

How to Hire an Employee in Oracle Fusion HCM

This guide walks you through the complete process of how to hire an employee in Oracle Fusion HCM, from entering identification details through final submission. You will see each screen of the Hire an Employee flow, including Identification, Person Information, Employment Information, Roles, and Review, along with the exact fields and values you need to complete at each stage.



Final branding screen with training invitation and apps2fusion logo

Prerequisites

Before you begin, make sure you have the following information ready:

- The employee's personal details (name, date of birth, gender, national identifier)
- Home address and contact details (phone number, email address)
- Legislative information (marital status, ethnicity, country)
- Employment details (business unit, job, department, location, grade)

- Salary information (salary basis, currency, and amount)

The screenshot shows the 'New Person' window with the 'Hire an Employee: Person Information' section. The 'Legislative Information' dropdown is open, showing 'Asian' selected. A loading indicator is visible. The form includes fields for Name (Mohammed Khan), Action (Hire), Hire Reason (Hire to fill vacant position), Hire Date (03/04/2015), Worker Type (Employee), Legal Employer (US1 Legal Entity), Person Number (1990), and Social Security Number (555-55-7888). The 'Legislative Information' section includes a list of categories with checkboxes, such as 'Special Disabled Veteran for VETS-100', 'Vietnam Era Veteran for VETS-100', 'Other Protected Veteran for VETS-100', 'Recently Separated Veteran for VETS-100', 'Not a Veteran for VETS-100', 'Disabled Veteran for VETS-100A', 'Other Protected Veteran for VETS-100A', 'Armed Forces Service Medal Veteran for VETS-100A', 'Recently Separated Veteran for VETS-100A', and 'Not a Veteran for VETS-100A'. The 'Citizenship and Visa Information' section is also visible.

Legislative Information section with Ethnicity set to Asian and a loading indicator visible

Step 1: Start the identification step

Open the New Person window to begin the hire process. The process flow at the top shows Identification as the current step, followed by Person Information, Employment Information, Roles, and Review.

The Hire an Employee: Identification section is divided into three parts:

- Basic Details: Hire Date (03/04/2015), Hire Action (Hire), Hire Reason (Hire to fill vacant position), Legal Employer (not yet selected), Worker Type (Employee)
- Personal Details: Person Number (generated automatically), Global-Name Language (American English), and empty fields for Last Name, First Name, Title, Middle Name, Gender, and Date of Birth

- National Identifiers: No data yet

The screenshot shows a 'New Person' form with the following sections:

- Identification** (selected tab):
 - Basic Details:**
 - Hire Date: 02/04/2015
 - Hire Action: Hire
 - Hire Reason: Hire to fill vacant position
 - Legal Employer: (dropdown menu)
 - Worker Type: Employee
 - Personal Details:**
 - Person Number: Generated automatically
 - Global Name Language: American English
 - Last Name: (text field)
 - First Name: (text field)
 - Title: (text field)
 - Middle Name: (text field)
 - Enter local name: (checkbox)
 - Gender: (dropdown menu)
 - Date of Birth: (text field)
 - National Identifiers:**
 - View: (dropdown), Format: (dropdown), Primary: (checkbox), Country: (text field), National ID Type: (text field), National ID: (text field)
 - Message: No data to display.

Introductory screen with training invitation, logo, and presenter name

Position the cursor on the Legal Employer dropdown to proceed to the next action.

Step 2: Select the legal employer

Open the Legal Employer dropdown to view the available options:

- US1 Legal Entity (US)
- US2 Legal Entity (US)
- UK Legal Entity (GB)
- France Legal Entity (FR)
- Italy Legal Entity (IT)
- Russia Legal Entity (RU)
- Germany Legal Entity (DE)
- Netherlands Legal Entity (NL)
- Saudi Arabia Legal Entity (SA)

- Spain Legal Entity (ES)

The screenshot shows the 'New Person' form in Oracle HR. The 'Legal Employer' dropdown is expanded, showing a list of legal entities with their corresponding country codes. The options are:

Legal Entity	Country
US1 Legal Entity	US
US2 Legal Entity	US
UK Legal Entity	GB
France Legal Entity	FR
Italy Legal Entity	IT
Russia Legal Entity	RU
Germany Legal Entity	DE
Netherlands Legal Entity	NL
Saudi Arabia Legal Entity	SA
Spain Legal Entity	ES

The form also includes sections for 'Basic Details' (Hire Date, Hire Action, Hire Reason, Legal Employer, Worker Type), 'Personal Details' (Person Number, Global Name, Last Name, First Name, Title, Middle Name, Gender, Date of Birth), and 'National Identifiers' (Country, National ID Type, National ID).

