Req Num	Feature (Module)	Business Requirements Description (Final)	Process	Respondent Response	Respondent Comments
	HCM - 01 Absence Management	Ability for managers and HR specialists to make updates to	Absence Access	Respondent Response	Respondent Comments
HCIVI-01-006	HCM - 01 Absence Management	, , , , , , , , , , , , , , , , , , , ,	Absence Access		
		employee absences. The addition of access for secretary in			
		the same department can be met using customized roles.			
HCM-01-015	HCM - 01 Absence Management	Ability to allow managers to make leave adjustments for any	Absence Adjustment		
		leave type for an employee. Manager must enter the reason			
		code when making the adjustment.			
HCM-01-020	HCM - 01 Absence Management	Ability for employee to enter, update & retain attachments,	Absence Data Storage		
		comments & reasons when requesting an absence. Ability			
		for HR specialist to manage attachments, doc type with any			
		other relevant absence file linked to absences requested by			
		employee.			
HCM-01-019	HCM - 01 Absence Management	Ability to notify an employee and their Manager if a sick note	Absence Note		
		is required for approval of leave. An employee should be			
		able to select annual or unpaid leave in lieu of sick leave if			
		sick leave is exhausted.			
HCM-01-014	HCM - 01 Absence Management	Ability to provide Attendance Leave reports targeted at	Absence Report		
		leave data for an individual, department and overall			
		organization for one or more types of leave through the OTB			
		tool.			
HCM-01-017	HCM - 01 Absence Management	Ability for employees to view a summary of their yearly sick	Annual Summary Notification		
11CIVI-01-017	TICIN - OI Absence Management	leave amount used for the year and balance, and receive	Annual Summary Notification		
		formal notification annually of this information from HR.			
HCM-01-008	HCM - 01 Absence Management	Ability to re-direct the approval when the original approver	Approval of Absences		
		has not reviewed the transaction.			
HCM-01-022	HCM - 01 Absence Management	Ability for an employee to request annual leave payouts in	Cash Payouts		
		December.			
HCM-01-018	HCM - 01 Absence Management	Ability to send notification to Human Resources Officers	Disability Notification		
		(HRO) when an employees' absence is greater than 5 days,			
		to trigger the disability management program.			
HCM-01-021	HCM - 01 Absence Management	Ability to allow managers and HR specialists to make	Job Level Access		
	_	updates to employee absence. The addition of access based			
		on job level can be met using customized roles.			
HCM-01-009	HCM - 01 Absence Management	Ability to assign users to managers for Attendance Leave	Manager Approvals		
01 003	Trem 017185ence management	transaction approvals.	manage. Approvais		
HCM-01-010	HCM - 01 Absence Management	Ability for managers to address all Attendance Leave	Manager Approvals Page		
110111 01 010	THEM OF ADSCREE Management	transactions on a single page.	Widninger Approvais ruge		
UCM 01 011	HCM - 01 Absence Management	Ability to allow approvals to be re-directed in cases where	Re-assign Absences Approvals		
HCIVI-01-011	HCM - 01 Absence Management	the original approver has not reviewed the transaction.	Re-assign Absences Approvais		
UCM 01 012	HCM - 01 Absence Management		Deserver Delence Natification		
HCIVI-01-012	ncivi - 01 Absence ivianagement	Ability to built custom notifications to flag to recover annual	Recover Balance Notification		
		leave not earned based on a bargaining unit employee not			
		working at least 2/3 of the month, and Management			
		working at least 1/2 of the month.			
HCM-01-016	HCM - 01 Absence Management	Ability to allow employees to log time on and off work using	Remote access		
		mobile applicable. Users can use self service functionalities			
		to enter, approve and update absences.			
HCM-01-004	HCM - 01 Absence Management	Ability to enter and process absence related date that route			
		to required approvals.	Absence Entries		
HCM-01-001	HCM - 01 Absence Management	Ability for designated staff to review leave requests that	Unapproved Absences		
		were never approved through the OTBI tool.			
