Hybrid Work Policy : HCM Walkthrough

JAPAC Region - Excluding ANZ

December 2022, Version 1.0

Contents

Initiating HCM Workspace Change Request

Initiating Change Requests

This document provides guidelines and process for making changes in workspace category and associated work location.

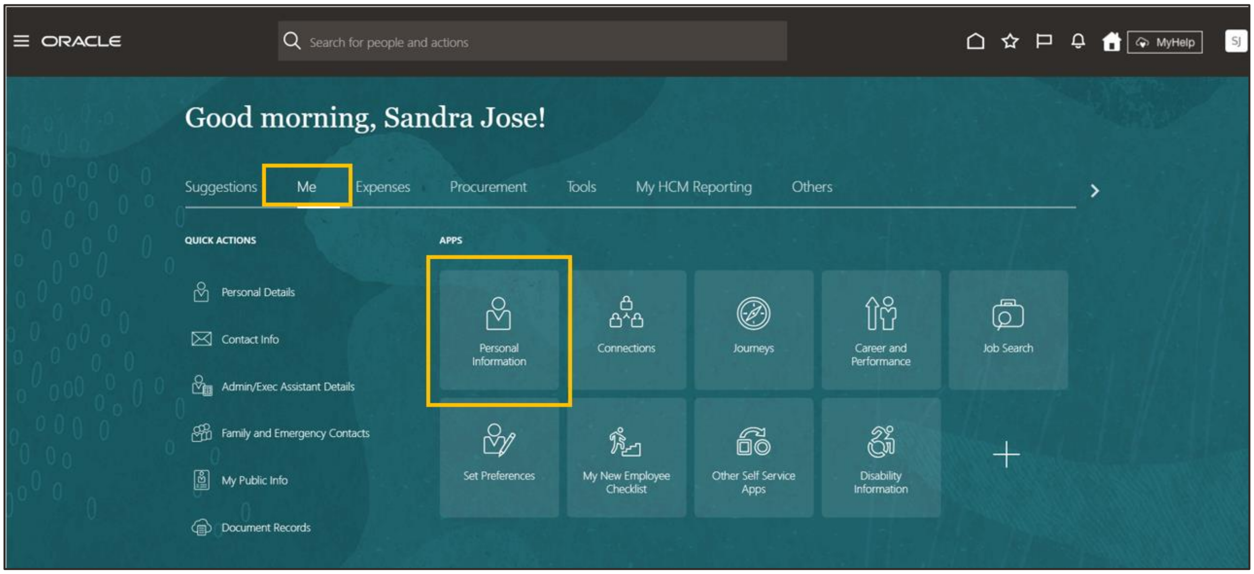
1. Default assignment & Subsequent Changes
    - All employees will be on “assigned” when workspace category module is enabled in HCM for a country.
    - Employee needs to raise a transaction in HCM if they need to change the workspace category for a duration greater than 12 months.
    - Currently HCM workspace category transaction can be raised only by the employee. In cases where the manager intends to raise a change for the employee, the transaction has to be initiated by the employee.
2. Pre-initiation Action
    - Read and understand the Remote and Flexible Work policy applicable to the employee. By submitting the transaction, the employee acknowledges that they provide their consent for the change in the workspace category.
    - Employees desirous of changing their current workspace category or managers requiring a change in the workspace category for their teams or part of the team are required to mutually consult on the potential request before initiating the transaction.
3. Approval process
    - The approval workflow is given below
        - Employee >> Manager >> HR Rep >> RE&F >> EHS (only for KR) >> LoB Management upto M6
        - Once all the review by teams and approvals are completed, the employee will be notified and can start working in the new workspace category.

Walkthrough – Workspace Category (WSC) Change

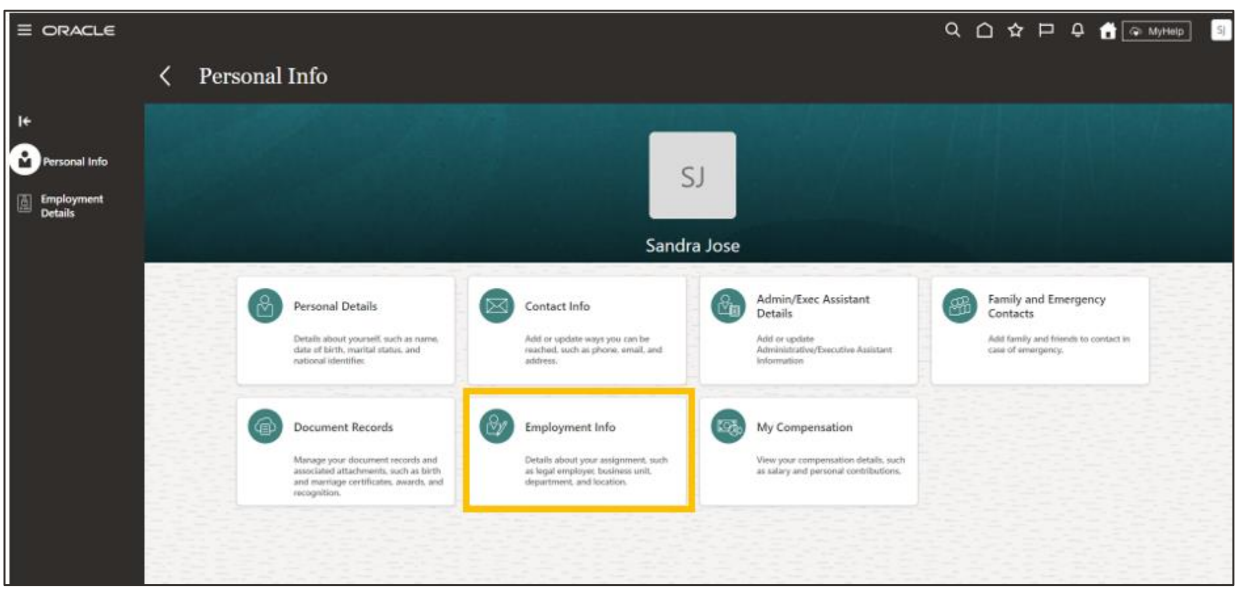
1. Check current Workspace Category

1.A. Employee checking their own WSC

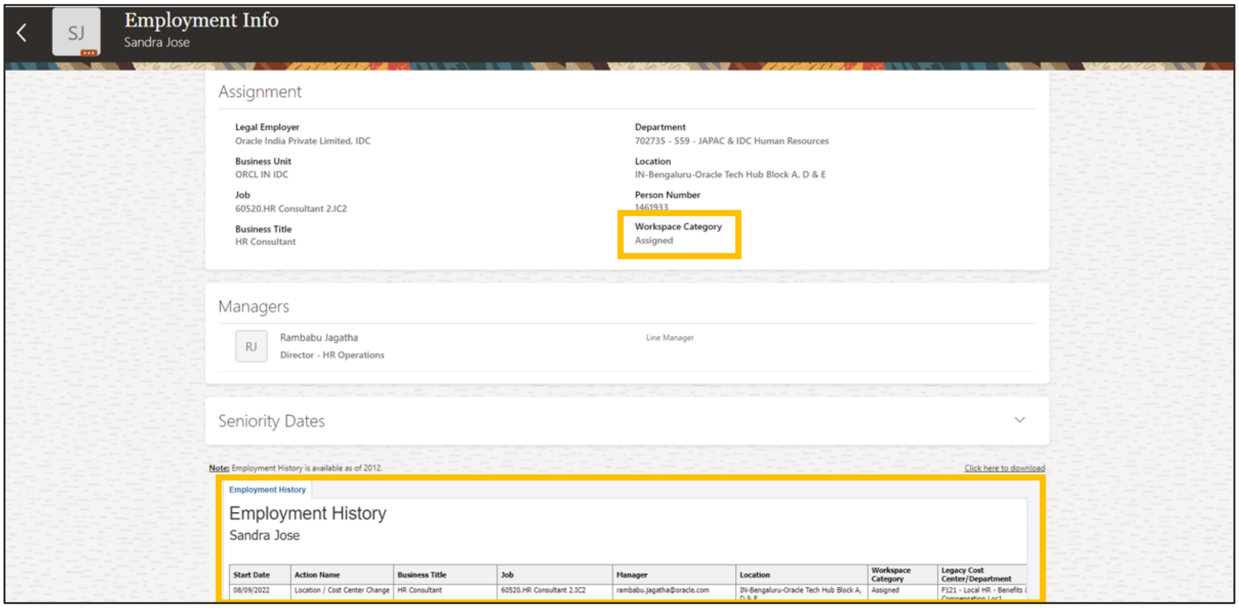
1.A.1. Employee should navigate to "Personal Information" section under "Me" category in [HCM](HCM).



1.A.2. The Employment Info section will have the details of the employee's assignment and workspace category.



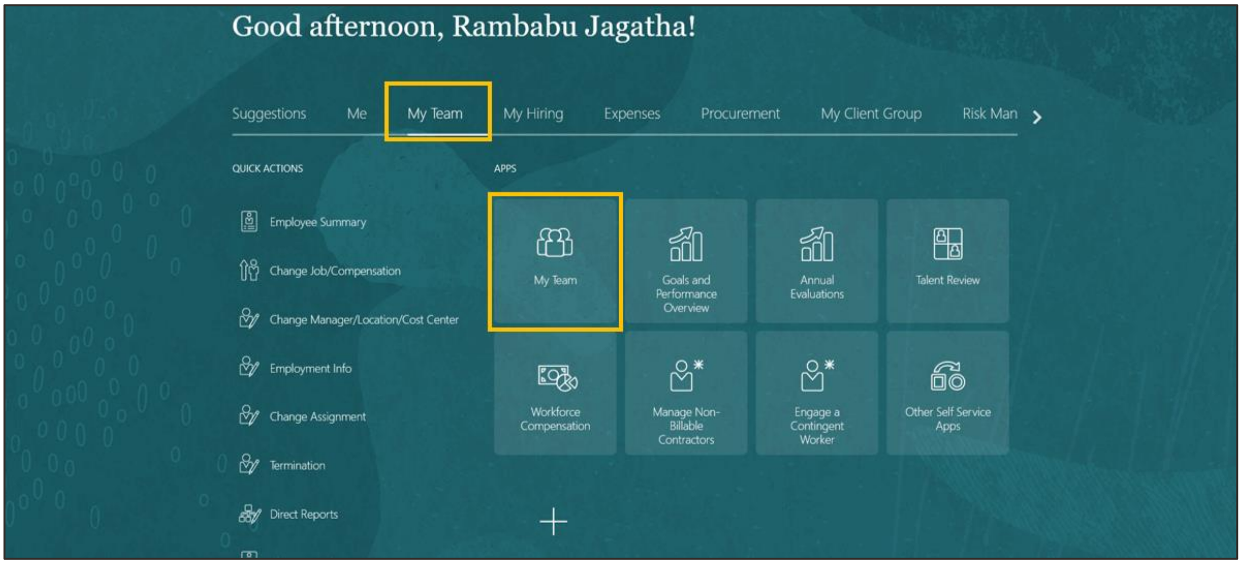
1.A.3. The employee can view the workspace category under the Assignment section and view the details in the Employment History section.



1.B. Manager checking the WSC of their employees

Managers can check the WSC of their direct employees in [HCM](HCM).

1.B.1. Manager should navigate to “My Team” section under “My Team”.



