

## Oracle Fusion HCM Course Content

Course Duration - 80-100 Hrs., 10-12 Weeks

### Course Information

#### Batch Options

Weekday Mor & Eve Batches  
Mon – Sat – 1 Hr./Day

#### About the Trainer

Mr. Prasad, Industry Expert Trainer  
with 20+ Years Real Time HCM Work  
Experience at Top consulting firms

#### Contact Us

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### Oracle Fusion HCM Training (12 Func. Modules + All Tech. Skills + Live Project + Placement)

#### Key Highlights

- 80-100 Hours Live Instructor-Led Training
- Real-Time Implementation Scenarios & Live Projects
- Fusion HCM Instance Access for Hands-On Practice
- Lifetime Access to Session Recordings & PPTs
- Resume Preparation & Mock Interview Support
- Oracle Certification Guidance
- Placement Assistance & Regular Job Alerts
- Training Delivered by Industry Expert with 20+ Years Experience

#### What you'll learn

HCM Functional	HCM Functional	HCM Technical
Global HR	Profile Management	HCM DL & HCM SDL
Journeys & Checklists	Goals Management	Workflow Approvals
Time and Labor (OTL)	Career Development	OTBI & BIP Reports
Absence Management	Performance Management	HCM Extracts
Payroll	Talent Review & Pools	Fast Formulas
Compensation Management	Succession Management	Sandbox UI & VBS

## Course Content

### Module 1: Introduction to Fusion HCM Cloud Application

- What is ERP?
- What is Oracle Fusion Cloud Application?
- Fusion Product Families
- How does HCM Implementation project Work?
- HR Business Process Flow & Fusion HCM Modules
- Fusion HCM Cloud Job Openings
- Who can do this course?
- High Level Overview of the course content

### Module 2: Navigation in ERP Cloud

- Navigation in Oracle Cloud applications
- News Feed home page layout
- Banner Layout
- How to switch between layouts
- Predefined themes for home page layout

### Module 3: Dashboards, Work Areas and Info tiles

- Dashboards in Oracle Cloud applications
- Work Areas and Info tiles
- Tasks Panel - Access tasks, perform searches, run reports
- Info lets - Summary View, facilitates drilldown, Personalize
- Set User Preferences, save custom searches, Configure table columns
- Predefined themes for home page layout

## Module 4: Security in Fusion Cloud Application - RBAC

- Role based access control - RBAC
- Configure security framework using Privileges, Duty roles, Job Roles, Abstract roles
- Assigning job roles to user and see the changes in application UI
- Create a custom role and compare it to standard role
- Explain other options available in IT Security Console
- Grant Data Access to user
- HCM Security Profiles

## Module 5: Functional Set Up Manager

- What is FSM?
- Explain key concepts of functional setup manager
- Features & Benefits of FSM
- Manage Setup data using 2 approaches - FSM or Implementation project
- Use Configuration Package to import and export set up data across instances
- Migration approach to move setup data from test to prod

## Module 6: Value Sets, Flexfields & Lookups

- Understand Value Sets Concept
- Create 5 different types of Value Sets and use them in Flexfields configuration
- Configure Descriptive Flexfields (DFF), deploy and test it in application
- Configure Extensible Flexfields (EFF), deploy and test it in application
- Configure Key Flexfields (KFF), deploy and test it in application
- Understand configuration levels of lookups

## Module 7: Global HR - Configure Enterprise Structures

- Understand Enterprise Structures in depth
- Configure Enterprise Structures Configuration (ESC)
- Manage Enterprise HCM Information
- Employment Models
- Person / Worker Number Generation
- Manage Actions & Action Reasons
- Value Sets, Flexfields, Lookups
- Manage Reference Data Sets
- Create Geographies & Locations
- Set up Divisions
- Define Legal Entity
- Manage Payroll Statutory Unit
- Set up Legal Employers
- Manage Legal Entity HCM Information
- Create Business Units
- Manage Assign Set IDs for Business Units

## Module 8: Global HR - Configure Workforce Structures

- Create Departments and Department Trees
- Manage Organization Trees
- Manage Grades, Grade Rates, and Grade Ladder
- Set up Jobs
- Create Positions and Position Trees
- Manage Person and Assignment Types
- Hire an employee

## Module 9: Global HR - Administering and Using Global HR - Part 1

- Managing Workforce Structures - Location, Division, Department, Job, Position
- Administering Workers in Global Human Resources
- Hiring an Employee, Hiring an Employee into a Position
- Managing Person Information
- Managing Employment Processes
- Creating an Additional Work Relationship
- Managing Employee Assignment
- Terminating a Work Relationship
- Managing Directs, Mass Updates, and Areas of Responsibility
- Assigning Areas of Responsibility
- Managing Seniority Dates and Schedules
- Examining Positions
- Auto Synchronization of Position Attributes for Employees

