

# Oracle PeopleSoft Human Resources

Your workforce is one of your key assets and contributes to your organization's success. PeopleSoft's Human Resources (HR) allows you to manage your entire workforce, address your organization's management needs, and maximize employee productivity and efficiency.

PeopleSoft Human Resources is the heart of PeopleSoft Human Capital Management (HCM) enabling your organization to securely access your employee information and effectively manage essential HR functions.

## Empower your Employees and Managers

PeopleSoft Human Resources meets your employees and managers needs with a simplified and intuitive modern software. PeopleSoft's design includes mobile functionality for your workforce, allowing them to use PeopleSoft on their mobile devices and desktop computers.

Step by step processes are delivered for employees such as Onboarding and Off-boarding, and changing an employee's marital status using Life Events. Managers can initiate transactions for their employees such as promotion with pay, or location changes using guided processes.

### Key Features

- Position Management
- HR Federal
- Employee & Manager Self Service
- On/Off-Boarding
- Company Directory & Org Chart
- Employee Diversity
- Remote Worker Tracking
- Health & Safety
- Base Benefits
- Labor Management
- Legislative Reporting
- Total Rewards
- HR Business Partner
- Employee Snapshot
- Global Assignments
- Employee Data Privacy

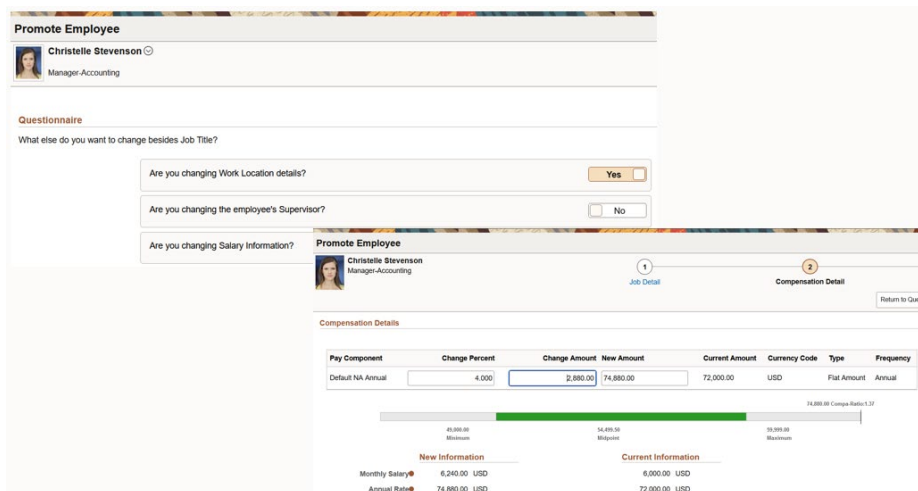


Figure 1. Managers and administrators have the ability to approve all transactions using a flexible and automated workflow.

## Analytics and Dashboards

PeopleSoft's Human Resources Insights provides visibility into workforce personal and job data to analyze employee trends such as diversity tracking, turnover, and so on. HR provides analytics to help your organization with better decision making for the HR administrator and managers.

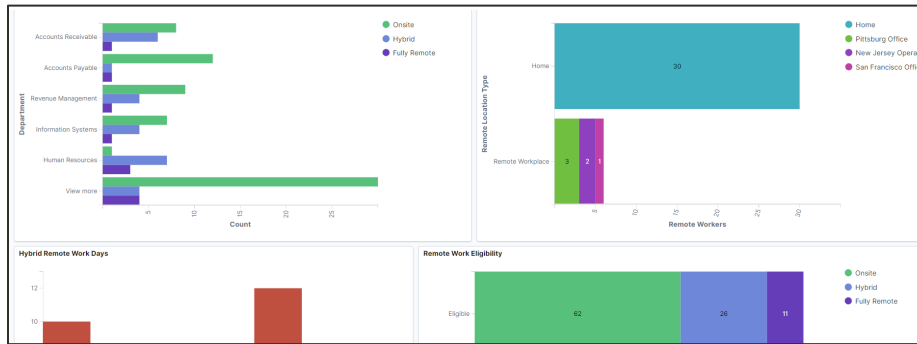


Figure 2. Drill into data and take action as needed.

