



Oracle E- Business Suite HR Project

Inaya Egypt

For manage Medical Treatment
Programs



Inaya Egypt

It is an Egyptian joint stock company established in 1998 to manage medical treatment programs with a paid-up capital of EGP 10,000,000 (ten million Egyptian pounds).

It was established by three Egyptian insurance companies: Delta Insurance Company, Al Mohandas Insurance Company, and Misr Life Insurance Company (formerly Al Ahlia).

The company was established with the aim of providing modern and comprehensive health care programs through medical treatment insurance documents issued by insurance companies licensed to operate in the Egyptian market under the supervision of the Financial Regulatory Authority.



01

Introduction

Inaya Egypt Corporation is seeking to Optimizing human resources operations by transitioning from conventional manual workflows to a fully integrated, digital platform powered by Oracle solutions The project will involve a full-scale revamp of the Human resource Department.



Implementing the Oracle System for Human Resources Management.

Inaya Egypt

For manage Medical Treatment
Programs

using Oracle System for Human Resources Management.

Created by
Fady ELHOSINY

- The project will be divided into the following key phases:

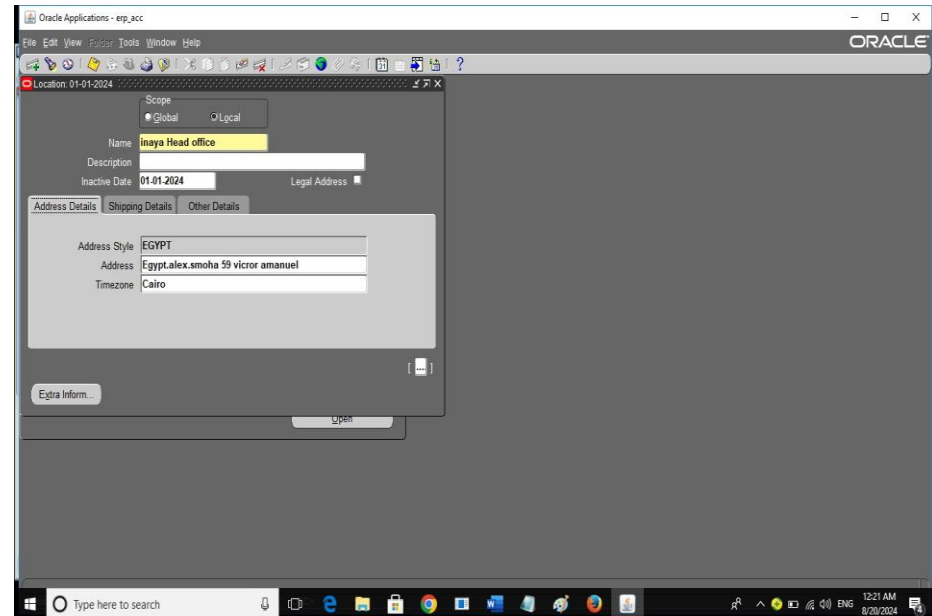
• Timeline & Deliverables

| | |
|------------|---|
| - Phase 1: | Discovery & Requirement Gathering (Week 1) - Understanding client goals and collecting project requirements. |
| - Phase 2: | will set Organizations Definition including Organizations Hierarchy, Grade Definition, Job Definition, Positions Definition (Week 2-3) |
| - Phase 3: | will Define Employees and their Address, Contact, Phones, Qualification (week 4) |
| - Phase 4: | will set absence, absence type - Deliverable: Make first training to End user related to oracle |
| - Phase 5: | will set payroll, Payroll Process Results, Rollback Run (Reverse Payroll Run Effects), Run QuickPay, (week 7-8) |
| - Phase 6: | Running application live (week 12) - Deliverable: Receive three months of technical support following the official deployment of the application. |

01 Location Definition

Enter the following Information in the location form:

