
From: Shauna Holman Harries
To: Luong, Hoan - OFCCP
CC: Neil Bourque; Charles Nyakundi; Lida Daniel; Kela Moon; Sean Smith
Sent: 10/29/2015 9:19:43 PM
Subject: HQCA 16 o 29
Attachments: HQCA - Personnel File 15 - [REDACTED].zip

Best Regards,
Shauna Holman-Harries

ORACLE

Shauna Holman-Harries - Director Diversity Compliance
Phone: +1 602 333 9112 | Fax: +1 602 333 9112 | Mobile: +1 480 689 1858

"Working to create an inclusive, diverse culture that drives innovation and business success."

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Oracle is committed to developing practices and products that help protect the environment



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Name

Last

First

Title

Prefix

Suffix

Middle

Gender Action

Person Type for Action

Person Types

Employee.Ex-applicant

Identification

Employee

Social Security

Personal Employment Office Details Applicant Further Name Other Benefits

Birth Date

Age

Town of Birth

Status

Region of Birth

Nationality

Country of Birth

Registered Disabled

Effective Dates

From To Latest Start Date

Address Assignment Special Info Others...



Oracle Applications - GS10P

File Edit View Folder Tools Window Help

People

Name: Last [Redacted], First [Redacted], Title, Prefix, Suffix, Middle [Redacted]

Gender: Male, Action, Person Type for Action: Employee, Ex-applicant

Identification: Employee, Social Security: [Redacted]

Personal | **Employment** | Office Details | Applicant | Further Name | Other | Benefits

Ethnic Origin	Asian	I-9 Status	
Ethnicity Disclosed		I-9 Expiration	
VETS100		New Hire	Include in New Hire Rep
<input type="checkbox"/> Child Support Obligation		Exception Reason	
<input type="checkbox"/> Opted for Medicare		Vets 100A	

Effective Dates: From [Redacted] To [Redacted] Latest Start Date [Redacted] [No]

Address | Assignment | Special Info | Others...



Oracle Applications - GSTAP

File Edit View Folder Tools Window Help

People

Name

Last

First

Title

Prefix

Suffix

Middle

Gender Action

Person Type for Action

Person Types

Identification Social Security

Personal Employment **Office Details** Applicant Further Name Other Benefits

Office Email @orac

Location Mail To

Mailstop

Effective Dates

From To Latest Start Date [No]



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Previous Employment Information

Previous Employer

Employer	<input type="text"/>	Start Date	<input type="text"/>
Address	<input type="text"/>	End Date	<input type="text"/>
Country	<input type="text"/>	Years	<input type="text"/>
Type	Unknown	Months	<input type="text"/>
Sub Type	<input type="text"/>	Days	<input type="text"/>
Description	<input type="text"/>	Further Information	<input type="text"/>

All Assignments []

Previous Job

Start Date	End Date	Job	Employee Category	Years	Months
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Extra Information

Assignment - Previous Job Mappings

Assignment	Job	Start Date	End Date	Years	Months
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Schools and Colleges Attended

Full Time

School or College	Start Date	End Date	<input type="checkbox"/>	[]
[REDACTED]	[REDACTED]		<input checked="" type="checkbox"/>	▲
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Assignment

Organization	SL56 - Fusion CRM QA - ORCL USA	Group	Oracle.No.Standard.No
Job	10842.GA Manager-ProdDev.PRODEV.TECI	Position	
Grade		Payroll	Semi-Monthly
Location	US-CA-Redwood City-500 Oracle Parkway	Status	Active Assignment
		Vacancy	
Assignment Number		Collective Agreement	
Assignment Category	Full Time - Regular	Employee Category	

Salary Information Supervisor Probation & Notice Period Standard Conditions Statutory Information

Name	
Worker Number	
Assignment Number	

Effective Dates

From [] To []

Salary Entries Others...



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Salary Administration

Previous Proposal

Date [REDACTED]
Currency USD
Bases/Year 1
Conversion Rate 1.00

Salary Basis Annual
Last Value [REDACTED]
Annual Salary [REDACTED]
Converted Salary [REDACTED]

Grade Salary Limits

Grade [REDACTED]
Currency USD
Min Salary [REDACTED]
Max Salary [REDACTED]
Comparatio 84.252

Salary Proposal

Change Date [REDACTED]
Change Value [REDACTED]
Change % 4.993
Reason Annual Salary Review
Ranking [REDACTED]

Currency USD
New Value [REDACTED]
Annual Salary [REDACTED]
Next Review [REDACTED]
Performance Review [REDACTED]

Approved

Salary Information

Salary Basis Annual
Pay Basis Annual Salary
Bases/Year 1

Proposal Components

Reason	Change Value	Change %	Approved
[REDACTED]			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Performance



Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

People

Performance

Interview

Type Performance Review

Location

Date 01-JUN-2014

Rating 3 - Meets Expectations

Next Date []

Salary History

Oracle Applications - GSIAP

File Edit View Folder Tools Window Help

ORACLE

Change Date	Review Date	Reason	Approved	Currency Code	Previous	Change	%	Actual	Rating	Ranking	Grade	Mid	Maximum	Comparatio	Minimum	Hourly	Payroll	Monthly	Annual
		Annual Salary Re	<input checked="" type="checkbox"/>	USD			4.993							84.25					
		Annual Salary Re	<input checked="" type="checkbox"/>	USD			2.5							81.85					
		Transfer/Adjustm	<input checked="" type="checkbox"/>	USD										79.854					

Employment History

Oracle Applications - 03247

File Edit View Folder Tools Window Help

Oracle

Deltek HR History Assignments

From Date	To Date	Assignment Contract	Employment Categ	Grade	Internal A	Job	Last Updated By	Last Update Date	Location	Manager	Normal	Normal	Normal	Organization	Payroll	People Group	Position	Pri
07-FEB-2015	07-FEB-2015		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	SL66 - Fusion CRA	Semi-Monthly	Oracle No Standan		Yes
01-FEB-2015	19-FEB-2015		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	SL66 - Fusion CRA	Semi-Monthly	Oracle No Standan		Yes
15-DEC-2014	31-JAN-2015		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes
08-NOV-2014	14-DEC-2014		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes
02-OCT-2014	07-NOV-2014		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes

Oracle Applications - 03247

File Edit View Folder Tools Window Help

Oracle

Deltek HR History Assignments

Normal	Normal	Organization	Payroll	People Group	Position	Primary	Probation	Prob	Probation	Reason	Recruiter	Recruit	Salary	Special	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours	Fri	Effective	
10	09.00	SL66 - Fusion CRA	Semi-Monthly	Oracle No Standan		Yes				International Transf			Annual		Active Assignment	Payroll Oracle Am				Week			
10	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes				International Transf			Annual		Active Assignment	Payroll Oracle Am				Week			
10	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes				International Transf			Annual		Active Assignment	Payroll Oracle Am				Week			
10	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes				International Transf			Annual		Active Assignment	Payroll Oracle Am				Week			

