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PeopleSoft

PeopleSoft HCM 9.2: Application Fundamentals

June 2019

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Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

PeopleSoft Hosted Online Help

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Online Help website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted online help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Online Help website is available in English only.

Note: Only the most current release of hosted online help is updated regularly. After a new release is posted, previous releases remain available but are no longer updated.

Locally Installed Help

If you are setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the Hosted Online Help website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Elasticsearch for full-text searching. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Elasticsearch, see the documentation for your chosen search engine.

Note: See Oracle Support Document 2205540.2 (PeopleTools Elasticsearch Home Page) for more information on using Elasticsearch with PeopleSoft.

Note: Before users can access the search engine on a locally installed help website, you must enable the Search field. For instructions, go to your locally installed PeopleSoft Online Help site and select About This Help >Managing Locally Installed PeopleSoft Online Help >Enabling the Search Button and Field in the Contents sidebar.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	***Description***
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 the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.

Typographical Convention	Description
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

Deferred Processing

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

Common Elements Used in PeopleSoft HCM

The following common elements appear through PeopleSoft HCM.

Standard Page Element Definitions

Address 1, Address 2, Address 3	Freeflow text entry fields that enable you to describe street, street number, apartment number, and other address information.
As of Date	The last date for which a report or process includes data.
Block (Bloque)	In Spanish addresses, a building or buildings that are close together may be called a Block (Bloque). Include the Block name in the address, if necessary.
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.
City	Name of city for address.
Comment(s)	Freeflow text entry that enables you to add comments.
Company	A business organization. For US companies using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a business unit that has a unique federal Employer Identification Number (EIN) for payroll reporting purposes.
Country	Country for address. Other address fields will be adjusted to reflect Country choice. Select a country from the list of valid values and press TAB to move through the field. The system automatically displays the appropriate address fields using the standardized address formats previously set up in the Country Table. Enter the appropriate address data in the fields that appear.
County (also **Prefecture** and **Parish**)	Name of county (prefecture/parish) for address, if applicable.
Currency Code	The 3-letter code in which the currency is specified.
Description	Freeflow text up to 36 characters that describes what you are defining.
Department	An identification code that represents an organization in a company.
Door (Puerta)	In Spanish addresses, identifies the door name or number.
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 background processes that use the information use the current row.
Email	The email address for a person or organization.

EmplID (employee ID), **Person ID,** and **ID**	Unique identification code for an individual associated with your organization.
Empl Rcd# (Employee Record Number)	A system-assigned number that indicate a person has more than one job data record in the system.
Fax (also **Fax Number**)	The fax number for a person or organization.
Floor (Piso)	In Spanish addresses, identifies the floor name or number.
House	Identifies the type of house.
Initials	Initials of individual.
Language	Language spoken by employee, contingent worker, person of interest, or applicant.
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, contingent worker, person of interest, or applicant.
Last Run On	The date that a report or process was last run.
Locality	A tax location within an organization.
Name	Name of individual.
National ID	Identification code used by countries to track information on their residents for payroll, identification, benefits, and other purposes. For example, for US residents this would be their Social Security Number; for German residents it would be their Social Insurance Number, and for UK residents it would be their National Insurance Code.
Number	The number related to a street, avenue, or other address field in Spanish addresses. When an address has no number, enter s/n (sin numero) to indicate that there is no number.
Phone	The phone number for a person or organization.
Phone Extension	The phone extension number for a person or organization.
Phone Type	Identifies the type of phone number entered in the Telephone field. Valid values are Business, Campus, Cellular, Dormitory, FAX, Home, Other, Pager 1, Pager 2, or Telex.
Post Code (also **Postal**)	Postal code for address.
Prefix	Prefix for individual (such as Mr., Ms., Mrs., Dr., and so on.)
Process Frequency group box	Designates the appropriate frequency in the Process Frequency group box: Once executes the request the next time the background process runs. After the background process runs, the process frequency is automatically set to Don't Run. Always executes the request every time the background process runs.

	Don't Run ignores the request when the background process runs.
Process Monitor	Click this button to access the Process List page, where you can view the status of submitted process requests.
Regulatory Region	A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing.
Report ID	Identifies a report. Report Manager Click this button to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	A request identification that represents a set of selection criteria for a report or process. Run Click this button to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Run Control ID	Identifies specific run control settings for a panel.
Run Date	The date that a process was run or a report was generated.
Run Time	The time that a process was run or a report was generated.
SetID	An identification code that represents a set of control table information. SetIDs enable the sharing of a set of control table information across two or more Business Units.
Short Description	Freeflow text up to 15 characters.
Stair (Escalera)	In Spanish addresses, identifies the stair name or number.
State (also **Province**)	State (Province) for address.
Status	Indicates whether a row in a table is *Active* or *Inactive.*
Street Type	Identifies whether an address is a place, street, avenue, road, or so on. Spanish law requires addresses in official documents to include the Street Type.
Telephone (Phone)	The telephone number for a person or organization.
User ID	The system identifier for the individual who generates a transaction.

See *PeopleTools: Application Designer Developer's Guide* and *PeopleTools: PeopleSoft Process Scheduler.*

Standard Group Boxes, Naming

The following fields appear wherever you enter or display naming information in PeopleSoft HCM:

Name Format or **Format Type**	Select the language with name format appropriate for this person. The system will display the appropriate fields for this format in the Person Name group box.
Refresh the Name Field	Click to refresh the Name field after you've edited any of the name fields. The system will refresh the name field when you save.

Person Name or Current Name

The following fields appear in the Person Name group box. You will not see all of the fields listed below at any one time. The system displays the fields necessary for the country you select in the Format Using field.

Title	Select a title. If you are reporting workforce information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.
Prefix and **Name Prefix**	Select a prefix or name prefix, if applicable.
Royal Prefix	Select a royal prefix, if applicable.
First Name	Enter the person's official first name.
Preferred First Name	For The Netherlands, enter the person's preferred first name, if different from the First Name. The system will use the preferred name when you generate form letters or mailing labels for this person.
Last Name Preference	For the Netherlands, choose this link to provide additional name information for married people. The Last Name Preference page contains three fields: Last Name Partner, Prefix Partner, and Last Name Preference.
Middle	Enter the person's middle name, if applicable.
Last Name	Enter the person's official last name.
Suffix	Select a suffix, if applicable.
Second Last Name	For Spanish persons, enter the second surname (mother's surname).
Alternate Character Name	Use this field to enter the person's name using alternate characters (such as Japanese phonetic characters). **Note:** You can enter names using Japanese characters with or without a space between the surname and given name. Names using Roman alphanumeric characters require a comma delimiter.

Warning! Be sure to select the correct character set on the Installation Table – Alternate Characters page. Using the wrong character set generates an error message.

Royal Suffix

Select the appropriate royal suffix. If you are reporting workforce information under the German Duevo Directive, this field is required and must be completed according to the Duevo rules.

Name

The system displays the person's name as it will appear in the system.

Displaying Japanese Names on Pages

Pages that display personal name fields usually display them in First Name, Last Name order. When the country is Japan, however (JPN in the Format Using field), those fields appear in the Last Name, First Name order.

Another difference is that the Name field displays "Last Name[space]First Name," not "Last Name,First Name"; that is, a space separates the last and first names, not a comma.

See Working with Alternate Character Sets.

Standard Group Boxes, Pay Components

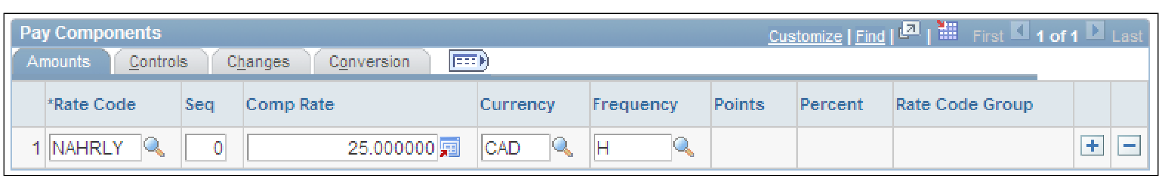
The Pay Component group box appears on many pages throughout PeopleSoft Human Resources.

Amounts Tab

Access the Amounts tab.

Image: Pay Components - Amounts tab

This shows an example of the Pay Components - Amounts tab.



Rate Code

Rate codes are IDs for pay components. The system inserts any compensation information associated with this rate code in the compensation grid.

Note: If a seniority rate code is inserted as a default value on the Job Data - Compensation page, the values for these rate codes are unavailable for entry.

Seq (sequence)

The sequence number of the rate code if it is used more than once.

Comp Rate (compensation rate), **Currency,** and **Frequency**

The compensation rate, its currency, and the frequency (for example, annually, weekly, or hourly) the comp rate will be paid.

Points

The salary points associated with this rate code, if any.

Percent

If the rate code rate type is Percent, the system displays the percent to be applied to the job compensation rate or to a rate code group if you are using rate code groups.

Rate Code Group

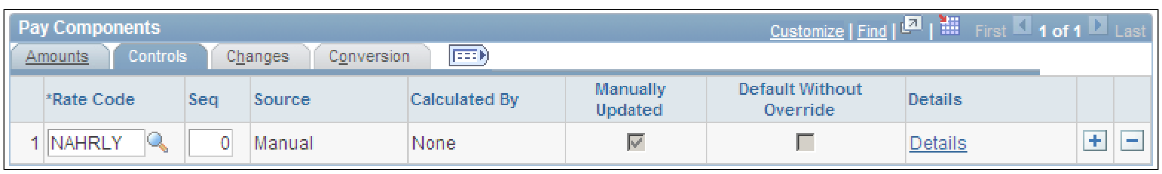
A rate code group enables you to be more specific when calculating percentages based components as part of your workforce compensation package.

Controls Tab

Access the Controls tab.

Image: Pay Components - Controls tab

This shows an example of the Pay Components - Controls tab.



This page displays how the person's salary was entered.

Source

The system displays the source of the rate code, such as Absorbing Premium, Seniority Pay, Job Code, or Manual.

Manually Updated

The system selects this if you have manually updated the pay components.

Default Without Override

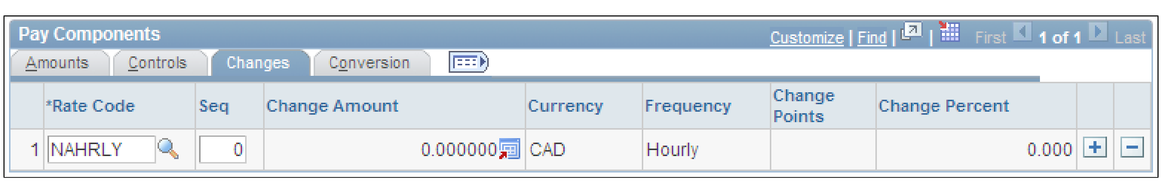
Selected if the worker's compensation package cannot be manually updated on the Job Data - Compensation page.

Changes Tab

Access the Changes tab.

Image: Pay Components - Changes tab

This shows an example of the Pay Components - Changes tab.



This page displays the change in an person's salary.

Change Amount

The overall change amount to this pay component rate.

Change Points

The overall change amount (in points) to this pay component, if applicable.

Change Percent

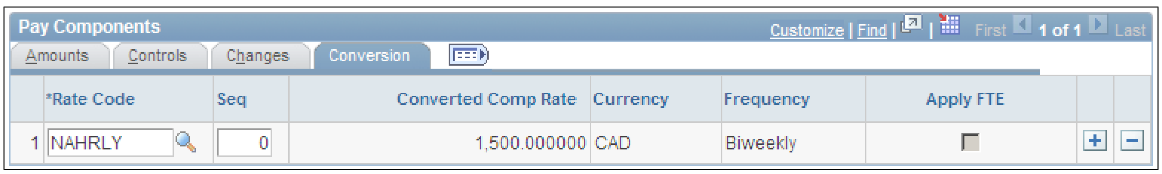
The overall percentage change to this pay component, if applicable.

Conversion Tab

Access the Conversion tab.

Image: Pay Components - Conversion tab

This shows an example of the Pay Components - Conversion tab.



This page displays the conversion rates in an person's salary.

Converted Comp Rate

Displays the converted compensation rate for this pay component. The system converts all base pay components to the Job currency and compensation frequency.

Apply FTE

If selected, the system multiplies the rate code value by the FTE factor for annualization and deannualization. FTE is the percent of full time the worker should normally work in the corresponding job. This field isn't available for Percent rate codes.

Related Links

PeopleSoft Human Resources Administer Compensation

Related Links for PeopleSoft HCM

PeopleSoft Information Portal

My Oracle Support

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

Contact Us

Send your suggestions to PSOFT-INFODEV_US@ORACLE.COM. Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with PeopleSoft HCM

PeopleSoft HCM Overview

PeopleSoft HCM is an integrated suite of applications and business processes that are based on PeopleSoft's Pure Internet Architecture (PIA) and portal technologies.

The sophisticated features and collaborative, self-service functionality available in PeopleSoft HCM enable you to manage your human resources from recruitment to retirement while aligning your workforce initiatives with strategic business goals and objectives.

PeopleSoft HCM Integrations

PeopleSoft HCM integrates with other PeopleSoft applications, such as PeopleSoft Financials, PeopleSoft Workforce Analytics, and PeopleSoft Learning Management. PeopleSoft HCM also integrates with other third-party applications. PeopleSoft HCM uses various integration technologies to send and receive data.

We discuss integration considerations in the implementation topics in the documentation. Supplemental information about third-party application integrations is located on the My Oracle Support website.

PeopleSoft HCM Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding documentation.

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

This table lists all of the components discussed in this documentation that have component interfaces:

Component	***Component Interface***	***References***
Departments component (DEPARTMENT_TBL)	DEPARTMENT_TBL	See Maintaining Departments.
Establishment component (ESTABLISHMENT_DATA)	ESTABLISHMENT_DATA	See Defining Establishments.
Job Code Task Table component (JOBCODE_TASK_TABLE)	JOBCODE_TASK_TABLE	See Defining Job Tasks.

Component	***Component Interface***	***References***
Job Code Table component (JOB_CODE _TBL)	CI_JOB_CODE_TBL	See Classifying Jobs.
Job Tasks component (JOB_TASK_ TABLE)	JOB_TASK_TABLE	See Defining Job Tasks.
Location component (LOCATION_ TABLE)	LOCATION_TABLE	See Establishing Locations.
FLSA Calendar Table (FLSA_ CALENDAR)	FLSA_CALENDAR	See FLSA Calendar Table Page.
Pay Run Table (PAY_RUN_TABLE)	PAY_RUN_TABLE	See Pay Run Table Page.
Tax Location Table component (TAX_ LOCATION_TBL)	TAX_LOCATION_TBL	See Defining Tax Locations.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID 2342162.1) MOS posting for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

See *PeopleTools: Setup Manager*.

Related Links

Enterprise Components

Chapter 2

Understanding HCM

Control Tables, Transaction Tables and Prompt Tables

PeopleSoft HCM is a table-based system that stores critical general data, such as companies, work locations, and system specifications in a central location. The system enables users to access the same basic information while maintaining data accuracy and integrity.

Tables that are central to PeopleSoft HCM include control tables, transaction tables, and prompt tables.

See *PeopleTools: Application Designer Developer's Guide*

Control Tables

Control tables store information that is used to process and validate the day-to-day business activities (transactions) users perform with PeopleSoft HCM applications.

The information stored in control tables is common and shared across an organization, for example, master lists of customers, vendors, applications, items, or charts of accounts. By storing this shared information in a central location, control tables help to reduce data redundancy, maintain data integrity, and ensure that users have access to the same basic information.

The information stored in control tables is generally static and is updated only when fundamental changes occur to business policies, organizational structures, or processing rules.

Note: Control tables are tables that include the SETID key field (set ID). As you set up control tables, you'll notice that it is the set ID that enables control table information to be shared across business units.

Transaction Tables

Transaction tables store information about the day-to-day business activities (transactions) users perform with PeopleSoft HCM applications.

The information stored in transaction tables often changes and is updated more frequently than the information stored in control tables.

Note: Transaction tables are tables that include the BUSINESS_UNIT field (which may or may not be used as a key field).

Prompt Tables

Prompt tables are tables that are associated with fields on PeopleSoft application pages and which display valid data values for those fields when a user selects a prompt or search option.

The data values stored in prompt tables are retrieved from control tables, transaction tables, or other PeopleSoft tables.

Business Units, Tablesets and Set IDs

PeopleSoft regulates HCM system data through the use of business units, tablesets, and set IDs.

Business Units

Business units are logical units that you create to track and report specific business information. Business units have no predetermined restrictions or requirements; they are a flexible structuring device that enable you to implement PeopleSoft HCM based on how *your* business is organized.

You must define at least one business unit. The BUSINESS_UNIT field is included on all transaction tables.

Tablesets and Set IDs

Tablesets and set IDs are devices that enable you to share – or restrict – information across business units. For example, with tablesets and set IDs you can centralize redundant information such as country codes while keeping information such as departments and job codes decentralized. The overall goal of tablesets and set IDs is to minimize data redundancy, maintain data consistency, and reduce system maintenance tasks.

You must define at least one tableset (set ID). The SETID key field is included on all control tables.

Related Links

Understanding PeopleSoft HCM System Data Regulation

Effective Dates

PeopleSoft HCM uses effective dates to store historical, current, and future information. Effective dates enable you to:

- Maintain a chronological history of your data. By storing effective-dated information in tables, the system enables you to review past transactions and plan for future events. For example, you can roll back your system to a particular time to perform historical analyses for your company. Or, you can set up tables and data ahead of time without using tickler or pending files.
- Maintain the accuracy of your data. By comparing the effective dates in prompt tables to the effective dates on application pages, the system displays only those values that are valid for the current time period. For example, you create a new department code with an effective date of May 1, 2008. Then, on the Job Data pages, you enter a new data row for an employee with an effective date *before* May 1, 2008. When you select the prompt for the department field, you won't see the new department code because it is not in effect.

