



ONE
CONNECT



Log In Instructions

How To Log In To Oracle Cloud

- **Step 1:** Open your web browser,
 - Click on the UAT environment link → <https://iayzqy-dev4.fa.ocs.oraclecloud.com/> or add in your browser.
- **Step 2:** Click on ‘Company Single Sign-On’ button.
 - You will be redirected to your company’s Single Sign-On (SSO) page.
- **Step 3:** Enter your organization email address.
 - Enter your network password (the same password you use for Outlook).
 - Click ‘Sign In’.
- **Step 4:** Once verified, you’ll be redirected to the Oracle ERP Cloud home page.



Shelby County Tennessee (IAYZQY-DEV4)

Shelby County ERP and HCM Sign In

Identity domain ⓘ

fa-iayzqy-dev4-slu2j

User Name

Password

[Forgot Password?](#)

Sign In

Or sign in with



Shelby County She...



Shelby County Gov...

[Need help signing in?](#)

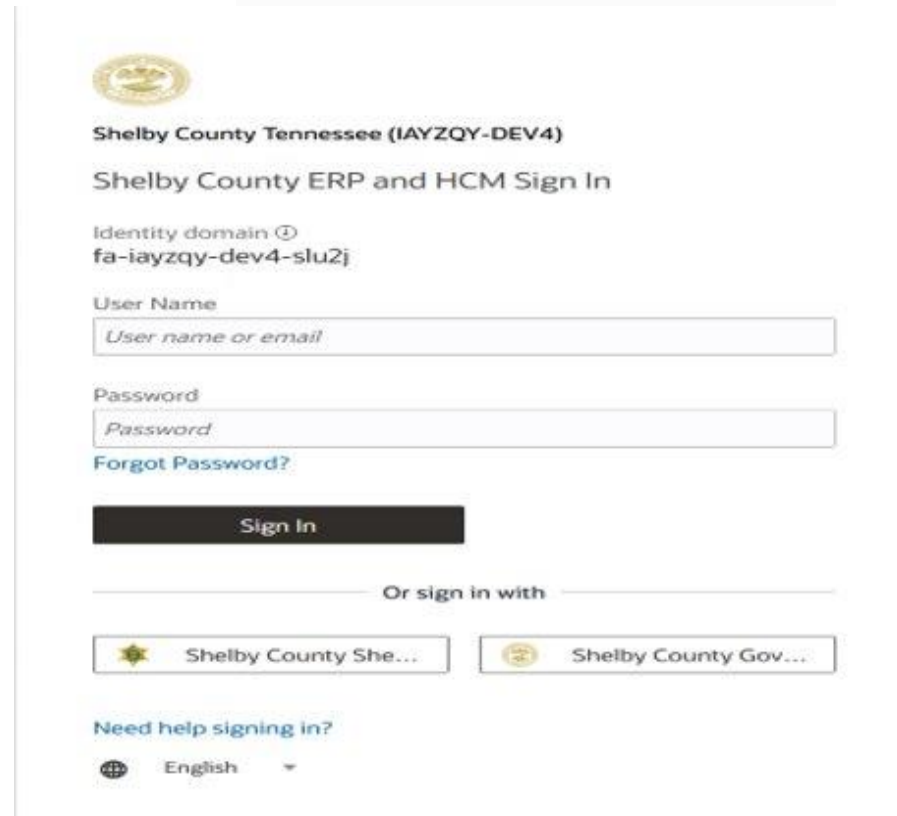



English



How To Log In To Oracle Cloud

- **Step 1:** Open your web browser (Click on the UAT environment link) →
 - <https://iayzqy-dev4.fa.ocs.oraclecloud.com/>




Shelby County Tennessee (IAYZQY-DEV4)
Shelby County ERP and HCM Sign In

Identity domain ⓘ
fa-iayzqy-dev4-slu2j


User Name

Password

[Forgot Password?](#)

Or sign in with

[Need help signing in?](#)

 English ▾

How To Log In To Oracle Cloud

- **Step 8:** Click on Hamburger sign or three horizontal lines on the top left of the screen.
- **Step 9:** Select the specific process area or application to open and confirm your access for a specific area.

