

# Info Sheet:

## HR Line Managers



With the launch of Oracle Cloud, **HR Line Managers** (i.e., supervisors or managers of direct reports) are expected to experience minimal disruption to their daily activities and should not expect to see an increase in responsibility. HR Line Managers will have three primary areas of responsibility within Oracle Cloud as follows:

### Time

- Approve/reject time cards for *non-exempt* direct reports; and/or
- Approve/reject time off requests for *exempt* direct reports

### Expenses

- Receive an FYI Notification any time a direct report submits an Expense Report (no action is required unless there is an issue)

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- If hiring, work with the HCM Specialist and Human Resources team members to requisition, hire and onboard a new employee.

## Key Things to Consider

- **Payroll Corrections:** *Employees* will initiate revision to the applicable time card online, and *Line Managers* will approve these electronically, eliminating paper forms.
- **Labor Distribution Changes and Additional Pay:** *HCM Specialists* in the employee's business unit will initiate updates to labor distributions and process additional pay through the payroll costing and award compensation functions in Oracle Cloud.

## Resources

- Access training information at <https://www.vanderbilt.edu/skyvu/training-resources.php>.
- Questions? Email [skyvu@Vanderbilt.edu](mailto:skyvu@Vanderbilt.edu)

