

**ORACLE HRMS**

***Training manual***

***Sun-e-HR***

***Annual Review***

---

# Contents

Annual Review.....	3
Introduction .....	3
Responsibilities .....	3
Review Process.....	3
Enquiries and Contact Details.....	5

---

# Annual Review

## Introduction

Line Managers must, as part of Human Resources' audit requirements, review direct reports' access on the sun-e-HR system. The HR System will in future manage the review process through an online process.

Line Mangers will receive an email notification when the process starts. Only employees with responsibilities that have been granted through the 'Apply for Access' process on Employee Self Service, will be listed for review. Employees with access to responsibilities that was automatically allocated (e.g. 'SUN Employee Self Service'), will not form part of the review process.

Line Managers will be notified regularly during the process. **If no action was taken, access to responsibilities will be removed.** Employees will have to re-apply for access in this regard.

The review process will be done per employee.

## Responsibilities

A responsibility is the method used to give users access to certain functions on the sun-e-HR system, ie Adhoc Payments, Application for Leave or to extract data from the sun-e-HR system through the Discoverer reporting tool.

## Review Process

Line Managers will receive an e-mail with the direct reports' access that must be reviewed (Fig. 1).

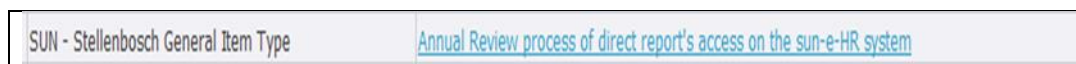


Fig. 1

To complete the process log on to sun-e-HR > SUN Employee Self Service > Annual Review Process > Line Manager (Fig. 2).

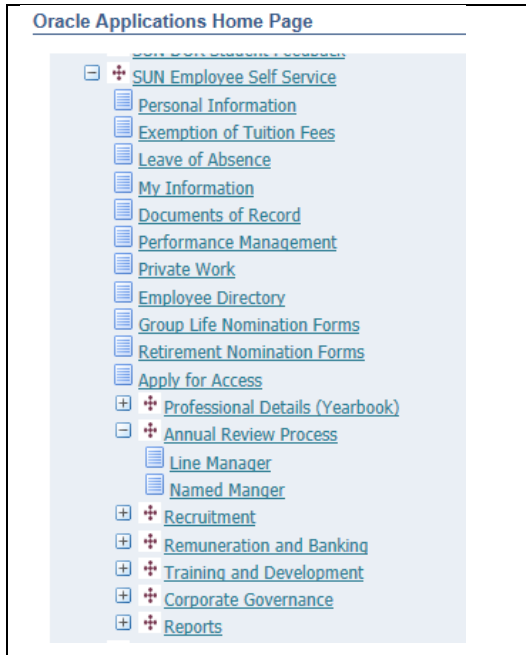


Fig. 2

A page will be shown where line managers will have the option to select an employee from the drop down list (Fig.3).

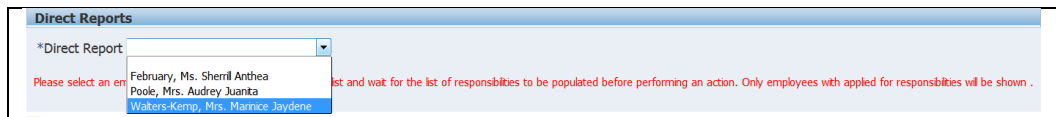


Fig. 3

Once an employee has been selected, a list of responsibility/ies that is/are linked to the employee will be displayed (Fig. 4).

Review the list of responsibilities and if they are still applicable, click on the **Confirm** button to complete review. Continue by selecting the next employee on the list until all employees' access has been reviewed.

If access to any responsibility/ies is no longer valid, select the block on the right hand side of the responsibility to remove the tick and confirm the request.

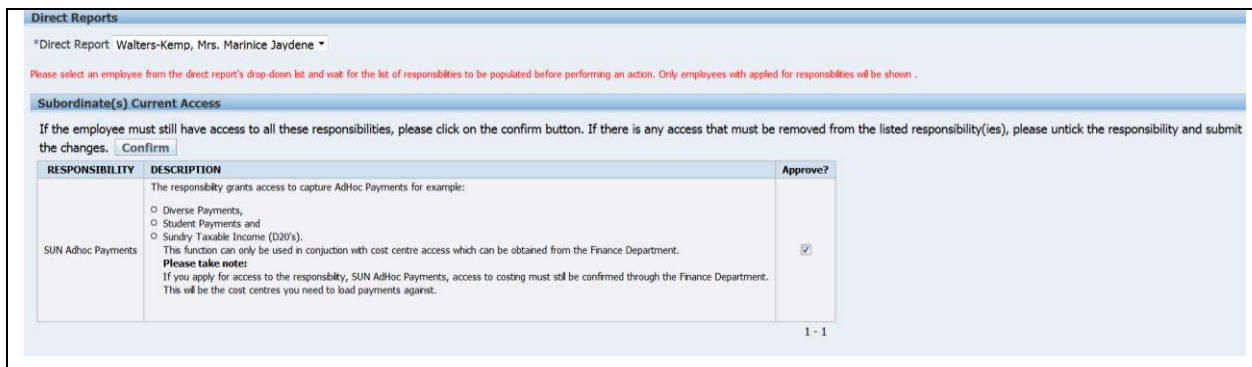


Fig. 4

This action will automatically remove access to the applicable responsibility and the employee will have to go through the application process to restore any access required.

## **Enquiries and Contact Details**

All enquiries regarding sun-e-HR annual review process can be directed to [sun-e-HR@sun.ac.za](mailto:sun-e-HR@sun.ac.za) or contact the Human Resources Client Service Centre directly at (021) 808 2753.