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## Oracle Global Human Resources Cloud 2025 Implementation Professional Sample Questions (Q143-Q148):

### NEW QUESTION # 143

Which three of the following tasks must be configured during an HCM implementation?

- A. Update Employment
- B. Manage Business Unit
- C. Manage Legal Entity HCM Information
- D. Manage Enterprise HCM Information
- E. Manage Person

**Answer: C,D,E**

Explanation:

Full Detailed in Depth Explanation:

During an HCM implementation, foundational configuration tasks include:

A: Manage Enterprise HCM Information sets global HR settings (e.g., employment model, work day information) critical for the enterprise.

B: Manage Legal Entity HCM Information configures legal entity-specific HR data, such as employment models or payroll statutory units.

C: Manage Person establishes person records and configurations, a core component of HR management.

Reference: Oracle HCM Cloud: Implementing Global Human Resources, "Core Configuration Tasks".

#### NEW QUESTION # 144

As the Workflow Administrator, you are responsible for ensuring that approval workflows are handled on time.

If you notice outstanding notifications, how can you move an approval along?

- A. Push back the workflow to another Approver.
- B. Approve the workflow on behalf of the assigned Approver.
- C. Reassign the workflow to another Approver.

**Answer: C**

#### NEW QUESTION # 145

Challenge 6

Manage Document Types

Scenario

The organization would like to track the certifications of all their instructors.

Task

Create a Document Type of certificate for Instructor Certifications, where:

The name of the certificate is X Instructor Certification

Approval is required

The deletion restriction is required

**Answer:**

Explanation:

See the solution in Explanation below.

Explanation:

To create a document type for tracking instructor certifications in Oracle Global Human Resources Cloud, you need to use the Manage Document Types task within the Setup and Maintenance work area. The task involves creating a document type named "X Instructor Certification" with approval required and deletion restrictions enforced. Below is a step-by-step solution, including detailed explanations and references to Oracle documentation, to accomplish this task.

Step-by-Step Solution

Step 1: Log in to Oracle Fusion Applications

\* Action: Log in to Oracle Fusion Applications with a user account that has the necessary privileges, such as the HCM Application Administrator or Application Implementation Consultant role.

These roles typically include permissions to access the Setup and Maintenance work area.

\* Explanation: The Setup and Maintenance work area is the central hub for configuration tasks, including managing document types.

Proper access ensures you can perform the task without restrictions.

Oracle Global Human Resources Cloud: Implementing Global Human Resources, Section: Security for Setup Tasks.

Step 2: Navigate to Setup and Maintenance

Action: From the Oracle Fusion Applications home page, click the Navigator icon (hamburger menu) and select Setup and Maintenance under the Tools section.

Explanation: The Setup and Maintenance work area provides access to implementation tasks organized by functional areas, making it the starting point for configuring document types.

Reference: Oracle Global Human Resources Cloud: Implementing Global Human Resources, Section: Setup and Maintenance Overview.

Step 3: Select the Functional Area and Task

Action:

In the Setup and Maintenance work area, select the Document Management functional area from the Functional Area dropdown list. Alternatively, you can search across all functional areas if needed.

Search for the task Manage Document Types by typing "Manage Document Types" in the search bar or navigating to the task list

under Document Management.

Click the Go to Task icon next to Manage Document Types to open the task.

Explanation: The Manage Document Types task is used to create, edit, or delete document types, which define the categories of documents (e.g., certifications) stored in the system. It is typically found under the Document Management functional area, which focuses on document-related configurations.

Reference: Oracle Global Human Resources Cloud: Using Global Human Resources, Section: Manage Document Types.

Step 4: Create a New Document Type

Action:

On the Manage Document Types page, click the Create icon (usually a plus sign or "Create" button) to start creating a new document type.

The Create Document Type page opens, where you will enter the required details.

Explanation: The Manage Document Types page lists all existing document types, and the Create action initiates the process of defining a new document type. This page allows you to specify attributes like name, approval settings, and restrictions.

Reference: Oracle Global Human Resources Cloud: Implementing Global Human Resources, Section:

Creating Document Types.

Step 5: Enter Document Type Details

Action: Enter the following details based on the provided scenario:

Name: Enter X Instructor Certification.

