
The Oracle E-Business Suite R12.1 Human Capital Management Essentials (1Z0-548) Exam Study Guide is designed to provide students with the training information meant to help them pass the Oracle E-Business Suite R12.1 Human Capital Management Essentials (1Z0-548).

Please note that the exam targets the intermediate-level implementation team member. Up-to-date training and field experience are recommended. The exam audience is typically a functional consultant or senior functional consultant that has 2.5 to 5 years of experience implementing the Oracle E-Business Suite Human Capital Management products and has participated in one to three implementations.

The exam objectives are defined by learner or practitioner level of knowledge.

Learner-level: questions require the candidate to recall information to derive the correct answer

Practitioner-level: questions require the candidate to derive the correct answer from an application of their knowledge, which can only be attained by extensive experience with the product.

For each exam topic there have been identified alternative training options that are available at Oracle. Please note that some of the training recommended can cover multiple exam topics.

The exam covers 8 topics.

Topic 1: Core HR: Work Structures

Objectives

| Define Organization Hierarchy and Classifications | Learner |
| Define Position Hierarchy and Position Control | Practitioner |
| Define Job & Job groups | | |
| Define Grade Structure: Grade Range / Grade Steps and Points | Learner |
| Create and Maintain Career Management: Competencies, Qualification Types, Schools & Colleges | Learner |
| Setup & Maintain Checklists | Learner |
| Manage Documents | Learner |

Training Options

- Boot Camp
  - Oracle E-Business Suite R12.1 Human Resources Management System Essentials Implementation Boot Camp
- In class training (instructor led training)
  - R12.x Oracle HRMS Work Structures Fundamentals
- Online Training
  - R12: Oracle HRMS Checklists Functional Overview
**Topic 2: Core HR: Workforce Management**

**Objectives**

<table>
<thead>
<tr>
<th>Objective</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply User &amp; System for Person Types &amp; Assignment Status</td>
<td>Learner</td>
</tr>
<tr>
<td>Manage Employee &amp; Assignment Data - New Hire, Promotion, Transfer, Termination</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Manage Other Employee Data - Contracts, Qualifications, Medical Assessments</td>
<td>Learner</td>
</tr>
<tr>
<td>Manage Salary (Salary Basis)</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Use Person DFF, Assignment DFF</td>
<td>Learner</td>
</tr>
<tr>
<td>Use Global Deployment</td>
<td>Learner</td>
</tr>
</tbody>
</table>

**Training Options**

- Boot Camp
  - [Oracle E-Business Suite R12.1 Human Resources Management System Essentials Implementation Boot Camp](#)
- In class training (instructor led training)
  - [R12.x Oracle HRMS People Management Fundamentals](#)
- Online Training
  - [R12.1.3 TOI: Implement and Use Human Resources and Self Service Human Resources](#)
  - [R12: Oracle HRMS Global Deployment Functional Overview](#)

**Topic 3: Core HR: Recruitment**

**Objectives**

<table>
<thead>
<tr>
<th>Objective</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create and Maintain Requisitions and Vacancies</td>
<td>Learner</td>
</tr>
<tr>
<td>Maintain Applicant Data: Hiring, canceling an Applicant</td>
<td>Learner</td>
</tr>
</tbody>
</table>

**Training Options**

- Boot Camp
  - [Oracle E-Business Suite R12.1 Human Resources Management System Essentials Implementation Boot Camp](#)
- In class training (instructor led training)
  - [R12.x Oracle HRMS iRecruitment Fundamentals](#)
- Online Training
  - [R12.1.1 TOI: Oracle iRecruitment - Vacancy & Offer Attachments, Reversal of Termination, and Enhanced Searches Functional Overview](#)

**Topic 4: Core HR: Absence Management**

**Objectives**

<table>
<thead>
<tr>
<th>Objective</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configure Absence-related Elements &amp; Links</td>
<td>Learner</td>
</tr>
<tr>
<td>Configure Accrual Plan, Absence Types</td>
<td>Practitioner</td>
</tr>
<tr>
<td>Use Accrual Fast Formulas</td>
<td>Practitioner</td>
</tr>
</tbody>
</table>

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Training Options
  o Boot Camp
    ▪ Oracle E-Business Suite R12.1 Human Resources Management System Essentials Implementation Boot Camp
  o In class training (instructor led training)
    ▪ R12 Oracle HRMS Total Compensation Foundations - LVC

Topic 5: Core HR: Others

Objectives
  Level
  Explain Date Track History Feature Learner
  Use HR Security Profile Practitioner
  Configure Key Flex Fields Learner
  Use User Defined Tables Learner
  Use Lookups Learner
  Configure SIT & EIT Learner
  Use Forms Configuration & Define Task Flow Practitioner
  Use Important HRMS Profiles Learner
  Explain Project Accounting with Core HR Practitioner
  Create and Maintain Functions, Menus Learner

Training Options
  o Boot Camp
    ▪ Oracle E-Business Suite R12.1 Human Resources Management System Essentials Implementation Boot Camp
  o In class training (instructor led training)
    ▪ R12.x Oracle HRMS System Administration Fundamentals
  o Online Training
    ▪ R12.1.3 TOI: Implement and Use Human Resources and Self Service Human Resources

Topic 6: Self Service HR

Objectives
  Level
  Personalize SSHR Learner
  Configure Oracle Approvals Management (AME) Practitioner
  Explain Functionality of Termination, Absence Management, Change Assignment Practitioner
Training Options

- **Boot Camp**
  - Oracle E-Business Suite R12.1 Human Resources Management System Essentials Implementation Boot Camp

- **In class training (instructor led training)**
  - R12.x Oracle HRMS Self Service Fundamentals

- **Online Training**
  - R12.1.3 TOI: Implement and Use Human Resources and Self Service Human Resources
  - R12.1 Readiness: Implement and Use Approvals Management

**Topic 7: Payroll**

**Objectives**

| Explain Processes Fundamentals: Payroll Run, Pre-Payment, Payment, Costing & Transfer to GL | Learner |
| Explain Fundamentals of Retro Pay Process & Retro Element Configurations | Learner |
| Explain Costing Fundamentals | Practitioner |
| Set up Elements Definition & Links | Learner |
| Use Assignment & Element Set | Learner |
| View Payroll & Assignment Process Results | Practitioner |
| Explain Basics of Fast Formula & Element Run Results | Practitioner |
| Use Balances & Dimensions | Practitioner |
| Use Batch Element Entry (BEE) | Learner |
| Explain Integration of Payroll with GL, Cash Management & Accounts Payable | Learner |

**Training Options**

- **Boot Camp**
  - Oracle E-Business Suite R12.1 Human Resources Management System Essentials Implementation Boot Camp

- **In class training (instructor led training)**
  - R12.x Payroll Fundamentals: Earnings and Deductions

- **Online Training**
  - R12.1 Readiness: Implement and Use Payroll
Topic 8: Compensation Workbench

Objectives

Create and Maintain Plans Definition, Types & Years
Explain Plan Enrollment Requirements
Define and Use Standard Rates
Define Life Events
Define Eligibility Profiles
Explain Total Compensation Statement
Use Compensation Workbench for Managers & Administrators
Use Profile Options for CWB
Perform Budgeting
Manage Promotion and Rating

Training Options

- Boot Camp
  - Oracle E-Business Suite R12.1 Human Resources Management System Essentials Implementation Boot Camp
- In class training (instructor led training)
  - R12 Oracle HRMS Compensation Workbench and Salary Configuration - LVC
- Online Training
  - R12.1.3 TOI: Implement and Use Performance Management and Compensation Workbench

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