

# Oracle Fusion HCM \_ Hire an Employee

**Introduction/ Issue:** Hi, this blog post help you to Hire an employee in Fusion HCM.

## Hire Employee:

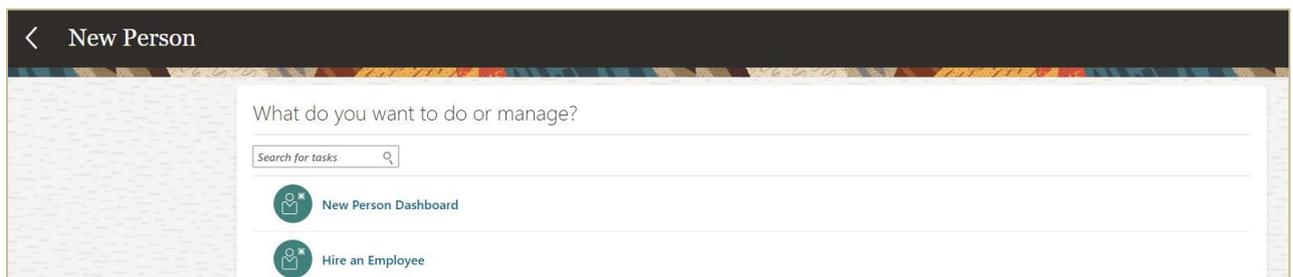
Using this activity HR admin/Recruitment admin can create employee in the system as shown below.

**Navigation:** Springboard > My Client Group > New Person > Hire an Employee

Step-1: Click on “New Person”



Step-2: Click on “Hire an Employee” to create Employee in the system



Step-3: Enter all mandatory details under “Identification” train stop and click “Next”

- Hire Date
- Hire Action
- Hire Reason
- Legal Employer
- Name, Gender & Date of Birth
- National Identifiers

# Oracle Fusion HCM \_ Hire an Employee

**Hire an Employee: Identification**

1 Identification 2 Person Information 3 Employment Information 4 Compensation and Other Information 5 Review

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**Basic Details**

\*Hire Date: 3/8/22  
\*Hire Action: Hire  
Hire Reason: Hire to fill vacant position  
\*Legal Employer: [Redacted]  
Worker Type: Employee

**Personal Details**

Person Number: Generated automatically  
Global-Name Language: American English  
Title: [Dropdown]  
First Name: [Text]  
Middle Name: [Text]  
\*Last Name: CA  
 Enter local name  
Gender: Male  
Date of Birth: m/d/yy

**National Identifiers**

View Format Wrap

Primary	Country	National ID Type	National ID
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Step-4: Enter all mandatory details under “Person Information” train stop and click “Next”

- Address details
- Phone details, Email & Legislative Information etc.,

**Hire an Employee: Person Information**

1 Identification 2 Person Information 3 Employment Information 4 Compensation and Other Information 5 Review

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**Hide Person Information**

Name: CA  
Action: Hire  
Action Reason: Hire to fill vacant position  
Hire Date: 3/8/22  
Worker Type: Employee  
Legal Employer: [Redacted]  
Person Number: 58525  
National ID: [Redacted]

**Home Address**

\*Country: India  
\*Address Line 1: 45  
Address Line 2: [Text]  
\*City or Town: Chennai  
\*Pin Code: 502325  
\*State: Tamil Nadu  
Additional Information

**Phone Details**

View Format Wrap

Step-5: Enter all mandatory details under “Employment Information” train stop and click “Next”

- Business Unit and Assignment attributes and other details

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**Hire an Employee: Employment Information** Back Next Save Submit Cancel

**Assignment**

Assignment Number  \*Assignment Status  \*Business Unit  Projected End Date  Person Type

**Job**

Position  Working Hours  Frequency  Job  Standard Working Hours Grade  FTE  Department  Headcount  Reporting Establishment  Start Time  End Time  Location  Basis for Seniority Calculation  Working at Home  Worker Category  Work Measure Details Status  Assignment Category  Category Skills  Regular or Temporary  Experience Type  Full Time or Part Time  Current Function  Working as a Manager  Delivery Type  Hourly Paid or Salaried  People Group

Step-6: Enter compensation information details and click on “Next”

- Salary Basis
- Salary Amount
- Other details as required

**Hire an Employee: Compensation and Other Information** Back Next Save Submit Cancel

Identification Person Information Employment Information **Compensation and Other Information** Review

**Hide Person Information**

Name CA Worker Type Employee Action Hire Legal Employer  Person Number 58525 Hire Date 3/8/22 National ID

**Assignment**

**Salary Information**

Currency  Start Date 3/8/22 Salary Basis  Salary Amount  Annual Salary Annualized Full-Time Salary Next Salary Review Date

Grade Name Salary Range Salary Range Midpoint Compa-Ratio Range Position Quintile

# Oracle Fusion HCM \_ Hire an Employee

Step-7: Review details and submit to save Person record in the system.

Identification Person Information Employment Information Compensation and Other Information Review 5

## Hire an Employee: Review

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Hide Person Information

Name CA  
Action Hire  
Action Reason Hire to fill vacant position  
Hire Date 3/8/22

Worker Type Employee  
Legal Employer [REDACTED]  
Person Number 58525  
National ID

Basic Information

Personal Details

Person Number 58525 Generated automatically

Title  
First Name  
Middle Name  
Last Name CA  
Gender Male  
Date of Birth

**Conclusion:** *Hope this Blog helps you in Hire an Employee in Fusion.*