

PeopleTools 8.4: Security

PeopleSoft®

PeopleTools 8.4: Security

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PeopleBooks Contributors: Teams from PeopleSoft Product Documentation and Development.

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Glossary

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Security Preface

In this book we describe the interface, tables, and profiles associated with PeopleSoft security. This information focuses primarily on the PeopleTools security components and how you can use them to secure pages, fields, and so on. Remember that your application documentation also contains security topics that are more specific to the applications you have purchased.

The “About This PeopleBook” section contains general product line information, such as related documentation, common page elements, and typographical conventions. This book also contains a glossary with useful terms that are used in PeopleBooks.

See **PeopleSoft Glossary**.

About This PeopleBook

This book provides you with the information that you need for implementing and using *PeopleTools 8.4* applications. Complete documentation for this release is provided on the CD-ROM PT84PBR0.

Note. Your access to PeopleSoft PeopleBooks depends on which PeopleSoft applications you've licensed. You may not have access to all of the PeopleBooks.

This section contains information that you should know before you begin working with PeopleSoft products and documentation, including PeopleSoft-specific documentation conventions, information specific to each PeopleSoft product line, and information on ordering additional copies of our documentation.

Before You Begin

To benefit fully from the information covered in this book, you should have a basic understanding of how to use PeopleSoft applications. We recommend that you 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.

Because we assume that you already know how to navigate the PeopleSoft system, much of the information in these books is not procedural. That is, these books do not typically provide step-by-step instructions on using tables, pages, and menus. Instead, we provide you with the information that you need to use the system most effectively and to implement your PeopleSoft application according to your organizational or departmental needs. PeopleBooks expand on the material covered in PeopleSoft training classes.

PeopleSoft Application Fundamentals

Each PeopleSoft application PeopleBook provides implementation and processing information for your PeopleSoft database. However, there is additional, essential information describing the setup and design of your database contained in a companion volume of documentation called *PeopleSoft Application Fundamentals*.

PeopleSoft Application Fundamentals contains important topics that apply to many or all PeopleSoft applications across each product line. Whether you are implementing only one PeopleSoft application, some combination of products within a product line, or an entire PeopleSoft system, you should be familiar with the contents of this central PeopleBook. It contains fundamental information such as setting up control tables and administering security.

The PeopleSoft Applications Fundamentals PeopleBook contains common information pertinent to all applications in each product line, such as defining general options. If you're upgrading from a previous PeopleSoft release, you may notice that we've removed some topics or topic headings from the individual application PeopleBooks and consolidated them in this single reference book. You'll now find only application-specific information in your individual application PeopleBooks. This makes the documentation as a whole less redundant. Throughout each PeopleBook, we provide cross-references to *PeopleSoft Application Fundamentals* and other PeopleBooks.

Related Documentation

You can order printed, bound versions of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM and additional copies of the PeopleBooks CDs through the Documentation section of the PeopleSoft Customer Connection website:

<http://www.peoplesoft.com/corp/en/login.asp>

You can find updates and additional documentation for this release, as well as previous releases, on PeopleSoft Customer Connection (<http://www.peoplesoft.com/corp/en/login.asp>). Through the Documentation section of 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 delivered on your PeopleBooks CD.

Important! Before you upgrade, it is *imperative* that you check PeopleSoft Customer Connection for updates to the upgrade instructions. We continually post updates as we refine the upgrade process.

Hard-copy Documentation

To order printed, bound volumes of the complete PeopleSoft documentation delivered on your PeopleBooks CD-ROM, visit the PeopleSoft Press website from the Documentation section of PeopleSoft Customer Connection. The PeopleSoft Press website is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), our book print vendor.

We make 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 the following methods:

Internet	From the main PeopleSoft Internet site, go to the Documentation section of Customer Connection. You can find order information under the Ordering PeopleBooks topic. Use a Customer Connection ID, credit card, or purchase order to place your order. PeopleSoft Internet site: http://www.peoplesoft.com/ .
Telephone	Contact Consolidated Publishing Incorporated (CPI) at 800 888 3559 .
Email	Send email to CPI at callcenter@conpub.com .

PeopleBooks Standard Field Definitions

Throughout our product documentation, you will encounter fields and buttons that are used on many application pages or panels. This section lists the most common fields and buttons and provides standard definitions.

Field	Definition
As of Date	The last date for which a report or process includes data.
Business Unit	An identification code 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.
Description	Freeflow text up to 30 characters.
Effective Date	Date on which a table row becomes effective; the date that an action begins. For example, if you want 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. <hr/> For more information about effective dates, see Understanding Effective Dates in Using PeopleSoft Applications. <hr/>
EmplID (employee ID)	Unique identification code for an individual associated with your organization.
Language or Language Code	The language in which you want the field labels and report headings of your reports to print. The field values appear as you enter them. Language also refers to the language spoken by an employee, applicant, or non-employee.

Field	Definition
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run . Always executes the request every time the batch process runs. Don't Run ignores the request when the batch process runs.
Report ID	The report identifier.
Report Manager	This button takes you to 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).
Process Monitor	This button takes you to the Process List page, where you can view the status of submitted process requests.
Run	This button takes you to the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
	<hr/> For more information about the Report List page, the Process List page, and the Process Scheduler, see Process Scheduler Basics in the PeopleTools documentation. <hr/>
Request ID	A request identification that represents a set of selection criteria for a report or process.
User ID	The system identifier for the individual who generates a transaction.
SetID	An 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.
Short Description	Freeflow text up to 15 characters.

Typographical Conventions and Visual Cues

We use a number of standard conventions and visual cues in our online documentation.

The following list contains our typographical conventions and visual cues:

`(monospace font)`

Indicates a PeopleCode program or other program example.

Bold

Indicates field names and other page elements, such as buttons and group box labels, when these elements are

	documented below the page on which they appear. When we refer to these elements elsewhere in the documentation, we set them in Normal style (not in bold).
	We also use boldface when we refer to navigational paths, menu names, or process actions (such as Save and Run).
<i>Italics</i>	Indicates a PeopleSoft or other book-length publication. We also use italics for <i>emphasis</i> and to indicate specific field values. When we cite a field value under the page on which it appears, we use this style: <i>field value</i> . 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.
Cross-references	The phrase For more information indicates where you can find additional documentation on the topic at hand. We include the navigational path to the referenced topic, separated by colons (:). Capitalized titles in <i>italics</i> indicate the title of a PeopleBook; capitalized titles in normal font refer to sections and specific topics within the PeopleBook. Here's an example: <hr/> For more information , see Documentation on CD-ROM in <i>About These PeopleBooks: Additional Resources</i> . <hr/>

Note. Text in this bar indicates information that you should pay particular attention to as you work with your PeopleSoft system. If the note is preceded by **Important!**, the note is crucial and includes information that concerns what you need to do for the system to function properly.

Text in this bar indicates cross-references to related or additional information.

Warning! Text within this bar indicates a crucial configuration consideration. Pay very close attention to these warning messages.

Page and Panel Introductory Table

In the documentation, each page or panel description in the application includes an introductory table with pertinent information about the page. Not all of the information will be available for all pages or panels.

Usage	Describes how you would use the page or process.
Object Name	Gives the system name of the panel or process as specified in the PeopleTools Application Designer. For example, the Object Name of the Detail Calendar panel is <code>DETAIL_CALENDAR1</code> .
Navigation	Provides the path for accessing the page or process.
Prerequisites	Specifies which objects must have been defined before you use the page or process.
Access Requirements	Specifies the keys and other information necessary to access the page. For example, SetID and Calendar ID are required to open the Detail Calendar page.

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 our documentation, 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 comments by email to the authors of the PeopleSoft documentation at:

DOC@PEOPLESOFT.COM

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions. We are always improving our product communications for you.

CHAPTER 1

Understanding PeopleSoft Security

This chapter provides an overview of security and discusses the following topics:

- PeopleSoft online security.
- PeopleSoft security definitions.
- PeopleSoft authorization IDs.
- PeopleSoft signon.

Understanding Security

For any type of business application, security is critical. This is especially true in core business applications, such as PeopleSoft applications. Typically, you won't want every department in your company to have access to *all* of your applications. Nor do you want everyone within a department to have access to all the functions or all the data of a particular application. Additionally, you may want to restrict who can customize your applications with PeopleTools.

PeopleSoft provides security features, including components and PeopleTools, to ensure that your sensitive application data, such as employee salaries, performance reviews, or home addresses, doesn't fall into the wrong hands. Most likely, you use other security tools for your network and RDBMS. All these tools work together to protect the PeopleSoft system from unauthorized access.

As you implement the PeopleSoft Internet Architecture (PIA), you need a robust and scaleable means by which you can grant authorization to users efficiently. When you deploy your applications to the internet, the number of potential users of your system increases exponentially. Suddenly, you have customers, vendors, suppliers, employees, and prospects all using the same system. Therefore, how you design your access permissions is important.

The PeopleSoft security approach is tailored for the internet. It enables you to easily create and maintain security definitions, and it also enables you to reduce the maintenance of your security system. If you want to free your security administrator from having to maintain thousands of security definitions, you can do many of the maintenance tasks programmatically.

Use the Security PeopleTool to apply security to all of the users of your system. Users can include employees, managers, customers, contractors, suppliers, and so on. This is where you group your users according to roles. A role is an object that has properties, such as name, description, permission lists, and so on. One of the properties assigned to a role is the list of

users assigned to it. For instance, there might be an Employee role, a Manager role, or an Administrator role. Users who belong to a particular role require a specific set of permissions, or authorizations, within your system so that they can complete their daily tasks.

Besides applying security authorizations to users, you must also secure the objects and definitions in your PeopleSoft development environment. Use the Definition Security PeopleTool to restrict access to the objects developers create in PeopleSoft Application Designer. Just as you restrict sets of end users from accessing particular pages and components, you also need to restrict the definitions that your site's developers can access using PeopleSoft Application Designer. A *definition* refers to any of the definitions that you create within PeopleSoft Application Designer, such as Records, Pages, or Business Components. Each object definition may have individual security needs. For example, you may have a large development staff, but perhaps you want only a few developers to have access to specific Record definitions.

Keep in mind that the scope of this discussion is limited to that which relates directly to the PeopleSoft system. Consult the documentation provided by your other vendors for other areas that must be secured, such as databases, a file server, your network, and so on.

Note. With PIA, PeopleSoft introduces an entirely new architecture, including many new methods and approaches to secure this architecture. Because our technology continually evolves, always check Customer Connection for resolutions and issues related to security.

PeopleSoft Online Security

The PeopleSoft system has many components, such as batch processes, object definitions, application data, and so on. Use PeopleTools security tools to control access to most of these components. That which you do not secure within PeopleTools, you use application-specific interfaces, such as Administer Security.

In this section, we discuss:

- Signon and time-out security.
- Page and dialog security.
- Batch environment security.
- Definition security.
- Application data security.
- PeopleSoft Internet Architecture security.

See Also

PeopleSoft application documentation related to security.

Signon and Time-out Security

When a user attempts to sign on to PeopleSoft, they enter a User ID and a password on the PeopleSoft Signon page. If the ID and password are valid, PeopleSoft connects the user to the application and the system retrieves the appropriate user profile.

If the user attempts to signon during an invalid *signon time*, as defined in their security profile, they are not allowed to sign on. A signon time is an adjustable interval during which a user is allowed to sign on to PeopleSoft. For example, if a given signon time is Monday through Friday from 7 a.m. to 6 p.m. for a set of users, those users could not access a PeopleSoft application on Saturday or on Friday at 6:05 p.m.

After a user signs on, they can stay connected as long as their signon time allows and as long as their browser doesn't sit idle for longer than their *time-out interval*. A time-out interval specifies how long the user's machine can remain idle—no keystrokes, no SQL—before PeopleSoft automatically disconnects the user from the application.

You specify both the signon times and time-out interval using PeopleTools Security. There are other timeout intervals that are not necessary related to security; your web server and other PIA components control them, but those are beyond the scope of this document.

Page and Dialog Security

Use PeopleTools Security to control what parts of the PeopleSoft interface users can access. You do this by granting or restricting access to the PeopleSoft menus. You can set the access rights to the entire menu bar or just a specific item on that menu. The menu bars are what users click to access a PeopleSoft application or a PeopleTool, such as Administer Workforce or PeopleTools Security. Because the only way to access a PeopleSoft page is through a menu, if a user has no access to a particular menu or menu item, then you have effectively restricted that user's access to the corresponding page.

If you don't want to restrict an entire menu bar, you can just restrict access to specific actions or commands while a user has access to a page. For example, you may want a clerk in your sales office to be able to access contract data, but you don't want the clerk to be able to Update the data. In this case, you grant them access to the set of pages, but you only allow them Display Only access. In this case, the clerk would not be able to Update or Correct any data. This approach enables you to allow users to get their work done while maintaining the security and integrity of your business data.

Batch Environment Security

If a particular user must run batch processes using PeopleSoft Process Scheduler, you must assign the appropriate Process Profile to the User Profile and create process groups for your processes. A user gets both process group and process profile authorizations through Permission Lists. A user gets permission to process groups through Roles, and they get a process profile through the Process Profile permission list.

Note. You add the Process Profile Permission List directly to the User Profile, not to an intermediary Role.

Process Security

Because PeopleSoft applications take advantage of other applications, such as SQR and COBOL, make sure that you are running your batch processes in a secure environment.

There are three levels of security for batch programs:

- Each batch program has a run control that you define before you can run the batch program. The run controls are set up using PeopleSoft Process Scheduler
- Also using PeopleSoft Process Scheduler, you set up Process Groups, which are groups of batch processes. Then in PeopleTools Security you add Process Groups to a security profile. Users can run processes that belong to the Process Groups assigned to their security profile.
- In your RDBMS environment, you can restrict off-line access to batch processes using the security tools described in your platform manuals.

Reporting Security

PeopleSoft Report Manager uses a logical space on a server, as in your web server, called the Report Repository. PeopleSoft Report Manager enables you to generate and distribute reports over the internet, and it stores the output in the Report Repository. It's very important that wherever you decide to situate your repository, make sure that the server is protected from outside access. Ensure that only PeopleSoft can access and distribute the generated reports. The Report Repository servlet gets items from the web server and puts them in the browser. With report distribution, you distribute reports and view them according to your role.

PeopleSoft delivers the following roles for the specific use in reporting.

- ReportDistAdmin
- ReportSuperUser

Definition Security

Definition Security is a separate PeopleTool that you use to restrict the access of your application developers. Use Definition Security to govern access to the individual database object definitions, such as Record definitions, Field definitions, and Page definitions. Use Definition Security to protect particular object definitions from being modified by certain developers.

Application Data Security

Definition Security is a form of data security—you use it to control access to particular rows of data (object definitions) in the PeopleTools tables. PeopleSoft also provides other methods to control the application data that a user is allowed to access in the PeopleSoft system. This task is also known as setting data permissions.

With application data security you can set data permissions at the following levels:

- Table level (for queries only).
- Row level.
- Field level.

Query/Table-Level Security

Query is a PeopleTool that helps you build SQL queries to retrieve information from your application tables. For each Query user, you can specify the records they are allowed to access when building and running queries. You do this by creating Query Access Groups in PeopleSoft Tree Manager, and then you assign users to those groups with Query Security. Keep in mind that Query security is enforced only when using Query; it doesn't control runtime *page* access to table data.

Row-Level Security

You can design special types of SQL views—security views—to control access to individual rows of data stored within your application database tables. Row-level security enables you to specify what data that a particular user is permitted to access. PeopleSoft applications are delivered with built-in, row-level security functions that are tailored to specific applications.

For example, in PeopleSoft HRMS, we provide security tables that enable you to restrict user access to employee rows of data according to organizational roles. You could also permit a user to view and update rows for employees in their department only. Similarly, in PeopleSoft Financials you can use security views to determine who has access to which business units and ledgers. You can also use security tables to grant privileges by access group to users who use PeopleSoft Query to access data from the database.

See your application security chapter for details about implementing row-level security for your applications.

Field Security

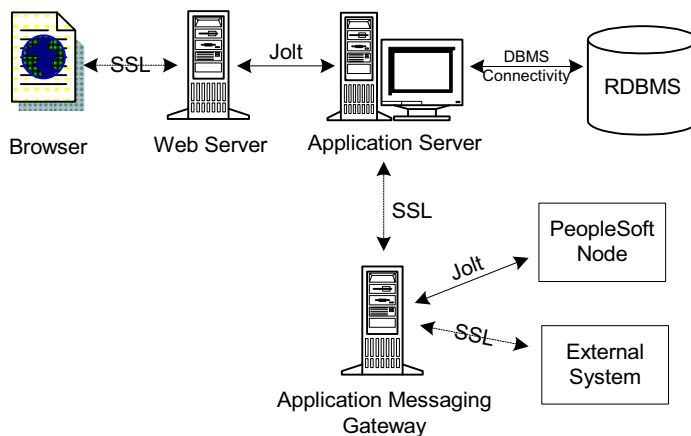
Use PeopleCode to restrict access to particular fields or columns within your application tables. For example, if you want a certain class of user to be able to access certain pages, but not to view a particular field on those pages, such as compensation rate, you can write PeopleCode to hide the field for that user class.

PeopleSoft Internet Architecture Security

The PeopleSoft Internet Architecture is in the category of PeopleSoft online security, also known as runtime security. Only authorized users can connect to the web and application server, and only authorized application servers can connect to a given database.

PeopleSoft uses authentication tokens imbedded in browser cookies to authorize users and enable single signon throughout the system. To secure the links between the numerous components within the system, including browsers, web servers, application servers, database servers and so on, PeopleSoft incorporates a combination of Secure Sockets Layer (SSL) security and Tuxedo/Jolt Encryption.

The following diagram shows where the system uses SSL and Tuxedo encryption.



SSL and Tuxedo/Jolt encryption

There are a few security topics related to the application messaging system as well as the portal configuration that are covered elsewhere within PeopleTools documentation. Keep in mind that even when you use the portal for navigation, permission lists govern what a user can access.

PeopleSoft Security Definitions

In this section, we provide an overview of PeopleSoft security definitions and discuss:

- User Profiles
- Roles
- Permission Lists

Understanding PeopleSoft Security Definitions

A security definition refers to a collection of related security attributes that you create using PeopleTools Security. The three main PeopleSoft security definition object types are:

- User Profiles
- Roles
- Permission Lists

Note. There is also a PeopleSoft security definition called an Access Profile, but these are defined at the database level.

Because deploying your applications to the internet significantly increases the number of potential users your system must accommodate, you need an efficient method of granting authorization to different user types. PeopleSoft security definitions provide a modular means to apply security attributes in a scalable manner.

Each user of your system has an individual User Profile, which in turn is linked to one or more Roles. To each Role, you add one or more Permission Lists, which ultimately control what a user can and can't access. So a user inherits permissions through the role, but here are a few permissions that are assigned directly to the user profile, but these are the exception, as in Process Profile, Primary, and Row Level permission lists.

The following topics briefly describe each of these security definitions. Later in this PeopleBook, each definition is discussed in more detail in the proper context.

User Profiles

A User Profile is a set of data describing a particular user of your PeopleSoft system. This data includes everything from the low-level data that PeopleTools requires, such as Language Code, to application-specific data, such as the setIDs a user is authorized to access within the PeopleSoft Financials applications. Some User Profile information, such as password, is truly security related. Alternatively, some of the information, such as the email address, is descriptive, and some of the information, such as Multi Language Enabled?, is a preference. User Profiles also maintain the Roles that are assigned to the user.

User Profiles are different from the application data tables, such as PERSONAL_DATA, that also store information about people. User Profiles are relevant when a user interacts with the system by logging in, viewing a worklist entry, receiving an email, and so on. Application data tables are involved with the core application functionality, such as payroll processing, not with user interaction.

Roles

You assign Roles to User Profiles. Roles are intermediate objects that link User Profiles to Permission Lists. You can assign multiple Roles to a User Profile, and you can assign

multiple Permission Lists to a Role. Some examples of Roles might be Employee, Manager, Customer, Vendor, Student, and so on.

A Manager is also an Employee, and possibly, she may also be a Student. Roles enable you to mix and match access appropriately.

You have two options when assigning roles; assign Roles manually or you can assign them dynamically. When assigning roles dynamically, you can use PeopleCode, Lightweight Directory Access Protocol (LDAP), and Query rules to assign User Profiles to Roles programmatically.

Permission Lists

Permission Lists are lists, or groups, of authorizations that you assign to Roles. Permission Lists store Sign-on times, Page access, PeopleTools access, and so on.

A Permission List may contain one or more types of permissions. The fewer types of permissions in a Permission List the more modular and scalable your implementation. To what granularity you decide to take your permission lists is up to you.

A User Profile inherits *most* of its permissions through the roles that have been assigned to the User Profile. Some Permission Lists, such as Process Profile or row-level security, you apply directly to a User Profile.

Data permissions, or row-level security, appear either through a Primary Permissions List or a Row Security Permissions list.

PeopleSoft Authorization IDs

The PeopleSoft system uses various authorization IDs and passwords to control user access to the system. You use PeopleTools Security to assign two of these IDs: User ID and Access ID. The primary purpose of many of the following IDs is to gain access to the system.

In this section, we discuss:

- User IDs.
- Connect ID.
- Access IDs.
- Symbolic IDs.
- Before you begin.

See Also

Understanding PeopleSoft Signon

User IDs

A PeopleSoft User ID is the ID you enter at the PeopleSoft signon dialog box. Using PeopleTools Security, you assign each PeopleSoft user a User ID and password. The combination of these two items grants users online access to the PeopleSoft system. The system can also use a User ID stored within an LDAP directory server.

The User ID is the key used to distinctly identify the User Profile definition.

Connect ID

PeopleTools offers a connectivity feature called Connect ID. You can use this feature on any of our supported RDBMS platforms. The Connect ID performs the initial connection to the database.

Note. PeopleSoft no longer creates users at the database level.

A Connect ID is a valid user ID that, when used during login, takes the place of PeopleSoft User IDs for the logon process. Using Connect ID means you *don't* have to create a new database user for every PeopleSoft user you add to the system.

Note. Connect ID is required for a direct connection (two-tier connection) to the database. So application servers and two-tier Windows Clients require a Connect ID. You specify the Connect ID for an application server in the Signon section of the PSADMIN utility, and for Windows Clients you specify the Connect ID in the Startup tab of the Configuration Manager. You can create a Connect ID by running the Connect.SQL and Grant.SQL scripts.

Warning! If you are configuring a Windows Client to connect directly to the database (two-tier) then you must specify a Connect ID in the Startup tab of the Configuration Manager. Without a Connect ID specified, the system assumes that workstation is accessing PeopleSoft through an application server. As such, the option to override the database type is disabled. Any two-tier connection requires a Connect ID.

Access IDs

When you create any User ID, you must assign it an Access Profile, which specifies an Access ID and password.

The PeopleSoft Access ID is the RDBMS ID with which PeopleSoft applications are ultimately connected to your database after the PeopleSoft system connects using the Connect ID and validates the User ID and password. An Access ID typically has administrator-level database access; that is, it has all the RDBMS privileges necessary to access and manipulate data for an entire PeopleSoft application. The Access ID should have SELECT, UPDATE, and DELETE access.

It's important to understand that users do not know their corresponding Access ID. They just signon with their User ID and password and—behind the scenes—the system logs them onto the database using the Access ID.

Should they try to access the database directly with a query tool using their User or Connect ID, they have limited access. User and Connect IDs only have access to the few PeopleSoft tables used during signon, and that access is SELECT-level only. Furthermore, PeopleSoft encrypts all sensitive data that resides in those tables.

Note. Access Profiles are used in the following situations only: when an application server connects to the database, when a windows workstation connects directly to the database, and when a batch job connects directly to the database. Access Profiles are not used when end users access the applications through PIA. During a PIA transaction, the application server maintains a persistent connection to the database, and the end users leverage the Access ID that the application server domain used to signon to the database.

PeopleSoft suggests that you only use one Access ID for your system. Some RDBMS do not permit more than one DB table owner. If you create more than one Access ID, it may require further steps to ensure that this ID has the correct rights to ALL PeopleSoft system tables.

Symbolic ID

PeopleSoft encrypts the Access ID when it is stored in the PeopleTools Security tables. Consequently, an encrypted value can't be readily referenced nor accessed. So when the Access ID, which is stored in PSACCESSPRFL, must be retrieved or referenced, the query selects the appropriate Access ID by using the Symbolic ID as a search key.

Also, the Symbolic ID acts as an intermediary entity between the User ID and the Access ID. All the User IDs are associated with a Symbolic ID, which in turn is associated with an Access ID. If you change the Access ID, you need to update only the reference of the Access ID to the Symbolic ID in the PSACCESSPRFL table rather than with each and every User Profile in the PSOPRDEFN table.

Before You Begin

You must customize your own User definition. PeopleSoft delivers at least one full-access User ID with each of our delivered databases. Your first task should be to sign on with this ID and personalize it for your needs—or, create a new, full-access ID from scratch—being sure to specify a new password. In fact, you should change the passwords of all our delivered IDs as soon as possible.

Note. PeopleSoft delivered IDs and passwords are documented in your installation manual.

When you install PeopleSoft, you're prompted for an RDBMS system administrator ID and password. This information is used to automatically create a default access profile. If you'll

be using more than one access profile, you'll want to set up the others before creating any new PeopleSoft security definitions. Most sites only use one access profile.

How many database level IDs you create is up to your site requirements, but, in most cases, having fewer database level IDs reduces maintenance issues.

For example, if you implement pure LDAP authentication, at a minimum, you need two database-level IDs—your Access ID and your Connect ID. With this scenario, in PeopleSoft you need to maintain only a Symbolic ID to reference the Access ID and maintain a User ID that the application server uses during signon. With this minimal approach, each user who needs a two-tier connection to run an upgrade, for example, could use the same User ID that the application server uses.

PeopleSoft Signon

In this section, we provide an overview of PeopleSoft Signon and discuss:

- Directory server integration.
- Authentication and signon PeopleCode.

Understanding PeopleSoft Signon

One of the more fundamental aspects of any security system is how users logon to the system. The most common direct signon to the PeopleSoft database is the application server signon, so let's examine how the application server signs on to the database. Keep in mind that each ID discussed in this example is discussed in the following sections.

The basic steps in a PeopleSoft signon are:

1. Initial connection.

The application server starts, and uses the Connect ID and User ID specified in its configuration file (PSAPPSRV.CFG) to perform the initial connection to the database.

2. SELECT on security tables.

After the Connect ID is verified, the application server performs a SELECT on various PeopleTools security tables, such as PSOPRDEFN, PSACCESSPRFL, and PSSTATUS. From these tables the application server gathers such items as the user ID and password, symbolic ID, access ID, and access password. After the application server has the required information, it logs off from this initial connection.

3. Reconnects with access ID.

When the system verifies that the access ID is valid, the application server begins the persistent connection to the database that all PIA and Windows three-tier clients use to access the database. Typically, the users signing on using a Windows workstation are developers using PeopleSoft Application Designer or end users who need to access PeopleSoft Query or Tree Manager.

Note. A Windows workstation attempting a two-tier connection uses the same process as the application server.

PeopleSoft recommends that all connectivity can be made through either three-tier Windows Client or through the browser. A two-tier connection is no longer necessary other than for the application server, Process Scheduler, or for a user who will be running Upgrades or Data Mover scripts.

Signon PeopleCode does not run during a two-tier connection, so maintaining two-tier users in an LDAP server is not supported.

Directory Server Integration

PeopleSoft recognizes that your site uses software produced by numerous vendors, and we know that each different product requires security authorizations for users. Most of these products adhere to the model that includes user profiles and roles (or groups) to which users belong. PeopleSoft enables you to integrate your authentication scheme for PeopleSoft with your existing infrastructure. You can reuse user profiles and roles that are already defined within an LDAP directory service.

Organizations typically store the User Profiles in a central repository that serves user information for all of the programs that require it. The central repository is typically an LDAP Directory Server.

A Directory Server enables you to maintain a single, centralized User Profile that you can use across all of your PeopleSoft and non-PeopleSoft applications. This approach reduces redundant maintenance of user information stored separately throughout your enterprise, and it reduces the possibility of user information getting out of synchronization.

You always maintain Permission Lists and Roles using PeopleTools Security. However, for user profiles, you have a choice. You can choose to maintain them in PeopleTools Security or you can call an external LDAP server to control the maintenance of your user profiles.

See Also

Incorporating LDAP Directory Services

Authentication and Signon PeopleCode

PeopleSoft provides various authentication options. You can store your PeopleSoft passwords within PeopleTools, in the PSOPRDEFN table. You can also store and maintain your user passwords and the rest of the user profile data in an LDAP directory server. PeopleSoft retrieves the information stored in an external directory server using a combination of the User Profile component interface and Signon PeopleCode.

If you decide to reuse existing user profiles stored in a directory server, you don't need to perform dual maintenance on the two copies of the user data—one copy in the LDAP server and one copy in PSOPRDEFN. PeopleSoft ensures that the user information stays

synchronized. If you configure LDAP authentication, you maintain your user profiles in LDAP and not in PeopleTools Security.

Signon PeopleCode executes whenever a user logs onto the system. Signon PeopleCode copies the most recent user profile data from a directory server to the local database whenever a user logs on. PeopleSoft applications reference the user information stored in the PeopleSoft database rather than making a call to the LDAP directory each time the system requires user profile information. Signon PeopleCode ensures the local database has a current copy of the user profile based on the information in the directory. Each time the user signs on, Signon PeopleCode checks to see if the row in the user profile cache needs to be updated.

The following list shows a high-level view of the signon process flow.

1. The user enters User ID and Password on signon page.
2. PeopleTools attempts to authenticate the user against the PSOPRDEFN table.
3. Signon PeopleCode executes. The default Signon PeopleCode program is designed to update the use profile based on the current data stored in the directory server.

If needed, you can use Signon PeopleCode and business interlinks to synchronize the local copy of the user profile with *any* data source at sign on time—the program that ships with PeopleTools is designed to synchronize the user profile with an LDAP directory server only. Because the signon program is PeopleCode you can modify it as you want, incorporating any of the PeopleSoft integration technologies that PeopleCode supports.

To Edit the Signon PeopleCode program, you open the LDAP function library record and use the PeopleCode Editor to customize the PeopleCode. Developers who modify the Signon PeopleCode program need to have a good understanding of PeopleCode and the integration features it offers.

Note. Only users who signon through PIA or three-tier Windows Clients take advantage of Signon PeopleCode.

Single Signon

PIA uses browser cookies for seamless single signon across all PeopleSoft nodes. A node refers to a database and the application servers connected to it. For example, a user can complete an HR transaction, and then click a link for a Financials transaction without ever reentering a password. Single signon is especially important to the PeopleSoft portal; which aggregates content from several different applications and data sources into a single, integrated display.

See Also

Setting up Digital Certificates and Single Signon

Implementation Options

The PeopleSoft security system is quite flexible. By using our integration technologies, you can configure it to work with numerous schemes.

In this section, we discuss:

- Authentication.
- Role assignments.
- Cross-system synchronization.

Authentication

One of the first options to consider is how you plan to authorize users as they attempt to signon to your PeopleSoft system. Do you want to store and maintain the PeopleSoft user passwords within PeopleSoft, or do you plan to take advantage of the existing user profiles in an external directory server?

PeopleSoft-based Authentication

This option is, generally, the way PeopleSoft customers have authorized users in previous releases. This option means that potentially thousands of PeopleSoft user passwords will be stored and maintained solely within PeopleSoft. Although this method does not require a large amount of storage, it does add administration issues, mainly because your PeopleSoft passwords are yet another password your users need to remember.

With this option there are only two database-level IDs, the Access ID and the Connect ID. The passwords reside in the PSOPRDEFN along with the other user information.

Directory-based Authentication

The other option you have is to take advantage of a central repository for user information in a directory server. The directory server operates under the LDAP protocol.

The advantage of this option is that a user has *one* user ID and password that allows access to numerous software systems within your organization.

Role Assignments

How do you plan to assign authorizations to your users? Recall that users inherit permissions through the roles to which they are assigned. So when you plan your authorization assignment, you are really planning how you intend to assign roles to users. There are two ways to assign roles to users. You can use the static approach or you can take the dynamic approach.

Static

If you use the static approach, it means that you assign users to roles, manually. The static approach, although a perfectly acceptable method, is not scalable to the thousands of users that are likely to use your system when you deploy applications to the internet.

The static method requires an administrator to maintain each user's set of roles. For that reason, PeopleSoft recommends that you explore and implement the dynamic assignment of roles.

Dynamic

Assigning roles dynamically involves creating business rules that you run against the system and based on the execution of these rules, the system assigns the roles accordingly. You can manually execute the rule, but typically, you run the rules from a scheduled batch process. The dynamic assignment of rules enables your security system to reflect the organizational structure of your enterprise through an automated means.

Suppose an employee changes jobs within your company. Suppose this employee not only changes departments, but also becomes a manager in a new department. When you run your dynamic rule, the system removes the roles associated with the employee's previous position and then adds the appropriate roles required for the new position. In addition, you can have the rule publish a message to other nodes, such as a Financials node, that might subscribe to changes in the HR database.

If you opt for the dynamic assignment of roles, you also need to consider which method to use for assigning roles. You can use PS/Query, LDAP, or PeopleCode to define your dynamic role assignment. If necessary, you can use a mix and match approach with the rules for assigning roles. For example, you can have one role rule based on LDAP, another based on a Query, and so on. You can also have multiple rule types for one role, as in the Manager role could be derived partially from an LDAP rule and partially from a Query rule. Where the information that drives your role assignments is stored determines the types of role rules you execute. The following sections describe the situations in which you use each rule type.

- Query.

If the membership data for your roles resides in your PeopleSoft database, then PeopleSoft recommends that you use PS/Query to construct your role rules. One query could be MANAGER, another EMPLOYEE, and so on. When the rule executes, the system assigns your employee users to the EMPLOYEE role and the manager employees to the MANAGER role based on the results returned from the Query.

- LDAP.

If you already have your LDAP directory server groups organized by region, department, position, and so on, you should base your rules on the existing LDAP structure. Based on the directory setup and hierarchy, your rule would assign PeopleSoft users to the appropriate roles. In brief, with this approach PeopleSoft is using your existing LDAP configuration. You should use this role rule type in conjunction with LDAP authentication.

- PeopleCode.

If you have user information in other third-party systems, such as legacy mainframe applications or UNIX account groups, you can use PeopleCode. This option enables you to take advantage of the integration technologies that PeopleCode supports, such as business interlinks and component interfaces. The business interlinks retrieve the data from the external system and write it to the role assignment tables in the PeopleSoft database.

Cross System Synchronization

If you have multiple PeopleSoft systems you also want to consider how to keep user information synchronized across the systems. This is especially important for the portal deployment where users are likely to move from one system to another seamlessly. For instance, after completing a transaction in the HR system, a user may click a link that takes her directly to the Financials system.

If you are using dynamic role assignment, the dynamic role batch program, by default, publishes a message that indicates a particular change. You need to make sure that nodes that require such information changes are configured to subscribe to the message that publishes the changed data. For example, suppose your Financials system needs a list of the “Managers” for a particular transaction. Because the manager information resides in the HR system, the HR system publishes any changed information to the Financials system to keep the data in synch.

PeopleSoft also publishes a message when a user profile changes. This functionality is most useful if you are *not* using LDAP to store user information. If you store user information in PeopleSoft, the message makes sure that password changes are replicated across multiple databases. If you store your user information in a central LDAP server, then the passwords, and so on, are already—in a sense—synchronized.

Permission lists and roles are objects that you can upgrade using the PeopleSoft Application Designer upgrade features. For user information PeopleSoft provides Data Mover scripts to migrate user profiles between systems for upgrades or bulk loads.

CHAPTER 2

Working With Permission Lists

This chapter provides an overview of permission lists and discusses how to:

- Work with Permission Lists.
- Define Permission Lists.

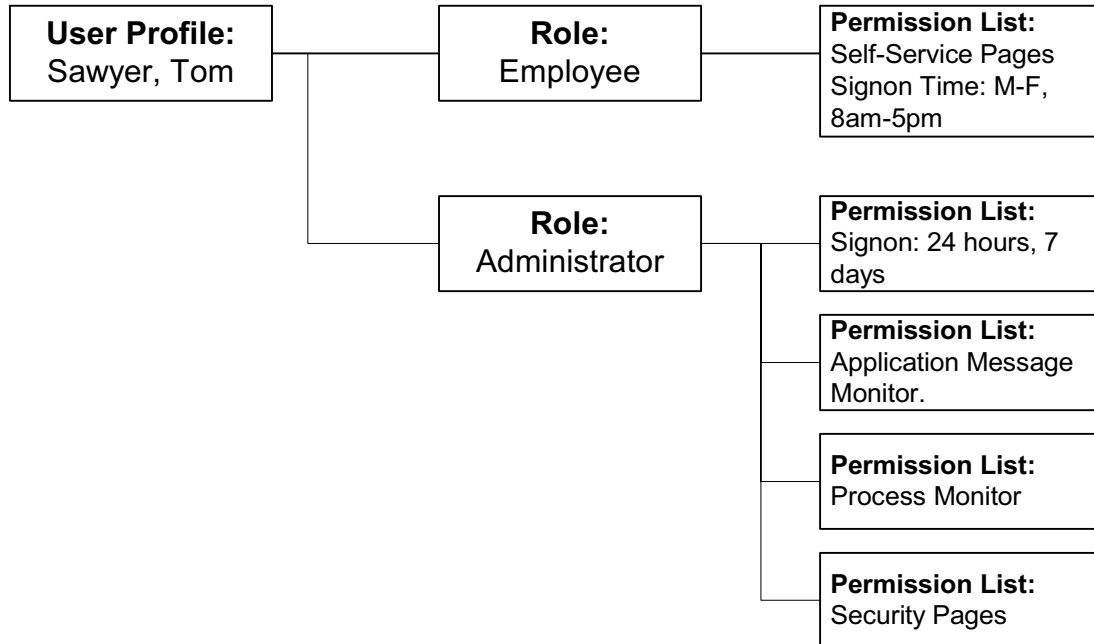
Understanding Permission Lists

Permission Lists are the building blocks of your end user security authorizations. Before you begin defining your User Profiles and your Roles, you typically want to create your inventory of Permission Lists. When defining Permission Lists, consider each type of Role and User Profile to which they will be attached.

A Permission List may contain any number of the following permissions, including signon times, page permissions, component interface permissions, and so on. A Permission List may contain one or more permissions, and the smaller the number of permissions within a particular Permission List the more flexible and scaleable that Permission List is.

As you define permission lists, anticipate how you will assign them to roles. Recall that roles are intermediary objects that exist between permission lists and users. Roles enable you to assign permissions to users dynamically.

In the following example notice that the permission lists are assigned to roles, which are then assigned to user profiles. A role may contain numerous permissions and a user profile may have numerous roles assigned to it. Because permission lists are applied to users through roles, a user inherits all the permissions assigned to each role to which the user belongs. The user's access is determined by the combination of all of the roles.



Security definition hierarchy

Assuming the previous example represents the security authorizations of Tom Sawyer, then Mr. Sawyer inherits the permission lists assigned to both the roles assigned to his user profile. In this example, he ultimately has access to the employee self-service pages, the message monitor, the Process Monitor, and PeopleTools, Security. If Tom were to become a manager, then the permission lists assigned to the Manager role would be added to his profile. Currently, Tom has five permission lists.

Theoretically, you could create a Permission List tailored for each and every Role, and that Permission List could contain a permission of every category from General to Web Libraries. This is an example of a custom Permission List that applies only to a specific Role, and therefore will not scale to encompass Roles that might be similar, but not exactly alike. You'd have to create a new one from the beginning. As a definition, this Permission List would not be reusable in other contexts, and thereby not the most efficient approach for larger, more complicated implementations.

Alternatively, you can use a more modular or "mix-and-match" approach. This approach involves numerous, specific Permission Lists that you can add and remove to Role definitions. Suppose you have three 8-hour shifts at your site. Using the modular approach you could create three different versions of Signon permissions: one for 6 a.m. to 2 p.m., one for 2 p.m. to 10 p.m., and another for 10 p.m. to 6 a.m. Then depending on the shift for a particular Role, you can easily apply or remove the appropriate Signon permission as needed without affecting any other permissions.

How you decide to implement Permission Lists depends on your site's security scheme and your Security Administrator. However, PeopleSoft recommends that you use the modular approach for increased scalability. As a general rule, your permission lists should be assigned to roles so that the common user has in between 10 to 20 lists.

Some users may have more, and some may have less permission lists, but the average number of permissions lists that a user has should be within 10-20. This range represents the best balance of performance and flexibility. If you have too many permission lists, you may notice performance degradation and if you have too few permission lists, you may be sacrificing flexibility.

Working With Permission Lists

In this section, we discuss how to:

- Create a new permission list.
- Copy permission lists.
- Delete permission lists.

Note. When copying (cloning) a permission list, you also copy the content references associated with the copied permission list. Also, when deleting a permission list, you also remove access to the content references associated with that permission list.

Creating a New Permission List

To create a new permission list:

1. Select PeopleTools, Security, Permissions & Roles, Permission Lists.
2. On the search page click **Add a New Value**.
3. In the **Permission List** edit box, enter the name of Permission List you want to create.

Note. Permission list names have a 30-character limit. **Note.** PeopleSoft HRMS requires certain naming conventions for permission lists, however PeopleTools does not enforce these application-specific requirements. Therefore, when creating permission lists, PeopleSoft recommends that you keep the following conventions in mind. HRMS requires the following: primary permission lists need to start with PP%, and data permission lists need to start with DP%.

4. From the pages in the Permission List component, select the appropriate permissions.
5. Save your work.

Copying Permission Lists

To clone a permission list:

1. Select PeopleTools, Security, Permissions & Roles, Copy Permission Lists.
2. In the search page, search for the Permission List that you want to copy (clone), and click it.

The **Permission List Save As** page appears.

3. On the Permission List Save As page, enter a new name in the **To:** edit box for the Permission List that you want to copy.
4. Click Save.

Note. This copies content reference permissions.

Deleting Permission Lists

To delete a permission list:

1. Select PeopleTools, Security, Permissions & Roles, Delete Permission Lists.
2. On the search page, locate the Permission List that you want to delete and click it.

The **Delete Permission List** page appears.

3. Click **Delete Permission List**.
4. Click **OK** to confirm the deletion, or click **Cancel** to end without deleting.

Note. This deletes content reference permissions, and all references to the permission list (even where referenced in application data).

Working with Permission Lists and Content References

Viewing Content References

When you set component permissions and web library permissions, there is a “View Content References” link that enables you to be able to view the content references pointing to a given component or script. Keep in mind that PeopleTools automatically propagates changes to permission lists to the content references.

When clicking the link, a page appears showing the following:

- Name of the portal.
- Name of the content reference.
- The label.
- Whether or not it is accessible.
- The path.

Synchronizing Permission Lists and Content References

PeopleSoft provides an Application Engine program designed to synchronize permission lists with content references for the portal. By default, the system is designed to synchronize changes in permission lists with content references, however, after an upgrade or any time when you want to make sure, you can run the PORTAL_CSS Application Engine program. There is a process definition of the same name. Typically, this program is run during the upgrade process, but it can be run outside the upgrade process as needed.

See Also

PeopleTools PeopleBooks: Portal Technology, “Administering Content References”

Defining Permission Lists

In this section, we discuss how to:

- Set general permissions.
- Set page permissions.
- Set PeopleTools permissions.
- Set process permissions.
- Set signon times permissions.
- Set component interface permissions.
- Set message monitor permissions.
- Set web library permissions.
- Set mass change permissions.
- Set personalization permissions.
- Add additional links.
- Run permission list queries.

Pages Used to Define Permission Lists

Page Name	Navigation	Usage
General	PeopleTools, Security, Permission Lists and Roles, Permission Lists, General	Set the general or miscellaneous attributes and system defaults.
Pages	PeopleTools, Security, Permission Lists and Roles, Permission Lists, Pages	Set page permissions.
PeopleTools	PeopleTools, Security, Permissions and Roles, Permission Lists, PeopleTools	Grant access to the standalone PeopleTools, such as Application Designer, and grant access for specific operations within PeopleTools.
Process	PeopleTools, Security, Permissions and Roles, Permission Lists, Process	Specify to what capacity a user, or Role, can modify certain Process Scheduler settings.
Sign-on Times	PeopleTools, Security, Permissions and Roles, Permission Lists, Sign-on Times	Specify when users are authorized to sign on to the PeopleSoft system. If users are signed on to the system when the signon time expires, they are automatically signed off.
Component Interface	PeopleTools, Security, Permissions and Roles, Permission Lists, Component Interface	Grant access to any Component Interfaces that a user may need to use to complete business transactions.
Message Monitor	PeopleTools, Security, Permissions and Roles, Permission Lists, Message Monitor	Set permissions for administrators to monitor the messages and the components involved in the application messaging system.
Web Libraries	PeopleTools, Security, Permissions and Roles, Permission Lists, Web Libraries	Set web library permissions.

Page Name	Navigation	Usage
Personalizations	PeopleTools, Security, Permissions and Roles, Permission Lists, Personalizations	Enables you to decide which personalizations your users will be able to use and which ones they can customize.
Query	PeopleTools, Security, Permissions and Roles, Permission Lists, Query	Control what query operations a user can perform and what data they can access while they are using Query.
Mass Change Security	PeopleTools, Security, Permissions and Roles, Permission Lists, Mass Change	Set mass change security permissions.
Audit	PeopleTools, Security, Permissions and Roles, Permission Lists, Audit	Inquire when a permission list was last updated and by whom.

Setting General Permissions

Access the Permission Lists - General page.

General Pages PeopleTools Process Sign-on Times ▶

Permission List: ALLPAGES

Description: All pages and weblibs

Permission List General

Navigator Homepage: NAVIGATOR 🔍

Can Start Application Server?

Allow Password to be Emailed?

Time-out Minutes

Never Time-out

Specific Time-out (minutes)

Permission Lists - General page

Description

Use to more uniquely identify the definition. There is a 30-character limit for this value.

Navigator Homepage

A graphic representation of a business process that is displayed by the PeopleSoft Navigator. For each security

profile definition, you can specify a map to be displayed upon startup.

If this is the user profile's Navigator Homepage permission list, the system gets this value at runtime.

Can Start Application Server?

Selecting this check box enables a user profile with this permission to start a PeopleSoft application server. This may be a user ID used solely for starting the application server. At least one of the permission lists associated with the user ID used for starting the application server must have this permission selected.

When discussing the user ID, this does not refer to the actual user who signs on to an application server machine and starts it by submitting the appropriate commands. Rather, this option applies to the "UserID" and "UserPSWD" that you enter into PSADMIN (or PSAPPSRV.CFG) in the Startup section. This is the user ID the application server uses to connect to the database. In many installations, the application server starts with an automated process, not by a user physically submitting the commands.

When you build an application server domain, one of the parameters an administrator enters is a PeopleSoft User ID (and Password). These values are contained in a configuration file that Tuxedo reads when the application server is started. The user ID stored in the file is the user ID that requires the "Can Start Application Server" option set in a permission list that it is associated with.

Note. This permission also applies to starting a PeopleSoft Process Scheduler server.

Note. Password controls do not apply for the user profile used to boot the application server.

Allow Password to be Emailed?

When a user forgets their password, PeopleSoft provides the option to have it sent to the user through email. However, at some sites, the security administrator may not want passwords appearing unencrypted in anyone's email. As such, you decide whether you want to implement this feature by Permission List. None can use it, some can use it, or all can use it depending upon your implementation. Those users who do not have the proper authority receive an error message if they attempt to have a new password emailed to them.

Time-Out Minutes

Time-out minutes are the number of minutes of inactivity allowed at a terminal before the system automatically signs the user off the PeopleSoft online system. Inactivity means: no mouse clicks, keystrokes, import, file print, or

SQL activity. The default time-out minutes setting is Never Time-out.

Note. Time out limits are controlled also at the web server and application server level.

If you select Never Time-out, an inactive user will never be automatically logged off. Otherwise, select the Specific Time-out (minutes) option, and enter the appropriate value in minutes. Keep the following in mind while entering a custom time-out interval:

- It must be a positive integer.
- It must not contain edit characters, such as commas or a \$.
- It must be a SMALLINT in the valid range allowed for this field (0-32767).
- Entering a value of zero (0), is equivalent to selecting Never Time-out.

ADA Compliance. For ADA, you may want to take the following approach. Have most permission lists setup for timeout in 20 minutes, however, you could have a special ADA Permission List for some users where timeout only occurs after 60 minutes.

Note. Keep in mind that you'll need to set higher web server timeouts.

Setting Page Permissions

Access the Permission Lists - Pages page.

General Pages PeopleTools Process Sign-on Times

Permission List: ALLPAGES
 Description: All pages and weblibs

[Mobile Page Permissions](#)

Menus			Personalize Find View All First 1-24 of 24 Last	
Menu Name	Menu Label	Edit Components		
APPLICATION_ENGINE	Application Engine	Edit Components	+	-
APPMMSGMONITOR	Application Message Monitor	Edit Components	+	-
ARCHIVING	Data Archival	Edit Components	+	-
CUBE_MANAGER	Cube Manager	Edit Components	+	-
EDI_MANAGER	EDI Manager	Edit Components	+	-
MAINTAIN_SECURITY	Maintain Security	Edit Components	+	-
MASS_CHANGE	Mass Change	Edit Components	+	-
NVISION	nVision	Edit Components	+	-
OPTIMIZATION	Optimization	Edit Components	+	-

Permission Lists - Pages page

Mobile Page Permissions

This link enables you to grant access to your mobile application pages.

Menu Name

Prompts against all of the menu names in the database. Add the desired menu names to the list. This reflects the definition name in PeopleSoft Application Designer.

Menu Label

Shows the menu label associated with the PeopleSoft Application Designer menu name.

Edit Components

Enables you to drill into the components and grant access of varying degrees to specific pages.

Page permissions refer to the pages to which a user has access. Pages are contained within components, which are ultimately contained within a menu name. So, to grant access to a particular page, determine the component it is in and the menu name the component falls under. This enables you to drill down to the appropriate page in this interface—beginning at the menu name level.

Note. To find the name of a page, you can use the CTRL+J feature while accessing the page with the browser, or use the Find Definition References feature in Application Designer.

Granting access to any of the PeopleTools and PeopleSoft applications requires serious considerations. For each role, carefully consider what the members of that role must access to complete their jobs and to what degree they need access. The make the appropriate permission lists that do not already exist. You don't want to grant too much access, and then again, you don't want to limit access such that you restrict a user's productivity.

After you add Menu Name, you grant access to its components and pages item on an item-by-item basis. For example, if you added the UTILITIES menu name to a permission list, you could then opt to grant access to the Utilities, Use menu items but not to the Utilities, Process menu items. Or, you could grant access to only a few of the Use menu items, or to make some items Display Only.

In PeopleSoft applications, menu items represent components. If a component consists of more than one page, then selecting the menu item opens another layer with more items—individual pages.

The following sections explain the subtle differences you encounter as you add access to the different types of PeopleSoft components. There are two categories of components to which you grant access permission.

- All PeopleSoft applications.
- Page-driven PeopleTools.

Note. With PeopleTools programs, the process of editing menu items varies. With page-based PeopleTools, such as PeopleSoft Process Scheduler, you can grant access to menu items just as you can for PeopleSoft applications. However, the other C++ PeopleTools programs don't allow you to grant item-by-item access; you can either access all the menus and menu items or you can't. PeopleSoft Application Designer is an exception to this rule because you can restrict access to it at a more granular level—the definition level.

The following procedure describes how to set access permissions to your PeopleSoft applications and your page-driven PeopleTools. You begin at the component level and drill down to the page level making the appropriate selections as you go.

Note. The same procedure applies to both PeopleSoft applications and page-driven PeopleTools.

To add a new item to the Menu list:

1. Click the plus button to add a new row.
2. Enter or lookup the appropriate definition in the Menu Name edit box.

To add access to PeopleSoft components and pages:

1. Select PeopleTools, Security, Permissions & Roles, Permission Lists, and select the Pages page.
2. In the Menu Name list, locate the menu name of the component to which you want to add access.
3. Click **Edit Components** for the appropriate menu name.

This takes you to the Components page. This page has the following lists:

- **Authorized?** This is a display-only column. A check appears next to the components where the current Permission List has access to one or more of its pages.
 - **Component Name.** This shows the name of each component beneath the menu added to the menu list.
 - **Item Label.** This shows the menu bar label, but this may not always be what the user sees in the browser. Click View Content Reference for this Component to see what the user sees.
 - **Edit Pages.** The Edit Pages button appears for every Component under the current menu. This is the control that enables you to grant access to pages within components.
 - **View Content References for this Component.** Enables you to view the content references defined for the portal. This may help to further identify the item you are granting access to. This is a read-only view that enables you to see what content references are defined for a particular component. Permissions to content references are granted or deleted when you modify permissions.
4. On the Component Permissions page, locate the component to which you want to grant access.

By default, when adding a new Permission List, no components are authorized.

5. Click the **Edit Pages** button associated with each component to which you want to grant access.

This takes you to the Page Permissions page. This where you set the actual user permissions on a page, as in what actions a user can complete on the page. You have the following options for each page that appears in the **Page** column:

- **Authorized?** By selecting this option you are allowing a user to access the page. After doing so, you need to decide the degree to which a user is authorized on a page by selecting Display Only or one or more of the available options in the Actions group.
- **Display Only.** By selecting this option you enable the user to view the information provided by the page, but not to alter any of the data. To enable write access to a page, its Display Only value must be set to No (clear). If the value is Yes, or selected, the system displays the page as read-only. If you want the user to be able to modify the information, have Display Only turned off.
- **Actions.** Actions describe how users can alter information on a page, such as Add, Update/Display, and Correction. The options that are available depend upon the options selected when the page was initially developed in PeopleSoft Application Designer.

If you want to grant access to all pages and all the actions for each page, click **Select All**.

- When you have finished making the appropriate selections, click **OK** on the **Page Permissions** page and then again on the **Component Permissions** page.

Keep in mind that for each menu name you will need to repeat each step.

To add access to mobile pages:

- Select PeopleTools, Security, Permissions & Roles, Permission Lists, and select the Pages page.
- Click the Mobile Page Permissions link.
This takes you to the Mobile Page Permissions page.
- To add a new mobile page to the permission list, click the plus sign.
- For the Mobile Page Name edit box, click the search button.
- Search for and select the mobile page for which you need to grant access.
- Click **OK**.
- Save the permission list.

Setting PeopleTools Permissions

Access the Permission Lists - PeopleTools page.

General Pages **PeopleTools** Process Sign-on Times ▶

Permission List: ALLPAGES
Description: All pages and weblibs

PeopleTools Permissions

- Application Designer Access**
[Object Permissions](#) [Tools Permissions](#) [Misc. Permissions](#)
- Data Mover Access**
- Definition Security Access**
- Query Access**

Data Archival

- Generate SQL**
- Run SQL**
- Edit SQL**
- Purge Audit**

Permission Lists - PeopleTools page

The standalone PeopleTools are those that are not page-driven; they are C++ programs that are not designed using PeopleSoft Application Designer. They include:

- PeopleSoft Application Designer
- PeopleSoft Data Mover
- PeopleSoft Query (Windows interface, not the browser interface)
- PeopleSoft Definition Security

The page-driven PeopleTools, such as PeopleSoft Process Scheduler, are designed using Application Designer and PeopleCode.

Note. Archive Data is a page-driven PeopleTool, but on this page you enable specific operations used within the archiving process.

To grant access to standalone PeopleTools, select the check box next to the appropriate PeopleTool.

With PeopleSoft Application Designer the procedure for applying permissions is slightly more complex. The links on this page (Object Permissions, Tools Permissions, and Miscellaneous Permissions) enable you to provide more detail to the Application Designer access permissions. Security for PeopleSoft Application Designer is handled differently than for other PeopleTools and applications because rather than controlling access strictly by which menu items are available, security for Application Designer also controls what object definition types can be accessed and to what degree of modifications can be made.

Object Permissions

The Object Permissions page enables you to grant access to the definitions that developers create using PeopleSoft Application Designer. Notice that each type of object that you define with Application Designer appears in the Object Permissions list.

Note. Object Permissions are separate authorizations than what you authorize in Definition Security. With the Object list you add permissions to an object type, such as Application Engine programs. You grant access to specific objects, such as Payroll Application Engine programs, using Definition Security.

Object Permissions

Permission List: ALLPAGES

Description: All pages and weblibs

Object	*Access	
Activity	Full access	Full Access (All)
App Engine Program	Full access	Read Only (All)
Application Package	Full access	No Access (All)
Approval Rule Set	Full access	
Business Interlink	Full access	
Business Process	Full access	
Component	Full access	
Component Interface	Full access	
Field	Full access	
File Layout	Full access	
HTML	Full access	

Object Permissions page

Object

Lists the various Application Designer objects.

Access

Enables you to select the appropriate access level from a drop-down list box. Options are:

Full Access: Definitions of the specified type can be modified. For records, this setting allows access to the Build dialog, also.

No Access: No definitions of the specified type can be opened.

Read-Only: Definitions of the specified type can be opened and viewed but *not* modified.

Update translates only: This level applies only to Fields. This allows a user to modify only translate table values.

Data admin only: This level applies only to Records. It allows a user to modify only those Record attributes found in the Tools, Data Administration menu (tablesaces, indexes, record DDL).

Full Access (ALL), Read Only (ALL), No Access (ALL)

You can set the access level of each of the Object types individually or you can set *all* object types in the list to the same access level by clicking one of the (ALL) buttons.

Note. If change control locking is enabled, the Change Control access setting (on the Tools Permissions page) can override your Object Types settings.

See Also

PeopleTools PeopleBook: Application Designer, “Change Tracking and Change Control”

Tools Permissions

In addition to object definitions, PeopleSoft Application Designer security also involves a collection of tools, such as Build and the PeopleCode Debugger, that you need to grant access for developers.

The tools within Application Designer include the following (navigation is in parentheses):

- Build/Data Admin. (Select Build, Project and Tools, Data Administration)
- Change Control. (Select Tools, Change Control)
- Language Translations. (Select Tools, Translations)
- PeopleCode Debugger. (Select Debug, PeopleCode Debugger Mode).
- SQL Editor. (Application Designer’s utility for adding SQL objects and statements to your applications and Application Engine programs.)
- Upgrade. (Select Tools, Upgrade) This includes Copy Project, Compare and Report, and so on.

You can set the access level individually for the Tools Permissions page options or you can use the (ALL) buttons to set “across the board” settings. Remember that every button affects every access level for the Tools. The following sections provide extra information for the settings on this tab

Build/Data Admin

This is how you control access to the Build and Tools, Data Administration menu items. You can choose from the following access levels:

- **No access.** With this access level, a user cannot access the Build menu items or the Tools, Data Administration menu items.

Note. This setting is not available if you’ve set Records access to No Access or to Data Admin only.

- **Build scripts only.** A user with this access level can use the Build dialog options, but the Execute SQL now and Execute and build script options are disabled. The Tools, Data Administration menu items are also disabled.

Note. This setting is not available if you've set Records access to No Access.

- **Build Online.** With this access level, a user can use all Build dialog options but the Tools, Data Administration menu items are still disabled.

Note. This setting is not available if you've set Records access to No Access.

- **Full data admin access.** A user with this access level can use all the **Build** dialog options and access the **Tools, Data Administration** menu items.

Note. This setting is not available if you've set Records access to No Access or to Read-only access.

Change Control

There are three Change Control access levels. These access levels, such as Developer or Supervisor, are valid only when change control is enabled. You enable Change Control locking using PeopleSoft Application Designer.

- **Restricted access.** This access level restricts users from locking or unlocking objects. When change control locking is enabled, users with restricted access can only view Application Designer definitions—not create, modify, or delete them. This means a user can't lock any objects, and because they can't lock any objects, the user is not able to modify or delete them.

Note. With locking enabled, this setting overrides any Full Access settings on the Object Permissions tab or Misc. Permissions tab.

- **Developer access.** With developer access, a user is allowed to lock any unlocked objects and to unlock any objects that they have locked.

Supervisor access. A user with this access level can unlock any locked objects, regardless of who has locked them.

Language Translations

For this setting you can set only two levels of access, No access and Full access. You would enable this set of menu options for the individuals involved in translating or “globalizing” your applications.

PeopleCode Debugger

Use this option to restrict the access of the PeopleCode Debugger.

SQL Editor

Use this option to restrict developers from modifying the SQL in your applications.

Upgrade

For Upgrade, selecting No access disables all of the Upgrade menu items on the Tools menu. Developers

could still access the Upgrade view and modify upgrade settings in the project definition, but they could not run any of the upgrade processes.

With Read-only access, users would be able to run compare reports against the database, but they would not be allowed to copy objects into the database.

The following table shows the relationship between the permissions that are set up within the source and the target databases, which you should consider in upgrade situations.

Source DB	Target DB	Compare?	Copy?	Export?	Import?
No Access	No Access	No	No	No	No
No Access	Read-only Access	No	No	No	No
No Access	Full access	No	No	No	No
Read-only Access	No Access	No	No	Yes	No
Read-only Access	Read-only Access	Yes	No	Yes	No
Read-only Access	Full access	Yes	Yes	Yes	No
Full access	No Access	No	No	Yes	Yes
Full access	Read-only Access	Yes	No	Yes	Yes
Full access	Full access	Yes	Yes	Yes	Yes

Miscellaneous Permissions

The Miscellaneous page enables you to set the access levels for the Miscellaneous Objects items that appear on the Application Designer, Tools menu. This includes Access Profiles, Color, Field Format, Style, and Tool Bar.

Each of the Miscellaneous Objects can be set for No access, Read-only, or Full access. You can select the (ALL) buttons to grant the same permissions to each item.

Data Archival

Archive Data is a PeopleTool that enables you to archive your data as part of regular database maintenance. The security options in this group related specifically to actions a system administrator would make while using the Data Archival tool. What a system administrator can do within the Data Archival tool is controlled by permission lists. Before you grant any permissions to these actions, make sure you have read the Archive Data documentation.

See Also

PeopleTools PeopleBook: Data Management, “Data Archiving”

Setting Process Permissions

Just as you define permissions for the pages a user can access, it is also critical to specify what batch (and online) processes that users can invoke through PeopleSoft Process Scheduler. Typically, Process Groups are grouped by department or task. For example, the batch programs having to do with your payroll department probably all belong to the PAYROLL Process Group, or something similar.

Then when you create a Process Permission List, you add the appropriate Process Groups so that a user belonging to a particular Role can invoke the proper batch programs to complete their business transactions. You do this using the Process Group Permission page.

In addition to invoking the proper batch programs, you also want to specify to what capacity a user, or Role, can modify certain Process Scheduler settings. You do this using the Process Profile Permission page.

Note. The Process Profile is granted to the user by way of the user profile, and the Process Group is granted to the user by way of a permission list.

Process Group Permissions

The Process Groups page lists the various process groups associated with a Permission List. Process groups are collections of Process Definitions that you create using PeopleSoft Process Scheduler. After being created in Process Scheduler, you add process groups to permission lists on the Process Group Permission page.

Typically, you group Process Definitions according to work groups within your organization, and typically that work group would have a particular role associated with it. Regardless of how you organize your Process Definitions, you must assign process groups to a permission list.

Users can run only those processes through Process Scheduler that belong to process groups assigned to their role. For instance, you may have a set of Process Definitions that relate to your Human Resources department and another set for your Manufacturing department.

Use the plus and minus signs to add and remove process groups from a permission list.

Process Profile Permissions

PeopleSoft Process Scheduler security involves more than just adding a few process groups to a permission list. You also need to specify to what capacity a role (or set of users) can modify certain Process Scheduler settings. The process profile definition (defined in Process Scheduler) determines the default Process Scheduler settings for a user.

For example, with the process profile, you specify such settings as where the system delivers the output of the process, whether the user can update the process request, and so on.

Process Profile Permission																					
Permission List:	ALLPAGES																				
Description:	All pages and weblibs																				
<table border="0"> <tr> <td style="background-color: #000080; color: white; padding: 2px;">Server Destinations</td> <td style="background-color: #000080; color: white; padding: 2px;">Allow Requestor To</td> </tr> <tr> <td style="padding: 2px;">File: <input type="text" value="%%OutputDirectory%%"/></td> <td style="padding: 2px;"><input checked="" type="checkbox"/> Override Output Destination</td> </tr> <tr> <td style="padding: 2px;">Printer: <input type="text"/></td> <td style="padding: 2px;"><input checked="" type="checkbox"/> Override Server Parameters</td> </tr> <tr> <td colspan="2" style="background-color: #000080; color: white; padding: 2px;">OS/390 Job Controls</td> </tr> <tr> <td style="padding: 2px;">Name: <input type="text"/></td> <td style="padding: 2px;"><input type="checkbox"/> View Server Status</td> </tr> <tr> <td style="padding: 2px;">Acct: <input type="text"/></td> <td style="padding: 2px;"><input checked="" type="checkbox"/> Update Server Status</td> </tr> <tr> <td colspan="2" style="background-color: #000080; color: white; padding: 2px;">Allow Process Request</td> </tr> <tr> <td style="padding: 2px;">*View By: <input type="text" value="All"/></td> <td style="padding: 2px;"><input checked="" type="checkbox"/> Enable Recurrence Selection</td> </tr> <tr> <td style="padding: 2px;">*Update By: <input type="text" value="Owner"/></td> <td></td> </tr> <tr> <td style="padding: 2px;"><input type="button" value="OK"/></td> <td style="padding: 2px;"><input type="button" value="Cancel"/></td> </tr> </table>		Server Destinations	Allow Requestor To	File: <input type="text" value="%%OutputDirectory%%"/>	<input checked="" type="checkbox"/> Override Output Destination	Printer: <input type="text"/>	<input checked="" type="checkbox"/> Override Server Parameters	OS/390 Job Controls		Name: <input type="text"/>	<input type="checkbox"/> View Server Status	Acct: <input type="text"/>	<input checked="" type="checkbox"/> Update Server Status	Allow Process Request		*View By: <input type="text" value="All"/>	<input checked="" type="checkbox"/> Enable Recurrence Selection	*Update By: <input type="text" value="Owner"/>		<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
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*Update By: <input type="text" value="Owner"/>																					
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>																				

Process Profile Permission page

Server Destinations

There are output variables that you can specify when running processes or jobs on a server. With processes and jobs on the server, you have the following options:

- **File.** If the output is going to file, then specify the directory to which the file should be written. %%OutputDirectory%% is a meta variable that resolves to the output directory that you've specified in PSADMIN (or PSPRCS.CFG) for the Process Scheduler Server Agent.
- **Printer.** Specify the network, or local, printer to which the hardcopy output should be sent. You must explicitly specify the printer; there are no meta-variables available on the server for this value.

OS/390 Job Controls

Note. This group of options only applies to DB2 for the OS/390.

All the Process Scheduler's Shell JCL's use meta-strings to pass data stored in the database. PeopleSoft Process Scheduler takes advantage of meta-strings to generate the JCL job cards based on the user who initiated the request. For example, Job Name and Job Account can be passed by setting the Name and Account values, respectively, on the Process Profile page. For OS/390 you have the following options:

- **Job.** Enter %JOBNAME%
- **Account.** Enter %JOBACCT%.

See your RDBMS documentation and the PeopleSoft *Installation and Administration* guides for details about JCL meta-variables/strings.

Allow Process Request

These options apply to using the Process Monitor. Using these options you can restrict the processes that a user can view and update. For the Process Monitor you can specify restrictions described in the following topics.

View by. Specify what users can view processes launched by a user in this Permission List. You have the following options:

Owner: Select this radio button if you only want the owner to be able to view processes launched by users in this Permission List.

All: Select this radio button if you want all users to be able to view processes launched by users in this Permission List.

None: If you do not want anybody to be able to view processes launched by users in this Permission List.

Update By. Specify whether users can update the status of a submitted process by way of the Process Monitor's Process Detail page in the Update Process group. For instance, you decide whether the users can restart or cancel a request by setting an Update By value.

You have the following options for Update By:

Owner: Select this radio button if you only want the owner to be able to update processes launched by users in this Permission List. For instance, nobody else could restart a request that this user submitted. However, it will not prevent this user from updating another user's processes.

All: Select this radio button if you want all users to be able to update processes launched by users in this Permission List.

None: If you *do not* want anyone to be able to update processes launched by users in this Permission List.

Note. Be careful as you grant update authority to submitted processes. An inexperienced user can easily disrupt batch processing by deleting or holding processes. This is especially true with restarting processes. If a program is not coded for a "restart" then users should *not* be able to restart it. Restarting a program that is not

properly coded to acknowledge the previous program run can threaten data integrity.

The **Allow Request To** options apply to using the Process Monitor and Process Scheduler Request page. These options enable you to restrict the authority that a user has while monitoring scheduled processes.

Override Output Destination	Select to allow a user to change the value in the Output Destination column on the Process Request page.
Override Server Parameters	Select if you want a user to be able to select the Server Name and modify the Run Date/Time group on the Process Scheduler Request page.
View Server Status	Select to allow a user to access the Server List page in the Process Monitor.
Update Server Status	Select to allow a user to suspend, restart, or bring down a server using the Server Detail page from the Server List in Process Monitor.
Enable Recurrence Selection	For processes and jobs scheduled to run on the server, you can apply a Run Recurrence value. To restrict being able to select a Run Recurrence, make sure this option is not selected.

Setting Signon Times Permissions

Access the Permission Lists - Sign-on Times page.

General Pages PeopleTools Process **Sign-on Times**

Permission List: ALLPAGES
Description: All pages and weblibs

*Day	Start Time	End Time	Time		
Sunday	00	00	23	59	+ -
Monday	00	00	23	59	+ -
Tuesday	00	00	23	59	+ -
Wednesday	00	00	23	59	+ -
Thursday	00	00	23	59	+ -
Friday	00	00	23	59	+ -
Saturday	00	00	23	59	+ -

Permission Lists - Signon Times page

This page enables you to pick a day from the **Day** drop-down list boxes and then set a signon duration using the **Start Time** and **End Time** edit boxes.

Signon times use the 24-hour clock and run *through* the End Time value. For example, a user with an End Time of *16:30* can use the system until 4:31 p.m., 1:00 p.m. is 13:00; noon is 12:00; and midnight is 00:00.

To create a signon time that spans multiple days, you must use adjoining signon times. For example, to create a signon time running from 8 p.m. Tuesday to 6 a.m. Wednesday, you need a Tuesday Start Time of 20:00 and End Time of 23:59. Then you need to add a Wednesday signon time with a Start Time of 0:00 and an End Time of 5:59.

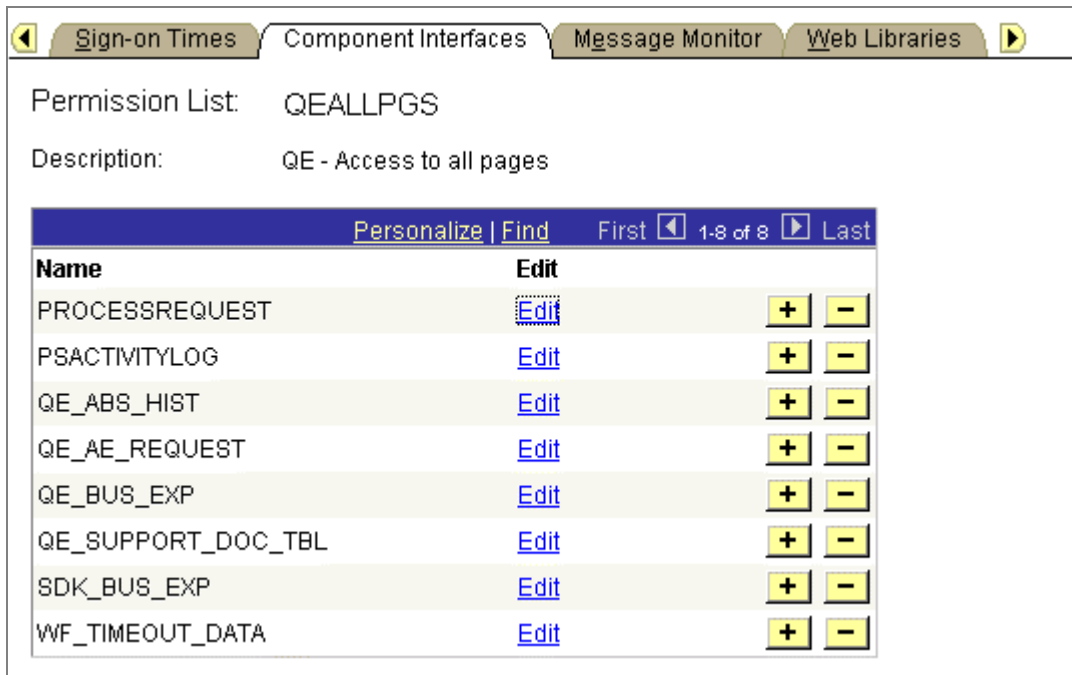
When adding a new signon time, the Start Time is set by default to 0:00 and the End Time to 23:59. You need to customize the signon times or else the user will, by default, have access to the system all day, every day. By default, all of the days of the week appear in the Signon Times list. However, you can delete as many as you like, and you can even add multiple signon periods per day.

A single day can have more than one signon period as long as the periods don't overlap one another. If there are more than one non-overlapping signon periods for one day, that day appears once for each of those signon periods.

When customizing signon authority, you can modify a default signon time period, add a new signon time, or delete a signon time.

Setting Component Interface Permissions

Access the Permission Lists - Component Interfaces page.



Permission List: QEALLPGS
Description: QE - Access to all pages

Name	Edit		
PROCESSREQUEST	Edit	+	-
PSACTIVITYLOG	Edit	+	-
QE_ABS_HIST	Edit	+	-
QE_AE_REQUEST	Edit	+	-
QE_BUS_EXP	Edit	+	-
QE_SUPPORT_DOC_TBL	Edit	+	-
SDK_BUS_EXP	Edit	+	-
WF_TIMEOUT_DATA	Edit	+	-

Permission Lists - Component Interfaces page

Name Shows the name of the component interface.

Edit Enables you to grant access to a particular component interface method.

How you add access to component interfaces is similar to adding page access. You insert a component interface into the definition list using the plus button. Keep in mind, you *must also* grant access to the component interface methods as well.

Use the Edit link to set the method access mode for each method within the inserted component interface. On the Component Interface Permissions page you grant full access or no access to the methods that appear in the Methods list. Use the (ALL) buttons to grant access to all or no access to all.

Setting Message Monitor Permissions

Access the Permissions Lists - Message Monitor page.

Permission List: ALLPAGES
Description: All pages and weblibs

Channel Name	*Access
QE_STOCKQUOTE_CHNL	Read Only

Buttons: Insert All Channels, Remove All Channels

Permission Lists - Message Monitor page

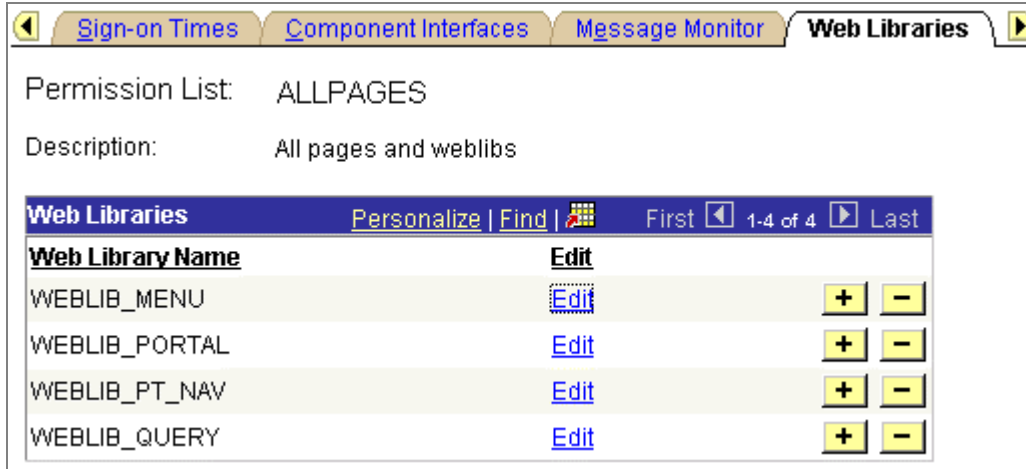
The Application Message Monitor is the utility that administrators use to monitor the messages and the components involved in your application messaging system.

Channel Name	Shows the name of the message channel.
Access	Enables you to assign varying degrees of access. You have the following options: <i>Full:</i> An administrator can view and edit messages within the channel. <i>Read Only:</i> The administrator can view, but not edit, messages within the channel.
Insert All Channels	Inserts into the list all the channels in the database.
Remove All Channels	Removes all items from the message channel list.

You add access to the Application Message Monitor using the Pages page, but after you add access to the Message Monitor, you must customize user access to your channels. You use the Message Monitor Permissions page to grant access to Message Channels, and by doing so you enable an administrator to view or edit messages within a particular channel.

Setting Web Libraries Permissions

Access the Permission Lists - Web Libraries page.



Permission Lists - Web Libraries page

Web Library Name Shows a list of the web libraries added to the permission list.

Edit Enables you to set access to web library functions, which is either Full Access or No Access.

You add new web libraries to the list using the plus sign. You must also add permission to individual functions by clicking the Edit button.

A Web Library is a derived/work record that has a name that starts with WEBLIB_. All PeopleSoft iScripts are imbedded in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content.

Administrators should make sure users have the proper access to web libraries. For example, the default navigation system for PIA users is implemented using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they won't have proper access to the system. If users are not authorized for a particular web library or script then they can't invoke it.

Note. Proper Web Library access is required to access PeopleSoft applications with a web browser.

After you add the Web Library, you set the access for each script function individually. Invoking an iScript requires the assembly of an URL. Developers "assemble" the URL using PeopleCode.

To grant access to a Web Library:

1. In the **Web Library Name** list locate the Web Library to which you want to grant access.
2. Click **Edit** to open the Web Library.

The functions contained in that library appear on the following page.

3. In the **Function** list locate the function to which you want to grant access.
4. Set the Access Permissions from the dropdown list.
5. Save your work.

See Also

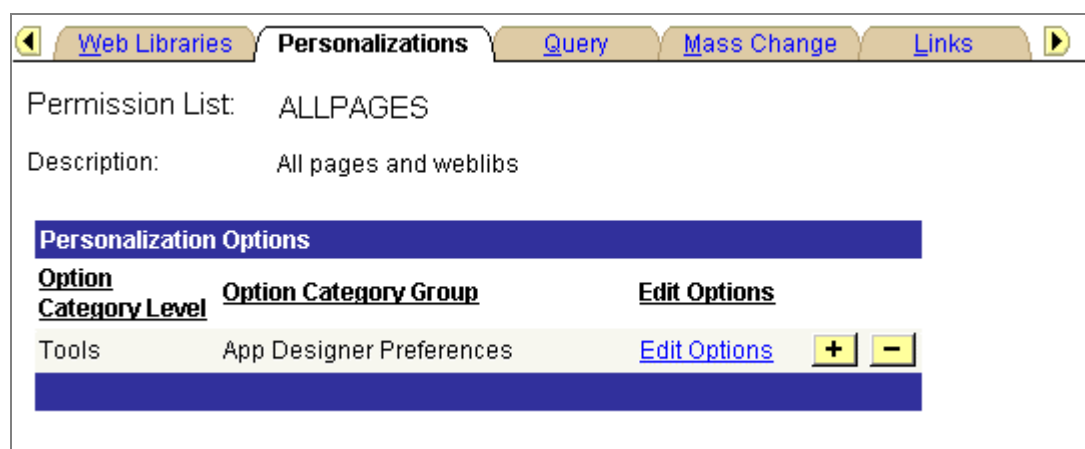
PeopleTools PeopleBooks: PeopleCode Developer's Guide, "Using Internet Scripts"

Setting Personalizations

Access the Permission Lists - Permission Lists page.

You define personalization options using the PeopleTools Personalizations interface. You link the personalizations enabled for your site to your users by way of permission lists.

Note. Only those personalization options that accept customization are available for your users to modify.



Permission Lists - Personalizations page

Option Category Level	The high-level grouping of personalizations.
Option Category Group	Shows the further categorizations of personalization options within the category level.
Edit Options	Click this link to enable specific personalization options for a permission list.

See Also

Managing PeopleSoft Personalizations

Personalization Permissions

Access the Permission Lists - Permission Lists page and click Edit Options.

This page enables you to enable a particular user personalization option for a permission list. User can only take advantage of personalization options associated with one of their permission lists. The default personalizations appear automatically.

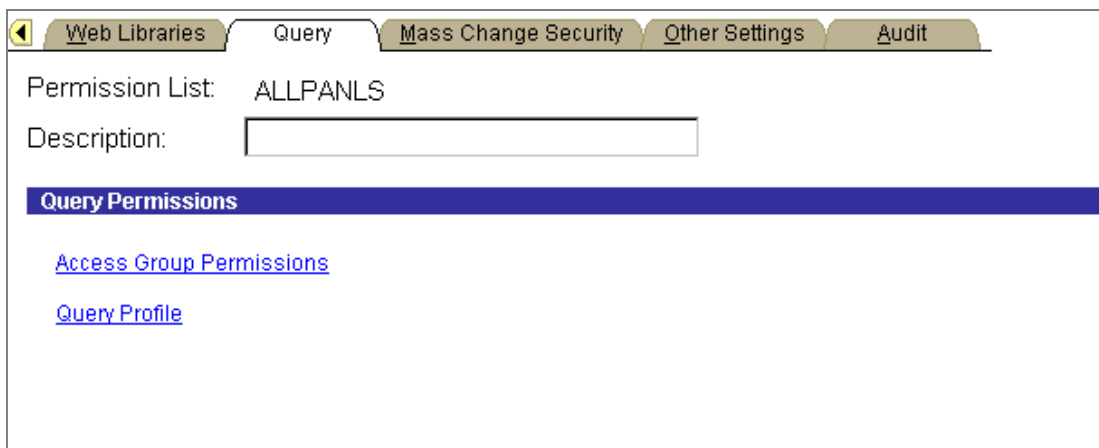
Personalization Options			
Category	User Option	Description	Allow User Option
General Options	ACCESS	Accessibility Features	<input type="checkbox"/>
Internatl & Regional Settings	ADES	Afternoon designator (PM, pm)	<input type="checkbox"/>
Navigation Personalizations	AUTOMENU	Automatic menu collapse	<input type="checkbox"/>
Navigation Personalizations	CALBTN	Tab over Calendar Button	<input type="checkbox"/>
Internatl & Regional Settings	DCSP	Decimal Separator	<input type="checkbox"/>

Personalization Permissions page

- Category** Shows the category or "type" of personalization option.
- User Option** Shows the internal code name associated with the personalization option.
- Description** Shows the text that the end users sees on the My Personalizations page.
- Allow User Option** To enable the option for a permission list, you must select this check box.
- Select All/Deselect All** To select or deselect all the options within a particular category use these buttons.

Setting Query Permissions

Access the Permission Lists - Query page.



Permission Lists - Query page

The Query page has links to the Access Group Permissions page where you can define what records the user can have access to and the Query Profile page where you can define what query operations the user can perform.

This section contains information concerning how to establish a security scheme for Query, and discusses how to:

- Define Access Groups.
- Define Query Profiles.

There are other security related topics, such as building security query trees and creating record definitions in Application Designer such that Query enforces row-level security. These topics are beyond the scope of this chapter.

Note. The set of Query Permissions that you grant a user is based solely on the user's primary permission list, which is set in the user profile. Query does *not* use any of the permission lists based on the set of roles the user has been assigned.

Note. Query can also enforce row-level security settings by implementing Query Security Views, which are defined on each record's Definition Properties page.

See Also

PeopleTools PeopleBooks: "PeopleSoft Query"

Defining Access Groups

Access groups are nodes in a query tree, which you build with PeopleSoft Tree Manger. After you've built a query tree, you give users access to one or more of its access groups. Then they can generate queries on any tables in the access groups accessible to them.

When you open Query Manager, it displays either an access group structure or an alphabetical list of records to which you have access. Access groups enable you to logically organize the

record components to control security access within Query. It is not a physical representation of your database. The record components shown are those that the user has been granted access to.

You can generate queries on and retrieve information only from the tables whose record definitions are within these access groups. If, for example, you were querying an order table and wanted to display data from a related table (like the customer name rather than the customer code), you must have both tables—the order table and the customer prompt table—in your access groups.

To create new queries, or even to run existing ones, users must have access rights to the record components used in the queries. After you've built your query trees, you must grant users access to them. You can grant and restrict access to entire query trees or portions of them through the Access Groups page.

Permission List Access Groups

Permission List: ALLPAGES

Description: All pages and weblibs

*Tree Name		*Access Group		Accessible	
QE_QRY_TREE	Q	BUSINESS_COMPONENTS	Q	<input checked="" type="checkbox"/>	+ -
QUERY_TREE_WF	Q	WORKFLOW_ACCESS_GRP	Q	<input checked="" type="checkbox"/>	+ -

Permission List Access Groups page

This page lists the **Access Groups** added to a permission list.

To add an access group to a permission list:

1. Open the desired Permission List and select Query, Access Groups Permissions.
2. Select a Tree Name.

Use the drop-down list boxes to find the Tree Name you need.

3. Select the highest **Access Group** that the user can access.

Use the drop-down list boxes to find the Access Group you want. The system displays only the access groups in the selected query tree.

The Access Group selected should be the highest-level tree group to which this Permission List needs access. The **Accessible** check box is selected by default. For example, users in the ALLPANLS permission list have access to all record components in the EIS_ACCESS_GRP and all access groups below it in the QUERY_TREE_EIS query tree—in other words, to all record components in the tree.

