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PeopleSoft  
Pay/Bill Management 8.8 PeopleBook

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PeopleSoft Pay/Bill  
Management 8.8 PeopleBook  
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# About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

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**Note.** PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

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## PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications*.

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

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## PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

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## Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

### Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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**Important!** Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

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### See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

### Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

#### Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

## Telephone

Contact CPI at 800 888 3559.

## Email

Send email to CPI at [psoftpress@cc.larwood.com](mailto:psoftpress@cc.larwood.com).

## See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

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# Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

## Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
<b>Bold</b>	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply.  We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>0</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.  Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses.  The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example:  (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

## Visual Cues

PeopleBooks contain the following visual cues.

### Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

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**Note.** Example of a note.

---

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

---

**Important!** Example of an important note.

---

## Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

---

**Warning!** Example of a warning.

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## Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

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## Common Elements in These PeopleBooks

<b>As of Date</b>	The last date for which a report or process includes data.
<b>Business Unit</b>	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
<b>Description</b>	Enter up to 30 characters of text.
<b>Effective Date</b>	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
<b>Once, Always, and Don't Run</b>	<p>Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run.</p> <p>Select Always to run the request every time the batch process runs.</p> <p>Select Don't Run to ignore the request when the batch process runs.</p>
<b>Report Manager</b>	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

<b>Process Monitor</b>	Click to access the Process List page, where you can view the status of submitted process requests.
<b>Run</b>	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
<b>Request ID</b>	An ID that represents a set of selection criteria for a report or process.
<b>User ID</b>	An ID that represents the person who generates a transaction.
<b>SetID</b>	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
<b>Short Description</b>	Enter up to 15 characters of text.

## **See Also**

*Using PeopleSoft Applications*

*PeopleSoft Process Scheduler*

# PeopleSoft Pay/Bill Management Preface

This preface provides an overview for:

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

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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 for FIN, ESA, and SCM 8.8 PeopleBook*
- *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*
- *PeopleSoft Bank Setup and Processing 8.8 PeopleBook*
- *PeopleSoft Billing 8.8 PeopleBook*
- *PeopleSoft Contracts 8.8 PeopleBook*
- *PeopleSoft General Ledger 8.8 PeopleBook*
- *PeopleSoft Global Options and Reports 8.8 PeopleBook*
- *PeopleSoft 8.8 Global Payroll PeopleBook*
- *PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce*
- *PeopleSoft Payables 8.8 PeopleBook*
- *PeopleSoft 8.8 Payroll for North America PeopleBook*
- *PeopleSoft Project Costing 8.8 PeopleBooks*
- *PeopleSoft Receivables 8.8 PeopleBook*
- *PeopleSoft Staffing Front Office 8.8 PeopleBook*
- *PeopleSoft 8.8 Time and Labor PeopleBook*
- *PeopleSoft Working With Customers and Orders 8.8 PeopleBook*
- *PeopleTools PeopleBook: PeopleSoft Application Designer*
- *PeopleTools PeopleBook: PeopleSoft Component Interfaces*

- *PeopleTools PeopleBook: PeopleSoft Integration Broker*
- *Using PeopleSoft Applications 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, “Guidelines for Designing Pages”*

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## Common Elements Used in This PeopleBook

### Agreement

Captures the main header information for your agreement, such as the customer and dates.

A PeopleSoft Pay/Bill Management agreement creates one PeopleSoft Contracts contract and one PeopleSoft Projects project. You can also create an agreement from an order in PeopleSoft Staffing Front Office (Agreement = Contract = Project = Order).

### Agreement Item

Captures the details required to start an employee or contractor on an assignment.

A PeopleSoft Pay/Bill Management agreement item creates one PeopleSoft Contracts contract line, one PeopleSoft Projects activity, and one PeopleSoft Human Resources job. You can also create an agreement item from an assignment in PeopleSoft Staffing Front Office. (Agreement Item = Contract line = Activity = Job = Assignment).

### Branch

Branches can represent companies, agencies, subsidiaries, divisions, departments, or branch offices within your organization. A single branch might represent your entire organization. You can map each staffing branch to business units for the following products:

- PeopleSoft Contracts.
- PeopleSoft Project Costing.
- PeopleSoft Payables.
- PeopleSoft General Ledger.

<b>Business Unit</b>	Identification code that represents a high-level organization of business information. Use a business unit to define regional or departmental 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 name or number 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 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

The following graphic lists the PeopleSoft Pay/Bill Management business processes:



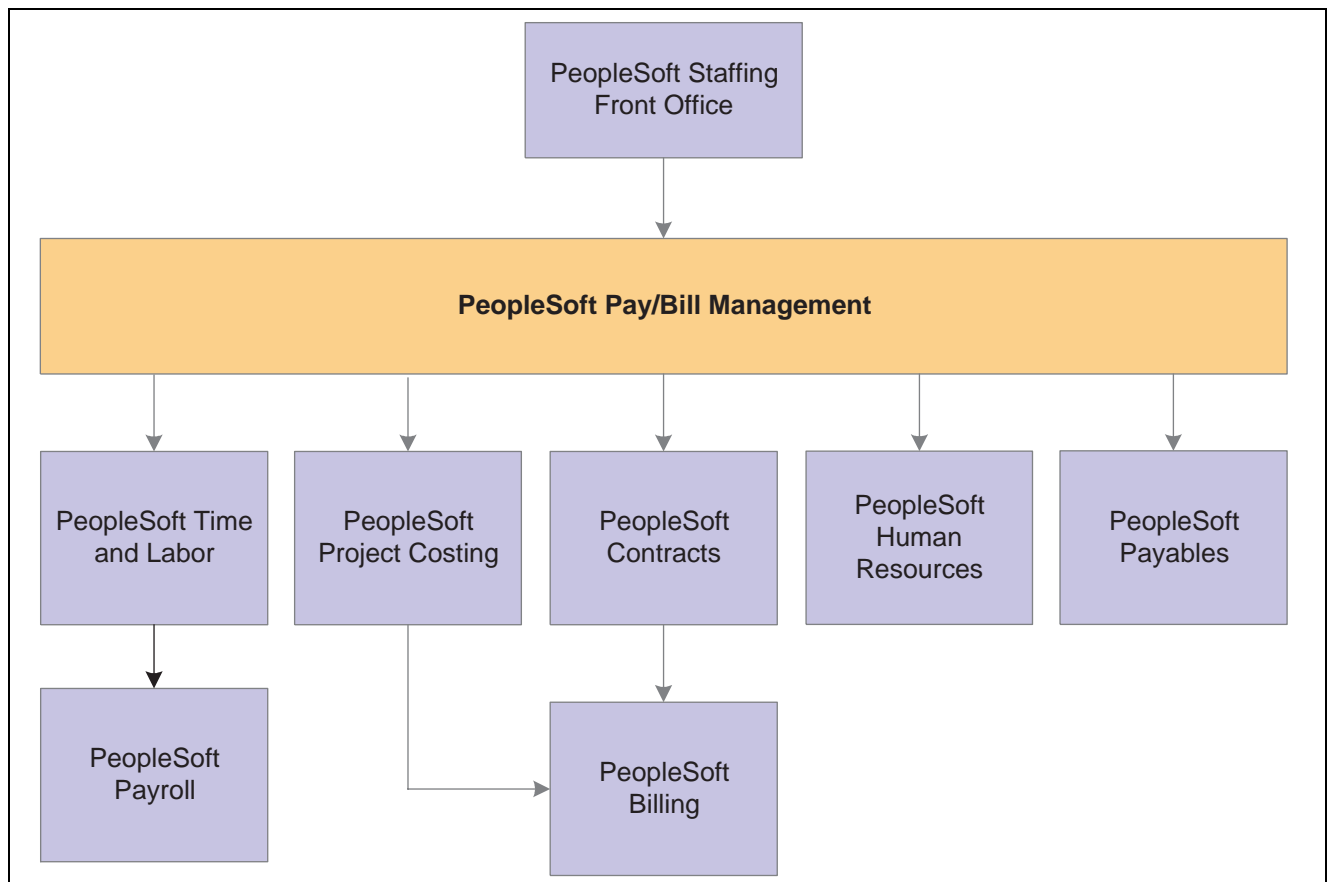
PeopleSoft Pay/Bill Management business processes

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

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

## PeopleSoft Pay/Bill Management Integrations

PeopleSoft Pay/Bill Management integrates with the following PeopleSoft applications:



PeopleSoft Staffing Pay/Bill Management integration flow with other PeopleSoft applications

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

Supplemental information about third-party application integration is located on the PeopleSoft Customer Connection Website.

## PeopleSoft Pay/Bill Management Implementation

PeopleSoft Pay/Bill Management provides component interfaces to help you load data from your existing system into PeopleSoft tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists components that have component interfaces for PeopleSoft Pay/Bill Management.

Component	Component Interface	Reference
Account (GL_ACCOUNT)	ACCOUNT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Account Values.
Alternate Account (ALTACCT)	ALTACCT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Alternate Account”.
Bank Branch Information (BANK_BRANCHPNL)	TR_BANK_BRANCH_CI	See <i>PeopleSoft Banks Setup and Processing 8.8 PeopleBook</i> , “Setting Up Banks and Counterparties”.
Budget Reference (BUDREF_PNL)	BUDGET_REF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Budget Reference Values.
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.

Component	Component Interface	Reference
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
Class Field (CLASS_PNL)	CLASS_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Class Field Values.
Contact Info (CONTACT_INFO)	CONTACT	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Contacts,” Setting Up Contacts.
Customer Fields Definition (FO_CSF_DEFN)	FO_CSF_DEFN_CI	See <a href="#">Chapter 6, “Configuring Your PeopleSoft Pay/Bill Management System,” Setting Up Customer Field Definitions, page 64.</a>
Customer Group Table (CUST_GROUP_TBL)	CUSTOMER_GROUP	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Additional Customer Information,” Establishing Customer Group Tables.
Department (DEPARTMENT)	DEPT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Department Values.
Fund Code (FUND_DEFINITION)	FUND_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Fund Code Values.

Component	Component Interface	Reference
General Information (CUSTOMER_GENERAL)	CUSTOMER_MAIN_CI CUSTOMER_BILLTO_CI CUSTOMER_SOLDTO_CI CUSTOMER_SHIPTO_CI CUSTOMER_MISC_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining General Customer Information,” Adding General Customer Information.
InterUnit Pair Maintenance (IU_INTER_PR_BASIC)	IU_INTER_PR_BASIC	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Interunit Pairs.
InterUnit Template (IU_INTER_TMPLT)	IU_INTER_TMPLT	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Interunit Templates.
IntraUnit Template (IU_INTRA_TMPLT)	IU_INTRA_TMPLT	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Defining Intraunit Templates.
Ledgers for a Unit (BUSINESS_UNIT_LED)	EM_BUS_UNIT_LED	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Setting Up Ledgers,” Defining Ledgers for a Business Unit.
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Operating Unit Values.

Component	Component Interface	Reference
Product (PRODUCT)	PRODUCT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Product Values.
Program Code (PROGRAM_DEFINITION)	PROGRAM_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Program Code Values.
Project ID (PROJECT)	PROJECT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Project Values.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Scenario Values.
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Statistics Code Values.
Support Team Members (TEAM_MEMBER_TABLE)	TEAM_MEMBER_TABLE_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel.
Team Member Personal Data (MEMBER_PERSON1)	MEMBER_PERSON1_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel.

Component	Component Interface	Reference
Team Member Types (MEMBER_TYPE_TABLE)	MEMBER_TYPE_TABLE_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel.
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining User Preferences,” Defining Cross-Application User Preferences.
Value Added Tax Code (TAX_CODE_VAT)	TAX_CODE_VAT	See <i>PeopleSoft Global Options and Reports 8.8 PeopleBook</i> , “Working with Value Added Taxes (VAT),” Defining VAT Codes Using the Value Added Tax Code Page.
VAT Accounts by Business Unit (TAX_BU_CODE_VAT)	TAX_BU_CODE_VAT	See <i>PeopleSoft Global Options and Reports 8.8 PeopleBook</i> , “Working with Value Added Taxes (VAT),” Defining VAT Accounts by General Ledger Business Unit (Optional).
VAT Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See <i>PeopleSoft Global Options and Reports 8.8 PeopleBook</i> , “Working with Value Added Taxes (VAT),” Establishing VAT Defaults.
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See <i>PeopleSoft Global Options and Reports 8.8 PeopleBook</i> , “Working with Value Added Taxes (VAT),” Setting Up VAT Entities.

## 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. A complete list of these resources is in the preface of the PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook, with information on where to find the most up-to-date version of each.

## See Also

*PeopleTools PeopleBook: PeopleSoft Integration Broker*

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “PeopleSoft Application Fundamentals PeopleBook Preface,” Additional Resources

*PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*



## CHAPTER 2

# Navigating in PeopleSoft Pay/Bill Management

This chapter discusses how to navigate in 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 provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

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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 are used to navigate within PeopleSoft Pay/Bill Management.

Page Name	Navigation	Usage
Pay/Bill Management Center	Staffing, Pay/Bill Management Center	Access the key areas to capture time, pay employees, bill customers, and manage vendor contractors.
Billing	Click the Billing link on the Pay/Bill Management Center page.	Review customer invoices.
Customers and Contacts	Click the Customers and Contacts link on the Pay/Bill Management Center page.	Add or view contact information for companies or individuals.
Employees	Click the Employees link on the Pay/Bill Management Center page.	Add or view personal information for employees.
Payroll	Click the Payroll link on the Pay/Bill Management Center page.	Review North American and global paychecks.

Page Name	Navigation	Usage
Purchase Orders	Click the Purchase Orders link on the Pay/Bill Management Center page.	Create a customer purchase order or review a group of purchase orders.
Reports	Click the Reports link on the Pay/Bill Management Center page.	View and create reports.
Staffing Agreements	Click the Staffing Agreements link on the Pay/Bill Management Center page.	Add or view agreements or specific agreement details.
Time Administration	Click the Time Administration link on the Pay/Bill Management Center page.	Enter time for employees and contractors; pre-populate the time from a previous report.
Vendors and Contractors	Click the Vendors and Contractors link on the Pay/Bill Management Center page.	Identify eligible vendors, view contractors, and create vendor invoices.

This table lists the Custom Navigation Center pages that are used to navigate from PeopleSoft Pay/Bill Management to processes in other PeopleSoft applications that integrate with PeopleSoft Pay/Bill Management.

Page Name	Navigation	Usage
Pay/Bill Management 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.
Accounts Payable	Click the Accounts Payable link on the Pay/Bill Processes Center page.	Create, build, and post vouchers.
Bill	Click the Bill link on the Pay/Bill Processes Center page.	Finalize billing processes and generate bills.
Global Payroll	Click the Global Payroll link on the Pay/Bill Processes Center page.	Manage information for your PeopleSoft Global Payroll application.
North American Payroll	Click the North American Payroll link on the Pay/Bill Processes Center page.	Manage information for your PeopleSoft North American Payroll application.
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.

**See Also**

*PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management 8.8 PeopleBook, "Working with Navigation Pages," Describing Navigation Pages*

*Using PeopleSoft Applications PeopleBook, "Working with Browser Based Applications," Using Navigation Pages*

*PeopleSoft Enterprise Components for Financials, Enterprise Service Automation and Supply Chain Management 8.8 PeopleBook, "Using Navigation Collections"*



## CHAPTER 3

# Understanding PeopleSoft Pay/Bill Management

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

This chapter discusses:

- Integration with other PeopleSoft databases.
- Integration with other PeopleSoft applications.
- The 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).
- PeopleSoft Staffing Front Office (FO).

PeopleSoft 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.

PeopleSoft Pay/Bill Management also integrates with the FO database to provide a complete front and back office staffing solution. The PeopleSoft Staffing Front Office database is not required to run PeopleSoft Pay/Bill Management.

## Integration with the FSCM Database

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

- Create customer records.
- Create contact records.
- Create, manage, and process staffing agreements.

- Create, manage, and process purchase order tracking numbers.
- Manage staffing vendors.
- Create vouchers from contractor time.
- Process billing.

When PeopleSoft Pay/Bill Management creates customer and contact records, the records are stored in FSCM database tables. Some of these tables belong to FSCM applications. Other tables (beginning with the letters FO) are used only by PeopleSoft Pay/Bill Management.

## Integration with the HCM Database

Many 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:

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

When PeopleSoft Pay/Bill Management creates employee and contractor records, the records are stored in HCM database tables. Some of these tables belong to HCM applications. Other tables (beginning with the letters FO) are used only by PeopleSoft Pay/Bill Management.

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**Note.** Throughout the *PeopleSoft Pay/Bill Management 8.8 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 Payroll for North America and PeopleSoft Global Payroll.
- Integration with PeopleSoft Payables.

## Integration 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.

### See Also

*PeopleSoft Promotions Management 8.8 PeopleBook*, “Getting Started With PeopleSoft Promotions Management”

## 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, Payroll for North America, and Global Payroll. By utilizing 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 8.8 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:

- Create, manage, and process staffing agreements.
- Analyze agreement-related transactions
- Process billing.
- Process revenue.

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

See *PeopleSoft Project Costing 8.8 PeopleBook*, “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 uses PeopleSoft Contracts so that you can:

- Create, manage, and process staffing agreements.
- Create, manage, and process purchase order tracking numbers.
- Process billing.
- Process revenue.

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

See *PeopleSoft Contracts 8.8 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 (agreement items).
- Process and update balances for customer purchase orders.

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

See *PeopleSoft Billing 8.8 PeopleBook*, “PeopleSoft Billing”.

## Integration with PeopleSoft Payroll for North America and PeopleSoft 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 8.8 Payroll for North America PeopleBook*.

*PeopleSoft 8.8 Global Payroll PeopleBook*.

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## 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 8.8 PeopleBook*, “PeopleSoft Payables Preface”

Chapter 13, “Working With Staffing Vendors,” page 203

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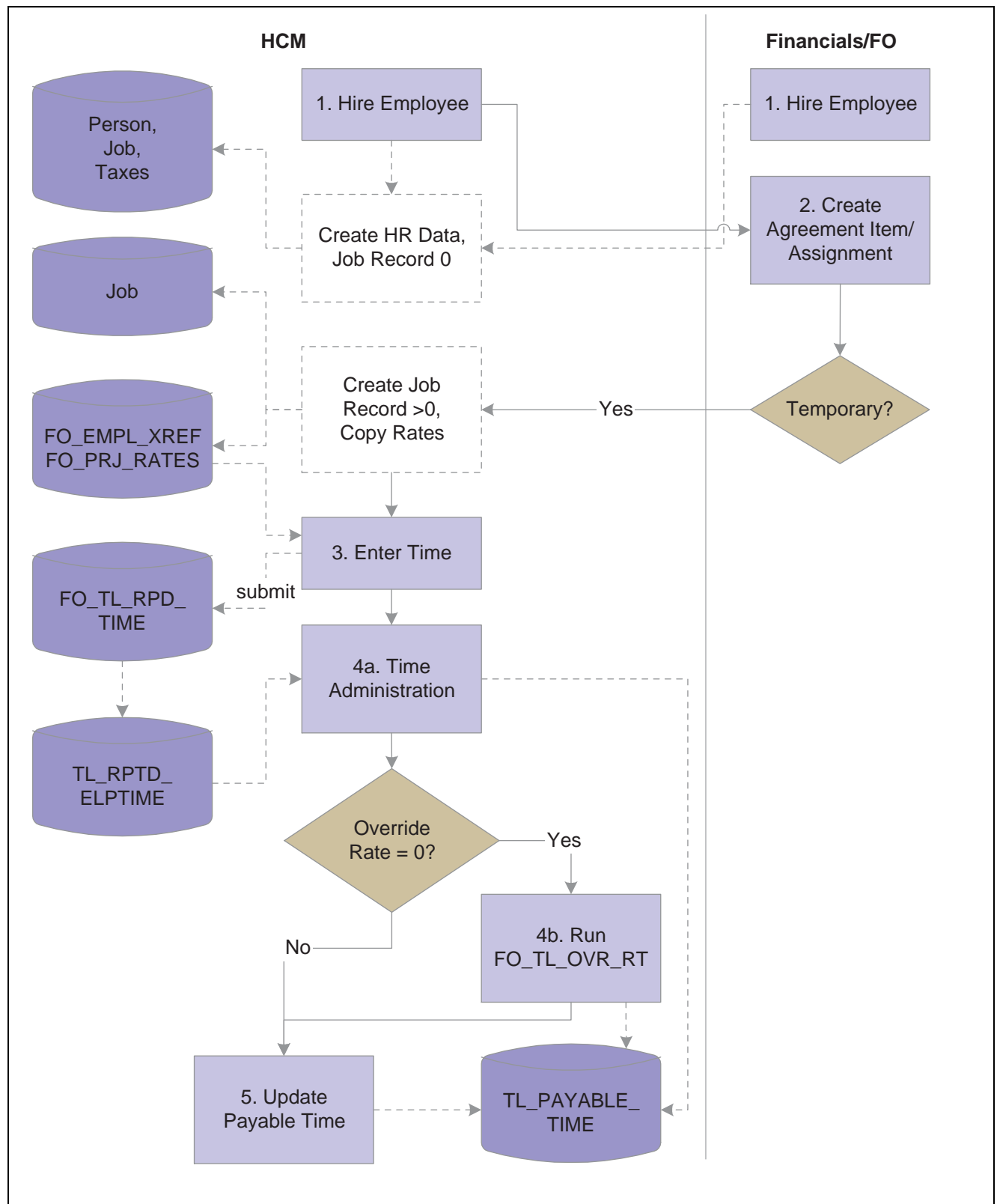
## The Pay/Bill Management Process Flow

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

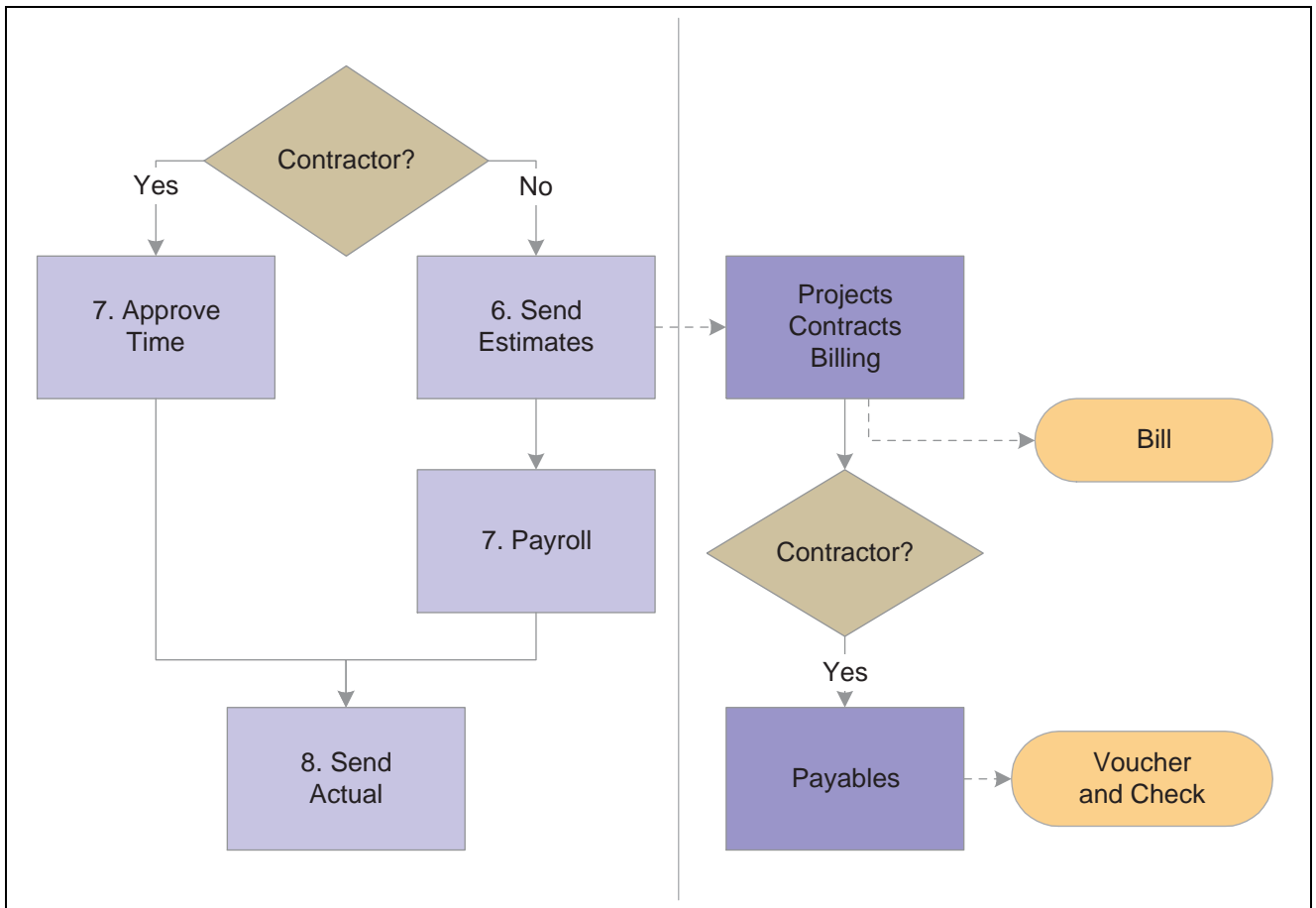
- Hiring employees.
- Assigning employees.
- Billing customers.
- Paying employees.

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

Below is the system process flow for temporary orders/agreements:



Pay/Bill Management process flow (1 of 2)



Pay/Bill Management process flow (2 of 2)

## Hiring Employees

PeopleSoft Pay/Bill Management collects employee data such as name, address, job code, benefits, and so forth. Using a component interface from the data collection page, PeopleSoft Pay/Bill Management then stores the appropriate information in HCM tables and in PeopleSoft Pay/Bill Management tables.

## Assigning Employees or Contractors

Assigning an employee or contractor to perform work involves creating one of two types of agreements:

- A career agreement, which involves hiring a regular, full-time employee for a negotiated amount.

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 agreement, which involves procuring temporary workers.

For every temporary agreement, PeopleSoft Pay/Bill Management generates a new employee record that is sent to the HCM database. Your customer is billed based on the hours that the employee works.

## Billing Customers

For temporary agreements, PeopleSoft Pay/Bill Management collects employee and contractor time data that indicates how much 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 agreement rates. The billing rows are sent to PeopleSoft Billing so that an invoice can be generated for the customer.

For career agreements, the negotiated amount 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 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 each PeopleSoft application as it relates to the PeopleSoft Pay/Bill Management role in the staffing solution:

Application	Database	Functions
PeopleSoft Contracts	FSCM	Each agreement item or assignment is related to a contract line, which contains information that is used to set billing and revenue parameters.
PeopleSoft Project Costing	FSCM	Each agreement item or assignment is related to a project or activity, which contains information that is used to create billable amounts from time data.
PeopleSoft Billing	FSCM	This application receives billable amounts from PeopleSoft Project Costing and generates a customer invoice.
PeopleSoft Payables	FSCM	This application receives payable amounts for contractors and issues checks to vendors.
PeopleSoft Time and Labor	HCM	This application receives time data from PeopleSoft Pay/Bill Management and processes the data to produce billable and payable time.

Application	Database	Functions
PeopleSoft Global Payroll	HCM	This application receives payable time from PeopleSoft Time and Labor and issues paychecks for employees outside of North America.
PeopleSoft Payroll for North America	HCM	This application receives payable time from PeopleSoft 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 for PeopleSoft Pay/Bill Management and discusses:

- Setting up PeopleSoft Integration Broker message subscriptions.
- Reviewing PeopleSoft Component Interfaces.

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## Understanding Enterprise Integration Points

Enterprise integration points (EIPs) use a variety of PeopleSoft integration tools to integrate data across your enterprise.

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

- PeopleSoft Integration Broker.
- PeopleSoft Component Interfaces.

### PeopleSoft Integration Broker

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

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**Note.** You must activate the Publication/Subscription feature on your PeopleSoft Pay/Bill Management application server(s).

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### See Also

*PeopleTools PeopleBook: PeopleSoft Integration Broker*

## PeopleSoft Component Interfaces

Every organization depends on real-world business objects such as agreement items 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 (CI) integration tool exposes the rich functionality delivered in the hundreds of components that make up PeopleSoft applications. A component is a minute 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 utilizes the Component Interfaces technology within the framework of the agreement, agreement item, customer, contacts, and employees pages.

### See Also

*PeopleTools PeopleBook: PeopleSoft Component Interfaces*

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## Setting Up Integration Broker Message Subscriptions

PeopleSoft delivers all PeopleSoft Pay/Bill Management enterprise integration points with settings enabled for full functionality with the exception of PeopleSoft Integration Broker messages. When you integrate PeopleSoft Pay/Bill Management with PeopleSoft HRMS 8.0 and higher, you must activate the Integration Broker messages.

This section describes how to:

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

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**Note.** PeopleSoft 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 it is time to start the validation process. The documentation for the individual message should note if headers and trailers are not supported. Please check that the subscribing process does not need the header or trailer process before clearing those check boxes on a Full Sync message publish.

---

## See Also

*PeopleTools PeopleBook: PeopleSoft Integration Broker*

*PeopleTools PeopleBook: PeopleSoft Integration Tools and Utilities*

## Setting Up Messages - Incremental Synchronization

PeopleSoft Pay/Bill Management utilizes 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.

---

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

---

To begin using the Integration Broker, you need to enable publishing of several messages in HRMS and subscribing to those messages in PeopleSoft Pay/Bill Management. For some PeopleSoft systems, the direction of the publish/subscribe rule for messages may be bi-directional or uni-directional; however, in PeopleSoft Pay/Bill Management, we use a uni-directional model so that we can keep data in sync. For a given set of data there is only one source for add and one source for update. The publish and subscribe rules may also be incremental or full table synchronization for each message.

---

**Note.** The source for publishing departments needs to be HRMS because PeopleSoft Pay/Bill Management requires that company and location fields are populated.

---

The following table contains the incremental synchronization messages that update the PeopleSoft Pay/Bill Management, HRMS, and Financials applications every time a user changes data that is relevant to PeopleSoft Pay/Bill Management. These messages are published from PeopleSoft Pay/Bill Management (Financials) or HRMS and subscribe to some or all of the same databases.

Message	Message Channel
BUS_UNIT_PC_SYNC	PROJECTS_SETUP
COUNTRY_SYNC	ENTERPRISE_SETUP
CURR_QUOTE_MTHD_SYNC	MARKET_RATES
CURRENCY_SYNC	ENTERPRISE_SETUP
DEPT_SYNC	ENTERPRISE_SETUP
FO_ASGN_CLOSE	FO_HR_CREATE
FO_ASGN_OPEN	FO_HR_CREATE

Message	Message Channel
FO_CONTRACTOR_SYNC	FO_SYNC_HRTOFIN
FO_CUST_TO_HR_SYNC	FO_CUSTOMER
FO_HR_CREATE	FO_HR_CREATE
FO_JOBCODE_PRD_SYNC	FO_SYNC
FO_PRJ_RATES	FO_HR_CREATE
FO_VENDOR_SYNC	FO_SYNC
FO_WC_CO_MOD_SYNC	FO_SYNC
FO_WC_STATE_SYNC	FO_SYNC
JOBCODE_SYNC	PERSON_SETUP
LOCATION_SYNC	ENTERPRISE_SETUP
MARKET_RATE_DEFN_SYNC	MARKET_RATES
MARKET_RATE_INDEX_SYNC	MARKET_RATES
MARKET_RATE_LOAD	MARKET_RATES
MARKET_RATE_SYNC	MARKET_RATES
MARKET_RATE_TYPE_SYNC	MARKET_RATES
PERSON_BASIC_SYNC	PERSON_BASIC
PROJ_ACTIVITY_STATUS_SYNC	PROJECTS_SETUP
PROJECT_ACTIVITY_SYNC	PROJECTS_SETUP
PROJECT_ACTIVITY_TEAM_SYNC	PROJECTS_SETUP

Message	Message Channel
PROJECT_STATUS_SYNC	PROJECTS_SETUP
PROJECT_SYNC	PROJECTS_SETUP
PROJECT_TEAM_SYNC	PROJECTS_SETUP
STATE_SYNC	ENTERPRISE_SETUP
TIME_REPORTING_CODE_SYNC	TIME_AND_LABOR_SETUP
UOM_SYNC	ENTERPRISE_SETUP
WORKFORCE_SYNC	PERSON_DATA

After you activate these messages, 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 PeopleSoft Pay/Bill Management reflects the change within a few seconds.

If you use PeopleSoft Pay/Bill Management with PeopleSoft Staffing Front Office, you must also activate the following incremental synchronization messages:

Message	Message Channel
ACTION_REASON_SYNC	ACTION_REASON
BUS_UNIT_FO_SYNC	FO_SYNC
COMPANY_SYNC	PERSON_SETUP
FO_AGENDA_SYNC	FO_SYNC
FO_AGR_CSF	FO_ORDER
FO_AI_COMMISN	FO_ORDER
FO_AI_CSF	FO_ORDER
FO_AI_RATES	FO_ORDER

Message	Message Channel
FO_AI_UPDATE	FO_ORDER
FO_ASGN_FALLOFF_PUB	FO_ORDER
FO_ASGN_FALLOFF_SUB	FO_ORDER
FO_ASGN_STATUS	FO_ORDER
FO_ASGN_TEMPTOPERM	FO_ORDER
FO_ASSIGNMENT	FO_ORDER
FO_ATTACH_TYPE_SYNC	FO_SYNC
FO_BU_COMP_TBL_SYNC	FO_SYNC_HRTOFO
FO_BU_TRANSLATE_SYNC	FO_SYNC
FO_COMP_PROFILE_SYNC	FO_SYNC_HRTOFO
FO_CONTACT	FO_ORDER
FO_CSF_BILL_BY_SYNC	FO_SYNC
FO_CSF_DEFN_SYNC	FO_SYNC
FO_CUSTOMER_SYNC	FO_CUSTOMER
FO_EMP_TO_HR_BO	FO_EMPLOYEE
FO_EVENT_CNTCT_SYNC	FO_SYNC
FO_EVENTS_SETUP_SYNC	FO_SYNC
FO_HISTORY_SYNC	FO_SYNC
FO_JOB_BILL_RT_SYNC	FO_SYNC

Message	Message Channel
FO_JOBTITLE_SYNC	FO_SYNC
FO_LINE_BUSINES_SYNC	FO_SYNC
FO_OPR_SKL_PR_TBL_SYNC	FO_SYNC
FO_ORDER	FO_ORDER
FO_ORDR_ENDING	FO_ORDER
FO_ORDR_STATUS	FO_ORDER
FO_PO_HDR_SYNC	FO_SYNC
FO_PO_LNK_SYNC	FO_SYNC
FO_POTEN_INCOME_SYNC	FO_SYNC
FO_PROJ_PROFILE_SYNC	FO_SYNC
FO_RATE_PROFILE_SYNC	FO_SYNC
FO_SKILLS_SYNC	FO_SYNC
FO_TEMPLATE_ITM_SYNC	FO_SYNC
FO_TEMPLATE_SYNC	FO_SYNC
FO_TEMPLATE_TYP_SYNC	FO_SYNC
FREQUENCY_SYNC	PERSON_SETUP
RECRUITUSA	FO_ORDER

## Setting Up Messages - Full Table Synchronization

Full synchronization 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 do not inadvertently overwrite valid data. To prevent this problem from occurring, you should generally adhere to the rule of not activating full synchronization messages for any record that receives input from more than one database.

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

**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 you have a different list of values in your PeopleSoft Pay/Bill Management database than you have in your HRMS database. For example, synchronizing your locations from HRMS using a FULLSYNC message would overwrite all of your Financials locations with your HRMS locations.