Legal Employer dropdown expanded showing multiple country options

Select US1 Legal Entity to continue.

Step 3: Enter personal details

Fill in the employee's personal information:

- Last Name: Khan
- First Name: Mohammed
- Gender: Male
- Date of Birth: 12/12/1969

The Date of Birth field shows an example format of 11/29/1998 as a guide. Other fields such as Title, Prefix, Suffix, Middle Name, Honors, Preferred Name, and Previous Last Name remain empty, and the National Identifiers section still shows no data.

The screenshot shows the 'New Person' form in the 'Hire an Employee: Identification' section. The 'Basic Details' section includes fields for 'Hire Date' (02/04/2015), 'Hire Action' (Hire), and 'Hire Reason' (Hire to fill vacant position). The 'Legal Employer' dropdown is open, showing a list of countries including US, GB, FR, IT, RU, DE, NL, SA, and ES. The 'Personal Details' section includes fields for 'Person Number', 'Global-Name Language', 'Last Name', 'First Name', 'Title', 'Middle Name', 'Gender', and 'Date of Birth'. The 'National Identifiers' section is empty, showing a table with columns for Country, National ID Type, and National ID.

National identifier added: United States, Social Security Number, 555-557-888

Step 4: Add a national identifier

In the National Identifiers section, add a new row with the following values:

- Country: United States
- National ID Type: Social Security Number
- National ID: 555-557-888

All other fields remain as previously entered.

Step 5: Begin the person information step

Move to the Person Information step, which the process flow now highlights. The top of the screen summarizes what you have entered so far:

- Name: Mohammed Khan
- Action: Hire
- Action Reason: Hire to fill vacant position
- Hire Date: 03/04/2015

- Worker Type: Employee
- Legal Employer: US1 Legal Entity
- Person Number: 1990
- Social Security Number: 555-55-7888

New Person

Hire an Employee: Identification

Identification | Person Information | Employment Information | Roles | Review

Back | Next | Save | Submit | Cancel

Basic Details

* Hire Date: 02/04/2015

* Hire Action: Hire

Hire Reason: Hire to fill vacant position

* Legal Employer: US1 Legal Entity

Worker Type: US

Personal Details

Person Number: 1990

Global Name Language: Russian Legal Entity

* Last Name: Khan

First Name: Mohammed

Title: Search...

Middle Name: Enter local name

Gender: Male

Date of Birth: 12/12/1969

National Identifiers

View	Format	Wrap	Country	National ID Type	National ID
Primary					
No data to display.					

Personal details filled in: Last Name Khan, First Name Mohammed, Gender Male, Date of Birth 12/12/1969

In the Home Address section, enter Country as United States and Address Line 1 as 111 Street. Address Line 2 and 3 remain empty, and City, State, ZIP Code, Tax District, and County are still dropdowns waiting to be filled. Position the cursor on the Tax District dropdown to search for a value. The Phone Details section is present but still empty.

New Person

Hire an Employee: Person Information

Hide Person Information

Name: Mohammed Khan
Action: Hire
Hire Date: 03/04/2015
Worker Type: Employee
Legal Employer: US1 Legal Entity
Person Number: 1990
Social Security Number: 555-55-7888

Country Code

Afghanistan	93
Aland Islands	358
Albania	355
Algeria	213
American Samoa	1
Andorra	376
Angola	244
Anguilla	1
Antarctica	672
Antigua and Barbuda	1
Argentina	54
Armenia	374
Aruba	297
Australia	61
Austria	43
Azerbaijan	994
Bahamas	1
Bahrain	973
Search...	

Loading indicator displayed while address fields are being processed

Step 6: Wait for address fields to load

After selecting the address details, a loading indicator appears while the system processes the additional address data. No new information needs to be entered at this point.

New Person

Identification Person Information Employment Information Roles **Review**

Hire an Employee: Review

Hide Person Information

Name: Mohammed Khan
Action: Hire
Action Reason: Hire to fill vacant position
Hire Date: 03/04/2015
Marital Status: Married
Highest Education Level: Information Category: United States Person Legislative Information

Worker Type: Employee
Legal Employer: US1 Legal Entity
Person Number: 1990
Social Security Number: 555-55-7888

Special Disabled Veteran for VETS-100 ☐
Vietnam Era Veteran for VETS-100 ☐
Other Protected Veteran for VETS-100 ☐
Recently Separated Veteran for VETS-100 ☐
Not a Veteran for VETS-100 ☐
Disabled Veteran for VETS-100A ☐
Other Protected Veteran for VETS-100A ☐
Armed Forces Service Medal Veteran for VETS-100A ☐
Recently Separated Veteran for VETS-100A ☐
Not a Veteran for VETS-100A ☐
Ethnicity: Asian