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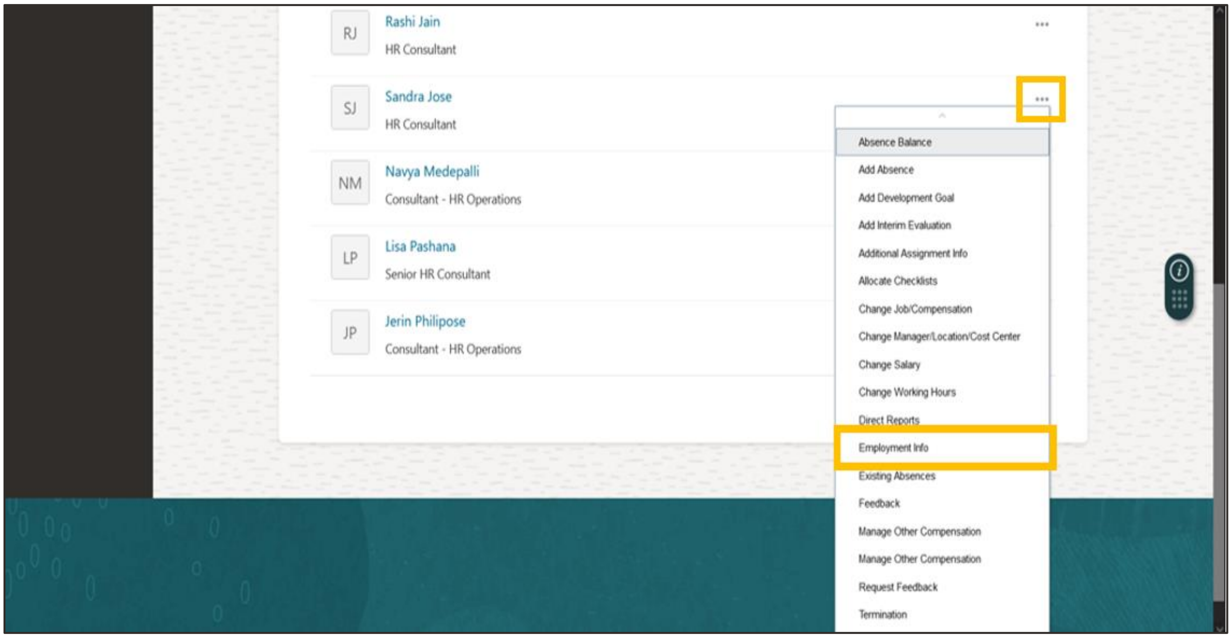
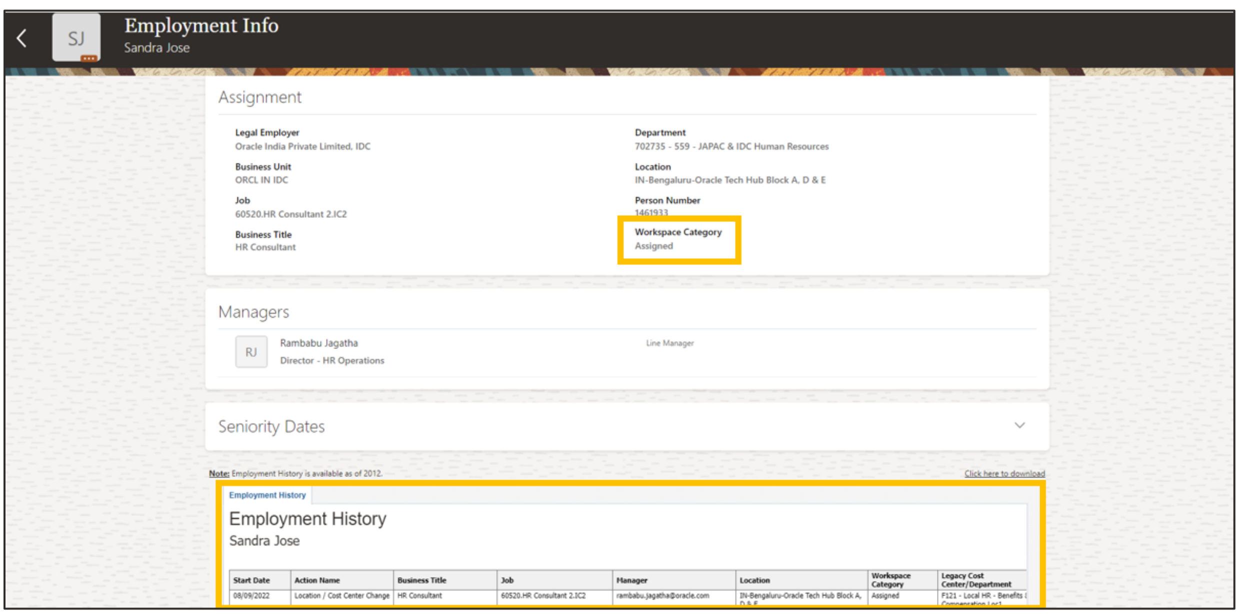
1.B.2. Managers can choose the Action button for the respective employee and choose Employment Info.



1.B.3. The Manager can view the workspace category under the Assignment section and view the details in the Employment History section.



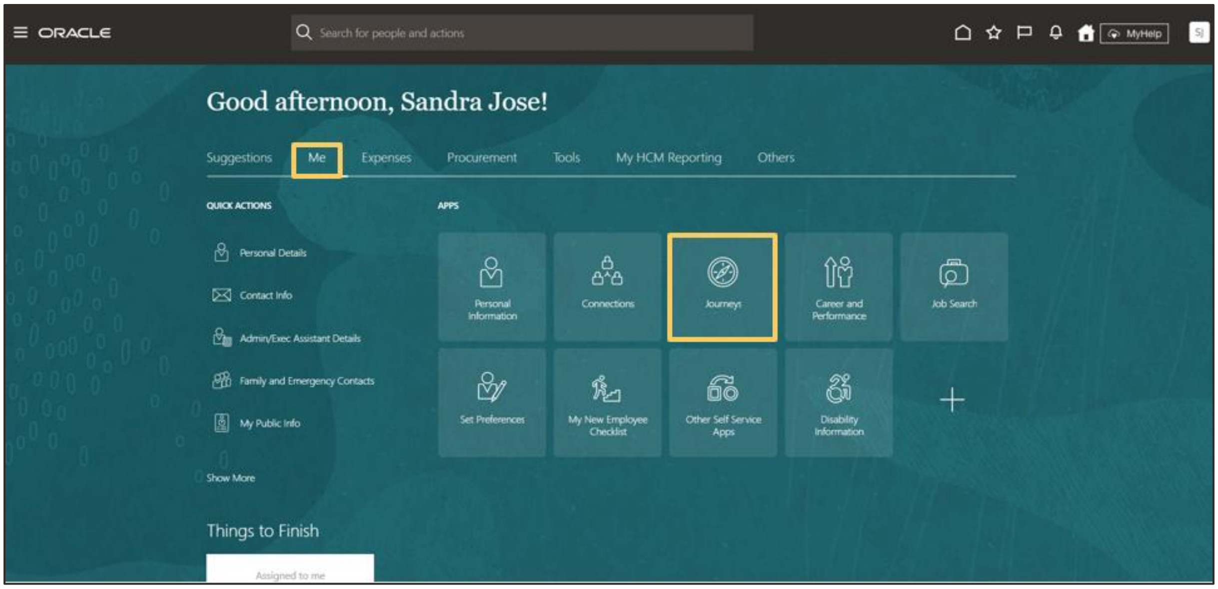
2. Initial Request for Workspace Category Change (applying for the first time)

2.A. Initiate Workspace Category Change transaction

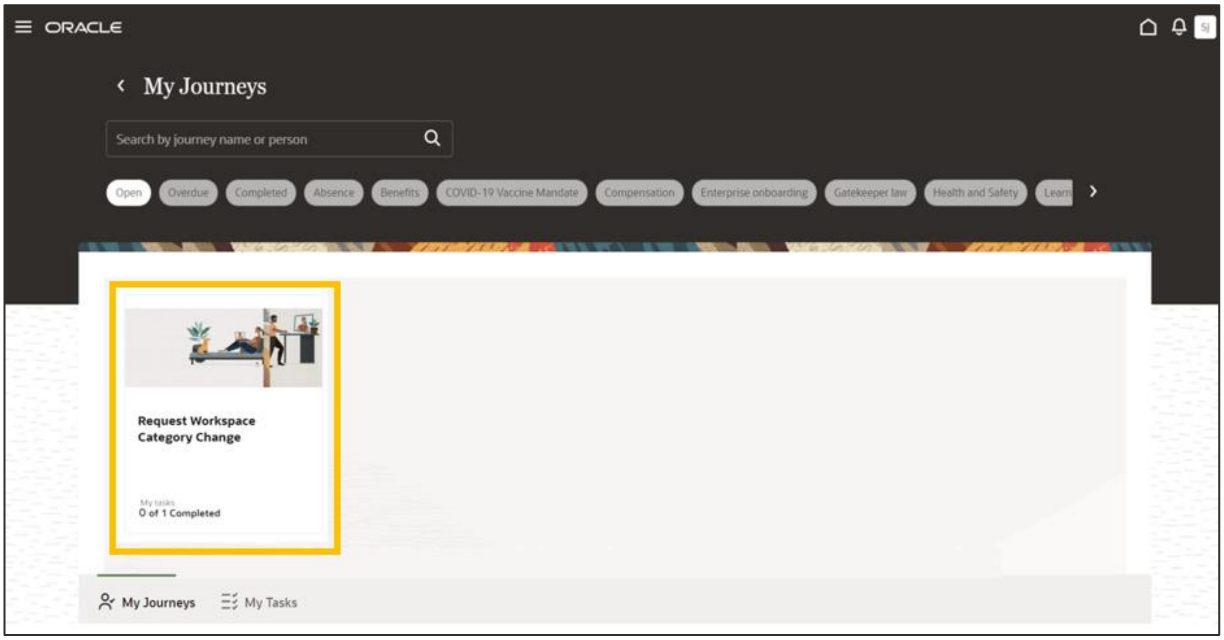
Employee can initiate a WSC change transaction as shown below in the following circumstances:

- Change in WSC transaction from Assigned to Flex or Remote
- Change in WSC transaction accompanied with a change in Office Location

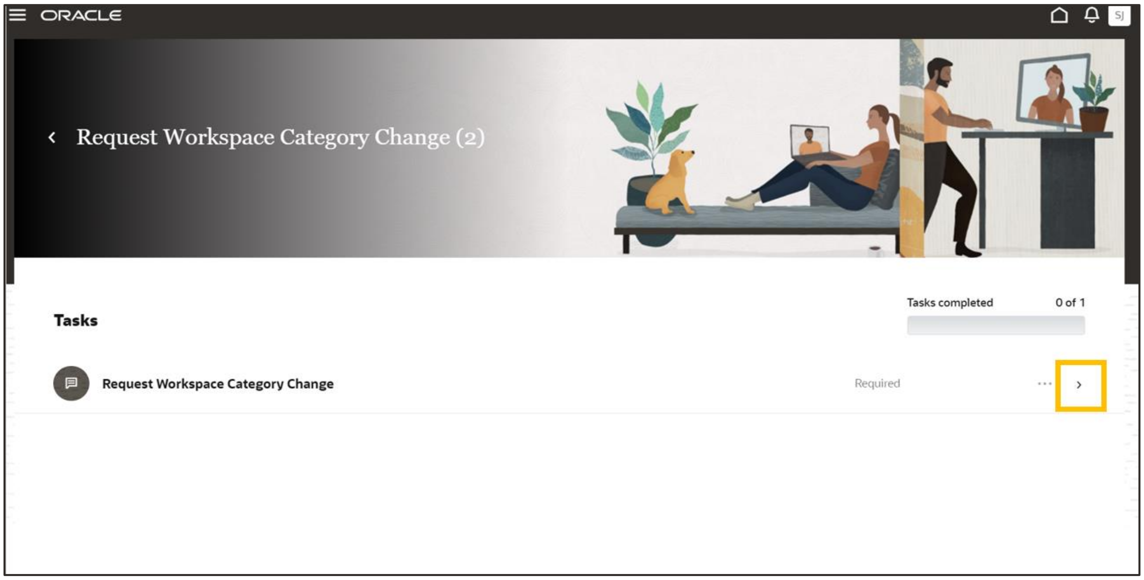
2.A.1. As an employee, navigate to "Journeys" under "Me" category in [HCM](HCM).



2.A.2. Select "Request Workspace Category Change" journey to initiate a request for a change in the workspace category.



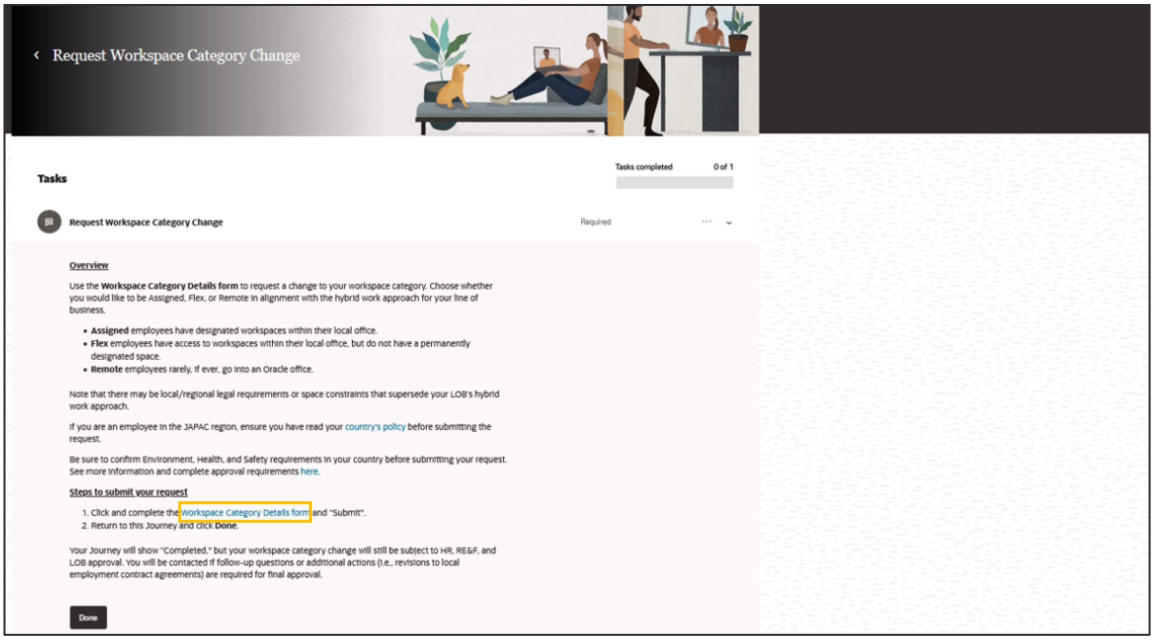
This will take the employee to the workspace category change home page. The employee must choose the arrow icon to view the details on the page.



