

## 1. Departments: -

Manage departments: -

The screenshot displays the 'Manage Departments' interface in Oracle Vision. The top navigation bar includes the 'vision' logo and 'Setup: Procurement'. The left sidebar lists 'Functional Areas', with 'Workforce Structures' highlighted. The main content area shows a search bar with 'manage department' and a table of 'Workforce Structures' tasks. The table has columns for Task, Help, Scope, Predecessor Tasks, Notes, and Actions. The tasks listed are 'Manage Divisions', 'Manage Departments', 'Manage Job Families', and 'Manage Job'. Below the table, there are search filters for Name, Location, Status (Active), and Effective As-of Date. The 'Search Results' section shows a table with columns for Name and Department Set. The table is currently empty, with a message 'No search conducted.' below it.

Click on + symbol

The screenshot displays the 'Create Department: Description' page in Oracle Vision. The page has a dark header with the title 'Create Department: Description' and navigation buttons: Back, Next, Save, Submit, and Cancel. Below the header, there are two tabs: 'Department Description' and 'Department Details'. The 'Department Description' tab is active, showing a form with the following fields: 'Effective Start Date' (1/1/51), 'Department Set' (Common Set), 'Name' (APL Procurement), 'Internal Address Line', and 'Status' (Active). The 'Department Details' tab is also visible, showing fields for 'Action Reason', 'Location', 'Address', and 'Attachments' (None). The 'Review' section at the bottom shows a 'Context Value' dropdown.

Enter the Department name:

Department set: reference set and Status is Active.

**vision**

Department Description   Department Details   Review

**Create Department: Department Details**

Effective Start Date 1/1/51   Name APL Procurement

Set Name Common Set

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

Actions View Format Freeze Detach Wrap

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

In real time HR consultant will create the departments.

**vision**

Department Description   Department Details   Review

**Create Department: Review**

Effective Start Date 1/1/51   Name APL Procurement

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

Printable Page   Back   Save   Submit   Cancel

Click on submit button.

## 2. Job Creation:-

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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

Change Feature Opt In

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	

fa-etat-saasfademio1.ds-fa.oraclepdemos.com/fscmUI/faces/FuseTaskListManagerTop?\_afrcLoop=15503731205441625&\_afrcWindowMode=0&\_afrcWindowId=uaprcrh3k&\_adf.ctrl-state=170z637...

vision

Manage Jobs

Done

Search

Advanced Saved Search Active Jobs copy

\*\* At least one is required

\*\* Name

Ass.MGR

\*\* Code

6546

Status

Active

Job Set

ANRP\_IMP\_REF\_DATA\_SET

Effective As-of Date

12/3/24

Search

Reset

Save...

Search Results

View Format Create Edit Compare Export Manage in Spreadsheet

Name	Code	Job Set	Status	Pending Changes	Job Family	Job Function	Management Level
No search conducted.							

1 2 3 4 5

Basic Details Details Evaluation Criteria Profiles Review

Create Job: Basic Details

Back Next Save Submit Cancel

Basic Details

\*Effective Start Date

1/1/51

\*Job Set

Common Set

Action Reason

\*Name

APL Manager

\*Code

APLMGR

Job      Level

VP        30

Director   20

Manager   10

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

VISION

1

2

3

4

5

Basic DetailsDetailsEvaluation CriteriaProfilesReview

Create Job: Job Details

Effective Start Date1/1/51

Job SetCommon Set

NameAPL Manager

CodeAPLMGR

Job Description

\*StatusActive

Full Time or Part Time

Regular or Temporary

Job Family

Job Function

Level10

Management Level

Job Field type

Job

Medical Checkup RequiredYesNo

BenchmarkYesNo

Benchmark Job

Progression Job

AttachmentsNone

Grade Ladder

Job Free Text

Context Value

## Positions:-

VISION

Search

Done

manage positions

Match With Tasks, Task Lists, Business Objects

Name	Type	Details
Manage Positions	Task	

Manage Positions

Done

Search

AdvancedSaved SearchActive Positions

\*\* At least one is required

\*\* Name

\*\* Code

StatusActive

\*\* Business Unit

\*\* Incumbent

Effective As-of Datem/d/yy

\*\* Parent Position

SearchResetSave...

