



PeopleSoft Time and Labor - North America Rel. 9.2

This PeopleSoft Time and Labor - North America Rel. 9.2 training will show you how to implement the PeopleSoft Time and Labor product encompassing features and functionality up through update image 18. Develop a solid foundation of knowledge that allows you to enroll time reporters into Time and Labor, assign them to work schedules, and report and process reported time.

Learn To:

- Set up system tables, prerequisite HCM tables, and Time and Labor tables.
- Define workgroups and task groups to group time reporters into useful segments for processing.
- Set up processing rules to manage time.
- Enroll time reporters into Time and Labor, and assign them to work schedules.
- Report time using different tools.
- Process reported time using the rules you defined to match your business processes.

Benefits to You

Ensure a smooth, rapid implementation of PeopleSoft Time and Labor. Better understand how to facilitate the management, planning, reporting and approving of time, and calendar and schedule creation and usage.

Set Up System and Time and Labor Tables

Learn about and set up the tables that support your Time and Labor system. Identify how to track employee time by period and define workgroups and task groups to group time reporters into useful segments for processing.

Manage Time Reporting

Enroll time reporters into Time and Labor, and assign them to work schedules. Report time using different tools. Process reported time using the rules you defined to match your business processes.

Prerequisites

Suggested Prerequisite

- PeopleSoft Human Resources Rel 9.2 Ed 2
- PeopleSoft Human Resources Rel 9.2

Required Prerequisite

- Introduction to PeopleSoft for HCM Rel 9.2 Ed 2
- Introduction to PeopleSoft for HCM Rel 9.2
- Time and Labor functional background

Audience

- Administrator
- Implementer
- Manager

Objectives

- Create workgroups and taskgroups.
- Define template built rules.
- Build schedules.
- Set up time reporters and groups.
- Set up core HR, Benefits and Payroll tables.
- Set up Time and Labor tables.
- Report and process time.
- Describe PeopleSoft Time and Labor.
- Run Time Administration.
- Establish Time Reporting Codes.
- Establish time periods.
- Establish planned overtime.
- Use the self service and fluid pages.
- Use the Time and Labor WorkCenter and Dashboard.
- Set up and use auto enrollment.
- Perform labor distribution and dilution

Topics

- Setting Up PeopleSoft Human Resources, Payroll, and Benefits Tables
 - Identifying Prerequisite Human Resources, Benefits, and Payroll Tables
 - Prerequisite Tables
 - Holiday Schedules
 - Earnings Codes
 - Earnings Programs
 - Pay Calendars
 - Pay Runs
 - Pay Groups
- Setting Up Basic PeopleSoft Time and Labor Tables
 - Setting Up Time Zone Offsets
 - Setting Up the Time and Labor Installation Table
 - Setting Up manager Time Calendar View Options
 - Selecting the Labor Distribution and Labor Dilution Options
- Establishing Time Reporting Codes
 - Time Reporting Codes (TRC)
 - Time Reporting Code Categories

- Establishing Time Reporting Codes
- TRC Programs
- Compensatory Time Plans
- Establishing Time Periods
 - Time Periods
 - Establishing Time Periods
- Establishing Planned Overtime
 - Planned Overtime Features
 - Establishing Planned Overtime
- Creating Workgroups
 - Key Workgroup Concepts
 - Creating Workgroups
- Template Built Rules
 - Identifying Online Rule Definition Tools
 - Rule Template Creation
 - Identifying Steps to Define Rules
 - Template Built Rules
 - Rule Programs
 - Exporting and Importing Rules
- Creating Task Groups
 - Identifying Task Functionality Concepts
 - Creating Task Templates
 - Creating Task Profiles
 - Creating Taskgroups
 - Task Profile Reporting Precedence
- Building Schedules
 - Identifying Scheduling Concepts
 - Scheduling Integrations
 - Identifying the Steps to Create a Schedule
 - Setting Up Schedules
 - Validating Schedules
- Setting Up Time Reporters
 - Creating Time Reporter Data
 - Maintaining Time Reporter Data
 - Assigning Time Reporters to a Schedule
 - Assigning and Viewing Compensatory Time Off Plans
- Setting Up Groups and Security
 - PeopleSoft Time and Labor Groups and Security
 - Setting Up Group Creating Security
 - Setting Up Dynamic Groups
 - Setting Up Static Groups
 - Viewing Time Reporters in Groups
 - Setting Up Group Security
- Reporting Time Using Rapid Entry
 - Time Reporting
 - Establishing Rapid Time Templates
 - Performing Rapid Entry
- Running the Time Administration Process
 - The Time Administration Process
 - Time Reporter and Payable Time Status
- Reporting Time Using Self-Service
 - Identifying Time Reporting
 - Time Reporting Templates
 - User Preferences

- Reporting Time Using Timesheets
- Reporting Time Using the Web Clock
- Identifying Mass Time Reporting
- Requesting Overtime
- Requesting Absence
- Managing Exceptions
 - Exceptions
 - Managing Exceptions
- Using Manager Self-Service
 - Setting Up Manager Search Options
 - Using the Time and Labor Launch Pad
 - Managing Overtime, Absences, and Schedules
 - Time Calendar View Options
 - Viewing Time
 - Approving Reported and Payable Time
 - Using the Approval Monitor
 - Delegating Approval Authority for Time and Labor
- Using the Time and Labor WorkCenter
- Integrating with PeopleSoft Payroll for North America
- Performing Labor Distribution and Dilution
- Auditing and Adjusting Payable Time