How to create an area of responsibility in Oracle Fusion

This guide shows you how to create an area of responsibility in Oracle Fusion (Oracle HCM Cloud). You find the person in Person Management, open their Areas of Responsibility, enter the details and scope, and submit the request. The example creates a union representative responsibility for a person named Lee, Anthony.

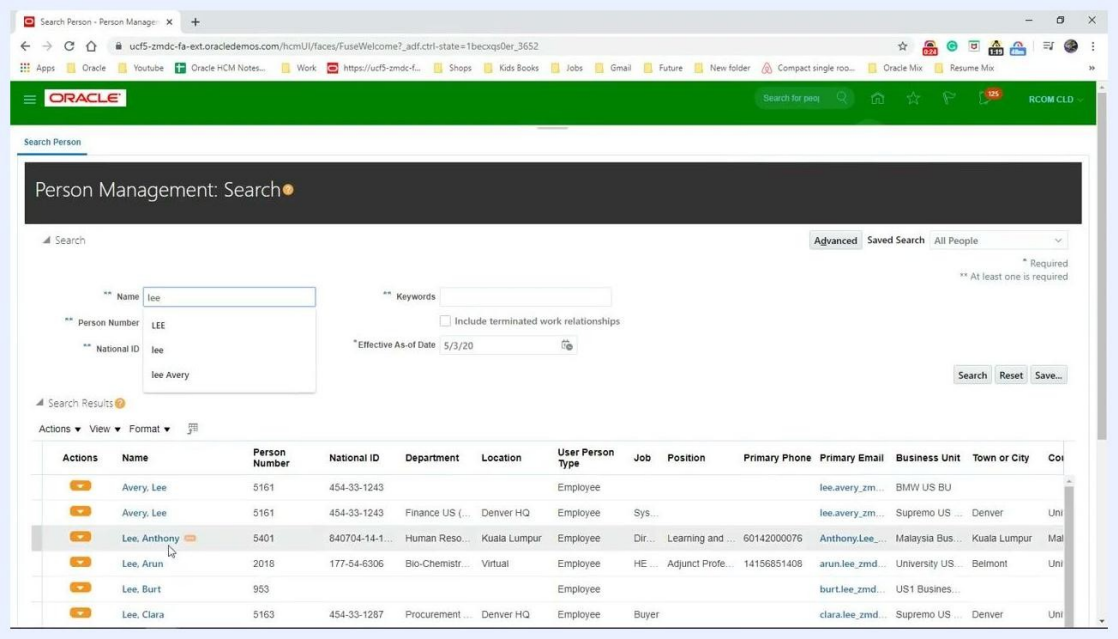
Prerequisites

- You are logged into Oracle HCM Cloud.

Steps

1. Open the Oracle HCM Cloud home page

Start on the Oracle HCM Cloud home page. It displays application icons such as Sales, Service, Me, Procurement, My Client Groups, and Help Desk.



