

HCM. Disabling some fields in employee self-service pages (06).

Introduction/Goal

According to one question Customer Connect, this feature enabled by customization in ADF classic pages was required in Redwood pages.

Requirements:

"We want to prevent our users from being able to update their name (first, last and middle) in the self-service pages".

"Optionally, we would like this feature controlled by roles, so some users will be able to change this data".

Personal Details
John Dunbar

Name

When does this name change start?
5/19/25

Last Name
Dunbar.

First Name
John.

Preferred Pronouns

Title
Mr.

Prefix

Suffix

Middle Name
Redwood

Honors

Preferred Name

Previous Last Name

Cancel Save

Notice the implications of each employee changing this data in the Security Console (and probably in other places) :

User Account Details: John. Dunbar. [Reset Password](#)

User Information

User Category: DEFAULT

User Name: JOHN.DUNBAR

First Name: John.

Last Name: Dunbar.

Email: JOHN.DUNBAR_dabpgy@oraclepdemos.com

Phone

Account Information

Password Expiration Date: 6/6/33

☒ Active ☐ Locked

Associated Worker Information

Worker Name: John. Dunbar.

Person Number: 9

Manager: Administrator

Business Unit: US1 Business Unit

Department

☒ Enable Administration Access for Sign In-Sign Out Audit REST API

Preparatory steps

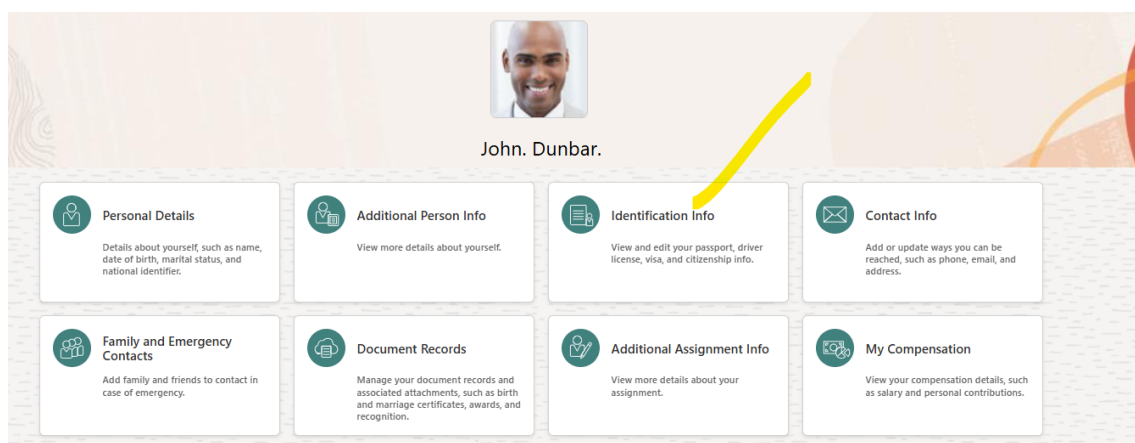
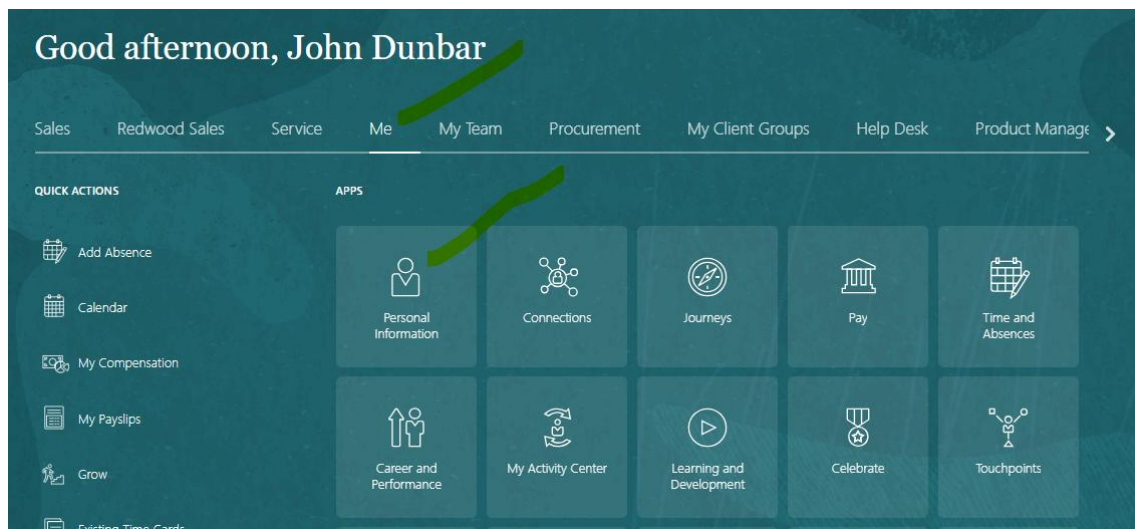
We should connect with a user with the roles that allow customizations with Visual Builder, and allows Sandbox use.

