

Oracle

Human Capital Management Cloud Using the HCM Cloud Mobile Application

Release **12**

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Preface

This preface introduces information sources that can help you use the application.

Oracle Applications Help

Use the help icon  to access Oracle Applications Help in the application. If you don't see any help icons on your page, click the Show Help icon  in the global header. Not all pages have help icons. You can also access Oracle Applications Help at <https://fusionhelp.oracle.com>.

Using Applications Help

 **Watch:** This video tutorial shows you how to find help and use help features.

Additional Resources

- **Community:** Use [Oracle Applications Customer Connect](#) to get information from experts at Oracle, the partner community, and other users.
- **Guides and Videos:** Go to the [Oracle Help Center](#) to find guides and videos.
- **Training:** Take courses on Oracle Cloud from [Oracle University](#).

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1 Overview


Using Mobile Features in Oracle HCM Cloud: Overview

The Oracle HCM Cloud mobile application enables you to access some HCM cloud features on your mobile device. You can install the Oracle HCM Cloud mobile application on your Android and iOS based smartphones.

Configure the mobile app from the setup URL provided for your organization and use your HCM credentials to log in.

The Oracle HCM Cloud mobile application app supports the following HCM features:

- Worker Directory: Search for information, or look for contacts using the worker directory
- Learning: Employees can view learning assignments offline
- My Day: Employees can view events scheduled for the day
- Public Profile: Employees can view the public profile of employees in the organization
- Talent Profile: Employees can view skills and qualifications
- Goals: Employees can track goals on the go
- Pay: Employees can view and download their pay slip PDF
- Absences: Employees can view planned absences and available balances
- Time: Employees can view time cards

 **Note:** You can view the time cards but not update them since the mobile app doesn't support the update functionality.

- Employee Self-Service: Employees can update their personal information such as their biographical information and profile photo
- My Team: Managers can view contact and employment details for their direct reports

What you can view and access is based on your role.

Related Topics

- [Installing and Configuring Oracle HCM Cloud on Your Mobile Device: Procedure](#)
- [Setting Preferences for Oracle HCM Cloud Mobile on Your Mobile Device: Procedure](#)

2 Mobile Device Setup

Installing and Configuring Oracle HCM Cloud on Your Mobile Device: Procedure

You can install the Oracle HCM Cloud mobile application on mobile devices with Android and iOS operating systems (OS). The best practice is to download and configure Oracle HCM Cloud from the setup URL or auto configuration links that your administrator provides for your organization.

Installing and Configuring Oracle HCM Cloud Manually

Manual configuration implies that you can install and connect to Oracle HCM Cloud using basic authentication. This requires you to:

1. Download Oracle HCM Cloud Mobile from the app store or play store. On Android devices, you have to download and manually install the mobile app.
2. Open the mobile app and tap to add the account.
3. Specify the account name. The account name is generally constructed using your HCM Cloud URL or a modified version of it and appending hcmCore/rest/v2. For example:
 - o HCM Cloud URL: <https://hcju-test.hcm.us2.oraclecloud.com>
 - o HCM Cloud Mobile URL: <https://hcju-test.hcm.us2.oraclecloud.com/hcmCore/rest/v2>

If you can't log into mobile by constructing the URL in this way, contact your HR department.

4. Tap Configure and Login.

Installing and Configuring Oracle HCM Cloud Automatically

Auto configuration implies that you use the administrator provided links to install and connect to Oracle HCM Cloud using single-sign on (SSO). This requires you to:

1. Disable VPN.
2. Open the browser on your mobile device.
3. Copy and paste the URL provided by your administrator.
4. Enter your Oracle HCM credentials.
5. In the Oracle Tap Mobile Configurator screen, tap to install Oracle HCM Cloud from the app store or play store on your mobile device if it is not already installed.
6. Return to the Oracle Tap Mobile Configurator screen and tap to configure your Oracle HCM Cloud account.
7. Sign in using your credentials.

You can view data that is relevant to your role.

Related Topics

- [Using Mobile Features in Oracle HCM Cloud: Overview](#)

Setting Preferences for Oracle HCM Cloud Mobile on Your Mobile Device: Procedure

You can specify your preferences for using the Oracle HCM Cloud mobile application.