HCM-01-002	HCM - 01 Absence Management	Ability to provide a unionized employee with their Employee	Union Report		
	_	Sick Leave Yearly Summary details through the OTBI tool.	·		
		, , , , , , , , , , , , , , , , , , , ,			
HCM-01-013	HCM - 01 Absence Management	Ability to allow managers and employees to view absence	View Absence details	1	
		entries, absence balances and update absence entries			
		through Self Service pages.			
HCM-01 OOF	HCM - 01 Absence Management	Ability to display all Attendance Leave transactions recorded	Viewing Absence Entries	1	
11CIVI-01-005	LICINI - OT WOSELICE MIGHIGENIEUR		viewing Absence Entries		
HCM-02-004	HCIVI - 02 Benefits		Benefits Enrollment		
HCM-02-004	HCM - 02 Benefits	for all employees. The time period provided by Oracle is as follows: 1) Last 6 months, 2) Last 12 months, 3) Last 2 years, 4) Last 3 years, 5) Last 5 years, 6) Future, 7) All. Ability to identify what Pension Plan type an employee is receiving.	Benefits Enrollment		

Activation   Act						
Month Code Section	HCM-02-005	HCM - 02 Benefits	Ability to produce a report on eligibility for retirement based	Benefits Enrollment		
Mode   Color			on years of service (transfer of pensionable service and			
included to the control of the contr			WorkplaceNL service) and age.			
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benefit plans they have elected.	HCM-02-013	HCM - 02 Benefits		Self Service		
			benefit plans they have elected.			

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HCM-02-014	HCM - 02 Benefits		Self Service	
		benefit plans they have elected.		
HCM-02-015	HCM - 02 Benefits	Ability for Employees to upload the action items from	Self Service	
		employee self serve. The action items are the documents		
		that might be required from the employees or their contacts		
	uora oo n	for verification purposes.	c. If c	
	HCM - 02 Benefits	Ability to attach a document along with the action item.	Self Service	
HCM-02-017	HCM - 02 Benefits	Ability to trigger a notification based on the action item	Self Service	
		uploaded by the employee or when the benefits administrator approves/rejects the document.		
UCM 02 019	HCM - 02 Benefits	Ability to view the uploaded documents.	Self Service	
	HCM - 06 Payroll	Ability to view the uploaded documents.  Ability to record extra deductions for employees.	Calculate Payroll	
	HCM - 06 Payroll	Ability to process payroll according to the payroll frequency	Calculate Payroll	
110101 00 014	TICIVI GOT GYTON	such as weekly, bi weekly etc.	calculate rayron	
HCM-06-015	HCM - 06 Payroll	Ability to specify holidays in the Payroll calendar.	Calculate Payroll	
	HCM - 06 Payroll	Ability to create or modify/use delivered payroll cycle flow	Calculate Payroll	
		patterns.		
HCM-06-017	HCM - 06 Payroll	Ability to calculate prorated amounts for payroll.	Calculate Payroll	
	HCM - 06 Payroll	Ability to apply payroll changes retroactively.	Calculate Payroll	
	HCM - 06 Payroll	Ability to calculate payroll elements based on various	Calculate Payroll	
	, .	formulas.	, .	
HCM-06-020	HCM - 06 Payroll	Ability to calculate gross payroll given net payroll amounts.	Calculate Payroll	
HCM-06-021	HCM - 06 Payroll	Ability to calculate payroll for overtime using multipliers (e.g.	Calculate Payroll	
		time and a half, double-time).		
HCM-06-022	HCM - 06 Payroll	Ability to validate earnings, deductions as per specific	Calculate Payroll	
		validations that are mandated by company rules / policies.		
HCM-06-024	HCM - 06 Payroll	Ability to integrate with external Time recording system for	Calculate Payroll	
		time sheets and absences for payroll calculations.		
