

Training Persona: All Employees

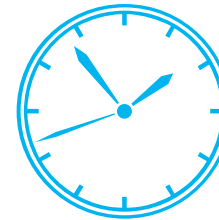


All Employees

All UofM community members will need to manage their personal information, time reporting, expense submission, and access self-service functions.*

Includes the Following:

- All Employees
- All HCM Users
- All Staff



5-11.5 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
All Employees	Core HR	Employee Self Service Overview	3
	Employee Expenses	Expense Management/Employee Expense Processing	4
	Talent Management	Talent Management	1
	Time and Absence	Managing Time and Attendance	2
All HCM Users	Human Capital Management Overview	Oracle Cloud HCM Overview	1
		Accessing Employee Data	.05
All Staff	Talent Management	Talent Management	1

*Subject to change. Assigned courses may not entail the entire list.

Training Persona: Department Business Reps

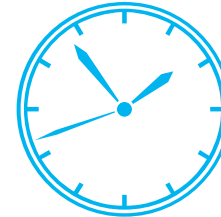


Department Business Representatives

These individuals have a broad set of responsibilities that cut across multiple modules and training areas.

Includes the Following:

- Business Officers
- Finance Administrators
- Department Purchasers



17-34 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
Business Officers	Core HR	Direct Hire	5
		Expense Management/Employee Expense Processing	4
		General Ledger Overview	1
		General Ledger Administration	1
		SOAR General Entry Reporting and Financial Management	3
	Procurement	Manage Receipts and Returns	2
		Procurement: Managing Payables	1
		Performing Project Cost Management	1
		Project Budgeting	1
		Project Maintenance	1
	Projects and Grant Management	Project Planning	1
		Purchase Order Management/Vendor Management and Payment	3
		Requisition Management and Approval/Procurement	3
		Request Processing	3
		Supplier Management	4
		Budgeting	3
	Purchasing		
	Self-Service Procurement		
	Supplier Portal		
	Enterprise Performance Management		

*Subject to change. Assigned courses may not entail the entire list.

Training Persona: Department Business Reps (cont.)

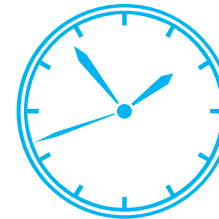


Department Business Representatives

These individuals have a broad set of responsibilities that cut across multiple modules and training areas.

Includes the Following:

- Business Officers
- Finance Administrators
- Department Purchasers



17-34 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
Department Purchasers	Employee Expenses	Expense Management/Employee Expense Processing	4
	Procurement	Manage Receipts and Returns	2
	Procurement Payables	Procurement: Managing Payables	1
	Purchasing	Purchase Order Management/Vendor Management and Payment	3
	Self-Service Procurement	Requisition Management and Approval/Procurement Request Processing	3
	Supplier Portal	Supplier Management	4
Finance Administrators	Employee Expenses	Expense Management/Employee Expense Processing	4
	Procurement	Manage Receipts and Returns	2
	Procurement Payables	Procurement: Managing Payables	1
	Purchasing	Purchase Order Management/Vendor Management and Payment	3
	Self-Service Procurement	Requisition Management and Approval/Procurement Request Processing	3
	Supplier Portal	Supplier Management	4
	Enterprise Performance Management	Budgeting	3

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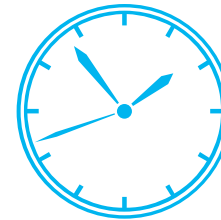
Training Persona: Faculty/PI/Researcher



Faculty / PI / Researchers
Faculty and PIs who are managing research grants, budget, compliance and personnel-related tasks.

Includes the Following:

- Faculty
- Principal Investigator
- Researcher



2-3 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
Faculty	Projects and Grant Management	Project Budgeting	1
		Project Planning	1
	Talent Management	Talent Management	1
Principal Investigators	Projects and Grant Management	Project Budgeting	1
		Project Planning	1
Researchers	Projects and Grant Management	Project Budgeting	1
	Projects and Grant Management	Project Planning	1

*Subject to change. Assigned courses may not entail the entire list.

*Subject to change. Assigned training will likely be a portion of the entire list.

Training Persona: Managers/Line Managers

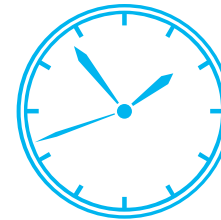


Managers / Line Managers

Any manager who will use the system for people management/HR transactions and likely for reporting purposes.