To set preferences:

1. On the main menu, tap Settings.
2. Configure the following settings:
 - Remember Login Details: Enabled by default, this setting saves your user name after logging in.
 - Network Request Timeout: Specify the time the app should take before it is timed out. The maximum time out value is 4 minutes.
 - Flush Data Cache: Enable this setting for cache for data to be flushed immediately when you sign in. Data is flushed immediately on iOS devices. On Android devices, data is flushed after you sign out and sign back in.
 - Enable Debug Logging: Enable this setting to capture log files to troubleshoot client issues.
3. Tap Done.

Related Topics

- [Using Mobile Features in Oracle HCM Cloud: Overview](#)

FAQs for Mobile Setup

What happens if I temporarily lose connection to Oracle HCM Cloud on my mobile device?

If you temporarily lose connection to the Internet, the Oracle HCM Cloud mobile application will operate offline in the Disconnected Mode. This mode enables you to view data that was previously cached on your device. If at any point your internet connection becomes available, then Oracle HCM Cloud mobile will automatically reconnect, so that you can use the application online.

Can I use any third-party mobile device management software with the Oracle HCM Cloud mobile application?

Yes. If your organization uses a mobile device management software, download the mobile application directly from your internal app store. For information on how to download Oracle HCM Cloud mobile application in this scenario, contact your system administrator.

How does Oracle HCM Cloud mobile secure data on my mobile device?

The Oracle HCM Cloud mobile application encrypts local information. The mobile device's operating system determines the complexity of the password you use at the device level. For example, for iOS devices the default is a four-digit pass code. You can also install any mobile device management software to enforce a stronger password and include alphanumeric characters in the password.

Why can't I sign into Oracle HCM Cloud even after entering the server URL?

To connect to Oracle HCM Cloud, ensure that you follow these guidelines:

- Append **hcmCore/rest/v2** to the end of the HCM Cloud URL.
 - HCM Cloud URL: **`https://hcju-test.hcm.us2.oraclecloud.com`**
 - HCM Cloud Mobile URL: **`https://hcju-test.hcm.us2.oraclecloud.com/hcmCore/rest/v2`**
- If the URL includes **.fs**, replace it with **.hcm**
 - HCM Cloud URL: **`https://hcju.fs.ap5.oraclecloud.com`**
 - HCM Cloud Mobile URL: **`https://hcju.hcm.ap5.oraclecloud.com/hcmCore/rest/v2`**
- Ensure that the **c** is capitalized in **hcmCore**.

If you still encounter issues connecting to Oracle HCM Cloud:

- Ensure that the server URL is correct. The URL is case-sensitive.
- Check with your administrator since it could be a privilege related issue.

3 Mobile Features for HCM

Viewing Your Public Profile and Team On Your Mobile Device: Explained

You can view your public profile on your mobile device. As a manager, you can access information about your workers using the My Team page.

Public Profile

The Public Profile page of a person consists of generic information about the person such as contact information, department, location, and areas of interest. You can access a person's public profile from multiple pages on your mobile device.

Tap the menu next to your name to perform tasks such as editing your personal information, scheduling an absence, creating a goal, and changing your profile photo. Use the arrow next to the page name to access your talent profile, goals, absences, and payslips.

Worker Directory

Use the Directory page to search for people in your organization. From the search results, you can select a person and view their public profile. The people you see in the search results depend on your security privileges. As a line manager or HR specialist, you can access people on your team or for whom you are responsible.

Tap a person's contact details to contact the person directly. For example, tap the phone icon to call the person or tap the email address to send an email.

Team

From the My Team page, you can access information about your direct and indirect reports. Tap the arrow in the public profile of the employee you are viewing to view their talent profile, goals and absences, if you have the required security privileges.

Setting Up Your Calendar on Your Mobile Device: Explained

My Day displays your appointments and events for the day, that are defined in a calendar on your mobile device. Typically, My Day is linked to the corporate calendar on your mobile device, which is available when you set up your corporate account on the mobile device but you can link it to other calendars on your device.

Tap an appointment to view the meeting information and participants. You can tap the participants to view their public profile, if they are people within your organization. My Day checks the email addresses in the worker profile of the participants to display their user information. From a participant's public information, tap the contact details to contact the person directly. For example, tap the phone icon to call the person or tap the email address to send an email. Tap the list icon next to My Day to view employee announcements and RSS feeds.

