

Oracle HR Global Approval Matrix User Guide

Overview

The Oracle HR Global Approval Matrix is a tool that is used to standardize the level of oversight (or approval) required for HR transactions. It's based on the terms of a transaction (e.g. Change Manager, Salary Increase, Change Job etc.) and Oracle career levels. Depending on the type and terms of a transaction, other matrices such as the Finance Spending Approval Limits Matrix may need to be consulted as well.

This application is informational. The approvals are handled independently of this tool; either through automated workflow or e-mail depending on the action. If after reviewing the information below, you still have questions, please navigate to the **Help** tab and click the **Ask a Question** link.

Navigation

Can you walk me through how to read a transaction?

Sure! Before we dive into a transaction, here are a few details that may be helpful to you as you use the tool.

On the [Approval Matrix](#) you can view transactions by category or search for a specific transaction.

- The **Filters** on the left will allow you to narrow your search by category (Assignment related transactions, Hiring related transactions, etc.)
- The **Notation** section provides additional guidance and definitions for reading the matrix and a few Rules
- You may also enter keywords in the **Search Transactions** box, and a drop down list will appear for you to select a specific transaction
- Make sure to also review the **Notes** under some of the transactions or associated with specific approval levels for additional detail

Examples

Now, let's say that you want to check the approval levels for a Discretionary Title Change. You can:

- Search for the transaction using the **Search Transactions** filter up top
- Or select the **Assignment Category** and scroll through the narrowed list of transactions on the right.

Q Search Transactions

Discretionary Title Change

Category: Assignment; Type: Automated



Note: HR Post-Approval excludes India and the United States.

Once you have located the transaction you will notice that it's an automated change and it requires the following approval:

- HR Pre-Approval
- 1 Level of Management Approval
- HR Post-Approval

This means that the transaction will not be considered approved until HR has approved the transaction, one level of management above the initiator has approved the transaction and HR post-approval has been obtained. There are also notes below the transaction with additional information. For example, in this scenario the notes explain that there are exceptions to the HR post-approval requirement and it is not required in India and the United States. Because this is an automated transaction, the workflow will route the action until all of the required approvals have been obtained.

Let's take a look at one more transaction, a Standard Hire or Re-hire.

You can:

- Search for the transaction using the **Search Transactions** filter up top
- Or select the **Hiring Category** and then scroll through the narrowed list of transactions on the right.

Q Search Transactions

Standard Hire or Rehire

Category: Hiring; Type: Automated



Note: HR Rep post-approval only required in the following countries: Germany, France, Italy and Netherlands.

Includes additional offer terms and conditions such as equity, sign-on bonus and relocation.

Rehire includes anyone that has left (even for 1 day) and rejoins.

Once you have located the transaction you will notice that it's an automated change and it requires the following approval:

- HR Pre-Approval
- 1 Level
- President (M9)
- CEO(s) & Executive Chairman and CTO (M10)

You will also see that there are red triangles in the upper right corner near the 1 Level and M9 approval levels. Put your cursor on the red arrow to view the following details:

- 1 Level is defined as the direct supervisor of the hiring manager on the offer.
- Although indicated as President (M9) approval required, this may vary based on your manager hierarchy. The note clarifies this: Requires approval from the direct report of the M10 (regardless of career level) in the management chain for the LOB.

Also, since there are not green check marks for the M6-M8 approval levels, this shows that the transaction skips some levels in the manager hierarchy.

And there are additional notes below the transaction with more information related to the transaction.