4. Clear the Accessible check box, if desired.

If you want to grant access to *most* of the record components in a high-level access group, but want to restrict access to one of the lower-level groups, you can add a new row for the lower-level access group and clear the Accessible check box. Users can then access all record components within the higher-level group *except* for those you explicitly made inaccessible.

Note. Because it hinders system performance, PeopleSoft doesn't recommend clearing the Accessible check box for lower-level access groups. If you need to restrict access to record components on a particular branch of a tree, you should consider creating a new tree for those definitions. Attempting to expand an access group that is not accessible will cause all access groups below that access group to be loaded into memory.

5. Save your changes.

Note. When the system loads an access group into memory for the first time, you'll most likely experience a small delay. This delay is the result of a physical database read for each record component that is associated with that access group. For this reason, PeopleSoft doesn't recommend grouping a large number of record components into a single access group.

Defining Query Profiles

Query Profiles specify what query operations are available to users. The first level of security is access to PeopleSoft Query itself. If you don't give users access to Query when you define their user ID, they can't create or run queries. To do this you make sure the primary permission list specified on the General tab for the user profile has Query access. Not every user needs to create their own queries.

You can give users the right to run queries but not create them, or to create regular queries but not workflow queries, or you can restrict the SQL operations they can perform. For users who do have access to Query, you control what query options or functions are available through their query profile.

Query profiles specify the type of access you'll permit users to have when they work with PeopleSoft Query. For example, you may want certain users only to run existing queries, not create new ones. For those you do allow to create new queries, you might want to restrict the types of queries they can create. You can also determine the output options users have for generating their queries.

By default, the query profile gives users access to all Query features—assuming, of course, that you gave them access to Query.

Permission List: ALLPAGES	
Description: All pages and weblibs	
PeopleSoft Query Use	Advanced SQL Options
<input type="checkbox"/> Only Allowed to run Queries <input type="checkbox"/> Allow creation of Public Queries <input type="checkbox"/> Allow creation of Workflow Queries Maximum Rows Fetched: <input type="text"/> (0 = Unlimited)	<input type="checkbox"/> Allow use of Distinct <input type="checkbox"/> Allow use of 'Any Join' <input type="checkbox"/> Allow use of Subquery/Exists <input type="checkbox"/> Allow use of Union <input type="checkbox"/> Allow use of Expressions Maximum Joins Allowed: <input type="text"/> (9 = Unlimited) Maximum 'In Tree' Criteria: <input type="text"/> (9 = Unlimited)
PeopleSoft Query Output	
<input type="checkbox"/> Run <input type="checkbox"/> Run to Excel <input type="checkbox"/> Run to Crystal	

Security-Permission Lists-Query Profile

PeopleSoft Query Use

The Query Profile page contains the following options:

- Only Allowed to run Queries.** Prevents users from being able to create queries, and also restricts them from running PeopleSoft Query. The values of the remaining options in this group are irrelevant if you have selected this option. This option exclusively limits the user to *run only* access to PeopleSoft Queries. Users who have this option selected in their Query Profile cannot modify queries or open the PeopleSoft Query tool.
- Allow creation of Public Queries.** Determines whether users can create public in addition to private queries.
- Allow creation of Workflow Queries.** Determines whether users can create workflow queries in addition to private queries. A Workflow query is a query used in PeopleSoft Workflow, either as a database agent query or a role query. Because they're part of the workflow, these queries are able to circumvent security restrictions; that is, the system doesn't check access group rights while running the query. If you want to make sure that users can't bypass the system's security, *don't* select this check box. If, on the other hand, users need to create role queries or database agent queries, select it.
- Maximum Rows Fetched.** Some queries can return many data rows. For performance or time considerations, you may want users to view only some

of those rows rather than all of them. You can restrict the number of rows retrieved by a query by entering a suitable number in this edit box.

PeopleSoft Query Output

At least one of the output options must be selected for the user to be able to view the results of queries. The output options are:

- **Run.** Query displays the query results in a view-only grid control, the Results tab in Query. This option is useful as users are refining their queries.
- **Run to Excel.** Query passes the query results to Microsoft Excel, where you can analyze the results further.
- **Run to Crystal.** Query passes the query results to Crystal Reports Pro, a report formatter, where you can use predefined formats or create new ones to print the results of your query.

Note. If using Query in the Windows environment, you grant runtime access through Navigator by selecting at least one of the Peoplesoft Query Output options.

Advanced SQL Options

If you've given the permission list the ability to create new queries, designate the Advanced SQL Features they can use. It's a good idea to restrict less experienced users from generating complex queries, because such queries can affect system performance.

See Also

PeopleTools PeopleBooks: PeopleSoft Query “Advanced Query Options”

PeopleTools PeopleBooks: PeopleSoft Query, “Types of Queries”

Setting Mass Change Permissions

Mass Change security controls:

- What Mass Change templates a user can access to create new definitions.
- Whether a user can run Mass Change definitions online.
- What Mass Change definitions a user can open, view, or execute. These definitions must also be based on a template with the same PeopleSoft Owner as the user.

Note. Mass Change is a PeopleTool used in previous PeopleSoft releases. It is included in this release for upgrade purposes. It should not be used for new development.

Note. A user inherits their Mass Change authorizations through their *primary* permission list, not through roles.

Before you can use a new template to create definitions, you must have permission to access to it.

To modify Mass Change template permissions:
--

1. Add or remove templates from the Authorized Templates list.

To add a template, place your cursor in an existing row and click the plus sign button. Then select a template from the drop-down list box. To delete a template, place your cursor in the field that contains the template, and click the minus sign button.

2. Select or clear **OK To Execute Online?**, as needed.

When you have enabled the OK To Execute Online? option, users with the given primary permission list possess the ability to run Mass Change definitions online after saving any modifications to the Mass Change Definitions pages.

3. Save your work.

Adding Links

The Links page enables you to add links to other pages within your PeopleSoft system that pertain to a particular Permission List. For instance, perhaps a PeopleSoft application requires a specific security setting to be attached to a Permission List. Assuming that this application-specific setting appears on a page not in PeopleTools, Security, you just add a link to that page so that anyone updating the Permission List can easily navigate to it.

You create your inventory of links to security settings that exist outside of PeopleTools Security using the Security Links page. After being created and assigned to a security definition, such as a permission list, then the links appear in the security definition's list of links.

See Also

Security Links

Inquiring on Audit Information

The Audit page is a read-only page that enables you to determine when a Permission List was last updated and by whom. You can also view who has made changes to security tables using the Database Level Auditing feature.

See Also

PeopleTools PeopleBook: Data Management, “Database Level Auditing”

Running Permission List Queries

Permission list queries enable you to run queries that provide detailed information regarding a permission, such as the user IDs and roles associated with a permission list. The available queries are documented on the page.

To run a permission list query:
--

1. Click the link associated with the query you want to execute.

This invokes a new browser window.

2. View the information the query returns, or select a download option.

For downloading, you have the following options:

- Excel Spreadsheet. Downloads the query results as an Excel spreadsheet (.XLS) file.
- CSV Text File. This downloads the query results as a comma separated values (CSV) file format.

CHAPTER 3

Working With Roles

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

- Work with roles.
- Define role options.
- Create a *NEWUSER* role.

Understanding Roles

Roles are an intermediate object that exist between permission lists and user profiles. They are designed to aggregate permission lists so that you can arrange permissions into meaningful collections. If you implement dynamic roles, then roles enable you to add permissions to users dynamically, which reduces administration tasks.

Note. In previous releases, roles were associated with PeopleSoft Workflow. PeopleTools has expanded their definitions to include system permissions. There is only one role definition, and you maintain it within Security.

Role users are the User Profiles or users that have membership to a particular role. Users inherit most of their permissions from the roles assigned to the User Profile. However, you assign some Permission Lists directly to the User Profile.

You assign data permissions directly to the User Profile either through a Primary Permissions list or Row Security Permissions list. Navigator Homepage and Process Profile permission lists are also assigned directly to the user profile.

Some users obtain their membership by an administrator adding a role to their user profile manually, through the Security pages devoted to users. These users are *Static Role Users*.

Other users may obtain membership in a role programmatically. You can run a batch process that executes predefined role rules and assigns roles to user profiles according to these rules. This approach is called dynamic membership, and users who become role users of a particular role programmatically are *Dynamic Role Users*.

The dynamic role assignment is how to make your security system scale to meet the demand of an ever-increasing user population. Otherwise, members of your IT staff need to manually make every change to a user profile. If you have thousands of users in your system, the security administrator becomes the bottleneck.

Working With Roles

In this section, we discuss how to:

- Create a new role.
- Copy a role.
- Delete a role.

Creating a New Role

To create a new role:

1. Select PeopleTools, Security, Permissions & Roles, Roles.
2. On the search page click **Add a New Value**.
3. In the **Role Name** edit box, enter the name of role you want to create, and click **Add**.
4. From the pages in the Roles component select the appropriate role options.
5. Save your work.

Copying Roles

To clone a role:

1. Select PeopleTools, Security, Permissions & Roles, Copy Roles.
2. On the search page, search for the role that you want to copy (clone), and click it.
The **Role Save As** page appears.
3. On the Role Save As page, enter a new name in the **as:** edit box.
4. Click **Save**.

Deleting Roles

To delete a role:

1. Select PeopleTools, Security, Permissions & Roles, Delete Roles.
2. On the search page, locate the Permission List that you want to delete and click it.

The **Delete Permission List** page appears.

3. Click **Delete Permission List**.
4. Click **OK** to confirm the deletion, or click **Cancel** to abort.

Removing Users From a Role

If you need to delete the users assigned to a static or dynamic role, use the `NO_USERS` Query to locate the users. You invoke this query using the query rule with dynamic roles.

Defining Role Options

In this section, we discuss how to:

- Describe the role.
- Assign permissions to roles.
- Display list of members for a role.
- Display list of members who belong to a current role dynamically.
- Set routing options for users.
- Decentralize the administration of roles.
- Display any additional links for user profiles.
- Run role queries.
- Inquire when a permission list was last updated.

Pages Used to Define Role Options

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
General	PeopleTools, Security, Permissions & Roles, Roles, General.	Describe the role and disable the role if needed as well as add a long description to help identify the role.
Permissions Lists	PeopleTools, Security, Permissions & Roles, Roles, Permission Lists.	Grant permissions to roles.

Page Name	Navigation	Usage
Members	PeopleTools, Security, Permissions & Roles, Roles, Members.	Display the current list of static members that belong to the current role.
Dynamic Members	PeopleTools, Security, Permissions & Roles, Roles, Dynamic Members.	Display the current list of members that belong to the current role dynamically as a result of business rule invoked in real time or batch mode. If you are not using the Dynamic Members functionality, then this list is not populated.
Workflow	PeopleTools, Security, Permissions & Roles, Roles, Workflow.	Set routing options for users.
Role Grant	PeopleTools, Security, Permissions & Roles, Roles, Role Grant.	Decentralize the administration of roles.
Links	PeopleTools, Security, Permissions & Roles, Roles, Links.	Display any additional links for user profiles.
Role Queries	PeopleTools, Security, Permissions & Roles, Roles, Role Queries.	Run queries about a role.
Audits	PeopleTools, Security, Permissions & Roles, Roles, Audits.	Inquire when a permission list was last updated.

Common Elements in This Section

Role Name

The Role Name is read-only and reflects the name you chose for the role when you created it.

Description

You have the option of adding a short description to help you identify a particular Role on the other pages.

Describing the Role

Access the General page.

The screenshot shows a web interface for role management. At the top, there are several tabs: 'General' (selected), 'Permission Lists', 'Members', 'Dynamic Members', 'Workflow', 'Role Grant', and 'Links'. Below the tabs, the 'Role Name' is set to 'Employee' and the '*Description' is 'Employee'. A 'Role Status' section contains a checked checkbox for 'Role Disabled'. A 'Long Description' text area contains the text 'This is the role that applies to ALL employees.'

General page

Role Name	Displays the name of the role you opened or created.
Description	Add a description of role. The text you add here appears throughout the component at the top of each page. There is a 30-character limit. Note. This is a required field.
Role Status	To temporarily disable, as in for testing purposes, select the Role Disabled check box in the Role Status group box. The system selects this check box after a user has had multiple failed login attempts (if configured to do so). If you no longer need the role, delete it. A disabled role can't accept new members, or users. For example, roles that you are modifying might be disabled. Users belonging to a disabled roll can't sign on to the system until you reactivate the role.
Long Description	Enables you to add a more descriptive explanation of the role. The text you add here should provide specific details describing the purpose of the role.

Assigning Permissions to Roles

Access the Permission Lists page.

General **Permission Lists** Members Dynamic Members Workflow Role Grant Links

Role Name: Employee
Description: Employee

Permission Lists [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)


Permission List	Description	View Definition
PTPT1000	PeopleTools-Employee	View Definition + -

Permission Lists page

Permission List	Displays the name of the permission list.
Description	Displays a short description of the permission list.
View Definition	Click this link to open the permission list definition. This enables you to view all the options in the permission to make sure it is suitable for a particular role.

Remember that a user's access is determined by the sum of all the permission lists applied to each role to which they belong. For instance, suppose you add permission list X and permission list Y to a role. Permission list X has a signon time of 8 a.m. to 5 p.m. and permission list Y has a signon time of 1 p.m. to 9 p.m. In this scenario, the users assigned to this role can sign on to the system between the interval 8 a.m. to 9 p.m. If this is your intention, then everything is OK. Always be aware of the contents of each permission list prior to adding them to a role.

To add a permission list to a role:

1. Click .
2. In the **Permission List** column click the lookup button.
3. From the search page, click the permission list that you want to add.

Displaying List of Members for a Role

Access the Members page.

Members		
Role Name:	Employee	
Description:	Employee	
User ID	Name	View Definition
PTEMPL	Employee	View Definition
QEMGR	Charles Smith	View Definition
QETSTR	Marie Smith	View Definition

Members page

User ID	Displays the user ID of the role member.
Name	Displays the name of the user associated with the user ID.
View Definition	Enables you to view the user ID of the role member to make sure that you have selected the appropriate definition for inclusion in the role.

When you add a role to a user profile the user ID and description (Name) of the user appears in the Members list. When you remove the role from the user profile, then the corresponding User ID and Description do not appear in the Members list for that role..

Note. This page shows those users who are added to a role using the static approach.

Displaying List of Dynamic Members

Access the Dynamic Members page.

Dynamic Members		
Role Name:	Employee	
Description:	Employee	
User ID	Description	View Definition
		View Definition + -

Dynamic Members page (1 of 2)

The screenshot shows a web interface for managing roles. On the left, under the heading 'Rules', there are three unchecked checkboxes: 'Query Rule Enabled', 'PeopleCode Rule Enabled', and 'Directory Rule Enabled'. Below the 'Directory Rule Enabled' checkbox is the text 'Assign Directory Rule'. To the right of the checkboxes is a search box labeled 'Execute on Server:' with a magnifying glass icon. Below the search box are three buttons: 'Test Rule(s)', 'Execute Rule(s)', and 'Refresh'. The 'Refresh' button has a circular arrow icon. To the right of the buttons are two blue links: 'Process Monitor' and 'Message Monitor'.

Dynamic Members page (2 of 2)

User ID	Displays the user ID of the role member.
Description	Displays the name of the user associated with the user ID.
View Definition	Enables you to view the user ID of the role member to ensure that you have selected the appropriate definition for inclusion in the role.
Rules	Enables you to select the format of the rule you want to invoke to assign roles. A dynamic role rule is defined/coded in PS/Query, PeopleCode, or your LDAP directory. A rule can use a combination of Query and PeopleCode or Query and LDAP, too.
Execute on Server	Enables you to select the appropriate Process Scheduler server to run the rule.

Assigning Roles

For the rule to successfully assign a role to the appropriate users, you must select the rule type you have in place for a particular role, and then specify the object that contains the rule you coded.

Note. You must define your role rules before you apply the options in the Rules group on the Dynamic Members page.

Also, if you make any changes to the name of the rule, add a new rule, and so on, save all changes before you execute the rule.

Query Rule Enabled	Select this check box if you defined your rule with Query. The Query Rule group appears below the Rules group. Use the Query drop-down list box to select the query that contains your role rule.
PeopleCode Rule Enabled	Select if your rule is a PeopleCode program. The PeopleCode Rule group appears. Specify the Record, Field, Event, and Function associated with your PeopleCode role rule.
Directory Rule Enabled	Select if your role rule is based on information in your directory server. With a directory-based rule you must

assign directory groups. The PeopleCode Rule appears because Directory rules are implemented using a PeopleCode program, DynRoleMembers. The DynRoleMembers PeopleCode program uses the Directory business interlink to retrieve user and group information from the directory. To view the program, open the FUNCLIB_LDAP record in PeopleSoft Application Designer. Click Assign Directory Groups to select a particular directory group that exists in your LDAP server hierarchy. For example, suppose you have your LDAP server grouped by geographic region. If so, your rule could assign a new self-service role to all users in the North America group. Use the Directory Group drop-down list box to select the appropriate directory group value. The values are derived from the LDAP data that you import using the Directory Group Import process.

After you run a rule, click **Refresh** to repopulate the grid with updated information. Because the role rules are executed by an Application Engine program that runs through PeopleSoft Process Scheduler, you can use the **Process Monitor** link to view the status of the program run.

After the program runs, it publishes a message containing the list of users in the role, and exits. The program does not update any tables; the message (subscription PeopleCode) performs the actual database updates. To check the status of the message, use the **Message Monitor** link. Keep in mind that just because the dynamic roles program completed successfully, that does not necessarily mean your roles are updated. The associated message must also be delivered successfully.

Note. To clear all dynamic users from the role, PeopleTools delivers a query named NO_USERS that you can run to delete all the members if necessary.

Query Rule Example

This section describes the process of creating a Query rule that assigns dynamic role membership. This general example should also help to illustrate similar techniques that you would use for a PeopleCode or LDAP rule.

Note. The following text assumes a working knowledge of PS/Query.

In this example, we need to create a query that selects user IDs based on job criteria. Specifically, we need to find all the users that currently have the job code KC012 (Human Resource Analyst), and add them to the appropriate role. The assigned role grants them access to the necessary components that a Human Resource Analyst needs.

To do so, we:

- Create a view.
- Create the query.
- Run the dynamic rule.

Note. The Dynamic Role functionality is not designed to resolve bind variables. When you select a query with a bind variable as a dynamic role rule, the system issues an error. PeopleSoft recommends that you do not use queries with bind variables as a query rule for dynamic roles. Many of the queries that PeopleSoft delivers are intended to be used with Workflow, and many of them contain bind variables. These queries are not designed to work "out of the box" as role rules.

If you are trying to create a role query based on PSOPRALIAS, to avoid issues with row level security, you should use PSOPRALIAS_VW instead. It is important to note that this view must be manually kept in synch with PSOPRALIAS.

You can create a view for the information that your query needs. For example, the view definition might be similar to the following.

Num	Field Name	Type	Key	Ord	Dir	Cur	Srch	List	Sys	Audt	Default
1	EMPLID	Char	Key	1	Asc		No	No	No		
2	EMPL_RCD	Nbr	Key	2	Asc		No	No	No		
3	EFFDT	Date	Key	3	Desc		No	No	No		%date
4	EFFSEQ	Nbr	Key	4	Asc		No	No	No		
5	OPRID	Char					No	No	No		

Dynamic Role Rule - Query View

The associated SQL Object is:

```

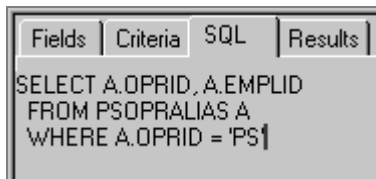
SELECT B.EMPLID
,B.EMPL_RCD
,B.EFFDT
,B.EFFSEQ
,A.OPRID
FROM PSOPRALIAS A
, PS_JOB B
WHERE A.EMPLID = B.EMPLID

```

Dynamic Role Rule - Query View SQL Object

Note. The OPRID must not be a key in this view because PeopleTools appends AND OPRID = “current users oprid” in Query. This occurs if we use the record OPRALIAS directly in the query.

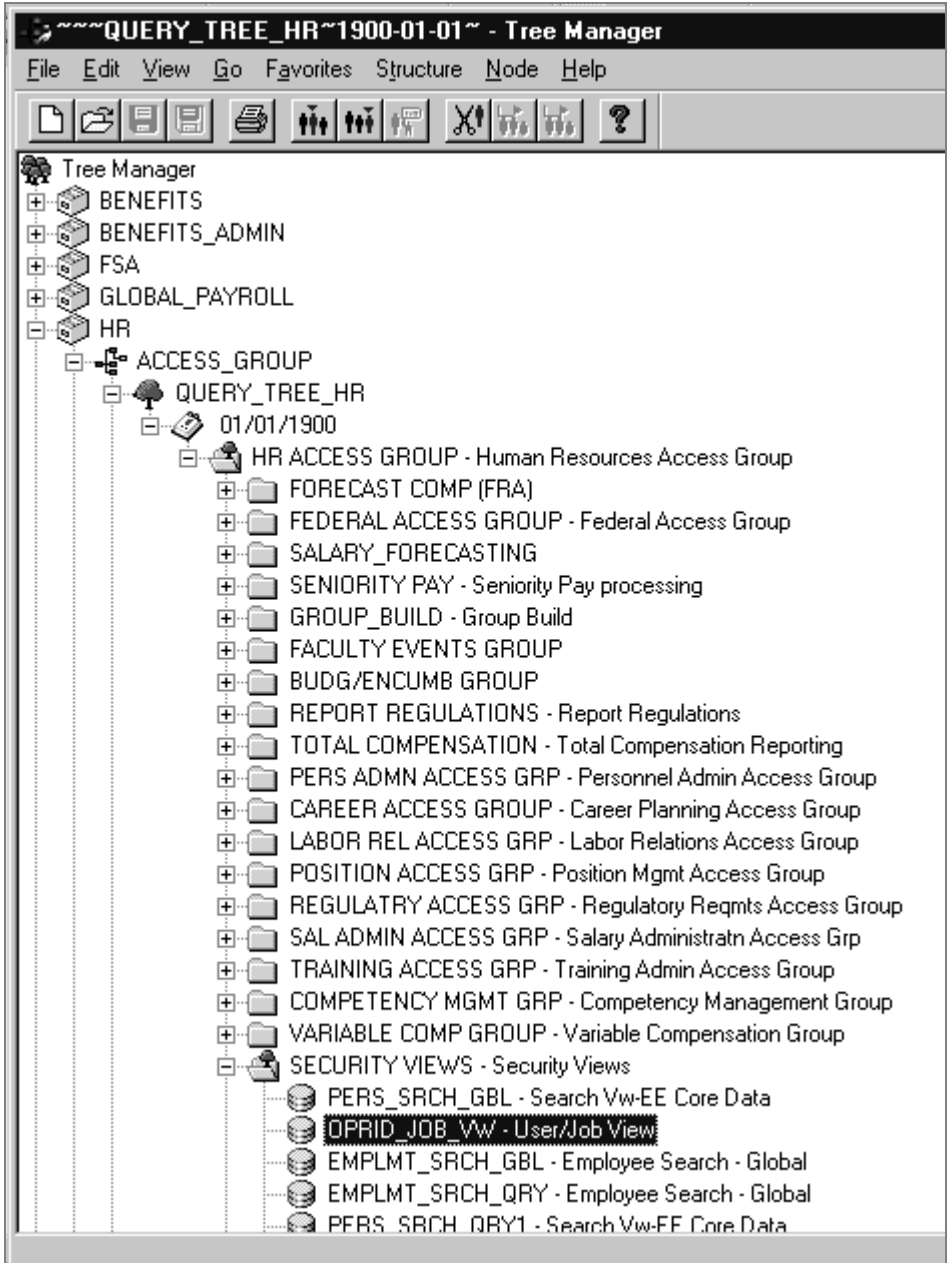
The SQL appears:

A screenshot of a query editor window with four tabs: Fields, Criteria, SQL, and Results. The SQL tab is active, displaying the following SQL code:

```
SELECT A.OPRID, A.EMPLID
FROM PSOPRALIAS A
WHERE A.OPRID = 'PS'
```

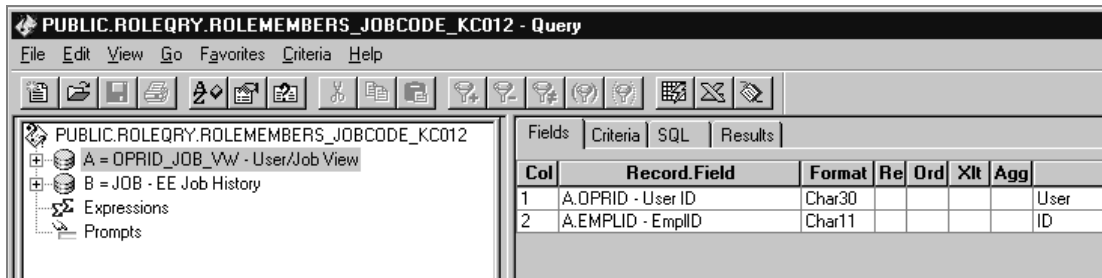
Query View SQL

After you create the view, you add it to the appropriate query tree. In this case, we add the new view to the QUERY_TREE_HR.



Adding the view to a Query Tree

With the view created, you then create a query. In this example, the properties we assign to the query enable it to assign a role to users who currently have the Job code KC012, Human Resource Analyst.



Query definition

The Query contains the following criteria.

Logical	Expression 1	Operator	Expression 2
	A.EFFDT - Effective Date	Eff Date <=	Current Dt (EffSeq = Last)
AND	A.EMPLID - EmplID	equal to	B.EMPLID - EmplID
AND	A.EMPL_RCD - Empl Rcd Nbr	equal to	B.EMPL_RCD - Empl Rcd Nbr
AND	B.EFFDT - Effective Date	equal to	A.EFFDT - Effective Date
AND	B.EFFSEQ - Effective Sequence	equal to	A.EFFSEQ - Effective Sequence
AND	B.SETID_JOBCODE - Job Code	equal to	SHARE
AND	B.JOBCODE - Job Code	equal to	KC012

Query criteria

The SQL for the query is:

```

SELECT A.OPRID, A.EMPLID
FROM PS_OPRID_JOB_VW A, PS_JOB B, PS_EMPLMT_SRCH_QRY B1
WHERE B.EMPLID = B1.EMPLID
AND B.EMPL_RCD = B1.EMPL_RCD
AND B1.ROWSECCLASS = 'DPALL'
AND (A.EFFDT =
(SELECT MAX(A_ED.EFFDT) FROM PS_OPRID_JOB_VW A_ED
WHERE A.EMPLID = A_ED.EMPLID
AND A.EMPL_RCD = A_ED.EMPL_RCD
AND A_ED.EFFDT <= SUBSTRING(CONVERT(CHAR,GETDATE(),121), 1, 10))
AND A.EFFSEQ =
(SELECT MAX(A_ES.EFFSEQ) FROM PS_OPRID_JOB_VW A_ES
WHERE A.EMPLID = A_ES.EMPLID
AND A.EMPL_RCD = A_ES.EMPL_RCD
AND A.EFFDT = A_ES.EFFDT)
AND A.EMPLID = B.EMPLID
AND A.EMPL_RCD = B.EMPL_RCD
AND B.EFFDT = A.EFFDT
AND B.EFFSEQ = A.EFFSEQ
AND B.SETID_JOBCODE = 'SHARE'
AND B.JOBCODE = 'KC012' )

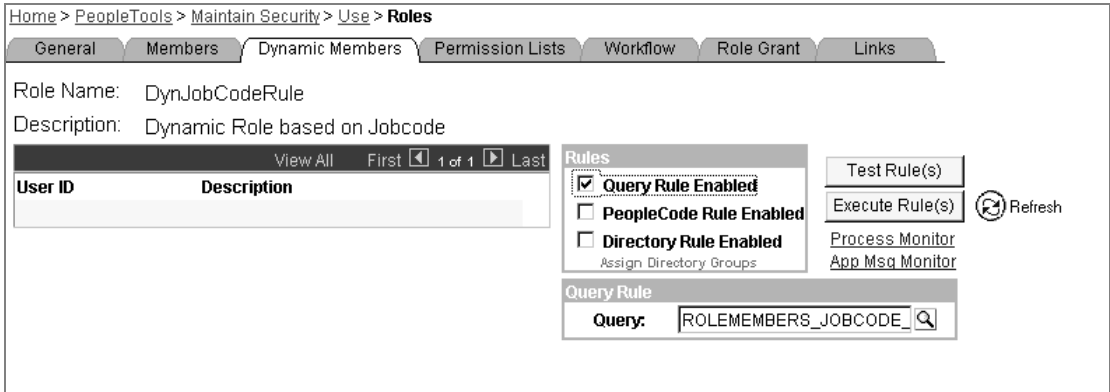
```

Query SQL

Notice that because the view doesn't have OPRID as a key, the resulting SQL does not contain the extra 'AND B.OPRID = 'PS'.

Note. When you save a query used for a dynamic role query you need to specify that is a “Role Query” in its properties.

With the view and the query created, you then need to set up the query rule in Security. Notice in the following example that **Query Rule Enabled** is selected and that the query created in the previous section appears in the **Query Rule** edit box.



Enabling the query rule

After enabling the query rule, you then want to test the rule to make sure the system assigns the appropriate roles to the appropriate users. To populate the role membership table, click **Execute Rule**.

Setting Workflow Routing Options for Users

Access the Workflow page.



Workflow page

Allow notification

This option relates the ad hoc notification feature with PeopleSoft Workflow. This option enables users to notify others of data on a PeopleSoft page through email or worklists.

When components are designed, developers have the option of enabling the Notify toolbar on the Component Properties dialog box in PeopleSoft Application Designer. If this option is set for a particular component, then this check box enables security administrators to enable the Notify feature per role.

To enable this feature for a role, select this option. To disable this feature, make sure this option is not selected. By default, this option is *enabled* for all roles.

Allow Recipient Lookup

This option relates the ad hoc notification feature with PeopleSoft Workflow, and only applies if Allow notification is enabled for a role.

When a user sends an ad hoc notification, there is an option to browse the database for the email addresses of other users in the PeopleSoft system, which includes vendors, customers, employees, sales leads, and so on. In some cases, it may not be appropriate to expose this information.

To enable this feature for a role, select this option. To disable this feature, make sure this option is not selected. By default, this option is *enabled* for all roles.

Use Query to Route Workflow

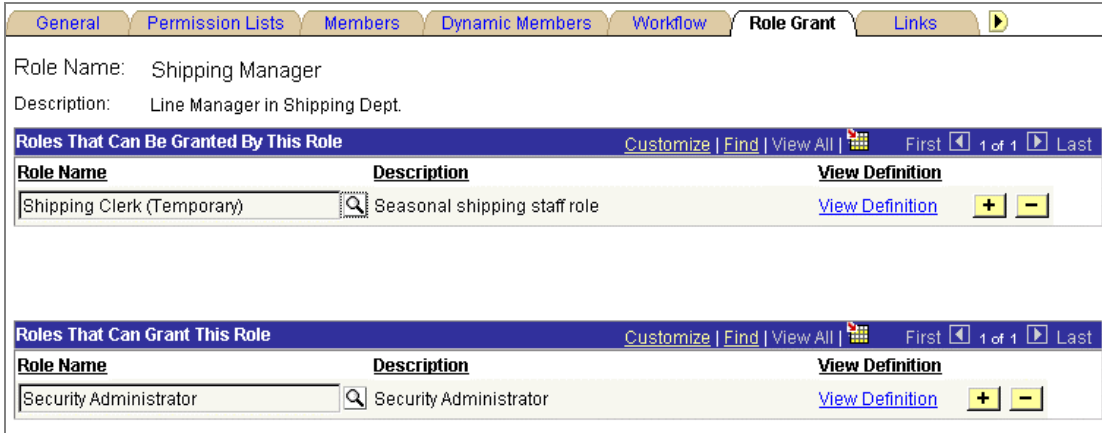
Specify whether the workflow routings for a particular role should be determined by a workflow query. This depends on your workflow scheme.

See Also

PeopleTools PeopleBooks: “PeopleSoft Workflow”

Decentralizing the Administration of Roles

Access the Role Grant page.



Role Grant page

You can selectively decentralize the administration of roles by using the Role Grant page. With the Role Grant option, you don't need to rely on Dynamic Roles, yet you don't need to bother a security administrator to assign roles either. For example, the Role Grant page enables a line manager to assign roles to employees on his/her team as needed to cope with changes in the work environment.

The Role Grant page works in conjunction with the Distributed User Profiles and Distributed User Setup pages in the User Profiles component.

Roles That Can Be Granted By This Role This grid contains the roles that the current role is allowed to grant to other user ID's. For example, the Line Manager in the shipping department may need to grant a role to a temporary worker (Shipping Temp). Typically, the roles that a role can grant should be in a "subservient" position to the granting role. To add multiple roles, use the plus button

Roles That Can Grant This Role This grid contains the roles that can grant the current role to other user IDs. For example, on the role of Shipping Temp role, Shipping Clerk appears in the Roles That Can Grant This Role grid. To add multiple roles, use the plus button.

View Definition To make sure that you have selected the appropriate definition for inclusion in the role, click this link to view the associated definition.

See Also

Working With Distributed User Profiles

Displaying Additional Links for User Profiles

If you have added any additional links for user profiles in the Security Links component, they appear on the Links page.

See Also

Security Links

Running Role Queries

Role queries enable you to run queries that provide detailed information regarding a role, such as the user IDs permission lists associated with a role. The available queries are documented on the page.

To run a role query:

1. Click the link associated with the query you want to execute.

This invokes a new browser window.

2. View the information the query returns, or select a download option.

For downloading, you have the following options:

- Excel Spreadsheet. Downloads the query results as an Excel spreadsheet (.XLS) file.
- CSV Text File. This downloads the query results as a comma separated values (CSV) file format.

Inquiring When a Role Was Last Updated

The Audit page is a read-only page that enables you to determine when a Role was last updated and by whom. You can also view who has made changes to security tables using the Database Level Auditing feature.

See Also

PeopleTools PeopleBooks: Data Management, “Database Level Auditing”

Creating a NEWUSER Role

When a new user enters the system, and you have implemented dynamic role rules, the user does not belong to any roles until your role rules execute. If you have a new employee entered into the system, at first all they would be able to access is the "public" pages you authorize for the NEWUSER role. Then when your dynamic role rules execute, the new employees become a member of the roles that apply to their position.

Note. The NEWUSER role is not a role that PeopleSoft delivers. You can name the role to suit your requirements.

To implement a NEWUSER role:

1. Create your NEWUSER role.
2. Add permission lists to the role so that members of this role have access to the pages that are appropriate for *all* users within the system, like My Profile and any other areas that are not a threat to your system security.
3. Apply the appropriate roles.

If you are using dynamic role assignment, you wait until the batch program runs, if you are using static role assignment, then the user must wait until an administrator manually applies the appropriate roles.

If your role rules run only one once in a 24-hour period, it might not be until the next day that a new employee has access to the system. If your rules run more frequently, it may only be a couple of hours. If it's not acceptable to wait the duration until the next run of the dynamic role rule, you can use one of the following options:

- Add any "required" pages to the NEWUSER role.
- Reduce the duration between the dynamic rule execution.

Note. Reducing the execution interval of the dynamic rules may have performance impacts depending on how the rules are implemented.

4. Add a Signon PeopleCode script that detects that the user needs access to a certain role.

You can accomplish this by running a query against LDAP, the database, or wherever the information resides. Then use the User Profile component interface to add the appropriate roles to the user, according the query results.

CHAPTER 4

Setting Up User Profiles

This chapter provides an overview of user profiles and discusses how to:

- Work with User Profiles.
- Specify User Profile attributes.
- Work with distributed User Profiles.
- Work with passwords.
- Work with the My System Profile page.
- Work with User Profile options.

Understanding User Profiles

User Profiles define individual PeopleSoft users. You define User Profiles and then link them to one or more Roles. Typically, a User Profile must be linked to at least one Role in order to be a valid profile. The majority of values that make up a User Profile are inherited from the linked Roles.

Note. It's possible to have a User Profile with no Roles. This might be a user that isn't allowed access to the PeopleSoft application, however, you want them to have workflow generated email sent to them.

You define User Profiles by entering the appropriate values in the User Profile pages. The User Profile contains values that are specific to a user such as a user password, an email address, an employee ID, and so on.

Common Elements in This Component

At the top of each page there is the User ID and the Description to help you recall which User Profile you are viewing or modifying as you move through the pages.

Working With User Profiles

In this section, we discuss how to:

- Create a new User Profile.
- Copy a User Profile.
- Delete a User Profile.

Creating a New User Profile

To create a new user profile:

1. Select PeopleTools, Security, User Profiles, User Profiles.
2. On the Find Existing Values page, click **Add a New Value**.
3. On the Add a New Value page, enter the new User ID in the **User ID** edit box, and click **Add**.

The User ID can contain up to 30 characters. The name you use can't contain a comma (,) or a space. Also, you can't create a User ID named PPLSOFT; this ID is a reserved user ID used within PeopleTools.

4. Specify the appropriate values from the pages in the User Profiles component, and click **Save**.

Copying a User Profile

To copy a user profile:

1. Select PeopleTools, Security, User Profiles, Copy User Profiles.
2. On the Find an Existing Value search page, select the User ID you want to clone.
3. On the User Profile Save As page, enter the New User ID, description, and the password that the new user ID should use to signon to the system.

Deleting a User Profile

To delete a user profile:

1. Select PeopleTools, Security, User Profiles, Delete User Profiles.

2. On the Delete User Profile page, make sure you have selected the *correct* user profile.
3. Click Delete User Profile.

The Delete User Profile removes information related to this particular user profile that appears in every security table in the system, PeopleTools, and application tables. If you want to prevent any of the information from being deleted you can specify tables that the delete user process bypasses.

See Also

Profile Delete Tables to Skip

Specifying User Profile Attributes

In this section, we discuss how to:

- Set general user profile attributes.
- Set ID Type and Attribute Value.
- Set roles.
- Specify workflow settings.
- Inquire on role audit information.
- Display additional links added.
- Run queries about a user profile.

Pages Used to Specify User Profile Attributes

Page Name	Navigation	Usage
General	PeopleTools, Security, User Profiles, User Profiles, General	Set general user profile attributes.
ID	PeopleTools, Security, User Profiles, User Profiles, ID	Set ID Type and Attribute Value.
Roles	PeopleTools, Security, User Profiles, User Profiles, Roles	Add roles to a User Profile. This defines what the user can and can't access in the PeopleSoft system. Through roles, the user inherits Permission Lists.

Page Name	Navigation	Usage
Workflow	PeopleTools, Security, User Profiles, User Profiles, Workflow	Specify workflow settings for a user.
Audit	PeopleTools, Security, User Profiles, User Profiles, Audit	Inquire on when and who last updated a profile.
Links	PeopleTools, Security, User Profiles, User Profiles, Links	Display any additional links added.
User ID Queries	PeopleTools, Security, User Profiles, User Profiles, User ID Queries	Run queries about a user profile.

Setting General User Profile Attributes

Access the User Profile - General page.

General page

Logon Information

Account Locked Out?

To deactivate a User Profile for any reason, click this check box. The user can't signon until you have cleared this option.

Note. This check box is also automatically selected by the system if the user exceeds the maximum number of failed logon attempts (if using password controls). The

Symbolic ID	<p>administrator would then need to manually open the User Profile and clear the check box to reinstate the user.</p> <p>Associated with a user's encrypted Access ID and Access Password. The correct Symbolic ID must be entered to retrieve the appropriate Access ID and password for signon. This value determines what Access ID and password is used to log the user onto the database after the system validates their User ID.</p> <p>The Access ID is only required when a user needs to connect directly to the database (in two-tier). The Access ID is not required with the portal or if you use an LDAP directory server to manage user IDs.</p> <p>With PIA, the application server maintains the connection to the database so the application server must submit an Access ID.</p>
Password/Confirm Password	<p>The User Password you enter is the password string that the user must supply at signon. The Confirm Password value must match that of User Password.</p> <p>Note. These values are required to sign on to the system, but you can save the profile without populating these fields.</p>
Expire password at next login	<p><i>If you are using PeopleSoft password controls, this option enables you to force users to change their passwords in the following situations:</i></p> <ul style="list-style-type: none"> • First time a user signs on to PeopleSoft. • Next time a user signs on. • First time a user signs on after the system has emailed the user a randomly generated password.
User ID Aliases	<p>Enables you to use a fully-qualified email ID (email address) as a user ID alias. For example, Tom_Sawyer@peoplesoft.com could be the user ID used to signon to the system. The character limit is 70.</p>
Edit Email Addresses	<p>If a user is part of the workflow system or you have other systems that generate emails for users, you enter an email address for a user with this link. You can enter multiple email addresses for a user, but one must be selected as the primary email address. The system allows only one email address per type. For example, you can't enter two Home email addresses.</p> <p>The Email Addresses interface has the following controls:</p> <ul style="list-style-type: none"> • Primary Email Account. If you enter multiple email accounts, one must be selected as the primary account.

- **Email Type.** Select the type of email account it is: Blackberry, Business, Home, Other, Work. The Blackberry email type is used with the Workflow/RIM technology.
- **Email Address.** Enter the email address in this edit box.

General Attributes

Language Code

The Language Code on the User Profile page has a limited use. For example, when a user runs a batch job, the system needs to know what language to generate the reports in for the user that submitted the job.

If the user is going to access PeopleSoft in a variety of languages with in the *same* session, select **Multi Language Enabled**. This is often used for translation purposes.

In PIA, the user's language preference is based on the selection they make on the signon page.

For Windows workstations, the user's language preference is derived from the Display tab in PeopleSoft Configuration Manager. For the Windows environment, the value specified as Language Code in the User Profile acts as a default in case the language code isn't specified in PeopleSoft Configuration Manager.

Currency Code

If the user deals with international prices, you want to set the currency code to reflect the native or base currency. That way values appear in the currency the user is familiar with.

Enable Expert Entry

You can specify that some users, your expert or power users, have the option of deferring all processing of the data they enter for PeopleSoft. This enables users to reduce the amount of trips to the server for data processing, regardless of how the developer set field deferred or interactive processing. You enable this option on a component in the Application Designer, and you specify which users have this option using the Enable Expert Entry checkbox.

If a you want a particular user to be able to specify deferred processing, then select the check box. If not, leave the check box clear.

Permission Lists

Navigator Homepage

The homepage is associated with PeopleSoft Workflow.

Process Profile

The Process Profile contains the permissions a user requires for running batch processes through PeopleSoft Process Scheduler. For example, the process profile is where users are authorized to view output, update run locations, restart processes, and so on.

Note. Only the Process Profile comes from this permission list, not the list Process Groups.

Primary and Row Security

PeopleSoft determines which data permissions to grant a user by examining the Primary Permission List and Row Security Permission List. Which one is used varies by application and data entity (Employee, Customer, Vendor, Business Unit, and so on). Consult your application documentation for more detail.

PeopleSoft also determines Mass Change (if needed), and Definition Security permissions from the Primary Permission List.

Setting ID Type and Attribute Value

Access the User Profile - ID page.

The screenshot displays the 'User Profile - ID' page. At the top, there are navigation tabs: General, ID (selected), Roles, Workflow, Audit, Links, and User ID Queries. Below the tabs, the 'User ID' is 'PSADMIN' and the 'Description' is 'PeopleSoft Administrator'. The main section is titled 'ID Types and Values' and includes a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. Below this is a dropdown menu for 'ID Type' currently set to 'None', with '+' and '-' buttons. Underneath is a table with three columns: 'Attribute Name', 'Attribute Value', and 'Description'. The table is currently empty. At the bottom, there is a 'User Description' section with a text box containing 'PeopleSoft Administrator' and a link labeled 'Set Description' followed by the text 'or type in User Description.'

ID page

ID Types and Values

ID Types and Values

You can select the ID Type and Attribute Value. Separating user profiles by ID Type enables you to have

multiple categories of user profiles with ID numbers all within a range of 1-1000, for example, and it also enables you to grant data permission by entity (Customer, Employee, and so on). So when users sign on to your benefits or payroll deductions application, they only see information that applies to them.

A user profile is a set of data about an entity—a user—that interacts with the system. The HR system, which keeps track of your employee data, is designed to focus more on your employee user types. On the other hand, your Financials system is designed to keep track of customer and supplier user types. ID types enable you to link user types with the records that are most relevant when a user interacts with the system.

The Attribute Value is where you select the value associated with the Attribute Name. In this case, the value reflects the employee number, but it could be a customer number or vendor number.

User Description

Description

The User Description section enables you to help identify the user. You can add a description, such as a name of an individual or an organization, for the user profile.

Set Description

Click this link to populate the edit box with an existing description in the database.

Note. Before you assign a user type to a user, you must create your user types.

See Also

User Profile Types

Setting Roles

Access the User Profile - Roles page.

The screenshot shows the 'Roles' tab for user 'QEMGR'. The table below is a representation of the data shown in the image:

Role Name	Description	Dynamic	View Definition
Employee	Employee	<input type="checkbox"/>	Route Control View Definition + -
PeopleTools	PeopleTools	<input type="checkbox"/>	Route Control View Definition + -
QEMGR	Used in Portal tests	<input type="checkbox"/>	Route Control View Definition + -
Security Administrator	Security Administrator	<input type="checkbox"/>	Route Control View Definition + -

The 'Dynamic Role Rule' panel on the right includes a search box for 'Execute on Server', a 'Test Rule(s)' button, a 'Refresh' button, an 'Execute Rule(s)' button, and links for 'Process Monitor' and 'App Msg Monitor'.

Roles page

Role Name	Shows the name of the role added to the user profile.
Description	Shows a description of the role added to the user profile.
Dynamic	Selected if the system has assigned a particular role dynamically.
Route Control	For each role assigned to a user, you can specify a route control profile. For example, suppose you have a role named EXPENSE_REP. If you wanted a particular expense representative to handle all of the expense reports submitted by people that had last names beginning with <i>A</i> , you could assign the user a specific route control profile—one sending him reports submitted by individuals with a last name beginning with <i>A</i> .
View Definition	Enables you to view the role definition associated with this user profile.

See Also

PeopleTools PeopleBooks: PeopleSoft Workflow, “Understanding Route Controls”

Dynamic Role Rule

Use the **Dynamic Role Rule** options to test and manually execute your rules for assigning roles dynamically. You design your role rules using Query Manager, PeopleCode, or your LDAP scheme.

Execute on Server Select the Process Scheduler server that should run your role rule.

Test Rule(s) To see if your rules are going to produce the desired results for a particular user, you can test them by clicking this button. None of the roles are actually assigned, but the system provides you a report as to what roles will be assigned when you run the rule.

- Execute Rule(s)** Use this button to run your rules and assign the appropriate roles to a particular user. This is the manual approach. Typically, you execute role rules through PeopleSoft Process Scheduler on a regularly scheduled basis.
- Process Monitor/Message Monitor** Enables you to view the status of the process executing your role rule and the application messages the process invoked.

Specifying Workflow Settings

Access the User Profile - Workflow page.

Workflow page

Workflow Attributes

Alternate User ID

If this role user is temporarily out (on vacation, for instance), select an **Alternate Role User** to receive routings sent to this role user.

If there's a role user name in the edit box, the system automatically forwards new work items for whoever is assigned as the current role user to the alternate role user.

Note. The system forwards *new* work items to the Alternate Role User. It doesn't reassign items already in the user's worklist. To reassign the existing work items, go to the Role User Archiving component.

From Date and To Date

This edit box applies to the Alternate User ID. Here you enter the date the current role user is going to begin and return from a temporary vacancy.

Supervising User ID	<p>Select the User ID of the user's supervisor in this drop-down list box. The system uses this value when it needs to forward information to the user's supervisor.</p> <p>The system uses the PERSONAL_DATA record to determine the user's supervisor.</p> <p>Note. If you're using PeopleSoft HRMS applications, this field shouldn't appear. If it does, then you need to set your Workflow System Defaults.</p>
Routing Preferences	<p>Specify which types of routings this role user can receive. The Routing Preferences box shows the two places where the system can deliver work items: to a worklist, or an email mailbox. If this user doesn't have access to one or both of these places, deselect its check box. For example, if this person isn't a PeopleSoft user, deselect Worklist User.</p>
Reassign Work	<p>Re-assign Work To</p> <p>This is where you reassign any pending work for this role user if positions change or a user is going on a temporary leave, such as a vacation.</p> <p>If this user has work items waiting for their attention (as shown by the Total Pending Worklist Entries in your Workflow interface), select this check box and select the user to forward their work items to from the drop-down list box. When you save the page, the system reassigns existing worklist entries to the specified user.</p> <p>Note. If you don't reassign pending work items, they will remain unprocessed.</p>
Total Pending Worklist Entries	<p>Shows worklist items that require a user's attention.</p>

See Also

PeopleTools PeopleBooks: PeopleSoft Workflow, Defining Roles and Users

Inquiring on User Profile Audit Information

The Audit page is a display-only page that enables you to determine:

- When a profile was last updated.
- Who updated the profile.

Displaying Additional Links Added

If you have added any additional links for user profiles in the Security Links component they appear on the Links page.

See Also

Security Links

Running User ID Queries

User ID queries enable you to run queries that provide detailed information regarding a user profile, such as the permission lists and roles associated with a user profile. The available queries are documented on the page.

To run a user ID query:

1. Click the link associated with the query you want to execute.

This invokes a new browser window.

2. View the information the query returns to the new browser window, or select a download option.

For downloading, you have the following options:

- Excel Spreadsheet. Downloads the query results as an Excel spreadsheet (.XLS) file.
- CSV Text File. This downloads the query results as a comma separated values (CSV) file format.

Working With Distributed User Profiles

This section discusses distributed user security administration. This feature is enabled using the Role Grant page in the Roles component.

See Also

Decentralizing the Administration of Roles

Understanding Distributed User Profiles

PeopleSoft offers self-service security pages, such as Change My Password and My System Profile. This distributes the security administration throughout the organization freeing system administrators to focus on higher priority tasks. The distributed user profile feature is also how you can distribute security administration. With distributed user profiles, you grant a

particular role the ability to modify another role, such as a manager modifying a small number of users under his or her control. For example, with distributed user profiles the HR Manager could modify the permissions of the role, HR Clerk.

The pages in the Distributed User Profiles component are exactly the same as the corresponding pages in the "regular" User Profiles component. The regular User Profiles component is intended for system administrators. The Distributed User Profiles component contains a reduced number of pages, the ones that a manager most likely would need to modify for their direct reports.

To set up distributed user profile maintenance, you must have the following items in place:

- Specify the appropriate settings in the role definition, which is not discussed here, and once that is done, that role can access the Distributed User Profiles component.
- Specify the appropriate search record on the Distributed User Set Up page.

Setting Up Distributed User Administration

On this page, the system administrator selects the search record to control which User IDs can be opened in the Distributed User Profile.

When a manager accesses the Distributed User Profile, only those roles that can be granted are available in the prompt. Changing the delivered functionality requires changes to the appropriate search records.

See Also

PeopleTools PeopleBooks: PeopleSoft Application Designer, Creating Component Definitions, "Understanding Search Records"

Working With Passwords

This section provides an overview of password controls and discusses how to:

- Change passwords.
- Create forgotten password mail text.
- Create forgotten password hints.
- Delete forgotten password hints.
- Set up the forgotten password site.
- Request new passwords.

Understanding Password Controls

You use the Password Controls page to set any password restrictions such as duration or minimum length of a password that you might want to impose on your end users. These options apply when you are maintaining your user profiles *within* PeopleSoft, not within a directory server.

To access this page, select PeopleTools, Security, User Profiles, Password Controls.

Security Policies

Age

Password Never Expires

Password Expires in Days

Warn for Days

Do not warn of expiration

Enable Signon PeopleCode

Account Lockout

Maximum Logon Attempts

Minimum Length

Minimum Password Length

Miscellaneous

Allow password to match UserID

Character Requirements

Required Number of Specials

Required Number of Digits

Purge User Profiles

Purge User Profiles after: Days

Security Policies (Password Controls) page

Enable Signon PeopleCode

Select this check box to enable the following PeopleSoft password controls: Age and Account Lockout. The other password controls are not enabled by this box.

If you do not want these password controls, as in you already have a third party utility that performs equivalent features, then leave this check box clear.

Note. You can extend or customize the controls by modifying the PeopleCode.

Age

You define a number of days (between 1-365) that a password is valid. To do this, select the **Password Expires in 'N' Days** option. Users logging on after a password expires must change their password to log on. If you don't want the password to expire, then select **Password Never Expires**. When a password expires the user can't sign on to the system and will be prompted to change it.

If you want to specify a duration in which the system warns users that their password is about to expire, you have the following options.

- If you want to specify a warning period, select **Warn for 'N' days**, and enter the number of days in the edit box.
- If you don't want any warning period, select **Do not warn of expiration**.

PeopleSoft delivers a default permission list named PSWDEXPR (Password Expired). When a password expires for a user, the system automatically removes all of the user's roles and permission lists and temporarily assigns them the PSWDEXPR permission list only.

A user whose password has expired can access only items in the PSWDEXPR permission list, which typically grants access to the Change Password component only. For the duration of the session, as in until the user changes the password, the user is restricted solely to the PSWDEXPR permission list.

Note. The actual User Profile stored in the database is not changed in any way when the password expires. You don't need to redefine the profile. When the password is changed the system restores the user profile's previous roles and permission lists.

Account Lockout

This control enables you to lock an account after *n* number of failed logon attempts. For instance, if you set the **Maximum Logon Attempts** value to 3, and a user fails three logons, they are automatically locked out of the system. Even if they correctly enter a user ID and password on the fourth attempt, the user is not permitted to logon. This feature reduces the risk of any "brute force" intruders into your system. It also provides a reminder to your end users to remember the password they choose.

After the account is locked out, a system administrator needs to open the User Profile and uncheck the Account Locked check box manually.

Miscellaneous

The **Allow password to match User ID** control enables administrators to make sure users don't use their own User ID as a password. This helps you to prevent hackers from guessing passwords based on a list of employee names.

Minimum Length

Administrators can opt to set a minimum length for passwords maintained by the PeopleSoft system. If the minimum length is set to 0, the PeopleSoft password controls do not enforce a minimum length on the user's

password. This does not, however, imply that the password can be blank. When you create a new user or a user changes a password, the system checks this value. If it is non-zero, the system tests the password to ensure it meets length requirements, and if not, an error message appears.

Character Requirements

Administrators can require a set number of digits or special characters within a password. Special characters, or "specials," refer to symbols such as # and @, and digits refer to numbers (integers), such as 1 or 2.

Here is the list of characters you can include within a password:

! @ # \$ % ^ & * () - _ = + \ | [] { } ; : / ? . > <

Purge User Profiles

This setting enables you to purge the system of user profiles that have not been used in a specified amount of time. This aids in general housekeeping. In particular, if you maintain user profiles in a directory server, a row is still added to the PSOPRDEFN table for the system to access while the user interacts with the system. However, if that user is deleted from the directory server you still need to delete the row in PSOPRDEFN associated with the deleted user profile.

Note. The Application Engine program that performs this operation is named PURGEOLDUSERS.

Important! After modifying these controls, you need to reboot the application server.

Changing Passwords

The PeopleSoft system enables users to change their passwords as needed.

To change a PeopleSoft password:

1. From the portal navigation pane, select Change My Password.
2. On the Change Password page, enter the current password in the Current Password edit box.
3. In the New Password edit box, enter the new password.
4. Confirm the new password by entering it again in the Confirm Password edit box.
5. Click Change Password.

Creating Forgotten Password Email Text

Before the system emails a new, randomly generated password for a forgetful user, you want to make sure they are who they claim to be. The Forgotten Password feature enables you to pose a standard question to users requesting a new password to verify the user's authenticity. If the user enters the appropriate response, then the system automatically emails a new password.

When a user has forgotten a PeopleSoft password, the system sends the user a new password within an email message. You can have numerous password hints, but typically, you send all new passwords using the same email message template. Because of this, PeopleSoft provides a separate page just for composing the standard email text you use for your template.

Forgot My Password Email Text

Enter the text of the email to be sent with the user's new password.
Please include the exact string <<%PASSWORD>> in the email text.
This will be replaced with the new randomly generated password.

Email Text:

Forgot My Password Email Text page

Add the following text string in the **Email Text** edit box:

```
<<%PASSWORD>>
```

This is where the system inserts the new password. The %PASSWORD variable resolves to the generated value.

Note. You might instruct the user to change the password to something easier to remember after they sign on to the system with the randomly generated password. **Note.** Only users that have the Allow Password to be Emailed (on the General page) option enabled in a permission list can receive a new password using this feature.

Creating Forgotten Password Hints

With these hints set up, users, upon forgetting their password, navigate to the Forgot My Password page. The user answers the question correctly and gets a new password sent through your email system.

Users don't have to use the password question created by an administrator. If they would like to add their own password question, they can do so in the My System Profile component.

Forgot My Password Hint

Password Question ID: DOG

Active

***Question:**

Forgot My Password Hint page

Active	Enables the hint.
Question	Enter a question that verifies a user's identity.

To create a forgotten password hint:

1. Select PeopleTools, Security, User Profile, Forgotten Password Hint.
2. Click Add a New Value.
3. On the Add a New Value page, enter a three-character ID in the Password Hint ID edit box.
4. Click Add.
5. Select the Active check box.
6. Enter your question to verify the user is who he/she claims to be.
7. Click Save.

Deleting Forgotten Password Hints

To delete a password hint:

1. Select PeopleTools, Security, User Profiles, Delete Forgotten Password Hint.
2. Enter the specific code for the hint or perform a search for it.
3. On the Delete Forgot My Password Hint page, select the appropriate hint.
4. Click Delete.

Setting Up the Forgotten Password Site

PeopleSoft recommends setting up a site specifically designed for users who have forgotten their passwords. This site would require no password to enter, but provides access only to the forgotten password pages.

To setup a forgotten password site:

1. Set up a separate PIA site on your web server.
2. Setup a direct connection to the site, as in a link the leads right to it.
3. Specify a default user in the configuration.properties file on the web server and enable bypass signon so they don't have to enter an ID and password.

This “direct” user should have limited access, as in only to the Email New Password component. Users go directly to it, and get a new password mailed.

4. Place a link to the “forgotten password” site, within the public portion of the PeopleSoft portal, or on another public website.
5. Notify your user community of the link.

Requesting New Passwords

Access the Forgot My Password page, which is a “hidden” component.

If a user forgets a password, you can opt to have the system randomly generate a new password and email it to the forgetful user. If the Allow Password to be emailed setting is not included in a user's permission lists, then they can't have a new password mailed to them.

If a user is allowed to receive new passwords through email, they can do so by completing the following procedure.

Before the system can email you a new password, you must have the following in place:

- A forgotten password hint.
- An email address specified in the user profile.
- The security administrator must permit users to have a new password emailed.

To request a new password:

1. If you can't remember your password, click the “Forgotten Password” link on the PeopleSoft signon page.
2. On the Forgot My Password page, enter your User ID.
3. Click **Continue**.

4. On the Email New Password page, make sure the system is set to send the new password to the appropriate email address.

If the appropriate email address does not appear, contact your system administrator. System administrators must make sure that the email address is correctly represented for each user who intends to use this feature.

5. Respond to the user validation question.
6. Click **Email New Password**.

Using My System Profile

The My System Profile interface enables users to modify their own user preferences. Users are not allowed to add roles to their user profile, but they can add a new email address or change their password if needed. Users complete these self-service security tasks with the General Profile Information page.

General Profile Information

QE User

Password

[Change password](#)

[Change or set up forgotten password help](#)

Personalizations

Your current language preference is: English

My preferred language for reports and email is: English ▼

Currency Code:

Email

[Edit Email Addresses](#)

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID:

From Date: (example: 12/31/2000)

To Date: (example: 12/31/2000)

Workflow Attributes

Email User **Worklist User**

[Miscellaneous User Links](#)

General Profile Information page

Password

You have the following self-service options related to passwords:

- Change password.
- Change or setup forgotten password help.

Personalizations

Set the language you prefer to see email and reports in, and specify a preferred currency.

Note. For more personalization options, go to the My Personalizations page.

Email

Add the email address that you want your workflow routings to be sent, as well as other items, such as new passwords and so on.

Alternate User	The Alternate User options expose the Workflow attribute, Alternate User, to self-service. If you are set to be on vacation or some other type of temporary leave, you can add the User ID of a colleague who is looking after your tasks in your absence. The From Date and To Date edit boxes are where you specify the duration of your absence. After that time has passed, your routings automatically get routed back to you.
Workflow Attributes	These settings affect how you receive "ad hoc" workflow routings through your workflow system. An email user receives notifications through email while a worklist users receives notifications through worklists. The options you choose are determined by the way workflow is setup at your site.
Miscellaneous User Links	If there are additional security links that users have access to, they appear here. These links are controlled by the links that appear on the My Profile page in the Setup, Security Links component.

Changing Passwords

Users can change their passwords by completing the following procedure.

To change a password

1. Select My System Profile.

The actual navigation may differ depending on your implementation or if you are using the PeopleSoft portal.

2. Click Change Password.

The Change password page appears.

3. In the Current Password edit box enter the current password.

4. In the New Password edit box enter the new password.

5. In the Confirm Password edit box, enter your new password again.

6. Click OK.

Changing and Setting up Forgotten Password Help

If a user forgets the signon password, you have the option of emailing the user a new, randomly generated password. If you opt to use this feature, you can also allow users to answer a pre-defined question, and if they provide the correct answer, the system emails them a new password.

Users can add their own question or they can select from an inventory of questions that an administrator created on the Setup, Forgotten Password Questions page.

Note. If you are using LDAP authentication, you can't take advantage of the forgotten password feature because this feature that you're using PeopleSoft authentication, where the password is stored within the PeopleSoft database.

A user can change or set up password help by completing the following procedure.

To change or setup password help

1. Select **My System Profile**.
2. Click **Change or setup forgotten password help**.
3. Either add your own question, or select a question from a predefined set of questions.
4. Enter the appropriate response to the question you selected or created.
5. Click **OK**.

Working With User Profile Options

The following topics describe the options available for user profiles.

User Profile Types

When deploying your applications to the Internet, you have the potential to generate thousands of different user profiles. In some situations, it may be necessary to aggregate your user profiles in a categorical fashion. For instance, having ID Types enables you to have Employee ID numbers beginning at 1 as well as Customer ID numbers beginning at 1.

User Profile Types also provide a means to link User Profiles with data stored in application specific records. PeopleSoft applications need this link mostly for self-service transactions. For example, you want an employee to see their benefits only, or you want a customer to view and pay their *own* bills. Customer ID, Employee ID, and so on are the keys for the application data. User Profile Types enable the system to find the "right" ID based on the user profile. The system needs the value because there's no guarantee that Personal Data and Vendor Contact data won't have the same key field. Because the Personal Data and Vendor contact data resides in different records, there's no edit that prevents the two records from having the same key.

PeopleSoft delivers the following profile types.

<i>ID Type</i>	<i>Description</i>
BID	Bidder

ID Type	Description
CNT	Customer Contact
CST	Customer
EJA	External Job Applicant
EMP	Employee
NON	None
ORG	Organization ID
PER	Person (CRM)
VND	Vendor

Select PeopleTools, Security, Security Objects, User Profile Types.

User Profile Types

ID Type: CNT **Enabled?**

***Description:** ***Sequence number:**

Description:

Customer Contact

Field Information View All First 1-2 of 2 Last

*Field Name	*Edit Table	Description Fieldname	
1 SETID	SETID_TBL	DESCR	+ -
2 CONTACT_ID	CONTACT	NAME1	+ -

User Profile Types page

ID Type The ID Type is the abbreviated form the profile type name.

Description The Description edit box enables you to add an intuitive name for a profile type. This is the value that appears on the ID Page in the User Profiles component. You have a 30-character limit.

Enabled? You disable and enable a profile type by clicking this checkbox. Once enabled, you can assign it to user profiles. If it is disabled then it does not appear in the drop-down list on the ID page for user profiles.

Note. Don't enable the ID type until the fields and tables in the Field Information section have been defined and built with Application Designer.

Sequence Number	<p>This option is used by the Set Description function. On the User Profiles, ID page you can click on a Set Description link to generate the User Description based on the values in the Description FieldName for the user types assigned to the user. The Sequence Number determines which user type to use when the user is assigned to multiple user types. The User Description is set to the value in the Description Fieldname of the user type with the lowest sequence number and non-blank value. For example, if a user is assigned to user types of Employee (seq no 1) and Customer Contact (seq no 3), the Description would be set to PERSONAL_DATA.NAME, unless it is blank. If PERSONAL_DATA.NAME is blank, the Description would be set to CONTACT.NAME1.</p> <p>Note. For user types with multiple fields, the system uses the Description Fieldname corresponding to the last field. For example, the Customer Contact user type has two fields: SETID and CONTACT_ID. The Set User Description function uses the Description Fieldname CONTACT.NAME1 corresponding to the last field, CONTACT_ID.</p>
Description (Long)	<p>The Description edit box provides an opportunity to provide details about a given profile type. You have a 250-character limit.</p>
Field Information	<p>The fields you select enable the User Profile component to prompt for an ID value when you select a type on the ID page. Let's say the user picks "Employee" from the ID page. In this case, the system needs to know the valid ID values to prompt the user with. The Edit Table column specifies the record, the Field Name column specifies the field. You can specify multiple fields if the ID has multiple keys, as in when the keys for Customer information are Customer ID and SETID.</p>

Profile Delete Tables to Skip

There are many occasions when you need to delete a user profile from your system. For instance, perhaps an employee retires or an employee leaves the organization. Regardless of the situation, you don't want to keep the unnecessary user data in your system. It's a good idea to purge your system of obsolete user data, such as personal queries, to reclaim space for new user data. This process targets all tables that are keyed by User ID.

However, in the case of an employee, you may not want to keep their page or signon access information in the system, but you might be interested in keeping user data stored in an audit table that tracks changes made to vital company data. You may need to check that information a few months later as you you might discover some interesting financial allocations, and if so, you'll want to know who's responsible.

Important! Keep in mind that the automated process of deleting a user profile deletes every row of data in your system associated with a particular user profile. You want to make sure that any information you might need in the future is safe.

If there are any tables that store data associated with user profiles that you want to preserve, add a row to the Bypass Table page. Then you select either PeopleTools security tables or PeopleSoft application security tables from the **Record (Table) Name** drop-down list.

CHAPTER 5

Incorporating LDAP Directory Services

This chapter provides an overview LDAP directory services and discusses how to:

- Configure the directory.
- Cache the directory schema.
- Create the authentication map.
- Create User Profile maps.
- Create role membership rules.
- Delete directory configurations.
- Enable signon PeopleCode for LDAP authentication.
- Using LDAP over SSL.

Note. This chapter assumes you have a working knowledge of LDAP-enabled directory servers.

Understanding the PeopleSoft LDAP Solution

PeopleSoft delivers three technologies that enable you to:

- Authenticate against an LDAP V3 compliant directory server.
- Reuse your existing User Profiles stored within LDAP.

The three technologies are:

- **Directory Business Interlink.** The Directory Business Interlink exposes the Lightweight Directory Access Protocol (LDAP) to PeopleCode. The system uses it for all communication with the LDAP server process running on a directory server.
- **User Profile Component Interface.** The User Profile Component Interface exposes the User Profile Component to PeopleCode. The system uses it to programmatically manage a local cache of User Profiles.

- **Signon PeopleCode.** Signon PeopleCode is PeopleCode that executes when a user signs on to the system—similar to the login scripting of most network systems. Signon PeopleCode uses the Directory Business Interlink and the User Profile Component Interface to verify directory-based credentials and programmatically create a local User Profiles cache.

The combination of these three technologies provides a flexible way to configure PeopleSoft for integration with your directory server. No set schema is required in the directory. Instead, you can configure and extend the Signon PeopleCode to work with any schema implemented in your directory server.

The following topics involve setting up the LDAP integration technology on your site. These tasks assume that there is already an LDAP V3 compliant directory service installed, and that you are intending to import LDAP group values and apply them to PeopleSoft roles.

Note. When you enable LDAP Authentication the password column on the PSOPRDEFN record is no longer used. Also, LDAP Authentication requires an application server; it does not work for two-tier signon.

Configuring the Directory

The Configure Directory component contains four pages that you use for specifying connection information and testing directory server connections.

To enable your PeopleSoft system to successfully connect to your directory server, you must enter the appropriate connection information. This includes the server name (DNS or IP address) and the listening port number. You also must enter the User DN (user distinguished name) and associated password.

The PeopleSoft application server uses the User DN and password to connect to the LDAP server to retrieve user profile information about the specific user signing in to the system. The User DN must reflect a user with the appropriate LDAP browse rights.

In this section, we discuss how to:

- Specify network information for LDAP.
- Specify additional connect DN's.
- Install selected PeopleSoft-specific schema extensions.
- Test the connectivity.

Pages Used to Configure the Directory

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
Directory Setup	PeopleTools, Security, Directory, Configure Directory, Directory Setup	Specify the network information of your LDAP directory servers, such as sign-in IDs and passwords.
Additional Connect DN's	PeopleTools, Directory, Configure Directory, Additional Connect DN's	Specify connect DN's in addition to the default connect DN specified on the Directory Setup page.
Schema Management	PeopleTools, Security, Directory, Configure Directory, Schema Management	Install selected PeopleSoft-specific schema extensions into your directory.
Test Connectivity	PeopleTools, Security, Directory, Configure Directory, Test Connectivity	Test the distinguished names and search criteria that you entered on the previous pages of the Configure Directory component and view the results. The system tests the connectivity when you access this page.

Specifying Network Information for LDAP

Access the Directory Setup page.

The screenshot shows a web interface for 'Directory Setup'. It has four tabs: 'Directory Setup' (selected), 'Additional Connect DN's', 'Schema Management', and 'Test Connectivity'. Below the tabs are several input fields: 'Directory ID' (DOC_SERVER), 'Description' (Main Directory), 'Directory Product' (Novell NDS eDirectory), 'Default Connect DN' (cn=admin,o=config), and 'Password' (masked with asterisks). Below these is a table titled 'Server Name' with a search bar and navigation buttons. The table has three columns: 'LDAP Server', 'Port', and 'SSL Port'. The first row contains the value '207.132.22.22' in the 'LDAP Server' column, '389' in the 'Port' column, and an empty field in the 'SSL Port' column. There are '+' and '-' buttons to the right of the 'LDAP Server' field.

Directory Setup page

- Directory ID** Identifies the directory connection that you are creating. The directory ID that you enter can identify a specific LDAP server or a collection of LDAP servers depending on how many servers you add in the Server Name section.
- Description** Enter a description of the directory connection.
- Directory Product** Select your directory product from the list of options.
- Default Connect DN** Enter the Distinguished Name to use when connecting to the directory. This DN will be chosen by default when creating subsequent maps. The default DN can be overridden on each mapping page.
- Password** Enter the password associated with the directory-based account that appears in the Default Connect DN field.
- Note.** The password is stored in encrypted form in the database; not even individuals with administration access to the database can view the password.
- Server Name** Add LDAP directory servers to a connection list. You can add multiple servers for failover purposes using the plus button. All servers you add must participate in the same directory service.
- LDAP Server** Identify a specific LDAP server. You can use the DNS name or you can use IP address dotted notation. For example, either of the following formats is acceptable: ldap12.yourcompany.com or 192.201.185.90.
- Port** Enter the port number on which the LDAP server is configured to receive search requests. The standard LDAP port is 389. If you do not specify the correct port,

PeopleSoft Directory Interface can't exchange data with your LDAP server.

SSL Port

If you are implementing Secure Socket Layer (SSL), enter the SSL port on the LDAP server.

Specifying Additional Connect DN's

Access the Additional Connect DN's page.

Note. Unless you have installed the PeopleSoft Directory Interface you will not see any available schema extensions.

Directory Setup | **Additional Connect DN's** | Schema Management | Test Connectivity

Directory ID: DOC_SERVER

Additional Connect DN's | Customize | Find | First | 1 of 1 | Last

User DN	Password

+ -

Additional Connect DN's page

User DN

Add any DN's that you need in addition to the default connect DN that you entered on the Directory Setup page. The default user ID is most likely an administrative ID. This enables you to set up a more secure user ID for the scope of the mapping.

Password

For each additional DN that you enter, add the corresponding password.

Installing Selected PeopleSoft-Specific Schema Extensions

Access the Schema Management page.

Note. Unless you have installed the PeopleSoft Directory Interface product you may not have any PeopleSoft schema extensions available to you.

Directory Setup Additional Connect DN's Schema Management Test Connectivity

Directory ID: DIRDEVDS

Apply PeopleSoft Schema Extensions View All First 1-8 of 18 Last

Apply	Type	Name	Object Identifier	Revision	Details
<input type="checkbox"/>	Object Class	psftPerson	1.3.6.1.4.1.2810.20.1.1	1	Details
<input type="checkbox"/>	Object Class	psftJob	1.3.6.1.4.1.2810.20.1.2	1	Details
<input type="checkbox"/>	Attribute Type	psftBirthdate	1.3.6.1.4.1.2810.20.2.1	1	Details
<input type="checkbox"/>	Attribute Type	psftUid	1.3.6.1.4.1.2810.20.2.10	1	Details
<input type="checkbox"/>	Attribute Type	psftPosition	1.3.6.1.4.1.2810.20.2.11	1	Details
<input type="checkbox"/>	Attribute Type	psftBadgePhoto	1.3.6.1.4.1.2810.20.2.12	1	Details
<input type="checkbox"/>	Attribute Type	psftPrimaryJob	1.3.6.1.4.1.2810.20.2.13	1	Details
<input type="checkbox"/>	Attribute Type	psftManager	1.3.6.1.4.1.2810.20.2.14	1	Details

Select All Deselect All

Apply

Schema Management page (1 of 3)

Details

Object Identifier: 1.3.6.1.4.1.2810.20.1.1
Name: psftPerson
Description: PeopleSoft HR Extension
Superiors: top
Type: Auxiliary
Required Attributes: 0
Optional Attributes: cn \$ psftUid \$ surname \$ givenname \$ initials \$ telephonenumber \$ postaladdress \$ uid \$ employeeNumber \$ psftManager \$ psftEmergencyContact \$ psftBirthdate \$ psftBadgePhoto \$ psftHireDate

Schema Management page (2 of 3)

Schema Cache Information

[Schema Cache Process](#)

Last Update Date/Time: 05/17/01 11:37:57AM **Last Update User ID:** PS

Schema Management page (3 of 3)

- Apply** Select this check box to apply the selected schema extension type to your directory.
- Type** Displays the type of schema extension: either an *Object Class* or an *Attribute Type*.
- Name** Displays the schema extension name.
- Object Identifier** Displays the schema extension object identifier. The sequence 1.3.6.1.4.1.2810.20 identifies the object as a

PeopleSoft object. The second to last number is either a 1 or a 2. A 1 indicates an object class type and a 2 indicates an attribute type. The last number indicates the sequence in which the extension was created.

Revision	Displays the number of times that the schema extension was revised.
Details	Click to display details about the selected schema extension in the Details region at the bottom of the page.
Select All	Click to select all the schema extensions to apply to your directory.
Deselect All	Click to deselect every schema extension.
Apply	Click to apply the selected schema extensions to your directory.

Details

When you click a schema extension's **Details** button, the system displays the details of that extension. In addition to the object identifier and name, you may also be interested in the "Superiors" detail, which indicates which extensions are above this one on the hierarchy, if any. Also of interest is the "Type" detail, which indicates whether the schema extension is a mandatory, optional, or auxiliary extension.

Schema Cache Information

For convenience, you can use the **Schema Cache Process** link to transfer you to the Schema Cache page so that you can invoke the Schema Cache process. The **Last Update Date/Time** and **Last Update User ID** enable you to monitor the frequency of updates as well as the last administrator to run the process.

Testing the Connectivity

Access the Test Connectivity page.

Directory Setup
Additional Connect DN's
Schema Management
Test Connectivity

Running Bind Tests
Host: 207.135.14.25:389
DN: cn=admin,o=config
Result: **SUCCESS**

Running Search Tests
Host: 207.135.14.25:389
Reading RootDSE: **SUCCESS**
subSchemaSubEntry listed as cn=schema
Reading Schema: **SUCCESS**

Test Connectivity page

The page displays the results (PASS or FAIL) of the connectivity test. If connectivity fails, modify the connect information on the Directory Setup and Additional Connect DN's pages.

Caching the Directory Schema

You use the Cache Schema page to specify a directory server and invoke an Application Engine program designed to create a cache in the PeopleSoft database of the directory schema. This enables you to select names of Object Classes and Attribute Types when creating security maps.

Page Used to Cache the Directory Schema

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
Cache Schema	PeopleTools, Security, Directory, Cache Directory Schema	Specify a directory server and invoke an Application Engine program designed to create a cache in the PeopleSoft database of the directory schema. The cache of the LDAP schema is used to simplify creating maps for authentication and user profile maintenance.

Creating a Cache of the Directory Schema

Access the Cache Schema page.

The screenshot shows the 'Cache Schema' page interface. At the top, there is a tab labeled 'Cache Schema'. Below the tab, there are two input fields: '*Directory ID:' followed by a text box with a search icon, and 'Server Name:' followed by a text box with a search icon. To the right of the 'Server Name' field is a yellow button labeled 'Cache Schema Now'. Further to the right is a blue link labeled 'Process Monitor'.

Cache Schema page

Directory ID

Search for the name of the directory for which you are caching the schema.

Server Name	Search for the Process Scheduler server on which the Cache Schema process should run.
Cache Schema Now	Click this button to cache the LDAP schema data to tables within the PeopleSoft database. Typically, you use this option during initial setup and any time that the schema has changed.
Process Monitor	After invoking the process, you can monitor the progress by clicking this link.

Creating the Authentication Map

Use the Authentication page only if you are implementing directory authentication as opposed to storing authentication information in the PeopleSoft database. You create a mapping to the directory that the PeopleSoft system relies on for authenticating users.

Page Used to Create the Authentication Map

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
Authentication	PeopleTools, Security, Directory, Authentication Map	Create a mapping to the directory that the PeopleSoft system relies on for authenticating users.

Creating the Authentication Map

Access the Authentication page.

Authentication

Map Name: DOC_LDAP_MAP **Status:** Active ▼

Directory Information

Directory ID: 🔍

Anonymous Bind
 Use Secure Socket Layer

***Connect DN:** 🔍

List of Servers Customize | Find | View All | First ◀ 1 of 1 ▶ Last

SeqNum	LDAP Server	
2	PTNT1268	🔍 + -

User Search Information

Search Base:

Search Scope: Sub ▼

Search Attribute: 🔍

Search Filter:

Authentication page

Status Activate an authentication mapping by selecting *Active*. To disable an authentication mapping, select *Inactive*.

Note. Only one authentication map should be Active at any time.

Directory Information

Directory ID Select the directory ID of the directory that you intend to use for authentication.

Anonymous Bind If all directory data required for authentication and user profile maintenance is visible to an anonymous connection, then Anonymous Bind can be checked.

Use Secure Socket Layer Select this option if you are implementing a Secure Socket Layer (SSL) between PeopleSoft and the directory server.

If you do not specify a port number, the system tries the default LDAPS port.

Connect DN This value is the default connect DN that you specified on the Directory Setup page. To select one of the DN's specified on the Additional Connect DN's page, click the search button.

Note. If Anonymous Bind is checked, the Connect DN will be ignored.

List of Servers

SeqNum (sequence number)	Set the order that the system should access the list of servers for authentication
LDAP Server	Select the name of the LDAP server. Use the plus button to enter additional servers.

User Search Information

Search Base	Enter the root of the directory information tree under which the system should search for user information.
Search Scope	Select the search scope for this search. Available values are: <i>Base:</i> N/A—You should <i>not</i> use Base on the authentication map. <i>One:</i> The query searches only the entries one level down from the entry in the Search Base field. <i>Sub:</i> The query searches the entire sub tree beneath the Search Base entry.
Search Attribute	When a user signs on using LDAP Authentication the system searches the directory to find their user entry. The Search Attribute is used to construct the LDAP search filter used in finding the person's user entry. The value on the Search Attribute will be entered by the user when they sign on.
Search Filter	Displays the LDAP search filter that the system uses to search the directory for equal entries.

Creating User Profile Maps

Note. You must supply user properties to Signon PeopleCode only if you intend to authenticate users with your LDAP directory.

Even if you are going to authenticate users with the directory server, a PeopleSoft User Profile is still required. You can use a User Profile Map to automatically create PeopleSoft User Profiles for users as they sign on. The values for the PeopleSoft User Profile are found in the LDAP directory. Some properties are required when creating a PeopleSoft User Profile, these properties appear on the Mandatory User Properties page. Other properties are optional, and these appear on the Optional User Properties page.

The user profile mapping enables you to manage your user cache in the PeopleSoft database. Every user of the system requires a row in the PeopleTools security table, PSOPRDEFN, and the properties that you specify in the Mandatory and Optional User Properties pages are the columns in PSOPRDEFN that the system populates with user values.

This page enables you to take advantage of LDAP information. PeopleSoft retrieves the LDAP information and creates a local cache in database tables. PeopleSoft applications use this cache rather than using LDAP each time that a transaction requires user information. This means that after a user signs on to the system and the Signon PeopleCode executes, there is a row for that user in the user definition table.

You do not need to maintain the local cache of user information; Signon PeopleCode maintains this row automatically. Any changes made in the directory server are reproduced in the local cache.

In this section, we discuss how to:






- Specify the mandatory attributes needed for signon.
- Specify optional user properties.

Pages Used to Create User Profile Maps

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
Mandatory User Properties	PeopleTools, Security, Directory, User Profile Map, Mandatory User Properties	Specify the attributes required for signon. You can select to have the system retrieve these mandatory values from the directory server, or you can enter default values.
Optional User Properties	PeopleTools, Security, Directory, User Profile Map, Optional User Properties	Specify optional user properties to retrieve from the directory.

Specifying the Mandatory User Properties

Access the Mandatory User Properties page.

Mandatory User Properties	Optional User Properties
User Profile Map: DOC_USER	
*Authentication Map:	<input type="text"/>  Status:
Directory ID:	<input type="text"/>
*User ID Attribute:	<input type="text"/> 
ID Type	
*ID Type:	<input type="text" value="NON"/>  None
*ID Type Attribute:	<input type="text" value="None"/>
Default Role	
<input type="checkbox"/> Use default Role	Role Name: <input type="text"/> Role Attribute: <input type="text"/> 
Language	
<input checked="" type="checkbox"/> Use Default Language Code	Language: <input type="text" value="English"/>  LangCD Attribute: <input type="text"/>

Mandatory User Properties page

Authentication Map	Select the authentication map to associate with this user profile mapping. The servers and connection information are taken from the authentication map.
Status	Displays the status of the selected user profile map. Note. Only one User Profile map should be Active at any time.
Directory ID	Displays the directory ID associated with the authentication mapping.
User ID Attribute	The value on the User ID Attribute will be used to populate the OPRID (user ID) field on PSOPRDEFN.
ID Type	
ID Type	Similar to Symbolic ID, enter this value on this page. This is the default ID type for new users, such as Employee ID, Customer ID, and so on.
ID Type Attribute	Specifies the LDAP attribute in the directory that holds the selected ID value. For instance, the ID value might be Employee ID. Some ID Types require additional data when creating a profile of that type. LDAP User Profile Management can retrieve that data from the LDAP directory if it is available.

Default Role

Use Default Role	Select this option if you want to use the default role. If you enable this option, the Default Role edit box becomes available for entry while the Role Attribute edit box becomes unavailable for entry. You either specify a Default Role or specify an LDAP attribute on the user entry that holds the valid name of a PeopleSoft Role.
Default Role	Enter the name of a default role to be assigned to new users. This value applies to users the first time that they signon and have not had any roles dynamically assigned to them. Typically, this role has only basic access authorizations, such as for only the self-service pages. Users should get most of their permissions through dynamically assigned roles.
Role Attribute	Instead of specifying only a single default role for each and every user, you can enter the LDAP attribute that holds the name a PeopleSoft Role to be assigned to the user.

Language

Use Default Language Code	Select if you do not maintain language codes in the directory.
Language Code	If the default language code is not stored in the directory, then select a default value from the drop-down list box.
LangCD Attribute (language code default)	The name of the LDAP attribute containing a valid language code. The value retrieved from the attribute must be a valid PeopleSoft language code.

Specifying the Optional User Properties

Access the User Properties page.

User Profile Property	Select the user profile property you want to add to the local cache. These properties are described in the following table.
Use Constant Value	To supply a constant value for each user, select this option.
Attribute Name	Add the name of the attribute as it is represented in your LDAP schema.
Constant Value	Appears only if you have selected Use Constant Value.
Always Update	Select this option if you always want the system to update the local user cache to reflect the data stored in the directory server every time the user signs on. If Always

Update is not checked the data will be taken from the directory only when the profile is first created.

The following lists the optional user properties that you can select from the User Profile Property search button.

Currency Code	If the user deals with international prices set the currency code to reflect the native or base currency so that values appear in the currency with which the user is familiar.
Email Address	Select if a user is part of your workflow system or you have other systems that generate emails for users.
Multi-Language Enabled	Select if the user is set up to use PeopleSoft with multiple languages.
Navigator Home Page	The homepage is associated with PeopleSoft Workflow (Navigator Homepage).
Primary Permission List	PeopleSoft determines which data permissions to grant a user by examining the Primary Permission List and Row Security Permission List. Which one is used varies by application and data entity (Employee, Customer, Vendor, Business Unit, and so on). Consult your PeopleSoft application documentation for more detail.
Process Profile Permission List	The process profile contains the permissions that a user requires for running batch processes through PeopleSoft Process Scheduler. For example, the process profile authorizes users to view output, update run locations, restart processes, and so on. Only the process profile comes from this permission list, not the list process groups.
Row Security Permission List	See explanation for Primary Permission List.
Symbolic ID	If the Symbolic ID is required for the user, select this option.
User Description	Typically, the name of the user, such as an employee name or a vendor name.
User ID Alias	In some cases, the user ID is an alias in the form of an email address. If so, select this option.

