PeopleSoft HR Course Content:35-40 hours
Course Outline

- Navigating Through the PeopleSoft System
- Describing Elements of Components Retrieving Data Through the Search Page Viewing and Updating Data Within a Record Assigning and Organizing Favorites Using PeopleBooks Online Help
- Understanding the System Structure
- Explaining PeopleSoft Pure Internet Architecture
- Describing the Structure of PeopleSoft Tables and Relational Databases
- Explaining Effective Dating
- Describing Action Types
- Working With Tables
- Identifying Types of PeopleSoft Tables Describing Characteristics of the Translate Table Identifying Processing and Defaulting Tables Describing Characteristics of Control Tables Describing Characteristics of Transaction Tables Describing Business Units
- Explaining the Relationship Between Business Units and Set Ids

- Running Human Resources Processes and Reports
- Processing and Viewing a Human Resources Report Explaining the Purpose of the Employees Table
- Using Group Build
- Defining Group Build Creating a Group Setting Up Group Security Viewing and Using Groups
- Defining the Human Resources Business Process
- Describing PeopleSoft Enterprise HRMS Products and HR Business Processes Identifying the Core Human Resource Setup Tables and Table Setup Sequence Describing Effective Dating and Action Types
- Setting Up Core Foundation Tables Related to Installation Settings and Companies
- Defining the Installation Table Setting Up the Company Table
- Defining Postal Code Information for Switzerland, Japan, and the Netherlands Setting Up Core Foundation Tables Related to Business Units and TableSet Sharing Defining SetIDs, Business Units, and TableSet Sharing Establish User and Business Unit Defaults
- Setting Up Core Foundation Tables Related to Establishments, Locations, and Departments
- Setting Up the Establishment Table Setting Up the Location Table Setting Up the Department Table
- (JPN) Setting Up Core Foundation Tables Related to Japanese Compensation
- Setting Up Compensation Rate Code Data Defining Japanese Education Level Tables Determining Compensation Rate Code Defaults Defining Worker Compensation Setting Up the Salary Plan Tables Defining Grade Advance Tables
- Setting Up Core Foundation Tables Related to Jobs and Pay Groups Setting Up the Job Code Table Defining the Supervisor Level Table Setting Up the Pay Group Tables
- Administering Data Permission Security
- Defining the Methods of Granting Data Permission Access Administering Tree-Based Security Refreshing Security Join Tables
- Adding People in the PeopleSoft System
- Explaining Organizational Relationships
- Adding a Person in the PeopleSoft System Adding a Job Instance for a Person
- Defining Job Instances, Relationships, and Employment Record Numbers (JPN) Reviewing Additional Appointment Information for Japan (JPN) Managing Intercompany Transfers for Japan

- Adding Workers Through Template-Based Hires (SmartHire)
- Defining the SmartHire Process
- Setting Up Hire Templates
- Adding Workers Using a Hire Template
- Managing the Status of a Template-Based Hire
- Setting Up Payroll Deductions
- Setting Up Payroll Deduction Codes for Benefit Plans Determining Deduction Classifications Specifying Deduction Tax Effects Determining Settings for Specific Processing Specifying the Frequency of Benefit Deductions
- Setting Up Benefit Plans, Health Plans, and Benefit Programs
- Identifying Health Plan Components
- Adding a Plan Provider
- Setting Up a Benefit Plan and a Health Plan
- Defining Coverage Codes
- Setting Up Benefit Rate Types
- Establishing Rates for a Benefit Plan
- Adding a Health Plan to a Benefit Program
- Setting Up Life Insurance Plans
- Identifying Life Insurance Plan Components Defining a Life Insurance Plan Defining Coverage Rates Defining Calculation Rules
- Adding a Life Insurance Plan to a Benefit Program Setting Up Disability Plans Identifying Disability Plan Components Setting Up a Formula Creating a Disability Plan
- Establishing Coverage Rates Based on Length of Service
- Adding a Disability Plan to a Benefit Program
- Setting Up Savings Plans
- Identifying Savings Plan Components
- Defining a Savings Plan
- Setting Up the Service Step Table
- Setting Up Savings Plan Limits
- Set Up Age 50 Catch-up Contributions Adding a Savings Plan to a Benefit Program
- Setting Up Leave Plans
- Identifying Leave Plan Components Defining a Leave Plan
- Establishing Earnings Codes for Leave Categories Adding a Leave Plan to a Benefit Program
- Setting Up Flexible Spending Accounts
- Identifying the Components of Flexible Spending Account (FSA) Plans Defining FSA plans
- Adding FSA Plans to a Benefit Program
- Adding New Employees, Dependents, and Beneficiaries
- Identifying the Pages Used to Hire an Employee Viewing Job-related Information for an Employee Setting Up Dependent and Beneficiary Data