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# PeopleSoft Pay/Bill Management 9.1 PeopleBook

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# PeopleSoft Pay/Bill Management Preface

This preface provides an overview for:

- PeopleSoft products.
- PeopleSoft application fundamentals.
- Pages with deferred processing.
- Common elements used in this PeopleBook.

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## PeopleSoft Products

This PeopleBook refers to these PeopleSoft products and product lines:

- PeopleSoft Contracts
- PeopleSoft Expenses
- PeopleSoft General Ledger
- PeopleSoft Financial Management Solutions
- PeopleSoft Enterprise Performance Management
- PeopleSoft Project Costing
- PeopleSoft Resource Management
- PeopleSoft Staffing Front Office
- PeopleSoft Enterprise Service Automation
- PeopleSoft Enterprise Service Automation Portal Pack

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## Understanding PeopleSoft Application Fundamentals

The *PeopleSoft Pay/Bill Management PeopleBook* provides you with implementation and processing information for PeopleSoft Pay/Bill Management. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, Supply Chain Management, and Human Resources Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply to PeopleSoft Pay/Bill Management:

- *PeopleSoft Application Fundamentals PeopleBook*

- *PeopleSoft Application Fundamentals for HRMS PeopleBook*
- *PeopleSoft Bank Setup and Processing PeopleBook*
- *PeopleSoft Billing PeopleBook*
- *PeopleSoft Contracts PeopleBook*
- *PeopleSoft General Ledger PeopleBook*
- *PeopleSoft Global Options and Reports PeopleBook*
- *PeopleSoft Global Payroll PeopleBook*
- *PeopleSoft Human Resources PeopleBook: Administer Workforce*
- *PeopleSoft Payables PeopleBook*
- *PeopleSoft Payroll for North America PeopleBook*
- *PeopleSoft Project Costing PeopleBook*
- *PeopleSoft Receivables PeopleBook*
- *PeopleSoft Staffing Front Office PeopleBook*
- *PeopleSoft Time and Labor PeopleBook*
- *PeopleSoft Order to Cash Common Information PeopleBook*

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## Understanding Pages With Deferred Processing

Several pages in PeopleSoft Pay/Bill Management operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

### **See Also**

*PeopleTools PeopleBook: PeopleSoft Application Designer*

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## PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.

- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

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## Common Elements Used in This PeopleBook

### **Order**

A request by a customer of a staffing agency to find one or more people to perform work at the client site on a temporary or permanent basis.

When PeopleSoft Pay/Bill Management creates an order it also creates one PeopleSoft Contracts contract and one PeopleSoft Project Costing project. When you have PeopleSoft Staffing Front Office installed in addition to PeopleSoft Pay/Bill Management, these two applications share the same Order component and tables.

### **Assignment**

The placement of a resource to perform work at a client on a temporary or permanent basis. When PeopleSoft Pay/Bill Management creates an assignment it also creates one PeopleSoft Contracts contract line, one Project Costing activity, and one PeopleSoft Human Resources job (if an existing job record cannot be reused). When you have PeopleSoft Staffing Front Office installed in addition to PeopleSoft Pay/Bill Management, these two applications share the same Assignment component and tables.

<b>Branch</b>	Branches can represent units within your organization for which you want to track orders, assignments, applicants, and employees. For example, branches may represent your different staffing office locations. You must map each staffing branch to business units for the following PeopleSoft products: <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Project Costing</li> <li>• Payables</li> </ul>
<b>Business Unit</b>	Identification code that represents a high-level organization of business information. Use a business unit to define regional units within a larger organization.
<b>Contract Type</b>	Enables you to categorize your contracts for reporting purposes.
<b>Contracts Business Unit</b>	PeopleSoft Contracts business unit.
<b>Effective Date</b>	Date on which a table row becomes effective; the date that an action begins.
<b>EmplID</b> (employee identification)	Unique identification code for an individual associated with your organization.
<b>GL Unit</b>	Individual business unit entities typically created for accounting purposes.
<b>PC Business Unit</b>	Business unit assigned to the project in PeopleSoft Project Costing.
<b>Process Monitor</b>	Click this link to access the Process List page, where you can view the status of submitted process requests.
<b>Project ID</b>	The ID by which a project is identified in all tables and pages in PeopleSoft Project Costing. The project must already be established in PeopleSoft Project Costing.
<b>Report ID</b>	Report Identifier.
<b>Report Manager</b>	Click this link to access the Report List page, where you can view report content, check the status of a report, and see content detail messages that describe the report and the distribution list.
<b>Request ID</b>	Request identification that represents a set of selection criteria for a report or process.
<b>Run</b>	Click this button to access the Process Scheduler Request page. On this page you can specify the location where a process or job runs and the process output format.
<b>Run Control ID</b>	Identification code that identifies the run parameters for a report or process.

<b>SetID</b>	Identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
<b>User ID</b>	System identifier for the individual who generates a transaction.



## Chapter 1

# Getting Started with PeopleSoft Pay/Bill Management

This chapter provides an overview of Oracle's PeopleSoft Pay/Bill Management and discusses:

- PeopleSoft Pay/Bill Management business processes.
- PeopleSoft Pay/Bill Management integrations.
- PeopleSoft Pay/Bill Management implementation.

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## PeopleSoft Pay/Bill Management Business Processes

This graphic shows some of the PeopleSoft Pay/Bill Management business processes such as, managing staffing orders, processing time, running financial reports and managing staffing vendors:



PeopleSoft Pay/Bill Management business processes

We cover these business processes in the business process chapters in this PeopleBook.

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**Note.** To use PeopleSoft Pay/Bill Management functionality, you must have the following PeopleSoft products installed on your system: Billing, Contracts, Payables, Project Costing, HR, Time and Labor, and Payroll (North America or Global). In addition, to maximize your PeopleSoft Pay/Bill Management functionality, you can use it with PeopleSoft Staffing Front Office.

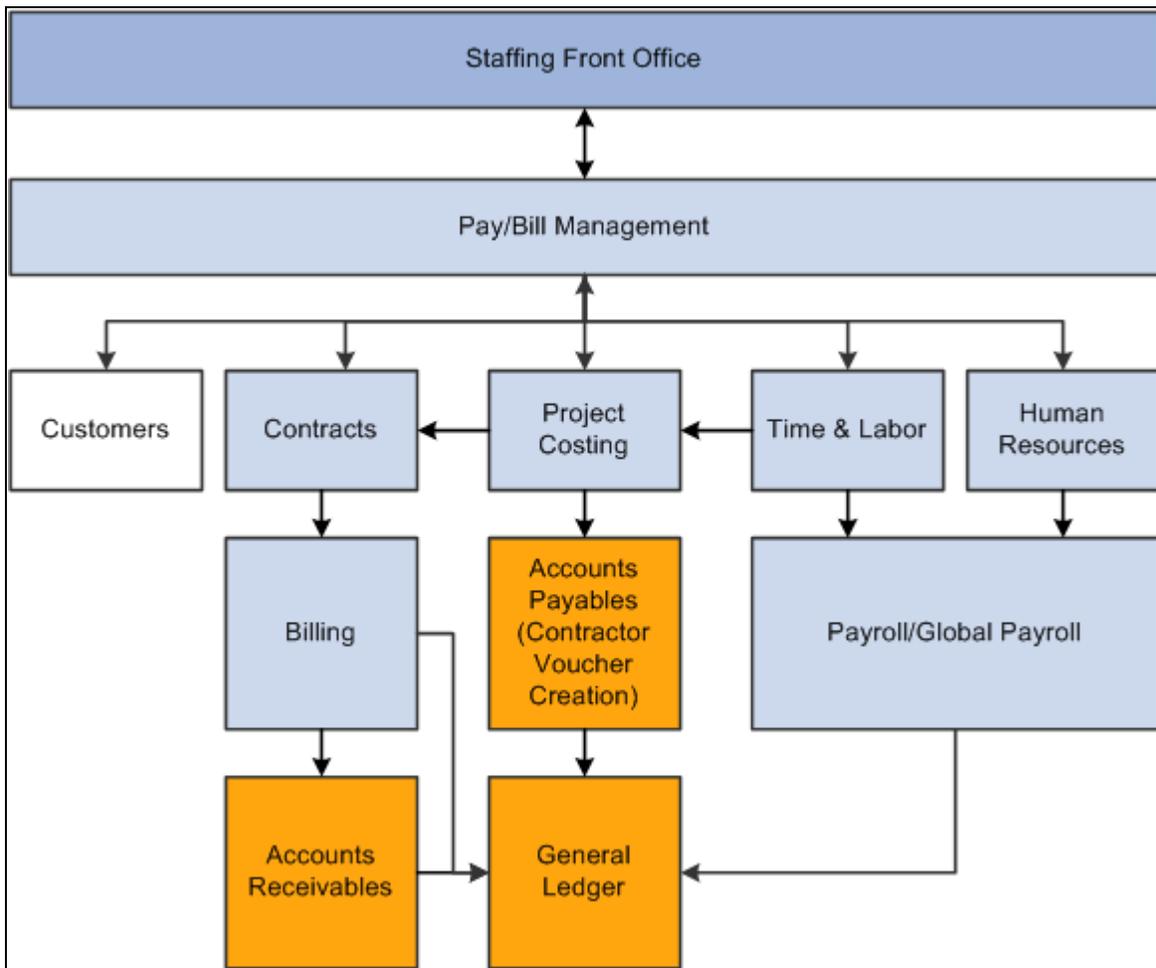
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## Pay/Bill Management Integrations

The following graphic illustrates how PeopleSoft Pay/Bill Management integrates PeopleSoft Staffing Front Office with other PeopleSoft applications:



PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management integration flow with other PeopleSoft applications

PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office share the same components and tables for the following entities:

- Assignments
- Applicants
- Contacts
- Customers
- Employees
- Orders

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**Note.** PeopleSoft Pay/Bill Management shares many tables with PeopleSoft Staffing Front Office and PeopleSoft Resource Management.

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We cover integration considerations in the implementation chapters in this PeopleBook.

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## PeopleSoft Pay/Bill Management Implementation

We list the PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft Billing, and PeopleSoft HR component interfaces used by PeopleSoft Pay/Bill Management in the Reviewing Component Interfaces section of the Using Enterprise Integration Points chapter.

See [Chapter 4, "Using Enterprise Integration Points," Reviewing PeopleSoft Component Interfaces, page 30.](#)

### **Other Sources of Information**

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines.

### **See Also**

*PeopleTools PeopleBook: PeopleSoft Setup Manager*

*PeopleTools PeopleBook: PeopleSoft Component Interfaces*

*PeopleTools PeopleBook: PeopleSoft Integration Broker*

*PeopleSoft Application Fundamentals 9.1 PeopleBook, "Getting Started With PeopleSoft Application Fundamentals"*

## Chapter 2

# Navigating in PeopleSoft Pay/Bill Management

This chapter discusses how to navigate in Oracle's PeopleSoft Pay/Bill Management.

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## Navigating in PeopleSoft Pay/Bill Management

PeopleSoft Pay/Bill Management provides custom navigation center pages that contain groupings of folders that support a specific business process, task, or user role.

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**Note.** In addition to the PeopleSoft Pay/Bill Management custom navigation center pages, PeopleSoft Pay/Bill Management provides menu navigation and standard navigation pages.

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### See Also

*PeopleTools PeopleBook: Using PeopleSoft Applications*

## Pages Used to Navigate in PeopleSoft Pay/Bill Management

This table lists the custom navigation center pages that you use to navigate within PeopleSoft Pay/Bill Management:

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Pay/Bill Management Center	Staffing, Pay/Bill Management Center	Access the key areas to capture orders, assignments, and time and to hire employees, add customers, and manage eligible vendors.
Customers and Contacts	Click the Customers and Contacts link on the Pay/Bill Management Center page.  Alternatively, use the Customer Information and Contact Information links under the Customer menu.	Add or view customer and contact information for companies or individuals.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Orders and Assignments	Click the Orders and Assignments link on the Pay/Bill Management Center page.	Add, view, or maintain orders and assignments.
Resources	Click the Resources link on the Pay/Bill Management Center page.	Add or view personal information for employees.
Time Administration	Click the Time Administration link on the Pay/Bill Management Center page.	Enter time for employees and contractors; prepopulate the time from a previous period.
Payroll	Click the Payroll link on the Pay/Bill Management Center page.	Review North American and global paychecks.
Billing	Click the Billing link on the Pay/Bill Management Center page.	Review customer invoices.
Purchase Orders	Click the Purchase Orders link on the Pay/Bill Management Center page.	Create or review customer purchase orders.
Vendors and Contractors	Click the Vendors and Contractors link on the Pay/Bill Management Center page.	Identify eligible vendors and create vendor invoices.
Reports	Click the Reports link on the Pay/Bill Management Center page.	View and create reports.

This table lists the custom navigation center pages that you use to navigate from PeopleSoft Pay/Bill Management to processes in other PeopleSoft applications that integrate with PeopleSoft Pay/Bill Management.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Pay/Bill Processes Center	Staffing, Pay/Bill Processes Center	Access the key areas of other PeopleSoft applications to create vouchers, process bills, manage payroll information, and administer time.
Time and Labor	Click the Time and Labor link on the Pay/Bill Processes Center page.	Administer time, exceptions, and interfaces to other PeopleSoft applications.
North American Payroll	Click the North American Payroll link on the Pay/Bill Processes Center page.	Manage processes for your PeopleSoft North American Payroll application.
Global Payroll	Click the Global Payroll link on the Pay/Bill Processes Center page.	Manage processes for your PeopleSoft Global Payroll application.

<b>Page Name</b>	<b>Navigation</b>	<b>Usage</b>
Bill	Click the Bill link on the Pay/Bill Processes Center page.	Finalize billing processes and generate bills.
Accounts Payable	Click the Accounts Payable link on the Pay/Bill Processes Center page.	Create, build, and post vouchers.



## Chapter 3

# Understanding Oracle's PeopleSoft Pay/Bill Management

Pay/Bill Management leverages the functionality of PeopleSoft Financials and PeopleSoft Human Capital Management to deliver an efficient staffing solution that also streamlines the payroll and billing processes of staffing companies.

This chapter discusses:

- Integration with other PeopleSoft databases.
- Integration with other PeopleSoft applications.
- The PeopleSoft Pay/Bill Management process flow.
- Product functionality.

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## Integration with Other PeopleSoft Databases

This section discusses the relationship that PeopleSoft Pay/Bill Management has with the following databases:

- PeopleSoft Financials and Supply Chain Management (FSCM).
- PeopleSoft Human Capital Management (HCM).

Pay/Bill Management is delivered as part of the FSCM and HCM databases. It is tightly integrated with several products within these databases in order to complete the pay and bill business processes. Both databases are required to run PeopleSoft Pay/Bill Management.

## Functionality in the FSCM Database

Most PeopleSoft Pay/Bill Management pages and processes are part of the FSCM database. PeopleSoft Pay/Bill Management leverages the FSCM database so that you can perform these business processes:

- Create customer records.
- Create contact records.
- Add applicants and hire them as employees or non-employees.
- Create, manage, and process orders and assignments.

- Process payroll for employees.
- Create and track customer purchase orders.
- Manage staffing vendors.
- Create vouchers from contractor time.
- Process billing.

When PeopleSoft Pay/Bill Management creates customer and contact records, the information is stored in the same FSCM database tables used by other applications such as PeopleSoft Contracts, PeopleSoft Billing, and PeopleSoft Receivables. However, some information, specific only to staffing is stored in additional tables (beginning with the letters *FO*) which are used only by PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office.

The same applies to applicants and employees added through PeopleSoft Pay/Bill Management. Most of the information is stored in the same FSCM database tables used by other applications such as PeopleSoft Resource Management and PeopleSoft Expenses. However, some information, specific only to staffing is stored in additional tables (beginning with *FO*) which are used only by PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office.

Similarly, order and assignment information is stored in the same tables used by PeopleSoft Resource Management and PeopleSoft Staffing Front Office. Information specific to PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office is stored in additional tables prefixed with *FO*.

## Functionality in the HCM Database

Some PeopleSoft Pay/Bill Management pages and processes are part of the PeopleSoft HCM database. PeopleSoft Pay/Bill Management leverages the HCM database so that you can perform these business processes:

- Enter time for employees and contractors.
- Process time entry.
- Process payroll.

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**Note.** Throughout the *PeopleSoft Pay/Bill Management 9.1 PeopleBook*, you will notice that navigation paths sometimes begin with *HCM Database*. This signifies that the pages that you access are part of the HCM database. If no database is specified prior to a navigation path, you are accessing pages in the FSCM database.

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## Integration with Other PeopleSoft Applications

PeopleSoft Pay/Bill Management leverages the capabilities of other PeopleSoft applications to provide a full range of staffing functions. The PeopleSoft Pay/Bill Management system requires integration with several modules and also works with other applications from the FSCM and HCM databases to deliver further staffing solution options. The specific role of each PeopleSoft product is discussed in the business process chapters of this PeopleBook.

This section discusses:

- Integration with PeopleSoft Staffing Front Office.
- Interaction with PeopleSoft Time and Labor.
- Interaction with PeopleSoft Project Costing.
- Interaction with PeopleSoft Contracts.
- Integration with PeopleSoft Billing.
- Integration with PeopleSoft Human Resources.
- Integration with PeopleSoft Payroll for North America and Global Payroll.
- Integration with PeopleSoft Payables.

## Interaction with PeopleSoft Staffing Front Office

PeopleSoft Pay/Bill Management integration with PeopleSoft Staffing Front Office enables you to automate your recruiting, prospecting, ordering, and matching processes. Once customer orders are filled, you can process transactions through PeopleSoft Pay/Bill Management.

PeopleSoft Pay/Bill Management shares the following components and tables with PeopleSoft Staffing Front Office:

- Applicants
- Employees
- Customers
- Contacts
- Orders
- Assignments

Many configuration components and tables are also shared between these two applications.

See *PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Getting Started with PeopleSoft Staffing Front Office."

## Interaction with PeopleSoft Time and Labor

PeopleSoft Pay/Bill Management requires that you have PeopleSoft Time and Labor installed on your system. PeopleSoft Pay/Bill Management interacts with PeopleSoft Time and Labor so that you can:

- Enter time for employees and contractors.
- Process time for employees and contractors.

Through PeopleSoft Time and Labor, PeopleSoft Pay/Bill Management users can integrate indirectly with PeopleSoft Project Costing, PeopleSoft Payroll for North America, and PeopleSoft Global Payroll. By using PeopleSoft Time and Labor, PeopleSoft Pay/Bill Management users also benefit from the functionality of task groups, work groups, and time and labor rules.

See *PeopleSoft 9.1 Time and Labor PeopleBook*, "Preface."

## Interaction with PeopleSoft Project Costing

PeopleSoft Pay/Bill Management requires that you have PeopleSoft Project Costing installed on your system. PeopleSoft Pay/Bill Management interacts with PeopleSoft Project Costing so that you can:

- Automatically create and manage projects associated with your orders.
- Analyze order-related (project-related) transactions.
- Process billing.
- Process revenue.

PeopleSoft Pay/Bill Management automatically creates a project for each order added to the system (except for orders with a status of *Draft*). The system also automatically creates project owning organizations (if the Organizations feature is enabled in Project Costing), and project status records.

PeopleSoft Pay/Bill Management automatically creates a project activity for each assignment added to the system. It also adds the assigned person to the project and activity teams. For temporary assignments, the system also creates a rate set which contains the billing rates to be used for the work performed in the assignment.

Through PeopleSoft Project Costing, PeopleSoft Pay/Bill Management integrates indirectly with PeopleSoft Billing, PeopleSoft Receivables, and PeopleSoft General Ledger.

See *PeopleSoft Project Costing 9.1 PeopleBook*, "Oracle's PeopleSoft Project Costing Preface."

## Interaction with PeopleSoft Contracts

PeopleSoft Pay/Bill Management requires that you have PeopleSoft Contracts installed on your system. PeopleSoft Pay/Bill Management interacts with PeopleSoft Contracts so that you can:

- Automatically create, manage, and process contracts associated with your orders.
- Create, manage, and track customer purchase orders.
- Process billing.
- Process revenue.

PeopleSoft Pay/Bill Management automatically creates a contract for each order added to the system (except for orders with a status of *Draft*), and a contract line for each assignment. For temporary assignments, the system creates a rate set which contains the billing rates to be used for the work performed in the assignment. For career assignments it creates milestones with the dates that the customer should be billed. The system also automatically creates a revenue and a billing plan for each assignment. When the first assignment is saved, PeopleSoft Pay/Bill Management activates the contract. For each subsequent assignment in the same order, the system creates a contract amendment in order to add the contract lines.

Through PeopleSoft Project Costing, PeopleSoft Pay/Bill Management integrates indirectly with PeopleSoft Billing, PeopleSoft Receivables, and PeopleSoft General Ledger.

See *PeopleSoft Contracts 9.1 PeopleBook*, "PeopleSoft Contracts Preface."

## Integration with PeopleSoft Billing

PeopleSoft Pay/Bill Management requires that you have PeopleSoft Billing installed on your system. PeopleSoft Pay/Bill Management integrates with PeopleSoft Billing so that you can:

- Generate invoices for your contract lines (assignments).
- Process and update balances for customer purchase orders.
- Create fall off credits for career assignments (this functionality is available only when both PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management are installed).

PeopleSoft Contracts sends billing information for fixed-amount contract lines (career assignments) to PeopleSoft Billing. PeopleSoft Contracts and PeopleSoft Project Costing send billing information for rate-based contract lines (temporary assignments) to PeopleSoft Billing. Billing then generates invoices for the contract lines and sends information about the invoices back to PeopleSoft Contracts and PeopleSoft Project Costing.

See *PeopleSoft Billing 9.1 PeopleBook*, "Getting Started With PeopleSoft Billing," PeopleSoft Billing Integrations.

## Integration with PeopleSoft Human Resources

PeopleSoft Pay/Bill Management integrates with PeopleSoft Human Resources to:

- Hire employees and non-employees.
- Manage employee personal, job, and qualifications information.

### **See Also**

*PeopleSoft Human Resources PeopleBook: Administer Workforce*

## Integration with PeopleSoft Payroll for North America and Global Payroll

PeopleSoft Pay/Bill Management requires that you have either PeopleSoft Payroll for North America or PeopleSoft Global Payroll installed on your system. Through PeopleSoft Time and Labor, PeopleSoft Pay/Bill Management integrates with payroll applications to:

- Pay employees who work in North America.
- Pay employees who work outside of North America.

**See Also**

*PeopleSoft Payroll for North America PeopleBook*

*PeopleSoft Global Payroll PeopleBook*

## Integration with PeopleSoft Payables

PeopleSoft Pay/Bill Management integration with PeopleSoft Payables enables you to create vouchers for contractor time. When a vendor sends you a bill, you can enter the invoice directly into PeopleSoft Payables and create a voucher. Alternatively, you can automatically generate a voucher based on contractor time recorded in PeopleSoft Pay/Bill Management.

PeopleSoft Pay/Bill Management uses the Submit Time to Payables process to move time entries for contractors from the Project Resources table to the voucher build tables.

**See Also**

*PeopleSoft Payables 9.1 PeopleBook*, "PeopleSoft Payables Preface"

[Chapter 13, "Working With Staffing Vendors," page 169](#)

## Interaction with PeopleSoft Supply Chain Management

Pay/Bill Management integrates with the PeopleSoft Supply Chain Management database to:

- Create and modify customers.
- Create and modify contacts.

**See Also**

*PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information

## Interaction with PeopleSoft Resource Management

Although the user interface and components are distinct, PeopleSoft Pay/Bill Management shares many tables with PeopleSoft Resource Management, including:

- Employees
- Orders
- Assignments

**See Also**

*PeopleSoft Resource Management 9.1 PeopleBook, "Understanding HRMS"*

*PeopleSoft Human Resources 9.1 PeopleBook: Manage Competencies*

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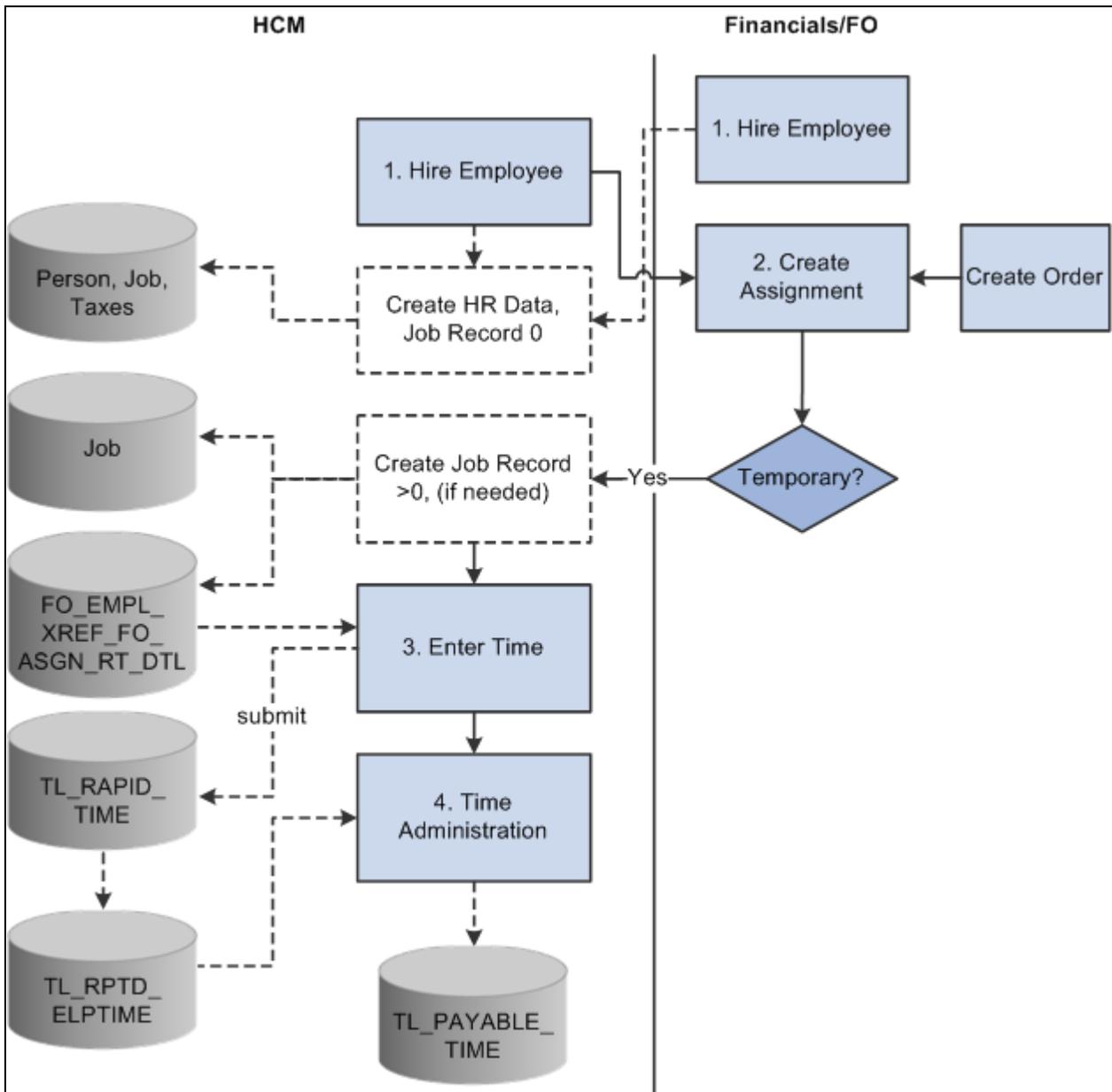
## The PeopleSoft Pay/Bill Management Process Flow

This section discusses the overall business process flow that is enabled by PeopleSoft Pay/Bill Management. The primary business processes include:

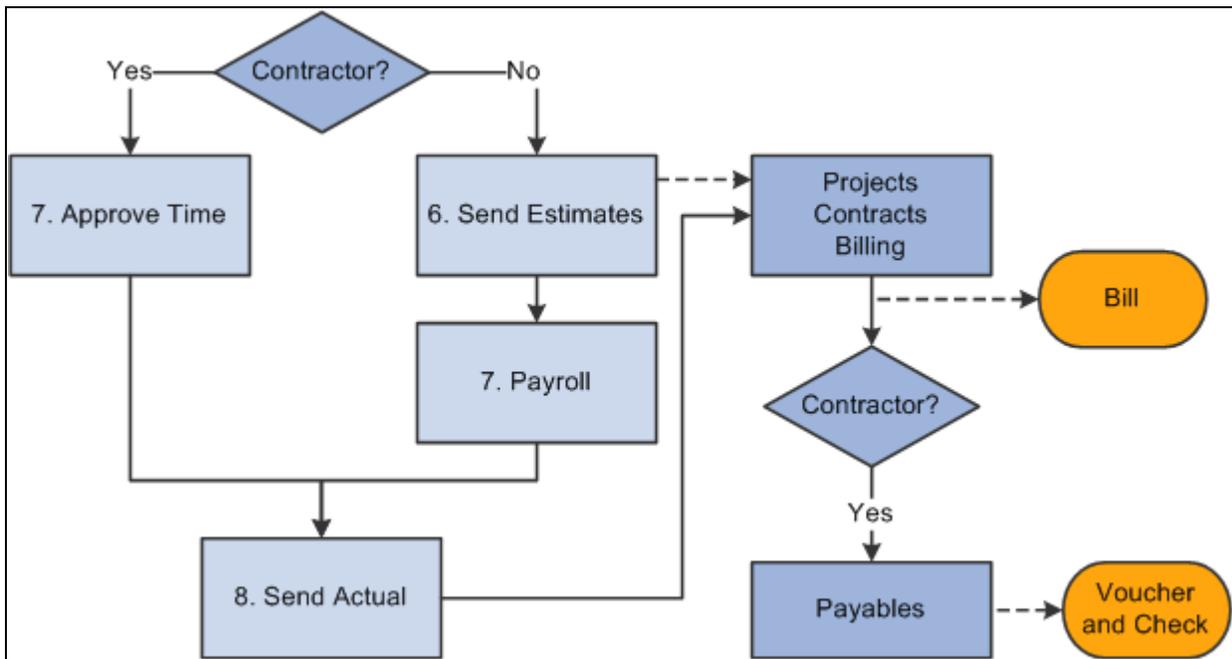
- Hiring employees.
- Assigning employees.
- Billing customers.
- Paying employees.

Each function comprises multiple processes. The details are discussed in the business process chapters of this PeopleBook.

The following graphic illustrates the system process flow for Pay/Bill Management temporary orders between the financials database and the HCM database:



PeopleSoft Pay/Bill Management process flow for a temporary order (1 of 2)



PeopleSoft Pay/Bill Management process flow for a temporary order (2 of 2)

### **Hiring Employees**

PeopleSoft Pay/Bill Management provides an applicant component in Financials to collect the minimum required applicant data such as name, address, job code, benefits, and so forth. Once the hire button is clicked, the system sends the person's information to PeopleSoft HRMS using application messaging, and uses a component interface to hire the employee in PeopleSoft HRMS. After the hire, any data updates are made in PeopleSoft HRMS and synchronized with Financials through application messaging.

### **Assigning Employees or Contractors**

Resources can be placed in two types of orders

- A career assignment, which involves the staffing organization finding an employee to be hired by a client for a negotiated placement fee.

This is a direct hire between your customer and the employee. PeopleSoft Pay/Bill Management does not generate an employee record, so there is no need to send employee data to the HCM database.

- A temporary assignment, in which the staffing organization sends its own employees to work at client sites on a temporary basis.

For every temporary assignment, PeopleSoft Pay/Bill Management requires the person to be hired as an employee or a non-employee. Your customer is billed based on the hours that the employee works.

**Billing Customers**

For temporary assignments, PeopleSoft Pay/Bill Management collects employee and contractor time data that indicates how much time an individual worked. Time data is stored in the HCM database, where PeopleSoft Time and Labor processes the data to produce billable time. Billable time is sent to the FSCM database, where PeopleSoft Project Costing converts the time into billing amounts based on the assignment rates. The billing rows are sent to PeopleSoft Billing so that an invoice can be generated for the customer.

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**Note.** The term "billable time" refers to PeopleSoft Time and Labor payable transactions that need to be or that have been priced for billing. PeopleSoft Time and Labor only produces payable time which is sent to PeopleSoft Payroll for North America. PeopleSoft Time and Labor payable time information is then sent to PeopleSoft Project Costing where it is priced to generate billable transactions.

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For career assignments, the negotiated placement fee is billed to the customer according to a preset schedule.

**Paying Employees**

The employee time entered in PeopleSoft Time and Labor is also used to generate payable time to pay employees. The system sends employee payable time data to PeopleSoft Global Payroll or PeopleSoft Payroll for North America, where the employee's paycheck is generated. Payable time for contract employees is routed to PeopleSoft Payables, which creates a voucher and issues a check to the vendor.

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## Product Functionality

This table summarizes the functions of the following PeopleSoft applications as each relates to the PeopleSoft Pay/Bill Management role in the staffing solution:

<b>PeopleSoft Application</b>	<b>Database</b>	<b>Functions</b>
Resource Management	FSCM	Pay/Bill Management shares the employee, order, and assignment tables with Resource Management.
Contracts	FSCM	Each order is related to a contract and each assignment is related to a contract line, which contains information that is used to set billing and revenue parameters.
Project Costing	FSCM	Each order is related to a project and each assignment is related to an activity, which contain information that is used to create billable amounts from time data.
Billing	FSCM	This application receives billable amounts from Project Costing and Contracts and generates a customer invoice.

<b>PeopleSoft Application</b>	<b>Database</b>	<b>Functions</b>
Payables	FSCM	This application receives payable amounts for contractors and issues checks to vendors.
Time and Labor	HCM	This application receives time data from Pay/Bill Management and processes the data to produce billable and payable time.
Global Payroll	HCM	This application receives payable time from Time and Labor and issues paychecks for employees outside North America.
Payroll for North America	HCM	This application receives payable time from Time and Labor and issues paychecks for employees in North America.



## Chapter 4

# Using Enterprise Integration Points

This chapter provides an overview of enterprise integration points (EIPs) and discusses how to:

- Set up PeopleSoft Integration Broker web services subscriptions.
- Review PeopleSoft Component Interfaces.

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## Understanding EIPs

EIPs use a variety of PeopleSoft integration tools to integrate data across your enterprise.

Among the PeopleSoft integration tools used in the design of Oracle's PeopleSoft Pay/Bill Management, you want to have a firm understanding of:

- PeopleSoft Integration Broker.
- PeopleSoft Component Interfaces.

## PeopleSoft Integration Broker

Integration Broker is a middleware technology that facilitates synchronous and asynchronous messaging among internal systems and trading partners, while managing web services structure, web services format, and transport disparities. Using a publish and subscribe protocol, dynamic data external to PeopleSoft Pay/Bill Management is published by the application, such as PeopleSoft Human Resources Management (HRMS), to be picked up by other PeopleSoft applications such as PeopleSoft Pay/Bill Management, the subscriber to the changes in data. PeopleSoft Integration Broker provides integration that is close to real time, which means that the publisher need not be connected to the subscriber when publishing data. This is similar to the way that email works.

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**Note.** You must activate the Publication/Subscription feature on the Financials and HCM application servers.

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### See Also

*PeopleTools PeopleBook: PeopleSoft Integration Broker*

## PeopleSoft Component Interfaces

Every organization depends on real-world business objects, such as assignments in PeopleSoft Pay/Bill Management or invoices in PeopleSoft Receivables, to conduct its business. In PeopleSoft applications, *components* represent real-world business objects. For example, an invoice component is a way to capture, store, and display all the essential information related to any given invoice—the general billing and shipping information, plus details about each line item. While online, a user can view, enter, and manipulate data about a business object through the use of a component and its associated pages.

Components have *keys* that enable navigation to a specific instance of a business object, and also include the essential information that describes the object (the fields in the component). Additionally, a component includes an organization's business rules associated with whatever type of business object the component represents.

The PeopleSoft Component Interfaces integration tool exposes the rich functionality delivered in the hundreds of components that make up PeopleSoft applications. A component is a transaction that implements a business process or function. A component interface provides real-time synchronous access to the PeopleSoft business rules and data associated with a business component. A component interface is a PeopleTools object created in PeopleSoft Application Designer. It exposes a PeopleSoft component for synchronous access from another application.

PeopleSoft Pay/Bill Management primarily uses the component interfaces technology within the framework of the order, assignment, and employee pages.

### **See Also**

*PeopleTools PeopleBook: PeopleSoft Component Interfaces*

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## Setting Up PeopleSoft Integration Broker Web Services Subscriptions

Oracle delivers all PeopleSoft Pay/Bill Management EIPs with settings enabled for full functionality, with the exception of PeopleSoft Integration Broker web services. When you integrate PeopleSoft Pay/Bill Management with PeopleSoft HRMS, you must activate PeopleSoft Integration Broker web services.

This section describes how to:

- Set up incremental synchronization web services.
- Set up full table synchronization messages.
- Activate full table publish rules.

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**Note.** Oracle recommends that you not change the delivered values for Create Message Header and Create Message Trailers. Special logic on the PeopleSoft full message subscription to delete the existing application records occurs when a header message is encountered. Some applications use the trailer message to indicate that all data messages have been received and that the validation process should be started. The documentation for the individual message should note whether headers and trailers are not supported. Please verify that the subscribing process does not need the header or trailer process before deselecting those check boxes on a Full Sync message publish.

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### See Also

*PeopleTools PeopleBook: PeopleSoft Integration Broker*

*PeopleTools PeopleBook: PeopleSoft Integration Tools and Utilities*

## Setting Up Incremental Synchronization Web Services

PeopleSoft Pay/Bill Management uses the PeopleSoft Integration Broker tool to integrate PeopleSoft Pay/Bill Management tables with PeopleSoft HRMS and PeopleSoft Financials (FSCM) application tables. The messages are delivered with a default status of *Inactive*. You must activate each message before you attempt to publish messages or subscribe to messages between databases.

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**Note.** You must activate these messages in the HRMS and FSCM databases.

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To begin using PeopleSoft Integration Broker, you need to enable publishing of several web services in HRMS and subscribing to those services in PeopleSoft Pay/Bill Management. For some PeopleSoft systems, the direction of the publish/subscribe rule for web services may be bidirectional or unidirectional; however, in Pay/Bill Management, the model is unidirectional so that data can be synchronized. For a given set of data, only one source for add and one source for update is available. The publish and subscribe rules may also be incremental or full table synchronization for each message.

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**Note.** The source for publishing departments must be HRMS because PeopleSoft Pay/Bill Management requires that the Company and Location fields be populated.

---

The following tables contain the incremental synchronization web services that update the PeopleSoft Pay/Bill Management, PeopleSoft HRMS, and Financials applications every time a user changes data that is relevant to PeopleSoft Pay/Bill Management. These services are published from PeopleSoft Pay/Bill Management or PeopleSoft HRMS and subscribe to some or all of the same databases. These are suggested service operations.

### Set Up Tables – HCM to FIN

<b>Service Operation</b>	<b>Queue Name</b>
BUS_UNIT_HR_SYNC	HR_SETUP
CM_TYPE_SYNC	PERSON_SETUP

<b>Service Operation</b>	<b>Queue Name</b>
COMPANY_SYNC	PERSON_SETUP
COMPETENCY_SYNC1	PERSON_SETUP
COMPETENCY_SYNC2	COMPETENCY
COMPETENCY_SYNC3	COMPETENCY
DEPT_SYNC	ENTERPRISE_SETUP
FREQUENCY_SYNC	PERSON_SETUP
FO_WC_CO_MOD_SYNC	FO_SETUP
FO_WC_CO_STATE_SYNC	FO_SETUP
FO_WC_STATE_SYNC	FO_SETUP
HOLIDAY_DATE_SYNC	PERSON_SETUP
JOBCODE_SYNC	PERSON_SETUP
LOCATION_SYNC	ENTERPRISE_SETUP
RATING_MODEL_SYNC	RATING_MODEL
NID_TYPE_SYNC	PERSON_SETUP
PAYGROUP_SYNC	PAYGROUP_SETUP
REGULATORY_REGION_SYNC	PERSON_SETUP
TIME_REPORTING_CODE_SYNC	TIME_AND_LABOR_SETUP
SCHOOL_SYNC	PERSON_SETUP

Set Up Tables – FIN to HCM

<b>Service Operation</b>	<b>Queue Name</b>
ACCOUNT_CHARTFIELD_SYNC	GL_SETUP
FO_RATE_ELEM_SYNC	FO_SETUP
FO_MC_TYPE_SYNC	FO_SETUP

## Set Up Tables – Either Way

<b>Service Operation</b>	<b>Queue Name</b>
COUNTRY_SYNC  <b>Note.</b> This is delivered as system data. Although doing so is possible, you probably will not need to synchronize this message because you are unlikely to make changes to the Country Table.	ENTERPRISE_SETUP
CURR_QUOTE_MTHD_SYNC	MARKET_RATES
CURRENCY_SYNC  <b>Note.</b> This is delivered as system data. Although doing so is possible, you probably will not need to synchronize this message because you are unlikely to make changes to the Currency Codes table.	ENTERPRISE_SETUP
MARKET_RATE_LOAD	MARKET_RATE_LOAD
MARKET_RATE_DEFN_SYNC	MARKET_RATES
MARKET_RATE_INDEX_SYNC	MARKET_RATES
MARKET_RATE_SYNC	MARKET_RATES
MARKET_RATE_TYPE_SYNC	MARKET_RATES
STATE_SYNC	ENTERPRISE_SETUP

## Transactional Tables – HCM to FIN

<b>Service Operation</b>	<b>Queue Name</b>
FO_ASGN_CONFIRM	FO_ASSIGNMENTS
FO_EMPL_DATA_SYNC	FO_SETUP
PERSON_ACCOMP_SYNC	PERSON_DATA

<b>Service Operation</b>	<b>Queue Name</b>
PERSON_BASIC_SYNC	PERSON_DATA
PERSON_COMPETENCY_SYNC	PERSON_DATA
WORKFORCE_SYNC	PERSON_DATA
ACTUAL_TIME_ADD	ACTUAL_TIME
ACTUAL_TIME_BATCH_ADD	ACTUAL_TIME
ESTIMATED_TIME_BATCH_ADD	ESTIMATED_TIME

## Transactional Tables – FIN to HCM

<b>Service Operation</b>	<b>Queue Name</b>
CUSTOMER_SYNC	CUSTOMER
FO_APP_HIRE	FO_APP_HIRE
FO_ASGN_CREATE	FO_ASSIGNMENTS
FO_ASGN_RATES_SYNC	FO_ASSIGNMENTS
FO_ASGN_UPD	FO_ASSIGNMENTS
PROJECT_ACTIVITY_SYNC	PROJECTS_SETUP
PROJECT_ACTIVITY_TEAM_SYNC	PROJECTS_SETUP
PROJECT_SYNC	PROJECTS_SETUP
PROJECT_TEAM_SYNC	PROJECTS_SETUP
FO_MC_ART_BATCH	FO_MASS_CHANGES

After you activate these service operations, every subsequent change to data in any of the records associated with these messages triggers the publication and subscription of the new or deleted data. The result is that Pay/Bill Management reflects the change within a few seconds.

