

PeopleSoft Time and Labor - North America Rel. 9.2

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