MODULE HOME PAGE





**HUMAN
CAPITAL MANAGEMENT
(HCM)**

Kickoff & Navigation Training

December 2025



Technology, Processes & People

- ❖ Welcome & Introductions
 - ❖ Review Today's Agenda
- ❖ Overview: Human Capital Management (HCM)
 - ❖ What it is, why it is important, who will be impacted
 - ❖ HCM Modules, Processes & Subprocesses
- ❖ HCM Navigation
 - ❖ Terms & Terminology
 - ❖ Navigating Home/Landing Page
 - ❖ Using Oracle Guided Learning (OGL)
- ❖ HCM Processes & Subprocesses
 - ❖ Identify Subprocesses
 - ❖ Discuss Training & Focus
 - ❖ How To Perform Key Tasks/Step Through Scenarios
 - ❖ Hands On: Attendee Steps Through Key Tasks
- ❖ Closing
 - ❖ Summary
 - ❖ Q & A
 - ❖ Evaluation
 - ❖ Next Steps
- ❖ Adjourn



Ground Rules

Identify how we will work well together today.



Ground Rules

- Be Present/Participate
- On Conversation at a Time
- Stay on Topic (Parking Lot)
- Cell Phones on Silent
- No Texting Please
- Back from Breaks on Time
- **Have FUN!**

Safety Briefing



Introducing Our Leadership Team

Mayor:
Lee Harris

CAO:
Harold Collins

CIO:
Sandra Jeffries-
Perry

Finance:
Audrey
Tipton/Danielle
Schonbaum

HR:
Gerald Thornton

Project Manager:
Jerry Tasker

Change Lead:
Dr. Linda F. Delaney

Training Lead:
Gwendolyn J.
Tucker



Overview: Oracle OneConnect

A vibrant street scene in a historic town, likely Piquette City, Michigan. The street is lined with brick buildings featuring various signs and storefronts. On the left, a prominent red sign for 'PIG' features a pig's face and the text 'PIG' and 'PORK WITH AN ATTITUDE'. Below it, a sign for 'A. SCHWAB' is visible. Further down, another 'A. SCHWAB' sign is seen. To the right, a sign for 'KING'S PALACE CAFE' is visible. The street is filled with people walking, and a white van is parked on the right. The sky is overcast with grey clouds. The overall atmosphere is lively and nostalgic.

Sandra Jeffries-Perry *Chief Information Officer*

A Whole New World!!!!

Why One System Matters

- Today, HR and departments operate in over **17 separate systems** - including GEMS, Criterion, Liquid Office, and others.
- Employees often move between multiple systems to complete a single task.
 - This creates opportunities for errors, duplication, inefficiency, and delays.
- **OneConnect (Oracle Cloud)** brings it all together — *one login, one process, one source of truth.*
- A unified system reduces confusion, improves accuracy, and saves time across every department.

The Transformation Journey

- From Paper to Power – From Silos to Systems.
- One system, one source of truth.
- HR, Finance, and Procurement unified.
- Improves accuracy, speed, and transparency.



The Launch – January 1, 2026

- OneConnect goes live
 - Empowering employees to manage, serve, and lead smarter.
- Business Transactions
 - January 5, 2025
- First Payroll
 - January 15, 2026

OneConnect Oracle Cloud

Enterprise Performance Management - EPM	Enterprise Resource Planning - ERP	Human Capital Management - HCM
Budget Management	General Ledger	Human Resources (HR)
	Accounts Payable	Benefits
	Accounts Receivables	Payroll
	Expense Management	Recruiting
	Purchasing	Learning
	Cash Management	Compensation
	Asset Management	
	Projects Management	
	Grants Management	



Overview: Human Capital Management (HCM)



Gerald Thornton
Director of Human Resources

From Familiar Paths To A Future-Ready Workforce

HCM – Employee Self-Service (ESS)

- Allows employees to access and manage their personal HR information and perform various HR tasks independently, without requiring assistance from HR personnel, through Employee Self-Service (ESS).
- **Mobile Access:** offer mobile apps that allow employees to access self-service features on their smartphones and tablets
- Employees can perform:
 - Name and address changes.
 - Add/change Emergency contacts.
 - Add/change Dependents and beneficiaries.
 - Requests for verification-of-employment letters.
 - W-4 updates.
 - Direct Deposit Requests.
 - Submit Expense Reports.

