



Oracle HCM Cloud Export File Guide

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Overview

The HCM Extracts feature is a flexible tool for generating data files and define data elements in an Oracle HCM Cloud system using fast formula database items and rules. This document covers how to use this tool to extract the data into a csv file, which can then be used as input for full aggregation for the Oracle HCM Cloud connector in IdentityIQ and IdentityNow.

The Oracle HCM Cloud connector supports aggregation of Active, Terminated, and Future; Employees, Contractors, Non-Workers, and Pending Workers.

You need to complete several actions to create an extract and then encrypt it.

1. Import Public Key
2. Generate PGP Encryption Key Pair
3. Configure HCM Extract

Required Input Files

The Oracle HCM Cloud connector requires the following files as input:

- Active Workers File: it should contain the export of all the active Person from the HCM system
- Future Workers File: it should contain the export of all the future Hires and active person Future Employment details within the offset
- Terminated Workers File: it should contain Terminated Person Details within the specified offset.

This data can be extracted from the Oracle Fusion HCM system using the entity `PER_EXT_PAY_EMPLOYEES_V2_UI` and applying filter queries. For more information on the filter queries, refer to [Example Filter Queries](#).

Note

The `PER_EXT_PAY_EMPLOYEES_V2_UI` entity can pull in all the payroll information. Follow the connector documentation to only specify the mandatory schema attribute and other attributes in accordance with your requirements.

Configure PGP Encryption

For security purposes, the extract needs to be PGP encrypted and signed. This involves several steps that need to be completed in order. Complete the following procedures to import the public key and generate the PGP encryption key pair.

Generate PGP Encryption Key Pair

To generate the PGP encryption key pair, complete the following:

1. Sign in to Oracle HCM Cloud with the IT Security Manager job role or privileges.
2. Go to **Navigator > Tools > Security Console**.
3. Select the **Certificates** tab.
4. Select **Generate**.
The Generate dialog box is displayed.
5. Set the **Certificate Type** to **PGP**.
6. In the **Alias** field, enter **fusion-key**.

Note

You must enter **fusion-key** as the alias. If you do not the encryption APIs can't use this key to decrypt all the encrypted inbound files.

7. In the **Passphrase** field, enter a passphrase for the private key. You need this passphrase for when you edit, delete, or download the private key.

Note

If you forget the passphrase, then you need to open a service request for help deleting the existing private key. Once the old key is deleted, generate a new key using the Generate PGP Encryption Key Pair process.

8. In the **Key Algorithm** field, select **RSA**.
9. In the **Key Length** field, select either **1024** or **2048**.
10. Select **Save and Close**.

The fusion-key pair is generated and ready for download. You can see the fusion-key pair on the **Certificates** page of the **Security Console**.

11. In the **Status** actions for the fusion-key pair, on the **Certificates** page, **select Export > Public Key**.
12. Save the Oracle HCM Cloud public key (fusion-key_pub.asc) to your desktop. Use the downloaded key to encrypt files that are inbound to Oracle HCM Cloud.

Import Public Key

Note

You must generate the public key before completing this procedure.

To import your public key, complete the following:

1. Sign in to Oracle HCM Cloud with the IT Security Manager job role or privileges.
2. Go to **Navigator > Tools > Security Console**.
3. Select the **Certificates** tab.
4. Select **Import**.
5. Set the **Certificate Type** to **PGP**.
6. In the **Alias** field, enter a unique name for your key.
7. Select **Browse** and locate the previously generated public key.
8. Select **Import and Close**.

This imports the public key into the Oracle HCM KeyStore.

Creating Export File

These export files can be created via HCM extract using following two ways:

1. Creating Extract by importing SailPoint provided predefined Template.
2. Generate Extract Manually.

Creating Extract by importing predefined Template provided by SailPoint

SailPoint recommends using the provided SailPoint template extract file. This will help ensure that your extract contains all the mandatory attributes.