For more information, see the product documentation for *PeopleTools: Application Designer Developer's Guide*.

Person or Position Structure

PeopleSoft HCM enables you to structure or drive your PeopleSoft Human Resources system by person or by position. Before you set up information in the control tables, you must decide which method to use. The system processes the information differently depending on your choice.

What's the Difference?

When you drive PeopleSoft Human Resources by person, you use job codes to classify job data into groups. You use those codes to link person data to job data. When you drive PeopleSoft Human Resources by position, you still use job codes to create general groups, or job classifications, in your organization, such as EEO (equal employment opportunity) and salary survey data, but you *also* uniquely identify each position in a job code and link people to those positions.

Image: Driving HCM by person

Job codes primarily have a one-to-many relationship with workers. Many workers share the same job code, even though they might perform the work in different departments, locations, or companies, as shown in the diagram below. You identify the job that a worker performs through the data that you enter in the worker's job records:

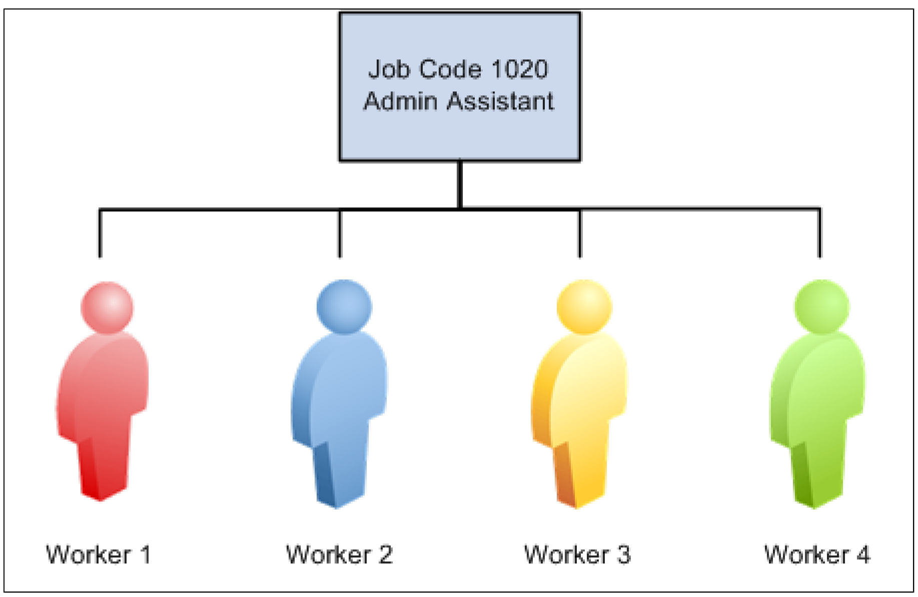
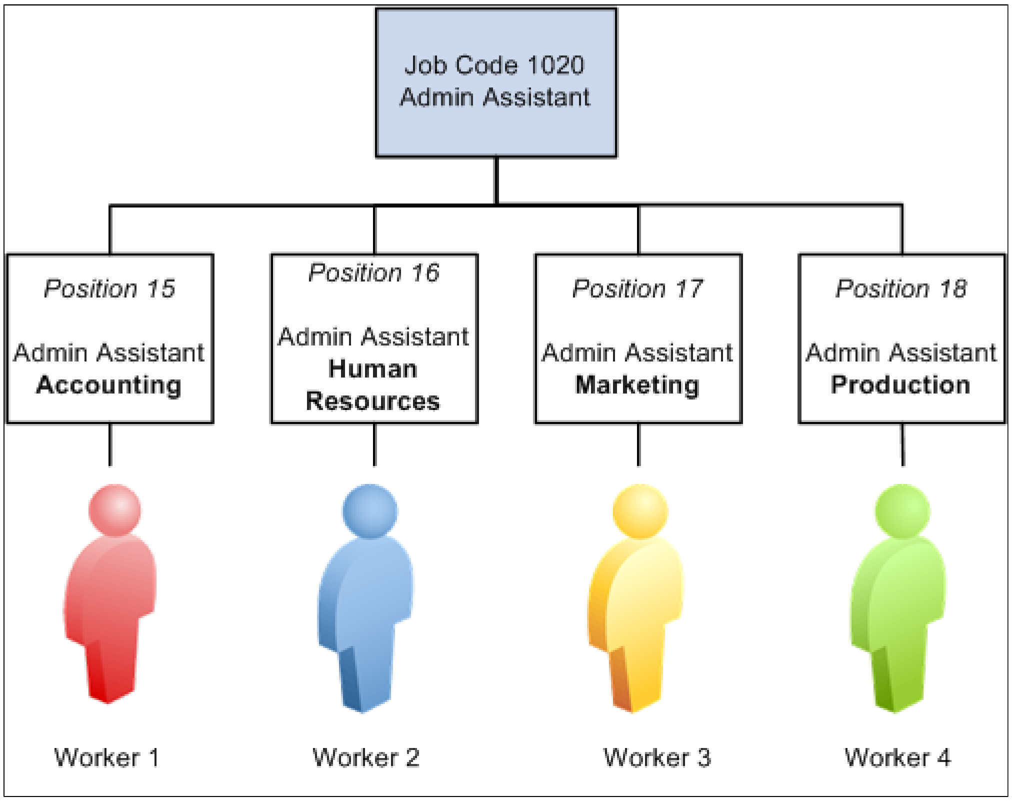


Image: Driving HCM by position

In contrast, positions usually have a one-to-one relationship with workers. However, you can have several positions with the same job code; positions track details of a particular job in a specific department or location. For example, in job code 1020, Administrative Assistant, you can define different administrative assistant positions with different position numbers—position 15 in accounting, position 16 in the human resources department, position 17 in your marketing department, and position 18 in your production group. Workers are then assigned to these specific positions. The following diagram represents this method:



When you drive your system by position, you define specific attributes of various positions and then move workers in and out of those positions. You track specific information that is related to a position, such as a phone number or mail stop, regardless of whether a person actually fills that position. And you use data that is specific to each position as the basis for organization planning, recruitment, career planning, and budgeting.

Why Does It Matter?

You won't see much difference between the two methods as you work with pages and tables, but the system processes the data differently according to whether you drive it by person or position. That affects how and where you enter and maintain data for people and positions (or jobs).

Which Method Should You Use?

To determine whether you should drive your system by person or position, consider the following:

- If your organization is fluid (that is, if you tend to look at broader groups of workers and create new jobs often), then driving the system by person is probably best for you.

This method is useful if your organization is continually expanding or if new projects require that you create new jobs or job types regularly.

- If your organization is fairly static (that is, if jobs and job descriptions are mostly fixed, and people move in and out of the same positions), then driving the system by position is probably best for you.

  For example, government agencies and hospitals, which plan positions based on budgets (often well in advance of filling the positions), find this method very useful.

- If you find that both methods work well in different areas of your organization, you can drive PeopleSoft Human Resources both ways.

  For example, you might find that driving the system by position works well for some departments or management levels in your company and that driving the system by person works well for others. If so, you can use both methods with a setting called *partial position management.*

Note: This decision doesn't affect your PeopleSoft payroll system. No matter which method you choose, using PeopleSoft Payroll for North America or PeopleSoft Global Payroll is not a problem.

Considerations for Pension, Payroll, and Benefits Applications

If you use PeopleSoft Pension Administration, you track your pension payees—retirees, beneficiaries, and QDRO (qualified domestic relations order) alternate payees—using the same tables that you use to track your workers. You want to drive your retiree organization by person (or in this case, by payee), rather than by position, so that you don't have to establish a different position for each payee in the system. To drive your worker organization by position and your payee organization by person, use the partial position management option.

This also applies to organizations that use PeopleSoft Global Payroll and PeopleSoft Payroll for North America. If your organization uses the PeopleSoft Human Resources Manage Base Benefits business process or PeopleSoft Benefits Administration, you can set up your position management options using full or partial position management.

Related Links

"Understanding Positions" (PeopleSoft HCM 9.2: Human Resources Manage Positions)

"Understanding Job Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Chapter 3

Working with System Data Regulation in HCM

Understanding PeopleSoft HCM System Data Regulation

As companies grow larger and more complex, they often need to collect the same type of data across many locations. PeopleSoft business units and setIDs enable you to organize businesses into logical units other than companies and departments and to define how organizational data is shared among these units.

PeopleSoft HCM system data is regulated through the use of business units, tablesets and set IDs, and tableset sharing. Business units are logical devices that enable you to implement PeopleSoft HCM based on how *your* business is organized. Tablesets, set IDs, and tableset sharing are organizational devices that enable you to share – or restrict – the information stored in your HCM system across business units:

Business Unit A logical organizational entity.

Set ID A high-level key on many control tables.

TableSet Set of rows on a control table, grouped by set ID, that is available to specific business units.

Components Used to Set Up Business Units and Set IDs

Once you've developed your business unit map, use the following components to set up business units and set IDs and to define system defaults based on permission lists or business units:

Component	*Location*
TableSet IDs component (SETID_TABLE)	PeopleTools > Utilities > Administration > TableSet IDs
Business Unit component (HR_BUSINESS_UNIT) See Defining Business Units.	Set Up HCM > Foundation Tables > Organization > Business Unit
Record Groups component (REC_GROUP_TABLE)	PeopleTools > Utilities > Administration > Record Group
Org Defaults by Permission Lst component (OPR_DEF_TBL_HR) See Setting Up Primary Permission List Preferences.	Set Up HCM > Foundation Tables > Organization > Org Defaults by Permission Lst
Business Unit Options Defaults component (BUS_UNIT_OPT_HR) See Business Unit Options Defaults Page.	Set Up HCM > Foundation Tables > Organization > Business Unit Options Defaults

Component	***Location***
TableSet Control component (SET_CNTRL_TABLE1)	PeopleTools > Utilities > Administration > TableSet Control

Prerequisites

Before you implement PeopleSoft HCM, take a close look at how your business operates and analyze how you want to map your organization's business structures, practices, and procedures.

You can set up business units and tableset IDs before or after setting up the Installation Table component (INSTALLATION_TBL) and entering companies on the Company component (COMPANY_TABLE). However, you should set up the Installation Table component and Company component before continuing on to the TableSet Control component, Business Unit Options Defaults component, and Org Defaults by Permission Lst component.

Working with Business Units

These topics provide an overview of business units and discuss how to determine your business unit structure.

Understanding Business Units

Business units are logical units that you create to track and report specific business information. Business units have no predetermined restrictions or requirements; they are a flexible structuring device that enable you to implement PeopleSoft HCM based on how your business is organized.

Business units share processing rules and you can create them at any level of the organization that makes sense and that reflect the needs of your internal human resources departments. If you use the same processing rules across the organization, it may make sense to have a single business unit; if you use different rules in different companies, countries, or functional areas, you may choose to create multiple business units.

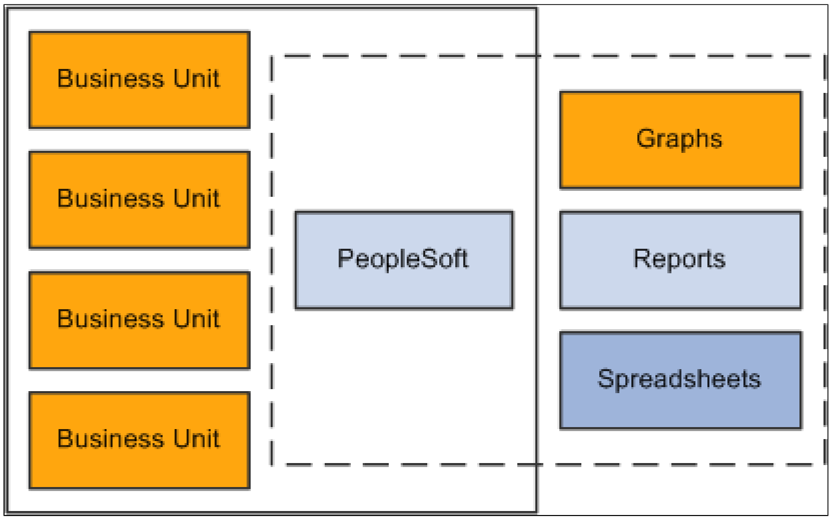
Because PeopleSoft HCM doesn't offer any predetermined definition for a business unit (as it does for a department and a company), you can implement this organizational level in your PeopleSoft HCM applications to reflect your own enterprise's structure. You can share business units across any combination of PeopleSoft HCM, Financials, Manufacturing, and Distribution applications or define them in just one PeopleSoft application.

Note: For PeopleSoft HCM, you *must* establish at least one business unit.

You have complete control over how you define business units in your PeopleSoft HCM system, as well as how you use them to facilitate the handling of data in your data organization. For example, you could set up a business unit for each legal entity in your organization, all to be processed by a central human resources department that interfaces with and manages each business unit's information, workers, and processes. Alternatively, you could set up one business unit for each company, location, or branch office in your enterprise, enabling each unit to manage its own human resources information independently, while sharing data with a central, parent business unit.

Image: A centralized data enables analysis and reporting across business units

While each business unit maintains its own human resources information, your organization can maintain a single, centralized database, reducing the effort of maintaining redundant information for each business unit. More importantly, as this diagram illustrates, you can produce reports across business units, enabling you to see the big picture and to compare the finest details.



Related Links

Control Tables, Transaction Tables and Prompt Tables

Determining Your Business Unit Structure

Business units offer a flexible structuring device through which you can implement PeopleSoft HCM based on the way your business is organized. In some organizations, the correspondence between existing structures and the business model is obvious. In other cases, it may take some careful thought and analysis to determine how to set up the business units to best reflect your organizational structure and to best use the exceptional power and capabilities of PeopleSoft HCM. When deciding how to establish business units for your PeopleSoft HCM implementation, keep the following points in mind:

- With business unit functionality, you have another level for associating a person with your company's organizational scheme.
- Business units are always associated with a job, position, and a person's job record.
- Business units have no predetermined definition (unlike department and a company). You can implement this new organizational level as you determine its usefulness to your enterprise.
- Business units are not legal entities, but a way of tracking specific business information for reporting and other rollup data collection.

Work closely with your PeopleSoft implementation partner early in your design to determine how best to define the business units for your PeopleSoft HCM system. Every organization has different requirements, and it's not possible to cover all the variables that you might encounter. However, once you've identified your business unit structures and made a tentative decision about how many business units you'll need, take a step back and ask the following questions:

- Are the business unit structures and number of business units correct?
- Is there any reason why these structures would not work?
- Will these structures preclude me from taking advantage of some functionality that I might want to use?
- Will these structures restrict my reporting options?
- Will these structures cause me to process more than I want to process on any particular night?

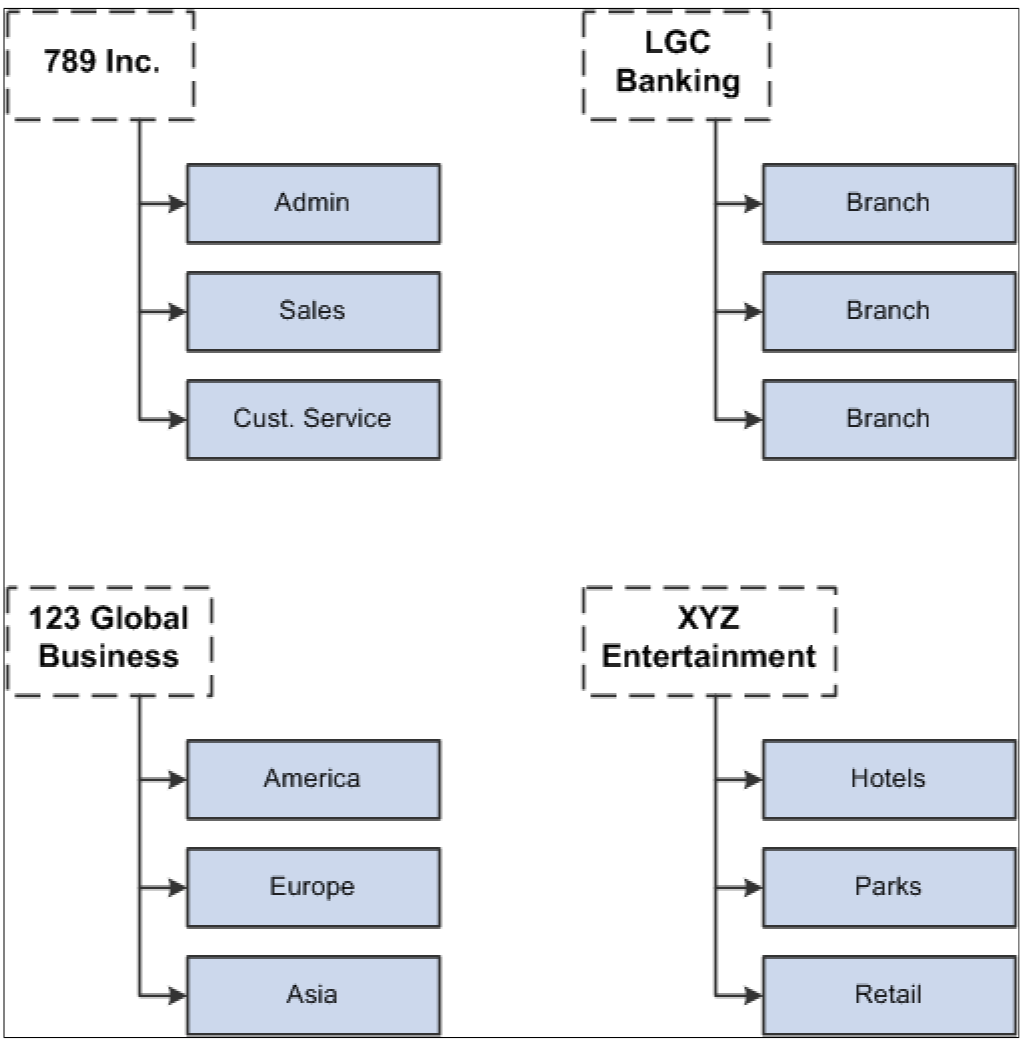
Possible Business Unit Structures

How you define a business unit depends on your industry, statutory requirements, regulatory reporting demands, or how you've organized operating responsibilities.

