



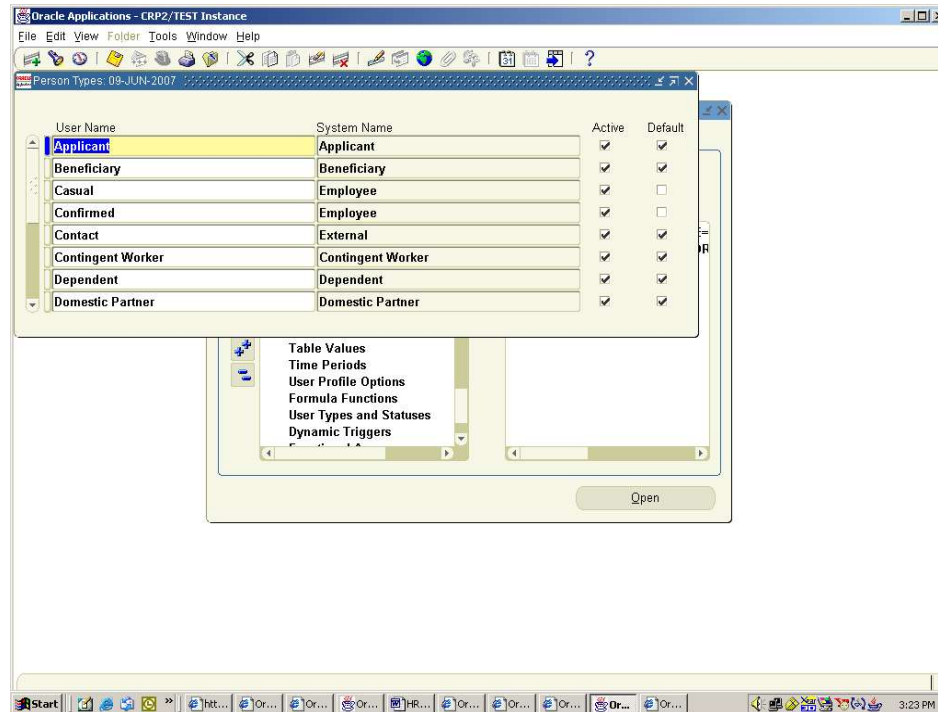
ERP

Human Resource

People Management

Employee Management Setup

Create Person Types

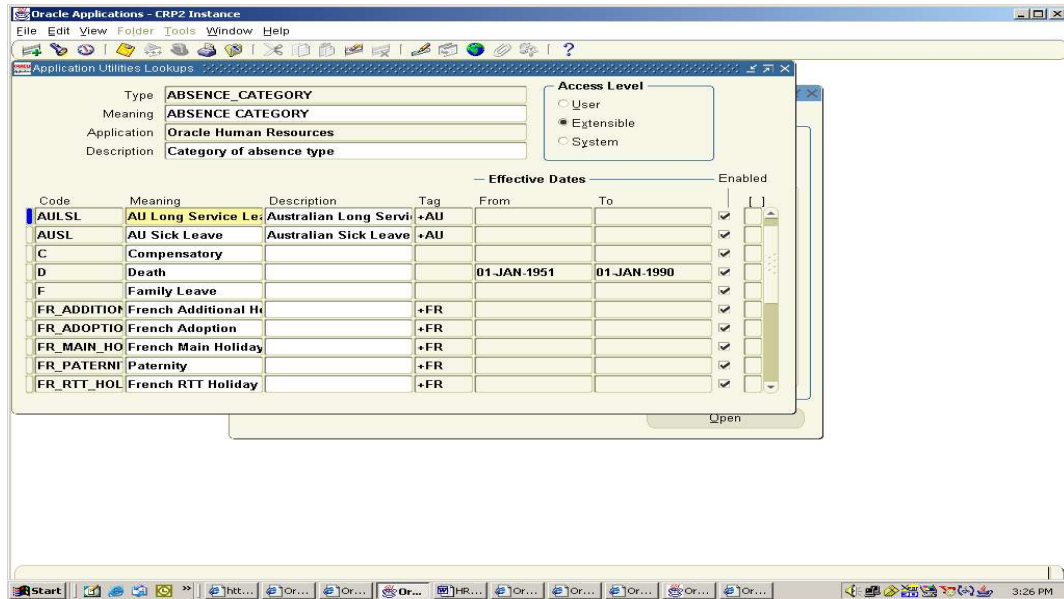


Person Types

In any enterprise there is a need to identify different groups of people. For each group that exists in your enterprise there may be different types of information you need to keep. You may also want to control access to the records of different groups of people. There are three basic types of people for whom you maintain information in your human resource system. These are:

- Employees, both current and ex-employees
- Applicants, both current and ex-applicants
- External people: A special category of the External type is **contact**. A contact is someone associated with an employee or an applicant. Contacts can include the following types of people: people who are dependents of employees, people whom employees name as beneficiaries of certain benefits, and people whom employees list as their contacts in case of emergency.

Create Lookup Tables



Lookups

Providing lists of valid values for certain items of information has two key advantages:

- It ensures that all users use the same terminology, which makes it easier to inquire and report on the information.
- It speeds up data entry because you can enter just enough to identify the value, and the system completes the entry. In Oracle HRMS, a list of values is called a Lookup type. Each value comprises a code and a meaning. For example: Lookup Type Code Meaning YES_NO Y Yes N No

Predefined Lookup Types

A number of Lookup types are included in Oracle HRMS. Some contain codes as startup data. You can never delete these codes, but you can change their meaning. For some Lookup types, you can also disable the codes that are supplied. Your ability to disable codes and add new codes is determined by the *access level* of the Lookup type. There are three access levels:

- **User:** You can add codes and you can disable supplied codes.

- **Extensible:** You can add new codes, but you cannot disable supplied codes because the system uses them.
- **System:** You can neither add codes nor disable supplied codes. You can only change the meaning or description of supplied codes.

You can also create your own Lookup Types (States, Category, Religion etc.) in the Lookup type window. These all have an access level of User.

The different lookups used are-

1. ORG_TYPE(Description: Type of Organization)
2. ADDRESS_TYPE (Description: Address Type)
3. APL_ASSIGN_REASON(Description: Reasons for changing the assignment status)
4. APL_INTERVIEW_TYPE (Description: Types of tests and interviews)
5. APPL_STATUS_LOOKUP_TYPE(Description: To define the applicant status)
6. BLOOD_GROUP(Description: Blood Group)
7. CONTACT (Description: Contact relationship type)
8. REC_TYPE(Description: Types of Recruitment)
9. TERM_APL_REASON (Description: Reasons for terminating an applicant)
- 10.VACANCY_STATUS (Description: : The various vacancy statuses)
- 11.VACANCY_CATEGORY (Description: The various vacancy categories)
- 12.PER_CATEGORIES (Description: Qualification category)
- 13.YES_NO (Description: Yes or no flag)
- 14.TITLE (Description: Title)
- 15.MAR_STATUS (Description: Marital Status)
- 16.NATIONALITY (Description: Nationality)
- 17.MOTHER_TONGUE (Description: Mother Tongue)
- 18.RELIGION (Description: Religion)
- 19.IN_STATES (Description: States of domicile)
- 20.PHONE_TYPE (Description: Type of phones)
- 21.EIIL_TRNG_FEEDBACK (Description: EIIL Training feedback lookup options)
- 22.EIIL_LANGUAGES (Description: Different Languages)

Enter and Maintain

The screenshot shows the Oracle Applications People window. The form is divided into several sections:

- Name:** Last (GANESH), First, Title, Prefix, Suffix, Middle.
- Gender:** Male.
- Person Types:** Employee.
- Identification:** Employee, 35946.
- Personal:** Birth Date (19-AUG-1976), Age (28), Status (Married), Nationality (Indian), Country of Birth (India).
- Effective Dates:** From (09-NOV-2004), Latest Start Date (09-NOV-2004).

