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Oracle Modern Best Practice

Digital Business Processes for Higher Education

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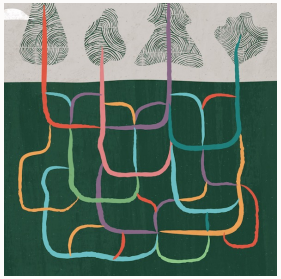
What is Oracle Modern Best Practice?

www.oracle.com/modernbestpractice

Digital business processes that evolve with you



End-to-end across the organization

Radically superior results

Leverages emerging technologies

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Oracle Modern Best Practice books

The original book on Oracle Modern Best Practice is now in it's 3rd edition is available at https://go.oracle.com/LP=88653

A new book with our vision for processes in the future is available at https://go.oracle.com/LP=88688

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Oracle Modern Best Practice

Designed for change – evolves with you

220+

Open, Standard, Free

Finance • Budget to Approval • Asset Acquisition to Retirement • Bank Transaction to Cash Position • Expense Report to Reimbursement • Supplier Invoice to Payment • Customer Invoice to Receipt • Customer Statement to Collection • Daily Close to Financial Forecast • Period Close to Financial Reports • Customer Contract to Revenue

Procurement • Supplier Registration to Supplier Performance • Insight to Smart Sourcing • Contract Creation to Spend Compliance • Requisition to Receipt • Supplier Return to Settlement

Project Management • Opportunity to Project Approval • Resource Analysis to Utilization • Project Methodology to Delivery • Task Detail to Plan Adjustment• Project Costs to Accounting • Billing to Revenue Recognition • Grant Award Funding to Closeout • Capital Project to Asset

Risk Management • Security Design to Separation of Duties • Business Process Risk to Continuous Assurance • Audit Scoping to Financial Reporting Compliance • Risk Identification to Organization Readiness

Marketing • Analytics to Insight • Insight to Campaign ROI • Campaign Execute to Lead • Event Execute to Lead • Disparate Sources to Unified Data • List Import to Prospect

Sales • Social Prospect to Lead • Lead to Opportunity • Opportunity to Quote • Quote to Order • Order to Close Opportunity • Opportunity to Forecast • Sales Play to Key Account Opportunity • Schedule Change to Sales Call • Vendor Lead to Channel Opportunity • Channel Lead to Vendor Opportunity

Sales Performance Management • Sales Strategy to Execution • Coaching Plan to Performance • Incentive Plan to Payment

Service • Customer Contract to Resolution • Social Listing to Resolution • Service Request to Dispatch • Knowledge Gap to Solution • Sensor Alert to Preventive Maintenance • Customer Sentiment to Preventive Maintenance

Commerce • B2C: Multi-Channel to Omni-channel Experience • B2C: Awareness to Interaction • B2C: Interest to Purchase • B2B: Multi-Channel to Omni-channel Experience • B2B: Product Search to Cart • B2B: Cart to Agreement

Logistics • Shipment to Dispatch • Inbound Shipment to Receipt • Freight Invoice to Approval • Lane Forecast to Carrier Contract

Order Management • Multi-channel Order to Promise • Fulfillment Orchestration to Invoice • Order to Drop Shipment

Manufacturing • Forecast to Plan • Production Order to Cost Update • Contract Manufacturing Request to Delivery

Innovation • Social Monitoring to Idea Capture • Idea Capture to Business Case • Requirement Definition to Optimization • Concept Formation to Design • Product Proposal to Go-to-Market Candidate • Portfolio Review to Selection

HR & Talent • Recruit to Onboard • Benefits to Payroll • Time Collection to Payroll • Payroll to Payment • Goal Setting to Performance Improvement • Career Planning to Development • Talent Review to Succession • Absence Planning to Productivity Improvement • Incident Report to Workplace Safety • Employee Insight to Workforce Wellness • Employee Separation to Workforce Analysis

Industry: Retail • Public Entity • Higher Education • Insurance • Banking • Healthcare • Utilities

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Modern Best Practice for Higher Education

Finance

- Asset Acquisition to Retirement
- Budget to Approval
- Expense Report to Reimbursement
- Supplier Invoice to Payment
- Bank Transaction to Cash Position
- Daily Close to Financial Forecast
- Period Close to Financial Report

Procurement

- Insight to Smart Sourcing
- Requisition to Receipt
- Supplier Return To Settlement

