



**Project name:** Employee life cycle management - MSD HCM App

**Trainer:** Mohamed Yasser

### **Team Members:**

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2. Mohammad Abdallah El-Reedy.
3. Nada Mamdouh Eissa.
4. Rahma Abdelaty.

### **Managing the full hire to retire process scope:**

1. Create worker records for new hires.
2. Maintain employee details (address, IDs, bank info.)
3. Process promotions, transfers, and terminations.
4. Generate headcount reports.

# Create job levels

Job grades are created:

- Path: Human resources > Jobs > Job levels

The screenshot shows the SAP Fiori navigation bar. On the left, there's a sidebar with links like Home, Favourites, Recent, Workspaces, and Modules. The main area shows a tree view under 'Jobs': 'Workers' (Employees, Contractors, Workers), 'Positions' (Leave, Injury and illness, Loan items, Enquiries and reports), and 'Jobs'. Under 'Jobs', there are three sub-options: 'Jobs' (selected and highlighted with a blue border), 'Job templates', and 'Job family'. To the right of the tree view, there are several report links: 'Workers hired in period report', 'Number of workers report', 'Workers not assigned to a position report', 'Worker distribution statistics', 'Certificate expirations', 'Professional certificates', 'Worker goals report', 'Birthdays report', 'Anniversaries report', 'Seniority list report', and 'Worker curriculum vitae report'. Further to the right are links for 'Job levels', 'Job types', 'Job functions', 'Job tasks', 'Areas of responsibility', 'Job information report', 'Departments', 'Benefits', 'Compensation', 'Absence', 'Recruitment', 'Competencies', 'Performance', 'Courses', and 'Task management'. A star icon is positioned between the tree view and the report links.

Click on "New".

Enter the "Line

Enter: Job level then Description.

Enter the start of the "minimum pay range".

Enter the end of the "Maximum pay range" degree.

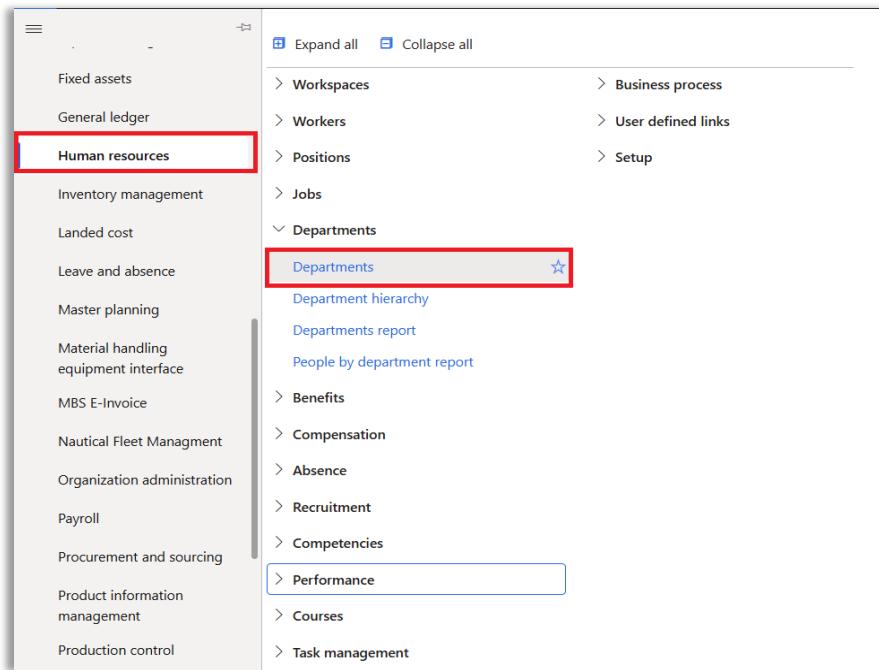
The screenshot shows a table titled 'Job levels' in 'Standard view'. The table has columns: Line ↑, Job level, Description, Minimum pay range, Maximum pay range, Increment minimum a..., and Increment r... . A new row is being added, indicated by a red border around the 'Job level' cell which contains '10.0'. The 'Description' cell is empty. The 'Minimum pay range' cell contains '0.00'. The 'Maximum pay range' cell contains '0.00'. The 'Increment minimum a...' and 'Increment r...' cells also contain '0.00'. There are filter and search options at the top of the table.

Line ↑	Job level	Description	Minimum pay range	Maximum pay range	Increment minimum a...	Increment r...
	10.0	*	0.00	0.00	0.00	
	1.0	Top Management	200,000.00	500,000.00	0.00	
	2.0	Management	90,000.00	200,000.00	0.00	
	3.0	Professional	3,000.00	100,000.00	0.00	
	4.0	Directors	250,000.00	600,000.00	0.00	
	7.0	MSDers Job Level 1	0.00	0.00	0.00	
	8.0	MSDers Job Level 2	0.00	0.00	0.00	
	9.0	MSDers Job Level 4	0.00	0.00	0.00	

## Create departments

Departments (Departments) and Branches are established:

Path: Human Resources > Departments > Departments



Click on "New". Enter "Name" and "Department number".

Enter "Search name" that will appear in the structure.

enter "Addresses" and "Contact information" for each department.

The screenshot shows the 'Operating unit' creation form. At the top, there is a toolbar with a 'New' button (highlighted with a red box), 'View in hierarchy', 'Related forms', 'Operating unit', 'Options', and a search icon. Below the toolbar, it says 'Standard view' and 'Operating unit'. The form has fields for 'Name' (Fleet Affairs Department), 'Department number' (1320), and 'Operating unit type' (Department). In the 'General' section, there are fields for 'Search name' (إدارة شئون السفن), 'Memo' (empty), 'In hierarchy' (radio button set to 'No'), 'Manager' (empty), and 'DUNS number' (empty). At the bottom, there are sections for 'Addresses' and 'Contact information', both of which are highlighted with red boxes.

## Create organization structure

Path: Human resources > Departments > Department hierarchy

Then click edit

Click insert to

Click publish

The screenshot shows the Dynamics 365 navigation menu. The 'Human resources' option is selected and highlighted with a red box. Under the 'Departments' section, the 'Department hierarchy' option is also highlighted with a red box.

- Fixed assets
- General ledger
- Human resources**
- Inventory management
- Landed cost
- Leave and absence
- Master planning
- Material handling equipment interface
- MBS E-Invoice
- Nautical Fleet Management
- Organization administration
- Payroll
- Procurement and sourcing
- Product information management
- Production control
- Project management and accounting

- > Workspaces > Business process
- > Workers > User defined links
- > Positions > Setup
- > Jobs

**Departments**

- Department hierarchy** ★
- Departments report
- People by department report

- > Benefits
- > Compensation
- > Absence
- > Recruitment
- > Competencies
- > Performance
- > Courses
- > Task management

The screenshot shows the 'Hierarchy designer' tool. The 'Publish' button in the top toolbar is highlighted with a red box. The 'Insert' button in the left toolbar is also highlighted with a red box. The main area displays a hierarchical structure of departments in English and Arabic.

Department : OUParentChild | Standard view ▾

Hierarchy designer

Insert ▼ Remove Cut Paste Undo

NNC

مجلس الأداره ▼  
 رئيس مجلس الأداره ▼  
 رئيس مجلس الأداره و ▼  
 رئيس مجلس الأداره ▼  
 نائب رئيس مجلس الأداره ▼

عضو مجلس الإداره الم ▼

Next

## - Create jobs

- Path: Human resources > Jobs > Jobs

The screenshot shows the SAP Fiori interface for creating jobs. The path is: Human resources > Jobs > Jobs. The 'Human resources' and 'Jobs' menu items are highlighted with red boxes. The main content area shows various job-related options like Workspaces, Workers, Positions, and Departments.

**Click New**

**Enter job and description**

**Enter Description."**

**select"Function**

**Select Job type"**

The screenshot shows the 'Job' creation form. The 'New' button is highlighted with a red box. The 'Job' and 'Description' fields are also highlighted with red boxes. The form includes sections for General, Description, Job classification, and POS permission group.

General
Job: <b>كبير اخصائين : كبير اخصائين</b>
Description: <b>كبير اخصائين</b>
Title:
Full-time equivalent: 1.00
Maximum number of positions: <input type="radio"/> Maximum positions <input checked="" type="radio"/> Unlimited

Description
Large text area for job description, highlighted with a red box.

Job classification
Function: Land
Job type: كبير
Job family: مطالب تجارية
POS permission group:

## Create positions

Positions are created to link or occupy the employee to the job, job grade and management

- Path: Human resources > Positions > All position

The screenshot shows the SAP Fiori launchpad. On the left, a navigation bar lists various modules: General ledger, Human resources (highlighted with a red box), Inventory management, Landed cost, Leave and absence, Master planning, Material handling equipment interface, MBS E-Invoice, Nautical Fleet Management, Organization administration, Payroll, and Procurement and sourcing. On the right, a detailed view of the 'Human resources' module is shown. At the top, there are 'Expand all' and 'Collapse all' buttons. Below them is a tree structure with nodes: Workspaces, Workers, Positions (expanded), Benefits, Compensation, Absence, Recruitment, Competencies, Performance, Courses, Task management, Business process, User defined links, and Setup. The 'All positions' node under 'Positions' is highlighted with a red box.

Click new  
Select 'job'  
Select Department  
Enter activation

The screenshot shows the 'Create new position' screen. On the left, a sidebar displays a list of workers with their names and activation status. The main area shows a table of workers with columns: Worker, Job, Job level, Department, Reports to position, and Job far. The table includes rows for Nader Al-Sayegh, Ellen Gasca, Pierre He, Theresa J, Ted How, Josh Edw, Ofer Dali, Burke Fei, Jeroen Cr, noha mo, Andrew L, and Made Ch. The table also includes a row for a 'Create position' entry. The table has a light blue header and white rows.

Worker	Job	Job level	Department	Reports to position	Job far
Nader Al-Sayegh	Accountant 4	الدرجة الثانية	Accounting Department	000280	Finance
Ellen Gasca	Warehouse Worker	الدرجة الثانية	Operations	002356	
Pierre He	Warehouse Worker	الدرجة الثانية	Operations	000320	
Theresa J		الدرجة الثانية	Finance	000105	
Ted How			Operations	000320	
Josh Edw	Status	Email	Retail Operations	000249	
Ofer Dali	Employed	ellen@contoso.com	Retail Operations	000247	
Burke Fei	Personnel number	Telephone	Retail Operations	000248	
Jeroen Cr	000010	425-555-5035	Retail Operations	000248	
noha mo	Position	Office location		000246	ERP Sy
Andrew L	000003	Building B - 5035			
Made Ch	Department	Office address	Retail Operations	000249	
	Operations	123 Coffee Street	Retail Operations	000240	
# of rows					

## Click on create position

The screenshot shows the Microsoft Dynamics 365 Human Resources application. A blue arrow points from the left towards the 'Create position' button in the 'Create new position' dialog box. The dialog box has a title 'Create new position' and a sub-section 'Position' with a field containing '002675'. Below this, there is a 'Job' section with a 'Position' dropdown set to '00000' (highlighted with a red border) and a 'Department' dropdown set to '000002'. To the right of the dialog, a list of workers is displayed in a grid format. One worker, 'Ellen Gasca', is selected and highlighted with a light gray background. The grid columns include Worker, Job, Job level, Department, Reports to position, and Job far. The 'Reports to position' column for Ellen Gasca shows '000280'.