Image: Business units can be set up to represent functional areas, branches, regions, subsidiaries, or what best fits your organization's needs

Consider the following scenarios and the supporting diagram below:

- *789 Inc.* chooses to organize information by functionality or purpose, such as what is going on in Sales versus Customer Service. It has created business units that reflect the administrative needs of their human resources, benefits, and payroll departments.
- *LGC Banking* treats each branch as a business unit, which means that the bank could do reporting for its people within each branch.
- *123 Global Business* is a multinational company that separates its operations geographically because of the necessities of conducting business abroad. What is more important to this organization may not be each office, but each location. What's happening in their American facility versus their European or Asian market? Then they can track their business requirements and business needs accordingly.
- *XYZ Entertainment* has subsidiary companies. A highly diversified organization like this one might choose to define each subsidiary company or cost center as a business unit. They might have a hotel business as well as a retail business and they might want to keep this information separate, yet still be able to roll everything up into one database and maintain it in a single location.



You can also use a combination of all of these methods, or any other entity or entities that makes sense for your organization. You can have as many business units as you need, although the more business units you establish, the more information you need to maintain. You do, however, need to have at least one business unit in the system.

Implementing Business Units

While you can implement one business unit for your entire organization, establishing multiple business units can offer important reporting and data control options. Multiple businesses units enable you to:

- Maintain a tree structure to facilitate organization-specific, rollup reporting.
- Distribute administration of certain control tables, such as the Department component (DEPARTMENT_TBL) or the Location component (LOCATION_TABLE) to different business units.

  For large or multinational companies, this feature of business unit functionality in PeopleSoft HCM is useful for controlling data flow across different parts of the enterprise.

Note: If you implement PeopleSoft Benefits Administration, you can define eligibility rules that determine workers' benefits eligibility based on their business unit affiliation.

Working with TableSets

These topics provide an overview of tablesets and discuss how to:

- Set up tableset sharing.
- Control data sets.
- Reference multiple set IDs.

Understanding Tablesets

To work with tablesets, you need to be able to distinguish between tablesets, set IDs, and tableset sharing:

tableset A set of data rows in a control table that is identified by the same highlevel key.

set ID The highlevel key that identifies a set of data rows. There are two types of set IDs:

- Physical Set IDs

  The set ID of a business unit (BUSINESS_UNIT = SETID). The rows of data in a physical set ID have a one to one relationship with the business unit.

- Logical Set ID

A logical set ID that is generic and determined by business rules other than business unit. Logical set IDs enable you to share rows of data across multiple business units.

tableset sharing

Sharing rows of data in a tableset across business units or limiting rows to a single business unit.

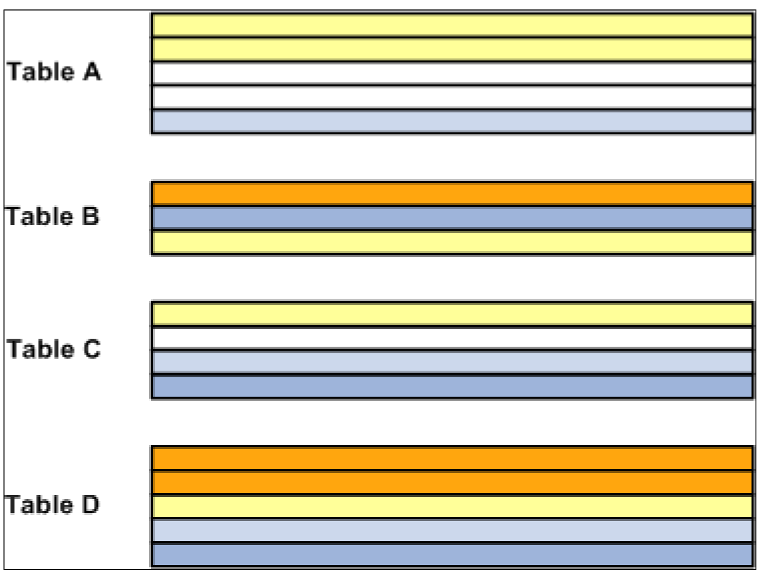
Note: The terms tableset and set ID are sometimes used interchangeably. In many cases, this is correct, but it can cause some confusion.

You can define as many tablesets as you like, but the more you create, the more complex tableset sharing becomes. Some organizations need only one tableset.

Note: For PeopleSoft HCM, you must create at least one tableset and set ID.

Image: Set IDs differentiate rows of data in a table and identical set IDs make up tablesets

Since you use set IDs to distinguish sets of rows in a table, you will always have the same number of set IDs as you have tablesets. For example, the following diagram shows four control tables. Each color within the table represents a set ID, and all rows with the same color represent a tableset. Tables A and B are made up of three tablesets each, and tables C and D consist of four different tablesets, but there is a total of five set IDs, or tablesets, between the four tables:



PeopleSoft Human Resources control tables that are keyed according to set ID include the:

- Location component.
- Department component.
- Salary Plan component.
- Job Code component.

Tableset Sharing

Tableset sharing enables you to share some or all of your control table data from business unit to business unit, instead of having to enter the same data multiple times. The key to sharing that information is determining which rows of data can be shared across business units, which should be shared across some business units but not others, and which should be restricted.

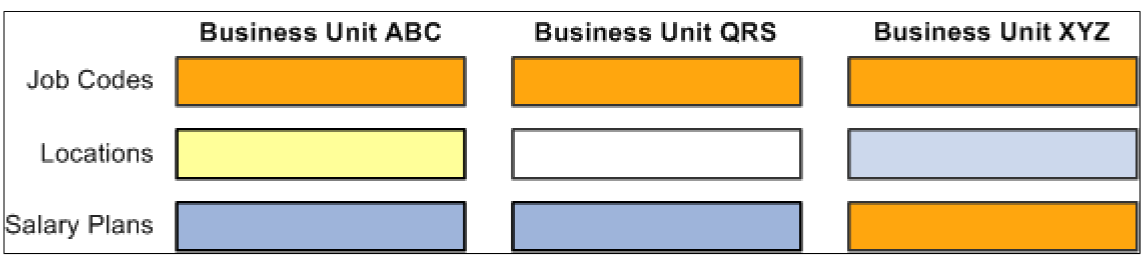
For example, you can centralize redundant information such as country codes in a set ID that is shared while keeping information such as departments and job codes decentralized amongst different set IDs. The goal of tableset sharing is to minimize data redundancy, maintain data consistency, and reduce system maintenance tasks.

Tablesets form the building blocks of your HCM system. You populate the individual tables in the tableset according to your particular business rules or processing options. You can also mix and match tablesets by updating tableset assignments for a business unit using the TableSet Control component (SETID_TABLE).

You aren't required to share all tables in a tableset. With PeopleSoft HCM, you can share any combination of tables with any number of business units, according to your needs. Use the TableSet Control page to identify which data should be shared and how it should be shared for each business unit.

Image: Table sets can be shared across business units or be unique to a business unit

This diagram shows how one tableset is shared across all three business units in an organization for one group of records, the job code records, and for another group of records, the location records, each business unit uses it's own set ID. For the third group of records, salary plans, one table set is shared between two business units, ABC and QRS, but the third business unit, XYZ, uses the values created under another set ID:



Record Groups and Tableset Sharing

For the purpose of tableset sharing, control tables are divided into record groups. A record group is a set of control tables and views that use the same group of set IDs in the same manner.

Record groups serve two purposes:

- They save time by enabling you to set up tableset sharing without an enormous amount of redundant data entry.
- They act as a safety net by ensuring that tableset sharing is applied consistently across all related tables and views in your system.

A record group can contain a single table or many tables and views. You can update or modify which tables and views are included in each record group by using the Record Group component.

Business Units and set IDs

When you create a business unit, you must assign to it a default set ID. You have two options:

- If you want to create rows of data in the control tables that should be used only by this new business unit, create a set ID for the business unit when you create the business unit.

  You can create a set ID at the time you create a business unit by accepting the business unit code in the Set ID field. When you do this, the system creates a record set ID on the TableSet IDs component when you save the business unit.

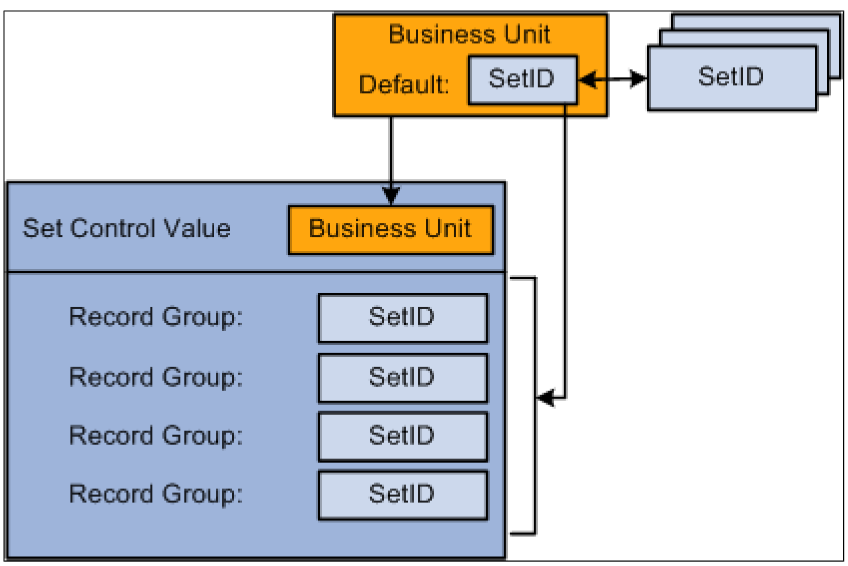
  Note: This is the best option if you are only using one business unit.

- If you want the business unit to share rows of table data (tableset sharing) with other business units, select the existing set ID that is or will be associated with the data rows you want to make available to this business unit.

Regardless of which option you choose, when you save the business unit the system creates an entry in the Tableset Control component for that business unit and associates with each record group the default set ID you selected for the business unit. You can change the set ID assignment in the TableSet Control component.

Image: Tableset controls determine which tableset a business unit uses for which record group

This diagram shows the relationship between set IDs and business units and illustrates the information the system creates for the business unit in the TableSet Control component where you can change some or all of the set ID assignments:



Setting Up TableSet Sharing

Setting up tableset sharing is easy. Use tableset controls to make data available across business units or restrict to certain business units. Before you set up tableset controls, create:

- Record groups
- Business units

- Set IDs

When you create and save a business unit, the system creates a record in the TableSet Control component for the business unit (the Set Control Value) and populates the set ID for each record group with the set ID you selected for the business unit. If you want the business unit to have access to the rows in other set IDs for certain record groups, change the default set ID to the appropriate set ID. This means that a lot of tableset sharing setup is done for you behind the scenes.

Controlling Data Sets

The system filters the field options available to the user in the transaction components based on the tableset controls you set up. For example, when a user is creating a job data record for a new worker and selects the drop down list for the Job Code field, the system filters the available options by determining the following:

1. What business unit is this person's job data record in?

   USA

2. What table controls data for this field (Job Code)?

   JOBCODE_TBL

3. What record group is that table in?

   HR_02

4. What set ID is assigned to that record group for this business unit?

   SHARE

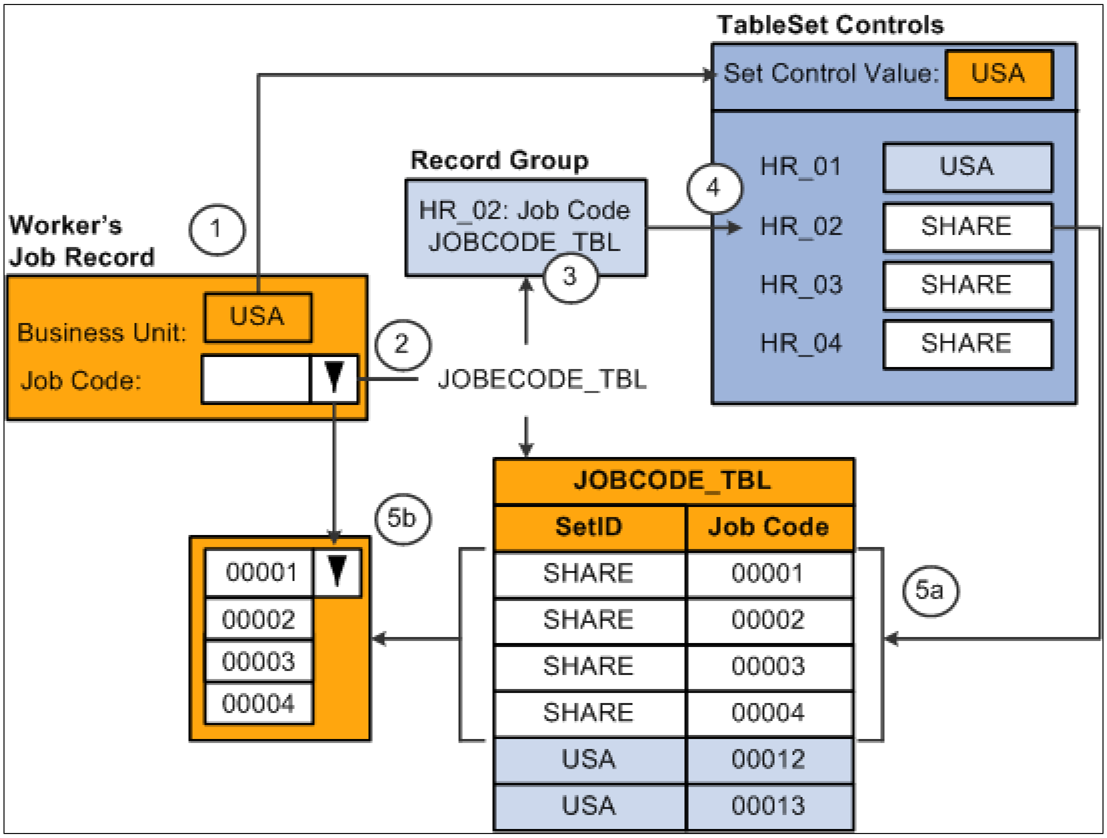
5. What rows in the control table (Job Code Table) are keyed by that set ID?

   a. The system looks only for the job code with the SHARE set ID values.

   b. The system makes available to the user only the rows keyed by the SHARE set ID.

Image: Retrieving valid control table values for a field based on business unit tableset control set IDs

This diagram shows the tableset controls for the USA business unit and illustrates how the system determines which job code values to display for that business unit, as described above:



If the user were accessing a field whose control table was in record group HR_01, the system would display the values keyed by the set ID USA from the corresponding control table. The data the system makes available to the user depends on the set ID specified in the TableSet Control component for the record group that contains the control table the user is accessing.

Referencing Multiple Set IDs

Occasionally, some pages have references to more than one set ID. It's important to understand how the Page Processor works through such a situation when you're working with set ID functionality. This will help you to understand how the system is making decisions about default values in the data record.

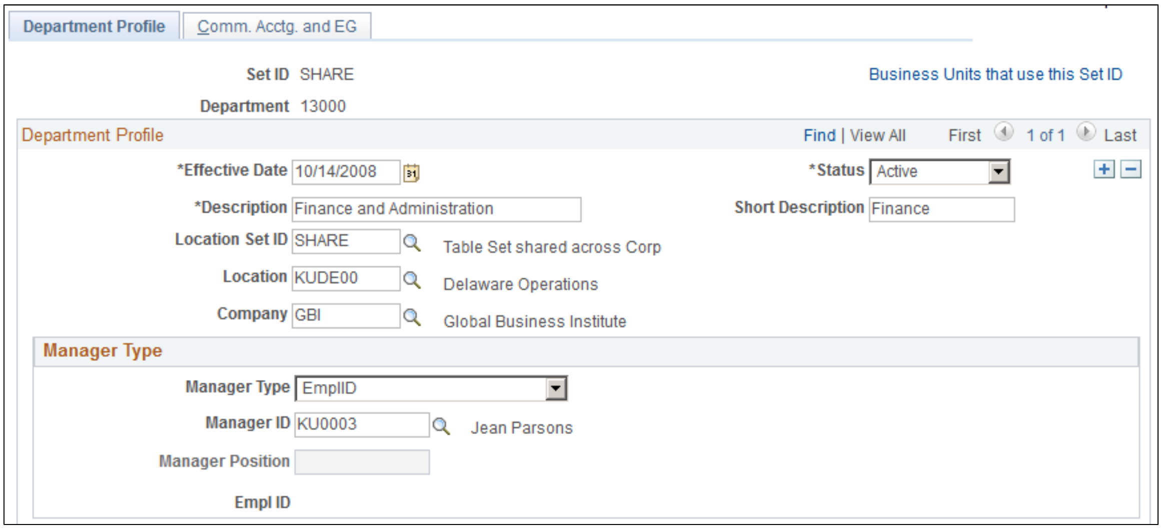
Two scenarios exist in PeopleSoft HCM where a table that is keyed by one set ID also has fields that prompt onto another set ID table:

Scenario 1: A Control Table with Multiple Set IDs, but No Defaults Based on Those Set IDs

An example of a control table that is associated with multiple set IDs is the Departments component (DEPARTMENT_TBL). The record for the component, DEPT_TBL, has two set IDs: the set ID for the department and the set ID for the department's location. The set ID for the location prompt comes from the LOCATION_TBL record.