Citizenship and Visa Information

Citizenship

Nationality
Citizenship Status
From Date

apps2fusion Training Experts

End screen with training invitation, apps2fusion logo, and Jayashree Prakash name

Step 7: Enter phone details

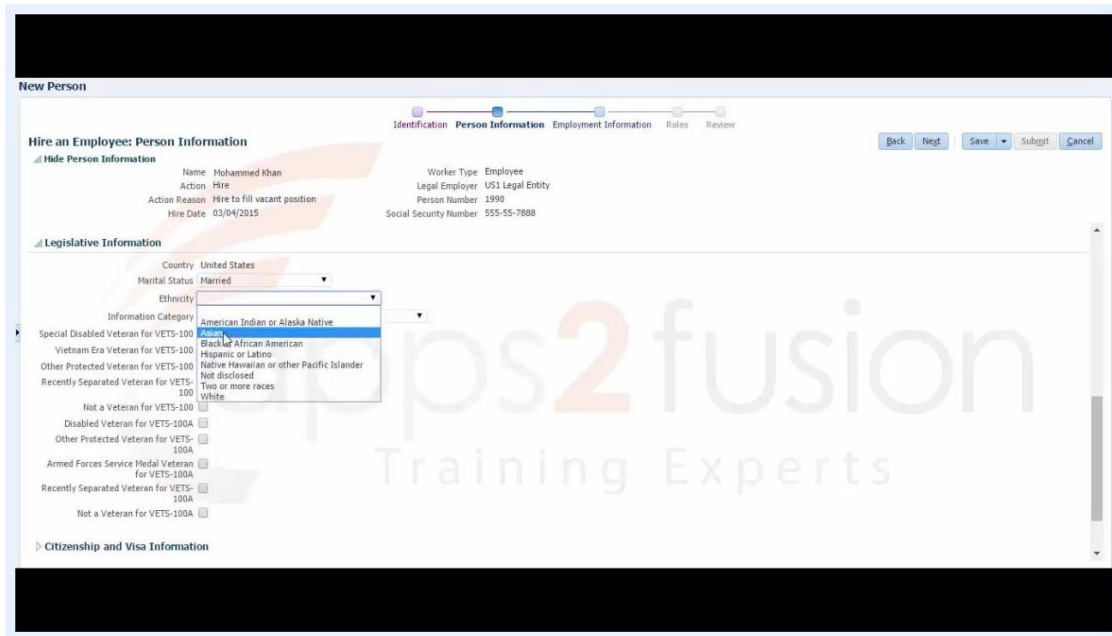
In the Phone Details section, set the Type field to Home Phone. Open the Country Code dropdown to see the list of countries and codes, such as Afghanistan (93), Aland Islands (358), and Albania (355). The Area Code and Number fields remain empty at this point, and the E-Mail Details section is not yet filled. The Legislative Information section appears at the bottom with fields for Marital Status, Ethnicity, and Information Category.

The screenshot shows the 'New Person' form in the 'Person Information' tab. The form is divided into several sections: 'Hire an Employee: Person Information', 'Phone Details', 'E-Mail Details', and 'Legislative Information'. The 'Phone Details' section is currently active, and the 'Country Code' dropdown menu is open, showing a list of countries and codes. The 'E-Mail Details' section has an 'E-Mail' field. The 'Legislative Information' section has fields for Country, Marital Status, Ethnicity, and Information Category, along with checkboxes for Special Disabled Veteran, Vietnam Era Veteran, and Other Protected Veteran.

Person Information screen with home address partially filled in, cursor on the Tax District dropdown

Step 8: Set the phone type and country code

Set Type to Home Phone and Country Code to United States 1. Leave the Area Code and Number fields empty for now. The E-Mail Details and Legislative Information sections remain visible but unfilled.



The screenshot shows the 'New Person' form with the 'Person Information' tab selected. The 'Hire an Employee: Person Information' section contains fields for Name (Mohammed Khan), Action (Hire), Action Reason (Hire to fill vacant position), Hire Date (03/04/2015), Worker Type (Employee), Legal Employer (US1 Legal Entity), Person Number (1990), and Social Security Number (555-55-7888). The 'Legislative Information' section has a dropdown menu open for 'Ethnicity', showing options like 'American Indian or Alaska Native', 'Black or African American', 'Hispanic or Latino', 'Native Hawaiian or other Pacific Islander', 'Not disclosed', 'Two or more races', and 'White'. The 'Phone Details' section is partially visible at the bottom.

