Audit & Governance · AG464

Oracle Fusion HCM: HR System Administration and Operations

Duration	Category	Ref
1 Week	**Audit & Governance**	**AG464**
Language	Certificate	
English	**Certificate of attendance**	

Introduction

Oracle Fusion HCM is a comprehensive cloud-based platform for managing core HR processes and employee information. This five-day course provides practical knowledge of HR system administration and day-to-day operations, including employee data management, security, workflows, reporting, and system support.

Objectives

By the end of the course, participants will be able to:

- Understand the structure and key features of Oracle Fusion HCM.
- Perform essential HR system administration tasks.
- Manage employee and organisational data effectively.
- Configure and monitor HR workflows and approvals.
- Apply appropriate security and access controls.
- Generate and manage HR reports.
- Support day-to-day HR system operations and resolve common issues.

Target Audience

- HR Officers and HR Administrators
- HRIS Administrators
- Oracle Fusion HCM Support Staff
- HR Systems and IT Professionals
- Personnel and HR Operations Staff
- HR Managers and Supervisors

Course Outline

Day 1

Oracle Fusion HCM Fundamentals

- Introduction to Oracle Fusion HCM

- HCM architecture and key modules
- Navigation and user interface
- Core HR concepts and organisational structures
- Employee and workforce information

Day 2

HR Data and System Administration

- Managing employee and assignment data
- Organisations, jobs, positions, and departments
- User accounts and roles
- Data entry and validation
- Maintaining data accuracy and integrity

Day 3

Workflows, Security and Access

- HR transactions and approval workflows
- Workflow monitoring and troubleshooting
- Role-based security and access
- Managing user responsibilities
- Data privacy and security practices

Day 4

Reporting and HR System Operations

- Standard HR reports and dashboards
- Running and scheduling reports
- Introduction to OTBI and analytics
- Monitoring HR transactions
- Data extraction and operational support

Day 5

System Support and Practical Application

- Common Oracle Fusion HCM issues
- Troubleshooting and error resolution
- System administration best practices
- Data quality and system controls
- Practical HR system administration exercises
- Review, discussion, and course assessment

Ask us for a date for this course

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training@hplustraining.com · +44 74 0108 8599 · +90 539 827 59 14