

PeopleSoft 9.2 HCM Bootcamp Benefits Administration

Human Capital Management (HCM)

Developed for HR, Benefits, Payroll administrative professionals, this training course covers the fundamental concepts of using the PeopleSoft HRMS system for employee data entry, maintenance, processing and reporting functions. Learning from experienced practitioners and by performing hands-on training exercises, trainees will gain proficiency to use the system effectively for their day-to-day tasks.

Prerequisites:

- Basic Computer Literature

Navigating PeopleSoft

- Login and User Security
- Homepage, Search and Menu Navigations
- User Personalization Options

HRMS Basics

- Person Model Overview
- Effective Date Basics
- Parent/Child Page Structure
- Business Unit, SETID and Table set Sharing
- Department/Row level security

Maintain Personal Data

- Personal Data Fundamentals
- Add/Modify a Person

Maintain Job Data

- Job Data Fundamentals
- Add/Modify Job Data
- Maintain Payroll Data on Job

Benefits Process Overview

- Base Benefits in PeopleSoft
- Benefits Process Phases
- Relationship btw Benefit and HR Data
- Dependent and Beneficiary Data
- Benefits Tables for Reporting

Enroll Employees in Benefits

- Assign Employees to Benefit Programs
- Enroll Employees in Benefit Plans
- View Employee Benefit Enrollments
- Override Deduction Information

Review Benefit Plans

- Health Plans
- Life Plans
- Disability Plans
- Savings Plans
- Spending Accounts

Calculate Deductions

- Deduction Calculation Process
- View Calculated Deductions Online

Benefits Administration

- Benefits Administration Fundamentals
- Benefits Program Table Overview
- Running Benefits Admin Process
- Review Benefits Admin Process Results
- On-Demand Event Maintenance
- Benefits Administration Records

Self-Service

- Benefits Self-Service Overview