Student Affairs and Admissions

- Digital Student to Lead
- Digital Student Lead to Applicant
- Digital Student Relate to Retain

Project Management

- Initiation to Sponsored Project Plan
- Sponsored Project Execution to Control
- Sponsored Project Expenditure to Cost Control
- Sponsored Project Contract to Revenue
- Grant Award Funding to Closeout
- Analysis to Sponsored Project Optimization

HR and Talent Management

- Recruit to Onboard
- Benefits to Payroll
- Payroll to Payment
- Time Collection to Payroll
- Goal Setting to Performance
- Career Planning to Development
- Talent Review to Succession
- Absence Planning to Continuity
- Employee Insight to Work-Life Alignment
- Employee Separation to Workforce Analysis

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Modern Best Practice for Higher Education- Finance

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Asset Acquisition to Retirement

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Acquire assets
Record asset acquisitions at all locations via purchases, projects, grants, and contracts throughout the institutions. Secure interaction via social network on open issues, questions, and approvals

Recognize and register
Automated recognition of assets on purchase. Dashboard driven placement into service, useful life definition, and tax valuation

Assign amortization
Automatically calculate depreciation and rules based on assignment to cost center etc. using GASB accounting standards. Automatically track depreciation tax breaks and deferrals

De-recognition and disposal
Manage valuations, disposals, de-recognition, and retirements in compliance with legal / grant requirements while maintaining accounting and tax position alignment

Manage asset insights
Active management of fixed assets via secure role-based dashboard allowing centralized monitoring, alerts, reassignment, and period close for all locations

Product Mix: ERP
Popular KPIs: asset aging, asset cost distribution, % fixed asset loss

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Budget to Approval

Higher Education

Define strategic plan
Link strategic goals to student outcome initiatives, key performance indicators, and set targets

Allocate financial targets
Allocate financial targets across institution (e.g., college wide network)

Create operating plan
Allocate financial targets across institution (e.g., college wide network)

Monitor and consolidate
Monitor budget participant progress and approval status

Approve budget
Approve and communicate final budget

Predictive forecasting and monitoring
Continually analyze actuals, project trends, assess variances, and adjust plans

Product Mix: ERP, EPM
Popular KPIs: time to produce/approve/consolidate budget, % variance

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Bank Transaction to Cash Position

Higher Education

Review activities
Review automated aggregation of disbursements, payroll, collections, investments and borrowing and view highlighted differences and variances to plan via secure role-based dashboard

Bank validation
Daily interfaces with banks featuring automatic comparison of records, automatic adjustment of fees and minor differences. Align daily balances

Initiate interbank activities
Execute institution wide cash management. Optimize balances across accounts using zero balance schemes, etc.. Real-time review of bank positions

Manage end of period positions
Automated month end statement reconciliation. Balance sheet optimization with automatic updates to forecasts and plans

Product Mix: ERP
Popular KPIs: time to reconcile, no. of reconciliations

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Expense Report to Reimbursement

Higher Education

Define expense policies
Configure institution expense policies, templates, approval rules, and audit processes. Maintain the terms and conditions to be accepted before expense report submission

Manage employee travel
Integration with GETTHERE enables direct access to travel booking sites, rules-based reservations, automated itinerary downloads and automated creation of expense reports

Review / approve travel authorization
Manager (e.g., supervisor, department head, and division head) reviews travel expenses with respect to budget and approves the travel authorization before trip begins via task list

Process expense reports
Submit faculty / staff expense reports on-the-go with any mobile device. Snap receipts, use voice, leverage calendar events to create expense reports

Process credit card feeds
Secure and automated availability of credit card transactions for expense reporting enabling timely approval of reports and payments

Manage cash advances
Self-service submission of and processing of cash advance requests. Actively monitor and follow-up on overdue cash advance balances with automated notifications

Analyze and audit
Leverage audit policies, lists and selection criteria to automate expense report audit processes in accordance with business policy

Product Mix: ERP
Popular KPIs: expense vs. budget, expense as % of revenue, payment cycle

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Supplier Invoice to Payment

Higher Education

Manage supplier invoices
Leverage audit policies, lists and selection criteria to automate expense report audit processes in accordance with business policy

Manage audits, disputes, and approvals
Manage rules-driven approvals across any device or desktop. Resolve disputes and holds via a role-based dashboard and secure social interaction

