

data sheet

ORACLE DAILY BUSINESS INTELLIGENCE FOR HRMS 11i

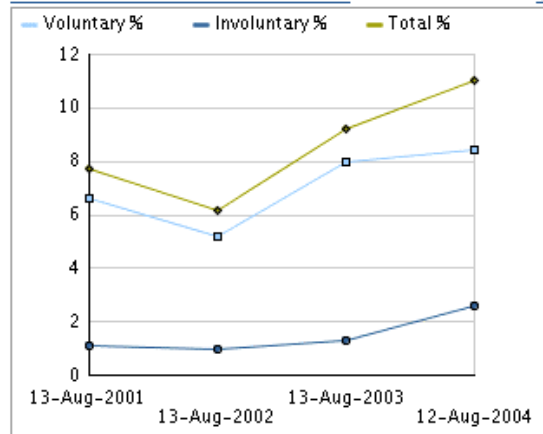
*Oracle® Daily Business Intelligence (DBI) for HRMS is an interactive, self-service management reporting tool for executives and managers whose responsibilities include all aspects of human resources management, including HR, compensation and benefits, payroll, recruitment and learning. It offers enhanced visibility of factors influencing workforce effectiveness by providing enterprise-wide performance information daily. It enables line managers and HR professionals to identify potential issues as they emerge, and address them before they escalate into real problems. DBI is part of the Oracle® E-Business Suite, an integrated set of applications, which is designed to transform your business into an **e-business**.*

Understand And Improve Workforce Performance

The workforce is the most volatile of business resources, subject to change imposed by economic cycles, demographics, work-life balance, and ever-increasing legislation. Oracle Daily Business Intelligence for HRMS provides top down enterprise metrics and analytics for any line manager conducting people management activities. DBI for HRMS is a comprehensive reporting solution that provides detailed trend and point in time analysis of the movements of people and salaries against budgets, enabling each manager to exert a tight control on people costs throughout the reporting line. Using DBI for HRMS, managers have rich, integrated and up to the day information to understand and anticipate trends, and to intervene when workforce capacity will fall short of demand.

DBI for HRMS provides a collection of workforce management indicators, daily aggregated information with actionable details and trends, as well as multi-dimensional analysis and period to date comparisons. It provides key metrics for tracking trends, changes and exceptions in employee turnover, salary levels and headcount against allocated budgets (see Figure 1). It compares HRMS measures, as absolute totals and as changes, for a period-to-date against the previous period or the previous year. By enabling both the date of the view and the duration of the period over which data is displayed to be selected, the user can focus on a particular period in time, for instance to look at seasonal changes, or can look at macro changes occurring over longer periods of time.

Annualized Turnover Trend



Annualized Turnover

Manager	Voluntary	Involuntary	Total	Change
P.Apt	17.0%	.9%	17.9%	-10.6
S.Bailey	22.2%	.0%	22.2%	12.2
S.Bogini	22.2%	.0%	22.2%	22.2
C.Brown	4.0%	.9%	4.9%	-.1
J.Jansen	13.7%	10.5%	24.2%	24.2
S.Katzberg	.0%	.0%	.0%	-25.0
C.Marsh	10.5%	10.5%	21.1%	-12.3
P.McGwire	.0%	28.6%	28.6%	6.3
P.Müller	3.8%	.0%	3.8%	-1.0
R.Williams	.0%	.0%	.0%	.0
Direct Reports	.0%	.0%	.0%	.0
Grand Total	8.4%	2.6%	11.0%	1.8

Figure 1: Understand how trends in employee movements will impact workforce capacity

Track Critical HRMS Information on a global basis

DBI for HRMS personalizes the content displayed to any line manager by aggregating and presenting information based on the user's position within their reporting hierarchy. Managers can view data aggregated for all people for which they have responsibility, and drill to any level of the hierarchy to pinpoint problems. This approach ensures that the manager sees only the information that is directly relevant to their objectives, and is prevented from seeing secure information outside their reporting line.

