

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.



The screenshot shows the Oracle Fusion HCM interface with the 'My Team' tab selected. The page displays various management tasks under sections like Document Records, Employment, and Compensation. Each task is accompanied by a small icon and a link.

Section	Task	Icon
Document Records	Document Records	Folder icon
	Allocate Checklists	Checklist icon
Employment	Change Location	Location pin icon
	Change Manager	Manager icon
Compensation	People Data Changes	Person icon
	Promote	Up arrow icon
Change Salary	Employment Info	Database icon
	Individual Compensation	Document icon
View Compensation Change Statements	View Compensation History	Document icon
	View Compensation History	Document icon