Managing Approval Rules in Oracle Fusion Human Capital Management - Examples

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Overview

This document illustrates few examples of Approval Rules that can be configured in Fusion HCM.

You can manage approval rules using the tasks Manage Approval Transactions for Human Capital Management and Manage Task Configurations for Human Capital Management.

Managing Approval Transactions

Using the Manage Approval Transactions page, you can configure approval policies for many HCM tasks.

You can select approvers for a task, arrange approvers in the required sequence, define approval rules for each approver, and configure conditions for each rule.

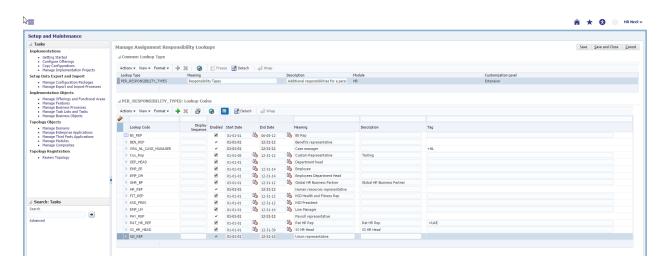
Managing Task Configurations

The Manage Task Configurations for Human Capital Management task navigates to the BPM Worklist. You can use the BPM Worklist to review and configure approval policies for HCM tasks; however, You may use the BPM Worklist to configure the following approval details:

- When to issue approval notification
- Who can access task contents
- What actions are available to approvers
- What to do when errors occur during approval routing
- When tasks expire or when should tasks be escalated
- Can approvers can add other approvers

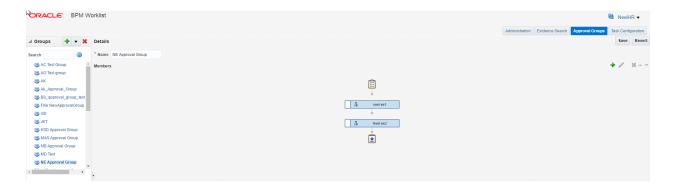
Define Area Of Responsibility (AOR)

Setup and Maintenance → Manage assignment Responsibility lookups Select lookup type Per_responsibility_types Add a new code



Define Approval Group

Setup and Maintenance → Manage Approval Groups for Human Capital Management Add Approval Group



1. Auto Approval



Number of levels = 1

Starting participant = HierarchyBuilder.getPrincipal(Task.payload.transactionApprovalRequest.Requestor,-1,"","")

Top participant = HierarchyBuilder.getPrincipal(Task.payload.transactionApprovalRequest.Requestor,-1,"","")

Auto action = "APPROVE"



For Absence Auto Approvals:

Number of levels = 1

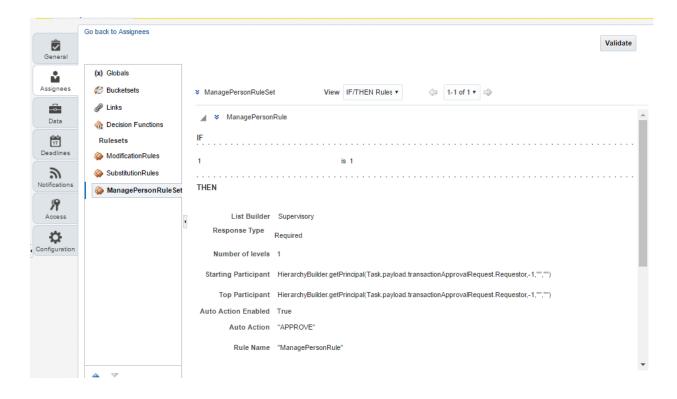
Starting participant = HierarchyBuilder.getPrincipal(Task.payload. absencesApprovalsRequest.Requestor,-1,"","")

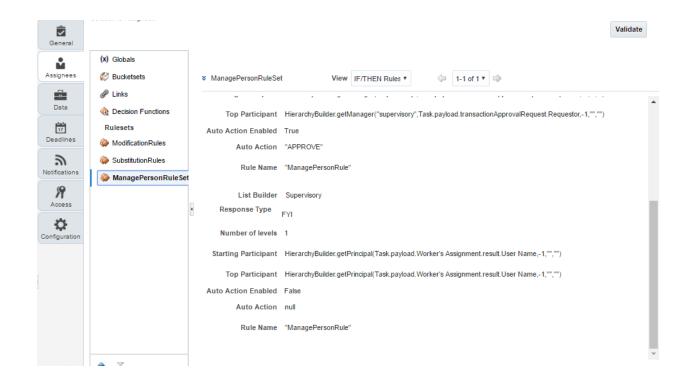
Top participant = HierarchyBuilder.getPrincipal(Task.payload. absencesApprovalsRequest.Requestor,-1,"","")

Auto action enabled = True

Auto action = "APPROVE"

2. Auto Approval, FYI notification to Employee





List Builder Supervisory Response Type: Required Number of levels: 1

Starting Participant: HierarchyBuilder.getManager("supervisory", Task.payload.transactionApprovalRequest.Requestor, -1, "", "")

Top Participant: HierarchyBuilder.getManager("supervisory", Task.payload.transactionApprovalRequest.Requestor, -1, "", "")

Auto Action Enabled: True Auto Action: "APPROVE"

List Builder: Supervisory Response Type:FYI Number of levels: 1

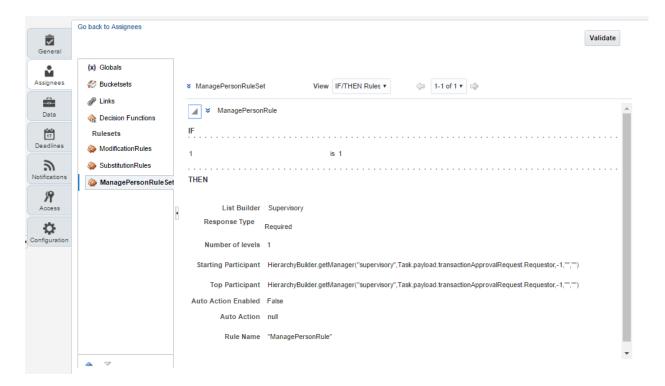
 $Starting\ Participant:\ Hierarchy Builder.get Principal (Task.payload. Worker's\ Assignment. result. User\ Name, -1, "", "")$