DBI for HRMS has no geographic boundaries: today's global manager frequently controls staff in multiple locations. DBI consolidates metrics and converts financial metrics to enable statistics to be rolled up into a single global picture, as well as being split by country to allow for regional differences.

Investigate Changes In Workforce Headcount

The sheer variation of today's workforce in terms of working hours, short-term and part-time working, and time-off arrangements means that keeping track of the capacity of employees to perform work, expressed in terms of headcount or a % of full-time work, is critical. Equally, people must be deployed very rapidly to meet new opportunities, or have changed working conditions applied when demand ceases. Local economic changes, such as a new competitor in the region, or spiraling salaries, can also drive rapid changes in workforce behavior, such as increases in salary demands and voluntary terminations. Such changes demand an ability to conduct detailed and accurate 'accounting' of the workforce. The business also needs to be able to detect patterns of change, usually by workforce movements such as voluntary turnover.

DBI for HRMS uses the information stored in Oracle Human Resources, to take into account policies regarding the 'count' applied to part-timers or suspended staff, so that FTE (full time equivalent) policies or headcount based accounting can be used. In this way it achieves highly accurate, up to the day totals that exactly meet your business practices.

The 'headcount' metrics displayed show start and end totals throughout the management hierarchy, as well as the totals and % changes due to transfers into and out of each manager's control throughout the period. (Figure 2)The user can drill at any level of the hierarchy to see line-by line detail behind the statistics. For instance, a termination total enables the user to drill to a list of all terminated employees, showing termination reasons and length of service, as well as job and location details.

Workforce accounting answers these questions:

- Will my workforce be able to perform planned work on time?
- Where are my termination hot spots and what action should I take to reduce turnover?
- What categories of staff have the highest turnover and what impact will it have on capacity?
- How many people should I hire to anticipate a seasonal upturn or new initiative?
- What underlying trends will impact my capacity to meet demand?
- Where can I re-deploy people from to meet short-term needs?

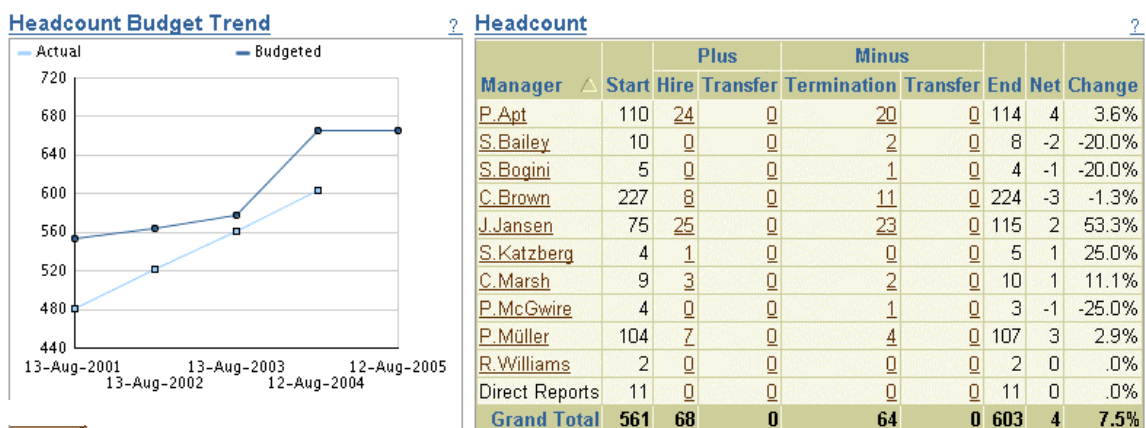


Figure 2: Understand workforce changes and how they impact ability to meet demand

Control costs and comply with budgetary constraints

Many businesses use budgetary control as a tool to manage costs and to indicate planned levels of demand. DBI for HRMS uses budgets defined within Oracle Human Resources for FTE or headcount and compares actuals over a defined period. Shortfalls or excesses can be identified or anticipated, so that hiring, redeployment or layoff plans can be put in place. This ensures that the capacity of the workforce is used optimally. Budgetary comparisons answer the following questions:

- How many people should I hire to meet demand?
- How will trends in staff levels affect demand?

