



## # Syllabus: **Oracle** HRMS Course

### **Core HR**

- 1.1 Date Tracking
- 1.2 Flex fields (Key Flex Field and Descriptive Flex Field)
- 1.3 Segments, Values and Value sets
- 1.4 Defining Business Groups and Organizations
- 1.5 Define System Profiles
- 1.6 Defining Jobs, Grades, Positions, Competencies
- 1.7 Organization and Position Hierarchy
- 1.8 Functions
- 1.9 Menus
- 1.10 Responsibilities
- 1.11 Users
- 1.12 Concurrent Programs, Request Groups
- 1.13 Security Profiles
- 1.14 SIT and EIT (Special Information and Extra Information Types)
- 1.15 Lookups
- 1.16 Creating Employees and Assignments and Secondary Assignments
- 1.17 Terminations and Reverse Terminations and Rehire
- 1.18 Task Flows Best course for oracle apps r12 HRMS training

### **Self Service Human Resource**

- 2.1 Absence Management
- 2.2 Approvals Management Engine (AME)
- 2.3 Employee Self Service, Manager Self Service
- 2.4 Employee and Manager Initiated Terminations
- 2.5 Personalization's (OAF)

### **iRecruitment**

- 3.1 iRecruitment Cycle
- 3.2 iRecruitment Grants
- 3.3 iRecruitment Responsibilities and user menus
- 3.4 Creating and Maintaining Default Job Postings
- 3.5 Vacancy Management
- 3.6 Creating and Maintaining Recruiting Sites
- 3.7 Self service menus and user access
- 3.8 Candidate Search and Shortlisting
- 3.9 Communication
- 3.10 Interview Management
- 3.11 Offer Management – Defining and maintaining template for offer letter
- 3.12 Creating Agencies
- 3.13 Accessing to External site
- 3.14 Maintaining External and Internal candidates
- 3.15 Assessment

## **Payroll**

- 4.1 **Consolidations Set**
- 4.2 **Payment Methods**
- 4.3 **Defining Payroll**
- 4.4 **Defining Elements**
- 4.5 **Element Link**
- 4.6 **Salary Basis**
- 4.7 **Writing Fast Formula**
- 4.8 **Formula Result**
- 4.9 **Payroll Run**
- 4.10 **Quick Pay**
- 4.11 **Retropay**
- 4.12 **Advance Pay**
- 4.13 **Third Party**
- 4.14 **Balances**

## **Oracle Time and Labor**

- 5.1 **Creating timecard building blocks**
- 5.2 **Creating different flexible implementation**
- 5.3 **Options that OTL provides**
- 5.4 **Integrating OTL with Payroll by elemen**
- 5.5 **Setup process for OTL**
- 5.6 **Approval Periods and Approval Styles**
- 5.7 **Time Entry Rules**
- 5.8 **Time Entry Rule Groups**
- 5.9 **Preferences**
- 5.10 **Alternate Names**
- 5.11 **Configure OTLR**
- 5.12 **Policies**
- 5.13 **Transfer timecards to Batch Element Entry (BEE)**
- 5.14 **Time Keeper**
- 5.15 **Automatic Time Card Generation**
- 5.16 **course for oracle apps r12 HRMS training with the real-time trainer**



HRMS (Human Resource Management System)