ORAtips

> **On Self-Service**

Where Is Oracle® Time and Labor Headed?

By Thomas Berliner

Editor's Note: This is the second in a series featuring an overview of Oracle's Self-Service Applications. Many Oracle customers are recognizing the value having an integrated timekeeping system brings to their organization for payroll, career management and project accounting functions, not to mention it's a whole lot easier to approve an on-line timecard than a paper one. In his second short tip, Tom Berliner provides a short overview of the key functionality of Oracle Time and Labor and more importantly where it is headed in Release 12 and Fusion. Future articles will explore the direction iExpense is headed.

Overview

Oracle Time and Labor (current release HXT.J December 2005) the replacement for Oracle Time and Labor Rules, Oracle Time Management, Oracle Internet Time and Timekeeper, Oracle has come a long way since its first release in October 2004. An enterprise product, it has become the single source of time for the e-Business suite.

It can be used alone or effortlessly integrated with Oracle Human Resources, Oracle Payroll and Oracle Projects, or any combination there of.

How does it do it? Lets explore some of its key functionality.

Key Features

- Oracle (OTL) provides for very flexible, web-based time recording

- The self-service user interface is a highly configurable layout and presentation layer including the help text.

- Visual cues guide the end user for quick and easy data entry

- OTL integrates tightly with Oracle HRMS, Payroll, Projects and eAM

- OTL allows for real time rules processing with entry level processing i.e. Data entry is validated against rules. For example, a worker that inputs more than 40 hours will qualify for overtime.

- OTL provides entry level approvals

- Review page displays worker information

- Detail page displays rules for time evaluation

- Managers can enter, validate, and re-submit time for subordinates

OTL Workflow Administrator allows a person local to the timesheet usage to resolve the problem.

- OTL accommodates change and late audit

- OTL data entry can occur real-time or offline

Key Functionality

With the release of the current version of Oracle Time and Labor significant changes were made to the Archive / Restore Processes, Public Templates, Consultant Taxation, Approval Process, and the Self-Service UI. Let's examine each one in detail.

Archive / Restore Processes

These processes now use smaller OTL on-line tables resulting in faster access and better performance. Data can be restored to the same status and data is available in backup tables for auditing purposes.

Public Templates

Public Templates, (templates used to capture time entry using a common GUI look and feel) can be administrator and maintained by the OTL administrators, templates can be grouped, templates can be assigned to resources AND public templates can be privatized by resources.

Consultant Taxation (State / City Input Values)

Need to capture tax jurisdiction on a timecard and have payroll calculate the same using the jurisdictions tax base for your contractors? The current version of OTL can do this.

Approval on Submission

New instant approval and the new approval style "approve on submit" do not wait on the background workflow process. This is a huge performance saver.

Ordering of Timecard Rows

You asked, Oracle delivered. Time-cards are now ordered by row making it easier to verify data entry for users and approvers.

Self Service UI Changes

More information icons and messages to help the end-user entered time and the approver review the timecard.

Okay this all sounds great but what about the next release. What can Oracle do to improve on the current version of OTL? Lots!!!!

Next Release

The next release is targeted for 2006 as part of Release 12 (at the time of writing this article in late July release 12 had still not been released)

It will heavily focus on Authorized Delegate and on approval workflow. The authorize delegate will allow self service users to perform all time entry functions including disconnected entry on behalf of other works. Similar to delegate authority in iExpense, the function will depend on an HR security profile, and ICX assignment at the user and responsibility screen in System Administrator. Its goal, to go home early…. For once.

If you do not want to wait………See MetaLink note 344280.1 (https://metalink.oracle.com/)

Authorised Delegate functionality can be implemented now - without the new Recent Time Cards page. Authorized Delegate would use search and My List to access the required worker

The enhanced approval workflow will introduce the timeout / resend cycle in which once the notification is sent to the approver, if there is no response, the system will re-send to the approver, if there is no response, the system will sent to the OTL Workflow Administrator.

Did I say OTL Workflow Administrator? Yes, this is a new role, which allows a person local to the timesheet usage to resolve the problem. The role can be assigned to the same individual as the main workflow administrator.

What's next?

With Fusion around the corner plans are currently underway to consolidate the releases, create a new more web-like user interface both to facilitate the Fusion technology.

Thomas Berliner, *Independent Consultant* – Tom has been implementing and managing Oracle E-Business Suite solutions for over 15 years, and is both a hands-on functional guru and project manager. His specialty is Oracle Financials and Self-Service applications. Tom may be contacted at **Thomas.Berliner@ERPtips.com**.

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