



# Introductory Course

## PeopleSoft v9.2 Introduction to HCM

### Human Capital Management (HCM)

PeopleSoft v9.2 HCM Introductory course will introduce students to the basics and core functionality of PeopleSoft HCM v9.2. Participants will walk away from the course with detailed knowledge of the common elements used in PeopleSoft HCM applications and an understanding of how HR information is structured within PeopleSoft.

## Prerequisites:

- PeopleSoft v9.2 Foundations (HCM)

## Human Resources Configuration

- System Building Blocks
- Organization Related Configuration
- Job Attribute Related Configuration
- Personal Related Configuration
- Compensation Rules Related Configuration
- Workforce Administration Related Configuration
- Compensation Related Configuration
- Organizational Development Related Configuration

## Person Model Overview

- Overview
- Key Features
- Adding a Person
- Organization Relationships
- Contingent Worker
- Person of Interest
- Organizational Instance
- Assignments

## Base Benefits

- Dependent Relationships
- Plans and Providers

## Base Benefits (cont'd)

- Simple Benefits
- Health
- Dental
- Life and Accidental Death
- Disability
- Savings
- Flexible Spending Accounts
- Plan Attributes
- Rates and Rules
  - Benefits Rates
  - Service Steps
  - Calculation Rules
  - Limits
  - Annual Benefits Base Rates
  - Benefit Rate Types
  - Dependent Rule
- Program Structure

## Benefits Administration

- Benefits Admin Configuration
  - Eligibility and Event Rules
  - Flex Credit Management
  - Processing Controls
  - Open Enrollment and Event Maintenance

## eBenefits

- Enrollment
- Print Enrollment Statements
- Manually Entering Employee Elections

## Payroll for North America Configuration

- Payroll Processing Controls
  - Pay Group Table
  - Balance Id Table
  - Pay Calendars
  - Pay Runs Ids
- Compensation and Earnings
  - Earnings
  - Earnings Programs
  - Special Accumulators
  - Rate Code Groups and Classes
  - Shifts
- Deductions
  - Deductions
  - General Deductions
  - Company General Deductions
  - Deductions Subset
- Garnishments
  - Disposable Earnings Definitions
  - Garnishments Rules
  - Proration Rules Definition
  - State Proration Rules

## Payroll for North America Configuration (cont'd)

- Payees
- Accounts Payable Interface Configuration
- Payroll to General Ledger Interface Configuration
- Federal/State Taxes
  - Tax Table
  - State Tax Reciprocity
  - Company State Taxes
  - Tax Locations
  - Tax Collectors
  - Taxable Gross Definitions
  - State Withholding Tax Marital Status
  - UI Report Codes
- Local Taxes
  - Tax Table
  - Company Local Taxes
  - Tax Reciprocity
  - Work Locality Reciprocity

## Payroll Processing

- Paysheet Creation
- Paysheet Calculation
- Paysheet Confirmation
- Paycheck Print
- Additional Processing (Off Cycle Calendars, On-Line Checks, etc.)