Phone Details section with Area Code 212 and Number 6780000 entered

Step 9: Complete the phone number

Enter the remaining phone details:

- Area Code: 212
- Number: 6780000

The E-Mail Details section remains empty, and the Legislative Information section is still unfilled.

Step 10: Enter the email address

In the E-Mail Details section, set Type to Home E-Mail and enter the address khan@gmail.com. The Phone Details section remains as previously entered.

Step 11: Fill in legislative information

In the Legislative Information section, complete the following:

- Country: United States
- Marital Status: Married
- Ethnicity: Asian, selected from the dropdown options (American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, Not disclosed, Two or more races, White)

- Information Category: United States Person Legislative Information

Phone Details section with Home Phone and United States 1 selected, Area Code and Number left empty

E-Mail Details section with Home E-Mail and khan@gmail.com entered

The veteran status checkboxes are visible but not selected.

Step 12: Wait for the system to process legislative information

After selecting Asian for Ethnicity, a loading indicator appears while the system processes the entry. All other legislative fields remain as previously entered.

The screenshot shows a web application interface for 'New Person'. The 'Legislative Information' section is active, with a dropdown menu for 'Ethnicity' open, displaying 'Asian' as the selected option. Other visible fields include 'Country' (United States), 'Marital Status' (Married), and several checkboxes for veteran status (e.g., 'Special Disabled Veteran for VETS-100', 'Vietnam Era Veteran for VETS-100'). The 'Action' field is set to 'Hire', and the 'Hire Date' is '03/04/2015'. The 'Worker Type' is 'Employee', and the 'Legal Employer' is 'US1 Legal Entity'. The 'Person Number' is '1990' and the 'Social Security Number' is '555-55-7888'. A large 'Steps2fusion Training Experts' watermark is overlaid on the form.

Legislative Information section with the Ethnicity dropdown open, Asian selected, Marital Status set to Married

Step 13: Begin the employment information step

Move to the Employment Information step, now highlighted in the process flow. In the Assignment section, enter:

- Assignment Number: 12345
- Person Type: Employee
- Assignment Status: Active - Payroll Eligible

The Job section is visible but not yet filled.

Step 14: Select the business unit

Update the Assignment Number to 123456, then open the Business Unit dropdown to view the available options, including:

- ALISHAR Contracting BU
- ALISHAR Ready mix BU

- ALISHAR Trading BU
- ALISHAR Transport BU
- AP PROCUREMENT BU
- AP Requisition BU
- ART Technologies BU
- Australia Business Unit
- BU ABC India
- BU PC12

Business Unit dropdown expanded with multiple options

Step 15: Enter job details

In the Job section, complete the following fields:

- Business Unit: US Business Unit
- Position: Test Engineer
- Job: Senior Manager
- Department: US Test Dept
- Location: US Location
- FTE (Full-Time Equivalent): 1
- Headcount: 1
- Start Time: 08:30 AM

- End Time: 05:30 PM

New Person

Hire an Employee: Employment Information

Identification Person Information **Employment Information** Roles Review

Back Next Save Submit Cancel

Hide Person Information

Name: Mohammed Khan
 Action: Hire
 Action Reason: Hire to fill vacant position
 Hire Date: 03/04/2015

Worker Type: Employee
 Legal Employer: US1 Legal Entity
 Person Number: 1990
 Social Security Number: 555-55-7888

Assignment

Assignment Number: 12345 (Enter a value or use the number assigned automatically)

* Business Unit: [Dropdown]
 Person Type: Employee
 * Assignment Status: Active - Payroll Eligible

Job

Position: [Dropdown]
 Job: [Dropdown]
 Grade: [Dropdown]
 Ceiling Step: [Dropdown]
 Department: [Dropdown]
 Reporting Establishment: [Dropdown]
 Location: [Dropdown]
 Working at Home: No
 Worker Category: [Dropdown]
 Assignment Category: [Dropdown]
 Working as a Manager: No

Hourly Paid or Salaried: [Dropdown]
 Working Hours: 40
 Frequency: Weekly
 Standard Working Hours: 40 Weekly
 FTE: 1
 Headcount: 1
 Start Time: 08:30 AM
 End Time: 05:30 PM
 Work Measure Details
 Context Value: [Dropdown]
 People Group: [Dropdown]

Employment Information screen with Assignment Number 12345 entered

Check Work Measure Details, and set both Working at Home and Working as a Manager to No. In the Manager Details section, set Type to Line manager. The Probation and Notice Periods section is visible but not yet filled.

Step 16: Enter the grade

Enter Grade as Mgmt08, and set Reporting Establishment to US1 Legal Entity (USSYS11000). All other fields remain as previously entered.

