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Oracle E-Business Suite R12 Human Capital Management Essentials

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QUESTION NO: 1

In the Approval Management Engine (AME), how do you control the time out functionality?

A. Using AME – Approval Groups

B. Using Workflow – Node Attributes

C. There is no standard way to control the time out functionality.

D. Using AME – Configuration Variables

E. Using Workflow Events

ANSWER: B

Explanation:

Using Workflow – Node Attributes is correct because AME determines the approval hierarchy and approvers, while Oracle Workflow controls the execution of the approval process, including what occurs when an approver does not respond within a defined period. In the workflow process definition, the relevant notification or activity node can be configured with timeout properties. These properties define the timeout interval and the processing behavior to invoke when that interval expires, such as following a timeout transition or executing a timeout function.

This separation is important in an E-Business Suite approval implementation: AME supplies approval-list information to the transaction's workflow, but the workflow owns notification delivery, response handling, routing, and timed-out activity processing. Therefore, a requirement to escalate, reassign, or otherwise continue processing after no response is configured in the workflow node that represents the approval activity, rather than in the AME approval-rule definitions. Oracle Workflow documentation describes timeout handling as an activity/node property within a workflow process, and Oracle's AME documentation explains its role in generating approval routing information for the integrated workflow. See the Oracle Workflow Developer's Guide and the Oracle Approvals Management Implementation Guide.

QUESTION NO: 2

Identify two correct statements about Jobs and Positions in Oracle HRMS.

A. A Job represents a generic role within an enterprise.

B. A Position represents a specific occurrence of a job in an organization.

C. A Position cannot be associated with an organization.

D. A Job identifies an individual employee record.

E. A Job can be entered only after an employee has been hired.

ANSWER: A B

Explanation:

A **Job** represents a generic role within an enterprise, such as Accountant or Sales Representative. It is not a specific occurrence of that role in a particular department. A **Position** represents a specific occurrence of a job and is associated with an organization. For example, the organization can define a position for a Senior Accountant in the Finance organization.

Jobs and positions can both be used on assignments, but they serve different work-structure purposes. Jobs describe the role, while positions provide the more specific organizational instance of the role. See the Oracle HRMS Enterprise and Workforce Management documentation.

QUESTION NO: 3

What is the organization classification of the top organization in Oracle HRMS that serves as the container for all of the employees?

A. Business Group

B. HR Organization

C. GRE/Legal Entity

D. Employer

E. Operating Unit

ANSWER: A

Explanation:

Business Group is correct because, in Oracle E-Business Suite Human Resources Management System, the business group is the highest-level organization used to partition and manage HR data. It provides the enterprise-level container in which employee-related information and subordinate organizations are defined. Every person record is associated with a business group, allowing Oracle HRMS to separate information for distinct enterprises, divisions, or legislative populations while maintaining the organizational structures needed for HR processing.

A business group also establishes key HRMS processing context. It is used to control access to person and assignment data and to support country-specific legislative rules, such as local employment, reporting, and payroll requirements. Organizations such as departments, locations, and other internal entities are created within the business-group structure, while employees and their assignments are maintained in the applicable business group. Consequently, when the question describes the top HRMS organization that contains the enterprise's employees, it is identifying the Business Group classification.

Oracle's HRMS implementation guidance describes the business group as the highest-level organization and the partition for HR information: Oracle HRMS Enterprise and Workforce Management Guide. Oracle's E-Business Suite documentation library is available at Oracle E-Business Suite Release 12.1 Documentation.

QUESTION NO: 4

In a company XYZ, the HR User wants to store the Long Service Bonus amount based on the number of years of service. For 0 to 5 years of service, the value is 40,000 USD; for 6 to 7 years, the value is 45,000 USD; for 8 to 10 years, the value is 47,000 USD and for service above 10 years ft is 55,000 USD. How can this be maintained in a User Defined Table?

A. Create a User Defined Table with the Match Type set as Match and Key Unit of Measure as Number. In the Table Values, specify the Upper and Lower Bound of years of service and applicable allowance value.

B. Create a User Defined Table with the Match Type set as Match and Key Unit of Measure as Text. In the Table Values, specify the Upper and Lower Bound of years of service and applicable allowance value.

C. Create a User Defined Table with the Match Type set as Range and Key Unit of Measure as Number. In the Table Values, specify the Upper and Lower Bound of years of service and applicable allowance value.

