

Oracle Fusion Employee Guide How to apply for a career break



Employees looking to submit a career break application should complete the online form which can be found by creating a new document of record on Oracle Fusion.

The workflow will be as follows:

- Employee submits document of record requesting career break.
- Manager receives document of record for approval.
- Once approved document of record is then sent to personnel services for processing.
- Once personnel have processed the request, employee will receive notification to confirm the task has been processed.

e My Team My Client G	iroups Knowledge	Help Desk	Expenses	My Enterprise	Tools Configuration
	APPS				
Personal Details	<u> </u>				8
Document Records	Directory	Journeys	Pay	Time ar Absence	nd Personal es Information
dentification Info					
Contact Info	હિન્દ્રી	\bigcirc		ا الکا ا	
Family and Emergency Contacts	My Spotlight	Learning	Opportunity Marketplace	Roles ar Delegation	nd Expenses
My Organization Chart					
월 My Spotlight		+			
My Public Info	Salary Report				

To access "Document Records", select the "Me" tab then "Personal Information.



On the "Personal Info" screen, select "Document Records".

Show Filters Excluded Payroll × Expired × Sort By Last Updated - Descendin Name Home Carer COPY
Show Filters Excluded Payroll × Expired × Sort By Last Updated - Descending Name Home Carer COPY
Sort By Last Updated - Descendin Name Home Carer COPY
Name Home Carer COPY
Last Updated Date 11-Mar-2024
Last Updated Date 11-Mar-2024

To create a Career Break Document of Record, select "add".

IT				
Document Details				
*Document Type				
Select a value		~		
Name	Country	Category	Subcategory	
SLC Annual leave during sickness	United Kingdom	Absence		
SLC Apprentices	United Kingdom	Learning and		
SLC Attendance Support Meeting	United	Absence		
SLC Career Break	United Kingdom	Employment		
SLC Certificate	United Kingdom	Learning and Development		

The screen above will appear. For "Document Type", open the drop-down menu and select "SLC Career Break".

And a second				
Document Type		Category		
SLC Career Break	\sim	Linployment		
		Country		
		United Kingdom		
escription				
polication for a period of career break				
pplication for a period of caleer break.			_	
		Amendment to Career Break		
Name		Ameriament to career break		
		Do you wish to apply to shorten or extend your Career Break		
	2	×		
tart Date of Career Break			'	
I-mmm-vvvv	1 cm	New End Date of Career Break		
		dd-mmm-vvvv	1	
d Date of Career Break			1	
1-mmm-waay	tin.			
a-mmmi-yyyy	00	Reason for change		
oes it follow a period of Maternity or Adoption	Leave ?			
	~			
ason for Application				
namer only - do you intend to replace employe	e during Career			
nager only – do you intend to replace employe	ee uuring career			
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ashmente				
achments				
Dray	g files here or click to add attach	ment 🗸		

The screen above will be generated. Please complete the sections which are highlighted in red. (Please note the fields highlighted in blue do not need completed when requesting a career break). This section only needs to be completed if you are changing your return to work date.

		Sub <u>m</u> it
*Document Type	Category	
	Employment	
SLC Career Break		
	Country	
	United Kingdom	
Description		
bestiftion		
Application for a period of career break.		
	Amendment to Career Break	
^Name		
Career Break Request (12 Months)		
	Do you wish to apply to shorten or extend your Career Break	
	×	
*Start Date of Career Break		
12 Aug 2024	New End Date of Career Break	
12-Aug-2024	· · · · · · · · · · · · · · · · · · ·	
*End Date of Caroor Brook	dd-mmm-yyyy	
12-Aug-2025	Reason for change	
*Does it follow a period of Maternity or Adoption Leave ?		
No		
*Reason for Application		
Travel europe for 12 months		
Manager only – do you intend to replace employee during Career		
Вгеак		
~ ~		
Attachments		
Drag files here or click to add attachment		
	Ψ.	

Once you have completed the relevant fields (see above) and ready to submit your application for your line manager's approval, click "submit".

Note – There is also an option to add an attachment to the document of record if required however this is not necessary.

Documer	nt Records						
	Document Record	be Q Show Filters	iveluded Payroll V Evol	ad V		📩 Download 📔 🕇 Add 🔻	
	We are submitting your	changes for approval.	Actived Payroli A Expin			Sort By Last Updated - Descending	
	Document Type SLC Career Break			Name	- Career Break Request (12 Months)		60
	Category Employment			Last Updated Da 03-Jun-2024	te		×

Once you have submitted your document of record for manager approval, you will be brought back to the screen above which will show the most recent addition with an alert to confirm your changes have been submitted for approval.

If you would like to check on the status of your career break request, you can access your document records as shown previously ("Me" tab > "Personal Information" > "Document Record").

pproval in Progress	
Manage Document	Records
Manage Document	
New Document Reco	rd
Name	- Career Break Request (12 Months)
Туре	SLC Career Break
Country	United Kingdom
Category	Employment
Start Date of Career Break	12-Aug-2024
End Date of Career Break	12-Aug-2025
Does it follow a period of Maternity or Adoption Leave ?	No
Reason for Application	Travel europe for 12 months
Emplovee Details	
Assianment Number	
lab	Administrative Level 10
	Administrative Level 10
Grade	
Approvers	
Show Detail	

If you have an existing document of record in the approval process the alert above will show. Click on the blue link to view.

Document Records	ٹ Download	+ Add +
Search by type, name, or numbe Q Show Filters E	ccluded Payroll $ imes$ Expired $ imes$	
	Sort By Last Upc	dated - Descending $ imes $
Approval in progress. See how it's going.	Name	
SLC Career Break Category Employment	areer Break Request (12 Months) Last Updated Date 03-Jun-2024	~
Document Type	Name Home Carer COPY	67
Recruiting Job Offer		

The screen above will show which confirms the details of the document record. To view the approvers section, click on the blue "Show Detail" link which will show you which stage in the process your request is at.

Approvers

Hide Detail	
🔿 Ronan Hannigan	
1	
Assigned to	03-Jun-2024 3:48 PM
Assigned to	
*	
	03-Jun-2024 3:48 PM
Approved by	
12 Month Career Break Approved	
	03-Jun-2024 3:20 PM
Submitted by Banan Hannigan	

The approvers section will show and confirm the following -

Who submitted the request? (Most likely to be your own name unless line manager has submitted request on your behalf)

Who the request has been approved by? (Most likely to be your line managers name)

Who your request has been assigned to for processing? (This may show various names until your request has been "claimed" by a personnel team member for processing)

tifications	Show All
\PPROVED	7 minutes ago
A Document Record (SLC Career Break, Ronan Hannigan – Car for Ronan Hannigan	reer Break Request (12 Months)) Created

Once your requested has been processed by personnel services you will receive a notification through Oracle Fusion confirming your document of record has been approved. (See above)

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