Cheat Sheet for comprehensive Oracle Global Human Resources Cloud 2020 Certified Implementation Specialist

Navigation and User Interface

- **Main Menu Access**:

  - **Shortcut**: Press `Alt + F10` to open the main menu.

  - **Favorites**: Pin frequently used pages for quick access.

- **Page Navigation**:

  - **Breadcrumbs**: Use breadcrumbs at the top to navigate back to parent pages.

  - **Quick Navigation**: Click on the page title to access a dropdown list of related pages.

- **Search**:

  - **Global Search**: Press `Ctrl + /` to open the global search bar.

  - **Advanced Search**: Use filters and criteria for more precise searches.

Configuration and Setup

- **Organization Structure**:

  - **Create Organization**: Navigate to `Organization Management > Organizations > Create`.

  - **Hierarchy Setup**: Define reporting structures under `Organization Management > Organization Hierarchy`.

- **Job and Position Management**:

  - **Create Job**: Go to `Job Management > Jobs > Create`.

  - **Position Setup**: Define positions under `Position Management > Positions > Create`.

- **Workforce Management**:

  - **Employee Profiles**: Customize fields in `Employee Management > Employee Profiles`.

  - **Work Shifts**: Define shifts under `Workforce Management > Work Shifts`.

Payroll and Compensation

- **Payroll Setup**:

- **Payroll Elements**: Define elements under `Payroll Management > Payroll Elements`.

- **Payroll Cycles**: Set up cycles under `Payroll Management > Payroll Cycles`.

- **Compensation Management**:

- **Compensation Plans**: Create plans under `Compensation Management > Compensation Plans`.

- **Merit Increase**: Process merit increases under `Compensation Management > Merit Increase`.

Benefits and Absence Management
- **Benefits Setup**:

- **Benefit Plans**: Define plans under `Benefits Management > Benefit Plans`.

- **Eligibility Rules**: Set up rules under `Benefits Management > Eligibility Rules`.

- **Absence Management**:

- **Absence Plans**: Create plans under `Absence Management > Absence Plans`.

- **Time Off Requests**: Manage requests under `Absence Management > Time Off Requests`.

Reporting and Analytics
- **Standard Reports**:

- **Access**: Navigate to `Reporting > Standard Reports`.

- **Customization**: Use filters and parameters to customize reports.

- **Ad Hoc Reporting**:

- **Create Report**: Use the `Ad Hoc Reporting` tool to create custom reports.

- **Data Extracts**: Extract data for offline analysis.

Security and Access Control
- **Roles and Responsibilities**:

- **Create Role**: Define roles under `Security > Roles`.

- **Assign Responsibilities**: Assign responsibilities under `Security > Responsibilities`.

- **User Management**:

- **Create User**: Navigate to `Security > Users > Create`.

- **Assign Roles**: Assign roles to users under `Security > Users > Assign Roles`.

- **Integration with Other Systems**:

- **API Access**: Use Oracle REST Data Services (ORDS) for API access.

- **Data Sync**: Set up data synchronization jobs under `Integration Management`.

- **Custom Extensions**:

- **Custom Objects**: Create custom objects under `Customization > Custom Objects`.

- **Business Events**: Define business events under `Customization > Business Events`.

- **Keyboard Shortcuts**:

- **Save**: `Ctrl + S`

- **Refresh**: `F5`

- **Copy**: `Ctrl + C`

- **Paste**: `Ctrl + V`

- **Performance Optimization**:

- **Indexing**: Ensure all necessary indexes are created for faster queries.

- **Batch Processing**: Use batch processing for large data operations.

- **Troubleshooting**:

- **Error Logs**: Check `System Administration > Diagnostics > Error Logs`.

- **Support Tools**: Use `System Administration > Support Tools` for diagnostics.

- **Creating a New Employee**:

- Navigate to `Employee Management > Employees > Create`.
- Fill in required fields:

  - **Name**: John Doe

- **Job**: Software Engineer

- **Department**: IT

- **Hire Date**: 2023-10-01

- **Setting Up a Payroll Cycle**:

- Navigate to `Payroll Management > Payroll Cycles > Create`.
- Define:

  - **Cycle Name**: Monthly Payroll

  - **Start Date**: 2023-10-01

  - **End Date**: 2023-10-31

  - **Pay Date**: 2023-11-05

Conclusion

This cheat sheet provides a comprehensive overview of the essential features, shortcuts, and tips for Oracle Global Human Resources Cloud 2020. Use these resources to efficiently navigate and manage your HR operations.

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