



CloudVergent360 Oracle Navigation Training



CloudVergent 360

January 2022

CV360 Navigation Objective

The purpose of this training session is to familiarize participants with how to navigate through CloudVergent360

- Home Page Overview
- Navigating to Work Areas

Home Page or Landing Page

CloudVergent360 is a role-based access control application. The roles given to your user account dictates what you will have access to within the application.



Navigator

Toolbar



Good morning, Caleb Pingelton!

Smart Groupings

Me My Team My Client Groups Benefits Administration My Enterprise Tools Configuration Others

Quick Actions

QUICK ACTIONS

- My Public Info
- Change Photo
- Share Data Access
- Share Personal Info
- Document Delivery Preferences
- Eligible Jobs
- Resignation
- Onboarding Tasks

Show More

Apps Area

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Wellness	Personal Brand	Volunteering	Web Clock	+

Things to Finish

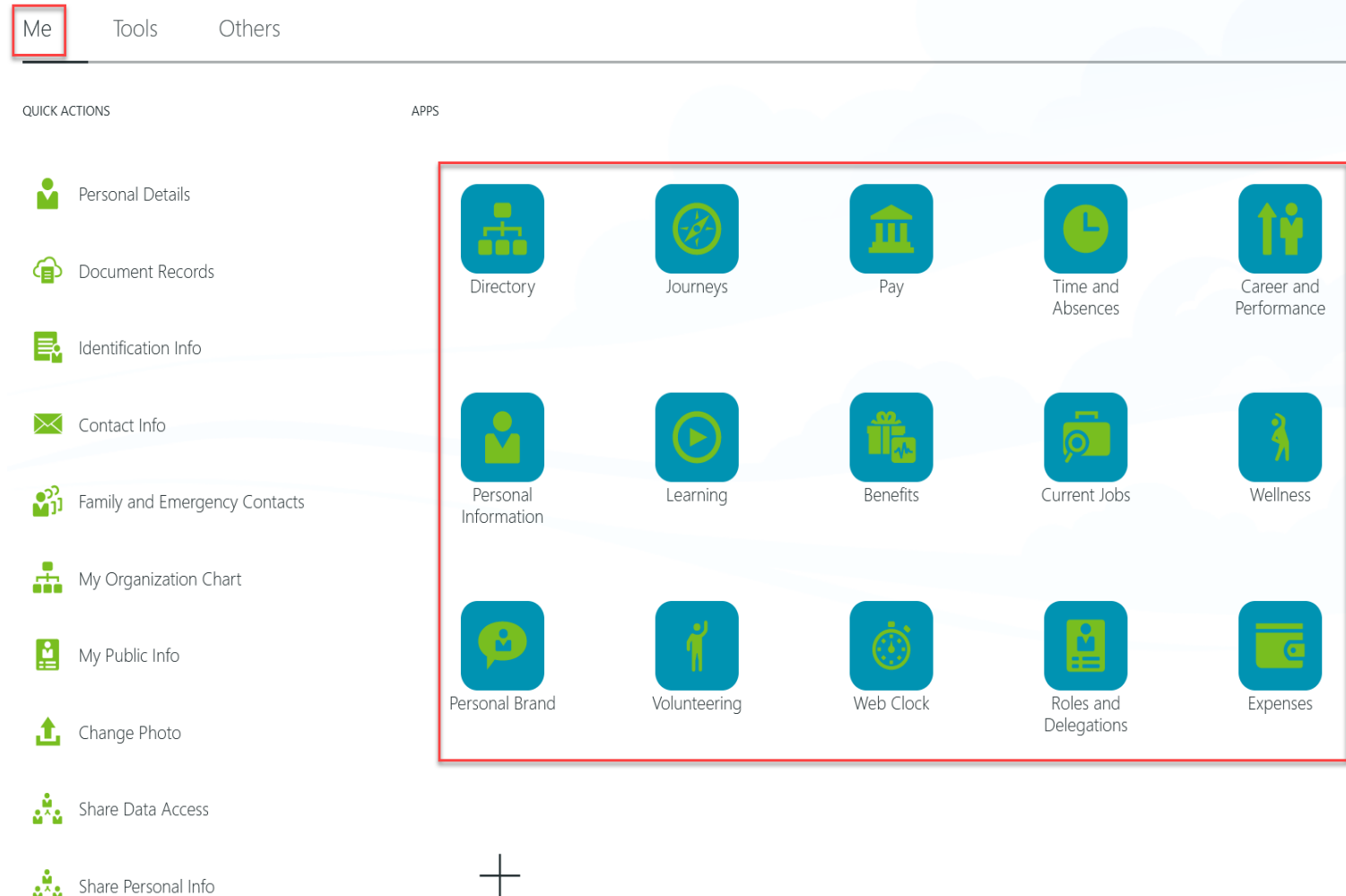
- **Navigator** – A drop down list of the functional areas that you have access to. It should mirror what you have in the Apps Area.
- **Toolbar** – Gives you access to Bell Icon notifications, Home Page, and the Global Work Area.
- **Smart Groups** – Grouping of common work areas that are based on the Roles granted. (Example: Me = Employee Self-Service, My Team = Manager Self-Service, My Client Groups = Administrator Level Tasks)
- **Quick Actions** – Within each Smart Groupings, respective Quick Actions are available to give you access to a work area through minimal navigation and drill down (often in one click).