Image: Department Profile page

This example illustrates the Department Profile page.



In this situation where this is a department set ID and a location set ID, you can set up the component so that the system makes available in the Location field:

- All locations from all set IDs.
- Locations that share the same set ID and the department's set ID.

Making all locations available may cause problems if a user creates a department with a location in a set ID that is not used by any business unit with access to the department's set ID. Making only one location set ID available could cause problems if business units with access to the department's set ID use different location set IDs.

For example, an organization has the following tableset controls set up for its four business units for the DEPT and LOCATION record groups:

Business Units		***PDEV***	***EURO***	***ASIA***	***RUSS***
Record Groups:	DEPT	USA	EURO	USA	EURO
	LOCATION	USA	EURO	ASIA	RUSS

Note: Set up tableset controls on the Tableset Controls component.

If you limited the location set ID to the set ID of the department, you would not be able to set up departments with a valid location for the *ASIA* and *RUSS* business units. If you made all locations in all set IDs available, you run the risk of users creating a department in set ID *USA* with a location in set ID *EURO.*

To limit the locations available to a department, while still accommodating the different tablesharing arrangements, you could limit the location set IDs to *USA* and *ASIA* when the department set ID is *USA* and to *RUSS* and *EURO* when the department set ID is *EURO.*

Scenario 2: A Transaction Table with Multiple Set IDs Controlling Defaults Across the Transaction Record

An example of a transaction table that has multiple set IDs controlling defaults across the record is the Job Data component (JOB_DATA).

When you create a job data record for someone, you select a business unit on the Work Location page (JOB_DATA1). The system uses the business unit's tableset controls to determine which values to make available in other fields on the component and when to use established defaults.

The system only displays departments that are in the set ID selected for the business unit and defaults in the department's location only if the location is in a valid set ID for the business unit. Locations have associated salary plans, and the system defaults in the location's salary plan only if the salary plan is in a valid set ID for the business unit. If a default value is not in a valid set ID for the selected business unit, the system leaves the field blank and the user selects a value from the options in the valid set ID.

Image: Select the business unit, which determines the valid set IDs for many fields in the component

For example, in the Job Data component, select the business unit, such as PDEV as shown in this diagram. The system references the tableset controls for that business unit to determine the valid set IDs for many of the other fields on the component, such as Department, Location, and Salary Plan:

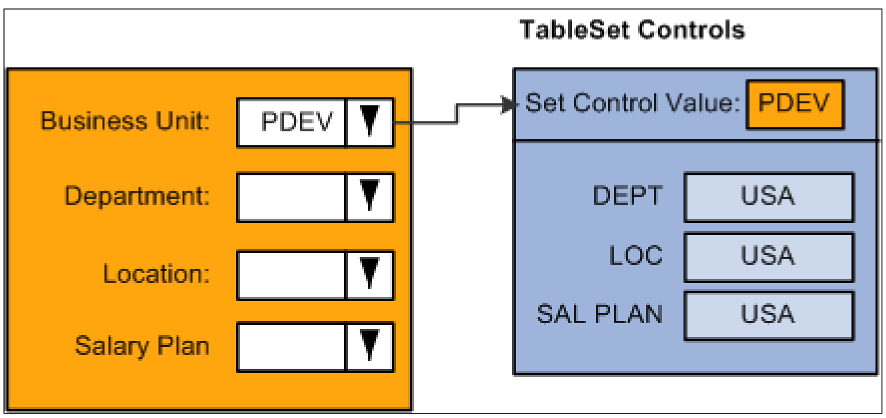
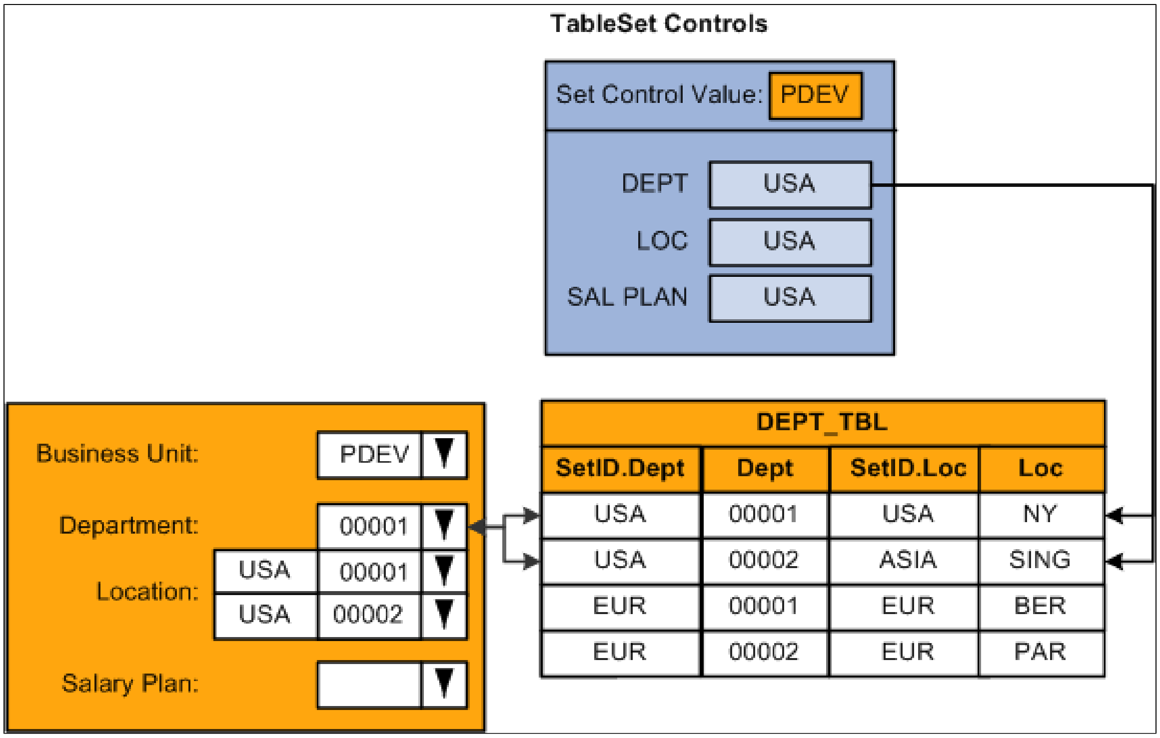


Image: The system only displays values keyed by the designated set ID identified for this field's prompt table for this business unit

When you select the Department lookup button in the Job Data component, the system references the TableSet Control table for the record group row that determines which department set ID is available for this business unit. Since USA is the designated set ID for the department record, the system only displays in the search list those departments with the USA set ID. In the diagram below this would be departments USA-00001 and USA-00002:



The system also checks to see if the set ID of the location associated with the department is valid for this business unit.

Image: The system only enters the default location value from the Department table if it is in a valid set ID for the person's business unit

In this example, only locations with the set ID USA should be valid for the PDEV business unit. When the location associated with the department uses the set ID USA, such as department USA-00001, which is associated with location USA-NY, the system enters the default location in the Location field. If you were to select department USA-00002, the location associated with this department, with the set ID ASIA, will not default into the Location field. The system leaves the Location field blank:

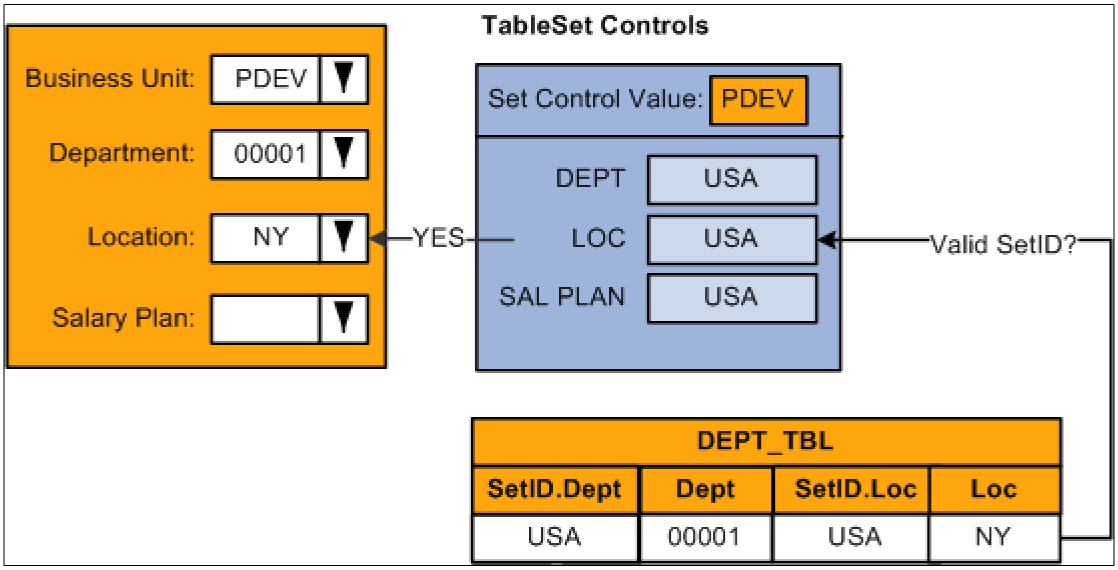


Image: The system does not enter the default value if the value's set ID is not valid for the business unit

If the salary plan is associated with the location, the system checks the TableSet Control record for the business unit, in this example PDEV, to see if the set ID of the salary plan associated with this location is valid for this business unit. Since valid values for this business unit should be associated with the USA set ID, and the salary plan associated with the USA-NY location uses a salary plan set ID of SHARE, the salary plan will not be provided by default into the worker's record:

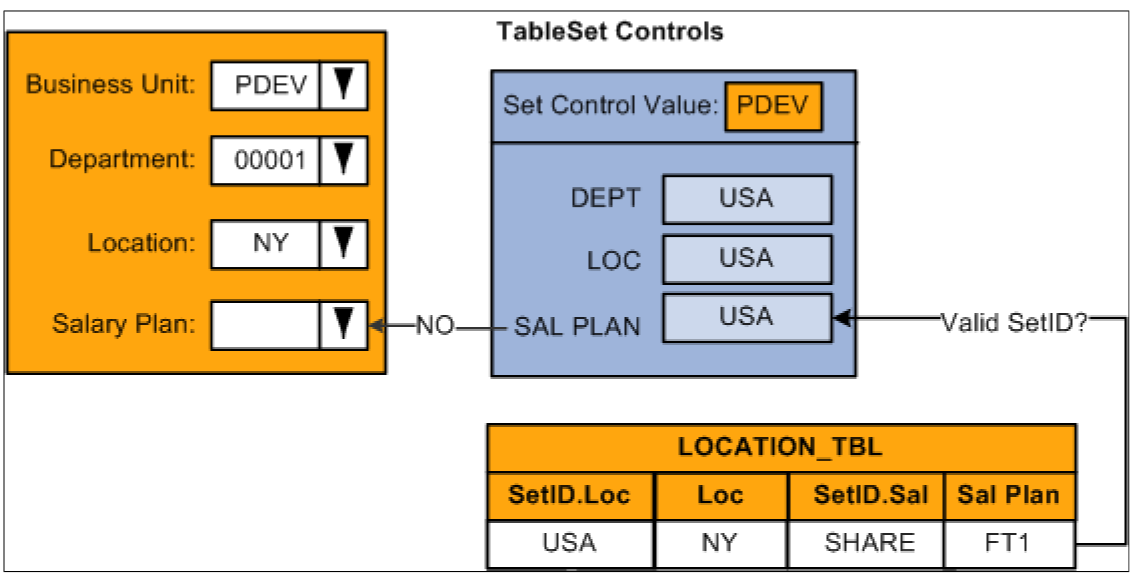
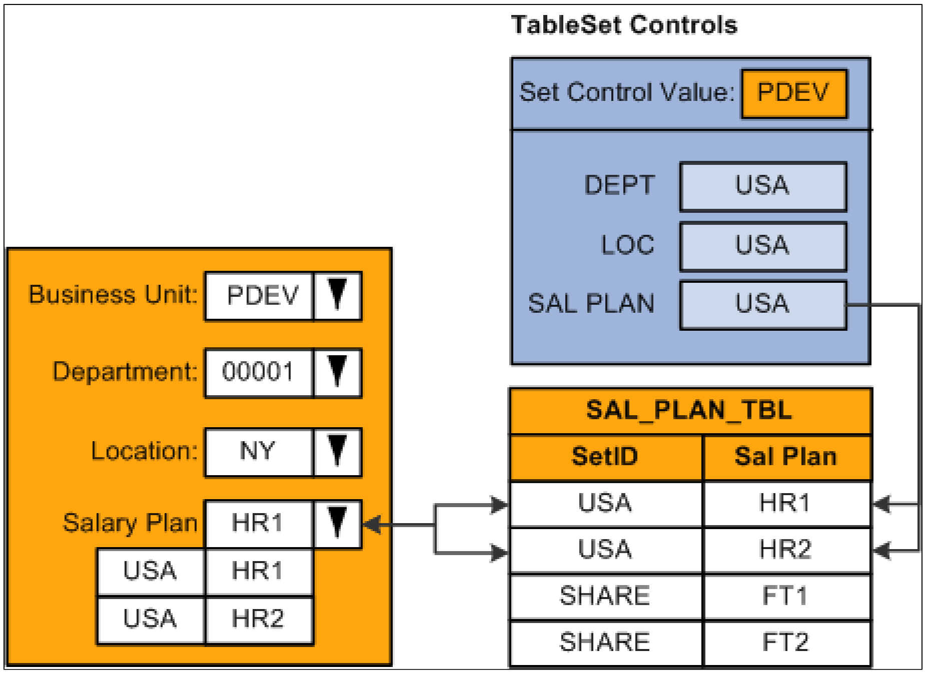


Image: You can only view and select from values with the valid set ID as defined for the field

When you select a salary plan, the system will only retrieve those rows from the Salary Plan table that begin with set ID USA, as defined on the tableset controls for business unit PDEV:



Note: Many of the set ID driven control tables enable you to review which business units have access to the selected set ID so that, as you set up your control values, you can confirm that they will be available to the appropriate business units.

Working with Permissions Lists and System Defaults

These topics discuss how to:

- Link to permissions lists.
- Define business unit HR defaults.
- Determine system default values.

Linking to Permission Lists

PeopleSoft security is based on building blocks called permission lists. Permission lists grant users access to applications, functionality, menus, data, and so on. Most permission lists are grouped into roles and the roles are granted to users. However, there are four permission lists that control specific aspects of the application that are assigned directly to the user profiles.

One of these permission lists, the primary permission list, determines which default values the system enters for the user (among other things). On the Org Defaults by Permission List component (OPR_DEF_TBL_HR) set up primary permission lists with:

- Default values for the following fields:
    - Business Unit
    - Set ID
    - Company
    - Country
    - Regulatory Region
    - To Currency
    - Currency Rate Type
- Application settings, such as the payroll system and industry.

When a user logs onto the system, the system references the user's primary permission list to determine which settings to apply and which values to enter as defaults on components that support primary permission list defaulting. This helps to ensure that users are entering the right information for the kind of work that they do.

Note: Not all components use the defaults from the primary permission list.

Warning! Not associating system users with permission lists can result in serious data errors in PeopleSoft Human Resources.

For more information, see product documentation for *PeopleTools: Security Administration*.

Related Links

Understanding PeopleSoft Security
Understanding Data Permission Security for HCM

Defining Business Unit HR Defaults

When users access an HCM component, the system populates some of the fields, such as business unit, company, and country using the values you associated with the user's primary permission list. You can also associate default values with set IDs on the Business Unit Options Defaults page (BUS_UNIT_OPT_HR).

Using the tableset controls and business unit default options you set up, the system determines the default values to enter in select fields on the transaction component. The system uses these defaults only on components where the system identifies the business unit field as a source for default values.

