PeopleSoft PeopleCode Ed 1

Course Topics

- **Setting Up PeopleSoft HRMS Tables for Payroll Processing**

  - HRMS Tables That Impact Payroll Processing

  - Installation Table Setup for PeopleSoft Enterprise Payroll for North America

  - The Role of SetID, Location, and Department in Payroll Processing

  - Company Table Setup

  - Frequency and Compensation Setup

- **Setting Up Payroll Tables**

  - Identifying Payroll Setup Tables

  - Setting Up Source Bank Accounts

  - Creating Special Accumulators

  - Setting Up Earnings Codes

  - Setting Up Earnings Programs

  - Shift Pay Setup

  - Creating a Pay Group

  - Creating a Rate Code

- **Setting Up U.S. Payroll Tax Tables**

  - Identifying Tax Table Maintenance Responsibility

  - PeopleSoft-Maintained Tax Tables

  - Setting Up Customer-Maintained Tax Tables

- **Setting Up Employee Data**

  - Identifying Sources of Employee Data

  - Setting Up an Employee Instance

  - Entering and Viewing Employee Job Data

  - Identifying Employee Pay Data

  - Updating Employee Tax Data

- Assigning Additional Pay to Employees

- Assigning General Deductions to Employees

- Updating Payroll Options for Employees

- **Creating and Updating Paysheets**

  - Paysheets in Payroll for North America

  - Balance ID Creation

  - Creating Pay Calendars

  - Setting Up Pay Run IDs

  - Creating Paysheets

  - Viewing and Updating Paysheets and Paylines

  - The Payroll Unsheet Process

- **Calculating Payroll**

  - Payroll Calculation

  - Running Preliminary Payroll Calculation

  - Running Final Payroll Calculation

- **Confirming Payroll and Producing Checks and Reports**

  - Confirming a Payroll

  - Viewing Confirmed Payroll Results Online

  - Printing Checks and Advices

  - Check Reprinting

  - Direct Deposit Transmittals and Reports

  - Payroll and Tax Reports

  - Identifying Methods of Reversing Payroll Confirmation

- **Processing Off-Cycle Payrolls**

  - Identifying Off-Cycle Payroll Processing

  - Reversing a Paycheck

  - Reversal/Adjustment Processing

  - Recording a Manual Check

  - Producing an Online Check

- Retroactive Processing

- **Setting Up and Processing Additional Payroll Functionality**

  - Setting Up a Holiday Schedule

  - Setting Up Advanced Earnings Options

  - Setting Up Multiple Jobs Processing

  - Setting Up and Processing Mid-period Job Changes

  - Processing Gross Ups

- **Setting Up and Processing Benefit Deductions in Payroll**

  - Setting Up Deductions and Earnings for Benefits Calculations

  - Updating a Benefit Program and Enrolling Employees

  - Analyzing Benefits-Related Payroll Reports

- **Setting Up and Processing Garnishments**

  - Identifying Garnishment Setup Steps

  - PeopleSoft-Maintained Garnishment Tables

  - Setting Up Company-Level Tables for Garnishment Processing

  - Assigning an Employee Garnishment Deduction

  - Setting Up Employee Garnishment Specification Data

  - Reviewing Employee Garnishment History

- **PeopleSoft Enterprise ePay**

  - Identifying ePay Transactions and Setup Requirements

  - ePay Security Setup

  - ePay Workflow Setup

  - Setup for the Voluntary Deduction Transaction

  - Setup for the View Paycheck Transaction

  - Setup for Paycheck Modeler

  - Setup for the Year End Form Transaction

  - Using ePay Self-Service Transactions