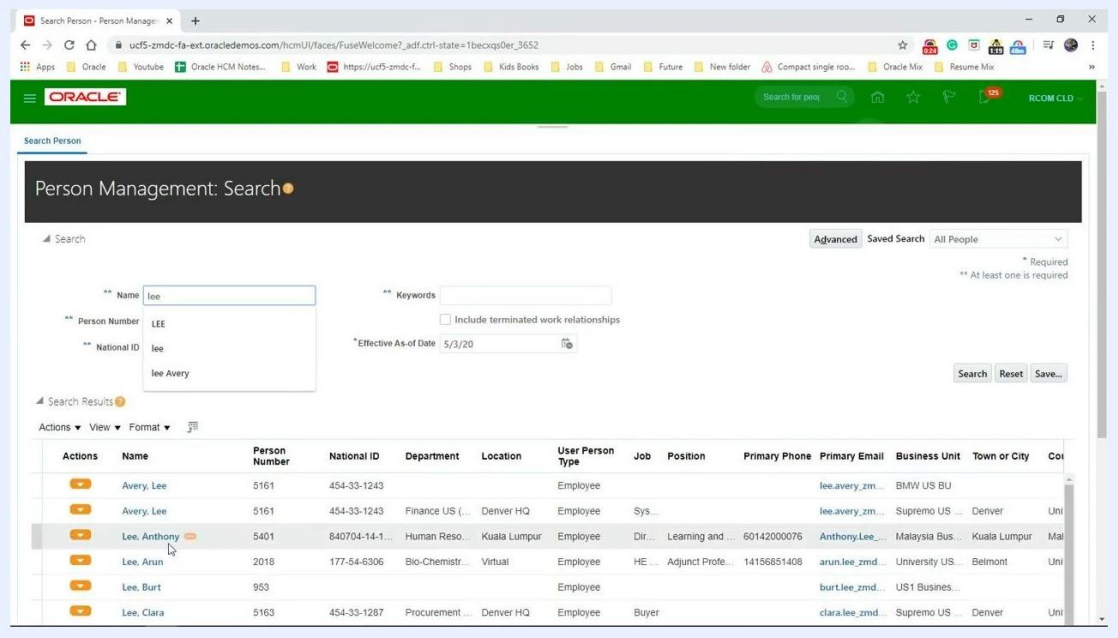
Oracle HCM Cloud home page showing application icons

2. Go to Person Management

1. Click the Navigator icon (the menu icon with three horizontal lines) in the top left corner. The Navigator menu lists all available modules and functions.
2. In the **My Client Groups** section, click **Person Management**.

3. Search for the person

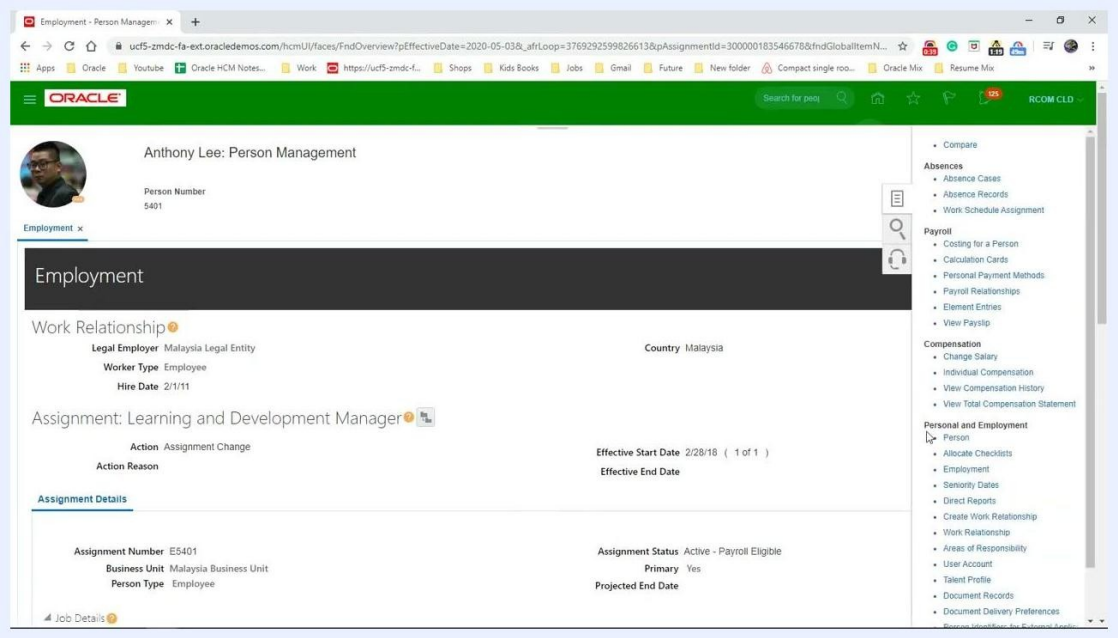
1. On the Person Management: Search screen, enter the person's name in the **Name** field. This example uses "lee".
2. Review the search results. The columns include Name, Person Number, National ID, Department, Location, User Person Type, Job, Position, Primary Phone, Primary Email, Business Unit, and Town or City.
3. Click the person you want. This example uses "Lee, Anthony".