To set up business unit defaulting:

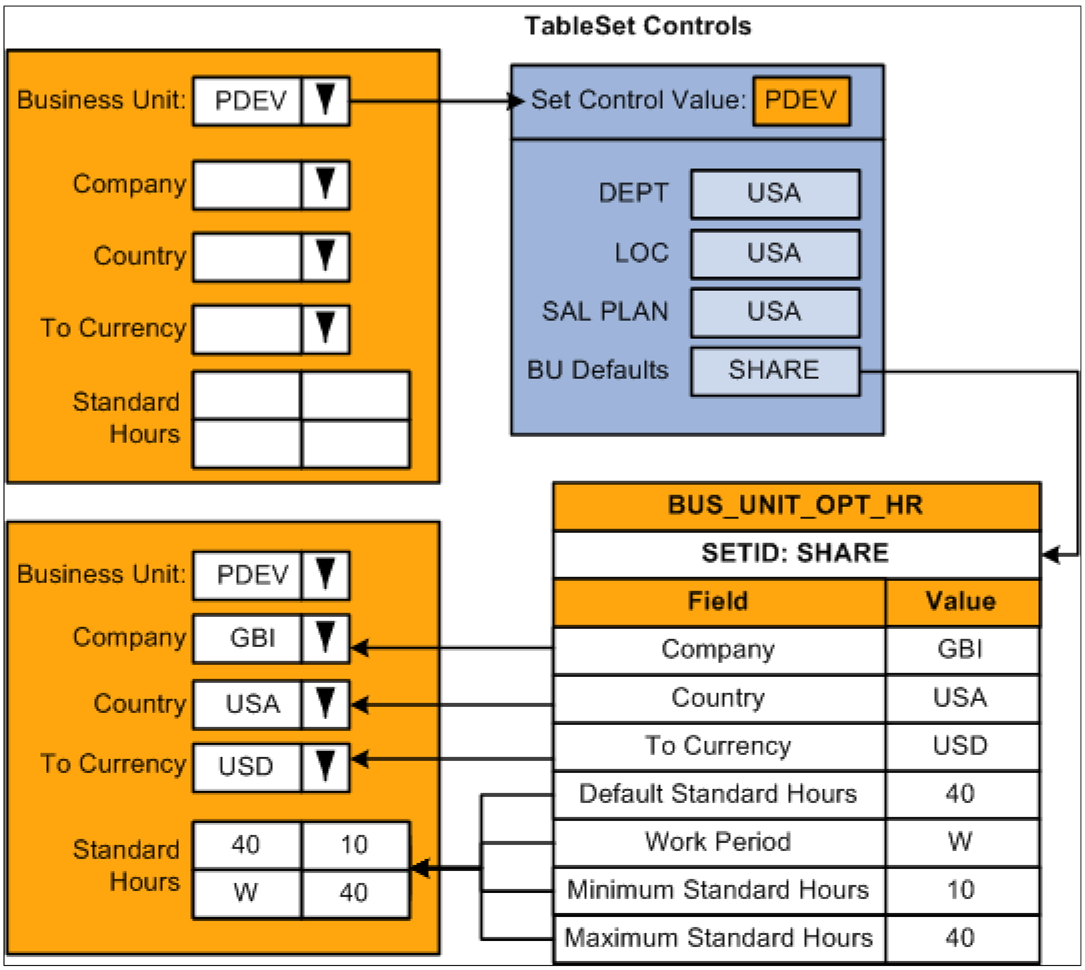
1. On the Tableset Control – Record Group page (SET_CNTRL_TABLE1), select the set ID that controls business unit defaulting for this business unit.

   This enables you to share defaulting rules across business units.

2. Enter the set ID's default values on the Business Unit Options Defaults component.

Image: The system determines the defaults for a selected business unit by referencing the tableset controls and the business unit default options

When a user accesses a component, which is driven by business unit defaulting, and selects a business unit, the system determines which set ID drives defaulting for that business unit by referencing the record group BU Defaults on Tableset Control table. For example, for business unit PDEV, the set ID for the record group BU Defaults row is SHARE. The system references the Business Unit Options Defaults component for set ID SHARE to retrieve the default values and then enters those values in the transaction component, as this diagram illustrates:



Note: The record group containing the Business Units Options Default record (BUS_UNIT_OPT_HR) is HR_06.

Setting up business unit defaults on the Business Unit Options Defaults page makes sense when you have multiple business units that share the same kind of defaults; but shared defaults are not readily organized by permission list but rather set ID.

Determining System Default Values

Most of the page-level defaults in the PeopleSoft HCM system are based on the primary permission list as opposed to business unit. Business unit defaulting generally only occurs on components that are driven by the business unit or that use EmplID as a high-level key.

This table lists the four most common scenarios in which the system must determine which default values to use, either the defaults that you defined on the Business Unit Options Defaults component or on the Org Defaults by Permission List component:

On the Component	***How the System Determines Defaults***
Select a business unit.	The system enters the default values from the Business Unit Default Options component.
Select an EmplID value, but no business unit value.	The system determines the person's business unit by checking the person's JOB record for that EmplID/ERN combination and then enters the default values from the Business Unit Default Options component.
The component does not have either the Business Unit or EmplID fields.	The system enters the default values from the Org Defaults by Permission List component.
The component uses a set ID without an associated business unit or EmplID value. (This is the situation on most setup and control components, such as the Location and Department components.)	The system enters the default values from the Org Defaults by Permission List component.

Warning! The paradigm above isn't strictly followed in the system and should be used as a guideline *only.* Actual defaulting at the page level is governed primarily by page functionality.

Note: Some degree of flexibility has been incorporated for exceptions to those pages that don't fall into either of these categories.

For more information, see product documentation for *PeopleTools: Security Administration* and *PeopleTools: Data Management*..

Chapter 4

Working with Regulatory Regions

Understanding Regulatory Regions

The Regulatory Region functionality in PeopleSoft Human Resources is for use in performing regulatory and regional edits. You use Regulatory Region to drive PeopleCode edits, perform set processing, and control what codes and values the user sees.

A regulatory region can be any region where there are specific laws and regulations that are addressed by functionality in PeopleSoft Human Resources. Many country-specific transactions are driven by regulatory requirements where Regulatory Region is used for transaction processing. These requirements include areas such as ethnicity, disability, and health and safety. When driven by Regulatory Region, the regulatory codes, PeopleCode edits, and set processing in the system can vary by country and for each transaction .

When your system users enter data into PeopleSoft Human Resources, you want them to use the codes and data that are applicable to the regulatory region that they are working with. Using the Regulatory Region feature helps ensure that your users focus on the correct data sets, making their data entry faster and more accurate.

This functionality is especially helpful for organizations that have a multinational workforce. Consider the following examples where the Regulatory Region concept would be useful for organizing your business data:

- An employee officially works in the U.S., but has a health and safety-related incident occur during a business trip in Canada. Using Regulatory Region in the Incident Details component, your users work with incident data and codes (body parts, dangerous occurrences, diagnosis codes, and so forth), that are applicable to the country in which the incident occurred.
- Your organization has implemented PeopleSoft Benefits Administration and would like to use its automatic eligibility processing capabilities to determine the benefits enrollment options for your U.S. and Canadian employees. Because benefits rules in Canada and the United States vary, you can use the Regulatory Region on the Eligibility Rules table to set up two sets of benefits eligibility rules: one set for your Canadian workers and another for your U.S. workers.

Understanding Regulatory Region Table Relationships

Use the following pages to review and set up Regulatory Region controls for your system:

- Regulatory Region (REG_REGION)
- Transaction (REG_TRX)
- Regions in Transaction (REG_TRX_REGION)

Use the Regulatory Region page to view or modify existing regulatory regions and to establish additional regulatory regions. The regulatory regions you create can be based on countries or regions within countries, such as states or provinces.

Use the Transaction page to view and modify existing transaction types or to establish and describe new regulatory transaction types.

Use the Regions In Transaction page to view and modify the regulatory regions that define existing regulatory transaction types and to establish the regions that define the new transaction types that you create.

The following table shows the relationships between the regulatory region pages that you use to define and administer regulatory regions in PeopleSoft Human Resources:

REG_REGION_TBL	**>**	***REG_TRX_REGION***	**<**	***REG_TRX***
REG_REGION DESCR50 COUNTRY REG_AVAIL		REG_TRX REG_REGION		REG_TRX DESCRLONG

These pages do not have an Effective Date or an Effective Status. Both REG_REGION_TBL and REG_TRX have Related Language tables. You can hide data that you don't want by either making the REG_AVAIL = NOT or removing it from the transaction's region list.

Note: During configuration, you must create regulatory regions before you can create transactions and establish the relationship between them. A regulatory region can be used by many transactions.

Establishing Regulatory Regions

While the system is delivered with defined regulatory regions, you might want to add new regulatory regions if you have operations in additional countries. Or you might want to create additional regulatory regions that correspond to regions within countries, such as states or provinces, that impact the way your company does business. For example, you might want to set up regulatory regions for each state in the United States, if you thought that significant regulatory codes or data definitions would vary from state to state. Use the Regulatory Region page to establish these additional regulatory regions.

Note: You don't have to create new regulatory regions. You create new regulatory regions only if there is a special need, perhaps to accommodate specific local regulations. You do have to use the existing regulatory regions that are already in the system. If you have operations in only one country, and you want to limit the impact of Regulatory Region on your data entry users, then you can assign your one region as the default region in the Org Defaults by Permission Lst component (OPR_DEF_TBL_HR).

Note: Although the scope of a regulatory region can be smaller than a country, PeopleSoft recommends that the standard Regulatory Region be at the country level.

To simplify matters and provide consistency, we recommend that you use the following naming standard when creating new regulatory regions:

- For new country-level regulatory regions, use the 3-character, ISO-certified country code found in the Country Table component (COUNTRY_TABLE).
- For regions that are smaller than a country, use the 3-character country code and concatenate a 2-character unique regional identifier. For example, use *CCCSS* for state-level or province-level regions, where *CCC* is the country code and *SS* is the state or province code. Using this system, the regulatory region code for Canada - British Columbia is *CANBC*.

Related Links

Establishing Regulatory Transaction Types

Associating a Regulatory Region with a Transaction

These topics provide an overview of regulatory regions and transactions and discuss how to:

- Maintain regulatory regions.
- Use regulatory regions for transaction processing.
- Establish default regulatory regions.
- Assess the impact on PeopleCode transaction processing.
- Create prompt edit transaction views for REG_REGION.
- Add REG_REGION to human resources transactions.

Understanding Regulatory Regions and Transactions

Regulatory Region is used as a control field on pages throughout your PeopleSoft Human Resources system. It is almost always a required field.

PeopleCode is used to associate the desired Regulatory Transaction type or view with the specific transactions that are processed on a page. Regulatory Region fields have an edit prompt off the transaction specific view. The view displays to a user only those countries that are available for that Regulatory Transaction type and for which the user has security access.

A system of standard defaults assists the user in selecting the appropriate regulatory region and transaction.

Note: Usually you can override the defaults to ensure that the proper regulatory region is assigned to a transaction.

Maintaining Regulatory Regions

The size and definition of a regulatory region can be smaller or larger than a country, varying by the transaction or application. However, the standard region is a Country Code.

You can create additional transaction or application views that display only the applicable regions for that transaction. Place the Regulatory Region field on that transaction record and define an edit prompt in the transaction-specific view. The view should display only those countries that are available to the user (either *Available to All* or *With Global Security Only,* joined with user Global Security). For example, the following table shows some regulatory regions that are already in the system:

Transaction Type	***Reg Region (Char 10)***	***Description (Descr)***	***Country Code (Alt-Search)***	***Security Availability Status***
Standard	BEL	Belgium	BEL	With Global Security Only
Health and Safety	BEL	Belgium	BEL	
Standard	CAN	Canada	CAN	Available to All
Health and Safety	CANBC	Canada - British Columbia	CAN	
Standard	DEU	Germany	DEU	Available to All
Standard	FRA	France	FRA	Not Available to Anyone
Standard	GBR	UK	GBR	With Global Security Only
Standard	JPN	Japan	JPN	Not Available to Anyone
Standard	NLD	Netherlands	NLD	Not Available to Anyone
Health and Safety	QC	Canada - Quebec	CAN	
Standard	USA	United States	USA	Available to All

You can add regulatory regions for your own configuration. For example, you can add the 50 U.S. states and differentiate at that level for most transactions.

Using Regulatory Regions for Transaction Processing

The system identifies the general regulatory region for a person by looking at the current effective Job Data record for each EmplID and employee record number combination.

For PeopleSoft Human Resources business process functions that need a different regulatory region for a transaction than is generally associated with a person, add Regulatory Region to that transaction. Use a Transaction view (normally STANDARD) from the Regulatory Region table to provide the appropriate prompt of Regulatory Regions for that transaction.

Once REG_REGION is in a page buffer, you can perform regional edits and set processing.

Note: Be sure to use the Country field (related display) of the region for all country specific edits to ensure that the user can go to a finer level of detail for other edits.

Establishing Default Regulatory Regions

Regulatory Region is almost always a required field. The system establishes the default Regulatory Region in different ways, depending on the PeopleSoft Human Resources business process. You can always override these defaults. The following table lists the components that default a Regulatory Region value and the pages the value defaults from.

Component	***Default regulatory region value from:***
Position Data (POSITION_DATA)	Org Defaults by Permission Lst
Job Data (JOB_DATA)	Position Data (if the worker is assigned to a position) *or* Org Defaults by Permission Lst (if the worker is not assigned to a position)
Incident Details (HS_INCIDENT)	Org Defaults by Permission Lst
Disability (DISABILITY)	Job Data
Establishment (ESTABLISHMENT_DATA)	Org Defaults by Permission Lst
Job Openings (HRS_JOB_OPENING)	Position Data (if the job opening is assigned to a position) *or* Org Defaults by Permission Lst (if the job opening is not assigned to a position)

Related Links

"Understanding Health and Safety Incidents" (PeopleSoft HCM 9.2: Human Resources Monitor Health and Safety)

Setting Up Primary Permission List Preferences

"Tracking Disabilities" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Defining Establishments

"Creating Positions" (PeopleSoft HCM 9.2: Human Resources Manage Positions)

Assessing the Impact on PeopleCode Transaction Processing

Most transactions involve the Regulatory Transaction type STANDARD. The system performs PeopleCode edits against the person's Regulatory Region in the Job Data component and establishes the appropriate transaction PeopleCode that the system should apply to page processes, based on the regulatory region that you enter.

Note: The Regulatory Region field is required on the Job Data pages. On the Job Data pages, you see only the STANDARD list of regulatory regions to which you have security access.

For Health and Safety transactions or incidents, the Regulatory Transaction type HANDS is used because it includes the Canadian provinces as regulatory regions. The Regulatory Region value on the Org

Defaults by Permission Lst component appears by default on the Incident Data and Incident Reporting pages.

Creating Prompt Edit Transaction Views for REG_REGION

Because there are two types of transactions in PeopleSoft Human Resources (STANDARD for employee transactions and HANDS for Health and Safety transactions), there are two different prompt views for those transactions. When you add a transaction to your system, you include a new prompt view that can be built from the views that are included in the system.

```
REG_STANDARD_VW

SELECT

S.OPRID,

R.REG_REGION,

R.DESCR50,

R.COUNTRY

FROM PS_REG_REGION_TBL R,

      PS_REG_TRX_REGION  T,

      PSOPRDEFN S

WHERE T.REG_TRX = 'STANDARD'

AND T.REG_REGION =   R.REG_REGION

      AND (R.REG_AVAIL = 'ALL'

          OR (R.REG_AVAIL = 'GBL'

              AND S.OPRID = (SELECT OPRID FROM PS_SCRTY_TBL_GBL G

              WHERE S.OPRID = G.OPRID

              AND G.COUNTRY = R.COUNTRY)))

REG_HANDS_VW

SELECT

S.OPRID,

R.REG_REGION,

R.DESCR50,

R.COUNTRY

FROM PS_REG_REGION_TBL R,

      PS_REG_TRX_REGION  T,

      PSOPRDEFN S

WHERE T.REG_TRX = 'HANDS'

AND T.REG_REGION =   R.REG_REGION

      AND (R.REG_AVAIL = 'ALL'

          OR (R.REG_AVAIL = 'GBL'

              AND S.OPRID = (SELECT OPRID FROM PS_SCRTY_TBL_GBL G

              WHERE S.OPRID = G.OPRID

              AND G.COUNTRY = R.COUNTRY)))
```

Note: You can create new transaction views by doing a Save As and changing the hard-coded transaction name.

Adding REG_REGION to Human Resources Transactions

The following two examples show how to associate regulatory regions with human resources transactions:

Example - Job Data

To associate REG_REGION to a person on the Job Data pages:

1. Add the REG_REGION field to the record JOB.
2. Make the REG_REGION field a required field.
3. After adding the field to the record, define a prompt edit from the standard view (REG_STANDARD_VW).
4. Add this field to the page JOB_DATA1.

Now, when you prompt on the Regulatory Region, you see only those Regulatory Regions to which you have security access.

Example - Health and Safety

We associated Regulatory Region with incidents in Health and Safety. Regulatory Region is a required field that controls the values that are returned by all the Health and Safety setup pages that have Set ID as their primary key. For example, if the Regulatory Region for an incident is specified as GBR (United Kingdom), then only GBR codes for Dangerous Occurrences appear on the Incident Details - Description page (HS_INC_DESCRIPTION). Health and Safety incidents have REG_HANDS_VW as the prompt edit.

Warning! All linked setup values for an incident must belong to the same regulatory region. If the Regulatory Region is altered (such as when you are operating in update/display mode), and the Set ID for the new Regulatory Region is different from the original, all linked setup fields and values are deleted to prevent inconsistent data. For example, the Set ID for the Regulatory Region USA is *USA,* and for GBR it is *GBR.*. If the Regulatory Region for an already established *USA* incident is changed to *GBR,* then all of the linked details on the Incident Details pages are lost. The system prompts you that the Regulatory Region is about to be changed, and you can choose whether to proceed before the values are deleted or not.

In Health and Safety, the following Set IDs are mapped for each regulatory region, as shown:

Regulatory Region	***Set ID***
BEL	STD
CANAB	CAN
CANBC	CANBC
CANMB	CAN

Regulatory Region	***Set ID***
CANNB	CAN
CANNF	CAN
CANNS	CAN
CANON	CAN
CANQC	CAN
CANSK	CAN
DEU	DEU
FRA	FRA
GBR	GBR
JPN	STD
NLD	STD
USA	USA

These regulatory regions were mapped to these Set IDs on the TableSet Control − Record Group page (SET_CNTRL_TABLE1).

All regulatory regions that have region-specific sets of codes or values in the Health and Safety system are mapped to a Set ID of the same name. This group includes CANBC, DEU, FRA, GBR, and USA.

The other regulatory regions that aren't mapped to a Set ID of the same name fall into two additional categories. Except for British Columbia, the Canadian provinces have no specific provincial codes or values in the system and are mapped to the Set ID CAN.

All the other countries that are supported directly in PeopleSoft Human Resources and that don't have any region specific codes or values in the system are mapped to a generic Set ID value of *STD.* This group includes JPN, BEL, and NLD.