Oracle Applications - 03247

File Edit View Folder Tools Window Help

Oracle

Deltek HR History Assignments

From Date	To Date	Assignment Contract	Employment Categ	Grade	Internal A	Job	Last Updated By	Last Update Date	Location	Manager	Normal	Normal	Normal	Organization	Payroll	People Group	Position	Pri
02-OCT-2013	07-NOV-2014		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes
10-JUL-2013	11-OCT-2013		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes
02-APR-2013	09-JUL-2013		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		No
01-APR-2013	01-APR-2013		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	Oracle America, In	Semi-Monthly	Oracle No Standan		No
20-FEB-2013	31-MAR-2013		Full Time - Regular			10842 QA Manager-ProdDev-PRODEV TECHQA M2	HR_PROCESS_US	20-SEP-2015 15:09	US-CA-Redwood C		17.00	40	09.00	Oracle America, In	Semi-Monthly	Oracle No Standan		No

Oracle Applications - 03247

File Edit View Folder Tools Window Help

Oracle

Deltek HR History Assignments

Normal	Normal	Organization	Payroll	People Group	Position	Primary	Probation	Prob	Probation	Reason	Recruiter	Recruit	Salary	Special	Status	Statutory Informatic	Supervisor	Title	Vacancy	Working Hours	Fri	Effective	
10	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes				International Transf			Annual		Active Assignment	Payroll Oracle Am				Week			
10	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		Yes				International Transf			Annual		Active Assignment	Payroll Oracle Am				Week			
10	09.00	PL03 - Fusion OIC	Semi-Monthly	Oracle No Standan		No							Annual		Accepted	Payroll Oracle Am				Week			
10	09.00	Oracle America, In	Semi-Monthly	Oracle No Standan		No							Annual		Offer	Payroll Oracle Am				Week			
10	09.00	Oracle America, In	Semi-Monthly	Oracle No Standan		No							Annual		Active Application	Payroll Oracle Am				Week			

ORACLE

Oracle America, Inc.

500 Oracle Parkway
Redwood Shores
California 94065

phone +1.650.506.7000
oracle.com

[REDACTED]
[REDACTED]
Dear [REDACTED]

We are pleased to offer you the position of QA Manager with Oracle America, Inc. We offer you starting compensation at an annual rate of [REDACTED]. In addition, you will be eligible to participate in the standard compensation plan for your position.

Transferring from one country to another may have an impact on your ESPP, stock options and taxes. In order to ensure you are aware of the potential impact and have the most current information, we strongly encourage you to review the following site:

http://my.oracle.com/site/hr/working_worldwide/InternationalTransfers/index.htm. This site will provide you with an overview of the potential impact, as well as action items and the correct group(s) to contact with any questions. Please ensure you perform any noted action items. Please feel free to contact the appropriate group(s) with any questions or concerns.

To accept this offer, please electronically accept the Employment Agreement, the Proprietary Information Agreement, and all other documents required in iRecruitment. In addition, there are documents located in the Offer Packet that must be completed and returned to Oracle. Employment and employee benefits can only begin after you have completed the required documents and they have been received by our Americas HR Shared Services Center. If you have any questions regarding these documents, please feel free to call our Americas HR Shared Services Center at (888) 404-2494. Before transferring, you are responsible for making sure your current Manager or your Local Country HR has initiated your termination from the leaving country.

If you have any questions regarding the conditions of your offer, please feel free to call your manager, [REDACTED] or the Americas HR Shared Services Center at 888-404-2494. This offer remains open until [REDACTED]. We look forward to having you begin work with us.

Sincerely,



Joyce E. Westerdahl
Senior Vice President, Human Resources

Ref: IRC2009617

PERSONAL INFORMATION FORM

[\(Back to Top\)](#)

EMPLOYEE INFORMATION		
Last Name	First Name	Middle Name
[Redacted]		
Street Address	Apartment/Unit #	
[Redacted]		[Redacted]
City	County	
[Redacted]	[Redacted]	
State	Zip Code	
[Redacted]	[Redacted]	
Preferred First Name (optional)		
[Redacted]		
Date of Birth (month-date-year)	Social Security No.	
[Redacted]	- - -	

ORACLE EMPLOYMENT INFORMATION	
Initial Oracle Point of Contact in the Recruiting Process	<input checked="" type="checkbox"/> Hiring Manager <input type="checkbox"/> Oracle Recruiter <input type="checkbox"/> Employment Agency
If your initial Oracle Point of Contact was a Hiring Manager or an Oracle Recruiter, choose one of the following that best describes how you found out about the position:	
<input type="checkbox"/> Oracle Recruiter <input checked="" type="checkbox"/> Oracle Hiring Manager <input type="checkbox"/> Employee Referral <input type="checkbox"/> Job Fair <input type="checkbox"/> Print Ad	
<input type="checkbox"/> Oracle Career Website (www.oracle.com) <input type="checkbox"/> Online Career Website (Monster, CareerBuilder, etc.)	
<input type="checkbox"/> Rehire (if so, please provide Oracle email address) _____	
<input type="checkbox"/> Other (please specify) _____	
Are you an international transfer or contractor currently working for Oracle?	If yes, what country INDIA If yes, Oracle Email Address: [Redacted]
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

COMPLETE AND RETURN THE PERSONAL INFORMATION FORM TO ORACLE
[CLICK HERE FOR INSTRUCTIONS](#)

EMPLOYEE SELF-IDENTIFICATION FORM

(Back to Top)

Oracle America is an Equal Opportunity Employer. State and Federal regulations require us to obtain information from each applicant for statistical analysis of our compliance with fair employment practices. We request your cooperation in voluntarily providing information, which is confidential and used only in accordance with the regulations governing Equal Employment Opportunity and Affirmative Action. If you do not wish to provide this information, you will not be subject to any adverse treatment.

EMPLOYEE INFORMATION	
Last Name	First Name
Date	Position with Oracle
Sex	

Race/Ethnic Origin

Please check whether or not you are 'Hispanic or Latino' or 'Two or More Races'. If you identify with either of these categories, no further action is needed. If you do not identify with 'Hispanic or Latino' or 'Two or More Races' continue to Part 2 of the form. The designations do not denote scientific definitions of anthropological origins. You may be included in the group to which you belong, with which you identify, or to which you are regarded in the community as belonging.