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**Note.** Depending upon the release versions being integrated, multiple versions of a message may be in the database. The default version is the recommended version for use. If the default version in the source database does not match the version in the target database, then either a relationship or transformation needs to be set up in the source database.

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## Setting Up Full Table Synchronization Messages

Full synchronization (fullsync) is a much more data-destructive activity than incremental synchronization. Incremental synchronization messages modify, delete, or add only the data that a user has affected in performing an individual transaction. Full synchronization messages first delete all of the data in the target record and then load a copy of the source record.

When using full synchronization messages, your primary concern is that you not inadvertently overwrite valid data. To prevent this from occurring, you generally should not activate full synchronization messages for any record that receives input from multiple databases.

The messages in the following table are full synchronization messages. Carefully consider the effect of activating any of these messages.

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**Warning!** You should *not* activate any of the messages identified as FULL\_SYNC or FULLSYNC unless you are absolutely certain that you want to overwrite all of the data in the records associated with the message in the database. Understanding how full synchronization messages work is especially important if the list of values in the PeopleSoft Pay/Bill Management database differ from the values in the HRMS database. For example, synchronizing the locations from PeopleSoft HRMS using a FULLSYNC message would overwrite all of the Financials locations with the PeopleSoft HRMS locations.

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The following tables contain fullsync messages that update the PeopleSoft Pay/Bill Management, PeopleSoft HRMS, and Financials applications. The messages are broken out by the type of table affected, Set Up or Transactional, and the direction that the message normally flows.

### Set Up Tables – HR to FIN

<b>Service Operation</b>	<b>Queue Name</b>
BEN_DEFN_PGM_FULLSYNC	FO_SYNC
BUS_UNIT_HR_FULLSYNC	HR_SETUP
CM_TYPE_FULLSYNC	PERSON_SETUP
COMPANY_FULLSYNC	PERSON_SETUP
COMPETENCY_FULLSYNC1	PERSON_SETUP
COMPETENCY_FULLSYNC2	COMPETENCY
COMPETENCY_FULLSYNC3	COMPETENCY
DEPT_FULLSYNC	ENTERPRISE_SETUP

<b>Service Operation</b>	<b>Queue Name</b>
FO_COMP_RATECD_FULLSYNC	FO_SYNC
FO_EMPL_CTG_FULLSYNC	FO_SYNC
FO_GP_PYGRP_FULLSYNC	FO_SYNC
NID_TYPE_FULLSYNC	PERSON_SETUP
FO_WC_CO_MOD_FULLSYNC	FO_SETUP
FO_WC_CO_STATE_FULLSYNC	FO_SETUP
FO_WC_STATE_FULLSYNC	FO_SETUP
FREQUENCY_FULLSYNC	PERSON_SETUP
JOBCODE_FULLSYNC	PERSON_SETUP
LOCATION_FULLSYNC	ENTERPRISE_SETUP
PAYGROUP_FULLSYNC	PAYGROUP_SETUP
RATING_MODEL_FULLSYNC	RATING_MODEL
REGULATORY_REGION_FULLSYNC	PERSON_SETUP
SCHOOL_FULLSYNC	PERSON_SETUP
SCHOOL_TYPE_FULLSYNC	PERSON_SETUP
STATE_FULLSYNC	ENTERPRISE_SETUP
TAX_LOCATION1_FULLSYNC	FO_SYNC
TIME_REPORTING_CODE_FULLSYNC	TIME_AND_LABOR_SETUP

<b>Service Operation</b>	<b>Queue Name</b>
TL_TASKGRP_TBL_FULLSYNC	FO_SYNC
TL_WRKGRP_TBL_FULLSYNC	FO_SYNC
FO_CO_LOCALTAX_FULLSYNC	FO_SYNC
FO_CO_STATETAX_FULLSYNC	FO_SYNC
FO_JOBCODE_PRD_FULLSYNC	FO_SYNC

## Set Up Tables – FIN to HR

<b>Message</b>	<b>Message Channel</b>
ACCOUNT_CHARTFIELD_FULLSYNC	GL_SETUP
FO_RATE_ELEM_FULLSYNC	FO_SETUP
FO_MC_TYPE_SYNC	FO_SETUP
FO_MC_TYPE_FULLSYNC	FO_SETUP

## Set Up Tables – Either Way

<b>Service Operation</b>	<b>Queue Name</b>
COUNTRY_FULLSYNC	ENTERPRISE_SETUP
CURR_QUOTE_MTHD_FULLSYNC	MARKET_RATES
CURRENCY_FULLSYNC	ENTERPRISE_SETUP
MARKET_RATE_FULLSYNC	MARKET_RATE_LOAD
MARKET_RATE_INDEX_FULLSYNC	MARKET_RATES
MARKET_RATE_TYPE_FULLSYNC	MARKET_RATES

Once the integrated databases are set up and running with the correct sync messages activated, you should not need to run the following fullsync messages.

## Transactional Tables – HCM to FIN

<b>Service Operation</b>	<b>Queue Name</b>
FO_EMPL_DATA_FULLSYNC	FO_SYNC
PERSON_ACCOMP_FULLSYNC	PERSON_DATA
PERSON_BASIC_FULLSYNC	PERSON_DATA
PERSON_COMPETENCY_FULLSYNC	PERSON_DATA
WORKFORCE_FULLSYNC	PERSON_DATA

#### Transactional Tables – FIN to HCM

<b>Message</b>	<b>Message Channel</b>
CUSTOMER_FULLSYNC	CUSTOMER
PROJECT_ACTIVITY_FULLSYNC	PROJECTS_SETUP
PROJECT_ACTIVITY_TEAM_FULLSYNC	PROJECTS_SETUP
PROJECT_FULLSYNC	PROJECTS_SETUP
PROJECT_TEAM_FULLSYNC	PROJECTS_SETUP

## Activating Full Table Publish Rules

The Integration Broker full table messages are delivered with a status of *Inactive*. The publishing rules must be activated. Information shared by the FSCM and the HRMS databases for PeopleSoft Pay/Bill Management is updated properly when the appropriate messages are activated.

For example, Oracle publishes data from the PeopleSoft HRMS table CM\_CLUSTER\_ACMP. This table is populated with new data from PeopleSoft HRMS, and old data is deleted. The data from this table is published into a CLUSTER\_ACCOMP\_FULLSYNC message.

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## Reviewing PeopleSoft Component Interfaces

PeopleSoft Pay/Bill Management uses the Business Component Interface tool to share data within PeopleSoft Pay/Bill Management tables or between PeopleSoft Pay/Bill Management tables and other application tables, such as HRMS and Financials. This table shows the component interfaces used by PeopleSoft Pay/Bill Management:

<b>Component Interface</b>	<b>Description</b>	<b>Database</b>	<b>Function</b>
CA_ACCTPLAN_CI	Review recognition plans.	FSCM	Creates revenue recognition plans in PeopleSoft Contracts from assignments when assignments are created.
CA_AMEND_PRICE_CI	Amendment pricing.	FSCM	Creates a contract amendment in PeopleSoft Contracts each time an assignment is created (starting with the second assignment; the first assignment does <i>not</i> trigger amendment creation).
CA_BILLPLAN_CI	Billing plans.	FSCM	Creates billing plans in PeopleSoft Contracts when assignments are created.
CA_CHG_HDR_CI	Contract amendments.	FSCM	Changes the contract header status when the first assignment is created.
CA_DETAIL_PROJ_CI	Related projects and rates.	FSCM	Creates a contract line and associates it with a project activity when an assignment is created.
CA_HDR_CI	Contract header.	FSCM	Creates a contract header when an order is created.
CA_PRICING_CI	Contract pricing.	FSCM	Creates contract pricing for career orders from assignments.
CI_JOB_DATA_CONC UR	Component interface for CI_JOB_DATA_CONC UR.	HRMS	Creates additional jobs for employees.
CI_JOB_DATA_CWR	Component interface for JOB_DATA_CWR.	HRMS	Creates additional jobs for nonemployees.

<b>Component Interface</b>	<b>Description</b>	<b>Database</b>	<b>Function</b>
CI_JOB_DATA_EMP	Component interface for JOB_DATA_EMP.	HRMS	Creates additional jobs for employees.
CI_PERSONAL_DATA	Component interface for PERSONAL_DATA.	HRMS	Creates a person record in HCM.
FO_AGENDA_CI	Agenda item.	FSCM	Creates an agenda item.
FO_BI_ENTRY	Fall off credit bills.	FSCM	Creates a credit in PeopleSoft Billing when the user creates a falloff for a career assignment.
FO_ORDERS_CI	Status changes and copying orders.	FSCM	Status change and copy order.
FO_PSA_DEFN	Project owning organization.	FSCM	Creates a project-owning organization in PeopleSoft Project Costing when the user creates an order with a status other than <i>Draft</i> and when PeopleSoft Project Costing is configured to use organizations.
FO_RATE_CI	PeopleSoft Project Costing rate template component interface.	FSCM	Creates, updates, or creates and updates a PeopleSoft Project Costing rate set.
PGM_RESOURCE	Project team for PeopleSoft Program Management component interface.	FSCM	Creates a project team for PeopleSoft Program Management.
PROJ_TEAM	Project team for PeopleSoft Project Costing component interface.	FSCM	Creates a project team for PeopleSoft Project Costing.
PROJECT_ACTIVITY	Activity data.	FSCM	Creates a project activity in PeopleSoft Project Costing when an assignment is created.

<b><i>Component Interface</i></b>	<b><i>Description</i></b>	<b><i>Database</i></b>	<b><i>Function</i></b>
PROJECT_GENERAL	Project data.	FSCM	Creates a project in PeopleSoft Project Costing when an order with a status other than <i>Draft</i> is created.
PROJECT_STATUS1	Project status.	FSCM	Creates a project status record when an order is saved.
TL_EMPL_DATA1	Create time reporter data.	HRMS	Creates new effective-dated rows in TL_EMPL_DATA.



## Chapter 5

# Preparing to Implement

This chapter provides an overview of Oracle's PeopleSoft Pay/Bill Management table setup and discusses how to:

- Set up related applications.
- Define installation options.
- Set up user preferences.
- Set up security.

---

## Understanding PeopleSoft Pay/Bill Management Table Setup

To implement PeopleSoft Pay/Bill Management, you must first design and establish your system's business structure. Determine the best way to map your new system to your organization's business structures, practices, and procedures.

PeopleSoft applications rely on tables to store business transactions and the structure and processing rules that drive your system. Start by setting up the basic framework by using the pages in PeopleTools:

- The PeopleSoft system builds these pages over core tables, which are delivered and shared among many PeopleSoft applications.

Set up these tables by using online pages.

- If you use other PeopleSoft applications, such as those in PeopleSoft Human Resources Management (PeopleSoft HRMS) or PeopleSoft Financials, the system administrator may have defined some of the framework already.

Work closely with administrators from these areas as you prepare to populate these tables.

- Because of the relational design of PeopleSoft applications, the order in which you make important decisions about using the application is not always the order in which you use the online pages to set up the database tables.

Certain tables work as a group when you make processing or implementation decisions; therefore, you must establish data in some tables before others.

---

## Setting Up Related Applications

PeopleSoft Pay/Bill Management integrates with many PeopleSoft applications. Set up tables in the following PeopleSoft applications before you set up tables that are specific to PeopleSoft Pay/Bill Management:

- Time and Labor
- Project Costing
- Contracts
- Billing
- Payables
- Payroll for North America
- Global Payroll
- Human Resources

Necessary table setup for each application, as well as integration, application messaging, and component interfaces, is discussed in other chapters in this PeopleBook.

### **See Also**

[Chapter 1, "Getting Started with PeopleSoft Pay/Bill Management," page 1](#)

[Chapter 4, "Using Enterprise Integration Points," page 21](#)

[Chapter 3, "Understanding Oracle's PeopleSoft Pay/Bill Management," Integration with Other PeopleSoft Applications, page 10](#)

## PeopleSoft Time and Labor

When setting up PeopleSoft Time and Labor, keep the following in mind:

- To enter time in PeopleSoft Pay/Bill Management, you can use only the PeopleSoft Time and Labor rapid time templates that contain the following fields: TRC (time reporting code), PC BU (Project Costing business unit), Project ID, Activity ID, Override Rate, and Billable Indicator.
- Do not use task entity codes and do not use combination codes in your rapid time templates.
- Defining time collection devices is optional.
- Ensure that you defined the task template correctly for all elements for which you enter data.

Configure your HR departments so that they coincide in value with the corresponding PeopleSoft General Ledger departments. That is a design assumption in PeopleSoft Pay/Bill Management, especially if the Cost Sharing functionality in PeopleSoft Project Costing is used.

## PeopleSoft Project Costing

When setting up PeopleSoft Project Costing, make sure that you:

- Enable the application messages for estimates and actuals on the Projects Options page.

Select the Time and Labor Actuals, Time and Labor Estimates, Time and Labor Contractor, and Time and Labor for Billing check boxes in the Time and Labor Interface group box on the Projects Options page.

---

**Note.** Ensure that you select the Project and Activity Team check box for each PeopleSoft Project Costing business unit.

---

- Enable PeopleSoft Project Costing integration with PeopleSoft Time and Labor on the Installation Options - Projects Integration page.

Select the Load Time Automatically check box in the Time and Labor Integration region of this page.

- When configuring project types, make sure that the project types referred to in the PeopleSoft Pay/Bill Management project profiles do not have default rate sets associated with them, otherwise, the system will not be able to automatically create contract custom rate sets for the temporary assignments.

## PeopleSoft Program Management

For each PeopleSoft Project Costing business unit, ensure that you configure the PeopleSoft Program Management business unit options to have the Activity Date Cascade Calculations option set to Manual.

## PeopleSoft Contracts

When setting up PeopleSoft Contracts, and when configuring the product codes to be used by your contract profiles, ensure that temporary orders use rate-based products and career orders use amount-based products. The products should not be configurable as renewable or as third-party products. The products should not be configured to use templates for billing plans, billing plan details, revenue plans, or renewal plans.

In addition, when you select Products, Identify Product Details, Definition to configure products, ensure that you enter *Contracts Only* in the Product Use field. Then select the Contracts Options tab and enter a price type of *Amount*, and leave the four fields in the Templates group box blank.

## PeopleSoft Billing

With PeopleSoft Billing, to find the billing interface parameter that you need to run the Billing Interface Application Engine, view the message log from the Contracts/Billing Interface process (CA\_BI\_INTFC).

## PeopleSoft Payables

When setting up PeopleSoft Payables, remember that:

- If you are entering contractor time through PeopleSoft Time and Labor and using the Staffing Application Engine process (FO\_TO\_AP) to load time into voucher staging tables, the voucher profile must have an account mapped for every TRC for which you enter contract time.
- If a vendor sends you an invoice for contractor time and you are entering it directly as a voucher into PeopleSoft Payables, when you run the PC\_TO\_AP\_PC process, you must select the Summary parameter in the Application Options group box on the run control page.

---

**Warning!** Do not select Detail.

---

## PeopleSoft Payroll for North America

When setting up PeopleSoft Payroll for North America, remember that PeopleSoft Time and Labor does not provide all the overtime rules to meet FLSA requirements, and PeopleSoft Pay/Bill Management does not provide any rules. You must create your own.

PeopleSoft Pay/Bill Management does not calculate overtime premium pay rates using FLSA regulations. However, it passes information to PeopleSoft North American Payroll in a format that enables that application to compute the premium pay. PeopleSoft Pay/Bill Management handles FLSA premium pay requirements as follows:

1. If the employee is non-exempt and belongs to a paygroup that is configured as FLSA required, the system does not use the overtime pay rate entered in the assignment, but rather it uses the regular time pay rate as the override rate for overtime pay.
2. The system then relies on PeopleSoft North American Payroll to apply the earnings code multipliers on that override rate to compute premium pay. If the employee is exempt or belongs to a paygroup that is not configured as FLSA required, the system will use the overtime pay rate entered in the assignment as the override rate. In these situations, ensure that the earnings code associated with the overtime TRC does not have the multiplier factor; otherwise overtime premium may be compounded—once by the PeopleSoft Pay/Bill Management assignment override rate and again by the earnings code multiplier rate.

Compensation rate codes entered for staffing employees must have the Use FTE field value set to *No*.

### See Also

[Appendix B, "Calculating Margin and Markup," page 185](#)

*PeopleSoft Payroll for North America, "Creating Rules in Time Administration"*

## PeopleSoft Global Payroll

When setting up PeopleSoft Global Payroll, make sure that the TRCs for global salaried personnel map to an earnings code that does not add to gross or net amounts. This ensures that you do not pay an employee from employee record 1, 2, 3, and so forth, but instead that you pay from employee record 0.

### See Also

[Appendix C, "Paying Salary and Hourly Employees With PeopleSoft Global Payroll," page 191](#)

## Defining Installation Options

This section lists the page used to set up installation options.

**Note.** The Installation Options - Staffing page is shared between PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management. Some of the options on the page are specific to only one of the two applications, but some are options shared between the two.

### See Also

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Defining Your Operational Structure," Setting Up Your General Business Environment

## Page Used to Define Installation Options

Page Name	Definition Name	Navigation	Usage
Installation Options - Staffing	INSTALLATION_FO	Set Up Financials/Supply Chain, Install, Installation Options, Staffing	<p>Set up installation options.</p> <p>See <i>PeopleSoft Staffing Front Office 9.1 PeopleBook</i>, "Defining Your Operational Structure," Setting Up Your General Business Environment.</p> <p>See <i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i>, "Setting Up Installation Options for PeopleSoft Applications," Setting Up Application-Specific Installation Options.</p>

## Setting Up User Preferences

User preferences enable you to set up default values that facilitate faster data entry into transaction tables. These default values can be overridden on the actual pages.

You set up user preferences using the pages described in the *PeopleSoft Application Fundamentals 9.1 PeopleBook*.

**Note.** You must set up overall preferences before you can set up default values.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences," Defining Overall User Preferences.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining User Preferences," Defining Staffing General Preferences.

---

## Setting Up Security

PeopleSoft applications use the capabilities and flexibility of multilevel security to provide an efficient, effective solution to security issues. PeopleSoft Pay/Bill Management leverages the existing departmental security provided by the PeopleSoft Human Resources Management (HRMS) database for employees. Additionally, the PeopleSoft Pay/Bill Management applicant and employee components in the Financials database also have departmental security.

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**Note.** Other Financials applications, such as PeopleSoft Expenses and PeopleSoft Resource Management, also have their own employee components but those are not enabled for departmental security.

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Based on the departmental security setup, users are granted or denied access to employee data based on the organizational hierarchy that you define in the security tree. Departmental security must be configured both in the HCM and Financials databases.

When you grant users access to a department ID on the security tree, you automatically grant them access to employee data in any department that reports (directly or indirectly) to that department ID, unless you restrict access to a specific department.

Using departmental security, grant and deny access to employee data by using row-level permission lists. Users are assigned a row-level permission list granting them access to data in certain departments.

---

**Note.** Department security only pertains to applicant and employee functionality.

Other relevant information that is common to many applications is located in the *PeopleSoft HRMS Application Fundamentals PeopleBook*.

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### See Also

*PeopleSoft HRMS Application Fundamentals PeopleBook*, "Setting Up and Administering HRMS Security"

## Chapter 6

# Configuring the PeopleSoft Pay/Bill Management System

This chapter provides an overview of Oracle's PeopleSoft Pay/Bill Management structure and discusses how to:

- Set up and map branches.
- Set up contract profiles.
- Set up project profiles.
- Set up rate elements and rate profiles.
- Set up voucher profiles.
- Set up customer field definitions.
- Set up job code margin indicators.
- Set up workers' compensation.
- Set up fall off terms.
- Set up departments and department security.
- Set up staffing installation options in the Financials database.
- Set up staffing installation options in the HCM database.
- Set up staffing general and job data user preferences in the Financials database.
- Set up user-defined order types.

---

## Understanding the PeopleSoft Pay/Bill Management Structure

PeopleSoft Pay/Bill Management has features and functionality in two databases: Financials and HCM.

This section discusses the configuration required in:

- The PeopleSoft Financials database.
- The PeopleSoft HCM database.

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**Note.** The following PeopleSoft applications must be configured before you can begin the PeopleSoft Pay/Bill Management setup: Project Costing, Contracts, Billing, Payables, HR, Time and Labor, and Payroll for North America or Global Payroll.

---

## The PeopleSoft Financials Database

Set up these PeopleSoft Pay/Bill Management tables in your PeopleSoft Financials database:

- Branches and branch mapping.
- Contract profiles.
- Project profiles.
- Rate elements and rate profiles.
- Voucher profiles.
- Customer field definitions.
- Job code margin indicators.
- Fall off codes.
- Department security.
- Staffing installation options in the Financials database.
- Staffing general and job data user preferences in the Financials database.
- User-defined order types.

Additionally, PeopleSoft Pay/Bill Management refers directly to the following configuration in other Financials applications. Each of the applications in this table has its own minimum configuration requirements which are documented in their respective PeopleBooks.

<b><i>PeopleSoft Application</i></b>	<b><i>Configuration</i></b>	<b><i>Reference</i></b>
Payables	<ul style="list-style-type: none"> <li>• AP business units</li> <li>• AP voucher origins</li> </ul>	<i>PeopleSoft Payables 9.1 PeopleBook</i>

<b>PeopleSoft Application</b>	<b>Configuration</b>	<b>Reference</b>
Billing	<ul style="list-style-type: none"> <li>• Bill by</li> <li>• Bill sources</li> <li>• Bill types</li> <li>• Billing cycles</li> <li>• Billing inquiry phone</li> <li>• Billing specialists</li> <li>• Collectors</li> <li>• Credit analysts</li> <li>• Invoice forms</li> <li>• Support teams</li> <li>• Billing business units</li> </ul>	<i>PeopleSoft Billing 9.1 PeopleBook</i>
Contracts	<ul style="list-style-type: none"> <li>• Amendment reasons</li> <li>• Amendment types</li> <li>• Contract legal entities</li> <li>• Contract statuses</li> <li>• Contract types</li> <li>• Contracts business units</li> <li>• Products</li> </ul>	<i>PeopleSoft Contracts 9.1 PeopleBook</i>
Project Costing	<ul style="list-style-type: none"> <li>• Activity statuses</li> <li>• Activity types</li> <li>• Analysis types</li> <li>• Project integration templates</li> <li>• Project roles</li> <li>• Project statuses</li> <li>• Project types</li> <li>• Projects business units</li> </ul>	<i>PeopleSoft Project Costing 9.1 PeopleBook</i>

<b>PeopleSoft Application</b>	<b>Configuration</b>	<b>Reference</b>
Common Enterprise Components (Financials)	<ul style="list-style-type: none"> <li>• Accounts (GL)</li> <li>• Automatic numbering</li> <li>• Contact types</li> <li>• Countries</li> <li>• Currency codes</li> <li>• Departments</li> <li>• Industry codes</li> <li>• Installed applications</li> <li>• Market rate types</li> <li>• Product tax groups</li> <li>• Sales tax codes</li> <li>• States or provinces</li> <li>• TableSet class security</li> <li>• TableSet operator security</li> <li>• Types of security</li> <li>• Secured fields</li> <li>• Unit class security</li> <li>• Unit operator security</li> </ul>	<i>PeopleSoft Application Fundamentals 9.1 PeopleBook</i>

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**Note.** If you plan to use both PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management, refer to the *PeopleSoft Staffing Front Office 9.1 PeopleBook* for information regarding necessary configuration.

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### **See Also**

Chapter 5, "Preparing to Implement," page 35

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Structuring PeopleSoft Staffing Front Office Processing Environment"

## **The PeopleSoft HCM Database**

Set up these tables in your PeopleSoft HCM database:

- Workers' compensation tables.

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**Note.** Workers' compensation setup components are in the Financials database, but those should be used only by customers who have PeopleSoft Staffing Front Office *without* PeopleSoft Pay/Bill Management. When PeopleSoft Pay/Bill Management is installed, workers' compensation must be configured using the HCM components.

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- Staffing installation options in the HCM database.

Additionally, PeopleSoft Pay/Bill Management refers directly to the following configuration in other HCM applications. Each of the applications in this table has its own minimum configuration requirements, which are documented in their respective PeopleBooks.

<b>PeopleSoft Application</b>	<b>Configuration</b>	<b>Reference</b>
<p>Common Enterprise Components (HCM)</p>	<p>An asterisk indicates that the configuration applies only if PeopleSoft Pay/Bill Management is used in conjunction with PeopleSoft Staffing Front Office.</p> <ul style="list-style-type: none"> <li>• Action reasons</li> <li>• Benefit programs</li> <li>• Comp rate codes</li> <li>• Company</li> <li>• Competencies*</li> <li>• Competencies types*</li> <li>• Degrees*</li> <li>• Frequency table</li> <li>• Honors and awards*</li> <li>• Job codes</li> <li>• Languages*</li> <li>• Licenses and Certifications*</li> <li>• Locations</li> <li>• Majors*</li> <li>• Memberships*</li> <li>• Name prefix</li> <li>• Name suffix</li> <li>• National ID types</li> <li>• Pay groups</li> <li>• Rating models*</li> <li>• Schools*</li> <li>• School types*</li> <li>• Tax locations</li> <li>• Tests*</li> </ul>	<p><i>PeopleSoft HRMS Application Fundamentals PeopleBook</i></p>
<p>Global Payroll</p>	<p>Global pay groups</p>	<p><i>PeopleSoft Global Payroll PeopleBook</i></p>

<b>PeopleSoft Application</b>	<b>Configuration</b>	<b>Reference</b>
Core HR	<ul style="list-style-type: none"> <li>• HR business units</li> <li>• Labor agreements</li> <li>• Regulatory regions</li> </ul>	<i>PeopleSoft HRMS Application Fundamentals PeopleBook</i>
Time and Labor	<ul style="list-style-type: none"> <li>• Rapid time templates</li> <li>• Time reporting codes</li> <li>• Taskgroups</li> <li>• Workgroups</li> </ul>	<i>PeopleSoft Time and Labor PeopleBook</i>

**See Also**

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Defining Your Operational Structure"

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Defining Your Operational Structure," Setting Up Your General Business Environment

## Setting Up and Mapping Branches

The PeopleSoft Staffing Front Office branch configuration is shared between PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management. Set up and map your branches using the PeopleSoft Staffing Front Office PeopleBook.

See *PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Defining Your Operational Structure," Setting Up Branches.

## Setting Up Contract Profiles

This section provides an overview of contract profiles and discusses how to set up contract profiles.

### Understanding Contract Profiles

Contract profiles are defined by PeopleSoft Contracts business units and by user-defined order types. Each staffing branch is mapped to a Contracts business unit. The order and assignment components use the contract profile in conjunction with various component interfaces to create valid contracts, contract lines, and related definitions (including billing plans and revenue recognition plans).

You can specify billing defaults on the Contract Profile page and, if needed, override these billing fields on the billing plan in the PeopleSoft Contracts application. In addition, you can establish billing defaults at the customer level, and again override them on the billing plan. If you do not establish defaults at the customer level, but you do establish defaults at the contract profile level, the system populates the billing plan with the values from the contract profile. If you establish billing defaults at both the customer level and the contract profile level, the system populates the billing plan with the customer level defaults.

The default setting of the Pre Approval Flag check box on the Assignments - Billing page is determined by the selection made on the contract profile. Users can override the default by selecting or deselecting this check box as necessary. This table shows how the system handles defaulting for direct invoicing and preapprovals on the Billing Plan General page in Contracts, based on both the check box selection on the Assignments - Billing page and the direct invoicing option in the Customers component:

<b>Assignment - Billing Page</b>	<b>Customer - Billing Page</b>	<b>Billing Plan General Page</b>	
Pre Approved Flag check box	Direct Invoicing check box	Pre Approved check box	Direct Invoice
Deselected	Selected	Selected	Selected
Selected	Selected	Selected	Selected
Deselected	Deselected	Deselected	Deselected
Selected	Deselected	Selected	Deselected

**Note.** If you have installed PeopleSoft Staffing Front Office in addition to PeopleSoft Pay/Bill Management, you can also use the Contract Profile to specify default values for fall off credit invoices. A fall off occurs when a career assignment terminates prior to the number of guarantee days granted to the customer, thus requiring the customer be given a credit or refund.

**See Also**

*PeopleSoft Contracts 9.1 PeopleBook, "Structuring Contracts"*

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Structuring PeopleSoft Staffing Front Office Processing Environment"*

**Page Used to Set Up Contract Profiles**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Contract Profile	FO_CA_PROFILE	Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Contract Profile	Set up contract profiles to provide default values. The contract, billing, and fall off defaults that you set up on this page appear by default when you create orders and assignments.

## Setting Up Contract Profiles

Access the Contract Profile page (Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Contract Profile).

### Contract Profile

**Business Unit:** US001 US001 NEW YORK OPERATIONS

Find | View All First 1 of 6 Last

**\*User Order Type**  Career      **Order Type** Career

**Contract Defaults**

<b>*Contract Type:</b> <input type="text" value="COMMERCIAL &amp; CONSULTING"/>	<b>*Contract Legal Entity:</b> <input type="text" value="GMSPONSOR"/>
<b>Product ID:</b> <input type="text" value="BUILDING10"/>	<b>*Amendment Type:</b> <input type="text" value="Additional Purchase"/>
<b>*Contract Pending Status:</b> <input type="text" value="PENDING"/>	<b>*Amendment Reason:</b> <input type="text" value="Additional Purchase"/>
<b>*Contract Open Status:</b> <input type="text" value="ACTIVE"/>	

**Rate Profiles**

NA Payroll Hourly Employee	<input type="text"/>
NA Payroll Salaried Employee	<input type="text"/>
Non-Employee	<input type="text"/>
Global Payroll Employee	<input type="text"/>

**Purchase Order**

**Encumbrance %:**

**Billing Defaults/Overrides**

<b>*Bill Plan Description:</b> <input type="text" value="BP"/>	<b>*Rev Rec Plan Description:</b> <input type="text" value="RRP"/>
<b>Bill Type:</b> <input type="text" value="Asset Sales"/>	<b>Bill Source:</b> <input type="text" value="Belgium Bills"/>
<b>Bill By:</b> <input type="text" value="Project Id / Activity Type"/>	<b>Billing Cycle:</b> <input type="text" value="Weekly with recur bill param."/>
<b>Invoice Form:</b> <input type="text" value="Grants Letter of Credit Bills"/>	<b>Bill Inquiry Phone:</b> <input type="text"/>
<b>Billing Specialist:</b> <input type="text" value="Catherine O Toole"/>	<input checked="" type="checkbox"/> <b>Pre Approval Flag</b>

Contract Profile page

The order and assignment components use the contract profile in conjunction with various component interfaces to create valid contract records.

**User Order Type**

The values that you set up on the contract profile should reflect the billing and revenue needs of the order type. Select a user order type to specify the type of order. User order types are configured as part of your system configuration. Each user-defined order type must map to one of two possible system-defined order types: temporary or career.

Temporary orders are service requests that involve sending employees of the staffing organization to work at a client's work site for a predetermined period of time. PeopleSoft Pay/Bill Management bills for these transactions on a time and materials, as-incurred basis.

Career orders are requests from customers for the staffing company to find an individual to be permanently hired by the client. The placement is associated with fixed-fee billing and revenue recognition; you bill customers according to an agreed-upon schedule.

**Contract Defaults**

Complete all fields in this group box to create a valid contract.

**Contract Type**

Select one contract type (contract category) for the user order type.

**Contract Legal Entity**

Select the legal entity within your organization that owns (signed) the contract.

**Product ID**

Select the product or service that you will use on your contract lines.

The product ID drives the method by which you bill and recognize revenue. Set up products according to order type. For temporary order types, billing and revenue recognition is as-incurred, and the system allows you to select only from products with a price type of *rate*. For career order types, billing and revenue recognition is amount-based, and the system allows you to select only from products with a price type of *Amount*. Therefore, you should set up products in PeopleSoft Contracts accordingly. The products should not be configured as renewable or as third-party products and they should not be set up to use templates for billing plans, billing plan details, revenue plans, or renewal plans. The products should also not be product kits.

**Amendment Type**

Select an amendment type. Amendments are changes to active contracts.

When the first assignment for an order is created, PeopleSoft Pay/Bill Management activates the contract associated with that order. For each subsequent assignment, PeopleSoft Pay/Bill Management creates a contract amendment to add contract lines and billing and revenue plans to the contract.

**Contract Pending Status**

Select a value for pending contracts. When an order is first saved with unfilled status, the contract automatically generated is saved with a status of *Pending* because its contract lines will be created only when assignments are saved. When you create an order, the system automatically sets the associated contract's status to the value that you specify here.

<b>Amendment Reason</b>	Select the amendment reason to be used when assignments are created (starting with the second assignment). This field is informational only; no processing is initiated. This is a required field when you are creating an amendment.
<b>Contract Open Status</b>	When the first assignment is created for an order, PeopleSoft Pay/Bill Management activates the associated contract using the status value that you specify here.

### **Rate Profiles**

Rate profiles are collections of rate elements (or types of rates) that become temporary assignments by default when they are first created. Users can add or remove rate elements from the assignment after they are supplied from the rate profile. The rate profile that is supplied by default on the assignment depends on whether the person assigned is an employee or non-employee, whether the person is paid by PeopleSoft North America or PeopleSoft Global Payroll, whether the person is paid through PeopleSoft North America Payroll, and whether the person is hourly or salaried. The system determines the type of employee based on his or her default job record as specified in the Job Record Eligibility page. When employees are hired using the Applicant component in Pay/Bill Management, their default job record is employee record 0 (zero), unless changes are made in the Job Record Eligibility page.

<b>NA Payroll Hourly Employee</b>	Select a previously configured rate profile that you want to supplied by default to temporary assignments associated with PeopleSoft Payroll for North America hourly employees.
<b>NA Payroll Salaried Employee</b>	Select a previously configured rate profile that you want supplied by default to temporary assignments associated with PeopleSoft Payroll for North America salaried employees.
<b>Non-Employee</b>	Select a previously configured rate profile that you want supplied by default to temporary assignments associated with non-employees.
<b>Global Payroll Employee</b>	Select a previously configured rate profile that you want supplied by default to temporary assignments associated with PeopleSoft Global Payroll employees.

### **Billing Defaults/Overrides**

The system populates the billing plan with the values that you specify in this group box. If you also specify billing defaults at the customer level, the customer billing defaults override these values. These billing values can be overridden in the individual billing plan in the PeopleSoft Contracts application after the system creates valid records, but before any billing processing.

<b>Bill Plan Description</b>	Enter a description for the billing plan.
<b>Rev Rec Plan Description</b> (revenue recognition plan description)	Enter a description for the revenue recognition plan.
<b>Bill Type</b>	Select a bill type to be used for the invoices generated for the order.

<b>Bill Source</b>	Select a bill source to be used by PeopleSoft Billing to identify where the billing activity originated.
<b>Bill By</b>	Select a bill by ID, which directs the PeopleSoft Billing application how to group customer charges into invoices.
<b>Billing Cycle</b>	Select a billing cycle, which associates a billing plan with the billing cycle that you defined on the Bill Cycle page. When you run the Contracts/Billing Interface process, you can have it process only billing plans of a specific billing cycle type.
<b>Invoice Form</b>	Select the invoice format for the bills that you generate from this billing plan.
<b>Bill Inquiry Phone</b>	Select the number for customers to call if they have questions about their bills. You can include the number on the invoice. This number is established on the Bill Inquiry Phone page.
<b>Billing Specialist</b>	Select a billing specialist. Specialists are established on the Billing Specialist page. The billing specialist is the person responsible for answering questions about the invoices.
<b>Pre Approval Flag</b>	<p>Select to bypass the billing worksheet review and approval process. Selecting this check box sends the invoices directly to PeopleSoft Billing without first creating a temporary bill.</p> <p>PeopleSoft Billing provides a number of mechanisms by which invoices may be reviewed, adjusted, and approved. However, due to high billing volumes, you may want to bypass these features. You can do this by selecting the Pre Approval and Direct Invoicing check boxes on the billing plan. However, if you have a standard business practice of pre-approval or direct invoicing, you can set these at a higher level. You can select the Pre Approval check box on the Contract Profile page, and the Direct Invoicing check box on the Customer - Billing page. The system passes both of these selections to the billing plan.</p>

---

**Note.** The direct invoicing flag can be enabled and the preapproval flag disabled for a specific customer-contract profile combination. If the system detects this configuration during the automatic generation of the billing plan, the system enables both options.

---

### **Purchase Order**

**Encumbrance %**  
(encumbrance percentage) Enter an encumbrance percentage to set aside a portion of the purchase order (PO) balance for tax purposes. When you update PO balances prior to bill creation and tax calculation, this blanket encumbrance percentage can be used to estimate taxes. PeopleSoft Pay/Bill Management provides functionality to track customer purchase order balances when the customer is billed for work performed in a temporary assignment. Once the billing charges are sent from the PeopleSoft Project Costing application to the PeopleSoft Billing application, PeopleSoft Pay/Bill Management decrements the PO balance. However, the system does not have any information about taxes that may apply to the invoice and the amount decremented is prior to any taxes being applied.

### **Fall Off Defaults/Overrides**

The fields in this group box apply only if you have both PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office installed and if the order type is career.

**Fall-off Bill Type** Select a fall off bill type to be used when creating a credit invoice in the PeopleSoft Billing application when a fall off takes place and a customer is entitled to a credit or a refund.

**Fall-off Bill Source** Select a fall off bill source to be used when creating a credit invoice in the PeopleSoft Billing application when a fall off takes place.

**Fall-off Invoice Form** Select the invoice format for the credits that you generate from this fall off.

---

## **Setting Up Project Profiles**

This section provides an overview of project profiles and discusses how to set up project profiles.

### **Understanding Project Profiles**

Project profiles are defined by PeopleSoft Project Costing business units and by user-defined order type. Each staffing branch is mapped to a PeopleSoft Project Costing business unit. The order and assignment components use the project profile in conjunction with various component interfaces to create valid project records, including project, project status, activity, and activity team.

#### **See Also**

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Defining Your Operational Structure," Setting Up PeopleSoft Project Costing Business Units

## Page Used to Set Up Project Profiles

Page Name	Definition Name	Navigation	Usage
Project Profile	FO_PROJ_PROFILE	Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Project Profile	Use this page to define default project values.

## Setting Up Project Profiles

Access the Project Profile page (Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Project Profile).

Project Profile page

The system uses the PeopleSoft Project Costing information that you set up on this page to create projects and activities automatically for orders and assignments.

The order and assignment components use the project profile in conjunction with various component interfaces to create valid project records.

**User Order Type** Select a user order type to specify the type of order. The values that you set up on the project profile should reflect the billing, revenue, and reporting needs of the order type.

---

**Note.** The choices here are the same as those for setting up contract profiles.

---

### ***Project Defaults***

**Integration** Select an integration template to define the integration between PeopleSoft Project Costing and PeopleSoft General Ledger. Integration templates also establish business units that are assigned to transactions by default.

**Project Type** Select the project type value to use when you create the related projects for your orders.

Projects are categorized by project types. Setting up project types facilitates analyzing all projects of a certain type.

**Project Status** Select a project status to be used when PeopleSoft Pay/Bill Management automatically creates a project for each order. When configuring your PeopleSoft Project Costing application, ensure that the project status value that you entered in the project profile has a processing status of Active.

**Activity Type** Select the activity type for PeopleSoft Pay/Bill Management to use when creating related activities for career and temporary assignments. PeopleSoft Pay/Bill Management automatically creates an activity for each assignment added to the system. Activity types categorize activities to facilitate analysis and reporting on all similar activities across all projects in the enterprise.

**Activity Status** Select the activity status to be used when PeopleSoft Pay/Bill Management creates the activity for the assignment.

**Project Role** Select a project role for the system to use when creating the project and activity team records when employees are assigned to temporary assignments.

### ***HRMS Defaults***

**Use employee default job info** (use employee default job information) Select to have the system use the information in the employee's default job record as the default for the assignment component. Otherwise, the system uses the default values specified in the user preferences configuration. When creating temporary assignments, PeopleSoft Pay/Bill Management needs to capture several fields to determine how to pay the employee for the work performed for that assignment. Some of these fields include department, company, pay group, and so on.

**Use employee default TL info** (use employee default PeopleSoft Time and Labor information) Select to have the system use the information in the employee's default job record as the default in the assignment component. Otherwise, the system uses the default values specified in the user preferences configuration. When creating temporary assignments, PeopleSoft Pay/Bill Management needs to capture workgroup and taskgroup information to determine how PeopleSoft Time and Labor is to process the hours reported by the employee against the assignment.