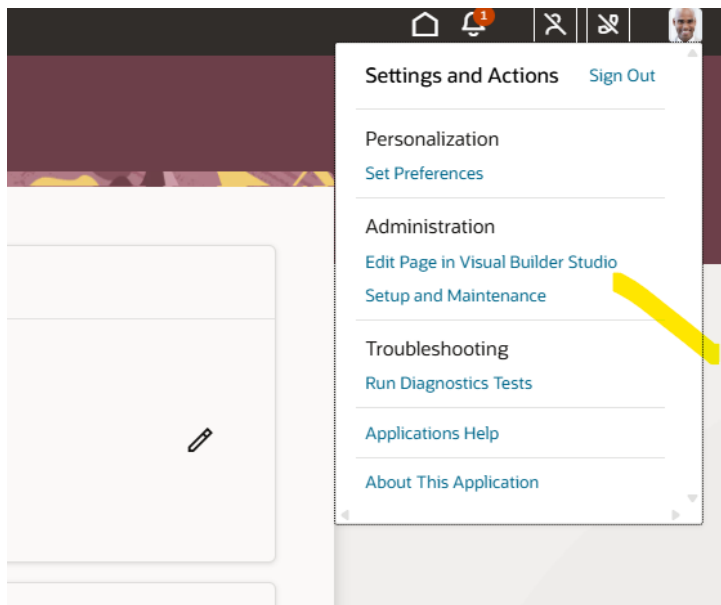
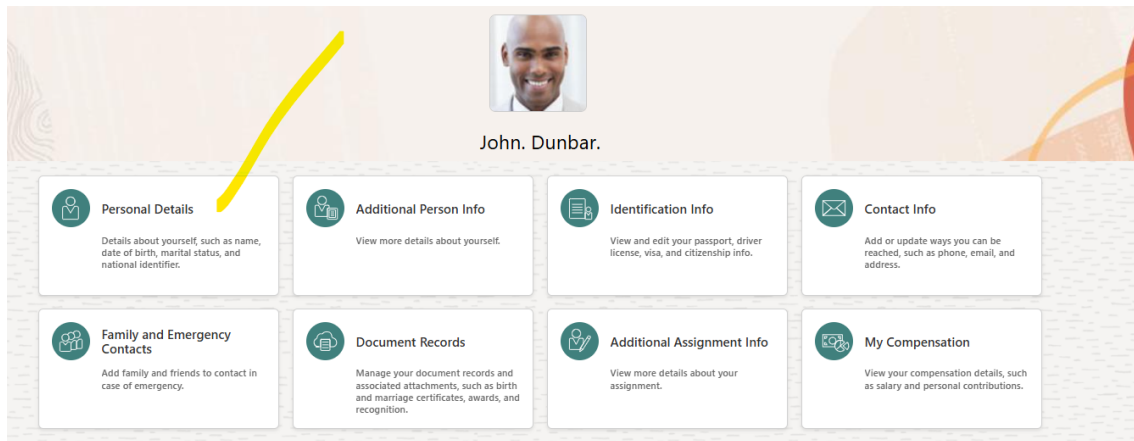
Steps

Solution.

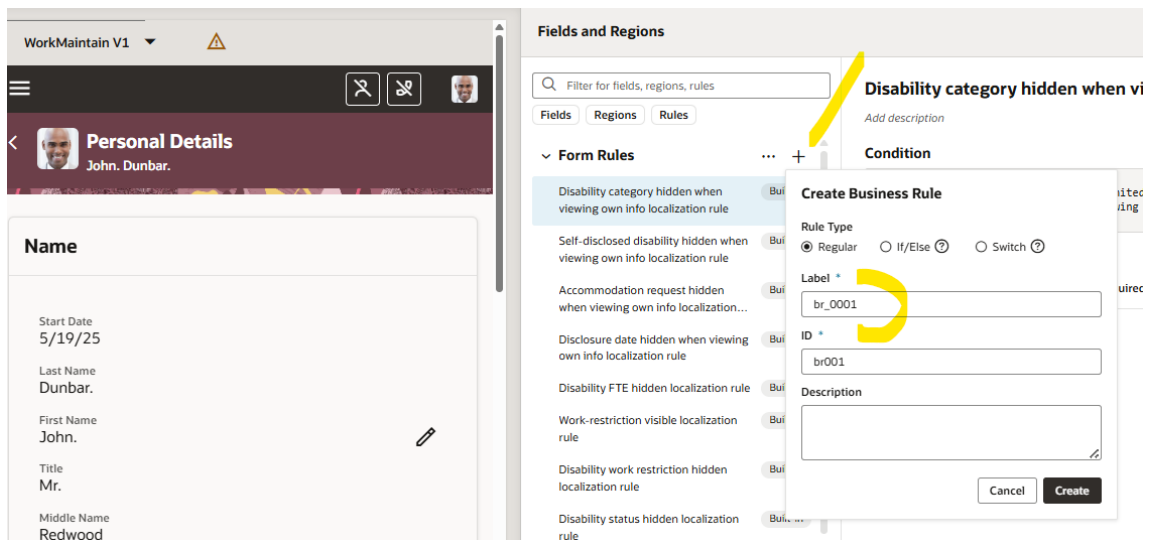
In Oracle VB Redwood customization features we have “Express mode” to create a business rule with these changes.