Navigating to Work Areas – Employee Self-Service

Employee Self-Service transactions will be executed through the Me smart grouping.

Tiles within Apps Area

- **Directory** – Allows the employee to search for people within the application
- **Journeys** – Allows the employee to complete or view any journey activities
- **Pay** – Allows the employee to view pay slips, update banking information or W-4 elections.
- **Time and Absences** – allows employee to view work schedules, absence balances, and request time off.
- **Career and Performance** – Allows the employee to review or update any performance documents, skills and qualifications, and manage goals.
- **Personal Information** – Allows the employee to review or update biographical or demographic information, address, communications, and emergency contacts.
- **Learning** – Allows the employee to review and enroll into learning courses and view learning content.
- **Benefits** – Allows the employee to review and elect benefits elections and add dependents.
- **Roles and Delegations** – Allows the employee to delegate approvals through creating rules.

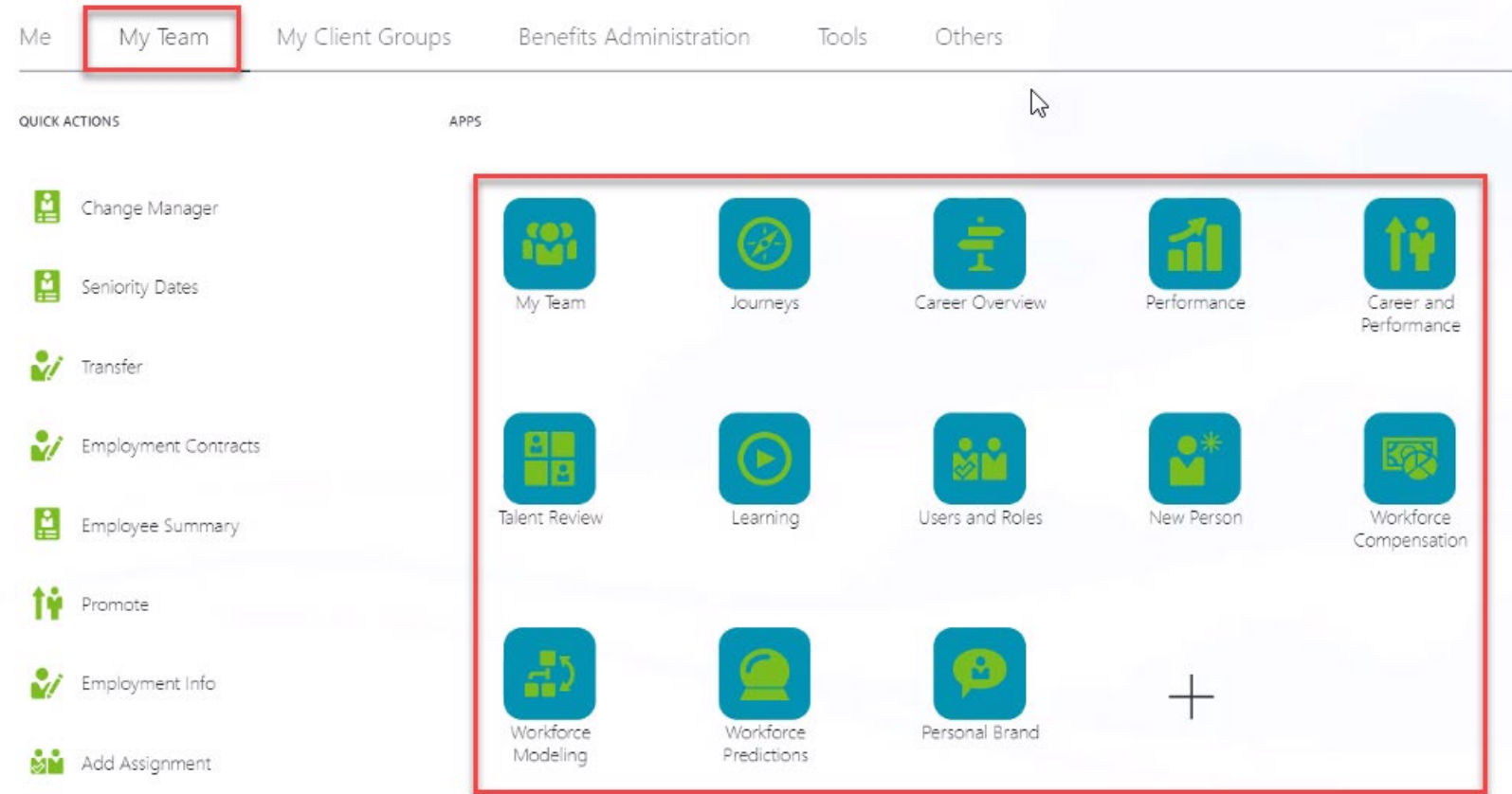


Navigating to Work Areas – Manager Self-Service

Manager Self-Service transactions will be executed through the My Team smart grouping.

Tiles within Apps Area

- **My Team** – Allows the manager to see both direct and indirect reports as well as transact on their behalf.
- **Journeys** – Allows the manager to create any journey tasks for his/her direct/indirect reports.
- **Career and Performance** – Allows the manager to complete performance reviews.
- **Learning** – Allows the manager to track direct reports learning and can assign courses.
- **Talent Review** – Allows the manager to evaluate employee pool to understand worker's strengths and weaknesses.
- **New Person** – Allows the manager to create a New Hire in the system.
- **Workforce Compensation** – Allows the manager to update salaries and award additional compensation.