---

## Setting Up Rate Elements and Rate Profiles

This section provides an overview of rate elements and rate profiles and discusses how to:

- Set up rate elements.
- Define rate element details.
- Set up rate profiles.

## Understanding Rate Elements and Rate Profiles

Rate elements define the types of rates that can be captured in temporary assignments, and how employees should be paid and customers billed for those types of rates. Rate profiles are groups of rate elements that are supplied by default to the assignment rates grid when an assignment is first created. Rate profiles facilitate data entry by preloading the assignment with the most common types of rates that need to be captured. Once the assignment is created, users can add or remove rate elements from the assignment as needed.

PeopleSoft Pay/Bill Management uses the rate amounts entered in the assignment and the rate element configuration to create a rate set in the PeopleSoft Contracts application and link it to the contract line associated with the assignment. The rate set created by PeopleSoft Pay/Bill Management has a *Billing* rate definition type and uses the Use Contract Rate Sets option.

Rate sets enable transactions to be priced into new transactions for billing and revenue recognition. The rate sets have two parts:

- Source criteria that the PeopleSoft Project Costing Pricing Application Engine process compares against transactions coming in from feeder applications such as PeopleSoft Time and Labor, PeopleSoft Expenses, or PeopleSoft Payables.
- Target definition for the billing row that is created.

When the source criteria matches a cost transaction, it creates a row based on the values specified on the target definition configuration of the rate set.

In PeopleSoft Project Costing and in PeopleSoft Contracts, you can specify multiple target rows for the same source transaction. However, in PeopleSoft Pay/Bill Management, the system allows only one target row for each source transaction for billing purposes.

The rate sets created by PeopleSoft Pay/Bill Management use the source and target configuration specified in the rate element setup.

Because billing and payroll processing requirements depend on the type of resource being assigned, users must specify whether particular rate elements and rate profiles being configured apply to PeopleSoft Payroll for North America hourly employees, PeopleSoft Payroll for North America salaried employees, PeopleSoft Global Payroll employees, or non-employees.

These are some things you should consider for configuring rate elements and rate profiles:

- Hourly employees are compensated based on the pay rates specified in the assignment and not in the compensation rate specified in the job record in PeopleSoft HRMS.

Therefore, the rate elements for hourly employees typically have a rate action of *Pay & Bill* so that users will capture both pay and bill rates in the assignment. However, salaried employees are compensated based on the compensation information specified in the job record in PeopleSoft HRMS. Therefore, the rate elements for salaried employees typically have a rate action of *Bill Only* so that users will capture bill rates in the assignment. Considering the difference in system behavior, in most cases you must configure different rate elements and rate profiles for hourly and for salaried employees.

- When time entry information is sent from PeopleSoft Time and Labor to PeopleSoft Project Costing, the project resource records created for input to the Pricing Engine typically have an analysis type of *TLB* for employees and *TLC* for nonemployees.

Therefore, you should configure different rate elements for employees and nonemployees to specify distinct analysis types in the rate element source criteria.

- The system also enables you to create distinct rate elements and rate profiles for Global Payroll employees.

---

**Note.** The rate profile and rate element configuration is shared between PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office. Some of the configuration options, however, apply only when PeopleSoft Pay/Bill Management is installed.

---

### See Also

[Chapter 11, "Entering and Processing Time for Employees and Contractors," page 129](#)

[Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Understanding Rate Elements and Rate Profiles, page 56](#)

## Pages Used to Set Up Rate Elements and Rate Profiles

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Rate Element	FO_RATE_ELEMENT	Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Rate Elements	Enter the rate element description and define its FLSA category and rate behavior. Specify to which employee types the rate element applies.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Details	FO_RATE_ELEM_LN	Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Rate Elements, Details	<p>Define source criteria, ChartFields, and target rows for the rate element. This information is used for creating the contract rate sets, which drive the process of the Project Costing Pricing Engine.</p> <p><b>Note.</b> The configuration in this page applies only when PeopleSoft Pay/Bill Management is installed.</p>
Rate Profile	FO_RATE_PROFILE	Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Rate Profile	<p>Enter rate profile description, the rate elements that make up the rate profile, and which type of employee for which the rate profile should be used.</p> <p><b>Note.</b> When PeopleSoft Staffing Front Office is installed without PeopleSoft Pay/Bill Management, only four rate profiles can be created, one for each type of employee. When PeopleSoft Staffing Front Office is installed with PeopleSoft Pay/Bill Management, no limit is imposed on the number of rate profiles that can be created. The system knows which rate profile to use in the assignment based on the configuration of the contract profile used to create the assignment.</p>

## Setting Up Rate Elements

Access the Rate Element page (Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Rate Elements).

Rate Element		Details	
SetID:	SHARE	Rate Element:	OVT1
*Description:	Overtime #1		
*Short Description:	OVT1		
<b>FLSA Category</b>			
<input type="radio"/> Regular <input checked="" type="radio"/> Overtime <input type="radio"/> Other			
<b>Rate Behavior</b>			
*Rate Action:	Pay & Bill ▼		
Regular Time Multiplier Factor:	1.50		
Markup Default Factor:			
<b>Employee Type</b>			
<input checked="" type="checkbox"/> NA Payroll Hourly Employee			
<input type="checkbox"/> NA Payroll Salaried Employee			
<input type="checkbox"/> Non-Employee			
<input checked="" type="checkbox"/> Global Payroll Employee			

Rate Element page

### ***FLSA Category***

Select Regular, Overtime, or Other. Your selection drives how PeopleSoft Pay/Bill Management populates the override rate field in the Time and Labor application and how the employee is ultimately compensated for the hours worked in an assignment. When an employee is nonexempt and belongs to a PeopleSoft Payroll for North America paygroup configured as FLSA-required, PeopleSoft Pay/Bill Management does not use the overtime pay rate captured in the assignment as the override rate in PeopleSoft Time and Labor. Rather, the system uses the regular time pay rate as the override rate and it relies on the multiplier factors specified in the earnings code configuration for overtime premium pay to be computed. PeopleSoft Pay/Bill Management passes overtime hours to PeopleSoft Payroll for North America as regular time pay rates and lets PeopleSoft Payroll for North America use the multiplier factors and invoke the FLSA premium pay calculation routines. If the employee is exempt or belongs to a paygroup that is not configured as FLSA required, PeopleSoft Pay/Bill Management uses the overtime pay rate captured in the assignment as the override rate to pass to PeopleSoft Payroll for North America. The system knows how to distinguish regular time rates from overtime rates based on the FLSA category specified in the rate element configuration. The Other category should be reserved for other earnings such as referral bonuses, per diem, vacation, and so on.

---

**Note.** The FLSA category has no processing impact when PeopleSoft Staffing Front Office is installed without PeopleSoft Pay/Bill Management. Only one rate element with an FLSA category of Regular is allowed per assignment.

---

## Rate Behavior

### Rate Action

Select to specify whether this type of rate requires a user to enter a pay rate, a bill rate, both a pay and a bill rate, or a markup factor.

- *Bill Only:* Only a billing rate appears on the assignment. Use this pay type for salaried staff.
- *Mark-up:* Instead of specifying a rate, specify a billing markup. Use this pay type for expenses, bonuses, and so on.
- *Pay & Bill:* Both rate fields appear and must be specified on the assignment. Use this pay type for hourly staff.
- *Pay Only:* Only a pay rate appears on the assignment. Use this pay type for employee compensation, payable to the employee but not billable to the client, that you still want to track against the assignment.

### Regular Time Multiplier Factor

This field should be used for overtime types of rates. In the Assignment component, when you enter a default rate and click the Calculate button, the system uses the default rate for regular time and uses the default rate multiplied by the multiplier factor specified here for overtime. For example, for regular time rate elements the multiplier factor is *1.0*; for overtime rate elements the multiplier is *1.5*; for double-time rate elements the multiplier is *2.0*, and so on.

---

**Note.** This multiplier factor is informational only for nonexempt employees who belong to FLSA-required paygroups.

---

### Markup Default Factor

Use this factor for rate elements with a markup rate action. The markup factor specified here appears by default on the assignment page.

### Employee Type

Select the appropriate check boxes to indicate the employee types for which this rate element can be used: NA Payroll Hourly Employee, NA Payroll Salaried Employee, Non-Employee, or Global Payroll Employee. You can only add rate elements to an assignment depending on the type of employee assigned and based on the rate element configuration.

## Defining Rate Element Details

Access the Details page (Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Rate Elements, Details).

Rate Element		Details	
SetID:	SHARE	CORPORATE SETID	
Rate Element:	OVT1	Overtime #1	
<b>Source Criteria</b>			
Analysis Type:	%	Time Reporting Code:	OTP
Unit of Measure:		GL Business Unit:	%
EmpID:	%	Currency Code:	
Project Role:	%	Job Code:	
<b>Chartfields</b>			
<b>Chartfields</b>			
Account:	%	Alternate Account:	%
Operating Unit:	%	Fund Code:	%
Department:	%	Program Code:	%
Class Field:	%	Budget Reference:	%
Product:	%	Source Type:	%
Category:	%	Subcategory:	
Affiliate:	%	Fund Affiliate:	%%
Operating Unit Affiliate:			
<b>Define Target Rows</b>			
Rate Option:	Quantity Rate	Target Analysis Type:	BLD
Target Resource Category:		Override Source:	<input type="checkbox"/>
Target Resource SubCategory:		Target Resource Type:	
Description:			

Details page

**Note.** The configuration in this page applies only when Pay/Bill Management is installed. It does not apply when PeopleSoft Staffing Front Office is installed without PeopleSoft Pay/Bill Management.

**Source Criteria**

Specify source criteria. Use these fields to populate the source side of the contract rate sets. You can use wildcards for any or all of these fields. Indicate a wildcard by entering % (percent) in the field.

<b>Time Reporting Code</b>	Enter a time reporting code (TRC), if applicable. TRCs represent the level at which an organization must track employee time to support its administrative and compensation needs.
	<hr/> <b>Note.</b> You use TRCs for paying employees or contractors in PeopleSoft Time and Labor, but not in other applications such as PeopleSoft Payables. If you are paying a contractor with the quick invoice method through Payables, or if you are importing transactions from a system other than PeopleSoft Time and Labor, you must leave this field blank or enter % (percent). <hr/>
 <b>ChartFields</b>	
Specify source ChartField criteria. Use these fields to populate the source side of the contract rate sets. You can use wildcards for any or all of these fields. Indicate a wildcard by entering % in the field.	
 <b>Define Target Rows</b>	
<b>Rate Option</b>	Displays the rate option, which is determined by the value that you specified as the rate action on the Rate Element page. If the action is <i>Pay &amp; Bill</i> or <i>Bill Only</i> , then <i>Quantity Rate</i> appears. If the action is <i>Mark-up</i> , then <i>Mark-up</i> appears. If the action is <i>Pay Only</i> , such rates are not priced and therefore the system does not create a line in the Contracts rate set.
<b>Target Analysis Type</b>	Select <i>BIL</i> for billing purposes. This is a required field.
<b>Target Resource Category</b>	Specify a resource category for the billing transaction. This field is optional.
<b>Override Source</b>	Select to specify a target analysis type, target resource category, target resource type, and target resource subcategory.
<b>Target Resource Type</b>	Specify a resource type for the billing transaction. This field is optional.
<b>Target Resource SubCategory</b>	Specify a resource subcategory for the billing transaction. This field is optional.
<b>Description</b>	Enter a generic description to be used in billing project resource rows created by the Project Costing Pricing Engine for the rate sets created using this rate element configuration.

## Setting Up Rate Profiles

Access the Rate Profile page (Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Rate Profile).

## Rate Profile

SetID: SHARE      Rate Profile ID: NAHRLYEE

\*Description:

Short Description:

**Rate Profile Available To**

NA Payroll Hourly Employee

NA Payroll Salaried Employee

Non-Employee

Global Payroll Employee

**Rate Elements**      [Customize](#) | [Find](#) | [View All](#) | | [First](#) | 1-6 of 6 | [Last](#)

Rate Element	Short Description	Sort Order Number		
<input type="text" value="APEXP"/>	Bil AP Exp	<input type="text" value="6"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="NAEXP"/>	NA TL Exp	<input type="text" value="5"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="NHEDT"/>	NAHr Ee DT	<input type="text" value="3"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="NHEOT"/>	NAHr EE OT	<input type="text" value="2"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="NHERG"/>	NAHr EE Rg	<input type="text" value="1"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="NHEVC"/>	NAHr Ee Vc	<input type="text" value="4"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

### Rate Profile page

Create rate profiles to provide a default set of rate elements when you add assignments to the system.

**SetID**      Displays the setID. Rate profiles are keyed by setID and rate profile ID. The PeopleSoft Project Costing business unit determines the set control value on the rate profile.

**Rate Profile ID**      Enter a rate profile ID to uniquely identify this rate profile.

**Description**      Enter a long description for the rate profile, such as *Hourly Employees*.

**Short Description**      Enter a short description for the rate profile.

- Rate Profile Available To** Select the type of employee with which to associate the rate profile:
- NA Payroll Hourly Employee (North American hourly employee)
  - NA Payroll Salaried Employee (North American salaried employee)
  - Non-Employee
  - Global Payroll Employee

---

**Note.** One and no more than one rate element in the rate profile must have an FLSA category of *Regular*.

---

**Rate Element** Select a rate element to add to the profile. The Rate Profile Available To selection serves as a filter for which rate elements can be added to the profile.

**Sort Order Number** Enter a value by which the system will sort the rate elements when adding them to the assignment rates grid.

---

## Setting Up Voucher Profiles

Voucher profiles are defined by setID. Use voucher profiles when you want PeopleSoft Pay/Bill Management to automatically generate vouchers in the PeopleSoft Payables application based on time reported by contractors in PeopleSoft Time and Labor. Map the TRC used for contractor time to a PeopleSoft General Ledger account value.

This section discusses how to set up voucher profiles.

**See Also**

*PeopleSoft Payables 9.1 PeopleBook, "Using Quick Invoices"*

## Page Used to Set Up Voucher Profiles

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Voucher Profile	FO_VCHR_PROFILE	Set Up Financials/Supply Chain, Product Related, Staffing, General, Voucher Profile	Set up voucher profiles by mapping TRCs to general ledger accounts and defining an origin for the voucher.

## Setting Up Voucher Profiles

Access the Voucher Profile page (Set Up Financials/Supply Chain, Product Related, Staffing, General, Voucher Profile).

### Voucher Profile

**SetID:** SHARE CORPORATE SETID

Voucher Creation Profile

**Description:**

**\*Origin:**  Batch Transaction

Time Reporting Code Mapping				
Time Reporting Code	Description	Account	Description	
<input type="text" value="OTP"/>	Overtime Paid for extra hours	<input type="text" value="610000"/>	Salaries & Wages	+ -
<input type="text" value="REG"/>	Regular - Productive	<input type="text" value="600020"/>	Consulting Services	+ -

Voucher Profile page

**SetID** Displays a setID. The PeopleSoft Payables business unit provides the value that appears in this field. PeopleSoft Pay/Bill Management determines the PeopleSoft Payables business unit based on the staffing branch specified on the job order and the branch mapping configuration.

**Description** Enter a long description for the voucher profile, such as *Batch Transaction*.

**Origin** Select an origin, which is used to create contractor time vouchers in PeopleSoft Payables. This is a required field on the voucher.

Each voucher entered into Payables must come from a valid origin. An origin identifies a specific entry point for online or batch entry, such as another system or a specific user. An origin also stores validation rules and default information, which provide additional voucher entry controls.

### ***Time Reporting Code Mapping***

Use these fields to map the TRC used for contractor time to a PeopleSoft General Ledger account value. The system populates this account value on the distribution line. The system populates all other ChartFields directly from the PeopleSoft Time and Labor transaction.

---

**Note.** Use this page if you are entering contractor time using PeopleSoft Time and Labor and want PeopleSoft Pay/Bill Management to generate vouchers in PeopleSoft Payables automatically based on the time reported. You do not have to set up this page if you are entering contractor time through PeopleSoft Payables (quick invoice entry method).

---

<b>Time Reporting Code</b>	Select the TRC that you want to map. TRCs represent the level at which an organization tracks time to support all of its administrative and compensation needs.
<b>Account</b>	Select the expense account to which you want to book time reported against the TRC.

---

## Setting Up Customer Field Definitions

You can use customer field definitions to capture additional billing-related information in the orders and assignments that you add to the system. Customer field definitions are templates of extra fields that you can capture when entering orders and assignments based on your customer's invoicing or reporting requirements. You can associate definitions with customers on a many-to-many basis and you can select a particular definition at the order level. In addition, you can map the values specified in the customer fields to billing fields and use them on invoices.

This section discusses how to:

- Create customer field definitions.
- Define valid customer field values.

## Pages Used to Set Up Customer Field Definitions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Customer Fields Definition	FO_CSF_DEFN	Set Up Financials/Supply Chain, Product Related, Staffing, Customers, Customer Fields Definition	Enter the customer fields that you want to be part of this definition and specify how they map to the user fields in the PeopleSoft Billing application.
Customer Field - Valid Values	FO_CSF_FLD_DTL	Click the Valid Values button on the Customer Fields Definition page.	Define valid customer field values by entering values for a prompt list that can be validated against if the Validate check box is selected on the Customer Fields Definition page.

## Creating Customer Field Definitions

Access the Customer Fields Definition page (Set Up Financials/Supply Chain, Product Related, Staffing, Customers, Customer Fields Definition).

### Customer Fields Definition

Definition ID: STAFF

Customer Fields Definition
Find | View All | First 1 of 1 | Last

\*Effective Date: 01/01/1980 Status: Active

\*Description: Additional Invoice Information

Customer Fields
Customize | Find | View All | First 1-3 of 3 | Last

User Definition System Definition Edits

*Customer Field Name	Required on Project	Required on Activity	Validate	Valid Values		
Credit Grade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Valid Values	+	-
Internal Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Valid Values	+	-
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Valid Values	+	-

Customer Fields Definition page

**Definition ID** Displays the customer field definition ID that you entered when creating the definition.

**Effective Date** Select the date on which the definition is effective.

**Status** Select the current status of this definition: *Active* or *Inactive*.

### User Definition

**Customer Field Name** Enter a description of the field in the customer's terms, such as *Customer Cost Center Number* or *Customer Supervisor Name*.

**Required on Project** Select this check box if a value is required at the project or order level.

**Required on Activity** Select this check box if a value is required at the activity or assignment level.

**Validate** Select to ensure that the system verifies that the value entered in the Description field (for the customer field name) in the Order and Assignment components is from the list of valid values that you create in the Valid Values list.

**Valid Values** Click to enter valid values for a prompt list that can be validated against if the Validate check box is selected. Examples include items that are specific to the customer, such as supervisor names or cost center codes.

### ***System Definition***

**System Field Name** Select the field in the PeopleSoft Billing application that is populated with this value in the billing interface tables.

**Length** Displays the length of the value as defined by the database.

**Minimum Length and Maximum Length** Enter the minimum and maximum lengths. These fields are informational only, but you can leverage them to create custom validations for your customer field definitions.

### ***Edits***

**Edit Mask and Long Description** These fields are informational only, but you can leverage them to create custom validations for your customer field definitions.

## **Defining Valid Customer Field Values**

Access the Customer Field - Valid Values page (Click the Valid Values button on the Customer Fields Definition page).

**Customer Field** Displays the field name in the customer's terms. For example, a customer might refer to departments as cost centers.

**Field Name** Displays the system field in the PeopleSoft Billing application to which you want the customer field mapped.

**Length** Displays the length of this value as defined by the database.

**Customer Fields Definition** Click to return to the Customer Fields Definition page.

**Customer Specified Value** Enter the valid values for this customer field.

**Default** Select to set one value as the default for this customer field.

## Setting Up Job Code Margin Indicators

The margin represents the amount of money that you make for every hour that a person works. Set up margin indicators by job code to indicate at what percentages the system triggers caution and critical warning indicators on the Assignment page. The margin calculation on the Assignment page subtracts costs from the bill rate, divides by the bill rate, and then multiplies by 100. Costs take into account pay rate, overhead costs, and workers' compensation premiums.

This section discusses how to set up job code margin indicators.

### See Also

[Appendix B, "Calculating Margin and Markup," page 185](#)

## Page Used to Set Up Job Code Margin Indicators

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Billing Calculation	FO_JOB_BILLING	Set Up Financials/Supply Chain, Common Definitions, Resources Data, Jobcodes, Billing Calculation	Set up percentages for the caution and critical margin indicators that appear on the Assignment page.

## Setting Up Job Code Margin Indicators

Access the Billing Calculation page (Set Up Financials/Supply Chain, Common Definitions, Resources Data, Jobcodes, Billing Calculation).

### Standard Margins

#### Caution

Enter a margin percentage at which the system triggers a caution warning for an assignment. This indicates that the margin is below normal levels and changes the status of the rate row in the assignment to *Yellow*.

For example, to designate the caution margin at 25 percent, enter *25*.

#### Critical

Enter a margin percentage at which the system triggers a critical warning for an assignment. This indicates that the margin is at an unacceptable level and changes status of the rate row in the assignment to *Red*.

For example, to designate the critical margin at 15 percent, enter *15*.

## Setting Up Workers' Compensation

If you are setting up PeopleSoft Pay/Bill Management *without* PeopleSoft Staffing Front Office, or PeopleSoft Pay/Bill Management *and* PeopleSoft Staffing Front Office, you set up workers' compensation information in the PeopleSoft HCM database. If you are setting up PeopleSoft Staffing Front Office without PeopleSoft Pay/Bill Management, you set up workers' compensation information in the PeopleSoft Financials database.

This section discusses how to:

- Set up workers' compensation companies.
- Associate workers' compensation codes with a state.
- Associate workers' compensation codes with a job code.
- Set up workers' compensation rates.

### See Also

Chapter 12, "Processing Payroll," Processing Workers Compensation, page 165

*PeopleSoft Human Resources PeopleBook: Administer Workforce, "Increasing the Workforce"*

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Structuring PeopleSoft Staffing Front Office Processing Environment," Setting Up Payroll Tables*

## Pages Used to Set Up Workers' Compensation

Page Name	Definition Name	Navigation	Usage
Workers' Comp Company Setup (workers' compensation company setup)	FO_WC_CO_MOD	<ul style="list-style-type: none"> <li>• HCM database Set Up HRMS, Product Related, Staffing, Worker's Compensation, Workers' Comp Company Setup</li> <li>• Set Up Financials, Product Related, Staffing, Payroll, Workers' Comp Company Setup</li> </ul>	Set up workers' compensation companies. For each HRMS company, establish an overall workers' compensation modifier, and set up the journal template for the accounting entries (the modifier is used above and beyond workers' compensation rates).

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Workers' Comp State Codes (workers' compensation state codes)	FO_WC_STATE	<ul style="list-style-type: none"> <li>• HCM database  Set Up HRMS, Product Related, Staffing, Worker's Compensation, Worker's Comp State Codes</li> <li>• Set Up Financials/Supply Chain, Product Related, Staffing, Payroll, Workers' Comp State Codes</li> </ul>	<p>Set up workers' compensation codes.</p> <p>Associate workers' compensation codes with a state. By populating the workers' compensation control tables, PeopleSoft Pay/Bill Management users do not need an in-depth understanding of workers' compensation regulations when they create an order.</p>
Workers' Comp by Job Code (workers' compensation by job code)	FO_JOBCODE_PRD	<ul style="list-style-type: none"> <li>• HCM database  Set Up HRMS, Product Related, Staffing, Workers' Compensation, Workers' Comp By Job Code</li> <li>• Set Up Financials/Supply Chain, Product Related, Staffing, Payroll, Workers' Comp by Job Code</li> </ul>	<p>Associate company-defined job codes with a single workers' compensation code for each state in which you do business.</p>
Workers' Comp State Rates (workers' compensation state rates)	FO_WC_CO_STATE	<ul style="list-style-type: none"> <li>• HCM database  Set Up HRMS, Product Related, Staffing, Worker's Compensation, Workers' Comp Rates</li> <li>• Set Up Financials/Supply Chain, Product Related, Staffing, Payroll, Workers' Comp State Rates</li> </ul>	<p>Set up the rates that you pay for each workers' compensation code. Rates are entered for a specific company, country, and state.</p> <p>The system uses this rate during the Workers Compensation Premium Calculation program. It also uses this rate in the margin calculation to determine optimal pay and bill rates for an order and assignment. The system also uses these rates to create accounting journal entries.</p>

## Setting Up Workers' Compensation Companies

Access the Workers' Comp Company Setup page (Set Up Financials, Product Related, Staffing, Payroll, Workers' Comp Company Setup).

<b>Status</b>	Select <i>Active</i> or <i>Inactive</i> .
<b>Company Modifier</b>	Enter the factor to apply to workers' compensation premium calculations above and beyond specific workers' compensation rates.
<b>Journal Template</b>	Select the journal template to use when creating journal entries for workers' compensation premiums.

---

**Note.** This field is applicable only when PeopleSoft Pay/Bill Management is installed.

---

## Associating Workers' Compensation Codes with a State

Access the Workers' Comp State Codes page (Set Up Financials/Supply Chain, Product Related, Staffing, Payroll, Workers' Comp State Codes).

---

**Note.** Oracle recommends that a workers' compensation specialist set up the information in this table.

---

<b>Status</b>	Select <i>Active</i> or <i>Inactive</i> .
 <b>Workers' Comp Code</b>	
<b>Workers' Comp Code</b>	Enter the actual workers' compensation code to associate with the state.
<b>Description</b>	Enter the name of the workers' compensation code.
<b>Short Description</b>	Enter a short description for this workers' compensation code.

### **Earnings Code Rate**

In this group box, enter the earnings codes, and specify an earnings rate for those earning codes that are subject to workers' compensation premiums. This grid is available only in the PeopleSoft HCM database.

<b>Earnings Code</b>	Select the actual earnings code to associate with the state.
<b>Description</b>	Displays the associated earnings code description.

**Earnings Rate** Select the earnings rate to associate with the state. Values include: *Exclude Earnings Code*, *Full*, *One Half*, and *Two Thirds*. These values represent the percent of an hour to which the workers' compensation rate applies.

---

**Note.** If you select a rate type of *Percentage* on the Workers' Comp Rates page, you must enter all earnings codes on the Workers' Comp State Code page to be used in the Workers Compensation Premium Calculation process. If you fail to enter an earnings code on this page, the code will not be part of the workers' compensation process.

---

## Associating Workers' Compensation Codes with a Job Code

Access the Workers' Comp by Job Code page (Set Up Financials/Supply Chain, Product Related, Staffing, Payroll, Workers' Comp by Job Code).

**Job Code** Displays the unique code that you associate with a specific job in the organization.

**Status** Select *Active* or *Inactive*.

### State Codes

**Workers' Comp Code** Select a workers' compensation code for a chosen country and state. This action relates the job code to a specific workers' compensation code for a specific country and state. Enter a row for each country and state combination in which you conduct business.

When a code is selected, the system displays the associated code description.

## Setting Up Workers' Compensation Rates

Access the Workers' Comp State Rates page (Set Up Financials/Supply Chain, Product Related, Staffing, Payroll, Workers' Comp State Rates).

### Workers' Comp State Rates

Company: GBI Country: USA State: CA California

Workers' Comp State Rates Find | View All First 1 of 1 Last

Effective Date: 01/01/1980 Status: Active

Company State Modifier: 1.000 (Example: 1.021)

Monopolistic State

Workers Comp Code	Description	Rate Type	Base Rate
8810	Clerical	Percentage	5.00000

Workers' Comp State Rates page

- Status** Select *Active* or *Inactive*.
- Company State Modifier** If you have a company factor to be applied to premiums in this state, enter the value here. This value overrides the company modifier.
- Monopolistic State** Select to override the modifier with a value of *1*. This results in the modifier having no effect on the workers' compensation calculation.
- Expense Account** Select the general ledger account for the system to use in journal entries for workers' compensation premium expenses.

---

**Note.** This field applies only when PeopleSoft Pay/Bill Management is installed.

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- Liability Account** Select the general ledger account for the system to use in journal entries for workers' compensation premium liabilities.

---

**Note.** This field applies only when PeopleSoft Pay/Bill Management is installed.

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- Base Rates**
- Workers' Comp Code** Select a workers' compensation code for this state. The system displays the associated description for the code.
- Rate Type** Select a rate type: *Per Hour* or *Percentage*.

**Base Rate**

Enter a base workers' compensation rate.

For percentage rate types, enter the rate as a number (not percent). For example, for a rate of 3.5 percent, enter 3.5 in the rate field.

For per hour rate types, enter the amount to be applied per hour in decimal format. For example, for a rate of 3.5 percent per hour, enter 0.035 in the rate field.

## Setting Up Fall Off Terms

A fall off indicates that a candidate did not begin or complete a career placement that he or she accepted. When PeopleSoft Pay/Bill Management is installed in addition to PeopleSoft Staffing Front Office, when a fall off occurs, a credit is automatically created for the customer in the PeopleSoft Billing application.

This section discusses how to set up fall off terms.

### Page Used to Set Up Fall Off Terms

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Fall Off	FALL_OFF_TBL	Set Up Financials/Supply Chain, Product Related, Staffing, Orders, Fall Offs	Define a list of terms to indicate why a candidate did not begin or complete a career placement that he or she accepted.

### Setting Up Fall Off Terms

The *PeopleSoft Staffing Front Office PeopleBook* discusses setting up fall off terms.

See *PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Structuring PeopleSoft Staffing Front Office Processing Environment," Creating Fall Off Terms.

## Setting Up Departments and Department Security

PeopleSoft Pay/Bill Management is designed on the premise that HR departments match up to GL departments in value in a 1:1 relationship. That is, payroll costs for employees working in one department are booked against the department ChartField with the same value as the HR department.

You set up departments using the PeopleSoft HRMS PeopleBooks.

See [Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," page 41](#).

PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management share the same department security setup. You set up department security using the PeopleSoft Staffing Front Office PeopleBook.

See *PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Defining Your Operational Structure," Setting Up Security.

**See Also**

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Defining and Using ChartFields," Adding Department Values

---

## Setting Up Staffing Installation Options in the Financials Database

This configuration is shared between PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management. Use the PeopleSoft Staffing Front Office PeopleBook to set up these options.

See *PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Staffing Installation Options.

---

## Setting Up Staffing Installation Options in the HCM Database

You must set up some staffing installation options using the HCM database.

This section discusses how to set up installation options in the HCM database.

### Page Used to Set Up Installation Options in the HCM Database

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Staffing Installation	INSTALLATION_PB	HCM database Set Up HRMS, Product Related, Staffing, Installation Options, Staffing Installation	Set up staffing installation options for HCM considerations.
Configure Staffing Group Timesheet	FO_PREPOP_CNFIG	HCM database Set Up HRMS, Product Related, Staffing, Installation Options, Staffing Installation	Allows administrators to specify the configuration of criteria needed to create a new Staffing Group Timesheet session.

### Setting Up Installation Options in the HCM Database

Access the Staffing Installation page (Set Up HRMS, Product Related, Staffing, Installation Options, Staffing Installation).

**Action and Reason Code**

When assignments are created, PeopleSoft Pay/Bill Management determines whether a new employee job record needs to be created by comparing the following HCM fields specified in the assignment against those of the existing employee job records: HR Business Unit, Company, Department, and Paygroup. If the values of these fields in the assignment are the same as those of an existing job record and if that job record is not being used by another concurrent assignment, Pay/Bill Management reuses the existing job record.

However, even if an existing job record is reused, PeopleSoft Pay/Bill Management may insert an effective dated record for that existing job in case other HCM fields in the assignment are different from the values in that existing job (such as tax location code or job code). If such an effective-dated record is created, the system uses the action and reason code that you specify here to populate that record.

**Remove rapid time prompts**

PeopleSoft Pay/Bill Management uses the core PeopleSoft Time and Labor rapid time records to record time. However, these records are delivered without prompts. If you want prompts to be available in the Staffing Rapid Time component, once you install PeopleSoft Pay/Bill Management, click the Create rapid time prompts button. You need to do this only once unless a fix redelivers the rapid time records. To remove the prompts, click the Remove rapid time prompts button. We deliver PeopleSoft Pay/Bill Management without prompts.

---

**Note.** If the prompts have been removed, the Create Rapid Time Prompts button appears instead.

---

## Setting up Configure Staffing Group Timesheets

Access the Configure Staffing Group Timesheet page (Set Up HRMS, Product Related, Staffing, Installation Options, Configure Group Timesheet)..

Select each applicable field to specify which fields appear to a user when they create a new Staffing Group Timesheet session. The Group ID, Time Period ID, Start Date, End Date, and Rapid Time Template checkboxes are selected by default and cannot be edited.

---

## Setting Up Staffing General and Job Data Preferences in the Financials Database

This configuration is shared between PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management. Use the PeopleSoft Staffing Front Office PeopleBook to set up these preferences.

See [Chapter 5, "Preparing to Implement," Setting Up User Preferences, page 39.](#)

---

## Setting Up User-Defined Order Types

This configuration is shared between PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management. Use the PeopleSoft Staffing Front Office PeopleBook to set up these order types.

See *PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Structuring PeopleSoft Staffing Front Office Processing Environment," Creating User-Defined Order Types.

## Chapter 7

# Creating Records for Customers and Contacts

This chapter provides an overview of customer and contact information and discusses where to:

- Add or view customer information.
- Add or view contacts.

---

## Understanding Customer and Contact Information

Oracle's PeopleSoft Pay/Bill Management uses core PeopleSoft Financials components to create, retrieve, and update customer and contact information. In addition to entering basic identifying information, such as the customer name and address, you can enter other important information, such as customer billing profiles.

The customer record contains information that is critical to the staffing process and is one of the primary records used by the PeopleSoft Pay/Bill Management application.

In the Customer component, PeopleSoft Pay/Bill Management uses only the Customer CSF page and the Staffing Information page (as well as the core Financials pages). The rest of the pages are used only when PeopleSoft Staffing Front Office is also installed.

In the Contact component, PeopleSoft Pay/Bill Management only uses the core Financials pages—the staffing-specific contact pages are used only when PeopleSoft Staffing Front Office is also installed.

---

**Note.** There are additional customer elements available to you if you use both PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management. Refer to the *PeopleSoft Order to Cash Common Information 9.1 PeopleBook* for documentation regarding customers and contacts.

---

### See Also

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Creating Records for Customers and Contacts"

*PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Creating Records for Customers and Contacts," Understanding Customer and Contact Information

*PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining Contacts," Entering Staffing Front Office Contact Information

---

## Adding or Viewing Customer Information

This section provides an overview of customer record creation and discusses where to:

- Enter identifying customer information.
- Enter address and phone number information.
- Enter billing information.
- View and add related contacts.
- Enter PeopleSoft Pay/Bill Management credit information.
- Enter additional PeopleSoft Pay/Bill Management credit information.
- Attach files to customer records.

## Understanding Customer Record Creation

There are additional customer pages in the PeopleSoft Financials database that are useful for adding or editing customer information. For example, you can set up additional customer attributes, such as tax or value added tax (VAT) information, using the PeopleSoft Financials core components.

To perform the previous tasks, refer to the *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*.

See *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information.

---

## Adding or Viewing Contacts

In PeopleSoft Pay/Bill Management, contacts are the people with whom you maintain relationships. Depending on the size and locations of a customer, you may have one or dozens of people listed as your contacts.

This section discusses where to:

- Enter identifying contact information.
- Associate contacts with customers.
- Define a working relationship between a contact and an employee.
- Attach files to contact records.

You enter contact information using the pages described in the *PeopleSoft Order to Cash Common Information 9.1 PeopleBook*.

**See Also**

*PeopleSoft Order to Cash Common Information 9.1 PeopleBook*, "Maintaining Contacts," Setting Up Contacts



## Chapter 8

# Adding Employees and Contractors

This chapter provides an overview of employees and contractors and discusses how to:

- Add applicant records.
- Hire applicants and maintain employee and contractor records.

---

**Note.** The Applicant and Employee components are shared between Oracle's PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office. Refer to the PeopleSoft Staffing Front Office 9.1 PeopleBook for information on how to set up applicants and employees. This chapter only includes additional information that is *not already discussed* in the Staffing Front Office PeopleBook.

---

### **See Also**

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating Applicant and Employee Records"*

---

## Understanding Employees and Contractors for Pay/Bill Management

PeopleSoft Pay/Bill Management enables you to hire temporary workers into PeopleSoft Human Capital Management (HCM) in order to facilitate processing for HR, time, and payroll.

This section discusses:

- Applicants.
- Employees.
- Non-employees.
- Human resources job records.
- Tax data.
- Employee processing.
- Internal employees that take on temporary assignments, and employees who become Staffing Front Office resources.

### **See Also**

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating Applicant and Employee Records"*

## Applicants

Applicant records must be added in order to then hire the applicant as either an employee or a non-employee.

When PeopleSoft Pay/Bill Management is installed, applicant information is maintained in the Financials database, but after a person is hired, HCM becomes the system of reference and you maintain the information in the HCM database. The information is synchronized with the Financials database through application messaging. The pages become display-only in the Employee component in Financials, but there are links to access the proper page in HCM where you can make updates.

In the Applicant and Employee components shared by PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office, only these pages are applicable to PeopleSoft Pay/Bill Management:

- Contact Information (Applicant and Employee components)
- Personal Data (Applicant and Employee components)
- Job Data (Applicant and Employee components)
- Reset Status (Applicant component only)

## Employees

PeopleSoft Pay/Bill Management defines an *employee* as a hired worker of a staffing company. The staffing company must obtain I-9 and other legal information to pay employees through the payroll system, deduct taxes, and so forth.

When you use the PeopleSoft Pay/Bill Management Applicant component in the Financials database and click the Hire as Employee button, the information is sent to the HCM database through application messaging. The system hires the person in HCM, which, in turn, then sends a message containing the employee records back to the Financials employee tables. After that point, HCM is the system of reference and any updates must be performed in the HCM Employee components and synchronized with Financials through application messaging. These messages send information from all employees in HCM to the Financials database, regardless of whether they were hired using the PeopleSoft Pay/Bill Management Applicant component or the HCM components. However, only those employees hired using the PeopleSoft Pay/Bill Management (and PeopleSoft Staffing Front Office) Applicant component can be assigned in PeopleSoft Pay/Bill Management (and PeopleSoft Staffing Front Office). Those employees hired directly in HCM cannot be assigned in PeopleSoft Pay/Bill Management (or PeopleSoft Staffing Front Office) unless they are marked as being eligible for staffing.

To mark an employee as eligible for staffing, two steps are required:

1. Establish the employee as a resource using the Enable Employee to Staffing component (Create Resources page).
2. Using the Job Record Eligibility component, specify which employee job records can be used in staffing assignments and which of those job records should be the default to pay the employee for work performed in staffing assignments.

## Non-Employees

PeopleSoft Pay/Bill Management defines *anon-employee* as an employee at a company (a vendor) other than the staffing company. Non-employees may also be self-employed.

Staffing companies pay for the services of contractors through PeopleSoft Payables. You have the option to record time in PeopleSoft Time and Labor, which interfaces with PeopleSoft Payables, or you can enter an invoice directly into the payables system.

---

**Note.** When you hire a non-employee, PeopleSoft Pay/Bill Management automatically deselects the Send Time to Payroll check box on the Maintain Time Reporter Data page in PeopleSoft Time and Labor. This ensures that non-employee time is not sent to payroll. If you wish to pay non-employees through PeopleSoft Payroll instead of producing a voucher from PeopleSoft Payables, you must access the Maintain Time Reporter page and select the Send Time to Payroll check box.

---

### See Also

[Chapter 8, "Adding Employees and Contractors," Maintaining Employee and Contractor Records, page 87](#)

*PeopleSoft Time and Labor PeopleBook, "Setting Up Time Reporters," Entering and Maintaining Time Reporter Data*

## Human Resources Job Records

PeopleSoft Pay/Bill Management keeps track of all job records for employees and non-employees. When hiring a new employee, the system assigns the employee an employee job record 0 (EMPL\_RCD 0). The employee job record 0 is the hire record and acts as a default when creating assignments for this employee. In the Staffing Installation Options component, you can choose one of two options on how PeopleSoft Pay/Bill Management uses job records. In the first option, for every assignment the employee receives, a new employee job record number (EMPL\_RCD 1, 2, 3, and so forth) is generated. In the second option, PeopleSoft Pay/Bill Management attempts to reuse existing job records, provided that the department, company, HR business unit, and paygroup specified in the assignment are the same as those in the employee's default job record and provided that the existing job record is not already being used by a concurrent assignment.

Even if there exists the possibility to reuse an existing job record, users with appropriate security access can force the creation of an additional job specifically for a new assignment.

---

**Note.** If you select both of the Additional Job Options check boxes, the system will create an additional job for each assignment and it will not attempt to recycle jobs.

In PeopleSoft Pay/Bill Management the creation or reuse of job records for new assignments applies to temporary orders only. Career orders do not generate job records.

---

### See Also

[Chapter 9, "Creating Staffing Orders," page 89](#)

## Employee Processing

PeopleSoft Pay/Bill Management's Applicant component is part of the Financials database and the information is sent to HCM through application messaging. You hire employees and non-employees after first entering them as applicants.

## Internal Employees that Take On Temporary Assignments and Become Eligible PeopleSoft Staffing Front Office Resources

Individuals who already have permanent internal positions in a staffing organization sometimes seek additional income through temporary assignments. These workers are hired into HCM as regular employees and work internally. Then, in order to be considered as candidates for temporary staffing assignments, they can be made eligible in PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management using the Enable Employee to Staffing component and the Job Record Eligibility component (Job Eligibility page). These individuals can then appear in PeopleSoft Staffing Front Office search results and can be placed in assignments. Once the employee is enabled to staffing, you can change the eligibility in an effective-dated manner by using the Employee Eligibility component. The Enable Employee to Staffing component makes the employee ID available to the application. The Job Record Eligibility component specifies which of the employee's job records can be used to pay for work performed in temporary assignments and which employee job record is the default to be used by the system for assignments. For example, employee job record 0 (zero) may not be eligible for assignments because it is used to pay the employee for internal work in the staffing organization, but employee record 1 may have been created to pay for temporary billable work.