PART 1: SELECT ONE OF THE FOLLOWING OR GO TO PART 2

<input type="checkbox"/> HISPANIC OR LATINO	A person of Mexican, Puerto Rican, Cuban, Central South American, or other Spanish culture or origin, regardless of race. (Note: Persons from Brazil, Guyana, Surinam or Trinidad, for example, are classified according to race because they are not Spanish origin, culture, or descent.) If you select 'Hispanic or Latino', DO NOT select another race designation.
<input type="checkbox"/> TWO OR MORE RACES	A person who identifies with more than one of the five races (see below). If you select 'Two or More Races', DO NOT select another race designation.

PART 2: SELECT ONE OF THE FOLLOWING IF YOU DID NOT SELECT A CATEGORY IN PART 1

<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE	A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
<input checked="" type="checkbox"/> ASIAN	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, China, Japan, and Korea.
<input type="checkbox"/> BLACK (not of Hispanic origin)	A person having origins in any of the Black racial groups of Africa, American, or other Spanish or origin, regardless of race. (Note: persons from Brazil, Guyana, Surinam, or Trinidad, for example, are classified according to race because they are not of Spanish origin, culture, or descent.)
<input type="checkbox"/> NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER	A person having origins in original peoples of Hawaii, Guam, Samoa, Philippines, or other Pacific Islands.
<input type="checkbox"/> WHITE (not of Hispanic origin):	A person having origins in original peoples of Europe, North Africa, or the Middle East.

PART 3: SELECT ALL THAT APPLY

<input type="checkbox"/> RECENTLY SEPARATED VETERAN	A person who left the military within 12 months of current date. Departure Date:
<input type="checkbox"/> DISABLED VETERAN	A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or was discharged or released from active duty because of a service-connected disability.
<input type="checkbox"/> ARMED FORCES SERVICES MEDAL VETERAN	A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
<input type="checkbox"/> OTHER PROTECTED VETERAN	A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
<input type="checkbox"/> VETERAN	Not Included in Above Categories

COMPLETE AND RETURN ALL PAGES OF THE EMPLOYEE SELF-IDENTIFICATION FORM TO ORACLE

[CLICK HERE FOR INSTRUCTIONS](#)

EMPLOYEE ELIGIBILITY QUESTIONNAIRE

[\(Back to Top\)](#)

MANDATORY: ALL NEW EMPLOYEES MUST COMPLETE AND SIGN THIS FORM

Federal law requires Oracle to hire individuals who are authorized to work in the United States. To ensure compliance, all prospective employees must answer the following questions and sign and date this form.

EMPLOYEE INFORMATION

Are you authorized to work in the U.S.? Yes No

Which one of the following applies to you (check one only)?

U.S. Citizen U.S. Permanent Resident Foreign National with/without temporary status in the U.S.

If you checked U.S. Citizen or U.S. Permanent Resident, *skip to Section 2 – Signature.*

If you checked Foreign National with/without temporary status, *complete Section 1 – Work Authorization and Section 2.*

SECTION 1 - WORK AUTHORIZATION

Which one of the following (A, B or C) describes your current status and/or work authorization?

A) I have valid U.S. work authorization based on:

- F-1 with valid EAD or valid/properly endorsed Form 1-20
- J-1 with valid and properly endorsed DS-2019
- Valid EAD work card issued to me based on some other immigration sponsorship or filing

Date issued: _____

Date of expiration: _____

B) I already have work authorization sponsored by Oracle and can begin employed based on this.

Describe your work authorization document: _____
Note: U.S. visa stamps are NOT work documents; Forms I-94 ARE work documents

Date issued: _____

Date of expiration: _____

C) I do not have U.S. work authorization with Oracle, and require sponsorship for work authorization.

SECTION 2 - SIGNATURE

 Print Name

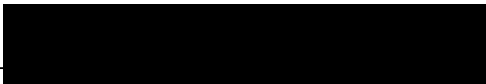
 Signature

Policy Note: Oracle files F-1 to H-1B petitions requesting "change of status" with the closest immediate effective date. Deferment of H-1B start date is not possible.

COMPLETE AND RETURN THE EMPLOYEE ELIGIBILITY QUESTIONNAIRE TO ORACLE
[CLICK HERE FOR INSTRUCTIONS](#)

New Employee Paperwork

Candidate's Name _____



- | | |
|--|--|
| <input type="checkbox"/> Rehire | <input type="checkbox"/> New Hire |
| <input type="checkbox"/> International Transfer | <input type="checkbox"/> Contractor to Regular |
| <input type="checkbox"/> Temp | <input type="checkbox"/> Internal Transfer |
| <input type="checkbox"/> VISA Required - Email _____ | <input type="checkbox"/> Temp to Regular |
| <input type="checkbox"/> Visa Type: Needs Visa, Has international address, S.S # was not provided_ | |
| <input type="checkbox"/> Part Time <i>ok</i> <i>attached</i> <i>default</i> | |
| o Dates: | |
| <input type="checkbox"/> Student/Intern | <input type="checkbox"/> Student/Intern to Regular |
| <input type="checkbox"/> Int'l Address - Email _____ | <input type="checkbox"/> Cont. Serv. Hire Date |
| <input type="checkbox"/> Veteran | <input type="checkbox"/> SS# Missing - Email _____ |

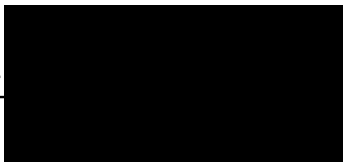
- Offer Cover Letter
- Completed Personal Information Sheet
- Employee Self-Identification Form
- Employee Eligibility Questionnaire
- Signed** Employment Agreement & Agreement to Arbitrate
- Signed** Proprietary Information Agreement

	<u>Date</u>	<u>Initials</u>
Logged:	_6/20/2013	_E.C._
Sent Email:	_6/20/2013	_E.C._
Con. Email:	_6/20/2013	_E.C._
Entered:	<i>7/3/13</i>	<i>CS</i>
Scanned:	_____	_____

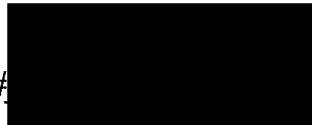
Comments:
IRC2009617
International Transfer _____
Imaged _____
02-APR-13 12.04.15.000000 AM _____

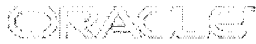
Imaged: x

Start Date: _____



Employee # _____





Home **Vacancies & Offers**

Offers Workbench >

Candidate Details: [Redacted]

Background Check **Back** Candidate 2 **Next**

Applicant Number [Redacted]
 Name [Redacted]
 Email Address [Redacted]
 Location [Redacted]
 Current Employer: **Oracle India Private Limited, IDC**
 Home Phone Number [Redacted]
 Last Degree Completed **Bachelor's**
 Vacancy [Redacted]
 Job Title **10842.QA Manager-ProdDev.PRODEV.TECHQA.M2**

Preferred Language **English**
 Current Applications **2**
 Organization **G3I1 - Fusion OIC Development - ORCL India Dev Ctr - Bangalore**
 Application Date [Redacted]
 Offer Status **Approved**

Offer Extended Date

Candidate Profile **Qualifications** **Jobs Considered For** **Applications** **Offers**

Select Offer: **View Details**

Select	Vacancy	Posting Name	Expiry Date	Proposed Start Date	Offer Creation Date	Offer Status
<input checked="" type="radio"/>	[Redacted]	QA Manager-ProdDev		[Redacted]	[Redacted]	Approved

Below is the summary of the offer created for this application. Select any one of the available options and click Go to process the task.