2.A.2.1. Review the guidelines on the page.

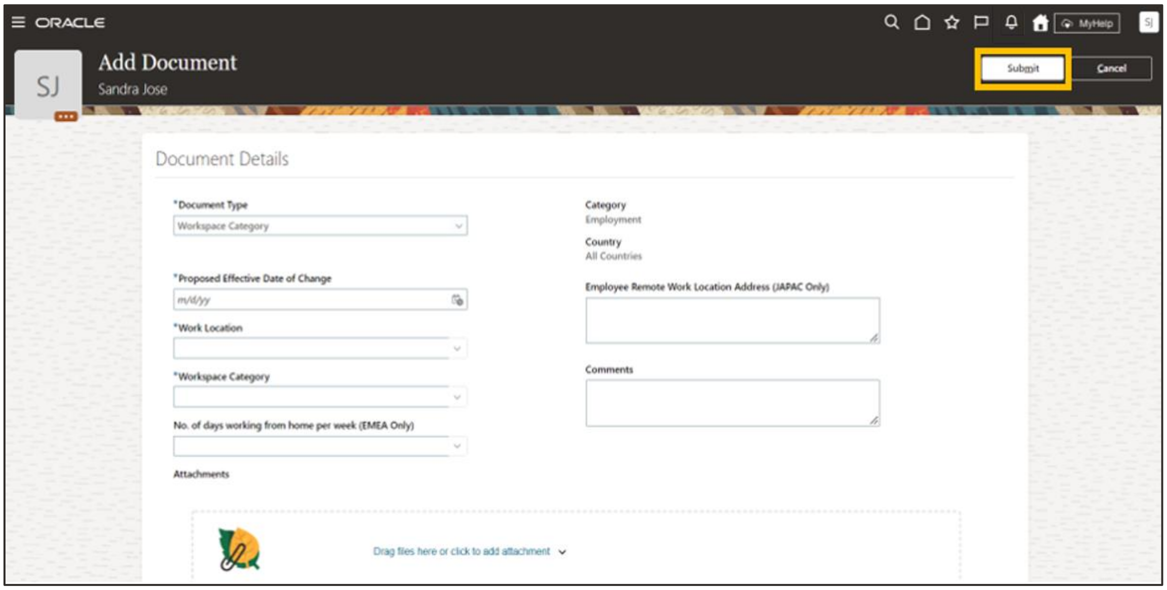
2.A.2.2. The [*Remote and Flexible worksite*] hyperlink will direct you to the global Remote and Flexible Work page. Navigate to your region and country to review the respective policies.

2.A.2.3. After reviewing the policies, employee is required to return to the WSC change journey page and initiate the change transaction by selecting the Workspace Category Details form. This will redirect the employee to the Document module.

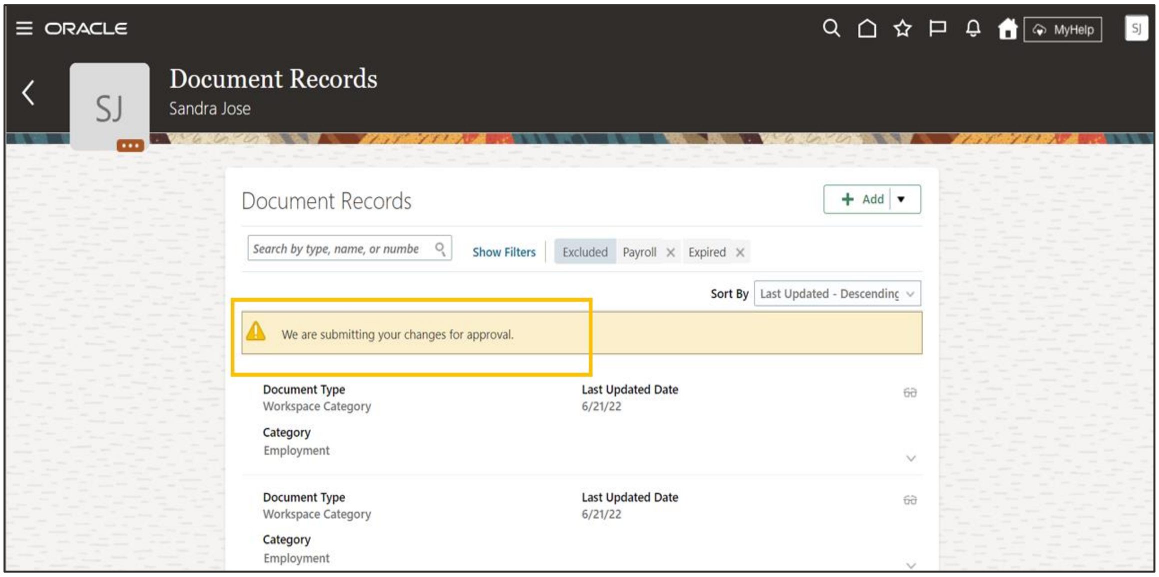


2.A.3. Complete the details on the page and Submit the form. Guidelines for submission:

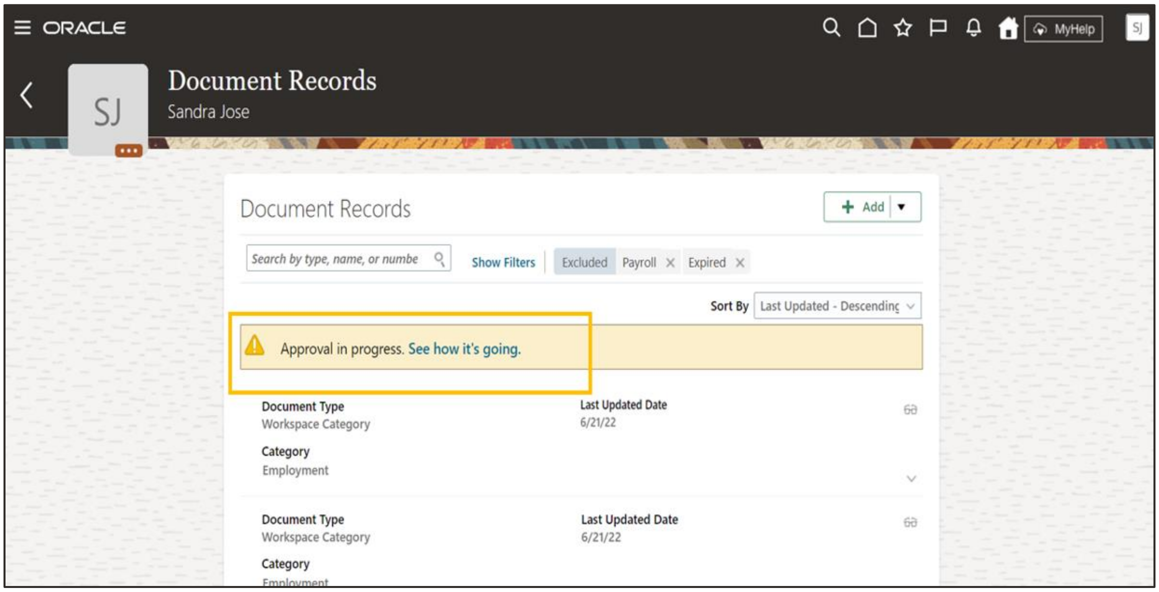
- **Document Type –** will be defaulted to Workspace Category
- **Proposed effective date of change** - Should be future dated. Recommended is 1 month from the date of raising the transaction. E.g. - If the employee wants to work from a new category on 1st Sep 2022, they should raise the transaction by 1st Aug 2022.
- **Work Location –** From the dropdown choose the office location to which the employee is attached. All employees, irrespective of their WSC, will have a base office location. To check the employee's current work location, navigate to *HCM >> Me >> Personal Information >> Employment Info >> Assignment >> Location*
- **Workspace Category –** Choose the proposed category as discussed with the Manager
- **No. of days working from home per week (EMEA only) –** Do not enter/fill this field
- **Employee Remote Work Location Address (JAPAC only) –** Provide the complete home address including city, province and state as applicable, when the proposed Workspace Category is either "Flex" or "Remote".



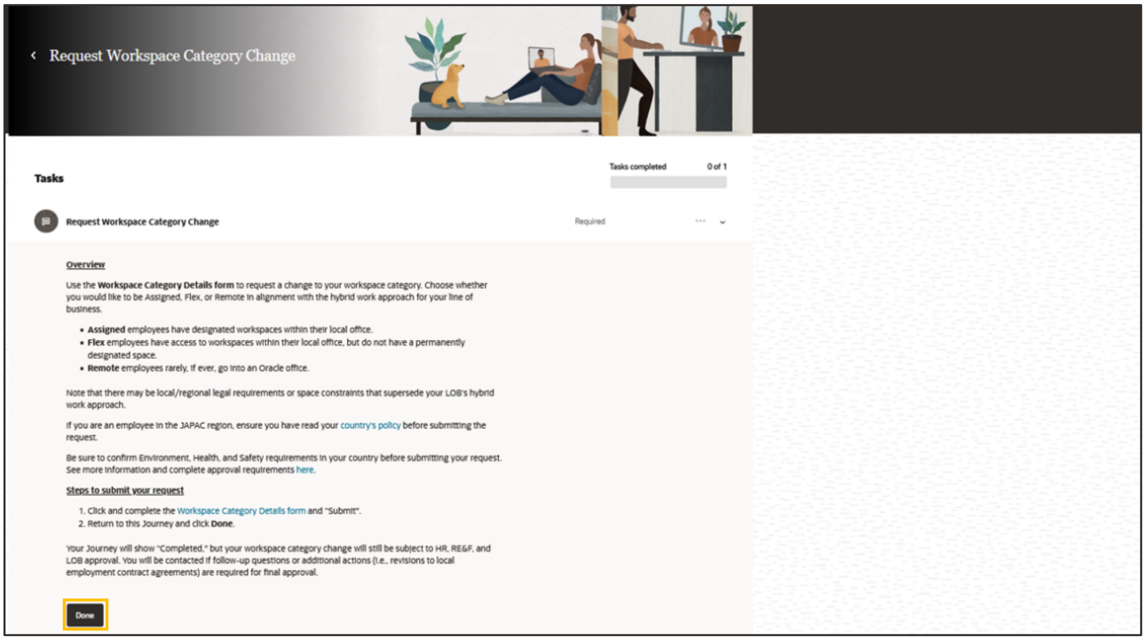
Once submitted, the employee will be able to view a message stating that the changes are being submitted for approval.