- **Location Name**
- **Choose Address Style “Egypt”**



The screenshot displays the Oracle Applications interface for defining a location. The window title is "Oracle Applications - erp_acc". The main form is titled "Location 01-01-2024". It features a "Scope" section with radio buttons for "Global" (selected) and "Local". Below this, there are fields for "Name" (containing "Inaya Head office"), "Description", "Inactive Date" (set to "01-01-2024"), and "Legal Address". The "Address Details" tab is active, showing a table with the following information:

| Address Style | Address | Timezone |
|---------------|------------------------------------|----------|
| EGYPT | Egypt.alex.amoha 59 vicror amanuel | Cairo |

At the bottom of the form, there is an "Extra Inform..." button and an "Open" button. The Windows taskbar at the bottom shows the time as 12:21 AM on 8/26/2024.

02 Organizations Definition

Enter the following Information in the Organization form:

- **Organization Name**
 - **Choose effective date for the Organization**
 - **Choose Organization Location**
- Organization Classification: defined as HR Organization**

The screenshot shows the 'Organization' form in the Oracle Applications interface. The form is titled 'Organization: 01-01-2024'. It contains the following fields and sections:

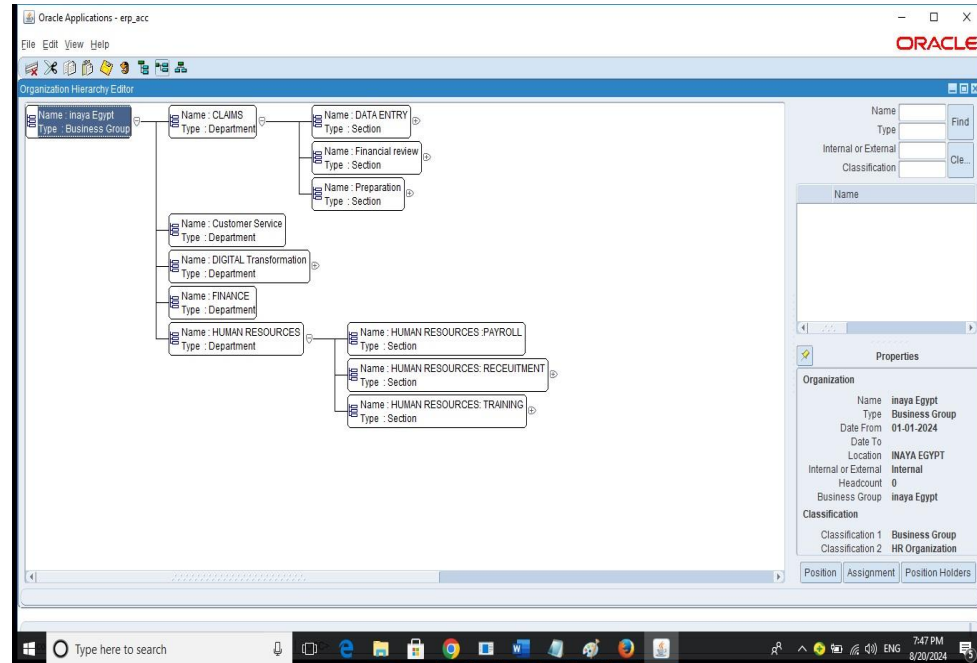
- Name:** 'Amaya Enyo' (highlighted in yellow)
- Type:** 'Business Group'
- Dates:** 'From' is '01-01-2024' (highlighted in yellow), 'To' is empty.
- Location:** Empty field, with a dropdown menu showing 'Internal or External' and 'Internal' selected.
- Location Address:** Empty field.
- Internal Address:** Empty field.
- Organization Classifications:** A table with columns 'Name' and 'Enabled'. It lists 'Business Group' and 'HR Organization'. The 'Enabled' column has checkboxes, with 'HR Organization' checked. There is an 'Others' button below the table.
- Open:** A button at the bottom of the form.

