

Oracle Modern Best Practice

Digital Business Processes for Human Capital Management



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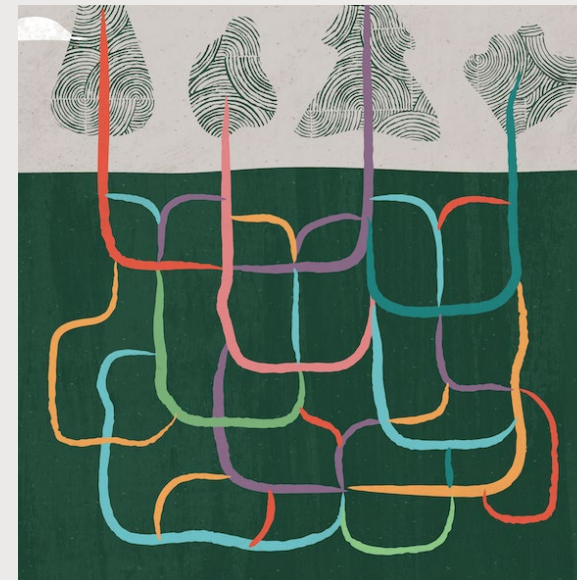


What Is Oracle Modern Best Practice?

www.oracle.com/modernbestpractice



Digital business processes that evolve with you



End-to-end across the organization



Radically superior results



Leverages latest technologies

Oracle Modern Best Practice for Human Capital Management

Human Resources

- Compensation Plans to Reward
- Benefits Enrollment to Coverage

Talent Management

- Attract Talent to Onboard Workers
- Workforce Goals to Performance
- Skills Development to Career Growth
- Skills Insight to Workforce Agility

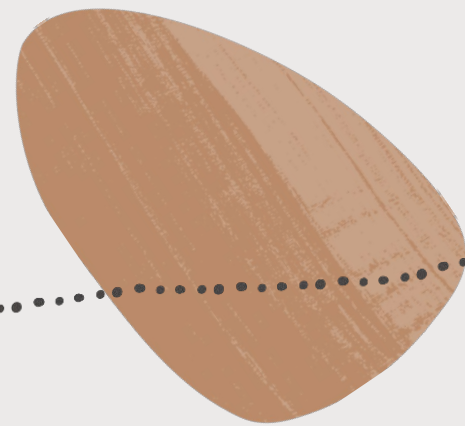
Workforce Management

- Absence Policy to Compliance
- Employee Experience to Business Outcome
- Workforce Issue to Resolution

Payroll

- Workforce Schedule to Payment
- Payroll Input to Payment

Oracle Modern Best Practice for Human Resources



Compensation Plans to Reward

Model Compensation Plans

Outline how compensation is determined, distributed, and managed within an organization. Configure and adjust compensation plan calculations and perform compensation modeling.

Establish Performance Metrics

Identify and assess metrics to help evaluate effectiveness and fairness of compensation structures to ensure that employees are being compensated appropriately.

Comprehend Compensation Package

Allow access to compensation information on any device, at any time. Communicate the value of the complete compensation package through configurable total compensation statements and annual compensation letters. Easily understand and act upon compensation package including having the ability to request tuition reimbursement or donate to a charitable organization..

Manage Individual Compensation

Provide one-off compensation increases or bonuses to individuals. Allocate rewards manually. Simulate compensation changes. Perform off-cycle compensation.

Manage Team Compensation

Award compensation to team as part of compensation planning or as one-off compensation increases or bonuses. Allocate rewards manually and automatically while monitoring budgets in real time. Easily access reports that help manage team compensation and monitor team compensation trends.

Manage Local and Global Compliance

Utilize dashboards and analytics to drive fairness and equity while enforcing organizational policies, relevant laws, and regulations at a local and global level. Heed alerts that appear when allocations are out-of-policy or anomalies are detected.

