Oracle Fusion

Navigation guide for employees

The following table shows employees how to quickly navigate to the relevant Oracle Fusion screens to input requests or view information.

HR Helpdesk	Navigation
General HR or personnel query	From the link at the top of the screen> Help desk > create HR help desk request
Retirement and flexible retirement paperwork	From the link at the top of the screen > Help desk Help desk > create HR help desk request
Oracle Intelligent Adviser (online calculator for flexible working, maternity, adoption and enhanced leave)	From the link at the top of the screen >OIA>choose relevant policy

Document records	Navigation - Quick actions (Click show more to expand the list)
View letters and other documentation	Me>Employment>Document records>SLC General Correspondence (click glasses icon to view)
Annual leave during sickness	Me> Document records > Add > Annual leave during sickness (complete on-screen form)
Career Break request	Me-Document records >Add > Career Break (complete on-screen form)
Enhanced Leave (only available during the window of opportunity)	Me >Document records >Add> Enhanced Leave (complete on -screen form)
Excess Travel	Me>Document records> Add> Excess travel (complete on-screen form)
Flexible working request or change of hours	Me>Document records>Add> Change of hours (attach completed form)
Paid employment out with SLC	Me>Document records> Add> Paid employment out with SLC (complete on-screen form)
Termination	Me>Document records > Add-Termination (complete on-screen form)
Shared Parental Leave	Me> Document records> Add>Shared Parental Leave (complete on-screen form)

Leave types	Navigation - Time and absences app
Annual leave	Me>Time and absences> add absence-annual leave hours
Special leave (paid and unpaid)	Me>Time and absences> add absence>select special leave paid or special leave unpaid
Maternity Leave application	Me>Time and absences> add absence>maternity leave
Adoption Leave application	M>-Time and absences> add absence> adoption leave
Paternity Leave application	Me>Time and absences> add absence> select paternity birth or paternity adoption
View your annual leave balance and future leave requests (including sickness)	Me>Time and absences> absence balance
View, change or withdraw previous leave requests	Me>-Time and absences>existing absences

Overtime, standby, call out and keeping in touch claims	Navigation - Time and absences app
Submit overtime/timecard for current week	Me>Time and absences > current timecard
Submit overtime/timecard for a previous week	Me->Time and absences > add timecard
Access a previously submitted timecard	Me>Time and absences> existing timecards

Expenses	Navigation - Expenses app
Submit expense claim	Me>Expenses> create report

Opportunity Marketplace	
View job vacancies and submit an application	Me>Opportunity marketplace tile

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