

1. Departments: -

Manage departments: -

The screenshot shows the Oracle Fusion Cloud Service (FSCM) interface. On the left, there is a sidebar titled "Functional Areas" with various categories like Initial Users, Enterprise Profile, Legal Structures, etc. In the main area, there is a search bar with the query "manage department". Below it, the "Workforce Structures" section is visible, containing tasks such as Manage Divisions, Manage Departments (which is highlighted in yellow), Manage Job Families, and Manage Job.

This screenshot shows the "Manage Departments" page. It features a search bar at the top with fields for "Name", "Status" (set to "Active"), "Department Set", "Location", and "Effective As-of Date". Below the search bar is a toolbar with "Advanced", "Saved Search", and "Active Departments" buttons. The main area contains a table with columns "Name", "Department Set", and "Review". A message at the bottom states "No search conducted."

Click on + symbol

This screenshot shows the "Create Department: Description" page. It has tabs for "Department Description", "Department Details", and "Review". The "Department Description" tab is active. It includes fields for "Effective Start Date" (1/1/51), "Department Set" (Common Set), "Name" (API Procurement), "Internal Address Line", "Status" (Active), "Action Reason", "Location", "Address", and "Attachments". A "Context Value" dropdown is also present.

Enter the Department name:

Department set: reference set and Status is Active.

Create Department: Department Details

Effective Start Date 1/1/51
Set Name Common Set
Name APL Procurement

Organization Information EFF: Department Details

Organization Manager Information

Reporting Name []
Manager []

GL Cost Center Information

Record Identifier	Company Value Set	Company	Cost Center Value Set	Company

GL Cost centre information is used to track the account details of this Department.

In real time HR consultant will create the departments.

Create Department: Review

Effective Start Date 1/1/51
Name APL Procurement

Department Description
Effective Start Date 1/1/51
Department Set Common Set
Name APL Procurement
Status Active
Action Reason
Effective End Date

Internal Address Line
Location
Address
Attachments None
Context Value

Organization Information EFF: Department Details

Organization Manager Information

Reporting Name
Manager

GL Cost Center Information

Click on submit button.

2. Job Creation:-

Setup: Procurement

Functional Areas

- Initial Users
- Enterprise Profile
- Legal Structures
- Financial Reporting Structures
- Organization Structures
- Workforce Structures
- Users and Security
- Purchasing Categories
- Suppliers
- Approval Management

Search Tasks manage department

Workforce Structures

Task	Help	Scope	Predecessor Tasks	Notes	Actions
Manage Divisions	(?)		0	0	
Manage Departments	(?)		0	0	
Manage Job Families	(?)		0	0	
Manage Jobs	(?)		0	0	

The screenshot shows the Oracle Fusion Job Management interface. At the top, there is a search bar with fields for Name (Ass.MGR), Code (6546), and Status (Active). Below the search bar, there is a table titled "Search Results" with columns: Name, Code, Job Set, Status, Pending Changes, Job Family, Job Function, and Management Level. A message indicates "No search conducted." Below the table, there is a "Manage in Spreadsheet" button.

The screenshot shows the "Create Job: Basic Details" wizard. Step 1: Basic Details is selected. The form includes fields for Effective Start Date (1/1/51), Job Set (Common Set), and Action Reason. To the right, there are fields for Name (APL Manager) and Code (APLMGR).

Job Level

VP 30

Director 20

Manager 10

VP	15
Director	10
JR Director	7
SR Manager	6
Manager	I

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Create Job: Job Details

Effective Start Date 1/1/51
Job Set Common Set

Name APL Manager
Code APLMGR

Job Description

*Status Active	Medical Checkup Required <input type="radio"/> Yes <input checked="" type="radio"/> No
Full Time or Part Time	Benchmark <input type="radio"/> Yes <input checked="" type="radio"/> No
Regular or Temporary	Benchmark Job
Job Family	Progression Job
Job Function	Attachments None
Level 10	Grade Ladder
Management Level	Job Free Text
Job Field type	Context Value
Job	

Job Description Information

Positions:-

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Search

manage positions

Match With Tasks, Task Lists, Business Objects

Name	Type	Details
Manage Positions	Task	

Manage Positions

Search

Advanced Saved Search Active Positions

** At least one is required

** Name	** Incumbent
** Code	Effective As-of Date <input type="text" value="m/d/y"/>
Status Active	** Parent Position
** Business Unit	

Search Results

View Format Create Edit Compare Delete Export Manage in Spreadsheet

Name	Code	Parent Position	Position Hierarchy	Business Unit	Incumbent Status	Pending Changes	Department	Job
No search conducted.								