Top Participant" HierarchyBuilder.getPrincipal(Task.payload.Worker's Assignment.result.User Name,-1,"","")

Auto Action Enabled: False

Auto Action: null

3. Approval to One Level Line Manager



Number of levels = 1

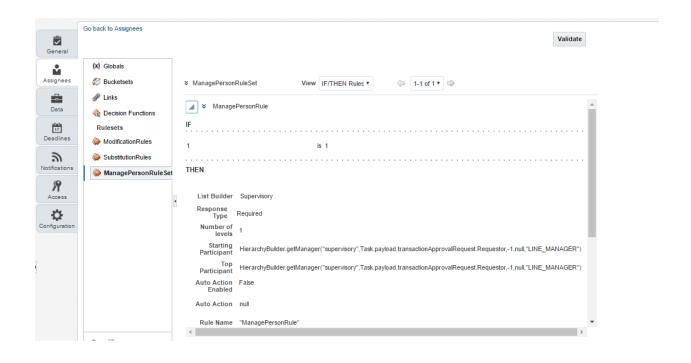
Starting participant and Top participant can be written in any of the following ways.

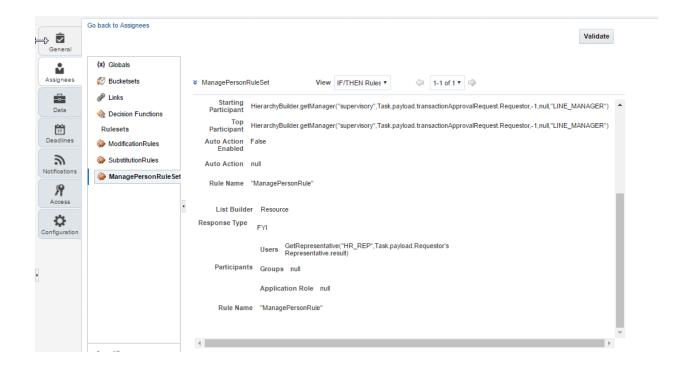
Starting participant = HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalRequest.Requestor,-1,"","")
Starting participant = HierarchyBuilder.getManager("supervisory",Task.creator,-1,null,null)
Starting participant = HierarchyBuilder.getPrincipal(Task.payload.transactionApprovalRequest.attribute7,-1,"","")

Top participant = HierarchyBuilder.getManager("supervisory", Task.payload.transactionApprovalRequest.Requestor,-1,"","")
Auto action = null



4. Approval to One level line manager, FYI to HR (HR identified using AOR)





IF 1 is 1

THEN

List Builder Supervisory Response Type: Required Number of levels: 1

Starting Participant: HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalRequest.Requestor,-

1,null,"LINE_MANAGER")

Top Participant: HierarchyBuilder.getManager("supervisory", Task.payload.transactionApprovalRequest.Requestor,-

1,null,"LINE_MANAGER")
Auto Action Enabled:False

Auto Action null

List Builder Resource Response Type: FYI Participants:

Users: GetRepresentative("HR_REP", Task.payload.Requestor's Representative.result)

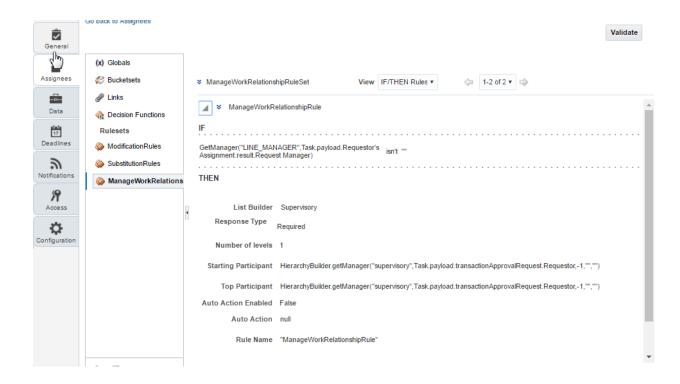
Groups: null

Application Role: null

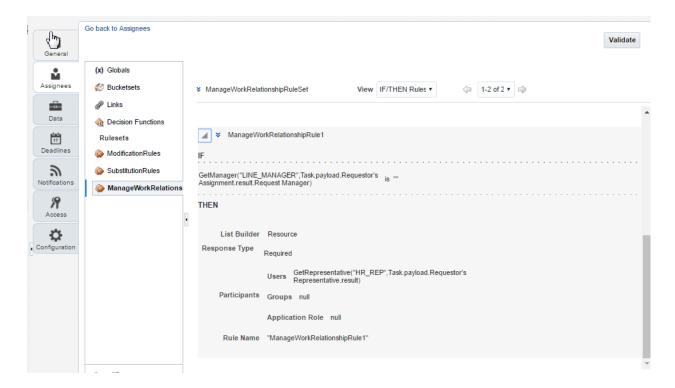


5. Approval to One level line manager, if Line manager is not there then route to HR

The rule is defined to check if Requestor has a line manager or not. If he has a line manager then it will send one level approval.



If the requestor does not have a line manager then Send approval notification to HR.



