CLOUD READINESS

Oracle HCM Cloud Common

Release 13 (updates 18A – 18C)

What's New

ORACLE

TABLE OF CONTENTS

DOCUMENT HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Update Version	Notes
21 DEC 2018	January Maintenance Pack for 18C	Delivered new features in January Maintenance Pack for 18C.
28 FEB 2020	Update 18C	Revised update 18C.
26 OCT 2018	June Maintenance Pack for 18B	Delivered new features in June Maintenance Pack for 18B, which will also be included in the August Quarterly Maintenance Pack for 18B.
27 MAR 2020	Update 18B	Revised update 18B.
27 APR 2018	May Maintenance Pack for 18A	Delivered new features in May Maintenance Pack for 18A.
25 MAY 2018	Update 18A	Revised update 18A.

JANUARY MAINTENANCE PACK FOR 18C

REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Feature	Notes
21 DEC 2018		Created initial document.

OVERVIEW

HCM Cloud applications have two types of patches you can receive that are documented in this What's New:

- Release Updates (18A, 18B and 18C)
- Optional Monthly Maintenance Packs to each update

It is important for you to know what Release Update your environment is on. You can find this in your Cloud Portal. If you are on Update 18A, you will only have features that are in 18A or the Monthlies for 18A, you will not have 18B features until you receive the 18B update. You can however read ahead on future release so you can make plans for when you will receive the next update.

If you are upgrading from Release 12, you should read all features up through the Release Update that you will receive in the upgrade, this can also be found in Cloud Portal.

This document outlines the information you need to know about new or improved functionality in Oracle HCM Cloud. Each section includes a brief description of the feature, the steps you need to take to enable or begin using the feature, any tips or considerations that you should keep in mind, and the resources available to help you.

In addition to this document you will also want to review the Oracle Human Capital Management Cloud Functional Known Issues and Maintenance Packs (Document ID 1554838.1). These documents identify bug fixes and possible known issues. You will also need to review these documents based in the release update version you are currently on or will be moving to.

Oracle HCM Cloud release documents are delivered in five functional groupings:

Suggested Reading for all HCM Products:

- **HCM Cloud Common Features** (This document pertains to all HCM applications. It is the base human resource information for all products and HCM Tools.)
- **Global Human Resources Cloud** (Global Human Resources contains the base application in which other application use for common data such as workforce structures and person information. Regardless of what products you have implemented you may want to see the new features for Global Human Resources that could impact your products.)

NOTE: Not all Global Human Resource features are available for Talent and Compensation products.

Optional Reading for HCM Products (Depending on what products are in your cloud service):

- **Talent Management Cloud** (All Talent applications)
- **Workforce Rewards Cloud** (Compensation, Benefits, Payroll and Global Payroll Interface)
- **Workforce Management Cloud** (Absence Management and Time and Labor)

Additional Optional Reading:

- **Common Technologies and User Experience** (This documents the common features across all Cloud applications and is not specific to HCM)

NOTE: All of these documents can be found on the Oracle Help Center at: https://cloud.oracle.com /saasreadiness/hcm under Human Capital Management Release Readiness.

GIVE US FEEDBACK

We welcome your comments and suggestions to improve the content. Please send us your feedback at oracle_fusion_applications_help_ww_grp@oracle.com. Indicate you are inquiring or providing feedback regarding the HCM Cloud What's New for Release 13 in the body or title of the email.

FEATURE SUMMARY

Column Definitions:

Report = New or modified, Oracle-delivered, ready to run reports.
UI or Process-Based: Small Scale = These UI or process-based features are typically comprised of minor field, validation, or program changes. Therefore, the potential impact to users is minimal.
UI or Process-Based: Larger Scale* = These UI or process-based features have more complex designs. Therefore, the potential impact to users is higher.

Opt In Only = These features are made available for use via Opt In. No additional setup steps are required.
Opt In, Plus Additional Steps Required = To use these features you must first Opt In, then perform additional setup steps.
Steps Required (No Opt In) = Setup steps must be performed before these features can be used. For example, new or expanded BI subject areas need to first be incorporated into reports. Integration is required to utilize new web services.

	New Features Delivered Ready to Use (Delivered Enabled) Reports plus Small Scale UI or Process-Based new features will have minimal user impact after an update. Therefore, customer acceptance testing should focus on the Larger Scale UI or Process-Based* new features.			**New Features That Customer Must Take Action to Use (Delivered Disabled)** Not disruptive as action is required to make these features ready to use. As you selectively choose to leverage, you set your test and roll out timing.		
Feature	**Report**	**UI or Process-Based: Small Scale**	**UI or Process-Based: Larger Scale***	***Customer Action:* Opt In Only**	***Customer Action:* Opt In, Plus Additional Steps Required**	***Customer Action:* Steps Required (No Opt In)**
HCM Data Loader						
New Objects Supported						✓

HCM DATA LOADER

HCM Data Loader provides a flexible and efficient method of bulk loading business object data for data-migration and on-going incremental updates to Oracle Human Capital Management Cloud.

NEW OBJECTS SUPPORTED

You can now load data for the following business objects:

Business Object	Product Area	Description
Payroll Time Card	Global Payroll - Calculation Information	Time calculation cards imported to the Calculation Information Repository from Time and Labor or a third-party time collection device.
Payroll Time Definition	Global Payroll - Define	A definition of either a date or a time period.

These objects now have an additional component:

Business Object	Product Area	New Component	New Component Description
Grade	Global HR - Work Structures	Grade Legislative Extra Information	Extensible flexfield attributes for grade legislative information.
Talent Profile	Talent Management	Talent Model Profile Additional Data	Additional attributes for defining model profiles.

STEPS TO ENABLE

No steps are required to enable this feature.

UPDATE 18C

REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Feature	Notes
28 FEB 2020	Redesigned User Experience/Talent: Performance and Career Overviews for My Team	Updated document. Revised feature information.
28 JUN 2019	HCM Common Architecture: Parallel Routing Policies for Approval Notifications	Updated document. Delivered feature in update 18C.
28 JUN 2019	Redesigned User Experience / HCM Common: Unsaved Changes Warning Disabled	Updated document. Revised feature information.

Date	Feature	Notes
28 JUN 2019	HCM Extracts: Extract Deleted Object Details	Updated document. Revised feature information.
28 JUN 2019	Redesigned User Experience / Talent: Performance on Person Spotlight Redesigned	Updated document. Revised feature information.
28 JUN 2019	Redesigned User Experience / Talent: Performance and Career Overviews for My Team	Updated document. Revised feature information.
31 MAY 2019	Redesigned User Experience / Global HR: New Person Flows Redesigned	Updated document. Revised feature information.
31 MAY 2019	Redesigned User Experience / Talent: Most Goal Management Features Added to Redesigned Pages	Updated document. Revised feature information.
29 MAR 2019	Redesigned User Experience / Talent: Career Development Self-Service Pages Redesigned	Updated document. Revised feature information.
22 FEB 2019	Redesigned User Experience / Absences: Add Absence Self-Service Page Enhanced	Updated document. Revised feature information.
22 FEB 2019	Redesigned User Experience / HCM Security: My Account and Manage User Account Redesigned	Updated document. Revised feature information.
25 JAN 2019	HCM Data Loader: Review and Set Configuration Parameters Efficiently	Updated document. Revised feature information.
21 DEC 2018	Application Security: Email Validation in Manage Users	Updated document. Revised feature information.
21 DEC 2018	Redesigned User Experience / Absence: Add Absence Self-Service Page Enhanced	Updated document. Revised feature information.
21 DEC 2018	Redesigned User Experience / HCM Common: Improved Person Spotlight Security and Design	Updated document. Delivered feature in update 18C.
21 DEC 2018	Redesigned User Experience / HCM Common: New Client LOVs	Updated document. Revised feature information.
21 DEC 2018	Redesigned User Experience / Time: Employee Time Card Self-Service Page Redesigned	Updated document. Delivered feature in update 18C.
21 DEC 2018	HCM Spreadsheet Data Loader: Secure Spreadsheets and Spreadsheet Templates for Bulk Data Loading	Updated document. Revised feature information.
26 OCT 2018	HCM Data Loader: Enhancements to Recruiting Objects	Updated document. Delivered feature in update 18C.
26 OCT 2018	HCM Data Loader: New Business Objects Supported	Updated document. Revised feature information.

Date	Feature	Notes
26 OCT 2018	Redesigned User Experience/HCM Common: HCM Global Search Enhanced	Updated document. Revised feature information.
26 OCT 2018	Redesigned User Experience/HCM Common: Profile Options Delivered to Enable Redesigned User Experience	Updated document. Revised feature information.
26 OCT 2018	Redesigned User Experience/HCM Common: Configure Quick Actions on Me, My Team, and My Client Groups	Updated document. Revised feature information.
07 SEP 2018		Created initial document.

OVERVIEW

HCM Cloud applications have two types of patches you can receive that are documented in this What's New:

- Release Updates (18A, 18B and 18C)
- Optional Monthly Maintenance Packs to each update

It is important for you to know what Release Update your environment is on. You can find this in your Cloud Portal. If you are on Update 18A, you will only have features that are in 18A or the Monthlies for 18A, you will not have 18B features until you receive the 18B update. You can however read ahead on future release so you can make plans for when you will receive the next update.

If you are upgrading from Release 12, you should read all features up through the Release Update that you will receive in the upgrade, this can also be found in Cloud Portal.

This document outlines the information you need to know about new or improved functionality in Oracle HCM Cloud. Each section includes a brief description of the feature, the steps you need to take to enable or begin using the feature, any tips or considerations that you should keep in mind, and the resources available to help you.

In addition to this document you will also want to review the Oracle Human Capital Management Cloud Functional Known Issues and Maintenance Packs (Document ID 1554838.1). These documents identify bug fixes and possible known issues. You will also need to review these documents based in the release update version you are currently on or will be moving to.

Oracle HCM Cloud release documents are delivered in five functional groupings:

Suggested Reading for all HCM Products:

- **HCM Cloud Common Features** (This document pertains to all HCM applications. It is the base human resource information for all products and HCM Tools.)
- **Global Human Resources Cloud** (Global Human Resources contains the base application in which other application use for common data such as workforce structures and person information. Regardless of what products you have implemented you may want to see the new features for Global Human Resources that could impact your products.)

NOTE: Not all Global Human Resource features are available for Talent and Compensation products.

Optional Reading for HCM Products (Depending on what products are in your cloud service):

- **Talent Management Cloud** (All Talent applications)
- **Workforce Rewards Cloud** (Compensation, Benefits, Payroll and Global Payroll Interface)
- **Workforce Management Cloud** (Absence Management and Time and Labor)

Additional Optional Reading:

- **Common Technologies and User Experience** (This documents the common features across all Cloud applications and is not specific to HCM)

NOTE: All of these documents can be found on the Oracle Help Center at: https://cloud.oracle.com /saasreadiness/hcm under Human Capital Management Release Readiness.

GIVE US FEEDBACK

We welcome your comments and suggestions to improve the content. Please send us your feedback at oracle_fusion_applications_help_ww_grp@oracle.com. Indicate you are inquiring or providing feedback regarding the HCM Cloud What's New for Release 13 in the body or title of the email.

FEATURE SUMMARY

Column Definitions:

Report = New or modified, Oracle-delivered, ready to run reports.
UI or Process-Based: Small Scale = These UI or process-based features are typically comprised of minor field, validation, or program changes. Therefore, the potential impact to users is minimal.
UI or Process-Based: Larger Scale* = These UI or process-based features have more complex designs. Therefore, the potential impact to users is higher.

Opt In Only = These features are made available for use via Opt In. No additional setup steps are required.
Opt In, Plus Additional Steps Required = To use these features you must first Opt In, then perform additional setup steps.
Steps Required (No Opt In) = Setup steps must be performed before these features can be used. For example, new or expanded BI subject areas need to first be incorporated into reports. Integration is required to utilize new web services.

	New Features Delivered Ready to Use (Delivered Enabled) Reports plus Small Scale UI or Process-Based new features will have minimal user impact after an update. Therefore, customer acceptance testing should focus on the Larger Scale UI or Process-Based* new features.			New Features That Customer Must Take Action to Use (Delivered Disabled) Not disruptive as action is required to make these features ready to use. As you selectively choose to leverage, you set your test and roll out timing.		
Feature	**Report**	**UI or Process-Based: Small Scale**	**UI or Process-Based: Larger Scale***	***Customer Action:*** **Opt In Only**	***Customer Action:*** **Opt In, Plus Additional Steps Required**	***Customer Action:*** **Steps Required (No Opt In)**
Application Security						
Email Validation in Manage Users						✓
Enable Audit of Role Delegation		✓				
Support Linking of User Accounts to Person Records on the Edit User Page		✓				
HCM Security						
New Validation of Data and Abstract Roles						✓
HCM Common Architecture						
Parallel Routing Policies for Approval Notifications		✓				
HCM Data Loader						

Feature	New Features Delivered Ready to Use (Delivered Enabled) Reports plus Small Scale UI or Process-Based new features will have minimal user impact after an update. Therefore, customer acceptance testing should focus on the Larger Scale UI or Process-Based* new features.			New Features That Customer Must Take Action to Use (Delivered Disabled) Not disruptive as action is required to make these features ready to use. As you selectively choose to leverage, you set your test and roll out timing.		
	Report	UI or Process-Based: Small Scale	UI or Process-Based: Larger Scale*	*Customer Action:* Opt In Only	*Customer Action:* Opt In, Plus Additional Steps Required	*Customer Action:* Steps Required (No Opt In)
New Business Objects Supported		✓				
Support for Oracle Benefits Objects			✓			
Enhancements to Checklist Business Objects			✓			
Enhancements to Talent Management Objects			✓			
Enhancements to View Business Objects		✓				
Enable Audit of Data Loaded			✓			
Review and Set Configuration Parameters Efficiently		✓				
Automated Maintenance of Stage Tables						✓
Enhancements to Recruiting Objects						✓
HCM Extract						
Lock Extract Definition		✓				
View the Context Setting User Entity List		✓				
Store Multiple Encryption Keys in HCM Extracts						✓
Extract Deleted Object Details		✓				
HCM Spreadsheet Data Loader						
Secure Spreadsheets and Spreadsheet Templates for Bulk Data Loading						✓
Simplified Configuration for List of Values			✓			
Redesigned User Experience						
HCM Common						
Profile Options Delivered to Enable Redesigned User Experience						✓

Feature	New Features Delivered Ready to Use (Delivered Enabled) Reports plus Small Scale UI or Process-Based new features will have minimal user impact after an update. Therefore, customer acceptance testing should focus on the Larger Scale UI or Process-Based* new features.			New Features That Customer Must Take Action to Use (Delivered Disabled) Not disruptive as action is required to make these features ready to use. As you selectively choose to leverage, you set your test and roll out timing.		
	Report	UI or Process-Based: Small Scale	UI or Process-Based: Larger Scale*	*Customer Action:* Opt In Only	*Customer Action:* Opt In, Plus Additional Steps Required	*Customer Action:* Steps Required (No Opt In)
Configure Quick Actions on Me, My Team, and My Client Groups		✓				
HCM Global Search Enhanced						✓
Unsaved Changes Warning Disabled						✓
New Client LOVs						✓
Improved Person Spotlight Security and Design						✓
HCM Security						
My Account and Manage User Account Redesigned						✓
Absence						
Add Absence Self-Service Page Enhanced						✓
Benefits						
Further Redesigned Self-Service Pages						✓
Human Resources						
New Person Flows Redesigned						✓
Personal Information Redesigned Self-Service Pages Enhanced						✓
Seniority Dates Redesigned			✓			
Manage Allocated Checklists Page Redesigned						✓
Document Records Changes		✓				
Printing the Directory Organization Chart						✓
Information Sharing Pages Redesigned						✓
Global Payroll						

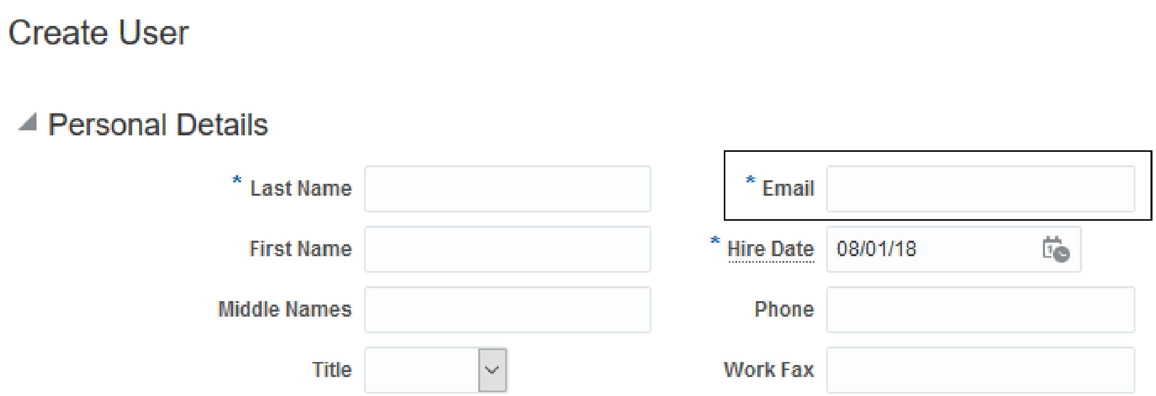
Feature	New Features Delivered Ready to Use (Delivered Enabled) Reports plus Small Scale UI or Process-Based new features will have minimal user impact after an update. Therefore, customer acceptance testing should focus on the Larger Scale UI or Process-Based* new features.			New Features That Customer Must Take Action to Use (Delivered Disabled) Not disruptive as action is required to make these features ready to use. As you selectively choose to leverage, you set your test and roll out timing.		
	Report	UI or Process-Based: Small Scale	UI or Process-Based: Larger Scale*	*Customer Action:* Opt In Only	*Customer Action:* Opt In, Plus Additional Steps Required	*Customer Action:* Steps Required (No Opt In)
Manage Payment Method Preferences Page						✓
Payroll for Canada						
Year-End Documents in Employee Self-Service						✓
Payroll for the United States						
Year-End Documents in Employee Self-Service						✓
Recruiting						
Current Jobs Pages Redesigned			✓			
Talent						
Performance on Person Spotlight Redesigned						✓
Performance and Career Overviews for My Team						✓
Career Development Self-Service Pages Redesigned			✓			
Most Goal Management Features Added to Redesigned Pages						✓
Contextual Notes Self-Service Page Redesigned						✓
Succession Planning Spotlight Redesigned						✓
Time & Labor						
Employee Time Card Self-Service Page Redesigned						✓

APPLICATION SECURITY

Oracle Fusion Applications Security provides a single console where IT Security Managers and Administrators can perform various functions including user lifecycle management, role definition, security policy management (both functional and data), role hierarchy maintenance, username and password policy administration, and certificate management. The console also enables users to simulate the effect of security changes, to run security reports, and download a connector for integration with Microsoft Active Directory.

EMAIL VALIDATION IN MANAGE USERS

Until now, you could inadvertently enter a duplicate work email address on the Create User or Edit User page. Once a duplicate email address exists, it can be difficult to correct. From this update, work email addresses are validated and duplicate values are highlighted when you try to save your changes. The warning message includes either the name, the user name, or both of the owner of the email address. Having this warning enables you to enter a unique email address before saving.



The Create User Page Showing the Work Email Field

STEPS TO ENABLE

Validation of work email addresses on the Create User and Edit User pages is disabled by default. To enable this validation, you create and enable the PER_MANAGE_USERS_EMAIL_VALIDATION profile option and then set it to **Y**

To create and enable the profile option, follow these steps:

1. In the Setup and Maintenance work area, use the **Manage Profile Options** task.
2. On the Manage Profile Options page, click the **New** icon in the Search Results section.
3. On the Create Profile Option page, complete the required fields as follows:

Field	Value
Profile Option Code	PER_MANAGE_USERS_EMAIL_VALIDATION
Profile Display Name	Enable Validation of User Work Email
Application	Global Human Resources
Module	Users
Start Date	1/1/50

4. Click **Save and Close**.
5. In the **Profile Option Levels** section of the **Manage Profile Options** page, enable the profile option at the **Site** level, as follows:
   a. Select the **Enabled** option, to enable the profile option.
   b. Select the **Updateable** option, to grant update privileges to users.
6. Click **Save and Close**.

To set the profile option, follow these steps:

1. In the Setup and Maintenance work area, use the **Manage Administrator Profile Values** task.
2. On the Manage Administrator Profile Values page, enter **PER_MANAGE_USERS_EMAIL_VALIDATION** in the **Profile Option Code** field and click **Search**.
3. In the Profile Values section of the search results, enter **Y** in the **Profile Value** field.
4. Click **Save and Close**.

TIPS AND CONSIDERATIONS

Validation of the work email applies to user accounts that you manage on the Create User and Edit User pages. It doesn't apply to user accounts that you manage on the Security Console.

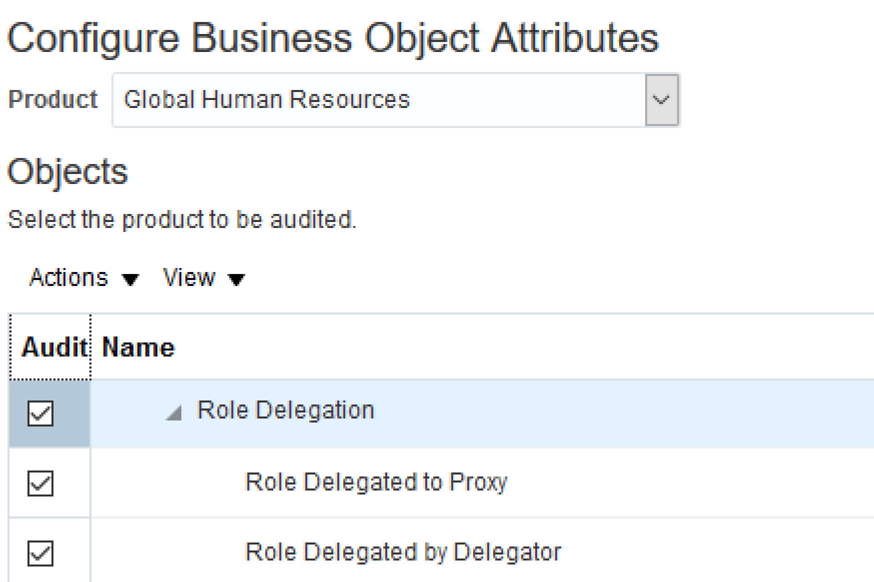
KEY RESOURCES

For more information, go to Applications Help for the following help topics:

- Enabling Validation of Work Email for Manage Users: Procedure
- Creating Oracle HCM Cloud Users Using the Create User Task: Procedure

ENABLE AUDIT OF ROLE DELEGATION

Role delegation is the assignment of a role from one user, known as the delegator, to another user, known as the proxy. You can now track the delegation of roles by configuring audit of the Role Delegation business objects on the Configure Business Object Attributes page.



Configuring the Role Delegation Business Objects for Audit

Authorized users can review the audit data for role delegation transactions in the Audit Reports work area.

STEPS TO ENABLE

No steps are required to enable this feature.

KEY RESOURCES

For more information, go to Applications Help for the following topics:

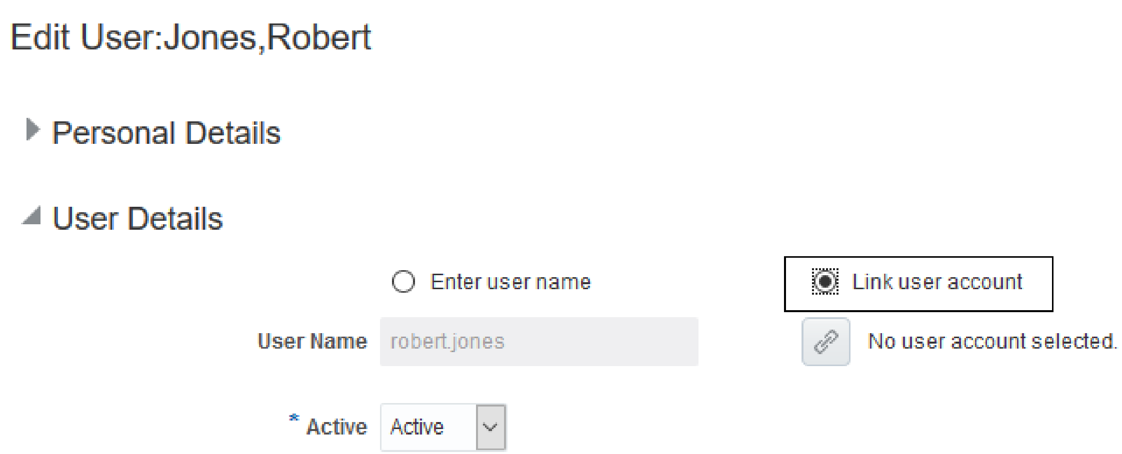
- Role Delegation: Explained
- Auditing Oracle HCM Cloud Business Objects: Explained
- Enabling Audit for Oracle HCM Cloud Business Objects: Procedure

SUPPORT LINKING OF USER ACCOUNTS TO PERSON RECORDS ON THE EDIT USER PAGE

When you create a user account using the following methods, it remains a standalone user account until you link it to a person record:

- Oracle Applications Cloud Security Console
- SCIM (REST) APIs

Until now, you could link standalone user accounts to person records on the Create User page or the Manage User Account page, which is available to Oracle HCM Cloud users only. From this update, you can also link standalone user accounts to person records on the Edit User page. Any currently linked user account is automatically unlinked from the person record when you select a replacement account.



Linking a User Account on the Edit User Page

When you click the **Link** icon on the Edit User page, the Link User Account dialog box opens. In this dialog box, you search for and select a standalone user account to link to the person record. Accounts that are already linked to person records don't appear here. The account can be in any status, and its status is unaffected by the linking.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

When you link a standalone user account on the Edit User page:

- Any roles already assigned externally and manually to the user account appear. For example, if roles were added to a user account when it was created on the Security Console, then those roles appear here.
- If you remove any of these roles on the Edit User page, then that change is reflected on the Security Console.

When you click **Autoprovision Roles** on the Edit User page:

- Autoprovisioning rules are applied, based on the user's current employment information.
- If you changed the user's employment information on the Edit User page, then the user may qualify for additional roles. In this case, requests to add those roles appear in the Roles Requested section. If the user has roles for which he or she no longer qualifies, then requests to remove those roles appear.

You can also add roles manually to the account.

No changes are made automatically to the unlinked account. You may want to reset the password of the unlinked account.

KEY RESOURCES

For more information, go to Applications Help for the following help topic:

- Linking Existing User Accounts to Person Records: Explained

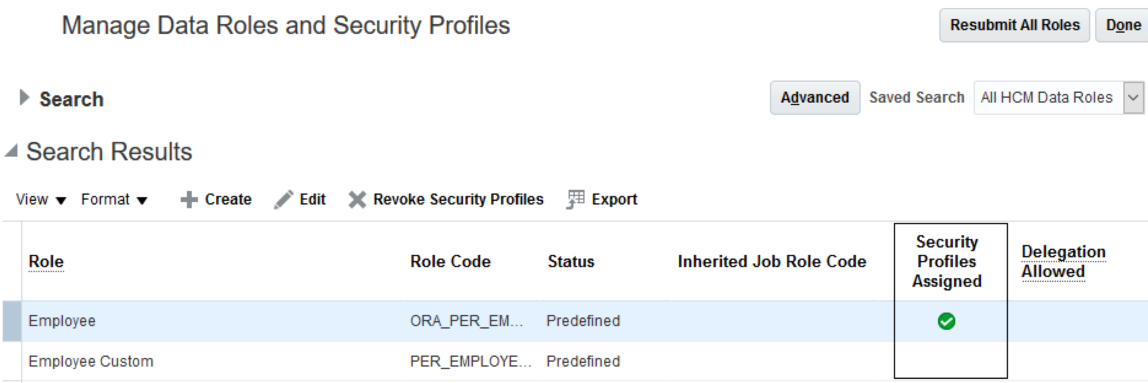
HCM SECURITY

Includes enhancements to person security profiles, new-person task flows, role mappings, the Retrieve Latest LDAP Changes process, predefined job and abstract roles, and security setup.

NEW VALIDATION OF DATA AND ABSTRACT ROLES

If you copy an abstract role to which security profiles are assigned, then the data security policies from the assigned security profiles are also copied. These data security policies may provide unwanted or inappropriate data access. To avoid copying them, you're recommended always to revoke security profiles from an abstract role before you copy it. Otherwise, your new abstract role may have two sets of data security policies, one copied from the source role and one from any security profiles that you later assign to your role.

Until now, it wasn't possible to determine whether a custom abstract role included copied data security policies. For example, you may have copied an Employee role with assigned security profiles. If you didn't revoke the security profiles from the role before you copied it, then the data security policies from the assigned security profiles were also copied. These copied data security policies weren't reported on the Manage Data Roles and Security Profiles page.

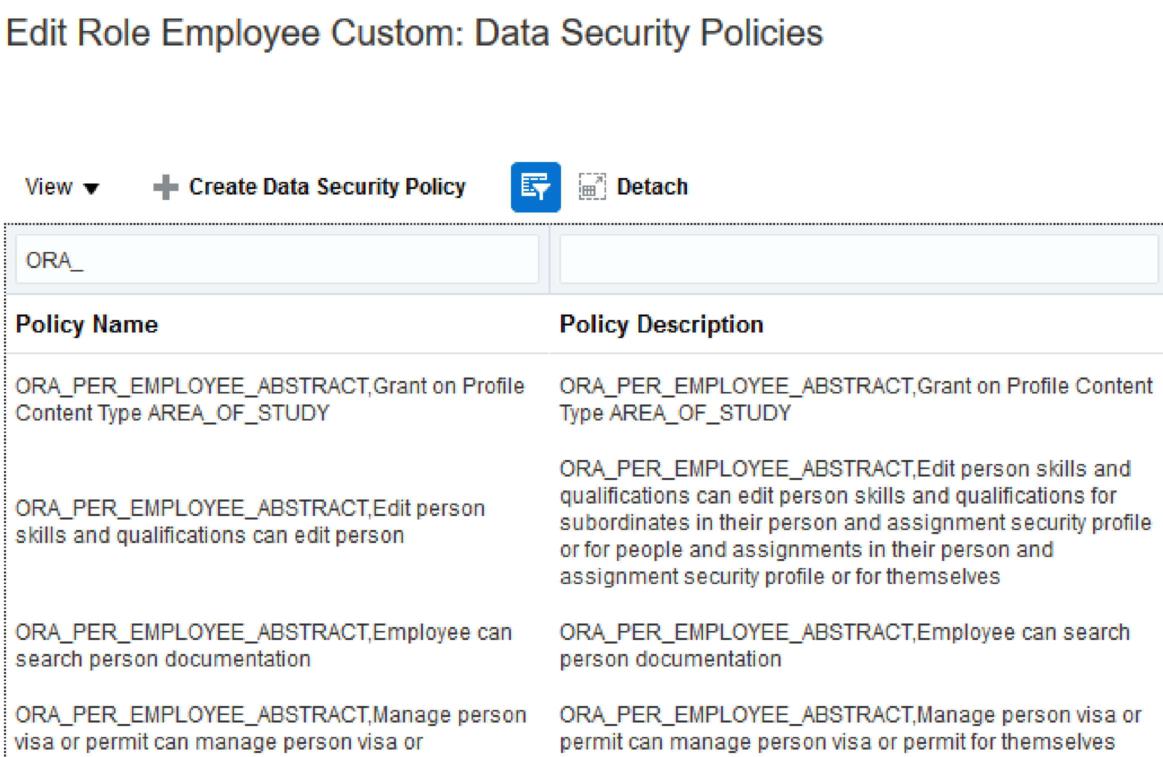


Employee Custom Is a Copy of Employee

From Update 18C, additional validation is applied when you assign security profiles to an abstract role. If the abstract role is a copy and includes copied data security policies, then a warning message appears. You're recommended to remove any unwanted data security policies before proceeding.

If the role that you copied was a predefined abstract role, then you can remove copied data security policies as follows:

1. Edit your copy of the abstract role on the Security Console.
2. On the Data Security Policies page, filter by policy names beginning with the ORA_ prefix. These data security policies were generated from security profiles assigned to the predefined abstract role that you copied.



Filter by Policy Names Beginning ORA_

3. Remove all policies beginning ORA_ in the filtered list.

Any remaining data security policies are either predefined and should not be removed or generated from security profiles that you assigned to your copy of the role.

If the source role was a custom abstract role, then to remove copied data security policies you:

1. Revoke the security profiles from the source abstract role.
2. Make another copy of the source abstract role.
3. Reassign the revoked security profiles to the source abstract role.
4. Reapply any updates to your new copy of the role. For example, you may need to edit the role hierarchy.

When you have a new copy of the role without the copied data security policies, you can assign security profiles to it, as required.

STEPS TO ENABLE

No steps are required to enable this feature; however you will want to remove security profiles from delivered HCM abstract roles (i.e., Employee, Contingent Worker and Line Manager) before copying them in the Security Console.

TIPS AND CONSIDERATIONS

It's rare to assign security profiles to job roles, as people with the same job role are likely to access different sets of data. Nonetheless, the new validation is also applied to job roles when you create or edit a data role. If the job role included in the data role is a copy of a job role with assigned security profiles, then a warning message alerts you to the copied data security policies. You're recommended to revoke the security profiles from the source job role and copy it again. This action removes unwanted data security policies from your copy of the job role.

KEY RESOURCES

For more information, go to Applications Help for the following help topics:

- Copying HCM Roles: Points to Consider
- Copying Abstract Roles: Explained
- Assigning Security Profiles to Job and Abstract Roles: Procedure

HCM COMMON ARCHITECTURE

PARALLEL ROUTING POLICIES FOR APPROVAL NOTIFICATIONS

The BPM Worklist application has been enhanced to define routing policies that enable you to send approval notifications to multiple participants in parallel including multiple Areas of Responsibility (AOR). This feature also enables you to create multiple stages and multiple participants in serial or parallel mode in the BPM Worklist application.

STEPS TO ENABLE

No steps are required to enable this feature.

KEY RESOURCES

For more information, see this document on My Oracle Support:

- How to Set Up Parallel Approval Rules (Document 2554536.1)

HCM DATA LOADER

HCM Data Loader provides a flexible and efficient method of bulk loading business object data for data-migration and on-going incremental updates to Oracle Human Capital Management Cloud.

NEW BUSINESS OBJECTS SUPPORTED

You can now load data for the following business objects:

Business Object	Product Area	Description
Brand Skill	Personal Brand	Records skills information for employees
Job Requisition Security Profile	Recruiting	Defines criteria for securing access to job requisitions
Learning Record Activity Attempt	Learning	Records a learner's attempt to complete a learning activity
Organization Payment Method	Global Payroll - Payments	Specifies the payment method for a legislative data group, including the payment source and payment method rule
Mass Actions for Performance Documents	Talent Management	Loads worker performance documents for mass processing, with Participants and Attachment components

STEPS TO ENABLE

No steps are required to enable this feature.

SUPPORT FOR ORACLE BENEFITS OBJECTS

You can now load data for the following Oracle Benefits business objects using HCM Data Loader or HCM Spreadsheet Data Loader:

Business Object	Description
Beneficiary Enrollment	Identifies beneficiaries of a benefits offering
Dependent Enrollment	Identifies dependents of participants in a benefits offering
Participant Enrollment	Records a participant's enrollment in a benefits offering
Person Habits	Records details of a person's habits and disability status

STEPS TO ENABLE

No steps are required to enable this feature.

ENHANCEMENTS TO CHECKLIST BUSINESS OBJECTS

Checklists now support onboarding, and the business object structure has been enhanced for this support.

The following child and grandchild components have been added to the Checklist Template business object:

Child Component	Grandchild Component	Description
Contacts		A contact, such as a person, email, or phone number, assigned to a checklist
Contents		Content items for the checklist
Tasks		A required or optional task in a checklist
	Task Dependencies	Prerequisite tasks for the parent task
	Task Notification Overrides	A replacement for default task notifications

The following child and grandchild components have been added to the Allocated Checklist business object:

Child Component	Grandchild Component	Description
Contacts		A contact, such as a person, email, or phone number, assigned to an allocated checklist
Contents		Content items for the allocated checklist
Tasks		A required or optional task in an allocated checklist
	Task Notifications	A notification to the task performer or owner of allocated checklist tasks

The following business objects are new:

Business Object	Description
Task Library	A repository of tasks that can be used when defining a checklist or assigning a task during transactions such as onboarding
Checklist Content Details	A content item, such as a note, news item, or announcement, belonging to a checklist

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

No notifications are issued when you bulk load allocated checklists.

KEY RESOURCES

See [Oracle Cloud Customer Connect] for example templates.

ENHANCEMENTS TO TALENT MANAGEMENT OBJECTS

The Succession Management and Talent Pool business objects now support the loading of descriptive flexfield (DFF) data. You can see the DFF segment attribute information on the Flexfield Attributes tab for these objects on the View Business Objects page. In business-object templates generated for these business objects, the METADATA line automatically includes the flexfield code and attributes for configured descriptive flexfields.

The new Talent Review Meeting object specifies the configuration details of a talent review meeting, including the meeting facilitators, participants, reviewees, rating models, succession plans, and talent pools.

STEPS TO ENABLE

No steps are required to enable this feature.

KEY RESOURCES

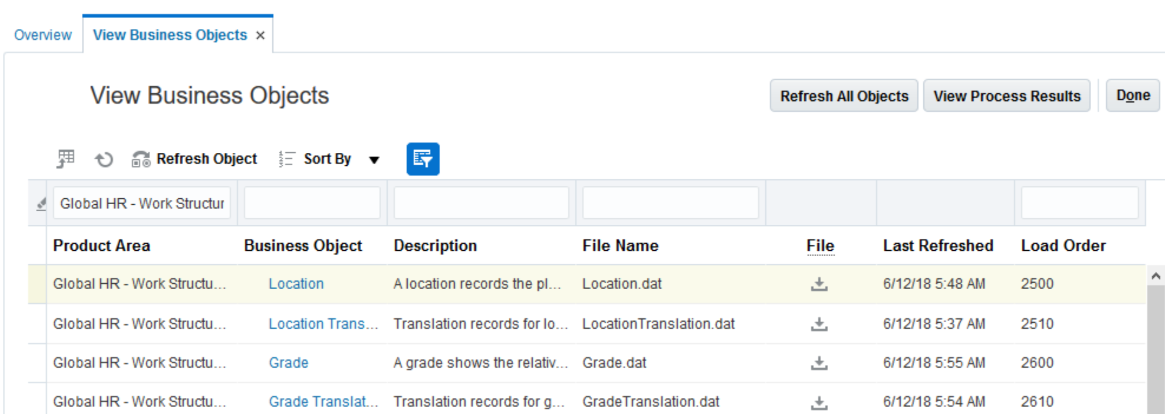
For more information, go to Applications Help for the following help topic:

- Loading Data for Descriptive Flexfields: Explained

ENHANCEMENTS TO VIEW BUSINESS OBJECTS

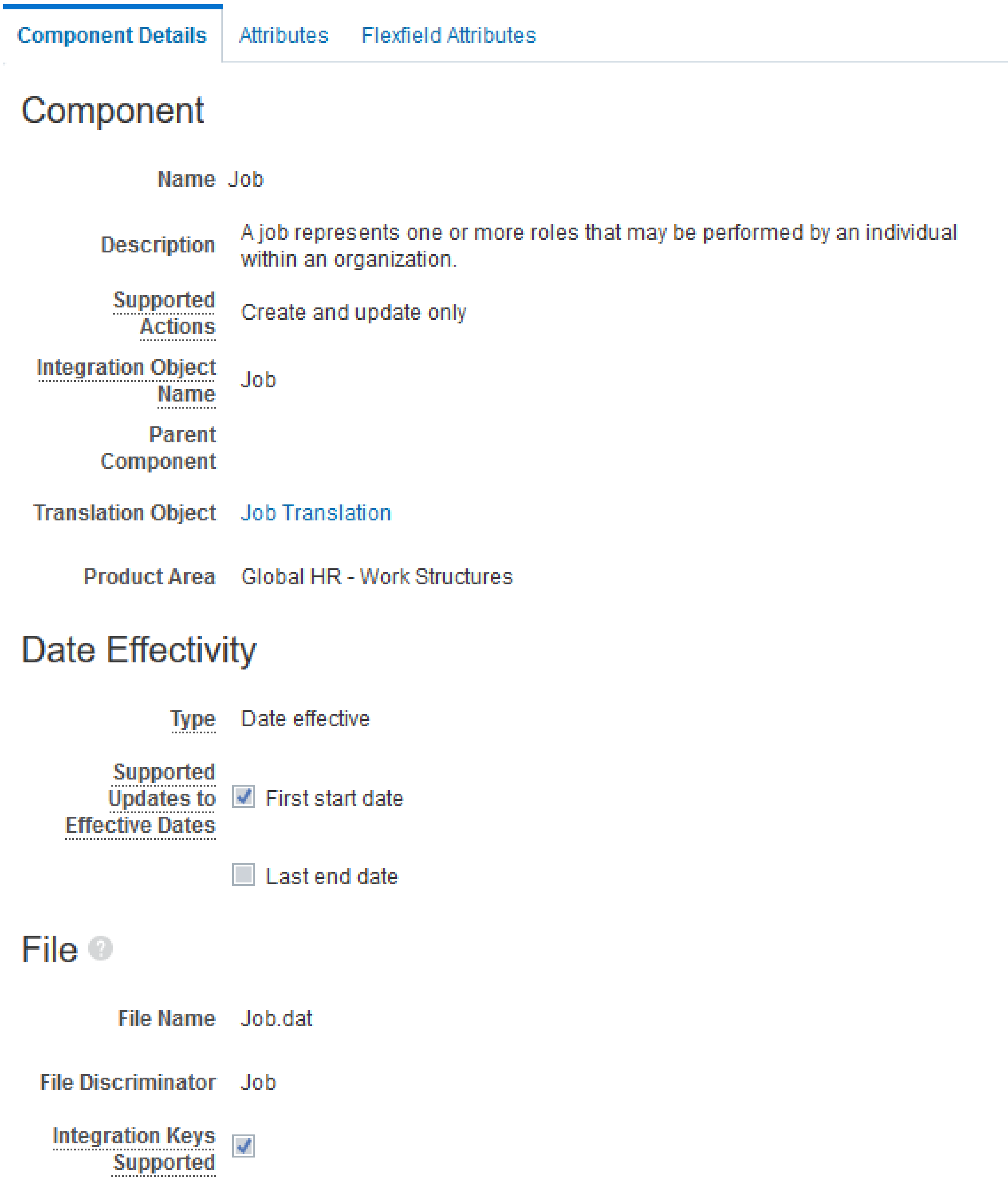
On the View Business Objects page, you can review details of all attributes of all business objects in your environment. The page and its related pages have been redesigned in this update, and many functions have been enhanced. In particular:

- The **Business Object** search field is replaced by query-by-example fields.
- The Processes tab is replaced by the **View Process Results** button, which opens a separate View Process Results page.
- When you refresh an object, both its attributes and its flexfield details are now updated before an up-to-date template is generated.
- The product area appears for more business objects.



View Business Objects Page

The Component Details tab for a component provides more information, including supported actions. It has a new, single-column layout from where you can link directly to the associated translation object, if any.

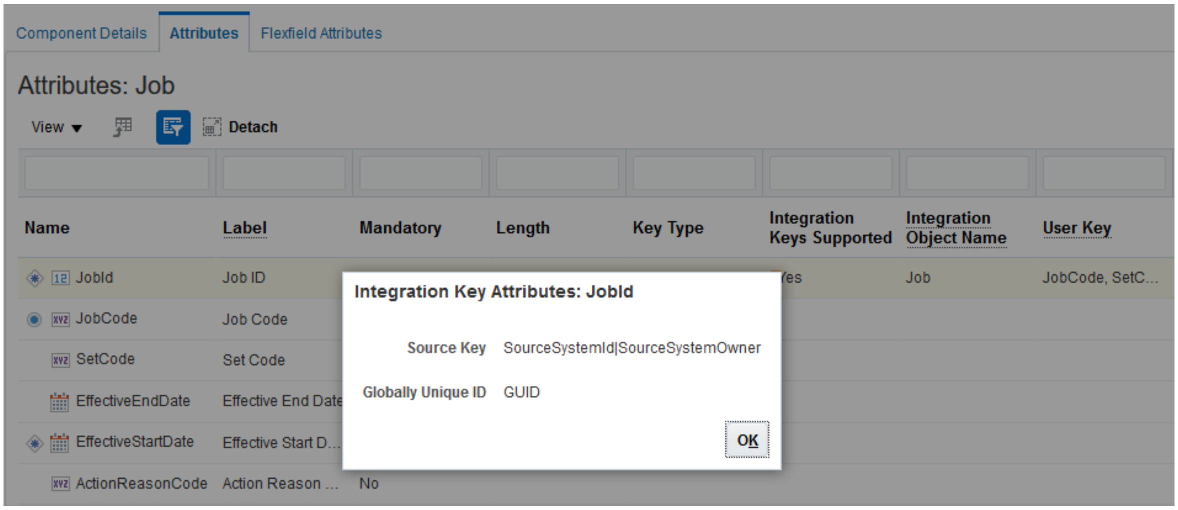


Component Details Tab

The Attributes tab for a component is enhanced to provide as much detail as possible about every attribute of a selected component. In particular:

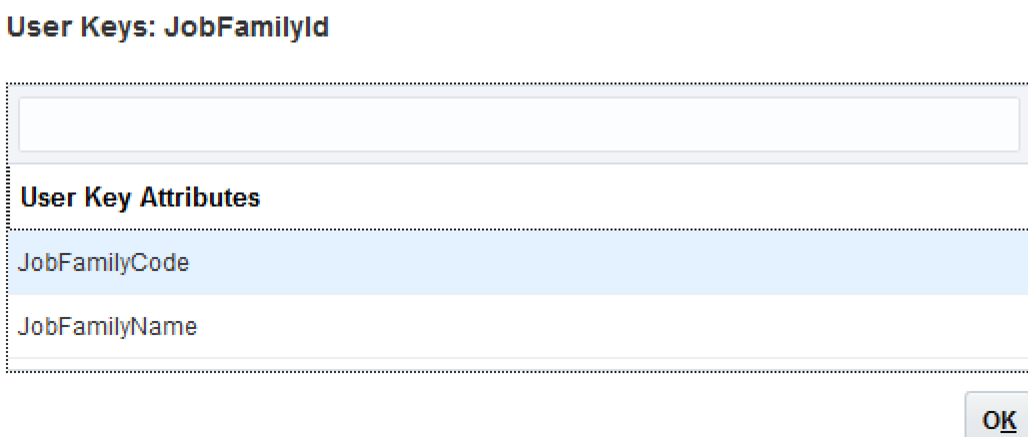
- The **Name** column of the attributes table now contains an icon for required attributes. You can scan this column quickly to identify attributes that you must supply. The text that appears on hover identifies whether an attribute is required always or for new records only.
- The **Mandatory** column in the table can now contain one of three values, which are **Yes**, **No**, and **For new records only**.

- If an attribute is a key of type surrogate ID, parent surrogate ID, or foreign-object reference, then the **Integration Keys Supported** column indicates whether integration keys are also supported. When you click the glyph in the **Integration Keys Supported** column, a dialog box opens showing the integration keys that you could supply.



Integration Key Attributes for the JobId Attribute of the Job Component

- The **Integration Object Name** column provides the name of the associated integration object.
- The **User Key** column identifies the user key attributes. Where more than one user key exists, the list of attributes is replaced by a link that you click to open a dialog box.



User Key Attributes for the JobFamilyId Attribute of the Job Component

- The new **Lookup** column includes the name of the lookup type that defines valid values for the attribute, where appropriate.
- Attribute labels and descriptions are provided for more attributes.

A new Flexfield Attributes tab is provided for the attributes of descriptive and extensible flexfields. The tab displays the attributes for a selected flexfield and context. For extensible flexfields only, it also displays attributes by category.

The Flexfield Attributes Tab

When a flexfield context supports multirow entry, one or more flexfield attributes are identified as user keys to provide a unique reference to a single record. These attributes are identified in the **User Key** column on the Flexfield Attributes tab. This column doesn't appear if multirow entry isn't supported.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

You can refresh business objects using the **Refresh Object** and **Refresh All Objects** buttons. The refresh action:

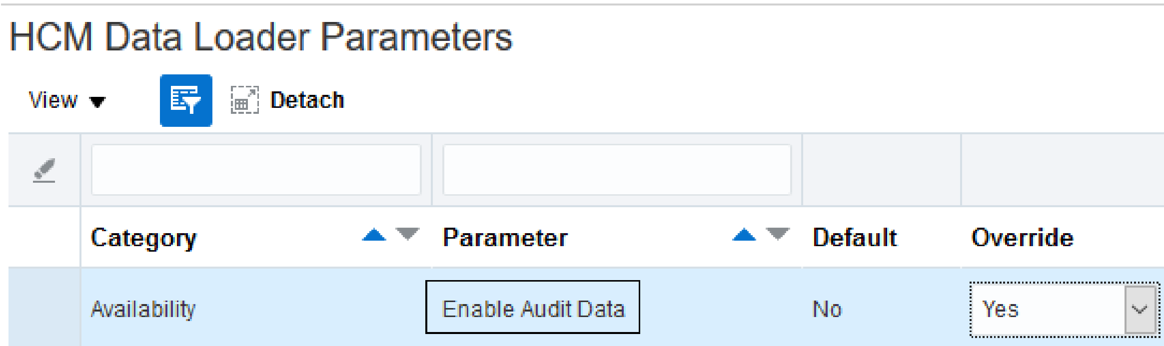
- Updates attribute and flexfield information for the selected business objects
- Generates up-to-date templates of METADATA lines for the selected business objects

You're recommended to refresh all objects after an update to ensure that any changes are reflected on the View Business Objects page and in business object templates. If no details are available for a selected object when you try to view it, then you'll see a message suggesting that you refresh the object.

ENABLE AUDIT OF DATA LOADED

Currently, you can audit changes to objects that you create and manage in the user interface. For example, you can audit changes to salaries or document records. From this release, you can also audit changes made to objects when you load them using either HCM Data Loader or HCM Spreadsheet Data Loader.

To enable audit for the enterprise when using HCM Data Loader, you set the **Enable Audit Data** parameter on the HCM Data Loader parameters tab of the Configure HCM Data Loader page.

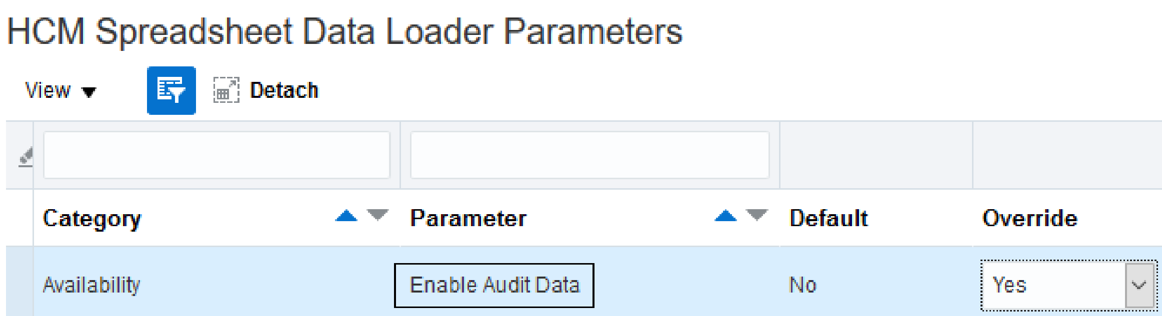


Setting the Enable Audit Data Parameter for HCM Data Loader

By default, the **Enable Audit Data** parameter is set to **No**, but you can override that setting for the enterprise. Alternatively, you can leave **Enable Audit Data** set to **No** and enable audit selectively by including the following SET instruction in relevant .dat files:

```
SET ENABLE_AUDIT_DATA Y
```

Similarly, you can enable audit for the enterprise when using HCM Spreadsheet Data Loader by setting the **Enable Audit Data** parameter on the HCM Spreadsheet Data Loader parameters tab of the Configure HCM Data Loader page.



Setting the Enable Audit Data Parameter for HCM Spreadsheet Data Loader

By default, the **Enable Audit Data** parameter is set to **No**, but you can override that setting for the enterprise. Alternatively, you can leave **Enable Audit Data** set to **No** and enable audit selectively by setting the **Enable Audit Data** parameter in relevant spreadsheet templates to **Yes**.

Auditing of data loaded in bulk is optional. To audit business objects loaded in bulk, you must:

- Perform the Manage Audit Policies task to enable audit in general and select objects and their attributes to be audited.
- Enable audit for HCM Data Loader and HCM Spreadsheet Data Loader, as appropriate. You can enable this audit either for the enterprise or in individual .dat files and spreadsheet templates. If you enable audit for the enterprise, then you can disable it in individual .dat files and spreadsheet templates.

Creation, update, and deletion of objects are audited when audit is enabled.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

TIPS AND CONSIDERATIONS

Although you can enable audit for the enterprise by setting the **Enable Audit Data** configuration parameters to **Yes**, this setting may have a negative impact on performance. Consider enabling audit in this way only for ongoing integrations,

You can purge the audit data for any object. To purge audit data, you:

- Include the `SET PURGE_AUDIT_DATA Y` instruction in .dat files.
- Set the **Purge Audit Data** parameter to **Yes** in spreadsheet templates.

These instructions are intended primarily to remove audit records for PII attributes of worker records. By default, the purging of audit data is set to **No** for the enterprise and you can't override this setting at the enterprise level.

Restrictions exist on enabling audit and purging audit data at the same time. You can't include both of the following instructions in a single .dat file:

- `SET PURGE_AUDIT_DATA Y`
- `SET ENABLE_AUDIT_DATA Y`

Similarly, you can't include both of the following parameter values in a spreadsheet template:

Parameter	Value
Purge Audit Data	Yes
Enable Audit Data	Yes

If you request purging of audit data in a .dat file or spreadsheet template when **Enable Audit Data** is set to **Yes** for the enterprise, then you must disable audit in the same .dat file or spreadsheet template. That is, you must do one of the following:

- Include a `SET ENABLE_AUDIT_DATA N` instruction in the same .dat file.
- Set the **Enable Audit Data** parameter to **No** in the same spreadsheet template.

When audit is enabled for an object, you can't correct load errors for it on the HCM Data Loader Object Errors page. For example, your .zip file may contain both Worker and Job objects. If you include the `SET ENABLE_AUDIT_DATA Y` instruction in the Worker.dat file only, then you can't correct load errors for that .dat file on the Object Errors page. However, you can correct load errors for the Job objects on the Object Errors page, because audit isn't enabled in the Job.dat file.

KEY RESOURCES

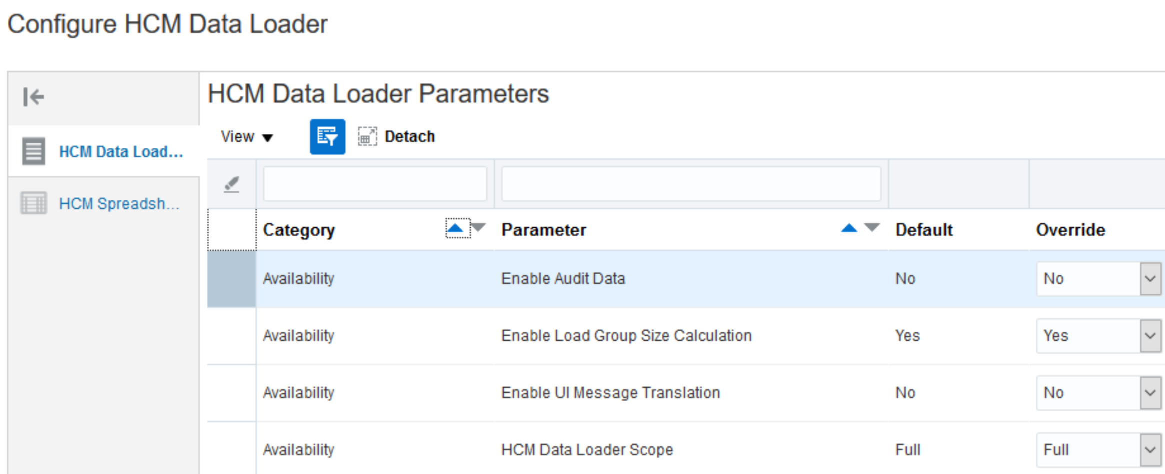
For more information, go to Applications Help for the following topics:

- The SET Instruction
- Setting Spreadsheet Template Parameters: Procedure
- Auditing Objects Loaded in Bulk: Explained
- Auditing Oracle HCM Cloud Business Objects: Explained
- Enabling Audit for Oracle HCM Cloud Business Objects: Procedure
- Auditable Oracle HCM Cloud Business Objects

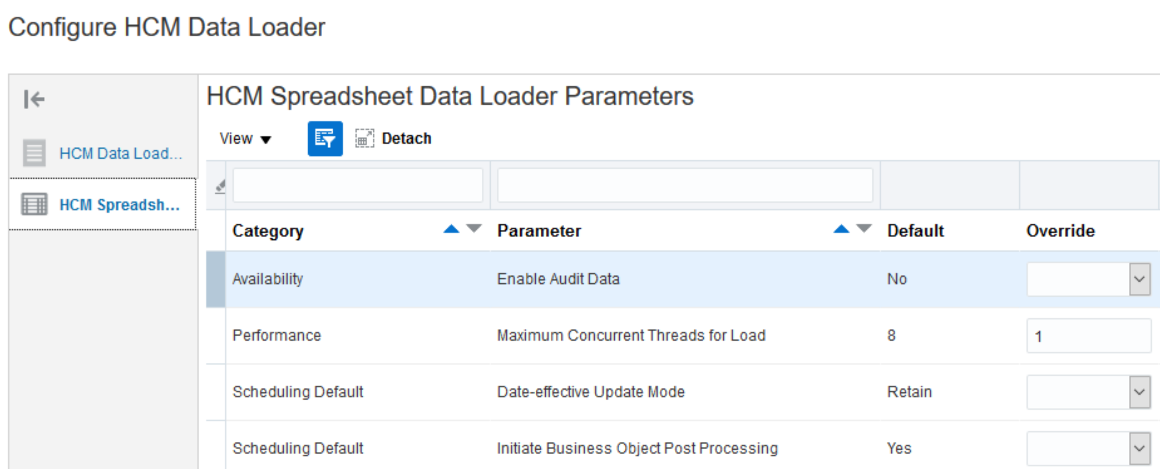
REVIEW AND SET CONFIGURATION PARAMETERS EFFICIENTLY

To improve your control of data loading, the Configure HCM Data Loader page is redesigned in this update to deliver the following enhancements:

- You can now manage the configuration parameters for both HCM Data Loader and HCM Spreadsheet Data Loader on the Configure HCM Data Loader page. Each data loader has a dedicated tab.
- Most configuration parameters, including those that you set at runtime using a SET instruction, can now be set for the enterprise on this page. For example, the File Delimiter and File Escape Indicator parameters now appear on the Configure HCM Data Loader page.
- The predefined default values of the configuration parameters now appear on the page, and you can override most of them. When a parameter applies to both HCM Data Loader and HCM Spreadsheet Data Loader, you can override their default values separately.
- Each parameter now has a category, so that you can manage related parameters together. For example, you could review just the Performance or Availability parameters.
- Query-by-example fields make filtering and finding parameters easier.

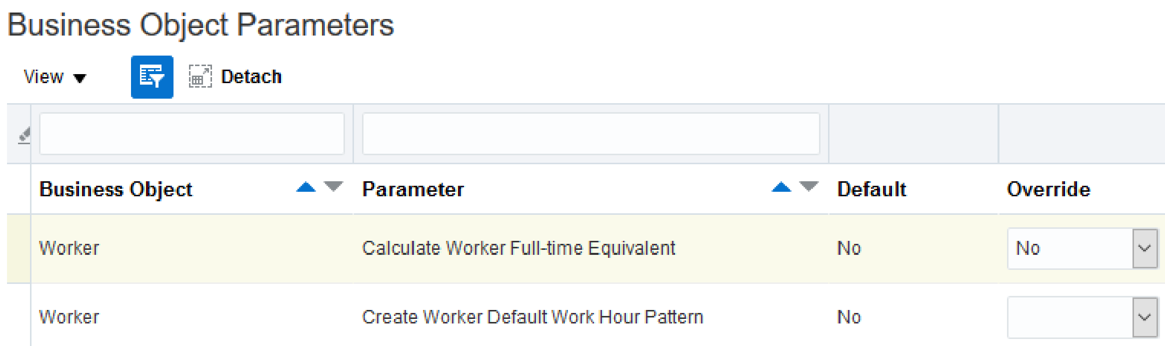


Redesigned Configure HCM Data Loader Page



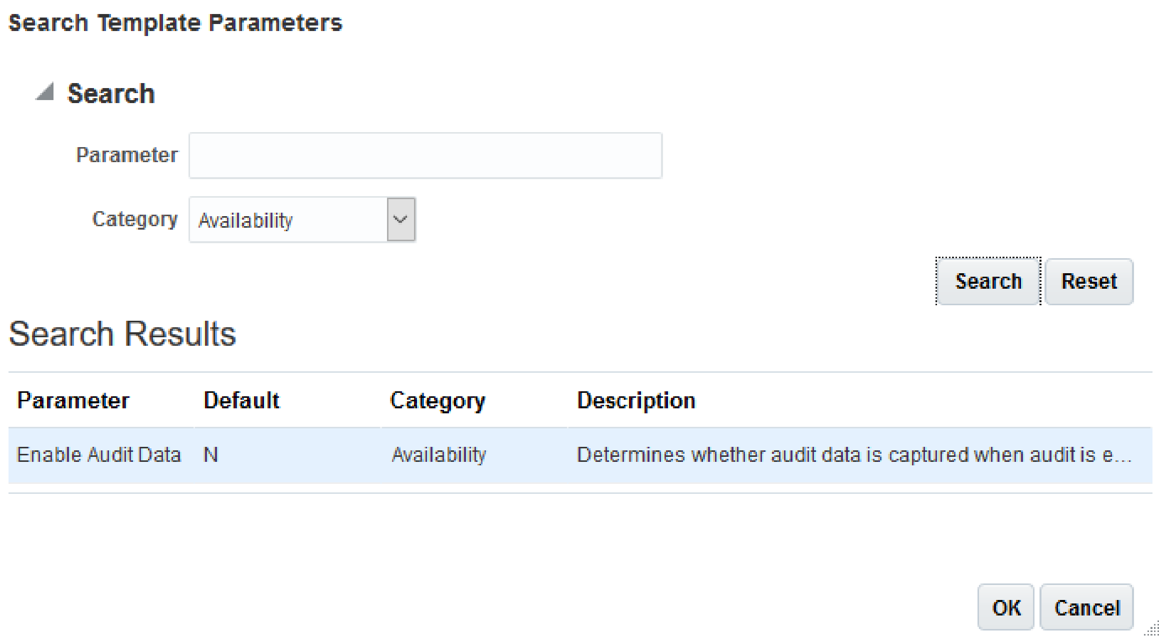
HCM Spreadsheet Data Loader Tab

Parameters that are specific to a single business object now appear in their own section on both tabs.



HCM Data Loader Parameters for the Worker Object

The Search Template Parameters dialog box in the Template Parameters section of a spreadsheet template now shows the current enterprise default value and the parameter category.



Search Template Parameters Dialog Box

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

At runtime, you can override many of the default values specified on the Configure HCM Data Loader page. Use one of these methods:

- Set parameters on the Schedule Request page when importing and loading data using HCM Data Loader.
- Set parameters in an HCM Spreadsheet Data Loader template.
- Include SET instructions in .dat files.

Configuration parameter values are applied in the following order:

1. Runtime values, if any

2. Override values specified on the Configure HCM Data Loader page, if any
3. Predefined values

If you set an override value for a parameter on the Configure HCM Data Loader page, then you can't delete it. However, you can update it.

KEY RESOURCES

For more information, go to Applications Help for the following help topic:

- HCM Data Loader Configuration Parameters

AUTOMATED MAINTENANCE OF STAGE TABLES

As best practice, you should delete data sets regularly from the HCM Data Loader stage tables. Currently, you can schedule a recurring deletion request to delete data sets that match specified criteria. For example, you can schedule the Delete Stage Table Data process to run weekly to delete any data set that hasn't been updated in the last 7 days. In this update, maintenance of the HCM Data Loader stage tables is automated. This enhancement is to ensure that the stage tables can be maintained without user intervention.

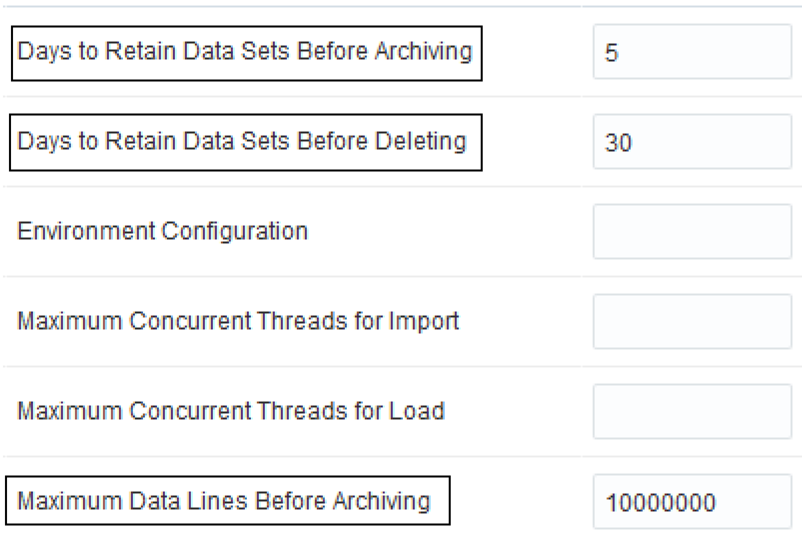
When you first run the Import and Load Data process after this update, the process determines whether a schedule exists for the Delete Stage Table Data process. If no schedule exists, then the process creates one automatically to run Delete Stage Table Data nightly.

Whenever the Delete Stage Table Data process runs, regardless of whether the process run was scheduled or user-requested, the process:

- Purges automatically from the stage tables any data set that hasn't been updated in the last 30 days. You can specify a different number of days by setting a configuration parameter.
- After these automatic deletions are complete, the process reviews the number of data lines still in the stage tables. If the number exceeds a specified maximum value, then data sets are backed up automatically in archive stage tables to reduce the number of data lines. The backup starts with the oldest data set and continues until the number of data lines in the stage tables drops below the specified maximum.

New HCM Data Loader configuration parameters control automatic maintenance of stage tables. In the Setup and Maintenance work area, go to:

- Functional Area: HCM Data Loader
- Task: Configure HCM Data Loader



New HCM Data Loader Configuration Parameters

The following table describes these parameters.

HCM Data Loader Configuration Parameters

Configuration Parameter	Description
Days to Retain Data Sets Before Archiving	The number of days since a data set was last updated before it can be automatically backed up. Data sets are backed up only if the number of data lines in the stage tables exceeds the value specified on the Maximum Data Lines Before Archiving parameter.
Days to Retain Data Sets Before Deleting	The number of days since a data set was last updated before it is automatically and permanently deleted from the stage tables.
Maximum Data Lines Before Archiving	The number of data lines that can be held in the stage tables before data sets are automatically backed up.

This example shows how automatic deletion of data sets works with user-requested deletion. The system date is 9 May 2018 when the user performs Delete Stage Table Data to purge any data sets:

- That weren't updated in the last 5 days
- Whose Import and Load statuses are both **Success**

Configuration parameters have their default values, as follows.

Configuration Parameter	Value
Days to Retain Data Sets Before Archiving	5
Days to Retain Data Sets Before Deleting	30

The following table shows the status of recent import and load processes when the user runs Delete Stage Table Data.

Data Set	Imported Status	Loaded Status	Last Updated
1	Success	Success	9 May 2018

Data Set	Imported Status	Loaded Status	Last Updated
2	Success	Error	7 May 2018
3	Success	Success	1 May 2018
4	Success	Error	28 April 2018
5	Success	Success	8 April 2018
6	Success	Error	8 April 2018

These data sets are purged or backed up as follows:

- Data sets 3 and 5 are purged by the user's process, based on the user's parameters.
- Data set 6 is purged automatically, as it hasn't been updated in the last 30 days.
- Data set 4 is backed up automatically if the number of data lines in the stage tables exceeds the **Maximum Data Lines Before Archiving** value after data set 6 has been purged.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

These values remain in the stage tables when a data set is backed up:

- The statuses of the data set and business objects
- The record count
- Any error messages

All other data from the data set is moved to the archive stage tables.

After a data set is backed up:

- You can't open the Error Management page for that data set.
- It doesn't appear in search results when you search for datasets to purge.
- You can access the data using a custom query only.

You can back up data sets manually by running the Delete Stage Table Data process with the **Action** parameter set to **Archive**. You can't create a schedule when the action is **Archive**.

KEY RESOURCES

For more information, go to Applications Help for the following help topics:

- Maintaining the Stage Tables: Overview
- Automatic Deletion and Backup of Stage Table Data: Example
- Maintaining the HCM Data Loader Stage Tables: Procedure
- HCM Data Loader Configuration Parameters

ENHANCEMENTS TO RECRUITING OBJECTS

You can now load data for the following Recruiting business objects:

Business Object	Description
Candidate Pool	A central location where Recruiters and Hiring Managers manage candidates for current and future job positions
Content Library	Contains items used for job requisitions and job offers, such as employer descriptions, department descriptions, diversity statements, and legal disclaimers
Job Requisition Template	Contains job requisition information that can be reused for similar jobs
Prospect	A person who is a candidate for a job and associated with a job requisition

In addition:

- The existing Job Requisition object now supports Language, Media Link, and Media Link Language components.
- The existing Candidate Job Application object now supports bulk loading of candidate personal information.

STEPS TO ENABLE

No steps are required to enable this feature.

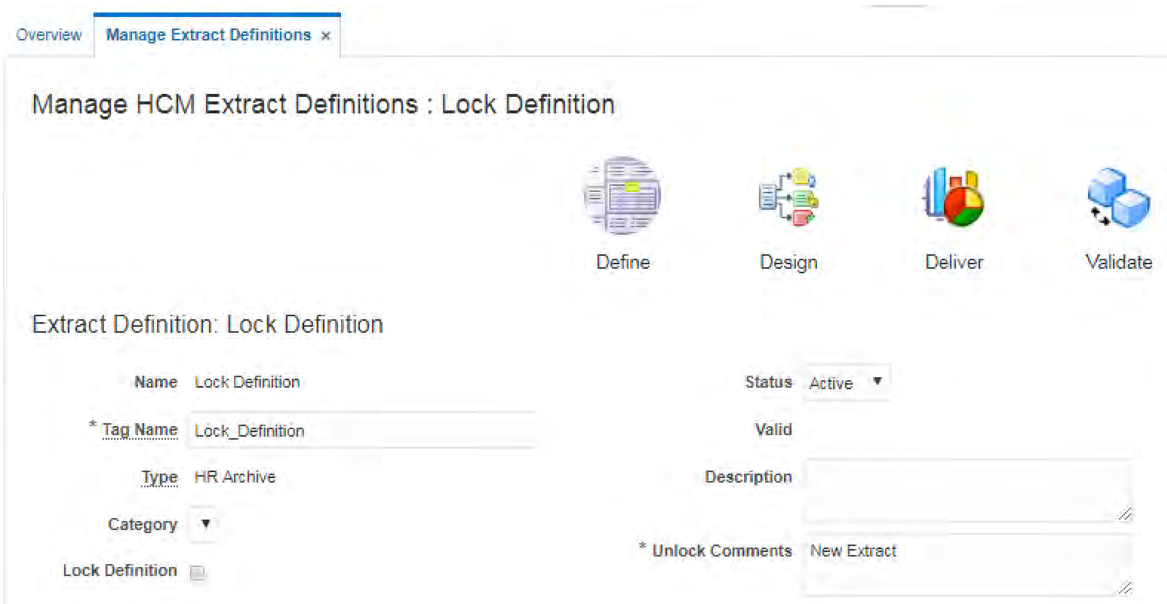
HCM EXTRACT

HCM Extracts provide a method for extracting data from your HCM applications that can be used for interfacing data to another source or extracting data to integrate reporting across systems.

LOCK EXTRACT DEFINITION

Keep your extracts locked to ensure no edits are made while the extract is in use. The lock feature can help you avoid situations such as a changes only extract being edited while in use and resulting in a full run. Unlock the extract definition if it does require a change by providing a justification.

The extract definition must be valid before you lock it and you must provide a reason before you can unlock it.



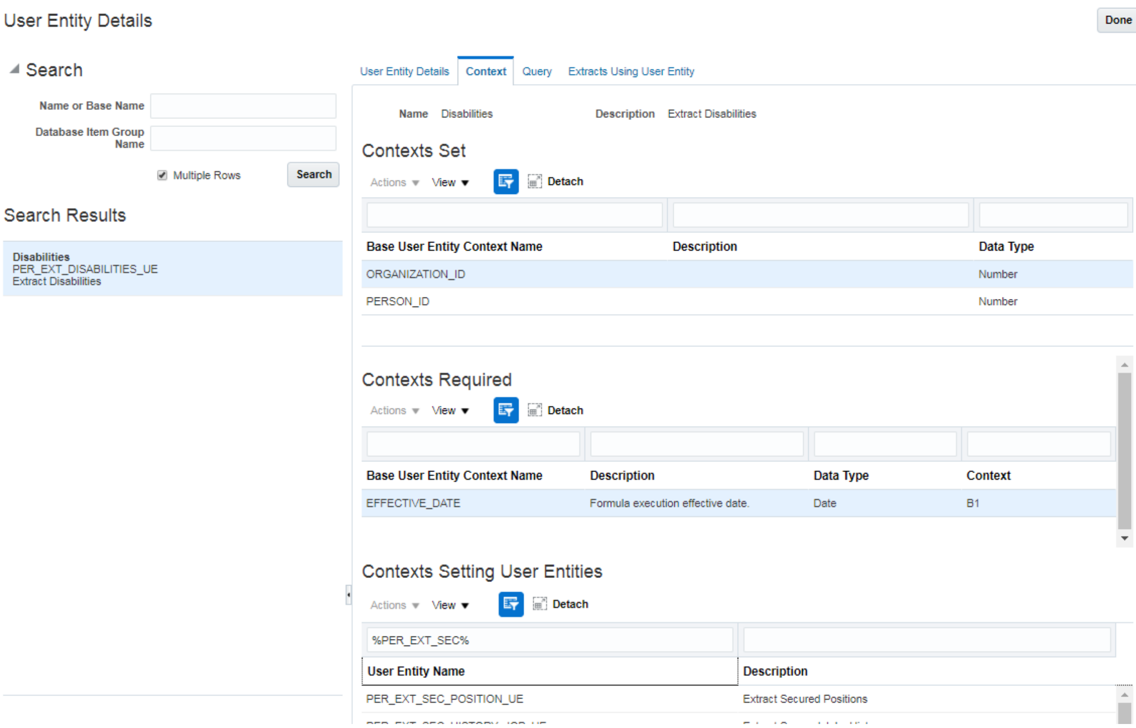
Manage Extract Definitions Define Tab Lock and Unlock

STEPS TO ENABLE

No steps are required to enable this feature.

VIEW THE CONTEXT SETTING USER ENTITY LIST

View the context setting of the user entity list on the Context tab in the User Entity Details window. Use the list to view all the user entities that set the context required for use by that user entity. Use the list to ensure there is a parent for the context setting for multi-row user entities in the extract hierarchy. For single-row user entities, use the list to view which user entities you can use to include the database items as derived database items.



User Entity Details: Context Tab: Context Setting User Entities

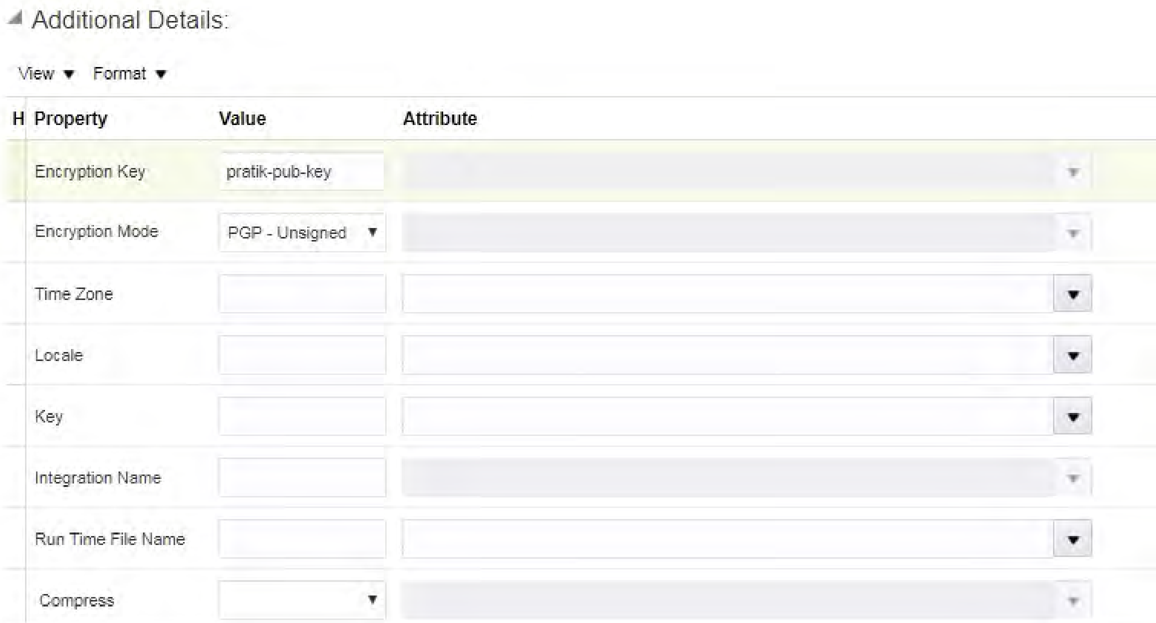
STEPS TO ENABLE

No steps are required to enable this feature.

STORE MULTIPLE ENCRYPTION KEYS IN HCM EXTRACTS

Use multiple encryption keys for different downstream systems in HCM extracts. Using the Web Center Content delivery option you can now enter an encryption key. HCM extracts will use the customer-key encryption mode as a default if an encryption key is not specified and the encryption mode is set.

Re-create existing deliveries if you want to include an encryption key.



HCM Extract: Manage Extract Definition: Delivery Window with the Additional Details Region Open for the WebCenter Content Delivery Option

STEPS TO ENABLE

Adding a Security Key

1. Access the **Security Console**.
2. Access the **Certificates** tab.
3. Click **Impor**t.
4. Choose **PGP** for **Certificate Type**.
5. Provide an Alias for your **Security Key**.
6. Click **Import and Close**.

NOTE: An encryption key with the alias customer-key will be used by HCM Extract as a default.

EXTRACT DELETED OBJECT DETAILS

Extract key data about deleted objects using the event object changes user entity HRC_EVT_OBJ_CHANGES_UE and send that information to downstream systems.

To extract the deleted object details you must include the filter, Event Object Changes Operation Type = ('DELETE', 'DELETE CHANGES', 'ZAP') in the data group.

This table lists the tracked objects and keys.

Object Name	Table Name	Primary Key Attribute	Primary Key Column Name
SalaryEO	CMP_SALARY	SalaryId	SALARY_ID
EvaluationEO	HRA_EVALUATIONS	EvaluationId	EVALUATION_ID

Object Name	Table Name	Primary Key Attribute	Primary Key Column Name
ProfileEO	HRT_PROFILES_VL	ProfileId	PROFILE_ID
ProfileInterestEO	HRT_PROFILE_INTERESTS	ProfileInterestId	PROFILE_INTEREST_ID
ProfileItemEO	HRT_PROFILE_ITEMS	ProfileItemId	PROFILE_ITEM_ID
ProfileKeywordEO	HRT_PROFILE_KEYWORDS	ProfileKeywordId	PROFILE_KEYWORD_ID
ProfileRelationEO	HRT_PROFILE_RELATIONS	ProfileRelationId	PROFILE_RELATION_ID
Element Entry	PAY_ELEMENT_ENTRIES_F	ElementEntryId	ELEMENT_ENTRY_ID
ApplicantAssignmentDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
ApplicantTermsDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
CWKTermsDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
EmployeeAssignmentDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
EmployeeTermsDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
NWAssignmentDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
NWTermsDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
OfferAssignmentDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
OfferTermsDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
PWAssignmentDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
PWTermsDEO	PER_ALL_ASSIGNMENTS_M	AssignmentId	ASSIGNMENT_ID
AssignmentExtraInfoDEO	PER_ASSIGNMENT_EXTRA_INFO_M	AssignmentExtraInfoId	ASSIGNMENT_EXTRA_INFO_ID
AssignmentSupervisorDEO	PER_ASSIGNMENT_SUPERVISORS_F	AssignmentSupervisorId	ASSIGNMENT_SUPERVISOR_ID
AssignGradeStepsDEO	PER_ASSIGN_GRADE_STEPS_F	AssignGradeStepId	ASSIGN_GRADE_STEP_ID
AssignmentWorkMeasureDEO	PER_ASSIGN_WORK_MEASURES_F	AssignWorkMeasureId	ASSIGN_WORK_MEASURE_ID
CitizenshipEO	PER_CITIZENSHIPS	CitizenshipId	CITIZENSHIP_ID
ContactRelationshipDEO	PER_CONTACT_RELSHIPS_F	ContactRelationshipId	CONTACT_RELATIONSHIP_ID
DriversLicenceEO	PER_DRIVERS_LICENSES	DriversLicenseId	DRIVERS_LICENSE_ID
EmailAddressEO	PER_EMAIL_ADDRESSES	EmailAddressId	EMAIL_ADDRESS_ID
ExternalIdentifierEO	PER_EXT_APP_IDENTIFIERS	ExternalIdentifierId	EXT_IDENTIFIER_ID
NationalIdentifierEO	PER_NATIONAL_IDENTIFIERS	NationalIdentifierId	NATIONAL_IDENTIFIER_ID
PassportEO	PER_PASSPORTS	PassportId	PASSPORT_ID
PersonExtraInfoDEO	PER_PEOPLE_EXTRA_INFO_F	PersonExtraInfoId	PERSON_EXTRA_INFO_ID
PeriodOfServiceEO	PER_PERIODS_OF_SERVICE	PeriodOfServiceId	PERIOD_OF_SERVICE_ID
PersonEO	PER_PERSONS	PersonId	PERSON_ID
PersonAddressUsageDEO	PER_PERSON_ADDR_USAGES_F	PersonAddrUsageId	PERSON_ADDR_USAGE_ID
PersonNameDEO	PER_PERSON_NAMES_F	PersonNameId	PERSON_NAME_ID

Object Name	Table Name	Primary Key Attribute	Primary Key Column Name
PhoneEO	PER_PHONES	PhoneId	PHONE_ID
RateValueDEO	PER_RATE_VALUES_F	RateValueId	RATE_VALUE_ID
VisaPermitDEO	PER_VISAS_PERMITS_F	VisaPermitId	VISA_PERMIT_ID

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

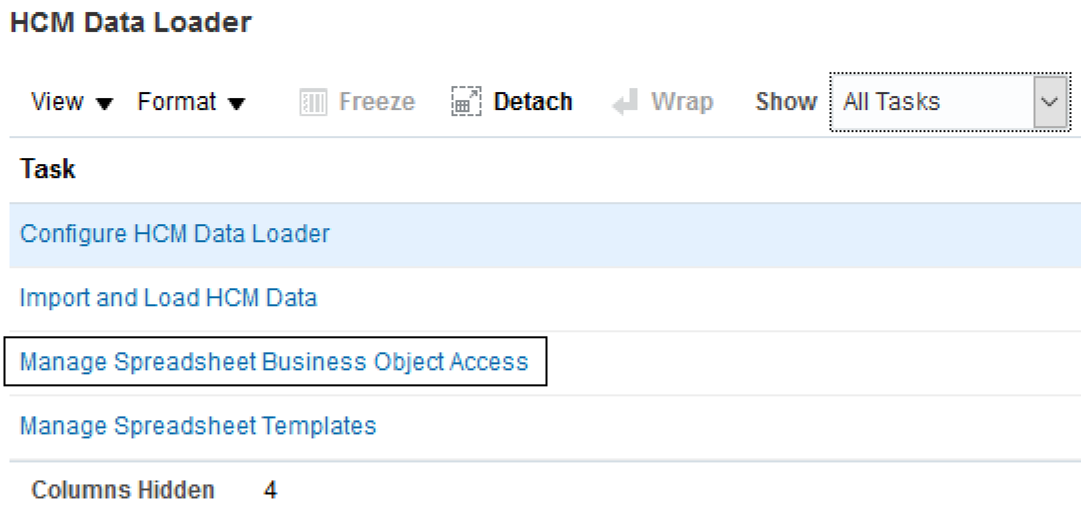
- Use the ‘DELETE’ operation type to identify deletes of non-date effective objects.
- Use the 'DELETE CHANGES' operation type to identify deletes of one or more date effective changes for a date-effective object.
- Use the 'ZAP' operation type to identify deletes of a date-effective object including the delete of all its date-effective changes.
- The method relies on data captured using the HCM Events framework. It's important this data is purged periodically using the 'Purge HCM Event Archive Data' process to ensure an improved system response.
- In the extract results, one delete might be recorded by multiple events and therefore it's possible that a deleted object may appear multiple times. You can ignore these duplicates.

HCM SPREADSHEET DATA LOADER

HCM Spreadsheet Data Loader provides a flexible and efficient method of bulk loading business object data for data-migration and on-going incremental updates to Oracle Human Capital Management Cloud.

SECURE SPREADSHEETS AND SPREADSHEET TEMPLATES FOR BULK DATA LOADING

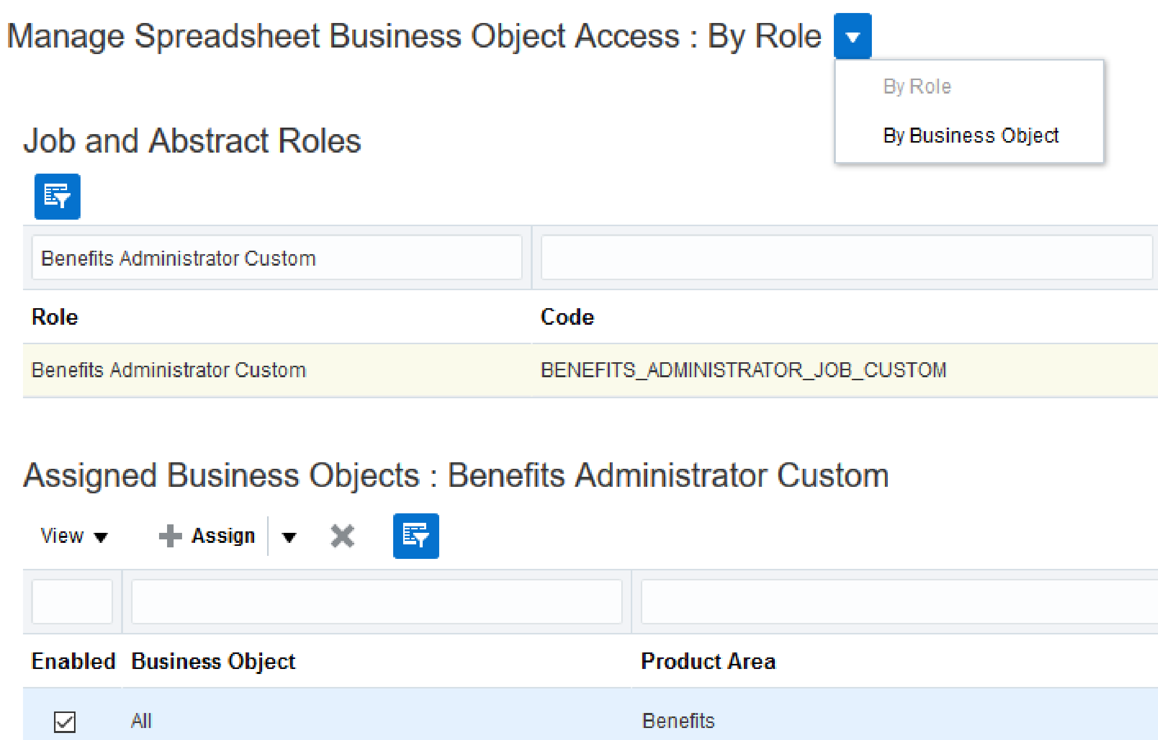
In the HCM Data Loader functional area for your HCM offering, a new setup task, Manage Spreadsheet Business Object Access, is provided.



Manage Spreadsheet Business Object Access Task

You use this task to authorize users to create or import spreadsheet templates for selected objects. You can secure access to spreadsheet templates by either role or business object.

- To secure access by role, you select a custom job or abstract role first and then select the objects. Users with the role can create and import spreadsheet templates for the selected objects. For example, you could select a custom Benefits Administrator job role and associate it with all Benefits objects. You can select individual objects, all objects from a product area, or all objects.



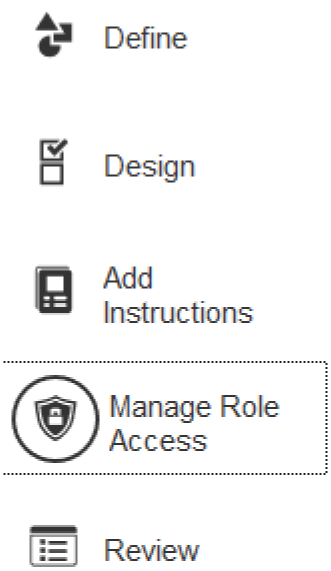
Managing Spreadsheet Business Object Access by Role

- To secure access by business object, you select a single object first and then select one or more custom roles. Users with the roles can create and import spreadsheet templates for that object. For example, you could select the Job Family object and associate it with custom Human Resource Specialist and Human Capital Management Application Administrator job roles.

After you complete this setup, users can create and import spreadsheet templates for the objects associated with their roles. For example, the list of business objects in the **Create Template** dialog box includes permitted objects only.

By default, users with the predefined Human Capital Management Integration Specialist job role can perform the Manage Spreadsheet Business Object Access task. Such users can also manage and import spreadsheet templates for all business objects.

A new tab, Manage Role Access, has been added to the Manage Spreadsheet Template task flow.



The Manage Role Access Tab

On the Manage Role Access tab, you can select custom roles and specify whether users with those roles can:

- Create, save, or upload data sets created in spreadsheets generated from the template.
- View all data sets created in spreadsheets generated from the template.
- Maintain the template.

For example, in a spreadsheet template for the Salary object you could specify that:

- Compensation specialists can create and save data only.
- Compensation administrators can perform all operations.

Permitted Data Set Operations

Enabled	Role	Create	Save	Upload	View All
☑	Compensation Specialist Custom	☑	☑	☐	☐
☑	Compensation Administrator Custom	☑	☑	☑	☑

Selecting Permitted Data Set Operations for a Role

In the Template Maintenance section of the same spreadsheet template, you could specify that compensation administrators can also maintain the template.

Template Maintenance

Enabled	Role	Description
☑	Compensation Administrator Custom	Manages implementation and

Authorizing Roles to Maintain the Spreadsheet Template

The user entering these values on the Manage Role Access tab has a role that enables him or her to manage spreadsheet templates for the Salary object. By default, that role can perform all operations for the template.

NOTE: Permission to perform data set operations for secured objects, such as Worker, Organization, and Position, can't be assigned in this way. You can complete the Permitted Data Set Operations section of the Manage Role Access tab for unsecured objects only.

In generated spreadsheets:

- Users see only data sets that they created, unless they have a role associated with the spreadsheet template and **View All** access is enabled for that role.
- Users can perform the data-set actions that are configured for their roles.
- Users with the Human Capital Management Integration Specialist job role can perform all actions and view all data sets.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

The setup that you perform on the Manage Spreadsheet Business Object Access page determines what users can see and do on the Manage Spreadsheet Templates page. Until now, users who could access the Manage Spreadsheet Templates task in the Data Exchange work area could manage any template for any business object. They could also load data for any business object. From this update, users can:

- Create and import spreadsheet templates for the business objects associated with their roles only.
- Manage templates:

- That they created and that are still in **Draft** status.
- That their roles authorize them to maintain. This type of permission is granted on the Manage Role Access tab of a spreadsheet template.

On the Run Spreadsheet Data Loader page, users see only the active templates that are associated with their roles.

KEY RESOURCES

For more information, go to Applications Help for the following help topics:

- Managing Spreadsheet Business Object Access: Explained
- Managing Spreadsheet Business Object Access: Procedure
- HCM Spreadsheet Data Loader Templates: Explained
- Creating and Editing Spreadsheet Templates: Procedure

ROLE INFORMATION

The following new aggregate privileges are inherited by the predefined Human Capital Management Integration Specialist (ORA_HRC_HUMAN_CAPITAL_MANAGEMENT_INTEGRATION_SPECIALIST_JOB) job role.

Aggregate Privilege Name	**Aggregate Privilege Code**
Access HCM Spreadsheet Data Loader Templates	ORA_HRC_ACCESS_HSDL_TEMPLATES
HCM Spreadsheet Data Loader Data Set Administration	ORA_HRC_HSDL_DATA_ SET_ADMINISTRATION
HCM Spreadsheet Data Loader Template Administration	ORA_HRC_HSDL_TEMPLATE_ADMINISTRATION
Load Data Using HCM Spreadsheet Data Loader	ORA_HRC_LOAD_DATA_USING_HSDL
Manage HCM Spreadsheet Data Loader Business Object Access	ORA_HRC_MANAGE_HSDL_BO_ACCESS
Manage HCM Spreadsheet Data Loader Templates	ORA_HRC_MANAGE_HSDL_TEMPLATES

If you're using the predefined Human Capital Management Integration Specialist job role, then no action is necessary. If you're using a custom version of the role, then you must add these aggregate privileges to your custom role to enable this feature. For example, if you have a custom role to maintain *all* spreadsheet templates, access *all* active spreadsheets, and view *all* data sets, then that role must have the following aggregate privileges:

- HCM Spreadsheet Data Loader Template Administration
- HCM Spreadsheet Data Loader Data Set Administration

On the Manage Spreadsheet Business Object Access page, you can authorize selected custom roles to maintain and import spreadsheet templates for selected business objects. You must also enable those custom roles to access the Manage Spreadsheet Templates task in the Data Exchange work area. To enable this access, you edit the roles to add the following aggregate privileges:

Aggregate Privilege Name	**Aggregate Privilege Code**
Access HCM Spreadsheet Data Loader Templates	ORA_HRC_ACCESS_HSDL_TEMPLATES
Load Data Using HCM Spreadsheet Data Loader	ORA_HRC_LOAD_DATA_USING_HSDL
Manage HCM Spreadsheet Data Loader Templates	ORA_HRC_MANAGE_HSDL_TEMPLATES

In addition, if the Manage Data Exchange Work Area (HRC_MANAGE_DATA_EXCHANGE_PRIV) function security privilege isn't already granted to the role, then you must grant it.

On the Manage Role Access tab of the Manage Spreadsheet Templates task flow, you can authorize selected custom roles to perform actions, such as create and upload data sets. You must also enable those custom roles to access the Run Spreadsheet Data Loader task in the Data Exchange work area. To enable this access, you edit the roles to add the following aggregate privileges:

Aggregate Privilege Name	Aggregate Privilege Code
Access HCM Spreadsheet Data Loader Templates	ORA_HRC_ACCESS_HSDL_TEMPLATES
Load Data Using HCM Spreadsheet Data Loader	ORA_HRC_LOAD_DATA_USING_HSDL

In addition:

- If you authorize any role to maintain a spreadsheet template on the Manage Role Access tab, then you must add the Manage HCM Spreadsheet Data Loader Templates (ORA_HRC_MANAGE_HSDL_TEMPLATES) aggregate privilege to the role.
- If the Manage Data Exchange Work Area (HRC_MANAGE_DATA_EXCHANGE_PRIV) function security privilege isn't already granted to the role, then you must grant it.

For more information about adding new aggregate privileges to custom roles, see the Release 13 *Security Upgrade Guide* on My Oracle Support (document ID 2023523.1).

SIMPLIFIED CONFIGURATION FOR LIST OF VALUES

For lookup-validated attributes, HCM Spreadsheet Data Loader often configures a choice list in generated spreadsheets. Similarly, when you include a surrogate ID attribute in a spreadsheet to reference a foreign object, the attribute is configured automatically with a searchable list of values. In both cases, users of the generated spreadsheets can select only valid values, which simplifies the data-loading experience. You can now extend this advantage by configuring lists of values easily for other attributes.

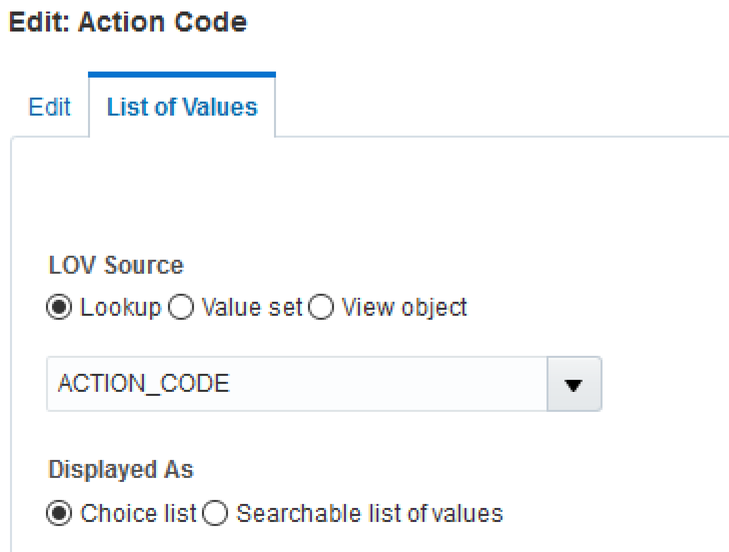
On the Design tab in the Manage Spreadsheet Templates task flow, you can edit the details of the attributes that you include in your template. In this update, the **Edit** dialog box has a new tab, List of Values, where you can configure lists of values to appear in generated spreadsheets for selected attributes.

The source of the LOV can be:

- A lookup
- A value set
- A view object

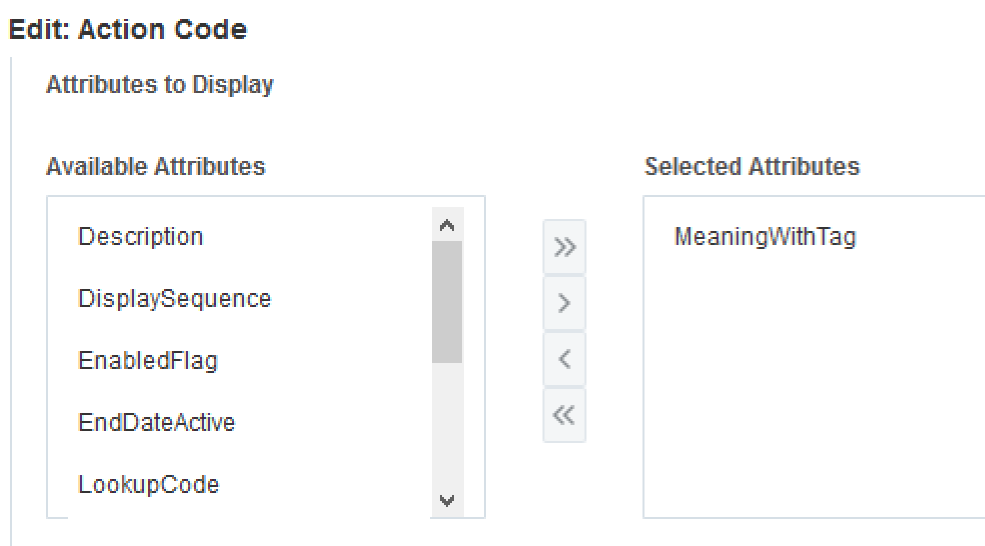
When the LOV source is a lookup or value set, you:

1. Select the name of the lookup type or value set.
2. Specify whether the LOV will appear as a choice list or searchable list in generated spreadsheets.



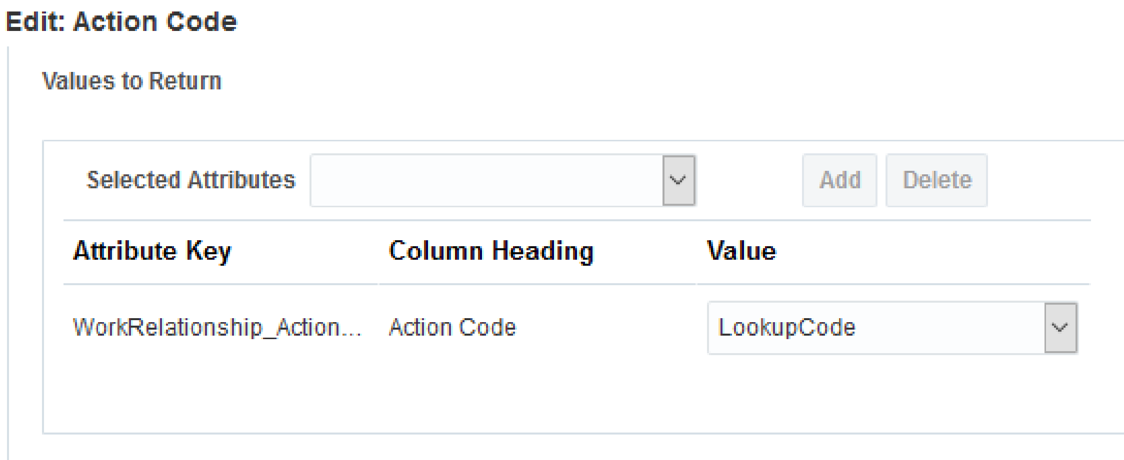
Selecting the LOV Source and Displayed As Values

3. Select attributes to appear in the LOV.



Selecting the Available Attributes for the LOV

4. Identify the values to be returned from the choice list or search.

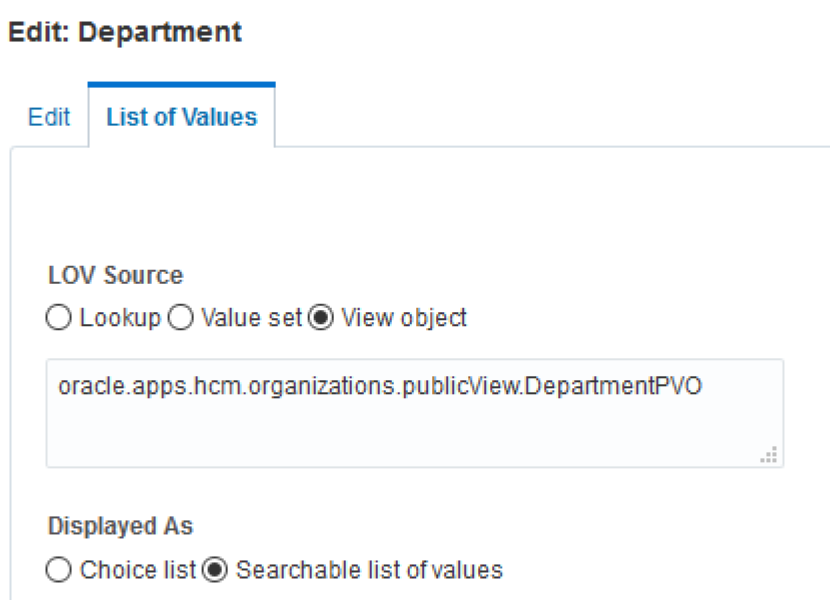


Selecting the Values to Return

Alternatively, you can set **LOV Source** to **View object**. You usually select this option so that you can include user key values in a spreadsheet in place of a surrogate ID to reference a foreign object. This substitution benefits the spreadsheet user, who sees a recognizable value rather than a surrogate ID in the spreadsheet. For example, in a spreadsheet for new Position objects, you include a foreign-object reference to a department. You could just include the **Department ID** attribute in the spreadsheet, as it's configured automatically with a searchable list of values. However, when the user selects a value from the list, a surrogate ID is returned to the spreadsheet. Instead, you can include the **Department** user key attribute in the spreadsheet and configure it with a searchable list of values that returns the department name to the spreadsheet.

