

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 supposed responsibilities to work on
- As Oracle super user have access to 2 different system (Administrator – 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

Key Flexfield Segments

Application: **Human Resources** Flexfield Title: **Job Flexfield**

Structures

Code	Title	Description	View Name
Smart_Jop_ff	Smart_Jop_ff		
Smart_job_ff	Smart_job_ff		
SWEDEN_JOB_FLEX	Sweden Job Flex	Vision Sweden Job Flexfield	
Twсила_Job_FF	Twсила_Job_FF		
DE_HR_R11i_PS_JOBP	Tätigkeitsflexfeld PS		
UK_JOBS	UK Jobs		UK_JOBS
US_FEDERAL_JOB	US_FEDERAL_JOB		US_GOVERNMENT_JOB
DKHR_JOBS	Vision Denmark Jobs	Vision Denmark - Jobs derive	DKHR_JOBS

☒ Freeze Flexfield Definition
 ☒ Enabled
 Segment Separator: **Period (.)**

☐ Cross-Validate Segments
 ☐ Freeze Rollup Groups
☒ Allow Dynamic Inserts

Compile Segments

Segments Summary (Job Flexfield) - Twсила_Job_FF

Number	Name	Window Prompt	Column	Value Set	Displayed	Enabled	Updatable
1	JOB CODE	Job Code	SEGMENT1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	JOB NAME	Job Name	SEGMENT2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Value Set Flexfield Qualifiers New Open

2- Human Resource Grade Flex Field

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

The image shows two screenshots from the Oracle HR system. The top screenshot is the 'Key Flexfield Segments' window, and the bottom screenshot is the 'Segments Summary' window for the 'Twсила_Grade_FF' flexfield.

Key Flexfield Segments Window:

Application: Human Resources | Flexfield Title: Grade Flexfield

Structures:

Code	Title	Description	View Name
SG_GRADE_FLEXFIEL	Singapore Grade Flexfield	Vision Singapore Grade Flexf	
Smart-grade	Smart-grade		
Smart_grade_ff	Smart_grade_ff		
SWEDEN_GRADE_FLE	Sweden Grade Flex	Vision Sweden Grade Flexfie	
Twсила_Grade_FF	Twсила_Grade_FF		
UK_GRADES	UK Grades		UK_GRADES
US_FEDERAL_GRADE	US Federal Grade		US_GOVERNMENT_GRADE
DKHR_GRADES	Vision Denmark Grades	Vision Denmark - Grades deri	DKHR_GRADES

Freeze Flexfield Definition: ☒ | Enabled: ☒ | Segment Separator: Period (.) | Cross-Validate Segments: ☐ | Freeze Rollup Groups: ☐ | Allow Dynamic Inserts: ☒

Buttons: Compile, Segments

Segments Summary (Grade Flexfield) - Twсила_Grade_FF Window:

Number	Name	Window Prompt	Column	Value Set	Displayed	Enabled	Updatable
1	GRADE NAME	Grade Name	SEGMENT1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Value Set, Flexfield Qualifiers, New, Open

3- Human Resource Position Flex Field

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

The screenshot shows the Oracle HRMS Flexfield configuration interface. The top section is titled 'Key Flexfield Segments' and includes fields for 'Application' (Human Resources) and 'Flexfield Title' (Position Flexfield). Below this is a 'Structures' table listing various flexfield segments. The 'Twsila_Position_FF' segment is highlighted in yellow. Below the table are checkboxes for 'Freeze Flexfield Definition', 'Cross-Validate Segments', 'Enabled', and 'Freeze Rollup Groups', along with a 'Segment Separator' dropdown set to 'Period (.)' and a checked 'Allow Dynamic Inserts' checkbox. At the bottom of this section are 'Compile' and 'Segments' buttons.

Code	Title	Description	View Name
SG_POSITION_FLEXFI	Singapore Position Flexfield	Vision Singapore Position Fle	
Smart_position_ff	Smart_position_ff		
SWEDEN_POSITION_F	Sweden Position Flex	Vision Sweden Position Flexf	
Twsila_Position_FF	Twsila Position FF		
UK_POSITIONS	UK Positions		UK_POSITIONS
US_FEDERAL_POSITI	US Federal Position		
DKHR_POSITIONS	Vision Denmark Positions	Vision Denmark Positions der	DKHR_POSITIONS
XXHR_POSITIONS	Vision EMEA Positions	EMEA ADS Core HRMS - Posit	XXHR_POSITIONS

☒ Freeze Flexfield Definition ☒ Enabled Segment Separator: Period (.)
☐ Cross-Validate Segments ☐ Freeze Rollup Groups ☒ Allow Dynamic Inserts

[Compile](#) [Segments](#)

Segments Summary (Position Flexfield) - Twsila_Position_FF

Number	Name	Window Prompt	Column	Value Set	Displayed	Enabled	Updatable
1	Position Number	Position Number	SEGMENT1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Position Name	Position Name	SEGMENT2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Value Set](#) [Flexfield Qualifiers](#) [New](#) [Open](#)