	HCM - 06 Payroll	Ability to update and maintain Canada Tax information.	Canadian Taxation	
	HCM - 06 Payroll	Ability to convert payroll related data from legacy systems.	Conversion	
HCM-06-008	HCM - 06 Payroll	Ability to process payroll for pay elements such as base pay,	Elements	
		benefits and absences and other earnings, deductions and		
		supplemental earnings.		
HCM-06-009	HCM - 06 Payroll	, , , ,	Elements	
UCN4 0C 040	HCM - 06 Payroll	be applied to employees, based on company policies.	51	
HCIVI-06-010	нсм - 06 Раугон	Ability to process and calculate voluntary/involuntary	Elements	
LICM OF 011	HCM - 06 Payroll	deductions, pension, garnishments etc.	Elements	
	HCM - 06 Payroll	Ability to prioritize and place a cap on deductions.  Ability to create wage basis rules that affect tax calculations.		
HCIVI-06-012	HCIVI - 06 Payroli	Ability to create wage basis rules that affect tax calculations.	Elements	
HCM-06-038	HCM - 06 Payroll	Ability to create pre-tax and voluntary deductions like DPSP,	Flements	
11011 00 030	TICIVI GOT GYTON	RPP, PSPP etc.	Liements	
HCM-06-045	HCM - 06 Payroll	Ability to generate electronic file for T4/T4A or RL1/RL2 slips	End-of-Year Processing	
00 0 15	Them corrayion	and generate printed or online slips for employees.	Zila di Fedi Fracessing	
HCM-06-046	HCM - 06 Payroll	Ability to select a specific month and date to make	End-of-Year Processing	
	, .	generated T4/T4A, RL-1/RL-2 slips to employees.		
HCM-06-047	HCM - 06 Payroll	Ability to make any adjustments to the T4/T4A boxes will be	End-of-Year Processing	
		done by adjusting the balances for the elements for each		
		employee.		
HCM-06-032	HCM - 06 Payroll	Ability to create integrations with Oracle modules and other	Integrations	 
		external systems.		
HCM-06-023	HCM - 06 Payroll	Ability to accumulate balances for certain period of time for	Payroll Balance	
ļ		certain earnings for reporting purposes.		
	HCM - 06 Payroll	Ability to perform payroll costing.	Payroll Costing	
HCM-06-025	HCM - 06 Payroll	Ability to make payroll payments to employees using	Payroll Payments	
LICHA OC CO.	HCM OC Desirell	different payment methods.	Decimal Decimand	
HCM-06-026	HCM - 06 Payroll	Ability to make payments to multiple accounts for	Payroll Payments	
		employees (e.g. payments to a chequing account and a		
LICNA OC 027	LICM OF Payrell	savings account).	Dougall Doumont	
псілі-06-027	HCM - 06 Payroll	Ability to issue payments to third-parties who aren't on the payroll.	Payroll Payments	
HCM-05 029	HCM - 06 Payroll	Ability to void and re-issue payments.	Payroll Payments	
	HCM - 06 Payroll		Payroll Payments	
11CIVI-00-029	I ICIVI - UU FAYIUII	monity to pay to employees nom multiple bank accounts.	r ayron rayments	

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HCM-06-041	HCM - 06 Payroll	Ability to define payment methods for your enterprise and	Payroll Payments & Distributions		
		define any rules for validating or processing the distribution			
		of pay.			
HCM-06-042	HCM - 06 Payroll	Ability to Generate Payslip for each pay period.	Payroll Payments & Distributions		
11CIVI-00-042	TICIVI - 00 F ayron	Ability to deficiate raysilp for each pay period.	r ayron r ayments & Distributions		
LICNA OC OOF	HCM - 06 Payroll	Ability to run payroll for certain groups of employees.	Payroll Process		
HCM-06-006	HCM - 06 Payroll	Ability to run payroll for employees with multiple	Payroll Process		
		assignments.			
