

# ORACLE UPK PRE-BUILT CONTENT FOR: EBS HUMAN RESOURCES R12



Oracle's User Productivity Kit (UPK) is a collaborative content development platform that drives end-user and project team productivity throughout all phases of the software ownership lifecycle. UPK pre-built application specific content provides significant additional benefit beyond the UPK Developer for enterprises deploying Oracle's E-Business Suite applications.

UPK application specific content created by Oracle is released in English and updated with each major release of the application, documenting best practices for that release to help organizations achieve faster ROI and manage knowledge more efficiently and effectively.

## **UPK Application Content: "As Delivered" System Process References**

The value of UPK pre-built application content starts from the premise that implementation project teams can save substantial time and labor by leveraging UPK application content as baseline reference system process flows first and then iterating to capture specific business process requirements. The savings can be substantial – project team resources typically dedicated to the preparation of system test data, storyboarding, and process standardization can be greatly reduced.

## **Mirrors Oracle Application Development Methodology**

Key to the value of UPK application specific content is the fact that it is authored in tight collaboration with the actual developers who wrote the code, thus creating content which accurately reflects industry best practices with detailed conceptual information.

## **Delivering Value Throughout the Software Lifecycle**

The value of UPK application content has relevance in many phases common to software implementation projects. For example, early on in the project lifecycle, UPK play back capabilities allow implementation leads to educate themselves on the delivered system process flows (vanilla functionality) of the new application without having to actually configure a "sand-box" environment, mitigating costs associated with labor and hardware and reducing the new functionality "learning curve."

## **Eliminate Dedicated Instances To Analyze Delivered Functionality**

Once the delivered functionality and process flows of the new application are understood, the project team can use the UPK content as an aid to do the fit-gap analysis. For this phase of the project lifecycle, the functional expert visually moves through a UPK simulation – leveraging the application specific content - while noting in the test document the configuration and/or customizations necessary to achieve the desired business outcome.

## Customizing Pre-Built Content

Over the course of an implementation or upgrade, the UPK pre-built content can evolve until it mirrors the final deployed application. The existing pre-built content can easily be modified using the UPK Developer to capture the configuration changes or steps in the new process. UPK's re-record feature also enables a guided recapture of screens and steps in the application so your UPK content reflects the final state of your application.

Use the UPK Developer to easily customize the content to match your organization's needs. The UPK Content products contain the following sections:

### Human Resources

Using Organization Structures

Organization Information

Maintaining Jobs and Positions

Using Person Types and Employment Groups

Using Employment Agreements

Configure HRMS

Setting Up Work Structures

Hiring Employees

Setting Up Employees

Manage Absences

Global Deployment

Ending Employment

Managing People

Workforce Reports

People Folders and Assignments

Human Resources Budgets

Human Resources Users and Responsibilities

### iRecruitment

Setting Up iRecruitment Information

Configuring iRecruitment Pages

Managing Assessments

Managing Vacancies

Job Seekers: Site Visitors and Registered Users

Managers and Recruiters: Candidate Processing

Managers and Recruiters: Working with Applicants

Agency Users: Working with iRecruitment

Generate Letter and Reports

### **Learning Management**

Setup for Oracle Learning Management

Catalogs

Learning Paths and Certifications

Content Assembly

Test Building

Import and Export

Resources

Pricing and Finance

Enrollments

Self-Service Interfaces

### **Payroll**

Calculating, Balancing, and Validating Payroll

Altering Payroll Results by Recalculation

Confirming Payroll Complete

Managing Payroll Payment Distribution

Calculating Distribution

### **Performance Management**

Setting Up Appraisals

Performance Management Plans

Objectives Management

Managing Appraisals

Setting Up Performance Management

### **Self-Service Human Resources**

Manager Self-Service: Manager Actions

Manager Self-Service: Hiring

Manager Self-Service: Maintaining Assignments

Manager Self-Service: Termination

Employee Self-Service: Maintain Personal Information

Employee Self-Service: Employee Actions

Using Competencies and Qualifications

Using the Common SSHR Modules

**Time and Labor**

Configuring Time Cards

Defining Work Patterns

Assigning Preferences

Entering Time Cards

Approving Time Cards

Time Keeper

Process Time Cards

**CONTACT US**

For more information on UPK and application specific content for Oracle application product families go to <http://www.oracle.com/goto/upk/user-productivity-kit.html>.

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