CloudVergent360 Oracle Navigation Training

CloudVergent 360

January 2022

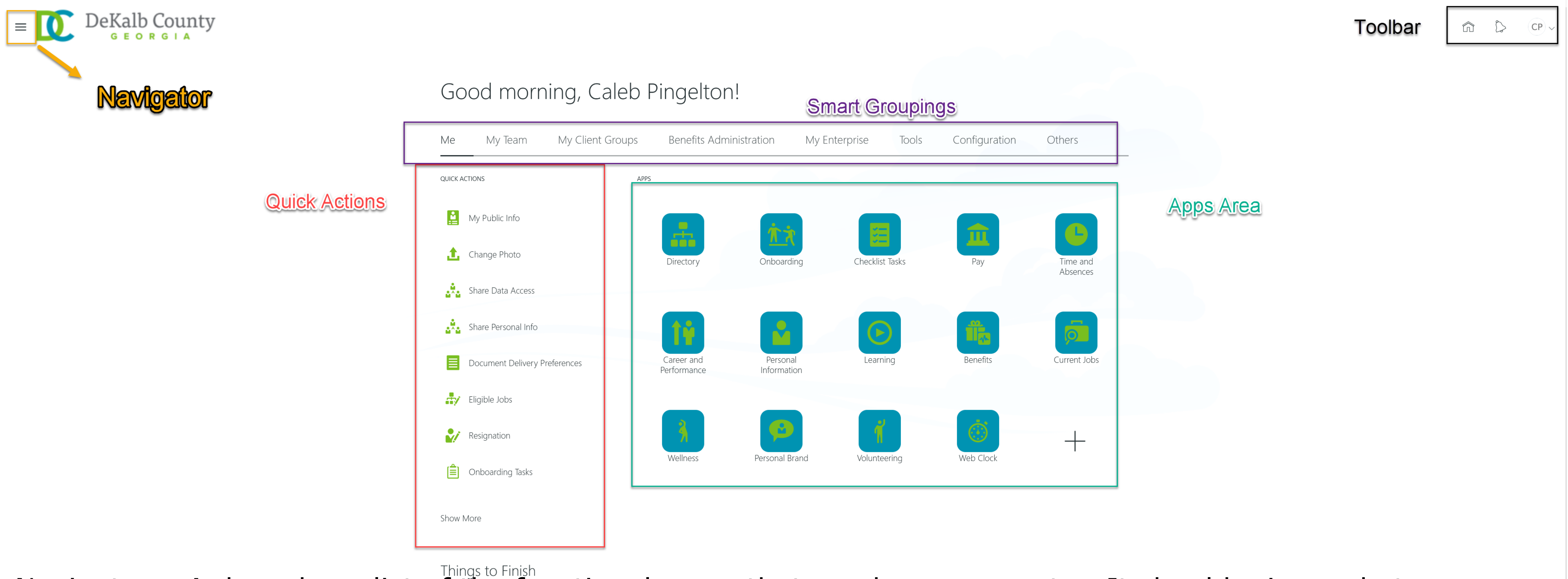
CV360 Navigation Objective

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.