To create an LOV for the primary user key attribute, you:

1. Include both the surrogate ID and user key attributes in the spreadsheet.
2. Edit the primary user key attribute and set **LOV Source** to **View object**.
3. Enter the full path to the view object. You copy this value from the surrogate ID attribute.



Adding the Full Path to the View Object

4. Leave **Displayed As** set to **Searchable list of values**.
5. Select the attributes to appear in the searchable list.
6. Identify the attribute values to be returned from the search. Usually, you include both the surrogate ID and one or more user key values. The user key values are for the benefit of the spreadsheet user, and the surrogate ID is used to load the data. In generated spreadsheets, you can hide the surrogate ID.

When the **LOV Source** is **View object**, you can also include filter and search criteria, if the view object has them.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

If the list of values has more than 20 entries, then a searchable list of values is easier for the end user to use. Use choice lists only when the number of choices is limited.

KEY RESOURCES

For more information, go to Applications Help for the following help topics:

- Configuring Lists of Values for Attribute Validation: Procedure
- Designing Spreadsheet Templates: Explained
- Designing Spreadsheet Templates: Points to Consider

REDESIGNED USER EXPERIENCE

Increase user satisfaction with the redesigned pages that now have the same look and feel on desktop and mobile devices. These redesigned pages are both responsive and easy to use on any device, with a modern look and conversational language. Clutter-free pages, with clean lines and just the essential fields, can be personalized to suit.

The Self-Service Pages Redesigned below are all part of the Redesigned Cloud User Experience.

HCM COMMON

PROFILE OPTIONS DELIVERED TO ENABLE REDESIGNED USER EXPERIENCE

To enable mobile responsive pages, you no longer have to create the profile options. Profile options are now delivered with the Site level value set to N. To enable them, all you need to do is to change the Site level Value to Y.

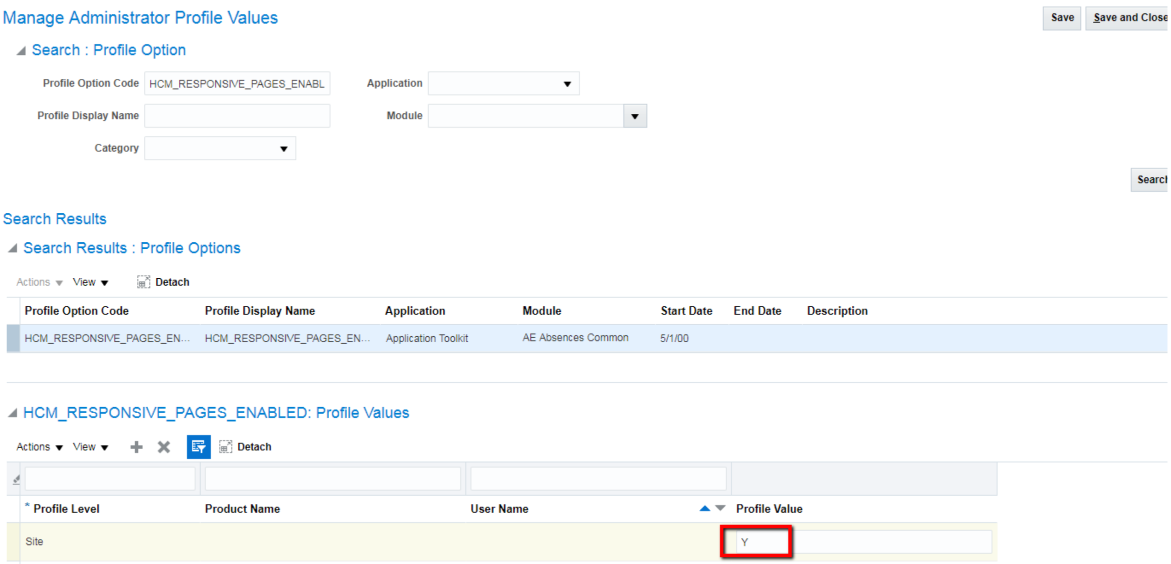
STEPS TO ENABLE

There are no steps to enable for this feature, however these are the steps to enable for profile options:

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.

5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.



TIPS AND CONSIDERATIONS

For customers who created one or more mobile responsive profile options in their 18A or 18B environments, upon the upgrade to 18C:

- If the Profile Option Code already exists, a new one will not be seeded.
- Customer configured Site level profile values of Y will be retained. Site level values will not be overridden to N.
- If the customer created profile values are not created at the Site level, a new Site level value will be seeded with a value of N.
- User level profile value takes precedence over Site level values and are not impacted by the delivered Site level value.

KEY RESOURCES

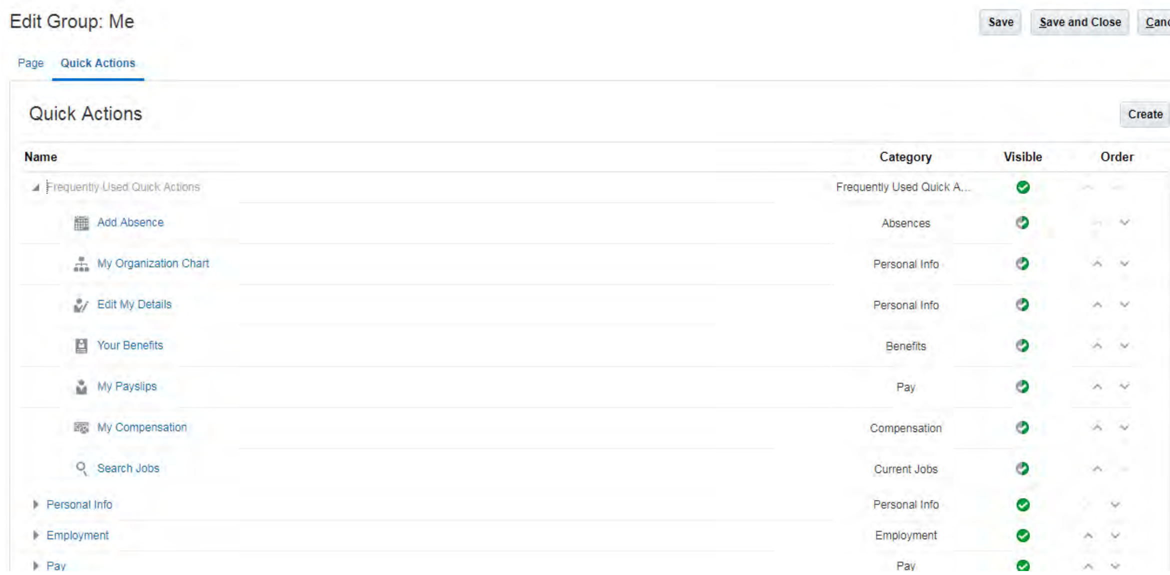
For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

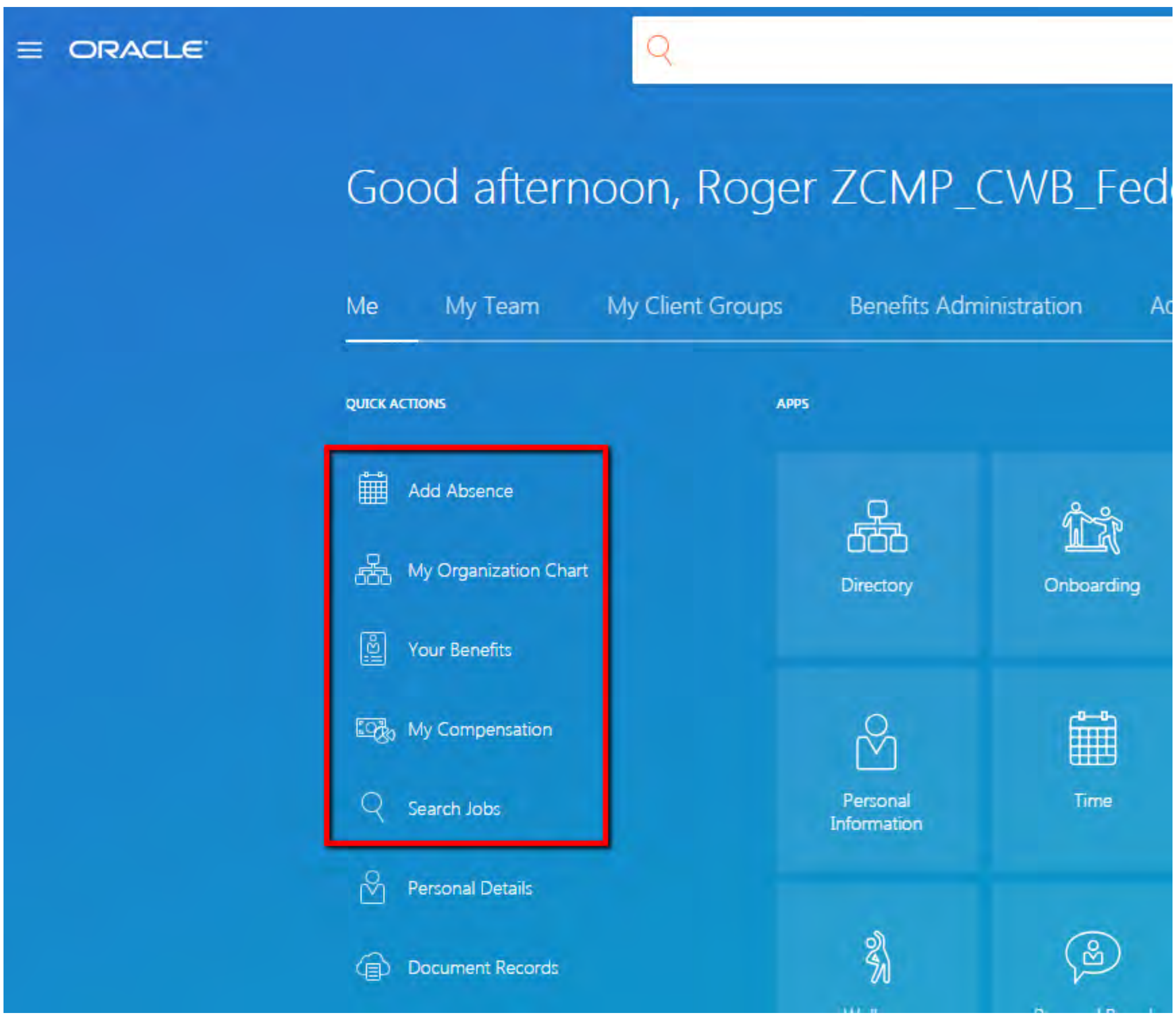
CONFIGURE QUICK ACTIONS ON ME, MY TEAM, AND MY CLIENT GROUPS

Configure how the frequently used actions must appear and what should be their order (on the Me, My Team, and My Client Groups tabs) when using the News Feed default home page layout. Actions are displayed based on the user's security access. Previously, the actions displayed as quick links were the first ones that appeared on the Show More page. Now, for each HCM home page tab, you can select the actions to display and the order in which they are displayed.

You configure the quick links using the Structure menu. Add your most commonly used actions into a new Frequently Used Quick Actions group so they appear on the home page tab, then use the Order arrows to set the sequence.



Frequently Used Actions with Actions Added



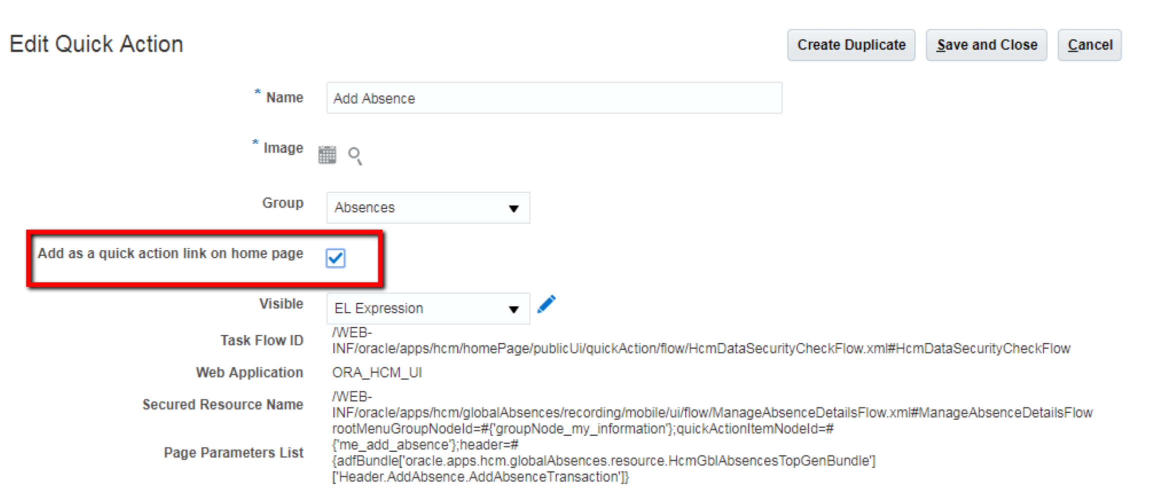
Me Tab Showing Actions Added toFrequently Used Quick Actions

If your display is large enough to display more actions than are included in Frequently Used Quick Actions group, additional actions will appear in the order they appear in the Quick Actions Show More page.

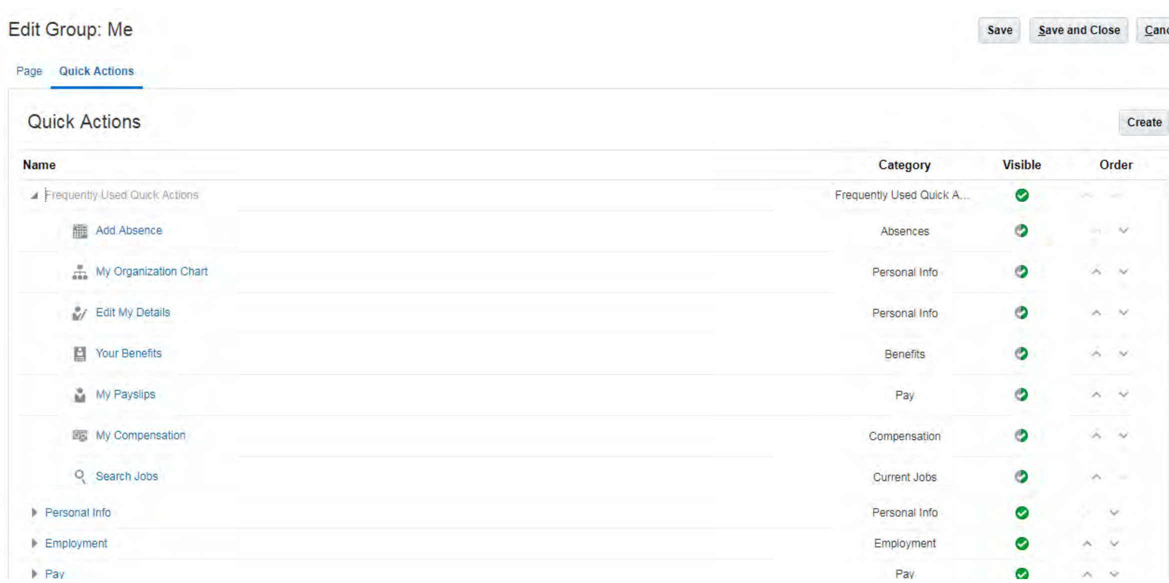
STEPS TO ENABLE

To configure frequently used actions:

1. Activate a sandbox.
2. Open the main menu and go to **Configuration** > **Structure**.
3. Select the home page tab you want to configure (Me, My Team, or My Client Groups).
4. Expand the group that includes the action you want to make a quick link.
5. Select the action.
6. Check to select the **Add as a quick action link on home page** check box.



7. **Save and Close**.
8. Repeat the above steps for all the actions you to make frequently used actions.
9. On the Edit Group page, use the Order arrows to set the sequence of the actions.



10. **Save and Close.**
11. Repeat the above steps for the other HCM tabs.

TIPS AND CONSIDERATIONS

- The Default Home Layout must be set to News Feed to use role based quick actions.
- Configurations made to individual actions using the Structure menu apply to the configured tab only. For example, if the same action appears on My Team and My Client Groups and you modify the action on My Team, the changes will only be applied to the action on My Team.
- Employees cannot personalize quick actions themselves.
- Only the HCM tabs Me, My Team, and My Client Groups support quick actions.

KEY RESOURCES

For more information on Quick Actions read the 18B HCM Common What's New feature:

- Enhanced Role Based Quick Actions

HCM GLOBAL SEARCH ENHANCED

The enhanced HCM global search now lets you search for actions using common words. For example, you can search for the Add Absence action using the words "sick", PTO, or "vacation", or Contact Information using "phone", "email", or "address". Up to 10 synonyms are delivered for the most frequently used quick actions and can be modified each customer. Synonyms are delivered as seed data and are translated.

Search Using Synonyms

When an action is available from multiple home page tabs (for example, Me, My Team, My Client Groups), the tab name is appended to the action. This helps the user know which version of the action to select depending on who they want to take the action on. For example, a user who is both line manager and an HR specialist can promote team members and members of their client group. So when searching for Promote in global search, 2 actions will be returned - *Promote - My Team* and *Promote - My Client Groups*. After you select the appropriate action, you can search for the person to promote. If the user only has access to one instance of an action, the tab name is not appended.

The delivered HCM global search configuration is delivered as the default search for HCM customers when the HCM pages are displayed. Regardless if you use the News Feed home page layout or another one, HCM global search is only available on the home page when your application URL include *hcmUI*. If you do not want to use the new HCM global search configuration, you must disable it.

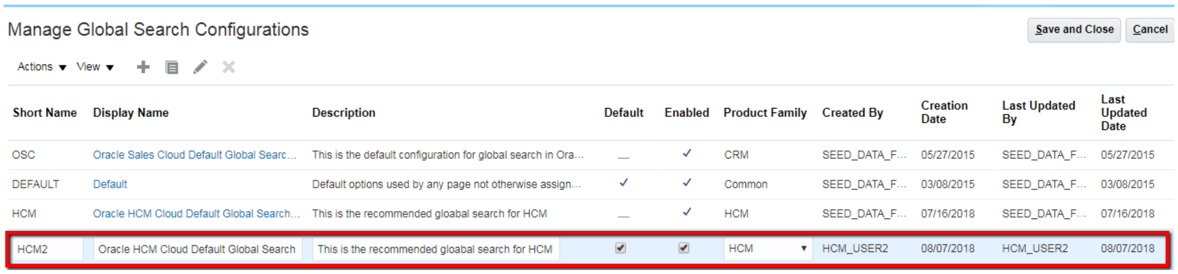
STEPS TO ENABLE

To modify the default HCM global search configuration including synonyms, you must duplicate it and then make your changes.

1. Navigate to **Setup and Maintenance**.
2. Search for the task **Manage Global Search Configurations**.

3. Select the **Oracle HCM Cloud Default Search Configuration**.
4. Click the **Duplicate** icon.
5. Provide the required details shown below. Check the **Default** and **Enabled** boxes.

> **NOTE: Default** indicates the configuration to be used if no other configuration exists for the mapped current menuId, Page or Webapp. **Enabled** indicates the configuration is available for use.



Duplicate Global Search Configuration

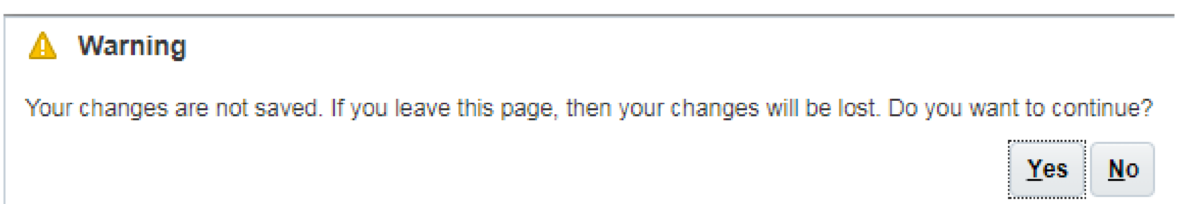
6. Edit your duplicated configuration.
7. To modify synonyms, click **Manage Synonyms**.
8. **Save and close**.

TIPS AND CONSIDERATIONS

- To modify the default HCM global search configuration including synonyms, you must duplicate it and then make your changes. You cannot make changes to the delivered configuration.
- The delivered HCM global search configuration is delivered as the default search for HCM customers only when the HCM pages are displayed. For all homepage layouts, HCM global search is only available from the homepage when your application URL must includes *hcmUI*. If you do not want to use the new HCM global search configuration, you must disable it.
- Not all actions are searchable from global search. Only commonly used actions are.

UNSAVED CHANGES WARNING DISABLED

When navigating away from a page if you have not saved or submitted an action, you will no longer be warned that you will lose unsaved changes. This includes if you are in middle of a transaction and have made updates, but have not saved or submitted. This warning is disabled for all HCM transactions.



Unsaved Changes Warning

Unsaved changes warning messages can be enabled back by changing the Site level value to Y for the profile option HCM_SAVE_CHANGES_WARNING_ENABLED. When the warning message is enabled, it will not be shown when the transaction is initiated from quick actions, but will be shown when initiated from all other places.

STEPS TO ENABLE

To turn on the unsaved changes warning message, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	HCM_SAVE_CHANGES_WARNING_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

- Turning on the profile option HCM_SAVE_CHANGES_WARNING_ENABLED will enable the warning message for all HCM transactions when initiated from anywhere in the application except for quick actions. It cannot be turned on only for select transactions.
- This only applies to newly designed, mobile responsive pages. The profile option does not impact the messages on classic pages.

NEW CLIENT LOVS

New client LOVs are available in the new mobile responsive pages. Now all profile options are delivered with a Site level value of N, unless otherwise noted. Previously, you had to create the profile option first.

Client LOVs use the "contains" logic and and return results containing the characters you enter. You can optionally change this logic to "starts with" for individual LOVs to return results that start with the characters instead. To do so, change the Site level value of the corresponding profile option code from N to Y. A "starts with" logic will improve performance and should be used when your list contains thousands of values (usually 15,000 or more records) or you do not partition your data by set ID. Changing the Site level value changes the search logic for all instances of the LOV if it's used in more than one page.

Available In	Object	Profile Option Code
18B	Address Attributes	PER_LOV_SEARCH_ADDRESSES_STARTSWITH (Site level value is delivered as Y)
18B	Bargaining Unit	PER_LOV_SEARCH_BARGAININGUNITS_STARTSWITH
18B	Business Unit	PER_LOV_SEARCH_BUSINESSUNITS_STARTSWITH
18B	Collective Agreement	PER_LOV_SEARCH_COLLECTIVEAGREEMENTS_STARTSWITH
18B	Country (including Phone Country Code)	PER_LOV_SEARCH_HCMCOUNTRIES_STARTSWITH
18B	Department	PER_LOV_SEARCH_DEPARTMENTS_STARTSWITH

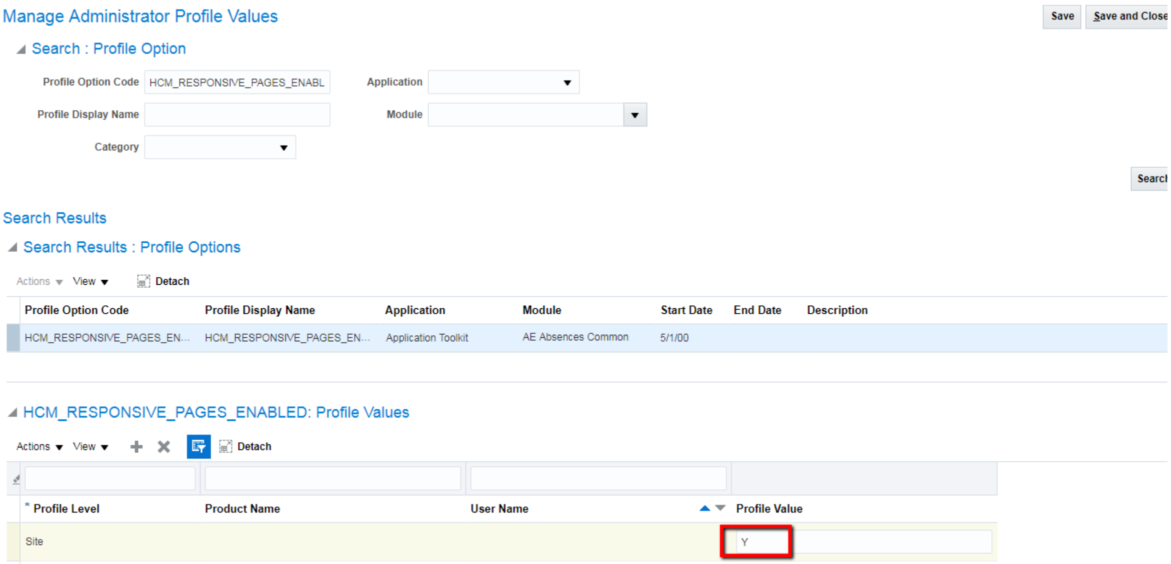
Available In	Object	Profile Option Code
18B	Document Type	PER_LOV_SEARCH_HRDOCUMENTTYPES_STARTSWITH
18B	Grade	PER_LOV_SEARCH_GRADES_STARTSWITH
18B	Grade Ladder	PER_LOV_SEARCH_GRADELADDERS_STARTSWITH
18B	Job	PER_LOV_SEARCH_JOBS_STARTSWITH
18B	Legal Employer	PER_LOV_SEARCH_LEGALEMPLOYERS_STARTSWITH
18B	Location	PER_LOV_SEARCH_LOCATIONS_STARTSWITH
18B	Person (Worker, Manager, Employee)	PER_LOV_SEARCH_WORKERS_STARTSWITH
18B	Position	PER_LOV_SEARCH_POSITIONS_STARTSWITH
18B	(Profiles) Content Items	HRT_LOV_SEARCH_CONTENTITEMS_STARTSWITH
18B	Timecard Attributes 1-30	HXT_LOV_SEARCH_TIMECARDFIELDVALUES_STARTSWITH
18B	Union	PER_LOV_SEARCH_UNIONS_STARTSWITH
18C	Questionnaires	HRT_LOV_SEARCH_QUESTIONNAIRES_STARTSWITH
18C	Questions	HRT_LOV_SEARCH_QUESTIONS_STARTSWITH
18C	Roles	PER_LOV_SEARCH_ROLES_STARTSWITH
18C	User Roles	PER_LOV_SEARCH_USERROLES_STARTSWITH
18C	User Accounts	PER_LOV_SEARCH_USERACCOUNTS_STARTSWITH
18C	Recruiting Organizations	IRC_LOV_SEARCH_RECRUITINGORGANIZATIONS_STARTSWITH
18C	Recruiting Job Requisition Templates	IRC_LOV_SEARCH_JOBREQUISITIONTEMPLATES_STARTSWITH
18C	Recruiting Content Library Items	IRC_LOV_SEARCH_RECRUITINGCONTENTLIBRARYITEMS_STARTSWITH
18C	Shared Goals	HRG_LOV_SEARCH_SHAREDGOALS_STARTSWITH
18C	Succession Plans	HRM_LOV_SEARCH_SUCCESSIONPLANS_STARTSWITH
18C	Talent Pools	HRT_LOV_SEARCH_TALENTPOOLS_STARTSWITH
18C	Rating Level	HRT_LOV_SEARCH_RATINGLEVELS_STARTSWITH
18C	GL Cost Center	PER_LOV_SEARCH_HCM_COSTCENTER_STARTSWITH
18C	Time Cards	HXT_LOV_SEARCH_TIMECARDS_STARTSWITH

STEPS TO ENABLE

To change the Site Level values from N to Y:

1. Navigate to the **Setup and Maintenance**.

2. Search for the **Manage Administrator Profile Options**.
3. Search for the profile option to update.
4. Change the **Site Level** value from N to **Y**.
5. **Save and Close**.



TIPS AND CONSIDERATIONS

- Client LOVs are only available in the new, redesigned responsive pages.
- A "starts with" logic improves performance. Use it when your list contains thousands of values (usually 15,000 or more records) or when you don't partition your data by set ID. SRs logged for performance issues when using "contains" logic will be closed with a resolution to use "starts with".
- Recently selected values displayed are specific to a browser and device. For example, you will not see a job selected on your desktop using Firefox as a recent item if you access the same page on your desktop using Chrome. Likewise, you will not see the job selected on your desktop using Chrome as a recent item if you access the same page on your mobile device using Chrome.
- The first time you use a client LOV, performance may be a bit slower as values are not yet downloaded and cached to the browser.
- In a kiosk scenario, when one user logs out and another logs in, the values cached to the browser are not retained. A new set of values will download for the next user.
- Data is encrypted when the LOV values are downloaded to the browser. There is no chance that sensitive or personally identifiable information will be compromised.
- It is not possible to configure the attributes included in each LOV. The attributes are predetermined.
- Each client LOV is secured by a function security privilege. Refer to the HCM Security Upgrade Guide for privilege information when creating roles.

For customers who created 1 or more client LOV profile options in their 18B environments, upon upgrade to 18C:

- If the Profile Option Code already exists, a new one will not be seeded. The seeded description will be populated if you did not provide one.
- Customer configured Site level profile values of Y will be retained. They will not be overridden to N.
- If the customer created profile values are not created at the Site level, a new Site level value will be seeded with a value of N.
- User level profile value takes precedence over Site level values.

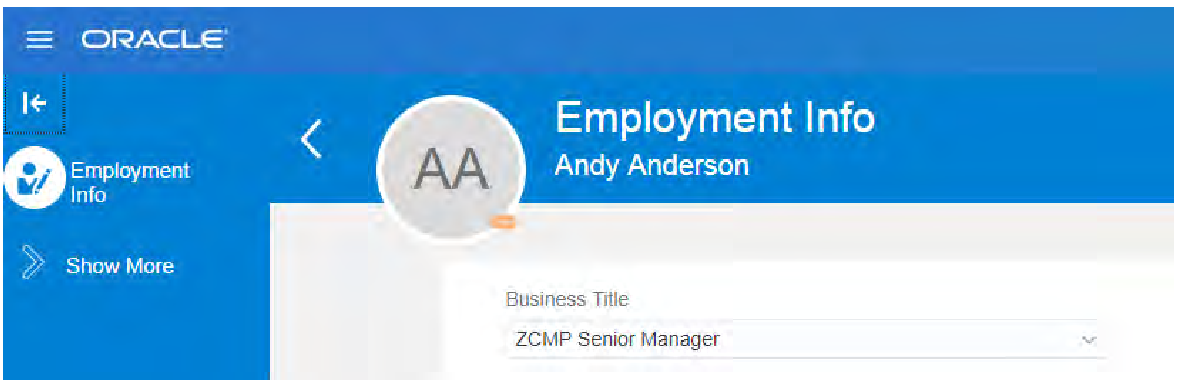
KEY RESOURCES

For more information on LOV's see the following:

- 18B HCM Common What's New and feature: Faster Rendering of Values Using Client List of Values (LOVs)
- HCM Security Upgrade Guide

IMPROVED PERSON SPOTLIGHT SECURITY AND DESIGN

Security and page access within the person spotlight is improved for a better user experience. The pages are displayed based on your security access instead of showing all tabs and evaluating security after you click on it. Now, once you navigate to the spotlight, you can see additional tabs using Show More.



Person Spotlight Tabs

STEPS TO ENABLE

Spotlight now uses the privilege Access Quick Actions (PER_ACCESS_QUICK_ACTIONS). Grant this privilege and enable the profile options for the spotlight pages you want to use.

Page	Profile Option
Public Person Info	PER_DIRECTORY_RESPONSIVE_ENABLED
Goals	PER_DIRECTORY_RESPONSIVE_ENABLED
Document Records	PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED
Employment	PER_EMPLOYMENT_GUIDED_FLOWS_RESPONSIVE_ENABLED
Payslips	PAY_PAYROLL_RESPONSIVE_ENABLED
Payment Methods	PAY_PAYROLL_RESPONSIVE_ENABLED
Compensation	CMP_COMPENSATION_RESPONSIVE_ENABLED
Absence	ANC_ABSENCES_RESPONSIVE_ENABLED
Benefits Summary	BEN_ENROLLMENT_RESPONSIVE_ENABLED

To enable the profile option, navigate to the Setup and Maintenance work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.

3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled. when you click on the person name, it will take you to the new person spotlight pages and the old pages will no longer be available.

TIPS AND CONSIDERATIONS

- The tab that is displayed on varies based on how you navigate to the spotlight, so ensure that the appropriate tabs are enabled for your implementation. For example, from:
  - My Team Overview, you see Employment.
  - Team Compensation, you see Compensation.
  - Team Talent, you see Skills and Qualifications.
  - Directory and person SmartNav, you see Public Info.
- You can configure the sequence of the tabs using HCM Page Configurator available from My Client Groups. However, the tabs listed above are always retained as the first page when you navigate to spotlight from the specified pages and will not be placed in the sequence defined in HCM Page Configurator.
- You must have the function privilege Access Quick Actions (PER_ACCESS_QUICK_ACTIONS) to now access the spotlight.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on configuring spotlight tabs, refer to the What's New on the Release Readiness site for 18B for the following topic:

- HCM Page Configurations Simplified

For more information on hiding spotlight tabs from HCM landing pages, refer to the following topic on Customer Connect.

- Responsive Personal Info Launch Page and Left Hand Navigation Options

ROLE INFORMATION

The privilege Access Quick Actions (PER_ACCESS_QUICK_ACTIONS) is granted to the delivered Employee and Contingent Worker roles.

HCM SECURITY

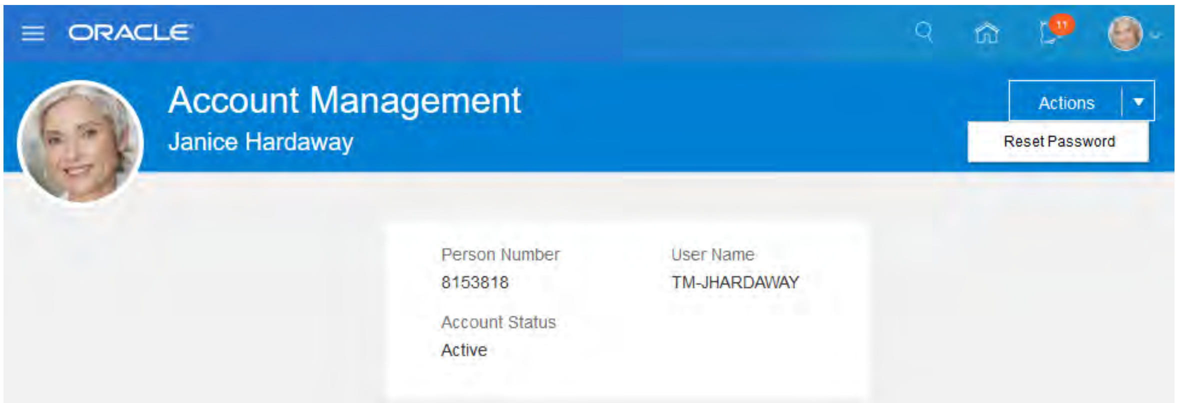
MY ACCOUNT AND MANAGE USER ACCOUNT REDESIGNED

The My Account and Manage User Account pages have been redesigned for ease of use and responsiveness on all devices.

My Account

When you select **Me - Roles and Delegations** in the Navigator, the Account Management page opens. It replaces the My Account page. On the Account Management page, work email and work phone have been removed from the personal details. The only available action in the **Actions** menu is **Reset Password**, which appears only when an appropriate notification template is active. To simplify account management, the following page-level actions, which were rarely used on this page, have been removed:

- Copy Personal Data to LDAP
- Autoprovision Roles
- Edit User Name

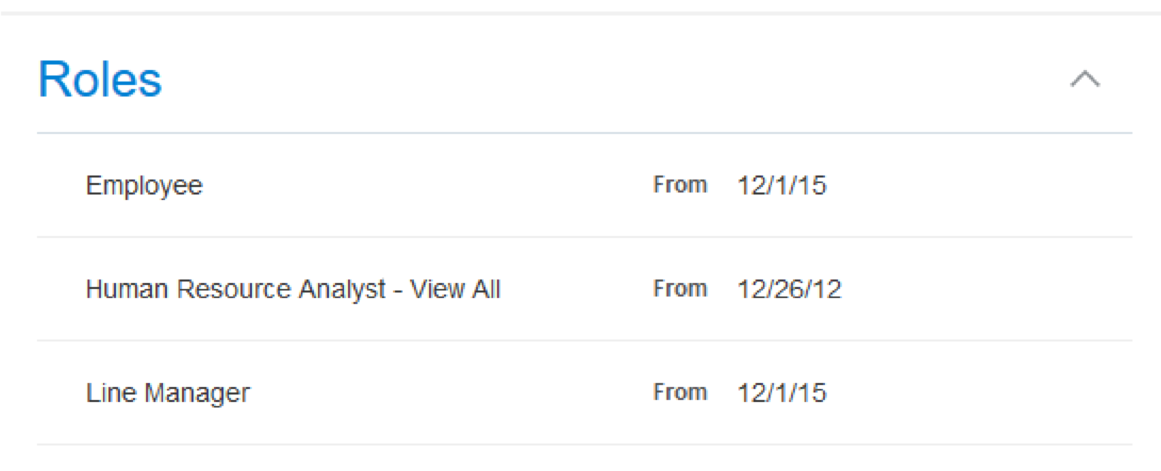


Personal Information and Page Actions for the Signed-In User

The following sections have been removed from the page:

- Role Requests
- Role Requests in the Last 30 Days
- Current Roles

To replace these removed sections, just one, simplified Roles section appears:

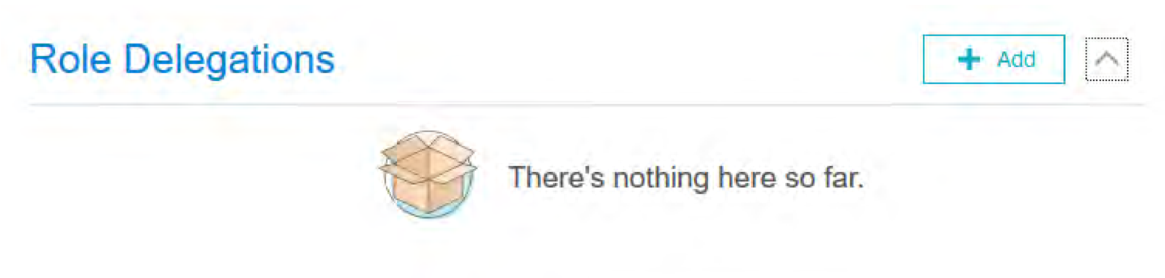


The Simplified Roles Section

The provisioning method, which isn't essential information for most users, has been removed from the role information. In addition, the **Add Role** action has been removed.

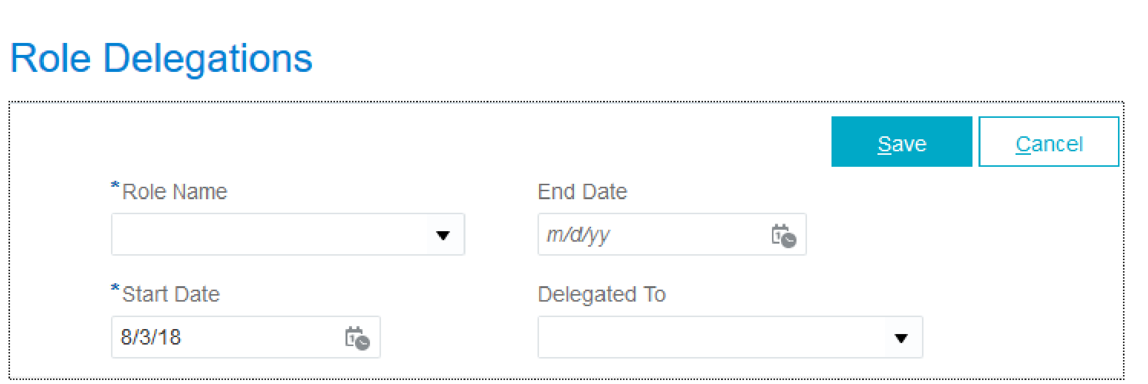
If you delegate any of these roles to other users, then that information appears in the Roles section. If roles have been delegated to you, then a separate section, Delegated by Others to Me, appears. It doesn't appear if no roles are delegated to you.

If you haven't delegated roles or approvals to other users, then a message appears in the relevant section. For example:



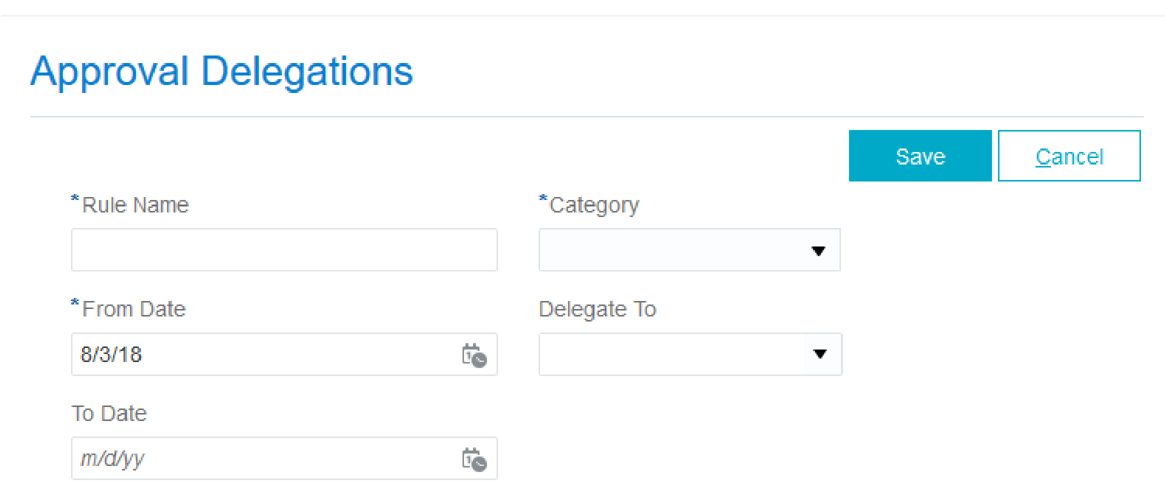
An Empty Role Delegations Section

When you click **Add** in the Role Delegations section, the section is updated as follows:



Delegating a Role

A similar interaction is provided for delegating approvals:



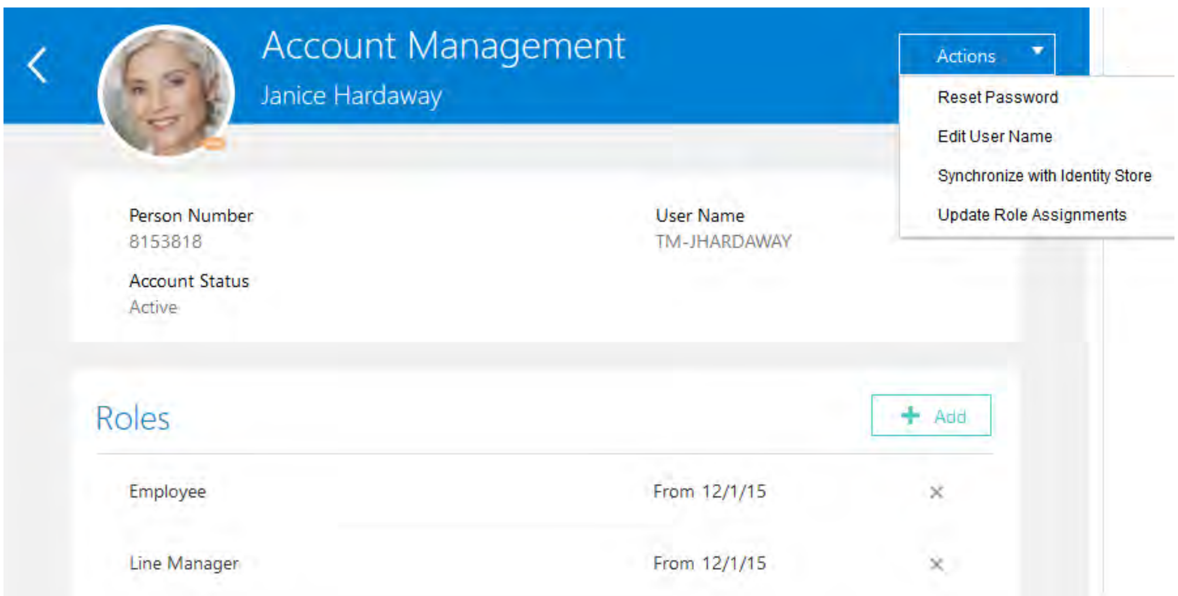
Delegating Approvals

If you have delegated roles or approvals to other users, then an **Edit** button appears in the relevant region so that you can manage the delegations.

Manage User Account

Line Managers and Human Resource Specialists who select the **Manage User Account** quick action or contextual action now open the Account Management page for the selected user. This page replaces the Manage User Account page. This Account Management page, like that for end users, has been radically streamlined to support the most useful actions clearly and efficiently. On the Account Management page, work email and work phone have been removed from the personal details.The available actions remain as on the classic Manage User Account page, but some have been renamed:

- The **Autoprovision Roles** action has been renamed **Update Role Assignments**.
- The **Copy Personal Data to LDAP** action has been renamed **Synchronize with Identity Store**.

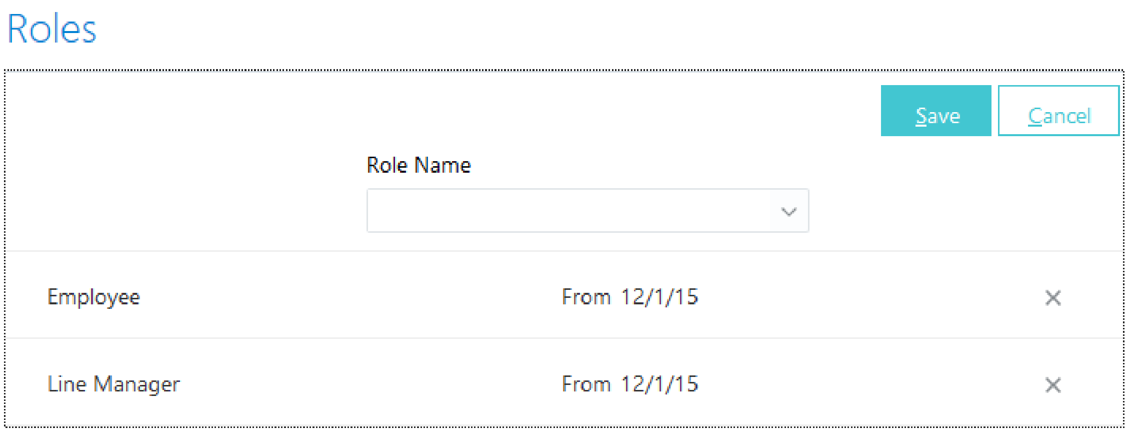


Personal Information, Page Actions, and Roles for the Selected User

The following sections have been removed from the page:

- Role Requests
- Role Requests in the Last 30 Days
- Current Roles

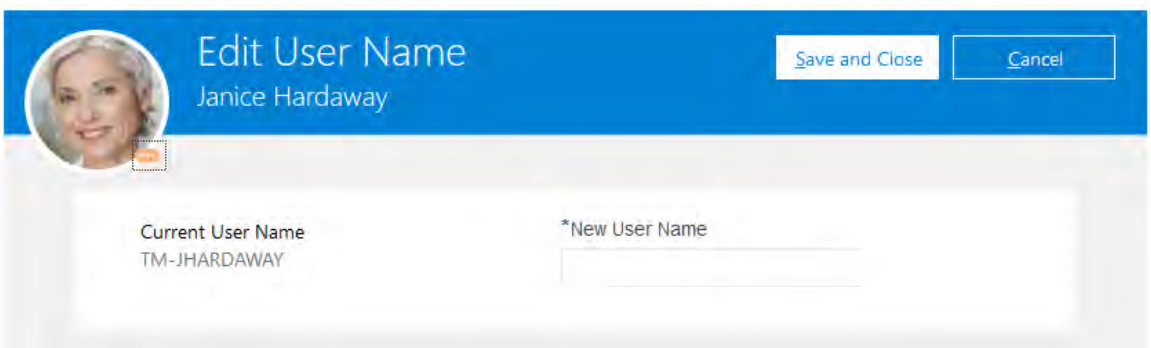
The replacement Roles section contains just basic information about the user's roles. You can add and remove roles. When you click **Add**, the Roles section appears as follows:



Adding Roles for the Selected User

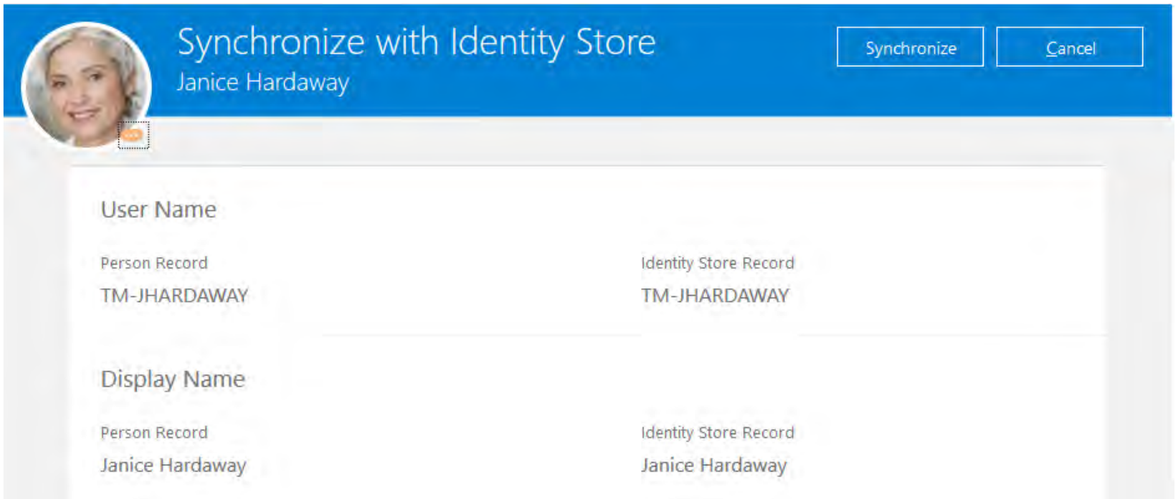
You select from a list of available roles. The start date is today's date.

When you select the **Edit User Name** action from the page **Actions** menu, the personal details section of the page is updated as follows:



Editing the User Name

When you select the **Synchronize with Identity Store** action from the page **Actions** menu, the page is updated as follows:



Synchronizing with the Identity Store

Other actions remain available:

- For users with no user account, you can create an account or link a standalone account.
- For incomplete user accounts, you can process the user account request.

STEPS TO ENABLE

To enable the new Account Management pages, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_ACCOUNT_MANAGEMENT_RESPONSIVE_ENABLE

To enable the profile option, navigate to the Setup and Maintenance work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

When this profile option is set to **Y**:

- The **Me** - **Roles and Delegations** entry in the Navigator takes the user to the new Account Management page.
- The **Manage User Account** quick action or contextual action takes the user to the new Account Management page.

The My Account and Manage User Account pages are no longer available when the profile option is set to **Y**.

TIPS AND CONSIDERATIONS

If the new Account Management pages aren't enabled, then:

- The **Me** - **Roles and Delegations** entry in the Navigator opens the classic My Account (Edit User Account Details) page.
- The **Manage User Account** quick action or contextual action opens the classic Manage User Account page.

KEY RESOURCES

For more information on creating, enabling, and setting the profile options, see the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information - Profile Options and Displayed Fields (document ID 2399671.1)

For more information on displayed and hidden fields, see the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information - Profile Options and Displayed Fields (document ID 2399671.1)

For more information on personalizing pages, see:

- Chapter 3, Page Modification, in the Oracle Applications Cloud: Configuring and Extending Applications guide
- The Developer Relations Page Composer Oracle YouTube channel

ROLE INFORMATION

Some changes have been made to the roles and privileges that secure access to both the classic and responsive My Account and Manage User Account pages.

These roles were aggregate privileges and are now duty roles:

Duty Role Name	Duty Role Code
Manage My Account	ORA_PER_WORKER_ROLE_MANAGEMENT_DUTY
Manage User Account	ORA_PER_USER_ROLE_MANAGEMENT_DUTY

These aggregate privileges have been added to the Manage My Account duty role:

Aggregate Privilege Code	Aggregate Privilege Name	New in 18C
Manage Approval Delegations	ORA_PER_MANAGE_APPROVAL_DELEGATIONS	Yes
Manage Role Delegations	ORA_PER_MANAGE_ROLE_DELEGATIONS	Yes
View Approval Delegations	ORA_PER_VIEW_APPROVAL_DELEGATIONS	Yes
View Role Delegations	ORA_PER_VIEW_ROLE_DELEGATIONS	Yes

These function security privileges have been added to the Manage My Account duty role:

Function Security Privilege Name	Function Security Privilege Code	New in 18C
Delete Roles Delegated To Me	PER_DELETE_ROLES_DELEGATED_TO_ME_PRIV	Yes
Reset Password	PER_RESET_PASSWORD_PRIV	No

These aggregate privileges have been added to the Manage User Account duty role:

Aggregate Privilege Name	Aggregate Privilege Code	New in 18C
Edit User Name	ORA_PER_USER_NAME_EDIT_DUTY	No
Manage User Roles	ORA_PER_MANAGE_USER_ROLES	Yes

This function security privilege has been added to the Manage User Account duty role:

Function Security Privilege Name	Function Security Privilege Code	New in 18C
Reset Password	PER_RESET_PASSWORD_PRIV	No

The predefined Employee and Contingent worker abstract roles inherit the Manage My Account duty role. The predefined Line Manager and Human Resource Specialist job roles inherit the Manage User Account duty role. If you're using the predefined versions of these abstract and job roles, then no action is necessary. Custom roles that inherited the Manage My Account and Manage User Account aggregate privileges will automatically inherit the replacement duty roles during the upgrade. New privileges added to the duty roles provide greater control of the associated interfaces. However, if you want to restrict access to some features of the interfaces, then you can create custom versions of the duty roles and edit them as required. For information about creating custom roles and updating custom roles after upgrade, see the *Release 13 Security Upgrade Guide* on My Oracle Support (document ID 2023523.1).

ABSENCE

ADD ABSENCE SELF-SERVICE PAGE ENHANCED

The mobile responsive **Add Absence** page is enhanced with the following features:

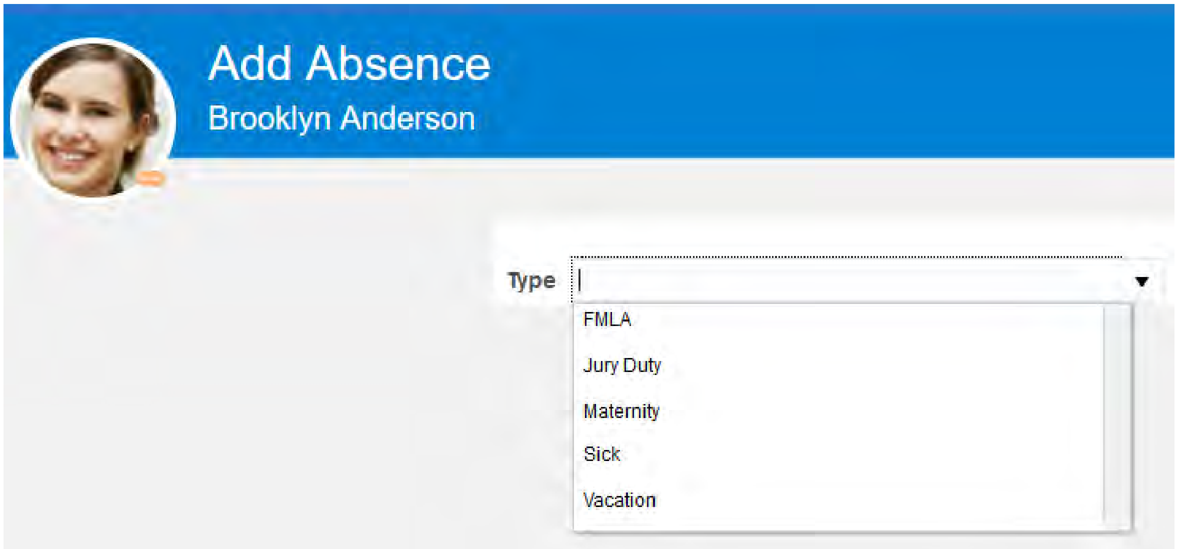
- Absence entry for additional patterns such as illness or injury, childbirth or placement patterns
- Open-ended absences for all patterns
- Multiple assignments for employees
- Absence entry for workers with elapsed time work schedules
- Overnight shifts
- Support for calendar days, months, and weeks
- List view or advanced entry for non-continuous and single day absences
- Nonworking day

In this release, you also have the option to withdraw an absence from the **Existing Absences** page.

The following absence entry options currently available in the classic pages are now supported using the redesigned user experience Add Absence page.

Absence Entry for Additional Patterns

The enhanced absence entry page now allows for easy and simplified absence entry for additional absence patterns, such as the illness or injury, childbirth or placement patterns.



Option to Select Various Absence Types Based on Other Absence Patterns

Open-Ended Absences

Some absences such as maternity or illness are allowed to be open-ended when the employee does not know the exact dates they can return to work. During absence entry, when the employee selects the option for open ended, the end date is no longer available and the option for an estimated end date is provided.

Multiple Assignments

Employees can now schedule absences for multiple assignments using the enhanced absence entry page. When employees are assigned to more than one assignment or a part of multiple legal employers, they can select the assignment for the absence request.

Elapsed Work Schedules

The enhanced absence entry page also supports absence entries from employees with an elapsed work schedule. An employee with an elapsed based time schedule does not enter an absence transaction based on hours; the scheduled hours are derived from the schedule based on duration defined for the schedule.

Overnight Shifts

Employees can schedule absences for shifts that span midnight. This has no impact on the user interface.

Additional UOM Support

The enhanced absence entry page now supports absence entries using the unit of measure as calendar days, months, and weeks.

List View or Advanced Entry for Noncontinuous and Single Day Absence Entry

Employees can schedules absences that are noncontinuous on the enhanced absence entry page. Absences can be created one day at a time in list view.

Nonworking Day

Employees can enter an absence for a nonworking day, if the option is enabled. However, the scheduled duration field does not display a value because the worker does not have a schedule for that day.

STEPS TO ENABLE

In order to enable the enhanced Absences pages, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	ANC_ABSENCES_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

Features to be supported in future:

- Repeating or recurring absence entry
- Entry of supplemental details for illness or injury, childbirth and placement patterns
- Schedule defaulting
- Duration overrides
- Team calendar
- Qualification plan balances or entitlements views
- Plan balance drill down for absence transaction details
- Absence balance projection
- Responsive absence entry for a manager or administrator
- Responsive manager or administrator balance view or responsive management of absences by a manager or administrator
- Compensatory time transactions or plan balance views
- Donations or self-service disbursements

NOTE: All administrative and manager functions can still be performed using the classic user interface even if the Absences Responsive Profile for self-service pages is enabled.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

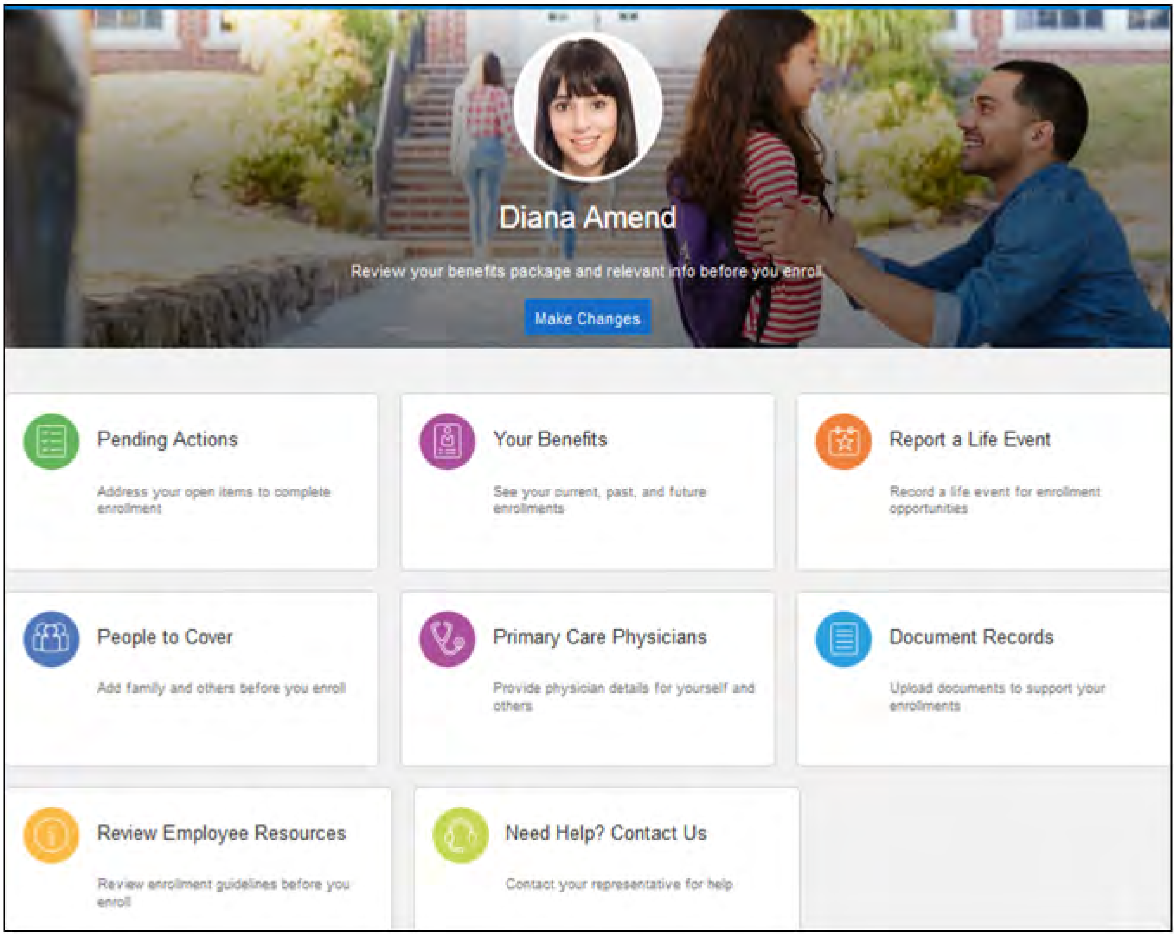
BENEFITS

FURTHER REDESIGNED SELF-SERVICE PAGES

In this update, the second phase of the redesign of the landing pages is complete. In the previous update, only the self-service landing pages were redesigned. In this second phase, the remaining pages have been redesigned too. The redesigned pages enable participants to self-report life events more easily, update contacts and make enrollments more efficiently, and perform any other actions related to self-service benefits on all devices. All pages have been redesigned for ease-of-use and responsiveness across all devices.

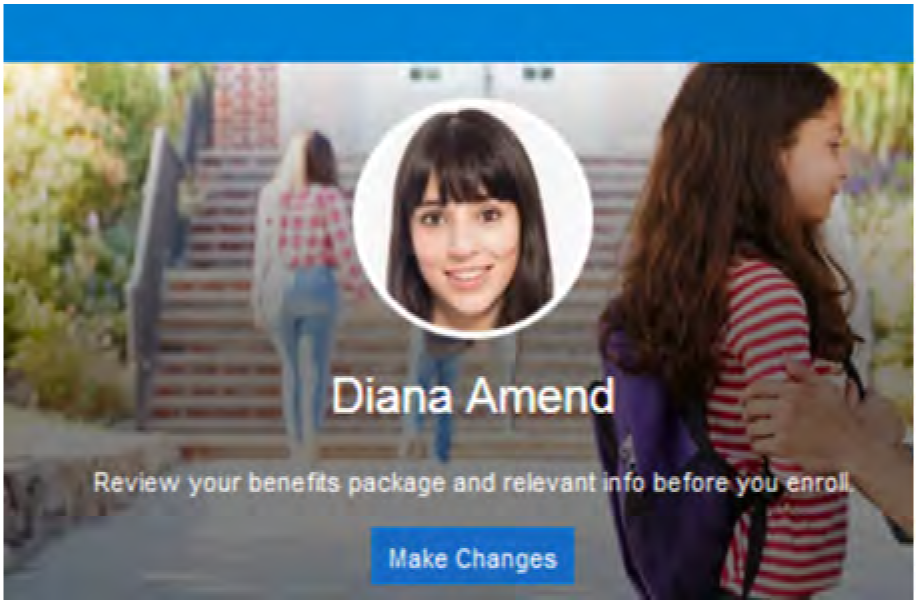
If you were waiting for the full redesign of the self-service enrollments flow, now is the time to use the complete functionality. However, if you are close to open enrollment, or you are just not ready to use the redesigned pages, you can choose not to use them just yet. You can continue using the classic self-service pages and make the move when you are ready at a later date.

Apart from redesigning all the pages on the landing page, there are now more actions to enable you to complete your enrollments more easily, as shown in this figure:



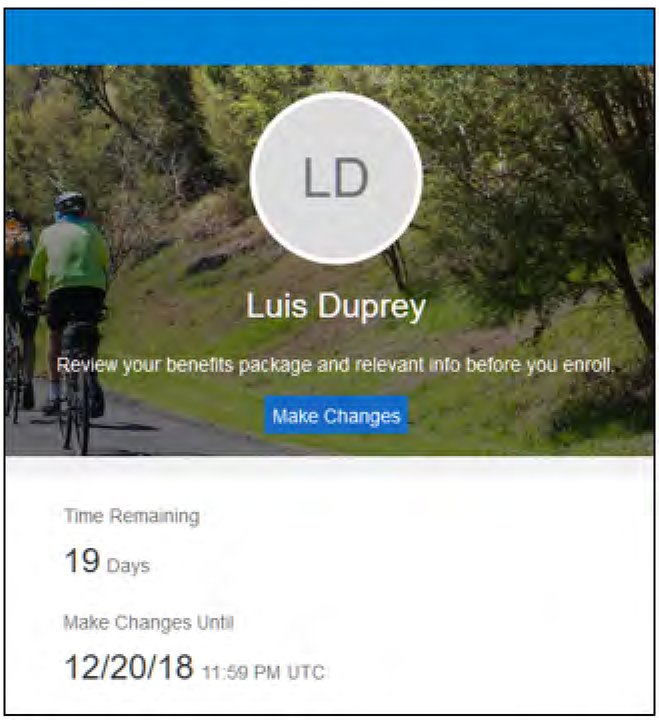
Redesigned Landing Page

The landing page sports improved navigation and communications. For example, participants can directly use the **Document Records** action off the landing page to upload supporting documents required for certification. Depending on where participants are in the enrollments cycle, they will see either the **Make Changes** button or the **Start Enrollment** button, making it clear what to do next.



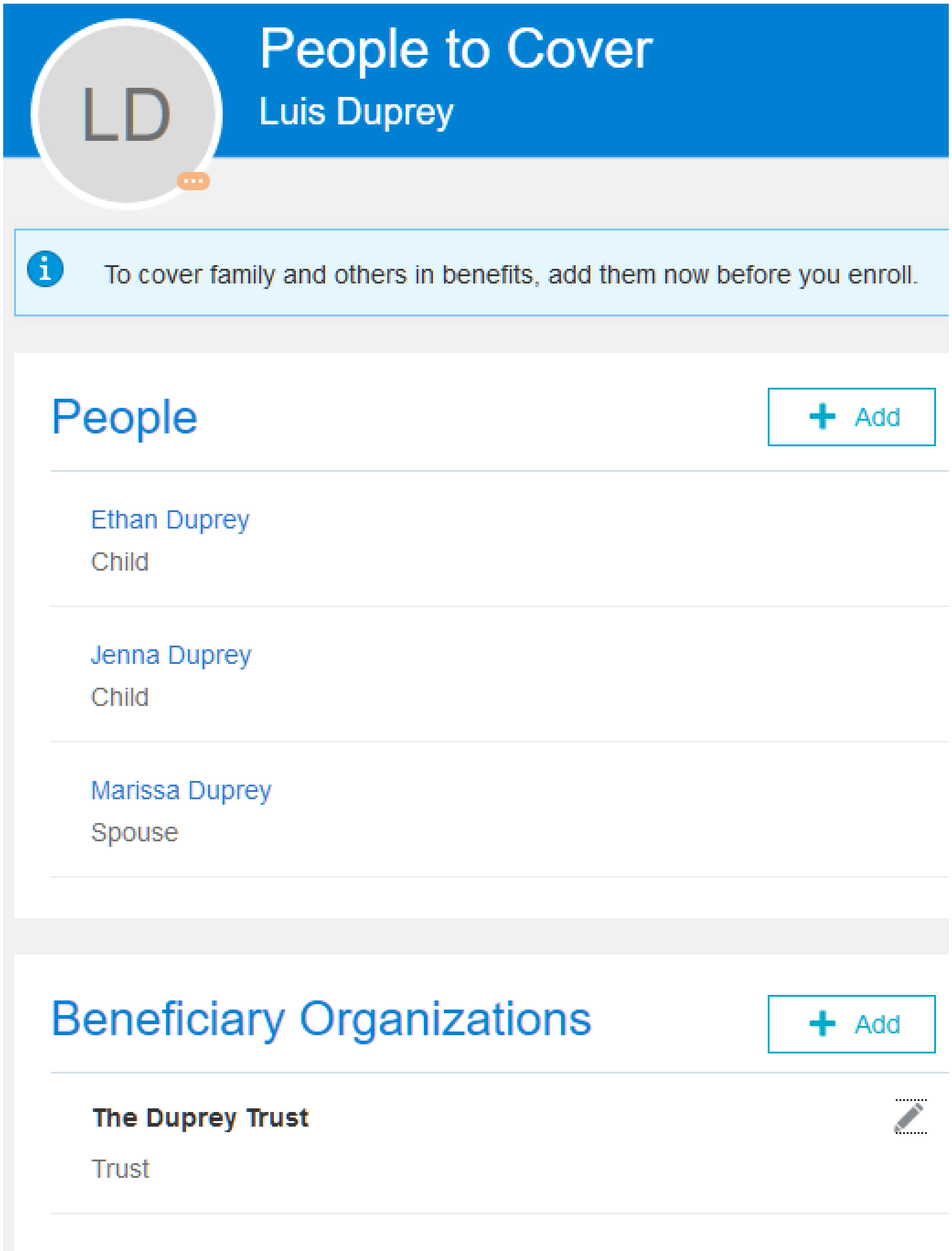
Make Changes Button That Appears If Participants Have Existing Enrollments

If participants are eligible to make enrollments, the **Time Remaining** countdown appears, along with information that lets them know the last date for enrollment changes.



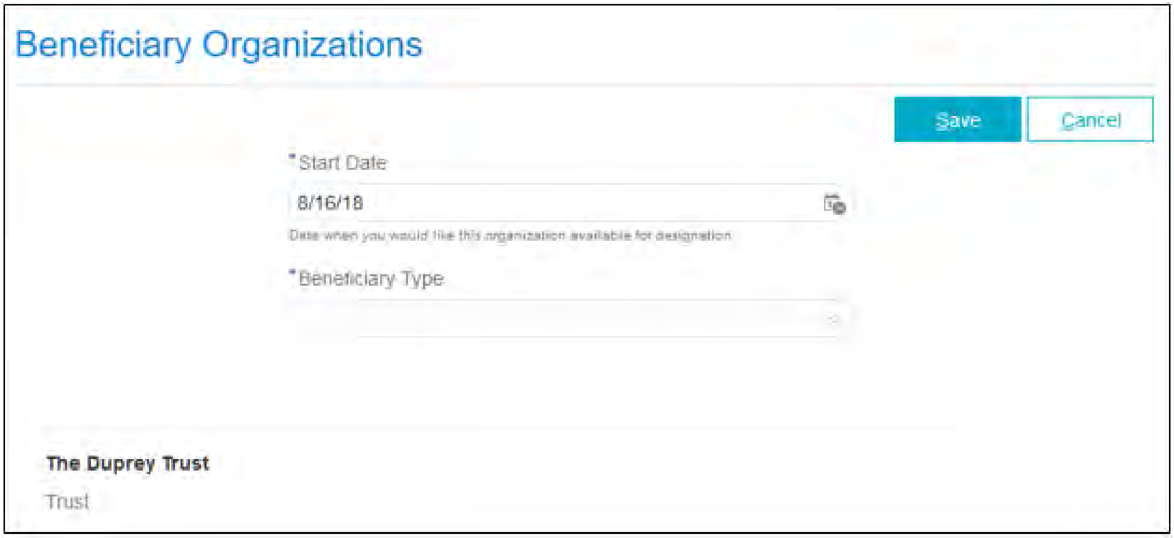
Countdown During Open Enrollment

The **People to Cover** page now lets you quickly see if you have any people or beneficiary organizations defined when you first access the page.



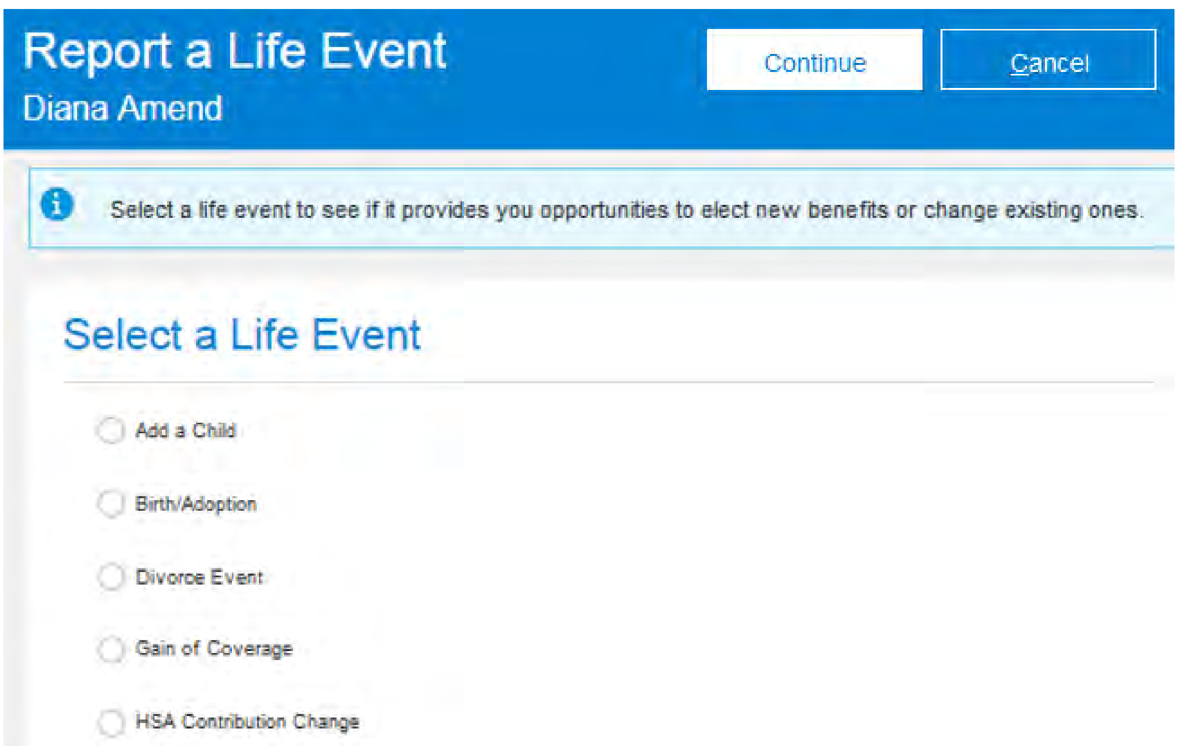
Redesigned People to Cover Page

When you click Add to include a person record, only the most widely-used regions and fields appear. You can, of course, use personalization to display the hidden regions and fields. The page where you add beneficiary organizations sports a new design to simplify data entry.



Beneficiary Organizations Page

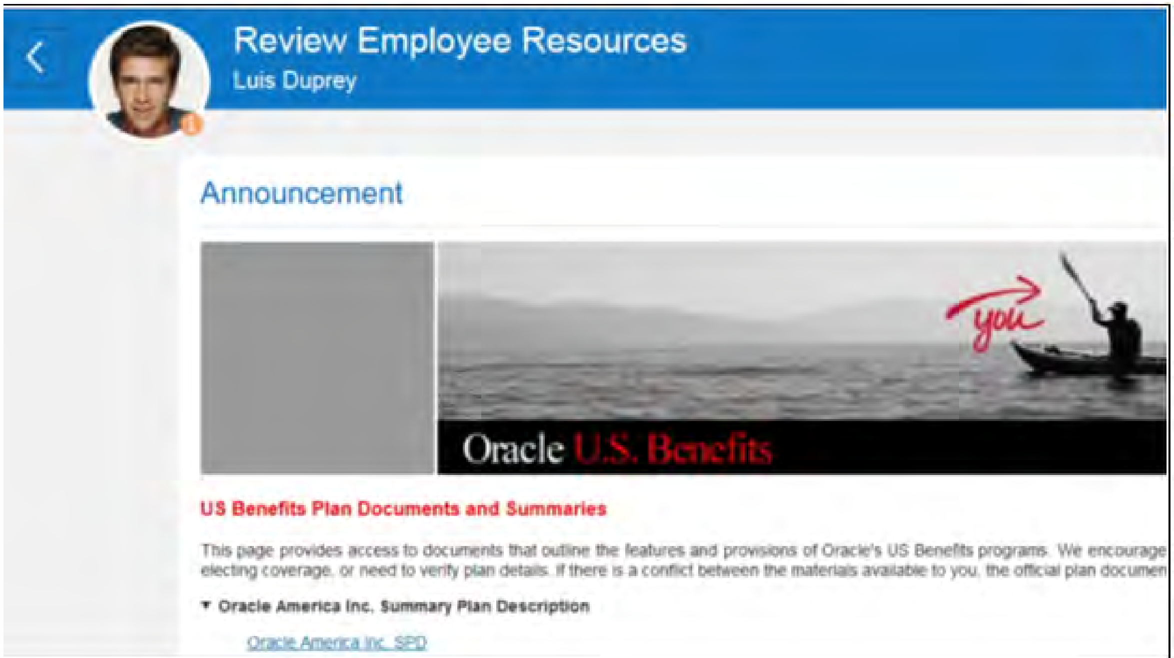
The **Report a Life Event** page now offers a clutter-free experience for participants so they can report life events more easily. Life events are no longer grouped by any category, thus enabling you to quickly select a life event.



Report a Life Event Page

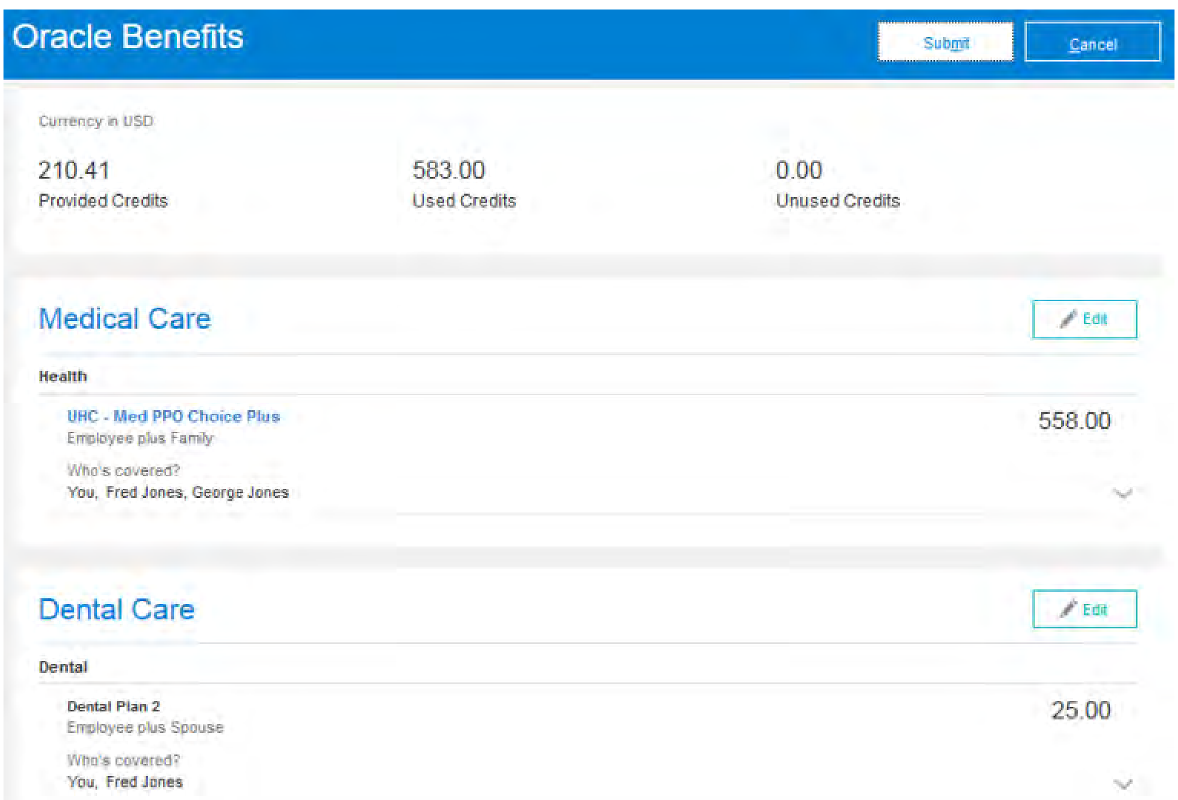
When participants select the **Continue** button, the Contacts Summary page appears, without the additional step of having to select **Change Benefit Elections** to initiate the enrollment change.

The Employee Resources page can be created and configured using Page Composer to suit your enterprise requirements. You can include text with URLs, images, and videos. The figure below is a sample of what you can include.



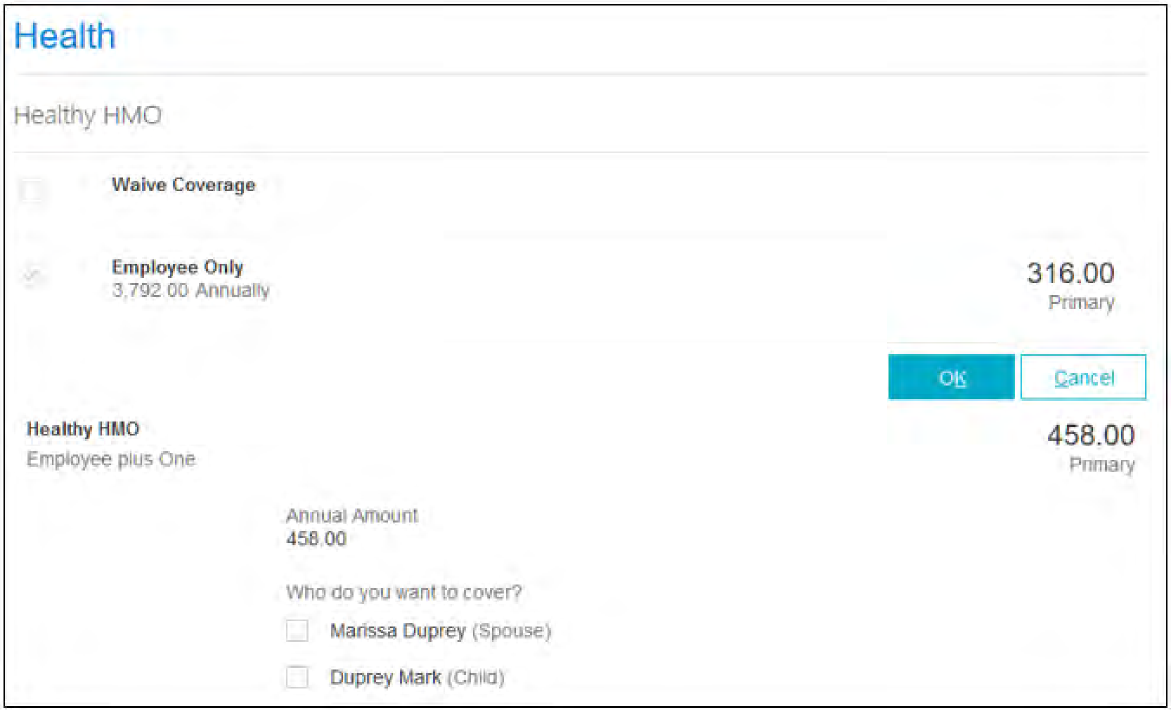
Review Employee Resources Page

The enrollments page has been simplified so you can get through your enrollments quickly and easily. Everything's in one single scrollable page, so there are no train stops or filters to distract you.



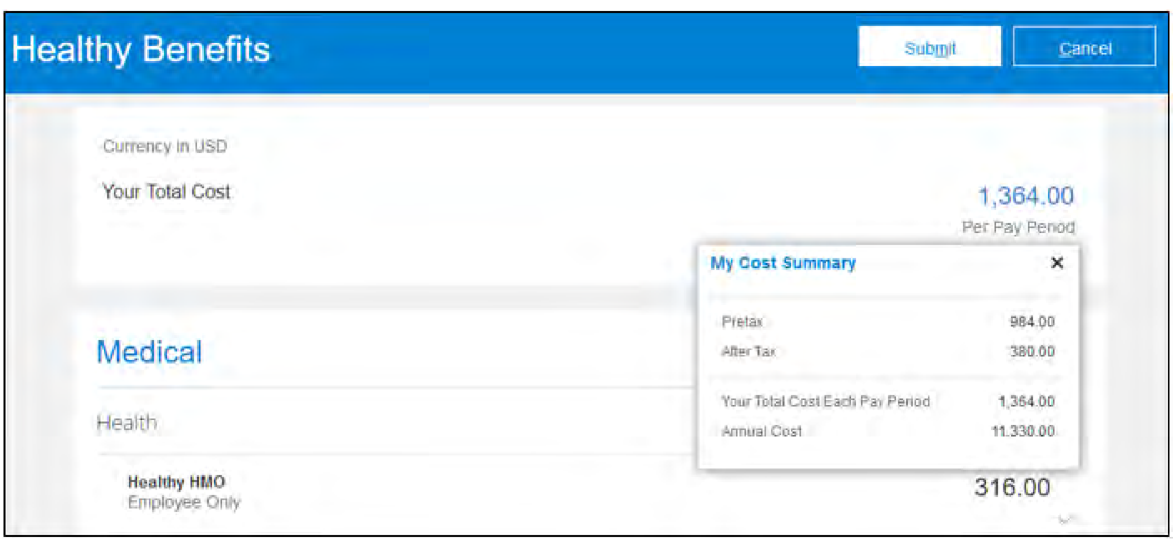
Simplified Enrollment Page

There is no dedicated dependent designation page because you can do all of that instantly on the enrollment page. Simply click **Edit** to make changes. Once you select an offering, the section expands so you can pick people to cover for that offering.



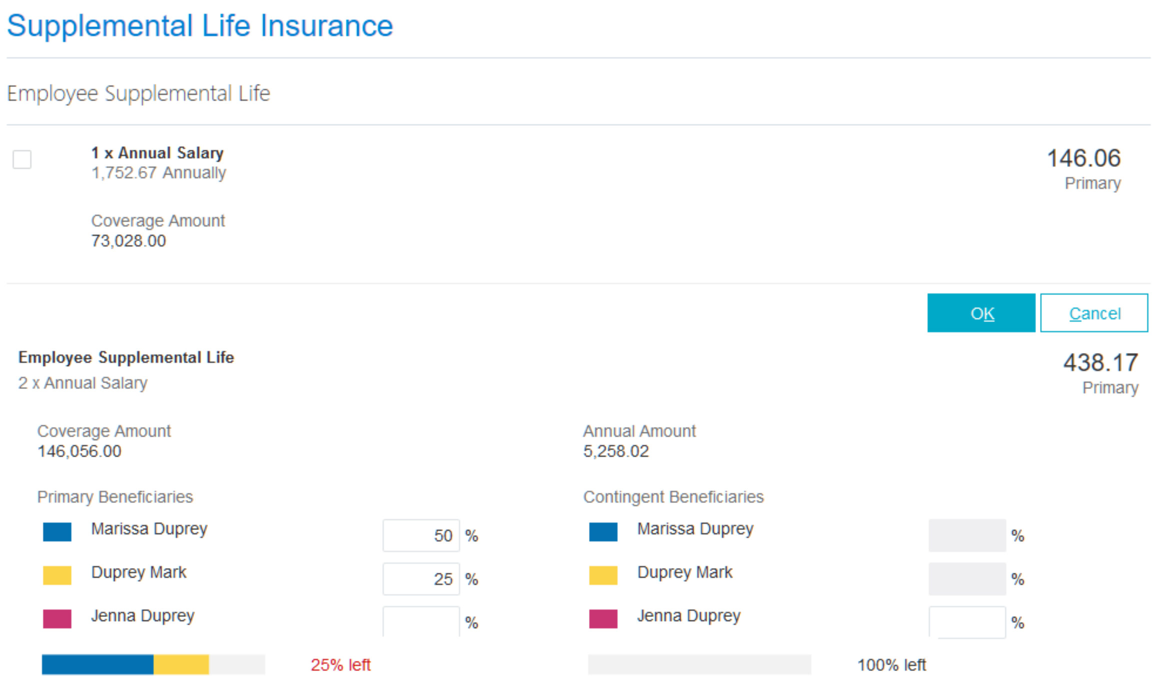
Section in the Enrollment Page Where You Pick Dependents for an Offering

Also, you can review your selections as you progress. Previously, you had to wait until you get to the review page to see if you've made the right selections. You can also see the total cost of your enrollment elections as you go along. You can click the amount for a breakdown of the cost summary.



Cost Breakdown on the Enrollment Page

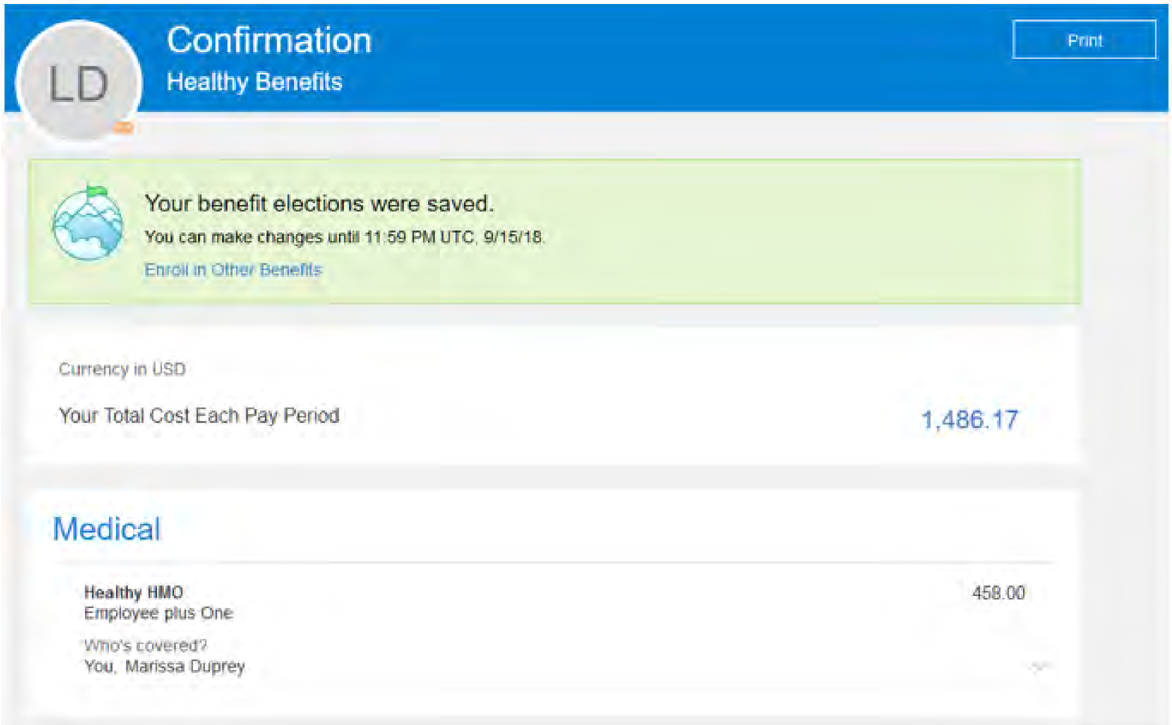
Participants can now take advantage of the newly designed entry pages for life insurance and FSA offerings. The redesigned interfaces allow easier entry of data, as shown in the following figures.



Entering Beneficiary Percentages for Life Insurance Offerings

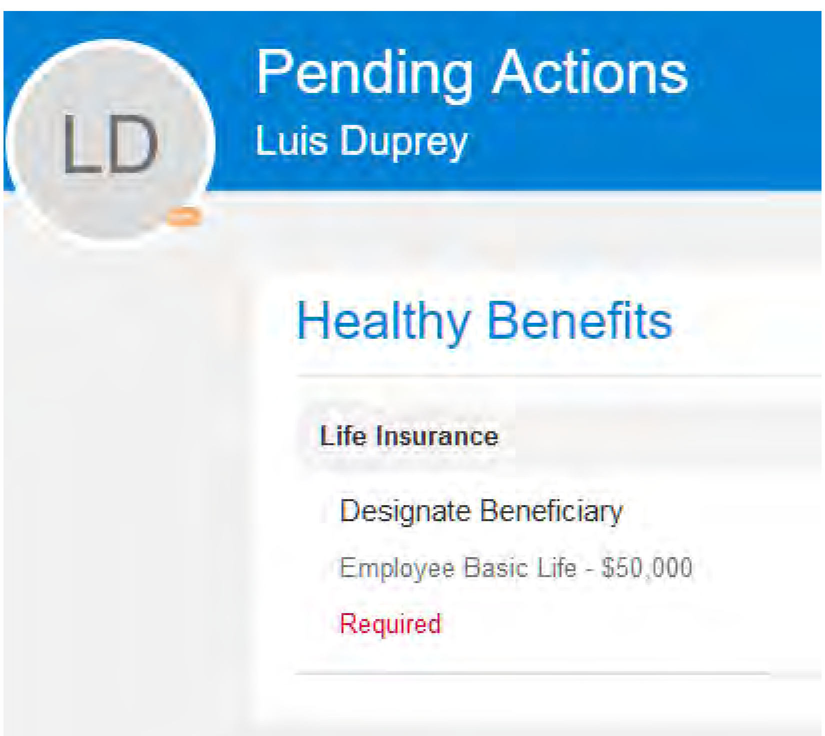
Entering Details for an FSA Offering

Once participants are done making elections, a confirmation banner lets them know the date until which they can make changes to enrollments. The participant's temporary ID Card button, if appropriate, appears next to the Print button.



Benefits Confirmation Page

The Pending Actions page too has been redesigned for ease of use, quickly letting participants know what supporting documents they need to upload to complete enrolling in benefits.



Redesigned Pending Actions Page

STEPS TO ENABLE

In order to enable the new Benefits self-service pages, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	**Value**
Profile Option Code	BEN_ENROLLMENT_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

- If you have not previously started using the mobile-responsive pages, you'll need to set up this functionality now. See the Steps to Enable section.
- If you are close to open enrollment, or you are just not ready to use the redesigned pages, you can choose not to use them just yet, and you can continue using the classic self-service pages. You can make the move when you are ready at a later date.
- In the Beneficiary Organizations page, the fields Trust and Executor and Registration have been hidden to reduce clutter. You can use the standard personalization functionality to bring them back on display if required.
- In the New Contact page (accessed from the People to Cover page), regions that are hidden out of the box to reduce clutter are Communication, Comments and Attachments, and Passports and Visas. Fields hidden out of the box are Contact Effective Start Date and Marital Status. You can use the standard personalization functionality to bring them back on display if required.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

HUMAN RESOURCES

NEW PERSON FLOWS REDESIGNED

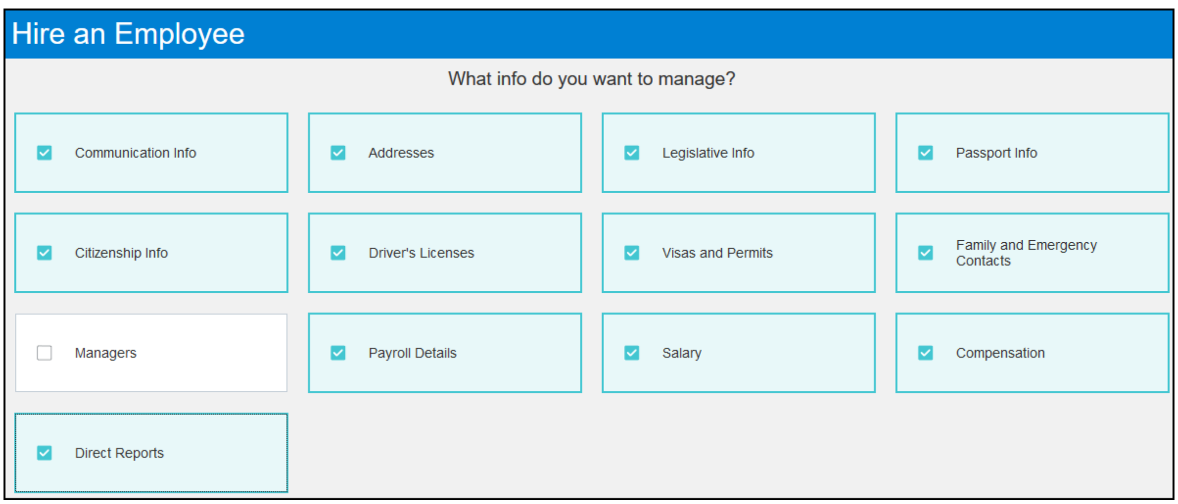
The New Person flows have been redesigned for ease of use and responsiveness on all devices. The redesigned flows include:

- Add Nonworker
- Create Work Relationship when launched from duplicate search results
- Pending Worker Dashboard
    - Convert Pending Worker
    - Edit Pending Worker
    - Cancel Pending Worker

Additional Sections

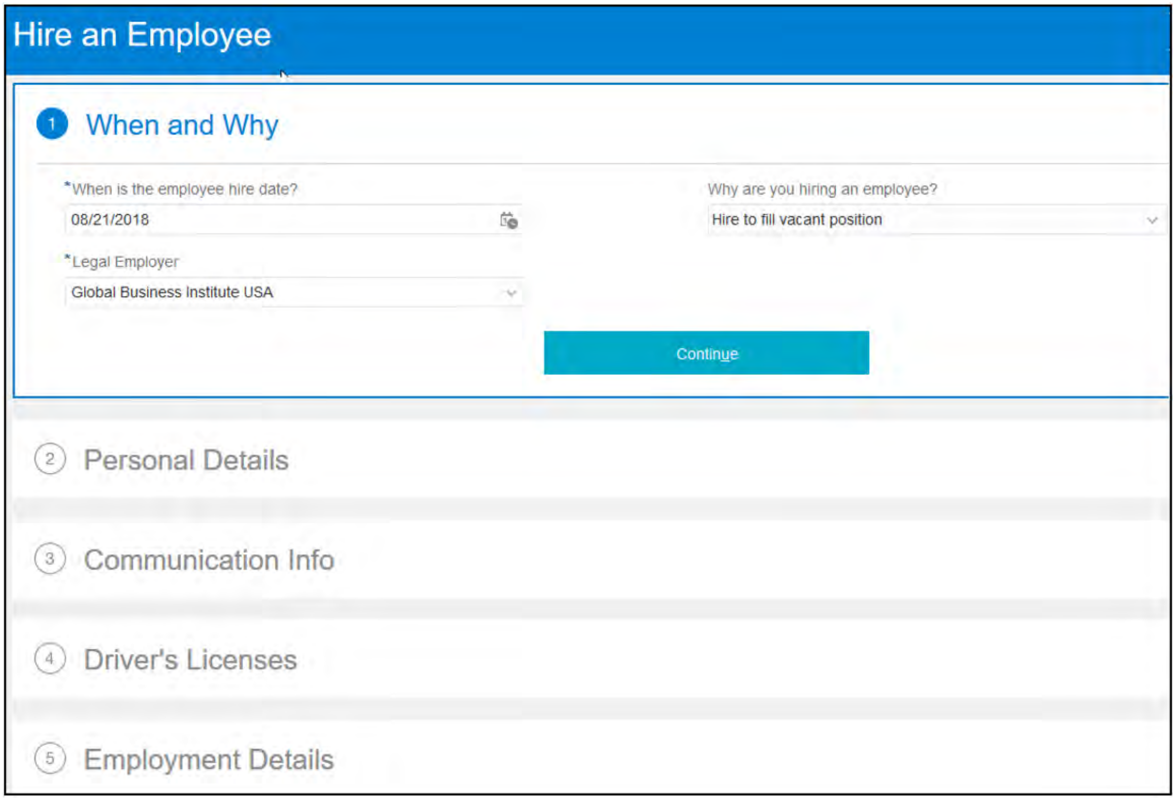
The following additional sections have been added for the following compact guided processes (see the selected sections on the picture):

- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker



Additional Sections for Hire Flows

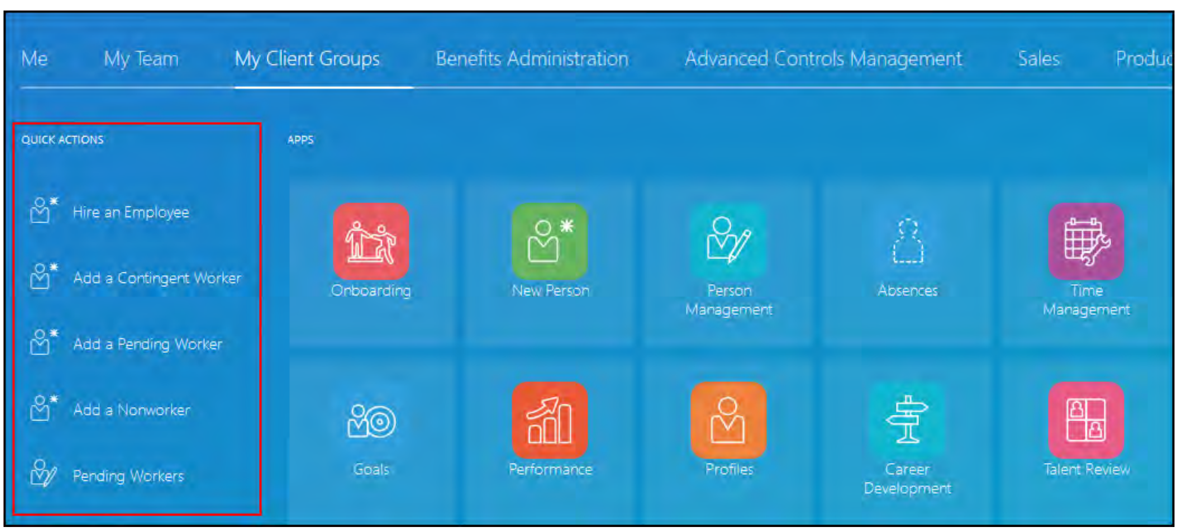
The pages are clutter-free and display the most frequently used fields. Fields that are not used frequently are hidden, but can be displayed using Page Composer.