Additional Transaction Modifications for Regulatory Region

We've added Regulatory Region to the following PeopleSoft Human Resources components:

- Position Data, with REG_STANDARD_VW as the prompt edit.
- Job Openings, with REG_STANDARD_VW as the prompt edit.
- Establishment, with REG_STANDARD_VW as the prompt edit.
- Org Defaults by Permission Lst, with REG_STANDARD_VW as the prompt edit.

- Disability/Accommodation Request, with REG_STANDARD_VW as the prompt edit.

See "Creating Positions" (PeopleSoft HCM 9.2: Human Resources Manage Positions).

See "Understanding Job Openings" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

See Defining Establishments.

See Setting Up Primary Permission List Preferences.

See "Tracking Disabilities" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Chapter 5

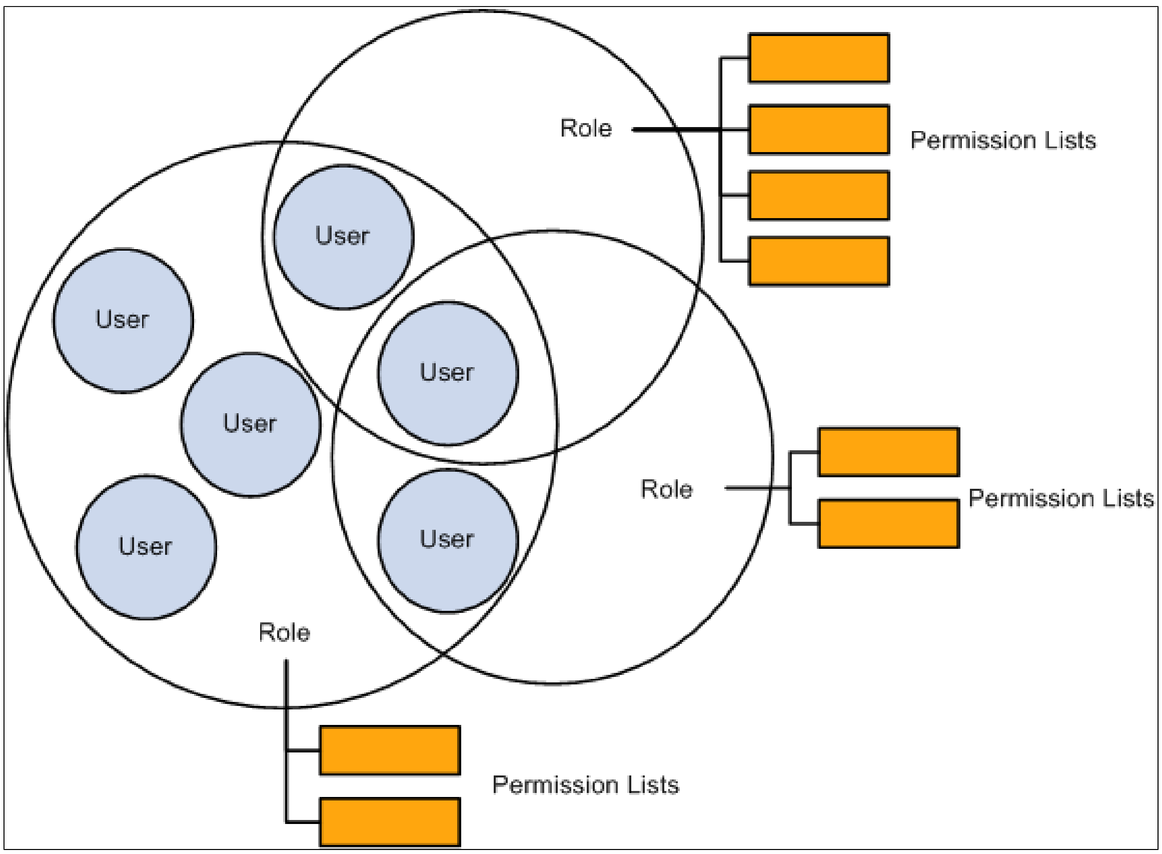
Setting Up and Administering HCM Security

Understanding PeopleSoft Security

PeopleSoft security is based on permission lists and roles.

Image: A user's security profile is made up of permission lists and roles

This diagram illustrates how permission lists are assigned to roles and then roles assigned to user IDs to create user security profiles:



To administer security:

1. Create permission lists.

2. Create roles and attach permission lists to roles.

3. Create user IDs and attach permission lists and roles to user IDs.

Create Permission Lists

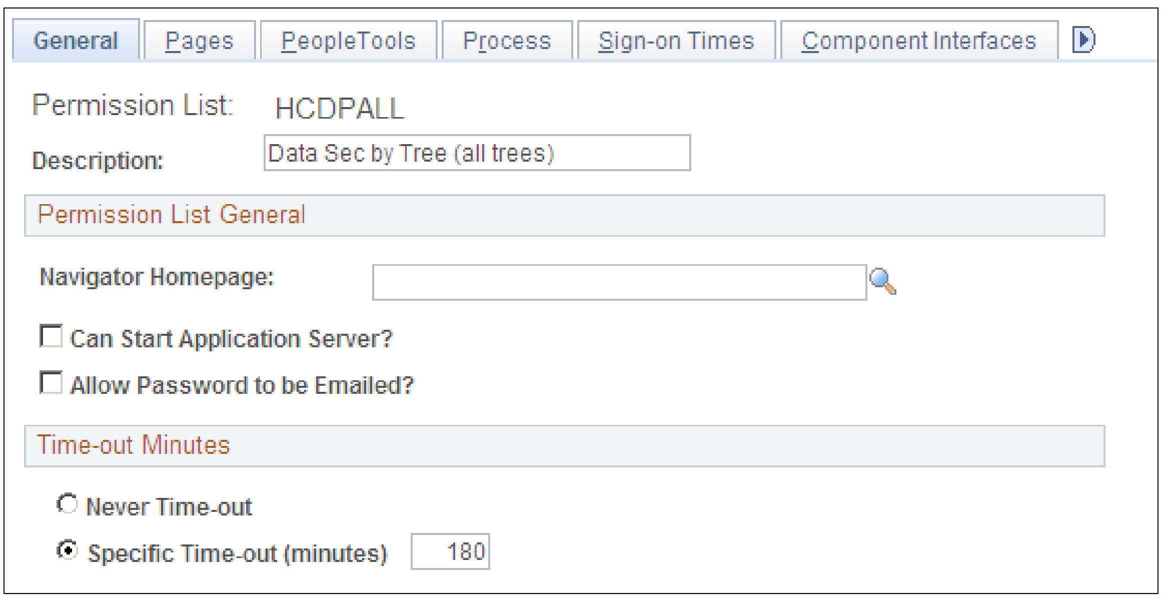
Create permission lists and assign to them access to menus, components, component interfaces, pages, global functionality, along with other information. Permission lists are assigned to roles; however, some permission lists are assigned directly to the user.

Important! Be sure to start with a thorough analysis of your security requirements. For example, if a user has access to a position management page that uses a component interface to update the job data tables, then the user needs permissions for the job data component interface as well as for the position management page.

Create permission lists using the Permission Lists component (ACCESS_CNTRL_LISTX) or Copy Permission Lists component (PERMISSION_SAVEAS) by navigating to PeopleTools > Security > Permissions & Roles and selecting the appropriate permission list component.

Image: Create permission lists in the Permission Lists component or Copy Permission Lists component

This example illustrates creating permission lists in the Permission Lists component or Copy Permission Lists component.



Note: Assign data permission to permission lists on the Security by Dept Tree page (SCRTY_TABL_DEPT) and the Security by Permission List page (SCRTY_CLASS) by navigating to Set Up HCM > Security > Core Row Level Security and selecting the appropriate component.

See *PeopleTools: Security Administration,* "Setting Up Permission Lists".

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Create Roles

Create roles and assign permission lists to the roles. The access you granted to the permission lists combines under the role. For example, you would assign the permission lists required by your workforce's managers to the role of Manager which, combined, give your managers security access to all elements of the system that managers need. Roles are assigned to the user.

Create roles using the Roles component (ROLEMAINT) or Copy Roles component (ROLE_SAVEAS) by navigating to PeopleTools > Security > Permissions & Roles and selecting the appropriate roles component.

Image: Assign permission lists to roles on the Permission Lists page (ROLE_CLASS)

This example illustrates assigning permission lists to roles on the Permission Lists page (ROLE_CLASS).

See *PeopleTools: Security Administration,* "Setting Up Roles".

Create User IDs

Create user IDs and assign to user IDs roles and permission lists to give them access to the system as appropriate.

In addition to the permission lists assigned to roles, the following four specific permission lists are assigned directly to the user on the User Profile - General page (USER_GENERAL) by navigating to PeopleTools > Security > User Profiles > User Profiles > General. Unlike the permission lists assigned to roles, users can have only one each of these four permission lists:

- Navigator Homepage

  Navigation homepages are used by PeopleSoft Workflow.

- Process Profile

  Process profiles contain PeopleSoft Process Scheduler authorizations.

- Primary

  Primary permission lists grant global security.

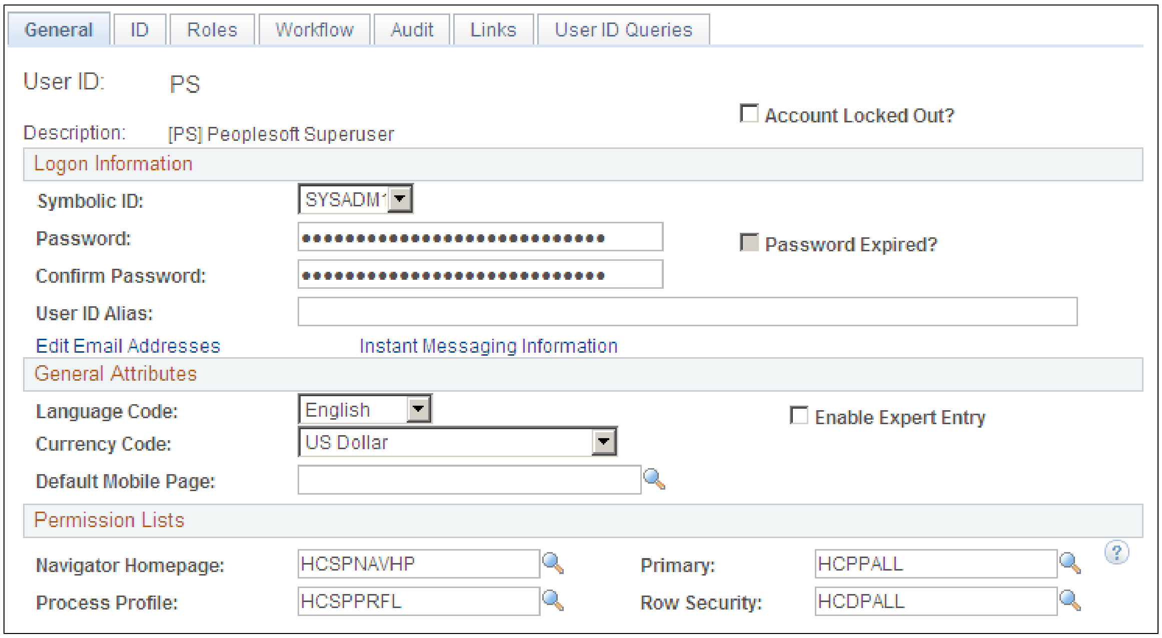
- Row Security

  Row Security permission lists grant data-permission security based on a department security tree. Assign data permission to permission lists on the Security by Dept Tree page.

Note: On the Security by Permission List page you can assign data permission to permission lists that you attach to roles.

Image: Create user IDs in the User Profiles component or Copy User Profiles component and assign the Navigator Homepage, Process Profile, Primary, and Row Security permission lists directly to the user profile on the General page

This example illustrates creating user IDs in the User Profiles component or Copy User Profiles component and assign the Navigator Homepage, Process Profile, Primary, and Row Security permission lists directly to the user profile on the General page.



Roles and permission lists combine under the user ID to give users their security access. For example, the HR Training Manager would have the roles of manager, instructor, and employee to meet her access needs as a manager, instructor, and employee. Managers in different departments would have the same manager and employee roles, in addition to other roles that meet their needs.

Assign roles to users using the User Profiles - Roles page (USER_ROLES) by navigating to PeopleTools > Security > User Profiles > User Profiles > Roles:

Image: Assign roles to user IDs on the User Profiles - Roles page

This example illustrates assigning roles to user IDs on the User Profiles - Roles page.

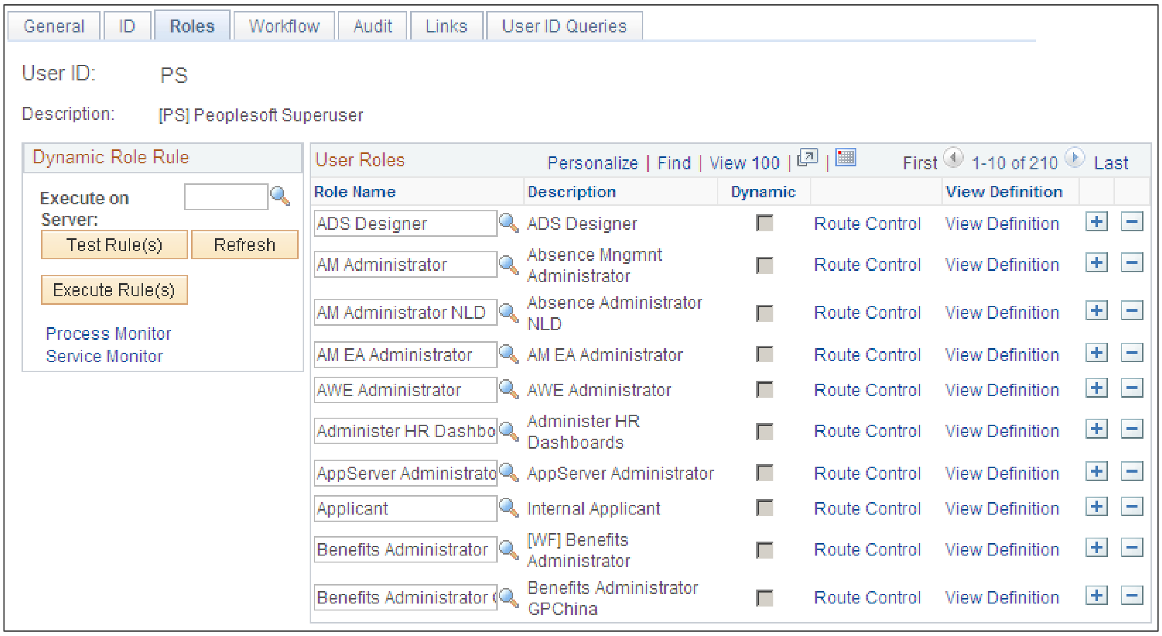
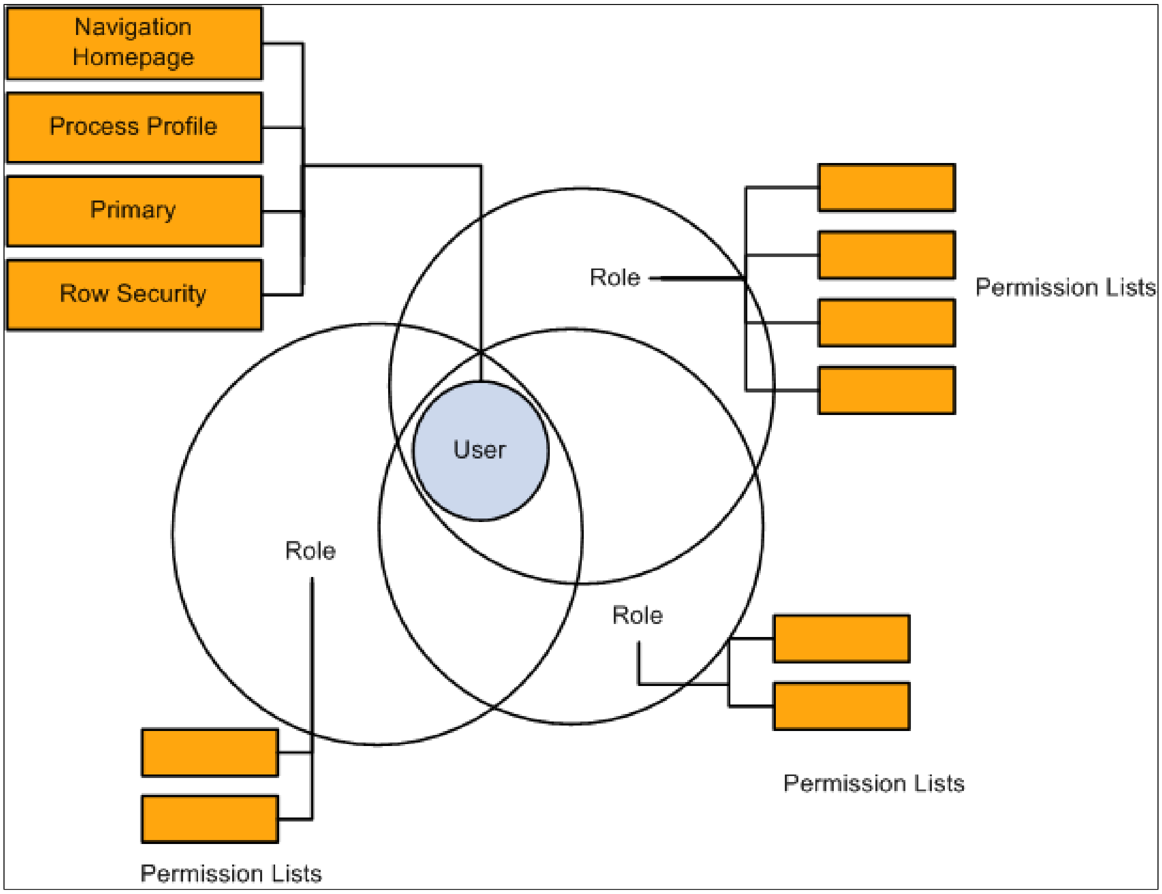


Image: User security profiles are made up of the combined permissions of the roles and permission lists assigned to them

This diagram illustrates how a user's security profile is made up of assigned roles, and the permission lists assigned to those roles, as well as permission lists assigned directly to the user:



See *PeopleTools: Security Administration,* "Administering User Profiles"

Understanding Data Permission Security for HCM

Data permission security refers to controlling access to the rows of data in your system. In PeopleSoft HCM, you can control access to the following types of data:

- People.
  - Employees.
  - Contingent workers.
  - People of interest (POIs) with jobs.
  - People of interest (POIs) without jobs.