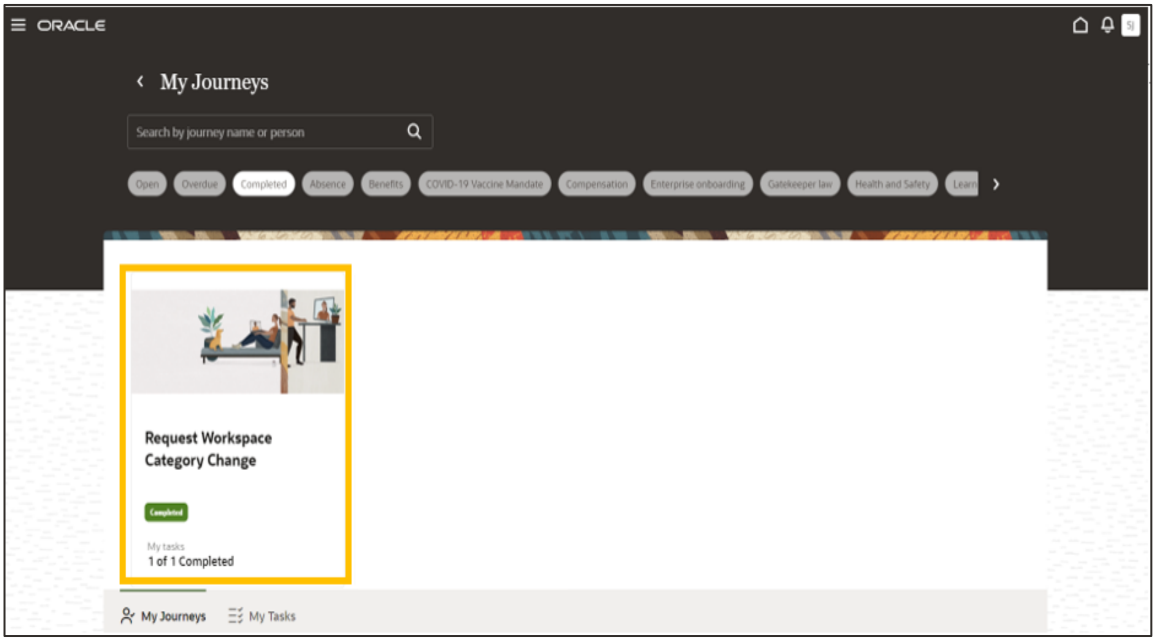
When the page is refreshed in a minute's time, the message will be updated stating that the approval is in progress. The approval flow is thus initiated.



2.A.4. Employee should return to the [WSC change journey]() and select Done indicating that they have completed the required actions.



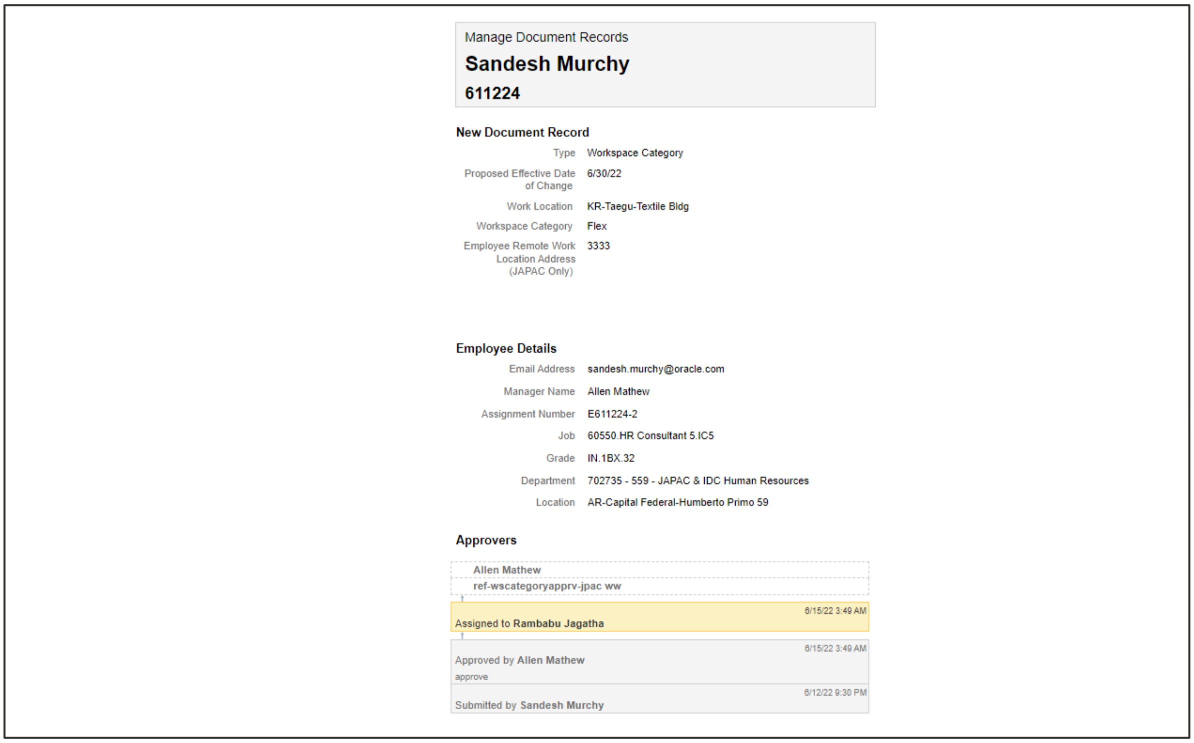
The Workspace Category change journey will be marked Completed after this action and will be visible under the Completed tab in HCM Journeys.



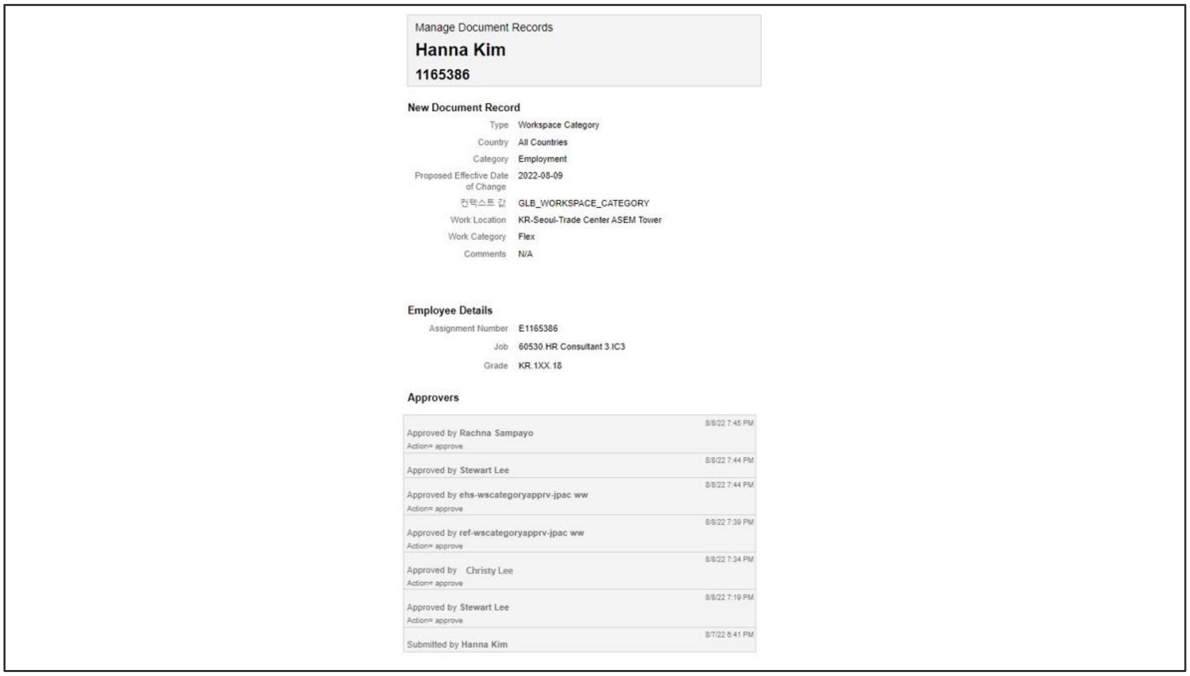
2.B. Approving/Rejecting/Reassigning/Requesting Information for the transaction

Once the transaction is submitted by the employee, a notification email is sent to the approver in the approval chain for actioning. The approver can approve or reject the transaction by choosing the Approve or Reject action button in the email.

The approval hierarchy will be as follows: *Employee >> Manager >> HR Rep >> RE&F >> EHS (only for KR) >> LoB Management upto M6*

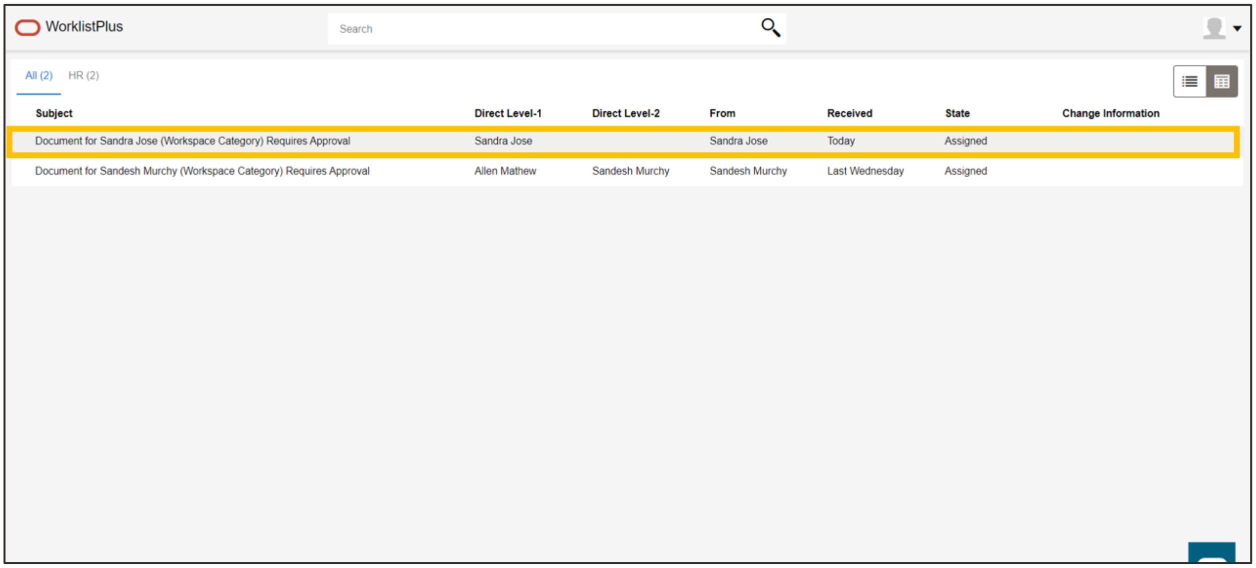


For Korea:



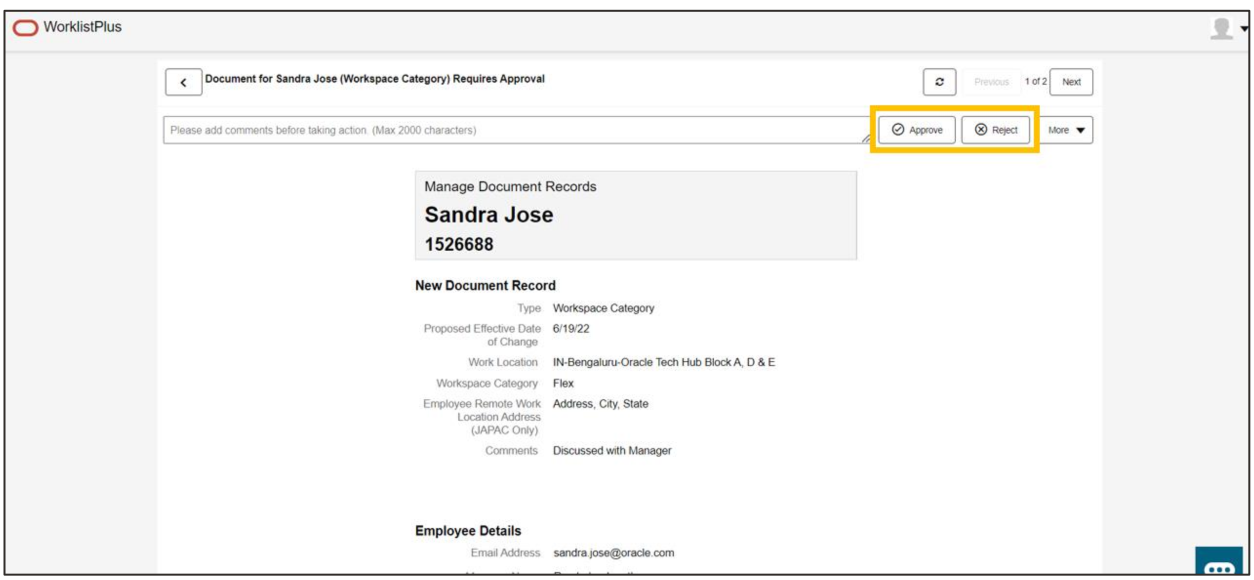
The approver also has the option to approve, reject, reassign or request information for the transaction in WorklistPlus.

2.B.1. Choose the transaction that requires to be actioned



2.B.2. The approver should Approve or Reject the transaction after reviewing the details provided by the employee in the New Document Record section.

They can add comments if required while approving or rejecting the transaction.