Guided Flow with All Sections on a Single Page

Quick Actions

Quick actions are available for direct access to Hire an Employee, Add a Contingent Worker, Add a Pending Worker. Add a Nonworker, Pending Worker dashboard, and Create Work Relationship pages.

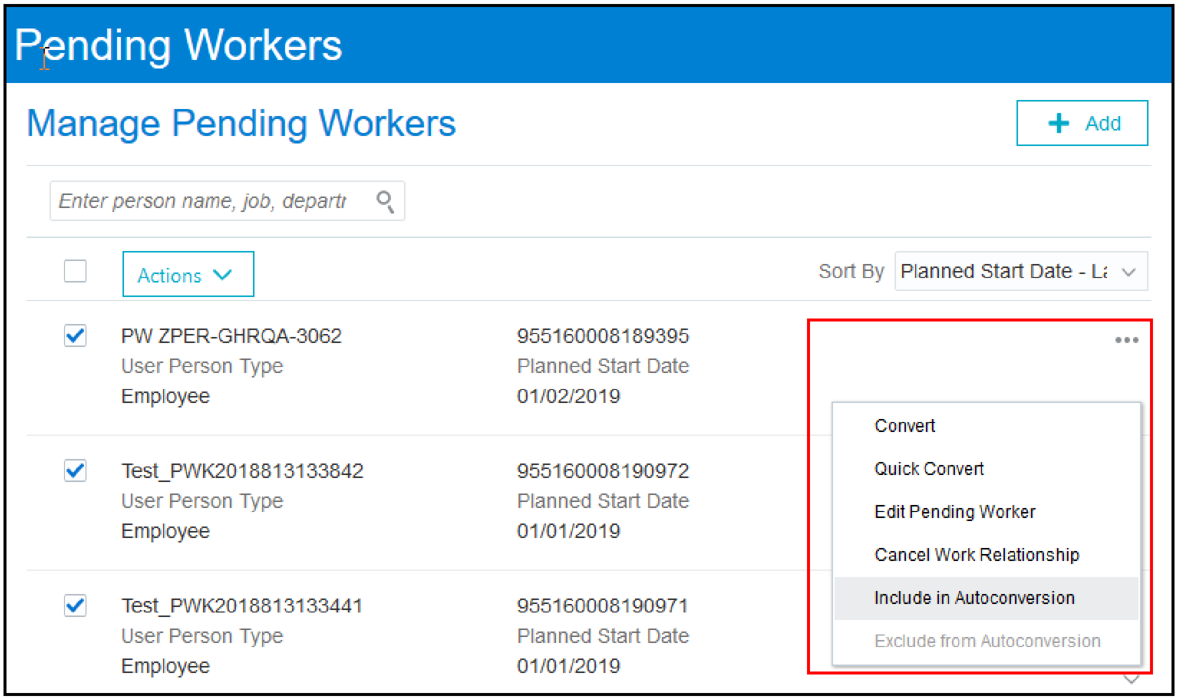


Quick Actions

Pending Workers Dashboard

Managerial actions are segregated at the worker-level and the global-level. Click the Actions menu at the top of the Pending Workers page to view the actions that a manager can perform at a global-level. These actions are generic and include Quick Convert, Include in Autoconversion, and Exclude from Autoconversion.

Actions that a manager can perform at the worker-level are more specific. Click the ellipsis icon to view the actions available at the worker-level.



Pending Worker Dashboard

STEPS TO ENABLE

In order to enable the new New Person flows, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_EMPLOYMENT_GUIDED_FLOWS_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

- Since the New Person self-service pages are new, any required Page Composer personalizations must be applied on the new pages.
- New Person self-service flows are now organized on a single page, so there are no longer any train stops in the guided flows.

- You can now set the enterprise-level option, **Person Creation Service Duplicate Check** to **No Duplicate Validation** to None to bypass duplicate search in the New Person flows. The Person Creation Service Duplicate Check option determines the duplicate check behavior both in services and the New Person process flows.
- If Oracle Taleo Recruiting Cloud Service integration is enabled, it's recommended you use the New Person app. This app launches the classic flows and the classic Pending Workers table (including Selected Candidates tab), even if the responsive UIs are turned on.
- If Oracle Taleo Recruiting Cloud Service integration is not enabled and you don't want to enter person profiles for pending workers, it's recommended you use the Pending Workers quick action to access the Pending Workers table. Use Hire an Employee, Add a Contingent Worker, Add a Pending Worker, and Add Nonworker quick actions to launch new person processes.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

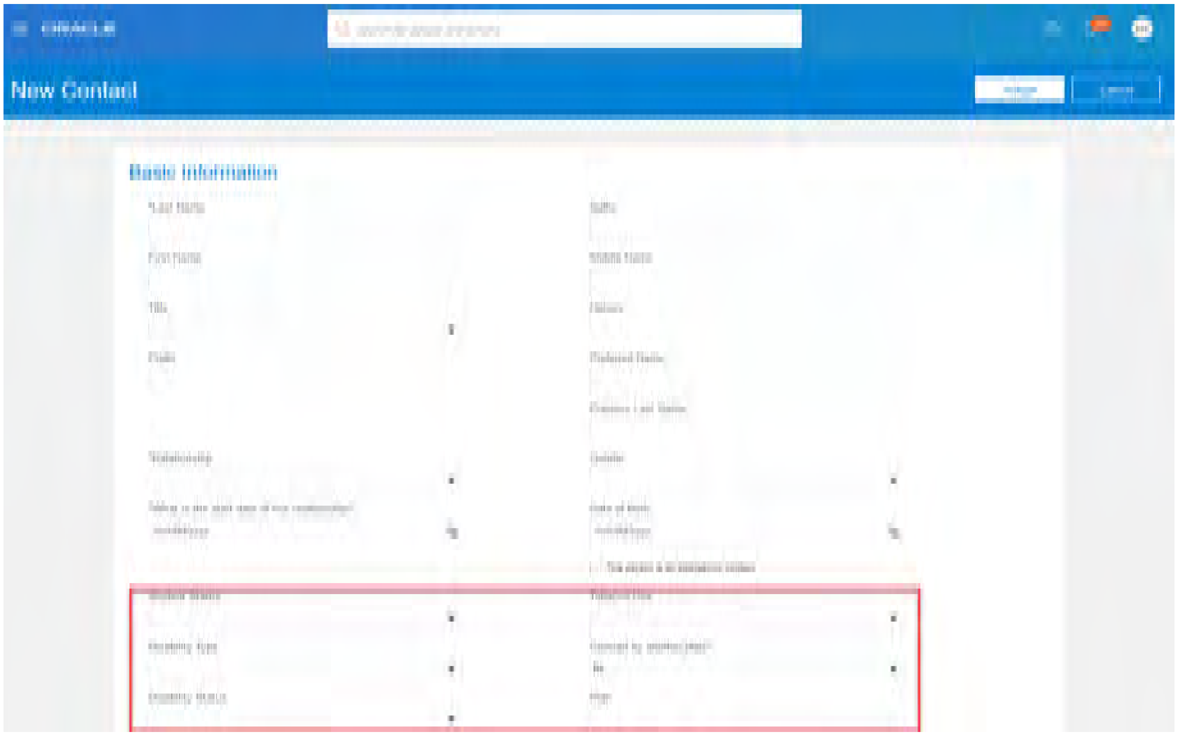
PERSONAL INFORMATION REDESIGNED SELF-SERVICE PAGES ENHANCED

The redesigned self-service Personal Information pages are enhanced with the following features

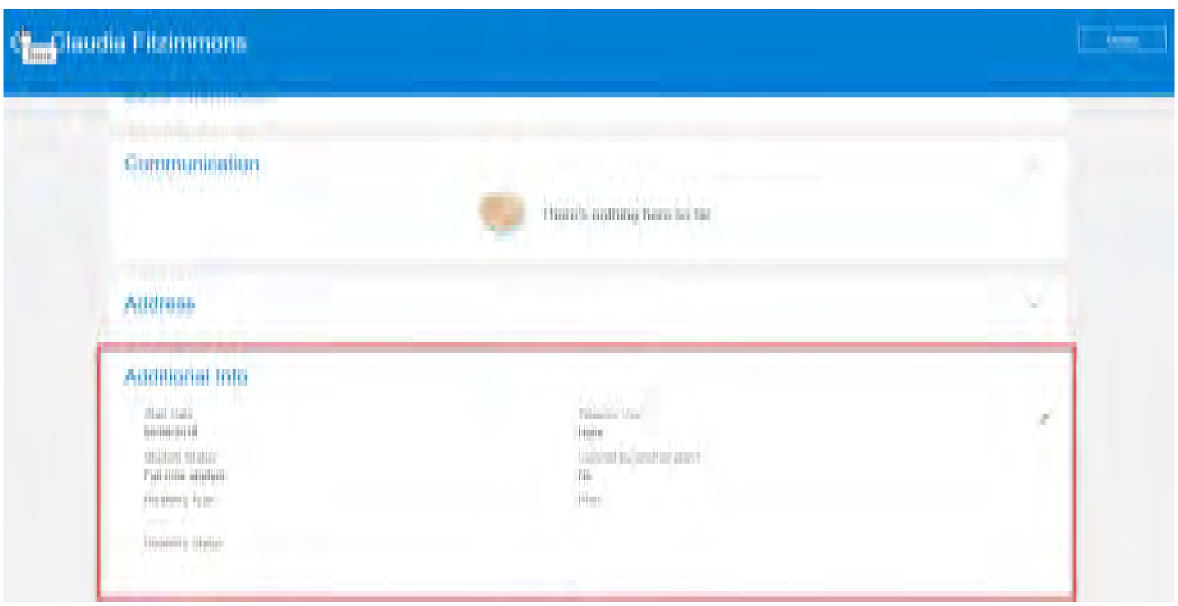
- Benefits-related fields are added to the Family and Emergency Contact pages. These fields are hidden out-of-the-box.
- An option to select an employee's address when creating a contact is added.
- A person's national identifier is masked.
- Document Records section is moved to a new page separate from citizenship, visa and permits, driver license, and passport.
- A new descriptive flexfield for passports is added.

Benefit-Related Fields for Contacts

The following benefit fields are added to the Family and Emergency contact pages, but hidden out of the box. You can use personalization to display these fields.



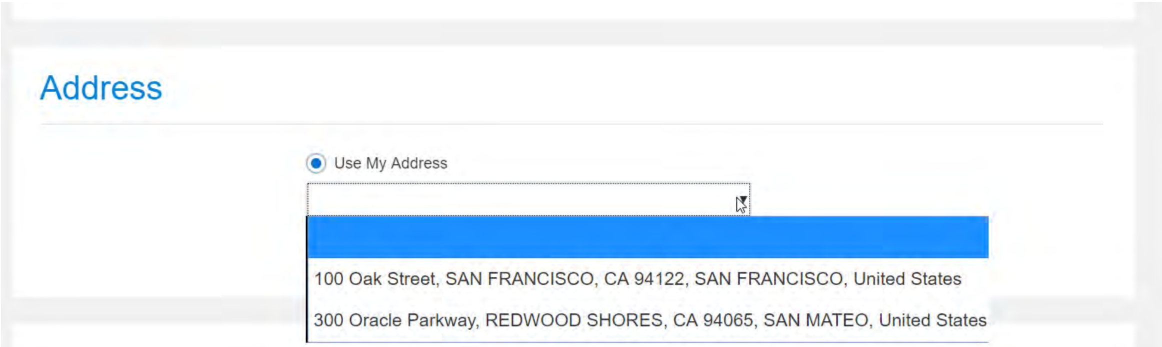
Benefit-Related Fields on Create Family and Emergency Contacts Page



Benefit-Related Fields on Edit Family and Emergency Contacts Page

Select Employee's Address

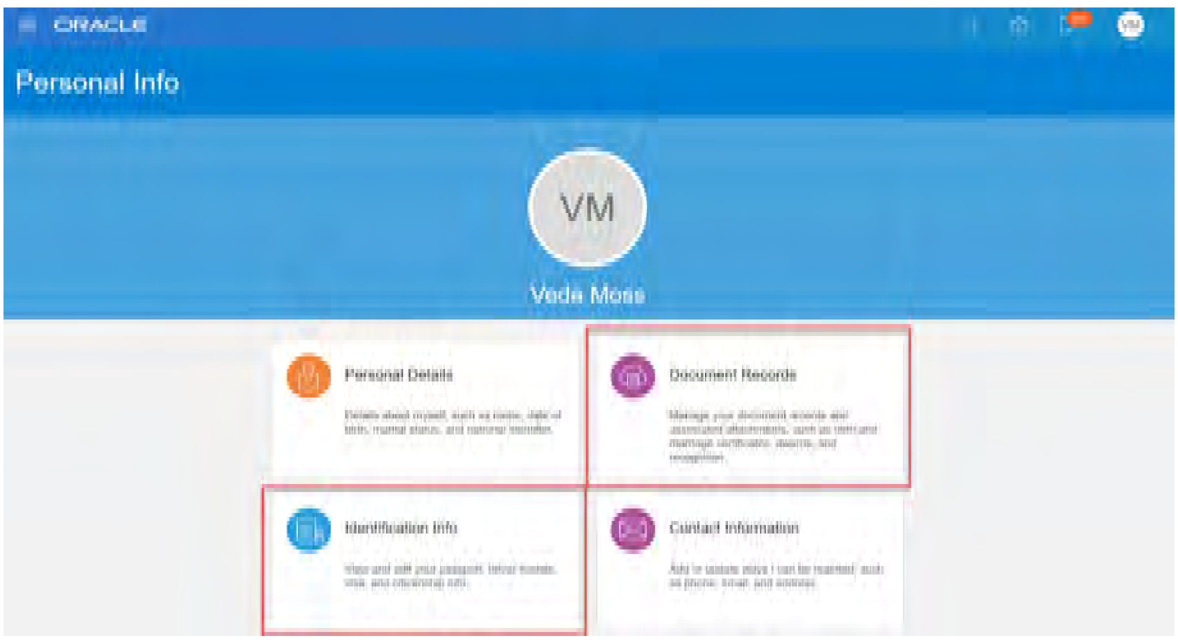
Employees can now select from a list of their own addresses when creating a family or emergency contact.



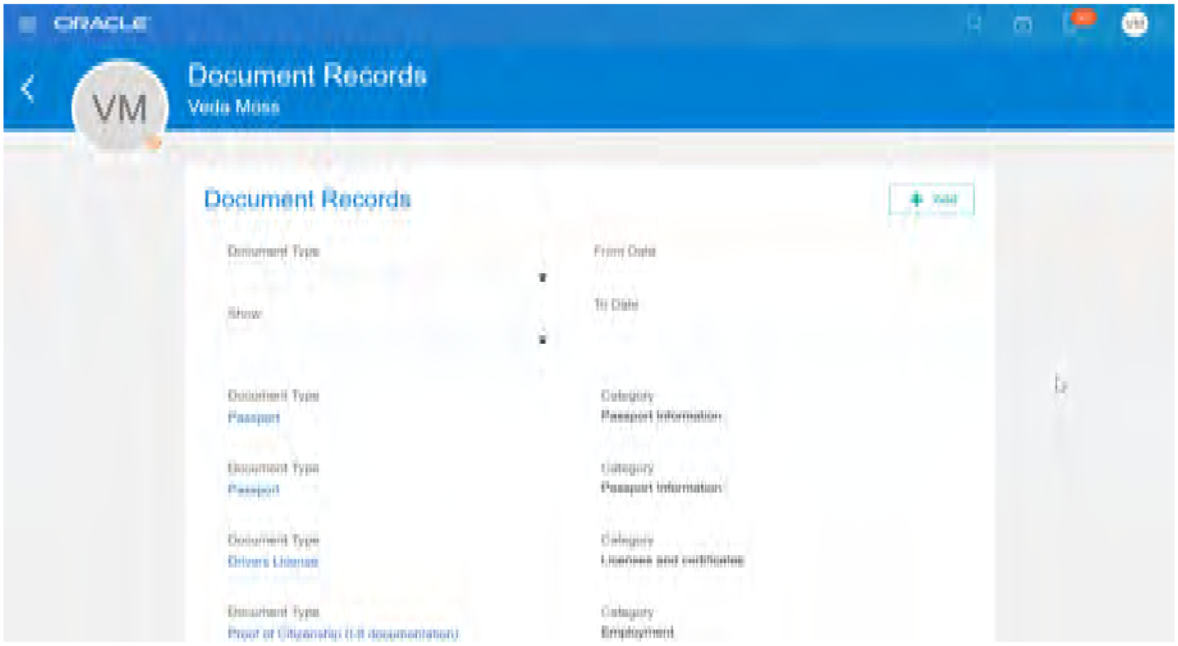
Select an Employee's Address While Creating a Contact

Separate Pages for Document Records and Citizenship, Visa and Permits, Driver License, and Passports

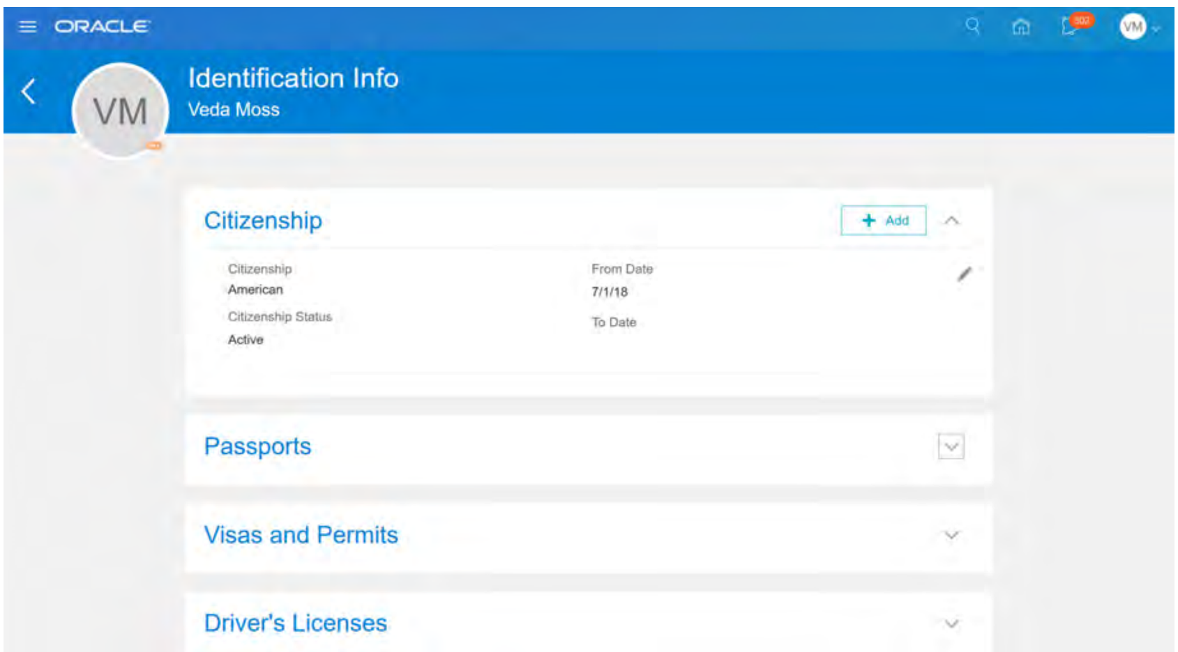
There are now 2 separate pages for document records and citizenship, visa and permits, driver license, and passports. This has been done so that users who want to use one or the other will now have a clean way to hide one or the other.



Launch Page with Both Document Records and Identification Info



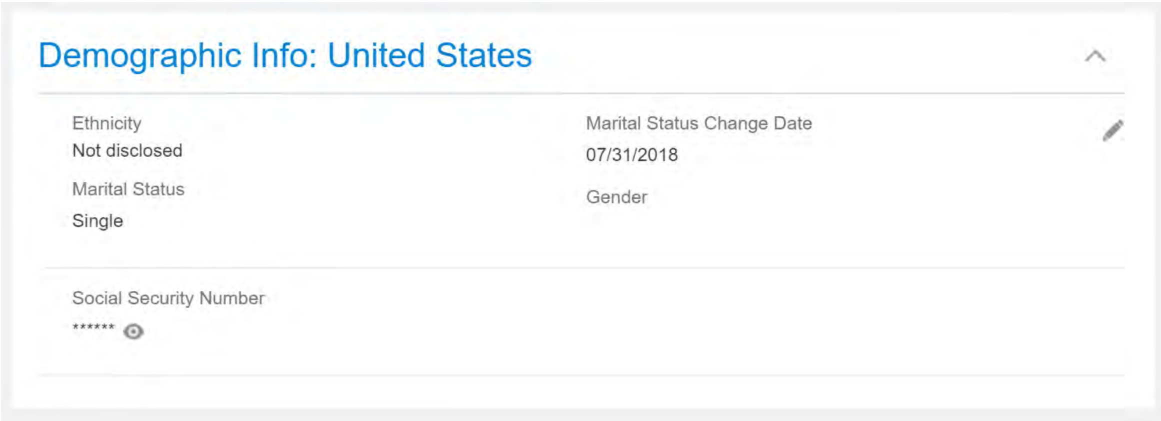
Document Records Page



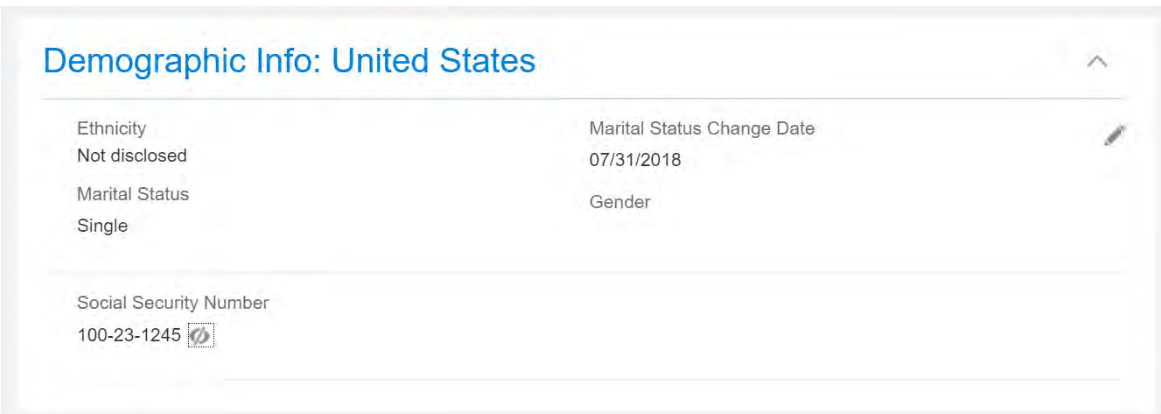
Identification Info Page

NATIONAL IDENTIFIER MASKED

The national identifier is now masked to prevent unauthorized viewing of the information. Employees can unmask the field to see the details. The field will be remasked when the user navigates away and back to the Personal Details page.



National Identifier Masked



National Identifier Unmasked

FLEXFIELD SUPPORT

A new descriptive flexfield - Passport DFF (PER_PASSPORT_DFF) is added but hidden out-of-the-box and can be displayed using personalization.

STEPS TO ENABLE

In order to enable the new Personal Information pages, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

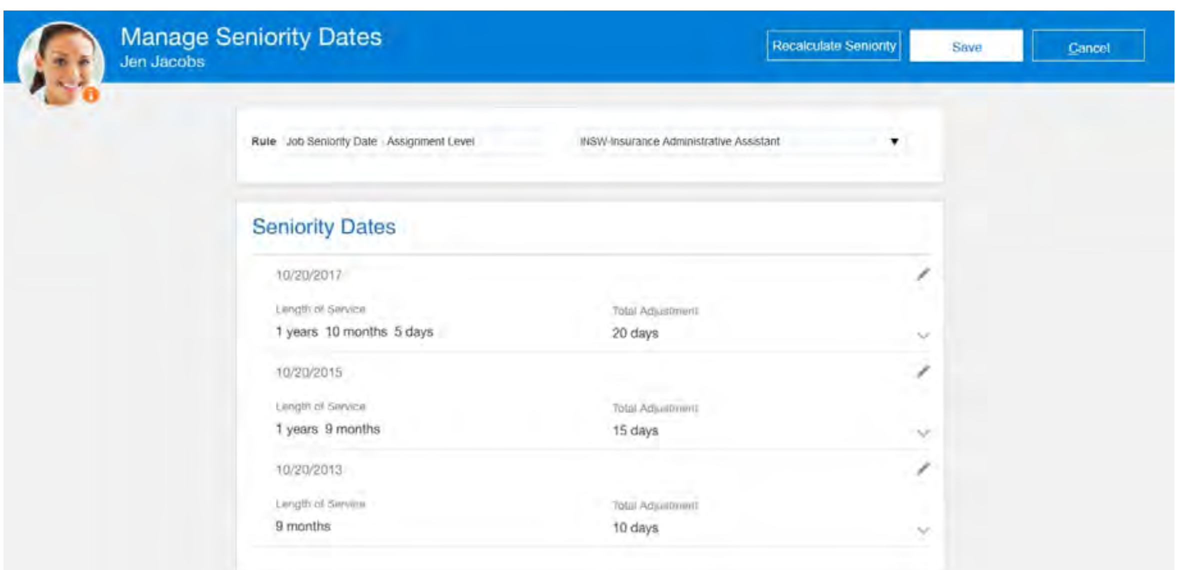
For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

SENIORITY DATES REDESIGNED

The Seniority Dates flow now has the same look and feel on desktop and mobile devices. This redesigned flow is both responsive and easy to use, with a modern look and conversational language.

The pages are clutter-free and display the most frequently used fields. Fields that are not used frequently are hidden, but can be displayed using Page Composer. For example, Level, Seniority Rule Name, and other fields are not displayed on the pages, but can be made visible.



Manage Seniority Dates

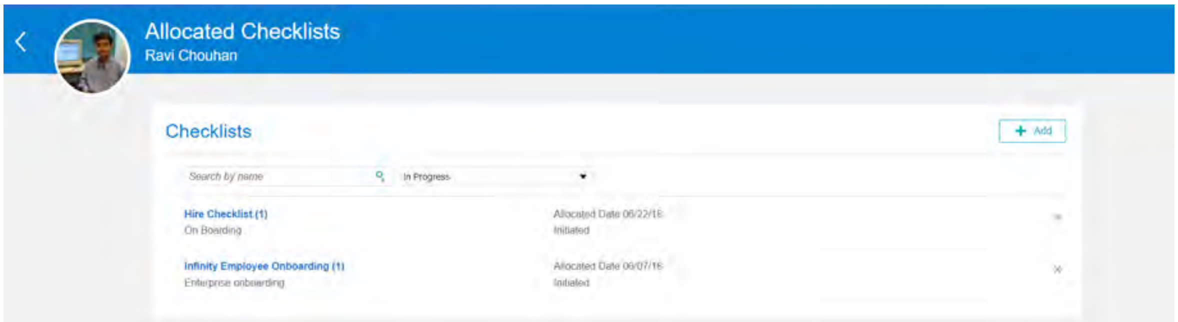
STEPS TO ENABLE

No steps are required to enable this feature.

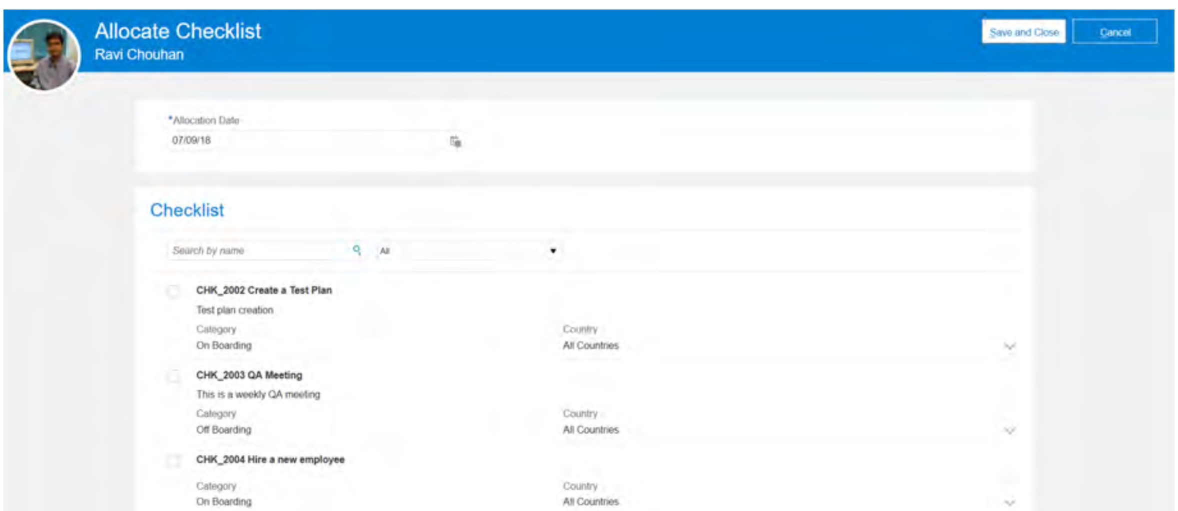
MANAGE ALLOCATED CHECKLISTS PAGE REDESIGNED

The Manage Allocated Checklists page for Line Manager has been redesigned for ease of use and responsiveness on all devices. Significant changes to the appearance and behavior of this page include ability to:

- View list of checklists assigned to an individual
- Search by checklist name and status
- Add and allocate new checklists



Allocate Checklists Displayed



Allocation of a New Checklist

STEPS TO ENABLE

In order to enable the new Personal Information pages, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_CHECKLIST_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled, the Manage Allocated Checklists action will take the user to the new page and the old page will no longer be available.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

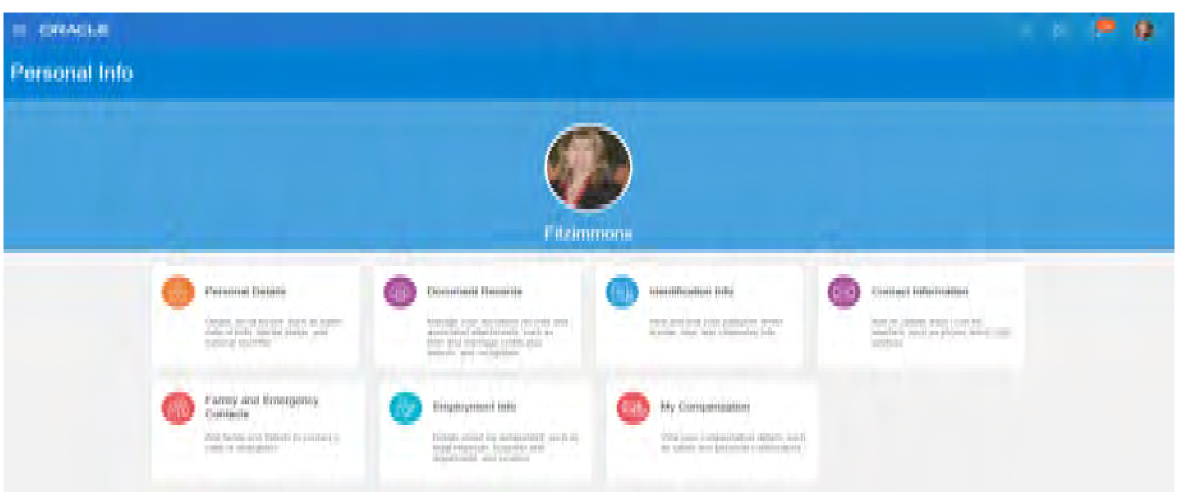
- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

DOCUMENT RECORDS CHANGES

You can now access document records from a separate section in the Personal Information work area. Also, the Manage Document Records task is now renamed as Document Records under Quick Actions for an employee.



Document Records Under Personal Info

STEPS TO ENABLE

No steps are required to enable this feature.

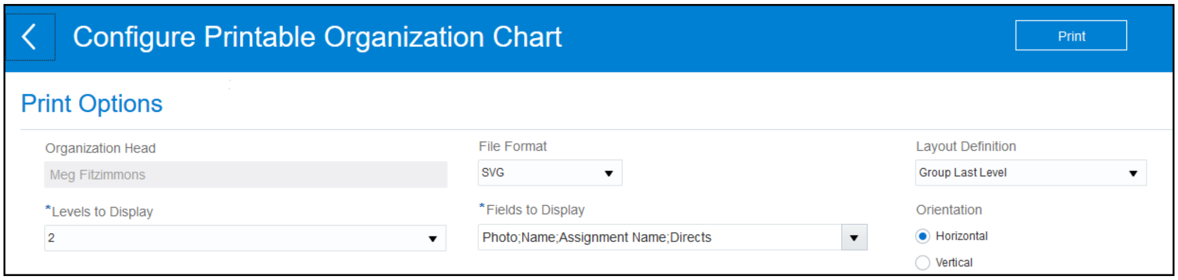
PRINTING THE DIRECTORY ORGANIZATION CHART

You can print the organization chart for a worker from the Public Info page and your own organization chart from the Directory or the My Organization Chart task.. The organization chart shows the managerial hierarchy for a worker. For example, if you are an employee without any direct reports, the organization chart shows your manager and peers and if you are a line manager, the organization chart shows your direct reports.

When you print the organization chart, you can select the hierarchy levels you want to display and the visual orientation. You can select which information you want to display in the printed organization chart. These settings apply to all the employee cards in the organization chart.

You can select from the following fields:

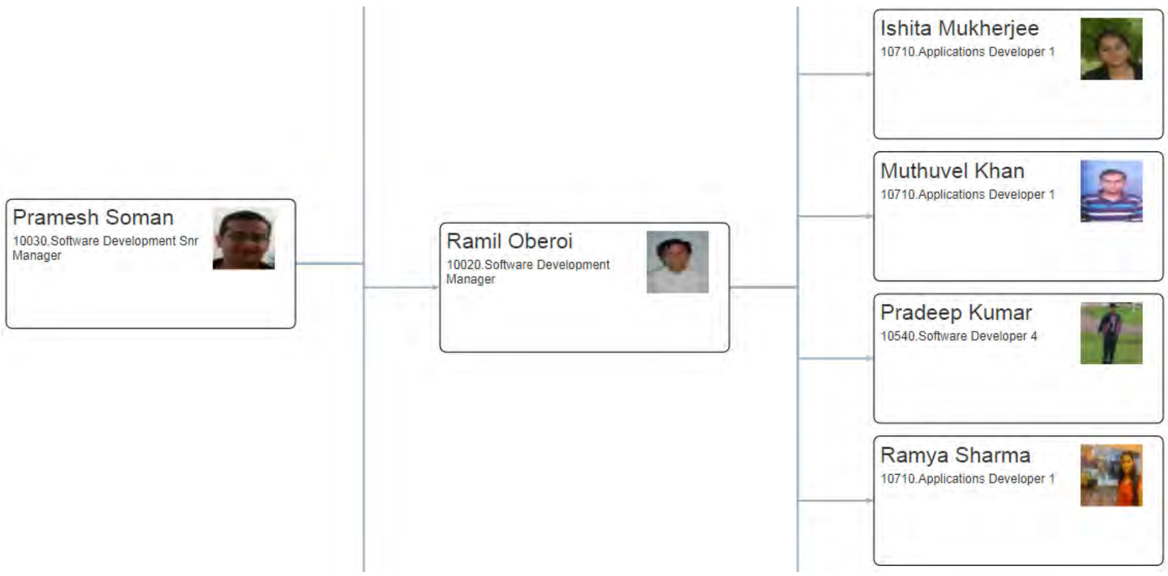
- Photo
- Name
- List Name
- Known As
- Last Name
- Assigned Name
- Business Title
- Assignment Type
- Work Email Address
- Work Phone Number
- Person Number
- Assignment Number
- Job Name
- Job Code
- Position Name
- Position Code
- Manager Type
- Worker Type
- Location Country and Code
- Location Name
- Country
- Legal Employer
- Legislation Code
- Legislation
- Cost Center
- Department
- Business Unit
- Local Time
- Directs



Print Configuration

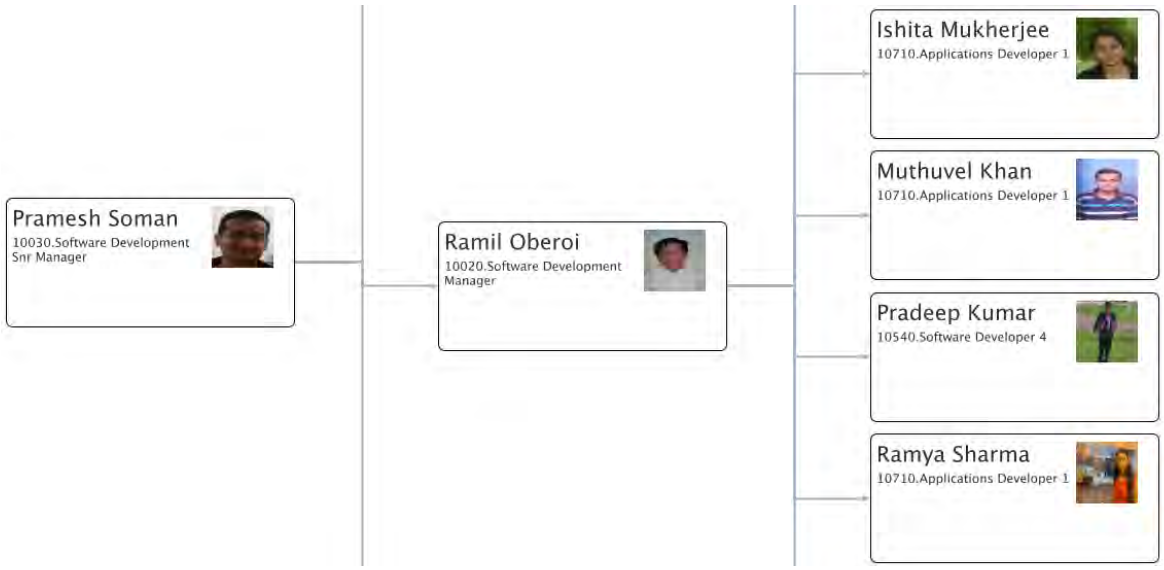
You can print the organization chart either in Scalable Vector Graphics (SVG), Portable Document Format (PDF), PowerPoint, or Spreadsheet formats.

A print preview displays the organization chart to be printed.



Print Preview

Click the **Print** button in the print preview to generate the organization chart. You can also save the printed organization chart.



Final Print

STEPS TO ENABLE

In order to to use the Directory feature to print the organization chart, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_DIRECTORY_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

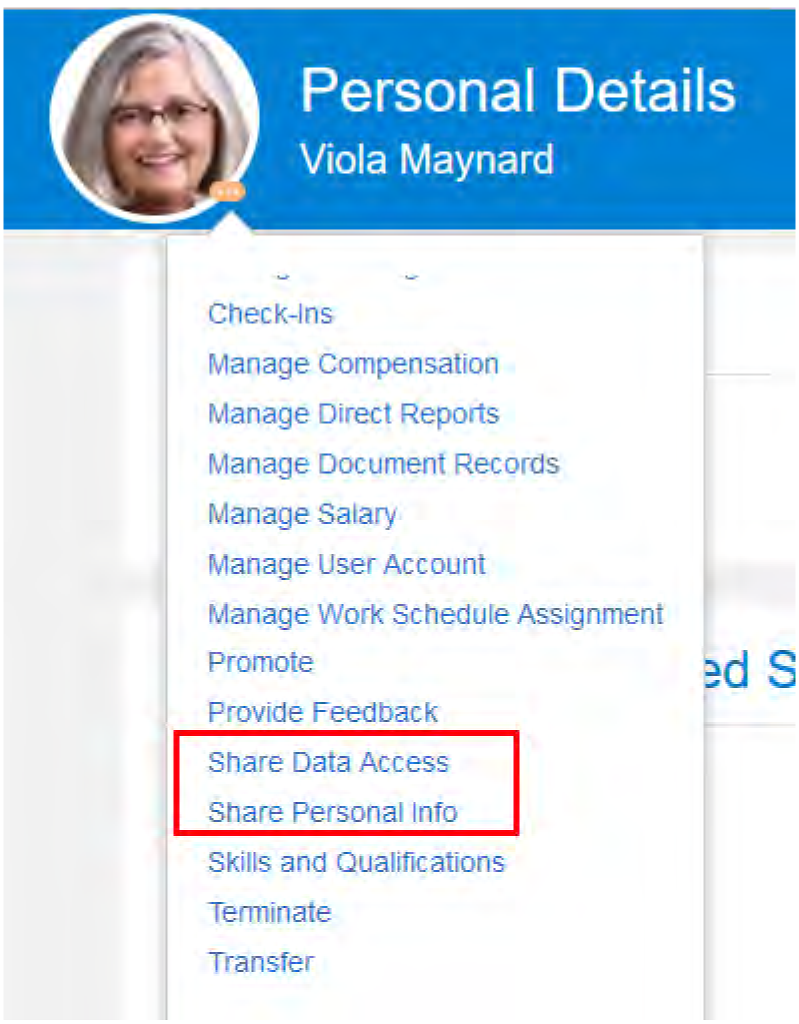
For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

INFORMATION SHARING PAGES REDESIGNED

The Information Sharing pages have been redesigned for ease of use and responsiveness on all devices. Significant changes to the appearance and behavior of these pages are described below.

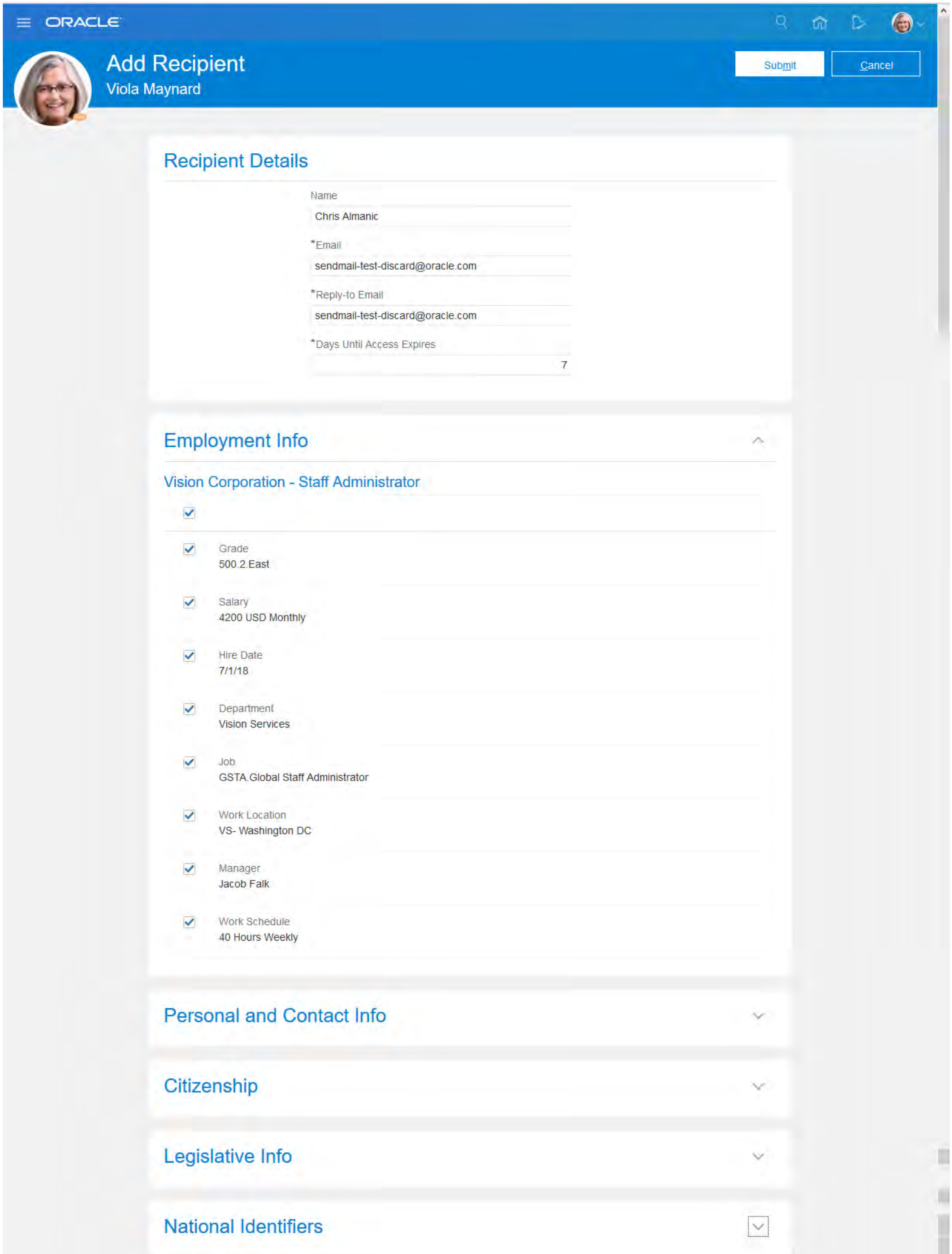
- Internal and external information sharing options are now two separate tasks - Share Personal Info (external sharing) and Share Data Access (internal sharing). You can now secure the tasks separately based on your business needs.
    - Share Personal Info - This task enables you to share selected personal attributes with another user.
    - Share Data Access - This task enables you to update the recipient's data security. The information that you can view about a person depends on your security privileges.
- Transactions that are not yet approved are visible in the UI and indicated as pending approval.



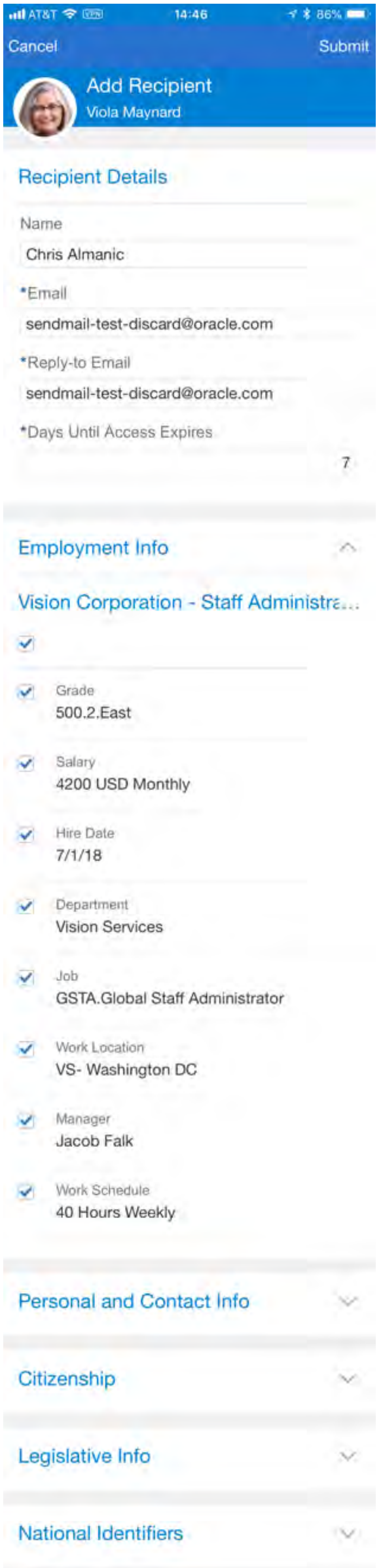
New Tasks for Information Sharing: Share Data Access and Share Personal Info

Share Personal Info allows the user to share person and employment attributes and includes the following changes:

- To simplify the transaction, there is no longer an option to limit access to a number of visits. Instead the access is limited by number of days.
- The attributes are rearranged into logical groupings - Attributes related to employment verification are grouped together in the Employment section. Attributes which are less used are included in initially collapsed sections to eliminate clutter on the page. These sections are Personal and Contact Info, Citizenship, Legislative Info, and National Identifiers.
- Some attributes have been renamed to align with source attribute names.
- In order to streamline the page, when there are attributes which have no value, they are not available for sharing.
- Salary amount, salary frequency are combined with the currency code from the salary basis and displayed as a single item. Salary is now displayed as, for example, "500 USD annually."
- Working hours and frequency are combined into a single item which represents the work schedule.
- Only the primary assignment on the primary work relationship is available for external sharing.
- The printable page option is removed.

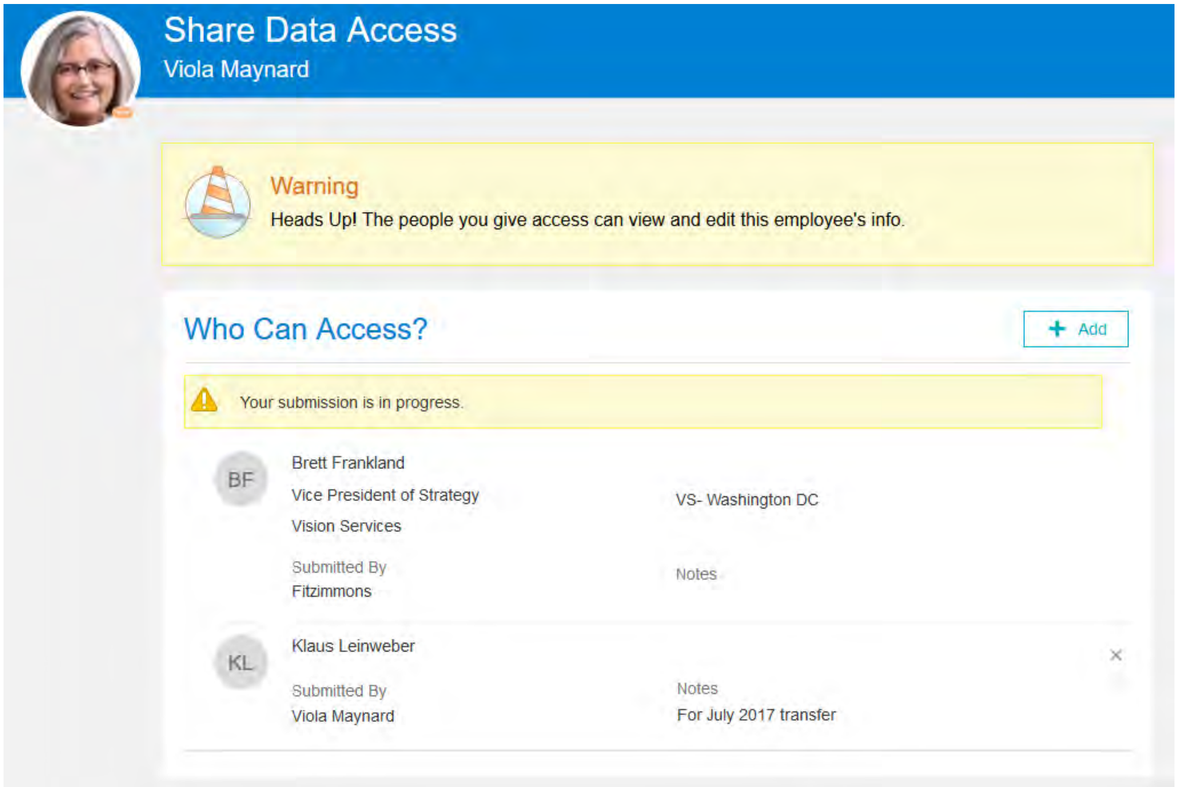


Share Personal Info on Desktop: Add Recipient Details and Select Items to Share



Share Personal Info on Mobile Device

Share Data Access updates the recipient's data security so that the recipient can view or edit the person's information. A new Notes field is added in Share Data Access that you can use to capture information about why the information is being shared. For example you may wish to note that you are sharing data access with the recipient in order to facilitate a transfer.



Share Data Access with One Recipient Pending Approval

STEPS TO ENABLE

In order to enable the new Information Sharing pages, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_SHARE_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

- The Share Data Access and Share Personal Info tasks are available from the person smart navigation window, Quick Actions, and the My Team page.
- The approval rules for the above tasks is the same as for the nonresponsive information sharing task.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

ROLE INFORMATION

New security privileges were introduced because the internal and external flows have been separated into different menu items. This will allow you to make different implementation choices for each type of information sharing based on your business needs. For example Share Personal Info may be appropriate for all employees but you may wish to restrict Share Data Access to line managers and HR specialists.

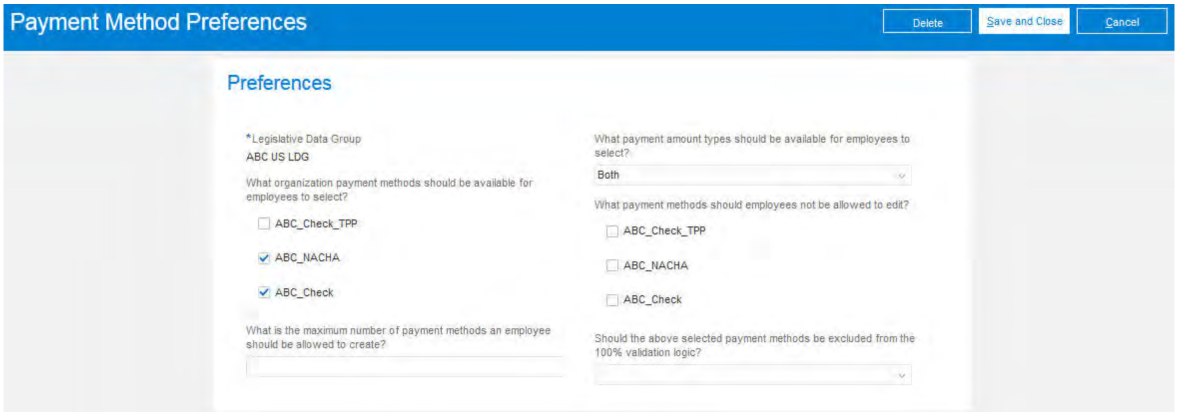
If you are not using the predefined references roles, then you need to ensure that the new aggregate privileges are mapped to your roles. This table identifies the required aggregate privilege for each menu item and how they map to the predefined roles. Note that the security by itself will not enable the new flows. The PER_SHARE_RESPONSIVE_ENABLED profile option identified in the Steps to Enable section will determine whether the new responsive pages are available.

Menu Item	Aggregate Privilege	Job or Abstract Role
Share Data Access	Share Personal Data Access	Employee/Contingent Worker Line Manager Human Resource Specialist
Share Personal Info	Share Personal Information	Employee/Contingent Worker Line Manager Human Resource Specialist

The Manage Worker Information Sharing aggregate privilege continues to secure the classic Information Sharing menu item. It's inherited by the predefined Line Manage and Human Resource Specialist roles.

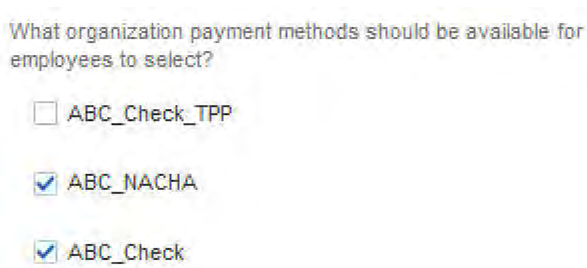
MANAGE PAYMENT METHOD PREFERENCES PAGE

You can easily configure payment method preferences within a legislative data group from the new Manage Payment Method Preferences page with the redesigned pages.

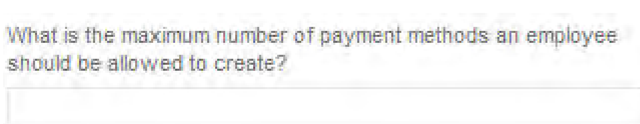


When you select organization payment methods on this page, it will allow this OPM to be selected by your users, otherwise these options are not available to the user from the personal payment page. If you select multiple OPMs of the same payment type on this page, the user will have both options available for selection.

For example, in this case, if you select ABC_Check_TPP and ABC_Check, which are OPMs of the same payment type, then both will be available to be selected by the user on the OPM list from the personal payment page.

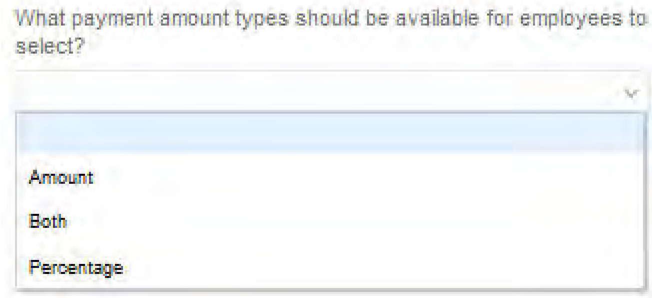


When you enter a number into the 'What is the maximum number of payment methods an employee should be allowed to create?', it limits your users from creating more than the set number entered.



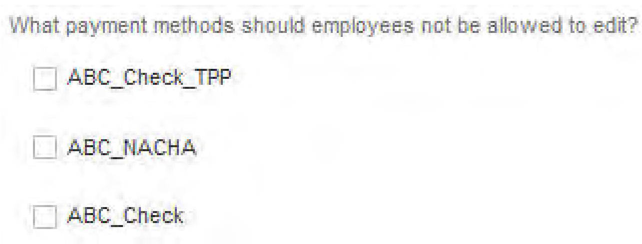
When you choose an option from the payment amount type list, it limits the payment amount types to be selected by your user from the personal payments page.

For example, the system defaults to both, allowing the user to choose either amount or percentage, but if you choose amount, it will limit the user to only create personal payments with an amount.



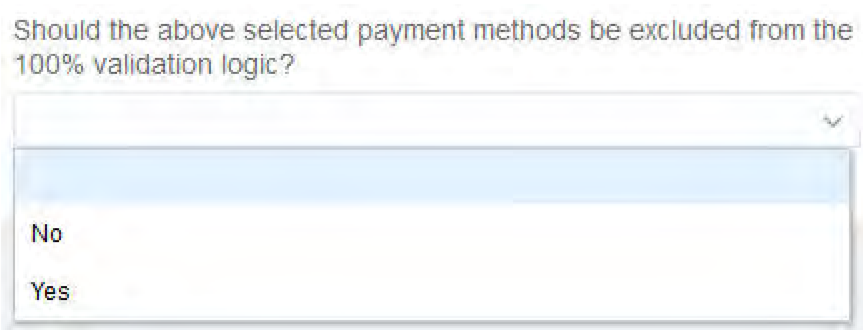
When you select organization payment methods here, it will not allow users to create or edit personal payment methods for these OPMs through self-service, otherwise users are able to edit.

For example, in this case, if you select ABC_Check, payroll administrators or managers would be allowed to create or edit payment methods for the OPM; however your user would not be able to edit from self-service.



When you set this value to 'Yes', you specify the selected payment methods to not to be edited by the user and also to be excluded from the validation requiring the payment method percentage totals to add up to 100%.

For example, if you selected ABC_Check above, then any payment methods created for the OPM would not be included in the 100% validation rule when this value is set to 'Yes'. You may want to use this if you have an employee requesting a check and you do not want to split the payment between check and direct deposit.



STEPS TO ENABLE

In order to use the new Manage Payment Method Preferences pages, you must enable the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PAY_PAYROLL_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

You may be familiar with the existing 'Payroll User Interface Configuration' feature; however it is not compatible with the mobile first components and this new page works within the responsive UI.

KEY RESOURCES

For more information on Payment Methods, go to Applications Help for the following topics:

- Payment Method Rules: Examples
- Payment Methods and Payroll Definitions: How They Work Together

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

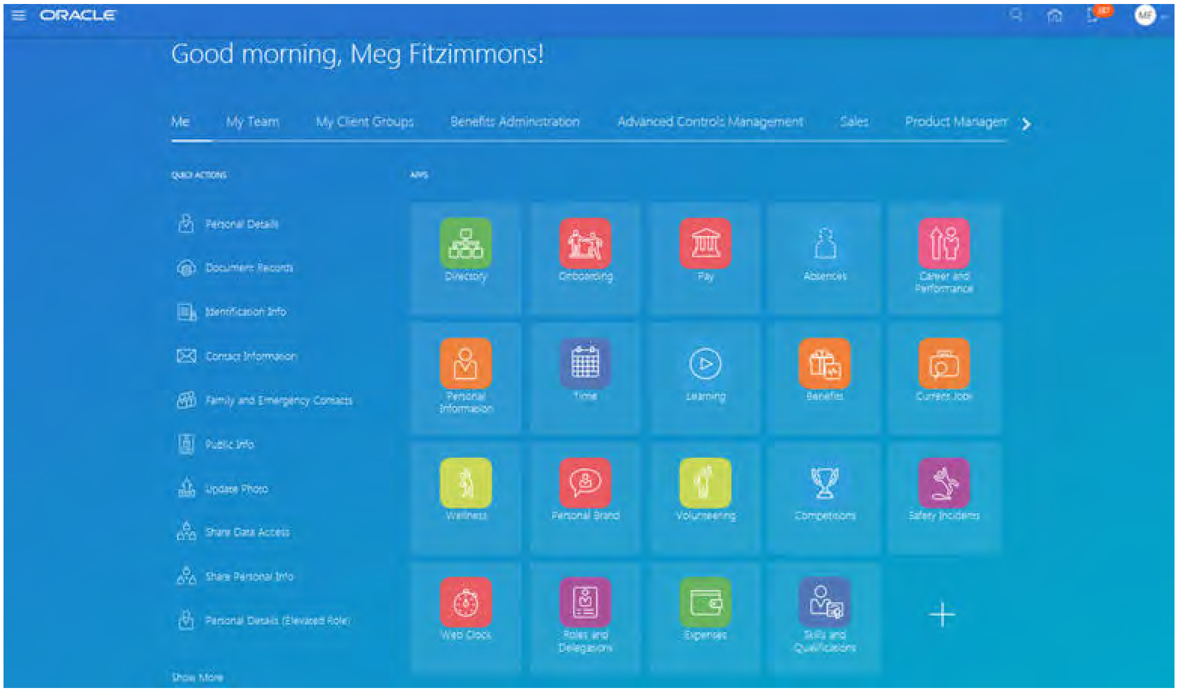
PAYROLL FOR CANADA

YEAR-END DOCUMENTS IN EMPLOYEE SELF-SERVICE

Employees can use the enhanced user interface (UI) to access their year-end documents. It provides the employee easy, direct access to their year-end documents, rather than having to navigate to the Document of Record.

The employee may access their T4, T4A, RL-1, and RL-2 slips for the original, amended and cancelled form types.

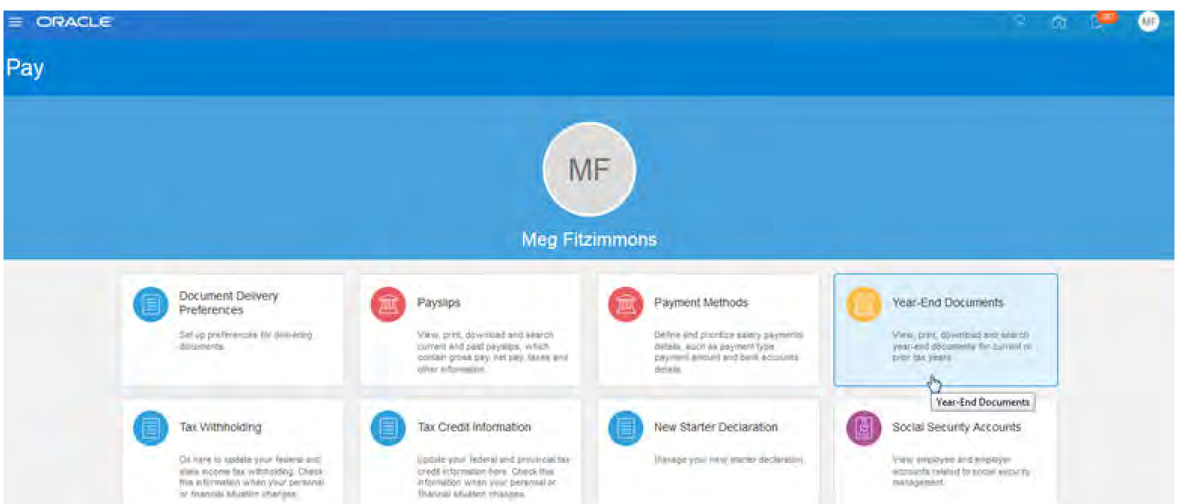
The year-end documents may be accessed either using the Quick Actions or the Pay app, both of which are located on the employee dashboard under the Me tab.



Employees may use the default search of the last 3 years, or they may choose to enter a specific date range.

To access the Year-End Documents in employee self-service using the Pay app:

1. On the employee dashboard, under the Me tab, click Pay.
2. Select Year-End Documents.



STEPS TO ENABLE

In order to enable the Year-End Documents new pages, you must have first enabled the following Profile Option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PAY_PAYROLL_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the Profile Value field.
6. Click **Save and Close**.

TIPS AND CONSIDERATIONS

By enabling this profile option you will be enabling all Payroll responsive pages that are available.

If the Pay action is not available in the initial Quick Action list, click Show More to access all the available actions.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

Also, refer to the documents below on the Canada Information Center for additional information.

Canada Information Center

Welcome tab > Product Documentation > White Papers > Implementation and Use

CA – Payroll tab > End-of-Year Processing > End-of-Year Processing Guide

Hot Topics Email (To Receive Critical Statutory Legislative Product News)

To receive important Fusion Canada Legislative Product News, you must subscribe to the Hot Topics Email feature available in My Oracle Support.

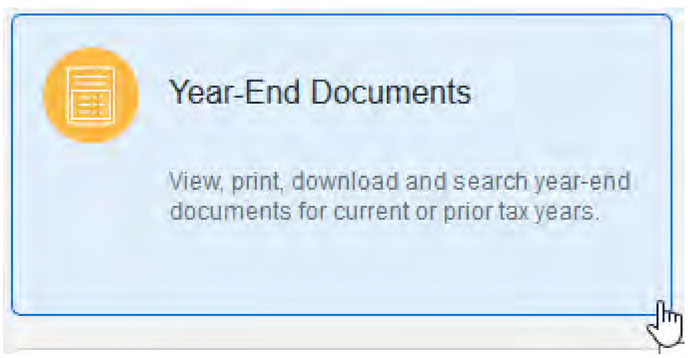
See My Oracle Support Document ID 2102586.2 (Information Center: Fusion Human Capital Management - Canada) for further details, and access the content at the location below.

CA – Welcome tab > Other Documents > How To Use My Oracle Support Hot Topics Email Subscription Feature

PAYROLL FOR THE UNITED STATES

YEAR-END DOCUMENTS IN EMPLOYEE SELF-SERVICE

Increase employee satisfaction by allowing Employee's to access their Year-End documents with the new redesigned pages that are both responsive and easy to use either from a desktop or through a mobile device. The new pages look more modern and are more conversational tone. Employees can access the documents from the My page and select Pay and then select Year-End Documents.



Year-End Documents

STEPS TO ENABLE

In order to enable the Year-End Documents new pages, you must have first enable the following Profile Option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PAY_PAYROLL_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the Profile Value field.
6. Click **Save and Close**.

TIPS AND CONSIDERATIONS

By enabling this profile option you will be enabling all Payroll responsive pages that are available.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

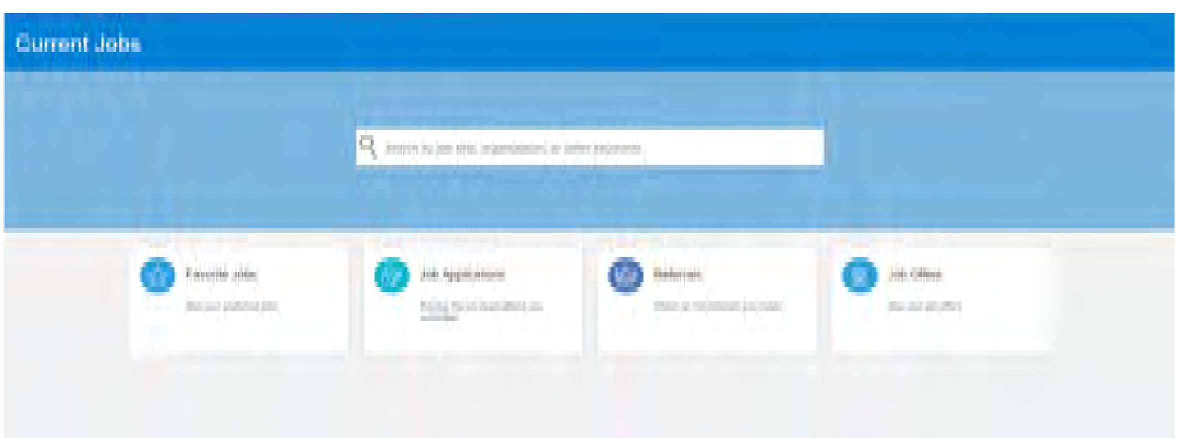
RECRUITING

CURRENT JOBS PAGES REDESIGNED

The Current Jobs pages have been redesigned for ease of use and responsiveness on all devices. The Current Jobs pages now have the same look and feel on desktop and mobile pages.

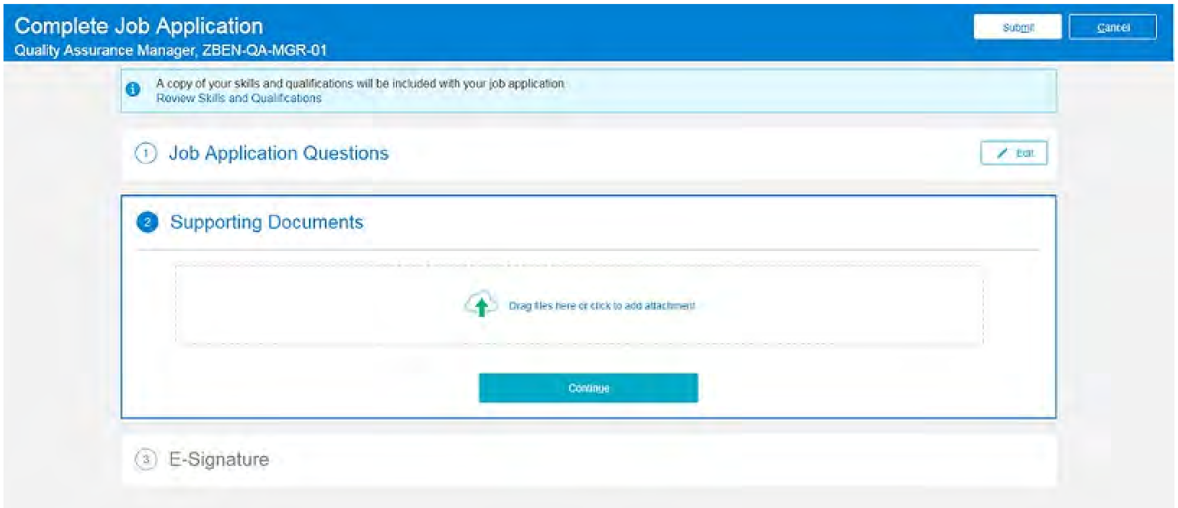
The Current Jobs page is accessed from a single entry in the main menu called Me. From this landing page, you can easily access your favorite jobs, your job applications, your referrals, and your job offers. The design is clutter-free and allows you to quickly navigate between these pages.

- Favorite Jobs - See your preferred jobs and perform actions on them (apply for the job, share the job, refer someone, copy the link).
- Job Applications - Review the job applications you submitted.
- Referrals - Check on the referrals you made and their status (referred, applied, hired).
- Job Offers - See your job offers and their status (pending, accepted). You can also accept or decline a job offer.



Current Jobs Page

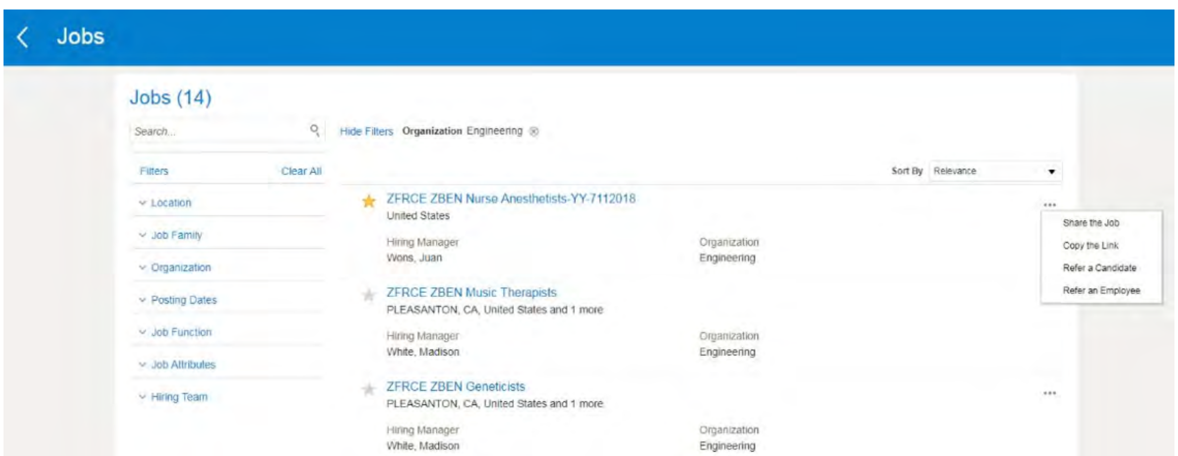
You can search for jobs based on the job title, the organization, or other keywords. The list of jobs matching the search criteria appears on the Jobs page. Search results are limited to 500 jobs. You can use filters to narrow search results. Click the job title to review the job details and apply for the job. The process to apply for a job is quick and straightforward. You have the opportunity to review your skills and qualifications, provide any updates if needed, answer any job application questions, attach a resume or other supporting documents, and provide an e-signature.



Complete Job Application Page

On the job results page, click the star icon to mark the job as a favorite job. Favorite jobs are displayed in the Favorite Jobs page. You can also perform these actions:

- Share the job - Opens your email with a link to the external job posting.
- Copy the link - Copies the link to your clipboard.
- Refer an employee - Select an employee and provide an endorsement. The employee is sent an invite to apply to the job.
- Refer a candidate - Refer an external candidate, provide an endorsement, and attach a resume on their behalf. The candidate is sent an invite to apply to the job.



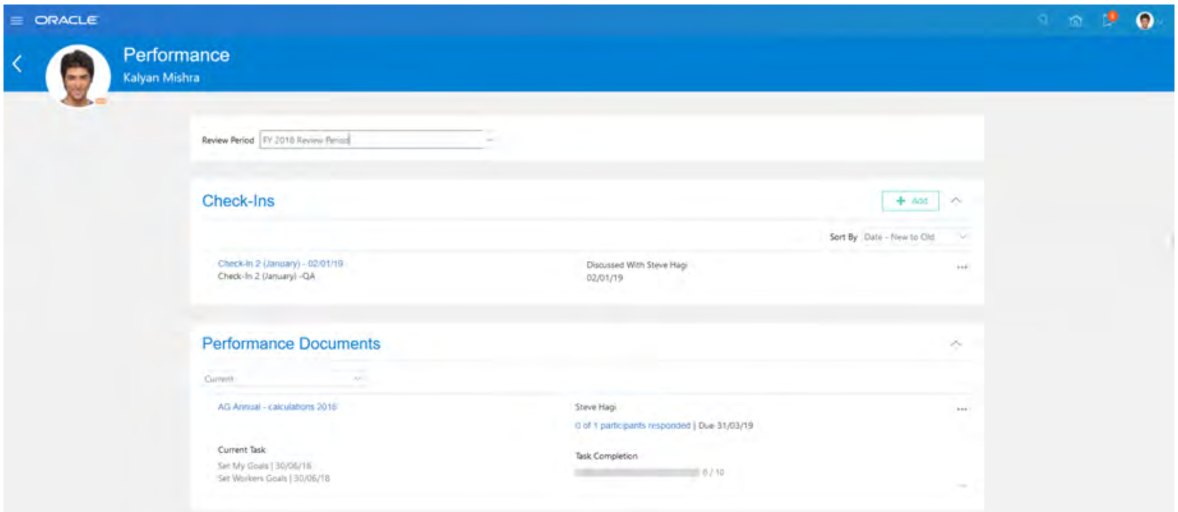
Job Search Results Page

STEPS TO ENABLE

Unlike other Redesigned User Experience features, you do not need to enable a profile option for the Current Jobs Pages feature. Oracle has delivered the IRC_ICE_RESPONSIVE_ENABLED profile option and the Site Level is set to Y as a default. This profile option cannot be changed.

PERFORMANCE ON PERSON SPOTLIGHT REDESIGNED

Enhance the user experience with the new **Performance** page in **Person Spotlight.** This redesigned page is both responsive and easy to use on any device. The **Person Spotlight** for **Performance** provides access to both performance documents and check-in documents.



Performance in Person Spotlight

There are many actions available in Person Spotlight, for example: Add Absence, Add Anytime Document, Career Development, Contact Information, Document Records, Goals, My Organization Chart, Personal Details, Skills and Qualifications. Actions that are not supported from Person Spotlight are still available from Quick Actions.

- Only created performance documents will display on the Performance tab for Person Spotlight. The Person Spotlight page will not display documents that an employee is eligible for, but are not yet created.
- Performance Document dates and Worker Rating are hidden out of the box and can be displayed using Page Composer.
- Users can now see all tasks for both worker and manager and track the evaluation progress.
- The following manager administration tasks are not supported in Person Spotlight: Transfer Performance Document, Delete Performance Document, Restore Performance Document, and Change Feedback Due Date for Participant Feedback, but all manager administration tasks can still be accessed via Quick Actions.
- The task Set Next Period Goals is not supported on Person Spotlight and will be deprecated in a future release.

STEPS TO ENABLE

To enable the responsive Performance page, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	**Value**
Profile Option Code	HRA_PERFORMANCE_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.

2. Search for and select the profile option.
3. Click to add a new **Profile Value.**
4. Select the **Level as Site.**
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close.**

TIPS AND CONSIDERATIONS

- Only created regular performance documents will display in responsive pages. The pages will not display regular performance documents that employees are eligible for but have not yet been created. This simplifies the process for employees and managers who no longer need to go through the process of creating the performance document and confirming the dates and performance document manager are correct.
    - The start and end dates can be updated in the performance document by the employee or manager, and if required, managers can transfer the performance document to a different performance document manager.
    - HR can now control the process to create performance documents using configuration in the **Manage Eligibility Batch Process** page or using the Data Loader.
    - Performance manager roles can be created to default the performance document manager to a custom manager type instead of the line manager.
- The **My Evaluations** page is not available when customers enable the redesigned page. Employees will instead be taken to the redesigned **Performance Spotlight** when navigating to Performance using **Me > Career and Performance.**
- The Check-Ins tab in **Person Spotlight** is not available when customers enable the redesigned page. The new Performance page in **Person Spotlight** displays information for performance documents, anytime documents and check-ins.
- Users who have access to the summary of an employee's **Person Spotlight** page can delegate their view access to other users by using role delegation. Using role delegation enables users to view the summary page but they can't perform any tasks--only the performance document manager can perform tasks. You delegate a role to another user on the **Edit User Account Details** page. To open the **Edit User Account Details** page, choose **About Me > My Account** on the Home page.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

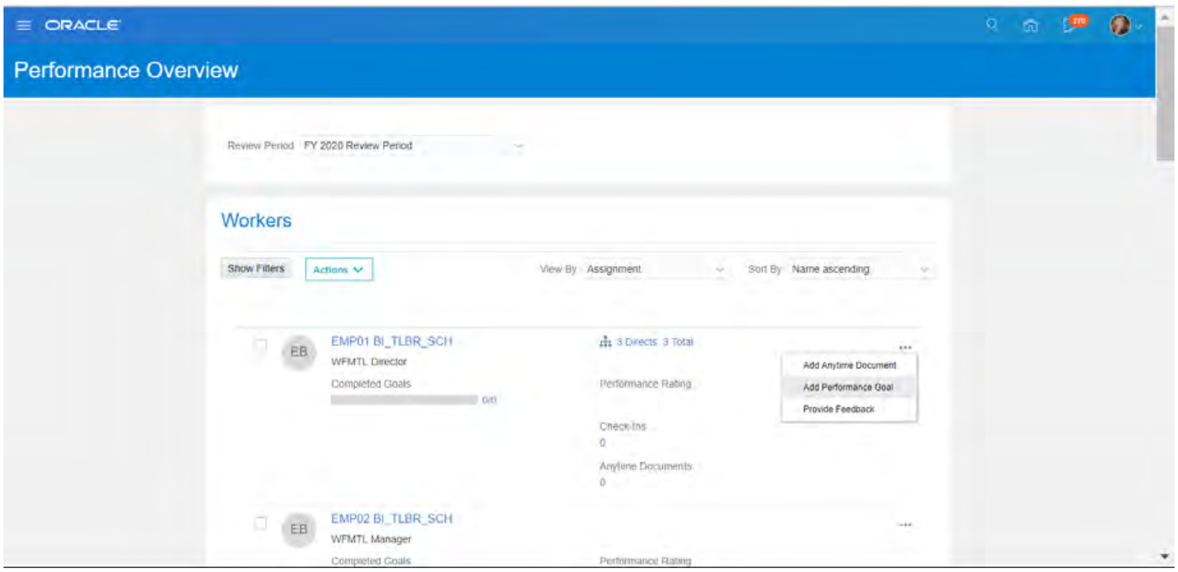
- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.

- The Developer Relations Page Composer Oracle YouTube channel.

PERFORMANCE AND CAREER OVERVIEWS FOR MY TEAM

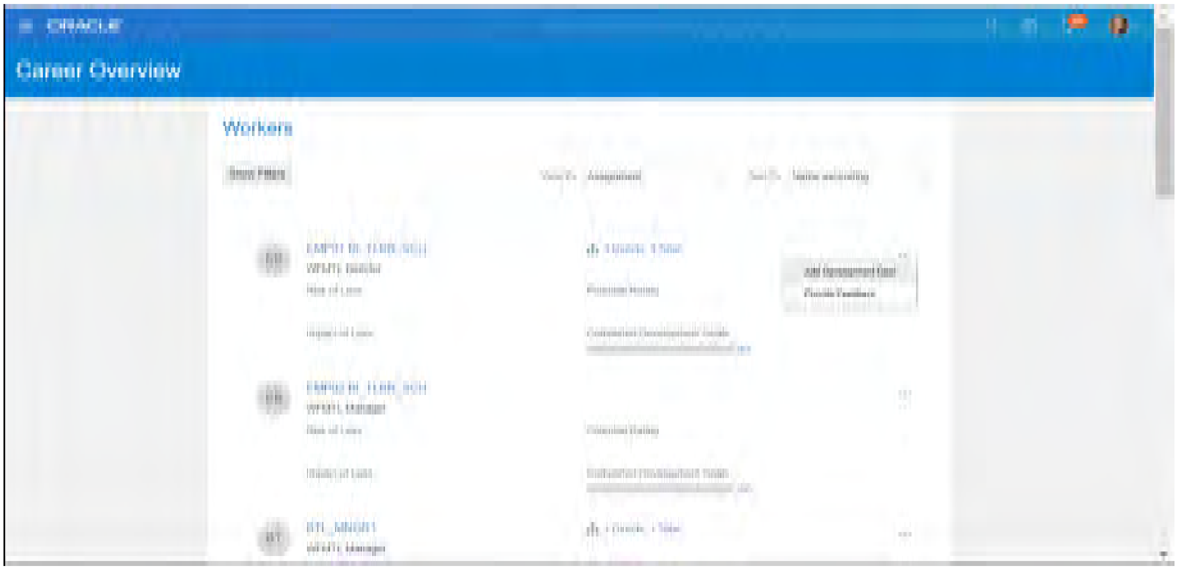
You can now view overall talent information using the new manager pages: **Performance Overview** and **Career Overview.** These two new pages combine information from other Talent Management products into one useful page. Narrow the employee list using filters consistent with other **My Team** pages.

In the **My Team, Performance Overview** page, you can add anytime documents, performance goals, or feedback for your employees. You can view the status of performance documents, get counts of anytime documents and check-ins, and see completed performance goals and the latest ratings.



Performance Overview Page

In the **My Team, Career Overview** page, you can add development goals and provide feedback. You can view potential ratings and completed development goals. The Succession regions display the succession plans created for the employee, the succession plans in which the employee is a candidate, and the list of pools in which the employee is a member. The succession regions are hidden out of the box and can be displayed using Page Composer.



Career Overview Page

STEPS TO ENABLE

To enable the responsive **Performance Overview** and **Career Overview** pages, you must enable the following profile options and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the HCM Responsive User Experience Setup Information (Document ID 2399671.1)

Page	Field	Value
Performance Overview	Profile Option Code	HRA_PERFORMANCE_RESPONSIVE_ENABLED or HRG_GOALS_RESPONSIVE_ENABLED
Career Overview	Profile Option Code	HRD_CAREER_DEVELOPMENT_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value.**
4. Select the **Level as Site.**
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close.**

TIPS AND CONSIDERATIONS

For both of the **Performance** and **Career Overview** pages, additional attributes are hidden out of the box and can be enabled using Page Composer. Additional ratings and development goal information is available, but hidden on the **Performance Overview** page. Additional ratings and succession content is available, but hidden out of the box on the **Career Overview** page.

- The **My Team Goals** page will not be available after you enable the **Performance Overview** page.
- The **Performance Overview** page only displays employees in the managers hierarchy. Performance document managers who are not in the manager hierarchy of an employee will need to continue to use the **My Manager Evaluations** page to access and evaluate those performance documents.

- Only created regular performance documents will display in responsive pages. The pages will not display regular performance documents that employees are eligible for but have not yet been created. This simplifies the process for employees and managers who no longer need to go through the process of creating the performance document and confirming the dates and performance document manager are correct.
    - The start and end dates can be updated in the performance document by the employee or manager, and if required, managers can transfer the performance document to a different performance document manager.
    - HR can now control the process to create performance documents using configuration in the **Manage Eligibility Batch Process** page or using the Data Loader.
    - Performance manager roles can be created to default the performance document manager to a custom manager type instead of the line manager.
- Mass performance documents can be created using the new option to create eligible performance documents in the **Manage Eligibility Batch Process** page and using Data Loader.
- The **Team Talent** page accessed from My Team is not available after customers enable either of the redesigned pages.
- Manager Administration tasks can be accessed via Quick Actions and the redesigned Performance tab on the **Person Spotlight** page.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.

- The Developer Relations Page Composer Oracle YouTube channel.

ROLE INFORMATION

This table identifies the required aggregate privilege and the target job role.

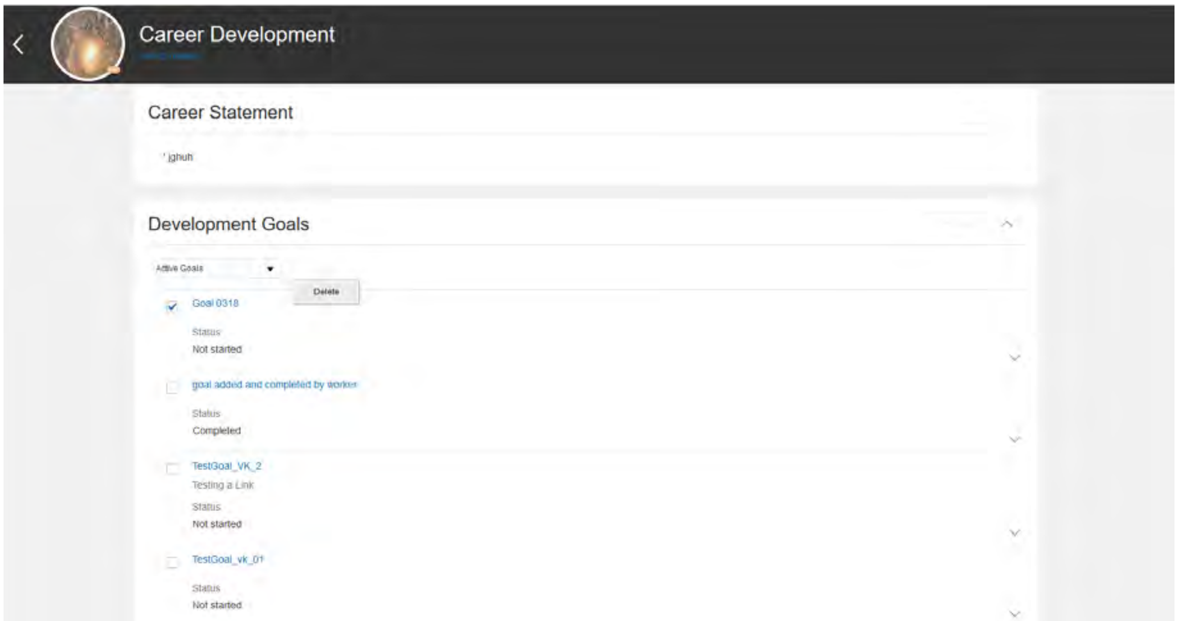
Privilege Name and Code	**Job Role**
The privilege that secures Performance Overview is HRA_VIEW_PERFORMANCE_MANAGER_DASHBOARD_PRIV	Line Manager
The privilege that secures Career Overview is HRT_VIEW_CAREER_OVERVIEW_BY_MANAGER_PRIV	Line Manager

If you're using the predefined IT Security Manager job role, then no action is necessary. If you're using a custom version of the IT Security Manager job role, then you must add the new privilege to your custom role to manage HCM exclusion rules. For information about adding new roles and privileges to custom roles, see the Release 13 Security Upgrade Guide on My Oracle Support (Document ID 2023523.1)

CAREER DEVELOPMENT SELF-SERVICE PAGES REDESIGNED

The Career Development pages are redesigned for ease of use and responsiveness on all devices. The pages now have the same look and feel on desktop and mobile pages. The redesigned pages are Career Development and Career Profile pages.

In the redesigned Career Development page you can add or delete development goals and explore the roles and add careers of your interest. The newly redesigned page allows for quick, easy and simplified way of managing your career.



Career Development Page

STEPS TO ENABLE

In order to use the Career Development pages, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	HRD_CAREER_DEVELOPMENT_RESPONSIVE_ENABL

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

After the profile options are enabled, the navigator menu option of the Career Development pages will take the user to the new Career Development pages.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

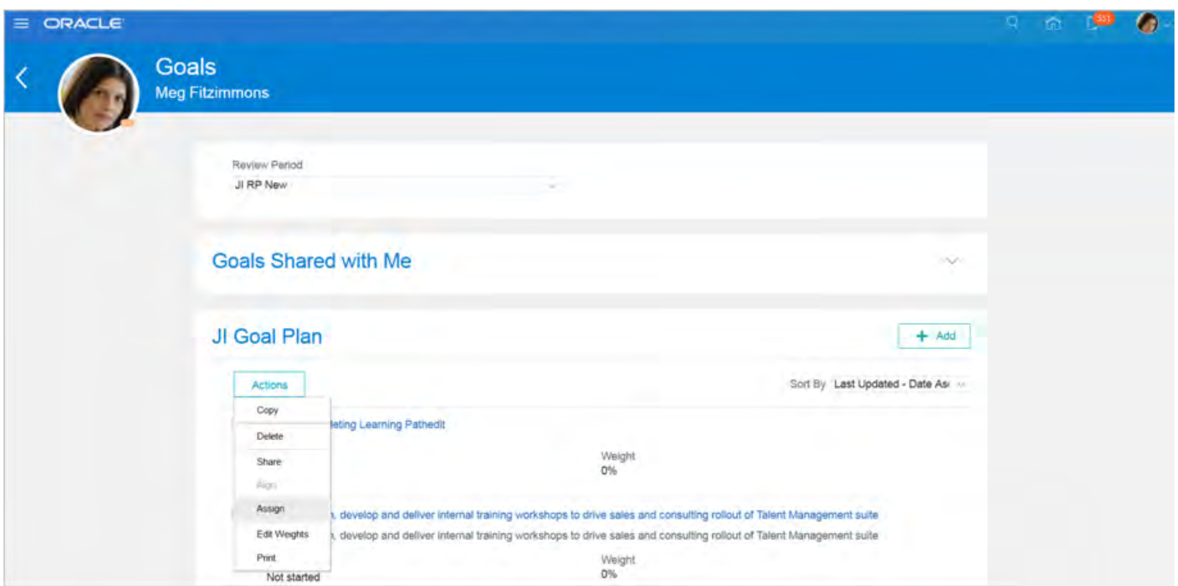
For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

MOST GOAL MANAGEMENT FEATURES ADDED TO REDESIGNED PAGES

Now most of the Goal Management features are redesigned and are responsive for any device. The features in this release include:

- Goal attributes that were not included in the previous release including flexfields
- Goal measurements
- Goal tasks
- Sharing of goals
- Alignment of goals
- Approval of goals



Redesigned and Responsive Goals Page

The simplified and redesigned Goal Management application has resulted in the following functional changes:

- The application does not validate goal dates against the goal plan dates.
- The goal status is not indicative of the completion percentage of the goal. For example, although the goal status in Not started, the completion percentage can be marked as 15.
- The valid value range for the Completion Percentage of a goal is now from 0 to 999.
- The goal changes in a goal plan can be discarded, approved, or rejected together and not individually.
- The approver can request more information before approving or rejecting a request.

STEPS TO ENABLE

To use the Goal Management responsive features, you must enable the following profile options and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value	Description
Profile Option Code	HRG_GOALS_RESPONSIVE_ENABLED	Enables responsive Goal Management
Profile Option Code	HRG_USE_MEASUREMENTS	Use the Measurements feature in responsive Goal Management.
Profile Option Code	HRG_ENABLE_TASK	Use the Goals Tasks feature in responsive Goal Management.
Profile Option Code	HRG_ENABLE_GRANT_ACCESS	Enables sharing of goals with subordinates and colleagues.
Profile Option Code	HRG_ENABLE_GOAL_ALIGN	Enables goals alignment with a shared goal.
Profile Option Code	HRG_ENABLE_GOAL_DRILLDOWN_VIEW	Enables to drill down to goal details. By default, the inline mode is available. You must enable the drill-down view to use the following features: Goal Measurements, Goal Tasks, Goal Sharing, and Goal Alignment.
Profile Option Code	HRG_ADD_GOAL_REQ_APPR	Enables approval of goal addition requests.
Profile Option Code	HRG_DELETE_GOAL_REQ_APPR	Enables approval of goal deletion requests.
Profile Option Code	HRG_CANCEL_GOAL_REQ_APPR	Enables approval of goal cancellation requests.
Profile Option Code	HRG_GOAL_COMPLN_REQ_APPR	Enables approval of goal completion requests.
Profile Option Code	HRG_KEY_ATTR_CHG_REQ_APPR	Enables approval of key goal attributes change requests.

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

When the Mobile-Responsive Goal Management Pages profile option is enabled, the following pages are rendered in the responsive mode:

- My Goals (Me > Career & Performance > Goals, Me > Show More (Quick Actions) > Career & Performance > Goals)
- My Team Goals Quick Action (My Team > Show More (Quick Actions) > Career & Performance > Goals) page are mobile-enabled pages.

The Goals page in the My Team and My Client Groups is not yet responsive.

TIPS AND CONSIDERATIONS

- The newly added goal attributes are hidden out of the box. Use Page Composer to reveal required attributes.
- The goal status and completion percentage are no longer interlinked. When you update the goal status, the value of the goal completion percentage will not change. Similarly, when you update the value of the goal completion percentage, the value of the goal status will not change.
- The features not yet available in responsive mode: Goal Target Outcomes, Goal Plan Sets, and Organization Goals.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

CONTEXTUAL NOTES SELF-SERVICE PAGE REDESIGNED

The **Contextual Notes** feature now looks the same on desktop and mobile devices. This redesigned page is both responsive and easy to use on any device, with a modern look and the labels in a conversational language. The pages are clutter-free with just the essential fields and can be personalized to suit your organization's needs.

STEPS TO ENABLE

In order to enable the new Contextual Notes component, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	HRT_NOTES_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

Search for and click the **Manage Administrator Profile Values** task.

1. Search for and select the newly created profile option.
2. Click to add a new **Profile Value**.

3. Select the **Level** as **Site**.
4. Enter a **Y** in the **Profile Value** field.
5. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

The profile option HRT_NOTES_RESPONSIVE_ENABLED is no longer applicable to Anytime Feedback feature, It is now used only for Contextual Notes feature. Anytime Feedback feature is rendered in the same mode as the page where the feature appears.

KEY RESOURCES

For more information on the Notes Resource Catalog Component and Security and Role Information, see My Oracle Support for Implementing Contextual Notes in Oracle HCM Cloud Talent Management (Document ID: 2375556.1)

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

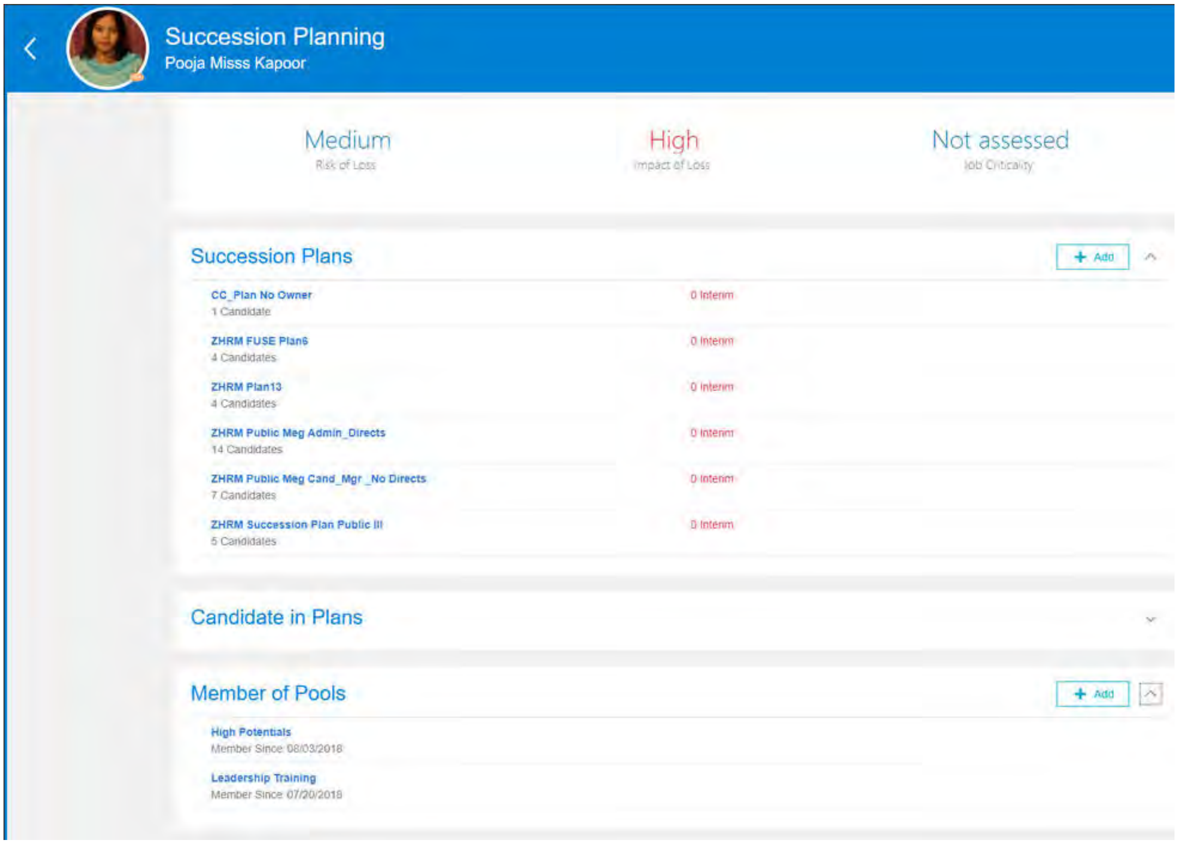
For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

SUCCESSION PLANNING SPOTLIGHT REDESIGNED

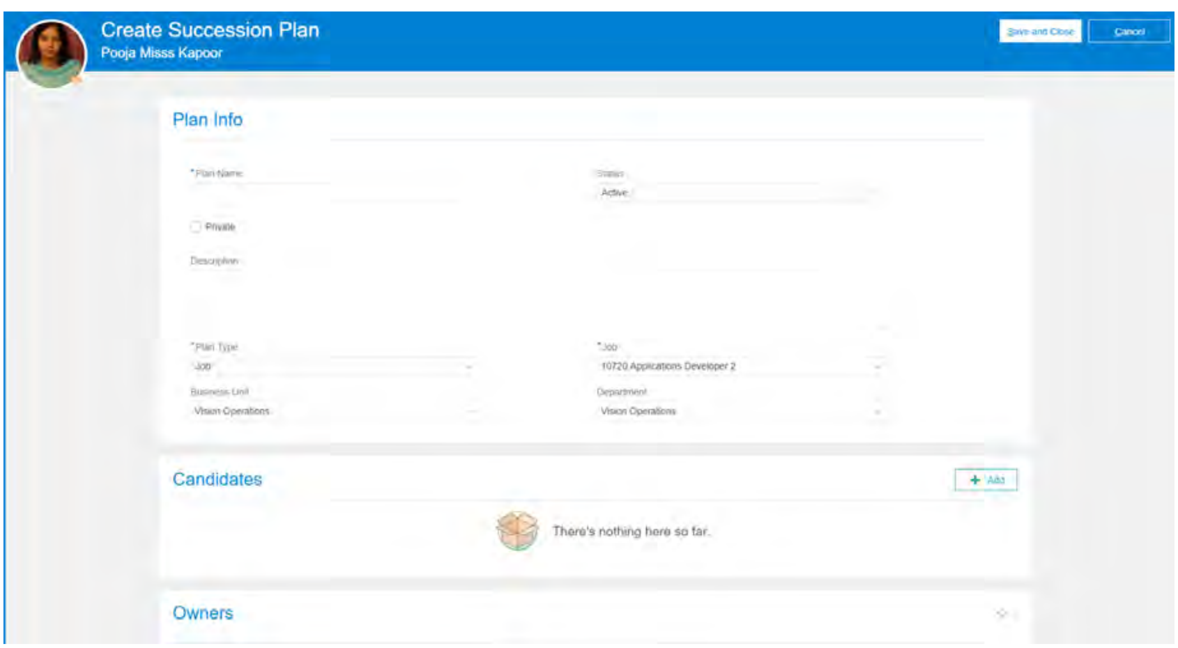
Enhance the user experience with the new Succession Planning page in person spotlight. This redesigned page is both responsive and easy to use on any device. You can access both succession plan details and talent pool details from this page. Significant changes to the appearance and behavior of the Succession Planning person spotlight page include:

- The Succession Plans, Candidate in Plans, and Member of Pools sections display the succession plans created for the employee, the succession plans in which the employee is a candidate, and the list of pools in which the employee is a member respectively. By default, only the Succession Plans section is expanded.