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Basic Details Position Details Evaluation Criteria Profiles Review

Create Position: Basic Details

Back Next Save Submit Cancel

Basic Details

*Effective Start Date 1/1/51	*Name APL Procurement Manager
Parent Position	Code Generated automatically
*Business Unit US1 Business Unit	Action Reason

Create Position: Position Details

Effective Start Date: 1/1/51

Business Unit: US1 Business Unit

Name: APL Procurement Manager

Code: Generated automatically

Parent Position

Position Description

* Status: Active	Assignment Category:
* Department: API Procurement	Full Time or Part Time: Full time
* Job: API Manager	Regular or Temporary: Regular
Location:	Attachments: None
Manager:	Special Code:
At Risk:	Context Value:
Area:	

Hiring Information

* Hiring Status: Proposed	Remaining Unit:
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How to add department, job and position to the employee

Search

Match With: Tasks, Task Lists, Business Objects

Name	Type	Details
Manage Users	Task	

(Search Person)

Keywords: Advanced

Search Results

Actions: Show Photo, Sort By

No search conducted.

Click on + symbol

Personal Details

- Last Name: Sreenu
- Hire Date: 12/3/24
- First Name: C
- Phone:
- Middle Names:
- Work Mobile Phone:
- Title:
- Work Fax:
- Email: csreenivasulu919@gmail.com

User Details

- Enter user name: Sreenu.c
- Link user account: No user account selected.

User Notification Preferences

- Send user name and password: checked

Employment Information

- Person Type: Employee
- Legal Employer: USI Legal Entity
- Business Unit: USI Business Unit
- Job: API Manager
- Department: API Procurement
- Location:
- Mail Stop:

Here we are providing the job, department to the employee user.

Location is optional, we can add the locations like: APL Locations(if already created for the company).

We have to provide the roles to the user.

User Accounts

Display Name	User	Status	Action
C Sreenu	User Name: Sreenu.c Email: csreenivasulu919@gmail.com	Status: Active Locked: No	[Edit]

User Account Details: C Sreenu

User Information

Reset Password

Automatically generate password (radio button)

Manually change the password (radio button)

New Password: Confirm New Password:

Account Information

Reset Password | Cancel

Simple: At least 8 characters, 1 number

Active: Locked:

Expiration Date: 6/7/23

Information: C Sreenu
6743
API Manager
USI Business Unit
API Procurement

Signable: Auto-Provisioned:

Reset password

Add roles

If you want to assign the roles automatically we follow rules shown below.

Manage HCM Role provisioning Rules:-

Click on +

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Create Role Mapping

*Mapping Name: API_Dept Equals API_Procurement

*From Date: 12/3/24 To Date: m/d/yy

Conditions:

- Legal Employer
- Business Unit
- Department: API_Procurement
- Job
- Position
- Grade
- Location
- Legislative Data Group
- Assignment Type
- System Person Type
- User Person Type
- HR Assignment Status
- Assignment Status
- Resource Role
- Party Type Usage
- Contact Role
- Manager with Reports
- Manager Type
- Responsibility Type

Associated Roles:

Role Name	Delegation Allowed	Requestable	Self-requestable	Autoprovision
Procurement Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save and close.

Goto Security console> users> Search the user

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User Accounts

Search: All User Name: Sreeniv.c Sort By: Display Name

Display Name	User	Status	Action
C Sreenu	User Name: Sreeniv.c Email: sreenivasulu919@gmail.com	Status: Active Locked: No	<input type="button" value="Edit"/>

