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PeopleSoft

# Oracle PeopleSoft Time and Labor

Organizations today require a time and attendance application that addresses industry-specific and global time and attendance needs. To enable greater efficiency the application acts as a single repository of time, and processes all rule requirements while integrating to HCM, financial, manufacturing, and distribution systems.

Oracle's PeopleSoft Time and Labor application is a flexible, integrated solution that gives organizations the intelligence and power of a single repository to determine key performance indicators that are impacted by time-related data. It is designed to support the time-related needs of a wide range of business functions, including payroll, financial and cost accounting, project management, employee benefits, and organizational administration across industries. Its powerful rules engine enables you to manage rules for reporting, managing, or processing time globally.

## Ease of Use

PeopleSoft Time and Labor contains many features that make it a powerful application while being user-friendly. Users find the self-service functionality easy and intuitive on any device, whether it be a mobile phone, tablet, laptop, or desktop for time reporters, managers, and administrators.

### Employee and Manager Self-Service Pages

Mobile use is rapidly expanding due to the deployment of smart phones and tablets to managers and employees. Time and Labor provides the ability for employees and managers to report time using a selection of pages depending on the type of time reporter, the device they are using, and how much data they need to enter. Managers and employees are also able to view summaries of reported and payable time on devices ranging from a smart phone to a desktop computer.

In addition, manager self-service provides an easy-to-use interface to manage approvals, view reporting locations on a map, and review analytics, alerts, and exceptions using a WorkCenter.

**Key Features**

- Configurable Time Entry Options
- Powerful Rules Engine
- Employee and Manager Self-Service pages
- Analytic Dashboards
- Out-of-the-box integrations

**Key Benefits**

- Reduce costs by automating time capture and complex time calculations
- Improve employee productivity by streamlining repetitive time-related activities
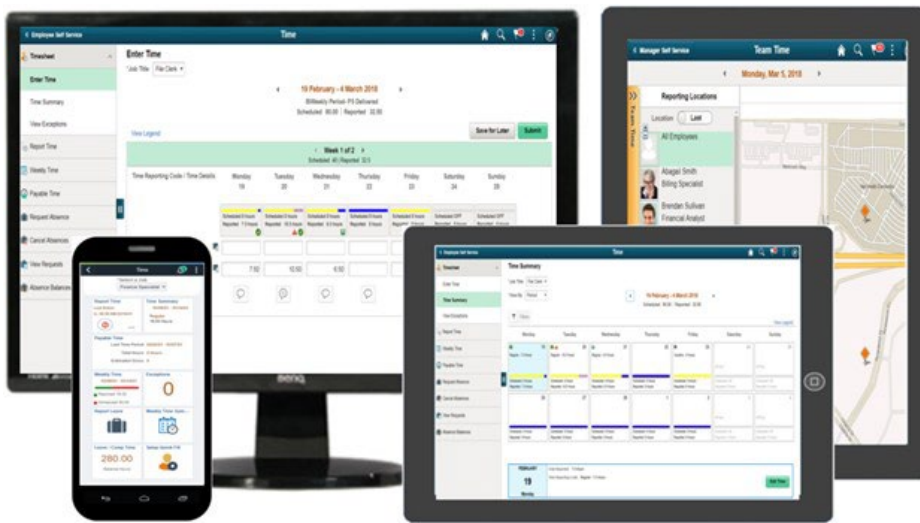- Support better decision making with enterprise analysis of labor data

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Figure 1. Flexible designs work on any device.

## Configurations and Control

Configurability of data presentation and page usage enables you to control the content that is available to users. Attributes are provided on the Time Reporting Code (TRC) Program enabling administrators to control the TRC usage for employee, manager, and administrator timesheets and the display order of the TRCs available for selection. Administrators can control who is allowed to edit an employee's reported time, and notifications that are sent when someone other than the employee makes edits. Legal statements can be defined to allow users to sign-off on time entries from the timesheet. Administrators can also lock and unlock timesheets during critical periods, such as payroll processing, to prevent users from modifying time entries.