Message	Message Channel
BUS_UNIT_PC_FULLSYNC	PROJECTS_SETUP
COUNTRY_FULLSYNC	ENTERPRISE_SETUP
CURR_QUOTE_MTHD_FULLSYNC	MARKET_RATES
CURRENCY_FULLSYNC	ENTERPRISE_SETUP
DEPT_FULLSYNC	ENTERPRISE_SETUP
DEPT_FULLSYNC_EFF	ENTERPRISE_SETUP
FO_CO_LOCALTAX_FULLSYNC	FO_SYNC
FO_CO_STATETAX_FULLSYNC	FO_SYNC
FO_CONTRACTOR_FULLSYNC	FO_SYNC_HRTOFIN
FO_CUST_TO_HR_FULLSYNC	FO_CUSTOMER
FO_GP_PYGRP_FULLSYNC	FO_SYNC
FO_JOBCODE_PRD_FULLSYNC	FO_SYNC
FO_TL_EMPL_DATA_FULLSYNC	FO_SYNC
FO_VENDOR_FULLSYNC	FO_SYNC

Message	Message Channel
FO_WC_CO_MOD_FULLSYNC	FO_SYNC
FO_WC_STATE_FULLSYNC	FO_SYNC
JOBCODE_FULLSYNC	PERSON_SETUP
LOCATION_FULLSYNC	ENTERPRISE_SETUP
LOCATION_FULLSYNC_EFF	ENTERPRISE_SETUP
MARKET_RATE_DEFN_FULLSYNC	MARKET_RATES
MARKET_RATE_FULLSYNC	MARKET_RATES
MARKET_RATE_INDEX_FULLSYNC	MARKET_RATES
MARKET_RATE_TYPE_FULLSYNC	MARKET_RATES
PAYGROUP_TBL_FULLSYNC	FO_SYNC
PERSON_BASIC_FULLSYNC	PERSON_SETUP
PROJ_ACTIVITY_FULLSYNC	PROJECTS_SETUP
PROJ_ACTIVITY_STATUS_FULLSYNC	PROJECTS_SETUP
PROJ_ACTIVITY_TEAM_FULLSYNC	PROJECTS_SETUP
PROJECT_FULLSYNC	PROJECTS_SETUP
PROJECT_STATUS_FULLSYNC	PROJECTS_SETUP
PROJECT_TEAM_FULLSYNC	PROJECTS_SETUP
STATE_FULLSYNC	ENTERPRISE_SETUP
TAX_LOCATION1_FULLSYNC	FO_SYNC

Message	Message Channel
TIME_REPORTING_CODE_FULLSYNC	TIME_AND_LABOR_SETUP
TL_TASKGRP_TBL_FULLSYNC	FO_SYNC
TL_WRKGRP_TBL_FULLSYNC	FO_SYNC
UOM_FULLSYNC	ENTERPRISE_SETUP
WORKFORCE_FULLSYNC	PERSON_DATA

If you use PeopleSoft Pay/Bill Management with PeopleSoft Staffing Front Office, you can also activate the following full synchronization messages:

Message	Message Channel
ACTION_REASON_FULLSYNC	ACTION_REASON
BUS_UNIT_FO_FULLSYNC	FO_SYNC
COMPANY_FULLSYNC	PERSON_SETUP
FO_ASGN_BILLING_FULLSYNC	FO_ORDER
FO_ATTACH_TYPE_FULLSYNC	FO_SYNC
FO_BEN_DEFN_PGM_FULLSYNC	FO_SYNC_HRTOFO
FO_BU_COMP_TBL_FULLSYNC	FO_SYNC_HRTOFO
FO_BU_TRANSLATE_FULLSYNC	FO_SYNC
FO_COMP_PROFILE_FULLSYNC	FO_SYNC_HRTOFO
FO_COMP_RATECD_FULLSYNC	FO_SYNC_HRTOFO
FO_CONTACT_FULLSYNC	FO_CUSTOMER
FO_CSF_BILL_BY_FULLSYNC	FO_SYNC

Message	Message Channel
FO_CSF_DEFN_FULLSYNC	FO_SYNC
FO_CSF_FIELD_FULLSYNC	FO_SYNC
FO_CSF_FLD_DTL_FULLSYNC	FO_SYNC
FO_CUSTOMER_FULLSYNC	FO_CUSTOMER
FO_EMPL_CTG_FULLSYNC	FO_SYNC_HRTOFO
FO_EVENT_CNTCT_FULLSYNC	FO_SYNC
FO_EVENTS_SETUP_FULLSYNC	FO_SYNC
FO_JOB_BILL_RT_FULLSYNC	FO_SYNC
FO_JOBTITLE_FULLSYNC	FO_SYNC
FO_LINE_BUSINES_FULLSYNC	FO_SYNC
FO_NID_TYPE_TBL_FULLSYNC	FO_SYNC_HRTOFO
FO_OPR_SKL_PR_TBL_FULLSYNC	FO_SYNC
FO_PO_HDR_FULLSYNC	FO_SYNC
FO_PO_LNK_FULLSYNC	FO_SYNC
FO_POTEN_INCOME_FULLSYNC	FO_SYNC
FO_PROJ_PROFILE_FULLSYNC	FO_SYNC
FO_RATE_PROFILE_FULLSYNC	FO_SYNC
FO_SKILLS_FULLSYNC	FO_SYNC
FO_TEMPLATE_FULLSYNC	FO_SYNC

Message	Message Channel
FO_TEMPLATE_ITM_FULLSYNC	FO_SYNC
FO_TEMPLATE_TYP_FULLSYNC	FO_SYNC
FREQUENCY_FULLSYNC	PERSON_SETUP
TAX_HEADER_TBL_FULLSYNC	FO_SYNC

## 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, PeopleSoft publishes (Full Table Publish) data from the HRMS table CM\_CLUSTER\_ACMP. The CM\_CLUSTER\_ACMP table is populated with new data from PeopleSoft HRMS and all old data is deleted. The data from this table is published into message CLUSTER\_ACCOMP\_FULLSYNC.

---

## Reviewing Component Interfaces

PeopleSoft Pay/Bill Management utilizes 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. The component interfaces used by PeopleSoft Pay/Bill Management are:

Component Interface	Description	Database	Function
CA_ACCTPLAN_CI	Review recognition plans.	FSCM	Create contract revenue recognition plans from agreement items.
CA_AMEND_PRICE_CI	Amendment pricing.	FSCM	Amend pricing for career order from agreement items.
CA_BILLPLAN_CI	Billing plans.	FSCM	Create contract billing plans from agreement items.

Component Interface	Description	Database	Function
CA_CHG_HDR_CI	Contract amendments.	FSCM	Create contract amendment when adding additional contract lines to active contract from agreement items.
CA_DETAIL_PROJ_CI	Related projects and rates.	FSCM	Create and update related projects and rates to contracts from agreement items.
CA_HDR_CI	Contract header.	FSCM	Create and update contract header from agreements and agreement items.
CA_PRICING_CI	Contract pricing.	FSCM	Create contract pricing for career orders from agreement items.
CA_RATE_CI	Contract rates.	FSCM	Create and update contract rates from agreement items on temporary orders.
CI_JOB_DATA	Employee job data.	HCM	Update employee job data.
CI_JOB_DATA_ADD_NEE_FO	Add non-employee job data.	HCM	Add non-employees from PeopleSoft Staffing Front Office employee data.
CI_JOB_DATA_CONCUR	Concurrent job data.	HCM	Create concurrent jobs from agreement items.
CI_JOB_DATA_HIRE_FO	Hire employees.	HCM	Hire employees from Staffing Front Office employee data.
CUSTOMER	Customer data.	FSCM	Create and update customer data from Staffing Front Office customer component.
FO_ACT_TEAM	Activity team.	FSCM	Create and update activity team from agreement items.

Component Interface	Description	Database	Function
FO_BI_ENTRY	Fall-off credit bills.	FSCM	Create credit bills from fall-offs in PeopleSoft Staffing Front Office only.
FO_CONTACT_INFO	Contact data.	FSCM	Create and update contact information from PeopleSoft Staffing Front Office contact component.
FO_PRJ_ACT_INFO_CI	Agreement items.	FSCM	Create and update agreement items from PeopleSoft Staffing Front Office only.
FO_PROJECT_CI	Staffing agreements.	FSCM	Create and update staffing agreements from PeopleSoft Staffing Front Office only.
FO_PROJECT_TEAM	Project team.	FSCM	Create and update project team from agreement items.
FO_PSA_DEFN	Project owning organization.	FSCM	Create project owning organization.
FO_TL_EMPL_DATA_C	Create time reporter data.	HCM	Create time enrollment data for employees and contractors from agreement items.
FO_TL_EMPL_DATA_M	Modify time reporter data.	HCM	Update time enrollment data for employees and contractors from agreement items.
PROJECT_ACTIVITY	Activity data.	FSCM	Create project activities from agreement items.
PROJECT_GENERAL	Project data.	FSCM	Create project data from staffing agreements.
PROJECT_STATUS1	Project status.	FSCM	Insert project status from staffing agreements.

## CHAPTER 5

# Preparing to Implement

This chapter provides an overview of 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 the PeopleSoft Human Resources Management (PeopleSoft HRMS) or PeopleSoft Financials suite of applications, your 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 utilizes and integrates with many PeopleSoft applications. Set up tables in the following applications before you set up Pay/Bill-Management-specific tables:

- PeopleSoft Time and Labor.
- PeopleSoft Project Costing.
- PeopleSoft Contracts.
- PeopleSoft Billing.
- PeopleSoft Payables.
- PeopleSoft Payroll for North America.
- PeopleSoft Global Payroll.

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 23

Chapter 3, “Understanding PeopleSoft Pay/Bill Management,” Integration with Other PeopleSoft Applications, page 14

## PeopleSoft Time and Labor

When setting up PeopleSoft Time and Labor, keep in mind these items:

- Do not use the rapid time template from PeopleSoft Time and Labor because PeopleSoft Pay/Bill Management uses its own template.
- Do not install task entity codes.
- Defining time collection devices is optional.
- You must enable the Multiple Time Allowed option in the Installation table in PeopleSoft HRMS.
- Ensure that you defined the task template correctly for all elements for which you enter data.

In addition, when processing time, the approval process is affected by:

- Workgroup setting.
- Time reporting code (TRC) rules.
- Setting the Send Time to Payroll field to *N*.
- Not mapping the TRC to an earnings code.

---

**Note.** PeopleSoft Pay/Bill Management uses elapsed and punch rapid template functionality rather than PeopleSoft Time and Labor rapid templates. All other time entry setup for PeopleSoft Pay/Bill Management is shared with PeopleSoft Time and Labor.

---

## 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 region of the Projects Options page.

- 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.

## PeopleSoft Contracts

When setting up PeopleSoft Contracts, familiarize yourself with how amendments and rate templates work. You must define rates for all TRCs that you want billed.

## 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 utilizing the staffing application engine (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.

Do not select Detail.

## PeopleSoft Payroll for North America

When setting up PeopleSoft Payroll For North America, remember that:

- Multipliers defined in earnings code setup are applied to the override rate passed from PeopleSoft Time and Labor.

To follow the Fair Labor Standard Act, consider setting the multiplier on the earnings code as the standard and keeping the rates the same on the agreement item. If you want to specify overtime rates within an assignment or agreement item, the multiplier on the TRC/Earnings code must be set to one. Alternatively, you might establish a multiplication factor within HR to be used as a general standard. In this case, the overtime rate on the assignment and agreement item must not include a factor.

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

### See Also

[Appendix B, “Calculating Margin and Markup,” page 223](#)

## 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 your employee from employee record 1, 2, 3, and so forth, but instead pay from employee record 0.

### See Also

Appendix C, “Paying Salary and Hourly Employees With PeopleSoft Global Payroll,” page 227

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## Defining Installation Options

This section discusses how to set up installation options.

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**Note.** If you have PeopleSoft Staffing Front Office installed, you must set up the Front Office installation options.

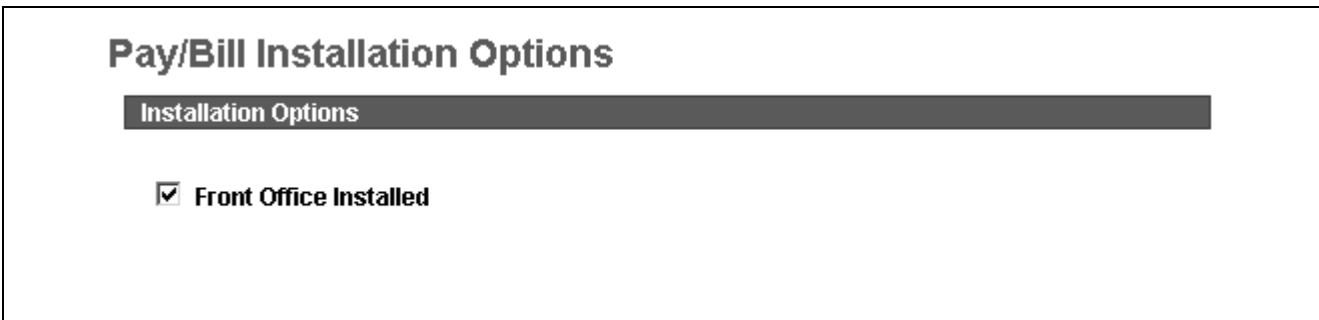
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### Page Used to Define Installation Options

Page Name	Object Name	Navigation	Usage
Pay/Bill Installation Options	INSTALLATION_FO	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Installation	Set up installation options. Select whether your company has PeopleSoft Staffing Front Office installed.

## Setting Up Installation Options

Access the Pay/Bill Installation Options page.



**Pay/Bill Installation Options**

Installation Options

☒ Front Office Installed

Pay/Bill Installation Options page

### Front Office Installed

Select if you have PeopleSoft Staffing Front Office installed.

## 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.

**Note.** You must set up Overall Preferences before you can set up default values on the User Preferences - Pay/Bill Management page.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining User Preferences,” Defining Overall User Preferences.

This section discusses how to set up user preferences.

### Page Used to Set Up User Preferences

Page Name	Object Name	Navigation	Usage
User Preferences - Pay/Bill Management	OPR_DEF_TABLE_FO	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Pay/Bill Management	Set up user defaults.

## Setting Up User Preferences

Access the User Preferences - Pay/Bill Management page.

User Preferences - Pay/Bill Management page

#### Staffing Branch

Select the branch (PeopleSoft Pay/Bill Management business unit) to associate with the user ID. The value that you establish here appears by default on the Agreement and Agreement Item pages.

#### Department

Select the department to associate with the user ID. The value that you establish here appears by default on the Agreement and Customer pages.

**Support Team Code**

Select the support team code to associate with the user ID. The value that you establish here appears by default on the Customer pages.

---

## 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 utilizes the existing departmental security provided by the PeopleSoft Human Resources Management (HRMS) database for employees.

Departmental security is the default security that is delivered with PeopleSoft HRMS. Users are granted or denied access to employee data based on the organizational hierarchy that you define in the security tree.

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.

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**Note.** Other relevant information that is common to many applications is located in the *PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*.

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### See Also

*PeopleSoft 8.8 Application Fundamentals for HRMS PeopleBook*, “Administering PeopleSoft Security”

## CHAPTER 6

# Configuring Your PeopleSoft Pay/Bill Management System

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

- Set up branches.
- Set up contract profiles.
- Set up project profiles.
- Set up rate profiles.
- Set up voucher profiles.
- Set up customer field definitions.
- Set up job code margin indicators.
- Set up workers' compensation.
- Set up business units by company.
- Set up rapid time templates.
- Set up company profiles.

---

## Understanding the PeopleSoft Pay/Bill Management Structure

PeopleSoft Pay/Bill Management crosses several databases to effectively integrate with existing PeopleSoft technology.

This section discusses:

- PeopleSoft Financials database.
- PeopleSoft Human Resources Management (PeopleSoft HRMS) database.
- PeopleSoft Staffing Front Office database (only for customers with PeopleSoft Staffing Front Office).

### PeopleSoft Financials Database

Set up these tables in your PeopleSoft Financials database:

- Branches and branch mapping.
- Contract profiles.

- Project profiles.
- Rate profiles.
- Voucher profiles.
- Customer field definitions.
- Margin indicators by job code.

---

**Note.** If you have PeopleSoft Staffing Front Office installed, set up these PeopleSoft Financials tables within PeopleSoft Pay/Bill Management. The system sends the rate profile and customer field information to PeopleSoft Staffing Front Office through application messaging.

---

Set up these tables:

- Operator defaults.
- Installation options.

### See Also

Chapter 5, “Preparing to Implement,” page 37

## PeopleSoft HRMS Database

Set up these tables in your PeopleSoft HRMS database:

- Workers’ compensation tables.
- Business units by company.
- Rapid time templates.
- Company profiles.

## PeopleSoft Staffing Front Office Database

If you plan to use both PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management, refer to the *PeopleSoft Staffing Front Office 8.8 PeopleBook* for information regarding necessary configuration.

---

**Note.** If you are integrating with PeopleSoft Staffing Front Office, and set controls don’t exist in PeopleSoft Staffing Front Office, the system doesn’t know to use the setID from the PeopleSoft Financials database (SHARE). In this situation, you need to add a setID value in PeopleSoft Staffing Front Office and point the appropriate business units to it.

---

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## Setting Up Branches

This section provides an overview of branch setup and discusses how to:

- Define branches.
- Map branches.

## Understanding Branch Setup

You must create and map branches before you begin operating your PeopleSoft Pay/Bill Management system.

Think of each branch as a separate division of your organization. For example, you might have a Southwest staffing branch and a Southeast staffing branch for temporary resources. Your branches might represent companies, agencies, subsidiaries, divisions, departments, or branch offices within your organization. Or, you might choose to have a single branch represent your entire organization.

You can map each PeopleSoft Pay/Bill Management branch to business units for these products:

- PeopleSoft Contracts.
- PeopleSoft Project Costing.
- PeopleSoft Payables.
- PeopleSoft General Ledger.

Prior to mapping branches, set up the applications with which you will associate your branches. Establish business units and tablesets for your PeopleSoft Contracts, Projects, Payables, and General Ledger products. By associating each branch with business units from other applications, you receive the benefit of setID control.

You will associate each new agreement with a branch. This enables you to report on and search for agreements by branch. In addition, when creating a new agreement, many agreement attributes appear by default from the values defined for the branch and its mapped business units.

---

**Note.** Ensure that you have properly configured PeopleSoft Project Costing, Contracts, Billing, Payables, Time and Labor, Payroll for North America, and Global Payroll before you map your PeopleSoft Pay/Bill Management branches to their respective business units.

If you have PeopleSoft Staffing Front Office Solution installed, set up your branches and use application messages to send your branch information from PeopleSoft Staffing Front Office Solution to PeopleSoft Pay/Bill Management. You must still use the PeopleSoft Pay/Bill Management application to map your branches. Branches equal PeopleSoft Staffing Front Office Solution business units.

---

### See Also

*PeopleSoft General Ledger 8.8 PeopleBook*, “Defining Your Operational Structure,” Understanding PeopleSoft General Ledger Business Units and Options

*PeopleTools PeopleBook: PeopleSoft Application Designer*, “Planning Records, Control Tables, and TableSets”

## Pages Used to Set Up Branches

Page Name	Object Name	Navigation	Usage
Staffing Branch	BUS_UNIT_TBL_FO	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Branch	Define branches by adding a new branch or editing an existing branch.
Branch - Business Unit Mapping	FO_BU_TRANSLATION	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Branch/BU Mapping	Map a PeopleSoft Pay/Bill Management branch to PeopleSoft Contracts, Projects, Payables, and General Ledger business units.

## Defining Branches

Access the Staffing Branch page.

### Staffing Branch


**Branch:** GBR01

**Staffing Branch**

**Description:** Great Britain Operations

**Short Description:** GBO01

**\*Fixed Cost Margin:** 8.07 (Example: 8.15)

**Rate Type:** CRRNT  Current Rate

Staffing Branch page

**Note.** If you have PeopleSoft Staffing Front Office Solution installed, the fields on the Staffing Branch page are display-only. The system messages this information to PeopleSoft Pay/Bill Management from the Front Office Definition page in PeopleSoft Staffing Front Office Solution. To update the fields that appear on this page, access the Front Office Definition page in PeopleSoft Staffing Front Office Solution, and make the appropriate changes.

<b>Branch</b>	Displays the PeopleSoft Pay/Bill Management branch.
<b>Fixed Cost Margin</b>	Enter the average overhead rate for this branch, excluding workers' compensation. This is used to calculate margin on agreement items.
<b>Rate Type</b>	Enter the rate type used when translating employee pay rates and vendor pay rates.

## Mapping Branches

Access the Branch - Business Unit Mapping page.

Branch - Business Unit Mapping

Branch: EUR

Business Unit Mapping

Contracts Business Unit:	<div>BLG01</div>	<div></div>	BELGIUM OPERATIONS
PC Business Unit:	<div>BLG01</div>	<div></div>	BELGIUM OPERATIONS
AP Business Unit:	<div>BLG01</div>	<div></div>	BELGIUM OPERATIONS
GL Business Unit:	BLG01		BELGIUM OPERATIONS

Branch - Business Unit Mapping page

<b>Branch</b>	Displays the PeopleSoft Pay/Bill Management branch. All agreements must have an associated branch.
<b>Contracts Business Unit</b>	Select the PeopleSoft Contracts business unit associated with this branch.
<b>PC Business Unit</b> (PeopleSoft Project Costing business unit)	Select the PeopleSoft Project Costing business unit associated with this branch.
<b>AP Business Unit</b> (PeopleSoft Payables business unit)	Select the PeopleSoft Payables business unit associated with this branch.
<b>GL Business Unit</b> (PeopleSoft General Ledger business unit)	Displays the PeopleSoft General Ledger business unit associated with this branch. General Ledger business units define the accounting processing for their associated PeopleSoft Pay/Bill Management business units (branches). All agreements created for this branch use this business unit to generate entries that interact with PeopleSoft General Ledger.

## 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. Each PeopleSoft Pay/Bill Management branch is mapped to a PeopleSoft Contracts business unit. The agreement and agreement item 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, and then override these billing fields on the billing plan. 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.

This table shows how the system handles defaulting for direct invoicing and pre-approvals on the Billing Plan General page in PeopleSoft Contracts:

Customer Profile Page	Customer - Billing Page	Billing Plan General Page	
Pre Approved Flag check box	Direct Invoicing check box	Pre Approved check box	Direct Invoice
Cleared	Selected	Selected	Selected
Selected	Selected	Selected	Selected
Cleared	Cleared	Cleared	Cleared
Selected	Cleared	Selected	Cleared

---

**Note.** If you have installed PeopleSoft Staffing Front Office Solution, you can specify default values for fall-offs. A fall-off occurs when a customer ends an agreement prematurely and, therefore, the agreement must be concluded for billing purposes.

---

### See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Structuring Contracts”

## Page Used to Set Up Contract Profiles

Page Name	Object Name	Navigation	Usage
Contract Profile	FO_CA_PROFILE	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Contract Profile	<p>Set up contract profiles for defaulting purposes. The contract, billing, and fall-off defaults that you set up on this page appear by default when you create agreements and agreement items.</p> <p>The agreement and agreement item components use the contract profile in conjunction with various component interfaces to create valid contract records.</p>

## Setting Up Contract Profiles

Access the Contract Profile page.

**Contract Profile**

**Business Unit:** BLG01 BELGIUM OPERATIONS

**Contract Profile** Find | View All First 1 of 1 Last

\*Order Type: Career Order

**Contract Defaults**

\*Contract Type: Consulting Service

\*Contract Legal Entity: KBSCONSUL

\*Product ID: UPGRADE\_APPS

\*Amendment Type: Additional Purchase

\*Contract Pending Status: PENDING

\*Amendment Reason: Additional Purchase

\*Contract Open Status: ACTIVE

Contract Profile page (1 of 2)

Billing Defaults/Overrides		Purchase Order
*Bill Plan Description: CAREERS	*Rev Rec Plan Description: CAREER	Encumbrance %: 5.000
Bill Type: CONTRACTS	Bill Source: Contracts	
Bill By: Contract	Billing Cycle: Monthly End-of-Month Cycle	
Invoice Form: Contract Detail	Bill Inquiry Phone: 800-444-4000	
Billing Specialist: Millie Drake	<input type="checkbox"/> Pre Approval Flag	
Fall Off Defaults/Overrides		
Fall-off Bill Type:	CONTRACTS	
Fall-off Bill Source:	General Service Orders	
Fall-off Invoice Form:	By Project, Employee	

Contract Profile page (2 of 2)

## Order Type

Select an order type, which specifies the type of order for which you generate an agreement. The values that you set up on the contract profile should reflect the billing and revenue needs of the order type. PeopleSoft Pay/Bill Management supports two types of customer orders:

*Temporary Order:* Standard staffing time and material engagement. Enter time for an engagement, establish rates, and bill customers on a rate or as-incurred basis.

*Career Order:* Placement of an individual at a customer site as a full-time employee. The placement is associated with fixed-fee billing and revenue recognition. Bill customers on an agreed upon schedule.

---

**Note.** Set up one default contract profile for each order type (*career* and *temporary*) per PeopleSoft Contracts business unit.

---

You can set up only one default for each order type per Contracts business unit.

---

## Contract Defaults

Complete all fields in the Contract Defaults group box to create a valid contract. Contract values that you specify here cannot be changed once the system creates the contract records.

### Contract Type

Select one contract type (contract category) for career orders and another for temporary orders.

### Contract Legal Entity

Select the legal entity within your company that owns (signed) the contract. If your PeopleSoft Contracts business units roll up to fewer legal entities, you can specify that here.

<b>Product ID</b>	<p>Select the product or service that you will use on your contract lines.</p> <p>The product ID drives the method by which you bill and recognize revenue. Set up products according to order type. For temporary orders, billing and revenue recognition is as-incurred, and the system only allows you to select from products with a price type of <i>rate</i>. For career orders, billing and revenue recognition is fixed-fee, and the system only allows you to select from products with a price type of <i>amount</i>. Therefore, it is important that you set up products in PeopleSoft Contracts accordingly.</p> <p>Products also provide defaults for additional values such as taxes and domestic value-added tax.</p>
<b>Amendment Type</b>	<p>Select an amendment type. Amendments are changes to active contracts.</p> <p>PeopleSoft Pay/Bill Management streamlines your business process by activating your contract when you save an agreement with one agreement item. The system also creates an amendment enabling you to add elements to your contract (for example, contract lines and agreement items). Although the system creates amendments through component interface processing, you must specify an amendment type here.</p>
<b>Contract Pending Status</b>	<p>Select a value for pending contracts. When you create an agreement, the system automatically sets the associated contracts status to <i>PENDING</i>.</p>
<b>Amendment Reason</b>	<p>Select an amendment reason, which provides a quick reference as to why an amendment was initiated. This field is informational only; no processing is initiated. This is a required field when creating an amendment.</p>
<b>Contract Open Status</b>	<p>Select a status to use for open contracts. When you add an item to an agreement, the system changes the contract status to <i>ACTIVE</i>.</p>

## 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. However, if you do not specify billing defaults at the customer level, enter billing default values here to populate the billing plan. These billing values can be overridden in the individual billing plan once the system creates valid records, but prior to any billing processing.

<b>Bill Plan Description</b>	<p>Enter a description for the billing plan. This is a required field.</p> <p>The system populates the billing plan with this description in all billing hierarchy circumstances.</p>
<b>Rev Rec Plan Description</b> (revenue recognition plan description)	<p>Enter a description for the revenue recognition plan.</p>
<b>Bill Type</b>	<p>Select a bill type, which is used by PeopleSoft Billing to categorize the activity being billed.</p>
<b>Bill Source</b>	<p>Select a bill source, which is used by PeopleSoft Billing to identify where the billing activity originated and to associate default-billing information</p>

with that billing activity. The system populates the billing plan with this value in all billing hierarchy circumstances.

### Bill By

Select a bill by ID, which enables you to group bill lines on invoices.

---

**Note.** If you specify a bill by ID that has *Bill Cycle* as a Bill By field, select a value in the Billing Cycle Identifier field.

---

### Billing Cycle

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 specify that it should process only billing plans of a specific billing cycle type.

---

**Note.** If you enter a cycle ID, you must specify a value for the Bill By field.

---

### Invoice Form

Select the invoice format for the bills that you generate from this billing plan.

### Bill Inquiry Phone

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.

### Billing Specialist

Select a billing specialist. Specialists are established on the Billing Specialist page. An example of a billing specialist is a functional user whose daily job includes filling out billing plans.

### Pre Approval Flag

Select to bypass the billing worksheet review and approval process. Selecting this check box sends the invoices directly to billing without first creating a temporary bill.

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. This may be done 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 may 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.

---

**Note.** It is possible to have the direct invoicing flag enabled and the pre-approval 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 updating PO balances prior to bill creation and tax calculation, this blanket encumbrance percentage can be used to estimate taxes.

## Fall Off Defaults/Overrides

The fields in this group box appear only if you have PeopleSoft Staffing Front Office Solution installed.

<b>Fall-off Bill Type</b>	Select a fall-off bill type, which is used by PeopleSoft Staffing Front Office Solution to categorize the activity being credited from the fall-off.
<b>Fall-off Bill Source</b>	Select a fall-off bill source, which is used by PeopleSoft Staffing Front Office Solution to identify where the credit activity originated and to associate default-credit information with the fall-off.
<b>Fall-off Invoice Form</b>	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. Each PeopleSoft Pay/Bill Management branch is mapped to a PeopleSoft Project Costing business unit. The agreement and agreement item components use the project profile in conjunction with various component interfaces to create valid project records including project, project status, activity, and activity team.

In addition, you can specify default taskgroups and workgroups. When you assign employees to agreement items, the system sends job data to the Human Resources (HR) database and associates employees to taskgroups and workgroups for a particular job. The system uses these fields to determine the rules to be used within the PeopleSoft Time and Labor application.

### See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft Time and Labor”

*PeopleSoft Project Costing 8.8 PeopleBook*, “Creating and Maintaining Projects,” Defining Projects

## Page Used to Set Up Project Profiles

Page Name	Object Name	Navigation	Usage
Project Profile	FO_PROJ_PROFILE	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Project Profile	<p>Set up project profiles for defaulting purposes. The PeopleSoft Project Costing and PeopleSoft HRMS information that you set up on this page appears by default when you create agreements and agreement items.</p> <p>The agreement and agreement item components use the project profile in conjunction with various component interfaces to create valid project records.</p>

## Setting Up Project Profiles

Access the Project Profile page.

## Project Profile

**Business Unit:** BLG01    BELGIUM OPERATIONS

**Project Profile** Find | View All    First ◀ 1 of 1 ▶ Last

\*Order Type: Career Order + -

**Project Defaults**

\*Integration: Technology Division

\*Project Type: Service Project

\*Project Status: Approved

\*Activity Type: Revenue Generating Activity

\*Activity Status: Approved

\*Project Role: Project Worker

**HRMS Defaults**

**Taskgroup:** MAPRJTSKGP Proj Taskgroup

**Workgroup:** MUJFWRKP3 Contractors

**Pay Group:** BS1 CNA Semi-Monthly Pay Group

☐ Use Employee Department    ☐ Use Employee Time Enrollment

Project Profile page

### Order Type

Select an order type, which is the type of order for which you generate an agreement. The values that you set up on the project profile should reflect the billing and revenue needs of the order type. PeopleSoft Pay/Bill Management supports two types of customer orders:

*Temporary Order:* Standard staffing time and material engagement. Enter time for an engagement, establish rates, and bill customers on a rate or as-incurred basis.

*Career Order:* Placement of an individual at a customer site as a full-time employee. The placement is associated with fixed-fee billing and revenue recognition. Bill customers on an agreed-upon schedule.

---

**Note.** Set up one default contract profile for each order type (*career* and *temporary*) per PeopleSoft Project Costing business unit.

You can only set up one default for each order type per Project Costing business unit.

---

## 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.

---

**Note.** You must include the PeopleSoft General Ledger business unit in the integration template. You can find the PeopleSoft General Ledger business unit in your mapping table.

---

### Project Type

Projects are grouped into clusters called project types. Setting up project types makes it easy to analyze all projects of a certain type.

Select the project type value to use when you create the related projects for career and temporary orders.

### Project Status

Select a project status.

Within PeopleSoft Project Costing, you can track project status through a separate PeopleSoft Project Costing component. When you create an agreement, the system automatically sets the associated projects status to the value that you select in this field.

### Activity Type

Activity types are labels that identify and group activities to facilitate analysis and reporting on all similar activities across all projects in the enterprise.

Select the activity type to use when creating related activities for career and temporary orders.

### Activity Status

Select an activity status. When you create an agreement, the system automatically sets the associated activity status to the value that you select in this field.

### Project Role

Select a project role, which is used when creating the project and activity team records when employees are assigned to temporary agreement items.

## HRMS Defaults

### Taskgroup

Select a taskgroup, which 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. Associate every time reporter with a taskgroup.

The system populates the value that you enter here in the agreement component. You can override this value at the agreement or agreement item level.

---

**Important!** Ensure that you have set up your task profile for integration with PeopleSoft Project Costing.

---

### Workgroup

Select a workgroup, which is a group of time reporters who share identical compensation requirements. For example, a workgroup might 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.

The system populates the value that you enter here in the agreement component. You can override this value at the agreement or agreement item level.

### **Pay Group**

Select a pay group, which is used in distribution to define parameters for payment of payable time. You can override this value at the agreement or agreement item level.

### **Use Employee Department**

Select this check box to override with employee department and pay group.

When creating an agreement item, the system populates the department and pay group from either the agreement or the employee. If you want the agreement to follow the employee department, select this check box. The system retrieves the department from the current job row on employee record zero. Employee record zero contains hire information and includes all defaults. If you clear the check box, the department defaults from the agreement

### **Use Employee Time Enrollment**

Select this check box to override with employee time enrollment.

When creating an agreement item, the system populates the time enrollment (taskgroup and workgroup fields) from either the agreement or the employee. If you want the agreement items to follow the employee time enrollment, select this check box. The system retrieves the time enrollment from employment record. If you clear this check box, the department defaults from the agreement.

---

## **Setting Up Rate Profiles**

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

- Set up rate profiles
- Define rate profile details

## **Understanding Rate Profiles**

This section discusses:

- Processing
- Source and Target
- Employees
- Contractors

## Processing

Rate profiles control how the rate grid appears on the Agreement Item page, how PeopleSoft Pay/Bill Management maps pay and bill rates throughout the system, and which rates are default rates used for forecasting and inquiry purposes.

Use the Rate Profile page to set up an entire rate template, except for the actual rates. The system populates the actual rates when you add or update an agreement item. The PeopleSoft Project Costing business unit determines the set control value on the rate profile. When you open an agreement item, the system retrieves the rate profile based on the PeopleSoft Project Costing business unit. The entire rate template is created with actual rates when you save an agreement item.

## Source and Target

Rate templates enable transactions to be priced into new transactions for billing and revenue recognition. The rate template has two parts:

- Source criteria that the Pricing Application Engine process compares against transactions coming in from feeder applications such as PeopleSoft Time and Labor, Expenses, or 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 Staffing Rate Profile Details page.

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.

## Employees

You pay for employee time through PeopleSoft Global Payroll or PeopleSoft Payroll for North America. When an agreement item is added, the default rate from the rate profile populates the employee job record for hourly employees. The default rate becomes the standard rate for forecasting and reporting purposes.

Additional rates are sent to the Human Resources database and are used as part of PeopleSoft Pay/Bill Management processing within PeopleSoft Time and Labor. PeopleSoft Payroll uses the default rate from the employee job record if it does not receive a rate from PeopleSoft Time and Labor.

---

**Note.** For salaried employees, the pay rate for employee record zero (0) is taken from the salary entered at hire time. The subsequent employee record numbers will have zero compensation. The default should be associated with an action of bill-only.

---

## Contractors

Contractor time is generally paid through PeopleSoft Payables. It can be paid using PeopleSoft Payroll as well. You can use either the quick invoice method through PeopleSoft Payables or the time entry method through PeopleSoft Time and Labor to create vouchers for contractors. You must determine how your company creates vouchers, when setting up your rate profile. Rate profile setup varies based on the voucher creation method that you select:

- Use the time reporting code field to identify and populate the source side of your contract rate templates when you create vouchers for contractors through PeopleSoft Time and Labor.

The analysis type should correspond with the contractor time and projects functionality. Usually, the analysis type is TLC and the target analysis type is BIL for the creation of a billable row.

- Use the fields on the Staffing Rate Profile Details page to identify and populate the source side of your contract rate templates when you create vouchers for contractors through PeopleSoft Payables by using the quick invoice feature.

The analysis type should correspond with PeopleSoft Payables and PeopleSoft Project Costing integration (usually ACT). Do not use time reporting codes (TRCs), and you can use pay rates for reference purposes only.

## See Also

Chapter 11, “Entering and Processing Time for Employees and Contractors,” page 163

*PeopleSoft Project Costing 8.8 PeopleBook*, “Pricing Project Costs,” Understanding and Defining Rate Templates

## Pages Used to Set Up Rate Profiles

Page Name	Object Name	Navigation	Usage
Rate Profile	FO_RATE_PROFILE	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Rate Profile	Set up rate profiles by defining the valid types of rates by employee type.  Enter pay descriptions for temporary and salaried staff and contractors. Set the action for how you want to use the pay type, and enter the factor by which you want the system to multiply the pay rate.
Staffing Rate Profile Details	FO_RATE_PRFL_DTL	Click the Details link on the Rate Profile page.	Define source and target rows for the rate profile.

## Setting Up Rate Profiles

Access the Rate Profile page.


## Rate Profile

**SetID:** SHARE CORPORATE SETID


Select one default rate for each type of employee.

Temporary Staff							
Customize   Find    First 1-9 of 9 Last							
	*Description	Short Desc	Time Reporting Code	Action	Factor	Detail	
<input checked="" type="radio"/>	Regular	Regular	GXWRK	Pay & Bill	1.00	Detail	+ -
<input type="radio"/>	Overtime	Overtime	KUOVT	Pay & Bill	1.50	Detail	+ -
<input type="radio"/>	Regular- NA	Regular NA	KUREG	Pay & Bill	1.00	Detail	+ -
<input type="radio"/>	Double Overtime	Double	KUDBL	Pay & Bill	2.00	Detail	+ -
<input type="radio"/>	Bonus	Bonus	KUBNS	Mark-up	1.00	Detail	+ -
<input type="radio"/>	Expenses	Expenses		Mark-up	1.00	Detail	+ -
<input type="radio"/>	Global Salaried Regular	GS - Reg	GXSAL	Bill Only	1.00	Detail	+ -
<input type="radio"/>	Global Salaried Bonus	GS - Bonus	GXBNS	Mark-up	1.00	Detail	+ -
<input type="radio"/>	NOPAY	NOPAY	NOPAY	Bill Only	1.00	Detail	+ -

Rate Profile page (1 of 2)

Salaried Staff							
Customize   Find    First 1-4 of 4 Last							
	*Description	Short Desc	Time Reporting Code	Action	Factor	Detail	
<input checked="" type="radio"/>	Regular	Regular	NOREG	Bill Only	1.00	Detail	+ -
<input type="radio"/>	Bonus	Bonus	KUBNS	Mark-up	1.00	Detail	+ -
<input type="radio"/>	Global Regular Salary	Gregular	GXWRK	Bill Only	1.00	Detail	+ -
<input type="radio"/>	Expense	Expense		Mark-up	1.00	Detail	+ -

Contractor							
Customize   Find    First 1-4 of 4 Last							
	*Description	Short Desc	Time Reporting Code	Action	Factor	Detail	
<input checked="" type="radio"/>	Regular	Regular	KUREG	Pay & Bill	1.00	Detail	+ -
<input type="radio"/>	Overtime	Overtime	KUOVT	Pay & Bill	1.50	Detail	+ -
<input type="radio"/>	Expense	Expense		Mark-up	1.00	Detail	+ -
<input type="radio"/>	AP Invoicing	AP Invoice		Bill Only	1.00	Detail	+ -

Rate Profile page (2 of 2)

Select a default rate for each employee type. This is the default rate that populates the job record for hourly employees. It is also the standard rate for forecasting and reporting purposes.

### SetID

Displays the setID.

Rate profiles are driven by setIDs. The PeopleSoft Project Costing business unit determines the set control value on the rate profile.

### Description

Enter a long description of the pay type. Values might include: *Regular, Overtime, Bonus, or Expenses.*

### Short Desc (short description)

Enter a short description of the rate type.

**Time Reporting Code**

Enter a TRC, if applicable. TRCs represent the level at which an organization must track employee time to support its administrative and compensation needs.

---

**Note.** You use TRCs for paying employees or contractors in PeopleSoft Time and Labor, not in PeopleSoft Payables or Expenses. If you are paying a contractor with the quick invoice method through PeopleSoft Payables, or if you are importing transactions from a system other than PeopleSoft Time and Labor (such as PeopleSoft Expenses), you must leave this field blank.

---

**Action**

Controls what rate types are available for entry on the agreement item. Select one of these actions to indicate how you want to use the pay type:

- *Bill Only:* Only a bill rate appears on the agreement item.  
Use this pay type for salaried staff.
- *Mark-up:* Instead of specifying a rate, specify a bill mark-up.  
Use this pay type for expenses, bonuses, and so on.
- *Pay & Bill:* Both rate fields appear and must be specified on the agreement item.  
Use this pay type for hourly staff.