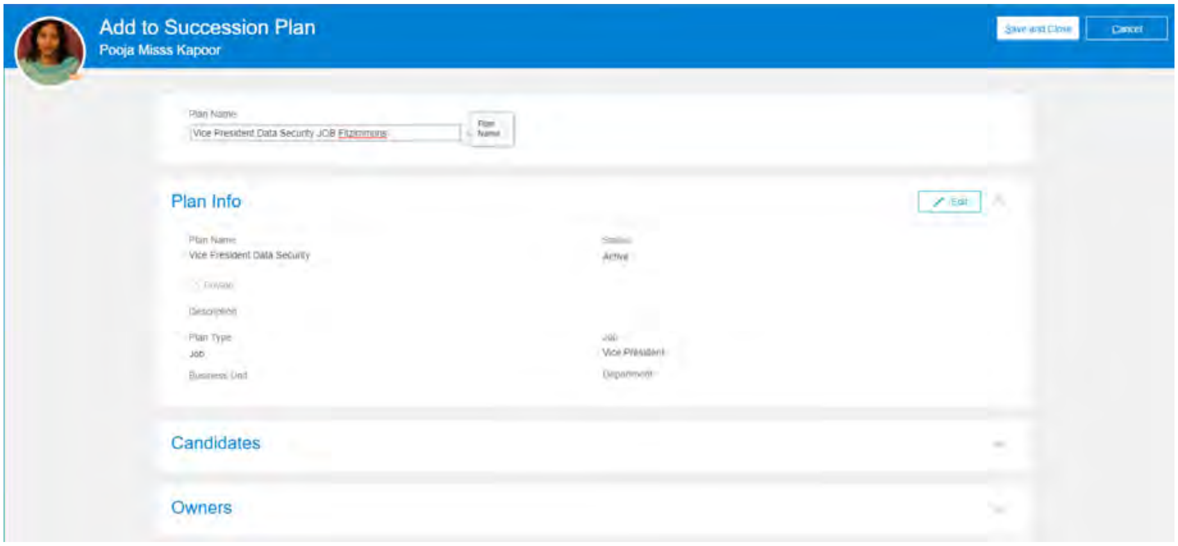
Succession Planning Person Spotlight

- From the Succession Planning person spotlight page, you can create a succession plan for the employee, add the employee to a succession plan to which you have automatic security access or for which you are a named owner, and add the employee to a talent pool.



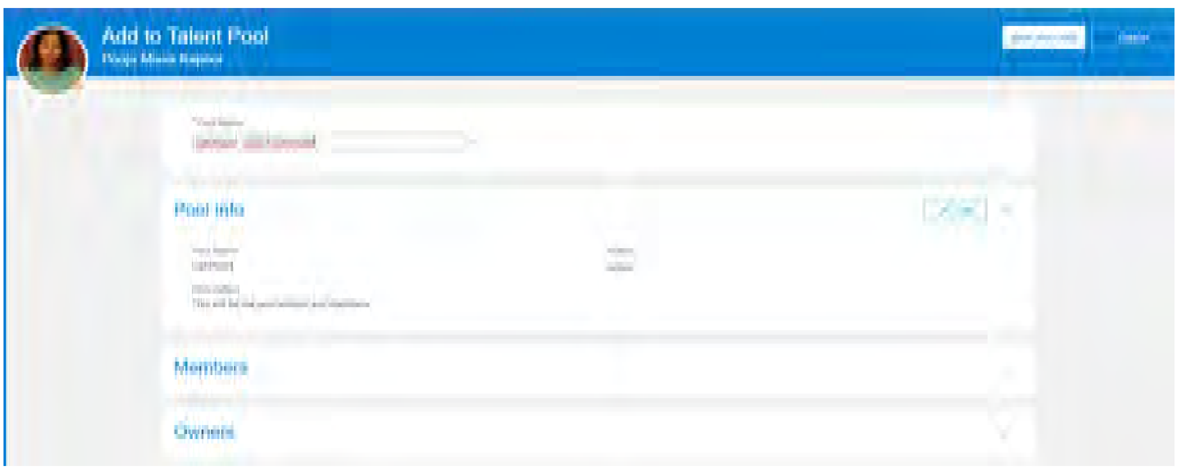
Succession Planning Person Spotlight - Create Succession Plan Page

- In person spotlight, when you try to add the employee as a candidate to another succession plan, you can only view plans to which you have access to and in which the employee is not already a candidate.



Succession Planning Person Spotlight – Add to Succession Plan Page

- In person spotlight, when you try to add the employee as a member of a talent pool, you can only view pools for which you are an owner and in which the employee is not already added as a member.



Succession Planning Person Spotlight – Add to Talent Pool Page

- The Succession Planning page sections are clutter-free and display the most frequently used fields. Fields that are infrequently used are hidden, but can be displayed using Page Composer. For example, the **Willing to Relocate**, **Risk of Loss**, and **Impact of Loss** fields are not displayed by default.
- Managers can view or edit succession plan details provided they have automatic security access to the plan or are named as a plan owner.
- Managers can view, edit, and delete candidates of a plan to which they have automatic security access or for which they are a named owner.
- Administrators can display descriptive flexfields in the following sections:
  - Plan Info and Candidates of a succession plan
  - Pool Info and Members of a talent pool

STEPS TO ENABLE

To enable the responsive Succession Planning person spotlight page, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	HRM_SUCCESSION_RESPONSIVE_ENABLED

To enable the profile option, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

- Since the Succession Planning person spotlight page is new, you must apply any required Page Composer personalizations on the new page.
- The Succession Candidates region which was earlier displayed via page composer in each worker's card in Directory has been deprecated in the responsive Directory. Use the Succession Planning page in the person spotlight to view the succession information that was earlier displayed on the worker's card.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

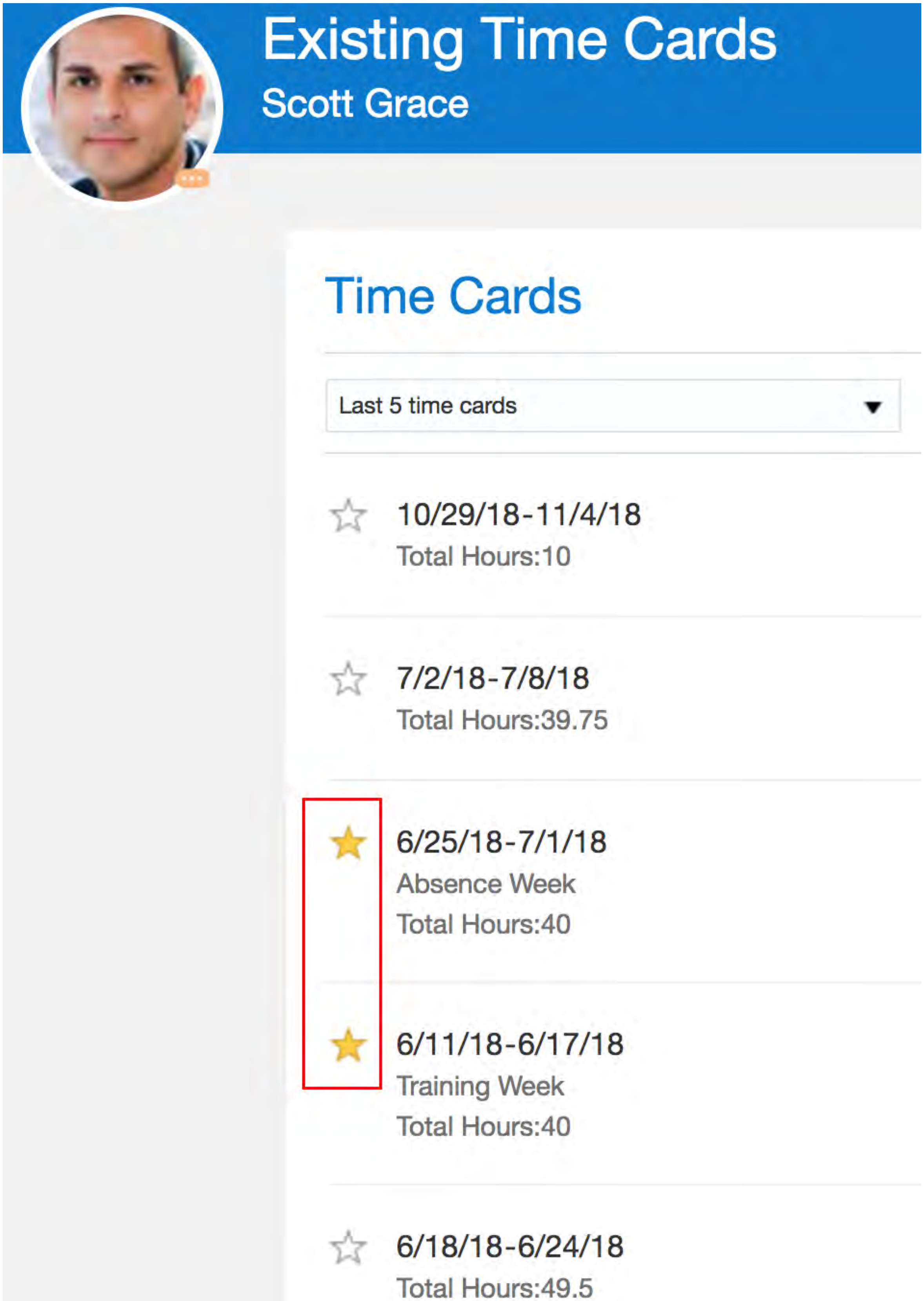
For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

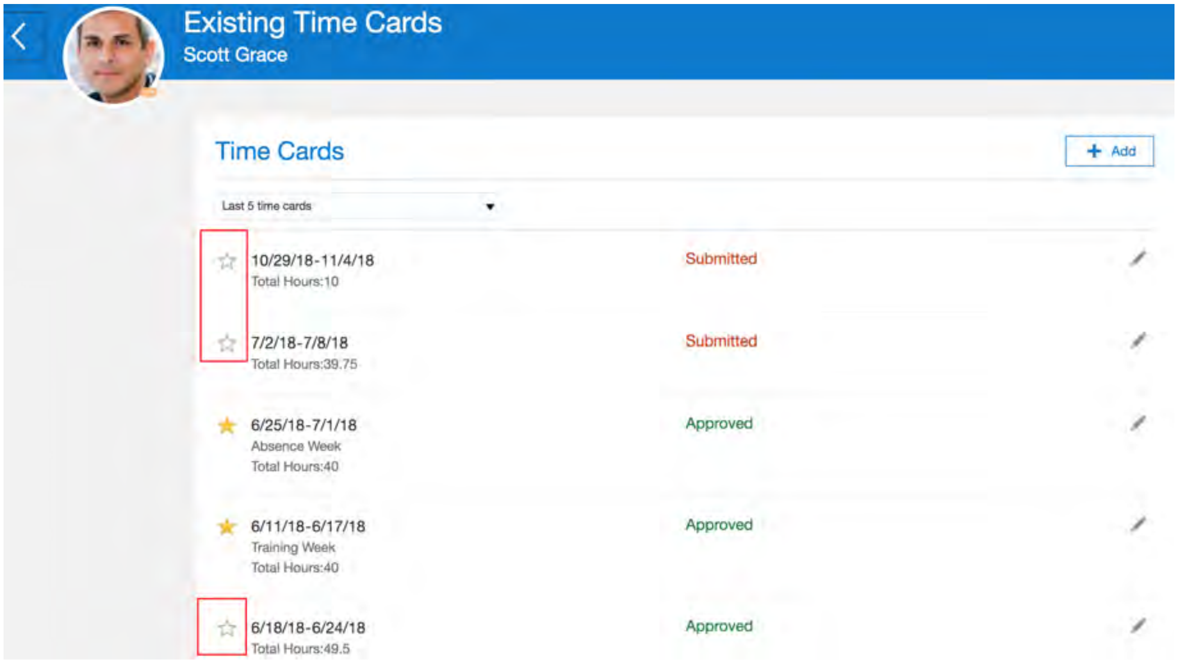
TIME & LABOR

EMPLOYEE TIME CARD SELF-SERVICE PAGE REDESIGNED

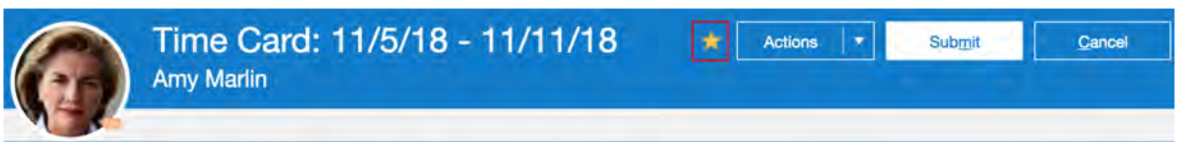
Reduce time spent reporting time with these newly delivered features: favorite, copy time card, and add project task assignments. You can mark a time card as a favorite on the Existing Time Cards page or when adding or editing a time card. You can use the default name for the favorite, which is the time card period, or enter a more descriptive name so that you can easily identify the favorite time card in the future. Future identification is important because you can copy a time card to more quickly create another time card. One option for finding a time card to copy is to search through favorite time cards.



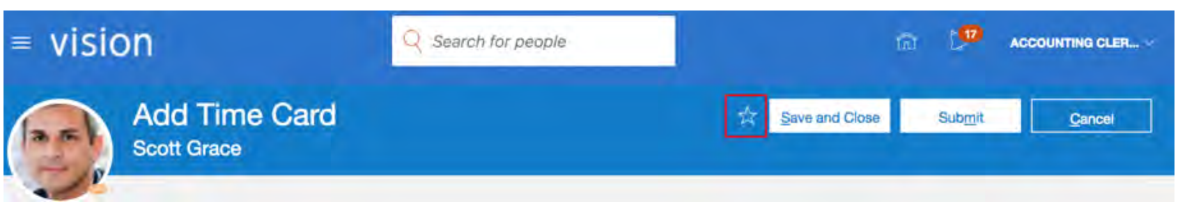
The Yellow Stars Identify Favorite Time Cards on the Existing Time Cards Page



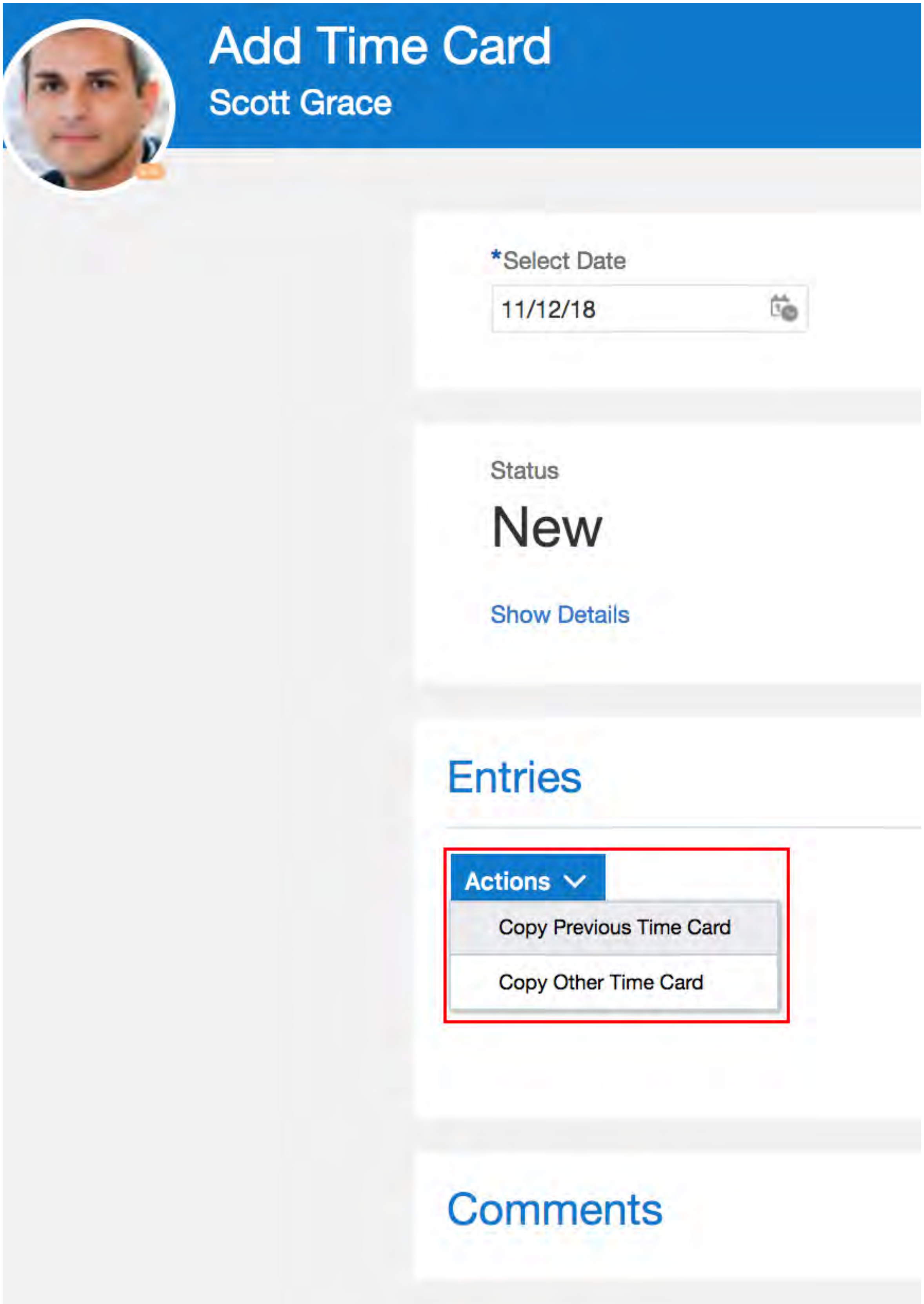
The Star Outlines Identify Nonfavorite Time Cards on the Existing Time Cards Page



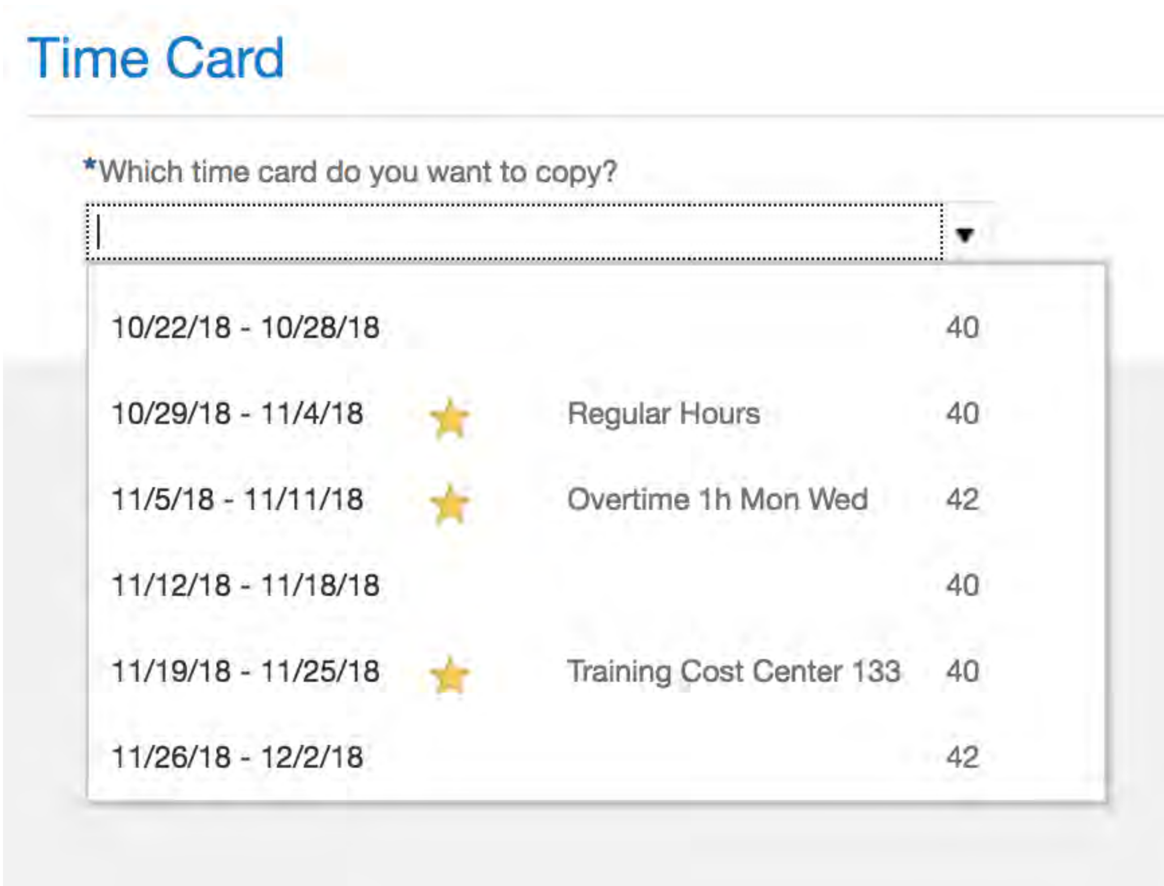
The Yellow Star Identifies the Open Time Card as a Favorite



The Star Outline Identifies the Open Time Card as a Nonfavorite

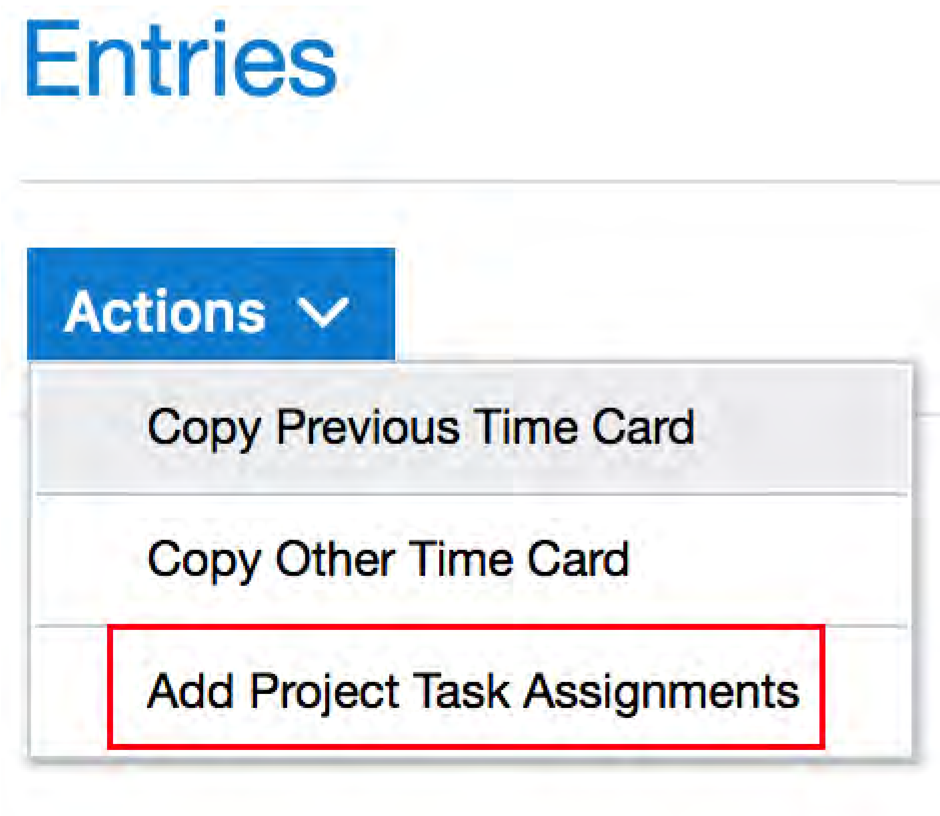


Quickly Create Payroll Time Cards by Adding a Time Card and then Copying the Previous Time Card or an Older One



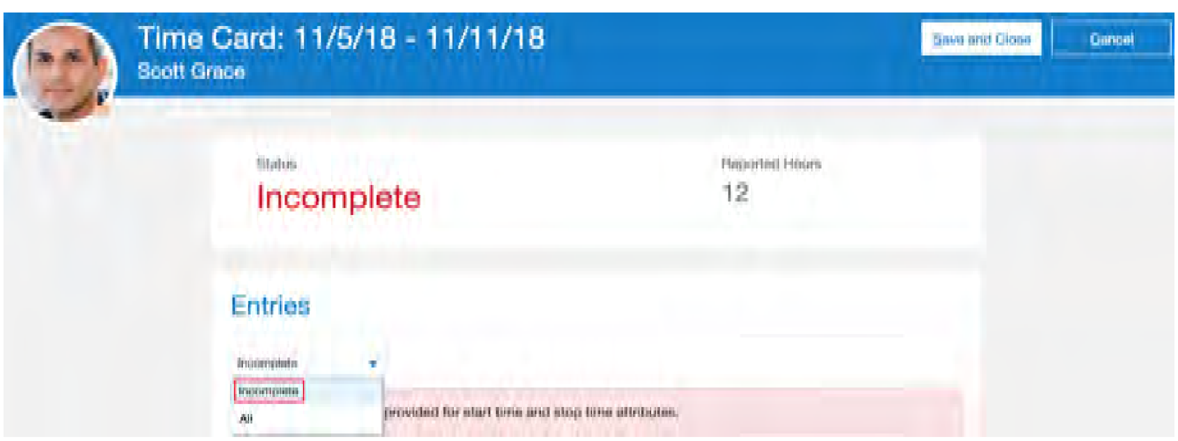
Enter a String, Such as a Time Card Period or Favorite Name, to Find an Older Time Card to Copy

If you work on projects, then you can also quickly add your project task assignment attribute values to your time card. This action populates the time card entry with all project task and assignment attribute values assigned to you in Oracle Fusion Project Portfolio Management. The default the entry quantity is 0.

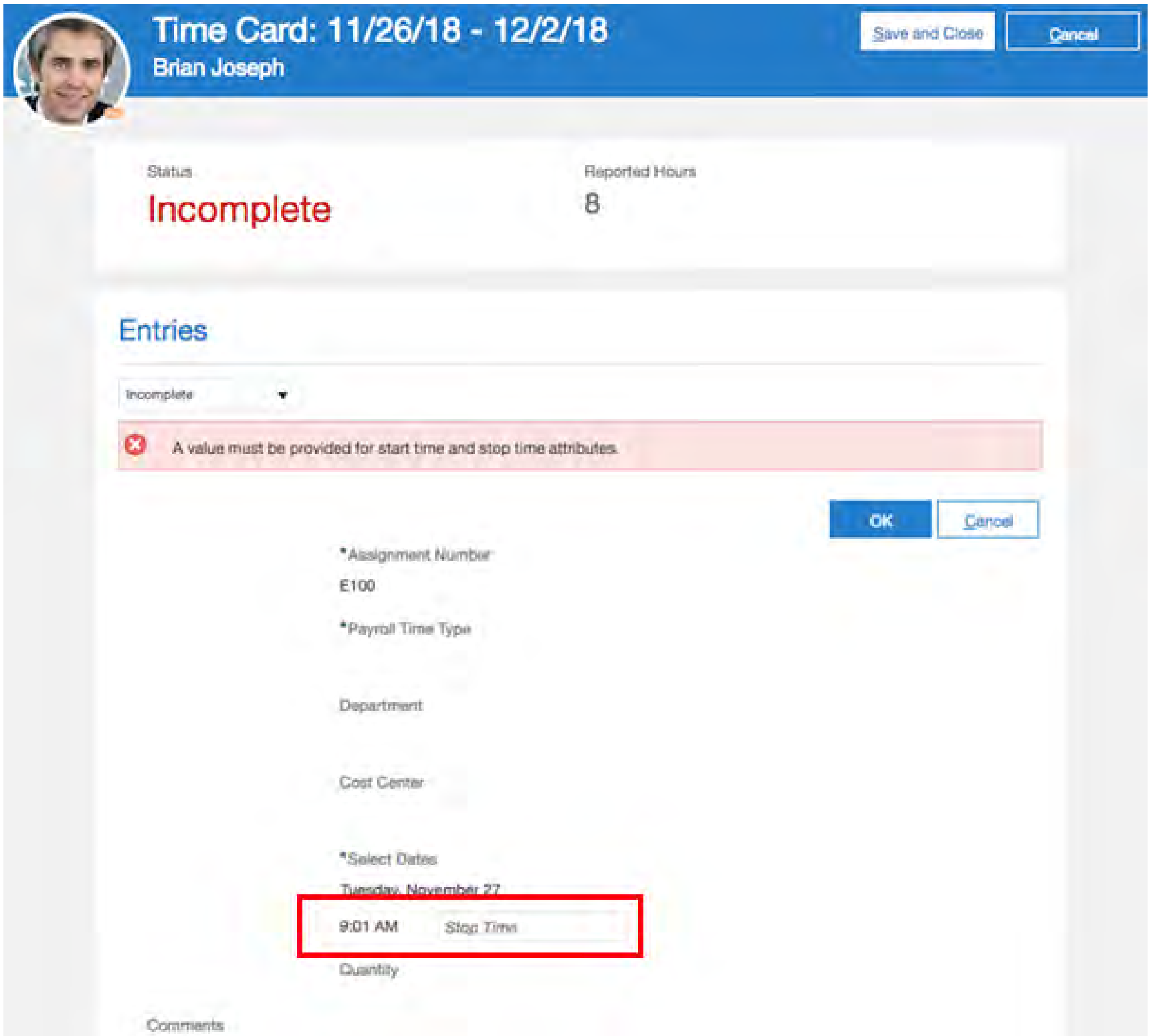


Quickly Create Project Time Cards by Adding Project Task Assignments Using the Provided Action, Instead of One Attribute at a Time

Also, if you report time using a time collection devices or web clock, you can find incomplete or in error time cards and fix any missing in or out events.

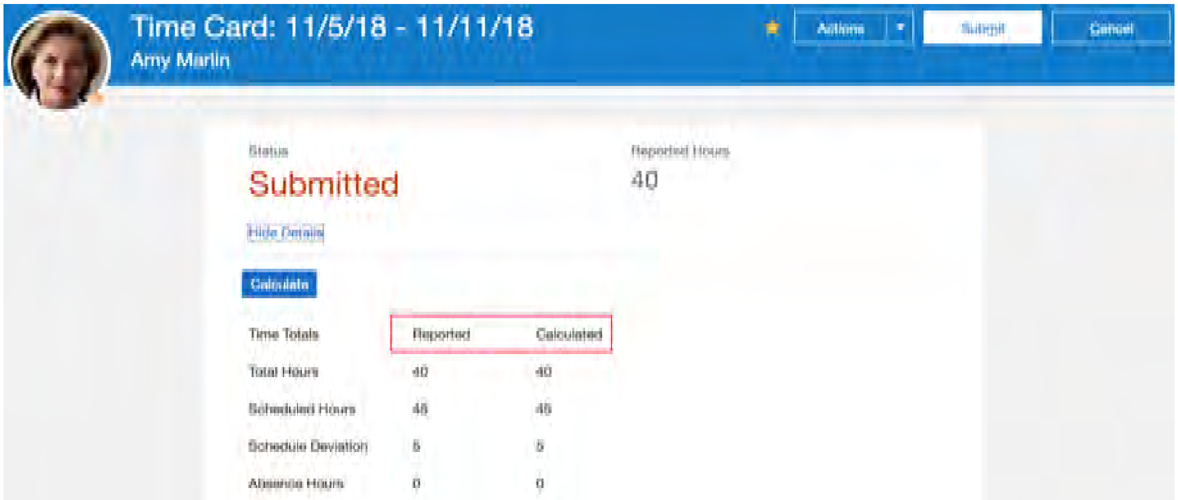


Filter Your Time Card Entries to Show Only Incomplete Entries

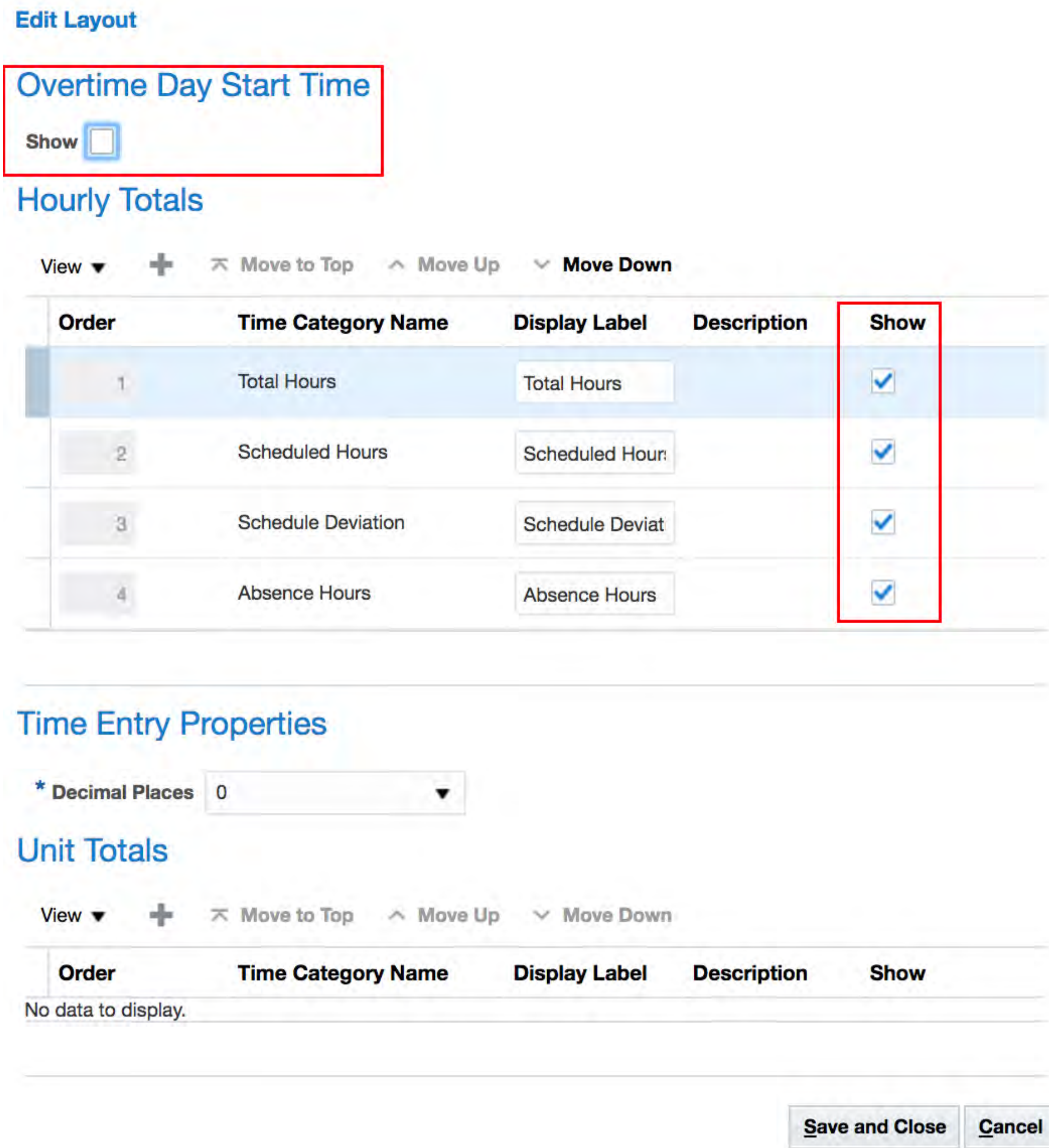


Edit Incomplete Entries to Enter the Missing Value, Such as Missing Stop Time

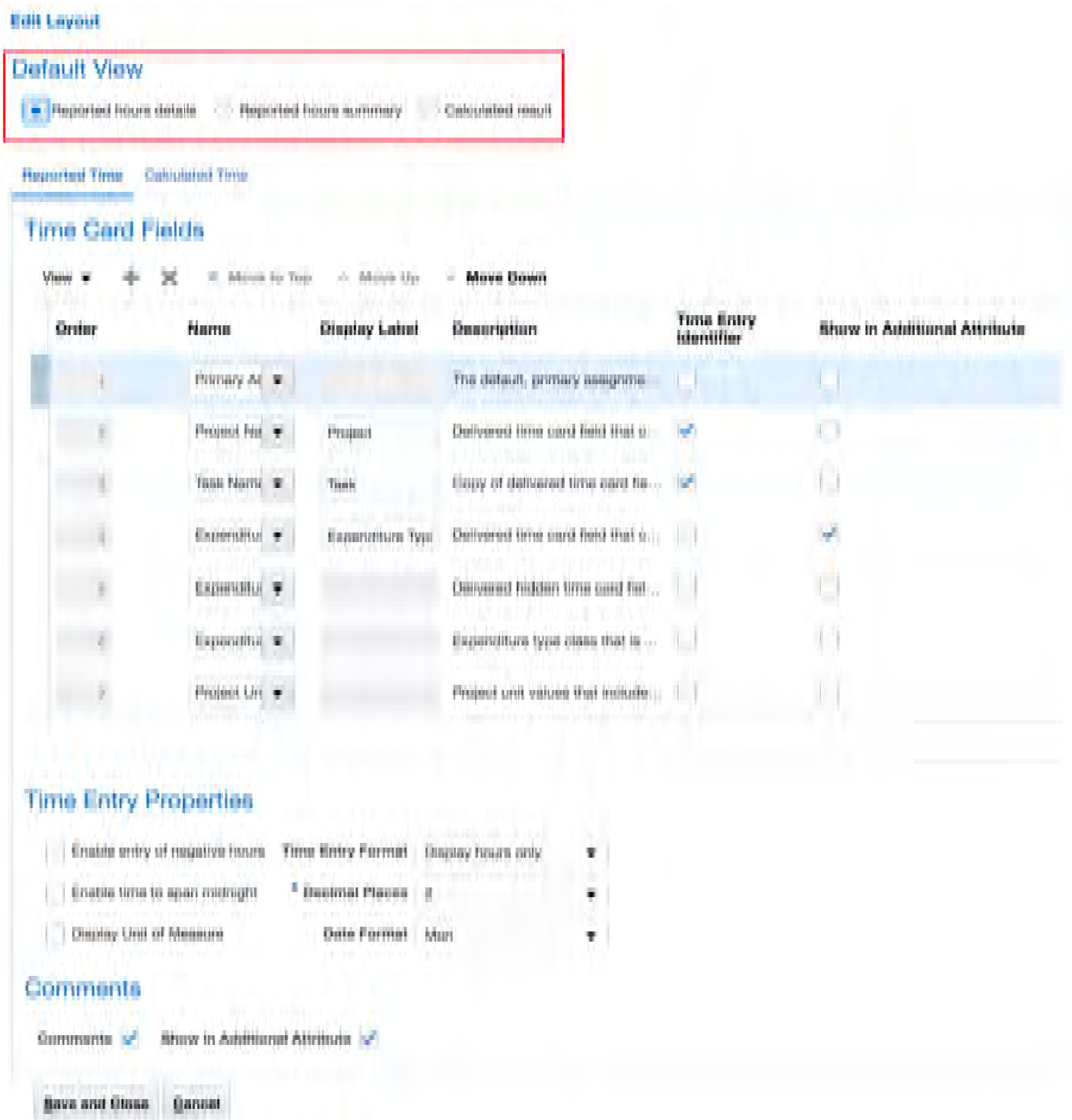
Time and labor administrators can now configure reported and calculated time totals on a single scoreboard at the top of a time card. Managers and workers view the totals by showing details. They can also configure the scoreboard details to include the overtime day start time and show the delivered hourly totals. And, they can configure the default view in the Entries section.



View Reported and Calculated Time Totals in a Single Scoreboard



Specify Whether to Show the Overtime Day Start Time and Delivered Hourly Totals in the Scoreboard Details



Specify the Default View of Time Card Entries in the Entries Section

STEPS TO ENABLE

In order to enable the new employee time cards, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience feature in 18A for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	HWM_WORKER_RESPONSIVE_PAGES_ENABLED

TIPS AND CONSIDERATIONS

Worker time entry profile configurations determine if they can edit incomplete and in error entries for time collection devices, including web clock.

KEY RESOURCES

For more information of creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information - Profile Options and Displayed Fields (Document ID 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Modification in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube Channel.

JUNE MAINTENANCE PACK FOR 18B

REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Feature	Notes
26 OCT 2018		Created initial document.

OVERVIEW

HCM Cloud applications have three types of patches you can receive that are documented in this What's New:

- Release Updates (18A, 18B and 18C)
- Optional Monthly Maintenance Packs
- Quarterly Mandatory Maintenance Packs (delivered in February, May, August and November). All features that show in the Monthly Maintenance Packs will be included in the next Quarterly Mandatory Maintenance Pack, so no need to request the monthly maintenance packs.

It is important for you to know what Release Update you environment is on. You can find this in your Cloud Portal. If you are on Update 18A, you will only have features that are in 18A or the Monthly and Quarterly updates for 18A, you will not have 18B features until you receive the 18B update. You can however read ahead on future release so you can make plans for when you will receive the next update.

If you are upgrading from Release 12, you should read all features up through the Release Update that you will receive in the upgrade. This can also be found in Cloud Portal.

Oracle HCM Cloud release documents are delivered in five functional groupings:

Suggested Reading for all HCM Products:

- **HCM Cloud Common Features** (This document pertains to all HCM applications. It is the base human resource information for all products and HCM Tools.)

- **Global Human Resources Cloud** (Global Human Resources contains the base application in which other application use for common data such as workforce structures and person information. Regardless of what products you have implemented you may want to see the new features for Global Human Resources that could impact your products.)

NOTE: Not all Global Human Resource features are available for Talent and Compensation products.

Optional Reading for HCM Products (Depending on what products are in your cloud service):

- **Talent Management Cloud** (All Talent applications)
- **Workforce Rewards Cloud** (Compensation, Benefits, Payroll and Global Payroll Interface)
- **Workforce Management Cloud** (Absence Management and Time and Labor)

Additional Optional Reading:

- **Common Technologies and User Experience** (This documents the common features across all Cloud applications and is not specific to HCM)

NOTE: All of these documents can be found on the Oracle Help Center at: https://cloud.oracle.com /saasreadiness/hcm under Human Capital Management Release Readiness.

GIVE US FEEDBACK

We welcome your comments and suggestions to improve the content. Please send us your feedback at oracle_fusion_applications_help_ww_grp@oracle.com. Indicate you are inquiring or providing feedback regarding the HCM Cloud What's New for Release 13 in the body or title of the email.

FEATURE SUMMARY

Feature	Action Required to Enable Feature				
	None (Automatically Available)	Enable via Opt In UI Only	Enable via Opt In UI Plus Additional Steps	Not Enabled via Opt In UI but Setup Required	Issue Service Request
Redesigned User Experience					
Payroll for the United States					
Tax Withholding Enhancements for the Employee				✓	

REDESIGNED USER EXPERIENCE

Increase user satisfaction with the redesigned pages that now have the same look and feel on desktop and mobile devices. These redesigned pages are both responsive and easy to use on any device, with a modern look and conversational language. Clutter-free pages, with clean lines and just the essential fields, can be personalized to suit.

The Self-Service Pages Redesigned below are all part of the Redesigned Cloud User Experience.

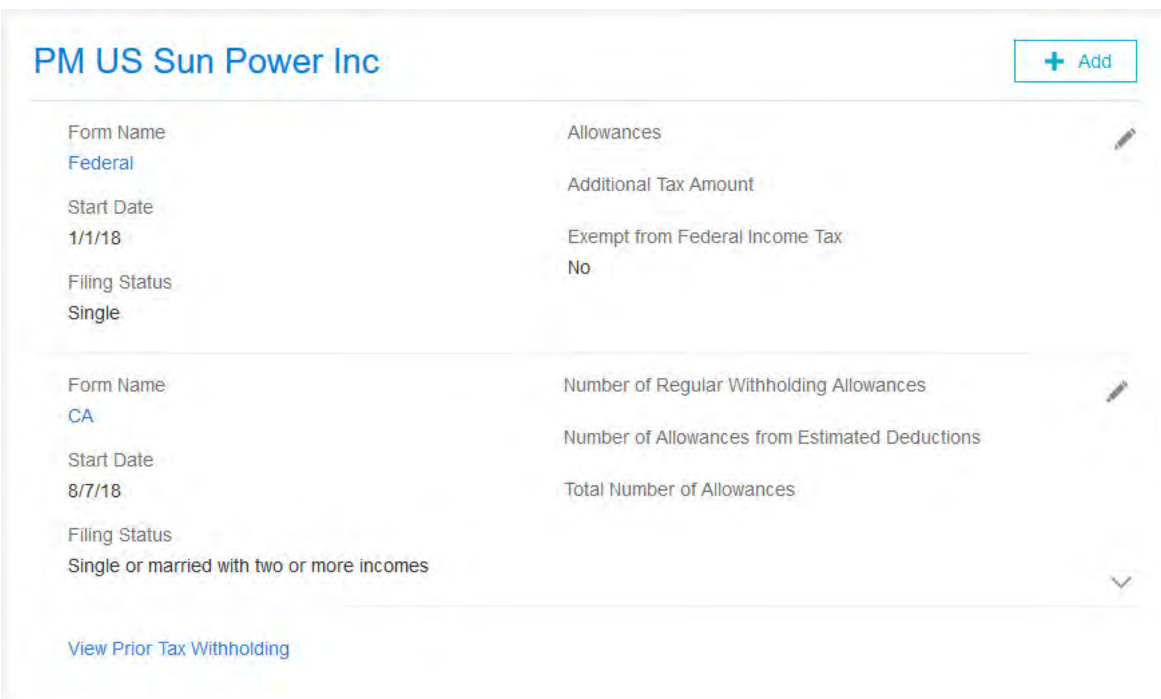
Increase user satisfaction with the redesigned pages that now have the same look and feel on desktop and mobile devices. These redesigned pages are both responsive and easy to use on any device, with a modern look and conversational language. Clutter-free pages, with clean lines and just the essential fields, can be personalized to suit.

The Self-Service Pages Redesigned below are all part of the Redesigned Cloud User Experience.

PAYROLL FOR THE UNITED STATES

TAX WITHHOLDING ENHANCEMENTS FOR THE EMPLOYEE

We have made it easier for employees to update their tax withholdings through an redesigned user experience responsive pages.



Enhanced Employee Tax Card

To access this new interface:

1. From the employee’s home page, select **Me** and then **Pay**.
2. Select **Tax Withholding**.

Changes include:

- Simplified entry of employee tax withholding information by clicking the Edit icons:

Edit Icon

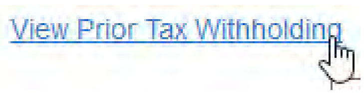
- Future-dated changes now appear with the appropriate start date

  If a current form exists for the future-dated form, it is end-dated one day prior to the start of the future-dated change.

- Easy addition of new state withholding information

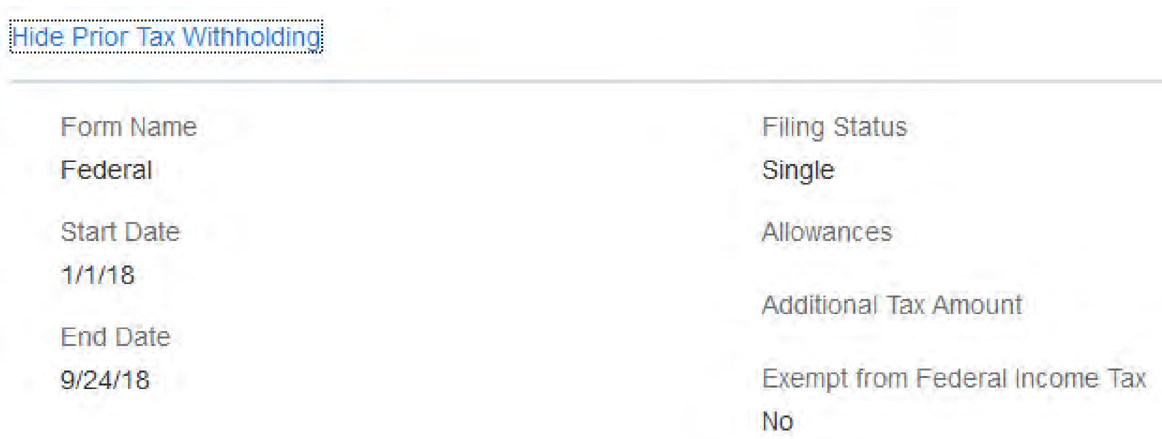
Add Button

- Ability to view prior tax withholding information



View Prior Tax Withholding Link

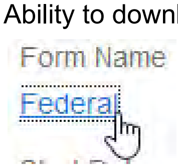
  The prior tax withholding information displays beneath the **Hide Prior Tax Withholding** link:



Prior Tax Withholding Information

  Click **Hide Prior Tax Withholding** to hide this information.

- Ability to download state and federal withholding PDFs



Federal Link

STEPS TO ENABLE

In order to enable the new tax withholding pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section in the Update 18A HCM Common What's New for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PAY_PAYROLL_RESPONSIVE_ENABLED
Profile Display Name	PAY_PAYROLL_RESPONSIVE_ENABLED
Application	Global Payroll
Module	Common Payroll Objects
Description	Enable the new responsive Tax Withholding pages
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the Create Profile Option page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the Manage Profile Options page, in the Profile Option Levels section:

1. Select the check box levels to enable at the profile option at the Site level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.

2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the Setup and Maintenance work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

NOTE: You must run the “Load Payroll Tax Information for US” process with Geographic Category as “County” and “City, tax district” to load new tax card overrides. These overrides are used to calculate local income tax withholdings.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document ID 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document ID 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

UPDATE 18B

REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Feature	Notes
27 MAR 2020	Redesigned User Experience / Time and Labor: Employee Time Card Self-Service Page Redesigned	Updated document. Revised feature information.
30 AUG 2019	Redesigned User Experience / HCM Common: Redesigned Oracle HCM Cloud Mobile App	Updated document. Revised feature information.
30 AUG 2019	HCM Common Features: Redesigned SmartNav and Single List of Actions	Updated document. Revised feature information.
26 JUL 2019	Redesigned User Experience / HCM Common: HCM Page Configurations Simplified	Updated document. Revised feature information.
29 MAR 2019	Redesigned User Experience / HCM Home Page: New Home Page News Feed Layout	Updated document. Revised feature information.
22 FEB 2019	Redesigned User Experience / Absences: Absences Self-Service Pages Redesigned	Updated document. Revised feature information.
25 JAN 2019	HCM Common Features: Redesigned SmartNav and Single List of Actions	Updated document. Delivered feature in update 18B.
21 DEC 2018	Redesigned User Experience / Absences: Absences Self-Service Pages Redesigned	Updated document. Revised feature information.

Date	Feature	Notes
21 DEC 2018	Redesigned User Experience: Enhanced Role Based Quick Actions	Updated document. Revised feature information.
21 DEC 2018	Redesigned User Experience: Faster Rendering of Values Using Client List of Values (LOVs)	Updated document. Revised feature information.
21 DEC 2018	Redesigned User Experience: Redesigned Oracle HCM Cloud Mobile App	Updated document. Revised feature information.
26 OCT 2018	Redesigned User Experience / Global HR: Employment Manager Self-Service Flows Redesigned	Updated document. Revised feature information.
18 SEP 2018	Redesigned User Experience / Time and Labor: Employee Time Card Self-Service Page Redesigned	Updated document. Delivered feature in update 18B.
07 SEP 2018	Redesigned User Experience / HCM Home Page: New HCM Global Search	Updated document. Revised feature information.
07 SEP 2018	Redesigned User Experience / Talent Management: Anytime Feedback Self-Service Page Redesigned	Updated document. Revised feature information.
07 SEP 2018	Redesigned User Experience / Talent Management: Goal Management Self-Service Pages Redesigned	Updated document. Revised feature information.
07 SEP 2018	Redesigned User Experience / Benefits: Self-Service Landing Pad Redesigned	Updated document. Revised feature information.
27 JUL 2018	HCM Data Loader: View Business Objects Task	Updated document. Delivered feature in update 18B.
29 JUN 2018	Redesigned User Experience: My Team, Team Compensation, and Team Talent Manager Self-Service Pages Redesigned	Updated document. Revised feature information.
29 JUN 2018	HCM Data Loader: New Business Objects Supported	Updated document. Delivered feature in update 18B.
29 JUN 2018	HCM Spreadsheet Data Loader: Automatic Validation of Maximum Concurrent Threads for Load	Updated document. Delivered feature in update 18B.
25 MAY 2018	All Redesigned User Experience features	Updated document. Revised feature information.
25 MAY 2018	Redesigned User Experience / Global HR: Person Spotlight Redesigned	Updated document. Revised feature information.
25 MAY 2018	Redesigned User Experience / Compensation: Compensation Self-Service Pages Redesigned	Updated document. Revised feature information.
27 APR 2018	Redesigned User Experience / HCM Common: Faster Rendering of Values Using Client List of Values (LOVs)	Updated document. Delivered feature in update 18B.

Date	Feature	Notes
27 APR 2018	Redesigned User Experience / Global HR: Personal Information Redesigned Self-Service Pages Enhanced	Updated document. Delivered feature in update 18B.
27 APR 2018	HCM Common Features: Alerts Composer	Updated document. Revised feature information.
06 APR 2018		Created initial document.

OVERVIEW

HCM Cloud applications have three types of patches you can receive that are documented in this What's New:

- Release Updates (18A, 18B and 18C)
- Optional Monthly Maintenance Packs
- Quarterly Mandatory Maintenance Packs (delivered in February, May, August and November). All features that show in the Monthly Maintenance Packs will be included in the next Quarterly Mandatory Maintenance Pack, so no need to request the monthly maintenance packs.

It is important for you to know what Release Update you environment is on. You can find this in your Cloud Portal. If you are on Update 18A, you will only have features that are in 18A or the Monthly and Quarterly updates for 18A, you will not have 18B features until you receive the 18B update. You can however read ahead on future release so you can make plans for when you will receive the next update.

If you are upgrading from Release 12, you should read all features up through the Release Update that you will receive in the upgrade. This can also be found in Cloud Portal.

Oracle HCM Cloud release documents are delivered in five functional groupings:

Suggested Reading for all HCM Products:

- **HCM Cloud Common Features** (This document pertains to all HCM applications. It is the base human resource information for all products and HCM Tools.)
- **Global Human Resources Cloud** (Global Human Resources contains the base application in which other application use for common data such as workforce structures and person information. Regardless of what products you have implemented you may want to see the new features for Global Human Resources that could impact your products.)

NOTE: Not all Global Human Resource features are available for Talent and Compensation products.

Optional Reading for HCM Products (Depending on what products are in your cloud service):

- **Talent Management Cloud** (All Talent applications)
- **Workforce Rewards Cloud** (Compensation, Benefits, Payroll and Global Payroll Interface)
- **Workforce Management Cloud** (Absence Management and Time and Labor)

Additional Optional Reading:

- **Common Technologies and User Experience** (This documents the common features across all Cloud applications and is not specific to HCM)

NOTE: All of these documents can be found on the Oracle Help Center at: https://cloud.oracle.com/saasreadiness/hcm under Human Capital Management Release Readiness

CUSTOMERS UPGRADING FROM RELEASE 12

If you're upgrading from Release 12 to Release 13, then you should review all of the release readiness content for Release 13 (updates 17B - 17D, as well as, updates 18A - 18B) to learn about all of the features available in release 13.

GIVE US FEEDBACK

We welcome your comments and suggestions to improve the content. Please send us your feedback at oracle_fusion_applications_help_ww_grp@oracle.com. Indicate you are inquiring or providing feedback regarding the HCM Cloud What's New for Release 13 in the body or title of the email.

FEATURE SUMMARY

Feature	Action Required to Enable Feature				
	None (Automatically Available)	Enable via Opt In UI Only	Enable via Opt In UI Plus Additional Steps	Not Enabled via Opt In UI but Setup Required	Issue Service Request
Application Security					
Link Standalone User Accounts to Person Records on the Create User Page	✓				
Securing Access to Oracle Recruiting Cloud Candidates with Job Offers	✓				
Security Enhancements for Manage User Account Page and My Account Page	✓				
HCM Common Features					
Alerts Composer	✓				
Preview HCM Data Security for a User	✓				
Redesigned SmartNav and Single List of Actions	✓				
HCM Data Loader					
Enhanced Validation of Date-Effectivity Attributes	✓				
Support for Oracle Learning Objects	✓				
Schedule Regular Deletion of Stage Table Data	✓				
Automatic Validation of Maximum Concurrent Threads for Load					✓
New Business Objects Supported	✓				
View Business Objects Task	✓				
HCM Spreadsheet Data Loader					
Delete Data Using HCM Spreadsheet Data Loader	✓				
Delete Stage Table Data	✓				
Test HCM Spreadsheet Data Loader Process Flow and Connections	✓				
Redesigned User Experience					
Redesigned Oracle HCM Cloud Mobile App				✓	
HCM Common					

Feature	Action Required to Enable Feature				
	None (Automatically Available)	Enable via Opt In UI Only	Enable via Opt In UI Plus Additional Steps	Not Enabled via Opt In UI but Setup Required	Issue Service Request
Person Spotlight Redesigned				✓	
Directory, Organization Chart, and Public Information Pages Redesigned				✓	
My Team, Team Compensation, and Team Talent Manager Self-Service Pages Redesigned				✓	
Anytime Feedback Self-Service Page Redesigned				✓	
HCM Page Configurations Simplified				✓	
Faster Rendering of Values Using Client List of Values (LOVs)				✓	
HCM Home Page					
New Home Page News Feed Layout				✓	
Streamlined HCM Main Menu	✓				
New HCM Global Search				✓	
Enhanced News and Announcements				✓	
Enhanced Role Based Quick Actions				✓	
Absence Management					
Absences Self-Service Pages Redesigned				✓	
Benefits					
Self-Service Landing Pad Redesigned				✓	
Compensation Management					
Compensation Self-Service Pages Redesigned				✓	
Global HR					
Personal Information Redesigned Self-Service Pages Enhanced				✓	
Employment Manager Self-Service Flows Redesigned				✓	
Document Records and Document Delivery Preferences Redesigned				✓	
Enhanced Representatives Region for Employee and Manager Self-Service Pages	✓				
Payroll for China					

Feature	Action Required to Enable Feature				
	None (Automatically Available)	Enable via Opt In UI Only	Enable via Opt In UI Plus Additional Steps	Not Enabled via Opt In UI but Setup Required	Issue Service Request
Employee View Social Security Accounts Self-Service Page Redesigned				✓	
Talent Management					
Goal Management Self-Service Pages Redesigned				✓	
Time and Labor					
Employee Time Card Self-Service Page Redesigned				✓	

APPLICATION SECURITY

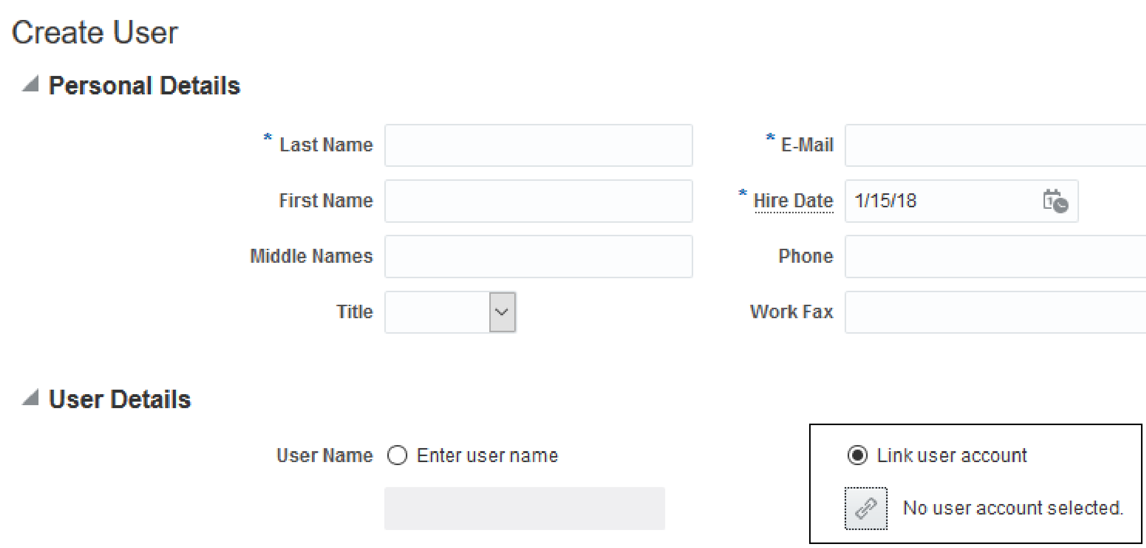
Oracle Fusion Applications Security provides a single console where IT Security Managers and Administrators can perform various functions including user lifecycle management, role definition, security policy management (both functional and data), role hierarchy maintenance, username and password policy administration, and certificate management. The console also enables users to simulate the effect of security changes, to run security reports, and download a connector for integration with Microsoft Active Directory.

LINK STANDALONE USER ACCOUNTS TO PERSON RECORDS ON THE CREATE USER PAGE

Many ways exist of creating user accounts for users of Oracle Fusion Applications. In some cases, those accounts are not automatically linked to person records. For example, when you create a user account using the following methods, it remains a standalone account until you link it to a person record:

- Oracle Applications Cloud Security Console
- SCIM (REST) APIs

Until now, you could link standalone user accounts to person records on the Manage User Account page, which is available to Oracle HCM Cloud users only. From this update, you can also link standalone user accounts to person records on the Create User page, which is available widely in Oracle Applications Cloud.



Linking a User Account on the Create User Page

When creating a user, you can do one of the following:

- Enter a user name for a new user account. If you select this option but leave the user name blank, then the user name follows configured enterprise rules. In this case, the user account is created only if automatic creation of user accounts is enabled for the enterprise.
- Link an existing user account. When you click the **Link** icon, the **Link User Account** dialog box opens. In this dialog box, you search for and select a standalone user account to link to the person record. Accounts that are already linked to person records do not appear here. The account can be in any status. Its status is unaffected by the linking.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

When you click **Autoprovision Roles** on the Create User page after linking a standalone user account:

- Any roles already assigned externally and manually to the user appear. For example, if roles were added to a user account when it was created on the Security Console, then those roles appear here.
- Autoprovisioning rules are applied, based on the employment information entered on the Create User page. If the user qualifies for additional roles, then requests to add those roles appear in the Roles Requested section. If the user has roles for which he or she no longer qualifies, then requests to remove those roles appear. For example, a role that was added when the user account was created on the Security Console may be removed when you click **Apply Autoprovisioning** on the Create User page.

You can also add roles manually to the account.

KEY RESOURCES

For more information, go to Applications Help for the following topic:

- Creating Oracle HCM Cloud Users Using the Create User Task: Procedure

SECURING ACCESS TO ORACLE RECRUITING CLOUD CANDIDATES WITH JOB OFFERS

Candidates with job offers from Oracle Recruiting Cloud have offer assignments in Oracle HCM Cloud. Person security profiles are enhanced in this update so that you can secure access to candidates based on their offer assignments. This enhancement addresses the scenario where a candidate has been made a job offer but has not yet become a pending worker or worker. In this interim period, a recruiter or HR Specialist may need to manage the candidate's details. Those users can now manage candidates with job offers securely in Oracle HCM Cloud before onboarding begins.

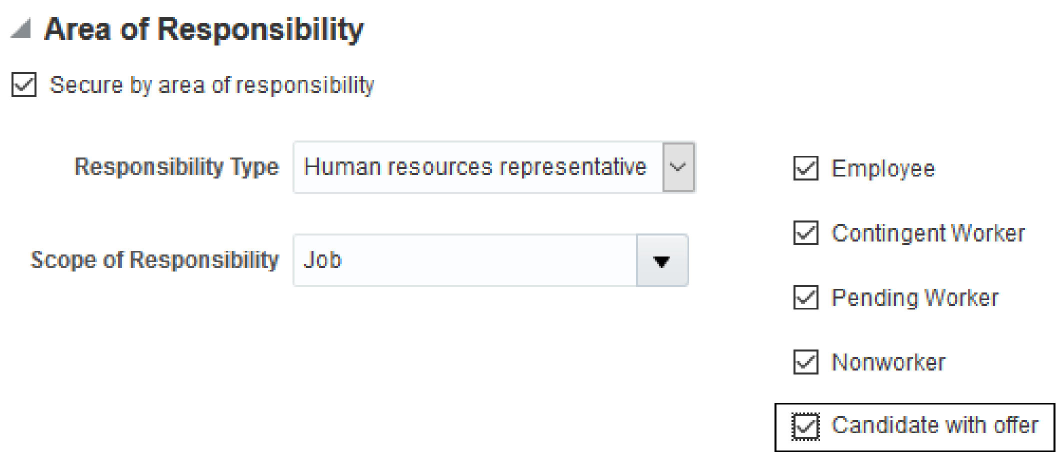
Two approaches to securing access to candidates with job offers are provided.

In the Basic Details section of the Create Person Security Profile page, you can select the **Access to candidates with offer** option.

The Basic Details Section

When you select this option, you can secure access to person records by manager hierarchy and custom criteria. You can also secure access to person records by workforce structures if that section appears on the Create Person Security Profile page. The Workforce Structures section appears in person security profiles only if you upgraded from Release 11 to Release 12.

Alternatively, you can secure access to person records by area of responsibility.



The Area of Responsibility Section

When you select **Secure by area of responsibility**, the **Access to candidates with offer** option no longer appears in the Basic Details section. Instead, you select **Candidate with offer** in the Area of Responsibility section.

When a candidate with a job offer becomes a pending worker, employee, or contingent worker, the offer assignment becomes inactive.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

If you have access to the person records of candidates with job offers, then your continued access to those person records when the offer assignment is inactive depends on:

- How your access to candidates with job offers is secured
- Whether you had access to those person records before the offer assignment was created

In general, you lose access to the person records of candidates with job offers when their offer assignments become inactive if:

- You have no access to any assignment other than the inactive offer assignment, and the person security profile that secures your access evaluates active and suspended assignments only.
- Your access is secured by area of responsibility, and you do not have that responsibility for the newly hired worker.
- In the case of a rehire, your previous access was based on the most recently terminated assignment. That access is lost when the worker has an active assignment if you do not also have access to that active assignment.

KEY RESOURCES

For more information, go to Applications Help for the following topic:

- Securing Access to Candidates with Job Offers: Explained

SECURITY ENHANCEMENTS FOR MANAGE USER ACCOUNT PAGE AND MY ACCOUNT PAGE

Until now, the Manage User Account and My Account (Edit User Account Details) pages were secured using the same privileges. From this update, the pages are secured separately to provide improved control of user access. This table identifies the aggregate privileges that now secure the Manage User Account and My Account pages. It also shows the predefined job and abstract roles that inherit them.

Page	Aggregate Privilege	Inherited By
Manage User Account	Manage User Account (ORA_PER_USER_ROLE_MANAGEMENT_DUTY)	Human Resource Specialist Line Manager
My Account	Manage My Account (ORA_PER_WORKER_ROLE_MANAGEMENT_DUTY)	Contingent Worker Employee

The Manage Users page continues to be secured by the Manage Users (ORA_PER_MANAGE_USER_AND_ROLES_DUTY) duty role. This duty role is inherited by the predefined Human Resource Specialist, Human Capital Management Application Administrator, and IT Security Manager job roles.

STEPS TO ENABLE

No steps are required to enable this feature.

ROLE INFORMATION

If you are using the predefined reference roles, then no action is necessary. If you are using custom versions of the affected job and abstract roles, then you are recommended to update them to implement this enhancement. For more information, see the Release 13 *Security Upgrade Guide* on My Oracle Support (document ID 2023523.1).

HCM COMMON FEATURES

This section covers features used across all HCM Applications.

ALERTS COMPOSER

You can use the Alerts Composer tool to send informational notifications to Oracle HCM Cloud users by email or worklist. Select **Tools**--> **Alerts Composer** from the Home page. You can also configure the notification templates and add recipients.

Notifications are triggered based on predefined conditions for two types of Alerts.

- **Event Alerts**: Event Alerts are based on the context provided by the calling client. They are triggered when a specific event occurs in the application. You cannot modify the triggering criteria for notifications.
- **Resource Alerts**: Resource Alerts are based on Oracle HCM Cloud REST API resources. The resources must be deployed in the environment. You can modify the triggering criteria for notifications by defining filters on the resource attributes if you have the required privileges to access the REST resources.

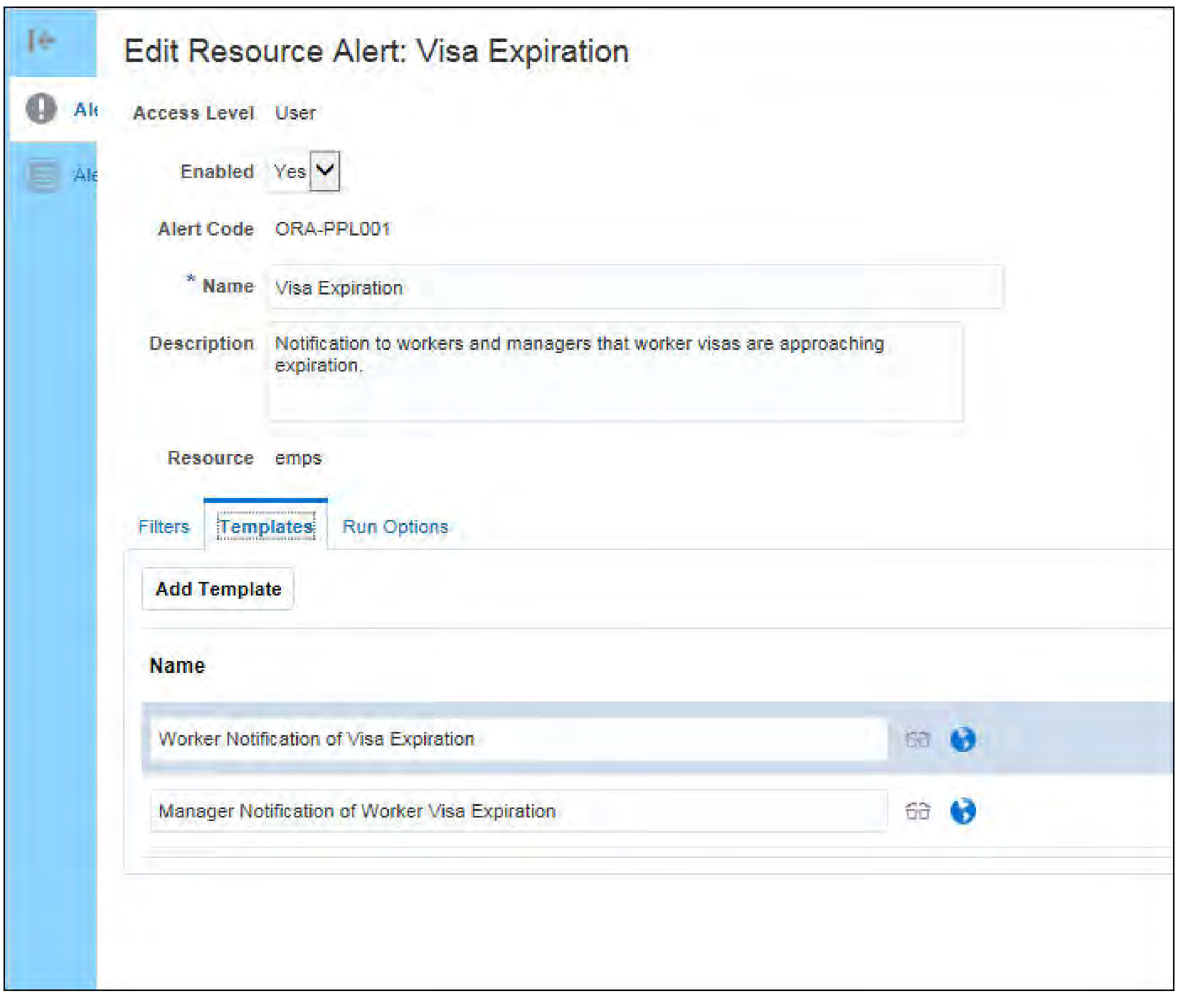
ACCESS LEVELS

Access levels are defined for alerts to control the actions that can be performed on the alerts. The following table shows the access levels.

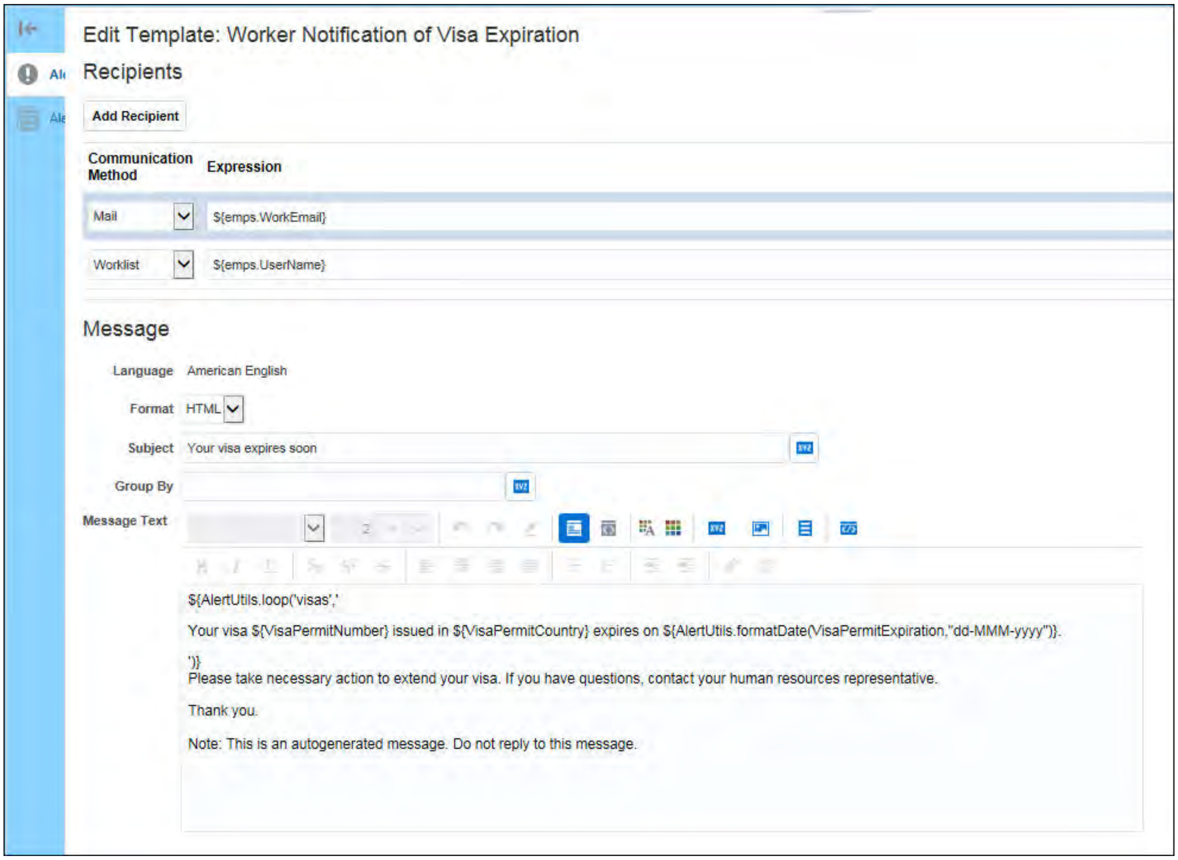
Access Level	System	Extensible	User
View alerts	Yes	Yes	Yes
Disable alerts	No	No	Yes
Add new templates	No	Yes	Yes
Modify templates	No	Yes	Yes
Delete templates	No	No	Yes
Disable templates	No	Yes	Yes
Add recipients	Yes	Yes	Yes

SETTING ALERT NOTIFICATIONS

You can set alert notifications to be delivered by email or worklist and add recipients for the notifications.



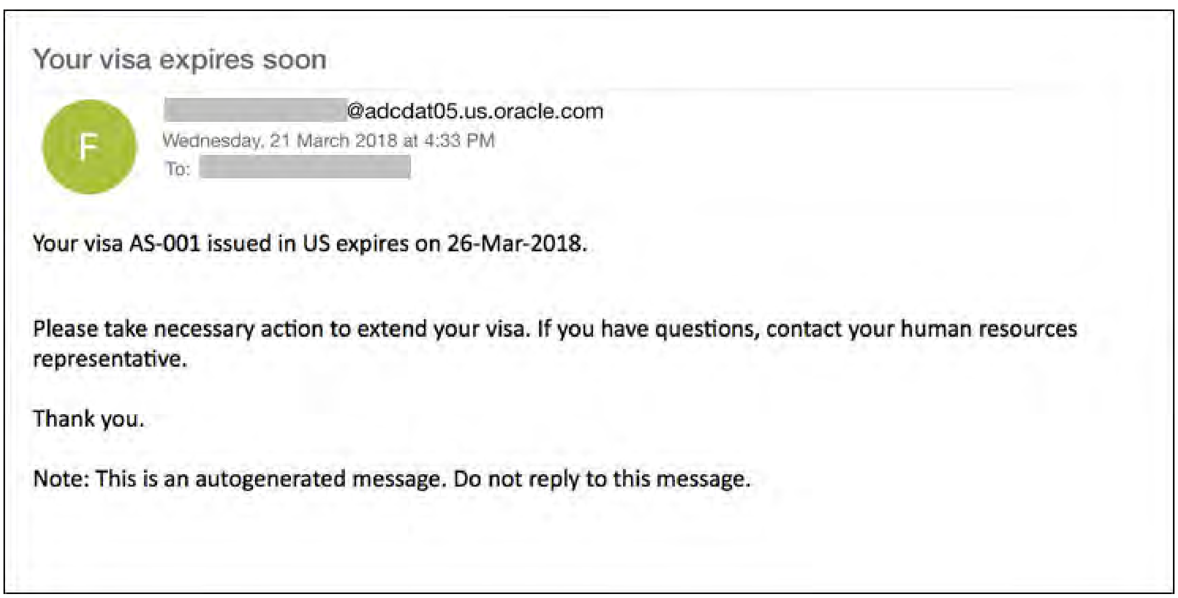
Editing an Alert



Editing an Alert Template

VIEWING ALERT NOTIFICATIONS

Recipients can view alert notifications in their worklist or email based on the delivery settings of the notification.



Email Alert Notification

Worklist Alert Notification

STEPS TO ENABLE

No steps are required to enable this feature.

ROLE INFORMATION

Users require the following functional privileges to access the Alerts Composer tool and run the alerts.

Functional Security Privilege	Description	Assigned to Job Role
Access Alerts Composer HRC_ACCESS_ALERTS_COMPOSER_PRIV	Allows access to Alerts Composer.	Human Capital Management Integration Specialist
Process a Predefined Alert HRC_PROCESS_PREDEFINED_ALERT_PRIV	Allows processing of predefined alerts.	Human Capital Management Integration Specialist

Additionally, users require functional privileges to access REST API resources to create or modify user-defined and predefined resource alerts. For example, users require the functional privilege **Use REST Services - Employees** to access the *emps* resource and its child resources to manage the alert templates that are based on this resource.

PREVIEW HCM DATA SECURITY FOR A USER

On occasion, users may report problems with accessing secured data, such as person and organization records. Most problems are of one of the following types:

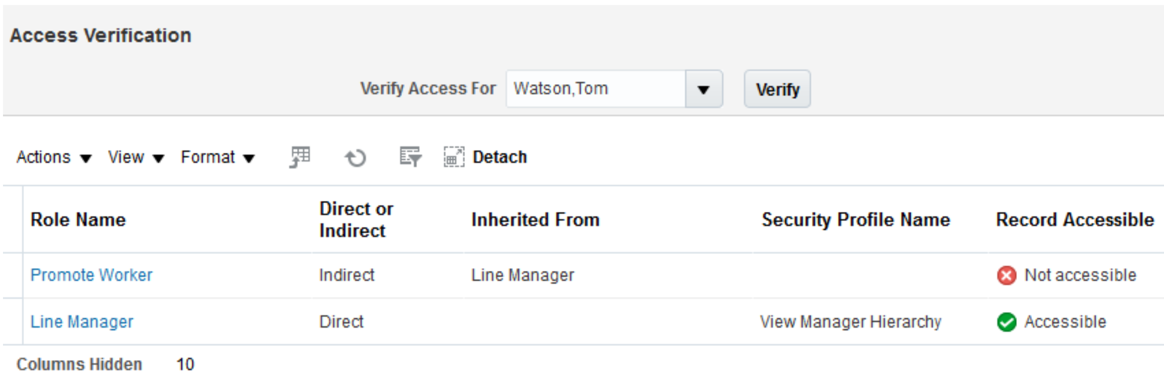
- The user expects to access an instance of a secured object, such as a person record, but cannot.
- The user expects to perform an action for a person, such as Promote Worker, but cannot.
- The user can access an instance of a secured object, but should not be able to.
- The user can perform an action on an object instance, but should not be able to.

As users typically have multiple roles, diagnosing these problems can be challenging. To help IT Security Managers with this task, a new user interface, Preview HCM Data Security, is provided in the Workforce Structures work area. Using this interface, you can analyze a user's data access based on all of his or her current roles and areas of responsibility.

To analyze data-access problems, you identify what the user was trying to do. For example, the user may have found the person record but not been able to select the Promote Worker action. You identify the data security privilege and data resource that control this access. If you know the names of the data security privilege and data resource, then you can select them. Alternatively, you can search for the associated data security policy by aggregate privilege name, for example.

In the Access Verification section of the page, you can see every instance of the data security policy granted to the user. In the Verify Access For field, you select the secured record that is the subject of this investigation and click **Verify**. For example, you select the person for whom the user did not see the Promote Worker action. The section is updated automatically to show:

- The roles to which the data security policy is granted, and how the user inherits those roles
- The security profiles, if any, assigned to the roles
- Whether any of the data security policies makes the record or action accessible to the user



The Access Verification Section

The information provided by the Preview HCM Data Security interface should be sufficient for you to diagnose and resolve most data-access issues.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

The user must have signed in at least once, as the analysis is based on data from the user's latest session.

ROLE INFORMATION

The Preview HCM Data Security page in the Workforce Structures work area is secured by the following function security privilege:

Function Security Privilege Name	Function Security Privilege Code
Preview HCM Data Security	PER_PREVIEW_HCM_DATA_SECURITY_PRIV

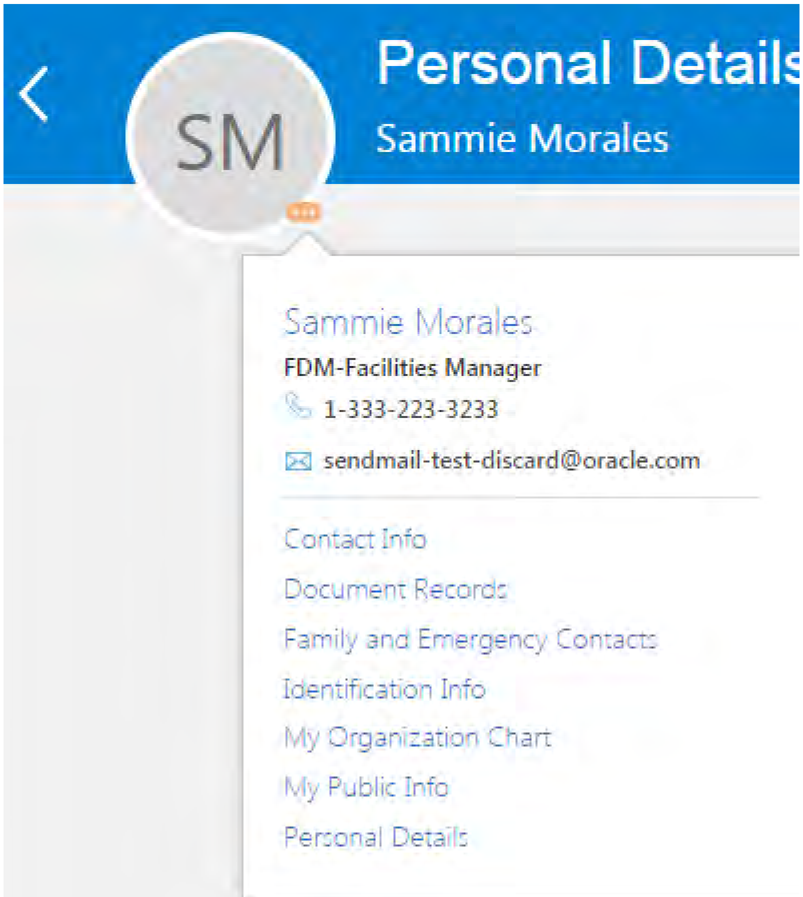
This privilege is granted to the predefined IT Security Manager job role. If you are using the predefined role, then no action is necessary. If you are using a custom version of this role, then you must grant the Preview HCM Data Security function security privilege to your custom role to use this feature.

See the Release 13 *Oracle Human Capital Management Cloud Security Upgrade Guide* on My Oracle Support (document ID 2023523.1) for instructions on implementing new features in existing roles.

REDESIGNED SMARTNAV AND SINGLE LIST OF ACTIONS

Use the newly designed SmartNav to quickly initiate an action for a person. In redesigned, responsive pages, SmartNav is available where ever there's a person image in the header region of the page. In classic, non-responsive pages where SmartNav is used, the old icon is replaced with the new icon and design.

A preselected list of actions appears in the SmartNav, HCM global search, and the Action menus on the My Team page and the spotlight for example.The list of actions is related to quick actions available to you. If you can access the action from Quick Actions, then you can also also access the action from this preselected list.



New SmartNav Design

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

SmartNav is only available in the desktop application. It's not available when accessing the HCM application from the phone.

Single List of Actions

- The list of actions is preselected and is not configurable.
- The action must be available in quick actions to be available in SmartNav, global search, and action menus.
- It's not possible to display different actions in SmartNav, HCM Global search, and in the actions menus.

HCM DATA LOADER

HCM Data Loader provides a flexible and efficient method of bulk loading business object data for data-migration and on-going incremental updates to Oracle Human Capital Management Cloud.

ENHANCED VALIDATION OF DATE-EFFECTIVITY ATTRIBUTES

Until now, you could include the **ReplaceFirstEffectiveStartDate** and **ReplaceLastEffectiveEndDate** attributes in the METADATA line for an object that was not date-effective without causing an import error. In this upgrade, validation is enhanced to identify these occurrences and raise errors if appropriate. You can now include the **ReplaceFirstEffectiveStartDate** and **ReplaceLastEffectiveEndDate** attributes in the METADATA lines of date-effective objects only.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

For information about whether a date-effective object supports one or both of these attributes, use the Initiate Data Load task in the Data Exchange work area to review the object attributes.

SUPPORT FOR ORACLE LEARNING OBJECTS

You can now load data for these Oracle Learning business objects using HCM Data Loader:

Business Object	**Description**
Classroom Resource	The location of an on-site, instructor-led activity.
Course	Teaching on a single subject with specific outcomes. A course has offerings that the learner can take to achieve the course outcomes.
Course Offering Pricing Defaults	The default pricing-rule values for a course offering.
Offering Custom Pricing	A custom pricing rule for a course offering.

The Course business object replaces the existing Course Learning Item business object, which is deprecated.

STEPS TO ENABLE

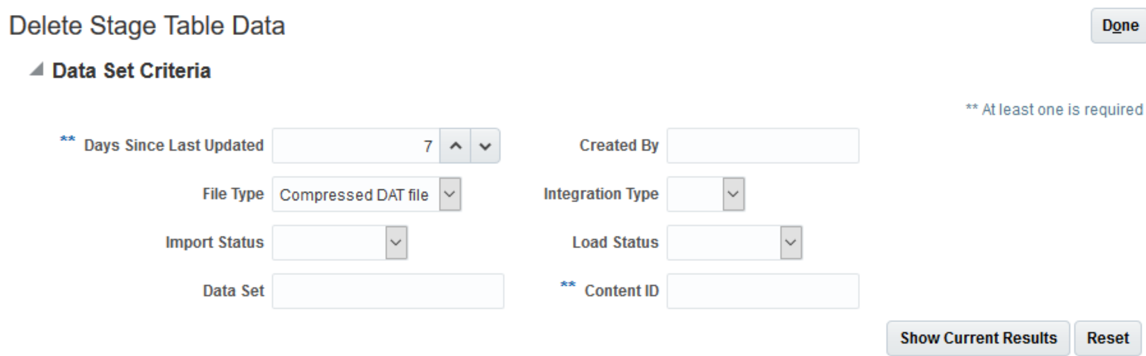
No steps are required to enable this feature.

SCHEDULE REGULAR DELETION OF STAGE TABLE DATA

For performance reasons, you should delete processed data sets that you no longer need in the HCM Data Loader stage tables. This recommendation is especially important for ongoing integrations, where data sets can accumulate in the stage tables. Until now, you could not schedule the regular deletion of data sets based on when they were last updated. In this update, the Delete Stage Table Data page has been redesigned to allow you to:

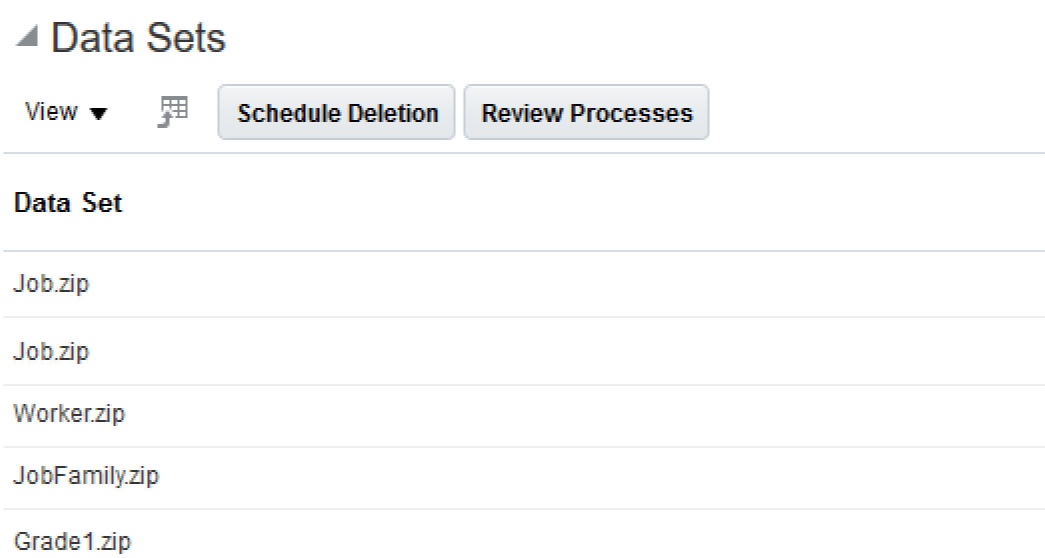
- Identify easily the data sets to be deleted.
- Schedule a recurring deletion request.

The Search section of the Delete Stage Table Data page is now the Data Set Criteria section.



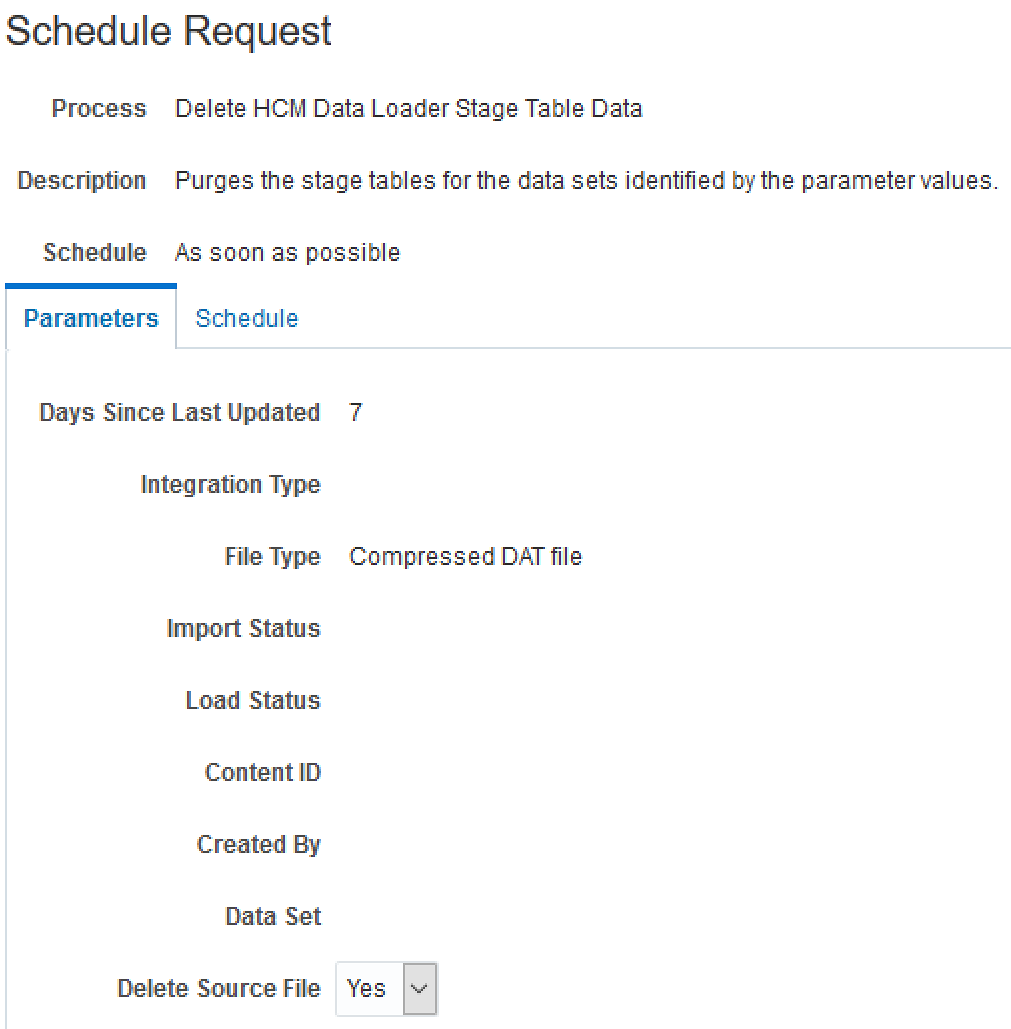
The Data Set Criteria Section

The **Last Updated After Date** and **Last Updated Before Date** fields have been removed. In their place, the section includes two new fields, **Days Since Last Updated** and **Data Set**. The **Days Since Last Updated** field has a default value of **30**, a maximum value of **60**, and a minimum value of **1**. For example, to identify any data set that has not been updated in the last week, you set this field to **7**. When you click **Show Current Results**, the page is updated to list all data sets that match the specified criteria. To create a recurring deletion request for any data sets that match your criteria, you click **Schedule Deletion** in the Data Sets section of the page after clicking **Show Current Results**.



The Schedule Deletion Button in the Data Sets Section

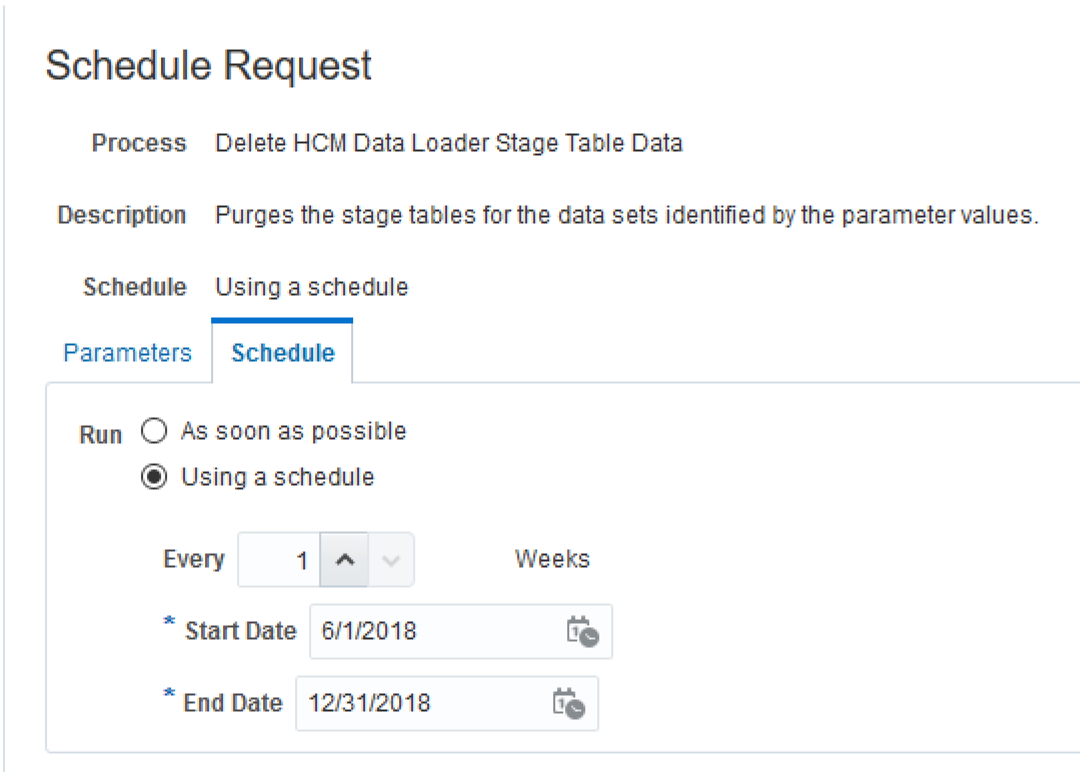
The Schedule Request page opens, showing the data set criteria from the Delete Stage Table Data page.



The Schedule Request Page, Parameters Tab

The only value that you can set here is **Delete Source File**. To change any of the other values, you must return to the Delete Stage Table Data page and enter new criteria in the Data Set Criteria section. After clicking **Show Current Results**, you can click **Schedule Deletion** again.

To create a schedule for regular deletion of the specified data sets, click the Schedule tab.



The Schedule Request Page, Schedule Tab

Specify how frequently the deletion is to occur, and set start and end dates before clicking **Submit**.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

All deletion requests initiate a deletion process. Click the **Review Processes** button on the Delete Stage Table Data page to review the status of your deletion requests. The log file for a process shows the request parameters and identifies the data sets that were deleted. Recurring deletion requests appear on this page with a parent process in **Wait** status. The parent process starts a child process for each scheduled deletion request.

When scheduling a deletion request, you specify a start date. These rules apply:

- If you set the start date to tomorrow's date, then the deletion process runs tomorrow and at specified intervals (for example, weekly) until the specified end date.
- If you set the start date to today's date, then the deletion process runs for the first time in one week's time, assuming a weekly frequency.

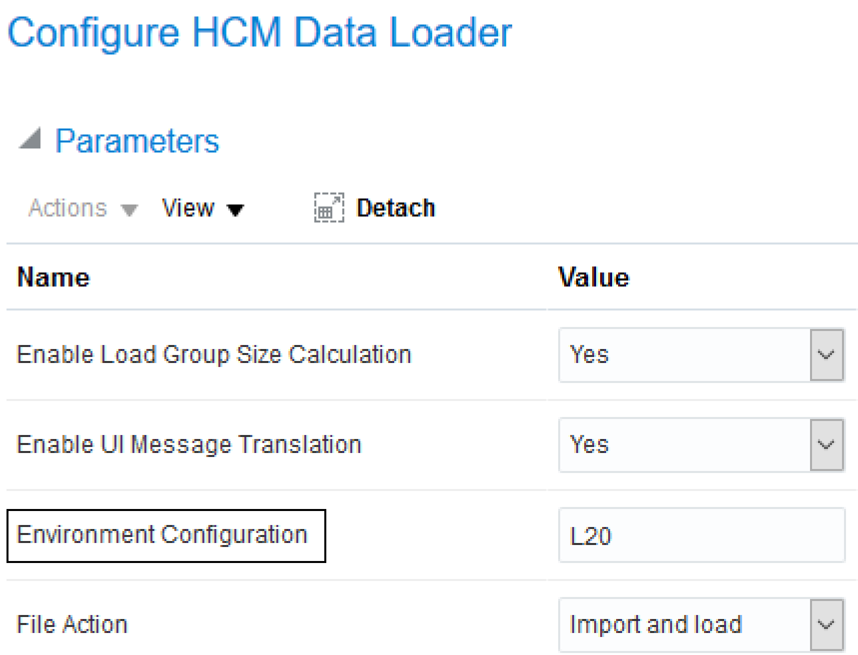
KEY RESOURCES

For more information, go to Applications Help for the following topic:

- Maintaining the HCM Data Loader Stage Tables: Procedure

AUTOMATIC VALIDATION OF MAXIMUM CONCURRENT THREADS FOR LOAD

A new HCM Data Loader configuration parameter, Environment Configuration, is provided in this release. The value of the parameter, which you obtain from Oracle Support, is 1 or 2 letters followed by a number in the range 0 through 99. For example, Oracle Support could supply a value such as M3 or L20. The value indicates the server configuration.



The Environment Configuration Parameter

HCM Data Loader uses this value to calculate the maximum number of concurrent threads that you can use when loading data. The resulting maximum value is used to validate the Maximum Concurrent Threads for Load value that you specify when:

- Setting the **Maximum Concurrent Threads for Load** parameter on the Configure HCM Data Loader page
- Importing and loading data on the Import and Load Data page
- Importing and loading data using a web service

If the value that you specify is higher than the validated maximum value, then an error is raised.