Creating Role Membership Rules

Use the Role Policy page to define the rules that are read by Dynamic Role Rule PeopleCode and populate PeopleSoft roles with members. The rules return the DNs of "people" directory entries, which supply the system with the user IDs specified on the user profile mapping.

Page Used to Create Role Membership Rules

Page Name	Navigation	Usage
Role Policy	PeopleTools, Security, Directory, Role Membership Rules	Define the rules that are read by Dynamic Role Rule PeopleCode and populate PeopleSoft roles with members.

Defining the Role Membership Rules

Access the Role Policy page.

Role Policy

Rule Name: PTNTLDAP-ALL-USERS

Description:

User Profile Map: PTNTLDAP-NDS-AUTHZ

Directory ID: PTNTLDAP-NDS [Assign to Role](#)

Directory Search Parameters

Search Base:

Search Scope:

Build Filter First 1 of 1 Last

(Attribute	Operation	Value)	And/Or
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Filter:

Search Attributes First 1 of 1 Last

Directory Attribute:

Role Policy page

- Rule Name** The directory search name that you entered on the search page.
- Description** Enter a short description of the rule.
- User Profile Map** Select the user profile map to associate with the rule.
- Directory ID** Displays the directory associated with the user profile map that you select.

Assign to Role	Click this link to automatically start the Dynamic Members page in the Roles component of the Security menu. On that page, select Directory Rule Enabled and specify the server on which to execute the rule.
Directory Search Parameters	
Search Base	Enter the entry (or “container”) at which to begin the search.
Search Scope	Select the search scope for this search from the following options: <i>Base:</i> The query searches only the value in the Search Base field. <i>One:</i> The query searches only the entries one level down from the value in the Search Base field. <i>Sub:</i> The query searches the value in the Search Base field and all entries beneath it.
Build Filter	
()	Parentheses; on either side of the filter expression select the check boxes below the parentheses to group expressions.
Attribute	Select the attribute that the system will filter.
Operation	Assign an operator to your rule such as <, <=, <>, =, >, or >=.
Value	Enter the value to assign to the attribute that you specified.
And/Or	To add another line to your rule, select <i>AND</i> or <i>OR</i> depending on your rule logic. Select <i>END</i> to signify the end of the search. Select <i>NONE</i> if you aren’t using this kind of filter.
Refresh Search Filter	After you make changes using the Build Filter options, click this button to update the Search Filter edit box to reflect the changes.
Clear Search Filter	Click this button to delete all values from the Search Filter edit box and the Build Filter selections.
Search Filter	The filter that the system applies to the search for the DN of the defined container. This value typically displays the directory object class of the container in the form “objectclass = GroupOfUniqueNames”, for example. This indicates what type of container to search. To retrieve the correct container DNs, the system adds the name of the container to the search filter at runtime.

Search Attributes

Directory Attribute Select the attribute that identifies the user to add to this membership.

Note. Technically, the role membership can involve more than directory group. You can determine role membership using any arbitrary LDAP search criteria, such as conditions other than just group membership. For example, you could assign everyone whose last name starts with *S* to a role.

Deleting Directory Configurations

Use this page to delete the entire directory configuration or just parts of it.

Page Used to Delete Directory Configurations

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
Delete Directory	PeopleTools, Security, Directory, Delete Directory Configuration	Delete the entire directory configuration or just parts of it.

Deleting the Directory Configuration

Access the Delete Directory page.

Delete Directory

Directory ID: DOC_SERVER

Delete Associated Maps

Delete Associated Searches

Delete Associated Role Rules

Delete Associated Entry Rules

Delete Directory Configuration

Delete Directory page

Delete Associated Maps	Deletes the authentication and user profile maps from the configuration.
Delete Associated Searches	Deletes any searches related to the directory configuration.
Delete Associated Role Rules	Deletes any role rules you have specified for a configuration.
Delete Associated Entry Rules	This applies to the PeopleSoft Directory Interface product only.
Delete Directory Configuration	After you have made the appropriate choices, click this button to perform the delete process. If you click this button with nothing selected, the system deletes only the Directory ID and leaves all of the other configuration information in tact.

Working with the Workflow Address Book

Use the Address Book page for configuring LDAP address lookups for use with ad-hoc notifications in PeopleSoft Workflow. This page contains the controls needed to retrieve the necessary addresses from the directory. This page only applies if you store user information in a directory.

Note. Each of these controls is discussed elsewhere in this chapter.

See Also

PeopleTools PeopleBooks: PeopleSoft Workflow, “Adding Events and Routings”

Enabling Signon PeopleCode for LDAP Authentication

LDAP Authentication runs as Signon PeopleCode that must be enabled and configured to execute with proper permissions.

To enable Signon PeopleCode:

1. Select PeopleTools, Security, Security Objects, Signon PeopleCode.
2. On the Signon PeopleCode page, click the **Invoke As** option that applies to your configuration.

Do you want to use a default user ID, or do you want the Signon PeopleCode to be invoked by whoever the user ID is that happens to be signing on the system? Either way, the value for the User ID and the password must be a valid PeopleSoft User ID and password. For LDAP authentication, you need to use “Invoke As” because the user signing in (most likely) won’t exist in the local system, until Signon PeopleCode runs and updates the local cache of user profiles.

Note. The User ID entered—whether it is Invoke as user signing in or a default user—must be able to access the User Profile Component in a permission list.

3. Locate the row for the LDAP_Authentication function on the Record FUNCLIB_LDAP.
4. Select the **Enabled** check box (if it is not already selected automatically by the system).
5. Ensure that the **Exec Auth Fail** check box is selected.

This refers to if PeopleSoft authorization fails, then execute the Signon PeopleCode. PeopleSoft authorization always fails if you are using LDAP authentication.

6. Click **Save** at the bottom of the page.
7. Reboot any application servers running against the local database.

Note. If you intend to use the User Profile Map, you also need to enable LDAP_PROFILESYNCH. The same options apply.

Using LDAP over SSL (LDAPS)

You can use the LDAP Business Interlink to establish a secure LDAP connection between the application server and the LDAP server. The LDAP Business Interlink uses Netscape's certificate database, cert7.db. You can obtain a cert7.db using the PKCS Utilities distributed by Netscape. Refer to Netscape's documentation for more information on obtaining and using the PKCS Utilities.

To establish the secure connection between the PeopleSoft Application Server and the LDAP server you will need the following:

- Cert7.db certificate database from Netscape.
- A Server Certificate for the LDAP server.
- The Trusted Root Certificate from the Certificate Authority that issues the Server Certificate.

To enable LDAP authentication over SSL:
--

1. Follow the documentation for your directory server to add the Server Certificate to your directory server.
2. Using Netscape's PKCS Utilities add the Certificate Authorities Trusted Root Certificate to the cert7.db certificate database.
3. Place the cert7.db file in the %PeopleTools%\bin\server directory of the application server.

4. Select PeopleTools, Security, Directory, Configure Directory, Directory Setup page and make sure the SSL Port field reflects the correct LDAPS port for your directory server.
5. Select PeopleTools, Security, Directory, Authentication Map page and check the Use Secure Sockets Layer checkbox.
6. In Application Designer, open the following Business Interlinks, select the Settings tab, and change the SSL setting to YES.
 - LDAP_SEARCH
 - LDAP_BIND

Setting up SSL on the Directory (Examples)

If you require SSL between your LDAP directory server and your PeopleSoft system, the following topics provide sample procedures for doing so.

Note. The procedures outlined in this section are provided as samples. They may not necessarily apply to all situations.

Understanding SSL and the Directory

Secure Sockets Layer Protocol is a protocol developed by Netscape that defines an interface for data encryption between network nodes. To establish an SSL encrypted connection the nodes must complete the SSL handshake. The simplified steps of the SSL handshake appear below:

- Client sends request to connect
- Server responds to connect request and sends signed certificate
- Client verifies certificate signer is in its acceptable Certificate Authority (CA) list.
- Client generates session key to be used for encryption and sends it to the server encrypted with the server's public key (from certificate received in step 2.)
- Server uses private key to decrypt client generated session key.

Establishing an SSL connection requires two certificates; one containing the public key of the server (Server Certificate/Public Key Certificate) and another to verify the Certificate Authority that issued the Server certificate (Trusted Root Certificate). The server needs to be configured to issue the Server Certificate when a client requests an SSL connection and the client needs to be configured with the Trusted Root Certificate of the Certificate Authority that issued the Server Certificate.

The nature of those configurations depends on both the protocol being used and the client and server platforms. In most cases you replace HTTP with LDAP. SSL is a lower level protocol

than the application protocol, such as HTTP or LDAP. SSL works the same regardless of the application protocol.

Note. Establishing SSL connections with LDAP (LDAPS) is not related to web server certificates or certificates used with PeopleSoft Integration.

Setting up SSL for Novel NDS

This doc discusses how to configure the LDAP business interlink to establish SSL encrypted LDAP connections. The LDAP business interlink uses a certificate database that resides on the file system of the PeopleSoft Application Server. The certificate database is a file called cert7.db and needs to reside in the file system of the application server. The cert7.db certificate database needs to contain the Trusted Root certificate of the Certificate Authority that issued the Server Certificate of the LDAP server.

Setting up the Certificate

To obtain a cert7.db you must download Netscape Navigator 4.7. Once this is downloaded and installed, you will need to launch Netscape Navigator and it will prompt you to create a user profile. Create a user profile with the name of PeopleSoft. This will create a file structure in appears as follows:

Netscape\Users\PeopleSoft.

Under the PeopleSoft directory find cert7.db.

With Netscape Navigator open, go to the Security button at the top. This opens the Security Information page. Select Certificates and Signers. This shows the valid certificates in the database. You can delete all of them. Once they are deleted, click OK and close Netscape Navigator.

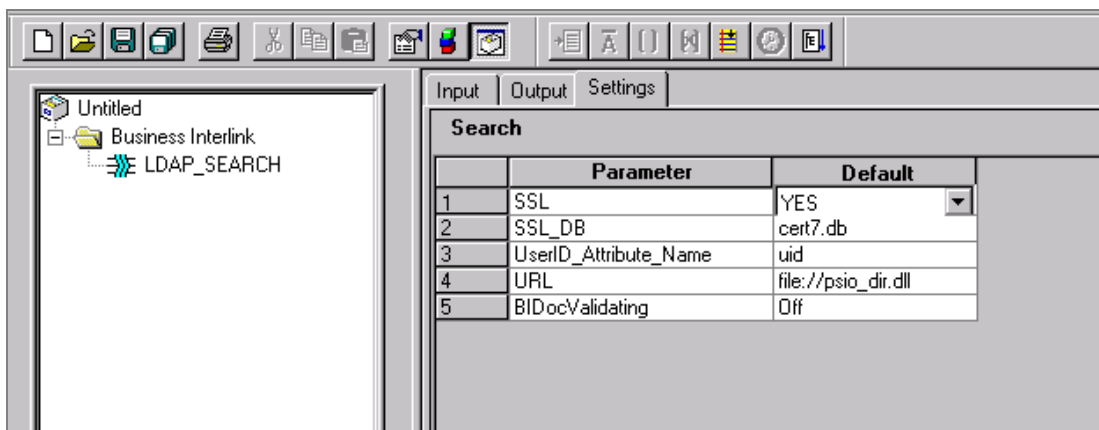
Once you have the CA's certificate imported into the cert7.db certificate database you are ready to configure the LDAP business interlink for SSL. There are two relevant settings on all transactions of the business interlink

- Use SSL setting.
- SSL_DB location setting.

As with all business interlink inputs these can be set using either Application Designer or PeopleCode

Using Application Designer:

- Open an existing instance of the LDAP business interlink, or create a new instance.
- Select the settings tab.



Settings tab in Application Designer

Note. This example uses the Search transaction, but the same principle applies to all transactions.

- Set the SSL parameter to *YES*.
- Set the SSL_DB parameter to the name of your certificate database (cert7.db by default).
- Save the Interlink

Using PeopleCode:

When you generate the interlink PeopleCode by dragging the definition into the PeopleCode editor the following code is created.

```

/* ==>
    This is a dynamically generated PeopleCode template to be used only as a
    helper
    to the application developer.
    You need to replace all references to '<*>' OR default values with references
    to
    PeopleCode variables and/or a Rec.Fields.*/

/* ==> Declare and instantiate: */
Local Interlink &LDAP_SEARCH_1;
Local BIDocs &inDoc;
Local BIDocs &outDoc;
Local boolean &RSLT;
Local number &EXECSRSLT;
&LDAP_SEARCH_1 = GetInterlink(INTERLINK.LDAP_SEARCH);

/* ==> You can use the following assignments to set the configuration
parameters.
*/

```

```
&LDAP_SEARCH_1.SSL = "NO";
&LDAP_SEARCH_1.SSL_DB = "cert7.db";
&LDAP_SEARCH_1.URL = "file://psio_dir.dll";
&LDAP_SEARCH_1.BIDocValidating = "Off";
....
```

You must change the .SSL and .SSL_DB settings to indicate that SSL should be used and specify the name of your certificate database file. For example

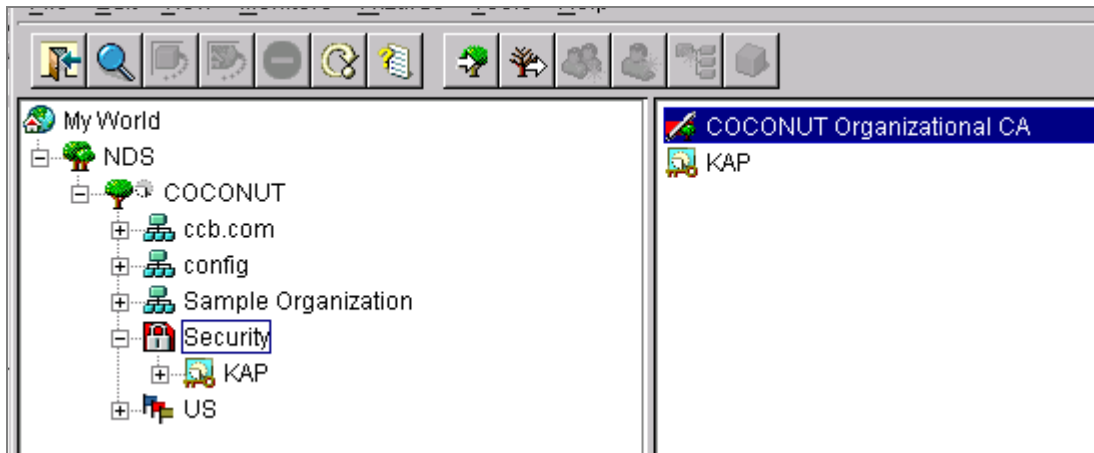
```
&LDAP_SEARCH_1.SSL = "YES";

&LDAP_SEARCH_1.SSL_DB = "cert7.db";
```

Configuring your LDAP Server for SSL

This section describes how to configure NDS eDirectory V8.5 for LDAPS using the Organizational CA built into NDS's PKI services.

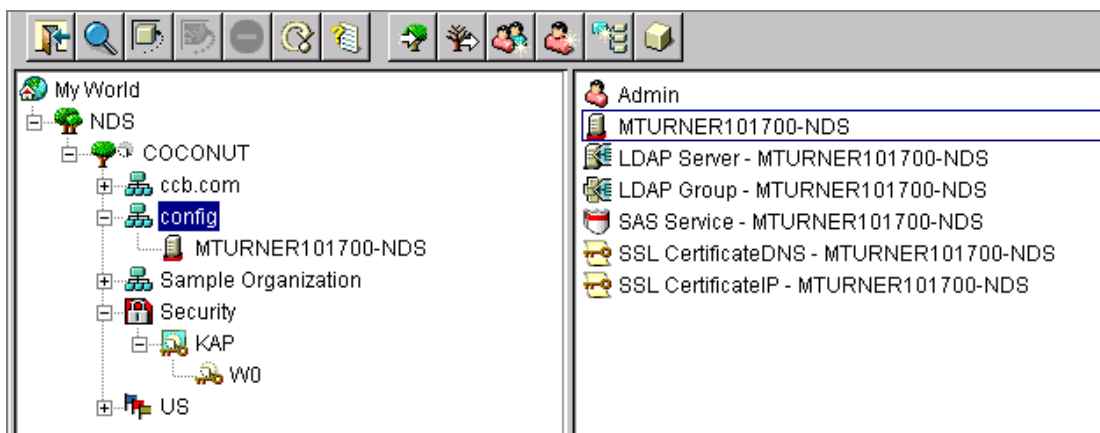
- Export the Self Signed Trusted Root Certificate from the Certificate Authority.
 - Start Console1 and navigate to the Organizational CA object in the Security container.



Organizational CA

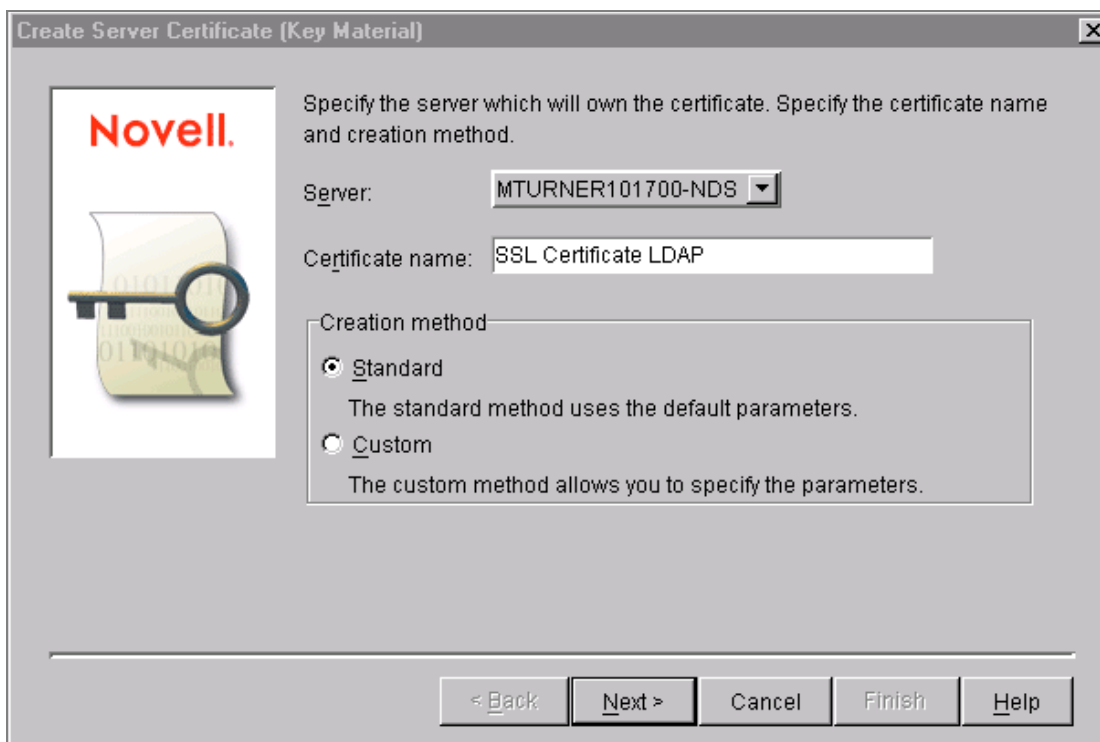
- Open the Properties dialog, go to the Certificates tab, and choose Self Signed Certificate from the menu.
- Click the Export button
- On the Export a Certificate dialog box choose binary DER format, designate a file name and location, and click Export.
- Rename this file to a .X509 file format

- Create a Server Certificate to be used by LDAP
 - In Console1 navigate to the container that holds the Server Object for the LDAP Server.



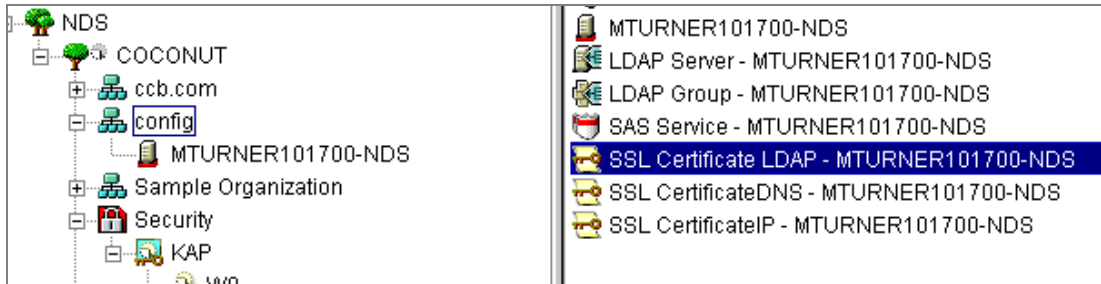
Navigating to the server object

- Right click on the container entry (such as Config) and choose NewObject. Scroll down and find NDSPKI:Key Material in the list and click OK.
- In the Create Server Certificate dialog box make sure the server name is the name of the directory server running the LDAP service. Also, give the new certificate a meaningful name, and choose the Standard creation method, and click Next.



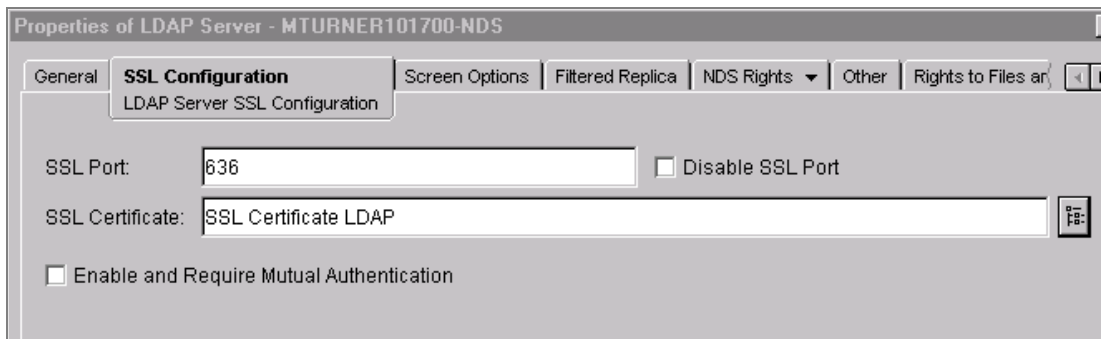
Creating certificate

- Review the information in the next dialog and click Finish. You should now have a certificate that contains the public key for the server running the LDAP service stored in your directory as an object



SSL certificate

- Indicate to the LDAP service what port to use for SSL connections and to issue the certificate when a client requests a connection on that port.
 - Find the object representing your LDAP Server; it will be in the same container you just created the certificate in and it will be named “LDAP Server - <hostname>-NDS.”
 - Open the properties dialog on the LDAP Server object and select the SSL Configuration tab.



SSL Configuration tab

- Enter the port number you want to use for LDAPS, and in the SSL Certificate field, click the browse button to select the certificate you just created. *Do not* check “Enable and Require Mutual Authentication” unless you have configured this option (which is outside the scope of this discussion).

Note. Under your Novell Install Directory there should be a file called X509.REG. The path should be similar to `install_directory\CERTSERVMISC\X509.REG`. Take this file and move it to the machine that you have installed Netscape on. From the machine that uses Netscape, run the X509.REG file by double clicking on it. This updates your registry so that Netscape can import the certificate.

- Import the certificate.
 - Launch Netscape, and select File, Open, and enter the file location of the .X509 certificate that you exported from NDS.
 - Netscape will take you through the certificate import process. Follow along with the wizard until finished. To confirm proper install you click on the security tab (the lock) and open the security administrator for Netscape. Click on the Certificates → Signers link and this will take you to all valid certificates in the database. You should now see the certificate you imported.
 - Move the cert7.db to the appserv folder.

After completing the previous tasks, the system should be running LDAPS with NDS.

Note. You are responsible for receiving certificates from a Certificate Authority, such as Entrust.Net or Verisign.

Note. If you try to test this with the business interlink tester, the error code 89 is often reported. This does not mean that LDAPS is not working. To test you can run a trace on the directory to see the SSL handshake occurring. You can also turn off port 389 and see if authentication still works. If it does, then this indicates SSL is working.

Setting up SSL for Netscape (iPlanet)

To set up SSL on Netscape:

1. Make sure your directory is defined in the PeopleTools, Security, Directory component.
2. Modify the Signon PeopleCode page.
 - Select PeopleTools, Security, Security Objects, Signon PeopleCode.
 - Check the “Invoke as” radio button.
 - Enter the User ID and Password of a user who has permission to run the Signon PeopleCode. The Password will not be visible once the page is saved.
 - Check the “Enabled” box to enable the Signon PeopleCode
 - Enter the Signon PeopleCode location as shown in the default values.
 - Check the “Exec Auth Fail” box
 - This is because Signon PeopleCode is triggered when authentication fails against the PeopleSoft authentication.
 - Save the page.

Note. Make sure that the User ID entered above has permission to run the Component Interface USER_PROFILE.

3. Modify the LDAP_BIND and LDAP_SEARCH business interlink definitions.
 - Open Application Designer.
 - Open the LDAP_BIND definition.
 - Select the Input tab.
 - Enter the Server name and Port for the LDAP server.
 - The other parameters are not required for this procedure.
 - Select the Settings tab.
 - Choose YES from the SSL drop down list.
 - Enter the name of the Certificate database in SSL_DB edit box (usually cert7.db for Netscape iPlanet).
 - Click Set Default to save the default settings
 - Save and Close the definition
4. Consider the following items:
 - The application server binds as a client to the LDAP server as part of the authentication, so it is only necessary to have access to the Root Certificates. The LDAP administrator at your site should have already installed a server (Node) Certificate on the LDAP Server.
 - The cert7.db file can be transferred to the application server in binary mode and installed in the same directory as PSAPPSERV.CFG and PSTUXCFG of the application server domain.
 - Using a copy of the LDAP server's cert7.db is not a security risk, as the Node Certificates are encrypted strings based on the host name and other site specific parameters. The application server accesses the Root Certificates, which are generally available at no charge from the Certificate Authority.
5. Reboot the application server domain.

CHAPTER 6

Understanding Definition Security

This chapter provides an overview of Definition Security and discusses how to:

- Use the Definition Security interface.
- Work with Definition Groups.
- View Definition Groups.
- Define Definition Groups.
- Assign Definition Groups to Permission Lists.
- Enable Display Only mode.

Understanding Definition Security

In your development environment, you may not want all developers to have access to every single definition in your database. This is why PeopleTools provides Definition Security.

Just as you use Security to control who can access the various PeopleSoft pages in your system, you use Definition Security to control who can access and update the PeopleTools definitions. By PeopleTools definitions, we are referring to the record definitions, menu definitions, page definitions, and so forth that make up your applications.

By controlling page access, Security dictates which applications and PeopleTools each PeopleSoft user is authorized to use. Definition Security enables you to impose similar restrictions on your development staff.

There are only two tasks involved with Definition Security:

- Creating Definition Groups.
- Linking Definition Groups to predefined Permission Lists.

Definition Security leverages the Permission Lists created in PeopleTools Security to restrict access to individual PeopleTools database definitions. PeopleTools database definitions are entities created using a PeopleTools designer utility, such as Application Designer or Tree Manager. Definition types include all of the definitions that appear in the following list. Most definition types are created in PeopleSoft Application Designer.

Definition Type	Associated Designer Tool
Activities	Application Designer
Application Engine Programs	Application Designer
Application Packages	Application Designer
Approval Rule Sets	Application Designer
Business Interlinks	Application Designer
Business Processes	Application Designer
Components	Application Designer
Component Interfaces	Application Designer
Fields	Application Designer
File Layouts	Application Designer
HTML	Application Designer
Images	Application Designer
Menus	Application Designer
Message Channels	Application Designer
Messages	Application Designer
Mobile Pages	Application Designer
Pages	Application Designer
Problem Types	Application Designer
Projects	Application Designer
Queries	PS Query
Records	Application Designer
SQL	Application Designer
Style Sheets	Application Designer
Tree Structures	Tree Manager
Trees	Tree Manager
Translate (X-lat) Tables	Application Designer

Note. You can restrict access to an *entire* definition type, such as records or pages, using the Use, Permission Lists, PeopleTools page in Security. This works by controlling access to the Application Designer functionality that works with a particular definition type. For example, if you don't want a developer to use Application Engine programs, don't allow them to access Application Engine.

Definition Security settings also works at the field level. To change a field on a record, you must be authorized to update *all* record definitions that contain the field. For example, to update or rename the EMPLID field on any record definition, you must have Definition Security access to every record definition that contains EMPLID. If you are denied access to the ABSENCE_HIST record definition, which contains EMPLID, you won't be able to modify any field attributes of EMPLID on any other record that contains the field. This ensures the integrity of your system. In a fast paced development environment, if PeopleTools definitions are not well secured, problems may result.

Before you start using Definition Security, it's a good idea to define the definition security needs of your users. For example, should all developers have access to all PeopleTools definitions? Should payroll developers have access only to payroll definitions? Who will be allowed to access PeopleSoft Application Designer? These are the types of questions you need to consider.

Definition Groups and Permission Lists

Use Definition Security to define Definition Groups and link them to Permission Lists that you created in Security. To link a Definition Group to a Permission List, you must have already created the Permission List in Security.

A Definition Group is a collection of one or more definitions that form a logical group for security purposes. For example, suppose you've created a Permission List for analysts that support the PeopleSoft Payroll module. Perhaps this Permission List is called PAYROLL_DEV. Assume these analysts are allowed to update only payroll definitions. Using Definition Security, you would create a Definition Group containing only payroll definitions, give it a name, such as PAYROLL_OBJ. Then you assign, or link, that Definition Group to the corresponding Permission List. In this case you link PAYROLL_OBJ to PAYROLL_DEV.

You can assign multiple Definition Groups to a single Permission List, and, in most cases, you'll perform this frequently.

You apply Definition Security to Definition Groups only. For example, you can't declare directly that a particular Permission List can modify a specific definition type. However, you can do so indirectly by creating a Definition Group that consists solely of the desired definition type. Also, remember that you can assign a definition to multiple groups as needed. To ensure total definition security, PeopleSoft recommends that you assign every definition to at least one Definition Group.

Note. PeopleTools databases are delivered with a pre-defined definition group called PEOPLETOOLS that contains all the PeopleTools definitions. Until you create definition groups of your own, the PEOPLETOOLS definitions are the only definitions that you can secure.

Definition Security Rules

To set up Definition Security properly, it's helpful to understand how the system interprets definition security settings. The system has several rules it uses to determine whether a user is authorized to update a definition.

The following table presents the rules associated with Definition Security.

Rule	Description
1	Is the definition type assigned to <i>any</i> Definition Group? If not, then <i>anyone</i> has update access to it; access is automatically granted. For this reason we recommend that you have all definition types added to at least one Definition Group.
2	Is the definition type a part of a Definition Group assigned to the user's Permission Lists? If not, the system denies access and displays a message, such as: <code><definition_name> is not a definition that you are authorized to access.</code>
3	Do all of the Definition Groups of which the definition type is a member have the display-only option enabled? If so, then the system displays the message: <code><definition_name> is not a definition that you are authorized to update</code> The definition type would then appear, but with the File, Save option disabled.

If the definition passes these system checks, the user is allowed to access and update it—unless it's an Application Designer definition, in which case several other security checks are performed first. PeopleSoft Application Designer definitions are also controlled by the PeopleTools in Permission Lists.

Important! A user gets their definition security permissions from their Primary Permission List, not through roles.

Using the Definition Security Interface

You open Definition Security by selecting Go, Definition Security. When you first open Definition Security, the window is empty.

In this section, we discuss the menu options specific to Definition Security:

- File menu
- Change menu
- View menu

Review the options on each menu so that it's easier to navigate through the interface as you grant access to your development definitions. As you become more familiar with the tool, you'll refer to this section less frequently.

File Menu

Use the File menu to open or create groups of definitions that you use to grant access to permission lists, and different options for saving, renaming, or deleting definition groups. Print commands for definition security profiles are also located in this menu.

The following table presents each menu option with a brief description.

<i>Menu Option</i>	<i>Description</i>
Open	Enables you to open a predefined Permission List or Definition Group.
New Group	Select this option when creating a new Definition Group.
Save	Enables you to save any changes made to a Definition Group or links made to Permission Lists.
Save As	This option is available only when you have a Definition Group open. It enables you to save a Definition Group under a new name, or clone it.
Rename	This option is available only when you have a Definition Group open. It enables you to specify a new Group ID.
Delete	This option is available only when you have a Definition Group open. It enables you to delete a previously created Definition Group.

Change Menu

If you want to grant display-only access to a Definition Group, use the Change menu.

The Change menu contains just the Display Only option. This option is available only when you have a Permission List open in Definition Security. It enables you to specify whether the Definition Groups linked to the Permission List are Display Only.

View Menu

Use the View menu to review all of the different types of definitions—menu definitions, query definitions, and so on—in a Definition Group. The view menu shows every type of definition to which you can apply Definition Security settings.

The view menu is useful when you have a Definition Group open. You have two options:

- You can view all the definitions currently added to the Definition Group by selecting View, All Definitions.
- You can view just the definitions of a specific definition type by selecting View, <Definition Type>. For example, if you wanted to view only the different Pages that are included in the active Definition Group, you would select View, Pages.

Working With Definition Groups

In this section, we discuss how to:

- Open an existing definition group.
- Create a new definition group.
- Save a definition group as a new group.
- Rename a definition group.
- Delete a definition group.
- Print a definition group definition.

To open an existing definition group:

1. Select File, Open, Group.

The Definition Security Open dialog box appears. You use this dialog box to select a Definition Group to open.

2. Select a **Group ID**.
3. Click **OK**.

To create a new definition group:

1. Select File, New Group.
2. Add definitions to the group.
3. Save the group and give it a name in the Save Group As dialog box.

To clone a definition group:

1. Open the definition group you want to clone.
2. Select File, Save As.

The Save Group As dialog appears. This dialog prompts you to enter a Group ID for the new group that will be created.

3. Enter an ID and click **OK**.

To rename a definition group:

1. Select File, Rename.

The Rename Group ID dialog box appears. If, after creating a Definition Group, you decide it needs a different name, you use this dialog to change it.

2. From the **Rename** list, select the group that you want to rename.
3. Enter a new Group ID in the **To** edit box.
4. After you've added the new Group ID click **OK**.

To delete a definition group:

1. Select File, Delete.

The Definition Security Delete dialog box appears. Occasionally, a Definition Group may become obsolete—to the point where it's easier to start a new group from scratch than to redefine the old one. You use this dialog box to select and delete unwanted Definition Groups.

2. Select the **Group ID** for the group you want to delete.
3. Click **OK**.

You are prompted to confirm the deletion. If you don't want to delete the Definition Group don't confirm the delete.

Viewing Definition Groups

You can view a Definition Group in one of two ways: with all the definitions it includes or with only a single definition type displayed. How the Definition Group appears depends on the selections you make in the View menu or the drop-down list that appears at the top of the interface.

In this section, we discuss how to:

- Select a view.
- View all definitions.
- View definitions of a specific type.

Selecting a View

You can select how you view a Definition Group by using the View menu, or by selecting an item from the drop-down list box that appears at the top of the interface when you have a Definition Group open.

Both methods are identical, select the method you prefer.

Viewing All Definitions

Rather than looking at particular definitions of a particular definition type, you sometimes need to get an overview of just what you've added. Viewing by only one definition type, obviously, shows you only part of the picture. To see the entire Definition Group, view by *All Definitions*.

The list box contains every definition, regardless of type, assigned to the PEOPLETOOLS Definition Group. There are two columns in this display: **Type** and **Name**.

- Type identifies the definition type, as in page, query, and so on.
- Name refers to the name given to the definition when it was created.

Viewing Definitions of a Specific Definition Type

Just as there are times when you need to observe the entire Definition Group and all of its included definitions, there are other times when you just want to view definitions of a particular type that belong to a Definition Group. Suppose you just want to view the pages that belong to a Definition Group. Instead of selecting View, All Definitions, you would select View, Pages. This enables you to drill down to just the information you currently need.

When you view a group one definition at a time, the window is split vertically into two list boxes. The box on the left contains a list of definitions that belong to the Definition Group and are of the selected type.

The list box on the right is the **Excluded <Definition Type>** list. The label for the definition type changes according to the definition type you are viewing. For example, when you view pages, the label is **Excluded Pages**, and when you view menus the label reads **Excluded Menus**, and so on. The Excluded <Definition Type> list box displays the names of all the definitions of the selected type that are not included in the current Definition Group.

Creating Definition Groups

Before you can specify the definition access for your Permission Lists, you have to create your Definition Groups. If a definition doesn't belong to a group, it can't be secured.

You can create a new definition group in two ways:

- If the Definition Group you want to create is similar to an existing group, you can copy, or clone, the existing group and work from there.
- If the Definition Group is unlike any existing groups, or if there are no existing groups, create the new group from scratch.

For each definition type in the system, you select which definitions to add or remove from the group until you're satisfied the group contains the necessary definition access.

Adding and Removing Definitions

To add definition types to a Definition Group, you may not view by All Definitions; you need to view by the type of definition that you want to add. If you wanted to add pages to a Definition Group, select View, Pages.

You use the arrow buttons that appear between the two list boxes (<Definition Type> to <Excluded Definition Type> and to move definitions into and out of a Definition Group. The following list describes the purpose of each button.

- The single left arrow moves a selected definition or definitions from the Excluded... box into the left box, adding it to the group.
- The double left arrow button adds all excluded definitions into the group.
- The single right arrow button moves a selected definition from the group into the Excluded... box, removing it from the group.
- The double right arrow button removes all definitions from the group.

Note. You see two arrow buttons in the All Definitions view. These are for removing any unwanted definitions from the Definition Group. You can use these buttons only to remove definitions from the group; you can't add new definitions while viewing by All Definitions.

To add definitions to a Definition Group:

1. Open the Definition Group you want to modify.

Select File, Open, Group, and select the appropriate Definition Group from the Definition Security Open dialog box.

2. Select the desired definition type by which to view.

Use the View menu or the drop-down list box at the top of the interface.

3. Select the definitions to be added.

In the **Excluded <Definition Type>** list box, select the definitions you want to add to the active Definition Group. To select multiple definitions, use Ctrl+click and Shift+click. If you want to add all of the items in the Excluded <Definition Type> list, go to the following step.

4. Click one of the left arrow buttons to move the definitions into the group.

To move just the selected definitions, use the single left arrow. To move all excluded definitions into the group, use the double left arrow.

To remove definitions from a Definition Group:

1. Open the Definition Group you want to modify.
 Select File, Open, Group, and select the appropriate Definition Group from the Definition Security Open dialog box.
2. Select the desired definition type by which to view.
 Use the View menu or the drop-down list box at the top of the interface.
3. Select the definitions to be removed in the list box on the left.
 To select multiple definitions, use Ctrl+click.
4. Click one of the right arrow buttons to move the definitions out of the group.
 To move just the selected definitions, use the single right arrow. To remove all definitions from the group, use the double right arrow.

Assigning Definition Groups to Permission Lists

After you define your Definition Groups, you implement definition security by assigning them to Permission Lists that you've already created in Security. To link a Definition Group to a Permission List, that Permission List must already exist.

This section discusses the procedures and concepts involved with linking Definition Groups with Security Permission Lists.

See Also

Working with Permission Lists

To link Definition Groups to a Permission List:
--

1. Select File, Open, Permission List.
 The Definition Security Open dialog appears.
 You use this dialog to select the Permission List to which you want to link Definition Groups.
2. Select a permission list and click **OK**.
 The window displays two list boxes.
 When working with security profiles in Definition Security, the display looks similar to the single-type view you see when adding definitions to a Definition Group. The arrow buttons in this display work the same way, the left buttons move selections into the left box, the right buttons move selections in the right box.

Instead of moving *definitions* into and out of the box on the left—as you do when defining a Definition Group—here, you move Group IDs. The Group ID is the ID, or name, that you specified when saving a Definition Group. The list box on the right shows the existing Definition Groups that are not currently linked to the active Permission List. The list box on the left shows the Group IDs that the Permission List is currently authorized to access.

3. Specify the included and excluded groups.

To enable access to a Definition Group, select it in the **Excluded Group ID** list box on the right and move it into the list box on the left. To restrict access to a group, select it on the left and move it into the Excluded Group ID list box on the right. To move just the selected groups, use the single arrows. To move all groups, use the double left arrows.

Note. The ****ALL DEFINITIONS**** group is a default “super group,” maintained by the system, that includes all system definitions. Use it to grant total unrestricted access to all databases. On the other hand, restricting access to ****ALL DEFINITIONS**** has no security effect. To be able to restrict access to a definition, it must belong to at least one definition group.

4. Enable/disable the **Display Only** mode for included groups, as desired.

5. Select File, Save to save your changes.

Enabling Display Only Mode

Enabling display-only access to a Definition Group means the definitions in that group can be viewed but not modified. You can toggle it off and on for Definition Groups that you have linked to a particular Permission List. You need to add the Definition ID to the linked list first before you specify a Display Only value.

The Display Only option for the ****ALL DEFINITIONS**** super group doesn’t work the same way it does for regular Definition Groups. When you enable the Display Only mode for ****ALL DEFINITIONS****, it applies only to the Definition Groups in the Excluded Group ID list.

The following example shows a Permission List (INVPANLS) with access to all definitions, or ****ALL DEFINITIONS**** status. Notice that Display Only is activated. However, it only applies to those groups in the Excluded Group ID list: the NEWGROUP, ONEMENU, and PEOPLETOOLS groups. This means that the INVPANLS Permission List has read/write access to *all* definitions in the system except for those that appear in the Excluded Group ID list. For those definitions, INVPANLS only has read, or Display Only, access.

To enable/disable Display Only:

1. Select Change, Display Only.

The Definition Security List dialog box appears.

This dialog box lists all the Definition Groups assigned to the current Permission List and enables you to specify the Definition Groups that should provide display-only access. Definition Groups with a **Display Only** setting of *Yes* are highlighted, and Definition Groups with a **Display Only** setting of *No* are not.

2. Select (highlight) the groups in the list that you want to make display-only; deselect those that should not be display-only.

You can use the **All** button to select all the groups in the list.

3. After you have selected and deselected the appropriate Definition Groups, click **OK**.

Viewing Definition Access by User and Permission List

If you need to view a report showing what definitions a user or a permission list can access, you do so by using the Review Security Information interface. You access this interface by selecting PeopleTools, Security, Review Security Information. Click the Definition Security Queries link.

CHAPTER 7

Working With Signon PeopleCode and User Exits

This chapter discusses how to:

- Use Signon PeopleCode.
- Use the delivered external authentication solutions.
- Use the web server security exit.
- Use the Windows security exit.

Using Signon PeopleCode

Signon PeopleCode runs whenever a user signs onto PeopleSoft. The main purpose of Signon PeopleCode is to copy user profile data from a directory server to the local database whenever a user signs on. This ensures that the local database has a current copy of the user profile. Because Signon PeopleCode runs at each signon, you are not required to maintain the local copy of the user information.

Signon PeopleCode is not limited to LDAP integration. You can also use Signon PeopleCode and business interlinks to synchronize a local copy of the user profile with any data source when a user signs on. Because the signon program is written in PeopleCode, you can customize it any way that suits your site requirements.

The basic process flow of Signon PeopleCode is as follows:

- A user enters user ID and password on the signon page.
- PeopleTools attempts to authenticate a user with the local PeopleSoft password.
- Signon PeopleCode runs. It verifies the user and password, and then updates the local cache of user profiles stored in the PeopleSoft database.

Signon PeopleCode runs only when a user is logging through PIA, the portal, or a three-tier Windows workstation.

Note. If you are using LDAP authentication, the PeopleSoft authentication process will fail because the user Password is not stored within the PeopleSoft database. Because of this, if you are using LDAP authentication, you set your Signon PeopleCode program to execute when PeopleSoft authentication fails.

In this section, we discuss how to:

- Modify signon PeopleCode.
- Enable signon PeopleCode.
- Understand signon PeopleCode permissions.
- Access X.509 certificates.

Page Used to Enable Signon PeopleCode

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
Signon PeopleCode	PeopleTools, Security, Security Objects, Signon PeopleCode.	Enable Signon PeopleCode programs.

Modifying Signon PeopleCode

Signon PeopleCode is Record PeopleCode, and you view and edit the PeopleCode on the record with which the program is associated. PeopleSoft delivers a PeopleCode program for directory authentication. It is intended for production use but it can also be used as a sample that shows many of the technologies you can include within a Signon PeopleCode program. You can find the delivered PeopleCode program on the following record: FUNCLIB_LDAP.LDAPAUTH (FieldDefault). You can customize it as needed for testing or production use.

Open the record in PeopleSoft Application Designer, and view the PeopleCode with the PeopleCode Editor. The delivered PeopleCode accommodates as many different directory scenarios as possible; it demonstrates use of the business interlink and component interface technologies. You may want to modify the authentication PeopleCode to improve login performance or to accommodate any special directory authentication needs. The delivered program that ships with PeopleTools has the following general flow:

- Searches the directory server for the user profile of the user signing in.
- Using the password the user entered at the signon page, the program attempts to bind (or connect) to the directory server. If the connect succeeds, then the password is valid.

- Retrieves the user profile of the user signing in. The program gets the profile from the directory server and creates a local cache copy within the PeopleSoft database. This improves performance by enabling the PeopleSoft applications to access the user profile locally, rather than making a call to the LDAP server every time they need user profile data. If a locally cached copy already exists for the user signing in, the local cache is updated according to the current user in the directory server.

Note. To see what the Signon PeopleCode program performs, use the PeopleCode debugger. This enables you to step through the program step-by-step.

The following table presents the key PeopleCode constructs that you use with Signon PeopleCode. Click the function to view more details in the PeopleCode documentation.

PeopleCode Function	Description
<code>%PSAuthResult</code>	Returns the result (boolean) of PeopleSoft authentication.
<code>SetAuthenticationResult</code>	Used to verify customers that log on to the system even if the PeopleSoft authentication fails.
<code>%SignonUserId</code>	User ID value the user entered at the Signon page. This applies to PIA and Windows signon.
<code>%SignOnUserPswd</code>	User Password value the user entered at the Signon page. This value is encrypted. This applies to PIA and Windows signon.
<code>%Request</code>	The HTML request that comes from the browser. In the case of security, this includes any information submitted at the Signon page, such as User ID, password, and any additional fields if you have extended the Signon page. This applies only to PIA.

Note. Do not use `%SwitchUser` in Signon PeopleCode.

Enabling Signon PeopleCode

Signon PeopleCode is different from other PeopleCode in that you specify which Signon PeopleCode you want to have on a specific Signon PeopleCode page. Notice that the PeopleSoft Password Controls program, which is written in PeopleCode, is also on this page.

By default, some of the Signon PeopleCode programs are disabled. You enable them on this page, or you can also enable these programs by enabling password controls on the Password Controls page or by enabling directory authentication on the Directory Authentication component. After enabling each option on the appropriate page, the system enables the associated PeopleCode program on the Signon PeopleCode page.

Note. Using PeopleSoft password controls is valid only if you are *not* using LDAP authentication. When you are using LDAP authentication the directory server, not PeopleSoft, controls the password.

You can add your own PeopleCode programs, but you must add them to another record, and then add them to this page. You add and remove rows from the grid using the plus and minus buttons.

Signon PeopleCode

Signon

Invoke as user signing in

Invoke as User ID: Password:

*Sequence	Enabled	*Record	*Field Name	Event Name	Function Name	Exec Auth Fail	
1	<input type="checkbox"/>	FUNCLIB_PWDCNTL	PWDCNTL	FieldChange	Password_Controls	<input checked="" type="checkbox"/>	+ -
2	<input type="checkbox"/>	FUNCLIB_LDAP	LDAPAUTH	FieldDefault	WWW_Authentication	<input type="checkbox"/>	+ -
3	<input type="checkbox"/>	FUNCLIB_LDAP	LDAPAUTH	FieldDefault	LDAP_Authentication	<input checked="" type="checkbox"/>	+ -
4	<input type="checkbox"/>	FUNCLIB_LDAP	LDAPAUTH	FieldDefault	SSO_Authentication	<input type="checkbox"/>	+ -
5	<input type="checkbox"/>	FUNCLIB_LDAP	LDAPAUTH	FieldDefault	LDAP_ProfileSynch	<input checked="" type="checkbox"/>	+ -

Signon PeopleCode page

**Invoke as user signing in/
Invoke as...**

When a PeopleCode program runs, it has to have a context of a user. This is how you indicate to the system who the user is executing the program. This is important because the user ID provided must have access to all of the objects that your signon program uses. For example, if you are using LDAP, notice that the Signon PeopleCode contains a business interlink and a component interface. If the user ID provided does not have the appropriate authority to business interlinks or component interfaces, the program fails. Whether you use the value of the user signing in or you create a default user ID for all signon attempts depends on your implementation. For example, if your signon PeopleCode creates local copies of users, you have to configure that program to be “Invoked as” an existing user in the system. In this case, you should create a new user within PeopleSoft that only has authority to access the objects required within your PeopleCode program. You should then enter this user as the “Invoke As” user.

Sequence

The sequence column shows the sequence in which the signon programs execute. You can change the sequence by changing the numerical value in the edit box. The application server runs all programs in the ascending order in which they appear.

Enabled

To enable a program to run at signon, select this check box. If it is not selected, then the system ignores the program at signon.

Record

Specify the record on which you record PeopleCode exits.

Field Name	Add the specific field that contains the PeopleCode.
Event	Add the event that triggers a particular program.
Function Name	Add the name of the function to be called.
Exec Auth Fail (execute authentication fails)	Select this check box to "execute if PeopleSoft authentication fails." In other words, if PeopleSoft does not successfully authenticate the user based on the password within the PeopleSoft database, you still want the program to run. For instance, you want the LDAP authentication program to run after PeopleSoft denies access so that your program can authenticate the user instead. Also, you can leave this option clear to further secure your system. For instance, if you are <i>not</i> using LDAP authentication, leaving this option unchecked prevents any program or script from running if your PeopleSoft authorization fails.

Signon PeopleCode Permissions

Signon PeopleCode scripts run with full permissions of the user they're invoked as. This includes access to the database using SQL, access to the file system, business interlinks, component interfaces application messaging, and so on. A developer could conceivably write a signon PeopleCode program that exposed or corrupted sensitive information. To minimize this risk, you should follow these guidelines:

- You should limit access to the Signon PeopleCode setup page to only trusted administrators. This will prevent people from configuring un-trusted PeopleCode programs to execute at signon time.
- If you aren't implementing external authentication at your site (all your users are authenticated based on an existing user ID and password with the PeopleSoft database, you should not have the "Exec Auth Fail" column selected for any Signon PeopleCode scripts.
- After a trusted administrator configures the list of functions that should run at signon time, you should use Object Security to restrict access to the Record objects that contain the programs. Only trusted developers should be allowed to modify the PeopleCode on these records.
- Even for trusted developers, it is a good idea to have a second person review the code before testing and moving to production.
- No developer or administrator should have access to the Signon PeopleCode setup page, or the Records that contain the signon PeopleCode functions in a production system.

Note. The password the user types in at the signon page is never visible to the signon PeopleCode developer. It is impossible to write a script that captures a password entered by a user, and store it in a file or database table.

Accessing X.509 Certificates

X.509 certificates are used to authenticate a user at the web server level—SSL with client-side authentication. You can use PeopleCode to access X.509 certificates.

When you use certificate authentication with PeopleSoft, users do not see the PeopleSoft signon page and enter a user ID. Because of this, the X.509 certificate needs to be available in the Signon PeopleCode so you can write PeopleCode that maps the certificate to a PeopleSoft user ID.

The following sample PeopleCode shows how you access X.509 certificates in Signon PeopleCode.

```
Local string &clientDN;
&clientDN = %Request.GetParameter("com.peoplesoft.tools.ssl_client_dn");
```

The value of &clientDN, might be similar to the following:

```
E=tom_sawyer@peoplesoft.com, C=US, S=California, L=Pleasanton, O=PeopleSoft,
OU=PeopleTools, CN=Tom Sawyer
```

Using the Delivered External Authentication Solutions

PeopleSoft delivers the most common authentication solutions and packages them with our application for you to use. This saves you the trouble of developing your own solutions and saves you time with your security implementation.

Note. The traditional method where the user submits signon credentials that the system compares to a row in the PSOPRDEFN table, is a valid means of authentication, however, it is not a recommended method for increased scalability and manageability as you deploy applications to the internet.

The authentication solutions are delivered PeopleCode programs that you can include in your Signon PeopleCode. The following table describes each function that appears on the Signon PeopleCode page.

Function	Exec Auth Fail	Description
WWW_Authentication	Not Required	<p>It applies when you want the browser to pass the client certificate to the web server for authentication by mutual authentication SSL at the web server level (also known as client authentication). In this situation, you configure PeopleSoft to "trust" the authentication performed by a third-party system at the web server.</p> <p>The function performs the following:</p> <ol style="list-style-type: none"> 1. Extracts the user's Distinguished Name from the client certificate passed to the application sever by the HTTP Server. 2. Sets a global variable to the Distinguished Name for a subsequent call to the LDAP_ProfileSynch function. 3. Converts the Distinguished Name to a PeopleSoft User ID and sets the current user context.
LDAP_Authentication	Required	<p>It applies when you want the user to submit signon credentials at the signon page, and then the system passes the credentials to the directory to perform authentication.</p> <p>This function performs the following:</p> <ol style="list-style-type: none"> 1. Searches the directory for all entries that match the entered user name. 2. Attempts to bind to the directory for each found DN using the entered password. 3. Sets a global variable to the bound DN for a subsequent call to LDAP_ProfileSynch. 4. Converts the DN to the appropriate PeopleSoft Username and sets the current user context.
SSO_Authentication	Not Required	<p>It applies in situations where you have single signon configured. The system authenticates the user's single signon token, which has already been issued by another database (node).</p> <p>This function performs the following:</p> <ol style="list-style-type: none"> 1. Converts the PeopleSoft User ID to a Distinguished Name. 2. Sets a global variable for a subsequent call to LDAP_ProfileSynch.

<i>Function</i>	<i>Exec Auth Fail</i>	<i>Description</i>
LDAP_ProfileSynch	Not Required	<p>Applies to situations where PeopleSoft user profiles need to be created or updated with data stored in an LDAP directory. The function requires that the global variable <code>&global_DN</code> has been initialized by one of the previous authentication functions.</p> <p>Remember that regardless of how a user gets authenticated, each user still populates a row in PSOPRDEFN for applications to refer to during transactions (if needed). The LDAP_ProfileSynch updates that row in PSOPRDEFN (or user profile cache) with the most current information.</p> <p>This function performs the following:</p> <ol style="list-style-type: none"> 1. Retrieves the LDAP entry specified by <code>&global_DN</code> 2. Either creates or updates the corresponding PeopleSoft user profile. <p>Note. One of the XXX_Authentication functions needs to be executed prior to running LDAP_ProfileSynch.</p>

When using any of the delivered external authentication solutions, the following items apply:

- All functions get the LDAP server configuration from specifications in PeopleTools Security, Directory, Configure Directory.
- All functions support a single database—multiple databases are not required.

In this section, we discuss:

- WWW_Authentication considerations.
- LDAP_Authentication considerations.
- SSO_Authentication considerations.

WWW_Authentication Considerations

If you intend to authenticate your users at the web server level using mutual authentication SSL (also known as client authentication), the users that are authenticated at the web server level must signon to the system using a different website than users of the other authentication methods.

When the PeopleSoft site is configured to “ByPass Signon” the user provides a Default User ID in the configuration.properties file on the web server. Keep in mind that, when setting the system to bypass signon, that option is enabled for the entire site. When ByPassSignon is enabled the web server always passes the specified Default User ID and password to the application server. So, if you want some users to be authenticated by PeopleSoft rather than at the web server level, they must signon through a PeopleSoft site with ByPassSignon disabled.

LDAP_Authentication Considerations

When using LDAP_Authentication the default searching behavior can be overridden by entering

```
<attribute>=%UserId%
```

in the Search Attribute edit box on the Directory Setup page. When you insert this syntax the system constructs the Distinguished Name of the user by concatenating the Search Attribute plus the entered user name with the Search Base.

For example, given the setup depicted in the following example, if the user entered *Sschumacher* in the User Name edit box of the signon page the Distinguished Name would be:

```
uid=Sschumacher,ou=Inkoop,o=ccb.com
```

This constructed Distinguished Name would be used for the bind attempt rather than searching the directory with the search filter of:

```
uid=Sschumacher
```

SSO_Authentication Considerations

If you are using SSO_Authentication and LDAP_ProfileSynch to automatically generate profiles, then the value of the LDAP attribute mapped to User ID *must be* unique throughout the directory.

The PeopleSoft User ID uniquely identifies a person within PeopleSoft, and a Distinguished Name uniquely identifies a person within the directory. PeopleSoft “maps” the PeopleSoft User Profile to a directory entry by specifying the directory attribute that holds the value of the PeopleSoft User ID.

You specify the appropriate mapping between the PeopleSoft system and your directory using the User Profile Caching component. On the Mandatory User Properties page, you must equate the PeopleSoft User ID attribute with an LDAP attribute. For instance, in many cases the PeopleSoft User ID is mapped to the LDAP attribute of "uid".

With a single signon token, the system can provide the Signon PeopleCode with only a User ID value to identify a person. Then the system must search the directory to find the corresponding Distinguished Name. If multiple entries within the scope of the search have the same value on the User ID attribute then PeopleSoft is unable to determine which entry corresponds to the user.

Note. It is not required to use these functions to enable single-signon within PeopleSoft. The SSO_Authentication combined with the LDAP_ProfileSynch applies only to situations where you want cache profile data from a directory if the user presents a single-signon token during signon.

Using the Web Server Security Exit

Part of the integration technology PeopleSoft delivers is to ensure that our security/authentication system is open and flexible. Because the PeopleSoft applications are now designed for internet deployment, many sites must take advantage of the authentication services that exist at the web server level.

Note. The exits described here are offered in addition to the Signon PeopleCode running on the application server, which itself provides integration. There are no PeopleSoft user ("psuser") exits on the application server; Signon PeopleCode replaces that functionality. On the client side, the functionality is the same as previous releases. PeopleSoft encourages you to use Signon PeopleCode when developing new signon integration. The following topics support previous implementations.

This section describes a procedure that enables you to configure your implementation so that PeopleTools authentication logic "trusts" the authentication performed at the web server level. The following list presents examples of some of the third-party authentication technologies with which you may want to integrate:

- Web single-signon/authorization/authentication solutions.
- Client-side SSL authentication provided by web servers.
- Public Key Infrastructures, either standalone or embedded as part of the network operating system environment.

Note. The previous list is not a list of certified integration points; just examples of authentication technologies that exist in the industry.

For the web server exit configuration to work successfully, PeopleSoft assumes:

- You want to authenticate the user at the web server level only, not within the PeopleSoft Application Server. (The configuration discussed in this section enables you to authenticate users within the web server instead of the default configuration, where the application server controls the authentication logic).
- Your web server environment includes a mechanism to identify and authenticate a user. For example, this may be through a signon page with a User ID and password, through a digital certificate, or through one of several industry-standard authentication methods.
- Your web server has the capability of passing the user ID to the application server through the HTTP request PeopleCode object. For this you can use an HTTP header variable, cookie, or a form field.

Note. Configuring the following authentication system is not an "out-of-the-box" feature. It requires development outside of the realm of PeopleSoft, and because of that, PeopleSoft assumes that you have the appropriate level of internet development expertise to make sure that you are passing the appropriate information to the PeopleSoft system.

In this section, we cover the steps that you must complete to provide signon authentication at the web server level and discuss how to:

- Create a default user.
- Modify the configuration.properties file.
- Write a Signon PeopleCode program.
- Sign on through the web server.

Creating a Default User

Create a default User ID using PeopleTools Security.

This user ID does not require any roles or permission lists. PeopleSoft recommends creating a long and difficult-to-guess password.

For this example, we create the following user profile and password:

- User ID: default_user
- Password: ekdJl3838**&^^%kdjflsdkjfJHJK

As you can see, the password is long and difficult to guess.

Modifying the configuration.properties File

With the default user created, you then modify the configuration.properties file to include the default user signon information.

Within the properties file, you first must disable the PeopleSoft signon page. By default, PeopleSoft prompts an unauthenticated user for a User ID and Password with the signon page. You disable the signon page by setting the byPassSignOn parameter to a value of true.

```
byPassSignOn=true
```

If set to true, the PeopleSoft system does not display the password page to the user. Instead, the web server uses the defaultUSERID (default user ID) and defaultPWD (default password) parameters to initiate a secure session with the application server.

Note. In the following discussion, notice that the user is never actually signed on as “default_user”. The “default_user” ID is just a temporary value used to initiate a secure connection to the application server. The application server then determines the real user ID using Signon PeopleCode. The real user ID is contained in the request object, and all the other user information, such as language code, roles, and so on, is already stored in PeopleSoft or an LDAP directory server.

Besides modifying the byPassSignOn parameter, you also must set the defaultUSERID and defaultPWD parameters to the user ID created in the previous step. For example,

```
defaultUSERID=default_user
```

and

```
defaultPWD=ekdJl3838**&^^%kdjflsdcjFJHJK
```

Because you hardcode the signon values in the properties file, no end user ever needs to know them—their use is transparent.

PeopleSoft recommends limiting the access to and knowledge of the defaultUSERID and defaultPWD values. You can do this by sharing this information only with a small number of trusted security administrators. Also, you should make sure that only these select few have read access to the configuration.properties file.

Note. The web server process requires read access to the configuration.properties file.

Even if somebody does discover the defaultUSERID and defaultPWD, they won't be able to sign on to PeopleSoft. Recall that the "default_user" doesn't have any roles or permission lists. Alternatively, a sophisticated hacker could attack the application server directly by sending it a connection request formatted in the Tuxedo/Jolt protocol and potentially assume the identity of a user. PeopleSoft recommends using network and firewall products to restrict the origin of requests sent to the application server.

Writing a Signon PeopleCode Program

In addition to creating a default user and modifying the configuration.properties file, you also must write a Signon PeopleCode program that:

- Uses data within the HTTP request to determine the real user ID. Your web server authentication system should be configured to insert the USERID of an authenticated user into the HTTP request as a header, a form field, or cookie.
- Creates or updates the local copy of the user profile within the PeopleSoft database.

The programs developed to perform this task vary depending on where the web server inserted the user ID in the HTTP request and where the user profiles are stored. For example, some systems use an HTTP header to store the user ID, while others use cookies or form fields.

If the web server security product uses LDAP as a backend data store for user profiles, you can reuse some of the LDAP authentication PeopleCode to copy the profile from LDAP to the local database. The user profile may also be stored in another database, or a Windows NT domain registry. In either case, you must write PeopleCode to retrieve the value and make a local copy.

Note. You can't use the LDAP Authentication PeopleCode program as delivered. This program performs LDAP authentication and copies the user profile from an LDAP directory to the local database. You can, however, use the code that copies the profile from the directory, as a template for the code you need in this case.

The following is sample PeopleCode with the External_Authentication function. It is a simple example of retrieving the user ID from a form field named "UserID".

```

/*//////////////////////////////////////
//////////////////////////////////////
//////////////////////////////////////*/
Function External_Authentication()

    /* This application server "trusts" the authentication done in the web
server */

    /* grab the USERID from the HTTP request and pass it to
SetAuthenticationResult */

    &UserID = %Request.GetParameter("UserID");
    SetAuthenticationResult( True, &UserID, "", False);

End-Function;

```

After you have written the program, you must set the Signon PeopleCode program to run only if authentication is successful. On the Signon PeopleCode page, you set the execution as follows:

Sequence	Enabled	Record	Field Name	Event Name	Function Name	Exec Auth Fail
1	<input checked="" type="checkbox"/>	FUNCLIB_EXTAUTH	EXTAUTH	FieldDefault	External_Authentication	<input type="checkbox"/>

Setting the program to run only if authentication is successful on the Signon PeopleCode page

The Exec Auth Fail check box must *not* be selected. You want this PeopleCode to run only if the connection to the application server originates from a web server that presents a valid user ID and password. In this case, the user ID is default_user and the associated password. You should only select the Exec Auth Fail check box when the PeopleCode authenticates the user itself, not when the program relies on the web server to perform authentication.

You should also set Invoke as to a user profile that has the appropriate roles and permissions to do all the operations in the External_Authentication function. For example, if External_Authentication creates a local copy of the user profile using the User Profile component interface, “signon_peoplecode_user” must have permission to use this component interface. The Signon PeopleCode program runs under the “signon_peoplecode_user” User ID.

Note. Before running the PeopleCode, the application server authenticates the defaultUSERID and defaultPWD.

Signing on Through the Web Server

This section provides a step-by-step example of what occurs within the system after you have it configured to trust authentication performed at the web server level.

Step	Component	Description
1	Browser	User clicks on a link to the PeopleSoft application, as in http://serverXYZ/servlets/psportal/peoplesoft8/?cmd=start .
2	Web Server	The Web server receives the request for the URL, authenticates the user, and adds the User ID to the HTTP request for the resource. How the system authenticates the user and how the web server adds the user ID to the HTTP request depends on your implementation. For example, it could be a third party web single signon/authorization solution, a PKI/digital certificate, or SSL with client-side authentication.
3	Servlet	The PeopleSoft servlet receives the HTTP request, which includes the user ID in a header, cookie, or form field, and connects to the application server using the defaultUSERID and defaultPWD values from configuration.properties.
4	Application Server	The Application server authenticates the connection from the web server by checking the defaultUSERID and defaultPWD against the values stored in PSOPRDEFN. The user ID and password must be valid for the connection to succeed and for Signon PeopleCode to execute. Note. The password check prevents a sophisticated hacker from connecting to the application server directly and executing service requests.

Step	Component	Description
5	Signon PeopleCode	<p>Signon PeopleCode executes, under the context of the “signon_peoplecode_user”. When Signon PeopleCode runs, it has all the permissions of this user. It grabs the "real" user ID from the HTTP request and creates a copy of the user profile in the local database (if appropriate). It also calls the PeopleCode built-in SetAuthenticationResult and passes the user ID, and "true" for AuthResult. The PeopleCode program always passes "true" for AuthResult because the application server is "trusting" the authentication logic of the web server.</p> <p>The PIA session is set to the user ID of whatever you pass into SetAuthenticationResult. For example,</p> <pre>SetAuthenticationResult(True, "TSAWYER", "", False);</pre> <p>In this case, the system sets the session to "TSAWYER". The user can access all the pages “TSAWYER” to which TSAWYER has access.</p>

Using the Windows Security Exit

This section provides an overview of the security exits provided for the Windows Development environment and discusses how to:

- Customize PSURSER.DLL.
- Implement a customized PSUSER.DLL

Understanding Windows Security Exits

Almost all end users will access PeopleSoft using a browser, so you may not need to implement any client-side Windows exits. However, if you need to provide this functionality, perhaps for developers, PeopleSoft provides the option.

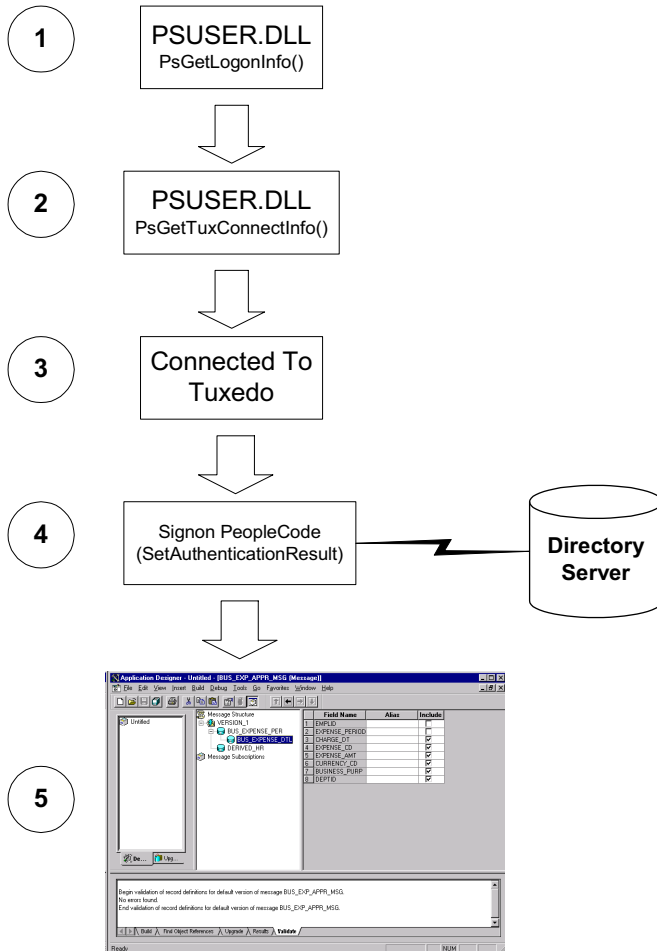
The Windows client-side exits are:

- PsGetTuxConnectInfo(): Used only for three-tier Windows workstations running PeopleSoft Application Designer or Query, for example.
- PsGetLogonInfo(): Used for Windows workstations in both a two-tier and three-tier environment.

Use these functions to create a customized PSUSER.DLL. These exits are used primarily for the PeopleTools Development Environment, PeopleSoft Query users, or PeopleSoft Tree Manager users. Unless you intend to deploy PeopleSoft applications to Windows workstations, the Windows exits are seldom used.

PsGetLogonInfo was used for the Windows Client in previous releases to fill in the signon screen programmatically without displaying it to the user.

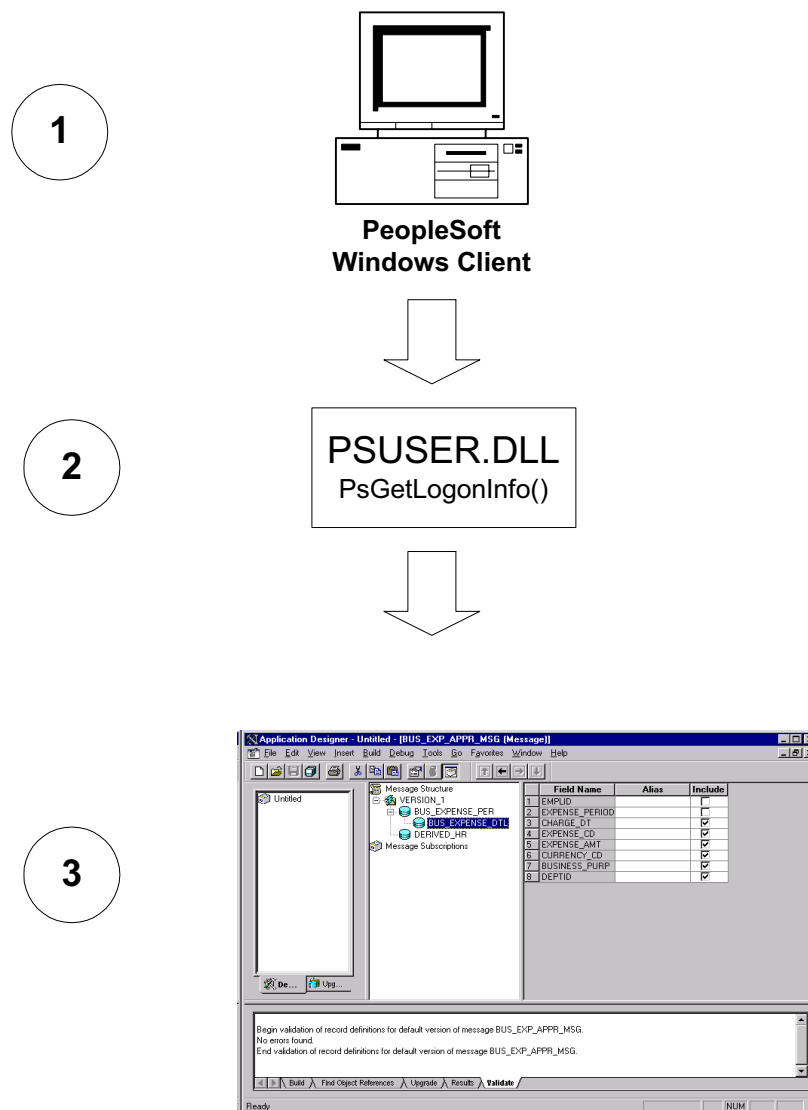
With the three-tier Windows Client signon you can also bypass the PeopleSoft Signon window by modifying the PsGetLogonInfo() function as with the two-tier connection. But because you are connecting to the database through Tuxedo, there are some other authorizations that need to occur.



Windows Client three-tier signon exits

- The PsGetLogonInfo() function must specify APPSERV as the szDBType parameter to bypass the PeopleSoft Signon window.
- To connect to the Tuxedo application server, the PsGetTuxConnectInfo() function retrieves authentication information from directory server.
- If the authentication information is valid, Tuxedo allows connection.
- Tuxedo must connect to the database server. The application server verifies the authentication information passed by the PsGetTuxConnectInfo() function.
- If the authentication is successful, the user is connected to PeopleTools.

The following example illustrates the results produced by customizing the PSUSER.DLL PsGetLogonInfo() function to bypass the PeopleSoft Signon dialog box.



Two-tier Windows Client signon using PsGetLogonInfo()

- From the workstation the user executes PSTOOLS.EXE. PSTOOLS.EXE calls the PSUSER.DLL.
- The PsGetLogonInfo() function supplies user signon information. If information is validated by the RDBMS, the user is connected as User ID or Connect ID, and then after the security profile is retrieved and validated the user is connected as Access ID.
- If the signon information is valid, PeopleSoft connects the user to the specified PeopleTool.

Customizing PSUSER.DLL

If your site has implemented a security system external to PeopleSoft, you can use that external system to validate your Windows Client PeopleSoft users also. This is done through the User Exit (PSUSER.DLL), which also enables you to specify your own encryption for use in encrypting passwords.

To enable these options you must modify several procedures in the PSUSER.C, and recompile to create a new PSUSER.DLL. Then you must install the new DLL file wherever users run their PeopleSoft executables, such as PS_HOME on the file server.

In this section, we discuss the security functions that we provide and how you can tailor them for use in your own system. To successfully complete any customizations with these functions, you must be familiar with the C programming language.

PsGetLogonInfo()

The PsGetLogonInfo() function is always called when PeopleSoft is started. If you're already controlling which users can access the PeopleSoft applications—through a DCE or other security solution—you may want to use this function to let those users start PeopleSoft directly without being prompted for PeopleSoft signon information. This function can also be overridden to provide information to the three-tier exit, PSGetTuxConnectInfo().

As delivered, PsGetLogonInfo() returns a FALSE value and is ignored. However, if it returns a TRUE value, the PeopleSoft signon dialog box is bypassed and the information that you've coded into the function is used as the signon parameters.

You'll find this function in your <PS_HOME>\SRC\PSUSER\PSUSER.C file. The code initially looks like this:

```

/*****
* Function:      PsGetLogonInfo                      *
*                                                       *
* Description:   Sample routine to get logon information. *
*                                                       *
* Returns:      TRUE if logon information returned      *
*               FALSE to ignore                       *
*****/

PS_EXPORT(BOOL) PsGetLogonInfo(LPPSLOGININFO lpPsLogInfo)
{

/*----- BEGIN SAMPLE CODE -----

// ask for user input only when it is the first signon
if (!lpPsLogInfo->bSubsequentSignon)
{
// test auto logon
strcpy(lpPsLogInfo->szDBChange, "NO");

```

```

    strcpy(lpPsLogInfo->szDBType, "DB2");
    strcpy(lpPsLogInfo->szDBName, "C9442A");
    strcpy(lpPsLogInfo->szServerLogonSec, "NO");
    strcpy(lpPsLogInfo->szOprId, "C944201");
    strcpy(lpPsLogInfo->szOprPswd, "C944201");
    return(TRUE);
}

----- END SAMPLE CODE -----*/

return(FALSE);

}

```

To activate the automated signon feature you must comment out the “false” return and uncomment the “true” return line. The return value is historical and ignored. The user exit bypasses the screen only if it receives enough information.

Then you must code the appropriate logic to fill in the values for the parameters to the PSGetLogonInfo routine. If you provide all of the appropriate field values, the system proceeds directly to your default initial window specified in the PeopleSoft Configuration Manager Startup tab. Your procedure might look something like this:

```

PS_EXPORT(BOOL) PsGetLogonInfo(LPPSLOGINFO lpPsLogInfo)
{
/* test auto logon */
//strcpy(lpPsLogInfo->szDBChange, "NO");
strcpy(lpPsLogInfo->szDBType, "ORACLE");
strcpy(lpPsLogInfo->szDBName, "PSORADB");
strcpy(lpPsLogInfo->szServerLogonSec, "NO");
strcpy(lpPsLogInfo->szOprId, "MGR2");
strcpy(lpPsLogInfo->szOprPswd, "password");
return(TRUE);

//return(FALSE);
}

```

Note. If any required signon parameters are omitted, the signon screen appears and the missing values are set by default to the settings found in the registry. One way to control whether the signon dialog displays is to have PSUSER.DLL provide (or not provide) the user's password.

All parameters except bSubsequentSignon, which is Boolean, are of the data type CHAR and are defined as follows:

Variable Name	Description	Values
BSubsequentSignon	This is this an initial or a subsequent signon	FALSE = Initial signon. User just started PeopleSoft. TRUE = Subsequent Signon. User probably selected an item from the Go menu in the Development Environment (PSIDE.EXE).
szDBChange	change database name/type	TYPE = allow to change type and name YES = allow to change name only NO = do not allow to change either
szDBType	database type	DB2 = IBM DB2 through Centura Gateway DB2ODBC = DB2 through ODBC DB2UNIX = DB2/UNIX INFORMIX = Informix MICROSFT = Microsoft SQL Server ORACLE = Oracle Server SYBASE = Sybase SQL Server APPSERV = Application Server
szDBName	database name or application server name	
szServerLogonSec	Refers to the Change Password feature.	YES = enabled NO = disabled
szOprId	User ID	
szOprPswd	User Password	

PsGetTuxConnectInfo()

When operating in three-tier mode, PsGetTuxConnectInfo() is called after PsGetLogonInfo() and just before connecting to Tuxedo. Use this function to pass authentication data (key) to the server. Use this to either supplement or to replace PeopleSoft’s standard authentication process.

You’ll find this function in your <PS_HOME>\SRC\PSUSER\PSUSER.C file. The delivered code looks like this:

```

/*****
* Function:      PsGetTuxConnectInfo      *
*                                                       *
* Description:   This function is called from PeopleTools just prior to *
*               connecting to Tuxedo.  The PeopleTools client sends  *
*****/

```

```

*           the data in *ppData to the PeopleSoft Tuxedo           *
*           authentication service (PSAUTH), where it can be used *
*           as an alternative or supplement to the default       *
*           PeopleTools authentication (see PsTuxAuthExit in     *
*           pssite.c).                                           *
*                                                                 *
* TO DO:           Add logic to obtain client authentication information. *
*                 An example might be NT or DCE signon information. *
*                                                                 *
* Returns:        TRUE if logon information returned             *
*                 FALSE to ignore                               *
*****/

PS_EXPORT(BOOL) PsGetTuxConnectInfo(NETEXTAUTH *pExtAuth)
{

/*----- BEGIN SAMPLE CODE -----

// set the auth information size and allocate space for auth information
pExtAuth->nLen = 25;
pExtAuth->pData = (unsigned char *) malloc(pExtAuth->nLen);

// set your authentication string
memcpy(pExtAuth->pData, "NATHAN HORNE\0\0PEOPLESOFT\0", pExtAuth->nLen);

return(TRUE);

----- END SAMPLE CODE -----*/

return(FALSE);

}

```

Implementing a Customized PSUSER.DLL

The following procedure explains how to recompile your modified source files and to implement the new version of PSUSER.DLL.

To rebuild and implement PSUSER.DLL:

1. Compile PSUSER.C and create PSUSER.DLL.

To do this for Windows platforms, run NMAKE while in the <PS_HOME>\SRC\PSUSER\WINX86 directory. You must use a Microsoft Visual C++ 6.x compiler.

On UNIX, run the shell script psuser.sh in pshome\src\psuser.

The resulting file, PSUSER.DLL, is used by PeopleTools (PSTOOLS.EXE), and the Windows COBOL interfaces. For Windows NT, you must copy this file into your COBOL directory.

2. Distribute PSUSER.DLL to workstations.

If your workstations run the PeopleSoft executables from a common file server, you must ensure that your new PSUSER.DLL is copied to that file server. If any of your workstations run the PeopleSoft executables locally, PSUSER.DLL must be distributed to such workstations.

CHAPTER 8

Setting up Digital Certificates and Single Signon

This section covers the following topics:

- Digital Certificates.
- Single Signon.

Working With Digital Certificates

PeopleSoft takes advantage of HTTPS, Secure Sockets Layer (SSL), and digital certificates to secure the transmission of data from the web server to an end user's web browser and also to secure the transmission of data between PeopleSoft servers and third party servers (for business-to-business processing) over the internet.

PeopleSoft customers can implement PeopleSoft using HTTP or HTTPS. The native SSL support in commercially available web browsers and web servers is used to provide HTTPS communication between the web browser and web server.

Why Implement SSL?

With business-to-business applications, where systems communicate with each other over the internet, data must flow securely. As such, system-to-system authentication is critical. PeopleSoft uses HTTPS and digital certificates for secure transmission of data between systems and system-to-system authentication. The SSL implementation for secure HTTP is provided through the use of the Entrust/Toolkit™ for Java™ that is embedded within PeopleTools. This requires no additional Entrust Technologies licensing by PeopleSoft customers and is designed for use with digital certificates provided by popular certificate authorities including Entrust and VeriSign.

PeopleSoft uses Extensible Markup Language (XML) messaging over HTTPS for our Integration Broker and Business Interlink technologies to deliver system-to-system integration over the internet. HTTPS is used to guarantee secure transmission of the XML message. The digital signature of the XML message is used for authentication between systems. With digital certificates, XML messages are digitally signed to prove that the message came from the server that created and signed the message and to prove the message has not been altered.

The following table shows the PeopleSoft technologies that use HTTPS / SSL and how it is implemented in for each technology.

Technology	How Used	How HTTPS/SSL is provided
PeopleSoft Portal Solutions	Secure page transport	Uses web server platform to provide server side SSL.
	Secure access to remote content providers	Application server uses the embedded Entrust SSL Toolkit for Java to provide the client side of SSL connection to gateway. Uses web server platform to provide server side SSL.
Integration Broker/ Application Messaging	Secure message transport to remote nodes	Application server uses the embedded Entrust SSL Toolkit for Java to provide client side of SSL connection to gateway. Uses web server platform to provide server side SSL.
Business Interlinks	Secure calls to remote data sources or modules	Application server uses the embedded Entrust SSL Toolkit for Java to provide client side of SSL connection to gateway. Uses web server platform to provide server side SSL.
User Authentication	Certificate-based client authentication	Uses web server SSL client authentication. Certificate data is passed to application server. The application server trusts the web server's authentication. Distinguished name of the certificate is used to logon to PeopleSoft system.

Certificate Authorities

Anytime you implement SSL with mutual authentication (both client and server authenticate each other) you need the following three items:

- Server Certificate (issued by some trusted third party or certificate authority).
- Client Certificate (issued by the same trusted third party or certificate authority).
- Client and server both need a copy of a root certificate for the trusted third party. The root certificate has the crypto keys (public and private key) of the authority. Using these keys and the client and server certificates, each party is able to authenticate the other.

When you logon to an SSL server using your browser, you don't have to worry about a Root Certificate because they come bundled with the browser. You don't have to worry about having a client certificate because the web server doesn't require "Client Side Authentication".

Important! When you are importing a digital certificate, you may receive an error message if you attempt to import the digital certificate immediately after downloading it from a certificate authority. This is due to issues related to "valid from" dates and times, and the inconsistencies in time settings between different computers. PeopleSoft recommends saving the certificate to a Windows 2000/NT workstation, right click on it using Windows Explorer, and select Open. This opens the Certificate dialog box. Examine the information regarding the "valid from" and "to" dates. Make sure those dates are valid on the application server the certificate will be installed on. The Details tab on the Certificate dialog presents the most thorough information.

Digital Certificates Page (Key Management)

Select PeopleTools, Security, Security Objects, Digital Certificates.

The Digital Certificates page displays your inventory of server-side digital certificates. This page also enables you to import new certificates from a certificate authority.

Note. For user certificates, no redundant setup of user certificates is required. With a few lines of Signon PeopleCode, you can reuse the existing PKI server you have in place.

To view details regarding a particular certificate, click **Details**.

Digital Certificates				Customize	Find	First	1-17 of 17	Last
Type	Alias	Issuer Alias	Valid to					
Root CA	GTE CyberTrust Global Root	GTE CyberTrust Global Root		Detail	+	-		
Root CA	GTE CyberTrust Root	GTE CyberTrust Root		Detail	+	-		
Root CA	KeyWitness Root	KeyWitness Root		Detail	+	-		
Root CA	Root SGC Authority	Root SGC Authority		Detail	+	-		
Root CA	Thawte Personal Basic	Thawte Personal Basic		Detail	+	-		
Root CA	Thawte Personal Premium	Thawte Personal Premium		Detail	+	-		
Root CA	Thawte Premium Server	Thawte Premium Server		Detail	+	-		
Root CA	Thawte Server	Thawte Server		Detail	+	-		
Root CA	Verisign Class 1	Verisign Class 1		Detail	+	-		
Root CA	Verisign Class 1 - G2	Verisign Class 1 - G2		Detail	+	-		
Root CA	Verisign Class 2	Verisign Class 2		Detail	+	-		
Root CA	Verisign Class 2 - G2	Verisign Class 2 - G2		Detail	+	-		
Root CA	Verisign Class 3	Verisign Class 3		Detail	+	-		
Root CA	Verisign Class 3 - G3	Verisign Class 3 - G3		Detail	+	-		
Root CA	Verisign Class 4	Verisign Class 4		Detail	+	-		
Root CA	Verisign/RSA Secure Server CA	Verisign/RSA Secure Server CA		Detail	+	-		

Digital Certificates page

Type	Select the type of certificate. <i>Local Node.</i> Select this option when you are setting up a local node for the PeopleSoft messaging system (Integration Broker). <i>Root CA.</i> Select this when you are adding a new Root CA to your key store. <i>Remote.</i> Select this option when you are setting up a remote node for the PeopleSoft messaging system (Integration Broker).
Alias	Enables you to add a custom alias for identification purposes.
Issuer Alias	Contains the alias of the authority that issued the certificate.
Valid To	Shows how long the certificate is valid for use.
Detail	Launches a sub-page with more certificate information. The Certificate Detail page reveals subject and certificate information so you can determine such characteristics as the serial number, the fingerprint, the encryption algorithm, and so on. Note. Depending on the type of certificate you are adding this, link can read Add Root, Import, or Request.