HCM-06-007	HCM - 06 Payroll	Ability to differentiate workers between Contingent workers,	Payroll Relationship		
		Employees, Nonworker Paid, Nonworker Unpaid. Payroll will			
		be processed only for workers designated as Employees and			
		Nonworker Paid.			
HCM-06-044	HCM - 06 Payroll	Ability to capture provincial medical rate and accounts.	Provincial Medical Plans		
	HCM - 06 Payroll	Ability to reconcile payroll payment with financials.	Reconcile Payroll		
	HCM - 06 Payroll	Ability to Generate Record of Employment for employees.	Record of Employment		
	HCM - 06 Payroll	Ability to deficite Record of Employment for employees.  Ability to trigger alert to generate record of employment	Record of Employment		
11014-00-040	TICIVI - 00 F ayron	with certain absence type and termination action.	necord of Employment		
	UOM OC D II				
	HCM - 06 Payroll	Ability to run payroll reports.	Reports		
HCM-06-033	HCM - 06 Payroll	Ability to segregate access to setup tasks, payroll processing	Security		
		tasks, reporting etc.			
HCM-06-034	HCM - 06 Payroll	Ability to restrict number of bank accounts employees can	Security		
		have for their payment.			
HCM-06-001	HCM - 06 Payroll	Ability to capture legal entity information, including legal	Structure		
	·	registration numbers and employer account numbers.			
HCM-06-002	HCM - 06 Payroll		Structure		
00 002	inem corayion	country at one time or individual legal entities.	St. detaile		
HCM-06-003	HCM - 06 Payroll	Ability to report on Payroll Taxes (Year-End data) by	Structure		
11CIVI-00-003	TICIVI - 00 F ayron	Jurisdiction (by province/state/county).	Structure		
	UOM OC D II		c		
HCM-06-004	HCM - 06 Payroll	Ability to run payroll for employees in different	Structure		
		provinces/states.			
	HCM - 06 Payroll	Ability to capture employer's accounts and rates for WCB.	Workers' Compensation Board		
HCM-06-049	HCM - 06 Payroll	Ability to change and update rates as required for different	WorkplaceNL		
		grade/grade steps and time types.			
HCM-06-050	HCM - 06 Payroll	Ability to create a payment request to internal staff and	WorkplaceNL		
		external organizations.			
HCM-06-051	HCM - 06 Payroll	Ability to enable employees to buy back pension service	WorkplaceNL		
	•	which would trigger payroll change.			
HCM-06-052	HCM - 06 Payroll	Ability to record employee saving deduction amount to be	WorkplaceNL		
00 032	Tient ou ayron	remitted to the Public Credit Union.	TTO INPIACE ITE		
HUM DE DES	HCM - 06 Payroll	Ability to send Provident10 the Earnings and Pension	WorkplaceNL		
11CIVI-00-055	TICIVI - 00 F ayron	Contributions for employees per pay period.	WorkplaceNE		
LICA OC OFF	HCM - 06 Payroll		WorkplaceNL		
HCIVI-06-055	HCIVI - U6 Payroll	Ability to upload an MS Excel file containing El Rebate data	WorkplaceNL		
		that should be paid out to employees into the Oracle ERP			
		Solution.			
HCM-06-056	HCM - 06 Payroll	Ability to produce a Remittance Records File in a fixed length	WorkplaceNL		
		text file format and an MS Excel file format.			
HCM-06-057	HCM - 06 Payroll	Ability to produce a Remittance Records File in a fixed length	WorkplaceNL		
		text file format and an MS Excel file format.			
HCM-08-024	HCM - 08 Time and Labour	Ability to edit rejected time cards and resubmit for approval.	Administer Time		
HCM-08-025	HCM - 08 Time and Labour	Ability to view time cards in different statuses.	Administer Time		
		Ability to view time card summaries.	Administer Time		
	HCM - 08 Time and Labour	Ability to view time card summaries.  Ability to delete time cards.	Administer Time		
	HCM - 08 Time and Labour	Ability to delete time cards.  Ability to export time card details to Excel.	Administer Time	<u> </u>	
	HCM - 08 Time and Labour			<del> </del>	
HCM-08-021		Ability to route time cards for approval.	Approve Time	<del> </del>	
mcivi-08-022	HCM - 08 Time and Labour	Ability to enter approval / rejection notes when completing	Approve Time		
		the approval/rejection action.	_		
HCM-08-023	HCM - 08 Time and Labour	Ability for employees to be notified when their time cards	Approve Time		
		are approved or rejected.			