4- Human Resource Competence Flex Field

Key Flexfield Segments

Application: **Human Resources** Flexfield Title: **Competence Flexfield**

Structures

Code	Title	Description	View Name
839	Structure for BG-839	Structure for BG-Vision Canac	
916	Structure for BG-916	Structure for BG-Vision Corpo	
917	Structure for BG-917	Structure for BG-Vision Servic	
Twsila_Competence_FF	Twsila Competence FF		
DKHR_COMPETENCES	Vision Denmark Competences	Vision Denmark - Competence	DKHR_COMPETENCES
XXHR_COMPETENCES	Vision EMEA Competences	EMEA ADS Core HRMS - Com	
FIHR_COMPETENCES	Vision Finland Competences	Vision Finland - Competences	FIHR_COMPETENCES
HUHR_COMPETENCES	Vision Hungary Competences	Vision Hungary - Competence	HUHR_COMPETENCES

☒ Freeze Flexfield Definition ☒ Enabled Segment Separator: **Period (.)**

☐ Cross-Validate Segments ☐ Freeze Rollup Groups ☒ Allow Dynamic Inserts

Compile **Segments**

Number

Number	Name	Window Prompt	Column	Value Set	Displayed	Enabled	Updatable	Insertable
1	Competence Name	Competence Name	SEGMENT1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Value Set **Flexfield Qualifiers** **New** **Open**

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.

Application **Payroll**

Flexfield Title **People Group Flexfield**

Structures

Code	Title	Description	View Name
Smart_People_Group	Smart_People_Group_ff		
SWEDEN_PEOPLE_GRP	Sweden People Group Flex	Vision Sweden People Group	
Twsila_People_Group	Twsila_People_Group_FF		
UK_PEOPLE_GROUP	UK People Group	Used by UK business group Vi	
UNUSED	Unused	Not Used	
DKHR_PEOPLE_GROUP	Vision Denmark People Group	Vision Denmark - People Group	DKHR_PEOPLE_GROUP
XXHR_PEOPLE_GROUP	Vision EMEA People Group	EMEA ADS Core HRMS - People	XXHR_PEOPLE_GROUP
FIHR_PEOPLE_GROUP	Vision Finland People Group	Vision Finland - People Group	FIHR_PEOPLE_GROUP

☒ Freeze Flexfield Definition
 ☐ Cross-Validate Segments

☒ Enabled
 ☐ Freeze Rollup Groups

Segment Separator **Period (.)**
☒ Allow Dynamic Inserts

Compile

Segments

Segments Summary (People Group Flexfield) - Twsila_People_Group_FF

Number	Name	Window Prompt	Column	Value Set	Displayed	Enabled	Updatable
1	Overtime	Overtime	SEGMENT1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Incentives	Incentives	SEGMENT2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Transportations	Transportations	SEGMENT3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Value Set

Flexfield Qualifiers

New

Open

6- Payroll Cost Allocation Flex Field

Key Flexfield Segments

Application: **Payroll** Flexfield Title: **Cost Allocation Flexfield**

Structures

Code	Title	Description	View Name
Samer_Cost Allocation	Samer_Cost Allocation	Samer_Cost Allocation	
SG_COST_ALLOCATION	Singapore Cost Allocation Flex	Vision Singapore Cost Allocat	
Smart_Cost_Allocation	Smart_Cost_Allocation_ff		
SWEDEN_COST_ALLO	Sweden Cost Allocation Flex	Vision Sweden Cost allocation	
Twсила_Cost_Allocatio	Twсила_Cost_Allocation_FF		
UK_COST_ALLOCATION	UK Cost Allocation	Used by the UK business grou	
UNIVERSITY_ACCOUNT	University Accounting Flex	Vision University Accounting I	UNIVERSITY_ACCOUNTING
DKHR_COST_ALLOCA	Vision Denmark Cost Allocatio	Vision Denmark - Cost Allocat	DKHR_COST_ALLOCATION

☒ Freeze Flexfield Definition ☒ Enabled Segment Separator: **Period (.)**

☐ Cross-Validate Segments ☐ Freeze Rollup Groups ☒ Allow Dynamic Inserts

Compile **Segments**

Create Business Group

work structures- organization- description

Organization: 01-10-2024

Name: **Twсила Shipping Business Group** Type: **Business Group**

Dates

From: **01-01-1951** To:

Location: **Twсила Head Office** Internal or External: **Internal**

Location Address: **Al Nasser Street.Ai Maadi.Cairo.Egypt**

Internal Address: [..]

Organization Classifications

Name	Enabled
Business Group	<input checked="" type="checkbox"/>
HR Organization	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

Others

Create Security Profile

System Administrator-Security-Responsibility-Define

The screenshot shows the 'Responsibilities' form in Oracle HRMS. The form is divided into several sections:

- Responsibility Name:** Twсила HRM Manger
- Application:** Human Resources
- Responsibility Key:** TWSILA HRM MANGER
- Description:** (empty)
- Effective Dates:** From 20-09-2024, To (empty)
- Available From:** ☐ Oracle Applications, ☒ Oracle Self Service Web Applications, ☐ Oracle Mobile Applications
- Data Group:** Name Standard, Application Human Resources
- Menu:** GLB SHRMS Navigator
- Web Host Name:** (empty)
- Web Agent Name:** (empty)
- Request Group:** Name Global SHRMS Reports & Process, Application Human Resources
- Menu Exclusions:** Excluded Items, Securing Attributes
- Table:** A table with columns Type, Name, and Description. The first row has Type 'Function' and the others are empty.

