

Loading User Update Requests Using HCM Data Loader

Oracle Human Capital Management Cloud 11g Release 10 (11.1.10)

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Introduction

Whether implementing Oracle Human Capital Management Cloud for the first time or providing regular updates, you can create user update requests using HCM Data Loader.

For general information about preparing data for loading using HCM Data Loader or the HCM Data Loader file format, see the HCM Data Loader User's Guide (MOS Doc ID: [1664133.1](#)).

How to Use the Information in This Document

This document provides a separate section for each business object that it describes. Each section covers the following topics:

- **Considerations and Prerequisites** What to consider before attempting to load data.
- **Loading** Describes the business object hierarchy. For each business object component, a table of the attributes that are commonly supplied when creating new records is provided. These tables have the following columns:
 - **HCM Data Loader Attribute** The attribute name to supply when providing your data in the business object data (.dat) file. Attribute names with a *1 suffix are foreign-object references that support the integration key types. As source keys are recommended where possible, the document describes how to supply source key values. User key attributes are identified for when you do not have the source key value.
 - **Functional Description** Additional information describing the attribute and how to supply valid values.
- **User Errors** Identifies errors that may occur when loading data for the business object. Information about resolving the error is provided.
- **Deletion Support** describes the extent to which the business object supports data deletion. Some objects do not support deletion, while others may support deletion of child records only.

Example Dat Files

This document provides working dat file examples for loading and deleting data using HCM Data Loader. To use the source key examples, change the source system owner to a lookup code that you have preconfigured in the HRC_SOURCE_SYSTEM_OWNER lookup.

For both user key and source key examples, ensure any references to foreign objects refer to data that exists in your test environment.

User

The user object allows you to create requests to update existing users.

The user object can be used to perform the following actions for an Oracle HCM Cloud user account:

- Create requests to update a user name, suspend a user, or activate a user.
- Create requests to add or remove roles for a user.
- Directly update the CredentialsEmailSent value in the PER_USERS table.

Considerations and Prerequisites for User

This object creates *requests* to update existing users. Except for updates to the CredentialsEmailSent attribute, it does **not** update the user account directly. You must run the Send Pending LDAP Requests process to send the requests to Oracle Identity Management.

Before any update can be performed on a user, the user must exist in Oracle HCM Cloud.

Note: The user object does not support the creation of new users. Users are created when a worker is created.

You can use the user object to add a role to or remove it from a user.

Note: You can add or remove only one role for a user. To add or remove multiple roles, you must supply multiple User.dat files. The user object is being enhanced to remove this restriction in a future release.

Loading User

User data must be supplied in the **User.dat** file for processing by HCM Data Loader.

USER HIERARCHY

Component	Functional Description	Discriminator
User	The user object allows you to create requests to update existing users.	User

User

The user record holds details of the type of change you want to make to an existing user.

The discriminator **User** is used to load user records using HCM Data Loader. The following **User** attributes are commonly supplied when updating existing users.

USER ATTRIBUTES

HCM Data Loader Attribute	Functional Description
SourceSystemId / SourceSystemOwner	You must provide a unique reference for the record being updated. Supply either a source key or the PersonNumber user key attribute.
PersonNumber	The unique number identifying the person object for which you are updating the user account.

HCM Data Loader
Attribute **Functional Description**

	This number is the Oracle Fusion HCM identifier that uniquely identifies a person in the application, regardless of the person's relationship to the enterprise. It has no relation to any national identifier component.
Username	To change the existing user name, specify the new user name value. By leaving this value blank or excluding this attribute, you ensure that the existing user name is retained.
CredentialsEmailSent	<p>This value indicates whether the user's account and password credentials e-mail has been sent. Valid values are Y and N, where Y indicates that the user credentials have already been sent.</p> <p>Various scenarios exist where you may want to control when and whether the user name and password credentials are sent to users. For example, you may be implementing Oracle Fusion Applications for only a subset of your user population. In this case, you may want to set the CredentialsEmailSent attribute so that only that subset of users receives their credentials. Alternatively, you may have sent the credentials e-mail by mistake and want to reset this value so that credentials are sent again for particular users.</p> <p>To reset user passwords, you run the Send User Name and Password E-Mail Notifications process. Before doing so, you can set CredentialsEmailSent to N to ensure that each user is notified of the new password. If the user account currently has a value of Y, then no e-mail will be sent.</p>
Suspended	<ul style="list-style-type: none"> Specify Y to create a request to suspend the user account. Specify N to create a request to activate the user account.
RoleCommonName	<p>Supply the common name of the role that you want to include in the update-role request. This value is the role code rather than the role's display name. For example, specify PER_EMPLOYEE_ABSTRACT rather than Employee or PER_LINE_MANAGER_ABSTRACT rather than Line Manager.</p> <p>Users who have the IT Security Manager job role can find role common names using the Security Console, as described in Finding the Role Common Name.</p> <p>Caution! No validation of role names is provided by this service. If you supply an incorrect RoleCommonName, then the request is created but will fail during the role assignment.</p>
AddRemoveRole	<p>Specify whether the role referenced in the RoleCommonName attribute is to be added to or removed from the user. This value is required if you specify a RoleCommonName.</p> <ul style="list-style-type: none"> Specify ADD to add the role to the user. Specify REMOVE to remove the role from the user.