The Oracle Applications logo is visible in the top right corner. The Windows taskbar is visible at the bottom, showing the search bar and system tray.

03 Organizations Hierarchy

Enter the following Information in the Organization Hierarchy form:

- **Organization Hierarchy Name**
 - **Check Primary**
 - **Choose effective date and version number.**
 - **Choose Organization from the organization list.**
- Add the related organizations and save.**



04 Grade Definition

Navigate to the Grade form and enter the details for a new grade

Oracle Applications - erp_acc

File Edit View Folder Tools Window Help

Grades: 01-01-2024

| Sequence Number | Name | Short Name | Date From | To | Further Information |
|-----------------|----------------|------------|------------|----|---------------------|
| 1 | Supportive 1 | | 01-01-2024 | | |
| 2 | Supportive 2 | | 01-01-2024 | | |
| 3 | Supportive 3 | | 01-01-2024 | | |
| 4 | Supportive 4 | | 01-01-2024 | | |
| 5 | Professional 1 | | 01-01-2024 | | |
| 6 | Professional 2 | | 01-01-2024 | | |
| 7 | Professional 3 | | 01-01-2024 | | |
| 8 | Professional 4 | | 01-01-2024 | | |
| 9 | Management 1 | | 01-01-2024 | | |
| 10 | Management 2 | | 01-01-2024 | | |

Open

ERR: (0400): Transaction complete: 10 records inserted and saved.

Type here to search

8:12 PM 8/20/2024

05 Job Definition

Access the Job form and create a new job

Oracle Applications - erp_acc

File Edit View Folder Tools Window Help

Job: 01-01-2024

Job Group: HR 8921

Name: 03.Senior Specialist

Dates: 01-01-2024 -

Approval Authority:

☐ Additional Employment Rights

☐ Benchmark Job

Benchmark Job Name:

[...]

Evaluation Requirements Valid Grades

Wgrk Preferences Extra Information Map Surveys

Job Group

+ Position

+ Grade

Open

Oracle Applications - erp_acc

File Edit View Folder Tools Window Help

Job: 01-01-2024

Valid Grades(03.Senior Specialist): 01-01-2024

Dates

| Grade | From | To |
|----------------|------------|----|
| Professional 2 | 01-01-2024 | |

Grades

Find%

| Grade | Date From | Date To |
|----------------|------------|---------|
| Supportive 1 | 01-01-2024 | |
| Supportive 2 | 01-01-2024 | |
| Supportive 3 | 01-01-2024 | |
| Supportive 4 | 01-01-2024 | |
| Professional 1 | 01-01-2024 | |
| Professional 2 | 01-01-2024 | |
| Professional 3 | 01-01-2024 | |
| Professional 4 | 01-01-2024 | |
| Management 1 | 01-01-2024 | |
| Management 2 | 01-01-2024 | |

Find OK Cancel

06 Positions Definition

Navigate to the Position form and enter the details for a new position.

Oracle Applications - erp_acc

File Edit View Folder Tools Window Help

Position: 01-01-2024

Name: 304.Claims Senior Specialist

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 01-01-2024

Date Effective Name: 304.Claims Senior Specialist

Type: None ☒ Permanent ☐ Seasonal

Organization & Job

Organization: CLAIMS Proposed End Date:

Job: 03.Senior Specialist Proposed End Date:

Hiring Status

Status: Active Start Date: 01-01-2024 Proposed End Date:

Location: INAYA EGYPT Status:

Effective Dates From: 01-01-2024 To: Further Info: []

Reporting To Evaluation Valid Grades Others...