Note. When adding a Local Node certificate and you click the Import link, the Request New Certificate page appears in which you need to add Subject information (Organization, Locality, and so on) and Key Pair information (encryption algorithm, and key size).

Configuring SSL for Integration Messaging

The following sections describe the steps you need to complete to configure Secure Sockets Layer (SSL) security for use with application messaging.

For SSL with application messaging, we require SSL with client-side authentication. This means that you need all three of the certificates. The following list outlines the items that you need to complete to implement Application Messaging SSL.

- **Server certificate.** You need to get a web server certificate and import it into the web server. The certificate can be from any certificate authority, including an internal corporate certificate authority that issues its own certificates.

- **Client certificate.** You also need to get a client certificate. In Application Messaging, the SSL client *is not* the browser. The client is the application server posting the message. For the root certificate on the client (application server) side, PeopleTools bundles root certificates from the leading certificate authorities, just like web browsers and servers do. You have the option of getting other certificates for the application server and importing them into the database using the Administer Certificates page in PeopleTools Security.
- **Root certificate.** For the root certificate, your web server came bundled with certificates from the leading certificate authorities. You may also import a root certificate from your own certificate authority.

Note. The following sections assume a general knowledge of Nodes, and PeopleTools Security. Also, you should have working knowledge of Certificate Authorities (CA) and digital certificates.

Source Node (Local Node)

The following procedure describes the steps you need to complete on the source node, the node making the HTTP message post.

<h3>To configure the source node for SSL</h3>
--

1. Make sure you have the Sun Java Runtime Environment version 1.2 (JRE 1.2) installed.
2. In the application server configuration file, set the JavaVM Shared Library parameter in the PSTOOLS section.

For example

```
<jre install location>\bin\classic\jvm.dll
```

3. Clear your classpath environment variable.

For example, from the command prompt, enter:

```
set classpath=
```

4. Configure your application server using PSADMIN, and include the application messaging (pub/sub) servers.
5. Boot the application server.
6. In Portal, Node Definitions, perform the following:
 - Confirm that the local node is defined and marked as Default Local.
 - Create a node definition for the target node. Specify the URL of the gateway servlet for the remote node location. For example,

```
https://<web server>/servlets/psft.pt8.gateway.GatewayServlet
```

Note. To use SSL, the URL scheme must be HTTPS.

7. Select **PeopleTools, Security, Security Objects, Digital Certificates**, and add a Root CA for the certificate.

- Create a new Node certificate. If the root certificate for the CA you are going to obtain the node certificate from is not already in the key store, import it.
 - Add a new row
 - Select Root CA for the certificate type
 - Enter the certificate alias
 - Click on the Request link.
 - Paste the base64-encoded, X509 certificate data into the form. It should look something like the following example:

```
-----BEGIN CERTIFICATE-----
MIICIDCCAcqgAwIBAgIQrDVQJKAACLQR0/bIDJMSVDANBgkqhkiG9w0BAQQFADBy
MQswCQYDVQQGEwJVUzELMAkGA1UECBMCQ0ExEzARBgNVBACTC1BsZWZzYW50b24x
FzAVBgNVBAoTD1Blb3BsZVNvZnQgSW5jMRMwEQYDVQQLEwpQZW9wbGVUbn29sMRMw
EQYDVQQDEwpQZW9wbGVUbn29sMB4XDTAwMDMxMDIxMTIzNVoXDTA1MDMxMDIxMTIz
NVowcjELMAkGA1UEBhMCVVMxCzAJBgNVBAGTAkNBMRMwEQYDVQQHEwpQbGVhc2Fu
dG9uMRcwFQYDVQQKEw5QZW9wbGVUbn2Z0IEl1YzETMBEGA1UECxMKUGVvcGx1VG9v
bDEtMBEGA1UEAxMKUGVvcGx1VG9vbDBcMA0GCSqGSIb3DQEBAQUAA0sAMEgCQQCy
o44wplb57M272GRP3sC4TtLm/MD1G9osRjG9BWnsjjTij9GNi6Rnf9cNxxkj+AGQY
gnE3P7lp9rYN6GQxPldnAgMBAAGjPDA6MAsgA1UdDwQEAwIBxDAMBGNVHRMEBTAD
AQH/MB0GA1UdDgQWBBSkFZJ1Dtt5uE6muLRN3rwRPsUCsTANBgkqhkiG9w0BAQQF
AANBAJec3hFPS2SLSDtflI9mSA7UL1Vgbxr5zZ4Sj9y4I2rncrTWcBqj7EBp9n/Z
U/EwDE1jVbE8SSDYr1Emgoxsr4Y=
-----END CERTIFICATE-----
```

- Click **OK**.
8. Also on the Digital Certificates page, click the **Detail** link for the new root certificate, and perform the following:
- Confirm that the information is correct.
 - Add a new row.
 - Select *Local Node* for the certificate type.
 - Enter the name of the local message node for the certificate alias.
 - Enter the root CA alias for the issuer alias, or select one from the drop-down list.
 - Click the **Import** link.

- Fill in the certificate request form.
 - Click **OK**.
9. Send the request form to the CA.
- Copy the generated certificate-signing request. You may want to save it to a file. If you lose this information, you have to delete the certificate and start over.
 - Click **OK**.
 - Submit the certificate-signing request to the CA of your choice. This process varies for each CA.
 - The CA verifies the information in the certificate, signs the certificate with its private key, and returns the signed certificate to you.
10. When you receive the signed certificate from the CA, go to the Digital Certificates page and perform the following:
- Click **Import** for the new node certificate.
 - Paste the base64-encoded, formatted X509 certificate data into the form.
 - Click **OK**.
 - Click the **Detail** link for the new node certificate, and confirm that the information is correct.

Target Node

The following procedure describes the steps you need to complete for the target node.

Note. The following steps need to be completed on the target node.

<p>To configure the target node for SSL:</p>

1. In Portal, Node Definitions confirm that the local node exists.
2. Create a Node definition for the source node.
3. Set the Distinguished Name (DN) to reflect the subject DN for the source node certificate.

For example,

CN=cdodtx, OU=Appserv, O=My_organization, L=Pleasanton, ST=California, C=US

You can obtain the DN information two ways:

- Viewing the certificate information on the Digital Certificates page.

- Importing the source node certificate using your browser. This applies when you do not have access to the application server for the source node. Otherwise, use the PeopleTools Security interface.

Web Server

To enable SSL security for integration messaging you also need to perform the following tasks on your web server:

- Configure SSL for the web server.
- Enable SSL with client authentication.
- Configure the gateway lookup entry for the destination node.

Setting Up Single Signon

PeopleSoft supports single signon within PeopleSoft applications. Within the context of your PeopleSoft system, single signon means that after a user has been authenticated by one PeopleSoft application server, that user can access a second PeopleSoft application server without entering an ID or a password. Although the user is actually accessing different applications and databases, the user navigates seamlessly through the system. Recall that each suite of PeopleSoft applications, such as HR or CRM, resides in its own database.

Note. The PeopleSoft single signon solution applies only to PeopleSoft applications.

After the first application server/node authenticates a user, PeopleSoft delivers a web browser cookie containing an authentication token. PIA uses web browser cookies to store a unique access token for each user after they are authenticated initially. When the user connects to another PeopleSoft application server/node, the second application server uses the token in the browser cookie to re-authenticate the user behind the scenes so they don't have to complete the signon process again.

Single signon is critical for PeopleSoft portal implementations because the portal integrates content from various data sources and application servers and presents them in a unified interface. When the users sign on through the portal, they always take advantage of single signon. Users need to signon once and be able to navigate freely without encountering numerous signon screens. Because single signon is so integral to the portal, you always need to configure it before deploying a live portal solution.

Note. The browser cookie is an in-memory cookie and is never written to disk. The cookie is also encrypted to prevent snooping and digitally signed using a check sum to prevent tampering.

The following table presents the fields that appear in the PeopleSoft authentication token.

Field	Description
UserID	This field contains the user ID of the user to which the server issued the token. When the browser submits this token for single signon, this is the user that the application server logs on to the system.
Language Code	This field specifies the language code of user. When the system uses his token for single signon, it sets the language code for the session based on this value.
Date and Time Issued	This field specifies the date and time the token was first issued. The system uses this field to enforce a time out interval for the single signon token. Any application server that accepts tokens for signon has a "time out minutes" parameter configured at the system level. A system administrator sets this parameter using the PeopleTools Security, Single Signon page. The value is in Greenwich Mean Time (GMT) so it does not matter which time zone the application server is in.
Issuing System	This field shows the name of the system that issued the token. When it creates the token, the application server retrieves this value from the database. Specifically, it retrieves the defined Local Node. Single signon is not related to integration broker messaging, except for the fact that single signon functionality leverages the messaging concept of nodes, and local nodes. You configure a node only to "trust" single signon tokens from specific nodes. Consequently, an application server needs a value of "issuing system" so that it can check against its list of trusted nodes to see if it "trusts" the issued token.
Signature	<p>This field contains a digital signature that enables the application server using a token for single signon to ensure that the token hasn't been tampered with since it was originally issued. The system issuing the token generates the signature by concatenating the contents of the token (all the fields that appear in this table) with the message node password for the local node. Then the system hashes the resulting string using the SHA1 hash algorithm. For example ("+" means concatenation),</p> <pre>signature = SHA1_Hash (UserID + Lang + Date Time issued + Issuing System + Local Node Pswd)</pre> <p>There is only one way to derive the 160 bits of data that make up the signature, and this by hashing exactly the same User ID, Language, Date Time, Issuing System, and node password.</p> <p>Note. If you are using digital certificate authentication, the signature of the digital certificate occupies this space. The above description applies to using password authentication only.</p>

Note. Single signon does not depend on LDAP directory authentication. You can implement single signon and not LDAP, you can implement LDAP and not single signon, or you can implement both LDAP and single signon.

The key security features of the cookie authentication token are:

- The cookie exists in memory; it is not written to disk.
- There is no password stored in the cookie.

- You can set the expiration of the cookie to be a matter of minutes or hours, which is hardly enough time for a hacker to decrypt the information.

Working with the Single Signon Page

The following topics describe the settings you modify when implementing single signon.

Single Signon

Authentication Token expiration time

Expiration Time in minutes: Valid values are 1 - 10,000

Trust Authentication Tokens issued by these Nodes

Message Node Name	Description	Local Node	
<input style="width: 150px;" type="text" value="QE_LOCAL"/>	<input style="width: 50px;" type="text" value="QE_LOCAL"/>	1	+ -

Single Signon Page

Expiration time in minutes

You need to set an expiration time for tokens this system accepts for authentication. Otherwise, the user, once authenticated could be authenticated, and signed on to the system with the token, for as long as it stays up and running. You can set the authentication interval to be minutes, hours, or days depending on your signon strategy.

The value is in minutes. For example, 480 minutes is 8 hours. This is global setting for all users of your PeopleSoft system that get issued the cookie. A short expiration period is more secure, but less convenient because users need to enter their passwords more frequently.

The system accepting the token controls the expiration time, not the issuing system. For instance, suppose Node HRMS_WEST, which has an expiration time of 100 minutes, issues a token to a user. Then let's say the user attempts to use that token to sign on to Node FIN_EAST, which has an expiration time set to 60 minutes. In such a situation, if a period greater than 60 minutes has transpired, then Node FIN_EAST rejects the token. When a node rejects a single signon token, the system prompts the user to enter a user ID and password on the standard signon screen.

Note. This expiration time is separate from the timeouts you specify in the Permission Lists and the web server configuration files.

Message Node name Shows the name of the Message Node. In order to "share" authentication tokens between nodes, the nodes need to "trust" each other. By adding a node to this grid, you indicate that a particular node is known to the system and trusted. When a node is trusted, the local node accepts tokens issued by it.

By default, no nodes appear in the "trusted" nodes list. If you want to implement single signon, you need to explicitly configure your system to support it by adding trusted nodes.

First, you need to add the local node to the grid as a node must be able to trust its own tokens. When you sign on to the portal, the system authenticates users with a single signon token issued by the local system. The portal won't be able to sign on unless the local node is trusted. Then you add the names of other nodes in the system that should be trusted.

Note. You define nodes in Portal, Node Definitions.

Local Node Indicates whether the node is local or not.

Note. After you update the list of trusted nodes, the system automatically recognizes the new list. Rebooting the application server is not required.

Defining Nodes for Single Signon

You set up node definitions using the Portal, Node Definitions interface.

The screenshot shows the 'Node Info' tab of the 'Node Definitions' interface. The 'Node Name' is 'QE_LOCAL'. The 'Description' field contains 'QE_LOCAL' and has a 'Copy' button. The 'Company ID' field is empty and has a 'Rename' button. The 'Node Type' is set to 'PIA', 'Routing Type' is 'Implicit', and 'Authentication Option' is 'None'. On the right, there are four checkboxes: 'Active Node' (checked), 'Local Node' (checked), 'Default Local Node' (checked), and 'Non-Repudiation' (unchecked).

Defining nodes for single signon

The two options related to single signon are:

Authentication Option

Determines how nodes in a single signon configuration authenticate other nodes in the same configuration. You have the following options:

None. Specifies no authentication between nodes.

Password. Indicates that each node in the single signon configuration authenticates other nodes by way of knowing the password for each node. For example if there are three Nodes (A, B, and C), the password for Node A needs to be specified in the node definition on Node A, B, and C.

Certificate. Indicates that a digital certificate authenticates each node in the single signon configuration. PeopleSoft recommends using certificate authentication for single signon. For certificate authentication, you need to have the following in the key store in the database for each node:

- Certificate for each node.
- Root certificate for the CA that issued the certificate.

Important! For single signon, the alias for the certificate of a node needs to be the *same* as the node name.

And, you *must* set up your digital certificates before you set the Authentication Option to certificate authentication.

Default Local Node

The default local node is used specifically for setting up single signon. This indicates that the current node represents the database you're signed on to. The options you set for single signon should be made on the default local node.

Sample Single Signon Transaction

Now that you have a general understanding of why a single signon implementation is useful and some of the details involved with PeopleSoft single signon, this section presents an example of how the PeopleSoft single signon scheme works.

Suppose there are two databases, or nodes: an HRMS database and Financials database. Recall that the terms database and node are synonymous. Each database has one application server and one web server. The following steps describe the "under-the-covers" events that occur when a user signs on to the HRMS database, completes a transaction, and then click a link that targets a page in the Financials database.

Step 1: User Signs on to HRMS Application

- User PTDMO goes to link <http://HRMS.peoplesoft.com/peoplesoft8/signon.html>
- User enters ID and Password at the signon page, clicks login.

Step 2: Application Server Authenticates User

- Web server relays login request to HRMS application server.
- Application server authenticates the user.

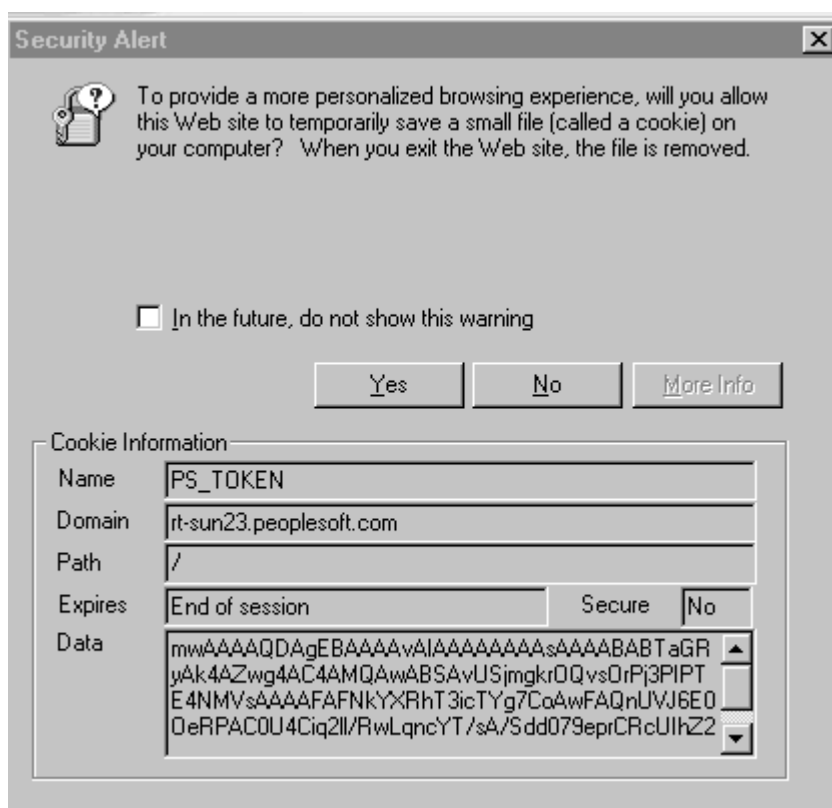
Step 3: Application Server Generates Single Signon Token

- If the signon attempt to the HRMS application server is successful, the application server generates a single signon token. This token contains the following fields: User ID, Language Code, Date and Time Issued, Issuing System, and Signature.
- Application server encrypts and encodes the token (base 64).
- Application server sends the token to the web server, along with a return code indicating that the system authenticated the user.

Step 4: Web Server Creates Cookie in User's Browser

When the web server receives the single signon token from the application server, it creates a cookie and inserts a cookie in the user's browser.

If the browser is configured to show the Security Alert dialog, then the user sees a message similar to the following example. In most cases, you don't configure browsers to show this dialog; this dialog box is just an example of the data that's the browser receives.



Message Alerting User about the Cookie

The cookie that the web server distributes for PeopleSoft single signon is named PS_TOKEN. In this case the domain rt-sun23.peoplesoft.com set the cookie.

Notice that the cookie expires at the end of session. This indicates that the system never writes the cookie to disk, the cookie exists in the memory of the browser for the duration of the session.

The web server inserts the single signon token within the "Data" field of the cookie. So that the system can send the binary data across the HTTP protocol, the token data is encrypted and base 64 encoded.

Step 5: User Needs to Access Financial Application

After the user completes a few transactions in the HRMS system, suppose they arrive at a page containing a link to the Financial system. The user clicks the link, and because they've already signed on (entered their ID and Password) to the HRMS system they don't need to sign on again.

The user's browser sends the PS_TOKEN cookie to the Financials web server.

Step 6: Financials Web Server Receives PS_TOKEN Cookie

The Financials web server detects that the user hasn't been authenticated by the Financials system yet, however, because the web server received the signon cookie it does not display the signon page.

To retrieve the page the user requested (by way of the link in the HRMS application), the Financials web server attempts to connect to the Financials application server. It only passes the Data field from the PS_TOKEN cookie; the application server only needs the information in the Data portion.

Step 7: Financials Application Server Authenticates PS_TOKEN

The Financials application server performs the following checks against the PS_TOKEN Data field before allowing the user to connect:

- **Trusted Node?** The application server checks to see that the message node name listed as the "Issuing System" is a "trusted" node. The list of trusted nodes for the Financials system resides in the PSTRUSTNODES table. You configure the list using PeopleTools, Security Objects, Single Signon. The Single Signon page enables the administrator of the Financials system to "trust" authentication tokens generated from HRMS as well as any other nodes deemed "trusted."
- **Has the token expired?** The application server checks that the authentication token hasn't expired. Using the Issued Date and Time field within the token, the Financials application server makes sure that the token was issued within the interval between the "time out minutes" value and the current time. You configure a token's expiration time on the Single Signon page.

Note. It is important to note that the expiration parameter specified in the Financials system is the relevant value, not the expiration value specified in HRMS. This enables the Financials administrator to control the maximum age of an acceptable token. It's also important to consider that all times are in Greenwich Mean Time (GMT), so it doesn't matter what time zones the systems are in.

- **Has the signature been tampered with?** The application server checks that the signature is valid. The Financials application server takes all the fields in the token and the Node password for the issuing node and generates a hash. The token is valid only, if the signature within the token *exactly* matches the one generated by the Financials application server. Because an exact match is the only acceptable situation, Financials can be sure that HRMS generated the token, and that it hasn't been tampered with since it was generated. If a hacker intercepted the token in transit and changed the User ID, Language, and so on, the signatures wouldn't match and as a result the Financials application server would reject the token.

Note. PeopleSoft recommends using digital certificate authentication when implementing single signon.

See Also

Working With Digital Certificates

Single Signon Configuration Examples

The following topics describe examples of single signon configurations and the steps required to implement them.

One Database and Two Web Servers

In this scenario there is one database, two or more web servers. While single signon is configured at the database level, that is you specify time out minutes and trusted nodes for the entire database, it's actually used any time two different PeopleSoft servlets connect to the same database.

To set up single signon with one database and multiple web servers:

1. Select PeopleTools, Portal, Node Definitions and make sure that at least one node is defined as the Default Local Node.

In the results on the search page, you can determine this by looking for a Y in the Default Local Node column.

2. Select PeopleTools, Security, Security Objects, Single Signon and set the following:
 - Make sure the Default Local Node appears in the list under **Trust Authentication Tokens issued by these Nodes.**

- Set the timeout minutes to an appropriate value (the default is 720).
3. Open the configuration.properties file for each web server and modify the AuthTokenDomain property.

Because single signon is implemented using browser cookies, it must be configured so that the user's browser sends the single signon cookie to each web server machine involved. By default, the browser only sends cookies back to the machine that set the cookie. So if web server a.peoplesoft.com sets a cookie after the user is authenticated, the browser (by default) only sends the cookie to a.peoplesoft.com. By default, the browser would not send the cookie to b.peoplesoft.com. To make the browser send the single signon cookie to all servers at in a domain (peoplesoft.com), modify the AuthTokenDomain property as follows.

```
AuthTokenDomain=.peoplesoft.com
```

Note. You need the leading period (.) before the domain. It should appear as ".peoplesoft.com", not "peoplesoft.com".

Also, if you only use one web server, then you *don't* need to modify the AuthTokenDomain property. A web server is designed to accept the cookies it distributes.

Two Databases and Two Web Servers

<p>To set up single signon with multiple databases and multiple web servers:</p>

1. Select PeopleTools, Portal, Node Definitions for *each* node that you want to involve in the single signon configuration and check the following:
 - Make sure that at least one node definition is defined as the Default Local Node for each database. In the results on the search page, you can determine this by looking for a Y in the Default Local Node column.
 - Make sure that each database contains a node definition for the other nodes in the single signon configuration.
 - Make sure that the Authentication Option is set correctly. For example, if you are using password authentication make sure that the node password for node 'X' is the same in each node definition for node 'X' in each database.

Note. PeopleSoft recommends using digital certificate authentication. Make sure the certificates are properly installed in the PeopleSoft Keystore before setting the node's Authentication Option to Certificate.

2. Select PeopleTools, Security, Security Objects, Single Signon and set the following:
 - Make sure the Default Local Node appears in the list under **Trust Authentication Tokens issued by these Nodes.**

- Set the timeout minutes to an appropriate value (the default is 720).
3. Open the configuration.properties file on your web server and modify the AuthTokenDomain property.

Because single signon is implemented using browser cookies, it must be configured so that the user's browser sends the single signon cookie to each web server machine involved. By default, the browser only sends cookies back to the machine that set the cookie. So if web server a.peoplesoft.com sets a cookie after the user is authenticated, the browser (by default) only sends the cookie to a.peoplesoft.com. By default, the browser would not send the cookie to b.peoplesoft.com. To make the browser send the single signon cookie to all servers at in a domain (peoplesoft.com), modify the AuthTokenDomain property as follows.

See Also

Incorporating LDAP Directory Services

Working With Digital Certificates

Single Signon with Third Party Authentication

This section presents a simple example of how to implement single signon when you have implemented a third party authentication system at the web server level. This applies to both portal and intranet web servers.

Note. This example does not cover authentication. This example assumes that you have set up your third party authentication correctly. Third party authentication is out of the scope for PeopleSoft support and documentation.

Also, this discussion assumes that you have set the byPassSignon, defaultUSERID, and default PWD properties in the configuration.properties file for the appropriate site.

For PeopleSoft application single signon, the PeopleSoft system needs to know the user ID to be used for the web session. If implementing this configuration, you are required to address the following:

1. Authenticate the web user.
2. Determine which PeopleSoft User ID to use for this web user.
3. Send the User ID to the PeopleSoft application server.
4. Write signon PeopleCode to retrieve the User ID from wherever step 3 sent it.
5. Reauthenticate the User ID during signon PeopleCode.
6. Indicated to the PeopleSoft application server to use the User ID for all subsequent service requests.

The following examples address items 3, 4, and 6.

The following HTML applies to step 3 above. You can change the JavaScript function to set the cookie name and value that you want. Also, change the location to point to the PeopleSoft page to which you want to redirect users. For example,

```
<html>
<head>
<title>PeopleSoft 8 Single Sign-On Example</title>
</head>
```

```
<!--
PeopleSoft 8 Single Sign-On Example
```

In this example, security is non-existent. In a production system, the UserId could come from your site's single signon tool. Other information could also be included. For this example, only the UserId is saved into cookie. This cookie then gets sent to the PIA Web Servlet which passes it on to the PeopleSoft Application Server. A piece of signon PeopleCode is needed to extract the UserId from the cookie and call SetAuthorizationResult in order to "sign on" the user.

- o Change the domain value of the cookie to your domain.
- o Change the location ref to the target URL within your PeopleSoft site.

```
//-->

<body>
<script language=JavaScript>
var cookie = "ThirdPartyUserId=PS; Domain=.peoplesoft.com; path=/; MaxAge=1";
document.cookie = cookie;
location="https://hrms.peoplesoft.com/servlets/iclientservlet/hrdb/?ICType=Panel&Menu=ROLE_EMPLOYEE&Market=GBL&PanelGroupName=IT_TIME_OFF&RL=&target=main1"
</script>
</body>

</html>
```

The following Signon PeopleCode example applies to steps 4 and 6 above. The Signon PeopleCode needs to retrieve &UserID from where the third party portal put it in the HTTP Request. For example,

```
Function SSO_EXAMPLE()

    /*This is step 4*/
    &TPUserId = %Request.GetCookieValue("ThirdPartyUserId");
    /*This is step 6*/
    If &TPUserId <> "" Then
        SetAuthenticationResult( True, &TPUserId, "", False);
```

```
End-If
End-Function;
```

After you write the program, you need to enable the program using the Signon PeopleCode page. (PeopleTools, Security, Security Objects, Signon PeopleCode.

Single Signon Configuration Considerations

The following topics describe some items you may want to consider as you implement your single signon configuration.

Single Domain Limitation

Web servers must be part of the same domain, and the server name in the URLs used to access them must contain the domain name. Browsers only send cookies back to the same domain from which it received the cookie.

Furthermore, the server that generates the cookie needs to have the domain that shares the PS_TOKEN cookie specified in the configuration.properties of the local PIA web site. For example, in the context of our HRMS to Financials example, the configuration.properties file in the peoplesoft8 directory for the HRMS web server must contain the following value for the AuthTokenDomain parameter:

```
AuthTokenDomain=.peoplesoft8.com
```

Note. You must specify the leading dot (.).

The single domain issues occur in the following situations:

- You're using straight PIA, as in you are deploying applications but not by way of the portal.
- You're using the portal with frame-based templates. All PeopleSoft portal solutions products (Enterprise, Employee, Customer, Supplier portals) are built using frame-based templates.

Frame-based templates aren't proxied automatically. Proxying refers to when the system rewrites the URL to point to a location on the portal servlet, rather than the original location of the URL.

Single Signon Between Machines without DNS Entries

If you're setting up single signon between machines that don't have DNS entries, you need to modify the "hosts" file on the machine that's running the web browser. For example, let's say that you are using machine a.peoplesoft.com to signon to the web server a.peoplesoft.com, and then access b.peoplesoft.com using single signon. In this situation, you would need to update the "hosts" file on a.peoplesoft.com as follows.

```
# Copyright (c) 1993-1999 Microsoft Corp.
#
```

```

# This is a sample HOSTS file used by Microsoft TCP/IP for Windows.
#
# This file contains the mappings of IP addresses to host names. Each
# entry should be kept on an individual line. The IP address should
# be placed in the first column followed by the corresponding host name.
# The IP address and the host name should be separated by at least one
# space.
#
# Additionally, comments (such as these) may be inserted on individual
# lines or following the machine name denoted by a '#' symbol.
#
# For example:
#
#       102.54.94.97       rhino.acme.com           # source server
#       38.25.63.10      x.acme.com             # x client host

127.0.0.1       localhost
216.131.221.88  a.peoplesoft.com
216.131.221.33  b.peoplesoft.com

```

See Also

PeopleSoft PeopleBooks: “Portal Technology”

Domain Names

You need to use a fully qualified domain name when addressing the web server in your browser. For example, you would need to enter the following:

```
http://hrms.peoplesoft.com/peoplesoft8/signon.html
```

as opposed to the following:

```
//hrms/peoplesoft8/signon.html
```

When using the portal, the domain name that you specified in the Portal URI Text edit box on the Content Provider administration pages, needs to match the fully qualified domain name you entered for `authtokendomain`. For instance, as shown in the following example, you would need to specify `serverX.peoplesoft.com`, not `serverX/servlets`.

Cross Domain Single Signon

The current PeopleSoft single signon solution deals mainly with systems where there is only one DNS domain. Many sites need to deploy the PeopleSoft Portal in multi-domain environments. For instance, you might want to have the portal in one domain—`www.PSFT_ecenter.com`, for example—and the HRMS database in another domain, such as `www.yourcompany.com`.

While there is no "out-of-the-box" solution for this implementation currently, you can configure your environment to support cross-domain single signon by completing the following configuration tasks.

- Setup a third-party web security product that supports multi-domain single signon and supports LDAP user profiles. There are several industry-standard products on the market.
- Configure the portal and content provider web servers to "trust" the web server for authentication. For PeopleSoft, this involves enabling the ByPassSignon feature.
- Setup the PeopleSoft systems to download the user profiles from the same LDAP server that the web security product uses. This means that the DN that comes from the subject field of the certificate has to be a valid DN for the directory that the LDAP_profilesynch() function references. Because of this you need to build a user profile cache map that points to the same directory that generated the subject's DN.

Note. This cross-domain limitation does not apply to the portal if the content from the provider in a different domain is wrapped in an HTML template. However, this limitation does apply for any content in the portal that is wrapped in a frame template. Because the Enterprise, Customer, Supplier, and Employee portals shipped with PeopleTools all include frame templates as defaults, you'll need to perform the extra configuration steps to support cross-domain single signon in multi-domain environments. This limitation also applies to PIA-to-PIA (iClient-to-iClient) single signon.

Making the PeopleSoft Single Signon Token Secure

PeopleSoft single signon functionality also applies at the web server level. For example, let's say that you have two web servers: server X and server Y. Assume that web server X is a Secured Sockets Layer (SSL) site, and assume that web server Y is not. In these situations, many sites want server Y to "trust" the authentication token, PS_TOKEN, issued by server X. This requires that the PS_TOKEN be set to be "secure."

If the PS_TOKEN is not marked as "secure," then when a user signs on through server Y, the browser sends PS_TOKEN to server Y over the unencrypted, non-SSL link. This is typical behavior for browsers when dealing with "non-secure" cookies. Potentially, in this situation a hacker could "sniff" this token from the clear network and use it to signon to the SSL-secure server X.

Another important use of this feature relates specifically to the PeopleSoft Portal. When the portal proxies content with an HTML template, it should only forward PS_TOKEN cookies that are marked "secure" over SSL connections.

To resolve this potential security issue, PeopleSoft offers a new parameter in the configuration.properties file to make the PS_TOKEN cookies secure. The new parameter appears in the Portal settings of the configuration.properties file.

```
UseSecureCookieWithSSL=true
```

The valid values to assign to this parameter are "true" or "false". You use it to control the "secure" attribute of the single signon cookie. If you set this to "true" and the scheme of the current request is HTTPS (an SSL server), the system sets the "secure" attribute of the single signon cookie (PS_TOKEN) to "true". This prevents the single signon token from travelling over an insecure network.

Note. If you set UseSecureCookieWithSSL to true, you are effectively disabling single signon to any non-SSL servers.

If, at your site, you want users to signon to an HTTPS server, and then want to do single signon with HTTP servers, set this property to false, which allows single signon between HTTPS and HTTP servers.

Note. If you can tolerate the security risk, and want single signon between secure and non-secure links, you can set this flag to "false". However, before doing this you need to make sure you are aware of all the security implications, such as the security of the HTTPS server may be compromised.

Single Signon API Support

PeopleSoft delivers a component interface named PRTL_SS_CI that enables external applications to seamlessly integrate a single signon solution with the PeopleSoft portal applications. This makes sure that users who have already signed on to the portal they don't have to sign on again for every system you reference in your portal.

To take advantage of the Single Signon API, you need to create a custom API, which includes building the dynamic link libraries, classes, and registry settings necessary to enable an external application to communicate with PeopleSoft. Only external applications, such as COM or C/C++ programs, require a component interface API. PeopleCode programs do not require a component interface API, and in fact, we do not recommend building a component interface API if the component interface is to be accessed from PeopleCode only.

The files of your custom API need to reside on the client machine; that is, the web server for ASP, and the machine running the Java program for Java. The registry file may also need to be executed to update the registry with the new libraries.

Understanding the Signon Process with the API

The PRTL_SS_CI Component Interface contains two user-defined methods:

- **Authenticate().** Your external authentication program distributes an authentication token that can be retrieved from a cookie in the browser. The Authenticate function determines if an authentication token is valid.
- **GetUserID().** If the token is valid, you use the GetUserID function to retrieve the User ID associated with the authentication token.

Before we describe the development requirements of your API, PeopleSoft recommends that you take a moment to examine the steps that occur internally when you use the API in conjunction with the delivered PRTL_SS_CI.

Step	Description
1	The user enters the User ID and password into the PeopleSoft Portal signon page.
2	If the login on portal application server is successful, the server generates a single signon token. The web server receives the single signon token from the application server, and issues a cookie to the browser.
3	The user navigates in the portal and encounters a hyperlink to the external system. The user clicks on the link.
4	The browser passes the PS_TOKEN cookie to your external web server.
5	The external web server checks for the PS_TOKEN cookie before displaying a signon page.
6	Once it is determined that the user is accessing your application through the PeopleSoft portal, you retrieve the authentication token and send it to the PRTL_SS_CI component interface to verify authentication. For instance, <code>Call PRTL_SS_CI.Authenticate(Auth. token string)</code>
7	After the system authenticates the token, the system can then make calls to the PRTL_SS_CI.Get_UserID() function to return the appropriate User ID.

Developing your External Application to Support Single Signon

Developers of the external applications need to alter the signon process to conform to the following requirements.

1. Check for the PS_TOKEN cookie. If the cookie doesn't exist, continue with your normal signon process. Otherwise, bypass the signon screen.
7. Retrieve the authentication token from the PS_TOKEN cookie.
8. Make a connection to PeopleSoft through the PRTL_SS_CI API.
9. Pass the authentication token to the Authenticate() function of the API.
10. If Authenticate() returns True, you then retrieve the User ID associated with the authentication token by using the Get_UserID() function.

For example, the following PeopleCode walks through the process of validating your authentication token and retrieving the user's User ID. The following sample is designed to provide a general idea of the process involved and help you to incorporate the PRTL_SS_CI API into your signon process.

```

Local ApiObject &THISSESSION;
Local ApiObject &THISCI;
Local string &AUTHTKN;

/* Assigns the Authentication Token to a variable */

```

```

&AUTHTKN = %AuthenticationToken;

/* Open a session and make a connection */
&THISSESSION = GetSession();
If &THISSESSION.connect(1, "EXISTING", "", "", 0) <> True Then
    WinMessage(MsgGet(30000, 1, "Session Connect Failed."));
    Exit (1);
End-If;

/* Retrieves the component interface PRTL_SS_CI */
&THISCI = &THISSESSION.GetCompIntfc(CompIntfc.PRTL_SS_CI);

/* Checks to see if the component interface is NULL */
If &THISCI = Null Then
    WinMessage("Component Interface PRTL_SS_CI not found. Please ensure
Component Interface Security access is granted to this user.");
    Exit (1);
End-If;

/* Key fields would usually be set before the Get() function is called in
order to map the component interface to a particular set of data. This
component interface is not mapped to data.* Therefore, the component interface
is retrieved and then the user defined methods are retrieved */
&THISCI.get();

PRTL_AUTH = &THISCI.Authenticate(&AUTHTKN);
PRTL_USER_ID = &THISCI.Get_UserID();

```

Note. The component interface is not mapped to data because the key field for the data would be the authentication token. This token is dynamically assigned when the user signs on to the portal, and it is not stored anywhere in the system as data. Therefore, there are no key fields and the token is passed directly to the user defined functions.

Configuring Single Signoff

In addition to single signon, PeopleSoft also signs the user off of content providers when the user signs off. However, there are some exceptions to the sign-off functionality.

The portal only signs off content providers that meet the following criteria:

- Content providers are accessed only through HTML templates.
- Content providers are all PeopleSoft 8.x applications.

This means that for content providers accessed through frame templates, single sign-out is not automatically enabled when you configure single signon. This section describes the steps you need to complete to configure single sign-off for content providers being accessed through

frame templates, which includes all of the PeopleSoft Portal solutions (Employee, Customer, and so on).

The following procedure covers inserting an HTML image tag ("img") containing a logout command into a set of files on the web server. When the user signs off, the browser attempts to download the images using an "HTTP get," which causes the system to send the logout command to each specified content provider.

This procedure is not appropriate for content that is *never* accessed using a frame, as in it is accessed from the content source using an iScript and a business interlink, such as Lotus Notes integration.

To configure single sign-off for frame content:

1. On your web server, locate and open `signin.html`.
2. Open `signin.html`, select Save As, and enter the name `signout.html`.
3. Open `signout.html`, `expire.html`, and `exception.html`.
4. Add the following image tags to these files.

You need to add one image tag to each of these files for each content provider that requires single signoff.

Add the tags just before the closing body tag, as shown in the following example.

```
<! add tags here>
</body>
```

If you have three content providers that require single signoff, such as HRMS, FIN and HTML Access, you need to add three image tags to each file.

For example:

```
<IMG src="http://hrms.peoplesoft.com/servlets/ps/ps/hrdb/?cmd=logout"
height=0 width=0 border=0>
<IMG src="http://fin.peoplesoft.com/servlets/ps/ps/hrdb/?cmd=logout" height=0
width=0 border=0>
<IMG
src="http://htmlaccess.peoplesoft.com/html_access/system/init_asp/logout.asp?c
md=dummy" height=0 width=0 border=0>
```

The previous code merely shows a sample. To determine the exact URL you need to add for your implementation, right-click on the "logout" link of each content provider. You can usually view the logout link when accessing the application outside of the portal. Examine the "properties" of this link, and add the specified URL to the image tag.

Note. The "cmd=dummy" is required in the image tag for HTML Access to make sure that the browser doesn't attempt to cache the image, which would prevent it from issuing the logout command.

5. Open the configuration.properties file on your web server.

Change the "logout_page" to point to signout.html. For example,

```
logout_page=signout.html
```

Completing Other Security Administration Tasks

The following topics describe other tasks related to security that are not included in the Maintain Security interface. For instance, there are tasks that you complete in Application Designer, and there are also scripts that you can run outside of Maintain Security through Data Mover.

Setting up Access Profiles

Every user Profile must be assigned to an Access Profile, by way of a Symbolic ID. The Access ID consists of an RDBMS ID and a password, and these IDs must have system administrator privileges. Access profiles provide the necessary IDs and passwords for the behind-the-scenes database logon that occurs. Access IDs are used in the following two situations:

- When an application server boots and connects to the PeopleSoft database.
- When a developer or power user, signs on to the PeopleSoft database directly (two-tier).
- When batch programs connect to the database.

User's signing onto the system through PIA, take advantage of the Access ID that the application server used for connecting to the database.

Access profiles allow you to minimize the number of Maintain Security users who need to know system administrator passwords. In fact, only one person needs to know these passwords. That person can create the required Access Profiles—by providing the necessary passwords, when prompted—and all other Maintain Security users can simply assign users to the pre-defined Access Profiles. The Access ID and password are encrypted in the database in the PSACCESSPRFL table.

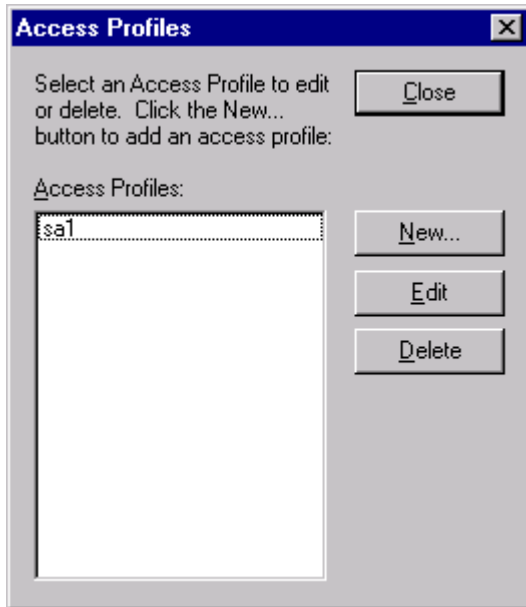
Before you begin creating your User Profiles, Roles and Permission Lists, you first need to set up your Access Profiles on the database. Ultimately, the Access Profile is the profile that your users use to connect to your PeopleSoft database. Without being associated with an Access Profile, users can't signon, not even with a test ID. This association is by way of the symbolic ID, which is a proxy ID for the Access ID and Access password.

The ID that you use must be defined at the RDBMS level as a valid RDBMS ID possessing system administrator rights. You don't use PeopleSoft or PeopleTools software to create the RDBMS ID. You need to create it using the utilities and procedures defined by your RDBMS

vendor. After you have created the RDBMS ID with system administration authority, then you use the PeopleTools Access Profiles utility to link your RDBMS ID to the Access Profile. This is created when you first install your database.

Access Profiles Dialog Box

You manage Access Profiles using the Access Profiles dialog, which you open from Application Designer by selecting Tools, Miscellaneous Objects, Access Profiles.



Access Profiles Dialog Box

Close	Closes the dialog.
New	Creates a new access profile definition.
Edit	Enables you to edit an existing access profile definition.
Delete	Enables you to delete an existing access profile definition.

Access Profile Properties

When you create or modify and Access Profile using the Access Profiles dialog, you will need to understand the properties that comprise an Access Profile. After reading this section, you will be familiar with these properties.

Add Access Profile Dialog

Symbolic ID

The Symbolic ID is used as the key to retrieve the encrypted ACCESSID and ACCESSPSWD from PSACCESSPRFL. For initial installation we suggest that you set it equal to the Database Name.

Access Profile ID

The Access Profile ID must be a valid RDBMS ID with system administrator privileges, and the Access Profile ID must match the associated RDBMS ID. PeopleSoft assumes that the RDBMS ID that you choose is the same as the Access Profile ID.

The Access ID also must be a different logon ID than the User ID. There is logic within PeopleTools such that if Access ID = User ID, PeopleTools does not log off and log on again, nor does the system issue a SET CURRENT SQLID = 'owner ID'.

DB2 Note. In DB2 terminology, Access ID is the “primary” ID and Owner ID is a “secondary” Auth ID. If the Access ID does not equal the owner ID, secondary authorization security exists in DB2 to issue a SET CURRENT SQLID command. DB2 will qualify tables (required) with the Owner ID provided by SET CURRENT SQLID statements issued by the PeopleSoft software. If the access ID equals owner ID, then secondary authorization exits are not required. DB2 will qualify the table name with the access ID.

Access Password

The Access Password is the password associated with your RDBMS ID/Access Profile ID. It's the password that the Access ID uses to signon to the database.

Working with Access Profiles

This section covers the procedures that you complete while adding, modifying, or removing Access Profiles in your PeopleSoft system.

To create a new Access Profile definition

1. In Application Designer, select **Tools, Miscellaneous Objects, Access Profiles**.

The Access Profiles dialog appears.

2. Click **New**.

The Add Access Profile dialog appears.

This dialog prompts you for the Symbolic ID, name, and password of the new Access Profile.

3. Enter a Symbolic ID.

The Symbolic ID is used as the key to retrieve the encrypted ACCESSID and ACCESSPSWD from PSACCESSPRFL.

4. Enter an Access Profile ID.

This ID must be a valid RDBMS ID with system administrator privileges.

5. Enter and confirm a password.

Access Password is the password string for the RDBMS ID/Access Profile ID. Confirm Password is a required field and its value must match that of Access Password.

6. Click **OK**.

Note. PeopleSoft suggests that you only use one Access ID for your system. Some RDBMS do not permit more than one DB table owner. If you create more than one Access ID it may require further steps to ensure that this ID has the correct rights to ALL PeopleSoft system tables.

To change an Access Profile password

1. In Application Designer, select **Tools, Miscellaneous Objects, Access Profiles**.

The Access Profiles dialog appears.

2. In the **Access Profiles:** list, highlight the profile that you want to modify, and click Edit.

The Change Access Profile dialog appears.

This dialog prompts you for the old password then to type and confirm the new password for the Access Profile.

3. Enter and confirm the new a password.

The Access Password is the password string for the ID. Confirm Password is a required field and its value must match that of Access Password.

4. Click **OK**.

To delete an Access Profile

1. Select **Tools, Miscellaneous Objects, Access Profiles**.

The Access Profiles dialog appears.

2. Highlight the Access Profile that you want to remove, and click **Delete**.

You are prompted to confirm the deletion.

Click **Yes** at the prompt dialog if you want to delete the selected access profile.

Important! Make sure you do not delete the *only* available Access ID or you will not be able to logon to PeopleSoft in any capacity.

Transferring Users Between Databases

In most cases, there will be situations where you need to copy security information from one database to another. Typically, you'd want to do this as part of an upgrade or to transfer security information from your production environment to your development or testing environment. To do this, PeopleTools provides a set of Data Mover (DMS) scripts designed to export and import your security information. The provided scripts transfer user profiles from a source to a target database.

Note. Application Designer's upgrade feature offers upgrade support for both Roles and permission lists.

There is one script to export User Profile data from the *source* database. The source database refers to the database that contains the User Profiles that you want to migrate. The target database refers to the database to which you are copying the user information.

After exporting the security information from the source database, you then run the import script against the *target* database. The target database refers to the database to which you want to transfer the security data. The scripts involved in transferring security information from one database to another appear in the following list:

- **USEREXPORT.DMS.** Exports User Profiles from the source database and stores them in a Data Mover DAT file. The output file is named USEREXPORT.DAT.
- **USERIMPORT.DMS.** Reads the file created by USEREXPORT.DMS and copies the User Profile data into the target database.

You will find this set of scripts in PS_HOME\scripts.

This section describes the procedure for running these scripts, and it outlines what needs to be in place prior to running the scripts. It also presents some items to consider prior to running the scripts.

Considerations

Prior to running the scripts to export and import your security information, you should read the following sections to avoid any potential problems.

- Duplicate Rows

If the target database already contains a row of data with identical keys to a row transferred by the import script, the duplicate row *will not* be transferred to the target. The scripts make no attempt to merge the duplicate row; the row is simply not transferred.

To ensure that you don't have data rows with duplicate keys, you need to make sure that there's not a User Profile in the source database with the same name in the target database.

You should not have data rows with duplicate keys in your source and target database when you begin the copy as this can lead to unexpected results which compromise database integrity.

- Release Levels

Because the PeopleTools table structures change between major releases (6.X to 7.X or 7.X to 8.X), you can't transfer users between databases that run different versions of PeopleTools. Before starting the migration process, upgrade your source and target database so the release levels match.

Running the Scripts

Complete the following procedure to run the user transfer scripts.

To run the scripts

1. Using Data Mover, sign on to the source database and run USEREXPORT.DMS for user definitions.

You can edit this script to specify the location and file name of the output file and the log file.

2. Using Data Mover, sign on to the target database and run USERIMPORT.DMS for user definitions.

You can edit the script to specify the location and file name of the input file and the log file. The name and location of the input file must match the output file you specified in step 2.

3. After copying user and role definitions, it is recommended that you run the PeopleTools audits.

This includes DDDAUDIT and SYSAUDIT to check the consistency of your database.

Understanding Security Links

If you administer security information outside of the PeopleTools Security interface, as in you use application-specific pages for application security, then you have the option of adding links to those pages to the PeopleTools Security interface. This provides administrators a convenient way to access application-specific security pages without having to spend time navigating to them.

You add the extra security links by selecting PeopleTools, Security, Security Objects, Security Links. You can add links to the User Profile component, My System Profile page, the Role component, or the Permission List component. To add links to a security profile, just select the appropriate page in the Security Links component and add the link information for the target page. After you save your link information, the link appears on the Links page for the appropriate security profile.

Security Links - User page (1 of 2)

Security Links - User page (2 of 2)

Active Flag	Enables you to activate and deactivate links. Only those links with the Active Flag checked appear for system users.
Description	Add a description of the page that contains the extra security information. This description is the text that appears on the Links page for the security profile.
Menu Name	From the drop-down list add the menu name. This is the application in which the page resides, such as Administer HR Security.
Menu Bar Name	From the drop-down list add the menu bar name, such as Use, Setup, Process, and so on.
Bar Item Name	From the drop-down list add the bar item name. For instance the bar item name for this page is Security Links.

Item Name	From the drop-down list add the item name. For instance, the item names for this component are User, Role, My Profile, and Permission List.
Test	After you have added all the appropriate information, use this link to test the security link. If it does not work correctly, double check your selections for the previous options.

To add a Security Link

1. Select **PeopleTools, Security, Security Objects, Security Links**.
2. Select the security profile type, as in user, role, or permission list, to which you want to add extra links.
3. If there are existing links, click the plus sign button to add a new row.
4. Add the appropriate link information (Menu Name, Menu Bar name, and so on) information.
5. After you've entered the appropriate link information, click **Test** to make sure the link is pointing to the correct target.
6. Save your work.

Note. If you need to migrate the security links setup data from one database to another. You can use the following Data Mover scripts, SECOTHER_EXPORT.DMS and SECOTHER_IMPORT.DMS. These scripts reside in the \<PS_HOME>\scripts directory.

Understanding Security Integration Programs

Component Interfaces

DELETE_ROLE

This Component Interface is based on the Delete Role Component, and it is used to purge roles. It is keyed by RoleName, and has the Get, Find, Save, Cancel methods. The DELETE_ROLE Application Message calls this Component Interface.

DELETE_USER_PROFILE

This Component Interface is based on the Delete User Profile Component, and it is used to purge User Profiles. It is keyed by User ID, and has the Get, Find, Save, Cancel methods. The Delete_User_Profile Application Message, and the PURGEOLDUSERS Application Engine program call this Component Interface.

ROLE_MAINT

This Component Interface is based on the Roles Component. It is keyed by RoleName and has the Cancel, Create, Find, and Get methods.

USERMAINT_SELF

This Component Interface is based on the My Profile Component. It allows only the current user to access it.

This CI is used, and therefore must be given permission to when using, with the following components: Forgot My Password, Change Password, and Change Expired Password.

USER_PROFILE

This Component Interface is based on the User Profiles Component. It is keyed by User ID.

This CI is used in User Profile Save As, and with LDAP authentication.

Messages
DELETE_ROLE

This message is called from the Delete Role component. It is used to delete the role from subscribing databases. The message requires that the DELETE_ROLE Component Interface be authorized.

Note. Currently the PeopleCode that publishes this message from the Delete Role component is commented out. If you would like to publish deletes to another database, you will need to uncomment the following PeopleCode found on the PURGE_ROLEDEFN.GBL SavePostChange Component PeopleCode.

```

/*****
The PeopleCode to publish new User IDs, and changes made to User IDs, has been
commented out to prevent unnecessary publishing.
If you would like to take advantage of the DELETE_ROLE message, un-comment
the following peoplecode.
*****/
/*
If %Mode = "U" Then
    &ROLECHANGE = GetLevel0();
    &MSG = CreateMessage(Message.DELETE_ROLE);
    &MSG.CopyRowsetDelta(&ROLECHANGE);
    &MSG.Publish();
End-If;
*/

```

DELETE_USER_PROFILE

This message is called from the Delete User Profile Component. It is used to delete the user profile from subscribing databases. This message requires that the DELETE_USER_PROFILE Component Interface be authorized.

Note. PeopleSoft delivers the PeopleCode to publishes this message from the Delete User Profile component, however, it is currently commented out. If you would like to publish deletes to another database, you will need to uncomment the following PeopleCode found on the PRG_USR_PROFILE.OPRID SavePostChange (Record PeopleCode).

```

/*****
The PeopleCode to publish deleted User IDs, has been
commented out to prevent unnecessary publishing.
If you would like to take advantage of DELETE_USER_PROFILE message, un-comment
the following peoplecode.
*****/
/*&RS_DELETE = GetLevel0();
&MSG = CreateMessage(Message.DELETE_USER_PROFILE);
&MSG.CopyRowsetDelta(&RS_DELETE);
&MSG.Publish();
*/

```

ROLESYNCH_MSG

This message is published when a Dynamic Role Rule is run. It is called after the DYNROL_PUBL Application Engine program successfully finishes.

ROLE_MAINT

This Application Message publishes new Roles, and updates to existing Roles made in the Roles Component.

Currently, the PeopleCode to publish this Message is commented out. If you would like to take advantage of the ROLE_MAINT message, you need to uncomment the PeopleCode found on ROLEMAINT.GBL SavePostChange Component PeopleCode.

```

/*****
PeopleCode to publish new Roles, and changes made to Roles has been
commented out to prevent unnecessary publishing.
If you would like to take advantage of ROLE_MAINT message, uncomment
the following peoplecode.
*****/

/*If %Mode = "A" Then
    &ROLECHANGE = GetLevel0();
    &MSG = CreateMessage(Message.ROLE_MAINT);
    &MSG.CopyRowset(&ROLECHANGE);
*/

```

```

    &MSG.Publish();
Else
    &ROLECHANGE = GetLevel0();
    &MSG = CreateMessage(Message.ROLE_MAINT);
    &MSG.CopyRowsetDelta(&ROLECHANGE);
    &MSG.Publish();
End-If;*/

```

USER_PROFILE

This Application Message publishes new User Profiles, and updates to existing User Profiles when using the User Profile Component, the User Profile Save As Component, the My Profile Component, the Distributed User Profile Component, the USER_PROFILE Component Interface and the USERMAINT_SELF Component Interface.

Currently, the PeopleCode to publish this Message is commented out. If you would like to take advantage of the USER_PROFILE message, you need to uncomment the following PeopleCode:

USERMAINT.GBL SavePostChange Component PeopleCode:

```

/*****
The PeopleCode to publish new User IDs, and changes made to User IDs, has been
commented out to prevent unnecessary publishing.
If you would like to take advantage of USER_PROFILE message, un-comment
the following peoplecode (if statement only).
*****/
/*
If %Mode = "A" Then
    &USERPROFILECHANGE = GetLevel0();
    &MSG = CreateMessage(Message.USER_PROFILE);
    &MSG.CopyRowset(&USERPROFILECHANGE);
    &MSG.Publish();
Else
    &USERPROFILECHANGE = GetLevel0();
    &MSG = CreateMessage(Message.USER_PROFILE);
    &MSG.CopyRowsetDelta(&USERPROFILECHANGE);
    &MSG.Publish();
End-If;*/

```

USERMAINT_SELF.GBL SavePostChange Component PeopleCode:

```

rem call USER_PROFILE application message to synch user changes;
/*****
The PeopleCode to publish changes made to User IDs has been
commented out to prevent unnecessary publishing.
If you would like to take advantage of USER_PROFILE message, un-comment
the following peoplecode
*****/

```

```

/*
If %Mode = "U" Then
    &USERPROFILECHANGE = GetLevel0();
    &MSG = CreateMessage(Message.USER_PROFILE);
    &MSG.CopyRowsetDelta(&USERPROFILECHANGE);
    &MSG.Publish();
End-If;
*/

```

USERMAINT_DIST.GBL SavePostChange Component PeopleCode:

```

/*****
The PeopleCode to publish new User IDs, and changes made to User IDs, has been
commented out to prevent unnecessary publishing.
If you would like to take advantage of USER_PROFILE message, un-comment
the following peoplecode (if statment only).
*****/
/*
If %Mode = "A" Then
    &USERPROFILECHANGE = GetLevel0();
    &MSG = CreateMessage(Message.USER_PROFILE);
    &MSG.CopyRowset(&USERPROFILECHANGE);
    &MSG.Publish();
Else
    &USERPROFILECHANGE = GetLevel0();
    &MSG = CreateMessage(Message.USER_PROFILE);
    &MSG.CopyRowsetDelta(&USERPROFILECHANGE);
    &MSG.Publish();
End-If;
*/

```

Application Engine Programs

DYNROLE

Application Engine Program that is called when Dynamic Role Rules are published from the User Profile.

DYNROLE_PUBL

Application Engine Program that is called when the Dynamic Role Rules are published from the Role.

PURGEOLDUSERS

Application Engine Program that deletes users that have not signed on within a period specified on Password Controls.

LDAPSCHEMA

Application Engine Program that puts the LDAP Schema definition into the PeopleSoft database.

CHAPTER 10

Setting up Query Security

This chapter discusses how to:

- Establish a security scheme for PeopleSoft Query.
- Build Query Access trees to organize your record components into logical groups for security access.
- Set up your record definitions so that Query enforces row-level security.

Note. You perform these setup tasks using the Query Access Manager, Application Designer, and permission lists. After you define Query Access Group trees, you provide user access using the Query tab in Permission Lists.

PeopleTools Used to Setup Query Security

<i>Page Name</i>	<i>Navigation</i>	<i>Usage</i>
Query Access Manager	PeopleTools, Security, Query Security, Query Access Manager.	Create and update Query Trees.
PeopleTools Security	PeopleTools, Security, Roles and Permission Lists, Permission Lists, Query.	Add Query Profiles to permission lists.
Application Designer	Go, Application Designer.	Create Query Security record definitions.

Defining Query Profiles

Query takes advantage of user's security settings, row-level security, and primary permission list. Query is a PeopleTool that helps you build SQL queries to retrieve information from your application tables. For each Query user, you can specify the records they are allowed to access when building and running queries.

You do this by creating Query Access Groups in the Query Access Group Manager, and then you assign users to those groups with Query permissions. Keep in mind that Query

permissions are enforced only when using Query; it doesn't control run-time *page* access to table data.

Building Query Access Group Trees

Trees are a graphical way of presenting hierarchical information. PeopleSoft Query uses *query access group trees* to control the access of the tables in your PeopleSoft database. You define a hierarchy of PeopleSoft record definitions, based on logical or functional groupings, and then give users access to one or more nodes of the tree. Users can retrieve information only from those tables whose record definitions to which they have access.

You create and update query access group trees using Query Access Manager. To get you started, we've included some sample query access group trees with your PeopleSoft applications. Which trees you have depend on which PeopleSoft applications you've installed. Each tree contains access groups and record definitions categorized by function.

Access groups mark and define a functional group of records or other access groups—in other words, they are descriptive placeholders used to categorize actual record definitions in a logical, hierarchical format. When you define users' security rights to a tree, you specify which access groups they are permitted to query.

This section explains how to create query access group trees. It assumes that you're familiar with the concept and terminology of PeopleSoft trees.

See Also

PeopleTools PeopleBooks: PeopleSoft Tree Manager, Introduction to Tree Manager

Query Access Group Tree Considerations

You should create your own query access group trees based on your organization's needs and on any customizations you've made. Remember that the sample trees we provide may be replaced when you upgrade to a subsequent PeopleSoft release, so if you modify the samples rather than create your own trees, you may lose your customizations.

Every record definition that you want users to be able to query must be in a query tree. However, they don't all have to be in the same query tree. One strategy is to use the sample query trees to provide access to the standard PeopleSoft record definitions, but create separate query trees for record definitions that you add in the course of customizing the system. This way, you take advantage of the sample trees but avoid overwriting your changes during future upgrades.

How you organize the contents of your query tree depends on the needs of your organization and your users. For example, you might want to create small trees that are not intimidating to non-technical or casual users. The sample query trees provided in your PeopleSoft application are divided by functions, but to simplify the trees, you may want to create separate trees that contain subcategories of each function. For example, you could create separate trees for U.S., Canadian, and international record components in order to grant users in each region security access to only those record components they should use.

Note. You should consider adding record definitions to your query trees in a hierarchy that matches the parent/child relationship of records in your database. Though you don't have to organize records this way—Application Designer actually controls the parent/child hierarchy in your database—you'll probably find it helpful to keep your query trees consistent with your database structure.

Working with Query Trees

The following sections cover topics related to opening, viewing, and modifying Query trees.

Understanding Query Access Group Trees

If you have worked with Tree Manager and/or trees before, you should take a moment to review the following information describing the differences between typical trees and the Query access group trees.

Nodes

- Query access group trees contain two types of Nodes: groups and records.
- Groups are a logical representation of a set of child groups or records. It is similar to folder in Windows.
- Records represent a PeopleSoft record definition.

Structure

- Always use the ACCESS_GROUP Tree Structure.
- Do not use SetID or UKV/BU.
- Do not have Details.
- Do not use Levels.
- No Branches.

Requirements

- The Root Node is always a group.
- Groups must be unique in a given Tree while records definitions can be repeated.
- Groups and records could have Child Groups and Child Records.
- Each record needs a unique fully qualified path in the tree. You can't add the same record under the same parent node (group or record).

Opening Query Access Group Trees

Before you can view and modify a query access group tree definition, you need to locate the correct tree definition.

To open a Query tree definition:

1. Select PeopleTools, Security, Query Access Manager.
2. On the Basic Search page select your search criteria.

You can search by Tree Name, Tree Category, or Tree Description.

3. Click Search.

After clicking Search, a list appears containing the definitions that meet your criteria.

4. Double-click on the appropriate definition.

The list of trees in the lower part of the page also serves as a maintenance utility enabling you to Delete or Copy a tree. If you click **Delete**, the system prompts you to confirm the action, and if you click **Copy**, the system displays the Copy Tree page where you can select a name for the copied tree.

Some of the trees in the grid may appear without Copy/Delete buttons visible. This occurs when Object Security settings are such that you only have read-only access to these trees.

Defining Your Query Tree

Before you can insert nodes for access groups and record components, you must first define a number of important characteristics for your tree.

Access the Tree Definition and Properties page by selecting Create New Tree on the Basic Search Page.

Tree Definition and Properties

*Tree Name:

*Structure ID:

*Description:

*Effective Date: *Status:

*Category:

Item Counts

Node Count:

Tree Definition and Properties page

Tree Name	For the tree name, we recommend that you start the name with QRY_ so that you can easily identify the tree as a custom query tree. The standard query trees we deliver with the system start with QUERY_.
Structure ID	The Structure ID is read only and always reads ACCESS_GROUPS for Query access trees.
Description	This description will appear along with the name and effective date in the list box whenever you select from a list of trees.
Effective Date	The status default is set to Active. Query trees are available immediately if the effective date is active; you don't need to run an SQR utility like you do for organizational security trees.
Category	If necessary add a category, which are groupings of the definitions.
Item Counts	Item Counts shows the number of nodes within the access group.

Once you've completed the tree definition, click OK. On the Enter Root Node for Tree page, select an existing Access Group using the Lookup Access Group control, or create a new one.

Viewing and Modifying Definitions

This section describes the controls you use to modify Query Access Group Trees after you have opened one from the search page.

*Tree Name: QUERY_TREE_HR Human Resources Access Group
 Effective Date: 01/01/1900 Status: Active Saved As Valid Tree

[Save As](#) [Tree Definition](#) [Display Options](#) [Print Format](#) [Close](#)

HR ACCESS GROUP > PERS ADMN ACCESS GRP > EE PERS DATA

[Collapse All](#) | [Expand All](#) Find First Page 21 of 336 Last Page

- HR ACCESS GROUP - Human Resources Access Group
 - PERS ADMN ACCESS GRP - Personnel Admin Access Group
 - EE PERS DATA - Core EE Data
 - PERSONAL DATA - EE Personal Data
 - GEN EE DATA - General EE Data
 - GENERAL TABLES -
 - PERS ADMIN TABLES - Personnel Admin Tables
 - HR RPTING VWS - HR Reporting Views

Maintain Security. Setup, Query Access Group Manager

Tree Name	Shows the name of the current tree.
Effective Date	Shows the current effective date.
Status	Shows either Active or Inactive.
Save, Save As,	These are the two save options. Each option appears only if it relates to your current activity. Save enables you to save your changes to the database. Save As enables you to clone tree definitions at save time.
Tree Definition	Shows the Tree Definition and Properties page that you modified when you created the definition.
Display Options	Shows the Configure User Options page where you can adjust the presentation of the trees. For example, you can choose whether the Node ID appears and how many lines of the definition appear at a time. Most of these don't apply for Query Access Trees so they're disabled.
Print Format	Shows what your tree definition will look like when you print it. Essentially, this is a print preview.
Close	Closes the definition and returns you to the search page.
Bread Crumbs	Once you have drilled down into a definition, a bread crumb display appears just above the Collapse/Expand All controls. This is to provide orientation, especially within large trees.
Collapse All	Collapses all nodes of the tree into their parent groups so that you only see the root node and the first layer of child groups.

Expand All	Expands all nodes of the tree so that each child object is visible.
Find	<p>If you are looking for a specific access group or a record you can use the Find Value page rather than drilling down into your tree. You specify an access group or a record and/or it's description. You can select a case sensitive search and specify that an exact match must be found.</p> <p>You can use pattern search option by deselecting the Exact Matching checkbox. This performs platform independent search for the Record/Group starting from the specified pattern.</p> <p>If you want to perform pattern search not starting from the beginning of Record/Group name, specify a platform dependent wildcard character at the beginning of the pattern.</p> <p>For example, to find all occurrences of 'TBL' in the Records, you specify <i>%TBL</i> as a search condition (for Microsoft SQL Server database).</p> <p>If you specify both Group and Record search conditions are specified the search is performed on Group condition. If both Group/Record ID (name) and Description conditions are specified the search is performed on ID/name condition.</p> <p>Note. Always make sure that any modifications to the tree are saved prior to using the Find feature.</p>
Collapse Node	When a node folder is open, you click on it to collapse the node.
Expand Node	When a node folder is closed, you click on it to expand the node.
Node/Record Controls	When you have a node or record selected, the actions you perform are controlled by the icons that appear to the right of the definition. The descriptions of the actions are below. You can roll the mouse over the icon to reveal a label.
Insert Sibling Group	Inserts an access group node at the same level as the currently selected node.
Insert Child Group	Inserts an access group node at the next level lower than the currently selected node.
Insert Child Record	Inserts a record definition within an access group node.
Edit Data	<p>For access groups you can edit the Description and the Definition (long description) on the Access Group Table.</p> <p>Records are not editable. You can't rename a group.</p>

Delete	You can delete both access groups and records. You can't delete the root node.
Cut/Paste as Child	You can cut and paste access groups and records to move them within the tree. Once a cut has been executed, then the Paste as Child icon becomes enabled. You can't cut the root node. Note. After you perform the "cut" function, only navigation and search features are available until you execute the "paste" function. This protects the node in the clipboard.

Row-Level Security and Query Security Record Definitions

By default, when you give Query users access to a record definition, they have access to all the rows of data in the table built using the associated record definition. In some cases, though, you want to restrict users from seeing some of those data rows. For example, you might not want your human resources staff to have access to compensation data for vice presidents or above. In other words, you want to enforce *row-level security*, which is offered by many PeopleSoft applications.

This section describes the relationship between row-level security and Query security record definitions.

Row-Level Security

With row-level security, users can have access to a table without having access to all rows on that table. This type of security is typically applied to tables that hold sensitive data. For example, you might want users to be able to review personal data for employees in their own department, but not for people in other departments. You would give everyone access to the PERSONAL_DATA table, but would enforce row-level security so that they could only see rows where the DEPTID matches their own.

PeopleSoft applications implement row-level security by using a SQL view that joins the data table with an authorization table. When a user searches for data in the data table, the system performs a related record join between the view and the base table rather than searching the table directly. The view adds a security check to the search, based on the criteria you've set up for row-level security. For example, to restrict users to seeing data from their own department, the view would select from the underlying table just those rows where the DEPTID matches the user's DEPTID.

Query Security Record Definitions

You implement row-level security by having Query search for data using a query security record definition. The query security record definition adds a security check to the search.

Query security record definitions serve the same purpose as search record definitions do for panels. Just as a panel's search record definition determines what data the user can display in the panel, the query security record definition determines what data the user can display with Query.

To get Query to retrieve data by joining a security record definition to the base table, you specify the appropriate Query Security Record when you create the base table's record definition.

To apply row level security:

1. Select **PeopleTools, Application Designer** to open the Application Designer, and open the record on which you want to apply row-level security.
2. With the record definition open in the Application Designer, click the **Properties** button, and select the **Use** tab from the **Record Properties** dialog box.

Note. You use this dialog box to set a number of different aspects of the record definition. The only item related to Query security is **Query Security Record** list box.

3. Select the security record definition (usually a view) in the **Query Security Record** list box.

Each PeopleSoft product line comes with a set of views for implementing its standard row-level security options. See the product documentation for details.

Note. The **Parent Record** list box is also relevant to Query. It identifies a record definition that is the current definition's *parent*, meaning that it holds related data and that its keys are a subset of the current record definition's keys. If you designate a parent record, Query automatically knows what fields to use when you join these two tables for a query.

In most cases, the Query Security Record definition you'll want to select is the same one you use as the search record definition for the panel that manages this table. If you're enforcing one of the standard row-level security options from a PeopleSoft application, select the PeopleSoft-supplied security view for that option. See the application documentation for a list of the available views. If you've designed your own security scheme, select a record definition that appropriately restricts the rows a query will return.

4. Once you've set the query security record definition, click **OK** to close the Record Properties dialog box, then save the record definition.

If you've already used SQL Create to build a table from this record definition, you don't need to rebuild it.

Note. PeopleSoft row-level security views restrict users from seeing certain rows of data. To secure data through the search record, simply put one of the three Row Level Security fields on your record as a Key, not a List Box Item. The three Row Level Security fields are OPRID (User ID), OPRCLASS (Primary Permission List), and ROWSECCLASS (Row Security Permission List). If one of these fields is on the search record as a Key, not a List Box Item, PeopleTools does the following. PeopleTools adds a WHERE clause when it performing a SELECT through the record forcing the value to be equal to the current user's value.

CHAPTER 11

Managing PeopleSoft Personalizations

This chapter contains an overview section and covers the following topics related to PeopleSoft Personalizations:

- Understanding Personalizations.
- Working with Personalization Options.
- Defining Personalization Options.
- Working with Category Groups.
- Working with Categories.
- Working with Locale-based Personalizations
- Adding Personalizations to Permission Lists.
- Working with the My Personalizations Interface.
- Creating Custom Personalization Options.

Understanding Personalizations

PeopleSoft offers a variety of options that enable end users, especially power users, to complete business transactions in a more efficient manner. These options improve a user's navigation speed through the system and enable users to select international preferences, such as date and time formats. You select, customize, and define personalizations using the Personalization PeopleTool.

To access the Personalization PeopleTool, select PeopleTools, Personalization.

Personalizations are grouped in three levels of categories to aid in development, organization, and deployment. The levels are:

- The first level is the Option Category level. This level divides personalizations between functional area, such as PeopleTools personalizations and HRMS personalizations. Also, there is a category for custom personalizations, which are those personalizations you develop and deploy in addition to the delivered personalizations.

- The second level is the Category Groups, which represent individual products within a Category Level. For example, within the PeopleTools Category Level some Category Groups are Application Designer, Process Scheduler, Security, and so on. Or, within the HRMS Category Level one Category Group could be Payroll.
- The third level is the Personalization Categories themselves. This is the level that the end user sees. A category represents a product feature, such as navigation or system messages. A category contains a set of related personalizations.

After you have selected the personalizations for your site, you assign them to a user, or role, by way of the Personalizations page in the permission lists component in PeopleTools Security. The Personalizations tab enables the security administrator to assign role-based personalizations and enable user control for selected personalization options, if needed.

End users can view their personalizations options and, if allowed, customize them. They use the My Personalization page to access and customize personalizations.

The following sections provide more details on defining, customizing, and deploying PeopleSoft Personalizations.

Working with Personalization Options

Before you begin defining and deploying personalization options, you first need to be familiar with the types of personalization options delivered by PeopleSoft and the pages used to view and modify them.

Note. PeopleSoft Mobile applications use the standard personalizations.

Pages Used to Define and Modify Personalizations


<i>Page or Tab Name</i>	<i>Navigation</i>	<i>Usage</i>
Definition (grid tab)	PeopleTools, Personalizations, Personalization Options	View, modify, or add personalization options definitions.
Format (grid tab)	PeopleTools, Personalizations, Personalization Options	View or modify the format
Explanation (grid tab)	PeopleTools, Personalizations, Personalization Options	View or modify the definition of the explanation that end users see in the My Personalization interface.


<i>Page or Tab Name</i>	<i>Navigation</i>	<i>Usage</i>
Category Groups	PeopleTools, Personalizations, Category Groups	View or modify the grouping of options for administrative and ownership purposes.
Category	PeopleTools, Personalizations, Categories	View or modify the categories in which personalization options are grouped for end users.
Locale Definition	PeopleTools, Personalizations, Locales	Control the locales for which you can specify defaults.
Locale Defaults	PeopleTools, Personalizations, Locale Defaults	Specify defaults for locales appearing on the Locale Definition page.
My Personalizations	My Personalizations	End users access this page to view and modify personalizations

Understanding Navigation Options

The following table presents the delivered navigation options.

Note. PTPT1000 is a delivered permission list that you can use as a starting point for a user permission list. The column shows whether a user can modify the option.

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>PTPT1000</i>	<i>Description</i>
Tab over Add/Delete buttons	ADBTN	No	Yes	Tab over the + and - buttons within grids and scrolls. This is a Yes/No option.
Tab over calendar buttons	CALBTN	No	Yes	Tab over the calendar controls on pages. Calendar controls appear as  . This is a Yes/No option.
Tab over grid tabs	GRDTAB	No	Yes	Enable users to tab over the tabs or headings within grids. This is a Yes/No option.
Tab over header icons	HDRICN	No	Yes	Enable users to tab over header icons, which appear at the top of each page and include Home, Help, and Sign Out. This is a Yes/No option.

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>PTPT1000</i>	<i>Description</i>
Tab over lookup button	LKPBTN	No	Yes	Enable users to tab over the  buttons to the right of edit boxes that have an associated list of Valid Values. This is a Yes/No option.
Tab over navigation bar	NBAR	No	Yes	Enable users to tab over navigation bars, which appear at the top of grids and scroll areas to control the rows that display. This is a Yes/No option.
Tab over Non-PeopleSoft elements	NONPS	No	Yes	You can restrict tabbing to the PeopleSoft elements of the page only. This is a Yes/No option.
Tab over page links	PGLNK	No	Yes	Enable users to tab over links to other pages. This is a Yes/No option.
Tab over Pop-Up Icon	POPUP	No	Yes	Enable users to tab over the Pop-up icon. This is a Yes/No option.
Tab over toolbar	TBAR	No	Yes	Enable users to tab over the toolbar at the bottom of a page. Toolbar items include buttons that control standard operations on the page, such as Save, Return to Search, and so on.
Automatic Menu Collapse	AUTOMENU	No	Yes	Enabling this personalization causes the menu to automatically collapse when a transaction is selected. You expand the menu either by using Ctrl-X or the show menu icon.

Understanding Locale Options

The following table presents the delivered Locale options.

Note. PTPT1000 is a delivered permission list that you can use as a starting point for a user permission list. The column shows whether a user can modify the option.

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>PTPT1000</i>	<i>Description</i>
Afternoon Designator	ADES	PM	Yes	Designate the time of afternoon, such as PM or pm. The value has a 5-character limit.

Item	Option Code	Initial Setting	PTPT1000	Description
Date Format	DFRMT	MM/DD/Y Y	Yes	Specify how the date is expressed. You have the following options: <ul style="list-style-type: none"> • D. DD/MM/YY • M. MM/DD/YY • Y. YY/MM/DD
Decimal Separator	DCSP	'.'	No	Specify how you want values with decimals to appear. Typically, you use a '.' but if you prefer a ',' then 1.00 appears as 1,00. This field has a 1-character limit.
Date Separator	DTSP	/	No	Specify how you want to separate the month value from the day, and so on. For example, you can use a '-' for 01-01-2001, or a '/' for 01/01/2001. This field has a 1-character limit.
Local Time Zone	LTZONE	Pacific	Yes	Specify the local time zone, as in PST for Pacific Standard Time, TST for Tokyo time, or GMT for Greenwich Mean Time, to name a few. This alters the <i>display</i> of the time for the end user, but does not affect the Base Time Zone setting on the PeopleTools Options page.
Morning Designator (AM, am)	MDES	AM	Yes	Designate the time of morning, such as AM or am. The value has a 5-character limit.
Time Format	TFRMT	h:mm:ss	Yes	Specify how you want time to appear. You have two choices: civilian time (01:05:00 PM) or military time (13:05:00). Whether or not microseconds appear is not a personalization option.
Time Separator	TMSP	:	No	Specify whether the hours and minutes and seconds are separated with a ':' or a '.', and so on. This field has a 1-character limit.
Thousands separator	TSEP	'.'	No	Specify how you want numerical values over 999 expressed—with a ',' as in 1,000 or with a '.' as in 1.000.

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>PTPT1000</i>	<i>Description</i>
Use local time zone	TZONE	No	No	Specify whether transactions are to use the local time zone or the time zone or that of the server or corporate time zone.

Understanding General Options

The following table presents the delivered general options.

Note. PTPT1000 is a delivered permission list that you can use as a starting point for a user permission list. The column shows whether a user can modify the option.

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>PTPT1000</i>	<i>Description</i>
Accessibility	ACCESS	N	Yes	<p>Provides better support for assistive technologies.</p> <ul style="list-style-type: none"> Option A [Use accessible mode layout] is for use with screen readers. Page elements (fields, links, buttons, and so on.) are presented linearly to assistive software. Option S [Use standard mode layout] supports assistive technologies without altering the page design. Option N [Accessibility Features disabled] is the default.
Time Page Held in Cache	METAXP	20	Yes	<p>Enable browser caching for the navigation pages that remain relatively static. This option applies to the portal homepage and navigation pages. The default time is zero, which effectively disables this feature. You need to explicitly add the appropriate time for your site.</p>

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>PTPT1000</i>	<i>Description</i>
Multi-Language Entry	MLTLNG	N	Yes	When Multi Language Entry is enabled, users can enter data in the language specified for pages where multiple language entry is available. The user selects the preferred language from the Data Language dropdown list.

See Also

PeopleTools PeopleBooks: PeopleSoft Portal Technology, “Using Portal Caching Features”

System and Application Messages

System messages are those that the system displays for the user when certain events occur such as a save or a request to view another page.

Note. PTPT1000 is a delivered permission list that you can use as a starting point for a user permission list. The column shows whether a user can modify the option.

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>PTPT1000</i>	<i>Description</i>
Save Confirm message	SCNFRM	Y	No	Provides a brief message confirming a Save action.
Save Warning message	SWARNw2	Y	Yes	Displays a warning when the user makes a change and attempts to leave the transaction without saving.

Understanding Internal Options

The following table presents the delivered internal options for using Query.

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>Description</i>
Name Style	NAMESTYLE	N	Used with PeopleSoft Query. Name Style is either 'Name and Description' or 'Description only'. It refers to how records and field names are displayed. Used mostly for global users where the record names are in English but the descriptions are in another language.

<i>Item</i>	<i>Option Code</i>	<i>Initial Setting</i>	<i>Description</i>
Auto Join	AUTOJOIN	Y	Used with PeopleSoft Query. Query automatically determines the join conditions for you when a new record component is added.
Dictionary	DICTIONARY	N/A	Not currently used in PIA Query.
Sort by	SORTBY	N/A	Not currently used in PIA Query.

Defining Personalization Options

This section covers topics related to selecting, modifying, and creating personalization options for your site. Adding personalization options involves setting up your options in the Personalizations interface, implementing the behavior using PeopleCode, and adding the appropriate permissions through PeopleTools Security. Adding a row to the table using the following interface is only one part of the process.

Note. The menu items within PeopleTools Personalization are intended for developers and system administrators.

Understanding the Search Page

To access the personalization definition pages, select PeopleTools, Personalization, Personalization Options. On the search page, you have the option to search by Option Category Level or Description. If you select Option Category Level and click Search, the following result set appears.

- Customer Relationship Management (CRM).
- Custom (CSTM).
- Enterprise Performance Management (EPM).
- Financials (FIN).
- Human Resources (HRMS).
- Learning Solutions (LS).
- PeopleTools (PPLT).
- Supply Chain Management (SCM).

Note. These are the only available Option Category Levels. You can't add custom Option Category Levels.

This list corresponds directly to the collection of PeopleSoft applications. In addition, there is a Custom category where you store any personalization options you create for applications you have built using PeopleTools. You can also add, or extend, the personalizations for each category. For instance, if you wanted to add a new personalization to the HRMS category, you add it to the list and define it.

This high-level separation of the personalization options enables you to take a modular approach in deploying the options to your user base. It also helps you to avoid collisions by separating equivalent personalization options by application. For example, you can assign different default values for the same personalization for your Human Resources and Financials applications.

Before adding or modifying personalizations, you select the appropriate category. For instance, for CRM personalizations, select the CRM category.

Note. Regardless of whether you have installed all of the applications listed in the Option Category Level options, the same category levels appear. Ignore any categories that do not apply to your site.

You add and modify the delivered personalization options using the Define Personalizations component.

To access this interface, select PeopleTools, Personalization, Personalization Options. This interface contains the following grid tabs.

- Definition
- Format
- Explanation

You use this grid to view and to modify the personalizations within the Category Level you selected on the search page.

Definition Tab

Define Personalizations

Option Category Level: PeopleTools

Define Personalizations

Definition
Format
Explanation
...

*User Option	Description	*Option Category Group
ACCESS	Accessibility Features	Query Preferences
ADBTN	Tab over Add/Del Buttons (+/-)	Query Preferences
ADES	Afternoon designator (PM, pm)	PS Internet Architecture

Definition Tab (1 of 2)

Option Category	User Option Type	Locale Based		
General Options	System	<input type="checkbox"/>	+	-
Navigation Personalizations	System	<input type="checkbox"/>	+	-
Interntl & Regional Settings	System	<input checked="" type="checkbox"/>	+	-

Definition Tab (2 of 2)

User Option

Displays the code associated with the user option. This is the code that the system (PeopleCode) recognizes at run time.

Description

This is the description of the option that the end user sees on the My Personalizations interface. The description should be unique within the same category. When adding custom personalizations, special attention needs to be paid to this field. Make sure the description is meaningful to end users.

Option Category Group

Specify the product or functional groupings of options. This value acts as an administrative attribute providing ownership for maintenance purposes. It further divides the Option Category Level.

Option Category

Categorizes and encompasses a set of options for the end user. The option you select determines the button the end user clicks to view and modify the option.

You add new Categories using the Category page.

User Option Type

Enables you to set where an option is exposed to the end user for override purposes. There are two options:

- *Functional.* These are options that users set within an application or PeopleTool, such as the Application Designer preferences. Functional personalizations are not exposed to the end user through the personalizations pages. If the users have access to the tool or component, then they are able to override the settings.
- *System.* Options that are exposed directly to the user through the personalization pages. A user can override default values if permission lists grant them authority.

Locale Based

Indicates that the option derives the default values based on the Locale of the browser.

To add an option, use the plus sign button. To delete an option, use the minus sign button.

Note. If you add any custom values for these fields, complete all the appropriate planning beforehand. There is no built-in mechanism to prevent collisions.

Note. In the My Personalizations interface, end users only see options that possess the following attributes: the User Option Type is set to System *and* the option to override is allowed by way of the user's permission list(s).

Format Tab

Define Personalizations

Option Category Level: PeopleTools

Define Personalizations

Definition **Format** Explanation

*User Option	Field Format	Format Length	Record (Table) Name	Field Name
ACCESS	<input type="text"/>	<input type="text"/>	PSXLATITEM	ACCESSIBILITY_M
ADBTN	<input type="text"/>	<input type="text"/>	PSXLATITEM	PSYESNO
ADES	Uppercase <input type="text"/>	5		

Format Tab (1 of 2)

<u>Option Default Value</u>	<u>Set Option Default Value</u>		
Accessibility features off	Set Option Default Value		
No	Set Option Default Value		
PM	Set Option Default Value		

Format Tab (2 of 2)

User Option	Shows the code associated with the option.
Field Format and Field Format Length	Defines the field characteristic of the option. Used for the Option Default Value for options that are not validated against the database.
Record (Table) Name	Specify the lookup table that holds the personalization options values.
Field Name	Specify the field on the lookup table containing the valid option values.
Option Default Value	Shows the current default for the option. This value is set through the Set Option Default Value.
Set Option Default Value	This is a link to the secondary page used to set Option Default Values.