HCM Learning Management System (LMS)

Oracle Cloud Learning is a comprehensive, skills-driven learning management platform designed to help the county upskill and reskill its workforce while aligning learning with business goals.

- Integrates formal and informal learning, supports compliance, and leverages AI-driven personalization.
- Provides access to learning resources and training opportunities.
 - Managerial oversight: Enables managers to prescribe learning and track their team's progress.
 - Rich analytics: Provides dashboards and reports to track learning development, compliance, and engagement across the organization.

HCM - Recruiting & Onboarding

Oracle Cloud Recruiting's key features include a unified platform for the entire recruiting lifecycle, from sourcing and engagement to hiring and onboarding.

- Recruiting & Onboarding
 - **Job requisition management:** Create, approve, and manage job requisitions from a single location.
 - **Sourcing and marketing:** Use recruitment marketing tools and campaigns to find and attract candidates.
 - **Candidate selection:** Streamline the screening, interviewing, and selection process with automated workflows and candidate tracking.
 - **Electronic offers:** Generate and manage job offers, including customizable templates.
 - **Seamless onboarding:** Provides pre-hire and onboarding "journeys" to help new hires complete tasks before their first day.

Announce Upcoming Training Session

Next Up: RO



Process & Subprocesses

OneConnect Oracle Cloud

Enterprise Performance Management - EPM	Enterprise Resource Planning - ERP	Human Capital Management - HCM
Budget Management	General Ledger	Human Resources (HR)
	Accounts Payable	Benefits
	Accounts Receivables	Payroll
	Expense Management	Recruiting
	Purchasing	Learning
	Cash Management	Compensation
	Asset Management	
	Projects Management	
	Grants Management	

Hire-to-Retire

HCM Processes & Subprocesses

[HCM Processes Subprocesses Handout.docx](#)

HCM	Process	Subprocesses	Y/N
	Core HR	Maintain Worker Directories	
		Manage Checklists	
		Manage Records Retention Program	
		Add Person	
		Manage Employment Information	
		Manage Personal Information	
		Transfer Worker	
		Terminate Worker	
	Payroll	Manage Payroll Transactions	
		Confirm Payroll Readiness	
		Calculate, Validate and Balance Payroll	
		Calculate Payment Distributions	
		Distribute Payroll Payments	
		Calculate Cost Distributions	
		Distribute Payroll Accounting Information	
Manage Regulatory and Tax Reporting			