Create a Location

Work Structures-Location

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

The screenshot shows the 'Location' form in Oracle HRMS. The form is divided into several sections:

- Scope:** ☒ Global, ☐ Local
- Name:** Twсила Head Office
- Description:** (empty)
- Inactive Date:** (empty)
- Legal Address:** ☐
- Address Details:** Address Style EGYPT, Address Al Nasser Street.Al Maadi.Cairo.Egypt, Timezone (empty)
- Shipping Details:** (empty)
- Other Details:** (empty)
- Extra Inform...** (button)

Create Departments and Sections

Work Structure-Organization-Description

Organization: 01-10-2024

NameCall CenterTypeDepartment

Dates

From01-01-1951To

LocationTwсила Head OfficeInternal or ExternalInternal

Location AddressAl Nasser Street.AI Maadi.Cairo.Egypt

Internal Address[..]

Organization Classifications

Name

HR Organization

Enabled

☒

☐

☐

Others

NameCEOTypeHeadquarters Department

Dates

From01-01-1951To

LocationTwсила Head OfficeInternal or ExternalInternal

Location AddressAl Nasser Street.AI Maadi.Cairo.Egypt

Internal Address[..]

Organization Classifications

Name

HR Organization

Enabled

☒

☐

☐

Others

Organization: 01-10-2024

Name **Call Center:Customer Service** Type **Section**

Dates
From **01-01-1951** To

Location **Twсила Head Office** Internal or External **Internal**

Location Address **Al Nasser Street.Al Maadi.Cairo.Egypt**

Internal Address

Organization Classifications

Name	Enabled
HR Organization	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Others

Create Hierarchy

-Work Structure-Organization-Hierarchy

The Twсила 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

Organization Hierarchy: 01-10-2024

Name **Twсила Hierarchy** ☐ Primary ☐ Position Control

Version
Number **1** Date From **01-01-1951** Date To **Copy Hierarchy...**

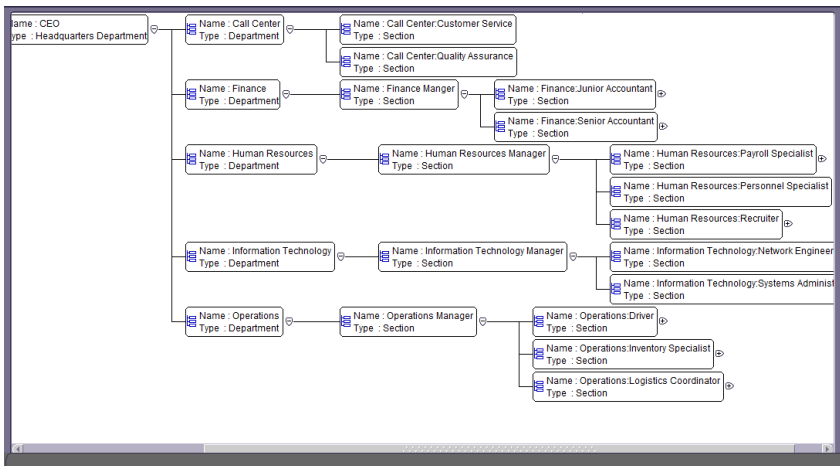
☐ Top Node Position Control Enabled

Organization
Name **CEO**

☒ Exists in Hierarchy Number of Subordinates **21** **Up**

Subordinates

Name	Number of Subordinates	Position Control Enabled	Down
Call Center	2		Down
Finance	3		Down
Human Resources	4		Down
Information Technology	3		Down
Operations	4		Down



Create jobs

Work structure-job-description

Job

Job Group: HR 9424

Name: 01.CEO

Dates: 01-10-2024 -

Approval Authority:

☐ Additional Employment Rights

☐ Benchmark Job

Benchmark Job Name: [...]

Evaluation Requirements Valid Grades

Wgrk Preferences Extra Information Map Surveys

Job Group: HR 9424

Name: 02.Mangeer

Dates: 01-10-2024 -

Approval Authority:

☐ Additional Employment Rights

☐ Benchmark Job

Benchmark Job Name:

[...]

Buttons: Evaluation, Requirements, Valid Grades, Work Preferences, Extra Information, Map Surveys

create positions

Work structure-positions-description

Name: 1.CEO

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 01-10-2024

Date Effective Name: 1.CEO

Type: None ☒ Permanent ☐ Seasonal

Organization & Job

Organization: Twisla Shipping Business Group

Job: 01.CEO

Hiring Status

Status: Active

Start Date: 01-10-2024

Proposed End Date:

Location:

Effective Dates From: 01-10-2024 To:

Further Info: [...]

Buttons: Reporting To, Evaluation, Valid Grades, Others...

Name: 101.HR Manger

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details | Hiring Information | Work Terms | Additional Detail | Budgets

Start Date: 01-10-2024

Date Effective Name: 101.HR Manger

Type: None ☒ Permanent ☐ Seasonal

Organization & Job

Organization: Human Resources

Job: 02.Mangeer

Hiring Status

Status: Active

Start Date: 01-10-2024

Proposed End Date:

Location: Twisla Head Office

Effective Dates From: 01-10-2024 To:

Further Info: [...]

Buttons: Reporting To, Evaluation, Valid Grades, Others...

Create grades

Work structure-grades-description

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

Sequence		Date				Further Information
Number	Name	Short Name	From	To	[]	
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.