Worker	Job	Job level	Department	Reports to position	Job far
نادر السيد ابو بكر	Accountant 4	الدرجة الثانية	Accounting Department	000280	Finance
Warehouse Worker	Warehouse Worker	الدرجة الثانية	Operations	002356	
Ellen Gasca	Warehouse Worker	الدرجة الثانية	Operations	000320	
Ellen Har...			Operations	000318	
Pierre He...			Operations	000007	
Theresa J...			Finance	000105	
Ted How...			Operations	000320	
Josh Edw...	Status	Email	Retail Operations	000249	
Ofer Dali...	Employed	ellen@contoso.com	Retail Operations	000247	
Burke Fe...	Personnel number	Telephone	Retail Operations	000248	
Jeroen C...	000010	425-555-5035	Retail Operations	000248	
noha mo...	Position	Office location		000246	ERP Sy...
Andrew D...	000003	Building B - 5035	Retail Operations	000249	
Made El...	Department	Office address	Retail Operations	000249	
	Operations	123 Coffee Street			

## Preparing employee data file and assigning every employee to a position

Employee ID	First Name	Last Name	National ID	Job Title	Email	Hire Date	Employment Type	Bank Name	Account No	Tele.	Address
EMP001	Ahmed	Hassan	29501011234567	HR Specialist	ahm.has20@demo.com	2023-03-10	Permanent	CIB	100456789012	01001234567	12 Nile St Cairo
EMP002	Mariam	Lotfy	29606098765432	Accountant	mar.lotfy20@demo.com	2022-11-01	Permanent	NBE	200123450987	01002345678	45 Stanley Rd Alexandria
EMP003	Omar	Khaled	29805013456789	Marketing Executive	omar.kh20@demo.com	2024-02-15	Permanent	HSBC	300987654321	01003456789	7 Tahrir Sq Cairo
EMP004	Dina	Magdy	29709016789012	Sales Representative	dina.magdy@demo.com	2023-07-20	Permanent	QNB	400654321987	01004567890	16 Haram St Cairo

# How to create a worker record

Path: Human resources >> workers >> workers >> new

The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The left sidebar is titled "Finance and Operations" and contains a "Human resources" section. Under "Human resources", there is a "Workers" category which is expanded, showing sub-options like "Employees", "Contractors", and "Workers". The main content area displays a "Workspaces" section with various options such as "People", "Employee development", "Learning", "Personnel management", "Compensation management", "Benefits", "Recruitment management", "Task management", and "Business processes for human resources". To the right, there is a "Human Resources" workspace preview with cards for "Human Resources", "Inventory Visibility", and "Invoice capture". A message at the bottom right says "Activate Windows Go to Settings to activate Windows."

Click on workers then click on employees or workers too.

This screenshot is similar to the previous one but focuses on the "Workers" section. The "Workers" category under "Human resources" is now highlighted with a red border. The sub-options "Employees", "Contractors", and "Workers" are visible. The main content area shows the same list of workspaces as before, including "People", "Employee development", "Learning", etc. The workspace preview on the right remains the same.

The next screen will be displayed, then click on new to create worker record.

This screenshot shows the "Workers" list screen. The top navigation bar includes "Edit", "+New", "Delete", and other tabs like "Work", "Person", "Leave", "Compensation", "Payroll", "Benefits", "Compliance", "Time", "Commerce", "General", and "Options". The main content area is titled "Standard view \*". It features a search bar with "Filter" and "View options" dropdowns. Below the search is a table with columns: "Name", "Personnel number", "Phone", "Extension", "Email address", and "Worker type". A message at the bottom center says "We didn't find anything to show here." At the very bottom, it says "# of rows 0 rows".

You can see a dialogue box as follow:

The screenshot shows the Dynamics 365 interface. On the left, there is a 'Standard view' grid titled 'Workers (Active, All legal entities)'. It lists various employees with columns for Name, Search name, Personnel number, and Phone. A search bar at the top of the grid allows filtering by name. On the right, a 'Hire new worker' dialog box is open. It has sections for 'Name' (with fields for First name, Middle name, Last name prefix, and Last name), 'Details' (with fields for Legal entity, SSN, Employment category, Employment start date, Employment type, and Termination reason), 'Position details' (with fields for Position, Position title, Assignment end, and Assignment start), and 'Onboarding checklists' and 'Address books' sections. At the bottom of the dialog box are 'Hire', 'Hire and add details', and 'Cancel' buttons.

We added the first employee name, last name, personal number and the start date as follow:

This screenshot shows the same interface after adding new employee details. In the 'Hire new worker' dialog box, the 'Name' section now contains 'Ahmed' in the 'First name' field and 'Hassan' in the 'Last name' field. The 'Details' section shows 'USMF' as the legal entity, 'EMP001' as the personnel number, and '10/03/2023 12:00:00 AM' as the employment start date. The 'Position details' section shows 'Employee' as the worker type and '10/03/2023 12:00:00 AM' as the assignment start date. The 'Standard view' grid on the left remains the same, listing other employees.

After adding the required details, we click on hire.

This screenshot shows the 'Standard view' grid after the new employee was hired. The grid now includes a new row for 'Ahmed Hassan' with the personnel number 'EMP001'. The 'Worker type' column for this row shows 'Employee'. The rest of the grid continues to list other employees with their respective details.

As shown the worker has been added in the list as displayed in the previous screen.  
we added the rest of the workers as follows:

The screenshot shows the 'Finance and Operations' application. On the left, the 'Standard view' list displays a table of workers with columns: Name, Search name, Personnel number, and Phone. A row for 'Mariam Lofty' is selected. On the right, the 'Hire new worker' dialog is open, showing fields for First name (Mariam), Middle name, Last name (Lofty), Legal entity (USMF), Personnel number (EMP002), Worker type (Employee), Employment start date (01/11/2022 12:00:00 AM), Employment end date (Never), Position details (Position, Position title, Assignment end), Onboarding checklists, Address books, and a 'Hire' button.

The screenshot shows the 'Finance and Operations' application. The 'Standard view' list displays a larger table of workers with columns: Name, Search name, Personnel number, Phone, Extension, Email address, and Worker type. A row for 'Mariam Lofty' is selected. The interface includes standard navigation and search tools at the top.

The screenshot shows the 'Finance and Operations' application. On the left, the 'Standard view' list displays a table of workers with columns: Name, Search name, Personnel number, and Phone. A row for 'Mariam Lofty' is selected. On the right, the 'Hire new worker' dialog is open, showing fields for First name (Omar), Middle name, Last name (Khaled), Legal entity (USMF), Personnel number (EMP003), Worker type (Employee), Employment start date (15/02/2024 12:00:00 AM), Employment end date (Never), Position details, Onboarding checklists, Address books, and a 'Hire' button.

Finance and Operations

Workers (Active, All legal entities)

Standard view ▾

Filter View options

Name	Search name	Personnel number	Phone	Extension	Email address	Worker type
omaaar Alii	omaaar Alii	8458215				Employee
Omar	Omar	000738				Employee
Omar Ahmed Alaa	عمر احمد علاء	U-9000				Employee
Omar Ali Malfouz	Omar Ali Malfouz	001690				Employee
Omar Fouad Taha	Omar Fouad Taha	34258				Employee
Omar Khaled	Omar Khaled	EMP003				Employee
Omar Mahmoud	Omar Mahmoud	5968				Employee
omar qwerty ali	omar qwerty ali	121212				Employee
Ommimmar AAAll	Ommimmar AAAll	667728				Employee
Omnia Abd Elmotaleb Senay	Omnia	10101010				Employee
Omnia Ashraf Mohamed	Omnia Ashraf Mohame	2525				Employee
Omnia mohamed elrefaeey	Omnia mohamed elrefe	0003211	022222222222			Employee
Omnia Mohamed Mahmoud	Omnia Mohamed Mahmou	022315021				Employee
Omnia Mohamed Mahmoud	Omnia Mohamed Mahmou	111888				Employee
Omnia Mohamed tech engine...	Omnia Mohamed tech e	0111212				Employee
Omnia Payroll	Omnia Payroll	010221212				Employee
Osama Mohamed	Osama Mohamed	0101				Employee
Oscar Morales	Oscar Morales	000053	425-555-5081	5081		Employee
Patrick Elliot	Patrick Elliot	000111	415 555-5155	5155		Employee
Patrick Sands	Patrick Sands	000286	425-555-5400	5400		Employee
Paul Cannon	Paul Cannon	000422	206 555-5702	5702		Employee

# of rows  
Calculate

Finance and Operations

Workers (Active, All legal entities)

Standard view ▾

Filter View options

Name	Search name	Personnel number	Phone
omaaar Alii	omaaar Alii	8458215	
Omar	Omar	000738	
Omar Ahmed Alaa	عمر احمد علاء	U-9000	
Omar Ali Malfouz	Omar Ali Malfouz	001690	
Omar Fouad Taha	Omar Fouad Taha	34258	
Omar Khaled	Omar Khaled	EMP003	
Omar Mahmoud	Omar Mahmoud	5968	
omar qwerty ali	omar qwerty ali	121212	
Ommimmar AAAll	Ommimmar AAAll	667728	
Omnia Abd Elmotaleb Senay	Omnia	10101010	
Omnia Ashraf Mohamed	Omnia Ashraf Mohame	2525	
Omnia mohamed elrefaeey	Omnia mohamed elrefe	0003211	022222222222
Omnia Mohamed Mahmoud	Omnia Mohamed Mahmou	022315021	
Omnia Mohamed Mahmoud	Omnia Mohamed Mahmou	111888	
Omnia Mohamed tech engine...	Omnia Mohamed tech e	0111212	
Omnia Payroll	Omnia Payroll	010221212	
Osama Mohamed	Osama Mohamed	0101	
Oscar Morales	Oscar Morales	000053	425-555-5081
Patrick Elliot	Patrick Elliot	000111	415 555-5155
Patrick Sands	Patrick Sands	000286	425-555-5400
Paul Cannon	Paul Cannon	000422	206 555-5702

Hire new worker

Name

First name: Dina, Middle name: , Last name prefix: , Last name: Magdy

No matches found

Details

Legal entity: USMF, SSN: , Employment category: موظف دائم, Employment type: , Termination reason: , Last date worked:

Personnel number: EMP004, Employment start date: 20/07/2023 12:00:00 AM, Employment end date: Never

Worker type: Employee

Position details

Position: , Position title: , Assignment start: 20/07/2023 12:00:00 AM, Assignment end:

Make primary: No

Onboarding checklists

Address books

Hire, Hire and add details, Cancel

Finance and Operations

Workers (Active, All legal entities)

Standard view ▾

Filter View options

Name	Search name	Personnel number	Phone	Extension	Email address	Worker type
Derek Brown	Derek Brown	000390	206 555-5618	5618		Employee
Diane Prescott	Diane Prescott	000328	206-555-5601	5601		Employee
Dina Aladdin Mohammed Eta...	Dina Aladdin Mohamme	5558886				Employee
Dina Magdy	Dina Magdy	EMP004				Employee
Dominik Paiba	Dominik Paiba	000264	415 555-5266	5266		Employee
Dorena Paschke	Dorena Paschke	000463	425-555-0000	0000		Contractor
Eduardo Cobo	Eduardo Cobo	000541	425-555-5318	5318		Employee
Eduardo Melo	Eduardo Melo	000036	425-555-5034	5034		Employee
Ehab Sadek	Ehab Sadek	001241				Employee
Eli Bowen	Eli Bowen	000369	206-555-5674	5674		Employee
Elisa Graceffo	Elisa Graceffo	000412	206-555-5649	5649		Employee
Ellen Gasca	Ellen Gasca	000010	425-555-5025	5025		Employee
Ellen Hansen	Ellen Hansen	000253	415 555-5036	5036		Employee
Eman Magdy Maarouf	Eman Magdy Maarouf	em14				Employee
Emil Karafezov	Emil Karafezov	000019	425-555-5037	5037		Employee
Emma Harris	Emma Harris	000137	415-555-5038	5038		Employee
employee 1	employee 1	66811				Employee
Engineer	Engineer	00427404476				Employee
Enrique Gil	Enrique Gil	000376	206-555-5645	5645		Employee
Eran Harel	Eran Harel	000456	425-555-3333	3333		Contractor
Eric Davison	Eric Davison	000171	415 555-5039	5039		Employee

# of rows  
Calculate

Well, we added here four workers (Ahmed Hassan, Mariam Lotfy, Omar Khaled, Dina Magdy)

## How to maintain employee details (address, IDs, bank info.)

تحديث أو إدخال بيانات الموظف التفصيلية مثل: العنوان، الأرقام التعريفية ، ومعلومات البنك.

