



# **Oracle Time and Labor With HR and Projects**

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## **Implementation and Support Stories**

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# Agenda

- Company Background
- Oracle Applications environment
- Timecard impact at ABS
- Timecard Process Flow
- HR and PA requirements
- Implementation Design
- Oracle Design Issues
- Ongoing Support Issues



# ABS

- American Bureau of Shipping
  - Promote the Security of Marine-related facilities through development and verification of standards in design, construction and maintenance.
- Worldwide operations
- Non-profit Society
- Founded in 1862

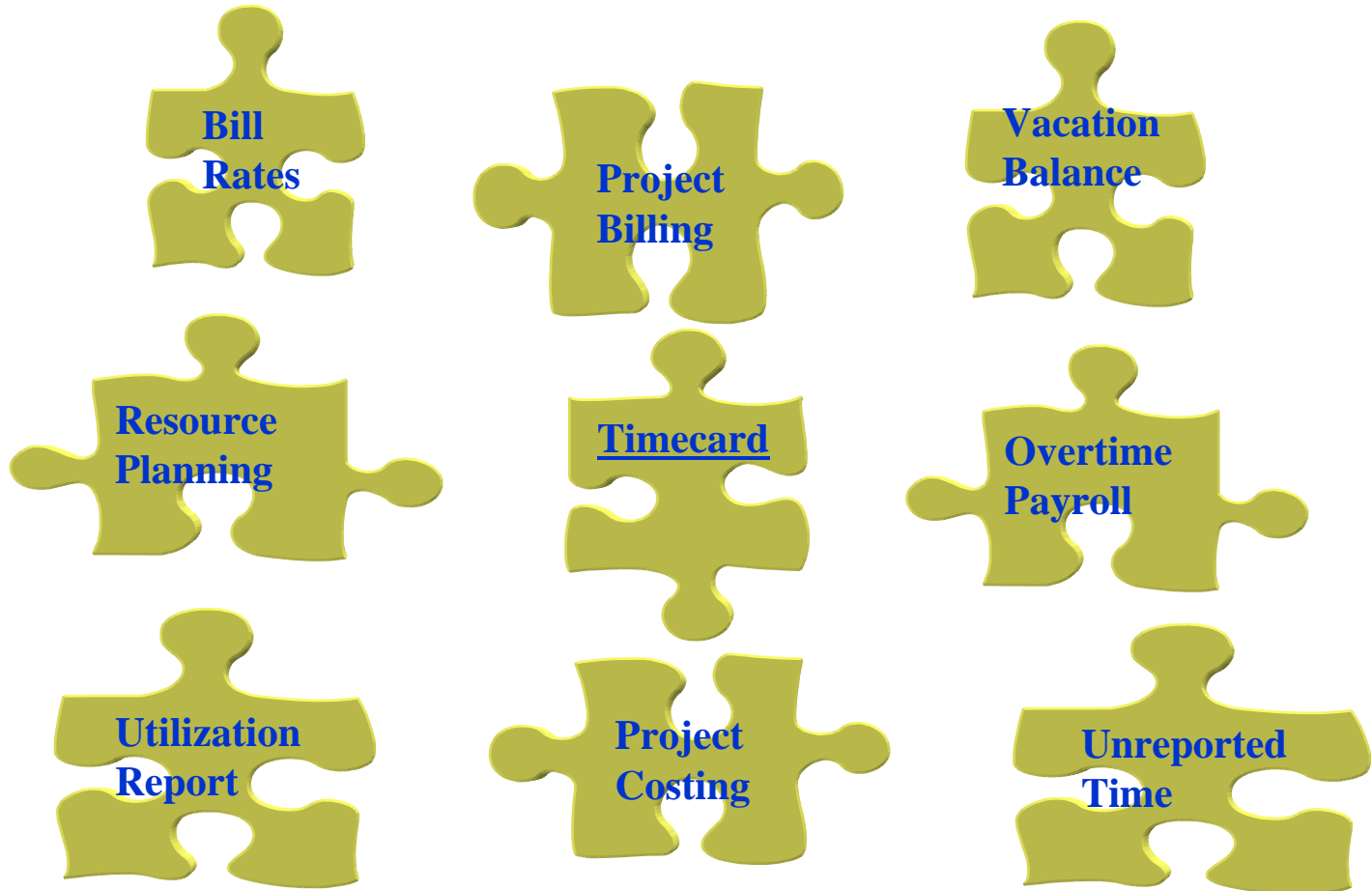


# ABS Global Enterprise Management System

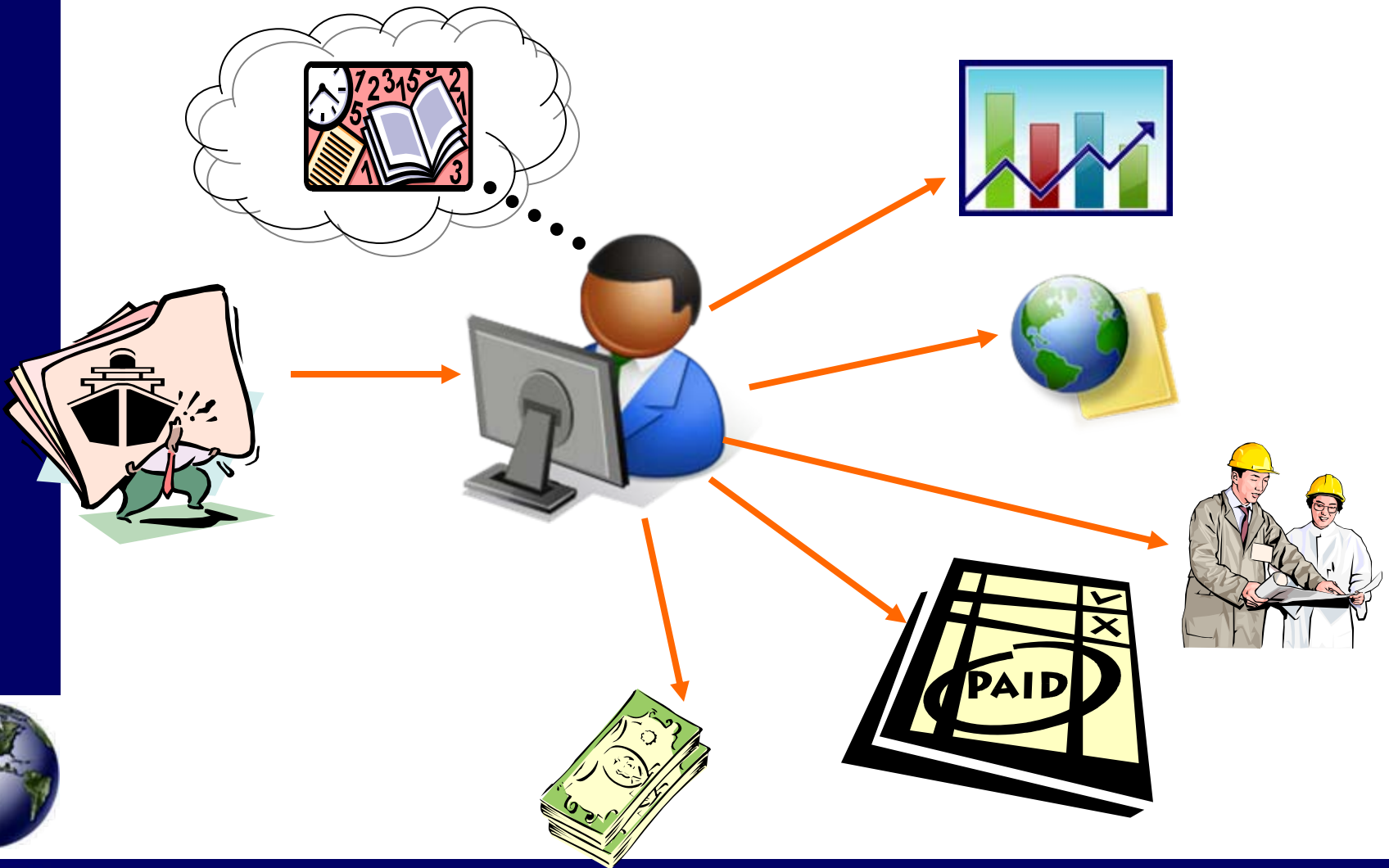
- Multi-org
- 120+ Operating Units
- 4000 employees/users
- Project Accounting
- HRMS
- Payroll - auto pay except overtime ,
- Other Oracle Apps
- Main external interfaces O2E, O2K



