

PeopleSoft 9.2 HCM Bootcamp North America Payroll

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 Data Overview

- Review Dependent/Beneficiary Data
- Review Benefit Summary & Enrollments

Payroll Data Overview

- Review Employee Tax Data
- Review Employee Bank Accounts

Payroll Fundamentals

- Earning Codes
- Deductions
- Accumulators
- Garnishments
- Pay Groups

Payroll Processing

- Paysheets in Payroll for North America
- Pay Calendars, Pay Run IDs, Balance IDs
- Creating Paysheets
- Review/Update Paysheets and Paylines
- Payroll Calculations
- Review Paychecks
- Review Payroll Error Messages
- Finalize Payroll
- Generate Bank Files & Direct Deposit
- Generate Self-Service Paycheck
- Generate Accounting Lines for GL

Self-Service Basics

- Payroll Self-Service Overview

PeopleSoft Query Reporting

- Query Manager Overview
- Create Simple Query
- Query Output and Scheduling