PeopleSoft Time and Labor - North America Rel. 9.2 Ed 2

PeopleSoft

DURATION	MODULES	COURSE CODE
5 Days	**28 Lectures**	**—**

Course Overview

The PeopleSoft Time and Labor - North America Rel 9.2 course covers the implementation and usage of PeopleSoft Time and Labor through update image 18. Learn to set up prerequisite HCM and Time and Labor tables, define workgroups, task groups, and processing rules to manage time.

What You Will Learn

Module 1: Course Introduction

- Lesson 1: Course Overview
- Course Overview
- Agenda

Module 2: Business Process Overview

- Lesson 2: 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

Module 3: Setting Up Prerequisite HCM Tables

Lesson 3: Setting Up PeopleSoft HR, 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 Holiday Schedules
- Activity 1: Updating a Holiday Schedule

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

Module 4: Setting Up Basic Time and Labor Tables

- Lesson 4: Setting Up Basic PeopleSoft Time and Labor Tables
- Describing 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 Labor Distribution and Labor Dilution Options
- Activity 2: Setting Up Basic PeopleSoft Time and Labor Tables

Module 5: Establishing Time Reporting Codes (TRCs)

- Lesson 5: 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
- Activity 3: Establishing Time Reporting Codes

Module 6: Establishing Time Periods

- Lesson 6: Establishing Time Periods
- Describing Time Periods
- Establishing Time Periods
- Activity 4: Establishing Time Periods

Module 7: Establishing Planned Overtime

- Lesson 7: Establishing Planned Overtime
- Describing Planned Overtime Features
- Establishing Planned Overtime
- Activity 5: Establishing Planned Overtime

Module 8: Creating Workgroups

- Lesson 8: Creating Workgroups
- Describing Key Workgroup Concepts
- Creating Workgroups
- Activity 6: Creating Workgroups

Module 9: Defining Template Built Rules

- Lesson 9: Defining Template Built Rules

- Identifying Online Rule Definition Tools
- Identifying Steps to Define Rules
- Defining Template Built Rules
- Activity 7: Defining Template Built Rules
- Defining Rule Programs
- Activity 8: Defining Rule Programs
- Exporting and Importing Rules
- Describing Rule Template Creation

Module 10: Creating Taskgroups

- Lesson 10: Creating Taskgroups
- Identifying Task Functionality Concepts
- Activity 9: Creating Products and Tasks
- Creating Task Templates
- Activity 10: Creating Task Templates
- Creating Task Profiles
- Activity 11: Creating Task Profiles
- Creating Taskgroups
- Activity 12: Creating Taskgroups
- Describing Task Profile Reporting Precedence

Module 11: Building Schedules

- Lesson 11: Building Schedules
- Identifying Scheduling Concepts
- Describing Scheduling Integrations
- Identifying the Steps to Create a Schedule
- Setting Up Schedules
- Activity 13: Creating a Schedule Definition
- Validating Schedules

Module 12: Setting Up Time Reporters

- Lesson 12: Setting Up Time Reporters
- Creating Time Reporter Data
- Maintaining Time Reporter Data
- Assigning Time Reporters to a Schedule
- Activity 14: Enrolling Time Reporters
- Assigning and Viewing Compensatory Time Off Plans

Module 13: Setting Up Groups and Security

- Lesson 13: Setting Up Groups and Security
- Describing Groups and Security Concepts
- Setting Up Group Creation Security
- Activity 15: Reviewing Group Security
- Setting Up Dynamic Groups

- Setting Up Static Groups
- Activity 17: Creating Static Groups and Viewing Groups
- Viewing Time Reporters in Groups
- Setting Up Group Security

Module 14: Reporting Time Using Rapid Entry

- Lesson 14: Reporting Time Using Rapid Entry
- Describing Time Reporting
- Establishing Rapid Time Templates
- Performing Rapid Entry
- Activity 18: Reporting Time Using Rapid Entry

Module 15: Running the Time Administration Process

- Lesson 15: Running the Time Administration Process
- Describing the Time Administration Process
- Describing Time Reporter and Payable Time Status
- Activity 19: Running the Time Administration Process

Module 16: Reporting Time Using Self Service

- Lesson 16: Reporting Time Using Self Service
- Identifying Time Reporting Methods
- Defining Time Reporting Templates
- Activity 20: Defining Time Reporting Templates
- Defining User Preferences
- Reporting Time Using Timesheets
- Activity 21: Reporting Time Using Timesheets
- Reporting Time Using the Web Clock
- Reporting Time Using Mass Time Reporting
- Activity 22: Reporting Time Using Mass Time Reporting
- Requesting Overtime
- Requesting an Absence

