

Application	Module	Sub-Module/Business Function
HCM		

Payroll

- Entering Additional Pay Earnings
- Entering U.S. Direct Deposit Information
- Entering General Deductions for Garnishments
- Assigning a Garnishment to an Employee
- Creating Pay Calendars
- Creating Pay Run IDs
- Attaching a Pay Run ID to a Pay Calendar
- Create Deduction
- Terminate Employee
- Transfer Employee
- Creating Paysheets
- Adding Other Earnings to Paysheets
- Updating Paysheets
- Updating Payline Information
- Running the Pay Calculation Process
- Reviewing Paycheck Details
- Running Pay Confirmation
- Printing Checks
- Printing Direct Deposit Advices
- Reversing Paychecks
- Adjusting U.S. Tax Balances
- Viewing a Paycheck
- Maintaining Direct Deposit Information
- Managing Consent for U.S. Year-End Forms
- Viewing U.S. Year-End Forms
- Updating W-4 Tax Information
- Requesting a New W-2 Form
- Entering Personal Bank Account Information

ePerformance

- HR Admin - ePerformance - Create Document
- HR Admin - ePerformance - Template Definition - Simple
- HR Admin - ePerformance - Create Documents
- HR Admin - ePerformance - View Documents
- HR Admin - ePerformance - Approve Documents
- HR Admin - ePerformance - Reopen Document
- HR Admin - ePerformance - Transfer Document
- HR Admin - ePerformance - Cancel Document
- HR Admin - ePerformance - Delete Document

Profile Management

- HR Admin - Manage Profiles - Person Profiles
- HR Admin - Manage Profiles - Interest List by Person

Career Planning

- HR Admin - Career Planning - Manage Career Plan

Update Team Info

- HR Admin - eProfile - Terminate Employee Requests
- HR Admin - eProfile - Retire Employee Request

HR Admin - eProfile - Full Time/Part Time Change
HR Admin - eProfile - Reporting Change Requests
HR Admin - eProfile - Job Change Request - Promotion, Demotion,
Transfer, Position Change

Succession Planning

HR Admin - Succession Planning - Create Succession Plan
HR Admin - Succession Planning - Key Person/Job Code/Position
Report
HR Admin - Succession Planning - Manage Talent Pools
HR Admin - Succession Planning - Succession

Recruiting

Processing Job Openings

Create a Job Opening – Recruiter View
Approving a Job Opening
Cloning a Job Opening

Screening and Routing Applicants

Evaluating Open-Ended Questions
Review Applicant Application
Screening Applicants
Routing Applicants
Sending Correspondence
Changing Dispositions
Rejecting Applicants
Prepare Job Offer
Prepare Job Offer – Candidate View
Update Eligibility & Identity
Prepare for Hire
Withdrawing a Hire Request
Manage Hires – New Hires
Manage Hires – Transfers
Manage Hires – Rehires
State Employee Applies
External Applicant Applies
Applicant Accepting Offer

Core

Update Job data
Create a position
Update a position

Time and Labor

Creating Schedule Groups
Creating Workdays
Creating Workgroups
Enrolling Time Reporters
Maintaining Time Reporter Data
Assigning Work Schedules
Approving Reported Time
Approving Payable Time
Running the Time Administration Process
Viewing the Monthly Schedule
Viewing Compensatory Time

Viewing a Summary of Payable Time
Viewing Details of Payable Time
Viewing a Summary of Employee Payable Time
Viewing Reported Time
Viewing Details of Employee Payable Time
Managing Schedules
Processing Pay Calculations
Processing Pay Confirmations

Absence Management

Assigning and Creating Schedules
Viewing Forecasting Rules for Self-Service Absence Requests
Entering, Updating, and Voiding Absence Events
Using Automatic Period Creation
Defining Calendar Groups
Assigning Work Schedules
Defining Holiday Schedules
Defining Workdays
Defining Absence Take Elements
Managing Schedules, Overriding Shifts, and Selecting Default Scheduling Options
Processing Leave Transfer Transactions
Reporting Absence Data
Defining Absence Types and Reasons

Commitment Accounting

Create Department Budget Table
Actuals Distribution
Retroactive Distribution
Modify Actuals Distribution
Run Gross and Fringe
GL Interface
Extract Accounts Payable
Send Vouchers

HR

Create a maxtrix
Create a jobcode
Hire an Employee
Add employment instance
Process Tenure
Add contingent worker
Add POI
Rehire employee
ID Change

Ben Admin

all schedule process
run automated event process
On-Demand

election entry
HE Finalize Temp BAS Event
HE Purge Void/Disc BA Events
HE Manual Events
Open enrollment
Rebuild Primary Job Flags
Shared benefit record numbers
Savings management processes

Contract Pay

Renew contracts
Setup Contract Pay page
Process
Setup contract prepay
Create Contract Projected Pay process

Onboarding

Template is assigned correctly
Ensure activity guide is working properly

Time and Labor

Load to Payroll
Load files
Fluid Web Clock

FSA

HE/State Account Closure
HE/State Quarterly Report
HE Employee Override Contribution
Employee in two companies within same plan yr
Mid-plan year enrollment
Change in benefit record numbers

**HCM -
NDUS**

Payroll

Additional Pay
Tax data
Tax distribution
Payroll Options
Reversal/Adjustment
Reversal
Run reports

ESS

Update address
Update contact details
I-9
Update Ethnic group
Update emergency contacts
Update disability status
Update Veteran status
Request Leave
Cancel absence

update direct deposit
update tax withholding
1095-C consent
View W-2
W-2 consent

ELM

ESS

Learner Finds a Class
Learner enrolls in a Class
Learner views their Transcript
Learner drops a Class
Learner Adds Supplemental Learning

MSS

Manager Approves or Denies a Class
Mgr checks an Employee's Training Record
Mgr drops a Course
Manager Enrolls Employees in a Course
Mgr adds Supplemental Learning to Employee's Transcript
Manager Views Employee's Transcript and Certification Status

Admin

Create a Criteria Based Learner Group
View All Learning for a Specific Learner
Adding Supplemental Learning
Creating an Online Course and Class
Creating a Classroom Course and Class
Cloning a Class and Adding a Survey
Enroll Learners into a Class
Mass Enrollment
Creating a Curriculum
Enrolling the Learner into a Course in the Curriculum
Create a Certification

Approving an Enrollment and Sending a Notification from a Roster
Marking a Class Complete
Running a Query in ELM
Marking a Class Concluded in the Catalog