Manage prepayments and discounts
Manage prepayments across multiple devices and leverage competitive payment terms to optimize discount opportunities

Settle liabilities
Actively monitor and process supplier and statutory liabilities via secure interaction. Process electronic payments, automated pay runs, or off-cycle payments

Review daily activity
Review and analyze the day's financial activity and monthly progress

Schedule payables close
Stay on predetermined close schedule. Review payables register, trial balance, and reconciliation reports. Close payables period

Product Mix: ERP
Popular KPI: no. of payments, invoice payment days, % discount taken

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Daily Close to Financial Forecast

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Post subledger activity
Automatically post all approved subledger activities to the general ledger to ensure current account balances

Identify anomalies
Dashboard-driven processing of alerts and notifications on anomalous transactions. Use secure social interaction for further research and review

Convert to institution standard
Automatically revalue, translate, and convert subsidiary balances to institution currency and chart of accounts

Review daily activity
Secure real-time review, analysis, and interaction on the day's financial activities and progress via any device

Set financial forecasts
Modify and securely share forecasts and financial plans in light of the posted activities from the day

Product Mix: ERP, EPM
Popular KPIs: time to reconcile, no. of reconciliations

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Period Close to Financial Reports

Higher Education

Close subledgers
Monitor institution-wide close status. Interact on and finalize outstanding sub-ledger transactions and exceptions

Pro-forma close ledgers
Prepare and review preliminary financial statements. Prioritize outstanding transactions based on initial results

Reconcile accounts
Reconcile sub-ledgers to general ledger, automatically matching transactions to entries

Close ledgers
Route close tasks to task owners automatically. Collaborate to streamline the close for each division / department. Monitor institution-wide close status

Consolidate subsidiaries
Transform departments' results to the institution chart of accounts. Revalue non-monetary balances and translate to the institution currency. Eliminate inter-institution activity and minority interest

Review and confirm financial and management reports
Review consolidated results Including encumbrance reporting, using the same reports as each department where applicable. Enter final adjustments

Publish and securely share financial statements
Distribute financial statements to all interested parties, leveraging collaboration to incorporate feedback

Update financial forecasts
Modify forecasts and financial plans in light of the results from the just-closed period

Product Mix: ERP, EPM
Popular KPIs: time to close books, time to publish reports

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Modern Best Practice for Higher Education - Procurement

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Insight to Smart Sourcing

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Identify opportunity
Focus on high impact opportunities by analyzing spending patterns and supplier performance

Initiate sourcing event
Create policy-compliant (e.g., city, county, state or federal) online negotiation through step-by-step guidance and templates

Develop specifications
Align compliant specifications with institution (e.g., college wide network) or GPO needs by collaborating with experts and stakeholders

Manage negotiation
Publish RFx to legally prescribed channels or to preferred vendor list. Suppliers submit responses via online tools and collaboration

Monitor response
Review and compare submissions. Extend / pause event based on vendor responses

Analyze and award negotiations
Award business based on detailed bid analysis and collaborative review (e.g., purchasing committee)

Finalize contract
Streamline compliant contract creation by applying terms and conditions from negotiation event and exception-based approvals

Ensure utilization
Realize contract savings by applying pricing and terms to covered purchases automatically. Continually analyze contract utilization

Product Mix: ERP
Popular KPIs: Non-contract purchase rate, price savings amount

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Requisition to Receipt

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Raise requisitions
Create purchase automatically or easily locate intended goods and services from approved catalogs via consumer like UI

Approve requisitions
Route approvals automatically based on defined thresholds, approval hierarchies (e.g., head of department and faculty,) and purchase category. Automatically create commitment encumbrance(s)

Create purchase orders
Automate purchase order creation based on negotiated pricing and contract terms. Automatic liquidation of commitment encumbrance(s) and creation of obligation encumbrance(s)

Approve purchase orders (optional)
Route approval automatically according to predefined business rules

Dispatch purchase orders
Automatically deliver approved purchase orders via secure electronic channels or supplier portal

Receive goods and services
Record goods received on campus or at designated sites. Approve invoices for services rendered to trigger automated matching

Product Mix: ERP
Popular KPIs: processing cost per purchase order, procurement cycle time

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Supplier Return to Settlement

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Request RMA
Institution or GPO representative contacts supplier to authorize return. Enter return shipment and record RMA information

