



## NPG Helps

# Remote Worker Tracking FAQ

The team at NorthPoint has put together a list of frequently asked questions and answers within Oracle HCM Cloud related to employees that need to temporarily work from home due to COVID 19. We hope this guide helps other employers who are experiencing similar requirements.

Should you have any additional questions not listed, please feel free to email us at [NPGHelps@northpointgroup.com](mailto:NPGHelps@northpointgroup.com) and we would be happy to answer them for you.

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# Working At Home

## High Level Solution Design

- **How will you identify workers that are working from home?**
  - You can choose to set the Work At Home field within the assignment to Yes. To update this field on the worker's assignment you need to perform a transaction, most likely using a Transfer. This can also be done via HDL or HSDL or using the Mass Changes functionality for large data changes.
  - Your organization may also want to create a new action reason to track these changes and differentiate from other transfer transactions.

The screenshot shows the Oracle Vision HR system interface. At the top, there is a navigation bar with the 'vision' logo, a search bar, and user information for 'HR SPECIALIST'. Below the navigation bar, there is a header section for a 'Transfer' transaction for 'Sue Eden'. The main content area is divided into two steps: '1 When and Why' and '2 Transfer'. The '2 Transfer' step is active and contains several dropdown menus: '\*Business Unit' (US1 Business Unit), 'Department' (Operations US), 'Job' (Product Design Engineer), 'Location' (Redwood City), and 'Business Title' (Product Design Engineer). A red box highlights the 'Working at Home' dropdown menu, which is currently set to 'Yes'.

- **Do you need to track that this working from home arrangement is temporary due to COVID-19?**
  - At this time, the Working at Home field within Oracle cannot be modified to accommodate additional values. You may look at creating one (or more Descriptive Flexfields (DFFs)) to track if this is COVID-19 related, and their potential return date to physical work locations.
  - An alternate method would be to use reporting based on the action reason. This report should be able to identify those employees who have had a transaction moving them to remote work. With this option, other actions may take place on a worker's record that require the use of action/action reasons while this person is still working from home. For example, if the worker is promoted.
- **Can a manager perform this transaction in self-service?**
  - Yes. If you have enabled self-service for managers, the Transfer transaction is available, and the Working at Home field can be enabled.
- **How may salary ranges be impacted by working from home?**
  - Salary ranges are tied to the legislative data group and the employee's grade. You may also be applying differentials based on the employee's work location field. However, in Release 20B, Oracle introduces the concept of Compensation Zones, which can feature different ranges by geographical region, and also include the use of the Working at Home field. We would not typically expect changes to the salary range based on this transaction.
- **What do I need to be aware of as an Oracle Payroll customer?**
  - If you change the Working at Home field to Yes, the person's work tax address will now be based on their home address. It is important to be aware that you may have employees working from home in states that you are not currently registered, and this may be something your organization needs to resolve when it comes time to remit taxes or report unemployment.
    - If you are not an Oracle Payroll customer, you may experience the same situation, and should work with your third-party payroll provider.

- **How will this be handled should the employee no longer be required to work from home?**
  - Upon return to physical work locations, the Transfer transaction can be used to update the Working At Home field and any other corresponding fields that need to be updated. The history will be saved as a date tracked update.
- **Is there anything else that we should be aware of?**
  - If the person has changed their work schedule, this may require a change within Oracle HCM Cloud.