Person Management: Search screen showing results for "lee"

4. Open Areas of Responsibility

The person's profile page shows an Employment section with details such as Work Relationship, Assignment, and Assignment Details. In the right sidebar, under **Personal and Employment**, click **Areas of Responsibility**.



Person profile page with Employment details and the Areas of Responsibility link in the sidebar

5. Start a new area of responsibility

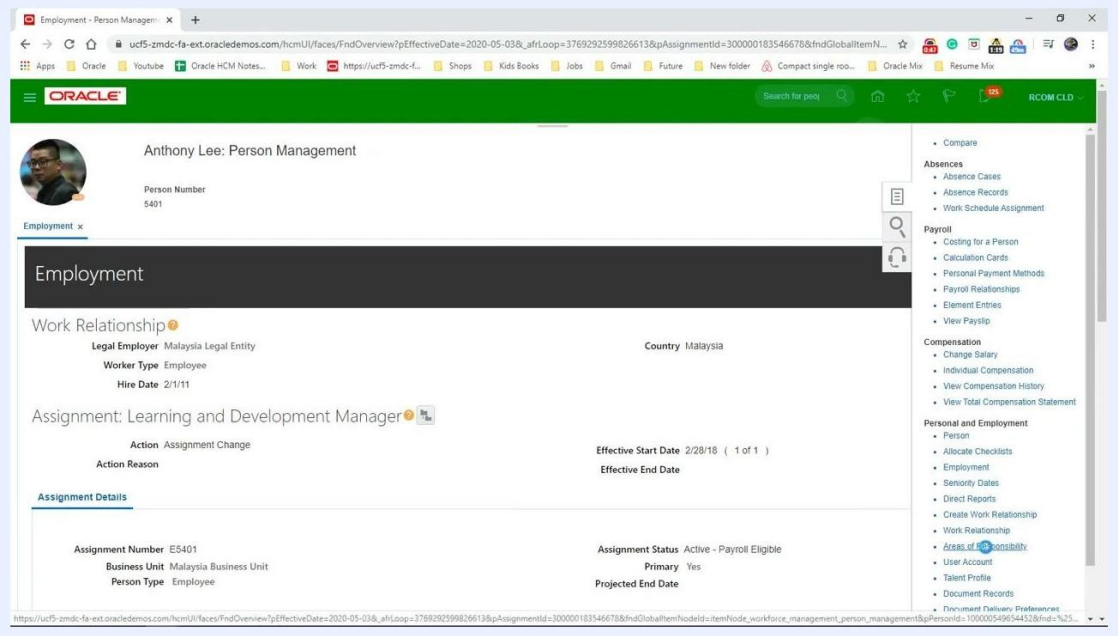
Click the **Create** or **New** button to start defining a new area of responsibility. The **Create Area of Responsibility** form opens.

6. Enter the responsibility details to create the area of responsibility

In the **Create Area of Responsibility** form, fill in these fields:

- **Responsibility Name:** Enter the name. This example uses "BMW UK UNION REP".
- **Responsibility Type:** Select a type from the dropdown. This example uses "Union Representative".
- **Work Contacts:** Choose the appropriate option. This example uses "Include in work contacts".

- **From Date / To Date:** Enter the effective dates if required.

