Oracle Administrative Systems Certificate Programs

There are several certificate programs available for users of the Oracle Administrative Systems —Oracle HR Certificate Programs, Workflow Officer Certificate Program and Oracle Finance Certificate Programs. It is easy to begin taking classes towards these Oracle certificate programs. Simply email **instructeam@uab.edu** indicating which program you wish to participate in **and** register for the appropriate courses.

Most classes are scheduled once a month and other classes are scheduled every other month. However, new classes may be added as needed. If the class you need is filled, please email **instructeam@uab.edu** to see if a new class can be added.

Oracle HR Certificate Programs

The Oracle HR Certificate program offers three tracks. The *HR Officer Track* covers information needed for users to create HR documents or view data from the Oracle HR forms--ACT, Salary Reclass, and TEL. It also covers the information necessary for users who are responsible for personnel management within an organization. The *Salary Reclass User Track* covers information needed for users who are primarily responsible for the processing of Salary Reclass documents and labor distribution and effort report management. The *Timekeeper Track* covers information needed for users who are primarily responsible for the processing and managing of the Biweekly Payroll. Listed below are the classes offered for each of the Oracle HR Certificates tracks.

Note: the classes are arranged in groups and the classes within a group should be taken in the order in which they are listed; one group should be completed before going to the next group.

Oracle HR Certificate - HR Officer Track

Group 1	Introduction to Oracle Administrative Systems: Access & Navigation HR and the Oracle Administrative System (Online)
Group 2	Using the ACT Form ACT Document Reasons Managing Biweekly Time and Labor Costing on the TEL Form
Group 3	HR Data Views: Retrieving, Viewing and Exporting HR Data HR Reporting: Salary, LD and Payroll Retroactive: What You Need to Know about Payroll and Costing Tracking Payroll and Costing Actions with the Oracle Administrative Systems
Group 4 (Select One)	Leave of Absence Guidelines and Procedures Effort Reporting: From New to Certified

Oracle HR Certificate - Salary Reclass User Track

Group 1	Introduction to Oracle Administrative Systems: Access & Navigation HR and the Oracle Administrative System (Online)
Group 2	Retroactive: What You Need to Know about Payroll and Costing Tracking Payroll and Costing Actions with the Oracle Administrative Systems
Group 3	Effort Reporting: From New to Certified

Oracle HR Certificate - Timekeeper Track

Group 1	Introduction to Oracle Administrative Systems: Access & Navigation HR and the Oracle Administrative System (Online)

| Group 2 | Managing Biweekly Time and Costing on the TEL Form |
| | Tracking Payroll and Costing Actions in the Oracle Administrative System |

Workflow Officer Certificate Program

The Workflow Officer Certificate Program is designed for Workflow Officers. The Workflow Officer Certificate program covers information needed for WFO's to setup up and maintain departmental approval paths and Notify Person on the WAM (Workflow Approval Maintenance) form. It also covers basic access and navigation to the Oracle Administrative System which includes an overview of system responsibilities.

Note: the classes are arranged in groups and should be taken in the order in which they are listed; one group should be completed before going to the next group.

Workflow Officer Certificate

| Group 1 | Introduction to Oracle Administrative Systems: Access & Navigation |

| Group 2 | Oracle Access: Who Can Do What in Oracle |

| Group 3 | WAM and the Workflow Officer |

Oracle Finance Certificate Programs

The Oracle Finance Certificate program offers three tracks. The **Procurement Track** covers the information needed for users to create financial documents or view data associated with payment requests, purchase order requisitions. The **Grants Management Track** covers the resources available in the system to help managers who have financial responsibility for their organization's sponsored funding. The **General Ledger Management Track** covers the resources available in the system to help managers who have financial responsibility for their organization's fiscal year accounting (i.e. state, hospital, and gift funding, etc.). Listed below are the classes offered for each of the **Oracle Finance Certificate tracks.**

Note: For the Procurement track, the classes are arranged in groups so that the classes within a group can be taken in any order, but one group should be completed before going to the next group. Classes in the Grants Management and General Ledger Management tracks should be taken in the order listed.

Oracle Finance Certificate - Procurement Track

| Group 1 | Introduction to Oracle Administrative Systems: Access & Navigation |
| | Overview of the Oracle Finance System |

Group 2	Essentials for Creating & Submitting Payment Requests
	Essentials for Creating & Submitting Requisitions
	Requisitions & Payment Requests: Tracking & Follow Up

Oracle Finance Certificate - Grant Management Track

| Group 1 | Introduction to Oracle Administrative Systems: Access & Navigation |

| Group 2 | Overview of the Oracle Finance System |
| | Understanding Oracle Grants Accounting |

Group 3	GA Inquiry and Reporting
	Effort Reporting: From New to Certified
	Managing Accounts with Oracle
Group 4 (Select One)	Oracle Access: Who Can Do What in Oracle
	WAM and the Workflow Officer

Oracle Finance Certificate - General Ledger Management Track

Group 1	Introduction to Oracle Administrative Systems: Access & Navigation
Group 2	Overview of the Oracle Finance System
	Understanding the General Ledger & GL Reporting
Group 3	GL Journal Entries
	Managing Accounts with Oracle
Group 4 (Select One)	Oracle Access: Who Can Do What in Oracle
	WAM and the Workflow Officer

If you have any questions about these certificate programs, please send an email to **instructeam@uab.edu.**

To register for class, click **here**.