أولاً لإدخال عنوان الموظف:

**Human resources >> workers >> worker's name >> address**

First, we need to search the employee's name, Ahmed Hassan:

The screenshot shows the 'Workers' list page in the 'Human resources' module. A search bar at the top contains the text 'Ahmed Hassan'. Below the search bar, a table displays search results for 'Ahmed Hassan'. The columns include Name, Search name, Personnel number, Phone, Extension, Email address, and Worker type. One result is highlighted in pink: 'mohamed samy elhamha' with personnel number 75434. Other results listed include 'ahmed hassan mohamed' (personnel number 23456790), '1,hossam mahmoud Mostafa' (personnel number 0105214), and 'a elberty' (personnel number 28709151601094). The 'Worker type' column shows most results as 'Employee'.

The screenshot shows the 'Workers' list page in the 'Human resources' module. A search bar at the top contains the text 'Ahmed Hassan'. Below the search bar, a table displays search results for 'Ahmed Hassan'. The columns include Name, Search name, Personnel number, Phone, Extension, Email address, and Worker type. One result is highlighted in pink: 'Ahmed Hassan' with personnel number EMP001. The 'Worker type' column shows this result as 'Employee'.

Then click on his/her name, the next screen will be displayed:

The screenshot shows the 'Workers' page in the 'Human resources' section. The top navigation bar includes links for Edit, New, Delete, Work, Person, Leave, Compensation, Payroll, Benefits, Compliance, Time, Project, Commerce, General, Expense, Options, and a search icon. The main content area displays the details for 'Ahmed Hassan EMP001'. Key information shown includes:

- Personnel number: EMP001
- Employee: Contoso Entertainment System USA
- Seniority date: ٢٠١٧-١٢-٢٠ (December 20, 2017)
- Title: Works from home (No)
- Office location: (empty)
- Office address: (empty)
- Rehire: No
- Years of service: 2.7
- Reports to: (empty)
- Position type: (empty)

Below this, the 'Name details' section shows:

- First name: Ahmed
- Middle name: (empty)
- Last name prefix: (empty)
- Last name: Hassan
- Known as: (empty)
- Search name: Ahmed Hassan
- Personal title: (empty)
- Personal suffix: (empty)
- Display as: FirstMiddleLast

A 'Show more fields' button is located at the bottom left of this section.

By scrolling we find the address details as follows:

The screenshot shows the 'Addresses' section for Ahmed Hassan. The top navigation bar and worker details are identical to the previous screenshot. The 'Addresses' section includes:

- Add, Edit, Map, More options buttons.
- A table with columns: Name or description, Address, Purpose, Primary.
- A message: "We didn't find anything to show here."

Below this, the 'Contact information' section is visible with 'Add', 'Remove', and 'Advanced' buttons.

Then click on add as follows:

The screenshot shows the 'Edit address' dialog box open on the right side of the screen. The dialog has a 'Standard view' dropdown and a 'Edit address' title. The form fields include:

- Location ID: 0000020897
- Name or description: the capital
- Purpose: Home
- Country/region: EGY
- ZIP/postal code: (empty)
- Street: 12 Nile St Cairo
- Street number: (empty)
- City: Cairo
- District: (empty)
- State: (empty)
- Primary: Yes (radio button)
- Private: (radio button)

At the bottom are 'OK' and 'Cancel' buttons.

After entering the description, city, street ...etc. press OK. the next screen will be as follows:

The screenshot shows the 'Workers' page in the 'Human resources' module. The top navigation bar includes links for Edit, New, Delete, Work, Person, Leave, Compensation, Payroll, Benefits, Compliance, Time, Project, Commerce, General, Expense, Options, and a search icon. The main content area displays a worker profile for 'Ahmed Hassan EMP001'. Key details shown include 'Employee' status, 'Contoso Entertainment System USA' as the employer, and '2.7 Years of service'. The 'Addresses' section contains one entry: '12 Nile St Cairo,Cairo, EGY'. Other tabs like Profile, Work history, Positions, Commerce, Time registration, Links, and SG Payroll are visible at the bottom.

If we need to add more cities:

**organization administration >> addresses >> address setup >> city >> new >> save**

This screenshot shows the 'Address setup' screen within the 'organization administration' module. The left sidebar lists various management categories such as Master planning, Organization administration, Payroll, etc. The main pane shows a tree view of address-related settings, with 'Address setup' selected. The right side of the screen displays a worker profile for 'Ahmed Hassan EMP001' with '2.7 Years of service'. The top navigation bar is identical to the previous screenshot, including the 'Edit' button which is highlighted in red.

Finance and Operations | Organization administration > Global address book > Addresses > Address setup

Standard view < Save Options

## Address setup

Enter address format information for address setup

**Address format**

Address...	Description
0001	Street;City;State;PostCod...
0002	Street;PostCode;City;Coun...
0003	Street;City;_State;PostCod...
0004	Street;PostCode;_City;Coun...
0005	Street;City;State;County;P...
0006	Street;City;State;County;C...
0007	Street;City;PostCode;Coun...
0008	Street;City;_State;PostCod...
0009	Street;Post;PostCode;_City...
0010	Street;Number;Complement...
0011	Street;_Complement;District
0012	Street;Number;_Complement...
0013	Street;PostCode;_City;Coun...
0014	Number;Street;Complement...
0015	Complement;Street;Post b...
0016	Street;Complement;Post C...
0017	PostCode;_City;Street;Co...
0018	Complement;Street;Count...
0019	PostCode;Country;Region...
0020	Street;Number;PostBox;P...

**Preview**

Address format: 0001  
Description: Street number;Street;District;City; State or province;ZIP/postal code;Country/region

**CONFIGURE ADDRESS COMPONENT**

+ Add Remove Up Down

Address application object	Separator	New line	Data entry...	Not active	Expand	Special
Street number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
District	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
State or province	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ZIP/postal code	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Finance and Operations | Organization administration > Global address book > Addresses > Address setup

Standard view < Save Options

## Address setup

Enter city information for address setup

**Address format**

+ New Delete Save Filter

Country/region: EGY

City	Description	City code
Cairo		EGY
Alexandria		
New Cairo,	Cairo	
giza		

**City**

Country/region	City	Description	State	County
EGY	Cairo			

Finance and Operations | Organization administration > Global address book > Addresses > Address setup

Standard view < Save Options

## Address setup

Enter city information for address setup

**Address format**

+ New Delete Save Filter

Country/region: EGY

City	Description	City code
Aswan	touristic city	EGY
Alexandria		
New Cairo,	Cairo	
giza		

**City**

Country/region	Description	County	City key
EGY	touristic city		Aswan, EGY
Aswan			

## We did the same steps for the next employee (Mariam Lotfy) as follows:

**Screenshot 1: Mariam Lotfy's Worker Profile**

Mariam Lotfy (EMP002) is an Employee at Contoso Entertainment System USA. She has 3.1 years of service. Her profile includes a blue circular icon with 'ML' and a link to her profile.

**Screenshot 2: Adding a New Address for Omar Khaled**

Omar Khaled (EMP003) is an Employee at Contoso Entertainment System USA. A new address is being added for him. The address details are: Name or description: 'the capital', Address: '7 Tahrir Sq., Cairo, EGY', Purpose: 'Home', Primary: 'Yes'. The 'Display as' field is set to 'FirstMiddleLast'.

**Screenshot 3: Standard view of Omar Khaled's Worker Profile**

Omar Khaled (EMP003) is an Employee at Contoso Entertainment System USA. He has 1.8 years of service. His profile includes a blue circular icon with 'OK' and a link to his profile.

**Screenshot 4: Edit Address for Dina Magdy**

Dina Magdy (EMP004) is an Employee at Contoso Entertainment System USA. An edit dialog for an address is open. The address details are: Name or description: 'the capital', Address: '16 Haram St, Cairo, EGY', Purpose: 'Home', Primary: 'Yes'. The 'Display as' field is set to 'FirstMiddleLast'.

ثانياً لإدخال الرقم التعريفي الخاص بكل موظف:

**Human resources >> workers >> workers >> employee's name >> person >> identification numbers >> identification type (national ID) >> number >> save**

The screenshots illustrate the process of entering an employee's national ID number:

- Screenshot 1:** Shows the navigation path from the main menu to the 'Workers' section under 'Human resources'. The 'Workers' section is highlighted with a red box.
- Screenshot 2:** Shows the 'Standard view' for workers. A search bar at the top contains the name "Ahmed Hassan". Below it, a dropdown menu shows search results for "Ahmed Hassan" across various fields: Name, Personnel number, Phone, Extension, Email address, and Worker type. The results list includes "Name: 'Ahmed Hassan'", "Personnel number: 'Ahmed Hassan'", "Phone: 'Ahmed Hassan'", "Extension: 'Ahmed Hassan'", and "Email address: 'Ahmed Hassan'".
- Screenshot 3:** Shows the detailed worker profile for "Ahmed Hassan". The 'Identification numbers' tab is selected in the top navigation bar. The profile includes sections for Personal information (Identification numbers, Screenshots, Personal contacts, Image), Competencies (Certificates, Courses, Education, Tests, Skills), Development (Reviews, Goals), and OTHER INFORMATION (Address books, Language, ar-eg). The 'Worker summary' section displays basic details like Personnel number (EMP001), Seniority date, Title, Office location, Office address, Rehire (No), and Language (ar-eg). The 'Name details' section shows the full name "Ahmed Hassan" and provides fields for changing the name or adding suffixes like Known as, Search name, Personal title, Personal suffix, and Display as (FirstMiddleLast).

Finance and Operations | Human resources > Workers > Workers

Ahmed Hassan : EMP001 | Standard view ▾

**Identification**

Identification type Number

ID ID

INS-N-550 Certificate of Naturalization  
INS-N-560 Certificate of United State...  
National ...  
NBE National Bank of Egypt  
Passport Passport

# of rows 19 rows

Primary  No

Issuing agency

Issued date

Expiration date

This screenshot shows the 'Identification' section of the worker profile. A dropdown menu is open under 'Identification type' showing various options such as INS-N-550 (Certificate of Naturalization) and INS-N-560 (Certificate of United States). Other visible options include National, NBE (National Bank of Egypt), and Passport. The 'Number' field contains the value 'ID ID'. Below the dropdown, there are fields for 'Primary' status (set to 'No'), 'Issuing agency', 'Issued date', and 'Expiration date'.

Finance and Operations | Human resources > Workers > Workers

Ahmed Hassan : EMP001 | Standard view ▾

**Identification**

Identification type Number

National ID 29501011234567

Details

Description Description

Primary type Primary

Primary Primary  No

Issuing agency

Issued date

Expiration date

This screenshot shows the 'Identification' section with a specific entry for a 'National ID' (value: 29501011234567). The 'Identification type' dropdown is set to 'National ID'. The 'Description' field contains '29501011234567'. Below the dropdown, there are fields for 'Primary' status (set to 'No'), 'Issuing agency', 'Issued date', and 'Expiration date'.

If we need to custom identification type, we follow the next steps:

## Human Resources >> set up >> identification types >> new >> save

The screenshot shows the Oracle Fusion HCM interface. The left sidebar lists various modules like Finance and Operations, Workspaces, and Modules. Under the 'Workers' module, 'Identification types' is selected. The main content area shows a tree view of setup categories: Workspaces, Workers, and a expanded 'Setup' category which includes 'Human resources parameters', 'Human resources shared parameters', 'Human resource workflows', and several other sub-options. A red box highlights the 'Setup' category in the tree.