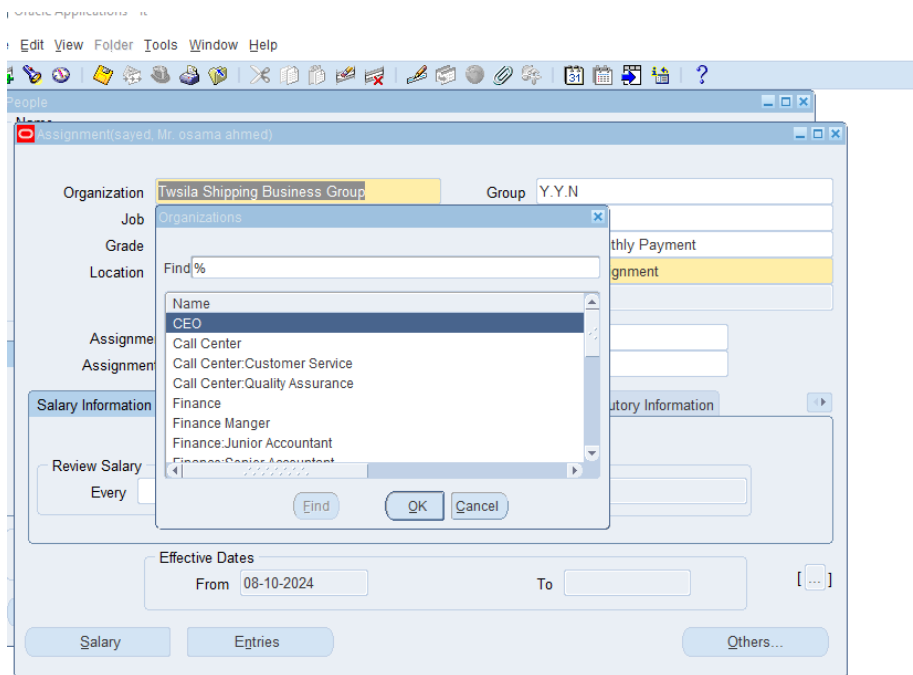
Twasila company org. Chart:

- **CEO**

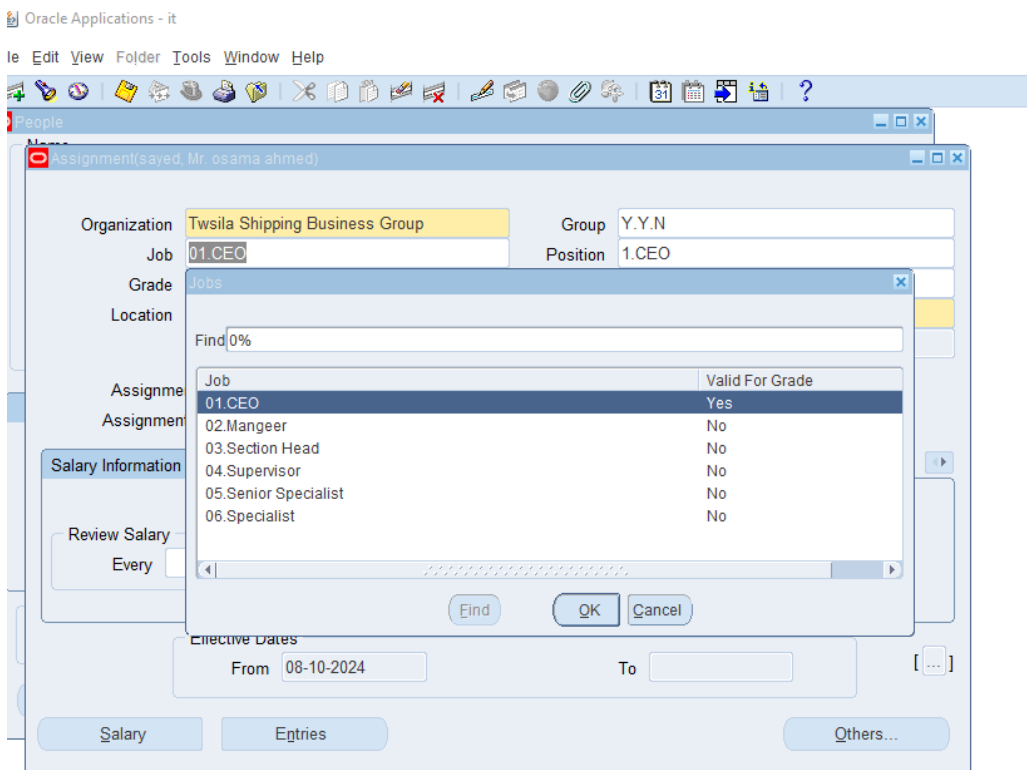
Functional Departments

- **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.

Oracle Applications - it

File Edit View Folder Tools Window Help

People

Name

Last

First

Title

Prefix

Suffix

Middle

Gender

Action

Person Type for Action

Person Types

Identification

National Identifier

Personal Office Details Applicant Further Name Other Benefits

Birth Date

Town of Birth

Region of Birth

Country of Birth

Age

Status

Nationality

Registered Disabled

Effective Dates

From

To

Latest Start Date

Address Picture Assignment Special Info Others...

