

Modern HR in the Cloud



Oracle Fusion Time and Labor

Oracle Fusion Time and Labor (Time and Labor) is a comprehensive, easy to use, rules-based time recording and management system designed to give you maximum visibility and control over your most valuable asset, your people.

STRATEGIC TIME AND LABOR

KEY FEATURES

- Accuracy of time information with options for data entry
- Supports all types of users (punch, duration, exception, positive)
- Approvals to ensure accountability
- Visually create different types of time cards for different user needs
- Multiple assignment support
- Configurable rules with templates
- Business driven rules for overtime and premium calculations, and time entry validations
- Integrated time entry with Absence Management
- Integrated time entry with Projects
- Send time data to any payroll solution

Fully integrated with Oracle Fusion Human Capital Management (HCM), Oracle Fusion Absence Management (Absence Management), Oracle Fusion Payroll (Payroll) and Oracle Fusion Project Costing (Projects), Time and Labor supports a wide range of time recording needs. The real time rules engine and rule templates provide an extensible and easy to configure method for validating time entries and applying pay rules, with the results included on the time card. Integration with Absence Management means scheduled absences will be shown on the calendar and time card and absences can be reported through both the calendar and the time card. With integration to Payroll, including support for retroactive changes, and recording time against valid up-to-date project information, Time and Labor provides accurate and consistent time related data to the Enterprise.

Quick and Easy Time Entry and Submission

Time and Labor provides rapid time entry through a daily, weekly or monthly calendar. Full drag and drop capabilities, as well as the ability to enter time for a range of dates are provided as an easy and fast way to enter time into the system. The user can also click within the standard calendar to invoke a configurable time entry dialogue. The schedule absence button enables the entry of a variety of absence types and durations or information can be entered through the time entry dialogue, providing a seamless user experience to enter both worked time and absent time.



KEY BENEFITS

- Ensure compliance with company and external policies relating to time
- Decrease payroll preparation time
- Reduce pay errors and adjustments by accurate application of pay rules
- Ensure a single source of truth for time related data throughout the Enterprise

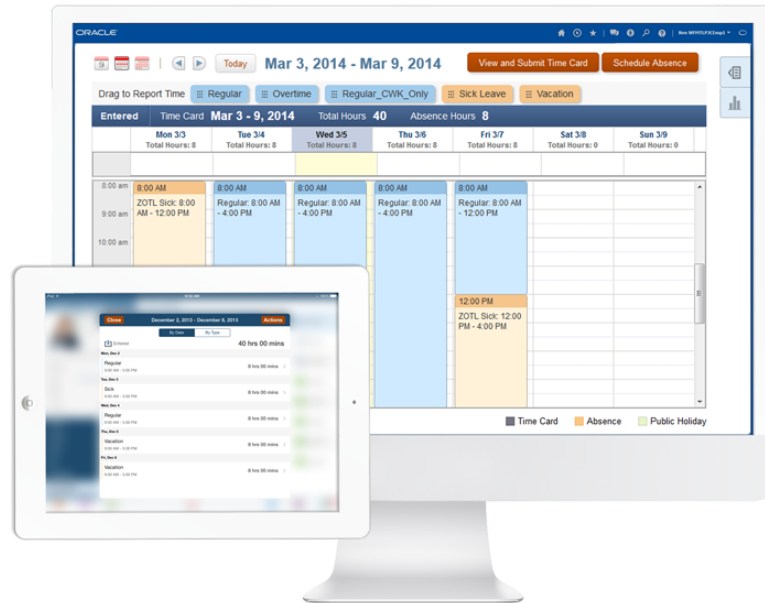


Figure 1 – Calendar Based Entry of Positive time and Absence.

Drag a time type onto the calendar and the time entry dialogue will default to the appropriate time type and start time. Complete the entry using the slider or direct entry of end time. If appropriate, you can speed time entry further by specifying a range of dates. Punch time (as shown below), hours duration, or both are supported. Time entry for multiple assignments and time against projects can also be captured. Calendar entry provides support for configurable time card periods, time entry, and time calculation rules. Tracking against all jobs or assignments as well as overtime calculations and accuracy are of the utmost importance.

