Functional Course

Agenda

PeopleSoft Time & Labor

Human Capital Management (HCM)

3-Day Course

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SpearMC TRAINING

Time & Labor

Developed for implementation team members and functional end users, PeopleSoft Time and Labor 9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the Time and Labor module. Through scenarios, real-world experiences from implementers, and hands-on activities, students gain an understanding of how to establish process and report on transactions.

Prerequisites:

- Peoplesoft 9.2 Foundations (HCM)

Business Process Overview

- Describing PeopleSoft Time & Labor as an Enterprise Wide Solution
- Describing the PeopleSoft Time & Labor Application
- Describing PeopleSoft Time & Labor Navigation
- Describing Referential Integrity
- Describing Sources of Information about PeopleSoft Time & Labor

Setting Up PeopleSoft Human Resources, Benefits, Absence Administration and Payroll for North America Tables

- Defining Prerequisite Human Resources Tables
- Defining Prerequisite Benefits Tables
- Defining Prerequisite Absence Management Tables
- Defining Prerequisite Payroll for North America Tables

Setting Up Basic PeopleSoft Time and Labor Tables

- Describing Time & Labor Set Up Tables
- Setting up Time Zone Offsets
- Setting Up the Time & Labor Installation Table
- Setting up the Pay System
- Setting up Manager Time Calendar View Options

Establishing Time Periods

- Describing Time Periods
- Establishing Time Periods

Establishing Time Reporting Codes

- Describing Time Reporting Codes
- Defining Time Reporting Code Categories
- Defining Units of Measure
- Establishing Time Reporting Codes
- Defining TRC Programs
- Defining Compensatory Time Plans
- Defining Override Reason Codes

Establishing Planned Overtime

- Describing Planned Overtime Features
- Establishing Planned Overtime

Setting Up Affordable Care Act

- Describing Time and Labor Functionality
- Setting Up ACA Time Reporting Codes
- Setting Up Materialized Views
- Setting Up ACA Threshold Limits Page

Creating Workgroups

- Describing Key Workgroup Concepts
- Creating Workgroups

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Time & Labor

Creating Time Reporting Templates

- Creating Time Reporting Template
- Creating Rapid Time Reporting Template

Creating Taskgroups

- Identifying Task Functionality Concepts
- Creating Task Templates
- Creating Task Profiles
- Creating Taskgroups

Building Schedules

- Identifying Scheduling Concepts
- Describing Scheduling Integrations
- Identifying the Steps to Create a Schedule
- Setting Up Schedules
- Validating Schedules

Defining Template-Built Rules

- Identifying Online Rule Definition Tools
- Identifying Steps to Define Rules
- Template Built-Rules Overview
- Rule Programs

Setting Up Groups and Security

- Describing PeopleSoft Time and Labor Groups and Security
- Setting Up Group Creation Security
- Setting Up Dynamic / Static Groups
- Viewing Time Reporters in Groups
- Setting Up Group Security

Setting Up Time Reporters

- Creating Time Reporter Data
- Maintaining Time Reporter Data
- Auto Enrollment
- Assigning Time Reporters to a Schedule
- Assigning and Viewing Compensatory Time Off Plans

Reporting Time Using Rapid Entry

- Perform Rapid Entry

Defining Exceptions

- Defining Messages
- Defining Exceptions
- Defining Validation Rules
- Defining Validation Set

Running the Time Administration Process

- Describing the Time Administration Process
- Describing Time Reporter and Payable Time Status
- Generating Absence Payable Time

Reporting Time Using Self Service

- Identify Time Reporting
- Defining User Preferences
- Reporting Time using Timesheets
- Reporting Time using the Web Clock
- Reporting Time using Mass Time Reporting
- Request Overtime
- Request an Absence

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SpearMC TRAINING

Time & Labor

Viewing Time Using Self Service

- View Time and Labor Launch Pad
- View Monthly Schedule
- View Exceptions
- View Payable Time

Manager Self Service

- Reporting Time Overview
- Manage Schedules
- Time and Labor Dashboard
- Time Calendar
- Workforce Availability

Time and Labor WorkCenter

- WorkCenter Overview
- Run Timesheet Lockdown
- ACA Reporting
- Time and Labor Reporting

Managing Exceptions

- Managing Exceptions

Understanding Payable Time

- Understanding Payable Time

Loading Time and Labor Data

- Processing Steps
- Loading Time and Labor Data

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