

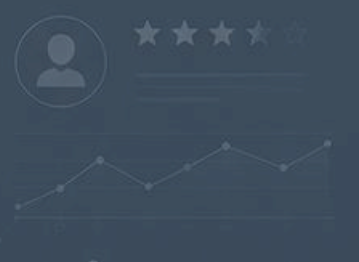
Training

ORACLE HCM | CORE

TALENT LIFECYCLE



PERFORMANCE



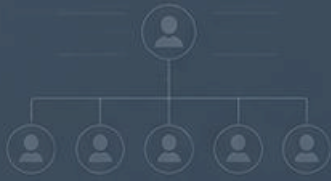
ANALYTICS



WORKFORCE OVERVIEW



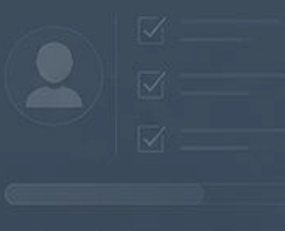
ORGANIZATION



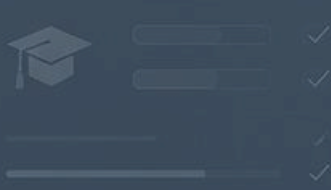
RECRUITING



ONBOARDING



LEARNING



PAYROLL



Course plan

Our program

Based on our experience in **Oracle HCM Cloud**, ABTIO has developed the following **training program** with a **practical approach, content tailored to each team's profile, and flexible delivery options.**

Our programs combine **functional understanding, operational use of the tool and best practices** so that each training session has a **real impact on daily management.**



About Oracle HCM Core

Oracle HCM Core is the **core people management component within Oracle HCM Cloud**. It enables organizations to **structure company information, manage employee data and support the main stages of the employment lifecycle**: from **hiring** a person to **job changes, organizational updates and terminations**.

This training is key to **understanding how to build and maintain a reliable, traceable HR database aligned with business needs**.



Training Objectives

Provide the knowledge necessary to **understand the functional logic of Oracle HCM Core** and **operate the main transactions related to workforce administration.**

Upon completion of the training, participants will be able to:

- **Understand the fundamentals** of Core HCM within Oracle HCM Cloud.
- **Identify enterprise structures, workforce structures and legislation concepts.**
- **Execute frequent transactions** across the employee lifecycle.
- **Manage hires, updates, organizational changes, promotions and terminations.**
- **Apply effective-dating best practices to maintain consistent information.**
- **Understand the importance of traceability and data quality** in HR processes.
- **Connect daily module operations with workforce administration and functional support processes.**



Who is it intended for?

This training is designed for **profiles that need to understand, operate or support core workforce administration processes** within Oracle HCM Cloud.

Primarily aimed at:

- **Functional consultants** involved in Oracle HCM Cloud implementations, support, or continuous improvement.
- **Technical consultants** who need to understand the functional logic and data structure of the module.
- **Key HR teams** involved in workforce administration processes.
- **Support users** who need to operate, view, or support Core HCM processes.
- **Internal stakeholders** involved in the adoption or stabilization of Oracle HCM Core.



Agenda

Session 1. Core structures and concepts

Module 1. Introduction to Oracle HCM Core

- What Oracle HCM Core does.
- Relationship between structures, people, assignments, and HR processes.
- Impact of baseline configuration on daily operations.
- Best practices for maintaining consistent information.

Module 2. Enterprise structures

- What enterprise structures are.
- Relationship between the organization and people management processes.
- Use of structures to organize company information.
- Considerations for maintaining a clear organizational foundation.

Module 3. Workforce structures

- What workforce structures are.
- Relationship between workforce structures and employee assignments.
- Use of structures to represent work-related information.
- Impact on hiring, movements, and employment changes.



Module 4. Legislation concepts

- General legislation concepts in Oracle HCM Core.
- Relationship between legislation, people, and employees.
- Impact of legislation on employment information management.
- Considerations for operating according to the defined context.

Session 2. People and employee management

Module 5. Person creation and employee hiring

- Person creation.
- Employee hiring.
- Conversion from pending worker to employee.
- Review of the data required to complete the hiring process.

Module 6. Personal information and document

- Personal information management.
- Uploading and maintaining attachments.
- Use of document records.
- Best practices for keeping information complete and organized.



Module 7. Assignment changes and workforce movements

- Assignment changes.
- Transfers.
- Promotions.
- Manager change.
- Impact of workforce movements on employee information.

Module 8. Employment changes and terminations

- Employment information changes.
- Updates to data associated with the employment relationship.
- Termination registration.
- Considerations for maintaining traceability and consistency throughout the process.

LEARNING



PAYROLL



ANALYTICS



Formats

Language

Spanish / English

Format

Remote (Max. 30 people) / In person (Max. 15 people)

Level

Beginner / Intermediate

Duration

8 hours

Outline

1 Intensive session / 2 short sessions

Content

Standard / Customized

We can **tailor** this training to each organization's specific needs, taking into account its **level of maturity, current processes, active modules** and **specific use cases**. The content can focus on **day-to-day operations, occupancy management, space analysis** or **scenarios involving growth** and **reorganization**.



Requirements

No mandatory prior knowledge is required. To make the most of the training, it is recommended to have:

- **Access to a test or demo environment.**
- **User profile enabled** according to the scope of the practice.
- **General understanding of workforce administration processes.**
- Participation of **functional, technical or key user profiles** related to **Human Resources**.



Why choose ABTIO?

At ABTIO, we have **over 25 years of experience** and a **team** of functional, technical and technology professionals **specialized in Oracle solutions.**

We **translate Oracle logic** into **clear language** for **functional, technical** and **business teams.** We work with common **day-to-day transactions** to **accelerate adoption** and **strengthen the effective use** of **Oracle HCM Core.** Our training program is designed to help your organization achieve:

- **Greater understanding** of the **functional logic** of Oracle HCM Core.
- **Better adoption** of the tool by key users.
- **Greater autonomy** to **operate core workforce administration processes.**
- **Reduced operational errors** in **frequent transactions.**
- **Better quality** and **traceability** of **Human Resources information.**
- **Practical guidance** based on **real usage scenarios.**



Book your training

Ready to train your team?

Contact us to book **Oracle HCM | Core training** tailored to your organization's needs.



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