Oracle Applications - erp_acc

File Edit View Folder Tools Window Help

Position: 01-01-2024

Name: 304.Claims Senior Specialist

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Working Hours: 40 Frequency: Week Normal Time Start: 08 End: 05

Supervisor: ☐ Replacement Required ☐ Works Council Approval

Related Positions

Supervisor:

Relief:

Successor:

Extended Pay Term

☐ Extended Pay Permitted

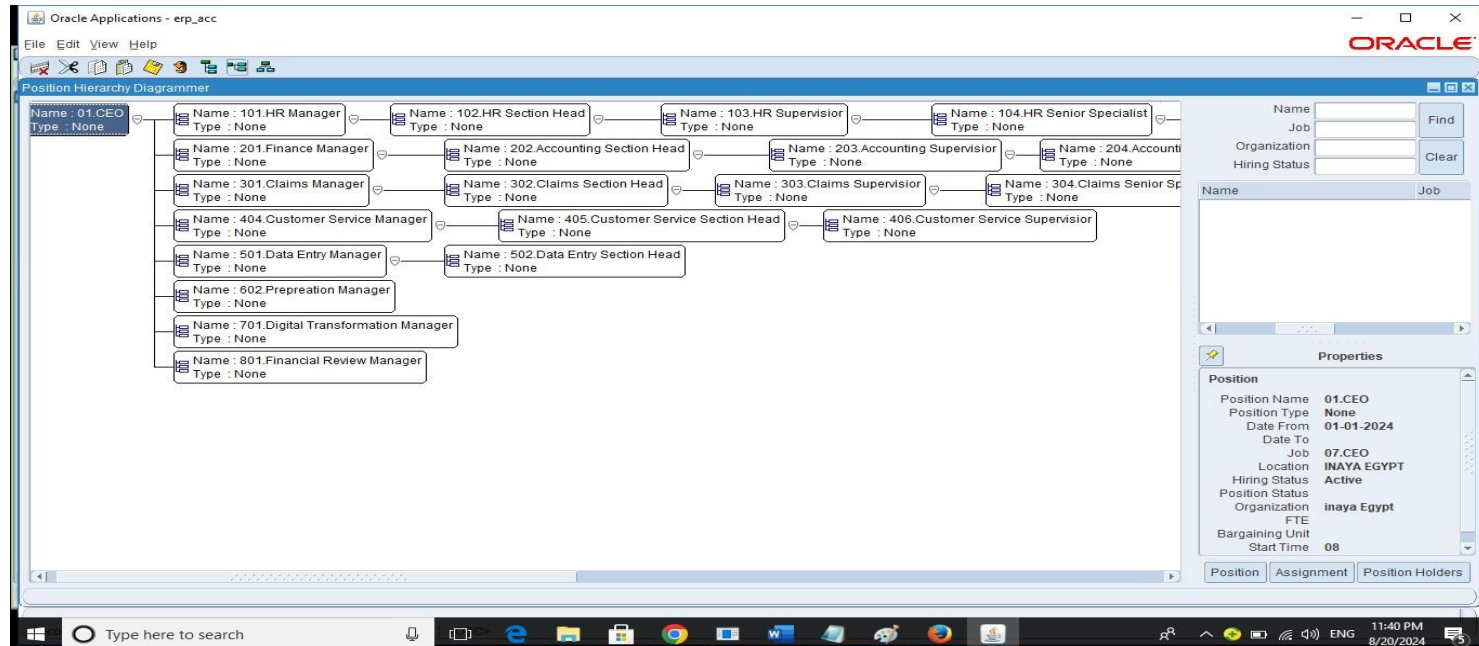
Work Term Start: Day: Month: Work Term End: Day: Month: Pay Term End:

Reporting To Evaluation Valid Grades Others...

FRM-45400: Transaction complete: 1 records applied and saved.
Record: 1/1 <OSC>

07 Positions Hierarchy

Open the Position Hierarchy screen and set up a new hierarchy.



08 Define Employees

Access the Employee form and enter the details for a new employee.