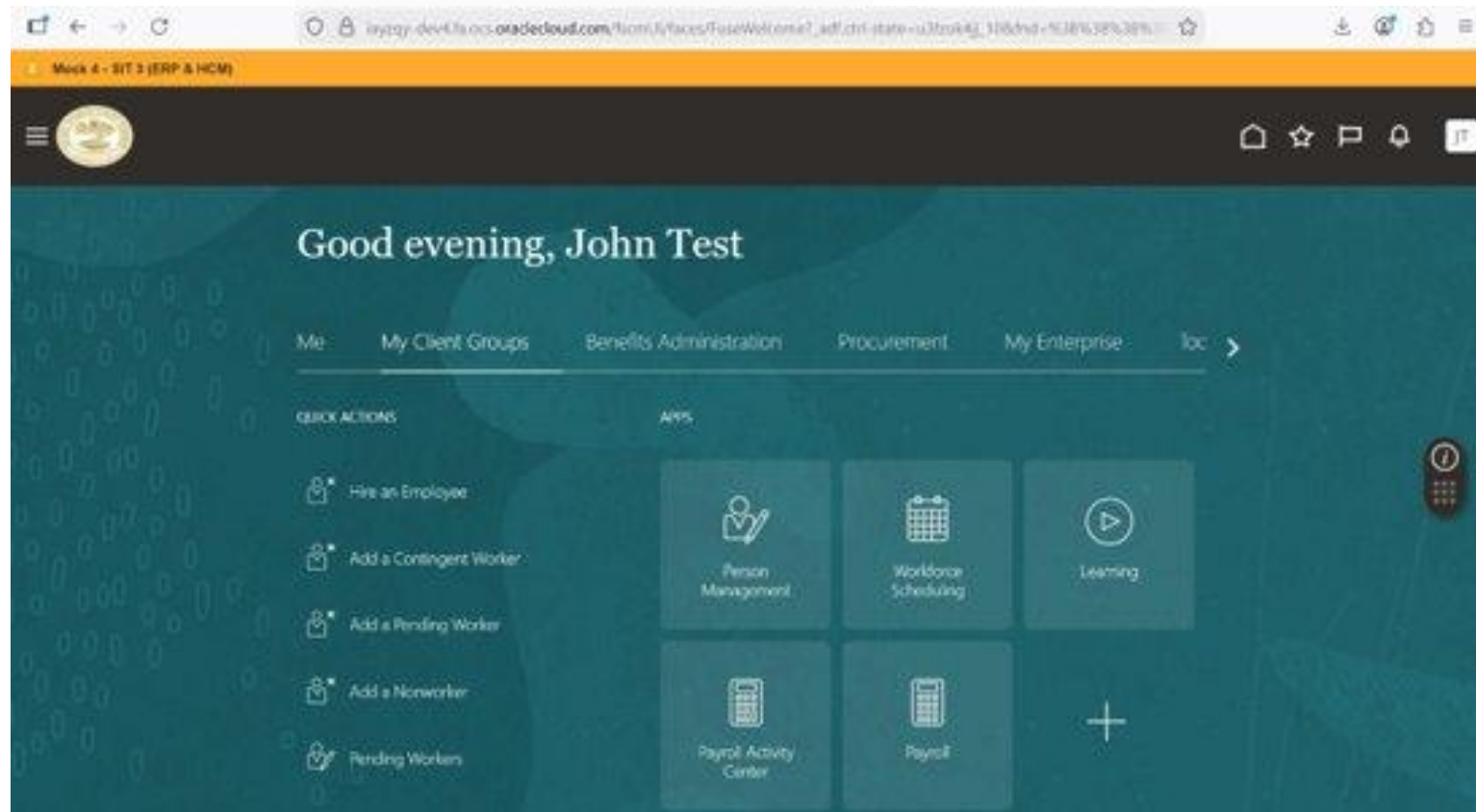


Navigation

Learning Style Questionnaire

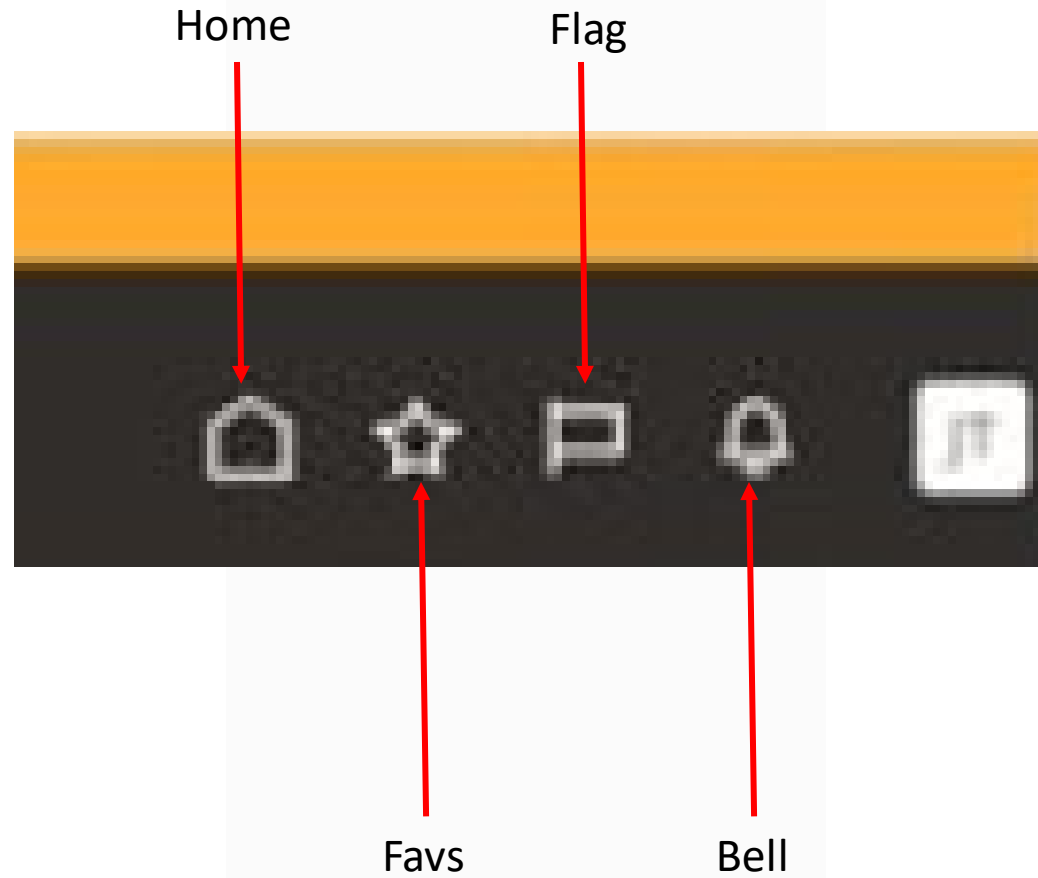


My Landing Page In Oracle Cloud



Glossary of Terms posted on OneConnect

My Landing Page In Oracle Cloud

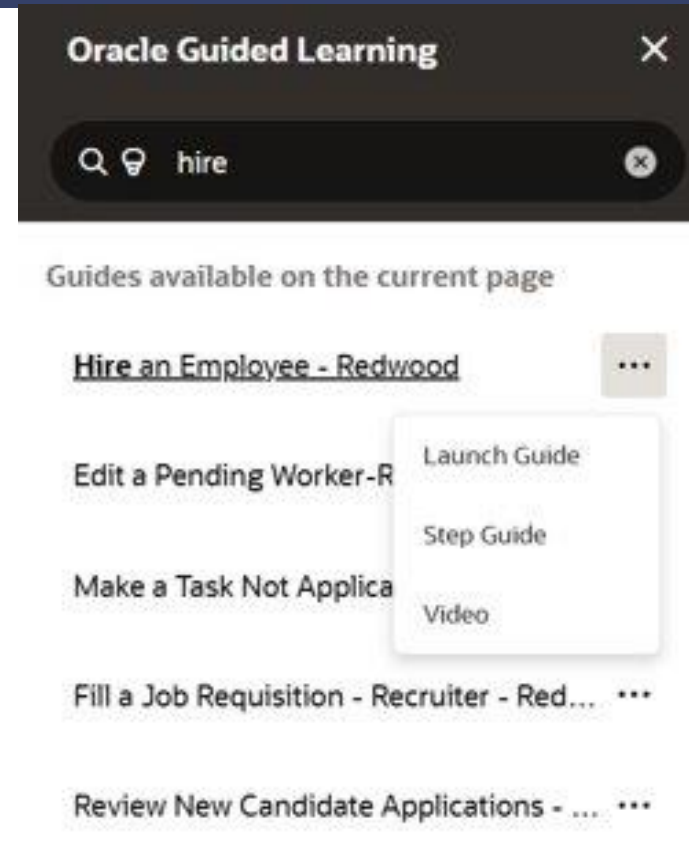


Using Oracle Guided Learning (OGL)

- After logging into the application, you will see the OGL icon on the right side of the page
- This widget/bug contains embedded instructions for all processes. Click the "i" to view available guides.
- Use the Search field to search for a specific guide or navigate through the list.
- Click directly on a guide name to launch step by step directions.
- Note: Guided Learning must begin on the home screen.



Using Oracle Guided Learning (OGL)



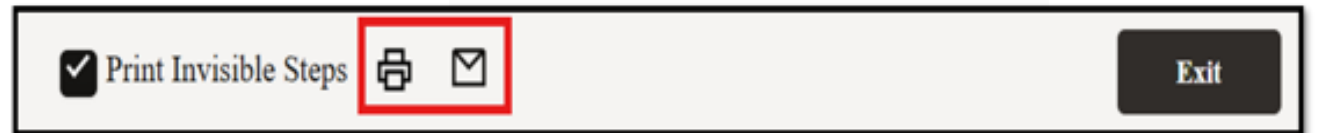
Oracle Guided Learning

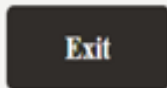
Search: hire

Guides available on the current page

- Hire an Employee - Redwood ...
 - Launch Guide
 - Step Guide
 - Video
- Edit a Pending Worker-R
- Make a Task Not Applica
- Fill a Job Requisition - Recruiter - Red... ...
- Review New Candidate Applications -

At the bottom of the step guide, use buttons to print steps or email a copy. Click Exit when you are finished.



