

# ORACLE HUMAN RESOURCES

## KEY FEATURES

- Employee availability brings scheduling and calendar events together
- Ability to re-hire an employee before final process date
- Automated and flexible checklists
- Global people management provides the ability to manage records across business groups
- Global deployment allows people to be permanently or temporarily transferred across business groups
- Static user security makes performance improvements to security
- Discoverer End User Layer made available
- Documents of record store regulatory and other work-related documents
- Definition of global person names
- Flexibility to support your business
- Highly automated people management processes
- Highly automated compensation processes
- Workforce planning
- Comprehensive benefits management
- People information for all your needs
- Extensive integration with other applications in the E-Business Suite

*Oracle® Human Resources (HR) is a powerful tool for optimizing the use of the human assets of your business, whether you operate in the private or the public sector. It allows you to adopt structured approaches to attracting, retaining, developing and using the critical skills and knowledge needed to improve the capability of your business to meet new challenges. Oracle HR is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to seamlessly work together.*

Oracle HR is a key component of the fully integrated Oracle HRMS suite of Applications, comprising of Oracle HR, Oracle Payroll, and Oracle HR: Self-service, Oracle Time and Labor, Oracle iRecruitment, Oracle HR Intelligence, Oracle iLearning EBS, Oracle Advanced Benefits, and Oracle Labor Distribution.

Oracle HR also provides a foundation of workforce information leveraged across the E-business Suite, to support processes such as professional services automation, sales incentive management, asset allocation, financial management, and approvals. Oracle Human Resources includes local extensions for more than 30 countries containing regulatory and cultural functionality for each country.

### Align Your Workforce to Corporate Objectives

With increasing demands to optimize the use of the workforce in a dynamic global business environment, businesses are rapidly adopting new e-business practices to succeed in an increasingly competitive environment. These practices enable companies to align the workforce to business objectives, and to systematically grow and reward talent as strategic resources. Oracle provides this via collaborative, internet-enabled capabilities.

You can:

- Rapidly implement jobs, positions, grades and steps using tools designed to help setup your organizational structure.
- Create and manage evolving business structures; quickly redirect the workforce to meet new goals via mass changes to organization structures, compensation, and work terms.
- Manage flexible working arrangements using permanent, short-contract and contingent workers to staff new projects quickly and at the appropriate level of cost and skill.
- Plan to meet business objectives by identifying current and future job capability requirements and increasing staffing capability through job pathing and structured learning.

- Use automation to match suitability and identify required skills and qualifications and help fit and deploy people to jobs or projects.
- Measure and monitor performance to personal goals and corporate objectives. Continually monitor personal performance and use structured career development methods, such as on-line appraisals of objectives and competencies, to ensure that employees continue to develop and utilize skills.
- Motivate the workforce and influence performance through targeted total compensation, including adjustments to performance-based pay, bonuses, non-cash, and benefits.

### **Achieve Efficiency Gains While Increasing Workforce Productivity**

Oracle HR allows you to automate all aspects of workforce management to achieve drastic productivity gains and cost savings throughout your workforce, while ensuring that confidential data is maintained electronically and securely.

You can streamline your business processes with self-service, workflow and policy automation, speeding up transactions and reducing overheads and error. Oracle HRMS enables you to:

- Automate basic policy rules, ranging from eligibility for compensation to rules about placing people into funded positions, and security access.
- Use predefined policy rules and dynamic eligibility determination to manage a person's career and salary advancement through grades and/or steps.
- Seamlessly integrate with the rest of the Oracle E-Business Suite, including Financials for payroll and Projects for project-based staffing and deployment.
- Route approvals automatically to shorten the time to complete workforce related changes.
- Ensure timely transactions with no errors, and eliminate many unnecessary process steps.

### **Use Total Compensation to Attract and Retain People**

Increased global competition for scarce skilled resources mean that every business has to become more innovative in offering total compensation packages that meet the many and varying needs of the people it is trying to attract and retain. At the same time, organizations need to exert strong control over employment costs. You can adopt the latest thinking based on benefits best practices as well as comply with governmental regulations by using our full featured, rules-based compensation system.

Oracle HR delivers a highly flexible, configurable approach to designing compensation and benefits programs to meet any degree of complexity. Wizards make plan design implementation fast and error free.

Use Oracle HR to:

- Reduce administrative costs and reduce errors through policy automation
- Set up a criteria-based pay system to pay a person different rates of pay within a single timecard based on criteria such as the job they perform or the location in

which they perform it.

- Create and manage leave plans for different employee categories that are finely tuned to the needs of the organization and of the individual.