# PA and HR requirements

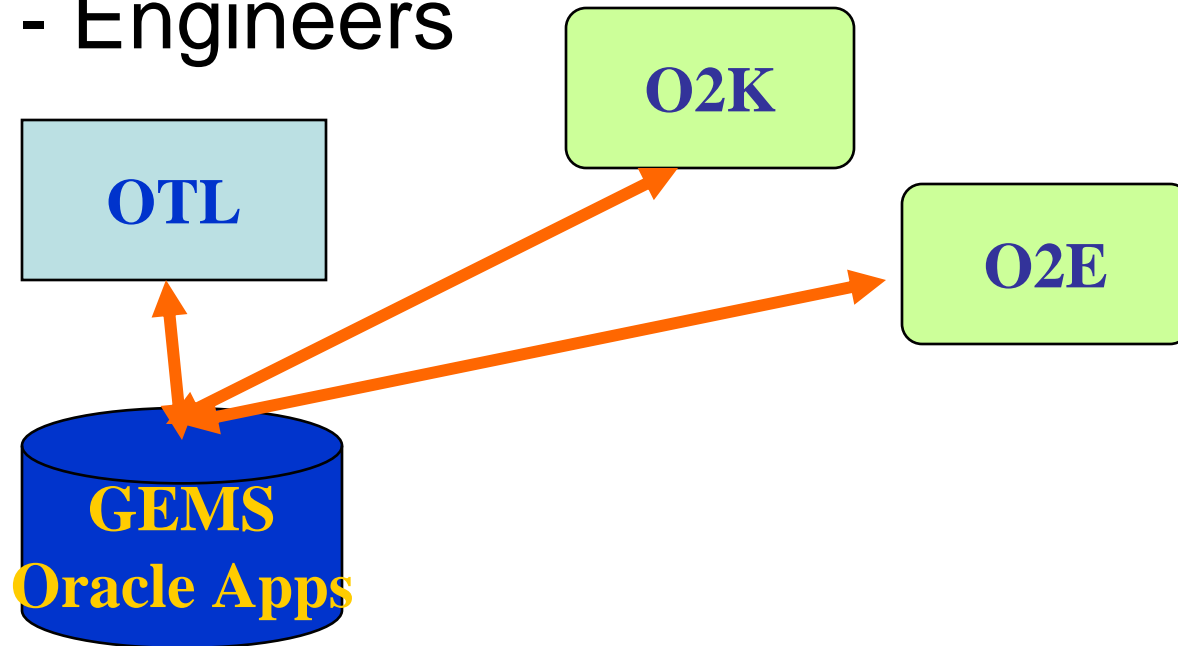


# Timecard Information Uses



# Data Entry Applications

- GEMS - Global Enterprise Management System
- O2K – Surveyors
- O2E - Engineers





# PA Requirements

- Record Hours Spent
- Distinguish Absence hours from other hours
- Avoid modifying labor costing extension
- Regular Hours and OT Hours



# HR Requirements

- Capture detail Absence Types
- Allow users to view their accrual balances
- Prevent taking excess paid time off



# OTL Implementation Design

- Preferences
- Eligibility Criteria
- Alternate Name Mapping
- Time Entry Rules
- Templates
- Paid Time Off (PTO) Accruals



# Preferences

- Verify each setup
- Consider who needs different preferences
- ABS matrix
  - Timecard Approval Style
  - Timecard Alternate Name
  - Time Entry Rules
  - Timekeeper Layout



# Timecard Approval Style

- Supervisor Approval
- Auto-Approval
- Default Workflow
- Job Grade level determines
- Exceptions



# Hour Types

- Alternate Name Mapping
  - PA- expenditure type
  - HR- element entry
- Different elements for each company
- Different elements for contractors vs. employees
- Differences for Timekeepers



# Templates

- Default lines for
  - Vacation
  - Sick
  - Personal
  - Training
  - Quality
  - Department Administrative Time
- Default dependent on user type
  - Contractor US or International
  - Employee – US or International



# Absences

- HR Elements for each absence type
  - Vacation
  - Sick
  - Personal
  - Holiday
  - Military Leave
  - Jury Duty
- PA expenditure type
  - Regular Hours – Costing





# Paid Time Off Accruals

- View Balance in OTL
- Decreasing Balance
- End of prior year Adjustments
- Time Entry Rule to prevent taking too much



# Vacation Accrual Plan

Name **Vacation Plan US** Accrual Category **Vacation**

**Dates**

Entitlement Calculation **24-DEC-2007** - **05-FEB-2008** Net Entitlement **160**

Last Accrual **03-FEB-2008**

**Entitlement Details**

Element Name	Input Value Name	Total Entitlements	Units	Effect On Net
<b>Vacation Plan US</b>	<b>Accrual Plan</b>	<b>0</b>	<b>Hours</b>	<b>Add</b>
<b>Vacation Plan US Carried Over</b>	<b>Plan Hours</b>	<b>0</b>	<b>Hours</b>	<b>Add</b>
<b>Vacation EOY Adjustment</b>	<b>Hours</b>	<b>8</b>	<b>Hours</b>	<b>Add</b>
<b>Vacation Leave Balance Load</b>	<b>Hours</b>	<b>160</b>	<b>Hours</b>	<b>Add</b>
<b>Vacation Leave Hours</b>	<b>Hours</b>	<b>8</b>	<b>Hours</b>	<b>Subtract</b>



# Time Entry Rules

- Warn user when they have insufficient regular hours on their timecard.
- Prevent user from submitting more than their standard work week of regular hours on a timecard.
- Prevent user from taking more Vacation, Sick or Personal time than their accrual balance would allow if they were US employees.
- Require user to use an ABSENCE task for recording absence hours.