Individuals hired using the PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management Applicant component are automatically marked as eligible for PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management assignments.

---

## Creating Employee and Non-Employee Records

You must add a person as an applicant using the Applicant component before that person can be hired by using the Hire as Employee or Hire as Non-Employee buttons.

The Applicant pages you use to create the employee and non-employee records are described in the PeopleSoft Staffing Front Office 9.1 PeopleBook.

---

**Note.** If you have PeopleSoft Pay/Bill Management installed but not PeopleSoft Staffing Front Office, to add an employee you must first add the person as an applicant, save the record, and then hire the applicant.

---

### See Also

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Creating Applicant and Employee Records," Entering Data to Create New Applicant Records

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## Maintaining Employee and Contractor Records

To maintain existing employees and contractors, access the Employee component by selecting Pay/Bill Management Center, Resources, Update Employee/Contractor.

The pages in the Employee component are nearly identical to the pages in the Applicant component that you use to create employee and contractor records.

The pages you use to maintain the employee and contractor records are described in the PeopleSoft Staffing Front Office 9.1 PeopleBook.

---

**Note.** When you hire a non-employee, the system automatically deselects the Send Time to Payroll check box on the Maintain Time Reporter Data page in PeopleSoft Time and Labor. This ensures that contractor time is not sent to payroll.

If you wish to pay non-employees through Payroll instead of producing an invoice from PeopleSoft Payables, you must access the Maintain Time Reporter page and select the Send Time to Payroll check box. You can access the Maintain Time Reporter page by selecting Workforce Administration, Job Information, Add Employment Instance and clicking the Employment Data link on the Work Location page, then clicking the Time Report Data link on the Employment Data page.

---

### See Also

[Chapter 8, "Adding Employees and Contractors," page 83](#)

*PeopleSoft Human Resources PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources," Adding a Person*

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating Applicant and Employee Records," Entering Data to Create New Applicant Records*

*PeopleSoft Time and Labor PeopleBook, "Setting Up Time Reporters," Entering and Maintaining Time Reporter Data*



## Chapter 9

# Creating Staffing Orders

This chapter provides an overview of orders and discusses how to:

- Create staffing orders.
- Define assignments.
- Review employee job and assignment cross references.
- View assignment transactions.
- View assignment rates.

---

**Note.** If you have installed PeopleSoft Staffing Front Office *and* Oracle's PeopleSoft Pay/Bill Management, refer to the PeopleSoft Staffing Front Office PeopleBook for information about how to work with orders and assignments.

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### **See Also**

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating and Managing Orders and Assignments"*

---

## Understanding Staffing Orders

A staffing order is a request for temporary or permanent workers. When you create orders and assignments in PeopleSoft Pay/Bill Management, the system automatically generates projects, contracts, and employee job data with minimal data entry. PeopleSoft Pay/Bill Management then leverages the functionality of the Project Costing, Contracts, and Time and Labor applications to streamline your pay and bill processes.

PeopleSoft Pay/Bill Management shares the Order and Assignment tables and components with PeopleSoft Staffing Front Office, providing seamless integration between these two applications.

This section discusses:

- How PeopleSoft Pay/Bill Management uses profiles to create projects, contracts, and additional jobs.
- Rate elements and rate profiles.
- User order types.
- Orders and assignments.
- Temp to hire.

- Order processing.
- Credits and fall offs.

## Using Profiles to Create Projects, Contracts, and Additional Jobs

PeopleSoft Pay/Bill Management uses profiles to create projects, contracts, and additional jobs. Before you can create an order, you must set up these profiles. They drive many of the values that are set up on the related project, contract, and job record.

The profiles consist of:

- A contract profile, which establishes PeopleSoft Contracts and PeopleSoft Billing defaults for your orders and assignments.
- A project profile, which establishes PeopleSoft Project Costing defaults for your orders and assignments.
- A rate profile, which defines the types of rates that are captured in the temporary assignments and maps them to time reporting codes (TRCs).

---

**Note.** In addition to setting up profiles, the setup of customers, contacts, employees, and non-employees is essential for creating orders.

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### See Also

[Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," page 41](#)

## Rate Elements and Rate Profiles

During implementation, you first define rate elements and rate profiles. The components consists of three pages:

- **Rate Element:** In the Rate Element component, this page is accessible if you have either PeopleSoft Staffing Front Office or PeopleSoft Pay/Bill Management installed.
- **Details:** In the Rate Element component, this page is only accessible if you have PeopleSoft Pay/Bill Management installed (with or without PeopleSoft Staffing Front Office).
- **Rate Profile:** In the Rate Profile component, this page is accessible if you have either PeopleSoft Staffing Front Office or PeopleSoft Pay/Bill Management installed.

## Order Types

When you add an order in PeopleSoft Pay/Bill Management, you must select the user-defined order type that describes the transaction. Because user-defined order types map to one of two system-defined order types, a temporary order is really a user-defined order type that's mapped to a *temporary* system order type, and a career order is really a user-defined order type that's mapped to a *career* system order type.

Career orders are requests for one or more people to perform work in a permanent capacity at a client of the staffing organization. Creating a new career order is similar to creating a temporary order, except for specific fields that pertain to the career aspects of the position, such as prospective fees.

Temporary orders are requests for contingent workers for whom the client has no need for permanent positions. The customer can request one or more people on the same order. Creating a new temporary order is similar to creating a career order, except for specific fields that pertain to the billing and payroll aspects of the position.

Project and contract profiles are keyed by user-defined order type (not by system-defined order type), providing added flexibility in project and contract creation, as well as in accounting and reporting.

System behavior and logic are driven by the system-defined order type to which a user-defined order type maps.

The order type also drives the automatic project and contract creation business logic when the order is saved. Career orders create contracts in which the contract lines use amount-based products and milestones billing. Temporary orders create contracts in which the contract lines use rate-based products and as incurred billing.

The system captures different data elements depending on the system-defined order type. Most of the information captured for temporary and career orders is the same, but depending on the order type a few different data elements must be captured for billing and payroll purposes.

---

**Note.** You can convert a temporary assignment to permanent by using the temp-to-hire functionality. The Temp to Hire checkbox on the Resource Request page of the Order must be selected. For a temporary assignment, click the Permanent Hire button that appears on the temporary Assignment page. Click it to convert the temporary assignment to a career assignment indicating that the employee was permanently hired by the customer. The system actually does not convert the assignment, but creates a new one and associates it with the prior assignment. On the career portion of the assignment, the system then prompts you for a placement fee, billing schedule, and commission. After you enter and save this information, the system creates an additional assignment with the related activities and contract lines for the permanent placement.

---

## Orders and Assignments

Staffing orders are requests from customers for contingent or permanent workers. Assignments are the placement of employees at the customer work site to perform the services requested in the order.

### **Orders**

The Order component captures the main information for an order, such as the customer billing and worksite address, start and estimated end dates, and billing information.

### **Assignments**

The Assignment component captures the details required to start an employee or non-employee on an assignment. Much of the information is populated from the order, such as start date, estimated end date, job code, and worksite address.

You can enter additional information or change the default information here. This represents your last opportunity to enter assignment details before the system creates the related project activity, contract line, and employee job record information that drives the pay and bill transactions.

## Order Processing

When you save an order, the system creates these items:

- Project.
- Status row for the project.
- Contract with a *Pending* status.
- Project owning organization (if you configure PeopleSoft Project Costing to use organizations).

When you save an assignment, the system creates these items:

- Activity.
- Activity status.
- Activity team.
- Project team.
- Contract line.
- Amendment.

---

**Note.** The first assignment creates the first contract line and activates the contract. However, starting with the second assignment, the additional contract lines are added via contract amendments.

---

- Billing plan with a status of *Ready*.
- Revenue recognition plan with a status of *Ready*.

In addition, when you save an assignment, the system performs these actions:

- Creates a link between the project, activity, and contract line.
- Creates a contract level rate set for the contract line and project activity (for temporary assignments).
- Creates billing events with the billing dates and amounts (for career assignments).
- Sends an application message to PeopleSoft HR to either create a job record (for temporary assignments only, and only if an additional job record cannot be reused and a new one must be created), or to add an effective dated record to an existing job record (for temporary assignments only, and only if an additional job record can be reused but some job information changed for the assignment, such as the tax location code).
- For temporary assignments only, the system either creates the employee time reporter data in PeopleSoft Time and Labor (if an additional job record cannot be reused and a new one must be created) or changes the employee time reporter data in PeopleSoft Time and Labor (if an additional job record can be reused but the workgroup or taskgroup changed).
- Creates a cross-reference between the employee job record and the project and activity (for temporary assignments only) in HCM.

- Sends the assignment pay rates to PeopleSoft Time and Labor to populate the pay rate in payroll (for temporary assignments only).

This section discusses these areas of order processing:

- Career assignments.
- Temporary assignments.
- Edits and amendments.

### ***Processing Career Assignments***

When you enter a career assignment, you specify the fee for the placement and how much to bill on specific days.

Because career assignments are direct hires, you do not bill the customer for the hours that an employee works. Instead, you bill a negotiated amount for finding the customer a permanent employee. Therefore the product associated with the contract line (assignment) is amount-based. The billing plan associated with the assignment uses milestone billing. By entering a billing schedule, you are creating events to trigger the billing for a specified amount or percent of the total negotiated amount on specified dates. If you previously set the product on the contract profile for this transaction to *Billing Manages Revenue*, the system does not create a revenue recognition plan. If the product is not set to *Billing Manages Revenue* on the contract profile, then the system creates a revenue recognition plan that is set to recognize revenue according to the billing schedule.

### ***Processing Temporary Assignments***

When you enter a temporary assignment, you bill on a time and materials basis for the hours that an employee works. Therefore, the product associated with the contract line (assignment) is rate-based. The system creates an as-incurred billing plan for the temporary assignments and creates an as-incurred revenue recognition plan.

For temporary assignments, depending on installation specifications, the system either generates a new job record in the HCM database for each new assignment or tries to reuse existing job records by comparing the fields specified in the assignment against the same fields in the employee's already existing job records.

As part of the installation options, you specify whether the system will try to reuse existing job records or whether it will always create an additional job record for each new assignment. Additionally, users with proper security access can override the option chosen in the installation options and force the creation of a particular job for a particular assignment.

Two check boxes on the Staffing Installation page enable you to define how the system handles additional job record creation: one controls the additional job records process for hourly employees, and the other does so for salaried employees.

If the system creates an additional job, it populates the job record with the department, company, tax location code, workgroup, taskgroup, and so forth from the values specified in the assignment.

PeopleSoft Pay/Bill Management captures Job and Time Reporter information in the assignment to facilitate the creation of additional jobs if an employee hired in one staffing branch is borrowed to work on an order created by another branch. The new job record created may have a different PeopleSoft HR business unit, company, department, pay group, or location code than the one in his or her original hire record.

---

**Note.** Do not use this feature as a replacement for employee permanent transfers. Transfers should be done in the HCM job component; the system will use the new employee job information as a default for subsequent assignment. Even if the employee is temporarily borrowed from one branch to another, you should seriously consider *not* creating an additional job and paying the employee out of his or her home PeopleSoft HR business unit, company department, and paygroup and using the PeopleSoft Project Costing sharing rules to share some of the cost and the revenue between the department that owns the order and the department that originally hired the employee.

---

Paying the employee out his or her home job (and HR business unit) has the advantage of W-2 requirement at the end of the year (if the two branches belong to distinct companies or legal entities within your staffing organization), as well as making employee job data maintenance in HCM easier because the employee will have less job records.

Remember that even when the installation options are configured to reuse employee job records and when the assignment job-related fields match those of an existing employee job record, the system may still create an additional job if that existing job record is already in use by another concurrent assignment. This system behavior is intentional to enable the performing of data changes in the employee job record for one assignment (for example, a tax location code change) without affecting an unrelated concurrent assignment.

When an assignment is created in the FSCM database, two application messages are sent to the HCM database:

**FO\_ASGN\_CREATE**      The subscription code of this message uses component interfaces CI\_JOB\_DATA\_EMP (for employees) and CI\_JOB\_DATA\_CWR (for non-employees) to create a new employee job record number for the assignment with an action or reason of *ADL*, (additional job). A row is inserted in the FO\_EMPL\_XREF table to maintain a reference between the employee job record number and the project or activity in the FSCM database. This information is used on the PeopleSoft Pay/Bill Management Time Entry pages.

**FO\_ASGN\_RATES\_SYNC**      This message sends the assignment rates to the FO\_ASGN\_RT\_DTL table in the HCM database. The rates are mapped to time reporting codes in PeopleSoft Time and Labor through the rate element configuration table (FO\_RATE\_ELEMENT).

### ***Processing Edits and Amendments***

Once orders and assignments are created, some of the fields become display-only and can only be changed in the appropriate pages in PeopleSoft Project Costing, PeopleSoft Contracts, and PeopleSoft Human Resources by using the appropriate links in the Order and Assignment components.

---

**Note.** Changes performed directly in those applications are *not* reflected back on the PeopleSoft Pay/Bill Management Order and Assignment components.

---

### **See Also**

[Chapter 4, "Using Enterprise Integration Points," page 21](#)

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating and Managing Orders and Assignments"*

## Credits and Fall Offs

When you create a career assignment or you convert a temp-to-hire assignment, you charge a fee for the placement. You might also make guarantees regarding how long the employee will stay employed by the customer to earn your full placement fee. If this guarantee is not met, the customer may want part of the placement fee credited or refunded. This credit is called a fall off.

If you have both PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office installed, the system can automatically create a fall off credit for a career assignment by simply clicking a button.

If you only have PeopleSoft Pay/Bill Management installed, this button is not available, so if a fall off occurs and requires a credit, you must manually add a credit memo in the delivered PeopleSoft Billing pages. You must provide the necessary reference information on these pages—such as the project, activity, contract, contract line, and billing plan—to have visibility to these credits from the PeopleSoft Project PeopleSoft Costing and Contracts pages.

---

**Note.** If you have PeopleSoft Staffing Front Office installed, see the *PeopleSoft Staffing Front Office 9.1 PeopleBook* for information regarding fall offs.

---

### See Also

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Creating and Managing Orders and Assignments," Placing Candidates in Assignments

## Common Elements Used in This Chapter

### Branch

Branches can represent companies, agencies, subsidiaries, divisions, departments, or branch offices within an organization. You can map each staffing branch to business units for these PeopleSoft products:

- Contracts
- Payables
- Project Costing

**Pay/Bill Management Center** Click to access the PeopleSoft Pay/Bill Management Center page.

---

## Creating Staffing Orders

You use the same component to create both career and temporary orders.

---

**Note.** PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office share the same Order component. However, certain pages and fields within pages only display depending on which of these two products is installed.

---

You enter order information using pages described in the Staffing Front Office PeopleBook.

**See Also**

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating and Managing Orders and Assignments"*

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating and Managing Orders and Assignments,"  
Creating Orders for Career and Temporary Placements*

---

## Defining Assignments

You use the same component to create assignments for both career and temporary assignments; however, the fields on the Assignment header page vary based on the order type. These pages are discussed separately. In addition, the Assignments - Initial Payroll Setup page does not apply for career orders.

---

**Note.** PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office share the same Assignment component. However, certain pages and fields within pages only display depending on which of these two products is installed

---

Refer to the pages described in the Staffing Front Office PeopleBook to enter assignments.

**See Also**

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Defining Your Operational Structure," Setting Up Security*

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating and Managing Orders and Assignments"*

*PeopleSoft Staffing Front Office 9.1 PeopleBook, "Creating and Managing Orders and Assignments," Placing Candidates in Assignments*

---

## Reviewing Employee Job and Assignment Cross References in HCM

PeopleSoft Pay/Bill Management provides a component in the HCM database to inquire about the employee job record used to pay an employee for a particular assignment (and project and activity). This component facilitates employee job data maintenance when the data changes should only affect particular assignments. The information in the component is display-only.

## Page Used to Review Employee Job and Assignment Cross References

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Assignment	FO_EMPL_XREF	HCM database Workforce Administration, Job Information, Review Staffing Assignments	Review staffing assignment information.

---

## Viewing Assignment Transactions

This section discusses how to view assignment transactions.

---

**Note.** This page is display only.

---

### See Also

*PeopleSoft Project Costing 9.1 PeopleBook*, "Reviewing and Adjusting Project Costs," Reviewing and Adjusting Project Cost Transactions

## Page Used to View Assignment Transactions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
View Assignment Transactions	FO_PROJ_EXPRESSG	<ul style="list-style-type: none"> <li>• Staffing, Pay/Bill Management Center, Orders and Assignments, View Assignment Transactions</li> <li>• Staffing, Orders and Assignments, View Assignment Transactions</li> </ul>	View transactions pertaining to assignment activity.

## Viewing Assignment Transactions

Access the View Assignment Transactions page (Staffing, Pay/Bill Management Center, Orders and Assignments, View Assignment Transactions).

### Analysis Group

Analysis types belonging to the analysis group determine the kinds of transactions available for viewing.

<b>Max Number of Rows in Scrolls</b> (maximum number of rows in scrolls)	Enter the number of rows that you want the system to display on the page.
<b>Get List</b>	Click this button to populate the fields in the Transactions group box with values from the PROJ_RESOURCE table that meet your search criteria.
<b>Project Costing Transaction List</b>	Click this link to be transferred to the PeopleSoft Project Costing transaction list component, where more search capabilities and information is provided.
<b>Add Transaction</b>	Click this link to be transferred to the Project Costing Add Transactions component where you can add records directly to the project resource table in PeopleSoft Project Costing.
<b>Transaction Adjustment</b>	Click this link to be transferred to the Project Costing Transaction Adjustment component where you can adjust project resource records in PeopleSoft Project Costing.

See *PeopleSoft Project Costing 9.1 PeopleBook*, "Reviewing and Adjusting Project Costs," Reviewing and Adjusting Project Cost Transactions.

***Analysis/Invoice***

<b>Analysis Type</b>	Displays the transaction analysis type. Values might include: PAY, BIL, ACT and others.
<b>Time Rptg Cd</b> (time reporting code)	Displays the TRC associated with this transaction.
<b>UOM</b> (unit of measure)	Displays the unit of measure.
<b>Invoice</b>	Displays the invoice number for this transaction record, if applicable.
<b>ADJ Invoice</b> (adjustment invoice)	Displays the adjustment invoice number, if applicable.

***Description/Amount***

<b>Description</b>	Displays a description of the transaction item.
<b>Quantity</b>	Displays the quantity for this transaction item (for example, number of hours).
<b>Multiplier</b>	Displays any relevant multiplying factors (for example, bill rate).
<b>Total Amount</b>	Displays the transaction amount in the order currency.
<b>Line Description</b>	Displays a shorter version of the Description field.

**Billing/Currency**

<b>BI Status</b>	Displays the billing status for this transaction item: <i>D</i> (done), <i>I</i> (ignore), <i>N</i> (not distributed), <i>P</i> (priced), <i>U</i> (unbillable or nonbillable), and <i>W</i> (billing worksheet).
<b>Date/Time, Account, and Department</b>	Displays accounting information to use for this transaction.
<b>Foreign Currency</b>	Displays the currency of the original transaction.
<b>Amount</b>	Displays the amount in the original transaction currency.
<b>Rate Type</b>	Displays the method that the system uses to calculate currency translations. Examples include: <i>Floating Rate</i> and <i>Spot Market Rate</i> .
<b>Currency Effective Date</b>	Displays the currency effective date used when converting the original transaction currency to the book currency.
<b>Exchange Rate</b>	Displays the exchange rate used when converting the original transaction currency to the book currency.

**Transaction Detail**

<b>Transaction Date</b>	Displays the date on which the transaction occurs.
<b>Trans ID</b> (transaction ID)	Displays the unique ID number that the system assigns to the transaction.
<b>User ID</b>	Displays the identity of the user who entered the information.

---

## Viewing Assignment Rates

This section discusses how to view assignment rates.

## Page Used to View Assignment Rates

Page Name	Definition Name	Navigation	Usage
View Assignment Rates	FO_ACTV_RATE_LST	<ul style="list-style-type: none"> <li>Staffing, Pay/Bill Management Center, Orders and Assignments, View Assignment Rates</li> <li>Staffing, Orders and Assignments, View Assignment Rates</li> </ul>	<p>View assignment pay and bill rates based on search criteria such as customer ID and vendor ID.</p> <p>Useful when negotiating rates for new orders and assignments to verify past rates; reference this page when you discuss rates and work with a customer.</p> <p><b>Note.</b> This page is available for <i>temporary</i> assignments only. The system does not display this page for <i>career</i> assignments.</p>

## Viewing Assignment Rate Information

Access the View Assignment Rate page (Staffing, Pay/Bill Management Center, Orders and Assignments, View Assignment Rate).

You can narrow your search by selecting values in the SetID, Customer ID, Vendor ID, Personnel Status, and Assignment Status fields. Click Search to populate the table with assignments based on your search criteria.

<b>Vendor ID or Customer ID</b>	Select either a vendor or a customer.
<b>Personnel Status</b>	Select <i>Employee</i> or <i>Non-Employee</i> .
<b>Assignment Status</b>	Select <i>Canceled</i> , <i>Ended</i> , or <i>Open</i> for the assignment status.
<b>Search</b>	Click this button to return the results.
<b>Name</b>	Displays the employee name.
<b>Description</b>	Displays the assignment descriptions.
<b>Job</b>	Displays the job description that corresponds with the associated job code.
<b>Start Date and End Date</b>	Displays the dates when the assignment begins and ends.
<b>Pay Rate and Bill Rate</b>	Displays the amount per hour that you will pay employees or bill customers for work performed at the customer's site for the assignment. The rate appears in the billing currency.

**Currency Code**

Displays the billing currency for the assignment.



Click the Assignment Information button to access the Assignment page for additional rates and information.

## Making Mass Assignment Rate Changes

This section provides an overview of Mass Assignment Rate Changes and discusses how to:

- Search for assignments for rate changes.
- Enter mass rate change criteria.

## Understanding Mass Assignment Rate Changes

This feature provides users with the ability to update rates for several assignments at once. Also, if those updates are applied against assignments that already have transactions entered in the system, the system automatically triggers a process to create retroactive transactions to address such updates. Mass Assignment Rate Changes allows the user to enter search criteria to select the assignments to be updated. The selected assignments are then listed and users are able to create, update and delete rates, rate elements, markups for the assignments, either row by row either for the entire set. The system will check that Pay/Bill management is installed and a non-compliance reason has been entered.

### ***Time and Labor Integration***

By submitting the request, application messaging will be sent to the HCM database. Such application messaging will update the records FO\_ASGN\_RT\_DTL and FO\_TL\_OVR\_TBL. Both records are responsible for the storage of default override rates that are used on Staffing time reporters.

After submitting the mass change request, the status is updated to *Submitted* and an application message is sent to HCM.

The Mass Assignment Rate Changes component is available in HCM to perform the mass change. In HCM the updates will resume to the record FO\_ASGN\_RT\_DTL. New time entries will not be created in this process. The request is sent to HCM through the application message FO\_MC\_ART\_BATCH. The request can be submitted in HCM by clicking the Submit button. In HCM, by submitting the mass change, the system will update the FO\_ASGN\_RT\_DTL record as needed and retrieve impacted time reporters from TL\_RPTD\_TIME and TL\_RAPID\_TIME.

## Pages Used to Make Mass Assignment Rate Changes

<b><i>Page Name</i></b>	<b><i>Definition Name</i></b>	<b><i>Navigation</i></b>	<b><i>Usage</i></b>
Mass Assignment Rate Changes – Search	FO_MC_ASGN_RT_REQ1	Staffing, Orders and Assignments, Mass Assignment Rate Changes, Search	Search for assignments for rate changes.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Save Search Criteria As	FO_SAVE_SEARCH_SEC	Click the Save Search Criteria As link on the Mass Assignment Rate Changes – Search page.	Save the search criteria for future use.
Delete Search Criteria	FO_DEL_SEARCH_SEC	Click the Delete Search Criteria link on the Mass Assignment Rate Changes – Search page.	Delete previously saved search criteria.
Personalize Search Criteria	FO_SRCH_CUSTOM_SEC	Click the Personalize Search Criteria link on the Mass Assignment Rate Changes – Search page.	Select the fields you want to appear on the Mass Assignment Rate Changes – Search page.
Request Mass Assignment Rate Changes – Update	FO_MC_ASGN_RT_REQ2	Staffing, Orders and Assignments, Mass Assignment Rate Changes, Update	Enter mass rate change criteria.
Request Mass Assignment Rate Changes	FO_MC_ASGN_RT_REQ1	HCM Database Time and Labor, Report Time, Request Mass Assignment Rate Changes	Request mass assignment rate changes in the HCM database.

## Searching For Assignments For Rate Changes

Access the Request Mass Assignment Rate Changes – Search page (Staffing, Orders and Assignments, Mass Assignment Rate Changes, Search)

### Request Mass Assignment Rate Changes

**Request ID:** Standard      **Mass Change Type:** Mass Change - Assignment Rates

**\*Description:**       **Status:** New      [Process Monitor](#)      [Report List](#)

---

**Search**      **Update**

#### Search Criteria

Use Saved Search:

           [Save Search Criteria](#)      [Delete Saved Search](#)      [Personalize Search Criteria](#)

---

<b>*Staffing Branch</b>	=	<input type="text" value="CA001"/>	<input type="button" value="🔍"/>
<b>Customer ID</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Customer Name</b>	BeginsWith	<input type="text"/>	
<b>Location</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Vendor ID</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Vendor Name</b>	BeginsWith	<input type="text"/>	
<b>Department ID</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Business Unit</b>	=	<input type="text"/>	
<b>Service Order ID</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Work Assignment ID</b>	BeginsWith	<input type="text"/>	
<b>Employee ID</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Employee Name</b>	BeginsWith	<input type="text"/>	
<b>Job Code</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Rate Profile ID</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Rate Element</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Rate Purpose</b>	=	<input type="text"/>	<input type="button" value="🔍"/>
<b>Pay Rate</b>	=	<input type="text"/>	
<b>Bill Rate</b>	=	<input type="text"/>	
<b>Start Date</b>	=	<input type="text"/> <input type="button" value="📅"/>	
<b>End Date</b>	=	<input type="text"/> <input type="button" value="📅"/>	

           [Save Search Criteria](#)      [Delete Saved Search](#)      [Personalize Search Criteria](#)

Request Mass Assignment Rate Changes – Search page (1 of 2)

Select All    Deselect All   Add Selected

Search Results Customize | Find | View 100 | First 1-50 of 116 | Last

Selected	Assignment	Customer Name	Location	Employee Name	Job Title	Start Date	End Date	Rate Effdt	Pay Rate	Bill Rate	Markup %	
<input checked="" type="checkbox"/>	ASG0701A	Cress Tool and Die	Main	Halpert,Jim	Consultant-Junior	06/01/2009	06/01/2010	06/01/2009	20.00	24.00	20.00	
<input checked="" type="checkbox"/>	ASG0701	Cress Tool and Die	Main	Halpert,Jim	Consultant-Junior	06/01/2009	06/01/2010	08/03/2009	25.00	31.00	24.00	
<input type="checkbox"/>	ASG0701	Cress Tool and Die	Main	Halpert,Jim	Consultant-Junior	06/01/2009	06/01/2010	06/01/2009	20.00	24.00	20.00	
<input type="checkbox"/>	ASG0701A	Cress Tool and Die	Main	Halpert,Jim	Consultant-Junior	06/01/2009	06/01/2010	08/03/2009	25.00	30.00	20.00	
<input type="checkbox"/>	ASG0701D	Cress Tool and Die	Main	Halpert,Jim	Consultant-Junior	06/01/2009	06/01/2010	06/01/2009	20.00	24.00	20.00	
<input type="checkbox"/>	ASG0701B	Cress Tool and Die	Main	Halpert,Jim	Consultant-Junior	06/01/2009	06/01/2010	06/01/2009	20.00	24.00	20.00	
<input type="checkbox"/>	ASG0301	Cress Tool and Die	Main	Scott,Michael	Accountant	01/01/2009	12/31/2009	01/01/2009	10.00	12.00	20.00	
<input type="checkbox"/>	ASG0301B	Cress Tool and Die	Main	Scott,Michael	Accountant	01/01/2009	12/31/2009	01/01/2009	10.00	12.00	20.00	
<input type="checkbox"/>	ASG0301D	Cress Tool and Die	Main	Scott,Michael	Accountant	01/01/2009	12/31/2009	10/01/2009	12.50	15.00	20.00	
<input type="checkbox"/>	ASG0301D	Cress Tool and Die	Main	Scott,Michael	Accountant	01/01/2009	12/31/2009	11/15/2009	20.00	24.00	20.00	
<input type="checkbox"/>	ASG0301D	Cress Tool and Die	Main	Scott,Michael	Accountant	01/01/2009	12/31/2009	08/01/2009	11.00	13.20	20.00	
<input type="checkbox"/>	ASG0301D	Cress Tool and Die	Main	Scott,Michael	Accountant	01/01/2009	12/31/2009	01/01/2009	10.00	12.00	20.00	
<input type="checkbox"/>	ASG0301A	Cress Tool and Die	Main	Scott,Michael	Accountant	01/01/2009	12/31/2009	01/01/2009	10.00	12.00	20.00	
<input type="checkbox"/>	ASG1001A	Cress Tool and Die	Main	Truck,Ed	Consultant-Junior	06/01/2009	06/01/2010	06/01/2009	25.14	30.00	19.33	
<input type="checkbox"/>	ASG1001B	Cress Tool and Die	Main	Truck,Ed	Consultant-Junior	06/01/2009	06/01/2010	06/01/2009	25.14	30.00	19.33	

Select All    Deselect All   Add Selected

Request Mass Assignment Rate Changes – Search page (2 of 2)

**Description**

You must enter a description for this mass change request.

**Audit**

The Audit process will always be run for a Mass Change Request, either separately by clicking the Audit button or along with the Submit processing. If the audit is run along with the submit process, the audit is run before the actual mass change so that errors are caught prior to the updates. The Audit process will check for:

- Valid rate profile.
- A rate element that is unique among all of the rate element rows.
- Only one rate element of with a type *Regular* is allowed.
- Rate Action A (Pay and Bill) Pay Rate and Bill Rate cannot be 0.
- B (Bill Only) Bill Rate cannot be 0.
- P (Pay Only) Pay Rate cannot be 0.
- A unique time reporting code among each? rate element row.
- The effective date for the new rates cannot be later than the assignment's end date.
- The effective date for the new rates cannot be earlier than the assignment's start date.

A warning will be issued for each of these situations:

- Bill rates that were overridden.
- Rates exceeding minimum/maximum rates values per master customer contract.
- Markups exceeding maximum markup allowed per master customer contract.

**Submit**

For the Mass Assignment Rate Changes, the FO\_MC\_ART\_AE Application Engine process will perform the mass updates. By Submitting the Mass Assignment Rate Changes request the system will first run the Audit Report and display it on the screen. If critical errors are reported, then no updates will take place. The user will need to review the Audit Report and take actions prior to submitting the request again. If no errors are found, the Application Engine FO\_MC\_ART\_AE is called and the updates will take place.

**Save Search Criteria**

Click to access the Save Search Criteria As page. The search criteria is unique to each user.

**Delete Search Criteria**

Click to access the Delete Saved Search Criteria page and to delete previously saved searches. Only searches created by this user will be available for deletion.

**Personalize Search Criteria**

Click to access the Personalize Search Criteria page and to select which fields you want to appear in the search criteria group box.

**Add Selected**

From the list of assignments matching the search criteria, displayed in the Search Results grid, select those assignments that are to be updated and clicking this button. The selected assignments are listed and displayed in the Selected Assignments grid on the Request Mass Assignment Rate Changes – Update page.

**Entering Mass Rate Change Criteria**

Access the Request Mass Assignment Rate Changes – Update page (Staffing, Orders and Assignments, Mass Assignment Rate Changes, Update)

**Request Mass Assignment Rate Changes**

Request ID: Standard      Mass Change Type: Mass Change - Assignment Rates

\*Description:       Status: New                  [Process Monitor](#)  
[Report List](#)

**Rates**

SetID:        Create Audit Report  
 Rate Profile ID:        Process Warnings  
 Effective Date:       **Mass Contract Non-Compliance Reason**  
 Currency:       Reason:   
 Applies to:  Bill Rate       Pay Rate  
 Increase/Decrease Rate By (%):       History Text:   
 Default Rate:   
 Target Margin:   
 Default Markup:   
     

**Rate Set Detail**      Customize | Find |       First 1 of 1 Last

Detail No	*Rate Element	Description	Pay Rate	Bill Rate	Markup %	Rate Purpose	Rate Factor	Rate Action	TRC
	<input type="text"/>		<input type="text"/>	<input type="text"/>					<input type="button" value="-"/>

**Request Mass Assignment Rate Changes – Update (1 of 2)**

Select All       Deselect All           

**Selected Assignments**      Customize | Find | View All |       First

Selected	Action	Status	Assignment	Employee Name	Job Title	Start Date	End Date	Rate Effdt	Rate Element	Pay Rate	Bill Rate	Markup %	New Pay Rate	New Bill Rate	New Markup %	Margin %	Margin
<input type="checkbox"/>	None	Ready	ASG0701	Halpert,Jim	Consultant-Junior	06/01/2009	06/01/2010	08/03/2009	NEREG	25.00	31.00	24.00	<input type="text"/>	<input type="text"/>			<input type="button" value="-"/>
<input type="checkbox"/>	None	Ready	ASG0701A	Halpert,Jim	Consultant-Junior	06/01/2009	06/01/2010	06/01/2009	NEREG	20.00	24.00	20.00	<input type="text"/>	<input type="text"/>			<input type="button" value="-"/>

**Request Mass Assignment Rate Changes – Update (2 of 2)**

**SetID**

Select the SetID for the new rates.

<b>Rate Profile ID</b>	Select the rate profile to copy rates from. This is a required field.
<b>Effective Date</b>	Enter the date the rate changes become effective.
<b>Currency</b>	Select the currency to display the information.
<b>Applies To</b>	Specify whether the rate information applies to the <i>Pay Rate</i> or <i>Bill Rate</i> .
<b>Increase/Decrease Rate by %</b> (increase/decrease rate by percentage)	The value entered here will increase or decrease all rates of type <i>Regular</i> or <i>Overtime</i> in the assignment. If this value is entered, the New Rate, New Margin, and New Markup % fields will not be available for edit. If the New Rate, New Margin, or New Markup % fields are completed, this field will not be available for editing. If this field is filled, then the Apply button will not be available because the changes will be done directly on the selected assignments.
<b>Target Margin</b>	If this field is completed, the Increase/Decrease Rate by (%) and New Markup % fields will be unavailable for edit.
<b>Default Markup</b>	If the New Markup %, Increase/Decrease Rate by (%), or New Target Margin fields are populated, this field will be unavailable for editing.
<b>Apply Rate</b>	Click to populate the rates grid according to previously entered information. If the Increase/Decrease Rate by (%) field is populated, the apply button will not be available as the changes will be done directly on the selected assignments. Otherwise, the rates grid will be populated with the rate set determined by the rate element and according to the rate profile.
<b>Create Audit Report</b>	Click to create an audit report for this request. The report shows a preview of the updates (based on the Selected Assignments grid) and will run validation against the proposed changes. The report will provide the user with information on possible errors and warnings. Once requests for Mass Assignment Rate Changes are saved under a Request ID, the system will automatically run an audit report. Audit reports can be created for requests that are in an <i>Open</i> or <i>Submitted</i> status.
<b>Process Warnings</b>	Assignments without a respective master contract will only be processed if this checkbox is selected.
<b>Mass Contract Non-Compliance Reason</b>	Enter a reason for not complying with a customer master contract.
<b>Apply to Selected Assignments</b>	Click to update all lines in the Selected Assignments grid. Users can review all updates by checking the assignments directly on the Selected Assignments grid or by saving the request and running the audit report.
<b>Reset Selected Assignments</b>	Click to reset the Selected Assignments grid. The system will display a warning message will be displayed prior to proceeding with the reset.

## ***Rate Set Detail***

### **Action**

The Action field in the Selected Assignments Grid will determine which action, Add, Update or Delete, will be taken for each rate element of an assignment. Important Note: Pay Rates and Bill Rates can only be modified for the regular rate element. Overtime and Double Time rates derive the rates according to the multiplier factor of the corresponding Time Reporting Code (TRC).

The action field is available for editing but it is also automatically set when using the Apply To Selected Assignments feature of the Rates Area. It can assume the following values: None, Add, Delete, Update. It indicates for the Mass Change process what to do with that particular rate line.

The system will examine each selected assignments rowset and will update the new rates (Pay Rate / Bill Rate), New markup %, and New margin %. If this is a new rate element that is being added to the rate profile of that assignment the action field will be New. If it is about a deleted rate element for that assignment, the action field will be Delete. If it is about a rate modification of an existing rate element for that assignment the action field will be Update. Action Field will also determine whether the assignment rate line has been processed or not for that Mass Change Request. If it has already been processed its status goes to 'Done' (updated in FSCM) or 'Submitted' (sent to HCM). If the Status is done, the selected flag gets blanked out and will be made unavailable. Assignment Rate lines with status 'Submitted' will not be considered for another Mass Change run in the same request.

### **Status**

The Status field is a read-only field and set by the Audit and Submit processes. It can assume the following values: Ready, Error, Warning, Done.

## ***Assignment Rates***

The Selected Assignments grid allows the user to directly update/override the assignment rates (Effective Date, Pay Rate, Bill Rate, Markup %) in a row-by-row basis. The Action field will determine which action – Add, Update or Delete – will be taken for each rate element of an assignment. If the rate effective date is such that it already exists for a particular assignment the system will consider this action as an update request. Existing rate elements will be updated. Non-existing rate elements will be added. Rate elements that are not in the new set will be deleted. If the rate effective date is such that it does not exist for a particular assignment the system will consider this action as a request for new set of rates as if adding it from the Assignments component. All rate elements will be added. Saving the request still will not change the rates on the assignments. The user has to submit the request by pressing the Submit button.

## Chapter 10

# Working with Purchase Order Tracking

This chapter provides an overview of purchase order (PO) tracking and discusses how to:

- Create purchase order tracking numbers.
- Review purchase order tracking numbers.

---

## Understanding Purchase Order Tracking

PO tracking enables you to add customer purchase orders to the system with their balances and expiration dates, link assignments with these customer POs, apply the amounts billed against the PO balances, and obtain online tracking information for the PO balances.

In the Assignment component, on the Assignments - Billing page, if the Use PO Tracking check box is not selected, users can enter a customer PO number—for POs that have not been previously added to the system and for which users do not need PO balances to be tracked. In such situations, the PO number is free-form and is passed to the billing plan in PeopleSoft Contracts; from there it is sent to PeopleSoft Billing where it can be used to print on the invoice.

---

**Note.** You can associate an assignment with a PO when you create the assignment.

Although you can capture customer PO information for career assignments, the PO balance tracking feature is only available for temporary assignments.

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This section discusses:

- PO tracking numbers.
- PO statuses.
- PO linking.
- PO extensions.
- PO inquiries.
- PO processing.
- PO encumbrances.

**See Also**

*PeopleSoft Staffing Front Office 9.1 PeopleBook*, "Creating and Managing Orders and Assignments," Placing Candidates in Assignments

**PO Tracking Numbers**

Your clients might provide you with POs authorizing specific amounts to be allocated for services rendered. Use PO tracking numbers to track these fixed-amount POs over a specified period.

You can create PO tracking numbers on the Purchase Order page, where you can capture basic information about a PO such as the start date, end date, and reference contact ID. Use the Purchase Order - Contract Lines page to link PO tracking numbers with assignments by using the contract lines with which they are associated.

There are two pages for PO tracking creation:

- The Create Purchase Orders - Purchase Order page in Add mode, where you can enter new PO tracking numbers.
- The Create Purchase Orders - Purchase Order page in Update/Display mode, where you can edit existing PO tracking numbers.

**PO Statuses**

You encounter these statuses when setting up POs.

<b>New</b>	Default status when first creating a PO tracking number. All fields associated with a new PO tracking number are fully editable.
<b>Active</b>	The system updates the PO status to <i>Active</i> after the Billing to Projects/Contracts Interface process (BIPCC000) runs for the first time for that PO. While in <i>Active</i> status, some fields become unavailable for entry.
<hr/>	
	<b>Note.</b> You must have at least one active extension.
<b>Exhausted</b>	Upon depletion of the PO balance, the system updates the PO status to <i>Exhausted</i> , and you cannot change it manually. All extensions must be exhausted to change the status of a PO to <i>Exhausted</i> . If you enter a new extension for an exhausted PO, the PO becomes active again.
<hr/>	
	<b>Note.</b> For an extension to become exhausted, it must be depleted to zero.
<b>Expired</b>	If a PO is past its end date (which appears on the Purchase Order page), the status changes to <i>Expired</i> . This occurs even if the PO has a remaining balance. You can set the PO back to <i>Active</i> if you change the end date.

## PO Linking

You can link the PO to an assignment during creation of the PO tracking number or upon creation of the assignment. You can update this relationship from either location.

When linking the PO tracking number to a contract, your list of available contracts is limited to those with the same currency and customer ID as the PO tracking number.

When linking an assignment to an existing PO tracking number, your list of available PO tracking numbers is limited to those that have the same currency and customer ID as the assignment. If you choose a PO which is exhausted or expired, the system displays a warning message.

An open PO can be either:

- A PO tracking number with at least one customer extension that has not yet been exhausted or expired.
- A PO tracking number with an exhausted or expired customer extension but with an internal extension that has not been exhausted or expired.

### ***PO Linking Rules***

You can link:

- A PO tracking number to multiple contract lines (assignments).
- An assignment (contract line) to one PO tracking number (and its related extensions) only.