This screenshot shows the 'Identification types' setup screen. On the left, a sidebar lists various identification types: National Bank of Egypt, Passport, School ID, SSN, UID, Visa, الرقم القومي (Arabic), الفیش الجنائي (Arabic), بطاقة (Arabic), رخصة قيادة (Arabic), شهادة ميلاد (Arabic), لایب توب (Arabic), and موبيل (Arabic). The main panel displays a table for 'Identification type details' with columns for Person, Number, Description, Primary, Issued date, and Expiration date. A message at the bottom states 'We didn't find anything to show here.' A red box highlights the 'UNID' row in the list.

This screenshot shows the same 'Identification types' setup screen as the previous one, but with a new entry. The sidebar still lists the same identification types. The main panel now shows a table with a single row for 'University ID'. The 'Description' field contains 'University ID'. A red box highlights this newly created row.

Finance and Operations Human resources > Workers > Workers

Mariam Lotfy : EMP002 | Standard view ▾

### Identification

Identification type Number  
National ID 29606098765432

Details

Description	Entry type	Primary <input checked="" type="radio"/> No	Issuing agency	Issued date
		Expiration date		

Save + New Delete Options

Filter

National ID  
29606098765432

Finance and Operations Human resources > Workers > Workers

Mariam Lotfy : EMP002 | Standard view ▾

### Identification

Identification type Number  
National ID 29606098765432

Details

Description	Entry type	Primary <input checked="" type="radio"/> No	Issuing agency	Issued date
		Expiration date		

Save + New Delete Options

Filter

National ID  
29606098765432

Finance and Operations Human resources > Workers > Workers

Dina Magdy : EMP004 | Standard view ▾

### Identification

Identification type Number  
National ID 29709016789012

Details

Description	Entry type	Primary <input checked="" type="radio"/> No	Issuing agency	Issued date
		Expiration date		

Save + New Delete Options

Filter

National ID  
29709016789012

### ثالثاً إدخال معلومات البنك لكل موظف:

**Human resources >> workers >> workers >> employee's name >> compensation**

**>> bank accounts >> new**

The screenshot shows the 'Workers' page in the 'Compensation' section. The employee profile for 'Ahmed Hassan EMP001' is displayed. In the top right corner, there is a note: '2.7 Years of service | Reports to | Position type'. The 'Bank accounts' tab is selected under the 'Employee compensation' section. A 'New' button is visible at the top left of the main content area.

This screenshot is identical to the one above, showing the 'Workers' page with the 'Compensation' section open. The 'Bank accounts' tab is selected, and a 'New' button is visible. The employee profile for 'Ahmed Hassan' is shown, along with the 'Name details' section.

This screenshot shows the 'Worker bank accounts' page for employee 'Ahmed Hassan : EMP001'. The page includes sections for 'Bank account details' (Routing number type, Bank account number, SWIFT code, Account holder, Branch number), 'Address' (Address field), and 'Contact information' (Name of person, Extension, Fax, Internet address, Telephone, Mobile phone, Email, Telex number). A search bar at the top left says 'Filter'.

then click on New.

The screenshot shows the 'Worker bank accounts' screen in a Microsoft Dynamics application. The title bar indicates 'Finance and Operations' and 'Human resources > Workers > Workers'. The main area displays a form for a new record, with the account identification set to 'None' and the name field empty. The 'Bank account details' section includes fields for Routing number type (set to 'None'), Bank account number (empty), SWIFT code (empty), Account holder (empty), Branch number (empty), Routing number (empty), Bank account type (set to 'Checking account'), IBAN (empty), Branch name (empty), and Bank location code (empty). Below this is an 'Address' section with a '+ Add' button. The 'Contact information' section contains fields for Name of person, Extension, Fax, Internet address, Telephone, Mobile phone, Email, and Telex number, all of which are empty.

This screenshot shows the same 'Worker bank accounts' screen, but the account identification is now set to 'CIB' and the name is 'Commercial International Bank'. The rest of the form fields are identical to the previous screenshot, showing empty or placeholder values.

After entering the account identification and name, we click on save.

The screenshot shows the 'Worker bank accounts' screen after saving a new record. The account identification is now 'NBE' and the name is 'National Bank of Egypt'. The 'Bank account details' section shows the bank account number '200123450987' entered into the 'Bank account number' field. A tooltip message 'Enter the bank account number. The maximum number of characters for this field is 34.' appears above the input field. The other fields in the 'Bank account details' section remain empty. The 'Address' and 'Contact information' sections are also empty.

Finance and Operations Human resources > Workers > Workers USMF ⌂ ⌂ ⌂ ? DT

Filter Omar Khaled : EMP003 | Standard view ▾

**Worker bank accounts**

Account identification Name  
HSBC Hongkong and Shanghai Ban...

Bank account details  
Enter the bank account number. The maximum number of characters for this field is 34.

Routing number type None 300987654321 SWIFT code  
Routing number Bank account type IBAN Account holder Branch number  
Bank account type Checking account Branch name Bank location code

Address  
+ Add

Contact information

Name of person Extension Fax Internet address  
Telephone Mobile phone Email Telex number

Finance and Operations Human resources > Workers > Workers USMF ⌂ ⌂ ⌂ ? DT

Filter Dina Magdy : EMP004 | Standard view ▾

**Worker bank accounts**

Account identification Name  
QNB Qatar National Bank

Bank account details  
Enter the bank account number. The maximum number of characters for this field is 34.

Routing number type None 400654321987 SWIFT code  
Routing number Bank account type IBAN Account holder Branch number  
Bank account type Checking account Branch name Bank location code

Address  
+ Add

Contact information

Name of person Extension Fax Internet address  
Telephone Mobile phone Email Telex number

# Promote, transfer an employee and terminate his/her service:

Human resources >> workers >> workers >> employee's name >> work >>  
personnel actions >> change position

We need to assign jobs, departments and positions to all workers at first.  
To assign jobs to each worker:

Human resources >> jobs >> jobs >> new >> save

The screenshot shows the SAP Fiori Launchpad with the 'Finance and Operations' application selected. In the center, the 'Jobs' category under 'Human resources' is highlighted with a red box. The interface includes a sidebar with various management modules like Budgeting, Cash and bank management, Checks, etc., and a search bar at the top right.

The screenshot shows the SAP Fiori app for 'Jobs'. It displays a list of jobs assigned to employee 'Ahmed gebriel'. The table includes columns for Job ID, Title, Full-time equivalent, Job type, Function, Maximum number of positions, Description, and Job family. The 'Description' column contains detailed job descriptions in both English and Arabic. The 'Job family' column shows categories like 'Engineering' (ENg), 'Accountant', 'Manager', etc.

Job	Title	Full-time equivalent	Job type	Function	Maximum ...	Description	Job famili :
1515	احصائي شؤون ادارية	1.00	المخصوصة	اداريين	5	احصائي شؤون ادارية	ENg تخصصية
Eng	Site Engineer	1.00	Technical ENG	111	21474836...	Site Engineer	ENg تخصصية
erp functional consultant	Consultant	1.00		0400	32	erp	erp تخصصية
رئيس وحدة المؤقيق والضر		1.00	الادارية	مدبر دار	21474836...	رئيس وحدة المؤيق والضر	ات مكتبة
مدير ادارة الاستحداثات والمرا		1.00			21474836...	مدير ادارة الاستحداثات والمرا	
مدير عام الادارة العامة لرصاص المتفقين		1.00			21474836...	مدير عام الادارة العامة لرصاص المتفقين	
نائباً لمدير ادارة العمليات - مدير ادارة عمليات الموارد البشرية		1.00			21474836...	- نائباً لمدير ادارة العمليات - مدير ادارة عمليات الموارد البشرية	
شئون النظافة المؤسسية - مدير ادارة تنمية المواع		1.00			21474836...	بالنيا لمدير ادارة العامة للموارد البشرية لشئون النظوي	
000000		1.00	السللون المالية	001	0	ماسس أول	تجسسية
00002081	احصائي مراجحة	1.00	السللون المالية	00002081	21474836...	احصائي مراجحة اب	Accountant
0001	Account Manager	1.00			0	ERP FUNCTIONAL CONSULTANT	
000555	مصمم داخل وخارج	1.00	Full Time	0200	21474836...	مصمم داخل وخارج	مهندس
001	Account Manager	1.00	Managers	001	0	CEO	
0055565	Accountant	1.00	السللون المالية	001	21474836...	H.R	ادارية
1_account	Account Manager	1.00			1		
1_CEO	Manager	1.00			1		
1_eng	Design & Construction M...	1.00			1		
1_Hr	HR Generalist	1.00			1		
1_IT manager	IT Manager	1.00		0777	1		
10001	كاب اول	1.00	اداري	1000	21474836...	كاب اول	ف مكتبة
<b>Total</b>							
<b>Calculate</b>							

The screenshot shows the SAP Fiori app for 'Jobs'. A new job record is being created for 'HR\_Ola\_MSD'. The 'General' tab is active, showing fields for Job (HR\_Ola\_MSD), Description (HR Specialist), Title (dropdown), Full-time equivalent (1.00), Maximum number of positions (radio buttons for 'Maximum positions' or 'Unlimited'), and First Number, Second Number, and Third Number (input fields). Below the general tab, there are tabs for 'Description', 'Job classification', and 'Compensation'.

## The Job will be shown as follows:

**Screenshot 1: Job List View**

Job	Title	Full-time equivalent	Job type	Function	Maximum ...	Description	Job famil ...
HR_Ola_MSD		1.00			21474836...		

**Screenshot 2: Job Detail View - Accountant**

**General**

Job: Accountant\_Ola\_MSD | Description: Accountant | Title: | Full-time equivalent: 1.00 | Maximum number of positions:  Maximum positions  Unlimited | First Number: | Second Number: | Third Number:

**Screenshot 3: Job Detail View - Marketing executive**

**General**

Job: Marketing\_Ola\_MSD | Description: Marketing executive | Title: | Full-time equivalent: 1.00 | Maximum number of positions:  Maximum positions  Unlimited | First Number: | Second Number: | Third Number:

Finance and Operations | Human resources > Jobs > Jobs

Job | Standard view | Save | New | Delete | Copy from | ADA | Changes timeline | Options |

### Sales\_Ola\_MSD : Sales representative

**General**

Job	Sales_Ola_MSD	Description	Sales representative	Title		Full-time equivalent	1.00	Maximum number of positions	<input type="radio"/> Maximum positions	First Number	
								<input checked="" type="radio"/> Unlimited		Second Number	
										Third Number	

**Description**

**Job classification**

Function	Job type	Job family	POS permission group
----------	----------	------------	----------------------

**Compensation**

+ Add | Remove

Level	Survey company	Reference job	Source	Low threshold	Control point	High threshold

We didn't find anything to show here.

**Skills**

**Certificates**

To assign department to each worker:

**Human resources >> departments >> departments >> new >> save**

Finance and Operations | Human resources > Jobs > Jobs

Expand all | Collapse ...

- Workspaces
  - People
  - Employee development
  - Learning
  - Personnel management
  - Compensation management
  - Benefits
  - Benefits management
  - Recruitment management
  - Task management
  - Business processes for human resources
  - Self service
- Workers
  - Workers
  - Positions
  - Jobs
- Departments

People by department report

Measurements

Language codes

Reason codes

Regulatory establishments

Screening types

Terms of employment

Titles

Union agreement

Veteran status

Worker tasks

Work Sites

Worker Job Grade Setup

Types of personal suffix

إعدادات الموارد

Finance and Operations | Human resources > Departments > Departments

Standard view | Edit | Delete | + New | View in hierarchy | Related forms | Operating unit | Options |

### Operating unit

Name	I_HR	Department number	00001722	Operating unit type	Department	Minimum Employees Number	1	Maximum Employees Number	50
------	------	-------------------	----------	---------------------	------------	--------------------------	---	--------------------------	----

**General**

**Addresses**

+ Add | Edit | Map | More options |

Name or description	Address	Purpose	Primary

We didn't find anything to show here.