ManageWorkRelationshipRule

ΙF

GetManager("LINE_MANAGER",Task.payload.Requestor's Assignment.result.Request Manager) isn't ""

THEN

List Builder Supervisory Response Type: Required Number of levels 1

Starting Participant: HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalRequest.Requestor,-

Top Participant: HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalRequest.Requestor,-1,"","")

Auto Action Enabled: False

Auto Action: null

Rule Name: "ManageWorkRelationshipRule"

ManageWorkRelationshipRule1

10

GetManager("LINE_MANAGER", Task.payload.Requestor's Assignment.result.Request Manager) is ""

THEN

List Builder Resource Response Type: Required

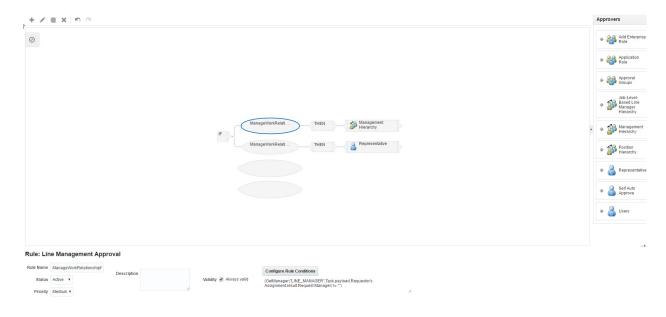
Participants

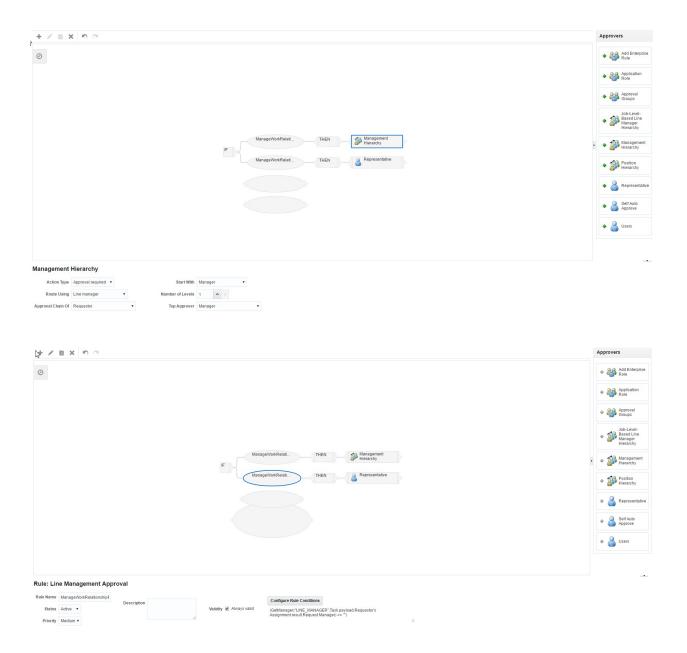
 $Users: GetRepresentative ("HR_REP", Task.payload. Requestor's \ Representative.result)$

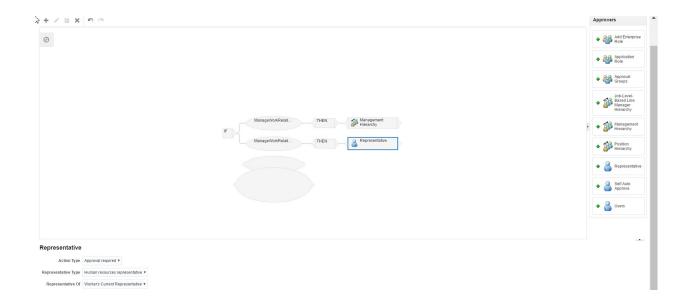
Groups: null

Application Role: null

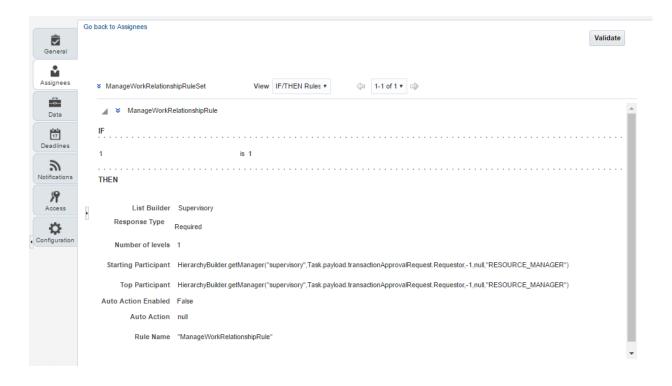
Rule Name "ManageWorkRelationshipRule1"







6. Approval to Resource Manager (Matrix Manager)



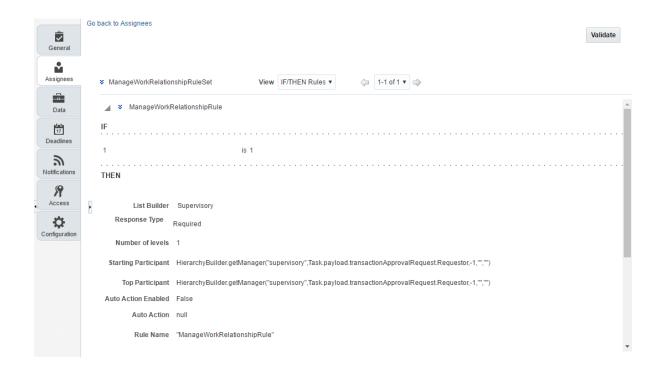
List Builder Supervisory Response Type: Required Number of levels: 1

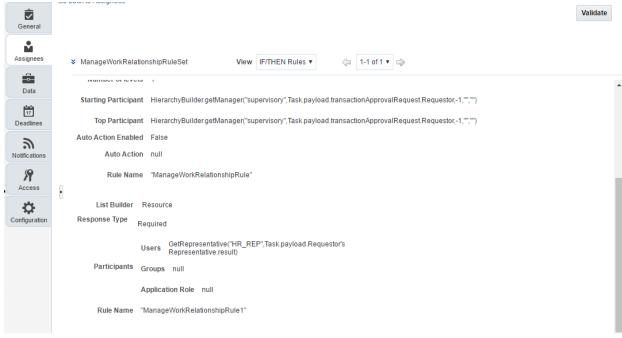
 $Starting\ Participant: Hierarchy Builder.get Manager ("supervisory", Task. payload. transaction Approval Request. Requestor, Task. payload. transaction Approval Request. Request. Requestor, Task. payload. Payload. payload. Task. payload. Task. payload. Task. payload. Task. payload. Payloa$