## Module 10: Global HR - Administering and Using Global HR - Part 2

- Browsing the Employee Directory
- Updating Employee Qualifications
- Transferring an Employee for Location Change
- Promoting an Employee
- Using Employee Self-Service - Resetting Passwords, Changing Personal Details
- Managing Notifications and Approvals
- Managing Document Records
- Adding Documents of Record as Managers, Employees
- Configuring Checklists, Create Task Page, Using Checklists, Using Journeys
- Completing Onboarding Tasks as a New Hire
- Reviewing Onboarding Tasks for Employees

## Module 11: Configure Journeys & Checklists

- Overview of Journeys and Checklists
- Understanding Journey Architecture and Components
- Configure Journey Categories
- Configure Security and Access
- Create Tasks and Task Types
- Configure Journey Templates
- Configure Journey Eligibility Criteria
- Configure Task Dependencies
- Configure Notifications and Reminders
- Create and Manage Checklists
- Configure New Hire Onboarding Journey
- Configure Absence Management Journey
- Configure Employee Survey Journey
- Configure Automatic and Manual Journey Assignment
- Journey Design Best Practices

## Module 12: Administration Journeys & Checklists

- Assign Journeys to Employees
- Launch and Manage Employee Journeys
- Manager Experience in Journeys
- Employee Experience in Journeys
- Complete and Update Journey Tasks
- Monitor Journey Progress and Completion Status
- Reassign Journey Tasks
- Extend, Reopen, and Cancel Journeys
- Manage Journey Notifications
- Track Pending and Overdue Tasks
- Analyze Journey Completion Metrics
- Troubleshooting Common Journey Issues

- End-to-End Demo: New Hire Onboarding Journey
- End-to-End Demo: Absence Management Journey
- End-to-End Demo: Employee Survey Journey

## **Module 13: Time and Labor (OTL) - Configuration**

- Overview of Oracle Time and Labor
- OTL Architecture and Key Concepts
- Configure Worker Time Processing Profiles
- Configure Time Entry Layout Components
- Configure Time Entry Layout Sets
- Configure Time Consumer Sets
- Configure Time Categories
- Configure Time Attributes
- Configure Time Calculation Rules
- Configure Time Submission and Approval Rules
- Assign Time and Labor Configuration to Workers
- End-to-End OTL Setup Demo

## **Module 14: Time and Labor (OTL) - Administration**

- Employee Time Entry Process
- Manager Time Review and Approval
- Create and Submit Time Cards
- Correct and Resubmit Time Cards
- View Reported Time and Calculated Time
- Manage Time Card Statuses
- Monitor Time Processing Results
- Review Time Entry Exceptions

## Module 15: Absence Management - Configuring Absence Management - Part 1

- Manage Derived Factors & Eligibility Profiles
- Repeating Time Periods
- Configure Absence Management Lookups
- Manage Absence Management Descriptive Flex Fields
- Fast Formulas in Absence Management
- Manage Absence Reasons
- Absence Plans Overview
- Types of Absence Plans

## Module 16: Absence Management - Configuring Absence Management - Part 2

- Defining Accrual Plans
- Configure Accrual Plan Attributes and Limits
- Set up Accrual Plan Matrix and Accrual Rates
- Absence Plans and Payroll
- Absence Type, Rate Definitions and Formulas
- Define Absence Pattern and Features
- Create Absence Category
- Set up Absence Certifications
- Accrual Plan Entries and Balances

## Module 17: Absence Management - Administering Absences

- Managing Absence Records and Entitlements
- Absence Recording Overview
- Absence Administration Work Area Overview
- Schedule and Record Absences Overview
- Configure Absence entry and Absence Approvals
- Enrolling workers in various absence plans
- Scheduling and Monitoring Absence Processes
- Absence Approval and Maintenance

## Module 18: Payroll - Configure Payroll - Part 1

- Overview of Payroll
- Manage Key Flex Fields
- Payroll Costing Overview
- Cost Allocation Key Flexfield Overview
- Understanding the Cost Hierarchy
- Create Legal Address
- Manage Legal Jurisdictions
- Configure Legal Authorities
- Setting up Global Payroll
- Defining Payroll Elements
- Payroll Elements Classifications
- Managing Earnings and Deductions
- Costing an Element