HCM-08-001	HCM - 08 Time and Labour	Ability for time entered by employees to be produce	Calculate Time		
		calculated time. (e.g. employees enter 12 hours regular but			
		this needs to be calculated to 8 regular hours and 4			
		overtime.).			
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LICNA 00 013	HCM - 08 Time and Labour	Ability to have employees' assignment number populate	Enter Time	
HCIVI-08-012	ncivi - 08 Time and Labour		Enter Time	
		automatically when entering time.		
HCM-08-013	HCM - 08 Time and Labour	Ability for WorkplaceNL employees to enter their time types	Enter Time	
		using the Oracle user interface.		
HCM-08-014	HCM - 08 Time and Labour	Ability to enter time entry using:	Enter Time	
		Hours and start and stop time		
		Start and stop time only		
		3. Hours only.		
HCM-08-015	HCM - 08 Time and Labour	Ability to enter time for different payroll time types (e.g.	Enter Time	
		Regular Hours, Overtime, Sick Leave, Vacation).		
HCM-08-016	HCM - 08 Time and Labour	Ability to restrict when employees can make changes to time	Enter Time	
		cards in different statuses.		
HCM-08-017	HCM - 08 Time and Labour	Ability for employees to request changes for historical time	Enter Time	
		cards.		
HCM-08-018	HCM - 08 Time and Labour	Ability for managers to edit time cards on behalf of direct	Enter Time	
		reports.		
HCM-08-019	HCM - 08 Time and Labour	Ability to prevent employees from entering time incorrectly	Enter Time	
		or restricting the use of certain time types (e.g. overtime or		
		statutory holiday time type on statutory holidays, etc.).		
HCM-08-003	HCM - 08 Time and Labour	Ability to extract time information to send to third-party	Extracts	
		payroll providers.		
HCM-08-008	HCM - 08 Time and Labour	Ability to group employees using various criteria (e.g. legal	Generate Time Cards	
		entity, full-time/part-time status, etc.) for the purposes of		
		generating time cards in the correct format and scheduling.		
HCM-08-009	HCM - 08 Time and Labour	Ability to create time cards for weekly, bi-weekly, monthly	Generate Time Cards	
		etc. that start on a specific day (e.g., Sunday).		
HCM-08-010	HCM - 08 Time and Labour	Ability to generate time cards populated with scheduled	Generate Time Cards	
		hours or empty time cards.		
HCM-08-011	HCM - 08 Time and Labour	Ability to generate time cards with different fields for	Generate Time Cards	
		different employees.		
HCM-08-004	HCM - 08 Time and Labour	Ability to assign different types of work schedules to	Schedule Workers	
		employees.		
HCM-08-005	HCM - 08 Time and Labour	Ability to define shifts for adhoc scheduling.	Schedule Workers	
HCM-08-006	HCM - 08 Time and Labour	Ability to schedule workers on an adhoc basis.	Schedule Workers	
HCM-08-007	HCM - 08 Time and Labour	Ability to schedule statutory and other holidays or non-	Schedule Workers	
		working days for workers.		
HCM-08-030	HCM - 08 Time and Labour		Security	
		payroll processing.		
HCM-08-020	HCM - 08 Time and Labour	Ability to submit the time cards for approval.	Submit Time	
HCM-08-002	HCM - 08 Time and Labour		Third Party Interface	
		person information, payroll time types, and published	•	
		worker schedules.		
HCM-08-029	HCM - 08 Time and Labour		Third Party Interface	
		collection devices and handle exceptions.	·	