Finding the Role Common Name

You can find the role common name on the Security Console. On the Roles tab, search for the role using its display name. For example, search for Payroll Manager or Employee. Once you find the role, refer to the associated role code (highlighted in Figure 1: Finding the Role Code, and located below the role name). You can copy the code directly from here. This is the value that you must provide for the RoleCommonName attribute.

*Note: From Release 10, job and abstract roles comprise both an external role and an application role. Be sure to select the role code of the external role, not the application role, in the search results. Application roles have the suffix (**Application role**) and their role codes begin with the characters **ORA_**.*

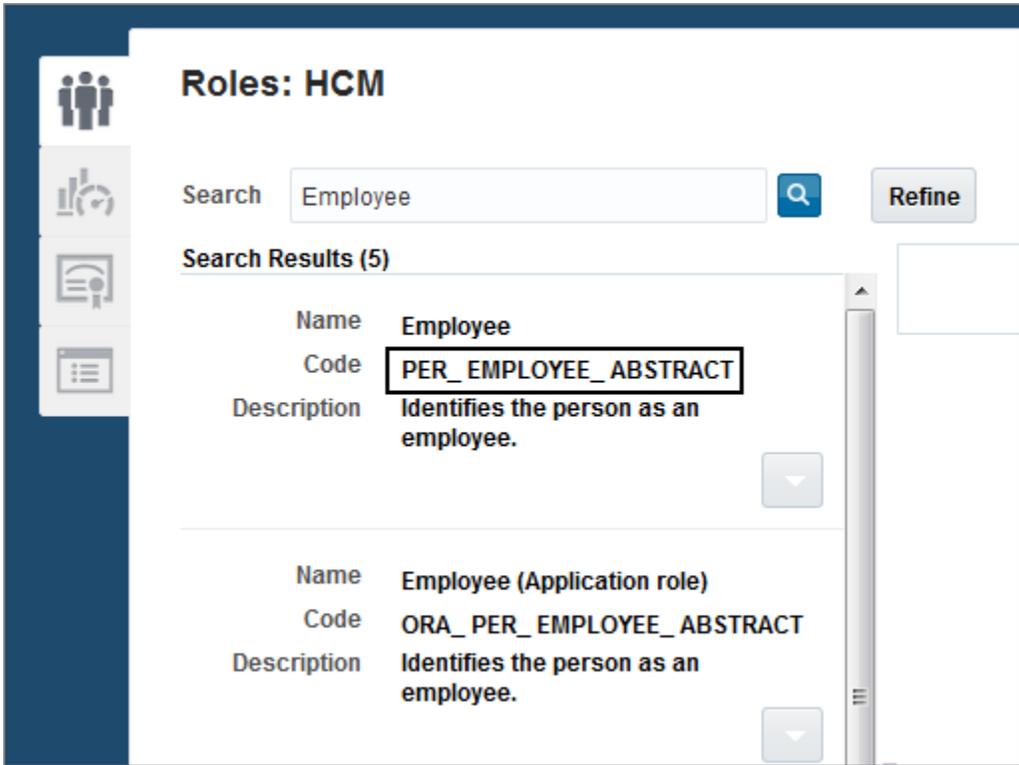


Figure 1: Finding the Role Code

Navigation: Tools > Security Console > Roles

User Dat File Examples

Updating the User Name for an Existing User

This file creates a request to update the user name for the user identified by the specified person number.

User.dat

```
METADATA|User|PersonNumber|Username
MERGE|User|12312|john.scott@vision.com
```

Suspend an Active User

This file creates a request to suspend an active user.

User.dat

```
METADATA|User|PersonNumber|Suspended
MERGE|User|12312|Y
```

Activate a Suspended User

This file creates a request to activate a suspended user.

User.dat

```
METADATA | User | PersonNumber | Suspended  
MERGE | User | 12312 | N
```

Set the CredentialsEmailSent Indicator

This file updates the CredentialsEmailSent indicator, which determines whether an e-mail is sent to the user. If the CredentialEmailSent indicator is Y, then no e-mail is sent. If the indicator is N, then an e-mail will be sent.

User.dat

```
METADATA | User | PersonNumber | CredentialsEmailSent  
MERGE | User | 12312 | N
```

Add a Role to the User

This file creates a request to add the named role to the user.

User.dat

```
METADATA | User | PersonNumber | RoleCommonName | AddRemoveRole  
MERGE | User | 12312 | PER_EMPLOYEE_ABSTRACT | ADD
```

Remove a Role from a User

This file creates a request to remove the named role from the user.

User.dat

```
METADATA | User | PersonNumber | RoleCommonName | AddRemoveRole  
MERGE | User | 12312 | PER_EMPLOYEE_ABSTRACT | REMOVE
```

User Errors

You may experience errors while loading User change requests if the data is not provided as expected. Some of the more commonly occurring errors are:

Error	Resolution
The PersonId attribute could not be resolved using attributes Bind_PersonNumber and values {Person Number}.	A user was not found for the specified person number. Validate the person number and correct it if necessary. If the person number is valid, then the associated user must be created before you can attempt to update it. If you uploaded the worker using HCM Data Loader, then confirm that you ran the Send Pending LDAP Requests process to send the user request to Oracle Identity Management.

Deletion Support for User

You cannot delete user requests using HCM Data Loader.



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Hardware and Software, Engineered to Work Together

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