Set Option Default Value

The following items appear on the Set Option Default Value page.

Option Category Level	Shows the high-level category to which the option belongs, such as PeopleTools or HRMS.
User Option	Shows the code associated with the option.
Description	Shows the description of the option.
Current Default Value	Displays the current default value
Option Default Value	Select the appropriate value from the dropdown list, or add the appropriate option manually. Depending on the whether the option gets its default values from a prompt table determines if a dropdown list or an edit box appears. For options that derive default values from a prompt table, the system displays a dropdown list.


Explanation Tab


The Explanation tab enables you to reference the message text and the image (if needed) that the end user sees after clicking the Explain button in the My Personalizations interface.





















If you are adding a custom personalization, you'll need to create the message in the message catalog and create the image (if needed).

Define Personalizations

Option Category Level: PeopleTools

Define Personalizations Customize | Find | View All |  First 1-25 of 32 Last

Definition **Format** Explanation 

*User Option	Message Set Number	Message Number	Image Name
ACCESS	141 	16 	  
ADBTN	141 	17 	PT_ADD   
ADES	141 	18 	  
AUTOJOIN			  

Explanation Tab

User Option	Displays the code associated with an option.
Message Set Number	Specify the message set containing the message that contains the explain text.
Message Number	Specify the message number of the message containing the explain text.
Image Name	Points to the image that the system displays to the end user to provide clarification and context for the personalization. For example, for the "Tab over add button" option, the image of the "add" button is included so the user can recognize the object.

Working with Category Groups

Category groups can represent products, such as Query or Tree Manager, or functional groupings. A category group is an attribute that enables you to designate ownership of personalizations for administrative duties, such as maintenance.

Note. All options created within the category level of Custom, by default, appear in the Custom category group.

Category Group			
Category Group			Customize Find Download
*Option Category Group	*Object owner identifier	*Description	
APP DESIGNER	PeopleTool	App Designer Preferences	+ -
CUSTOM	PeopleTool	Custom Personalizations	+ -
PIA	PeopleTool	PS Internet Architecture	+ -
PORTAL	PeopleTool	Portal Personalizations	+ -
QUERY	PeopleTool	Query Preferences	+ -
TREE MANAGER	PeopleTool	Tree Manager Preferences	+ -

Category Group Page

- Option Category Group** Displays the name of the category group.
- Object owner identifier** Displays the name of the group responsible for the maintenance of the category group.
- Description** Provides a description of the category group for identification purposes. If adding a new description, this field has a 30-character limit.

Working with Categories

Categories are the way that you group and present personalization options to your end users. For example, for the Navigation option category the end user sees the description (Navigation Personalizations) on the My Personalizations page. When the end user clicks the adjacent Personalize Options button, they access the options you have grouped in the Navigation category.

Category			
Personalization Categories			Customize Find Download
*Option Category	*Object owner identifier	*Description	
GENERAL	PeopleTool	General Options	+ -
INTERNAL	PeopleTool	Internally Controlled	+ -
LOCALE	PeopleTool	Internl & Regional Settings	+ -
MESSAGES	PeopleTool	System & Application Messages	+ -
NAVIGATION	PeopleTool	Navigation Personalizations	+ -

Category Page

- Option Category** Shows the name of the category in which options appear for display on the My Personalizations page.

Object owner identifier	Displays the name of the group responsible for the maintenance of the category group.
Description	Provides a description of the category for identification purposes. If adding a new description, this field has a 30-character limit. Important! This is the text that appears on the My Personalization page. If you add custom categories make sure the text is meaningful for end users.

Working with Locale-Based Personalizations

Locale-based personalizations enable you to handle settings for globalization. Locale-based personalizations are treated separately than the other personalizations.

You use the following pages to manage these personalization options:

- Locale Definition.
- Locale Defaults.

The system derives the locale information based on the locale specified in the browser. PeopleSoft delivers these pages populated with the codes that represent the current browser locales.

This topic is discussed in more detail in the Globalization PeopleBook.

See Also

PeopleTools PeopleBooks: PeopleSoft Global Technology, “Understanding PeopleSoft Internet Architecture Locale Based Formatting ”

Adding Personalizations to Permission Lists

You assign personalizations to users by way of permission lists in PeopleTools Security. Before doing so, make sure you have added or modified all the necessary personalizations in the Define Personalizations pages. PeopleTools Security only recognizes personalizations that have been defined in the Define Personalizations interface. This topic is covered in the PeopleTools Security documentation.

See Also

Setting Personalizations

Creating Custom Personalization Options

The following section applies to creating custom personalization options.

Creating Custom Personalization Options

Creating custom personalization options involve the following steps:

- Step 1: Create the option using the Define Personalization interface.
- Step 2: Implement the behavior using PeopleCode personalization options (discussed in the following section).
- Step 3: If users will be able to control the personalization, you need to make the option accessible on the appropriate permission list through PeopleTools Security.

Personalization PeopleCode Functions

There are two PeopleCode functions related to personalizations. These functions are:

- GetUserOption.
- SetUserOption.

If you intend to modify or create custom personalizations, you may need to employ the use of these functions. Refer to the PeopleCode documentation for use and syntax.

See Also

PeopleTools PeopleBooks: “PeopleCode Reference”

Working with the My Personalizations Interface

This section describes the interface that end users access to do the following:

- View the available personalization options.
- Modify defaults for personalization options.

Personalizations Page

Access the My Personalizations page.

Personalizations

QE User

Standard settings are in effect.

Changes to Personalization settings require you to log off and log back on in order to take effect.

Personalization Categories

Description	Personalize Options
General Options	Personalize Options
Internl & Regional Settings	Personalize Options
System & Application Messages	Personalize Options
Navigation Personalizations	Personalize Options

Restore Defaults

Personalizations Page

Description	The description column contains a brief description for identifying a particular category of personalization options.
Personalize Options	To view and modify the options within a category, click this button.
Restore Defaults	Click this button to restore the default values for all options in each personalization category. Defaults refer to the initial values that your system administrator has set for each available option—before you modified the option. So, you only use this feature if you have modified one or more personalization option and you want to revert to the initial settings.

Personalize Options

Access the My Personalizations - Personalize Options page.

Option Category: Navigation Personalizations

Personalizations			
Personalization Option	Default Value	Override Value	
Automatic menu collapse	No	Yes	Explain
Business Process Navigation	No		Explain
Tab over Calendar Button	No		Explain
Tab over Grid Tabs	No		Explain
Tab over Header Icons	No		Explain
Tab over Lookup Button	No	Yes	Explain
Tab over Navigation Bar	No		Explain
Tab over Browser Elements	No		Explain
Tab over Page Links	No	Yes	Explain
Tab over Related Page Links	No		Explain
Tab over Toolbar	No	Yes	Explain

Find First 1-11 of 11 Last

Restore Category Defaults

OK Cancel

Personalize Options

Option Category Shows the description of the category of personalizations. This helps you to make sure that you have the correct category open.

Personalization Option This column lists all of the personalization options available for you to modify. The text that appears in the list is a brief description of the option. For more information on the option, click the Explain link.

Default Value Refers to the initial settings that your administrator has specified for the option. If you do not modify the default value, the option assumes the value provided by the system administrator.

Override Value Enter any custom value you want to assign to the personalization option. To "override" a default setting means to "use in place of" the default setting.

Explain Click this link to view more information on what the personalization option provides. See the following section for more information on the Explanation page.

Restore Category Defaults Returns all modified options to the default values. This button applies only to the current category, as in the category you have open.

OK/Cancel After you have made any modifications, click OK so that the system records your changes. If you do not want your changes recorded click Cancel. If you have not made any

changes and just viewed the options, you can use either button to return to the Personalizations page.

Personalization Explanation Page

Access the My Personalizations - Personalization Explanation page.

Personalization Explanation Page

Personalization Name	The name of the individual personalization appears at the top of this page so that you can make sure you are viewing or modifying the appropriate option.
Default Value	Shows the value that your system administrator has set as the default value for an option. The personalization assumes the default value unless you override it (modify it).
Override Value	Overrides (or changes) the default value. For instance, if the default value for an option is No, you can override the default value to be Yes.
Restore Option to Default	Enables you to change any option value that you've modified to assume the original default value specified by your system administrator.
Explanation	This box contains the description of what the personalization option provides when activated. For longer descriptions, use the scroll bar to view. This box is "read-only", which means you can't add text to it.
Image	In many cases, especially with the Navigation options, an image appears to provide further clarification as to a specific control or item that the option affects.

For example, on the explanation page for the Tab Over Toolbar option, an image of the toolbar appears in the image section to show exactly the area on the page that the personalization affects.

OK/Cancel

Returns you to the current Option Category page. If you've made changes to the personalization option that you want to keep, click OK. If you do not want to keep the changes you have made, click Cancel. If you have made no changes, user either button.

Modifying a Personalization Option

The following procedure describes the steps you need to complete to modify a personalization option.

<p>To modify a personalization option:</p>

1. Select My Personalizations from the portal menu.
2. On the Personalizations page, click the Personalize Options button adjacent to the category of personalization options you want to modify.
3. In the Personalization Option list, locate the option you want to modify.
4. In the corresponding Override Value edit box specify the appropriate override value.

Depending on the option, you will see one of the following controls.

- A drop-down list box. Select the appropriate option from the drop-down list.
- An edit box. Manually add (type in) the override value.

5. Click OK.

This saves the change to the system.

6. Sign off and then sign on again so that the system recognizes your changes.

Glossary

The terms in this glossary are used among multiple Financials and Supply Chain Management applications.

Numbers

401(a)(17) Limits

The limitations on the earnings that may be included in the calculation of benefits under qualified U.S. pension plans.

1st Year Amount

In PeopleSoft Workforce Analytics, 1st Year Amount is an employee-level compensation amount, totaling the calculations for the first calendar year's worth of accounting periods, in a compensation scenario.

A

Abend

Abnormal End (to a process).

ABM (Activity-Based Management)

See PeopleSoft Activity-Based Management.

ABPS (Activity-Based Planning and Simulation)

See Activity-Based Planning and Simulation.

Absence

An absence occurs when an employee is not at work (absent) during a normally scheduled work period. Absences may be scheduled or non-scheduled, compensated or uncompensated, excused or unexcused. An absence may occur for a variety of reasons like illness, family emergency, civic obligations (e.g. Military duty or jury duty), or vacation.

Absence Entitlement

Element which defines the 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.

Absence Take

Element which defines the conditions that must be met before a payee is entitled to take paid time off.

Accepted Exception

An exception that has been reviewed and validated (see Time Management).

Accommodations

Accommodations are efforts your organization is able to make for employees or applicants with disabilities, such as purchasing special equipment or making structural changes to a work environment.

Account Management

In PeopleSoft Demand Planning, a feature that enables you to divide a centrally held corporate forecast into multiple subsections for easier maintenance and management. These subsections are separate databases that can be distributed to account managers for use and updates, then rejoined with the main database at a later date.

Account

A code for recording and summarizing financial transactions as expenditures, revenues, assets, or liabilities balances. This is a delivered PeopleSoft ChartField, specific use of which is typically defined by the organization during implementation of PeopleSoft General Ledger.

Account Type

A name for one of the different kinds of accounts used in a PeopleSoft General Ledger, such as Asset, Liability, Equity, Revenue, and Expense.

Accounting Class

In PeopleSoft Enterprise Performance Management, an attribute that defines how the particular resource would be treated for generally accepted accounting practices. Inventory denotes whether a Resource will become part of a balance sheet account such as inventory or fixed assets, while Non-inventory denotes that the Resource will be treated as an expense of the period during which it occurs.

Accounting Date

The date that a transaction is recognized as opposed to the date the transaction actually occurred—the **Transaction Date** (although the two dates 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. In PeopleSoft Asset Management, the difference between accounting date and transaction date determines whether prior period depreciation must be calculated, and how much. Accounting Date must be later than or equal to Transaction Date.

Accounting Entry

A set of related debits and credits. An Accounting Entry is made up of multiple *Accounting Lines*. In most PeopleSoft applications, accounting entries are always balanced (debits = credits). Accounting entries are created to record accruals, payments, payment cancellations, manual closures, project activities in general ledger, and so forth (depending on the application).

Accounting Entry Template

A user-defined table that controls the use of system-generated accounting lines in the posting processes.

Accounting Split

Method indicating how expenses are allocated or divided among one or more sets of accounting ChartFields.

Accredited Education

Education above the high school level completed in a U.S. college, university, or other educational institution that has been credited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.

Accrual

Any hours that employees accumulate for use at another time in the form of earned vacation time or sick leave, for example.

Accrual Basis Accounting

Accounting that records the impact of a business event as it occurs, regardless of whether the transaction affected cash.

Accrual Class Codes

Classes or categories of accruals.

Accrual Type

Defines an accrual such as annual leave or sick leave.

Accumulate Demand

In PeopleSoft Demand Planning, a transfer process function that adds demand quantities for an item to any quantities that already exist for the period.

Accumulator

Element which allows you to combine several elements. 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. See also Time Administration.

Accumulator [Global Payroll]

Element which provides a means for storing the cumulative values of defined items as they are processed. As you make payments, take deductions, and perform calculations, you'll use accumulators to track accumulated amounts, or balances. You can accumulate a single value over time or multiple values over time, as your requirements specify. 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.

Action

In PeopleSoft Deduction Management, a task that you perform to obtain information required to resolve a deduction.

Action and Conditions

A process that defines actions and conditions independently of one another and then combines them to create a complete rule (see Rule Creation).

Action Code

In PeopleSoft Engineering, a user-defined code associated with an event/action triggered by the implementation of an engineering change order (ECO). Actions could include analyzing an item's existing quantity on hand, scrapping existing inventory, or modifying current documentation.

In PeopleSoft Product Configurator, a 2-character code that identifies rule types. For example, *FP* is the action code for the Finalize Price rule, and *CN* is the action code for the Condition rule. The rules control the processing path for configured items.

Action List

An online list of customers who meet predefined credit management criteria. The list also includes appropriate procedures for each action and contact information for the customer.

Action Owner

In PeopleSoft Deduction Management, the individual assigned a task to obtain information to resolve a deduction.

Action Reason

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 paygroup to another—and a *reason* for that action. Action Reason is used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

Active Control

A target control requiring that the user validate the budget against the planning targets before submitting it. If the budget totals are not within the tolerance levels, the system indicates that the status is invalid and the user cannot submit their budget until the budget is modified and the amount is within the tolerance range of the planning target.

Activity

In PeopleSoft Receivables and Deduction Management, an action taken on an item, such as creating an item, unposting an item, or writing off an item.

In PeopleSoft Projects, the unit of work that provides a further breakdown of projects—usually into specific tasks. Resources are assigned directly to activities within a project, not directly to projects.

A self-contained task that is part of one or more business processes. Business process maps display the activities that make up the process. An activity consists of steps representing the pages the user needs to complete and events representing the workflow routings triggered by the user's actions.

In PeopleSoft Enterprise Warehouse, the work of an organization and the aggregation of actions used for Activity-Based Costing.

Activity Attributes

Activity Attributes provide pieces of activity information. For example: capacity and performance, cost drivers, cycle time and performance measures.

Activity-Based Costing (ABC)

A methodology that measures the cost and performance of activities, resources and cost objects, assigns resources to activities and activities to cost objects based on their use and recognizes the causal relationships of cost drivers to activities.

Activity-Based Management (ABM)

See PeopleSoft Activity-Based Management (ABM).

Activity-Based Planning and Simulation (ABPS)

ABPS, a feature of PeopleSoft Activity-Based Management, calculates resource demands, new rates, costs, and activity volumes based on demand forecasts. It converts the new

resource demands into new cost requirements at the General Ledger item level to feed as input for budgeting.

Activity Driver

An Activity Driver indicates the amount of demand there is for a particular activity and it is used to assign cost to cost objects. In some instances, an activity driver may represent the yield of an activity.

Activity Fragmentation

The part of the Employee Profile feature that provides information about the number of employees that is involved in completing a particular activity on a full or part-time basis.

Activity ID

A unique 15-character alphanumeric identifier given to each activity within a project. Activity IDs need only be unique within a single project.

Activity List

In PeopleSoft Pension Administration, a checklist used to monitor pension-related activities.

Activity Type

A user-definable identifier for grouping activities.

Activity Type

Also known as Activity Code. A categorization of work effort. Typically work effort is categorized as productive or non-productive; Repair, Maintenance, Enhancement, or Improvement; or Development or Construction. Activity type is usually required to support cost accounting or financial accounting (recording) functions. It may also be required to support some organizational administration requirements such as organizational productivity goals, or employee performance measurement. In some companies, activity type is inferred from job function, work group affiliation, or organization.

Activity Use

An attribute used to describe the behavior of an Activity as defined within PeopleSoft Enterprise Performance Management. A Primary Activity is an activity that is performed for the purpose of directly generating revenue within the course of business. A Secondary Activity is generally performed in direct support of a Primary Activity such as activities related to human resources or MIS.

Actual Base Hours

This defines the number of hours that an employee is expected to work within a given period under analysis within PeopleSoft Enterprise Performance Management. Hours worked in excess of Actual Base Hours are generally considered overtime, while hours worked less than Actual Base Hours would illustrate that the employee is working part-time.

Actual Contribution Percentage (ACP)

The amount of an employee's after-tax or employer matching contributions made in a Section 401(m) plan on behalf of highly compensated plan participants, divided by the employee's annual compensation, or an amount determined in the same manner with respect to non-highly compensated employees. The Base Benefits business process is set up to perform ACP nondiscrimination tests for Section 401(m) plans. See Nondiscrimination Tests and Highly Compensated Employee.

Actual Date

Calendar date in which a punch occurred (see Time Reporting).

Actual Deferral Percentage (ADP)

The amount of salary reduction contributions made by an employee to a Section 401(k) plan for a year, divided by the employee's total compensation for that year. The Base Benefits business process is set up to perform ADP nondiscrimination tests for Section 401(k) plans. See Nondiscrimination Tests and Highly Compensated Employee.

Actual Demand

In PeopleSoft Demand Planning, an **Array** of demand by historical period imported from an external system. The demand figures are determined by imported values and typically include shipments, orders booked, orders booked by requested ship date, or shipments.

Actual Rates

An Actual Rate is the rate that your business currently uses for its business practice.

Actuarial Assumptions

Any assumptions used to calculate an equivalent benefit for an optional form of payment or an alternative retirement date.

Actuarial Valuation

A comparison of a pension plan's assets and liabilities.

Actuarial Valuation Extract

A PeopleSoft Pension Administration data extract containing data that a plan actuary needs in order to determine the plan's assets and liabilities.

Address Type

A high-level address classification that identifies addresses associated with a **Material Issue**. Examples include Ship To Address, Bill To Address, and Ship Notification Address.

Adjusted

In the Enterprise Planning and Simulation forecasting process, in addition to versions of the statistical forecast, there is an adjusted version of the forecast. Managers create this version by reviewing the forecasts and entering adjustments that cannot be inferred statistically. For example, there may be a promotional campaign next quarter that is expected to boost volume for certain products over several weeks.

Adjusted Demand

In PeopleSoft Demand Planning, an **Array** of demand after adjustments have been made to the actual demand values. The adjusted figures may include both manual and system-generated changes, such as demand filtering and depromotion. The system uses adjusted demand rather than actual demand in the Forecasting Reset process and in the recalculation of model components during period-end processing.

Adjusted Forecast

In PeopleSoft Demand Planning, a **Statistical Forecast** that has been adjusted using management overrides, proration, or summarization.

Adjustment

See **Bill Adjustment** or **Inventory Adjustment**.

Adjustment Voucher

A PeopleSoft Payables voucher that enables you to apply an adjustment to an existing voucher or to relate one voucher to another.

Advice

The Form that employees who choose direct payroll deposit receive in lieu of a check.

Affiliate

A control person of a corporation. Generally, an officer, director, or major shareholder that has the ability to influence the corporate management decisions.

After-tax Deductions

Deductions that reduce net pay. These deductions are subtracted from gross pay after taxes have been taken out. Also called “post-tax” deductions.

Agency

Any Department or independent establishment of the Federal Government, including a government-owned or -controlled corporation, that has the authority to hire employees in the competitive, excepted, and senior executive services.

Aggregated

In Enterprise Planning and Simulation, each period the statistical forecast is calculated automatically by the system. A forecast for each individual product can be computed using history for that product. Then these forecasts can be aggregated (that is, summarized) into forecasts for the product family.

Aggregate Reporting

The ability to report time as a collection or mass. In Time and Labor aggregate time reporting features include the ability to report time in a lump sum, as a pattern, in a range of dates, or for an entire crew.

Aging Data

Updating data from separate sources, and separate dates, to a common date using an annualized factor.

Aging ID

A code representing rules for aging open items.

Alias

Any of several PeopleSoft Pension Administration utilities that look up or calculate employee information.

Allocated

In Enterprise Planning and Simulation, the computed forecast and the summarized forecast are two different versions of the statistical forecast. In addition, the forecast at the product family level can be allocated down to the individual products. Usually this allocation is done in proportion to the calculated product forecasts at that level. This version of the (statistical) forecast is called the allocated or prorated statistical forecast.

Allocated Inventory

The inventory assigned to a specific stock request.

Allocation Manager

Perform allocations using the Allocation Manager. Allocations enable you to distribute revenue, expense, and statistical quantities across business units, departments, and so on. You can allocate budget planning to detail levels so that you may perform detailed budgeting. The type of allocation you select determines the output.

Allocation Manager Rules

In the PeopleSoft Enterprise Warehouse, Allocation Manager rules allow you to specify the basis as well as the target tables for moving, aggregating, or multidimensionalizing your output. Rules use Allocation Manager methods to enrich the PeopleSoft Enterprise Warehouse data. *See* Allocation Manager Methods.

Allocation Manager Methods

There are several methods: Arithmetic Operation, Prorata, and Spread Even. Each method enables you to move and/or enrich output.

Allocations

A process of distributing budget amounts to and from other Budget Centers. Budget amounts are allocated to cover, or offset, the costs in one Budget Center by charging them to another Budget Center. An allocation is also the budget amount that is distributed to or from a Budget Center. A budget amount that is charged to another Budget Center appears as a negative amount. This same budget amount appears as a positive amount in the other Budget Center receiving the allocation. PeopleSoft Budgeting-specific.

Allotment

This is a voluntary deduction from pay. Employees may elect up to two allotments from pay, transmitted to a financial institution to the employee's checking or savings account.

ALM (Asset Liability Management)

See PeopleSoft Asset Liability Management.

Allowances

The amount owed to an employee in addition to base salary and which is not defined as part of gross salary. For example, vacation can be considered an allowance. PeopleSoft Budgeting-specific.

Alternate Account

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.

Alternate BOM

Identifies the multiple ways in which an item can be produced. The primary production BOM is designated as BOM code 1. By using BOM codes, you can associate up to 98 other alternate BOMs with the item.

Alternate Routing

A routing, usually less preferred than the primary routing, but resulting in an identical item. You can specify up to 98 alternate routings for production routing types by entering additional Routing Codes (greater than 1) for the same routing type.

Alternative Minimum Tax (AMT)

AMT is calculated by adjusting the taxpayer's regular taxable income with a number of tax preference items and adjustments. Tax preference items are positive items increasing

Alternative Minimum Taxable Income (AMTI) and are excluded from regular taxable income. Tax preference items include gain from the exercise of incentive stock options.

Amount Type

In PeopleSoft Workforce Analytics, the Amount Type specifies whether a benefits compensation amount is a value or expense, to the employee or the employer.

Analysis Base

Defined static, historical data used both to seed and compare against proposed budgets.

Analysis Group

A grouping of analysis types. Analysis groups can be used for project analysis and grouping or for mapping analysis types.

Analysis Template

A set of pre-defined reports that you can view and publish online. These templates access data in the Enterprise Warehouse tables, and organize it by function, role and industry. The templates allow you to pivot, sort, rank, drill and chart the data, for your analysis needs.

Analysis Type

A 3-character, user-definable identifier that enables you to label the different types of costs. For example, you might want to track budgeted costs (BUD), committed costs (COM), and actual costs (ACT).

Analytical Applications

See PeopleSoft Analytic Applications.

Analytic Forecasting

Analytic Forecasting is the part of the Planning and Simulation feature that creates forecasts for your business requirements.

Annual Amount

In PeopleSoft Workforce Analytics, Annual Amount is an employee-level compensation amount, totaling the calculations for a full fiscal year's worth of accounting periods, in a compensation scenario.

Annual Declaration Report

The French Annual Declaration report is a payroll report which checks establishment profiles to see whether an establishment has to produce the report, and then calculates the amount of all the social security contributions for this establishment.

Annual Leave

Annual leave is absence from work with pay and must be approved by the employee's supervisor in advance. This type of leave (Plan Type 51) is accrued based on years of service: Full-time Permanent/Full-time Seasonal employees ...0-3 years - 4 hours per biweekly pay period; 3-15 years - 6 hours per biweekly pay period (plus an additional 4 hours in the final pay period of the leave year); and 15+ years - 8 hours per biweekly pay period. Part-time Permanent/Part-time Seasonal employees...0-3 years - 1 hour for every 20 hours worked; 3-15 years - 1 hour for every 13 hours worked; 15+ years - 1 hour for every 10 hours worked. Generally, there is a leave year ceiling of 240 hours on accrual; amounts accrued in excess of the ceiling and not used prior to leave year-end are forfeited.

Annual Shareholders Meeting

A meeting of corporation's directors, officers, and shareholders held for the purpose of communicating the operating and financial results for the prior year, the prospects for the future and major decisions of management.

Annual Workforce Survey by Nationality and Professional Category (Enquête sur l'activité et les conditions d'emploi de la main d'oeuvre)

In France, companies are required to submit the Annual Workforce Survey by Nationality and Professional Category to the Ministry of Labor. This report provides an analysis of the company's foreign workforce, which includes any employee who does not have French citizenship.

Annualized Tax Method

A payroll tax calculation method that divides the tax on an annualized amount by the number of pay periods in the year to find withholding for a given pay period, based on the number of withholding allowances. Annualized is the most common tax method.

Annuitant Amount

The gross monthly annuity a federally retired employee receives.

Annuitant CSA Number

A unique number assigned by OPM for a retired employee.

Annuitant Indicator

A code used to indicate the status of an annuitant appointed to a position in the Federal civilian service. Text for the codes is as follows:

1. Reemployed annuitant - Civil Service/FERS
2. Retired military officer receiving pay
3. Retired military non-officer (enlisted) receiving pay
4. Retired military officer receiving pay and a reemployed annuitant - Civil Service

5. Retired military non-officer (enlisted) receiving pay and a reemployed annuitant - Civil Service
6. Not applicable (none of the above)

Annuitant Indicator (cont)

- A. Reemployed Annuitant – FERS
- B. Former Annuitant - FERS
- C. Retired Officer/Reemployed Annuitant - FERS
- D. Retired Officer/Former Annuitant - FERS
- E. Retired Enlisted/Reemployed Annuitant - FERS
- F. Retired Enlisted/Former Annuitant - FERS

Annuity

A series of periodic payments made to an individual. Under a pension plan, these payments are generally made monthly.

Anti-Dilutive

Typically, options or shares where the price is greater than the current fair market value of the security.

APE (Activité Principale Exercée) Codes

APE codes classify the type of industry or activity your French company is in, such as software, banking or insurance. The APE codes are a normalized set of codes that are required by law and are used in regulatory reporting.

API

An Application Programming Interface (API) is the technology that a software product supplies so you can control it or communicate with it from another application. PeopleSoft APIs enable the user to perform desired actions upon PeopleSoft data without having to know the internal logic or rules of the program.

Applicant Hire Process

The procedure of hiring an applicant who has been tracked and administered in the Recruitment pages. Once you assign an Employee ID, the system uses recruitment data to populate the fields in the Personal Data pages.

Application agent

An application agent is an online agent that is loaded into memory with a PeopleSoft page. It detects when a business rule has been triggered and determines the appropriate action.

Application Designer

The integrated development environment used to develop PeopleSoft applications.

Application Engine

PeopleTools batch processes consisting of a set of defined SQL statements. Application Engine processes is more efficient than COBOL or SQR, since they operate within the database system, and don't rely on external processing.

Application Journal Template

A set of rules and default values to control the creation of journals from accounting entries.

Application Processor

The Application Processor is the PeopleTools runtime engine that controls processing of the application from the time the user requests a panel group from an application menu through the time that the database is updated and processing of the panel group is complete.

Application Server

The application server is the centerpiece of PeopleSoft's three-tier architecture. It utilizes Tuxedo, BEA Systems' transaction monitor, to manage client transactions and provide the business rules and workflow capabilities of PeopleSoft's enterprise applications.

Application Server Domain

The collection of server processes and associated resource managers defined by a single PSTUXCFG configuration file. Each application server domain is configured to connect to a single database. Multiple application server domains can exist on the same server machine.

Appointing Authority

The basis that authorized the appointing officer to effect personnel actions on an employee.

Appointing Officer

Denotes if the employee has appointment authority based on laws and regulations.

Approve Time

The Time and Labor feature that approves all employee daily time before it can be sent to payroll for processing. You can approve time by group or by individual employee. You can also unapprove previously approved time.

Approving Official

Individual with the delegated authority responsible for signing the action(s) taken on an employee.

Array

An ordered grouping of data by period and year. PeopleSoft Demand Planning uses arrays in forecasting demand.

Array

Element which enables you to extract information based on a column value. One way of thinking of an array is that it is a SQL statement that retrieves data from an existing table.

Array Dimension

Determines which inventory-stocking possibilities are included in a **Cube View**. This standard one-level dimension consists of the key fields that include, for example, order quantity, safety stock, and turn rate.

Arrears Balance

An amount owed to either the employer or employee, usually the result of a deduction not fully taken.

Ask Price

The price at which someone who owns a security offers to sell it; also known as the asked price.

As-of-Dated

Refers to a snapshot of the data at a given point in time.

Asset Assignment

A streamlined means of associating project costs to assets or asset profiles within PeopleSoft Projects.

Asset Budgeting

Budget for planned asset acquisitions and the associated depreciation expense that can be associated with a Capital Acquisition Plan (CAP).

Asset Catalog

A list of asset profiles which includes information about that asset type, including Cost, Life, Salvage Value, Depreciation Method, Currency Code, and Asset and Depreciation Account.

Asset Category

A standard group of assets. Typical asset categories include Furniture and Fixtures, Machinery and Equipment, Land, Buildings, Leasehold Improvements, and the like. These generally correspond to General Ledger asset accounts. Assets in one category usually share some depreciation characteristics, such as estimated service life and depreciation limits.

Asset Class

An asset group used for reporting purposes. It can be used in conjunction with Category to refine asset classification.

Asset Liability Management

See PeopleSoft Asset Liability Management.

Asset Life

The number of years an asset will depreciate, after which time it might be kept or sold for its Salvage Value. Also *see* Useful Life.

Asset Profile

A template that contains standard depreciation criteria for an asset type and its corresponding asset books. You can use the information in asset profiles as default values when adding assets.

Assignment of Life Insurance

Effective 10/3/94, Federal employees can assign their Basic, Option A and Option B insurance to another person(s), firm(s), or trust(s); Option C is excluded. The assignment of benefits transfers ownership of the FEGLI coverage to the assignee(s). The insured no longer has control over his/her insurance coverage and can no longer designate beneficiaries.

Assignment is irrevocable. Either all or none of the insurance can be assigned. Assignment does not have to be to the same person or firm. Assignments must be made in percentages of total insurance versus an assignment of Basic Insurance to one person and Option A to another. Additionally, terminally ill employees can assign their insurance to a Viatical Settlement Firm in exchange for cash (approx. 60% - 85% of the face value of the coverage). Life Expectancy is usually 24 months or less for a Viatical Settlement Agreement.

Assignment Type

This defines the behavior of the object, (resource, activity, or cost object) within PeopleSoft Activity-Based Management. If the object is identified as a source then costs may be allocated from that object to another object, which must be identified as a target. If an object ID is identified as a target it may be allocated costs from another object ID but may not allocate costs. An object ID can be both a source and a target, thereby having the functionality of each.

Associated Primary BOM

With multiple outputs, it's possible that a given co-product can be created in more than one way – in other words, an item is a co-product on more than one items' primary BOM. By assigning an associated primary BOM to a co-product, you are telling the system which BOM to use in exploding the co-product to the next level.

AT Section

In France, this stands for Section Accident du Travail, or Work Accident Section. It is information needed to identify the establishment risk code for insurance purposes.

ATP Reserved Order

An order that has been promised against future supply. The user has an obligation to the customer to fulfill the order quantity by a certain date. ATP-reserved orders are also referred to as *promised orders*.

Attendance

A component of time reporting application whose purpose is to apply business rules related to Benefit Entitlement and Administration and Organizational Administration to time reported as worked or not worked, and to satisfy a variety of reporting needs.

Attendance Reporting

A Time and Labor report that indicates an employee's attendance record. It includes sick leave, vacation time, and other leaves taken.

Attribute

An attribute is an element within a dimension. For example, the element "Store" is an attribute of the dimension "Geography" for the retail industry. An attribute is also a column heading on an analysis and reporting template.

Audit Trail

See Drill-Back Calculation.

Auditor

Person designated to review expense sheets and cash advances before payment.

Automatic Revision Incrementing (Auto Rev)

The ability to automatically set up revision control and generate revisions for revision-controlled items at the business unit level. This includes setting up a revision scheme or a predetermined, ordered list of revision names.

Automatic Spouse Benefit

A joint and survivor pension benefit provided without any actuarial reduction to a pension benefit. The automatic benefit is a n% joint and survivor; the employee is still entitled to choose any optional form of payment and any beneficiary for the remainder of the benefit.

Availability Date

The date a lot becomes acceptable for fulfillment in PeopleSoft Inventory or for consumption in PeopleSoft Production Management. (Availability Date = Creation Date + Availability Lead Time)

Available to Promise (ATP)

The projected supply of a product less the actual demand, which informs the sales and marketing department of the products that can still be sold without modifying the master schedule. ATP isn't cumulative – it's calculated for each period.

Average Daily Balancing

A feature in PeopleSoft General Ledger that enables you to target the ChartFields on which you base average balance calculations, summarize amounts for selected ChartField values according to your reporting requirements, and define the periods for these calculations.

Used by the financial analytic applications in Enterprise Performance Management. For a reporting period (usually monthly) this refers to the average daily balance of an account as opposed to the month-end-balance, which is the balance as of the last day of the month.

Average Daily Balance Ledger (ADB_Ledger)

In the PeopleSoft Enterprise Warehouse, the Average Daily Balance Ledger table (PF_ADB_LEDGER_F00) is similar to the functionality of the PF Ledger table (PF_LEDGER_F00), in that it too supports reporting. However, the Average Daily Balance Ledger is used for average daily balances. It is a table that is used mostly for processes associated with the financial services industry.

Average Inventory

In PeopleSoft Inventory Planning, one half of the average lot size plus the safety stock when demand and lot sizes are expected to be relatively uniform over time. When demand and lot sizes are not uniform, the stock level versus time can be charted to determine the average.

Average Price

The average price derived from either the bid and ask prices (for bid/ask/average) or from the high and low prices (for high/low/average).

Average Static Calc Flag

In PeopleSoft Inventory Planning, a method used with static policies. The average method sets the static policy equal to the weighted-average, time-phased policy over the next argument periods.

Award

A special payment to an employee for certain prescribed kinds of activities or accomplishments.

B***Back Pay Interest***

Under certain circumstances, an employee can be eligible to receive additional pay relative to a delayed receipt in salary caused by administrative error in processing a personnel action. The U.S. Office of Personnel Management has established guidelines for Federal agencies on when and how to make these calculations.

Background Process

Any task or process that is grouped with another and runs in the background. Background processes are usually scheduled to run on a regular basis. All background processes are executed through process-specific COBOL programs run outside the Windows environment.

Backlog Reason Code

An identifier indicating the reason an item could not be shipped. Example codes might include out of stock, discontinued, or seasonal.

BAD Forecast Ratio

In PeopleSoft Demand Planning, the maximum acceptable value of the ratio of the and the base component (Standard Deviation/Base Component). When this value is exceeded, the system automatically resets forecast model parameters. The higher the value, the less likely it is that the system will reset the parameters. In most organizations, a BAD ratio of 1.00 or lower is appropriate for most items.

Balance Segmentation

Balance Segmentation is used in Funds Transfer Pricing to divide balances in deposit accounts between core (stable) and non-core (volatile) segments. Core funds represent the minimum balances that are retained on a long-term basis, building a relatively reliable source of funding to the bank. Non-core funds are temporary in nature due to their volatility caused by customer preferences for liquidity, and cannot be utilized on a long-term basis.

Balance Type

Balance Type is a lookup code used to define the type of instrument balances that will be stored in the PeopleSoft Enterprise Warehouse and processed by the analytic applications. Examples of different Balance are Current Balance, Average Daily Balance, Period Ending Balance, or Commitment Balance.

Balanced Scorecard

See PeopleSoft Balanced Scorecard.

BAM

Business Analysis Model. XXX I think this term is incorrect because we use BAM to refer to the application. If we were referring to the business analysis model, we would say BAM model (that is, Business Analysis Modeler model.)

BAM Model

The BAM database published from the template. The model contains both the data and analytic structure used in the application. The BAM database is physically separate from the Enterprise Warehouse database. Data is sent to the model through migration processes.

BAM Template

A file created using BAM design tools, representing the model prior to its creation as a database. This file has an extension of .MDL. This file is published to a BAM database once the model design process is complete. Each application using BAM will deliver templates which the customer will review and publish to a database in their environment.

Bank Identification Number (BIN)

In PeopleSoft Payables, a part of the bank information that identifies business unit banks.

Base Budget

The initial budget defined by the Budget Coordinator. The base budget is distributed as a starting point for Budget to review and edit. The base budget can be zero-based or incremental.

Base Compensation

In PeopleSoft Workforce Analytics, Cash Compensation that is typically categorized as fixed. It includes base pay and shift differentials as well as associated merit, equity, and step increases.

Base Currency

Base Currency is used to consolidate and report financial results of a multinational company. When a company transacts its business operations in different transaction currencies, those currencies are translated to the base currency for reporting purposes.

Base Currency Equivalent (BCE) Amount

If the monetary amount is in a currency other than the base currency, either the Extract-Transform-Load (ETL) process or the Multi Currency Engine can be used to convert the monetary amount to the Base Currency Equivalent (BCE) Amount.

Base Factor

In PeopleSoft Demand Planning, an element of a smoothing constant simulation set that controls base component smoothing in the Model Reset Simulation process.

Base Metric

Metric found on a fact table. A base metric usually contains an aggregate operator, for example “sum” or “count”.

Base Pay

A pay component included in the job comp (job compensation rate) calculation. It is pay for a regularly assigned workweek. For example, you can set up a regular hourly rate plus a shift rate, a union-negotiated rate for hazardous work, and so on.

Base Pay Structure

A PeopleSoft Workforce Rewards module you use to create or revise pay structures, and to assess the cost and impact of implementing new structures.

Base Time Zone

Customer defined time zone used for converting reported time to a common time zone for ease of applying rules (see Time Administration).

Batch

Batch systems are used when realtime updates are not needed. Batch-oriented data collection applications, developed in-house or by a third-party vendor, produce transactions that are collected in an ASCII text file. The text file is fed to a PeopleSoft SQR program that loads the transactions into the database.

Batch Processes

Any of the background programs in the client/server environment of PeopleSoft applications. Batch processes perform operations—such as pay confirmation, deduction calculation, and so forth—on groups of records, and are usually scheduled to run on a regular basis. You run these processes from the Process Scheduler, and they are executed through process-specific COBOL programs.

Before-Tax Deduction

Deduction that reduces net pay and FWT taxable gross, applied prior to the calculation of federal and state/provincial withholding taxes. Also called “pre-tax” deductions.

Begin Calc Date

The date on which PeopleSoft Asset Management begins to deduct from an asset's life.

Begin Depr Date

The date on which PeopleSoft Asset Management begins to calculate depreciation for an asset. Begin Depr Date is calculated using In-Service Date and Prorate convention.

Benchmark Job

In PeopleSoft Workforce Analytics, this refers to a Job Code for which there is corresponding salary survey data from published, third party sources. Jobs for which there is no corresponding salary survey data are referred to as non-benchmark jobs.

Benefit Commencement Date (BCD)

The date on which a pension payee elects to begin receiving payments.

Benefit Deduction

Any amount taken from an employee's pay check to offset all or part of the cost of the employee's benefits.

Benefit Eligibility

The PeopleSoft Pension Administration function that determines if an employee is eligible for retirement or ancillary benefits. A plan may have several retirement types—normal, early, late, death, and disability—each with its own eligibility criteria.

Benefit Entitlement

Any rules governing the circumstances under which employees are entitled to receive certain benefits. Typically, entitlement to benefits is based on type of employee (for example, full time, part time, occasional), length of employment, and specific rules which apply thereto, i. e., work group affiliation, and compensation base. Other criteria may also apply, such as reasons-for-claiming or job performance.

Benefit Formula

The formula that determines a participant's pension benefit in a defined benefit plan, as well as the PeopleSoft Pension Administration function that calculates the benefit.

Benefit Group

Part of a group of defaults assigned to job codes. Benefit group may include medical, dental, and health benefits dependent on individual company parameters.

Benefit Plan

A specific benefit within a plan type. For example, your company's life plan type might include benefit plans of one times salary, two times salary, and three times salary.

Benefit Plan Type

Any category of benefit, such as health, life, or savings.

Benefit Program

A set of benefits and deductions valid for an employee or group of employees. A single company may have any number of programs. An individual employee may belong to only

one program; the deductions and benefits contained in that program are the only valid deductions and benefits for that employee.

Benefit Tables

Any of the tables that contain employee benefits information. These are often relevant to payroll processing.

Benefits Base

The salary used for benefit calculations. The benefits base will be either the employee Annual Rate or Annual Benefits Base Rate.

Benefits Compensation

In PeopleSoft Workforce Analytics, Benefits Compensation is value associated with employment benefits. It can include benefits types for Health and Welfare (Medical, Life Insurance), Retirement (annuities, savings plans, pensions), and Paid Time Off (Vacation Leave, Sick Leave). Benefits compensation is sometimes fixed, and sometimes variable, depending upon the benefit type.

Betriebszählung (Company Statistics Report)

Also called the OFIAMT report. This report provides statistics required by the Swiss Federal Department of Statistics (BFS).

Bias Signal Limit

In PeopleSoft Demand Planning, a number between one and six that indicates how many **Forecast Period** to test for bias. If the bias test is violated, the system records a **Tracking Signals** error in the period up to the number of periods determined by the bias signal limit.

Bias Test

In PeopleSoft Demand Planning, a forecasting test that sets the limit for tripping a **Tracking Signals**. The lower the value, the more likely it is that a tracking signal is set.

Bid Price

The price a prospective buyer is prepared to pay at a particular time for trading a unit of a given security.

BIF file

This is the bulk insert file (input.bif) used with the Verity search engine to specify the documents to be submitted to a collection (search index). It contains a unique key, document size (in bytes), field names and values, and document location in the file system.

Bilan Social Report

See Employee Survey Report.

Bill

In PeopleSoft Billing, any group of bill lines.

Bill Adjustment

The process of making credit or credit and rebill adjustments to an invoiced billing activity.

Bill By Identifier

The Bill By Identifier is used to define how billing activity is grouped when added to a bill through the billing interface or the Populate Billing process.

Bill Header

The record containing information that pertains to the bill as a whole. Each bill has a unique bill header that identifies it within the system.

Bill Inquiry Phone

Bill Inquiry Phone is the number printed on your invoices for your customers to call if they have any questions about their bill.

Bill Line

The basic unit of billing activity representing a billable charge, including the charge identifier, quantity, price, and any other information regarding an individual transaction. Every bill line is related to a bill header that may have one or more bill lines related to it.

Bill Search

A method of finding a bill or bill line when you don't have enough information to call up the bill directly. **Customer Bill Search** enables you to locate a bill by Customer Name. You can also choose other parameters to limit your search. With **Bill Line Search** you first search for a particular bill and then a line on that bill. Parameters for bill line search include Reference, Date, and Amount.

Bill Source

The point where billing activity originates. Bill sources may be external to the system (imported through the billing interface) or entered directly online. Examples of bill sources include order management, project costing, and contract administration.

Bill To Customer

A customer who receives an invoice.

Bill Type

A category of billing activity variety. Examples of Bill Types include standard and custom order activities.

Bill Update

The process that adjusts bills that have either been entered manually or generated within the system.

Billable Indicator

A status flag that identifies an item as eligible for billing to a customer.

Billback Discount (BB)

A per unit discount which typically requires a customer to perform one or more merchandising activities to receive the discount. A BB discount is not deducted from the customer invoice, but once the customer performs the merchandising activity, a sales representative or broker can approve payment for the discount amount. Billback discounts can originate from a National Allowance or Customer Promotion, and are passed to PeopleSoft Order Management for informational purposes only. Billback discounts are recognized as a liability when the product is shipped.

Billing Location

A number identifying a customer address. Each customer may have multiple locations, but must have one *Primary Location* at which you contact them.

Blackout Period

The period of time, determined by the company, which prohibits certain activity in the company stock. Blackout Periods can affect the trading of some key individuals or can be placed on the entire company.

Bonus Tax Method

Annualizes your year-to-date earnings by multiplying them by the number of pay periods in the year. This method is used for Canadian tax processing.

Book

In PeopleSoft Asset Management, a data location storing financial information—like cost, depreciation attributes, and retirement information—on assets.

Borrow/Loan

The temporary reassignment of an employee to other task reporting or compensation requirements to allow the business to meet unexpected, short-term, fluctuations in staffing or work load. Typically, this kind of reassignment is done informally at a local level, where HR isn't involved and a new job record isn't created. Companies may have specific rules about how long an employee may be borrowed/loaned, how and where productive, non-productive, and compensated absence time will be charged, and what business rules to apply to the borrowed employee's time for the purpose of compensation and benefit entitlement and administration. See also Casual work Assignment.

Bracket

Brackets are a way to look up and retrieve database table values. After you've defined a table, the system finds a corresponding row on that table and returns the value of the bracket. The result is then available for use in other items such as formulas.

Branch

A tree node that rolls up to nodes above it in the hierarchy, as defined in the Tree Manager.

Branch Of Military Service

Identifies, if any, military service in which the employee served.

Breadcrumbs

Breadcrumbs show the navigation path to the current web page location. As you drill down through the different levels of the registry, a “breadcrumb trail” appears that shows the path you’ve selected. Each registry level is separated by an angled brace (>), and you can select any level to navigate directly back to that level.

A typical Breadcrumb would look like this:

Home > HR > Administer Workforce > Benefits

Break Funding

Charges assessed for mortgages that are paid off before maturity. In the Funds Transfer Pricing (FTP) application, Break Funding charges are factored into the transfer price for a loan that may be prepaid.

Break in Service

A period of time for which an employee does not meet stated service requirements.

Break Price

The price used to determine which options are eligible for repricing. For example, if the break price is \$36, then all outstanding option with a grant price of \$36 and greater are eligible for repricing.

Break Punch

An in/out punch of when a time reporter takes a break.

Brokers

Individuals or organizations who buy and sell securities. Often they are account executives who work for firms registered with the Stock Exchanges and the SEC. Unlike Transfer Agents, (who are not responsible for sales) Brokers do not maintain records on all your company’s certificates. They maintain only sales records and stocks for their clients.

BSC (Balanced Scorecard)

See PeopleSoft Balanced Scorecard.

Budget Activity

A type of activity performed using PeopleSoft Budget Planning. Budget activities include Line Item Budgeting, Line Item Mass Adjustments, Budget Allocations, and Position Budgeting. PeopleSoft Budget Planning-specific.

Budget Amount Ledger

Stores budget amounts and is updated by posting budget entries, transfers, and adjustments.

Budget Analyst

A role within PeopleSoft Budgeting. Budget Analysts are typically people within an organization responsible for reviewing and analyzing a prepared budget before submitting it to the Budget Coordinator. PeopleSoft Budgeting-specific.

Budgetary Account Only

An account used by the system only and not by users; this type of account will not accept transactions. You can only budget with this account. Formerly called “system-maintained account.”

Budget Category

A set of related expenses that are accumulated for proposal budgets and reporting to a sponsor. The estimated cost for a set or class of accounts.

Budget Category

Numeric/alpha identification given to each category of positions.

Budget Center

In PeopleSoft Budgets, any entity responsible for producing or reviewing budget data. For example, a Budget Center might be the individual departments responsible for producing budgets.

Budget Center Dimension

In PeopleSoft Budgets, the dimension by which you distribute budget data. If you budget by department, your department dimension will be your Budget Center Dimension. You'll assign Budgets Users to the nodes and detail values on the tree you use to build your Budgets Center Dimension.

Budget Check

In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

Budget Check Override

Selective suspension of Budget Processing. With this feature you can override the controlled budget for a transaction that failed budget checking due to insufficient funds; or override the tolerance limits for a transaction rejected due to exceeded tolerance limits. When you push the Override button, the system flags the transaction to allow the Budget Processor to process successfully regardless of available funding. You can cancel the override any time before the Budget Processor is run by clicking the Cancel Override button.

Budget Control

In commitment control, it ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and abort 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.

Budget Coordinator

A role within PeopleSoft Budgeting. Budget coordinators are responsible for monitoring the budget process. The Budget Coordinator is typically located within an organization's central budget office and builds the budgeting model. PeopleSoft Budgeting-specific.

Budget Detail

A level of itemization that when combined makes up a major budget category.

Budgeted Rates

In PeopleSoft Activity-Based Management, the rate your organization uses based on the budget.

Budget Error Exception

A transaction that fails budget checking, causing an Error or Warning to be issued. See **Error Exception** and **Warning Exception**.

Budgeting Functions

PeopleSoft Budgeting's six main action categories, including: system administration, budgeting setup, budgeting preparation, budgeting analysis, data integration and my profile. Your user role determines how many of these functions display and are available.

Budgeting Model

The framework for an organization's budget development process. Business unit defines a Budgeting Model. The Budget Coordinator typically defines the model and includes the time period of a budget cycle, time period for phases within a budget cycle, the sources of data that will be available to budget users, the methods that will apply to line-item budgets, and other budget options and control parameters. PeopleSoft Budgeting-specific.

Budgeting Type

Associated with the budget ledger type set definition, a budget type is an indication of whether the organization uses a standard budget ledger, project budget ledger, or controlled budget ledger for budgeting.

Budget Justification

Written explanation further defining the what and why of a budget category.

Budget Period

The period in which you define plans to meet your organizations training requirements.

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.

Budget Phase

In PeopleSoft Budgets, a span of time during which a budget or portion of a budget is to be completed. You'll filter dimensions, assign alternate Budgets Users, enable Position and Asset budgeting, and specify Budgets User notification options at the Phase level.

Budget Plan

In PeopleSoft Workforce Rewards, when working with a Compensation Planning BAM model. A budget plan is a rollup of like compensation rules. For example, for base pay rules budget plans are a rollup of values for like Action Reasons. For variable pay rules budget plans are a rollup of the values for like Variable Compensation Plan IDs.

Budget Preparer

A role within PeopleSoft Budgeting. Budget preparers are typically people within an organization responsible for developing the detailed budget for a Budget Center and submitting it to a Budget Reviewer or Analyst for review and approval. PeopleSoft Budgeting-specific.

Budget Reviewer

A role within PeopleSoft Budgeting. Budget reviewers are typically people within an organization responsible for reviewing and approving a prepared budget submitted by a Budget Preparer. PeopleSoft Budgeting-specific.

Budget Seeding

Represents a new budget or forecast, such as historical data that is manipulated to develop a more current representation for a proposed budget. Uses detail data as the budget seed or basis to create the base budget that represent the level of detail in which budget numbers are prepared.

Budget Translation Trees

Trees translate (summarize) source transactions into the appropriate levels for processing against control budgets. This is because you usually budget above the level of your source transaction ChartFields on a tree.

Budget Type

Indicates whether a budget is for expenditures or revenues.

Budget Warning

See **Warning Exception**.

Budgets User

In PeopleSoft Budgets, any user who needs to gain access to the Budgets. You'll designate Budgets Users on the Budgets Users page through the Coordinate Budgets window. You'll also assign these users to the tree representing your Budget Center Dimension.

Budget View

A user-defined view where selected dimensions, columns and rows of data determine the layout of line-item budgets affecting the view or entry of data.

Budget Year

The institutionally defined, consecutive, 12-month period to which a financial transaction or summary applies.

Build Option

A detailed PeopleSoft Planning model that specifies a method of building an assembly item. This model specifies the routing, resources, and materials that are necessary to produce the item.

Built-in function

Prior to PeopleTools 8.0, there were only built-in functions, like FetchValue, ScrollSelect, etc. A built-in function, in your code, is on a line by itself, and doesn't (generally) have any dependencies. You don't have to instantiate anything before you can use a built-in.

Business Interlink Definition

A definition encapsulating an external Transaction or Query and providing a set of generically typed input/outputs that can be assigned to PeopleCode variable or Record Fields at runtime. A Business Interlink Definition is added to the Application Designer's objects at the same level as Fields, Records, Panels, etc.

Business Interlink Design-Time Plug-in

An XML file that, when coded for an external system, encapsulate that external system and provide a catalog of Transactions, Classes and Criteria specific and meaningful to that external system.

Business Interlink Framework

The framework for integrating any external system with PeopleTools application objects. It is composed of the following components:

1) An External System, 2) Generic definitions for a Transaction/Query command interfaces, 4) Business Interlink Definitions, 4) Business Interlink Plug-in.

Business Interlink Object

An instantiation based on a Business Interlink Definition. Actual data can be added to the inputs of the Business Interlink Objects once the appropriate bindings are provided. The Business Interlink Object can be executed to perform the external service. Once a Business Interlink Object is executed, the user of that object can retrieve the outputs of the external service. The Business Interlink Objects use buffers to receive input and send output. When a Business Interlink Object is executed, the transaction/query/class associated to the Business Interlink Object will be executed once per each row of the input buffers corresponding to the input Records. If there is only one row, after appropriate substitution by the driver, it is executed only once.

Business Interlink Runtime Plug-in

A set of C++, Visual Basic, or other high-level language methods that, when coded for an external system, encapsulate that external system and provide the execution methods to match the Business Interlink Design-Time Plug-in. (The catalog of Transactions, Classes and Criteria provided by the Design-Time Plug-in can also be provided by the Runtime Plug-in.)

Business Objects

A way of identifying those mass changes that have been designed to be referenced by a flexible formula and provide them with a shorter name to simplify the creation of flexible formulas.

Business Planning

The type of planning that focuses on elimination activities that are not needed by changing the drivers.

Business Rules

Rules that can process information differently depending on the values of data in the PeopleSoft Enterprise Warehouse.

Business Unit

A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions. PeopleSoft General Ledger business units typically comprise individual entities for accounting purposes.

Business units in PeopleSoft Projects represent operational structures but not necessarily independent financial units.

PeopleSoft Payables business units are either *Vouching* (have payables accrued to them) or *Charge to* (have voucher expense distributions charged to them), and pass journals to general ledger units.

PeopleSoft Purchasing business units share vendor, purchase order, and receiving information with PeopleSoft Payables units in the same SetID.

A PeopleSoft Inventory business unit is a storage facility that maintains its own replenishment and costing methods, as well as its own definitions and guidelines.

The Manufacturing business unit must be identical to the Inventory business unit in order to link the manufacturing and inventory processes.

The Order Management business unit controls certain order processing parameters (tax and freight calculation methods, base currency, credit card hold options, and so on) for its associated PeopleSoft eStore and Mobile Order Management merchant variants.

Business Unit Audit List

One or more business units specifically targeted for expense report and cash advance audits.

Buying Agreement

You can structure flexible and easy-to-use buying agreements for customers or groups of customers. You can set up maximum amounts and specify the minimum dollar value per order placed against it. You can automatically generate sales orders or create sales orders online from buying agreements. Rebate and penalty calculations can be implemented for buying agreements.

C**Cafeteria-Style Benefits**

Any programs offering several benefit plans from which participants make elections. Cafeteria-style benefits may or may not include flexible credits.

Calculation

In PeopleSoft Pension Administration, the determination of a participant's pension benefit.

Calculation Rule

Criteria for calculating benefits, including as-of dates for age, service, premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules.

Calculation Rule [Global Payroll]

Any rule you develop using combinations of elements to command the system to perform a type of calculation.

Calendar

In PeopleSoft Manufacturing, a list defining the days your enterprise is available and the hours of operation for each day. The system first looks to see whether you are using a work center specific calendar. If none is defined, it looks at the production calendar. If no production calendar is defined, planning and scheduling functions base start and due dates on a five-day workweek.

In PeopleSoft Demand Planning and Inventory Planning, a list defining the start and end dates for each time-phased period. It also contains daily weights for distributing raw data into different period buckets.

In PeopleSoft General Ledger, your accounting calendar defines the time periods to which you post transactions for different ledger group and business unit combinations. You can have multiple calendars, so you can keep a calendar for actuals, another for budget and forecast activity, and still others for special reporting or transitional needs.

Calendar Group ID

Allows you to group together multiple Calendars that you want to run together at the same time. It also controls the order in which the Calendars are processed. You can only group calendars together that are for the same country (based on pay entity country).

Calendar Scope

A time period type (Day-Factored, Month-Factored, or Week-Factored) for use in building your time period calendar.

Canada Academic Teaching Surveys

Statistics Canada requires that all Canadian universities (all degree granting institutions) produce full-time and part-time *Canada Academic Teaching Surveys*. These reports are a legislative requirement. PeopleSoft HRMS 8 provides you with the functionality to code HRMS information using Statistics Canada codes and create both the full-time and part-time Academic Teaching Surveys.

Canadian Industrial Sector

The Canadian industrial classification code with which employees are associated for Canadian employment equity reporting purposes.

Canadian National Occupational Classification (NOC) Codes

NOC codes are occupational classification codes for Canadian companies provided by the government.

Canadian Standard Occupational Classification (SOC) Codes

SOC codes are occupational classification codes for Canadian companies provided by the government.

Cancellation

A process that terminates stock fulfillment requests, allowing reserved and allocated items to be returned to inventory.

Cancellation

In the context of an employee stock plan, a transaction (usually triggered by a specific event, such as a termination of employment) in which outstanding securities are declared void and inactive and returned to the pool of securities reserved for issuance under the plan or retired.

Candidate Keys

In PeopleSoft Demand Planning, elements of data that can be used to construct the **Forecast Item** key field at different levels of the forecast.

Capacity Rate

A rate you assign to a capacity cost object. This enables you to track and report on excess capacity.

Capacity Fence

A time fence that indicates that date and time after which PeopleSoft Enterprise Planning or Production Planning solvers ignore capacity violations. The solvers do not use this date in processing capacity violations.

Capacity Multipliers

A multiple used in PeopleSoft Enterprise Planning and Production Planning to determine the available capacity on a resource. Since a capacity multiplier is effective-dated, you can use it to vary the resource's available capacity over time.

Capital Acquisition Plan (CAP)

A method of projecting and tracking capital expenditures for a project. Budgeted assets and actual expenditures can be associated with a CAP Plan so the owner can track planned against actual costs.

Capital Gain

The difference between an asset's purchase price and selling price, when the difference is positive. Capital gains can be either short-term (where the capital asset was held for 12 months or less) or long-term (where the capital asset was held for 12 months or more).

Capital Gains Tax

A tax on profits from appreciation in owned real property, recognized at the time the property is sold; real property includes owned company shares.

Capitalization

The total types and amount of the outstanding securities that have been issued by a corporation. Generally includes both equity and debt securities.

Capital Markets Instrument

In the financial services industry, Capital Market Instruments are assorted financial instruments issued by organizations to raise capital for funding operations. Participants are made up of interested parties that choose to supply or acquire the capital funding through such vehicles. Derivatives, debt instruments, equities and foreign exchange instruments that are traded in highly liquid markets represent the instruments. In the PeopleSoft financial analytic applications, Capital Market securities refer to instruments that are bought/sold by the institution for its own investment account. The capital markets set the product prices and interest rates.

CAP Sequence Number

The number that distinguishes a small project belonging to a CAP plan. Budgeted assets can be associated with an overall CAP Plan and a CAP Sequence, if that level of detailed tracking is desired.

Carry-Forward

Residual contributions that remain in a stock purchase participant's account after the purchase of shares that are used toward future purchases.

Carrying Cost

In PeopleSoft Inventory Planning, a value that shows the cost associated with holding a dollar of inventory for one year. The value is presented as a percentage.

Case Officer

In Germany employees in your company are designated as Case Officers, and have responsibilities for handling health and safety incidents.

Cash Balance Accounts

The PeopleSoft Pension Administration function that tracks the activity in an employee's hypothetical account under a cash balance plan.

Cash Balance Plan

A defined benefit plan designed to look like a defined contributory plan. The plan periodically credits a percentage of pay to each employee's hypothetical account.

Cash Compensation

In PeopleSoft Workforce Analytics, Cash Compensation is a component of direct compensation. Cash Compensation consists of direct cash payments made to an employee for base compensation and short-term variable compensation.

Cash Exercise

At the time of exercise, the optionee is required to pay in cash the total option price plus any withholding taxes due to the company.

Cash Flow Generator

This is a support module for the PeopleSoft financial services analytic applications. It generates actual and projected cash flows for financial instruments by using output from the other support modules, such as loan prepayment rates, deposit runoff rates, product pricing indices, discount rates, and product definitions (such as start and end dates, balance amount, interest rate, term, payment dates, repricing and compounding frequency, and accrual basis) to generate the cash flows. The Financial Performance Measures module accesses the cash flow results to calculate the required financial measures.

Casual Preparer

An additional user role at the lowest level of budget preparation for a budget center. This user performs the same activities as the Budget Preparer role when access is granted. The system does not, however, enable the Casual Preparer role to define their own private views for line-item budgeting.

Casual Work Assignment

The temporary assignment of an employee to a work position or location to meet the needs of the business. Typically, there is no Human Resource activity to support the work assignment (that is, a new Job record is NOT created). Often compensation rules that accrue to the temporary assignment override the compensation rules that apply to the employee's normal work assignment. See also Borrow/Loan.

Catalog

The list of transactions, classes, and queries used to interface to the external system. Integration users are presented with this list when they pick the type of Business Interlink Plug-in they are going to use. There are four types of catalogs: transaction, class, operator, and configuration parameter.

Catalog

A way of organizing your training courses into classifications for increased flexibility. Catalogs consist of categories and subcategories.

Category

Categories are the primary level of a two-tier structure of training courses. Categories can consist of subcategories that provide further course definition.

Category Tree

A hierarchical structure that groups products by category to control how they are displayed in PeopleSoft eStore web pages. Used also by Mobile Order Management to enable product information to be accessed by a wireless device.

CBM

See PeopleSoft Customer Behavior Modeling.

Census Metropolitan Area (CMA) Code

In Canada this code is prescribed by the government and refers to the area of an urbanized core with a population of at least 100,000.

Central Personnel Data File (CPDF)

Two types of reporting made by agencies to the OPM include the Dynamic and Status files (quarterly and monthly, respectively) covering a range of employee personnel/payroll data.

Certain and Continuous Payment Option

A form of pension payment where the benefit is paid out for the lifetime of the participant with a specified number of payments guaranteed so that a beneficiary will receive payments until the end of the guarantee period if the employee dies before the guaranteed payments are complete. For example, under a ten-year certain and continuous payment option, a retiree who lives less than ten years receives payments until death, then the retiree's beneficiary continues to receive payments for the remainder of the ten year period. A retiree who lives longer than ten years continues receiving payments after the ten year period until death. Also known as a "Term Certain and Continuous" payment option.

Certain Only Payment Option

A form of pension payment where the benefit is paid out entirely over a specified period of time—usually five, ten, or fifteen years—with no ongoing payments after the specified period. If the retiree dies before payment period is over, the remaining payments are made to a beneficiary. Also known as a "Term Certain" payment option.

Change To Lower Grade

- For positions under the General Schedule or under the same wage grade schedule, a change-to-lower grade changes the employee to a lower grade; and
- When both the old and new positions are under the same type ungraded wage schedule, or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay.

Charge Out

A **Material Issue** used when the item is scheduled for future return.

ChartField

A field storing a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField Balancing

PeopleSoft enables you to set up ChartFields and indicate that you want specific ChartFields to match (balance) on the debit and the credit side of a transaction. When you work with Controlled Budgets, the Fund and Budget Period are already set up in the system to balance (match). For example, suppose you want to balance by Class and Program. You indicate that these on a panel that these ChartFields are required, along with Fund and Budget Period which should already be selected. When you enter a transaction, you must enter the same Class, Program, Fund, and Budget Period ChartFields on both sides of the accounting entry, but you can modify any ChartFields, other than these four, on the user-defined line. The system always requires that total debits equal credits.

ChartField Combination Edit

Also called *Combo Edit*. The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey

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.

ChartViews

Charts of data in the model, presented through the Worksheet which retains the ability to drag dimensions on the chart as desired.

Check In/ Check Out

The process of retrieving planning activities from the BAM database (check out) and posting changes and results back into the database (check in).

Child

A node or detail on a tree linked to another, higher-level node (referred to as the parent). Child nodes—projects, customers, and so on—can be rolled up into the parent. A node can be a child and a parent at the same time depending on its location within the tree.

Child

A node or detail of a tree linked to another, higher-level node referred to as the parent. Child nodes can be rolled up into their parent. A node can be a child and a parent at the same time depending on its location within the tree.

Chunking

Chunking is a PeopleSoft Enterprise Warehouse mechanism that makes voluminous processing easier through the use of multiple small parallel processes. By enabling chunking, multiple jobs are spawned from one Jobstream. These jobs run in parallel (behind the scenes) to process data efficiently.

Citizenship Code

Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the U.S. The codes are:

- citizen
- other

Civil Service Retirement System (CSRS)

A retirement plan available to employees of the federal government. CSRS covers all employees appointed to a position in the federal government before January 1, 1984. Coverage includes a basic annuity plan with employee contributions and the Medicare Hospital Insurance component (1.45%) of the Social Security tax.

Class catalog

Lists classes used to interface to an external system. A class contains data members of basic types and/or objects that are typed after another class. A Class can also contain lists of basic types or objects.

Class ChartField

A ChartField value that identifies a unique appropriation budget key when you combine it with a Fund, DeptID, and Program Code as well as a Budget Period. Formerly called “sub-classification.”

Classification Code

Need App A code that categorizes an engineering change. Example classification codes include the following: Mandatory, Optional, Upgrade, Quality, and Safety.

Clock Hour Reporting

Method of reporting time by recording actual times in and out (start and stop) (see Time Reporting).

Clone

To create a unique copy of an object. When used in PeopleCode, clone will always mean to make a unique copy. Copy, on the other hand, may or may not mean making a unique copy. Copy may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

Cloning

The process that enables you to copy run controls to create employee schedules from existing Run Control ID's that have already been executed and saved.

Close Date

The date in which time entry is no longer allowed for a given pay period. Defined as an offset number of days to the pay period end date.

Close Price

The price of the final trade for a security at the end of the trading day.

Closure Calendar

A calendar that establishes closure dates for shipping, receiving, and materials management operations for a specific **Business Unit**. Typically, application processes account for these closure dates when determining Lead Time and dates for anticipated fulfillment processing dates (scheduled shipment dates, scheduled arrival dates, and lot retest dates, for example).

CMA (Census Metropolitan Area) Code

In PeopleSoft Workforce Analytics, the CMA code is prescribed by Statistics Canada, and refers to the main labor market area of an urbanized core with a population of at least 100,000.

COBRA (Consolidated Omnibus Budget Reconciliation Act)

In PeopleSoft Workforce Analytics, this refers to legislation that requires employers to offer continued health care coverage to employees, and their dependents, who lose benefits coverage under certain defined conditions such as voluntary termination, divorce, becoming an overage dependent, or retirement. Any individual, whether employee or dependent, that is covered under a health plan at the time of a qualifying event, has the option to elect COBRA coverage.

Codepage

One character set.

Collection

To make a set of documents available for searching in Verity, you must first create one or more collections. 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 matching various search criteria. A collection is a set of statistics and pointers to the source documents, stored

in a proprietary format on a file server. Since a collection can only store information for a single locale, PeopleSoft maintains a set of collocations (one per language code) for each search index object.

Combined Federal Campaign (CFC)

A vehicle used by federal employees to contribute to a charity or charities of their choice.

Commercial-Off-The-Shelf (COTS)

Equipment or software that is currently sold commercially to at least one customer.

Commission Tax Method

A payroll tax calculation method that adds year-to-date earnings to earnings for this pay period and finds the annualized gross by multiplying by the number of pay periods in the year; the gross is then divided by the number of tax periods specified on the paysheet. This method is used for Canadian processing only.

Commitment Control

Commitment control includes budget control and commitment accounting functionality.

Common Shares Issued and Outstanding

Represents the residual ownership interests in the corporation. This is the composite number of shares available and tradable on the open market.

Community Background

In the United Kingdom Community Background refers to the religious category, such as Catholic or Protestant, of employees, job applicants or appointees. See the Northern Ireland Report for more information.

Compa-Ratio

In PeopleSoft Workforce Analytics, Compa-Ratio is most commonly defined as the relationship between current pay and the midpoint calculated as: $(\text{Incumbent Pay}/\text{Midpoint}) * 100$. Usually expressed in whole numbers, or in percentage form by dropping the multiplication operation. Much less common is the use of a compa-ratio calculation as: $\text{range midpoint}/\text{market rate}$.

Compensation Frequency

In PeopleSoft Workforce Analytics, this is the frequency at which a job is paid. This is the value you use for reporting or quoting pay. Examples include Annually, Monthly and Weekly.

Compensation Planning

In PeopleSoft Workforce Analytics, this is the process through which employee compensation plans are defined, and compensation budgets are allocated throughout an organization. Major components of compensation planning include designing pay structures, setting individual pay levels, and budgeting and forecasting compensation spending.

Compensation Rate

In PeopleSoft Workforce Analytics, this is the compensation rate for a job. This is the rate the company uses for quoting and reporting pay.

Comp time (compensatory time)

A PeopleSoft Time and Labor-managed employee benefit where time off is granted in exchange for time worked based on customer-defined criteria; is associated with an expiration and is used as reported time (see Attendance).

Compensation

The process by which a worker is remunerated for services rendered to, or work performed on behalf of a business entity.

Compensation Package

All of the base and non-base components on a job row.

Compensation Rules

Business methodology or logical process that is applied to reported time in order to determine payable time (see Time Administration).Competency

In PeopleSoft Workforce Analytics, Competency is a knowledge, ability, skill, accomplishment, or National Vocational Qualification (NVQ).

Competency Inventory

All of the roles, tasks, competencies and accomplishments possessed by the workers in the current workforce. This data is migrated from internal source systems into the data warehouse tables of the PeopleSoft Enterprise Warehouse.

Competency Strategy

The type and number of roles, tasks, competencies and accomplishments essential to accomplishing a business scenario based on your strategic business goals.

Competitive Appointment

An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and

experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Competitive Service

All positions as defined by 5 USC 2102 in the executive branch of the Federal Government are in the competitive service unless they are specifically excluded from it. Positions in the legislative and judicial branches are outside of the competitive service unless they are specifically included.

Compress

The act of placing a Planning task as early as possible in the schedule without violating any constraints.

Compressed Split

In PeopleSoft Demand Planning, an optional function that allows a split database to be compressed so it can be transferred to an account manager's computer.

Concurrent Offerings

Multiple stock purchase offerings that are active and outstanding at the same time. The end date is measured from the employee's grant date.

Concurrent Processing

The situation in which you run multiple batch processes at a time. In PeopleSoft Benefits Administration, for example, simultaneous open enrollment and event maintenance qualifies as concurrent processing.

Configuration Code

A unique 50-character identification code that accurately tracks and costs inventory with the PeopleSoft Product Configurator. It corresponds to a lot number for a non-configured item.

Configuration Costing

The overall process of reviewing and evaluating anticipated cost data for a configured item.

Configuration parameter catalog

Used to configure an external system with PeopleSoft. For example, it might set up configuration and communication parameters for an external server.

Consolidate Assets

In PeopleSoft Asset Management, the process of consolidating multiple load lines, usually coming from a separate application, into one asset.

Consolidate Depreciation

In PeopleSoft Asset Management, the process of summing all open Add and Adj transactions by transaction type, **Transaction Date**, and accounting date for all composite members reporting to one composite asset.

Consolidated Bill

A grouping of bills gathered together for invoice presentation. The bills belonging to a consolidated bill are invoiced and printed together, with a page summarizing the bills as a group.

Consolidations

The PeopleSoft Pension Administration functions that accumulate hours, earnings, and pension contributions based on payroll data.

Consolidations-Elimination Set

A related group of intercompany accounts that is processed during consolidations. Once eliminated, this group of accounts should normally net to zero.

Constraint

A limit to a schedule, that, when violated, must be repaired to produce a valid schedule. User-configurable Planning constraints include Missed Request Dates, Missed Promise Dates, BI Shortages, RM Shortages, Capacity Overloads, Missed Inventory Targets, Changeovers, and Excess Inventory. See also **Temporal Constraint**.

Constraints

In the PeopleSoft Enterprise Warehouse, a constraint can consist of one or more filters and is used to define complex business logic. Constraints are based on DataMaps.

Consumption Pattern

In PeopleSoft Activity-Based Management, an attribute used to describe how an activity interacts with the cost objects to which it has been assigned. A unit type activity can expect to be performed on a regular basis so that each time a product is produced. A batch type activity may only be performed periodically for a given range of transactions. For example, each time a machine is setup to produce another product type. Sustaining type activities generally occur to support the overall operation of a company unrelated to products produced or customers served.

Contact

A person associated with a Customer ID. Contacts can be internal contacts or external contacts. Internal contacts are your employees who manage the relationship with your customers, from handling billing inquiries to product/warranty questions, to basic product/service questions. Interactions with customers can be recorded via PeopleSoft Conversations. Self service interactions can be recorded through PeopleSoft Contact Us. External contacts are your customer's representatives who can access self-service transactions

and receive documents such as sales order acknowledgements. Contacts must have a User ID to access self-service transactions.

Contact Us

A method by which customers and unregistered guest users send email messages to specific addresses or members of the merchant's organization. Merchants can also define automatic response messages.

Container

An Inventory stock unit for receiving, putaway, bin to bin transfers, picking, shipping, adjustments, and physical accounting. Each container is associated with a unique container ID.

Content Reference

Content references are pointers to some kind of content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three broad categories: target content, templates, and template pagelets.

Contextual reference

PeopleCode refers to a row or buffer field determined by the current context; that is, the context in which the PeopleCode program is currently executing.

Contingent Beneficiary

In PeopleSoft Pension Administration, any non-spouse pension beneficiary, including a child, other relative, or a trust. Spousal consent is required in order for an employee to name a contingent beneficiary.

Contracting Officer (CO)

Individual who has the authority and the official responsibility to produce a sound acquisition document.

Contracting Officer's Technical Representative (COTR)

Individual responsible for monitoring a contract and its associated tasks and deliverables.

Contractor

Any individual or non-employee reporting time that will not be paid through the payroll system.

Contribution

Represents money a stock purchase participant elects to contribute to the plan. Contributions are deducted from the participant's paycheck and used to purchase stock pursuant to the offering and purchase period they are enrolled.

Contributory Plan

A Pension plan to which employees contribute. Contributions are typically a percentage of pay deducted from the employees' paychecks.

Control Budget

Commitment control enables you to establish budgets that provide extensive, active budgetary controls over transactions, rather than just passively recording transactions.

Control ChartField

A control ChartField is a key ChartField that you designate to be the control field. Designating a ChartField as the control allows you to set attributes for a specific value of the ChartField that are different from the attributes specified for the budget type in general. For example, if the tolerance for a Projects budget type is set to 10% in general, you can override this value, making it higher or lower for specific projects.

Control Group

A mechanism to relate vouchers together for the purpose of controlling voucher input into PeopleSoft Payables. Generally used for assigning vouchers to data entry personnel and for reviewing input.

A set of parameters that determines the major forecast process options. The Control Group code is assigned to a group of **Forecast Item** and controls the forecast development and tracking for each item in the group.

Control groups are used by the Analytic Forecast Component to govern particular properties of the forecast rule, such as what accuracy to expect and what statistical method to apply. Forecast elements are assigned to exactly one control group. They manage differences among forecasts within a set.

Control Hierarchy

The relationship between business units, origins, vendors, and control groups in PeopleSoft Payables that defines which processing data will be automatically entered on each voucher.

Control Number

A sequential identifying number used to identify an exercise.

Control Plan

In PeopleSoft Quality, a plan that brings together application, measurement, and control and response criteria for a specific product and process.

Conversation

Any notes, transcript, or detail of a telephone call between an employee and a customer. Conversations may be tied to items, payments, purchase orders, document references, or bills of lading.

Conversion data profile

A conversion data profile takes the values from a particular PeopleSoft database table (such as the table holding bank transaction codes) and specifies how that value appears in PeopleSoft Business Documents.

Conversion data profile

A conversion data profile takes the values from a particular PeopleSoft database table (such as the table holding bank transaction codes) and specifies how that value appears in PeopleSoft Business Documents.

Conversion Loader

A sample SQR delivered with PeopleSoft Asset Management that transfers data from multiple fixed-length ASCII files into sample, relational conversion tables.

Copy Bill

In PeopleSoft Billing, the online environment providing for the replication of a single bill, generating a new bill with its own unique invoice number.

Core Functionality

Core functionality is the set of information in PeopleSoft HRMS that is common to your entire global workforce tracking needs—and is always displayed on the primary page.

Core hours

The hours a workday, workweek or pay period in which a time reporter must be present for work in a flexible work schedule (see Scheduling).

Corporate Account

In PeopleSoft applications, this is equivalent to the Account (ACCOUNT) ChartField. The term is used to make a distinction between the chart of accounts typically used to record and report financial information for management, stockholders, and the general public, as opposed to a chart of statutory (Alternate) accounts required by a regulatory authority for recording and reporting financial information.

Corporate Reporting

Companies with more than \$10 million in assets whose securities are held by more than 500 owners must file annual and other periodic reports. Publicly held companies are required to file documents with the SEC which include:

- Registration statements for newly-offered securities
- Annual and quarterly filings (Forms 10-K and 10-Q)
- Proxy materials sent to shareholders before an annual meeting

- Annual reports to shareholders
- Documents concerning tender offers (a tender offer is an offer to buy a large number of shares of a corporation, usually at a premium above the current market price)
- Filings related to mergers and acquisitions

Corporate Repurchase

When a corporation elects to repurchase some of its own securities. This reduces the Common Shares Issued and Outstanding. Typically, used to improve the valuation of the company's common securities outstanding as well as the Earnings Per Share (EPS).

Correction to IRR

An IRR type used when corrections need to be made to an original IRR that has already been submitted to the Office of Personnel Management (OPM). Federal employees covered by the CSRS retirement plan require SF-2806-1. Federal employees covered by the FERS retirement plan require SF-3101. A Correction IRR is also used if original retirement deductions were over-reported. See also Individual Retirement Record (IRR).

Correspondence Customer

A customer to whom all correspondence (statements) is addressed, often a corporate customer receiving correspondence for associated child customers.

Cost Accounting

A method where business costs are accumulated and distributed to products, processes, or discrete undertakings on an equitable basis. There are a variety of cost accounting methods, but they all share the same basic functions: classifying costs, recording costs, allocating costs to products or activities, summarizing and reporting costs to management. Cost accounting requirements and financial accounting requirements are not necessarily synonymous.

Cost Assignment

Resources assigned to cost objects or activities.

Cost Basis

Typically, this refers to the original price of an asset used in determining capital gains. However, in the case of death of an optionee, the appraised value of the asset at the time of death is the cost basis.

Cost Center

A Time and Labor Business Unit, in which all related costs attributable to some center within a business (such as an activity, an organization, or a program), are segregated for accounting or reimbursement purposes.

Cost Element

See **Inventory Cost Element** and **Manufacturing Cost Element**.

Cost Flow

Determines how depletions will occur for purposes of costing a transaction. Cost flows available include Specific Lot ID, Specific Serial ID, FIFO, and LIFO.

Cost Objects

Cost objects represent cost information about products, customers, and channels. They are the final results of the activities performed by your business, representing the focal point of costing and profitability analysis. Examples are products, customers and channels. They are the final results of the activities performed by your business. Your model's resources and activities are linked to the cost objects. They are often the focal point of profitability analysis.

Cost of Capital

An attribute used to describe the behavior of a particular cost object. A primary cost object is typically the main focus of the activity-based management analysis. This may be a product, customer or channel that you wish to calculate cost for. A support cost object may be used in a similar manner but may be further allocated to other support cost objects or primary cost objects.

Cost Of Living Allowance (COLA), Non-Foreign

A cost-of-living allowance payable to an employee at a location in a non-foreign area where living costs are substantially higher than those in the Washington, DC area.

Cost Profile

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.

Cost Profile Group

A grouping of items for the purpose of costing transactions and valuing inventory for a given book. Assigning an item to a cost profile group determines the books used by the item when accounting for that item.

Cost Roll-up

A process for calculating item costs. Cost roll-up provides a summation of all of the costs associated with the bill of material structure and the routing used in producing the item.

Cost Row

A cost transaction and amount for a set of ChartFields.

Cost Template

A collection of cost components that you can apply to a group of purchased items.

Cost Type

A user-defined method of categorizing item costs in Manufacturing for simulations and what-if analysis. Examples of cost types include current costs (which reflect the item's current bill of material or routing), proposed costs (which could be used in preparation for the next standard cost period), or activity-based costs (which include costs for items that consume a given activity).

Cost Version Type

A combination of cost types and cost versions used in cost rollups. Valid values include production (rolls up only manufacturing data and uses only the primary BOM and routing, each with a code of 1), engineering (can roll up with either manufacturing or engineering data, with any combination of BOM/routing codes), or simulation (only rolls up with manufacturing data, but can use any combination of BOM/routing codes).

Count Grade

A user-defined evaluation of a counting event.

Count Point

A predefined step on a routing or operation list where you can gather operation completion information. You define the appropriate points on the routing, record completions at these count points, and the system automatically backflushes the prior operations. This is only used on production IDs.

Counts

Count elements allow you to count the number of days or hours from a specific period of time. Counts are used primarily during proration calculations, but can potentially be utilized in other situations as well.

Court-Ordered Benefits Coverage

As prescribed in Title 5, United States Code and Title 5, Code of Federal Regulations, court orders that stipulate that an employee must continue or begin the coverage features for all employee benefits must be enforced. Federal employees are mandated by court orders to continue covering or begin covering their former spouses and/or children under their federal employee benefit programs (health, life, and thrift savings).

Court-Ordered Garnishments

As prescribed in Title 5, United States Code and Title 5, Code of Federal Regulations, court orders enforcing child support, alimony, or collection of commercial indebtedness are served on the appropriate entity within the Federal agency and implemented as offsets against the employee's salary.

Coverage

An employee's chosen benefit plan and coverage level; that is, what sort of benefit is provided as well as the value.

CPAM (Caisse Primaire d'Assurance Maladie)

In France, CPAMs are the local social security offices that manage health coverage for French workers. CPAMs are regulated and established by the French government. If you're managing a French workforce you'll need to identify and track the CPAM offices that impact your enterprise.

CRAM (Caisse Régionale d'Assurance Maladie)

In France, CRAM is the regional social security body which oversees the running of CPAMs. CRAM offices work with companies to both prevent and compensate workers for industrial injury.

Create Date

The date that you extracted a deduction or offset to PeopleSoft Deduction Management or created a split deduction.

Create Missing Items

In PeopleSoft Demand Planning and Inventory Planning, a feature that enables automatic system generation of master records that don't exist in the system.

Created Time

Time collecting device time or elapsed time generated by the system based on the time reporter's schedule (see Time Administration)

Creating Time

The preliminary generation of time segments as close as possible to their likely values when you officially report time—so that the information on the time records is as fresh and current as possible. The system shows you time that has already been created, rather than you having to create it “on the fly” when you come in to report. The process fills in reporting day gaps as defined by work schedules.

Credit Analyst

A required field used in PeopleSoft Receivables, Billing, Order Management, and Deduction Management when working with items. Each item must be assigned to a credit analyst. If no credit analyst is assigned to an item, the credit analyst assigned to the customer is used as the default.

Credit Risk Spreads

In the financial services industry, the additional charge to a risk-free interest rate, based on a riskier credit rating.

Credits

See Flexible Credits.

CREF

Acronym for Content Reference.

Crew Reporting

A Time and Labor process that enables you to report the earnings which consist of one or several time reporting codes and associated quantities of hours, amounts, or units, and task information for one date under report for a user-defined crew. The system transforms the information into instances of daily time for each crew member for the entered date.

Critical Success Factors (CSFs)

In PeopleSoft Balanced Scorecard, things that an organization must do well or excel at to achieve its goals. One or more key factors or objectives that must be accomplished for a particular strategic thrust. Key Performance Indicators are attached to CSFs.

CRM Warehouse

See Warehouses.

Cross Border Walker

This term is used in Europe for an employee who lives near a border in one country and works in another country. Such employees are subject to different tax and social security rules.

Cross-Plan Validation

The process by which the PeopleSoft Benefits Administration determines enrollment prerequisites for benefit plans. You can define four types of cross-plan validation prerequisites: prerequisites based on plan types, benefit plans, dependent enrollments, and coverage percentage limits for Life and AD/D plans.

Cross-View Reconciliation

In PeopleSoft Demand Planning, a process that enables the balancing of forecasts between selected levels of related views with the same **Forecast Item** key. The process is used when adjustments have been made to a working view and are then required in a related view.

Cube

See **Multidimensional Database (MDDB)**.

Cube View

In PeopleSoft Demand Planning, defines the user's own view of a forecast. The parent working view and dimensions determine what forecast data is included and how aggregates are formed.

