PeopleSoft Human Resources Rel 9.2 Ed 3

PeopleSoft

DURATION	MODULES	COURSE CODE
3 Days	16 Lectures	—

Course Overview

The PeopleSoft Human Resources Rel 9.2 course gives you a solid foundation to implement PeopleSoft Human Resources for an organization. Through examples and activities, you'll learn how to set up the core Human Resources foundation tables and maintain worker data in the system.

What You Will Learn

Course Overview

- Objectives
- Agenda
- (JPN) Agenda for Japan

Business Process Overview

- Objectives
- Describing PeopleSoft HCM Products and Business Processes
- Describing PeopleSoft Human Resources Core Foundation Tables
- Describing PeopleSoft Table Setup Considerations
- Describing Effective Dating and Action Types
- Describing Sources of Information About PeopleSoft Human Resources
- Summary

Setting Up Installation Settings and Companies

- Objectives
- Identifying Installation and Company Foundation Tables
- Defining the Installation Table
- Setting Up the Company Table
- (CHE, JPN, and NLD) Defining Postal Code Information for Switzerland, Japan, and the Netherlands
- Identifying Implementation and Worker-Level Default Options

- Summary

Setting Up Business Units and TableSet Sharing

- Objectives
- Identifying Business Unit and TableSet Foundation Tables
- Defining Set IDs, Business Units, and TableSet Sharing
- Establishing User and Business Unit Defaults
- Identifying Implementation- and Worker-Level Default Options
- Summary

Setting Up Establishments, Locations, and Departments

- Objectives
- Identifying Establishment, Location, and Department Foundation Tables
- Setting Up the Establishment Table
- Setting Up the Location Table
- Setting Up the Department Table
- Identifying Implementation and Worker-Level Default Options
- Summary

Setting Up Compensation

- Objectives
- Identifying Compensation Foundation Tables
- Setting Up Compensation Rate Code Data
- (JPN) Defining Japanese Education Level Tables
- Determining Compensation Rate Code Defaults
- Determining Worker Compensation
- Setting Up the Salary Plan Tables
- (JPN) Defining Grade Advance Tables for Japan
- (JPN) Defining Grade Advance Tables for Japan
- Identifying Implementation- and Worker-Level Default Options
- Summary

Setting Up Jobs and Pay Groups

- Objectives
- Identifying Job and Pay Group Foundation Tables
- Setting Up the Job Code Table
- (JPN) Defining the Supervisor Level (Yakushoku) Table for Japan
- Setting Up the Pay Group Tables
- Identifying Implementation- and Worker-Level Default Options
- Summary

Administering Data Permission Security

- Objectives

- Describing Data Permission Security
- Identifying Methods of Granting Data Permission Access
- Refreshing Security Join Tables
- Summary

Adding People in the PeopleSoft System

- Objectives
- Explaining Organizational Relationships
- Adding a Person in the PeopleSoft System
- Adding a Job Instance for a Person
- Explaining Job Level Defaults
- Defining Job Instances, Relationships, and Employment Record Numbers
- (JPN) Reviewing Additional Appointment (Kenmu) Information
- (JPN) Managing Intercompany Transfers (Shukkou) for Japan
- Summary

Maintaining Person and Job Data

- Objectives
- Maintaining Historical Information for Your Workforce
- Managing Personal Data and Job Data
- Creating Action Reason Codes
- (JPN) Setting Up Salary Increase Information for Japan
- Entering Termination and Last Date Worked Information
- Viewing Job Summary Information
- Summary

(JPN) Managing Organization Change and Worker Transfers

- Objectives
- Defining Organizational Change and Worker Transfers
- Creating an Organization Plan
- Determining Headcount by Department
- Transferring Entry by Department
- Transferring Entry by Department Trees
- Updating Transfer Data Maintenance Content
- Defining Tamatsuki
- Inserting Transfers into Job Data
- Cleaning Up Temporary Transfer Data
- Summary

Managing Positions

- Objectives
- Describing Manage Positions
- Implementing Manage Positions
- Implementing Manage Positions

- Implementing Manage Positions
- Setting Up Position Data
- Hiring and Reassigning Workers into Positions
- Maintaining Position and Employee Data
- Maintaining Position and Employee Data
- Maintaining Position and Employee Data
- Summary

Using the PeopleSoft Fluid User Interface

- Objectives
- Describing the Human Resources Fluid Tiles and Pages
- Describing the Human Resources Fluid Tiles and Pages
- Using Employee Self Service
- Using Employee Self Service
- Using Manager Self Service
- Using Manager Self Service
- Summary

Working with the Company Directory in Fluid

- Objectives
- Describing the Company Directory Features and Functionality
- Describing the Company Directory Features and Functionality
- Describing the Company Directory Setup
- Using the Company Directory
- Using the Company Directory
- Summary

Using the Talent Summary and Manager Dashboards

- Objectives
- Describing the Manager Dashboard and Talent Summary Dashboard
- Setting Up the Manager Dashboard Pagelets
- Setting Up the Manager Dashboard Pagelets
- Using the Manager Dashboard
- Setting Up the Talent Summary Dashboard
- Using the Talent Summary Dashboard
- Summary

Course Review

- Objectives
- Describing PeopleSoft Human Resources
- Setting Up Core Human Resources Foundation Tables
- Defining and Administering Data Permission Security
- Adding People in the PeopleSoft System
- Adding People in the PeopleSoft System

- Maintaining People and Worker Information
- Maintaining People and Worker Information
- A Working with the Org Chart Viewer (Company Directory)
- B Working with the Org Chart Viewer (Company Directory)
- Understanding the Smart HR Template Process B-2
- C Additional Human Resources Business Process Data