Prepare material for shipment
Consolidate and pack material from faculty / department / division, to be returned for credit

Load material
Load the prepared material to the dock for shipment

Ship material
Ship material to be returned and notify supplier electronically

Receive material – supplier (optional)
Receive replacement materials from suppliers to inventory or specific faculty / department / division location

Record returns transactions
Settle outstanding balance with supplier. Automate recording returns for supplier performance analysis

Product Mix: ERP
Popular KPIs: return amount, no of return transactions

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Modern Best Practice for Higher Education - Student Affairs and Admissions

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Digital Student to Lead

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Capture Data
Centralize student data (e.g., college board, ACT / SAT response, social media, college fairs, and website queries)

>

Social / Website Listening
Monitor social media / website for prospective student digital body language, click history, requests for materials, etc.

>

Research Student Prospects
Research behavior and identify division / department / faculty interests of prospective students

>

Nurture Student Prospects
Engage with student prospects by target messaging, instant engagement, direct

>

Engage Student Prospects
Share relevant digital content (e.g. personalized stories) with student prospects to articulate and promote the institution

>

Develop Initial Dialog
Conduct dialog (e.g. direct conversation, email, etc.) and capture as much student information as possible

>

Create Lead
Generate lead and continue to nurture other prospects who are less engaged

Product Mix: Oracle Student Cloud
Popular KPIs: Lead Rate/Month, Engagement Rate

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Digital Student Lead to Applicant

Higher Education

Capture student lead
Aggregate student leads across multiple channels (social, campaigns, events, etc.)

>

Qualify student lead
Evaluate student leads and prioritize. Rank leads on relevant criteria (e.g., ACT / SAT scores, High School GPA, digital footprint)

>

Score student lead
Use rules-based nurturing. Assign students to recruiters and nurturing channels (e.g., face to face meeting, letter campaigns)

>

Assign and allocate
Assign scored leads to division / department / faculty based on student academic interest and student recruitment interaction

>

Nurture potential applicants
Use pre-configured assessment templates to review student leads. Determine prospective student pool for further investment (e.g., campus visit, open houses)

>

Convert applicants
Convert qualified leads to applicants

Product Mix: Oracle Student Cloud
Popular KPIs: Applicant Conversion Rate, % of Lead to Applicant

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Digital Student Relate to Retain

Higher Education

Capture data
Centralize student data and relevant communications from mid-term grades, tutoring / counseling center visits, attendance, social media, etc.

Identify factors
Identify student success and risk behaviors. Create predictive models

Review digital body language
Insight-driven analysis to identify at risk students or groups. Alert message sent to mobile / desktop of faculty / staff / student

Create and launch retention programs
Shape communication plans, construct coaching templates, develop financial improvements and student intervention programs

Validate retention effectiveness
Use at a glance dashboard analysis of program effectiveness for at risk student or groups. Review and repeat based on program feedback and outcomes

Product Mix: Oracle Student Cloud
Popular KPIs: Student Attrition Rate, Graduation Rate

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Modern Best Practice for Project Management

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Oracle Modern Best Practice

Initiation to Sponsored Project Plan

Higher Education

Manage sponsored project opportunity
Create sponsored projects from opportunities to track and plan engagements via multiple devices during the application cycle

Define sponsored project
Promote standardization and repeatability with template-driven sponsored project definition and streamlined sponsored project initiation processes

Define sponsored project scope and deliverables
Specify sponsored project deliverables and prioritize requirements using flexible, multi-level requirements hierarchy

Define sponsored project plan tasks and schedule
Schedule the sponsored project plan using the intuitive and interactive Gantt. Collaborate among the sponsored project team to ensure accuracy

Develop sponsored project staffing plan
Identify resource needs, allocate resources to the sponsored project, or request best-fit resources by skills and availability. Gain visibility into project labor, resource capacity, and planned utilization across all devices

Manage sponsored project budget
Automatically generate budgets from baseline project plans and expedite budget maintenance with guided processes. Compare budget and actual costs to ensure compliance with legal accounting requirements (e.g., GAAP) across sponsored projects

Product Mix: ERP Cloud (Project Management)
Popular KPIs: approval cycle time, project ROI, budget variance, no. of change requests

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Sponsored Project Execution to Control

