The University of Manchester

Future Foundations

Your Oracle Fusion Day 1 checklist

Follow the steps below the first time you use Oracle Fusion.

Step 1: Check your details

Login to Oracle Fusion with this link or use the link under 'Essential Links' on StaffNet.

Access your account. Complete these steps below:

- [ ] Personal details – Make sure your 'Personal Details' and 'Contact Info' are correct. Refer to this video for guidance.
- [ ] Payroll bank details – Check your payroll bank details are correct. If something looks wrong, please follow the guidance in this 'how to' video.
- [ ] Expenses bank details - If you claim expenses, these bank details can be different to your payroll bank details. Follow this video for more guidance on how to view and update them.
- [ ] Work pattern – Check your working days and hours. This video will show you how to view it. If they're wrong, speak to your line manager before submitting a work pattern correction form. Please ensure your work pattern is correct before adding your leave and absence.
- [ ] Emergency contacts - Review your 'Family and Emergency contacts' are correct. Add or update as required.

Step 2: Leave and absence

- [ ] Add any missing October leave, sickness absence and carried-over leave.
- [ ] Managers approve leave, absence and carryover leave records entered into Oracle Fusion after go-live.
- [ ] Carrying over annual leave? Watch this 'how to' video.

Expenses

- [ ] Use Oracle Fusion to submit colleague expense claims.

Please refer to the Expenses Policy here.

Employee Change Request (ECR)

ECR is now available again. Historical ECR data will not be available.

- [ ] Resubmit any requests not approved before 9 October.

For access to support, including training sessions, 'how to' videos and more, visit the 'Go-live support page' on the Future Foundations microsite

uom.link/FutureFoundations