Action **Go**

Basic Offer Details

Business Group **Oracle America, Inc.**
 Vacancy Number [Redacted]
 Proposed Start Date [Redacted]
 Job **10842.QA Manager-ProdDev.PRODEV.TECHQA.M2**
 Grade [Redacted]
 Organization **PL03 - Fusion OIC Development - ORCL USA**
 Location **US-CA-Redwood City-500 Oracle Parkway**
 Manager [Redacted]
 Manager Email [Redacted]
 Manager Employee Number [Redacted]
 Recruiter [Redacted]
 Employment Status **Full Time - Regular**
 Work Hours **40**
 Discretionary Job Title **QA Manager**
 Product Association **N/A**
 Rep Type **N/A**
 Product Descriptor **N/A**
 Industry **Not Applicable**

Replaced Employee [Redacted]
 Previous Email Address [Redacted]
 Justification for this hire **To replace the [Redacted] who recently left Oracle, we want to have [Redacted] take over the US QA Manager position.**
 Candidate Source **Internal Applicant**
 Employee Referral Name [Redacted]
 Hire Type **International Transfer**
 Work Schedule **1 Schedule: 8-8-8-8-0-0**
 Vacation Plan **Standard Vacation Plan**
 Temporary Assignment End Date [Redacted]
 Channel [Redacted]
 University Degree [Redacted]
 Romania Local Job Grade [Redacted]
 Italy Local Job Grade [Redacted]
 France Local Job Grade [Redacted]
 Current Employment Local Grade [Redacted]

Budgeted Headcount **Yes**
 Salary in Budget **Yes**
 Replacement Hire **Yes**

Candidate's Current Job Title **QA Manager**
 Candidate's Current Salary/ATV [REDACTED]
 Commission Draw Duration
 Former Acquired Company Name
 Shift/Premium Eligible
 Display Salary as Hourly?
 Eligible to work where job is posted **Y**

Salary Information

Salary Basis **Annual**
 Proposed Salary [REDACTED]
 Grade Range [REDACTED]
 Comparatio **82.25**
 Quartile **1**
 Annualized FTE Salary [REDACTED]
 Annualized Salary [REDACTED]
 ✓ TIP Conversion rate as on 31-May-2012 from USD to USD: 1 USD =

Additional Offer Details

Individual Compensation Plans for Offers

Stock Justification
 Car Allowance Justification
 Relocation Amount Justification
 Sign On Bonus Justification

Attachments

Internal Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
CV for [REDACTED]	File		Miscellaneous	[REDACTED]@ORACLE.COM	11-Mar-2013	One-Time		

External Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Offer History

Offer Status	User	Date/Time
Approved	[REDACTED]	[REDACTED] 13:21:04
Pending For Approval	[REDACTED]	[REDACTED] 16:20:57
Return for Correction	Perkins, Ms Allison	[REDACTED] 16:20:49
Pending For Approval	[REDACTED]	[REDACTED] 15:07:30

Approval History

Line number	Approver	Approver Type	Category	Approval Status	Date	Comment
1	Perkins, Allison	HR People	Approver	Approved	[REDACTED]	Approved. --Susan Phan for Allison Perkins



2	CORPCOMP	HR People	Approver	Approved	[REDACTED]	
3	Fothergill, Alan	HR People	Approver	Approved		
4	Stephens, Dave	HR People	Approver	Approved		this is the replacement for our HQ QA manager - we are filling through a low cost to high cost transfer within the [REDACTED] vital to have position in HQ for coordination through the product release process.
5	Miranda, Steven	HR People	Approver	Approved		
6	Kurian, Thomas	HR People	Approver	Approved		
7	Ellison, Lawrence	HR People	Approver	Approved		
8	Docherty, John	HR People	Approver	Approved		
9	HROFFERS	HR People	For Your Information	Notified		

Approval History

Sequence	Name	Action	Date	Comments
1	[REDACTED]	Submit	25-Feb-2013 15:07:32	
2	Perkins, Allison	Returned for Correction	26-Feb-2013 16:20:42	Hi [REDACTED] Please include detailed business justification for this international transfer in the comments section and resubmit. Thanks, Allison
3	[REDACTED]	Resubmit	11-Mar-2013 16:20:58	<p>Recently [REDACTED] left the team. Currently we only have one QA engineer in the US in the East Coast for Incentive Compensation quality assurance, and need a QA Manager in HQ to cover the following tasks along with their product responsibilities: (a)</p> <p>[REDACTED]</p> <p>To do these tasks we need more resources at HQ, and hence are requesting this international transfer for [REDACTED] as a replacement for [REDACTED]. [REDACTED] has more than 10 years experience in the industry and has been working with Oracle for more than 7 years. For all 7 years he has been with [REDACTED] development. He has worked on different releases [REDACTED] and in the process obtained excellent knowledge on functionality of [REDACTED]. He also has extensive knowledge in [REDACTED] testing tools: [REDACTED]. After [REDACTED] left, [REDACTED] took over handling the [REDACTED] and has been critical in our goal to achieve 100% right first time delivery of the the IC software, but we need to have a [REDACTED] in the US at HQ. Based on the current employee's regional comp-ratio in IDC and comparable peer review in the US IC population, the proposed salary is [REDACTED]. This salary has been reviewed by HR.</p>
4	Perkins, Allison	Approved	19-Mar-2013 10:16:57	Approved. --Susan Phan for Allison Perkins
5	CORPCOMP	Approved	20-Mar-2013 08:08:36	



6	Fothergill, Alan	Approved	20-Mar-2013 09:20:31	
7	Stephens, Dave	Approved	26-Mar-2013 10:40:13	this is the replacement for our HQ QA manager - we are filling through a low cost to high cost transfer within the [REDACTED] team - vital to have position in HQ for coordination through the product release process.
8	Miranda, Steven	Approved	26-Mar-2013 10:41:32	
9	Kurian, Thomas	Approved	28-Mar-2013 20:52:23	
10	Ellison, Lawrence	Question	29-Mar-2013 10:17:47	Are we offering to pay relocation expenses? Thanks, Lynn

1-10

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Candidate 2

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Experience Summary

10 yrs of experience in software testing in focus on Business Application software domain.