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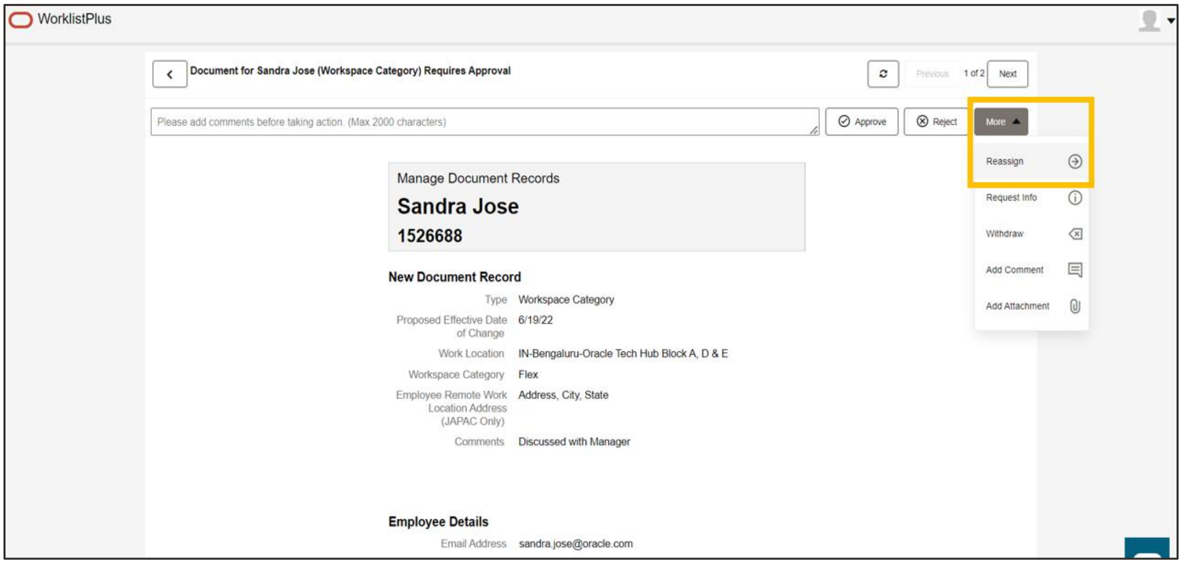
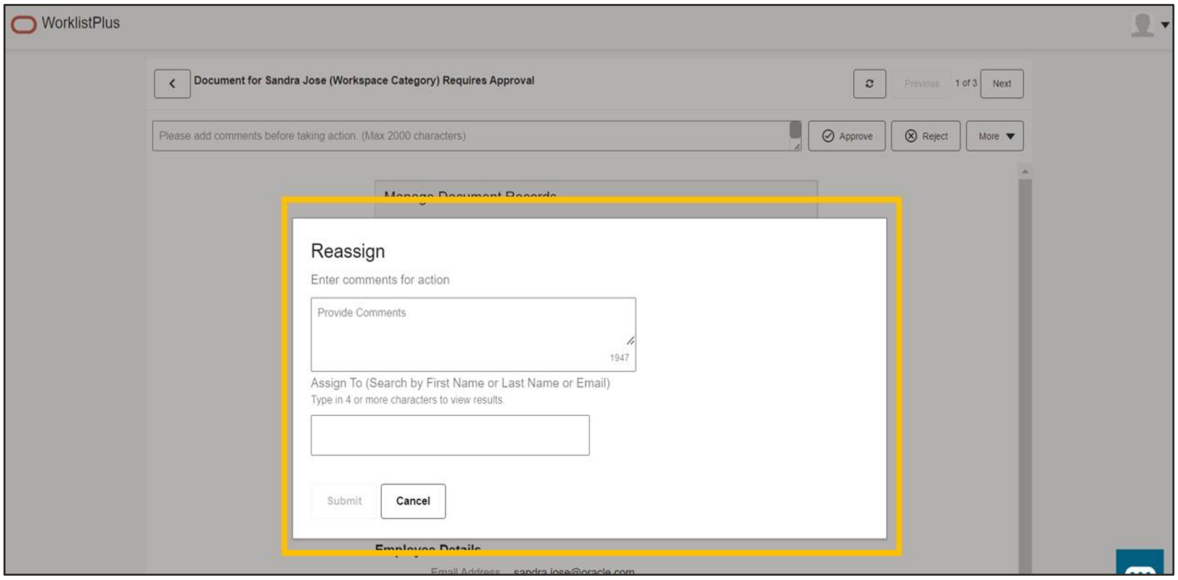
2.B.3. For transactions where the approver needs to reassign or request information:

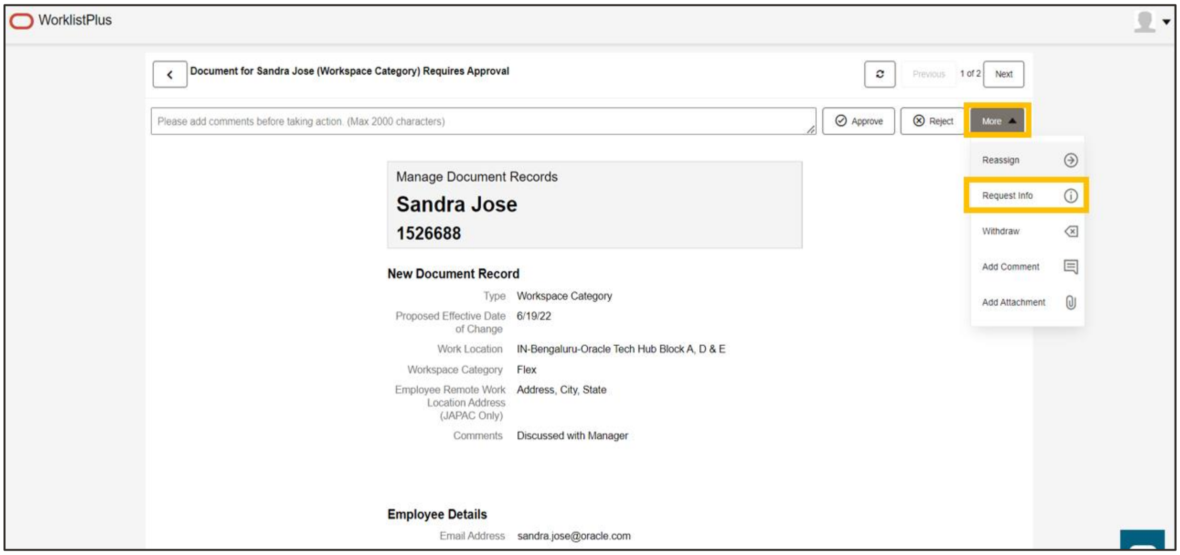
2.B.3.1. Choose “Reassign” from the “More” options to reassign the transaction to another eligible approver.



The approver can enter the comments, add the email id of the approver they would want to reassign to and submit.

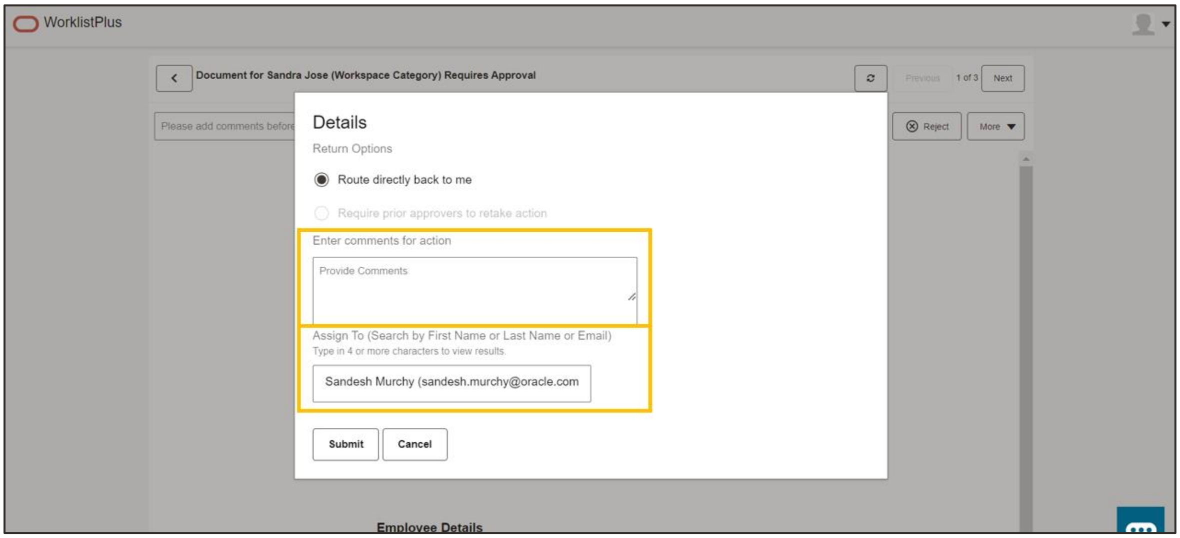


2.B.3.2. Choose “Request Info” from the “More” options to request further information from the employee.



The approver can ask the information they require from the employee in the Comments field and submit.

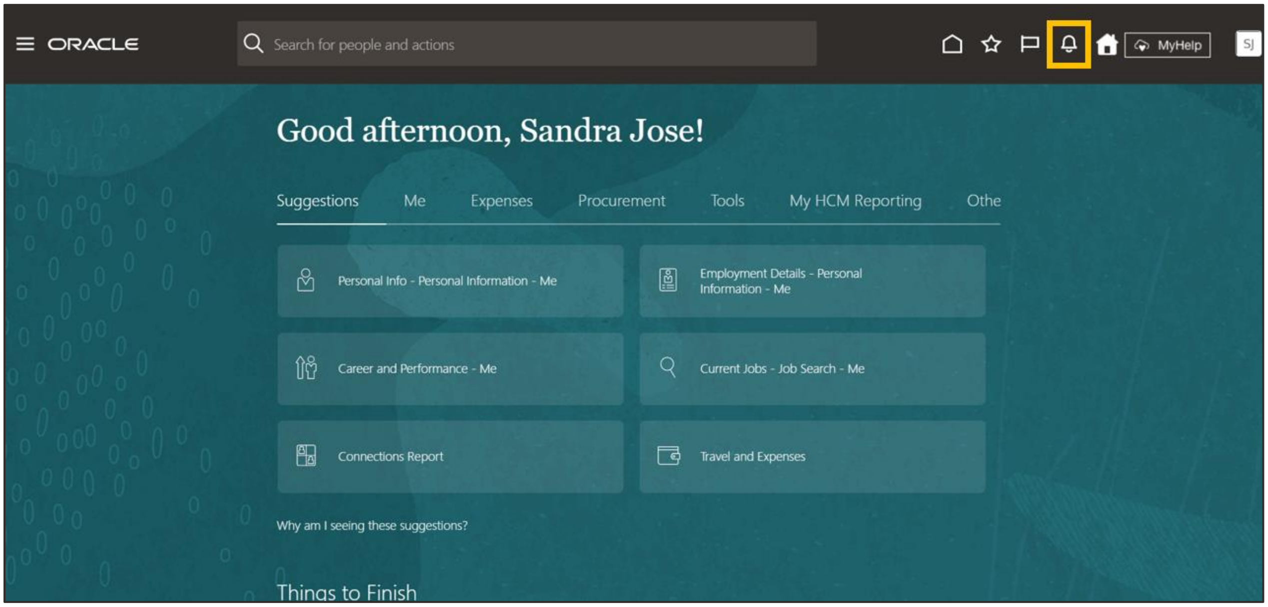
In case the information needs to be provided by another stakeholder outside of the approval hierarchy, the approver can enter the respective email id in the Assign To field.