Higher Education

Execute sponsored project tasks and deliverables
Collaborate on sponsored project tasks and daily work, deliverables, documents, and milestones, or propose new project scope. Manage and execute work socially, on the go and in real time

Track sponsored project progress
Progress tasks anywhere, as an integral part of work output, for immediate insight into sponsored project progress and earned value. Drive billing from progress

Manage sponsored project changes
Use a step-by-step process to orchestrate and control changes to sponsored project scope. Raise and track change orders, assess impacts, obtain approvals, and track implementation

Determine sponsored project issues
Identify and document issues. Create action items for timely issue closure and collaborate socially to resolve issues. Use analytics to get visibility of issue statuss

Manage sponsored project forecast
Generate forecasts from published progress or sponsored project contracts. Evaluate impact of work estimates on forecasts to proactively take corrective action earlier

Manage sponsored project performance
Spot sponsored project health anomalies in real time using exception-based insight into key performance indicators and project health trends. Take action to keep sponsored projects on track

Product Mix: ERP Cloud (Project Management)
Popular KPIs: % milestones completed on time, no. of schedule adjustments

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Sponsored Project Expenditure to Cost Control

Higher Education

Capture sponsored project costs
Standardize and automate cost collection for all sponsored project-related expenditures using transaction and budgetary controls. Capture billable, or internal sponsored project costs

Process sponsored project cost transactions
Streamline import, validation, pricing, and burdening of project costs from multiple sources. Perform borrowed and lent processing for cross-charge printing

Distribute overhead costs
Apply buildup of indirect costs to expenditure items to report and account for the total cost of a sponsored project

Review and adjust project costs
Compare budgets and actual costs. Analyze account activity and reconcile balances. Perform online adjustments to recalculate or transfer costs

Record accounting for project costs
Generate and post accounting entries for direct costs, indirect costs, borrowed or lent costs, adjustments, allocations, and accruals

Allocate sponsored project costs (optional)
Allocate overhead costs such as salaries, administrative overhead, and equipment charges to sponsored projects that benefited from the expenditures

Product Mix: ERP Cloud (Project Management, Financials)
Popular KPIs: budget variance, planned value, cost performance index

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Sponsored Project Contract to Revenue

Higher Education

Define sponsored project contract

Simplify contract creation with template-driven processes. Ensure billing and revenue recognition compliance while allowing project management autonomy

Generate sponsored project invoices

Automatically generate external and internal invoices for scope of work according to contract terms, based on the costs incurred, milestone / percentage, business rules, etc.

Review and manage invoices

Manage invoices, resolve processing exceptions, and preview pro forma invoices via a centralized work area.
Summarize costs from multiple sponsored projects / contracts into one invoice

Release invoices

Transfer invoices to Receivables for processing and collection. Support customer specific currency and accounting representation requirements

Manage sponsored project revenue

Generate external, inter-company, or inter-project revenue and recognize revenue in line with financial regulations (e.g. GAAP).
Perform revenue trend analysis based on real time progress (e.g., expenses exceed contract , contract exceeds expenses)

Manage contract lifecycle

Amend customer contracts with date-effective changes. Reflect new contract terms in applicable transactions

Product Mix: ERP Cloud
Popular KPIs: budget variance, planned value, cost performance index

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Grant Award Funding to Closeout

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Receive award and fund sponsored projects
Create awards from templates or integrate with a proposal system and fund any number of sponsored projects. Allocate funding based on award periods across multiple devices

Manage award and budget
Collaborate in-context on awards and sponsored projects. Apply budget by category and award period. Prevent overspend with an interactive funding matrix for cost control

Allocate direct and indirect costs
Calculate, apply, adjust, account and invoice direct and indirect costs at institution, department, or award specific rates
award specific rates

Manage billing and drawdown
Invoice sponsors in their desired format (e.g. institution form, letter of credit)

Monitor award performance
Visualize current spending status and drill into funding, budget, commitment, expenditure details and all related conversations just from all devices

Submit technical and financial reports
Comply with the billing and reporting requirements from sponsors and internal control via flexible reporting systems

Close award
Review award and sponsored project related activity, analytics, documents and conversations to ensure completeness and compliance

Product Mix: ERP Cloud
Popular KPIs: award vs. spend, no. of compliance issues

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Analysis to Sponsored Project Optimization

Higher Education

Manage Sponsored Project Health
Monitor sponsored project health and performance trends; take corrective action to resolve exceptions and optimize sponsored project financial performance