## Powerful Rules Engine

The heart of PeopleSoft Time and Labor is a sophisticated rules engine that enables you to create rules for reporting, managing, or processing time around the world. By defining rules to process time you minimize user input, facilitate validation of data, and ensure the consistent application of business processes, which are functions all organizations need. You can create rules using delivered templates by entering values for variables within the templates' rule-statement. In cases where the templates do not accommodate all your needs, you can configure and create additional rules using delivered tools.

## Real-time Application of Rules

PeopleSoft Time and Labor enables you to define rules and have time reporters immediately apply these rules to their timesheet. The real-time application of rules and validations to a timesheet enables immediate payable time results. Users can quickly make corrections and resubmit their timesheet to get updated payable time for payroll processing.

## Business Process Controls

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Moving the time and attendance process along in an efficient manner is the utmost importance to most companies. Time and Labor has controls in place to ensure that your time and attendance process is successful.

## Auto Enrollment

Auto Enrollment allows an organization to automatically enroll new users, change enrollments in response to job changes, and inactivate enrollments when users are terminated. These changes can be made in real-time or scheduled as a batch process on a regular basis. Auto Enrollment can also be used for bulk enrollments such as a new implementation of PeopleSoft, or when adding Time and Labor to an existing PeopleSoft population.

## Approvals

Time-approval workflow enables notification of time submission, and the approval, denial, or adjustment of time submitted or calculated. Time status can control the flow and security of data, preventing unsubmitted or unapproved time from being processed.

Adoption of the PeopleSoft Approval Workflow Engine (AWE) and Delegation Framework enables an organization to specify multiple approval levels, define specific approval criteria, and delegate management tasks to other users with integrated work lists and email notifications.

Adoption of the robust PeopleSoft AWE Framework includes:

- Delivery of approval process definitions to support common organizational hierarchies such as Supervisor ID, Department Manager, and Position Management, as well as multiple levels of approval.

- Support to approve, deny, or push back reported and payable time approvals with integrated work lists and email notifications.

- Ability for approvers to add other approvers or reviewers to the current, or a later, stage of the approval process.

## Analytics

Analytic dashboards are available to track time that is being reported as well as the results once rules have been applied. Results can be viewed in real-time or refreshed at given intervals. Analytics help to ensure that policies are being followed and Key Performance Indicators (KPI's) are being met.

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Figure 2. Payable Time Insights dashboard.

## Integration with Key Processes and Solutions

Integration with other key processes and modules within PeopleSoft Human Capital Management and PeopleSoft Financial Management suites is one of the major benefits of Time and Labor. Using products that are integrated out of the box enables you to attain a lower total cost of ownership, greater ease-of-use, and increased flexibility. There are several ways that Time and Labor integrates with these other processes and modules.

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

Time and Labor calculates the amount of time someone should be paid for and payroll calculates how much they should be paid. Time and Labor integrates with both of the PeopleSoft payroll products to ensure that people are paid correctly.

### Integration with Absence Management

Integration with Absence Management supports the ability to view all work and non-work time in one place.  Absences can be viewed on the timesheet or entered directly from the timesheet, and payable time can be generated for absences throughout the month.

### Integration with PeopleSoft Financials

Integration with PeopleSoft Financials is supported with standard ChartField integration and individual ChartField entry. Your organization can analyze labor costs in PeopleSoft General Ledger and Project Costing applications. You can also associate time to any combination of ChartFields.

### Integration with Project Costing

Your labor costs associated with projects and activities can be sent from Time and Labor to Project Costing for inclusion in project-based cost analysis and reporting.  Furthermore, you can utilize additional controls over the flow of data to PeopleSoft Project Costing for tighter integration and improved performance.

**Related Products**

PeopleSoft Time and Labor is a fully integrated solution with other PeopleSoft products:

- Payroll for North America
- Global Payroll
- Absence Management
- Project Costing
- Financials

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