1,null,"RESOURCE_MANAGER")

Top Participant: HierarchyBuilder.getManager("supervisory", Task.payload.transactionApprovalRequest.Requestor,-1,null,"RESOURCE_MANAGER")
Auto Action Enabled:False
Auto Action null

7. Approval to two levels - Line Manager followed by HR.





ManageWorkRelationshipRule

IF

GetManager("LINE MANAGER", Task.payload.Requestor's Assignment.result.Request Manager) isn't ""

THEN

List Builder Supervisory Response Type: Required Number of levels 1

Starting Participant: HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalRequest.Requestor,-

Top Participant: HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalRequest.Requestor,-1,"","")

Auto Action Enabled: False

Auto Action: null

Rule Name: "ManageWorkRelationshipRule"

List Builder Resource Response Type: Required

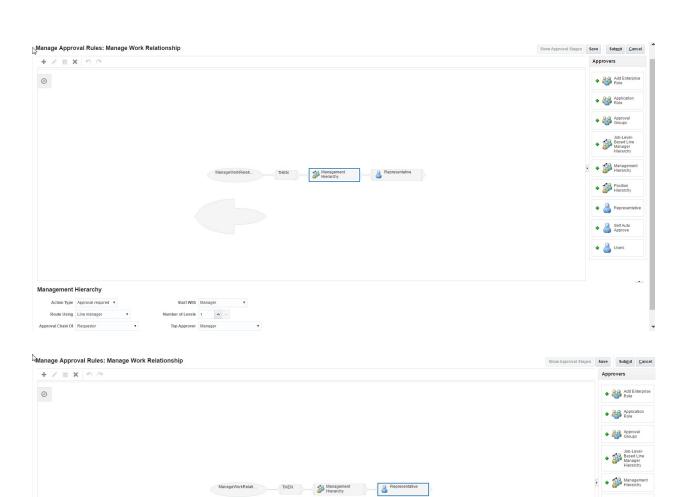
Participants:

Users: GetRepresentative("HR_REP", Task.payload. Requestor's Representative.result)

Groups: null

Application Role: null

Rule Name "ManageWorkRelationshipRule"



Representative

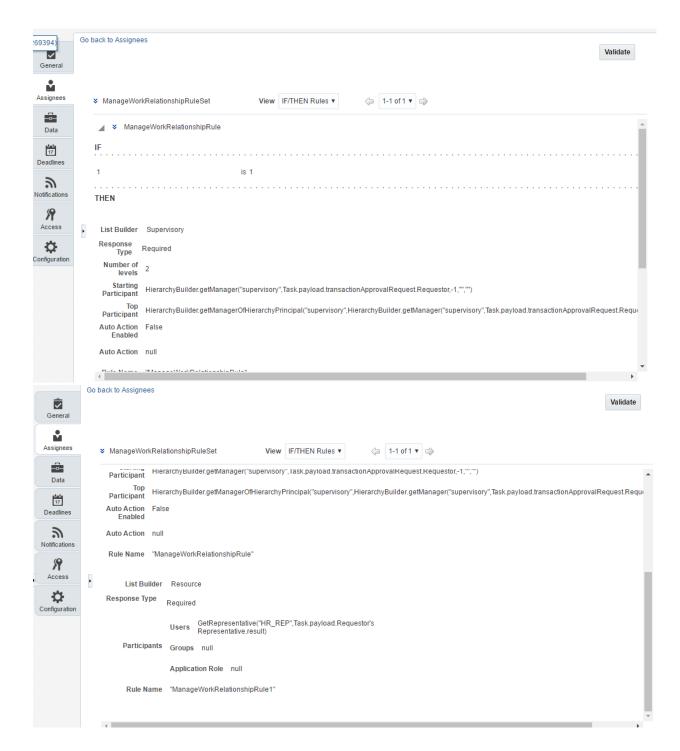
Action Type Approval required ▼

Representative Type Human resources representative ▼

Representative Of Requestor's Representative ▼

Position
Hierarchy
Representative
Self Auto
Approve
Users

8. Approval to three levels. Line Manager → Line Manager's Manager → HR.



IF

GetManager("LINE_MANAGER",Task.payload.Requestor's Assignment.result.Request Manager) isn't ""

THEN

List Builder Supervisory Response Type: Required Number of levels 2

 $Starting\ Participant: Hierarchy Builder.get Manager ("supervisory", Task.payload.transaction Approval Request. Requestor, Task.payload.transaction Approval Request. Reques$

1,"","")

Top Participant:

 $\label{thm:conversion} Hierarchy Builder. get Manager Of Hierarchy Principal ("supervisory", Hierarchy Builder. get Manager ("supervisory", Task. payload .transaction Approval Request . Requestor, -1, "", ""))$

Auto Action Enabled: False

Auto Action: null

Rule Name: "ManageWorkRelationshipRule"

List Builder Resource Response Type: Required

Participants:

Users: GetRepresentative("HR REP", Task.payload. Requestor's Representative.result)

Groups: null

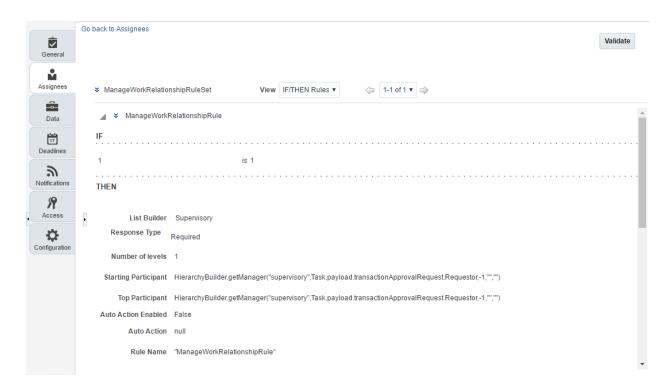
Application Role: null

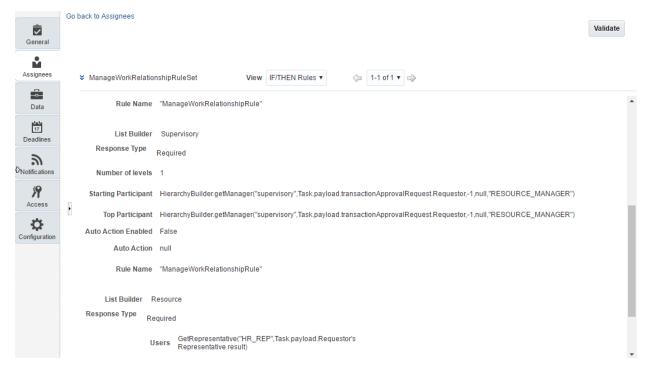
Rule Name "ManageWorkRelationshipRule"