- Strong background in Manual and Automation testing.
- Work with PM and Dev teams in preparing Test Case, Test plans and executing them to the specification of the product and company requirements.
- Working with management on Planning, scheduling, reporting, Quality Metrics and defect managements.
- Capable of working in fast paced, agile development environments.
- Worked with customers on their implementation and proposed solutions on how customers should implement the product based on their requirements.
- Incorporate User experience in testing and continuous improvement in test case repository to incorporate customer requirements in testing phase.
- Training new team members and managing local engineers to work in sync with the corporate set parameters & motivating them for achieving business and individual goals.

Professional Summary

Description:

I am currently enjoying my roles and responsibilities as [REDACTED] at Oracle Corporations, IDC – Bangalore office. I work in [REDACTED] division focusing on improving the quality of [REDACTED]

Using [REDACTED] business can align their unique corporate objectives to sales force activities, automate the complex task of calculating variable compensation, and ensure timely and accurate payments. This is the new offering from Oracle to handle Incentive Solution developed on new technology platform which also includes more interactive dashboards for Sales managers and participants to get more visibility of the data.

Role and Responsibilities:

- Currently [REDACTED] activities related to incentive compensation, involves planning day to day activities during IDC time zone and also plan the tasks for remote worker in US region.
- POC of all [REDACTED]
- POC from [REDACTED]. Responsible for ensuring OFIC meets all the functional security standards and requirements as defined by Functional Security Team
- POC from [REDACTED]. Duties include covering Automation development plans and progress. Working with Central Automation tools team to resolve issues with Automation Tools.
- POC for [REDACTED]
- Responsible for maintaining quality of [REDACTED] and other crucial work areas of the product.
- Worked with Dev team to write [REDACTED]. This involved writing the [REDACTED] file in XML. Some of the test cases [REDACTED]

involved writing data population file to populate data in 20+ tables for running test cases. Covered almost all CRUD actions on the EOs and VOs assigned to me. This help significantly in improving the initial quality of the product when it was delivered to QA during initial round of System Test Cycles.

- Understand the data model for the areas assigned to me and test from UI and backend to catch issues that we can't see from UI.
- Work with product management and development on daily testing activities, bug triaging, Bug verification and continuous improvement of test case quality.
- Work with the documentation team to ensure the effectiveness and correctness of the documents released with the code.
- Worked with the Sales and Consulting teams in [REDACTED] to help our initial adopter customer [REDACTED] implement and test OFIC. Worked in real-time in customer UAT env and helped [REDACTED] create users based on the security requirements, understand their business process and guide them to complete the setups required on empty DB env. This exercise helped [REDACTED] to overcome the initial functional setup and technical issues.
- Worked with the team of interns in developing automated scripts for [REDACTED] using [REDACTED]
- Played a pivotal role in training and guiding the team on using test management tool QC when introduced during early stages of [REDACTED]
- Have strong working network with members from EFOPS, Central QA teams, Support teams, QA Managers and Leads from other product families and engage them during different phases of testing cycles.
- Manage entire OIC QA team when my manager is on leave.
- Work with HR in IDC and review resumes, set up rounds of interview calls. Train new hires and track their progress on behalf of management in USA during IDC time zone
- Successfully transitioned from Waterfall to Agile development methodology.
- Team player with good communication and written skills.

Oracle [REDACTED] Application - [REDACTED]

- Participated in completed test life cycle for the [REDACTED] release. As a team lead was responsible for few modules like [REDACTED]
- As newest member team, I was asked to review the completeness and accuracy of test cases. Executed more than 50% of Test cases and updated test case details. Provided feedback back to PM as 'First Time User Experience' to improve the usability of the product.
- Participated in Function designs document reviews with product engineering team. Designing test plans and documenting test case details.
- Successfully re-wrote the [REDACTED] using WinRunner.
- Within 6 months of joining, I was made POC for [REDACTED]. Extended this responsibility as gap analysis of our Test cases
- Worked on re-writing library of all the commons functions for our automation library in [REDACTED]. Worked with the team of [REDACTED] in automating 150+ business flows.
- Worked on integration flows with [REDACTED] team.
- Involved in Daily status calls held with Onshore Lead.
- Incharge of all testing activities for Release [REDACTED]. Prepared scope, project plan and final Go-no-Go analysis.
- Successfully trained a team of QA engineers from maintenance team for transitioning of [REDACTED] product.

Disputes Online Tracking System - [REDACTED]

Client : [REDACTED]
Role : Software Test Engineer.

Description:

On an overall this project is an Delivery centre to develop the solutions and maintenance of the applications needed to Manage IT related Operations of various [REDACTED] DOTS is an system which was used by Disputes Team to resolve the disputes related to credit cards. The system involved various applications and in that various modules to set up the case, process the case at different stages like doing First charge backs, Second Charge backs, filing Pre compliance, Pre arbitration, write-off and involved interacting with other systems. It also needs to take care of rules, reason codes, procedures to resolve cases set by the in US federal Laws, VISA, Master card. As a part of it DOTS need to send the required documentation related to any case electronically which was named as [REDACTED]. All the financial transactions need to be posted to TSYS. A reporting system to provide the disputes count, statistics of transactions. DOTS have following modules and batch process.

- Indexer.
- Case Analysis- 1ST CHARGE BACK, 2ND CHARGEBACK, COMPLIANCE, ARBITRATION, WRITE-OFF.
- ACR.
- Scheduler, Allocation Manager.
- On demand up loader.
- DOTS ADMIN.
- TSYS COMMUNICATOR
- VROL -BQIUPLOAD, PRD RESPONSE, BQIDOWNLOAD.....
- DOTS SCANNER,RELEASER

Roles & Responsibilities:

- Gather the DOTS application knowledge and [REDACTED] system working knowledge based on hand on and exploratory testing since the person who was extensively working before on this application had abruptly dropped off during downsize of team.
- Creation of Requirement Traceability Matrix, Test Scenarios, Test Plans, Test Cases ,Test Data and execution of Tests to implement the VROL Mandates which was done in Phase 1,2 and 3
- Creation and Execution of Regression Test Cases done in Parallel to make sure that DOTS application was intact.
- Onshore QA and Offshore QA team co-ordination, task allocation for this project.
- Publishing Daily Test and Bug reports to Management in [REDACTED] and to Client Management who were part of the Project.
- Involved in Daily status calls held with Onshore Business Team, SME and off shore Development Team, to discuss the bug Impact and help Development team to prioritize the bug fixes
- Had been to Onshore (US) for UAT support and QA Testing to co ordinate with [REDACTED] and TSYS during Phase 3 within 6 months of joining.
- Part of Audit Team to ensure success in CMM Level 5 Assessment across the Projects.
- Designed Automation Test frame work, Developed Automation Test Scripts and execution using QTP.
- After 8 months of joining, I was made SPOC(Single Point of Contact) for teams working on other [REDACTED] related applications, to track their daily tasks, resolve any functional related issues and provide feedback about individual's performance to Management in Accenture

On Demand Batch Printing

Role : Test Engineer.