  Note: The data of people of interest without jobs is secured differently from the data of people with jobs.

- Recruiting job openings.
- Departments.

Note: Row security for departments secures department budgets and positions, if you are using Manage Positions. The Departments component is not secured by data permission so control access to department definitions by restricting access to the component or change the search record to DEPT_SEC_SRCH.

Data Security and Data Retrieval

The system enforces data permission security with security search views. To understand how this is done it helps to understand how the system retrieves data when you access a component.

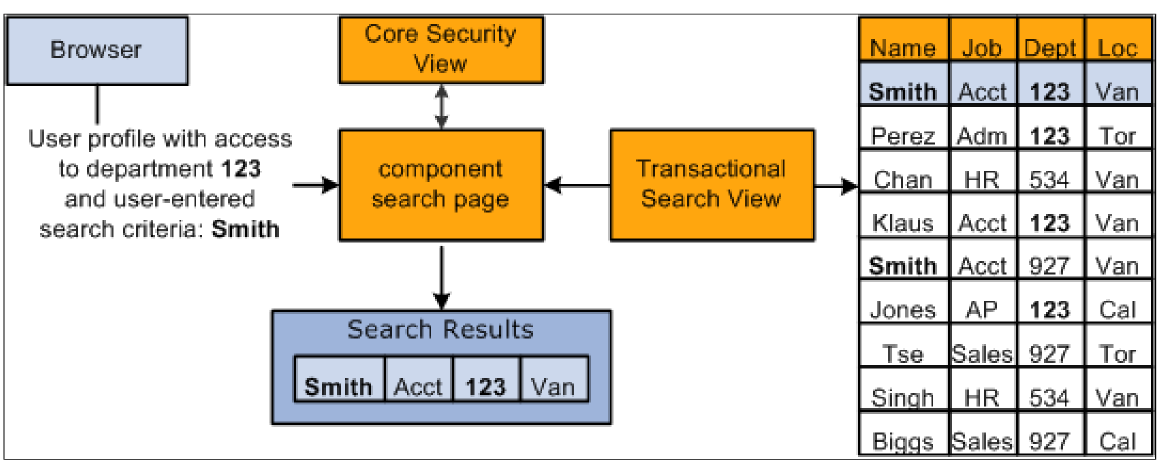
When you open a component in PeopleSoft HCM the system displays a search page. The search page represents the search record and the fields that appear are the search keys and alternate key fields that uniquely identify each row of data. The system uses the information that you enter in the key or alternate key fields to select the rows of data that you want to view or manipulate (except for the Add action, where you enter a key and the system creates a new data row). For example, a search page may have EmplID as a key field and Name as an alternate key. If you enter *Smith* in the Name field, the system retrieves all data rows with Name field data that matches *Smith.*

The system also uses search records to enforce data permission security. Search views for components that contain sensitive data also contain a security view to control data access.

The system adds the user's security profile, including their user ID and the values of the permission lists attached to their user profile, to the SQL (Structured Query Language) select statement along with the values that the user entered on the search page. The system retrieves the data that matches the criteria from the search page and the user's data permission lists. The system doesn't retrieve data for people to whom you haven't granted the user's permission lists data access.

Image: User profile information, search criteria, and the security view enforce data permission security

Using the above example, if you enter *Smith* in the Name alternate key field, the system retrieves data only for the people with the name *Smith* to whom you have access, which are workers in department 123. Workers with the name of *Smith* outside of your security permission, department 123, are not retrieved or accessible to you as the user. This diagram illustrates the data retrieval process:



Note: Security for process and queries is enforced in much the same way.

Not all PeopleSoft HCM components require data permission security. Their security requirements can be met using application security (restricting access to the entire page, component, or menu). Only components containing sensitive information, such as salary information, use the security search views. If necessary, you can add data permission security to any component that accesses person data, as long as the search records are defined as SQL views (some search records are defined as SQL tables).

A component can have only one search record. To associate more than one search record with a component (for example, data level security for some users and not for others), you reinstall the component on different menus, one for each search record, and grant access to the appropriate component using application security.

Core Security Views

PeopleSoft delivers the following core security views for components tracking people:

Security Views for Components Storing All Person Types			
Type	***Includes Future-Dated Security***	***Security View***	***Rows Returned***
Component search view	Yes	PERALL_SEC_SRCH	One row per EMPLID and distinct search items. Includes future-dated rows.
SQR view	No	PERALL_SEC_SQR	One row per EMPLID.
Query view	No	PERALL_SEC_QRY	One row per EMPLID.

Security Views for Components Storing People With Jobs			
Type	***Includes Future-Dated Security***	***Security View***	***Rows Returned***
Component search view	Yes	PERS_SRCH_GBL	One row per EMPLID and EMPL_RCD combination, effective date, and distinct search items. Includes future-dated rows.
Component search view	Yes	PERS_SRCH_EMP	One row per EMPLID for employees only. Includes future-dated rows.
Component search view	No	PERS_SRCH_CURR	One row per EMPLID.
SQR view	No	FAST_SQR_SEC_VW	One row per EMPLID.
Query view	No	PERS_SRCH_QRY	One row per EMPLID.

Security Views for Components Storing People With Jobs			
Type	***Includes Future-Dated Security***	***Security View***	***Rows Returned***
Prompt view	No	EMPL_ACTV_SRCH	One row per EMPLID for people with current, active (as of the system date) job records.
Prompt view	No	WORKER_PROMPT	One row per EMPLID for employees and contingent workers with current, active (as of the effective date of the component) job records.

Security Views for Components Storing People With Potentially More Than One Job Data Record			
Type	***Includes Future-Dated Security***	***Security View***	***Rows Returned***
Component search view	Yes	EMPLMT_SRCH_GBL	One row per EMPLID and EMPL_RCD combination, effective date, and distinct search items. Includes future-dated rows.
Component search view	Yes	EMPLMT_SRCH_EMPbe	One row per EMPLID and EMPL_RCD combination for employees only. Includes future-dated rows.
SQR View	Yes	FAST_SQRFUT_SEC	One row per EMPLID. Includes future-dated rows.
SQR view	No	FAST_SQR_SEC_VW	One row per EMPLID and EMPL_RCD combination.
Query view	No	EMPLMT_SRCH_QRY	One row per EMPLID and EMPL_RCD combination.
Prompt view	No	PERJOB_PROMPT	One row per EMPLID for people with current, active (as of the effective date of the component) job records.

Security Views for Components Storing People Without Jobs			
Type	***Includes Future-Dated Security***	***Security View***	***Rows Returned***
Component search view	N/A	POI_SEC_SRCH	One row per EMPLID, POI _TYPE and distinct search items.
SQR view	N/A	POI_SEC_SQR	One row per EMPLID and POI_TYPE.
Query view	N/A	POI_SEC_QRY	One row per EMPLID and POI_TYPE.

See *PeopleTools: PeopleSoft Application Designer*

Security Data

Data permission is controlled on two sides: transaction and user.

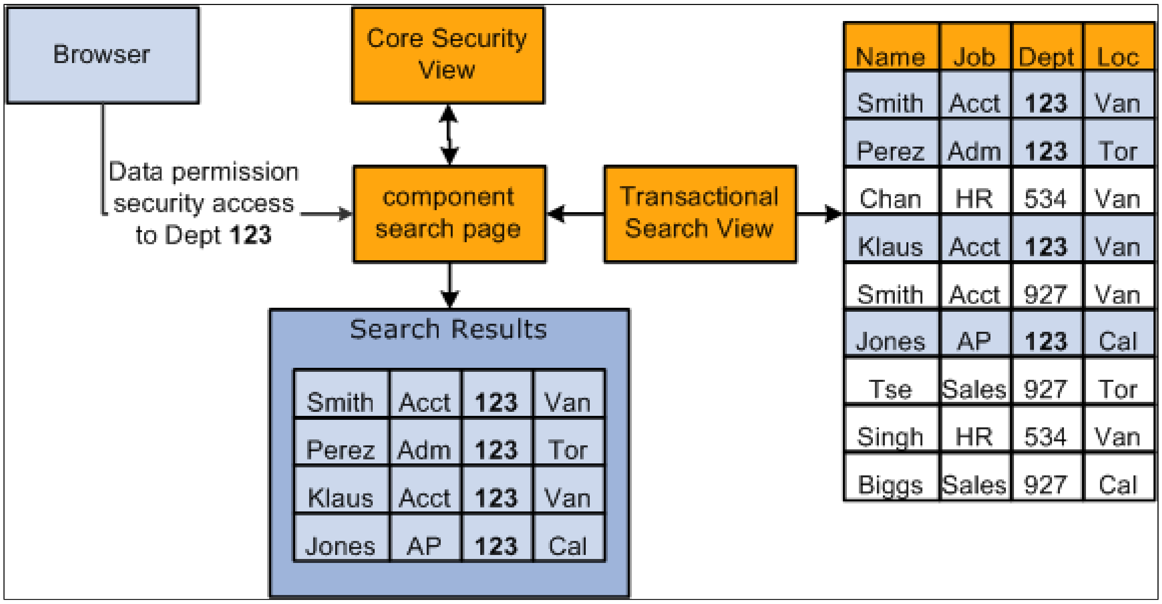
Transaction Security Data

Transaction data is the data that is being secured. Certain transaction fields on a transaction data row are used to secure access to that row. The data in these fields is called transaction security data. When the value of the transaction security data matches the value that a user can access (user security data), the system makes the entire row of data available to the user.

When the user accesses the component search page the security search view filters the data rows, displaying only the rows of data with the same transaction security values that the user has access to.

Image: The department field is the transaction value securing the data rows

This diagram shows the Department field being used as transaction security data to secure the data of people in the organization in which the user only has security access to the workers in department 123:



This table lists where you enter and maintain transaction data, to which record the transaction data is saved, and which fields can be used as transaction security data:

Data Type	***Transaction Component in which Data is Entered or Maintained***	***Record Storing Transaction Data***	***Fields Available for Transaction Security Data***
Departments	Departments component (DEPARTMENT_TBL)	DEPT_TBL	• Set ID • Department
Job openings	Job Opening page (HRS_JO_360)	HRS_JOB_OPENING	• Company • Business Unit • DeptID • Location

Data Type	***Transaction Component in which Data is Entered or Maintained***	***Record Storing Transaction Data***	***Fields Available for Transaction Security Data***
• Employees • Contingent workers • POIs with jobs	• Add Employment Instance component (JOB_DATA_EMP) • Add Contingent Worker Instance component (JOB_DATA_CWR) • Add POI Instance component (JOB_DATA_POI) • Job Data component (JOB_DATA)	JOB	• Organizational Relationship (employee, contingent worker, or POI) • Regulatory Region • Company • Business Unit • Department • Location • Salary Plan • Pay Group (for customers using Payroll for North America)
POIs without jobs	• Add a POI Relationship component (PERS_POI_ADD) • Maintain a Person's POI Reltn component (PERS_POI_MAINTAIN)	PER_POI_SCRTY	• POI Type • POI Type and Business Unit • POI Type and Institution • POI Type and Company

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Note: All people, regardless of type, are first entered in the Add a Person component (PERSONAL_DATA), where you enter their personal information and assign them an ID. These pages do not capture any transaction security data. Transaction security data is captured on the components that you use to enter details about the person's relationship to the organization.

Note: If you create a person but do not create a job data record or POI type record for them the system will save the person as a POI without job with a POI Type of *Unknown.* Somebody in your organization must have data permission access to unknown POIs in order to access their data and create either a job data or POI type record for them, otherwise the data is inaccessible.
Make sure that users who enter people into the system understand the consequences of not *creating* and *saving* a Job Data or POI type record for new people at the time the person is entered in the system.
When a transaction record is successfully completed and saved for the person on the Add an Employment Instance component, Add a Contingent Worker component, Add a POI Instance component, or Add a POI Reltn. component, the system deletes the Unknown POI instance for that person.

See "Adding a Person" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

See "Controlling Data Access for POIs Without Jobs" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

See "Adding Organizational Instances for Employees, Contingent Workers, and POIs" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

User Security Data

User security data is the data about a user's security access. It enables the system to ensure that users have access only to that which you have granted them access. User security data for HCM data permission is the data permission that you assign to permission lists and the roles and users to whom you assign the permission lists.

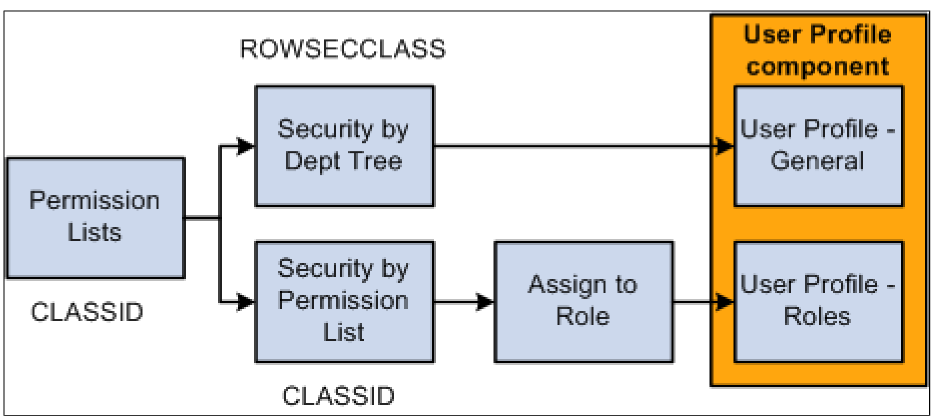
Data permission is granted to row security (tree-based) permission lists (ROWSECCLASS) and regular (role-based) permission lists (CLASSID). Both permission lists are created using the Permission Lists component and Copy Permission Lists component.

When you create a permission list on the Permission Lists component you can assign security to a number of different aspects of the application. Data permission is assigned separately on the Security by Dept Tree page and Security by Permission List page.

Note: When you add a permission list to the Security by Dept. Tree component, the system saves it as ROWSECCLASS.

Image: Create permission lists, assign to them data permission, and assign them to users

This diagram shows that permission lists are created, assigned data permission (using either security by department tree or security by permission list), and then assigned to a user directly on the User Profile - General page as the Row Security permission list or assigned to a user on the User Profile - Roles page by assigning roles to the user, which are associated with permission lists:



This table lists the key differences between role-based permission lists with data permission and row security permission lists:

Row Security Permission Lists	***Role-Based Permission Lists***
Are assigned to users on the Row Security field on the User Profile – General page.	Are assigned to users by way of roles.
Are limited to one per user.	Users can have multiple role-based permission lists and the combined data permission access of each list.

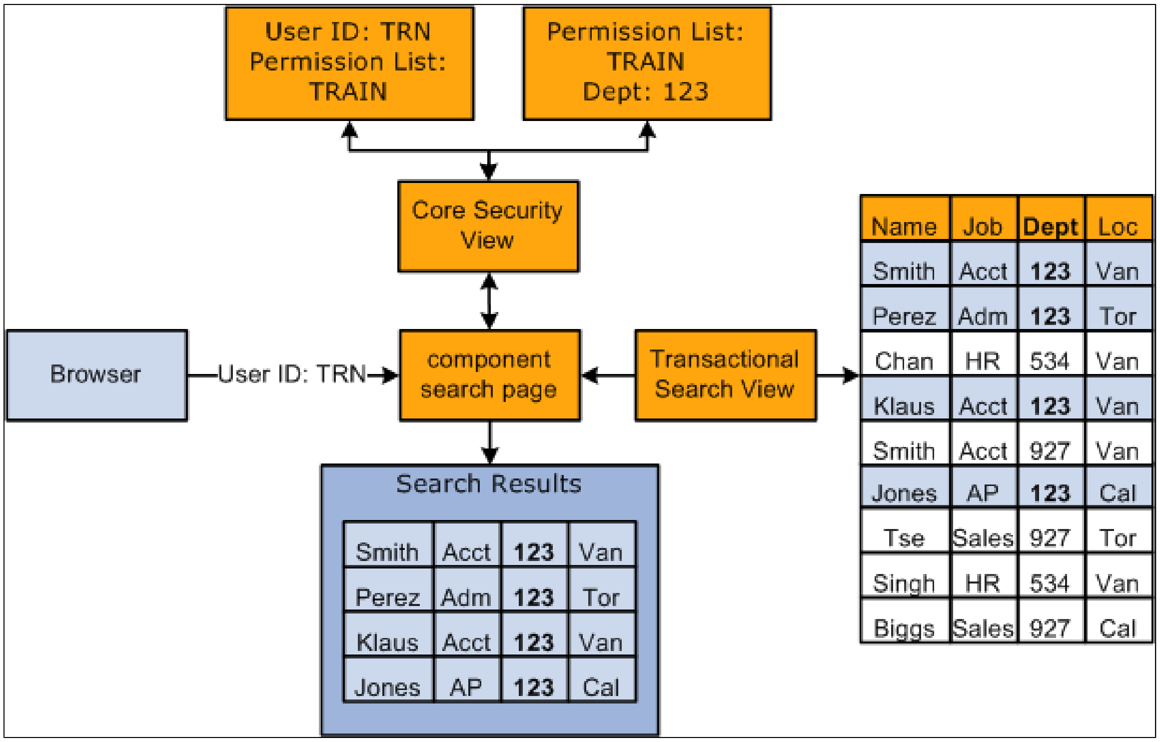
Row Security Permission Lists	***Role-Based Permission Lists***
Bring with them only the data permission assigned to the user on the Row Security field on the User Profile - General page.	Bring with them data permission access assigned to them on the Security by Permission List page and any application security access granted to the permission list on the Permission Lists component. The user will not have access to any data permission assigned to them on the Security by Dept Tree page.
Should have only department security tree-based security.	Can have only non-department tree-based security.