Includes the Following:

- Managers / Line Managers



8 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
Line Managers/Supervisors	Core HR	Manager Self Service Overview	3
	Recruiting	Recruitment Deep-Dive	2
	Talent Management	Talent Management	1
	Time and Absence	Managing Time and Attendance	2

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Training Persona: Chart of Account (COA) Campus Users

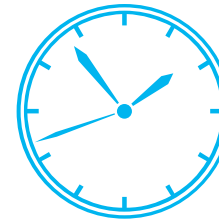


COA Campus Users

Aside from Employee Self Service needs these individuals do not have anything to do with Oracle Cloud but need to understand the Chart of Accounts.

Includes the Following:

- ASF
- UofM Foundation



3 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
ASF	General Ledger	SOAR General Entry Reporting and Financial Management	3
UofM Foundation	General Ledger	SOAR General Entry Reporting and Financial Management	3

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Training Persona: Central Users

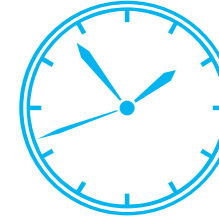


Central Users

People with this persona have specialized roles within various BFS offices functions including; HR, FP&A, Accounting, Procurement, and Grants that support the campus wide enterprise.

Includes the Following:

- Accounting
- Central Finance Reporting Administrator
- Central Grants Administrator
- Central Office
- Procurement Team
- Project Accountant



4-14 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
Accounting	Employee Expenses	Expense Management/Employee Expense Processing	4
	General Ledger	SOAR General Entry Reporting and Financial Management	3
	Procurement Payables	Procurement: Managing Payables	1
	Sourcing	Supplier Management and Negotiation / Sourcing Strategy and Vendor Selection	2
	Supplier Portal	Supplier Management	4
Central Finance Reporting Administrator	Projects and Grant Management	Performing Project Cost Management	1
		Project Budgeting	1
		Project Maintenance	1
		Project Planning	1
Central Grants Administrator	Projects and Grant Management	Contract Setup and Management	1
		Performing Project Cost Management	1
		Project Budgeting	1
		Project Maintenance	1
		Project Planning	1

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Training Persona: Central Users (cont.)

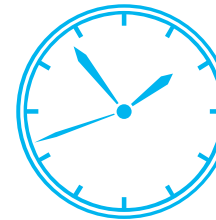


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People with this persona have specialized roles within various BFS offices functions including; HR, FP&A, Accounting, Procurement, and Grants that support the campus wide enterprise.

Includes the Following:

- Accounting
- Central Finance Reporting Administrator
- Central Grants Administrator
- Central Office
- Procurement Team
- Project Accountant



4-14 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
Central Office All	General Ledger	General Ledger Overview	1
		General Ledger Administration	1
		SOAR General Entry Reporting and Financial Management	6
	Oracle Learning Talent Management	Learning Administration, Transcript, and Reporting	3
		Talent Management	1
Procurement Team	Purchasing	Purchase Order Management/Vendor Management and Payment	3
	Self-Service Procurement	Requisition Management and Approval/Procurement Request Processing	3
	Sourcing	Supplier Management and Negotiation / Sourcing Strategy and Vendor Selection	2
	Supplier Portal	Supplier Management	4
Project Accountant	Projects and Grant Management	Performing Project Cost Management	1
		Project Budgeting	1
		Project Maintenance	1
		Project Planning	1

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Training Persona: Financial Managers & Dept. Initiator

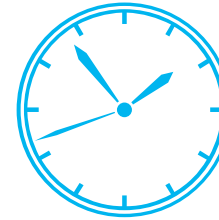


Financial Managers & Department Initiator

Any individual with budget management responsibilities, including reporting, budget forecasting and revisions.

Includes the Following:

- Finance Manager
- Department Initiator
- Department Head



12-14 Hours

Role	Oracle Module	Course Name	Estimated Course Duration
Department Heads	Employee Expenses	Expense Management/Employee Expense Processing	4
	Purchasing	Purchase Order Management/Vendor Management and Payment	3
	Self-Service Procurement	Requisition Management and Approval/Procurement Request Processing	3
	Supplier Portal	Supplier Management	4
Department Initiators	Core HR	Direct Hire	5
	General Ledger	General Ledger Administration	1
		General Ledger Overview	1
		SOAR General Entry Reporting and Financial Management	3
	Recruiting	Recruitment Deep-Dive	2
Finance Managers	General Ledger	General Ledger Administration	1
		General Ledger Overview	1
		SOAR General Entry Reporting and Financial Management	3
	Self-Service Procurement	Requisition Management and Approval/Procurement Request Processing	3
	Supplier Portal	Supplier Management	4

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