

## ORACLE HYPERION WORKFORCE PLANNING

ACCURATELY ASSESS THE BUSINESS  
IMPACT OF WORKFORCE DECISIONS

### KEY FEATURES

- Packaged application with prebuilt functionality incorporating best practices
- Head count and expense management
- Flexible customization tools
- Integral part of Hyperion Planning
- Dependable security

### KEY BENEFITS

- Simplify implementation and reduce maintenance requirements with prebuilt functionality
- Address all workforce planning requirements with a fully flexible and open architecture
- Achieve greater accuracy, predictability, and accountability
- Assess real-time impact of salaries and associated workforce expenses
- Reduce workforce planning cycle time

*Oracle Hyperion Workforce Planning is a special purpose planning module that makes head count, salary, and compensation planning efficient across the entire enterprise. Designed with prebuilt functionality and out-of-the-box best practices, it simplifies the planning of workforce and workforce related expenses, such as bonuses, fringe benefits, overtime payments, and merit increases. Additionally, it automatically and seamlessly links workforce expense plans into Oracle Hyperion Planning, allowing organizations to accurately assess, in real time, the business impact of workforce decisions on overall expense plans.*

### Simplify Your Workforce Planning Across the Enterprise

In most organizations, employee compensation and related expenses are the largest line items in the budget. Having control over these expenses is critical to meeting corporate performance objectives.

However, as financial planners model and plan general expenses, they face a constant challenge in tracking current salaries, planning for future compensation, and calculating associated workforce expenses. They require input from operational level managers and human resources (HR), who typically store the information in various disconnected spreadsheets or custom applications that make analyzing information across all business functions extremely difficult and time consuming.

Financial planners need a single financial planning solution that will satisfy both general expense planning and detailed workforce related expense planning. They want to deploy an easy-to-use solution to operational level managers who can be directly involved in the planning process. And, they must be able to easily incorporate HR information for strategic analysis. Oracle Hyperion Workforce Planning helps organizations readily address all these needs by providing a comprehensive solution that handles workforce, salary, and compensation planning out of the box.

### Ease Implementation While Reducing Maintenance Burdens

Implementing a custom-built workforce planning solution requires significant time and money. Alternatively, organizations can rely on Oracle Hyperion Workforce Planning for best practice functionality that will help them implement a solution quickly, thereby saving money and IT effort. With this prebuilt functionality, they can eliminate the maintenance needed for custom-built workforce planning solutions, including ongoing updates and enhancements that either burden the internal IT department, require costly consultants, or both. As a result, organizations can streamline their IT support requirements and allow the IT department to focus on other projects.

### Address All Planning Requirements with Customization Tools

Although the prebuilt functionality in Oracle Hyperion Workforce Planning consists of the most common planning practices, some corporate practices might differ. Oracle Hyperion Workforce Planning enables easy modification of the application and the architecture to better

meet business requirements, so organizations don't have to modify processes to adjust to the software. The option to leverage out-of-the-box functionality, slightly modify it, or completely change it gives more flexibility to best use the application.

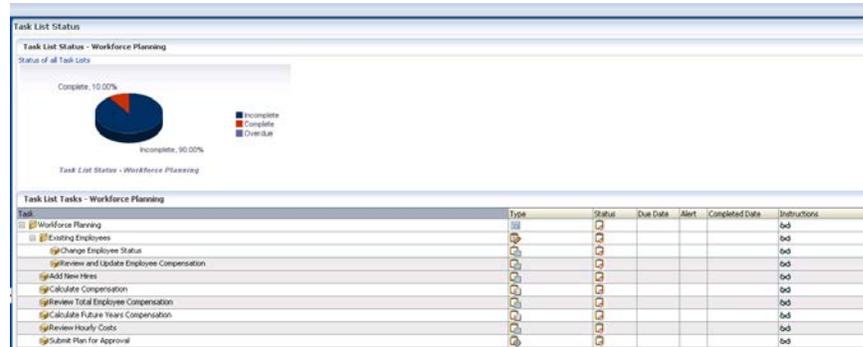


Figure 1: Oracle Hyperion Workforce Planning provides prebuilt functionality including task lists for the workforce planning process.

### Achieve Greater Accuracy, Predictability, and Accountability

With Oracle Hyperion Workforce Planning, organizations can involve operational staff and decision makers who were previously not included in the planning process due to logistical issues such as disconnected spreadsheets or custom applications. Oracle Hyperion Workforce Planning centralizes workforce planning activities and empowers decision making at all organizational levels and locations for greater predictability, accuracy, and accountability.

### Assess the Impact of Workforce Expenses in Real Time

How does adding a new member to a team affect the organization? Oracle Hyperion Workforce Planning delivers in real-time the business impact of workforce decisions by automatically and seamlessly linking workforce data into Oracle Hyperion Planning. By providing the visualization of how changes to workforce expense plans impact general expenses, Oracle Hyperion Workforce Planning allows proactive workforce decisions and quick action when it is necessary.

### Minimize Workforce Planning Cycle Time

Oracle Hyperion Workforce Planning is part of a comprehensive planning solution that addresses both workforce and general expense plans, allowing the automation of the workforce planning process and improvement of plan accuracy and predictability. By helping eliminate manual steps, duplication and unnecessary reconciliations, organizations are able to streamline workforce planning process, reduce planning cycle time, and spend more time on analyses.

### Leverage Existing User Competencies with Microsoft Office Integration

Oracle Hyperion Workforce Planning enables business users to easily view plans and reports on the web or in Microsoft Office and does not require users to have specialized computer skills. A standard web form in Oracle Hyperion Workforce Planning allows users to interact with plans. The application also offers comprehensive integration with Microsoft Office tools such as Outlook, Excel, Word and PowerPoint. Users can access their planning tasks and due dates within Microsoft Outlook Task List and Calendar as well as within Microsoft Excel.

