements

## Basic Salary

Enter the employee's base salary, including any potential overtime or bonus structures.

## Tax Information

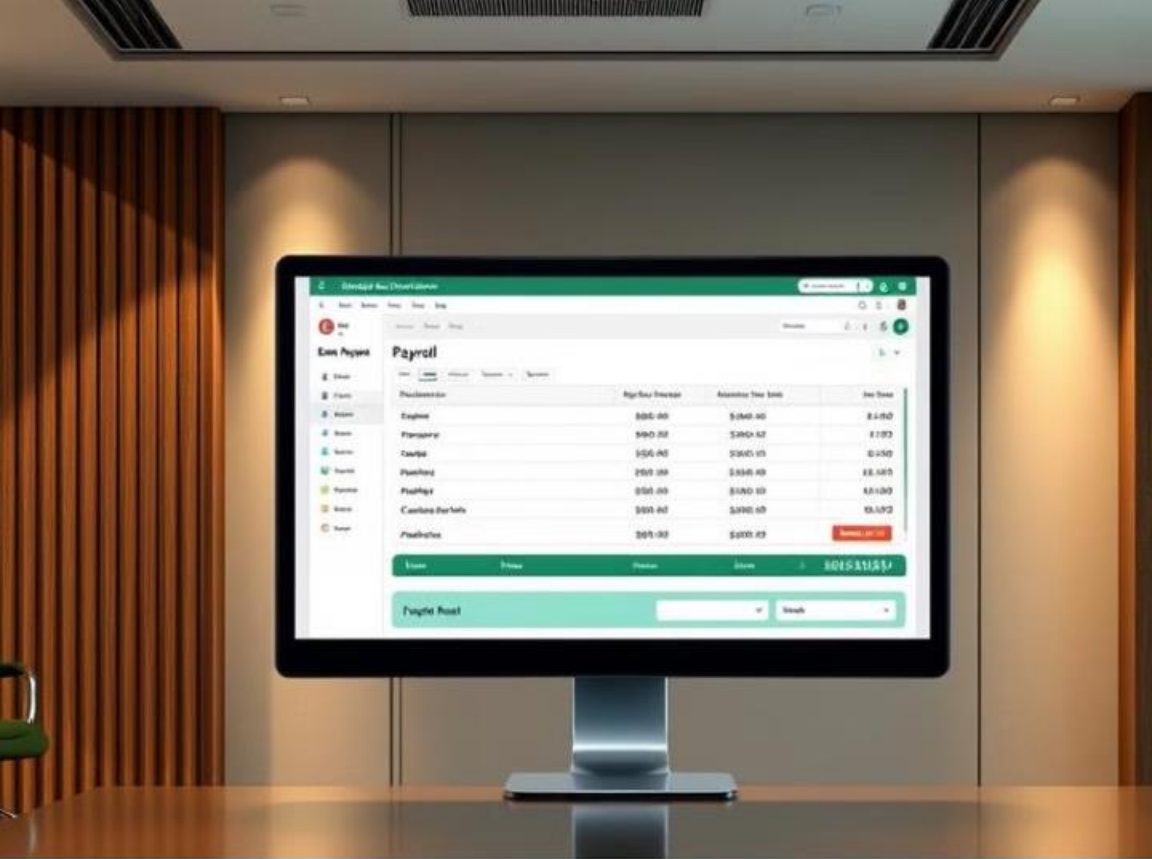
Input the employee's tax details, such as withholding allowances and tax rates, to ensure accurate tax deductions.

## Benefits and Deductions

Specify any benefits and deductions the employee is eligible for, such as health insurance, retirement contributions, or loan payments.

## Other Payments

Include any additional payments or reimbursements, such as travel expenses or reimbursements for work-related purchases.



# Running Payroll for Individual Employees and Conducting Full Payroll Runs

100%

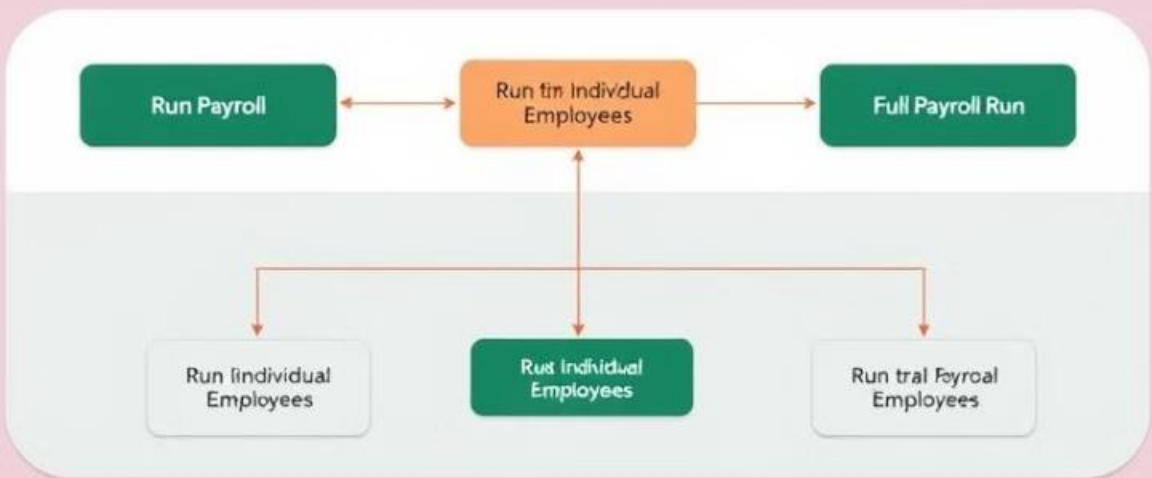
Payroll Accuracy

Ensuring precise calculations and timely disbursement of employee wages.

99%

Time Savings

Automating payroll processes to reduce manual effort and processing time.



80%

Compliance Adherence

Meeting all relevant labor laws and tax regulations.

\$50K

Cost Reduction

Lowering administrative costs associated with manual payroll operations.



## Team Members

1

Amira Tarek Ibrahim

2

Hager Samir Ahmed

3

Hasnaa AbdElghany Ali

4

Katreen Ashraf Nady

5

Omnya Hassan Mohamed

6

Yara Khaled Fawzy