Cumulative Tax Method

A payroll tax calculation method that adds together year-to-date earnings and earnings for the current pay period, then annualizes the result before calculating tax. This method is useful when Payrolls vary greatly in amounts from pay period to pay period, such as in the case of sales commissions.

Currency Calendar

In the financial services industry, business calendars for markets outside the organization's domestic operations that reflect the foreign markets' holiday schedules.

Currency Conversion Engine

A PeopleSoft Enterprise Warehouse Engine that processes financial information in multiple currencies.

Current Period

The earliest pay period for which the close date has not passed (see Time Reporting).

Current Period (Time and Labor)

In Time and Labor, the employee's current pay period which will be determined via the employee's Pay Group affiliation. Although there can be only one definition of Current Period per installation, the user can change it manually.

Current View

A reporting screen in Time and Labor whose effective date is within the date boundaries of an employee's current pay period, and for which pay has not yet been confirmed. A *Future Time Reporting Transaction* is one that has an effective date after the last day of the employee's current pay period. An *Historical Time Reporting Transaction* is one that has an effective date before the first day of the employee's current pay period.

Current Year

A period for event maintenance processing.

Curve Generator

A supporting module (common to financial services industry applications) that enables you to construct curves used to determine appropriate interest rates for given maturities and / or time periods. You can import market data from outside sources such as Bloomberg, upload the data from a spreadsheet, or manually enter the data. You can then build configured curves from segments or combinations of other curves.

CUSIP Number

A nine digit alphanumeric number associated with issuers' securities. CUSIP (Committee on Uniform Securities Identification Procedures). A uniform numbering system widely used to identify specific securities and their issuers.

Custom Statement

A user-created logical or mathematical expression that determines information about an employee in PeopleSoft Pension Administration. Custom Statements commonly define employee groups and benefit formulas.

Customer Inquiry

A window containing options to review customer balances, aging, history, items, actions, and conversations.

Customer Scorecard

See PeopleSoft Customer Scorecard.

Customer Tree

A user-defined graphical representation of your current sales organization. A customer tree is used to establish and distribute funds and to determine authority levels for promotional activities.

Cut Session

Cut sessions are a means of dividing a course session. You use cut sessions where a course session does not run on consecutive days from start to finish, or if there are multiple instructors or locations. Each cut session has its own start/end date, location, and instructor. For example, if you have a course that runs for two days a week for a month, you would divide the course session into four cut sessions, each of which is two days long.

Cycle Count

A manual counting event that does not cover an entire inventory business unit. Usually includes every item (and lot, if applicable) in a location or family.

Cycle Interval

The number of days between cycle counts.

Cycle Procedures

Inventory planning tasks that need to be performed on a regular basis to ensure an up-to-date **Inventory Policy**. The tasks can be performed either at the end of a processing period or within the period, and should always be performed if the forecast or **Control Group** or **Policy Item** parameters change. Tasks include generating a policy and reviewing **Work Queue** messages.

D***DAT file***

A text file (input.dat) used with the Verity search engine that contains all of the information from documents that will be searchable but not returned in the results list.

Data Elements

Data elements, at their most simple level, define a subset of data and the rules by which to group it.

For PeopleSoft Balanced Scorecard, data elements are used as the basis for key performance indicators, and as target values for Key Performance Indicator (KPI) objects.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

Data Entry Access List

Used to present a concise list of often-performed data entry tasks to a user. You can assign multiple control plans to a single data entry access list.

Data Extract

A report that creates a file used to transmit data to a third party on magnetic media. There is no meaningful printed output for this type of report.

Data Loader

Data Loader is a PeopleSoft Enterprise Warehouse utility that moves data from the Operational Data Store staging area to either the ODS reporting area or the Data Warehouse. The Data Loader utility is made up of several pages that allow you to enter Metadata to define your source and target records and your transformation rules and then perform the load by running an Application Engine.

Data Loader Map

Defines how to extract data from the Operational Data Store (ODS), transform it, and load to a Target Table. The target table can reside in the warehouse or the ODS layer.

Data Manager

A PeopleSoft Enterprise Warehouse engine that distributes revenue, expense, analytical application engine results, statistical quantities and other measures across business units, departments, products, customers and channels—any field or logical group in the chart of accounts. You can define a number of types and options within this engine. It is also used as a means of posting to the Performance Ledger.

Data Manager Rules

In the PeopleSoft Enterprise Warehouse, Data Manager rules use Constraints to specify the source as well as the target tables for moving, aggregating, or multidimensionalizing your engine output. Rules use Data Manager methods to enrich the PeopleSoft Enterprise Warehouse data.

See Data Manager Methods.

Data Manager Methods

There are several methods: Copy, GL Mapper, Prorata, Spread Even, and Tree Aggregation. Each method enables you to move and/or enrich engine output.

Data Mart

A Data Mart is a data structure that uses a central fact table and related dimension tables to generate a “relational cube” or directly generate an Insight report.

Data Mart Builder

The Data Mart Builder is a multiple Application Engine (AE) process, that is, a framework of procedural programs, that creates a Data Mart.

DataMaps

Information that builds upon the data captured in the TableMap records. DataMaps enable you to define a logical view of the physical PeopleSoft Enterprise Warehouse tables. DataMaps bring together information from many different tables and fields and define it all as one entity or table.

Data Row

Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.

DataSet

DataSets are used as input for various engines and processes, for instance, the Analytic Forecasting component, the Data Manager, user defined functions, drivers in Activity-Based Management, and data elements in the Key Performance Indicator Manager. DataSets provide a user defined set of information to the engines. DataSets use Constraints to restrict used columns and restrict returned rows. Each DataSet is created by a process specific setup. However, the underlying logic is the same, enabling you to more easily understand the functional aspects of the process.

Data Warehouse

A large database containing data summarized from one or more transactional systems, optimized to support the analysis needs of the enterprise. An ideal data warehouse contains all the data necessary to make business decisions. Users analyze the data in the warehouse using Online Analytical Processing (OLAP) tools and ad hoc query/reporting tools. An increasing

number of organizations have "virtual" data warehouses, where the data warehouse is not one physical database, but rather a collection of specialized (and distributed) data marts.

See also PeopleSoft Enterprise Warehouse.

Data Warehouse Tables

Data Warehouse tables act as the portal for getting data into the PeopleSoft Enterprise Warehouse from PeopleSoft, OLTP applications or other "outside" sources. These tables are used:

- As targets for loading operational data.
- For error detection and handling
- For data validation.
- For aggregation.

Database Alias

The PeopleSoft Pension Administration utility that looks up employee data.

Dataset

A file containing data to be analyzed by the Quality Server program. The dataset is similar in content to a spreadsheet.

In PeopleSoft Planning, a file that stores schedule information such as tasks, resources, calendars, and so on.

Date

See **Accounting Date Transaction Date** or **Effective Date**.

Date

If you want to either include a date in a calculation, or determine a new date by taking a starting date and either adding or subtracting a period of time to come up with another date, you use a date element.

Date Classified

Date the Position Description is approved by Management/Position Management.

Date Eligible To Retire

Date an employee is eligible to optionally retire based on the combination of age and service that meets legal requirements.

Date Under Report

The date (day) in PeopleSoft Time and Labor for which time is being reported. The Date Under Report does not have to equal today's date.

Day Breaker

Customer defined time that is used to determine when one day becomes the next. It's used to determine the "logical" date of a punch. (See Understanding Workgroups.)

Days Supply

In PeopleSoft Inventory Planning, a method that can be used with several types of **Inventory Policy**. Using this method, a specific number of days of supply for an item should be used to calculate the item's inventory policy.

Deal Type

PeopleSoft Treasury has categorized deals into several basic deal types from which you can choose when defining an instrument.

Death Coverage

The PeopleSoft Pension Administration function that determines the factor used to reduce an employee's benefit when the plan charges for PRSA coverage.

Decompressed Split

In PeopleSoft Demand Planning, a function for returning a compressed split database to its original form. See also Compressed Split.

Deduction

Any amount taken from an employee's pay check each pay period. Deductions may include health or medical benefits, union dues, and so on. See also Benefit Deduction and General Deduction.

Deduction Date

The as of date for the deduction item in PeopleSoft Receivables.

Deduction Item

An individual item that you created in receivables and is an open receivable on the customers account due to a deduction that they took in a payment for a receivable item.

Deduction Reason

Code that describes the type of deduction. When assigned to a write-off resolution, it determines what accounting entries to create.

Deduction Specialist

The individual responsible for tracking and resolving deductions in PeopleSoft Deduction Management.

Deduction Subset

A group of deductions selected from a company's standard set of deductions. Deduction subsets minimize data entry time in special processing situations such as bonus check runs.

Default Mode (DM) model

In the financial services industry, an approach used by financial institutions to predict a decline in portfolio value. Only two outcomes are considered – default or non-default. If the debt does not default, there is no change in the value. If the debt does default, then the loss is calculated as the difference between what was contractually owed and the value of any collateral recovered.

Defection Analysis

In PeopleSoft Workforce Analytics, the identification of employees who are likely to leave the organization based on predefined assessment criteria.

Deferred Compensation

Compensation payments that are payable to an individual in the future such as pension plan payments, annuities, stock awards and profit sharing. Note: Profit sharing can be considered direct pay if paid out in cash on a periodic basis or deferred pay if cumulative with the intention of payment in the long-term future.

Deferred Vesting

The adjustment made to the original option's vesting schedule that pushes the vesting into the future.

Defined Benefit Plan (DB Plan)

A retirement income plan (usually called a pension plan) where the employee's benefit is definitely determinable based on a plan-specified benefit formula.

Definition or Function Definition

The parameters for any of PeopleSoft Pension Administration's nineteen core functions. A definition has to be explicitly associated with an employee Group Definition before it can be applied.

Dekit

The ability to return material issued in kits to inventory. This is used when entire kits need to be returned; individual components are handled through kit issues/returns.

Delete Non-Matching Items

In PeopleSoft Inventory Planning, an option used in the Generation process to delete Inventory Planning items that don't have corresponding items in Demand Planning. The item deletion occurs when the system generates the policy.

Delta

When retroactive processing occurs for a given payee, the system recalculates each element generated for the payee. The system compares the recalculated results to the original results. The difference between these results is typically referred to as the retro "delta." A retro delta can represent either an underpayment or an overpayment that results in an adjustment to the payee's earnings.

Demand

Collection of training requests. This could be an employee demand, a departmental one or a company-wide demand.

Demand Filter Width

In PeopleSoft Demand Planning, specifies the confidence interval within which demand is considered to be reasonable. Actual demand that is outside the confidence interval is automatically filtered and replaced by the value at the edge of the interval. The value is expressed as a percentage.

Demand Filtering

In PeopleSoft Demand Planning, provides a way to detect and highlight unusual demands and forecast errors. If the demand falls outside of a band that is considered reasonable, the system automatically adjusts it to the level of the boundary and logs a message to the **Work Queue**.

Demand Number

The configured product sub-component sequence number.

Demand Planning

In PeopleSoft Activity-Based Management, this type of planning focuses on studying the impact of cost objects and activity volumes.

Demand Priority

The placing of importance on independent demand. The Planning engine uses the demand priority value to determine the order in which you fulfill the demand. You can set a demand priority from 1 to 998 with 1 being the most important level. The priority value of 999 is reserved for the system.

Demand Priority Rules

In PeopleSoft Inventory, a set of rules that will sort demand so the most important demand will have the first opportunity to reserve available inventory. If demand priority rules have

been defined, the Material Reservations process (INPLDMND) sequences orders by priority rank, processing those with the lowest rank value first.

Deplete Cost Method

Determines how you cost a depletions transaction within a book. The deplete cost methods available include Actual, Non-Cost, Perpetual Weighted Average, Periodic Weighted Average, and Value at Current Standard.

Depreciate When in Service

A switch that indicates whether PeopleSoft Asset Management should allocate depreciation as of the date an asset was placed in service. This is valid only in the year the asset was acquired.

Depreciation - Declining Balance

Budgeting calculates this as: Cost minus Accumulated Depreciation divided by Life divided by number of periods per year. It results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depreciation - Double Declining Balance

Budgeting calculates this as: Cost minus Accumulated Depreciation multiplied by 2 divided by Life divided by number of periods per year. It results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depreciation Methods

The various methods of spreading the acquisition cost across the life of an asset rather than expense the full value of an asset at the time you acquire it. The value of the asset consequently decreases (or depreciates) through time. The four depreciation formulas delivered with PeopleSoft Budgeting include: declining balance, double declining balance, straight line, and sum of the years.

Depreciation - Straight Line

A method of depreciating asset value in equal amounts across the life of the asset. Per-Period Straight-Line depreciation is calculated as the cost of an item minus the salvage value divided by the number of periods to depreciate.

Depreciation - Sum of the Years

A depreciation method equal to the value of the remaining years of life divided by the sum of the years remaining is multiplied by the Net Book Value. This figure is then multiplied by the percent of years to depreciate. This results in a higher depreciation expense in the early years of an asset, which decreases as you near the end of its useful life.

Depromote

In PeopleSoft Demand Planning, the process of making an adjustment to actual demand data that removes the effect of a promotion during a defined period. As a promoted period moves into history, the system creates an adjusted demand entry that is equal to the **Prorated Forecast**.

DeptID

A ChartField that defines departments or administrative offices that have operational, fiscal and/or budgetary responsibility for specific sets of activities.

Derived Metric

The result of a calculation on a report of base metrics.

Detail

A temporary assignment to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. This employee is considered for pay and strength count purposes to be permanently occupying his/her regular position. Unless the agency chooses to use an SF50, a detail is documented with an SF52.

Detail Tree

A tree that employs ranges of detail values under each node; you must manually specify the detail values.

DFI ID (Depository Financial Institution ID)

A PeopleSoft Payables bank identifier, consisting of Transit Number, Swift ID, or CHIPS ID.

Dimension

A single element of a business model, such as product, department, or location. Cube Manager uses the term Conforming Dimension.

In terms of data analysis, dimensions can be thought of as criteria, such as time, product, and location, used to pinpoint a particular piece of data. For example, in the retail industry a set of dimensions could be geography, product, time, customer, and vendor. The geography dimension would include company, chain, region, district, and finally store attributes. A dimension is also a column heading on an analysis and reporting template which you can drill through or roll up to the multiple levels.

In PeopleSoft Budgeting, a view option that assists in summarizing the rows of data in line-item budgeting.

A single element of a budgeting model, such as account, product, project, department, or operating unit. In PeopleSoft Budgeting, these dimensions typically represent the ChartFields used by your organization during your budgeting process.

Dimension Table

In the PeopleSoft Enterprise Warehouse, Dimension Tables store additional attributes or data about Facts. Some example dimensions include Customer, Channel, Geography and Product.

Direct Compensation

In PeopleSoft Workforce Analytics, Direct Compensation is payment made to workers in exchange for their contributions to the organization. Direct Compensation is typically categorized as including Cash Compensation and Long-term Variable Compensation.

Cash payments made to workers in exchange for their contributions to the organization. Direct pay is typically categorized as fixed pay (for example, base pay, shift differentials) and variable pay (for example, profit sharing, incentive, bonus). Note: Profit sharing can be considered direct pay if paid out in cash on a periodic basis or deferred pay if cumulative with the intention of payment in the long-term future.

Direct Calculation

Calculate actual and directly assigned dollars.

Direct Cost

In PeopleSoft Workforce Analytics, a direct cost of an activity or a cost object. An example is the salary cost of employees working on a project.

Director

An affiliate of the company who holds a seat on the Board of Directors for the corporation. A Director, generally, is not an employee of the corporation.

Disability and Discrimination Act of 1995

In the United Kingdom this act makes it unlawful to discriminate against individuals on the basis of their disability in relation to recruitment, promotion, training, benefits, terms and conditions of employment, and dismissal.

Disability Rate Code

The desired percentage of disabled persons that should be employed by French employers, as mandated by the French government.

Disbursement View

In PeopleSoft Demand Planning, a **Forecast View** that allows the forecast from a working view to be reported on using an alternate key. Disbursement views are built directly from the working views and inherit many working view attributes, including time period and associated user data definitions, from the parent working view.

Discounted Stock Option

Rights to a stock option at a price less than 100 percent of fair market value at the time of grant.

Discretionary Plan

In PeopleSoft Workforce Analytics, this is a plan for distributing compensation awards that provide managers the ultimate discretion over a pool of money which is either funded based on company, group, or employee performance, or it's budgeted. The discretionary award determination is sometimes guided by a pre-determined percent of the participant's salary, expressed as an opportunity. This figure can then be modified based upon management's perception of actual value created by the group or employee.

Disqualifying Disposition (DD)

When an optionee sells or otherwise disposes of the shares of stock acquired through the exercise of an incentive stock option or through an employee stock purchase plan before the holding period for preferential tax treatment has lapsed.

In the case of Incentive Stock Options, the holding period is one year of the date of exercise and two years of the date of grant. At the time of disposition, the individual recognizes compensation income equal to the difference, if any, between the option price and the fair market value of the corporation's stock on the date of exercise. If the sale price is less than the fair market value of the stock on the date of exercise, the compensation income is limited to the total sales price less the total option price, less any fees.

In the case of purchases through an employee stock purchase plan, the holding period is one year from the purchase date and two years from the enrollment date. Compensation income in a disqualifying disposition is equal to the difference between the total fair market value on the purchase date and the total purchase price.

Distribution

Provide a repository of time and associated estimated and actual allocated labor costs to other systems

The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.

Distribution Network

A distribution network is a prioritized list of Inventory business units (IBUs). When a customer orders a product, the system uses this network to determine which warehouse the stock ships from.

Distribution Profile

A definition of ChartField distributions assigned for compensation costs. A distribution profile can be used to set up defaults for how the system should distribute costs associated with a position's salary, benefits, and earnings. PeopleSoft Budgeting-specific.

Distribution Rule

You use distribution rules to determine the order in which the system searches for matches against the distribution sets matrix when sales orders are entered.

Distribution Set

Distribution Sets assign account distribution information to combinations of defining elements used on sales orders.

Distribution Type

An identifier that defines one of the different transactions that move an item into or out of an inventory business unit. Distribution types are used to create debit and credit transactions to the general ledger via the Journal Generator.

Dividend

Distribution of earnings back to shareholders, prorated by the class of security and paid typically in the form of money or stock. The amount of a dividend is decided by the Board of Directors and is usually paid quarterly.

Document Management

The process through which a user has complete control of document version including the ability to view, query, and edit documents in a secure vault. Document management enables you to seamlessly perform online document queries and view documents directly, launching them from within PeopleSoft applications. You can associate pertinent documents with engineering change requests (ECR), engineering change orders (ECO), item revisions, bills of material, manufacturing and engineering routings, production component lists, and production operation lists.

Document Sequence Number

A value that the PeopleSoft system assigns to a document (such as an invoice, voucher, or journal) when you create a document for a business unit that you have enabled for document sequencing. The system determines the number by the values of the business unit, accounting date, and document type.

Document Sequencing

A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in your system for the purpose of statutory reporting and tracking of commercial transaction activity. Document sequencing requires that you classify all financial transactions into three transaction types—journal type, journal code, and document type—and that within each transaction type, all documents you enter are numbered sequentially. When you create a document (such as an invoice, voucher, or journal), the PeopleSoft system assigns a document sequence number to that document.

Document Type

The final level of three categories for defining a financial transaction (or document), necessary when using document sequencing. It represents the business purpose of a financial transaction, such as domestic customer invoice or customer credit memo. Document type is within one and only one journal code; journal code is within one and only one journal type. Document type is the only required category, because the values of the other two categories can be derived from document type.

Dollar Tolerance

In PeopleSoft Inventory, the acceptable cost difference between expected cycle count quantities and actual quantities counted. This value allows a margin of error for an item during cycle count reconciliation based on item cost.

Domestic Relations Order (DRO)

A preliminary version of a court order (usually stemming from a divorce settlement) ordering a division of a participant's pension benefits. The order is not in effect until it is determined to be "qualified" by virtue of meeting certain requirements. At that point it becomes a Qualified Domestic Relations Order, or QDRO.

Double Byte Characters

If you're working with Japanese or other Asian employees, you can enter the employee's name using double-byte characters. The standard double byte character set name format in PeopleSoft applications is: [last name] space [first name].

Draft Worksheet

A work space used in PeopleSoft Receivables to track a draft through its processing life cycle.

Drill-Back Calculation

Assigns indirect dollars and Drill-Back calculations. Also, this picks-up all costs in the Calculations Detail (CALC_DETAIL_F00) that was assigned during direct calculations.

Drill Down

The ability to go down to the next level of detail in a set of data. For instance, if you're looking at an expense figure for a division, you can drill down to the expenses for each department in the division.

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Driver Lookup Table

Tables associated with a driver that enable different rates and amounts unique to a budget center.

Drivers

In PeopleSoft Activity Based Management, drivers are a means of assigning dollar amounts from resources, activities, and cost objects to other resources, activities, and cost objects throughout the model in PeopleSoft Activity-Based Management. Drivers can also be assigned across business units. There are different types of driver categories (transactional, duration, and intensity), and different ways of specifying how those dollar amounts are calculated (amount, percentage, spread even, and direct), as well as different ways that dollar amounts are assigned (depending on assignment type and object type).

In PeopleSoft Business Planning, a driver can be defined as a set of values that are used as an input to another process. In this context, a driver should be interpreted as a projection of external factors and other indicators. The user can define a relationship between the driver and a financial result. The driver values and the defined relationship then combine to produce a projection of the financial result. For example, a projection of the number of square feet used (driver) and the price per square foot paid in rent (driver) can combine to produce a projection of rent expense (financial result).

DRO

See Domestic Relations Order.

DSS (Decision Support System)

A DSS is a workstation-based analysis and reporting system, typically aimed at analysts and line managers. OLAP tools provide a powerful DSS.

Duration

In PeopleSoft Pension Administration, the utility that calculates the length of time between two dates.

Duration [Global Payroll]

An element type that calculates a period of time between two dates. For example, if you want to determine a payee's age, you can calculate the duration between his birth date and the calendar period end date.

Dynamic Group

A group in Time and Labor that enables you to establish criteria or attributes for a group of employees. All employees who fit this criteria at processing time belong to the group.

Dynamic Tree

A tree that takes its detail values—*Dynamic Details*—directly from a table in the database, rather than from a range of values entered by the user.

Dynamic Views

In PeopleSoft Demand Planning, a **Forecast View** that allows interaction with the forecast data using an alternate key structure. By using dynamic views, you streamline the working view and can complete the working-view design without having to anticipate all conceivable adjustments.

E**Earliest Change Date**

Determines both the range of dates and the amount of data that will be processed for each time reporter (see Batch Processing)

Early Punch

A punch that is more than the predefined number of hours/minutes before a scheduled punch where a time reporter is warned

Early Retirement Date (ERD)

A retirement date earlier than a plan-specified “normal” retirement date. Employees usually must meet age and/or service requirements to be eligible for early retirement, and early retirement benefits are often reduced to compensate for the longer duration of payments.

Early Retirement Factor

The reduction made to an employee's benefit if the employee elects for early retirement.

Early Warning

In commitment control, warning of possible future budget exceptions. You can specify that you are to receive a warning when commitments and expenditures reach a predetermined percentage of budget. For example, you can instruct the system to let you know when commitments and expenditures reach 50%, 80%, or some other percent of a budget.

Early/Late Adjustments

The PeopleSoft Pension Administration function that calculates early retirement factors or late retirement factors.

Earning Group

Part of a group of defaults assigned to job codes. Earnings group may include non-salaried items such as holidays and bonus pay dependent on individual company parameters.

Earnings

The amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, vacation, and bonus pay.

Earnings [Global Payroll]

An element type that defines the different types of compensation that are added to a person's pay. Examples include salary, commission, bonuses, and retirement pay.

Earnings Accrual Class

Categorizes a set of accruable earnings.

Earnings Code

Codes that represent the various types of earnings such as regular, overtime or leave.

Earnings Per Share (EPS)

The portion of a company's profit allocated to each outstanding share of common stock. Net income (reported or estimated) for a period of time is divided by the total number of shares outstanding during that period.

Earnings Type

An abbreviated and encrypted set of business instructions containing compensation instructions. Earnings Type may also contain Benefit Entitlement and Administration instructions, taxation instructions, Financial Accounting instructions, Organizational Administration instructions, work group and labor affiliation instructions, and other instructions.

Economic Loss

In Funds Transfer Pricing, this refers to the break fund economic loss, calculated by applying the theoretical value of the interest rate differential (IRD) against a cash flow stream, based on the amount of the prepayment or cancelled draw-down.

Economic Value Added

In the financial services industry, Economic Value Added is a financial metric that factors into the measurement of an activity's profitability the cost of economic capital assigned to that activity.

EDGAR (Electronic Data Gathering, Analysis, and Retrieval)

An electronic system implemented by the SEC that enables companies to file documents in conjunction with disclosure requirements mandated by the SEC.

EDI Agent

Used in EDI processing, the inbound EDI Agent loads trading partner data (flat files) into the PeopleSoft database using transaction, map, and trading partner definitions set up using EDI Manager. The outbound EDI Agent extracts information from the PeopleSoft database and generates data files that can then be processed for transmission to a trading partner.

EDI Manager

A suite of online pages used to define transaction sets, trading partner profiles, and translation maps for EDI transactions.

Edit Table

A table on 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.

EEO Company Code

In the United States companies are assigned this federal code for EEO and VETS100 reporting.

Effective Date

A method of dating information in your system. 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.

Effective Date

A method of dating information in your system. 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. The Effective Date usually defaults to your system's current date.

Effective Periods

In PeopleSoft Demand Planning, the number of periods of historical demand used in the Model Reset process. The value can be used to exclude older, possibly unrepresentative historical demand data from model **Optimization**.

Effective Sequence

A system-generated number assigned to distinguish between two job entries with the same effective date.

Effective Tax Rate

The ratio of income tax paid over gross income, showing the percentage of income actually paid in taxes.

Effectivity Date

The date on which a component can be added or substituted in production, typically specified on an item's bill of material.

EIS (Executive Information System)

An EIS is a workstation-based analysis and reporting system for executives. An EIS provides a higher-level view of the data than a DSS, and typically requires less knowledge about the underlying transactional systems. OLAP tools provide a powerful EIS.

Elapsed Schedule

A method of scheduling a time reporter's time that is based on TRC and duration. This method can be used for scheduling of elapsed time reporters (see Scheduling.)

Elapsed Time

Reporting non-clock time in increments of hours or partial hours (see Managing Time / Understanding Time Reporting).

Elapsed Time Service

A method of calculating a period of service that uses only the start and end dates of the period to determine the amount of service. Hours worked or other measures of the actual work performed during the period are not taken into account.

Electronic Certification System (ECS)

An automated Payment Voucher authorized by the Certifying Officer for use within the Treasury Department, Financial Management Service's financial system. PeopleSoft provides a method to record and generate data files for on- and off-cycle processed payments.

Element

In PeopleSoft Global Payroll, an element refers to both primary elements and supporting elements. Primary elements are comprised of earnings, deductions, absence entitlements, and absence take elements. Supporting elements are element components that are combined to create primary elements.

In PeopleSoft Enterprise Performance Management, elements are used to create a Profile. An Element can be one or more columns of data in an Enterprise Warehouse table, associated with a single dimension (for example, Customer, Product, Department, or Channel). An Element can also be KPI, Population, subscription data from a third party, preexisting Profiles, and data mining scores.

Element Group

Element Group identifies a group of elements to provide eligibility. You can then use this as a notational shortcut—instead of having to list each element, you can use the element group name. Element Group's expedite the process of manipulating earnings and deductions.

Element Name

Name assigned by the user for data fields, rules, formulas, and tables. For example, the names you give to new rules, elements, or objects.

Element Segment

When an element changes mid-period, requiring the affected element (and perhaps a subset of other elements) to be calculated multiple times on either side of the date on which the change takes place, element segmentation is used. Unlike period segmentation, the system segments only the elements you select, and creates separate result columns only for the specified elements. In element segmentation, there is only one gross-to-net result set.

Eligibility Group

Eligibility groups define the possible earnings, deduction, absence entitlement, and absence take elements that a payee might be eligible to receive. This enables you to group payees so as to assign eligibility for certain pay elements.

Eligibility Rule

PeopleSoft Benefits Administration uses eligibility rules during Benefits Administration processing to determine which benefit programs and options an employee is eligible for. Eligibility rules are closely associated with event rules: they determine what options an employee can *have*, while event rules determine which of those options an employee will actually be able to *choose*.

Elimination Set

See **Consolidations-Elimination Set**.

Email Template

Pre-defined parameters that establish automatic email generation during budget submittal, rejection, publishing, and/or targeting.

Employee

An individual employed by an organization and administered as an employee in the PeopleSoft Human Resources system.

Employee Accounts

The PeopleSoft Pension Administration function that tracks employee contributions to a pension plan.

Employee ID

A unique identification code for an individual associated with your organization.

Employee Paid Benefit

The portion of a pension benefit funded by the employee's own contributions to the pension plan. Also, the PeopleSoft Pension Administration function that determines this amount.

Employee Profile

This PeopleSoft Activity-Based Management feature enables time and labor information to be part of an analysis.

Employee Stock Purchase Plan

A type of statutory stock option plan through which employers grant options to their employees in order to provide them with additional forms of compensation.

Employee Survey

In PeopleSoft Workforce Analytics, a method for capturing information about the activities performed by a given employee as well as the amount of time they spend performing each activity to perform activity-based management.

Employee Survey Report

The Employee Survey Report is an annual regulatory report that the French government requires from employers with more than 200 employees. In French it is called "Le Bilan Social". The report is communicated to both labor unions and the government. It provides a snapshot view of the company over the past 3 years for about 200 indicators.

Employee Training Cost

Amount budgeted to pay for students' salaries while on training courses.

Employer Identification Number (EIN)

In the United States a company is typically defined as a business enterprise that has a unique federal Employer Identification Number (EIN) for payroll tax reporting purposes.

Employer's Liability Insurance Associations (Berufsgenossenschaften)

Social Insurance in Germany is maintained and administered by private organizations that act as employer's liability insurance associations. Employers pay out premiums to these associations, who administer and pay out funds to workers who are injured on the job.

Employment Cost Index (ECI) Adjustment

Annual increase to wages established/permitted by statute.

Employment Equity Computerized Reporting System (EECRS)

Canadian companies are required to report to the Federal Government on employment equity. PeopleSoft Human Resources contains the Canadian Employment Equity report (PER101CN), which creates a data interface file to the federal government's Employment Equity Computerized Reporting System (EECRS).

Employment Record Number (EMPL RCD#)

A field in PeopleSoft Human Resources Management Systems and PeopleSoft Workforce Analytics that indicates an employee has multiple job records in the system. A numeric value (0, 1, 2) is assigned to each job as a way to uniquely identify that job record.

Encumbrance

A claim against funds. It is a projection of future expenses based on the situation, as we know it today. Encumbering funds is not the same as spending them or even guaranteeing that you will spend them. It just means that if the situation as it exists today does not change, you will spend all of those funds by the end of the fiscal year.

Engineering Bill of Material (EBOM)

A listing of all the parts, raw materials, and subassemblies that form the basis of all item and product structures. EBOMs differ from MBOMs (Manufacturing Bills of Material) in that they are not visible within Production Planning or Production Management and are isolated from Manufacturing.

Engineering Change Order (ECO)

A revision to a blueprint or design, released by engineering to modify or correct a part and/or bill of material. PeopleSoft Engineering uses ECOs to manage and document required assembly and component changes.

Engineering Change Request (ECR)

A document that allows you to request manufacturing process improvements and report product defects directly to the engineering department. When workflow is enabled, ECRs can also be routed for review and approval, after which they change into ECOs.

Engineering Cost Version

The process of generating cost versions for new and modified configurations based on engineering bills of material (EBOM) and costing data.

Engineering Workbench

An engineering environment, separate from production, consisting of engineering bills of material (EBOM), engineering change requests, engineering change orders, EBOM cost roll-up capability, online BOM comparisons, and seamless integration to a document management vault.

Engineering Workbench

An engineering environment, separate from production, consisting of engineering bills of material (EBOM), engineering routings, engineering change requests, engineering change orders, EBOM cost roll-up capability, online BOM comparisons, and seamless integration to a document management vault.

Enterprise

In PeopleSoft Time and Labor, all of the business units of the installation site.

Enterprise Performance Management (EPM)

See PeopleSoft Enterprise Performance Management

Enterprise Portal

The PeopleSoft Enterprise Portal is a separate product offering purchased independently of any other PeopleSoft applications. It can be used with or without any PeopleSoft application. It can be used as a standalone corporate portal that does not access PeopleSoft data at all.

Enterprise Resource Planning (ERP)

The encompassing term for all the transaction-oriented database applications an organization deploys across its business enterprise. The term includes financial, manufacturing and supply chain, human resources, and payroll applications, among others.

Enterprise Warehouse (EW)

See PeopleSoft Enterprise Warehouse

Entry Authority

Authorization granted by employees to specific user IDs for entering expense data on their behalf.

Entry Currency

The currency used to enter budget data.

Entry Event

An automated process that generates multiple debits and credits resulting from single transactions, to produce standard supplemental accounting entries.

Entry Event Code

Designation of an Entry Event; an identifier or label.

Entry Event Generator

A mechanism that generates standard, supplemental accounting entries based on Entry Event codes.

Entry Event Process

An accounting transaction. Entry Event processes combine to form Entry Events. For example, requisition posting is a Purchasing process, and cash clearing is a Payables process. Each process can involve one or several Entry Event Steps.

Entry Event Step

Part of an accounting transaction. For example, the BUDG process includes these steps, among others: prepare allotment budgets, prepare organization budgets, and prepare revenue estimates. Entry Event steps combine to form Entry Event processes.

Entry On Duty Date (EOD)

Date that indicates when an employee started to work at his/her current agency.

Entry Type

Any activity that creates or updates an item.

EPM (Enterprise Performance Management)

See PeopleSoft Enterprise Performance Management

Equal Employment Opportunity Commission (EEOC)

In the United States the EEOC requires that most companies file one or more reports from a series named EEO-1 through EEO-9. These reports include counts by federal employment categories of male and female employees in certain ethnic groups.

Equitization

A 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. For organizations with complicated parent/subsidiary business unit relationships, this automated process reduces the process time and reduces the possibility for errors.

Equity Increase

In PeopleSoft Workforce Analytics, Equity Increases are base pay increases granted to bring an employee's pay up to some internally specified standard for your organization.

Equivalent Standard Deviation

In PeopleSoft Demand Planning, a **Standard Deviation** developed during the Model Reset process that enables you to compare standard deviations from different models. The deviation is calculated by multiplying the **Model Equivalency Factors** defined on the **Control Group** by the standard deviation.

ERISA (Employee Retirement Income Security Act of 1974)

The U.S. Federal legislation enacted to prevent abuses of employee pension rights by employers.

Error Exception

A transaction that is stopped because the budget limits would be exceeded if it continued. For the transaction to proceed, action must be taken, such as canceling or reducing the transaction amount, increasing the budget amount, overriding the budget limits, or transferring available funds from another budget.

Error Ratio

The ratio of the statistical Standard Deviation to the base component that gives an indication of the accuracy of the forecast. The ratio is presented in the PeopleSoft Demand Planning Audit and Accuracy Review and is calculated during the **Forecast Calculation Process**.

Estimated Gross

Estimated labor cost associated with reported time (see Managing Time, Understanding time Reporting Codes).

Estimated Shipments

A group of shipment schedules used to manage sales order requested shipment data and actual shipment data. Used in conjunction with weight and volume pricing and freight charge calculations.

Ethnic Code

The Federal Office of Management and Budget (OMB) racial and ethnic census categories used for classifying individuals in U.S. Government reports.

ETL (Extract-Transform-Load)

See Extract-Transform-Load.

ETL maps

ETL maps provide rules for importing your source data to the data warehouse tables.

Evaluated Receipts Settlement (ERS)

A PeopleSoft Payables feature that matches receipts against purchase orders and generates vouchers without requiring an invoice.

Evaluations Periods

In PeopleSoft Demand Planning, indicates the number of future periods to use for the calculation of forecast errors. For example, if the number of evaluation periods is two, then the forecast error in April 2001 (after posting demand for April) would be determined by comparing the actual demand for April and the April forecast generated in February 2001. Evaluation periods are set separately for each view.

Event

Events are predefined points either in the Application Processor flow or in the program flow. As each point is encountered, the event fires on each component, triggering any PeopleCode program associated with that component and that event. Examples of events are FieldChange, SavePreChange, OnRouteSubscription, and so on.

Event

Occurrence or happening.

Event Class

An event or type of event that results in a change of benefits eligibility for an employee or dependent. Event classes are prominently used in COBRA and Benefits Administration processing.

Event Maintenance

The process that enables you to manage ongoing enrollments during a plan year. Changes involving maintenance include new hires and re-hires, terminations, family status changes, and changes to benefits eligibility.

Event Rule

Used by PeopleSoft Benefits Administration to determine how events are processed by the system. Event rules look at the benefit plan options an employee is eligible for and determine which options the employee can actually *choose*. Event rules are closely associated with eligibility rules but it is important to note that they are not the same. Event rules *should not* be used to determine eligibility.

Event Trigger

You use triggers to tell the system that when a change takes place to certain data (an event), it should perform an action automatically. When the event occurs, the system writes a line to a trigger table. Then when it's time for the action, the system reads the data from the trigger table and performs the appropriate action.

EW (Enterprise Warehouse)

See PeopleSoft Enterprise Warehouse.

See also PeopleSoft Enterprise Performance Management (EPM).

Expected Losses

In the financial services industry, the amount the institution predicts it will lose in portfolio value. Loan loss reserves are set aside to cover the expected losses.

Excepted Service

As defined by 5 USC 2103, the Excepted Service consists of those civil service positions that are not in the competitive service or Senior Executive Service.

Exception

User or system delivered, defined conditions applied to scheduled, reported or payable time that require audit or review (see Time Management)

Exception Rules

A rule (s) that is applied to scheduled, reported time, and payable time in order to determine conditions which require audit or review (see Time Administration).

Exception Severity

The degree of importance associated with an exception. For example, in exception which is a result of an employee clocking in late may have a Medium severity, while an exception which is a result of an employee not clocking in has a High severity (see Time Management).

Exception Time Reporting

A method of time reporting where only differences to the schedule are provided (see Time Reporting).

Excess Plan

A pension plan where the benefit formula provides an increased benefit for Final Average Earnings above a specified integration level. This compensates for the fact that Social Security benefits are based only on earnings up to a specified maximum.

Exchange Rate Variance

In PeopleSoft Cost Management, the change in currency exchange rate between the time the item is received into inventory and vouchered in Accounts Payable.

In PeopleSoft Payables, a matching feature that compares the exchange rate on the purchase order and the invoice and then copies any variance to PeopleSoft Inventory tables for analysis and accounting purposes.

Exclusive Pricing

Supersedes all pricing structures in effect for customers and products, except **Buying Agreement**, and enables you to drive pricing with a promotional structure. Exclusive pricing can be set up for a specific time frame and associated with particular orders.

Executive Schedule (EX)

Compensation and pay plan used by the Executive Branch of the federal government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on the General Schedule and other existing pay plans throughout the Federal government.

Exercisable

The option shares that are available to the optionee to exercise.

Exercise

The transaction in which an individual purchases or “exercises” the right to purchase the option shares. The IRS refers to the purchase of company stock in an employee stock purchase plan as an exercise.

Exercise Date

The date on which an individual purchases underlying shares from an option grant or transacts a simultaneous purchase and sale of underlying option shares through a cashless exercise and collects option profit in cash or shares.

Exercise Price

The price per share required to exercise a stock option.

Exercise Proceeds

Cash, stock or other recognition received by a company as a result of option exercises, including cash or stock paid by individuals to exercise options and cash company tax savings from deducting non-statutory option profits at exercise.

Expense Location

Geographic area defined to enable the recording, tracking, and reporting of expense activity.

Expense Location Amount

Authorized spending defined for an expense type in a particular expense location and currency.

Expense Location Group

Collection of expense locations based on a common classification such as state, country, or continent.

Expense Type

Means of itemizing various kinds of business expenses. Examples are hotel, dinner, or ground transportation.

Expense Type Edit

User-defined requirement that mandates input of additional data—such as an airline ticket number or number of nights in a hotel—when an expense type is selected in an expense report.

Expense Type Group

Expense types that are classified together for reporting and tracking.

Expensed Item

Non-inventory item which may represent software, manuals, documentation, or any item for which no quantity on hand is maintained, but which can be specified on a bill of material (BOM). Expensed items can only exist as components on a BOM and cannot have a BOM, routing, or production area/item definition.

Expiration

The process by which the outstanding shares of an option cease to be exercisable, generally at the end of the option term. The length of the option term and the date of expiration are established in the Grant Agreement.

Expiration Date

In PeopleSoft Inventory, the date a lot exceeds its Shelf Life and is no longer acceptable for fulfillment or consumption. (Expiration Date = Creation Date + Shelf Life)

Expiration Date

The last day of an option term in which the option is canceled and no longer exercisable.

Expiration Grace Period

When you enter a stock action allows the exercise of the already vested shares as of the action date, the system will calculate the date these shares expire based on the grace period defined on the Stock Action Rules page for that stock action. The system will automatically cancel vested shares not exercised at the end of the expiration grace period.

Express Customer

A customer for whom the minimum necessary information is entered.

Expressions

Expressions enable you to create pseudo-columns made up of mathematical calculations based on actual fields on a table. Since expressions are resolved at run-time, duplicate information is not stored on the database.

Express Order

An order entry shortcut in PeopleSoft eStore and Mobile Order Management whereby the customer populates the shopping cart and goes directly to the order summary to checkout, bypassing any billing or shipment modification screens. Billing and shipping information defaults in as previously entered.

External Data

Data from external sources. For instance, in PeopleSoft Workforce Analytics, external data may include third party salary surveys and benchmark metric surveys.

External Scheme

In the United Kingdom an External Scheme is a vocational training, education and job placement program involving an employee, an employer and the government.

External System

Any system that is not directly compiled with the PeopleTools servers.

Extra Time

Any hours worked outside of an employee's normal (scheduled/shift) hours or days. Extra time may be scheduled in advance of when it is worked, and may be subject to special compensation rules. It may be treated differently than standard time for purposes of Benefit Entitlement and Administration.

Extraction

A reusable query that specifies what information should be retrieved from the Quality database.

Extract-Transform-Load (ETL)

The extraction and transport of data from one server to another remote server. In PeopleSoft budgeting ETL specifically refers to the process by which financial and human resource data is extracted from PeopleSoft Financials and HRMS and transferred to the PeopleSoft Enterprise Warehouse which PeopleSoft Budgeting uses to access and record data transactions. Within PeopleSoft Enterprise Warehouse, data migration typically refers to information moved from outside sources into the Operational Data Store tables.

Extrinsic Rewards

Tangible rewards that can be given to the individual. Typically categorized as financial and non-financial rewards. Financial rewards would include direct compensation, indirect compensation and deferred compensation. Non-financial rewards are provided to the individually and viewed as a benefit by the individual based on the culture of the organization such as the size or location of one's office.

In PeopleSoft Workforce Analytics, tangible rewards given to an individual. Typically categorized as financial and non-financial rewards. Financial rewards would include direct compensation, indirect compensation and deferred compensation. Non-financial rewards are provided to the individually and viewed as a benefit by the individual based on the culture of the organization such as the size or location of one's office.

F

Fact

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.

Fact Table

A fact table is where facts are stored in the PeopleSoft Enterprise Warehouse.

Fair Labor Standards Act (FLSA)

A federal regulation governing several time and labor issues. *FLSA Overtime* requires that all nonexempt employees be paid at a rate of time-and-one-half for all hours over 40 physically worked during a workweek. This requirement may be superseded by state or local laws when the lesser law is to the greater benefit of the employee, or by union contract. An *FSLA Workweek* is a permanently established, regular workweek for a group of employees.

Fair Market Value (FMV)

The price of a company stock based on the current market value as determined by supply and demand, or a valuation method. The stock market sets the fair market value for a public company. For a private company the fair market value is more subjective, but typically determined by financial factors or set by an outside valuation company.

Fair Market Value Tracking Methods

Methods used to track and report trading activity on various exchanges (i.e. NYSE, AMEX, NASDAQ, etc...).

Family Medical Leave Act (FMLA)

A federal regulation that protects health benefits and job restoration for employees who must take a leave from work to care for themselves or family members. FMLA regulations contain provisions regarding employer coverage, employee eligibility and entitlement, notice and certification, continuation of health benefits, and job restoration. PeopleSoft Benefits applications offer FMLA Plans that help employers and employees determine FMLA eligibility and schedule and track FMLA leave requests.

Federal Employee Group Life Insurance Program (FEGLI)

Generally, if the employee has Federal retirement coverage or is on a temporary appointment exceeding one year, he/she is eligible to participate in the FEGLI program. Once eligible, he/she is covered automatically for Basic Life Insurance and premiums will be deducted from gross salary unless coverage is waived within the first period of eligibility. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

Federal Employee Pay Comparability Act (FEPCA)

This law provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize agencies to make advance salary payments to attract candidates for open positions which have consistently been hard-to-fill in certain geographic areas.

Federal Employees' Compensation Act (FECA)

This law provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file claims with the U.S. Department of Labor, Office of Worker's Compensation, which adjudicates the claims and compensates the employing agencies for the employee's pay and benefits during the claim period.

Federal Employees Health Benefits (FEHB)

Generally, the employee is entitled to coverage by the FEHB program if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than one year. The Federal employer shares the cost of the premium (about 75%); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part-time, the employee pays the employee share and a portion of the employer's share.

Federal Employees Retirement System (FERS)

A retirement plan available to employees of the federal government. FERS covers all employees appointed to a position in the federal government after January 1, 1987. Coverage includes Social Security, a basic annuity plan, and a TSP.

Federal Employer Identification Number (EIN)

Used to identify the tax accounts of businesses. Businesses, which have employees or operate business as a partnership or corporation, must obtain an EIN.

Federal Insurance Compensation Act (FICA)

Employee and employer contributions to Social Security.

Federal Reserve Transit Number

A unique identifier for U.S.-based banks, allowing banks to transfer funds within the Federal Reserve system.

Feeder Line

A type of production line replenishment used in PeopleSoft Flow Production. If you are using feeder line replenishment, smaller production lines create subassemblies that feed directly to your production line.

FEGLI Living Benefits Act

Beginning 7/25/95, a Federal employee who is terminally ill may elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of \$1000. An election to receive this benefit is irrevocable; the individual is considered terminally ill if his /her life expectancy is 9 months or less.

FICA (Federal Insurance Contributions Act)

FICA consists of both a Social Security (retirement) payroll tax and a Medicare (hospital insurance) tax. The tax is levied on employers, employees, and certain self-employed individuals.

Fictitious Calculations

Fictitious calculation rules perform temporary calculations. A fictitious calculation is a sub-calculation run during a normal calculation to determine a net that would have been computed if certain parameters were used. This result is then used for further processing in the normal calculation. A fictitious calculation is always started from inside a normal calculation, run for one payee, and run for a specified set of periods.

FIFO (First In First Out)

Method used by companies to record Disqualifying Disposition Income. If a company uses this method they record the optionees disposition of shares by attributing the shares to the earliest exercise, purchase or release dates for which shares remain available for sale.

Fill-In Employment

Employment held by persons during the time period after leaving their regular occupation in anticipation of, but before entering, military service.

Filter

A filter creates a subset of information. Filters are used in templates to limit your information from a pick list of attribute values.

Final Average Earnings (FAE)

The PeopleSoft Pension Administration function that averages earnings from a specified period of an employee's career. The result is used as a component of the pension benefit formula.

Final Forecast

The final forecast is the prorated version of the adjusted forecast, summarized to all levels of the product hierarchy. This is the best-guess version of the forecast that is used to make all decisions dependent on the forecast.

Final Table Merge Engine

Final Table Merge Engine is used by the PeopleSoft Enterprise Warehouse; it moves enriched data from one table into another. When you run a job in a jobstream, the immediate results are stored in temporary tables. At the end of the jobstream, the Merge Engine runs and merges the output temporary tables into the final tables, where processing can continue.

Financial Accounting

The accounting for a business entity's assets, liabilities, revenues, and expenses to determine its net worth and to produce financial statements. Within Generally Accepted Accounting Principles, a business has some latitude as to when and how to record its financial transactions, as long as it continues to meet its legal and regulatory requirements. A business' financial accounting requirements are not necessarily the same as its cost accounting requirements. The one should not be mistaken for the other (i.e. the extent to which a company's financial accounting system meets its cost accounting needs depends on how it has chosen to describe its chart of accounts and the level at which it has chosen to record financial transactions.

Financial Instrument

In the financial services industry, a specific product or service sold by a financial institution to its customers. In terms of the reporting hierarchy, a product falls under a ledger account, while an instrument falls under a product. A product may be treated like a generic description or category, while an instrument is a specific instance of a category.

Financial Performance Measures (FPM)

For the financial services industry, the Financial Performance Measures program performs calculations on financial instruments based on the rules defined in the Financial Calculation Rules module, and using input from the Cash Flow Generator, Stratification engine, Product Pricing, and Curve Generator. Its calculations include: measures of duration, option-adjusted spread and option-adjusted cost for PeopleSoft Funds Transfer Pricing, and Monte Carlo simulation for PeopleSoft Asset Liability Management.

Financial Product

In the financial services industry, a product or service sold by a financial institution to its customers. In terms of the reporting hierarchy, a product falls under a ledger account, while an instrument falls under a product. A product may be treated like a generic description or category, while an instrument is a specific instance of a category.

Financial Services Instrument

In the financial services industry, products created by financial institutions and sold to retail customers. Product prices and interest rates are set by the financial institutions and take into account its customers' behavioral models.

Financial Statement Simulation

A facility within Planning & Simulation which establishes rules for simulating future period, or pro-forma, financial statements. The user defines corporate financial policies, such as corporate tax rates, dividend distribution frequency, and force balancing rules, which are then applied to cash flows for a given future accounting period. The Financial Statement Simulator engine drives costs and revenues to accounts on PF_LEDGER_F00 via a scenario.

Financials Warehouse

See Warehouses.

First Year Amount

See 1st Year Amount.

Fixed Basis

The basis option enables you to create the data for the Basis online, as part of the rule. Fixed Basis is used with the Allocation Manager only. It is available with all methods except when Period-Based Allocation is being used. The Fixed Basis is a predetermined table that can be populated online.

Fixed Offering

The offering type is fixed when the end date of each offering is the same for all employees regardless of the employee's grant dates.

Fixed Percentage

A fixed percentage value. The source pool amount will be split based on this percentage to get the target amount. Used with the Allocation Manager.

Fixed Period Requirements

In PeopleSoft Enterprise Planning and Production Planning, a lot-sizing technique that sets the order quantity to the demand for a given length of time.

Fixed Picking Bin

A dedicated picking location for an inventory item. Fixed picking bins are replenished from bulk locations when the available quantity falls below the optimal quantity.

Fixed Plan

A stock purchase offering period where the ending offering date will be the same as the purchase date. Eligible employees will always purchase stock on the specific purchase dates and by the purchase rules you define.

Fixed Quantity

An **Inventory Policy** method that defines a fixed amount of an item to be ordered to meet replenishment needs. This method can be selected as an inventory policy for order quantity, safety stock, **Reorder Point**, and minimum and maximum parameters.

Fixed Source

The fixed source option enables you to create the data for the Source online, as part of the rule. Fixed Source is used with the Allocation Manager only. It is available with all methods except when Period-Based Allocation is being used. The Fixed Source is a predetermined table that can be populated online.

Flexible Credit

Any credit associated with a given benefits program, plan, or type of coverage. Credits based on an entire program can be applied toward the benefit costs however the employee chooses.

Flexible Hours

Hours during the workday, workweek or pay period during which a time reporter covered by a flexible work schedule may choose to vary his times of arrival and departure from the worksite (see Scheduling)

Flexible Spending Account (FSA)

An account to which an employee and (optionally) an employer pledge an annual amount for a plan year. The employee then submits claims for authorized expenses.

Flexible TimeSpan

A user-defined period into which costs can be collected. Flexible TimeSpans can be as long or as short as you like—covering multiple years or a single day. The main purpose of Flexible TimeSpans is to assist you in analyzing costs.

Flexible Work Schedule

A method of scheduling a time reporter's time that is based on a range of flex hours of start and stop times and core work hours. This method can be used for scheduling clock and elapsed time reporters (see Scheduling)

FLSA Status

A PeopleSoft Human Resources term that is used to indicate whether a job is exempt or nonexempt according to the Fair Labor Standards Act. All employees associated with a

particular job will receive that job's FLSA Status. FLSA Status is an eligibility determination factor for PeopleSoft Benefits Administration.

Forecast Attribution

A FSI (financial services industry) transformation process through which forecasted product originations are pooled and run through the cash flow engine for future periods.

Forecast Calculation Process

In PeopleSoft Demand Planning, the process by which a **Statistical Forecast** is generated for each item at each level of the view. When a **Forecast Item** is set to recalculate, the system tries several forecast calculation methods and picks the one with the least amount of error. This process also makes adjustments for promotions and filters for abnormal demand.

Forecast Definition

Forecast definitions are a set of forecasting rules that generally govern multiple forecasts distinguished by key properties such as products, customers, channels, and so forth.

Forecast Element

Each forecast within a single definition is called a Forecast Element.

Forecast Fulfillment

In PeopleSoft Demand Planning, a process used to manage forecasted demand over a period of time. The process makes it possible to divide the total forecast demand into portions so that certain portions can be met, even if the total forecast cannot be met entirely.

Forecast Item

In PeopleSoft Demand Planning, a logical item used as the basis to forecast demand. The components of a forecast item key are defined for each level in a forecast view.

Forecast Level

See Level.

Forecast Period

A period in time as defined by the calendar for which data is processed through the PeopleSoft Demand Planning model.

Forecast Start Period/Year

Determines the most recent period for which demand data is available for a forecast view. This period can also be described as the last actual demand period to have had an impact on the forecast.

Forecast View

See **View**.

Foreign Education

Education acquired outside of any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.

Form 10-K

A form used for annual reports pursuant to Section 13 or 15(d) of the Securities Exchange Act of 1934 for which no other form is prescribed.

Form 10-Q

A form used for quarterly reports under Section 13 or 15(d) of the Securities Exchange Act of 1934, filed pursuant to Rules 13a-13 or Rule 15d-13. This report, which public companies are required to file quarterly with the SEC, provides unaudited financial information and other selected material.

Form 5500 Participant Count Extract

A PeopleSoft Pension Administration data extract containing data that a plan administrator needs in order to complete IRS Form 5500, used to report on the number of plan participants.

Form S-8

A form used to register securities offered by a reporting company under its employee benefits plans, including stock option plans. Also called the Registration Statement under the Securities Act of 1933.

Form W-2

A form used by employers to provide workers with a statement of wages, tips and other compensation from the previous year. This form, distributed employees by January 31 of each year, reflects state and federal taxes, social security, Medicare wages, and tips withheld.

Formula

Element which enables you to define your own formulas for use—gives further flexibility to define complex organizational needs.

Formula Plan

This compensation distribution plan type is based on a pay out rule, as the pay out rule is defined. The pay out rule can be based on a flat amount, a percentage, or a data element. Whereas a Target Plan distributes pay out based on a comparison of a performance measure against a target, in a Formula Plan the pay out is based just on the pay out rule.

French Professional Elections

French companies employing a certain number of employees must hold elections for selecting personnel representatives (Délégués du personnel), and members of the Work Council (Comité d'Entreprise).

Frozen Rate

A rate that is applied to allocate resources to activities in place of the actual, budgeted and capacity rates calculated by the Activity-Based Management (ABM) Engine.

FTE (Full Time Equivalency)

FTE is the percent of full time the employee should normally work in this job. Full time is defined by the Standard Hours specified in either the Salary Plan Table or the Default Standard Hours specified in the Installation Table.

FTP (Funds Transfer Pricing) Adjustments

Adjustments made to the PeopleSoft Funds Transfer Pricing (FTP) base rate, for such factors as geographic premiums, liquidity premiums, embedded options, or incentive programs.

FTP (Funds Transfer Pricing) Base Rate

In PeopleSoft Funds Transfer Pricing (FTP), this refers to the basic charge or credit that is applied to a ledger account, a product, or an off-balance sheet position.

FTP (Funds Transfer Pricing)

See PeopleSoft Funds Transfer Pricing.

Full-Time Equivalent

See FTE.

Function

A category of pension calculation. PeopleSoft Pension Administration divides a pension calculation into nineteen “core functions” such as Service, Final Average Earnings, and Benefit Formula.

Function Result

The calculation rules for any of PeopleSoft Pension Administration’s nineteen core functions. These rules match Definitions—the specific parameters for the function—to the Groups of employees that use that particular definition. Function Result also refers to the value produced by the rules.

Fund ID

In the financial services industry, Fund ID is a lookup code used to track investment funds associated with a financial instrument or account. Provided primarily by the financial analytic applications to track investment funds for insurance policies.

Funds Transfer Pricing (FTP)

See PeopleSoft Funds Transfer Pricing.

Fungible

This term describes a resource used for multiple activities.

Future Period

Any pay period which is not current and whose close date hasn't passed (see Time Reporting).

Future Periods

The number of periods of future forecasts maintained by the PeopleSoft Demand Planning system.

G**Gang Reporting**

See Crew Reporting.

General Deduction

Any non-benefit deduction. Examples include charitable deductions, union dues, parking, garnishments, and bonds. General Deductions are calculated from the General Deduction Table; Benefit Deductions draw on one of the benefits tables.

General Ledger Distribution

The process and guidelines by which accounting information is transferred from your PeopleSoft Receivables or Deduction Management system to a general ledger system.

General Schedule (GS)

Compensation and pay plan used by the Executive Branch of the federal government.

Generation Control

Generation control elements allow you to indicate to the system whether to process an element based upon criteria you define. There are six parameters that control this function and comprise the definition of the generation control element—HR Status, HR Action/Reason, Segment Status, Frequency, Formula, and Run Types.

Generic Conversion Factor

A conversion factor that applies universally between two units of measure. The factor is used in the conversions between levels of PeopleSoft Demand Planning **Forecast Items** and Inventory Planning **Policy Item**.

Generic Process Type

This term applies to 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," "SQR Report," and so on.

Geo RSZ Code

This code is for Belgian employers to track the geographical location for RSZ codes.

Geographic Location Code

In Canada this code is prescribed by the government and refers to the location a business is in.

Giveaway Adjustment Type

In PeopleSoft Order Management, the price break tables are set up to indicate what product the user receives as a free premium based on defined quantities or prices. The giveaway item does not have to be the same product that the customer is purchasing. For instance, you may set up a price break that indicates that a purchase of 100 widgets entitles the customer to one or more free T-shirts. The system automatically adds an order line for the free item. Giveaways cannot be applied to the total order.

Goals Matrix

In PeopleSoft Workforce Analytics, a matrix used to create calculation rules for group or employee performance goals. You can combine and standardize multiple performance goals into a single, weighted, goal score, against which actual performance is compared. A Goals Matrix can be used to in conjunction with a pay out distribution plan called a Target Plan.

Grace Period

A period that is a number of hours or minutes before or after a scheduled punch where a time reporter's punch is accepted. For Stock Administration, the period of time an optionee has to exercise an option after termination and before the option expires.

Grade

A range of pay in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent as to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation.

Graduate Education

Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum, i.e., it is part of a program leading to a master's or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree.

Grandfathered Benefit

A benefit that an employee was entitled to prior to a change in the plan and that defines the employee's new minimum level of benefits. The change might be caused by a plan merger, new legislation, or a plan amendment.

Grant

A contractual right giving an individual the option to purchase a specified number of shares of stock through an Equity Compensation Plan. Also known as an option.

Grant Agreement

The legal document issued by a company defining the number of shares granted, grant price, vesting schedule and other terms and conditions of the stock option or stock award.

Grant Date

The date the individual begins participating in a stock purchase offering. The date on which an option or other award is granted. The date the company enters into the grant agreement. The underlying stock's fair market value on this date generally derives the option price.

Grant Price

The price per share at which the stock option was granted. This is the price per share the individual must pay when exercising the option.

Gross Salary

The sum of an employee's salary and earnings defined as part of gross salary. The gross salary is used to calculate budget amounts for benefit plans defined as a percentage of an employee's salary.

Gross-up

The process used to calculate taxes and resultant gross pay from a check for an exact net amount.

Group

In PeopleSoft Billing, a specific term for a posting entity composed of one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

Group

Any set of records associated under a single name or variable in order to run various calculations in PeopleSoft Business Processes. In Time and Labor, for example, employees are placed in groups for time reporting purposes, while in Administer Variable Compensation, groups identify which employees are eligible for what forms of compensation. In PeopleSoft Pension Administration, you'll use Custom Statements to define criteria for grouping employees, then by associating calculation rules (Definitions) with specific Groups, you can vary rules for different classes of employees.

Group Asset

A financial asset with no cost information. It is used to depreciate the sum of the costs of its associated group member assets.

Group Asset Depreciation

The depreciation of a group asset calculated using an average service life set by a local regulatory agency and a calculated group depreciation rate.

Group Coverage (Or Generic) Qualification Standards

Standards prescribed for groups of occupational series that have a common pattern of education, experience, and/or other requirements.

Group Member Asset

A financial asset with cost information. Cost information for all group members of a group asset is summed up to the group asset level, where depreciation is calculated.

Group Security

The ability to grant or deny access to groups. You can set up group security by Group ID or by user ID.

Group Security [Time and Labor]

The ability to grant access to employee time, by providing security through Time and Labor's groups functionality. For example, you might want your employees to only access their own records, or allow your supervisors who handle all of the time input for have access to specific groups. You can restrict the user from accessing everyone, or allow the user to be able to access only their own records, or only a specific group. This feature also provides the ability for employees to report their own time.

Group Type

An indicator of the activity that created the billing group: billing, maintenance, payment, transfers, or unposted.

H

Handicap Code

A code that identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities.

Hazard/Disposal Code

An inventory item group sharing a disposal routine.

Headcount

The number of people represented by a given Employee Survey record in the PeopleSoft Enterprise Performance Management product line.

Health and Safety Executive (HSE)

Health and Safety reporting for your UK operations is sent to the local office of the HSE per the requirements of the RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

Health Benefits Code

An alpha/numeric code that identifies each Health Benefit plan.

Health Benefits Effective Date

Date the health benefit plan goes into effect or the effective date of cancellation.

Hierarchy

Hierarchy refers to the relationship between the levels in a dimension.

Highly Compensated Employee (HCE)

An IRS employee category applied to employees who are considered “highly compensated” according to a federally set standard. This distinction is used for the purposes of nondiscrimination tests, to determine that Section 401 and Section 129 plans do not discriminate in favor of highly compensated employees.

HIPAA

The Health Insurance Portability and Accountability Act of 1996. PeopleSoft Benefits applications enable you to comply with this act, which requires that employers provide Certificates of Group Health Plan Coverage to employees who have their health coverage terminated. This certificate lists group health coverage an employee had for the twelve month period prior to the date coverage ended as a result of termination of coverage. The HIPAA certificate will be used by subsequent health coverage carriers to evaluate pre-existing condition clauses, if applicable.

Historical Periods

In PeopleSoft Demand Planning, a component that indicates the maximum number of periods of historical demand maintained for a **Forecast Item** within a **Forecast View**. Historical periods must be a minimum of two years in order to support the development of seasonal models based on an item's demand history.

Historical Rules

An element used to set up rules that retrieve data from prior periods. Historical rules can be used in formulas and fictitious calculations.

Historical Usage Calculation Method

In PeopleSoft Inventory Planning, a method that defines the set safety stock or minimum inventory level. The usage is based on the review of historical demand over the number of effective periods. The historical demand quantity is determined by one of four methods; maximum possible usage, Lead Time, estimated daily or period use, and static values calculations.

Hold Grade/Step

Grade/step the employee was in prior to receiving a temporary promotion.

Hold Last Equivalent Increase (LEI)

Date held by an employee for this event prior to receiving a temporary promotion. Necessary in order to establish the WGI due date if returning to original grade/step.

Hold Position Description

The new position description number that is the result of a reclassification action prior to the NOA being processed.

Hold Purchase

A flag that tells the system to keep this participant in the purchase process. The hold flag is maintained at the contribution page.

Hold Within Grade Increase (WGI) Due Date

WGI due date prior to an employee receiving a temporary promotion.

Holding Period

Typically refers to the holding period required for ISO's and Qualified Section 423 Purchase Plans, to receive preferential tax treatment on a disposition of shares. See Disqualifying Disposition.

Hours Counting Service

A service calculation that uses actual or generated hours to determine the service credited to a pension plan participant.

Hours Equivalence Service

A service calculation that uses hours to determine service, but that uses a set number of hours per day, week, or other period worked rather than counting actual hours.

HR Action/Reason Category

A group of related job actions—for example, hire and rehire—treated similarly for pension purposes in PeopleSoft Pension Administration.

HRMS Warehouse

See Warehouses.

I**Ignore Plan**

Complex event processing feature of PeopleSoft Benefits Administration that enables the user to designate plan types linked to a particular Event Rules/Event Classification combination as being unaffected by Benefits Administration processing.

Ignore Violations

The ability to report over capacity violations but not to score or repair them during the optimization process.

Imputed Income

Theoretical income that a company pays on behalf of an employee but the individual does not actually receive. This “theoretical income” must be added to the employee’s gross wages. In general, imputed income refers to the value of excess Group Term Life or Dependent Life coverage.

In Punch

Indicates start of a shift.

In the Money Option

When the fair market value of the stock is greater than the grant price of an option.

INAIL code

In Italy, the INAIL code is used to classify jobs according to the level of risk associated with the job and the related risk insurance required by the employer. INAIL codes are defined by the employer.

Incentive Pay Plans

In PeopleSoft Workforce Analytics, pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans are designed for the individual worker, or for group levels such as teams, business units, divisions, or company-wide. Incentive plans are used for a variety of reasons; including cost control, alignment of employee and shareholder interests, and increased focus on specific performance indicators.

Incentive Plans

Pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans can be designed for the individual worker or at group levels such as teams, business units, divisions or company wide.

Incentive Stock Option (ISO)

For an option to be considered an Incentive Stock Option, it must have the following characteristics:

- The option must be granted pursuant to a plan which includes the aggregate number of shares which may be issued under options and the employees (or class of employees) eligible to receive options, and which is approved by the stockholders of the granting corporation within 12 months before or after the date such plan is adopted;
- The option must be granted within 10 years from the date such plan is adopted, or the date such plan is approved by stockholders, whichever is earlier;
- The option is not exercisable after the expiration of 10 years from the date such option is granted;
- The option price is not less than the fair market value of the stock at the time such option is granted;
- The option is not transferable by such individual otherwise than by will or the laws of descent and distribution, and is exercisable, during his lifetime, only by him, and;
- The optionee, at the time the option is granted, does not own stock possessing more than 10% of the total combined voting power of all classes of stock of the employer corporation or of its parent or subsidiary corporation.

Incomplete Punch

A punch that cannot be processed (i.e. missing employee ID, invalid date or time).

Incremental Budgeting

A budgeting option during budget development that uses prior year actual or budget values as a basis and then applies a percentage that increments the base. PeopleSoft Budgeting-specific.

Incumbent

An employee currently assigned to a position.

Indirect Compensation

Typically involves non-cash types of compensation awarded to the individual in exchange for their contribution to the organization. Common types of indirect pay include health and welfare benefits (for example, medical, dental, vision, long-term disability, short-term disability, unemployment insurance), payment for time not worked (for example, holiday, vacation, sick), and employee services and perquisites (for example, club memberships, parking, holiday gifts).

Indirect Cost

A cost that is assigned by management to an activity or a cost object. An example is the cost of office space assigned to an activity.

Individual Occupational Requirements

Requirements, e.g., experience or education, for particular occupational series of positions within a series and are used in conjunction with a group coverage (generic) standard.

Individual Retirement Record (IRR)

Used by the Office of Personnel Management (OPM) as the basic record for determining the retirement benefits payable to separated federal employees and their survivors. Employees covered by the CSRS retirement plan require SF-2806. Employees covered by the FERS retirement plan require SF-3100. In addition, the SF-2806-1 and SF-3101 are used for corrections to the IRR. See also Correction to IRR.

Inherit Control Group Policies

In PeopleSoft Inventory Planning, a feature that controls whether the policy for an item is set explicitly or defaults from the associated **Policy Control Group**. A series of check boxes enable you to define which policies to inherit.

Initial COBRA Events

The event which makes an individual eligible for COBRA coverage. Typical initial COBRA events include loss of benefits eligibility due to termination, reduction in hours, retirement, and military leave, as well as divorce, death of employee, and Medicare entitlement. See COBRA and Secondary COBRA Events.

INSEE (National Institute for Statistical and Economical Studies) Codes

INSEE is an official statistics and economics organization in France. INSEE codes for your French company's organizations are used in regulatory reporting.

INSEE PCS (Classification par Catégorie Socio-Professionnelle) Code

Each PeopleSoft Human Resources French Jobcode is linked to a four-digit INSEE PCS, or social/professional classification code.

In-Service Date

In PeopleSoft Asset Management, the date upon which an asset is placed in service. In-service date is used in conjunction with an asset's prorate convention to determine Begin Depr Date.

Inservice Placement

Includes a noncompetitive action in which a position is filled with a current or former competitive service employee through promotion, reassignment, change to lower grade, transfer, reinstatement, reemployment, or restorations. Inservice placement also includes noncompetitive conversion of appointees whose Federal excepted positions are brought into the competitive service under Title 5 CFR 316.702, and Department of Defense/Nonappropriated Fund (DOD/NAF) and Coast Guard NAF employees whose positions are brought into the competitive service.

Insider

An officer, director or principal shareholder of a publicly owned company and members of his or her immediate family. This category may also include other employees of the company and people who obtain nonpublic information about the company.

Insider Trading

When a person trades a security while in possession of material non-public information in violation of a duty to withhold the information or refrain from trading. The securities law broadly prohibits fraudulent activities of any kind in connection with the offer, purchase, or sale of securities.

Instance

A row of data on the Positive Input table. Instances of positive input can be entered manually, or can be system generated. They can also be received from other applications, such as PeopleSoft Time and Labor.

Integration Level

The salary level in a defined benefit excess plan at which a higher benefit rate becomes applicable. For example, the following formula uses a \$10,000 integration level: 1% of Final Average Earnings up to \$10,000 plus 1.75% of Final Average Earnings over \$10,000.

Integration Template

A high-level template that defines the integration between PeopleSoft Projects and your other financial applications. Each integration template you create defines a specific set of business units from your other financial applications. Each project is then assigned an integration template containing this preset integration information. You can use Integration Templates to set up joint ventures, and new transactions added to that project will reflect the business units defined in the integration template.

Intensity

The cost for each unit of the activity driver.

Interest

Some companies pay interest on the monies that are being withheld from employees' paychecks. The interest plus the employees' stock purchase contributions are used to purchase stock at the end of the purchase period.

Interest Rate Modeling

An FSI feature that allows you to model interactively interest rate scenarios for Asset Liability Management, and to run rate scenarios and analysis in real time.

Interest Rate Sensitivity Model

In the financial services industry, this support module describes in granular terms how a group of customers holding a specific type of instrument with a particular interest rate will respond to changes in interest rates in the market.

Interface Loader

An SQR delivered with PeopleSoft Asset Management that is used to transfer load lines into the PeopleSoft Asset Management loader tables.

Internal Data

Data from PeopleSoft ERP systems, or other legacy ERP systems used by your organization.

Interpolation

To calculate a value of a function, or series, between two known values.

Interunit Account

The account for each business unit to which other business units in the same corporation refer when they need to distribute amounts across business units. These accounts are used to keep the individual ledgers in balance when a single transaction affects multiple business units.

Inter-Unit Drivers

Drivers that provide a means of establishing relationships between the cost objects of one organization with the supporting activities of the organizations that share business units and models.

Interunit Transaction

A transaction that involves moving amounts from an account in one PeopleSoft General Ledger business unit to an account in another General Ledger business unit.

InterUnit Transfer

A transfer that occurs between different business units.

IntraUnit Transfer

A transfer that occurs within one business unit.

Intrinsic Rewards

A reward that is generated by the worker internally such as job satisfaction, as opposed to Extrinsic Rewards which are tangible rewards.

Inventory Adjustment

A process that enables you to change the quantity of an item in the inventory system to match the actual physical quantity found in the **Storage Location**.

Inventory Business Unit

Usually a warehouse. You establish a separate inventory business unit (IBU) for any one of the following reasons: 1) You want on hand visibility to a specific location of your business that manages inventory. 2) You want to define replenishment rules for a specific location of your business that manages inventory. 3) You maintain standard and average costs in a specific location of your business that manages inventory.

Inventory Cost Element

A cost that can be associated with inventory items and inventory transactions. Examples include freight, overhead, and transportation. Each cost element has a unique cost code.

Inventory Item

A tangible commodity that is stored in an Inventory business unit (Ship From warehouse).

Inventory Location

See **Storage Location**.

Inventory Policy

In PeopleSoft Inventory Planning, a set of rules that controls how inventory policy values are calculated for items. Inventory policy is defined at the **Policy Control Group** and stockkeeping-unit levels. The elements that make up inventory policy are order quantity, safety stock, **Reorder Point**, and minimum and maximum policies.

Inventory Transaction

An event that moves inventory into, within, or out of the inventory business unit. Examples include material transfers, inventory adjustments, and standard issues.

Inventory Transaction Group

An identifier that categorizes transactions by type for costing purposes. For example, you can group all types of interunit transfers together.

Invoice Format Identifier

An identifier for the formatting options that determine the sorting and summarization levels of invoice information.

IRC 423 (Internal Revenue Code 423)

The section of the IRC that defines a Qualified Employee Stock Purchase Plan.

IRR Fiscal Data Accumulation

This report accumulates all retirement deductions for employees, as well as any LWOP and any basic pay that was received when an employee was not covered by the CSRS or FERS retirement plans.

IRR Remarks

Special remarks that are documented on an employee's IRR. IRR Remarks can be set up ahead of time and can be system-entered text or employee-specific.

IRR Status

IRRs can be in pending or final status. Those in pending status can be updated and corrected. A final status indicates that the IRR has been processed and can't be updated or corrected except through a Correction IRR or a Supplemental IRR.

IRR Worksheet

A preliminary IRR form that enables an agency to print a pending IRR for a separated employee, review it and make corrections, if necessary. Agencies can also use the IRR Worksheet to view a current IRR for an active employee.

ISO IRS \$100K Limit

The limit the IRS places on the exercisable value of Incentive Stock Options (ISOs) of \$100K per calendar year based upon the fair market value at the time of grant (Section 422 of the Internal Revenue code).

ISO to NQ Grace Period

The period of time after which an Incentive Stock Option is treated as a Non-Qualified Stock Option for tax purposes upon the termination of employment according to Internal Revenue Code Sections 421 and 422. Depending on the termination reason the option is treated:

- If the termination reason is for any reason other than death or disability, and an exercise occurs more than three months from the termination date, the system withholds taxes as if the option is a non-qualified stock option.
- If the termination reason is disability, the system withholds taxes if an exercise occurs more than twelve months from the termination date.
- If the termination reason is death, the system always treats the option as an ISO.

Issue

See **Material Issue**.

Issuer

A legal entity that has the power to issue and distribute a security.

Item

See **Inventory Item Planning Item** or **Receivables Item**.

Item Content Provider

Third-party software consisting of web-based catalogs of item and price information. These systems benefit the design and purchasing of new products by accelerating item location, maximizing design reuse, and reducing acquisition costs. PeopleSoft Purchasing, Engineering, and Inventory integrate to Item Content Providers, and the information is used by many other PeopleSoft applications.

Item Rounding Rules

A set of rules determining how fractional values are rounded so that calculations result in whole numbers. Rounding rules are used in conjunction with **Quantity Precision Rules**.

Item Simulation

In PeopleSoft Demand Planning, a process that enables you to interact with the forecast in a manageable manner and perform "what-if" analysis by comparing the effects of different forecast models.

Item Type

An identifier that defines inventory items at a very high level, and may include sets of Item Families. For example, the families Computer Items and Office Furniture might be categorized by types like Outside Manufacturing, Finished Goods, and Work In Progress.

Item-Specific Conversion Factor

A conversion between the same two units of measure when the measurements have a different value for an item. For example, a conversion between packaging unit and stocking unit.

Iterative Processing

Refers to a concept on only re-calculating those payees who have had changes and need to be recalculated (if you choose to run your payroll multiple times before actually finalizing it). This concept saves you a lot of time as you only have to recalculate those payees who have had a data change or who you indicate you would like to be recalculated.

J**Java Server Handlers (JSH)**

The JSH manages network connectivity, making service requests from the Jolt Repository, and translating Tuxedo buffer data into the Jolt buffer.

Java Station Listeners (JSL)

The JSL handles the work of the client connection, tracking client messages, and session handoff.

Job Code

An ID for a job as defined on the Job Code table.

Job Code Components

The pay components assigned to a job code by associating rate codes with job codes on the Default Compensation page or the Non-Base Compensation page of the Job Code table.

Job Code Cost

Evaluation of salaries for specific job codes.

Job Compensation Rate

The compensation rate of the corresponding job row.

Job Events

Actions relevant to an employee's employment—such as a hire, transfer, or termination—that can affect benefit program or plan eligibility. Used by PeopleSoft Benefits Administration. See Event Class.

Job Order Cost Accounting

A cost accounting method that attempts to develop a discrete cost for each job performed or product produced. Only the material, labor, and overhead required to complete the job are attributed to the job cost.

Joint and Survivor Payment Option

A form of pension payment in which benefits are paid for the life of the participant and a beneficiary. Should the beneficiary outlive the participant, the benefit continues (often in a reduced amount) for the life of the beneficiary.

Joint Staffing Report

In the United Kingdom governmental agencies are required submit the Joint Staffing Report. Although it is mainly designed for government sector organizations, commercial organizations may also use this SQR to provide a summary of their staffing by department, job code, gender and full/part time employment status.

Jolt

A BEA/Tuxedo companion product that runs on an application server domain and is used to listen for Web Client Java requests and transfer them to Tuxedo.

Journal Code

The second highest level of three categories for defining a financial transaction (or document), necessary when using document sequencing. Examples of journal code are domestic sales and export sales. This category is preceded by journal type and followed by document type.

Journal Generator Template

A table containing defaults to be used in journal generation. PeopleSoft Asset Management and Billing require one journal generator template for each transaction type.

Journal Line

A record storing a double-sided, balanced entry for a given journal. A single journal usually includes multiple lines. The sum of the monetary amounts for the journal lines in one journal totals zero (debits = credits).

Journal Template

A list of the characteristics of the general ledger journal entries that will be created from your PeopleSoft Receivables system.

Journal Type

The highest level of three categories for defining a financial transaction (or document), necessary when using document sequencing. Examples of journal types are sales journal and purchase journal. This category is followed by journal code, then document type within the journal code.

Journal Voucher

A PeopleSoft Payables voucher that enables you to make accounting entry modifications while keeping your PeopleSoft General Ledger and Payables systems in sync. Like the adjustment voucher, the journal voucher is linked to an existing voucher.

K**Kanban ID**

A unique identifier used to track Kanban cards and replenishment requests when using PeopleSoft Flow Production.

Keep Ledgers in Sync

An option in PeopleSoft General Ledger that defines how a transaction should be posted—to all ledgers in a ledger group as opposed to only a single specified ledger.

Key

See **ChartKey**.

Key

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.

Key Performance Indicator (KPI)

KPI is used by the PeopleSoft Performance Management analytical applications. KPIs are high-level measurements of how well an organization is doing in achieving critical success factors. A KPI defines the data value or calculation from the Data Warehouse tables upon which an assessment is determined.

KPI (Key Performance Indicator)

See Key Performance Indicator.

Knowledge, Skills, And Abilities (KSA)

Also known as Competencies, these are attributes required to perform a job and are generally demonstrated through qualifying experience, education, or training. *Knowledge* is a body of information applied directly to the performance of a function. *Skill* is an observable

competence to perform a learned psychomotor act. *Ability* is competence to perform an observable behavior or a behavior that results in an observable product.

L

Labor Costs

Actual expenditures associated with *salary* portion of time reporter expense.

Labor Dilution

A process that occurs after the Labor Distribution process in PeopleSoft Time and Labor. The labor dilution process takes the costs that the payroll system has calculated for payable time, determines an average or rate per hour, and applies the average amount evenly across all reported hours for the day.

Labor Distribution

The process of distributing payroll expense to the corresponding payable time entries generated in PeopleSoft Time and Labor.

Labor Distribution Amount

An actual labor cost associated with reported time.

Last Equivalent Increase (LEI)

Reflects the effective date of the last step received in grade or the last promotion, whichever is most current (does not include QSI). Used as the basis to establish an employee's WGI due date.

Last Physical Counting Event

The last date the inventory item was counted. This information is stored with each inventory item.

Last Purchase Date

The item's most recent purchase date in the inventory business unit.

Last Putaway Date

The item's most recent putaway date in the inventory business unit.

Last Putaway Document Number

The item's most recent putaway document identification number in the inventory business unit.

Last Receiving Date

The item's most recent receipt date in the inventory business unit.

Last Shipping Date

The item's most recent ship date in the inventory business unit.

Last Shipping Document Number

The item's most recent shipping document identification number in the inventory business unit.

Law Enforcement Officers (LEOs)

Positions within the Federal government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pays.

Lead-Time Estimated Usage

An inventory planning method for calculating historical usage of an item. The historical demand is prorated on a daily basis and then multiplied by the number of days lead time for each effective historical period. The maximum period value is then used as the safety stock or minimum stock level. This method should be used for items that have a steady demand pattern throughout each period.

Lead-Time Period Usage

An inventory planning method for calculating historical usage of an item. The purchase lead time is rounded up to a specified number of periods. The historical demand is calculated as the maximum usage during these periods and the safety stock or minimum-stock level is set to this value.

Leave

Time entitled to an employee as a benefit, such as, Sick, Vacation, STD, and LTD. This process is managed by HRMS (see Time Reporting).

Leave Accrual Processing

Processing of leave accruals is used to maintain employee leave balances. All leave benefit plans accrue leave by length of service or number of hours worked. Leave accrual processing is used to determine the employee's leave accrual award and resulting leave balance.

Leave Accruals

Hours that employees earn to use at another time, such as annual leave and sick leave.

Leave Plan

A method for earning and managing leave time.

Leave Without Pay (LWOP) Total (Cumulative)

An employee's cumulative number of hours of leave without pay (LWOP).

Ledger Group

In PeopleSoft General Ledger, a group of ledgers consisting of one primary ledger and secondary ledgers.

Ledger Mapping

Ledger mapping is a process that enables you to relate expense data from your 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 rates) 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 the PeopleSoft Enterprise Warehouse (EW), Ledger Mapping enables you to map general ledger accounts to the EW Ledger table.

Ledger Template

A table containing records and fields common to all ledgers that ensures that all ledgers specified in a ledger group share the same physical layout.

Ledger Type

The unique combination of a single ledger, scenario, and fiscal year. Multiple ledger types make up a ledger type set.

Ledger Type Set

A collection of ledger types, the members of which will represent the members of your ledger type dimension.

Legend ID

A way of recording information that is displayed upon the Issuance Instruction Report. Can be used to record a notice that should appear on the back of a stock certificate indicating that the shares represented are "Restricted Securities." Can also be used to indicate how shares should be processed, as in the case of Swaps, Trades, Repurchases and SAR Exercises.

Level

A section of a tree that organizes groups of nodes.

Defines a set of **Forecast Item** with a common key structure. Each level is related in a hierarchical definition with other levels in the view. A level definition contains descriptive and control data that relates to the operation of the forecast at each level within the view.

Level

The section of a tree that organizes groups of nodes.

Level Income Payment Option

An annuity form of pension payment in which payments are increased in early years (prior to eligibility for Social Security benefits) and decreased in later years when Social Security benefits are also received. The goal is to provide a relatively constant total retirement income both before and after Social Security eligibility.

Life Profile

In PeopleSoft Demand Planning, a feature that enables you to establish product forecasts based on predefined patterns in an item's life cycle.

Lifecycle (of Reported Time)

A representation of time through the various stages of Time and Labor; includes processing of current, future, and previous period time from scheduling and time capture through Time Administration and distribution.

LIFO (Last In First Out)

Method used by companies to record Disqualifying Disposition Income. If a company uses this method they record the optionees disposition of shares by attributing the shares to the most recent exercise, purchase or release dates for which shares remain available for sale.

Line-Item Budgets

The budget amounts associated with ChartField distributions that make up an organization's budget. Line-item budgets include personnel costs as well as operating and maintenance costs. They also include revenue estimates. PeopleSoft Budgeting-specific.

Line Schedule Editor (LSE)

PeopleSoft Production Planning utility or tool that displays production tasks for multiple products on multiple resources across multiple periods of time.

Literal Mapping

In PeopleSoft Demand Planning, a mapping option for formatting data that is common to all records being imported. This enables you to set an available field value for all the loaded rows.

Load

The feature that initiates a process to automatically load information into a PeopleSoft application—for example, populating the PeopleSoft Benefits database with plan-level election information.

Load Activation

Load Activation enables you to specify exactly which part of your Data Mart to build, including security. You set up load activation on the Load Activation page.

Load Planning

The PeopleSoft Inventory feature that picks, packs, and ships orders by Load ID. Load Planning is also used to estimate shipping weight, volume, and charges.

Loader Table

Any table in PeopleSoft Asset Management used to store load lines before they are loaded into the system as open transactions. The loader tables comprise INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B.

Loan Exercise

A form of cash exercise, typically requiring a loan agreement and a promissory note.