Create a New Person

Use the People window to enter and maintain basic personal information for all person types, including employees. The minimum information to enter for all categories of people is name and type. In addition, for employees you must enter gender, employee number and date of birth (for assignment to a payroll). All other personal information is optional.

To enter a new person:

1. Set your effective date to the appropriate date for adding the person to the system. If you are entering an employee, this should be his or her hire date.
2. Enter the person's name and other details in the Name region. Only the last name is required.
 - You can use the Title field to enter a title such as Mrs. or Doctor for the person.
 - You can use the Prefix field to enter the first part of the person's name, such as van der. In the case of someone whose last name is van der Zee, this

enables you to sort by the last word of the name, that is Zee. If the whole name van der Zee is entered in the Last Name field, the name is sorted under van.

- You can use the Suffix field to hold part of the last name, such as Junior or II. This enables the suffix to be reported on separately, as required in some government–mandated reports.
3. Select the gender, Male, Female or Unknown Gender, from the list. If you are entering an employee you must enter their gender.
 4. Select a type, such as employee, applicant or contact.
 5. For employees only:
If necessary, change the Latest Hire Date and Date first hired fields.
 - The Latest Hire Date field displays your effective date.
 - For employees who have previously worked for your enterprise, the Date First Hired field displays the start date of your employee’s earliest, previous period of service. This date must be on or before the start date of the earliest period of service. If the latest hire date and the date first hired are the same, when you amend the latest hire date, the date first hired is set to the same date. You amend the latest hire date to earlier than the date first hired, the date first hired is set to the same date.
 6. If your enterprise uses manual number entry, use the Employee or Applicant fields to enter an employee or applicant number. If your enterprise uses automatic number generation, the employee or applicant number automatically displays when you save your entries in this window.
 7. Enter details for the person as required in the Personal tabbed region:
 - To assign an employee to a payroll, you must enter his or her date of birth.
 - If the Work Telephone field is displayed, enter the person’s work telephone number. Otherwise, use the Phone Numbers window to enter this information.
 - In the Mail To field, select Home or Office to indicate the person’s preferred mail destination.
-

- In the Date Last Verified field, you can enter the date the person last checked this personal information for accuracy.
- In the Status field, select the person's marital status.
- In the Email field, enter the person's email ID.
- In the Registered Disabled field, you can select whether your employee or applicant is registered disabled or not.

Entering Additional Personal Information

Optionally, you can enter additional information for people in the tabbed regions of the People window described in the following steps.

To enter office location information for a new hire or an existing employee:

1. Choose the Office Location tabbed region.
2. Enter the office number for this office.
3. Enter the internal location of this office.
4. Enter the office identifier for internal mail.

To enter information for an applicant:

1. Choose the Applicant tabbed region.
2. If the applicant's resume is on file, check the Exists check box.
3. If the applicant's resume is on file, select the date when the resume was last updated.
4. Select a final date until a file is to be maintained for this applicant.

To enter information concerning the background checks for an employee:

1. Choose the Background tabbed region.
2. Check whether the employee's background check has been performed.
3. Select the date the background check was performed.

To enter rehire recommendation information for an applicant who was a former employee:

1. Choose the Rehire tabbed region.
2. Check whether the former manager has recommended the applicant for rehire.
3. Select the reason for this recommendation.

To enter further name information:

1. Choose the Further Name tabbed region.
2. Enter one or more honors/degrees (BA, MBA or JD, for example) that the employee has earned.
3. Enter the name (perhaps a nickname) by which the employee prefers to be known.
4. If the employee previously known by a different name, enter the previous last name.

To enter medical information for an employee:

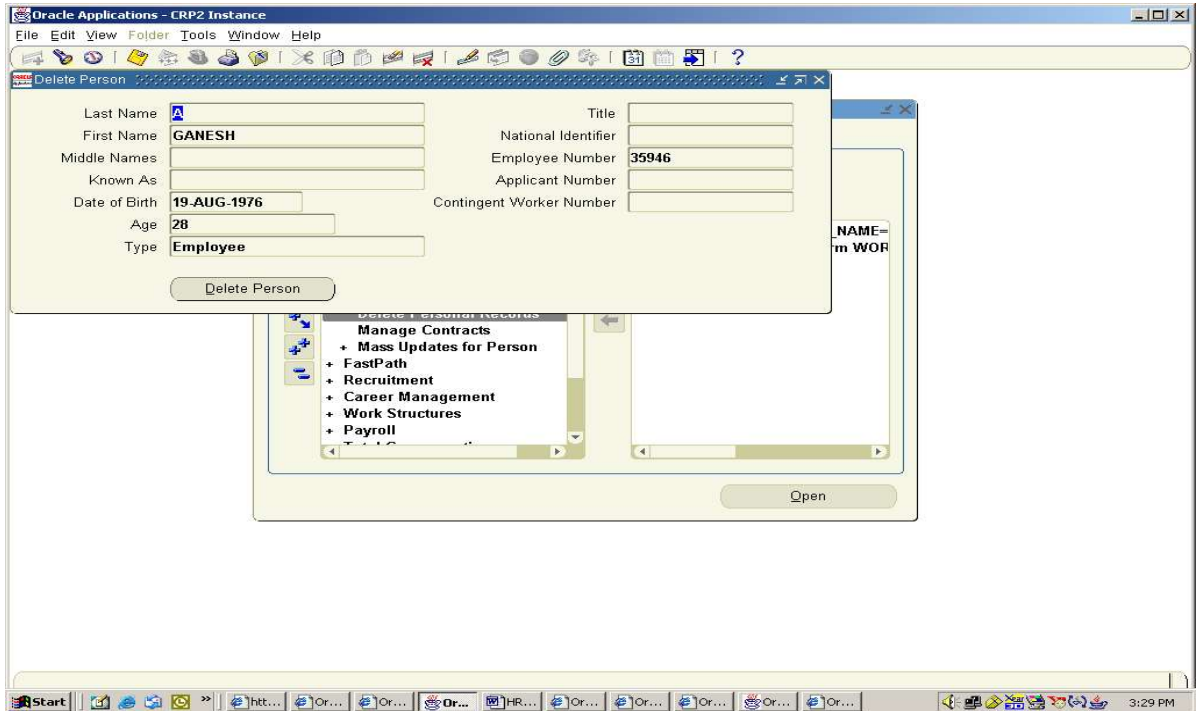
1. Choose the Medical tabbed region.
2. Select the employee's blood type. You cannot change this value once you enter it.
3. Select the date of this employee's last medical test.
4. Enter the name of the physician who performed this test.