Analyze sponsored project operations
Perform real-time analysis on all aspects of sponsored project data including cost, revenue, margin, utilization and delivery effectiveness. Facilitate decision-making with analytics in the context of business transactions

Manage enterprise project hierarchy
Organize sponsored projects into an enterprise structure to deliver summarized insight for primary investigators, such as aggregated labor demand. Enable ad hoc queries on business performance at all levels of the sponsored project hierarchy

Optimize sponsored projects
Evaluate current sponsored projects and approve new work; close existing sponsored projects plus related contracts, incorporating best practices into sponsored project templates and documents

Product Mix: ERP Cloud (Project Management), EPM Cloud (Planning)
Popular KPIs: project ROI, budget variance, no. of change requests

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Modern Best Practice for Higher Education-HR and Talent Management

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Recruit to Onboard

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Determine workforce need
Use workforce modeling and prediction to identify resource, budget and educational needs to support new degree programs (e.g. PhD chairs and faculty) and online curriculum, mitigate staff shortages such as Dean and VP exits, and realize potential adjunct and contingent faculty deployment options. Authorize job postings and requisitions

Manage sourcing
Leverage analytics, social media, current talent profiles, faculty network referrals (e.g. speaker series and conference attendance, knowledge exchanges), internal succession pipeline, job boards and agencies to find the right institution faculty and staff. Find candidates with the desire and potential to meet future needs such as expanding specialized degree programs

Intelligent screening
Identify faculty and staff prospects via multi-tiered automated screening and assessment tools. Review candidate's extra-curricular activities, background, qualifications, publications, academic appointments, certifications, and memberships (e.g. societies, accreditation boards, corporate boards). Determine desirable candidates and conduct interviews

Generate Offer
Select new hire, obtain required internal approvals and electronically confirm / deliver offer, including multi-step contract offers (e.g. adjunct faculty, re-appointments), along with handbook, contract, and union details for review and acceptance by new hire

Onboard new hires
Automate the completion of onboarding tasks with new hire portal and dashboards. Manage benefits, knowledge requirements and learning plans

Establish Assignments and Compliance
Enable and equip new resources. Manage benefits, knowledge requirements, union and contract details, credentialing, and learning plans

Product Mix: HCM Cloud, EPM Cloud
Popular KPIs: Time to Hire, # of Conversions of Channel X, Rate of Acceptance, % Employees Trained, Retirement Rate

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Benefits to Payroll

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Define benefits programs
Define plans (e.g. fringe benefit entitlements), eligibility and assess likely cost. Reuse plan elements across institution campuses as needed. Manage local and state plans. Administer tuition waivers and sabbatical leaves

Process enrollment
Schedule annual / periodic enrollments for faculty and staff populations (e.g. tenured, adjunct). Process life events, on-demand requests and fringe pool allocations

Administer employee benefits
Prepare plans and manage faculty and staff self-service enrollments; integrate with state benefit programs

Notify providers
Submit employee benefit enrollment information to 3rd party benefit providers, and / or state agencies

Automate post to payroll
Automate processing to payroll for the designated pay run. Ensure fringe pools are allocated correctly to funding sources outlined in cost accounting

Product Mix: HCM Cloud
Popular KPIs:, Salary Competitiveness Ratio, Cost/Employee, HR-to-FTE Ratio

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Payroll to Payment

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Manage and monitor payroll processes
Proactively monitor global payroll status and processes across all campus locations via interactive dashboards

Rules-based validation
Data-driven verification of earnings, hours, local taxes and deductions – generate fast formulas for faculty contract pay (e.g. additional incentive compensation, multi-job FLSA OT, thresholds and limits for student pay and 12 month benefits for 9 month employees)

Schedule and distribute payments
Generate and distribute faculty and staff payments. Pass student wages to financial aid entities to reconcile educational grants versus financial aid disbursements to meet any threshold limitations

Finalize payroll reporting
Generate and securely share payroll reports, synchronize with general ledger. Push labor distribution details to cost accounting for tracking grants, fringe pool allocations, and other funds while supporting fund compliance with retroactivity

Tax and social compliance
Determine tax liabilities, prepare tax filings and deposits

Maintain personal profile
Secure employee access to profile information, pay slips, etc. Review contract pay terms and renewal timelines