Following steps can be performed to import the extract:

1. Download the template file from [Compass](#) :
 - For full aggregation: Mandatory_Oracle_Extract_2023-09-18.xml
 - For delta aggregation: Mandatory_Delta_Oracle_Extract_2026-06-03.xml
2. Log in the Oracle HCM tenant and then Navigate to **My Client Groups > Data Exchange > HCM Extracts > Extract > Definitions >** and import the provided template file.
3. To generate delta extracts, select **Yes** for **Changes Only**.

Screenshot

Import Extract Definition

* Extract Name

Legislative Data Group

* Changes Only ☒ Yes ☐ No

* Import No file chosen

Note: After successful import, an additional attribute can be specified as per customer requirement.

Generate Extract

Note

- Extract should be PGP encrypted and signed. For more information on encrypting the extract, refer to [Configure PGP Encryption](#).
- Extract should be generated with Person Number as the Order by.
- The extract must contain the mandatory attribute in accordance with the Oracle Fusion HCM connector guide. Failing to add the mandatory attribute will cause aggregation to fail.

To generate the extract, complete the following:

1. Select the **Menu** icon  and then go to **My Client Groups > Data Exchange > HCM Extracts > Extract Definitions**.
2. Select the **Create** icon .
The **Create Extract Definition** dialog window is displayed.
3. In the **Create Extract Definition** dialog window, configure the following fields:
 - a. In the **Name** field, enter a unique name for your extract.
 - b. Select a **Start Date**.
 - c. From the **Type** dropdown list, select **Full Profile**.
 - d. Deselect the **Changes Only** checkbox.
 - e. From the **Consumer** dropdown list, select **Report**.
 - f. Select **OK**.
4. Select the **Design** tab and in the **Root Data Group > Properties** pane, configure the following fields:

- a. Enter a **Name** for your data group.
 - b. Enter a **Tag Name** for your data group.
 - c. In the **User Entity** dropdown, select `PER_EXT_PAY_EMPLOYEES_V2_UE`
 - d. Select **Save**.
5. Under **Object Name**, right-click the white space to the right of the object you just created, select Add Record, and configure the following fields:
 - a. Enter a record **Name**. For example, `Account_Schema`
 - b. Enter a record **Tag Name**.
 - c. Select **Save**.
6. While in the same object, go to the **Attributes** tab and select **Add > Database Items**.
7. Select checkbox for the schema attributes you want to include in the record, and then select **Add**. Below mentioned table specifies the mapping of mandatory attribute with database items.

Serial No.	Name	Attribute name in PER_EXT_ PAY_ EMPLOYEES_ V2_UE
1	PERSON_NUMBER	Person_Number
2	HIRE_DATE	Extract Employee V2 Relationship Date Start
3	TERMINATION_DATE	Employee Ter- mination Date
4	PERIOD_OF_SERVICE_ID	Assignment Relationship Period of Service ID

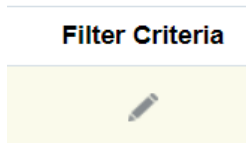
Serial No.	Name	Attribute name in PER_EXT_ PAY_ EMPLOYEES_ V2_UE
5	WORKER_TYPE	Assignment Relationship Period Type
6	WORKRELATIONSHIP_PRIMARY_FLAG	Assignment Primary Work Relationship Indicator
7	ASSIGNMENT_ACTION_CODE	Assignment Action Code
8	ASSIGNMENT_EFFECTIVE_START_DATE	Assignment Effective Start Date
9	ASSIGNMENT_EFFECTIVE_END_DATE	Assignment Effective End Date
10	ASSIGNMENT_PRIMARY_FLAG	Assignment Primary Assign- ment Indicator
11	ASSIGNMENT_STATUS	Assignment Status Type
12	WORK_EMAIL	Person Email Address

8. Select **Save and Close**. If you only see the **Save** button, select the chevron next to it and then select the **Save and Close** option.
9. If you are not already at the **Extract Definitions** screen, select the **Menu** icon  and then go to **My Client Groups > Data Exchange > HCM Extracts > Extract Definitions**.
10. In the Extract Search Bar , search for the extract you created.
11. Click on the Extract name. All the editable fields will open.