STEPS TO ENABLE

You must raise a service request (SR) to obtain the value of the **Environment Configuration** parameter for your environment. When you have this value from Oracle Support, follow these steps:

1. In the Setup and Maintenance work area, go to:
    - Functional Area: HCM Data Loader
    - Task: Configure HCM Data Loader
2. Set the **Environment Configuration** parameter using the value provided by Oracle Support.
3. Click **Save and Close**.

TIPS AND CONSIDERATIONS

If you don't set the **Environment Configuration** parameter, then the default value of the calculated maximum number of concurrent threads is 1000.

KEY RESOURCES

For more information, go to Applications Help for the following help topic:

- HCM Data Loader Configuration Parameters

NEW BUSINESS OBJECTS SUPPORTED

You can now load data for these Oracle Learning business objects:

Business Object	Description
Instructor Resource	Person who teaches learners how to achieve the learning outcomes associated with a course
Specialization	Multiple courses grouped as a single entity to help learners achieve goals that a single course can't address

You can now load data for these Oracle Global Payroll business objects:

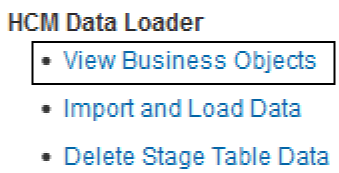
Business Object	Description
Fast Formula	Business rules for performing calculations and validations in HCM
Fast Formula Global	Global values that can be used in formulas to support HCM business rules
Payroll Balance Definition	Definitions of balances used in calculations and reporting
Payroll Consolidation Group	A grouping of payroll runs in the same time period for the same payroll for purposes of reporting, costing, and post run processing
Payroll Definition	The definition of a payment frequency, processing schedule, and other values for a payroll
Payroll Element Definition	Rules that govern how elements such as earnings and deductions are processed in the payroll run
Payroll Element Run Type Usage	A definition of how an element is used with a run type
Personal Payment Method	The method by which a worker receives part or all of his or her compensation

STEPS TO ENABLE

No steps are required to enable this feature.

VIEW BUSINESS OBJECTS TASK

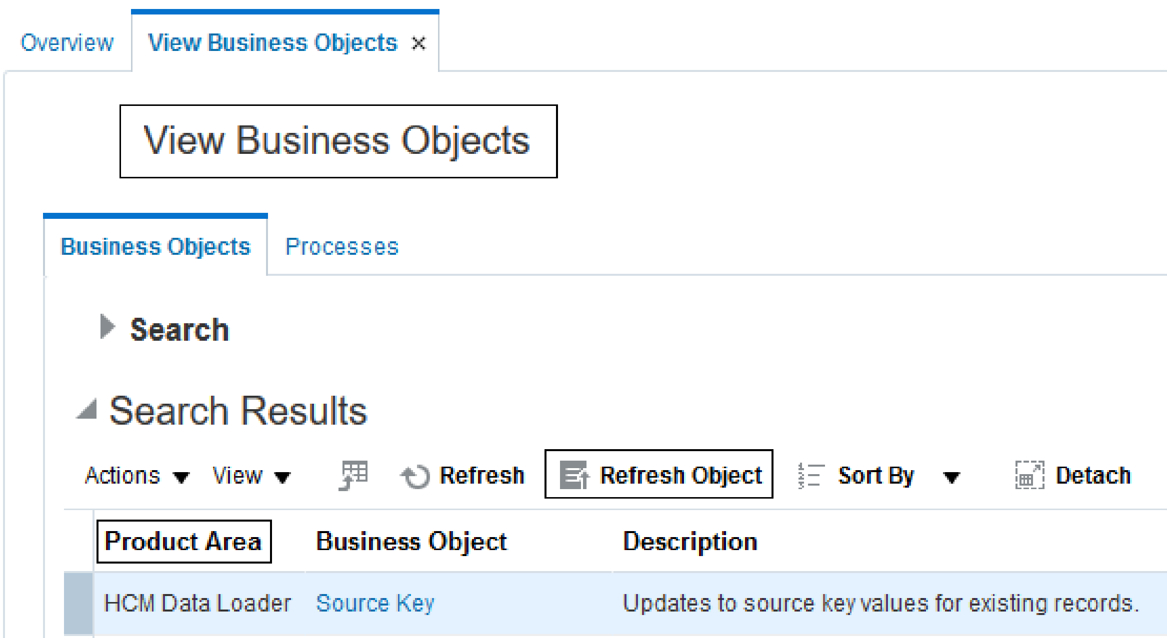
In this update, the name of the Initiate Data Load task is changed to View Business Objects to indicate clearly the scope of the task.



The View Business Objects Task in the Tasks Panel Tab of the Data Exchange Work Area

Similarly, the name of the Initiate Data Load page is now View Business Objects. In addition:

- The **Generate Template** and **Generate Templates** actions are now replaced by the **Refresh Object** and **Refresh All Objects** actions. When you refresh an object, its attribute details are updated and an up-to-date template is generated. The template includes complete METADATA lines for the object.
- The View Business Objects page now shows the product area, attribute labels, and attribute descriptions for many objects. Providing these details is an ongoing enhancement that will be completed in future upgrades.



The Latest View Business Objects Page

STEPS TO ENABLE

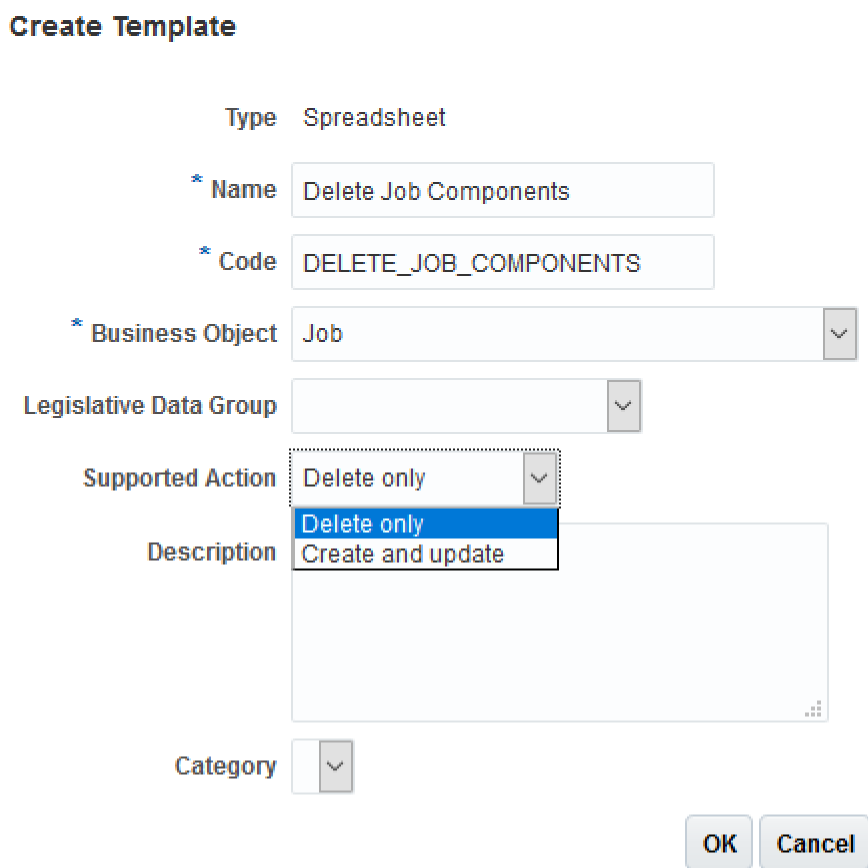
No steps are required to enable this feature.

HCM SPREADSHEET DATA LOADER

HCM Spreadsheet Data Loader provides a flexible and efficient method of bulk loading business object data for data-migration and on-going incremental updates to Oracle Human Capital Management Cloud.

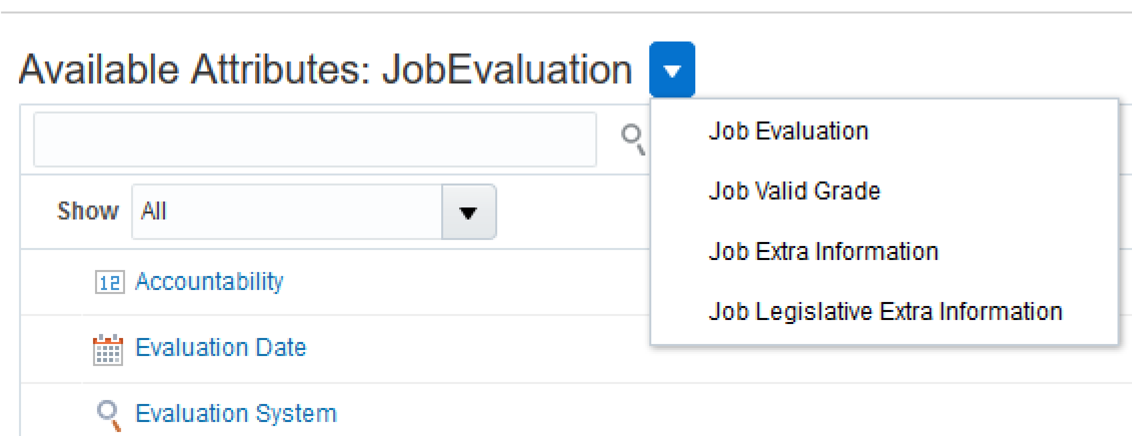
DELETE DATA USING HCM SPREADSHEET DATA LOADER

You can now use HCM Spreadsheet Data Loader to delete data. To enable data deletion, you create a spreadsheet template that supports the **Delete only** action.



The Create Template Dialog Box Showing Supported Actions

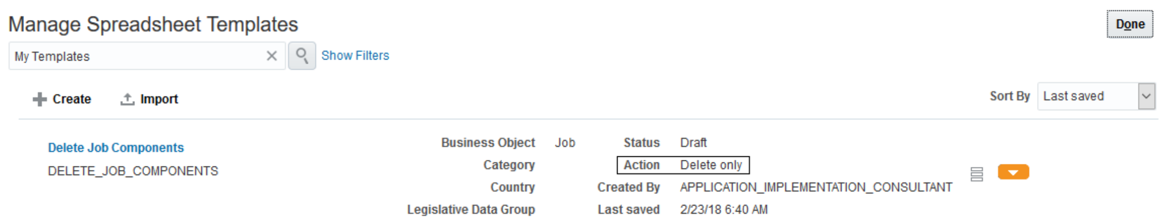
The **Delete only** action is available for business objects with at least one component that supports deletion. If you select **Delete only**, then on the Design page you see only those components that you can delete.



The Design Page Showing Components That Can Be Deleted

When you move an attribute to the Selected Attributes section of the Design page, all attributes that are required to identify the component to be deleted are moved across at the same time.

On the Manage Spreadsheet Templates and Run Spreadsheet Data Loader pages, you can see whether any spreadsheet supports deletion.



The Manage Spreadsheet Templates Page Showing Supported Actions

STEPS TO ENABLE

No steps are required to enable this feature.

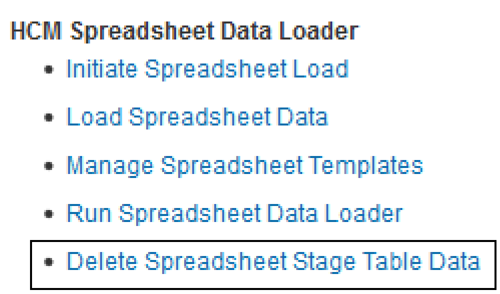
KEY RESOURCES

For more information, go to Applications Help for the following topics:

- Creating and Editing Spreadsheet Templates: Procedure
- Deleting Data Using HCM Spreadsheet Data Loader: Explained

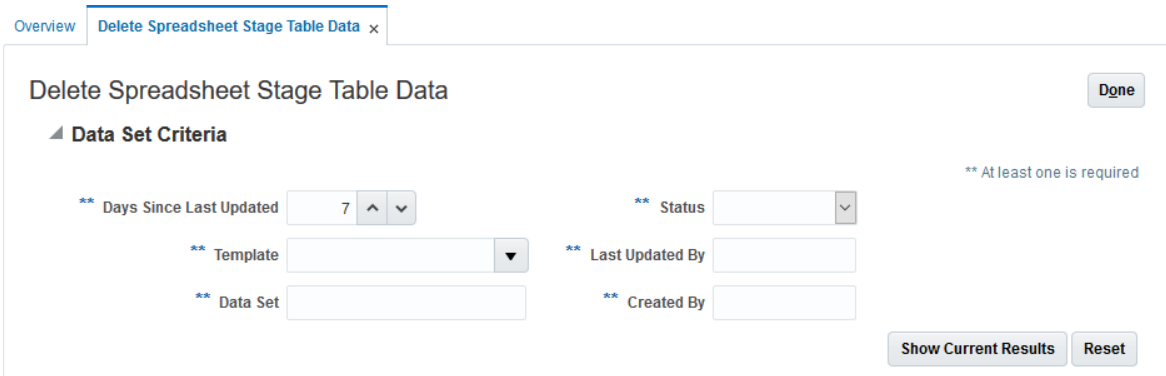
DELETE STAGE TABLE DATA

Data that you upload using HCM Spreadsheet Data Loader is imported first to the HCM Spreadsheet Data Loader stage tables. From there, it is imported to the HCM Data Loader stage tables and then loaded to the application tables. When processed data sets accumulate in the HCM Spreadsheet Data Loader stage tables, data-loading performance may be adversely affected. So that you can schedule the regular deletion of processed data sets from the HCM Spreadsheet Data Loader stage tables, a new task is provided in the Data Exchange work area.



The Delete Spreadsheet Stage Table Data Task in the Data Exchange Work Area

The Delete Spreadsheet Stage Table Data task opens the Delete Spreadsheet Stage Table Data page, where you can identify data sets to delete by setting criteria in the Data Set Criteria section.

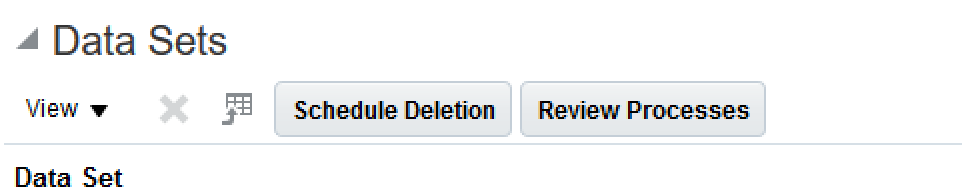


The Data Set Criteria Section

Set these criteria as follows:

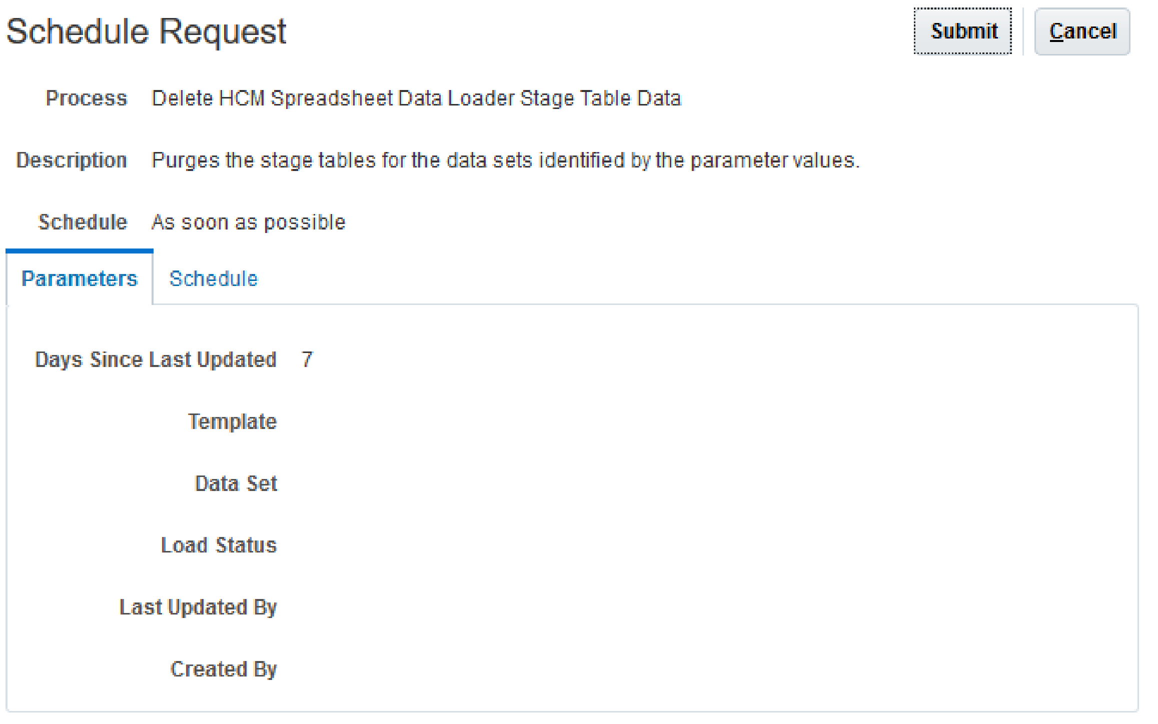
- **Days Since Last Updated**: Specify the number of days since the data set was last updated. For example, to identify any data set not updated in the last week, set this field to **7**. The default value is **30**, the maximum value is **60**, and the minimum value is **1**.
- **Template**: Select an HCM Spreadsheet Data Loader template to identify any data set created in spreadsheets generated from the template.
- **Data Set**: Specify a particular data set. If multiple spreadsheets have been used to load the data set, then they are all listed.
- **Status**: Select one of:
    - Import completed with errors
    - Load completed with errors
    - Load successful
    - Ready to process
- **Last Updated By**: Enter the user name of the user who last updated the data set.
- **Created By**: Enter the user name of the user who created the data set.

After setting the data set criteria, you click **Show Current Results** to list data sets that currently match those criteria. In the Data Sets section of the page, you can select individual data sets and delete them. Alternatively, to delete all data sets that currently match your criteria, you click **Schedule Deletion**.



The Schedule Deletion Button in the Data Sets Section

The Schedule Request page opens.

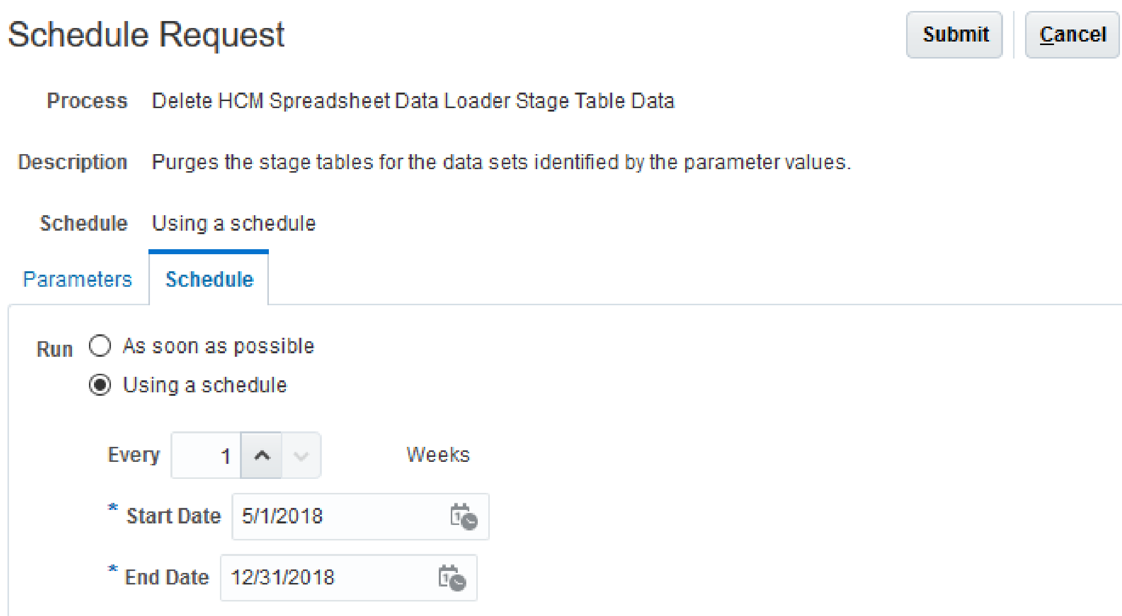


The Schedule Request Page, Parameters Tab

The parameter values that appear on the Parameters tab are carried forward from the Data Set Criteria section of the Delete Spreadsheet Stage Table Data page. To change them, you must go back to that page, enter the new criteria, click **Show Current Results**, and then click **Schedule Deletion**.

> **NOTE**: You must click **Show Current Results** before you click **Schedule Deletion**. Otherwise, the data set criteria are not updated on the Parameters tab of the Schedule Request page.

You can click **Submit** on the Schedule Request page to delete the data sets that you identified on the Delete Spreadsheet Stage Table Data page. Alternatively, you can schedule the regular deletion of data sets that match the specified criteria. For example, you can create a request to run the deletion process weekly to delete any data set that has not been updated in the last 7 days. To schedule the deletion process, click the Schedule tab.



The Schedule Request Page, Schedule Tab

Specify how frequently the deletion is to occur, and set start and end dates before clicking **Submit**.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

When you perform the Delete Spreadsheet Stage Table Data task, data sets are deleted from both the HCM Spreadsheet Data Loader and HCM Data Loader stage tables. However, if you delete spreadsheet data sets explicitly from the HCM Data Loader stage tables, then they remain available in the HCM Spreadsheet Data Loader stage tables.

All deletion requests initiate a deletion process. Click the **Review Processes** button on the Delete Spreadsheet Stage Table Data page to review the status of your deletion requests. The log file for a process shows the request parameters and identifies the data sets that were deleted.

Recurring deletion requests appear on this page with a parent process in **Wait** status. The parent process starts a child process for each scheduled deletion request.

When scheduling a deletion request, you specify a start date. These rules apply:

- If you set the start date to tomorrow's date, then the deletion process runs tomorrow and at specified intervals (for example, weekly) until the specified end date.
- If you set the start date to today's date, then the deletion process runs for the first time in one week's time, assuming a weekly frequency.

KEY RESOURCES

For more information, go to Applications Help for the following topic:

- Maintaining the HCM Spreadsheet Data Loader Stage Tables: Procedure

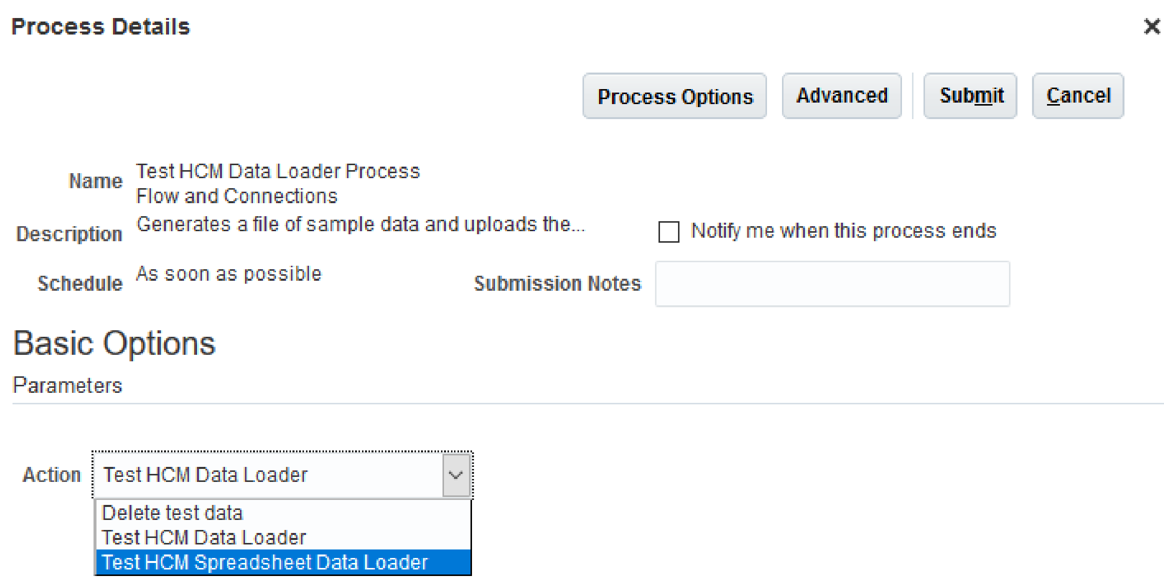
ROLE INFORMATION

A new function security privilege, Delete HCM Spreadsheet Data Loader Stage Data (HRC_DELETE_HSDL_STAGE_DATA_PRIV), secures the Delete Spreadsheet Stage Table Data task and user interface. This function security privilege is granted by default to the predefined Human Capital Management Integration Specialist job role. If you are using this predefined role, then no action is necessary. If you are using a custom version of the role, then you must add this function security privilege to your custom role to use this feature.

See the Release 13 *Oracle Human Capital Management Cloud Security Upgrade Guide* on My Oracle Support (document [2023523.1](2023523.1)) for instructions on implementing new features in existing roles.

TEST HCM SPREADSHEET DATA LOADER PROCESS FLOW AND CONNECTIONS

You may want to test HCM Spreadsheet Data Loader end-to-end processing without creating unwanted data. To perform this testing, you can now use the Test HCM Data Loader Process Flow and Connections process. When running the process, select the Test HCM Spreadsheet Data Loader action.

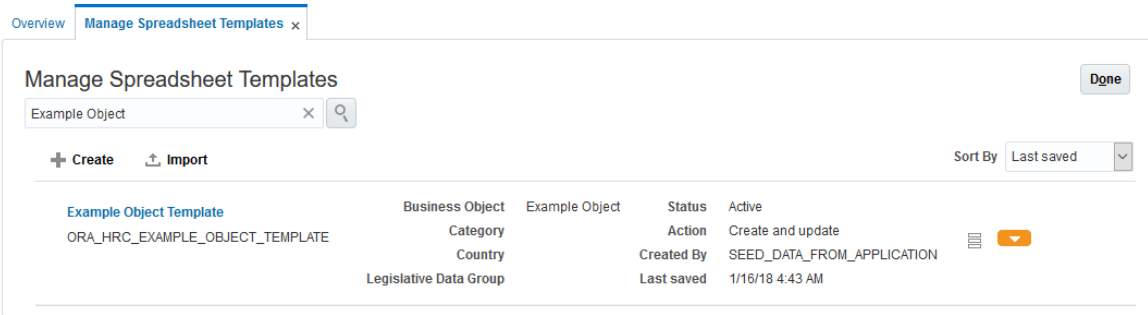


Selecting the Test HCM Spreadsheet Data Loader Action

The process:

1. Generates a .csv file of data for the example object
2. Initiates HCM Spreadsheet Data Loader to import and load the example data

A new, predefined spreadsheet template is provided for the example object. The generated .csv file is based on this template.



The Example Template on the Manage Spreadsheet Templates Page

The example object for spreadsheet loading:

- Has child and grandchild components
- Supports create and update actions
- Has attributes of most data types

Approximately 200 records of example data are generated. They are imported and loaded to the object's own tables. No data is saved to the application tables. The process produces a log file, which you can access on the Scheduled Processes page.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

You are recommended to run the Test HCM Data Loader Process Flow and Connections process periodically to delete the test data and associated data sets. When you run the process, set the **Action** parameter to **Delete test data**. The process deletes all example data, regardless of whether it was created by HCM Data Loader or HCM Spreadsheet Data Loader. It generates a file of HCM Data Loader DELETE instructions, adds the file to the DeleteExampleObject||<date and time>||.zip file, and uploads it.

KEY RESOURCES

For more information, go to Applications Help for the following topic:

- Testing the HCM Spreadsheet Data Loader Process Flow and Connections: Explained

REDESIGNED USER EXPERIENCE

Increase user satisfaction with the redesigned pages that now have the same look and feel on desktop and mobile devices. These redesigned pages are both responsive and easy to use on any device, with a modern look and conversational language. Clutter-free pages, with clean lines and just the essential fields, can be personalized to suit.

The Self-Service Pages Redesigned below are all part of the Redesigned Cloud User Experience.

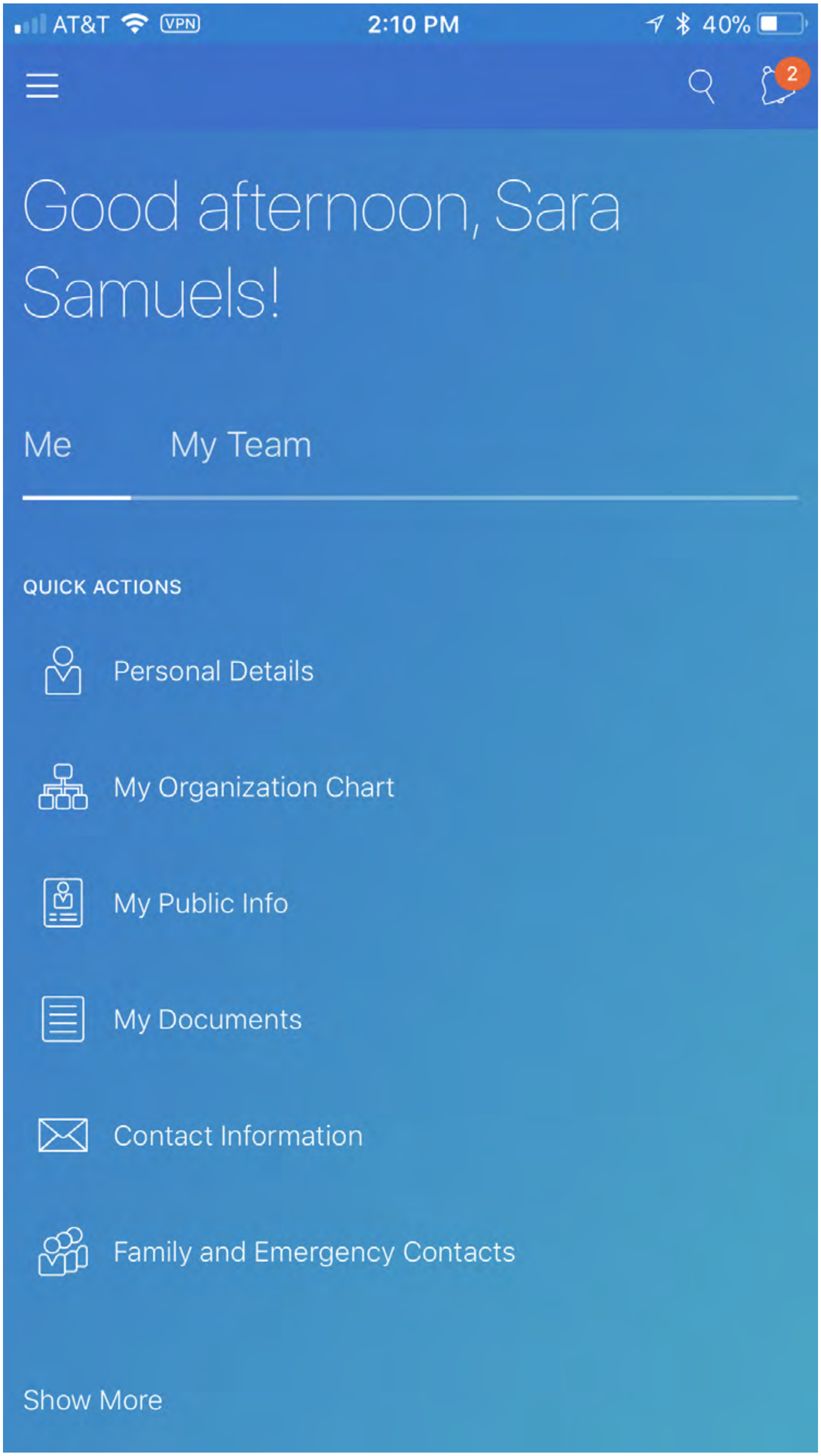
REDESIGNED ORACLE HCM CLOUD MOBILE APP

The Oracle HCM Cloud mobile app mirrors your redesigned HCM Cloud experience as when using the mobile browser. Using Oracle HCM Cloud, you can access your HCM cloud application in a native mobile app that you download from Apple App Store or Google Play Store. There is no separate configuration or security for the new app. The same responsive user experience enabled in the web application is available in the mobile app, and provides a seamless and consistent experience when managing yourself, your team, and your organization.

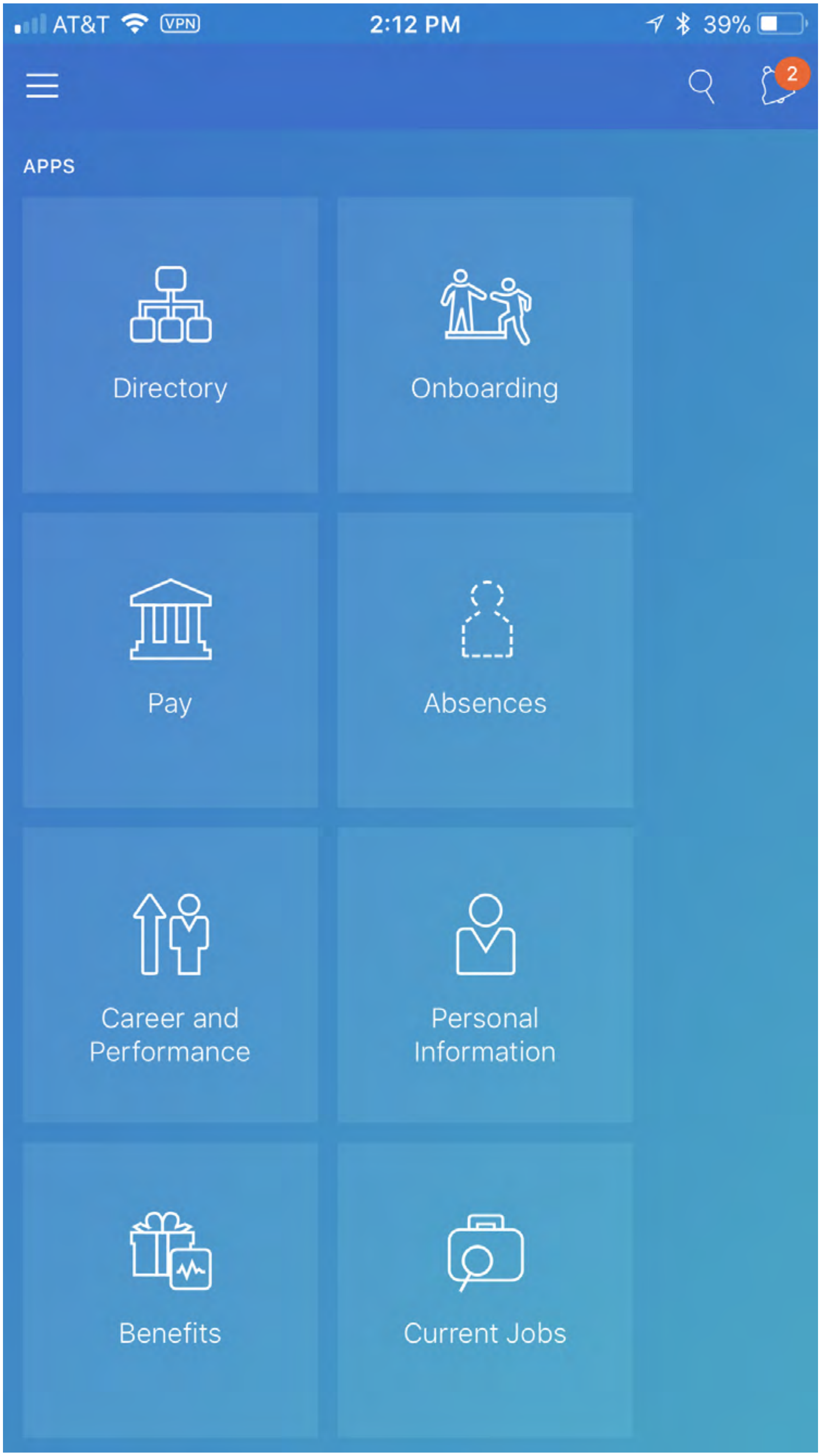
As a new hire, you can view and manage your onboarding tasks on your first day of work. As an employee, you can manage your personal information, view your payslip, manage your goals, view and manage your benefits elections, manage your skills and qualifications, look up colleagues in the directory, and much more. As a manager, you can hire an employee, promote, transfer, change the working hours, and manage salary and compensation of current employees. You can also use My Team to stay informed of your team's overall employment, compensation, and talent information. All users can also view their notifications and approve or reject a request from their mobile device using this application.

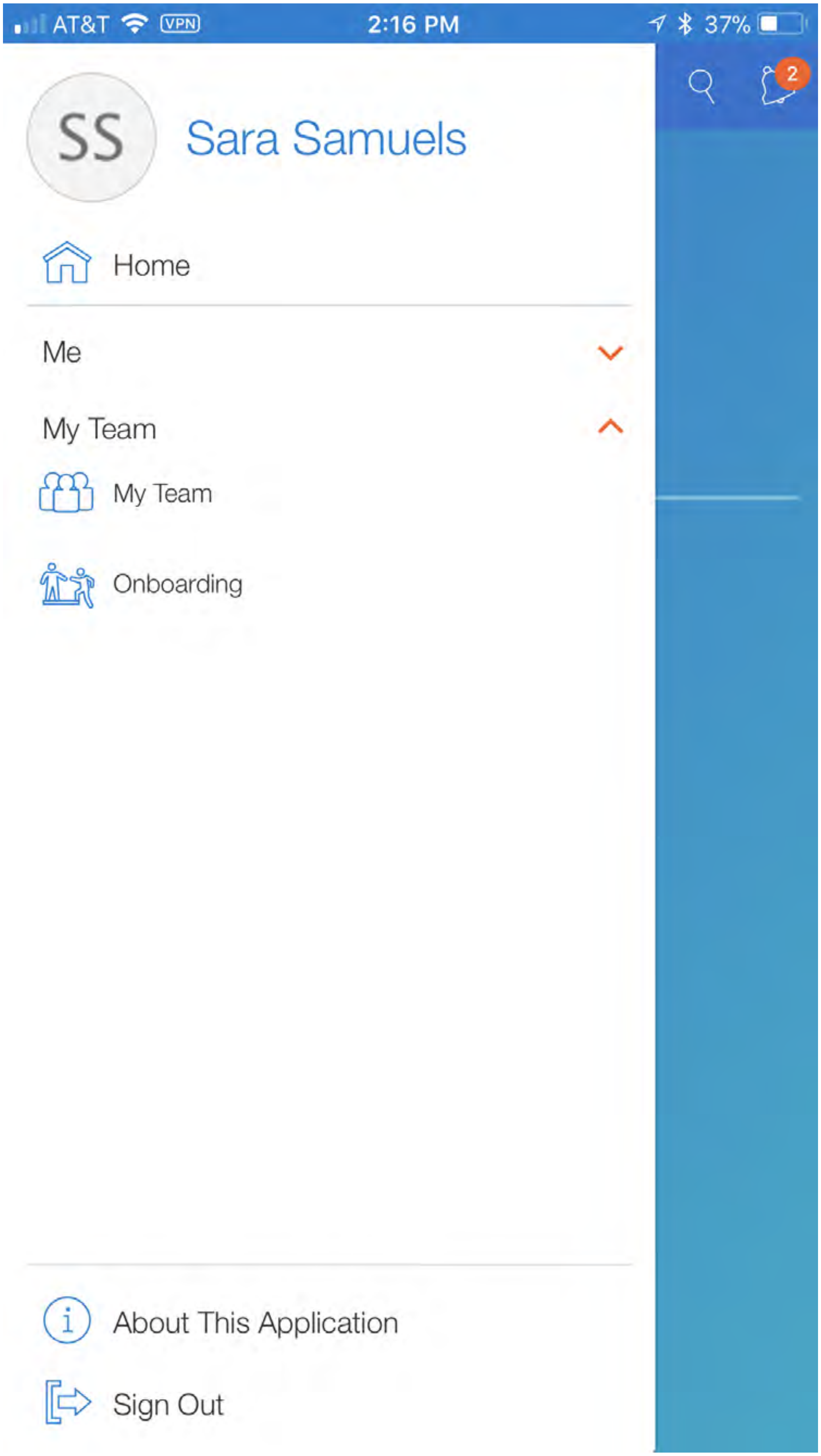
Accessing your HCM Cloud application in a native mobile app gives you the ability to:

- Save account URLs.
- Use AppConfig or custom URL schemes to automatically add accounts to the app.
- Receive an alert to notify you when you are offline instead of timing out.
- Limit users who can install the app using MDM / EMM (when mobile browser access is also limited).

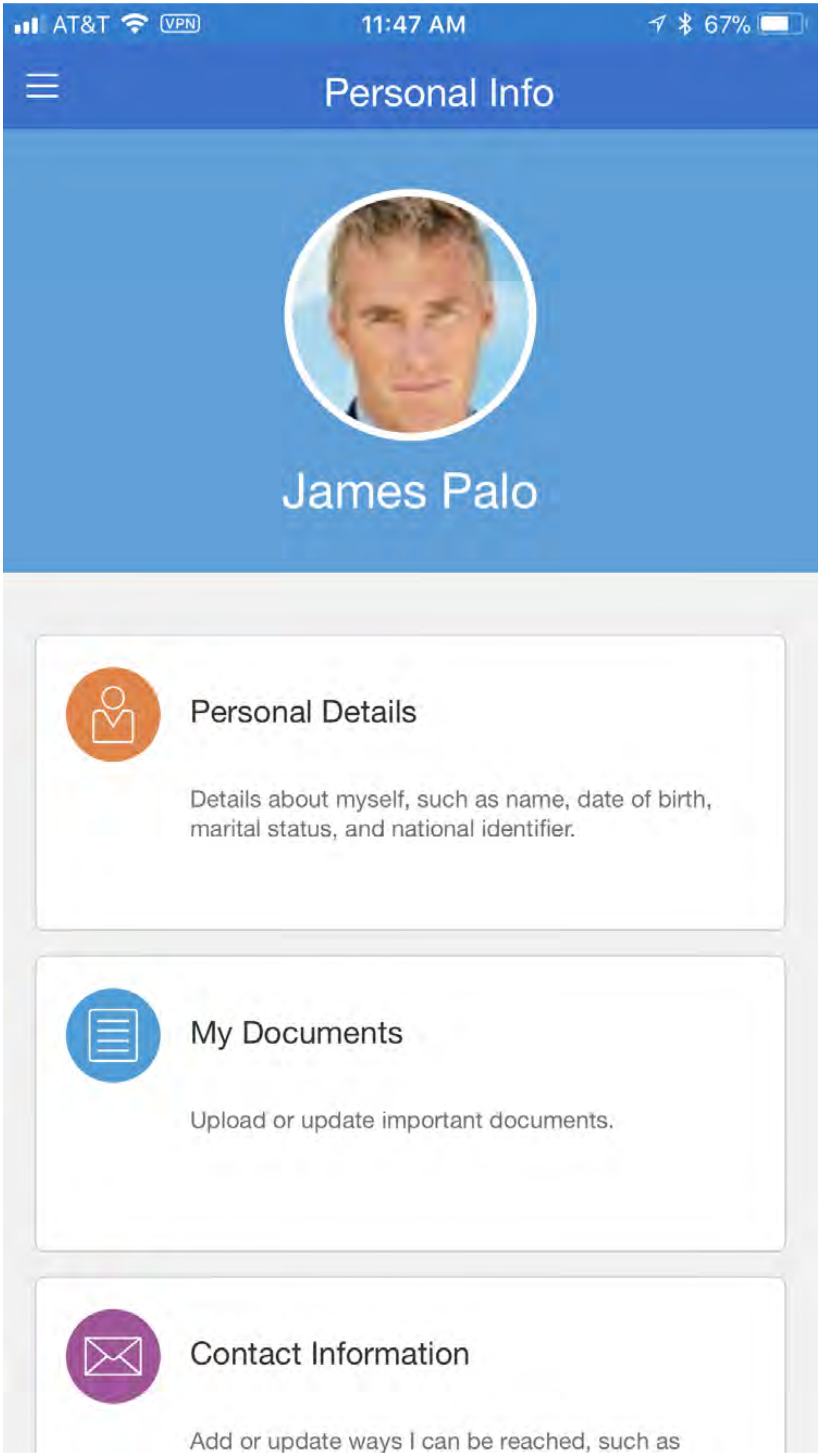


Quick Actions


AT&T
VPN
2:12 PM
39%
2
APPS
Directory
Onboarding
Pay
Absences
Career and Performance
Personal Information
Benefits
Current Jobs
Apps



Menu - Only Enabled Responsive Entries Display



Redesigned User Experience in the Desktop

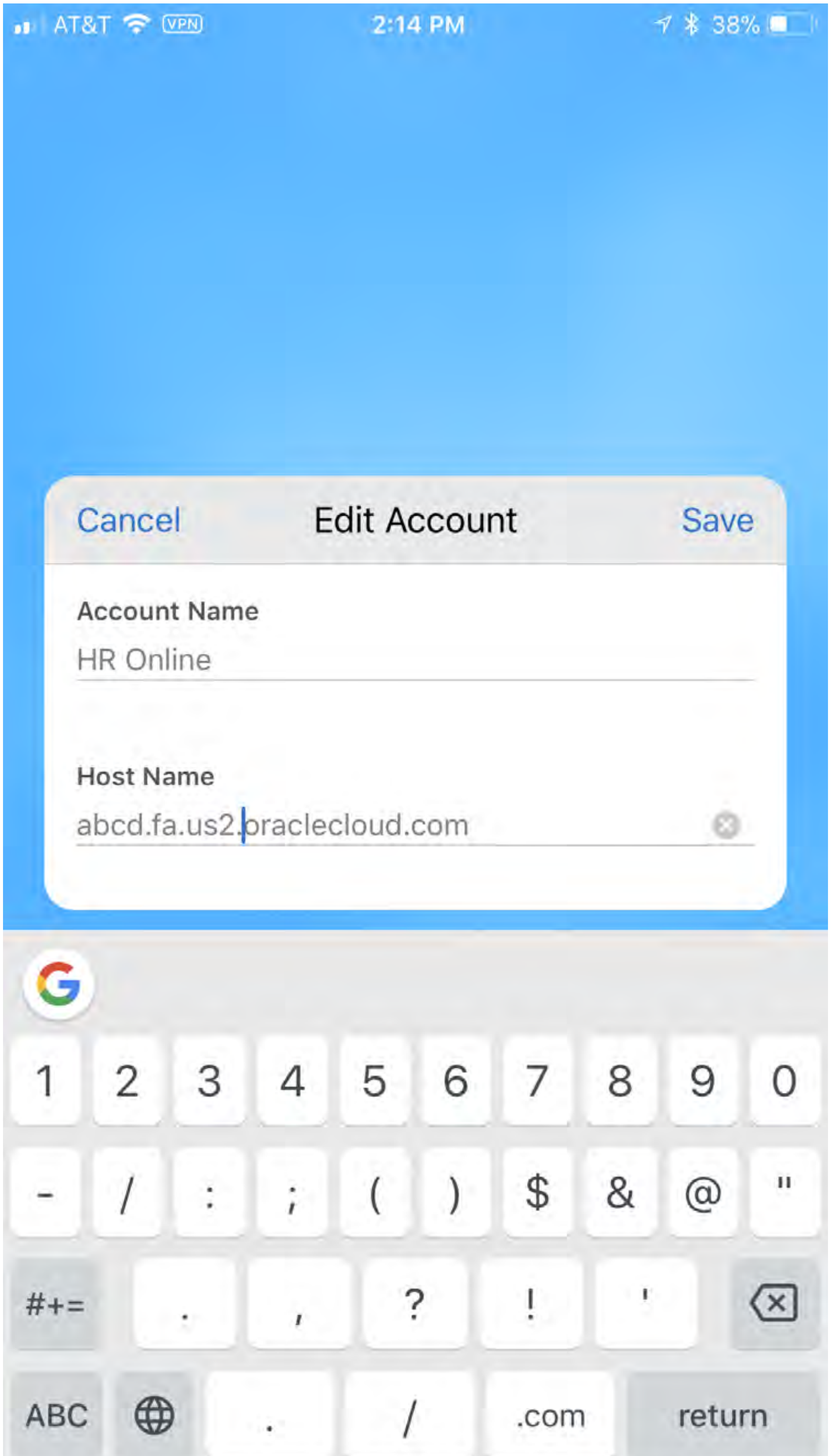
STEPS TO ENABLE

Prerequisites:

- Mobile responsive pages must be enabled. You do this by creating the profile option HCM_RESPONSIVE_PAGES_ENABLED and at least 1 other responsive profile option, such as PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED, and setting the profile values to Y. See the Key Resources section to see what profiles options there are.
- You must be on release Update 18B or higher.to use this.

To download the app:

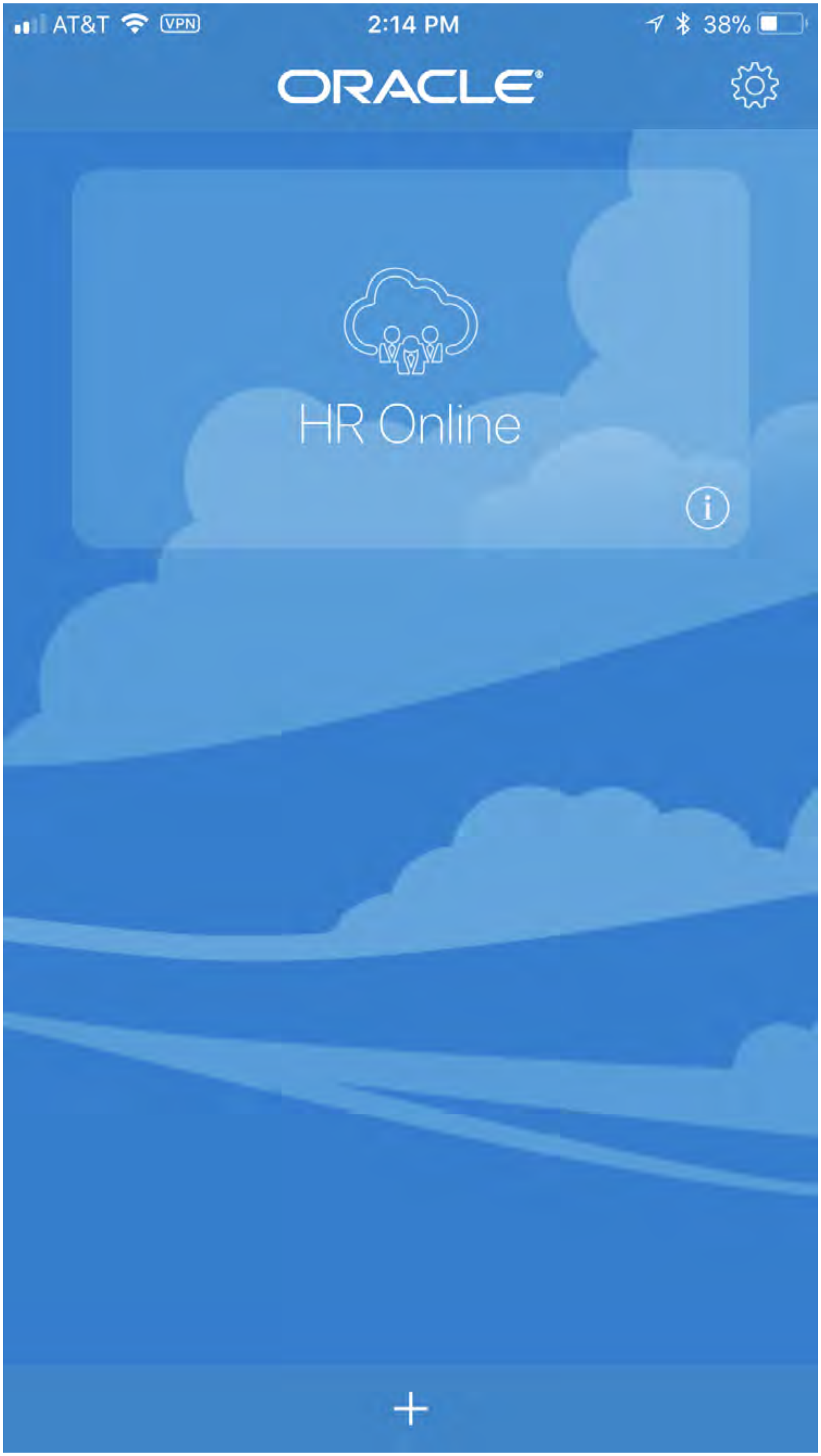
1. Employees download **Oracle HCM Cloud** from the Apple App Store or Google Play Store.   Add an
2. account by entering:
    - **Account Name**, such as the company's name for the HR application.
    - **Host Name**. For example, if your HCM Application server URL is https://abcd.fa.us2.oraclecloud.com/homePage/faces/FuseWelcome, enter abcd.fa.us2.oraclecloud.com.
3. Tap on Save.
4. Sign in using your HCM Cloud credentials.



Edit Account

For implementers and administrators who want to set up multiple accounts for testing purposes:

1. From the accounts page, click the Settings icon in the top right corner.


AT&T
VPN
2:14 PM
38%
ORACLE
HR Online

2. Slide **Multiple Accounts** to the right to turn it on.

3. Make sure your primary host name is correct. If not, edit it.
4. Click Add (+) at the bottom of the screen to add another account.

TIPS AND CONSIDERATIONS

- You must have access to an HCM Cloud environment on Update 18B or later.
- Your HCM Cloud home page must be configured to use the News Feed Default Layout.
- You must have an active Oracle HCM Cloud Applications user account.
- Your mobile device must have internet access and be connected to a live HCM Cloud server.
- Features and functionality mirror your HCM Cloud mobile browser experience. Only mobile responsive features enabled in your HCM Cloud web application are available on the phone. Mobile responsive and classic features are available on the tablet.
- Features and functionality vary based on licensed and implemented HCM applications.
- You cannot enable or disable functionality for the mobile app only. Configurations must be done in your desktop application to enable or disable functionality globally for all devices.
- Oracle HCM Cloud is a brand new app and not an upgrade of Oracle HCM Cloud (Original). If using the current Oracle HCM Cloud (Original) app, you must delete that app and install this new version of the app, Oracle HCM Cloud (Original) app can no longer be used.
- Oracle HCM Cloud does not provide the same feature functionality as Oracle HCM Cloud (Original).
- Access to classic, non-responsive pages is available in the tablet version of the app and the desktop application.
- The mobile app is only available for use by HCM Cloud customers. It's not available to on premise customers.

KEY RESOURCES

For more information on Responsive User Experience Profile Options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information - Profile Options and Displayed Fields (Document ID 2399671.1)

HCM COMMON

PERSON SPOTLIGHT REDESIGNED

The person spotlight page is redesigned for ease of use and responsiveness on all devices. The person spotlight is a person centric work area that displays different information about a worker in vertical tabs. The information that you can see depends on your security access. The changes in these pages include:

1. The person spotlight page can be accessed from the following pages
    - Global search
    - Directory
    - My Team
    - Organization Chart
2. The following tabs are newly added - Check-Ins, Payslip, Payment Methods, Absence, and Benefits Summary
3. You can now configure the person spotlight page using the HCM Page Configurator. You can change the tab names, sequencing, and tab access using the new configuration page, making it easier to manage your organization's requirements.

    The following table lists the tabs in the person spotlight, the roles for which the tabs are available, and if the functionality exists in a mobile device:

Tab	Available to	Responsive Version Available?
Public Person Info	Everyone	Yes
Goals	Employee, Line Manager, HR Specialist	Yes
Contact Info	Employee	Yes
Document Records	Employee, Line Manager, HR Specialist	Yes
Employment	Employee, Line Manager, HR Specialist	Yes
Payslips	Employee	Yes
Payment Methods	Employee	Yes
Compensation	Employee, Line Manager, HR Specialist	Yes
Absences Record	Employee, Line Manager, HR Specialist	
Benefits Summary	Employee	
Check-Ins	Employee, Line Manager, HR Specialist	
Career Planning	Employee, Line Manager, HR Specialist	

STEPS TO ENABLE

In order to enable the new person spotlight pages, you must create and enable the respective profile options after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option:

Tab	Profile Option
Public Person Info	PER_DIRECTORY_RESPONSIVE_ENABLED
Goals	PER_DIRECTORY_RESPONSIVE_ENABLED
Document Records	PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED
Employment	PER_EMPLOYMENT_GUIDED_FLOWS_RESPONSIVE_ENABLED
Payslips	PAY_PAYROLL_RESPONSIVE_ENABLED
Payment Methods	PAY_PAYROLL_RESPONSIVE_ENABLED
Compensation	CMP_COMPENSATION_RESPONSIVE_ENABLED
Absence	ANC_ABSENCES_RESPONSIVE_ENABLED
Benefits Summary	BEN_ENROLLMENT_RESPONSIVE_ENABLED

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.

2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled. when you click on the person name, it will take you to the new person spotlight pages and the old pages will no longer be available.

TIPS AND CONSIDERATIONS

- The person spotlight redesigned pages are displayed when the tab-specific profile options are enabled. On a desktop, the classic, nonresponsive pages are displayed for tabs that are not enabled for responsiveness. On a mobile device, only the redesigned pages are displayed. Refer to the What's New for the Redesigned User Experience features to learn about the new, responsive pages.
- Since the person spotlight page is new, any required Page Composer personalizations must be applied on the new page.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

For more information on HCM Page Configurations Simplified, refer to the What's New on the Release Readiness site for 18B for the following topic:

- HCM Page Configurations Simplified

ROLE INFORMATION

The privilege required to access the person spotlight work area is as follows:

FUNCTION SECURITY PRIVILEGE

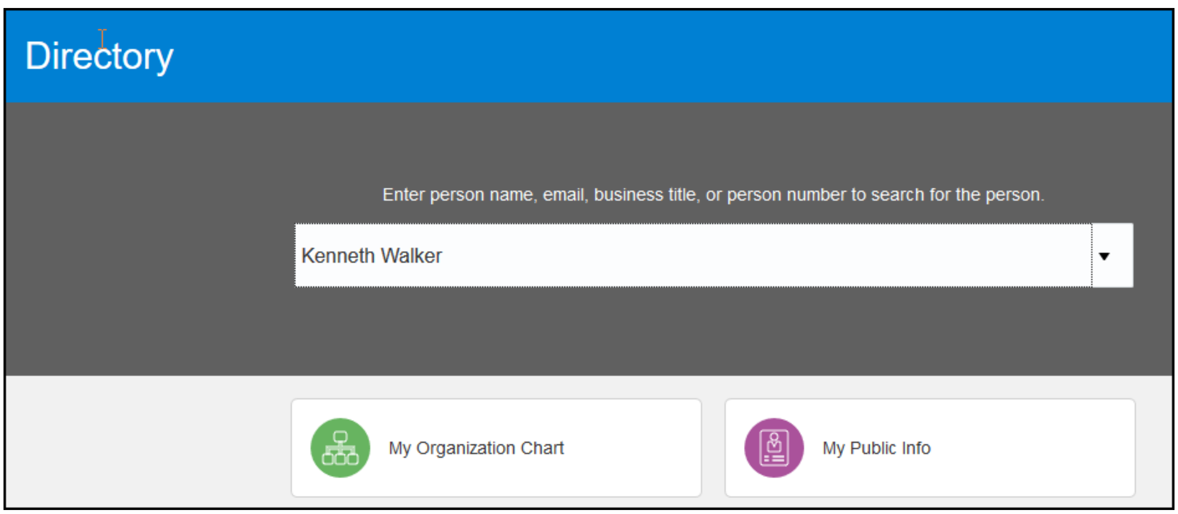
Privilege Name and Code	Job Role Name and Code
Access Person Spotlight	Employee
PER_ACCESS_PERSON_SPOTLIGHT_PRIV	Contingent Worker

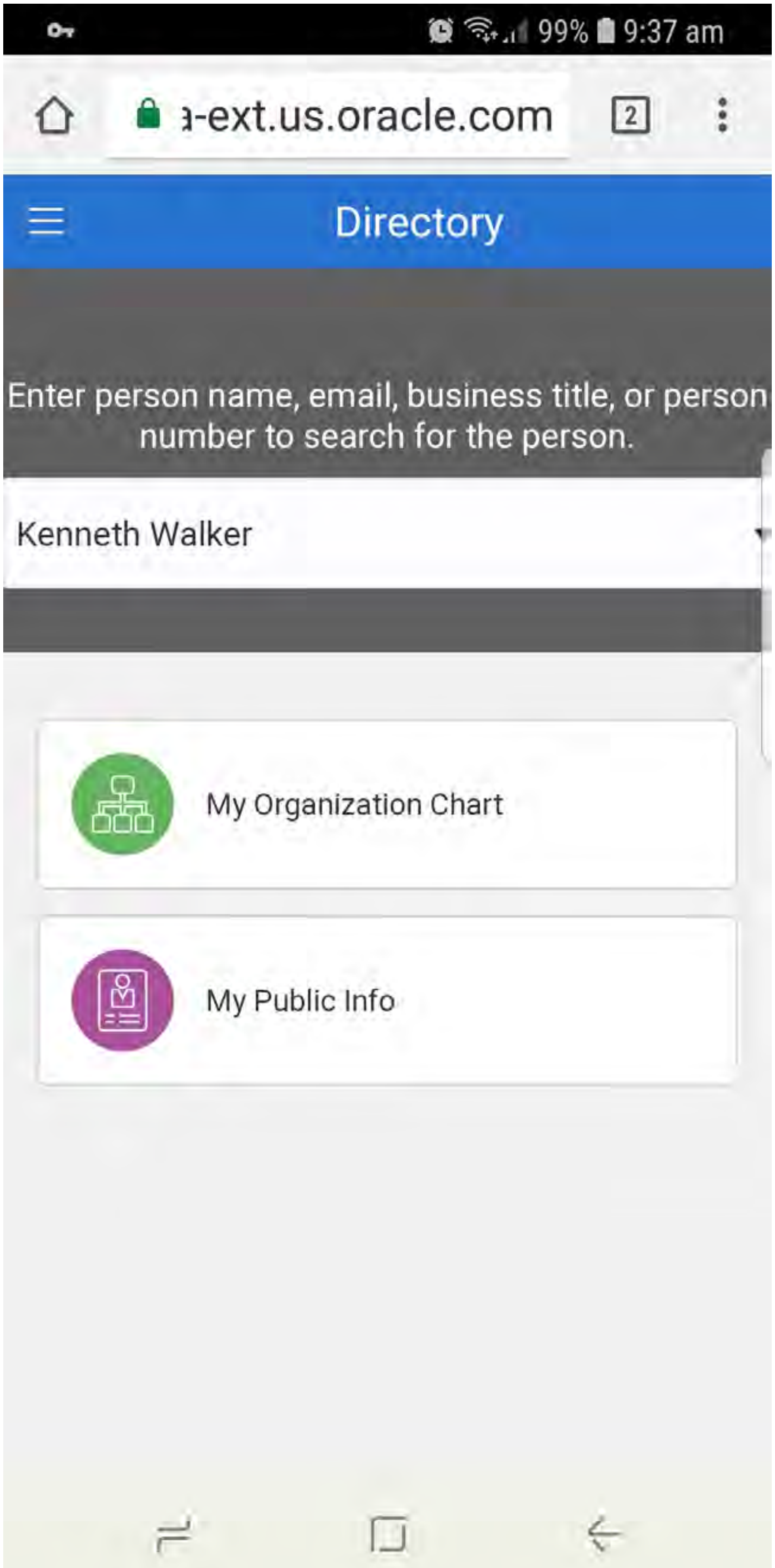
However, product level security may be required to access specific tabs or data within the person spotlight.

DIRECTORY, ORGANIZATION CHART, AND PUBLIC INFORMATION PAGES REDESIGNED

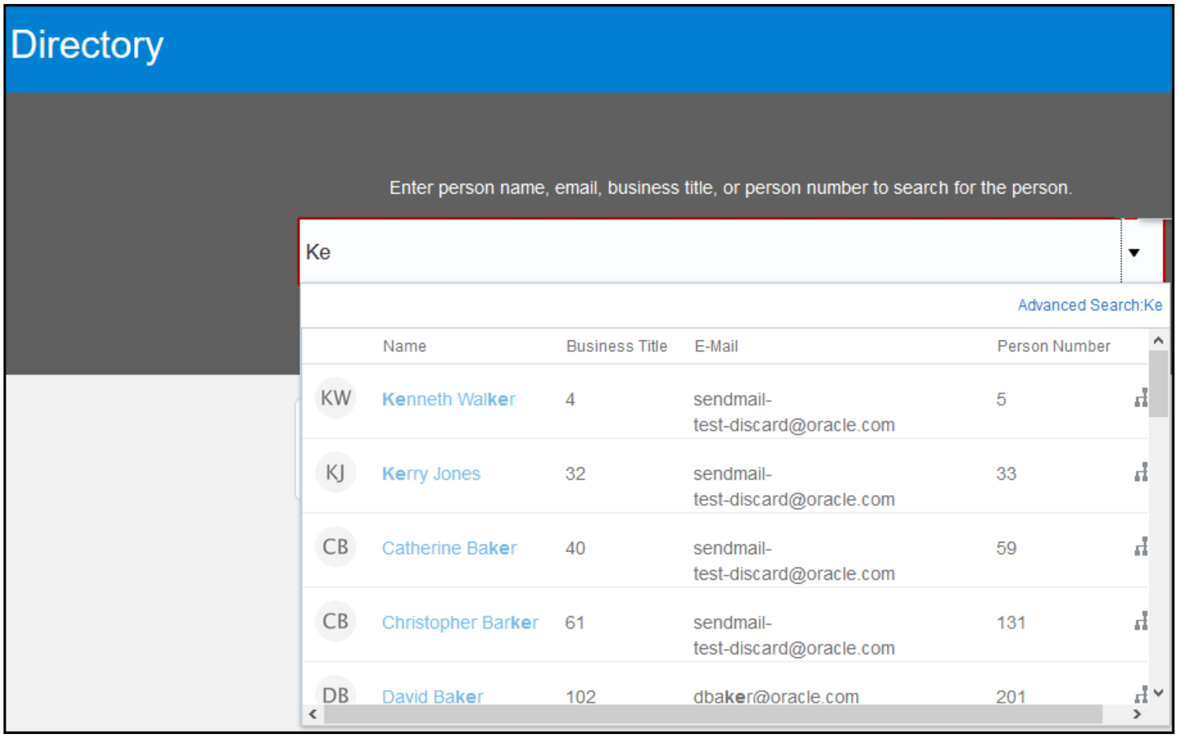
The Directory, Organization Chart, and Public Information pages are redesigned to have the same look and feel on desktop and mobile devices.

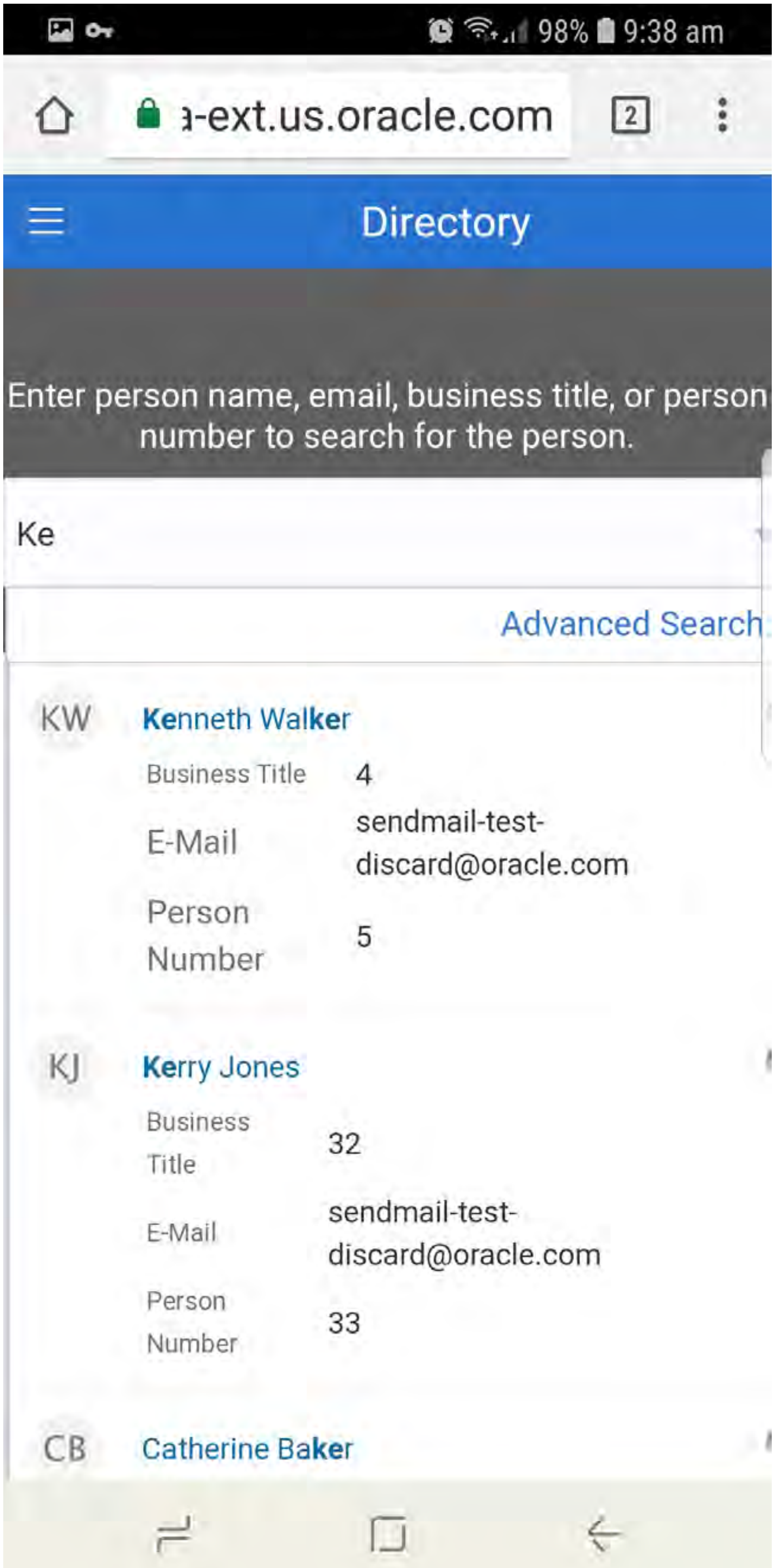
You can use the Directory to search for any person within the organization and navigate to their organization chart or person spotlight. You can also view your organization chart and public information from the Directory landing page.




99% 9:37 am
a-ext.us.oracle.com
2
Directory
Enter person name, email, business title, or person number to search for the person.
Kenneth Walker
My Organization Chart
My Public Info
Directory

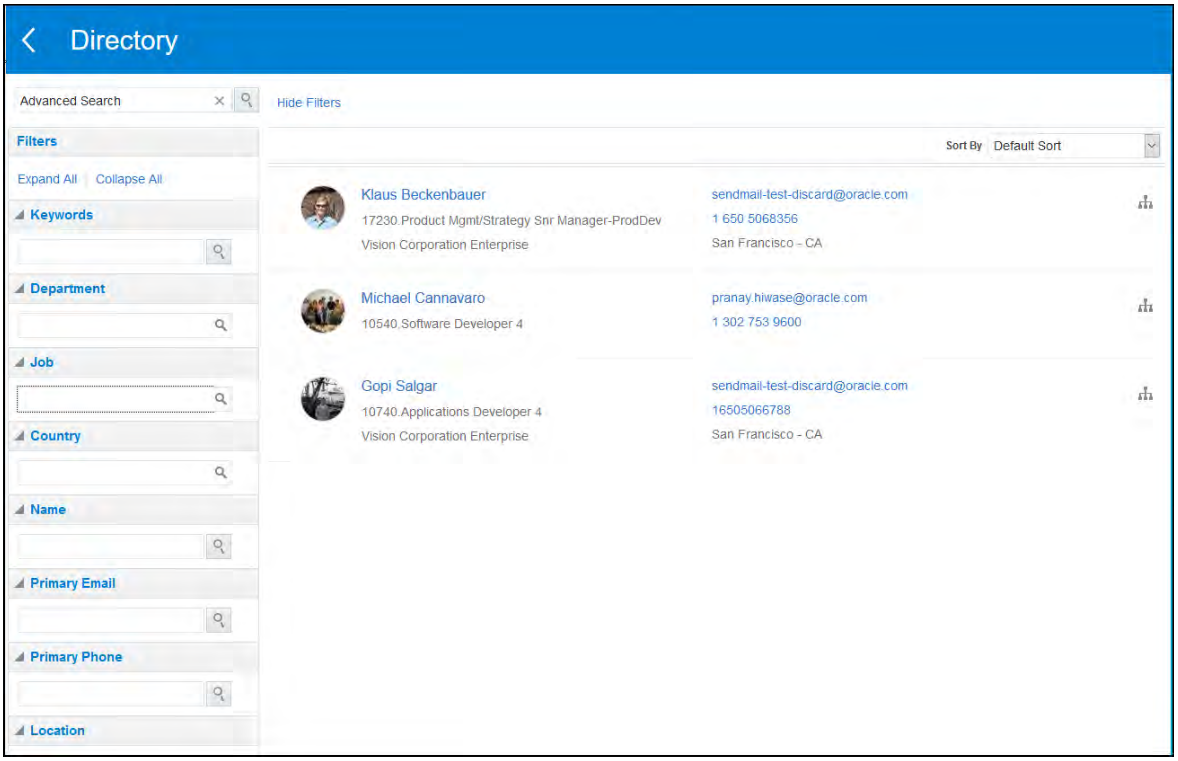
The Directory search uses client list of values (LOVs) for faster rendering of values. You can search for a person in the Directory based on the person name, business title (earlier known as assignment name), work email address, or person number. You can use the Advanced Search link in the client LOV to use additional search criteria such as job, department, location, city, country, and so on to search for people in your organization. You can click on a person's name to display the Public Person Info page or anywhere in the row to open the person's organization chart.

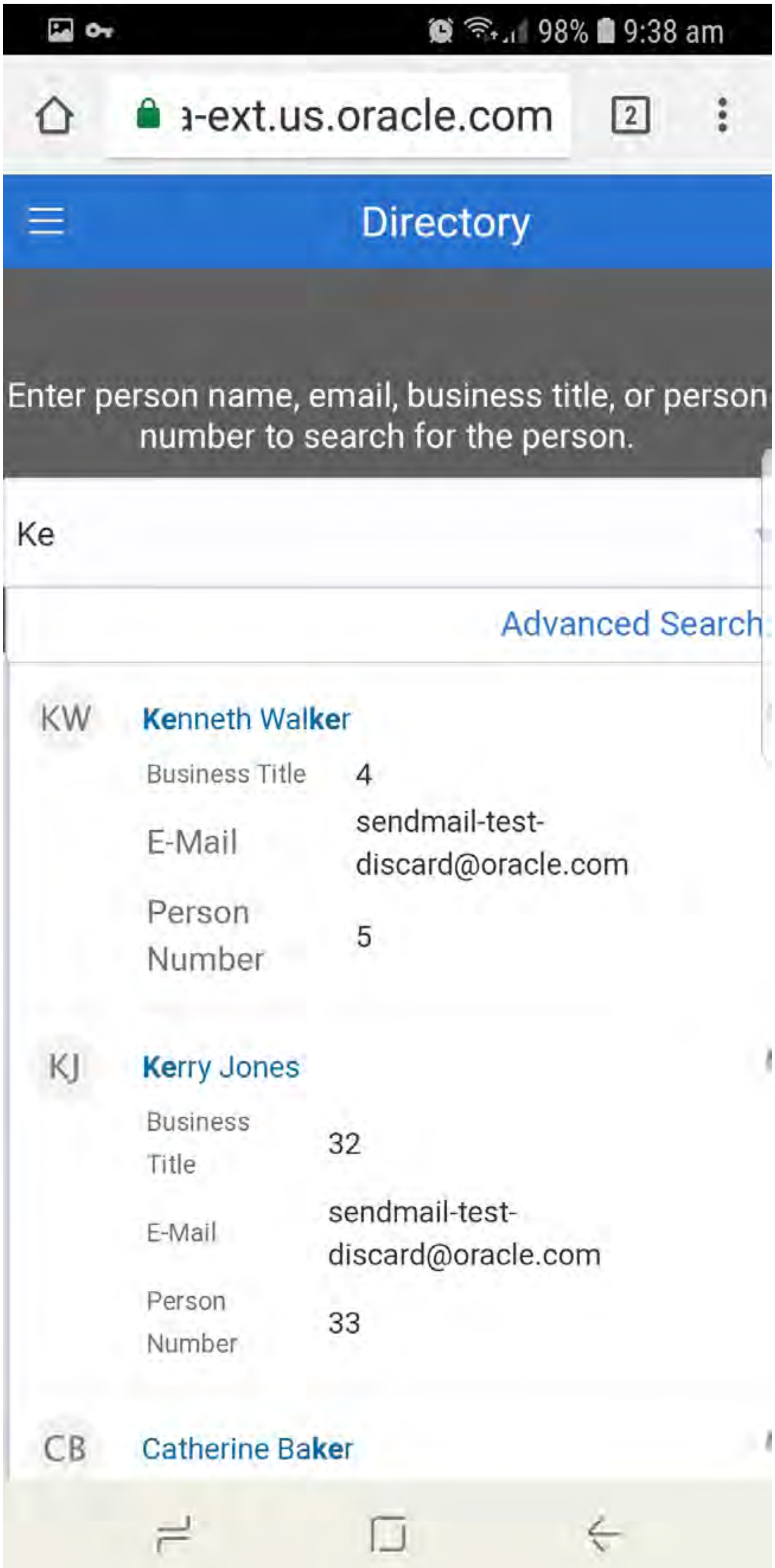




Client LOVs for Searching for People

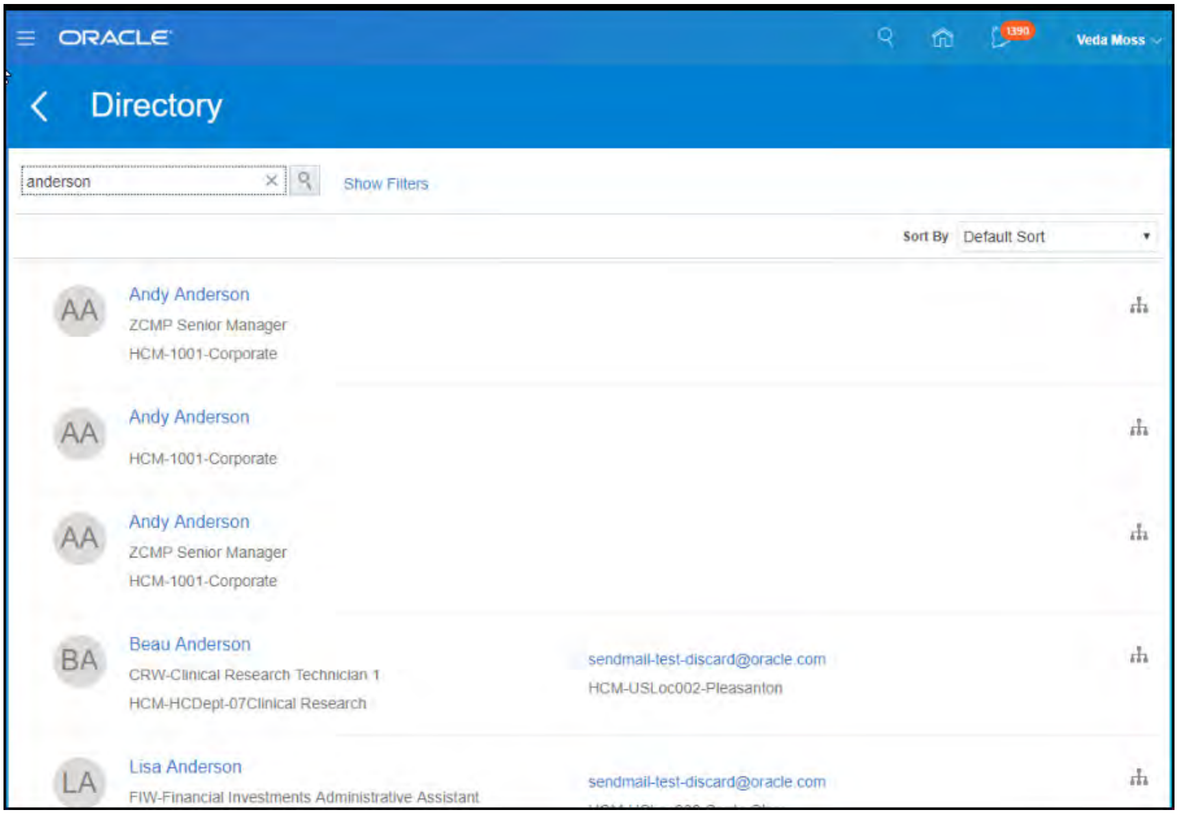
The directory search results displays smart suggestions that return matching values as you type in client LOVs.





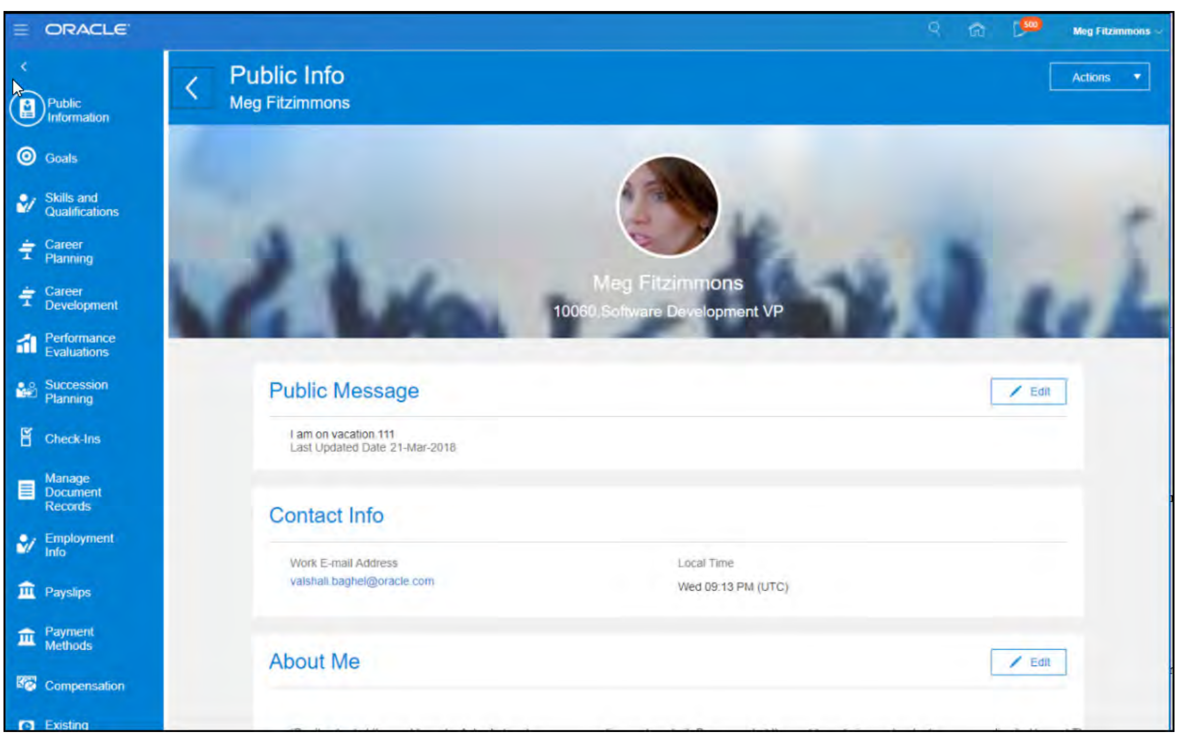
Additional Filters to Search for People

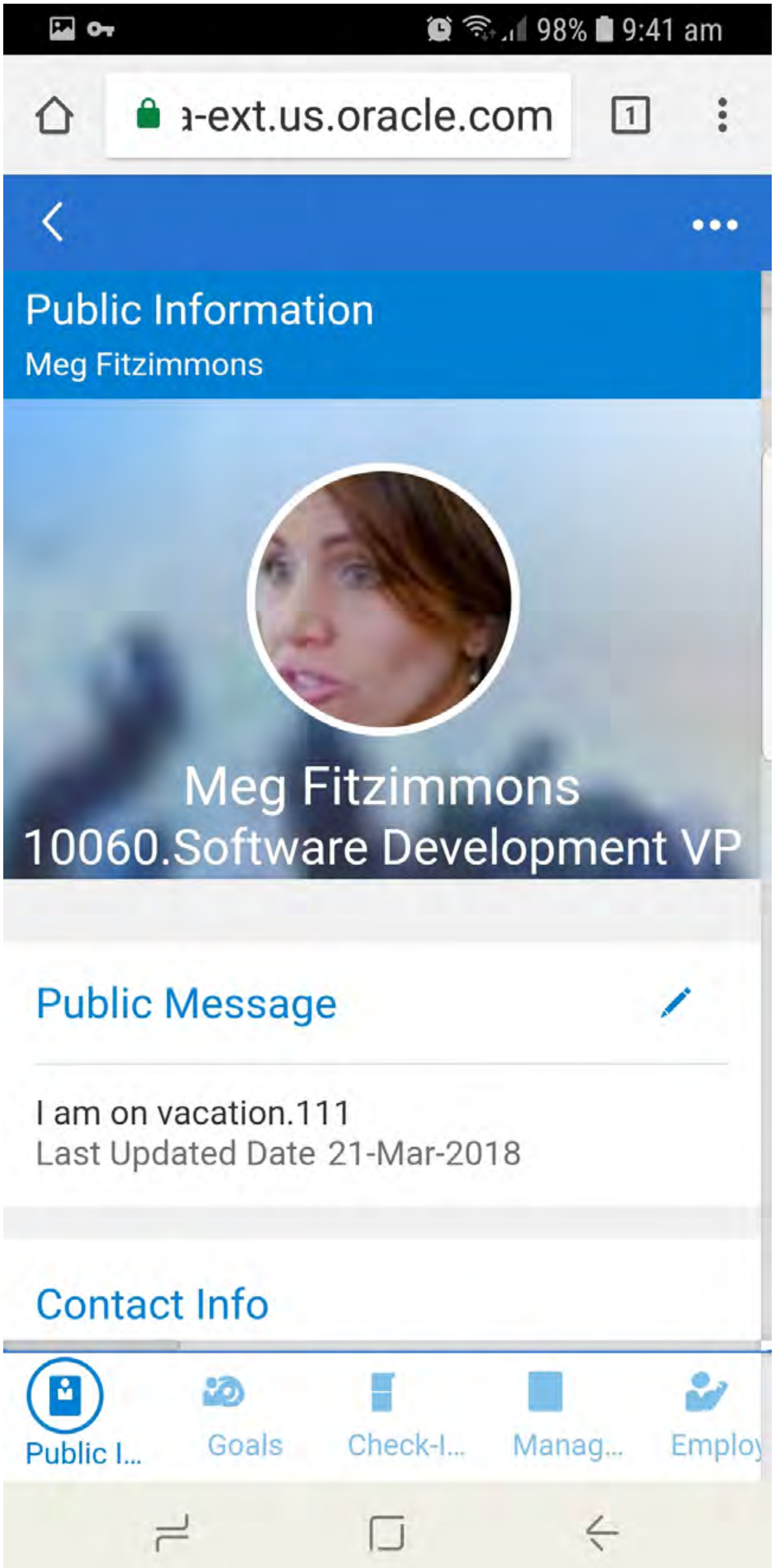
The Directory search results show a person's display name than the earlier list name.



Display Name in Search Results

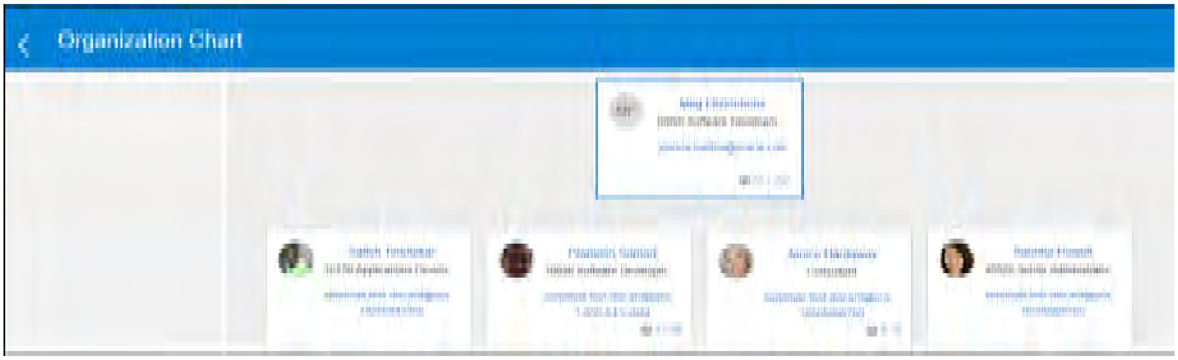
The Person Public Info page displays public information of a person. It now displays manager and directs instead of the earlier manager and peers. You can now access this page on a mobile device as well.

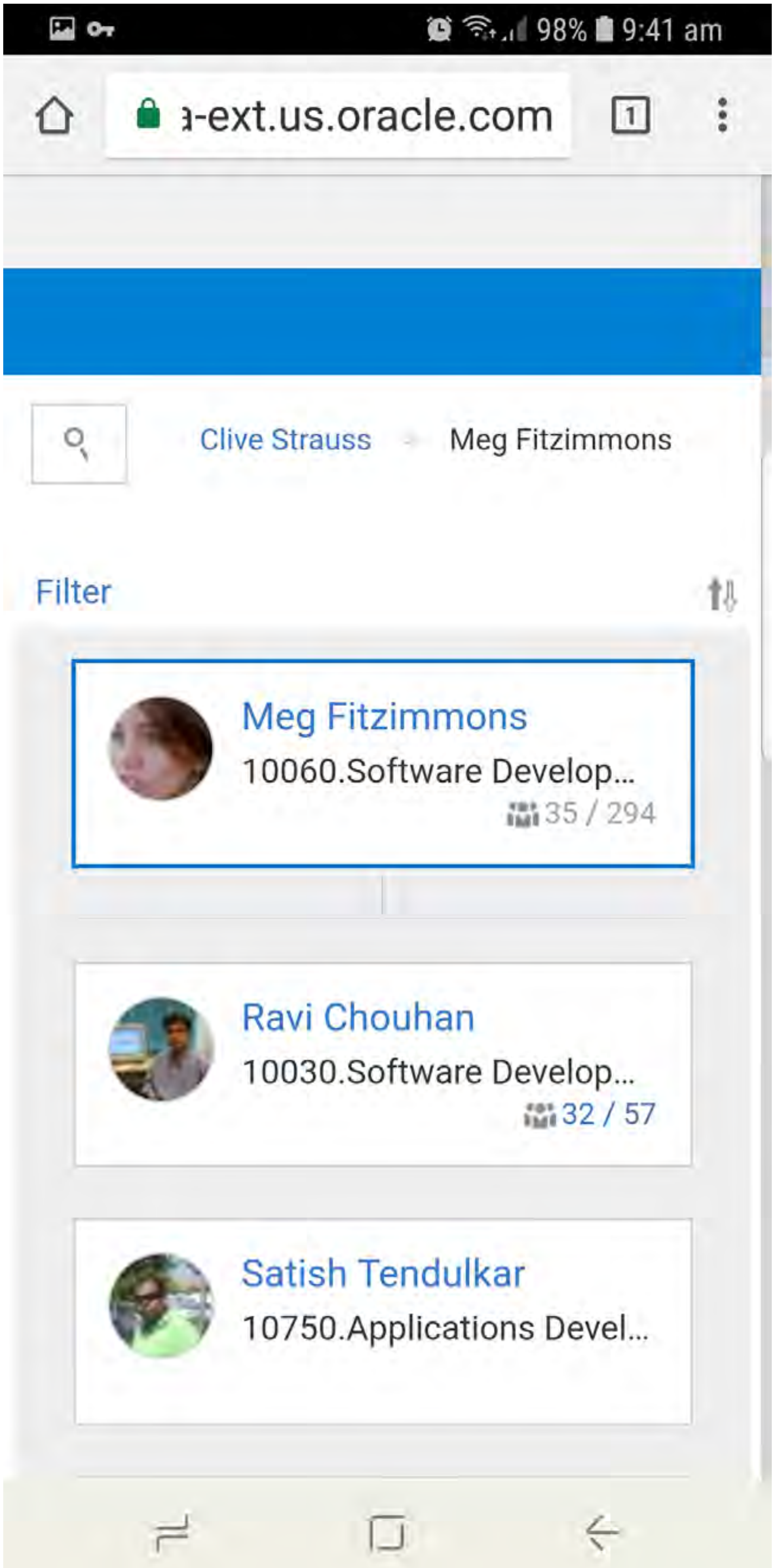




Person Public Info Page

If you are a manager, the organization chart displays your team - you and your directs. If you are an individual contributor, your organization chart shows your manager and peers. Click the person name in the employee card to view their public information. You can use the sorting and filtering capabilities to view specific information.





Organization Chart

STEPS TO ENABLE

In order to enable the new Directory, Organization Chart and Public Information pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_DIRECTORY_RESPONSIVE_ENABLED
Profile Display Name	PER_DIRECTORY_RESPONSIVE_ENABLED
Application	Global Human Resources
Module	Personal Information
Description	Enable the new responsive Directory, Organization Chart, and Public Information pages.
Start Date	01/01/1950
End Date	

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled, the navigator menu option of Directory will take the user to the new Directory landing page and the old pages will no longer be available.

TIPS AND CONSIDERATIONS

- Since the Directory, Organization Chart, and Public Information pages are new, any required Page Composer personalizations must be applied on the new pages.
- The Succession Candidates region which was earlier displayed via page composer in each worker's card has been deprecated. Managers can view this information on the Succession Planning page in the person spotlight.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

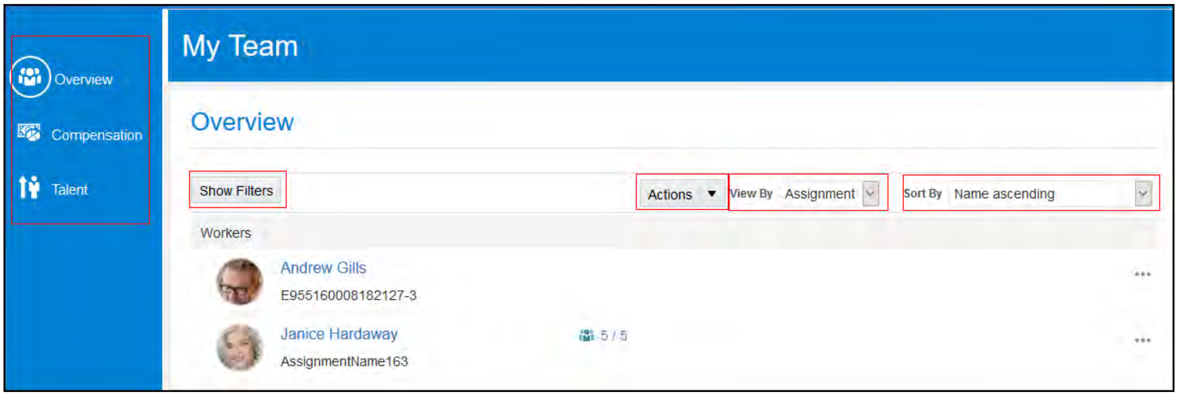
MY TEAM, TEAM COMPENSATION, AND TEAM TALENT MANAGER SELF-SERVICE PAGES REDESIGNED

The My Team pages are redesigned and simplified for ease of use. Pages are streamlined to display the most frequently used fields. Less used fields are hidden but can be displayed using page personalization. In addition, My Team is now responsive so you have the same look and feel whether on a desktop or mobile device.

The new team pages are accessed from a single entry in the main menu called My Team. The pages are consolidated into a single unit and allows you to switch between employment, compensation, and talent information with a single click. You can hide the Overview, Compensation, or Talent page using Page Composer personalization.

OVERVIEW

You can switch the view from assignment to position. In the position view you can see the incumbents for the position. You can disable the position view and show positions incumbents as assignments or requisitions.



My Team: Overview Page

DRILL-DOWN CAPABILITIES

You can drill-down to specific information in the My Team page:

Person: Click on a person's name to display the person spotlight. You can view the employment information, including assignment details, manager details, and employment history. You can also view a worker's goals, skills and qualifications, career development, compensation, document records and other public information in the person spotlight.

Position: Click a position to display the list of incumbents.

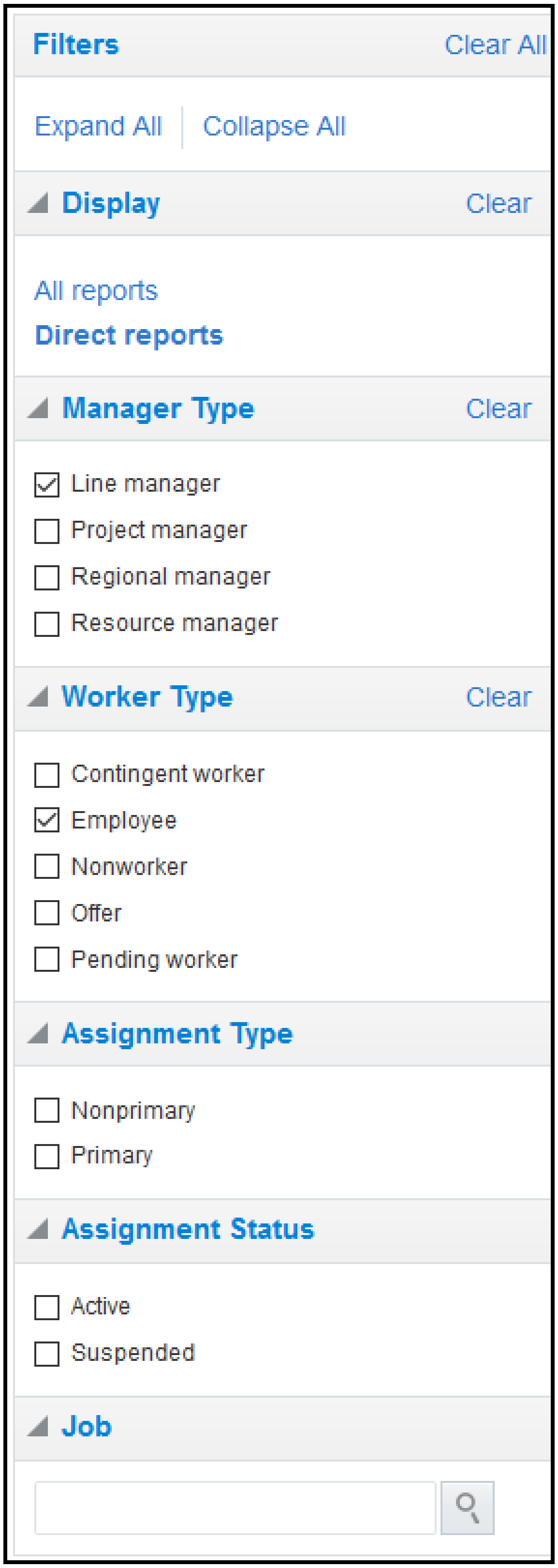
Requisition: Click the requisition title to display the requisition details.

Vacancy: Click a vacancy job name to display the job details.

Directs: Click the number of direct reports and total reports to view the team hierarchy.

FILTERS

You can filter the information that you want to see in the My Team page. Click the **Show Filters** button to display the list of filters.



Filters

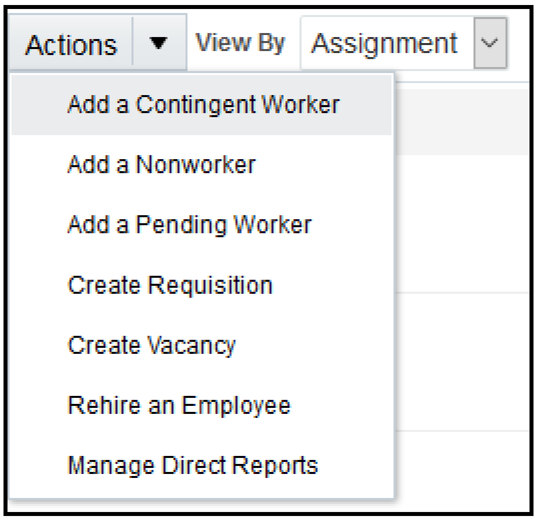
You can filter the information on the following:

- Display directs or all reports

- Manager type - You must select at least one option
- Worker type - You must select at least one option
- Assignment type
- Assignment status
- Job using the new job LOV

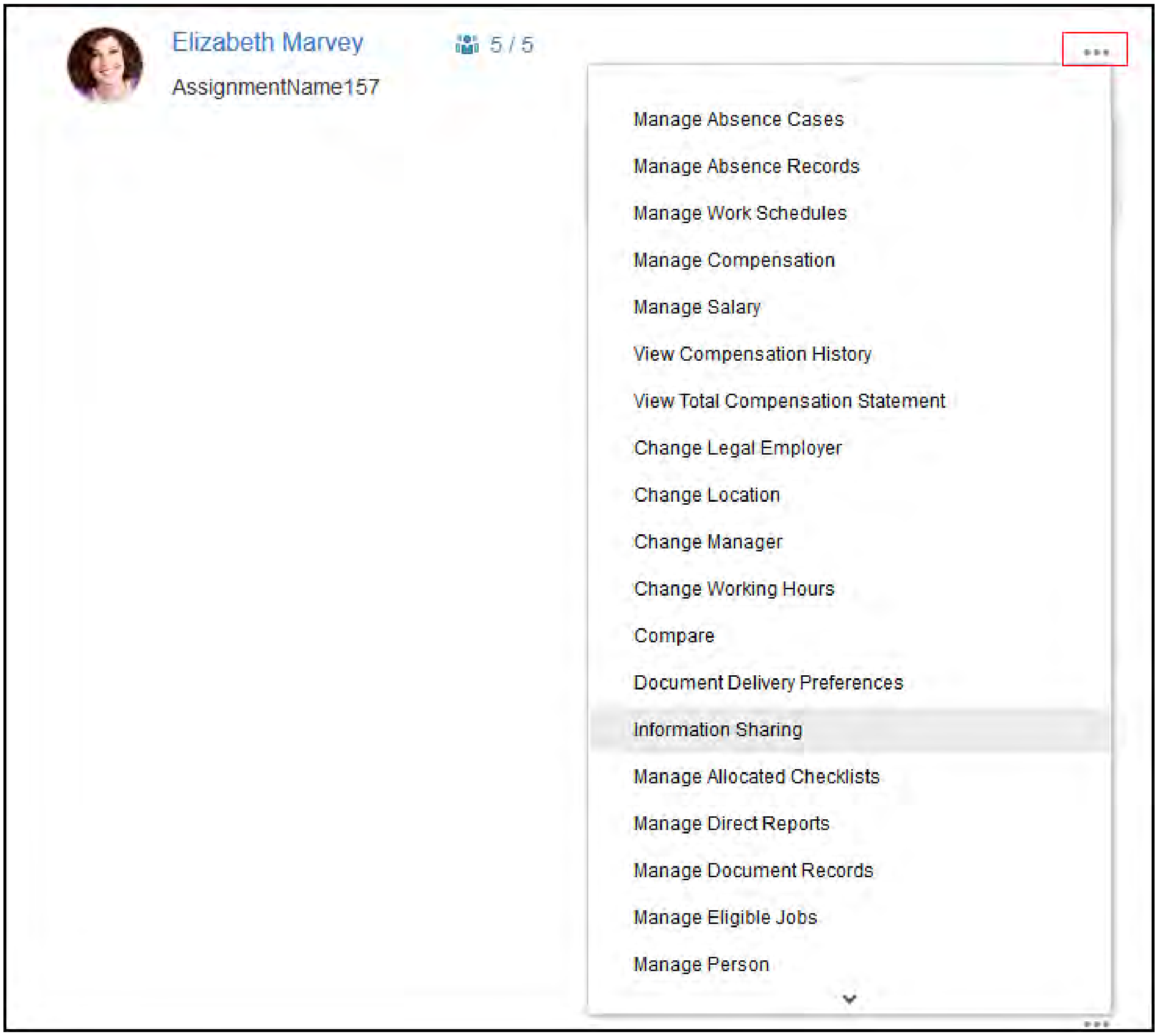
MANAGERIAL ACTIONS

Managerial actions are segregated at the team-level and worker-level. Click the **Actions** menu at the top of the team page to view the actions that a manager can perform at the team-level. These actions are generic and include hiring, creating requisitions and vacancies, and managing direct reports.