New Person

Hire an Employee: Employment Information

Hide Person Information

Name: Mohammed Khan
Action: Hire
Action Reason: Hire to fill vacant position
Hire Date: 03/04/2015
* Business Unit: US Business Unit

Worker Type: Employee
Legal Employer: US1 Legal Entity
Person Number: 1990
Social Security Number: 555-55-7888
* Assignment Status: Active - Payroll Eligible

Job

Position: Test Engineer
Job: Senior Manager
Grade: Mgmt08
Ceiling Step:
Department: US Test Dept
Reporting Establishment: US1 Legal Entity
Location: US Location
Working at Home: No
Worker Category:
Assignment Category:
Working as a Manager: No

Hourly Paid or Salaried:
Working Hours: 40 Frequency: Weekly
Standard Working Hours: 40 Weekly
FTE: 1
Headcount: 1
Start Time: 08:30 AM
End Time: 05:30 PM
Work Measure Details:
Context Value:
People Group:
Type: Line manager

Manager Details

Name:
Type: Line manager

Probation and Notice Periods

Probation Period: 90
Probation End Date:
Notice Period: 30

Job section filled in: Position Test Engineer, Job Senior Manager, Department US Test Dept, Location US Location, FTE 1, Headcount 1, Start 08:30 AM, End 05:30 PM

Step 17: Set the assignment category and manager status

Set Assignment Category to Full-time regular from the available options (Full-time regular, Full-time temporary, Part-time regular, Part-time temporary), and set Working as a Manager to Yes. Worker Category is set to Blue collar. The Manager Details section is visible but not yet filled.

The screenshot displays the 'New Person' form in SAP HR, specifically the 'Employment Information' tab. The form is for a new hire named Mohammed Khan. The 'Job' section shows Position 'Test Engineer', Job 'Senior Manager', Grade 'Mgmt08', and Reporting Establishment 'US Test Dept'. The 'Manager Details' section is visible but empty. The 'Probation and Notice Periods' section shows a Probation Period of 10%.

Identification | **Person Information** | **Employment Information** | **Roles** | **Review**

Hire an Employee: Employment Information

Hide Person Information

Name: Mohammed Khan
Action: Hire
Action Reason: Hire to fill vacant position
Hire Date: 03/04/2015
* Business Unit: US Business Unit
* Assignment Status: Active - Payroll Eligible

Worker Type: Employee
Legal Employer: US1 Legal Entity
Person Number: 1990
Social Security Number: 555-55-7888

Job

Position: Test Engineer
Job: Senior Manager
Grade: Mgmt08
Ceiling Step: No results found.
Department: US Test Dept
Reporting Establishment: US Test Dept
Location: US Location
Working at Home: No
Worker Category: Blue collar
Assignment Category: Full-time regular
Working as a Manager: No

Hourly Paid or Salaried: Salaried
Working Hours: 40
Frequency: Weekly
Standard Working Hours: 40
FTE: 1
Headcount: 1
Start Time: 08:30 AM
End Time: 05:30 PM
Context Value: Work Measure Details
People Group: People Group

Manager Details

Name:
Type: Line manager

Probation and Notice Periods

Probation Period: 10%
Probation End Date: 03/04/2016
Notice Period: 10%

Grade entered as Mgmt08, Reporting Establishment set to US1 Legal Entity (USSYS11000)

Step 18: Enter the probation period

In the Probation and Notice Periods section, enter Probation Period as 6 and select Months from the dropdown options (Hours, Days, Months, Weeks, Years). The Probation End Date is automatically calculated as 09/03/2015. The Notice Period field is visible but not yet filled.

The screenshot shows the 'New Person' form with the 'Employment Information' section active. The 'Salary Information' section is expanded, showing the 'Salary Basis' dropdown set to 'US1 Annual Salary'. The 'Salary Amount' is entered as '1000000'. The 'Start Date' is '03/04/2015'. The 'Currency' is 'Worker local currency'. The 'Annualized Full-Time Salary' is '100,000.00 - 200,000.00 USD Annually'. The 'Compa-Ratio' is 'Range Position'. The 'Range Position' is 'Quartile'. The 'Quintile' is 'Quintile'. The 'Other Compensation' section is also visible, showing 'Award Compensation' and 'Plan'.

Salary Information section with the Salary Basis dropdown open, US1 Annual Salary selected

Step 19: Enter the notice period

Enter Notice Period as 1 and select Months from the dropdown options (Hours, Days, Months, Weeks, Years). All other fields remain as previously entered.