Search Results

ViewFormatCreateEditCompareDeleteExportManage in Spreadsheet

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

VISION

1

2

3

4

5

Basic DetailsPosition DetailsEvaluation CriteriaProfilesReview

Create Position: Basic Details

Basic Details

\*Effective Start Date1/1/51

Parent Position

\*Business UnitUS1 Business Unit

\*NameAPL Procurement Manager

CodeGenerated automatically

Action Reason

**vision**

Basic Details Position Details Evaluation Criteria Profiles Review

**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  
\*Department APL Procurement  
\*Job APL Manager  
Location  
Manager  
At Risk  
Area

Assignment Category  
Full Time or Part Time Full time  
Regular or Temporary Regular  
Attachments None  
Special Code  
Context Value

**Hiring Information**

\*Hiring Status Proposed  
Remaining Unit

How to add department, job and position to the employee

**vision**

Search

Manage users

Match With Tasks, Task Lists, Business Objects

Name	Type	Details
Manage Users	Task	

**vision**

( Search Person )

Keywords Advanced

**Search Results**

Actions Show Photo Sort By

No search conducted.

Click on + symbol

**Personal Details**

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

**User Details**

☒ Enter user name  
 User Name: Sreenu.c  
☐ Link user account  
☒ No user account selected.

**User Notification Preferences**

☒ Send user name and password

**Employment Information**

\*Person Type: Employee  
 \*Legal Employer: US1 Legal Entity  
 \*Business Unit: US1 Business Unit  
 Job: APL Manager  
 Department: APL 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.

vision

User Accounts

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

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

vision

User Account Details: C Sreenu

Reset Password Edit Done

User Information Account Information

Reset Password

☐ Automatically generate password  
☒ Manually change the password

Password Policy: Simple: At least 8 characters, 1 number

\*New Password:   
 \*Confirm New Password:

Advanced Info Roles

Role: No data to display.

Account Information

Active ☒ Locked ☐  
 C Sreenu  
 8743  
 APL Manager  
 US1 Business Unit  
 APL Procurement  
 signable Auto-Provisioned

Reset password

Add roles

**Edit User Account: C Sreenu**

**User Information**

User Category: DEFAULT

\*User Name: Sreenu.c

First Name: C

\*Last Name: Sreenu

Email: csreenivasulu919@gmail.com

Phone:

**Account Information**

Password Expiration Date: 3/3/25

☒ Active ☐ Locked

**Associated Worker Information**

Worker Name: C Sreenu

Person Number: 6743

Manager:

Job: APL Manager

Business Unit: US1 Business Unit

Department: APL Procurement

**Advanced Information**

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

**Roles**

Updates involving more than twenty role memberships are processed using the user-to-user role memberships transfer job.

Role	Role Code	Assignable	Auto-Provisioned
Employee	ORA_PER_EMPLOYEE_ABSTRACT	<input type="checkbox"/>	<input type="checkbox"/>
Application Implementation Consultant	ORA_ASM_APPLICATION_IMPLEMENTATION_CONSU...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IT Security Manager	ORA_FND_IT_SECURITY_MANAGER_JOB	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

### Manage HCM Role provisioning Rules:-

**vision**

Search

Manage HCM Role provisioning Rules

Match With: Tasks, Task Lists, Business Objects

Name	Type	Details
Manage HCM Role Provisioning Rules	Task	

Done

Click on +

**vision**

Role Mappings

Search

Advanced Saved Search

\*\* Mapping Name

\*\* Business Unit

\*\* Legal Employer

\*\* Department

\*\* Job

\*\* Grade

\*\* Location

\*\* Role Name

\*\* Resource Role

\*\* Party Type Usage

\*\* Legislative Data Group

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Mapping Name	Role Name	Role Code	Legal Employer	Job	Grade	Location	Position	Business Unit	Department
--------------	-----------	-----------	----------------	-----	-------	----------	----------	---------------	------------

**Create Role Mapping**

\*Mapping Name: APL Dept Equals APL Procurement

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

**Conditions**

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

**Associated Roles**

View Format Freeze Detach Wrap

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

Save and close.