Description:

ODBP(On Demand Batch Printing) is a backend batch process which is to combine the individual requests from different applications for prints of customer statements and send it to printing vendor as one bulk file. The letters were being retrieved from ON Demand repository group them for individual applications and sent to vendor. The request were from ARL, ADR, DRA,SLD and OLA. ONDEMAND client was enhanced to send an request to ODBP.

The reporting system included sending an status email to business users indicating the status of number of requests, processed requests.

Roles & Responsibilities:

- Worked with development team extensively to gain the application knowledge about this application since its of a batch program rather than a UI application.
- Created Test Strategy Document to Convince Management to allow us to do testing which used huge set of data and perform Stress testing for these kind of Software application.
- Other tasks include Test Cases creation and preparing Test data, execution of Tests.
- Defects, Issues were tracked, documented and provided to Offshore Team lead.

Crime File Management System

Client : C.C.R.B Bangalore.
Role : Support cum Test Engineer.

Description:

CFMS is a MIS (Management information system) and EIS (Executing Information System) to maintain the crime history of criminals.

Roles & Responsibilities

- Initially was part of support team and was involved in installation of application at Client location and train the users about how to use the application.
- Then involved in Performing Sanity Testing, Functionality testing for enhancements and Regression testing.
- Also involved Execution Auotomated test scripts using Winrunner

Skill Sets

Testing Tools : OATS,Selenium(IDE & RC),Quick Test Professional (QTP), Win runner7.6
Test Management Tool : Quality Centre (formerly Test Director), PVCS Tracker.
Operating Systems : Windows NT, Windows 2000, Windows XP,Unix
Scripting Language : Shell Script
Languages : Java,C, C++.
Technologies : V.B 6.0, ASP,XML,Forms.
Databases : SQL Server 7.0, MS-Access, Oracle 8i
Mainframe : Total Systems (TSYS)-RUMBA
Others : Microsoft VSS,IBM-ONDEMAND CLIENT

Academic Qualification

BE (Electronics and Communication) from [REDACTED] which is one of the top 10 Engineering Colleges in the State.

Subject: Re: URGENT - MISSING SOCIAL SECURITY NUMBER: [REDACTED]

From: [REDACTED]

Date: 7/1/2013 10:51 AM

To: "hrssc-new-hires_us@oracle.com" <hrssc-new-hires_us@oracle.com>,
[REDACTED]

Hello,

[REDACTED] is transferring from IDC to US and does not currently have a SSN. He will get his SSN when he comes to US next week. Can you please advise on this situation.

Thanks,
[REDACTED]

On 6/20/2013 3:08 PM, hrssc-new-hires_us@oracle.com wrote:

Dear Manager:

Your new hire, [REDACTED], cannot be entered into the HR data base because a Social Security Number was not provided. Please provide this information as soon as possible as we are not able to complete the new hire process without this information.

Thank you,
HRSSC-New Hires

Subject: Re: URGENT - Your New Hire Requires US Address: [REDACTED]

From: [REDACTED]

Date: 7/1/2013 6:32 PM

To: hrssc-new-hires_us <hrssc-new-hires_us@oracle.com>

CC: [REDACTED]

Hi Lawrence,

This would be my US address - [REDACTED]

Regards,
[REDACTED]

On 7/2/2013 5:21 AM, hrssc-new-hires_us wrote:

We can't confirm a start date without a US address.

Thanks,
Lawrence
HRSSC

On 7/1/2013 10:52 AM, [REDACTED] wrote:

[REDACTED]

FYI. Can you please provide a US address.

Thanks,
[REDACTED]

On 6/20/2013 3:09 PM, hrssc-new-hires_us@oracle.com wrote:

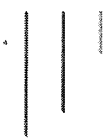
Hello Manager,

We have received your New Hire paperwork. However, your applicant has indicated an international address and unfortunately we can only process paperwork with a US based address. If the applicant does not have a US based address, he/she may provide one of a friend, family member, or the Oracle facility where they will be working.

It is the sole responsibility of the candidate to update their own address via Self Service Applications once they come on board on their first day of work with Oracle. **Please respond and provide a US address so we may proceed.**

Thanks,

HRSSC - New Hires



Subject: Re: New Hire VISA: [REDACTED]
From: [REDACTED]
Date: 7/1/2013 6:36 PM
To: hrssc-new-hires_us <hrssc-new-hires_us@oracle.com>
CC: [REDACTED] INS_US <INS_US@ORACLE.COM>

Hi Lawrence,

I have attached a copy of my visa issued in an US consulate and also attached an email sent to BAL regarding the confirmation of VISA Received. Let me know if you need more details.
Regards,
[REDACTED]

On 7/2/2013 5:22 AM, hrssc-new-hires_us wrote:

Hi [REDACTED]

We can't confirm a start date until we have everything we need. Once we receive US address and visa confirmation email we will send a start date request email asking for a start date of at least five business days out from date of response.

Thanks,
Lawrence
HRSSC

On 7/1/2013 10:59 AM, [REDACTED] wrote:

Hello,

1. This is to confirm that [REDACTED] received an Oracle specific VISA
2. The start date will be [REDACTED]
3. [REDACTED] can you please email confirmation from HR INS or BAL that you received your VISA.

Thanks
[REDACTED]

On 6/20/2013 3:07 PM, hrssc-new-hires_us@oracle.com wrote:

Hello

It has come to our attention that your new hire [REDACTED] may need Oracle's assistance in obtaining the proper work visa authorization. He/she may not begin working at Oracle until he/she has the appropriate work visa authorization.

In order to obtain the proper work visa authorization, it will be necessary for Oracle to sponsor him/her.

Initiating this process is the responsibility of the hiring manager, starting by raising a purchase order if a visa is necessary.

