

PEOPLESOFT ENTERPRISE ePROFILE MANAGER DESKTOP



EPROFILE MANAGER DESKTOP

- Manage employee data effectively
- Streamline administrative processes
- Leverage extensive workflow capabilities

Strategic personnel decisions can have a profound impact on the way a department or organization operates. But when personnel decisions are accompanied by redundant paperwork or confusing processes, they pull managers away from more important work. With Oracle's PeopleSoft Enterprise eProfile Manager Desktop, managers can benefit from an application that not only delivers intuitive self-service but also enhances their decisions with information from throughout the organization.

PeopleSoft Enterprise eProfile Manager Desktop is a collaborative application within Oracle's PeopleSoft Enterprise Human Capital Management (HCM) product family. PeopleSoft Enterprise HCM includes Oracle's tightly integrated PeopleSoft Enterprise Portal and embedded analytics that let you access and analyze workforce information in real time.

Automate Administrative Processes

Managers can find themselves bogged down with administrative functions—managing location and job changes, promotions, terminations, and retirements; changing an employee's full-time or part-time status; and updating address, telephone, and other personal data. PeopleSoft Enterprise eProfile Manager Desktop contains extensive workflow capabilities that streamline administrative processes, automating the necessary approvals and task assignments. Links to related topics and functions within other PeopleSoft Enterprise products give you easy access to relevant data.

Intuitive Self Service

PeopleSoft Enterprise eProfile Manager Desktop delivers the following self-service functionality:

- **Employee finder.** It automatically offers a list of direct reports each time a manager needs to look up an employee. Managers can simply click to drill up and down through their organization inside the user-friendly web interface.
- **Employee information.** Important information about an employee displays on one page, letting managers drill down with one click to all the detailed information they need about the employee—everything from email address to career plan and training needs.

The screenshot displays the Oracle HR system interface. At the top, there is a navigation bar with the Oracle logo and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info. The main content area is titled "Employee Information" and features a sub-header "Adland Chu". The employee details are as follows:

Empl ID:	KU0065
First Start Date:	05/12/1990
Position:	19000026 Sr Payroll Clerk
Job Code:	290080 Clerk-Payroll Sr
Company:	GBI Global Business Institute 9999
Business Unit:	GBIBU Global Business Institute BU
Department:	13100 Corporate Finance
Location Code:	KUNY00 Corporation Headquarters
Regular/Temporary:	Regular
Full/Part Time:	Full-Time

Below the employee details is a section titled "Additional Information" with several links: Home and Mailing Addresses, Phone Numbers, Birthday, Compensation History, Person Profile, Email Addresses, Emergency Contacts, Total Compensation, and Training. At the bottom of this section are links for "Return to Select Employees" and "Return to Manager Self Service".

- **Employee transfers.** Managers can easily transfer an employee to another department.
- **Employee promotions.** The approval and management of each employee promotion happens seamlessly, no matter how many people need to be involved or how complex your business rules are. And the originating manager will always be able to see the current status of the request—from the desktop, in real time.
- **Reporting changes.** If a manager requests that an employee report to another manager, PeopleSoft Enterprise eProfile Manager Desktop manages the approval and routing process and displays the current status of the request to all the participants—all in the easy-to-use, intuitive PeopleSoft Enterprise interface.
- **Employee retirements, terminations, and location status changes.** Managers can easily initiate and control processes related to employee status changes. They can control and track their own needs, while PeopleSoft Enterprise eProfile Manager Desktop ensures compliance with organizational business processes and policies. And your managers won't have to wade through a complex paper trail.

ORACLE Home | MyList | MultiChannel Console | Add to Favorites | Sign out
 Favorites | Main Menu | Manager Self Service | Job and Personal Information | Request Location Change

Location Change
 Select the employees to move to the new location.

Instructions
 Select the employees to move to a new location. You will be able to process only those employees that report to you as of the date entered on the first page.
 Once you have finished select [Continue](#) to enter the new location.

[Return to Previous Page](#) [View Selected Employees](#)

Select Employees
 Reports To: **Betty Lochery** As Of: 09/14/2009

[Continue](#)

Select	Name	Empl ID	Job	Pay Status	HR Status	Position
<input type="checkbox"/>	Adland Chu	KU0065	0	Active	Active	19000026
<input type="checkbox"/>	Susan Heinek	KU0119	0	Active	Active	
<input type="checkbox"/>	Diane Palmer	K0MTX005	0	Active	Active	

[Select All](#) [Deselect All](#)

[Continue](#)

- **Transaction Review.** Managers can link to a review page to view status and relevant information for transactions they have submitted for approval or received for review. They can review transaction details and take further action in the approval process.

Empower Users to Manage Work and Life Events

PeopleSoft Enterprise's internet architecture enables the robust functionality of Activity Guides. Each PeopleSoft Enterprise collaborative application can take advantage of this underlying functionality and provide customer-defined Events to support complete end-to-end business processes. Any business process—such as recruiting and hiring, granting stock options for employees based on various criteria, planning and managing compensation, or creating and monitoring training and development plans—can be graphically outlined by using the Activity Guide tool to create an Event to walk the user through each of the steps necessary to complete the process. You can specify each step within an Event as optional or required, structure each in priority order, and have them launch workflow and approval routing within and beyond the enterprise boundaries.

Deploy to a Global Workforce

The global functionality of PeopleSoft Enterprise applications ensures that all text, date formatting, and data elements are appropriate for the location of the employee who is viewing the information. The PeopleSoft Enterprise collaborative applications are currently translated into fifteen languages. With support for Unicode, PeopleSoft Enterprise eProfile Manager Desktop and other PeopleSoft Enterprise applications can be translated into more than 200 additional languages.

Why Oracle?

Oracle's PeopleSoft Enterprise workforce service delivery solutions can help you cut HR administrative costs, increase employee satisfaction, and boost workforce productivity through a single sign-on interface for all HCM transactions, HR-specific help desk technology, workforce communication functionality, and a multitude of self-service HR functions. These solutions enable you to:

- Reduce the burden on HR staff with employee and manager self-service
- Achieve best practices through self-service, secure sign-on, portals and shared service models
- Increase employee satisfaction, streamline employee inquiries and align employee behavior with organizational objectives with HR help desk and workforce communications

Contact Us

For more information about eProfile Manager Desktop, please visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.



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