Manage Data Access for Users

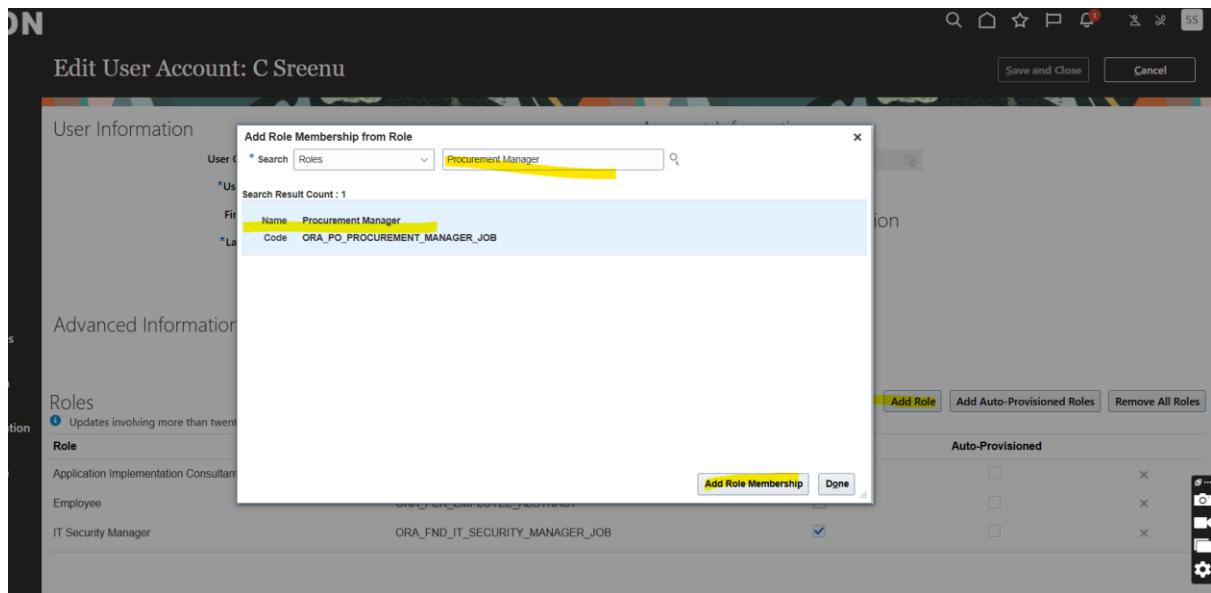
Users without Data Access (radio button selected) Security Context: All

User Name: Sreeniv.c

Create Data Access for Users

User Name	Role	Security Context	Security Context Value
Sreeniv.c	Procurement	Business Unit	US1 Business Unit