This screenshot shows the 'Define Employees' form in Oracle Applications. The form is titled 'Person: 01-01-2024'. It contains several tabs: Personal, Office Details, Applicant, Further Name, Other, and Benefits. The 'Personal' tab is currently selected. The form includes fields for Name (Last, First, Title, Prefix, Suffix, Middle), Gender (Male), Action, Person Type for Action, Person Types (Employee), Identification (Employee), National Identifier, Birth Date (01-01-1990), Age (34), Town of Birth (Alex), Status (Married), Region of Birth, Nationality (Egyptian), Country of Birth, Registered Disabled, Effective Dates (From 01-01-2024 To, Latest Start Date 01-01-2024), and buttons for Address, Picture, Assignment, Special Info, and Others... The Oracle logo is visible in the top right corner.

This screenshot shows the 'Assignment' form in Oracle Applications. The form is titled 'Assignment: 01-01-2024(Ethosay, Mr. fadi)'. It contains several tabs: Salary Information, Supervisor, Probation & Notice Period, Standard Conditions, and Statutory Information. The 'Standard Conditions' tab is currently selected. The form includes fields for Organization (Inaya Egypt), Group, Job (07 CEO), Position (01 CEO), Grade (Management 2), Payroll, Location (INAYA EGYPT), Status (Active Assignment), Vacancy, Assignment Number (1), Collective Agreement, Assignment Category, Employee Category, Working Hours (16), Frequency (Week), Normal Time (08 - 17), Hourly / Salared, Working At Home, Effective Dates (From 01-01-2024 To), and buttons for Salary, Entries, and Others... The Oracle logo is visible in the top right corner.

08 Absence

Navigate to the Absence screen and enter the details for a new absence entry

The screenshot displays the Oracle Applications - erp_acc interface. The main window is titled "Absence Detail: 01-09-2024(Elhosiny, Mr. fady)". The form contains the following fields and sections:

- Type:** Annual Leave
- Reason:** Vacation
- Category:** Paid Leave
- Occurrence:** 1
- Notified Date:** 01-09-2024
- Projected Start:** 02-09-2024
- Actual Start:** 02-09-2024
- End Date:** 05-09-2024
- Duration:** 0 Days, 0 Hours
- Authorized by:** (Empty field)
- Replaced by:** Elhosiny, Mr. Malek
- Number:** 2
- Balance Information:**
 - Associated Element:** Annual leave Element
 - Running Total:** 2
 - In Current Year:** 2
 - Units:** ☐ Hours ☒ Days ☐ No Balance

Buttons at the bottom include "Accruals" and "Confirm Projected Dates". The Oracle logo is visible in the top right corner of the application window. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock indicating 9:30 PM on 8/24/2024.

09 Payroll

Access the Payroll Process Results and display the details of the payroll run you've completed.

Oracle Applications - erp_acc

Payroll Processes: 02-09-2024

| Date | Period | Type | Name | Payroll | Status |
|------------|-----------------|------|------|-------------|----------|
| 30-09-2024 | 8 2024 Calendar | Run | 1-- | INAYA EGYPT | Complete |

| Retry | Employee | Assignment | Number | Status |
|--------------------------|----------------------|------------|----------|----------|
| <input type="checkbox"/> | Elhosiny, Mr. Malek | 2 | 16150339 | Complete |
| <input type="checkbox"/> | Elhosiny, Mr. fady | 1 | 16150338 | Complete |
| <input type="checkbox"/> | Elhosiny, Ms. Rouvan | 3 | 16150340 | Complete |
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | | | | |
| <input type="checkbox"/> | | | | |

Buttons: Balances, View Results, Message, SOE Report

Record: 1/1 | <OSC>

Windows Taskbar: Type here to search, 10:29 PM, 8/24/2024

10 Payroll

Rollback Run a Payroll process.