To enter other information for a person:

1. Choose the Other tabbed region.
2. Select the type of schedule in the Availability/Schedule field. For example, the days of the week your employee works.
3. Select the current status of the student, if your employee is a student.
4. Enter the person's current full time/part time availability to work with your company.
5. Select the language the person prefers for correspondence. This language can differ from the person's native language, depending on the nature of the correspondence.

6. If the employee has died, enter the date of death. If you enter the termination reason of deceased and the actual termination date on the Terminate window and date of death has not been entered, it is set to the employee's termination date. The value of this field can impact benefits calculations.
7. Check the Second Passport Exists check box if the person possesses multiple passports.

Delete Personal records



Deleting a Person from the System

If you mistakenly save information in the People window, you can remove the person by selecting Delete Record from the Edit menu. You are prevented from performing this action if you have entered information about that person in other windows.

If you want to remove all records of a person, use the Delete Person window. However, you cannot use this window to remove the records of an employee or ex-employee whom Oracle Payroll processed in any payroll runs.

When you delete a person from the system anybody entered as a contact is also deleted if:

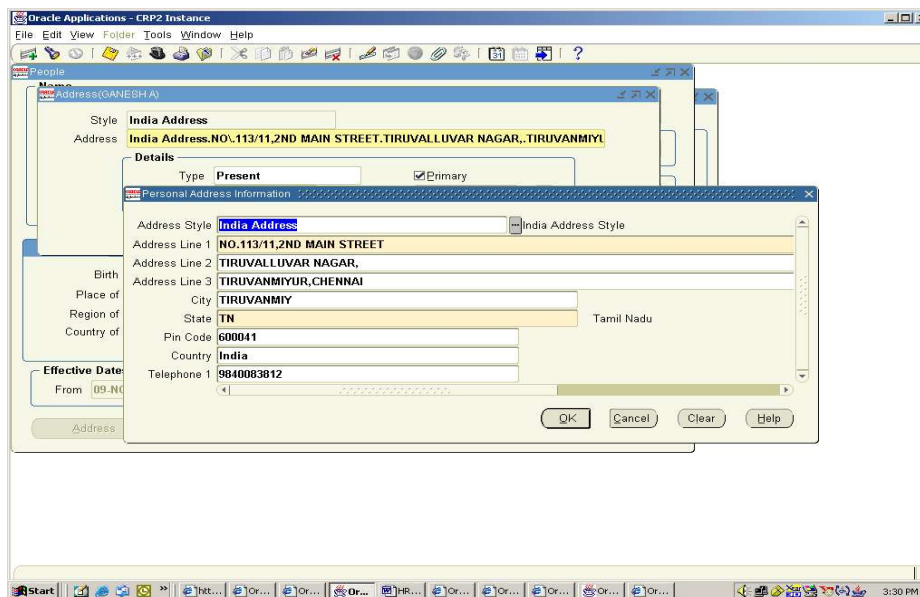
- The contact only has basic details set up.
- The contact is not used by another person. If the contact is used by another person or has other information set up (for example, assignment or applicant information) the contact is not deleted. However, Oracle HRMS removes the

record of their relationship to the deleted person. If you use the Delete Person window to delete a person set up as a contact, Oracle HRMS removes all records of that contact and any relationships.

To delete all records of a person:

Query the person in the Delete Person window and choose the Delete Person button.

Enter Address



Enter Address

You can enter as many Style addresses as necessary for each person, using the Address window.

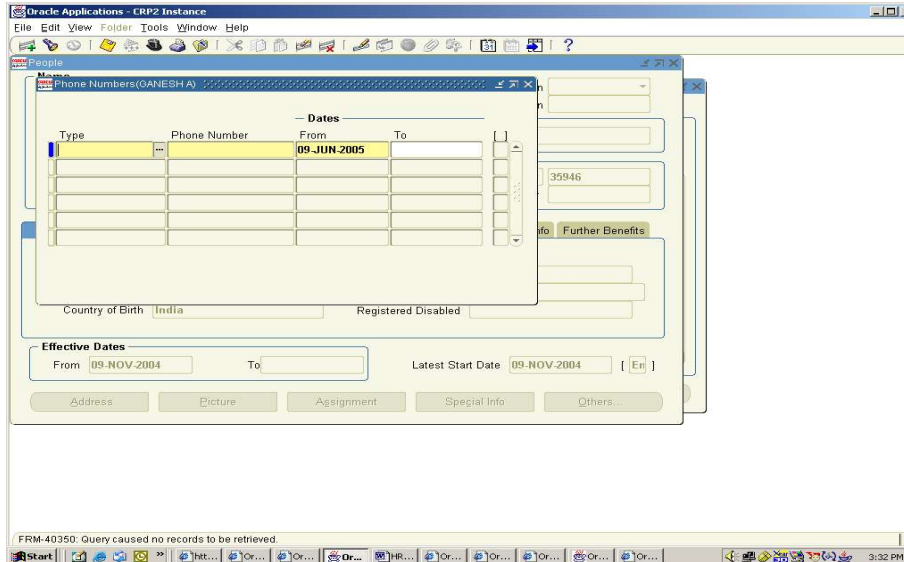
To enter an address for a person:

1. Select a national address style and click in the Address field. If a local address style exists for your country, it is displayed as the default. Otherwise, the international style is displayed.
2. Enter your address information in this window.

Note: Use the Phone Numbers window instead of this window to record telephone numbers otherwise you will be maintaining two lists of numbers.

3. Choose the OK button. This returns you to the Address window.
4. Select an address type, such as home, or weekend, or business. You can only have one address of each type at any time.
5. Check the Primary checkbox to identify the person's main address. Otherwise, leave blank. By default, the first address you enter is the Primary address. Only one address at any time can be a person's Primary address.
6. Save your work.

Enter Phone Number



Type	Phone Number	Dates	
		From	To
		09-JUN-2005	

Country of Birth: India Registered Disabled

Effective Dates: From: 09-NOV-2004 To: Latest Start Date: 09-NOV-2004 [E]

Address Picture Assignment Special Info Others...

FRM-40350: Query caused no records to be retrieved.

Enter Phone Numbers

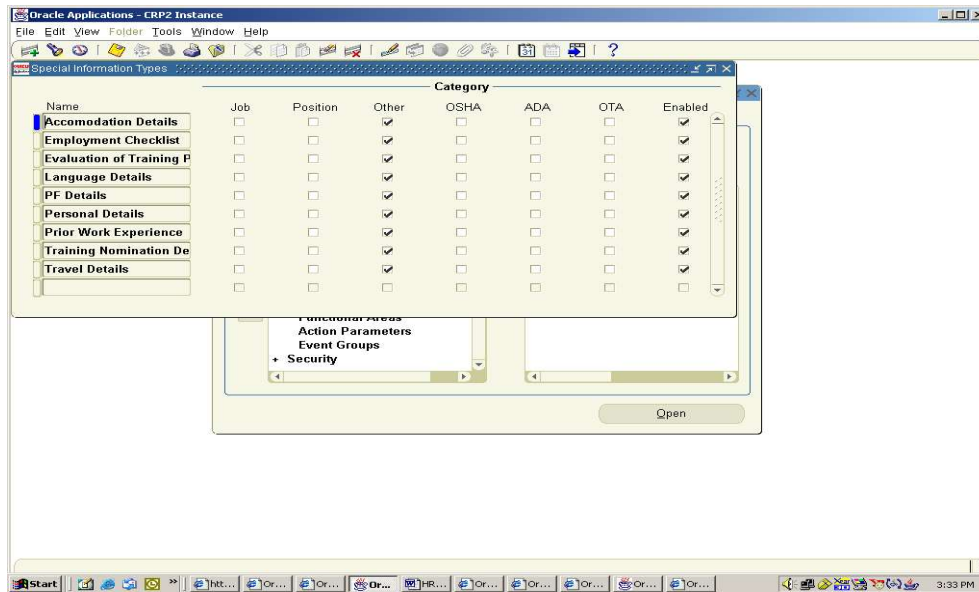
You can enter multiple telephone numbers for people in the HRMS database. To enter telephone information for a person, use the Phone Numbers window.