Product Mix: HCM Cloud
Popular KPIs: Cycle Time To Process Payroll, Ratio of Salary Competitiveness, % of Cost of Workforce

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Time Collection to Payroll

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Time collection
Capture time through various collection devices or online methods. Configure union contract rules outlined in the MOU for time, compensation and payroll

Monitor time entries
Monitor time entries, statuses and processes via different calendar views. Identify any violations of MOU rules and regulations (e.g. discrimination) then log and track incidents to ensure compliance is met or matter resolved

Perform time calculation
Execute rule-based time processing and calculation such as by overtime, job categorization (e.g. tenure, adjunct, staff), responsibility (e.g. program lead, department chair) and department

Approve time
Manage approval of time (e.g. sick leave, grant work) entered by tenure, adjunct, staff, etc. Approve everything or only exceptions

Transfer time to various consumers
Finalize time to payroll, departments, grants, or any third-party application as appropriate. Submit required country-specific reports (e.g. USA; IPEDS, EEO) by collecting data such as time, payroll and job category details

Product Mix: HCM Cloud
Popular KPIs: Cycle Time To Resolve Payroll Errors, Rate of Absenteeism, Rate of Approvals, % of Vacation Days Used

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Goal Setting to Performance

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Align Goals and Institution Objectives
Define and align employee goals to institution objectives (e.g. new degree or specialty programs, research projects, increase enrollment, satellite campus expansions). Review goal progress with dashboards

Draft objectives
Faculty and staff reviews talent profile to cross reference evaluation with any relevant career goals. Employee shares with manager the first draft of objectives for achieving set goals (e.g. meet tenure track criteria, improve student satisfaction and retention, research projects)

Improve goal attainment with social
Use embedded secure social collaboration to enhance goal processes and increase likelihood of success. Goal processes can include professional designations, committee participation, (re) certifications

Finalize goals
Agree and finalize objectives based on feedback

Employee self-evaluation
Faculty and staff conduct self-evaluation to measure performance on goals and competencies. Update talent profile with competency and career goal changes (e.g. completed doctoral degree to achieve tenure status)

Solicit 3rd Party Feedback
Employee identifies and asks relevant 3rd parties (e.g. postdoctoral fellow, research project chair or partner) to provide feedback on individual

Evaluate employee performance
Review 3rd party feedback, perform a fit / gap analysis on relevant pre-defined competencies and update evaluation. Provide performance reviews , finalize evaluation, and update career plan

Predict worker and team performance
Predict voluntary turnover by analyzing factors such as risk of leaving, tenure status and performance (specialty courses taught vs. student satisfaction scores) to take pre-emptory actions accordingly

Product Mix: HCM Cloud
Popular KPIs: Rate of Internal Job Hires, % of Workforce Below Performance Standards

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Oracle Modern Best Practice

Career Planning to Development

Higher Education

Establish career preferences
Review / identify aspirational roles (e.g. tenured, research project chair, postdoctoral fellow) suggested by managers, HR, or HR system. Define desired professional designations, committee participation and (re) certifications

Define talent profile
Match skills, competencies, and content types such as degrees, licenses, certifications, publications, academic appointments and memberships (e.g. societies, accreditation and corporate boards). Identify gaps for desired role (e.g. complete doctoral degree to achieve tenure status)

Define career goals
Create personalized goals- incorporating blended learning programs, automated suggestions, and on-the-job training

Social learning
Use embedded secure social tools to foster institution-wide collaboration and real-time knowledge transfer

Recognize career planning
Guide faculty and staff through career learning paths (e.g. meeting tenure track criteria) in talent review and personal career progression. Monitor and update regularly to incorporate new skills / experience

Product Mix: HCM Cloud
Popular KPIs: % Employees Trained, Pre/Post Training %

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Talent Review to Succession

Higher Education

Review talent
Understand talent by reviewing licenses, certifications, career interests, publications, CVs and existing talent profiles - generated via self-service or auto-populated from recruiting activities. Engage in insight-driven, collaborative, and interactive online discussions

Ranking and assessment
Use advanced visualization (e.g. interactive 9-box) and reporting to evaluate / calibrate faculty and administrative staff and assess factors such as potential, risk / impact of loss, tenure status, and performance. Compare and contrast staff capabilities

