

hcm.ans.absence

What are the policies for absence?

What is the absence policy?

Please find our Absence Policy here

hcm.ans.absensebalance

How many leaves I have left?

How can I view my balance of absence?

How do I see my balance of absence?

How can I view my absence balance?

Your absense balance can be viewed here

hcm.ans.absenselist

Where can I view historic absence?

Go to absense and leave here

hcm.ans.adoption

What is the adoption policy?

For the primary carer, the pay and leave on offer is the same as maternity pay and leave; while, for the secondary carer, the pay and leave on offer is the same as paternity pay and leave. We also offer up to one week's paid leave to attend essential adoption meetings.

Find all about our adoption policy here

hcm.ans.bereavement

What is the bereavement policy?

All colleagues are eligible for bereavement paid leave. Immediate family up to two weeks. Extended family, one day for the funeral (which can be increased to up to one week with manager discretion). Pleas see here

hcm.ans.breakentitlement

What is my break entitlement?

Appropriate breaks will be allocated to you by your manager (unless your contract says otherwise).

We may need to change these depending on your working pattern and our changing business needs.

That means, your manager may need to vary your break arrangements, or days off, on an individual basis so we can meet our customers' expectations. Times of breaks should be agreed with your manager, with any smoking breaks limited to rest breaks.

Breaks throughout the working day will comply with regulations on Working Time.

Find more about this here

hcm.ans.car

Where can I find our car policy?

Our car policy can be found here

hcm.ans.contact

How do I contact HR?

You can contact HR on 0100 212 34567. Further details of HR services can be found here

hcm.ans.directs

How many of my team are on vacation?

Where can I manage direct reports?

To manage direct reports, go here

hcm.ans.expenses

Where can I do expenses?

Expenses can be entered here

hcm.ans.facilities

How can I contact facility management?

For all facilities related queries please go here

hcm.ans.feedback

How can I give feedback?

To manage feedback, go here

hcm.ans.flex

How do I request flexible working?

We recognise that our colleagues can have demands outside of work which can be difficult to balance with busy and demanding work lives. Sometimes meeting the needs of both, even to cope with very short-term difficulties, can be incredibly tough.

To support you we want to work together to find the right work-life balance that suits both you and the business.

Find all about requesting flexible working here

hcm.ans.grievance

How do I raise a grievance?

Our grievance policy sets out the procedure to be followed in the event that you wish to raise a grievance. Please read here

[hcm.ans.handbook](#)

[Where can I find my handbook?](#)

The digital handbook is [here](http://www.oracle.com)

[hcm.ans.health](#)

[Medical insurance program information?](#)

[What are the health policies?](#)

Please find our Health Policy [here](http://www.oracle.com)

[hcm.ans.holiday](#)

[I would like to take holiday?](#)

[How can I create vacation absence?](#)

For vacation absense go [here](http://www.oracle.com)

[hcm.ans.holidaypolicy](#)

[What is my holiday entitlement?](#)

There are a few things to know when planning your days off. Find all about our holiday policy [here](http://www.oracle.com)

[hcm.ans.HRrepresentative](#)

[Who is my HR representative?](#)

Your HR Representative can be found [here](http://www.oracle.com)

[hcm.ans.insurance](#)

[Who provides our private medical insurance?](#)

The company medical insurance provider is BUPA. You can read more [here](http://www.oracle.com)

[hcm.ans.it](#)

[How can I get a new laptop?](#)

[How do I contact IT helpdesk?](#)

For all IT related questions, please contact IT Support [here](http://www.oracle.com)

[hcm.ans.jobs](#)

[I am looking for a new position?](#)

[I am looking for a new job?](#)

[I need information on recruitment?](#)

[Where can I find internal job offerings?](#)

Internal job offerings are all published [here](http://www.oracle.com)

[hcm.ans.leave](#)

How can I book a leave?

You can book holidays and illness [here](http://www.oracle.com)

[hcm.ans.maternity](#)

What is the maternity policy?

When it comes to time off, you can take up to 52 weeks' maternity leave.

When it comes to maternity pay, for eligible colleagues, we enhance the government entitlement so that you get 100% full pay for the first 12 weeks and at least 50% of your pay for weeks 13 to 26. Plus there's a lump sum phased maternity payment (paid in the fourth four-weekly pay after return), regardless of the length of leave taken. This is the other 50% of your pay for the weeks 13 to 26.

In total, we give qualifying colleagues the value of 100% of your basic pay for six months and we're really proud of our maternity policy!

Find all about our maternity policy [here](http://www.oracle.com)

[hcm.ans.news](#)

Where can I find company news?