To enter a telephone number:

1. In the Type field, select the type of the telephone device. For example, Office, Home or Fax.
2. In the Phone Number field, enter the telephone number. Any format is allowed.
3. In the From field, select the start date for the telephone number.
4. In the To field, optionally select the date when the telephone number is no longer valid.
5. Save your work.

Note: If you want to maintain a history of telephone numbers for this person, be sure to add a new entry for the new telephone number and enter an end date for the existing existing telephone number. If you do not want to maintain such a history, simply change the information for the existing telephone number.

Enable Special Information Types



Enabling Special Information Types

Use the Special Information Types window to enable special information types for the Business Group, and to select how you want to use them.

To enable Special Information Types:

1. Select the special information types you want to use in your Business Group.
2. Enable each type by checking the Enabled check box.
3. Check the other boxes to specify how you plan to use the special information type.

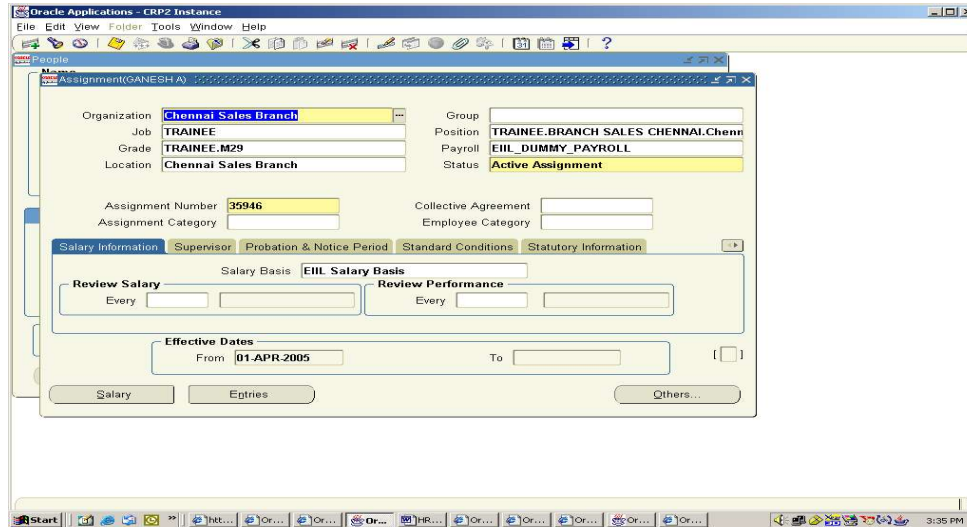
This makes it available in the list of values in other windows as follows:

- **Job:** in the Job Requirements window
- **Position:** in the Position Requirements window
- **Other:** in the Special Information window
- **Skill:** in the Skill Provisions and Search for Event windows in Oracle Training Administration

4. If this contact is the recipient of a third party payment (for example, from a court-ordered deduction/wage attachment), check the Payments Recipient Check box. This enables you to select this person on the Personal Payment Method window when entering a third party payment method for the employee.
5. Save your work.

If you want to enter addresses for the contact, choose the Address button.

Assignment



Entering an Assignment

When you enter or hire an employee, Oracle HRMS automatically creates a default assignment for that employee. You can view and update the default assignment in the Assignment window.

You can then enter additional assignments for an employee, if required. Enter additional assignments using the Assignment window.

To enter an assignment:

1. Set your effective date to the start date of the new assignment.
2. Select the organization to which you want to assign the employee.
3. By default for the first assignment, the employee has an assignment either to the Business Group organization, or to the organization to which he or she was an applicant.

Note: If you overwrite a new employee's default assignment to an organization, a window appears asking if the change is an update or a correction. Select Correction.

4. Select the job or position to which this employee has been assigned. If you are creating an additional assignment, no default Business Group or Organization is displayed.
5. Select the job or position for which this person has been assigned.

6. Select any other components included in this employee's assignment (groups and employment category).
7. Select a grade for information or to use grade rates or grade scales to determine the appropriate compensation level for employee.
8. If a location is defined for the Business Group or other organization, it appears as default. Change this, if required.
9. Select a payroll if you are paying the employee using Oracle Payroll.
10. Select a Status for the assignment. By default a new assignment has the status Active Assignment (or an equivalent user status defined on your system).

There are four system statuses for employee assignments:

- **Active Assignment:** Use this to show that the employee is working in accordance with his or her usual conditions of employment.
 - **Suspend Assignment:** Use this to show that the employee is on leave of absence, but remains an employee of your enterprise.
 - **Terminate Assignment:** Use this to show that your enterprise no longer employs the person in that assignment. It can still be possible to make payments through Oracle Payroll for assignments at this status.
 - **End:** Use this to end any assignment except the primary assignment for an employee with multiple assignments. All payrolls processing for the assignment is complete and the assignment has become a historical record. This status is not recorded on the assignment; it causes the assignment to end.
11. Enter an Assignment Number to uniquely identify the assignment. By default, this number is the same as the Employee Number, for the employee's first assignment.
 12. Enter the information you want to hold in the tabbed regions, for example, supervisor details, special ceiling progression points or salary information.

Entering Additional Assignment Details

Once you have set up your employee's basic assignment details, you can enter additional information in the tabbed region of the Assignment window, for example, supervisor details, special ceiling progression points or salary information.

Entering Supervisory Information

1. Choose the Supervisor tabbed region.
2. Select the name and employee number of the employee's personal supervisor.

Note: This information shows the personal supervisor for an employee and is not updated by the system. Use organization and position hierarchies to show management reporting lines.

Entering Probation Period and Standard Conditions Information

The probation period and standard workday information (apart from the Hourly/Salaried field) defaults from the employee's position. If standard conditions are not defined for the position, they default from the employee's organization or Business Group.

1. Choose the Probation period tabbed region.
2. Amend the default probation period and standard workday information for your employee's assignment, if required.
3. Choose the Standard Conditions tabbed region.
4. For benefit administration, enter whether your employee's assignment is hourly or salaried. Benefits are often based on whether a person is paid hourly or receives a salary.

Note: If you are setting up benefits based on salaried or hourly pay you must set up Hour/Salaried field in addition to the Pay Basis. The Pay Basis identifies how pay is quoted within Salary Administration and enables an employee to have their pay quoted as hourly, but is paid a salary. Therefore, for benefits, you need to set up whether your employee is paid hourly or receives a salary.