**Factor**

Enter the default factor by which you want the system to multiply the pay and bill rate. The system uses this factor when populating the rates on the agreement item. You can override the calculated rate on the agreement item.

**Detail**

Click to define source and target rows for the rate profile.

## Defining Rate Profile Details

Access the Staffing Rate Profile Details page.

Staffing Rate Profile Details			
<b>SetID:</b>	SHARE	<b>CORPORATE SETID</b>	<b>Description:</b> Regular
<b>Source Criteria</b>			
<b>Analysis Type:</b>	TLB	<b>Subcategory:</b>	%
<b>Source Type:</b>	%	<b>Job Code:</b>	%
<b>Category:</b>	%	<b>EmplID:</b>	%
<b>Project Role:</b>	%	<b>GL Unit:</b>	%
		<b>UOM:</b>	%
		<b>Currency:</b>	%
<b>Chartfields</b>			
<b>Account:</b>	%	<b>Alternate Account:</b>	%
<b>Operating Unit:</b>	%	<b>Fund Code:</b>	%
<b>Department:</b>	%	<b>Program Code:</b>	%
<b>Class Field:</b>	%	<b>Budget Reference:</b>	%
<b>Product:</b>	%	<b>Affiliate:</b>	%
<b>Fund Affiliate:</b>	%	<b>Operating Unit Affiliate:</b>	
<b>Define Target Rows</b>			
<b>Rate Option:</b>	Quantity Rate	<b>Description:</b>	REGULAR
<b>Override Source</b>	<input type="checkbox"/>	<b>Target Analysis Type:</b>	BIL
		<b>Target Resource Type:</b>	
		<b>Target Resource Category:</b>	
		<b>Target Resource SubCategory:</b>	

Staffing Rate Profile Details page

## Source Criteria

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

## Chartfields

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

## Define Target Rows

### Rate Option

Displays the rate option, which is determined by the value that you specified as the action on the Rate Profile page. If the action is *Pay & Bill* or *Bill only*, then *Quantity Rate* appears. If the action is *Mark-up*, then *Mark-up* appears.

### Override Source

Select to specify a target analysis type, target resource category, target resource type, and target resource subcategory.

### Target Analysis Type

Select *BIL* for billing purposes. This is a required field.

### Target Resource Category

Specify a resource category for the billing transaction. This field is optional.

### Target Resource Type

Specify a resource type for the billing transaction. This field is optional.

**Target Resource  
SubCategory**

Specify a resource subcategory for the billing transaction. This field is optional.

## Setting Up Voucher Profiles

Voucher profiles are defined by PeopleSoft Payables business units. Use voucher profiles when contractors enter time. Map the TRC used for contractor time to a PeopleSoft General Ledger account value. This setup is required for contractor time to populate voucher staging tables.

This section discusses how to set up voucher profiles.

### See Also

*PeopleSoft Payables 8.8 PeopleBook*, “Entering and Updating Quick Invoices”

## Page Used to Set Up Voucher Profiles

Page Name	Object Name	Navigation	Usage
Voucher Profile	FO_VCHR_PROFILE	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, 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.

### Voucher Profile

**SetID:** SHARE CORPORATE SETID

#### Voucher Creation Profile

**Description:**

**\*Origin:**  Batch Transaction

Time Reporting Code Mapping				Customize   Find   View All		First	1-3 of 3	Last
Time Reporting Code	Description	Account	Description					
KUBNS	Bonus	610000	Salaries & Wages					
KUOVT	Overtime	610000	Salaries & Wages					
KUREG	Regular	610000	Salaries & Wages					

Voucher Profile page

<b>SetID</b>	Displays a setID. The PeopleSoft Payables business unit drives the value that appears in this field.
<b>Origin</b>	<p>Select an origin, which is used to create contractor time vouchers in PeopleSoft Payables. This is a required field on the voucher.</p> <p>Each voucher entered into PeopleSoft Payables must come from a valid origin. An origin identifies a specific entry point for online or batch entry, such as a department, a division, a company, or a specific user. An origin also stores validation rules and default information, which provide additional voucher entry controls.</p>

## 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 through PeopleSoft Time and Labor. You need not 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 account to which you want to map the TRC.

---

## Setting Up Customer Field Definitions

You can use customer field definitions to identify additional elements of a staffing agreement or agreement item. You can associate definitions with customers on a many-to-many basis and you can select a particular definition at the agreement level. Use the FO\_CSF\_DEFN\_CI component interface to load data into the tables for this component. In addition, you can map these specified values to billing fields and use them on invoices.

This section discusses how to:

- Create customer field definitions.
- Define valid customer field values.
- View customer mapping fields.

## Pages Used to Set Up Customer Field Definitions

Page Name	Object Name	Navigation	Usage
Customer Fields Definition	FO_CSF_DEFN	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Customer Fields Definition	Create a customer field definition.
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.
Customer Fields Mapping	FO_CSF_BILL_BY	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Customer Field Mapping	View the user fields in PeopleSoft Billing to which you can map customer fields. This table is delivered and populated with system data.

## Creating Customer Field Definitions

Access the Customer Fields Definition page.

**Customer Fields Definition**

Definition ID: ORDER

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

\*Effective Date: 10/31/2003 Status: Active

\*Description: Order Information

**Customer Fields** Customize | Find | View All First 1 of 1 Last

*Customer Field Name	Required on Project	Required on Activity	Validate	Valid Values
Cost Center	<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. Values are: *Active* or *Inactive*.

### User Definition Tab

#### Customer Field Name

Enter a description of the field in the customer's terms. For example, a customer might refer to departments as cost centers. In this case, enter *Cost Center*.

- Required on Project

Select if a value is required at the project or staffing agreement level.
- Required on Activity

Select if a value is required at the activity or agreement item level.
- Validate

Select to ensure that the system verifies that the value entered in the Description field (for the customer field name) on pages in the Staffing Agreement components is from the list of valid values that you create in the Valid Value list.
- Valid Values

Click to access the Valid Values page, where you can 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 manager names or cost center codes.

System Definition Tab

- System Field Name

Select the field that this value will populate 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. The system used these fields to validate that the length of the information entered is within the specified range.

Edits Tab

- Edit Mask

Reserved for future use.

Defining Valid Customer Field Values

Access the Customer Field - Valid Values page.

Customer Field - Valid Values

Customer Field:

Cost Center












Field Name:

USER2

Length:

1

Customer Fields Definition

Valid Values		Customize   Find   View All   		First  1-4 of 4  Last	
Customer Specified Value		Default			
A	<input type="text"/>	<input checked="" type="checkbox"/>			
B	<input type="text"/>	<input type="checkbox"/>			
C	<input type="text"/>	<input type="checkbox"/>			
D	<input type="text"/>	<input type="checkbox"/>			

Customer Field - Valid Values page

- Customer Field

Displays the field name in the customer’s terms. For example, a customer might refer to departments as cost centers.
- Customer Fields Definition

Click to return to the Customer Field Definition page.

- Field Name

Displays the system field to which you want the customer field to be mapped.
- Length

Displays the length of this value as defined by the database.
- Customer Specified Value

Enter values for this customer field.
- Default

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

Viewing Customer Mapping Fields

Access the Customer Fields Mapping page.

Customer Fields Mapping				
Field Mapping				
Field Name	Length	Field Type		
USER1	1	Character	+	-
USER2	1	Character	+	-
USER3	1	Character	+	-
USER4	1	Character	+	-
USER5	1	Character	+	-
USER6	1	Character	+	-
USER7	1	Character	+	-
USER8	1	Character	+	-
USER9	1	Character	+	-
USER_DT1	10	Date	+	-
USER_DT2	10	Date	+	-

Customer Fields Mapping page

This display-only page shows the user billing fields to which you can map customer fields.

To utilize the customer fields mapping to PeopleSoft Billing functionality, change the size of the user fields to the maximum field length. Use PeopleSoft Application Designer to make these changes.

In addition, use either Structured Query Reports or Crystal reports to create an invoice format to display the user fields properly.

**Note.** The system fields are configured with a length of one character at delivery. To take advantage of the customer fields, it is recommended that you increase these field lengths. To print these fields on your bill, create invoice formats that use these fields.

See Also

*PeopleTools PeopleBook: PeopleSoft Application Designer*

## 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 Agreement Item page. The margin calculation on the Agreement Item page subtracts costs from the bill rate, divides by the bill rate, and then multiplies by 100. Costs consider pay rate, overhead costs, and workers' compensation premiums.

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

### See Also

[Chapter 9, “Creating Staffing Agreements,” Defining Agreement Items, page 129](#)

[Appendix B, “Calculating Margin and Markup,” page 223](#)

## Page Used to Set Up Job Code Margin Indicators

Page Name	Object Name	Navigation	Usage
Job Code Margin Indicators	FO_JOB_BILL_RT	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Margin Indicator by Jobcode	Set up percentages for the caution and critical margin indicators that appear on the Agreement Items page.

## Setting Up Job Code Margin Indicators

Access the Job Code Margin Indicators page.

**Job Code Margin Indicators**

SetID: SHARE    Job Code: 110000    Accountant

**Margin Indicators**    Find | View All    First 1 of 1 Last

Effective Date: 01/01/1980

Caution Margin: 10.00

Critical Margin: 8.00

Description:

Job Code Margin Indicators page

**Caution Margin**

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

For example, to designate the caution margin at 25 percent, enter 25 in this field.

**Critical Margin**

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

For example, to designate the critical margin at 15 percent, enter 15 in this field.

---

## Setting Up Workers' Compensation

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 197

*PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce," Hiring Your Workforce*

## Pages Used to Set Up Workers' Compensation

Page Name	Object Name	Navigation	Usage
Workers' Comp Company Setup	FO_WC_CO_MOD	HCM database Set Up HRMS, Product Related, Pay/Bill Management, Workers' Compensation, Workers' Comp Company Setup	Set up workers' compensation companies. For each human resources 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).
Workers' Comp State Codes	FO_WC_STATE	HCM database Set Up HRMS, Product Related, Pay/Bill Management, Workers' Compensation, Workers' Comp State Codes	Set up workers' compensation codes.  Associate workers' compensation codes with a state. By populating the workers' compensation control tables, your PeopleSoft Pay/Bill Management users do not need an in-depth understanding of workers' compensation regulations when creating an agreement.
Workers' Comp by Job Code	FO_JOBCODE_PRD	HCM database Set Up HRMS, Product Related, Pay/Bill Management, Workers' Compensation, Workers' Comp by Job Code	Associate company-defined job codes with a single workers' compensation code for each state in which you do business.
Workers' Comp Rates	FO_WC_CO_STATE	HCM database Set Up HRMS, Product Related, Pay/Bill Management, Workers' Compensation, Workers' Comp Rates	Set up the rates that you pay for each of your workers' compensation codes. Rates are entered for a specific company, country, and state.  The system uses this rate in the margin calculation to determine optimal pay and bill rates for an agreement and agreement item. The system also uses these rates to create accounting journal entries.

## Setting Up Workers' Compensation Companies

Access the Workers' Comp Company Setup page.

## Workers' Comp Company Setup

**Company:** GBI Global Business Institute

Company Setup		Find   View All	First	1 of 1	Last
<b>*Effective Date:</b>	01/01/1980	<b>*Status:</b>	Active		
<b>Company Modifier:</b>	1.000 (example: 1.051)				
<b>Journal Template:</b>	PTMPLT				

Workers' Comp Company Setup page

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

**Company Modifier** Enter the factor to apply to workers' compensation premium calculations above and beyond specific workers' compensation rates.

**Journal Template** Select the journal template to use when creating journal entries for workers' compensation premiums.

## Associating Workers' Compensation Codes with a State

Access the Workers' Comp State Codes page.

### Workers' Comp State Codes

**State:** CA California

**Country:** USA United States

Workers' Comp State Codes				Find   View All	First	1 of 1	Last																								
<b>*Effective Date:</b>	01/01/1980	<b>*Status:</b>	Active																												
<table border="1"> <thead> <tr> <th colspan="4">Workers' Comp Code</th> <th>Customize   Find   View All</th> <th>First</th> <th>1 of 1</th> <th>Last</th> </tr> <tr> <th>*Workers' Comp Code</th> <th>*Description</th> <th>Short Description</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>8810</td> <td>Clerical</td> <td>Clerical</td> <td></td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>								Workers' Comp Code				Customize   Find   View All	First	1 of 1	Last	*Workers' Comp Code	*Description	Short Description						8810	Clerical	Clerical					
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Earnings Code Rate				Customize   Find   View All	First	1 of 1	Last																								
*Earnings Code	Description	*Earnings Rate																													
REG	Regular	Full																													

Workers' Comp State Codes page

**Note.** It is recommended that a workers' compensation specialist set up the information in this table.

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

## Workers' Comp Code

**Workers' Comp Code** Enter the actual workers' compensation code to associate with the state that appears.

**Description** Enter the name of the workers' compensation code.

**Short Description** 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.

**Earnings Code** Select the actual earnings code to associate with the state that appears.

**Description** Displays the associated earnings code description.

**Earnings Rate** Select the earnings rate to associate with the state that appears. 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 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.

**Workers' Comp by Job Code**

SetID: SHARE Job Code: 110000 Accountant

Workers' Comp by Job Code Find View All First 1 of 1 Last

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

**State Codes** Customize Find First 1 of 1 Last

*Country	*State	Description	*Workers' Comp Code	Description
USA	CA	California	8810	Clerical

Workers' Comp by Job Code page

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

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

## State Codes

**Workers' Comp Code** Select a workers' compensation code for your chosen country and state. This action relates your 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.

Once selected, the system displays the associated code description.

## Setting Up Workers' Compensation Rates

Access the Workers' Comp Rates page.

### Workers' Comp Rates

**Company:** GBI    **Country:** USA    **State:** CA    California

**Workers' Comp State Setup**
Find | View All
First ◀ 1 of 1 ▶ Last

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

**\*Status:** Active

**Company State Modifier:** 1.000 (Example: 1.051)    ☐ **Monopolistic State**

**\*Expense Account:** 500500 Cost of Services

**\*Liability Account:** 201500 Employee salaries payable

**Base Rates**
Customize | Find | View All
First ◀ 1 of 1 ▶ Last

*Workers' Comp Code	Description	*Rate Type	*Base Rate
8810	Clerical	Per Hour	0.00125

Workers' Comp 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.

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

## 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. Values are:

- *Per Hour*
- *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 Business Units by Company

This section discusses how to set up business units by company.

### Page Used to Set Up Business Units by Company

Page Name	Object Name	Navigation	Usage
Business Unit by Company	FO_BU_COMP_TBL	HCM database Set Up HRMS, Product Related, Pay/Bill Management, Business Unit by Company	Map companies to business units for deriving the HR business unit on the hire record.

## Setting Up Business Units by Company

Access the Business Unit by Company page.

**Business Unit by Company**

**Company Mapping**

[Customize](#) | [Find](#) | [View All](#) |

First 1-3 of 3 Last

*Company	Description	*Business Unit	Description		
GBI	Global Business Institute	GBIBU	Global Business Institute BU		
KAB	Australian Business Institute	GBIBU	Global Business Institute BU		
KW1	Business Institute Switzerland	GBIBU	Global Business Institute BU		

Business Unit By Company page

<b>Company</b>	Select a company code to which you want to map a business unit.
<b>Business Unit</b>	Select the business unit to which you want to map a company.

---

## Setting Up Rapid Time Templates

This section provides an overview of rapid templates and discusses how to set up rapid templates.

### Understanding Rapid Templates

Design the rapid time reporting pages by using rapid templates. Use the rapid template page to select the fields that will appear on the Pay/Bill Rapid Time pages for punch and elapsed time. Create as many rapid time reporting templates as necessary. Elapsed and punch time reporters require separate templates.

---

**Note.** Verify that any PeopleSoft Time and Labor task detail fields that you select for your template are set up for integration with PeopleSoft Project Costing. Ensure that the Interface with PS/Projects check box is selected on the PeopleSoft Time and Labor Installation Options page, and set up the task profile to accept PeopleSoft Project Costing ChartFields.

PeopleSoft Pay/Bill Management uses elapsed and punch rapid template functionality rather than PeopleSoft Time and Labor rapid templates. All other time entry setup for PeopleSoft Pay/Bill Management is shared with PeopleSoft Time and Labor.

---

### See Also

*PeopleSoft 8.8 Time and Labor PeopleBook, “Setting Up Basic Tables,” Setting Up System Defaults and Loading Dates*

### Page Used to Set Up Rapid Time Templates

Page Name	Object Name	Navigation	Usage
Pay/Bill Template	FO_TL_RAPID_TMPLT	HCM database Set Up HRMS, Product Related, Pay/Bill Management, Rapid Template	Establish settings for rapid entry templates. Indicate which data entry fields should appear on the Rapid Time Entry page.  Establish separate templates for elapsed and punch time recording.

### Setting Up Rapid Templates

Access the Pay/Bill Template page.

Pay/Bill Template				
Rapid Time Template: EL001				
*Description: Elapsed Testing		*Template Type: Elapsed Time Reporter		
<input checked="" type="checkbox"/> Employee ID	<input checked="" type="checkbox"/> Employee Rcd#	<input checked="" type="checkbox"/> Date Under Report	<input checked="" type="checkbox"/> Employee Name	<input checked="" type="checkbox"/> National ID
<input checked="" type="checkbox"/> Time Reporting Code	<input checked="" type="checkbox"/> Quantity	<input type="checkbox"/> Currency Code	<input type="checkbox"/> Task Profile ID	
<input type="checkbox"/> Punch Type	<input type="checkbox"/> Punch Time	<input type="checkbox"/> Time Zone	<input type="checkbox"/> Comments	
Task Detail				
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Business Unit	<input type="checkbox"/> Location	<input checked="" type="checkbox"/> Department ID	<input type="checkbox"/> Jobcode
<input type="checkbox"/> Position Number	<input type="checkbox"/> Customer	<input type="checkbox"/> Product	<input type="checkbox"/> Task	
<input type="checkbox"/> Account Code	<input checked="" type="checkbox"/> PC Business Unit	<input checked="" type="checkbox"/> Project ID	<input checked="" type="checkbox"/> Activity	
<input type="checkbox"/> Resource Type	<input type="checkbox"/> Resource Category	<input type="checkbox"/> Rsrc Sub-Category	<input type="checkbox"/> Business Unit PF	
<input type="checkbox"/> User Field1	<input type="checkbox"/> User Field2	<input type="checkbox"/> User Field3	<input type="checkbox"/> User Field4	<input type="checkbox"/> User Field5
Overrides				
<input type="checkbox"/> Taskgroup	<input type="checkbox"/> Country	<input type="checkbox"/> State	<input type="checkbox"/> Locality	
<input type="checkbox"/> Comp Rate Code	<input checked="" type="checkbox"/> Override Rate	<input type="checkbox"/> Override Reason	<input checked="" type="checkbox"/> Billable Indicator	
<input type="checkbox"/> Rule Element 1	<input type="checkbox"/> Rule Element 2	<input type="checkbox"/> Rule Element 3	<input type="checkbox"/> Rule Element 4	<input type="checkbox"/> Rule Element 5

Pay/Bill Template page

### Rapid Time Template

Enter an identifier for this template when adding a new template.

### Description

Enter a description of up to 30 alphanumeric characters for the template. This is a required field.

### Template Type

Select the type of time reporter to which the template applies. Values are:

*Elapsed Time Reporter:* Time calculations use TRCs. TRCs are mapped to rates.

*Punch Time Reporter:* Time calculations use the PeopleSoft Time and Labor Time Administration process to determine the TRC codes.

Select the following fields to mark them for inclusion on the Pay/Bill Rapid Time page:

### Employee ID

The system selects this check box automatically to indicate that users must supply the time reporter's employee ID when entering time through the Pay/Bill Rapid Time page.

### Employee Rcd# (employee record number)

The system selects this check box automatically to indicate that a field for employee record number appears on the Pay/Bill Rapid Time page.

---

**Note.** Ensure that you have enabled the Multiple Jobs Allowed option in the Installation table in PeopleSoft HRMS.

---

### Date Under Report

Refers to the date for which time is being reported. The system selects this check box automatically to indicate that users must complete the Date field when entering time on the Pay/Bill Rapid Time page.

<b>Employee Name</b>	Select this check box if you want the time reporter's name to appear automatically when a user completes the EmplID (employee ID) field on the Pay/Bill Rapid Time page.
<b>Time Reporting Code</b>	This check box is available only when you select <i>Elapsed Time Reporter</i> in the Template Type field. It is automatically selected and indicates that a TRC field is included on the Pay/Bill Rapid Time page.
<b>Quantity</b>	This check box is available only when you select <i>Elapsed Time Reporter</i> in the Template Type field. It is automatically selected and indicates that a Quantity field is included on the Pay/Bill Rapid Time page. Users can supply hours, units, or an amount, when reporting time.
<b>Currency Code</b>	This check box is available only when you select <i>Elapsed Time Reporter</i> in the Template Type field. Select if you want a Currency Code field to appear on the Pay/Bill Rapid Time page. If a user enters an amount or rate when reporting time on the Pay/Bill Rapid Time page, the system can pass this data to your payroll system during processing.
<b>Task Profile ID</b>	The system does not allow you to select this check box.
<hr/>	
<b>Note.</b> Verify that the PeopleSoft Time and Labor task profiles that you select are set up for integration with PeopleSoft Project Costing.	
<hr/>	
<b>Punch Type and Punch Time</b>	These check boxes are available only when you select <i>Punch Time Reporter</i> in the Template Type field. They are automatically selected and indicate that a Punch Type field appears on the Pay/Bill Rapid Time page.
<b>Time Zone</b>	Available only when you select <i>Punch Time Reporter</i> in the Template Type field. Selected automatically by the system to include a Time Zone field on the Time Entry page.
<b>Comments</b>	Available for both <i>Elapsed Time Reporter</i> and <i>Punch Time Reporter</i> template types. Select this check box to enable users to enter a comment for each time entry.
<b>National ID</b>	Select this check box to include a National ID field on the Pay/Bill Rapid Time page.

## Task Detail

You can select the task-related data entry fields that you want to appear on the Pay/Bill Rapid Time page.

---

**Note.** If you choose to enter a location or department ID, you must also select the Business Unit field (HR business unit).

---

## Overrides

Use this group box to select additional fields to appear on the Pay/Bill Rapid Time page. If a user completes any of these fields when reporting time, the entered values override default values defined elsewhere in PeopleSoft Time and Labor or PeopleSoft HRMS.

<b>Taskgroup</b>	<p>Select if you want a Taskgroup field to appear on the Pay/Bill Rapid Time page. Users can override the time reporter's default taskgroup when entering time. The system uses the task profile ID associated with the chosen taskgroup to determine how reported time should be allocated across tasks.</p> <hr/> <p><b>Note.</b> If you select any of the Task Detail check boxes and also select Taskgroup, it is possible for users to enter task data on the Pay/Bill Rapid Time page that does not match the default task profile ID for the time reporter's taskgroup.</p> <hr/>
<b>Country</b>	Select to include on the Pay/Bill Rapid Time page a field for a country code. Users can select a country when reporting time. This check box is required when you select the State and Locality check boxes in the Overrides group box.
<b>State</b>	<p>Select to have a State field appear on the Pay/Bill Rapid Time page. Users can enter a state other than the default state associated with the time reporter. The value in the State field identifies the state and local tax jurisdictions in which the time reporter works.</p> <p>If you select this check box, you must also select the Country check box.</p>
<b>Locality</b>	<p>Similar to the State check box, select to give users the ability to override a time reporter's default locality. The locality must be reported with the associated state and country. If PeopleSoft Time and Labor is integrated with North American Payroll, the state and locality combination must be defined for the time reporter on the Maintain Tax Data page.</p> <p>If you select this check box, you must also select the Country and State check boxes.</p>
<b>Comp Rate Code</b> (compensation rate code)	<p>Available only when you select <i>Elapsed Time Reporter</i> in the Template Type field. If you select this check box, the time-entry clerk can enter a compensation rate code that overrides the code assigned to the time reporter on the job record.</p> <p>Define compensation rate codes and assign them to employees in PeopleSoft HRMS.</p>
<b>Override Rate</b>	<p>Available only when you select <i>Elapsed Time Reporter</i> in the Template Type field. The system automatically selects this check box to enable users to override the time reporter's default rate when reporting time on the Pay/Bill Rapid Time page. The rate is passed to the payroll system for use in pay calculations.</p> <p>This field is critical for publishing the correct pay rates to payroll and is a required field for PeopleSoft Pay/Bill Management users. Therefore, the system automatically selects this check box.</p>
<b>Override Reason</b>	Select this check box to indicate that data entry clerks are able to enter override reason codes on the Pay/Bill Rapid Time page. The code identifies why any override was entered.
<b>Billable Indicator</b>	Available only when you select <i>Elapsed Time Reporter</i> in the Template Type field. The system automatically selects this check box to indicate

that you can select whether to pay-and-bill or pay-only for elapsed time entry on the Pay/Bill Rapid Time page.

#### Rule Element 1-5

Select the appropriate rule element check boxes to enable users to override specific rule elements assigned to time reporters. When reporting time on the Pay/Bill Rapid Time page, users can enter values for the rule elements that pertain to the reported time.

Define rule elements on the Rule Element page, and assign them to time reporters on the Create Time Reporter Data or Maintain Time Reporter Data page.

## Setting Up Company Profiles

This section discusses how to set up a company profile.

### Page Used to Set Up Company Profiles

Page Name	Object Name	Navigation	Usage
Company Profile	FO_COMP_PROFILE	HCM database Set Up HRMS, Product Related, Pay/Bill Management, Company Profile	Set up a company profile by specifying compensation rate codes to use when creating job records in human resources for either the hiring of salaried personnel or the assignment of hourly personnel on an agreement item.

### Setting Up a Company Profile

Access the Company Profile page.

### Company Profile

**Company:** GBI      Global Business Institute

#### Comprate Codes

<b>Hourly Comprate Code:</b>	GXRCH3		GP Base Hourly 3	<b>Rate Type:</b>	Hourly Rate
<b>Salary Comprate Code:</b>	C01000		Swiss Yearly Payment	<b>Rate Type:</b>	Flat Amount

Company Profile page

<b>Hourly Comprate Code</b>	<p>Select an hourly comprate code, which is used when PeopleSoft Pay/Bill Management creates the concurrent job record in human resources for each agreement item to which you assign an hourly employee.</p> <p>The system displays the associated rate type.</p>
<b>Salary Comprate Code</b>	<p>Select a salary comprate code, which is used when PeopleSoft Pay/Bill Management creates the concurrent job record in human resources for each agreement item to which you assign a salaried employee.</p> <p>The system displays the associated rate type.</p>

---

**Warning!** If you do not set up the company profile, the hire process for contractors fails.

---

# CHAPTER 7

## Creating Records for Customers and Contacts

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

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

---

### Understanding Customer and Contact Information

PeopleSoft Pay/Bill Management enables you 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 use the pages in PeopleSoft Pay/Bill Management to 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 in the PeopleSoft Pay/Bill Management application.

---

**Note.** There are additional customer elements available to you if you use both PeopleSoft Front Office and PeopleSoft Pay/Bill Management. Refer to the *PeopleSoft Staffing Front Office 8.8 PeopleBook* for documentation regarding customers and contacts.

---

### Common Elements Used in This Chapter

<b>Pay/Bill Management Center</b>	Click this link to go to the navigation center for PeopleSoft Pay/Bill Management.
<b>Staffing Folder</b>	Click this link to go to the navigation center for PeopleSoft Staffing Front Office.
<b>Add Contacts</b>	Click this link to add contacts.
<b>Go To</b>	<ul style="list-style-type: none"><li>• <i>Order/Agreement Defaults:</i> Select to enter additional information about the customer, such as contract type, service level, and markup options.</li><li>• <i>Lines of Business:</i> Select to access the Customer Lines of Business page.</li><li>• <i>Industry Codes:</i> Select to access the Customer SIC Codes page (customer standard industry codes) where you can enter the customers industry classifications.</li></ul>

---

## Adding or Viewing Customer Information

This section provides an overview on discusses how 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 several required fields on the Customer, Address, and Billing pages, which must be completed prior to saving a customer.

There are additional customer pages in the PeopleSoft Financials database that are useful for adding or editing customer information. For example, additional customer attributes, such as tax or value added tax (VAT) information, can be set up through the PeopleSoft Financials core components. However, basic customer information must be added or updated through the Pay/Bill Management pages. This ensures that the system uses the proper component interfaces to send your customer information to the human resources (HR) database.

---

**Note.** Since PeopleSoft uses component interface technology to create and maintain customers within PeopleSoft Financials, processing can be slow the first time that you save a customer.

---

## Pages Used to Add or View Customers

Page Name	Object Name	Navigation	Usage
Customer - Customer	FO_CUST_GENERAL1	Staffing, Customers and Contacts, Add/Update Customers, Customer	Enter identifying customer information.
Customer - Address	FO_CUST_ADDRESS	Staffing, Customers and Contacts, Add/Update Customers, Address	Enter customer address and phone information.
Customer - Billing	FO_CUST_BILLTO_OPT	Staffing, Customers and Contacts, Add/Update Customers, Billing	Enter customer billing information.
Customer - Related Contacts	FO_CUST_CONTACT	Staffing, Customers and Contacts, Add/Update Customers, Related Contacts	View all contacts associated with a customer.
Customer - Credit: Credit Profile 1	FO_CUST_CRDT_PRFL1	Staffing, Customers and Contacts, Add/Update Customers, Credit	Enter basic customer credit information.
Customer - Credit: Credit Profile 2	FO_CUST_CRDT_PRFL2	Staffing, Customers and Contacts, Add/Update Customers, Credit  Click the Credit Profile 2 link on the Customer - Credit page.	Enter additional customer credit information.
Customer - Attachments	FO_CUSTMR_ATTACH	Staffing, Customers and Contacts, Add/Update Customers, Attachments	Attach files to the customer record.

## Entering Identifying Customer Information

Access the Customer - Customer page.

Customer	Address	Billing	Related Contacts	Credit	Attachments
ABC Enterprises		Customer: 60001		SetID: SHARE	
<div> <div> <div>*Name:</div> <input type="text" value="ABC Enterprises"/> </div> <div> <div>*Short Name:</div> <input type="text" value="ABC"/> </div> <div> <div>*Customer Status:</div> <div>Active</div> </div> <div> <div>Customer Level:</div> <div>Regular</div> </div> <div> <div>*Department:</div> <input type="text" value="10000"/> </div> <div> <div>*Type:</div> <div>User 1</div> </div> <div> <div>*Date Added:</div> <input type="text" value="11/04/2003"/> </div> <div> <div>*Customer Since:</div> <input type="text" value="11/04/2003"/> </div> <div> <div>Federal ID:</div> <input type="text" value="123456"/> </div> <div> <div>Web Site:</div> <input type="text" value="http://www.abc.com"/> </div> <div> <div>Stock Symbol:</div> <input type="text" value="ABC"/> <a href="#">View Stock Information</a> </div> <div> <div>Sales Level:</div> <div>500,000 - 999,999</div> </div> <div> <div>Workforce Size:</div> <div>500 - 999</div> </div> </div> <div> <div>* Required Field</div> </div> <div> <div>Go To:</div> <div>...Related Links</div> <div>Staffing Folder</div> <div>Pay/Bill Management Center</div> </div> <div> <div>Corporate Customer Information</div> <div> <input type="checkbox"/> Corporate Customer           <a href="#">Corporate Customers</a> </div> <div> <div>*Corporate SetID:</div> <input type="text" value="SHARE"/> </div> <div> <div>*Corporate Customer:</div> <input type="text" value="60203"/> </div> </div> <div> <div>Customer Owners</div> <div> <div>*Sales User:</div> <input type="text" value="VP1"/> </div> <div> <div>*Service User:</div> <input type="text" value="BIA1"/> </div> <div> <a href="#">Commissions</a> </div> </div> <div> <div>Default Currency</div> <div> <div>*Currency:</div> <input type="text" value="AUD"/> </div> <div> <div>*Rate Type:</div> <input type="text" value="CRRNT"/> </div> </div>					

Customer - Customer page

<b>Name</b>	Enter the customer's full name.
<b>Short Name</b>	Enter a shortened version of the customers name. The system uses this field in the database in instances where it cannot display the customer's full name.
<b>Customer Status</b>	Select <i>Active</i> if the customer has current open orders or intends to place orders in the near future. Your business process rules determine when and if a customer status changes from <i>Active</i> to <i>Inactive</i> due to lack of orders, an inability to keep current on invoices, or any other business reason.
<b>Customer Level</b>	Select a level to indicate the customers relationship with your staffing organization. Values are: <i>New</i> , <i>Prospect</i> , <i>Regular</i> or <i>Temporary</i> .
<b>Department</b>	Select the department ID associated with this customer. This information appears by default from the agreement.
<b>Type</b>	Select the type of business entity that most closely represents the customer. You establish these types during implementation.
<b>Date Added</b>	Enter the date that you added the customer to the database.
<b>Customer Since</b>	Enter the date that the customer first did business with your organization.
<b>Federal ID</b>	Enter the federal ID number assigned to the customer. Every company in the United States that is required to pay taxes must obtain a federal ID for tax reporting purposes.

**Web Site Address**

Enter the customers website address. After you enter a URL and click the World Wide Web button, the default web browser launches a new browser window and automatically displays the website.



Click the View Web Site button to access the website entered in the Web Site Address field.

**View Stock Information**

If the company is publicly traded and the ticker symbol is known, enter it here. Then you can click this link to display stock information that is related to that trading symbol.

**Sales Level**

Select the entry that reflects the correct annual level of sales for the customer.

**Workforce Size**

Select the entry that reflects the correct workforce size for the customer.

**Corporate Customer Information****Corporate Customer**

Select this check box to indicate that this customer is a corporate customer and the customer record represents the highest level within its organizational structure, such as a parent company or headquarters operation.

The Corporate SetID and Corporate Customer fields appear on the page if you do not select this check box.

**Corporate Customers**

Click this link to view Corporate Customer Group information that is associated with a customer.

**Corporate SetID**

Select the corporate setID to which this customer record is related. This field appears only if the Corporate Customer check box is not selected for this customer record.

**Corporate Customer**

Select the corporate customer to which this customer record is related. The corporate customer represents the highest level within its organizational structure, such as a parent company or headquarters operation.

This field appears only if the Corporate Customer check box is not selected for this customer record.

**Customer Owners****Sales User and Service User**

Enter the IDs of the individuals who are most closely related to and responsible for acquiring or servicing the customer.

**Commissions**

Click to designate additional sales and service people who are closely associated with the customer and the default commission breakdown.

**Default Currency****Currency**

Select the default currency for the customer. This currency appears by default on the customer agreement and is used for entering credit information.

**Rate Type**

Select the exchange rate type, such as current, floating, or spot market.

## Entering Address and Phone Number Information

Access the Customer - Address page.

The screenshot shows the 'Customer - Address' page in PeopleSoft. At the top, there are tabs for Customer, Address, Billing, Related Contacts, Credit, and Attachments. The page header displays 'ABC Enterprises', 'Customer: 60001', and 'SetID: SHARE'. The main form is titled 'Address' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. The form contains the following fields and sections:

- \*Location:** 1
- Descr:** Headquarters
- ☒ **Bill To** ☒ **Primary** ☒ **Work Address**
- \*Effective Date:** 11/04/2003
- \*Status:** Active
- Language Code:** English
- Tax Code:** PET
- Country:** AUS Australia
- Address 1:** 185 Harbour View Way
- Address 2:**
- City:** Sydney
- ☐ **In City Limit**
- Postal:** Y34EC986
- State:** NSW New South Wales
- Other Customer Names:**
  - Alternate Name 1:**
  - Alternate Name 2:**
- Phone Information:**
  - Country Code:**
  - Phone:** 964-0093
  - Extension:**
  - Fax:** 964001

Customer - Address page

This page is effective-dated, so when a company changes addresses or other related information, you can store a history of the last known address as well as when the change took place.

<b>Location</b>	Enter a sequence number for the address that you are adding. If this is the first address that you are adding for the customer, enter <i>1</i> .
<b>Descr (description)</b>	Enter a description of the address. For example, if the address is the customers corporate headquarters, enter <i>Headquarters</i> .
<b>Bill To</b>	Select this check box if you are entering the address where your billing department will send bills. This is an important field if the customer does its staffing function at one location and its billing function at another.
<hr/> <b>Note.</b> Each customer is required to have a least one bill to address. <hr/>	
<b>Primary</b>	Select if you are entering the customers primary business address. This field does not appear on the page unless you select the Bill To check box.
<hr/> <b>Note.</b> Each customer must have at least one bill to address that is primary. <hr/>	

**Work Address**

Select if you are entering a customers address to where you might send employees or applicants on job assignments.

---

**Note.** Each customer is required to have at least one work address.

---

**Language Code**

Select the language that the customer wants as its default for the location.

**Tax Code**

Select the sales tax code that is associated with the address you are entering. The system passes this value to the Tax Code field on the Agreement page where you can override the default value specified here at the customer level. The system then passes the tax code value onto the Agreement Item page where you can review detailed tax information and make any adjustments to the tax code on the relevant billing plan (agreement item).

---

**Note.** If you set up a 3rd party vendor to process your tax information, the system hides tax code information on the Agreement and Agreement Item pages. When the 3rd party system calculates tax, the tax code entered for the agreement item (which goes to the Billing Plan) is ignored by PeopleSoft Billing.

---

If you are using PeopleSoft Staffing Front Office, this same tax code behavior occurs. However, you must remember to change the tax code on the agreement prior to the creation of assignments if you wish to have the appropriate defaulting take place.

**Country and Address**

The system automatically fills in the Country field based on the default country code that you enter on the Installation page during implementation. The system then displays the address fields that correspond to the country code. If you change the country, the system redisplay the address fields accordingly.

**In City Limit**

Select if the physical location of the company is within the city limits.

**Other Customer Names****Alternate Name 1 and  
Alternate Name 2**

Use these free-form fields for names other than the name with which the company is formally or legally known.

**Phone Information****Country Code, Phone,  
Extension, and Fax**

Enter the relevant telephone information for this customer.

## Entering Billing Information

Access the Customer - Billing page.