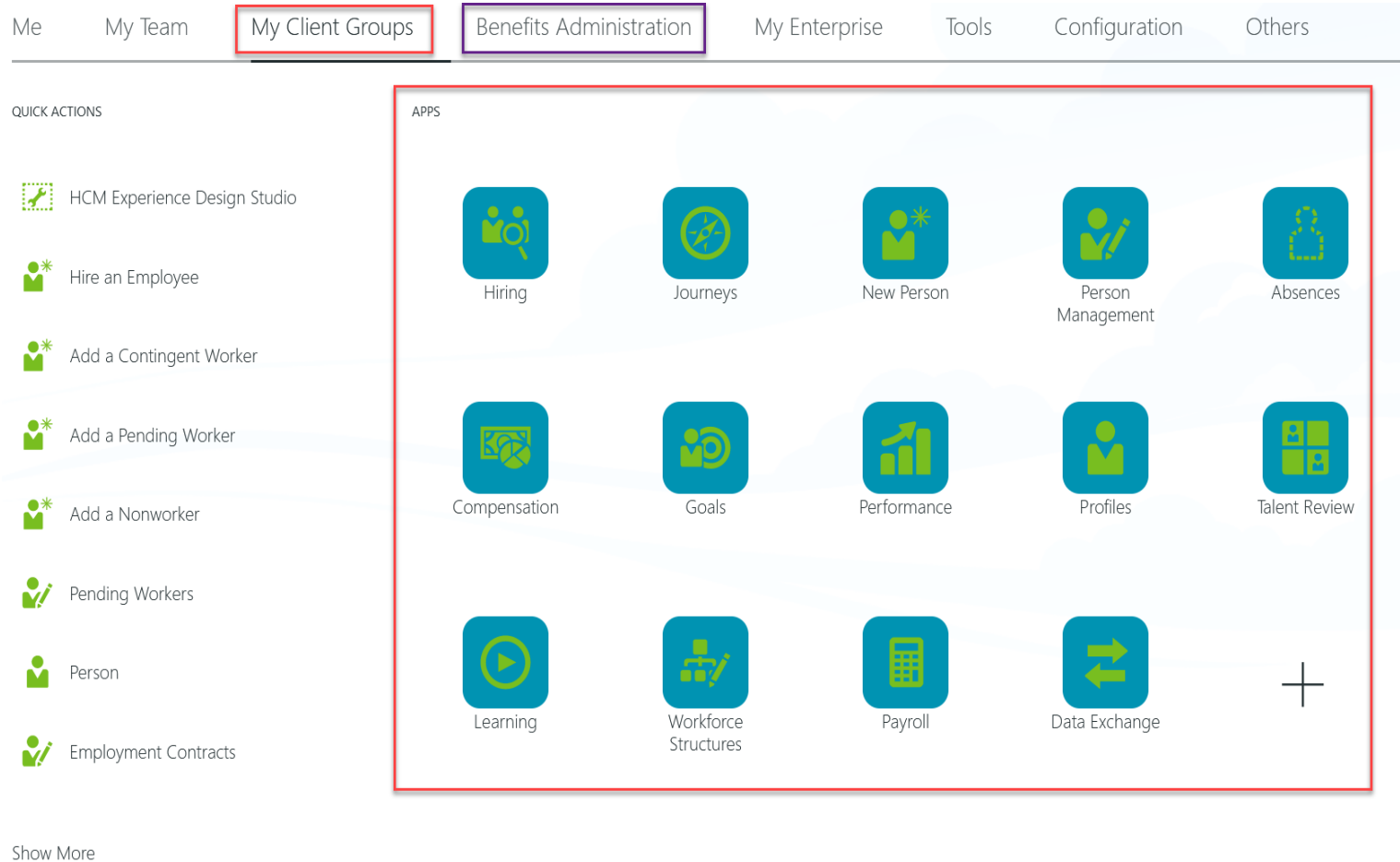


Navigating to Work Areas – Administrators

Administrator transactions will be executed through the My Client Groups smart grouping.

Tiles within Apps Area

- **Hiring** – Used in ORC to create requisitions, process and manage candidates.
- **Journeys** – Used in Talent Acquisition to create journey tasks for new hires.
- **New Person**– Used in HR to enter New Hires directly into the system.
- **Person Management** – Used in HR to query workforce and review, update, edit, or transact on an employee.
- **Absences** – Used in Absence Management to create Absence Plans, Eligibility Profiles, and Work Schedules.
- **Compensation** - Used in Workforce Comp to create salary components, Individual Compensation Plans, and Total Comp Statements.
- **Goals** – Used by Talent Management to administer performance and organization goals.
- **Performance** – Used by Talent Management to administer performance documents.
- **Profiles** – Used by Talent Management to administer skills and qualifications and model profiles.
- **Talent Review** - Used by Talent Management to conduct and manage talent review meetings.
- **Learning** - Used by Talent Management to create and manage learning items and upload content.
- **Workforce Structures** – Used by HR to create and maintain legal structures, jobs, grades, locations, departments, and positions.
- **Payroll** – Used by Payroll to create and maintain, earnings and deduction elements.



The screenshot displays the CloudVergent 360 user interface. At the top, a navigation bar includes tabs for 'Me', 'My Team', 'My Client Groups' (highlighted with a red border), 'Benefits Administration' (highlighted with a purple border), 'My Enterprise', 'Tools', 'Configuration', and 'Others'. Below the navigation bar, the main content area is divided into two sections. On the left, under the heading 'QUICK ACTIONS', there is a list of tasks: 'HCM Experience Design Studio', 'Hire an Employee', 'Add a Contingent Worker', 'Add a Pending Worker', 'Add a Nonworker', 'Pending Workers', 'Person', and 'Employment Contracts'. On