Entering Primary or Secondary Assignment and Miscellaneous Information

1. Enter the internal address details (such as the floor or office number), if required. The system adds the details to the location address.
2. Select a reason for adding or changing the assignment, if required. You define valid reasons as values for the Lookup Type EMP_ASSIGN_REASON.
3. Check the Manager check box if the assignment is at manager level. **Primary or Secondary Assignment** By default, the first assignment entered for an employee is the primary assignment, and the Primary box is automatically checked. If you are now entering a secondary assignment, the Primary box is automatically unchecked. You can leave the Primary box as it is.

To change primary assignments:

1. Check the Primary box on the assignment you want to be the primary one. The system automatically changes the previous assignment from primary to secondary.
2. Query the assignment details to see the changes.

Entering Salary Information

Using the Salary Administration window, you can enter a proposed salary change for an employee, associate this change with a performance review, and accept or revise the change later. To administer an employee's salary in this way, you first assign the employee to a salary basis in the Salary Information region.

1. Choose the Salary Basis tabbed region.
2. Select a salary basis for the employee.
3. You can also enter the frequency of salary and performance reviews.

Ending an Assignment

An employee must always have one assignment. If an employee has multiple assignments you can end all but one of their assignments except one. To remove their last assignment you use the Terminate window. An employee does not become an ex-employee until you have terminated their last assignment. The following information explains how to use the Assignment window to end multiple assignments.

To end one of several assignments:

1. Query the assignment you want to end.
2. Set your effective date to the actual termination date for the assignment.
3. Update the assignment status to End or Terminate Process Assignment (or the equivalent user status on your system):

- Use *Terminate Process Assignment* (with a Payroll system status of *Process*) if further pay processing of the assignment is required after the date the assignment ends. This leaves the assignment's final processing date open so that further processing can occur. It is often best to use this status, so that you can process any necessary adjustments to the final pay for the assignment.
- Use *End* (with a Payroll system status of *Do Not Process*) if all pay processing for the assignment is finished. This makes your effective date the assignment's *final processing date*, after which no further processing for the assignment can occur. The End status is not recorded on the assignment. It causes the assignment to end as of the effective date of entry of this status.

Note: To temporarily prevent pay processing for this assignment, use the status *Terminate Assignment* (with a Payroll system status of *Do Not Process*). When no further processing is required and you are ready to set a final processing date, update the status to *End*.

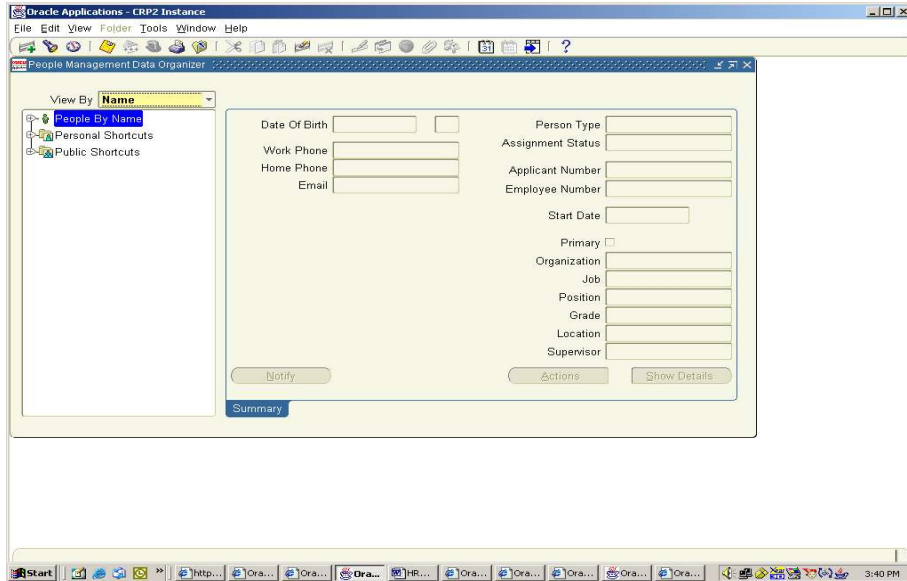
Entering Secondary Assignment Statuses

You may have created secondary assignment statuses for analysis and reporting of employee or applicant assignments. For example, suppose your primary status Maternity Leave applies to employees both when a child is born and when one is adopted, and you want to study its use in these two cases. To accomplish this you can set up the secondary statuses Maternity Birth and Maternity Adopt, and enter them for employees taking maternity leave. You enter secondary statuses for an employee assignment or an applicant assignment in the Secondary Statuses window.

To give a secondary status to an assignment:

1. Select the status and enter a start date.
2. You can also select a reason for giving the new status. When a status no longer applies, simply enter an end date.

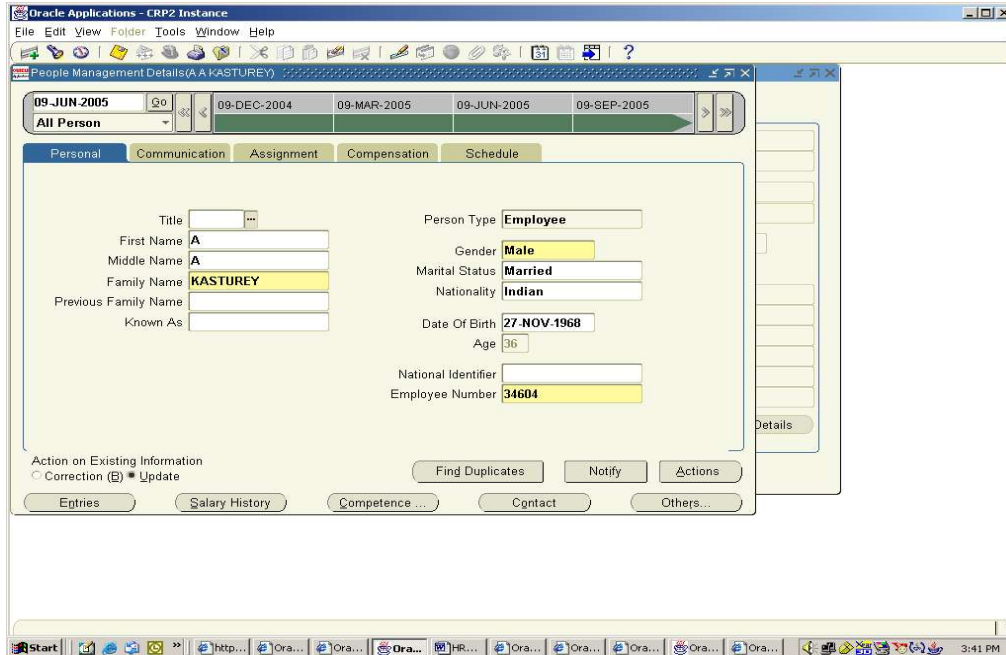
Maintain Employees Using Template



Two templates are provided in Oracle HRMS that enable you to enter employees. These are:

- **Enter Employees** - This is intended to be used by users who are only interested in entering new employees onto the system, for example data entry clerks. It only uses the Maintain window and includes all the fields required to set up an employee.
- **Maintain Employees** - This enables users to enter employees onto the system, and also to maintain existing records. It uses the Find, Summary and Maintain window to enable users to control a large amount of information relating to employees and their assignments.