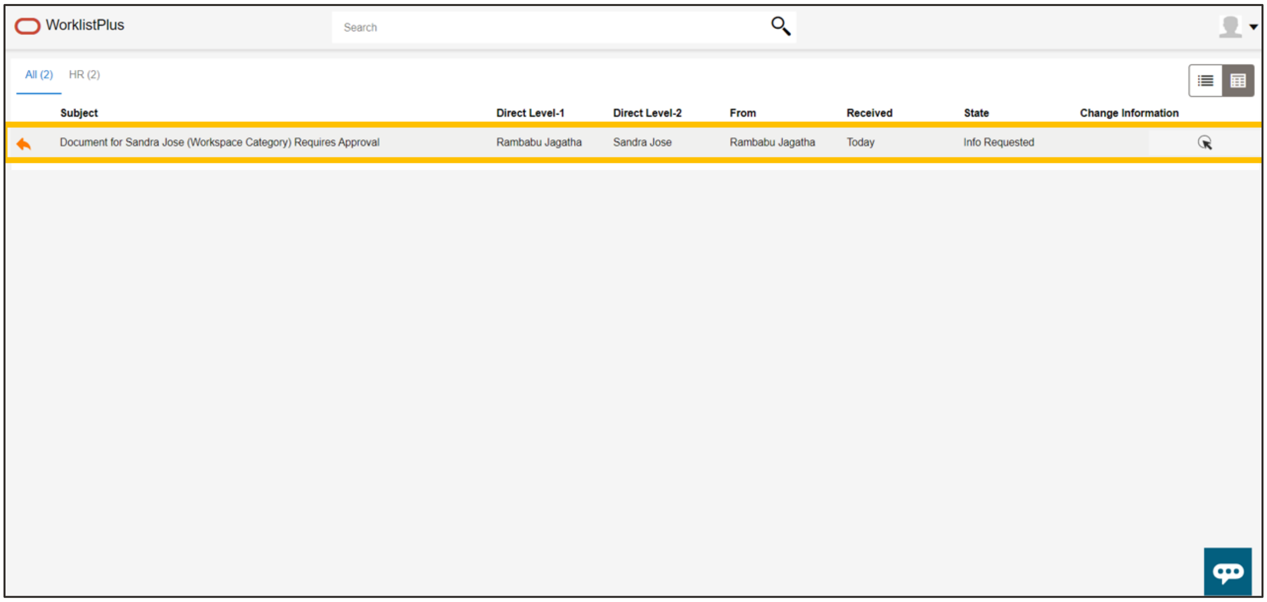
2.C. Responding to “Request Information” by an approver

Once the approver has requested information from the employee, the employee can respond back to the approver with the requested information.

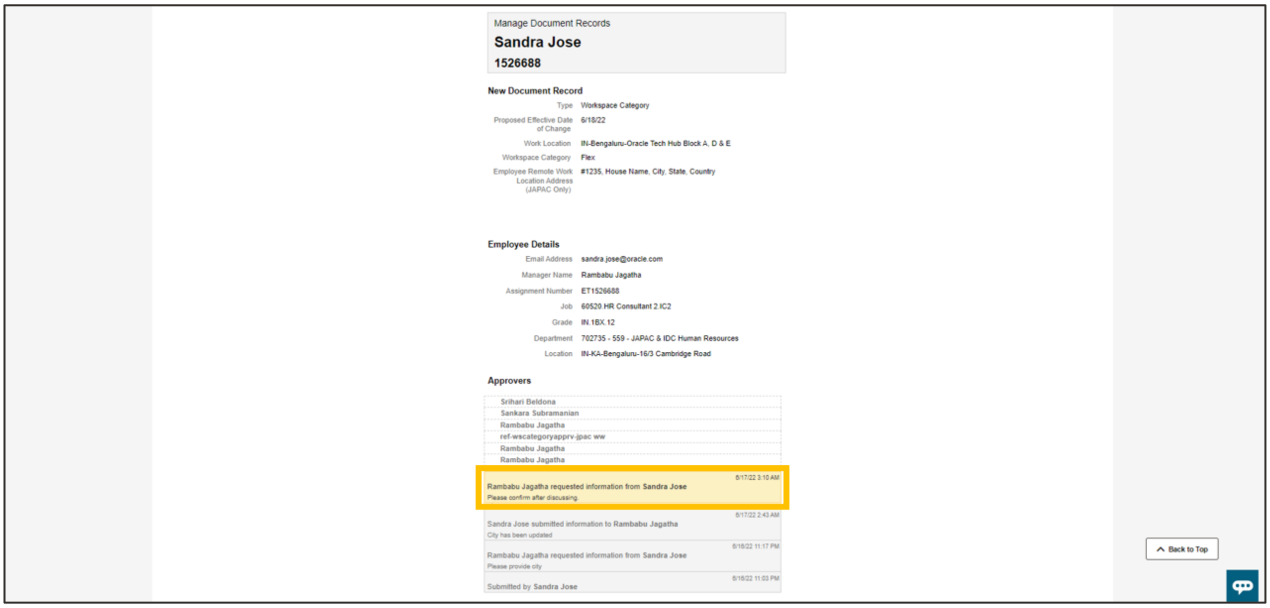
2.C.1. Login to HCM and choose the notification icon (bell icon) to navigate to WorklistPlus.



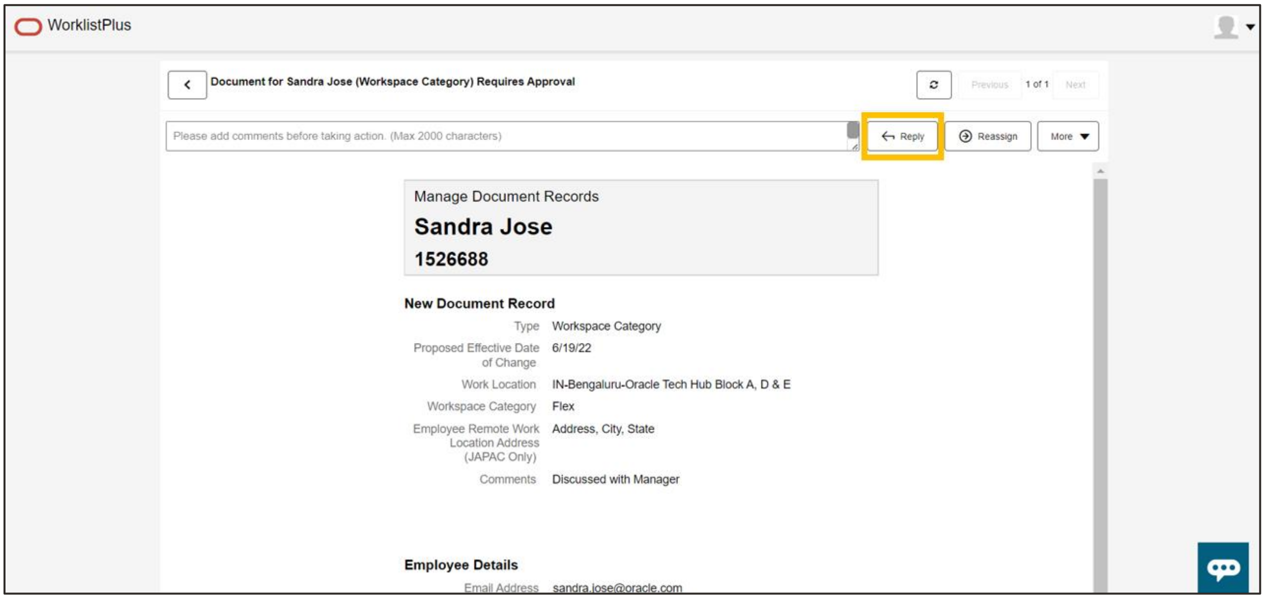
2.C.2. Employees should choose the transaction in their queue that requires them to furnish further information.



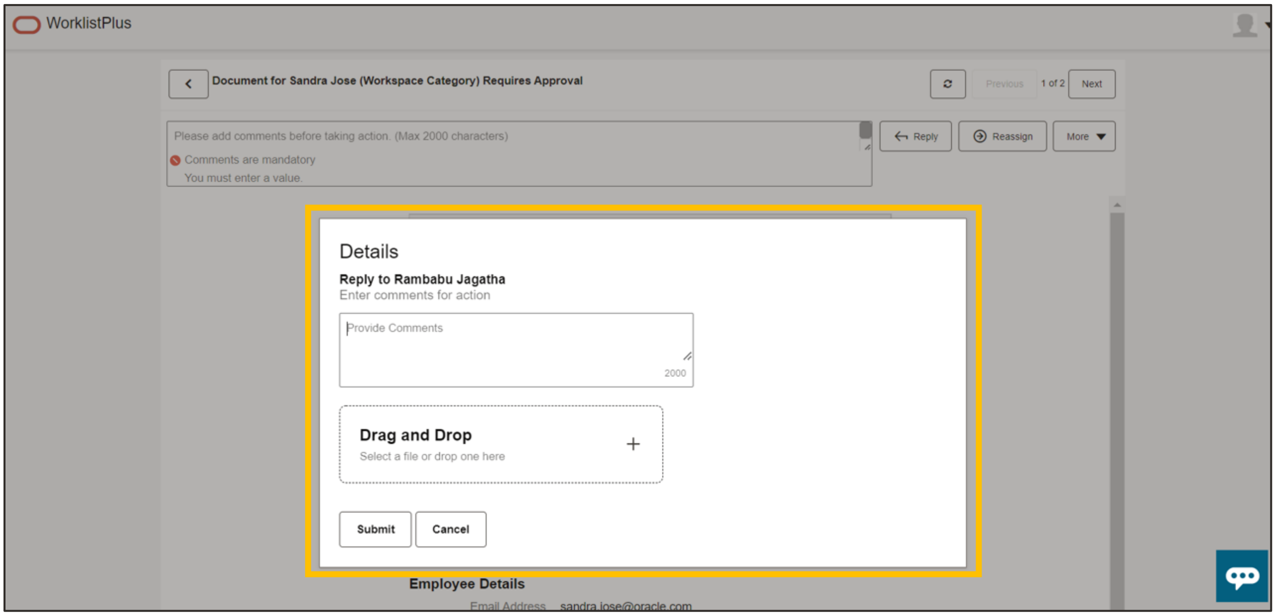
The request from the approver can be viewed in the Approvers section.



2.C.3. The employee can respond to the information by choosing the Reply option.



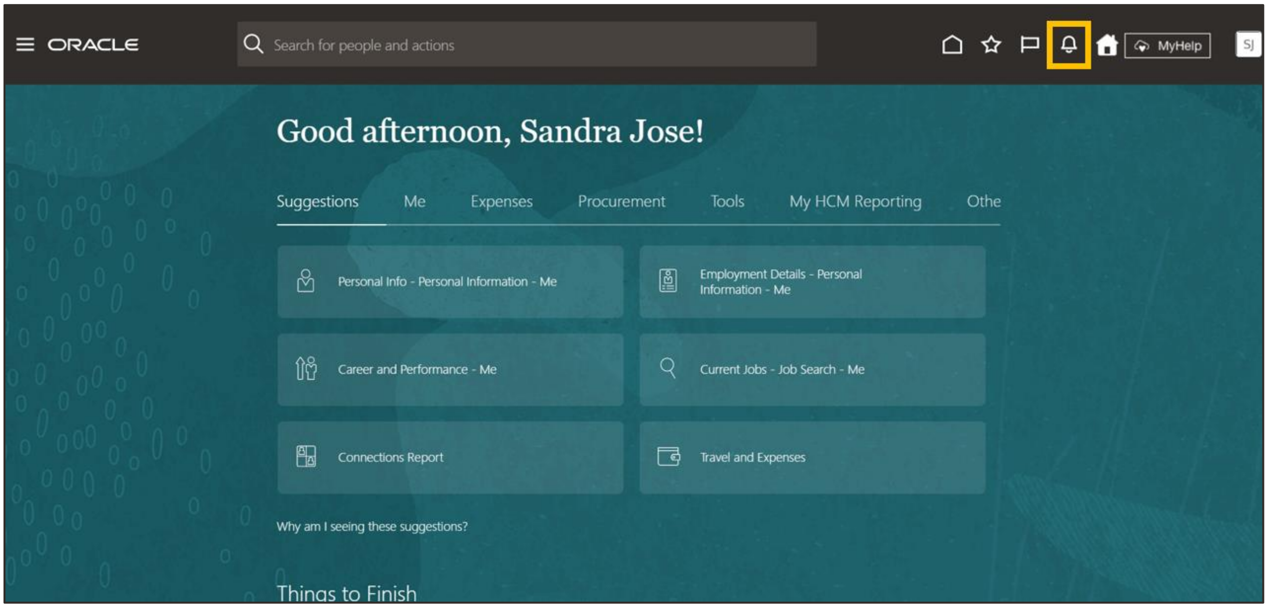
The employee can insert the information required in the Comments field and Submit the response.