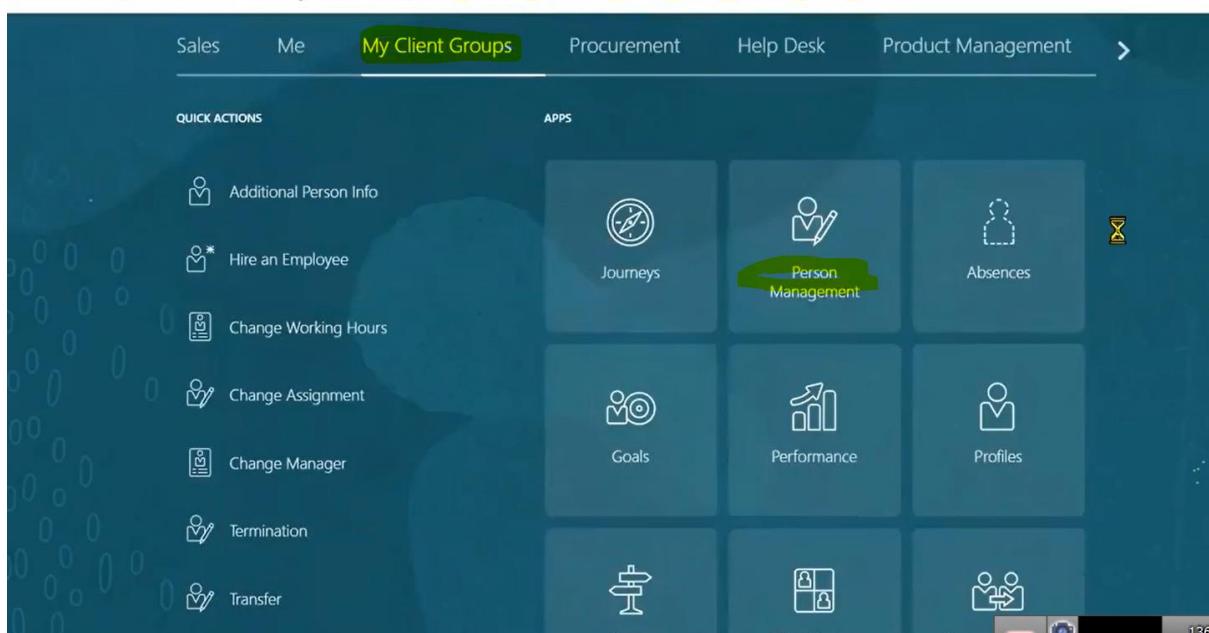
Save and Close Cancel



Data access:-

Provide data access for the us BU

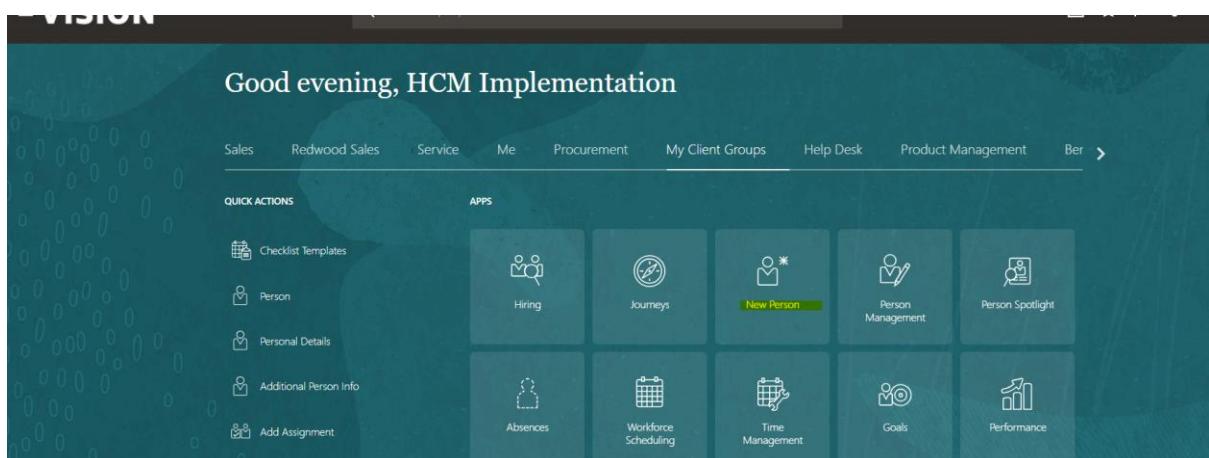
Person Management:-

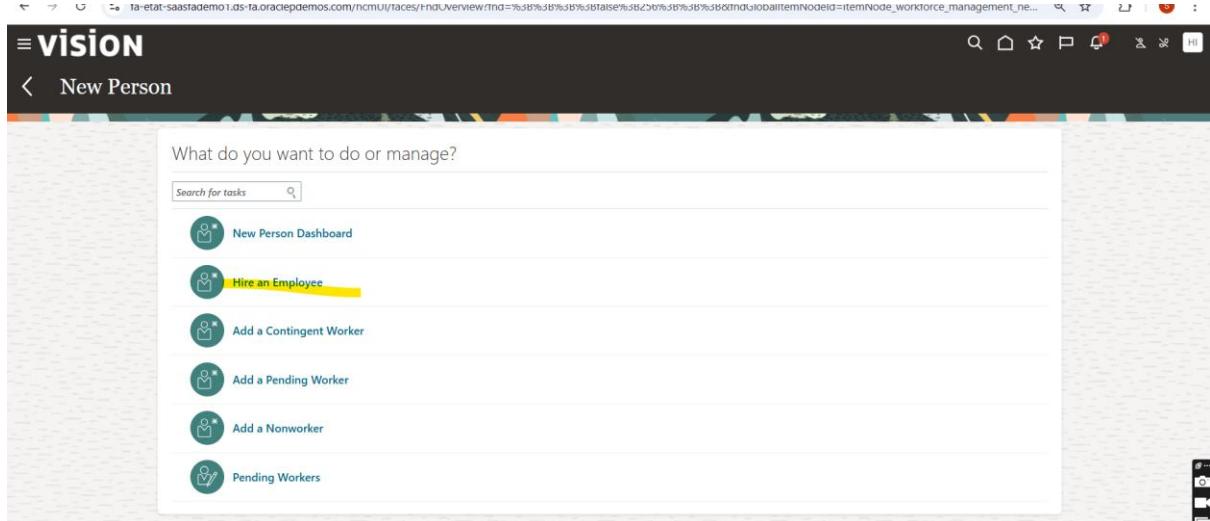


HCM_IMPL4

Welcome123

Role: Human Resource Specialist





Hire an Employee: Identification

This form step is titled 'Identification'. It includes fields for 'Hire Date' (12/4/24), 'Hire Action' (Hire...), 'Hire Reason' (dropdown), 'Legal Employer' (US1 Legal Entity), 'Worker Number' (Generated automatically), 'Worker Type' (Employee), and 'Last Name' (Demp). Other fields like First Name, Preferred Pronouns, Title, Prefix, Suffix, Middle Name, Honors, Preferred Name, Previous Last Name, and Gender (Male) are also present.