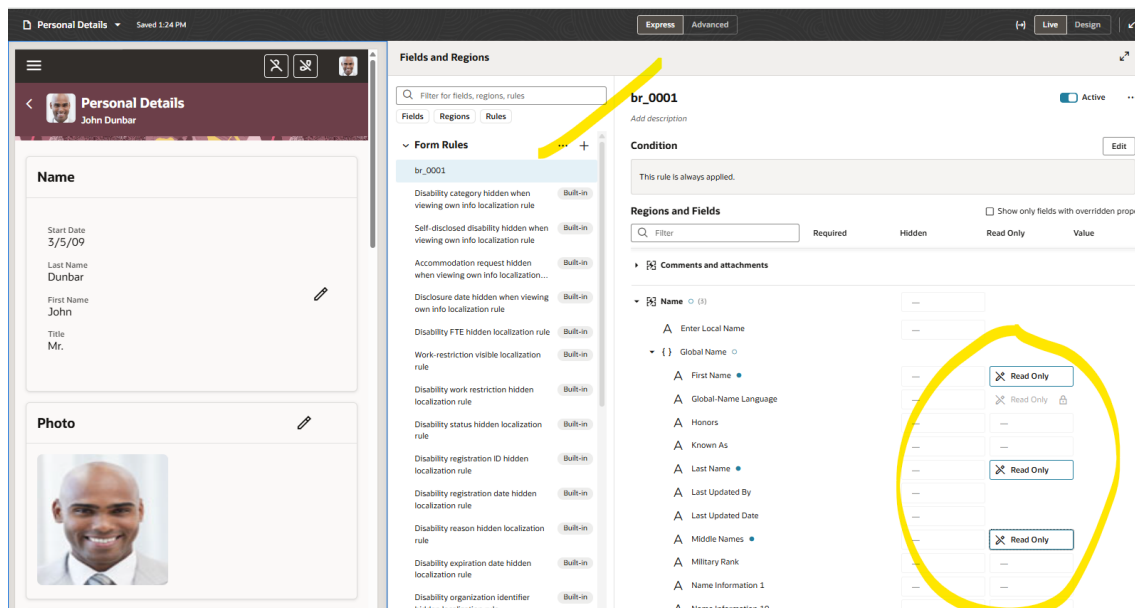
Navigation.