Product Mix: HCM Compensation

Key Metrics: Average Annualized Salary; Salary Adjustment Percentage; High Performer Salary Change Rate



Benefits Enrollment to Coverage

Manage Benefits Communications

Easily design notifications and send them individually or as part of a larger campaign sequence for situations such as new employee onboarding or open enrollment.

Manage Enrollment

Deliver a modern open enrollment experience that is simple, personalized, and easy to complete. Provide access to a centralized portal for all benefits enrollment with step-by-step guidance. Allow enrollment changes during a designated timeframe.

Detect Life Events

Detect life events from HR data and update benefits automatically or allow enrollment changes. Make responses to life change events simple, timely, accurate, and efficient.

Determine Benefits Eligibility

Personalize the enrollment process by displaying benefits choices based on participant real-time eligibility.

Resolve Enrollment Issues

Review enrollment status and proactively resolve issues on a centralized workspace.

Share Enrollment Data

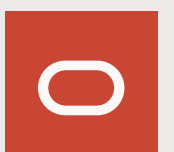
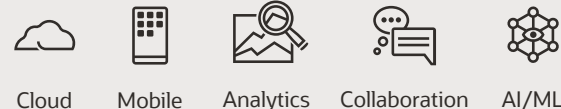
Generate standardized enrollment records for seamless sharing with benefits providers.

Monitor Benefit Trends

Get metrics, such as administration costs and benefit popularity, on a dashboard. Evaluate benefit trends to assess which programs are effective and which are not.

Product Mix: HCM Human Resources

Key Metrics: Number of Journeys - Completed; Time to Complete the Journey (days); Number of Workers with Incomplete Journeys - Not Overdue



Oracle Modern Best Practice for Talent Management



Attract Talent to Onboard Workers

Perform Skills Based Talent Planning

Leverage a powerful AI-driven skills engine to understand your organization's skills and skill gaps. Ensure teams are comprised of the right people with the right skills to perform their functions effectively. Deliver skill-based recommendations for candidates and help recruiting teams identify skills to include in requisitions and job descriptions.

Manage Recruitment Activities

Help hiring teams quickly understand the most important actions and priorities through one personalized experience. Streamline recruiting by leveraging templates and data from past roles to create new requisitions and offers with ease. Automatically convert candidates to new hires and move employees to new roles based on your business processes.

Attract the Right Talent

Provide recruiters and managers with AI-powered recommendations, better visibility into great-fit candidates, generative AI assistance, and streamlined interview scheduling. Candidates can help a potential employer recognize their value by adding recommended skills to their application using employer preferred language and terminology.

Onboard New Hires

Tailor onboarding activities. Make new hires feel welcomed and help them complete essential tasks ahead of time. Easily tie all HCM tasks into onboarding with one solution that's connected across the business. Provide employees with step-by-step guidance to understand when and how to finish tasks, making internal mobility and onboarding easy.

Drive Candidate Engagement

Target specific audiences using proactive sourcing and tailored communications to generate candidate interest and engagement. Utilize embedded AI to access talent across all former applicants, talent community members, event attendees, and internal employees to provide a ready-made pipeline that can be easily invited to apply for positions.

Manage Interviews

Use automation tools to identify potential interview times and allow candidates to quickly confirm interviews. Also allow candidates to schedule their own interviews. See details of every interview related to a candidate group, requisition, or event. Manage interview schedules, interviewer workloads, feedback, and availability.

Product Mix: HCM Talent Management

Key Metrics: Offer Acceptance Rate, Time to Hire (Days), Number of Career Sites Applications



Workforce Goals to Performance

Promote and Track Engagement

Initiate check-ins to facilitate ad hoc and in-the-moment interactions to ensure key talent is fully engaged and supported. Leverage automated nudges to provide reminders to promote regular and consistent levels of engagement, collaboration, and interaction. Use automated notifications to inform employees of upcoming activities and prompt timely action.

Conduct Talent Review Meetings

Prepare for talent review meetings using a highly interactive and visual dashboard integrated into a unified platform. View both at-a-glance and highly detailed talent capability indicators. Streamline processes by taking contextual actions.

