



1 END-TO-END CORE HR PROCESS

1

Hire an Employee
Create a person, add assignment and employment information.

2

Maintain Personal Info
Manage personal, contact, demographic and secondary identifiers.

3

Manage Employment
Track employment terms, probation, seniority dates and working at dates.

4

Manage Organization
Use workforce structures to position employees in the organization.

5

Manage Distribution
Assign cost centers, locations, departments and other distribution information.

6

Manage Absence & Entitlements
Define absence eligibility, accruals and entitlements.

7

Manage Work Relationship
Manage supervisors, managers, mentors, contacts and work relationships.

8

Manage Changes
Submit and track assignment, personal, organizational changes.

9

Terminate Employee
Process termination and manage final payments information.

10

Generate Reports
Use delivered reports, OTBI and analytics for insights.

2 KEY CONFIGURATIONS

Workforce Structures

- Legal Employer
- Business Unit
- Department
- Location
- Job
- Position
- Grade
- Worker Type

Workforce Information

- Person Info Categories
- Person Info Types
- Info Group
- Info Group Skeleton
- Attachment Categories
- Document Types

Employment Structures

- Assignment Status Types
- Assignment Types
- Assignment Category
- Employment Types
- Legal Employer
- Seniority Dates
- Working At Dates

Organization Structures

- Organization Types
- Organization Key
- Organization Profiles
- Organization Information

Work Relationship

- Relationship Types
- Relationship Reasons
- Work Relationship

Absence Management

- Absence Types
- Absence Reasons
- Absence Categories
- Absence Plans
- Entitlement Plans
- Accrual Plans

Other Important Configurations

- Common Lookups
- Value Sets
- Descriptive Flexfields (DFF)
- Profile Options
- Security Profiles
- HCM Data Loader (HDL)

Functional Areas

- Personal Information
- Employment Information
- Organization Information
- Workforce Structures
- Talent Information
- Work Relationship
- Absence & Entitlements
- Document Records

IMPORTANT SETUP SEQUENCE
Legal Employer → Business Unit → Department → Locations
Jobs → Grades → Positions → Organization Structures
Workforce Information → Assignment & Employment Structures

3 CORE HR MODULES

Person Management
Create and maintain person records.

Employment Management
Manage assignments, terms of employment and workforce data.

Organization Management
Model enterprise structures using workforce structures.

Work Relationship Management
Manage managers, supervisors, mentors, contacts and others.

Absence Management
Track absence eligibility, accruals and entitlements.

Document Records
Maintain and store employee documents.

Fast Formulas
Define business logic and validations.

HCM Data Loader (HDL)
Import and update HCM data using HDL files.

4 INTEGRATIONS

CORE HR Payroll
Employee data, Pay Group, Bank, Tax, Salary etc.

CORE HR Absence Management
Absence eligibility based on assignment and service dates.

CORE HR Benefits
Eligibility, life events, dependents and enrollment.

CORE HR Recruiting (ORC)
New hire data handoff.

CORE HR Time & Labor (OTL)
Worker assignments, work terms and eligibility.

CORE HR Talent Management
Worker data for performance, goals and development.

CORE HR OTBI / BI Publisher
Reporting and analytics.

5 COMMON CORE HR REPORTS (OTBI / BI PUBLISHER)

• Workforce Changes Report

• Headcount Report

• Headcount by Organization Report NEW

• Person Details Report

• Worker Assignment Report NEW

• Organization Hierarchy Report

• Assignment Details Report

• Tenure Analysis Report

• Attrition Analysis Report

• Absence Eligibility Report

• Document Expiry Report

• Work Relationship Report

6 COMMON CORE HR REST APIs*

Get Persons

Get Person Details

Get Assignments

Get Assignment Details

Create Assignment

Update Assignment

Find Person NEW

Search Persons NEW

*API resources may vary depending on the Oracle Fusion Cloud release.

7 ESS JOBS TO KNOW

- Refresh Person Search Index
- Refresh Assignment Search Index
- Refresh Organization Hierarchy
- Rebuild Document Delivery Data
- ESS Security Role Provisioning
- HCM Extracts
- Verify or Purge Person Data

8 TROUBLESHOOTING CHECKLIST

✓ Person or Assignment not visible? Check Security Roles.

✓ Changes not reflecting? Check Effective Dates.

✓ Absence not accruing? Check Eligibility & Accrual Plans.

✓ Reports showing incorrect data? Check Data Security Policies.

✓ HDL load failed? Check HDL Logs and data format.

✓ Organization hierarchy incorrect? Verify WF Structures.

✓ Salary or Work Terms not updated? Check Assignment Status.

9 BEST PRACTICES

✓ Keep workforce structures simple and aligned to business.

✓ Use accurate effective dates for all transactions.

✓ Maintain clean data and run ESS jobs regularly.

✓ Use descriptive flexfields for additional business needs.

✓ Implement security using data roles and security profiles.

✓ Use validations and fast formulas effectively.

✓ Review reports and analytics periodically.

10 KEY CORE HR CONCEPTS

Concept	Description
Person	Individual maintained in the system.
Assignment	Employment relation of a person.
Workforce Structure	Builds organization hierarchy.
Effective Date	Date from which a record is valid.
Legislative Data Group	Defines legislative data for payroll.
Assignment Status	Active, Inactive, Suspended, Terminated etc.
Working At Dates	Track start and end of employment.

11 INTERVIEW QUESTIONS

1 What is Workforce Structure in Oracle Fusion HCM?

2 What is the difference between Assignment and Employment?

3 How does Absence eligibility work in Core HR?

4 What are Seniority Dates and how are they used?

5 What is the purpose of Assignment Status?

6 How do you load data in Core HR using HDL?

7 What are Work Relationships in Core HR?

8 Which ESS jobs are important in Core HR?

9 How do you troubleshoot data not visible to users?

12 COMMON MISTAKES TO AVOID

✗ Incorrect effective dates leading to data issues.

✗ Creating duplicate persons.

✗ Wrong legislative data group assignment.

✗ Not running ESS jobs after configuration.

✗ Security roles not assigned properly.

✗ HDL data format or mapping errors.

✗ Ignoring documentation and approvals.