Code: Enter a unique code, such as X\_INSTR\_CERT (or let the system generate one if auto-generated).

Category: Select Certification from the dropdown list (if available) or choose Document of Record to align with tracking certifications.

Approval Required: Check the box or select Yes to enable Approval is required.

Deletion Restriction: Check the box or select Restricted to enable Deletion restriction is required.

Status: Set to Active to make the document type available for use.

Description (optional): Enter a description, e.g., "Document type for tracking instructor certifications." Effective Start Date: Enter the current date (e.g., 04/15/2025, based on the current date) or the date the document type should take effect.

Country: Select All or United States (depending on the organization's scope, as the scenario does not specify a country).

Explanation:

Name: The name "X Instructor Certification" identifies the document type and must match the scenario exactly for clarity and usability.

Code: A unique code is required for system identification. If not specified, Oracle may auto-generate one, but providing a meaningful code like X\_INSTR\_CERT improves traceability.

Category: Certifications are typically stored as Documents of Record in Oracle HCM Cloud, as they represent formal qualifications or credentials. The Certification category may be available depending on the configuration, but Document of Record is the standard choice for such documents.

Approval Required: Enabling this setting ensures that any document of this type (e.g., an instructor's certification) requires approval before being finalized in the system. This aligns with compliance and governance needs for certifications.

Deletion Restriction: Setting deletion restrictions prevents users from deleting documents of this type, protecting critical records like certifications from accidental or unauthorized removal.

Status and Effective Date: Setting the status to Active and specifying an effective start date ensures the document type is immediately usable. The current date is appropriate unless a future date is required.

Country: Since the scenario does not specify a country, selecting All ensures the document type is globally applicable, though United States could be chosen if the organization is US-based.

Reference: Oracle Global Human Resources Cloud: Using Global Human Resources, Section: Document Type Attributes.

Step 6: Configure Additional Settings (Optional)

Action:

If needed, configure Security settings to restrict access to the document type (e.g., to HR specialists or instructors' managers).

Add Flexfields (if required) to capture additional attributes, such as certification expiry date or issuing authority.

Set Display Options to determine where the document type appears (e.g., in Document Records or Self-Service pages).

Explanation: While the scenario does not require these settings, Oracle allows customization of document types for enhanced functionality. For example, securing the document type ensures only authorized users can create or view certifications, and flexfields can store metadata specific to certifications. These settings depend on the organization's needs but are noted for completeness.

Reference: Oracle Global Human Resources Cloud: Implementing Global Human Resources, Section:

Document Type Security and Flexfields.

Step 7: Save the Document Type

Action:

After entering all details, click Save or Save and Close to create the document type.

If prompted, confirm the creation.

Explanation: Saving the document type stores it in the system, making it available for use in the Document Records page or other areas where certifications are tracked. The save action validates mandatory fields and ensures the document type is correctly configured.

Reference: Oracle Global Human Resources Cloud: Using Global Human Resources, Section: Saving Document Types.

Step 8: Verify the Document Type Creation

Action:

Return to the Manage Document Types page.

Search for the document type by entering X Instructor Certification in the search criteria.

Confirm that the document type appears with the correct details:

Name: X Instructor Certification

Approval Required: Yes

Deletion Restriction: Restricted

Status: Active

Explanation: Verifying the document type ensures it was created correctly and is ready for use. This step confirms that the name, approval, and deletion settings match the scenario's requirements and checks for any errors during creation.

Reference: Oracle Global Human Resources Cloud: Using Global Human Resources, Section: Searching Document Types.

Step 9: Test the Document Type (Optional)

Action:

Navigate to the Document Records page (via My Client Groups > Person Management > Document Records).

Create a test document for an instructor, selecting X Instructor Certification as the document type.

Verify that the approval process is triggered (if configured) and that deletion is restricted (e.g., the delete option is disabled or prompts a warning).

Explanation: Testing the document type in a real-world context confirms its functionality. This step ensures that instructors' certifications can be tracked, approvals are enforced, and deletions are restricted as intended.

While not required by the scenario, this is a best practice to validate the configuration.

