

# PeopleSoft HRMS Functional Training



## Course curriculum

### PEOPLESOFT BASIC KNOWLEDGE

- Introduction to ERP
- Peoplesoft Basics
- Science of Human Resource Management
- HRMS Processes and Connect Points
- Goals of HR as Strategic Business Unit
- Peoplesoft HR for Real time HR needs

### PEOPLESOFT HRMS WORKFORCE RECORDS MANAGEMENT

- Concept of Personnel Management
- Adding Personnel Record to the system
- Modification Process
- Maintain Personnel Key Fields
- Draw Hierarchical Relations
- Concurrency controls with Dependent Locking
- Maintain Personnel Checklist
- Practical Step By Step Orientation

### CONCEPTS OF EMPLOYEE SELF SERVICE IN PEOPLESOFT HRMS

- Core concepts covered under Employee Self Service
- Implementation procedure for Self Service Timesheet
- Employee Level Requests for Modify Record, Personnel Profile, Vacation
- Configure Compensation & Benefits Overview
- Configure Training Participation requests
- Configure Hierarchy View of Personnel Record
- Access Authorizations
- Practical Step by Step Orientation

### CONFIGURATION MANAGER SELF SERVICE IN PEOPLESOFT HRMS

- Core concepts covered under Manager Self Service

- Configure Approval of Sub Ordinate Requests (Vacation, Training Participation , Profile Changes , Compensation, Timesheet )
- Configuration of Manager Level Approval System
- Practical Step by Step Orientation

## HR DATA MANAGEMENT

- HR Data Categorization as per Business Process
- Implement Data Maintenance in HRMS way
- Identify, Draw Tables, Tablesets with unique IDs
- Data Transaction Management
- Practical Step by Step Orientation

## ROLE AND HIERARCHY IN PEOPLESFT HRMS

- Categorize Positions in accordance with Business Unit
- Implement Position creation , Modification and Management
- Procedure of Assigning Position to people
- Configure Personnel Relationships and hierarchy maintenance

## EMPLOYEE LIFECYCLE MANAGEMENT IN PEOPLESFT HRMS

- Hiring for open positions
- New Joiner creation in system
- Personnel Record Maintenance for key HR processes
- Termination of Personnel Record procedure
- Design Process flow with connect and check points
- Practical Step by Step Orientation

## PEOPLESFT HRMS PAYROLL SYSTEM FOR NORTH AMERICA

- Payroll Process Overview
- Bank Account Maintenance System
- Payroll Data Maintenance
- Direct Deposit Procedure
- Design Pay Calendar
- Identify Pay Groups with criteria
- Payroll Sheet Preparation
- Calculate Pay Procedure
- Configure Pay check
- Configure Paycheck, Run Payroll, and Print Pay Check Employee Self Service
- Practical Step by Step Orientation

## CONFIGURATION OF PERSONNEL BENEFITS IN PEOPLESFT HRMS

- Benefits Overview
- Benefit Plans as per Organization Strategy
- Implement Benefit System with eligible personnel records and benefit programs
- Maintain Personnel Benefit Data
- Maintain Dependents for Personnel Benefits
- Benefit Management

- Practical Step by Step Orientation

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