

Oracle HR Data Entry

Pre Requisite: Obtain Oracle HR Update Access in Oracle HR Production and Training Environments. Access is granted by your business Power User or Center of Excellence. Complete GE's Employment Data Privacy online training.

Duration: 2 Days – 14 hours

Audience: This hands-on class is open to all authorized GE HR employees who input and maintain employee data directly in Oracle HR.

Locations: Brussels, Belgium
Chicago, Illinois
Danbury, Connecticut
WebEx Meeting by Request for specific circumstances
Client Sites by Request

What is Oracle HR Data Entry?

T&E's *Oracle HR Data Entry* course is designed to introduce the various aspects of data entry and validation. The student will learn how to accomplish data entry such as: new hires, transfers, salary changes, promotions, LOA, etc. along with making updates and corrections to an employee's record. Students will learn how to find and interpret information within Oracle HR, and how Oracle HR integrates with various corporate downstream systems.

Oracle Update Access is required to participate.

Oracle HR Data Entry (continued)

Oracle HR Data Entry topics include:

Overview

- What is Oracle HR?
- Applications Home Page
- Responsibility Levels
- Logging In/Logging Out
- Date Tracking
- Toolbar Options
- Oracle HR Terminology
- Dates in Oracle HR
- Update vs. Correct

Navigation

- Applications Home Page
- FastPath
- Toolbar Options
- People Form and People DFF Review
- Address Form Review

- Assignment Form and Assignment DFF Review
- Salary Form and Salary History Review
- Element Entries Review

- Costing Form Review
- Extra Information Types (EITs) Review
- Special Information Types (SITs) Review

Navigation (continued)

- End Employment and Termination DFF Review
- Phones and Emergency Contacts Review
- Date Track History Review
- Status Changes (Continued)
- Terminations
- Reverse Terminations
- Rehire
- Transfers
- Organization to Organization within a Sub-Business
- Sub-Business-to-Sub-Business within a Business Group
- Business Group to Business Group

Step by Step Instructions and Student Exercises:

- Hire a New Employee
- People Changes
- Name Change, Address Change, Marital Status Change
- Status Changes
- Leave of Absence
- Return from Leave of Absence
- Salary Changes/Corrections
- Promotions
- Lack of Work Layoff