- Create payment type

Oracle Applications - it

File Edit View Folder Tools Window Help

Navigator - System Administrator

Functions Documents

Oracle Applications Manager

Oracle Applications Manager Administration

Oracle Applications Manager

+ Concurrent

+ Profile

+ Application

+ Install

+ Requests

+ Workflow

+ AK

Define Profile Options

+ Security

+ Generic File Manager

+ System Administration

Forms Personalization

Key Flexfield Segments

Application

Flexfield Title

Code	Title	Description	View Name
CN_BANK_DETAILS	CN Bank Details	Bank Account Details for China	
CX_BANK_DETAILS	CX Bank Details	CX Bank Details	
DE_BANK_DETAILS	DE Bank Details	Bank Account Details for Germany	
DK_BANK_DETAILS	DK Bank Details	Bank account details for Denmark	
EEHCGOV.EG_BankDetails	EEHCGOV.EG_BankDetails		
EG_BANK_DETAILS	EG Bank Details	EG Bank Details	
EGYPTGAS_BankDetails	EGYPTGAS_BankDetails		
ES_BANK_DETAILS	ES Bank Details	Bank account details for Spain	

☒ Freeze Flexfield Definition

☒ Cross-Validate Segments

☒ Enabled

☐ Freeze Rollup Groups

Segment Separator

☒ Allow Dynamic Inserts

Compile Segments

- Enter payment type data

Oracle Applications - it

File Edit View Folder Tools Window Help

Payment Type

User Name: Twisila for shipping company (cash) Category: Cash

Currency: EGP Country A/C: Egypt

Description: ☐ Allowed As Default

Pre-Validation: ☐ Required No of Days: Currency Value:

Procedure Name:

+ Mass Information eXchange: MIX
+ Other Definitions
+ Security
+ Satin

Open

Oracle Applications - it

File Edit View Folder Tools Window Help

Payment Type

User Name: Twisila HRM Manger (Bank) Category: Bank or Post Office

Currency: EGP Country A/C: Egypt

Description: ☐ Allowed As Default

Pre-Validation: ☐ Required No of Days: Currency Value:

Procedure Name:

+ Mass Information eXchange: MIX
+ Other Definitions
+ Security
+ Satin

Open

- Create payment method

Oracle Applications - it

File Edit View Folder Tools Window Help

Navigator - Twisila HRM Manger

Functions Documents

People:

En Organizational Payment Method

Name Twisila for shipping company Type Twisila for shipping company (cash)

Currency EGP ☐ Third Party Payment

Source Bank Costing General Ledger Cash Management Other

☐ Cost Payment
☐ Cost Cleared Payment
☐ Cost Cleared Voided Payment Only
☐ Exclude External/Manual Payment
☐ Transfer to GL

Effective Dates
 From 11-10-2024 To

Oracle Applications - it

File Edit View Folder Tools Window Help

Navigator - Twisila HRM Manger

Functions Documents

People:

En Organizational Payment Method

Name Twisila for shipping company (CIB) Type Twisila HRM Manger (Bank)

Currency EGP ☐ Third Party Payment

Source Bank Costing General Ledger Cash Management Other

Country Egypt

Bank Details

Effective Dates
 From 11-10-2024 To

EG Bank Details

Bank Name CIB

Account Number Twisila for shipping company

BANK

OK Cancel Clear Help

- Apply the payment for the payroll we already inserted

Oracle Applications - it

File Edit View Folder Tools Window Help

Payroll: 01-01-2025

Name: **Twisla for shipping company M** Period Type: Calendar Month
 First Period End Date: 31-01-2025 Number of Years: 20

Date Offset
 Pay: 0 Direct Deposit: 0 Pay Advice: 0 Cut Off: 0

Default
 Payment Method: Twisla for shipping company
 Consolidation Set: Twisla Shipping Business Grou

Costing
 Costing:
 Suspense Account:

Effective Dates
 From: 01-01-2025 To: ☐ Negative Payment Allowed ☐

Period Dates Valid Payment Methods

Open

Oracle Applications - it

File Edit View Folder Tools Window Help

Payroll: 01-01-2025

Valid Payment Methods(Twisla for shipping company Monthly payr): 01-01-2025

Name	Type	Default	Effective Dates
Twisla for shipping company	Twisla for shippi	<input checked="" type="checkbox"/>	From: 01-01-2025 To: <input type="text"/>
Twisla for shipping company	Twisla HRM Ma	<input type="checkbox"/>	From: 01-01-2025 To: <input type="text"/>
		<input type="checkbox"/>	
		<input type="checkbox"/>	

Effective Dates
 From: 01-01-2025 To: ☐ Negative Payment Allowed ☐

Period Dates Valid Payment Methods

Open

Define element:

-Basic salary element

Oracle Applications - it

File Edit View Folder Tools Window Help

Element

Name: **Basic Salary twisla** Reporting Name:
 Description:
 Primary Classification: Earnings Benefit Classification:
 Effective Dates: From: 01-10-2024 To:

Processing
 Standard Advanced Advance Dis Recalculation Proration

Type
☐ Recurring
☒ Recurring

Termination
☒ Actual Termination
☐ Final Close
☒ Last Standard Process

Priority: 1500
 Skip Rule:

☐ Multiple Entries Allowed
☐ Additional Entry Allowed
☐ Closed for Entry
☒ Process in Run
☐ Once Each Period
☐ Indirect Results(s)
☐ Adjustment Only(s)
☐ Third Party Payment

Currency
 Input: EGP
 Output: EGP

Qualifying Conditions
 Age:
 Length of Service:
 Units:

☐ Standard ☐

Further Information:

Input Values Balance Feeds Balance Feed Control(s) Frequency Rules(s)
 Exclude Balances Review Rules(s) Extra Information(s) Usages