### **Manage Globally, Act Locally to Meet Corporate Compliance Guidelines**

To function efficiently, companies need to consolidate global business information real-time. However, it is usually inappropriate to conduct transactions in a single manner, because legal requirements, language, and cultures demand variation. With Oracle, companies benefit from global features such as multi-lingual, multi-currency capabilities, all operating on a single global instance. This enables business to be conducted globally within the same database (consolidating common information), yet still allows users to conduct transactions in a style and language natural to them, which is compliant with local regulations.

Additionally, the consolidation of information makes it possible to deliver truly global daily business intelligence. Oracle HRMS' global and local capabilities allow you to:

- Manage recruitment, hiring and deployment on a global basis to ensure that you can hire the right talent no matter where they are located.
- Hold information in the correct format with full validation of addresses, currency, and data formats, banking details, payment methods, and office locations for any country.
- Manage the process of performing permanent and temporary transfers globally between countries.
- Record home and host country compensation in any currency as well as perform Euro conversions.
- Use pre-delivered menus and forms for many countries as extensions to the global application. Each delivered country has extra information, new functionality and reports needed to meet legislative reporting requirements or cultural needs.
- Meet corporate compliance obligations through local legislative reporting and analysis of workforce statistics.
- Supervise, analyze and perform transactions and approvals on a workforce dispersed across the world within a global security environment, presenting dates and times in their time zone.
- Consolidate information across countries or lines of business using reports such as global headcount/FTE reporting or global HRMS business intelligence.
- Oracle HR streamlines many global functions such as international transfers by ensuring that information about an employee that applies worldwide, such as competency profiles, is held only once.

### **Improve Workforce Capability and Develop Leadership Through Structured Talent Management**

Oracle HR offers you a complete framework for developing the skills and knowledge of your workforce, and a systematic method for assessing and rewarding their use in meeting

business objectives.

You can:

- Supervise, analyze and perform transactions and approvals on a workforce dispersed across the world within a global security environment.
- Define or upload a library of competency definitions together with appropriate measurement scales, and apply these to job requirements, to people, and to training.
- Conduct competency gap analysis for recruiting, employee development and planning of learning.
- Link directly to learning plans, and then to on-line learning delivery.
- Link performance directly to pay.

### **Control Workforce Costs and Overheads**

In order to meet increasing commitments within tight budgetary constraints, you need to manage workforce costs tightly.

Use Oracle HR to:

- Budget different components of the cost of each post, and track expenditure against committed activities.
- Use our automated approach to controlling spending means to require approvals prior to the creation of new posts.
- Control the hiring of new people to existing posts outside budget limits, according to your policies.
- Cascade the allocation of budget and spend through the management chain, and retain control by reviewing how budgets and expenditure are taking place throughout the organization.
- Monitor utilization, absence headcount and costs on a global basis.

### **Flexible to Adjust to New Business Processes and Structures**

Oracle HR is flexible to change with your business practices as your business evolves into an e-business. Oracle's pre-defined HR business processes, whether workflow approvals or the flow of activities, are designed to be configurable so that they can change over time.

Use Oracle HR to:

- Manage 'mass' change processes for rapid reactions to changes. A change to reporting structures, or a business acquisition, can all be incorporated quickly into your business processes by using the configurable mass update.
- Use rapid data upload facilities combined with mass change processes to implement changes to high volumes of information, such as employee job data, security, new departments, or new work relationships.
- Expand to meet your changing needs for managing information, and grow with your business using standard, upgradeable configuration capabilities.

## KEY BENEFITS

- Security options to meet your needs
- Rapid implementation tools to support set up of organizations, jobs, positions, grades and steps
- Operational Reports assist decision making and compliance including Discoverer End User Layer
- Global information on all current and potential workforce members, including applicants, employees and contingent workers
- Single repository of employee data
- Workflow to increase productivity and improve governance and control

## RELATED PRODUCTS

For more information on related HRMS Applications, please see product announcements and data sheets on the following:

- Oracle Payroll
- Oracle Training Administration
- Oracle HR: Self-service
- Oracle Advanced Benefits
- Oracle Time and Labor
- Oracle iRecruitment
- Oracle iLearning
- Oracle HRMS Business Intelligence
- Oracle Project Accounting
- Oracle Federal Human Resources (US)
- Oracle Labor Distribution

In addition, product announcements and data sheets are available which detail country-specific extensions for Oracle HR and Oracle Payroll.

## RELATED SERVICES

The following services are available from Oracle Support Services:

- Oracle E-Business Suite Accelerators
- Oracle Application Solution Centers
- Oracle University
- Oracle Consulting

## Oracle E-Business Suite—The Complete Solution

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more—all from applications that are built on unified information architecture. This information architecture provides a single definition of your customers, suppliers, employees, and products—all important aspects of your business. Whether you implement one module or the entire Suite, Oracle E-Business Suite enables you to share unified information across the enterprise so you can make smarter decisions with better information.

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