Using the Directory on Your Mobile Device: Explained

Use the search feature on your mobile device to search for people in your organization. Search results are based on the data security based on your roles.

The directory shows a person's organization information and public profile. You can also view a person's manager and peers from the directory. Anyone in the organization can access public information about people who are designated as public during security implementation. Human resource specialists and line managers can access information about people in their teams or for whom they are responsible.

The directory search is based on keyword values in these attributes of a person's records: department, job name and code, position name and code, person name, primary email, primary phone, work location, areas of interest, and areas of expertise.

Exporting Contacts, Workers, Colleagues, and Directs on Your Mobile Device: Procedure

You can export contact information of a worker and your peers from any of the following tabs - Public Profile, Talent Profile, Absences, and Goals. As a manager, you can also export your direct reports to your contacts list on the mobile. When you export a contact, worker, colleagues, and directs, they are saved as contacts on your mobile device.

Exporting Contact Information for Workers, Colleagues, and Directs

To export contact information of workers, colleagues, and directs on your mobile device:, complete these steps.

1. Tap the list next to your name and select one of the following:

Action	Description
Export Worker	Exports contact information for the selected worker.
Export Colleagues	Exports contact information of your peers.
Export Directs	Exports contact information of all direct reports of a manager.

2. The selected people are exported to the contact list on your mobile device.

Updating Personal Information on Your Mobile Device: Explained

You can view and update your personal details including biographical information, contact information, contacts, and documents using the **Edit Personal Information** option in the **Actions** menu on your mobile device. The workers' whose information you can update depends on your data security. For example, a Human Resources Specialist can update the

contact information of a worker while an employee can't update the same information for a co-worker. Some information is date-effective. So, if there are any future-dated changes, you will not be able to edit that specific information. When approvals are required, if a previous change is pending approval, you will not be able to edit your personal information until the previous change is approved.

You can update the following details on your mobile device:

Biographical Information

You can view and update your name and marital status if there are no future-dated changes or changes pending approval. You can also edit the blood type, religion and ethnicity as part of your biographical information.

Contact Information

You can view and update your phone, email address (excluding work email), social media name, and URL. You can also view your mailing address.

Mailing addresses added in Oracle HCM Cloud can only be viewed. Log into Oracle HCM Cloud to add or update addresses.

Contacts

You can view and update your emergency contacts on your mobile device.

Documents

You can add, update, or remove the following document types on your mobile device:

- Citizenship
- Driver's License
- Passports
- Visas and Permits

My Learning on A Mobile Device: Explained

You can track your learning items and continue to learn on your mobile device when online and offline. Your learning items are tracked separately in three groups:

- Required Learning
- Voluntary Learning
- Recommended Learning

Required Learning

In the **My Learning** page on your mobile device, you can view your learning summary along with the number of overdue learning items. Under the **Required** tab, the required learning item cards exist in the order of Overdue and Completed statuses. You can view the following details on each of the cards:

- Person who assigned the learning item

- Name of the learning item
- Learning item type icon, for example, the **arrow** icon for a video
- The duration to complete the learning item
- The number of days remaining to complete the learning item
- The **Play** or **Play Again** or **Resume** buttons depending on your progress

Voluntary Learning

View your personal learning items cards on the **Voluntary** tab of the **My Learning** page on your mobile device. You can view the following details on each of cards:

- Name of the learning item
- Learning item type icon representing the learning item type, for example, the computer icon for an online course
- Total or remaining duration of the learning item
- The **Play**, **Play Again**, or **Resume** buttons depending on your progress

Recommended Learning

View your recommended learning items on the **Recommended** tab of the **My Learning** page. You can view the following details on each of the cards:

- People who recommended the learning item
- Name of the learning item
- Learning item type icon, for example, the **View** button for a tutorial
- Total or remaining duration of the learning item
- Number of days remaining to complete the learning item
- The **Play** or **Play Again** or **Resume** buttons depending on your progress

Tap the **Play** button and start learning. To pause, tap **Done** and return to your learning items.

Offline Learning

Even when you are offline, you can view your learning items and continue to learn. The application downloads the learning item and facilitates your learning when offline. When you are online next, the learning progress gets synchronized in the cloud. You can view the progress message on your mobile device.