Maintain Employees Cont.



The screenshot shows the Oracle HRMS interface for maintaining employee details. The window title is "Oracle Applications - CRP2 Instance" and the sub-window is "People Management Details(A.A.KASTUREY)". The effective date is set to 09-JUN-2005. The "Personal" tab is selected, showing the following information:

Title		Person Type	Employee
First Name	A	Gender	Male
Middle Name	A	Marital Status	Married
Family Name	KASTUREY	Nationality	Indian
Previous Family Name		Date Of Birth	27-NOV-1968
Known As		Age	36
		National Identifier	
		Employee Number	34604

At the bottom, there are buttons for "Action on Existing Information" (Correction (B) and Update), "Find Duplicates", "Notify", "Actions", "Entries", "Salary History", "Competence...", "Contact", and "Others...".

Maintain Employees

When you enter an employee or hire an applicant, Oracle HRMS automatically creates a default assignment for that employee. You can view and update the default assignment using the Maintain Employee windows

How to update employee information:

1. In the Summary window, use the Data Organizer to select the application and choose Details.
2. Set your effective date to the date the information should change.
3. Choose the Assignment tab. If the employee has multiple assignments you can select a different assignment from the drop-down list.
4. Select the organization to which you want to assign the employee. By default, the employee has an assignment either to the Business Group, or to the organization to which he or she was an applicant.
5. Select the job or position for which this person has been assigned.

6. Select a grade for information or to use grade rates or grade scales to determine the appropriate compensation levels for the employee.
7. If a location is defined for the Business Group or other organization, it appears as default. Change this, if required.
8. Check the Manager check box if the assignment is at manager level.
9. Enter an assignment number to uniquely identify the assignment. By default, this number is the same as the employee number, for the employee's first assignment.
10. Select a status for the assignment. By default a new assignment has the status Active Assignment (or an equivalent user status defined on your system).
11. Select the employment category, for example part-time or full time.
12. Select the name and employee number of the employee's personal supervisor.
13. Choose the Compensation tab to enter a payroll, salary basis, or salary. The salary basis is the duration for which salary is quoted, such as per month or per year.
14. Choose the Schedule tab to enter information about normal working hours or probation period for the assignment.
15. Choose Correction or Update. Remember to choose Correction if you are correcting information that was created by default.
16. Save your work.

Checking for Duplicate People

If you enter a person in the Hiring Applicants or the Maintain Employee windows, with the same first and last name as a person who already exists on the system, a caution message will be displayed. If you have specified a date of birth, the caution will only be displayed if another record with the same date of birth, or no date of birth exists. If you want to see more details about the existing records use the Find Duplicate button.

1. Enter the new person or make any required changes in the Maintain window.
 2. Choose the Find Duplicate button. The system now runs a query on all the people with the same first and last name, and date of birth if specified in the Maintain window, as the person you were editing, based on your security access, and displays the results in the Find window.
3. If you want to see details of any of the people retrieved in the query, select the record and choose the Details button. You will be prompted to save any changes that are pending.

Actions for Employee

➤ **Additional Assignments**

You can create additional assignments for an employee using the Maintain Employees windows.

1. Set the effective date to the date upon which you want to begin the assignment.
2. Choose the Actions button.
3. Select New Assignment and choose next. A new assignment is created for the employee.
4. Choose Finish to save your changes.

➤ **Changing Primary Assignments**

Over time, a secondary assignment may need to be elevated to a primary assignment. Most enterprises have requirements to show this history of changes in an employee record. You can change assignments from secondary to primary in the Hiring Applicants window or the Managing Employees window.

This process creates two historical records: one showing a secondary assignment that ended, say, on 20 October, and the other showing that the primary assignment started as one set of components and then changed to another set (those of the secondary assignment) on 21 October.

1. Set an effective date for the change of primary assignment.
2. Find the person using the Data Organizer or the Find window.
3. Select the person in the Data Organizer and select one of their assignments.
4. Choose the Actions button.
5. Select Make Primary Assignment and choose Next.

The system automatically changes the previous primary assignment from primary to secondary. Query the assignment details to see the changes, or use the Assignment History window to view the employee's assignments. DateTrack History also shows the changes made to assignments.

➤ **Suspending an Assignment**

You can suspend an assignment using the Maintain Employee windows. For example, you may want to suspend an employee's assignment while they are on maternity leave

1. In the Summary window, use the Data Organizer to select the employee whose assignment you want to suspend. Expand the node until the assignment you want to suspend is displayed. Select the assignment
2. Set the effective date to the date upon which you want to suspend the assignment.
3. Choose the Actions button.
4. Select Suspend Assignment and choose Next.
5. Select the assignment status you want to apply to the assignment and choose next.
6. Choose Finish to save your changes.

➤ **Activating an Assignment**

You can activate an assignment using the Maintain Employee windows. For example, you may want to active an employee's assignment after an employee return from maternity leave. The Active Assignment status means that the employee is working in accordance with his or her usual working conditions.

1. In the Summary window, use the Data Organizer to select the person whose assignment you want to activate. Use the Find window if you need to search for the person. Choose the Details button.
2. Set the effective date to the date upon which you want to activate the assignment.
3. Choose the Assignment tab and select the assignment you want to activate from the drop-down list.
4. Choose the Actions button.
5. Select Activate Assignment and choose Next.
6. Select the assignment status you want to apply to the assignment and choose next.
6. Choose Finish to save your changes.

Actions for Applicants

➤ Recording an Application

You record applications for jobs using the Hiring Applicants window. Use this procedure for employees applying for internal vacancies, applicants applying for another vacancy and external people who are currently employees nor applicants.

1. In the Summary window, use the Data Organizer to select the person. Use the Find window if you need to search for the person.
2. Set your effective date to the start date for the new application.
3. Choose the Actions button.
4. Select one of the following and choose Next:
 - Apply for Internal Vacancy (if the person is an employee)
 - New Application (if the person is already an applicant)
 - Apply for Job (if the person is external - neither an employee nor applicant)
5. For employees and external people, select the correct person type and choose Next. For example, for an employee you might select Employee and Applicant.
6. Choose Finish. A new default application is created for the person.
7. Select the new application in the Data Organizer and choose Show Details to view and edit this application.

➤ Making an Offer to an Applicant

In the Hiring Applicants window, you can quickly make a job offer to an applicant.

1. In the Summary window, use the Data Organizer to select the applicant. Use the Find window if you need to search for the person.
 2. Set your effective date to the date of the offer.
 3. Choose the Actions button.
 4. Select Make an Offer. and choose Next.
 5. Select the assignment status and choose Finish.
 6. Choose the Checklist tab and update the Send Offer checklist item to reflect that the offer has been made.
 7. Save your work.
-

➤ **Changing an Applicant's Status to Accepted Offer**

When an applicant has accepted a job offer, you can update the applicant's details in the Hiring Applicants window to show that they have accepted the offer of employment.

1. In the Summary window, use the Data Organizer to select the person you want to update. Use the Find window if you need to search for the person.
2. Choose the Actions button.
3. Select Applicant Accepts Offer and choose Next.
4. Choose Next to view a summary of what you have done or choose Finish to save your changes.

