



PeopleSoft HR Course Content:35-40hours

Course Outline

Navigating Through the PeopleSoft System

- Describing Elements of Components
- Retrieving Data Through the Search Page
- Viewing and Updating Data Within a Record
- Assigning and Organizing Favorites
- Using PeopleBooks Online Help

Understanding the System Structure

- Explaining PeopleSoft Pure Internet Architecture
- Describing the Structure of PeopleSoft Tables and Relational Databases
- Explaining Effective Dating
- Describing Action Types

Working With Tables

- Identifying Types of PeopleSoft Tables
- Describing Characteristics of the Translate Table
- Identifying Processing and Defaulting Tables
- Describing Characteristics of Control Tables
- Describing Characteristics of Transaction Tables
- Describing Business Units
- Explaining the Relationship Between Business Units and Set Ids

Running Human Resources Processes and Reports

- Processing and Viewing a Human Resources Report
- Explaining the Purpose of the Employees Table

Using Group Build

- Defining Group Build
- Creating a Group
- Setting Up Group Security
- Viewing and Using Groups



Defining the Human Resources Business Process

- Describing PeopleSoft Enterprise HRMS Products and HR Business Processes
- Identifying the Core Human Resource Setup Tables and Table Setup Sequence
- Describing Effective Dating and Action Types

Setting Up Core Foundation Tables Related to Installation Settings and Companies

- Defining the Installation Table
- Setting Up the Company Table
- Defining Postal Code Information for Switzerland, Japan, and the Netherlands
- Setting Up Core Foundation Tables Related to Business Units and TableSet Sharing
- Defining SetIDs, Business Units, and TableSet Sharing
- Establish User and Business Unit Defaults

Setting Up Core Foundation Tables Related to Establishments, Locations, and Departments

- Setting Up the Establishment Table
- Setting Up the Location Table
- Setting Up the Department Table

(JPN) Setting Up Core Foundation Tables Related to Japanese Compensation

- Setting Up Compensation Rate Code Data
- Defining Japanese Education Level Tables
- Determining Compensation Rate Code Defaults
- Defining Worker Compensation
- Setting Up the Salary Plan Tables
- Defining Grade Advance Tables
- Setting Up Core Foundation Tables Related to Jobs and Pay Groups
- Setting Up the Job Code Table
- Defining the Supervisor Level Table
- Setting Up the Pay Group Tables

Administering Data Permission Security

- Defining the Methods of Granting Data Permission Access
- Administering Tree-Based Security
- Refreshing Security Join Tables

Adding People in the PeopleSoft System

- Explaining Organizational Relationships
- Adding a Person in the PeopleSoft System
- Adding a Job Instance for a Person
- Defining Job Instances, Relationships, and Employment Record Numbers
- (JPN) Reviewing Additional Appointment Information for Japan

- (JPN) Managing Intercompany Transfers for Japan

Adding Workers Through Template-Based Hires (SmartHire)

- Defining the SmartHire Process
- Setting Up Hire Templates
- Adding Workers Using a Hire Template
- Managing the Status of a Template-Based Hire

Setting Up Payroll Deductions

- Setting Up Payroll Deduction Codes for Benefit Plans
- Determining Deduction Classifications
- Specifying Deduction Tax Effects
- Determining Settings for Specific Processing
- Specifying the Frequency of Benefit Deductions

Setting Up Benefit Plans, Health Plans, and Benefit Programs

- Identifying Health Plan Components
- Adding a Plan Provider
- Setting Up a Benefit Plan and a Health Plan
- Defining Coverage Codes
- Setting Up Benefit Rate Types
- Establishing Rates for a Benefit Plan
- Adding a Health Plan to a Benefit Program

Setting Up Life Insurance Plans

- Identifying Life Insurance Plan Components
- Defining a Life Insurance Plan
- Defining Coverage Rates
- Defining Calculation Rules
- Adding a Life Insurance Plan to a Benefit Program
- Setting Up Disability Plans
- Identifying Disability Plan Components
- Setting Up a Formula
- Creating a Disability Plan
- Establishing Coverage Rates Based on Length of Service
- Adding a Disability Plan to a Benefit Program
- Setting Up Savings Plans
- Identifying Savings Plan Components
- Defining a Savings Plan
- Setting Up the Service Step Table

Setting Up Savings Plan Limits

- Set Up Age 50 Catch-up Contributions

- Adding a Savings Plan to a Benefit Program

Setting Up Leave Plans

- Identifying Leave Plan Components
- Defining a Leave Plan
- Establishing Earnings Codes for Leave Categories
- Adding a Leave Plan to a Benefit Program

Setting Up Flexible Spending Accounts

- Identifying the Components of Flexible Spending Account (FSA) Plans
- Defining FSA plans
- Adding FSA Plans to a Benefit Program

Adding New Employees, Dependents, and Beneficiaries

- Identifying the Pages Used to Hire an Employee
- Viewing Job-related Information for an Employee
- Setting Up Dependent and Beneficiary Data