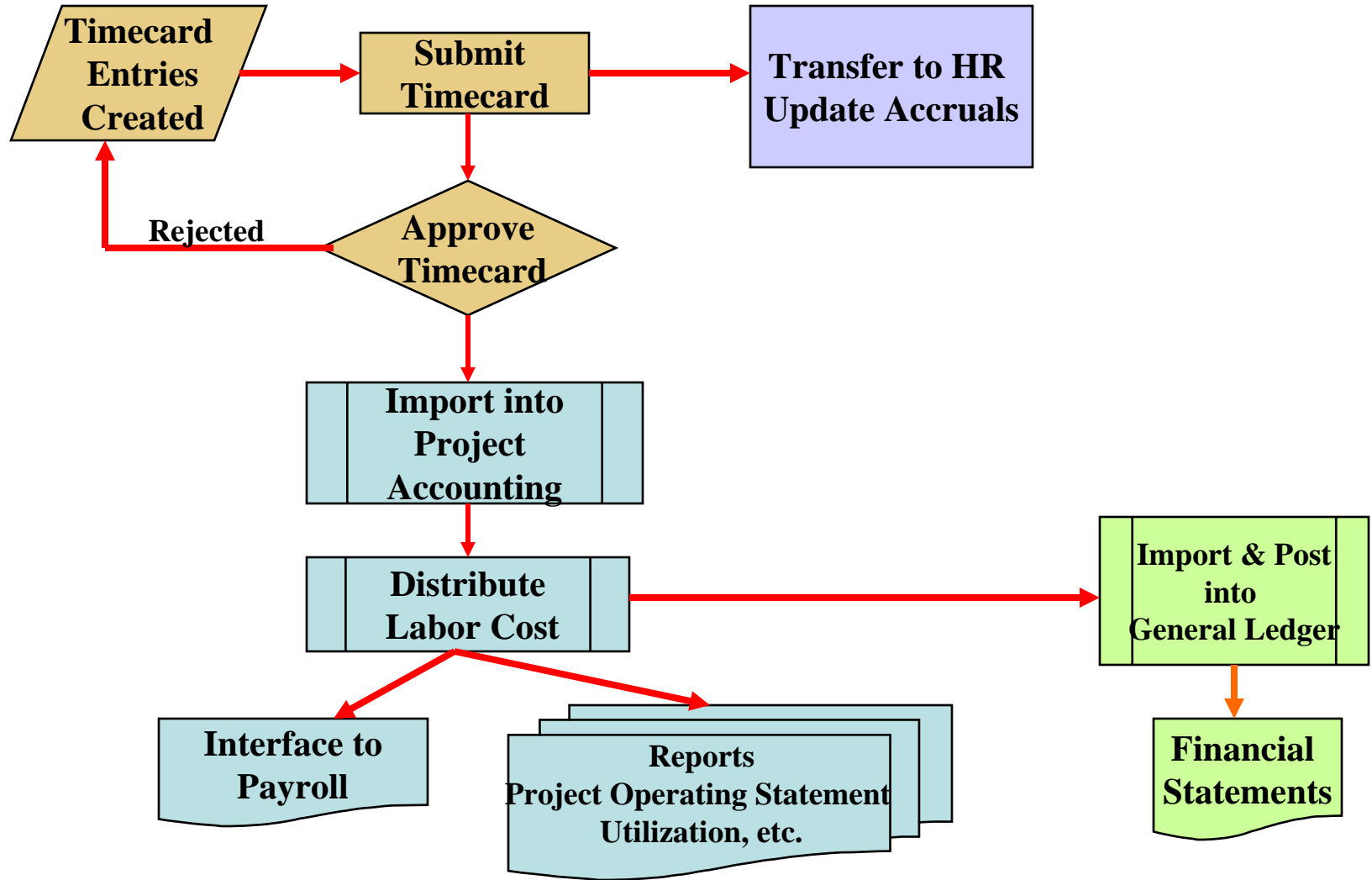


# Fast Formulas

- Create your own
- Copy a seeded one and modify it
- Compile custom function
- Register the function
- Compile the formula



# Timecard Process Flow



# General Design Issues

- Workflow – hard to find notifications
- Overtime vs Regular Hour totals not displayed
- Viewing Absences
- Copy Line
- Retroactive Employee Transfers
- Terminated employees
- Awkward data entry



# Support Issues

- Processing Time
  - PRC: Transaction Import
  - Transfer Time from OTL to BEE
- Back Arrow
- Runaway queries
- Updates to timecards
  - Header and detail not matching
  - Timecard totals vs. PA totals



# Conclusion

- Document your choices
- Setup Preferences according to groups of employees
- Meet with HR and PA often
- Test every scenario in HR, OTL and PA





# Questions