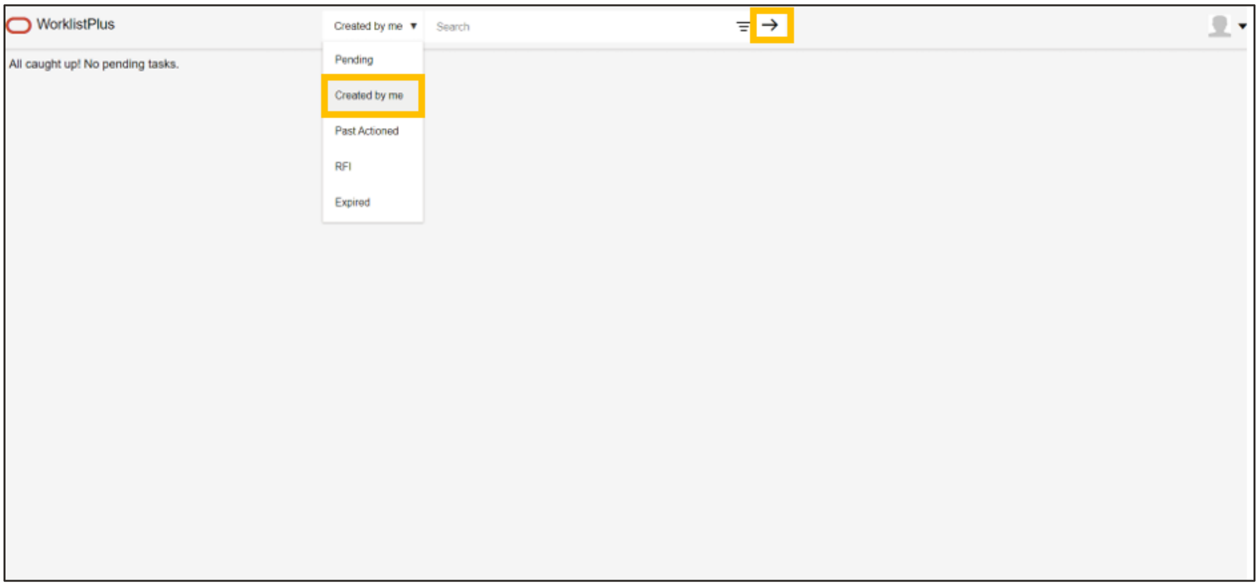
2.D. Withdrawing the transaction

Employees have the option to withdraw the transaction in *WorklistPlus.*

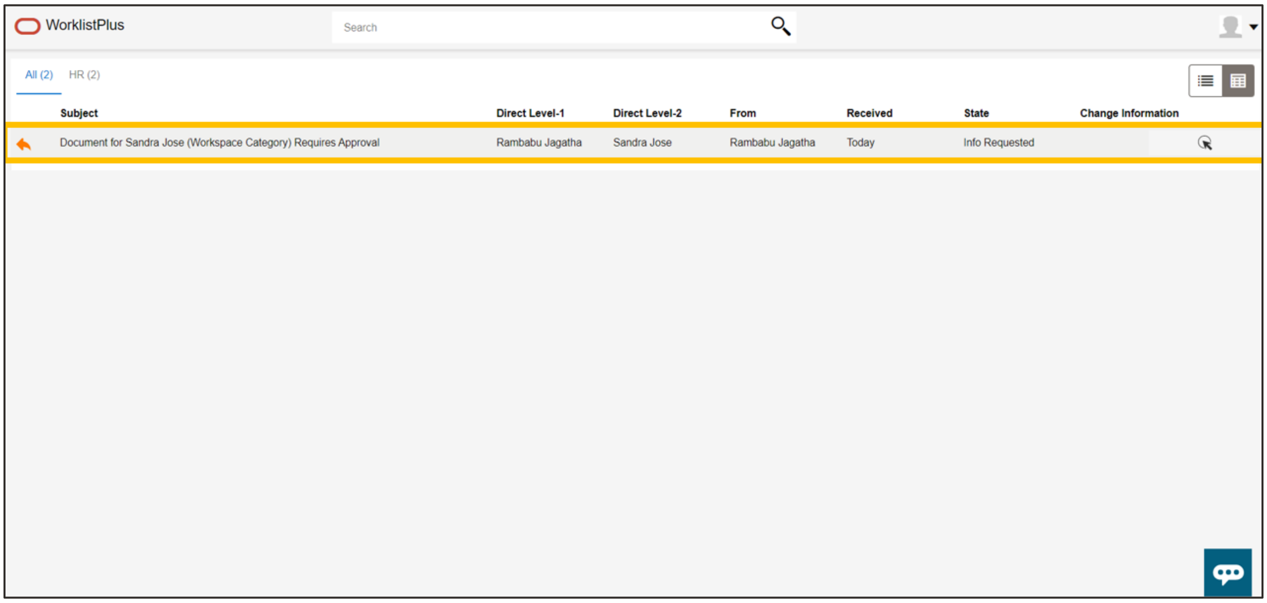
2.D.1. Login to HCM and choose the notification icon (bell icon) to navigate to *WorklistPlus*.



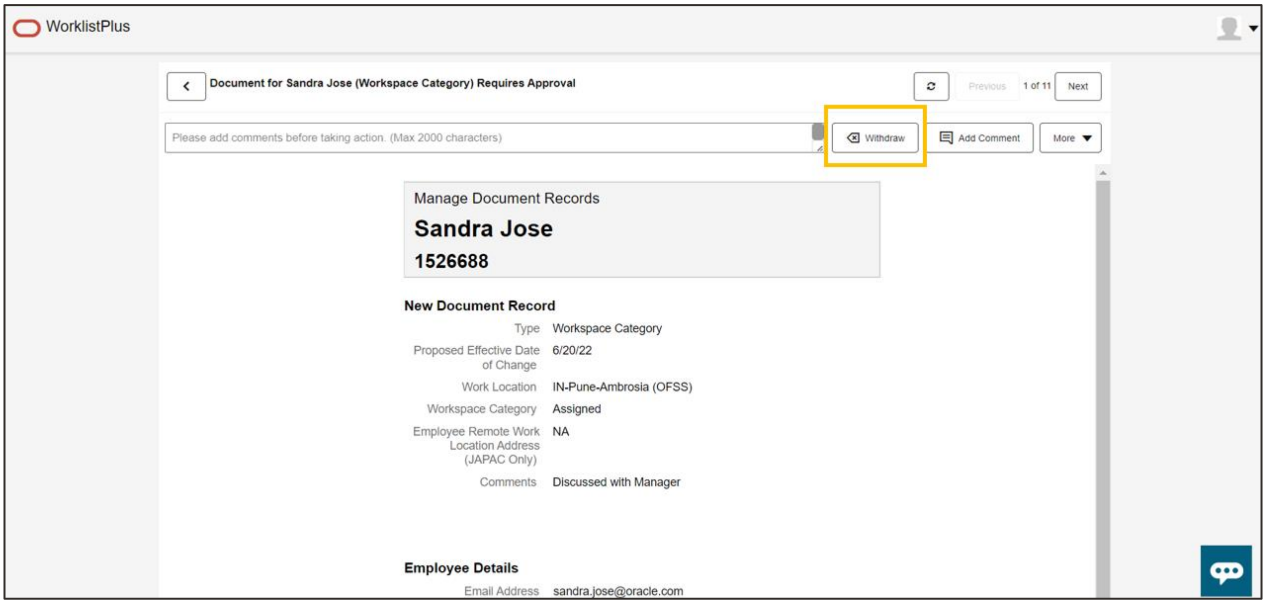
2.D.2. The employee should choose "Created By Me" from the Search bar dropdown to view the transaction raised by them.



2.D.3. Employees should choose the transaction in their queue that they want to withdraw.

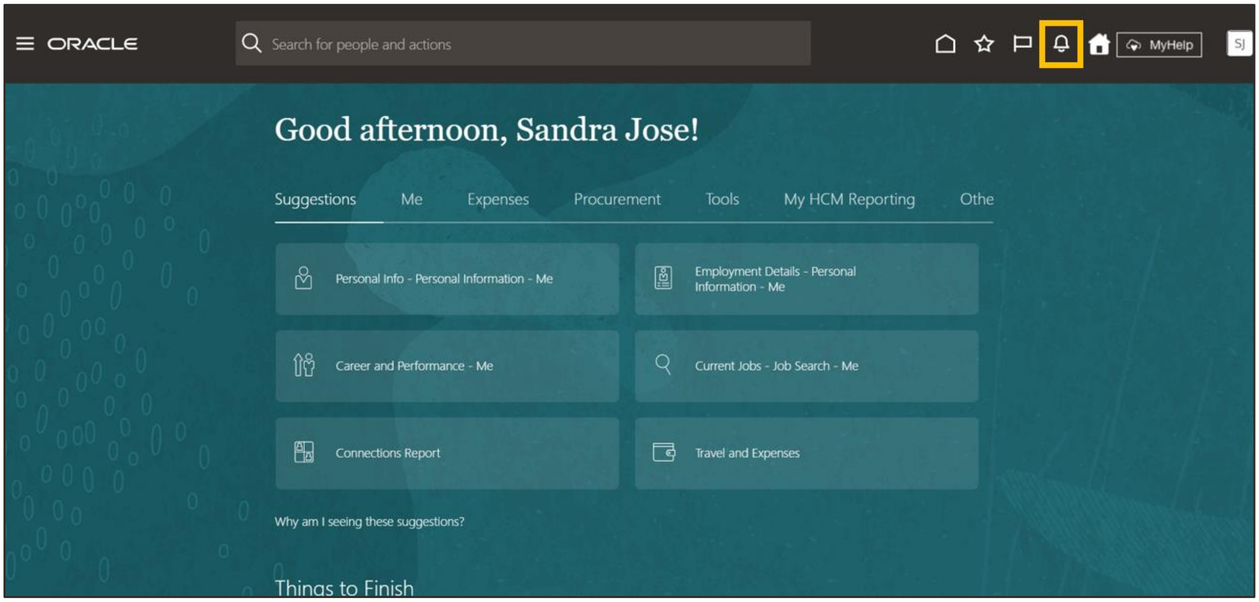


2.D.4. Employees can choose the Withdraw option to withdraw the transaction.

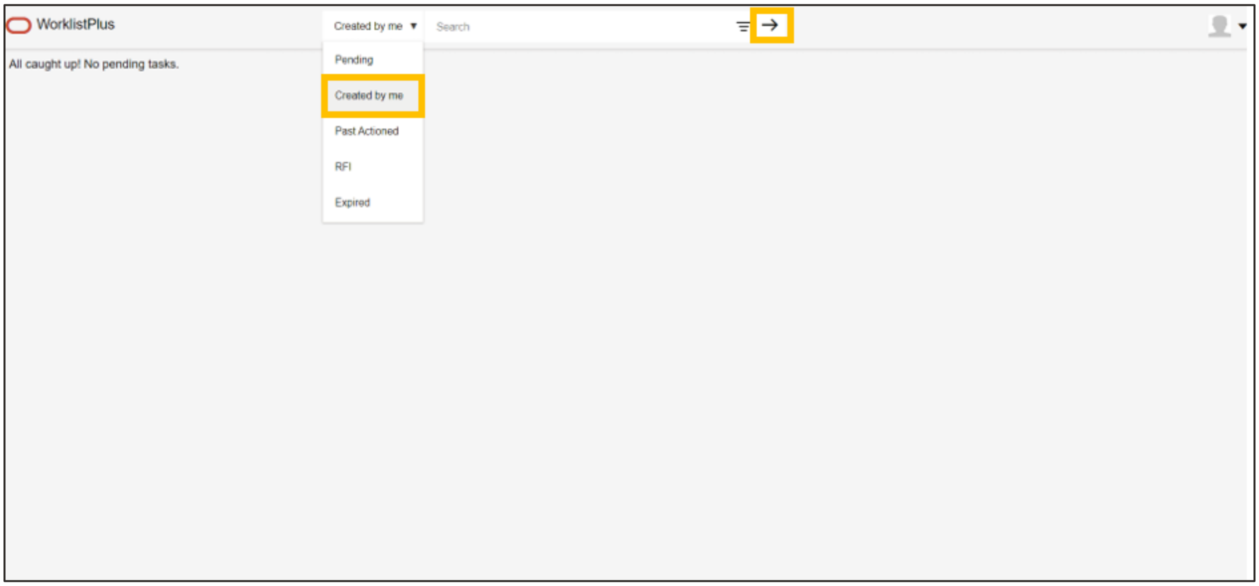


2.E. Checking the status of the transaction - WorklistPlus

2.E.1. Employees can view the approval status of the transaction in WorklistPlus by selecting the notification icon (bell icon) in HCM.



2.E.2. To view the status of the submitted transaction, the employee should choose "Created By Me" from the Search bar dropdown.