D. Create a User Defined Table with the Match Type set as Range and Key Unit of Measure as Text. In the Table Values, specify the range of years of service and applicable allowance value.

E. Create a User Defined Table with the Match Type set as Range and Key Unit of Measure as Date. In the Table Values, specify the Upper and Lower Bound of years of service and applicable allowance value.

ANSWER: C

Explanation:

Create a User Defined Table with the Match Type set as Range and Key Unit of Measure as Number. In the Table Values, specify the Upper and Lower Bound of years of service and applicable allowance value. This configuration is appropriate because completed years of service is a numeric input and the required bonus is determined by numeric intervals rather than by a single exact value. A Range-match user table lets HR define lower and upper bounds for each service band, then

associate the corresponding monetary table value with that band. The table can therefore represent bands such as 0–5, 6–7, and 8–10 years directly; the final band can be defined with a lower bound above 10 and an appropriate upper limit according to the organization's policy. Formulas can retrieve the relevant value by passing the employee's numeric years-of-service result as the table key. Oracle HRMS documents user tables as a mechanism for storing values used by FastFormula and identifies range matching for values selected from a range of numeric keys. Using a Number key also ensures that the comparison is numeric, which is essential for correctly evaluating service-year thresholds and returning the applicable Long Service Bonus amount. See Oracle HRMS FastFormula User Tables documentation and Oracle HRMS User Tables reference.

QUESTION NO: 5

While defining the Accrual Plan the user is adding the Net Calculation Rules. Assume applicable Input value of each of the elements in the options below is added to the Net Calculation Rule (Navigation: Total Compensation > Basic > Accrual Plan). Identify three actions that will impact the Accrual of an employee.

A. An element entry is made for a primary assignment of an employee. The element is a non- recurring element.

B. An element entry is made for a primary assignment of an employee. The element is a recurring element.

C. Payroll is run for an employee and an indirect run results is generated for a non-recurring element

D. Absence is applied through the Absence Management function in Employee Self Service but is not in approved status.

E. Batch element entry using the carried over element of th e accrual plan is processed and is in transferred status.

ANSWER: A B E

Explanation:

Net Calculation Rules on an Oracle HRMS accrual plan use eligible element-entry input values to adjust an employee's accrual balance. Consequently, an element entry made for a primary assignment of an employee, whether the element is non-recurring or recurring, supplies an applicable input value that the plan can use in its net calculation. The entry is associated with the employee's primary assignment, which is the assignment context used for this accrual processing, and the applicable input value is included according to the configured rule's calculation effect.

Batch processing can also create eligible element entries. When batch element entry using the carried over element of th e accrual plan is processed and is in transferred status, the batch entry has been transferred into HRMS as an employee element entry. Its applicable carried-over input value is therefore available to the plan's Net Calculation Rule and affects the employee's calculated accrual. This supports controlled mass loading of carryover adjustments while retaining the same element-input-value mechanism used by individual entries. Oracle's E-Business Suite documentation library is available at Oracle E-Business Suite Release 12.1 Documentation; see also the Oracle E-Business Suite Release 12.2 Documentation for HRMS Compensation and Benefits guidance.

QUESTION NO: 6

You are trying to update Special Information Type (SIT) (Navigation: People > Enter and Maintain > Query Employee > Special Info). You select the special information structure: Passport details, enter the details and try to save. The error "Please choose an existing combination" is displayed. What is the cause of this error and how would you fix it?

A. The Allow Dynamic Inserts check box in the Flexfield Definition form was not selected. Select the Structure Code in question, select the Allow Dynamic Inserts check box, and compile the flexfield.

B. All the mandatory segments of the SIT are not entered, and hence the error message is displayed. If you retry to save after all the segments are entered, this error message will not appear.

C. The Start/End Date fields are left blank for the SIT structure in the Details section. Hence the error message is displayed. If you try to save after the Start/End Date fields are entered, this error message will not appear.

D. The value set associated with the SIT Structure has issues. The value set needs to be fixed.

E. The SIT structure has not been entered in the Special Information Types (SIT) form (Navigation: Others > Special Information Types). Create a row for the new SIT. Select the Enabled check box for others.

