

Szkolenie: Oracle R12.x Oracle Time and Labor Fundamentals



Cel szkolenia:

Oracle Time and Labor automates the entire time and attendance record-keeping process and provides an intuitive, web-based interface for time entry and approval. It offers a simplified way to submit, review, track and approve timecards.

The goal of the Oracle Time and Labor course is to provide knowledge and understanding of the product and its key features. The course provides information on the features Oracle Time and Labor offers to support the common business processes.

This course introduces the concepts of timecard and timekeeping in the workplace. The lessons in this course discuss using the OTL application to capture timecard information, configuring rules on validating, approving, and transferring time. The course covers topics on using Oracle Time and Labor Rules to auto-generate timecard details for workers based on enterprise policies. Course content includes information on using the OTL application to manage time effectively, details on managing time for other workers, using templates for flexible and quick timecard entry, and archiving timecards to release disk storage space.

Learn To:

- Recognize the Oracle Time and Labor (OTL) product
- Create timecard building blocks in OTL
- Setup the different flexible implementation options that OTL provides
- Configure Oracle Time and Labor Rules (OTLR)
- Configure and assign time structures and policies to workers
- Archive and restore timecards

Objectives:

- Recognize the Oracle Time and Labor product
- Recognize the timecard building blocks
- Understand the different flexible implementation options that OTL provides
- Recognize the element setup process for OTL
- Learn how to define approval periods and styles for timecards
- Understand time entry rules for validation
- Learn about timecard layouts and preferences

- Understand Oracle Time and Labor Rules (OTLR)
- Identify how the time management structures and policies fit together
- Configure OTLR
- Learn how to assign structures and policies to workers
- Transfer timecards to Batch Element Entry (BEE) and Oracle Projects
- Understand how to set up and use Change and Late Audit (CLA)
- Describe the advantages and flexibility of entry-level processing
- Use Timecard Dashboard
- Learn how OTL archives and restores timecard data

Plan szkolenia:

- Introduction to Oracle Time and Labor
 - Collecting Time Information
 - Typical Time Management Steps
 - Common Business Issues with Time Collection
 - Oracle Time and Labor Overview
 - OTL Solution to Common Business Issues
 - Central Time Store
 - Integration with Oracle E-Business Suite
 - Integration with Oracle HR and Oracle SSHR Absence Modules
- Introducing the Timecard
 - The Timecard Building Blocks
 - Preferences
 - Timecard Layouts
 - Timecard Templates
 - Approvals and Validation
 - Disconnected Entry
- Implementation Options
 - Implementation Scenarios
 - OTLR and OTL Self-Service
 - Oracle Time & Labor Rules (OTLR)
 - Basic Setup Steps
 - Security Setup Steps
 - Time & Labor Rules and Preferences

- Linking Time Management Rules
- OTL and Absence Integration – Setup
- Time Entry and Approval Rules
 - Timecard Validation
 - Timecard Edits
 - Flexibility in Approvals
 - Application Sets
 - Time Entry Rules for Validation
 - Time Categories
 - Time Entry Rule Groups
 - Time Entry Rule Formulas
- Approval Periods and Styles
 - Approvals
 - Relating Approval Definitions
 - Recurring Periods
 - Approval Periods
 - Approval Styles
 - Approval Notifications
- Using Elements in OTL
 - Elements for Time & Labor
 - Element Information
 - Defining Elements in OTL
 - Linking Elements in OTL
 - Element Sets
 - Element Time Information for Oracle Time and Labor Rules (OTLR)
 - Additional Element Information
- Mappings and Retrieval Processes
 - Accessing Time Information
 - Mappings
 - Mapping Components
 - Generate Flexfield Mappings
 - OTL Information Types Flexfield
 - Retrieval and Deposit Processes
 - Retrieval Rules
 - Approval Statuses
- Timecard Layouts and Preferences

- Timecard Flexibility Using Oracle Time & Labor
- Timecard Layouts
- Predefined Layout Styles
- Timecard Preferences
- Templates
- Alternate Names
- Eligibility Rules
- Defining OTLR Structures
 - Introducing Oracle Time and Labor Rules (OTLR)
 - The OTLR Timecard
 - Configuring OTLR
 - Preferences for OTLR
 - Required Set Up For OTLR
 - Holiday Calendars
 - Shifts, Work Plans, and Rotation Plans
 - Earning Groups
- Defining OTLR Policies
 - Defining Policies
 - Time Management Policies
 - Hour Deduction Policy
 - Shift Differential Policy
 - Premium Eligibility Policy
 - Premium Interaction Policy
 - Earning Policy
 - Policy Maintenance and Implementation Verification
- Assigning Structures and Policies
 - Assigning Structures and Policies
 - Assigning Rules to a Worker: Required Data
 - Assigning Rules to a Worker: Optional Data
 - Running the Person/Assignment Table List
 - Viewing Employee Assignment Information Folder
- Transferring Timecards to BEE and Oracle Projects<
 - Applying Schedule Rules to Timecards
 - Entry Level Processing
- Change and Late Audit (CLA)
 - TimekeeperSelf-Service Line Manager

- Archiving and Restoring Timecards

Poziom trudności



Certyfikaty:

Uczestnicy szkoleń otrzymają zaświadczenia o ukończeniu kursu sygnowane przez firmę Oracle.

Prowadzący:

Autoryzowany wykładowca Oracle.