Team-Level Managerial Actions

Actions that a manager can perform at a worker-level are more specific. Click the ellipsis icon to view the actions available at the worker level.



Worker-Level Managerial Actions

STEPS TO ENABLE

In order to enable the new My Team pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_MY_TEAM_RESPONSIVE_ENABLED
Profile Display Name	PER_MY_TEAM_RESPONSIVE_ENABLED
Application	Global Human Resources
Module	Global Human Resources
Description	Enable the new responsive My Team pages
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
    - Select the **Enabled** check box, to enable the feature.
    - Select the **Updateable** check box, to allow users update privileges.

    NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenanc**e work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled. the navigator menu option of My Team will take the user to the new My Team pages and the old pages will no longer be available.

TIPS AND CONSIDERATIONS

If the new My Team pages are not enabled via the profile option, you can continue to use the classic My Team, Team Compensation, and Team Talent pages. They will be accessible as separate entries in the main menu.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

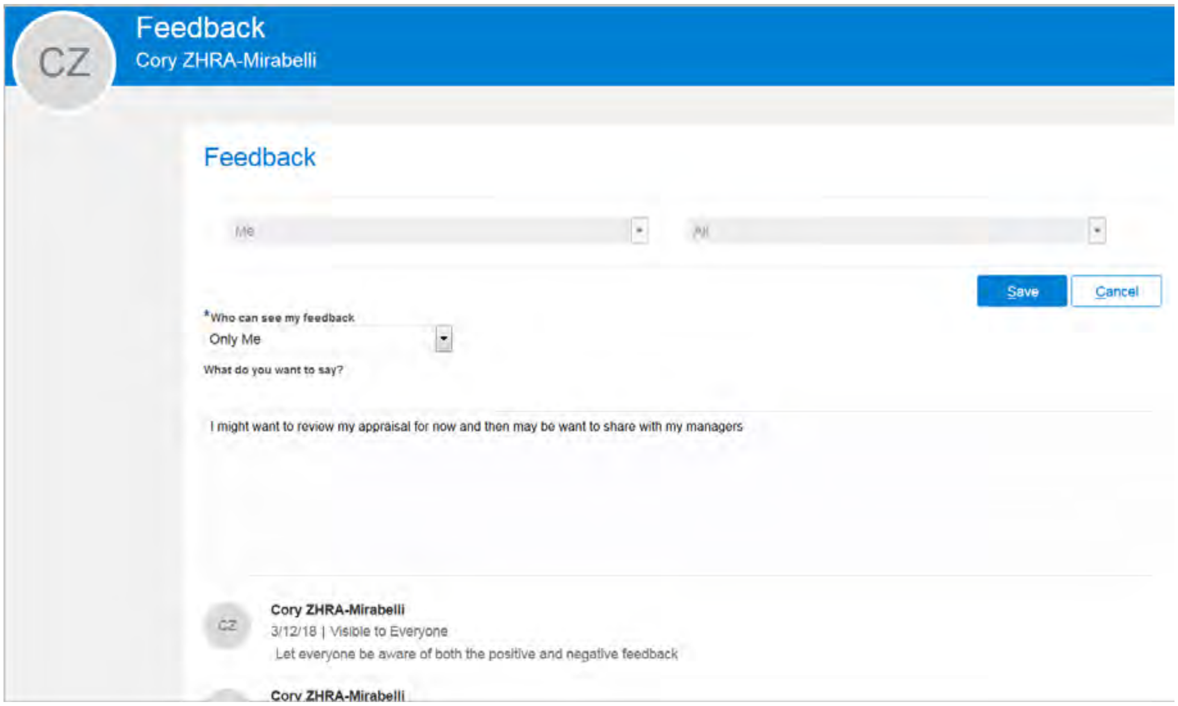
- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

ANYTIME FEEDBACK SELF-SERVICE PAGE REDESIGNED

The **Anytime Feedback** page is redesigned for ease of use and works for desktop and mobile devices as well. The new design and conversational language make it easier and quicker for you to work on the page.



Redesigned Anytime Feedback Page

STEPS TO ENABLE

In order to enable the new Anytime Feedback Self Service pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

PROFILE OPTION DETAILS

Field	Value
Profile Option Code	HRT_NOTES_RESPONSIVE_ENABLED
Profile Display Name	Mobile-Responsive Notes Pages Enabled
Application	Profile Management
Module	Repository
Description	Enable the mobile-responsive Notes pages.
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

When the profile options are enabled, the user will go to the new self-service flows and the old flows will no longer be available.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

HCM PAGE CONFIGURATIONS SIMPLIFIED

Using the new HCM Page Configurator, you can now manage configurations that you previously made using page composer. HCM Page Configurator makes it much easier to make and maintain your changes.

You can:

- Configure self-service transactions to include only sections and fields applicable to your business.
- Modify person spotlight by renaming and resequencing tabs and editing tab access.
- Upload different images for each page that uses the new HCM landing page design.

CREATING RULES TO CONFIGURE ACTIONS

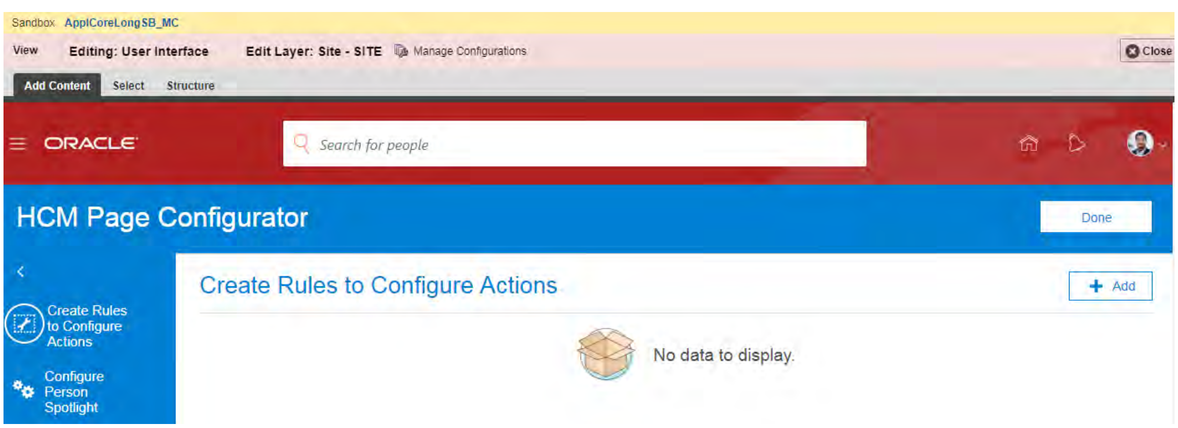
By hiding unused or optional sections and fields, you can quickly and easily complete the streamlined HR processes. For example, you can hide the salary section from the Promote transaction for all legal employers except for India if only employees in the India legal employer are eligible for salary adjustments when promoted. Another example is that the UK legal employer doesn't use positions but the US legal employer does. You can hide the current and new position fields from the Promote and Transfer transactions for employees being promoted and transferred in the UK. You can display them for employees being promoted and transferred in the US.

The following HCM actions can be configured for the new, redesigned, mobile responsive pages:

- Promote
- Transfer
- Change Legal Employer
- Change Location
- Change Manager
- Change Work Hours

Administrators define rules that determine for which legal employers sections display and fields are hidden. Rules are defined using the following criteria:

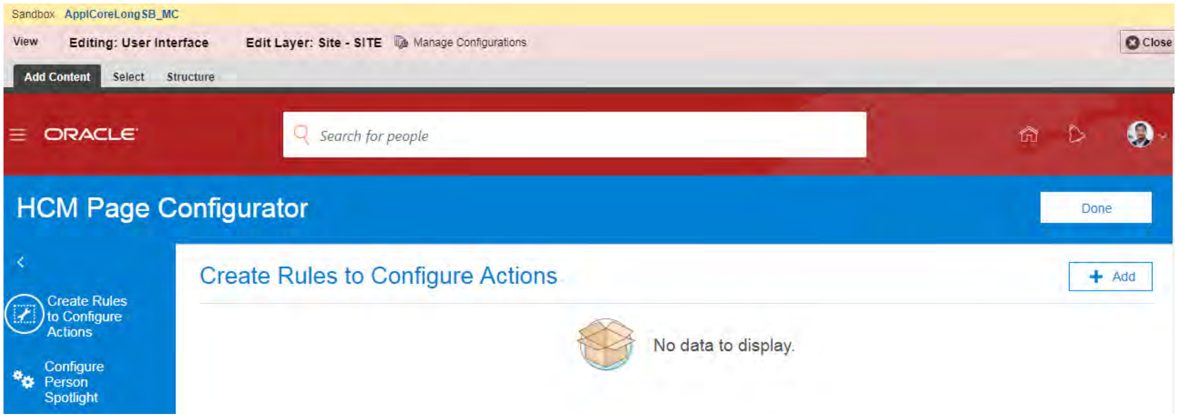
- Legal Employers - Determines the set of employees governed by the rule. You can select more than 1 for a single rule.
- HCM Actions - Available HCM actions that a rule can be created for. You can select multiple HCM actions for a single rule, or select All Actions to create a rule that applies to all supported HCM actions listed.
- Roles - The roles of the user performing the transaction that are governed by the rule, not the person being acted on. You can select more than 1 for a single rule.
- Active - Designates that the rule is active (in use).



Configure HCM Actions

CONFIGURE PERSON SPOTLIGHT

You can easily rename spotlight tabs and pages and change the sequence in which they appear. In addition, you can hide a tab completely or use an EL expression to make it available to a select group of employees.

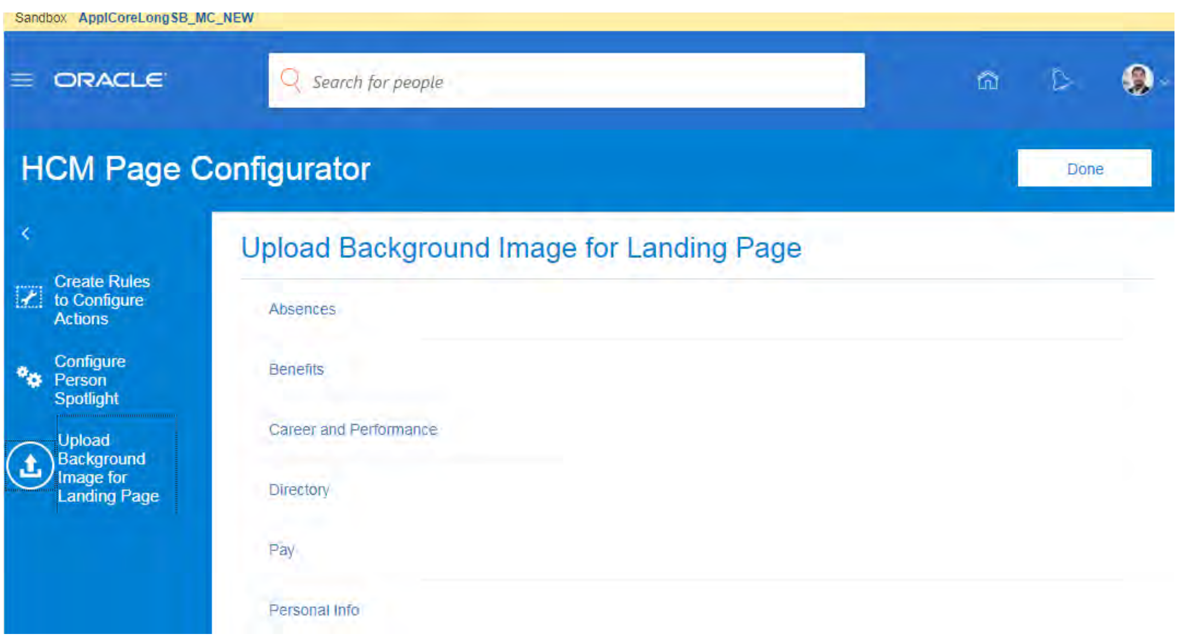


Configure Person Spotlight

UPLOAD BACKGROUND IMAGE FOR LANDING PAGE

You can upload an image for each page that uses the new HCM landing page design. Each landing page can have a different image that matches the focus of the page. You can upload an image for the following pages accessed from Me in the main menu or from an app on the Me home page tab.

- Absences
- Benefits
- Career and Performance
- Current Jobs
- Directory
- Pay
- Personal Info



Upload Landing Page

STEPS TO ENABLE

In order to enable the new HCM Page Configurations pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_EMPLOYMENT_GUIDED_FLOWS_RESPONSIVE_ENABLED
Profile Display Name	Mobile-Responsive Personal Information Pages Enabled
Application	Global Human Resources
Module	Global Human Resources
Description	Enable the mobile-responsive employment flows
Start Date	1/1/50

In the Setup and Maintenance work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the Create Profile Option page:

3. Complete all required fields.
4. Click **Save** and **Close**.

On the Manage Profile Options page, in the Profile Option Levels section:

5. Select the check box levels to enable at the profile option at the Site level:
    - Select the **Enabled** check box, to enable the feature.
    - Select the **Updateable** check box, to allow users update privileges.

    NOTE: The profile values will appear in read-only mode if deselected.

6. Click **Save** and **Close**.

To enable the profile option just created, navigate to the Setup and Maintenance work area:

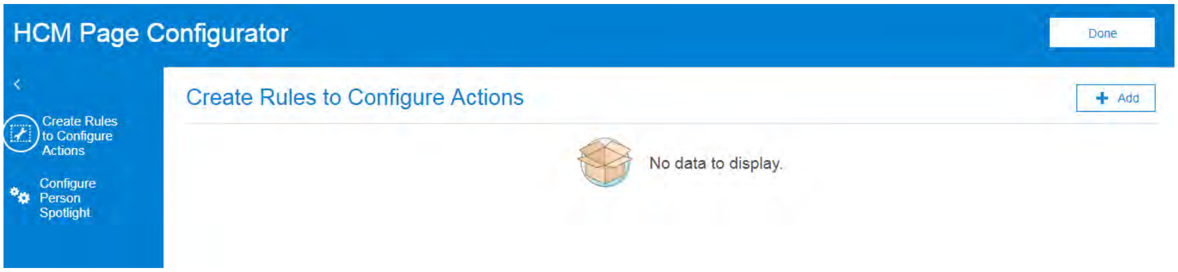
1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

To access the HCM Page Configurator when using the News Feed home page layout:

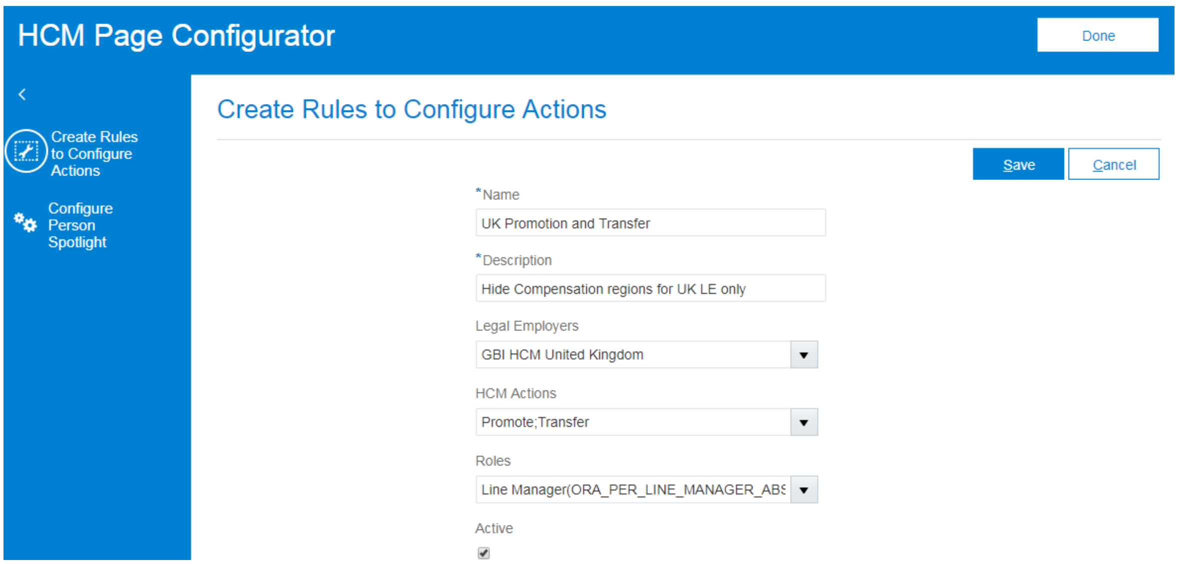
1. Activate a sandbox.
2. Navigate to the **My Client Groups** tab.
3. Click **Show More** to open the quick actions.
4. Select HCM Page Configurator in the Employment group.
5. Under your Settings and Actions, select **Edit Pages**.
6. Select Site layer and click **OK**.

To create a rule for an HCM action:

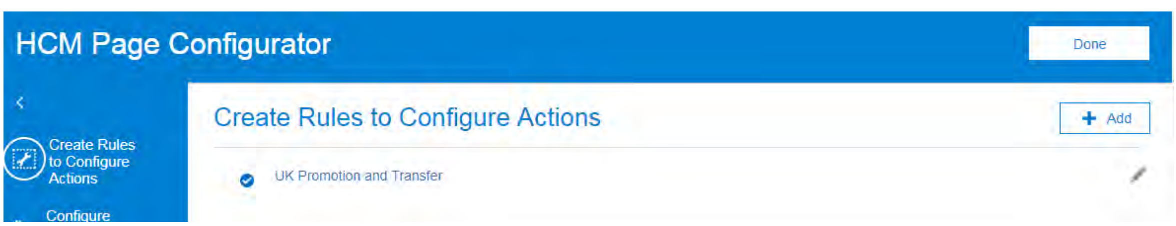
1. Select the Create Rule to Configure Action tab.
2. Click **Add** to add a new rule.



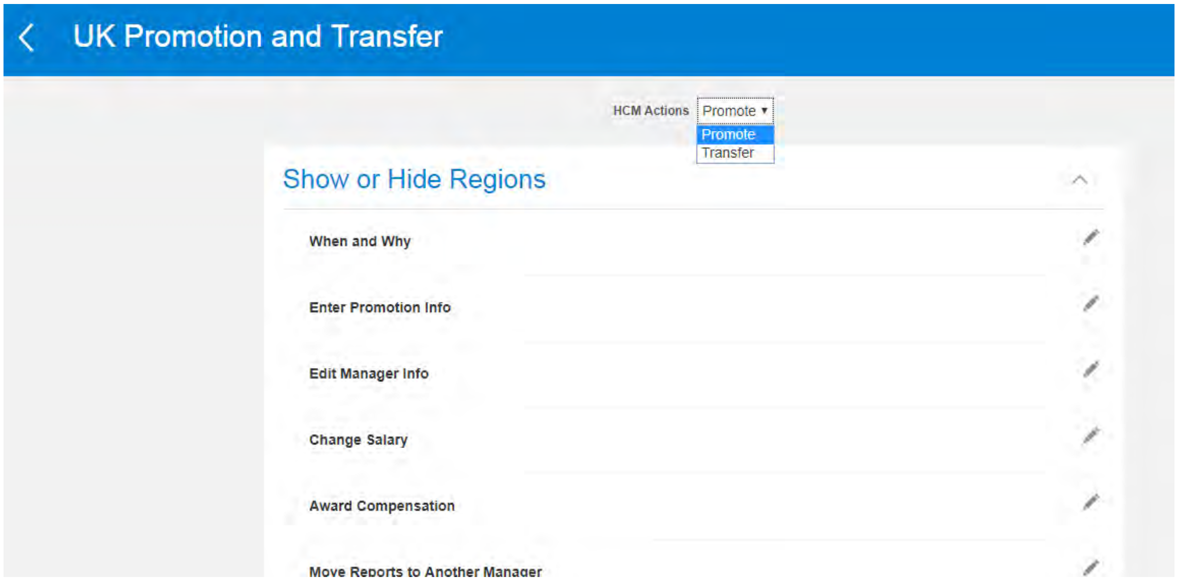
3. Enter the details for the rule. You can select multiple legal employers, HCM actions, and roles.



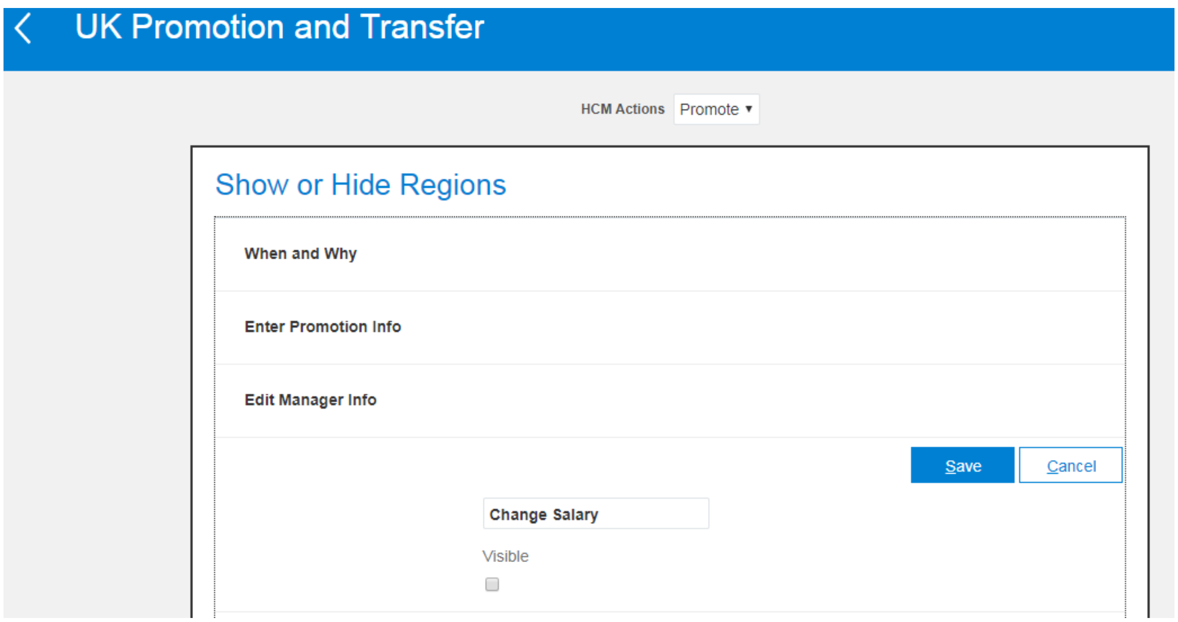
4. Save the rule. You can view the rule on the **Rules** page. The check mark denotes that it's active.



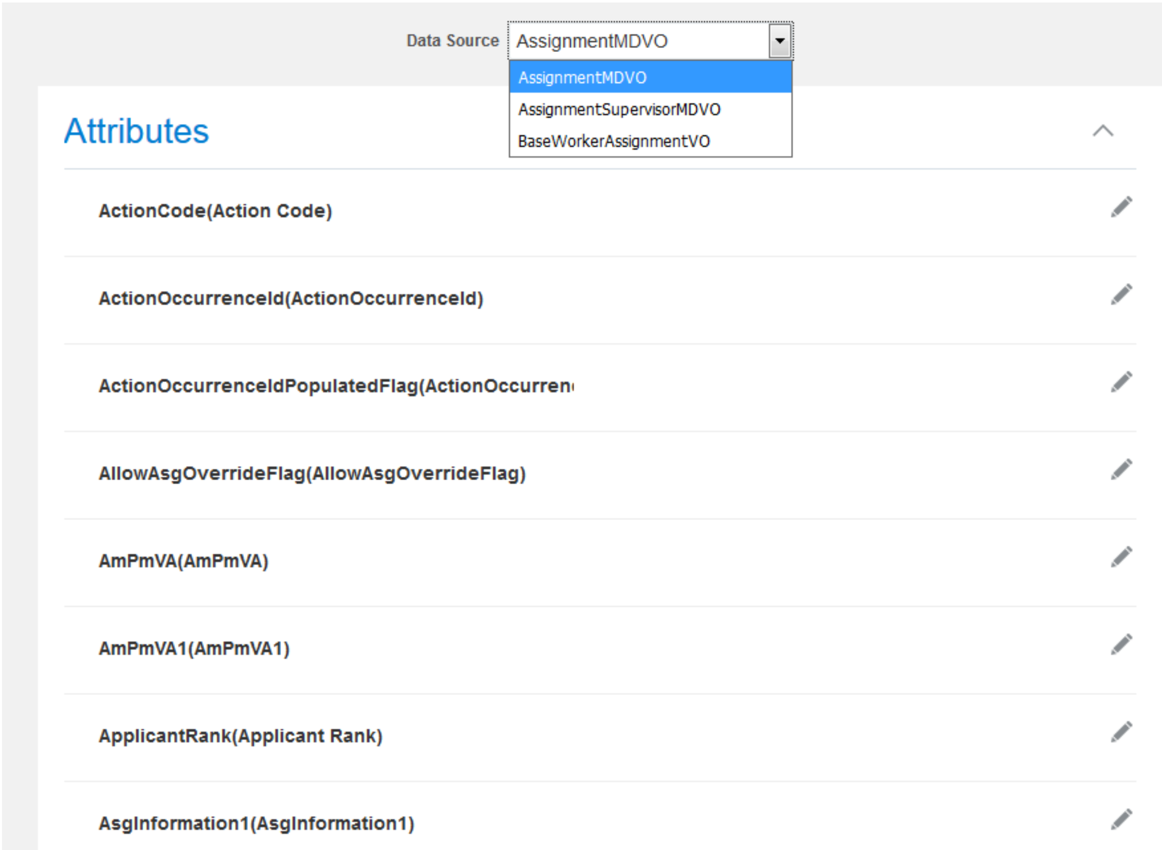
5. Select the rule name to configure it.
6. Select the **HCM Action** to configure at the top of the page. These are the HCM actions you selected when creating the rule details.



7. Click the edit icon for the region you want to rename or hide.



8. Scroll down to the Attributes region.



9. Select the **Data Source** that contains the data fields you want to hide. The list of Data Sources vary based on the HCM Action selected at the top of the page.

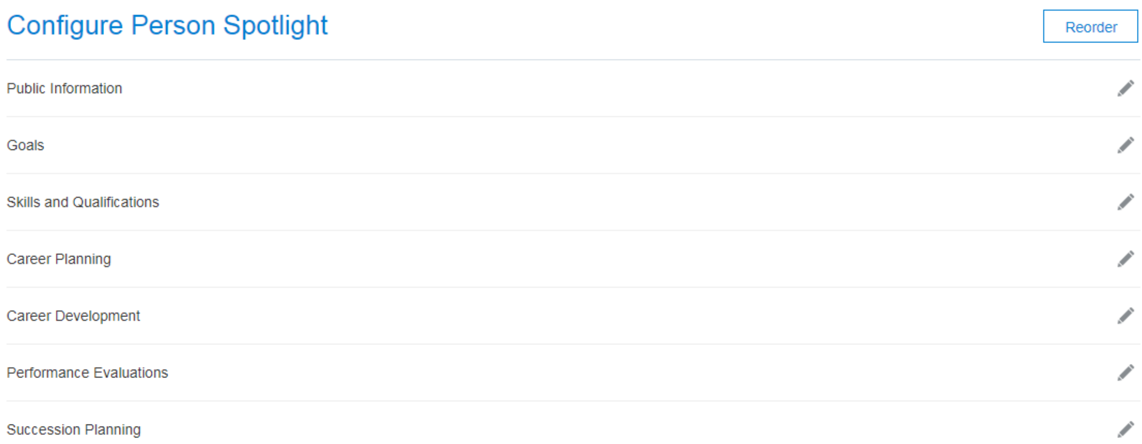
   NOTE: You can hide fields that are already visible on the page, either because they are delivered as visible or you made them visible using page composer.

10. Click the **Edit** icon for the attribute you want to hide.

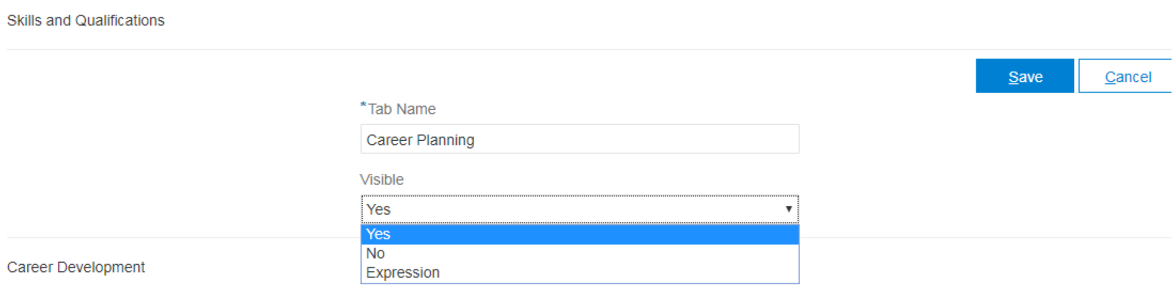
11. If the rule applies to more than one HCM action, repeat the above steps for all actions. If you chose **All Actions** as the HCM action, configurations apply to all HCM actions.

To configure the Person Spotlight:

1. Select the **Configure Person Spotlight** tab.
2. Click the edit icon for the tab you want to edit, or click the **Reorder** button to change the sequence of the tabs.



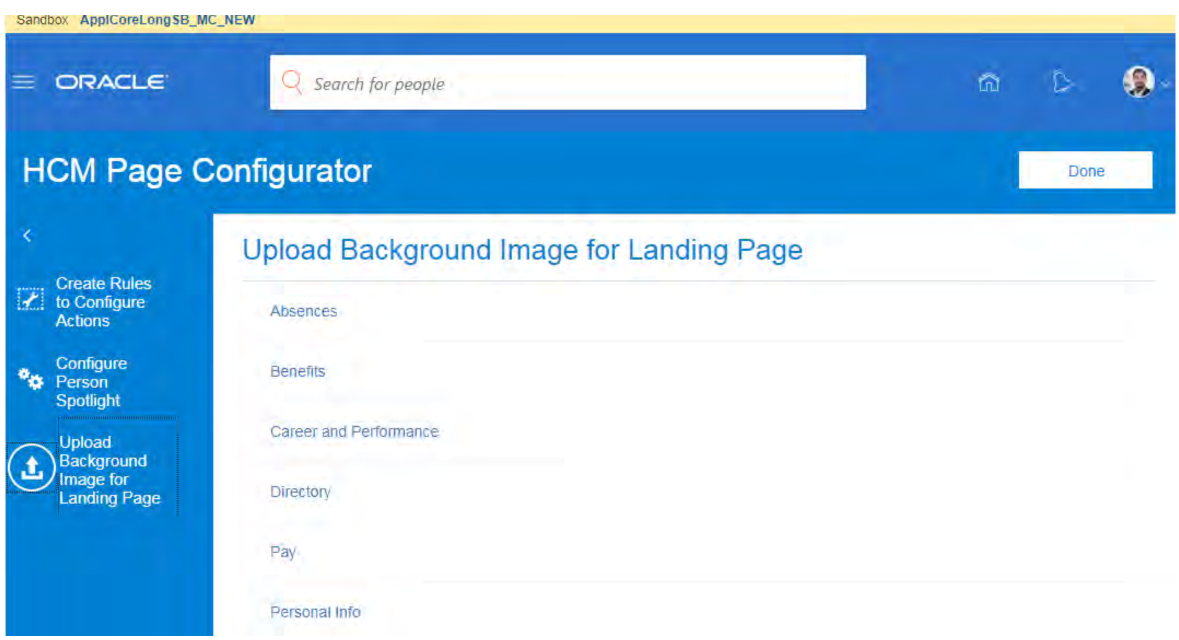
3. When you edit a tab, change the **Tab Name** or visibility setting.



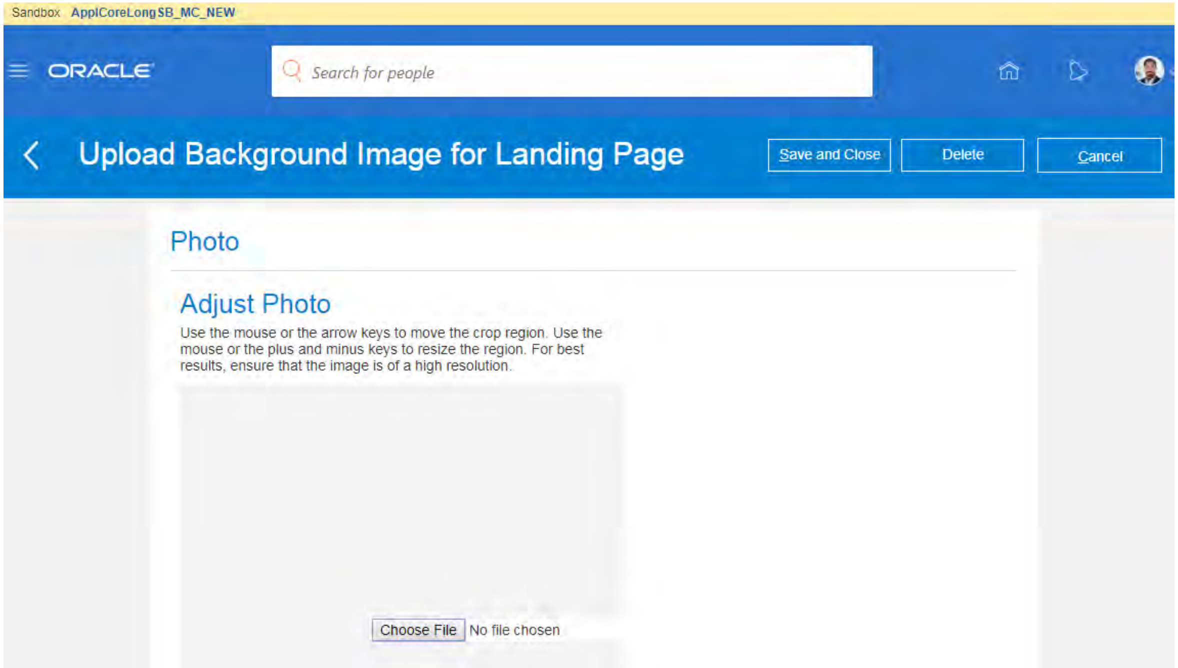
4. Save your change.
5. Click **Done** to return to the previous page.
6. When you're done with all your changes, publish the sandbox.

To upload an image to an HCM landing page:

1. Select the **Upload Background Image for Landing Page** tab.



2. Select the landing page you want to upload an image for.



3. Click **Choose File**.
4. Locate and select the file.
5. Crop the image as desired.
6. Click **Save and Close**.
7. When you're done with all your changes, publish the sandbox.

TIPS AND CONSIDERATIONS

For rules configured for HCM actions:

- Only one rule can be active at any time. This means that you can only have two versions of a single HCM Action - one version for which the rule applies, the other version for which the rule does not apply. You can use ADF Page Composer in addition to the HCM Rule Configuration if additional variations are required.
- To show fields for one legal employer and hide them from another, the fields must first be visible on the page. If they are not delivered as visible, use Page Composer to make them visible before using HCM Page Configurator to conditionally hide them.
- No other HCM Actions are currently supported.
- Only new, redesigned, mobile responsive pages are supported. Since the HCM Page Configurator page is new, any required Page Composer personalizations must be applied on the new page.
- Page Composer personalizations made on older, nonresponsive pages aren't applied to new and redesigned pages.

For person spotlight configurations:

- Since the person spotlight page is new, any required Page Composer personalizations must be applied on the new page.

For uploading images for HCM landing pages:

- Use high-resolution images for best results.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

ROLE INFORMATION

The delivered Human Capital Management Application Administrator role inherits the privilege Access HCM Page Configurator HRC_ACCESS_HCM_TRANSACTION_CONFIGURATOR) required to use the HCM Page Configurator.

To access the page:

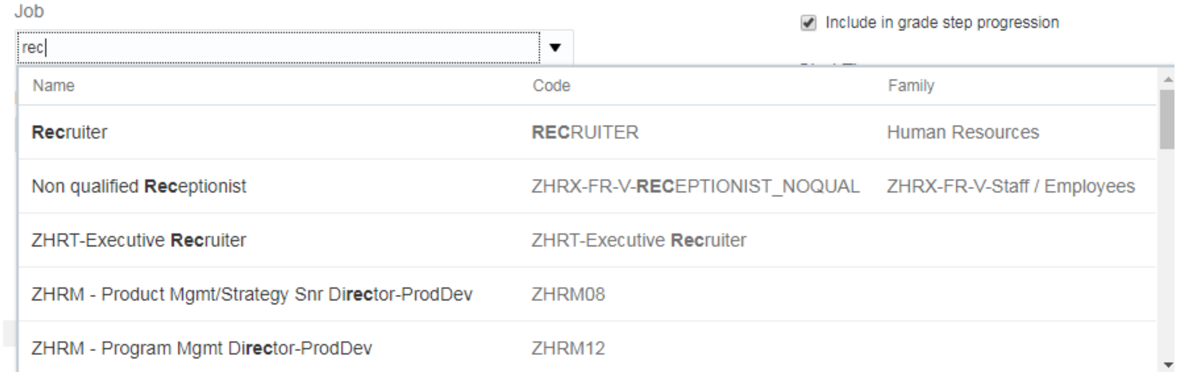
1. Navigate to the **My Client Groups** homepage tab.
2. Click on **Show More** under the quick links.
3. In the Employment group of actions, find the **HCM Page Configurator** action.

FASTER RENDERING OF VALUES USING CLIENT LIST OF VALUES (LOVS)

Most list of values (LOVs) in new mobile responsive pages are replaced with client LOVs, except where the list contains only a few values. Client LOVs provide the following benefits over the traditional list of values:

- Improve performance by downloading and caching results in the browser.
- Display smart suggestions by returning matching values as you type.
- Display recently searched values to make it easy to select a value you have used before.
- Improve search capabilities by searching across multiple attributes.
- Adjust the responsive design according to the device you're using, whether on desktop or mobile.

About 25 matching values are returned at a time. For example, if you enter the characters "re", the first 25 matching results are available to select from, if there are that many matches. If the value you're looking for is not among the first 25, add another search character such as "rec" to further filter the results. The next 25 results that match "rec" are then returned.



Example of a Client LOV in the Promote Page

Client LOVs use the "contains" logic and return results containing the characters you enter. You can optionally change this logic to "starts with" for individual LOVs to return results that start with the characters instead. For example, if you search for the worker "John Smith", when the LOV logic is "contains", you can search by "jo" or "smi" or "th". When the LOV logic is "starts with", your search must start with "j". A "starts with" logic will improve performance and should be used when your list contains thousands of values (usually 15,000 or more records) or you do not partition your data by set ID.

The following table lists the objects that have client LOVs and some of the major pages where those LOVs are used. You can create a profile option for the object and set the site values to **Yes**, if you want to change the search logic from "contains " to "starts with". This will change the search logic for all instances of the LOV if it's used in more than one page.

Object	Where It's Used	Profile Option Code
Address Attributes	Contact Information, Family and Emergency Contacts	PER_LOV_SEARCH_ADDRESSES_STARTSWITH
Bargaining Unit	Promotion, Transfer	PER_LOV_SEARCH_BARGAININGUNITS_STARTSWITH
Business Unit	Promotion, Transfer	PER_LOV_SEARCH_BUSINESSUNITS_STARTSWITH
Collective Agreement	Promotion, Transfer	PER_LOV_SEARCH_COLLECTIVEAGREEMENTS_STARTSWITH
Country (including Phone Country Code)	Various pages	PER_LOV_SEARCH_HCMCOUNTRIES_STARTSWITH
Department	Promotion, Transfer	PER_LOV_SEARCH_DEPARTMENTS_STARTSWITH
Document Type	Document Records	PER_LOV_SEARCH_HRDOCUMENTTYPES_STARTSWITH
Grade	Promotion, Transfer	PER_LOV_SEARCH_GRADES_STARTSWITH
Grade Ladder	Promotion, Transfer	PER_LOV_SEARCH_GRADELADDERS_STARTSWITH
Job	Promotion, Transfer	PER_LOV_SEARCH_JOBS_STARTSWITH
Legal Employer	Change Legal Employer	PER_LOV_SEARCH_LEGALEMPLOYERS_STARTSWITH
Location	Promotion, Transfer	PER_LOV_SEARCH_LOCATIONS_STARTSWITH
Person (Worker, Manager, Employee)	Various pages	PER_LOV_SEARCH_WORKERS_STARTSWITH
Position	Promotion, Transfer	PER_LOV_SEARCH_POSITIONS_STARTSWITH

Object	Where It's Used	Profile Option Code
(Profiles) Content Items	Edit Skills and Qualifications, Manage Profile Models	HRT_LOV_SEARCH_CONTENTITEMS_STARTSWITH
Timecard Attributes 1-30	Time Card, Web Clock	HXT_LOV_SEARCH_TIMECARDFIELDVALUES_STARTSWITH
Union	Promotion, Transfer	PER_LOV_SEARCH_UNIONS_STARTSWITH

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

- Client LOVs are only available in the new, redesigned responsive pages.
- For LOVs with large amounts of data (usually more than 15,000 records) or data not partitioned by set ID, best practice is to use "starts with". Changing the search logic from "contains" to "starts with" will improve search performance. Service requests logged for performance issues when using “contains” will be closed with a resolution to use “starts with” instead.
- Recently selected values displayed are specific to a browser and device. For example, you will not see a job selected on your desktop using Firefox as a recent item if you access the same page on your desktop using Chrome. Likewise, you will not see the job selected on your desktop using Chrome as a recent item if you access the same page on your mobile device using Chrome.
- The first time you use a client LOV, performance may be a bit slower as values are not yet downloaded and cached to the browser.
- In a kiosk scenario, when one user logs out and another logs in, the values cached to the browser are not retained. A new set of values will download for the next user.
- Data is encrypted when the LOV values are downloaded to the browser. There is no chance that sensitive or personally identifiable information will be compromised.
- It is not possible to configure the attributes included in each LOV. The attributes are predetermined.

ROLE INFORMATION

The following table lists the security privileges and the roles that inherit them for each client LOV:

Object	Security Privilege Name and Code	Privilege Type	Job Role Name
Address	Use REST Service - Address List of Values PER_REST_SERVICE_ACCESS_ADDRESS_LOVS_PRIV	Functional	Employee Contingent Worker Line Manager HR Specialist
			Line Manager HR Specialist Additional roles in other

Object	Security Privilege Name and Code	Privilege Type	Job Role Name
Bargaining Unit Union Collective Agreement	Use REST Service - Workforce Structure List of Values ORA_PER_REST_SERVICE_ACCESS_WORKFORCE_STRUCTUR	Aggregate	products such as Time & Labor, Benefits, Compensati Payroll, and so on.
Business Unit Department Grade Grade Ladder Job Job Family Legal Employer Location Position	Use REST Service - Workforce Structure List of Values ORA_PER_REST_SERVICE_ACCESS_WORKFORCE_STRUCTURE_LOVS	Aggregate	Employee Contingent Worker Line Manager HR Specialist Additional roles in other products such as Compensation, Talent, and so on.
Country	Use REST Service - HCM Countries List of Values ORA_PER_REST_SERVICE_ACCESS_HCM_COUNTRIES_LOV	Aggregate	Employee Contingent Worker HR Specialist
Document Type	HR Document Types List of Values REST Service ORA_PER_DOCUMENT_TYPES_LOV_REST_SERVICE_DSPS	Duty Role	Employee Contingent Worker Line Manager HR Specialist Benefits Administrator HCM Application Administrator
Person	Workers List of Values REST Service Data Security Policies ORA_PER_WORKERS_LOV_REST_SERVICE_DSPS	Duty Role	Employee Contingent Worker Line Manager HR Specialist
			Employee Contingent Worker Line Manager

Object	Security Privilege Name and Code	Privilege Type	Job Role Name
Content Items	Use REST Service - Content Items List of Values HRT_REST_SERVICE_ACCESS_CONTENT_ITEMS_LOV_PRIV	Functional	HR Specialist Matrix Manager Additional roles in other products that use the content library content
Model Profiles	Use REST Service - Model Profiles List of Values HRT_REST_SERVICE_ACCESS_MODEL_PROFILES_LOV_PRIV	Functional	Employee Contingent Worker Line Manager HR Specialist Matrix Manager
Timecard Attributes	Use REST Service - Time Card Field Values List of Values HXT_REST_SERVICE_ACCESS_TIME_CARD_FIELD_VALUES_LOV_PRIV	Functional	Employee Contingent Worker

HCM HOME PAGE

NEW HOME PAGE NEWS FEED LAYOUT

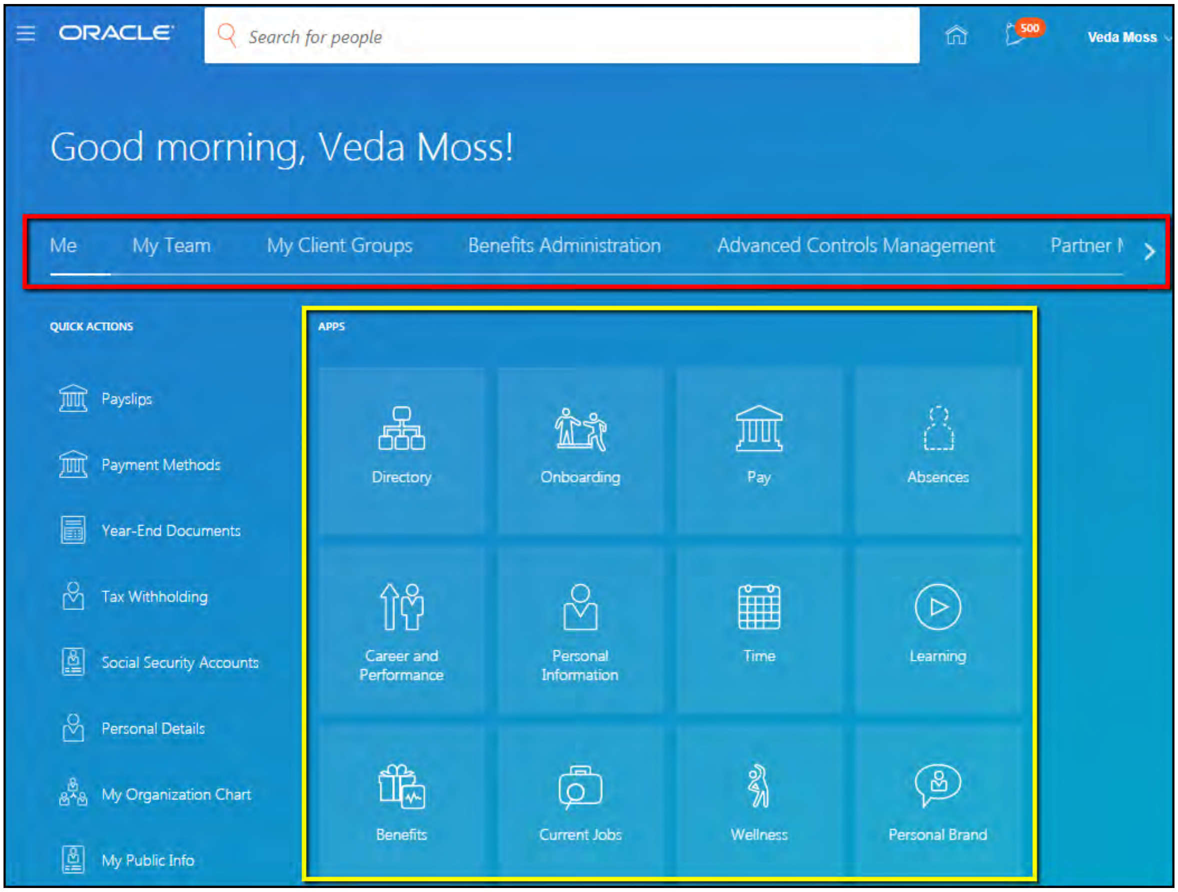
Maximize your HCM Cloud experience using the new Home page News Feed layout. The Home page is the sum of many parts and puts everything you need on one streamlined, modern, and simplified page. The News Feed layout unifies new and redesigned features to enhance your HCM user experience. This includes:

STREAMLINED MAIN MENU

Refer to the Streamlined Main Menu feature for details.

NEW TABS AND APPS

The Home page includes a tab for every group entry included in the main menu and displays the tabs in the same order they appear in the main menu. A tab also displays apps corresponding to the main menu entries. The apps provide an alternate way to navigate through the application. For example, on the Me tab, you can click the Personal Information app to navigate to the Personal Info pages instead of using the main menu.



Home Page Tabs and Apps

NEW HCM GLOBAL SEARCH

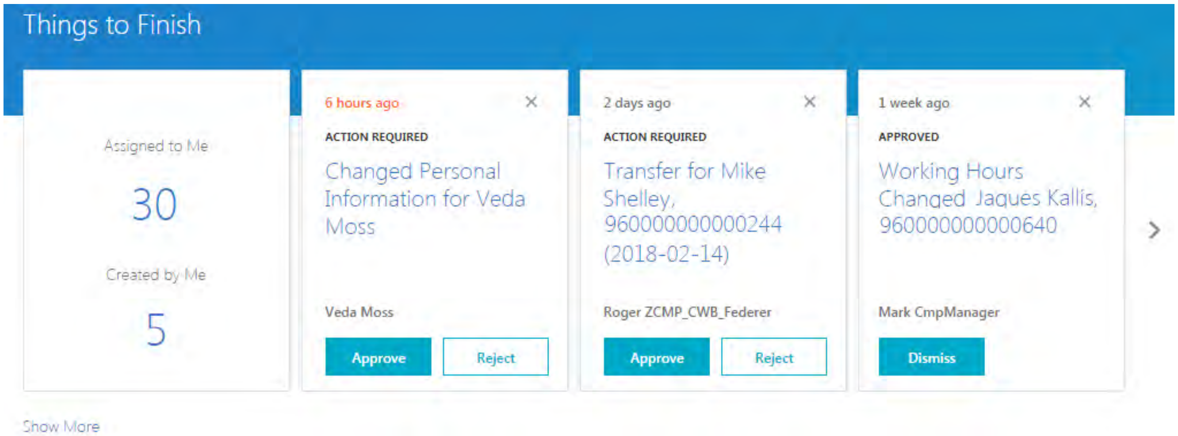
Refer to the New HCM Global Search feature for details.

ENHANCED ROLE BASED QUICK ACTIONS

Refer to the Enhanced Role Based Quick Actions feature for details.

REDESIGNED THINGS TO FINISH

Notifications now appear in the Things to Finish section of the Home page. You can see the notifications assigned to you and the notifications sent to others based on the actions you performed. You can quickly dismiss, approve, or reject a notification without navigating to the details. Click **Show More** to view all your notifications including those assigned to you, created by you, and archived. The Show More page offers an alternate way of accessing your notifications when using the new News Feed layout.



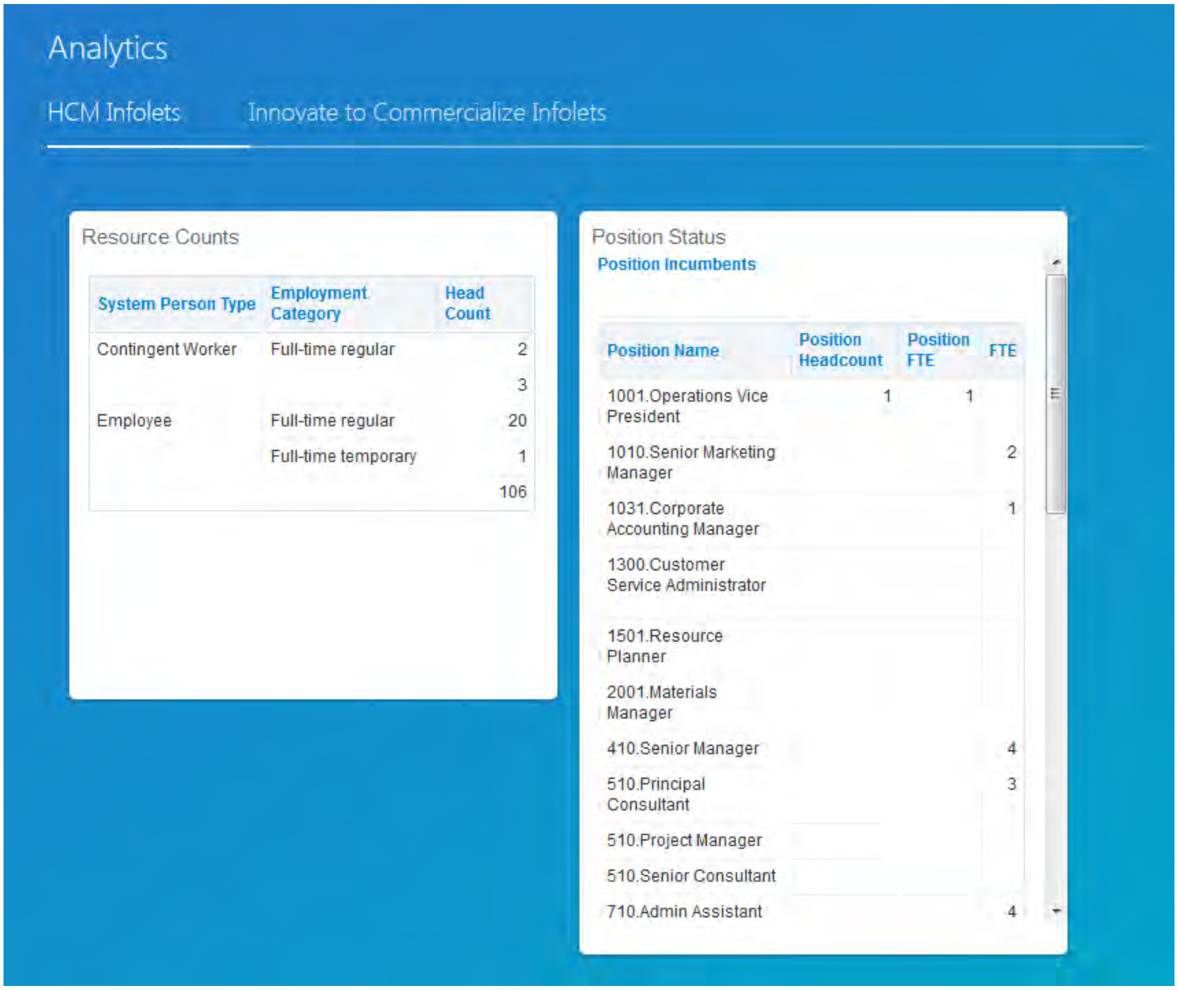
Things to Finish

ENHANCED NEWS AND ANNOUNCEMENTS

Refer to the Enhanced News and Announcements feature for details.

RELOCATED INFOLETS

Infolets are relocated in the News Feed layout so you don't have to navigate to a different page to view them. The Infolets will appear in this new region for upgraded customers who are switching to the News Feed layout.

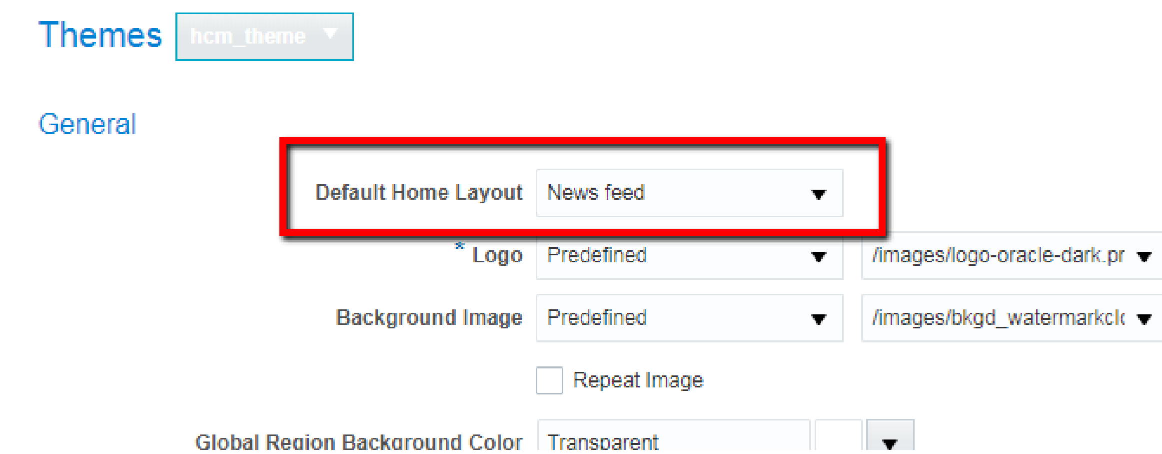


Infolets on New Home

STEPS TO ENABLE

To enable the new homepage News Feed unified layout:

1. Enable a sandbox.
2. Open the Main Menu.
3. Open the **Configuration** group and then select **Appearance**.
4. Navigate to the **Themes** tab.
5. Change the Default Home Layout to **News feed**.
6. Save the change.
7. Apply the sandbox.



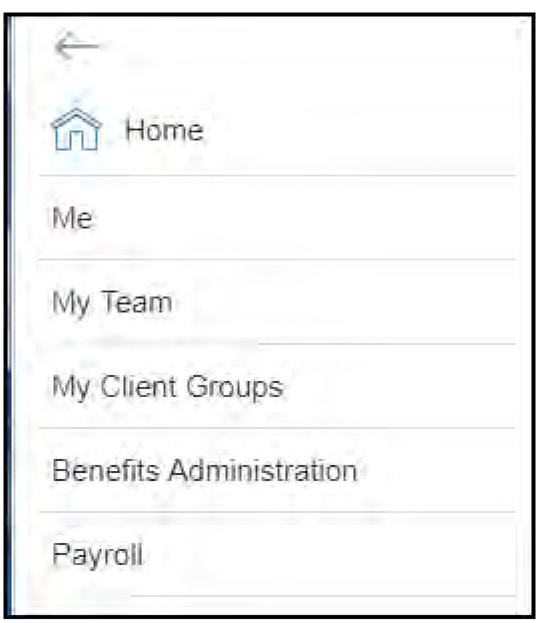
Configure Appearance

TIPS AND CONSIDERATIONS

- The default layout on the Home page applies to all installed Fusion products.
- You can use the News Feed Home page layout and older, nonresponsive product pages. Likewise, you can use a different Home page layout with the new, redesigned, mobile responsive product pages.
- You configure infolets by enabling a sandbox and editing the home page itself.
- When using a tablet, the application is locked in landscape mode.

STREAMLINED HCM MAIN MENU

Though not unique to the home page News Feed layout, the main menu is redesigned and simplified. HCM menu groups now appear in the first positions of the main menu. Most HCM menu entries are consolidated under Me (earlier known as About Me), My Team, and My Client Groups (earlier known as My Workforce) to make it easier to find what you're looking for based on your role. Payroll and Benefits Administration still exist as their own menu groups. Menu entries that don't have any subordinate entries under them are now consolidated into a new menu group called Others.



HCM Entries in Main Menu

The following key changes are made to the HCM menu organization.

MY CLIENT GROUPS

- Compensation is moved under My Client Groups.
- Safety Incidents is moved from Safety Incident Management to My Client Groups.
- Absence Administration is renamed to Absences.
- Manage Volunteering is renamed to Volunteering.
- The following entries are hidden out-of-the-box.
    - HCM Process Integration
    - Personal Brand Administration
    - Human Resources Advisor

MY TEAM

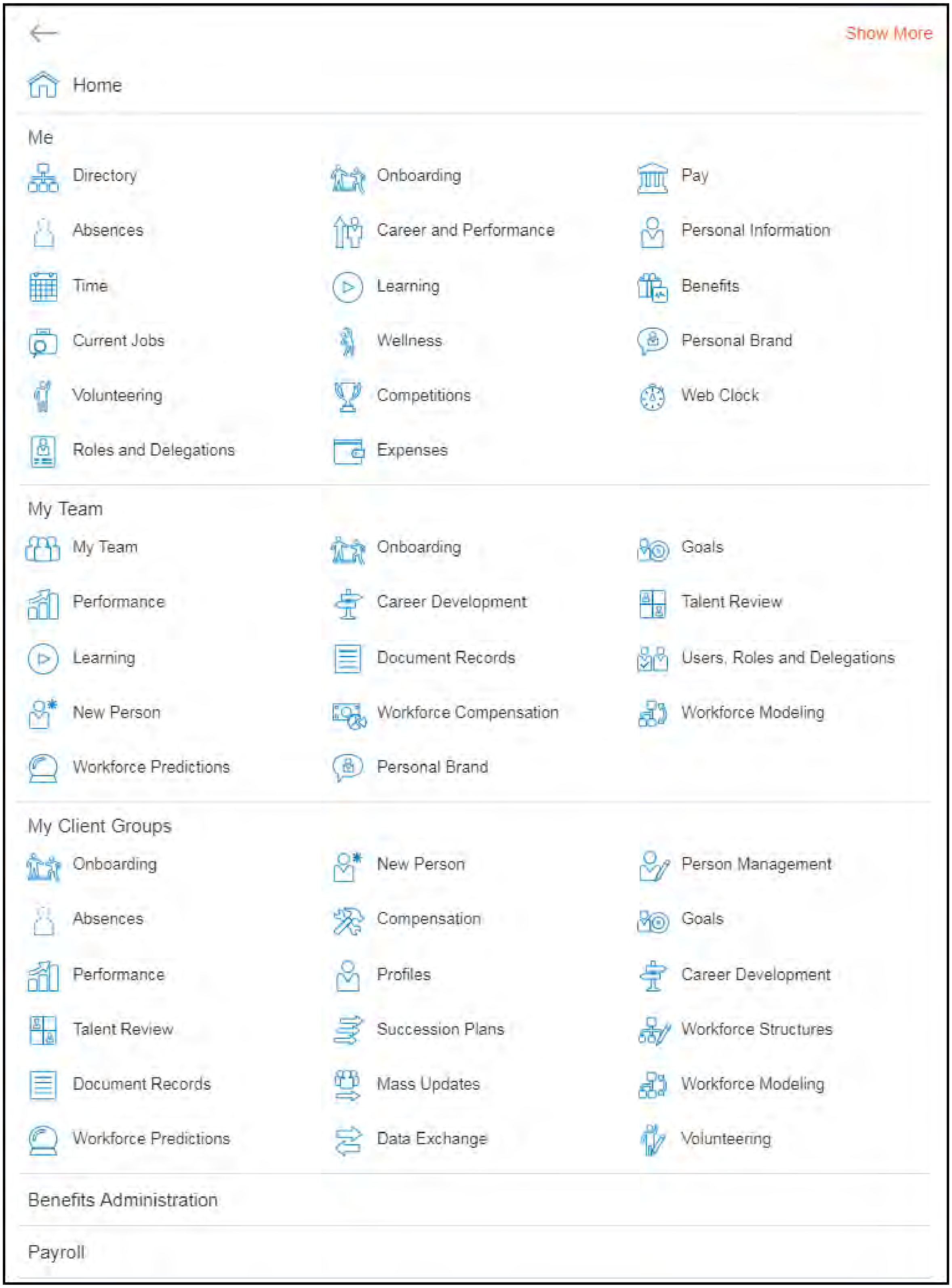
- Manage Users is renamed to Users, Roles and Delegation.
- Team Compensation and Team Talent display only when the profile options HCM_RESPONSIVE_PAGES_ENABLED or PER_MY_TEAM_RESPONSIVE_ENABLED are not created or set to No. When set to Yes, only My Team displays and Team Compensation and Team Talent are available from My Team.

ME

- Directory is moved from Directory to Me.
- Safety Incidents is moved from Safety Incident Management to Me.
- My Account is renamed to Roles and Delegation.
- Career and Performance is new and takes you to a new landing page where you can access pages to manage your career and performance. The following entries are hidden out-of-the-box.
    - Goals
    - Career Planning
    - Career Development
    - Performance
    - Skills and Qualifications

Taleo Hiring and SUI Hiring are removed from the menu completely.

Expand each menu group to see the entries within it.



HCM Menu Expanded

STEPS TO ENABLE

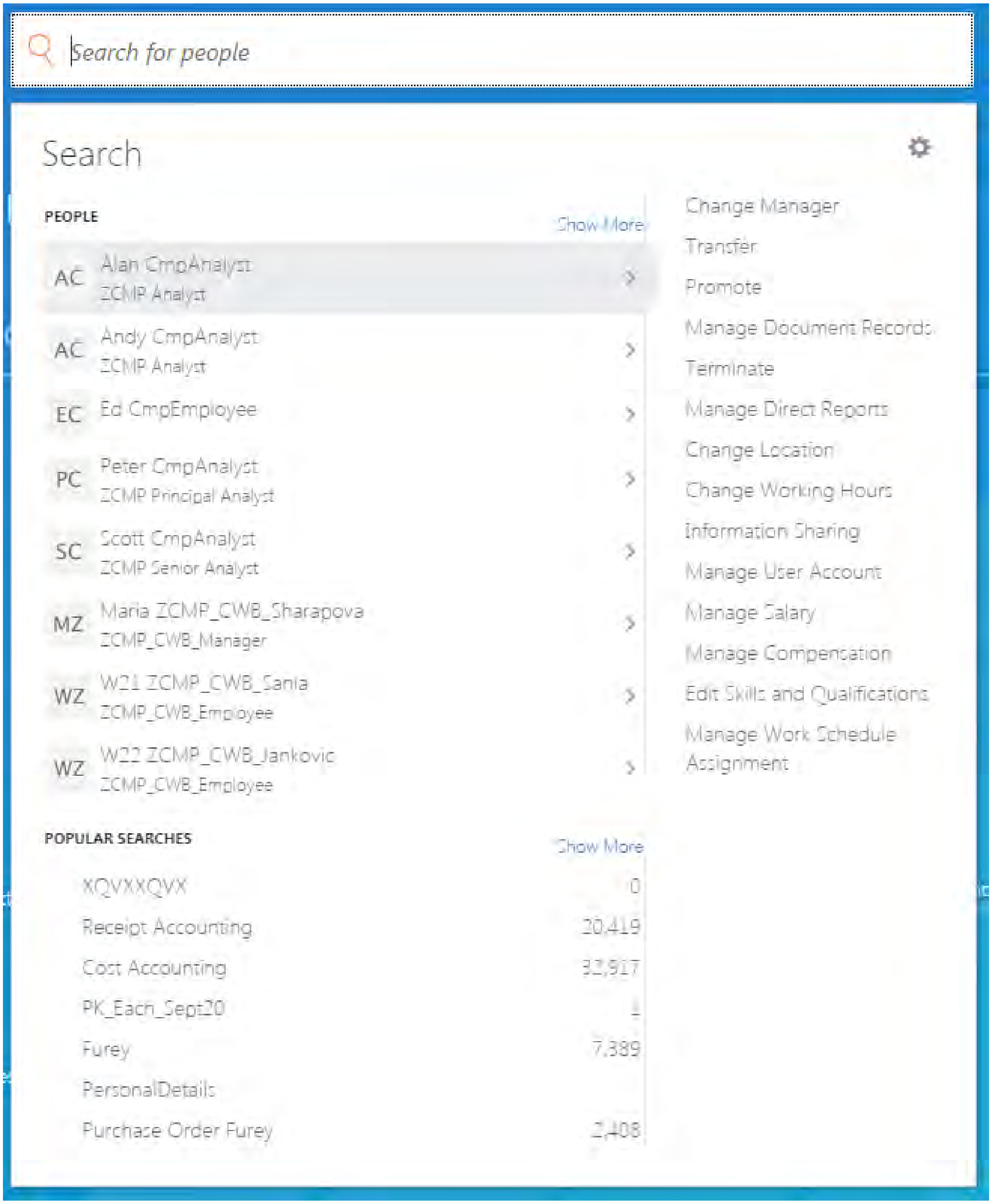
No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

- The new main menu design and structure apply for all home page layouts and installed Fusion products. It is not HCM specific.
- On upgrade, any changes made to hidden menu items are retained, while any changes made to removed menu items are lost.
- You can enable hidden entries using the Structure menu.

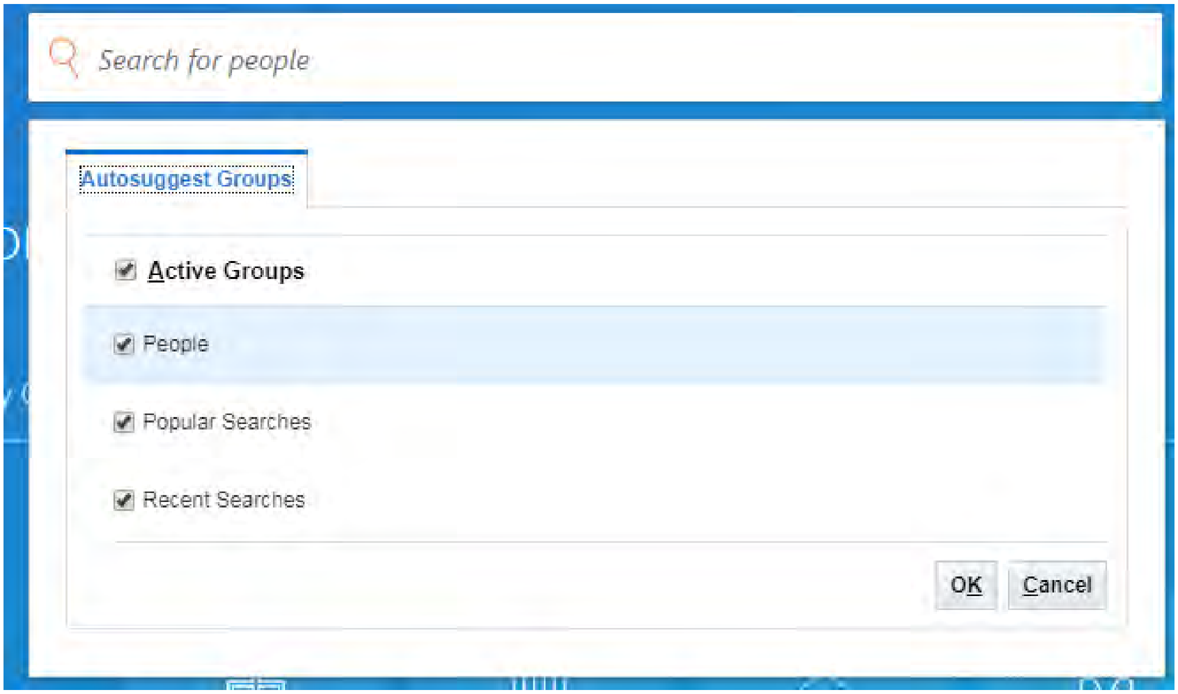
NEW HCM GLOBAL SEARCH

The new HCM global search enables you to search for people including yourself and take an action directly from the global search window. When you search for yourself, you are presented with suggested actions you can perform on yourself. When you search for another person, you are presented with suggested actions you can perform on that person as either their line manager or as an HR professional. You can also click on any person’s name to go directly to their spotlight.



Global Search Window

Click the gear icon in the top right corner to enable different search groups to appear in the Global Search window. This includes your own Recent Searches and Popular Searches in your organization.

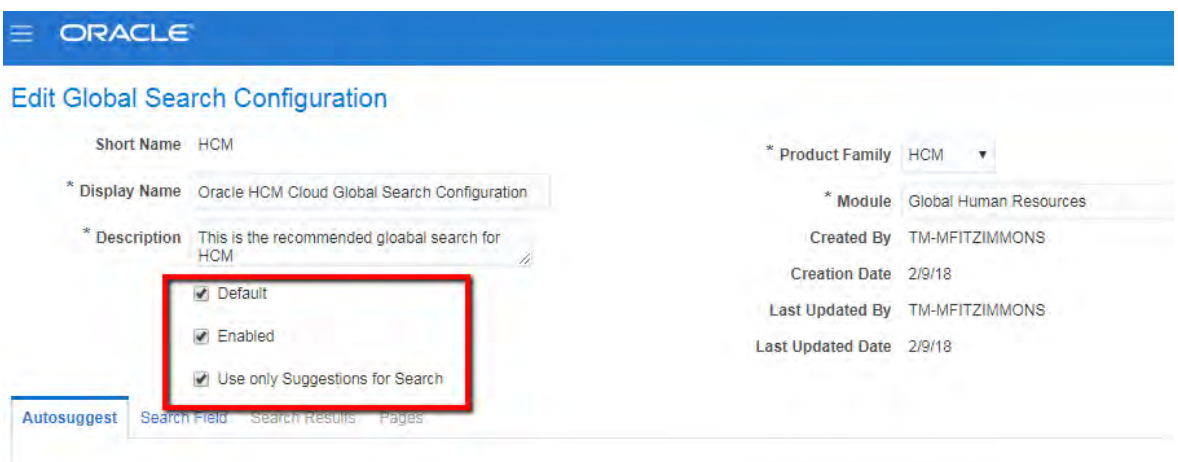


Search Groups

STEPS TO ENABLE

To enable the new HCM Global Search:

1. Navigate to the Functional Setup Manager.
2. Search for the **Manage Global Search Configurations** task.
3. Select **Oracle HCM Cloud Global Search Configuration** and click the Duplicate button.
4. Select the **Default**, **Enabled**, and **Use only Suggestions for Search** check boxes.
5. Make any other selections as needed.
6. Save and Close.



Configure HCM Global Search

TIPS AND CONSIDERATIONS

- Actions available in the global search are preselected and can't be configured. You cannot initiate all actions from the global search.
- To use any global search configuration, the profile option FUSION_APPS_SEARCH_ENABLED must be set to Yes.

ENHANCED NEWS AND ANNOUNCEMENTS

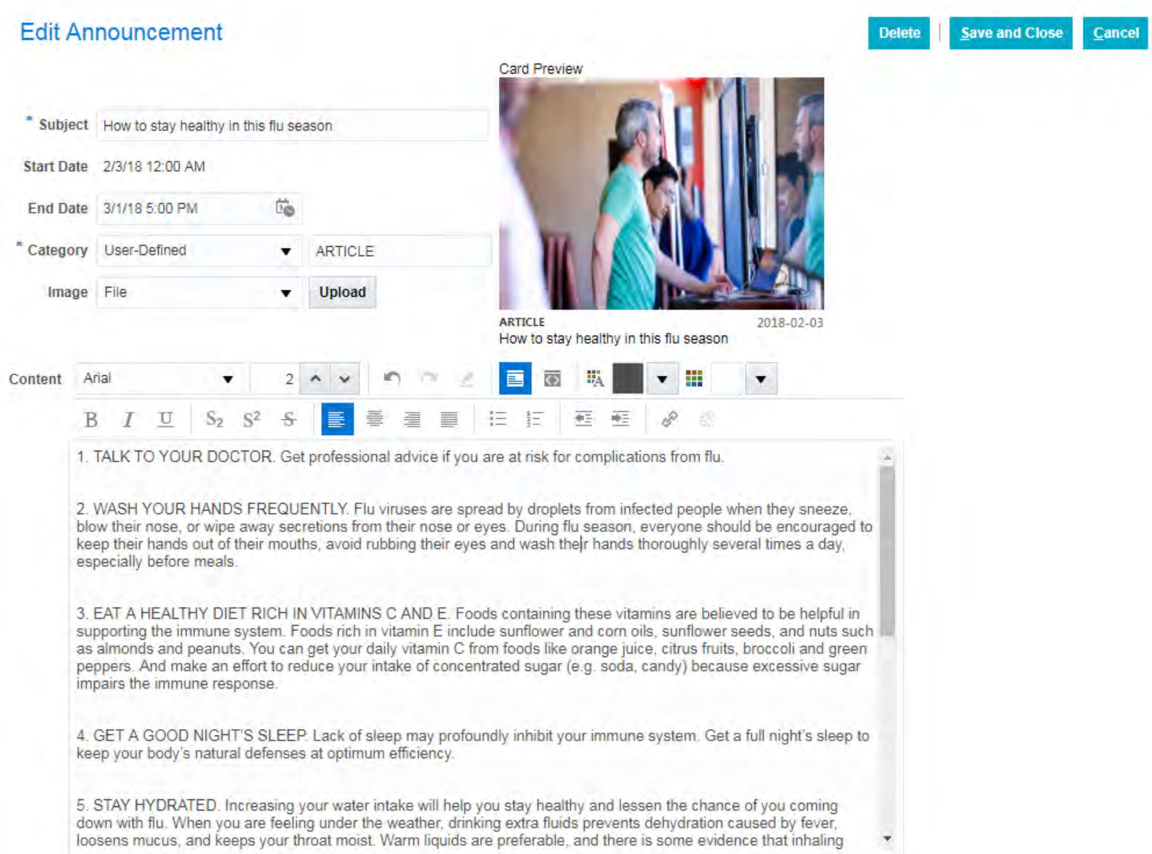
When using the new News Feed home page layout, news and announcements are displayed on the unified home page. Announcements display as attractive cards that give you a peek at what's going on at work.

A new Administrator page allows you to configure the type of announcement, define the subject, add a photo and text, and set an end date when the announcement is no longer available. Active announcements are global and are available to all employees in your organization.

STEPS TO ENABLE

To create announcements:

1. Open the main menu.
2. Navigate to **Tools** and click on **Announcements**.
3. Create a new announcement.
4. Enter the required and optional information.
5. Save and Close.



Editing an Announcement

TIPS AND CONSIDERATIONS

Active news and announcements are available to all employees. You cannot make them available to only a certain population of employees.

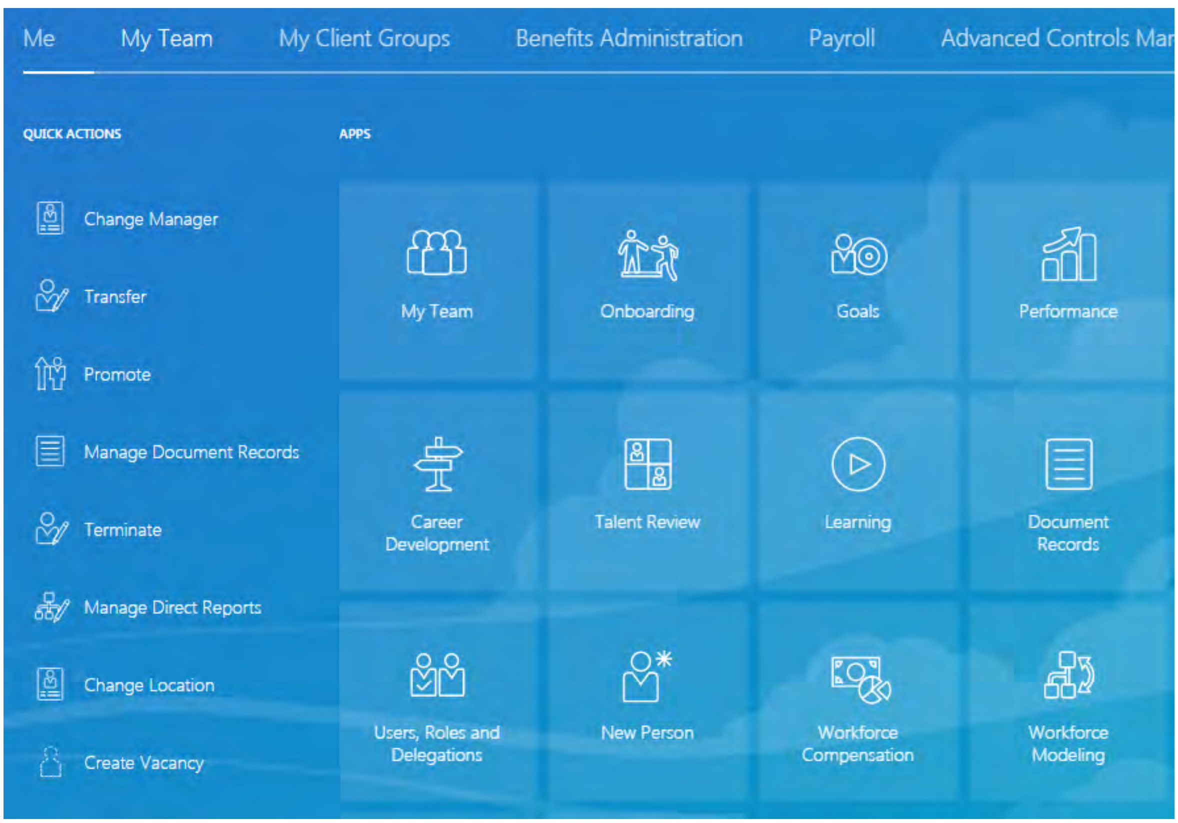
ENHANCED ROLE BASED QUICK ACTIONS

Initiate actions quickly for yourself, your team, or your organization using the enhanced actions available on the new Me, My Team, and My Client Groups tabs when using the News Feed layout for the home page.

- **Me** tab lists actions to manage your own information.
- **My Team** list actions to manage your team.
- **My Client Groups** tab lists actions to manage people within your professional area of responsibility.

The tabs display an initial set of actions based on your functional security privileges. Only those actions for which you have the functional security privilege to perform are displayed. Click **Show More** to access all your available actions grouped under the appropriate heads.

Actions displayed as quick links on the home page tabs are those that appear first on Show More. For example, on the My Team tab, employment actions display first, so those actions appear as quick links.



Quick Actions on Home Page

Quick actions use functional security to determine actions you can perform. For those actions that require you to select a person, such as Promote or Transfer, data security is evaluated after you select the action. Then you're presented with a list of people you can act on. When on the My Team tab, you can act on employees on your team. When on the My Client Groups tab, you can act on people in your area of responsibility as an HR professional.

STEPS TO ENABLE

Configuration:

As an administrator, you can configure the Show More page using the Structure menu. You can change the names of the functional groups, enable or disable actions, and change the sequence of the functional groups and actions.

Prerequisite:

The following prerequisite must be met to use the role-based Quick Actions feature:

- The Default Home Layout must be set to **News Feed** to use the enhanced, tab based quick actions. When using a different layout, the original version of quick actions is available as an alternate home page.

TIPS AND CONSIDERATIONS

- The people you can act on differ based on the tab you're on. For example, a user who is a line manager and an HR specialist who has access to the Promote action on both the My Team and My Client Groups tab will see a different set of employees they can promote. My Team returns direct reports. My Client Groups returns employees in the user's organization, based on their data security profile.
- Configuration made to individual actions using the Structure menu apply to the configured tab only. For example, if the same action appears on My Team and My Client Groups and you modify the action on My Team, the changes will only be applied to the action on My Team.
- Employees cannot personalize quick actions themselves.
- Only the HCM tabs Me, My Team, and My Client Groups support quick actions.
- Quick actions is only available on a mobile device when you have access to at least 1 app or mobile enabled main menu entry. For example, if none of the main menu entries under My Team are available on a mobile device, the entire My Team tab will be hidden including quick actions.

ABSENCE MANAGEMENT

ABSENCES SELF-SERVICE PAGES REDESIGNED

The Absences self-service pages have been redesigned for ease of use and responsiveness on all devices. The pages now have the same look and feel on desktop and mobile pages. The redesigned pages are:

- Add Absence
- Absence Balance
- Existing Absences

ADD ABSENCE

The redesigned **Add Absence** page allows for quick, easy, and simplified single day or continuous absence entry for:

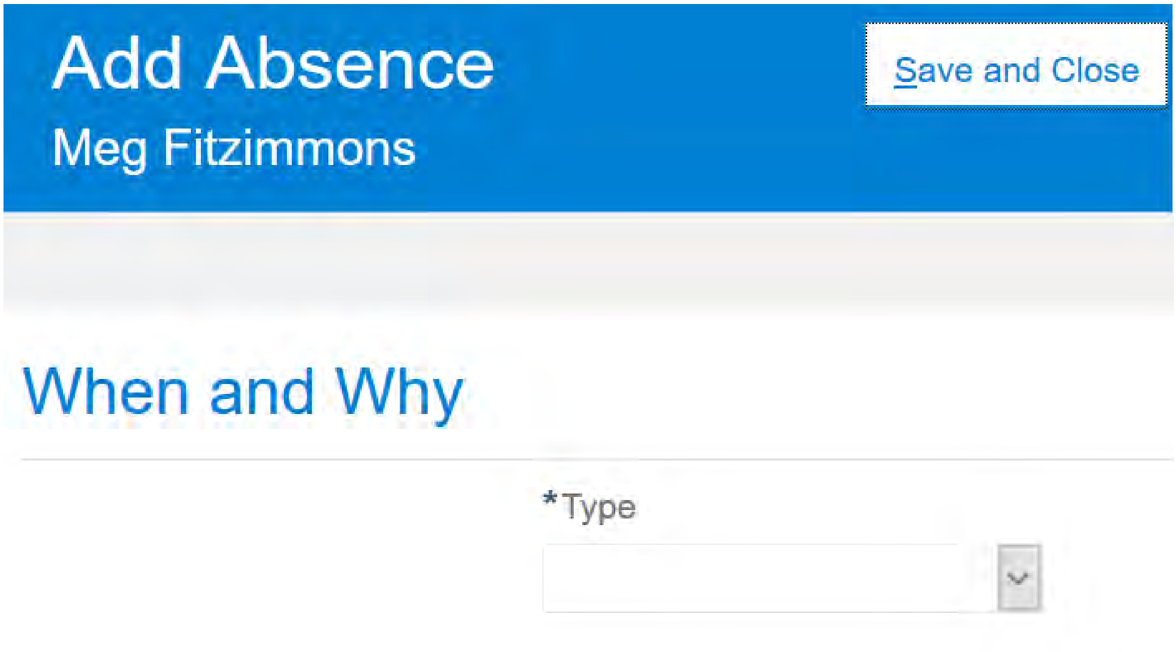
- Employees with time-based schedules with the **Hours** or **Days** unit of measure
- Generic absence type entry for accrual based absences

The additional options and fields include:

- Absence Type Balance
- Reason
- Comments

- Attachments
- Descriptive Flexfields

Workers can easily select the appropriate absence type, and the dates of the absence, and submit for approval.



Add Absence Page

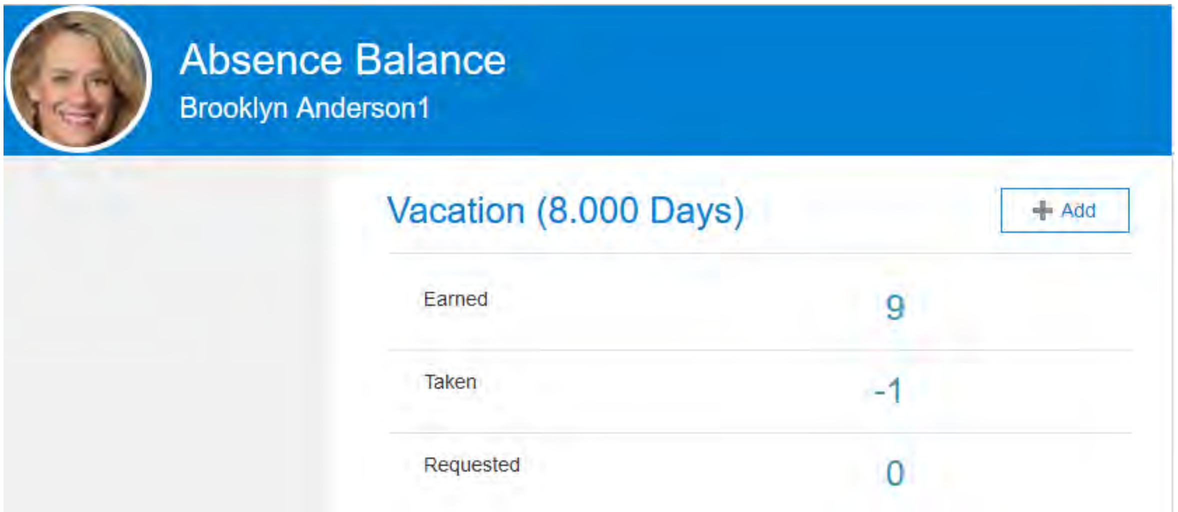
ABSENCE BALANCE

The new **Absence Balance** page provides workers with a simplified view of their plan balances, with plan breakdown details such as:

- Time earned
- Absences taken
- Absences requested

When future absences are recorded, it reflects in the **Requested** field. When the absence is complete, it is then deducted from the plan balance and displays in the **Taken** field.

You can click **Add** to enter an absence from this page.

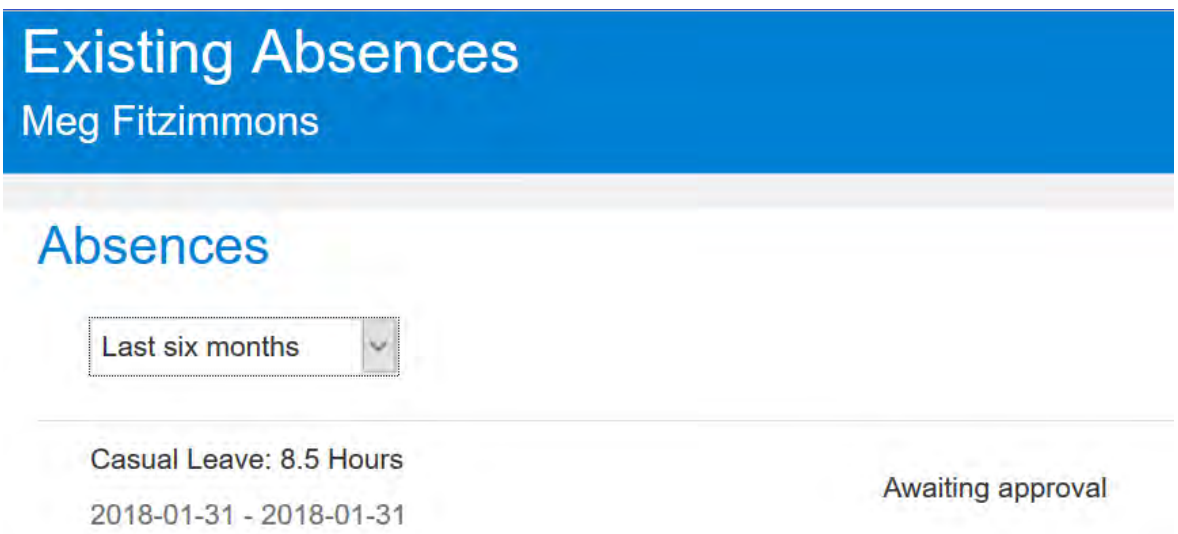


Absence Balance Page

EXISTING ABSENCES

The new **Existing Absences** page provides workers with a simplified view of all existing absences, providing an easy way to:

- View or change an existing absence
- Search by date (for example, the last 30 days)



Existing Absences Page

STEPS TO ENABLE

In order to enable the new Absences pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

PROFILE SETUP VALUES

Field	Value
Profile Option Code	ANC_ABSENCES_RESPONSIVE_ENABLED
Profile Option Name	ANC_ABSENCES_RESPONSIVE_ENABLED
Application	Absence Management
Description	Enable the mobile-responsive Absence Management pages.
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
    - Select the **Enabled** check box, to enable the feature.
    - Select the **Updateable** check box, to allow users update privileges.

    NOTE: The profile values will appear in read-only mode if deselected.

2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenanc**e work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled, the navigator menu option of the Absences pages will take the user to the new Absences pages.

TIPS AND CONSIDERATIONS

Features to be supported in future:

- Other absence patterns or units of measure
- Repeating or recurring absence entry
- Schedule defaulting
- Absence entry for employees with elapsed based schedules or shifts including partial day entry
- Duration overrides
- Qualification based plans absence entry
- Multiple assignments

- Team calendar
- Withdrawal of an existing absence
- Plan balance drill down for absence transaction details
- Absence balance projection
- Responsive absence entry for a manager or administrator
- Responsive manager or administrator balance view or responsive management of absences by a manager or administrator
- Compensatory time transactions or plan balance views
- Donations or self-service disbursements

> **NOTE:** All administrative and manager functions can still be performed using the classic user interface even if the Absence Responsive Profile for self-service pages is enabled.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

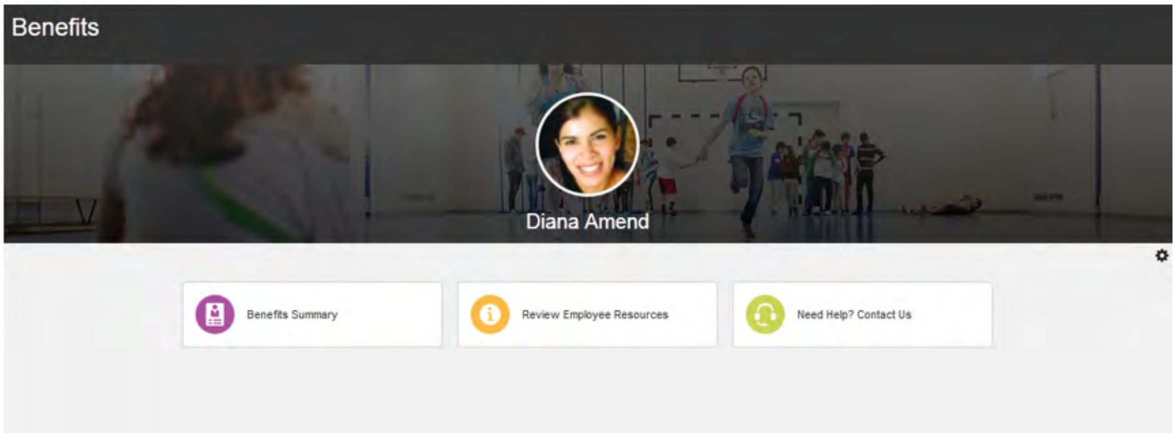
BENEFITS

SELF-SERVICE LANDING PAD REDESIGNED

Announcing the initial phase of the resigned Benefits self-service pages that are easy to use and are responsiveness on all devices. This initial phase enables users to view the new self-service Benefits Landing Pad to review their Enrollment Summary, including the Program Plan Selection and Enrollment Details. The new landing pad does not currently allow for participant updates, this is coming in future releases, so stay tuned. At this time you will only want to turn on this feature if you are only allowing a view for participants. If your participants will be allowed to make updates such as self-reporting, adding contacts or enrolling in benefits, you will want to wait for the future features to turn on these pages. To see what will be delivered in the Benefits Landing Pad, see below:

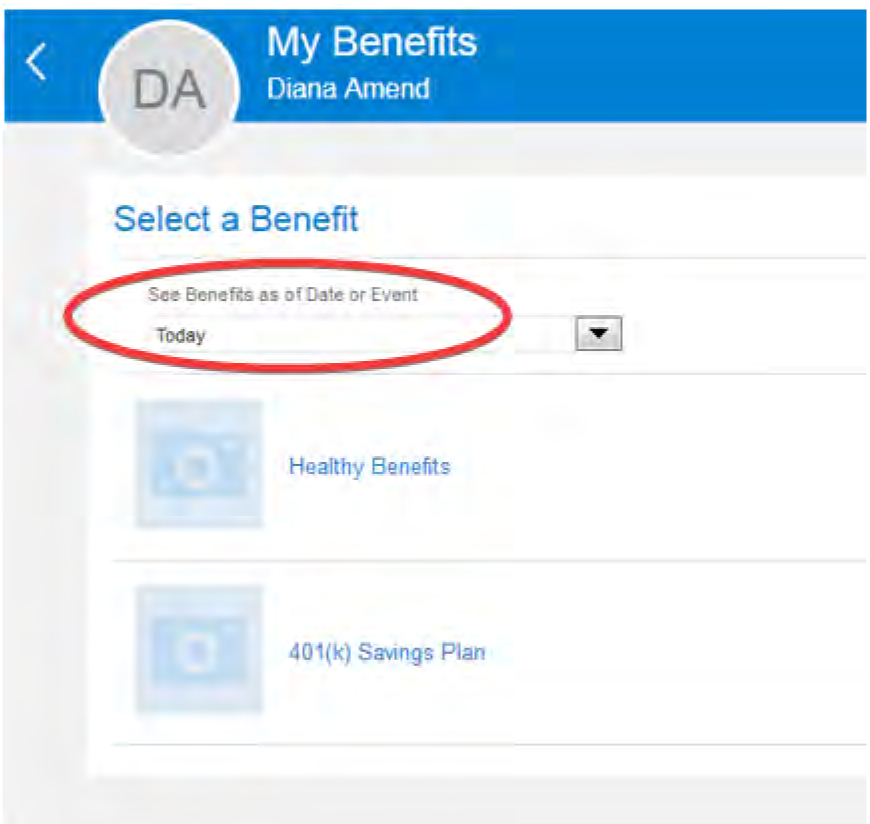
Significant changes to the appearance and behavior of these pages include:

- The landing page, also known as the overview page, is more modern and the language is conversational and simple.



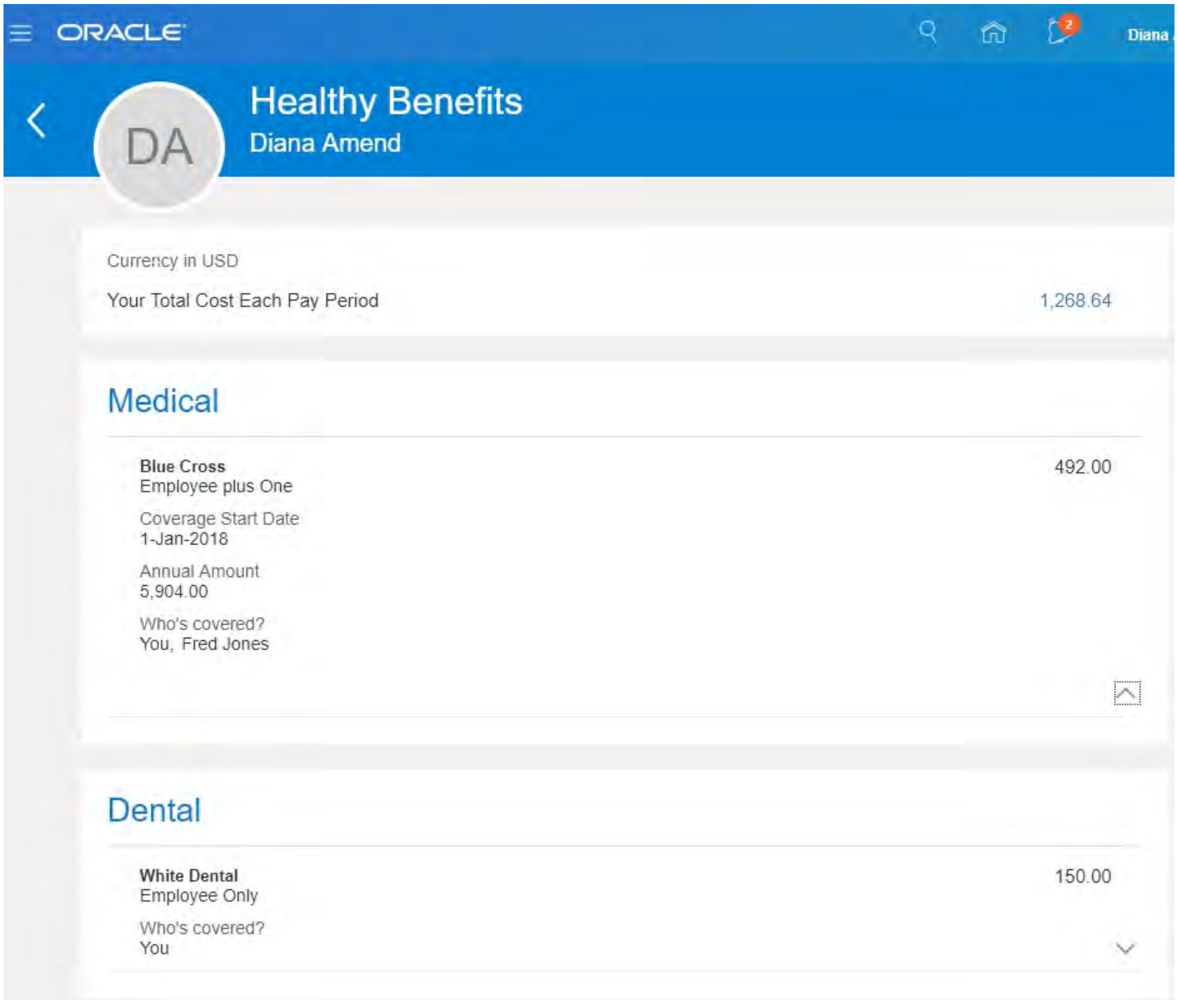
The Redesigned Benefits Landing Pad

- The My Benefits page, which provides a summary of the benefits that participants have enrolled in, has been redesigned. When participants first access the page, they can select any of the following dates to see applicable benefits:
  - Today (appears by default)
  - A future open enrollment date
  - Benefits on a specific date. Participants can see their historical benefits up to three years in the past.



The My Benefits Page

- The enrollment details page, when participants select a benefit, has been redesigned to minimize clutter. The total cost to the participant appears prominently on top of the page. At a glance, participants can see which plan and option they have enrolled in and the covered dependents and beneficiaries. On expanding a section, participants can see more details, such as the coverage start date and the annual cost.



