MANAGER SELF-SERVICE:
Fusion Quick Reference Guide

Within the *My Team* tab on the Fusion HCM homepage, Managers can complete the following tasks for their direct/indirect reports:

- *Change Location* – Update employee's Reporting or Work Location
- *Change Manager* – Assign line manager or direct reports
- *People Data Changes* – Update various employment information fields
- View *Employment Info* – View employment information (Cost Center etc.)
- Manage *Document Records* – Add and manage documents
- *Promote* an employee – Update job title, compensation, and other elements associated with a promotion
- *Change Salary* – Change salary or hourly rate
- Manage *Individual Compensation* – Process one-time special payments
- *View Compensation Change Statements* – During merit season, view and download change statements
- *View Compensation History* – View compensation history

ACCESS FUSION HCM

1. Navigate to **Fusion HCM**.
2. Select *Company Single Sign On* link (SSO) from the Oracle Applications Cloud sign-in page.
3. If prompted, enter your network login username and password, and click *Sign In*.
4. Click on the *My Team* tab, then click on *Show More* from the left actions menu.