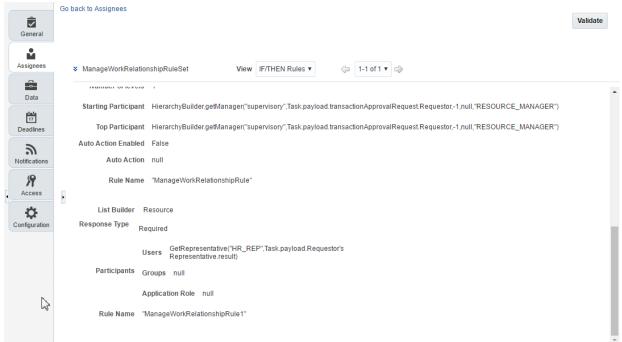




9. Approval to three levels, Line manager \rightarrow Resource manager \rightarrow HR







ManageWorkRelationshipRule

IF

1 is 1

THEN

List Builder Supervisory

Response Type: Required Number of levels: 1 Starting Participant:

HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalRequest.Requestor,-1,"","")

Top Participant: HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalRequest.Requestor,-1,"","")

Auto Action Enabled: False

Auto Action: null

Rule Name "ManageWorkRelationshipRule"

List Builder Supervisory Response Type: Required Number of levels: 1

 $Starting\ Participant: Hierarchy Builder. get Manager ("supervisory", Task. payload. transaction Approval Request. Requestor, Task. payload. payload. Task. payload. payload. Task. payload. Task. payload. payload. Task. payload. p$

1,null,"RESOURCE_MANAGER")

 $Top\ Participant: Hierarchy Builder. get Manager ("supervisory", Task. payload. transaction Approval Request. Requestor, France (and France and France a$

1,null,"RESOURCE_MANAGER")
Auto Action Enabled: False

Auto Action: null

Rule Name "ManageWorkRelationshipRule"

List Builder: Resource Response Type: Required

Participants

Users: GetRepresentative("HR_REP", Task.payload.Requestor's Representative.result)

Groups: null

Application Role: null

Rule Name "ManageWorkRelationshipRule"

10. Approval to a single User



1 is 1

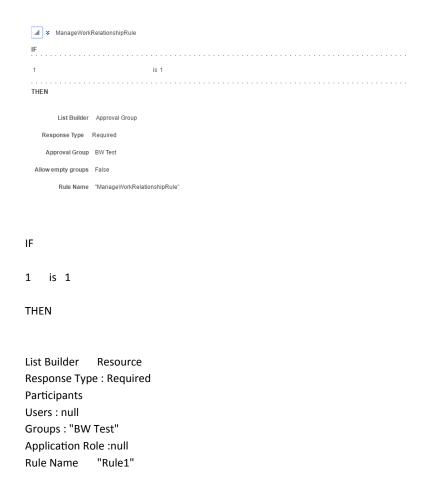
THEN

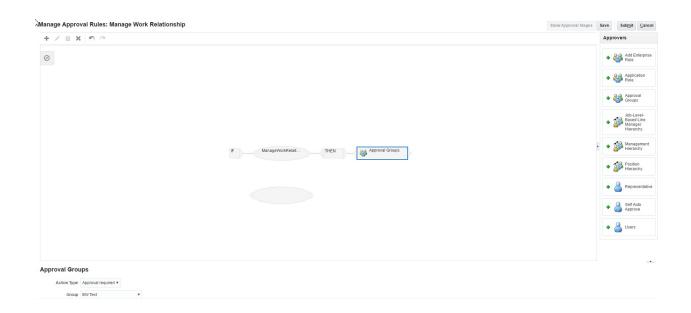
List Builder Resource
Response Type: Required
Participants
Users: "neel.hr"
Groups: null
Application Role:null
Rule Name: "Rule1"

IF



11. Approval to an Approval Group





12. Approval to an Enterprise Role (Parallel Approvals)



```
IF
```

```
i
1 1
```

THEN

```
List Builder Resource

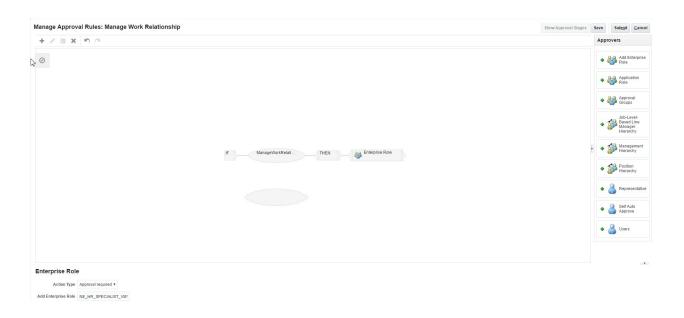
Response Type Required

Use nu rs II

Participants Group "NE_HR_SPECIALIST_VIEW_ALL_D S ATA"

Application nu Role II

Rule Name "Rule1"
```



13. Approvals Based on initiator

Check if initiator is HR

- HR initiates transaction goes for auto approval and if any other user initiates go for one level line manager approval.