### ***PO Linking Locations***

You can associate a PO tracking number with an order:

- On the Assignment page.
- During the creation of the PO tracking number on the Create Purchase Orders - Contract Lines page.

### ***PO Tracking Numbers: Unlinking and Relinking***

You can:

- Change the linked PO tracking number on an assignment detail at any time.

If you change an order's PO tracking number, this change is reflected in the Create Purchase Orders - Contract Lines page.

- Unlink and relink orders to PO tracking numbers on the Create Purchase Orders page or the Assignments page.

### ***Linking Terminology***

Here is the relationship between terms:

- A PeopleSoft Pay/Bill Management *order* creates one PeopleSoft Contracts *contract* and one PeopleSoft Project Costing *project*.

- A PeopleSoft Pay/Bill Management assignment creates one PeopleSoft Contracts *contract line* and one PeopleSoft Project Costing *activity*.

## PO Extensions

An extension is an issuance of an additional amount by the client on an existing PO. Extensions must be in the same currency as the original PO. To create an extension in a different currency, add a new PO tracking number.

The extension number is an auto-numbered, system-generated number for each amount added to the PO tracking ID.

The system sets the extension status to *Active* once a transaction is applied. You cannot change an extension amount or customer PO reference number once a transaction has been applied to the extension.

### ***Extension Types***

PeopleSoft Pay/Bill Management allows two types of extensions:

#### **Customer**

The default for all extension types. With the exception of the first extension (extension # = 0) (extension number), you can override this type. The first extension for a PO tracking number must always be *Customer*.

Once an extension type is set to *Customer* and saved, it cannot be reset to *Internal*.

A customer extension represents a new PO from the customer. The new PO can be either a new customer PO number or an extension of the original. Identify this value in the Customer PO field.

#### **Internal**

Establish an internal extension to continue processing on an expired or exhausted extension. This extension can be used as a placeholder, allowing you to continue to bill until you receive the actual customer PO.

## PO Inquires

You can view information regarding PO balance tracking and filter the information based on specified search criteria such as a bill to customer, date range, and so forth. You can also define tolerance levels that trigger warning buttons to appear for PO exhaustion and expiration.

### ***Tolerance***

There are two types of tolerances for POs:

<b>Tolerance Amount</b>	<p>The system compares the remaining amount minus the committed amount with the tolerance percentage multiplied by the original PO amount.</p> <p>The results determine the tolerance warning.</p> <p>For example, suppose that you enter a tolerance percentage of 40 and you have an original PO amount of 100,000 USD; your tolerance amount is 40,000 USD.</p>
<b>Tolerance Date</b>	<p>The system compares the number entered for the allowed tolerance days with the PO's number of remaining days. The PO's number of remaining days is the difference between the current date and the end date from the PO Entry page.</p> <p>The results determine the tolerance warning.</p>

---

**Note.** The tolerance amount should be tax inclusive. Also, the committed amount should include the encumbrance percentage held for taxes.

---

### ***Tolerance Warning Indicators***

The system uses these tolerance warning indicators:

 (Green = normal)	Normal tolerance level.
 (Yellow = below)	Below tolerance level.
 (Red = exhausted)	Exhausted or expired PO tracking number.

## **PO Processing**

When billable transactions are sent to PeopleSoft Billing, the system looks for a valid customer PO number that is associated with assignments marked *Awaiting PO*. If the PO is not expired or exhausted, the number is printed on the bill row for visibility on the invoice. The PO balance is updated according to the amount of the billable transaction. If the PO is expired or exhausted, the billable transaction is not sent to PeopleSoft Billing but is held until a valid PO is entered.

PeopleSoft Pay/Bill Management applies two levels of control:

- If the PO is exhausted or expired, the system stops applying transactions to the PO.
- If the activity exceeds the PO extension, the system stops applying transactions to the PO and enables you to provide an extension.

If you attempt to apply an exhausted or expired PO without an extension to a transaction, the system sends the transaction back to the PROJ\_RESOURCE table with a billing distribution status of *P*, (Priced) and populates an error table. You can view the error table and use this information to initiate a new PO issuance with the customer or create an internal extension prior to running the transactions back through to PeopleSoft Billing. You can also write off the transactions by using the standard PeopleSoft functionality.

If the PO is open (not exhausted or expired), transactions should be applied to it. However, transactions are not split to apply residual PO amounts. For example, if a 50 USD amount remains on a PO and the transaction (PROJ\_RESOURCE row) for 80 USD is applied, an error occurs. The PO appears fully exhausted, and its billing distribution status returns to *P* in the PROJ\_RESOURCE table.

Transactions cannot span multiple extensions. For example, if there is a PO with 500 USD in extension #0 and 100 USD in extension # 1 and someone enters three transactions of 200 USD each, the system processes only the first two transactions. The third transaction is not processed even if the 100 USD remaining on extension # 0 plus the 100 USD on extension #1 equal 200 USD.

The after-tax invoice amount is applied against the PO tracking number. Because taxes are calculated in PeopleSoft Billing, an encumbrance percentage is established and applied to the committed amount when the transaction is first selected. Upon invoice finalization, the committed amount should be reversed and the actual invoice amount (net of taxes) is reduced from the PO amount to get the new remaining amount.

### See Also

[Chapter 3, "Understanding Oracle's PeopleSoft Pay/Bill Management," Integration with Other PeopleSoft Applications, page 10](#)

## PO Encumbrances

In addition to tracking customer POs, you can enter an encumbrance percentage on the Contract Profile page to set aside a portion of the PO balance for tax purposes. The encumbrance percentage should be reserved for sales tax, use tax, inclusive value-added tax (VAT), or exclusive nonrecoverable VAT.

For example, suppose that you enter an encumbrance percentage of 10 percent on the Contract Profile page and you have a PO with these amounts:

<i>Original PO Amount</i>	<i>Remaining Amount</i>	<i>Committed Amount</i>	<i>Encumbrance %</i>
20,000 USD	1,100 USD	0 USD	10

When a billable transaction of 1,000 USD is run through the Billing to Projects/Contract Interface process (CA\_BI\_INTFC), the PO amount is successfully applied to the transaction with the resulting totals:

<i>Original PO Amount</i>	<i>Remaining Amount</i>	<i>Committed Amount</i>	<i>Encumbrance %</i>
20,000 USD	1,100 USD	1,100 USD*	10

\*1,000 USD is used for the transaction and 100 USD is used for the 10 percent anticipated tax.

If the invoice is finalized with an actual tax rate of 8 percent after running the Billing to Projects interface (BIPCC000), the PO amounts will be:

<b>Original PO Amount</b>	<b>Remaining Amount</b>	<b>Committed Amount</b>	<b>Encumbrance %</b>
20,000 USD	20 USD*	0 USD	10

\* 1,100 USD – 1,000 USD – 80 USD tax = 20 USD

If there are insufficient funds in the PO to cover the transaction amount plus the encumbrance amount, the transaction goes to an error table when you run the Billing to Projects/Contract Interface process. However, if you underestimate the tax amount, the system allows an invoice to pass through, resulting in an exhausted PO. For example, if your encumbrance is 10 percent, but the actual taxes are 12 percent, the system does not error out and you will go negative on the PO:

<b>Original PO Amount</b>	<b>Remaining Amount</b>	<b>Committed Amount</b>	<b>Encumbrance %</b>
20,000 USD	(20 USD)*	0 USD	10

\* 1,100 USD – 1,000 USD – 120 USD tax = –20 USD

---

**Note.** Set up your encumbrance percentage on the Contract Profile page to set aside a portion of the PO balance for tax purposes. This encumbrance percentage must not be lower than your expected tax percentage.

---

### **See Also**

Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Setting Up Contract Profiles, page 47

## **Common Elements Used in This Chapter**

### **Amount Tolerance**

User defined warning limits:

- *(Red)*: Exhausted or expired PO tracking number.
- *(Yellow)*: Below tolerance.
- *(Green)*: Normal tolerance.

### **Bill To Customer**

Customer receiving the billing invoice.

### **Committed Amount**

Amount for the PO tracking number or extension sent to PeopleSoft Billing, before bills have been finalized. When a bill is finalized in PeopleSoft Billing, the amount for that bill is backed out of the Committed Amount field, and is then reflected in the Remaining Amount field.

The committed amount for a PO tracking number includes all extensions.

<b>Customer PO</b>	Enter your customer's PO reference number to relate it to your internal PO tracking number. The customer PO appears on the printed invoice provided by PeopleSoft Billing. The number may differ from one extension to another.
<b>Encumbrance Amount</b>	An estimated amount added to the PO committed amount for estimated taxes on invoices.
<b>Entered By</b>	User ID of the person who created the PO tracking number.
<b>Extension Number</b>	System-generated number in the PO tracking ID for each amount added to the PO tracking ID. PeopleSoft Pay/Bill Management uses the extension to summarize PO activity by the original PO plus extensions.  The system sets the first extension number to zero with <i>Customer</i> as the extension type.
<b>PO Tracking ID</b>	System-generated field to uniquely identify the PO. This is your internal PO number.
<b>Remaining Amount</b>	Total amount for the PO tracking number or extension minus any amounts finalized in billing.  The remaining amount for a PO tracking number includes all extensions.

---

## Creating PO Tracking Numbers

This section discusses how to:

- Define general PO tracking information.
- Edit existing PO tracking numbers.
- Review PO tracking extensions.
- Enter service agreement information.
- Link a PO tracking number to a contract line (assignment).

## Pages Used to Create PO Tracking Numbers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Purchase Order	FO_PO_HDR_ADD	Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders	Define general information for a new PO.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Purchase Order	FO_PO_HDR	Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders	View and edit existing PO information.
View Date History	FO_PO_DATE_INQ	Click the Date Edits History link on the Purchase Order page.	View time and date history for modifications to PO end dates. Indicates the last user who made modifications to a particular PO tracking number along with the date and time that the modifications were made.
History	FO_PO_EXTENSION	Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders, History	Create, modify, or review extensions attached to a PO tracking number.
Service Agreements	FO_PO_SAR	Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders, Service Agreements	Enter the service agreement requirements negotiated with the customer. This text is informational-only.
Contract Lines	FO_PO_LINK	Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders, Contract Lines	Link a PO tracking number to orders and assignments through the associated contracts and contract lines.

## Defining General PO Tracking Information

Access the Purchase Order page in add mode (Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders).

### **Purchase Order Information**

- Currency Code** Select the PO tracking number currency. This PO currency must be equal to the currency of all linked contact lines.
- Start Date** Enter the PO tracking number start date, which must be less than or equal to the end date. This field is unavailable for entry once the extension is active.
- End Date** Enter the PO tracking end date.
- Date Edits History** Click this link to view time and date history for changes to PO tracking numbers.

**Reference**

**Contact ID** Displays the customer PO contact. This information is for your reference only. No data is passed into PeopleSoft Billing.

**Phone Number** Displays the phone number; you can override it here. This information is for your reference only. No data is passed into PeopleSoft Billing.

**Amounts**

**Total Amount** Enter the total amount to apply to this PO tracking number.

**Customer PO** Enter your customer's PO reference number to relate it to your internal PO tracking number. The Customer PO appears on the printed invoice provided by PeopleSoft Billing.

**Editing Existing PO Tracking Numbers**

Access the Purchase Order page in update mode (Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders).

Purchase Order		History	Service Agreements	Contract Lines
Staffing Customer	Customer ID:	0000050035		
Business Unit: US004	PO Tracking ID:	0000000002	Clerical Resources	
<b>Purchase Order Information</b>				
*Currency Code:	USD	PO Status:	Expired	
*Start Date:	05/01/2006	*End Date:	12/31/2006	<a href="#">Date Edits History</a>
<b>Reference</b>				
Contact ID:	46	Mark Hegenberger		
Phone Number:	925/555-1663	<a href="#">Add Amount</a>		
<b>Extensions Summary</b>				
Total Amount:	75,000.00	Authorized Amt:	75,000.000	
Remaining:	75,000.00	Committed:	0.00	
Entered By:	SAMPLE	Date/Time Stamp: 05/17/06 10:50AM		

Purchase Order page

### ***Purchase Order Information***

<b>PO Status</b>	Displays the status of each PO tracking number: <i>New, Active, Expired, or Exhausted</i> .  This field appears only if you accessed this page in Edit mode and does not appear when you are adding a new PO tracking number.
<b>Date Edits History</b>	Click to view time and date history for changes to the PO end date.

### ***Reference***

<b>Add Amount</b>	Click this button to add a new extension to this PO tracking number.
-------------------	--

### ***Extensions Summary***

<b>Total Amount</b>	Displays the total amount for all extensions applied to your PO tracking number. This value is from the Purchase Order - History page.
<b>Authorized Amt</b> (authorized amount)	Displays the remaining amount minus the committed amount.

## **Reviewing PO Tracking Extensions**

Access the History page (Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders, History).

Purchase Order		History		Service Agreements		Contract Lines	
Staffing Customer		Customer ID:		0000050035			
Business Unit: US004		PO Tracking ID:		0000000002 Clerical Resources			
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #4f81bd; color: white; padding: 2px;">Extensions Amounts <span style="float: right;">Find   View All First 1 of 1 Last</span></div> <div style="padding: 5px;"> <p>*Extension Type: <span style="border: 1px solid #ccc; padding: 2px;">Customer</span> <span style="font-size: small;">v</span>      Description: <span style="border: 1px solid #ccc; padding: 2px;">Office Help</span></p> <p>Extension #: <span style="border: 1px solid #ccc; padding: 2px;">0</span>      *Customer PO: <span style="border: 1px solid #ccc; padding: 2px;">489-345</span></p> <div style="background-color: #4f81bd; color: white; padding: 2px; margin-top: 5px;">Extension Data</div> <p>Status: <span style="border: 1px solid #ccc; padding: 2px;">New</span></p> <p>*Total Amount: <span style="border: 1px solid #ccc; padding: 2px;">75,000.00</span>      Currency: <span style="border: 1px solid #ccc; padding: 2px;">USD</span></p> <p>Remaining: <span style="border: 1px solid #ccc; padding: 2px;">75,000.00</span>      Committed: <span style="border: 1px solid #ccc; padding: 2px;">0.00</span></p> <div style="background-color: #4f81bd; color: white; padding: 2px; margin-top: 5px;">Reference</div> <p>Contact ID: <span style="border: 1px solid #ccc; padding: 2px;">46</span> <span style="font-size: small;">🔍</span> <span style="border: 1px solid #ccc; padding: 2px;">Mark Hegenberger</span></p> <p>Phone Number: <span style="border: 1px solid #ccc; padding: 2px;">925/555-1663</span> <span style="font-size: small;">🔍</span></p> <p>Entered By: <span style="border: 1px solid #ccc; padding: 2px;">SAMPLE</span>      DateTime Stamp: <span style="border: 1px solid #ccc; padding: 2px;">05/17/06 10:49AM</span></p> </div> </div>							

History page

**Extension Type**

Select an extension type. Values are: *Internal* or *Customer*. Once set to *Customer*, the extension type cannot be reset to *Internal*.

---

**Note.** The first PO extension (extension # = 0) must be *Customer*.

---

***Extension Data***

**Status**

Displays the extension status, which the system sets to *Active* once a transaction is applied to the extension. You cannot change an extension amount or customer PO (PO reference number) once a transaction is applied to the extension.

**Total Amount**

Enter the total amount for this extension.

**Currency Code**

Displays the currency of the PO tracking number.

***Reference***

**Contact ID and Phone Number**

Displays the contact ID and phone number, which appear by default from the PO header or previous extension number, if applicable.

## Entering Service Agreement Information

Access the Service Agreements page (Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders, Service Agreements).

**Service Agreement Requirement** Enter the service agreement requirements negotiated with the customer. This text is informational-only.

## Linking a PO Tracking Number to a Contract Line

Access the Contract Lines page (Staffing, Pay/Bill Management Center, Purchase Orders, Create Purchase Orders, Contract Lines).

### *Link All Contract Lines*

**Contract** Select a contract (order) to which you will associate this PO tracking number. Your list of available contracts is limited to those with the same currency and customer ID as the PO tracking number.



Click the Lines Fetch button to populate the PO Contract Lines grid with all contract lines (assignments) with the *Awaiting PO* field set to *Yes*.

### *PO Contract Lines*

**Contract** Select a contract (order) to which you will associate the PO tracking number.

**Contract Line** Select a contract line (assignment) to which you will associate this PO tracking number. Only assignments with the *Awaiting PO* field set to *Yes* are available for selection.

---

## Reviewing PO Tracking Numbers

This section discusses how to:

- Review PO tracking numbers.
- Review PO tracking number details.
- Review PO applied transactions.

## Pages Used to Review PO Tracking Numbers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Purchase Order Inquiry	FO_PO_INQ	Staffing, Pay/Bill Management Center, Purchase Orders, Review Purchase Orders	View PO information. You can filter information based on search criteria.
PO Details Inquiry	FO_PO_INQ_EXT	Click the PO Details button on the Purchase Order Inquiry page.	View PO extension information. You can filter information based on search criteria.
PO Applied Transactions	FO_PO_INQ_DTL	Click the PO Applied Transactions button on the PO Details Inquiry page: Amounts tab.	View information about transactions applied to a PO tracking number. You can filter information by committed, applied, and rejected transactions.

## Reviewing PO Tracking Numbers

Access the Purchase Order Inquiry page (Staffing, Pay/Bill Management Center, Purchase Orders, Review Purchase Orders).

---

**Note.** The prompts for PO Tracking ID and Bill To Customer are not dependent on the values selected for the other fields on the page.

---

**Purchase Order Inquiry**

Search Criteria

Business Unit:  End Date Range  
 Start Date:   
 Bill To Customer:  End Date:   
 Name:   
 PO Tracking ID:   Show Expired  Show Exhausted

Normal  
 Below Tolerance  
 Exhausted

Remaining Amt Tolerance %:   
 Remaining Days Tolerance:

POs

Overview | Amounts |

Business Unit	PO Tracking ID	Bill To Customer	Name	Start Date	End Date	Remaining Days	Date Tolerance	Amount Tolerance	PO Details	Last Transaction Date
US004	<a href="#">0000000002</a>	0000050035	Staffing Customer	05/01/2006	12/31/2006	0 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Customize | Find | View All | First 1 of 1 Last

### Purchase Order Inquiry page

- Business Unit** Select a value to filter your PO search to PO tracking numbers with a specific business unit.
- Bill To Customer** Select a value to filter your PO search to PO tracking numbers with a specific bill to customer.
- PO Tracking ID** Select a value to filter your PO search to a specific PO tracking ID.
- Start Date and End Date** Enter a value to filter your PO tracking ID search to POs that fall within a specific date range.
- Show Expired** Select to include expired PO numbers in your PO tracking ID search.
- Show Exhausted** Select to include exhausted PO numbers in your PO tracking ID search.
- Normal, Below Tolerance, and Exhausted** Displays ID symbols used in the Date Tolerance and Amount Tolerance fields.
- Remaining Amt Tolerance %** (remaining amount tolerance percentage) Enter a percentage for your remaining amount tolerance. When you click Search, the system calculates the remaining amount percentage for each PO tracking ID that fits your search criteria, and posts the matching tolerance button in the PO search results grid.
- Remaining Days Tolerance** Enter your allowed tolerance days. When you click Search, the system calculates the remaining tolerance days for each PO tracking ID that fits your search criteria, and posts the matching tolerance button in the PO search results grid.
- Search** Click to populate the PO search results grid with POs matching your specified criteria.

**Overview Tab**

<b>PO Tracking ID</b>	Click to access the PO Entry page for a specific PO tracking number. If no PO tracking ID is associated, a <i>PO Tracking ID</i> link, instead of a PO tracking ID number, appears in this field. Click this link to access a list of available PO tracking IDs or create a new one.
<b>Name</b>	Displays the bill to customer name.
<b>Start Date</b>	Displays the start date for the PO tracking number that you entered on the PO Entry page.
<b>End Date</b>	Displays the end date for the PO tracking number that you entered on the PO Entry page.
<b>Remaining Days</b>	Displays the number of days remaining for the PO tracking number, which the system calculates based on the start and end dates entered on the PO Entry page.
<b>Date Tolerance</b>	Displays a symbol alerting you to the date tolerance status for this PO line.
<b>Amount Tolerance</b>	Displays a symbol alerting you to the amount tolerance status for this PO line.
<b>PO Details</b>	Click to access the PO Details Inquiry page, where you can view details about extensions attached to this PO tracking number.
<b>Last Transaction Date</b>	Displays the date on which the last transaction was applied to the PO tracking number.
	<hr/> <b>Note.</b> The last transaction date is populated only from finalized bill lines. <hr/>

**Amounts Tab**

<b>Entered</b>	Displays the total amount for this PO tracking number entered on the PO Entry page.
<b>Amount Tolerance</b>	Displays a symbol alerting you to the amount tolerance status for this PO line.

**Reviewing PO Tracking Number Details**

Access the PO Details Inquiry page (Click the PO Details button on the Purchase Order Inquiry page).

**PO Details Inquiry**

**Search Criteria**

Business Unit:  PO Tracking ID:

Bill To Customer:  Extension Type:

Customer Name:

Customer PO:   Show Exhausted  Show Expired

Normal
  Below Tolerance
  Exhausted
 Remaining Amt Tolerance %:

**PO Details** Customize | Find | View All | First 1 of 1 Last

Overview **Amounts** Dates

Business Unit	PO Tracking ID	Extension Number	Bill To Customer	Extension Type	PO Status	Amount Tolerance	Customer PO
US004	0000000002		0 0000050035	Customer	New	<input checked="" type="radio"/>	489-345

PO Details Inquiry page

These fields apply to PO extensions instead of an entire PO.

**Extension Type** Select a value to filter your PO extension search to PO numbers with a specific extension type. Values include: *Customer* or *Internal*.

### Overview

**PO Tracking ID** Click to access the PO Entry page for a specific PO tracking number.

**Extension Type** Displays the extension type. Values are: *Customer* or *Internal*.

**PO Status** Displays the status of the PO tracking number associated with this extension. Values include: *New*, *Active*, *Expired*, or *Exhausted*.

**Amount Tolerance** Displays a symbol alerting you to the amount tolerance status for this extension.

---

**Note.** For an extension, you can view only amount tolerances. Date tolerances do not apply to extensions.

---

**Customer PO** Displays the customer's PO reference number related to this extension.

### Amounts

**Entered** Displays the total amount entered for this extension on the History page.

**Amount Tolerance** Displays a symbol alerting you to the amount tolerance status for this extension.

**PO Applied Transactions** Click to access the PO Applied Transactions page.

### **Dates**

**Exhaustion Date** Displays the date on which you depleted the PO balance.

## Reviewing PO Applied Transactions

Access the PO Applied Transactions page (Click the PO Applied Transactions button on the PO Details Inquiry page: Amounts tab).

**PO Applied Transactions**

Business Unit: US004  
 PO Tracking ID: 0000000002  
 Extension Number: 0

Options  
 Show Committed  
 Show Applied  
 Show Rejected

Refresh

Customize | Find | View All | First 1 of 1 Last

Overview | PO Applied Transactions | Errors

Contract	Descr	Line	Descr2	Action

PO Applied Transactions page

**Business Unit** Displays the PeopleSoft Contracts business unit for your selected PO tracking ID.

**PO Tracking ID** Displays the PO tracking ID that you selected on the PO Details Inquiry page: Amounts tab.

**Extension Number** Displays the extension number for your selected PO tracking ID.

### **Options**

**Show Committed** Select to view committed transactions before billing occurs.

**Show Applied** Select to view applied transactions after billing occurs.

**Show Rejected** Select to view rejected transactions from the commit process.

**Overview**

<b>Contract</b>	Displays the contracts (orders) to which you applied the PO tracking ID.
<b>Descr</b> (description)	Displays the associated contract description.
<b>Line</b>	Displays the contract lines (assignments) to which you applied the PO tracking ID.
<b>Descr2</b> (description 2)	Displays the associated contract line description.
<b>Action</b>	Displays the outcome of the transaction. Values include: <i>Commit</i> , <i>Apply</i> , and <i>Reject</i> .

**PO Applied Transactions**

<b>Invoice</b>	Displays the invoice number created by billing for the transaction. Values appear in this field only if you selected the Show Applied option.
<b>Invoice Date</b>	Displays the associated invoice date. Values appear in this field only if you selected the Show Applied option.
<b>Invoice Line</b>	Displays the invoice line number created by billing for the transaction. Values appear in this field only if you selected the Show Applied option.
<b>Billing Plan ID</b>	Displays the billing plan ID associated with the contract and contract line linked to the PO tracking ID.
<b>Net Extended Amt</b> (net extended amount)	Displays the transaction amount for the PO tracking ID.
<b>Tax Amount</b>	Displays the tax amount on the transaction as calculated by billing. Values appear in this field only if you selected the Show Applied option.
<b>Encumbrance %</b>	Displays the encumbrance percentage associated with the contract business unit that was established on the Contract Profile page. This encumbrance percentage is used to commit an amount of the PO balance for estimated tax purposes.
<b>Encumbered Amount</b>	Displays the committed amount calculated for the transaction based on the encumbrance percentage.
<b>Process Instance</b>	Displays the process instance that created the transaction.

## ***Errors***

### **Exception Message**

Displays the outcome of error and warning transactions. You see messages here when your PO is expired or exhausted, or your encumbrance percentage is less than the tax percentage.

## Chapter 11

# Entering and Processing Time for Employees and Contractors

This chapter provides an overview of time entry and discusses how to:

- Enter time through rapid time entry.
- Prepopulate time.
- Process time.

---

## Understanding Time Entry

Oracle's PeopleSoft Pay/Bill Management provides rapid data entry and assignment specific pay rates by integrating with PeopleSoft Time and Labor. This section discusses:

- Rapid templates.
- Rules templates.
- Taskgroups and workgroups.
- Rapid time entry.
- Billable indicator.
- Time processes.

### **See Also**

*PeopleSoft Time and Labor PeopleBook*

## Rapid Templates

The setup for rapid time templates is discussed in the Configuring Your PeopleSoft Pay/Bill Management System chapter.

**See Also**

[Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," page 41](#)

## Rules Templates

Integrating with PeopleSoft Time and Labor provides you with access to over forty rules templates. Use these templates to create rules for the Time Administration program to execute when processing reported or scheduled time. For example, you can create compensation rules for overtime and holidays, notification rules for irregular attendance, and rules for any other time reporting situation that requires special processing.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Creating Rules in Time Administration"*

## Taskgroups and Workgroups

A taskgroup represents a group of time reporters with similar time and task reporting requirements. Taskgroups identify the default time reporting template, task template, and task profiles that are valid for members of the taskgroup. The task template that you link to the taskgroup determines which task profiles you can attach.

A workgroup is a group of time reporters who share identical compensation requirements. For example, a workgroup can include all time reporters:

- In the same business enterprise.
- At the same work site location.
- In the same type of job assignment.

Each time reporter who reports time through PeopleSoft Time and Labor must belong to a workgroup. In addition, the Time Administration process applies rules by workgroup. A workgroup must be created before any process that uses it.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Defining Task Reporting Requirements," Defining Taskgroups*

*PeopleSoft Time and Labor PeopleBook, "Establishing Workgroups"*

## Rapid Time Entry

The Pay/Bill Rapid Time page enables you to enter time for multiple time reporters quickly and efficiently. Few online edits or rules are applied during data entry so that you can enter data rapidly.

Be aware of the impact of changing job and time reporter information when the information references active assignments. We strongly recommend that you restrict update access to the core HCM Job and Time Reporter component so that changes can only be performed by Payroll and Time and Labor specialists. Permitting users without full Payroll and Time and Labor training to update core job and time reporter information can easily result in unexpected data.

PeopleSoft Pay/Bill Management uses the Time and Labor Override Rate field to tell PeopleSoft North American (or Global) Payroll how to pay the employee for the hours reported. When you set up assignments in the Financials database, you capture the pay rates (for each time reporting code) that should apply for work performed in the assignment. PeopleSoft Pay/Bill Management sends the assignment rates to HCM. When you enter time for an hourly employee to a project and activity using a specified Time Reporting Code, the system looks up the associated assignment pay rate and populates the override amount. When you enter time for a salaried employee, depending on how you configure the system, PeopleSoft Pay/Bill Management does not use the override rate field, but relies on the salary specified in the employee job record to determine the compensation (the PeopleSoft Time and Labor distribution process then allocates the payroll costs to the hours reported in PeopleSoft Time and Labor).

Refer to the Configuring PeopleSoft Pay/Bill Management chapter for information on how to setup rate elements and rate profiles, how the system perform rate lookups and overrides and how the system handles FLSA requirements.

You can enter either elapsed or punch time for your employees or contractors. Punch time reports start and stop times in precise entries of date and time. Record these values in minutes, hours, day, month, year, and time zone. Elapsed time reports time in number hours or partial hours worked in a day.

Online time entry in punch format is labor intensive and unlikely to be used. Usually time entered via Time Collection Devices such as Time Clocks is interfaced into PeopleSoft Time and Labor in punch format.

The available fields on the PeopleSoft Pay/Bill Rapid Time page vary depending on your type of time entry and on the selections that you made when setting up your rapid entry templates.

### ***Elapsed Time***

For elapsed time, the Pay Rate (override rate) field on the Pay/Bill Rapid Time page is populated with information from the assignment rate tables for the specific time reporting code (TRC). If the system cannot find a specific rate for the corresponding TRC, the pay rate remains blank and you can enter one on the Pay/Bill Rapid Time page. If no override rate is passed to payroll, the compensation rate on the job record is used with the earnings factor for this TRC.

### ***Punch Time***

For punch time, the system does not automatically populate the TRC field. The Time Administration process in PeopleSoft Time and Labor can determine the TRC code based on the rules setup. When you setup your PeopleSoft Time and Labor rules, you can define the default TRC code.

When you utilize punch time, the assignment specific rates are populated during the Time Administration process.

For punch and elapsed time entry, if no rate was specified or found, payroll rules calculate pay as follows:

Comp Rate (JOB) \* the TRC code factor decided by the Time Administration process rules

---

**Note.** In addition to entering punch and elapsed time through PeopleSoft Pay/Bill Management, you can also enter time through other PeopleSoft Time and Labor methods. However, these other PeopleSoft Time and Labor methods will not automatically populate the override rate or other fields such as the employee job record number, the HR business unit and the department (which PeopleSoft Pay/Bill Management does automatically populate in its Rapid Time component).

---

### **See Also**

Chapter 12, "Processing Payroll," page 153

*PeopleSoft Time and Labor PeopleBook*

## **Billable Indicator**

Clear the Billable Indicator field on the Pay/Bill Management Rapid Time page to make a transaction that would otherwise be priced and billable to the customer, not priced and not billable. The rate element configuration determines whether a rate captured in an assignment is pay only, bill only, pay and bill, or markup. The billable indicator enables overriding the rules for a particular time entry transaction that based on the rate element would be priced and billable, to make it not priced and not billable.

## **Time Processes**

Once you input time into the Rapid Time entry pages, you submit the time through a time validation process. This process inserts the time into payable time tables and creates exceptions if there are any invalid values reported.

### ***Processing Employee Time***

To process employee time:

1. Enter and submit employee time.

Check the Process Scheduler to make sure that the submit process (TL\_ST\_LIB) finished successfully.

2. Run the Time Administration Application Engine process.

The Time Administration process inserts rapid time records into the Payable Time table. Depending on your settings, the records may need to be approved.

Time Administration executes defined rules against reported and scheduled time. When these rules are applied to elapsed time, it may create additional time rows which may need an override rate (pay rate) entered. When the rules are applied to punch time, it determines the TRC for the time entered. In both cases, a pay rate may be blank after the Time Administration process runs. For this reason, PeopleSoft Pay/Bill Management delivers an extra step in the Time Administration program to perform a lookup on the assignment rates table for any payable time records that have a blank override rate. If no pay rate is sent to payroll, the system uses the compensation rate on the job record along with the earnings factor to determine the pay rate.

### 3. Manage exceptions.

Exceptions are generated when time is reported and either an aspect of the time is incorrect, or the time does not comply with a user-defined rule. Exceptions may be system-generated through validation processes or generated as a result of Time Administration rules.

To resolve an exception, determine if an error exists with reported time or if there is an invalid value in a setup table. If the error is due to reported time (non-setup exception), correct the time and then process the time again by submitting the time and/or running Time Administration. If the error is setup-related, you may need to change the reported time or change a value in one of the setup tables. To resolve the exception, you correct the time or value and then run Time Administration.

### 4. Approve time.

PeopleSoft Time and Labor normally finalizes time when it is sent to payroll. However, if time is not being sent to payroll for processing, such as in the case of non-employees (contractors), Time and Labor must finalize the time by approving it. You must ensure that salaried employee time is approved so that it is automatically closed out and sent to PeopleSoft Project Costing. If salaried time is not approved, it is re-sent to PeopleSoft Project Costing as an estimate each time the estimate process is run.

### 5. Run the Publish Estimated Payable Time Application Engine process (TL\_PUB\_TM\_AE).

The Publish Estimated Payable Time (TL\_PUB\_TM\_AE) Application Engine process calls the Estimated Time Batch Publish (ESTIMATED\_TIME\_BATCH\_ADD) message, which sends the estimates for payable and billable time to PeopleSoft Project Costing. These estimated costs are sent before payable time is sent to the payroll system, and they replace any previous payable time estimates in the PeopleSoft Project Costing.

---

**Note.** The Estimated Time Batch Publish (ESTIMATED\_TIME\_BATCH\_ADD) message must be activated in Enterprise Components Batch Publish Rules before this process is run.

---

Estimated cost rows can also be used to bill customers for the time worked by company resources. When a row from PeopleSoft Time and Labor matches the analysis type, TRC, and other source criteria in the rate set configuration for a contract line, a billable row is created in the PROJ\_RESOURCE table of PeopleSoft Project Costing. This row is then selected by the CA\_BI\_INTFC process when it sends billable rows to PeopleSoft Billing to invoice the customer.

### 6. Run the Load Time and Labor to Payroll Application Engine process.

The Load Time and Labor to Payroll Application Engine process loads payable time from PeopleSoft Time and Labor into PeopleSoft Payroll for North America paysheets. Salaried employees are paid out of regular time using the compensation specified in the employee's job record. Hourly employees are paid based on the time entered in PeopleSoft Time and Labor and the rate override field automatically populated by PeopleSoft Pay/Bill Management based on rates specified in the assignment.

Once time data is in the payroll system, run the Pay Calculation and Pay Confirmation processes, and these tasks:

- Run a preliminary calculation.
- Check for payroll errors.
- Run a final calculation.
- Check for payroll errors.
- Run pay confirmation.

7. Run the Extract Time and Labor Costs process.

The Extract Time and Labor Costs process distributes and dilutes the actual payroll costs in the paychecks among the payable time records in PeopleSoft Time and Labor.

8. Run the Publish Actual Payable Time Application Engine process.

The Publish Actual Payable Time (TL\_PY\_PUB\_TM) Application Engine process sends data for the actual hours and costs (after the Extract Time and Labor Costs process has been run) from PeopleSoft Time and Labor to PeopleSoft Project Costing.

---

**Note.** The payroll must be confirmed before actuals can be published to PeopleSoft Project Costing. Actuals are automatically published when the Extract Time and Labor Costs process is completed.

---

### **Processing Non-Employee (Contractor) Time**

To process non-employee (contractor) time:

1. Enter and submit non-employee (contractor) time in the Pay/Bill Rapid Time component.
2. Run the Time Administration Application Engine process.

The Time Administration process inserts rapid time records into the Payable Time table. These records require approval.

Time Administration executes defined rules against reported and scheduled time. When these rules are applied to elapsed time, it may create additional time rows which may need an override rate (pay rate) entered. When the rules are applied to punch time, it determines the TRC for the time entered.

3. Manage exceptions.

Exceptions are generated when time is reported and either an aspect of the time is incorrect, or the time does not comply with a user-defined rule. Exceptions may be system-generated through validation processes or generated as a result of Time Administration rules.

To resolve an exception, determine if an error exists with reported time or if there is an invalid value in a setup table. If the error is due to reported time (non-setup exception), correct the time and then process the time again by submitting the time and/or running Time Administration. If the error is setup-related, you may need to change the reported time or change a value in one of the setup tables. To resolve the exception, you correct the time or value and then run Time Administration.

4. Approve time.

PeopleSoft Time and Labor normally finalizes time when it is sent to payroll. However, if time is not being sent to payroll for processing, PeopleSoft Time and Labor must finalize the time by approving it. This is important when sending costs to PeopleSoft Project Costing. For non-employees, PeopleSoft Pay/Bill Management automatically deselects the *Send Time to Payroll* check box on the Maintain Time Reporter Data page, which indicates to the system that the time entered is not to be sent to PeopleSoft Payroll. Non-employee time requires approval. When time is approved either online or during batch processing, the system closes the time and it can be sent to PeopleSoft Project Costing.

---

**Note.** You must either approve the non-employee time online or run the Approve Time process , otherwise the time will not appear. When contractor time is approved, it is set to *closed*.

---

## 5. Run the Publish Actual Payable Time Application Engine process.

The Publish Actual Payable Time (TL\_PY\_PUB\_TM) Application Engine process calls the Actual Payable Time (ACTUAL\_TIME\_BATCH\_ADD) message which sends data for the actual hours from PeopleSoft Time and Labor to PeopleSoft Project Costing. PeopleSoft Project Costing considers all payable time it receives to be additions to previously received time. For non-employees (contractors), this process generates rows in PeopleSoft Project Costing with an analysis type of *TLC*. You can send these rows to PeopleSoft Payables to generate vouchers that are used to pay contractors.

You can send Time rows to PeopleSoft Project Costing to bill customers for work performed by salaried, hourly, or contractor employee types. When a row from PeopleSoft Time and Labor matches the analysis type, TRC, and other source criteria in the rate set configuration for a contract line, a billable row is created in the PROJ\_RESOURCE table of PeopleSoft Project Costing. This row is then selected by the CA\_BI\_INTFC process when it sends billable rows to PeopleSoft Billing to invoice the customer.

---

**Note.** The Actual Time Batch Publish (ACTUAL\_TIME\_BATCH\_ADD) message must be activated in Enterprise Components, Batch Publish Rules before this process is run.

---

### See Also

[Chapter 14, "Processing Billing," page 175](#)

[Chapter 12, "Processing Payroll," page 153](#)

*PeopleSoft Time and Labor PeopleBook, "Understanding the Batch Process in Time Administration"*

## Payment Calculations

Payment calculations depend on whether an employee is salaried, hourly, or a non-employee (contractor).

### **Salaried Employees**

Salaried employees are paid based on the compensation that is entered in their job record. While the rate elements defined for hourly employees should capture both pay and bill rates, the rate elements used for salaried employees should capture only bill rates as the job record (and not the assignment) drives the salary compensation. When the payroll process is run, the paycheck that is generated is not based on the time entered for the pay period because the employee's salary is a fixed amount.

Depending on the Staffing Installation Options configuration in the Financials database, PeopleSoft Pay/Bill Management processes assignments, additional jobs, and time entry for salaried employees in one of two ways:

- If the Salaried Employees check box on the Installation Options - Staffing page is not selected, PeopleSoft Pay/Bill Management does not create any additional jobs for salaried employees when assignments are created. During time entry in the Rapid Time component, the system will not automatically perform rate overrides for the time entered, and the Labor Distribution process (executed as part of the Extract Time and Labor Costs process) will populate the payable time records for salaried employees with actual costs paid in the paycheck. (Labor Distribution is able to distribute costs because both the paycheck and the time entered point to the sample employee job record number.)

- If the Salaried Employees check box is selected on the Staffing Installation page, PeopleSoft Pay/Bill Management creates an additional job record for salaried employees for each assignment created. However, although the employee job record created when the employee was hired has the salary compensation, these additional job records have zero compensation. During time entry in the Rapid Time component, the system will automatically populate the rate override field for the time entered with an estimated cost equal to the annual salary divided by 2080 hours. The PeopleSoft Time and Labor Distribution process (executed as part of the Extract Time and Labor Costs program) in this case cannot populate the payable time records for salaried employees with actual costs paid in the paycheck. (Labor distribution is not able to distribute costs because the paycheck and the time entered point to different employee job record numbers.) It is the estimated cost (salary divided by 2080 hours) that is passed to PeopleSoft Project Costing as the labor cost for the salaried employee assignment.

---

**Note.** To prevent time data from being sent to the payroll system, you must enter time using a time reporting code (TRC) that is not mapped to an earnings code for employee records 1, 2, 3, and so forth. If a salaried employee's time data is sent to the payroll system, this could result in paying an employee more than once for the extra time that is reported.

---

### **Hourly Employees**

Hourly employees are paid based on the amount of time they have worked. The rate elements used in hourly employee assignments are typically configured to capture both pay and bill rates. The time entered on the Pay/Bill Rapid Time page is processed by Time Administration and sent to the payroll system. Employee paychecks are generated based on the pay rate specified in the assignment multiplied by the amount of time the employee worked during the pay period. PeopleSoft Pay/Bill Management does not rely on the compensation specified in the job record for hourly employees.

---

**Note.** The system does rate lookups for non-exempt employees who are in a paygroup that is FLSA required.

---

### **Non-Employees (Contractors)**

Non-employees (contractors) are also paid based on the amount of time they have worked, but they are typically paid through a voucher from the payables system because they are not employees. After time data is entered and processed by Time Administration, contractor time must be approved, then sent to PeopleSoft Project Costing as actuals. After you send the approved time rows to PeopleSoft Project Costing, you can run the PeopleSoft Pay/Bill Management FO\_TO\_AP process to generate vouchers in PeopleSoft Payables based on the time reported. The voucher is generated for the vendor ID and vendor location specified in the assignment.

---

**Note.** When you hire a non-employee (contractor), the system automatically deselects the Send Time to Payroll check box on the Maintain Time Reporter page in Time and Labor. This ensures that contractor time is not sent to the payroll system. If you decide to pay contractors using PeopleSoft Payroll rather than PeopleSoft Payables, you must manually select the Send Time to Payroll option on the Maintain Time Reporter page.