Goto Security console> users> Search the user

**User Accounts**

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

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

**Manage Data Access for Users**

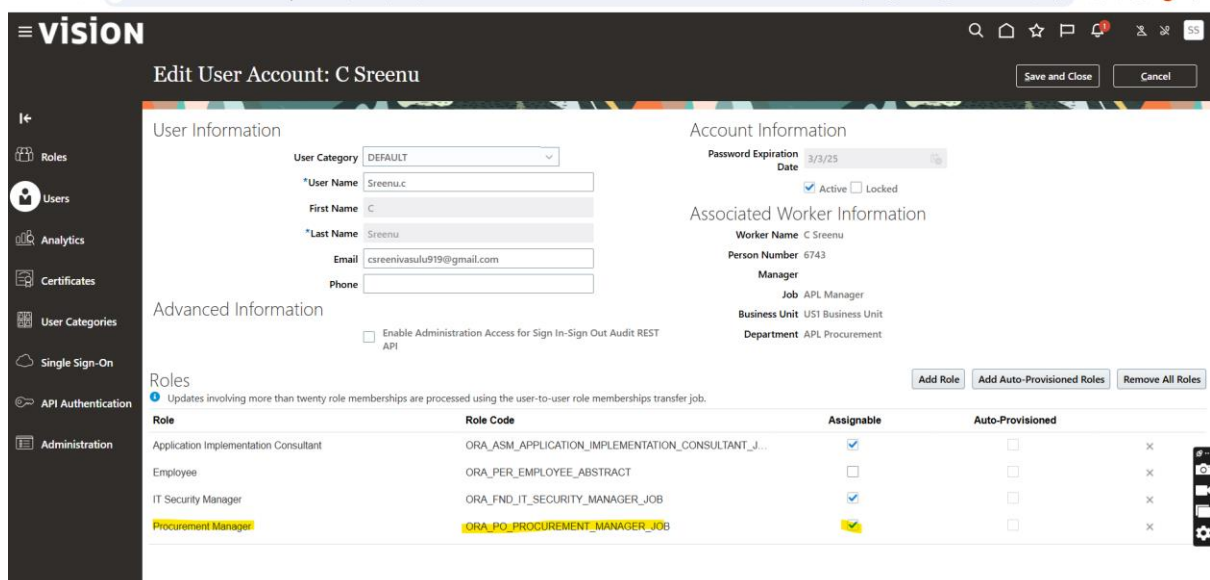
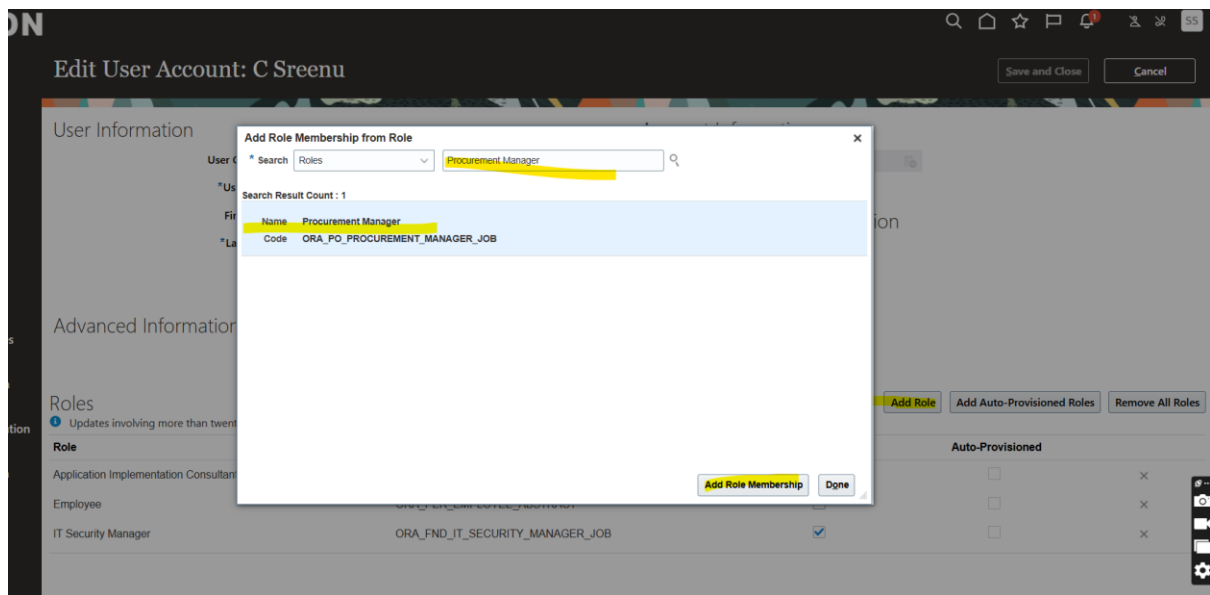
Search: All User Name: Sreenu.c Role: Security Context: Business Unit Security Context Value: US1 Business Unit