Task.payload.transactionApprovalRequest. ⁱ GetRepresentative("NE_REP",Task.payload.Requestor's Requestor s Representative.result)

THEN

```
Response Type Required

Number of levels 1

Starting HierarchyBuilder.getPrincipal(Task.payload.transactionApprovalRequest. Participant Requestor,-1,"","")

Top Participant HierarchyBuilder.getPrincipal(Task.payload.transactionApprovalRequest. Requestor,-1,"","")

Auto Action Enabled

Auto Action "APPROVE"

Rule Name "HR"
```



IF

 $\label{lem:continuous} Task.payload.transaction \textit{Approval} \textit{Requestor} \\ \text{isn GetRepresentative} ("NE_REP", Task.payload.Requestor's Requestor \\ \text{'t Representative.result)}$

THEN

List Builder Supervisory

Response Type Required

Number of levels 1

Starting HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalReque Participant st.Requestor,-1,"","")

Top Participant HierarchyBuilder.getManager("supervisory",Task.payload.transactionApprovalReque st.Requestor,-1,"","")

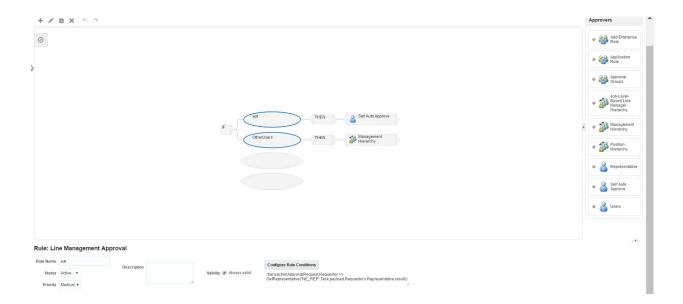
False

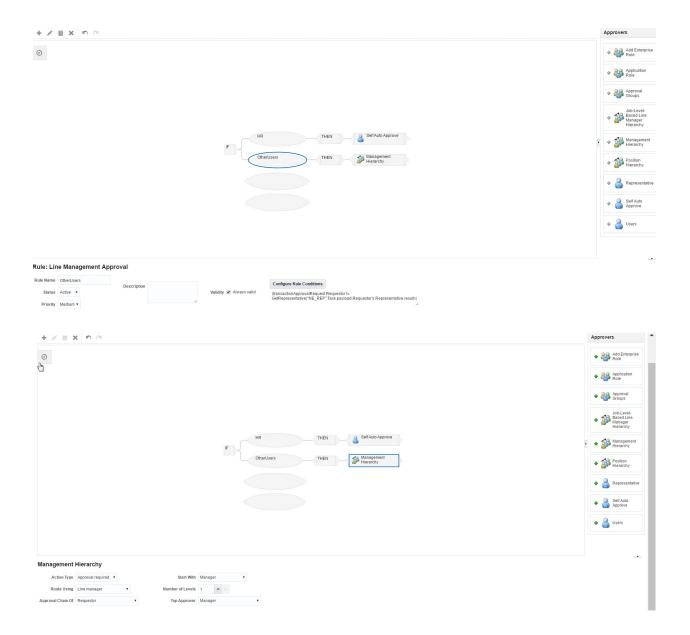
Auto Action

Enabled

Auto Action "null"

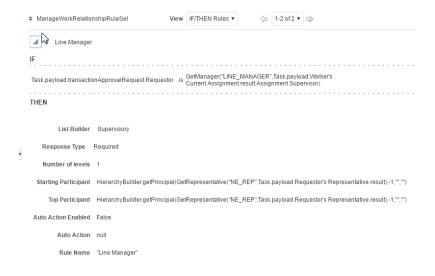
Rule Name "OtherUsers"





Check if Initiator is line manager

- Line manager initiates transaction goes for HR approval and if any other user initiates Line manager approval.







IF

Task.payload.transactionApprovalRequest. i GetManager("LINE_MANAGER",Task.payload.Worker's Current Requestor s Assignment.result.Assignment Supervisor)

THEN

```
Response Type Required

Number of levels 1

Starting HierarchyBuilder.getPrincipal(GetRepresentative("NE_REP",Task.payload.Requestor's Participant Representative.result),-1,"","")

Top Participant HierarchyBuilder.getPrincipal(GetRepresentative("NE_REP",Task.payload.Requestor's Representative.result),-1,"","")

False

Auto Action Enabled

Auto Action null

Rule Name "Line Manager"
```

IF

THEN

```
Response Type Required

Number of levels 1

Starting Participant HierarchyBuilder.getPrincipal(Task.payload.transactionApprovalRequest. Requestor,-1,"","")

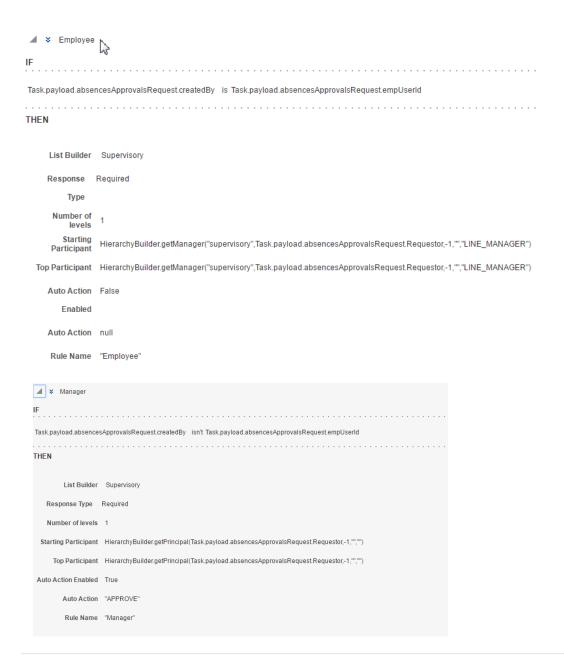
Top Participant HierarchyBuilder.getPrincipal(Task.payload.transactionApprovalRequest. Requestor,-1,"","")

Auto Action True
```

```
Enabled
Auto Action "APPROVE"
Rule Name "OtherUsers"
```

Check if initiator is Employee

- If employee submits absence leave request it should go for one level manager, if any other user submits leave request, it should get auto approved.



```
y Employ
```