the right, under the heading 'APPS', there is a grid of application tiles. The tiles are arranged in three rows: the first row contains 'Hiring', 'Journeys', 'New Person', 'Person Management', and 'Absences'; the second row contains 'Compensation', 'Goals', 'Performance', 'Profiles', and 'Talent Review'; the third row contains 'Learning', 'Workforce Structures', 'Payroll', 'Data Exchange', and a plus sign icon. A red border highlights the 'APPS' section.


NOTE: For **Benefits**, the Benefits Administration Smart Grouping will be used to create benefit plans, manage dependents, create eligibility profiles, manage life events, and open enrollment


Navigating to Work Areas – Show More


Within every Smart Grouping, there is a ‘Show More’ link. This link will expand the Apps Area to expose additional tasks that can be accessed and is associated with a tile from the main Apps Area. Click on the ‘Show Less’ link to return to the main Apps Area.


MeMy TeamMy Client GroupsBenefits Ac


QUICK ACTIONS


 HCM Experience Design Studio


 Hire an Employee


 Add a Contingent Worker

 Add a Pending Worker


 Add a Nonworker


 Pending Workers


 Person

 Employment Contracts

APPS

 Hiring


 Compensation

 Learning


Show More


Show Less


Transaction Configuration and Audit


 HCM Experience Design Studio


New Person

 Hire an Employee


 Add a Contingent Worker


 Add a Pending Worker


 Add a Nonworker


 Pending Workers


Employment


 Person


 Employment Contracts


 Contact Info


 Family and Emergency Contacts


 Change Legal Employer


 Additional Assignment Info


 Local and Global Transfer


 Promote


 Employment Info


 Change Assignment


 Cancel Work Relationship


 Add Assignment


 Termination


 Transfer


 Document Delivery Preferences


 Create Work Relationship


 Direct Reports


 Share Data Access


 Share Personal Info


 Allocate Checklists


 Areas of Responsibility


 Seniority Dates

 Eligible Jobs

 Person Identifiers for External Applications

 Manage Job Offers

 Checklist Templates

 Vacancies

This is a partial list. You can scroll down to see the full list.