Customer	Address	<b>Billing</b>	Related Contacts	Credit	Attachments
ABC Enterprises		Customer:	60001		SetID: SHARE
<b>Billing</b> Find   View All First 1 of 1 Last					
*Effective Date: 01/01/1900		*Status: Active			
*Credit Analyst: ALJ		*Collector: CBB			
Billing Specialist: CMT		Bill Inquiry Phone: 408-641-CORP			
<b>Customer</b>					
<input checked="" type="checkbox"/> Direct Invoicing		<input type="checkbox"/> PO Required			
Billing Cycle: MTH-END		AR Distribution Code: AR			
Invoice Form: PS/CA		Bill Type: CA			
Bill By: CONTRACT		*Freight Bill Type: Shipping		<a href="#">Support Team</a>	
<b>Consolidated Customer</b>			<b>Payment Information</b>		
Consolidation Key:			Payment Terms ID: 21030		
SetID:			Bank Account: BANK OF UNITED KINGDOM		
Customer ID:			<input type="checkbox"/> Payment Predictor Hold		
<b>Customer Fields</b> Find   View All First 1 of 1 Last					
*Definition ID:		<input checked="" type="checkbox"/> Default			

Customer - Billing page

Specify billing default values on this page to populate onto the billing plan. If you also specify billing defaults on the Contract Profile page, the customer billing defaults you establish here will override those on the contract profile. However, if you do not specify billing defaults here and you enter billing defaults at the contract level, those values will populate the billing plan. The billing values can be overridden on the individual billing plan once the system creates valid records but prior to any billing processing. Applicable fields include: Billing Specialist, Bill Inquiry Phone, Bill Cycle, Invoice Form, Bill By, and Bill Type.

## Billing

### Credit Analyst, Collector, and Billing Specialist

Select the predefined personnel codes for the people who will work with the customer. PeopleSoft Billing and PeopleSoft Receivables also use these fields.

**Note.** The system requires that you fill in the Credit Analyst and Collector fields before saving the record.

### Bill Inquiry Phone

Select the phone number that you want printed on your customers' invoices so that they can call if they have questions about their bills.

## Customer

### Direct Invoicing

Select this check box to bypass the invoice approval process within PeopleSoft Billing. Doing this allows the system to finalize the bill immediately.

PeopleSoft Billing provides a number of mechanisms by which invoices may be reviewed, adjusted, and approved. However, due to high billing volumes, you may wish to bypass these features. This may be done 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 may 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 here on the Customer - Billing page. The system passes both of these selections to the billing plan.

---

**Note.** It is possible to have the direct invoicing flag turned on and the pre-approval flag turned off for a specific billing plan. If the system detects this configuration during the automatic generation of the billing plan, the system will turn on both options.

---

<b>PO Required</b> (purchase order required)	Select this check box if you require a purchase order from your customer on all orders.
<b>Billing Cycle</b>	Select the billing cycle that the customer prefers. Your selection groups billing activity according to a common invoicing schedule. For example, a specific cycle could represent a monthly schedule for invoicing.
<b>Invoice Form</b>	Select the code that represents the invoice form that you want to use to bill the customer.
<b>Bill By</b>	Determines the criteria that is used to group billing activity into a single bill.
<b>AR Distribution Code</b> (accounts receivable distribution code)	Select the code that is associated with the valid combination of ChartField values to use when generating accounting entries for PeopleSoft Receivables. The system populates the Receivables ChartField values on your bill according to the code that you select.
<b>Bill Type</b>	Select the type of bill that you want to use for the customer.
<b>Freight Bill Type</b>	Select either <i>Shipping</i> or <i>Order Entry</i> to designate the time at which the system should bill for freight.
<b>Support Team</b>	Click to go to the Customer Support Team page.

---

**Note.** The support team for a customer is made up of the personnel in your organization who are involved in customer support. Team members may be in a commissionable or non-commissionable role.

---

## Consolidated Customer

Use this group box to define how to group bills for consolidation.

<b>Consolidation Key</b>	Enter the code that you want to use to associate groups of bills that you may want to consolidate. This is a free-form field. Enter the label that best suits your business needs.
<b>SetID</b>	Select the setID that is associated with the consolidation customer.

**Customer ID** Select the ID of the customer who receives the consolidated bill.

## Payment Information

**Payment Terms ID** Select a default ID for the customer. If you do not set payment terms for the customer, the system uses the terms that you associate with the business unit on the Receivables Options - Payment Options page.

**Bank Account** Enter the bank account from which the system collects direct debits for this customer.

**Payment Predictor Hold** Select to prevent a customer's items from being processed by Payment Predictor.

## Customer Fields

**Definition ID** Select the customer field definitions that you want to be available when creating agreements and agreement items for the customer.

**Default** Select the customer field definition to serve as the default value on agreements for this customer.

**VAT Information** (value added tax information) Click to access the Customer VAT Info page in PeopleSoft Financials.

## See Also

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining General Customer Information,” Adding General Customer Information

*PeopleSoft Billing 8.8 PeopleBook*, “Preparing to Implement”

## Viewing and Adding Related Contacts

Access the Customer - Related Contacts page.

Customer

Address

Billing

**Related Contacts**

Credit

Attachments

ABC Enterprises
Customer: 60001
SetID: SHARE

Contacts			
Contact SetID	Contact ID	Name	Effective Date
SHARE	203	<a href="#">Padme Anderson</a>	04/03/2002
SHARE	204	<a href="#">David Gorostiaga</a>	04/03/2002

Go To:
...Related Links
Staffing Folder
Pay/Bill Management Center

Customer - Related Contacts page

Use the Customer - Related Contacts page to view summary information for all contacts that are associated with a customer. To view details about each contact, click the Name link.

To add contacts to the customer record, select *Add Contacts* from the Go To drop-down list box at the bottom of the page. The customer is automatically linked to the contact.

## Entering PeopleSoft Pay/Bill Management Credit Information

Access the Customer - Credit page. Click the Credit Profile 1 link.

<a href="#">Customer</a>	<a href="#">Address</a>	<a href="#">Billing</a>	<a href="#">Related Contacts</a>	<b><a href="#">Credit</a></b>	<a href="#">Attachments</a>
--------------------------	-------------------------	-------------------------	----------------------------------	-------------------------------	-----------------------------

ABC Enterprises      **Customer:** 60001      **SetID:** SHARE

[Credit Profile 1](#)    [Credit Profile 2](#)

**Credit**

Find | View All    First ◀ 1 of 1 ▶ Last

\*Effective Date: 11/04/2003 31

\*Status: Active ▾

Risk: Medium ▾

Credit Class: Class A ▾

\*Currency Code: AUD 🔍

\*Rate Type: CRRNT 🔍

**Collection Status** + -

Status: 🔍

Date: 31

**Dispute Status**

Status: 🔍

Date: 31

Amount: 0.00

[Customer ID Numbers](#)

**Go To:** ...Related Links ▾    [Staffing Folder](#)    [Pay/Bill Management Center](#)

Customer - Credit: Credit Profile 1 page

- Risk** Select the entry that best represents the customer's past credit history: *High*, *Medium*, or *Low*.
- Credit Class** Select the entry that best represents the customer's credit class: *Class A*, *Class B*, or *Class C*.
- Currency Code** Select the currency in which credit information is entered and displayed.
- Rate Type** Select the exchange rate method that you want to use when converting currency transactions. PeopleSoft delivers a set of exchange rate types.
- Collection Status**
- Status and Date** If your organization is trying to collect payment for past due bills from the customer, select the appropriate collection status. Enter the date that the customer went into collection status.
- Dispute Status**
- Status, Date, and Amount** If your organization is in a dispute with the customer, select a reason for the dispute, the date the dispute began, and the amount in dispute. This information appears on the agreement.
- Customer ID Numbers** Click to access the General Customer Misc Info (general customer miscellaneous information) page where you can enter additional numbers that the customer uses to identify their business enterprise (for example, Dun and Bradstreet numbers).

## Entering Additional PeopleSoft Pay/Bill Management Credit Information

Access the Customer - Credit page. Click the Credit Profile 2 link.

Customer Address Billing Related Contacts **Credit** Attachments

ABC Enterprises Customer: 60001 SetID: SHARE

Credit Profile 1 Credit Profile 2

**Credit Check** Find | View All First 1 of 1 Last

Effective Date: 11/04/2003 Status: Active

Credit Limit Review Date: 11/03/2003 Currency Code: AUD

Maximum Order Amount: \$50,000.00 Backlog Days: 90 ☒ Credit Check

**Credit Limits**

Credit Limit: 150,000.00

% Over Limit: 5 Range %: 80

Date: 11/03/2003

**Corporate Credit Limits**

Corporate Credit Limit:

% Over Limit: Range %:

Date:

**Hold if Outstanding AR Balance**

Aging ID:

Aging Category:

Customer - Credit: Credit Profile 2 page

**Credit Limit Review Date** Select the date that you last reviewed the customers credit status or the date of the next scheduled review. This date applies to both the corporate credit limit and the customer credit limit.

**Maximum Order Amount** Enter the maximum order amount for this customer.

**Backlog Days** Enter the number of days to include in the credit available calculations. If you set this to 60 days, for example, the system subtracts all order lines that you schedule to ship within the 60-day window. This part of the credit check algorithm is known as potential accounts receivable.

**Credit Check** Select this check box if a credit check is complete and on record for this customer.

### Credit Limits

**Credit Limit** Enter the amount of credit that your organization is extending to the customer, based on the customers risk factor or credit status.

The limit applies to the bill-to customer. Additionally, workflow can reference it. If a bill to customer exceeds the credit limit, for example, the system

adds the customer to the work list of the workflow user who is assigned to the customer, indicating that the user should review the customers account. Credit limits are user-defined at implementation.

**% Over Limit** (percentage over limit)

Enter a percentage by which you allow customers to exceed their credit limits before hold processing takes effect.

If a customer has a two percent over limit, for instance, the system adds an extra two percent of that customers credit limit to its available credit amount. Depending on the percentage that you enter here, you may see credit limits that are higher than what you originally established for the customer. This field is user-defined at implementation.

**Range %** (range percentage)

Enter a credit limit comfort level. You can use this field with PeopleSoft Workflow to retrieve customers who exceed their range percents. You may want to flag certain customers when they get within 80 percent of their credit limits, but feel comfortable letting others reach 100 percent of their credit limits. This field is user-defined at implementation.

## Corporate Credit Limits

**Corporate Credit Limit and Range %** (range percent)

If the customer is a corporate customer, the corporate limits and ranges automatically change to the credit limit amount, but you can change it.

**% Over Limit** (percentage over limit)

Enter a percentage by which you allow customers to exceed their credit limits before hold processing takes effect.

If a customer has a two percent over limit, for instance, the system adds an extra two percent of that customers credit limit to its available credit amount. Depending on the percentage that you enter here, you may see credit limits that are higher than what you originally established for the customer. This field is user-defined at implementation.

## Hold if Outstanding AR Balance

**Aging ID and Aging Category**

Indicates the aging ID and aging category that the system uses in determining whether a customer should be placed on hold.

## See Also

*PeopleSoft Receivables 8.8 PeopleBook*, “Setting Up History and Aging,” Setting Up Aging

*PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Maintaining Additional Customer Information,” Obtaining Dun and Bradstreet Reports for Customers

## Attaching Files to Customer Records

Access the Customer - Attachments page.

Customer Address Billing Related Contacts Credit **Attachments**

ABC Enterprises Customer: 60001 SetID: SHARE

Attachment Details Unique Filename

Attachment Type	Description	Add	Description	DateTime Added	Attached File
<input type="text"/>		<a href="#">Add</a>	<input type="text"/>	11/04/2003 3:55:57.000000PM	

Go To:  [Staffing Folder](#) [Pay/Bill Management Center](#)

Customer - Attachments page

To attach files to a customer record:

1. Select the type of attachment that you want to add for the customer from the Attachment Type field.
2. Click Add.

The system displays a new page.

3. Click Browse to locate the attachment on you local computer or network.
4. Select the document that you want to attach.
5. Click Open, Upload, and then OK.

A message box appears informing you that the file was successfully uploaded.

6. Click Save at the bottom of the page.

The system assigns a unique system filename and attachment ID in the Unique Filename tab.

## 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 how to:

- Enter identifying contact information.

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

## Pages Used to Add or View Contacts

Page Name	Object Name	Navigation	Usage
Contact - Contact	FO_CONTACT	Staffing, Customers and Contacts, Add/Update Contacts, Contact	Enter basic contact information, such as email, address, and phone information.
Contact - Related Customers	FO_CONTACT_CUST	Staffing, Customers and Contacts, Add/Update Contacts, Related Customers	Associate contact people with customers.
Contact - Related Employees	FO_CONTACT_EMP	Staffing, Customers and Contacts, Add/Update Contacts, Related Employees	Define a working relationship between a contact and a potential resource (applicant or employee).
Contact - Attachments	FO_CONT_ATTACHMENT	Staffing, Customers and Contacts, Add/Update Contacts, Attachments	Attach files that are relevant to your contact.

## Entering Identifying Contact Information

Access the Contact - Contact page.

Contact	Related Customers	Related Employees	Attachments
Joan Smith		Contact ID: 251	
<div> <div>Find   View All</div> <div>First 1 of 1 Last</div> </div>			
<b>Contact Information</b>		<b>Phone Information</b>	
<b>*Effective Date:</b> 11/04/2003 (example: 12/31/2000)		<b>Phone Type:</b> Business	
<b>*Status:</b> Active		<b>Telephone:</b> 800/555-0000	
<b>Name Prefix:</b> Ms.		<b>Extension:</b> 308	
<b>*Contact Name:</b> Joan Smith		<b>Best Time To Call:</b> Afternoon	
<b>Preferred First Name:</b> Jo		<a href="#">Additional Phone Numbers</a>	
<b>Job Title:</b> Operations Supervisor			
<b>*Preferred Communication:</b> Call			
<b>Email ID:</b> jsmith@abc.com			
<b>Language:</b> English			
<b>Birthday:</b> 02/21 (example: 01/31)			
<b>Agenda Events</b>			
<b>Auto Plan User:</b>		<b>Recurring Event Days:</b>	
<b>Order Event Group:</b>		<input type="checkbox"/> Order Events Hold	

\* Required Field

Contact - Contact page

<b>Name Prefix</b>	Select the name prefix for the contact you are entering, either, <i>Mr.</i> , <i>Mrs.</i> , or <i>Ms.</i>
<b>Contact Name</b>	Enter the official name of the contact. For example, <i>Jonathan H. Smith.</i>
<b>Preferred Name</b>	If the contact has a preferred name, enter it here. For example, <i>Jon.</i>
<b>Job Title</b>	Enter the contact's job title. For example, <i>HR Director.</i>
<b>Preferred Communication</b>	Select the method of communication that the contact prefers to use. For example, <i>Email only</i> , <i>Call</i> , or <i>Fax</i> .
<b>Email ID</b>	Enter the contacts email address.
<b>Language</b>	Select the contact's preferred language.
<b>Birthday</b>	Enter the month and day of the contact's birthday.
<b>Phone Information</b>	
<b>Phone Type</b>	Select the type of phone that you are entering in the fields below. This should be the primary phone number you will use to call the contact.
<b>Telephone</b>	Enter the primary telephone number for the contact.
<b>Extension</b>	Enter the telephone extension, if there is one.
<b>Best Time to Call</b>	Select the best time to call the contact, if applicable.
<b>Additional Phone Numbers</b>	Click to enter additional phone numbers.

## Agenda Events

Do not use the fields in this section unless you have also installed PeopleSoft Staffing Front Office.

- Auto Plan User** (automatic plan user) Select the user who is primarily responsible for keeping in touch with the customer. Any agenda items that you establish for this contact are, by default, assigned to this user.
- Recurring Event Days** Enter the default number of days between recurring events for this contact.
- Order Event Group** Select the type of agenda items that you want to automatically add to the user's agenda when assignments are made.
- Order Events Hold** Select this check box to stop the system from creating agenda items when users initiate assignments.

## Associating Contacts With Customers

Access the Contact - Related Customers page.

<a href="#">Contact</a>		<a href="#">Related Customers</a>		<a href="#">Related Employees</a>		<a href="#">Attachments</a>																	
Joan Smith				Contact ID: 251		Effective Date: 11/04/2003																	
<div>Customers</div> <div>Customize   Find   View All   First 1 of 1 Last</div> <table border="1"> <thead> <tr> <th></th> <th>Customer SetID</th> <th>Customer ID</th> <th>Name</th> <th>Location</th> <th>Contact Type</th> <th>Active</th> <th>Primary Customer</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SHARE</td> <td>60001</td> <td>ABC Enterprises</td> <td>Headquarters</td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>									Customer SetID	Customer ID	Name	Location	Contact Type	Active	Primary Customer	1	SHARE	60001	ABC Enterprises	Headquarters		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Customer SetID	Customer ID	Name	Location	Contact Type	Active	Primary Customer																
1	SHARE	60001	ABC Enterprises	Headquarters		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																
<div>Go To: <a href="#">...Related Links</a></div> <div> <a href="#">Staffing Folder</a> <a href="#">Pay/Bill Management Center</a> </div>																							

Contact - Related Customers page

- Customer SetID** Select the ID that is associated with the customer. This is usually an organizational unit, such as corporate headquarters or a branch.
- Customer ID** Select the ID of the customer that you want to associate with the contact.
- Name** Click this link to view complete customer information.
- Location** Select the customers location with which the contact is associated.
- Contact Type** Select one of the available entries to indicate the role that the contact plays for the customer. Values include *Management*, *Accounting*, *Sales*, and *Service*.
- Active** Select this check box to indicate that the contact is still active with this customer.

**Primary Customer**

If the contact is associated with multiple customers, select this check box to indicate which customer is primary.

## Defining a Working Relationship Between a Contact and an Employee

Access the Contact - Related Employees page.

The screenshot displays the 'Contact - Related Employees' page. At the top, there are four tabs: 'Contact', 'Related Customers', 'Related Employees' (which is active), and 'Attachments'. Below the tabs, the contact name 'Joan Smith' and 'Contact ID: 251' are shown. A section titled 'Employees' contains a table with one entry for Gina Angelini (Employee ID: IXHEEE102) with the comment 'Lead billing support'. The page also features a 'Go To' dropdown menu set to '...Related Links' and links to 'Staffing Folder' and 'Pay/Bill Management Center'.

Contact - Related Employees page

**Employee ID**

Select the ID of the employee that you want to associate with the contact.

**Comments**

Describe the relationship that the employee has with the contact. For example, if the contact helped you place the employee in several computer programming assignments, note that information here.

## Attaching Files to Contact Records

Access the Contact - Attachments page.

Contact ID: 251      SetID: SHARE

Attachment Details    Unique Filename

Attachment Type	Add	Description	DateTime Added	Attached File
1	Add			

Go To: ...Related Links    [Staffing Folder](#)    [Pay/Bill Management Center](#)

Contact - Attachments page

To attach files to a contact record:

1. Select the type of attachment that you want to add for the contact from the Attachment Type field.
2. Click Add.

The system displays a new page.

3. Click Browse to locate the attachment on the local computer or network.
4. Select the document that you want to attach.
5. Click Open, Upload, and then OK.

The system displays a message box informing you that the upload of the file was successful.

6. Click Save at the bottom of the page.

The system assigns a unique system filename and attachment ID on the Unique Filename tab.

## CHAPTER 8

# Adding Employees and Contractors

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

- Create employee and contractor records.
- Maintain employee and contractor records.

---

**Note.** If you have installed both PeopleSoft Staffing Front Office and PeopleSoft Pay/Bill Management, refer to the current functionality in PeopleSoft Staffing Front Office to set up your applicants, employees and contractors.

---

## Understanding Employees and Contractors

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

This section discusses:

- Employees.
- Contractors.
- Human resources job records.
- Tax data.
- Employee processing.

### Employees

PeopleSoft Pay/Bill Management defines *employee* as the hired worker of a staffing company. The staffing company must obtain W-2 and other legal information to pay employees through the payroll system, deduct taxes, and so forth.

### Contractors

PeopleSoft Pay/Bill Management defines *contractors* as employees at a company (a vendor) other than the staffing company. When you add contractors to your HR system, you add them as non-employees. Contractors may be employed at another staffing company or they may 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 contractor, the system automatically clears 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 contractors through PeopleSoft Global 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 110

*PeopleSoft 8.8 Time and Labor PeopleBook, “Setting Up Time Reporters,” Entering and Maintaining Time Reporter Data*

## Human Resources Job Records

The PeopleSoft Pay/Bill Management - HCM database keeps track of all job records for employees and contractors. When hiring a new employee, the system assigns the employee an employee record 0 (empl\_rcd 0). The employee record 0 is the hire record and acts as a default when creating agreement items for this employee. For every agreement item the employee receives, a new employee record number (empl\_rcd 1, 2, 3, and so forth) is generated.

This employee record is a field on the job record, which contains employee information such as the employee’s hourly rate, job code, and so on.

---

**Note.** PeopleSoft Pay/Bill Management creates a new job record for each new agreement item or activity for temporary orders only. Career orders do not generate job records.

---

### See Also

Chapter 9, “Creating Staffing Agreements,” page 117

## Tax Data

The system automatically creates tax data when an employee is hired or assigned. However, changes may be required. To edit this information, click the Edit HR Payroll link on the Staffing Employee Data page.

### See Also

Appendix C, “Paying Salary and Hourly Employees With PeopleSoft Global Payroll,” page 227

## Employee Processing

When adding and editing employees and contractors, enter employee information on the Staffing Employee Data page. Saving the data on this page triggers a Component Interface that stores the information in HCM application tables and in PeopleSoft Pay/Bill Management tables. For employee hires, the Component Interface is CI\_JOB\_DATA\_HIRE\_FO. For non-employee hires, the Component Interface is CI\_JOB\_DATA\_ADD\_NEE\_FO.

- If an employee is hired through the FO database (Staffing Front Office is installed), employee data is sent to the HCM database using the Application Message FO\_EMP\_TO\_HR\_BO. The message

subscription program in HCM uses the appropriate (employee hire or non-employee hire) Component Interface to populate HCM and Pay/Bill Management application tables.

- If an employee is hired through the HCM database, the same Component Interface is used to store employee data in HCM and Pay/Bill Management application tables.

The PeopleSoft Pay/Bill Management tables listed below are populated by the Component Interfaces discussed in this section:

Staffing Table Name	Description
FO_EMPL_DATA	Employee data
FO_EMPL_EFFDT	Employee data effective date
FO_PERS_NID	Employee National ID
FO_EMP_JOB_DATA	Job data
FO_EMP_BUS	Employee's additional business units
FO_EMP_OWNERS	Employee's additional Owner IDs
FO_EMP_PAYROLL	Payroll data

These PeopleSoft Pay/Bill Management tables reside in the HCM database so that they can utilize certain HCM processes.

---

**Note.** If you have PeopleSoft Staffing Front Office installed, use this application to hire temporary workers. The Staffing Employee Data page in Pay/Bill Management should not be used for temporary workers.

---

## See Also

[Chapter 4, "Using Enterprise Integration Points," page 23](#)

[Appendix A, "Paying Salary and Exception Hourly Employees With PeopleSoft Payroll for North America," page 221](#)

[Appendix C, "Paying Salary and Hourly Employees With PeopleSoft Global Payroll," page 227](#)

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## Creating Employee and Contractor Records

This section discusses how to create employee and contractor records.

## Page Used to Create Employee and Contractor Records

Page Name	Object Name	Navigation	Usage
Staffing Employee Data	FO_EMP_EXPRSS	HCM database Workforce Administration, Staffing Employee Data	Define general employee data such as employee address, phone, and payroll data.  Select either <i>Employee</i> or <i>Non-Employee</i> in the Personnel Status field when adding a new value.

## Entering Employee and Contractor Records

Access the Staffing Employee Data page.

ID: NEXT	Personnel Status: Employee	Affiliate Type:
	Employee Status: Active	

**▼ Name**

**Name Prefix:** Miss

**First Name:** Tina

**Last Name:** Hernandez

**Name:** Hernandez,Tina Marie

**Middle Name:** Marie

**Preferred First Name:** Tina

**Name Initials:** TMH

**▼ Home Address**

**Country:** USA United States

**Address:** 145 South Main Street  
Santa Rosa, CA 94559  
Sonoma

[Edit Address](#)

**Use Home Address as Mailing** ☒

Staffing Employee Data (1 of 4)

Phone	
*Phone Type:	Main
*Telephone:	709/555-2234

Email and Web	
Email Type:	Home
Email Address:	tina_marie@earthnet.com
Website Type:	
URL:	

Personal Data	
Employee Status:	Active
*National ID Country:	USA
NID Type:	PR
*Primary National ID:	555-12-5546
Gender:	Female
Marital Status:	Single
Military Status:	No Mil Svc
Employment Eligibility Proof:	
Line of Business:	30000 Technical
Date of Birth:	08/21/1970
Birth Country:	USA United States
State:	IL Illinois
<input type="checkbox"/> Full-Time Student	
Highest Education Level:	Not Indic
Highly Compensated Employee:	Not Elig

Staffing Employee Data (2 of 4)

Job Information	
*Payroll System:	Payroll NA
*Primary User ID:	FOALL
*Primary BU/Branch:	GBIBU Global Business Institute BU
*Company:	GBI Global Business Institute
*Department:	10000 Human Resources
*Location Code:	KUNY00
*Pay Group:	KU3 US Semi-Monthly
*Job Code:	120000 Administrator
*Currency Code	USD
Visible Minority:	Not Visibl
*Benefit Program:	B01 BAS Eligibility 1
*Tax Location Code:	B-001 Corporate Headquart
*Workgroup:	MRTBPALL Report Time By Perio
*Taskgroup:	MALLCA All Tasks-CA
Employee Type:	Salaried
Referral Source:	Phone Inq
Previously Employed by Company	<input type="checkbox"/>
Labor Agreement:	

Salary Compensation			
If employee is to be paid a base salary, enter an amount in the compensation rate field. If employee is paid hourly per assignment, this data will be entered on the assignment (or agreement item) and the compensation rate field should be left blank.			
*Comp Rate Code	*Compensation Rate	*Comp Frequency	Annual Rate
GXRCP4	55000.000000	A	55000.000

Staffing Employee Data (3 of 4)

Payroll	
Hire Date:	08/06/2003
Ethnic Group:	Hispanic
*19 Date Completed:	08/07/2003
Home/Host:	Home
Employment Elig Expiry Date:	
Go To: <a href="#">Pay/Bill Management Home</a>	

Staffing Employee Data (4 of 4)

<b>ID</b>	Employee or contractor ID. The system automatically enters <i>Next</i> in this field and assigns the candidate a unique identification number when you save the information.
<b>Personnel Status</b>	The system displays either <i>Employee</i> or <i>Non-Employee</i> , depending on what you selected in the Personnel Status drop-down box when you added the record.
<b>Employee Status</b>	When creating a new employee or contractor, the system automatically enters <i>Active</i> in this field.
<b>Name</b>	
<b>Edit Names</b>	<p>Click to change the name of the person that appears on the page. The Name History page appears. Click the plus sign to add a new row of data. Make all necessary changes, then click Save. The system stores each change as a separate row of data.</p> <p>This button appears when you viewing an existing employee record. This button does not appear when you are in Add mode.</p>
<b>Home Address</b>	
<b>Use Home as Mailing Address</b>	Select if the employee's home and mailing addresses are the same.
<b>Edit Address</b>	<p>Click to change the address of the person that appears on the page. The system displays the Address History Data page. Click the plus sign to add a new row of data. Make all necessary changes, then click Save. The system stores each change as a separate line or row of data.</p> <p>This button appears when you viewing an existing employee record. This button does not appear when you are in Add mode.</p>
<b>Phone</b>	
<b>Phone Type</b>	Select a value from the list.
<b>Edit Phones</b>	Click to change the phone number you that appears on the page. The system displays the Address History page. Click the plus sign to add

a new row of data. Make all necessary changes, then click Save. The system stores each change as a separate line or row of data.

This button appears when you are viewing an existing employee record. This button does not appear when you are in Add mode.

## Email and Web

<b>Email Type</b>	Select a value from the list.
<b>Email Address</b>	Enter an email address for the employee.
<b>Website Type</b>	Select a value from the list.
<b>URL</b>	Enter the employee's home or business website address.
<b>Edit Email and Web</b>	Click to change the email or web address that appears on the page. The system displays the Address History page. Click the plus sign to add a new row of data. Make all necessary changes, then click Save. The system stores each change as a separate line or row of data.  This button appears when you viewing an existing employee record. This button does not appear when you are in Add mode.

## Personal Data

<b>Employee Status</b>	Shows the employee status.
<b>Employment Eligibility Proof</b>	If the applicant has another form of identification to prove they are eligible to work in the country, enter the ID here (for example, military ID).
<b>National ID Country</b>	Select the country that issued the employee's national ID.
<b>Line of Business</b>	Select the line of business most closely associated with the employee's experience.
<b>NID Type</b> (national identification type)	Select the type of national ID issued to the employee from the available selections.
<b>Date of Birth</b>	Select the employee's date of birth.
<hr/> <b>Note.</b> If you add someone under the age of 16, you will receive a warning message when you save the record. <hr/>	
<b>Primary National ID</b>	Enter the employee's primary national ID, such as a Social Security Number.
<b>Birth Country</b>	Select the country where the employee was born.
<b>Gender</b>	Select either <i>Unknown</i> , <i>Female</i> , or <i>Male</i> .
<b>State</b>	Select the state where the employee was born.
<b>Marital Status</b>	Select <i>Common-Law</i> , <i>Divorced</i> , <i>Hd Hsehd</i> (head of household), <i>Married</i> , <i>Separated</i> , <i>Single</i> , <i>Unknown</i> , or <i>Widowed</i> .
<b>Full-Time Student</b>	Select if the employee or contractor is a full-time student.

<b>Military Status</b>	Select the employee's military status, if applicable.
<b>Highest Education Level</b>	Select the entry that is most closely associated with the highest education level that the employee has achieved.
<b>Highly Compensated Employee</b>	If the applicant is a highly compensated employee and is eligible for a special compensation plan, select one of the available entries from the list; otherwise, leave this field blank.
<b>Highly Compensated Last Year</b>	If the applicant is a highly compensated employee, select one of the available entries from the list that represents the employee's compensation level within the last year; otherwise, leave this field blank.
<b>Update Personal Data</b>	<p>Click to edit the personal data that appears on the page. The system displays the Identity/Diversity page. Click the plus sign to add a new row of data. Make all necessary changes, then click Save. The system stores each change as a separate line or row of data.</p> <p>This button appears when you viewing an existing employee record. This button does not appear when you are in Add mode.</p>
<b>Job Information</b>	
<b>Payroll System</b>	<p>Sets the payroll unit within your organization that processes payroll for this employee.</p> <p>Values include:</p> <ul style="list-style-type: none"> <li>• <i>Global Pay</i>: Global Payroll.</li> <li>• <i>Payroll NA</i>: North American Payroll.</li> <li>• <i>PI</i>: Third-party payroll interface.</li> <li>• <i>Other</i>.</li> </ul>
<b>Vendor ID</b>	Select an associated vendor ID. This field only appears if you are adding a non-employee.
<b>Visible Minority</b>	If the person is a minority and their ethnic race is visibly obvious, select the appropriate value.
<b>Benefit Program</b>	Select the appropriate benefit program package.
<b>Primary User ID</b>	Select the employee's primary user ID.
<b>Tax Location Code</b>	Select a tax code to indicate the local government entity for the payroll tax location.
<b>Primary BU/Branch, Company, Department, Location Code, and Pay Group</b>	Select an entry for each field to indicate from which branch, company, department, and location the employee or contractor is to be paid .
<b>Workgroup, Taskgroup, and Job Code</b>	Select an entry for each field to indicate how you want to classify the employee or contractor within the payroll system.

<b>Employee Type</b>	The value in this field is based on the valid values defined on the pay group. It is initially set to the default employee type for the pay group. Select an employee type to override the default value. The values available in the Employee Type field depend on your selection in the Pay Group field. Possible values include: <i>Exception Hourly</i> , <i>Hourly</i> , <i>Salaried</i> , and <i>Not Applicable</i> .
<b>Previously Employed by Company</b>	Select to indicate that the company previously employed the employee.
<b>Currency Code</b>	Select a code to indicate the currency in which you want to pay the employee or contractor.
<b>Edit HR Job</b> (edit human resources job)	Click to change the job data that appears on the page. The system displays the Work Location page. Click the plus sign to add a new row of data. Make all necessary changes, then click Save. The system stores each change as a separate line or row of data.  This button appears when you viewing an existing employee record. This button does not appear when you are in Add mode.

---

**Note.** If you wish to pay contractors through PeopleSoft Global 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 this page by clicking this Update HR Job Data button which transfers you to the Work Location page. From the Work Location page, access the Maintain Time Reporter Data page by clicking the Employment Data link. Once on the Employment Data page, select the Time Reporter Data link.

---

## Salary Compensation Rate

Enter information in this group box if the employee will receive a salary.

<b>Comp Rate Code</b> (compensation rate code)	Represents how the system calculates the employee's pay.
<b>Compensation Rate</b>	Enter the rate at which to pay the employee. For hourly employees, leave 0 in this field.
<b>Comp Frequency</b> (compensation frequency)	Select the frequency at which to pay the employee. Values include: <i>weekly</i> , <i>monthly</i> , and so forth.
<b>Annual Rate</b>	Displays the employee's annual rate of pay based on your entries in the compensation fields (compensation + compensation frequency).

## Payroll

<b>Hire Date</b>	Select the employee's hire date.
<b>Ethnic Group</b>	Select the employee's ethnic group.
<b>I9 Date Completed</b>	Select the date on which the employee and employer completed the employee's employment eligibility verification form.

<b>Home/Host</b>	Select <i>Home</i> if the country the applicant will be working in is their legal home. Select <i>Host</i> if they are a foreigner working in a country that is different from their legal home.
<b>Edit HR Payroll</b> (edit human resources payroll)	<p>Click to change payroll data that appears on the page. The system displays the Payroll page. Click the plus sign to add a new row of data. Make all necessary changes, then click Save. The system stores each change as a separate line or row of data.</p> <p>This button appears when you viewing an existing employee record. This button does not appear when you are in Add mode.</p>
<b>Taxes</b>	Click this button to transfer to the appropriate HR tax page for your National ID country. This button appears when you are in Edit mode.

---

## Maintaining Employee and Contractor Records

For employees and contractors, you can:

- Edit names.
- Edit addresses, phone numbers, email and web addresses.
- Update personal data.
- Edit HR job information
- Edit HR payroll information.

This section discusses how to maintain employee and contractor records.

For additional information about the fields on these pages, see the appropriate PeopleSoft Human Resources PeopleBook.

## Pages Used to Maintain Employees and Vendor Contractors

Page Name	Object Name	Navigation	Usage
Staffing Employee Data	FO_EMP_EXPRSS_DISP	HCM database Workforce Administration, Staffing Employee Data	Edit employee and contractor data.
Name History	PERSONAL_DATA1	Click the Update Name button on the Staffing Employee Data page.	Edit names.
Address History	PERSONAL_DATA1B	Click the Update Address, Edit Phone Info, or Edit Email and Web buttons on the Staffing Employee Data page.	Edit home addresses, phone numbers, and email addresses.
Identity/Diversity	PERSONAL_DATA3	Click the Update Personal Data button on the Staffing Employee Data page.	Update work eligibilities and verify identities.
Work Location	JOB_DATA1	Click the Edit HR Job button on the Staffing Employee Data page.	Edit job information, including the position, regulatory region, company, department, and location.
Payroll	JOB_DATA2	Click the Edit HR Payroll button on the Staffing Employee Data page.	Edit payroll processing data.

## Editing Names

Access the Name History page.

The screenshot shows the 'Name History' page in the HCM database. At the top, there are four tabs: 'Name History', 'Address History', 'Personal History', and 'Identity/Diversity'. The 'Name History' tab is selected. Below the tabs, the 'EmpID' is 0042 and the 'Employee' is listed. The 'Name Type' is set to 'Primary'. The 'Effective Date' is 08/01/2003. The 'Format Using' is set to 'USA' with a magnifying glass icon. A 'Refresh the Name Field' button is located to the right of the 'Format Using' field. The 'Person Name' section contains the following fields: 'Prefix' (empty), 'First' (Maria), 'Middle' (Elizabeth), 'Last' (Lopez), and 'Suffix' (empty with a magnifying glass icon). The 'Name' field at the bottom displays 'Lopez,Maria Elizabeth'.

Name History page

## See Also

*PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee*

## Editing Addresses, Phone Numbers, Email and Web Addresses

Access the Address History page.

Name History	Address History	Personal History	Identity/Diversity
Lopez, Maria Elizabeth		Employee	EmplID: 0042
<b>Address Type</b> Find   View All First 1 of 1 Last			
*Address Type: HOME			
<b>Address History</b> Find   View All First 1 of 1 Last			
*Effective Date: 08/01/2003 *Status: Active			
Country: USA United States			
Address: 123 West Main Street Santa Maria, CA 94322 Edit Address			
<b>Phones</b> Customize   Find First 1 of 1 Last			
*Phone Type Telephone			
Main 209/334-3344			
<b>Email Addresses</b> Customize   Find First 1 of 1 Last			
*Email Type *Email Address			
Business mel@yahoo345.com			

Address History page

## See Also

*PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee*

## Updating Personal Data

Access the Identity/Diversity page.

Name History
Address History
Personal History
**Identity/Diversity**

Lopez, Maria Elizabeth
Employee
EmplID: 0042

Date of Birth: 08/23/1970
Birth Country: USA United States
Age: Years 32 Months 11
Birth State: CA California
Date of Death:
Birth Location:
☐ Waive Data Protection
Original Hire Date: 08/01/2003

**Referral Source**
Find | View All
First 1 of 1 Last

\*Effective Date: 08/01/2003
Referral Source: Phone Inq
Referral Source Detail:
Employee Referral ID:
Specific Referral Source:
☐ Applicant is a family member
☐ Previously Employed by Company

**National ID**
Customize | Find | View All
First 1 of 1 Last

Country	*National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	123-44-5544	<input checked="" type="checkbox"/>

▶ Canada

Identity/Diversity page

## See Also

*PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee*

## Editing Human Resources Job Information

Access the Work Location page.

Work Location		Job Information	Job Labor	Payroll	Salary Plan	Compensation
Lopez, Maria Elizabeth		Employee		EmplID: 0042		Empl Rcd#: 0
<div> <div>Work Location</div> <div>Find First 1 of 1 Last</div> </div>						
Employee Status: Active		Date Created: 08/01/2003		<div> <div>Effective Date: 08/01/2003</div> <div>Effective Sequence: 0</div> <div>*Job Indicator: Primary Job</div> </div>		
Action / Reason: Hire						
Position Number:		Position Entry Date: 08/01/2003		Current		
<div>Override Position Data</div>		<div>Position Management Record</div>				
*Regulatory Region: USA		United States				
Company: GBI		Global Business Institute				
*Business Unit: GBIBU		Global Business Institute BU				
*Department: 10000		Human Resources		Department Entry Date: 08/01/2003		
Location: KUNY00						
Supervisor ID: KU0005		Aliverdi, Reza K				
Reports To:						
ID:						
Establishment ID:						
<div>Spain</div>						

Work Location page

**Note.** When you hire a contractor, the system automatically clears 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 contractors through PeopleSoft Global 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. Access the Maintain time Reporter page by clicking the Employment Data link on the Work Location page. Once you have accessed the Employment Data page, select the Time Report Data link.