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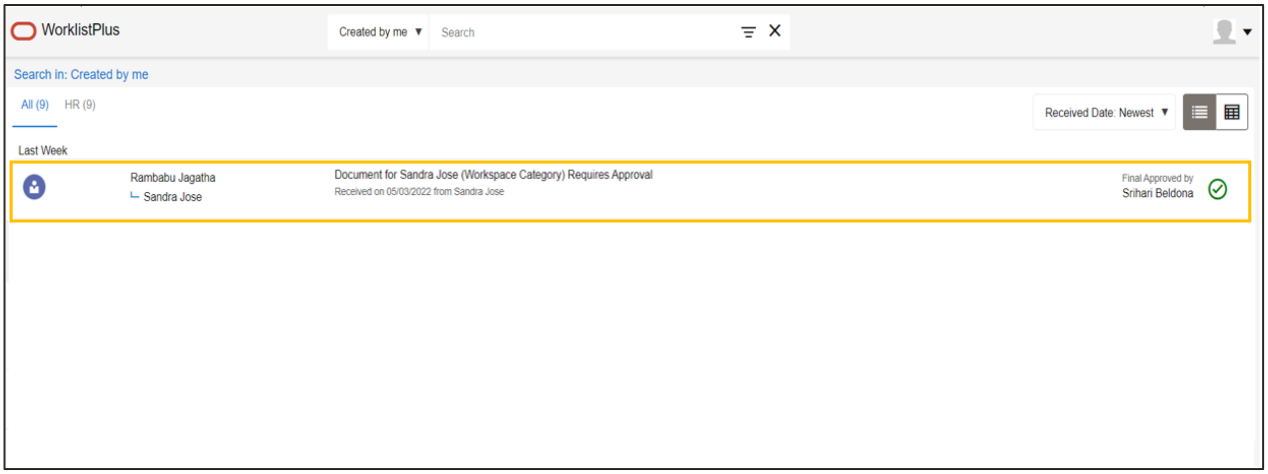
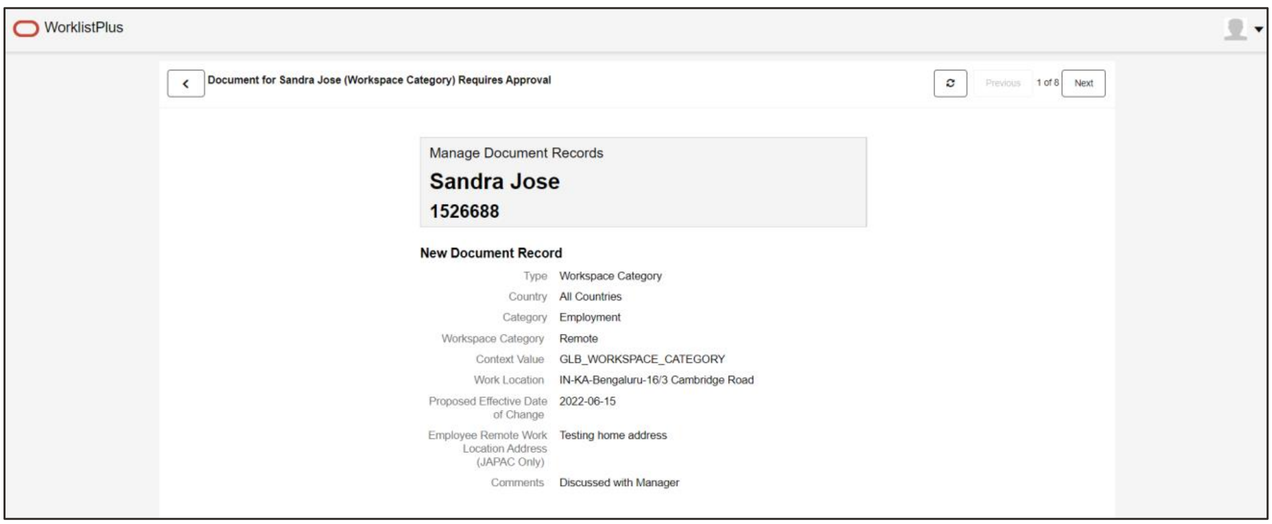
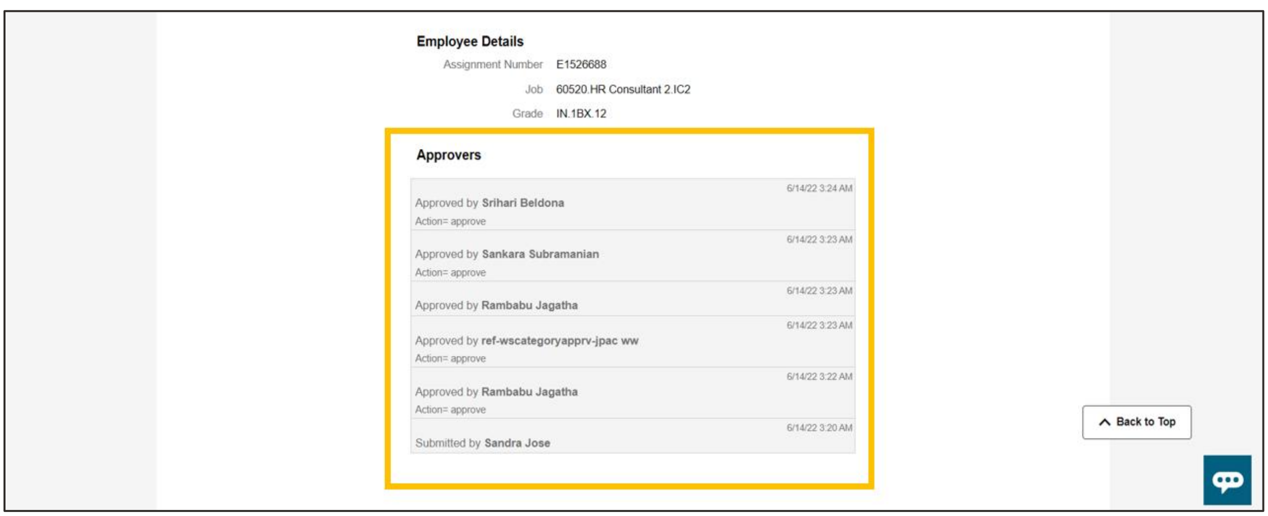
2.E.3. The employee should choose the submitted transaction to view the details of the transaction.



The approval matrix and status information can be tracked in WorklistPlus.

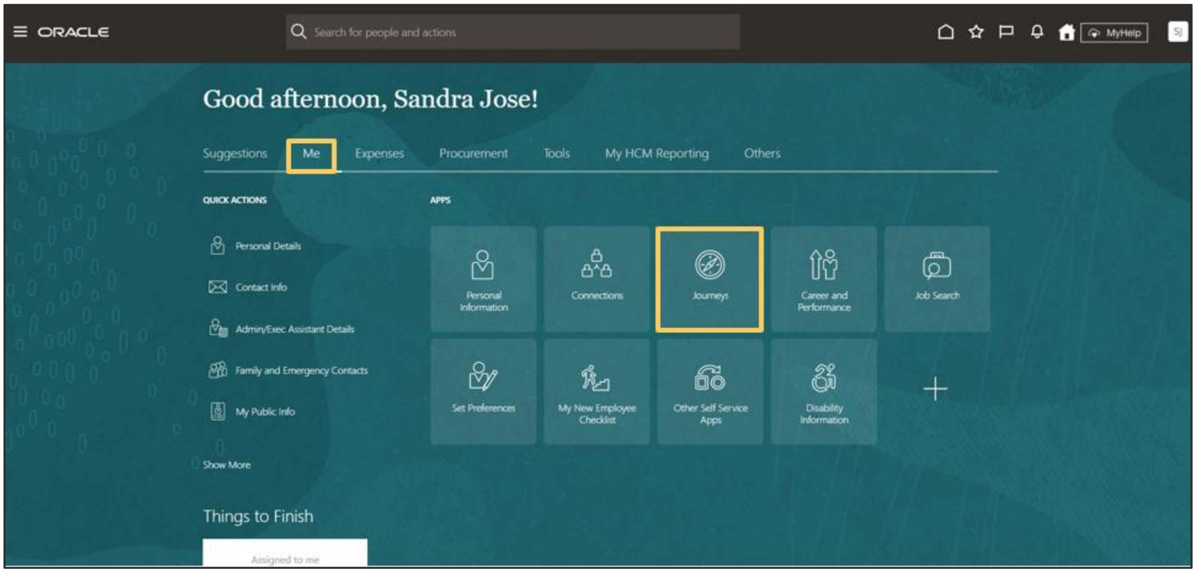




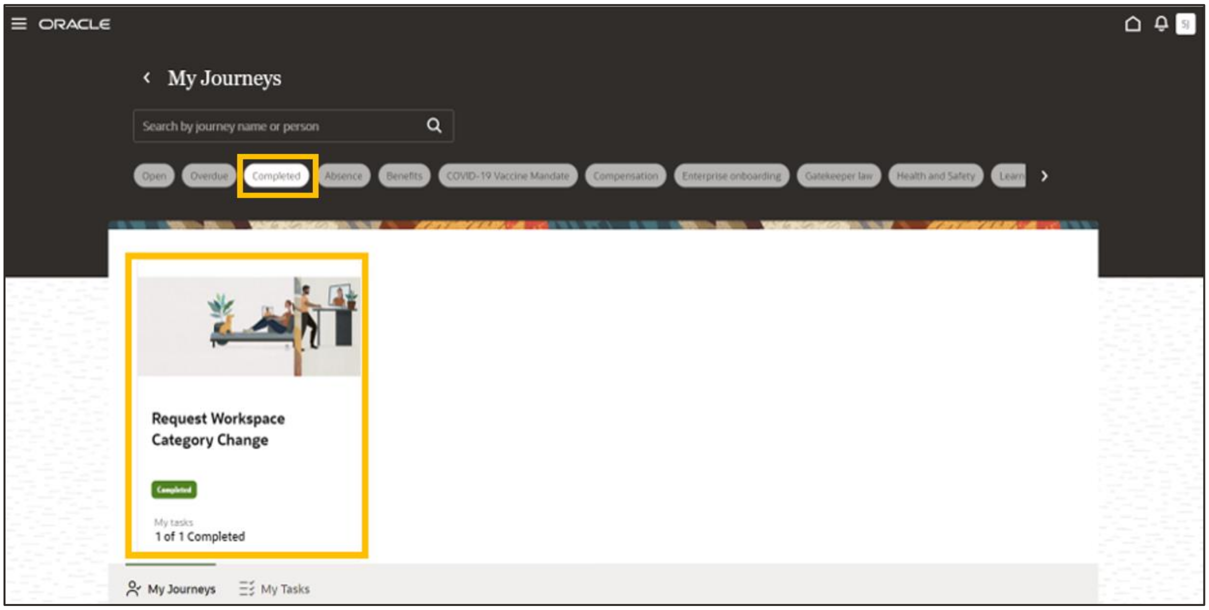
2.F. Resubmitting a rejected Workspace Category transaction

If the workspace category change transaction was rejected by an approver, the employee should resubmit a new workspace category transaction.

2.F.1. As an employee, navigate to "*Journeys*" under "Me" category in HCM.



2.F.2. The "Request Workspace Category Change" journey option will be available under the "Completed" section.



The employee is required to follow the steps outlined in the section Select "Request Workspace Category Change" journey to initiate a request for a change in the workspace category.

2.G. Checking the change of WSC after receiving final approval notification in Employment Information section

After the transaction has been fully approved, the employee will receive a final approval notification. The employee can view the updated details of the workspace category by following the steps outlined in Check Workspace Category. This change will be reflected from the proposed effective date of change or date of final approval, whichever is later.

3. Initiating Changes to an Approved Workspace Category

If the employee requires to change their workspace category, follow the steps outlined in Resubmitting WSC transaction.

Employees need to initiate a new transaction when there is a

- Change in home address when their WSC transaction is Remote or Flex
    - Employees will follow the steps outlined in Resubmitting WSC transaction.
    - Employees will enter the reason for initiating the WSC as home address change in comments section
- Change in WSC with a change in Location from an Oracle office to a Co-location or Client location
    - Employees will follow the steps outlined in Resubmitting WSC transaction.
        - When moving to Flex or Remote WSC
            - Employee raises WSC transaction. Enters home address in JAPAC home address section.
            - In comments they indicate that they are deployed at Client site. Name of Client not required.
        - When moving to Assigned WSC
            - In comments they indicate that they are deployed at Client site. Name of Client not required.
- Change in WSC with a change in Location from a Co-location or Client location to an Oracle office
    - Employees will follow the steps outlined in Resubmitting WSC transaction.
        - When moving to Flex or Remote WSC
            - Employee raises WSC transaction. Enters home address in JAPAC home address section.
            - In comments they indicate that they are returning to Oracle location.
        - When moving to Assigned WSC
            - In comments they indicate that they are returning to Oracle location.

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