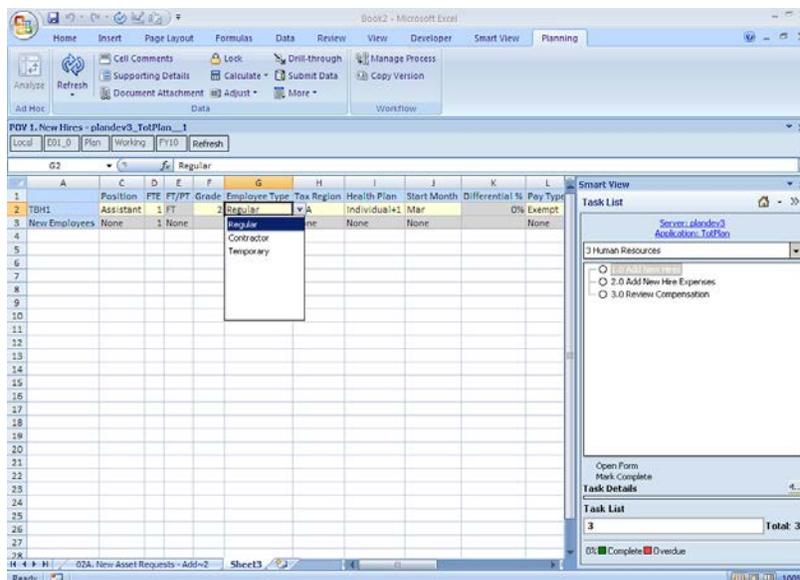


Figure 2: Full functionality available in web form and Microsoft Excel

Users can also view planning data forms within Microsoft Excel without any loss in functionality relative to the web based interface. Both interfaces also support ad hoc analysis of data where rows, column and page dimensions can be pivoted differently to create different views of the same data. Oracle Hyperion Workforce Planning lets users take plans offline, and at their own convenience, change assumptions, perform calculations, analyze results, and connect back to the central database to synchronize updates.

Additionally, users can directly integrate data from Oracle Hyperion Workforce Planning into Microsoft PowerPoint and Microsoft Word. This allows the quick creation of highly customized reports with accurate information and automatically refreshes the report when the underlying data changes. The end result: reduced manual intervention, improved data integrity, and increased reporting accuracy.

### Prebuilt Functionality Incorporating Best Practices

Oracle Hyperion Workforce Planning includes prebuilt, best-practice functionality, such as account structures, calculations, smart lists, menus, data forms, and dimensions. Developing the same functionality in-house typically involves costly and time consuming customization efforts. By using Oracle Hyperion Workforce Planning, organizations have a framework to start the workforce planning process so that they do not have to build from scratch.

### Head Count and Expense Management

The prebuilt functionality for head count and expense management in Oracle Hyperion Workforce Planning allows organizations to:

- Modify the title, grade, rate, and other information for existing and future employees
- Add, edit, and delete to-be-hired employees
- Easily manage head count by using selections from smart lists to plan for an employee's departure or leave of absence
- Transfer employees from one cost center to another either directly or using a two step 'transfer out/transfer in' process
- Plan salaries and other compensation, including bonuses, fringe benefits, and other expenses for existing and to-be-hired employees

## ORACLE'S HYPERION PERFORMANCE MANAGEMENT APPLICATIONS

Oracle's Hyperion performance management applications are an integrated, modular suite that supports a broad range of strategic and financial performance management processes and helps unlock business potential.

### RELATED PRODUCTS

Oracle's Hyperion performance management applications provide the following capabilities:

- Strategy Management
- Financial Close and Reporting
- Planning, Budgeting and Forecasting
- Profitability and Cost Management
- Enterprise Dimension Management

## Flexible Customization Capabilities

To accommodate varied workforce planning processes, Oracle Hyperion Workforce Planning includes tools to customize data forms, calculations, dimensions, menus, and accounts. With this product organizations can:

- Elect to leverage the prebuilt intelligence and functionality or tailor them with customization tools
- Customize calculations using member formulas and business rules
- Easily customize tax calculations that vary from country to country
- Customize accounts, menus, and dimensions using administration tools

Additionally, Oracle Hyperion Workforce Planning provides an open and flexible architecture, allowing organizations to plan by individual employee at a detailed level or by department at a higher level.

### Integral Part of Oracle Hyperion Planning

Using disconnected spreadsheets or custom applications keeps planning process extremely manual. Oracle Hyperion Workforce Planning allows the elimination of manual steps by tightly integrating with Oracle Hyperion Planning. As a result, changes made to the workforce plan are immediately reflected in the expense planning application, allowing the analysis of the impact on general expense plans in real time. In fact, with the composite grid feature, users can view the impact of these changes on general expense plans in a single screen. Additionally, organizations can incorporate actual HR and payroll data into their workforce plan, combining existing headcount and salary information with other compensation information to formulate a complete forecast.

### Dependable Security

With Oracle Hyperion Workforce Planning, organizations can securely control which employees or departments have access to the appropriate views—a critical requirement for managing sensitive and confidential employee compensation information. Oracle Hyperion Workforce Planning ensures maximum protection of employee information by allowing only the appropriate planners to view, add, delete, and define merit increases as well as manage bonuses and salary changes at the global, departmental, or employee levels.

## Contact Us

For more information about Oracle Hyperion Workforce Planning visit [oracle.com/epm](http://oracle.com/epm) or call +1.800.ORACLE1 to speak to an Oracle representative.



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