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Oracle Global Human Resources Cloud 2025 Implementation Professional Sample Questions (Q25-Q30):

NEW QUESTION # 25

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 # 26

You hired an employee on January 1, 2015. This employee got married on June 12, 2015. You received a request from the employee on July 11, 2015, to change their last name from the date of the marriage. You changed the last name of the employee as requested on the same day. What effective start date for this new employee is displayed by the system as of August 15, 2015?

- A. June 12, 2015
- B. January 1, 2015
- C. July 11, 2015
- D. August 15, 2015

Answer: A

Explanation:

In Oracle Global Human Resources Cloud, the "effective start date" for an employee typically refers to the start date of their person record or a specific change, depending on context. Here, the question involves a name change backdated to the marriage date, and we need the effective start date displayed as of August 15, 2015.

Option A: July 11, 2015, is the date the change was requested and processed. However, the name change was applied retroactively to the marriage date, not this transaction date.

Option B: Correct. June 12, 2015, is the marriage date, and the request was to update the last name effective from that date. In Oracle HCM, when you update a person's name with an effective date (via Manage Person or a similar task), the system records this as the effective start date of the name change. As of August 15, 2015, the system displays the name change effective from June 12, 2015, reflecting the backdated update.

Option C: January 1, 2015, is the hire date and the initial effective start date of the person record. However, the name change overrides this for the specific attribute (last name), and the question implies the effective date tied to the update.

Option D: August 15, 2015, is the "as of" date, not an effective start date for any change or the employee's record.

The correct answer is B, as the effective start date of the name change is June 12, 2015, per "Using Global Human Resources" on managing person data with effective dating.

References: Oracle Global Human Resources Cloud - Using Global Human Resources, Chapter 8: Person Management.

NEW QUESTION # 27

When creating a Legal Entity, to allow for configuration of Work Day and Employment Model information on the Manage Legal Entity HCM Information task, which check box must be selected for configurable data to appear?

- A. Legal Employer
- B. Legal Entity Identifier
- C. Payroll Statutory Unit
- D. EIN or TIN

Answer: A

Explanation:

Full Detailed in Depth Explanation:

When creating a Legal Entity in Oracle HCM Cloud, selecting the Legal Employer check box designates the entity as an employer, unlocking additional configuration options in the Manage Legal Entity HCM Information task, such as Work Day Information and Employment Model.

A (Payroll Statutory Unit) enables payroll-related settings but not necessarily Work Day or Employment Model.

Reference: Oracle HCM Cloud: Implementing Global Human Resources, "Legal Entity Configuration".

NEW QUESTION # 28

Which three statements are true about Person Number? (Choose three.)

- A. Person Numbers for contacts are generated automatically.

- B. If the Person Number generation method is once set to manual, it can be changed to automatic if a person record is created.
- C. Initial Person Number can be provided at enterprise level.
- D. If the Person Number generation method is once set to manual, it can be changed to automatic even if no person record is created.
- E. Initial Person Number cannot be provided at enterprise level.

Answer: A,C,D

Explanation:

Full Detailed in Depth Explanation:

Person Number in Oracle HCM Cloud is a unique identifier assigned to individuals (employees, contingent workers, contacts, etc.). Its generation method can be configured at the enterprise level, and its behavior depends on the setup.

Option A ("Initial Person Number can be provided at enterprise level"): True. During enterprise setup in the "Manage Enterprise HCM Information" task, you can specify whether Person Numbers are generated automatically or manually and provide an initial value (e.g., starting number). This is documented in the "Implementing Global Human Resources" guide.

Option C ("Person Numbers for contacts are generated automatically"): True. Contacts (e.g., emergency contacts or dependents) automatically receive Person Numbers when created, regardless of the generation method for employees. This ensures uniqueness across all person types, as per Oracle's standard functionality.

Option E ("If the Person Number generation method is once set to manual, it can be changed to automatic even if no person record is created"): True. The generation method is configurable in the enterprise setup and can be changed from manual to automatic (or vice versa) at any time before or after records are created, though changes after record creation may require careful handling of existing data.

Option B ("If the Person Number generation method is once set to manual, it can be changed to automatic if a person record is created"): False. This statement is incomplete and misleading. The method can be changed regardless of whether a record exists, but the wording implies a restriction that isn't accurate.

Option D ("Initial Person Number cannot be provided at enterprise level"): False. As noted in Option A, the initial value can be set at the enterprise level.

References:

"Oracle Global Human Resources Cloud: Implementing Global Human Resources" - Section on Enterprise HCM Information, Person Number setup.

"Oracle Human Resources Cloud: Using Global Human Resources" - Person Number generation rules.

NEW QUESTION # 29

Contextual Journeys are displayed:

- A. When initiating a Quick Action
- B. Via the employees' "Journeys" tile
- C. In page or section headers
- D. Only on Thursdays

Answer: C

Explanation:

Contextual Journeys in Oracle Global Human Resources Cloud provide relevant guidance or tasks based on the user's current context within the application. Per the "Using Journeys" guide, these journeys are displayed in page or section headers, appearing dynamically when a user is on a relevant page (e.g., during a promotion process, a Contextual Journey might appear in the transaction header). This distinguishes them from Guided Journeys, which are accessed via the Journeys tile. Option A (only on Thursdays) is nonsensical and incorrect.

Option B (Quick Action) relates to transaction initiation, not Contextual Journeys. Option D (Journeys tile) applies to Guided Journeys, not Contextual ones. Thus, Option C is correct.

Reference: Oracle Global Human Resources Cloud - Using Journeys, "Contextual Journeys Overview" section.

NEW QUESTION # 30

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