## See Also

*PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, "Hiring Your Workforce," Hiring an Employee*

*PeopleSoft 8.8 Time and Labor PeopleBook, "Setting Up Time Reporters," Entering and Maintaining Time Reporter Data*

## Editing Human Resources Payroll Information

Access the Payroll page.

<a href="#">Work Location</a>	<a href="#">Job Information</a>	<a href="#">Job Labor</a>	<b><a href="#">Payroll</a></b>	<a href="#">Salary Plan</a>	<a href="#">Compensation</a>
-------------------------------	---------------------------------	---------------------------	--------------------------------	-----------------------------	------------------------------

Lopez, Maria Elizabeth      Employee      **EmplID:** 0042      **Empl Rcd#:** 0

---

**Payroll Info** [Find](#)   First ◀ 1 of 1 ▶ Last

**Effective Date:** 08/01/2003      **Effective Sequence:** 0      **Job Indicator:** Primary Job

**Action / Reason:** Hire Current

**\*Payroll System:**  ▼

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**Payroll for North America**

<b>Pay Group:</b> <input type="text" value="KU4"/> 🔍	US Monthly	<b>Holiday Schedule:</b> <input type="text" value="KU01"/> 🔍	US Holiday
<b>Employee Type:</b> <input type="text" value="S"/> 🔍	Salaried	<b>*Tipped:</b> <input type="text" value="Not Tipped"/> ▼	
<b>Tax Location Code:</b> <input type="text" value="B-001"/> 🔍	Corp HQ	<b>FICA Status:</b> <input type="text" value="Subject"/> ▼	
<b>GL Pay Type:</b> <input type="text"/>			
<b>Account Code:</b> <input type="text"/> 🔍			

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[Job Data](#)      [Employment Data](#)      [Earnings Distribution](#)      [Benefits Program Participation](#)

Payroll page

## See Also

*PeopleSoft 8.8 Human Resources PeopleBook: Administer Workforce, “Hiring Your Workforce,” Hiring an Employee*



## CHAPTER 9

# Creating Staffing Agreements

This chapter provides an overview of staffing agreements and discusses how to:

- Create staffing agreements.
- Define agreement items.
- Define commission splits.
- View agreement item transactions.
- View agreement rates.

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**Note.** If you own both PeopleSoft Front Office and PeopleSoft Pay/Bill Management, refer to the PeopleSoft Staffing Front Office PeopleBook for information regarding orders and assignments.

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## Understanding Staffing Agreements

A staffing agreement is a request for temporary workers or regular, full-time employment by one or more employees. Using PeopleSoft Pay/Bill Management, you create agreements and agreement items through an express component to generate projects contracts, and job data with minimal data entry. PeopleSoft Pay/Bill Management then leverages the functionality of the PeopleSoft Project Costing, PeopleSoft Contracts and PeopleSoft Time and Labor applications to streamline your agreement pay and bill processes.

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**Note.** When you create agreement items, the system creates contract lines based on the product you established on the Contract Profile page during implementation. This prevents end users from choosing a different product. If the Contract Profile page is set up properly (using products without templates) you should not experience any problems with your billing plans in PeopleSoft Contracts.

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This section discusses:

- Agreement profiles.
- Types of agreements.
- Agreements and agreement items.
- Temp to hire.
- Agreement processing.
- Credits and fall-offs.

## Agreement Profiles

Before you can create an agreement, you must set up agreement profiles. These profiles drive many of the fields that the system displays on the agreement pages. In addition, the profiles drive many of the values that are set up on the related project, contract, and job record. The system populates new agreements with the information that you establish as defaults on these profiles.

Agreement profiles consist of:

- A contract profile, which establishes PeopleSoft Contracts and PeopleSoft Billing defaults for your agreements.
- A project profile, which establishes PeopleSoft Project Costing and PeopleSoft Human Resources Management defaults for your agreements.
- A rate profile, which defines rate types and maps them to time reporting codes (TRCs).

A rate profile also sets the action for how you want to use the rate type and enter the factor by which you want the system to automatically multiply the rate on an assignment.

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**Note.** In addition to setting up profiles, the setup of customers, employees, and contractors is essential for creating agreements.

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### See Also

Chapter 6, “Configuring Your PeopleSoft Pay/Bill Management System,” page 43

## Types of Agreements

PeopleSoft Pay/Bill Management supports two types of agreements through the use of the Order Type field:

- Career order.
- Temporary order.

### Career Order

Career orders are requests for one or more people to perform work on an ongoing basis in a regular, full-time capacity as an employee of the customer. The customer can request multiple people on the same order.

Creating a new career order is similar to creating a temporary order, except for specific fields that pertain to the billing aspects of the position (such as placement fee and billing schedule).

### Temporary Order

Temporary orders are requests for contingent workers. If at a later date the client has a need for a regular, full-time employee, the order may be converted to a temp-to-hire. The customer can request multiple 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 payment and billing aspects of the position.

## Agreements and Agreement Items

Staffing agreements consist of two parts:

- Agreements: header details.

A PeopleSoft Pay/Bill Management agreement creates one PeopleSoft Contracts contract and one PeopleSoft Project Costing project. Agreements can be created from one PeopleSoft Staffing Front Office order. (Agreement = Contract = Project = Order)

- Agreement items: line details.

A PeopleSoft Pay/Bill Management agreement item creates one PeopleSoft Contracts contract line, one PeopleSoft Project Costing activity, and one PeopleSoft Human Resources job. Agreement items can be created from one PeopleSoft Staffing Front Office assignment. (Agreement Item = Contract Line = Activity = Job = Assignment)

## Agreements

The Agreement page captures the main header information for an agreement, such as the customer, start date, and billing information.

## Agreement Items

The Agreement Items pages capture the details required to start an employee or contractor on an assignment. Much of the information is populated from the agreement, such as start date, end date, job code, and work site.

You can enter additional information or change the default information here. This represents your last opportunity to enter agreement item details before the system creates the related project, contract, and human resources information that drives the pay and bill transactions.

## Temp to Hire

You can convert a temporary employee to a permanent employee. For a temporary order, after you add an agreement item and click Save, the Permanent Hire button appears on the temporary Agreement Item page. Click it to convert the temporary employee to a permanent employee.

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 agreement item with the related activities and contract lines for the permanent placement.

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**Note.** When a user initiates the temp to hire process in PeopleSoft Staffing Front Office, the system sets the original agreement item in PeopleSoft Financials as *Inactive*, and terminates related job information in PeopleSoft Human Resources. Additionally, the system creates a new agreement item, but it does not generate human resources information.

---

## Agreement Processing

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

- Project.
- Status row for the project.
- Contract with a *Pending* status.

When you save an agreement item, the system creates these items:

- Activity.

- Activity status.
- Activity team.
- Project team.
- Contract line.
- Amendment (if necessary).
- Billing plan in *Ready* status.
- Revenue recognition plan in *Ready* status.

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

- Creates a link between the project, activity, and contract line.
- Creates billing rates on the contract.
- Sends an application message to HR to create a job record.
- Enrolls the employee in PeopleSoft Time and Labor.
- Creates a cross-reference between the employee record and the project, contract, and activity.
- Sends the rates to PeopleSoft Time and Labor to populate the pay rate in PeopleSoft Payroll.

---

**Note.** Upon saving agreements and agreement items, PeopleSoft Pay/Bill Management runs several processes to create the associated contract, project, billing plan, revenue recognition plan, and so forth. Due to the amount of processing, this step may take several minutes. Therefore, agreements and agreement items are meant for back office administrative use. Do not use this functionality for high volumes of users. See PeopleSoft Staffing Front Office for information on creating orders and assignments for high volumes of users.

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This section discusses these areas of agreement processing:

- Career orders.
- Temporary orders.
- Temp to hire orders.
- Edits and amendments.

## Processing Career Orders

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

Because career orders are considered 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 (agreement item) is fixed-fee. The billing plan associated with the agreement item has a type of 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 Orders

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

For temporary orders, the system generates a new job record in the HCM database for each new agreement item. The system populates the job record with the department, company, tax location code, workgroup, taskgroup, and so forth and sets up the default pay rate for that assignment. When an agreement item is created in either the FSCM or FO database, two application messages are sent to the HCM database:

<b>FO_HR_CREATE</b>	The subscription code of this message uses component interface, CI_JOB_DATA_CONCUR_FO, to generate a job employee record number for the agreement item with an action or reason of <i>ADL</i> , or additional job. A row is inserted in the FO_EMPL_XREF table to maintain a reference between the job employee record number and the project or activity in the FSCM database. This information is used on the PeopleSoft Pay/Bill Management Time Entry page.
<b>FO_PRJ_RATES</b>	This message sends the agreement item rates to the FO_PRJ_RATES table in the HCM database. The rates are mapped to TRCs in PeopleSoft Time and Labor.

## Processing Temp to Hire Orders

When you convert a temporary employee to a permanent employee, pay and bill for hours stops, and you charge the customer a placement fee.

The system creates an activity, contract line, bill plan, and revenue recognition plan for the existing contract (order). To facilitate processing of the order, the system ties an *amount* product to the contract line, sets the bill plan and revenue recognition plan to *Milestone*, and creates associated events (depending on how the *Billing Manages Revenue* flag is set for the product). The temporary activity remains open for the remaining time for processing prior to converting to permanent.

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**Note.** If you have PeopleSoft Staffing Front Office installed, refer to the *PeopleSoft Staffing Front Office 8.8 PeopleBook* for information about fall-offs.

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## Editing and Amending Career and Temporary Orders

You can edit any agreement or agreement item defaults and settings. However, you must update these items through the appropriate pages in PeopleSoft Project Costing, PeopleSoft Contracts, and PeopleSoft Human Resources through the appropriate links at the bottom of the Agreement and Agreement Item pages.

If you create an agreement for more than one resource, the contract is set to *Active* when you create the first agreement item with the initial negotiated amount and contract line. After the contract is set to an active status, the system updates the negotiated amount and adds additional contract lines when you add the next resource. This requires the use of an amendment. PeopleSoft Pay/Bill Management automatically triggers the amendment which is invisible to the user

## See Also

Chapter 4, “Using Enterprise Integration Points,” page 23

## Credits and Fall-offs

When you make a direct hire (career order) or temp to hire, 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 refunded. This refund is considered a fall-off.

For PeopleSoft Pay/Bill Management only customers, if a fall-off occurs and requires a credit, you can 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 Costing and PeopleSoft Contracts pages.

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**Note.** If you have PeopleSoft Staffing Front Office installed, see the *PeopleSoft Front Office 8.8 PeopleBook* for information regarding fall-offs.

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## Common Elements Used in This Chapter

<b>Activity Status</b>	Click to view the activity status for this agreement item.
<b>Activity Team</b>	Click to view the associated activity team for this agreement item.
<b>Add Agreement Item</b>	Click to add an agreement item to this agreement.
<b>Agreement Name</b>	Displays the name that you defined for the agreement.
<b>Bill Plan</b>	Click to view or edit the bill plan associated with this agreement item.
<b>Branch</b>	<p>Branches can represent companies, agencies, subsidiaries, divisions, departments, or branch offices within an organization. You can map each PeopleSoft Pay/Bill Management branch to business units for these products:</p> <ul style="list-style-type: none"> <li>• PeopleSoft Contracts.</li> <li>• PeopleSoft Payables.</li> <li>• PeopleSoft General Ledger.</li> </ul>
<b>Job Data</b>	Click to view or edit the job data associated with this individual.
<b>Order Type</b>	<p>Displays the primary agreement type that you selected when you initiated the agreement. Values are:</p> <p><i>Temp</i> (temporary): Standard staffing time and material engagement. Enter time for an engagement, establish rates, and bill customers on a rate or as-incurred basis.</p> <p><i>Career</i>: Placement of an individual at a customer site as a full-time employee. The placement is associated with fixed-fee billing and revenue recognition. Bill customers on an agreed-upon schedule.</p>
<b>Pay/Bill Management Center</b>	Click to access the Pay/Bill Management Center page.
<b>Project Status</b>	Click to view the project status for the agreement.

<b>Project Team</b>	Click to view the project team for the agreement.
<b>Revenue Recognition Plan</b>	Click to view or edit the revenue recognition plan associated with the agreement item.

## Creating Staffing Agreements

Use the same pages to create both career and temporary agreements. However, for career agreements, the Staffing Agreements - Default page, which contains billing and payroll defaults, does not apply.

This section discusses how to:

- Enter basic agreement information.
- Enter billing and payroll defaults (for temporary orders).
- Enter customer field information.
- View cross-reference information.

**Note.** If you have PeopleSoft Staffing Front Office installed, you should not be able to add agreements from the Pay/Bill Management Agreement component. Instead, you will enter orders in PeopleSoft Staffing Front Office. Make sure you set up PeopleSoft Staffing Front Office security to prevent the adding of agreements from the PeopleSoft Pay/Bill Management agreement component.

## Pages Used to Create Staffing Agreements

Page Name	Object Name	Navigation	Usage
Staffing Agreements - Agreement	FO_PROJECT_INFO	Staffing, Staffing Agreements, Maintain Agreements, Agreement	Enter basic agreement information such as customer, start date, and billing information.
Staffing Agreements - Defaults	FO_PROJECT_DFLT	Staffing, Staffing Agreements, Maintain Agreements, Defaults	Enter billing and payroll defaults for the agreement. These values serve as defaults on the associated agreement item pages.  This page is available only for <i>temporary</i> staffing agreements.
Staffing Agreements - Customer Fields	FO_PROJECT_CSF	Staffing, Staffing Agreements, Maintain Agreements, Customer Fields	Select a customer field definition to be associated with this agreement.
Staffing Agreements - Cross-Reference	FO_PROJECT_XREF	Staffing, Staffing Agreements, Maintain Agreements, Cross-Reference	View cross-reference information regarding associated project, contract, order, and agreement items.

## Entering Basic Agreement Information

Access the Staffing Agreements - Agreement page.

Agreement		Defaults		Customer Fields		Cross-Reference	
<b>Agreement Name:</b>	<input type="text" value="Accountant"/>			<b>Order Type:</b>	Temp		
<b>Branch:</b>	SF001    Staffing Front Office BU			<b>Status:</b>	Active		
<b>Bill To Customer</b>				<b>Work Site</b>			
<b>Bill To:</b>	60203	<b>Location:</b>	1	<b>Work Site:</b>	60203	<b>Location:</b>	1
Customer12				Customer12			
124 Main Street				124 Main Street			
Pleasanton, CA 94588 USA				Pleasanton, CA 94588 USA			
<b>Agreement Information</b>							
<b>Department:</b>	10500	Benefits		<b>Start Date:</b>	07/01/2002	(example: 12/31/2000)	
<b>Account Type:</b>				<b>End Date:</b>	07/01/2003		
<b>Service Level:</b>				<b>Currency Code:</b>	USD	US Dollar	
<b>Tax Code:</b>	<input type="text" value=""/>			<input type="checkbox"/> <b>Government Entity</b>			
<b>Go To:</b>	...Related Links			<a href="#">Staffing Folder</a>		<a href="#">Pay/Bill Management Center</a>	

Staffing Agreements - Agreement page

**Agreement Name** Enter a name to identify the agreement.

**Order Type** Displays the primary agreement type that you selected when you initiated the agreement. Values are: *Temp* (temporary) or *Career*.

**Status** Select an entry that represents the state of the agreement. Values are: *Active* or *Inactive*.

Setting the status to *Inactive* updates the status on the related project, making the project unavailable to receive new charges.

### Bill To Customer

**Bill To** Select the customer to be billed.

**Location** If there is more than one address for the customer, select the address where the customer wants bills to be sent.

### Work Site

**Work Site** The system populates this field with the default bill to customer work site.

**Location** Displays the default work site location. If there is more than one address for the customer, select the job site address for this agreement.

## Agreement Information

<b>Department</b>	Select the internal department to associate with this agreement.
<b>Start Date and End Date</b>	Enter the dates on which the assignment begins and ends.
	<hr/> <b>Note.</b> End Date appears for temporary orders only. The Start Date cannot be changed after the agreement is created <hr/>
<b>Account Type</b>	Select an account type. Values are: <i>National</i> , <i>Regional</i> , or <i>Retail</i> .
<b>Service Level</b>	Select <i>Managed Services</i> or <i>Non-Managed Services</i> .
<b>Tax Code</b>	The system populates this field with the sales tax code associated with the bill to location (as defined on the Customer Address page). You can override this value here. The system populates the Tax Code field on the Agreement Item page with the value in this field. You can review detailed tax information and make any adjustments to the relevant billing plan (agreement item).
	<hr/> <b>Note.</b> If you set up a third-party vendor to process tax information, the system hides tax code information on the Agreement and Agreement Item pages. When the third-party system calculates tax, the tax code entered for the agreement item (which goes to the billing plan) is ignored by PeopleSoft Billing. <hr/>
	If you are using PeopleSoft Staffing Front Office, this same tax code behavior occurs. However, you must remember to change the tax code on the agreement (if a change is required) prior to the creation of assignments to have the appropriate defaulting take place.
<b>Currency Code</b>	Displays the currency in which you will bill the customer. The system populates this field based on the associated PeopleSoft Contracts business unit.
<b>Government Entity</b>	This is an informational-only check box.
	<hr/> <b>Note.</b> Once the agreement is saved, the following information cannot be changed directly on the agreement: Bill to Customer and Location, Worksite Customer and Location, Department, Start Date, and Currency Code. <hr/>

## Entering Billing and Payroll Defaults

Access the Staffing Agreements - Defaults page.

Agreement	Defaults	Customer Fields	Cross-Reference
<b>Agreement Name:</b> Accountant		<b>Branch:</b> SF001 Staffing Front Office BU	
<b>Defaults</b>			
These values will default down to the Agreement Item level.			
<b>Billing Defaults</b>			
<b>Target Margin:</b> 22.000 % (Example: 15%)		<input type="checkbox"/> Standard Markup	
<b>Payroll Defaults</b>			
<b>Job Code:</b> 110000		Accountant	
<b>Go To:</b> ...Related Links		<a href="#">Staffing Folder</a> <a href="#">Pay/Bill Management Center</a>	

Staffing Agreements - Defaults page

**Note.** If you are creating a career order, you will not see this page.

## Billing Defaults

### Target Margin

Enter the percent of margin that you want to achieve on this agreement. This value is used on the agreement item to drive rate calculations.

### Standard Markup

Select to indicate whether or not this is a standard markup. This check box is informational-only.

## Payroll Defaults

### Job Code

Select a value to indicate how you want to classify the employee within the payroll system. This value defaults to the associated agreement item. This value cannot be changed once the agreement is saved.

## Entering Customer Field Information

Access the Staffing Agreements - Customer Fields page.

Agreement Defaults **Customer Fields** Cross-Reference

**Agreement Name:** Accountant **Branch:** SF001 Staffing Front Office BU

**Bill To Customer:** 60203 Customer12

**Customer Comments**

**Customer Fields**

**Definition ID:**  [Create Customer Fields Definition](#)

Find | View All | First 1 of 1 Last

Customer Field Name	Description
	<input type="text"/>

**Go To:**  [Staffing Folder](#) [Pay/Bill Management Center](#)

Staffing Agreements - Customer Fields page

#### Customer Comments

Enter comments regarding the customer.

#### Definition ID

Select the customer definition that you want to use for the agreement. The system displays attributes to be specified for the customer agreement.

---

**Note.** If you do not select a customer definition, this page does not appear in the Agreement Item component.

---

#### Create Customer Fields Definition

Click to create a new customer field definition.

#### Customer Field Name

Displays the customer attributes that should be captured on the agreement.

#### Description

Select a description that corresponds to the field for which you are collecting additional information.


---

**Note.** The system may require you to select a value for this field. You may have values for this field based on your setup of the customer field definition.

---

## Viewing Cross-Reference Information

Access the Staffing Agreements - Cross-Reference page.

Agreement	Defaults	Customer Fields	Cross-Reference	
<b>Agreement Name:</b> Accountant		<b>Branch:</b> SF001 Staffing Front Office BU		
<b>Cross-Reference</b>				
<b>Project:</b> <u>0000000125</u>		<b>PC Business Unit:</b> US001		
<b>Contract:</b> <u>CON000000000023</u>		<b>Contracts Business Unit:</b> US001		
<b>Order:</b> <u>AORDER12T</u>		<b>Front Office Business Unit:</b> SF001		
<b>Related Agreement Items</b> <span>Customize   Find   View All    First 1-2 of 2 Last</span>				
Item Name	Activity	EmpID	Name	Status
Accountant	0000000000000001	0001	Ruby Sr.,Jack Hourly	Active
Accountant	0000000000000002	0002	Simmons Jr.,Samuel Hourly	Active
<b>History</b>				
<b>Entered By:</b> FOALL		<b>Date Time Added:</b> 11/03/2003 4:25PM		
<b>Last Maintained By:</b> FOPBALL		<b>Last Updated Date Time:</b> 11/05/2003 10:39:17AM		

Staffing Agreements - Cross-Reference page

## Cross-Reference

- Project** Displays the project ID associated with this agreement. If this is a new agreement, *NEXT* appears in this field. Upon saving the agreement, the system assigns a project ID.
- PC Business Unit** Displays the PeopleSoft Project Costing business unit for this agreement based on your branch mapping setup.
- Contract** Displays the contract ID associated with this agreement. If this is a new agreement, *NEXT* appears in this field. Upon saving the agreement, the system assigns a contract ID.
- Contracts Business Unit** Displays the PeopleSoft Contracts business unit for this agreement based on your branch mapping setup.
- Order** The system displays this field only if you have PeopleSoft Staffing Front Office installed.
- Front Office Business Unit** The system displays this field only if you have PeopleSoft Staffing Front Office installed.

## Related Agreement Items

- Item Name** If an agreement item is already attached to the agreement, click the name of the agreement item to view the agreement items details.

<b>Activity ID</b>	Displays the item-associated activity ID, if an agreement item is already attached to this agreement.
<b>EmplID</b> (employee ID)	Displays the employee ID associated with the item, if an agreement item is already attached to this agreement.
<b>Name</b>	Displays the name associated with the item, if an agreement item is already attached to this agreement.
<b>Add an Item</b>	Click to associate an agreement item to this agreement. This button does not appear on the page if you have PeopleSoft Staffing Front Office installed.
<b>History</b>	
<b>Entered By</b>	Displays the name of the user who entered the original agreement.
<b>Date Time Added</b>	Displays the date and time when the user entered the original agreement.
<b>Last Maintained By</b>	Displays the name of the user who last edited the agreement.
<b>Last Updated Date Time</b>	Displays the date and time when the agreement was last edited.

---

## Defining Agreement Items

Use the same pages to create agreement items for both career and temporary orders; however, the fields on the Agreement Item page vary based on agreement type. These pages are discussed separately. In addition, the Agreement Item - Payroll page does not apply for career orders.

This section discusses how to:

- Enter assignment and markup details for temporary agreements.
- Enter placement fees and billing schedules for career agreements.
- View additional rate information.
- Enter payroll information.
- Enter customer field information.
- Enter commission information.
- Enter cross-reference and purchase order (PO) information.

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**Note.** If you have PeopleSoft Staffing Front Office installed, you should not be able to add agreement items from the Pay/Bill Management Agreement Item component. You must enter agreements in the Assignment component in PeopleSoft Staffing Front Office. Set up PeopleSoft Staffing Front Office security to prevent yourself from adding agreement items from the Pay/Bill Management Agreement Item component.

---

## Pages Used to Define Agreement Items

Page Name	Object Name	Navigation	Usage
Agreement Item - Temporary Order	FO_PRJ_ACTIVITY	Staffing, Staffing Agreements, Maintain Agreement Items	Enter assignment and rate information details for temporary orders.
Agreement Item - Career Order	FO_ACT_BILL_PLAN	Staffing, Staffing Agreements, Maintain Agreement Items	Enter the placement fee and billing schedule for career orders.
Additional Rates	FO_ACT_RATE_SEC	Click the Details button on the Agreement Item page.	View additional rate information for temporary orders.
Agreement Item - Payroll	FO_ACT_PAYROLL	Staffing, Staffing Agreements, Maintain Agreement Item, Payroll	Enter payroll information such as department, pay group, taskgroup, and workgroup.  This page is available for temporary staffing agreement items only.
Agreement Item - Commissions	FO_ACT_SALESPRSN	Staffing, Staffing Agreements, Maintain Agreement Item, Commissions	Enter commission splits for an agreement item.
Agreement Item - Cross-Reference	FO_ACT_XREF	Staffing, Staffing Agreements, Maintain Agreement Item, Cross-Reference	View cross-reference information regarding associated activities and contract lines. You can also associate customer POs with agreement items.

## Entering Assignment and Markup Details for Temporary Agreements

Access the Agreement Item - Temporary Order page.

<div> <div>Agreement Item</div> <div>Payroll</div> <div>Commissions</div> <div>Cross-Reference</div> </div>			
Samuel Simmons		EmplID: 0002	Status: Employee
Agreement Name: SALES REP		National ID: 677798452	Order Type: Temp
Customer Name: Customer12		Branch: SF001	
Assignment Details			
Start Date:	07/01/2002	Status:	Active <input type="button" value="Permanent Hire"/>
End Date:	07/01/2003 <input type="button" value="BT"/>	Tax Code:	
Job Code:	110000 Accountant	Currency:	USD
Worksite:	1 Headquarters	UOM:	Work Hour

Agreement Item - Temporary Order page (1 of 2)

**Markup** Find | View All First 1 of 1 Last

**Effective Date:** 07/01/2002 ☐ Standard Markup + -

**Applies to**

☒ Bill Rate ☐ Pay Rate

**Default Rate:**  Apply Rate

**Target Margin:** 22.000 % Apply Margin

Markup %: Bill Rate less Pay Rate as % of Pay Rate

Margin %: Bill Rate less Pay Rate & Costs as % of Bill Rate

- Acceptable Margin Achieved
- ▼ Margin below Normal Levels
- Unacceptable Margin

Customize   Find <span style="float: right;">First 1-8 of 8 Last</span>							
Description	Currency	Pay Rate	Bill Rate	Target Rate	Markup %	Margin %	
Regular	USD	113.84	150.00				■
Overtime	USD	170.76	225.00				■
Regular- NA	USD	113.84	150.00				■
Double Overtime	USD	227.68	300.00				■
Bonus	USD		1.00				
Expenses	USD		1.00				
Global Salaried Regular	USD		150.00				
Global Salaried Bonus	USD		1.00				

**Go To:** ...Related Links [Staffing Folder](#) [Pay/Bill Management Center](#)

Agreement Item - Temporary Order page (2 of 2)

The system populates the Agreement Name, Customer Name, and Order Type fields with values from the associated agreement.

## Contractor Details

This region of the page appears only when the status of the person on assignment is *Non-Employee*. In addition, the system displays the Vendor ID and Location fields.

## Assignment Details

<b>Start Date</b>	Displays the default start date from the associated agreement.
<b>End Date</b>	Select the date on which the employee ends work.
<b>Status</b>	<p>The status for newly created agreement items are automatically set to active. Once you save the item, the user may change the status as needed. Values are:</p> <p><i>Active:</i> The system creates a new row in JOB for the employee record and assigns an action code of <i>ADL</i> (additional job). It also updates the status in activity so that you can add time against the agreement item or activity.</p> <p><i>Inactive:</i> The system creates a new row in JOB for the employee record and assigns an action code of <i>TER</i> (terminate). It also updates the status in activity so that you cannot add time against this activity.</p>
<b>Tax Code</b>	Review detailed tax information, and make any adjustments. The system populates this field with the sales tax code from the agreement.

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**Note.** If you set up a third-party vendor to process tax information, the system hides tax code information on the Agreement and Agreement Item pages. When the third-party system calculates tax, the tax code entered for the agreement item (which goes to the Billing Plan) is ignored by PeopleSoft Billing.

---

If you are using PeopleSoft Staffing Front Office, change the tax code (if a change is needed) on the agreement prior to the creation of assignments to have the appropriate tax code defaulting take place.

<b>Job Code</b>	Select the job code that is most appropriate for the assignment.
<b>UOM (unit of measurement)</b>	Displays <i>Work Hour</i> .
<b>Permanent Hire</b>	Click to convert the temporary order to a career order. This option is available only after a user has saved the item.

## Markup

Your implementation team configures the values that the system uses in 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.

<b>Effective Date</b>	Enter the date on which to begin applying the rates. You can change the effective date on all rows, and the system updates the rows in the PeopleSoft HR and PeopleSoft Staffing Front Office databases.
<b>Standard Markup</b>	Select to indicate the standard markup. This check box is informational-only.
<b>Bill Rate and Pay Rate</b>	If you do not meet margin goals defined for this job code, the system generates a caution. You can adjust the bill rate to a higher level, adjust the pay rate downward, or do both to meet the margin requirements for the assignment where appropriate. Select the rate to which you want to make an adjustment.
<b>Default Rate</b>	Based on your selection in the Applies to group box, enter the bill rate or the pay rate, and then click the Apply Rate button. The system recalculates the values in either the pay rate or bill rate column. The system determines the specific rates based on the factors specified on the rate profile.
<b>Target Margin</b>	Based on your selection in the Applies to group box, enter the percent of margin that you want to achieve, and click the Apply Margin button.  If the pay rate is selected, the system calculates the bill rates and populates those fields in the Rates group box. If the bill rate is selected, the system calculates the pay rates and populates those fields in the Rates group box. The target margin percent defaults from the agreement.

## Rates

<b>Description</b>	Displays a description of the rates that you are entering. Values might include: <i>Regular</i> , <i>Overtime</i> , <i>Double Overtime</i> , <i>Bonus</i> , and <i>Expenses</i> . These descriptions come from the rate profile.
--------------------	--



Click the Details button to access the Additional Rates page.

### **Pay Rate and Bill Rate**

Enter the amount per hour that you will pay employees or bill customers for work performed at the customer's site for the agreement item. Both amounts are established in the billing currency. To view the pay rate in the employee pay currency, click the Details button.

If you correct either rate, the system adds to the HCM database a new effective sequence to the job with an action of *Pay* in the HCM database. The new rates override the previous entry in the staffing rates table in the HCM database.

---

**Note.** You cannot delete the original rates row; however, you can delete subsequent rate rows.

---

After you enter data in the Pay Rate and Bill Rate fields, the system populates the Target Rate, Margin % (margin percentage), and Markup % (markup percentage) fields. When margin rates are within or outside acceptable levels, the system uses the following indicators to tell you if you achieved acceptable or unacceptable margin rates:

---

**Note.** The margin indicator for the specified job code must be established for this information to appear.

---

<b>Acceptable Margin Achieved</b>	If you meet margin requirements, a green diamond appears next to the field.
<b>Margin below Normal Levels</b>	If the margin is outside the predefined margin requirements for the job code, a yellow triangle appears next to the field to indicate that the ratio is not within margin requirements. This is the caution margin.
<b>Unacceptable Margin</b>	If the margin is not sufficient based upon predetermined margin requirements defined, a red box appears next to this field. This is the critical margin.

You can save an agreement with any one of these indicators.

<b>Target Rate</b>	Displays the bill rate that you should target to meet margin requirements for the agreement item.
<b>Markup %</b>	Displays the difference between the pay rate and bill rate as a percentage of the pay rate, multiplied by 100.
<b>Margin %</b>	Displays the difference between the pay rate plus costs and the bill rate as a percentage of the bill rate, multiplied by 100.

### **See Also**

[Appendix B, "Calculating Margin and Markup," page 223](#)

## **Entering Placement Fees and Billing Schedules for Career Agreements**

Access the Agreement Item - Career Order page.

Agreement Item		Commissions		Cross-Reference	
Samuel Simmons		EmplID:	0002	Status:	Employee
Agreement Name: SALES REP CAREER		National ID:	677788452	Order Type:	Career
Customer Name: Customer12		Branch:	SF001		
<b>Payroll Defaults</b>					
Job Code:	110000	Accountant			
<b>Assignment Details</b>					
Start Date:	07/01/2002	Status:	Active		
Department:	10500	Benefits			
Tax Code:					
Career Fee:	900.00	Currency:	USD		
<b>Billing Schedule</b>					
		Customize   Find   View All		First 1 of 1 Last	
Date	Percentage	Amount	Comments		
10/31/2003	100.00000000	900.00			
Go To: ...Related Links					
		Staffing Folder		Pay/Bill Management Center	

Agreement Item - Career Order page

## Payroll Defaults

**Job Code** Select the job code that is most appropriate for the assignment.

## Assignment Details

**Start Date** Displays the default date that appears on the associated agreement.

**Status** Displays the agreement item status.  
This field does not appear when you are creating a new agreement item.

**Department** Select the department to associate with the agreement item.

**Tax Code** Review detailed tax information and make any adjustments. The system populates this field with the sales tax code from the agreement.

---

**Note.** If you set up a third-party vendor to process tax information, the system hides tax code information on the Agreement and Agreement Item pages. When the third-party system calculates tax, the tax code entered for the agreement item (which goes to the Billing Plan) is ignored by PeopleSoft Billing.

---

If you are using PeopleSoft Staffing Front Office, change the tax code on the agreement prior to the creation of assignments to have the appropriate tax code defaulting take place.

**Career Fee** Enter the placement fee for the agreement item.

## Define Events By

**Percent** Select to define events by a percent of the total amount.

**Amount** Select to define events by a specific amount.

---

**Note.** These fields appear only when you are adding a new agreement item.

---

## Billing Schedule

**Date** Select the date on which billing will take place.

**Percentage** This field does not appear if you selected to define events by *amount*.

**Amount** This field does not appear if you selected to define events by *percent*.

## Viewing Additional Rate Information

Access the Additional Rates page. This page is accessible only from the Agreement Item page for temporary orders.

The screenshot shows a web interface titled "Additional Rates". Below the title, there is a "Description:" label followed by the text "Overtime". Below this is a table with the following structure:

Additional Pay Rate Details		
Employee Pay Rate:	170.76	Currency: USD

At the bottom of the table, there are three buttons: "OK", "Cancel", and "Refresh".

Additional Rates page

**Contractor Pay Rate** Displays the contractor pay rate. This field appears for nonemployees only.

**Currency** Displays the vendor pay currency. This field appears for nonemployees only.

**Employee Pay Rate** Displays the employee pay rate.

**Currency** Displays the employee pay currency.

## Entering Payroll Information

Access the Agreement Item - Payroll page.

Agreement Item	Payroll	Commissions	Cross-Reference
Samuel Simmons		<b>EmplID:</b> 0002	<b>Status:</b> Employee
<b>Agreement Name:</b> SALES REP		<b>National ID:</b> 677798452	<b>Order Type:</b> Temp
<b>Customer Name:</b> Customer12		<b>Branch:</b> SF001	
<b>Payroll Information</b>			
<b>Department:</b>	10500	Benefits	
<b>Company:</b>	GBI		
<b>Pay Group:</b>	KU1	US Weekly	
<b>Taskgroup:</b>	KUTSKPROJ	Taskgroup for Proj Integration	
<b>Workgroup:</b>	KUWRKGRP2	Positive Time Rptg/Round Rules	
<b>Tax Location Code:</b>	KUMI00	Michigan Operations	
<b>Go To:</b> <input type="text" value="...Related Links"/> <a href="#">Staffing Folder</a> <a href="#">Pay/Bill Management Center</a>			

Agreement Item - Payroll page

**Note.** If you are creating a career order you will not see this page.

## Payroll Information

- Department** Select the department to associate with this agreement item. The department may appear by default from the employee or agreement, depending on the project profile.
- Company** Select the company to associate with this agreement item. If the selected department is associated with a company, the company will display by default.
- Pay Group** Select a value to classify the employee within the PeopleSoft Payroll system. The pay group prompt is dynamic depending on the pay system flag setup defined on the employee job record.
- Entries in the Pay Group field appear by default from the employee, if the field was specified in the project profile.
- Taskgroup and Workgroup** Select a value for each of the fields to indicate how you want to classify the employee within the PeopleSoft Time and Labor system.
- Entries in these fields appear by default from the employee, if the fields were specified in the project profile.
- Tax Location Code** Select a value to indicate the local government entity for the payroll tax location.

**Note.** You cannot change any of the fields on this page in PeopleSoft Pay/Bill Management after you create the agreement item. However, you can change these fields directly in the PeopleSoft Human Capital Management and PeopleSoft Time and Labor systems.

## Entering Commission Information

Access the Agreement Item - Commissions page.

Agreement Item | Payroll | **Commissions** | Cross-Reference

Samuel Simmons      **EmplID:** 0002      **Status:** Employee  
**Agreement Name:** SALES REP      **National ID:** 677798452      **Order Type:** Temp  
**Customer Name:** Customer12      **Branch:** SF001

**Commission Splits**      Find | View All      First 1 of 1 Last

**Effective Date:** 11/03/2003

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

User ID	Description	Percentage
AMA3	Zak, Jill	100.00

**Go To:** ...Related Links      [Staffing Folder](#)      [Pay/Bill Management Center](#)


Agreement Item - Commissions page

**User ID**      Select the ID of the person who is receiving a commission for the placement.

**Percentage**      Enter the percent of the commission that the person is receiving. If there is more than one person receiving a commission for the placement, enter a new row. Add the person's user ID, and enter a percentage. If the total does not equal 100 percent, then the system displays an error message.

## Entering Cross-Reference and PO Information

Access the Agreement Item - Cross-Reference page.