---

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## **Entering Time Through Rapid Time Entry**

This section contains common elements and discusses how to:

- Use rapid entry for punch card time.

- Use rapid entry for elapsed time.

Entering time in punch format means that users enter the time he or she arrived at work, the time he or she left for and returned from lunch, and the time he or she left for the day. The system calculates the number of hours by subtracting the time in and out entered by the user.

Entering time in elapsed format means that users enter the number of hours worked per day.

---

**Note.** The fields that appear on the Pay/Bill Rapid Time component vary depending on the time entry type that you select. Your selection in the Template Type field determines which Rapid Time Templates are available. For example, if you select the punch template type, you only see the punch rapid time template and so forth. It is this Rapid Time Template that determines the available fields on the page.

---

### See Also

[Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," page 41](#)

## Common Elements Used in This Section

### Add/Replace

Values include: *Add* and *Replace*.

- *Replace*: Default value that informs the system to replace any time that was entered for the same dates through the Rapid Entry page with the time that you are entering now. Only time originating from those two sources is replaced by the new instance of time. Time originating from any other source, such as the Weekly Elapsed Time page or Time Clock Device does not change.

For example, when reporting rapid elapsed time, if the Add/Replace value is *Replace*, the system replaces all the elapsed time that exists for an employee on that same date that originated from the Rapid Time Reporting component. It does not affect any punch time that may exist. Likewise, when reporting rapid punch time, the system replaces all punch time meeting the same criteria and does not delete any elapsed time.

- *Add*: Select if you want the system to add a new instance of time for the day without replacing any time that was previously reported for the same day. The system adds the time generated by the Rapid Entry page to the Reported Elapsed table (PS\_TL\_RPTD\_ELPTIME) or Punch Time table (PS\_TL\_RPTD\_PCHTIME).

### Copy Down Values from Last Row

Select this check box to copy the values from the previous row when adding a new row to the grid.

### Date/Time Stamp

If this is a new session, the date and time that you accessed the page appears. If you are updating a session, the date and time that data was last saved for the session appears.

<b>Delete</b>	Select this check box to mark this row for deletion. You can remove this row by clicking the Delete Selected Row(s) button.
<b>Empl Rcd#</b> (employee record number)	Displays employee job record number for your selected project and activity. The system automatically populates this field based on an assignment cross-reference table maintained by Pay/Bill Management.
<b>PC Business Unit</b>	PeopleSoft Project Costing business unit.
<b>Project</b>	Project ID associated with the time that you are entering. <hr/> <b>Note.</b> Make sure the dynamic group is updated; otherwise the project or activity may not appear in the prompt. <hr/>
<b>Increment Date</b>	Select this check box to have the system increment the date as you add more rows to the grid. Use this check box when you use the Add Rows and Copy Down Values from Last Row buttons.  This feature is only available for rapid entry, <i>Elapsed</i> time sessions.
<b>Rapid Time Template</b>	Determines which data entry fields appear in the Rapid Detail Information section.
<b>Session Number</b>	Displays the session number as 9999999999 until you save the page, at which time it automatically assigns the session number.
<b>Session Status</b>	Indicates whether you have run the Submit process to validate the time entries for the data entry session. Values are:  <i>Submit:</i> Indicates that you submitted the session and the entries were validated.  <i>Not Submit:</i> Indicates that you have not submitted the session.  <i>Resubmit:</i> Indicates that you modified a session that was previously submitted.  <i>Submit TA</i> (submit time administration): Indicates that you submitted the session and processed Time Administration automatically. The Automatic Rules Run check box must be selected to process Time Administration automatically. <hr/> <b>Note.</b> If the system is unable to complete the Submit process because of an error, the session status still reads <i>Submit</i> . After fixing the problem, you can resume processing by selecting the Restart option on the Process Monitor. <hr/>
<b>Submit</b>	Click to validate the data that you entered. The system saves the data and sends it to PeopleSoft Time and Labor tables in the HCM database. You cannot make any changes to the session until the Submit process is complete.

**Template Type**

Select the template type. Values are:

*Punch:* Use for reporting start and stop times in precise entries of date and time, recorded in seconds, minutes, hours, day, month, year, and time zone.

*Elapsed:* Use for reporting time in hours or partial hours.

---

**Warning!** Do not change the template type after saving data. Doing so causes the system to delete any data entered with the original template. Instead, create a new session with the desired template type. Similarly, if you change from one template to another of the same type (elapsed to elapsed), any of the data that does not match the current rapid template is deleted upon the submission of the session.

---

**User ID**

If this is a new session, your user ID appears here. If you are updating a session, the user ID of the last person who entered data for the session appears.

**See Also**

*PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Using Process Monitor," Viewing the Status of Processes*

**Page Used for Rapid Time Entry**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Report Rapid Time	FO_TL_RAPID_SESSN	HCM database Time and Labor, Report Time, Staffing Rapid Time	Enter punch card time and elapsed time.

**Using Rapid Entry for Punch Card Time**

Access the Report Rapid Time page (Time and Labor, Report Time, Staffing Rapid Time).

### Staffing Rapid Time

**Rapid Session Information**

Session Number:	9999999999	*Description:	<input type="text"/>
*Template Type:	Punch <input type="button" value="v"/>	*Rapid Time Template:	<input type="text"/> <input type="button" value="🔍"/>
Session Status:	Not Submit	*Processing Mode:	Replace <input type="button" value="v"/>
Last Updated:	09/27/09 9:27:35PM	User ID:	PS

**Rapid Detail Information**
Customize | Find | View All |  |  First  1 of 1  Last

Project/Activity Rates Assignment Information

Delete	*Empl ID	Empl Record	*Date		
<input type="checkbox"/>	<input type="text"/> <input type="button" value="🔍"/>	0	<input type="text"/> <input type="button" value="📅"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Rows to Add:   Copy Down Values from Last Row

Select All  Deselect All

Staffing Rapid Time page (punch time)

**Project/Activity**

**Processing Mode** Chose the processing mode for this entry. Options are: *Add, Correct* or *Replace*.

**EmplID** (employee ID) Enter the employee ID of the worker for whom you are entering time.

---

**Note.** The system populates the Empl Rcd# (employee record number) field after you enter values for the PC Business Unit, Project ID, and the Activity ID fields.

---

## Using Rapid Entry for Elapsed Time

Access the Staffing Rapid Time page (Time and Labor, Report Time, Staffing Rapid Time).

**Staffing Rapid Time**

**Rapid Session Information**

Session Number: 999999999      \*Description:

\*Template Type:       \*Rapid Time Template:

Session Status: Not Submit      \*Processing Mode:

Last Updated: 09/27/09 9:35:57PM      User ID: PS

---

**Rapid Detail Information**

Project/Activity    Rates    Assignment Information

Delete	*Empl ID	Name	Empl Record	Product	Business Unit PC	Project ID	Perf Meas Business Unit	Activity ID
<input type="checkbox"/>	<input type="text"/>		0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rows to Add:   Copy Down Values from Last Row     

Select All     Deselect All     

Staffing Rapid Time page 1 of 2 (elapsed time)

Customize | Find | View All | 1 of 1 | First | Last

Resource Category	Resource Sub-Category	*Date	Punch Time	Punch Type	Time Zone	Time Reporting Code	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Staffing Rapid Time page 2 of 2 (elapsed time)

**Project/Activity**

Many of the fields on this page are the same as those on the Report Rapid Time page for punch time.

**TRC (time reporting code)**      Select a time reporting code. This field displays if it was selected on the rapid time template.

**Quantity**      Enter the number of hours, units, or an amount for reporting time.

**Rates**

**Billable Indicator**      Select *Yes* to send this time reporter's billable time to the Billing application.

**Override Rate** This rate is passed to the payroll system for use in pay calculations. It is critical for sending the correct pay rates to payroll and is a required field for PeopleSoft Pay/Bill Management users.

---

**Note.** PeopleSoft Pay/Bill Management automatically populates this field by performing lookups in the assignment rates table. Also note that to meet FLSA requirements, the system populates overtime pay rates with regular time rates and relies on the payroll earnings code multipliers for the FLSA premium pay to be calculated.

---

**Bill Rate** The rate the customer will be billed as specified on the assignment.

---

**Note.** If you report the business unit, department, customer, PeopleSoft PC business unit, project, activity, resource type, resource category, or resource subcategory in a Rapid Entry session for an employee, you must have previously defined these task elements on the employee's associated task template to avoid task exceptions during the validation of time.

---

**Note.** PeopleSoft Pay/Bill Management automatically populates the HR Business Unit and Department fields on the Rapid Time record by doing lookups in the assignment cross reference and job tables. This information is particularly important if you want to use the Project Costing cost-revenue sharing functionality. (PeopleSoft Pay/Bill Management assumes that the GL department against which the labor costs are posted is of the same value as the HR department for which the employee works.)

---

### ***Assignment Information***

All fields are optional and only appear if they were selected on the rapid time template.

**HR Department** Enter the department code.

**Customer** The system displays the customer associated with the project (order).

---

## **Prepopulating Time**

This section provides an overview on prepopulating time and describes how to prepopulate time.

### **Understanding Time Prepopulation**

You can prepopulate your time cards based on a prior time period. This process enables you to create time entry data based on specified parameters and prepopulate the hours or amount from the prior pay period. This reduces data entry time and reduces cost. Here are the features of prepopulating time:

- Prepopulate the rapid time session based on time from a previous period.
- Copy all aspects of time including the assignment (project/activity) for each employee.
- Review your employees and projects before inserting them into the rapid time session.

- Adjust the time transactions prior to submitting them for payment and billing.

You can choose one or more of the following criteria for copying time: originating user, session number, setID, customer ID, PeopleSoft Project Costing business unit, project, group ID, and My Employees. In addition, you must select a rapid time method and corresponding rapid time template.

Once you set your parameters and click the Search button, the Selected Employees/Projects group box appears on the page. Here you can view the employees and project combinations for which the system will copy time. You can also clear any employee and project combinations that you do not want include in the copy process.

When you click the Submit button, the system inserts the selected time into the Rapid Time table based on the specified criteria and the selections that you made. Once the system completes the insert, it transfers you to the Report Rapid Time page for the designated session number. You may either submit the time immediately for processing or review and adjust the time as appropriate.

## Page Used to Pre-populate Time

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pre-Populate Staffing Time	FO_TL_PREPOP	HCM Database Time and Labor, Report Time, Pre-Populate Staffing Time	Prepopulate time entry for previous time.
Staffing Group Time Sheet	FO_POPASG_ENTRY	HCM Database Time and Labor, Report Time, Time Entry for Open Assignments	Create a new staffing group time sheet session.

## Prepopulating Time

Access the Prepopulate Rapid Time page (Time and Labor, Report Time, Pre-Populate Staffing Time).



## Copy Time According To

<b>Originating User</b>	The user ID for the current user appears in this field.
<b>Time Reporter Group</b>	Enter a group from which you want to populate time. Groups are used to group employees within PeopleSoft Time and Labor.
<b>Session Number</b>	Enter the rapid time session from which you want to copy.
<b>My Employees</b>	Select this check box if you want to copy time from employees that are associated with the specified user ID as determined through security.
<b>Set ID</b>	The setID associated with the customer from which you want to copy displays in this field.
<b>Customer ID</b>	Enter the customer ID from which you want to copy.
<b>Template Type</b>	You must select either <i>Elapsed</i> or <i>Punch</i> .
<b>Rapid Time Template</b>	You must select a specific template ID. The system copies previous time in the relevant format ( <i>Elapsed</i> or <i>Punched</i> ) only. The system presents the new rapid time session format according to the template that you select here.
<b>Business Unit PC</b>	Enter the PeopleSoft Project Costing business unit from which you want to copy.
<b>Project</b>	Enter the project from which you want to copy.
<b>Copy Rates</b>	Select this check box if you want to copy the rates from the previous time session forward. If you don't select this check box, the override rate in the rapid entry page will be 0 (zero). You can either set the override rate in the rapid entry page before submitting or let the Time Administration process calculate the rate.
<b>Search</b>	Click to search for employee and project combinations that meet your selected criteria. The system selects employee assignments that were submitted during the time period specified (previous period) and according to the criteria specified (copy time criteria). The system displays the search results in the Selected Employees/Projects group box.
<b>Clear Fields</b>	Click this button to clear all values in the Copy Time According To group box.
<input checked="" type="checkbox"/>	Click the Select All button to select all rows in the Selected Employees/Projects group box for the time copy process.
<input type="checkbox"/>	Click the Deselect All button to deselect all rows in the Selected Employees/Projects group box for the time copy process.

**Selected Employees/Projects**

This grid appears only after you click the Search button. The employee and project combinations that match your specified parameters appear in the group box.

**Select** The system automatically selects this check box. Deselect this check box if you want to remove an employee and project combination from the time copy process.

**Submit** Click this button to prepopulate time for your selected employees.  
The system inserts the selected time into the Staffing Time Entry table and you are transferred to the Rapid Time Entry page for the designated session number. At this point, you may submit the time immediately or review and adjust it as appropriate.

**See Also**

[Chapter 11, "Entering and Processing Time for Employees and Contractors," page 129](#)

**Entering Time for Open Assignments**

Access the Staffing Group Time Sheet page. (Time and Labor, Report Time, Time Entry for Open Assignment)

### Staffing Group Time Sheet

Time Reporter Group: GRPUP1      Time Period ID: M7DAYS  
 Start Date: 02/09/2009      End Date: 02/15/2009  
 Session Number:9999999999      \*Description:   
 Rapid Time Template: KURTTP1  
 Session Status: Not Submit

Time Entry												Customize	Find	View All	First	1 of 1	Last
Hours/Rate	Project	Assignment	HR-Information														
*Empl ID	Name	Monday 02/09/09	Tuesday 02/10/09	Wednesday 02/11/09	Thursday 02/12/09	Friday 02/13/09	Saturday 02/14/09	Sunday 02/15/09	Total Hours	*TRC	Bill Rate	Customer					
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Select All     Deselect All  
 Rows to Add:      Copy From Selected Row          
      
        User ID: PS    Date/Time Stamp: 09/27/2009 10:08:28PM

#### Staffing Group Time Sheet page

The fields that appear on this page depend on the options selected on the Configure Group Timesheet page.

#### Time Reporter Group

This field is required if adding a new session and the employee ID is not specified.

#### Time Period ID

This is a required field. Select weekly time periods only.

#### Start Date

This field is required if you are entering a new session and the end date is not specified.

#### End Date

This field is required if you are entering a new session and the start date is not specified.

#### Rapid Time Template

You must enter a rapid time template.

#### EmplID(employee ID)

This field is required if you are entering a new session and a time reporter group is not specified.

## Processing Time

This section describes how to:

- Run the Time Administration Application Engine process.
- Manage exceptions.
- Approve time.

- Run the Publish Estimated Payable Time process.
- Run the Load Time and Labor to Payroll process.
- Run the Publish Actual Payable Time process.

---

**Note.** This process runs automatically when you run the Extract Time and Labor Costs process.

---

**See Also**

[Chapter 11, "Entering and Processing Time for Employees and Contractors," page 129](#)

[Chapter 14, "Processing Billing," page 175](#)

[Chapter 12, "Processing Payroll," page 153](#)

## Pages Used to Process Time

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Request Time Administration	TL_TA_RUNCTL	HCM database Time and Labor, Process Time, Request Time Administration	Select the time reporters or groups of time reporters to process.
Manage Exceptions	TL_MNG_EXCEPT_PNL1	HCM database Time and Labor, View Exceptions and Attendance, Exceptions	Manage exceptions for a specific employee. Up to 50 exceptions display per page.
Approve Payable Time - Approve Time for Time Reporters	TL_MNG_APRV_SRCH	HCM database Time and Labor, Approve Time, Payable Time	Approve incidents.
Publish Estimated Payable Time	TL_RUN_PUB_TIME	HCM database Time and Labor, Process Time, Publish Estimated Payable Time	Publish estimated payable time if you do not want to wait for the request message. Estimated payable time is published automatically in response to a request message from PeopleSoft Project Costing

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Load Time and Labor	PY_LDTL_RC	<p>HCM database</p> <p>Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Time and Labor</p> <p>Payroll for North America, Payroll Processing USF, Create and Load Paysheets, Load Time and Labor</p> <p>Payroll for North America, Payroll Processing CAN, Create and Load Paysheets, Load Time and Labor</p>	<p>Run the process to load payable time from PeopleSoft Time and Labor into PeopleSoft Payroll for North America paysheets. You must create the pay run ID for the payroll process.</p>
Publish Actual Payable Time	TL_RUN_PUB_ACTUALS	<p>HCM database</p> <p>Time and Labor, Process Time, Publish Actual Payable Time</p>	<p>Run the Publish Actual Payable Time process to send actual hours from PeopleSoft Time and PeopleSoft Labor to Project Costing. This process is automatically initiated when you run the Extract Time and Labor Costs program.</p>

## Running the Time Administration Process

Access the Process Time Administration page (Time and Labor, Process Time, Request Time Administration).

Once you select your time parameters and click the Run button, the system transfers you to the Process Scheduler Request page where you can select the check box next to each process that you want to run.

Select the Core Time Administration App check box to run the Time Administration process (TL\_TIMEADMIN).

The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

### See Also

[Chapter 12, "Processing Payroll," page 153](#)

*PeopleSoft Time and Labor PeopleBook, "Understanding the Batch Process in Time Administration"*

## Managing Exceptions

Access the Manage Exceptions page (Time and Labor, View Exceptions and Attendance, Exceptions).

The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Exceptions and Validations"*

## Approving Time

Access the Approve Payable Time - Approve Time for Time Reporters page (Time and Labor, Approve Time, Payable Time).

The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Managing Time"*

## Running the Publish Estimated Payable Time Process

Access the Publish Estimated Payable Time page (Time and Labor, Process Time, Publish Estimated Payable Time).

Running this process is optional. The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Integrating With PeopleSoft Financials and Enterprise Performance Management," Publishing Estimated and Actual Cost Data to PeopleSoft Projects*

## Running the Load Time and Labor to Payroll Process

Access the Load Time and Labor page (Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Time and Labor).

The *PeopleSoft Payroll for North America PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Understanding the Batch Process in Time Administration," Launching the Time Administration Process*

*PeopleSoft Time and Labor PeopleBook, "Integrating With Payroll Applications," Integrating with Payroll for North America*

## Running the Publish Actual Payable Time Process

Access the Publish Actual Payable Time page (Time and Labor, Process Time, Publish Actual Payable Time).

---

**Note.** The Publish Actual Payable Time run control process only publishes payable time that is in a payable status of *CL* (closed). The processes that you run from the Extract TL Costs page (for PeopleSoft North American Payroll) and the Time and Labor Run Control page (for PeopleSoft Global Payroll) automatically publish all payable time with a payable status of *DL* (paid: labor-diluted), *PD* (paid: labor-distributed), and *CL* (closed). The Approval processes automatically publish payable time that has a payable status of *CL* (closed) on payable time, once payable time is approved.

---

You can always run the Publish Actual Payable Time process from this page. However, PeopleSoft Time and Labor always publishes actual payable time to PeopleSoft Project Costing when you:

- Run the Extract Time and Labor Cost (for PeopleSoft Payroll for North America), or Time and Labor Run Control (for PeopleSoft Global Payroll) when you are not using labor distribution.
  - Run the Labor Distribution or Labor Dilution process.
  - Use the Batch Approval page.
  - Use the Approve Payable Time page.
  - Use the Approve Payable Time - Group page.
  - Adjust paid time.
- 

**Note.** The three approval pages listed above send actual time to PeopleSoft Project Costing for the time rows that are not sent to PeopleSoft Payroll.

---

The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

### See Also

[Chapter 14, "Processing Billing," page 175](#)

*PeopleSoft Time and Labor PeopleBook, "Integrating With PeopleSoft Financials and Enterprise Performance Management," Publishing Estimated and Actual Cost Data to PeopleSoft Projects*



## Chapter 12

# Processing Payroll

This chapter provides an overview of payroll processing and discusses how to:

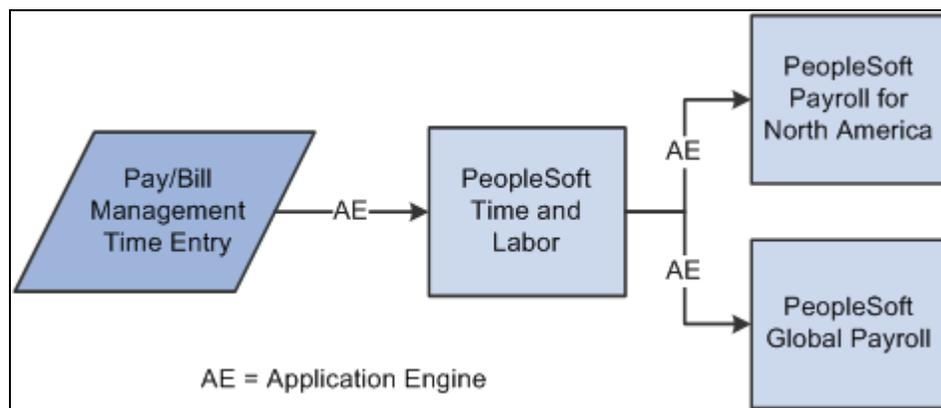
- Process PeopleSoft Payroll for North America.
- Review PeopleSoft North American paychecks.
- Process PeopleSoft Global payroll.
- Review PeopleSoft Global paychecks.
- Process workers' compensation.

---

## Understanding Payroll Processing

Oracle's PeopleSoft Pay/Bill Management interfaces with PeopleSoft Time and Labor to utilize PeopleSoft Payroll for North America and PeopleSoft Global Payroll.

This graphic illustrates how Pay/Bill Management uses PeopleSoft Time and Labor to integrate with PeopleSoft Payroll for North America and PeopleSoft Global Payroll:



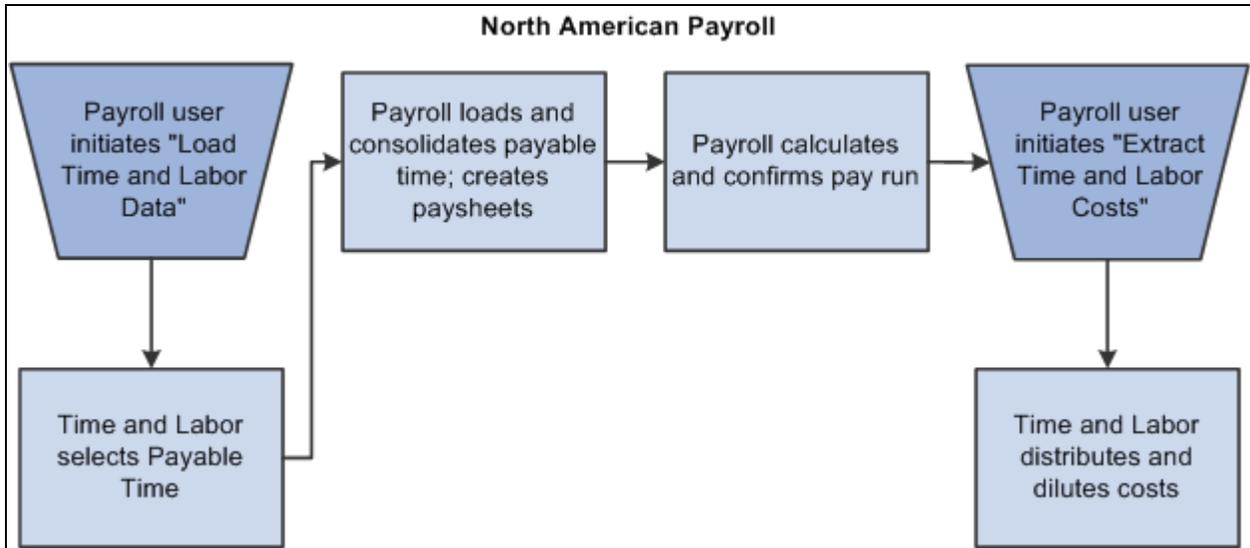
Pay/Bill Management integration with Payroll through Time and Labor overview

This section discusses:

- PeopleSoft Payroll for North America.
- PeopleSoft Global Payroll.

## PeopleSoft Payroll for North America

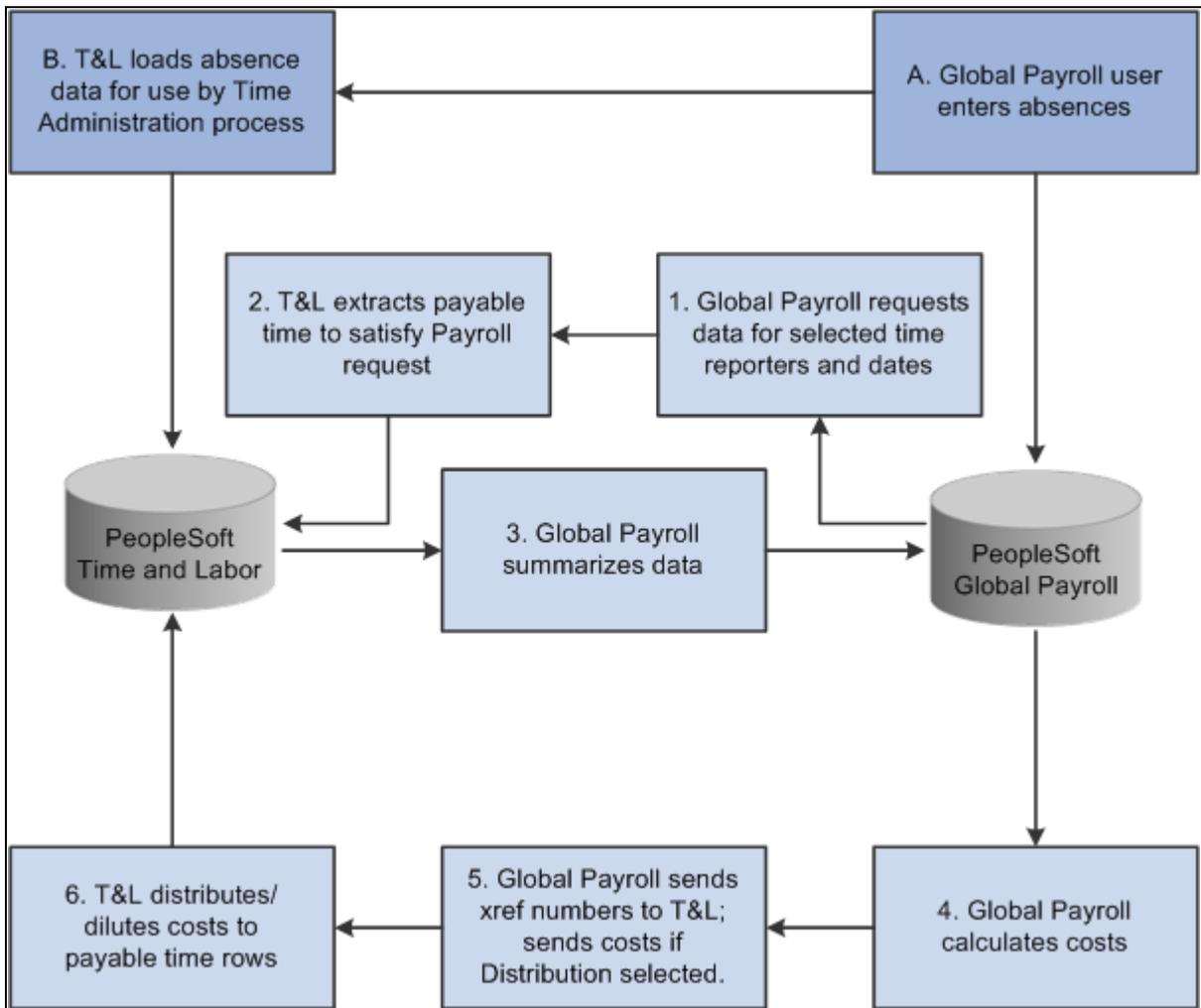
The following graphic shows the processes completed in the relationship between PeopleSoft Payroll for North America and PeopleSoft Time and Labor.



PeopleSoft Payroll for North America and PeopleSoft Time and Labor relationship

## PeopleSoft Global Payroll

The following flowchart illustrates the interactions between PeopleSoft Global Payroll and PeopleSoft Time and Labor.



PeopleSoft Global Payroll and PeopleSoft Time and Labor relationship

## Processing PeopleSoft Payroll for North America

This section provides an overview on processing PeopleSoft Payroll for North America and discusses how to:

- Run the Time Administration process.
- Run the Publish Estimated Payable Time process.
- Run the Load Time and Labor to Payroll process.
- Run the Pay Calculation process.
- Run the Pay Confirmation process.
- Run the Extract Time and Labor Costs process.

## Understanding Processing PeopleSoft Payroll for North America

To run the payroll process for PeopleSoft Payroll for North America :

1. Run the Time and Labor Time Administration Application Engine process (TL\_TIMEADMIN) to generate payable time.

2. Run the Publish Estimated Payable Time (TL\_PUB\_TM\_AE) Application Engine process.

The Publish Estimated Payable Time Application Engine process sends the estimates for payable and billable time to PeopleSoft Project Costing.

3. Run the Load Time and Labor to Payroll (load time and labor to payroll) Application Engine process.

The Load Time and Labor to Payroll Application Engine process loads payable time from PeopleSoft Time and Labor into PeopleSoft Payroll for North America paysheets.

4. Run the Pay Calculation process (SPPPYRUN).

The Pay Calculation calculates checks including earnings, deductions, and taxes for a given pay run ID.

5. Run the Pay Confirmation process (PSPCNFRM).

The Pay Confirmation process completes the preparation of the check distribution information, assigns check numbers, and updates the balance tables.

6. Run the Extract Time and Labor Costs Application Engine process (PY\_PULL\_COST).

The Extract Time and Labor Costs Application Engine process sends the paid information from PeopleSoft Payroll to PeopleSoft Time and Labor.

### See Also

*PeopleSoft Payroll for North America PeopleBook, "Appendix: Configuring Batch Processes"*

*PeopleSoft Time and Labor PeopleBook, "Understanding the Batch Process in Time Administration"*

*PeopleSoft Time and Labor PeopleBook, "Integrating With PeopleSoft Financials and Enterprise Performance Management"*

*PeopleSoft Time and Labor PeopleBook, "Integrating With Payroll Applications"*

## Pages Used to Process North American Payroll

Page Name	Definition Name	Navigation	Usage
Request Time Administration	TL_TA_RUNCTL	HCM database Time and Labor, Process Time, Request Time Administration	Select the time reporters or groups of time reporters to process.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Publish Estimated Payable Time	TL_RUN_PUB_TIME	HCM database Time and Labor, Process Time, Publish Estimated Payable Time	Estimated payable time is published automatically in response to a request message from PeopleSoft Project Costing. You can use this page to publish estimated payable time if you do not want to wait for the request message.
Load Time and Labor	PY_LDTL_RC	<ul style="list-style-type: none"> <li>• HCM database Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Time and Labor</li> <li>• Payroll for North America, Payroll Processing (USF), Create and Load Paysheets, Load Time and Labor</li> <li>• Payroll for North America, Payroll Processing (CAN), Create and Load Paysheets, Load Time and Labor</li> </ul>	Run the process to load payable time from PeopleSoft Time and Labor into PeopleSoft Payroll for North America paysheets. You must create the pay run ID for the payroll process.
Pay Calculation	RUNCTL_PAY_CALC	<ul style="list-style-type: none"> <li>• HCM database Payroll for North America, Payroll Processing USA, Produce Payroll, Calculate Pay</li> <li>• Payroll for North America, Payroll Processing CAN, Produce Payroll, Calculate Pay</li> <li>• Payroll for North America, Payroll Processing USF, Produce Payroll, Calculate Pay</li> </ul>	Specify parameters and run the Pay Calculation process (PSPPYRUN). You can run Pay Calculation repeatedly.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Pay Confirmation	RUNCTL_PAY_CONF	<ul style="list-style-type: none"> <li>• HCM database Payroll for North America, Payroll Processing USA, Produce Payroll, Confirm Pay</li> <li>• Payroll for North America, Payroll Processing CAN, Produce Payroll, Confirm Pay</li> <li>• Payroll for North America, Payroll Processing USF, Produce Payroll, Confirm Pay</li> </ul>	<p>Define the parameters and run the Pay Confirmation process (PSPCNFRM).</p> <p>Run the process after your final pay calculation when you have corrected all errors.</p>
Time and Labor Cost Extract	PY_TL_XTRACT_COST	HCM database Payroll for North America, Payroll Distribution, Additional Integrations, Extract Time and Labor Costs	<p>Extract Time and Labor Costs from PeopleSoft Payroll for North America to PeopleSoft Time and Labor.</p> <p><b>Note.</b> You must have already loaded PeopleSoft Time and Labor data and finalized the payroll calculation before you can extract the costs.</p>

## Running the Time Administration Process

Access the Process Time Admin page (Time and Labor, Process Time, Request Time Administration).

The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Time and Labor PeopleBook, "Understanding the Batch Process in Time Administration"*

## Running the Publish Estimated Payable Time Process

Access the Publish Estimated Payable Time page (Time and Labor, Process Time, Publish Estimated Payable Time).

Running this process is optional. The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Integrating With PeopleSoft Financials and Enterprise Performance Management," Publishing Estimated and Actual Cost Data to PeopleSoft Projects*

**Running the Load Time and Labor to Payroll Process**

Access the Load TL to Payroll page (Payroll for North America, Payroll Processing USA, Create and Load Paysheets, Load Time and Labor).

The *PeopleSoft Payroll for North America PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Understanding the Batch Process in Time Administration"*

*PeopleSoft Time and Labor PeopleBook, "Integrating With Payroll Applications," Integrating With Payroll for North America*

**Running the Pay Calculation Process**

Access the Pay Calculation page (Payroll for North America, Payroll Processing USA, Produce Payroll, Calculate Pay).

The *PeopleSoft Payroll for North America PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Payroll for North America PeopleBook, "Appendix: Configuring Batch Processes," High-Level Processes, Payroll Processes*

**Running the Pay Confirmation Process**

Access the Pay Confirmation page (Payroll for North America, Payroll Processing USA, Produce Payroll, Confirm Pay).

The *PeopleSoft Payroll for North America PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Payroll for North America PeopleBook, "Appendix: Configuring Batch Processes," High-Level Processes, Payroll Processes*

## Running the Extract Time and Labor Costs Process

Access the Extract Time and Labor Costs page (Payroll for North America, Payroll Distribution, Additional Integrations, Extract Time and Labor Costs).

The *PeopleSoft Payroll for North America PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Payroll for North America PeopleBook*, "Administering the Interface with PeopleSoft Time and Labor," *Extracting Time and Labor Costs*

## Reviewing North American Paychecks

This section discusses how to review North American paychecks.

### Page Used to Review North American Paychecks

Page Name	Definition Name	Navigation	Usage
Paysheet	PAY_SHEET_ADD_S	HCM database  Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet  Payroll for North America, Payroll Processing CAN, Update Paysheets, By Paysheet  Payroll for North America, Payroll Processing USF, Update Paysheets, By Paysheet	Modify the paysheet to affect the Pay Calculation process.  Normally, you run the Paysheet Creation process before accessing this page, but it is not required. You can create one paysheet using these pages.

## Reviewing North American Paychecks

Access the Paysheet - Paysheet page (Payroll for North America, Payroll Processing USA, Update Paysheets, By Paysheet).

The *PeopleSoft Payroll for North America PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Payroll for North America PeopleBook*, "Working With Paysheets"

---

## Processing PeopleSoft Global Payroll

This section provides an overview on processing PeopleSoft Global Payroll and discusses how to:

- Run the Time Administration process.
- Run the Publish Estimated Payable Time process.
- Run the Payroll/Absence process.
- View payee messages.
- Run the Time and Labor process.

## Understanding PeopleSoft Global Payroll Processing

PeopleSoft Global Payroll processes payees and elements by utilizing a very specific processing order. All components of your defined system come together at the time that you execute a payroll or absence run.

To take advantage of the PeopleSoft Global Payroll processing capabilities, you must understand how the system processes payroll and absence runs and what options are available. The PeopleSoft Global Payroll PeopleBook discusses key processing features, preparations, steps for running the process, and status codes for monitoring processing.

To run the payroll process for PeopleSoft Global Payroll:

1. Run the Time and Labor Time Administration Application Engine process (TL\_TIMEADMIN) to generate payable time.
2. Run the Publish Estimated Payable Time (TL\_PUB\_TM\_AE) Application Engine process.

The Publish Estimated Payable Time Application Engine process sends the estimates for payable and billable time to PeopleSoft Project Costing.

3. Run the Payroll/Absence Run Control to enter payroll processing instructions.

You will run this process at least twice. Run it once to calculate. Then view payee messages and run the Payroll Absence process to finalize.

4. View payee messages.

Payee messages report errors and warnings that are generated during the Calculate phase. The system displays messages that are defined by PeopleSoft in the Message Catalog and any unique messages that you created using formula elements. The message log is erased when you run the Finalize process.

5. Run the Time and Labor Run Control to update the status of payable time entries in Time and Labor.

### See Also

*PeopleSoft Global Payroll PeopleBook, "Processing Payroll"*

## Pages Used to Process Global Payroll

Page Name	Definition Name	Navigation	Usage
Request Time Administration	TL_TA_RUNCTL	HCM database Time and Labor, Process Time, Request Time Administration	Select the time reporters or groups of time reporters to process.
Publish Estimated Payable Time	TL_RUN_PUB_TIME	HCM database Time and Labor, Process Time, Publish Estimated Payable Time	Estimated payable time is published automatically in response to a request message from PeopleSoft Project Costing. You can use this page to publish estimated payable time if you do not want to wait for the request message.
Calculate Absence and Payroll	GP_RUNCTL	HCM database Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll	Enter processing instructions for a payroll process, an absence take process, or an absence entitlement process.  Run this process twice. Run it once to calculate and once to finalize.
Payee Messages	GP_MESSAGE_LOG	HCM database Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Messages	View errors and warnings generated for the calendar group ID during the Calculate phase. View payee messages after you calculate, but before you finalize the pay run.
Send Costs to Time and Labor	GP_TL_PREPARE	HCM database Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to Time and Labor	Update the payable status of payable time entries in PeopleSoft Time and Labor; return cost data if Labor Distribution is enabled.  Before using this page, you must finalize the pay run.

## Running the Time Administration Process

Access the Process Time Admin page (Time and Labor, Process Time, Request Time Administration).

The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Understanding the Batch Process in Time Administration"*

## Running the Publish Estimated Payable Time Process

Access the Publish Estimated Payable Time page (Time and Labor, Process Time, Publish Estimated Payable Time).

Running this process is optional. The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Time and Labor PeopleBook, "Integrating With PeopleSoft Financials and Enterprise Performance Management," Publishing Estimated and Actual Cost Data to PeopleSoft Projects*

## Running the Payroll/Absence Process

Access the Payroll/Absence Run Control page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll).

The *PeopleSoft Global Payroll PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Global Payroll PeopleBook, "Processing Payroll"*

## Viewing Payee Messages

Access the Payee Message page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Messages).

The *PeopleSoft Global Payroll PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Global Payroll PeopleBook, "Viewing and Finalizing Payroll Results," Viewing Payee Messages*

## Running the Time and Labor Process

Access the Time and Labor Run Control page (Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to Time and Labor).

The *PeopleSoft Global Payroll PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Global Payroll PeopleBook, "Integrating with PeopleSoft Time and Labor," Updating the Payable Status of Payable Time Entries*

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## Reviewing Global Paychecks

This section discusses how to review global paychecks.

### See Also

*PeopleSoft Global Payroll PeopleBook, "Processing Payroll"*

## Pages Used to Review Global Paychecks

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Calendar Results	GP_RSLT_CAL_SEG	HCM database Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar	View segmentation information for a payee. Page includes links to other pages that display positive input, absence, and retroactive results.
Earnings and Deductions	GP_RSLT_CAL_ED	HCM database Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Earnings and Deductions	View information about earnings and deductions for a payee.
Accumulators	GP_RSLT_CAL_ACUM	HCM database Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Accumulators	View accumulator amounts.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Supporting Elements	GP_RSLT_CAL_PIN	HCM database Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Supporting Elements	View information for each supporting element used to calculate the earnings or deduction amount.

## Reviewing Global Payroll Paychecks

Access the Results by Calendar - Calendar Results page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar).

The fields on this page and the other pages in this component are described in the *PeopleSoft Global Payroll PeopleBook*.

### See Also

*PeopleSoft Global Payroll PeopleBook*, "Viewing and Finalizing Payroll Results," Viewing Results by Calendar

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## Processing Workers Compensation

This section provides an overview on processing workers compensation and discusses how:

- Updating the batch publish rules.
- Running the Workers Compensation Premium Calculation process.
- Running the Workers Compensation GL Interface process.
- Running the Batch Publish process.

## Understanding Workers Compensation Processing

To run the workers compensation process:

1. Update the Batch Publish Rules.

Define the parameters for the batch publish message PAYROLL\_ACCTG\_TRANSACTION in Enterprise Components, Integration Definitions. In the Batch Programs tab, check that FOWC0009 is specified as a process name in the batch program box. This allows you to utilize the Batch Publish process to publish your workers compensation accounting entries to the general ledger. Complete this process once only.

2. Run the Workers Compensation Premium Calculation process.

This SQR process (FOWC0004) writes data to the Workers Compensation Premium table. Review and rerun this process if necessary.

3. Run the Workers Compensation to GL Interface process.

This SQR process creates the workers' compensation premium accounting entries and writes data to the HR accounting line table. Run this process once only per paid period end date.

4. Run the Batch Publish process.

This process takes the accounting entries for a specific process instance of FOWC0009 and moves the entries from HR accounting line in the HRMS database to HR accounting line in the Financials database.