➤ **Hiring an Applicant**

Follow the procedure described below to enter a hiring date for an applicant, change the applicant's person type to Employee and hire them into a specified assignment. Use the Hiring Applicants window to do this.

1. In the Summary window, use the Data Organizer to select the person you want to hire. Use the Find window if you need to search for the person.
2. Choose the Actions button.
3. Select Hire Applicant and choose Next.
 4. Enter the hire date and choose Next. A list of accepted applications is displayed.
5. Select one of the accepted assignments and choose Next. If the applicant is already an employee, you are asked whether this new assignment should become the primary assignment. If so, the existing primary assignment becomes a secondary assignment.
6. Choose Next to view a summary of what you have done or choose Finish to save your changes.

➤ **Ending an Application**

You can end a person's applications using the Hiring Applicants window.

1. In the Summary window, use the Data Organizer to select the person whose application you want to end. Use the Find window if you need to search for the person.
 2. Set your effective date to the date for ending the application.
 3. Expand the person's node and select the application.
-

4. Choose the Actions button.
5. Select End Application and choose Next.
 6. If the applicant has more than one application, go to step 8, otherwise, select a new person type, such as ex-applicant and choose Next.
7. If you want to record reasons for rejecting applicants, select a reason and choose Next.
8. Choose Finish.

➤ **Reactivating an Application**

You can reactivate an application that was previously ended Use the Hiring Applicants window. This procedure changes the applicant assignment status from Terminate Application to Active Application.

1. In the Summary window, use the Data Organizer to select the applicant. Use the Find window if you need to search for the person.
2. Set your effective date to the date when the application becomes active again.
3. Expand the person's node and select the application.
4. Choose the Actions button.
5. Select Activate Application and choose Next.
6. Choose Finish.

➤ **Terminating an Applicant**

You can end the progress of an applicant using the Hiring Applicants window.

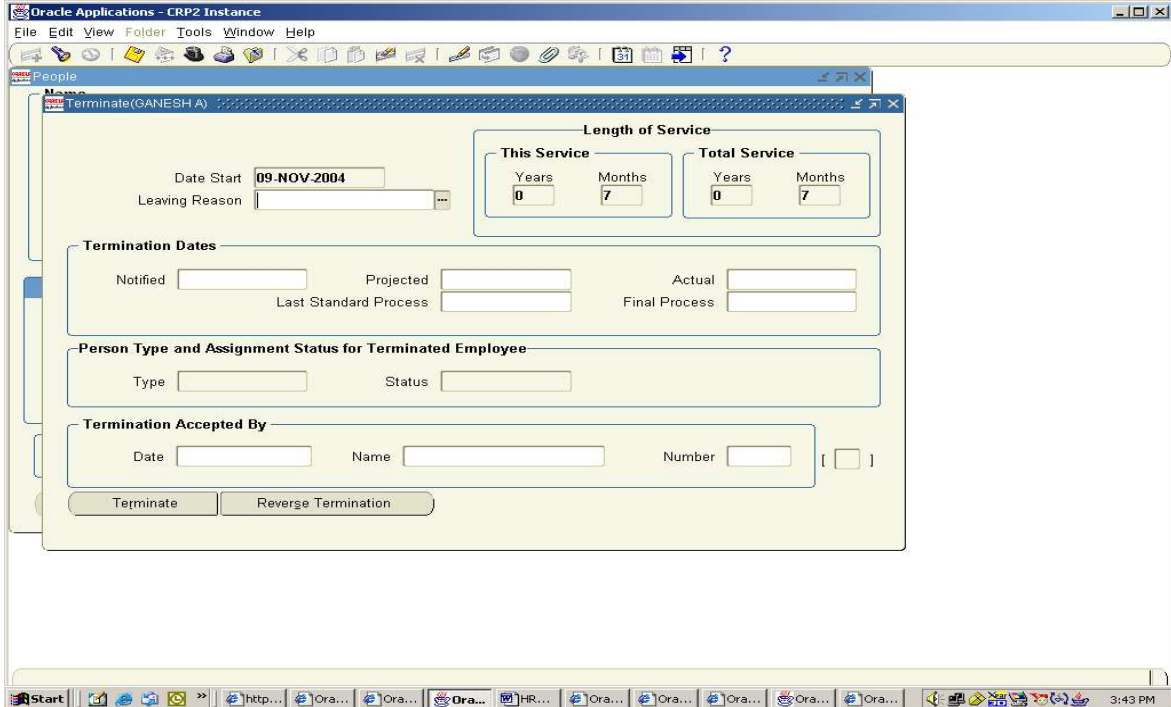
1. In the Summary window, use the Data Organizer to select the applicant. Use the Find window if you need to search for the person.
 2. Set your effective date to the date when you want to terminate the applicant.
 3. Choose the Actions button.
 4. Select Terminate Applicant and choose Next.
 5. Select a new person type, such as ex-applicant and choose Next.
 6. If you want to record reasons for rejecting applicants, select a reason and choose Next.
 7. Choose Finish.
-

Sending a Workflow Notification

You can send an email notification to other people or job roles informing them of actions you have completed or actions they need to take. You use the Summary window of the Hiring Applicants form. The notification message is made up of details relating to the person and assignment and is usually completed as part of an action such as hiring a person.

1. Use the Find window to search for the person you are sending the notification about, or select them from the Record navigator in the summary window.
2. Choose the Notification button. If you select the person node and choose the Notification button, only tokens associated with the person will be used in the message such as Last Name. If you select the assignment node, then tokens relating to the assignment details will be used such as Job.
3. In the Notification window, choose the message you want to send and the person or role you want to send it to. The messages are set up in Oracle Workflow Builder.
4. Choose Preview to view how the message will appear to the recipient.
5. Choose Send to send the notification message

End Employment



Oracle Applications - CRP2 Instance

File Edit View Folder Tools Window Help

People

Terminate(GANESH A)

Date Start

Leaving Reason

Length of Service

This Service		Total Service	
Years	Months	Years	Months
<input type="text" value="0"/>	<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="7"/>

Termination Dates

Notified Projected Actual

Last Standard Process Final Process

Person Type and Assignment Status for Terminated Employee

Type Status

Termination Accepted By

Date Name Number []

Terminate Reverse Termination

Start | http... | Ora... | Ora... | Ora... | HR... | Ora... | Ora... | Ora... | Ora... | Ora... | Ora... | 3:43 PM

Ending Employment

When an employee leaves your enterprise, you *terminate* him or her. This changes the person type to ex-employee and ends *all* assignments. The ex-employee's records remain in the database. You can reinstate, or rehire, the person to create a new period of service. Since terminating ends all assignments, the system does not permit you to terminate an employee who has future-dated assignments.

To terminate an employee:

1. Optionally, enter the reason for the termination. You can define valid reasons as values for the Lookup Type LEAV_REAS.

Note: When you enter the termination reason of deceased and an actual termination date, if an employee's date of death has not been entered in the Other Information tabbed region of the People window, it is set to the actual termination date.

2. Enter the termination dates. Only the Actual date is required. This is the date when the employee's person type changes to Ex-employee. The Notified and Projected dates are for information only. The Final Process date is a date after which no further pay processing for the employee can occur, if you are using Oracle Payroll. At sites including Oracle Payroll, it is best to leave the Final Process date blank, so that you can make corrections to the final payment or make other payments to the employee in the future if this is necessary.
Note: If you wish to pay an employee after termination, you must create a non-recurring element for the ex-employee.
3. When the information is complete, choose the Terminate button to complete the termination.

