Employee Quick Reference Guides (QRG)

Use this summary of the Oracle Fusion QRGs to decide what courses to view. The most useful guides are highlighted as top tasks.

Logging into Oracle Fusion	Description	Top tasks
Logging into Oracle Fusion using a personal device	How to access fusion from a personal device	✓
Logging into Oracle Fusion using a South Lanarkshire Leisure email account	How to access fusion from a personal device	✓
Logging into Oracle Fusion using a glow email account		✓

General Navigation	Description	Top tasks
Accessing Employment information	How to navigate and access your employment information such as your assignment number, business title, grade and scp	✓
How to find/view Document Records	How to view Document Records	✓
How to view/amend personal details	How to view and edit your personal details	✓
How to view/manage identification information	How to view/manage your identification information	✓
How to view payslip	How to navigate, view and download your payslips	✓
How to view/amend your contact information	How to view, update and submit new personal contact details	✓
Navigation and Manage Notifications	How to view new and historic notifications and how to withdraw in-progress tasks.	✓
How to check your work pattern on Fusion	Where to find your work pattern and what to do if it's not correct.	✓
How to update family and emergency contact details	How to navigate to and update your family and emergency contact details	✓
Accessing the directory	How to access and use the directory, to find employees and your team organisation chart	
How to view or change your bank details	How to check or change your bank account details	
How to view P60	Where to find and download your P60 document (after April 2025)	
How to update/change fusion profile picture	How to navigate to, change and upload a new photo to Oracle Fusion	

General Navigation	Description	Top tasks
Understanding Journeys (Checklists)	How to locate, complete a journey that is allocated to you.	
How to record your skills and qualifications	Guide on how to view, update and maintain your skills and qualifications against your employee record. This will pull through into your fusion application form if applying for an internal post.	

Resigning from your job	Description	Top tasks
How to submit resignation	Detailed guide on how to submit your resignation and complete the relevant tasks such as competing your exit survey.	

Time off and absences	Description	Top tasks
How to view annual leave balance	Detailed guide explaining how to view Annual leave balance and any history of approved Annual Leave	✓
Applying for Annual Leave	How to apply for annual leave through absences screen for one or multiple assignments and submit to manager for approval	✓
Applying for enhanced leave and banked leave	How to apply for Banked Leave through documents of record and submit claim for approval	
Applying for Special Leave	How to apply for special leave through absences tile, editing and submitting for approval for manager	
Applying for maternity and adoption Leave	How to apply for Maternity/Adoption Leave through Absence tile, upload relevant paperwork and submit for approval to your manager	
Applying for a career break	How to apply for a career break via online form through document records	

Submitting a timecard	Description	Top tasks
Create an overtime entry	How to make a claim for overtime, standby, call out or keeping in touch payment	✓
Edit an overtime entry	How to change a previous claim.	✓

Expenses	Description	Top tasks
Submitting a mileage claim	How to submit mileage claims	✓
Create, withdraw or amend an expense claim	What to do if you need to update or amend the details of your claim	✓

Recruitment- applying for a job	Description	Top tasks
Search and view internal vacancies	How to apply for an internal post	✓
Completing an application form	How to apply for an internal post	
Manage your job applications	How to check the status of jobs you have applied for such interview notifications	

Other personnel transactions	Description	Top tasks
Applying for flexible working	How to upload your flexible working request for your manager to approve and forward to personnel services.	
Applying for excess travel	How to complete your excess travel claim and submit it to your manager for approval.	
Applying to work out with SLC	How to complete your request for approval to work out with South Lanarkshire Council.	

Raising queries through the HR Helpdesk	Description	Top tasks
How to create a service request via Oracle Fusion	How to submit a query to Personnel by raising a service request through the HR Helpdesk.	✓
How to create a service request from by email	How to submit a query to Personnel by sending an email to the HR Helpdesk	✓

Raising queries through the HR Helpdesk	Description	Top tasks
Check the progress of your service request and contact the helpdesk agent	How to check on the progress of your query or contact the agent dealing with your request	✓
Accessing Oracle Intelligent Adviser (OIA)	How to access the Oracle Intelligent Adviser (online calculator tool)	
Raising an enquiry about flexible working	How to use the Oracle Intelligent Adviser to receive an estimate of your pay if you are considering changing your hours.	
How to update your skills and qualifications	how to view, update and maintain your skills and qualifications against your employee record. This will automatically update your fusion application form if applying for an internal post.	

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.