



Employee Wizard

Benefits

- Increases productivity, timeliness and accuracy
- Reduces data-entry time
- Correct errors and reload in minimal time
- Compliant with Oracle Support (uses Open Interfaces)
- Robust Integration
- Simple to install / close to zero implementation effort
- Configures itself to your system setup
- Easy to use

Feature Overview

- Records can be keyed directly; imported into Excel; or downloaded from Oracle.
- Comprehensive download speeds-up maintenance tasks.
- Optional data-entry forms assist with data-entry and error correction.
- Based on Microsoft Excel, giving a familiar look-and-feel.
- Two way interface between Excel and Oracle. Control the entire process from the spreadsheet
- Simple to tailor to your Oracle implementation.
- Handles master-detail-type relationships very well.
- Error and success messages are clearly reported in the spreadsheet.

Employee Wizard is the More4Apps tool that enables loading and maintenance of core employee and assignment information into Oracle Human Resources. It is robust, fast, easy to use, and flexible. Harness the full power of MS-Excel's productivity features to make your employee maintenance tasks a breeze.

Status	Upload Status	Rejection Reason	Employee Status	Contact Status	Contact Address	Employee	Update Mode	Emp Person ID	Employee Number	Last Name	First Name	Title	Gender	Perso
Processed	Loaded		Loaded	Loaded		Update		1273185		Wilde	Mary	Mrs.	Female	Empl
Processed	Loaded		Loaded	Loaded		Update		5940		Baker	Catherine	Ms.	Female	Empl
Processed	Loaded		Loaded	Loaded		Update		2159225		Copeland	Sandra	Ms.	Female	Empl
Processed	Loaded		Loaded	Loaded		Update		3291		Frost	Jamie	Mr.	Male	Empl
Processed	Loaded		Loaded	Loaded		Update		4428406		Hamilton	Claudia	Ms.	Female	Empl
Processed	Loaded		Loaded	Loaded		Update		4430408		Hawkins	Harold	Mr.	Male	Empl
Processed	Loaded		Loaded	Loaded		Update		2925		Horton	Connor	Ms.	Female	Empl
Processed	Loaded		Loaded	Loaded		Update		33752		Jones	Kerry	Ms.	Female	Empl
Processed	Loaded		Loaded	Loaded		Update		3800363		Jones	Thomas	Mr.	Male	Empl

This product encompasses a significant amount of core employee and assignment information including:

- employee, address and phone information
- contacts including relationships, addresses and phones
- employee assignments
- salary proposal & approval, costing, payment method and budget information
- US federal tax and US state tax
- a large number of key and descriptive flexfields are available with full validation.

Architecture

- Compatible with Microsoft Excel 2000 and later versions
- R11i to R12
- Uses Oracle Applications function security
- XML Web-based Communication
- No client install
- Install and setup in minutes

Template Form

- The template form enables you to quickly select what information to include in the worksheet.
- Mandatory columns are pre-selected.
- Information is logically grouped into the following sections:
 - Employee
 - Employee Address
 - Employee Phone
 - Contact
 - Contact Address
 - Contact Phone
 - Assignment
 - US Federal Tax
 - US State Tax
 - Salary Proposal & Approval
 - Costing
 - Payment Method
 - Budget
- Many key and descriptive flexfields are available to be selected.

Select Template Columns

Employee | Employee Address | Employee Phone | Contact | Contact Address | Contact Ph

Employee

Update Mode

Person ID

Employee Number

Last Name

First Name

Title

Name Prefix

Name Suffix

Middle Name

Gender

Person Type

National Identifier

Effective Start Date

Birth Date

Town of Birth

Region of Birth

Country of Birth

Marital Status

Nationality

OK Cancel

Employee Form

- The Employee form is available to assist with data-entry and error correction.
- The Employee form is optional you can key/paste information directly into the worksheet.
- Lists of Values are validated according to your configuration.
- Search functionality is available for long lists e.g. Jobs.
- Date fields can be populated using a pop-up calendar.
- The Employee Form is created dynamically and will display the fields chosen in the template form (above).
- The Update Mode indicates what action to take e.g. Create, Update and Correct.
- The Effective Start Date indicates when this record should be effective from.
- Descriptive and Key Flexfields are validated according to your configuration.

Employee Wizard

Employee | Contact | Contact Address

Update Mode: Create

Employee Number: []

First Name: Claire

Gender: Female

Effective Start Date: 01-Jun-2009

Marital Status: Married

Office location: []

Email: []

Person ID: []

Last Name: Fleming

Title: Mrs.