IF

 ${\bf Task.payload.absences Approvals Request.} \ {\bf i} \ {\bf Task.payload.absences Approvals Request.ecreated By} \\ {\bf smpUserId}$

THEN

```
Response Type Required

Number of levels 1

Starting HierarchyBuilder.getManager("supervisory",Task.payload.absencesApprovalsRequest.Requestor,-Participant 1,"","LINE_MANAGER")

Top Participant HierarchyBuilder.getManager("supervisory",Task.payload.absencesApprovalsRequest.Requestor,-1,"","LINE_MANAGER")

Auto Action Enabled Auto Action null

Rule Name "Employee"
```

IF

Task.payload.absencesApprovalsRequest.e isn Task.payload.absencesApprovalsRequest.e createdBy 't mpUserId

THEN

List Builder Supervisory

Response Type Required

Number of levels 1

Starting HierarchyBuilder.getPrincipal(Task.payload.absencesApprovalsRequest.

Participant Requestor,-1,"","")

Top Participant HierarchyBuilder.getPrincipal(Task.payload.absencesApprovalsRequest. Requestor,-1,"","")

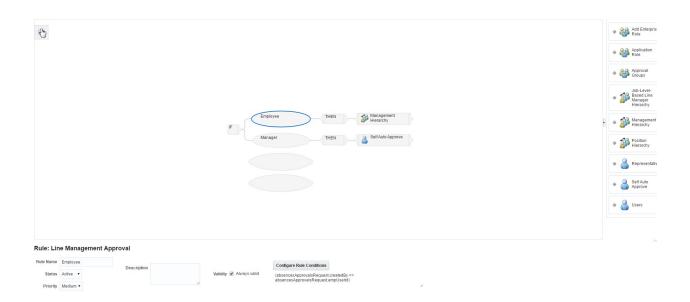
True

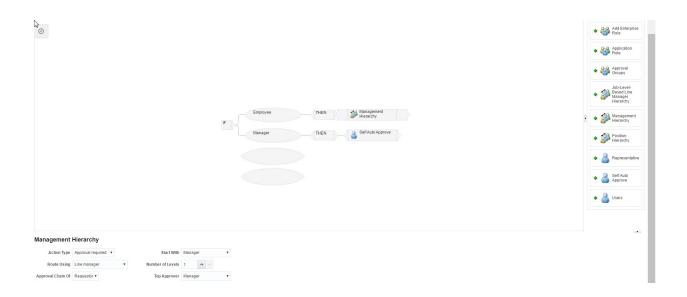
Auto Action

Enabled

Auto Action "APPROVE"

Rule Name "Manager"

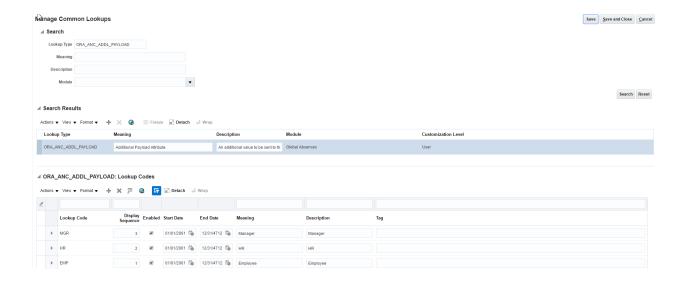




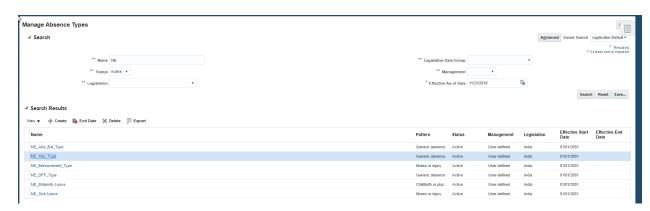


14. Absence Approvals with Payload Attributes

- 1. When Employee initiates, go for one level line manager
- 2. When Manager initiates, Auto approval and FYI to HR
- 3. When HR initiates, Auto approval, FYI to Employee and HR
- 1. Go to Manage Common Lookups and search for code "ORA_ANC_ADDL_PAYLOAD" and add values for Employee, HR and Manager