Agreement Item	Payroll	Commissions	Cross-Reference
Samuel Simmons		EmplID: 0002	Status: Employee
Agreement Name: SALES REP		National ID: 677798452	Order Type: Temp
Customer Name: Customer12		Branch: SF001	
<b>Cross-Reference</b>			
Activity: 0000000000000002	Project: 0000000125	Project Business Unit: US001	
Contract Line: 2	Contract: CON000000000023	Contracts Business Unit: US001	
Assignment: 1001094	Order: AORDER12T	Front Office Business Unit: SF001	
<b>Purchase Order</b>			
Business Unit: US001		US001 NEW YORK OPERATIONS	
PO Tracking ID: <input type="text"/>			
<input type="checkbox"/> Awaiting PO			
Go To: <input type="text" value="...Related Links"/>		<a href="#">Staffing Folder</a>	<a href="#">Pay/Bill Management Center</a>

Agreement Item - Cross-Reference page

## Cross-Reference

<b>Activity</b>	Displays the activity ID associated with the agreement item. If it is a new agreement item, <i>NEXT</i> appears in this field. Upon saving the agreement item, the system assigns an activity ID.
<b>Project</b>	Click to access the associated project.
<b>Project Business Unit</b>	Displays the PeopleSoft Project Costing business unit for this agreement and agreement item. The system obtains this value from the Branch BU Mapping (branch business unit mapping) table.
<b>Contract Line</b>	Displays the contract line number associated with the agreement item. If it is a new agreement item, 0 appears in this field. Upon saving the agreement item, the system assigns a contract line number.
<b>Contract</b>	Click to access the associated contract.
<b>Contracts Business Unit</b>	Displays the PeopleSoft Contracts business unit for this agreement and agreement item. The system obtains this value from the Branch BU Mapping table.
<b>Assignment</b>	Displays the assignment that created this agreement item.
<b>Note.</b> This field appears only if you have PeopleSoft Front Office installed.	
<b>Order</b>	Displays a link to the associated order only if you have PeopleSoft Front Office installed.
<b>Front Office Business Unit</b>	This field appears only if you have PeopleSoft Front Office installed.

## Purchase Order

Purchase order tracking information applies to *temporary* orders only. The following fields do not appear on the page for *career* order agreement items.

<b>Business Unit</b>	Displays a PeopleSoft Contracts business unit.
<b>PO Tracking ID</b>	Enter an internal PO number to associate with this agreement item.
<b>Awaiting PO</b>	Select if you want this agreement item to appear in the list of available agreement items or contract lines to link to POs in the PO Creation component.

## Defining Commission Splits

You can access commission split functionality from either the Agreement Item - Commissions page or directly through the Define Commissions page.

This section discusses how to define commission splits.

### Page Used to Define Commission Splits

Page Name	Object Name	Navigation	Usage
Define Commissions	FO_PC_SALESPRSN	Staffing, Staffing Agreements, Define Commissions	Enter and update commission splits for an agreement item.

## Defining Commission Splits

Access the Define Commissions page.

### Define Commissions

Samuel Simmons
EmplID: 0002
Status: Employee

Agreement Name: SALES REP
National ID: 677788452
Order Type: Temp

Customer Name: Customer12
Branch: SF001

#### Commission Splits

Find | View All First 1 of 1 Last

Effective Date: 10/31/2003

##### Percentages

Customize | Find | View All First 1-2 of 2 Last

	User ID	Name	Percentage		
1	AMA2	Angelini, Gina	50.00	+	-
2	AMA3	Turner, Cornelia	50.00	+	-

Define Commissions page

The fields on this page are the same as those on the Agreement Item - Commissions page.

See Also

[Chapter 9, “Creating Staffing Agreements.” Entering Commission Information . page 137](#)

# Viewing Agreement Item Transactions

This section discusses how to view agreement item transactions. You may also adjust or create project resource lines as needed.

## Page Used to View Agreement Item Transactions

Page Name	Object Name	Navigation	Usage
Agreement Item Transactions	FO_PROJ_EXPRESSG	Staffing, Staffing Agreements, View Agreement Transactions	View, update, and add transactions belonging to an agreement items activity. This page operates in deferred processing mode.

## Viewing Agreement Item Transactions

Access the Agreement Item Transactions page.

Agreement Item Transactions

Sunshine Company

HOUSEKEEPER

Accountant

Customer ID: 60001

Project: 0000000131

Activity: 0000000000000001

Business Unit: US001

Analysis Group: ALL

From Date: 01/01/2001

Through Date: 12/31/2006

From and To Date Type: Acct Date

Max Number of Rows in Scrolls: 50

Search Result Message: 1 to 9 of 9

Get List

Transactions

Customize | Find | View All

First 1-8

Analysis/Invoice | Description/Amount | Billing/Currency | Transaction Detail

Analysis Type	Time Rptg Cd	UOM	Invoice	ADJ Invoice	Pay Period Date
PAY	KUREG		12A345		11/30/201

Agreement Item Transactions page

Analysis Group

Analysis types belonging to the analysis group determine the kinds of transactions available for viewing. Users can view only the transactions belonging to analysis groups to which they have been granted security access. Therefore, not all transactions are accessible.

The values in the Analysis Group and From/Thru Dates fields appear by default from your PeopleSoft Project Costing user preferences.

**From and To Date Type**

Select a date field to which the system will apply the from and through dates. Values are: *Acct Date* (accounting date), *Journal Dt* (journal date), *Posted Dt* (posted date), and *Trans Date* (transaction date).

**Max Number of Rows in Scrolls** (maximum number of rows in scrolls)

Enter the number of rows that you want the system to display on the page.

**Get List**

Click to populate the fields in the Transactions region with values from the PROJ\_RESOURCE table that meet your search criteria.

**Analysis/Invoice Tab**

**Analysis Type**

Displays the transaction analysis type. Values might include: *Actual Cost* or *Billed Amount*.

**Time Rptg Cd** (time reporting code)

Displays the TRC associated with this transaction.

**UOM**

Display-only field associated with the TRC.

**Invoice**

Displays the invoice number for this transaction record, if applicable.

**ADJ Invoice** (adjustable invoice)

Displays the adjusted invoice number, if applicable.

**Pay Period End Date**

Displays the calendar date for processing this invoice.

**Description/Amount Tab**

**Description**

Displays a description of the transaction item.

**Quantity**

Displays the quantity for this transaction item (for example, number of hours).

**Multiplier**

Displays any relevant multiplying factors (for example, bill rate).

**Projects Business Unit Amount**

Displays the transaction amount in the agreement currency.

**Line Description**

Displays a shorter version of the Description field.

**Billing/Currency Tab**

**BI Status**


Displays the billing status for this transaction item. Values include: *D* (done), *I* (ignore), *N* (not distributed), *P* (priced), *U* (unbillable or nonbillable), and *W* (billing worksheet).

**Date/Time, Account, and Department**

Displays account information to use for this transaction.

**Foreign Currency**

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. Values 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 agreement transaction currency.
<b>Exchange Rate</b>	Displays the exchange rate used when converting the original transaction currency to the agreement transaction currency.
	Click the Exchange Rate Detail button to access the Exchange Rate Detail page, where you can view how the system calculates the exchange rate.

### Transaction Detail Tab

<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 detail.
<b>User ID</b>	Displays the identity of the user who entered the information.

---

## Viewing Agreement Rates

This section discusses how to view agreement information.

### Page Used to View Agreement Rates

Page Name	Object Name	Navigation	Usage
View Agreement Rates	FO_ACTV_RATE_LST	Staffing, Staffing Agreements, View Agreement Rates	View agreement pay and bill rates for customers or vendors. Reference this page when you discuss rates and work with a customer.  This page is available for <i>temporary</i> orders only. The system does not display this page for <i>career</i> orders.

### Viewing Agreement Information

Access the View Agreement Rates page.

### View Agreement Rates

Enter a SetID and select a Vendor or Customer to view Agreement Rates. Click on Agreement Information to see details of a specific Agreement.

**Search Criteria**

**SetID:**

**Vendor ID:**

**Customer ID:**  SkillsVillage

**Personnel Status:**

**Status:**

**Agreement Information**

[Customize](#) | [Find](#) | [View All](#) |

First 1-2 of 2 Last

Name	Description	Job	Start Date	End Date	Pay Rate	Bill Rate	Currency Code	
Ruby,Jack Hourly	SKILLS ASSESSOR	Accountant	10/24/2003	12/31/2003	74.64	95.000000	USD	
Melon,Mark	SKILLS ASSESSOR	Accountant	10/24/2003	10/24/2003		95.000000	USD	

View Agreement Rates page

**Vendor ID or Customer ID** Select either a vendor or a customer.

**Personnel Status** Select *Employee* or *Non-Employee*.

**Status** Select *Active* or *Inactive* for the agreement item status.

**Name** Displays the employee name.

**Description** Displays the agreement descriptions.

**Job** Displays the job description that corresponds with the associated job code.

**Start Date and End Date** Displays the dates when the assignment begins and ends.

**Pay Rate and Bill Rate** Displays the amount per hour that you will pay employees or bill customers for work performed at the customer's site for the agreement item. The rate appears in the billing currency.

**Currency Code** Displays the billing currency for the agreement.



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



## 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 link agreement items with PO numbers, apply POs to relevant billing transactions, and obtain online tracking information for POs.

---

**Note.** If you have PeopleSoft Staffing Front Office installed, you can associate an assignment with a PO when you create the assignment.

---

This section discusses:

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

## 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 agreement items (activities).

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 terms when setting up PO status.

<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.	
<hr/>	
<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.	
<hr/>	
<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 agreement items during creation of the PO tracking number or upon creation of the agreement item. You can update this relationship from either location.

---

**Note.** If you have PeopleSoft Staffing Front Office installed, you can link your assignment to a PO tracking number upon creation of the assignment.

---

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

When linking an agreement item 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 agreement. 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 (agreement items).
- A contract line (agreement item) to one PO tracking number (and its related extensions) only.

## PO Linking Locations

You can associate a PO tracking number to an agreement:

- On the Agreement Item Creation 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 agreement detail at any time.  
If you change an agreement's PO tracking number this change is reflected in the Create Purchase Orders - Contract Lines page.
- Unlink and relink agreements to PO tracking numbers on the Create Purchase Orders page or the Agreement Items page.
- Link *new* agreements to PO tracking numbers on the Agreement Item and Assignment pages.  
You cannot unlink and relink from the Assignment page. (The Assignment page is available only if you have PeopleSoft Staffing Front Office installed.)

## Linking Terminology

Here is the relationship between terms:

- A PeopleSoft Pay/Bill Management *agreement* creates one PeopleSoft Contracts *contract* and one PeopleSoft Project Costing *project*.  
It can be created from one PeopleSoft Staffing Front Office *order*. (Agreement = Contract = Project = Order)
- A PeopleSoft Pay/Bill Management agreement item creates one PeopleSoft Contracts *contract line* and one PeopleSoft Project Costing *activity*.  
It can be created from one PeopleSoft Staffing Front Office Solution *assignment*. (Agreement Item = Contract Line = Activity = Assignment)

---

**Note.** References to orders and assignments throughout this document are for customers with PeopleSoft Staffing Front Office installed.

---

## 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 autonumbered, system-generated number for each amount added to the PO tracking ID. Any customer-required information for printing on the invoice is captured at the extension level, and processing can pick it up.

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:

<b>Customer</b>	<p>The default for all extension types. With the exception of the first extension (extension # = 0), you can override this type. The first extension for a PO tracking number must always be <i>Customer</i>.</p> <p>Once an extension type is set to <i>Customer</i> and saved, it cannot be reset to <i>Internal</i>.</p> <p>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.</p>
<b>Internal</b>	<p>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.</p>

PO Inquires

You can view information regarding PO 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

See table below for 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 agreement items 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*, 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) = 80 USD, 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 PeopleSoft Pay/Bill Management,” Integration with Other PeopleSoft Applications, page 14

## 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:

Original PO Amount	Remaining Amount	Committed Amount	Encumbrance %
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 number is successfully applied to the transaction with the resulting totals:

Original PO Amount	Remaining Amount	Committed Amount	Encumbrance %
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:

Original PO Amount	Remaining Amount	Committed Amount	Encumbrance %
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 the error file 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:

Original PO Amount	Remaining Amount	Committed Amount	Encumbrance %
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 Your PeopleSoft Pay/Bill Management System,” Setting Up Contract Profiles, page 47

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## Common Elements Used in This Chapter

<b>Amount Tolerance</b>	<p>User defined warning limits:</p> <ul style="list-style-type: none"> <li>• (<i>Red</i>): Exhausted or expired PO tracking number.</li> <li>• (<i>Yellow</i>): Below tolerance.</li> <li>• (<i>Green</i>): Normal tolerance.</li> </ul>
<b>Bill To Customer</b>	Customer receiving the billing invoice.
<b>Committed Amount</b>	<p>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.</p> <p>The committed amount for a PO tracking number includes all extensions.</p>
<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>	<p>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. Any customer-required information for printing on the invoice is captured at the extension level, and processing picks it up.</p> <p>The system sets the first extension number to zero with <i>customer</i> as the extension type.</p>
<b>PO Tracking ID</b>	System-generated field to uniquely identify the PO. This is your internal PO number.
<b>Remaining Amount</b>	<p>Total amount for the PO tracking number or extension minus any amounts finalized in billing.</p> <p>The remaining amount for a PO tracking number includes all extensions.</p>

---

## 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 (agreement item).

## Pages Used to Create PO Tracking Numbers

Page Name	Object Name	Navigation	Usage
Create Purchase Orders - Purchase Order (Add mode)	FO_PO_HDR_ADD	Staffing, Purchase Orders, Create Purchase Orders, Add a New Value	Define general information for a new PO.
Create Purchase Orders - Purchase Order (Update mode)	FO_PO_HDR	Staffing, Purchase Orders, Create Purchase Orders, Find an Existing Value	Edit existing PO tracking numbers.
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.
Create Purchase Orders - History	FO_PO_EXTENSION	Staffing, Purchase Orders, Create Purchase Orders, History	Create, modify, or review extensions attached to a PO tracking number.
Create Purchase Orders - Service Agreements	FO_PO_SAR	Staffing, Purchase Orders, Create Purchase Orders, Service Agreements	Enter the service agreement requirements negotiated with the customer. This text is informational-only.
Create Purchase Orders - Contract Lines	FO_PO_LINK	Staffing Purchase Orders, Create Purchase Orders, Contract Lines	Link a PO tracking number to agreements and agreement items.

## Defining General PO Tracking Information

Access the Create Purchase Order - Purchase Order page in Add mode.

Purchase Order	History	Service Agreements	Contract Lines
Apex Systems		<b>Customer ID:</b> 1001	
<b>Business Unit:</b> US001		<b>PO Tracking ID:</b> NEXT	HQ Project
<b>Purchase Order Information</b>			
*Currency Code: <input type="text" value="EUR"/>			
*Start Date: <input type="text" value="10/01/2003"/>		*End Date: <input type="text" value="10/31/2003"/>	<a href="#">Date Edits History</a>
<b>Reference</b>			
Contact ID: <input type="text" value="25"/>		Mary Lewis	
Phone Number: <input type="text" value="18005551212"/>			
<b>Amounts</b>			
*Total Amount:		<input type="text" value="25000.000"/>	
*Customer PO:		<input type="text" value="OCT03-APEX-1001"/>	
Description:		<input type="text" value="HR-SRVS"/>	
<b>Entered By:</b> VP1		<b>DateTime Stamp:</b> 10/31/03 5:15PM	
<a href="#">Pay/Bill Management Center</a> <a href="#">Purchase Order Inquiry</a>			

Create Purchase Order - Purchase Order page (Add mode)

## Purchase Order Information

<b>Currency Code</b>	Select the PO tracking number currency. This PO currency must be equal to the currency of all linked contact lines.
<b>Start Date</b>	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.
<b>End Date</b>	Enter the PO tracking end date.
<b>Date Edits History</b>	Click to access the View Date History page, where you can view time and date history for changes to PO tracking numbers.
<b>Reference</b>	
<b>Contact ID</b>	Displays the customer PO contact, which appears by default from the customer record; you can override it here. This information is for your reference only. No data is passed into PeopleSoft Billing.
<b>Phone Number</b>	Displays the phone number, which appears by default from the customer record; 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 Create Purchase Orders - Purchase Order page in Edit mode.

Purchase Order	History	Service Agreements	Contract Lines
Apex Systems		Customer ID: 1001	
Business Unit: US001		PO Tracking ID: 0000000005 HQ Project	
<b>Purchase Order Information</b>			
*Currency Code: EUR		PO Status: New	
*Start Date: 10/01/2003		*End Date: 10/31/2003 <a href="#">Date Edits History</a>	
<b>Reference</b>			
Contact ID: 25		Mary Lewis	
Phone Number: 18005551212		<a href="#">Add Amount</a>	
<b>Extensions Summary</b>			
Total Amount:	25,000.00	Authorized Amt:	25,000.000
Remaining:	25,000.00	Committed:	0.00
Entered By: VP1		DateTime Stamp: 10/31/03 5:22PM	
<a href="#">Pay/Bill Management Center</a> <a href="#">Purchase Order Inquiry</a>			

Create Purchase Orders - Purchase Order page (Edit mode)

## Purchase Order Information

### PO Status

Displays the status of each PO tracking number. Values include: *New*, *Active*, *Expired*, or *Exhausted*.

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.

### Date Edits History

Click to access the View Date History page, where you can view time and date history for changes to the PO end date.

## Reference

**Add Amount** Click to add a new extension to this PO tracking number.

## Extensions Summary

**Total Amount** Displays the total amount for all extensions applied to your PO tracking number. This value is from the Purchase Order - History page.

**Authorized Amt** (authorized amount) Displays the remaining amount minus the committed amount.

## Reviewing PO Tracking Extensions

Access the Create Purchase Orders - History page.

<a href="#">Purchase Order</a>	<b>History</b>	<a href="#">Service Agreements</a>	<a href="#">Contract Lines</a>
--------------------------------	----------------	------------------------------------	--------------------------------

Apex Systems	<b>Customer ID:</b> 1001
<b>Business Unit:</b> US001	<b>PO Tracking ID:</b> 0000000005 HQ Project

Extensions Amounts		Find   View All	First	1 of 1	Last
<b>*Extension Type:</b>	Customer	<b>Description:</b>	HR-SRVS		
<b>Extension #:</b>	0	<b>*Customer PO:</b>	OCT03-APEX-1001		
Extension Data					
<b>Status:</b>	New				
<b>*Total Amount:</b>	25,000.000	<b>Currency Code:</b>	EUR		
<b>Remaining:</b>	25,000.000	<b>Committed:</b>	0.000		
Reference					
<b>Contact ID:</b>	BI_CNTCT	Anna Anderson			
<b>Phone Number:</b>	925/555-1212				
<b>Entered By:</b>	VP1	<b>DateTime Stamp:</b>	10/31/03 5:15PM		

[Pay/Bill Management Center](#) [Purchase Order Inquiry](#)

Create Purchase Orders - 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 Create Purchase Orders - Service Agreements page.

Purchase OrderHistoryService AgreementsContract Lines

Apex SystemsCustomer ID: 1001

Business Unit: US001PO Tracking ID: 0000000005 HQ Project

Service Agreement Requirement

CustomizeFindView All

First1 of 1Last

	Service Agreement Requirement		
1	Pay within 30 days	+	-

[Pay/Bill Management Center](#) [Purchase Order Inquiry](#)

Create Purchase Orders - Service Agreements page

- 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 Create Purchase Orders - Contract Lines page.

Purchase Order

History

Service Agreements

Contract Lines

Apex Systems

Customer ID: 1001

Business Unit: US001

PO Tracking ID: 0000000005 HQ Project

Link All Contract Lines

Contract: MONTHLY SERVICES

PO Contract Lines

Customize | Find | View All |

First 1 of 1 Last

*Contract	Description	*Contract Line	Description		
MONTHLY SERVICES	Monthly Recurring Services			+	-

[Pay/Bill Management Center](#)
[Purchase Order Inquiry](#)

Create Purchase Orders - Contract Lines page

## Link All Contract Lines

### Contract

Select a contract (agreement) 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 (agreement items) with *Awaiting PO* set to *Yes*.

## PO Contract Lines

### Contract

Select a contract (agreement) to which you will associate the PO tracking number.

### Contract Line

Select a contract line (agreement item) to which you will associate this PO tracking number. Only agreement items with *Awaiting PO* 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

Page Name	Object Name	Navigation	Usage
Purchase Order Inquiry	FO_PO_INQ	Staffing, 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 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.

### Purchase Order Inquiry

**Search Criteria**

Business Unit: US001

Bill To Customer: 1001

Name:

PO Tracking ID:

End Date Range

Start Date:

End Date:

☒ Show Expired
 ☒ Show Exhausted

Normal

Below Tolerance

Exhausted

Remaining Amt Tolerance %:

Remaining Days Tolerance:

Search

POs

Customize | Find | View All | First 1 of

Overview

Amounts

Business Unit	PO Tracking ID	Bill To Customer	Name	Start Date	End Date	Remaining Days	Date Tolerance	Amount Tolerance
US001	0000000005	1001	Apex Systems	10/01/2003	10/31/2003	0	●	●

[Pay/Bill Management Center](#)

Purchase Order Inquiry page

**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.

### Business Unit

Select a value to filter your PO search to PO tracking numbers with a specific business unit.

<b>Bill To Customer</b>	Select a value to filter your PO search to PO tracking numbers with a specific bill to customer.
<b>PO Tracking ID</b>	Select a value to filter your PO search to a specific PO tracking ID.
<b>Start Date and End Date</b>	Enter a value to filter your PO tracking ID search to POs that fall within a specific date range.
<b>Show Expired</b>	Select to include expired PO numbers in your PO tracking ID search.
<b>Show Exhausted</b>	Select to include exhausted PO numbers in your PO tracking ID search.
<b>Normal, Below Tolerance, and Exhausted</b>	Displays ID symbols used in the Date Tolerance and Amount Tolerance fields.
<b>Remaining Amt Tolerance</b> % (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.
<b>Remaining Days Tolerance</b>	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.
<b>Search</b>	Click to populate the PO search results grid with POs matching your specified criteria.
<b>Overview Tab</b>	
<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.

---

**Note.** The last transaction date is populated only from finalized bill lines.

---

## Amounts Tab

### Entered

Displays the total amount for this PO tracking number entered on the PO Entry page.

### Amount Tolerance

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.

### PO Details Inquiry

Search Criteria

Business Unit:

PO Tracking ID:

Bill To Customer:

60021

Extension Type:

Customer Name:

Customer PO:

☒ Show Exhausted

☒ Show Expired

Normal

Below Tolerance

Exhausted

Remaining Amt Tolerance %:

0.00

Search

PO Details

Customize | Find | View All | First 1-2 of 2 Last

Overview

Amounts

Dates

Business Unit	PO Tracking ID	Extension Number	Bill To Customer	Extension Type	PO Status	Amount Tolerance	Customer PO
FRA01	PBMFRAPO01	0	60021	Customer	New		FRA01PO1
US001	PBMPO1	0	60021	Customer	Active		PBMPO2

Pay/Bill Management Center

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 Tab

### 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 Tab

Entered

Displays the total amount entered for this extension on the Purchase Order - 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 Tab

Exhaustion Date

Displays the date on which you depleted the PO balance.

Reviewing PO Applied Transactions

Access the PO Applied Transactions page.

PO Applied Transactions

Business Unit: US001

PO Tracking ID: 0000000003

Extension Number: 0

Options

☒ Show Committed

☒ Show Applied

☐ Show Rejected

Refresh

OverviewPO Applied TransactionsErrors

ContractDescrLineDescr2Action

CON000000000027BASKET WEAVER2 Walter WalnutCommit

CustomizeFindView All

First1-7 of 7Last

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 Tab

**Contract** Displays the contracts (agreements) to which you applied the PO tracking ID.

**Descr** (description) Displays the associated contract description.

**Line** Displays the contract lines (agreement items) to which you applied the PO tracking ID.

**Descr2** (description 2) Displays the associated contract line description.

**Action** Displays the outcome of the transaction. Values include: *Commit*, *Apply*, and *Reject*.

## PO Applied Transactions Tab

**Invoice** Displays the invoice number applied by billing for the transaction. Values appear in this field only if you selected the Show Applied option.

**Invoice Date** Displays the associated invoice date. Values appear in this field only if you selected the Show Applied option.

**Invoice Line** Displays the invoice line number applied by billing for the transaction. Values appear in this field only if you selected the Show Applied option.

**Billing Plan ID** Displays the billing plan ID associated with the contract and contract line linked to the PO tracking ID.

**Net Extended Amt** (net extended amount) Displays the transaction amount for the PO tracking ID.

**Tax Amount** Displays the tax amount on the transaction as calculated by billing. Values appear in this field only if you selected the Show Applied option.

**Encumbrance %** 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.

**Encumbered Amount** Displays the committed amount calculated for the transaction based on the encumbrance percentage.

**Process Instance** Displays the process instance that created the transaction.

## Errors Tab

**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.
- Pre-populate time.
- Process time.

---

## Understanding Time Entry

PeopleSoft Pay/Bill Management provides rapid data entry, job-specific pay rates, and adjustment capabilities 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 8.8 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 Your PeopleSoft Pay/Bill Management System,” page 43

## 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 8.8 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 8.8 Time and Labor PeopleBook, “Defining Task Reporting Requirements,” Defining Taskgroups*

*PeopleSoft 8.8 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 at top speed.

You can accommodate job-specific pay rates by populating the Override Rate field. When you set up agreement items, you define pay rates on the job. The system creates a job record in HRMS and sends the rates table to HCM. When you enter time to a project and activity, the system looks up the job rate and populates the override amount. If the system does not find a job-specific rate, you may specify one or let the payroll rules determine the pay rate.

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 hours or partial hours.

The available fields on the 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 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. You may also override the pay rate using the Update Payable 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. In fact, this field does not appear on the Pay/Bill Rapid Time page for punch time. The Time Administration process in PeopleSoft Time and Labor determines 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 job 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:

$$\text{Comp Rate (JOB)} * \text{the TRC code factor decided by the rules on the Admin Process}$$


---

**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.

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## See Also

Chapter 12, “Processing Payroll,” Updating Payable Time, page 190

Chapter 6, “Configuring Your PeopleSoft Pay/Bill Management System,” Setting Up Rapid Time Templates, page 75

*PeopleSoft 8.8 Time and Labor PeopleBook*

## Billable Indicator

Use the Billable Indicator field on the Pay/Bill Management Rapid Time page to create pay-and-bill or pay-only transactions.

### Pay-and-Bill

With pay-and-bill transactions, the system creates bill and cost rows in the Project Resource table. If you set the Billing Indicator flag to *Y* (yes) on the Pay/Bill Management Rapid Time page, the system marks the transaction as billable and the row continues on to PeopleSoft Billing. The system populates the cost row on the Project Resource table and creates bill rows.

### Pay-Only

With pay-only transactions, no billing occurs. If you set the Billing Indicator flag to *N* (no) on the Pay/Bill Management Rapid Time page, the system marks the transaction as non-billable and the row does not continue on to PeopleSoft Billing. However, the time information for this row still populates the cost on the Project Resource table.

---

**Note.** To trigger a bill-only transaction, you can set up a time reporting code that is not mapped to an earnings code. The transaction will not be sent to PeopleSoft Payroll for payment; however, it will still flow through to PeopleSoft Billing if a bill rate is established on the agreement item.

---

## 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 rapid 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.

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 job specific pay rate may be blank after the Time Administration process runs. Additionally, you may access the Update Payable Time component to verify or update these amounts and the billable indicator. 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. Review Update Payable Time page.

Access the Update Payable Time page to ensure that the system is populating the PeopleSoft Pay/Bill Management time transactions with the correct rates. This page displays the rates as they will be paid in payroll. Once you've verified the rates, click Save to apply the correct rates to the Pay/Bill Management Rapid Time page.

You can use this page to override the pay rates for transactions that have incorrect pay rates and change the billable indicator to send (or withhold) the time reporter's payable time to billing.

The Update Payable Time page shows all payable time for a particular business unit that is *estimated* - ready for Payroll (PAYABLE\_STATUS = ES) and *approved* - goes to Payroll (PAYABLE\_STATUS = AP), and *needs approval* (NA).

5. 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 contractors, PeopleSoft Time and Labor must finalize the time by approving it. 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. This applies to employee record # 1 for salaried employees. To avoid being sent to the payroll system, the TRCs for this entries should not be associated with an earnings code.

6. 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. 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.

Estimated cost rows are also used to bill customers for the time worked by company resources. When a row from PeopleSoft Time and Labor matches the analysis type and TRC of the rate 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.

7. Run the Load T&L to Payroll (load time and labor to payroll) Application Engine process.

The Load T&L 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 at employee record # 0. Hourly employees are paid based on the time entered in PeopleSoft Time and Labor.

Once time data is in the payroll system, run the Pay Calculation process, which performs these tasks:

- Runs a preliminary calculation.
- Checks for payroll errors.
- Runs a final calculation.
- Checks for payroll errors.
- Runs pay confirmation.

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 from PeopleSoft Time and Labor to PeopleSoft Project Costing.

---

**Note.** The Payroll process must be run before actuals can be published to PeopleSoft Project Costing. Actuals are automatically published when the payroll processes are completed.

---

## Processing Contractor Time

To process contractor time:

1. Enter and submit contractor time.
2. Run the Time Administration Application Engine.

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. In both cases, a job-specific pay rate may be blank after the Time Administration process runs. Additionally, you may access the Update Payable Time component to verify or update these amounts and the billable indicator. 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. Review Update Payable Time page.

Access the Update Payable Time page to ensure that the system is populating the PeopleSoft Pay/Bill Management time transactions with the correct rates. This page displays the rates as they will be paid in Payroll or sent to PeopleSoft Payables for voucher creation. Once you've verified the rates, click Save to apply the correct rates to the Pay/Bill Management Rapid Time page.

You can use this page to override the pay rates for transactions that have incorrect pay rates and change the billable indicator to send (or withhold) the time reporter's payable time to billing. The Update Payable Time page shows all payable time for a particular business unit that is *estimated* - ready for Payroll (PAYABLE\_STATUS = ES) and *approved* - goes to Payroll (PAYABLE\_STATUS = AP), and *needs approval* (NA).

### 5. 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. PeopleSoft Pay/Bill Management automatically clears the *Send Time to Payroll* check box on the Maintain TR Data page, which indicates to the system that the time needs 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 run the Approve Time process after you have reviewed the Update Payable Time page or else the time will not appear on the Update Payable Time page. When contractor time is approved, it is set to *closed* and closed time does not appear in the Update Payable Time page.

---

### 6. 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 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 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 and TRC of the rate 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.

## See Also

[Chapter 14, “Processing Billing,” page 211](#)

[Chapter 12, “Processing Payroll,” page 185](#)

*PeopleSoft 8.8 Time and Labor PeopleBook, “Understanding Batch Processes in Time Administration”*

## Payment Calculations

Payment calculations depend on whether an employee is salaried, hourly, or a contractor.

### Salaried Employees

Salaried employees are paid based on the compensation that is entered in employee record 0, but bill rates must still be entered on each agreement item. When you enter time data for a salaried employee, the data is applied to each project and activity as well as to the related employee records (1, 2, 3, and so forth). This allows the data to be sent correctly back to PeopleSoft Project Costing and PeopleSoft Billing. 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.

---

**Note.** To prevent non-regular time data from being sent to the payroll system, you must enter time using a time reporting code 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 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 from the agreement item multiplied by the amount of time the employee worked during the pay period.

### Contractors

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. Once you send the approved time rows to PeopleSoft Project Costing, PeopleSoft Pay/Bill Management runs the FO\_TO\_AP process to generate vouchers in PeopleSoft Payables.

---

**Note.** When you hire a contractor, the system automatically clears the Send Time to Payroll check box on the Maintain Time Reporter page in PeopleSoft Time and Labor. This ensures that contractor time is not sent to the payroll system. If you decide to pay contractors using PeopleSoft Global Payroll rather than PeopleSoft Payables, you must select the Send Time to Payroll option on the Maintain Time Reporter page.

---

# Entering Time Through Rapid Time Entry

This section discusses how to:

- Use rapid entry for punch card time.
- Use rapid entry for elapsed time.

**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 Your PeopleSoft Pay/Bill Management System,” page 43](#)

[Chapter 6, “Configuring Your PeopleSoft Pay/Bill Management System,” Setting Up Rapid Time Templates, page 75](#)

## 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 either the Rapid Entry page or the Mass Time Reporting page (time that has a reported time source code equal to *SYS*) 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, Time Clock Device, or Global Payroll, 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 either the Mass Time Reporting or Rapid Time Reporting pages. 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).

### Add Row(s)

Click to add rows to the grid. Specify the number of rows the system should add in the Number of Rows to Add field.

### 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.

<b>Date/Time Stamp</b>	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>Delete Selected Row(s)</b>	Click to remove the rows that you have selected for deletion.
<b>Empl Rcd#</b> (employee record number)	Displays employee record number for your selected project and activity.
<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>	<p>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.</p> <p>This feature is only available for rapid entry, <i>Elapsed</i> time sessions.</p>
<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>	<p>Indicates whether you have run the Submit process to validate the time entries for the data entry session. Values are:</p> <p><i>Submit</i>: Indicates that you submitted the session and the entries were validated.</p> <p><i>Not Submit</i>: Indicates that you have not submitted the session.</p> <p><i>Resubmit</i>: Indicates that you modified a session that was previously submitted.</p> <p><i>Submit TA</i> (submit time administration): Indicates that you submitted the session and processed Time Administration automatically, as the Automatic Rules Run flag is enabled on the TL Installation page.</p>
<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.
<b>Template Type</b>	<p>Select the template type. Values are:</p> <p><i>Punch</i>: 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.</p>

*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

Page Name	Object Name	Navigation	Usage
Pay/Bill Rapid Time	FO_TL_RAPID_SESSN	HCM database Time and Labor, Report Time, Reporting Staffing Rapid Time, Pay/Bill Rapid Time	Enter elapsed time and punch card time.

## Using Rapid Entry for Punch Card Time

Access the Pay/Bill Rapid Time page for punch card time entry.

**Pay/Bill Rapid Time** Process Monitor

---

**Rapid Session Information**

Session Number: 999999999 \*Description: Pre-Populated

Template Type: Punch \*Rapid Time Template: PTEST

Session Status: Not Submit \*Add/Replace: Add

---

**Rapid Detail Information** Customize | Find | View All | First 1-3 of 3 Last

Employee/BU/Project Time/Overrides/Rules Customer/Resources/User Fields

Delete	National ID	*EmplID	*PC Business Unit	*Project	*Activity ID	Empl Rcd#	*Date		
<input type="checkbox"/>	021563428	KOMBZ007	US003	IMPLEMENT_			10/24/2003	[BT]	+
<input type="checkbox"/>	021563428	KOMBZ007	US003	IMPLEMENT_			10/31/2003	[BT]	+
<input type="checkbox"/>	021563428	KOMBZ007	US003	MAINTENANC			11/07/2003	[BT]	+

Add Row(s) Delete Selected Row(s)

Number of Rows to Add: 1 ☒ Copy Down Values from Last Row

Submit User ID: FOPBALL Date/Time Stamp: 11/03/2003 2:05:32PM

Pay/Bill Rapid Time page for Punch Card Time Entry

## Employee/BU/Project Tab

### National ID

If this field appears on the page, you must select a national ID. The system populates the EmplID field based on the value that you enter in the National ID field.

**Note.** If you elected to enter employees by national ID when you set up your Pay/Bill Rapid Time Template, the system populates the Employee ID field with the employee that matches the entered national ID. If you set up your template so that you enter employees by employee ID, the National ID field will not be available for entry on this page.

### EmplID (employee ID)

Select an employee ID if the National ID field does not appear on this page. If the National ID field appears, the system populates this field for you.

**Note.** The system sets the Empl Rcd# (employee record number) field after you choose a value from the Activity field.

## Time/Rules/Resource Tab

### Punch Time

Enter the actual punch time (for example, 8 am).

### Punch Type

Select a punch type. Values include: *Break, In, Meal, Out, or Transfer*.

### Time Zone

Select the time zone in which the time reporter enters time.

If you do not enter a positive value for the time zone, the system populates the time zone field upon submission of the session with the time zone defined on the Maintain Time Reporter Data page in the PeopleSoft Time and Labor setup pages.

## Using Rapid Entry for Elapsed Time

Access the Pay/Bill Rapid Time page for Elapsed Time.

### Pay/Bill Rapid Time

[Process Monitor](#)

**Rapid Session Information**

<b>Session Number:</b>	898	<b>*Description:</b>	HIRE_TO_BILL
<b>Template Type:</b>	Elapsed	<b>*Rapid Time Template:</b>	EL001
<b>Session Status:</b>	Submitted	<b>*Add/Replace:</b>	Replace

**Rapid Detail Information**

Employee/BU/Project
Quantity/Overrides/Rules
Customer/Resources/User Fields

Delete	National ID	*EmpID	Name	*PC Business Unit	*Project	*Activity I
<input type="checkbox"/>	852963741	0013	Walnut,Walter	US001	0000000131	00000000
<input type="checkbox"/>	852963741	0013	Walnut,Walter	US001	0000000131	00000000
<input type="checkbox"/>	852963741	0013	Walnut,Walter	US001	0000000131	00000000
<input type="checkbox"/>	852963741	0013	Walnut,Walter	US001	0000000131	00000000

Add Row(s)
Delete Selected Row(s)

Number of Rows to Add: 1
☒ Copy Down Values from Last Row
☐ Increment Date

Submit
User ID: FOPBALL
Date/Time Stamp: 10/27/2003 3:26:03PM

Pay/Bill Rapid Time page for Elapsed Time

### Employee/BU/Project Tab

The fields on this page are the same as the Pay/Bill Rapid Time page for punch time with the following exceptions:

**TRC** (time reporting code) Select a time reporting code. This field appears if it was selected on the rapid time template.

**Billable Indicator** Select to send this time reporter's billable time to a billing system.

### Quantity/Overrides/Rules Tab

**Quantity** Enter hours, units, or an amount for reporting time.

**Taskgroup** You can override the default taskgroup. The system uses the task profile ID associated with the chosen taskgroup to determine how reported time

should be allocated across tasks. This field appears if it was selected on the rapid time template. This field is optional.

---

**Note.** If you override the taskgroup, different task elements are valid based on the associated task template. As a result, it is important to note the task elements reported in Rapid Time to avoid time exceptions.

---

#### **Override Rate**

This rate is passed to the payroll system for use in pay calculations. It is critical for publishing the correct pay rates to payroll and is a required field for PeopleSoft Pay/Bill Management users.

#### **Bill Rate**

Rate customer will be billed as specified on the agreement item.

A value appears in this field only if you identified a TRC code in the rate profile.

---

**Note.** If you report the Business Unit, Department, Customer, Business Unit PC, 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.

---

### **Customers/Resources/User Fields Tab**

All fields are optional and only appear if they were selected on the rapid time template.

#### **Department**

Select the department code.

#### **Customer**

The system displays the customer associated with the project (agreement).

#### **Resource Type, Resource Category, and Resource SubCategory**

Select your PeopleSoft Project Costing ChartFields.

#### **Override Reason Code**

Enter an override reason code to identify why an override was entered.

### **See Also**

[Chapter 6, "Configuring Your PeopleSoft Pay/Bill Management System," Setting Up Rapid Time Templates, page 75](#)

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## **Pre-populating Time**

This section provides an overview on pre-populating time and describes how to pre-populate time.