Local Code

In PeopleSoft Demand Planning, a type of validation used for a user-defined field code. If a user-defined field is marked to require local table validation, **User-Field Code** are used to determine the list of valid values for the field.

Local Functionality

Local functionality is the set of information in PeopleSoft HRMS that is available for a specific country. You can access this information when you click on the appropriate country flag push button in the global window, or when you access it by a local country menu.

Location Accounting

An accounting method that captures and records material movement within the warehouse, providing accounting visibility based on where the inventory resides. You can designate certain **Storage Area** as raw material, WIP, or finished goods by assigning the corresponding account ChartField (account, department, product, and project ID) to the storage area. All inventory locations in a storage area use the storage area account.

Location Code

Locations enable you to indicate the different types of addresses a company has—for example, one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. Every customer role must have a primary location, which will be used throughout the system on all panels that display a customer address. The primary location—indicated by a *1*—is the address you use most often when contacting the customer, and may be different from the customer's main address.

Location Summary

A Picking Plan option that sorts the picking plan according to the highest-level sort options defined and prints the order lines and the total item quantity to pick from each **Storage Location**. Because the layout of the printed report reflects the actual positions of stock to be picked, personnel can follow a serpentine path through the warehouse, fulfilling all orders on the picking plan without revisiting locations.

Lock for Confirm

A flag on the Pay Line record that enables users to access the database 7 days a week, 24 hours a day, without affecting or interrupting payroll processing. Issues a warning message "A payroll is currently in process for this employee. This data will not be processed until the next payroll."

Log file

One way that you can monitor the build process is to review the log files that the build process automatically generates. Keep in mind that the log file is entirely separate from the script file; do not confuse the two. How much information that the log file contains is up to you. You can set up your logging so that all status (both good and bad) appears in the log, or you can specify that just the errors or warnings appear in the log. This section describes the options you can specify in regards to the Build log file.

Long-Term Variable Compensation

In PeopleSoft Workforce Analytics, a component of direct compensation that consists of long-term payments to an employee in the form of stock programs, and deferred compensation.

Lookup Codes

In the financial services industry, these are user-defined codes that enable the system to define and categorize incoming Instrument table information. They also provide a means for you to report on specific data, such as treasury position, balance type, and ledger account.

Lot Status

The status assigned to a lot. In PeopleSoft Inventory, a lot's status can be Hold, Open, Rejected, or Restricted.

Lump Sum

A tax method that determines withholding based on the Canadian Lump-Sum tax table.

Lump Sum Payment Option

A form of pension payment in which some or all of a participant's benefit is paid as a single sum.

Lump Sum Reporting

A Time and Labor process that enables you to report time in a lump sum of hours or units for a single Time Reporting Code, and quantities of time. The system uses a batch process to gather the information you enter, perform edits, and update the daily time tables. The system uses the default assignments you establish for workgroups, taskgroups, shifts and so on.

M***Maintenance Worksheet***

A work space for creating write-offs, matches, or adjustments to clean up posted items.

Manage Base Pay Structure

See Base Pay Structure

Manage Compensation Planning

A PeopleSoft Workforce Rewards module that facilitates modeling and analysis of compensation costs across organization units, specific job classifications, or groups. You can focus on the impact of changes to workforce size, or on changes to fixed and variable compensation elements, and determine their effects on current and future payroll costs.

Manage Market Compensation

A PeopleSoft Workforce Rewards module you use to match your company's jobs to similar jobs found in published market compensation surveys. You then calculate a target market rate based on a weighted average from multiple surveys. This market rate is then used to assess your company's gap to market and to perform cost impact analysis.

Manage Retention Planning

A PeopleSoft Workforce Rewards module that enables organizations to analyze the factors that lead to employee turnover, and how retention of key employees affects business performance and goals.

Manual Checks

Any checks calculated and prepared outside of the PeopleSoft Payroll system that you must enter into the system manually.

Manual Count

A PeopleSoft Inventory procedure in which you enter the actual count data and then create the counting event with its header, item records, and count quantities.

Manual Events

Events that are inserted by the user manually through the BAS Activity table. Events are actions that occur, which potentially change employee benefit coverage eligibility—see Event Class for more information. Used by PeopleSoft Benefits Administration.

Manufacturing Cost Element

A particular category of an item's cost. For example, when you produce a subassembly that has a cost of \$100, the cost can be broken down further into material costs, labor costs, and overhead costs.

Manufacturing Execution Systems (MES)

Third-party system that enables detailed planning and execution of production activities from production order release to completing finished goods. PeopleSoft Manufacturing integrates to MES.

Manufacturing Task

Any job that can be performed within your manufacturing facility. A manufacturing task is associated with the work center in which the task is completed.

Map File

A file that defines the relationship between fields in a third-party system and PeopleSoft Demand Planning tables.

Mapper Type

This defines whether you are mapping actual or budgeted general ledger line items to resource ID within PeopleSoft Enterprise Performance Management.

Marginal Tax Rate

The tax rate that applies to the next dollar of income generated.

Market Compensation

A compensation review process in which you match your company's jobs to similar jobs found in published market compensation surveys, for the purpose of establishing new target market rates. Also referred to as Market Based Pricing or Market Analysis.

Market Capitalization

The value of a corporation as determined by the fair market value of its issued and outstanding common stock. It is calculated by multiplying the number of outstanding shares by the current fair market value of a share. Analysts look at market capitalization in relation to book, or accounting, value for an indication of how investor's value a company's future prospects.

Market Rate

Compensation rates, usually for regular base compensation or total cash compensation, found in published salary surveys. You use the Market Compensation module in PeopleSoft Workforce Rewards to age and weight this data, to create market rates you can compare against your organization's current pay rates.

Mark-to-Market (MTM) Model

In the financial services industry, the reevaluation of a portfolio's position at current market levels.

Market Variance

A comparison of the difference between an individual's, or group's, actual compensation, and available market compensation data for a comparable population in industry. Market compensation data is usually tied to job codes, and comparisons are usually made between similar jobs. Although the variance to market can be evaluated for any of the compensation components in the Compensation tree hierarchy (such as Total, Direct, or Base), market compensation data is most typically available for, and used in evaluating Base Pay (Base Salary). The main point of reviewing the market variance is to evaluate how well your workforce is paid in comparison to both prevailing compensation in industry, and your own organization's compensation strategy.

Mass Adjustment

A process of applying an amount or percentage change to one or many line item budgets at once. PeopleSoft Budgeting-specific.

Mass Cancellation of Requisitions and Purchase Orders

A utility that allows you to select and cancel groups of requisitions and purchase orders. You can use this utility during the year as well as at year-end in preparation for closing. The utility enables you to specify ChartField criteria for selecting documents for cancellation. For example, you can select all requisitions or purchase orders for a particular fund and organization, which have a remaining balance. Then you may select a subset of those records to approve for cancellation.

Mass Change

A user-configurable entity that defines the movement of data between the tables that store your business information. Mass Changes enable you to define the criteria by which you move or replace data in your tables. Based on the configuration of your system, Mass Change dynamically builds data access and gives you complete control over your system processing.

Mass Change Template

The foundation for defining mass changes. Mass change templates enable you to control which fields will be available for the operator to specify when defining a mass change, and whether those fields will be used as selection criteria or defaults.

Mass Change Type

The building blocks used in defining mass change templates. Mass change types specify which records the resulting mass change will select from the database, alter, and subsequently write back to the database. They also set up system field defaults that run behind the scenes to ensure that this mass change is processed correctly.

Mass Validate Metadata Utility

A PeopleSoft Enterprise Warehouse utility that enables you to validate, but not compile, Metadata objects. Mass Validate certifies all “as of dates” created for Filters, Constraints and DataSets for the specified run date. This utility helps ensure that your Metadata is valid at run time and increases your chance of a successful engine run.

Match

A process in PeopleSoft Workforce Planning, by which the system compares the roles, competencies, and accomplishments in the current competency inventory, with the requirements of a given competency strategy.

Matched Punches

A period between two consecutive punches during which some activity happens measured intervals.

Match-Funding

In the financial services industry, Match Funding refers to funding an asset with a like (term to maturity) liability. This helps an organization apply the appropriate funds transfer price. Although the actual asset might be funded with shorter-term liabilities, it does provide a better measure of financial performance for that asset, such as Risk Adjusted Return on Capital.

Material Costing

An inventory accounting method that assigns a cost to items in inventory. These costs can be assigned equally across all items or tracked individually for each item.

Material Issue

An event that triggers stock fulfillment requests for items in inventory.

Material News

Company news that could be expected to affect the value of a company's securities or influence investors' decisions. Material news includes information regarding corporate events of an unusual and non-recurring nature, news of tender offers, unusually good or bad earnings reports, and a stock split or stock dividend.

Material Release

A PeopleSoft Manufacturing process that—after material has been picked—decrements on hand inventory balances for the inventory storage areas and increments inventory to the WIP

locations defined by the routing or production area. The process also changes the production ID's or production schedule's status from Released to In Process.

MAX Method

See Maximum Method Policy.

Maximum Compensation Hours

The greatest number of hours to be paid for a specified TRC (see Time Reporting).

Maximum Lead-Time Usage

In PeopleSoft Inventory Planning, a policy control value that sets the safety stock level to the maximum quantity required during the lead time. This method is normally used when the demand for an item is low or intermittent but sufficient stock must always be available.

Maximum Method Policy

In PeopleSoft Inventory Planning, a policy that controls the way in which the system determines a reasonable high limit for the maximum inventory level of an item. The system provides warning messages when the inventory level exceeds the maximum level.

Maximum Taxable Wage Base

An annual earnings threshold used for Social Security purposes. Pension plans sometimes provide different levels of pension benefits for earnings above and below the Maximum Taxable Wage Base.

Measure

A measure represents the amounts brought into a cube—the numerical data.

In data warehousing, a Measure is a field type used interchangeably with fact. Measures are types of amounts. Any numeric field you want to apply a Data Manager rule against should be a measure.

Measure ID

In the Define Market Compensation module of PeopleSoft Workforce Rewards, a Measure ID is the identification code for a measure. For market compensation surveys, the Measure ID describes the percentile for each type of pay, as well as the regression statistic type. In PeopleSoft Workforce Analytics, for Benchmark Surveys, the Measure ID describes the type of benchmark.

Measure Value

In PeopleSoft Workforce Rewards, Measure Value is the calculated market rate value from market compensation surveys for a given percentile of a market rate, and for a given scenario and job code. This is the annual rate you compare against the compensation paid for similar jobs in your company. The Measure value can also be the regression statistic value used for

Regressing Market rates. In PeopleSoft Workforce Analytics, for Benchmark Surveys, the Measure Value is the delivered Benchmark Ratio.

Member

A member is the OLAP equivalent of a node or detail value on a PeopleSoft tree. A member is a single item within a dimension, such as a single product name, department ID, or part number. Member names must be unique, even across dimensions. Cube Manager uses the term Dimension Field Mapping to identify members, dimension parents, and label mappings.

Merchant

In PeopleSoft eStore and Mobile Order Management, a level of online (web or wireless device) display and order processing controls set by the seller. See also Merchant Variant.

Merchant Variant

Associated with a user ID, a subordinate level of merchant controls that enable customers to access different variations of the same PeopleSoft eStore website. In PeopleSoft Mobile Order Management, variations are primarily used to differentiate order processing options and fulfillment methods or locations.

Merit Matrix

In PeopleSoft Workforce Analytics, a matrix used to define the amount rules for base compensation increases for your workers. A Merit Matrix provides the salary increase parameters for each review rating in a rating scale. The salary increase parameters are expressed in terms of a percentage. The percentage increase amounts are usually structured to express the company's pay strategy relative to employee performance, and the employee's degree of range penetration in their salary range.

Merit Matrix Increase

In PeopleSoft Workforce Analytics, an increase to an employee's base pay awarded based upon a Merit Matrix.

Message definition

The object definition specified in Application Designer which contains message information for PeopleSoft's Application Messaging system.

Metadata

Information about data. Metadata is the information a database or application stores to describe your business data. At its simplest, metadata defines the structure of a data field—its data type and size, for example. Metadata can also describe more complex data relationships, such as the rollup structure for a chart of accounts. Reporting and analysis tools should be able to use this metadata to let users access data just as they would from within the application, without having to understand how it is stored.

For Enterprise Performance Management, metadata is used to describe the data stored in the PeopleSoft Enterprise Warehouse. There are different types of metadata, for example, TableMaps, DataMaps, and constraints. You typically define these when you set up the warehouse; however, Metadata (particularly constraints and DataMaps) is used to develop business rules that manage aspects of the dimensional models. Metadata enables technical users to define relationships between warehouse tables and enables business users to easily identify the data that interests them without having to know the database structure.

Meta-SQL

Meta-SQL: Meta-SQL constructs expand into a platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, Application Engine programs, and so on.

Metastring

Metastrings are special expressions included in SQL string literals. The metastrings, 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.

Method

A method can only be executed from an object, using dot notation. You have to instantiate the object first, before you can use the method.

For Enterprise Relationship Management, a method is the algorithm or formula that defines how the budget amount for a line-item budget is calculated or how it is derived if a calculation is not necessary. Types of methods include amount per FTE, itemization, annual percent growth rate based on a historical figure, and number of units multiplied by cost per unit. PeopleSoft Budget Planning-specific.

Method Amount

The amount for a line item budget resulting from the application of a method. It represents the budget amount after the method is applied to a line-item budget but before any adjustments or allocations are applied. PeopleSoft Budgeting-specific.

Method Base

The defined value to which a method is applied, if applicable. Not all methods require a base. PeopleSoft Budgeting-specific.

Method Driver

The factor used in a method's algorithm. For the method, amount per FTE, FTE is considered the driver. PeopleSoft Budgeting-specific.

Method of Payment

In PeopleSoft Grants, designates whether a payment is to be through a cost invoice or a Letter of Credit.

Method Parameter

A defined and derived value within a method, which drives an expense or revenue calculation. For the method, Amount per FTE, the number of FTEs is considered the driver parameter. PeopleSoft Budgeting-specific.

Metric

A metric is a calculation of facts. A metric is usually a number, but can be anything you want to measure.

Metric Object Security

Metric Object Security determines whether an individual can see a metric object in a Data Mart.

Midpoint (Pay Range Midpoint)

In PeopleSoft Workforce Analytics, the middle value in a pay range, halfway between the minimum and the maximum, calculated as $(\text{Minimum} + \text{Maximum})/2$.

Midpoint Progression

In PeopleSoft Workforce Analytics, the percentage difference from one grade midpoint to the next higher-grade midpoint, calculated as $(\text{Midpoint2} - \text{Midpoint1})/\text{Midpoint1}$.

MIN Method

See Minimum Method Policy.

Minimum Benefit

See Grandfathered Benefit.

Minimum Compensation Hours

The lowest number of hours to be paid for a specified TRC (see Time Reporting).

Minimum Method Policy

In PeopleSoft Inventory Planning, a policy that controls the way in which the system determines a reasonable low limit for the minimum inventory level of an item. The system provides warning messages when the inventory level drops below the minimum level.

Missed Punch

A punch that is not entered at the scheduled time (see Time Reporting).

mkvdk

Verity's command-line tool used to index a collection, insert new documents, perform simple maintenance tasks like purge and delete a collection, and control indexing behavior/performance.

MLS

Multilingual support.

Modal transfer

Modal transfers allow you to transfer an operator from one component to another component (the modal component) modally; that is, requiring the operator to OK or Cancel the modal component before returning to the originating component.

Modal transfers give you some control over the order in which the operator fills in pages. They are useful for finite tasks related to the main transaction. They are particularly useful in cases where data in the originating component can be derived from data entered by the operator into the modal component.

Model Equivalency Factors

In PeopleSoft Demand Planning, factors that adjust model errors to allow a fair comparison. During the Model Reset process, the errors associated with each of the models are multiplied by their associated factors. The factored errors are then compared to select the model with minimum errors.

Models

In the PeopleSoft Enterprise Warehouse, Models enable replication of an organization's business processes for analysis of cost flow through customers, departments, and channels.

Model Recalculation

In PeopleSoft Business Planning, users may checkout slices of the entire model for their appropriate role. This requires the entire model to be periodically recalculated to incorporate the users changes for dependencies in other areas of the model.

Morphing

Morphing is a technique of automatically transforming the look and feel of an interface based on the needs of an active object. The Application Designer toolbar and menus dynamically transform based upon the type of object definition that is active.

Mortality Table

A table showing rates of death by age. Mortality tables are part of a pension plan's actuarial assumptions.

Moving Average

In PeopleSoft Demand Planning, a model that averages a selected number of the most recent demand periods and creates a forecast of demand for the next and subsequent periods.

Multibook

A functionality supporting the requirement of a company to carry one set of books in their local currency (functional currency) and another set of books in the currency of their parent company (reporting currency). In PeopleSoft General Ledger, multibook functionality is multiple ledgers having multiple-base currencies defined for a business unit, and the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers). Also commonly known as dual-book.

Processes in PeopleSoft applications that can create both application entries and general ledgers denominated in more than one currency.

Multicurrency

The ability to process transactions in a currency other than the business unit's base currency.

Multidimensional Analysis

A type of analysis that enables you to look at data from many different dimensions, or attributes. You identify the dimensions of the data, then combine the dimensions in various ways. For example, you might identify five dimensions of your sales data: sales, region, channel, product line, and time. Once you've identified the dimensions, you can "slice and dice" the data based on combinations of these dimensions, such as sales in the Western region for the last quarter.

Multidimensional Database (MDDB)

A database that stores data for multidimensional analysis in a proprietary multidimensional format. Users access MDDBs exclusively for reporting and analysis, never transaction processing, so they are optimized for retrieval speed.

For Enterprise Performance Management, a Multidimensional Database stores data for multidimensional analysis in a proprietary multidimensional format. These databases are used exclusively for reporting and analysis, and never transaction processing, so they are optimized for retrieval speed.

Multiple Jobs

Multiple jobs allow you to hire an employee into more than one concurrent job and have them processed through Payroll, Benefits, and Pension. In order to enable this feature, the Multiple Jobs check box must be selected in the PeopleTools Options page.

Multiple-table dynamic tree

The user drills down through a hierarchy of parent and child records.

Multivariate Forecasting Techniques

In Enterprise Planning and Simulation, this is a forecasting method that uses both the recorded history for the target value and the history and forecasts for other variables (causal factors) to infer, not only a forecast for the target value, but also a functional relationship between the causal factors and the target value.

N***National Association of Securities Dealers, Inc. (NASD)***

Self-regulatory organization of the securities industry responsible for the regulation of The NASDAQ Stock Market and the over-the-counter markets. The NASD operates under the authority granted it by the 1938 Maloney Act Amendment to the Securities Exchange Act of 1934.

National ID Number

Different countries track some form of National ID for payroll, identification or benefits purposes. For example, German workers are assigned a Social Insurance Number, UK workers have a National Insurance Code, and US laborers have a Social Security Number. Each of these different types of National IDs has unique formatting requirements associated with them as well.

Nature Of Action (NOA) Code

Indicates the type of personnel action being processed.

Nature Of Action Description

Describes the NOA code.

Nature Of Action Effective Date

The date the personnel action is effective.

Negative Amortization

Occurs when a loan payment does not cover the interest due on the loan payment, resulting in an increase of the principal amount.

Net-To-Zero Adjustment

A prior period adjustment where no compensation affecting fields on the pre-existing (original) record are changed by the adjustment.

New Hire Report

In the United States the Personal Responsibility and Work Opportunity Act of 1996 (the so-called Deadbeat Dads law) requires employers to report new hires to specified agencies within a pre-determined number of days from the hire date.

Next Level Item

In PeopleSoft Demand Planning, the **Forecast Item** at the next level that contains the current item as a child. This is the key of the group item at the next level up and is always within the same view.

Next Year

PeopleSoft Benefits term referring to the next open enrollment processing year.

NIC (Numéro Interne de Classement) Code

In France NIC numbers identify the entities inside the same enterprise, and represent an Internal Filing Number.

No Control

A target control that allows the user to submit a budget even if it is not within the planning target and the tolerance levels. The system tracks the budget against the defined planning targets but does not generate any warnings or validations. Users can still compare their planning targets against their budget amounts on the Planning Targets page in Line Item Budgeting.

Node

An individual item on a tree. Nodes summarize detail values or other nodes, and may or may not roll up into other nodes or levels.

Node

A node is a name that you can use to refer to some source of HTML content. In more practical terms, a node is a URI string that defines the database and server to be used when the portal servlet attempts to retrieve content, proxy addresses, and assemble pages.

Non-Base Pay

A pay component not included in the job comp rate calculation. It is used by payroll only in the paysheet calculation. For example, non-base pay can be set up for additional work, holiday pay, bonuses, and so on.

Non-Benchmark Jobs

See Benchmark Jobs.

Noncompetitive Action

An appointment or placement in a position in the competitive service that is not made by selection from an open competitive examination, and that is usually based on current or prior Federal service. A noncompetitive action includes:

- All of the types of actions described under inservice placement, above
- Appointments of non-Federal employees whose public or private enterprise positions brought into the competitive service under Title 5 CFR 316.701; and
- Appointments and conversions to career and career-conditional employment made under special authorities covered in 5 CFR 315, Subpart F.

Nondiscrimination Tests (NDT Tests)

Tests used to help employers ensure that their organization's 401(k), 401(m), and Section 129 dependent care reimbursement plans do not discriminate in favor of highly compensated employees. See Highly Compensated Employees.

Non-Employee

Those workforce resources hired to perform a specific job and/or hired for a specific period of time. Although non-employee time will be entered into Time and Labor for the purposes of managing their Task time, non-employee earnings will not be updated to Payroll and they will not be paid through the Payroll system.

Non-HR Employee [Time and Labor]

An individual employed by the corporation who is administered outside of the PeopleSoft Human Resources system.

Non-Job Event

Actions which result in changes to an employee's personal or demographic information that also affect benefit program and plan eligibility—such as an a state or postal code change, a family status change like a divorce, or a birthdate change. Used by PeopleSoft Benefits Administration. See Event Class.

Non-Productive Time

Any employee scheduled work time spent on tasks (or non-tasks) other than those which the employee was hired to perform. This could include time spent in training, time spent in meetings, travel time, and time spent reporting time.

Non-Qualified Dependent

Dependents such as domestic partners, their children, and other people who do not meet the definition of qualified dependents as presented in IRS Section 152. PeopleSoft Benefits applications enable the creation of benefit programs that offer health and life coverage to non-qualified dependents.

Nonqualified Plan

A plan that doesn't conform to ERISA rules. Employers cannot take a tax deduction for contributions to a nonqualified plan; instead, plan benefits are generally paid directly from the employer's assets.

Nonqualified Stock Option (NQ)

Any option that does not satisfy the conditions of a statutory stock option under the Internal Revenue Code and therefore does not qualify for preferential tax treatment. Generally, companies can design nonqualified options in almost any way they like. Features are:

- The grant price may be less than fair market value (with some exceptions under state law).
- Grants are not limited to employee of the company or subsidiary.
- No taxable income is recognized at the time of grant.
- Options can be granted to anyone (Employees, Consultants and Board of Directors).
- Difference between the fair market value on the date of exercise and the grant price is treated as compensation income.
- In the U.S., withholding tax obligation arises at the time of exercise.
- Company receives a tax deduction equal to the compensation income recognized.

Nontaxable Benefits

Any employer contributions that are not subject to Federal Withholding Tax, such as an employer's portion of a 401(k) plan.

Normal Form of Payment

The payment form associated with the amount calculated by the benefit formula. Pension Administration uses it as a basis for converting to optional forms of payment.

Normal Hours

The hours an employee is normally expected to be at work for any given workweek.

Normal Line Of Promotion (Career Ladder)

The pattern of upward movement from one grade to another for a position or group of positions in an organization.

Normal Retirement Date (NRD)

The date on which an employee is eligible to retire and begin receiving pension benefits. Eligibility for normal retirement is typically based on age only.

Normalized database

A normalized table adheres to certain standards designed to improve the productivity of the database user. Normalization makes the database much more flexible, allowing data to be combined in many different ways.

The standards for a normalized database are called forms, such as first normal form, second normal form, and so on.

Normalized Loss

In the financial services industry, Normalized Loss is the expected loss on a loan and is netted out of the profit and loss statement for management accounting or profitability measurement purposes. Similar to the bank's loan loss reserve, it enables the institution to analyze and account for expected losses on a more detailed level, by financial product.

Northern Ireland Report

In the United Kingdom the Fair Employment (Northern Ireland) Act of 1989 requires private sector employers with more than 10 employees to submit the Northern Ireland report to the Fair Employment Commission annually. The report indicates the religious composition (referred to as Community Background—Catholic, Protestant, Other) of the workforce, job applicants and appointees.

Not To Exceed (NTE) Date

Types are as follows:

- Appointment NTE Date: Indicates the length of time a person may serve in a position.
- Classification Temporary NTE Date: Established temporary date that is used for a temporary classification of a unique position.
- Hospitalization coverage.
- LWOP NTE Date: NTE date is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.
- Position NTE Date: Indicates the length of time a position is available for use.
- Promotion NTE Date: Specific NTE Date: Specific time for an increase in grade on a temporary basis.
- Suspension NTE Date: Specific time an employee is to be on suspension. No salary is paid for the period.

nPlosion

A PS/ nVision feature that enables you to expand rows and columns in your spreadsheet to underlying details, as in drilldown.

Numeric constant

Numeric constants are any decimal number used in PeopleCode.

O**Object-Based Modeling**

Object-Based modeling technology enables you to create parent and child models. In the PeopleSoft Enterprise Warehouse, you set up such models using the Scenario Manager.

Object reference

An object reference is one that uses the current object. For example, in the case of a component, pages within the component are related objects. The menus that use the component are its object references.

Occupant Of Position/Vice

Indicates new position or former occupant of a position.

Occupational Series Code

Designates a grouping of positions similar in work and qualification requirements. They are designated by a title and four digit number (e.g., the Accounting Series, GS-0510).

Off Date

A specific date that is defined as an off day (see Scheduling).

Off Day

A 24-hour period rounded by daybreaker with no associated shifts (see Scheduling).

Off Day Type

A classification of off days (i.e. holiday, plant shutdown) (see Scheduling).

Off-Cycle Processing

The process of calculating and creating a paycheck for one or more employees aside from the normally-scheduled (*on-cycle*) payroll run for their pay group. You typically use off-cycle payroll processing for employees who are being terminated, new hires who weren't entered into the system in time for the last on-cycle payroll run, and employees who received an incorrect paycheck during a normal on-cycle payroll.

Offer Period

This is the period of time in which an employee's ESPP share price is determined.

Officer

An insider who sits on the Board of Directors and who is also an employee of the corporation. Examples include CEO, CIO, CTO, CFO, COO, Corporate Secretary, and Treasurer.

Official Forwarding Address

An employee's mailing address following separation.

Official Languages Act (OLA)

Canadian federal institutions are required to report on the official languages used in their departments, in accordance with the Official Languages Act (OLA).

Official Personnel Folder (OPF)

The repository of a Federal employee's official documents related to Personnel history.

Official Personnel Folder (OPF) Address

Indicates the address where the Official Personnel Folder is maintained.

Off-Invoice Discount (OI)

A per unit discount deducted from the customer invoice and given by a manufacturer for promotional activities. Off-invoice discounts can originate from a National Allowance or Customer Promotion, and are passed to PeopleSoft Order Management so the discounts are applied correctly during order entry.

Offset Plan

A pension plan where the benefit formula includes an offset of a portion of the participant's Social Security benefits.

OLAP

Online Analytical Processing. OLAP is the multidimensional analysis of application data, performed interactively. The acronym contrasts with OLTP (Online Transaction Processing), which is what most production business application systems do.

OLTP (Online Transaction Processing)

OLTP refers to the applications that perform the business transactions that keep your company running, such as processing invoices or enrolling employees in benefits programs.

Ontario Employment Equity Commission (OEEC)

The OEEC requires employers in Ontario to complete workforce surveys.

Open Enrollment

The scheduled annual re-enrollment of plan participants into appropriate benefit programs and, within those programs, benefit options.

Open Price

The price at which a security starts a trading day.

Open Season

A time period during which Federal employees are open to re-enroll in a specific benefit plan and option. Open Seasons can be scheduled at varying times throughout the year and multiple Open Seasons can occur concurrently with each other. For FEHB processing, it is generally the time period from mid-November through mid-December. For Thrift Savings Plan (TSP) processing, these are semi-annual and are generally held from May 15 - July 31 and November 15 - January 31. Open seasons for FEGLI are infrequent and special notification from the OPM would be issued to all Federal employees should they occur.

Open Transaction

A transaction that has not yet been processed in PeopleSoft Asset Management.

Operation

In PeopleSoft Manufacturing, a job or task performed in a specified amount of time, done in one work center, and using one or more resources.

Operational Data Store (ODS)

A staging area in PeopleSoft Enterprise Warehouse for source application data and pre-processed data for tables optimized for reporting.

OPF Code

Indicates where the OPF is maintained.

OPM

Office of Personnel Management.

Optimization

In PeopleSoft Demand Planning, the process of evaluating and improving forecast model parameters.

Optimize

The process of creating a new PeopleSoft Planning schedule by repairing the violated constraints in a schedule automatically. The Optimizer can be prioritized for meeting due dates, for minimizing overtime costs, and so on.

Option

A contractual right that gives the individual the option to purchase a specified number of shares of stock through an Equity Compensation Plan. Also known as a grant. Regulatory agencies also refer to an option as the right to purchase stock in an employee stock purchase plan. These options are considered granted on the offering begin date.

Option Adjusted Cost (OAC)

In the financial services industry, the difference in the average expected return between an instrument without embedded options that are otherwise identical to the fully loaded instrument and the instrument fully loaded with embedded options.

Option Adjusted Spread (OAS)

In the financial services industry, the average return expected for an instrument, over the short-term risk-free rate, for all projected interest rate paths generated using Monte Carlo simulation.

Option Types

Types of stock options. PeopleSoft Stock Administration supports the following stock option types. Incentive Stock Options (ISO), Nonqualified Stock Options (NQ), Tandem Incentive Stock Options/Stock Appreciation Right (ISO/SAR), Tandem Nonqualified Stock Option/Stock Appreciation Right (NQ/SAR), Restricted Stock Award (RSA).

Optional Forms of Payment

Any alternative forms of payment available to a participant retiring under a pension plan. These can include: annuity options paid over the participant's (and possibly a beneficiary's) lifetime; certain term options paid over a specified number of years; and lump sum options paid out in a single payment.

Options Outstanding

The total number of option shares held by optionees. It is the number of Grants less the number of Exercises, Cancellations, and Expirations.

Order Group

Order groups link order terms that default into sales orders and quotes when you select an order group code.

Order Line Number

The line associated with an order identification number. The order line identifies an item and the requested quantity.

Order Quantity Policy

In PeopleSoft Inventory Planning, a policy that determines how replenishment order quantities are calculated for an item. For example, you can use a static number, provide upper and lower limits, or use an economic order quantity calculated by the system.

Ordinary Income Tax

An individual's tax on earnings from wages, tips, and all other sources except capital gains. Includes option profits upon exercise of non-statutory options.

Origin ID

A code that identifies the location of a payment deposit in PeopleSoft Billing. Origin ID also distinguishes the method of the payment's entry: online, external, or lock box interface. Billing origin ID identifies the remit to origin for billing. This function is mainly used for specifying where the customer should send payment.

Original Option

A stock option that is eligible for repricing. This option has a grant price greater than the current FMV.

OSHA 200 Occupational Injury and Illness Recordkeeping Log

In the United States this record-keeping logbook meets reporting requirements for reporting occupational injuries and illnesses to the Occupational Safety and Health Administration (OSHA). It lists the case numbers and details of each injury and illness that occurred during a calendar year.

Out Punch

Indicates the end of a shift.

Out-of-the-Money

A term used to describe an employee stock option when the current market price is below the option grant price. When an option is out-of-the-money, it costs more to exercise than the underlying stock is worth. Such options are also described as being "underwater."

Output Result Tables

Refer to the database tables that are populated with information at the end of each pay calculation.

Output VAT

VAT collected on sales or outputs.

Outside Scope of VAT

A transaction determined as not subject to VAT. No VAT code is associated with this type of transaction. The transaction is still logged in the VAT transaction table, but no tax is applied.

Outside The Register Appointment

An appointment in the competitive service made under an agency's applicant supply system because either there is not a sufficient number of eligibles on the appropriate register or no competitor inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below.

Outstanding Option

A stock option that still has unexercised (vested or unvested) uncancelled or unexpired shares. Options with a "pending" status are not included. Only options with a status of 'active' or 'suspended' are considered outstanding.

Overlapping Promotions

Multiple customer promotions related to the same customer, and the same product, at the same time.

Override Rate

Cost per hour or unit reported with time used to replace the time reporter's default rate. (see Time Reporting)

Override text

Text not derived from field descriptions.

P***Package level***

The top level of organization is the package level. The package is the entire transaction set file, addressed to your company much as a mail package would be.

Page

A page defined in Application Designer as part of a PeopleSoft Internet Architecture application.

Page Assembly

Page assembly is one of the functions of the portal servlet. Page assembly involves intercepting the user's content request, retrieving the content, and properly formatting it using a pre-defined portal template. To complete the page assembly process, the portal servlet merges content from any HTML documents that it retrieves along with the defined template

HTML. The assembled page is then sent back to the user's web browser as a single HTML document.

Page buffer

Consists of rows of buffer fields that hold data for the various records associated with page controls, including the primary records, related display records, derived/work records, and translate table records.

Pagelet

A page designed to appear on a customized homepage. A pagelet is smaller than the typical page dimensions in many PeopleSoft applications. It can be based on either a page designed in Application Designer or on an iScript.

Paired Punches

Two punches for the same employee in chronological order that exists for the purpose of determining the duration between the punches.

Par Value

The nominal or face value of a security. It establishes a price floor below which shares may not be issued. With common stock, the company issuing the stock sets par value. Par value has no relation to fair market value. Some companies issue no par value stock.

Parallel Processing

In the PeopleSoft Enterprise Warehouse, parallel processing is a system function that "locks in" the information you use for processing. This enables the system to run identical or similar processes at the same time without impacting your results. Running concurrent processes greatly reduces the amount of time it takes to run within the system.

Parent Budget

In commitment control, you can build a hierarchy between different budgets, such as summary and detail budgets. Specifying a relationship of parent and child between a summary and a detail budget for purposes of budget inquiries enables you to retrieve information about either budget through the other.

Parent/Child Models

Object based modeling technology enables you to create parent and child models. In the PeopleSoft Enterprise Warehouse, you set up such models using the Scenario Manager.

Parent node

A tree node linked to lower-level nodes or details that roll up into it. A node can be a parent and a child at the same time, depending on its location within the tree.

Parent Task

A higher-level Planning task in a schedule's hierarchy that drills down into subtasks. Its start time is the start time of its earliest subtask, and its end time is the end time of its latest subtask. Planning tasks are distinct from Manufacturing tasks.

Partial Pay

The pay processed whenever a job record has an effective date in the middle of a pay period. Typically, this happens whenever you hire, terminate, transfer, or change the rate of pay for an employee mid-period.

Participants

Individuals who elect to participate in the stock purchase plan.

Participation

The PeopleSoft Pension Administration function that determines whether an eligible employee has met the plan's rules for joining the plan. Generally, these rules are based on age and service criteria.

Participation ID

In the financial services industry, this is a lookup code used by the financial analytic applications to identify the participants (syndicators) involved in, or responsible for, a financial instrument or group of instruments.

Passive Control

A target control allowing the user to submit a budget even if it is not within the planning target and tolerance rules. The system responds by sending an email to the user of the next budget center level indicating that the budget exceeded planning target tolerance levels.

Passive Events

Events that are initiated by a change that has taken place over time, rather than by a direct data entry action. Events are actions that potentially change benefit coverage eligibility. Examples of passive events include an employee's reaching the age of retirement. See Event Class for more information.

Pattern Reporting

A Time and Labor process that enables you to report a start and stop date, a pattern of one or several time reporting codes, associated hours, amounts, or units and task information once for an employee. The system transforms the information into instances of daily time for each scheduled employee work day based on the employee's schedule.

Pay

Types of "pay" are as follows:

- **Basic Pay:** generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay.
- **Gross Pay:** total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay; availability pay (if any) for LEOs; special payments (if any); an annuity (if any); plus awards (if any).
- **Premium Pay:** pay provided to an employee as a regular addition to basic pay (e.g., administratively uncontrollable overtime (AUO), availability pay, overtime, night differential, holiday pay, etc.).

Pay Basis

A code indicating the principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee's pay.

Pay Calculation

Formula that calculates an employee's gross to net.

Pay Calendar

Payroll processing cycle for a given pay group.

Pay Components.

Rows in the compensation record. They build the compensation packages in the compensation record.

Pay Confirmation

Process in which the system updates all to-date totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID.

Pay Entity

A pay entity is the organization responsible for making payments to payees. You can also use a pay entity to define the type of currency to be used when processing calculations. The pay entity is a legal definition of an organization from a payroll perspective. In many cases, an organization and a pay entity are the same. However, PeopleSoft Global Payroll does not define a relationship between an organization and a pay entity.

Pay Frequency

Defines how often employees in a pay group are paid—weekly, biweekly, monthly, and so on.

Pay Group

A set of employees grouped together for payroll processing. It's a way of "bundling" payees for more efficient processing. A pay group is made of payees that the system processes at the same time during a pay run.

Pay Period

The established time segments for which employees in a pay group are paid. Pay Periods are defined by their beginning and ending dates.

Pay Plan

A code that denotes the pay schedule under which an employee is paid , e.g., JS, UG, UJ, etc.

Pay Slip

Either an actual check or an advice notice of a direct deposit. You build these to match your organization's needs. A pay slip is the details of a payment you've made.

Pay Structure

In PeopleSoft Workforce Analytics, Pay Structure consists of a series of pay ranges or grades, each with a minimum and maximum. You develop pay structures to support and reinforce your company's pay strategy (for example, to target the market 50th percentile).

Payable Date

The date that a corporate distribution, such as a dividend, is payable to the record holders of a corporation's securities.

Payable Time

Time that is ready to be collected by the payroll system (see Time Reporting).

PayCycle

A set of rules that define to PeopleSoft Payables the criteria by which it should select scheduled payments for payment creation.

Payee

Any payroll recipient. A payee can be an employee or a non-employee of an organization.

Payee Process Stat Record

A record created for each payee during the payroll process. The system creates one Process Stat record per payee for each calendar.

Payee Section

Type of section that can be added to a process list. A payee section defines a set of elements that is to be resolved for a particular payee.

Payline

Record containing standard payroll information for an employee, such as the amount of regular pay, number of regular hours, additional pay (if any), and tax information and job data.

Payment Interface

An Application Engine process that loads payment information from the Banks Statement tables and the Staging tables to the Application tables and performs various checking and default operations.

Payment Predictor

PeopleSoft Receivables' automatic cash application feature that pairs open items with unapplied payments based on predefined algorithms.

Payment Schedule

A schedule of payment dates for leased assets.

Payment Selection

A process by which PeopleSoft Payables selects scheduled payments that are eligible to be paid in a pay cycle.

Payment Worksheet

The work space in which open items are paired with unapplied payments.

Payroll Certifying Officer

The individual with the delegated authority for approving all items relating to payroll for those employees under his/her authority.

Payroll Process Tables.

Records holding data necessary to process a payroll, such as employee, company, and tax information.

Paysheets

Repository for the raw data necessary to calculate pay for employees, including earnings, hours, deductions, taxes, and accounting data.

PBGC Rates and PBGC Grading

The interest rates published monthly by the Pension Benefit Guaranty Corporation. There is an "immediate" rate that applies once benefits commence as well as a series of "graded" rates—calculated based on the immediate rate—that are used during the time between benefit determination and a deferred benefit commencement.

Pegged Chain

A method the PeopleSoft Enterprise Planning and Production Planning solvers use to determine feasible plans. The method ties tasks together in order to explicitly record which supplies are being used to satisfy which demands. Through this process, the Planning engine first determines which independent demand has the highest priority. Then, it determines the lateness preference ranking for dependent demand tasks.

Penalty

A user-assigned value for constraints that can be violated, determining how the schedule's score will be calculated. Setting the penalty configures the constraint to your priority. Use the Control Page to assign a higher penalty to violations that are more critical to your schedule or a lower penalty to constraints that you can deal with externally.

Pending Exception

Any known exception to an employee's scheduled workday. Pending Exceptions are future dated (future is defined to be for a date under report beyond the last date of the employee's current pay period).

Pending Item

Information in PeopleSoft Receivables that has been entered in or created by the system, but hasn't yet been posted. During the Receivable Update process, the system uses the pending items to update customer balances—either by creating new items or by adding item activity lines to existing items.

Pending Time

Time that has been reported or is assumed to have been reported (based on employee work schedule and calendar date) that has not been used by the business entity. Pending Time may be for past, current, and future pay periods. It is the label for those time transactions that are waiting to be used by the business (for example, approved and unapproved time not yet updated to Paysheets).

Pension Status

An employee's standing with regard to a particular pension plan. For example, employees can be active participants, terminated deferred vested, or in pay status.

PeopleCode

PeopleSoft's proprietary language; it is executed by the PeopleSoft Application Processor. PeopleCode generates results based upon specific actions, based upon existing data or the

actions of a user. Business Interlink Objects are executed by calling the `execute()` method from PeopleCode. This makes external services available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode Event

An action that an end-user takes upon an object, usually a Record Field, that is referenced within a PeopleSoft page.

PeopleSoft Activity-Based Management (ABM)

A PeopleSoft Analytic Application that aligns organizational costs with operational activities, enabling a coordinated approach to expense and PeopleSoft Activity-Based Management. PeopleSoft Activity-Based Management identifies and assigns operational activities to products, customers, or services.

PeopleSoft Analytic Applications

These are applications within Enterprise Performance Management (EPM) that help you enrich the data in the PeopleSoft Enterprise Warehouse and perform forward looking simulations and scenarios. These applications include: PeopleSoft Activity-Based Management (ABM), PeopleSoft Asset Liability Management (ALM), PeopleSoft Balanced Scorecard (BSC), PeopleSoft Funds Transfer Pricing (FTP), PeopleSoft Risk Weighted Capital (RWC), and PeopleSoft Workforce Rewards. PeopleSoft Funds Transfer Pricing and PeopleSoft Risk Weighted Capital are applications that target the financial services industry (FSI).

PeopleSoft Asset Liability Management (ALM)

PeopleSoft Asset Liability Management provides financial service institutions with the analytical tools to define, measure, monitor and manage interest rate risk, liquidity risk, options risk, and to some extent exchange rate risk. The primary audience for PeopleSoft Asset Liability Management is the financial institution's Asset/Liability Committee (ALCO).

PeopleSoft Balanced Scorecard (BSC)

PeopleSoft Balanced Scorecard converts an organization's vision and strategy into a comprehensive set of performance and action measures that provide the basis for a strategic management system.

PeopleSoft Budgeting

A budgeting application that is a combination of Education and Government (E&G) Budget Planning and Budgets (commercial). This application resides on the EPM database, primarily using the ODS layer of the PeopleSoft Enterprise Warehouse for its data.

PeopleSoft Business Analysis Modeler (BAM)

A multi-dimensional modeling tool used to support several analytic applications.

PeopleSoft Business Planning

A planning application that enables financial executives to model various alternatives and set corporate financial targets to achieve their strategic goals. PeopleSoft Business Planning integrates with PeopleSoft Analytic Forecasting, PeopleSoft Activity Based Management, PeopleSoft Workforce Analytics, and PeopleSoft Budgeting applications.

PeopleSoft Customer Behavior Modeling

A PeopleSoft application that enables you to: a) create a customer profile by extracting customer data from the Enterprise Warehouse; b) create segments and samples from the profile to efficiently target marketing campaigns and further analyze customer behavior; c) append to it additional data from external sources such as demographic, credit or psychographic information; d) use a data mining tool to create a predictive model; e) score the customers in your profile using the predictive model. You can then publish the results to another transactional application.

PeopleSoft Customer Scorecard

A product that provides a pre-defined set of customer-oriented key performance indicators (KPIs), to help you build a scorecard specific to your organization. This scorecard facilitates the measurement and communication of customer satisfaction, customer activity, and objectives across your organization.

See also PeopleSoft Balanced Scorecard

PeopleSoft Enterprise Performance Management (EPM)

Enterprise Performance Management is a comprehensive, integrated analytic business solution designed to increase the value of organizations by enabling people to make better decisions. The PeopleSoft Enterprise Performance Management product line consists of the PeopleSoft Enterprise Warehouse and optional analytic applications and Data Mart products.

PeopleSoft Enterprise Warehouse (EW)

PeopleSoft's data warehousing solution. The PeopleSoft Enterprise Warehouse provides the tools necessary to query, analyze, and present information to provide the optimal environment for business intelligence. It is the central repository for data that will be used with the analytic applications in the Enterprise Performance Management product line, and can also serve as a standalone data warehouse. The PeopleSoft Enterprise Warehouse consists of dimension, fact, reference, and error tables, reporting and ETL tools (Informatica PowerMart), as well as the Operational Data Store (ODS). The tables in the PeopleSoft Enterprise Warehouse are maintained separately from your transaction-based systems to allow for comprehensive analysis of data originating from any Online Transaction Processing (OLTP) or legacy system.

PeopleSoft Funds Transfer Pricing (FTP)

A PeopleSoft Analytic Application that enables an institution to accurately measure and tune profitability. PeopleSoft Funds Transfer Pricing is an interest rate that represents the value of an asset or liability to the institution. PeopleSoft Funds Transfer Pricing is based on market rates, adjusted for risk and cost variables, specific to the institution. By assigning PeopleSoft Funds Transfer Pricing to each item on the balance sheet, the institution can remove the

effects of interest rate volatility from business units, so that profitability measurements are based on factors within their control, that is, credit quality, pricing and product strategy.

PeopleSoft Operations Data Stores (PODS)

See Data Warehouse Tables

PeopleSoft Marketing Insight

A tool that helps you analyze your marketing campaigns and activities. It helps you determine the effectiveness of marketing events based on factors such as number of leads generated, profiles of respondents, campaign return on investment, and campaign forecasted costs to complete.

PeopleSoft Risk Weighted Capital (RWC)

A PeopleSoft Analytic Application that enables the financial services industry to accurately measure capital that has accounted for risk. RWC allocates capital to various levels within a financial institution according to risk, providing the opportunity to measure performance based on how well each business unit, product, customer, or transaction generates income given its perceived level of risk as quantified by the allocation of capital.

PeopleSoft Sales Activity Insight

A tool that helps you analyze key components of the sales process, such as pipeline status, discount analysis, and sales process.

PeopleSoft Support Insight

A tool that helps you determine the effectiveness of your customer service organization. It helps you answer questions such as: Are we effectively handling customer issues? Has contact center performance changed from last year to this year? Which product quality issues are most prevalent?

PeopleSoft Workforce Analytics (WFA)

PeopleSoft's complete workforce analysis solution, which includes the PeopleSoft Workforce Rewards analytical application and the PeopleSoft Workforce Analysis Insight. The complete solution set includes the PeopleSoft Enterprise Warehouse and PeopleSoft Balanced Scorecard products. It helps to manage strategic employee compensation, goals, and competencies, as well as retention.

PeopleSoft Workforce Rewards

PeopleSoft Workforce Rewards is an analytical application you use to align your workforce compensation and retention initiatives with the strategic objectives of your organization. Modules include Market Compensation, Base Pay Structure, Compensation Planning, Workforce Simulation, and Retention Management. You integrate data from multiple internal and external sources, enrich it using rules you define based on any data in your PeopleSoft Enterprise Warehouse, and simulate multiple scenarios of future workforce compensation and

retention activity. You then analyze and evaluate your scenarios, and make actionable decisions you can communicate back to your PeopleSoft ERP systems for execution.

PeopleSoft Portal

The portal bundled with every PeopleSoft 8 application. It provides a simple navigation system, based on existing menu definitions that have been imported into the portal registry. Navigation to content outside of PeopleSoft applications is not provided.

Percent Cycles Without a Shortage

In PeopleSoft Inventory Planning, a method used with safety stock policies. The value is derived from the percentage of replenishment cycles that will complete without a stockout.

Percent Demand Fill

In PeopleSoft Inventory Planning, a method that can be used with safety stock policies. This method defines the percentage of the total quantity ordered that must be filled without a backorder.

Percentage Tolerance

The acceptable percentage difference between expected cycle count quantities and actual quantities counted in PeopleSoft Inventory. This value provides a margin of error for an item during cycle count reconciliation count quantities.

Performance Appraisal Code

Indicates the level of performance of an employee.

Performance Appraisal Due Date

Date established based on the WGI or LEI for the yearly appraisal of an employee.

Period Closing Offset

In Time and Labor, the closing date beyond which this pay period is not considered current any longer, if the period's closing date is different from its end date. You can enter a positive or negative number of days.

Period Method

In PeopleSoft Inventory Planning, a method used to determine how a single static policy value is to be calculated from time-phased results with static policies.

Period of Interest

The maximum period of time containing the data needed to run all the rules in a rule program (see Batch Processing)

Period Segmentation

When an element (like compensation rate) changes mid-period, requiring all other elements in the process list to be calculated multiple times on either side of the date on which the change took place, period segmentation is used. The system calculates each element more than once, using the components that were effective during the different time slices. The system keeps the results of these calculations separate with the object of creating two gross-to-net result sets.

Periodic Processing

In PeopleSoft Pension Administration, any of several batch processes that a plan administrator must run on a regular basis—for example, consolidation of payroll data.

Personal List

A user-created list of products defined in PeopleSoft eStore, used to quickly populate the shopping cart when creating a new order in either PeopleSoft eStore or Mobile Order Management.

Personal Register (Registre Unique du Personnel)

In France, companies are required to be able to produce, at any given time, a Personal Register. For a given establishment, this report lists current employees and employees who left up to 5 years ago.

Personnel Action

Personnel actions are changes to employee data or status resulting from such activities as promotions, transfers, terminations, salary increases, and leaves of absence.

Personnel Representatives (Délégués du personnel)

In France it is mandatory for companies with more than 11 employees to elect personnel representatives who will represent all of the employees before management.

Perspective

In PeopleSoft Balanced Scorecard, a category for organizing critical success factors and key performance indicators. Usually there are four: financial, customer, internal process, learning and growth.

PF Ledger

The PF Ledger (PF_LEDGER_F00) is an important fact table within the PeopleSoft Enterprise Warehouse. The primary function of the PF Ledger table is to support PeopleSoft Enterprise Performance Management reporting. The data that gets posted to the PF Ledger must be accurate and clean.

PF Business Unit

PF Business Units differ from other PeopleSoft Business Units in that they represent functional or strategic areas of an organization, rather than separate legal entities.

Phase Type

A label for the different phases you want to define for a project. Costs can then be calculated by project phases. Examples include planning, startup, construction, and cleanup.

Physical Accounting

The PeopleSoft Inventory feature that updates tables based on count result input, regardless of how the count was created or the data collected.

Physical Inventory Process

In PeopleSoft Asset Management, the process by which you extract asset data from the Asset Management database to load into your bar code scanning device. You then scan the assets and load the data gathered during the actual physical inventory into Asset Management, enabling you to generate physical inventory results for review. You perform matching and generate transactions to reconcile the data in Asset Management with the results of your physical inventory.

PIA

PeopleSoft Internet Architecture. This is the fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of an RDBMS, an application server, a web server, and a browser.

Piece Work

Method of compensating time reporters based on units completed rather than hours worked

PIN

Technical term for an element. In PeopleSoft Global Payroll, PIN is often referred to in the online object names and within the batch code. PIN stands for Pay Item Name.

Placeholder

A temporary location designator in an engineering bill of material for a component item that has yet to exist. These temporary placeholders have to change into approved items before transferring engineering bills of material (EBOM) to manufacturing bills of material (MBOM).

Plan Administrator

The person selected by the employer to perform the administration of a plan under PeopleSoft Pension Administration.

Plan Eligibility

The PeopleSoft Pension Administration function that uses job data to determine whether an employee may participate in a pension plan. An employee can be eligible based on job data but not be participating because of an unmet service or age requirement.

Plan Type

A unique ranges of codes used during payroll calculation to determine deduction processing rules. See also Benefit Plan Type.

Plan Year

The annual period that a pension plan uses to measure service, earnings, and benefits. Generally, the pension plan year will match the fiscal year of the plan sponsor.

Planning Item

A non-inventory item 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 or planning routing, and can exist as a component on a planning bill of material. A planning item cannot be specified on a production or engineering BOM or routing, nor used as a component in production. Quantity on hand will never be maintained.

Planning Level

The level on a dimension's tree used for planning. Typically, a customer will choose not to plan at the lowest level of available detail, such as the individual product level. Instead, the individual products are mapped to their corresponding product group and the planning is done at the product group level.

Planning Targets

The amount the budget must equal, such as a budget spending limit or cap for expenses where users can not exceed the amount. Planning Targets are presented at a summary level. This term is interchangeable with Spending Limits.

Planning Target Tolerance

The percentage and/or amount a user can be over or under the planned budget target.

Planning Target Control

Values set at the user role level, including no control, active control, and passive control. For more information see no control, active control, and passive control.

Planning Task

Any activity in PeopleSoft Planning that creates a schedule.

PODS (PeopleSoft Operations Data Stores)

See Data Warehouse Tables

POI. Personnel Office Identifier.

Also known as Submitting Office Number (SON). These are codes assigned by the OPM to the office(s) delegated authority within an agency to process personnel actions on Federal employees.

Pointers

A pointer is an "address" of a driver quantity, or value, within the Enterprise Performance Management product line. Pointers are used as a means of defining where driver quantities exist in tables that reside in the PeopleSoft Enterprise Warehouse. Pointers enable you to extract values from any location in the warehouse and then use these values as driver quantities. There are three different kinds of pointers: explicit, implicit, and multidimensional.

Policy Control Group

In PeopleSoft Inventory Planning, a feature for setting up order quantity, safety stock, reorder quantity, and maximum and minimum policies. The **Control Group** is assigned to a set of **Planning Item**. The policies of the associated planning items can be set explicitly or defaulted from the policies on the policy control group.

Policy Generation

In PeopleSoft Inventory Planning, a set of run options used to control the functions and behavior of the Policy Generation program.

Policy Item

An item record which is related to a location and for which **Inventory Policy** is held. A policy set, **Planning Item** ID, and Location ID uniquely identify a policy item. The combination of an item and a location is called a stockkeeping unit.

Policy Set

Defines a set of the items for which **Inventory Policy** is to be calculated. Each policy set is assigned a unique ID and includes information that defines, for example, the associated **Forecast View**, time periods, and planning horizon.

Policy Simulation

In PeopleSoft Inventory Planning, a feature that simulates the effects of various stocking scenarios, compares current policy with simulated policy, and determines the best inventory investment strategy.

Population

A Population is defined on top of DataMaps created using Enterprise Warehouse metadata. The Population builder allows you to easily format a SQL statement, using filters, to select

rows from one or more tables joined together in a DataMap. You can view the results of a Population directly from the browser.

Pop Up Payment Option

A variation on a joint and survivor payment option under which the benefit payable to the participant is increased if the beneficiary should die prior to the participant.

Portal

A portal is a web site that helps you navigate to other web-based applications and content. Users often consider a portal their “entry point”—the place they typically visit first after launching their web browser.

Portal Registry

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.

Portal Registry API

The Registry API is provided for accessing each portal registry from PeopleCode, COM, Java, or C programs. Providing the same kind of registry management capability as the online administration pages, it can be used by external systems to update the registry to reflect changes in the content reference URL, taxonomy, and effective dates. The Registry API is fully described in the PeopleCode documentation.

Portal Servlet

A Java servlet that runs on a web server. The portal servlet intercepts user requests for content, retrieves content, and builds a single HTML document to be displayed in the user’s browser.

Portal Solutions

Portal Solutions are separate product offerings from PeopleSoft that consist of pre-built, packaged solutions focused at different audiences (customers, suppliers, and employees). Because they are both pre-built, supported application products, Portal Solutions can be deployed swiftly and easily, saving significant resources when compared to other custom-built solutions.

Position

The officially assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes, which can be considered the electronic version of the Position Description. There can be a many-to-one relationship between the Position and Job Code.

Position Budgeting

The budget amounts (salary, benefits, and earnings) associated with positions within an organization. Position budgeting can be calculated based on position information loaded from a human resource system. Position budgets are used to generate line-item budgets for personnel costs. PeopleSoft Budgeting-specific.

Position Change

A move by an employee to another position during the employee's continuous service under the same appointment within the same agency.

Position Date Created

Date the position was created for use in the agency.

Position Description (PD)

In accordance with OPM guidelines, an official description, authorized and approved by an agency official, describing duties and responsibilities to be performed. Position classification standards are used to describe the work, classify the work components by occupational series, and factors (e.g. supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

Position Description Number

A number assigned to identify various types of Position Descriptions.

Position Description Required

Identifies those positions for which a position description must be maintained.

Position Number

A number that identifies an authorized Position.

Positive Input

Data such as hours worked or a bonus amount entered for elements that change each pay period. Positive input can be entered manually, generated by the system, or received from other applications.

Positive Task Reporting

A method of time reporting in which all required task elements must be provided (see Time Reporting)

Positive Time Reporting

A method of time reporting in which all elements of time must be provided (see Time Reporting)

Post Differential Percent

Additional compensation that may be paid to certain employees who work in Guam or the Northern Mariana Islands.

Post Differential, Non-Foreign

A differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

Post-56 Military Deposit

The OPM provides guidelines to Federal agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

Posting

In PeopleSoft the process by which accounting entries are created or updated based on user transaction input and accounting entry templates. In PeopleSoft Receivables, posting is also known as Receivable Update.

These posted accounting entries in the feeder systems, such as accounts receivable or accounts payable, must be further processed by the Journal Generator to create journal entries before posting to the General Ledger occurs.

Post-Tax Deductions

See After-Tax Deductions

Pre-encumbrance

An encumbrance that occurs before an employee/employer relationship exists. You encumber funds for an employee you have on staff; you pre-encumber funds for an employee that you anticipate hiring. For example, you would pre-encumber funds for a new position that has just been approved but not filled.

Pre-encumbrance Ledger

Stores pre-encumbrance amounts. Updated by posting pre-encumbrances, such as purchase- or hiring-requisition source transactions (including journal entries).

Premium

Any additional compensation for extra hours worked, often expressed in terms of factor-above-normal-per-hour pay, such as time and a half (where one-half is premium pay), double time or triple time. Also, any additional pay provided to a time reporter based on compensation rules (see Time Administration in your *PeopleSoft Time and Labor* PeopleBook).

Prenote

A prenotification or waiting period requested by banks before processing payroll direct deposits.

Pre-Retirement Survivor Annuity (PRSA)

A benefit paid to a beneficiary if a pension plan participant dies before commencing benefits. Qualified plans must offer a pre-retirement survivor annuity, although the employee can be required to pay for the coverage with a reduction in the benefit.

Pre-Tax Deductions

See Before-Tax Deductions

Previous Day's Close

The previous trading day's last reported trade.

Price Break

Defined in PeopleSoft Order Management, and linked with price sets, a price break defines the actual adjustments that are made to the list price. They are valid only within a time frame you establish.

Price Rule

Used in conjunction with price sets, rules are essentially a decision tree that establishes the search order the system uses in reviewing sets for a match on the variables they reference for price adjustments.

Price Set

Linked with price breaks, a price set specifies the parameters for your price adjustment. It establishes selection criteria, determines whether the break is based on quantity or price, and defines how the adjustment is applied.

Price Source

A service provider or publication that reports the trading activity for a stock traded on stock exchanges. Examples include Wall Street Journal and Bloomberg.

Primary event code

Primary event codes, also called purpose codes, specify the status of the transaction: whether it's a new transaction, a cancellation, a duplicate, a status request, and so on. Every transaction has a primary event code assigned to it.

Primary Insurance Amount (PIA)

The benefit amount calculated under the Social Security benefit formula.

Primary scroll record

Primary scroll records are the principal SQL table or view associated with a page scroll level. A primary scroll record uniquely identifies a scroll level in the context of its page: each scroll level can have only one primary scroll record; and the same primary scroll record cannot occur on more than one scroll at the same level of the page.

Prior Period

In Time and Labor, any payroll period before the current one.

Prior Period Adjustment

A change or correction to previously reported time or task information, or an insertion of time or task information. Often requires the original report to be offset (reversed) and the correct information to be recorded. (see Time Reporting)

Priority Rank

The numeric value assigned to inventory **Demand Priority Rules**. The lower the number, the higher priority of the rule and the orders matching that rule.

Private

A tracking method used by a privately held company to track their daily prices. The Board of Directors typically establishes a price for a period of time. Stock of a privately held company is not traded on an exchange.

Private Views

User-defined views available only to the user who created them. For more information, *see* Budget Views.

Process

See Batch Processes.

Process Definition

Process Definitions are created in the Process Scheduler Manager pages to define each specific run request. A Process Definition is comprised of a variety of variables including panels associated with a request, Process Groups, output parameters, run locations, and many more.

Process Group

Used to associate specific Process Definitions with a Class Profile in Security Administrator. This allows administrators to restrict an operator's ability to initiate requests.

Process Instance

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.

Process Job

Multiple Process Definitions can be logically linked into a job request to process each request serially or in parallel, and optionally initiate subsequent processes based on the return code from each prior request.

Process List

The set of instructions the system uses during a payroll process to determine which elements to resolve. A process list is comprised of sections that identify the sets of elements to be resolved. You build process lists and attach them to calendars.

Process List Manager

The program used during batch processing that reads the Process List and calls the PIN Manager to resolve elements on the list.

Process Request

A single "run request," such as an SQR, a COBOL program, or a Crystal report that you run through Process Scheduler.

Process Run Control

A PeopleTools variable used to retain Process Scheduler-defined values needed at runtime for all requests referencing a run control ID. This is not to be confused 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.

Process Scheduler

A PeopleTool that performs tasks behind the scenes of your application. It can run several kinds of processes, such as COBOL, SQR, and Application Engine programs. You can schedule processes to run on a regular schedule or at your request. Processes can run on your workstation or on a server.

Process Scheduler Server Agent

The server-based program (PTPUPRCS) that manages the selection, validation, and initiation of all queued requests for each defined server within your batch environment (Process Scheduler).

Process Type

A global process definition under which related process definitions are grouped. This allows for easy maintenance of Process Definitions that share common parameters.

Processing group

In order to partition application processing between the client and the application server, it is necessary to define units that, as a whole, run in one location or the other. We call these units processing groups.

Processing groups can encompass one or more PeopleCode events. Some processing groups can run either on the client or on the application server, such as Component Build and Component Save.

Product

A commodity primarily defined in PeopleSoft Order Management. It may be: 1) The Order Management view of an inventory item that has attributes the same as or different from those of its inventory counterpart. 2) A commodity that is not a stocked inventory item such as a product kit or a service. 3) A tangible commodity that is drop shipped from another vendor and is never stocked in inventory.

Product Alternate

Alternative products that can replace the product ordered when it's out of stock or a problem with a particular product temporarily prevents shipment.

Product Catalog

A configurable list of available products that may be of interest to a specific customer. You can create two types of catalogs—inclusive catalogs that contain all the products you want made available to a customer and exclusive catalogs that contain the products you want to withhold from your customer. By attaching product catalogs to a Sold To customer, you define the products they can buy.

Product Definitions

This support module describes how other support modules process the instruments that belong to a particular product. For example, different products have different cash flow characteristics and may be stratified differently, or may react differently to changes in interest rates. This module enables you to specify each of these actions for each instrument.

Product Kit

A commodity that consists of a fixed set of components that are sold together. It appears as a single line on an order, but is represented by multiple lines on shipping documents. Product kits may comprise inventory items, non-stockable products, or a combination of both.

Product Kit Component

A commodity that is part of a product kit. It may be an inventory item or a non-stockable product such as a service.

Product Pricing Model

In the financial services industry, this defines models that describe indices upon which future rates are paid or charged for an individual product.

Product Tree

A user-defined graphical representation of a company's product structure. A product tree defines how products are promoted and determines what users have authority to promote those products.

Production Maintenance Spreadsheets

A set of spreadsheets generated by an nVision process, containing production ID and production schedule data extracted from PeopleSoft Production Management. You can add and maintain production quantity data using these spreadsheets and then import the data back to Production Management.

Production Option

Effective-dated combinations of BOM codes and routing codes. You can create multiple effective-dated BOM code/routing code combinations (or production options) for an item. These combinations can be extracted to PeopleSoft Production Planning. They enable the specification of multiple production variations for an item and provide control of seasonal variations by effective date.

Production Option Cost

A cost based on a specific BOM/routing combination (also known as a production option). The Production Option Cost utility rolls up production options costs based on specific BOM/routing combinations, enabling you to cost individual production options and later to have the DataLink pass this cost to the Planning engine. If this utility isn't run, the Planning engine will use the standard item cost based solely on the primary BOM and routing instead.

Productive Time

Employee scheduled time spent performing any task for which a position was created; work performed on behalf of a business entity that is required for that entity to fulfill its business purpose. Employees doing the work they or someone else was hired to do.

Productive Unit

In Italy employers organize employees into productive units based on agreements between the unions and the employer.

Profile

A data set that you aggregate from the Enterprise Warehouse, according to the filters you specify, the Key Performance Indicators you select, and the 3rd party demographic data you include.

Profile Factor

In PeopleSoft Demand Planning, the weight index assigned to each **Forecast Period** to take into account seasonal fluctuations in demand. The factor or index typically measures the percentage of difference between the base demand and the expected actual demand in the period.

Profiles

Group of employees defined according to a list of job codes and departments. You can use these profiles to ascertain training demands within your organization based on set criteria.

Profit Manager

The Profit Manager is a set of integrated tools that enable true profitability reporting. Profit Manager features are tightly integrated with the PeopleSoft Analytic Applications and provide you with ways to ensure data integrity, edit data, and post data to the Performance Ledger table.

Project

The highest level of hierarchical organization within PeopleSoft Projects. Projects provide the structure to which activities and resources are added. Each node on a Projects tree represents a project. Projects can contain other projects as well as activities and resources. This provides a hierarchical relationship between projects and facilitates cost roll-ups.

In Enterprise Performance Management you use a Project to create or modify a Profile. A Project contains pointers to data elements that you include in a Profile.

Project

In PeopleSoft Time and Labor, a specific endeavor undertaken to achieve a specific goal. Typically, projects are approved and undertaken with level of cost, schedule, and performance already agreed upon. A project is composed of a set of tasks, each of which requires staffing, provisioning, and/or scheduling. Project progress is often measured in terms of task completion.

Project ID

The name or number by which a project is to be identified in all tables and pages.

Project Type

A user-definable grouping of projects. Project types are optional.

Projected Run Date

In PeopleSoft Demand Planning, a calculation made that projects a life volume for a period based on a calculated run rate or performance ratio.

Projection.

An estimated pension benefit calculated as of a future date or any estimated data used as the basis for such a calculation.

Promotion

- For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a Promotion NTE;
- When the old and new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE.

Promotion Pattern

In PeopleSoft Demand Planning, an **Event** function that enables you to apply weights to promotions across a range of **Forecast Period**.

Prompting Profile

A task profile usually used by account managers as a way of creating task profiles for employees who report task time differently by customer. For example, you might have an account manager who has fifty customers; when the account manager comes in each day to report time, the system will display all the customers, and indicate which customers it will use as a default if she doesn't manually report time.

Prorated

In Enterprise Planning and Simulation, prorated is when the computed forecast and the summarized forecast are two different versions of the statistical forecast. In addition, the forecast at the product family level can be allocated down to the individual products. Usually this allocation is done in proportion to the calculated product forecasts at that level. This version of the (statistical) forecast is called the allocated or prorated statistical forecast.

Pro-Rate Purchase

A purchase in which the number of shares to be purchased is prorated according to a specified factor. This may occur when the total number of shares to be purchased is greater than the number of shares allocated to the stock plan from the treasury.

Prorated Forecast

In PeopleSoft Demand Planning, a forecast developed by factoring the group forecast down one level at a time to make the sum of the item forecast equal to the aggregate forecast. The prorated forecast tends to be more accurate than the **Statistical Forecast**.

Proration Rule

Element that defines how you want to prorate an item. You use proration rules in numerous places—for instance you could prorate an earning, deduction, or many of the elements that make up an earning or deduction.

Proration Threshold Ratios

In PeopleSoft Demand Planning, the upper and lower ratios used as thresholds for **Reasonableness** checks when a forecast is developed using proration.

Provider

An entity, such as an insurance company, that provides one or more of the benefits your company offers. For example, Metropolitan Life Insurance Company is a provider to companies that use a Metropolitan life plan.

Proxy Person

A highly compensated executive. Corporations must include information regarding the most highly compensated executive officers in their proxy reporting.

Proxy Statement

The document that must accompany a solicitation of proxy appointment under SEC regulations. The purpose of a proxy statement is to provide shareholders with the appropriate information to make an intelligent decision.

PSADMIN

A PeopleSoft utility providing a menu interface to create, configure and administer application server domains and the Process Scheduler Server Agent (Batch Server).

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A PeopleSoft utility providing a menu interface to create, configure and administer application server domains and the Process Scheduler Server Agent (Batch Server).

PSAPPSRV

PSAPPSRV is the main server process running within a domain. PSSAPPSRV performs the functional requests, such as building and loading components. It also manages the memory and disk-caching for PeopleTools objects on the application server. Each PSAPPSRV process maintains its own memory and disk cache.

It provides authentication services for incoming users. For instance, it checks the PeopleSoft OPRID against the directory server or PSOPRDEFN table.

PSQCKSRV

Essentially, PSQCKSRV is a copy of the PSAPPSRV. It performs quick, read-only SQL requests. It is an optional Server Process designed to improve performance by handling items in the PSAPPSRV transaction request queue.

PSQRYSRV

Like the PSQCKSRV server process, PSQRYSRV is designed to alleviate the workload of PSAPPSRV. PSQRYSRV is designed to specifically handle all user-generated queries submitted by PeopleSoft Query (PSQED.EXE). This server process is designed to improve overall application server performance whether or not you have PSQCKSRV configured. It is specifically, and exclusively designed to process PeopleSoft Query transactions, which can be very SQL intensive.

PSSAMSRV

It processes conversational SQL transactions primarily for Application Designer.

Public Company

A company that has held an initial public offering and whose shares are traded on a stock exchange or in the over-the-counter market. Public companies are subject to periodic filing and other obligations under the federal securities laws.

Public Views

Coordinator-defined views, available to anyone using the application. For more information, *see* Budget Views.

Publish/Subscribe

Publish/Subscribe type messaging is performed with PeopleTools Application Messaging technology. You can send data from one PeopleSoft system to another in an asynchronous mode—meaning the two systems don't have to be sending and receiving at the same time. This is possible because the message transfer is accomplished through a Web server with an "http: gateway."

Pull List

Similar to a pick list, a pull list contains multiple replenishment requests, including the location, quantity, and item quantity required in a specific sorting sequence. You use pull lists in PeopleSoft Flow Production with Inventory replenishment.

Pull Ticket

A document containing the details of a single request replenishment request, including Kanban ID, item, quantity, source, and To locations. You use pull tickets in PeopleSoft Flow Production with Inventory replenishment.

Punch

Precise instances of date and time recorded for a user and measured in seconds, minutes, hours, day, month and year and time zone (see Time Reporting)

Punch Duration

Length of time between two punches in increments of hours or partial hours (see Time Reporting)

Punch Matching

Area of the application which converts paired punches to punch duration by processing rounding rules and assigning the tasks to the appropriate logical day based on rules established by the user

Punch Restriction

The facility to constrain a time reporter's ability to create a punch that deviates from the schedule (see Time Reporting)

Punch Type

A user defined classification of punches, i.e. In, Out, Start, Stop (see Time Reporting)

Purchase

The issuance or purchase of shares through a stock purchase program. The purchase is made using current contributions from a participant and any carry-forward remaining for the participant from previous purchases.

Purchase Price

The discounted price paid for the shares at the end of a purchase period.

Purchase Price Variance

A PeopleSoft Payables matching feature that compares purchase order and inventory prices for any variance in the prices.

Purge Rules

The rules that define criteria to clear data you no longer need from previous open enrollment processing cycles in PeopleSoft Benefits Administration.

Pyramiding

A computer calculation enabling an individual owner of one share of stock to use the stock-swap technique to exercise a stock option of any size without using cash. Not many corporations permit pyramiding.

Q**QDRO**

See Qualified Domestic Relations Order.

QDRO Alternate Payee

A former spouse who is entitled to a portion of a participant's pension benefits as a result of a court order.

QJSA (Qualified Joint and Survivor Annuity)

A post-retirement death benefit for a spouse. Plans subject to this requirement must provide an annuity for the life of the participant with a survivor annuity for the life of the participant's spouse.

QMCSO (Qualified Medical Child Support Order)

A QMCSO is a court order that requires a group health care plan to provide benefits to the child of a participant as part of a child support arrangement on the behalf of that participant. Base Benefits enables the tracking of QMCSOs for dependents.

Qualified Domestic Relations Order (QDRO)

A court order ordering a division of a participant's pension benefits. This is normally the result of a divorce and gives a portion of the pension benefits to the former spouse.

Qualified Plan

A pension plan for which the employer can take tax deductions for contributions to the plan. Investment income of the plan trust fund is not taxable to the employer. Tax law places restrictions on the plan rules.

Qualifying Dispositions

A transaction whereby a participant sells shares acquired through a stock purchase plan two years after the grant date and one year after the purchase date.

Quality Function

A level of configuration that enables you to define the fields and attendant information that provides a base level for inspection plan and integration. Quality functions enable you to map process-specific field information into PeopleSoft Quality for identification, tracking, and analysis.

Quality Ranking Factors

Knowledge, skills, and abilities that could be expected to enhance significantly performance in a position, but are not essential for satisfactory performance. Applicants who possess such

KSAs may be ranked above those who do not, but no one may be rated ineligible solely for failure to possess such KSAs.

Quality Server

A PeopleTools-based analysis and graphing program.

Quality Step Increase (QSI)

A step increase awarded to an employee for sustained high quality performance.

Quantity Allocation Method

In PeopleSoft Inventory, the method used to determine how available quantity will be allocated to prioritized demand lines when using the online reservations page.

Quantity Precision Rules

A set of rules specifying whether item quantities for a given unit of measure are expressed as whole numbers or as decimals. Quantity precision is set at the inventory **SetID** and item-UOM levels.

Query

A set of data members that are selected from a Class catalog (provided by the Business Interlink Plug-in) as well as a generic form of Criteria. The criteria are composed of <left-hand-side> <Relational Operator> <right-hand-side> statements that can be concatenated using a set of logical operators. All operators and class catalogs are dynamically provided through the Business Interlink Plug-in.

R

Race And National Origin Code

A code that identifies the employee's basic racial and national origin category.

Range of Dates Reporting

A Time and Labor process that enables you to report a start and stop date, a time reporting code and task information for a single employee. The system transforms the information into instances of daily time based on the employee's schedule or default work schedule, replacing the scheduled time with the entered Time Reporting code and the number of scheduled hours on a day-to-day basis.

Range Penetration

In PeopleSoft Workforce Analytics, Range Penetration is the degree to which an employee's actual pay has progressed through their salary grade, and is expressed as a percentage. The calculation is:

Range penetration = (Employee Base Pay – Range Minimum)/(Range Maximum – Range Minimum).

Range Width

In PeopleSoft Workforce Analytics, the difference between the maximum and the minimum values of the pay range calculated using the following formula (and expressed as a percentage):

(Maximum – Minimum)/Minimum.

Rapid Time Entry

The process that enables you to enter daily time for single employees without the system editing your field entries. The system populates temporary tables, which are used by a batch process that reads, edits and moves the data into the appropriate time and labor tables. You cannot prompt for valid values in any of the fields, and the online system does not edit any of the data you enter against other tables.

Rate Code

Alphanumeric reference to the cost per hour or unit of time reported to a specific TRC.

Rate Code [Global Payroll]

IDs for pay components. Rate codes define rates of pay and are set up in the Comp Rate Code table. Rate codes are then used to represent pay components in pages and when you configure compensation packages in the compensation record.

Rate Code Group

A rate code group is a number of pay components (represented by rate codes) bundled into a subset of a compensation package. The rate code group is used to calculate percentage-based components that do not apply the percentage to all pay components in the compensation package. Rate code groups are constructed on the Rate Code Groups page.

Rate Code Type

Defines how the monetary value of the rate code is calculated. The compensation rate code type is defined on the Comp Rate Code table. Valid values are Flat Amount, Hourly Rate + Flat Amount, Hourly Rate, Percent, and Points.

Rate Combinations

The combination of rate types and conversion rates with account types that is linked to your budgeting model. Typical rate types are current, commercial, floating, average, and historical. Effective dates define different rates for different budget periods. There are several conversion rates for any pair of currencies including not only the current rate, but others rates such as average, historical, asking, and so on. These different types of rates are appropriate for different types of accounts.

Rates

The arrays of values used to calculate the cost of a plan to an employee. Rates can be age-graded, service-related, or general, depending upon the benefit plan type. Any number of benefit program and benefit plan combinations can use each set of rates.

In Enterprise Performance Management, a rate is determined by the user and specifies the dollar amounts to be calculated for each model. This is a financial services industry term.

Rating Model

The scale used by your company to measure competency proficiency. The default rating model is the PSCM (PeopleSoft Competency Management) Rating Model that PeopleSoft delivers with your PeopleSoft Human Resources System.

Raw Punches

See Actual Punch; typically this is distinguished from a rounded punch (see Time Reporting)

Reason Code

Reason Codes provide explanations for occurrences such as returned stock and changes to order headers, lines, or schedules.

Reason Code

A code describing employee time such as comments for sick time or travel time.

Reasonableness

In PeopleSoft Demand Planning, a technique that checks the trend and projected annual growth to make sure that a forecast is realistic. If a forecast falls outside either boundary, the system automatically adjusts it and sends a warning message.

Reassignment

Change of an employee from one position to another without promotion or change to lower grade.

Recalculate Forecast

In PeopleSoft Demand Planning, a forecasting feature that uses the existing model and its associated parameters to create a new forecast.

Recalculate VAT at Payment

Allows the VAT amount to be adjusted at the time of payment if an early payment discount is taken. This calculation option is only valid when VAT is calculated at Gross.

Receipt Cost Method

Determines how you cost receipts. Receipt cost methods include Actual, Non-Cost, and Standard.

Receipt Line

A line associated with a Receipt ID that identifies an item and quantity. If the respective tracking is activated, the lot, lot suffix, and serial number are also identified.

Receivable Update

See **Posting**

Receivables Item

An individual receivable. An item can be an invoice, credit memo, or debit memo. Items and payments combined comprise a customer's balance.

Reconciliation

Within PeopleSoft Enterprise Performance Management, reconciliation differs slightly when it is performed within the PeopleSoft Enterprise Warehouse and when it is performed within the PeopleSoft Analytic Applications.

In PeopleSoft Funds Transfer Pricing (FTP) and PeopleSoft Risk Weighted Capital (RWC), reconciliation identifies differences between Performance Ledger balances and the instrument or position balances, which are risk weighted according to the basis rules you have assigned. The first step in reconciling basis rule balances is to reconcile the individual balances for accounts, instruments, and positions. Reconciling the total balances is the second step. This means that you reconcile the difference between Account/Instrument balances, and the difference between Account/Position balances.

In the PeopleSoft Enterprise Warehouse, reconciliation is a period-end process that posts journal entries to the Performance Ledger for the discrepancies found when you reconciled the individual balances. Typically, you'll run the PF Reconciliation engine after a period to compare "to and from amounts" between tables such as REVENUE_F00 and PF_LEDGER, or the GL_LEDGER and the PF-LEDGER.

Record Date

The date a stockholder must officially own shares in order to vote at the meeting or to derive an adjustment resulting from a stock split or a stock dividend. The Board of Directors sets the Record Date.

Record Definition

A logical grouping of data elements.

Record field

Once a field is inserted into a record definition it becomes known as a Record Field within the record.

Record Group

A set of logically and functionally related control tables and views. Record groups exist for two basic reasons:

- To save you time—with Record Groups, TableSet sharing can be accomplished quickly and easily, eliminating an enormous amount of redundant data entry
- To act as a safety net—Record Groups ensure that that TableSet sharing is applied consistently across all related tables and views in your system.

Record Input VAT Flag

Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT 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 being tracked on a transaction, this flag is always set to Yes. This flag is not used in Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in Employee Expenses, where it is assumed that you are always recording only input VAT.

Record Output VAT Flag

For certain transactions within PeopleSoft Purchasing, Payables, and General Ledger, it may be necessary to record both input VAT and output VAT on the same transaction. Generally, this would be a situation where the purchaser was required to self-assess VAT. Within these situations, this flag indicates that you are recording output VAT on the transaction. This flag, in conjunction with the Record Input 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. This flag is not used in Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in Employee Expenses, where it is assumed that you are always recording only input VAT.

Record Owner

The "Stockholder of Record" of the stock. This may be different from the "Beneficial Owner" of the stock.

Record Suites

Record suites are temporary tables that enable the system to track how many processes are running. These temporary tables leave the fact tables accessible for processing other jobs simultaneously without impacting your processing.

Reduction In Force (RIF)

Method used to reduce the number of government workers in an agency.

Reemployed Annuitant

An employee who has retired from Federal employment and is receiving an annuity. His/her salary is reduced by the amount of the annuity.

Reference Designators

A user-defined alphanumeric identifier that determines where a component is placed in an assembly.

Reference Transaction

In People Soft 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.

Referential Integrity

Issues that occur when an update to an instance of one object invalidates one or more instances in a related object. In other words, when you make a change to one area of the application, referential integrity makes sure the changes do not adversely affect another area of the application.

Refresh Time

The process that retrieves the appropriate current version of objects related to employee time (such as task profiles or work schedules) and associates them with that time.

Region Codes

Regions may or may not be physical entities, they may simply be another way to geographically categorize an area. When a region does represent a physical entity, the region code has the same characteristics as a business, that is, an address and a language spoken.

Register of Separations and Transfers (ROST)

The ROST is a regulatory compliance document used by federal agencies to summarize the information in an employee's Individual Retirement Record (IRR). The ROST is a one-page cover sheet that accompanies a batch of IRRs being submitted to the Office of Personnel Management (OPM) at the time of an employee's separation from a federal agency. Employees covered by the CSRS retirement plan require SF-2807. Employees covered by the FERS retirement plan require SF-3103.

Registration

The name or names that appear on the stock certificate to indicate who owns the stock.

Registration Statement

The document that must be filed to permit registration of an issue of securities under the Securities Act of 1933. A major component of the registration statement is the prospectus that is to be supplied to prospective purchasers of securities.

Regression Analysis

A statistical technique that determines the relationship between two or more variables. Regression predicts the value of one variable (the dependent variable) based on one or more independent variables.

Regular Base Compensation

In PeopleSoft Workforce Analytics, the annualized, quoted, compensation rate for a job. Consists of fixed compensation, does not include variable compensation.

Regular Time

An employee's normal (scheduled/shift) work hours.

Regular Time

In PeopleSoft Workforce Analytics, an employee's normal (scheduled/shift) work hours.

Regulation T

Federal Reserve Board regulations governing the extension of credit by brokers or dealers, including their participation in same-day sale transactions and sell to cover exercise.

Regulatory Region

The Regulatory Region functionality in PeopleSoft HRMS is designed for use in performing regulatory and regional edits. You'll use Regulatory Region to drive PeopleCode edits, perform set processing, and control what codes and values the operator sees. A Regulatory Region can be any country (or province or state) where there are specific laws and regulations addressed by functionality in PeopleSoft HRMS.

In Enterprise Performance Management, a Regulatory Region is a region with a common regulatory framework; such as a country (CAN for Canada), or a smaller state or provincial entity (CANBC for British Columbia).

Related Education

Education above the high school level that has equipped the applicant with the KSAs to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position or to the occupation, but must be appropriate for the position being filled.

Release

An industry standard term associated with the lifting of a company's Repurchase Option from a portion or all shares from a Restricted Stock Award (RSA). RSA's are subject to release schedules, similar to vesting schedules.

Relevant Constraint

A constraint PeopleSoft Planning considers when it calculates a score and when it optimizes the schedule. See also **Scorecard** and **Optimize**.

Reloads

Some stock option plans provide for the grant of a "reload" stock option in connection with stock option exercises, typically by means of stock swaps. A reload option feature provides that upon a stock exercise, the employee will receive an automatic grant of a new stock option at the then-current fair market for the shares that they exercised or for the shares that they used to swap.

Remark Codes

Codes that cause the printing of pre-set text passages on a notice of action form. Some passages are general purpose and others are specific to the personnel action being processed.

Remit From Customer

A customer who is responsible for payments billed to other customers. During cash application, it's useful to look at open items for the Remit From group.

Remittance Worksheet

A work space in PeopleSoft Receivables used to select drafts for remittance to the bank.

Reorder Point

The identifier that automatically locates a replenishment need for an inventory item. When the physical quantity in a location falls below the reorder point, a replenishment request can be created.

Reorder Point Policy

In PeopleSoft Inventory Planning, a policy that determines when a replenishment order is launched for an item. The policy has several methods that include days supply, lead time demand, and **Fixed Quantity**.

Replacement Option

The "new" "replacement" stock option that will replace the original stock option. This option will have a grant price lower than the original stock option.

Replenish

A process that indicates when items need to be resupplied from external sources. In PeopleSoft Inventory, the process can occur on an ad hoc basis or at predefined reorder points.

Replenishment Request

In PeopleSoft Flow Production, an online request for material made when the material is needed. You can generate replenishment requests manually or automatically using backflushing. You can communicate that request using pull lists, pull tickets, or Workflow notifications.