ANSWER: A

Explanation:

The Allow Dynamic Inserts check box in the Flexfield Definition form was not selected. Select the Structure Code in question, select the Allow Dynamic Inserts check box, and compile the flexfield. Special Information Types are implemented through the Personal Analysis key flexfield. When Passport details entered by the user form a segment combination that has not previously been stored, Oracle must be permitted to create that new valid key-flexfield combination. If dynamic inserts are disabled, Oracle restricts entry to combinations that already exist and raises the message “Please choose an existing combination.” Enabling Allow Dynamic Inserts for the relevant flexfield structure permits Oracle to add the entered Passport details combination during save. The flexfield must then be compiled so that the definition change is deployed and used by the application. This setting should be enabled only after confirming that users are intended to create combinations through data entry, because it controls whether new combinations can be generated at runtime. Oracle’s Flexfields Guide describes dynamic inserts as the capability to create new combinations when they are entered, and documents compiling a flexfield after changing its definition. See Oracle E-Business Suite Flexfields Guide and Oracle documentation on defining key flexfields.

QUESTION NO: 7

System has two user person types: Civil Servants & Regular Employees. Both of these have the system person type as employee. An employee is hired on Ol-Jan-2000 as Civil Servant. One year after the hire date (01-3an-2001), the person type needs to be updated to Regular Employee. Fifteen leaves have been processed for the employee during this one year. How can this be done?

A. Navigate to person type usage form and date track update the person type from Civil Servant to Regular Employee.

B. Navigate to People Enter and Maintain form, query this Employee, date track to Ol-Jan-2001, and update the person type to Regular Employee.

C. Navigate to Secondary status (on Assignment form) and date track update the person type from Civil Servant to Regular Employee.

D. Create a secondary assignment for the employee with the person type as Regular Employee from l-3an-2001.

E. Navigate to the Assignment form and update the Assignment status to Regular Employee from l-Jan-2001.

ANSWER: A

Explanation:

Navigate to person type usage form and date track update the person type from Civil Servant to Regular Employee. is correct because both user person types map to the same Employee system person type, so this is a change to the employee’s user person-type usage rather than a change to employment, assignment, or assignment status. Oracle HRMS maintains person type usages as effective-dated information. By setting the effective date to the date on which the employee became a Regular Employee and performing a DateTrack update in the Person Type Usage window, HRMS ends the Civil Servant usage as of the preceding effective period and creates the Regular Employee usage from the selected date forward.

This approach preserves the employee’s existing person record, assignment history, and leave transactions processed during the earlier Civil Servant period. The historical leave records remain associated with their original effective dates, while subsequent processing recognizes the new Regular Employee user person type. This is particularly important where eligibility, workflow, reporting, or legislative rules depend on the user person type but the underlying system person type continues to be Employee. Oracle’s HRMS documentation describes effective-dated maintenance through DateTrack and the use of person types within employee records. See the Oracle HRMS Implementation Guide and the Oracle E-Business Suite 12.1 Documentation Library.

QUESTION NO: 8

The XYZ Organization has two leave types: Special Leave and Vacation Leave. Whenever leave is applied for, regardless of the leave type used, the accrual must be reduced from the same accrual plan, i.e. the Annual Leave Accrual Plan. Identify the two ways in which this can be achieved.

A. Create two accrual plans with the same name and associate the two leave types with the accrual plans.

B. Create two leave types and associate the same element to both the leave types. Attach this element to the accrual plan with the net effect on accrual as subtract.

C. Add both the leave types in the net calculation rules of the accrual plan with the net effect on accrual as subtract.

D. Both the leave types need to be created with absence reason: Annual Leave Accrual Plan.

E. Enable the Additional Absence Details DFF in the Absence Entry Form and store the accrual plan name in the DFF segment.

ANSWER: B C

Explanation:

Oracle HRMS Absence Management supports configuring multiple absence types so that their entries reduce one shared accrual-plan balance. “Create two leave types and associate the same element to both the leave types. Attach this element to the accrual plan with the net effect on accrual as subtract.” accomplishes this by making both Special Leave and Vacation Leave generate the same absence element. When that element is included in the Annual Leave Accrual Plan’s net calculation with a subtract effect, every qualifying entry reduces the same entitlement balance.

“Add both the leave types in the net calculation rules of the accrual plan with the net effect on accrual as subtract.” is also supported because the plan’s net calculation rules can identify the absence transactions that consume entitlement. Configuring each leave type as a subtracting input ensures that use of either type is consolidated into the Annual Leave Accrual Plan’s net balance calculation. This approach is useful where the leave types remain distinct for entry, reporting, or validation purposes while drawing down one common annual-leave entitlement. Oracle’s HRMS implementation documentation describes accrual plans, absence elements, and net entitlement processing in its Oracle HRMS Absence Management documentation and the accrual-plan setup guidance.