## Module 19: Payroll - Configure Payroll - Part 2

- Creating and Managing Fast Formulas
- Understanding Fast Formula Components
- Defining and Managing Balance Definitions
- Creating Balance Feeds
- Configuring Bank Accounts
- Set up Organization Payment Methods
- Managing Third Parties and Third-Party Payment Methods
- Define Consolidation Groups
- Create Payroll Definitions
- Set up Payroll Costing
- Managing Time Definitions
- Defining Object Groups

## Module 20: Payroll - Execute Payroll and Test Setup

- Run Payroll end to end processes till Payslip generation
- Payroll Flow Pattern Overview with its components
- Defining Payroll Flow Patterns
- Understanding and Managing Payroll Flow Tasks
- Manage Salary
- Create Element Entries
- Set up Personal Payment Method
- Calculating Quick pay
- Payroll Calculation
- Running Payroll Using a Flow Pattern
- Understanding the Payroll Calculation Process
- Reviewing Payroll Results

## Module 21: Compensation Management - Configuring Compensation Management - Part 1

- Overview of Compensation
- HCM Employment Model
- Manage Derived Factors
- Define Eligibility Profiles
- Configure Payroll Elements
- Setup Element Eligibility

## Module 22: Compensation Management - Base Pay and Individual Compensation Plan

- Overview of Base Pay and Individual Compensation Plan
- Configure Annual Salary Basis
- Configure Hourly Rate Salary Basis
- Understand Salary Basis with components

- Define Eligibility Profiles
- Updating Salary Basis on Employees
- Administering Base Pay of Employees
- Create Individual Compensation Plans

## **Module 23: Compensation Management - Workforce Compensation Plan & Statements**

- Basic Plan Navigation
- Configure and Understand Plan Details
- Configure and Understand Eligibility Profiles
- Understand Plan Cycle Dates
- Configure Hierarchy, Currency, Access, Feedback and Plan Info
- Configure Budgeting
- Configure and Understand Components, Performance Ratings and Approvals
- Configure and Understand Compensation Statements
- Configure and Understand the Compensation Worksheet

## **Module 24: Profiles Management**

- Profiles Management Concepts and Actions
- Profile Types
- Item Catalogs
- Content Sections
- Set up Profile Options
- Create Eligibility Profiles
- Profile Rating Models
- Configure Talent Notifications
- Administering Profiles Management

## Module 25: Goals Management

- Goal Management Concepts and Actions
- Goal Types
- Manage Goals Lookups
- Set up Profile Options
- Create Eligibility Profiles
- Manage Review Periods
- Configure Goals Notifications
- Create Goal Library, Goal Plans, and Goal Plan Sets
- Administering and Mass Assigning Goals
- Managing Worker and Organization Goals
- Goal Assignment & Approving Goals

## Module 26: Career Development

- Career Development Concepts and Business Use Cases
- Career Development Roles and Security
- Career Development Profile Options
- Development Goal Types
- Create and Manage Development Goal Library
- Configure Development Goal Categories
- Create Eligibility Profiles
- Create and Assign Development Goals
- Manage Worker Career Preferences
- Explore Career Paths and Career Roles
- Manage Skills and Qualifications
- Track Development Goal Progress
- Complete and Review Development Goals
- Career Development Integration with Other Modules
- End-to-End Development Goal Lifecycle Demo

## **Module 27: Performance Management - Configuring Performance Management - Part 1**

- Performance Management Overview
- Questionnaire Concepts
- Manage Questionnaire Templates & Library
- Managing Questionnaire
- Manage Performance Descriptive Flex fields
- Manage Performance Profile Options
- Performance Roles and Matrix Management

## **Module 28: Performance Management - Configuring Performance Management - Part 2**

- Manage Eligibility Profiles
- Create Performance Review Periods
- Define Performance Process Flows
- Design Performance Template Sections
- Set up Performance Document Types
- Configure Performance Templates
- Set up Rating Model Distribution
- Manage Performance and Proficiency Chart Labels

## **Module 29: Performance Management - Administering Performance Management**

- Define Eligibility Batch Process
- Send E-Mail Notifications
- Administration and Monitoring Tasks for Worker Performance
- Worker Self-Evaluation
- Manager Evaluation