Oracle Applications - 8

File Edit View Folder Tools Window Help

Input Values(Basic Salary benefit)

Name	Units	Sequence	Required	User Enterable	Database Item
Pay Value	Money	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Input Value	Money	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Priority 1500

Skip Rule

Adjustment Only(☐)

Third Party Payment(☐)

Standard(☐)

Further Information

Input Values Balance Feeds Balance Feed Control(s) Frequency Rules(s)

Exclude Balances Inactive Rules(s) Extra Information(s) Usage

Oracle Applications - 8

File Edit View Folder Tools Window Help

Element List

Element Name Basic Salary benefit

Description

Classification Earnings

Processing Type

Securing(☒)

Nonrecuring(☐)

Eligibility Criteria

Organization

Job

Grade

Employment Category

Salary Basis

Group

Position

Location

Payroll Tesla Monthly Payment

Link To All Payrolls(☐)

Costing

Costable Type

Not Costed(☒)

Fixed Costed(☐)

Costed(☐)

Distributed(☐)

Distribution Set

Costing

Balancing

Transfer To GL(☐)

Create in Batch Mode(☐)

Link Status Complete

Input Values

-Housing allowance element

Oracle Applications - 8

File Edit View Folder Tools Window Help

Input Values(Housing allowance benefit)

Name	Units	Sequence	Required	User Enterable	Database Item
Pay Value	Money	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Priority 1500

Skip Rule

Adjustment Only(☐)

Third Party Payment(☐)

Standard(☐)

Further Information

Input Values Balance Feeds Balance Feed Control(s) Frequency Rules(s)

Exclude Balances Inactive Rules(s) Extra Information(s) Usage

Oracle Applications - #

File Edit View Folder Tools Window Help

Element Link

Element Name: Unpaid Leave benefit

Description:

Classification: Earnings ☐ Standard

Processing Type: ☒ Securing ☐ Nonrecuring

Eligibility Criteria:

Organization: Group:

Job: Position:

Grade: Location:

Employment Category: Payroll: Terminate Monthly Payment ☐

Salary Basis: Link To All Payrolls ☐

Costing Qualifying Conditions Miscellaneous

Costable Type: ☒ Not Costed (A) ☐ Fixed Costed ☐ Costed ☐ Distributed

Distribution Set: ☐ Transfer To GL

Costing:

Balancing:

☐ Create in Batch Mode

Link Status: Complete

Input Values

-Unpaid leave element

Oracle Applications - #

File Edit View Folder Tools Window Help

Element

Name: Unpaid leave benefit Reporting Name:

Description:

Primary Classification: Voluntary Deductions Benefit Classification:

Effective Dates: From 01.10.2024 To:

Processing:

Standard Advanced Advance Pay Recalculation Proration

Type: ☒ Nonrecuring ☐ Recuring

Termination: ☐ Actual Termination ☐ Final Close ☒ Last Standard Process

Priority: 10500

Skip Rule:

Currency: Input EGP Output EGP

Qualifying Conditions: Age: Length of Service: Units:

☐ Multiple Entries Allowed ☐ Additional Entry Allowed ☐ Closed for Entry ☐ Process in Run ☐ Once Each Period ☐ Indirect Result(s) ☐ Adjustment Only(s) ☐ Third Party Payment

☐ Standard ☐ Further Information:

Input Values Balance Feeds Balance Feed Control(s) Frequency Rule(s)

Exclude Balances Exclude Rules(s) Extra Information(s) Usage

Oracle Applications - #

File Edit View Folder Tools Window Help

Input Values (Unpaid leave benefit)

Name	Units	Sequence	Required	User Enterable	Database Item
Pay Value	Money	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Input value	Day	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Priority: 10500 ☐ Adjustment Only(s) ☐ Third Party Payment

Skip Rule: ☐ Standard ☐ Further Information:

Input Values Balance Feeds Balance Feed Control(s) Frequency Rule(s)

Exclude Balances Exclude Rules(s) Extra Information(s) Usage

File Edit View Folder Tools Window Help

Element Link

Element Name: Impact leave twsila

Description: Voluntary Deductions ☐ Standard

Processing Type: ☐ Recurring ☒ Norecurring

Eligibility Criteria:

Organization: Group:

Job: Position:

Grade: Location:

Employment Category: Payroll: Twsila Monthly Payment

Salary Basis: ☐ Link To All Payrolls

Costing: ☒ Not Costed (A) ☐ Fixed Costed ☐ Costed ☐ Distributed

Distribution Set: ☐ Transfer To GL

Costing:

Balancing:

☐ Create in Batch Mode

Link Status: Complete

Input Values

Writing formula:

File Edit View Folder Tools Window Help

Formula

Name: Impact leave twsila Type: Oracle Payroll

Description: ☒ Verified

Effective Dates: From: 01.10.2024 To:

Edit Show Items Input Values

Absence Types

File Edit View Folder Tools Window Help

Edit Formula: Impact leave twsila

```

ALIAS BASIC_SALARY_TWSILA_INPUT_VALUE_ENTRY_VALUE
AS SALARY
DEFAULT FOR SALARY IS 0
INPUTS ARE INPUT_VALUE
DEFAULT FOR INPUT_VALUE IS 0
PAYMENT = SALARY / 30 * INPUT_VALUE
RETURN PAYMENT