## Health and Safety

“Safety First”. Employers are responsible for protecting their employees, as well as members of the public who are involved with their organization. The Health & Safety module assists with tracking and monitoring the safety of your workplace. Health and Safety helps to capture vital health and safety information such as:

- Defining work restrictions.
- Tracking incidents and illness information for employees and visitors.
- Tracking vaccination/immunizations and test results.
- Reporting information about the incident to reporting authority such as OSHA.

### Key Benefits

- Enhanced employee engagement
- Insights into your workforce
- Integration with PeopleSoft Campus Solution & Finance applications
- HR Chatbots
- Language translation
- Accessibility (WCAG 2.1 guidelines)
- Streamlined business processes
- Workflow and Delegation

### Other PeopleSoft HCM Products

These products integrate with Human Resources:

- Performance Management
- Time & Labor
- Absence Management
- Recruiting
- Benefits
- Payroll for North America
- Global Payroll
- Compensation
- HR Help Desk
- Succession Planning
- Enterprise Learning Management (ELM)
- Oracle Guided Learning
- Chatbot

Report Incident

Victoria Zinn Step 3 of 6

What happened as a result of the incident?

No Injury/Illness

Injury

Illness

**Injury/Illness Details**

Select an illness type if applicable and enter a detailed description of the injury or illness that resulted from the incident. For example, symptoms of the illness, or the part of the body that was injured. Specify the primary treatment received.

**\*Description**

I slipped and fell on the wet floor in the bathroom and twisted my ankle

Save

Figure 3. Employees can report incidents using their phone.

## Be the Employer of Choice

Attract, retain, and engage your current and prospective employees with an end-to-end talent management process. Use Profile Management to define and track the achievements and proficiencies of your employee talent pool. Employees can maintain their own profiles including education, competency, awards, and much more.

**My Job Profiles**

Manager-Revenue  
Profile Type Job

| Competency                    | Target Proficiency | View |
|-------------------------------|--------------------|------|
| Business Banking              | 4-Very Good        | >    |
| Develop & Implement solutions | 4-Very Good        | >    |
| Financial Planning            | 3-Good             | >    |
| Leadership                    | 5-Expert           | >    |
| Managerial Efficiency         | 3-Good             | >    |

Figure 4. Employees can view, edit, or add to their job profile.

## Manage Your Global Workforce

PeopleSoft Human Resources (HR) allows you to manage your global workforce by supporting twenty-two (22). You can configure additional county translations and extended localized data using Drop Zones. PeopleSoft complies with the General Data Protection Regulation (GDPR) and United States privacy laws such as California's Consumers Privacy Act.