How is the visa process initiated? Information on how to begin the visa process, opening a purchase order, as well as the required questionnaires can all be located on the Immigration web page:

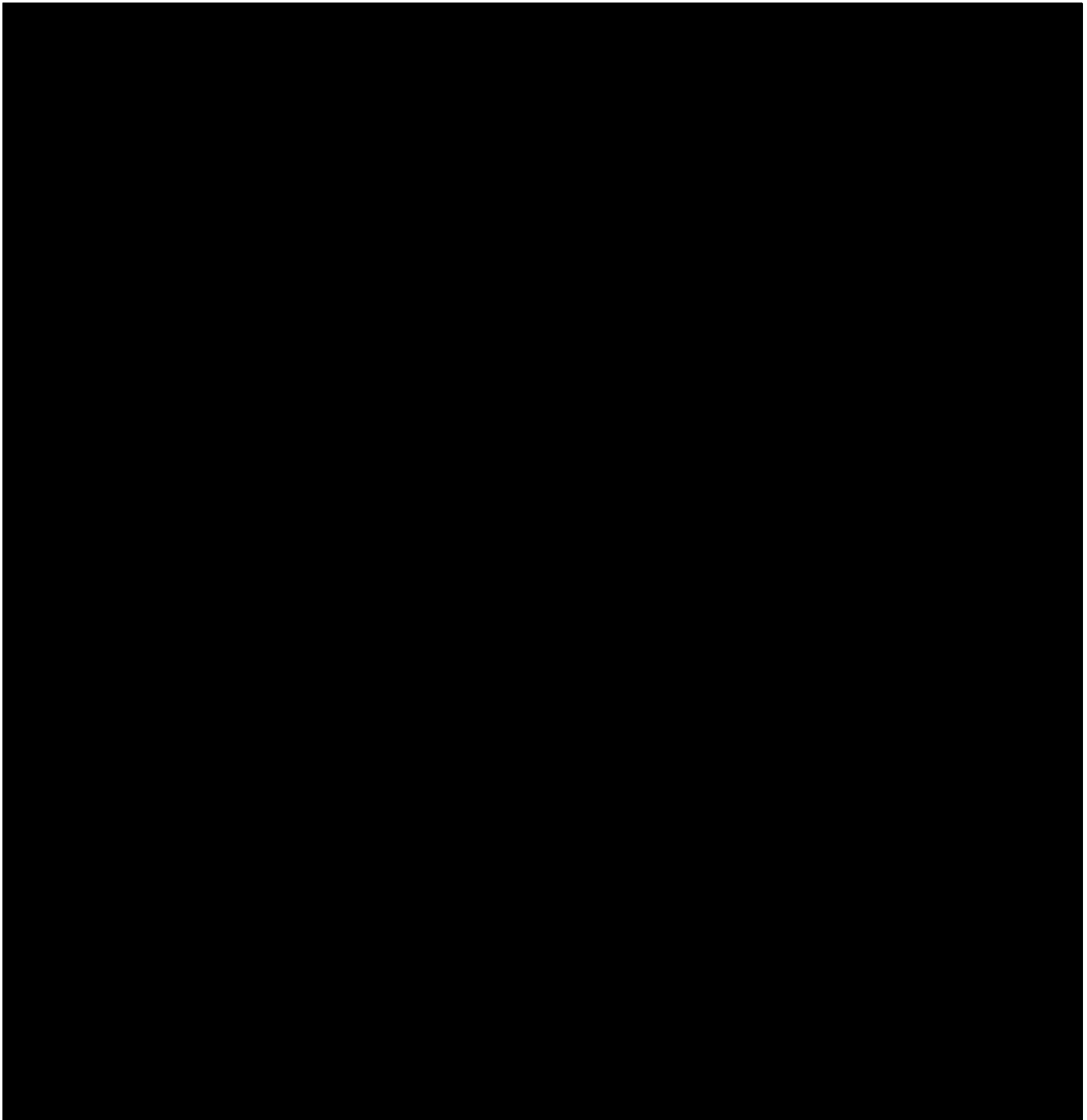
http://my.oracle.com/site/hr/us_immigration/index.htm

VERY IMPORTANT: Once the Oracle specific visa is approved, the hiring manager should email HRSSC at HRSSC-new-hires_us@oracle.com and advise of the following:

1. Confirmation of receipt of an Oracle specific Visa.
2. Actual start date of employee (after Visa approval). Once all of this information is received by HRSSC, they will be able to proceed with new hire processing
3. Email confirmation from either HR INS or the legal office "BAL".

PLEASE CONTACT INS_US@ORACLE.COM IF YOU HAVE ANY QUESTIONS.

Thank you,
HRSSC/INS
ins_us@oracle.com
HRSSC-new-hires_us@oracle.com



Subject: Re: L-1 Visa Application Package Sent [REDACTED]
From: [REDACTED]
Date: 6/20/2013 10:20 AM
To: Brian Holihan <bholihan@balglobal.com>
CC: Michelle Funk <mfunk@balglobal.com>

Hi Brian/Michelle,

I have attached the snapshot of the visa i received.

Regards,
[REDACTED]

On 6/4/2013 6:39 PM, Brian Holihan wrote:

Hello [REDACTED]

Thank you for your email. Your petition was prepared as an L-1A (managerial). If you have any additional questions or concerns, please feel free to contact me at your convenience.

Thank you,
Brian Holihan

From: [REDACTED]
Sent: Tuesday, June 04, 2013 1:37 AM
To: Brian Holihan
Subject: Re: L-1 Visa Application Package Sent [REDACTED]

Hi Brian,

Thanks for the email. I just wanted to confirm/know whether is it L1 A or L1 B ?

Regards,

On 6/4/2013 3:06 AM, Brian Holihan wrote:

Dear [REDACTED]

We have finalized your L-1 Blanket visa application and I am sending the L-1 visa package to you today via Federal Express. Your FedEx tracking number is [REDACTED]

Attached you will find important information and instructions in connection with your upcoming visa interview at the U.S. consulate, and a copy of Oracle's "Know Your Responsibilities" U.S. immigration compliance document. Please review these documents and let us know if you have any questions.

We understand that you will be applying for the visa at the U.S. consulate shortly. Note that the finalized documents do have an expiration date, so you must apply soon. Once you have obtained the L-1 visa, please alert us immediately, and provide a legible copy of the visa so that we may update our records. A photo of the visa emailed via smart phone will suffice. When you arrive in the U.S., you will be issued a Form I-94 arrival card. Please provide copies of the Form I-94 (and Form I-94/L-2 visas for family members, if applicable). (Again, smart phone photo of these documents will be fine.) This information is critical in that it enables us to track the expiration of your work authorization and nonimmigrant status in the U.S.