```

Verify

File Edit View Folder Tools Window Help

Formula Result Rules

Element

Name: Upaid leave twsila Classification: Voluntary Deductions Find

Description:

Processing Rules

Name	Formula	Effective Dates	From	To
Standard	Upaid leave twsila2	01.10.2024		

Formula Results

Name	Type	Element	Input Value	Units	Message	Severity
PAYMENT	Direct result	Upaid leave twsila	Pay Value	Money		

basic salary

Oracle Applications - 8

File Edit View Folder Tools Window Help

Formula

Name: BASIC SALARY TWSILA Type: Oracle Payroll

Description:

☒ Verified

Effective Dates

From: 12.10.2024 To:

Edit Show Items Input Values

Absence Types
 Accrual Plans
 Write Formulas
 Formula Results
 Global Values
 Balance
 Classification
 Vehicle Repository

Open

Oracle Applications - 8

File Edit View Folder Tools Window Help

Formula

Edit Formula(BASIC SALARY TWSILA)

```

ALIAS BASIC_SALARY_TWSILA_INPUT_VALUE_ENTRY_VALUE AS BASIC
DEFAULT FOR BASIC IS 0
WORKING_DAYS = 30
PAYMENT = BASIC / 30 * WORKING_DAYS
RETURN PAYMENT
  
```

Verify

Oracle Applications - 8

File Edit View Folder Tools Window Help

Formula Result Rules

Element

Name: Basic Salary twsla Classification: Earnings Find

Description:

Processing Rules

Name	Formula	Effective Dates	
		From	To
Standard	BASIC SALARY TWSLA	12-10-2024	

Formula Results

Name	Type	Element	Input Value	Units	Message Severity
PAYMENT	Direct result	Basic Salary twsla	Pay Value	Money	

Oracle Applications - 8

File Edit View Folder Tools Window Help

Formula

Name: HOUSING ALLOWANCE TWSLA Type: Oracle Payroll

Description:

☒ Verified Effective Dates: From: 12-10-2024 To:

Edit Show Items Input Values

Absence Types
Accrual Plans
Write Formulas
Formula Results
Global Values
Balance
Classification
Vehicle Repository

Open

Oracle Applications - 8

File Edit View Folder Tools Window Help

Edit Formula: HOUSING ALLOWANCE TWSLA

```

ALIAS BASIC_SALARY_TWSLA_INPUT_VALUE_ENTRY_VALUE AS SALARY
DEFAULT FOR SALARY IS 0
HOUSING = SALARY * 0.25
RETURN HOUSING

```

Verify

Oracle Applications - 8

File Edit View Folder Tools Window Help

Formula Result Rules

Element

Name: Housing Allowance twsla Classification: Earnings Find

Description:

Processing Rules

Name	Formula	Effective Dates
		From To
Standard	HOUSING ALLOWANCE TWSLA	12-10-2024

Formula Results

Name	Type	Element	Input Value	Units	Message
					Severity
HOUSING	Direct result	Housing Allowance h	Pay Value	Money	

Using payroll

Assigning payroll to employee

Oracle Applications - 8

File Edit View Folder Tools Window Help

Assignment(Mohamed, Mosa Shmoua)

Organization: Finance Group: 203 Junior Accountant

Job: OS Specialist Position: 203 Junior Accountant

Grade: Professional I Payroll: Twsla Monthly Payment

Location: Twsla Head Office Status: Active Assignment

Vacancy:

Assignment Number: 0 Collective Agreement:

Assignment Category: Fulltime Regular Employee Category: Clerical

Salary Information Supervisor: Probation & Notice Period: Standard Conditions: Statutory Information:

Review Salary: Salary Basis: Review Performance:

Every: Every:

Effective Dates: From: 08-10-2024 To:

Salary Options Others...

Element entries

Oracle Applications - 8

File Edit View Folder Tools Window Help

Element Entries(Mohamed, Mosa Shmoua)

Period: 9 2024 Calendar Month (01-10-2024 -)

Classification:

Processing Types: ☐ Recurring ☐ Nonrecurring ☒ Both

Override: ☐ Additional ☐ Processed ☐ Retroactive

Element Name	Processing Type	Costing	Reason	Effective Dates
				From To
Basic Salary twsla	Recurring			<input checked="" type="checkbox"/> 08-10-2024 31-10-2024
Basic Salary twsla	Recurring			<input checked="" type="checkbox"/> 15-10-2024
Housing Allowance twsla	Recurring			<input checked="" type="checkbox"/> 16-10-2024

Entry Values Balance Group

Quick pay:

Oracle Applications - it

File Edit View Folder Tools Window Help

QuickPayRun (Miss Thomas)

QuickPay Run

Date Paid	Period	Consolidation Set	
16-10-2024	9 2024 Calendar Month	Tesla Shipping Business	
Date Earned	Run Type	Status	Number
16-10-2024	Standard	Complete	2

Pay Advice

Date	Message

QuickPay Pre-payment

Override Payment Method	Status
	Unprocessed

QuickPay Archive

Status
Unprocessed

Elegant Selection Retry Run Start Pre-payments External Payment

View Results... Start Archive

Oracle Applications - it

File Edit View Folder Tools Window Help

QuickPayRun (Miss Thomas)

Run Results (Miss Thomas)