Module 17: Managing Exceptions

- Lesson 17: Managing Exceptions
- Defining Exceptions
- Managing Exceptions
- Activity 23: Managing Exceptions

Module 18: Using Manager Self Service

- Lesson 18: Using Manager Self Service
- Setting Up Manager Search Options
- Using the Time and Labor Launch Pad
- Managing Overtime

- Managing Absences
- Managing Schedules
- Defining Time Calendar View Options
- Viewing Time
- Approving Reported Time
- Approving Payable Time
- Using the Approval Monitor
- Activity 24: Approving Time
- Delegating Approval Authority for Time and Labor
- Understanding Time Auditing

Module 19: Using the Time and Labor WorkCenter

- Lesson 19: Using the Time and Labor WorkCenter
- Defining WorkCenters
- Using Pivot Grids
- Activity 26: Using the Time and Labor WorkCenter

Module 20: Setting Up and Managing Alerts

- Lesson 20: Setting Up and Managing Alerts
- Defining Alerts
- Setting Up Alerts
- Managing Alerts
- Activity 27: Managing Alerts

Module 21: Using the Time and Labor Dashboard

- Lesson 21: Using the Time and Labor Dashboard
- Describing the Time and Labor Dashboard
- Working with the Dashboard
- Activity 28: Working with Time and Labor Dashboard

Module 22: Using Fluid in Time and Labor

- Lesson 22: Using Fluid in Time and Labor
- Setting Up Time and Labor Mobile Applications
- Entering Time Reporting as an Employee
- Activity 29: Reporting Time as an Employee
- Performing Time Administration as a Manager

Module 23: Viewing Workforce Availability

- Lesson 23: Viewing Workforce Availability
- Setting up Workforce Availability
- Viewing Workforce Availability for Daily Time
- Viewing Workforce Availability for Weekly Time
- Activity 30: Using Workforce Availability Daily/Weekly Time Views

Module 24: Integrating with PeopleSoft Payroll for North America

- Lesson 24: Integrating with Payroll
- Describing Absence Management Integration
- Preparing for a Pay Run
- Running the Time and Labor Load Process
- Activity 31: Running the Payroll Process

Module 25: Setting Up and Using Auto Enrollment

- Lesson 25: Setting Up and Using Auto Enrollment
- Setting Up Auto Enrollment
- Defining Auto Enrollment Groups and Schedules
- Initiating Batch Processes
- Previewing the Enrollment Data

Module 26: Performing Labor Distribution and Dilution

- Lesson 26: Performing Labor Distribution and Dilution
- Identifying Labor Distribution and Dilution
- Sending Costs to Time and Labor
- Viewing Distributed and Diluted Costs

Activity 33: Running the Extract Process and Viewing Distributed and Diluted Costs

Module 27: Auditing and Adjusting Payable Time

- Lesson 27: Auditing and Adjusting Payable Time
- Identifying the Stages of Payable Time
- Adjusting Paid Time
- Activity 34: Adjusting Payable Time
- Viewing Unprocessed Payable Time
- Locking Timesheets

Module 28: Course Review

- Lesson 28: Course Review
- Describing PeopleSoft Time and Labor
- Setting Up Core HCM Tables
- Setting Up PeopleSoft Time and Labor Tables
- Reporting and Processing Time
- Administering Time and Labor
- Appendices
- Appendix A: Establishing the Time Collection Device (TCD)
- Overview of Time Collection Devices
- Set Up TCD Type Definition
- Set Up TCD Setup
- Set Up a TCD Supervisor
- Set Up TCD Restriction Profile

- Set Up TCD Groups
- View the TCD Error Queue
- Appendix B: Tracking Attendance
- Identifying Attendance Tracking Concepts
- Setting Up Attendance Programs
- Associating Attendance Programs to Rule Programs
- Reviewing Attendance Actions
- Reviewing Attendance History
- Additional Resources
- Appendix C: (USA) Supporting Affordable Care Act (ACA) in Time and Labor
- Defining Time and Labor Support for ACA
- Setting Up ACA Time Reporting Codes
- Creating and Maintaining ACA Materialized Views
- Running the ACA Eligibility Load Query
- Viewing ACA-Based Analytics