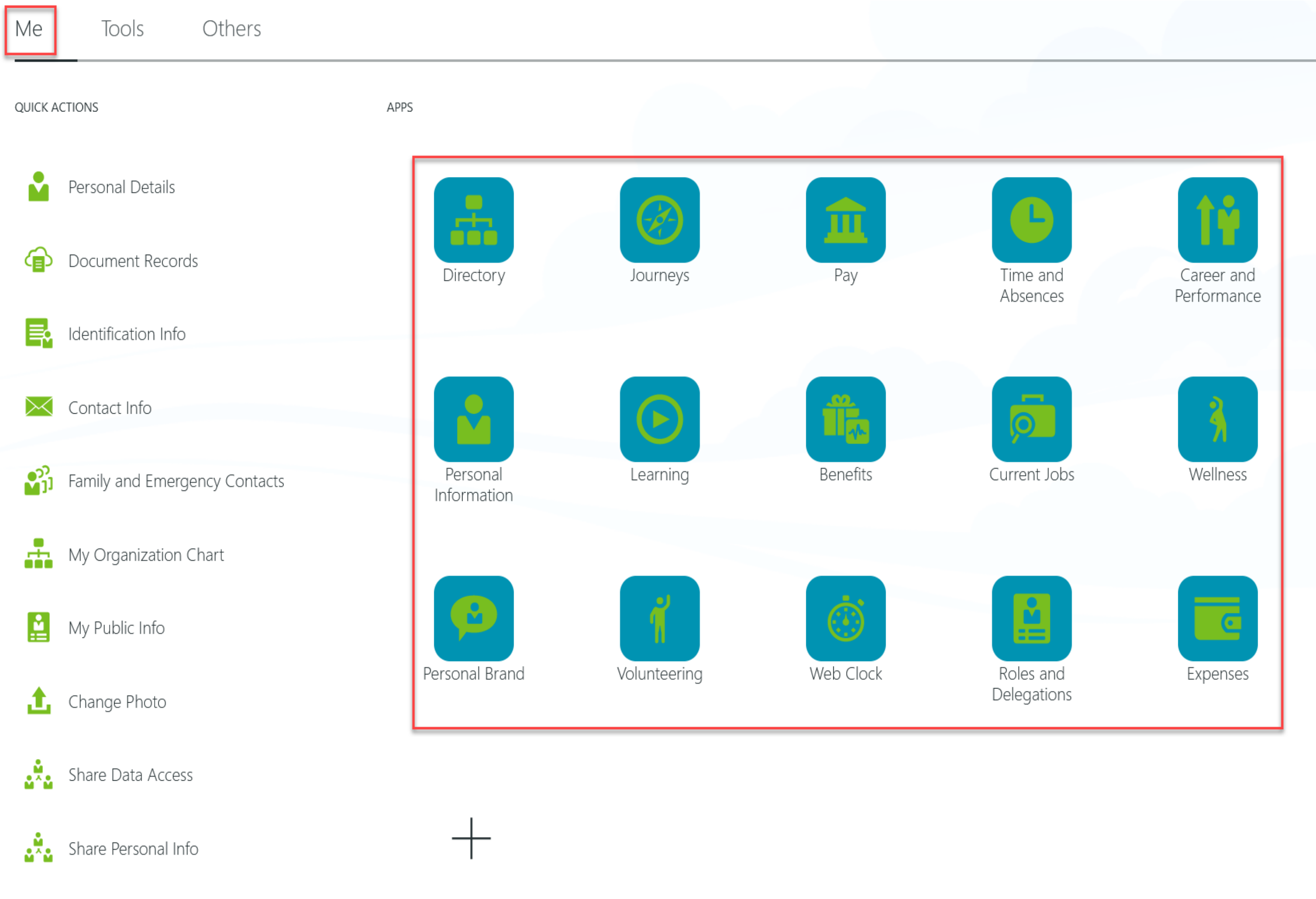
- Navigator – A drop down list of the functional areas that you have access to. It should mirror what you have in the Apps Area.
- Toolbar – Gives you access to Bell Icon notifications, Home Page, and the Global Work Area.
- Smart Groups – Grouping of common work areas that are based on the Roles granted. (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.