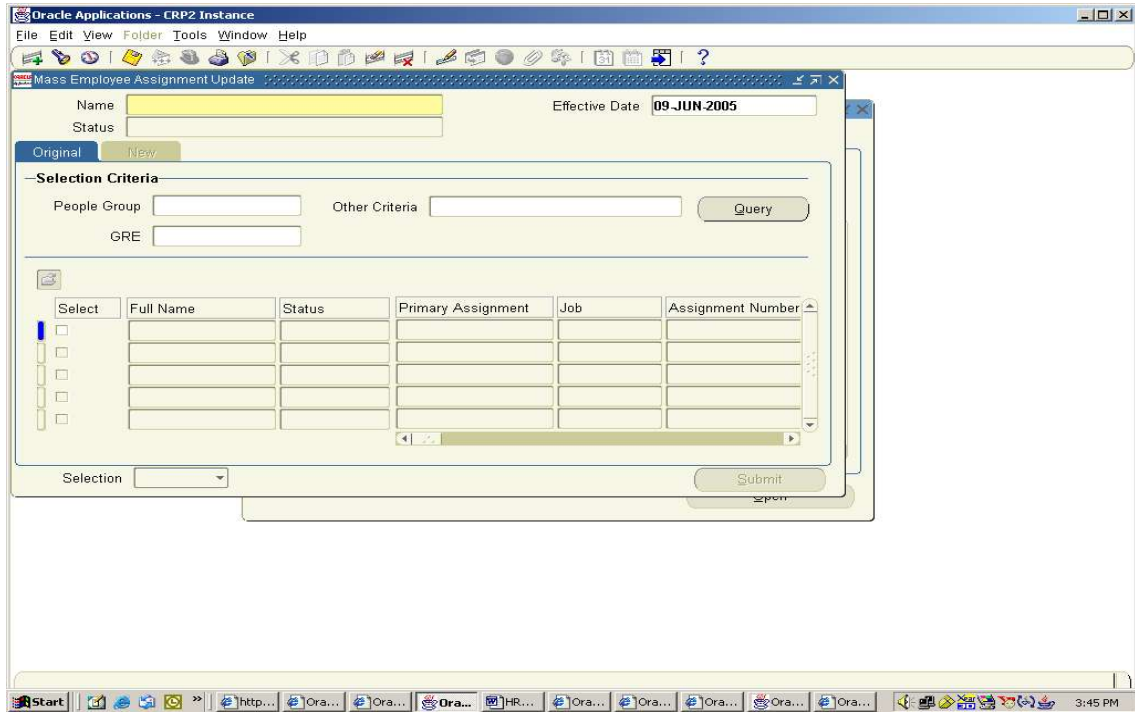
Canceling a Termination

If the employee decides not to leave, or the date of leaving changes, you can cancel a termination. You can cancel a termination at any time provided you have not rehired the employee. (You rehire an employee by changing his or her person type to Employee in the Person window.) Oracle HRMS reopens the assignments previously closed down and gives each assignment the status it had before termination. It also restores other information to its state before termination. For example, it removes the end date put on recurring element entries for the assignment. To cancel a termination, choose the Reverse Termination button in the Terminate window.

To change the termination date:

1. Cancel the termination by choosing the Reverse Termination button.
2. Enter a new Actual date and choose the Terminate button.

Mass Update of Applicant Assignment



Updating Applicant Assignments by Group

You query and update groups of applicant assignments using the Mass Update of Applicants window.

1. Select find from the Query menu to open the Find Applications window. Enter selection criteria for the group of applicants you want to update and choose the Find button.
2. Do one of the following:
 - If you want to update all or most of these applicant assignments, choose the Select All buttons. Then uncheck the Mark check box for any assignments that you do not want to update.
 - If you want to update less than half of this group of assignments, check the Mark check box for each assignment you want to update.

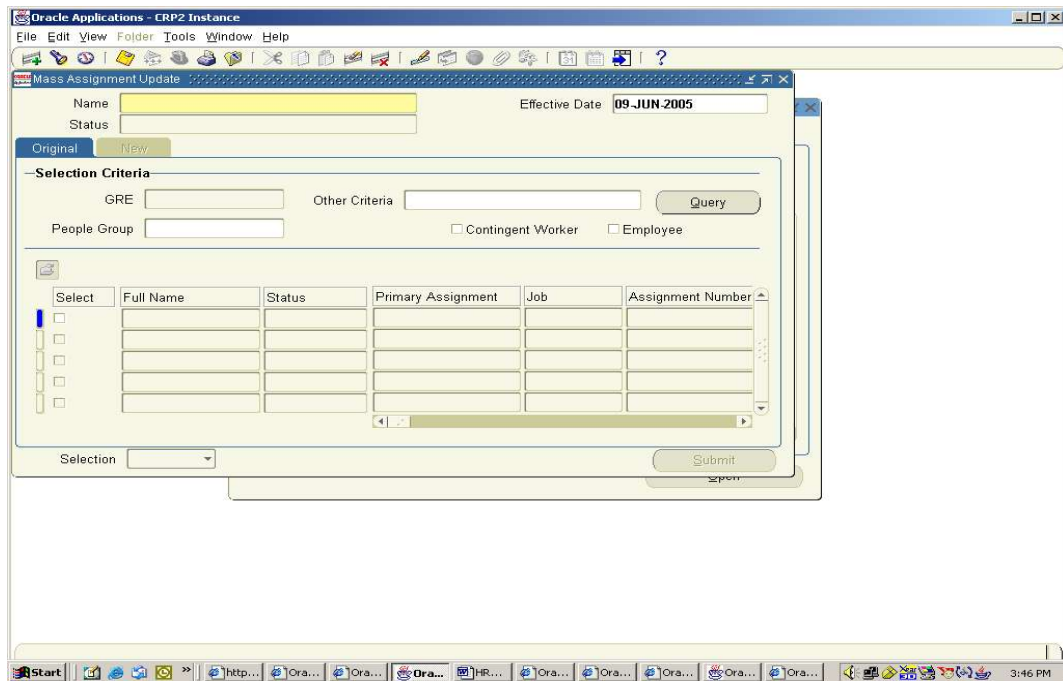
3. Choose the Update button.

4. In the Update window:

- If you want to update the status of the selected assignments, select the new status.
- If you want to refer these applicants to a new recruiter, select the name of the Recruiter.

5. Choose OK to effect the update.

Mass Update of Employee Assignments



Updating Employee Assignments by Group

You query and update groups of Employee assignments using the Mass Update of Employee window.

1. Select find from the Query menu to open the Find Employee window. Enter selection criteria for the group of Employees you want to update and choose the Find button.
2. Do one of the following:
 - If you want to update all or most of these employees assignments, choose the Select All buttons. Then uncheck the Mark check box for any assignments that you do not want to update.
 - If you want to update less than half of this group of assignments, check the Mark check box for each assignment you want to update.

3. Choose the Update button.
4. In the Update window:
 - If you want to update the status of the selected assignments, select the new status.
5. Choose OK to effect the update.