### See Also

[Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Setting Up Workers' Compensation, page 70](#)

*PeopleSoft Application Fundamentals 9.1 PeopleBook*, "Using Journal Generator"

PeopleSoft Payroll for North America PeopleBook, "Administering the Interface with PeopleSoft General Ledger," Preparing and Transferring Payroll Data to General Ledger

## Pages Used for Processing Workers' Compensation

Page Name	Definition Name	Navigation	Usage
Batch Publish Rules	EO_MSGPUBATCH	HCM database Enterprise Components, Integration Definitions, Batch Publish Rules	Define parameters for a periodic batch publish.  Select the PAYROLL_ACCTG_TRANSACTION message.
Batch Programs	EO_MSGBATPGM	HCM database Enterprise Components, Integration Definitions, Batch Publish Rules, Batch Programs	Insert a row for the FOWC0009 process on the Batch Programs tab.
Workers Comp Premium	RUNCTL_FOWC0004	HCM database Payroll for North America, Payroll Distribution, Provide GL Information, Worker's Compensation Premium	Enter parameters for the Workers Compensation Premium Calculation process.  You can run this process many times.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Workers Comp Accounting	RUNCTL_FOWC0009	HCM database Payroll for North America, Payroll Distribution, Provide GL Information, Export Worker's Comp to GL	Enter parameters for the Workers Compensation to GL Interface process.  You can only run this process once per pay period end date.
Batch Publish	EO_BATCHPUB	HCM database Enterprise Components, Integration Definitions, Initiate Processes, Batch Publish	Publishes the accounting entries from the Workers Comp Accounting process to the Financials database.

## Updating the Batch Publish Rules

Access the Batch Publish Rules - Batch Programs page for the PAYROLL\_ACCTG\_TRANSACTION message (Enterprise Components, Integration Definitions, Batch Publish Rules).

### **Batch Programs**

Insert a row for the Workers Compensation to GL process in the Batch Programs section.

**Process Name** Enter *FOWC0009* in this field.

**Description** Enter *PBM Workers Comp Premiums* in this field.

The fields and use of this page are discussed in the PeopleSoft Integration PeopleBook.

### **See Also**

*PeopleSoft Integration PeopleBook, "Introducing the Full/Batch Publish Utility," Assigning Batch Publish Rules*

## Running the Workers Compensation Premium Calculation Process

Access the Workers Comp Premium page (Payroll for North America, Payroll Distribution, Provide GL Information, Worker's Compensation Premium).

**Pay Period End Date** Select the pay end date that you want to run for this process.

## Running the Workers Compensation GL Interface Process

Access the Workers Comp Accounting page (Payroll for North America, Payroll Distribution, Provide GL Information, Export Worker's Comp to GL).

**As of Date**                                      Select the pay period end date for which to create accounting entries.

## Running the Batch Publish Process

Access the Batch Publish page (Enterprise Components, Integration Definitions, Initiate Processes, Batch Publish).

### **Parameters**

**Process Name**                                      Enter *FOWC0009* for the process name.

The fields and use of this page are discussed in the PeopleSoft Integration PeopleBook.

### **See Also**

*PeopleSoft Integration PeopleBook, "Understanding the Open Integration Framework," Enterprise Integration Points (EIPs)*

## Chapter 13

# Working With Staffing Vendors

This chapter provides an overview of staffing vendors and discusses how to:

- Identify eligible staffing vendors.
- View contractor rates and orders.
- Enter vendor invoices.
- Process vouchers.

---

## Understanding Staffing Vendors

Staffing vendors supply contractors that may be used to fill a customer staffing order when there are no employees with the required skill set available. Contractors are stored in the human resources database as non-employees. You can enter time for contractors in Oracle's PeopleSoft Pay/Bill Management Rapid Time component or you can enter a vendor invoice directly into PeopleSoft Payables. In either case, an accounts payable voucher may be generated.

You can generate vouchers for two different scenarios:

- When contractor time is entered through the PeopleSoft Pay/Bill Management Rapid Time component.
- When a vendor sends you an invoice and you enter it directly into PeopleSoft Payables.

When creating vouchers through PeopleSoft Payables, you gain global functionality and other existing Payables processes.

PeopleSoft Pay/Bill Management does *not* support the PeopleSoft HCM person model: an individual with the same EMPLID having different roles (employee or non-employee) in different job records. Rather, PeopleSoft Pay/Bill Management requires that each EMPLID use only one type of role for all job records.

### **See Also**

[Chapter 8, "Adding Employees and Contractors," page 83](#)

[Chapter 11, "Entering and Processing Time for Employees and Contractors," page 129](#)

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## Identifying Eligible Staffing Vendors

This section discusses how to add and maintain eligible vendors.

### Page Used to Identify Eligible Staffing Vendors

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Identify Eligible Vendors	FO_AVE_VNDR_SETUP	Staffing, Vendors and Contractors, Identify Eligible Vendors	Indicate which accounts payable (AP) vendors are staffing vendors who supply you with contractors to associate with assignments.  Use this list to select which vendors to reimburse when entering contractor time and generating vouchers.

### Identifying Eligible Staffing Vendors

Access the Identify Eligible Vendors page (Staffing, Vendors and Contractors, Identify Eligible Vendors).

<b>Vendor ID</b>	Enter a vendor. The vendor must have been previously added in the PeopleSoft Payables application.
<b>Name</b>	Displays the name associated with your selected vendor ID.
<b>Default Location and Description</b>	Enter a default vendor location that appears on assignments. The vendor location controls much of the default voucher processing.

---

## Entering Vendor Invoices

When a vendor sends you a bill, you can enter a voucher directly into Payables.

This section discusses how to:

1. Enter invoice information.
2. Enter payment information.

## Pages Used to Enter Vendor Invoices

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Quick Invoice	VCHR_HEADER_QV2	Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry	Enter required and optional invoice header, line, and distribution information.
Payment Details	VCHR_PYMNT_QV_SEC	Click the Payments link on the Quick Invoice page.	Enter any specific payment information.

## Entering Invoice Information

Access the Quick Invoice page (Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry).

For a description of the fields and uses of this page, refer to the *PeopleSoft Payables 9.1 PeopleBook*.

### **See Also**

*PeopleSoft Payables 9.1 PeopleBook*, "Using Quick Invoices"

## Entering Payment Information

Access the Payment Details page (Click the Payments link on the Quick Invoice page).

The *PeopleSoft Payables 9.1 PeopleBook* discusses the fields and use of this page.

### **See Also**

*PeopleSoft Payables 9.1 PeopleBook*, "Using Quick Invoices"

---

## Processing Vouchers

This section discusses how to:

- Automatically create vouchers for time reported by non-employees (contractors).
- Build vouchers in PeopleSoft Payables.
- Post vouchers in PeopleSoft Payables.
- Use the AP to Projects Application Engine.

## Pages Used to Process Vouchers

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Create Voucher for Contractor	RUN_FO_TO_AP	Staffing, Vendors and Contractors, Create Voucher for Contractor	Submit payable time for non-employees (contractors) to PeopleSoft Payables to create vouchers. This process moves time entries for contractors from the PROJ_RESOURCE table to the VOUCHER staging table.  <b>Note.</b> The non-employee time records are sent from Time and Labor to the Project Resources table when the non-employee time is approved.
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build	Build vouchers in PeopleSoft Payables.  Create a run control for the Voucher Batch Request Application Engine process.
Voucher Posting Request	PST_VCHR_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Posting	Run the Voucher Posting process (AP_PSTVCHR).
Payables	PC_AP_TO_PC	Project Costing, Cost Collection, Payables	Request process for PeopleSoft Project Costing to retrieve approved vouchers from PeopleSoft Payables.

## Creating Vouchers for Contractors

Access the Create Voucher for Contractor page (Staffing, Vendors and Contractors, Create Voucher for Contractor).

<b>PC Business Unit</b>	Select a PeopleSoft Project Costing business unit.
<b>Accounting Date From</b>	Specify the start date for the contractor time to be included in the voucher.
<b>Accounting Date To</b>	Specify the end date for the contractor time to be included in the voucher.

**Vendor ID Options**

Submit time for all vendors or select a specific vendor. Values include:

- *All*
- *Specify*

---

**Note.** If you select *Specify* the system displays the SetID and Vendor ID fields. Use these fields to specify the vendor for which you want to create vouchers.

---

**Building Vouchers in PeopleSoft Payables**

Access the Voucher Build page (Accounts Payable, Batch Processes, Vouchers, Voucher Build).

The *PeopleSoft Payables 9.1 PeopleBook* describes the fields and use of this page.

**Voucher Build Interfaces**

Select *Pay/Bill Management* to build vouchers for PeopleSoft Pay/Bill Management contractors.

**See Also**

*PeopleSoft Payables 9.1 PeopleBook*, "Running Voucher and Payment Posting"

**Posting Vouchers in PeopleSoft Payables**

Access the Voucher Posting Request page (Accounts Payable, Batch Processes, Vouchers, Voucher Posting).

The *PeopleSoft Payables 9.1 PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Payables 9.1 PeopleBook*, "Running Voucher and Payment Posting"

**Using the AP to Projects Application Engine**

Access the Payables page (Project Costing, Cost Collection, Payables).

The *PeopleSoft Project Costing 9.1 PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Project Costing 9.1 PeopleBook*, "Tracking Procurement Costs," Integrating with PeopleSoft Payables



## Chapter 14

# Processing Billing

This chapter provides an overview of billing processing and discusses how to:

- Process billing.
- Review bill summaries.

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## Understanding Billing Processing

This section discusses:

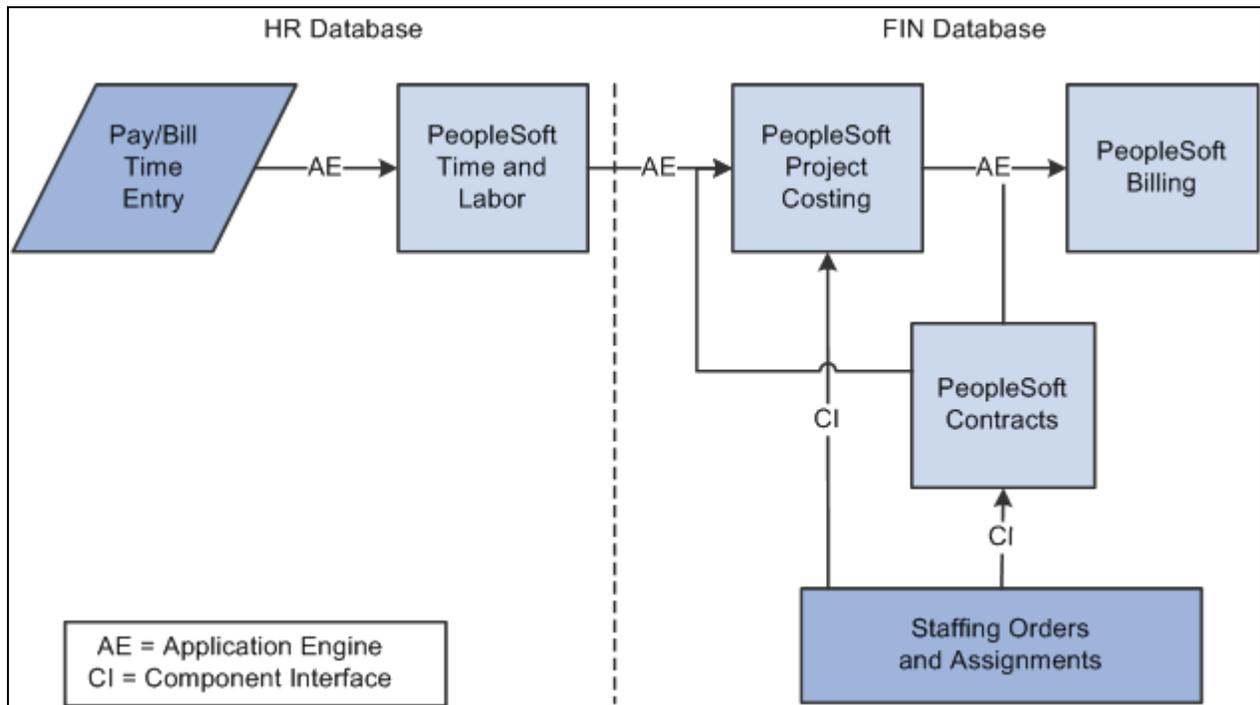
- General PeopleSoft Billing processing.
- Streamlined billing.

## General PeopleSoft Billing Processing

PeopleSoft Pay/Bill Management integrates with PeopleSoft Billing through the use of the PeopleSoft Project Costing and PeopleSoft Contracts applications.

When you save staffing orders and assignments, the Pay/Bill Management system creates contracts, contract lines, projects, activities, and so forth in Project Costing and PeopleSoft Contracts. This enables you to use the existing relationships between PeopleSoft Billing, PeopleSoft Project Costing, and PeopleSoft Contracts.

The following diagram shows the integrations between the HCM database and PeopleSoft Billing.



Overview of integrations between the HR database and the financials database for processing billing

To process billing:

1. Enter time using the PeopleSoft Pay/Bill Management Rapid Time component.
2. Run the Publish Actual Payable Time Application Engine process (TL\_PY\_PUB\_TM).

This process sends data for the actual hours from PeopleSoft Time and Labor to an interface staging table in PeopleSoft Project Costing.

3. Send billable time to PeopleSoft Project Costing (PC\_TL\_TO\_PC).

PeopleSoft Time and Labor sends billable time to PeopleSoft Project Costing (to an interface staging table) as either actuals or estimates through an application message (PeopleSoft Time and Labor to PeopleSoft Project Costing). Then, the PC\_TL\_TO\_PC Application Engine reads the data in the interface staging table and writes the transactions to the PROJ\_RESOURCE table and calls the Project Costing Pricing Engine.

4. Run the Pricing Engine (PC\_PRICING).

This process creates billing rows from the costs that are brought into PeopleSoft Project Costing. The system calls it automatically from the PC\_TL\_TO\_PC process. The system matches up the costs with contract lines and rate sets to determine what billing rows are created.

5. Run the Contracts/Billing Interface Application Engine process (CA\_BI\_INTFC).

This process in PeopleSoft Contracts sends PeopleSoft Contracts and PeopleSoft Projects-related billing activity to PeopleSoft Billing. This process calls the Staffing Process step, which moves values into User Fields 1–9 in the Billing Interface tables (INTFC\_BI) from the customer field values that you specified when setting up the assignment. This process also calls the CA\_COMMIT\_PO process, which updates the PO remaining balance with the committed amount.

6. Run the Billing Interface process (BIIF0001).

This process in PeopleSoft Billing creates temporary or regular bills based on the transactions in the Billing Interface tables.

7. Run the Finalization process (BIIVC000).

You run this process on the real bills that you have created to change the bill status from RDY to INV. The process performs a variety of tasks including calculating taxes, setting the invoice date, and calculating the due date.

8. Run the Billing to Projects/Contracts Interface process (BIPCC000).

After you have run the Finalization process, run the Projects/Contracts Interface process to update PeopleSoft Contracts and PeopleSoft Project Costing with the finalized bill information from PeopleSoft Billing. This process calls the FO\_PO\_APPLY process, which updates the PO remaining balance with the amounts actually billed.

9. Run the Billing Adjustments to Projects process (PC\_BI\_TO\_PC).

This process moves data from PeopleSoft Billing to PeopleSoft Project Costing. This billing adjustment data is used to populate the PROJ\_RESOURCE table.

**See Also**

*PeopleSoft Project Costing 9.1 PeopleBook*, "Integrating with Time and Labor"

*PeopleSoft Contracts 9.1 PeopleBook*, "Processing Contracts Billing"

Chapter 10, "Working with Purchase Order Tracking," page 109

*PeopleSoft Time and Labor PeopleBook*, "Integrating With PeopleSoft Financials and Enterprise Performance Management," *Publishing Estimated and Actual Cost Data to PeopleSoft Projects*

## Streamlined Billing

To reduce the number of steps for invoicing bills, you can use streamlined billing. Streamlined billing enables you to process transactions from PeopleSoft Contracts and PeopleSoft Project Costing to PeopleSoft Billing and back with one job. As long as data is set up correctly, steps 5 through 9 (in the previous section) run sequentially with no manual intervention.

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**Note. Important Setup Parameters:** For streamline billing to run correctly, you must select the Pre-approved and Direct Invoicing check boxes on the billing plan, specify the range selection ID and direct invoicing option on the Bill By Identifier page, and establish billing user preferences.

---

For detailed information about streamlined billing, refer to your *PeopleSoft Contracts 9.1 PeopleBook*.

**See Also**

*PeopleSoft Contracts 9.1 PeopleBook*, "Processing Contracts Billing," Streamlined Billing

## Processing Billing

This section discusses how to:

- Run the Publish Actual Payable Time process.
- Run the Time & Labor to Projects process.
- Run the Contracts/Billing Interface process.
- Run the Billing Interface process.
- Run the Finalization process.
- Run the Billing to Projects/Contracts Interface process.
- Run the Billing Adjustments to Projects process.

## Pages Used to Process Billing

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Publish Actual Payable Time	TL_RUN_PUB_ACTUALS	HCM database Time and Labor, Process Time, Publish Actual Payable Time	Run the Publish Actual Payable Time process to send actual hours from PeopleSoft Time and Labor to an interface staging table in PeopleSoft Project Costing.
Time and Labor	PC_TL_TO_PC	Project Costing, Cost Collection, Time and Labor	Run the PC_TL_TO_PC process to pull data from the interface staging table into the Project Costing Project Resources table.
Process As Incurred Billing	RUN_CA_BI	<ul style="list-style-type: none"> <li>• Customer Contracts, Schedule and Process Billing, Process As Incurred Billing</li> <li>• Staffing, Pay/Bill Processes Center, Bill, Process As Incurred Billing</li> <li>• Click the Process As Incurred Billing link on the Pay/Bill Processes Center page.</li> </ul>	Run the Contracts/Billing Interface process to load billing information from PeopleSoft Contracts and PeopleSoft Project Costing into PeopleSoft Billing.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Billing Interface	RUN_BI_INTFC	<ul style="list-style-type: none"> <li>Billing, Interface Transactions, Process Billing Interface</li> <li>Staffing, Pay/Bill Processes Center, Bill, Process Billing Interface</li> <li>Click the Process Billing Interface link on the Pay/Bill Processes Center page.</li> </ul>	Set interface parameters before running the Billing Interface process.
Finalize and Print	RUN_BI_PRNTIVC	<ul style="list-style-type: none"> <li>Billing, Generate Invoices, Non-Consolidated, Finalize and Print Invoices</li> <li>Staffing, Pay/Bill Processes Center, Bill, Finalize and Print Invoices</li> <li>Click the Finalize and Print Invoices link on the Pay/Bill Processes Home page.</li> </ul>	Establish parameters for printing invoices (BIIVC000) by using single action processes.
Run BI PC/CA Intrfc.	RUN_BI_PCCA	<ul style="list-style-type: none"> <li>Billing, Generate Invoices, Utilities, Update Contract/Projects Data</li> <li>Staffing, Pay/Bill Processes Center, Bill, Update Contract/Projects Data</li> </ul>	Determine the sets of invoices to be processed, and run the Billing to Projects/Contracts Interface process for all billing business units or for a single business unit. This process also updates the PO remaining balances and the PO Application tables with the amounts actually billed.
Retrieve Billing Items	PC_BI_TO_PC	<ul style="list-style-type: none"> <li>Project Costing, Revenue Collection, Retrieve Billing Items</li> <li>Staffing, Pay/Bill Processes Center, Bill, Retrieve Billing Items</li> </ul>	Move rate-based data from PeopleSoft Billing to PeopleSoft Project Costing by using an Application Engine process. Places all approved-billed rows into the PROJ_RESOURCE table.

## Running the Publish Actual Payable Time Application Engine Process (TL\_PY\_PUB\_TM)

Access the Publish Actual Payable Time page (Time and Labor, Process Time, Publish Actual Payable Time).

You can always run the Publish Actual Payable Time process from this page. However, PeopleSoft Time and Labor always publishes actual payable time to PeopleSoft Project Costing when you:

- Run the Extract Time and Labor Cost (for PeopleSoft Payroll for North America) or Time and Labor Run Control (for PeopleSoft Global Payroll) when you are not using labor distribution.
- Run the Labor Distribution or Labor Dilution process.
- Use the Batch Approval page.
- Use the Approve Payable Time page.
- Use the Approve Payable Time - Group page.
- Adjust paid time.

The *PeopleSoft Time and Labor PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Time and Labor PeopleBook, "Integrating With PeopleSoft Financials and Enterprise Performance Management," Publishing Estimated and Actual Cost Data to PeopleSoft Projects*

## Running the Time & Labor to Projects (PC\_TL\_TO\_PC) Process

Access the Time and Labor page (Project Costing, Cost Collection, Time and Labor).

The *PeopleSoft Project Costing 9.1 PeopleBook* describes the fields and use of this page.

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**Note.** The rate sets created by PeopleSoft Pay/Bill Management for each temporary assignment have a rate definition type of *Billing*, which can be leveraged to run PC\_PRICING only for Billing but not costing transactions.

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### See Also

*PeopleSoft Project Costing 9.1 PeopleBook, "Integrating with Time and Labor," Reviewing and Loading Data to PeopleSoft Project Costing Tables*

## Running the Contracts/Billing Interface Application Engine Process (CA\_BI\_INTFC)

Access the Process As Incurred Billing page (Staffing, Pay/Bill Processes Center, Bill, Process As Incurred Billing).

The *PeopleSoft Contracts 9.1 PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Contracts 9.1 PeopleBook*, "Processing Contracts Billing"

## Running the Billing Interface Process (BIIF0001)

Access the Billing Interface page (Staffing, Pay/Bill Processes Center, Bill, Process Billing Interface).

The *PeopleSoft Billing 9.1 PeopleBook* describes the fields and use of this page.

## Running the Finalization Process (BIVC000)

Access the Finalize and Print page (Staffing, Pay/Bill Processes Center, Bill, Finalize and Print Invoices).

The *PeopleSoft Billing 9.1 PeopleBook* describes the fields and use of this page.

## Running the Billing to Projects/Contracts Interface Process (BIPCC000)

Access the Run BI PC/CA Intrfc. page (Staffing, Pay/Bill Processes Center, Bill, Update Contract/Projects Data).

The *PeopleSoft Billing 9.1 PeopleBook* describes the fields and use of this page.

**See Also**

Chapter 10, "Working with Purchase Order Tracking," page 109

*PeopleSoft Billing 9.1 PeopleBook*, "Integrating with PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management"

## Running the Billing Adjustments to Projects Process (PC\_BI\_TO\_PC)

Access the Retrieve Billing Items page (Staffing, Pay/Bill Processes Center, Bill, Retrieve Billing Items).

The *PeopleSoft Project Costing 9.1 PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft Project Costing 9.1 PeopleBook*, "Integrating with PeopleSoft Contracts and PeopleSoft Billing"

## Reviewing Bill Summaries

This section discusses how to:

- Review bill summaries.
- Review options and processes applied to bills.

### Pages Used to Review Bill Summaries

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Bill Summary Info (Bill Summary Information)	BI_SUMMARY_INQ	Billing, Review Billing Information, Summary	Review bill summary information in your preferred currency perspective.
Bill Summary Info 2 (Bill Summary Information 2)	BI_SUMMARY2_INQ	Billing, Review Billing Information, Summary, Bill Summary Info 2	Review the options and processes applied to the corresponding bill. The General Ledger level, Receivables level, and PeopleSoft Receivables options are those that you defined on the Installation Options - Billing - GL/AR Options page.  The remaining fields on this page are selected if the particular option or process has been applied; they are cleared if they have not been applied for the corresponding bill.

### Reviewing Bill Summaries

Access the Bill Summary Info page (Billing, Review Billing Information, Summary).

The *PeopleSoft Billing 9.1 PeopleBook* describes the function and detail of this page.

### Reviewing Options and Processes Applied to Bills

Access the Bill Summary Info 2 page (Billing, Review Billing Information, Summary, Bill Summary Info 2).

The *PeopleSoft Billing 9.1 PeopleBook* describes the function and detail of this page.

## Appendix A

# Paying Salary and Exception Hourly Employees With PeopleSoft Payroll for North America

This appendix provides an overview of paying salary and exception hourly employees.

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## Understanding Paying Salary and Exception Hourly Employees With PeopleSoft Payroll for North America

This section contains information about paying the following types of employees with PeopleSoft Payroll for North America:

- Salary employees.
- Exception hourly employees.

### Salary Employees

When you hire a salary employee and set up the salary compensation for that employee, it is important to take note of the following items:

- When you hire an employee and set up salary compensation, you define the compensation rate for the employee at the time of hire.

You set up the salary amount on employee record 0 (zero). Select a pay group that does not require confirmation. This option allows an employee to be paid the compensation rate entered by default. This will create the compensation information on employee record 0. You should maintain any changes to the employee's compensation rate on employee record 0.

- When you assign an employee to an assignment, depending on whether the Additional Jobs — Salaried Employees check box is selected on the Staffing Installation page, the system may create a new job record for the employee. However, since the employee is salaried, the employee's compensation is paid from employee record 0. You enter bill rates, but not pay rates, on the assignment.

- If the Salaried Employees check box in the Additional Job Options group box on the Installation Options - Staffing page is deselected, the system will not create additional jobs when creating assignments for salaried employees. In this configuration, hours are reported and paychecks are generated using the same employee job record number and the labor distribution process can allocate the actual labor cost against hours reported and this information can be sent to PeopleSoft Project Costing.

If the Salaried Employees check box is selected in the Additional Job Options group box on the Installation Options - Staffing page, the system creates one job record for each assignment created. While time is reported against the job record associated with the assignment (project and activity), the employee is compensated based on the job record that was created when he or she was hired. Because hours are reported against a different job record from which the employee is paid, the labor distribution process is not able to allocate the actual payroll costs against the time reported. PeopleSoft Pay/Bill Management, in this configuration, populates the time entry records with an estimated rate equal to the annual salary of the employee (as specified in his or her default job record) divided by 2080 hours.

- When configuring the system to always create additional jobs for salaried employees, report time for these employees using a TRC that is not mapped to an earnings code in order to prevent time data from going to PeopleSoft Payroll for North America. If time data goes to PeopleSoft Payroll for North America, this could result in paying an employee more than once (once on employee record 0 and again on employee record 1, 2, 3, and so on).

On employee records 1, 2, 3, and so on, select a pay group on the Assignment - Payroll page that does require confirmation. This option does not allow an employee to be paid by default. So, if pay on employee record 1, 2, 3, and so on is inadvertently passed to payroll, the status defaults to *not ok to pay*.

---

**Note.** Salary is always paid from employee record 0. However, you must enter bill rates when creating an assignment. When you enter time for the salaried person, you are entering time for each project and activity. This allows the data to be passed to PeopleSoft Project Costing and PeopleSoft Billing correctly.

---

### **See Also**

[Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Setting Up Rate Elements and Rate Profiles, page 56](#)

[Chapter 9, "Creating Staffing Orders," Defining Assignments, page 96](#)

[Chapter 11, "Entering and Processing Time for Employees and Contractors," page 129](#)

## **Exception Hourly Employees**

Exception hourly employees are treated exactly the same as hourly employees. For PeopleSoft Pay/Bill Management, you enter time in PeopleSoft Time and Labor and the system then passes this information to PeopleSoft Payroll for North America. PeopleSoft Time and Labor has features for Exception Time Reporters so that time does not need to be entered positively. Therefore, the core PeopleSoft Payroll for North America exception hourly functionality is not used for PeopleSoft Pay/Bill Management.

Depending on whether the Hourly Employees check box is selected on the Staffing Installation page, when you assign an employee to an assignment, the system creates an additional employee job record in PeopleSoft HRMS for each assignment or tries to re-use existing job records. When you enter time for the employee, the override rate is the pay rate defined on the assignment.

## Appendix B

# Calculating Margin and Markup

This appendix presents an overview of margin and markup and discusses how to:

- Set up margin indicators.
- Configure margin.

---

## Understanding Margin and Markup

This section discusses:

- Margin statuses.
- How margin and markup are calculated.
- Determining related costs for margin markup calculations.

## Margin Statuses

Margin represents the amount of money that you make for every hour that a person works. Markup is the percent difference between the bill rate and pay rate. The following table lists the available statuses for margins. These statuses apply to the rates in the temporary orders on the Assignment pages.

 (Green = acceptable)	Acceptable margin achieved. The calculated margin is above the cautionary margin established for the specified job code. If you meet margin requirements, a green diamond appears next to the field.
 (Yellow = caution)	Margin below normal levels. The calculated margin is above the critical margin, but falls at or below the cautionary margin established for the specified job code. A yellow triangle appears next to the field to indicate that the ratio is not within margin requirements.
 (Red = critical)	Unacceptable margin. If the calculated margin falls at or below the critical margin established for the specified job code, a red square appears next to this field.

---

**Note.** Margin and markup functionality is only applicable to temporary orders and temporary assignments.

---

**See Also**

Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Setting Up Job Code Margin Indicators, page 69

## How Margin and Markup are Calculated

When a bill and pay rate is entered on the assignment, the margin and markup calculations are dependent upon your prior margin configuration. This section discusses how you calculate margin and markup.

**Calculating Margin**

The margin calculation on the Assignment page subtracts costs from the bill rate and then divides by the bill rate, taking into consideration the pay rate, overhead costs (fixed cost margin), and workers compensation premiums.

$$\text{Margin} = ((\text{Bill Rate} - \text{Cost}) / \text{Bill Rate}) * 100$$

**Calculating Markup**

The markup calculation on the Assignment page subtracts the pay rate from the bill rate and then divides by the pay rate.

$$\text{Markup} = ((\text{Bill Rate} - \text{Pay Rate}) / \text{Pay Rate}) * 100$$

## Determining Related Cost for Margin Markup Calculations

This section discusses how to determine the following components of the margin and markup calculations:

- Fixed cost.
- Workers' compensation cost.
- Cost.

**Determining Fixed Cost**

The fixed cost depends on the fixed cost margin and pay rate. Fixed cost is the additional cost (overhead) that is incurred for every hour of employee pay, excluding workers' compensation. This fixed cost margin is defined as part of the staffing branch configuration.

$$\text{Fixed cost} = \text{Pay Rate} * (\text{Fixed Cost Margin} / 100)$$

**Determining Workers' Compensation Cost**

The workers' compensation cost is calculated based on the rate type selected on the Workers' Comp Rates page.

If the workers' compensation rate type = *percentage*, then

Workers Compensation cost = Pay Rate \* (Base Rate / 100) \* Modifier

If the workers' compensation rate type = *per hour*, then

Workers Compensation cost = 1 hour \* (Base Rate)

### ***Determining Cost***

You must calculate cost prior to determining the markup or margin.

Cost = Pay Rate + Fixed Cost + Workers Compensation Cost

### **See Also**

Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Setting Up Workers' Compensation, page 70

## **Setting Up Margin Indicators**

Margin indicators identify at what percentages the system triggers caution and critical warning indicators on the Order and Assignments pages.

You configure job codes in HCM and application messaging sends the information to Financials. In Financials, you can set up the margin indicators as supplemental setup using the Job Code Definition page, which we describe in the PeopleSoft Staffing Front Office PeopleBook.

This section discusses how to set up margin indicators.

## **Page Used to Establish Margin Indicators**

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Job Code Definition	RS_CM_JOBCODE_TBL	Set Up Financials/Supply Chain, Common Definitions, Resources Data, Jobcodes	Displays the job codes originally configured in HCM that have been sent to the Financials database through application messaging.  <i>See PeopleSoft Staffing Front Office 9.1 PeopleBook, "Structuring PeopleSoft Staffing Front Office Processing Environment," Setting Up Job Codes.</i>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Billing Calculation	FO_JOB_BILLING	Set Up Financials/Supply Chain, Common Definitions, Resources Data, Jobcodes, Billing Calculation	Set up supplemental job code configuration to define standard pay and bill rates based on pay grades as well as caution and critical margin levels.  See <i>PeopleSoft Staffing Front Office 9.1 PeopleBook</i> , "Structuring PeopleSoft Staffing Front Office Processing Environment," Entering Default Values for Pay Grades and Margin Rates.

## Entering Margin Indicators

Access the Billing Calculation page (Set Up Financials/Supply Chain, Common Definitions, Resources Data, Jobcodes, Billing Calculation).

**Caution** Enter a margin percentage at which the system triggers a caution warning for an order or assignment. This indicates that the margin is below normal levels and changes the order or assignment to a *Yellow* status.

**Critical** Enter a margin percentage at which the system triggers a critical warning for an order or assignment. This indicates that the margin is at an unacceptable level and changes the order or assignment to a *Red* status.

---

## Configuring Margin

The margin calculation requires configuration prior to entering orders and assignments and calculating margins based on pay and bill rates. Your implementation team configures the values that the system uses in the margin calculation. Your organization bases these calculations on the costs associated with filling a position as well as the expected profit that is generated when you fill the order.

This section discusses how to configure margin.

## Page Used to Configure Margin

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Staffing Branch	BUS_UNIT_TBL_FO	Set Up Financials/Supply Chain, Product Related, Staffing, General, Branch/BU Mapping	Configure the fixed cost margin to be associated with each staffing branch.

## Configuring Margin

To configure margin:

1. Establish fixed costs by branch.

Record the fixed cost margin for the system by branch on the Staffing Branch page. The fixed cost margin is the percentage of cost that is incurred for every hour of employee pay. The figure should be entered as a number (not percent) with a maximum of two decimal places. For example, if the burden rate is 12.98 percent, enter a margin estimator of *12.98*.

Some costs that should be used in the calculation of this percentage include: FICA (Federal Insurance Contributions Act), FUT (Federal Unemployment Taxes), SUT (State Unemployment Taxes), as well as other mandated payroll-related costs.

2. Establish workers' compensation policy and rates.

In your HCM database, select Set Up HRMS, Product Related, Staffing, Workers' Compensation.

### **See Also**

[Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Setting Up and Mapping Branches, page 47](#)

[Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Setting Up Workers' Compensation, page 70](#)



## Appendix C

# Paying Salary and Hourly Employees With PeopleSoft Global Payroll

This appendix provides an overview of paying salary and hourly employees.

---

## Understanding Paying Salary and Hourly Employees With PeopleSoft Global Payroll

PeopleSoft Pay/Bill Management uses the following employee types: *H* (hourly), *S* (salaried), *E* (exception hourly), and *NA* (not applicable).

Pay/Bill Management uses the employee type attribute on the employee record to determine which rate profile to use when creating assignments and to filter which rate elements are available in the assignment rates grid. When an employee's pay system is PeopleSoft Global Payroll, HRMS sets the Employee Type field to *NA* (not applicable). When you define the rate profile for use with PeopleSoft Global Payroll, it must contain the rate elements and TRCs (time reporting codes) for both global hourly workers and global salaried workers. TRCs for global hourly employees should be defined with an action of *Pay and Bill*. Global salaried employees should be defined with an action of *Bill Only*.

This section contains special notes regarding paying the following types of employees with PeopleSoft Global Payroll:

- Salary employees.
- Hourly employees.

---

**Note.** The options on the Installation Options - Staffing page that control the additional job behaviors for hourly and salaried employees also control the behavior for global employees. The same check boxes used to control the additional jobs system behavior for hourly employees also control the system behavior for global payroll employees (hourly or salaried).

---

**See Also**

Appendix A, "Paying Salary and Exception Hourly Employees With PeopleSoft Payroll for North America," page 183

Appendix C, "Paying Salary and Hourly Employees With PeopleSoft Global Payroll," page 191

Chapter 6, "Configuring the PeopleSoft Pay/Bill Management System," Setting Up Rate Elements and Rate Profiles, page 56

Chapter 11, "Entering and Processing Time for Employees and Contractors," page 129

**Salary Employees**

For a global salaried employee, at the point of hire, you enter the employee's salary in the Compensation Rate field. When you assign the employee, you enter the bill rates for the assignments.

The TRC for the global salaried row should map to an earnings code that does not add to gross or net amounts. When you enter time to these TRCs, it will not add to the employee's pay and the employee will be paid their salary from employee record 0 (zero).

---

**Note.** The TRCs for global salaried personnel should map to an earnings code that does not add to gross or net amounts. This is important so that you do not pay your employee from employee record 1, 2, 3, and so on, but instead pay from employee record 0.

---

**Hourly Employees**

For a global hourly employee, at the point of hire you should enter a compensation rate of 0 (zero). When you assign the employee, enter both pay and bill rates. The TRC used for global hourly assignments should map to an earnings code that does add to gross and net amounts. When you enter time to these TRCs, the pay rate is populated on the override rate and it is passed to PeopleSoft Global Payroll for the pay calculations.

## Appendix D

# PeopleSoft Pay/Bill Management Business Processes and Integrations

Transactions created in Oracle's PeopleSoft Pay/Bill Management result in the creation of other transactions in the following PeopleSoft applications:

- Project Costing (PC)
- Contracts (CA)
- Human Resources (HR)
- Time and Labor (TL)
- Billing (BI)
- Resource Management (RS)
- Payables (AP)

---

## Integration Between Pay/Bill Management and Other PeopleSoft Applications

The following tables detail the integration between PeopleSoft Pay/Bill Management and other applications as each affects employees, customers and contacts, orders, and assignments.

The following integrations apply for employees:

<b>Concept</b>	<b>Human Resources</b>	<b>PeopleSoft Time and Labor</b>	<b>PeopleSoft Payables</b>	<b>PeopleSoft Resource Management</b>
Employees	When an applicant is hired using the PeopleSoft Pay/Bill Management applicant component in the Financials database, his or her information is sent to the HCM database where the person is hired in PeopleSoft HR. From that point on, PeopleSoft HR becomes the system of reference and any data updates made in the HCM employee components are sent to the Financials database through application messaging.	When an applicant is hired in the PeopleSoft Pay/Bill Management Applicant component, the system uses the workgroup and taskgroup specified to create the time reporter data in the employee job record number 0 (zero).	When hiring non-employees into the system, you can associate the non-employee record with a default vendor ID and vendor location to indicate the other staffing company for which the non-employee works.	PeopleSoft Pay/Bill Management and PeopleSoft Resource Management share the same employee tables, but each has their own employee components.

The following integrations apply for customers and contacts:

<b>Concept</b>	<b>Billing</b>
Customers and Contacts	PeopleSoft Pay/Bill Management shares the customer and contact table and components with other core Financials applications such as PeopleSoft Billing, Contracts, and PeopleSoft Receivables. PeopleSoft Pay/Bill Management and PeopleSoft Staffing Front Office provide additional pages in those components to capture additional information that is specific to the staffing industry.

The following integrations apply for orders:

<b>Concept</b>	<b>Project Costing</b>	<b>Contracts</b>	<b>Resource Management</b>
Orders	PeopleSoft Pay/Bill Management creates a PeopleSoft Project Costing project for each order created in the system (except for orders with a status of <i>Draft</i> ). The system also creates a project status record, and, depending on the Project Costing installation options, the system may also create a Project Owning Organization using the order department ID and the GL business unit mapped to the PeopleSoft Contracts business unit associated with the order.	PeopleSoft Pay/Bill Management creates a Contracts contract for each order created in the system (except for orders with status of <i>Draft</i> ).	PeopleSoft Pay/Bill Management shares the same order and assignment tables with PeopleSoft Resource Management but each application has its own component to add orders and assignments.

The following two tables contain the integrations that apply for assignments:

<b>Project Costing</b>	<b>Contracts</b>	<b>Human Resources</b>	<b>Time and Labor</b>
PeopleSoft Pay/Bill Management creates an activity for each assignment created in the system . The system also creates an activity status record and adds the person assigned to the project and activity teams (and to the project and activity resource lists if PeopleSoft Program Management is installed).	PeopleSoft Pay/Bill Management creates a contract line for each assignment created in the system . The system also creates a billing plan, a revenue plan, and links the contract line with the project activity. For temporary assignments, the system also creates a contract rate set to be able to bill for hours reported against the assignment. For career assignments, the system creates the billing events with the dates and amounts specified in the assignment. Additionally, PeopleSoft Pay/Bill Management sends assignment cross reference and rate information to the HCM database to be used for automatic lookups during time entry.	For temporary assignments, depending on the additional jobs option selected on the Installation Options - Staffing page, PeopleSoft Pay/Bill Management may create a new employee job record for the assignment just added. If the assignment re-uses an existing job record, PeopleSoft Pay/Bill Management may insert an effective dated row for that job record in case information such as tax location code or job code changed for this assignment.	For temporary assignments, depending on the additional jobs option selected on the Installation Options - Staffing page, PeopleSoft Pay/Bill Management may create a new employee job record for the assignment just added. In such cases it will automatically create Time Reporter data for that new job record. If the assignment re-uses an existing job record, PeopleSoft Pay/Bill Management may insert an effective dated row in the Time Reporter data for that job record in case information such as workgroup or task group changed for this assignment.

<b>Billing</b>	<b>Payables</b>	<b>Resource Management</b>
<p>For career assignments, if a fall off occurs, PeopleSoft Pay/Bill Management automatically creates a credit for the customer in PeopleSoft Billing, using the fall off amount and credit date specified.</p>	<p>When assigning non-employees to an order, you can specify the staffing vendor and vendor location through which the employee is working. That information is used as part of the FO_TO_AP Application Engine process which automatically generates vouchers payable to the vendor specified in the assignment based on the time reported for the non-employee.</p>	<p>PeopleSoft Pay/Bill Management shares the same order and assignment tables with PeopleSoft Resource Management but each application has its own component to add orders and assignments.</p>

## Appendix E

# PeopleSoft Pay/Bill Management Web Libraries

This appendix provides an overview of web libraries and discusses Oracle's PeopleSoft Pay/Bill Management web libraries.

---

## Understanding Web Libraries

A web library is a derived or work record whose name starts with WEBLIB\_. PeopleSoft embeds all internet scripts (iScripts) in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators must make sure that users have the proper access to web libraries. For example, the default navigation system for PeopleSoft Pure Internet Architecture users is implemented by using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they won't have proper access to the system. If users are not authorized to a particular web library or iScript, then they can't invoke it. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleCode.