Step 20: Set the salary basis

Scroll to the Salary Information section and set:

- Currency: Worker local currency
- Start Date: 03/04/2015

- Salary Basis: US1 Annual Salary, selected from the dropdown options (US1 Annual Salary, US1 Hourly Rate, US_Test)

New Person

Hire an Employee: Employment Information

Hide Person Information

Name: Mohammed Khan
 Action: Hire
 Action Reason: Hire to fill vacant position
 Hire Date: 03/04/2015

Worker Type: Employee
 Legal Employer: US1 Legal Entity
 Person Number: 1990
 Social Security Number: 555-55-7888

Time Definition

Type	Date
Start Date	03/04/2015

Payment Details

Salary Information

Currency: Worker local currency

Start Date: 03/04/2015
 Salary Basis: US1 Annual Salary
 Salary Amount: 1000000 USD Annually
 Next Salary Review Date:
 Annual Salary:

Example format: #,##0.00;-#,##0.00

Annualized Full-Time Salary: 1,000,000.00 USD Annually
 Salary Range: 100,000.00 - 200,000.00 USD Annually
 Compa-Ratio: 666.67
 Range Position: 900
 Quartile: Above Range

Other Compensation

View: Format: Award Compensation

Plan	Option	Start Date	End Date	Value	Units	Award Frequency	Status	Update	Delete
No data to display.									

Benefit Relationship

Salary Amount entered as 1,000,000 with calculated salary metrics displayed

Step 21: Enter the salary amount

Enter Salary Amount as 1,000,000. The currency is set to USD and the frequency to Annually. The Next Salary Review Date field is visible but not yet filled. The system displays the following calculated values:

- Annualized Full-Time Salary: 1,000,000.00 USD
- Salary Range: 100,000.00 - 200,000.00 USD Annually
- Compa-Ratio: 666.67
- Range Position: 900
- Quartile: Above Range

- Quintile: Above Range

The screenshot shows the 'New Person' form in SAP HR, specifically the 'Employment Information' tab. The form is titled 'Hire an Employee: Employment Information'. It includes a progress bar at the top with steps: Identification, Person Information, Employment Information (current), Roles, and Review. The form contains several sections: 'Hide Person Information' with fields for Name (Mohammed Khan), Action (Hire), Action Reason (Hire to fill vacant position), Hire Date (03/04/2015), Worker Category (Blue collar), Assignment Category (Full-time regular), and Working as a Manager (Yes); 'Manager Details' with a Name field and Type (Line manager); 'Probation and Notice Periods' with Probation Period (6 Months), Probation End Date (09/03/2015), and Notice Period (1); and 'Payroll Details' with Tax Reporting Unit, Actions, Format, Payroll, and Element Duration Dates. A tooltip is visible over the Notice Period dropdown, showing options: Hours, Days, Months, Weeks, and Years.

Probation Period set to 6 Months, Probation End Date calculated automatically

Step 22: Enter the next salary review date

Enter Next Salary Review Date as 11/29/1998, as shown in the example tooltip. Confirm that Annual Salary displays 1,000,000.00 USD.

Step 23: Assign roles

Move to the Roles step, now highlighted in the process flow. In the Role Requests section, the Employee role is listed with:

- Status: Add Requested
- From Date: 03/04/2015
- Provisioning Method: Automatic

Use the Add Role button if you need to add additional roles.

The screenshot shows a web application interface for adding a new person. The title is 'New Person'. Below it is a process flow with five steps: Identification, Person Information, Employment Information, Roles, and Review. The 'Review' step is currently selected and highlighted. The main content area is titled 'Hire an Employee: Review' and contains two sections: 'Hide Person Information' and 'Citizenship and Visa Information'. The 'Hide Person Information' section displays the following details: Name: Mohammed Khan, Action: Hire, Action Reason: Hire to fill vacant position, Hire Date: 03/04/2015, Marital Status: Married, Highest Education Level: Information Category: United States Person Legislative Information, Special Disabled Veteran for VETS-100: —, Vietnam Era Veteran for VETS-100: —, Other Protected Veteran for VETS-100: —, Recently Separated Veteran for VETS-100: —, Not a Veteran for VETS-100: —, Disabled Veteran for VETS-100A: —, Other Protected Veteran for VETS-100A: —, Armed Forces Service Medal Veteran for VETS-100A: —, Recently Separated Veteran for VETS-100A: —, Not a Veteran for VETS-100A: —, Ethnicity: Asian. The 'Citizenship and Visa Information' section displays: Nationality: —, Citizenship Status: —, From Date: —. On the right side of the form, there are buttons for 'Printable Page', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. A large watermark 'apps2fusion Training Experts' is visible across the center of the form.