12. Go to **Design** tab, select **Object Name**.
13. Go to **Filters** tab displayed in right side of panel.

Properties **Filters** Records

14. Click on the edit button.



15. Enter the **filter query** in the new window and select OK. For referring examples, go to Example Filter Queries.
16. Select **Save**.
17. Under **Records**, select your previously created record. For example, `Account_Schema`.
18. Expand **Advanced Options** and go to **Record Sort Order**.

19. Select **Add** and then the **Edit**  icon.

20. Select **Add**.

21. In the **Order-by Column** dropdown, select **Assignment Person ID**, in the **Sort Order** dropdown, select **Descending**.

22. Select **OK**.

23. Select **Save and Close** until you return to the **Extract Definitions** screen. If you only see the **Save** button, select the chevron next to it and then select the **Save and Close** option.

24. Select your extract.

25. Go to **Deliver > Extract Delivery Options** and select the **Add** icon .

26. In the **Add Delivery Option** dialog window, enter the following:

- a. Enter a **Delivery Option Name**.
- b. In the **Delivery Type** dropdown list, select **WebCenter Content**.
- c. Select **OK**.

27. In the **Basic Information** section, in the **Output Type** dropdown list, select **csv**.

28. In the **Output File Name** section, enter a unique **Output Name**.

29. In the **Advanced** section, enter the following:

- a. From the **Compress** dropdown, select what kind of compression you want to use.
- b. In the **Encryption Mode** dropdown list, select **PGP - Signed**.
- c. In the **Integration Name** field, enter a name. This must be alphanumeric and cannot contain special characters.
- d. In the **Encryption Key** field, enter **fusion-key**.
- e. In the **Print Header Record** field enter "Only Attribute Header".
- f. In the **Delimiter field** enter ",".

30. Select **OK**.

31. Select **Save**.

32. Select **Validate**.

33. If there are no errors, select **Done**.

34. Optionally extract can be scheduled to run on periodic basic by performing below steps:

- a. Navigate to My Client Groups > Data Exchange > HCM Extracts
- b. Search for Submit Extract Instance and provide following values under "Schedule"

Parameter	Value
Timetable	Using a Schedule

Parameter	Value
Frequency	As per requirement , possible values are daily ,monthly , weekly or custom schedule can be created
Start date	As per requirement
End date	As per requirement

Note

These steps are applicable for Oracle Fusion Cloud Applications 24A (11.13.24.01.0). These steps may vary depending on the different versions.

Example Filter Queries

You can add filter queries when creating the extract to filter the items pulled into the extract.

Use any of the following filter queries to retrieve only active employees:

- `exists (select 1 from per_all_assignments_f paaf where ppos.person_id = papf.person_id and paaf.assignment_status_type = 'ACTIVE')`
- `(paaf.assignment_status_type='ACTIVE')`

Use the following filter queries to retrieve all terminated employees and all terminated employees within a specified offset:

- **To filter for all terminated employees:** `exists (select 1 from per_all_assignments_f paaf where ppos.person_id = papf.person_id and paaf.assignment_status_type = 'INACTIVE')`
- **To filter for terminated employees within a specified offset:** `(ppos.actual_termination_date >= (pay_report_utils.get_parameter_value_date('EFFECTIVE_DATE') - 31) and (ppos.actual_termination_date <= (pay_report_utils.get_parameter_value_date('EFFECTIVE_DATE'))))`

Note

EFFECTIVE_DATE is the date of aggregation.

Use the following filter query to retrieve active employee future assignment and future hires with an offset:

- `(paaf.assignment_status_type='ACTIVE') AND (paaf.effective_start_date < (pay_report_utils.get_parameter_value_date('START_DATE') + 40)) AND (paaf.effective_start_date > (pay_report_utils.get_parameter_value_date('START_DATE')))`

Take the following into consideration:

- When running the extract, Effective Date should be offset date. For example, if you are interested in a future hire 40 days in advance, then the Effective Date would be today's date plus 40 days.
- When running the extract, START_DATE, should be the date of aggregation.