### **Understanding Time Pre-population**

You can pre-populate your time cards based on a prior time period. This process enables you to create time entry data based on specified parameters and pre-populate the hours or amount from the prior pay period. This reduces data entry time and reduces cost. Here are the features of pre-populating time:

- Pre-populate 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, Set ID, Customer ID, Projects 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 grid appears on the page. In this grid, you can view the employees and project combinations for which the system will copy time. You can also deselect 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 Staffing Time Entry table based on the specified criteria and the selections that you made in the grid. Once the system completes the insert, it transfers you to the Rapid Time Entry 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

Page Name	Object Name	Navigation	Usage
Prepopulate Rapid Time	FO_TL_PREPOP	HCM Database Time and Labor, Report Time, Pre-Populate Previous Time, Prepopulate Rapid Time	Pre-populate time entry.

## Prepopulating Time

Access the Prepopulate Rapid Time page.

### Prepopulate Rapid Time

User ID: FOALL

Previous Period	
*Start Date:	08/06/2003
*End Date:	08/08/2003

New Period	
Start Date:	08/13/2003
End Date:	08/15/2003

Copy Time According To	
Originating User:	FOALL
Session Number:	911
SetID:	SHARE
Customer ID:	60002
PC Business Unit:	US001
Project:	0000000127
Group ID:	K0GRP
*Template Type:	Punch
*Rapid Time Template:	PUNCH1
<input type="checkbox"/> My Employees	
<input checked="" type="checkbox"/> Copy Rates	

☒ ☐

Selected Employees/Projects						
<a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>						
Select	Name	Employee ID	Customer	Short Name	Project	Session Number
<input checked="" type="checkbox"/>	Baker, Steve	0009	60002	FSL	0000000127	911

First 1 of 1 Last

Prepopulate Rapid Time page

## Previous Period

### Start Date

Select the start date of the pay period from which you want to copy time. This field is required.

### End Date

Select the end date of the pay period from which you want to copy time. This field is required.

## New Period

### Start Date

Select the start date of the period to which you want to copy the time.

If you do not enter a value here, the system uses the default of one day after the end date you selected in the previous period section.

### End Date

Select the end date of the period to which you want to copy time.



If you do not enter a value here, the system uses the default of the start date for the new period, plus the difference between the start date and end date that you selected for the previous period.

---

**Note.** You are responsible for mapping the previous period days to the new period days (for example, Monday to Monday). The system will not check these dates. In addition, the system does not check for holidays.

---

## Copy Time According To

<b>Originating User</b>	The user ID for the current user appears in this field.
<b>Session Number</b>	Rapid time session from which you want to copy.
<b>Set ID</b>	Set ID associated with the customer from which you want to copy.
<b>Customer ID</b>	Customer ID from which you want to copy.
<b>PC Business Unit</b>	Projects business unit from which you want to copy. This value may be equivalent to a Staffing Branch depending on your configuration.
<b>Project</b>	Project from which you want to copy.
<b>Group ID</b>	Select a Group ID from which you want to populate time. Group IDs are used to group employees within PeopleSoft Time and Labor.
<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>Time Reporter Indicator</b>	You must select either <i>Elapsed</i> or <i>Punch</i> time.
<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>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. 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 grid.
<b>Clear Fields</b>	Click this button to clear all values in the Copy Time According to group box.
	Click the Select All button to select all rows in the Selected Employees/Projects grid for the time copy process.
	Click the Deselect All button to deselect all rows in the Selected Employees/Projects grid 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 grid.

<b>Select</b>	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.
<b>Submit</b>	Click this button to pre-populate 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.

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## Processing Time

This section describes how to:

- Run the Time Administration Application Engine process.
- Manage exceptions.
- Update payable time.
- 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.

### See Also

[Chapter 14, “Processing Billing,” page 211](#)

[Chapter 12, “Processing Payroll,” page 185](#)

## Pages Used to Process Time

Page Name	Object Name	Navigation	Usage
Process Time Admin (Process 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 Time Exceptions	TL_MNG_EXCEPT_PNL3	HCM database Time and Labor, Approvals, Manage Individual Exceptions	Manage exceptions for a specific employee. Up to 50 exceptions display per page.

Page Name	Object Name	Navigation	Usage
Payable Time Detail	FO_TL_PAYABLE_TIME	HCM database Time and Labor, Report Time, Update Payable Time	Update the pay rate (override rate) for transactions with incorrect pay rates.  Also, change the billing indicator setting to send (or withhold) payable time to billing.
Approve Payable Time	TL_MNG_PAY_DET_PNL	HCM database Time and Labor, Approvals, Approve Time by Time Reporter	Approve either individual time incidences or all incidences within the date range specified.
Publish Estimated Payable Time	TL_RUN_PUB_TIME	HCM database Time and Labor, Process Time, 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	North American Payroll, Payroll Processing, Create Paysheets, Load Time and Labor  North American Payroll, Payroll Processing (USF), Create Paysheets, Load Time and Labor Info  North American Payroll, Payroll Processing (CAN), Create Paysheets, Load Time and Labor	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.
Publish Actual Payable Time	TL_RUN_PUB_ACTUALS	HCM database Time and Labor, Process Time, Actual Payable Time	Run the Publish Actual Payable Time process to send actual hours from PeopleSoft Time and Labor to PeopleSoft Project Costing.

## Running the Time Administration Process

Access the Process Time Admin page.

Once you select your time parameters and click run, the system transfers you to the Process Scheduler Request page where you can select the check box next to the processes that you wish to run.

Select the TL\_TIMEADMIN check box to run the Time Administration process.

The *PeopleSoft 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

## See Also

[Chapter 12, “Processing Payroll,” page 185](#)

*PeopleSoft 8.8 Time and Labor PeopleBook, “Understanding Batch Processing in Time Administration”*

## Managing Exceptions

Access the Manage Time Exceptions page.

The *PeopleSoft 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

## See Also

*PeopleSoft 8.8 Time and Labor PeopleBook, “Exceptions and Validations”*

## Updating Payable Time

Access the Payable Time Detail page.

### Payable Time Detail

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

**Project:**

**EmplID:**

**Empl Rcd Nbr:**

Payable Time Detail					
Employee/BU/Project		Customer/Resources/User Fields			
EmplID	Name	Empl Rcd#	Date	Seq Nbr	Project
0034	Andrews,Suzanne Marie	1	08/07/2003	238000005	0000000121
0034	Andrews,Suzanne Marie	1	08/06/2003	238000004	0000000121
0034	Andrews,Suzanne Marie	1	08/05/2003	238000003	0000000121
0034	Andrews,Suzanne Marie	1	08/04/2003	238000002	0000000121
0034	Andrews,Suzanne Marie	1	08/03/2003	238000001	0000000121

**Go To:** [Pay/Bill Management Home](#)

Payable Time Detail page

### Project

Select the project containing the records for which you want to retrieve payable time.

### EmplID (employee ID)

Select the employee for whom you want to retrieve payable time records.

### Empl Rcd Nbr (employee record number)

Select the employee record number associated with the payable time records that you want to retrieve.

### Search

Click to retrieve records that match the criteria you selected.

## Employee/BU/Project Tab

Most fields in this section are view-only. The following fields are enterable:

<b>Override Rate</b>	Verify and/or update the override rate (pay rate)
<b>Billable</b>	Update the billable indicator to create a pay-and-bill or pay-only transaction.

---

**Note.** For contractor time, you must access the Update Payable Time page before time is approved or you will not be able to correct or override rates and billable settings on this page.

---

### See Also

Chapter 12, “Processing Payroll,” page 185

## Approving Time

Access the Approve Payable Time page.

The *PeopleSoft 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft 8.8 Time and Labor PeopleBook, “Managing Time”*

## Running the Publish Estimated Payable Time Process

Access the Publish Estimated Payable Time page.

Running this process is optional. The *PeopleSoft 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft 8.8 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.

The *PeopleSoft 8.8 Payroll for North America PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft 8.8 Time and Labor PeopleBook, “Understanding Batch Processing in Time Administration,” Launching the Time Administration Process*

*PeopleSoft 8.8 Time and Labor PeopleBook, “Integrating With Payroll Applications,” Integrating With PeopleSoft Payroll for North America*

## Running the Publish Actual Payable Time Process

Access the Publish Actual Payable Time page.

---

**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 North American Payroll) and the Time and Labor Run Control page (for 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 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

## See Also

Chapter 14, “Processing Billing,” page 211

*PeopleSoft 8.8 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

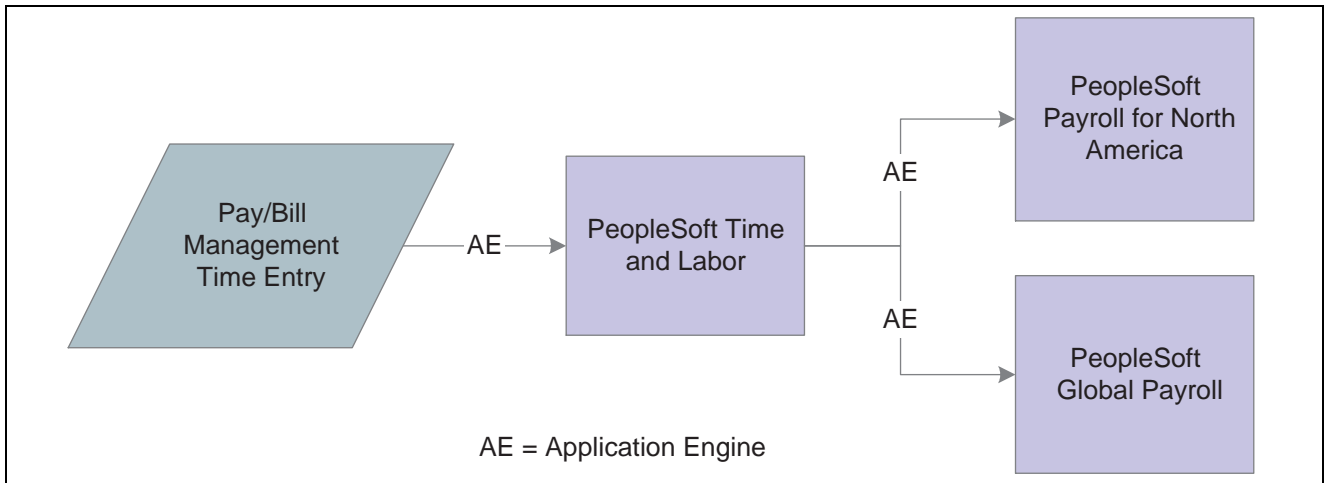
This chapter provides an overview payroll processing and discusses how to:

- Process North American payroll.
- Review North American paychecks.
- Process Global payroll.
- Review Global paychecks.
- Process workers compensation.

---

## Understanding Payroll Processing

PeopleSoft Pay/Bill Management interfaces with PeopleSoft Time and Labor to utilize PeopleSoft Payroll for North America and PeopleSoft Global Payroll.



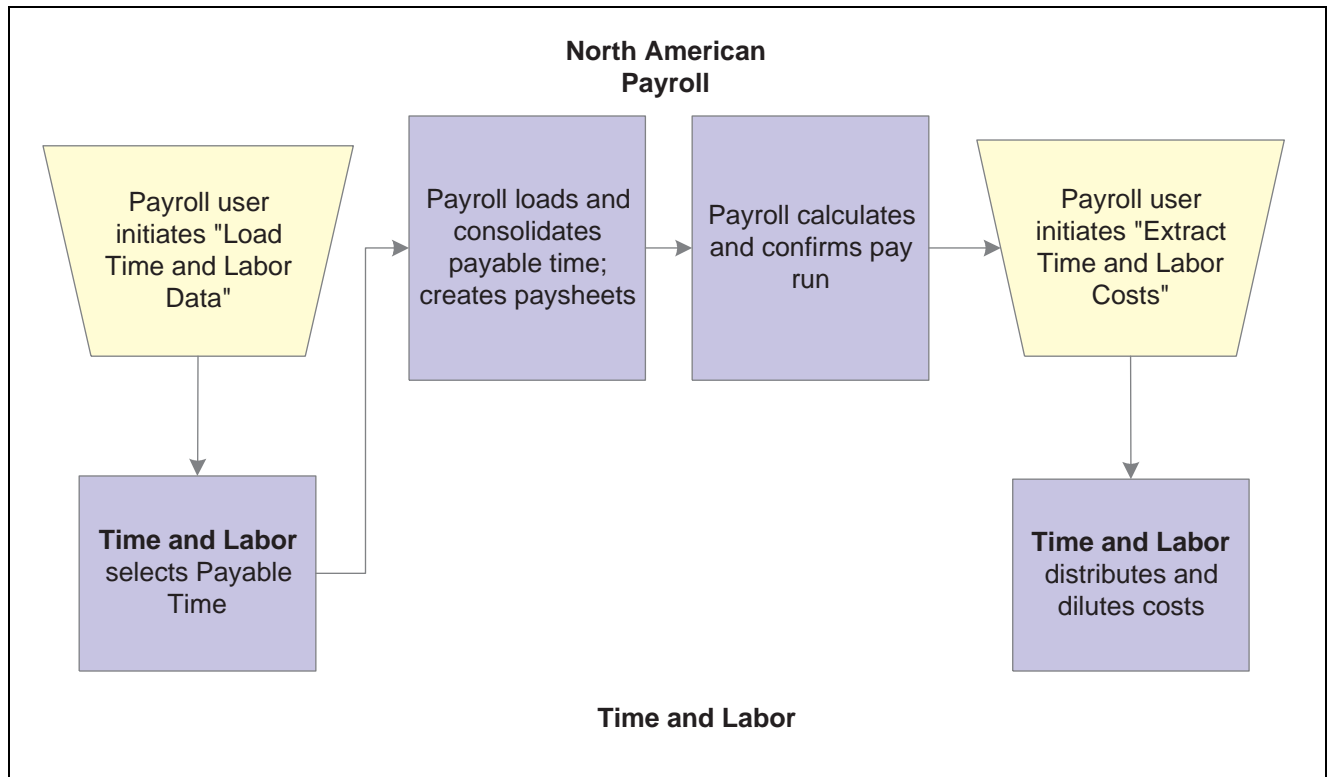
Payroll overview

This section discusses:

- PeopleSoft Payroll for North America.
- PeopleSoft Global Payroll.

## PeopleSoft Payroll for North America

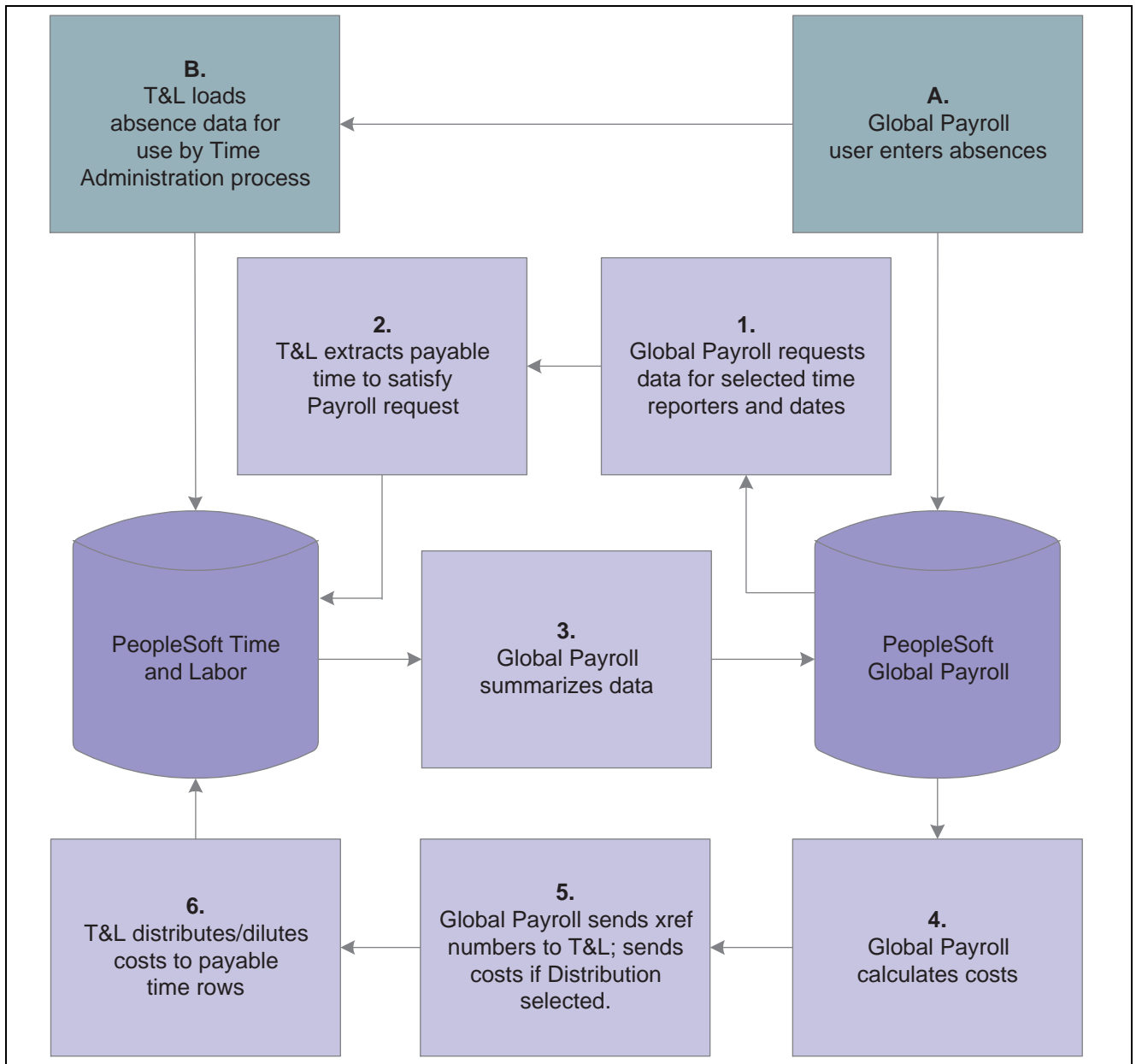
The following graphic shows the relationship between PeopleSoft Payroll for North America and PeopleSoft Time and Labor.



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 North American Payroll

This section provides an overview on processing North American Payroll and discusses how to:

- Run the Time Administration process.
- Update payable time.
- 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 for North American Payroll

To run the payroll process for North American Payroll:

1. Run the PeopleSoft Time and Labor Time Administration Application Engine process (TL\_TIMEADMIN) to generate payable time.
2. Update payable time.

Prior to sending transactions to PeopleSoft Payroll for North America, access the Update Payable Time page to ensure that the system is populating the Pay/Bill Management time transactions with the correct rates. You can use this page to override the pay rates for transactions that have incorrect pay rates and change the setting on the billable indicator to send (or withhold) the time reporter's payable time to billing.

3. 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.

4. Run the Load T&L to Payroll (load time and labor to payroll) Application Engine process.

The Load T&L to Payroll Application Engine process loads payable time from PeopleSoft Time and Labor into PeopleSoft Payroll for North America paysheets.

5. Run the Pay Calculation process (PSPPYRUN).

The Pay Calculation process checks all earnings for a pay calendar (or group of pay calendars) and produces checks.

6. Run the Pay Confirmation process (PSPCNFRM).

The Pay Confirmation process completes the preparation of the check distribution information, assigns check numbers, updates the balance tables, and writes the results back to the database.

7. 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

Chapter 11, "Entering and Processing Time for Employees and Contractors," Updating Payable Time, page 181

*PeopleSoft 8.8 Payroll for North America PeopleBook, "Appendix A: Configuring Batch Processes"*

*PeopleSoft 8.8 Time and Labor PeopleBook, "Understanding Batch Processing in Time Administration"*

*PeopleSoft 8.8 Time and Labor PeopleBook, "Integrating With PeopleSoft Financials and Enterprise Performance Management," Publishing Estimated and Actual Cost Data to PeopleSoft Projects"*

*PeopleSoft 8.8 Time and Labor PeopleBook, "Integrating With Payroll Applications," Integrating With PeopleSoft Payroll for North America"*

## Pages Used to Process North American Payroll

Page Name	Object Name	Navigation	Usage
Process Time Admin (Process 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.
Payable Time Detail	FO_TL_PAYABLE_TIME	HCM database Time and Labor, Report Time, Update Payable Time	Update the pay rate (override rate) for transactions with incorrect pay rates.  Also, change the billing indicator setting to send (or withhold) payable time to billing.
Publish Estimated Payable Time	TL_RUN_PUB_TIME	HCM database Time and Labor, Process Time, 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	North American Payroll, Payroll Processing, Create Paysheets, Load Time and Labor  North American Payroll, Payroll Processing (USF), Create Paysheets, Load Time and Labor Info  North American Payroll, Payroll Processing (CAN), Create Paysheets, Load Time and Labor	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	North American Payroll, Payroll Processing, Run Payroll, Calculate Pay  North American Payroll, Payroll Processing CAN, Run Payroll, Calculate Pay  North American Payroll, Payroll Processing USF, Run Payroll, Calculate Pay	Specify parameters and run the Pay Calculation process (PSPPYRUN).  You can run Pay Calculation repeatedly.

Page Name	Object Name	Navigation	Usage
Pay Confirmation	RUNCTL_PAY_CONF	North American Payroll, Payroll Processing, Run Payroll, Confirm Pay  North American Payroll, Payroll Processing CAN, Run Payroll, Confirm Pay  North American Payroll, Payroll Processing USF, Run Payroll, Confirm Pay	Define the parameters and run the Pay Confirmation process (PSPCNFRM).  Run the process after your final pay calculation when you have corrected all errors.
Extract Time and Labor Costs	RUNCTL_PAYINIT2	HCM database  North American Payroll, Payroll Distribution, Additional Integrations, Extract Time/Labor Costs	Extract Time and Labor Costs from Payroll for North America to Time and Labor.  <b>Note.</b> You must have already loaded Time and Labor data and finalized the payroll calculation before you can extract the costs.

## Running the Time Administration Process

Access the Process Time Admin page.

The *PeopleSoft 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft 8.8 Time and Labor PeopleBook*, “Understanding Batch Processing in Time Administration”

## Updating Payable Time

Access the Payable Time Detail page.

---

**Note.** For contractor time, you must access the Update Payable Time page before time is approved or you will not be able to correct or override rates and billable settings on this page.

---

The fields and use of this page are discussed in the Entering Time for Employees and Contractors chapter.

### See Also

Chapter 11, “Entering and Processing Time for Employees and Contractors,” Updating Payable Time, page 181

## Running the Publish Estimated Payable Time Process

Access the Publish Estimated Payable Time page.

Running this process is optional. The *PeopleSoft 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 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.

The *PeopleSoft 8.8 Payroll for North America PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 Time and Labor PeopleBook, “Understanding Batch Processing in Time Administration”*

*PeopleSoft 8.8 Time and Labor PeopleBook, “Integrating With Payroll Applications,” Integrating With PeopleSoft Payroll for North America*

**Running the Pay Calculation Process**

Access the Pay Calculation page.

The *PeopleSoft 8.8 Payroll for North America PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 Payroll for North America PeopleBook, “Appendix A: Configuring Batch Processes,” High-Level Processes, Payroll Processes*

**Running the Pay Confirmation Process**

Access the Pay Confirmation page.

The *PeopleSoft 8.8 Payroll for North America PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 Payroll for North America PeopleBook, “Appendix A: Configuring Batch Processes,” High-Level Processes, Payroll Processes*

**Running the Extract Time and Labor Costs Process**

Access the Extract Time and Labor Costs page.

The *PeopleSoft 8.8 Payroll for North America PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 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	Object Name	Navigation	Usage
Paysheet - Paysheet	PAY_SHEET_ADD_S	North American Payroll, Payroll Processing, Update Paysheets, By Paysheet  North American Payroll, Payroll Processing CAN, Update Paysheets, By Paysheet  North American Payroll, 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.

The *PeopleSoft 8.8 Payroll for North America PeopleBook* describes the fields and use of this page.

#### See Also

*PeopleSoft 8.8 Payroll for North America PeopleBook*, “Working With Paysheets,”

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## Processing Global Payroll

This section provides an overview on processing Global Payroll and discusses how to:

- Run the Time Administration process.
- Update payable time.
- Run the Publish Estimated Payable Time process.
- Run the Payroll/Absence process.
- View payee messages.
- Run the Time and Labor process.

### Understanding 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 PeopleSoft Time and Labor Time Administration Application Engine process (TL\_TIMEADMIN) to generate payable time.
2. Update payable time.

Prior to sending transactions to PeopleSoft Global Payroll, access the Update Payable Time page to ensure that the system is populating the Pay/Bill Management time transaction with the correct rates. Use this page to override the pay rates for transactions that have incorrect pay rates and change the setting on the billable indicator to send (or withhold) the time reporter's payable time to billing.

3. 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.

4. 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.

5. 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.

6. Run the Time and Labor Run Control to update the status of payable time entries in PeopleSoft Time and Labor.

## See Also

*PeopleSoft 8.8 Global Payroll PeopleBook, "Payroll Processing"*

## Pages Used to Process Global Payroll

Page Name	Object Name	Navigation	Usage
Process Time Admin (Process 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.
Payable Time Detail	FO_TL_PAYABLE_TIME	HCM database Time and Labor, Report Time, Update Payable Time	Update the pay rate (override rate) for transactions with incorrect pay rates.  Also, change the billing indicator setting to send (or withhold) payable time to billing.
Publish Estimated Payable Time	TL_RUN_PUB_TIME	HCM database Time and Labor, Process Time, 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.
Payroll/Absence Run Control	GP_RUNCTL	HCM database Global Payroll, 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	Global Payroll, 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.
Time and Labor Run Control	GP_TL_PREPARE	HCM database Global Payroll, 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.

The *PeopleSoft 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 Time and Labor PeopleBook, “Understanding Batch Processing in Time Administration”*

## Updating Payable Time

Access the Payable Time Detail page.

---

**Note.** For contractor time, you must access the Payable Time Detail page before time is approved or you will not be able to correct or override rates and billable settings on this page.

---

The fields and use of this page are discussed in the Entering Time for Employees and Contractors chapter.

**See Also**

Chapter 11, “Entering and Processing Time for Employees and Contractors,” Updating Payable Time, page 181

## Running the Publish Estimated Payable Time Process

Access the Publish Estimated Payable Time page.

Running this process is optional. The *PeopleSoft 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 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.

The *PeopleSoft 8.8 Global Payroll PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 Global Payroll PeopleBook, “Payroll Processing”*

## Viewing Payee Messages

Access the Payee Message page.

The *PeopleSoft 8.8 Global Payroll PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 Global Payroll PeopleBook, “Payroll Processing,” Viewing Payee Messages*

## Running the Time and Labor Process

Access the Time and Labor Run Control page.

The *PeopleSoft 8.8 Global Payroll PeopleBook* describes the fields and use of this page.

**See Also**

*PeopleSoft 8.8 Global Payroll PeopleBook, “Working With Interfaces,” Updating the Payable Status of Payable Time Entries*

---

## Reviewing Global Paychecks

This section discusses how to review global paychecks.

**See Also**

*PeopleSoft 8.8 Global Payroll PeopleBook, “Payroll Processing”*

## Pages Used to Review Global Paychecks

Page Name	Object Name	Navigation	Usage
Results by Calendar - Calendar Results	GP_RSLT_CAL_SEG	HCM database Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results	View segmentation information for a payee. Page includes links to other pages that display positive input, absence, and retroactive results.
Results by Calendar - Earnings and Deductions	GP_RSLT_CAL_ED	HCM database Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Earnings and Deductions	View information about earnings and deductions for a payee.
Results by Calendar - Accumulators	GP_RSLT_CAL_ACUM	HCM database Global Payroll, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Accumulators	View accumulator amounts.
Results by Calendar - Supporting Elements	GP_RSLT_CAL_PIN	HCM database Global Payroll, 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.

Calendar Results		Earnings and Deductions		Accumulators		Supporting Elements		
<b>ID:</b>	K0G001	<b>Name:</b>	Jones,Rebekah	<b>Employee</b>		<b>Empl Rcd#:</b>	0	
<b>Calendar ID:</b>	K0CA 1999/10 ABS	<b>Pay Group:</b>	K0PGA					
<b>Segment Information by Calendar Group</b> <span>Customize   Find   View All   First 1 of 1 Last</span>								
	Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	*Segment Number	Version Number	Revision Number	Segment Detail
1	K0CRUSA 199910	10/01/1999	10/31/19	Calc	1	1	1	<a href="#">Segment Detail</a>
<b>Additional Result Pages</b>								
<a href="#">Positive Input - Absence</a>			<a href="#">Positive Input - Payroll</a>			<a href="#">Generated Positive Input</a>		
<a href="#">Absence Data</a>			<a href="#">Retro Calculation Deltas</a>					

Results by Calendar - Calendar Results page

The fields on this page and the other pages in this component are described in the PeopleSoft Global Payroll PeopleBook.

### See Also

*PeopleSoft 8.8 Global Payroll PeopleBook, "Payroll Processing," Viewing Results by Calendar*

## 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 a batch publish. 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 WC Premium table. Review and rerun this process if necessary.

3. Run the Workers Compensation to GL Interface process.

This SQR process writes data to the HR accounting line. 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.

---

**Note.** After you run your workers compensation processes, you must run the General Ledger process to publish your payroll data to PeopleSoft General Ledger.

---

## See Also

Chapter 6, “Configuring Your PeopleSoft Pay/Bill Management System,” Setting Up Workers’ Compensation, page 69

*PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Journal Generator”*

*PeopleSoft 8.8 Payroll for North America PeopleBook, “Administering the Interface with PeopleSoft General Ledger,” Transferring PeopleSoft Payroll for North America Information to General Ledger*

## Pages Used for Processing Workers Compensation

Page Name	Object 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 Publish Rules - Batch Programs	EO_MSGBATPGM	HCM database Enterprise Components, Integration Definitions, Batch Publish Rules, Batch Programs	Insert a row for the Workers Compensation to GL process on the Batch Programs tab.
Workers Comp Premium (workers compensation premium).	RUNCTL_FOWC0004	HCM database North American Payroll, 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.
Workers Comp Accounting (workers compensation accounting)	RUNCTL_FOWC0009	HCM database North American Payroll, 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.

Batch Publish Rules | Record Mapping | **Batch Programs**

**Message Name:** PAYROLL\_ACCTG\_TRANSACTION

**Description:** Payroll Accounting Transaction

**Publish Rule Definition** Find | View All First 1 of 1 Last

\*Publish Rule ID: PAYROLL\_ACCTG\_TRANSACTION + -

\*Description: PAYROLL\_ACCTG\_TRANSACTION

**Batch Programs** Find | View All First 1-3 of 3 Last

Process Name:	Description:	
PAYGL01	Payroll GL Interface - Non CA	+ -
PAYGL02	Actuals GL Interface - (CA)	+ -
PAYGL03	Encumb GL Interface - (CA)	+ -

Batch Publish Rules - Batch Programs page

## 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 Enterprise Integration PeopleBook.

## See Also

*PeopleSoft Enterprise Integration PeopleBook, "Introducing the Full/Batch Utility,"  
Assigning Batch Publish Rules*

## Running the Workers Compensation Premium Calculation Process

Access the Workers Comp Premium page.

Workers Comp Premium	
Run Control ID: 083103	<a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/>
<b>Report Request Parameter(s)</b>	
<b>Pay Period End Date:</b> 08/29/2003 <input type="button" value="31"/>	

Workers Comp Premium page

**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.

Workers Comp Accounting	
Run Control ID: AUG03_RUN	<a href="#">Report Manager</a> <a href="#">Process Monitor</a> <input type="button" value="Run"/>
<b>Report Request Parameter(s)</b>	
<b>As Of Date:</b> 08/29/2003 <input type="button" value="31"/>	

Workers Comp Accounting page

**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.

Batch Publish

Run Control ID: 082903
[Report Manager](#)
[Process Monitor](#)

Run

Process Request

Find | View All First 1 of 1 Last

\*Request ID: 15

Description: Workers Comp

Process Frequency

☐ Once
☐ Always
☒ Don't Run

Parameters

\*Process Name: FOWC0009

Batch Publish page

## Parameters

**Process Name** Enter *FOWC0009* for the process name.

The fields and use of this page are discussed in the PeopleSoft Enterprise Integration PeopleBook.

## See Also

*PeopleSoft Enterprise 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 agreements.
- Enter vendor invoices.
- Process vouchers.

---

## Understanding Staffing Vendors

Staffing vendors supply contractors that may be used to fill a customer staffing agreement. Contractors are stored in the human resources database as non-employees. You can enter time for contractors or 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 PeopleSoft Time and Labor.
- 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 PeopleSoft Payables processes.

### See Also

[Chapter 8, “Adding Employees and Contractors,” page 101](#)

[Chapter 11, “Entering and Processing Time for Employees and Contractors,” page 163](#)

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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

Page Name	Object Name	Navigation	Usage
Identify Eligible Vendors	FO_AVE_VNDR_SETUP	Staffing, Vendors and Contractors, Identify Eligible Vendors	<p>Indicate which accounts payable (AP) vendors are staffing vendors who supply you with contractors to associate with agreement items.</p> <p>Use this list to select which vendor to reimburse when entering contractor time and generating vouchers.</p>

## Identifying Eligible Staffing Vendors

Access the Identify Eligible Vendors page.

### Identify Eligible Vendors

SetID: SHARE

Eligible Vendors				Customize   Find   View All		First	1-4 of 4	Last
*Vendor ID	Name	*Default Location	Description					
USA0000001	Bay Area Electric	1	Corporate					
USA0000002	East Bay Travel	1	Main					
USA0000004	Star Rental Group	1	Corporate					
USA0000005	Eagle Insurance Group	1	Main					

Identify Eligible Vendors page

<b>Vendor ID</b>	Unique identifier for a vendor.
<b>Name</b>	Name associated with your selected vendor ID.
<b>Default Location</b>	Default vendor location that appears on agreement items. The vendor location controls much of the default voucher processing.
<b>Description</b>	Description of associated default location.

## Viewing Contractor Rates and Agreements

This section discusses how to view contractor rates and their associated agreements for a specific vendor.

## Page Used to View Contractor Rates and Agreements

Page Name	Object Name	Navigation	Usage
View Agreement Rates	FO_ACTV_RATE_LST	Staffing, Staffing Agreements, View Agreement Rates	View contractor default rates and agreements for a specific vendor.  Useful when entering invoices to verify that the amount that you are billed from the vendor matches the rates originally agreed upon on the agreement item.

## Viewing Agreement Rates

Access the View Agreement Rates page.

### View Agreement Rates

Enter a SetID and select a Vendor or Customer to view Agreement Rates. Click on Agreement Information to see details of a specific Agreement.

**Search Criteria**

SetID: 
Vendor ID: 
Customer ID:  SkillsVillage
Personnel Status: 
Status:

**Agreement Information**

Customize | Find | View All | First 1-2 of 2 Last

Name	Description	Job	Start Date	End Date	Pay Rate	Bill Rate	Currency Code
Ruby,Jack Hourly	SKILLS ASSESSOR	Accountant	10/24/2003	12/31/2003	74.64	95.000000	USD
Melon,Mark	SKILLS ASSESSOR	Accountant	10/24/2003	10/24/2003		95.000000	USD

View Agreement Rates page

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

### See Also

[Chapter 9, “Creating Staffing Agreements,” page 117](#)

## Entering Vendor Invoices

When a vendor sends you a bill, you can enter it directly into PeopleSoft Payables and generate a voucher.

This section discusses how to:

1. Enter invoice information.
2. Enter payment information.

## Pages Used to Enter Vendor Invoices

Page Name	Object Name	Navigation	Usage
Quick Invoice Entry	VCHR_HEADER_QV	Accounts Payables, Vouchers, Add/Update, Quick Invoice Entry	Enter required and optional invoice header, line, and distribution information.
Quick Invoice - Payment Details	VCHR_PYMNT_QV_SEC	Accounts Payables, Vouchers, Add/Update, Quick Invoice Entry, Payments	Enter any specific payment information.

## Entering Invoice Information

Access the Quick Invoice Entry - Header page.

The *PeopleSoft Payables 8.8 PeopleBook* discusses the fields and use of this page.

### See Also

*PeopleSoft Payables 8.8 PeopleBook*, “Entering and Updating Quick Invoices”

## Entering Payment Information

Access the Quick Invoice Entry - Payment page

The *PeopleSoft Payables 8.8 PeopleBook* discusses the fields and use of this page.

### See Also

*PeopleSoft Payables 8.8 PeopleBook*, “Entering and Updating Quick Invoices”

---

## Processing Vouchers

This section discusses how to:

- Create vouchers for contracts.
- Build vouchers in PeopleSoft Payables.
- Post vouchers in PeopleSoft Payables.
- Use the AP to Projects Application Engine.

## Pages Used to Process Vouchers

Page Name	Object Name	Navigation	Usage
Create Voucher for Contractor	RUN_FO_TO_AP	Staffing, Vendors and Contractors, Create Voucher for Contractor	Submit payable time for contractors to PeopleSoft Payables to create vouchers. This process moves time entries for contractors from the PROJ_RESOURCE table to the VOUCHER staging table.
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.

### Create Voucher for Contractor

Run Control ID: OCT2003 [Report Manager](#) [Process Monitor](#)

**Run Control ID**

\*PC Business Unit:

Accounting Date From:  Accounting Date To:

Vendor ID Options:

SetID:

Vendor ID:

Create Voucher for Contractor page

- PC Business Unit** Select a PeopleSoft Project Costing business unit.
- Accounting Date From** Specify the start date for the contractor time to be included in the voucher.
- Accounting Date To** 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.

---

**See Also**

Chapter 3, “Understanding PeopleSoft Pay/Bill Management,” Integration with PeopleSoft Payables, page 16

**Building Vouchers in PeopleSoft Payables**

Access the Voucher Build page.

Voucher Build page

The *PeopleSoft Payables 8.8 PeopleBook* describes the fields and use of this page.

**Voucher Batch Interfaces**

Select *Pay/Bill Management* to build vouchers for Pay/Bill Management contractors.

**See Also**

*PeopleSoft Payables 8.8 PeopleBook*, “Running Voucher and Payment Posting”

## Posting Vouchers in PeopleSoft Payables

Access the Voucher Posting Request page.

The *PeopleSoft Payables 8.8 PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Payables 8.8 PeopleBook*, “Running Voucher and Payment Posting”

## Using the AP to Projects Application Engine

Access the Payables page.

The *PeopleSoft Project Costing 8.8 PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Project Costing 8.8 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.