Repeat of end screen with training invitation and branding

Step 24: Review the entered information

Move to the Review step, now highlighted in the process flow. The summary displays all previously entered details, including:

- Tax Reporting Unit: US1 Legal Entity
- Salary Basis: US1 Annual Salary
- Salary Amount: 1,000,000.00 USD Annually
- Salary Range: 100,000.00 - 200,000.00 USD Annually
- Compa-Ratio: 666.67
- Range Position: 900
- Quartile: Above Range
- Quintile: Above Range

- Start Date: 03/04/2015

New Person

Hire an Employee: Employment Information

Identification Person Information Employment Information Roles Review

Back Next Save Submit Cancel

Hide Person Information

Name: Mohammed Khan
 Action: Hire
 Action Reason: Hire to fill vacant position
 Hire Date: 03/04/2015
 Grade: Hgmt08
 Ceiling Step:
 Department: US Test Dept
 Reporting Establishment: US1 Legal Entity(USYS11000)
 Location: US Location
 Working at Home: Yes
 Worker Category: Blue collar
 Assignment Category: Full-time regular
 Working as a Manager: Yes

Worker Type: Employee
 Legal Employer: US1 Legal Entity
 Person Number: 1990
 Social Security Number: 555-55-7888
 Standard Working Hours: 40 Weekly
 FTE: 1
 Headcount: 1
 Start Time: 08:30 AM
 End Time: 05:30 PM
 Context Value:
 People Group:
 Type: Line manager

Manager Details

Probation and Notice Periods

Probation Period:
 Probation End Date:
 Notice Period:
 Notice End Date:
 Tax Reporting Unit:
 Payroll Details

Assignment Category dropdown open, Full-time regular selected, Working as a Manager set to Yes

New Person

Hire an Employee: Employment Information

Identification Person Information Employment Information Roles Review

Back Next Save Submit Cancel

Hide Person Information

Name: Mohammed Khan
 Action: Hire
 Action Reason: Hire to fill vacant position
 Hire Date: 03/04/2015
 Grade: Hgmt08
 Ceiling Step:
 Department: US Test Dept
 Reporting Establishment: US1 Legal Entity(USYS11000)
 Location: US Location
 Working at Home: Yes
 Worker Category: Blue collar
 Assignment Category: Full-time regular
 Working as a Manager: Yes

Worker Type: Employee
 Legal Employer: US1 Legal Entity
 Person Number: 1990
 Social Security Number: 555-55-7888
 Standard Working Hours: 40 Weekly
 FTE: 1
 Headcount: 1
 Start Time: 08:30 AM
 End Time: 05:30 PM
 Context Value:
 People Group:
 Type: Line manager

Manager Details

Probation and Notice Periods

Probation Period:
 Probation End Date:
 Notice Period:
 Notice End Date:
 Tax Reporting Unit:
 Payroll Details

Time Definition

First Standard Earning Date

Payment Details

Salary Information

Currency: Worker local currency
 Start Date: 03/04/2015
 Salary Basis: US1 Annual Salary
 Salary Amount: 1,000,000.00
 Next Salary Review Date:
 Annual Salary: 1,000,000.00 USD
 Annualized Full-Time Salary: 1,000,000.00 USD
 Salary Range: 100,000.00 - 200,000.00 USD Annually
 Compa-Ratio: 666.67
 Range Position: 900
 Quintile: Above Range
 Quintile: Above Range

Other Compensation

View Format Award Compensation

Plan	Option	Start Date	End Date	Value Units	Award Frequency	Status	Update	Delete
No data to display.								

Benefit Relationship

Roles step with the Employee role listed, Add Requested status, Provisioning Method Automatic

New Person

Identification Person Information Employment Information Roles **Review**

Hire an Employee: Review

Printable Page Back Next Save Submit Cancel

Hide Person Information

Name: Mohammed Khan
 Action: Hire
 Action Reason: Hire to fill vacant position
 Hire Date: 03/04/2015

Worker Type: Employee
 Legal Employer: US1 Legal Entity
 Person Number: 1990
 Social Security Number: 555-55-7888

Tax Reporting Unit: US1 Legal Entity

Payroll

No data to display.

Element Duration Dates

Time Definition: No data to display.

Payment Details

Salary Information

Start Date: 03/04/2015
 Salary Basis: US1 Annual Salary
 Salary Amount: 1,000,000.00 USD Annually
 Next Salary Review Date: Annual Salary: 1,000,000.00 USD

Salary Range: 100,000.00 - 200,000.00 USD Annually
 Compa-Ratio: 666.67
 Range Position: 900.00
 Quartile: Above Range
 Percentile: Above Range

Review step with all entered information summarized, ready for submission

Use the Printable Page, Back, Next, Save, Submit, and Cancel buttons as needed to finalize or adjust the entry.