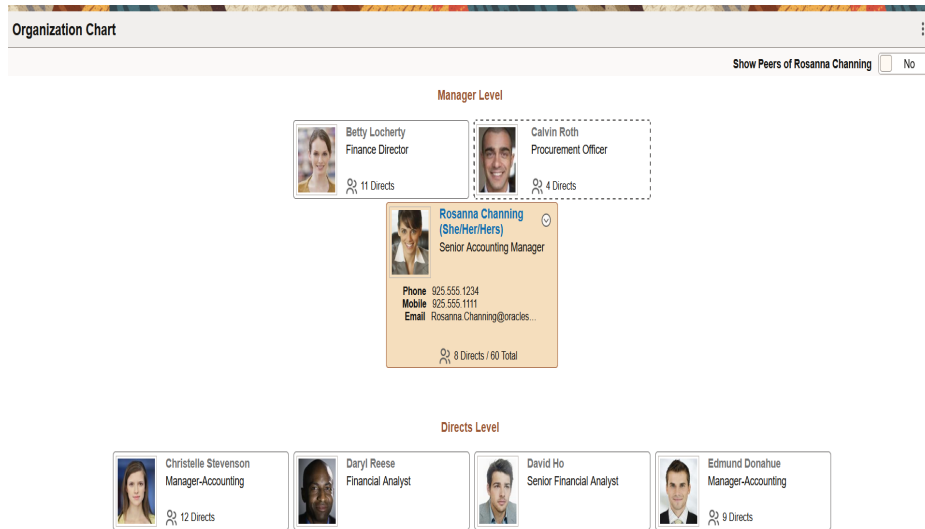


Figure 5. Using the organization chart, employees can find other employees and see information such as remote worker status, local time zone, manager, and job title

## Manage the Next Generation of Employees

You can manage and represent non-traditional relationships that exist in today's modern workplace including project matrix teams, business partners, and dotted line reporting, as well as traditional hierarchical reporting. PeopleSoft Position Management helps to plan, budget, track headcounts, recruit, and plan careers.

### Manage Position

Position Number 19350008  
 Headcount Status Filled  
 Current Head Count 1 of 1

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**1** Position Data  
Visited

**2** Additional Information  
Not Started

**3** Attachments  
Not Started

**4** Budget Incumbents  
Not Started

**5** Review and Submit  
Not Started

#### Step 1 of 5: Position Data

Effective Date 12/18/2023 Reason Code STA Position Status Change  
 Effective Sequence 0 Approval Status Not Available

**Position Information**

\*Filed Status  Max Head Count   
 \*Status  Status Date   
 Action Date   
 Key Position  No Job Sharing Permitted  No  
 Budgeted Position  Yes Available for Telework  No  
 Confidential Position  No

**Job Information**

\*Business Unit  New Zealand Business Unit \*Full/Part Time

Figure 6. Using Position Management, administrators can add, edit, and manage information using a step by step streamlined process.

## Employee Diversity and Inclusion

Organizations realize the importance of diversity and inclusion in the workplace because of the social importance, and how it can make an organization more successful. PeopleSoft has many features that help organizations with inclusion and diversity such as self-identification of a disability, ethnicity and veteran status, gender identity, pronouns, and sexual orientation.

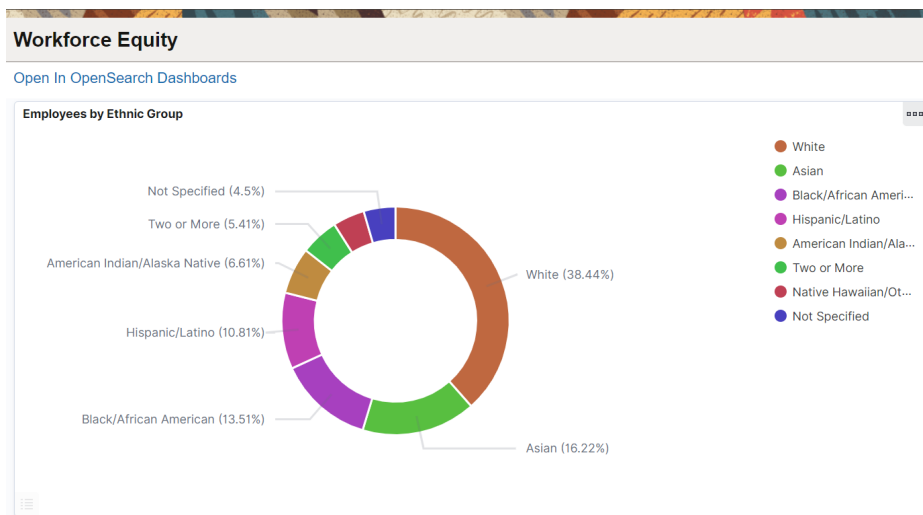


Figure 7. Robust analytics provide insight into your organization's employee diversity.

### Diversity Features

- Diversity Analytics
- Disability
- Accommodation request
- Ethnicity tracking & EEOC reporting
- Veteran tracking & VETS 4212 reporting
- Gender Identity & Sexual Orientation
- Preferred Name

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