Reference: Oracle Global Human Resources Cloud: Using Global Human Resources, Section: Managing Document Records.

Detailed Explanation

Purpose of Document Types: In Oracle HCM Cloud, document types categorize documents stored in the Document Records area, such as certifications, passports, or contracts. Creating a document type for X Instructor Certification allows the organization to track instructors' qualifications systematically, ensuring compliance and auditability.

Approval Required: Enabling approvals ensures that certifications are reviewed before being recorded, which is critical for maintaining the integrity of instructor qualifications. Oracle uses approval rules (configured separately via BPM Worklist) to route documents to approvers, such as HR specialists or managers.

Deletion Restriction: Restricting deletion protects certification records from being removed, which is important for audit trails and compliance with organizational policies. Once restricted, only users with specific privileges (e.g., via custom roles) can delete such documents, if allowed at all.

Category Selection: The Document of Record category is typically used for certifications, as it supports attachments (e.g., PDF certificates) and metadata like issue or expiry dates. If a Certification category exists, it may be more specific, but Document of Record is the standard choice in most configurations.

Redwood Experience: If using the Redwood interface (available in 24C and later), the Manage Document Types page may offer an enhanced UI with features like inline validation or previews. However, the core steps remain consistent across responsive and Redwood interfaces.

Flexibility for Future Use: The document type can be extended with flexfields to capture additional details (e.g., certification level or renewal date), making it scalable for future needs.

Key Considerations

Accuracy: Ensure the document type name (X Instructor Certification) is entered exactly as specified to avoid confusion in searches or reporting.

Permissions: Verify that the user has the Manage Document Types privilege, typically granted through roles like HCM Data Loader or Application Implementation Consultant. Lack of access may require role adjustments.

Approval Configuration: Enabling Approval Required assumes that approval rules are configured in the system (via Manage Approval Rules). If not set up, you may need to coordinate with an administrator to define approvers.

Deletion Restriction: Confirm that deletion restrictions align with organizational policies. Formally, deletion restrictions may require additional security setup for privileged users if exceptions are needed.

Audit Trail: Creating a document type generates an audit record, which can be reviewed in the Audit Reports section for compliance purposes.

Global Applicability: The document type is created without a country restriction (unless specified), making it usable across the organization's global operations.

Potential Challenges and Solutions

Approval Rules Missing: If approval rules are not configured, the Approval Required setting may not function until rules are defined in BPM Worklist. Solution: Coordinate with an administrator to set up approval rules for Document Records.

Duplicate Document Type: If a document type named X Instructor Certification already exists, the system may prevent creation.

Solution: Check for existing types and use a unique name or code if needed.

Category Uncertainty: If the Certification category is unavailable, Document of Record is a safe default.

Solution: Confirm with the organization's configuration or use Document of Record.

Redwood UI Differences: The Redwood interface may alter navigation slightly (e.g., updated icons or layouts). Solution: Follow prompts for Create and ensure all fields are populated as described.

References

Oracle Global Human Resources Cloud: Implementing Global Human Resources, Document ID: docs.oracle.com, Published: 2023-12-12

Section: Manage Document Types: "Describes how to create and configure document types, including name, approval, and restrictions." Section: Document Records Configuration: "Explains how document types are used to categorize documents of record." Oracle Global Human Resources Cloud: Using Global Human Resources, Document ID: docs.oracle.com, Published: 2024-07-02

Section: Creating Document Types: "Steps to define a new document type with attributes like approval and deletion settings."

Section: Managing Document Records: "Details on how document types are applied when creating documents." Oracle Fusion Cloud Human Resources 24C What's New, Document ID: docs.oracle.com, Published: 2024-08-27

Section: Redwood Experience for Document Records: "Enhanced UI for document-related tasks, including improved document type management." Section: Document Records Enhancements: "Features like attachment previews and approval workflows for documents."

### NEW QUESTION # 146

A static approval group named "Trio" comprises three members-Jacob, Susan, and Dia (in the mentioned order). For all the Manage Employment transactions, the approval should be routed to the "Trio" approval group. When the assignment change transaction is submitted, what is the order in which these three members receive the assignment change approval notification?