Regards,

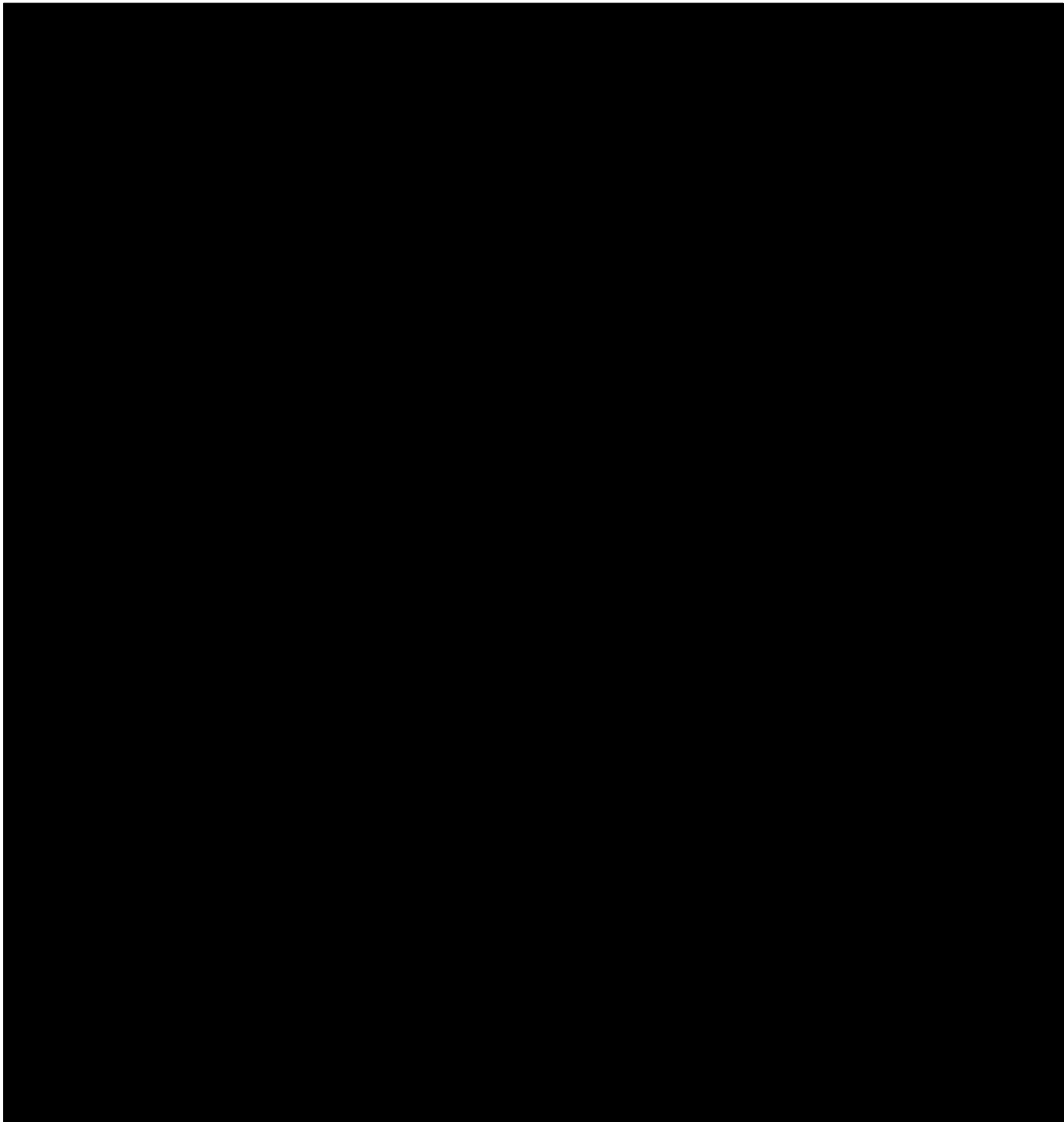
Brian Holihan, MPP
Senior Paralegal



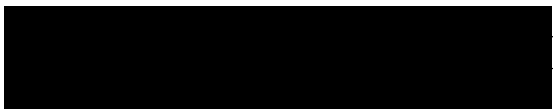
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Attachments:



365 KB
380 KB
365 KB

Subject: Re: URGENT ACTION REQD: New Hire Start Date: [REDACTED]

From: [REDACTED]

Date: 7/2/2013 10:07 AM

To: hrssc-new-hires_us <hrssc-new-hires_us@oracle.com>

Hello,

[REDACTED] start date is [REDACTED]

Please let me know if you need any more details.

Thanks,
[REDACTED]

On Jul 2, 2013, at 9:48, hrssc-new-hires_us <hrssc-new-hires_us@oracle.com> wrote:

Hi [REDACTED]

Please respond by replying to this email with his/her official Oracle start date.

****The start date must be 5 or more business days out from the date you respond, to allow time for processing.****

Please advise if this candidate is a rehire. If the candidate is an international transfer, please provide the original start date for vacation and vesting purposes, the employees previous email address and the country code. Please let us know if you have any additional questions.

Thanks,
HRSSC

On 7/1/2013 6:36 PM, [REDACTED] wrote:

Hi Lawrence,

I have attached a copy of my visa issued in an US consulate and also attached an email sent to BAL regarding the confirmation of VISA Recieved. Let me know if you need more details.

Regards,
[REDACTED]

On 7/2/2013 5:22 AM, hrssc-new-hires_us wrote:

Hi [REDACTED]

We can't confirm a start date until we have everything we need. Once we receive US address and visa confirmation email we will send a start date

request email asking for a start date of at least five business days out from date of response.

Thanks,
Lawrence
HRSSC

On 7/1/2013 10:59 AM, [REDACTED] wrote:

Hello,

1. This is to confirm that [REDACTED] received an Oracle specific VISA
2. The start date will be [REDACTED]
3. [REDACTED] - can you please email confirmation from HR INS or BAL that you received your VISA.

Thanks,
[REDACTED]

On 6/20/2013 3:07 PM, hrssc-new-hires_us@oracle.com wrote:

Hello

It has come to our attention that your new hire [REDACTED] may need Oracle's assistance in obtaining the proper work visa authorization. He/she may not begin working at Oracle until he/she has the appropriate work visa authorization.

In order to obtain the proper work visa authorization, it will be necessary for Oracle to sponsor him/her.

Initiating this process is the responsibility of the hiring manager, starting by raising a purchase order if a visa is necessary.

How is the visa process initiated? Information on how to begin the visa process, opening a purchase order, as well as the required questionnaires can all be located on the Immigration web page:

http://my.oracle.com/site/hr/us_immigration/index.htm

VERY IMPORTANT: Once the Oracle specific visa is approved, the hiring manager should email HRSSC at HRSSC-new-hires_us@oracle.com and advise of the following:

- 1. Confirmation of receipt of an Oracle specific Visa.**
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- 3. Email confirmation from either HR INS or the legal office "BAL".**

PLEASE CONTACT INS_US@ORACLE.COM IF YOU HAVE ANY QUESTIONS.

Thank you,
HRSSC/INS
Ins_us@oracle.com
HRSSC-new-hires_us@oracle.com