Manager 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.

General navigation	Description	Top Task
Navigation and managing notifications	This guide shows how to approve an annual leave request and other navigations	✓
Roles and delegation guidance for managers	How managers can delegate their role or approvals to another manager or setup a vacation rule.	✓
View employee's employment details	View your direct report's assignment information such as assignment number, location, business title, grade and step (scp) and other details	✓
View team compensation history	View the grade and hourly rate for team members	✓
How to create, view and approve document records	Detailed guide and description on document records, how to create and manage a direct reports record	✓
Accessing Directory for Managers	How to search for employees in the organisation and view your team organisational chart	
How to manage employee's family and emergency contact information	How to update and add emergency contact details for your direct reports	
View my team and change employee's location	How to view the work location of your direct reports and change this (providing the cost centre and position are the same)	
How to update an employee's Performance Appraisal Information	How to update an employee's performance appraisal	

Resignations and Terminations	Description	Top Task
Approving or initiating a resignation	How to approve a termination/resignation notification and submit a termination on behalf of a direct report.	✓

Annual Leave	Description	Top Task
How to view your team's work schedules	How to navigate and view your direct reports' work schedules/patterns	✓
How to view and adjust an employee's annual leave balance	Explanation of how annual leave will be calculated from 1 January 2025, navigations and guidance on how to amend employees' annual leave balances	✓
How to input leave on behalf of an employee	How to input leave on behalf of an employee	✓

Sickness Absences	Description	Top Task
How to record an employee's sickness absence and upload their fit note.	Navigate to an employee's record, create and submit a new absence for an employee and upload fit note and relevant documents	✓
How to record Attendance Support Meetings	Navigation to a direct report’s document record to update Attendance Support Meeting dates and upload their outcome letter.	✓
Applying for paid annual leave during sickness on behalf of employee	Navigation to direct report's document records, how to apply and submit for annual leave during sickness	

Timecards	Description	Top Task
Approving timecards	How to approve overtime, standby, call out or keeping in touch payment	✓
Create overtime entry on behalf of employee	How to create an overtime claim on behalf of a direct report	✓
Create a standby or call out entry on behalf of an employee	How to create a standby or call out claim on behalf of a direct report	✓

Expense Approvers		
Approving submitted expense reports (Authorised expense approvers only)	How to approve an expense report	

Recruiting Managers	Description	Top Task
How to raise a job requisition	Choose the relevant vacancy and complete the requisition information	✓

Recruiting Managers	Description	Top Task
Shortlisting and rejecting candidates	How to review application forms, send rejection emails, shortlist candidates and select the successful candidate using the message facility to update the recruitment team	
Setting up and scheduling interviews- hiring team managed	Set up interviews and allocate interview slots to candidates	
Setting up and scheduling interviews- candidate managed	Set up interview slots and allow candidates to choose their own slot	
Advising the recruitment team of the successful candidate	Use the Fusion message facility to inform the recruitment team of the successful candidate	
Progress checking the status of candidates	Check the stage of candidates as they progress through the recruitment process	

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