Person Type: Employee

Birth Date: 17-Mar-1975

Office: []

Office Mailstop: []

Previous Last Name: Malcolm

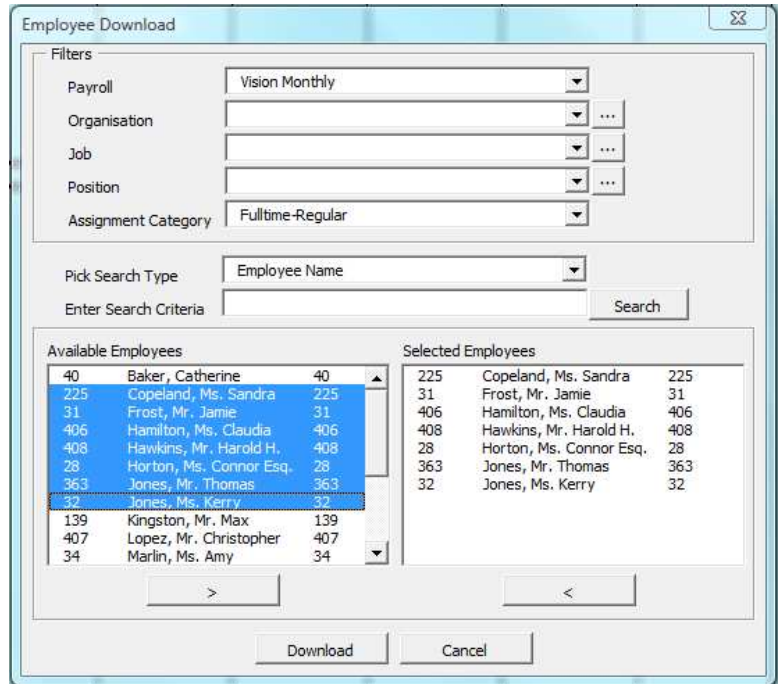
Flexfield: Personal Details DFF

Flexfield: Further Person Info DFF

OK Cancel

Download Employees

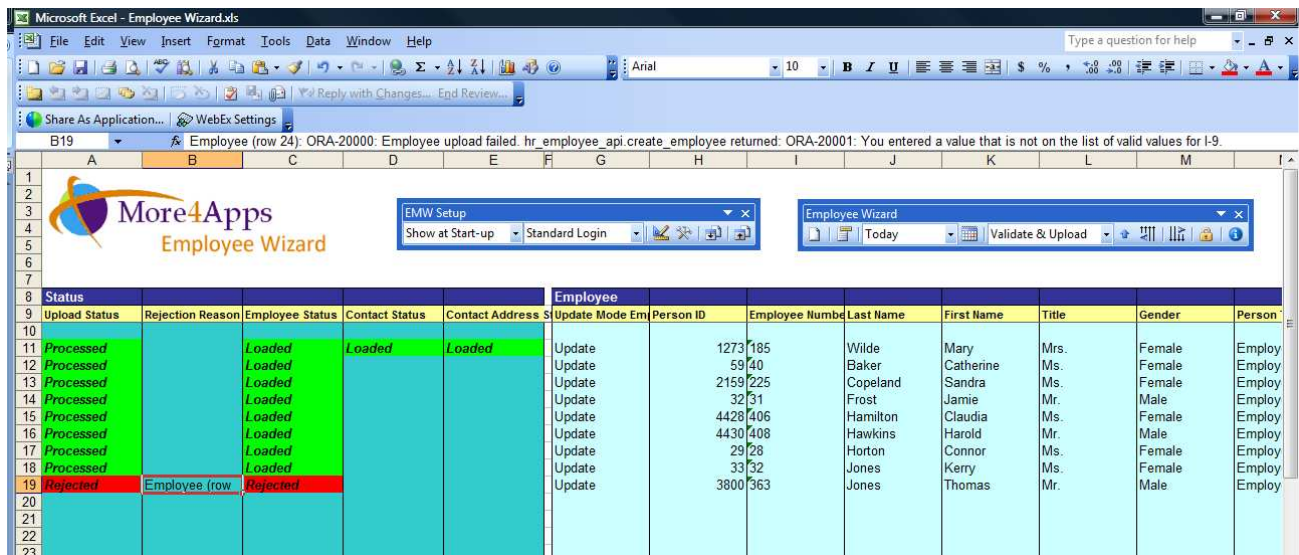
- The download function is very flexible and enables you to select employees using one or more of the filters.
- List of Values and Search capabilities are available for filters.
- Employees that meet the criteria are listed. You can then select individual employees for download.
- The download will populate the spreadsheet with the relevant information for the employees.
- The employee information can be subsequently updated and loaded back into Oracle.
- The download function enables efficient maintenance of employee and assignment information.



Example Worksheet

The example in the worksheet below is updating information for nine employees. The first employee had their person information updated, plus a new contact and contact address added. The remaining employees had their person information updated.

The status columns enable the user to quickly see the progress of the records. You can see that eight rows have been successfully processed and one has been rejected. The rejected row can be quickly corrected and loaded.



Whether you are implementing a new system, migrating data or maintaining an existing implementation, the Employee Wizard can be a significant asset to your company.

Visit us at <http://www.more4apps.com> to download the trial version. Contact us at <http://www.more4apps.com/contact.html> for more information.