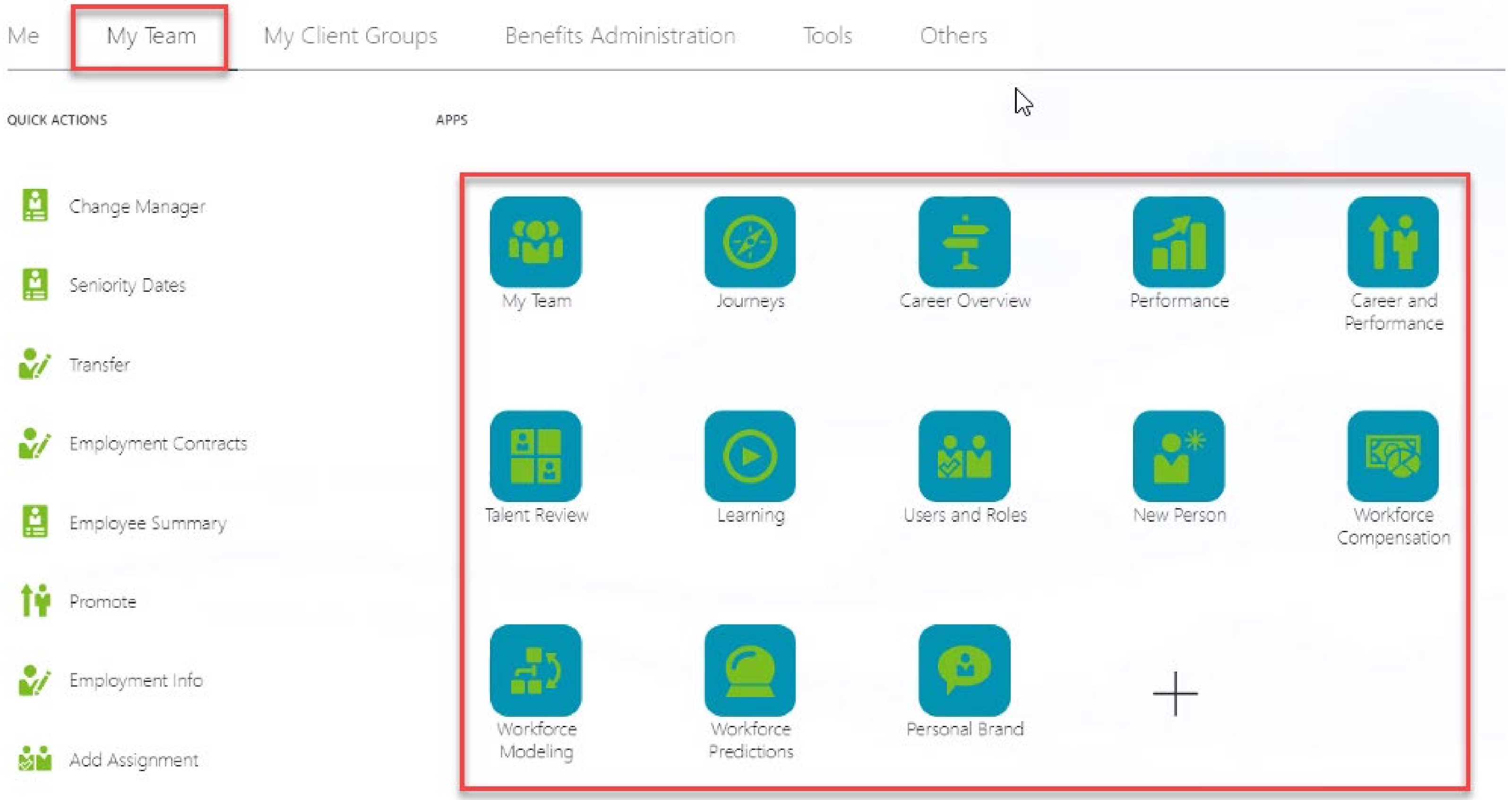


Navigating to Work Areas – Manager Self-Service

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.

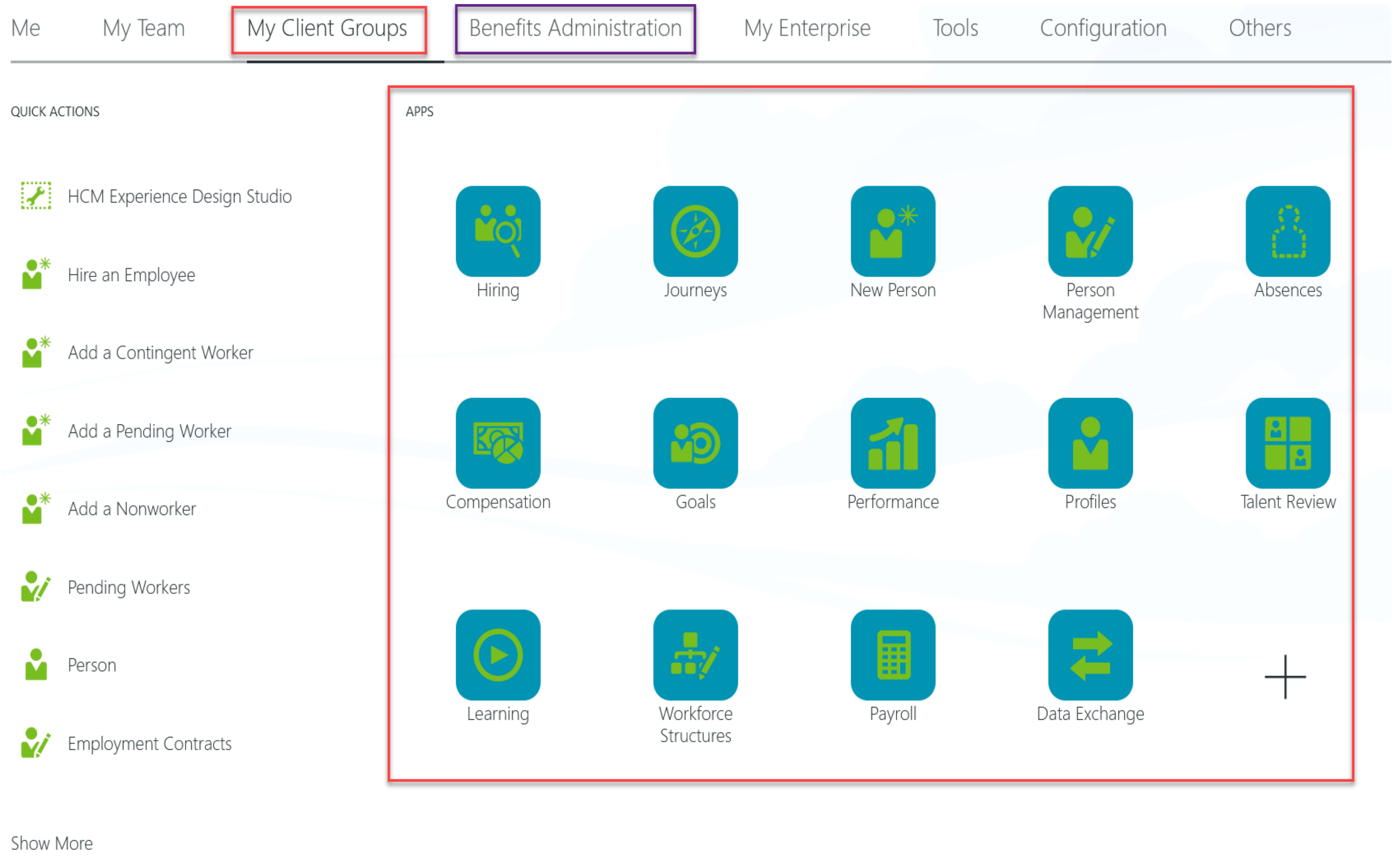


Navigating to Work Areas – Administrators

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.



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.