The Enrollment Details Page

STEPS TO ENABLE

In order to enable the new Benefits Seld-Service Landing Pad, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	BEN_ENROLLMENT_RESPONSIVE_ENABLED
Profile Display Name	Mobile-Responsive Benefits Enrollment Pages Enabled
Application	Benefits
Module	Benefits

Field	Value
Description	Enable the mobile-responsive benefits enrollment pages.
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

If your organization has already closed open enrollment and you do not expect your employees to self-report or do anything other than verifying enrollments in self-service benefits, then you can start to use the redesigned pages immediately. Participants can then use either mobile or desktop to view the new benefits landing pad and summary.

NOTE: If you turn on these pages your participants will not be able to perform any tasks in self-service benefits at this time, such as, self-reporting, enrolling in plans and/or adding contacts. If your open enrollment period is imminent we suggest you wait to uptake the new Benefits Landing Pad.

Stay tuned for future releases of the Benefits Redesigned User Experience where you will want to adopt the new benefit enrollment features.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

COMPENSATION MANAGEMENT

COMPENSATION SELF-SERVICE PAGES REDESIGNED

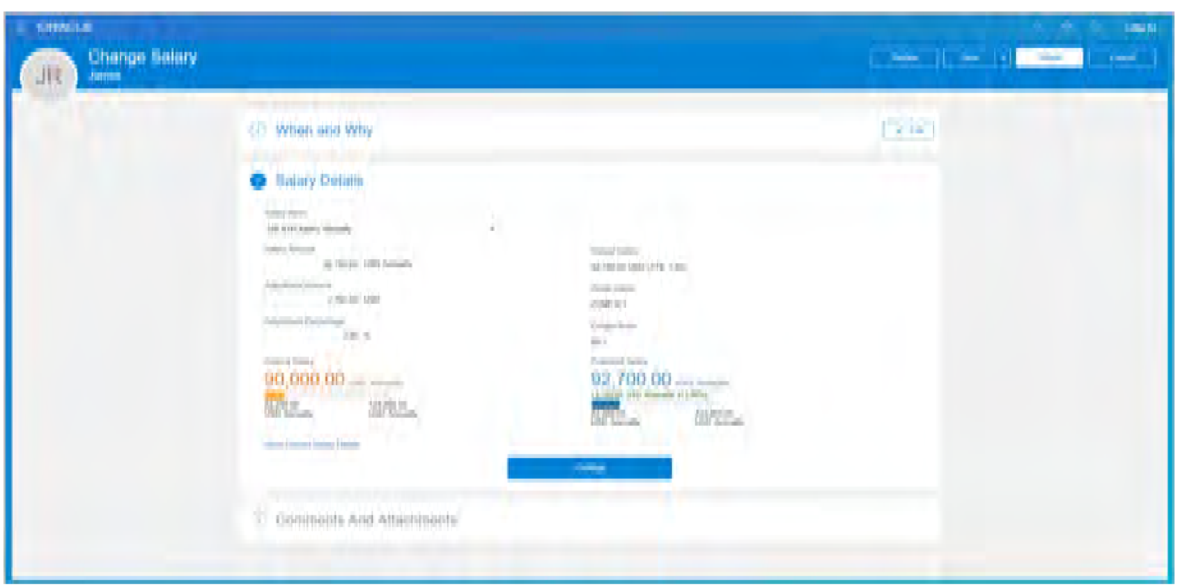
MANAGE SALARY

The Manage Salary action now takes you into the editable salary page where you can propose a new salary and review the current salary at the same time. Previously, you navigated to a read-only page and had to click a Propose Salary button to initiate the salary change.

A graph shows workers' current versus proposed salary plotted against their respective salary ranges. We moved Compensation History to the Spotlight. Other analytics, such as Salary Growth, are no longer supported in responsive pages.

We improved the sequencing of enterable and read-only attributes. You now select the salary basis, enter the component values, and then see the impact to the salary amount, annual salary, and other recalculated values.

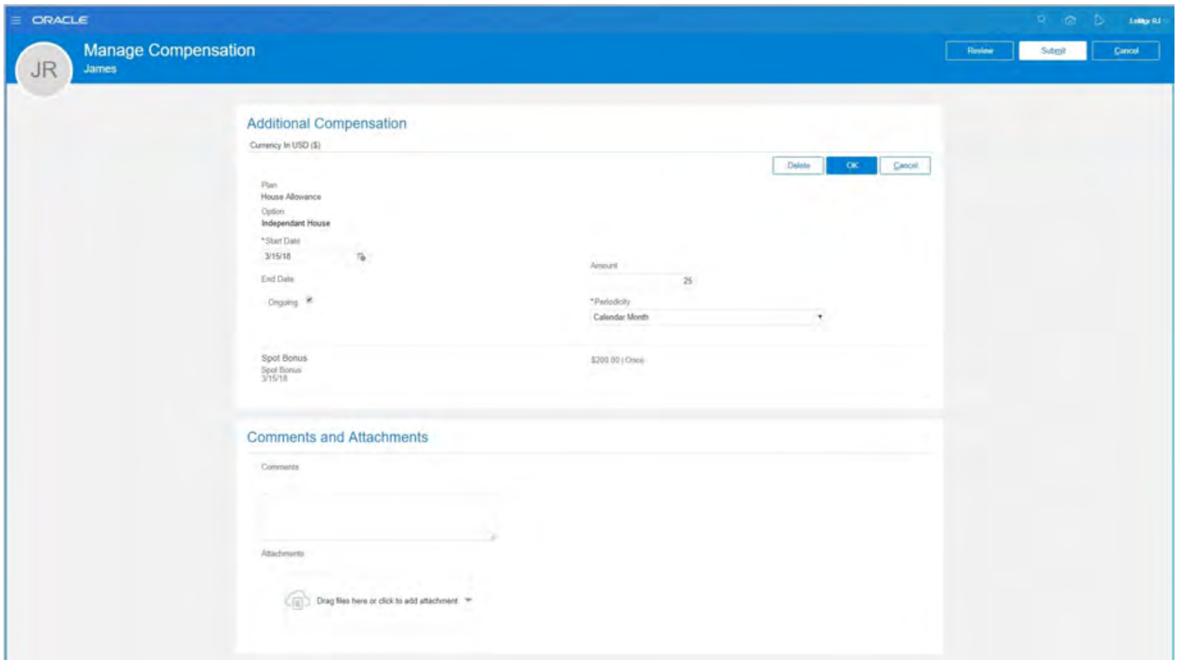
We streamlined the interface by removing unnecessary fields. Annualized Full Time Salary, Grade, Salary Range, Quartile, and others are hidden out of the box and you can enable them using page composer.



Manager's Change Salary Page

MANAGE COMPENSATION

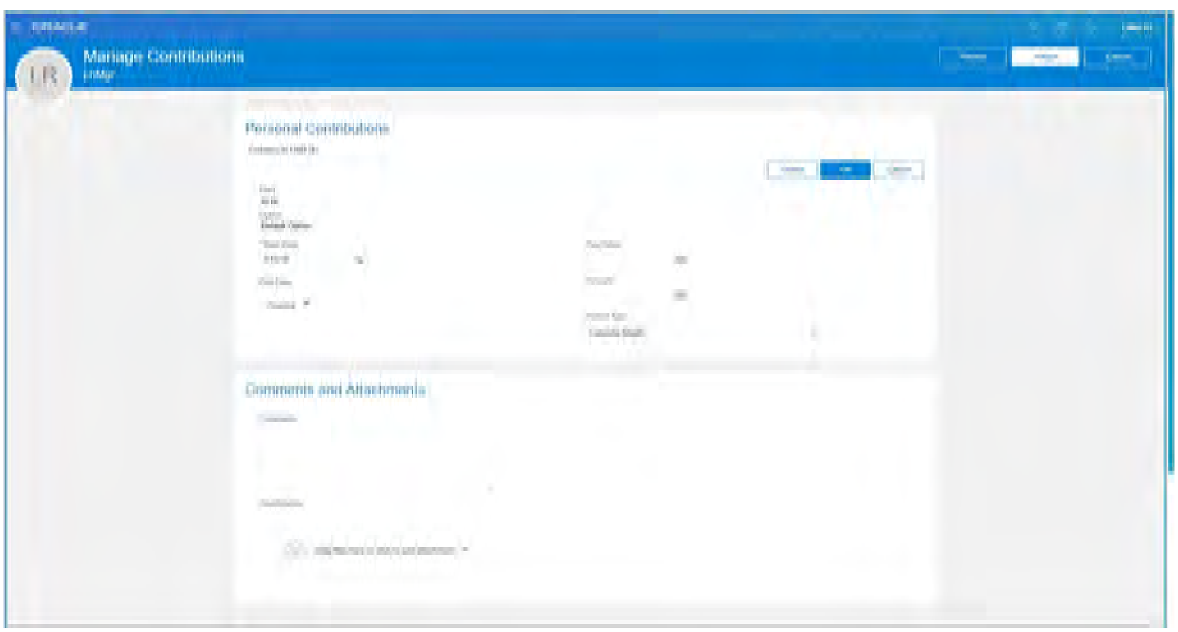
You now use the streamlined interface to create, update and delete individual compensation details on the same page. Previously you had to make these transactions in a dialog box.



Manager's Manage Compensation Page

MANAGE PERSONAL CONTRIBUTIONS

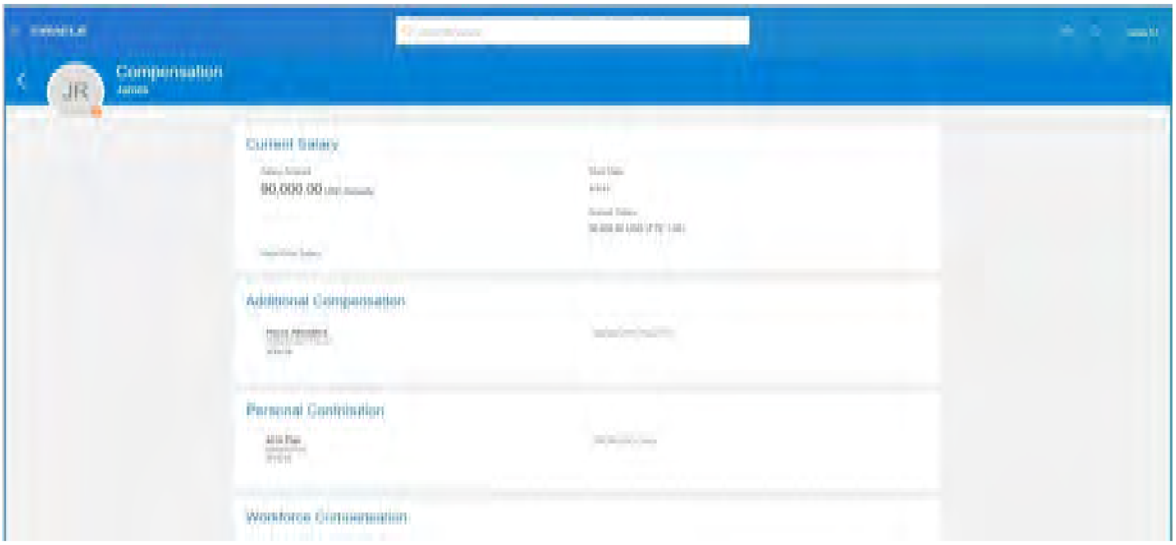
You can now use the streamlined interface to create, update, and delete personal contributions on the same page. Previously you had to make these transactions in a dialog box.



Worker's Personal Contributions Page

PERSON SPOTLIGHT - COMPENSATION DETAILS - WORKER VIEW

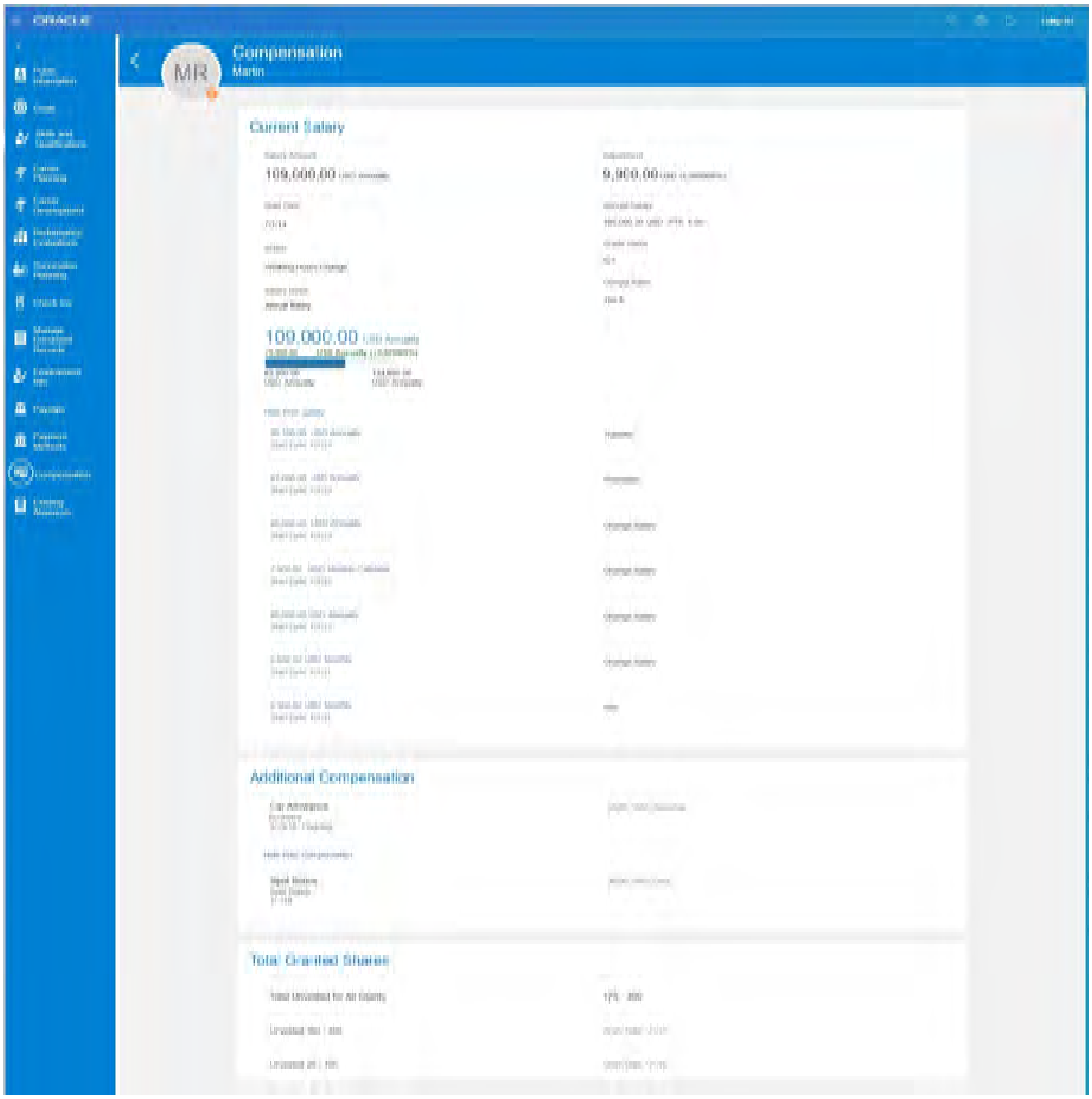
Workers can now see the salary history in their spotlight. Previously they could see their current salary details only. A separate section for personal contributions is available to let workers see their existing personal contributions.



Worker's Spotlight

PERSON SPOTLIGHT - COMPENSATION DETAILS - MANAGER VIEW

Managers can view a worker's salary history, Individual Compensation and Stock details in the MSS spotlight. Previously they could see the worker's current salary details only.



Manager's Spotlight

STEPS TO ENABLE

In order to enable the new Compensation Self-Service pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	CMP_COMPENSATION_RESPONSIVE_ENABLED
Profile Display Name	Mobile Responsive Compensation Self Service Pages Enabled
Application	Global Human Resources
Module	Application Core

Field	Value
Description	Enable the mobile responsive compensation pages for workers and managers
Start Date	01/01/1950

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
    - Select the **Enabled** check box, to enable the feature.
    - Select the **Updateable** check box, to allow users update privileges.

    NOTE: The profile values will appear in read-only mode if deselected.

2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once you enable the profile options, the self service actions takes the user to the new self service flows and the old flows are no longer available.

TIPS AND CONSIDERATIONS

- These are new pages. If you want to keep any personalizations from the previous pages you must use Page Composer to make the personalizations on the new pages.
- Previously, when you deleted an awarded individual compensation you had to select Delete, Discontinue, or Continue. In the responsive UI, you update the End Date to take this action.
- Currently you can download the Change Statement only in the Workforce Compensation section of the Person Spotlight.
- The buttons to save or review the transaction before submission are hidden out of the box. You can use Page Composer to enable them.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

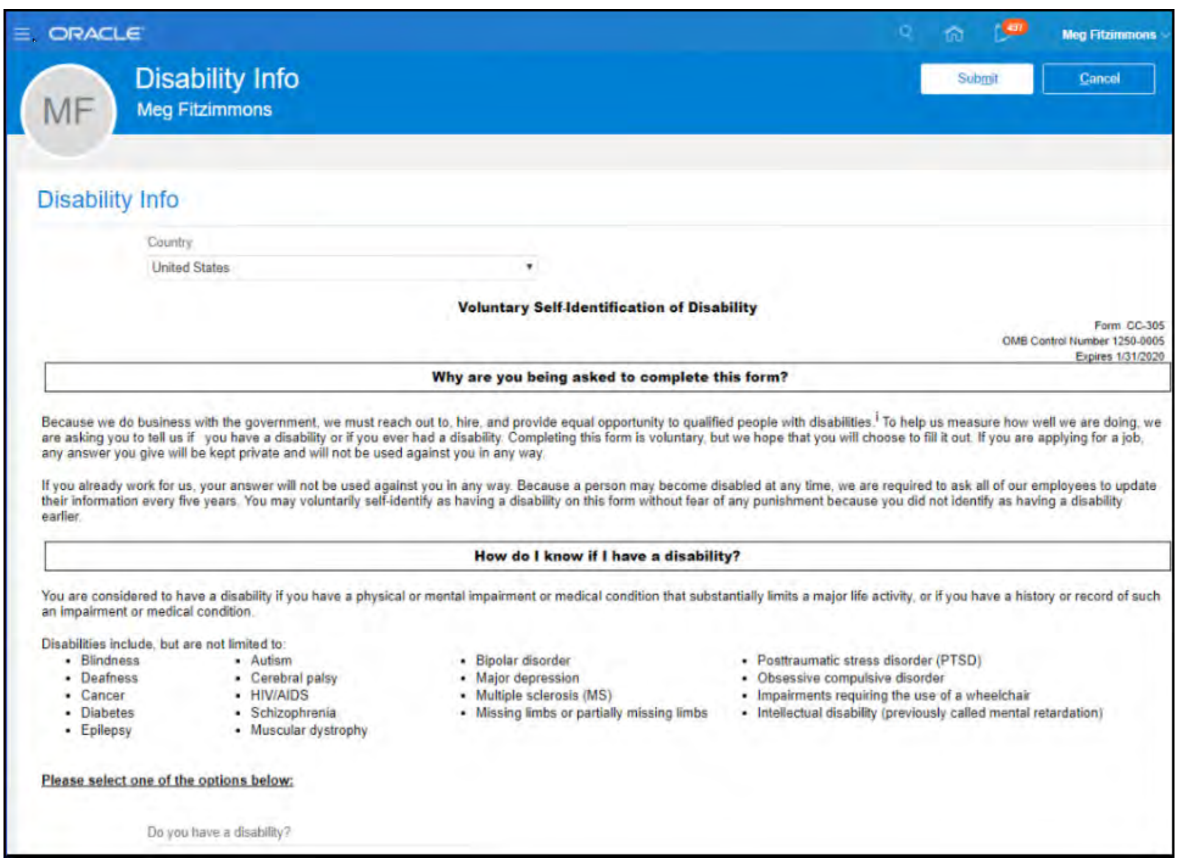
GLOBAL HR

PERSONAL INFORMATION REDESIGNED SELF-SERVICE PAGES ENHANCED

The redesigned self-service Personal Information pages are enhanced to support disability self-disclosure, flexfields, and atomic approvals.

DISABILITY SELF-DISCLOSURE

Workers can now disclose their disability for the United States, United Kingdom, and Japan on the Personal Info page. The voluntary self-disclosure of disability text for the United States is now embedded within the same page where you enter the disability information.



Self-Disclosure of Disability

FLEXFIELD SUPPORT

The following developer descriptive flexfields (DDFs) and descriptive flexfields (DFFs) are added but are hidden out-of- the-box and can be displayed on personalization:

Developer Descriptive Flexfields (DDFs)

1. Person Contact Relationship Information (PER_PERSON_CONTACT_RELATIONSHIP_DDF)
2. Person Driver's License Information (PER_PERSONDRIVERS_LICENSE_LEG_DDF)
3. Person Passport Information (PER_PERSON_PASSPORT_LEG_DDF)
4. Person Legislative Information (PER_PERSON_LEGISLATIVE_DATA_LEG_DDF)
5. Person Visa Information (PER_PERSON_VISA_LEG_DDF)

Descriptive Flexfields (DFFs)

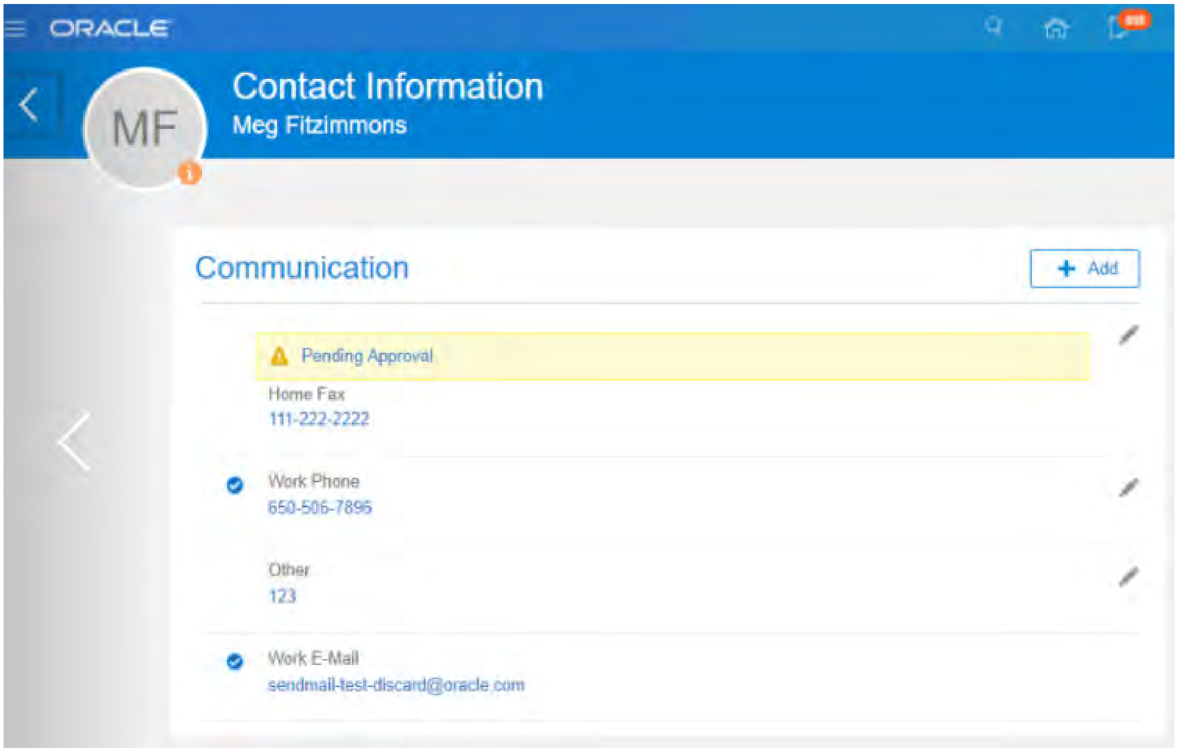
1. Citizenship DFF (PER_CITIZENSHIPS_DFF)
2. Contact Relationships Attributes DFF (PER_CONTACT_RELSHIPS_DFF)
3. Delivery Methods DFF (PER_PERSON_DLVRY_METHODS_DFF)
4. Driver Licenses DFF (PER_DRIVERS_LICENSE_TYPES_DFF)
5. Email Addresses DFF (PER_EMAIL_ADDRESSES_DFF)
6. Ethnicity Attributes DFF (PER_ETHNICITIES_DFF)
7. National Identifier DFF (PER_NATIONAL_IDENTIFIERS_DFF)
8. Person Address Usage Attributes DFF (PER_PERSON_ADDR_USG_DFF)
9. Persons Attributes DFF (PER_PERSONS_DFF)
10. Person Legislative Information DFF (PER_PERSON_LEGISLATIVE_DFF)
11. Phone DFF (PER_PHONES_DFF)
12. Religions Attributes DFF (PER_RELIGIONS_DFF)
13. Visa/Work Permit DFF (PER_VISA_PERMIT_DFF)

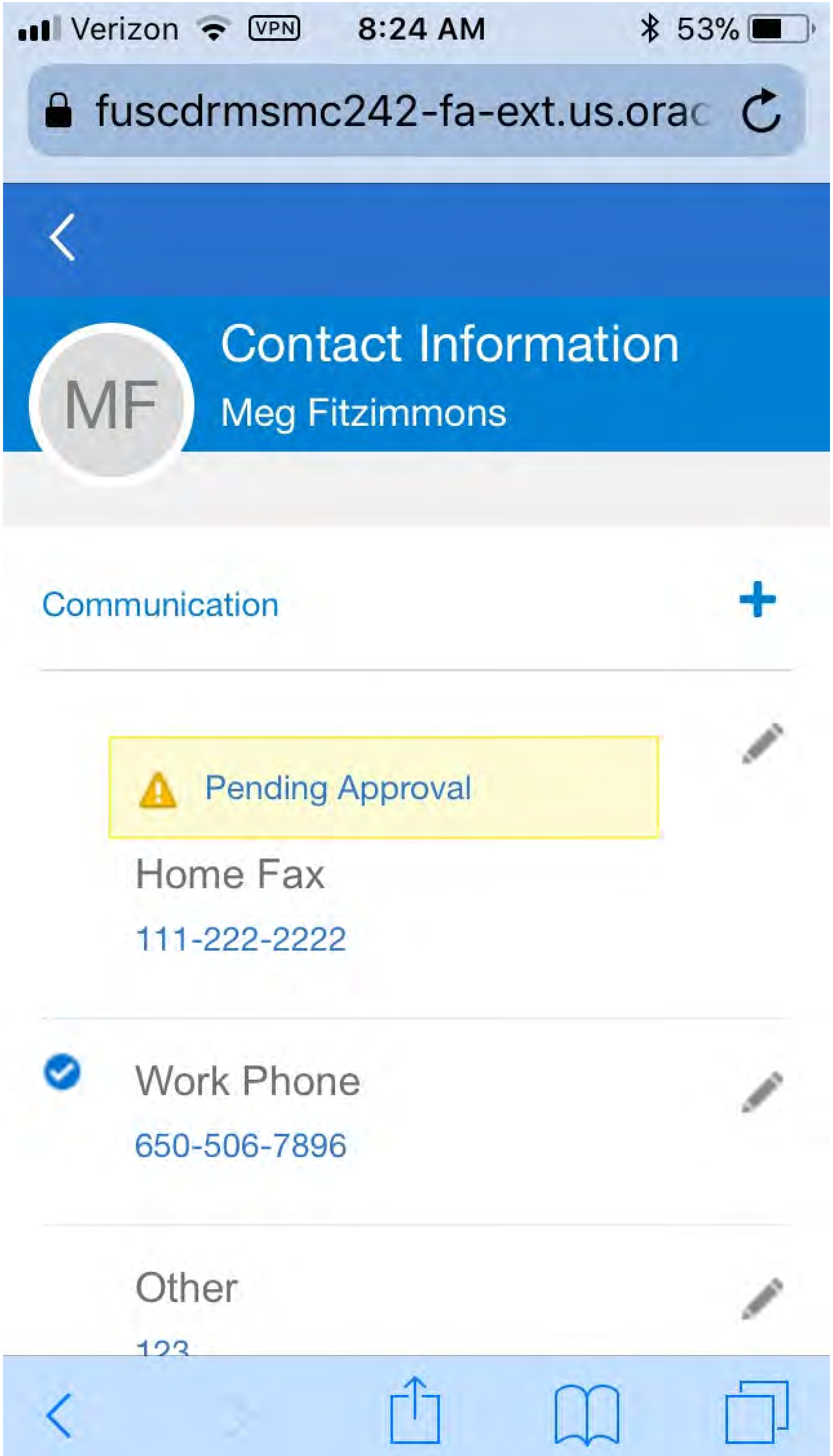
LOCAL NAME SUPPORT

The Personal Info page now supports local name, however this field is hidden out-of-the-box.

APPROVALS

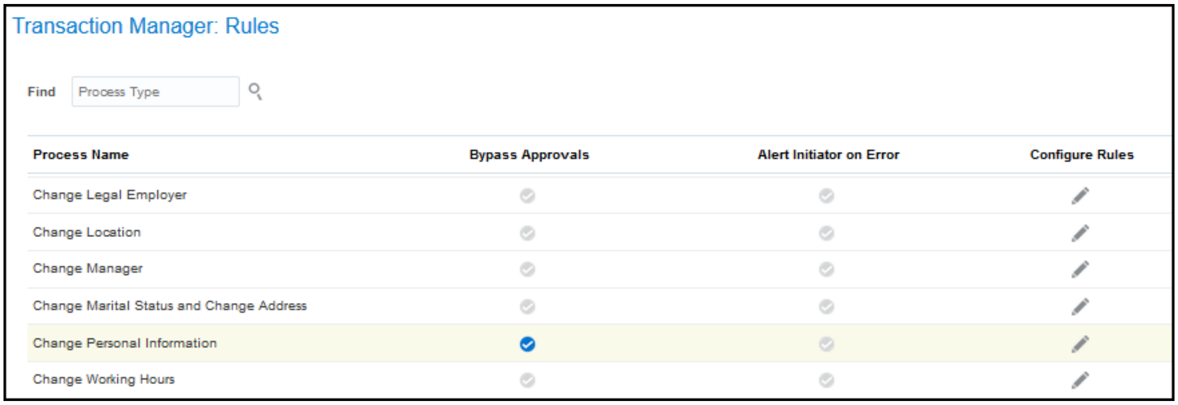
You can now apply approvals for personal information changes. Approvals are now generated at the record level. For example, a change to your home telephone is sent for approval that is separate from your work mobile telephone. Any change to a record is a separate transaction that requires approval and does not affect changes to any other record within the personal information. If a record is changed, a banner is displayed for that object indicating that the transaction is pending approval. You can click on the "Pending Approval" link in the banner to view the BI Publisher (BIP) notification and the approvers of the transaction.


ORACLE
Contact Information
Meg Fitzimmons
MF
Communication
Add
Pending Approval
Home Fax
111-222-2222
Work Phone
650-506-7896
Other
123
Work E-Mail
sendmail-test-discard@oracle.com



Approval Pending for Home Phone Number Change

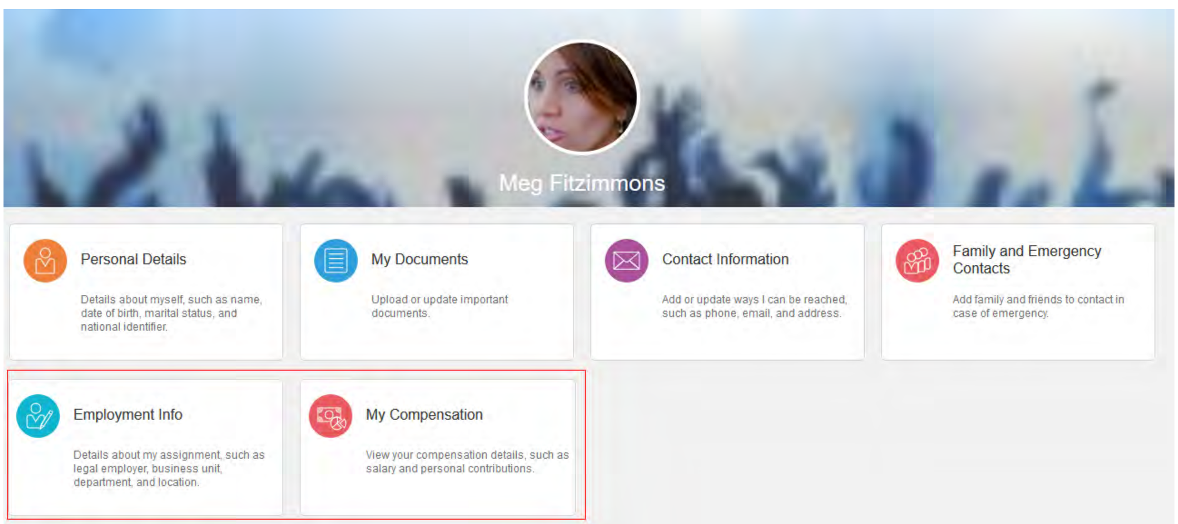
You can configure to bypass approvals or set up your own approval rules for the Change Personal Information process in the Transaction Console. You can also enter any comments and attach documents or files when approvals are not bypassed. However, if there are any changes done to a person record on the Manage Person page that are pending approval, then you cannot modify the personal details on the Personal Information page. For example, if an HR Specialist modifies your address details on the Manage Person page, you cannot change any information on the Personal Information page.

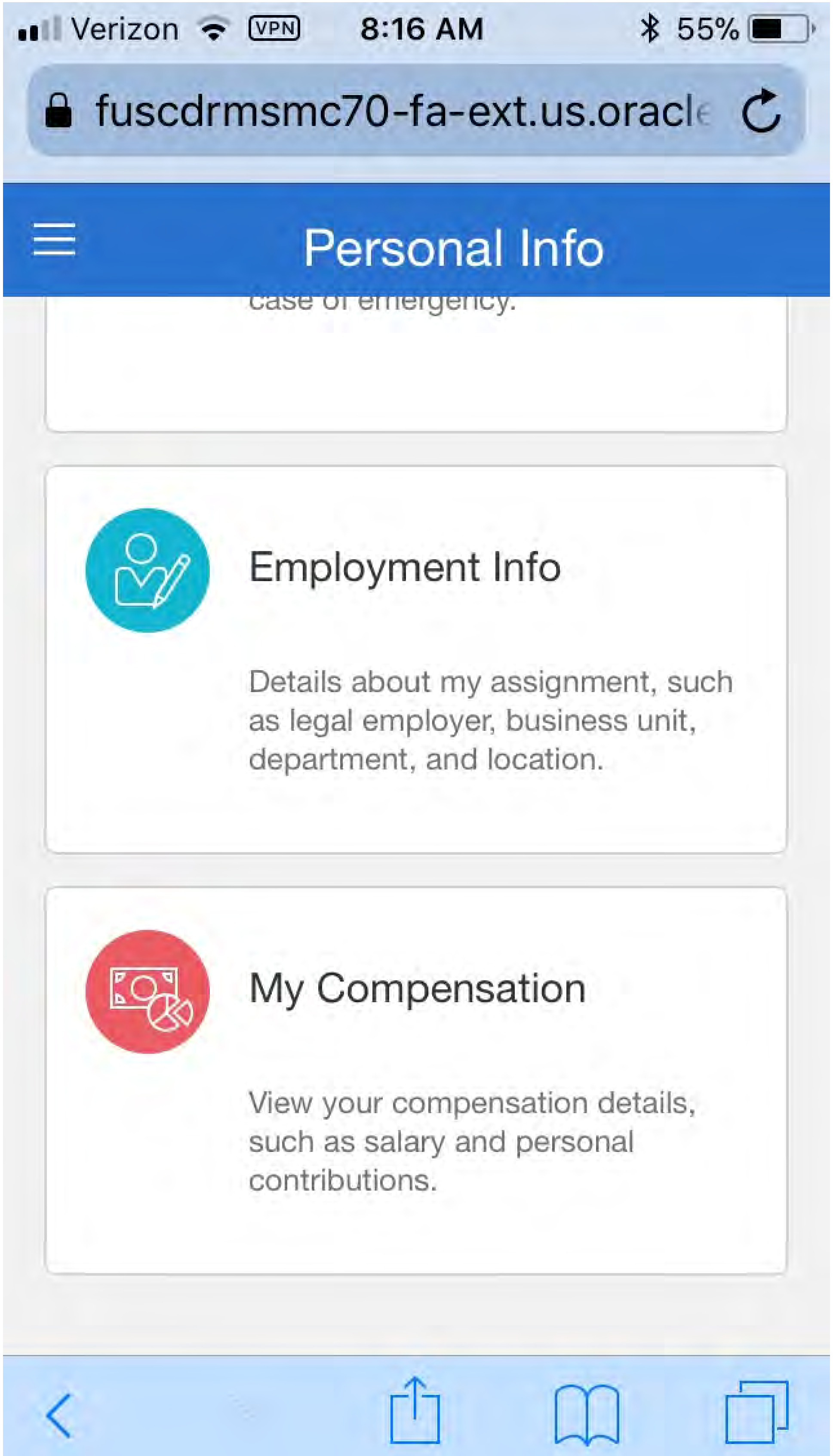


Configure Approval Rules for Change Personal Information

VIEW EMPLOYMENT AND COMPENSATION INFORMATION

You can now access your employment and compensation information from the Personal Info landing page.





View Employment and Compensation Information on the Personal Info Page

MY DOCUMENTS

The Passports, Visas/Permits, Citizenship, and Driver Licenses sections are now hidden on the My Documents page, and the Document Records section is displayed out-of-the-box.

STEPS TO ENABLE

In order to enable the new Personal Information pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED
Profile Display Name	PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED
Application	Global Human Resources
Module	Personal Information
Description	Enable the new responsive Personal Information pages
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled the navigator menu option of Personal Information will take the user to the new Personal Information pages and the old pages will no longer be available.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

For more information on regenerating grants for roles, refer to the HCM R13 Security Upgrade Guide on My Oracle Support:

- Appendix B: Regenerating Roles

ROLE INFORMATION

The data display is secured with a view data security policy, while the edit and add functions are secured with a manage data security policy. This is helpful in the case where you want to view but not edit the data. You can remove the manage privilege from your custom role. For example, if you want to view your name details but not update the name details, your custom role can have the 'View Person Name' aggregate privilege, but remove the 'Manage Person Name' aggregate privilege. This change will hide the pencil edit icon from the page, making it read only.

Section	**Aggregate Privilege Name and Code**	**Functional Privilege Name and Code**	**Job Role**
Card: Personal Details	Manage Person Legislative (ORA_PER_PERSON_LEGISLATIVE_MANAGEMENT_DUTY) Manage Person Name (ORA_PER_PERSON_NAME_MAINTENANCE_DUTY) Manage Person Ethnicity (ORA_PER_PERSON_ETHNICITY_MANAGEMENT_DUTY) Manage Person Religion (ORA_PER_PERSON_R	Access FUSE Personal Information Page (PER_FUSE_PERSONAL_INFORMATION) Manage Person Legislative (PER_MANAGE_PERSON_LEGISLATIVE) Manage Person Name (PER_MANAGE_PERSON_NAME) Manage Person Ethnicity (PER_MANAGE_PERSON_ETHNICITY)	Employee Contingent Worker

Section	Aggregate Privilege Name and Code	Functional Privilege Name and Code	Job Role
	ELIGION_MANAGEMENT_DUTY) Manage Person National Identifier (ORA_PER_PERSON_NATIONAL_IDENTIFIER_MANAGEMENT_DUTY)	Manage Person Religion (PER_MANAGE_PERSON_RELIGION) Manage Person National Identifier (PER_MANAGE_PERSON_NATIONAL_IDENTIFIER)	
Personal Details - Name	Manage Person Name (ORA_PER_PERSON_NAME_MAINTENANCE_DUTY) View Person Name (ORA_PER_PERSON_NAME_VIEW_DUTY)	Manage Person Name (PER_MANAGE_PERSON_NAME)	Employee Contingent Worker
Personal Details-Biographical Info		Access FUSE Personal Information Page (PER_FUSE_PERSONAL_INFORMATION)	Employee Contingent Worker
Personal Details-Demographic Info	Manage Person Ethnicity (ORA_PER_PERSON_ETHNICITY_MANAGEMENT_DUTY) View Person Ethnicity (ORA_PER_PERSON_ETHNICITY_VIEW_DUTY) Manage Person Religion (ORA_PER_PERSON_RELIGION_MANAGEMENT_DUTY) View Person Religion (ORA_PER_PERSON_RELIGION_VIEW_DUTY) Manage Person National Identifier (ORA_PER_PERSON_NATIONAL_IDENTIFIER_MANAGEMENT_DUTY) Person National Identifier View Duty (ORA_PER_PERSON_NATIONAL_IDENTIFIER_VIEW_DUTY) Manage Person Legislative (ORA_PER_PERSON_LEGISLATIVE_MANAGEMENT_DUTY)	Manage Person Ethnicity (PER_MANAGE_PERSON_ETHNICITY) Manage Person Religion (PER_MANAGE_PERSON_RELIGION) Manage Person National Identifier (PER_MANAGE_PERSON_NATIONAL_IDENTIFIER) Manage Person Legislative (PER_MANAGE_PERSON_LEGISLATIVE)	Employee Contingent Worker

Section	Aggregate Privilege Name and Code	Functional Privilege Name and Code	Job Role
	View Person Legislative (ORA_PER_PERSON_LEGISLATIVE_VIEW_DUTY)		
Card: Contact Information	View Portrait Contact Card (ORA_PER_PORTRAIT_CONTACT_DUTY) Change Person Address (RA_PER_PERSON_ADDRESS_MAINTENANCE_DUTY)	View Portrait Contact Card (PER_VIEW_PORTRAIT_CONTACT_CARD) Change Person Address (PER_CHANGE_PERSON_ADDRESS)	Employee Contingent Worker
Contact Information: Communication	View Portrait Contact Card (ORA_PER_PORTRAIT_CONTACT_DUTY) Person Communication Methods Management Duty (ORA_PER_PERSON_COMMUNICATION_METHODS_MANAGEMENT_DUTY)	View Portrait Contact Card (PER_VIEW_PORTRAIT_CONTACT_CARD)	Employee Contingent Worker
Contact Information: Address	Change Person Address (RA_PER_PERSON_ADDRESS_MAINTENANCE_DUTY) View Person Address (ORA_PER_VIEW_PERSON_ADDRESS_DUTY)	Change Person Address (PER_CHANGE_PERSON_ADDRESS)	Employee Contingent Worker
Card: My Documents	Manage Person Visa or Permit (ORA_PER_PERSON_VISA_PERMIT_MANAGEMENT_DUTY) Manage Person Passport (ORA_PER_PERSON_PASSPORT_MANAGEMENT_DUTY) Manage Person Citizenship (ORA_PER_PERSON_CITIZENSHIP_MANAGEMENT_DUTY) Manage Person Driver License (ORA_PER_PERSON_DRIVER_LICENSE_MANAGEMENT_DUTY)	Manage Person Visa or Permit (PER_MANAGE_PERSON_VISA_OR_PERMIT) Manage Person Passport (PER_MANAGE_PERSON_PASSPORT) Manage Person Citizenship (PER_MANAGE_PERSON_CITIZENSHIP) Manage Person Driver License (PER_MANAGE_PERSON_DRIVER_LICENSE)	Employee Contingent Worker

Section	Aggregate Privilege Name and Code	Functional Privilege Name and Code	Job Role
My Documents: Passport	Manage Person Passport (ORA_PER_PERSON_PASSPORT_MANAGEMENT_DUTY) View Person Passport (ORA_PER_PERSON_PASSPORT_VIEW_DUTY)	Manage Person Passport (PER_MANAGE_PERSON_PASSPORT_PRIV)	Employee Contingent Worker
My Documents: Citizenship	Manage Person Citizenship (ORA_PER_PERSON_CITIZENSHIP_MANAGEMENT_DUTY) View Person Citizenship (ORA_PER_PERSON_CITIZENSHIP_VIEW_DUTY)	Manage Person Citizenship (PER_MANAGE_PERSON_CITIZENSHIP)	Employee Contingent Worker
My Documents: Driver's Licenses	Manage Person Driver License (ORA_PER_PERSON_DRIVER_LICENSE_MANAGEMENT_DUTY) View Person Driver License (ORA_PER_PERSON_DRIVER_LICENSE_VIEW_DUTY)	Manage Person Driver License (PER_MANAGE_PERSON_DRIVER_LICENSE)	Employee Contingent Worker
My Documents: Visa	Manage Person Visa or Permit (ORA_PER_PERSON_VISA_PERMIT_MANAGEMENT_DUTY) View Person Visa or Permit (ORA_PER_PERSON_VISA_PERMIT_VIEW_DUTY)	Manage Person Visa or Permit (PER_MANAGE_PERSON_VISA_OR_PERMIT)	Employee Contingent Worker
Card: Family and Emergency Contact	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY) View Portrait Personal Information Card (RA_PORTRAIT_PERSONAL_AND_EMPLOYMENT_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker

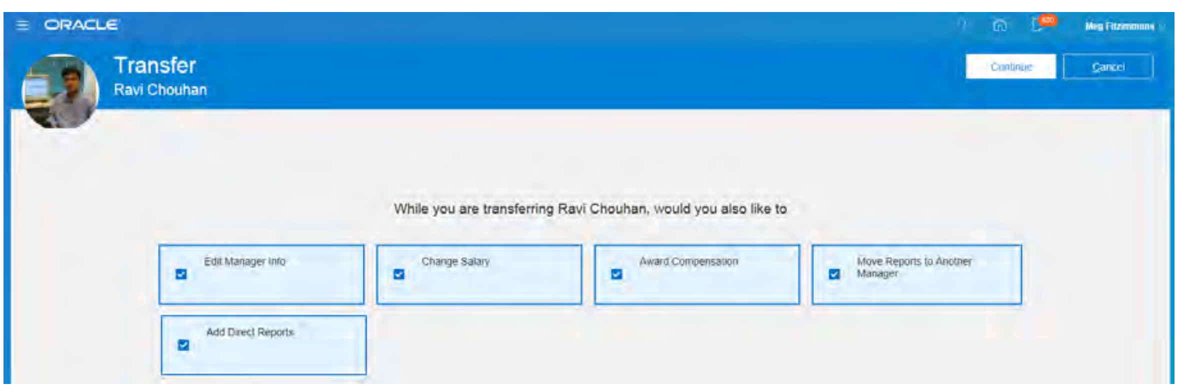
Section	Aggregate Privilege Name and Code	Functional Privilege Name and Code	Job Role
New Contact	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker
Edit Contact: Basic Information	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker
Edit Contact: Relationship	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker
Edit Contact: Name	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker
Edit Contact: Communication	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker
Edit Contact: Address	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker
Edit Contact: National Identifiers	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker
Edit Contact: Passports	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker
Edit Contact: Visas and Permits	View Person Contact Details (ORA_PER_PERSON_CONTACT_DETAILS_VIEW_DUTY)	Manage Person Contact Details (PER_MANAGE_PERSON_CONTACT_DETAILS)	Employee Contingent Worker

Section	Aggregate Privilege Name and Code	Functional Privilege Name and Code	Job Role
Person Spotlight: Personal Details link	Access Personal Details (ORA_PER_ACCESS_PERSONAL_DETAILS)	Access Personal Details (PER_ACCESS_PERSONAL_DETAILS)	Employee Contingent Worker
Person Spotlight: Documents link	Access Person Documents (ORA_PER_ACCESS_PERSON_DOCUMENTS)	Access Person Documents (PER_ACCESS_PERSON_DOCUMENTS)	Employee Contingent Worker
Person Spotlight: Contact Information link	Access Person Contact Information (ORA_PER_ACCESS_PERSON_CONTACT_INFORMATION)	Access Person Contact Information (PER_ACCESS_PERSON_CONTACT_INFORMATION)	Employee Contingent Worker

EMPLOYMENT MANAGER SELF-SERVICE FLOWS REDESIGNED

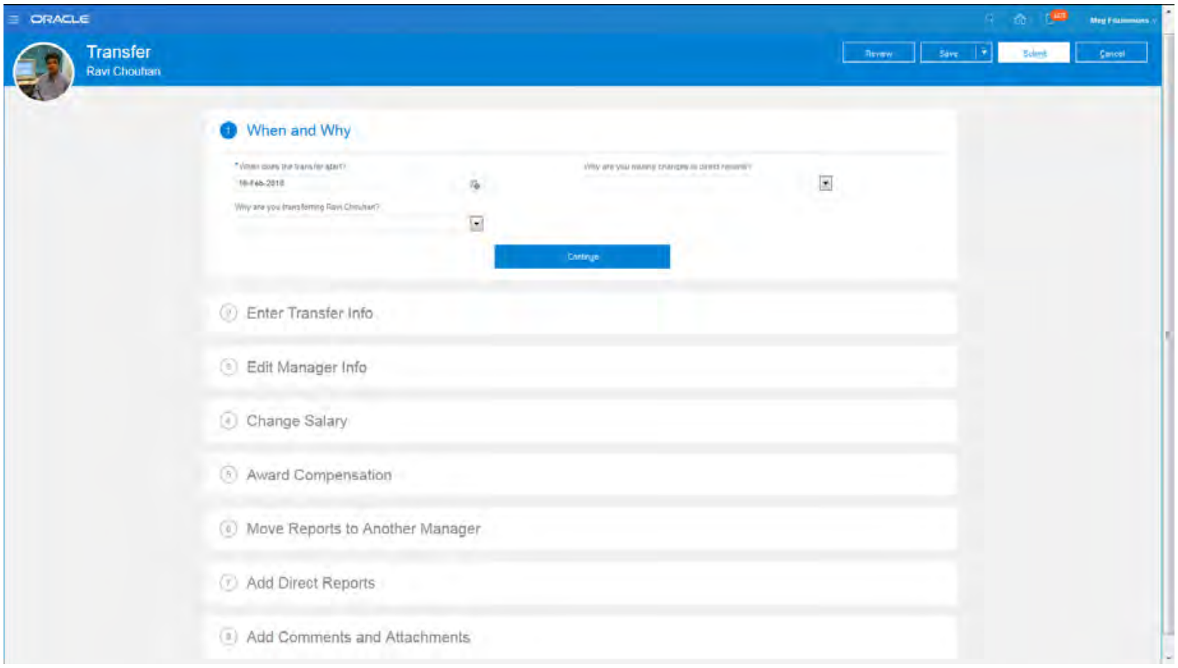
The Employment manager self-service flows have been redesigned for ease of use and responsiveness on all devices. The redesigned flows include:

- Promote
- Transfer
- Change Working Hours
- Change Location
- Change Manager
- Change Legal Employer
- Manage Direct Reports
- Terminate Work Relationship
- Submit Resignation
- Hire an Employee
- Add a Contingent Worker
- Add a Pending Worker



Select Additional Actions to Perform Besides Transfer

The pages are clutter-free and display the most frequently used fields. Fields that are not used frequently are hidden, but can be displayed using Page Composer. For example, Action, Business Unit, Position, and so on, and so forth are not displayed on the pages, but can be made visible.



Guided Process with All Steps on a Single Page

STEPS TO ENABLE

To enable the new Employment Manager Self-Service Flows, you must create and enable the following profile options after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	HCM_TASK_CONFIGURATOR_RESPONSIVE_ENABLED
Profile Display Name	Questionnaire Displayed in Guided Processes
Application	Global Human Resources
Module	Global Human Resources
Description	Display questionnaire page in the transactions that use the guided processes.
Start Date	01/01/1950
End Date	

Field	Value
Profile Option Code	PER_EMPLOYMENT_GUIDED_FLOWS_RESPONSIVE_ENABLED
Profile Display Name	Mobile-Responsive Employment Flows Enabled
Application	Global Human Resources
Module	Employment

Field	Value
Description	Enable the mobile-responsive employment flows.
Start Date	01/01/1950
End Date	

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
    - Select the **Enabled** check box, to enable the feature.
    - Select the **Updateable** check box, to allow users update privileges.

    NOTE: The profile values will appear in read-only mode if deselected.

2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

When the profile options are enabled, the Employment manager self-service actions will take the user to the new manager self-service flows and the old flows will no longer be available.

TIPS AND CONSIDERATIONS

- Since the Employment manager self-service pages are new, any required Page Composer personalizations must be applied on the new pages.
- Employment manager self-service guided flows are now organized on a single page, so there are no longer any train stops in the guided flows.
- If users need to enter information that is currently unavailable in simplified new person flows or they need to add a nonworker, they can still go to the New Person work area to use classic new person flows.

KEY RESOURCES

For more information about creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

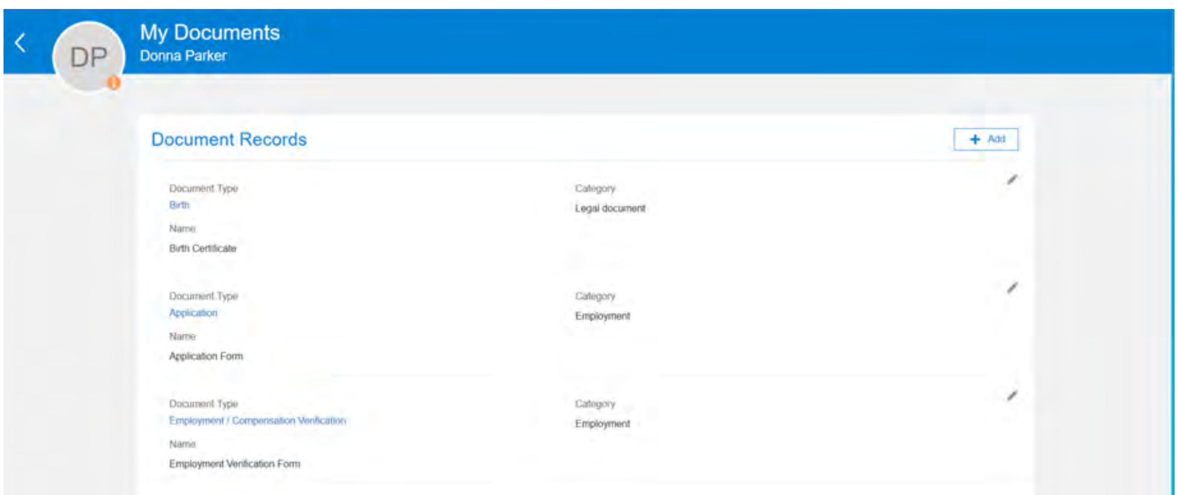
- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information about personalizing pages, refer to the following:

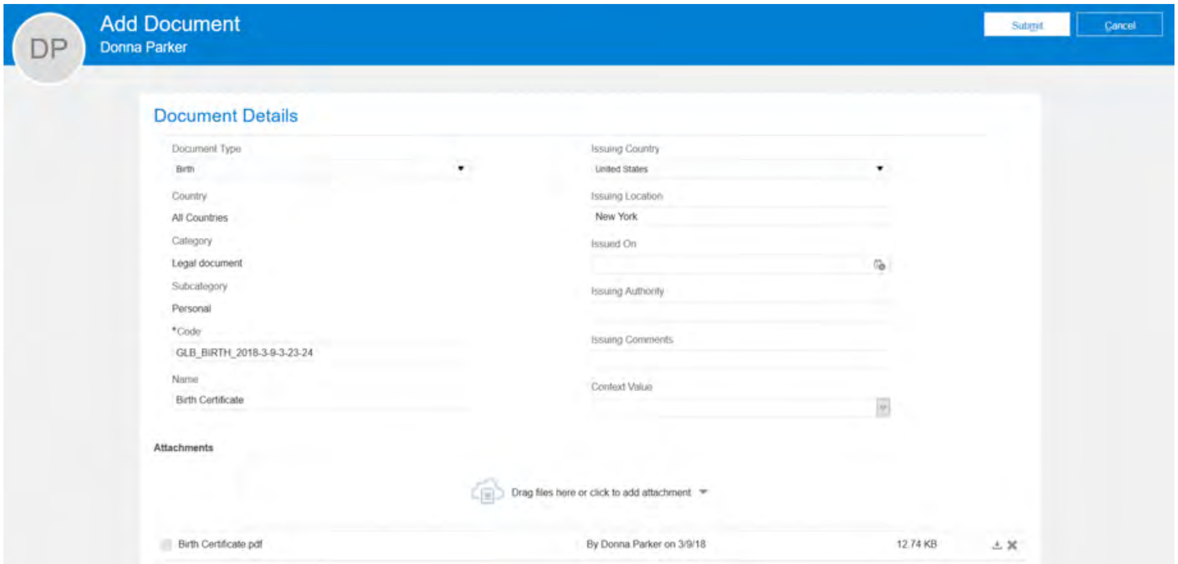
- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

DOCUMENT RECORDS AND DOCUMENT DELIVERY PREFERENCES REDESIGNED

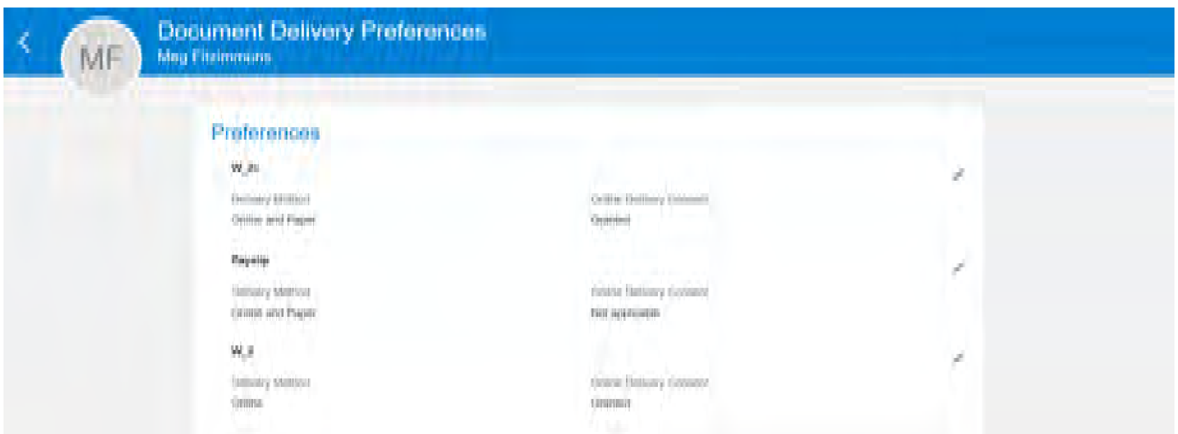
Increase user satisfaction with Document Records and Document Delivery Preferences self-service flows that now have the same look and feel on desktop and mobile devices. These redesigned flows are both responsive and easy to use on any device, with a modern look and conversational language. Clutter-free pages, with just the essential fields, can be personalized to suit your organization's requirements.



Manage Document Records Landing Page



Add Document Record



Manage Document Delivery Preferences

STEPS TO ENABLE

In order to enable the new Document Records and Document Delivery Preferences pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED
Profile Display Name	Mobile-Responsive Personal Information Pages Enabled
Application	Global Human Resources
Module	Personal Information
Description	Enable the new responsive Personal Information pages.
Start Date	01/01/1950

Field	Value
End Date	

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
    - Select the **Enabled** check box, to enable the feature.
    - Select the **Updateable** check box, to allow users update privileges.

    NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

When the profile options are enabled, the Document Records and Document Delivery Preferences self-service actions will take the user to the new self-service flows and the old flows will no longer be available.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

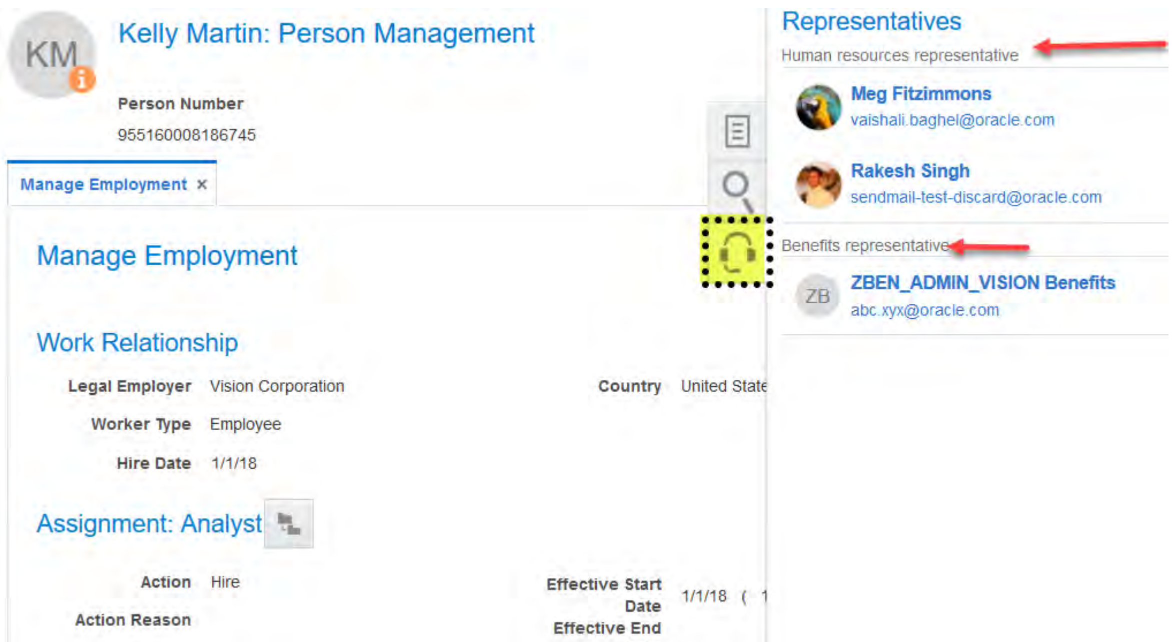
For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

ENHANCED REPRESENTATIVES REGION FOR EMPLOYEE AND MANAGER SELF-SERVICE PAGES

The Representatives region on employee and manager self-service pages for Employment and Person Management are redesigned for ease of use and responsiveness on all devices. The earlier worker representatives section is now updated to have a new look and feel. Significant changes to the appearance and behavior of these pages include:

- Regions are clutter-free and display of only frequently used fields.
- Categorization of representatives by representative type.



Updated Representatives Region in the Person Management Area

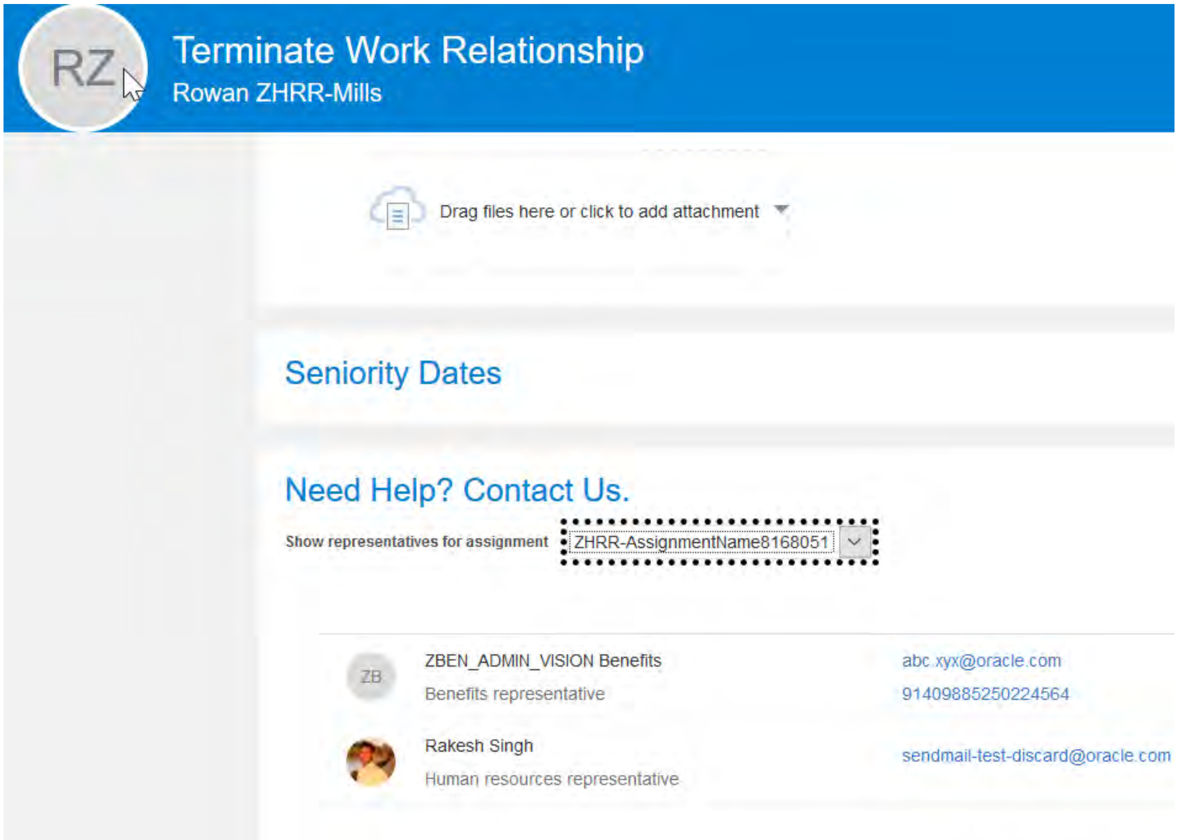
- For each representative, you can view the following details in the self service flows, if the information is available: photo or initials, active email, and click-to-dial phone number.

- Display of representatives for the selected assignment of an employee in the public information for a person accessible through the directory.

- Listing of representatives under the ***Need Help? Contact Us*** section during a worker's benefits enrollment or termination.

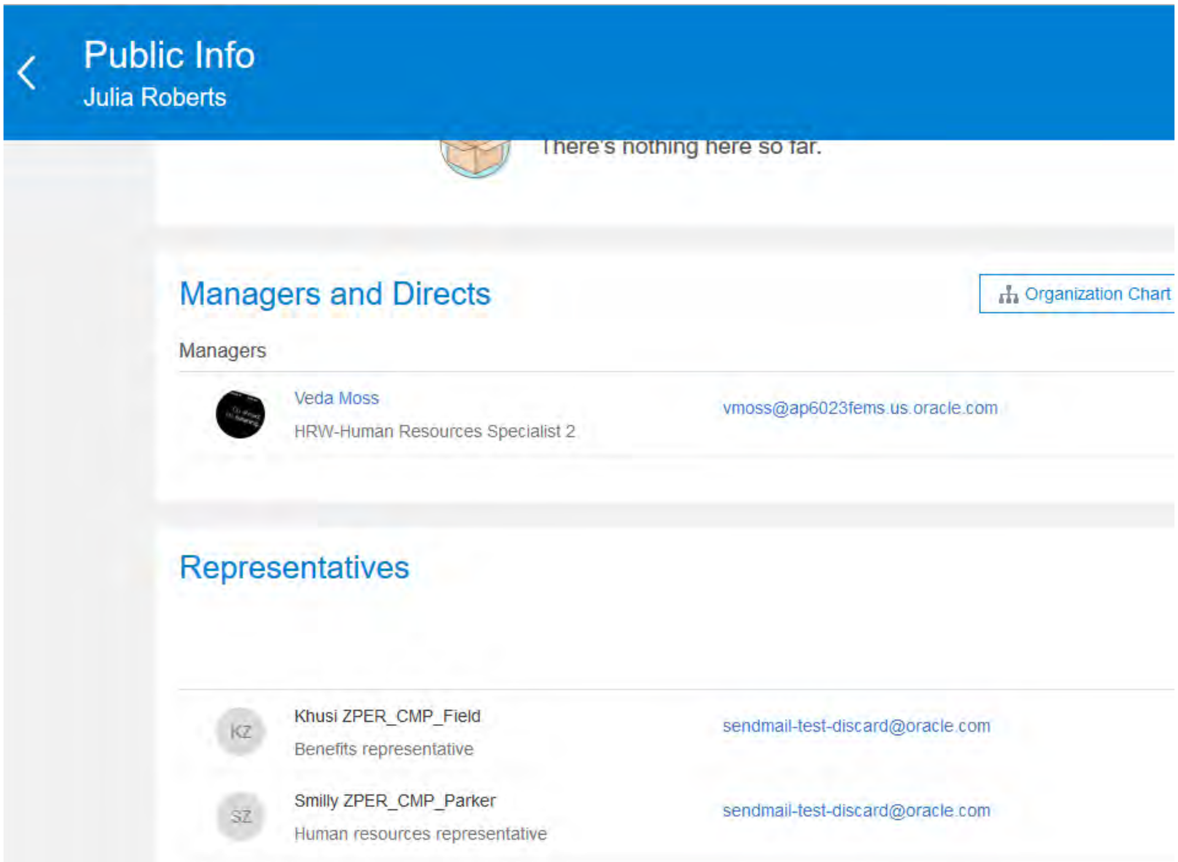
- Display of representatives for a worker with multiple assignments by selecting the assignment from the Show representatives for assignment list.

  The following page is an example using the Terminate Work Relationship transaction.



Representatives Region for a Person with Multiple Assignments in the Terminate Work Relationship Flow

- Display of representatives for a single assignment in the public information for a person.



Representatives Region for a Person's Public Information with a Single Assignment

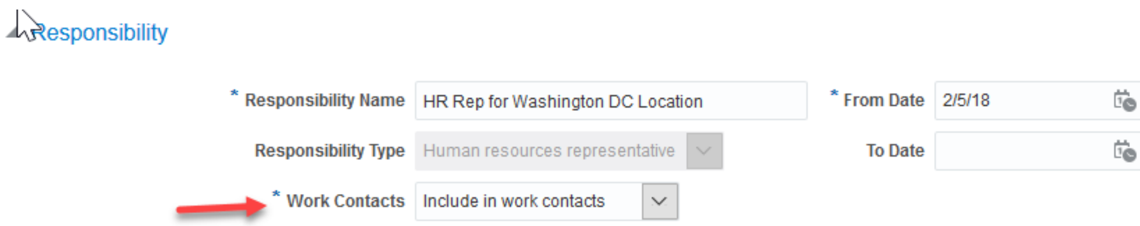
STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

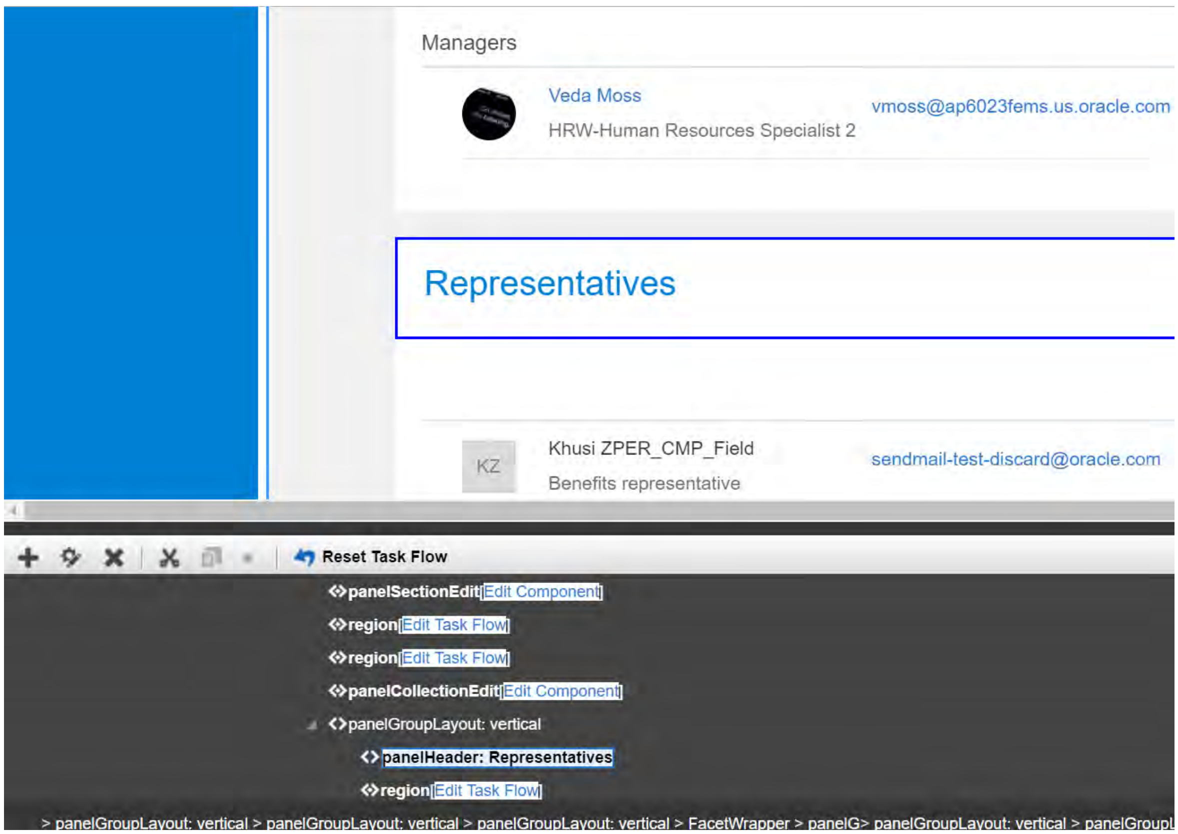
To see a list of representatives in the Representatives region, you must define the areas of responsibility (AOR) for your workers. If you do not define the areas of responsibility, the users will not be able to view any representatives. For customers with shared service centers or implementations with a large number of representatives, we suggest that you consider the following points for performance reasons:

- Consider not displaying all of the shared service representative names, and instead create a representative type like "Service Center Lead" and show a smaller set of these representative contacts.
- Use Page Composer to control the visibility and/or content of the Representatives region. For example, you can hide all representatives of a particular representative type.
- Update the AOR for individual workers so that only primary or lead service center contacts are displayed.
    - Use the **Work Contacts** option on the Manage Areas of Responsibility page to control whether individual representatives are displayed or hidden from the Representatives region. The default behavior is to include work contacts. However, if the **Exclude from work contacts** value is selected in the **Work Contacts** list, the person's responsibility (for example, Human Resources representative) will not appear in the Representatives region.



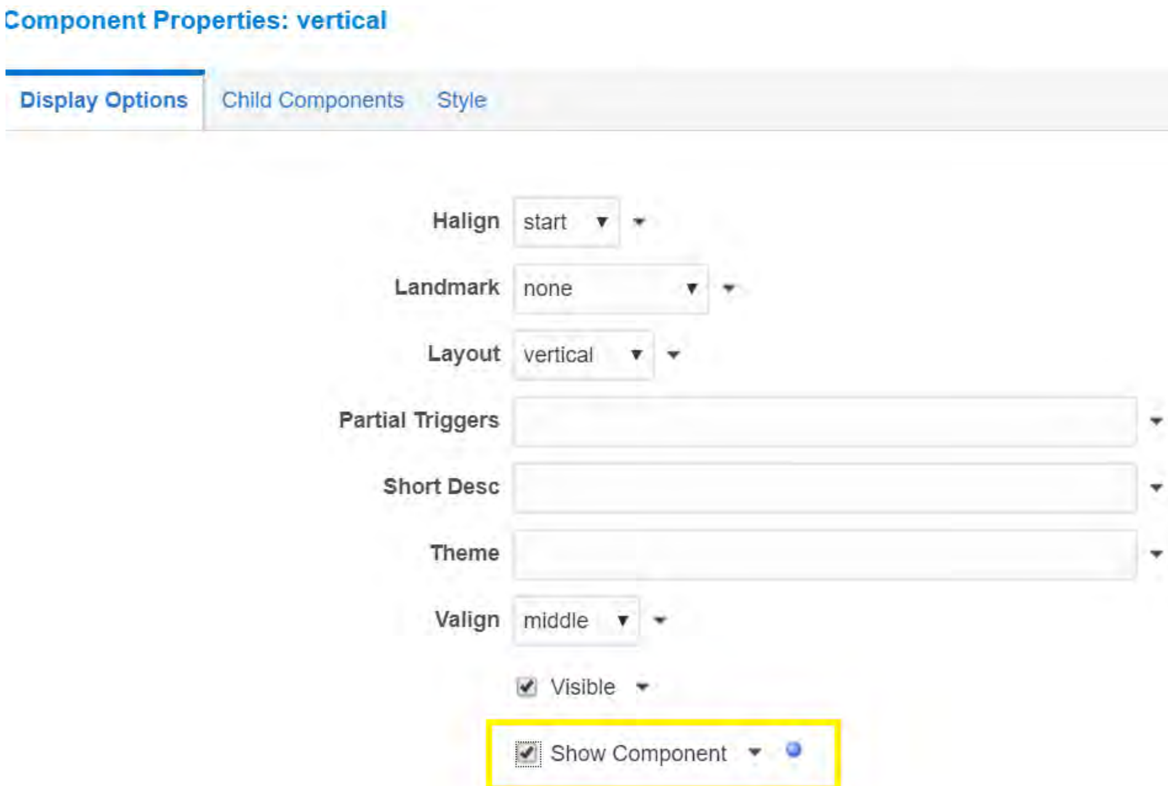
Controlling the Display of Individual Representatives

- Hide the Representative region. To do this, follow these steps using Page Composer:
    1. Create a sand box. Then, select **Set as Active**.
    2. Navigate to **Directory** > **My Public Info**, and scroll to the Representatives region.
    3. Click your user name in the global area, and select **Edit page** from the Administration menu. Edit the layer appropriate to this change, such as Site.
    4. From the **View** menu, select **Source**. Expand the source window.



Selecting the panelGroupLayout: Vertical in the Page Composer Source Pop-Up

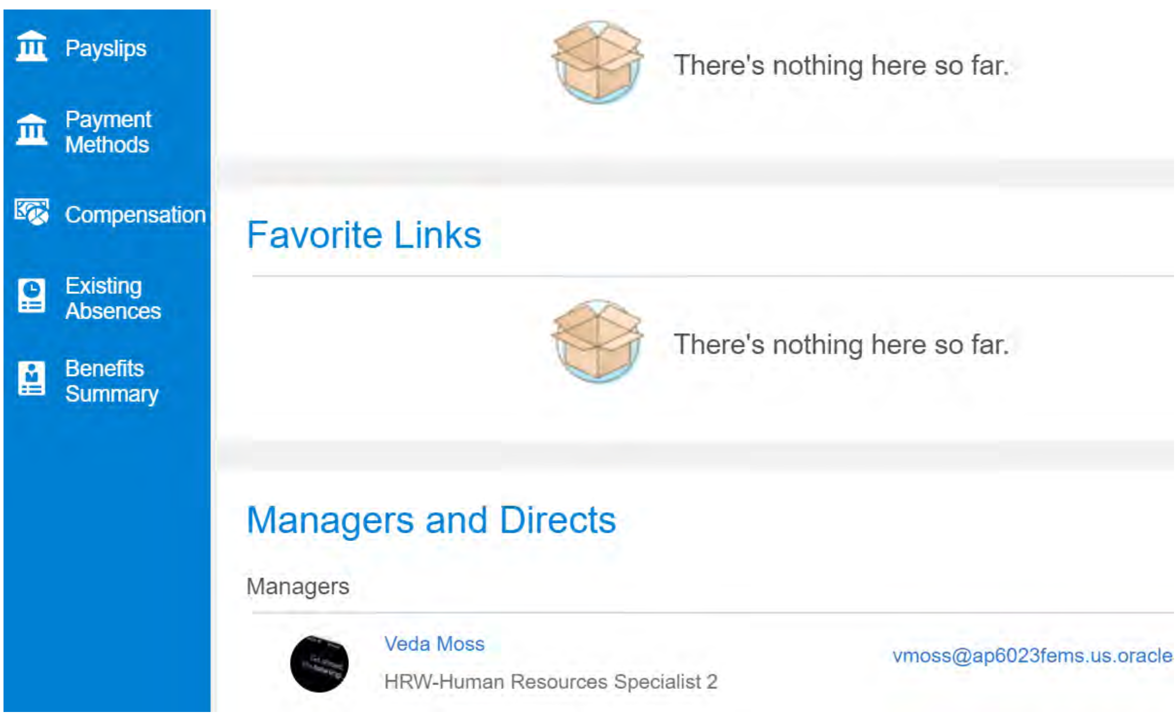
5. Go to edit the **panelGroupLayout: vertical** property. The Component Properties dialog box is displayed.



Component Properties Pop-Up

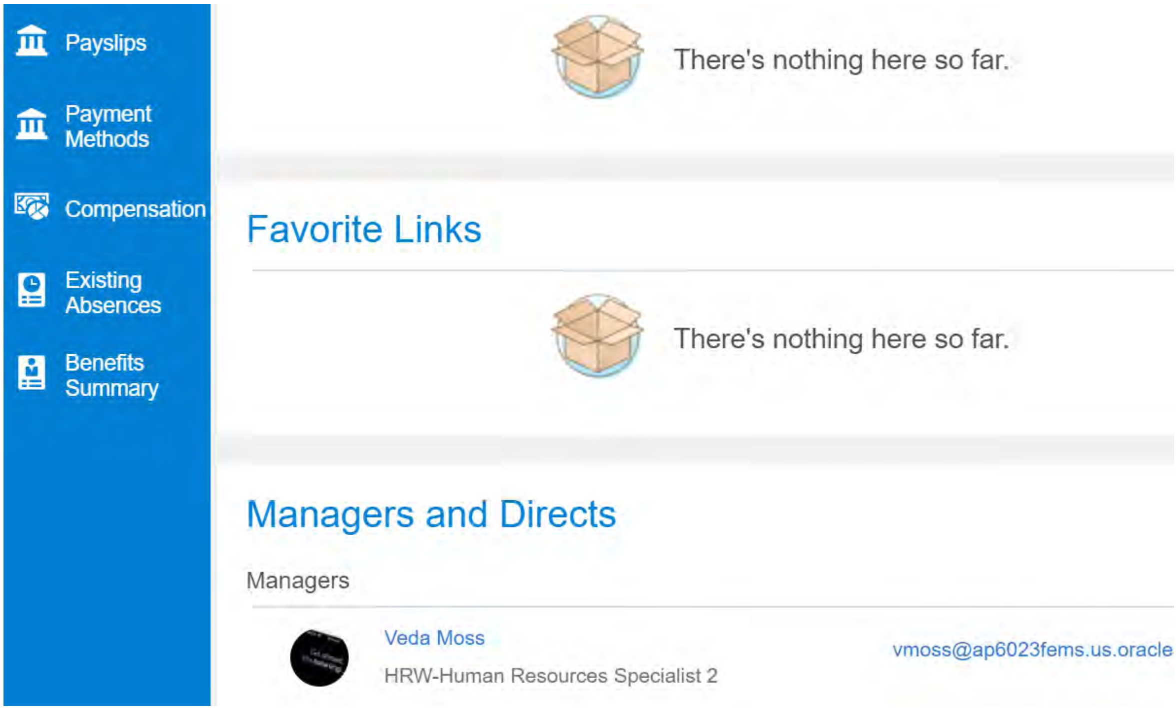
6. Simply, deselect the **Show Component** check box to hide the Representatives region.

7. Navigate to the page and verify that the Representatives region is now hidden.



Representatives Region is Hidden After Page Composer Modification

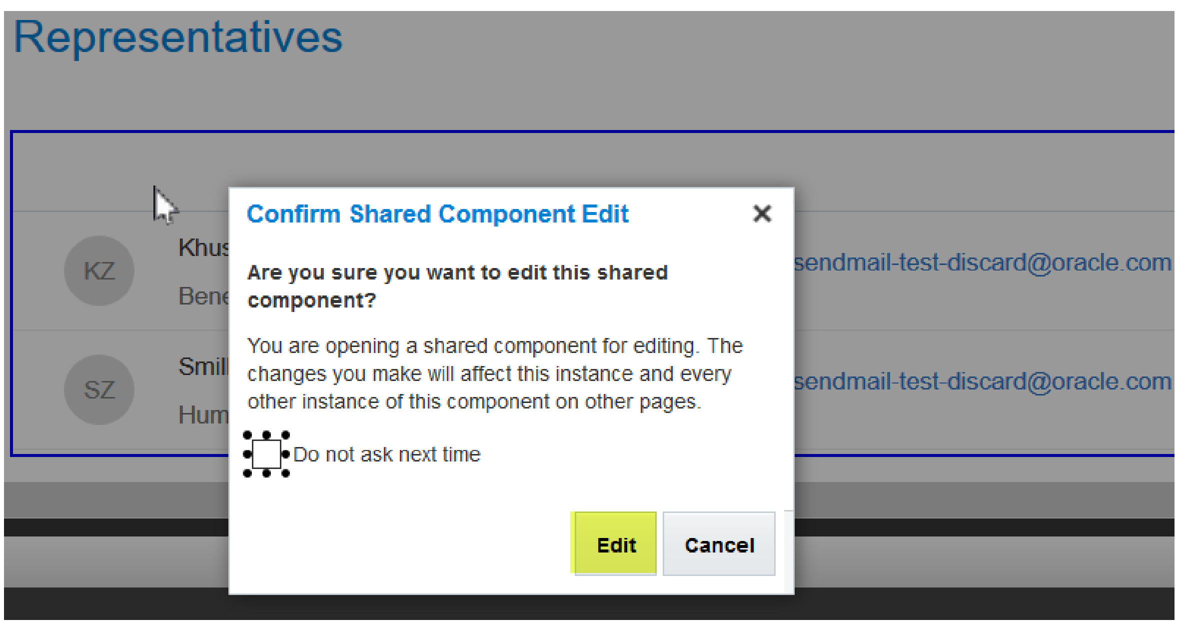
- Use Page Composer to hide representatives with a particular representative type.



Representatives Region Before Page Composer Modification

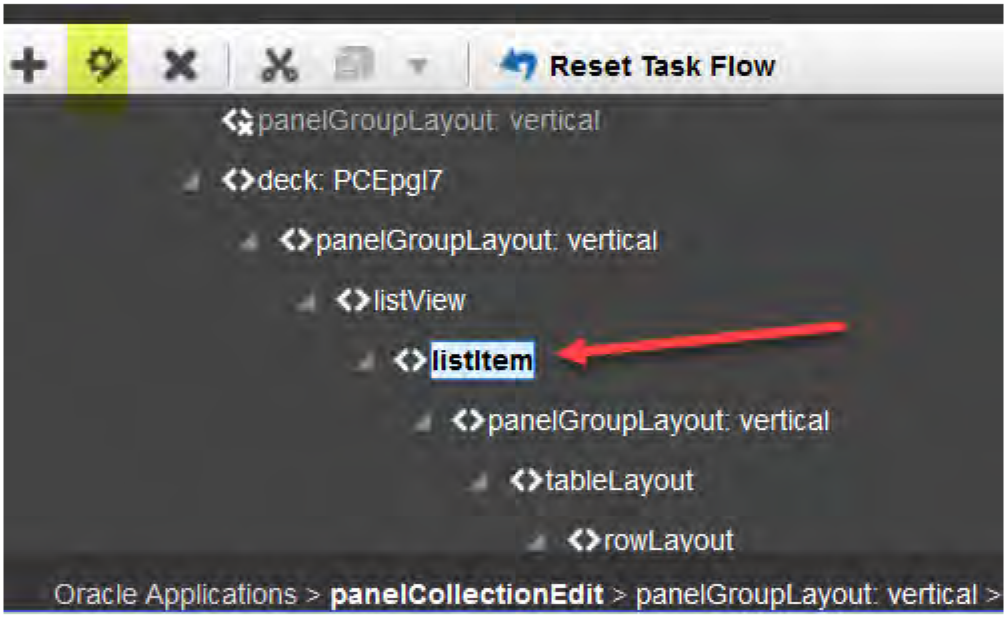
In this example, we will hide the Benefits representatives. To do this, follow these steps:

1. Create a sand box. Then, select **Set as Active**.
2. Navigate to **Directory** > **My Public Info**, and scroll to the Representatives region.
3. Select **Administration** > **Edit page** under your login user name. Edit the layer appropriate to this change, such as Site.
4. From the **View** menu, select **Source**. Expand the source window.
5. Click the content table in the Representatives region and select the **Edit** to confirm.



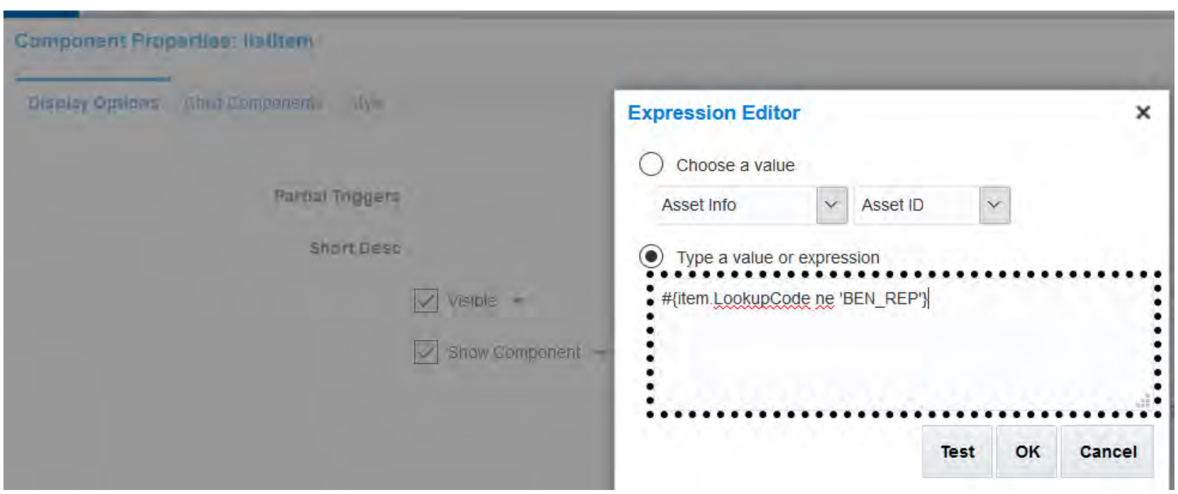
6. Click **listItem** and edit it by selecting **Show the properties of ListItem** from the menu as highlighted in the following screenshot. The Component

7. Properties dialog box is displayed.



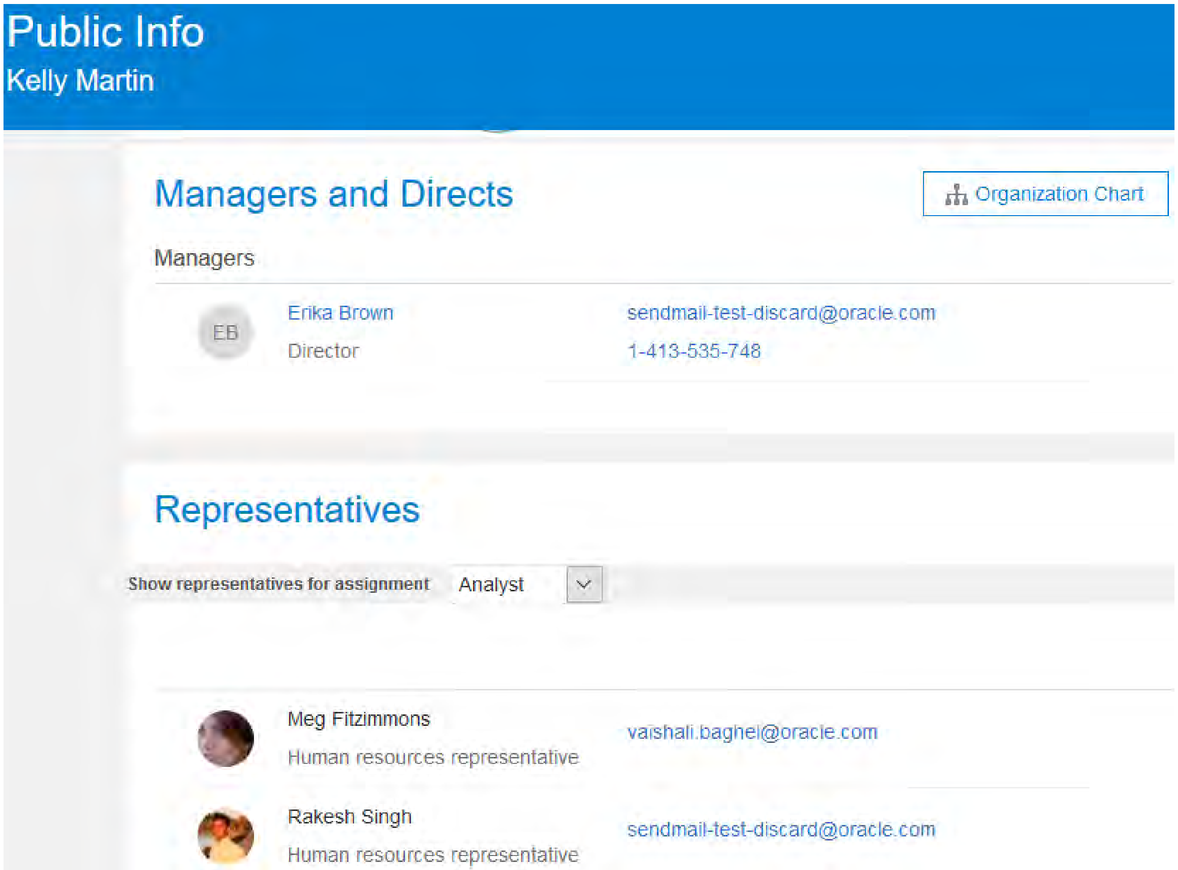
Select the listItem Property

8. Select the **Show Component** prompt, and then select the **Expression Builder** option. In this example, we will hide Benefits Representatives, so you must change the expression from true to #{item.LookupCode ne'BEN_REP'}.



Adding Expression Language to Hide the Benefits Representative Type

9. Select **Test** to verify your syntax, and then click **OK**.
10. Select **Apply** to see your changes in your sandbox.
11. Publish your sandbox to apply your changes and view the modified Representatives section.
12. Verify that the Benefits Representatives is hidden.



Benefits Representative No Longer Appears in the Representatives Region

KEY RESOURCES

Refer to related features in the Redesigned User Experience section.

PAYROLL FOR CHINA

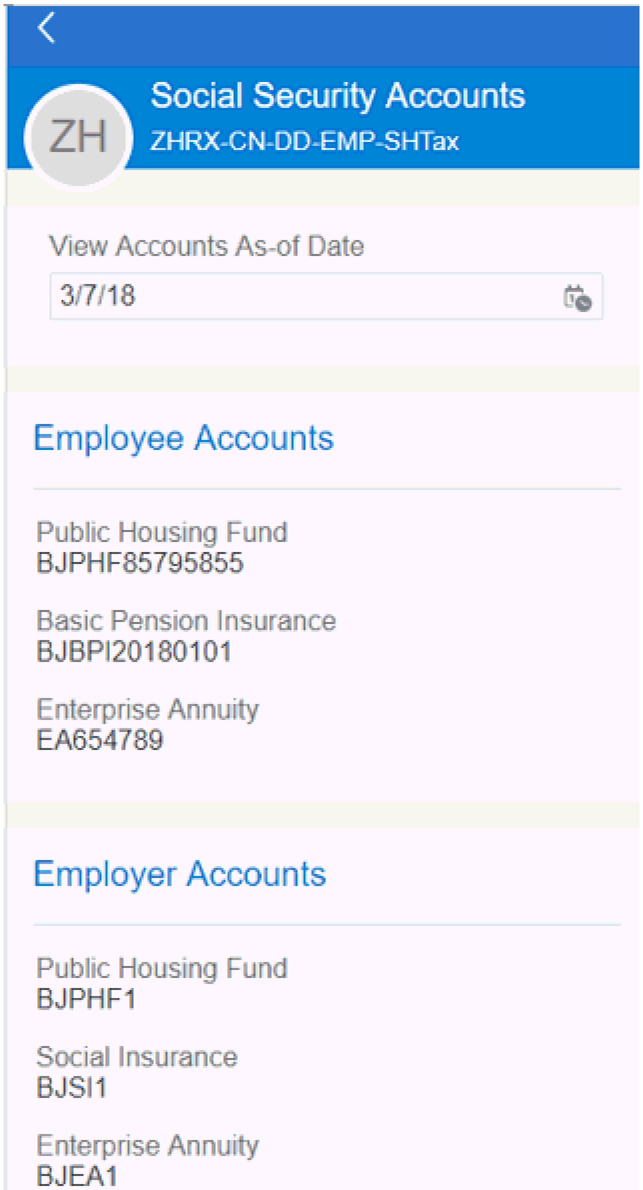
EMPLOYEE VIEW SOCIAL SECURITY ACCOUNTS SELF-SERVICE PAGE REDESIGNED

The employee view social security account information self-service page has been redesigned to provide better user experience.

This page has the following features:

- The same look and feel on both desktop and mobile devices.
- Enhanced layout and clutter-free design with just the required fields.
- Responsive and intuitive with conversation language.

You can personalize this page to suit your requirement.



Social Security Accounts

STEPS TO ENABLE

In order to enable the new Employee View Social Security Accounts Self-Service pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PAY_PAYROLL_RESPONSIVE_ENABLED
Profile Display Name	Mobile-Responsive Payroll Pages Enabled
Application	Global Payroll
Module	Common Payroll Objects

Field	Value
Description	Enable the mobile-responsive payroll pages.
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

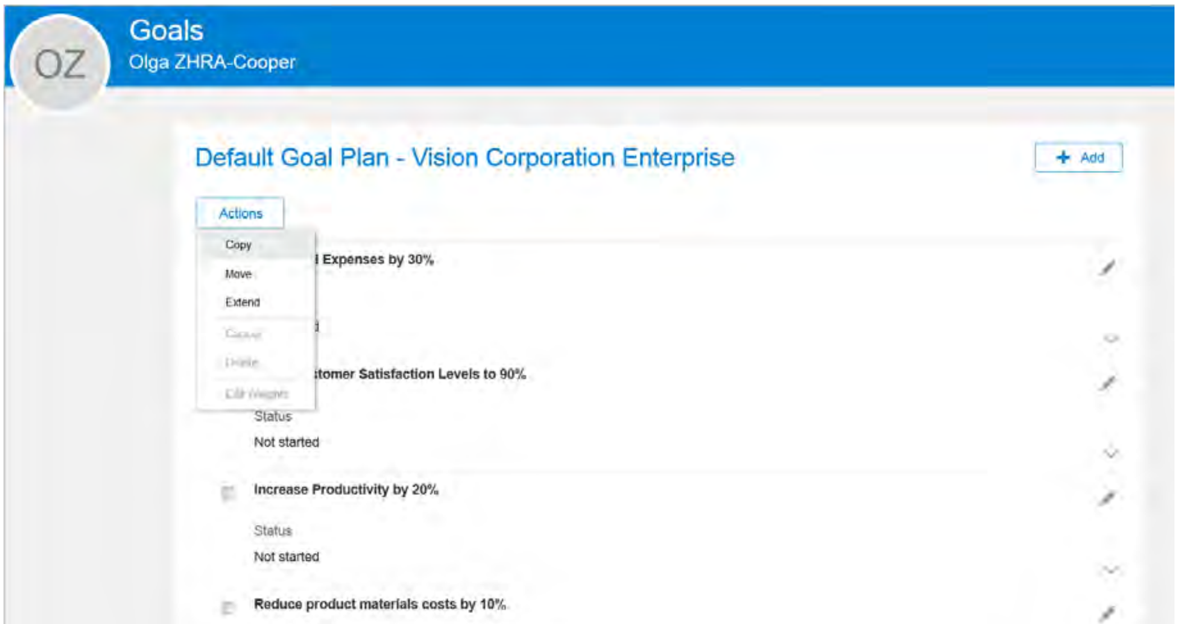
For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

GOAL MANAGEMENT SELF-SERVICE PAGES REDESIGNED

The Goal Management pages are redesigned for ease of use and responsiveness on all devices. The appearance and behavior of the redesigned Goal Management pages include:

- Simplified page with frequently used attributes and actions.
- For each goal plan, goals appear in a collapsed view showing attributes Name, Description, and Weight (if enabled in the goal plan).
- On expanding a goal, you can view other attributes such as Category, Success Criteria, Start Date, Target and Actual Completion Dates, Last Update.



Redesigned Goals Page

STEPS TO ENABLE

In order to enable the new Goal Management Self-Service pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	HRG_GOALS_RESPONSIVE_ENABLED
Profile Display Name	Mobile-Responsive Goal Management Pages Enabled
Application	Goal Management
Module	Repository
Module Key	HcmGoalTop
Description	Enable the mobile-responsive Goal pages
Start Date	1/1/50
End Date	(Leave blank.)

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.

2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

When the Mobile-Responsive Goal Management Pages profile option is enabled, the following pages are rendered in the responsive mode:

- **My Goals** (Me -> Career & Performance -> Goals, Me -> Show more (Quick Actions) -> Career & Performance -> Goals)
- **My Team Goals** quick action (My Team -> Show more (Quick Actions) -> Career & Performance -> Goals) page, are mobile enabled pages.

The Goals page in the My Team and My Client Groups is not yet responsive.

