



## **Peoplesoft Time & Labor Course Content:35-40hours**

### Course Outline

#### **Business Process or Technology Overview**

- Describing the Major Functions and Process Flows in Time and Labor.
- Describing the Functions of Scheduling.
- Describing the Methods Used to Report Time
- Describing the Time Admin processes
- Describing the Outputs of Time Admin
- Describing PeopleSoft Time and Labor Integration
- Describing the Time and Labor Menu Structure

#### **Setting Up PeopleSoft Time and Labor**

- Listing the Prerequisites to Set Up PeopleSoft Time and Labor.
- Establishing Time and Labor Setup Tables
- Creating, Building, and Viewing Calendars
- Setting Up Workgroups and Taskgroups
- Setting Up Time and Labor Security
- Setting Up Schedules

#### **Using Referential Integrity and Validation**

- Describing the Role of Referential Integrity.
- Listing the Referential Integrity Triggers
- Listing the Situations in Which Time Validation is Run
- Defining Validation Criteria.

#### **Understanding Time Administration**

- Outlining the Time Administration Batch Process
- Describing the Application Engine Components of Time Administration
- Running Time Administration and Viewing the Results



## Using Rules and Rule Templates

- Describing the Four Methods for Creating Rules
- Identifying the Delivered Rule Templates
- Creating Rules Using Delivered Rule Templates
- Prioritizing Rules and Creating Rule Programs
- Overriding Rule Programs

## Modifying an Existing Rule and Rules Migration

- Defining Rule Objects
- Describing Work Tables
- Time Reporting Code
- Using Application Engine and User Exits
- Creating Rules Using Online Tools
- Creating a Template-Built Rule
- Modifying an Existing Rule and Rules Migration
- Creating a Template-Built Rule
- Describing the Steps to Modify an Existing Rule
- Copying, Modifying, and Creating SQL Objects
- Creating, Compiling, and Saving Rules
- Adding Rules to Rule Programs
- Rules Migration

## Creating Rules Using Online Tools

- Describing the Four Basic Elements that comprises a Rule
- Creating and Combining Actions and Conditions to Develop a Rule
- Using SQL Objects to Create a Rule
- Identifying Relationship Definitions

## Using Application Engine and User Exits

- Identifying the features of Application Engine
- Analyzing an Application Engine Program
- Creating a New Application Engine Program Object.
- Viewing and Adjusting an Application Engine Program's Properties.
- Developing a User Exit Rule Directly in the Rules Application Library.

## Time Reporting Code

- Describing Time Reporting Codes
- Defining TRC Categories

- Establishing TRCs
- Defining TRC Programs

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