For latest news, go [here](http://www.oracle.com)

[hcm.ans.notice](#)

What is my notice period?

The amount of notice that you need to work depends on your job level and role. Be aware that notice periods are detailed in your contract.

Find more information about this [here](http://www.oracle.com)

[hcm.ans.onboarding](#)

Where can I find onboarding tasks?

All onboarding tasks can be found [here](http://www.oracle.com)

[hcm.ans.p11d](#)

Where do I get my P11D from?

Your P11D is emailed to you by the 6th July each year, the email is sent from Peopleservices. If you need a replacements P11D you can request one [here](http://www.oracle.com)

[hcm.ans.p60](#)

Where do I find my P60?

You will receive your p60 by 31st May each year. You can find this on My Pay and Benefits - Document Records. See [here](http://www.oracle.com)

[hcm.ans.parental](#)

[What is the shared parental leave?](#)

Because we know it pays to share the workload, this leave is designed to give both partners much more flexibility when it comes to childcare in the first year following birth or adoption. You can each dip into a shared 'pot' of leave; taking it in turns or being off together. So if you're on maternity or adoption leave and want to come back to work sooner, you can because your partner can share your maternity or adoption leave.

Find all about our shared parental leave policy [here](http://www.oracle.com)

[hcm.ans.paternity](#)

[What is the paternity policy?](#)

Partners need time off too, and they can take up to four weeks' leave (six weeks for a multiple birth) to spend time with baby.

When it comes to pay, for eligible colleagues, we enhance the government entitlement so that you get 100% full pay for two weeks (four weeks for a multiple birth) and a further two weeks at 50% of pay.

Find all about our paternity policy [here](http://www.oracle.com)

[hcm.ans.payday](#)

[I want a payslip?](#)

[I want to see my last payslip?](#)

[I want all my payslips?](#)

[can I have my last payslip?](#)

[I need my payslip?](#)

[How to get my payslip?](#)

[When is pay day?](#)

Pay dates are published at the start of each new tax year. You will receive an itemised payslip which you can find [here](http://www.oracle.com)

[hcm.ans.payraise](#)

[How can I get a payraise?](#)

Your salary is typically reviewed around beginning of April. Please review [here](http://www.oracle.com)

[hcm.ans.pensionprovider](#)

[What are the pension providers?](#)

Details of all pension schemes and pension providers can be found on My Pension. See [here](http://www.oracle.com)

[hcm.ans.peoplesearch](#)

How can I find someone?

Our corporate employee index is [here](http://www.oracle.com)

hcm.ans.performance

Are all the annual performance reviews done?

Where can I assign performance goals?

For performance management, see [here](http://www.oracle.com)

hcm.ans.personal

Who am I?

How can I update my personal data?

All your personal data can be managed [here](http://www.oracle.com)

hcm.ans.policies

Where can I find our policies?

You can find the main landing page for benefits [here](http://www.oracle.com)

hcm.ans.probaton

How long is my probationary period?

During your early days, we will work closely with you to make sure you settle into your new role. Your contract will state how many weeks your probationary period is (this will usually be either 13 or 26 weeks from your start date depending on your contract and where you work).

We may choose to extend your probationary period to allow you time to improve your performance to the required standards. During this time your performance will continue to be monitored. If improvements within your probationary period are not sufficient, your employment may be brought to an end at any time with the appropriate notice. In exceptional circumstances your employment may be brought to an end with immediate effect without allowing any further time for improvement. Read [here](http://www.oracle.com)

hcm.ans.reference

Employment certificate for my bank?

I need a certificate?

How do I get a reference?

Reference requests should be sent [here](http://www.oracle.com)

hcm.ans.refno

What is my tax reference number?

Our tax reference number is 072/M2A

hcm.ans.sick

How do I report sick?

You can report sick [here](http://www.oracle.com)

[hcm.ans.sickpolicy](#)

What is my sick entitlement?

Eligible colleagues who are unable to attend work because of a medical reason (subject to following our policies) will receive Company Sick Pay (CSP).

You'll receive Statutory Sick Pay if you meet the criteria set by the government.

The amount of Company Sick Pay you are eligible for is dependent upon your contract, years of service and your role within the organisation.

Find more information about this [here](http://www.oracle.com)

[hcm.ans.taxnr](#)

What is a personal tax account?

The Personal Tax Account system is a new online resource we have launched to enable you to view and make changes to your information online. It is intended that you will be able to manage your tax affairs through the account rather than phoning or writing to us. Please find it [here](http://www.oracle.com).

[hcm.ans.training](#)

Where can I find training material?

What training do you offer?

All training and learning materials can be found [here](http://www.oracle.com)