Hire an Employee: Person Information

This form step is titled 'Person Information'. It shows the progress at step 2 of 5. It lists information from the previous step: Name (Dan), Action (Hire), Action Reason (dropdown), and Hire Date (12/4/24). It also lists current details: Worker Type (Employee), Legal Employer (US1 Legal Entity), Person Number (Generated automatically), and National ID. The 'Home Address' section is expanded, showing fields for Country (United States), Address Line 1 (13/32), Address Line 2 (Anjanapura), Address Line 3 (dropdown), ZIP Code (55434), State (MN), City (Minneapolis), Tax District (dropdown), and County (Anoka). An 'Additional Information' section is at the bottom.

Hire an Employee: Employment Information

New Hire Status:

Exception Reason:

Medical Insurance Available:

Medical Insurance Availability Date: m/d/yy

I-9 Remote: No

Recall Rights?

Service Dates ?

Legal Employer:

Hire Date: 12/4/24

Enterprise: Hire Date: 12/4/24

Payroll Relationship Details

Assignment

Assignment Number: <input type="text"/>	*Assignment Status: <input type="text"/> Active - Payroll Elig.
*Business Unit: <input type="text"/> US1 Business Unit	Projected End Date: <input type="text"/> m/d/yy
Person Type: <input type="text"/> Employee	

Job ?

Position: <input type="text"/>	Headcount: 1
Job: <input type="text"/>	Start Time: 08:30 AM
Assignment Name: <input type="text"/>	End Time: 04:30 PM

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Hire an Employee: Compensation and Other Information

Assignment

Name: Dan

Action: Hire

Action Reason:

Hire Date: 12/4/24

Salary Information

Currency: <input type="text"/> Worker local currency	Grade Name: <input type="text"/>
Start Date: 12/4/24	Salary Range: Annually
Salary Basis: <input type="text"/> Fed US Salaried	Salary Range Midpoint: <input type="text"/>
Salary Amount: <input type="text"/> Annually	Compa-Ratio: <input type="text"/>
Annual Salary: <input type="text"/>	Range Position: <input type="text"/>
Annualized Full-Time Salary: <input type="text"/>	Quartile: <input type="text"/>
Next Salary Review Date: <input type="text"/> m/d/yy	Quintile: <input type="text"/>

Other Compensation ?

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Hire an Employee: Compensation and Other Information

Assignment

Name: Dan

Action: Hire

Action Reason:

Hire Date: 12/4/24

Salary Information

Currency: <input type="text"/> Worker local currency	Grade Name: <input type="text"/>
Start Date: 12/4/24	Salary Range: Annually
Salary Basis: <input type="text"/> Fed US Salaried	Salary Range Midpoint: <input type="text"/>
Salary Amount: <input type="text"/> 100,000.00 USD	Compa-Ratio: <input type="text"/>
Annual Salary: <input type="text"/> 100,000.00 USD (FTE 1)	Range Position: <input type="text"/>
Annualized Full-Time Salary: <input type="text"/> 100,000.00 USD	Quartile: <input type="text"/>
Next Salary Review Date: <input type="text"/> m/d/yy	Quintile: <input type="text"/>

Other Compensation ?

Submit it

The screenshot shows the eVISION software interface for hiring an employee. The top navigation bar includes a logo, search, and other standard icons. Below it, a progress bar indicates the current step is 'Review' (the fifth step). The main content area is titled 'Hire an Employee: Review'. It displays various employee details and action buttons like 'Printable Page', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. A confirmation dialog box is overlaid on the page, stating 'The request was submitted.' with an 'OK' button.

Hire an Employee: Review

Identification Person Information Employment Information Compensation and Other Information Review

Name Dan
Action Hire
Action Reason
Hire Date 12/4/24

Worker Type Employee
Legal Employer US1 Legal Entity
Person Number Generated automatically
National ID

Confirmation

The request was submitted.

OK