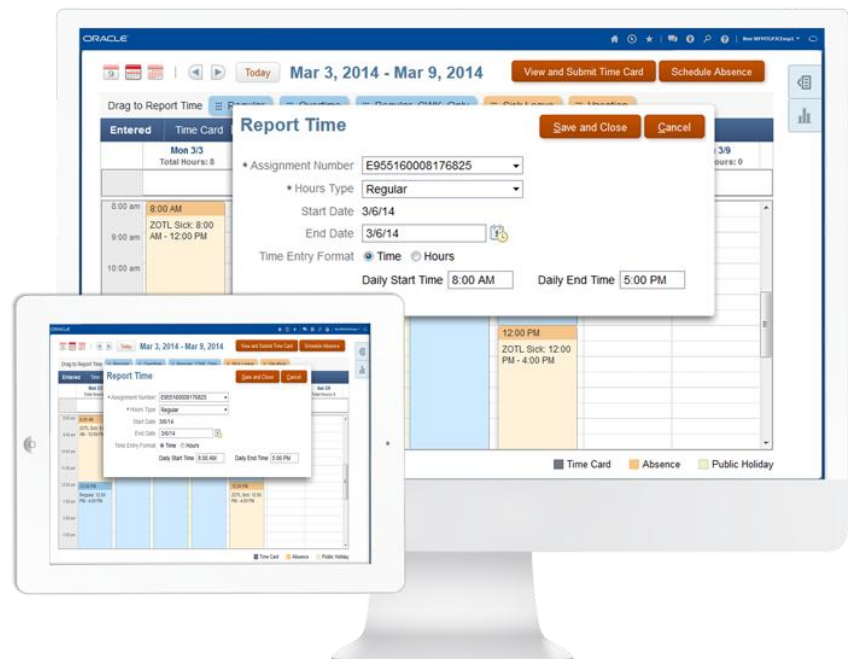


Figure 2 – Time Entry Dialogue

Through the calendar you can also view a summary of all time entries to ensure accuracy and submit the time card for approval. Additionally, the user can engage the slider tabs to view details of accrual balances.

Calendar entry does not suit everyone, so Time and Labor provides comprehensive time card entry capabilities. The highly configurable time card supports:

- Payroll and Projects related data entry and validation
- Punch, duration, exception and positive time reporting
- Multiple assignments
- Configurable time card periods which are independent of payroll periods.
- Entry validation using configurable Time Entry Rules and payable time calculation using configurable Time Calculation Rules
- Design the layout and the flow of the time card process as appropriate for each group of workers' and see how your changes will appear while designing

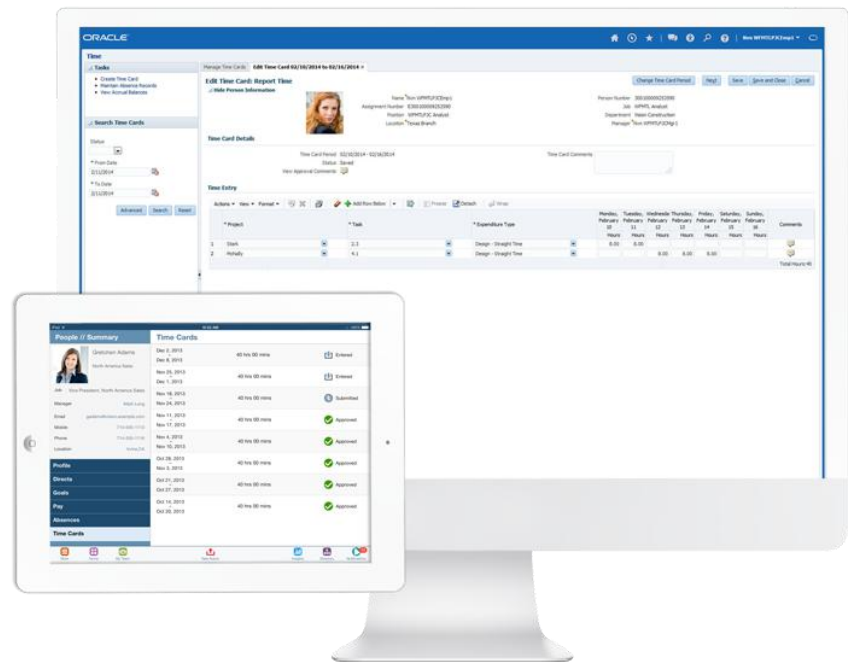


Figure 3 – Projects time card – Duration time entry

Configurable rules with templates to enable business driven configuration for overtime and premium calculations, and time entry validations, are a fundamental part of Time and Labor.

Time Card Composer

No two organizations, and in many cases no two departments within an organization, have the exact same time management needs. Programming skills should not be required to provide flexible, adaptive systems. Time and Labor provides the Time Card Layout Composer. A train stop process allows a business user to configure many of the components of the calendar and time card entry system without involving technical support. The Time Card Layout Composer allows the business user to visually create all different types of time cards for different worker requirements.

