

# Oracle: HCM Quick Tips

**Do you have an immediate need to complete a WFMO transaction but not sure how to do it in HCM? Use these quick tips to get you pointed in the right direction.**

<b>If You Need To Request A...?</b>	<b>HCM Module To Use:</b>
Leave of Absence (Employee)	Employee Self-Service>Leave Management
Leave of Absence (Manager)	Manager Self-Service>Leave Management
Name Change	Employee Self-Service>Personal Information
New Hire & Rehire	Manager iRecruitment
Title Change	Manager iRecruitment
Transfer	Manager iRecruitment
Salary Distribution Change	Labor Distribution
Salary Change	Manager Self-Service>Personnel Action Request
Separation	Manager Self-Service>Separation
Change in Status	Manager Self-Service>Personnel Action Request
One Time Pay	One Time Payment Requestor



## **Main Menu**

- Employees without direct reports or initiator access will have two functions:
  - Employee I-Recruitment
  - Employee Self Services
- All other responsibilities assigned based on position and established authorizations



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## Employee Self Service

- Personal Information – ensure to update as your personal info changes
- Leave Management - Employees (any type or level) submits request for extended leave. This is not to be confused with request for absence (i.e. time off including sick, vacation, etc.)
- Leave Management – Leaves such as FMLA will be managed by WFMO Leave Coordinator. Manager to receive notifications.
- Deposit Advice – View pay stubs after 08/08/13. Go to MyPaycheck & More for prior pay stubs
- Direct Deposits – Must have at least one direct deposit and no more than four

## Employee IRecruitment

- View and apply to Tulane open positions
- View past applications (after 08/08/13)

Manager/  
Initiator

## One Time Payment Requester

- Payment permits one account only. If more than one account to be charged, determine the value for each respective account, and enter a separate request for each account number

Manager

## Manager IRecruitment (for Hiring Managers)

- One portal for all **Staff, Faculty & Student\*** positions
  - Manager and Initiator access to open new vacancy select and hire new employee even if requesting a search waiver.
  - Create Vacancy also for to be used for promotions and transfers of current Tulane employees
- (\*IMPORTANT NOTE: Posting of student positions in HCM is delayed. Future system updates will include this function. Manual process of Student positions to be completed until further notice. Once manual process is complete and student is hired, the student will have access to Employee Self Service and will be included in the Manager's Direct Reports.)

## Create Vacancy

- Request for approval to post new or replacement position
- Staff positions to complete full selection process.

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- Faculty positions may include full selection process or may be used for placement of new faculty.
- End Date field – leave blank
- Search Waiver – If yes, note name of candidate and email in Comment Field. Attach corresponding documents and candidate resume for OIE review
- Recruiter Name field – leave blank
- Interview Team – Only required if assigning access to vacancy and applications in HCM.
- Attach all required documents on review screen (including but not limited to OIE documentation, Job Descriptions for staff positions, Job Summary template for faculty positions, Organizational Chart, Justification, etc.)
- Approvals include Compensation Department to add compensation details

### **Create Interview, Manage Communications, Compare Candidates**

- Optional functions available to support hiring manager through selection process. Not required

### **Create Offer**

- Request approval of offer submitted
- If position has OIE goal, select tab to print required documents, complete and attached to “Create Offer” before submitting
- If position has OIE goal, OIE will be added as approver
- Offer details should correlate with Vacancy details (i.e. Employment Status; Work Hours, etc.)
- Approvals include Budget Department

Manager

## Manager Self Service (Employee with direct reports)

- Function assigned to all employees with direct reports
- My Employees - View assigned employees and respective assignments
- Personal Action Request - Make changes to assignments
- Leave Management - Not to be confused with request for absence (i.e. sick, vacation)
- Leave Management – Submit Leave Request on behalf of employee who is unable to do so
- Faculty may submit action for sabbaticals and other extended leaves, such as research etc.
- Leave Management – Leaves such as FMLA will be managed by WFMO Leave Coordinator Manager to receive notifications
- Leave Return Request – Excluding leaves managed by WFMO Leave Coordinator, action required for employees returning/not returning from leave as scheduled. Required update to active assignment required to process payroll for returning employee
- Separations

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- Must be submitted timely
- Reason for separation must be accurate (avoid generic reasons such as “personal”)
- Involuntary separations must be approved in advance by WFMO Employee Support Services
- Resignation letters are to be submitted with/attached to separation request
- Contingent Worker Placements – Inactive until further notice
- Labor Distribution –Selecting this opens finance function form

Manager

### Manager Self Service – Delegated (Initiators)

- Same authority as current initiators
- Initiators will have same access to view and submit actions on employees of assigned departments
- My Employees – will be blank if initiators does not have direct reports
- To view or submit action on another manager’s direct reports, initiators will use search function to find employee
- Initiators may view all actions submitted via Worklist/Fullist function, including status of actions pending approval
- Actions submitted by initiator on behalf of a manager, will not require that manager’s approval
- Menu functions same as Manager Self Service – See Manager Self Service section for details