TIPS AND CONSIDERATIONS

The redesigning of product features are limited in this release. You can use the application to implement simple business processes, however many existing product features are not yet available such as certain goal attributes, goal measurements, goal tasks, goal target outcomes, goal approvals, goal sharing, goal alignment, organization goals, goal plan sets, and notifications.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

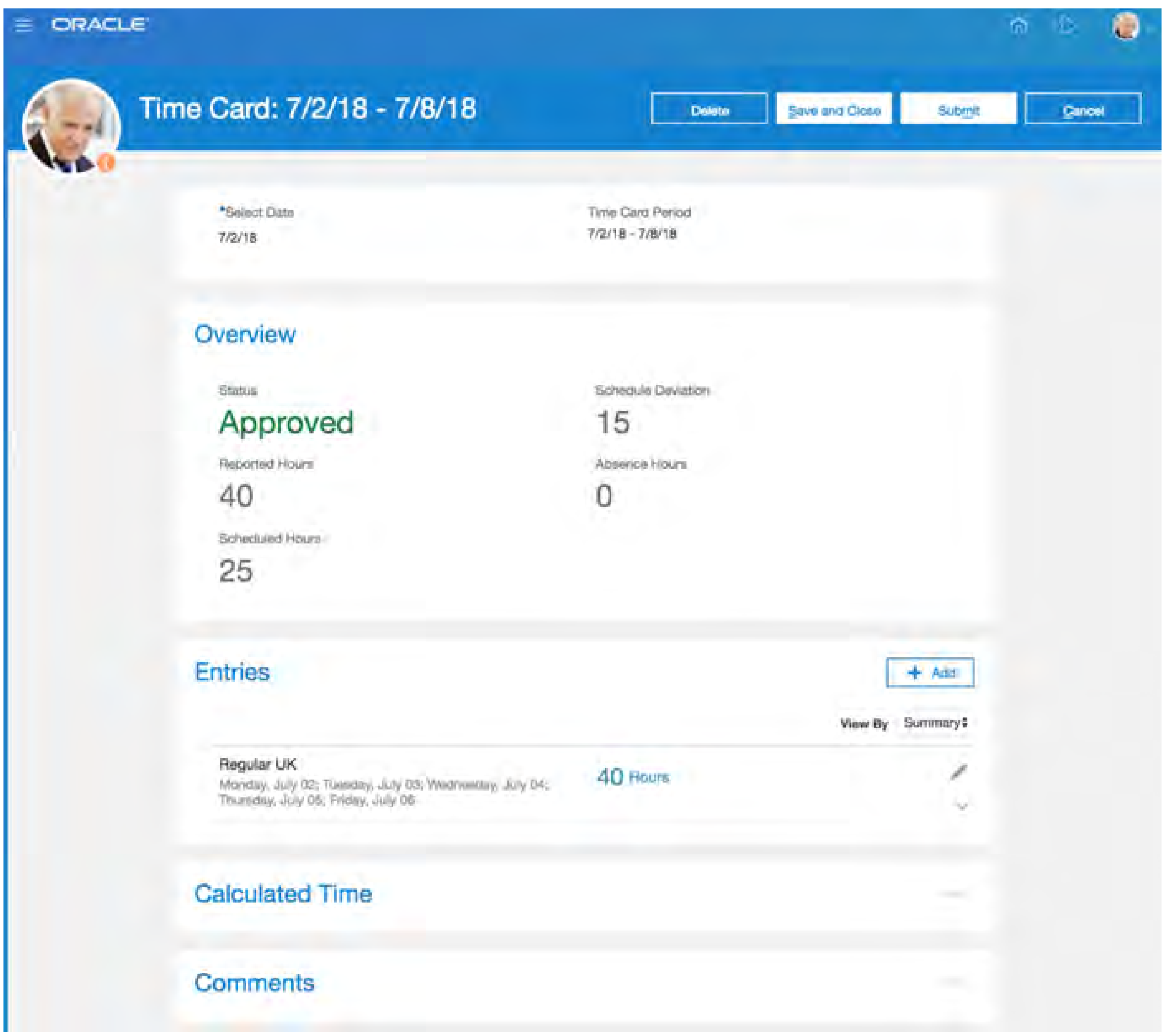
For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

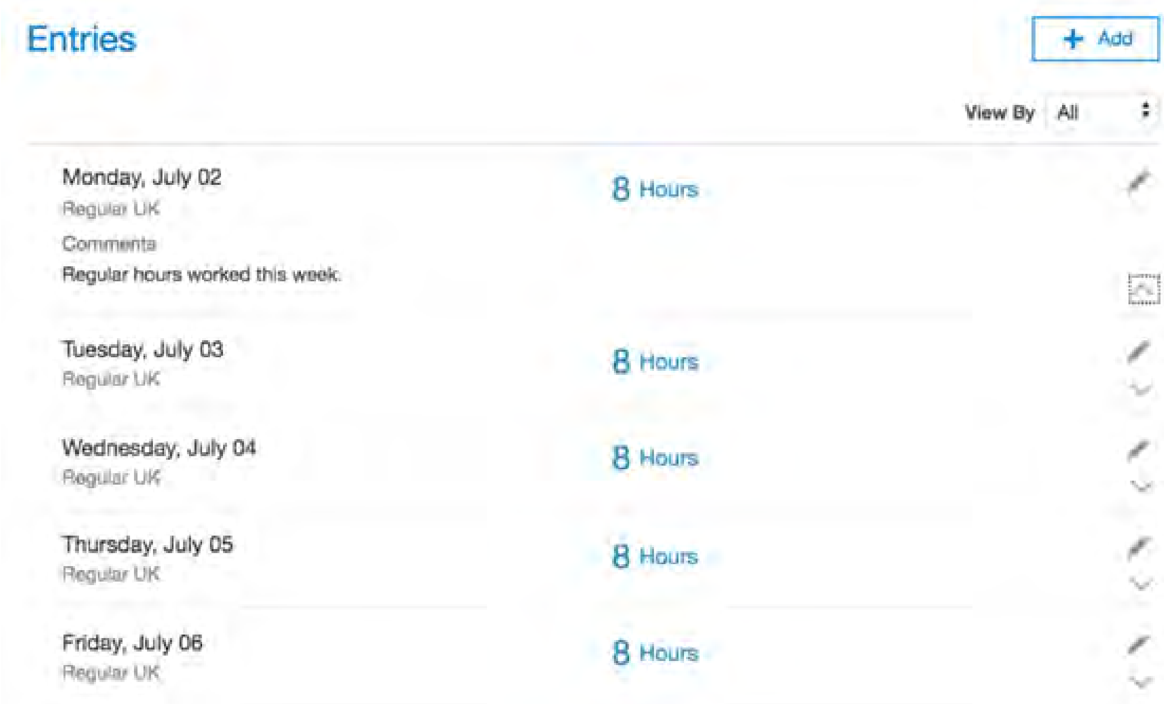
TIME AND LABOR

EMPLOYEE TIME CARD SELF-SERVICE PAGE REDESIGNED

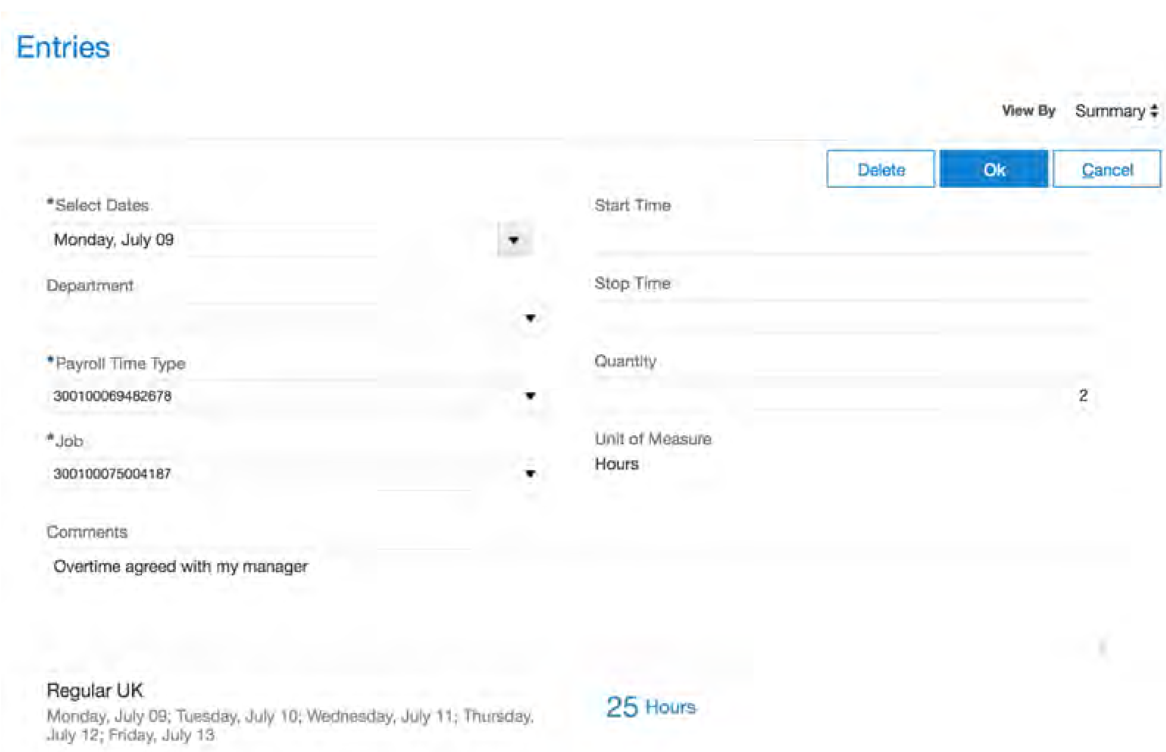
Increase employee satisfaction with the employee time card self-service page that has the same look and feel on desktop and mobile devices. This redesigned page is both responsive and easy to use on any device, with a modern look and conversational language. The clutter-free page, with clean lines and just the essential fields, can be personalized.



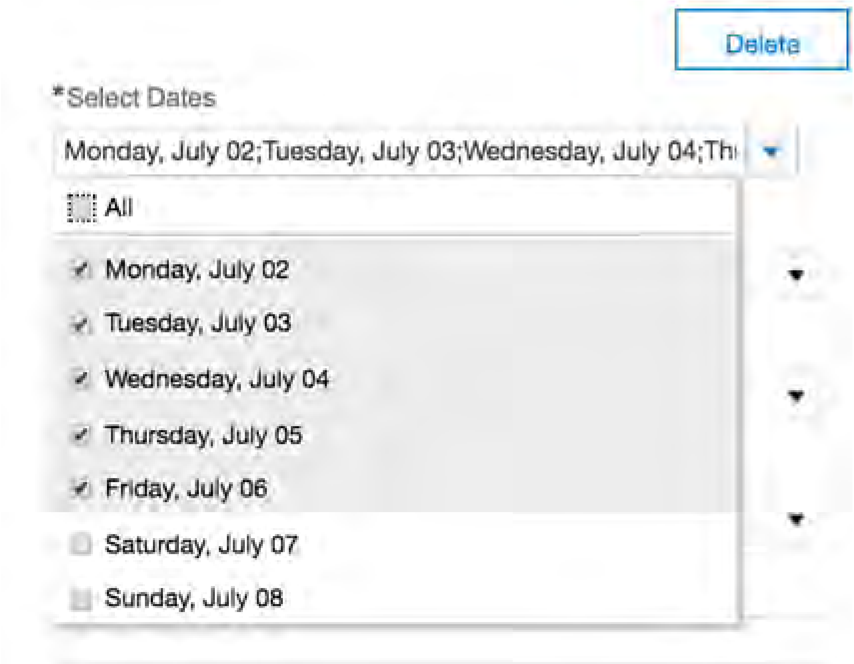
Viewing the Summarized Entries--Single Entries Composed of Entries with the Same Time Attributes--on the Responsive Time Card



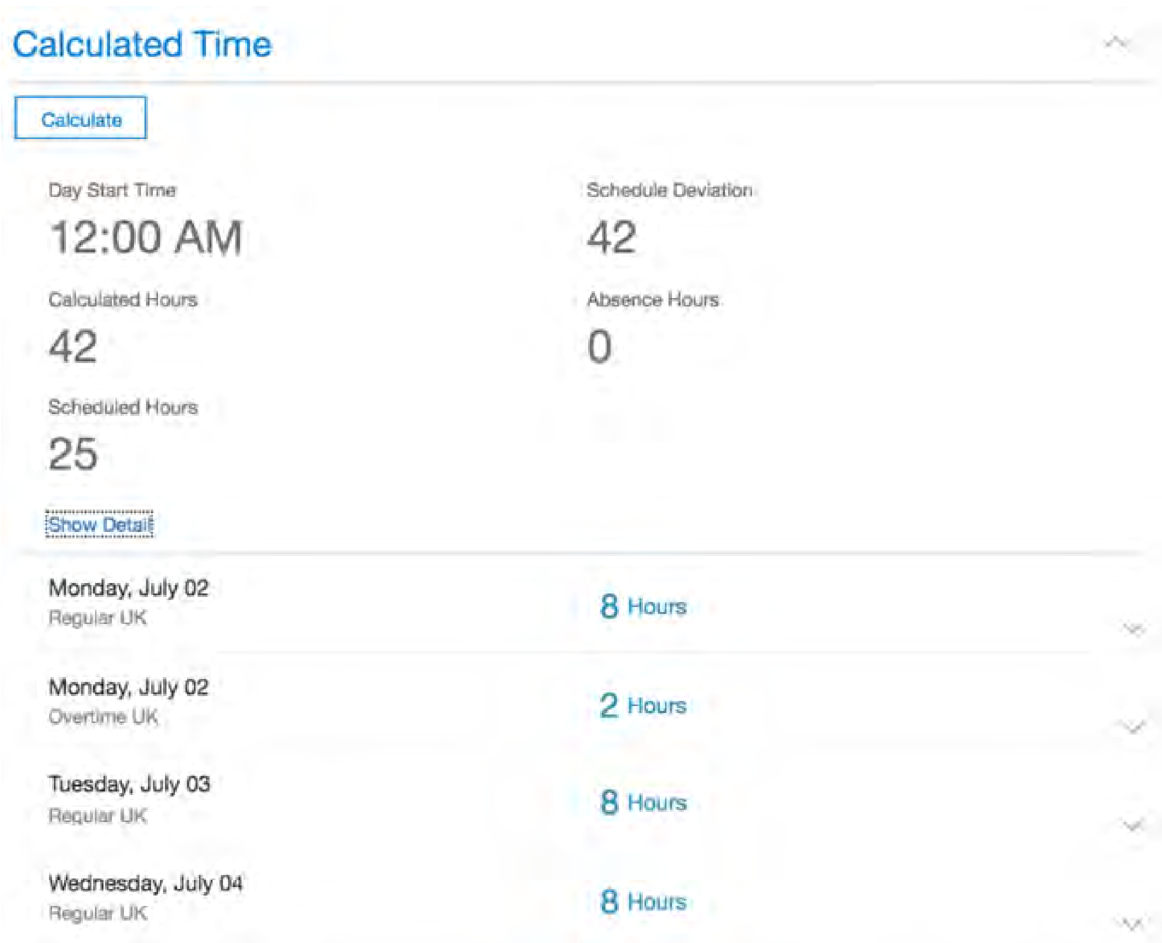
Viewing the Individual Entries on the Responsive Time Card



Adding a Time Card Entry



Selecting All of the Time Card Period Dates that Apply to Time Card Entry

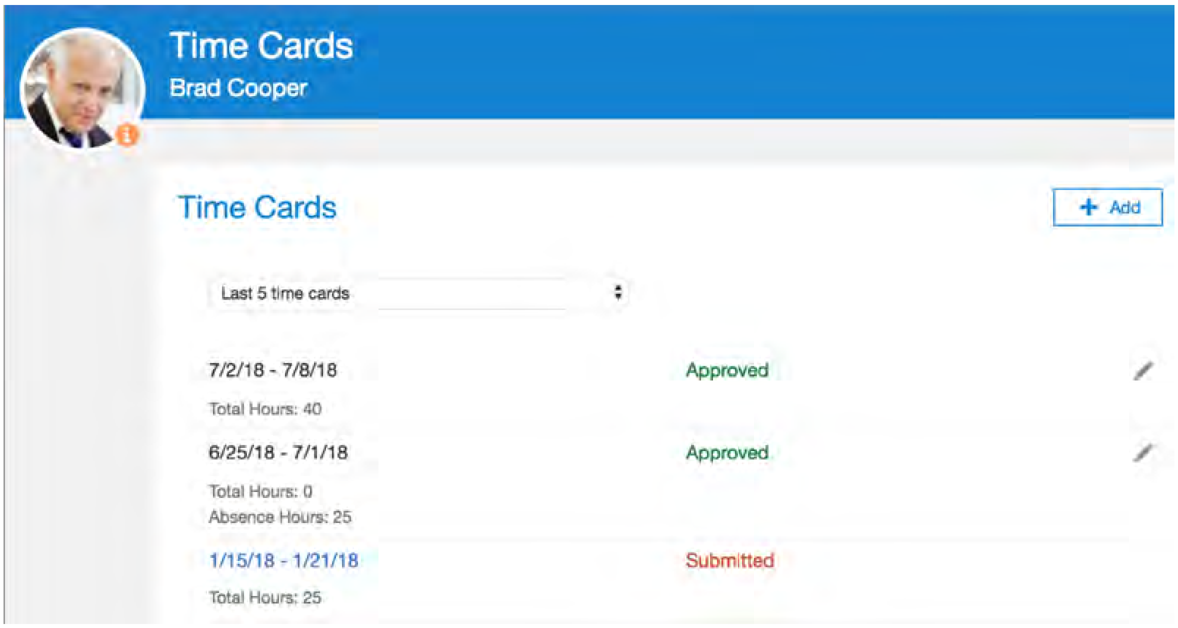


Viewing the Day Start Time Used in Calculation Rules, Calculated Time Totals by Category, and Calculated Time Details

Quick actions enable employees to:

- View the last 5 time cards or search for all time cards within a specific time period. Employees can also add and edit time cards from this page.
- Open the time card for the current time card period.

Viewing the Quick Actions of the Me Area, Under Time That Are Available When Responsive is Enabled



Viewing the First 3 of the Last 5 Time Cards on the Responsive Time Cards Page

The newly delivered responsive UI layout enables you to define how your employees report their time from any device.

STEPS TO ENABLE

Enabling Responsive Pages

In order to enable, you must enable the following profile option and have enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see following white paper: HCM Responsive User Experience Setup Information (Document ID 2399671.1).

Field	Value
Profile Option Code	HWM_WORKER_RESPONSIVE_PAGES_ENABLED
Profile Display Name	Mobile-Worker Responsive Pages Enabled
Application	Workforce Management
Module	Time and Labor

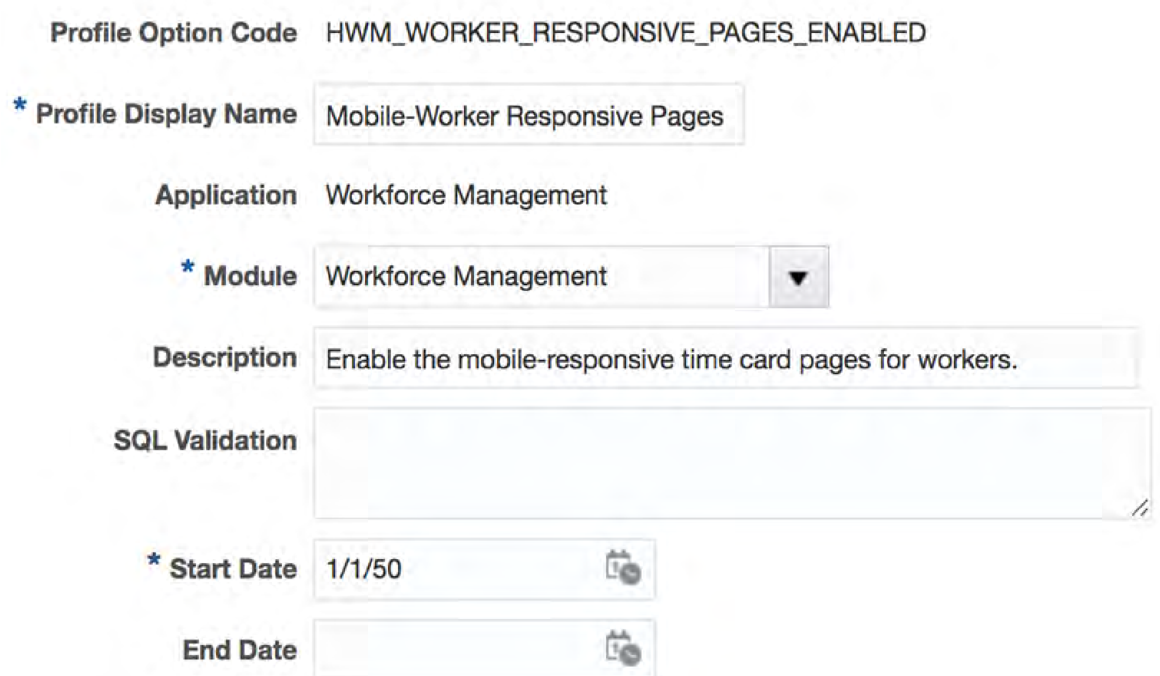
Field	Value
Description	Enable the mobile-responsive time card pages for workers
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. On the **Manage Profile Options** page, **Actions** menu, select **New**.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

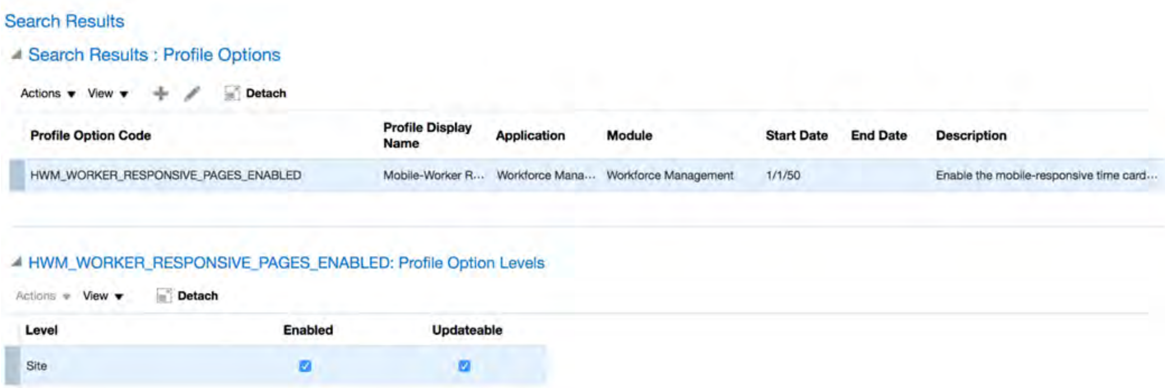


Creating the Responsive Time Card Profile Option

On the Manage Profile Options page, in the Profile Option Levels section:

1. At the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

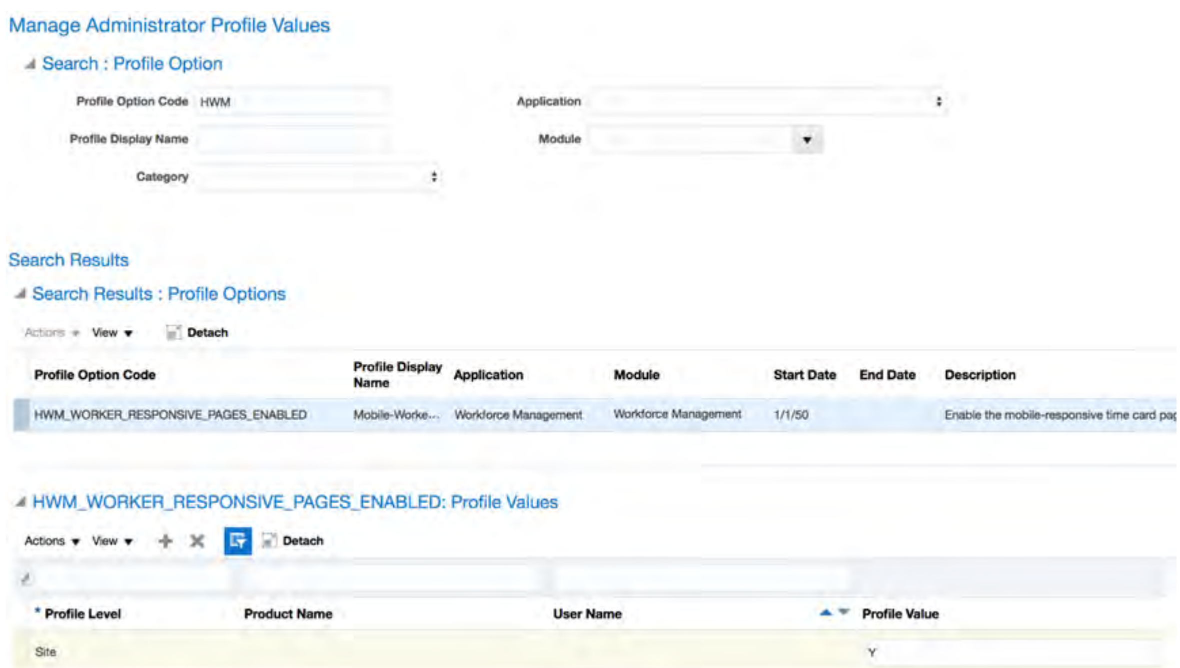
   NOTE: The profile values appear in read-only mode if deselected.
2. Click **Save** and **Close**.



Enabling the Profile Option at the Site Level

To enable the profile option you just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. In the Profile Value section, click the **Add** icon.
4. Set the **Level** to **Site**.
5. In the **Profile Value** field, enter a **Y**.
6. Click **Save** and **Close**.



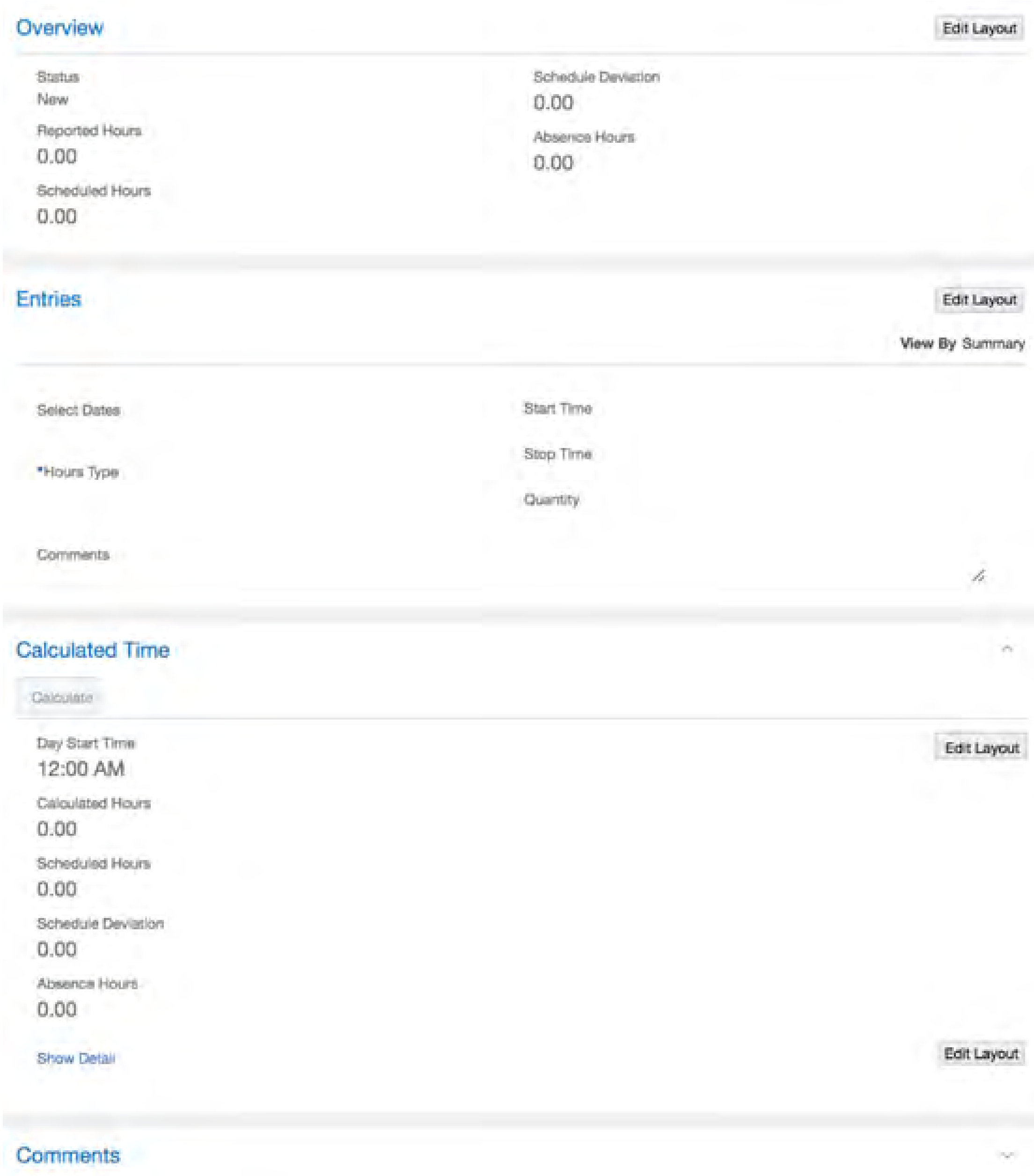
Adding the Site-Level Y Profile Value

After you enable profile options, the navigator menu option of XXXX will take people to the new XXXX pages and the old pages will no longer be available.

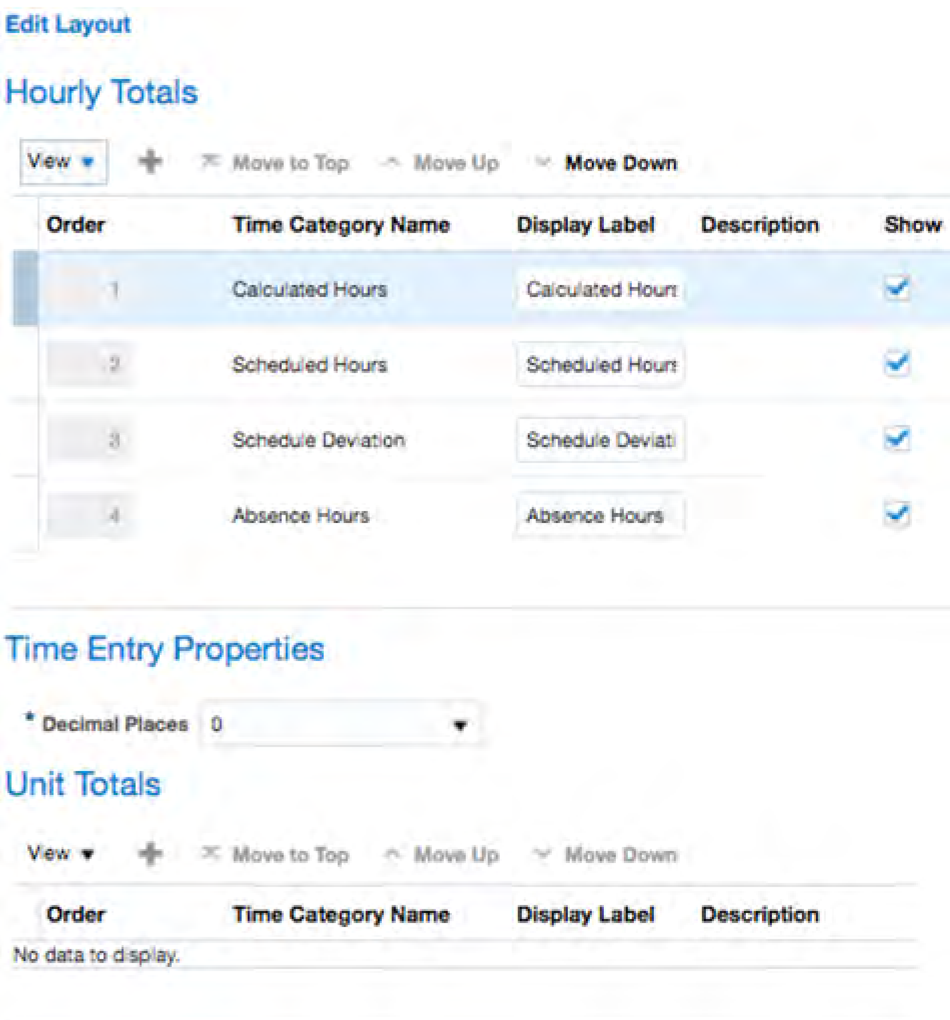
Configuring the Responsive UI Layout

To make the responsive time cards meaningful to your employees, configure the layout for workers using the Manage Layout Sets task in the Time Management work area.

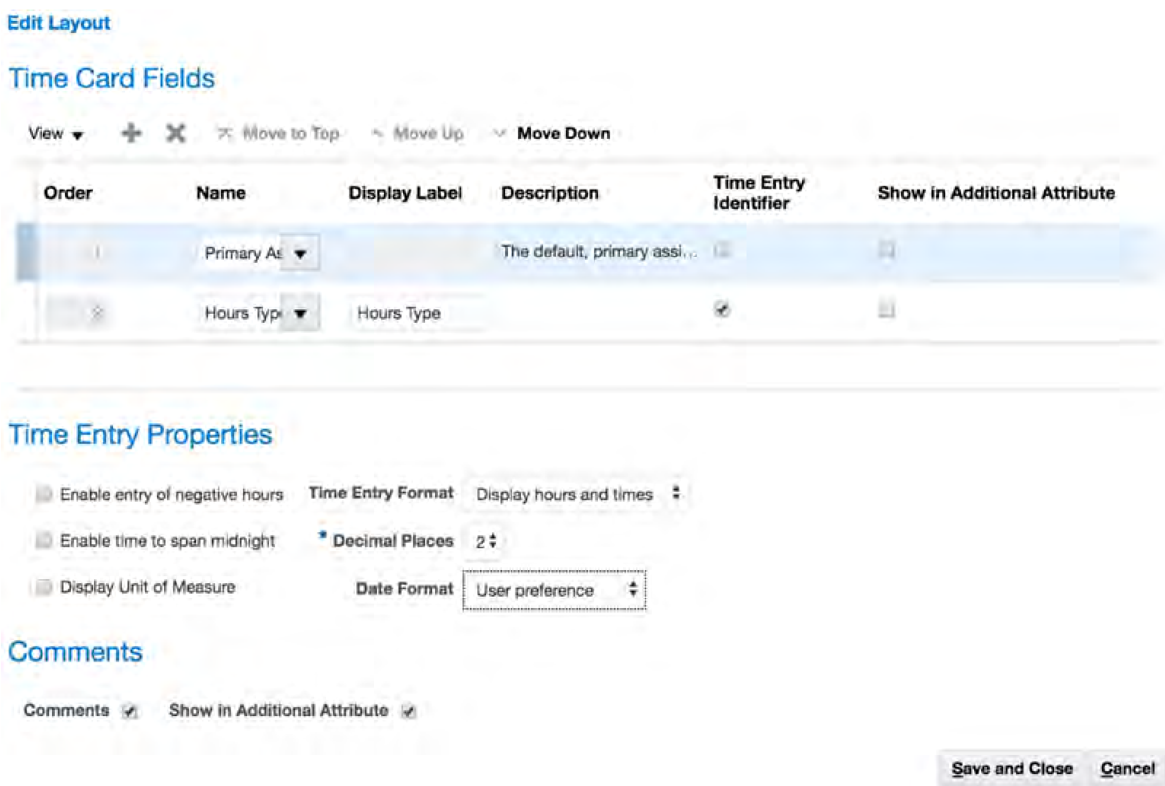
Generating the Responsive UI as Part of the Layout Set



Configuring the Responsive UI Layout



Editing the Time Categories Showing in the Reported and Calculated Time Scoreboard



Adding the Entry Fields and Identify Which Fields Determine Entry Grouping and Which Fields Show When the Additional Attributes Section Is Expanded

TIPS AND CONSIDERATIONS

No corresponding responsive time card layout exists for managers at this time. Managers can view time card details in their approval notifications and using the Manage Time Cards task in the Time Management work area.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

For more information on configuring responsive UI layouts for employees, refer to the following:

- Time Layouts: Overview
- Editing Responsive UI Layout: Overview

MAY MAINTENANCE PACK FOR 18A

REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Feature	Notes
27 APR 2018		Created initial document.

OVERVIEW

This guide outlines the information you need to know about new or improved functionality in Oracle HCM Cloud Release 13. Each section includes a brief description of the feature, the steps you need to take to enable or begin using the feature, any tips or considerations that you should keep in mind, and the resources available to help you.

Oracle HCM Cloud release documents are delivered in five functional groupings:

Suggested Reading for all HCM Products:

- **HCM Cloud Common Features** (This document pertains to all HCM applications. It is the base human resource information for all products and HCM Tools.)
- **Global Human Resources Cloud** (Global Human Resources contains the base application in which other application use for common data such as workforce structures and person information. Regardless of what products you have implemented you may want to see the new features for Global Human Resources that could impact your products.)

NOTE: Not all Global Human Resource features are available for Talent and Compensation products.

Optional Reading for HCM Products (Depending on what products are in your cloud service):

- **Talent Management Cloud** (All Talent applications)
- **Workforce Rewards Cloud** (Compensation, Benefits, Payroll and Global Payroll Interface)
- **Workforce Management Cloud** (Absence Management and Time and Labor)

Additional Optional Reading:

- **Common Technologies and User Experience** (This documents the common features across all Cloud applications and is not specific to HCM)

NOTE: All of these documents can be found on the Oracle Help Center at: https://cloud.oracle.com /saasreadiness/hcm under Human Capital Management Release Readiness.

GIVE US FEEDBACK

We welcome your comments and suggestions to improve the content. Please send us your feedback at oracle_fusion_applications_help_ww_grp@oracle.com. Indicate you are inquiring or providing feedback regarding the HCM Cloud What's New for Release 13 in the body or title of the email.

FEATURE SUMMARY

Feature	Action Required to Enable Feature				
	None (Automatically Available)	Enable via Opt In UI Only	Enable via Opt In UI Plus Additional Steps	Not Enabled via Opt In UI but Setup Required	Issue Service Request
HCM Data Loader					
Purge Person Data in Test Environments					✓
Support for Oracle Time and Labor Objects	✓				

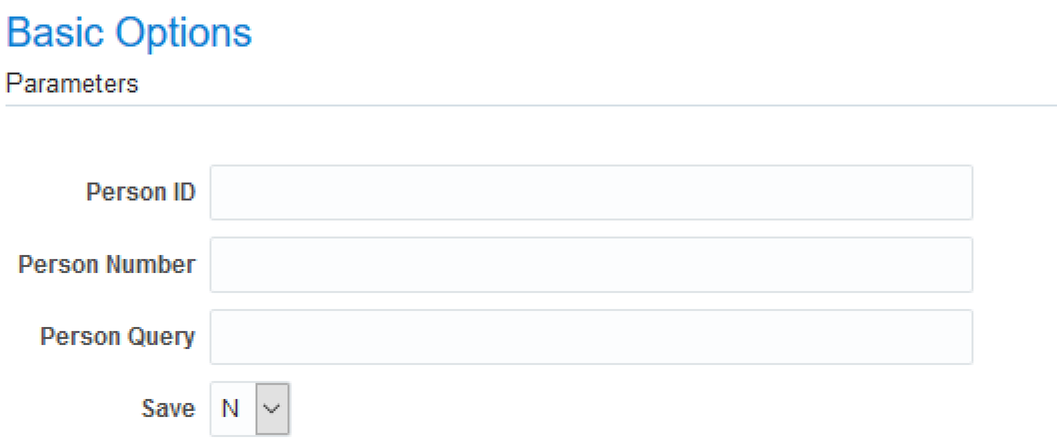
HCM DATA LOADER

HCM Data Loader provides a flexible and efficient method of bulk loading business object data for data-migration and on-going incremental updates to Oracle Human Capital Management Cloud.

PURGE PERSON DATA IN TEST ENVIRONMENTS

During implementation and testing, you may need to load, test, purge, and reload HCM data. To purge person data from test environments, you can now use the Purge Person Data in Test Environments process. The data purged by this process includes not only specified person records but also dependent data, including assignments, work relationships, talent data, absences data, payroll relationships, roles, and user details.

You run this process in the Scheduled Processes work area. Set the process parameters to identify the person data to be purged.



The Parameters of the Purge Person Data in Test Environments Process

This table describes the parameters.

Parameter	Description
Person ID	Provide one or more person IDs. Separate multiple IDs with commas.
Person Number	Provide one or more person numbers. Separate multiple numbers with commas. You can use the wildcard character to supply partial values, for example, %TEST%.
Person Query	Enter a SQL query to return the person IDs of all persons whose data you want to purge.
Save	Set to **N** to list the persons whose data would be purged, without purging the data. Set to **Y** to purge the specified person data.

STEPS TO ENABLE

The Purge Person Data in Test Environments process is not available by default. To use the process, you must raise a service request (SR). In response, Oracle Support provides a key to enable the process. When you have the key, follow these steps:

1. Sign in with the Human Capital Management Application Administrator job role or privileges and open the Setup and Maintenance work area.
2. Select the HCM Data Loader functional area for your offering.
3. Set **Show** to **All Tasks** and select the Configure HCM Data Loader task.
4. On the Configure HCM Data Loader page, enter the key from Oracle Support in the **Value** field for the **Purge Person Enabled Key** parameter.
5. Click **Save and Close**.

You can now run the Purge Person Data in Test Environments process.

NOTE: You cannot run this process in production environments.

TIPS AND CONSIDERATIONS

The Purge Person Data in Test Environments process does not purge data of the following types:

- Predefined person data.
- Person data that was loaded using HCM File-Based Loader.
- Oracle Trading Community Architecture (TCA) data. The process inactivates dependent TCA records in the TCA tables but does not purge them.

Deletion request are generated for user accounts in the test environment. To process these requests, you must run the Send Pending LDAP Requests process when Purge Person Data in Test Environments completes.

If processed payroll actions are associated with a worker, then the worker is not purged. You must roll back relevant payroll processes before you can purge such workers.

The time taken by this process depends on the amount of data to be purged. Do not cancel the process, as its final stages include clean-up operations. If you cancel the process, then the clean-up operations resume when you next run the process.

KEY RESOURCES

For more information, go to Applications Help for the following topics:

- Purging Person Data from Test Environments: Explained
- Purging Person Data from Test Environments: Procedure
- Tables Purged by the Purge Person Data in Test Environment Process

ROLE INFORMATION

The Purge Person Data in Test Environments process is secured by the following function security privilege.

Function Security Privilege Name	Function Security Privilege Code
Purge Person Data in Test Environments	HRC_PURGE_PERSON_PROCESS_PRIV

This privilege is granted to the predefined Human Capital Management Integration Specialist job role. If you are using the predefined role, then no action is necessary. If you are using a custom version of this role, then you must grant the Purge Person Data in Test Environments privilege to your custom role to run this process.

See the Release 13 *Oracle Human Capital Management Cloud Security Upgrade Guide* on My Oracle Support (document ID 2023523.1) for instructions on implementing new features in existing roles.

SUPPORT FOR ORACLE TIME AND LABOR OBJECTS

You can now load data for these Oracle Time and Labor objects using HCM Data Loader.

Business Object	Description
Event Action	Defines how to react to an event, for example, whether to calculate retroactive payroll or recalculate time cards
Event Group	A grouping of events with common properties, such as changes to a worker's assignment record, that would require a retroactive calculation of time cards

STEPS TO ENABLE

No steps are required to enable this feature.

UPDATE 18A

REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

Date	Feature	Notes
25 MAY 2018	All Redesigned User Experience features	Updated document. Revised feature information.
30 MAR 2018	HCM Extract: View Database Item Group List	Updated document. Delivered feature in update 18A
23 FEB 2018	HCM Extract: Disable Bursting	Updated document. Delivered feature in update 18A.
19 JAN 2018		Created initial document.

OVERVIEW

This guide outlines the information you need to know about new or improved functionality in Oracle HCM Cloud Release 12. Each section includes a brief description of the feature, the steps you need to take to enable or begin using the feature, any tips or considerations that you should keep in mind, and the resources available to help you.

Oracle HCM Cloud release documents are delivered in five functional groupings:

Suggested Reading for all HCM Products:

- **HCM Cloud Common Features** (This document pertains to all HCM applications. It is the base human resource information for all products and HCM Tools.)

- **Global Human Resources Cloud** (Global Human Resources contains the base application in which other application use for common data such as workforce structures and person information. Regardless of what products you have implemented you may want to see the new features for Global Human Resources that could impact your products.)

NOTE: Not all Global Human Resource features are available for Talent and Compensation products.

Optional Reading for HCM Products (Depending on what products are in your cloud service):

- **Talent Management Cloud** (All Talent applications)
- **Workforce Rewards Cloud** (Compensation, Benefits, Payroll and Global Payroll Interface)
- **Workforce Management Cloud** (Absence Management and Time and Labor)

Additional Optional Reading:

- **Common Technologies and User Experience** (This documents the common features across all Cloud applications and is not specific to HCM)

NOTE: All of these documents can be found on the Oracle Help Center at: https://cloud.oracle.com /saasreadiness/hcm under Human Capital Management Release Readiness

CUSTOMERS UPGRADING FROM RELEASE 12

If you're upgrading from Release 12 to Release 13, then you should review all of the release readiness content for Release 13 (updates 17B - 17D, as well as, updates 18A - 18B) to learn about all of the features available in release 13.

GIVE US FEEDBACK

We welcome your comments and suggestions to improve the content. Please send us your feedback at oracle_fusion_applications_help_ww_grp@oracle.com. Indicate you are inquiring or providing feedback regarding the HCM Cloud What's New for Release 13 in the body or title of the email.

FEATURE SUMMARY

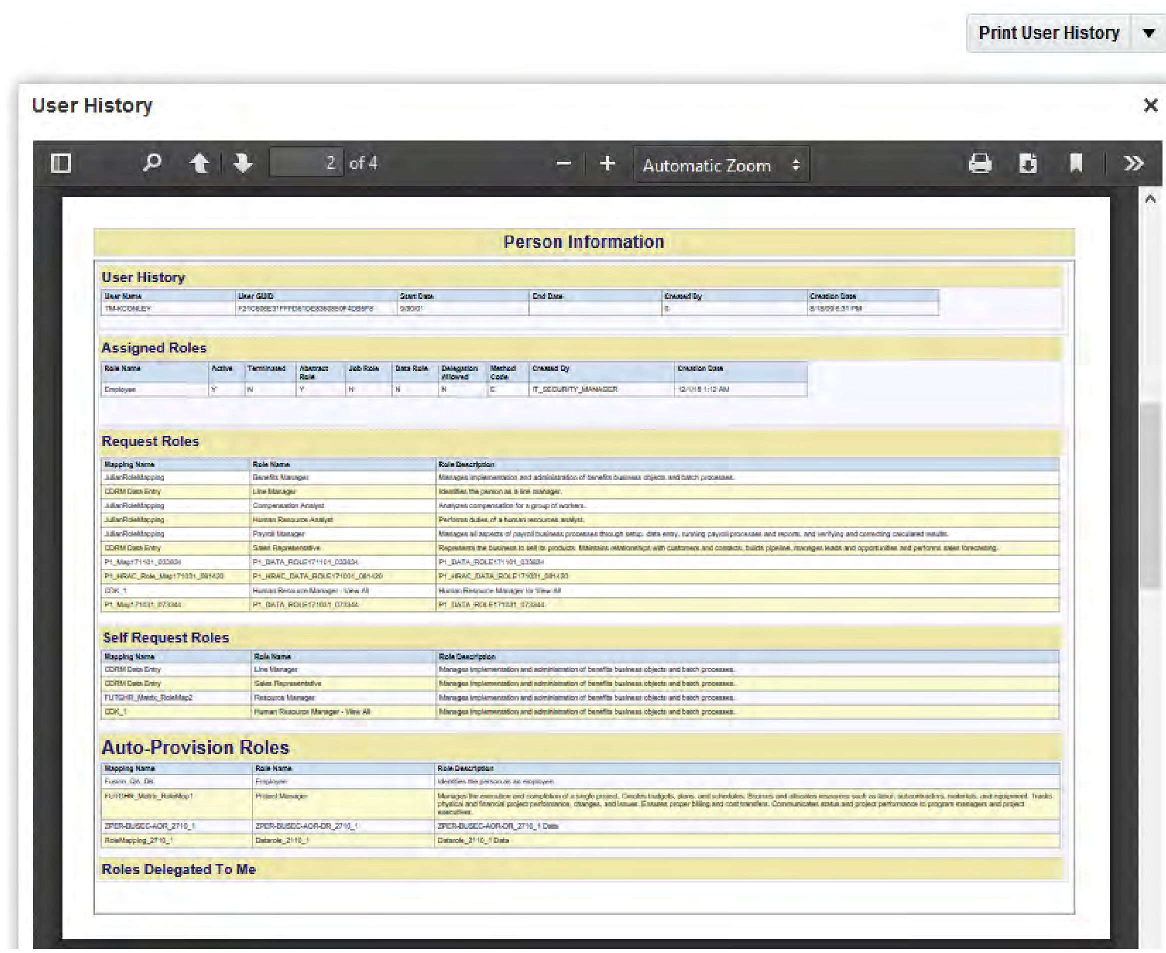
Feature	Action Required to Enable Feature				
	None (Automatically Available)	Enable via Opt In UI Only	Enable via Opt In UI Plus Additional Steps	Not Enabled via Opt In UI but Setup Required	Issue Service Request
Application Security					
User Provisioning Diagnostics	✓				
HCM Data Loader					
New Business Objects Supported	✓				
Create Default Working Hour Pattern Record Automatically	✓				
HCM Extract					
Leverage Reusable HCM Extract Calculation Card Templates	✓				
Disable Bursting	✓				
View Database Item Group List	✓				
HCM Spreadsheet Data Loader					
New Template Parameter Configuration	✓				
Redesigned User Experience					
Redesigned Cloud User Experience				✓	
Global Human Resources					
Personal Information Self-Service Pages Redesigned				✓	
Global Payroll					
Payroll Self-Service Pages Redesigned				✓	
Time and Labor					
Web Clock Self-Service Page Redesigned	✓				

APPLICATION SECURITY

Oracle Fusion Applications Security provides a single console where IT Security Managers and Administrators can perform various functions including user lifecycle management, role definition, security policy management (both functional and data), role hierarchy maintenance, username and password policy administration, and certificate management. The console also enables users to simulate the effect of security changes, to run security reports, and download a connector for integration with Microsoft Active Directory.

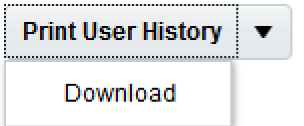
USER PROVISIONING DIAGNOSTICS

The Person User Information report is an Oracle Business Intelligence Publisher report that provides the detailed history of a specified user account. Until now, you could run this report from the Reports and Analytics work area only. From this release, you can run the report from the Edit User page by clicking **Print User History**. On the Edit User page, the report is known as the User History report. The contents of the Person User Information and User History reports are the same.



Running the User History Report on the Edit User Page

The process of running the report on the Edit User page is streamlined, as you no longer have to obtain the relevant person ID first. The person ID is passed automatically as input to the report. You can download a PDF file of the report by selecting **Print User History** - **Download**.



Downloading a PDF File of the User History Report

The name of the generated PDF file is in the format *person ID*_UserHistory.pdf. The report includes:

- Person information
- User history
- Provisioned roles and details of any associated role mappings
- Role delegation details
- LDAP request details
- Work relationship and assignment information

Oracle Support may ask you to run this report to help with diagnosis of user-related issues.

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

The User History report is secured by the ORA_PER_MANAGE_USER_AND_ROLES_DUTY_OBI (Manage Users) duty role. Several predefined job roles, including IT Security Manager and Human Resource Specialist, inherit this role.

KEY RESOURCES

For more information, go to Applications Help for the following topics:

- User History Report
- Person User Information Reports

HCM DATA LOADER

HCM Data Loader provides a flexible and efficient method of bulk loading business object data for data-migration and on-going incremental updates to Oracle Human Capital Management Cloud.

NEW BUSINESS OBJECTS SUPPORTED

You can now load data for these business objects using HCM Data Loader:

Business Object	Description
Absence Reason	Enterprise-defined reasons for absence
Progression Grade Ladder	A hierarchy of grades with rates, parameters, and rules for progression
Progression Grade Rate	Pay rates defined for the grades in the progression grade ladder when your grades do not have steps

Business Object	Description
Progression Rule	Progression eligibility profiles associated with the grade ladder, grade, or step
Schedule Request	Worker schedule data for Oracle Time and Labor Scheduling

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

If you are using grade step progression, then you load your progression grade ladders using the newly supported progression objects rather than the existing Grade Ladder and Grade Rate objects.

You can load these objects using either HCM Data Loader or HCM Spreadsheet Data Loader.

KEY RESOURCES

For more information, go to Applications Help for the following topics:

- Loading Progression Grade Ladders: Explained
- Loading Worker Schedules: Explained

CREATE DEFAULT WORKING HOUR PATTERN RECORD AUTOMATICALLY

A working-hour pattern allows you to define the working hours, start time, and end time for each day of the week. When you load assignment records using HCM Data Loader, you can now request that a default working-hour pattern record be created automatically.

To request automatic creation of a default working-hour pattern for all assignments in a Worker.dat file, you include the following SET instruction in the file:

```
SET CREATE_DEFAULT_WORKING_HOUR_PATTERN Y
```

You may find automatic creation of default working-hour patterns helpful if you are loading many assignment records but are not loading the Working Hour Pattern component of the Worker object. Once this default record exists, you can update it with information that is specific to each worker by loading the Working Hour Pattern component of the Worker object.

STEPS TO ENABLE

No steps are required to enable this feature.

KEY RESOURCES

For more information, go to Applications Help for the following topic:

- The SET and COMMENT Instructions: Explained

HCM EXTRACT

HCM Extracts provide a method for extracting data from your HCM applications that can be used for interfacing data to another source or extracting data to integrate reporting across systems.

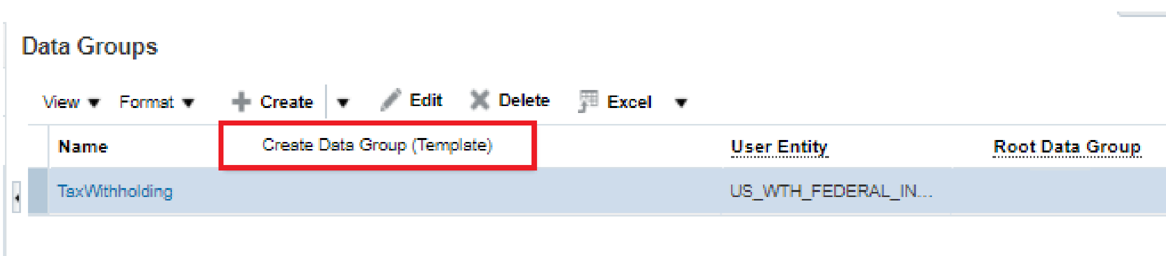
LEVERAGE REUSABLE HCM EXTRACT CALCULATION CARD TEMPLATES

Use the predefined HCM Extract Calculation Card templates, currently available for Payroll Interface extracts, to reduce the time spent maintaining extracts because Oracle updates the templates.

Calculation card templates are currently available for the following components:

- Absences
- Benefits and Pensions
- Calculation Rules for Tax Reporting and Payroll Statutory Unit
- Employee Earnings Distribution Overrides
- Involuntary Deductions
- Obligatory Deductions
- Reporting Information
- Tax Withholding
- Tax Withholding for Pension and Annuity Payments
- Time Cards

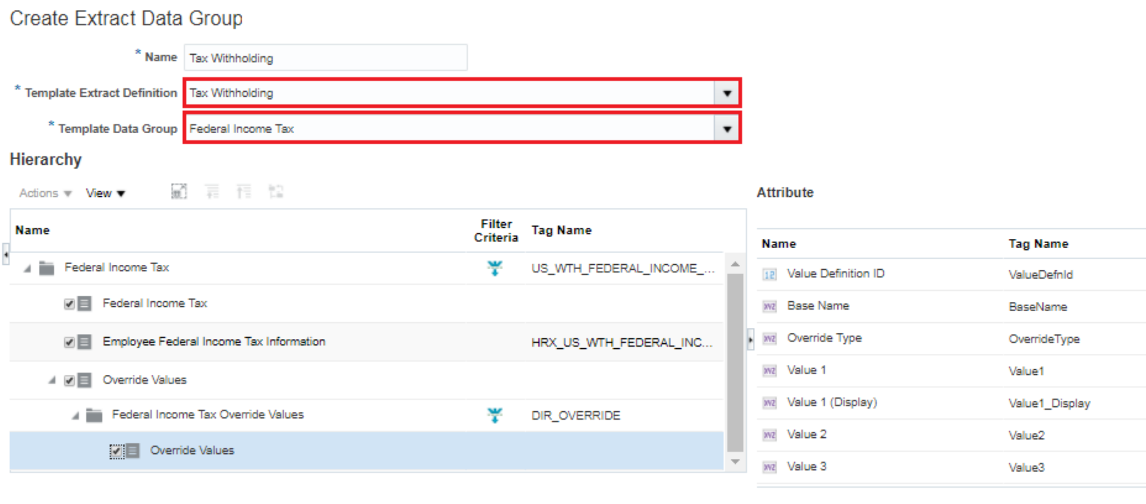
You can add a template to a payroll interface extract when creating a new data group in the professional UI. You cannot add templates in the simplified UI.



Manage HCM Extract Definition Create a Data Group (Template)

Link template data groups to other data groups as children only. You cannot add template data groups as parent data groups.

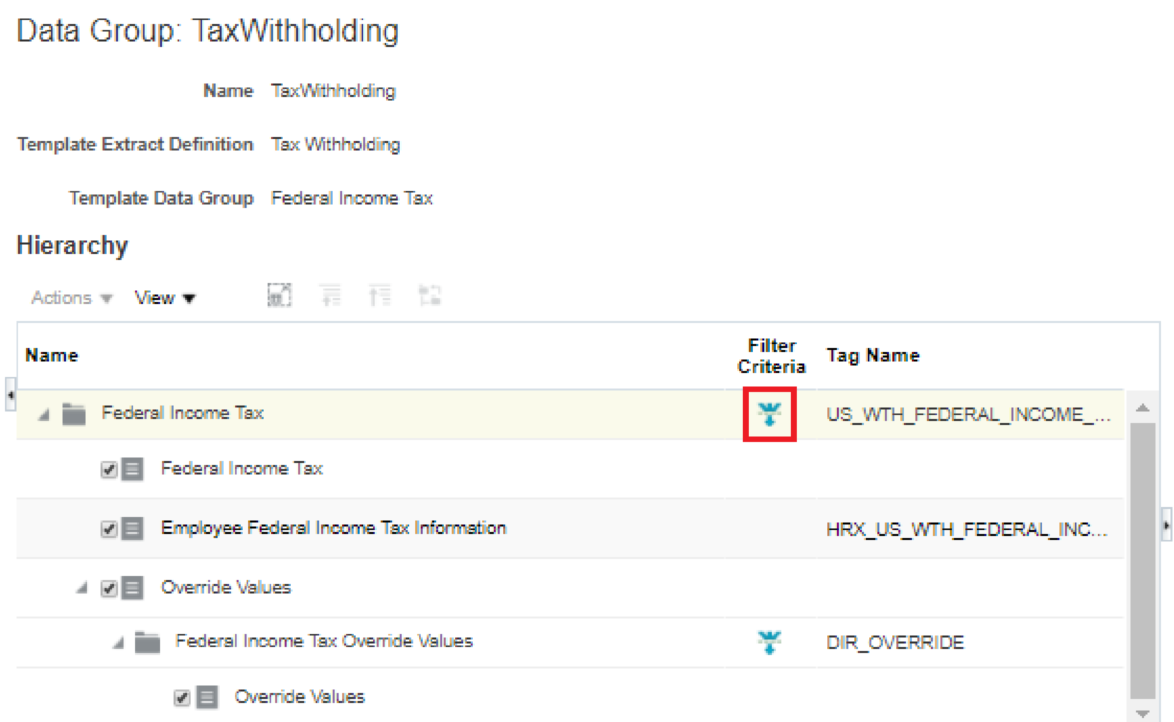
Add a template, then select a template data group to use in your extract. Multiple data groups may be available, for example, with tax withholding, you may have data groups available for city tax, county tax, and federal tax.



Manage HCM Extract Definition Create Extract Data Group (Template)

Templates and template data groups can contain one or more data groups and you may select which data groups and records you want to include in the extract. Select a record to view a list of attributes included in the record. You cannot add additional records or data groups to the template, however, you can define filters for the data groups.

Once a template data group is saved, you cannot modify which template or template data group is selected but you may add or remove the included data groups or records by checking or un-checking the associated checkboxes or modify filters.



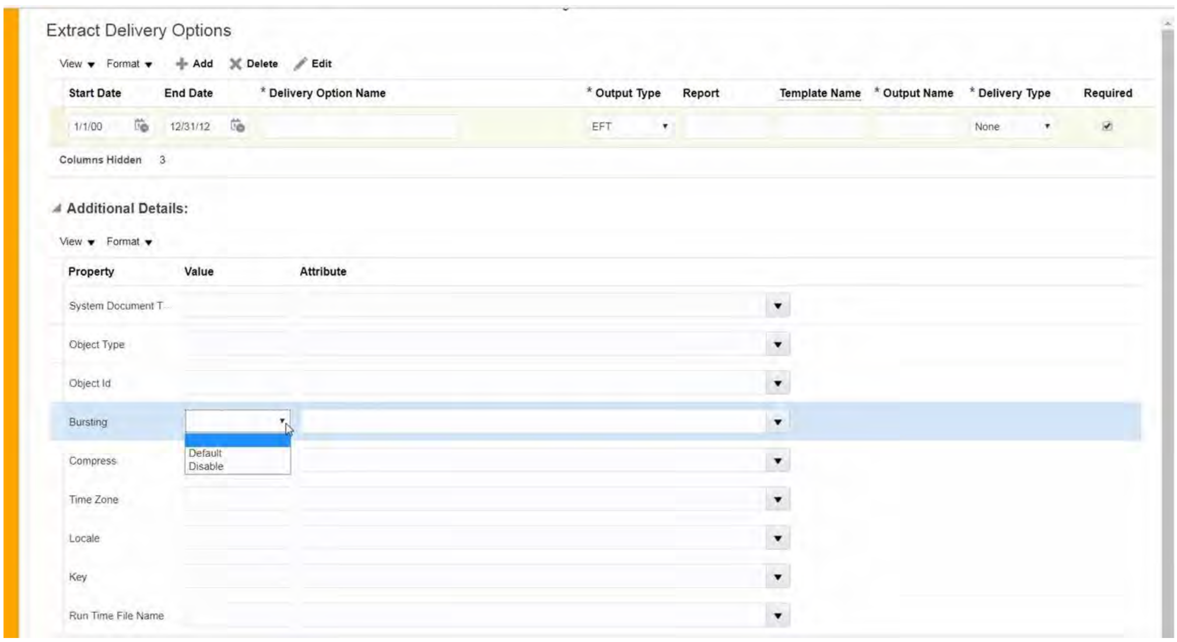
Manage HCM Extract Definition Edit Extract Data Group (Templates)

STEPS TO ENABLE

No steps are required to enable this feature.

DISABLE BURSTING

Disable bursting for the payslip if you want to produce a single PDF output without using bursting feature of BIP report. Select None as the delivery type on the Deliver page when creating a delivery option for the HCM extract. Select Disable in the Bursting field to disable the bursting options associated with the BIP report. Select Default as the bursting option to retain the options associated with the report template.



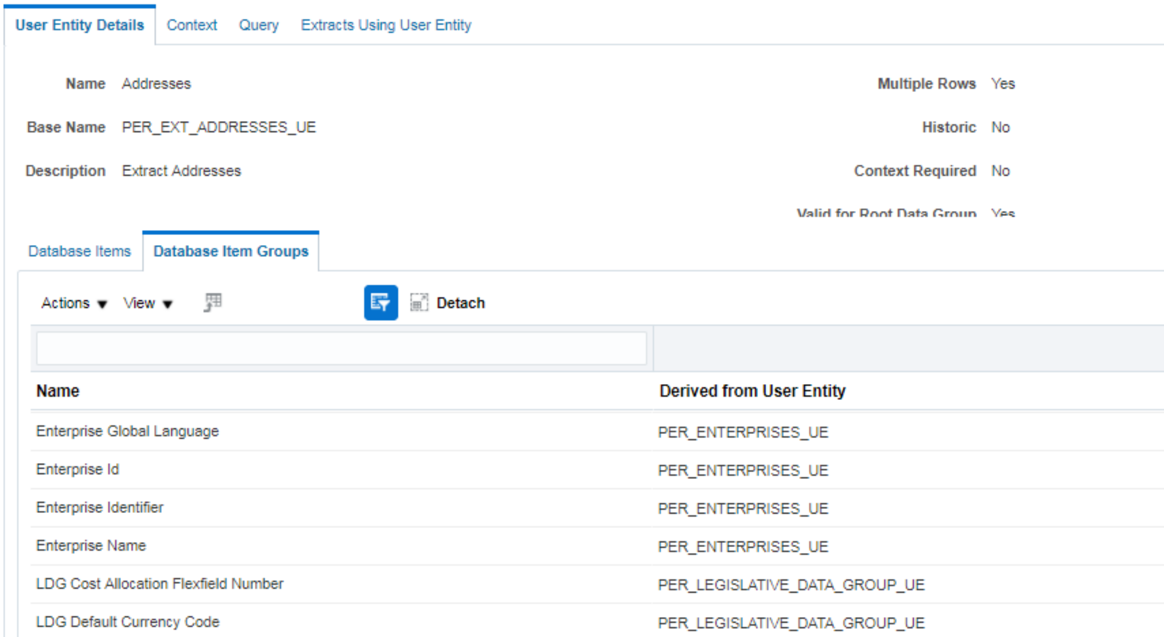
HCM Extract Delivery Options Page with the Bursting Option Feature

STEPS TO ENABLE

No steps are required to enable this feature.

VIEW DATABASE ITEM GROUP LIST

Access a full list of database item groups including the database item groups derived from other user entities on the User Entity Details page. Find the full list of database item groups on the User Entity Details > Database Item Groups tab.



View User Entity Details: Database Item Groups

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

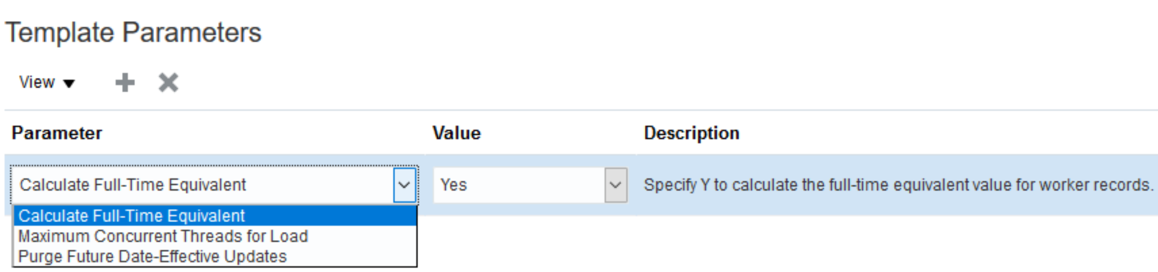
The Database Item Group Name search does not allow you to search for a Database Item Group that is derived from another user entity. Use the search feature within the Database Item Groups tab if you want to search for a derived database item group.

HCM SPREADSHEET DATA LOADER

HCM Spreadsheet Data Loader provides a flexible and efficient method of bulk loading business object data for data-migration and on-going incremental updates to Oracle Human Capital Management Cloud.

NEW TEMPLATE PARAMETER CONFIGURATION

Spreadsheet templates include a new section, Template Parameters, on the Define page. Depending on the business object for which you are designing the template, you see some or all of these parameters.



The Template Parameters Section

- Calculate Full-Time Equivalent specifies whether the full-time equivalent value of the working hours recorded for a worker assignment is to be calculated automatically. By default, this value is **No** for the enterprise.
- Maximum Concurrent Threads for Load specifies the maximum number of threads to be used concurrently to load spreadsheet data. You can set this value for the enterprise on the Configure HCM Data Loader page.
- Purge Future Date-Effective Updates controls the date-effective maintenance mode. When this parameter is set to **Yes**, the data in spreadsheets replaces any existing data in Oracle HCM Cloud. Otherwise, any existing future-dated changes are retained. By default, for spreadsheet uploads this value is **No** for the enterprise.

Values that you specify in a spreadsheet template apply to any spreadsheet generated from the template. You can set these values to override enterprise settings and support the specific use case for which the template is defined. For example, in a spreadsheet template defined for creating new hires, you can set Purge Future Date-Effective Updates to **Yes** but set it to **No** in a spreadsheet defined for updating worker records.

STEPS TO ENABLE

No steps are required to enable this feature.

KEY RESOURCES

For more information, go to Applications Help for the following topics:

- HCM Data Loader Configuration Parameters
- Creating and Editing Spreadsheet Templates: Procedure

REDESIGNED USER EXPERIENCE

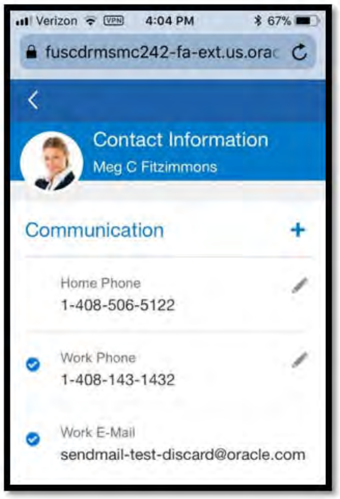
These redesigned pages are both responsive and easy to use on any device, with a modern look and conversational language.

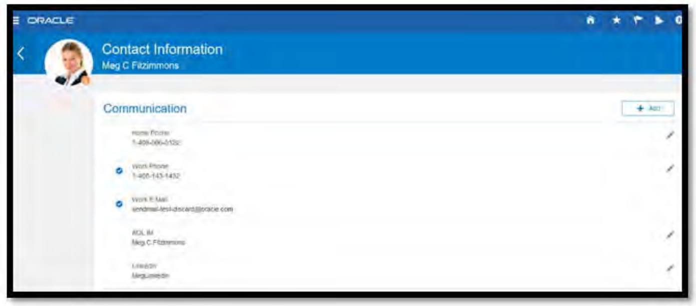
REDESIGNED CLOUD USER EXPERIENCE

We’ve taken the employee and manager self-service pages to the next level by redesigning them to look and behave the same on the desktop and mobile devices. We’ve also changed the look and feel of these pages to provide a better experience for your end users.

SELF-SERVICE PAGES REDESIGNED FOR EASE OF USE WHILE ON THE GO

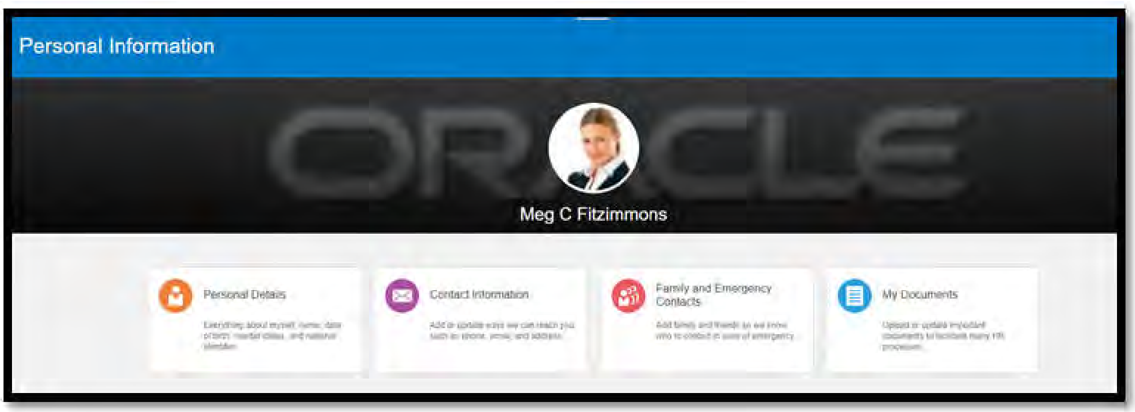
- The pages look similar on the desktop and mobile devices, and are equally easy to use on the desktop or while on the go.





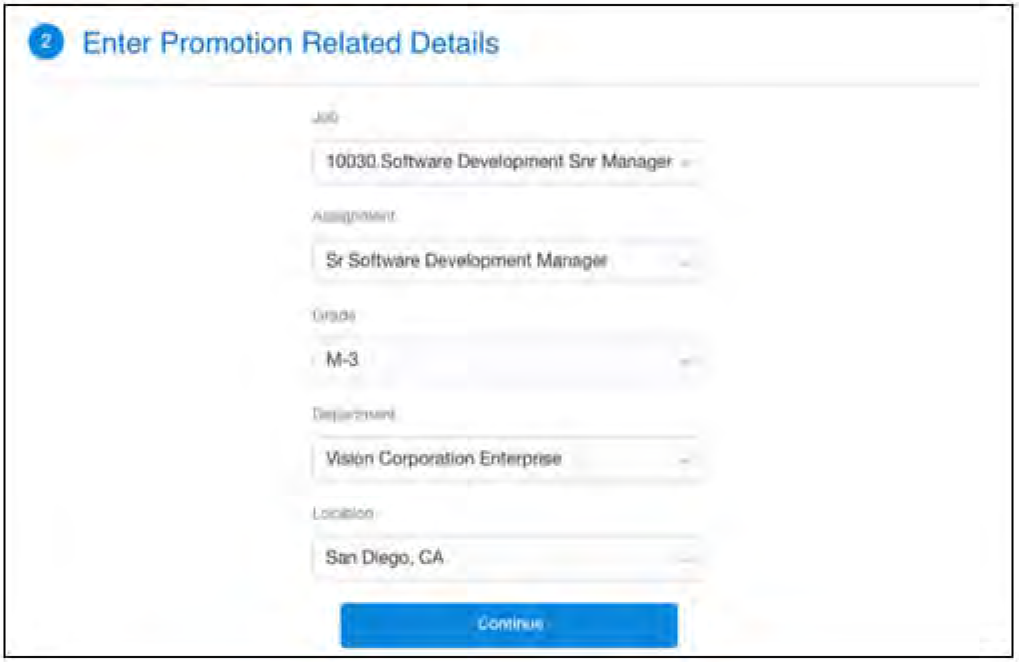
Contact Information Page on a Mobile Device Contact Information Page on the Desktop

- The look of the pages is more modern and the language is conversational and simple. Messages are shorter and more concise, making them easier to understand and read on your mobile device.



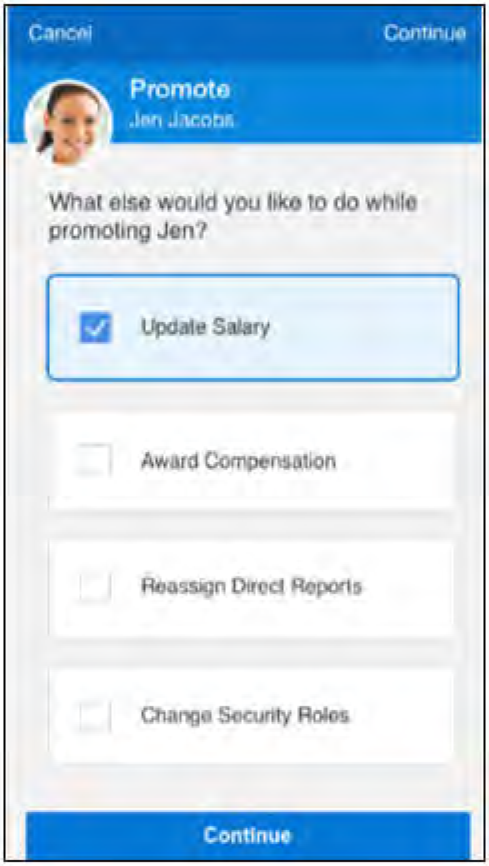
Personal Information Page Redesigned to Look More Modern

- The pages are clutter-free and clean and display only those fields that are required to complete the task. You can personalize the pages and add more fields that are hidden by default.



Clutter-Free and Clean Promotion Details Page

- For most self-service tasks, you're asked what you want to do, and the task is broken down into a series of steps based on your choice.



Interactive Promotion Page Where You're Asked What You What To Do

STEPS TO ENABLE

In order to enable the new self-service pages, you must create and enable the HCM_RESPONSIVE_PAGES_ENABLED profile option using these values:

Field	Value
Profile Option Code	HCM_RESPONSIVE_PAGES_ENABLED
Profile Display Name	HCM_RESPONSIVE_PAGES_ENABLED
Application	Global Human Resources
Module	Global Human Resources
Description	Enable the new responsive self-service pages
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
    - Select the **Enabled** check box, to enable the feature.
    - Select the **Updateable** check box, to allow users update privileges.

    NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

TIPS AND CONSIDERATIONS

- These pages are new pages, if you had any personalizations that you want from the previous pages you will need to make these using Page Composer.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

GLOBAL HUMAN RESOURCES

PERSONAL INFORMATION SELF-SERVICE PAGES REDESIGNED

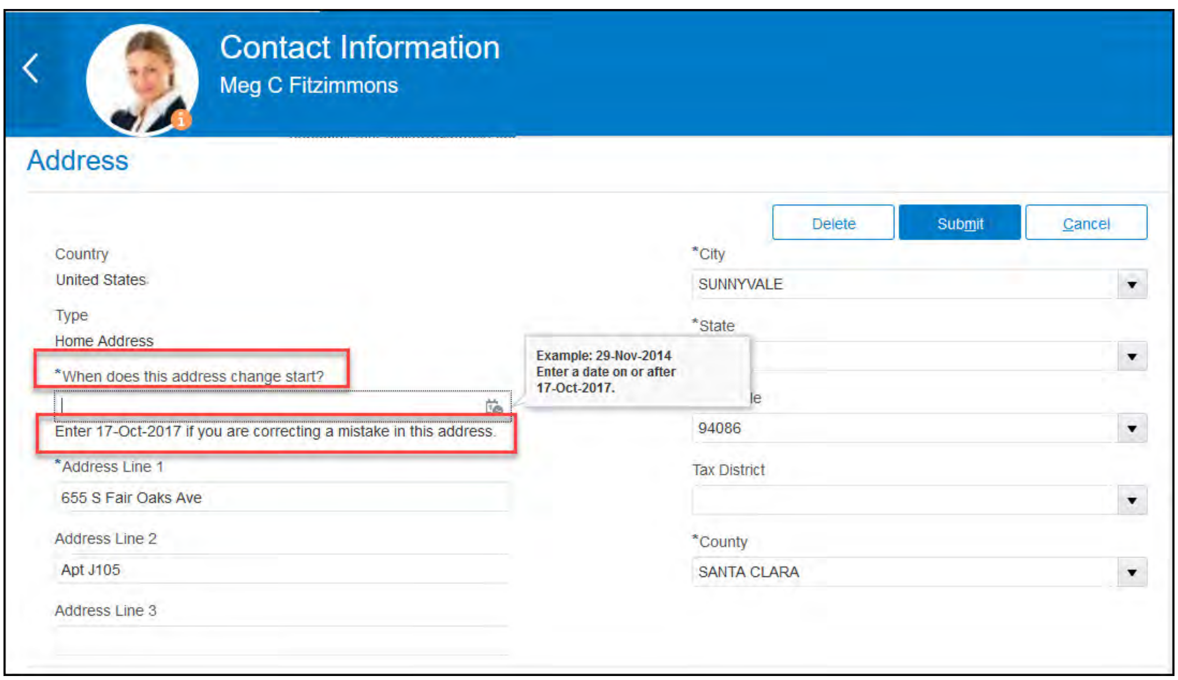
The Personal Information self-service pages are redesigned for ease of use and responsiveness on all devices. Significant changes to the appearance and behavior of these pages include:

For date-effective objects, such as names and addresses, both current and future-dated records will be displayed. This approach removes any uncertainty about the existence of future-dated records. If there are no future-dated records, then the start date isn't shown to keep the display clean and clutter-free.

Start Dates for Current and Future Records are Displayed

When you update an effective-dated object, a user-friendly question asks for the start date of the update, for example, **When does this address change start?**

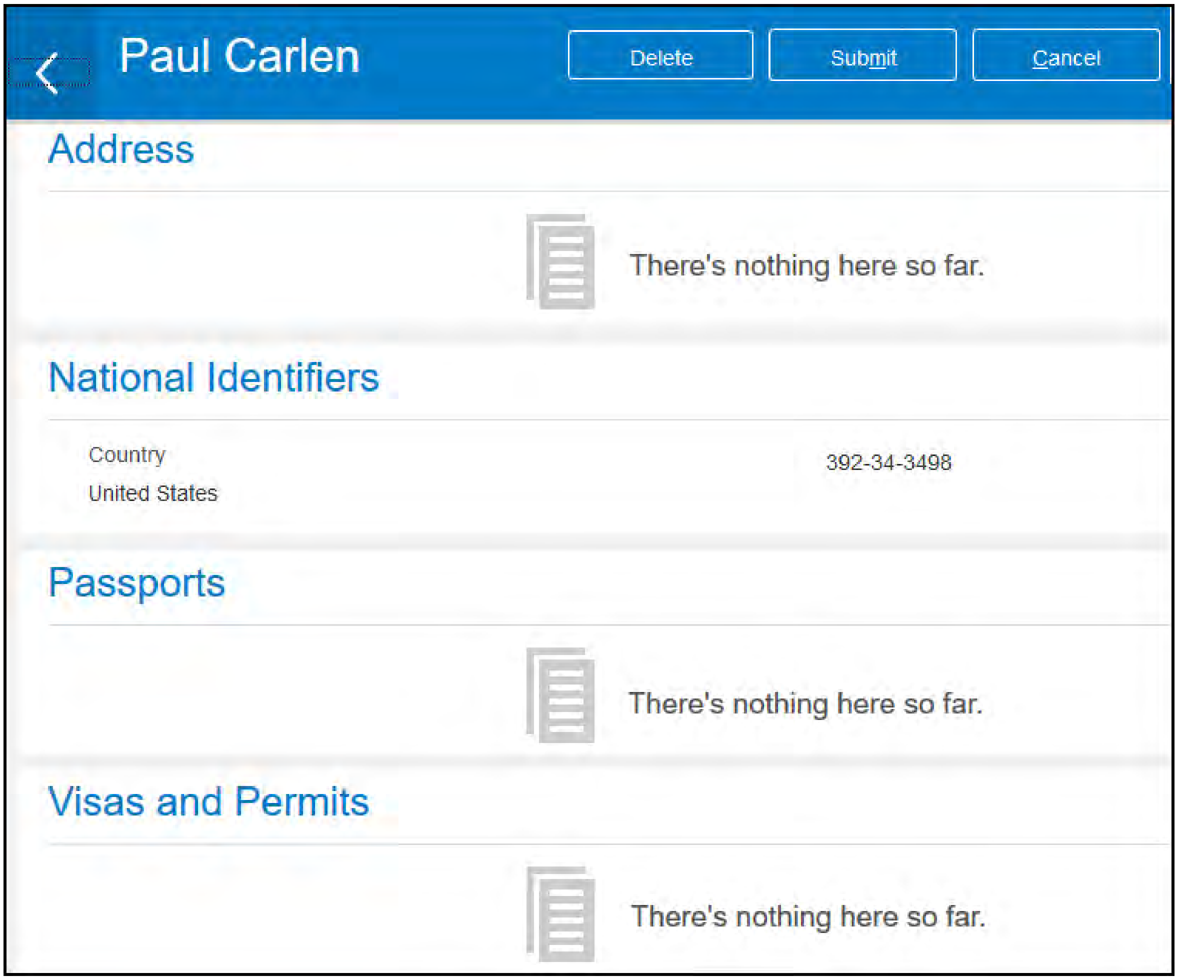
You can also correct a date-effective object, for example, to fix a typo. To make a correction, you must enter the effective start date of the existing record. When you correct a date-effective object, a help text showing the effective start date of the existing record appears below the relevant date field.



Effective Start Date Field Text and Help Text for Corrections

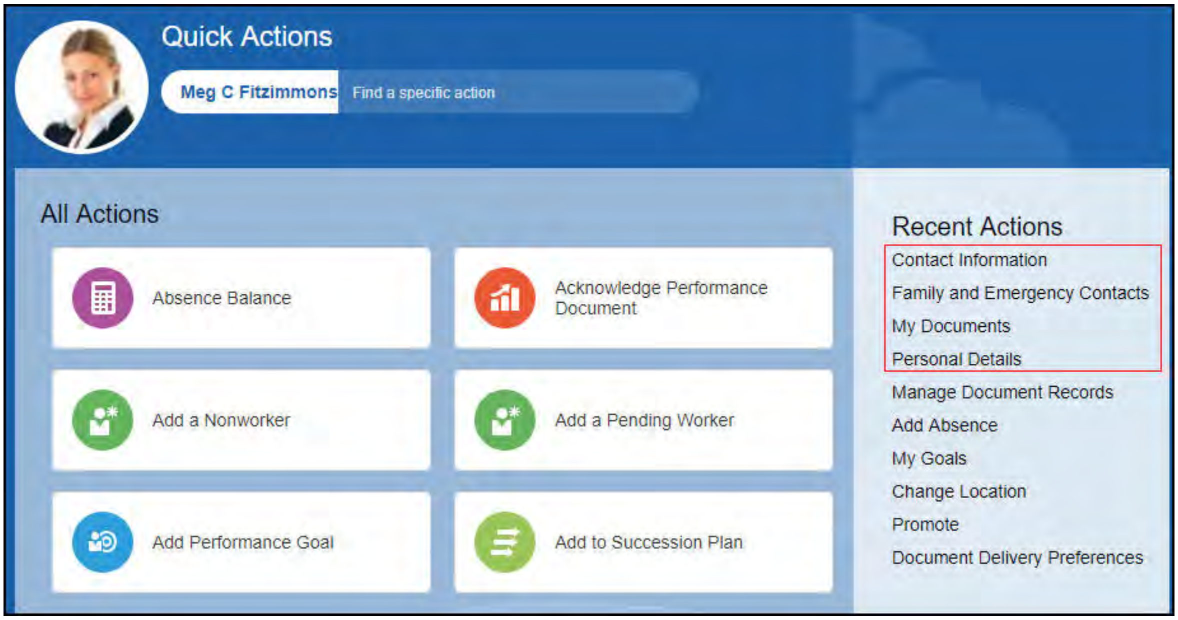
The pages are clutter-free and display the most frequently used fields. Fields that are not used frequently are hidden, but can be displayed using Page Composer. For example, Country of Birth, Region of Birth, Town of Birth, Correspondence Language, and Person Number are not displayed on the pages but can be added.

You can now manage a contact's visa and permits, and passport information from the Family and Emergency Contact page.



Visa and Permits and Passport Details Added for Family and Emergency Contacts

Quick actions are available for direct access to Personal Details, Contact Information, Family and Emergency Contacts, and My Documents pages.



Actions Available from the Quick Actions Page

STEPS TO ENABLE

In order to enable the new Personal Information pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED
Profile Display Name	PER_PERSONAL_INFORMATION_RESPONSIVE_ENABLED
Application	Global Human Resources
Module	Personal Information
Description	Enable the new responsive Personal Information pages.
Start Date	01/01/1950
End Date	

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the **Create Profile Option** page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:

- Select the **Enabled** check box, to enable the feature.
- Select the **Updateable** check box, to allow users update privileges.

NOTE: The profile values will appear in read-only mode if deselected.

2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled, the navigator menu option of Personal Information will take the user to the new Personal Information pages and the old pages will no longer be available.

TIPS AND CONSIDERATIONS

- Since the Personal Information pages are new, any required Page Composer personalizations must be applied on the new pages.
- From the earlier single page that displayed a person's complete global HR information, this information is now logically organized across multiple pages.
- You can now access the following actions from the person smart navigation window or the Quick Actions page:
  - Compare
  - Information Sharing
  - Submit Resignation
  - Document Delivery Preferences
- Citizenship, passports, driver licenses, and visas and permits are displayed out-of-the-box on the My Documents page. These regions will be hidden in the future and the document records will be displayed out-of-the- box.

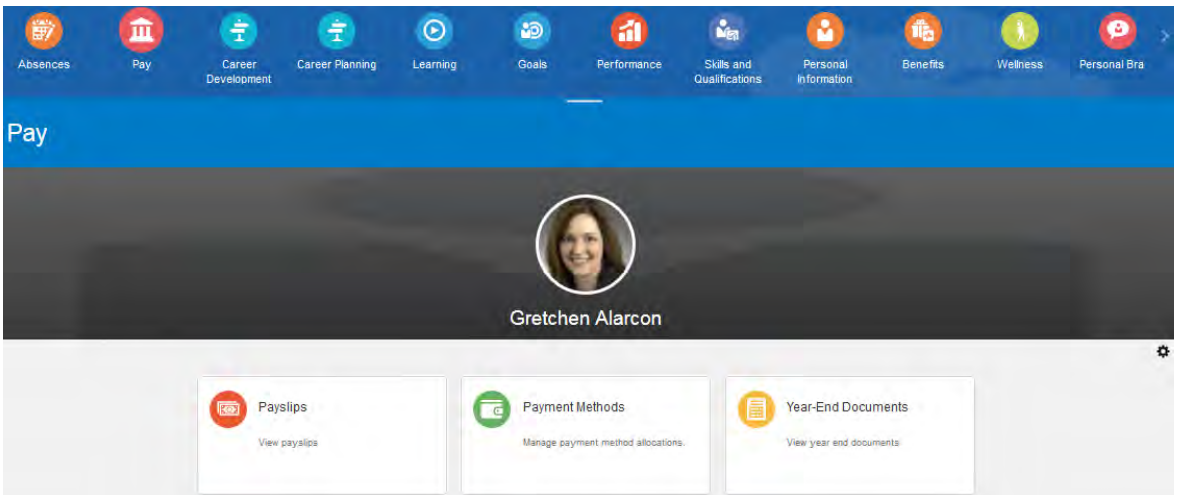
There are several features that are not yet available that may prevent you from using the new feature until they are delivered:

- Flexfields aren't available on the new Personal Information pages.
- Disability information isn't available currently.
- You can manage only global name records. Local names aren't supported currently.
- Access to an employee's employment, compensation, and document of record details aren't available currently.
- Some localization-specific validations, including LOVs, aren't fully implemented. For example, the Region of Birth when the Country of Birth is France, is not presented as an LOV.
- Approvals:
  - The Change Personal Information and Add Existing Coworker approval rules are not yet available, hence changes made to the personal information data are updated immediately. In addition, if an employee selects an existing coworker as a contact, the coworker is immediately added as a contact without an approval notification. You may want to consider hiding the selection of an existing coworker action until approvals are supported due to personally identifiable information considerations.
  - Before enabling this feature, pending personal information approvals must be completed, so that data integrity is maintained.

GLOBAL PAYROLL

PAYROLL SELF-SERVICE PAGES REDESIGNED

You now have the same look and feel on desktop and mobile devices. The Pay work area now includes all of the payroll self-service tasks to include the new global Year-End Documents UI. The redesigned pages are both responsive and easy to use on any device, with a modern look and conversational language. Clutter-free pages, with clean lines and just the essential fields can be personalized to suit to increase user satisfaction.



Payroll Self-Service Pages Redesigned

STEPS TO ENABLE

In order to enable the new Personal Information pages, you must create and enable the following profile option after having created and enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option. If you have not enabled the HCM_RESPONSIVE_PAGES_ENABLED profile option, please see the Redesigned Cloud User Experience introductory feature section for the Steps to Enable, Tips and Considerations, and Key Resources.

Field	Value
Profile Option Code	PAY_PAYROLL_RESPONSIVE_ENABLED
Profile Display Name	Mobile-Responsive Payroll Pages Enabled
Application	Global Payroll
Module	Common Payroll Objects
Description	Enable the mobile-responsive payroll pages
Start Date	1/1/50

In the **Setup and Maintenance** work area:

1. Search for and click the **Manage Profile Options** task.
2. Select **New** on the **Manage Profile Options** page, on the **Actions** menu.

On the Create Profile Option page:

1. Complete all required fields.
2. Click **Save** and **Close**.

On the **Manage Profile Options** page, in the **Profile Option Levels** section:

1. Select the check box levels to enable at the profile option at the **Site** level:
   - Select the **Enabled** check box, to enable the feature.
   - Select the **Updateable** check box, to allow users update privileges.

   NOTE: The profile values will appear in read-only mode if deselected.
2. Click **Save** and **Close**.

To enable the profile option just created, navigate to the **Setup and Maintenance** work area:

1. Search for and click the **Manage Administrator Profile Values** task.
2. Search for and select the newly created profile option.
3. Click to add a new **Profile Value**.
4. Select the **Level** as **Site**.
5. Enter a **Y** in the **Profile Value** field.
6. Click **Save** and **Close**.

Once the profile options are enabled, the navigator menu option of the Payroll pages will take the user to the new Payroll pages and the old pages will no longer be available.

TIPS AND CONSIDERATIONS

Prior to enabling the new Payroll pages, you must first create and and enable the HCM_RESPONSIVE_PAGES_ENABLED profile option. Please see the Redesigned Cloud User Experience introductory feature section for additional information.

Please note the payroll user interface configuration formula rules, such as Default Organization Payment Method, are not compatible with the new payment method page. Therefore, if you have a requirement to define such rules, this may prevent you from using the new feature until an alternative configuration solution is delivered.

KEY RESOURCES

For more information on creating and enabling the profile options, refer to the following document on My Oracle Support:

- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For information about displayed and hidden fields, refer to the following document on My Oracle Support:

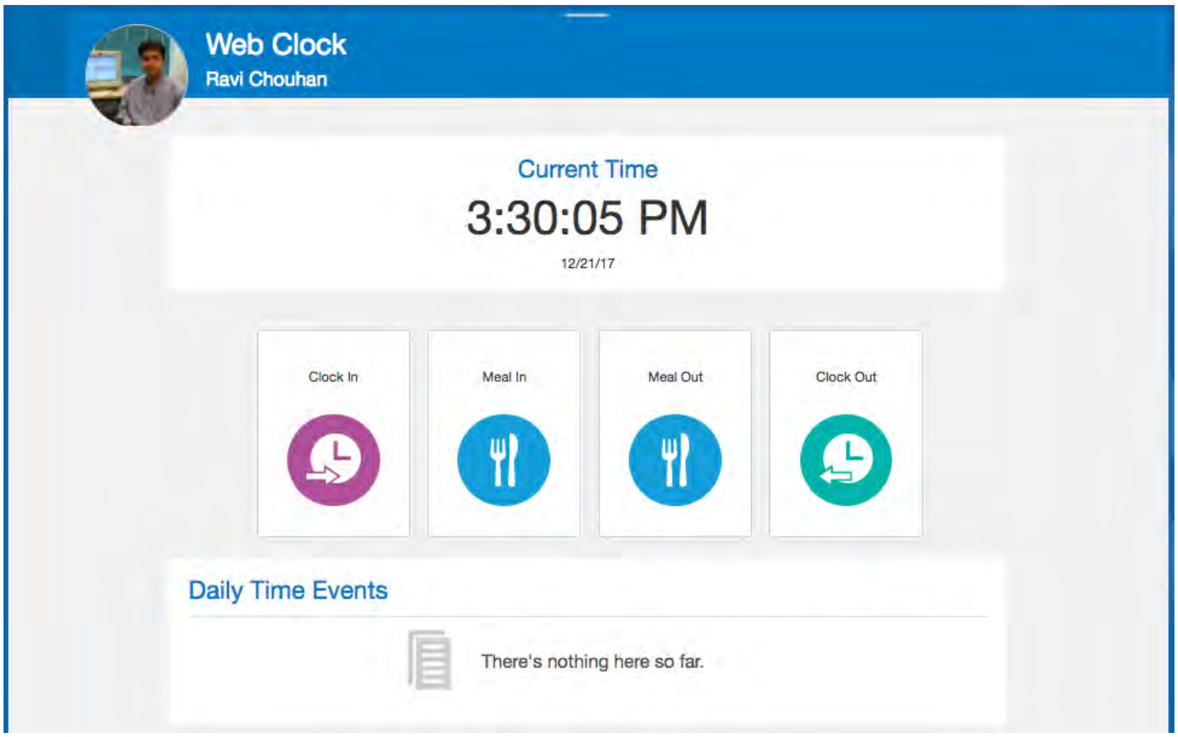
- HCM Responsive User Experience Setup Information- Profile Options and Displayed Fields (Document 2399671.1)

For more information on personalizing pages, refer to the following:

- Chapter 3, Page Customization in the Oracle Applications Cloud: Configuring and Extending Applications guide.
- The Developer Relations Page Composer Oracle YouTube channel.

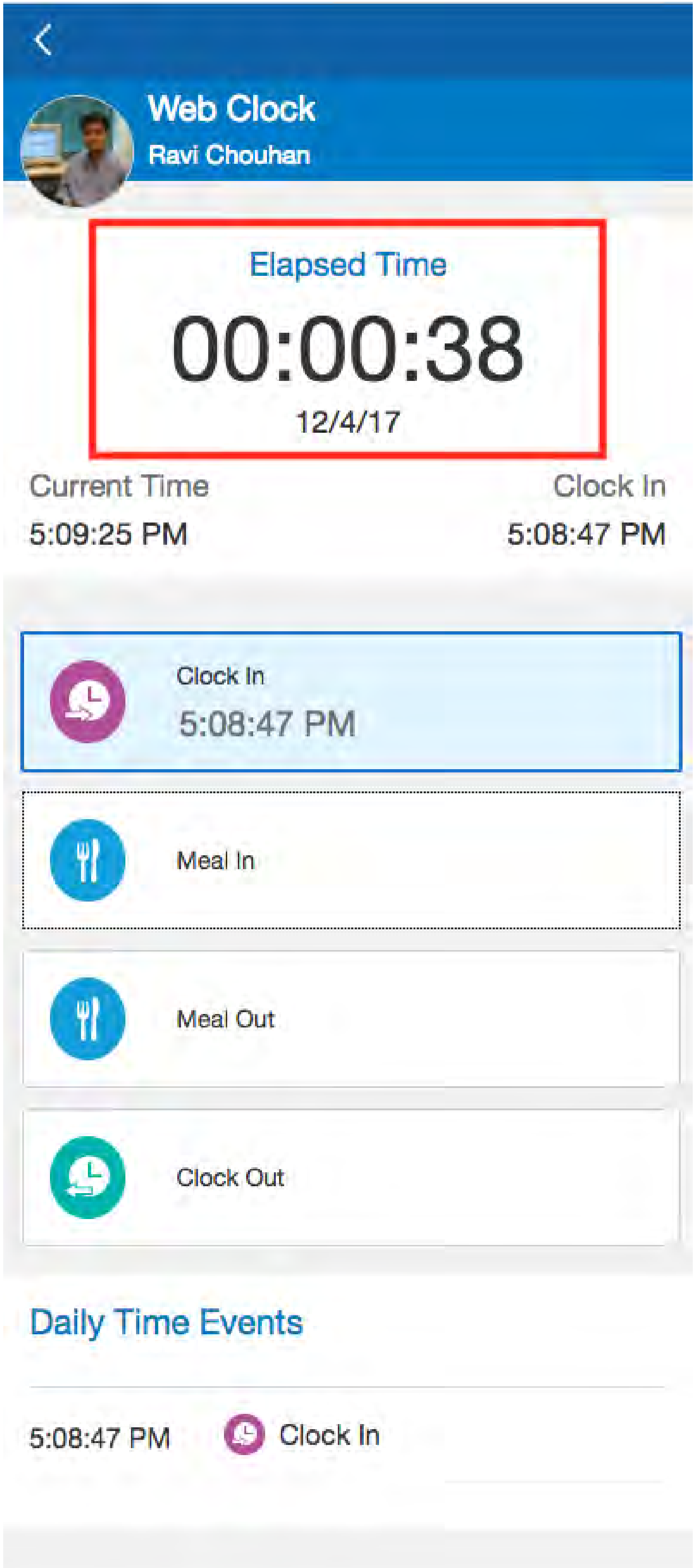
WEB CLOCK SELF-SERVICE PAGE REDESIGNED

Increase user satisfaction with the web clock self-service page that now has the same look and feel on desktop and mobile devices. This redesigned page is both responsive and easy to use on any device, with a modern look and conversational language. The clutter-free page, with clean lines and just the essential fields, can be personalized to suit. Animation and improved behavior clearly identifies the button to click or tap. For example, the following image shows the button that was just clicked is highlighted and the icon size is reduced to make room for the time stamp.



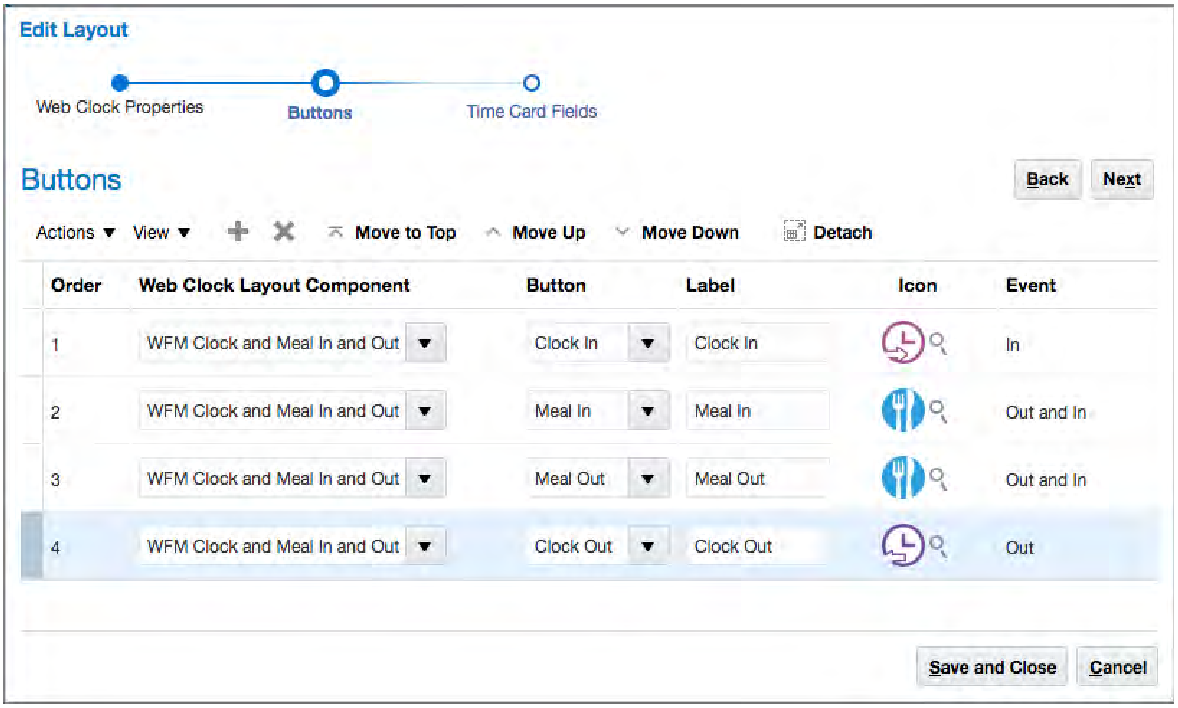
Responsive Web Clock Display on Tablet

The redesigned page includes a new elapsed time counter. The counter lets workers see how much time has elapsed since the most recent In button was clicked or tapped on the web clock. The access to daily time events within the same page is simplified. Workers see, at a glance, all the in or out clicks or taps. As a result, workers more accurately click or tap the next event and identify mistakes, such as missing events.



Responsive Web Clock Displayed on a Smart Phone and Showing the Time Elapsed Since the Last In Button was Clicked and the Daily Time Events for the Day Up to This Point

The web clock layout is simplified to let the responsive user interface handled the buttons display. The display size of the employee's device determines how many buttons compose a row. For example, a smart phone will show a single button per row while a tablet or PC might show 3 or 4 buttons per row.



Buttons Page of the Edit Layout Guided Process Where You Configure All of the Buttons, Including the Display Order

STEPS TO ENABLE

No steps are required to enable this feature.

TIPS AND CONSIDERATIONS

NOTE: The time elapsed counter resets to 0:00:00 after every new In event or Out and In event pair. The regular clock displays after every Out event or In and Out event pair.