 **Tip:** You can opt to download learning content on WiFi only and set the maximum size for download in the **Settings** menu of Navigator.

Performing Goal Tasks on Your Mobile Device: Explained

Create, view, and edit your and your report's development goals on your mobile device.

Manage Your Goals

Manage your goals included in a goal plan within a review period on the Goals page.

On the Goals page, you can:

- View your goals included in a goal plan.
- Create a goal by using the Actions menu.
- Tap a goal to view details of the goal. The Goal Details page includes the summary of a goal, your progress on the goal, and other details such as the goal description and success criteria. You can also edit your goal by using the Actions menu on the Goal Details page.
- Submit a goal plan for the approval of all approval-enabled goal changes within the goal plan.
- View goals aligned to a goal on the Aligned Goals page for the goal. The aligned goals support the selected goal.

Manage Your Report's Goals

As a manager, you manage your report's goals included in a goal plan within a review period on the report's Goals page.

On a report's Goals page, you can:

- View your report's goals included in a goal plan within a review period.
- Create a goal for your report by using the Actions menu.
- Tap a goal to view details of the goal. The Goal Details page includes the summary of a goal, the report's progress on the goal, and other details such as the goal description and success criteria. You can also edit your report's goal by using the Actions menu on the Goal Details page.
- View goals aligned to a report's goal on the Aligned Goals page for the goal. The aligned goals support the report's goal.

Managing Absences on Your Mobile Device: Explained

As a worker, refer to the following table to understand absences tasks that you can perform on your mobile device.

Task	Procedure
View absence balances and planned absences	Tap Absences.
Schedule an absence	<ol style="list-style-type: none">1. Tap Absences, Actions, and then select Schedule Absence from the list.2. Select an absence type and enter absence details.3. Tap Submit.

As a manager, refer to the following table for absences tasks that you can perform on your mobile device.

Task	Procedure
Schedule an absence for a direct report	<ol style="list-style-type: none">1. Tap My Team.2. Tap a direct report's name or picture.3. Tap Actions, and then select Schedule Absence from the list.
Approve absence requests	<ol style="list-style-type: none">1. Tap the Bell icon to see the worklist.2. Tap an absence request.3. Approve or reject the absence.

Performing Workforce Predictions Tasks on Your Mobile Device: Explained

Tap the drop-down icon next to Public Profile and click Workforce Predictions to access a worker's predictions.

Predictions Map

View the predictions map to view the predictions for voluntary termination and performance to determine who is likely to have a drop in performance. Use this feature to manage employee performance and reduce attrition.

Predicted Performance and Attrition

From the Workforce Predictions page, view the Predicted Performance and Predicted Attrition tabs. Review a summary of the top contributing factors to these predictions.

4 Analytics and Reporting on Mobile Devices

Using Analytics and Reports on Your Mobile Device: Explained

You can access the Oracle BI application from the Oracle HCM Cloud mobile application, if your administrator has provided a menu to access the Oracle BI application.

Reports and Analytics

To access reports and analytics on your mobile device, do the following:

1. Open the Oracle BI application through the Oracle HCM Cloud mobile application. You can see a menu item (for example, Reports and Analytics) in the Oracle HCM Cloud mobile application that links to the Oracle BI application, if your administrator has provided a link.
2. Tap **OK** to accept notifications.
3. If you are accessing the application for the first time, you are presented with a licensing screen. Scroll to read the licensing agreement, and if you agree to the terms, tap **Accept**.

The Oracle BI mobile application downloads the data from the application server to your mobile device. Depending on how your organization configures the sign in processes, you may see a prompt to sign in before the data transfer occurs. On subsequent use, you see a list of recently viewed reports.

To view reports and analytics in the BI catalog, tap the name of a recently viewed report or navigate to the folder path containing the report and tap the report name. You can do all of the analytic actions (drill, action link, prompts, and so on) that you can do on the desktop. You can also interact with the data by filtering and sorting.

Settings

If needed, you can set up connections to your implemented Oracle HCM Cloud Service. For more information, see Oracle Fusion Middleware User's Guide for Oracle Business Intelligence Mobile.

Glossary

date-effective object

An object with a change history. Professional users can retrieve the object as of a current, past, or future date.

