

# Oracle Self-Service Human Resources



## KEY FEATURES

- Self service system for Personnel Information and Actions
- Comprehensive Worker Talent Profile
- Suitability matching to connect workers and work opportunities
- Responsibility Ownership function provides administrators with a list of owned responsibilities
- Current and historical contract information is displayed in manager and employee views
- Deploy and manage online content
- Configurable Workflow and Approvals

## KEY BENEFITS

- Self-service applications empower employees, which can lead to improved morale and increased retention
- Self-service applications can significantly improve productivity and lower labor and operational costs.
- Improves your talent management processes, and enables you to optimize your human capital through E-Business HRMS.

To compete in an increasingly demanding marketplace, an enterprise must optimize the use of its human assets. Oracle® Self-Service Human Resources (HR) enables your workforce to manage information through interfaces personalized to their roles, on-line experience, work content, language, and information needs. Oracle Self-Service HR is designed for the novice user, with intuitive navigation and graphics as well as on-line help for each field. It is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

## Optimize Your Use of Human Capital Through E-Business HRMS

An enterprise is more effective when its people are motivated to update information that is relevant to their career and work, resulting in improved data accuracy, relevance, and timeliness. Oracle's end-to-end Internet solution for human resources ensures that all participants in the human capital business processes can easily engage online as part of a coherent system of people management throughout the enterprise. On-line access for all employees creates a 'collaborative community' that uses and contributes real-time information about human assets.

Oracle Self-Service HR enables you to cut the costs of HR transactions, increase the accuracy of transactional data, and free your HR team to focus on HR programs, management and consultation.

## Single Entry Point for All Day-to-Day People Management Activities

Oracle Self-Service HR users, including contingent workers, are granted access to information and applications based on their roles. Workers have access to their own data only, whereas managers with headcount have access to their subordinates' information and other related manager self-service functionality.

The Responsibility Ownership function enables you, as an administrator or implementer, to see a list of owned responsibilities. You can see the number of people with access within and outside the organization, and you can revoke access directly from the list of people.

Organization Chart	Talent Profile	Manager Actions
<ul style="list-style-type: none"> <li>○ Worker Status Change</li> <li>○ Change Hours</li> <li>○ Termination</li> <li>○ Change Pay</li> <li>○ Change Job</li> <li>○ <b>Promotion</b></li> <li>○ Change Cost Center, Location and Manager</li> <li>○ Personal Information</li> <li>○ Tenure Status</li> <li>○ Transfer</li> <li>○ Education and Qualifications</li> <li>○ Other Professional Qualifications</li> <li>○ Work Preferences</li> <li>○ Change Cost Center, Terms and Manager</li> <li>○ Extra Information</li> <li>○ Change Worker Status and Terms</li> <li>○ Employee Review</li> <li>○ Individual Compensation Distributions</li> <li>○ Private Vehicle Entry</li> </ul>	<p>Promotion : Assignment</p> <p>Employee Name <b>Bennett, Terry</b>            Organization Email Address            Manager <b>Palmer, Blair</b>            Position <b>MGR519.Recruiting Manager</b>            Assignment Category <b>Fulltime-Regular</b>            Context</p> <p><input checked="" type="radio"/> Changes should take effect on the effective date as entered below.            Effective Date <input type="text" value="14-May-2013"/> <input type="button" value="..."/>  <small>(example: 14-May-2013)</small></p> <p><input type="radio"/> Changes should take effect as soon as final approval is made.            * Indicates required field</p> <p><b>Department</b></p> <p>* Department Name <input type="text" value="Corporate Human Resources"/> <input type="button" value="..."/></p> <p>Address Line 1 <b>90 Fifth Avenue</b>            City <b>New York</b>            State <b>NY</b>  <small>New York</small>            Zip Code <b>10022-3422</b>            Country <b>New York</b>  <small>New York</small>            Country <b>United States</b>  <a href="#">More Details ...</a></p> <p><b>Job</b></p> <p>Job Title <input type="text" value="CON600.Consultant"/> <input type="button" value="..."/></p>	

Figure 1: Perform Manager Actions

## Reduce Data Maintenance for HR Professionals

Providing employees with self service functions enables you to divert the responsibility for data maintenance away from your HR Professionals, freeing them for other activities. Through direct access to self-service web pages, employees can choose benefit options, view pay slips, enroll in learning, enter timesheets, track their performance objectives, perform self-assessments, indicate work preferences, enter competencies, view leave accrual balances, request leave, and apply for jobs.

## Support your Global Organization

A global enterprise must ensure that all human resource transactions comply with the requirements of each local area. Oracle Self-Service HR ensures that local legislative information is incorporated into personnel transactions such as transfers or terminations. Oracle Self-Service HR also supports local formats such as address, bank information, dates, and numbers.

## Configurable to Support your Organization

Enterprises can improve efficiency by configuring applications to address the organization's needs. Oracle Self-Service HR is a highly extensible and configurable application enabling you to configure content, labels, links, and logos to match your corporate identity. You can include corporate knowledge repositories, HR policies, or external links such as benefits providers. You can omit process steps in an HR transaction that may not be relevant for your business, or choose to display your own configured fields to capture information that is unique to your organization.