Conduct regional analysis to pinpoint problems

DBI for HRMS aggregates workforce and average salary data by country in order for the user to compare company information with local conditions. The user can investigate if % year-on-year trends in average

salaries for a given country compare with inflation in that region. Country analysis ensures that the manager can make adjustments for regional variations that influence hiring capacity.

Use salary analysis to control compensation costs and aid retention

Staff compensation is one of the most significant costs of any enterprise, and managers need to closely monitor salary levels as an indicator of total staff costs. With a high level of turnover and variation in working conditions, it is easy to lose sight of any underlying trends. For instance, a high hiring rate might lead to an increasing salary trend higher than inflation, and at variance with planning assumptions. Increasing pay below inflationary levels for different job categories might lead to retention problems with critical staff.

DBI for HRMS displays total and average salaries for each level of the reporting hierarchy, and highlights changes within a selected period. (Figure 3) Drill-down to a subdivision by job function and job family allows problems to be identified for different types of employee such as those with scarce skills.

The headcount and salary trend report shows trends in the total level of salaries compared with trends in the workforce count: deviation in these graphs can either be due to periodic planned increases, or might point to anomalies created by new hires being paid more than current employees.

Manager	Total Salary	Change	Average Salary	Change
P.Apt	4,439.4K	12.3%	38.9K	8.4%
S.Bailey	77.4K	-62.4%	9.7K	-53.0%
S.Bogini	279.6K	-17.4%	69.9K	3.3%
C.Brown	11,528.9K	.8%	51.5K	2.1%
J.Jansen	5,123.0K	68.1%	44.5K	9.6%
S.Katzberg	330.0K	29.1%	66.0K	3.3%
C.Marsh	495.6K	8.9%	49.6K	-2.0%
P.McGwire	153.8K	-19.8%	51.3K	6.9%
P.Müller	1,625.2K	21.7%	15.2K	18.3%
R.Williams	188.6K	.0%	94.3K	.0%
Direct Reports	1,289.5K	.9%	117.2K	.9%
Grand Total	25,531.0K	12.5%	42.3K	4.7%

Figure 3: Salary summaries allow compensation to be aggregated globally, or to be managed locally

Use Turnover reporting to anticipate and act on retention issues

Turnover, the metric used to indicate the level of staff movements as a proportion of the population, is an important indicator of underlying problems with retention. DBI for HRMS goes one step further. Not only can a line manager look at trends over any period in voluntary and involuntary turnover, but also they can then drill to details of people in each level of the hierarchy to understand termination reasons and what types of staff are being lost. The turnover reports answer the following questions:

- What proportion of my staff leave in any annual period

- What categories of staff have the highest leaving rate
- Why is staff leaving?
- What impact will turnover trends have on my ability to meet required staffing levels?

Drill Directly to Detail

DBI for HRMS offers visibility into aggregated summary information as well as easy navigation to the granular details of the transactions that make up the summary data and KPIs. This allows users to identify and view the specific transactions that are behind the aggregation to answer detailed questions that might arise.

Personalized Related Links

Related links can be customized to all intelligence and applications functions and reports, including tabular and graphical representations of sales data, trends, links to menus, as well as both internet and intranet web pages. By personalizing the DBI for HRMS, all the necessary measurements and reports are provided on a daily basis, and in one location, so the sales managers and executives can make informed decisions.

Uses summarized information for high performance

DBI uses collection programs to populate summarized tables as frequently as needed, in order that information can be retrieved and presented to the user extremely rapidly.

Deploy Out-of-the-Box

DBI is both straightforward and simple to implement. It utilizes existing set-ups and terms that are already implemented in existing Oracle Applications. The result is a streamlined reporting application that can be used almost immediately to provide an enterprise's *daily measurements*.