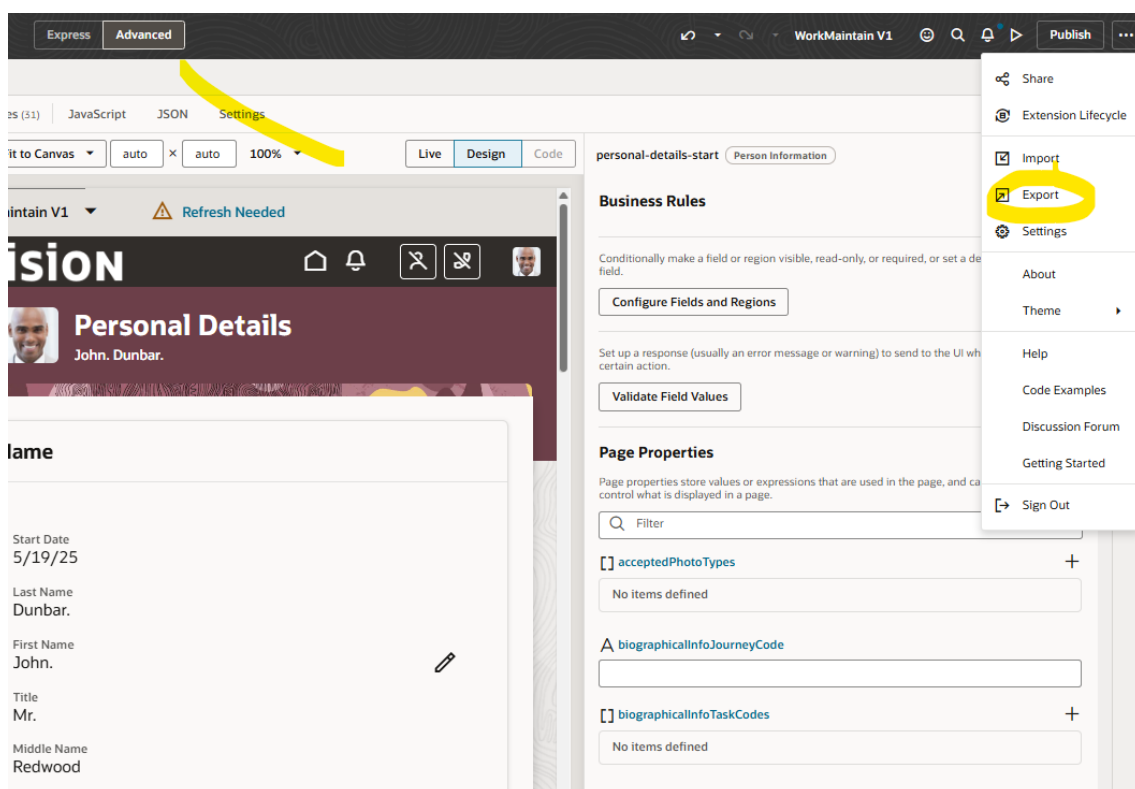


Create a "Business rule" as follows:





“Express mode” is ok for our changes, but we would need “Advanced Mode” to export our customization, so at the end of the exercise we will use it to get the zip file with our changes.



Important point.

Conditions.

The following rule means that the rule will be applied if the user does not have the proposed ROLE.

Our example for demo purposes.

The screenshot shows the 'Fields and Regions' configuration interface. On the left, under 'Form Rules', a rule named 'br_0001' is selected. The rule's description is: 'Disability category hidden when viewing own info localization rule'. The rule is marked as 'Built-in'. On the right, the 'Condition' section for rule 'br_0001' is shown. It is active (toggle on). The condition is defined as: 'Rule applies if all of these conditions are satisfied:'. The conditions are: 'User Roles' does not contain 'GSE_HCMMANAGER_UHP x', 'Country' contains an empty field, and 'When is the rule applied?' contains an empty field. There are buttons for '+ Condition' and 'Use Advanced Expression'.

When testing, as the condition is true (the user does not have the proposed role).

The screenshot shows the 'Personal Details' form for John Dunbar. The 'Name' section is highlighted with yellow arrows. The fields in the 'Name' section are: 'When does this name change start?' (Required), 'Last Name' (Dunbar), 'First Name' (John), 'Preferred Pronouns' (dropdown), 'Title' (Mr.), 'Prefix' (empty), 'Suffix' (empty), 'Middle Name' (empty), 'Honors' (empty), 'Preferred Name' (dropdown), and 'Previous Last Name' (empty). The 'Save' button is visible at the bottom right.

Notice if we change the condition...

And test we get the fields as updateable as the condition is false (the user does not have the role, and we have changed the condition to “contains”).

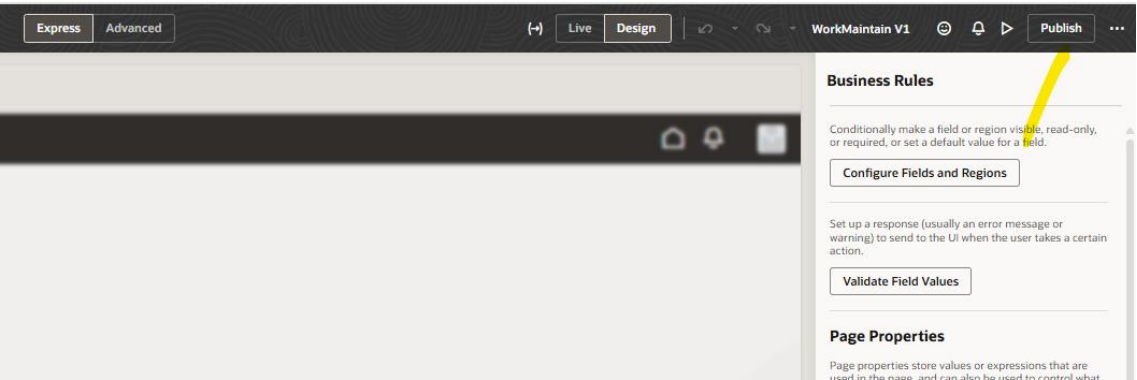
So, if we create a specific role and assign properly, we could control who is able to modify which fields in this page.

Conclusion

We have used the Visual Builder customization features to get a requirement for HCM module.

The user-employees will not be able to change the names in the self-service pages.

Note: feel free to “Publish” your change using the option.



Technical

Code example	Comments
VB_REDWOOD_COOKBOOK_2026_hcm_self_service_name_disabled.zip	To be used in following chapters to save time. Use it as reference and make refinements at will.