

Training

ORACLE HCM | TIME AND LABOR

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 Time and Labor

Oracle HCM Time and Labor enables organizations to **record, validate, approve and manage reported time** in a consistent way. It is a key module for organizations that need **greater control over working hours, approvals, exceptions and downstream traceability.**

The solution helps **structure the time reporting process, control validations, manage approvals and support time administration activities** by **connecting daily operations with clear functional criteria.**

It is especially relevant for **Human Resources teams, time administrators, managers involved in approvals, functional consultants, support teams and operational teams** responsible for monitoring the process.



■ Training Objectives

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

- **Understand** the **main process roles** and the **basic structure** of the module.
- **Enter, validate** and **approve timecards** using clear operational criteria.
- Identify **key setup concepts** related to module operation.
- **Understand time entry methods, timecard structure and validations.**
- **Review** the **manager approval flow.**
- **Understand processing, exceptions and alerts.**
- **Recognize time administration activities, including adjustments and reported time management.**
- **Understand** the **impact of approvals, audit and administration** on daily operations.



Who is it intended for?

Primarily aimed at:

- **Functional** and **technical consultants** involved in module design or support.
- **Time administrators** and teams responsible for operational follow-up.
- **Key users** who need to understand the time entry, approval, and control flow.
- **Managers** or **leads** involved in approval processes.
- **Human Resources teams** connected to time management.
- **Support teams** that handle incidents, exceptions, or process adjustments.



Agenda

Day 1

Module 1. Introduction to Oracle HCM Time and Labor

- What Oracle HCM Time and Labor supports within time management.
- Main process roles.
- User experience.
- Relationship with Oracle Global HCM and Absence Management.
- Impact of the module on time entry, validation, approval, and administration.

Module 2. Setup concepts and time entry methods

- General module setup concepts.
- Time entry methods.
- Timecard structure.
- Operational criteria for recording hours.
- Considerations to ensure consistency in time entry.



Module 3. Timecard validations and approvals

- Validations applied during time entry.
- Timecard review.
- Manager approval.
- Criteria for controlling reported time.
- Best practices to improve the validation and approval flow.

Module 4. Processing, exceptions, and alerts

- Processing overview.
- Process exceptions.
- Alerts.
- Identification of errors or inconsistencies.
- Impact of exceptions on daily operations.

Module 5. Workflow, audit and time administration

- Approval workflow.
- Process audit.
- Time administration activities.
- Adjustments to reported time.
- Management and follow-up of recorded time.
- Best practices to improve traceability, control, and operational autonomy.



Formats

Language

Spanish / English

Format

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

Level

Intermediate

Duration

8 hours

Outline

2 short sessions / 1 intensive session

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:

- **Previous knowledge of Oracle Global HCM.**
- **General knowledge of Oracle Absence Management.**
- **Access to a practice environment** to review **timecards, approvals** and **exceptions**.
- A **profile related to consulting, operational administration** or **process support**.
- A **user profile** enabled according to the **planned training activities**.



■ 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**.

Our training programs are designed to help your organization incorporate:

- A **clearer understanding** of the **full time entry, validation** and **approval flow**.
- Better **operational criteria** to **manage timecards, exceptions** and **adjustments**.
- Greater **traceability across approvals, audit** and **reported time administration**.
- More **autonomy to resolve common process incidents**.
- **Stronger adoption** of Oracle HCM Time and Labor by **key users, administrators** and **support teams**.



■ Book your training

Ready to train your team?

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



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