Identify future talent needs
Based on institution goals, identify short and long term talent needs (e.g. PhD shortages, Chancellor retirements, union negotiator, campus location expansions) across the institution (e.g. new degree program, Dean's office). Create talent pools (e.g. to track emerging leaders) or succession plans

Placement
Strategically place faculty and staff per ranking / assessment data into talent pools and succession slates, creating an internal pipeline of resources to fulfill potential talent gaps
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Analyze talent pools
Automate the identification of talent pool member development needs to track their readiness

Succession strength and weakness
Analyze individual and workforce strengths and weaknesses to determine bench strength and succession slates. Re-evaluate faculty and staff using the 9-box as needed

Product Mix: HCM Cloud
Popular KPIs: Internal Promotions vs. External Hires, Average Age of Retirement, Turnover Rate For Highest Performers

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Absence Planning to Continuity

Higher Education

Define absence and leave plans
Ensure compliance to regulations (e.g. union, state mandates) and institution policies (e.g. FTE criteria, sabbatical leave eligibilities) using insight-driven definitions of absence and leave plans, types and categories (e.g. manage eligibility across multiple appointments)

Create absence rules and controls
Configure different absence and entitlement criteria (e.g. awards for tenure service), eligibility rules, and accrual definitions

Enable employee self-service
Optimize employee absence entry through self-service dialogs and enter absence types (e.g. sabbaticals) accessible across any mobile device

Track absence balances
Calculate balances during the year to provide accurate information on leave balances for both employees and management. Review service credits toward absence for tenured faculty

Monitor absence trends and analysis
Analyze absence trends to provide organizational continuity guidance (e.g. analyze planned absences to ensure faculty coverage and minimize course cancellations)

Product Mix: HCM Cloud
Popular KPIs: Rate of Absenteeism,

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Oracle Modern Best Practice

Employee Insight to Work-Life Alignment

Higher Education

Obtain Baseline and Set Personal Goals
Leverage key insights to identify and set goals in alignment with personal and career aspirations (e.g. publications, appointments). Determine steps for attainment (e.g. classes, seminars, board of director member volunteer)

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Manage wellness progress
Design, track, measure, and evaluate trends and patterns of wellness activities using dynamic tools, including wearables and smart phone apps, to determine level of goal success

Realize individuality and influence
Use collaboration tools to measure and analyze faculty and staff's character and influence across academic projects / activities. Ensure external media policy compliance to maintain university brand

Identify development opportunities
Gain insight into staff effectiveness and adjust development plans and talent profiles as needed. Discover hidden skills and identify potential staff redeployments to fulfill project gaps

Select Community Outreach Programs
Engage in institution promoted outreach projects (e.g. sponsored mission trips, study abroad programs, etc.) that are of interest and foster targeted career development successes (e.g. reimbursements for additional education)

Participate in social contests
Improve motivation and connect with coworkers by engaging in work-related competitions (e.g. volunteer hours, health goals, community pride), while sharing overall progress of personal goals and outreach work. Cultivate faculty and staff interest in HR self-service (e.g. prompting them to ramp up talent profile)

Receive kudos, rewards, and recognition
Receive acknowledgment of goal attainment and progress that promote work-life alignment

Product Mix: HCM Cloud
Popular KPIs: Percentage of Vacation Days Used, Employee Satisfaction Index,

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Employee Separation to Workforce Analysis

Higher Education

Designate Employee for Involuntary Separation (Optional)
Based on budgetary considerations or disciplinary and performance issues noted in employee records, select employee for involuntary termination. Ensure compliance with union and legal policies. Create talent pools for desirable rehires

Process employee separation
Complete employee separation process, incorporating organization, union / collective bargaining agreement, compliance board or government policies

Perform exit interview
Gain insight as to why the employee decided to leave if applicable and discuss off-boarding matters using a checklist

Finalize compensation pay out
Automate processing and post final pay to payroll with verification and adjustments (e.g. severance policy dictated by unions, compliance boards or government) for scheduled or off-cycle payroll runs

Analyze workforce trends
Predict future workforce movement and prevent attrition by analyzing turnover factors using a variety of data such as job classification (e.g. tenured, adjunct, staff), department and location. Maintain the talent profile and exit interview data in order to continually identify rehires

Product Mix: HCM Cloud
Popular KPIs: Average Tenure, Retirement Rate, Attrition Rate, Diversity Rate, Number of Contractors, Voluntary Termination Rate,

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