2. Manage Absence Type





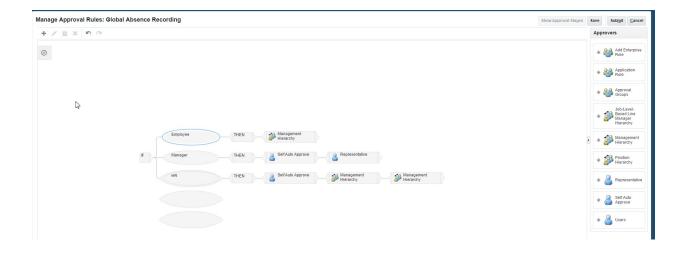
3. Approval rules



```
Task.payload.absencesApprovalsRequest.absenceDispStatusCd.toUpperCase() is "EMP"
     THEN
       List Builder Supervisory
       Response Required
             Туре
        Number of
        \begin{tabular}{ll} \textbf{Starting} \\ \textbf{Participant} \\ \end{tabular} Hierarchy Builder. get Manager ("supervisory", Task. payload. absences Approvals Request Requestor, -1, null, "LINE_MANAGER") \\ \end{tabular}
        Top
Participant
                     Hierarchy Builder.get Manager ("supervisory", Task.payload.absences Approvals Request. Requestor, -1, null, "LINE\_MANAGER") \\
       Auto Action False
          Enabled
       Auto Action null
        Rule Name "Employee"
₩ 🔺 ¥ Manager
    Task.payload.absencesApprovalsRequest.absenceDispStatusCd.toUpperCase() is "MGR"
   THEN
             List Builder Supervisory
       Response Type Required
        Number of levels 1
      Starting Participant HierarchyBuilder.getPrincipal(Task.payload. absencesApprovalsRequest.Requestor,-1,"","")
          Top\ Participant \quad \mbox{HierarchyBuilder.getPrincipal(Task.payload.\ absences Approvals Request. Requestor, -1, "", "")} \\
    Auto Action Enabled True
             Auto Action "APPROVE"
             Rule Name "Manager"
          List Builder Resource
    Response Type FYI
                        Users \quad {\sf GetRepresentative} ("{\sf HR\_REP"}, {\sf Task.payload.getRepresentativeListResponse}. result)
          Participants Groups null
                        Application Role null
          Rule Name "Manager"
```

```
▲ ¥ HR
   Task.payload.absences Approvals Request.absence DispStatus Cd.to Upper Case () \\ is "HR"
  THEN
                                List Builder Supervisory
              Response Type Required
                Number of levels 1
          Starting Participant HierarchyBuilder.getPrincipal(Task.payload.absencesApprovalsRequest.Requestor,-1,"","")
                       Top Participant HierarchyBuilder.getPrincipal(Task.payload. absencesApprovalsRequest.Requestor,-1,"","")
      Auto Action Enabled True
                                Auto Action "APPROVE"
                                 Rule Name "HR"
                     List Builder Supervisory
                     Response FYI
                                     Туре
                       Number of levels
                       \label{thm:continuous} \textbf{Starting} \\ \textbf{Participant} \\ \mbox{ HierarchyBuilder.getManager("supervisory", Task.payload.absencesApprovalsRequest.Requestor, -1, "","LINE\_MANAGER")} \\ \mbox{ Task.payload.absencesApprovalsRequest.Requestor, -1, "","LINE\_MANAGER")} \\ \mbox{ Task.payload.absencesApprovalsRequest.Requestor, -1, "", LINE\_MANAGER")} \\ \mbox{ Task.payload.absencesApprovalsRequest.Requestor, -1, "", LINE\_MANAGER")} \\ \mbox{ Task.payload.absencesApprovalsRequest.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Request.Reques
           \textbf{Top Participant} \quad \textbf{HierarchyBuilder.getManager} ("supervisory", Task.payload.absences Approvals Request. Request or, -1, "", "LINE\_MANAGER") \\
                     Auto Action False
                                Enabled
                     Auto Action null
                      Rule Name "HR"
```





Employee

IF

Task.payload.absencesApprovalsRequest.absenceDispStatusCd. $^{\rm i}$ "EM toUpperCase() s P"

THEN

```
Response Type Required
Number of levels 1

Starting HierarchyBuilder.getManager("supervisory",Task.payload.absencesApprovalsRequest.Requestor,-Participant 1,null,"LINE_MANAGER")

Top HierarchyBuilder.getManager("supervisory",Task.payload.absencesApprovalsRequest.Requestor,-Participant 1,null,"LINE_MANAGER")

False
Auto Action Enabled
Auto Action null
Rule Name "Employee"
```

IF

THEN

```
List Builder Supervisory
     Response Type Required
     Number of levels 1
                                          Starting HierarchyBuilder.getPrincipal(Task.payload.
                        Participant absencesApprovalsRequest.Requestor,-1,"","")
Top Participant HierarchyBuilder.getPrincipal(Task.payload. absencesApprovalsRequest.Requestor,-1,"","")
                              Auto Action
                                               Enabled
                              Auto Action "APPROVE"
                                 Rule Name "Manager"
                  List Builder Resource
                  Response
                                                                           FYI
                                         Type
                                                                                      User \ \ \textbf{GetRepresentative} ( \textbf{"HR\_REP", Task.payload.getRepresentative ListRepresentative ListRepresen
                                                                                                         S esponse.result)
                                                                                    Grou nu
               Participants
                                                                                                    ps II
                                                                                        Application nu
                                                                                                                            Role II
                     Rule Name "Manager"
```

¥ H R

IF

THEN

```
List Builder Supervisory
 Response Type Required
 Number of levels 1
         Starting HierarchyBuilder.getPrincipal(Task.payload.
     Participant absencesApprovalsRequest.Requestor,-1,"","")
Top Participant HierarchyBuilder.getPrincipal(Task.payload. absencesApprovalsRequest.Requestor,-1,"","")
      Auto Action
          Enabled
      Auto Action "APPROVE"
       Rule Name "HR"
      List Builder Supervisory
 Response Type FYI
 Number of levels 1
         Starting HierarchyBuilder.getManager("supervisory", Task.payload.absencesApprovalsRequest.Requestor,
     Participant 1,"","LINE_MANAGER")
Top Participant HierarchyBuilder.getManager("supervisory",Task.payload.absencesApprovalsRequest.Requestor,-1,"","LINE_MANAGER")
                    False
      Auto Action
          Enabled
      Auto Action null
       Rule Name "HR"
      List Builder Supervisory
 Response Type FYI
 Number of levels 1
         Starting \ \ \textbf{HierarchyBuilder}. \textbf{getPrincipal} (\textbf{Task.payload.absencesApprovalsRequest.e}
     Participant mpUserId,-1,"","")
```

Top Participant HierarchyBuilder.getPrincipal(Task.payload.absencesApprovalsRequest.e mpUserId,-1,"","")

False

Auto Action

Enabled

Auto Action null

Rule Name "HR"

15. Approvals using Advanced Mode

Route the transaction to auto approval if the user is having a role of LINE Manager

```
is a Task
  Task
   and
                     is a Lists
  Lists
   and
   (for each case where) {
    Requestor's Role
                         is a Requestor's Role Details and
    Details
     Requestor's Role Details.Role
                                              is "LINE_MANAGER"
     Name.toUpperCase()
THEN
         List Builder Supervisory
    Response Type Required
    Number of levels 1
  Starting Participant HierarchyBuilder.getPrincipal(Task.payload.transactionApprovalRequest.Requestor,-1,"","")
      \textbf{Top Participant} \quad \textbf{HierarchyBuilder.getPrincipal} (Task.payload.transactionApprovalRequest.Requestor, \textbf{-1}, "", "") \\
 Auto Action Enabled True
         Auto Action "APPROVE"
          Rule Name "Rule1"
```

Detailed steps of configuring the above rule are given below.