QUESTION NO: 9

In your client company, one of the users has created a global rating scale but is unable to find it in the List of Values while defining a local competency. Identify the two reasons.

A. The user is trying to create a local competency hence the global scale is not available.

B. The user has created a rating scale of the type Proficiency.

C. The user has created a rating scale of the type Weighting.

D. The user has created a rating scale of the type Performance.

E. The user has not marked the rating scale as a default rating scale.

F. The user has not specified the cluster name to which the competency belongs.

ANSWER: C D

Explanation:

When defining a local competency, Oracle HRMS filters the Rating Scale list according to the functional purpose of the scale. A competency is assessed through a proficiency scale: its values represent the degree to which a person demonstrates the competency. Consequently, a global scale created with the type *Weighting* is not eligible for selection in the local-competency Rating Scale List of Values. Weighting scales are intended to express relative importance, rather than an employee’s competency level.

Likewise, a global scale created with the type *Performance* is not eligible for this field. Performance scales are associated with performance assessment usage and do not provide the proficiency-rating definition required by a competency. The global nature of the rating scale does not override this type-based eligibility rule: it may be shared where the applicable business object supports its type, but it must still be a proficiency-appropriate scale to appear while creating a local competency.

Oracle's HRMS documentation describes competency and proficiency management as part of Talent Management and documents the rating-scale setup used by these features. See the Oracle HRMS Talent Management Guide and the Oracle HRMS Implementation Guide.

QUESTION NO: 10

To define a checklist for a new hire, identify the Table Name that needs to be Included in the live event reason associated with the checklist.

A. PER_ALL_PEOPLE_F

B. PER_ALL_ASSIGNMENTS_F

C. PER_PERSON_TYPE_USAGES_F

D. PER_PERIODS_OF_SERVICE

E. PER PAY PROPOSALS

ANSWER: C

Explanation:

PER_PERSON_TYPE_USAGES_F is the correct table to include in the live event reason for a new-hire checklist because it records the effective-dated person-type usage assigned to a person. A new hire is identified in Oracle HRMS through the assignment of the appropriate system person type, such as Employee, and this usage is maintained in the person-type-usage record. Consequently, a live event based on this table can detect the relevant person-type change and trigger the checklist associated with the event reason.

The effective-dated nature of **PER_PERSON_TYPE_USAGES_F** is especially important for checklist processing. It enables HRMS to evaluate the applicable person type at the date of the personnel action rather than relying on a non-effective-dated interpretation of the worker record. This allows the checklist workflow to be initiated consistently when the new employee record and its person-type usage are created. Oracle's HRMS documentation describes person types as a core mechanism for classifying people and controlling related HR processes; the Oracle E-Business Suite documentation library is available at Oracle E-Business Suite Release 12.2 Documentation. Oracle also documents HRMS implementation and business-process setup in its Oracle HRMS Implementation Guide.

QUESTION NO: 11

Which three types of compensations can you distribute using Compensation Workbench (CWB)?

A. Salary Increases

B. Bonus

C. Expense Payments

D. Timecard entries

E. Stock Options

ANSWER: A B E

Explanation:

Compensation Workbench supports manager-driven allocation and distribution of compensation awards through compensation plans. The applicable award types are **Salary Increases**, **Bonus**, and **Stock Options**. A salary-increase plan lets managers allocate merit or other salary adjustments within the budgets and eligibility rules established for a compensation cycle. A bonus plan supports allocation of cash awards, which can be calculated or entered and then reviewed as part of the worksheet process. A stock-option plan supports allocation of stock-option awards, allowing equity compensation to be included in the same controlled planning and approval workflow.

These plan types can be configured with eligibility profiles, budgeting rules, worksheet access, approval processes, and communications appropriate to the organization’s compensation cycle. Compensation Workbench therefore provides a consolidated mechanism for managers to review employee compensation data and allocate salary, cash, and equity awards while adhering to enterprise controls. Oracle’s Compensation Workbench documentation describes the use of salary increase, bonus, and stock option plans in compensation cycles; see the Oracle HRMS Compensation Workbench implementation documentation and the Compensation Workbench overview.