Oracle Applications - erp_acc

File Edit View Folder Tools Window Help

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

☐ Auto Refresh (X) Copy Single Request Copy Request Set

| Request ID | Name | Parent | Phase | Status | Parameters |
|------------|--------------------------|---------|-----------|--------|------------------------|
| 8124695 | Payroll Worker Process | 8124691 | Completed | Normal | SLAVE, 1072740, , K, 1 |
| 8124694 | Payroll Worker Process | 8124691 | Completed | Normal | SLAVE, 1072740, , K, 1 |
| 8124693 | Payroll Worker Process | 8124691 | Completed | Normal | SLAVE, 1072740, , K, 1 |
| 8124692 | Payroll Worker Process | 8124691 | Completed | Normal | SLAVE, 1072740, , K, 1 |
| 8124691 | Rollback Run | | Completed | Normal | ROLLBACK, 1072740, |
| 8124686 | DQM Serial Sync Index Pr | | Completed | Normal | |
| 8124676 | Payroll Worker Process | 8124672 | Completed | Normal | SLAVE, 1072740, , R, 1 |
| 8124675 | Payroll Worker Process | 8124672 | Completed | Normal | SLAVE, 1072740, , R, 1 |
| 8124674 | Payroll Worker Process | 8124672 | Completed | Normal | SLAVE, 1072740, , R, 1 |
| 8124673 | Payroll Worker Process | 8124672 | Completed | Normal | SLAVE, 1072740, , R, 1 |

Hold Request View Detail Rerun Request View Output

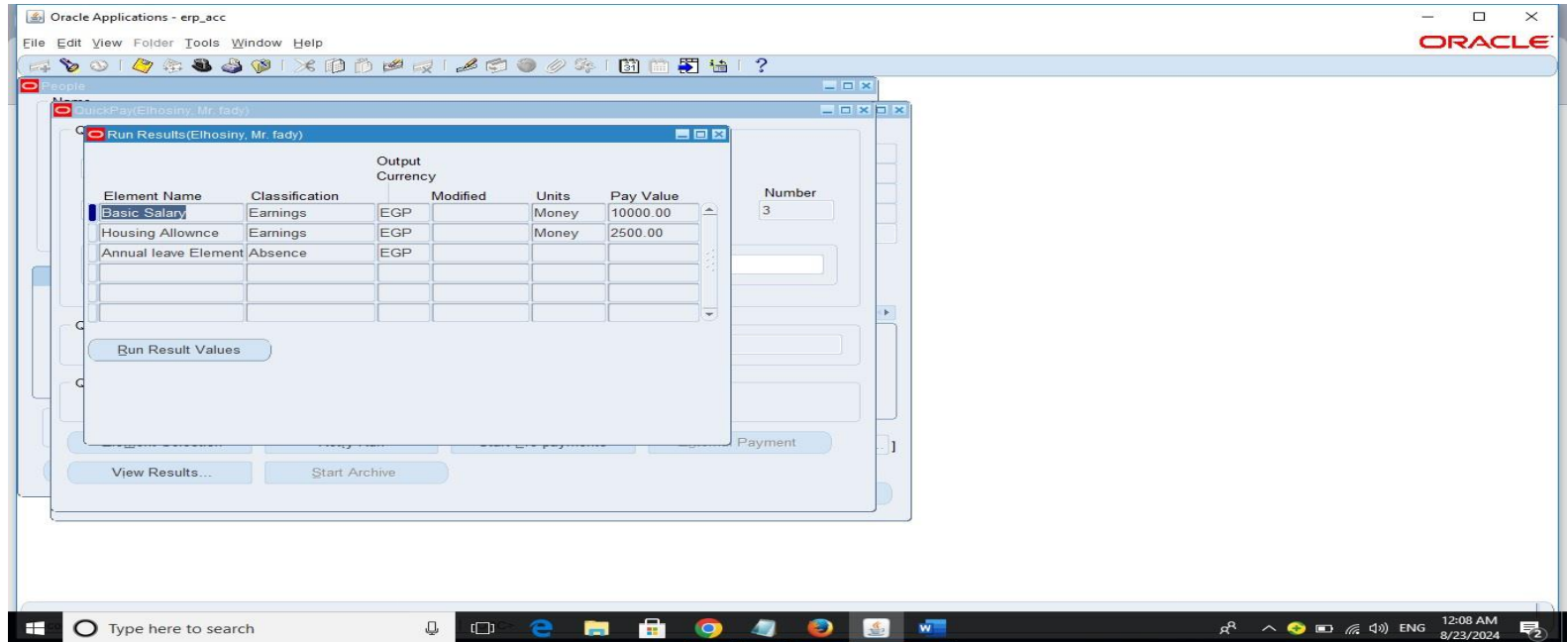
Cancel Request Diagnostics Reprint/Republish (J) View Log (K)