- A. All three get the notification at the same time.
- B. First Approver Dia, Second Approver-Susan, Third Approver Jacob; the approval is routed alphabetically.
- C. First Approver Jacob, Second Approver-Susan, Third Approver-Dia
- D. System decides the approval route by randomly selecting approvers who are a part of the approval group.

**Answer: C**

Explanation:

In Oracle HCM Cloud, a static approval group (e.g., "Trio") routes approvals sequentially based on the order members are listed in the group definition, unless configured otherwise (e.g., parallel routing). For "Trio" (Jacob, Susan, Dia), the documentation states that approval notifications follow this sequence: Jacob (first), Susan (second), Dia (third), with each approving in turn before the task progresses.

Option A (random) contradicts the fixed order of static groups. Option C (alphabetical) is incorrect-order is based on definition, not names. Option D (simultaneous) applies to parallel groups, not sequential static ones.

Option B matches Oracle's default behavior for static approval groups.

References: Oracle Docs - "Using Global Human Resources" (docs.oracle.com, published 2023-10-03), Approval Groups section.

### NEW QUESTION # 147

In HCM Cloud, you can define an employee's work time availability in several ways. In which order does the application search for an employee's schedule before applying it to an assignment?

- A. Employment work week, Published schedules, Primary work schedule, then Standard working hours
- B. Standard working hours, Primary work schedule, Employment work week, then Published schedules
- C. Primary work schedule, Employment work week, Published schedules, then Standard working hours
- D. Published schedules, Employment work week, Primary work schedule, then Standard working hours

**Answer: D**

Explanation:

Comprehensive and Detailed Explanation From Exact Extract:

In Oracle Global Human Resources Cloud, the application follows a specific hierarchy when determining an employee's work schedule to apply to an assignment. This process ensures that the most relevant and specific schedule is selected based on the configuration of the employee's work time availability. The correct order of precedence for searching an employee's schedule is outlined in the official Oracle documentation.

According to the Oracle HCM Cloud documentation, the application searches for schedules in the following order:

Published schedules: These are schedules from other scheduling applications integrated with Oracle HCM Cloud or manually published schedules that take precedence.

Employment work week: This is configured on the employee's employment record and defines the standard work week applicable to the employee.

Primary work schedule: This is linked to specific workforce structure levels (e.g., enterprise, department, or individual assignment) and takes precedence based on the lowest level of assignment.

Standard working hours: These serve as the default fallback if no other schedules are defined.

The exact extract from the Oracle documentation states:

"You can set up an individual's work time in different ways. An person's official schedule for a selected time period is automatically determined using this information: ... This flow chart shows you the order that the application searches for someone's schedule, before applying it to the assignment. The published schedule is built using the employment work week, primary work schedule, or standard working hours for each person. It can also be built using published schedules from other scheduling applications." This indicates that the application prioritizes published schedules first, followed by the employment work week, then the primary work schedule, and finally standard working hours as the last resort. The documentation further clarifies that schedules assigned at lower workforce structure levels (e.g., individual assignment) take precedence over those at higher levels (e.g., enterprise), but the overall search order remains as listed.

Why the other options are incorrect:

Option A (Standard working hours, Primary work schedule, Employment work week, then Published schedules): This is incorrect because standard working hours are the last fallback, not the first, and published schedules have higher precedence than all others.

Option B (Employment work week, Published schedules, Primary work schedule, then Standard working hours): This is incorrect because published schedules are checked before the employment work week, not after.

Option D (Primary work schedule, Employment work week, Published schedules, then Standard working hours): This is incorrect because primary work schedules are not the first to be checked; published schedules take precedence, and employment work week comes before primary work schedule.

References:

Oracle Help Center, Using Global Human Resources, Chapter: Managing Workforce Records, Topic: Work Schedules (<https://docs.oracle.com/en/cloud/saas/human-resources/25b/global-human-resources/using-global-human-resources/index.html>)  
Oracle HCM Cloud Documentation, Implementing Global Human Resources, Chapter: Workforce Structures (<https://docs.oracle.com/en/cloud/saas/human-resources/25b/global-human-resources/implementing-global-human-resources/index.html>)

## NEW QUESTION # 148

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