## A Common Approach to Security and Global Information

A common approach to security and global information reduces the cost of maintaining secure access by automating security changes as an employee joins the business, or moves around the organization. Oracle Self-Service HR shares data input and security

features with all of Oracle E-Business Suite HCM applications. When a user enters information, it is validated behind the scenes using Oracle's open applications program interfaces (APIs), to ensure it is always accurate and consistent.

### Harness the Power of Workflow to Speed up Processes

Oracle Self-Service HR uses Oracle Workflow throughout its design to streamline inter-user approvals and participation in review processes. You can configure any process using Oracle Workflow that requires routing to other users for review, approval and finalization.

### Leverage Self-Service Processes to Manage your Human Capital

Developing, managing, and retaining key talent is critical for all organizations. Use Organization Chart for a visual representation of reporting relationships in an enterprise. Details of workers in the manager's hierarchy are displayed in the form of panel cards. The simplified, tabbed self-service user interface guides managers from the Organization Chart to the Talent Profile to view detailed talent information of their employees from which they can then launch manager actions for any employee in their reporting hierarchy. To increase productivity, all manager and personal actions can be performed from a single starting point.

Oracle Self-Service HR, integrated with Oracle HRMS, gives your people the opportunity to continually self-improve through access to targeted training and job opportunities.



Figure 2: Organization Chart

### Talent Assessment and Development

Using the Talent Profile, managers and workers can view worker details such as Employment and Contact Details, Competencies, Appraisals, Job History, Previous Employment, Certifications, Trainings Attended and Career Path – all on a single page. Workers can only access their own data, whereas managers have access to their

workers' information. Managers and workers can also perform real-time updates to information and directly launch self-service actions from the Talent Profile home page.

Managers can make informed decisions and take coordinated actions using the comprehensive information available in the Talent Profile. Additional capabilities such as performance matrices and suitability analyzer are available with Oracle Succession Planning, a related application.

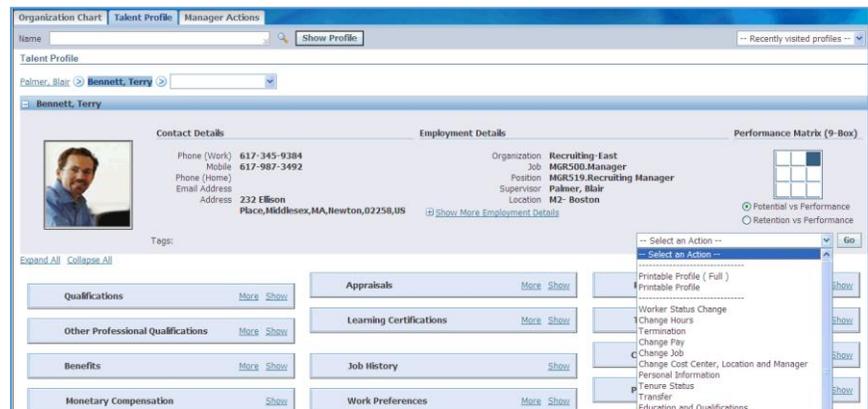


Figure 3: Launch Self-Service Actions from Talent Profile page

## Ability to Apply for Jobs in Self-Service

Employees and contingent workers can search for jobs and apply online. Using Oracle Self-Service Human Resources, hiring managers can view and process applications. The Apply for Job feature provides an online application process for your workers without requiring Oracle iRecruitment.

## Deploy and Manage Online Content

Knowledge integration arms users with pertinent information thereby reducing inquiries to HR Professionals and enabling them to focus on more valuable HR services. Eliminate the need to provide and maintain printed manuals and guidance as the necessary information is maintained in a single online source that is easily deployed and accessible.

Content vendor integration offers the ability to integrate with third party information providers. Managers, employees and contingent workers can use this feature to access third party content sites that host company specific policies or any other relevant information directly from the HCM self-service pages.

## Online Access to Competency Profiles and Matching Capabilities

To support enterprise performance management processes, people can leverage self-service to maintain their skills and knowledge profiles on a global basis. The enhanced Competency Profiles user interface simplifies review and approval. Both managers and employees can utilize Suitability Matching to compare competency profiles with a work opportunity's requirements.

**PRODUCT NAME**

- Oracle Self-Service Human Resources

**RELATED PRODUCTS**

Leverage users' self-service experience with the following E-Business Suite products that are integrated with Oracle Self-Service Human Resources:

- Oracle HCM
- Oracle Advanced Benefits
- Oracle iRecruitment
- Oracle Learning Management
- Oracle Projects Application

**RELATED SERVICES**

The following services support Oracle Main Product:

- Update Subscription Services
- Product Support Services
- Professional Services

**Oracle E-Business Suite: The Complete Solution**

Oracle E-Business Suite enables organizations 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 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.

**CONTACT US**

For more information about Oracle Self-Service Human Resources, visit [oracle.com](http://oracle.com) or call +1.800.ORACLE1 to speak to an Oracle representative.

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**Hardware and Software, Engineered to Work Together**

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