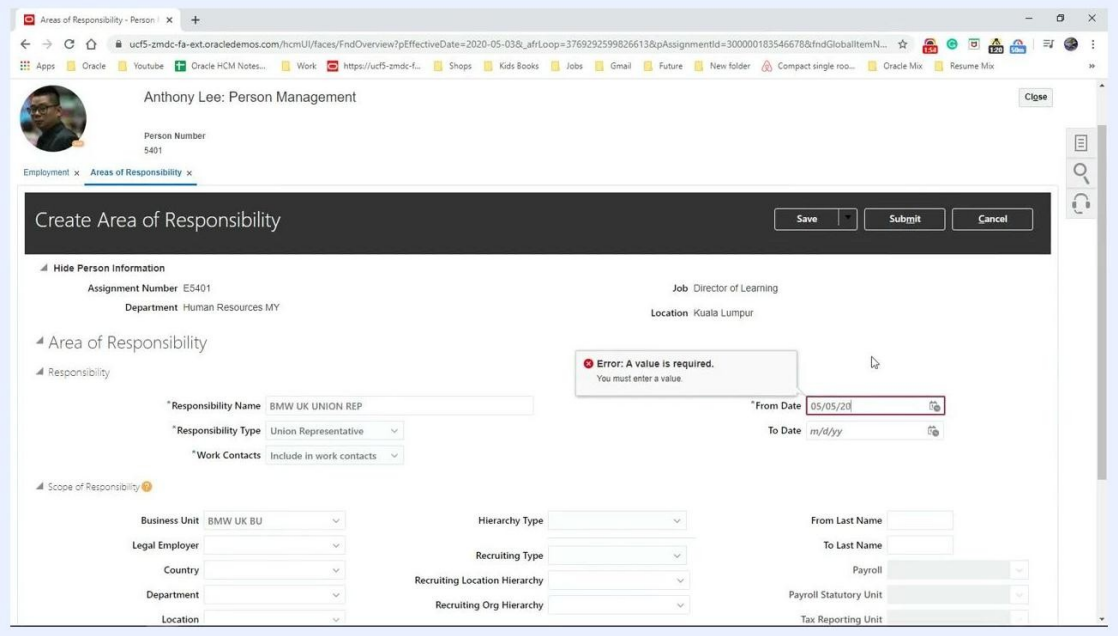


Create Area of Responsibility form with the Responsibility Name and Responsibility Type fields being filled in

7. Enter the required From Date

The **From Date** field is required. If you try to submit without a date, the form displays the error "Error: A value is required. You must enter a value."

Enter "05/05/20" in the **From Date** field.



Create Area of Responsibility form showing the missing From Date error while 05/05/20 is entered