Align Goals and Business Objectives

Leverage extensive goal management options to support goal sharing and ensure alignment of individual and team performance goals with organizational objectives.

Monitor Goals and Performance Metrics

Monitor talent management processes to ensure the organization's workforce goals and performance requirements are being met. Leverage powerful and flexible analytics tools to drive KPIs and real-time metrics.

Track Progress and Encourage Continuous Feedback

Encourage continuous feedback to provide open-ended channels for communicating outside of rigid review periods. Provide ongoing input into development and performance conversations. Use pulse surveys and in-the-moment check-ins to give opportunities to measure and follow up on team sentiment.

Perform Ad Hoc and Periodic Evaluations

Manage team performance by combining flexible, in-the-moment performance conversations with traditional periodic evaluations. Easily handle large volumes of evaluations at one time. Deliver generative AI assistance embedded at key stages in the process. Provide leaders with visibility into the distribution of target to actual ratings and calibrate to reward top performers.

Product Mix: HCM Talent Management

Key Metrics: Number of Performance Goals; Percent of Workers with Complete Goals; Workers with Incomplete Goals Beyond Target Completion Date; Incomplete Performance Appraisals



Skills Development to Career Growth

Develop Business-Leader Driven Team Skills

Leverage a personalized homepage to gain insights into team skills, continuously align them with changing business priorities, and take action to close any skill gaps. Use AI assistance to quickly identify learning and development resources that can be shared with employees who may require further development in specific areas.

Manage Federated Catalog

Create and curate a blended learning catalog that includes different modalities, content types, and content providers to support different learning styles. Manage job and position profiles, and tag learning content with required skills.

Thrive in Current Role

Provide a unified growth and development experience that gives employees clear visibility into the skills required to excel in their current roles and contribute to business outcomes. Equip employees with essential tools to explore learning and development opportunities to enhance their current performance and build skills for future career growth.

Automate Compliance and Development Initiatives

Ensure all employees maintain compliance in their current roles. Drive excellence by providing mandatory compliance training and role-specific skill development. Use configurable, automated processes to monitor compliance status and assign learning to ensure ongoing compliance.

Explore Future Opportunities

Provide a one-stop shop for exploring growth opportunities. Discover career paths and roles for long-term development. Enable employees to connect with mentors and experts within their organization who can help them grow in their targeted areas.

Evaluate Talent Trends

Leverage advanced analytics to evaluate learning and skill development trends to ensure that investments in these areas yield optimal outcomes.

Prepare for Future Role

Provide transparency into career paths and role requirements and guide employees on how to take action toward those roles. Support career growth and mobility by promoting skill development. Discover personalized learning opportunities to drive future career advancement.

Product Mix: HCM Talent Management
Key Metrics: Number of Workers Ready Now for Career Move; Percentage of Check-ins with Development Goals; Number of Development Goals In Progress



Skills Insight to Workforce Agility

Review Investment Impact on Employee Development

Leverage advanced analytics, including Investment Index and Growth Index composite statistics, to assess the skills-based talent demand and supply equation in real time. Use key success indicators to guide business actions.

Foster Employee Growth and Skills Development

Take control of your growth journey by visualizing and acting on the possibilities for tomorrow. Stay informed and up to date using a personalized, skills-driven experience that combines skill recommendations and development resources in one convenient place.

Support Manager Skills-Based Talent Planning

Assess the skills needed for today and promote those that will drive innovation and agility for the future. Partner with teams to support and guide them on their skills-focused development and growth journeys.

Optimize Organizational Talent Planning

Support leadership roundtable discussions to assess talent, analyze macro-organizational trends, address talent risks, and take timely and effective action. Use a dynamic, visually engaging dashboard to guide discussions and optimize the value of talent reviews. Build a talent pipeline for key roles and leverage AI-driven recommendations to identify potential candidates and mitigate selection bias.