**Contact Information**

+ Add | More options |

Description	Type	Contact number/address	Extension	Primary

**Operating unit**

Name	Department number	Operating unit type	Minimum Employees Number	Maximum Employees Number
HR_Ola_dept	D0003041	Department	10	15

**General**

**Addresses**

+ Add Edit Map More options

Name or description	Address	Purpose	Primary
We didn't find anything to show here.			

**Contact information**

+ Add More options

Description	Type	Contact number/address	Extension	Primary
We didn't find anything to show here.				

**Operating unit**

Name	Department number	Operating unit type	Minimum Employees Number	Maximum Employees Number
Accounting_Ola_dept	D0003042	Department	5	8

**General**

**Addresses**

+ Add Edit Map More options

Name or description	Address	Purpose	Primary
We didn't find anything to show here.			

**Contact information**

+ Add More options

Description	Type	Contact number/address	Extension	Primary
We didn't find anything to show here.				

**Operating unit**

Name	Department number	Operating unit type	Minimum Employees Number	Maximum Employees Number
Marketing_Ola_dept	D0003043	Department	10	15

**General**

**Addresses**

+ Add Edit Map More options

Name or description	Address	Purpose	Primary
We didn't find anything to show here.			

Now, we need to create a position for each employee:

**Human resources >> positions >> all positions >> new >> create position >>  
worker assignment >> new >> save**

Finance and Operations > Human resources > Positions > All positions

**Omnia**

Filter

Position	Description	Worker	Job	Title	Department	Deputy Department	Central Department	General Department	Reports to position	Worker N
000001	Charlie Carson ophthalmic doctor	Charlie Carson	ophthalmic doctor	Doctor	asmiaa 2				000002	ahmed M
000002	Warehouse Worker ahmed Mohamed	ahmed Mohamed	Warehouse Worker	Warehouse Worker	المرأجحة الداخلية		قطاع الشلoun الفنية	قطاع التنفيذ	000003	Ellen Gasi
000003	Warehouse Manager Ellen Gasca	Ellen Gasca	Warehouse Manager	Warehouse Mana...	رئيس قطاع الموارد البشرية	New Cairo Beyoot	الاستحقاقات	Super	000320	Karl Bystr
000004	Warehouse Manager Ellen Hansen	Ellen Hansen	Warehouse Manager	Warehouse Mana...	Operations				000318	Vince Say
000005	Value Stream Manager hasnaa kareem ...	hasnaa kareem ...	Value Stream Manager	Value Stream Ma...	Operations				000007	Ted How
000006	Treasurer Theresa Jayne	Theresa Jayne	Treasurer	Treasurer	Finance				000105	Sara Thor
000007	Transport Coordinator Ted Howard	Ted Howard	Transport Coordinator	Transport Coordi...	Operations				000320	Karl Bystr
000008	Store Manager Store Manager	Store Manager	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000009	Store Manager Ofer Daliot	Ofer Daliot	Store Manager	Store Manager - ...	قسم و إدارة الموارد البشرية	العضو المنتدب التنفيذي	ادارة الموارد البشرية	قطاع الموارد البشرية	000247	Renata Kr
000010	Store Manager Burke Fewel	Burke Fewel	Store Manager	Store Manager - ...	Retail Operations				000248	Stephen I
000011	Store Manager Jeroen Cool	Jeroen Cool	Store Manager	Store Manager - ...	Retail Operations				000248	Stephen I
0000161	Accountant Josh Edwards	Josh Edwards	Accountant	Accountant	Accounting R					
000012	Store Manager Antoine Faisand...	Antoine Faisand...	Store Manager	Store Manager - ...	Retail Operations				000246	Kim Truel
000013	Store Manager Andrew Davis	Andrew Davis	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000014	Store Manager Store Manager	Store Manager	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000015	Store Manager Alex Darrow	Alex Darrow	Store Manager	Store Manager - ...	Retail Operations				000247	Renata Kr
000016	Store Manager Alexander Egger...	Alexander Egger...	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000017	Store Manager Yaniv Feinberg	Yaniv Feinberg	Store Manager	Store Manager - ...	Retail Operations				000246	Kim Truel
000018	Store Manager Velimir Davidov...	Velimir Davidov...	Store Manager	Store Manager - ...	Retail Operations				000247	Renata Kr
000019	Store Manager Josh Baily	Josh Baily	Store Manager	Store Manager - ...	قسم الموارد العامة	Outlet	Central Administration of ...	Hardware	000247	Renata Kr

# of rows  
Calculate

Finance and Operations > Human resources > Positions > All positions

**Omnia**

Create new position Position: 001335

Filter

Position	Job	Worker	Title	Department	Deputy Department	Central Department	General Department	Reports to position	Worker N	
000001	Charlie Carson ophthalmic doctor	Charlie Carson	ophthalmic doctor	Doctor	asmiaa 2			000002	ahmed M	
000002	Warehouse Worker ahmed Mohamed	ahmed Mohamed	Warehouse Worker	Warehouse Worker	المرأجحة الداخلية		قطاع الشلoun الفنية	قطاع التنفيذ	000003	Ellen Gasi
000003	Warehouse Manager Ellen Gasca	Ellen Gasca	Warehouse Manager	Warehouse Mana...	رئيس قطاع الموارد البشرية	New Cairo Beyoot	الاستحقاقات	Super	000320	Karl Bystr
000004	Warehouse Manager Ellen Hansen	Ellen Hansen	Warehouse Manager	Warehouse Mana...	Operations				000318	Vince Say
000005	Value Stream Manager hasnaa kareem ...	hasnaa kareem ...	Value Stream Manager	Value Stream Ma...	Operations				000007	Ted How
000006	Treasurer Theresa Jayne	Theresa Jayne	Treasurer	Treasurer	Finance				000105	Sara Thor
000007	Transport Coordinator Ted Howard	Ted Howard	Transport Coordinator	Transport Coordi...	Operations				000320	Karl Bystr
000008	Store Manager Store Manager	Store Manager	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000009	Store Manager Ofer Daliot	Ofer Daliot	Store Manager	Store Manager - ...	قسم و إدارة الموارد البشرية	العضو المنتدب التنفيذي	ادارة الموارد البشرية	قطاع الموارد البشرية	000247	Renata Kr
000010	Store Manager Burke Fewel	Burke Fewel	Store Manager	Store Manager - ...	Retail Operations				000248	Stephen I
000011	Store Manager Jeroen Cool	Jeroen Cool	Store Manager	Store Manager - ...	Retail Operations				000248	Stephen I
0000161	Accountant Josh Edwards	Josh Edwards	Accountant	Accountant	Accounting R					
000012	Store Manager Antoine Faisand...	Antoine Faisand...	Store Manager	Store Manager - ...	Retail Operations				000246	Kim Truel
000013	Store Manager Andrew Davis	Andrew Davis	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000014	Store Manager Store Manager	Store Manager	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000015	Store Manager Alex Darrow	Alex Darrow	Store Manager	Store Manager - ...	Retail Operations				000247	Renata Kr
000016	Store Manager Alexander Egger...	Alexander Egger...	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000017	Store Manager Yaniv Feinberg	Yaniv Feinberg	Store Manager	Store Manager - ...	Retail Operations				000246	Kim Truel
000018	Store Manager Velimir Davidov...	Velimir Davidov...	Store Manager	Store Manager - ...	Retail Operations				000247	Renata Kr
000019	Store Manager Josh Baily	Josh Baily	Store Manager	Store Manager - ...	قسم الموارد العامة	Outlet	Central Administration of ...	Hardware	000247	Renata Kr

# of rows  
Calculate

Finance and Operations > Human resources > Positions > All positions

**Omnia**

Create new position Position: 001335

Filter

Position	Job	Worker	Title	Department	Deputy Department	Central Department	General Department	Reports to position	Worker N	
000001	Charlie Carson ophthalmic doctor	Charlie Carson	ophthalmic doctor	Doctor	asmiaa 2			000002	ahmed M	
000002	Warehouse Worker ahmed Mohamed	ahmed Mohamed	Warehouse Worker	Warehouse Worker	المرأجحة الداخلية		قطاع الشلoun الفنية	قطاع التنفيذ	000003	Ellen Gasi
000003	Warehouse Manager Ellen Gasca	Ellen Gasca	Warehouse Manager	Warehouse Mana...	رئيس قطاع الموارد البشرية	New Cairo Beyoot	الاستحقاقات	Super	000320	Karl Bystr
000004	Warehouse Manager Ellen Hansen	Ellen Hansen	Warehouse Manager	Warehouse Mana...	Operations				000318	Vince Say
000005	Value Stream Manager hasnaa kareem ...	hasnaa kareem ...	Value Stream Manager	Value Stream Ma...	Operations				000007	Ted How
000006	Treasurer Theresa Jayne	Theresa Jayne	Treasurer	Treasurer	Finance				000105	Sara Thor
000007	Transport Coordinator Ted Howard	Ted Howard	Transport Coordinator	Transport Coordi...	Operations				000320	Karl Bystr
000008	Store Manager Store Manager	Store Manager	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000009	Store Manager Ofer Daliot	Ofer Daliot	Store Manager	Store Manager - ...	قسم و إدارة الموارد البشرية	العضو المنتدب التنفيذي	ادارة الموارد البشرية	قطاع الموارد البشرية	000247	Renata Kr
000010	Store Manager Burke Fewel	Burke Fewel	Store Manager	Store Manager - ...	Retail Operations				000248	Stephen I
000011	Store Manager Jeroen Cool	Jeroen Cool	Store Manager	Store Manager - ...	Retail Operations				000248	Stephen I
0000161	Accountant Josh Edwards	Josh Edwards	Accountant	Accountant	Accounting R					
000012	Store Manager Antoine Faisand...	Antoine Faisand...	Store Manager	Store Manager - ...	Retail Operations				000246	Kim Truel
000013	Store Manager Andrew Davis	Andrew Davis	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000014	Store Manager Store Manager	Store Manager	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000015	Store Manager Alex Darrow	Alex Darrow	Store Manager	Store Manager - ...	Retail Operations				000247	Renata Kr
000016	Store Manager Alexander Egger...	Alexander Egger...	Store Manager	Store Manager - ...	Retail Operations				000249	Kim Aben
000017	Store Manager Yaniv Feinberg	Yaniv Feinberg	Store Manager	Store Manager - ...	Retail Operations				000246	Kim Truel
000018	Store Manager Velimir Davidov...	Velimir Davidov...	Store Manager	Store Manager - ...	Retail Operations				000247	Renata Kr
000019	Store Manager Josh Baily	Josh Baily	Store Manager	Store Manager - ...	قسم الموارد العامة	Outlet	Central Administration of ...	Hardware	000247	Renata Kr

# of rows  
Calculate

Finance and Operations | Human resources > Positions > All positions

Save + New Delete Copy position Changes timeline Hire Transfer worker Job View in hierarchy Earning statement Pay statement As of date Options

All positions | عکس ثابت

### 001335

**General**

Position 001335	Department HR_Ola_dept	Full-time equivalent 0.00	Job family	Central Department General Department	Worker Job Grade Management
Description	Title	Compensation region	Recruiting request	Deputy Department	
Job HR_Ola_MSD	Position type	Available for assignment			

**Position duration**

+ New Edit Retire

Activation 10/03/2023	Retirement Never
--------------------------	---------------------

**Reports to position**

+ New Edit End

Reports to position	Worker	Effective	Expiration
---------------------	--------	-----------	------------

**Worker assignment**

+ New Edit End

Worker	Assignment start	Assignment end	Reason code
--------	------------------	----------------	-------------

**Payroll**

Pay cycle	Paid by	Annual regular hours	Generate salary	Schedule	Default earning code
-----------	---------	----------------------	-----------------	----------	----------------------

Finance and Operations | Human resources > Positions > All positions

Save + New Delete Copy position Changes timeline Hire Transfer worker Job View in hierarchy Earning statement Pay statement As of date Options