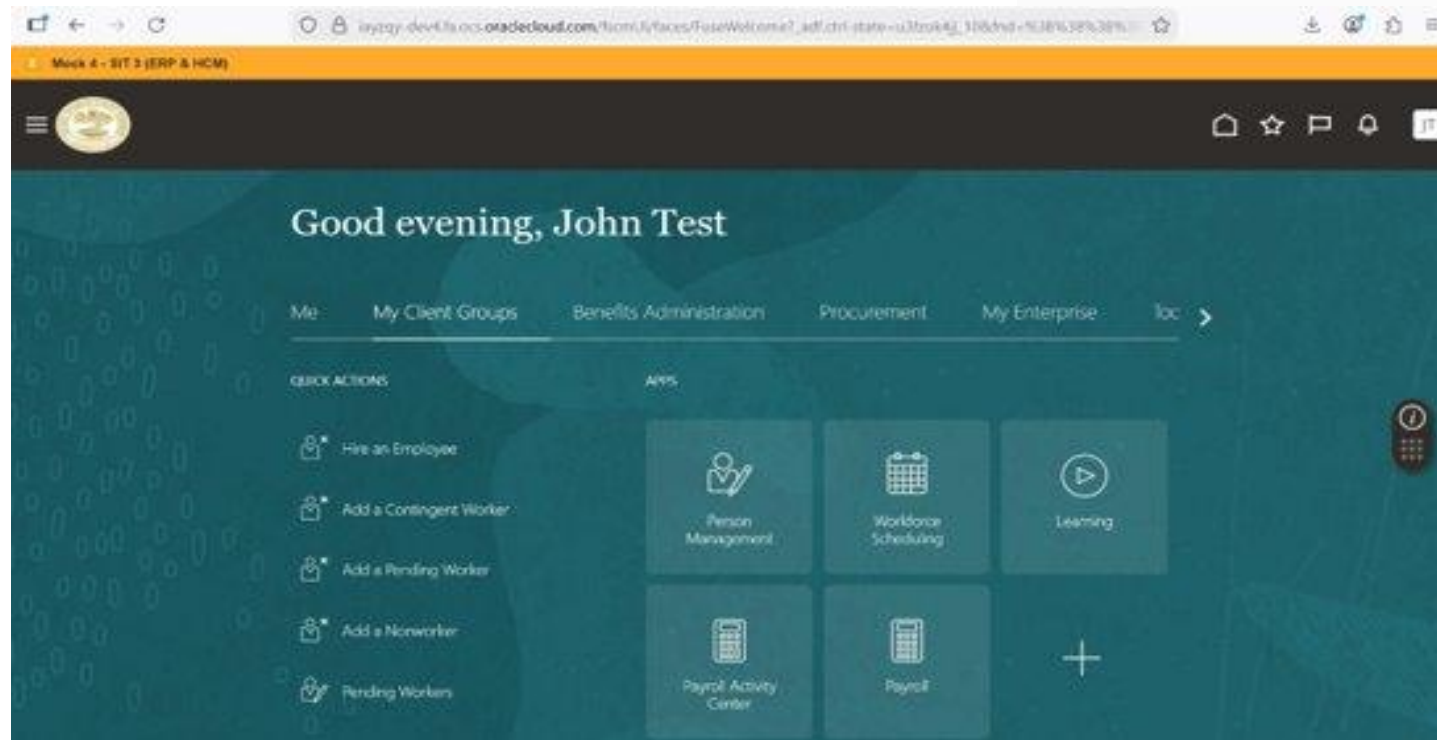
Print Invisible Steps   



Let's Take A Test Drive



HCM Landing Page





Discuss Oracle Guided Learning (OGL) Guides

Terms/Terminology/Acronyms

Next Up: GJT/JT



Training & Support



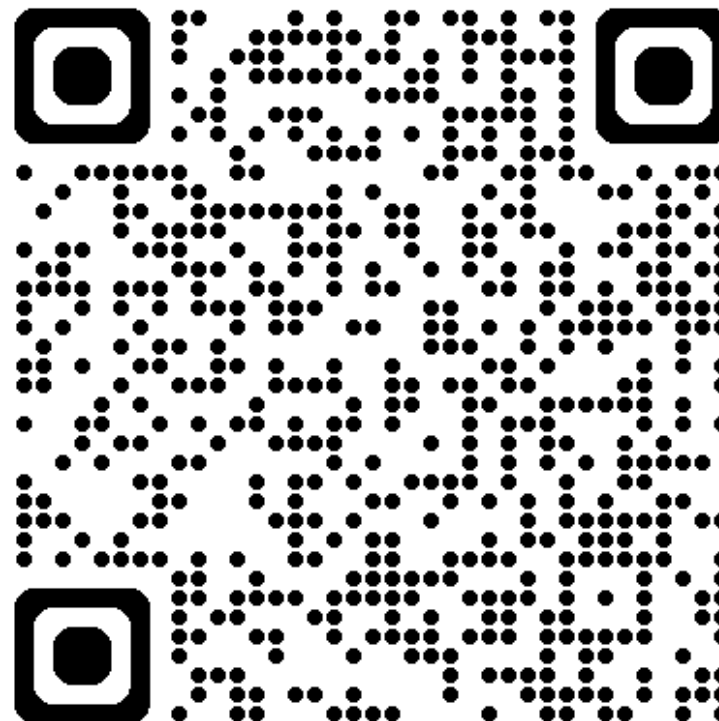
SCG Oracle Cloud Training Calendar

Date	Downtown 9:00 AM - Noon	Downtown 1:30 PM - 4:30 PM	Code Enforcement 9:00 AM - Noon	Code Enforcement 1:30 PM - 4:30 PM
Mon 12/1/2025				
Tues 12/2/2025	HCM Kickoff Training & Navigation Leads: GJT/RO	Recruitment & Onboarding Lead Trainer: RO Functional: JC		
Wed 12/3/2025			HCM Kickoff Training & Navigation Leads: GJT/RO	Recruitment & Onboarding Lead Trainer: RO Functional: JC
Thurs 12/4/2025	Core HR Lead: RO Functional: MK/LR	Compensation & Benefits Lead: RO Functional: MK/BR/JM		
Fri 12/5/2025			Core HR Lead: RO Functional: MK/LR	Compensation & Benefits Lead: RO Functional: MK/BR/JM
Mon 12/8/2025			Learning Lead Trainer: RO Functional: JG/TJ	
Tues 12/9/2025				

Need Help?

1. [Oracle Guided LEarning \(OGL\)](#)
2. [OneConnect Portal](#)
3. OneConnect.Help@shelbycountyttn.gov
4. Additional Training (Evaluate need)

OneConnect Portal





System Support

- Hypercare
 - 90 Days after go-live
 - Break/Fix
- Production Support
 - Oracle Managed Services
 - Issue resolutions
