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Oracle HCM Business Process Foundations Associate Rel2

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QUESTION NO: 1

When using Workforce Compensation and creating budgets, your organization wants the budget amounts to be determined by employee eligible salaries for each manager. What budgeting level would you need to select?

- A. Worker-Level budgeting
- B. Plan-Level budgeting
- C. Administrator-Level budgeting
- D. Manager-Level budgeting

ANSWER: A

Explanation:

Worker-Level budgeting is the appropriate selection because it calculates and allocates a manager's budget from the eligible salary amounts of the workers included in that manager's compensation worksheet population. This level supports an employee-driven approach: each worker's eligibility and eligible salary contribute to the budget available to the relevant manager. Consequently, budget amounts can reflect the actual eligible employee population reporting through each manager, rather than relying solely on one centrally defined plan amount or a manually assigned managerial amount.

In Workforce Compensation, budget pools can be configured using different budgeting methods and levels to match how an organization wants to distribute compensation funding. Selecting Worker-Level budgeting is particularly useful when salary-based budgeting must adapt to the workers assigned to individual managers during the compensation cycle. Oracle documents that worker-level budgets are calculated for each manager based on the eligible salaries of the manager's workers. See Oracle's [Budgeting Methods in Workforce Compensation Plan Budget Pools](#) documentation and the [Workforce Compensation overview](#).

QUESTION NO: 2

Which step in the Recruit to Onboard process immediately precedes Manage Sourcing?

- A. Onboard New Hire
- B. Drive Candidate Engagement
- C. Determine Workforce Need
- D. Perform Intelligent Screening

ANSWER: C

Explanation:

Determine Workforce Need immediately precedes Manage Sourcing in Oracle's Recruit to Onboard business process. Recruiting begins by identifying and defining the organization's workforce requirement, such as the need for a new position, replacement worker, or additional headcount. This foundational activity establishes the business need that drives the subsequent recruiting work, including the relevant job, organization, requisition details, and approval requirements. Once the workforce need has been determined, the organization can move into Manage Sourcing to identify and attract suitable candidates through appropriate channels. This ordering reflects the end-to-end hiring lifecycle: the organization first determines what talent is needed and then sources candidates to meet that need. Oracle describes its recruiting capabilities as supporting the process of finding and hiring talent as part of an integrated HCM experience. See Oracle's [Oracle Recruiting overview](#) and the [Oracle Fusion Cloud HCM overview](#) for the broader workforce and recruiting context.

QUESTION NO: 3

What are the three ways by which a new employee can be added to the HR system?

- A. Add Pending Worker

- B. Hire Employee
- C. Mass Upload Employees
- D. Convert Pending Worker
- E. Employee Self Register

ANSWER: A B D

Explanation:

Oracle Fusion Cloud HCM supports three related employment flows for bringing a person into the enterprise workforce. **Add Pending Worker** is used when an individual must be recorded before becoming an employee, such as when onboarding activities, data collection, or approvals must occur ahead of the employment start date. The pending-worker record retains the person and work-relationship information needed for the subsequent employment action. **Hire Employee** is the direct hiring flow for creating an employee work relationship when the person is ready to be hired without first using a pending-worker stage. **Convert Pending Worker** completes the transition from a pending-worker record into an employee work relationship, preserving the information captured during the pre-hire process and avoiding unnecessary reentry of person data. Together, these flows cover direct hires, pre-hire/onboarding scenarios, and the final conversion of pre-hire records to active employment. Oracle's HCM documentation describes hiring and pending-worker processes as part of its workforce lifecycle management capabilities. See the [Oracle Fusion Cloud HCM documentation library](#) and Oracle's [Human Capital Management overview](#).

QUESTION NO: 4

An employee joins an open Oracle Learning community for graphic design. The community owner wants members to actively share knowledge, not only consume published material. Which two actions can a member perform in the community? Select two.

- A. Delete the community
- B. Upload videos
- C. Change the community from open to private
- D. Comment on community content

ANSWER: B D

Explanation:

Members can **upload videos** to contribute learning content and **comment on content** shared in the community. These actions support the collaborative, user-generated learning experience provided by Learning Communities.

Deleting the community or changing its privacy is an ownership or administrative responsibility, not a standard member action. Members cannot independently change the community's membership rules.

QUESTION NO: 5

Your executive team likes the information that gets displayed in the budget worksheet, but they would like to change the order in which the columns appear. How would you accomplish this task?

- A. You cannot change the order in which the columns appear.
- B. Use the default sequence field for each column.
- C. Drag the columns to appear in the order that you want them.
- D. Use the display order for each column.

ANSWER: D

Explanation:

Use the display order for each column. In the budget worksheet configuration, the displayed columns are controlled individually, and the Display Order value determines their left-to-right placement in the worksheet. Assigning the appropriate numeric display-order values lets the administrator retain the same information and column definitions while presenting them in the sequence the executive team prefers. This is a configuration activity rather than a user-level spreadsheet action, so it provides a consistent layout for the worksheet wherever that budget configuration is used. Oracle's documentation for configuring budget worksheets describes specifying the display order for worksheet columns, enabling administrators to organize the information in the intended sequence. This approach supports a clear executive review experience because important budget measures, such as allocation or available-budget information, can be positioned according to the organization's reporting priorities. For Oracle guidance on this worksheet setup, see [Oracle Fusion Applications documentation: Budget Worksheet Configuration](#). Additional Oracle HCM documentation is available through the [Oracle Fusion Cloud Human Resources documentation library](#).

QUESTION NO: 6

Your organization has a point of sale system that tracks the time that their store employees work. What two options could you use to the employee's time into element entry?

- A. HCM Data Loader
- B. SQL loader
- C. Payroll Batch Loader
- D. HCM Spreadsheet Data Loader

ANSWER: A C

Explanation:

HCM Data Loader and **Payroll Batch Loader** can both support loading time-related payroll values into element entries from an external point-of-sale system. HCM Data Loader is Oracle Fusion Cloud HCM's file-based bulk-loading framework. An organization can transform its source time data into the supported business-object format and load element-entry records, enabling repeatable and high-volume inbound integrations. This makes it appropriate when the point-of-sale application supplies scheduled files or when an integration process generates data files for Oracle HCM.

Payroll Batch Loader is designed for payroll-oriented batch processing and can create batches of payroll data, including element entries. It is useful where externally captured hours, amounts, or other payroll inputs must be grouped, validated, and transferred for payroll processing. In this scenario, the recorded store-work time can be mapped to the relevant time or earnings element and loaded as element-entry values for the affected employees.

Oracle describes HCM Data Loader as the bulk data-loading mechanism for business objects in Fusion Cloud HCM. See the [Oracle HCM Data Loader overview](#) and Oracle's [Payroll Batch Loader knowledge document](#) for related batch-loading guidance.