Assess Succession Plans

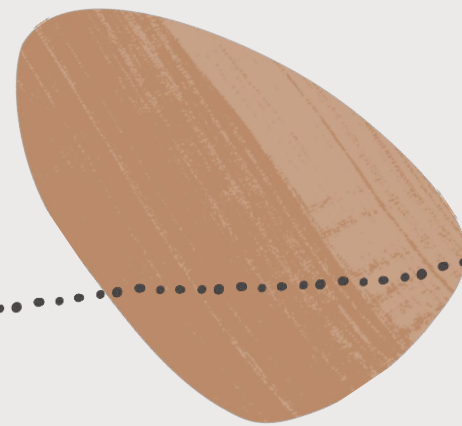
Manage succession plans and gauge bench strength to ensure adequate coverage for contingencies, while focusing on developing future leaders. Ensure that a strong succession pipeline is in place, with qualified talent ready to step into critical roles when needed.

Product Mix: HCM Talent Management

Key Metrics: Succession Plans with Candidates; Succession Plans without Candidates; Incumbent with High Risk of Loss



Oracle Modern Best Practice for Workforce Management



Absence Policy to Compliance

Review Absences Policies

Automate absence accrual and entitlement best practices globally while tailoring for local requirements. Support complex policies, such as compensatory time off and leave time donation, with simple configuration. Minimize the impact of complex policies by leveraging AI agents to provide a natural flow of conversation to give guidance using your own policies. Review current accrual balances and forecast future entitlement.

Provide Absence Assistance

Initiate requests to specialists for additional support on non-routine leave cases from a centralized dashboard. Use case management as needed to manage complex issues and compliance.

Request Absences

Automate communication to workers on leave planning to enable managers to ensure adequate coverage. Provide a centralized portal for workers to initiate requests for leave anywhere, anytime, on any device.

Account for Absences

View absence costs, including the need for overtime and substitute workers, absence hot spots, and business impact, on a centralized dashboard. Define rules for managing accruals and payment of accruals. Monitor absence fulfillment.

Plan and Approve Absences

Automatically route leave requests to appropriate approvers or automate the approval process by setting different rules and criteria that comply with local legislation and policies. Leverage digital assistants to simplify manual approval. Provide managers with centralized dashboards to view team absences, analyze trends, and address root causes.

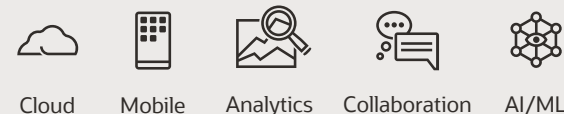
Ensure Compliance and Address Absence Trends

Uncover and understand the reasons behind workforce absences to promote a healthy workplace. Analyze patterns to avoid burnout and absenteeism. Monitor absence processing for compliance.

Track Absences

Get up-to-date accruals and entitlement balances on dashboards for both workers and managers. Automatically transfer accruals and entitlement updates to payroll.

Product Mix: HCM Absence Management
Key Metrics: Total Duration of Absences (Hours); Worker Count (Rejected Absences), In-Progress Absence Transactions



Employee Experience to Business Outcome

Engage Employees with Targeted Campaigns

Empower the HR team with a comprehensive dashboard to drive employee engagement through seamless communication. Launch campaigns to promote key company-wide initiatives. Deliver targeted communications based on employee attributes and areas of interest. Manage audience, content, and message timing independently without relying on other teams.

Provide Guidance Throughout the Employee Journey

Improve productivity with personalized, contextual guidance that helps employees complete tasks quickly, accurately, and confidently. Tailor guidance to employees based on their unique roles, skills, backgrounds, locations, or specific needs. Provide employees with knowledge articles, analytics, timely training, videos, and quick application links.

Embed Tools Empowering Employees to Take Action

Improve productivity by using embedded AI to streamline processes, complete tasks more quickly, make better decisions, and enhance the user experience. Provide contextual support by enabling employees to get answers and complete workflows by conversing with an AI-powered digital assistant.