All positions | عکس ثابت

### 001335

**Reports to position**

+ New Edit End

Reports to position	Worker	Effective	Expiration
---------------------	--------	-----------	------------

**Worker assignment**

+ New Edit End

Worker	Assignment start	Assignment end	Reason code
--------	------------------	----------------	-------------

**Payroll**

Pay cycle	Paid by	Annual regular hours	Generate salary	Schedule	Default earning code
Work cycle	Organizational officer	Pay period overtime hours	Generate earnings from schedule	General liability insurance	

**Create a worker assignment**

Assignment start  
10/03/2023 12:00:00 AM

Assignment end  
Never

Position  
001335

Worker  
Ahmed Hassan

Reason code

Make primary  
Yes

Create worker assignment Cancel

Finance and Operations | Human resources > Positions > All positions

Save + New Delete Copy position Changes timeline Hire Transfer worker Job View in hierarchy Earning statement Pay statement As of date Options

All positions | عکس ثابت

### 001335

**Reports to position**

+ New Edit End

Reports to position	Worker	Effective	Expiration
---------------------	--------	-----------	------------

**Worker assignment**

+ New Edit End

Worker Ahmed Hassan	Assignment start 10/03/2023	Assignment end Never	Reason code
------------------------	--------------------------------	-------------------------	-------------

**Payroll**

Pay cycle	Paid by	Annual regular hours	Generate salary	Schedule	Default earning code
Work cycle	Organizational officer	Pay period overtime hours	Generate earnings from schedule	General liability insurance	

**Relationships**

Workers' compensation

Labor union

Financial dimensions

**Finance and Operations** Human resources > Positions > All positions

All positions | شفاعة عاطفة ▾

### 001336 : Accountant

+ New ▾ Edit ▾ Retire ▾

Activation	Retirement
01/11/2022	Never

Reports to position

+ New ▾ Edit ▾ End ▾

Reports to position	Worker	Effective	Expiration
---------------------	--------	-----------	------------

Worker assignment

+ New ▾ Edit ▾ End ▾

Worker	Assignment start	Assignment end	Reason code
--------	------------------	----------------	-------------

Payroll

Pay cycle	Paid by	Annual regular hours	Generate salary	Schedule	Default earning code
Work cycle	Organizational officer	Pay period overtime hours	No	General liability insurance	

Relationships

Workers' compensation

Labor union

Financial dimensions

Standard view ▾

**Create a worker assignment**

Assignment start  
01/11/2022 12:00:00 AM

Assignment end  
Never

Position  
001336

Worker  
Mariam Lotfy

Reason code

Make primary  
 Yes

**Create worker assignment** **Cancel**

**Finance and Operations** Human resources > Positions > All positions

All positions | شفاعة عاطفة ▾

### 001338 : Marketing executive

+ New ▾ Edit ▾ Retire ▾

Activation	Retirement
15/02/2024	Never

Reports to position

+ New ▾ Edit ▾ End ▾

Reports to position	Worker	Effective	Expiration
---------------------	--------	-----------	------------

Worker assignment

+ New ▾ Edit ▾ End ▾

Worker	Assignment start	Assignment end	Reason code
--------	------------------	----------------	-------------

Payroll

Pay cycle	Paid by	Annual regular hours	Generate salary	Schedule	Default earning code
Work cycle	Organizational officer	Pay period overtime hours	No	General liability insurance	

Relationships

Workers' compensation

Labor union

Financial dimensions

Standard view ▾

**Create a worker assignment**

Assignment start  
24/11/2025 12:00:00 AM

Assignment end  
Never

Position  
001338

Worker  
Omar Khaled

Reason code

Make primary  
 Yes

**Create worker assignment** **Cancel**

To promote worker (Ahmed Hassan) from HR specialist to HR senior:

**Human resources >> workers >> workers >> employee's name >> work (top) >> change position**

NOTE: we should add the new job and position first.

Next step is to assign the new position to Ahmed Hassan as follows:

The screenshots illustrate the process of assigning a new position to Ahmed Hassan:

- Screenshot 1: Navigation to the Workers List**  
The user is in the 'Human resources' section of the navigation bar. They click on 'Workers' under the 'Workers' category. The 'Workers' list page is displayed, showing a single record for 'Ahmed Hassan'.
- Screenshot 2: Worker Details Page**  
The user is viewing the detailed information for 'Ahmed Hassan'. In the top left, there are buttons for 'Edit', '+ New', 'Delete', and other options like 'Work', 'Person', 'Leave', etc. The 'Personnel actions' section includes 'Change position', 'Terminate', and 'Change worker employment type'. The 'Profile' tab is selected, showing basic details like personnel number (EMP001), seniority date (تاریخ التکریب), title (Works from home), and office location.
- Screenshot 3: Edit Worker Page**  
The user is in the 'Edit' mode for 'Ahmed Hassan'. The 'Personnel actions' section shows 'Change position' highlighted. The 'Work details' section includes 'Employment history', 'View changes', and 'Manage changes'. The 'Changes timeline' section shows 'Checklists', 'Task maintenance', and 'Worker task assignments'. The 'Profile' tab is selected, showing the same basic details as the previous screen. The 'Name details' section at the bottom allows changing the worker's name, with fields for first name (Ahmed), middle name, last name prefix, last name (Hassan), known as, search name (Ahmed Hassan), personal title, personal suffix, and display as (FirstMiddleLast). A 'Show more fields' button is visible at the bottom left.

**Finance and Operations** Human resources > Workers > Workers

Workers (Active, All legal entities) | Ahmed gebriel ▾

Ahmed Hassan EMP001  
HR\_Ola\_dept • Employee  
Contoso Entertainment System USA

Profile Work history Positions Commerce Time registration Links SG Payroll

**Worker summary**

Personnel number EMP001	Seniority date	Title	Office location
Original hire date	تاریخ التکمیل	Works from home <input checked="" type="radio"/> No	

**Name details**

Change worker name Name History

First name Ahmed	Middle name	Last name prefix	Last name Hassan
---------------------	-------------	------------------	---------------------

Show more fields

Standard view ▾ Transfer worker to a new position assignment

Position assignment

Worker Ahmed Hassan

**CURRENT ASSIGNMENT** **NEW ASSIGNMENT**

ASSIGNMENT START DATE/TIME 10/03/2023 12:00:00 AM	ASSIGNMENT END DATE/TIME 24/11/2025 12:00:00 AM
POSITION 001335	POSITION 001341
JOB HR_Ola_MSD	JOB HR_Senior_Ola_MSD
PRIMARY <input checked="" type="radio"/> Yes	PRIMARY <input type="radio"/> No
FULL-TIME EQUIVALENT 0.00	FULL-TIME EQUIVALENT 1.00
TRANSFER REASON	
<input type="checkbox"/> RETIRE POSITION Retirement	

Compensation

Transition checklists

Change position Cancel

**Finance and Operations** Human resources > Workers > Employees

Employees (Active) | Ahmed gebriel ▾

Ahmed Hassan EMP001  
HR\_Ola\_dept • Employee  
Contoso Entertainment System USA

Profile Work history Positions Commerce Time registration Links SG Payroll

**Worker summary**

Personnel number EMP001	Seniority date	Title	Office location
Original hire date	تاریخ التکمیل	Works from home <input checked="" type="radio"/> No	

**Name details**

Change worker name Name History

First name Ahmed	Middle name	Last name prefix	Last name Hassan
---------------------	-------------	------------------	---------------------

Show more fields

Standard view ▾ Transfer worker to a new position assignment

Position assignment

Worker Ahmed Hassan

**CURRENT ASSIGNMENT** **NEW ASSIGNMENT**

ASSIGNMENT START DATE/TIME 10/03/2023 12:00:00 AM	ASSIGNMENT END DATE/TIME 24/11/2025 12:00:00 AM
POSITION 001335	POSITION 001341
JOB HR_Ola_MSD	JOB HR_Senior_Ola_MSD
PRIMARY <input checked="" type="radio"/> Yes	PRIMARY <input type="radio"/> No
FULL-TIME EQUIVALENT 0.00	FULL-TIME EQUIVALENT 1.00
TRANSFER REASON	
<input type="checkbox"/> RETIRE POSITION Retirement	

Compensation

Transition checklists

Change position Cancel

To transfer Dina Magdy from Sales to marketing:

**Human resources >> positions >> positions >> search for employee's name**

**>> transfer worker**

The screenshot shows the Microsoft Dynamics 365 interface. The left sidebar lists various modules like Finance, Accounts payable, and Assets. A large search sidebar on the right is titled "Expand all" and contains sections for Workspaces, Positions, and other HR-related topics. The "Positions" section is highlighted with a red box.

This screenshot shows the "All positions" list. A search bar at the top contains "dina magdy". One result is shown in a row: "001339 Sales representative Dina Magdy Sales\_Ola\_MSD Sales\_Ola\_dept". The list has a header with columns: Position, Description, Worker, Job, Title, Department, Deputy Department, Central Department, General Department, Reports to position, and Worker N.

This screenshot shows the "Transfer worker to a new position assignment" dialog. It includes fields for the current assignment (start date 20/07/2023, end date 24/11/2025) and the new assignment (job 001339, department Marketing Staff). Other options include "Full-time equivalent" (1.00), "Transfer reason" (Retirement), and "Compensation". At the bottom are "Change position" and "Cancel" buttons.

To terminate an employee's service:

**Human resources >> workers >> workers >> employee's name >> work >>**

**terminate >> save**

The screenshot displays two windows of the Oracle HCM Workforce Management application.

**Top Window (Navigation):**

- Left Sidebar:** Shows the "Finance and Operations" navigation tree under "Human resources". The "Workers" node is highlighted with a red box.
- Right Content Area:** A detailed list of HR modules and their sub-components. The "Workers" section is expanded, showing sub-modules like "Employees", "Contractors", "Workers", and "Pending workers". Other sections include "Workspaces", "People", "Employee development", "Learning", "Personnel management", "Compensation management", "Benefits", "Benefits management", "Recruitment management", "Task management", and "Business processes for human resources".

**Bottom Window (Worker Details):**

- Header:** "Finance and Operations" and "Human resources > Workers > Workers".
- Toolbar:** Includes icons for Edit, New, Delete, Work, Person, Leave, Compensation, Payroll, Benefits, Compliance, Time, Project, Commerce, General, Expense, Options, and a search bar.
- Table:** Displays a list of workers. One row is selected for "Omar Khaled" (Personnel number: EMP003, Worker type: Employee).
- Footer:** "# of rows" and "1 rows".