Oracle E-Business Suite—The Complete Solution

Oracle E-Business Suite enables companies to efficiently manage customer processes, manufacture products, ship orders, collect payments, and more—all from applications that are built on a unified information architecture. This information architecture provides a single definition of your customers, suppliers, employees, and products — all aspects of your business. Whether you implement one module or the entire Suite, Oracle E-Business Suite enables you to share unified information across the enterprise so you can make smarter decisions with better information

Daily Business Intelligence for HRMS: Reports	
Reports enabling you to assess workforce management trends	
• Annualized Turnover – displays the annualized	• Headcount- shows the total employee

<p>employee headcount turnover for a selected manager , categorizing turnover as either voluntary or involuntary.</p> <ul style="list-style-type: none"> • Annualized Turnover Status - displays the percentage annualized turnover, voluntary and involuntary, for each direct report of the selected manager, as well as headcount. • Turnover Detail – lists ex-employees in a selected category of turnover • Annualized Turnover Trend- shows changes in the annualized employee headcount turnover over time for a selected manager , showing voluntary and involuntary separations. • Salary - displays the employee total salary, average salary and salary change percent of all direct reports of the selected manager. • Salary by Job Function Status The Salary report displays the employee total salary, average salary and salary change percent of all direct reports of the selected manager, for a given job function • Salary by Job Family Status The Salary report displays the employee total salary, average salary and salary change percent of all direct reports of the selected manager, for a given job family within a job function 	<p>headcount, and transfers in and out, of the direct reports of a selected manager for a selected time period.</p> <ul style="list-style-type: none"> • Headcount Hire Detail – lists the people comprising the hires and re-hires counted in the headcount report • Headcount Transfer (Plus) Detail – lists the people comprising the transfers-in counted in the headcount report • Headcount Transfer (Minus) Detail – lists the people comprising the transfers-out counted in the headcount report • Headcount Termination Detail – lists the people comprising the terminations counted in the headcount report, and shows relevant job and service information. • Headcount by Country Trend This graph shows changes in headcount over time for the four countries with the highest headcount for the selected manager. • Headcount Budget Trend – shows headcount changes over time compared against budget for a selected manager • for the selected manager. • Headcount and Salary Trend shows changes in headcount and salaries over time for a selected manager. • Headcount and Salary by Country This report displays the total employee headcount, percentage headcount change, average salary and percentage average salary change for the countries with the highest headcount • Headcount and Salary Detail - lists the employees and their salary making up a total value in the salary report. This report displays the salaries in both their local currency and in the DBI primary or the global currency
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Daily Business Intelligence for HRMS: Key Performance Indicators

KPIs enabling you to detect and act on out-of tolerance workforce trends

- | | |
|---|---|
| <ul style="list-style-type: none">• Total Headcount of employees- shows totals and % change over a selected period• Total employee salaries-shows total salaries over a selected period and % change | <ul style="list-style-type: none">• Average salary -shows average salaries over a selected period and % change• Total annualized turnover – shows annualized turnover and change during selected period, subdivided into voluntary and involuntary |
|---|---|

KEY FEATURES

Delivered portlets show point in time detail and trends

- Detect anomalies and regional variations in salaries
- Manage workforce counts against budget
- Identify and remedy employee turnover hot spots

HTML reports based on the user's supervisor hierarchy allow a line of sight of performance throughout the reporting line

- Focus on relevant, personalized information
- Secure sensitive information such as salaries

Parameters allow past, present and future views over year, quarter, month and week period for accurate trend analysis

- Detect underlying long-term trends
- Focus in on seasonal variations

Currency conversions allow you to review global salary reports in an enterprise-wide currency

- Have a single consolidated view of world-wide compensation

Flexible workforce counting methods fit your policies

- Workforce counting can be headcount or FTE
- FTE set up can meet your policies for counting part-timers and staff on leave

Direct line of sight from summary to detail

- Navigation from links within summary data allow you to move directly to supporting detail using the same parameters

Add links to related reports and transactions

- Link to an extensive set of Discoverer reports to examine and analyze information in further detail
- Link to related HR transactions to take immediate action

Leverage existing set up and real-time changes in underlying Applications

- Takes advantage of workforce, salary and reporting line information held in Oracle Human resources, which can change daily.

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