Step 25: Perform the final review

On the Hire an Employee: Review page, the process flow highlights Review, while Identification, Person Information, Employment Information, and Roles are shown as completed. The summary includes:

- Name: Mohammed Khan
- Action: Hire
- Action Reason: Hire to fill vacant position
- Hire Date: 03/04/2015
- Marital Status: Married
- Worker Type: Employee
- Legal Employer: US1 Legal Entity
- Person Number: 1990
- Social Security Number: 555-55-7888
- Information Category: United States Person Legislative Information

- Ethnicity: Asian

New Person

Hire an Employee: Identification

Basic Details

* Hire Date 02/04/2015

* Hire Action Hire

Hire Reason Hire to fill vacant position

* Legal Employer

Worker Type

US1 Legal Entity US

US2 Legal Entity US

UK Legal Entity GB

France Legal Entity FR

Italy Legal Entity IT

Russia Legal Entity RU

Germany Legal Entity DE

Netherlands Legal Entity NL

Saudi Arabia Legal Entity SA

Spain Legal Entity ES

Personal Details

Person Number

Global-Name Language

* Last Name

First Name

Title

Middle Name

Enter local name

Gender

Date of Birth

National Identifiers

View Format

Primary

No data to display.

Hire an Employee: Identification screen with basic and personal details, cursor on the Legal Employer dropdown

New Person

Hire an Employee: Review

Hide Person Information

Name Mohammed Khan

Action Hire

Hire Date 02/04/2015

Marital Status Married

Marital Status Change Date

Highest Education Level

Information Category United States Person Legislative Information

Special Disabled Veteran for VETS-100

Vietnam Era Veteran for VETS-100

Other Protected Veteran for VETS-100

Recently Separated Veteran for VETS-100

Not a Veteran for VETS-100

Disabled Veteran for VETS-100A

Other Protected Veteran for VETS-100A

Armed Forces Service Medal Veteran for VETS-100A

Recently Separated Veteran for VETS-100A

Not a Veteran for VETS-100A

Ethnicity Asian

Citizenship and Visa Information

Citizenship

Nationality

Citizenship Status

From Date

Worker Type Employee

Legal Employer US1 Legal Entity

Person Number 1990

Social Security Number 555-55-7888

Final Review screen with all employee details and action buttons visible

Most veteran status fields have no value entered. The Citizenship and Visa Information section is visible but not expanded. Scroll down to review any remaining details.

Action buttons available at the top right include:

- Printable Page
- Back
- Next (disabled)
- Save
- Submit
- Cancel

Step 26: Complete or adjust the hire process

Review all information for accuracy before finalizing. Depending on what you need to do next:

- Click Back to return to previous steps and edit details.
- Click Save to save your progress without submitting.
- Click Submit to finalize the hiring process.
- Click Cancel to cancel the process.
- Click Printable Page to generate a print-friendly summary of the entered information.

Summary

You have now completed the full workflow for how to hire an employee in Oracle Fusion HCM: entering identification and personal details, selecting the legal employer, adding a national identifier, completing person information (address, phone, email, and legislative details), filling in employment information (assignment, job, grade, probation, notice period, and salary), assigning roles, and reviewing all details before submission.

The screenshot shows the 'New Person' form in Oracle Fusion HCM, specifically the 'Hire an Employee: Person Information' section. The form is divided into several tabs: Identification, Person Information, Employment Information, Roles, and Review. The 'Person Information' tab is currently active. The form displays the following information:

- Name: Mohammed Khan
- Worker Type: Employee
- Action: Hire
- Legal Employer: US1 Legal Entity
- Action Reason: Hire to fill vacant position
- Person Number: 1990
- Hire Date: 03/04/2015
- Social Security Number: 555-55-7888

The 'Country Code' dropdown is expanded, showing a list of countries and their corresponding codes. The 'Home Phone' field is selected. The list of countries includes:

Country	Country Code
Afghanistan	93
Aland Islands	358
Albania	355
Algeria	213
American Samoa	1
Andorra	376
Angola	244
Anguilla	1
Antarctica	672
Antigua and Barbuda	1
Argentina	54
Armenia	374
Aruba	297
Australia	61
Austria	43
Azerbaijan	994
Bahamas	1
Bahrain	973

Phone Details section with the country code dropdown expanded, Home Phone selected

What's next

After submitting the hire, verify that the new employee record appears correctly in the system with all assigned roles, salary details, and employment information. If any information needs correction, use the Back button from the Review step to make adjustments before final submission.