**Finance and Operations** Human resources > Workers > Workers

**Personnel actions**

- Change position
- Terminate
- Change worker employment type

**Work details**

- Employment history
- Verify employment
- View in hierarchy

**Changes timeline**

- View changes
- Manage changes

**Related information**

- Checklists
- Task maintenance
- Worker task assignments

**Profile** Work history Positions Commerce Time registration Links SG Payroll

**Worker summary**

Personnel number EMP003	Seniority date	Title	Office location	Office address	Rehire <input checked="" type="radio"/> No
Original hire date	تاریخ التکمیل	Works from home <input checked="" type="radio"/> No			OTHER INFORMATION
			Address books		
			Language ar-eg		
			Personal title		
			Personal suffix		
			Display as FirstMiddleLast		

Omar | -- | Khaled

Show more fields

**Finance and Operations** Human resources > Workers > Workers

**Workers (Active, All legal entities)** | Ahmed gebrial

**OK** Omar Khaled EMP003 Marketing\_Ola\_dept Employee Contoso Entertainment System USA

**Profile** Work history Positions Commerce Time registration Links SG Payroll

**Worker summary**

Personnel number EMP003	Seniority date	Title	Office location	Office address
Original hire date	تاریخ التکمیل	Works from home <input checked="" type="radio"/> No		

**Name details**

Change worker name Name History

First name Omar	Middle name	Last name prefix	Last name Khaled	Known as
			Search name Omar Khaled	
			Personal title	
			Personal suffix	
			Display as FirstMiddleLast	

Show more fields

**Standard view** ▾ **Terminate workers**

**Details**

Worker Omar Khaled	Termination date 30/11/2025 11:59:59 PM
Career	Last day worked 30/11/2025 11:59:59 PM
Retire position <input checked="" type="radio"/> No	Status Terminated

**Benefits management**

**Compensation**

**Leave**

**Position details**

Retire position  
 No Position  
[001338]

Retirement date

**Offboarding checklists**

Terminate workers Cancel

**NOTE:** setting termination reasons by going to:

## Human resources >> set up >> reason codes >> new >> reason code + description

**Finance and Operations**

- Home
- Favorites
- Recent
- Workspaces
- Modules
- Accounts payable
- Accounts receivable
- Asset leasing
- Asset management
- Audit workbench
- Benefits management
- Budgeting
- Cash and bank management
- Checks
- Common
- Consolidations
- Cost accounting
- Cost management
- Credit and collections

**Expand all** **Collapse ...**

**Workspaces**

- People
- Employee development
- Learning
- Personnel management
- Compensation management
- Benefits
- Recruitment management
- Task management
- Business processes for human resources
- Self service

**Workers**

- All positions
- Active positions

**Positions**

- Position hierarchy types
- Position types
- Positions by department report
- Jobs
- Departments
- Benefits
- Benefits management
- Compensation
- Absence
- Recruitment
- Competencies
- Performance
- Performance journal
- Goals
- Reviews
- Worker goals report
- Worker Appraisal Transactions
- Appraisal Percentage Additions

**Setup**

- Human resources parameters
- Human resources shared parameters
- Human resource workflows
- Accommodation types
- Employment categories
- Employment types
- Ethnic origins
- Identification types
- Issuing agencies
- Labor unions
- Language codes
- Reason codes
- Regulatory establishments

اقرار إدارة التدريب للموظفين تقرير إدارة التدريب للموظفين

Union agreement

Veteran statuses

Worker tasks

Work Sites

Worker Job Grade Setup

Types of personal suffix

اعدادات القرارات



Finance and Operations | Human resources > Setup > Reason codes

Save + New Delete Options

Reason code: 01 تعيين موظف جديد

Career: Career change

Competitor: Left to work for competitor

COVID: Corona infection

Entry level: Entry level worker

FinDimChange: Change to Financial Dimensions of a P...

FTE Change: Change to FTE of a Position

Hire: Initial Hire

Industry:

Standard view ▾

### Reason codes

Reason code	Description
01	تعيين موظف جديد

Applicable scenarios

WORKER	POSITION	OTHER
Hire worker <input checked="" type="radio"/> No	New position <input checked="" type="radio"/> No	Leave and absence adjustment <input checked="" type="radio"/> No
Terminate worker <input checked="" type="radio"/> No	Edit position <input checked="" type="radio"/> No	Leave and absence request <input checked="" type="radio"/> No
Transfer worker <input checked="" type="radio"/> No		Application <input checked="" type="radio"/> No
		Compensation <input checked="" type="radio"/> No
		Skill mapping <input checked="" type="radio"/> No
		Benefits management <input checked="" type="radio"/> No

Finance and Operations | Human resources > Setup > Reason codes

Save + New Delete Options

Reason code: layoff downsizing

01 تعيين موظف جديد

Career: Career change

Competitor: Left to work for competitor

COVID: Corona infection

Entry level: Entry level worker

FinDimChange: Change to Financial Dimensions of a P...

FTE Change: Change to FTE of a Position

Hire: Initial Hire

Industry:

Standard view ▾

### Reason codes

Reason code	Description
01	تعيين موظف جديد
layoff	downsizing

Applicable scenarios

WORKER	POSITION	OTHER
Hire worker <input checked="" type="radio"/> No	New position <input checked="" type="radio"/> No	Leave and absence adjustment <input checked="" type="radio"/> No
Terminate worker <input checked="" type="radio"/> No	Edit position <input checked="" type="radio"/> No	Leave and absence request <input checked="" type="radio"/> No
Transfer worker <input checked="" type="radio"/> No		Application <input checked="" type="radio"/> No
		Compensation <input checked="" type="radio"/> No
		Skill mapping <input checked="" type="radio"/> No
		Benefits management <input checked="" type="radio"/> No

# How to prepare employees headcounts:

basic headcount report:

Human resources >> workers >> inquires and reports >> number of workers report

The screenshot shows the 'Finance and Operations' navigation bar on the left. Under 'Workers', the 'Inquiries and reports' section is expanded, and the 'Number of workers report' item is highlighted. The main content area displays a grid of various HR reports, with the 'Number of workers report' highlighted.

The screenshot shows the 'Number of workers report' configuration dialog. It includes fields for 'Date' (set to 17/11/2025), 'Include contractors' (set to Yes), 'Destination', 'Records to include', 'Run in the background', and 'Recurrence Alerts'. The 'Batch processing' section is set to 'No'. The 'Task description' field contains 'Number of workers report'. The 'Monitoring category' field is set to 'Undefined'. At the bottom, there are 'OK' and 'Cancel' buttons.

Finance and Operations Human resources > Workers > Inquiries and reports > Number of workers report

Contoso Entertainment System USA

Search people... APPS Business performance analytics Business performance planning Demand planning Finance agents

< November 2025 >  
Sa Su Mo Tu We Th Fr  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30

Work items assigned to me WORKSPACES 22 Expense management Purchase order preparation My workspace!  
[إدخالات سجل الموارنة : الموارنة]  
To-do list You're all caught up on your tasks.

APPs Business performance analytics Business performance planning Demand planning Finance agents

Number of workers report

Parameters Date 24/11/2025 Include contractors Yes  
Destination Change Screen  
Records to include Filter  
DEPARTMENTS Departments  
Run in the background Recurrence Alerts  
Batch processing No Task description Number of workers report  
Batch group Private No  
Critical Job Critical Job No  
Monitoring category Monitoring category

OK Cancel

Finance and Operations USMF ? Options

Export Use Network Printer Reload Options

1 of 9 Page 1 of 9 24/11/2025 As of 01:35

**Number of workers**

24/11/2025 Yes As of  
Include contractors

Full-time workers	Number of workers	Department number	Department name
0,++	0	00001722	HR_1
1,++	1	00001724	IT_1
1,++	1	00001842	q_1
*,++	*	00001071	Abdelshafi
*,++	8	00001161	Accounting R
1,++	1	D0003042	Accounting_Ola_dept
*,++	*	00001501	Adminstration
1,++	1	00001818	Adminstration
*,++	*	00001823	Alqahera Branches
*,++	*	00001822	Alqahera Hr
1,++	1	00001582	asmaa 2
*,++	*	00001581	asmaa elsaid
*,++	*	00001725	asmaa elsaid hr
*,++	*	00001182	Basma AlaaEldin
1,++	1	00001361	Basma hr
*,++	*	00001628	Business Analysis & Architecture

Finance and Operations USMF ? Options

Export Use Network Printer Reload Options

9 of 9

Full-time workers	Number of workers	Department number	Department name
*,++	*	265	منابع تخصصي للمور
*,++	*	D0002621	مجلس الادارة b
*,++	*	D0002622	مجلس الادارة b
*,++	*	269	مجمع الخدمات المجتمعى
*,++	*	1988	مدير إدارة التدريب
*,++	*	00001927	مدير عام التدريب و الشكاوى والقاوى
*,++	*	00001926	مدير عام العقود والمؤتمرات والشهر
*,++	*	00001924	مدير عام القضايا
*,++	*	00001925	مدير عام تقييم الأحكام
*,++	*	00001782	مراقبة الوقت
*,++	*	00002102	مراقبة الوقت
*,++	*	1744	معلومات الأجر
*,++	*	D0002561	موارد بشريه المراقبة
*,++	*	00002411	موارد شرية قابضة
*,++	1	00001981	نظم المعلومات
1,++	1	2025	نظم ومعلومات الاصدقاء
1,++	*	001973	غير معرف
1,++	1		Unassigned department
<b>TOTAL</b>		<b>683</b>	<b>Grand total</b>

To export it:

Department ID	Department Name	Budget Amount	Action
1,000	•	265	متباينة تحصيل المدورة
1,000	•	D0002621	مجلس الادارة a
1,000	•	D0002622	مجلس الادارة b
1,000	•	269	مجمع الخدمات المجتمعى
1,000	•	1988	مدير إدارة الترب
1,000	•	00001927	مدير عام الجدوى والشئوى والفتاوى
1,000	•	00001926	مدير عام العقود والتوفيق والشهر
1,000	•	00001924	مدير عام المصالا
1,000	•	00001925	مدير عام تنفيذ الاحكام
1,000	•	00001782	مراقبة الوقت
1,000	•	00002102	مراقبة الوقت nile
1,000	•	1744	معلومات الأذور
1,000	•	D0002561	موارد شعبية القاصة
1,000	•	00002411	موارد شعبية قاصمة
1,000	١	00001981	نظم المعلومات
1,000	١	2025	نظم ومعلومات الاصدقاء
1,000	•	001973	ف
1,000	١		Unsigned department
Grand total		٦٨٣,٠٠	

## Worker distribution statistics:

توزيع الموظفين حسب الاقسام - الوظائف - الحالة

### Human resources >> workers >> inquiries and reports >> worker distribution statistics

The screenshot shows the SAP Fiori Launchpad interface. The left sidebar has a tree view of various SAP modules like Finance and Operations, Human Resources, and Sales and Marketing. Under 'Human resources', the 'Workers' section is expanded, and 'Inquiries and reports' is highlighted with a red box. The main area lists various reports such as 'Workers without employment', 'Professional certificates', 'Jobs', 'Leave', 'Employee leave', 'Birthdays report', 'Anniversaries report', 'Seniority list report', 'Worker résumé report', 'Employee leave', 'FMLA cases', 'FMLA leave taken report', 'Injury and illness', 'Loan items', and 'Inquiries and reports'. The right side of the screen shows a grid of setup and configuration options.

This screenshot shows the 'Worker distribution statistics' inquiry screen. At the top, there are buttons for Update, Inquiry, Options, and a search icon. Below that is a 'Standard view' dropdown and a title 'Worker distribution statistics'. The main area is divided into sections: 'Selection criteria' (with fields for DATE, HISTORY, and INTERVALS), 'Department' (with fields for Gender, Job, Age, Worker type, and a note 'We didn't find anything to show here.'), and 'Selection results' (with tabs for Totals and Graphics, and a note 'We didn't find anything to show here.'). The bottom of the screen shows a footer with links to SAP support and help.

we select specific criteria then select update as follows:

The screenshot shows the 'Worker distribution statistics' inquiry in the 'Finance and Operations' module. The 'Selection criteria' section includes a date range from 'As of 24/11/2025' and an interval of 'Age 5'. The 'Selection results' section displays a table with columns: Department, Gender, Job, Age, Worker type, Current FTE, History FTE, and Percentage. The table is currently empty, showing the message 'We didn't find anything to show here.'