Ensure a Consistent Experience Across Connected Apps

Provide a complete, unified employee experience platform that guides employees through professional and personal activities, delivers responsive HR service support, and streamlines communication across the organization. Deliver personalized and flexible experiences across connected apps, drawing from a single source of people and work data.

Enable Employees to Expand Their Network

Help workers find and connect with others who have specific skills, interests, or experiences. Enable workers to share personal interests, build connections, and cultivate a sense of community, fostering inclusion and belonging. Allow workers to promote their personal brand by highlighting their skills, accomplishments, and career experiences.

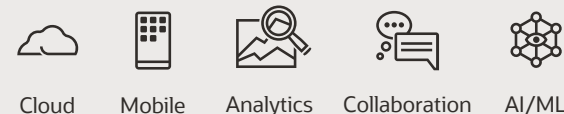
Monitor Campaign Outcome

Make better business decisions with full insight into how employees engage with your messaging. Track and analyze who reads, responds to, and acts on your campaign communications in real time, directly from a management dashboard. Drive higher response rates and better results with targeted follow-up emails, text messages, or both.

Recognize Employee Contribution

Create tailored recognition programs for various organizational segments, such as employees in specific countries or departments. Foster a positive company culture by aligning company values with moments of recognition. Celebrate milestone achievements by recognizing peers or nominating colleagues for awards, such as employee of the month.

Product Mix: HCM Oracle ME (HCM Communicate, Journeys, Grow, Celebrate, Touchpoints, Connections)
Key Metrics: Number of Workers with Journeys - Active; Time to Complete the Journey (Days); Days to Complete the Task - Actual



Workforce Issue to Resolution

Access Employee Inquiry Knowledge Base

Quickly and easily access intuitive knowledge base content on any device for a simple, secure, and personalized experience. Easily find answers to FAQs with a 24/7 guided approach and conversational interface.

Create Help Desk Requests

Easily create a request from within the Knowledge article if help is needed. Requests are automatically routed to the right HR person, ensuring quick and personalized HR service delivery for each employee.

Review and Manage Help Desk Requests

Automatically route requests to the right people based on business rules. Optimize productivity using configurable, personalized dashboards to organize work priority. Provide timely resolution with quick response communication templates.

Provide Automated Responses

Respond using one central knowledge base that supports fast, accurate, highly efficient service response with AI-driven continuous development of content and service provider insights.

Manage Cases

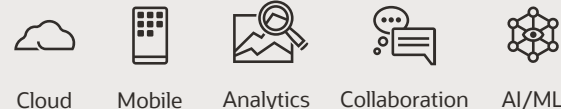
Utilize personalized dashboards and analytics to provide comprehensive case management and expeditious resolution. Easy to use interface enables safe access from anywhere and Automated Assistance and workflow empower case owners. Manage cases with multiple process steps, long-term tracking, correspondence, and documentation.

Report and Analyze Trends

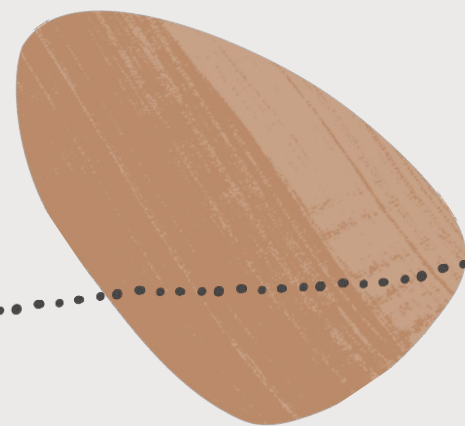
Use service request analytics, service insights, status measurements, and analysis by channel, product, category, queue, and agent. Create rich interactive reports and infolets and perform trend analysis to identify which types of cases and inquiries are happening so that one might proactively resolve broader issues.

Product Mix: Oracle HR Help Desk

Key Metrics: Number of Active Requests, Average Time to Close (Days), Percentage of Critical Requests



Oracle Modern Best Practice for Payroll



Workforce Schedule to Payment

Optimize Schedules

Use AI scheduling assistant to reduce labor costs, and optimally automate shift creation and assignment of available people with the right skills to meet expected demand. Automatically generate schedules that adhere to labor laws and union regulations. Prioritize multiple business and employee needs, such as FTE hours and worker preferences.