## Module 30: Talent Review & Talent Pools

- Talent Review Concepts and Business Use Cases
- Talent Ratings Overview
- Performance, Potential, Risk of Loss and Impact of Loss Ratings
- Talent Rating Models and Rating Levels
- Talent Review Meeting Process
- Create and Configure Talent Review Meetings
- Define Review Population
- Configure Review Participants and Business Leaders
- Prepare Review Content and Submit Ratings
- Review Workforce Using 9-Box Matrix
- Performance vs Potential Analysis
- Manage Talent Review Discussions
- Create and Manage Talent Pools
- Talent Pool Types and Pool Ownership
- Add Workers to Talent Pools
- Talent Pool Membership Management
- Talent Pool Development Goals
- Talent Pools and Succession Planning Integration
- End-to-End Talent Review and Talent Pool Demo

## Module 31: Succession Management

- Succession Management Concepts and Business Use Cases
- Succession Planning Overview
- Succession Plan Types (Job, Position and Incumbent Based)
- Succession Planning Roles and Security
- Create and Manage Succession Plans
- Configure Plan Owners and Participants
- Identify Key Positions and Critical Roles

- Add Internal and External Candidates
- Add Talent Pool Members to Succession Plans
- Candidate Ranking and Readiness Levels
- Assess Candidate Strengths and Development Areas
- Manage Successor Bench Strength
- Succession Plan Status and Lifecycle Management
- Review and Compare Successor Candidates
- Career Development and Succession Planning Integration
- Talent Pools and Succession Planning Integration
- Monitor Succession Coverage and Risk
- Succession Planning Analytics and Reporting
- End-to-End Succession Planning Demo

**\*\*\*\*\* PART 2: HCM Technical Training \*\*\*\*\***

## **Module 32: BIP Reports**

- Build SQL Queries and Creating Data Model
- Design report layout using RTF
- Register and execute BIP report as ESS Job
- Test and explore ESS Job Submission options from scheduled processes

## **Module 33: OTBI Reports & Dashboards**

- Build OTBI Detail Report
- Build OTBI Summary Report
- OTBI Dashboards

## **Module 34: HCM Data Loader (HDL)**

- HCM Data Loader Overview
- Data file preparation in HDL format
- Execute HCM Data Loader (HDL) process
- Error handling and reconciliation

## Module 35: HCM Spreadsheet Data Loader (HSDL)

- HCM Spreadsheet Data Loader Overview
- Data file preparation in HSDL Sheet
- Execute HCM Spreadsheet Data Loader (HSDL) process
- Error handling and reconciliation

## Module 36: Fast Formulas

- Fast Formula overview
- Fast Formula syntax and structure
- Writing basic fast formulas
- Building complex fast formulas and Common compilation errors
- Using fast formulas in fusion applications

## Module 37: HCM Extracts

- Overview of HCM Extracts
- Design and Create complex HCM Extracts from scratch
- Use multiple data groups, filter criteria, record groups and attributes in HCM extracts
- Configure Extract Output and Delivery Options to deliver HCM Extract in UCM
- Explore User Entities and other options in HCM Extracts

## Module 38: Workflow Approvals and Notifications

- Approval Management Overview
- Approvals and Transaction Console Overview
- Understand how to enable or bypass approvals for different scenarios
- Master writing business rules for approvals
- Configure Approvals using different combinations of business rules
- Test the approvals and notifications using real time scenarios

## Module 39: Visual Builder Studio (VBS) Sandbox and UI Customizations

- Introduction to Sandboxes and Personalization Framework
- Make changes in UI with sandbox - Ex: Make fields required/read only/hidden
- Use expression language to write complex conditional logic
- Application-Level UI Customizations, Themes and Home Page Layouts
- Logo, Favicon, Colors, and Cover Images
- ADF Page Customizations (Faces Pages)
- Making Fields Required, Read-Only, Hidden, or Visible
- Modifying Labels and Page Layouts
- Deploying and Publishing Sandbox Changes
- Redwood UI Customizations using Visual Builder Studio (VBS)
- Introduction to Oracle JET and Redwood Pages
- Understanding Redwood Page Structure
- Modifying Existing Redwood Pages using VBS
- Creating New Redwood Applications from Scratch
- Testing, Validation, and Migration of UI Customizations

## \*\*\*\*\* PROJECT - Implement Oracle Fusion HCM for a Live Project

### Introduction to Project Use Case

- Implement Fusion HCM for a Live Project.

### Project Work:

- Understand the requirement and come up with config workbooks
- Configure HCM Modules as per Config workbook

## Module 40: Project Work - Configure Fusion HCM as per Client Requirement

- Implement HCM Modules as per Config Workbooks
- Test the setups



## Module 41: Guidance on Certification, Interview and Resume Preparation

- We will provide most comprehensive guidance in Fusion HCM Certification
- We will share couple of resumes and help you to come up with Perfect Fusion HCM resume
- We will teach all possible interview questions in Fusion HCM