### See Also

*PeopleTools PeopleBook: PeopleCode API Reference*

*PeopleTools PeopleBook: Security Administration*

*PeopleBook: Portal Technology*

---

## Pay/Bill Management Web Libraries

This table lists the web libraries that are used and delivered with Pay/Bill Management:

<b>Web Library Name</b>	<b>Description</b>
WEBLIB_FO_PB	PeopleSoft Pay/Bill Management web library.
WEBLIB_IB	Generates PeopleSoft Integration Broker functions.

<b>Web Library Name</b>	<b>Description</b>
WEBLIB_MSGWSDL	This is the record behind the page for the enterprise integration point (EIP) Web Services Description Language (WSDL) generation.
WEBLIB_PORTAL	<p>Contains the following five fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal:</p> <p>PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation.</p> <p>PORTAL_NAV: Main support routines for navigation.</p> <p>PORTAL_HEADER: Support for the header portion of the page and some generic routines.</p> <p>PORTAL_DYN_TEMP: Support for the dynamic template.</p> <p>PORTAL_PGLT_PREV: Support for the pagelet preview functionality.</p>
WEBLIB_PT_NAV	Contains iScripts for the menu pagelet and left-hand navigation for transaction pages.
WEBLIB_RPT	Contains iScript for the Run report to window output option. Supports access to the new browser window.
WEBLIB_XMLLINK	Generates PeopleSoft Business Interlinks XML functions.

## Appendix F

# Delivered Service Operations, and Batch Publish Rules For PeopleSoft Pay/Bill Management

The Service Operations described here are meant to keep tables in sync between FSCM 9.1 and HCM 9.1. Although it is up to you to define whether and how to keep data in sync between FSCM and HCM 9.1, Oracle recommends the configuration for the delivered Service Operations as described in this section. You need to define the Service Operations setup prior to using PeopleSoft Pay/Bill Management.

---

## Setting up the Delivered Service Operations

This section provides an overview of the delivered service operations for PeopleSoft Pay/Bill Management.

### *Understanding Delivered Service Operations*

The following Service Operation definitions are available for Staffing:

ACCOUNT\_CHARTFIELD\_FULLSYNC  
ACCOUNT\_CHARTFIELD\_SYNC  
ACTUAL\_TIME\_ADD  
ACTUAL\_TIME\_BATCH\_ADD  
BEN\_DEFN\_PGM\_FULLSYNC  
BUS\_UNIT\_HR\_FULLSYNC  
BUS\_UNIT\_HR\_SYNC  
CM\_TYPE\_FULLSYNC  
CM\_TYPE\_SYNC  
COMPANY\_FULLSYNC  
COMPANY\_SYNC  
COMPETENCY\_FULLSYNC1  
COMPETENCY\_FULLSYNC2  
COMPETENCY\_FULLSYNC3  
COMPETENCY\_SYNC1  
COMPETENCY\_SYNC2  
COMPETENCY\_SYNC3  
COUNTRY\_FULLSYNC \*  
COUNTRY\_SYNC \*  
CURRENCY\_FULLSYNC \*  
CURRENCY\_SYNC \*  
CURR\_QUOTE\_MTHD\_FULLSYNC \*  
CURR\_QUOTE\_MTHD\_SYNC \*  
CUSTOMER\_FULLSYNC  
CUSTOMER\_SYNC  
DEPT\_FULLSYNC  
DEPT\_SYNC  
ESTIMATED\_TIME\_BATCH\_ADD  
FO\_APP\_HIRE  
FO\_ASGN\_CONFIRM  
FO\_ASGN\_CREATE  
FO\_ASGN\_RATES\_SYNC  
FO\_ASGN\_UPD  
FO\_CO\_LOCALTAX\_FULLSYNC  
FO\_COMP\_RATECD\_FULLSYNC  
FO\_CO\_STATETAX\_FULLSYNC  
FO\_EMPL\_CTG\_FULLSYNC  
FO\_EMPL\_DATA\_FULLSYNC  
FO\_EMPL\_DATA\_SYNC  
FO\_GP\_PYGRP\_FULLSYNC  
FO\_JOBCODE\_PRD\_FULLSYNC  
FO\_MC\_ART\_BATCH  
FO\_MC\_TYPE\_FULLSYNC  
FO\_MC\_TYPE\_SYNC  
FO\_RATE\_ELEM\_FULLSYNC  
FO\_RATE\_ELEM\_SYNC  
FO\_WC\_CO\_MOD\_FULLSYNC  
FO\_WC\_CO\_MOD\_SYNC  
FO\_WC\_CO\_STATE\_FULLSYNC  
FO\_WC\_CO\_STATE\_SYNC  
FO\_WC\_STATE\_FULLSYNC  
FO\_WC\_STATE\_SYNC  
FREQUENCY\_FULLSYNC  
FREQUENCY\_SYNC  
HOLIDAY\_DATE\_SYNC  
JOBCODE\_FULLSYNC  
JOBCODE\_SYNC  
LOCATION\_FULLSYNC \*  
LOCATION\_SYNC \*  
MARKET\_RATE\_LOAD \*  
MARKET\_RATE\_DEFN\_FULLSYNC \*  
MARKET\_RATE\_DEFN\_SYNC \*  
MARKET\_RATE\_FULLSYNC \*  
MARKET\_RATE\_SYNC \*

```

MARKET_RATE_INDEX_FULLSYNC *
MARKET_RATE_INDEX_SYNC *
MARKET_RATE_TYPE_FULLSYNC *
MARKET_RATE_TYPE_SYNC *
NID_TYPE_FULLSYNC
NID_TYPE_SYNC
PAYGROUPOUT_FULLSYNC
PAYGROUPOUT_SYNC
PERSON_ACCOMP_FULLSYNC
PERSON_ACCOMP_SYNC
PERSON_BASIC_FULLSYNC
PERSON_BASIC_SYNC
PERSON_COMPETENCY_FULLSYNC
PERSON_COMPETENCY_SYNC
PROJECT_ACTIVITY_FULLSYNC
PROJECT_ACTIVITY_SYNC
PROJECT_ACTIVITY_TEAM_FULLSYNC
PROJECT_ACTIVITY_TEAM_SYNC
PROJECT_FULLSYNC
PROJECT_SYNC
PROJECT_TEAM_FULLSYNC
PROJECT_TEAM_SYNC
RATING_MODEL_FULLSYNC
RATING_MODEL_SYNC
REGULATORY_REGION_FULLSYNC
REGULATORY_REGION_SYNC
SCHOOL_FULLSYNC
SCHOOL_SYNC
SCHOOL_TYPE_FULLSYNC
STATE_FULLSYNC *
STATE_SYNC *
TAX_LOCATION1_FULLSYNC
TIME_REPORTING_CODE_FULLSYNC
TIME_REPORTING_CODE_SYNC
TL_TASKGRP_TBL_FULLSYNC
TL_WRKGRP_TBL_FULLSYNC
WORKFORCE_FULLSYNC
WORKFORCE_SYNC

```

---

**Note.** For Service Operations marked with (\*): Synchronizing from one node to another must be defined according to the implementation; for example, if Countries are to be defined in FSCM then it must be synchronized from FSCM to HCM and not other way around.

---

### ***Setting up Service Operations***

The following are instructions on setting up a Service Operation:

1. Select , Integration Broker, Integration Setup, Service Operations.

2. Select the General tab.

The screenshot displays the 'General' tab of the Service Operations configuration page. At the top, there are three tabs: 'General', 'Handlers', and 'Routings'. The main configuration area includes the following fields and options:

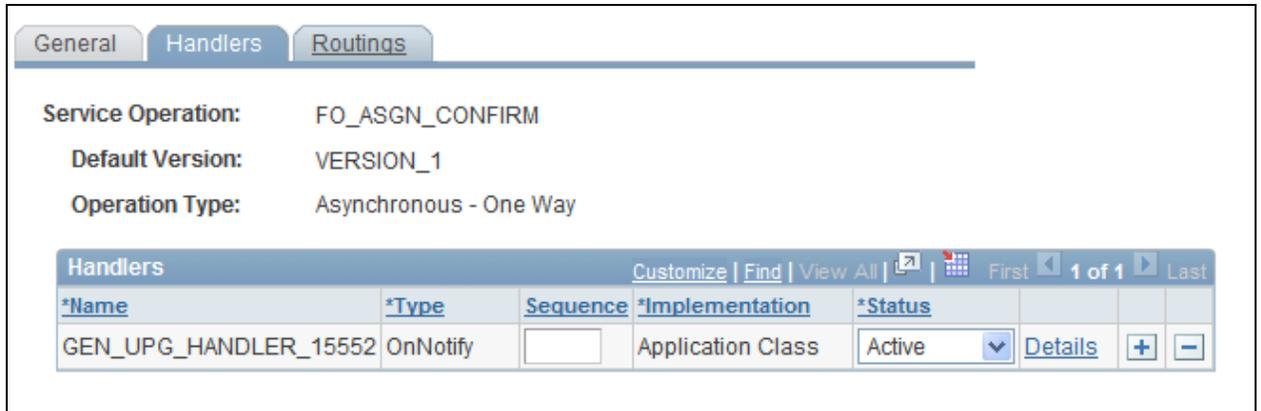
- Service Operation:** FO\_ASGN\_CONFIRM
- Operation Type:** Asynchronous - One Way
- \*Operation Description:** HCM->FIN -Confirm Assignment
- Operation Comments:** (Empty text area)
- Object Owner ID:** Pay/Bill Management (Dropdown menu)
- Operation Alias:** (Empty text field)
- \*Security Verification:** None (Dropdown menu)
- User/Password Required**
- Default Service Operation Version:**
  - \*Version:** VERSION\_1
  - Version Description:** HCM->FIN -Confirm Assignment
  - Version Comments:** (Empty text area)
  - Default**  **Active**
  - Non-Repudiation**
  - Runtime Schema Validation**
- Routing Status:**

Any-to-Local:	Exists
Local-to-Local:	Does not exist
Local-to-Atom:	Does not exist
- Routing Actions Upon Save:**
  - Regenerate Any-to-Local**
  - Generate Local-to-Local**
  - Warning:** Regenerating sets all routing field values to their initial state.
- Message Information:**
  - Type:** Request
  - Message.Version:** FO\_ASGN\_CONFIRM.VERSION\_1 (with a search icon and a [View Message](#) link)
  - \*Queue Name:** FO\_ASSIGNMENTS (with a search icon and [View Queue](#) and [Add New Queue](#) links)

Service Operations page — General tab

3. Select the Activecheck box to Activate the Service Operation flag.
4. Select Save.

5. Select the Handlers tab.



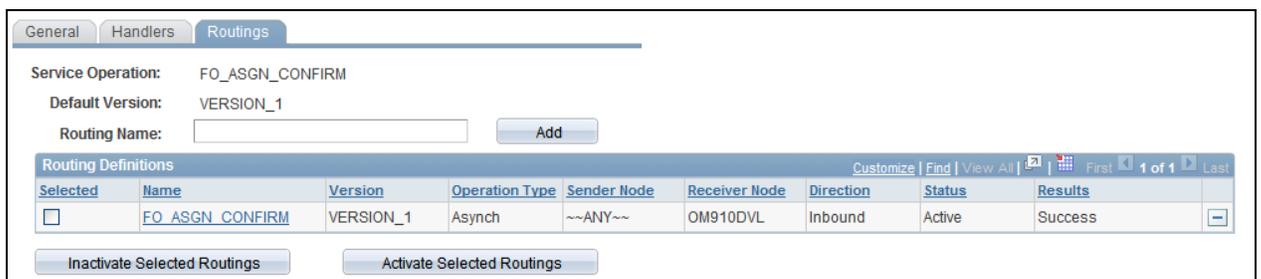
Service Operations page — Handlers tab

6. Set the Status of the desired Handler to *Active*.
7. Select Save.

**Note.** Activating Handlers are only necessary on the subscribing environment. E.g. Service Operation PERSON\_BASIC\_SYNC is published from HCM and subscribed in FSCM. So, in FSCM, there's the need to activate the Handler for this Service Operation. Not needed in HCM though, which is the publishing node.

For the Service Operations marked with (\*) in the list of Available Service Operations for Staffing, you will need to define which is the publishing node and which is the subscribing node. Handlers need to be activated on the subscribing node only.

8. Select the Routings tab.



Service Operations page — Routings tab

9. Set the Status of the desired Routing to *Active*.
10. Click Save.
11. To setup the Service Operation Routing click on the link of the desired routing and enter the routing data.

**Note.** Setting up routings is only required if the routing requires transformation or it is a new routing.

12. To setup a new Service Operation Routing enter a new Routing Name and click Add. Then enter the routing data.

The screenshot shows a web-based form for configuring routing properties. At the top, there are four tabs: "Routing Definitions", "Parameters", "Connector Properties", and "Routing Properties", with "Routing Properties" being the active tab. The form contains the following fields and controls:

- Routing Name:** Text input field containing "FO\_NEW\_CONFIRM".
- \*Service Operation:** Text input field containing "FO\_ASGN\_CONFIRM" with a search icon.
- Version:** Text input field containing "VERSION\_1" with a search icon.
- \*Description:** Text input field.
- Comments:** A large text area for entering comments.
- \*Sender Node:** Text input field with a search icon.
- \*Receiver Node:** Text input field with a search icon.
- Operation Type:** A dropdown menu currently set to "Asynchronous - One Way".
- Object Owner ID:** A dropdown menu.
- Active:** A checked checkbox.
- System Generated:** An unchecked checkbox.
- Graphical View:** A blue hyperlink.
- Buttons:** "Save" and "Return" buttons at the bottom left.

Service Operations page — Routings Setup

- To enter Service Operation Routing Parameters, such as transformation information, select the Parameters tab.

Service Operations page — Parameters

- Click Save.

### Service Operations for FSCM and HCM

Use the tables below to perform steps 1–14 for FSCM and HCM, as described in the previous section "Setting up Service Operations," on both your FSCM 9.1 and HCM 9.1 environment. Use the following configurations:

---

**Note.** Handlers need to be activated in the subscribing environment. The subscribing environment is defined by the Receiver Node. For example, if the Receiver Node is PSFT\_EP then the subscribing environment is FSCM and handlers need to be activated when setting up the service operation in FSCM. On the other hand, if the Receiver Node is PSFT\_HR then the subscribing environment is HCM and handlers need to be activated when setting up the service operation in HCM.

---

#### Service Operation — ACCOUNT\_CHARTFIELD\_FULLSYNC

Field	Value
Service Operation	ACCOUNT_CHARTFIELD_FULLSYNC
Version	VERSION_1
Queue	GL_SETUP

<b>Field</b>	<b>Value</b>
External Alias	<i>ACCOUNT_CHARTFIELD_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operation — ACCOUNT\_CHARTFIELD\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>ACCOUNT_CHARTFIELD_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>GL_SETUP</i>
External Alias	<i>ACCOUNT_CHARTFIELD_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operation — ACTUAL\_TIME\_ADD

<b>Field</b>	<b>Value</b>
Service Operation	<i>ACTUAL_TIME_ADD</i>
Version	<i>VERSION_1</i>
Queue	<i>ACTUAL_TIME</i>
External Alias	<i>ACTUAL_TIME_ADD.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>

<b>Field</b>	<b>Value</b>
Receiver Node	<i>PSFT_EP</i>

Service Operation — ACTUAL\_TIME\_BATCH\_ADD

<b>Field</b>	<b>Value</b>
Service Operation	<i>ACTUAL_TIME_BATCH_ADD</i>
Version	<i>VERSION_1</i>
Queue	<i>ACTUAL_TIME</i>
External Alias	<i>ACTUAL_TIME_BATCH_ADD.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — BEN\_DEFN\_PGM\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>BEN_DEFN_PGM_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>BEN_DEFN_PGM_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — BUS\_UNIT\_HR\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>BUS_UNIT_HR_FULLSYNC</i>

<b>Field</b>	<b>Value</b>
Version	<i>VERSION_1</i>
Queue	<i>HR_SETUP</i>
External Alias	<i>BUS_UNIT_HR_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — BUS\_UNIT\_HR\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>BUS_UNIT_HR_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>HR_SETUP</i>
External Alias	<i>BUS_UNIT_HR_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — CM\_TYPE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>CM_TYPE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>CM_TYPE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A

<b>Field</b>	<b>Value</b>
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — CM\_TYPE\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>CM_TYPE_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>CM_TYPE_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — COMPANY\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>COMPANY_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>COMPANY_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — COMPANY\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>COMPANY_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>COMPANY_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — *COMPETENCY\_FULLSYNC1*

<b>Field</b>	<b>Value</b>
Service Operation	<i>COMPETENCY_FULLSYNC1</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>COMPETENCY_FULLSYNC1.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — *COMPETENCY\_FULLSYNC2*

<b>Field</b>	<b>Value</b>
Service Operation	<i>COMPETENCY_FULLSYNC2</i>
Version	<i>VERSION_1</i>
Queue	<i>COMPETENCY</i>
External Alias	<i>COMPETENCY_FULLSYNC2.VERSION_1</i>

<b>Field</b>	<b>Value</b>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — *COMPETENCY\_FULLSYNC3*

<b>Field</b>	<b>Value</b>
Service Operation	<i>COMPETENCY_FULLSYNC3</i>
Version	<i>VERSION_1</i>
Queue	<i>COMPETENCY</i>
External Alias	<i>COMPETENCY_FULLSYNC3.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — *COMPETENCY\_SYNC1*

<b>Field</b>	<b>Value</b>
Service Operation	<i>COMPETENCY_SYNC1</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>COMPETENCY_SYNC1.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — COMPETENCY\_SYNC2

<b>Field</b>	<b>Value</b>
Service Operation	<i>COMPETENCY_SYNC2</i>
Version	<i>VERSION_1</i>
Queue	<i>COMPETENCY</i>
External Alias	<i>COMPETENCY_SYNC2.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — COMPETENCY\_SYNC3

<b>Field</b>	<b>Value</b>
Service Operation	<i>COMPETENCY_SYNC3</i>
Version	<i>VERSION_1</i>
Queue	<i>COMPETENCY</i>
External Alias	<i>COMPETENCY_SYNC3.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — CUSTOMER\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>CUSTOMER_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>CUSTOMER</i>

<b>Field</b>	<b>Value</b>
External Alias	<i>CUSTOMER_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operation — CUSTOMER\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>CUSTOMER_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>CUSTOMER</i>
External Alias	<i>CUSTOMER_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operation — DEPT\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>DEPT_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>ENTERPRISE_SETUP</i>
External Alias	<i>DEPT_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>

<b>Field</b>	<b>Value</b>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — DEPT\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>DEPT_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>ENTERPRISE_SETUP</i>
External Alias	<i>DEPT_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — ESTIMATED\_TIME\_BATCH\_ADD

<b>Field</b>	<b>Value</b>
Service Operation	<i>ESTIMATED_TIME_BATCH_ADD</i>
Version	<i>VERSION_1</i>
Queue	<i>ESTIMATED_TIME</i>
External Alias	<i>ESTIMATED_TIME_BATCH_ADD.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — FO\_APP\_HIRE

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_APP_HIRE</i>

<b>Field</b>	<b>Value</b>
Version	<i>VERSION_1</i>
Queue	<i>FO_APP_HIRE</i>
External Alias	<i>FO_APP_HIRE.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

Service Operation — FO\_ASGN\_CONFIRM

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_ASGN_CONFIRM</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_ASSIGNMENTS</i>
External Alias	<i>FO_ASGN_CONFIRM.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — FO\_ASGN\_CREATE

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_ASGN_CREATE</i>
Version	<i>VERSION_2</i>
Queue	<i>FO_ASSIGNMENTS</i>
External Alias	<i>FO_ASGN_CREATE.VERSION_2</i>
Transformation Program	N/A

<b>Field</b>	<b>Value</b>
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operation — FO\_ASGN\_RATES\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_ASGN_RATES_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_ASSIGNMENTS</i>
External Alias	<i>FO_ASGN_RATES_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operation — FO\_ASGN\_UPD

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_ASGN_UPD</i>
Version	<i>VERSION_2</i>
Queue	<i>FO_ASSIGNMENTS</i>
External Alias	<i>FO_ASGN_UPD.VERSION_2</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — FO\_CO\_LOCALTAX\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_CO_LOCALTAX_FULLSYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_CO_LOCALTAX_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operation — *FO\_COMP\_RATECD\_FULLSYNC*

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_COMP_RATECD_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_COMP_RATECD_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — *FO\_CO\_STATETAX\_FULLSYNC*

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_CO_STATETAX_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_CO_STATETAX_FULLSYNC.VERSION_1</i>

<b>Field</b>	<b>Value</b>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — FO\_EMPL\_CTG\_FULLSYNC

Service Operation	<i>FO_EMPL_CTG_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_EMPL_CTG_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — FO\_EMPL\_DATA\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_EMPL_DATA_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_EMPL_DATA_FULLSYNC</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — FO\_EMPL\_DATA\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_EMPL_DATA_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_EMPL_DATA_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — FO\_GP\_PYGRP\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_GP_PYGRP_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_GP_PYGRP_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — FO\_JOBCODE\_PRD\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_JOBCODE_PRD_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_JOBCODE_PRD_FULLSYNC.VERSION_1</i>

<b>Field</b>	<b>Value</b>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — FO\_MC\_ART\_BATCH

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_MC_ART_BATCH</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_MASS_CHANGES</i>
External Alias	<i>FO_MC_ART_BATCH.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — FO\_MC\_TYPE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_MC_TYPE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SETUP</i>
External Alias	<i>FO_MC_TYPE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

Service Operations — FO\_MC\_TYPE\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_MC_TYPE_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SETUP</i>
External Alias	<i>FO_MC_TYPE_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

Service Operations — FO\_RATE\_ELEM\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_RATE_ELEM_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SETUP</i>
External Alias	<i>FO_RATE_ELEM_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

Service Operations — FO\_RATE\_ELEM\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_RATE_ELEM_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SETUP</i>

<b>Field</b>	<b>Value</b>
External Alias	<i>FO_RATE_ELEM_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — FO\_WC\_CO\_MOD\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_WC_CO_MOD_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SETUP</i>
External Alias	<i>FO_WC_CO_MOD_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — FO\_WC\_CO\_STATE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_WC_CO_STATE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SETUP</i>
External Alias	<i>FO_WC_CO_STATE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>

<b>Field</b>	<b>Value</b>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — FO\_WC\_CO\_STATE\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_WC_CO_STATE_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SETUP</i>
External Alias	<i>FO_WC_CO_STATE_SYNC</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — FO\_WC\_STATE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FO_WC_STATE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>FO_WC_STATE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — FREQUENCY\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FREQUENCY_FULLSYNC</i>

<b>Field</b>	<b>Value</b>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>FREQUENCY_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — FREQUENCY\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>FREQUENCY_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>FREQUENCY_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operation — HOLIDAY\_DATE\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>HOLIDAY_DATE_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>HOLIDAY_DATE_SYNC.VERSION_1</i>
Transformation Program	N/A

<b>Field</b>	<b>Value</b>
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations \_ JOBCODE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>JOBCODE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>JOBCODE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — JOBCODE\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>JOBCODE_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>JOBCODE_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — LOCATION\_FULLSYNC\*

<b>Field</b>	<b>Value</b>
Service Operation	<i>LOCATION_FULLSYNC*</i>
Version	<i>VERSION_1</i>
Queue	<i>ENTERPRISE_SETUP</i>
External Alias	<i>LOCATION_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

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Service Operation — *LOCATION\_SYNC\**

<b>Field</b>	<b>Value</b>
Service Operation	<i>LOCATION_SYNC*</i>
Version	<i>VERSION_1</i>
Queue	<i>ENTERPRISE_SETUP</i>
External Alias	<i>LOCATION_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

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**Note.** Synchronizing from one node to another must be defined according to the implementation; for example, if Locations are to be defined in FSCM then it must be synchronized from FSCM to HCM and not other way around.

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Service Operation — *MARKET\_RATE\_LOAD*

<b>Field</b>	<b>Value</b>
Service Operation	<i>MARKET_RATE_LOAD</i>
Version	<i>VERSION_1</i>

<b>Field</b>	<b>Value</b>
Queue	<i>MARKET_RATE_LOAD</i>
External Alias	<i>MARKET_RATE_LOAD.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — NID\_TYPE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>NID_TYPE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>NID_TYPE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — NID\_TYPE\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>NID_TYPE_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>NID_TYPE_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A

<b>Field</b>	<b>Value</b>
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — PAYGROUP\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PAYGROUP_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PAYGROUP_SETUP</i>
External Alias	<i>PAYGROUP_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — PAYGROUP\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PAYGROUP_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PAYGROUP_SETUP</i>
External Alias	<i>PAYGROUP_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — PERSON\_ACCOMP\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_ACCOMP_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_ACCOMP_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — PROJECT\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

Service Operations — PROJECT\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_SYNC.VERSION_1</i>

<b>Field</b>	<b>Value</b>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — RATING\_MODEL\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>RATING_MODEL_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>RATING_MODEL</i>
External Alias	<i>RATING_MODEL_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — RATING\_MODEL\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>RATING_MODEL_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>RATING_MODEL</i>
External Alias	<i>RATING_MODEL_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — REGULATORY\_REGION\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>REGULATORY_REGION_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>REGULATORY_REGION_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — REGULATORY\_REGION\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>REGULATORY_REGION_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>REGULATORY_REGION_SYNC</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — SCHOOL\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>SCHOOL_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>

<b>Field</b>	<b>Value</b>
External Alias	<i>SCHOOL_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — SCHOOL\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>SCHOOL_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>SCHOOL_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — SCHOOL\_TYPE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>SCHOOL_TYPE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_SETUP</i>
External Alias	<i>SCHOOL_TYPE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>

<b>Field</b>	<b>Value</b>
Receiver Node	<i>PSFT_EP</i>

Service Operations — STATE\_FULLSYNC\*

<b>Field</b>	<b>Value</b>
Service Operation	<i>STATE_FULLSYNC*</i>
Version	<i>VERSION_1</i>
Queue	<i>ENTERPRISE_SETUP</i>
External Alias	<i>STATE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

Service Operation — STATE\_SYNC\*

<b>Field</b>	<b>Value</b>
Service Operation	<i>STATE_SYNC*</i>
Version	<i>VERSION_1</i>
Queue	<i>ENTERPRISE_SETUP</i>
External Alias	<i>STATE_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

---

**Note.** Synchronizing from one node to another must be defined according to the implementation; for example, if States are to be defined in FSCM then it must be synchronized from FSCM to HCM and not other way around.

---

Service Operations — TAX\_LOCATION1\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>TAX_LOCATION1_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>TAX_LOCATION1_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — *TIME\_REPORTING\_CODE\_FULLSYNC*

<b>Field</b>	<b>Value</b>
Service Operation	<i>TIME_REPORTING_CODE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>TIME_AND_LABOR_SETUP</i>
Service Operation	<i>TIME_REPORTING_CODE_SYNC</i>
External Alias	<i>TIME_REPORTING_CODE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — *TIME\_REPORTING\_CODE\_SYNC*

<b>Field</b>	<b>Value</b>
Service Operation	<i>TIME_REPORTING_CODE_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>TIME_AND_LABOR_SETUP</i>

<b>Field</b>	<b>Value</b>
External Alias	<i>TIME_REPORTING_CODE_SYNC</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — TL\_TASKGRP\_TBL\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>TL_TASKGRP_TBL_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>TL_TASKGRP_TBL_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — TL\_WRKGRP\_TBL\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>TL_WRKGRP_TBL_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>FO_SYNC</i>
External Alias	<i>TL_WRKGRP_TBL_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>

<b>Field</b>	<b>Value</b>
Receiver Node	<i>PSFT_EP</i>

### **Service Operations Specific for FSCM**

To Setup the Service Operations that specific for the FSCM database follow the steps described in "Setting Up Service Operations" on your FSCM 9.1 environment. Use the following configuration:

---

**Note.** If the Receiver Node is PSFT\_EP you need to activate Handlers for the service operation.

---

#### Service Operations — PERSON\_ACCOMP\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_ACCOMP_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_ACCOMP_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

#### Service Operations — PERSON\_BASIC\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_BASIC_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_BASIC_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>

<b>Field</b>	<b>Value</b>
Receiver Node	<i>PSFT_EP</i>

Service Operations — PERSON\_BASIC\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_BASIC_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_BASIC_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — PERSON\_COMPETENCY\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_COMPETENCY_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_COMPETENCY_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — PROJECT\_ACTIVITY\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_ACTIVITY_FULLSYNC</i>

<b>Field</b>	<b>Value</b>
Version	<i>VERSION_2</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_ACTIVITY_FULLSYNC.VERSION_1</i>
Transformation Program	<i>PC_ACTFS_XFM</i>
Message.Ver out of Transforms	<i>PROJECT_ACTIVITY_FULLSYNC.VERSION_1</i>
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_ACTIVITY\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_ACTIVITY_SYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_ACTIVITY_SYNC.VERSION_1</i>
Transformation Program	<i>PC_ACTSY_XFM</i>
Message.Ver out of Transforms	<i>PROJECT_ACTIVITY_SYNC.VERSION_1</i>
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_ACTIVITY\_TEAM\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_ACTIVITY_TEAM_FULLSYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_ACTIVITY_TEAM_FULLSYNC.VERSION_1</i>
Transformation Program	<i>PRJ_ATM_FSYN</i>

<b>Field</b>	<b>Value</b>
Message.Ver out of Transforms	<i>PROJECT_ACTIVITY_TEAM_FULLSYNC.VERSION_1</i>
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_ACTIVITY\_TEAM\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_ACTIVITY_TEAM_SYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_ACTIVITY_TEAM_SYNC.VERSION_1</i>
Transformation Program	<i>PRJ_ACTTM_SY</i>
Message.Ver out of Transforms	<i>PROJECT_ACTIVITY_TEAM_SYNC.VERSION_1</i>
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_TEAM\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_TEAM_FULLSYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_TEAM_FULLSYNC.VERSION_1</i>
Transformation Program	<i>PRJ_TM_FSYNC</i>
Message.Ver out of Transforms	<i>PROJECT_TEAM_FULLSYNC.VERSION_1</i>
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_TEAM\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_TEAM_SYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_TEAM_SYNC.VERSION_1</i>
Transformation Program	<i>PRJ_TM_SYNC</i>
Message.Ver out of Transforms	<i>PROJECT_TEAM_SYNC.VERSION_1</i>
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — WORKFORCE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>WORKFORCE_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>WORKFORCE_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — WORKFORCE\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>WORKFORCE_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>WORKFORCE_SYNC.VERSION_1</i>

<b>Field</b>	<b>Value</b>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

### **Service Operations Specific for HCM**

To Setup the Service Operations that are specific for the HCM database, follow the steps described in "Setting Up Service Operations" on your HCM 9.1 environment. Use the following configuration:

---

**Note.** If the Receiver Node is *PSFT\_HR* you need to activate handlers for the service operation.

---

#### Service Operations — PERSON\_ACCOMP\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_ACCOMP_SYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_ACCOMP_SYNC.VERSION_1</i>
Transformation Program	<i>ACCOMP_SYNC</i>
Message.Ver out of Transforms	<i>PERSON_ACCOMP_SYNC.VERSION_1</i>
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

#### Service Operations — PERSON\_BASIC\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_BASIC_FULLSYNC</i>
Version	<i>VERSION_3</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_BASIC_FULLSYNC.VERSION_1</i>

<b>Field</b>	<b>Value</b>
Transformation Program	<i>PDATA_FULLVI</i>
Message.Ver out of Transforms	<i>PERSON_BASIC_FULLSYNC.VERSION_1</i>
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — PERSON\_BASIC\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_BASIC_SYNC</i>
Version	<i>INTERNAL</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_BASIC_SYNC.VERSION_1</i>
Transformation Program	<i>PDATA_SYNCVI</i>
Message.Ver out of Transforms	<i>PERSON_BASIC_SYNC.VERSION_1</i>
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — PERSON\_COMPETENCY\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PERSON_COMPETENCY_SYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>PERSON_COMPETENCY_SYNC.VERSION_1</i>
Transformation Program	<i>COMP_SYNC</i>
Message.Ver out of Transforms	<i>PERSON_COMPETENCY_SYNC.VERSION_1</i>
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

## Service Operations — PROJECT\_ACTIVITY\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_ACTIVITY_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_ACTIVITY_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_ACTIVITY\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_ACTIVITY_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_ACTIVITY_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_ACTIVITY\_TEAM\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_ACTIVITY_TEAM_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PROJECTS_SETUP</i>

<b>Field</b>	<b>Value</b>
External Alias	<i>PROJECT_ACTIVITY_TEAM_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_ACTIVITY\_TEAM\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_ACTIVITY_TEAM_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_ACTIVITY_TEAM_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

## Service Operations — PROJECT\_TEAM\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_TEAM_FULLSYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_TEAM_FULLSYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>

<b>Field</b>	<b>Value</b>
Receiver Node	<i>PSFT_HR</i>

Service Operations — PROJECT\_TEAM\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>PROJECT_TEAM_SYNC</i>
Version	<i>VERSION_1</i>
Queue	<i>PROJECTS_SETUP</i>
External Alias	<i>PROJECT_TEAM_SYNC.VERSION_1</i>
Transformation Program	N/A
Message.Ver out of Transforms	N/A
Sender Node	<i>PSFT_EP</i>
Receiver Node	<i>PSFT_HR</i>

Service Operations — WORKFORCE\_FULLSYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>WORKFORCE_FULLSYNC</i>
Version	<i>VERSION_2</i>
Queue	<i>PERSON_DATA</i>
External Alias	<i>WORKFORCE_FULLSYNC.VERSION_1</i>
Transformation Program	<i>WORK_FULL_V1</i>
Message.Ver out of Transforms	<i>WORKFORCE_FULLSYNC.VERSION_1</i>
Sender Node	<i>PSFT_HR</i>
Receiver Node	<i>PSFT_EP</i>

Service Operations — WORKFORCE\_SYNC

<b>Field</b>	<b>Value</b>
Service Operation	<i>WORKFORCE_SYNC</i>

<b>Field</b>	<b>Value</b>
Version	VERSION_2
Queue	PERSON_DATA
External Alias	WORKFORCE_SYNC.VERSION_1
Transformation Program	WORK_SYNCVI
Message.Ver out of Transforms	WORKFORCE_SYNC.VERSION_1
Sender Node	PSFT_HR
Receiver Node	PSFT_EP

## Activating Batch Publish Rules in HCM

In this step, you will activate Batch Publish Rules.

To activate Batch Publish Rules:

1. Navigate to Home, Enterprise Components, Integration Definitions, Batch Publish Rules.

The screenshot displays the 'Batch Publish Rules' configuration interface. At the top, there are tabs for 'Batch Publish Rules', 'Record Mapping', and 'Batch Programs'. The main content area shows the following details:

- Service Operation:** FO\_APP\_HIRE (with a link to 'Service Operation')
- Operation Description:** Staffing App Hire FIN to HCM
- Message.Version:** FO\_APP\_HIRE.VERSION\_1

The 'Publish Rule Definition' section includes a search bar and the following fields:

- \*Publish Rule ID:** [Empty text box]
- \*Description:** [Empty text box]
- \*Status:** Active (dropdown menu)
- Chunking Rule ID:** [Empty text box with search icon]
- Alternate Chunk Table:** [Empty text box]

Below these fields are two summary boxes:

- Message Options:**
  - Create Message Header
  - Create Message Trailer
- Output Format:**
  - Message
  - Flat File
  - Flat File with Control Record

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, and Notify.

Batch Publish Rules page

2. Look up the desired EIP.
3. Click Search.
4. In the Status drop down, set the status to *Active*.
5. Select Save.
6. Select Return to Search.
7. To activate Batch Publish Rules for HCM, follow the steps 1–6, on your HCM 9.1 environment. The following Batch Publish Rules are available for Staffing in HCM 9.1:

ACTUAL\_TIME\_BATCH\_ADD  
ESTIMATED\_TIME\_BATCH\_ADD

## Activating Full Data Publish Rules

To activate Full Data Publish Rules:

1. Select Enterprise Components, Integration Definitions, Full Data Publish Rules.

The screenshot displays the 'Full Table Publish Rules' configuration page. At the top, there are tabs for 'Full Table Publish Rules', 'Record Mapping', and 'Languages'. Below the tabs, the 'Service Operation' is set to 'FO\_APP\_HIRE' with a link to 'Service Operation'. The 'Operation Description' is 'Staffing App Hire FIN to HCM' and the 'Message.Version' is 'FO\_APP\_HIRE.VERSION\_1'. A 'Publish Rule Definition' table is shown with one entry. The table has columns for 'Publish Rule ID', 'Description', 'Status', 'Chunking Rule ID', and 'Chunk Table'. The 'Status' is currently 'Inactive'. Below the table, there are two sections: 'Message Options' with checkboxes for 'Create Message Header' and 'Create Message Trailer' (both checked), and 'Output Format' with radio buttons for 'Message' (selected), 'Flat File', and 'Flat File with Control Record'.

Full Data Publish Rules page

2. Enter the desired Service Operation in the *Search by* field.
3. Click Search.
4. In the Status drop down menu, set the status to *Active* and save.

5. To activate Full Data Publish Rules for FSCM, follow the steps 1–4, on your FSCM 9.1 environment. The following Full Data Publish Rules are available for Staffing in FSCM 9.1:

ACCOUNT\_CHARTFIELD\_FULLSYNC  
 CUSTOMER\_FULLSYNC  
 FO\_MC\_TYPE\_FULLSYNC  
 FO\_RATE\_ELEM\_FULLSYNC  
 LOCATION\_FULLSYNC  
 PROJECT\_ACTIVITY\_FULLSYNC  
 PROJECT\_ACTIVITY\_TEAM\_FULLSYNC  
 PROJECT\_FULLSYNC  
 PROJECT\_TEAM\_FULLSYNC  
 STATE\_FULLSYNC

6. To activate Full Data Publish Rules for HCM follow the steps 1–4 on your HCM 9.1 . The following Full Data Publish Rules are available for Staffing in HCM 9.1:

BEN\_DEFN\_PGM\_FULLSYNC  
 BUS\_UNIT\_HR\_FULLSYNC  
 CM\_TYPE\_FULLSYNC  
 COMPANY\_FULLSYNC  
 COMPETENCY\_FULLSYNC1  
 COMPETENCY\_FULLSYNC2  
 COMPETENCY\_FULLSYNC3  
 DEPT\_FULLSYNC  
 FO\_CO\_LOCALTAX\_FULLSYNC  
 FO\_COMP\_RATECD\_FULLSYNC  
 FO\_CO\_STATETAX\_FULLSYNC  
 FO\_EMPL\_CTG\_FULLSYNC  
 FO\_EMPL\_DATA\_FULLSYNC  
 FO\_GP\_PYGRP\_FULLSYNC  
 FO\_JOBCODE\_PRD\_FULLSYNC  
 FO\_WC\_CO\_MOD\_FULLSYNC  
 FO\_WC\_CO\_STATE\_FULLSYNC  
 FO\_WC\_STATE\_FULLSYNC  
 FREQUENCY\_FULLSYNC  
 JOBCODE\_FULLSYNC  
 NID\_TYPE\_FULLSYNC  
 PAYGROUP\_FULLSYNC  
 PERSON\_ACCOMP\_FULLSYNC  
 PERSON\_BASIC\_FULLSYNC  
 PERSON\_COMPETENCY\_FULLSYNC  
 RATING\_MODEL\_FULLSYNC  
 REGULATORY\_REGION\_FULLSYNC  
 SCHOOL\_FULLSYNC  
 SCHOOL\_TYPE\_FULLSYNC  
 TAX\_LOCATION1\_FULLSYNC  
 TIME\_REPORTING\_CODE\_FULLSYNC  
 TL\_TASKGRP\_TBL\_FULLSYNC  
 TL\_WRKGRP\_TBL\_FULLSYNC  
 WORKFORCE\_FULLSYNC

## Appendix G

# PeopleSoft Pay/Bill Management Reports

This chapter lists all the reports provided with Oracle's PeopleSoft Pay/Bill Management and includes general information about specific reports.

**Note.** For samples of these reports, see the Portable Document Format (PDF) files that are published with your online documentation.

### See Also

*PeopleBook: PeopleSoft Process Scheduler, "Understanding PeopleSoft Process Scheduler"*

## PeopleSoft Pay/Bill Management Reports: A - Z

This table lists the reports common to PeopleSoft Pay/Bill Management Reports applications, sorted alphanumerically by report ID.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
FOFC001.SQR Forecasting	Displays forecasted revenue, expenses, and gross margin for a specific time period.	Staffing, Pay/Bill Reports, Forecasting	RUN_CNTL_PBM_PAGE
FOTS001.RPT Timesheets Due Summary	Displays a detailed list of employees and or contractors that need to submit time for a given pay period.	Staffing, Pay/Bill Reports, Timesheets Due Summary	RUN_CNTL_TIMESHEET
FOGM001.SQR Gross Margin	Displays profitability metrics for a specific time period.	Staffing, Pay/Bill Reports, Gross Margin	RUN_CNTL_PBM_GM
FOPC002.RPT Check Summary	Displays all paychecks for a specific time period.	HCM Database Payroll for North America, Payroll Processing USA, Pay Period Reports, Staffing Check Summary	RUN_CNTL_PAYCHECK

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
FORA003.RPT Revenue Analysis by Branch	Displays revenue for each staffing branch.	Staffing, Pay/Bill Reports, Revenue Analysis by Branch	RUN_CNTL_PBM_RAA
FORA004.RPT Revenue Analysis by Order	Displays revenue for each order.	Staffing, Pay/Bill Reports, Revenue Analysis by Order	RUN_CNTL_PBM_RAO
FORA005.RPT Revenue Analysis by Customer	Displays revenue for each customer.	Staffing, Pay/Bill Reports, Revenue Analysis by Customer	RUN_CNTL_PBM_RAC

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