



Functional Course

PeopleSoft v9.2 Time and Labor

Human Capital Management (HCM)

Developed for implementation team members and functional end users, PeopleSoft Time and Labor v9.2 training quickly introduces students to the set-up considerations, configuration, and transactional processing components of the Time and Labor 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 v9.2 Foundations (HCM)

Business Process Overview

- Describing PeopleSoft Time and Labor as an Enterprise-Wide Solution
- Describing the PeopleSoft Time and Labor Application
- Describing PeopleSoft Time and Labor Navigation
- Describing Referential Integrity
- Describing Sources of Information About PeopleSoft Time and Labor

Setting Up PeopleSoft Human Resources, Benefits, and Payroll for North America Tables

- Identifying Prerequisite HCM Tables for Time and Labor
- Defining Prerequisite Human Resources Tables
- Defining Prerequisite Benefit Tables
- Defining Prerequisite Payroll for North America Tables

Setting Up PeopleSoft Human Resources, Benefits, and Payroll for North America Tables (cont'd)

- Setting Up Holiday Schedules
- Setting Up Earnings Codes and Programs
- Setting Up Pay Groups and Pay Calendars

Setting Up Basic PeopleSoft Time and Labor Tables

- Describing PeopleSoft Time and Labor Setup Tables
- Setting Up Time Zone Offsets
- Setting Up the Time and Labor Installation Table
- Setting Up Manager Time Calendar View Options
- Selecting the Labor Distribution and Labor Dilution Options

Establishing Time Reporting Codes

- Describing Time Reporting Codes
- Defining Time Reporting Code Categories
- Establishing Time Reporting Codes
- Defining TRC Programs
- Defining Compensatory Time Plans
- Defining Override Reason Codes

Establishing Time Periods

- Describing Time Periods
- Establishing Time Periods

Establishing Planned Overtime

- Describing Planned Overtime Features
- Establishing Planned Overtime

Creating Workgroups

- Describing Key Workgroup Concepts
- Creating Workgroups

Defining Template Built Rules

- Identifying Online Rule Definition Tools
- Identifying Steps to Define Rules
- Defining Template Built Rules
- Defining Rule Programs
- Exporting and Importing Rules
- Describing Rule Template Creation

Creating Taskgroups

- Identifying Task Functionality Concepts
- Creating Task Templates
- Creating Task Profiles
- Creating Taskgroups
- Describing Task Profile Reporting Precedence

Building Schedules

- Identifying Scheduling Concepts
- Describing Scheduling Integrations
- Identifying the Steps to Create a Schedule
- Setting Up Schedules
- Validating Schedules

Setting Up Time Reporters

- Creating Time Reporter Data
- Maintaining Time Reporter Data
- Assigning Time Reporters to a Schedule
- Assigning and Viewing Compensatory Time Off Plans

Setting Up Groups and Security

- Describing PeopleSoft Time and Labor Groups and Security
- Setting Up Group Creation Security
- Setting Up Dynamic Groups
- Setting Up Static Groups
- Viewing Time Reporters in Groups
- Setting Up Group Security

Agenda

Reporting Time Using Rapid Entry

- Describing Time Reporting
- Establishing Rapid Time Templates
- Performing Rapid Entry

Running Time Administration Process

- Describing the Time Administration Process
- Describing Time Reporter and Payable Time Status

Reporting Time Using Self Service

- Identifying Time Reporting

Reporting Time Using Self Service (cont'd)

- Defining Time Reporting Templates
- Defining User Preferences
- Reporting Time Using Timesheets
- Reporting Time Using the Web Clock
- Reporting Time Using Mass Time Reporting
- Requesting Overtime
- Requesting an Absence

Managing Exceptions

- Defining Exceptions
- Managing Exceptions