Record: 1/2 <OSC>

Type here to search 10:43 PM 8/24/2024

11 Payroll

Access the QuickPay form and run a QuickPay process for a newly created employee.



12 Daily Runs

Navigate to the Element Entry screen and enter the details for a new element entry.

Oracle Applications - erp_acc

File Edit View Folder Tools Window Help

Element Entries: 05-03-2024(Eihosiny, Mr. fady)

Period: 2 2024 Calendar Month (01-03-2024 - ...)

Classification:

Processing Types:

- ☐ Recurring
- ☐ Nonrecurring
- ☒ Both

Override:

Additional:

Processed:

Retroactive:

| Element Name | Processing Type | Costing | Reason | Effective Dates From | Effective Dates To |
|------------------------|-----------------|---------|--------|----------------------|--------------------|
| Basic Salary | Recurring | | | 01-01-2024 | |
| Absence with Deduction | Nonrecurring | | | 01-03-2024 | 31-03-2024 |
| Annual leave Element | Nonrecurring | | | 01-03-2024 | 31-03-2024 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Entry Values Balance Grossup

FRM-40400: Transaction complete: 2 records applied and saved. Record: 3/3

Type here to search

12:31 AM 8/25/2024

13 Recruitment

Navigate to the Element Entry screen and enter the details for a new element entry.

Oracle Applications - erp_acc

File Edit View Folder Tools Window Help

Requisition and Vacancy: 01-01-2024

Name: claims Request 2024 Description:

Dates: From: 01-01-2024 To:

Raised By: []

Vacancy

Name: claimsSection Head Description:

Dates: From: 01-01-2024 To:

Category: Openings: 1 Status: Approved []

Vacancy For: Recruiter Budget Measurement

Organization: CLAIMS Group:

Job: 05. Section Head Position: 302. Claims Section Head

Grade: Location: INAYA EGYPT

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 2/2 ... List of Valu... <OSC>

Type here to search

ENG 10:52 PM 8/24/2024

14 Recruitment Activity

Navigate to the Recruitment Activity screen and enter the details for a new Recruitment Activity.

The screenshot displays the Oracle Applications interface for the Recruitment Activity screen. The main window is titled "Recruitment Activity - 01-01-2024". The form contains the following fields and values:

| General Information | |
|---------------------|---------------|
| Name | linked in ad |
| Type | Advertisement |
| Start Date | 01-01-2024 |
| Currency | EGP |
| End Date | 07-01-2024 |
| Actual Cost | 10000.00 |
| Closing Date | 07-01-2024 |
| Planned Cost | 10000.00 |
| Organization | CLAIMS |

| Authorized by | |
|---------------|------------------|
| Name | Amer, Miss GHada |
| Number | 4 |

| External Contact | |
|------------------|---------------|
| Contact | fady elhosiny |
| Telephone | 0100200002 |

| Internal Contact | |
|------------------|--------------------|
| Name | Elhosiny, Mr. fady |
| Number | 1 |

| Within Recruitment Activity | |
|-----------------------------|--|
| Name | |
| Type | |

Recruiting For

Recruiting For (linked in ad): 01-01-2024

Vacancy

- claims Specialist
- claimsSection Head

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 3/3 | ... | List of Valu... | <OSC>

Type here to search

11:02 PM 8/24/2024

15 Applicant Quick Entry

Navigate to the Applicant Quick Entry screen and enter the details for a new Applicant Quick Entry.