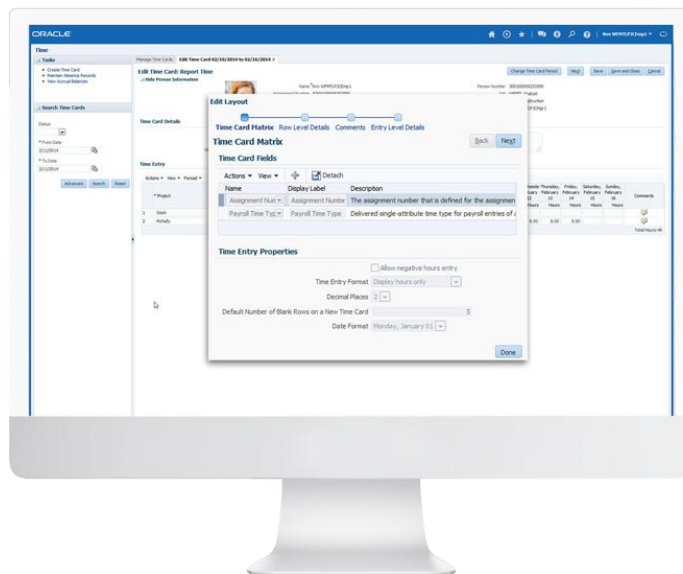


Figure 4 – Time card composer

Through simple selection processes the Time Card Composer allows the addition of Payroll or Projects related time card fields against which time can be collected. The business user may also provide a selection of the type of time to be recorded (punch, duration or both). To achieve greater detail, the user can determine how many decimal places are required to record for duration entry. The preferred date format and number of blank rows is a selection to default on a new time card, as well as an indication regarding whether negative entries are allowed.

Additional steps in the process control row level comments and additional unique features that dramatically improve usability for complex time recording. For example, consider the need to occasionally record time against a number of additional time card fields. Many time management systems require these fields to be on the time card all the time, wasting space and causing excessive scrolling. The Time Card Composer allows these fields to be configured as an additional set of attributes that are hidden unless required, significantly reducing the need for scrolling, improving ease of use and speed of data entry.

Other time entry / time review pages, including the calendar time entry dialogue, can be similarly modified to produce unified sets of pages which can be applied to specific sections of your user population as required.

Configurable Real-Time Rules Engine

No time management is complete without the ability to build and apply rules to the entered time. For this purpose Time and Labor uses the standard Fast Formula rules engine, enhanced with templates to enable configuration by business users. Not only can the delivered templates be used to create different rules, but the rules and formula can be extended to use any data element available to other Fast Formula.

There are no batch processes involved in the execution of the rules. Time entry can be validated and different rules executed before time cards are saved, submitted, resubmitted or deleted. Payable time is calculated in real time and displayed on the review screen before a time card is submitted.

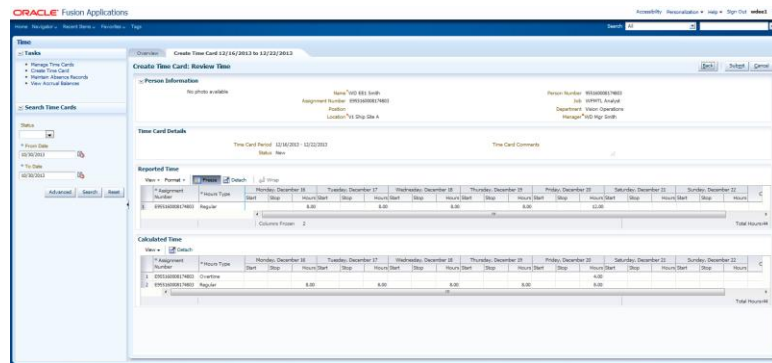


Figure 5 – Overtime calculation visible before time card submission

Flexible Time Entry Approvals

Time and Labor uses standard approval mechanisms for managing time card approvals. The delivered approval styles of Line and Project manager can be used as is, or extended to multi level or more complex routing as required.

Standard Integrations

Time and Labor has integrated time entry with Absence Management to provide a seamless experience for managing both worked and absent time. Time and Labor has integrated time entry with Projects to ensure time is entered only against valid projects. Time and Labor is integrated to Payroll as well as other third party payroll systems. These standard, validated integrations emphasize the value of Time and Labor out of the box.

Best Practice Standards Based Security

Fusion Applications are built according to the concept of Role Based Access Control (RBAC). The use of RBAC to manage user privileges (computer permissions) within a single system or application is widely accepted as best practice. Security is managed at all levels – function, transaction, field, and data-level. RBAC assigns permissions to specific operations with meaning in the organization, rather than to low level data objects. RBAC not only meets, but exceeds the needs of auditable, segregation of duties (SoD) requirements.

Within an organization, roles are created for various job functions. The permissions to perform certain operations are assigned to specific roles. Users are dynamically assigned roles. Since users are not assigned permissions directly, but only acquire them through their role (or roles), management of individual user rights becomes a matter of simply assigning appropriate roles to the user's account; this simplifies common operations, such as adding a user, or changing a user's department.

Built-in Extensibility

Fusion Applications are built so that a business user can adapt the application to suit their personal or organizational needs. The key to this 'tailor-ability' lies in the usage of metadata objects and services in the heart of the application architecture. Changes and extensions to the application are stored as new layers over the delivered objects, allowing for flexibility in an 'upgrade-safe' manner.

CONTACT US

For more information about Oracle Fusion Time and Labor, visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.