---

### Understanding Billing Processing

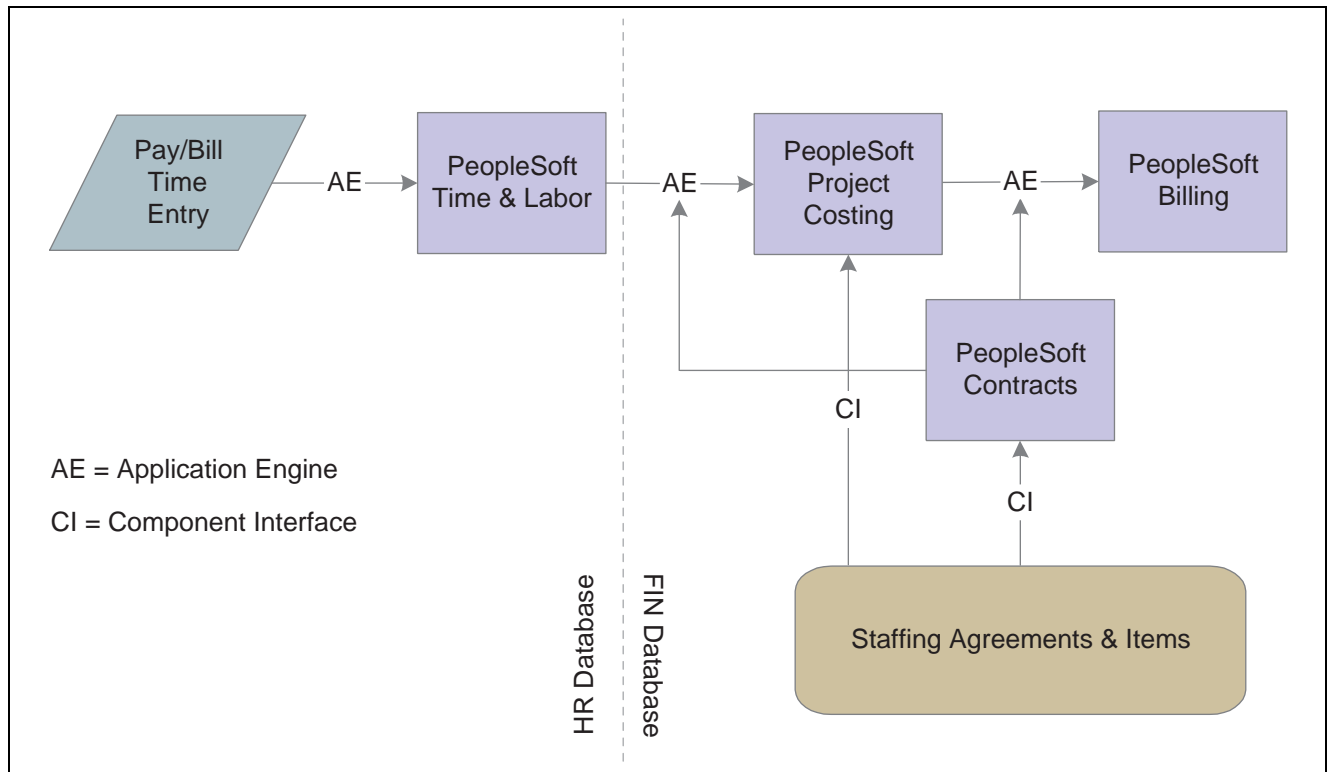
This section discusses:

- General Billing Processing
- Streamlined Billing

#### General 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 agreements and agreement items, the PeopleSoft Pay/Bill Management system creates contracts, contract lines, projects, activities, and so forth in PeopleSoft Project Costing and PeopleSoft Contracts. This enables you to utilize the existing relationships between PeopleSoft Billing, Project Costing, and Contracts.



Overview of integrations for processing billing

To process billing:

1. Enter time through the interface between PeopleSoft Pay/Bill Management and PeopleSoft Time and Labor.
2. Run the Publish Actual Payable Time Application Engine process (TL\_PY\_PUB\_TM).

The Publish Actual Payable Time process sends data for the actual hours from PeopleSoft Time and Labor to 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 (PROJ\_RESOURCE table) as either actuals or estimates through an application message (Time and Labor to Projects). Then, the PC\_TL\_TO\_PC Application Engine calls the Pricing Engine.

4. Run the Pricing Engine (PC\_PRICING).

The Pricing Application Engine 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 templates to determine what billing rows are created.

5. Run the Contracts/Billing Interface Application Engine process (CA\_BI\_INTFC).

The Contracts/Billing Interface process in PeopleSoft Contracts sends Contracts- and Projects-related billing activity to PeopleSoft Billing. This process calls the FO\_CSF\_BILL process, 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 agreement. 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).

The Billing Interface 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 the Finalization 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).

The Billing Adjustments to Projects process moves data from PeopleSoft Billing to PeopleSoft Project Costing. This billing adjustment data populates the PROJ\_RESOURCE table.

## See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Pricing Project Costs,” Understanding the Pricing Engine

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft Time and Labor”

*PeopleSoft Contracts 8.8 PeopleBook*, “Processing PeopleSoft Contracts Billing”

*PeopleSoft Billing 8.8 PeopleBook*, “Understanding the Billing Interface Structure”

*PeopleSoft Billing 8.8 PeopleBook*, “Generating Invoices,” Understanding the Pre-process and Finalization Process (BIIVC000)

*PeopleSoft Billing 8.8 PeopleBook*, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Running the PeopleSoft Billing to Projects/Contracts Interface Process

Chapter 10, “Working with Purchase Order Tracking,” page 145

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft Contracts and PeopleSoft Billing,” Bringing Billing Changes to Project Costing

*PeopleSoft 8.8 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 utilize 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 5–9 (see previous section) execute sequentially with no manual intervention.

---

**Note.** *Important Setup Parameters:* For streamline billing to process 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 on streamlined billing, refer to your *PeopleSoft Contracts 8.8 PeopleBook*.

## See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Processing PeopleSoft Contracts Billing,” Streamlined Billing

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## Processing Billing

This section discusses how to:

- Run the Publish Actual Payable Time process.
- Run the PC\_TL\_TO\_PC 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

Page Name	Object Name	Navigation	Usage
Publish Actual Payable Time	TL_RUN_PUB_ACTUALS	HCM database Time and Labor, Process Time, Estimated Payable Time	Run the Publish Actual Payable Time process to send actual hours from PeopleSoft Time and Labor to 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 PeopleSoft Time and Labor into PeopleSoft Project Costing.
Process Billing - As Incurred	RUN_CA_BI	<ul style="list-style-type: none"> <li>• Customer Contracts, Schedule and Process Billing, Process As Incurred Billing</li> <li>• Click the Contracts/Projects to Billing link on the Pay/Bill Processes Home page.</li> </ul>	Run the Contracts/Billing Interface process to load billing information from PeopleSoft Contracts and PeopleSoft Project Costing into PeopleSoft Billing.

Page Name	Object Name	Navigation	Usage
Billing Interface	RUN_BI_INTFC	<ul style="list-style-type: none"> <li>Billing, Interface Transactions, Process Billing Interface, Billing Interface</li> <li>Click the Billing Interface link on the Pay/Bill Processes Home 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, Finalize and Print</li> <li>Click the Finalize and Print Bill 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>Click the Billing to Projects/Contracts link on the Pay/Bill Processes Home page.</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>Click the Billing Adjustments to Project link on the Pay/Bill Processes Home page.</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.

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 8.8 Time and Labor PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft 8.8 Time and Labor PeopleBook*, “Integrating With PeopleSoft Financials and Enterprise Performance Management,” *Publishing Estimated and Actual Cost Data to PeopleSoft Projects*

## Running the PC\_TL\_TO\_PC Process

Access the Time and Labor page.

**Time and Labor**

User ID: FOALL      Run Control ID: 083103      Process Monitor      Run

Program Name: PC\_TL\_TO\_PC      Process Frequency: Always

**Application Options**

Processing Option: Request Estimates

Time and Labor page

The *PeopleSoft Project Costing 8.8 PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with PeopleSoft Time and Labor,” *Entering Time and Calculating Labor Costs*

## Running the Contracts/Billing Interface Application Engine Process (CA\_BI\_INTFC)

Access the Process Billing As Incurred page.

The *PeopleSoft Contracts 8.8 PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Contracts 8.8 PeopleBook*, “Processing PeopleSoft Contracts Billing”

## Running the Billing Interface Process (BIIF0001)

Access the Billing Interface page.



The screenshot shows the 'Billing Interface' page. At the top, there is a tab labeled 'Billing Interface'. Below the tab, the 'Run Control ID' is set to '083103'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these, there are two input fields: 'From Interface ID' and 'To Interface ID', both containing the value '10099'. Each input field has a magnifying glass icon to its right.

Billing Interface page

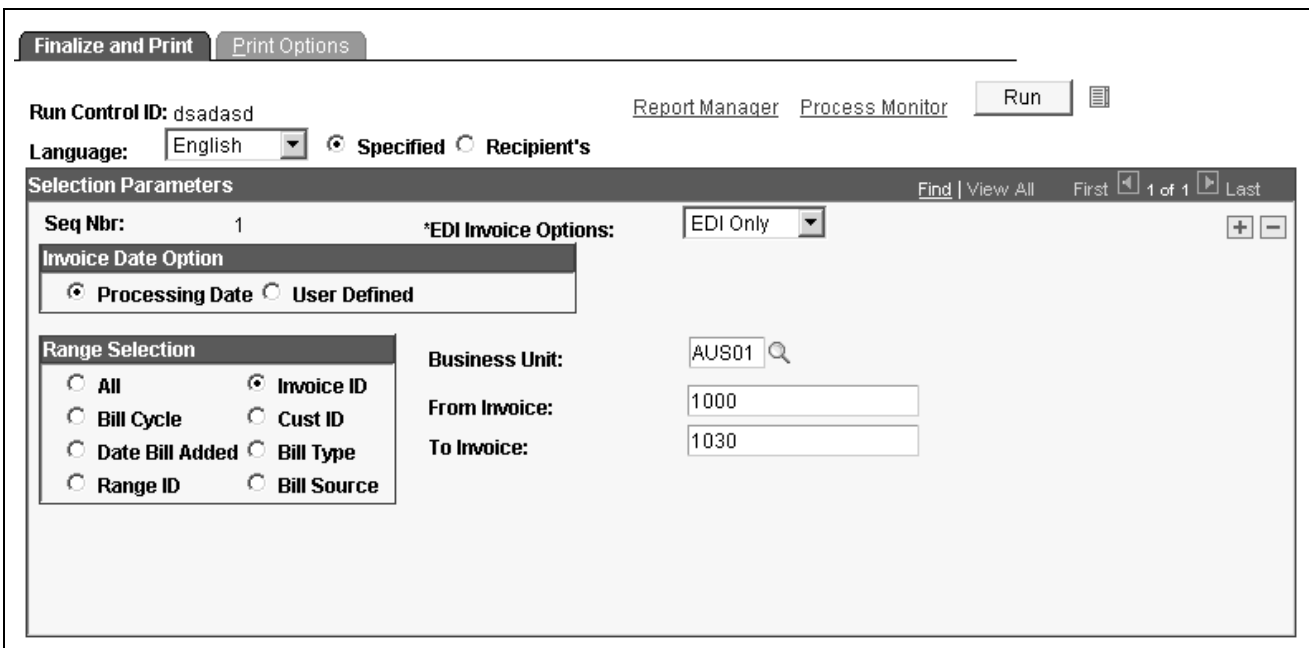
The *PeopleSoft Billing 8.8 PeopleBook* describes the fields and use of this page.

## See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Processing Billing Interface Activity”

## Running the Finalization Process (BIIVC000)

Access the Finalize and Print page.



The screenshot shows the 'Finalize and Print' page. At the top, there are two tabs: 'Finalize and Print' (active) and 'Print Options'. Below the tabs, the 'Run Control ID' is set to 'dsadasd'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these, there is a 'Language' dropdown set to 'English' and radio buttons for 'Specified' (selected) and 'Recipient's'. A 'Selection Parameters' section follows, containing a 'Seq Nbr' field with value '1', an '\*EDI Invoice Options' dropdown set to 'EDI Only', and an 'Invoice Date Option' section with radio buttons for 'Processing Date' (selected) and 'User Defined'. Below this is a 'Range Selection' section with two columns of radio buttons: 'All', 'Bill Cycle', 'Date Bill Added', 'Range ID' in the first column, and 'Invoice ID', 'Cust ID', 'Bill Type', 'Bill Source' in the second column. To the right of the 'Range Selection' section are 'Business Unit' (AUS01), 'From Invoice' (1000), and 'To Invoice' (1030) fields, each with a magnifying glass icon.

Finalize and Print page

The *PeopleSoft Billing 8.8 PeopleBook* describes the fields and use of this page.

## See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Generating Invoices”

## Running the Billing to Projects/Contracts Interface Process (BIPCC000)

Access the Run BI PC/CA Intrfc. page.

The *PeopleSoft Billing 8.8 PeopleBook* describes the fields and use of this page.

### See Also

[Chapter 10, “Working with Purchase Order Tracking,” page 145](#)

*PeopleSoft Billing 8.8 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.

**Retrieve Billing Items**

User ID: FOPBALL      Run Control ID: 110103BPA      Process Monitor      Run

Program Name: PC\_BI\_TO\_PC      Process Frequency: Always

**Run Control Options**      Find | View All      First 1 of 1 Last

\*Option: Business Unit/Project/Activity      Request Number: 1      Transaction Detail

Business Unit: US001      \*Date Option: All

Project: 0000000124

Activity: 0000000000000001

Retrieve Billing Items page

The *PeopleSoft Project Costing 8.8 PeopleBook* describes the fields and use of this page.

### See Also

*PeopleSoft Project Costing 8.8 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

Page Name	Object Name	Navigation	Usage
Bill Summary Info (bill summary information)	BI_SUMMARY_INQ	Billing, Review Billing Information, Summary, Bill Summary Info	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 GL level, AR level, and AR 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.

Bill Summary Info		Bill Summary Info 2	
<b>Unit:</b>	US001	<b>Invoice:</b>	RE-00006612
		<b>Invoice Date:</b>	08/07/2000
<b>Gross Extended Amount:</b>	523,333.00	<b>Customer:</b>	1004 Advanced Consulting
<b>Total Discounts:</b>	-25,000.00	<b>Invoice Type:</b>	Rebill
<b>Total Surcharges:</b>	1,971.64	<b>Bill Type:</b>	RE Real Estate and Leasing
<b>Net Extended Amount:</b>	500,304.64	<b>Bill Source:</b>	
<b>Total VAT Amount:</b>	0.00	<b>Bill Status:</b>	INV
<b>Total Taxes:</b>	39,187.50	<b>Template:</b>	No
<b>Total Invoice Amount:</b>	539,492.14	<b>Consol Hdr:</b>	No
<b>Forward Bal:</b>	0.00	<b>Bill By ID:</b>	
<b>Paid Amount:</b>	0.00	<b>Due Date:</b>	09/06/2000
<b>Total Due:</b>	539,492.14 USD	<b>Date Bill Added:</b>	08/07/2000 2:36PM
Go to: <a href="#">Header Info 1</a> <a href="#">Address</a> <a href="#">Copy Address</a> <a href="#">Notes</a> <a href="#">Bill Search</a> <a href="#">Line Search</a>			

Bill Summary Info page

The *PeopleSoft Billing 8.8 PeopleBook* describes the function and detail of this page.

## See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Entering Bills Online,” Reviewing Bill Summary Information

## Reviewing Options and Processes Applied to Bills

Access the Bill Summary Info 2 page.

<a href="#">Bill Summary Info</a>	<b>Bill Summary Info 2</b>
<b>Unit:</b>	US001
<b>Invoice:</b>	RE-00006612
<b>GL Level:</b>	BI Creates GL Acct Entries
<b>AR Level:</b>	Header is AR Open Item
<b>AR Option:</b>	Use Header for Distribution
<b>Pre-Load Status:</b>	Pending
<input type="checkbox"/> VAT Defaults Applied	<input type="checkbox"/> GL Entries Created
<input checked="" type="checkbox"/> Invoice Printed	<input type="checkbox"/> AR Pending Item Created
<input type="checkbox"/> EDI Sent	
<input checked="" type="checkbox"/> Currency Converted	
Go to: <a href="#">Header Info 1</a> <a href="#">Address</a> <a href="#">Copy Address</a> <a href="#">Notes</a> <a href="#">Bill Search</a> <a href="#">Line Search</a>	

Bill Summary Info 2 page

The *PeopleSoft Billing 8.8 PeopleBook* describes the function and detail of this page.

## See Also

*PeopleSoft Billing 8.8 PeopleBook*, “Entering Bills Online,” Reviewing Bill Summary Information

## 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.

---

## Understanding Paying Salary and Exception Hourly Employees With PeopleSoft Payroll for North America

This section contains special notes regarding 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:

- Hire an employee and set up salary compensation.

Define the compensation rate for the employee at the time of hire. You set up the salary amount on employee record 0. 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.

- Assign an employee.

When you assign an employee to an agreement item, the system creates a new record number for the employee. However, since the employee is salaried, the employee's compensation is paid from employee record 0. You enter bill rates, but no pay rates, on the agreement items.

---

**Note.** Salary is always paid from employee record 0. However, you must enter bill rates on each agreement item. When you enter time for the salaried person, you are entering time for each project and activity, and its related employee record 1, 2, 3, and so forth. This allows the data to be passed back to PeopleSoft Project Costing and PeopleSoft Billing correctly.

---

- Enter time to a TRC.

You enter time to a TRC that is not mapped to an earnings code for employee record 1, 2, 3, and so forth in order to prevent time data from going to PeopleSoft Payroll for North America or PeopleSoft Global Payroll. If time data goes to payroll, 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 Agreement Item - 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, it defaults to *not ok to pay*.

## See Also

Chapter 6, “Configuring Your PeopleSoft Pay/Bill Management System,” Setting Up Rate Profiles, page 57

Chapter 9, “Creating Staffing Agreements,” Defining Agreement Items, page 129

Chapter 11, “Entering and Processing Time for Employees and Contractors,” page 163

## Exception Hourly Employees

Exception hourly employees are treated similarly to hourly employees. When they are assigned, you enter both pay and bill rates for these employees. The agreement item creates an additional employee record in HRMS with a default pay rate on it. When you enter time for the employee, the override rate is the pay rate defined on the agreement item. If the employee is also paid a salary on employee record 0, this is paid in payroll. This salary, however, is not sent back to PeopleSoft Project Costing, so costs in the PROJ\_RESOURCE table may be different by the amount of the salary.

Depending on whether the exception hourly employees are paid a salary on employee record 0 and an hourly amount for hours worked, you should give consideration to the pay groups selected on the hire and assignment. Determine whether or not confirmation in payroll should be required. Similarly, consideration should be given as to whether the TRC you record the employee’s time in should map to a payroll earnings code.

# 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 are listed for temporary orders on the Agreement Item page.

 (Green = acceptable)	Acceptable margin achieved. The calculated margin is above the cautionary margin established for the specified jobcode. 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 jobcode. 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 jobcode, a red box appears next to this field.

---

**Note.** Margin and markup functionality is only applicable to temporary orders and agreements.

---

#### See Also

[Chapter 6, “Configuring Your PeopleSoft Pay/Bill Management System,” Setting Up Job Code Margin Indicators, page 68](#)

[Chapter 9, “Creating Staffing Agreements,” Defining Agreement Items, page 129](#)

## How Margin and Markup are Calculated

When a bill and pay rate is entered on the agreement item, 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 Agreement Item 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 Agreement Item 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 obtain 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.

$$\text{Fixed cost} = \text{Pay Rate} * (\text{Fixed Cost Margin} / 100)$$

### 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

$$\text{Workers Compensation cost} = \text{Pay Rate} * (\text{Base Rate} / 100) * \text{Modifier}$$

If the workers' compensation rate type = *per hour*, then

$$\text{Workers Compensation cost} = 1 \text{ hour} * (\text{Base Rate})$$

### Determining Cost

You must calculate cost prior to determining the markup or margin.

$$\text{Cost} = \text{Pay Rate} + \text{Fixed Cost} + \text{Workers Compensation Cost}$$

## See Also

Chapter 6, “Configuring Your PeopleSoft Pay/Bill Management System,” Setting Up Workers’ Compensation, page 69

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## Setting Up Margin Indicators

Margin indicators identify at what percentages the system triggers caution and critical warning indicators on the Agreement Item page.

This section discusses how to set up margin indicators.

### Page Used to Establish Margin Indicators

Page Name	Object Name	Navigation	Usage
Jobcode Margin Indicators	FO_JOB_BILL_RT	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Margin Indicator by Jobcode	Set up percentages for the caution and critical margin indicators that appear on the Agreement Item page.

## Entering Margin Indicators

Access the Jobcode Margin Indicators page.

<b>Caution Margin</b>	Enter a margin percentage at which the system triggers a caution warning for an agreement item. This indicates that the margin is below normal levels and changes the order to a <i>Yellow</i> status.
<b>Critical Margin</b>	Enter a margin percentage at which the system triggers a critical warning for an order. This indicates that the margin is at an unacceptable level and changes the order to a <i>Red</i> status.

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## Configuring Margin

The margin calculation requires configuration prior to entering agreements 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 agreement item.

This section discusses how to configure margin.

## Page Used to Configure Margin

Page Name	Object Name	Navigation	Usage
Staffing Branch	BUS_UNIT_TBL_FO	Set Up Financials/Supply Chain, Product Related, Pay/Bill Management, Branch	Configure margin.

## 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%, enter the margin estimator at 12.98.

Some costs that should be used in the calculation of this percentage include: FICA, FUTA, SUTA, 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, Pay/Bill Management, Workers' Compensation.

### See Also

Chapter 6, "Configuring Your PeopleSoft Pay/Bill Management System," Setting Up Branches, page 44

Chapter 6, "Configuring Your PeopleSoft Pay/Bill Management System," Setting Up Workers' Compensation, page 69

Chapter 9, "Creating Staffing Agreements," Defining Agreement Items, page 129

## APPENDIX C

# Paying Salary and Hourly Employees With PeopleSoft Global Payroll

This appendix provides an overview of paying salary and hourly employees.

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## 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).

PeopleSoft Pay/Bill Management uses the employee type attribute on the employee record to determine whether to use the temporary rate template grid or the salaried rate template grid. When an employee's pay system is *PeopleSoft Global Payroll*, HRMS sets the Employee Type field to *NA* (not applicable). So, Pay/Bill Management is not able to determine which grid to use and by default will display the temporary rate template grid. As a result, when you define the rate template for use with PeopleSoft Global Payroll, it must contain the rates and TRCs (time reporting codes) for both global temporary workers and global salaried workers. TRCs for global temporary 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.

### See Also

Appendix A, "Paying Salary and Exception Hourly Employees With PeopleSoft Payroll for North America," page 221

Chapter 6, "Configuring Your PeopleSoft Pay/Bill Management System," Setting Up Rate Profiles, page 57

Chapter 9, "Creating Staffing Agreements," Defining Agreement Items, page 129

Chapter 11, "Entering and Processing Time for Employees and Contractors," page 163

## Salary Employees

For a global salaried employee, at the point of hire you should enter the employee's salary in the Compensation Rate field. When you assign the employee, enter the bill rates for only the global salaried row.

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 off employee record 0.

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**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.

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## Hourly Employees

For a global hourly employee, at the point of hire you should enter a compensation rate of zero. When you assign the employee, enter both pay and bill rates. The TRC used for global hourly rows 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 Reports

This chapter lists all the reports provided with 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 on CD-ROM with your documentation.

### See Also

*PeopleTools 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.

Report ID and Report Name	Description	Navigation	Run Control Page
FOFC001.SQR Forecasting	Displays forecasted revenue, expenses, and gross margin for a specific time period.	Staffing, Pay/Bill Reports, Forecasting	RUN_CNTL_PBM_PAGE
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 North American Payroll, Payroll Processing, Reports, Staffing Check Summary	RUN_CNTL_PAYCHECK
FORA003.RPT Revenue Analysis by Branch	Displays revenue for each branch location.	Staffing, Pay/Bill Reports, Revenue Analysis by Branch	RUN_CNTL_PBM_RAA
FORA004.RPT Revenue Analysis by Agreement	Displays revenue for each customer agreement.	Staffing, Pay/Bill Reports, Revenue Analysis by Agreement	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
FOTS001.RPT Timesheets Due Summary	Displays a detailed list of employees and or contractors submitting time for a given pay period.	Staffing, Pay/Bill Reports, Timesheets Due Summary	RUN_CNTL_TIMESHEET



# Glossary of PeopleSoft Terms

<b>absence entitlement</b>	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
<b>absence take</b>	This element defines the conditions that must be met before a payee is entitled to take paid time off.
<b>accounting class</b>	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
<b>accounting date</b>	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
<b>accounting split</b>	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
<b>accumulator</b>	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
<b>action reason</b>	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
<b>action template</b>	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
<b>activity</b>	<p>In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.</p> <p>In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.</p> <p>In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.</p> <p>In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.</p>

<b>agreement</b>	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
<b>allocation rule</b>	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
<b>alternate account</b>	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
<b>AR specialist</b>	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
<b>arbitration plan</b>	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
<b>assessment rule</b>	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
<b>asset class</b>	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
<b>attribute/value pair</b>	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
<b>authentication server</b>	A server that is set up to verify users of the system.
<b>base time period</b>	In PeopleSoft Business Planning, the lowest level time period in a calendar.
<b>benchmark job</b>	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
<b>book</b>	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
<b>branch</b>	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
<b>budgetary account only</b>	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
<b>budget check</b>	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
<b>budget control</b>	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
<b>budget period</b>	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
<b>business event</b>	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
<b>business unit</b>	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
<b>buyer</b>	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
<b>catalog item</b>	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
<b>catalog map</b>	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
<b>catalog partner</b>	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
<b>categorization</b>	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
<b>channel</b>	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
<b>ChartField</b>	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
<b>ChartField balancing</b>	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
<b>ChartField combination edit</b>	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
<b>ChartKey</b>	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
<b>checkbook</b>	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
<b>Class ChartField</b>	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
<b>clone</b>	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
<b>collection</b>	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

<b>collection rule</b>	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
<b>compensation object</b>	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
<b>compensation structure</b>	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
<b>condition</b>	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
<b>configuration parameter catalog</b>	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
<b>configuration plan</b>	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
<b>content reference</b>	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
<b>context</b>	<p>In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.</p> <p>In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.</p>
<b>control table</b>	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
<b>cost profile</b>	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
<b>cost row</b>	A cost transaction and amount for a set of ChartFields.
<b>current learning</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
<b>data acquisition</b>	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
<b>data elements</b>	<p>Data elements, at their simplest level, define a subset of data and the rules by which to group them.</p> <p>For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.</p>
<b>dataset</b>	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

<b>delivery method</b>	<p>In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.</p> <p>In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.</p>
<b>delivery method type</b>	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
<b>directory information tree</b>	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
<b>document sequencing</b>	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
<b>dynamic detail tree</b>	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
<b>edit table</b>	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
<b>effective date</b>	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
<b>EIM ledger</b>	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
<b>elimination set</b>	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
<b>entry event</b>	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
<b>equitization</b>	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
<b>event</b>	<p>A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.</p> <p>In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.</p>
<b>event propagation process</b>	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

	Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
<b>exception</b>	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
<b>exclusive pricing</b>	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
<b>fact</b>	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
<b>forecast item</b>	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
<b>fund</b>	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
<b>generic process type</b>	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
<b>group</b>	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).  In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
<b>incentive object</b>	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
<b>incentive rule</b>	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
<b>incur</b>	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
<b>item</b>	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).  In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.
<b>KPI</b>	In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.  An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

<b>LDIF file</b>	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
<b>learner group</b>	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
<b>learning components</b>	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
<b>learning environment</b>	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
<b>learning history</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
<b>ledger mapping</b>	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i> ) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
<b>library section</b>	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
<b>linked section</b>	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
<b>linked variable</b>	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
<b>load</b>	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
<b>local functionality</b>	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
<b>location</b>	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
<b>logistical task</b>	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

	laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
<b>market template</b>	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
<b>match group</b>	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
<b>MCF server</b>	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
<b>merchandising activity</b>	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
<b>meta-SQL</b>	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
<b>metastring</b>	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
<b>multibook</b>	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
<b>multicurrency</b>	The ability to process transactions in a currency other than the business unit's base currency.
<b>national allowance</b>	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
<b>node-oriented tree</b>	A tree that is based on a detail structure, but the detail values are not used.
<b>pagelet</b>	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
<b>participant</b>	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
<b>participant object</b>	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
<b>partner</b>	A company that supplies products or services that are resold or purchased by the enterprise.
<b>pay cycle</b>	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
<b>pending item</b>	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

<b>PeopleCode</b>	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
<b>PeopleCode event</b>	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
<b>PeopleSoft Internet Architecture</b>	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
<b>performance measurement</b>	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
<b>period context</b>	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
<b>plan</b>	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
<b>plan context</b>	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
<b>plan template</b>	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
<b>planned learning</b>	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
<b>planning instance</b>	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
<b>portal registry</b>	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
<b>price list</b>	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
<b>price rule</b>	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

<b>price rule condition</b>	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
<b>price rule key</b>	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
<b>process category</b>	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
<b>process group</b>	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
<b>process definition</b>	Process definitions define each run request.
<b>process instance</b>	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
<b>process job</b>	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
<b>process request</b>	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
<b>process run control</b>	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
<b>product category</b>	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
<b>programs</b>	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
<b>progress log</b>	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
<b>project transaction</b>	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
<b>promotion</b>	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
<b>publishing</b>	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
<b>record group</b>	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
<b>record input VAT flag</b>	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT

	<p>on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.</p>
<b>record output VAT flag</b>	<p>Abbreviation for <i>record output value-added tax flag</i>.</p> <p>See <i>record input VAT flag</i>.</p>
<b>reference data</b>	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
<b>reference object</b>	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
<b>reference transaction</b>	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
<b>regional sourcing</b>	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
<b>relationship object</b>	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
<b>remote data source data</b>	Data that is extracted from a separate database and migrated into the local database.
<b>REN server</b>	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
<b>requester</b>	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
<b>role</b>	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
<b>role user</b>	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
<b>roll up</b>	In a tree, to roll up is to total sums based on the information hierarchy.
<b>run control</b>	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
<b>run control ID</b>	A unique ID to associate each user with his or her own run control table entries.

<b>run-level context</b>	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
<b>search query</b>	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
<b>section</b>	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
<b>security event</b>	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
<b>serial genealogy</b>	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
<b>serial in production</b>	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
<b>session</b>	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
<b>session template</b>	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
<b>setup relationship</b>	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
<b>share driver expression</b>	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
<b>single signon</b>	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
<b>source transaction</b>	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
<b>SpeedChart</b>	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
<b>SpeedType</b>	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
<b>staging</b>	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

<b>statutory account</b>	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
<b>step</b>	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
<b>storage level</b>	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
<b>subcustomer qualifier</b>	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
<b>Summary ChartField</b>	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
<b>summary ledger</b>	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
<b>summary time period</b>	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
<b>summary tree</b>	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
<b>syndicate</b>	To distribute a production version of the enterprise catalog to partners.
<b>system function</b>	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
<b>TableSet</b>	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
<b>TableSet sharing</b>	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
<b>target currency</b>	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
<b>template</b>	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
<b>territory</b>	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
<b>TimeSpan</b>	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather

	than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
<b>trace usage</b>	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
<b>transaction allocation</b>	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
<b>transaction state</b>	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
<b>Translate table</b>	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
<b>tree</b>	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
<b>unclaimed transaction</b>	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
<b>universal navigation header</b>	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
<b>user interaction object</b>	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
<b>variable</b>	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
<b>VAT exception</b>	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
<b>VAT exempt</b>	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
<b>VAT exoneration</b>	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
<b>VAT suspension</b>	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
<b>warehouse</b>	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

<b>work order</b>	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
<b>worksheet</b>	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
<b>worklist</b>	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
<b>XML schema</b>	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
<b>yield by operation</b>	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
<b>zero-rated VAT</b>	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.



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# PeopleSoft Pay/Bill Management

## 8.8 Reports

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**December 2003**

## PeopleSoft Pay/Bill Management 8.8 Reports

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# About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

---

## Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

## Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

---

**Important!** Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

---

## See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

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## **Web**

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

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## **See Also**

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

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# **Comments and Suggestions**

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to [doc@peoplesoft.com](mailto:doc@peoplesoft.com).

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

# CHAPTER 1

## PeopleSoft Pay/Bill Management Reports

This chapter lists all the reports provided with 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 on CD-ROM with your documentation.

### 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.

Report ID and Report Name	Description	Navigation	Run Control Page
FOFC001.SQR Forecasting	Displays forecasted revenue, expenses, and gross margin for a specific time period.	Staffing, Pay/Bill Reports, Forecasting	RUN_CNTL_PBM_PAGE
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  North American Payroll, Payroll Processing, Reports, Staffing Check Summary	RUN_CNTL_PAYCHECK
FORA003.RPT Revenue Analysis by Branch	Displays revenue for each branch location.	Staffing, Pay/Bill Reports, Revenue Analysis by Branch	RUN_CNTL_PBM_RAA
FORA004.RPT Revenue Analysis by Agreement	Displays revenue for each customer agreement.	Staffing, Pay/Bill Reports, Revenue Analysis by Agreement	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
FOTS001.RPT Timesheets Due Summary	Displays a detailed list of employees and or contractors submitting time for a given pay period.	Staffing, Pay/Bill Reports, Timesheets Due Summary	RUN_CNTL_TIMESHEET



## **CHAPTER 2**

# **Report Samples**

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

Business Unit	Branch	Customer	Assignment	Filled Pos	Bill Rate	Est. Revenue	Est. Cost	Est. Gross Margin
US001	T204	Mystery Machine	SCOOPY SNACK (ROOPY RACK)	1	75.00	8,571.43	2,857.14	66.67%
			SHAGGY SNACKS	3	166.67	57,142.86	28,000.00	51.00%
		<b>Cust. Total</b>		4	143.75	65,714.29	30,857.14	53.04%
		Spooky Island Tours	SHAGGY SNACK 2	1	400.00	43,428.57	35,285.71	18.75%
		<b>Cust. Total</b>		1	400.00	43,428.57	35,285.71	18.75%
		<b>Branch Total</b>		5	192.93	109,142.86	66,142.86	39.40%
		<b>BU Total</b>		5	192.93	109,142.86	66,142.86	39.40%
		<b>Grand Total</b>		5	192.93	109,142.86	66,142.86	39.40%

<u>Customer</u>	<u>Hours Billed</u>	<u>Revenue</u>	<u>Cost</u>	<u>G.Margin %</u>	<u>Currency</u>	<u>Business Unit</u>	<u>Branch</u>	<u>Sales Person</u>
Canadian High Tech Sports	0.00	\$0.00	\$0.00	0.00	USD	US004		
Cracker Barrell Restaurant	86.00	\$2,787,066.50	\$1,294,300.00	53.56	USD	US004		
Highland Hospital	212.00	\$12,359,600.00	\$7,865,200.00	36.36	USD	US004		
Teknotrix Co	0.00	\$0.00	\$0.00	0.00	USD	US004		
Vancouver Industries	168.00	\$7,761,600.00	\$4,939,200.00	36.36	USD	US004		

Revenue Analysis by Branch

Business Unit:	US001					
	Agreement:	Key Staff				
	Order Type:	Temporary				
	Account Revenue:	23,000.00	Sales Person:	FOALL	Branch:	T206
	Rolling Stones					
	Agreement:	Temporary				
	Order Type:					
	Account Revenue:	27,150.00	Sales Person:	FOALL	Branch:	T206
	Sandwiches					
	Agreement:	Temporary				
	Order Type:					
	Account Revenue:	40,000.00	Sales Person:	FOALL	Branch:	T206
	Spooky Island Tours					
	Agreement:	Temporary				
	Order Type:					
	Account Revenue:	47,880.00	Sales Person:	FOALL	Branch:	T206
Total Revenue:		138,030.00				

Revenue Analysis by Agreement

Agreement:	Key Staff					
	Business Unit:	US001				
	Order Type:	Temporary				
	Account Revenue:	23,000.00	Sales Person:	FOALL	Branch:	T206
Agreement:	Rolling Stones	Business Unit:	US001			
	Order Type:	Temporary				
	Account Revenue:	27,150.00	Sales Person:	FOALL	Branch:	T206
Agreement:	Sandwiches	Business Unit:	US001			
	Order Type:	Temporary				
	Account Revenue:	40,000.00	Sales Person:	FOALL	Branch:	T206
Agreement:	Spooky Island Tours	Business Unit:	US001			
	Order Type:	Temporary				
	Account Revenue:	47,880.00	Sales Person:	FOALL	Branch:	T206
Total Revenue:	138,030.00					

## Revenue Analysis by Order Type

<b>Order Type:</b>	Temporary						
	<b>Business Unit:</b>	US001					
	<b>Agreement:</b>	Key Staff					
	<b>Account Revenue:</b>	23,000.00	<b>Sales Person:</b>	FOALL	<b>Branch:</b>	T206	
	<b>Business Unit:</b>	US001					
	<b>Agreement:</b>	Rolling Stones					
	<b>Account Revenue:</b>	27,150.00	<b>Sales Person:</b>	FOALL	<b>Branch:</b>	T206	
	<b>Business Unit:</b>	US001					
	<b>Agreement:</b>	Sandwiches					
	<b>Account Revenue:</b>	40,000.00	<b>Sales Person:</b>	FOALL	<b>Branch:</b>	T206	
	<b>Business Unit:</b>	US001					
	<b>Agreement:</b>	Spooky Island Tours					
	<b>Account Revenue:</b>	47,880.00	<b>Sales Person:</b>	FOALL	<b>Branch:</b>	T206	
<b>Total Revenue:</b>	138,030.00						



Report ID: FOTS001

PeopleSoft Staffing  
**Timesheets Due Summary**  
Pay End Date: 2002-09-02

Page No. 1  
Run Date 25.Jun.2002  
Run Time 4:38:24 PM

Reporting Operator BCHI  
Run Control ID: a

<u>Business Unit</u>	<u>Customer</u>	<u>Agreement</u>	<u>Emplid</u>	<u>Name</u>	<u>Start Date</u>	<u>End Date</u>
US001	Sara Outdoor	TESTING MULTIPLE AI ROWS	IXHEEE111	Unger,Randy	6/24/02	
			IXHEEE135	DeJackome,Earnest	6/24/02	
			KU0015	Espinosa,Carmichael	6/28/02	
			KU0036	Pritchard,Martin	6/23/02	
			KU0106	Chae,Kevin	6/24/02	8/30/02