



Oracle HR Course Comparison

Details	Oracle HR for Managers	Oracle HR End User	Oracle HR Power User
Course Description	Viewing and interpreting employee data within Oracle HR.	Managing the entire employee life-cycle within Oracle HR including: Hiring, Promoting, Relocating, Salary Increases, Termination and Transfer.	Creating and Maintaining Oracle HR Work Structures. Depending on need, additional Center of Excellence skills may also be incorporated.
Course Duration	7 hours – 1 day	14 hours – 2 days	9 hours – 1 day
Audience	Managers and individuals who need to have an understanding of Oracle HR to view employee data, to understand the aspects of data flow to various corporate eTools, GE Payroll Systems, and the WebIntelligence reporting tool.	Individuals creating and maintaining employee records directly in the Oracle HR database.	Oracle Power Users and Center of Excellence agents who create and maintain the Oracle HR Work Structures directly in the Oracle HR database. Depending on need, course may also include additional Center of Excellence skills, such as: Deleting an Employee Record from Oracle HR, Using WEB ADI for Mass Uploads, GE Security Role Model, Assigning Oracle HR and WebIntelligence Security.
Pre Requisites	Obtain Oracle HR View/Query Access in Oracle HR Production Environment. Access is granted by your business Power User or Center of Excellence. Complete GE's Employment Data Privacy online training.	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.	Obtain Oracle HR View All Access (ability to update and maintain Oracle HR Work Structures) in Oracle HR Production and Oracle HR Training Environments. Access is granted by your business Power User or Center of Excellence. Complete GE's Employment Data Privacy online training.
Oracle Access Level	Query/View Access <i>Ability to view employee records.</i>	Super User/Level 1 Access. <i>Ability to update and maintain employee records.</i>	View All Access <i>Ability to update and maintain work structures.</i>
Regularly Scheduled Locations	Brussels, Belgium Chicago, Illinois Danbury, Connecticut WebEx Meeting	Brussels, Belgium Chicago, Illinois Danbury, Connecticut	
Per Request Locations	Client Sites	WebEx Meeting Client Sites	WebEx Meeting Client Sites
Contact	Training.Education@ge.com	Training.Education@ge.com	Training.Education@ge.com



Topics	Oracle HR for Managers	Oracle HR End User	Oracle HR Power User
Definition: Date Tracking	✓	✓	✓
Definition: What is Oracle HR	✓	✓	✓
Navigation: Applications Home Page	✓	✓	✓
Navigation: Tool Bar Options	✓	✓	✓
Navigation: Logging In and Out of Oracle HR	✓	✓	✓
Oracle HR Terminology	✓	✓	✓
Oracle HR Responsibility Levels	✓	✓	✓
Definition: Dates in OHR	✓	✓	
Navigation: FastPath	✓	✓	
Review: Address Form	✓	✓	
Review: Assignment Form and Assignment DFF	✓	✓	
Review: Costing Form	✓	✓	
Review: Date Track History	✓	✓	
Review: End Employment and Termination DFF	✓	✓	
Review: People Form and People DFF	✓	✓	
Review: Phones and Emergency Contacts	✓	✓	
Review: Salary Form and Salary History	✓	✓	
Review: Schools and Colleges Attended	✓	✓	
Review: Special and Extra Information	✓	✓	
Review: Element Entries	✓	✓	
Update vs. Correct	✓	✓	
Work Structures: Definition	✓		✓
Work Structures: Grade - Definition	✓		✓
Work Structures: Job – Definition	✓		✓
Work Structures: Location – Definition	✓		✓
Work Structures: Organization – Definition	✓		✓
Review: Corporate Downstream Systems	✓		
Review: WebIntelligence (High-Level)	✓		
Processing: Address Changes		✓	
Processing: Promotions		✓	
Processing: Lack of Work Layoffs		✓	
Processing: Leave of Absence/Return from Leave of Absence		✓	
Processing: Marital Status Changes		✓	
Processing: Name Changes		✓	
Processing: New Employee		✓	
Processing: Rehire		✓	
Processing: Salary Changes/Corrections		✓	
Processing: Termination/Reverse		✓	
Processing: Transfers		✓	
Processing: Element Entries		✓	
Work Structures: Cost Centers - Creating new			✓
Work Structures: Grade - adding a new local band			✓
Work Structures: Grade - Creating new			✓
Work Structures: Grade - End dating			✓
Work Structures: Job - Adding a valid grade			✓
Work Structures: Job - Creating new			✓
Work Structures: Job - End dating			✓
Work Structures: Job - End dating valid grade			✓

Topics	Oracle HR for Managers	Oracle HR End User	Oracle HR Power User
Work Structures: Job – Changing name of			✓
Work Structures: Location – Creating new			✓
Work Structures: Organization – Changing Org or HR Manager			✓
Work Structures: Organization - Creating new			✓
Work Structures: Organization - End Dating			✓
Work Structures: Organization – Changing Name of			✓
Work Structures: Organization - Parent Organization Change			✓
Using the GE Employee Locator Report			✓
Opening Corporate Kintana Tickets			✓
GE Security Role Model			Ala Carte
Assigning Oracle HR and WebIntelligence Security			Ala Carte
Deleting an Employee Record from Oracle HR			Ala Carte
Using WEB ADI for Mass Uploads			Ala Carte