

Oracle Fusion

Navigation guide for line managers

The following table shows managers how to navigate quickly to the relevant screens to input transactions on behalf of their employees or to view information.

Request type	Navigation to Oracle Fusion screen
HR Helpdesk	
General HR or personnel query	Help desk > create HR help desk request > choose relevant query category
Retirement and flexible retirement paperwork	Help desk > create HR help desk request > LGE retirement and flexible retirement or LGE pension queries (attach paperwork) OR Teachers pension queries, teachers retirements and phased retirements (attach paperwork)
Detail change form	Help desk> create HR help desk request > Employee detail changes (upload detail change spreadsheet)
Change of line manager form	Help desk> create HR help desk request > change of line manager (upload detail change spreadsheet)
Teachers Acting Spreadsheets (Reg 14)	Help desk> create HR help desk request >Teachers acting up payments Reg 14 (upload form)
Bulk temporary contract extensions/convert to permanent	Help desk> create HR help desk request >Temporary/fixed term employee enquiry (upload spreadsheet)

Document records	Quick Actions (Click show more to expand the list)
View letters and other documentation	My team>Employment>Document records>SLC General Correspondence (click glasses icon to view)
Annual leave during sickness request	My team> Employment>Document records > select employee>Add >SLC Annual leave during sickness (complete on-screen form)
Career Break request	My team> Employment>Document records>select employee>Add > SLC Career Break (complete on-screen form)
Enhanced Leave (only available during the window of opportunity)	My team> Employment>Document records > select employee>Add> SLC Enhanced Leave (complete on -screen form)
Excess Travel	My team> Employment>Document records> select employee> Add> SLC Excess travel (complete on-screen form)

Document records	Quick Actions (Click show more to expand the list)
Flexible working request or change of hours	My team> Employment>Document records> select employee>Add> SLC Change of hours (attach completed flexible working form)
Paid employment out with SLC	My team> Employment>Document records> select employee>Add> SLC Paid employment out with SLC (complete on-screen form)
Parental bereavement leave	My team> Employment> select employee>Add> SLC Parental bereavement leave (complete on-screen form)
Regrade request	My team> Employment> select employee>Add>SLC Regrade request (complete on screen form and attach evidence)
Termination	Me>Document records > select employee>Add> SLC Termination (complete on-screen form)

Temporary contract information	Quick Actions (Click show more to expand the list)
Convert temporary contract to permanent	Me>Document records > select employee>Add> SLC Convert temporary contract to permanent (complete on-screen form)
Extend temporary contract	Me>Document records > select employee>Add> SLC Extent temporary contract (complete on-screen form)

Sickness Absence	Quick Actions (Click show more to expand the list)
Record a sick absence	My team>absences>add absence>select employee>sickness
Upload employee's fit note (medical certificate)	My team>Employment>Document records>select employee>Add> Medical Certificate (complete on-screen form and attach copy of fit note)
Record Attendance Support Meeting information and Upload employee's ASM outcome letter	My team>Employment>Document records>select employee>Add> ASM Outcome Letter (complete on-screen form and attach copy of fit note)
Upload any other relevant absence related information	My team>Employment>Document records>select employee>Add> ASM Outcome Letter(complete on screen form and attach copy of fit note)
Shared Parental Leave	My team> Employment>Document records> Add>Shared Parental Leave (complete on-screen form)

Leave types	Time and absences app
Annual leave	My team>absences>add absence>select employee>annual leave hours
Special leave (paid and unpaid)	My team>absences > add absence>select employee>select special leave paid or special leave unpaid
Unauthorised leave (unpaid)	My team>absences>add absence>select employee>unauthorised leave
Maternity Leave application	My team>absences> add absence>select employee>maternity leave
Adoption Leave application	My team> absences> add absence>select employee>adoption leave
Paternity Leave application	My team>absences> add absence>select employee> select paternity birth or paternity adoption
View employee annual leave balance and future leave requests (including sickness)	My team>absences> absence balance>select employee>
View, change or withdraw previous leave requests for an employee	My team>absences>existing absences>select employee

Overtime, standby, call out and keeping in touch payments	Time and absences app
Submit employee's overtime/timecard for current week	My team>time> current timecard>select employee
Submit employee's overtime/timecard for a previous week	My team>time> add timecard> select employee
Access an employee's previously submitted timecard	My team>time> existing timecards>select employee

Expenses	Expenses app
Submit employee's expense claim	Me>Expenses> create report

Recruitment	
Raise a requisition	My team>create requisition

Reports	
Access HR reports for your team	Tools>reports and analytics>browse catalogue

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