Review and Audit Recorded Time

Review the setup of processing rules and analyze rule processing details. Oversee recorded time entries and resolve exceptions to ensure that time and project records are complete, accurate, compliant, and ready to be seamlessly shared with payroll and posted to general ledger.

Enter Time or Time Exceptions

Easily and securely enter actual time and labor details with any mobile device. Receive automated time, payslip, and costing notifications.

Transfer Time to Payroll or Projects

Submit time details, seamlessly and simply, from individual time cards for both project reporting and payroll.

Ensure Time Compliance and Allocation

Ensure time entries are in compliance with schedules. Automatically receive notification when there are compliance issues so that discrepancies can be corrected. Automatically split time entry charges based on allocation rules.

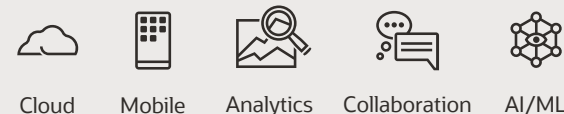
Understand and Control Time Spend

Use analytic summaries to better understand time spend, and ensure necessary controls are in place to maximize productivity while ensuring employees are engaged and their time is respected.

Approve Time

Receive automated notifications, review personalized analytics, and approve time on a centralized dashboard. Perform mass time card approvals, individual approvals, or management by exception.

Product Mix: HCM Workforce Management
Key Metrics: Worker Count (Submitted Time Cards); Reported Hours; Reported Hours Approved



Payroll Input to Payment

Collect Employee Information

Collect data, including employee salaries, time tracking, attendance, overtime, bonuses, deductions, leaves, and other relevant inputs. Use a single, unified solution to streamline processes and share HR, payroll, and time and labor data. Empower employees with visibility, control, and digital assistance to review, update, and verify their data. Access information conveniently and securely from any device, anywhere, at any time.

Calculate, Validate, and Distribute Payroll Payments

Calculate the distribution of payroll payments based on employee payment methods. Verify prepayment calculations before payroll payments are distributed. Distribute payments to employees through direct deposits, checks, or other payment methods. Generate payslips.

Validate Payroll Input Data

Verify the accuracy of the collected data and confirm that all payroll prerequisites are complete. Review the payroll dashboard for notifications and take any required actions. Run payroll validation reports to identify noncompliant or missing statutory information. Check retroactive notifications and process any necessary retroactive changes.

Calculate and Verify Cost Distributions

Identify the total costs to be distributed. Apply appropriate allocation methods, such as hours worked, revenue generated, or headcount. Ensure that costs are properly allocated across relevant departments, projects, or cost centers.

Calculate Payroll

Use automated flow pattern payroll processing to calculate gross pay based on hours worked, salaries, and applicable benefits. Apply deductions, including taxes, insurance premiums, retirement contributions, and stock transactions, in accordance with legal and company policies. Ensure compliance with tax laws and labor regulations.

Distribute Payroll Accounting Information

Run the transfer to subledger accounting process to create payroll journal entries. Seamlessly post payroll costs to the general ledger.

Review, Validate, and Approve Payroll

Confirm all payroll prerequisites are completed. Leverage proactive balancing and exception identification, and nondisruptive error processing. Review the payroll dashboard for notifications and take any required actions. Run validation reports to identify noncompliant or missing statutory information. Obtain necessary approvals to finalize payroll processing.

Reconcile and Report Payroll

Reconcile payroll accounts to ensure the accuracy of all transactions. Perform period-end reporting. Manage regulatory, compliance, and tax reporting.

Product Mix: HCM Payroll

Key Metrics: Standard Earnings; Supplemental Earnings; Voluntary Deductions



Cloud Mobile Analytics Collaboration AI/ML

Digital Business Processes for HCM