The screenshot displays the Oracle Applications - erp_acc window with the Applicant Entry form for 01-01-2024. The form is organized into several sections:

- Personal Information:** Title (Mr.), Gender (Male), Person Type (Applicant), Last Name (amer), First Name (mohamed), Work Phone (0126676768), Applicant Number (1), National Identifier, and Further Information.
- Address:** Address, Style, and Address (with a dropdown arrow).
- Application:** Date Received (01-01-2024) and Current Employer (with a dropdown arrow).
- Assignment:** Recruitment Activity (linked in ad), Organization (CLAIMS), Job (05 Section Head), Grade (Professional 1), Status (Active Application), Vacancy (claimsSection Head), Group, Position (302.Claims Section Head), Location (INAYA EGYPT), and Recruiter (Amer, Miss GHada).
- Application Source:** Type (Advertisement) and Referred By.

The status bar at the bottom indicates: FRM-40400: Transaction complete: 1 records applied and saved. Record: 1/1. The Windows taskbar shows the time as 11:07 PM on 8/24/2024.

16 Employee Termination

Navigate to the End Employment screen and terminate an employee.

This screenshot shows the 'Terminate' screen in Oracle Applications. The window title is 'Oracle Applications - emp_acc'. The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations and help. The main form area is titled 'Terminate: 05-03-2024/ajagdi, Mr. ajagdi'. It contains several sections: 'Length of Service' with fields for 'This Service' and 'Total Service' in years and months; 'Termination Dates' with fields for 'Notified', 'Projected', 'Actual', 'Last Standard Process', and 'Final Process'; 'Person Type and Assignment Status for Terminated Employee' with 'Type' set to 'Ex-employee' and 'Status' set to 'Terminate Assignm'; and 'Termination Accepted By' with fields for 'Date', 'Name' (Ehossny, Mr. fady), and 'Number'. At the bottom, there are 'Terminate' and 'Reverse Termination' buttons. The status bar at the bottom shows 'Record: 1/1', 'List of Valu...', and '<OSC>'. The Windows taskbar at the very bottom shows the date and time as 12:17 AM on 8/25/2024.

This screenshot shows the 'Personal' screen in Oracle Applications. The window title is 'Oracle Applications - emp_acc'. The menu bar includes File, Edit, View, Folder, Tools, Window, and Help. The toolbar contains various icons for file operations and help. The main form area is titled 'Personal: 05-03-2024'. It contains several sections: 'Name' with fields for 'Last', 'First', 'Title', 'Prefix', 'Suffix', and 'Middle'; 'Gender' set to 'Male' and 'Action'; 'Person Types' with 'Person Type for Action' and 'Ex-employee Ex-applicant'; 'Identification' with 'Employee' and 'National Identifier' set to '5'; 'Personal' tab with fields for 'Birth Date', 'Town of Birth', 'Region of Birth', 'Country of Birth', 'Age', 'Status', 'Nationality', and 'Registered Disabled'; 'Effective Dates' with 'From' and 'To' dates; and buttons for 'Address', 'Picture', 'Assignment', 'Special Info', and 'Others'. The status bar at the bottom shows 'Record: 1/1' and '<OSC>'. The Windows taskbar at the very bottom shows the date and time as 12:13 AM on 8/25/2024.

End of Project

- Running application live .
- Deliverable: Receive three months of technical support following the official Deployment of the application.

Thanks!

"Finally, I would like to thank everyone involved in the Digital Egypt initiative . It is an excellent idea that has provided many opportunities for learning."

"I hope it provides everyone with opportunities for employment and access to higher job positions."

"I would like to thank Dr. Rami Dawood for his efforts with us throughout the past period "