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

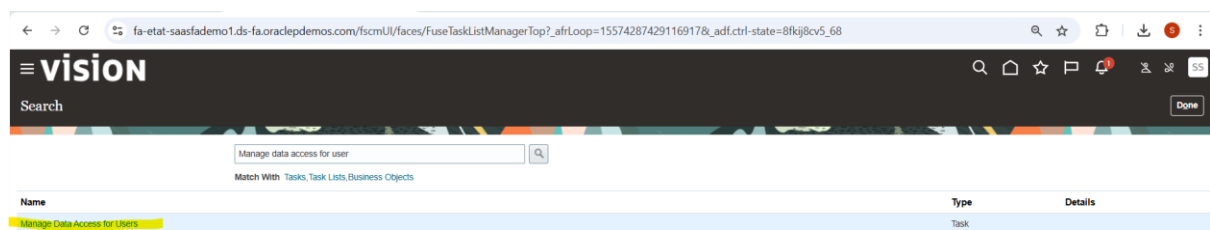
Columns Hidden: 2

Save and Close Cancel



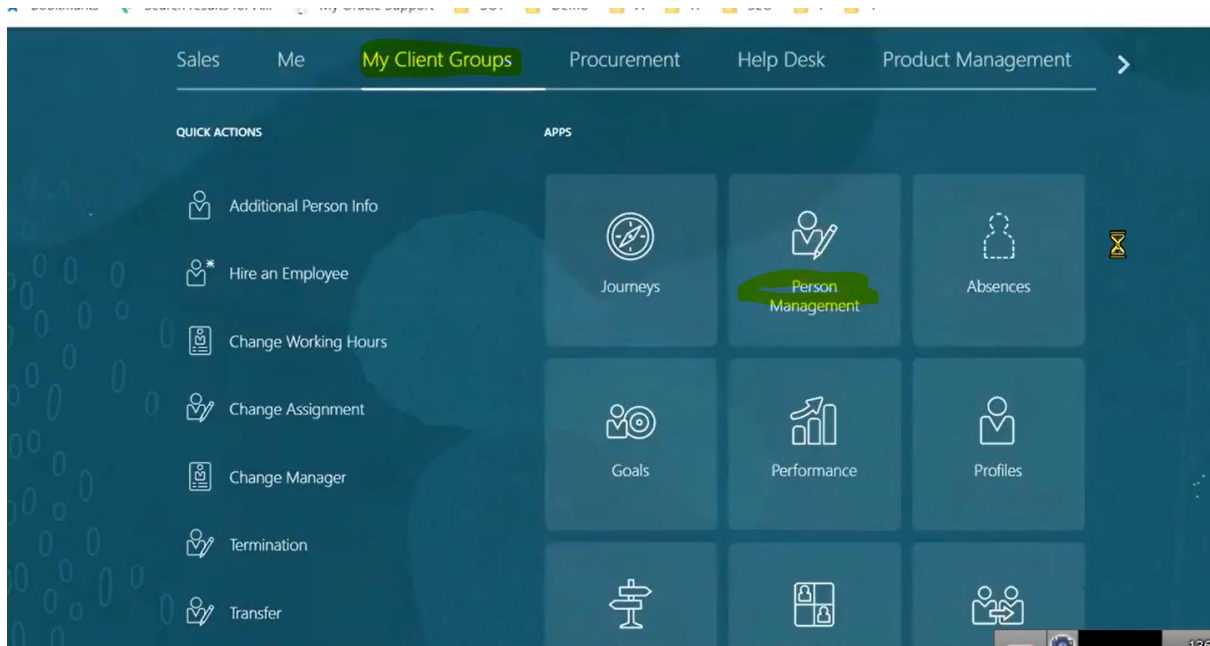


Data access:-



Provide data access for the us BU

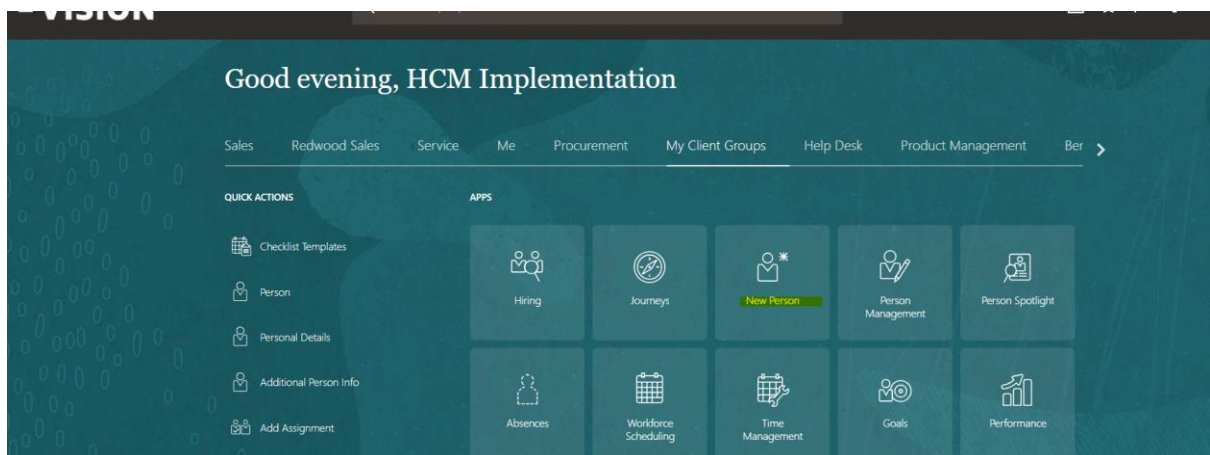
## Person Management:-



## [HCM IMPL4](#)

Welcome123

Role: Human Resource Specialist





### Hire an Employee: Employment Information

Back Next Save Submit Cancel

New Hire Status   
Exception Reason   
Medical Insurance Available   
Medical Insurance Availability Date   
I-9 Remote   
Recall Rights?

Service Dates   
Legal Employer Hire Date 12/4/24  
Enterprise Hire Date 12/4/24

Payroll Relationship Details

Assignment

Assignment Number   
\*Business Unit   
Person Type   
\*Assignment Status   
Projected End Date

Job   
Position   
Job   
Headcount 1  
Start Time  AM  
End Time  PM  
Assignment Name

### Hire an Employee: Compensation and Other Information

Back Next Save Submit Cancel

Hide Person Information

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

Assignment

Salary Information

Currency   
Start Date 12/4/24  
Salary Basis   
Salary Amount   
Annual Salary  
Annualized Full-Time Salary  
Next Salary Review Date   
Grade Name  
Salary Range Annually  
Salary Range Midpoint  
Compa-Ratio  
Range Position  
Quartile  
Quintile

Other Compensation

### Hire an Employee: Compensation and Other Information

Back Next Save Submit Cancel

Hide Person Information

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

Assignment

Salary Information

Currency   
Start Date 12/4/24  
Salary Basis   
Salary Amount  USD Annually  
Annual Salary 100,000.00 USD (FTE 1)  
Annualized Full-Time Salary 100,000.00 USD  
Next Salary Review Date   
Grade Name  
Salary Range Annually  
Salary Range Midpoint  
Compa-Ratio  
Range Position  
Quartile  
Quintile

Other Compensation

Submit it

vision

Search

Home

Star

Print

Alert

Settings

Help

1

2

3

4

5

Identification

Person Information

Employment Information

Compensation and Other Information

Review

## Hire an Employee: Review

Printable Page

Back

Next

Save

Submit

Cancel

Hide Person Information

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

Basic Information

Personal Details

Person Number

Generated automatically

Last Name

Dan

First Name

Preferred Pronouns

Title

Prefix

Suffix

Confirmation

The request was submitted.

OK