Report Scope

A feature that creates multiple instances of an nVision report using a single report request. Each instance contains data specific to an individual ChartField, such as a business unit or department, or for a group of ChartFields, such as all sales departments. Using Scope, each report instance can share the same layout while containing data unique to these particular ChartFields.

Reported Time

Clock time or elapsed time provided to the system by the user (see Time Reporting)

Reporting Person

An insider that is regularly considered by the SEC to have material information and policy-making authority for the corporation. These individuals are subject to the reporting requirements promulgated by Section 16 of the Securities Exchange Act of 1934. Reporting Persons typically include Directors, Officers, and shareholders with 10% holding interest in the equity of the registrant's securities.

Repricing

An agreement between the corporation and the optionee that allows the optionee to cancel an outstanding high-priced, usually "Out-of-the-Money" stock options for lower-priced options.

Repricing Election

Eligible optionees can choose (elect) to accept the corporation's repricing offer or choose to decline the offer.

Repurchase

The reacquisition of shares of stock from an individual by a corporation. This usually occurs when an individual fails to meet the vesting requirements on a RSA or option that is exercised before it vested. The corporation might pay the original cost of the shares to the individual or the fair market value of the shares at the time of repurchase.

Repurchase Option

An irrevocable, exclusive option to repurchase up to the number of shares that constitute Unreleased Shares at the original purchase price per share. The Company shall exercise said option. The repurchase of outstanding shares is regulated under the laws of all states (except Massachusetts). Under some laws, as under the Model Business Corporation Act, the repurchase is prohibited unless the corporation remains solvent, in both the equitable and bankruptcy senses of insolvency and after taking any liquidation preferences of other outstanding stock into account.

Repurchase Right

A company's contractual right to buy back from an employee any stock resulting from the exercise of the option. The buy back can be at fair market value, book value, or the original purchase price.

Reservation Method

The method used to reserve soft reservation items — either batch COBOL reservations or on-line allocation and reservation.

Reserved

A flag indicating that the inventory item is reserved for stock fulfillment in the inventory business unit.

Reserved Orders

Orders that have been reserved against on-hand available quantity at the business unit-item level. Reserved orders are found in the DEMAND_INV table.

Reset

In PeopleSoft Demand Planning, a function of the **Forecast Calculation Process** that determines which forecast model will produce the best forecast, meaning the model with the lowest ratio of error.

Resolution

An activity that closes or partially closes a deduction, such as matching it to a deduction authorization, writing it off, or sending it back to PeopleSoft Receivables.

Resolution Entry Type

Code that identifies how to process activities for items in PeopleSoft Deduction Management and how to create accounting entries.

Resolution Method

A set of rules that defines how to automatically match or write-off deductions in PeopleSoft Deduction Management.

Resolution Worksheet

The workspace in which deduction items are paired with offset items and resolved or written off in PeopleSoft Deduction Management.

Resource

In PeopleSoft Manufacturing, any crews, machines, and tools that can optionally be used at work centers to complete tasks. In PeopleSoft Performance Measurement, any homogeneous grouping of general ledger line items.

Resources

Resources are the economic elements that are required to perform the activities associated with your business. Resources are consumed in the performance of these activities, and thus denote operating costs. In PeopleSoft Activity-Based Management, resources are typically regarded as the groupings of one or more general ledger accounts. In a service business, resources might include salaries, office rentals, and costs of capital such as information systems, depreciation, real estate taxes, and other associated costs.

Resource Amount

The monetary amount of a single, specific resource transaction. The Resource Amount maps to the Posted Total Amount when posted to the general ledger.

Resource Category

A field for defining individual resource types more specifically. For example, if you have a resource type of labor but want to break it down further for tracking purposes, you might define resource categories of architect hours, carpenter hours, plumber hours, and electrician hours. Resource categories are optional.

Resource Driver

In Activity-Based Management, a Resource Driver defines the quantity of resources used by an activity.

Resource Group

A category of resource types. You can define relationships between the resource types within a resource group to facilitate analysis of project costs. For example, if you had resource types for standard labor and overtime labor, you could group them together in a resource group to calculate total labor.

Resource Planning

In PeopleSoft Activity-Based Management, Resource Planning focuses on resources allocations that create expected results like driver rates and cost object costs.

Resource Quantity

A field on each resource transaction that identifies nonmonetary quantity. For example, on a resource line for 12 ball valves the quantity would be 12.

Resource Source

A field on each resource transaction that identifies the system in which the cost originated. For example, PeopleSoft Payables would be the resource source for a resource transaction created from a voucher in that system.

Resource Subcategory

A field for defining individual resource types and categories more specifically. For example, if you have a resource type of labor, and resource categories of architect hours, carpenter hours, and plumber hours, you might want resource subcategories of regular hours and overtime hours. Resource subcategories are optional.

Resource Supplied

An attribute that enables you define a resource as committed or flexible. A committed resource is one that will not likely change in the short term. A flexible resource is more likely to change within the short term.

Resource Transaction

An individual cost line within PeopleSoft Projects. It is through resource transactions that individual costs and types of costs are tracked. Each resource transaction contains a cost and a quantity and as many identifiers of that cost as necessary. Resource transactions are created when you receive information from other systems, run allocations with project resources as the target, or perform internal transactions such as billing, project closure, or adjustments.

Resource Type

The resource transaction field in PeopleSoft Projects that identifies the resource associated with a given cost. Resource types may be very general or very specific depending on your needs; they are used in conjunction with resource categories, resource subcategories, and resource groups.

Resource Use

Resource Use defines the behavior of a resource within PeopleSoft Enterprise Performance Management. An intermediate resource is a grouping of general ledger line items that may be allocated to another intermediate resource or to a primary resource.

Restricted Punch

A punch which is not accepted because it occurs outside of the predefined number of hours and minutes before or after a scheduled (Understanding Time Collecting Device)

Restricted Securities

Securities issued privately by the company, without the benefit of a registration statement. Restricted securities are subject to a holding period before they can be sold under Rule 144.

Restricted Stock Awards (RSA)

An award of shares of stock to an individual, typically granted at the par value or for no consideration. The shares are awarded on the basis of some future performance goal, either the passage of time (vesting) or the attainment of a specific goal. When the goal is achieved, the vesting occurs. The individual, typically, has all other shareholder rights over these shares such as, voting and dividend rights. The shares are issued in the name of the individual at the time of the award and are held in escrow until vesting occurs. If an employee terminates prior to the vesting of the shares then the company normally repurchases the unvested shares.

Retained Grade Effective Date

Date employee became eligible or began receiving a retained grade and pay.

Retained Grade Expiration Date

Expiration date of an employee's retained grade and pay.

Retest Date

In PeopleSoft Inventory, the date a lot should be inspected to determine whether it is still acceptable for fulfillment or consumption. (Retest Date = Creation Date + Retest Lead Time)

Retirement

Types of retirement are:

- Mandatory Retirement.
- Disability Retirement.
- Voluntary Retirement.
- Special Option Retirement.
- ILIA (In Lieu of Involuntary Action) Retirement.

Retirement Coverage Code

A code used to denote an employee's retirement coverage. The major ones include the following:

- Civil Service (CSRS)
- Federal Employees Retirement System (FERS) and FICA
- Foreign Service (FS)

- CSRS Offset
- CSRS - Special (for LEOs)
- FERS and FICA - Special (for LEOs)
- Social Security System
- None

Retroactive Benefits/Deductions

Deductions taken or benefits granted due to a recalculation of previous benefits and deductions. Late or modified union contracts, late paperwork, and delays in benefit enrollment processing may all result in a need for benefit/deduction recalculation.

Return Type Code

A designator on returned material authorizations (RMAs) that indicates what actions the return initiates. This may include replacement of the product or the creation of a credit memo in PeopleSoft Billing.

Reverse Split

A reduction in the number of outstanding shares of a corporation's stock, with a corresponding increase in the stock's value.

Reversionary Annuity

A form of pension payment where the retiree foregoes all benefit during his or her lifetime so that the entire benefit is paid as an annuity to a beneficiary after the retiree's death. If the beneficiary predeceases the retiree, the benefit is forfeited.

RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations)

Health and safety regulations in the United Kingdom requiring employers to report certain types of health and safety incidents to the Health and Safety Executive (HSE).

Rider

A special court-ordered or regulatory provision that may be applied to an enrollment to expand or limit any dependent or beneficiary coverage.

Risk Function

In Risk Weighted Capital, this is a user-defined formula that the system uses to derive risk weights.

Risk RuleSet

Used to assign a number of rules to a basis, for processing by the PeopleSoft Risk Weighted Capital Application. Used to group together a number of rules that frequently apply to the same type of balance.

Risk Type

In Risk Weighted Capital, this defines the types of risk associated with your business or activity. For example catastrophic, credit, legal, operational, regulatory, foreign exchange, market, interest rate.

Risk Weight

In Risk Weighted Capital, the risk weight is assigned by risk type, and is used to calculate capital allocation or normalized loss for the account or activity.

Risk Weighted Capital (RWC)

See PeopleSoft Risk Weighted Capital

RIZIV Code

This code is for Belgian employers to track the Federal Institute for Illness and Disability Insurance category.

ROE (Record of Employment) Reason Codes

ROE codes are defined by the Canadian government for employers to record employment actions such as Return to School or Pregnancy Leave.

ROLAP (Relational Online Analytical Processing)

ROLAP refers to the analytical processing and analysis of a relational Data Mart cube. ROLAP, is a form of OLAP that leverages the power and flexibility of relational databases.

Role

A role consists of a designated set of tasks, competencies and accomplishments required for a job code or a position.

Role user

A PeopleSoft Workflow user. A person's Role User ID serves much the same purpose as their Operator ID does in other parts of the system. It allows the system to uniquely identify the user and to determine what data the user has access to.

PeopleSoft Workflow uses Role User IDs rather than Operator IDs because it needs different kinds of user information than the rest of the system does. Specifically, it needs to know how to route work items to the user---an email address, for example---and what role the user plays in the workflow. Plus, you can include role users in your workflow who aren't PeopleSoft application users and who don't have Operator IDs.

Roles

Roles describe how people fit into the 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.

Roll Forward

In commitment control, rolling budget balances forward from the budget ledger you are closing (the source budget ledger) into the new (target) budget ledger.

In PeopleSoft Enterprise Planning and Production Planning, a utility that moves tasks from the past to a valid point in the future using time periods rather than fixed dates.

Roll Up

The act of totaling sums based on information tree hierarchies. You can roll up data for any group of details that you have defined as dependent with the Tree Manager.

Rolling Plan

An ESPP offering period where the purchase date is measured from the offer start date. If at the purchase date, the current stock price is lower than the last stock purchase price, you may elect to reset your employees to the new lower purchase price. The offering period is now based of the new purchase date.

Rollup

In PeopleSoft Demand Planning, the process of adding up the demand and forecast **Array** from one level to the next from child to parent. Information such as caption, description, and unit of measure can also be rolled up. The process is also referred to as summarization.

Rounded Punch

A punch that has a company's rounding requirements applied to it (see Time Administration)

Rounding Rule

Defines a rounding rule. You use rounding rules in numerous places—for instance you could round an earning, deduction, or many of the elements that make up an earning or deduction.

Routing (Manufacturing and Engineering)

A set of information detailing the method to manufacture a particular item. It consists of sequentially numbered operations that reference the task to be performed, the work center in which the task is to be performed, the resources to be used, and the time required to complete the task. Engineering Routings differ from Manufacturing Routings in that they are not visible within Production Planning or Production Management and are isolated from Manufacturing.

Routing Option

In PeopleSoft Planning, a valid method for replenishing supply for an item. There are two types of routing options: build options and purchase options. An item may have more than one routing option.

Routing Transit Number (RTN)

A number that identifies the financial institution to which an electronic payment should be sent for deposit.

Routings

Routings connect the activities in the workflow. They are the system's means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes—email message, electronic form, or worklist entry.

RSZ (Rijksdienst Sociale Zekerheid) Category Codes

These government defined Social Insurance category codes are used to maintain social security records for your Belgian employees. RSZ Categories are associated with a Contract Type, Statute and Substitute for Claeys Formula calculations.

Rule

Representation of a company's compensation, task allocation, or exception requirements (see Creating Rule)

Rule 10b-5

A SEC rule that prohibits trading by insiders on material non-public information. This is also the rule under which a company may be sued for false or misleading disclosure.

Rule 144

A SEC rule that applies to public re-sales of restricted securities as well as all sales by affiliates. The requirements include (1) current public information about the issuer, (2) a one-year holding period for "Restricted Securities," (3) unsolicited brokers' transactions, (4) an amount limitation. the greater of 1% of the outstanding stock or the average weekly trading volume may be sold during any three-month period, and (5) a Form 144 filing.

Rule Actions

Functions that can be used in the creation and application of a rule (see Time Administration)

Rule Elements

Customer defined pieces of information which are passed to Time Administration in order to apply and evaluate rules (see Time Administration)

Rule Period

A Time & Labor period used in the evaluation and application of a rule (see Time Administration).

Rule Program

Specifies the set of rules the Time Administration process will execute and the order in which it will execute the rules.

Rule Results

Net effect of the application of a rule; for instance, the creation of time, initiation of workflow, modification of reported tasks (see Time Administration)

Rule Templates

Templates used to quickly create a variety of rules for the Time Administration program to execute when processing reported and/or scheduled time. Some examples are. compensation rules for overtime and holidays, notification rules for irregular attendance, and rules for just about any other time-reporting situation that requires special processing.

Rules

Rules are your company's business practices captured in software. Rules determine what activities are required to process your business data.

Rule Set

Rule Sets enable you to apply basis rules to your PeopleSoft Analytic Application in the sequence that you prefer. This is particularly helpful if there are multiple basis rules for the same account node, product node, or position source code. Rule Sets can control the execution sequence of your rule combinations, filter combinations, or both. The first occurrence on the node will be applied and any other occurrence will be ignored. Rule Sets are also used with the Data Manager, and with the Currency Conversion engine.

Rules/Time Administration

A physical implementation or execution of a company's compensation, exception and task rules (see Time Administration)

Run Control

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 some type of program that manipulates data in some way.

Run Control ID

A unique ID to associate each operator with their own run control table entries. Process Scheduler.

Run ID

Code that uniquely identifies a Run Control for batch processes.

RWC (Risk Weighted Capital)

See PeopleSoft Risk Weighted Capital

S**Safety Stock Policy**

In PeopleSoft Inventory Planning, a policy that determines how safety stock quantities are calculated for an item. The policy has several methods that include days supply and percentage of demand fill.

Salary

Rate of compensation received by an employee.

Salary Group

Part of a group of defaults assigned to job codes. A salary group may include items such as steps and grades dependent on individual company parameters.

Salary Plan

A plan of salary defaults, grades, and step components

Salary Step Components

Pay components assigned to a salary step by entering the corresponding rate codes on the Salary Step Components page.

Salvage Value

An estimate of the amount of money one might receive upon selling an asset once that asset reaches its useful life. Salvage value is used in several depreciation calculations, including Straight Line.

Sales Order Rebate and Penalties

Rebates or penalties that are calculated against sales orders independent of **Buying Agreement**.

Sales Person

A required field used in PeopleSoft Receivables, Billing, Order Management, and Deduction Management when working with items. Each item must be assigned to a credit analyst. If no

credit analyst is assigned to an item, the credit analyst assigned to the customer is used as the default.

Sales UOM

The only units of measure that can be referenced on sales orders and quotes. You establish them on the Product Attributes by UOM page.

Same-Day Sale

An exercise and sale occurring on the same day. The exercise of the option and sale of the underlying shares take place simultaneously. The broker uses the proceeds of the sale to pay the company the exercise price and any tax withholding and the optionee the net cash (less any brokerage commission/fees).

Sample Method

One method of entering characteristic readings for a quality control plan. Using this method, for one given control plan you inspect all the characteristics for the first sample, then all the characteristics for the next sample and so on.

Scale

On a Goals Matrix (In PeopleSoft Workforce Analytics), a scale that defines the lowest, middle, and highest levels of performance needed to achieve associated minimum, midpoint, and maximum levels of compensation pay out. These are referred to as the Threshold, Target, and Stretch levels, respectively. The scale can be used to standardize multiple performance goals to a common scale of measurement.

Scenario

A scenario is a particular outcome you are analyzing when you run in Scenario Manager. Scenarios enable you to study various changes in organization models you created. For each parent and child model you want to study, you create a scenario ID that you use with all run controls.

There are two types of scenarios defined in the Scenario Manager: Historical and Forecast. In the case of an Historical Scenario all future looking fields will be display only and the Scenario Manager component serves as a wrapper to run any analytic engines. In the case of a Forecast Scenario, the Scenario Manager refers to all the business rules, forecasts, and economic assumptions that make up the scenario.

In PeopleSoft Budgeting a scenario is a ChartField used in PeopleSoft Budgeting to identify different budget iterations that use different assumptions.

Schedule

Specific task, date, and time to be worked by a Time Reporter (see Scheduling)

Schedule 13D or 13G

Disclosure forms required to be filed with the SEC and the company by a shareholder (or shareholders) that own(s) more than 5% of a public company. Schedule 13G is a short-form version of the 13D and may generally (but not always) be used only by institutional investors.

Schedule Group

A category of employees or employee groups associated for purposes of time scheduling.

Schedule Line Number

The line associated with an Order ID. The schedule line identifies an item and scheduled ship quantity that may be different from the requested quantity due to item availability.

Schedule Number

A number identifying the salary table form that an employee's pay is computed. Also has a second meaning related to the Payment Voucher processing for the ECS.

Schedule Reconciliation

In PeopleSoft Payables, the process of reconciling scheduled payments by Payment Schedule ID. Schedule Reconciliation helps U.S. federal agencies meet their requirement to schedule or group together payment orders for submission to the Treasury Disbursing Office.

Schedule Template

An ordered pattern of workday(s) and/or off day(s) used in scheduling (see Scheduling)

Schedule Type

In PeopleSoft Payables, an indicator of the nature of items purchased with a Payment Schedule.

Scheduled Punch.

A time reporter's expected punch (see Scheduling)

Scheduling

A function of PeopleSoft Time and Labor and PeopleSoft Global Payroll that enables you to create work schedules and assign them to employees.

Scorecard

A weighted sum of constraint violations in a schedule that evaluates the schedule's validity (that is, acceptability). The score is calculated by adding the value for each relevant violated constraint. See also **Penalty**, **Weight** and **Relevant Constraint**.

In PeopleSoft Balanced Scorecard, views of a strategy tree's components and Key Performance Indicators with red, yellow, or green scores that show its assessments.

Scrap

Any material outside of specifications and possessing characteristics that make rework impractical.

SearchIndex

A set of objects that give the programmer the ability to create, delete, insert, and update a search index and the items within it. Search index items contain a set of statistics about the document that has been indexed (keywords, number of occurrences, proximity to other words, and so on) as well as a key that can be used to point to the document (a URL, database key, or file path).

SearchQuery

A set of objects that allow the programmer to pass a query string and operators to the search engine and receive a set of matching results with keys to the source documents from the search index in return.

Seasonal Index

In PeopleSoft Demand Planning, measures the amount by which a forecasting period is influenced by seasonal effects. The index typically measures the percentage of difference between the base demand in the period and the expected actual demand in the period. An index of 100 indicates an average period in a seasonal cycle.

Seasonal Profile

In PeopleSoft Demand Planning, identifies the weight index assigned to a forecast time period to take in account seasonal fluctuations in the demand.

Seasonality Group

In PeopleSoft Demand Planning, a group of **Forecast Items** with a repetitive pattern of demand from year to year where some periods are higher than others. Typically a group of items is designated as a contributor to the seasonality group. Contributors are chosen because they are representative of the group, are stable, and have at least two years of demand history. The seasonality group profile is more stable than individual profiles of the contributors because the Aggregation process smoothes out random errors.

In Enterprise Planning and Simulation, a Seasonality group is a group of items with similar seasonal patterns. To determine if a forecast element is seasonal or nonseasonal, by averaging their history values over a year and determining where they were above and below average. Seasonality groups capture means seasonal behavior among related products.

Secondary COBRA Events

COBRA qualifying events that extend the amount of time a participant is eligible for COBRA coverage. For an event to qualify as a secondary COBRA event, it must fulfill the following qualifications: The participant must already be enrolled in COBRA coverage as a result of an initial COBRA event, the initial COBRA event must be one that is associated with a change to the employee's job status (such as a reduction in hours, termination, or retirement), and the

secondary event must be one of the COBRA event classifications that involves loss of coverage for the dependent (such as divorce, marriage of dependent, or death of employee). See COBRA and Initial COBRA Events.

Secondary event code

Secondary event codes, also called transaction codes, specify the type of transaction in detail. For example, a transaction's secondary event code could say that the transaction is a catalog order, a rush order, or a request for a sample. Not all transaction types include secondary event codes.

Section

A set of logically related elements that are to be resolved during the payroll process. You define your payroll process by creating sections and adding them to process lists. You can create four different types of sections: standard, generate positive input, sub-process, and payee.

Section 16(a)

Provision of the Securities Exchange Act of 1934 that requires company insiders to file changes in beneficial ownership of the company's equity securities and periodic reports disclosing their holdings.

Section 16(b)

Provision of the Securities Exchange Act of 1934 that requires that any profit realized by a company insider from the purchase and sale, or sale and purchase, of the company's equity securities within a period of less than six months must be returned to the company. It is also known as the "short-swing profit" rule.

Section 423

The Internal Revenue Code section that regulates Employee Stock Purchase Plans.

Section 83(b) Election

A tax filing within 30 days of grant that allows employees granted restricted stock to pay taxes on the exercise date, rather than the date when restrictions lapse. If an employee files the election, taxes are based on the fair market value on the exercise date, with any future appreciation taxed as a capital gain. If the employee does not file an election, taxes are based on the fair market value on the date the restrictions lapse, which will be higher assuming the stock has appreciated in value.

Securities Act of 1933

Often referred to as the "truth in securities" law, the act requires that investors receive financial and other significant information concerning securities being offered for public sale; and prohibits deceit, misrepresentations, and other fraud in the sale of securities.

Securities Exchange Act of 1934

The Congressional act that created the Securities and Exchange Commission. The Act empowers the SEC with broad authority over all aspects of the securities industry. This includes the power to register, regulate, and oversee brokerage firms, transfer agents, and clearing agencies as well as the nation's securities self regulatory organizations (SROs). The various stock exchanges, such as the New York Stock Exchange, and American Stock Exchange are SROs. The National Association of Securities Dealers, which operates the NASDAQ system, is also an SRO. The Act also identifies and prohibits certain types of conduct in the markets and provides the Commission with disciplinary powers over regulated entities and persons associated with them. The Act also empowers the SEC to require periodic reporting of information by companies with publicly traded securities.

Security Clearance

Security Clearances (Classified, Secret, Top Secret) are granted to employees by government agencies and are usually associated with jobs that bring employees into contact with classified government projects or sensitive technologies.

Security Event

In commitment control, events that trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

Segmentation

You can “segment” components of pay based on such events as changes in compensation, employee status, or job changes during a pay period. For example, if an individual changes jobs in the middle of a pay period and your organization has a practice of separating components earned in the first job from those earned in the second job, you can set up your system to trigger segmentation of earnings results on the pay slip when there is a change to the job change action/reason field.

Selective Factors

Knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

Selective Merge

In PeopleSoft Enterprise Warehouse the selective merge allows for an additional WHERE clause when you delete a merge.

Self-Service Application

Another name for PeopleSoft's HRMS and ERP applications accessed using a browser.

Sell to Cover Exercise

When an optionee sells a portion of the option shares to cover the exercise cost and any applicable taxes.

Seniority Pay

A premium paid for seniority or for the length of time an employee works for an organization.

Seniority Pay Components

Pay components whose rate codes are assigned to the seniority rate code class SENPAY (provided by PeopleSoft) on the Comp Rate Code page, allowing you to access the seniority pay functionality.

Seniority Rate Codes

A premium paid for seniority or for the length of time an employee works for an organization.

Separate Debit and Credit

A feature in PeopleSoft General Ledger that captures and reports in greater detail the accounting information that resides in balance sheet accounts. It shows the gross debit/credit balances in addition to the net balance for each account stored in the ledger. This feature also supports reversing—debit and reversing—credit journal entries for error correction.

Server Process

A server process is executable code that receives incoming client requests on the application server. The server process carries out a client request by making calls to a service that executes SQL against the database.

Service

A service performs a particular task of an application. Examples of services are MgrGetObject, SQLAccess, RemoteCall, and so on. When a client workstation sends a request to the application server, it sends a service name and a set of parameters, such as "MgrGetObject + parameters". The application server associates the service request with the appropriate server process to complete the transaction.

Service

The PeopleSoft Pension Administration function that determines how much service credit an employee has accrued.

Service Buy Back

The process by which an employee repays a pension plan in order to restore service credit that was forfeited when the employee withdrawal previous contributions. Typically, employees withdraw contributions upon termination and initiate service buy back processing upon rehire.

Service Purchase

The process by which an employee gets additional pension service credit for periods not normally considered eligible. The employee “purchases” this service by paying into the plan.

Service Schedule

A table showing how much service an employee earns based on the number of hours the employee worked during the year or month.

SetID

The label that identifies a TableSet.

Sex Code

Used to indicate gender.

Shape

For a transaction, the set of inputs and outputs for that transaction. For a class, the data members of that class.

Share

A share of a company's stock. Stock options give you the option to purchase a certain number of shares of company stock.

Share Price

The price per share of a company's stock. See, also, "stock price."

Shareholder

Owner of one or more shares of stock in a corporation. Also known as a stockholder or investor.

Shares Available to Issue

The total number of shares authorized, less shares granted, plus cancellations that revert to the Plan pool.

Shares Cancelled

This is usually triggered by a specific event, such as termination of employment in which the unvested shares as of the date of termination are no longer available for future vesting and exercise. These shares are therefore canceled from the option and can be returned to the plan, retired to treasury or allocated back to a group.

Shares Exercisable

The number of shares that are vested and available for exercise.

Shares Exercised

The number of shares purchased upon exercise of a stock option.

Shares Expired

Option shares that no longer are exercisable at the end of the option term. The length of the option term is defined in option agreement. This date is usually the earlier of the exercise period for vested shares after termination of employment or the full length of the option term.

Shares Outstanding

The number of company shares currently held by shareholders, as tracked by the transfer agent

Shift [Time and Labor]

The block of hours that an employee works in a day, such as nine to five, four to eleven, or ten to six. In PeopleSoft Time and Labor, Shift is used as a template of clock hours for scheduling an employee or group of employees to be at work or available to work (on call). Shifts may be constant, rotating, repeating, and/or split; any given shift may or may not have an associated Shift Differential or Bonus. A shift is always associated with a Work Schedule, and consists of clock hour Start and Stop times (two to allow for split shifts), meal periods (two) and relief periods (two).

In PeopleSoft Workforce Analytics, the block of hours that an employee works in a day such as nine to five, four to eleven, or ten to six.

Shift Bonus

A fixed amount (either a flat dollar figure or stated in terms of an employee's rate) paid for working a particular Shift.

Shift Code

A numerical shift identifier that is unique within a SetID.

Shift Differential

Additional compensation paid an employee for time worked during certain shifts. Typically, shift differential is administered as a flat amount per shift, hour worked, and/or as a percentage of the amount paid per shift hour or shift worked.

In PeopleSoft Workforce Analytics, a premium paid for work over regular pay, for which employees on certain shifts may be eligible, such as double-time for late night shifts. Shift differentials are usually stated as an additional rate or factor.

Shift Elements

Individual components of a shift such as TRC start and stop time, duration (see Scheduling)

Shift Name

Customer defined nomenclature for a shift (see Scheduling)

Shift Type

A customer-defined classification associated with a shift. The shift type can be used in the evaluation of rules or exceptions (i.e. On Call) (see Scheduling)

Shift Type [Time and Labor]

Time and Labor defined classification of shifts. Valid shift categories include Flex, General and Elapsed. Shift categories are used in the creation of time reporter schedules (see Scheduling)

Shipping Priority Code

Shipping Priority Codes act as tie breakers during order reservation in PeopleSoft Inventory when different orders are scheduled for the same delivery date and time. When the reservation process in Inventory encounters a situation where there are more orders than available stock, the system reserves the order with the highest priority. If schedules are encountered with the same priority, orders are then considered by order date.

Short Sale

The sale of a security that is not owned or is not delivered at the time of the trade, necessitating its purchase or delivery some time in the future to "cover" the sale. A short sale is usually made with the expectation that the stock value will decline, so that the short seller can eventually cover at a price lower than the original sale, thus realizing a profit. At the time of the short sale, the broker borrows stock to deliver on the settlement date. A short sale can be "naked," in which case the seller does not deliver the shares being sold short and must provide the broker with collateral. Or the short sale can be "against the box," in which case the seller delivers the shares being sold short for the broker to hold "in the box" until the seller chooses to close out the short position.

Short-Swing Transaction

A purchase and sale, or sale and purchase, of the issuer's equity securities by an insider within a period of less than six months. See "Section 16(b)" above.

Short-term Variable Compensation

In PeopleSoft Workforce Analytics, this is cash compensation paid to a worker that is not fixed; includes bonuses and commissions.

Sibling

A tree node at the same level as another node, where both roll up into the same parent. A node can be a sibling, parent, and child all at the same time, depending on its location in the tree.

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Sick Leave

Sick leave is accrued by full-time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part-time permanent/seasonal employees, it is accrued at one hour for every 20 hours worked.

Simulated Workforce

In the PeopleSoft Workforce Rewards product, Manage Compensation module, the calculated Simulated Workforce = Existing Employees + New Simulated Employees + Reduced-Employees.

Single Life Annuity

A benefit payable during the lifetime of the participant, with no payments made after the death of the participant. Also referred to as a “life only annuity” or a “straight life annuity.”

Single Signon

This refers to the process by which a user can, after being authenticated by one PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

SIREN Code (Système Informatique pour le Répertoire des Entreprises)

This stands for the Electronic List of Enterprises. The SIREN code is assigned to a company when it registers as a business with the French government, and identifies the purpose of the establishment for regulatory reporting purposes in France.

SIRET (Système Informatique pour le Répertoire des Établissements)

This stands for Electronic List of Entities. In France the SIRET is an identifying number given to a French business by the INSEE, an official statistics and economics organization in France. The SIRET number is a combination of the SIREN and NIC numbers. This number is used by the tax and social security authorities to identify a business enterprise and its entities.

Site Tree

In PeopleSoft eStore, a hierarchical structure that controls navigation, as well as content and behavior within the header, footer, and left margin areas of the web page template.

Slice

The span of time into which an element is segmented as a result of element segmentation. Unlike a segment (or period), a slice does not represent a separate gross-to-net process since it affects only a limited set of elements within a period or segment. Like segments, slices have their own begin and end dates.

Slice Dimension

A model dimension used to restrict user access to the system. For example, a product manager's access to the system can be restricted to only the products he or she is responsible for by defining "Products" as a slice dimension, and assigning this person the members of the "Products" dimension he or she can access.

Slice and Dice

Another term for multidimensional analysis. When your data has three (or more) dimensions, you can think of it as being arranged in a cube (or hypercube), with each side representing a dimension. When you analyze the data, you "slice" off part of the cube or "dice" it to get to an individual cell.

Slotting

In PeopleSoft Workforce Rewards, a process by which the system establishes the target market compensation rates to use for compensating workers in non-benchmark jobs.

Social Security Number

Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN).

Source

The Source table stores valid journal entry and posting sources. These can include job titles (such as CFO), user IDs (such as CLERK123), PeopleSoft General Ledger processes (such as Consolidations), or other applications (such as PeopleSoft Payables).

Source Transaction

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.

Sparsity/Density

A multi-dimensional concept of whether data exists at intersections of dimensions. If a cube has many dimensions, but little or no data in some of those dimensions, the cube is considered sparse. Sparse cubes take up unnecessary disk space and reduce calculation performance. The goal is to create dense cubes and only use dimension intersections where data actually exists.

Special Accumulator

A device that accumulates earnings from different sources for a specific purpose. 401(k), pension and retirement plans use special accumulators. A 401(k) plan might use a special accumulator to calculate a deduction using regular, vacation, and overtime earnings. Special accumulators can add to or subtract from a pool of earnings.

Special Payments

A payment that occurs once or under special circumstances (e.g., back pay interest, lump sum leave, bond refund, longevity bonus, compensatory time reimbursement, death payment, severance pay, separation bonus, etc.).

Special Rates

Higher salary rates for specific grade levels and occupational groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number.

Specialist

A member of a stock exchange who maintains a fair and orderly market in one or more securities. A specialist or specialist unit performs two main functions. executing limit orders on behalf of other exchange members for a portion of the floor broker's commission, and buying or selling for the specialist's own account to counteract temporary imbalances in supply and demand, preventing wide swings in stock prices.

Specialized Experience

Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.

SpeedChart

A user-defined shorthand key designating several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a speedchart definition.

SpeedType

A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

Spending Limits

See Planning Targets.

Split and Join

In PeopleSoft Demand Planning, the process of subdividing a forecast so that multiple users can make changes to their portions of the forecast. After changes are complete, the portions are joined back into a single forecast.

Split Deduction

Deduction that you create by splitting an existing deduction into two deduction items. The new deduction retains the original item ID with an added suffix number.

Split Shift

Periods of productive time split up by period of non-working time; example. a time reporter comes to work as a busboy for the lunch shift from 12-2 p.m. and then returns to work from 6-8 for the dinner shift (see Scheduling)

Split Stream Processing

The matching of a payment's cash information with the payment advice information when they have been received as separate transmissions through EDI and lockbox.

The uniting of the payment cash with the payment advice when they have been received as separate information through EDI.

Spokesmen Committee (Sprecherausschusse)

In Germany the Spokesmen Committee represents the interest of the management in your company before the ownership. The Spokesmen's Committee is consultative in nature, although they play a co-determination role on individual employment contracts, hiring, and dismissals. They also play a role in monitoring employment fairness, equity, and non-discrimination in terms of nationality, race, religion, sex, and age.

Spouse Demonstration J&S

In the PeopleSoft Pension Administration system, an informational-only form of pension payment that tells what the spouse's total benefit would have been if the retiree had chosen the spouse as the beneficiary rather than a nonspouse beneficiary. You cannot pay pension benefits based on this form because it is informational only.

Spouse Eligibility Alias

In PeopleSoft Pension Administration, a Custom Statement that defines any criteria that must be met before the plan will provide an Automatic Spouse Benefit. For example, the plan may require that the employee and spouse be married a full year before they are eligible for an automatic spouse benefit.

Spouse Eligibility Statement

See Spouse Eligibility Alias.

Spread

Depending on the context, either (1) the difference between the bid and asked prices for an over-the-counter stock, or (2) the difference between an option's exercise price and the market price at the time of exercise (i.e., the profit component of the exercise).

SQL Objects

Used to create rules that are more complicated than templates or actions and conditions allow—select statements, insert statements, table joins, and sub-queries

ST (Strategic Trust)

See Strategic Thrust

Staged Date

The date an item was received into the inventory business unit.

Staging ID

An identifier for a putaway plan. The inventory system sequentially assigns Staging IDs when it creates the putaway plan.

Standard Cost

A predetermined, fixed cost associated with an **Inventory Item** or **Forecast Item**, representing detailed estimates of each element of cost entering into the purchasing or manufacturing of an item. Standard cost is used when minor variations in an item's cost are not needed. The use of standard costs also enables management to determine how much an item should cost (Standard), look at how much it does cost (Actual), analyze the differences between the two and their causes (Variances), and compute economic order quantity.

Standard Form (SF)

A standardized form for interagency use by the Federal government. The SF prefix is the most common but not exclusive one in usage.

Standard Price

In PeopleSoft Demand Planning, the standard selling price associated with a **Forecast Item**. The price can be introduced into the system directly in forecast item maintenance or indirectly using the demand transfer interface. At higher levels in the view where there is no standard price available, the summarization function can be set up to develop one.

Standard Unit of Measure

The smallest unit of an item that a PeopleSoft application tracks.

Startup Data

In PeopleSoft Pension Administration, accrued Service, Cash Balance Account, or Employee Account data loaded into the system in the form of an opening balance and “as of” date. The alternative would be to load the entire accrual history.

State Record

The State Record is a PeopleSoft record, keyed by process instance, that must be created and maintained for each Application Engine program. The State Record defines the fields that an Application Engine program uses to pass values from one SQL statement to another.

Static Group

An employee group in Time and Labor that enables you to control its creation and maintenance. The group remains the same at all times until you change it.

Static Policy Controls

Determines how a static (versus time-phased) **Inventory Policy** is to be calculated. Static controls use period and average methods and their arguments.

Statistical Account

An account that has an associated unit of measure, used for tracking and monitoring statistical data. For example, the Workstations account uses EA (each) as a generic unit of measure, while the Floor Space statistical account might use square feet and the Work Days account would use days.

Statistical Code

The unit of measure used for tracking and monitoring statistical data. For example, using a statistical code of WS may represent the number of Workstations.

Statistical Forecast

In PeopleSoft Demand Planning,, a forecast developed at each level of the forecast pyramid and that considers the item’s history in isolation.

Status Checking

In PeopleSoft Projects, a control feature that can be applied to transactions coming into Projects from cost feeder systems. If the incoming transaction does not conform to predetermined status and analysis conditions, an online warning will display or the transaction will be rejected.

Status Position Code

A code that identifies the various conditions of a position, e.g., frozen, classified, etc.

Statutory Account

Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

Step

A secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level).

Step Progression

In PeopleSoft Workforce Analytics, a pay increase granted to an employee or group whose salary plan includes steps within grades. Each step increase is a step up the pay range for the employee.

Stock

In corporate finance, the form in which an owner's interest is represented, distributed in units known as shares.

Stock Administrator

An individual who administers and manages the corporation's benefits and/or equity compensation plans. This individual serves as the contact for transfer agent and broker inquiries. Stock Administrators manage Stock Option Plans, Employee Stock Purchase Plans, Restricted Stock Award Plans, and Stock Bonus Plans.

Stock Appreciation Rights (SAR)

A contractual right to receive, either in cash or employer stock, the appreciation in the value of the employer's stock over a certain period of time. A SAR can be used alone or in tandem with Incentive Stock Options (ISO/SAR) or Nonqualified Stock Options (NQ/SAR). PeopleSoft Stock Administration supports only tandem SAR's.

Stock Awards

Stock allocations that are processed in the Manage Variable Compensation business process. Stock Administration creates stock grants from finalized stock awards.

Stock Exchange

An organized marketplace in which bonds, stocks, and common stock equivalents are traded by members of the exchange, acting as agents (brokers) and as principals (dealers or traders). Such exchanges have a physical location where brokers and dealers meet to execute orders to buy and sell securities. Each exchange sets its own requirements for membership.

Stock Option

A contractual right granted by the company, generally under a stock option plan, to purchase a specified number of shares of the company's stock at a specified price (the exercise price) for a specified period of time (generally five or ten years). Assuming that the exercise price is the

same as the fair market value on the grant date, the option will become more valuable if the fair market value goes up, because the option effectively gives the optionee the right to buy stock in the future at a discount.

Stock Price

The price per share of a company's stock. See, also, "share price."

Stock Purchase Participant

An individual who participates in the corporation's Stock Purchase Plan.

Stock Purchase Plan

A type of broad-based stock plan that permits participants to use payroll deductions accumulated over a period of time to acquire stock from the company.

Stock Split

A change in the capitalization of an issuer that increases or decreases the number of securities outstanding, and adjusts the value of the securities accordingly, without a corresponding change in the assets or capital of the issuer. For example, if an employee has options to purchase 25 shares at \$10 per share and the company has a 2-for-1 stock split, the employee thereafter has the option to purchase 50 shares at \$5 per share.

Stock Swaps

A payment method that can be used to cover the cost of the exercise price and taxes depending on whether it is allowed by the plan. When an employee elects to exercise a stock option by means of a stock swap, they surrender already-owned shares of stock to pay the total required option exercise price and/or taxes for the option being purchased. The surrendered shares are usually valued at the fair market value of the company's stock on the date of exercise.

Stock Trading Symbol

The three or four letter symbol used to identify a company's stock on the stock exchange where it trades. Also known as a "ticker symbol".

Stock Withholding

A cashless method of satisfying the withholding taxes due upon the exercise of a stock option by authorizing the company to withhold from the shares being exercised a number of shares equal to the taxes.

Stockholder of Record

Person or entity, often a broker or the Depository Trust Company, named on the issuer's or transfer agent's stock record books as the owner of shares held in "street name." The stockholder of record acts in part as a way of safekeeping stock certificates that might otherwise be lost by the beneficial owner, and also in order to keep the identity of the beneficial owner confidential from the company.

Stock-In Probability

A replenishment option for defining transfer parameters for PeopleSoft Demand Planning or Inventory Planning upload files. The option is the percentage of time you want to have the item on hand for the **Business Unit** and is used to calculate safety stock.

Stop Time

Out punch

Storage Area

A division of a **Business Unit** used to store material and to track **Inventory Transaction**. Storage areas might include shipping and receiving docks, staging areas, warehouse zones, and inspection and quality control departments. Each storage area can be divided into a maximum of four levels, with each level representing a physical subdivision of the area.

Storage Level

A hierarchical subdivision of a storage area.

Storage Location

The combination of a storage area and that area's most detailed storage level. This is the smallest definable physical space within an **Inventory Business Unit**.

Strategic Initiatives

In PeopleSoft Balanced Scorecard, actions the organization must take to implement strategy. May be temporary or short-term in nature.

Strategic Thrust (ST)

In PeopleSoft Balanced Scorecard, four to five statements or paragraphs that summarize the core components of an organization's strategy. Strategic thrusts describe the key areas across which a scorecard is balanced. They are themes or goals your organization is striving to achieve; more specific descriptions of what you must do to achieve that goal are defined by critical success factors. Key performance indicators may be attached to strategic thrusts as long as there aren't critical success factors below them, but typically strategic thrusts aren't directly associated with key performance indicators.

Strategy Tree

In PeopleSoft Balanced Scorecard, the hierarchical relationships of the objectives your organization is striving to achieve. Used as the foundation for a scorecard, and typically balanced across four major categories: Financial, Customer, Learning and Growth, and Internal Processes. These are made up of Vision, Strategic Thrusts, and Critical Success Factors.

Stratification Engine

A support module that structures the volume of financial accounts and balances at a large financial institution to a manageable scale for processing by the PeopleSoft Funds Transfer Pricing (FTP) and PeopleSoft Risk Weighted Capital (RWC) applications. It categorizes data by a range of values and summarizes data based on rules you define for FTP and RWC.

Stratification Wizard

Stratification Wizard is a tool you can use to quickly create new stratification rules or update the existing rules. Stratification Wizard prompts you for each of the possible source and destination fields, grouping operations, and summarization actions to be performed. Stratification Wizard enables you to stratify your data according to tiers, discrete values, periodic increments, and numeric increments. It also enables you to leave the data aggregated.

Streams

An optional feature that enables you to reduce processing time by processing groups of payees simultaneously.

Street Name

See "Stockholder of Record".

Stretch

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the level of performance for which an employee achieves maximum pay out. Performance above this level receives no greater pay out.

Strike Price

The price per share which must be paid in order to exercise the stock option. The strike price is typically the fair market value of the stock on the grant date. Also known as the "exercise" or "grant" price.

String constant

String constants are delimited in PeopleCode by using either single (') or double (") quote marks.

Strip Funding

One of several methodologies used by PeopleSoft Funds Transfer Pricing (FTP) to derive maturity when calculating FTP rates based on matched maturity funding. This approach matches the projected cash for the instrument in each time period, with a specific cost of funds rate for that cash flow. The FTP rate for the instrument is then calculated by weighting the cost of funds rate for the cash flow in each time period by the term of the cash flow.

Structured Query Report (SQR)

A type of printed or displayed report generated from data extracted from a PeopleSoft SQL-based relational database. PeopleSoft applications provide a variety of standard SQRs that summarize table information and data. You can use these reports as is, customize them, or create your own.

Style File (Verity)

Collection style refers to a set of configuration options that are used to create the indexes associated with a collection. A collection has one collection style and it is defined in a set of style files before creating the collection.

SubCustomer Qualifier

A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Sub-Process Section

A type of section you can add to a process list. Sub-process sections are especially useful for performing iterative processes such as gross ups (calculating the gross amount for a given net amount). You can include conditional logic within a sub-process section.

Subscription

The process of mapping fields, selecting data parameters and submitting the information to an outside vendor.

Substitute Item

In PeopleSoft Manufacturing, an item that can be used when there are no primary components available in inventory or when there is a long-term shortage of the original item. The substitute item can be defined at three levels: setID, business unit/item, and bill of material/engineering bill of material.

Subtask

A lower-level Planning task in a schedule's hierarchy that rolls up into a parent task. For example, an operation performed on a production ID would be a subtask of the production order.

Summarization Process

See Rollup.

Summary ChartField

A feature for creating 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).

Summary Forecast

In PeopleSoft Demand Planning, a type of forecast that results from adding up the adjusted forecast totals from the next lower level, meaning the sum of the children's forecasts for the parent. The summary forecast at level one (1) is always zero since there is not a logical lower level.

Summary Ledger

An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. They increase the 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.

Summary Tree

A tree used to roll up accounts for each type of report in summary ledgers. In effect, 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 *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

Summed Adjustment Type

When the system finds multiple summed discounts, they are added together, and applied once.

Super Tree Utility

A PeopleSoft Enterprise Warehouse utility that enables you to combine multiple effective dates of a tree into one. This super tree contains all tree changes for a certain period of time enabling you to analyze effective dated trees more easily.

Supplemental IRR

An IRR type used when a federal employee's retirement deductions were originally under-reported. An agency can create a Supplemental IRR to report the difference in the retirement deduction amount to the Office of Personnel Management (OPM).

Supplemental Tax Method

A payroll tax calculation method that uses a straight percent rather than allowances. The percentage depends on state requirements.

Supply Chain Warehouse

See Warehouses.

Support Costs

Activity costs not directly connected to production.

Support Modules

The support modules are a collection of engines and analysis models that derive values, rates, financial calculations, and prices. PeopleSoft Analytic Applications take this data and use it for further processing. The support modules perform processes that are used in the financial services industry. They are only utilized by two of the PeopleSoft Analytic Applications: Risk Weighted Capital (RWC) and Funds Transfer Pricing (FTP).

Support Team

A group of people working together to sell to and/or support a customer. You can assemble support teams and associate them with ship to customers, quotes, sales orders, and **Buying Agreement**.

Supporting Element Overrides

Provide a mechanism to override various supporting element types, such as brackets, dates, durations, formulas, and variables, at various different levels.

Supporting Elements

Supporting elements are building blocks for other elements. In PeopleSoft Global Payroll, they are used in combination with other elements to create rules. They are not stand-alone. Typical supporting elements are arrays, brackets, rounding rules, and fictitious calculations.

Suspend Exercise

As a condition of a leave of absence, a company may stipulate to restrict the exercise of shares during the leave or for a period of time. Only applicable if the Stock Action is LOA.

Suspend Vesting

As a condition of a leave of absence, a company may stipulate to suspend vesting of shares. Only applicable if the Stock Action is LOA. If a company does not Suspend Vesting then the Vest Deferral Grace Period and Service Rule are not applicable.

Suspended Item

In PeopleSoft Demand Planning, an item suspended by the system. The suspension is due to the lack of demand for the number of periods defined for the item's **Control Group**.

System Element

In PeopleSoft Global Payroll, system elements are delivered and maintained by Peoplesoft. There are two types of system elements: database system elements and system-computed elements. Database system elements contain payee-related data that can be used frequently in a calculation, such as department ID, location, and personal data. System-computed elements are automatically populated by the payroll process.

System Functions

A list of all activities that the system supports, along with their associated General Ledger distributions.

System-Defined Count

The PeopleSoft Inventory feature that employs user-defined criteria to begin the count creation process.

System-Defined History

Any statistical information updated by the posting and aging programs, maintained to reflect customer credit standing.

T**T+3**

The obligation in the brokerage business to settle securities trades by the third day following the trade date. "Settlement" occurs when the seller receives the sales price (less the broker's commission) and the buyer receives the shares.

Table

The underlying format in which data is stored by columns (fields) and rows (records, or instances).

Table Lookup

A utility in PeopleSoft Pension Administration that finds an unknown value based on a known one in your data set. For example, you can look up an interest rate based on a year, or an actuarial factor based on an employee's age.

TableMaps

In the PeopleSoft Enterprise Warehouse, TableMaps define the physical relationships between related tables. TableMaps allow you to define "families" of related tables and the columns that define the key relationships between the tables.

TableSet

A group of rows across control tables identified by the same SetID.

TableSet Sharing

Specifying the control table data for each business unit so that redundancy is eliminated.

Tardy

The circumstance when a time reporter reports for work after the scheduled start time

Target

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the performance level your organization establishes as the norm for performance and pay out.

Target Cost

A desired target cost (for production, engineering or marketing) is found by subtracting the desired profit margin from a competitive or estimated price.

Target Currency

The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

Target End Date

The intended end date for employee schedules in Time and Labor reporting. You establish a target end date, and depending on the work schedule templates, the application determines what the actual end date should be.

Target Grade

Highest obtainable grade for a position.

Target Matrix

In PeopleSoft Workforce Rewards, the Target Matrix defines the level of award to be paid based upon a predetermined level of performance that a defined measure is evaluated against.

Target Plan

In PeopleSoft Workforce Rewards, a plan for distributing compensation awards, in which the level of the award is linked directly to a predetermined level of performance that a defined measure is evaluated against. For example, a Target Plan for a Sales group might be as follows: “As a group, increase the business unit’s net income by 10% and each member of the group will be eligible for an award equal to 5% of base pay.”

Target Rate

In PeopleSoft Workforce Rewards, calculated market rates you choose to use as new target pay rates for the jobs in your organization. Think of these target rates as pay guidelines, in support of your company’s overall pay strategy.

Target View

In PeopleSoft Demand Planning, the of the views being reconciled during the **Cross-View Reconciliation** process. During the process, fields for reconciliation are defined for both a source and target view.

Tariff

In Germany a Tariff is a contract between the employee's unions and the employers' association, defining labor agreements on issues such as standard working hours, income, and vacation. This contract is valid for all of Germany for the business or industrial sector the company is working in (such as **Banking** or **Metal**).

Tariff Area

In Germany, additional labor agreement terms beyond those in the Tariff, such as salary plans or employee reviews, can also be applied based upon the Tariff Area. The Tariff Area is often split along regional lines (such as **Bavaria** or **Berlin**).

Task

See **Manufacturing Task** and **Planning Task**

Task

A piece of work assigned to or demanded of a person; a unit of work (see Time Reporting)

Task Entity

Individual component of a task; for example, Project ID, Activity ID, Work order, Department, Company, Business Unit (see Time Reporting).

Task Profile

A way of viewing or establishing where to allocate employee task information for a day and time. The task profile fields that appear on the page are established by the *Task Profile Template*.

Task Profile

Entity that establishes the default values for optional and required task elements. This can be for single or multiple tasks. (i.e. default values based on hours allocation, percentage distribution, equally distributed or by prompt) (see Time Reporting)

Task Rules

A methodology that is applied to scheduled, reported and payable time to allocate or redistribute task assignments (see Time Administration)

Task Transfer

Department transfer

Task Values

The customer defined value for a specific task element i.e. Customer 1, project 1, etc (see Time Reporting)

Taskgroup

Identifies the default time reporting templates, task template, and task profile(s) for time reporters that share the same task reporting requirements.

Taxable Benefits

Any employer contributions that are subject to Federal Withholding Tax.

TDS (Transfert de Données Sociales)

In France the TDS is a social security transfer report, submitted on magnetic media to the government.

Team Member

An individual who is part of a support team. Each team member may be in a commissionable or non-commissionable role.

Technical Scenario

In PeopleSoft Enterprise Warehouse technical scenarios allow you to set up the object type values that the Resolver uses to chunk the record/TableMap you'll resolve. Technical scenarios allow technical users to define chunking criteria that enable chunks to run in parallel. This allows for parallel data processing.

Template

A portal template is simply HTML code, associated with a web page, to define the style and layout of the page. Templates allow a developer to build an HTML page by combining HTML from a number of sources. Templates do two basic things: define the layout of the page, and define where to get HTML for each part of the page.

Template Pagelet

One piece of an overall template. For example, in a given template, there may be one template pagelet for the universal navigation header and one template pagelet for the target content.

Temporal Constraint

A relationship between Planning tasks that defines their sequence and timing in a schedule. Temporal constraints cannot be violated by the Optimizer. PeopleSoft Planning constraints include finish to start, start to start, finish to finish, start to finish.

Temporary Continuation of Coverage (TCC)

The TCC program, as prescribed by the OPM, requires Federal agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and government share and a two percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal agency.

Tenor

Used by the PeopleSoft Funds Transfer Pricing (FTP) application to refer to the maturity of an instrument. It represents the length of time an instrument is available as either a source or use of funds. The FTP application calculates the transfer price for an instrument, based on the marginal cost of funds of similar liquidity and tenor.

Term Certain and Continuous Payment Option

See Certain and Continuous Payment Option.

Term Certain Payment Option

See Certain Only Payment Option.

Termination

A transaction in which an employee ceases to be an employee of the corporation.

Threshold

In a Goals Matrix performance scale (In PeopleSoft Workforce Analytics), this is the minimum threshold for adequate performance, the designated level of performance below which it is inappropriate to pay incentives.

Think-time process

Think-time functions suspend processing either until the user has taken some action (such as clicking a button in a message box), or until an external process has run to completion (for example, a remote process).

Three-Tier

A three-tier architecture introduces an intermediary application server between the client workstation and the database server to improve performance. Within PeopleSoft, the application server sends the SQL to the database and then returns results to the client in the form of lightweight Tuxedo messages.

Threshold Checking

In PeopleSoft Projects, a control feature that can be applied to transactions entered directly into Projects or integrated into Projects via the INTFC_PROJ_RES table. If the transaction exceeds a predefined tolerance, a warning will display or the transaction will be rejected.

Thrift Savings Plan (TSP)

A voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board.

Ticker Symbol

The three or four letter symbol used to identify a company's stock on the stock exchange where it trades. Also known as a "stock trading symbol".

Tiers

In the financial services industry, Tiers are ranges that you set up for stratifying your instrument data (such as amounts, rates, and numbers) into specific groups. You define Tiers within Stratification Engine.

Time Administration

A process which provides four [separate] different online tools for creating, maintaining, and applying an organization's compensation, task, and exception rules to both reported and scheduled time. templates, actions and condition, SQL objects, and user exits

Time and Labor Period

A distinct, configurable period of time used by all the PeopleSoft Time and Labor processes (see Time Reporting)

Time and Labor User

Either a Time Reporter or a Time Manager

Time Capture Device

Third party system or methodology for collecting elapsed or time capture device time, i.e., time capture device, IVR, Fax, etc. (see Time Reporting)

Time Collection

A Time and Labor feature that collects positive and exception time reports, applies appropriate business rules and edits to the reported time to ensure validity and reasonableness, and returns errors and questionable items to the time reporter for correction or scrutiny. Time collection is also responsible for scrutinizing future (previously) posted time information for correctness when those reports are ready for use.

Time Collection Device

A group of time collection device lumped together and named for ease of assignment to employees. In other words. clock group 1 is made up of clock 1, and clock 2. Employee 123 is assigned to clock group 1 and can then punch in at either clock 1 or clock 2. (see Understanding Time Collection Device)

Time Collection Device time

Reporting time by recording actual starts and stop times (see Time Reporting)

Time Dimension

Determines how date-related information is presented in a **Cube View**. This dimension defaults to a two-level hierarchy consisting of the **Inventory Policy** year and a standard period, such as monthly.

Time Fence

In PeopleSoft Planning, a user-defined parameter that specifies the business rules to be used in the generation of the plan. PeopleSoft Planning time-fence types include start of time, end of time, planning close date (demand time fence), purchase order fence, leveling fence, action message cutoff, and planning time fence.

Time Manager

An individual who supervises Time Reporters

Time Period

A period of Time used in Time and Labor rules processing. You can categorize time periods in terms of days, weeks, or months. You establish day, week, or month-type periods for use when you apply rules for compensation, holidays, and so on.

Time Report

A payroll time and/or labor distribution time report for an employee for any date within the employee's current period.

Time Reporter

Any employee or contractor for who time is reported or generated in PeopleSoft Time and Labor.

Time Reporter Information

Values associated with the Time Reporter that are displayed when entering or viewing reported time and facilitate the processes of Time Reporting and Time Management (see Time Reporting)

Time Reporting

Any information required by a business unit that can be attributed to an individual employee (worker/contractor) and can be expressed in hours.

Time Reporting Code

A hybrid of two PeopleSoft objects: the Payroll Earnings Type and the Human Resources Absence Type. The Time Reporting Code represents the level at which a business actually needs to track employee time to support all of its administrative and compensation needs.

Time Reporting Code Type

Categorization of a time reporting code. Valid categories include. units, amounts, hours or a combination of hours and amounts (see Time Reporting)

Time Reporting Group

See Group [Time and Labor].

Time Segment

For Service, Cash Balance Accounts, and Employee Accounts, employees can accrue benefits differently at different times. The period of time during which employees use a particular rule is that rule's time segment.

TimeSpans

Relative periods, 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.

Tolerance

In PeopleSoft Projects, a value that is defined at either the project or activity level as either a percentage of a project's funding or an actual amount.

In commitment control, the percentage over budget that you allow, excluding revenues applied to increase budget limits, before the system creates an exception.

Total Authorized But Unissued

The combined total number of shares from Shares Available to Issue plus Total Options Outstanding.

Total Compensation

In PeopleSoft Workforce Analytics, this is generally the officially recognized compensation provided an employee in the course of their employment with an organization; includes both direct compensation and benefits compensation.

Total Compensation Management

The ability to track and report on all types of cash programs, non-cash programs, benefits and deferred compensation for all current workers, ex-workers and individuals associated with ex-workers who receive compensation due to the employment of the ex-worker.

Total Non-Compensation

In PeopleSoft Workforce Analytics, generally, this is the often unrecognized compensation an employee receives in the course of their employment with an organization; it includes Learning and Development compensation such as training, and Workplace Environment Compensation such as telecommuting privileges or other prerequisites.

Total Options Outstanding

The number of company shares currently held by shareholders as tracked by the transfer agent. Derived by using the number of Prior Outstanding plus Grants, less Exercises and less Cancellations.

Total Rewards

In PeopleSoft Workforce Analytics, this is the total rewards provided to an employee by their employment with an organization; it includes their officially recognized total compensation, and less often recognized total non-compensation.

Tour of Duty

The scheduled days and hours per day of attendance at a duty station for an employee.

Tracking Signals

PeopleSoft Demand Planning, a forecasting tool that detects bias in the forecast and provides an early warning of an unstable forecast. There are six tracking signals associated with each **Forecast Item** that correspond to the six most recent historical periods.

Trade Payment

An authorization for a customer deduction in a Promotion application.

Training Report 2483

The Training Report 2483 is a French regulatory report used to declare vocational training your company has provided to your employees. It is also known as the Declaration 2483 Report. The purpose of the report is to receive tax deductions from the government based upon the amount of money your company has spent on training.

Transaction

A named command with optional named and typed inputs and outputs. The associated external system or the Business Interlink Plug-in understands this command. The types of inputs and outputs are based on a set of generic types.

Transaction

A named command with optional named and typed inputs and outputs. The associated external system or the Business Interlink Plug-in understands this command. The types of inputs and outputs are based on a set of generic types.

See also **Inventory Transaction** or, for PeopleSoft Projects, **Resource Transaction**.

Transaction catalog

Lists transactions used to interface to the external system.

Transaction Code

In PeopleSoft Projects, an additional field on each resource transaction that is used in conjunction with accounting entry templates. Transaction codes enable you to deal with exceptions to your accounting entry templates without having to create additional transaction types. You can set up separate accounting entry templates for resource transactions containing the transaction codes you create. The accounting entry templates for those resource transactions lines can then use the same transaction types, but specify different accounts.

In PeopleSoft Asset Management, transaction codes identify special asset transactions and are used in conjunction with transaction type to create accounting entries.

Transaction Code

Identifies what action has taken place against the position.

Transaction Costing

See Multidimensional Costing

Transaction Currency

In the financial services industry, the original currency in which a company conducts its business activities. When a company has multinational operations, it may use different transaction currencies. These are translated to the base currency for consolidation and reporting of financial results.

Transaction Date

The date a transaction actually occurred as opposed to the date the transaction is recognized—the accounting date (although the two dates can be the same).

Transaction Dated

Data aggregated over a date range.

Transaction group

The package can contain one or more transaction groups. Each transaction group is a set of transactions of the same type, with the same trading partners involved.

Transaction Loader

The SQR in PeopleSoft Asset Management that transfers load lines from the Loader tables into the PeopleSoft Asset Management Tables as assets and open transactions.

Transaction Tables

In the PeopleSoft Enterprise Warehouse, these are tables that contain dynamic information and are keyed by business units.

Transaction Type

The building blocks of accounting entry templates in PeopleSoft Asset Management and Projects. For each transaction type you create you define specific transaction lines. The transaction lines are then transferred into accounting entry templates. In the accounting entry templates each transaction line is assigned a specific general ledger account.

Transactional System

A business application for performing the business transactions that keep your company running. Transactional applications, and the databases that support them, are optimized for quick transaction processing. Because they are constantly changing and are not optimized for data retrieval, transactional system databases are not usually the best source of data for analysis.

Transfer Agent

An individual or firm who that keeps a record of your shareholders and the number of shares they own. Transfer Agents also issue new share certificates and cancel old certificates. Unlike Brokers, Transfer Agents are not responsible for selling stocks. Instead they are primarily concerned with maintaining records on all stocks which your company has issued.

Transfer Forecast

In PeopleSoft Inventory Planning, a Generation process option that transfers the forecast from the target view in Demand Planning forecasts. The process only transfers items from Demand Planning that have been set to update the **Inventory Policy**.

Transfer Punch

The start of a work period that specifically denotes a change in task and usually compensation-related characteristics

Transfer Type

An interunit transfer setting PeopleSoft Production Planning and Enterprise Planning use to determine where it will obtain item data for transfer tasks. If the type is a supply or demand transfer task, the Planning engine only processes the transfer item for a single location, reducing the time for plan processing. If the transfer type value is both, the Planning engine processes the transfer item using data from both the To and From units.

Transfer Worksheet

A work space for transferring an open item from one customer to another.

Transferable Stock Options

Options that may be transferred by the optionee, generally only to a family member or to a trust, limited partnership or other entity for the benefit of family members, or to a charity.

Translate Table

A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own.

Translate Table

A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases PeopleSoft maintains the Translate Table.

Transport Rate

The Transport is a statutory deduction in France. Each establishment has a rate, and the URSSAF notifies establishments of this rate on a yearly basis. This deduction is used by the region to subsidize transportation, and maintain and build roads.

Transportation Lead Times

The transportation lead time is the in-transit interval from the date and time a shipment leaves your warehouse (**Inventory Business Unit**) to the date and time it arrives at your customer's receiving dock. The transportation lead time is used in calculating the scheduled shipment and scheduled arrival dates on the order when you enter either a requested arrival date or a requested shipment date.

Travel And Relocation Date

Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment.

TRC Program

A program that runs the level at which an organization actually needs to track employee time to support all of its administrative and compensation needs. TRCs are assigned to TRC Programs, which are ultimately assigned to workgroups. Multiple Workgroups can share these TRC Programs.

Treasury Interface files

These are DOS-based files generated by PeopleSoft in accordance with FMS file layouts for transmission of payment data to one of the FMS' Regional Financial Centers.

Treasury Position Code

In the financial services industry, this is a lookup code used for off-balance sheet treasury position accounts, such as foreign exchange, derivatives, precious metals, or any other account position that is the result of trading room and treasury operations.

Treasury Stock

Shares of a company's stock that have been repurchased or otherwise reacquired by the company and are "held in treasury." Whether the treasury shares count as "issued" or as "outstanding" shares of the company is a matter of state corporate law. Generally, a company may not vote its own shares held in treasury.

Treasury Stock Method

The method of calculating primary and fully diluted earnings per share when common stock equivalents such as unexercised stock options exist. Required under generally accepted accounting principles.

Tree

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.

Tree Compare Utility

A PeopleSoft Enterprise Warehouse utility that enables you to compare effective dates for trees. The results page shows nodes that have been added, deleted, or moved from one parent to another. You may also view the detail objects that have changed.

Tree control

Tree Control is a hierarchical search tool that you can embed in a panel. Tree Controls give the user a view of hierarchical data structures and enable them to drill down through the hierarchy to a particular row of data.

Tree Denormalizer

The Tree Denormalizer Application Engine process converts trees into multi-column data format so they can be used by third-party OLAP or ROLAP tools.

Trigger

See Event Trigger.

Trustee Extract

A PeopleSoft Pension Administration data extract containing data that a third party needs in order to produce pension checks.

Turnover Costing

In PeopleSoft Workforce Analytics, this is a calculation of the cost to the organization of employee turnover, in dollars.

Turnover Rate

In PeopleSoft Workforce Analytics, the rate that employee's are leaving the company.

TUXEDO

BEA's middleware product used to manage transaction queues, server process initiation, system administration, time-outs, data encryption, compression, logging and other application server processing.

Two-Tier

A two-tier architecture refers to the traditional client/server model in which a client workstation connects to and sends SQL directly to the database server.

Type of Appointment

Indicates the specific type of appointment, e.g., part-time permanent, full time temporary, etc.

U***Underlying Security***

The security underlying a stock option that an optionee has the right to buy, or the security underlying a convertible security.

Underpayment Adjustment Limit

The maximum amount or percent above which underpayment adjustments are not allowed for a given business unit.

Underwater Option

When the current market price is below the option exercise price. When an option is underwater, it would cost more than the underlying stock is worth to exercise the option. Such options are also described as being "out-of-the-money."

Underwriter

An investment banking firm that actually buys the shares from the company in a public offering and then resells them (at a slightly higher price) to its customers.

Unexpected Losses

In the financial services industry, these occur when the economic capital is exhausted and the insolvency rate is exceeded. Unexpected losses are determined by a targeted insolvency rate (confidence level); for example, a 99.7% confidence level indicates that there is a 0.03% estimated probability that the unexpected losses will exceed economic capital (or shareholder equity).

Union Code

Part of a group of defaults assigned to job codes. Union code may be used by human resources to group similar jobs or bargaining units together, dependent on individual company parameters.

Unit Code

In the financial services industry, Unit Code is used as an alternate means of measuring the relative size of companies participating in external surveys. A typical measure would be the number of employees in a company. The concept of unit is generic enough that the units can be other measures besides number of employees. For example, in the hospital industry the unit could be the number of hospital beds. Or in the hotel industry the unit could be the number of rooms.

Unit of Measure (UOM)

A type of unit used for quantifying in PeopleSoft systems. Depending on the application, units of measure might describe dimensions, weights, volumes, or amounts of locations, containers, or business activities. Examples include inches, pounds, workhours, and standard cost dollars.

Unit of work

Each transaction group includes one or more individual units of work. A unit of work is a single transaction that you want to commit or rollback as a whole.

Unitize Assets

The process of unitizing a single load line, usually originating from a different application, into multiple assets in PeopleSoft Asset Management.

Univariate Forecasting Technique

In Enterprise Planning and Simulation, the Univariate Forecasting Technique is a forecasting method that uses only the recorded history for the value to forecast its future.

Universal Navigation Header

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.

Unscheduled Punch

A punch that is made by a time reporter who was not scheduled (see Time Reporting)

Unvested Shares

Unvested stock options are options that have not vested and, therefore, are not exercisable.

URI

A URI does not include the query string (the text following a ? on the URL). You can think of it as a subset of the URL that points to the resource, but does not include any parameters being passed to that resource. From the above example, the URI portion of the URL is as follows:

`http://serverx/InternetClient/InternetClientServlet`

URL

In this document, the term URL refers to the entire query string. The following is an example of a URL:

`http://serverx/InternetClient/InternetClientServlet?ICType=Script&ICScriptProgramName=W
EBLIB_BEN_401k.PAGES.FieldFormula.iScript_Home401k`

URSSAF Code

The URSSAF is the body responsible for ensuring payment of Social Security contributions by all French employers.

Useful Life

The amount of time an asset may be depreciated.

User Data

PeopleSoft Demand Planning, data held in user-defined fields. These fields provide for storage of additional data that is not supplied by the standard set of fields in the system. The fields can also become part of the key for the **Forecast Item** at each level within the **Forecast View**.

User-Defined History

A summary of customer receivables activity that is defined by the user.

User-Field Code

PeopleSoft Demand Planning, a definition of a set of user-defined fields that contain data specific to the installation.

V**Valuation**

The way a company represents the value of a non-monetary award such as stock.

Value allocation

A process in PeopleSoft Workforce Planning, by which you assign an overall monetary value to a competency strategy for your organization, and assign a weight or importance to the roles,

competencies and accomplishments in the strategy. The system then allocates a breakdown of the value to roles, competencies, and accomplishments in the strategy based on their relative weighting or importance.

Value Object

In the PeopleSoft Enterprise Warehouse, Value Objects are a metadata layer that provides descriptive information about fields and values. Value Objects are used as constants in Data Manager target object definition.

Variable

Temporary storage for use or defined information used in the creation and application of rules (see Time Administration)

Variable [Global Payroll]

An element type that defines and stores values such as a character, date, or number. You can use variables to create generic formulas for situations where you use the same values over and over again in a calculation.

Variable Compensation

In PeopleSoft Workforce Analytics, direct compensation that is not fixed, that is paid out in variable amounts, such as bonuses and commissions.

Variable Plan.

A plan in which either the number of shares and/or the price at which they will be issued is not known on the grant date.

VAT Account Type

A code that identifies the different types of accounting entries that must be created for VAT transactions. These codes are also used to categorize transactions in the VAT transaction table. The account type is used in conjunction with the VAT code and VAT transaction type to determine the VAT ChartFields used for a given VAT accounting entry.

VAT Apportionment

For mixed activity, VAT apportionment is the mechanism that allows you to specify the ratio of taxable activity to exempt activity for individual ChartFields.

VAT Calculation Method

Options are Net or Gross. When calculating VAT at net, the early payment discount is applied to the goods amount before calculating the VAT. The amount of VAT calculated using this method is the amount that is to be paid, regardless of whether the early payment discount is actually taken at time of payment. When calculating VAT at gross, the VAT is initially calculated based on the gross transaction amount. The early payment discount is not taken

into account at this point. However, in some countries an adjustment is made to the VAT amount at the time of payment, if the early payment discount is taken.

VAT Calculation Type

Options include Exclusive or Inclusive. If exclusive, the VAT amount is stated separately from the goods amount. If inclusive, the VAT is not stated separately but is included with the goods amount.

VAT Code

The tax code used to define a percentage the system uses to determine the VAT amount. The VAT code is similar to the sales and use tax code, with a few exceptions. The tax authority tied to the VAT code generally consists of a single authority, and the ChartFields for a VAT code don't reside with the tax authority but are determined by the combination of the VAT code, VAT account type, and VAT transaction type.

VAT Declaration Point

When VAT transaction information is declarable for reporting purposes. Options include Invoice or Payment. If you choose invoice, the system will recognize VAT at invoice time; if you choose payment, the system will recognize VAT at the time of payment.

VAT Entity

The level or entity within an organization at which VAT reporting is performed. VAT entities can be registered for VAT in multiple countries, but only one country can be designated as the VAT entity's home country. VAT and Intrastat reporting information and VAT default information are defined for each country in which the VAT entity is registered. You may also specify any VAT exceptions—either exoneration or suspension from paying VAT—for any country in which the entity is registered.

VAT Exempt Supply or Purchase

A transaction where the product or item is non-taxable or exempt from VAT. No VAT code is associated with the transaction. Although no tax is applied to the transaction, the transaction is still logged in the VAT transaction table.

VAT Exonerated

A transaction where the purchaser has been determined as not subject to VAT. For these cases, there may be an exoneration certificate number tied to the purchasing entity (either the customer or the VAT entity) as proof of exoneration. A zero-rated VAT code should be associated with transactions where exoneration applies. The transaction is still logged in the VAT transaction table, but no tax is applied.

VAT Rebate Percent

Within Canada, for Public Service Bodies, the percentage of VAT that is not normally recoverable but which may be refunded in the form of a tax rebate.

VAT Recoverability Percent

The percent of VAT that's recoverable.

VAT Registration Countries

Country codes associated with a VAT registration number for a particular customer or VAT entity.

VAT Transaction Table

Stores detailed transaction information for VAT reporting. It is the primary source of information for all VAT reports. Each application is responsible for writing to this table and also to a cross-reference table used to link entries in the VAT transaction table with entries within each application.

VAT Transaction Type

Used to categorize VAT transactions according to particular VAT accounting and reporting requirements. The VAT code and the VAT transaction type are used in conjunction with the VAT account type to obtain the ChartFields for accounting entries.

VAT Treatment

A description of how the transaction must be treated for VAT purposes. This is used to determine how VAT defaults are applied, what accounting entries are required, and how and if the transaction is reported on the VAT return.

VAT Use ID

A code used to identify the type of activity in which a purchased good or service will be used, and therefore to determine a recoverability percent and a rebate percent (when applicable) that will be applied to a transaction line. Activities are categorized as taxable, exempt, or mixed. Where activity is mixed, you may associate either the ratio of taxable activity to exempt activity directly with the Use ID, or you may indicate that this ratio is determined at the ChartField level.

VdkVgwKey

A key within a Verity BIF file for every document to be indexed. VdkVgwKey values must be unique across all collections that will be searched in any one application.

Vendor Draft

A draft issued by a vendor. PeopleSoft Receivables generates vendor drafts, provides a flexible worksheet environment for approval management, and enables discounted or standard submission for bank processing. PeopleSoft Payables receives vendor drafts and associates the appropriate vouchers.

Verity

The third-party search engine integrated with the PeopleSoft Portal.

Verity Fields

Verity fields are stored in the collection for retrieval and searching, and can be returned on a results list. Fields are defined in the BIF file and stored in the collection for retrieval and searching, and can be returned on a results list. Fields, like date and numeric fields can be used with the comparison operators (<,<=,>,>=).

Verity Thesaurus

The custom thesaurus consists of lists of synonyms defined in a synonym control file and can be used for synonym searching. After defining synonym lists in the control file, you use the `mksyd` utility to create a custom thesaurus (a control file which has the `.syd` extension) that the search engine uses.

Verity Topics

Verity applications can provide end users with predefined search criteria called *topics*. A topic is a named object that represents a concept, or subject area and can be used for synonym searching. It consists of words and phrases grouped together using the Verity query language in a tree-like structure. When provided, topics can be shared by all users.

Verity Zones

Zones are specific regions of a document to which searches can be limited. When the zone filter is used, the Verity engine builds zone information into the collection's full-word index. The index, enhanced with zone information, permits quick and efficient searches over zones. Searching a zone is faster than field searching. Zones are defined in the DAT file. The contents of a zone cannot be returned in the results list of an application.

Version

There can be up to five budget versions for each Budget Center level in a Budgeting Model. Budget versions are used to perform what-if analysis and comparisons of budget amounts before the user selects one version to submit as the Budget Center's budget plan. PeopleSoft Budgeting-specific.

Vest Deferral Grace Period

The specified period of time within which an optionee must return from leave to avoid having the vesting deferred. Only applicable if the Stock Action is LOA. Suspend Vesting must be selected for this rule to be applicable.

Vest Deferral Grace Period Service Rule

If the company provides a vest deferral grace period, they may stipulate that only certain individuals are eligible for the grace period based on service with the company. Only applicable if the Stock Action is LOA. Suspend Vesting must be selected for this rule to be applicable.

Vest Immediately

A stock option plan may provide that upon specific types of terminations, or upon a case by case scenario, all unvested shares held by an individual can be made immediately vested as of a specific date. Some companies' plans provide that under certain circumstances, such as retirement, the vesting of option shares accelerates upon termination of employment. When this occurs, you must modify the vesting schedule before you terminate the individual.

Vested Shares

Option shares that are free of any ownership restriction. Generally, vested exercised shares are fully owned by the optionee, free from restrictions and freely tradable.

Vested Termination

The termination of an employee who has a vested benefit. The benefit is deferred until the participant reaches retirement age. The employee is considered "Terminated Vested," "Term Vested," or simply "TV."

Vesting

The method by which a granted option becomes free of all restrictions and the Optionee has full rights to the shares.

Vesting Schedule (Template)

A convenient way to set up the framework for a vesting schedule that can be uniformly applied to individual options. When you grant stock options, you define a vesting schedule to determine the default-vesting schedule for the option.

Vesting Service

The service used to determine an employee's vesting percentage. Rules for accruing vesting service may be different from rules for accruing other plan service credits.

VEETS-100 Federal Contractor Report

This report is required of employers in the United States. It lists federal job classifications, and the number of employees and new hires in the last 12 months who are special disabled military veterans or Vietnam era military veterans. It also provides totals for each job classification of both veterans and non-veterans who hold these jobs.

View

PeopleSoft Demand Planning, a multilevel forecast structure. Each view is associated with a unique view ID and includes information that defines the view and structure type. The three types of views are working, disbursement, and dynamic.

For PeopleSoft Budgeting see Budget View.

Virtual Tasks

In Time and Labor, Virtual task data is associated with a taskgroup profile that defines common characteristics for a given Taskgroup and Task Profile ID. A single row of data is linked to multiple Earnings records for multiple employees. By minimizing the physical storage of daily task data we provide enhanced performance without limiting its functionality.

Vision

In PeopleSoft Balanced Scorecard, the overall mission of an organization. Usually the highest level on a strategy tree. Vision is optional; you aren't required to have a vision component on each strategy tree.

See also Strategy Tree

Volume

Total share volume traded in a stock during market hours.

W**WA (Workforce Analytics)**

See PeopleSoft Workforce Analytics

Waiver Of An OPM Qualification Standard

Involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on part of the agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an agency, as appropriate, on a case-by-case basis, and do not directly affect other positions in the organization.

Warehouses

A warehouse reporting and analysis solution that supports the specific PeopleSoft business application that warehouse is using. It consists of predefined ETL maps, data warehouse tools, and Data Mart definitions. The warehouses we deliver are: PeopleSoft Financials Warehouse, PeopleSoft HRMS Warehouse, PeopleSoft CRM Warehouse, and PeopleSoft Supply Chain Warehouse.

Warning Exception

A transaction that exceeds the available funds but is allowed to continue to be posted against the budget. Warnings are informational only.

Warrant

A type of security, usually issued together with a bond or preferred stock, that entitles the holder to buy a proportionate amount of common stock at a specified price, usually higher than the market price at the time of issuance, for a period of years or to perpetuity. A warrant is usually issued as a sweetener, to enhance the marketability of the accompanying fixed income securities. Warrants are freely transferable and are traded on the major exchanges.

WCB

In Canadian provinces the Worker's Compensation Board (WCB) operates as an independent board, and thus would have different requirements in each province. For example, in British Columbia the organization is called the Worker's Compensation Board of British Columbia and in the Province of Quebec, the board is known as Commission de la Santé et de la Sécurité du Travail (CSST).

Weight

In PeopleSoft Planning, a user-defined value for the constraints that can be violated, determining how the schedules score will be calculated. Violations that are more critical to your schedule merit a higher weight.

Weight and Volume Pricing

You can price shipments by weight or volume to create price prices. Weight and Volume pricing requires using estimated shipments.

Weighted Average Cost of Funds

The projected principle payments for an instrument are used to derive a series of matched maturity funding rates, which in turn are used to calculate the overall base PeopleSoft Funds Transfer Pricing (FTP) rate. The Weighted Average Cost of Funds (WACF) method calculates a weighted average FTP rate where each of the funding rates is weighted by the principle payment amount and the term to maturity of the payment.

WFA (Workforce Analytics)

See PeopleSoft Workforce Analytics

WGI Due Date

Identifies the date of an employee's next within grade increase. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal.

WGI Non-Creditable Days

Total number of days that cause the WGI due date to be adjusted forward.

Whole Calendar Month

An instruction telling the system to use every day in each month for this time period. The system fills in the last day of the period according to the information you have entered.

Wildcard

You can replace the right-hand characters in a search field with a percent (%) wild card to query a range of values beginning with the remaining, left-hand characters. For example, by entering '2%' in a six-character field, you will receive a range of available values, such as 200000 through 299999 or 2aaaaa through 2zzzzz.

Window Period

The ten-day period, from the third to twelfth day after public release of a company's financial statement, when insiders may exercise their stock-appreciation rights without violating Securities and Exchange Commission rules for short-term trading.

Windows Client

Traditional PeopleSoft 32-bit client. Windows clients connect to the application server domain (Tuxedo) using a port number (or connection string) specified in PeopleSoft Configuration Manager.

WIP Replenishment Method

Designates how the PeopleSoft Flow Production request is communicated. For a replenishment method of Inventory, the Workflow, Pull Ticket, and Pull List replenishment methods are available. With feeder line replenishment, you can only use Pull Tickets.

WIP Replenishment Mode

Determines how PeopleSoft Flow Production is triggered to generate a replenishment request for an item. Replenishment options include Backflush, Manual, and Kanban Card.

WIP Replenishment Source

Determines where you send your PeopleSoft Flow Production replenishment request and what source supplies your WIP location. Options include Feeder, Inventory, and Vendor.

Withdrawal

An election not to continue participation in a stock purchase plan.

Withdrawal of Contributions

In a pension plan, the act of returning pension contributions, with interest, to an employee who is terminating. An employee who withdraws contributions typically forfeits all service associated with those contributions. If the employee is later rehired, repayment of contributions and interest typically reinstates the forfeited service.

Withholding

A deduction taken by employers out of taxable income of an individual. Typical withholding taxes include federal income taxes, federal social security, Medicare taxes, and state and local income taxes.

Within Grade Increase (WGI)

A longevity-based increase in salary based on predetermined time in grade requirements and acceptable performance.

Work Council (Comité d'Enterprise)

In France it is mandatory for companies with more than 50 employees to elect a Work Council to represent the employees in negotiations with management.

Work Effort

See Activity Type.

Worker

In PeopleSoft Workforce Analytics, workers are defined as anyone who performs functions for the organization, and receives compensation from the organization's operating expense funds in return. Workers can be direct employees or independent contractors. This includes individuals contracting business directly from the company or through an agency.

Work Group

In PeopleSoft Enterprise Performance Management, the work group is a grouping of employees that share a similar activity profile.

Work Period

A Days On/Days Off template; the smallest unit of time that a business uses to communicate with their employees regarding when to be and/or not to be at work (that is, time working and time not working). The work period can be any number of hours. Until clock hour reporting is implemented, the application does not care about the number of hours. The initial Time and Labor product will apply the work period to a calendar day.

Work Queue

In PeopleSoft Demand Planning and Inventory Planning, a feature for reviewing and working with exceptions created during the processing of forecasting and inventory data.

Work Schedule

A template consisting of a sequence of work periods (days) on and off, and the number of scheduled hours per work period. Work Schedules and Work Periods should not be confused with calendar days.

Worksheet

A way of presenting data to the user through a BAM interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

Work Templates

Work templates describe your employee's work patterns. Work templates could apply to individuals or entire organizations. For instance, 9 AM to 5 PM, Monday through Friday is a fairly standard working week in organizations.

Workday

A 24-hour period rounded by daybreaker with one or more associated shifts (see Scheduling)

Workday Override

A function that allows a Time Manager to override a Time Reporter's schedule for a single workday. For example, Jane's long-term schedule assignment is Monday – Friday, 8.00 to 17.00. Due to an increase in production demand, her manager needs to schedule her to work 7.00 to 18.00 on Thursday, 16 March 2000. Her manager needs to be able to make this change to her schedule in the PeopleSoft Time and Labor system, so when Jane checks her schedule for this week, she'll see the revised schedule.

Worker

Workers can be defined as anyone who performs functions for the organization and receives compensation from the organization's operating expense funds in return. Workers can be direct employees or independent contractors (includes individuals contracting business directly from the company or through an agency).

Workers Compensation

The days an employee is on LWOP due to sustaining an injury or illness while on the job.

Workflow

The background process that creates a list of administrative actions based on your selection criteria and specifies the procedure associated with each action.

Workflow

The background process that creates a list of administrative actions based on your selection criteria and specifies the procedure associated with each action.

Workforce Monthly Report (Déclaration Mensuelle Obligatoire des Mouvements de Main D'oeuvre)

In France, companies that employ 50 or more employees are required to submit the Workforce Monthly Report to the Administrative Division of the Ministry of Work and Social Relations. The report contains workforce information for a given establishment of a company, including

the total number of employees and details of employees who have joined or left the establishment during the month.

Workgroup

A user-defined group of employees who share identical compensation rules. A workgroup may be equivalent to all the employees in a business enterprise, all employees in a Paygroup, all employees belonging to the same Union or Union Local, or all employees who work at a specific work location.

Worklist

The automated "to do" list that Workflow creates. From the Worklist you can directly access the panels you need to perform the next action, and then return to the Worklist for another item.

Worklist

The automated "to do" list which 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.

Works Councils (Betriebsrat)

In Germany, the works councils for your company are internal committees elected by the employees that represent the interests of salaried and hourly paid employees, other than management. Every work location in your company has its works council (this would be the local works council) and the company as a whole has a central works council.

Work-Study Program

Government or non-government programs supervised work experience related to a student's course of study and are a part of, or a supplement to, education. Federal student-trainee programs are examples of such programs.

X

Y

Yearly Maximum Pensionable Earnings (YMPE)

Amount set by the government upon which Canadian Pension Plan (CPP) contributions are made.

Z***Zero-Based Budgeting***

A budgeting option that builds a budget from the ground up starting with zero values. This is in contrast to an incremental budget that is based upon using prior year actual or budget values as starting point. PeopleSoft Budgeting-specific.

Zero-Rated VAT

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.

Zip Code

The term for postal codes in the United States.

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