Element Name	Classification	Output Currency	Modified	Units	Pay Value	Number
Basic Salary Tesla	Earnings	EGP		Money	12000.00	2
Housing Allowance Tesla	Earnings	EGP		Money	3000.00	
Unpaid leave Tesla	Voluntary Deduction	EGP		Money	0.00	

Run Result Values

View Results... Start Archive

Payroll run

Oracle Applications - 8

File Edit View Window Tools Help

Batch Header

Batch Name:

Batch Type:

Source:

Reference:

Batch Status

☐ Unprocessed ☐ Transfer Incomplete

☐ Valid ☐ Error

☐ Transferred ☐ 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 (2)

☐ Purge After Rollback

☐ Auto Query

☐ Auto Validation

Oracle Applications - 8

File Edit View Window Tools Help

Batch Lines/tesla 2 unpaid leave oct2024

Show Batch Lines for:

Element: ☐ Unknown elements

Line	Assignment	Name	Pay Value	Input value	Costing	P
1	1	sayed, Mr. oser		2		
2	2	Elbadry, Mr. Yc		1		
3	3	Makki, Mr. Am		3		
4	4	Mohamed, Mr. I		0		
5	5	Gamal, Miss Sr		0		
6	6	Amin, Mr. Moha		0		
7	7	Khaled, Miss Ni		1		
8	8	Mohamed, Miss		2		
9	9	Hassan, Miss C		3		
10	10	Mohamed, Mr. I		4		
11	11	Amr, Mrs. Ota		1		
12	12	Asaf, Mr. Mohar		0		
13	13	Sultan, Mr. Ota		0		

Oracle Applications - #

File Edit View Window Help

Batch Header

Batch Name: basic salary 050024

Batch Type:

Source:

Reference:

Batch Status

☐ Unprocessed ☐ Transfer Incomplete

☐ Valid ☐ Error

☒ Transferred ☐ 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 (2)

☐ Purge After Rollback

☐ Auto Query

☐ Auto Validation

Elegant Lines Assignment Lines Assignment Set

Tags Messages Process...

Oracle Applications - #

File Edit View Window Help

Batch Lines (Basic salary 050024)

Show Batch Lines for:

Element: Basic Salary 050024 ☐ Unknown elements Find

Line	Assignment	Name	Pay Value	Input Value	Costing	F
1	1	ayed, Mr. osal		10000.00		
2	2	ElBady, Mr. Yc		5000.00		
3	3	Matali, Mr. Am		10000.00		
4	4	Mohamed, Mr. I		30000.00		
5	5	Genal, Miss Sa		20000.00		
6	6	Aman, Mr. Moh		9000.00		
7	7	Khaled, Miss H		10000.00		
8	8	Mohamed, Miss		12000.00		
9	9	Hassan, Miss C		40000.00		
10	10	Mohamed, Mr. I		20000.00		
11	11	Ame, Mrs. Ola		30000.00		
12	12	Asef, Mr. Mohar		30000.00		
13	13	Sultan, Mr. Osa		10000.00		

Messages Defaults

Oracle Applications - #

File Edit View Window Help

Batch Header

Batch Name: basic housing allowance

Batch Type:

Source:

Reference:

Batch Status

☐ Unprocessed ☐ Transfer Incomplete

☐ Valid ☐ Error

☒ Transferred ☐ 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 (2)

☐ Purge After Rollback

☐ Auto Query

☐ Auto Validation

Elegant Lines Assignment Lines Assignment Set

Tags Messages Process...

Oracle Applications - 8

File Edit View Window Tools Help

Batch Lines (Housing Allowance)

Show Batch Lines for: ☐ Unknown elements

Line	Assignment	Name	Pay Value	Costing	Reason	Fut
1	1	ayed, Mr. Ose				
2	2	ElBady, Mr. Yc				
3	3	Mahat, Mr. Am				
4	4	Muhamad, Mr. I				
5	5	Gemal, Mrs. Sc				
6	6	Amr, Mr. Moh				
7	7	Khaled, Mrs. H				
8	8	Muhamad, Mrs				
9	9	Hassan, Mrs. C				
10	10	Muhamad, Mr. I				
11	11	Amr, Mrs. Oa				
12	12	Aref, Mr. Moh				
13	13	Sultan, Mr. Ose				

Payroll Results

Oracle Applications - 8

File Edit View Window Tools Help

Requests

☐ Auto Refresh (0)

Request ID	Name	Parent	Phase	Status	Parameters
E306122	QuickPay Run		Completed	Normal	QUICKPAY, 1089702
E306110	Payroll Worker Process	E306105	Completed	Normal	SLAVE, 1089706, BEE, 1
E306109	Payroll Worker Process	E306105	Completed	Normal	SLAVE, 1089706, BEE, 1
E306108	Payroll Worker Process	E306105	Completed	Normal	SLAVE, 1089706, BEE, 1
E306107	Payroll Worker Process	E306105	Completed	Normal	SLAVE, 1089706, BEE, 1
E306105	BEE Batch Process		Completed	Normal	BATCHEE, TRANSFER, 1089704
E306497	Payroll Worker Process	E306492	Completed	Normal	SLAVE, 1089704, BEE, 1
E306496	Payroll Worker Process	E306492	Completed	Normal	SLAVE, 1089704, BEE, 1
E306495	Payroll Worker Process	E306492	Completed	Normal	SLAVE, 1089704, BEE, 1
E306494	Payroll Worker Process	E306492	Completed	Normal	SLAVE, 1089704, BEE, 1

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