The screenshot shows the same inquiry interface after updating criteria. The 'Selection results' table now contains data for six employees across different departments and job roles. The table includes the following data:

Department	Gender	Job	Age	Worker type	Current FTE	History FTE	Percentage
Engineering Ahmed Moh...	Male	Maintenance Engineer	45 - 49	Employee	1.00	0.00	100.00
Finance - 024	Female	Accountant	35 - 39	Employee	1.00	0.00	100.00
Finance - 024	Female	Accountant	50 - 54	Employee	1.00	0.00	100.00
Finance - 024	Female	Accountant	55 - 59	Employee	1.00	0.00	100.00
Finance - 024	Female	Accounting Manager	40 - 44	Employee	1.00	0.00	100.00
Finance - 024	Female	Accounting Manager	70 - 74	Employee	1.00	0.00	100.00

## Seniority list report:

تقرير الاقمية - مدة خدمة الموظفين داخل الشركة

### Human resources >> workers >> inquires and reports >> seniority list report

The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The left sidebar lists various modules like Home, Favorites, Recent, Workspaces, and Modules. Under Modules, the Workers module is expanded, showing sub-sections such as Workspaces, People, Learning, Personnel management, Compensation management, Benefits, Benefits management, Recruitment management, Task management, Business processes for human resources, and Self service. The 'Inquiries and reports' section is highlighted with a red box. The main content area displays a grid of report cards under 'Inquiries and reports'. One card for 'Seniority list report' is visible, along with others like 'Workers without employment', 'Professional certificates', 'Jobs', 'Task management', etc. A right-hand sidebar provides additional navigation links for Human resources parameters, Human resources shared parameters, Human resource workflows, Accommodation types, Employment categories, Employment types, Ethnic origins, Identification types, Issuing agencies, Labor unions, Language codes, Reason codes, Regulatory establishments, Screening types, Terms of employment, Titles, Union agreement, and Veteran statuses.

**Seniority list report**

Parameters

As of: 17/11/2025

Destination: Change

Screen: Screen

Records to include

Run in the background

Recurrence: Alerts

Batch processing: No

Task description: Seniority list report

Batch group:

Private: No

Critical Job: No

Monitoring category: Undefined

Start date: 24/11/2025 (01:46:10 pm) (GMT + 02:00) Cairo

OK Cancel

Finance and Operations Human resources > Workers > Inquiries and reports > Seniority list report

Contoso Entertainment System USA

Search people... APPS Business performance Business performance planning Demand planning Finance agents

< November 2025 >  
Sa Su Mo Tu We Th Fr  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30

Work items assigned to me WORKSPACES 22 Expense management Purchase order preparation My workspace!  
[إحالتات سجل المؤهبة : المواردة]  
To-do list You're all caught up on your tasks.

Account reconciliation Feature management Purchase order receipt and follow-up Asmaa Alashka  
Bank management Financial analysis - all companies Quality order processing and inquiry Asmaa Alashka

Seniority list report Parameters  
As of: 17/11/2025  
Destination: Change Screen  
Records to include  
Run in the background  
Recurrence: Alerts  
Batch processing: No Task description: Seniority list report  
Batch group:   
Private: No Critical Job: No Monitoring category: Undefined  
Start date: 24/11/2025 (01:46:10 pm) (GMT+02:00) Cairo  
OK Cancel

Finance and Operations Export Use Network Printer Reload Options

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**Seniority list**

As of: 17/11/2025

Months	Years	Personnel number	Name
.	.	75434	mohamed samy elhamaki
.	.	234567890	هاني مصطفى محمود راشد
.	.	0105214	hossam mahmoud Mostafa_1
.	.	0105211	IT manager hossam_1
.	.	287091516101094	a a elbery
.	.	000660	Alyiyah
IV	IV	000095	Aaren Ekelund
I	10	000409	Aaron Con
II	1E	000183	Aaron Painter
.	.	5564546	abdelmaksoud mohamed
II	.	01021152546	abdelmaksoud Mohamed Abdelmaksoud
.	.	000011122244	Abdelrahman Alaa
.	.	77688	Abdelrahman soliman
.	.	234567	Abdelrahman Zenhom
.	.	1907	Abdullah Ali
.	.	1234567333	Adam
IV	IV	000402	Adam Carter

Finance and Operations Export Use Network Printer Reload Options

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Month	Year	Personnel number	Name
III	IV	10733	الشوي مصطفى
III	IV	120	نهى صابری
III	IV	918	نهى صابری
III	IV	1200	نهى صابری يوسف
III	IV	7040	نوران احمد فؤاد
III	IV	940	هاشم كمال
III	IV	200	هانى مصطفى
III	IV	924	هبة احمد
III	IV	906	هبة عبد العزيز
III	IV	945	شمام سيد
III	IV	941	شمام شندي
III	IV	6666	هشام رجب
III	IV	1050	هشام محمد محمود
III	IV	938	والل محمد
III	IV	950	وليد احمد
III	IV	001065	وليد محمد سليمان
III	IV	4545	پاپر محمد احمد

## Workers hired in period:

تقرير التعيينات الجديدة خلال فترة معينة (اعطاء كل الموظفين الذين تم تعيينهم بين تاريخين)

**Human resources >> workers >> inquiries and reports >> workers hired in period**

The screenshot shows the 'Finance and Operations' navigation bar on the left. Under 'Workers', there is a section for 'Inquiries and reports' which is highlighted with a red box. Within this section, 'Workers hired in period report' is also highlighted with a red box. The right side of the screen displays a list of reports categorized under 'Inquiries and reports'. One item, 'Position hierarchy types', is also highlighted with a red box.

- Workers without employment
- Worker user requests
- > I-9
- Leave
  - Leave types
  - Employee leave
  - FMLA cases
  - FMLA leave taken report
  - > Injur and illness
  - > Loan items
- Inquiries and reports
  - New hire prep report
  - EEO-1 report
  - EEO prep report
  - VETS-4212 report
  - Vets prep report
  - Workers hired in period report
  - Number of workers report
  - Workers not assigned to a position report
  - Worker distribution statistics
  - Certificate expirations
- Positions
  - All positions
  - Active positions
  - Open positions
  - Inactive positions
  - Position hierarchy
  - Position hierarchy validation
  - Position hierarchy types
  - Position types
  - Positions by department report

The screenshot shows the Dynamics 365 Home page with various sections like 'Search people...', 'APPs', and 'Workspaces'. On the right, a modal dialog titled 'Workers hired in period' is open, showing the configuration for the report. The 'Parameters' section includes fields for 'From date' (01/11/2019), 'To date' (01/11/2024), 'Include contractors' (Yes checked), and 'Destination' (Screen selected). The 'Records to include' section has a dropdown set to 'Run in the background'. The 'Task description' field contains 'Workers hired in period'. The 'Batch processing' section has 'No' selected. The 'Recurrence' section has 'Alerts' selected. The 'Private' section has 'No' selected. The 'Critical Job' section has 'No' selected. The 'Monitoring category' dropdown is set to 'Undefined'. At the bottom, the 'OK' button is highlighted with a red box.

Workers hired in period									
Contoso Entertainment System USA									
Worker type	Birth date	Employment start date	ZIP/postal code	State	City	Street	Personnel number	Name	
Employee	01/01/1990	31/12/2023					0109214	hosam mohamed	1
Employee	21/08/1980	01/01/2024					000409	Mosafa	
Employee	22/05/1979	05/04/2023					000179	Aaron Con	
Employee		31/12/2023					emp1	Adrian Larvin	
Employee		10/03/2023					EMP001	Ahmed Hassan	
Employee	16/11/1985	29/10/2024					03334	ahmed kareem ahmed	
Employee		10/03/2024					11201145	ahmed mohamed	
Employee		01/10/2020					000988	ahmed Mohamed	
Employee	12/05/1979	31/05/2020					033391	Ahmed Mohamed	1tar
Employee		20/10/2020					20007	Antonella Zelena	
Employee		20/10/2022					152000	Bassam zizo	
Employee		30/10/2022					2020	Catherine Nader	Habib
Employee		30/10/2022					0000555	catherine zieder	
Employee	01/05/2004						001790	Customer	
Employee		20/07/2023					EMP004	Dina Magdy	
Employee		10/08/2023					001241	Ehab Abdel	
Employee		01/08/2022					14843	Fathy	
Employee	01/08/2003						001415	farouk khaled	
Contractor	28/12/1970	04/12/2023					001644	farouk farouk	
Employee		01/09/2023					001286	fathy sayed	
Employee	23/07/1992	01/01/2021					14117	galyan yusuf mohamed	
Employee	18/07/2001	12/07/2022					20117	hamza kamal magdy	
Employee	16/11/1985	29/06/2024					001890	hanna self	
Employee		24/02/2023					33340	hasnaa kareem	
							5555	ahmed ali	
								heba mohamed	
								soliman	

Workers hired in period						
Contoso Entertainment System USA						
Worker type	Birth date	Employment start date	ZIP/postal code	State	City	Street
Employee	01/11/2000	01/11/2020				001004 محمد العابد
Employee	01/11/2020					001007 محمد عباس
Employee	24/08/1988	21/08/2023				emp123123 محمد سلطيف عبد الرحمن
Employee	11/12/1983	01/01/2020				20561 مصطفى عاصي طبل
Employee	01/09/1990	01/09/2021				1000 محمد عباس العبدالله
Employee	28/02/2020					1000 نوران محمد عبد
Employee	01/11/2020					001995 وائل محمد عباس

## Human resources >> workers >> inquires and reports >>

### Anniversaries report

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#### Anniversaries

Seniority date	Personnel number	Name	Anniversary date	
				Anniversary 5
22/09/2021	16174	gabery weeee manss	22/09/2026	
22/09/2021	20200	kamyel filter	22/09/2026	
22/09/2021	121212	omar qwerty ali	22/09/2026	
22/09/2021	54321	tarek wael nour	22/09/2026	
22/09/2021	33144	waaaaa foooog treeee	22/09/2026	
				Anniversary 10
01/12/2015	20531	mostafa ADEL kotp	01/12/2025	
01/01/2016	000658	Salman Khan	01/01/2026	
				Anniversary 15
30/01/2010	000111	Patrick Elliot	30/01/2025	
08/02/2010	1025	ahmed mohamed said bakry	08/02/2025	
10/02/2010	000312	Rick Byham	10/02/2025	
28/02/2010	000235	Kirk Nason	28/02/2025	
06/03/2010	000359	Allie Bellew	06/03/2025	
08/03/2010	000146	Jodi Philip	08/03/2025	
08/03/2010	000233	Kyryl Nagachouk	08/03/2025	
10/03/2010	000084	Debra Garcia	10/03/2025	
11/03/2010	000229	Karina Jakobsen	11/03/2025	
15/03/2010	000030	Prakash Kovvuru	15/03/2025	
15/03/2010	000049	Ricardo Acosta	15/03/2025	
18/03/2010	000379	Jane Dow	18/03/2025	
30/03/2010	000251	Mike Gahrns	30/03/2025	
04/04/2010	000238	Rajesh Ramanathan	04/04/2025	
06/04/2010	000032	Grace Sturman	06/04/2025	
10/04/2010	000267	Jim Daly	10/04/2025	
16/04/2010	000414	Kari Hensien	16/04/2025	
16/04/2010	000415	Marian Henc	16/04/2025	
23/04/2010	000382	Rob Cason	23/04/2025	

### Human resources >> workers >> inquires and reports >> Seniority list

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#### Seniority list

Months	Years	Personnel number	Name	
.	.	75434	mohamed samy elhamaki	
.	.	234567890	هانى مصطفى محمود راشد	
.	.	0105214	hossam mahmoud Mostafa_1	
.	.	0105211	IT manager hossam_1	
.	.	28709151601094	a a elbery	
.	.	000660	Aaliyah	
٢	٤	000095	Aaren Ekelund	
١	١٠	000409	Aaron Con	
١١	١٤	000183	Aaron Painter	
.	.	5564546	abdelmaksoud mohamed	
٤	.	01021152546	abdelmaksoud Mohamed Abdelmaksoud	
.	.	000011122244	Abdelrahman Alaa	
.	.	77688	Abdelrahman soliman	
.	.	234567	Abdelrahman Zenhom	
.	.	1907	Abdullah Ali	
.	.	1234567333	Adam	
٥	٤	000402	Adam Carter	
.	.	000636	Adam George	
.	.	001365	Adam Richard paul	
٦	١٧	000635	Adam Thomas	
.	.	101010	adel ahmed	
.	.	1010	adel ahmed	
.	.	014801	Adel Mohamed Eissawy	
.	.	112211	adham adham sharkawy	
٧	١٧	000178	Adina Hagege	
.	.	220011	admin	