 - Quarterly system updates



Summary & Closing



Question & Answer Time

Next Steps

-
- After leaving this session, what will you do:
 - First
 - Next
 - Next
 - Next...

HCM - Recruiting & Onboarding

Oracle Cloud Recruiting's key features include a unified platform for the entire recruiting lifecycle, from sourcing and engagement to hiring and onboarding.

- Recruiting & Onboarding
 - **Job requisition management:** Create, approve, and manage job requisitions from a single location.
 - **Sourcing and marketing:** Use recruitment marketing tools and campaigns to find and attract candidates.
 - **Candidate selection:** Streamline the screening, interviewing, and selection process with automated workflows and candidate tracking.
 - **Electronic offers:** Generate and manage job offers, including customizable templates.
 - **Seamless onboarding:** Provides pre-hire and onboarding "journeys" to help new hires complete tasks before their first day.

Announce Upcoming Training Session



Technology, Processes & People

- ❖ What's Next?
- ❖ Homework
 - ❖ Review Notes & OGL Guides
 - ❖ Huddle/Debrief with your Team
 - ❖ Practice Logging In
- ❖ Support:
 - OneConnect.Help@shelbycountyttn.gov
- ❖ Complete Session Eval
- ❖ Adjourn

Thank You
for your active
participation
in today's session!

Oracle OneConnect

