

PeopleSoft 9.2 Absence Management

Human Capital Management (HCM)

veloped for implementation team members and functional end users, PeopleSoft Absence Management 9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the Absence Management 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 Absence Management Features
- Describing Integration with Other Applications
- Describing Absence Terminology
- Describing Elements
- Describing the Organizational, Processing, and Calendar Frameworks
- Describing Setup and Processing Steps
- Describing Sources of Information About Absence Management

Creating Schedules

- Describing the Use of Schedules
- Explaining Schedule Groups
- Creating Work Schedules
- Validating Schedule Changes
- Describing Holiday Schedules
- Explaining Methods of Assigning Work Schedules

Defining Common Characteristics of Elements

- Explaining Elements Categories
- Defining Basic Element Parameters

Defining Absence Entitlement Elements

- Describing Entitlement Accrual
- Creating Absence Entitlement Elements
- Modifying Entitlement Balance Accumulators

Defining Absence Take Elements

- Explaining Absence Types and Reasons
- Describing Absence Take Elements
- Creating Absence Take Elements
- Describing Absence Setup Guidelines

Setting Up Supporting Elements

- Describing System Elements
- Creating Variable Elements
- Describing Date Elements
- Defining Duration Elements
- Creating Formula Elements
- Describing Operators Used in Formulas
- Explaining Elements Used to Look Up Values
- Creating Brackets

Defining the Organizational Framework

- Describing the Organizational Framework
- Defining Element Groups
- Defining Eligibility Groups
- Defining Pay Entities
- Defining Pay Groups
- Mapping Pay Groups

Defining the Processing Framework

- Describing the Processing Framework
- Defining Sections
- Defining Process Lists

Setting Up Calendars

- Describing Calendar Concepts
- Defining Run Types
- Defining Periods
- Defining Calendars
- Defining Calendar Groups

Managing Payee Data

- Explaining Integration with PeopleSoft Human Resources
- Viewing Payee Data

Entering and Processing Absences

- Entering Absence Events
- Explaining Entitlement and Take Processing
- Running the Absence Process
- Describing the Processing Phases and Options
- Viewing Processing Results

Overriding Supporting Elements

- Listing the Types of Supporting Elements that You Can Override
- Explaining Where to Create Supporting Element Overrides
- Explaining the Element Override Hierarchy

Adjusting Frequency-Based Entitlement

- Describing Methods for Adjusting Frequency-Based Entitlement
- Adjusting a Payee's Frequency-Based Entitlement Balance
- Overriding the Definition of a Frequency-Based Entitlement