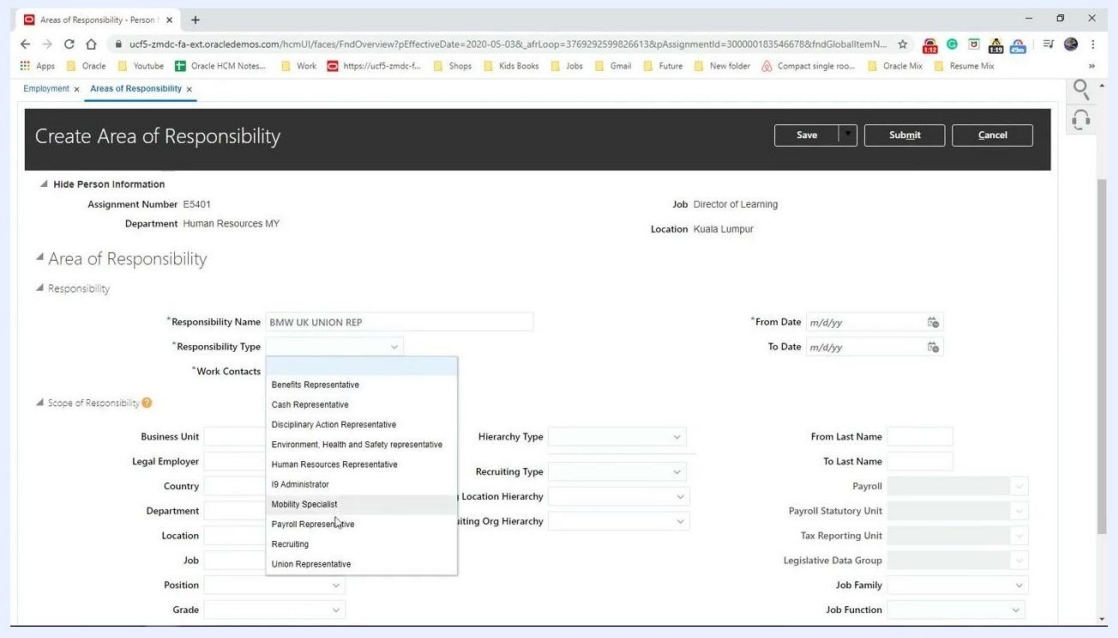
8. Define the scope of responsibility

In the **Scope of Responsibility** section, fill in the fields that apply. For **Business Unit**, enter or select a business unit. This example uses "BMW UK BU".

You can also fill in other fields as needed:

- Legal Employer
- Country
- Department
- Location
- Job
- Position
- Grade
- Assignment Category
- Benefit Group
- Hierarchy Type
- Recruiting Type
- Recruiting Location Hierarchy
- Recruiting Org Hierarchy

In this example, only the Business Unit is specified.

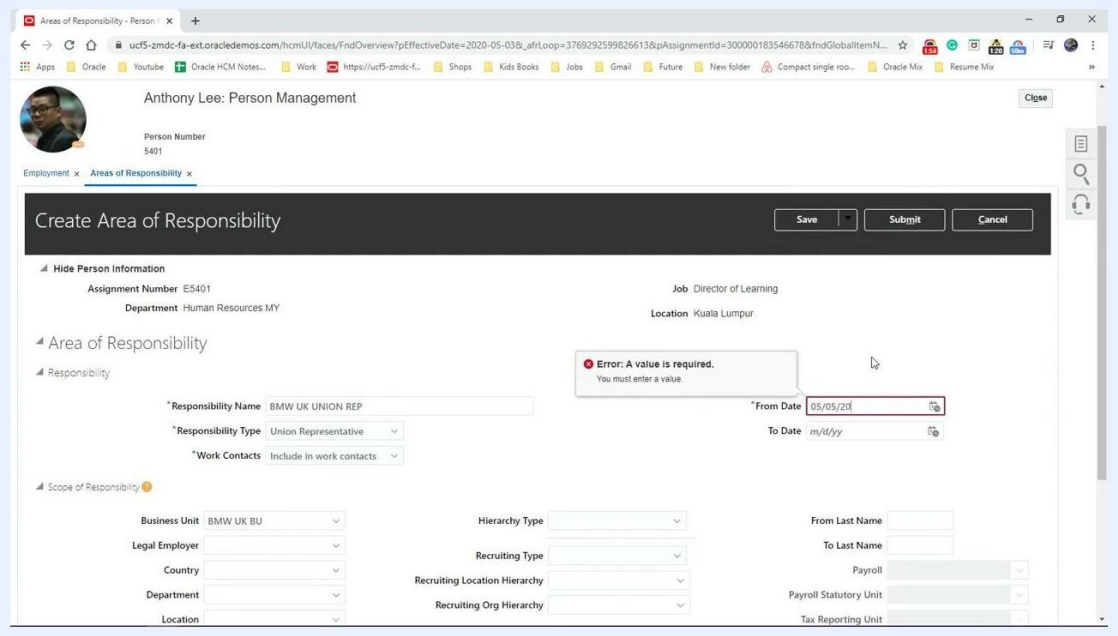


Scope of Responsibility section with the Business Unit field set to "BMW UK BU"

9. Submit the area of responsibility

1. Make sure you have entered all required fields, including **From Date**.
2. Click **Submit** at the top right of the form.

3. When the confirmation dialog displays "The request was submitted.", click **OK**.



Confirmation dialog with the message "The request was submitted." and an OK button

Summary

You have now created an area of responsibility in Oracle HCM Cloud. You found the person in Person Management, opened Areas of Responsibility, entered the responsibility details, the required From Date, and the scope, and submitted the request. The process is complete when you see the confirmation message.