ORACLE – PEOPLESOFT HRMS FUNCTIONAL COURSE CONTENT

Overview

- Control tables, transaction and prompt tables
- Business units, table sets and setIDs
- Effective Date & Effective Sequence
- Person or position structure
- Implementation Defaults
- Foundation tables
- PeopleSoft Security
- Active Analytics Framework
- Approval Framework
- Events and Notifications Framework
- Profile Management
- Mass Update
- Deferred processing
- Query Builder & Meta Data
- HRMS Reporting

Administer Workforce

- Actions & Action Reasons
- Organizational Relationships, Employment Record Numbers & Multiple Jobs
- Person model
- Adding a Person in PeopleSoft HR
- Understanding Job Data
- Adding Organizational Instances for Employees, Contingent Workers and POIs
- Hiring Applicants
- Smart Hire (Template Based Hire)

- Updating Person and Job Information
- Understanding Updating Effective-Dated Data
- Database Audits on Sensitive Data
- Checklists
- Monitoring Absence

Workforce Development

- ePerformance
- Profile Management
- Administering Training

Recruiting Solutions

- Candidate Gateway
- Talent Acquisition Manager

Self-Service Applications

- eBenefits
- eCompensation (& Manager Desktop)
- eProfile (& Manager Desktop)
- ePay
- eDevelopment

Base Benefits

- Understanding & Setting up of: Coverage Codes, Benefit Rates, Calculation rules, Deduction codes, Special accumulators, Limits, Benefit providers, Dependents,
- Benefit Plan Types
- Benefit Plans
- Benefit Programs
- Enroll participants in benefit programs & plans
- Reviewing Enrollments and Benefit Calculations
- Processing Retroactive Benefits & Deductions

Benefits Administration

- Benefits Admin Overview
- Installation Table Setup
- Eligibility Rules Setup
- Event Rules Setup
- Benefit Plans/Program Setup
- Flexible Credits
- Enrolling Employees
- Open Enrollment Process
- Cross Plan Validations
- Non-Qualified Dependents
- Events Maintenance Process
- On-Demand Event Maintenance
- Snapshot Process

Time & Labor

- Introduction
- Implementation Plan
- Setting Up basic tables
- Time Periods
- Time Reporting
- Time Reporting Codes
- Set Up Overtime Limits
- Defining Exceptions
- Defining Work Schedules

Global Payroll

- Core Global Payroll Functionality
- Global Payroll-Organizational Structure
- Global Payroll-Processing Structure
- Elements Categorization
- Pay item Name (PIN)
- Earnings
- Deductions

NA Payroll

- Establish relationships between Human Resources and Payroll tables
- Create the six fundamental steps required in Processing a payroll
- Set up core tables for Payroll Processing
- Define Earnings, deductions, taxes and shifts
- Produce Online and Manual Checks
- Prepare Gross-Ups and Check Reversals
- Process garnishment orders
- Produce Paychecks and deposit advices for hourly and salaried employees
- Implementation Environment and standard procedures
- Quality Assurance Activities