Note: You can use the same permission list as a row security permission list and a role-based permission list by adding it to both the Security by Dept Tree component and Security by Permission List component and then adding them to the user on the User Profile - General page and by way of roles.

Note: The system recognizes non-tree based security associated with row security permission lists. Customers who modified the system to use non-tree based security in previous releases only have to import the customized table capturing the row security permission lists and security definitions into SJT_CLASS. You can continue to assign the permission lists to users in the Row Security field on the User Profile - General page.
New customers, or customers using non-tree based security for the first time, should use role-based permission lists. This will provide you much greater flexibility.

Image: The system determines which permission lists a user has and what data permission is granted by the permission list before retrieving the matching data rows

This diagram shows the search page determining which permission lists a user has and what data permission the list gives the user. The user, TRN, is associated with the permission list TRAIN for both row security and permission lists through roles. Since permission list TRAIN is granted access to worker's records in department 123 only, the search results will display only those workers from this department:



This table lists where you enter and maintain user security data and to which record the user security data is saved:

Data Type	***Security Page in which Data is Entered or Maintained***	***Record Storing User Security Data***
Row security permission lists	Security by Dept Tree page	SCRTY_TBL_DEPT This data is loaded into SJT_CLASS_ ALL
Role-based permission lists	Security by Permission List page	SJT_CLASS This data is loaded into SJT_CLASS_ ALL
Permission lists assigned to roles	Roles - Permission Lists page	PSROLECLASS This data is loaded into SJT_OPR_CLS.
Roles assigned to users	User Profile - Roles page	PSROLEUSER This data is loaded into SJT_OPR_CLS

Data Type	*Security Page in which Data is Entered or Maintained*	*Record Storing User Security Data*
Row security permission lists assigned to users	User Profile - General page	PSOPRDEFN This data is loaded into SJT_OPR_CLS

Note: The data from PSROLECLASS, PSROLEUSER, and PSOPRDEFN is loaded into SJT_OPR_CLS either automatically by the system, when you enable the USER_PROFILE and ROLE_MAINT messages, or when you run the Refresh SJT_OPR_CLS process.

See Understanding PeopleSoft Security.

See Setting Up and Assigning Tree-Based Data Permission.

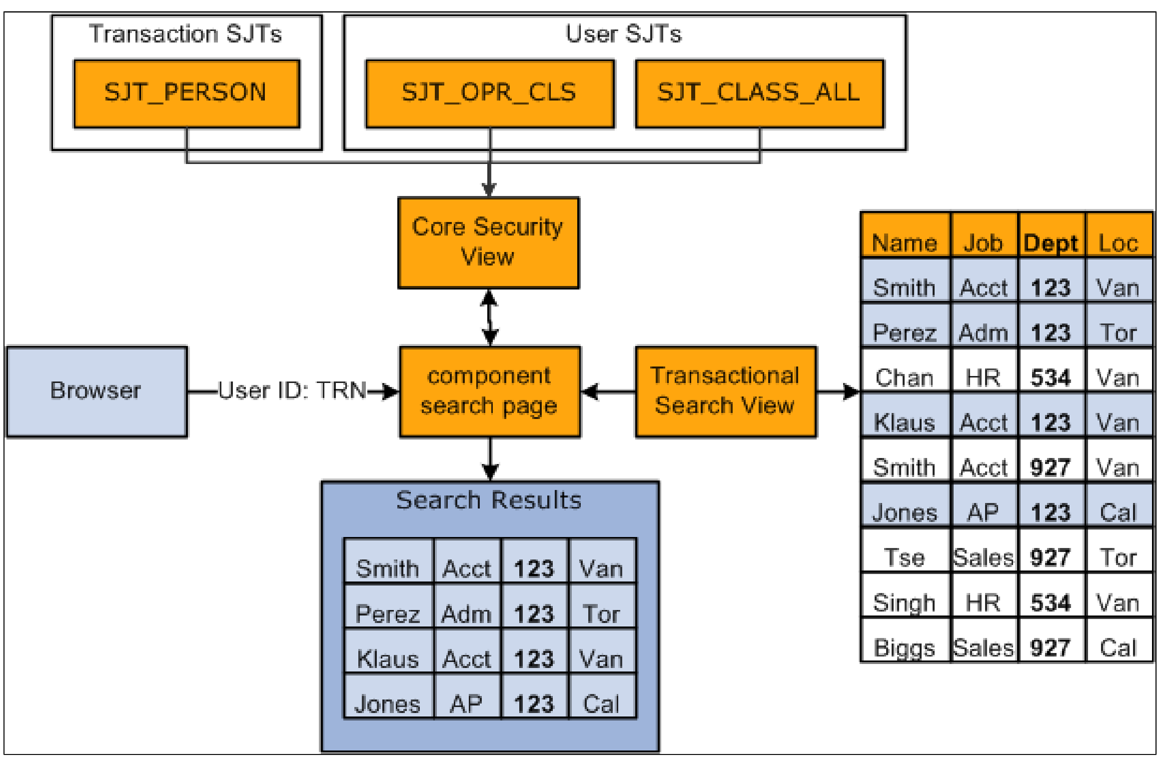
See Assigning Role-Based Data Permission Security to Permission Lists.

Security Join Tables

The system stores security data in transaction and user security join tables (SJTs). When you access a transaction component with a security search view, the security view references the security join tables to determine how the data is secured and what access the user has.

Image: The core security view uses the security data stored in the security join tables to determine which rows of data the user can access

This graphic shows the search page determining which permission lists a user has and what data permission the list gives the user using either the transaction or user security join tables. The transaction security join table is determined by the type of data stored in the component:



Transaction Security Join Tables

Each transaction security join table stores the transaction data required to secure each row of data. The security join tables store one row of data for each unique combination of key fields.

There are four transaction security join tables:

Transaction Security Join Table	***Description***	***Stores Data From:***	***Key Fields***
SJT_PERSON SJT_PERSON_USF **Note:** SJT_PERSON is used by customers using the core job data components and SJT_PERSON_USF is used by customers using the USF job data components.	Contains transaction data for the people (employees, contingent workers, POIs with jobs, and POIs without jobs) in your HCM system.	• JOB • JOB_JR • PER_ORG_ASGN • PER_POI_SCRTY	SCRTY_TYPE_CD SCRTY_KEY1 SCRTY_KEY2 SCRTY_KEY3 EMPLID
SJT_DEPT	Contains the transaction data for the HCM departments.	DEPT_TBL	SCRTY_TYPE_CD SCRTY_KEY1 SCRTY_KEY2 SCRTY_KEY3 SETID DEPTID
HRS_SJT_JO	Contains the transaction data for the job openings in your system.	• HRS_JOB_OPENING • HRS_JO_RTEAM_VW	SCRTY_TYPE_CD SCRTY_KEY1 SCRTY_KEY2 SCRTY_KEY3 HRS_JOB_OPENING_ID

The key fields are:

- SCRTY_TYPE_CD (security access type code)

  Security access types indicate which field is used for transaction security data. For example the security type 002 enables you to secure person data by location.

  Security access types are unique to a security access set.

- SCRTY_KEY1, SCRTY_KEY2, and SCRTY_KEY3 (security keys)

The key security fields uniquely identify the security transaction data securing a row of data. The system determines the key fields by the security access type. For example, if person data is secured by location, then the key security fields are BUSINESS_UNIT (the prompt value for location) and LOCATION (the third key field isn't required for this example).

- EMPLID

  A person's unique identifying number that is assigned to them on the Personal Data pages.

- SETID and DEPTID

  A department's set ID and department ID.

- HRS_JOB_OPENING_ID

  A job opening's unique identifying number, which is assigned to it on the Job Opening page.

Each table stores additional fields depending on the type of security you are using.

For example, if you are securing the data of people with jobs using the security access type Job Department Tree (001), the key fields of the security join table SJT_PERSON looks like this:

SCRTY_TYPE_CD	***SCRTY_KEY1***	***SCRTY_KEY2***	***SCRTY_KEY3***	***EMPLID***
001	department set ID: SHARE	department ID: 123	N/A	IN3321
001	department set ID: SHARE	department ID: 534	N/A	IN7894
001	department set ID: USA	department ID: OKL	N/A	US8390

If you used two security access types, for example Job Location (002) and Job Department Tree, SJT_PERSON looks like this:

SCRTY_TYPE_CD	***SCRTY_KEY1***	***SCRTY_KEY2***	***SCRTY_KEY3***	***EMPLID***
001	department set ID: SHARE	department ID: 123	N/A	IN3321
002	location business unit: FRA01	location code: PAR	N/A	IN3321
001	department set ID: SHARE	department ID: 534	N/A	IN7894
002	location business unit: AUS01	location code: SYD	N/A	IN7894
001	department set ID: USA	department ID: OKL	N/A	US8390

SCRTY_TYPE_CD	SCRTY_KEY1	SCRTY_KEY2	SCRTY_KEY3	EMPLID
002	location business unit: USA	location code: KSC	N/A	US8390

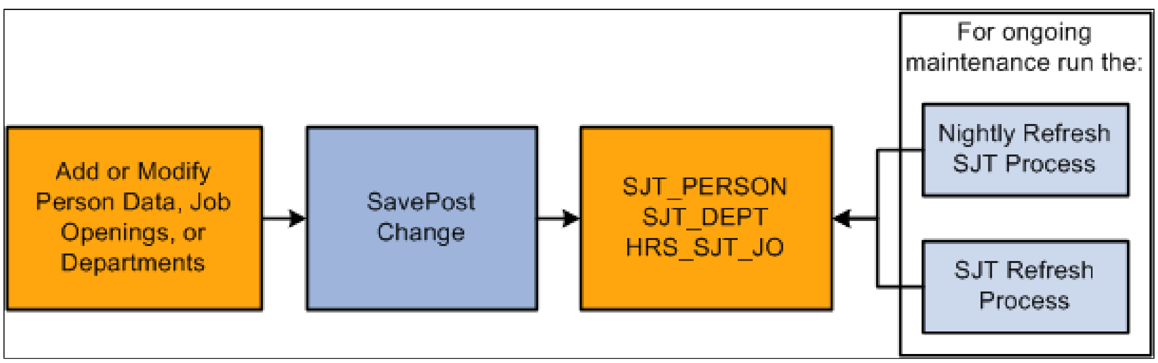
Note: Locations and departments do not need three key fields to uniquely identify them so the third security key field isn't necessary for this example.

When you first enable a security access type, load the transaction data into security join tables using the SJT Refresh process. After the initial load, the system updates the tables using SavePostChange PeopleCode when you make a change to the transaction security data in the transaction components. You can also capture any changes the PeopleCode misses by running the SJT Refresh process as needed or the Nightly Refresh process.

Note: The SavePostChange PeopleCode on the transaction component subpage SCRTY_SJT_SBP updates the security join tables.

Image: Keep the transaction security join tables up to date through refresh processes

This graphic illustrates how the transaction security join tables are kept up to date, as described above:



See Nightly SJT Refresh Process Page.

See Refresh Trans. SJT tables Page.

User Security Join Tables

The user security join tables store the user security data required to determine users' data permission. The security join tables store one row of data for each unique combination of key fields.

There are two user security join tables:

User Security Join Table	***Description***	***Stores Data From:***	***Key Fields***
SJT_CLASS_ALL	Contains the data permission information for all the permission lists that are given data access on the Security by Dept Tree page or Security by Permission List page.	• SCRTY_TBL_DEPT • SJT_CLASS	CLASSID SCRTY_SET_CD SCRTY_TYPE_CD SCRTY_KEY1 SCRTY_KEY2 SCRTY_KEY3
SJT_OPR_CLS	Contains the user IDs of people with data permission and the permission lists with data permission that are assigned to them.	• PSOPRDEFN • PSROLEUSER • PSROLECLASS	OPRID CLASSID

In addition to the security access type field and security key fields, the user security join tables store the following fields:

- SCRTY_SET_CD (security set code)

  A security set is a set of data secured in HCM. For example, PPLJOB is the security set for the data of people with jobs and DEPT is the security set for the department data. Each security set has security access types.

- OPRID

  The user's user ID.

- CLASSID

  The ID of the role-based or row security permission list.

  Note: The security join tables store row security permission lists (ROWSECCLASS) as CLASSID permission lists but identify them using a row security flag.

The permission list data in SJT_CLASS_ALL comes from two sources:

- SCRTY_TBL_DEPT

  When you add tree-based data permission to a permission list, you use the Security by Dept Tree page and the system saves the permission list information to the SCRTY_TBL_DEPT record.

- SJT_CLASS

  When you add non-tree based data permission to a permission list, you use the Security by Permission List page and the system saves the permission list information to the SJT_CLASS record.

For example, if you are securing the data of people with jobs using the security access type Job Department Tree (001), the key fields of the SCRTY_TBL_DEPT table look like this:

ROWSECCLASS	SET ID	DEPTID
TRAIN	department set ID: SHARE	department ID: 123
PAY1	department set ID: SHARE	department ID: 534
PAY2	department set ID: USA	department ID: OKL

To load the data from the SCRTY_TBL_DEPT table, you need to run the Refresh SJT_CLASS_ALL process. In SJT_CLASS_ALL, the Refresh SJT_CLASS_ALL process:

- Creates a row of data for each enabled, tree-based security access type (and it's security set) with the data permission you set up on the Security by Dept Tree page.

  For example, if you enable security access type 012 (RS Dept Id) and security access type 001 (Job Department Tree) and grant the row security permission list TRAIN data permission to department 123, the process will create a row for each security access type and the permission will have access to people with jobs in department 123 and job openings in department 123.

- Saves the row security permission list as a CLASSID permission list.
- Saves the department set ID as SCRTY_KEY1 and the department ID as SCRTY_KEY2.

If you are securing the data of people with jobs using the security access type Job Location (002), the key fields of the security join table SJT_CLASS look like this:

CLASSID	SCRTY_SET_CD	SCRTY_TYPE_CD	SCRTY_KEY1	SCRTY_KEY2	SCRTY_KEY3
TRAIN	PPLJOB	002	location business unit: FRA01	location code: PAR	N/A
PAY1	PPLJOB	002	location business unit: AUS01	location code: SYD	N/A
PAY2	PPLJOB	002	location business unit: USA	location code: KSC	N/A

When you save your changes on the Security by Permission List page, SavePostChange PeopleCode automatically updates the data to the security join table SJT_CLASS_ALL.

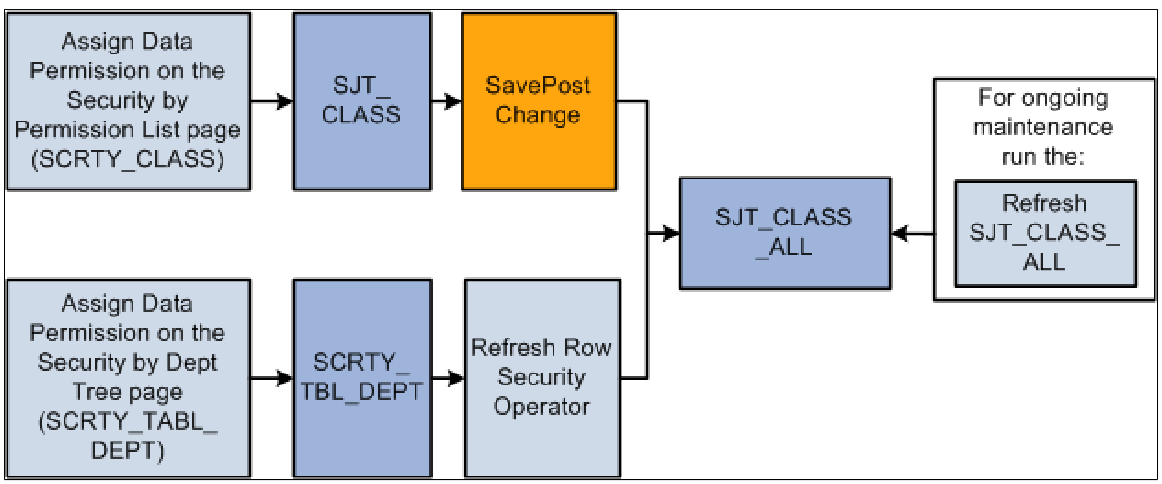
If you are using both security access types, SJT_CLASS_ALL looks like this after you have run the Refresh SJT_CLASS_ALL process and the PeopleCode has updated it:

CLASSID	SCRTY_SET_CD	SCRTY_TYPE_CD	SCRTY_KEY1	SCRTY_KEY2	SCRTY_KEY3
TRAIN	PPLJOB	001	department set ID: SHARE	department ID: 123	N/A

CLASSID	SCRTY_SET_CD	SCRTY_TYPE_CD	SCRTY_KEY1	SCRTY_KEY2	SCRTY_KEY3
TRAIN	PPLJOB	002	location business unit: FRA01	location code: PAR	N/A
PAY1	PPLJOB	001	department set ID: SHARE	department ID: 534	N/A
PAY1	PPLJOB	002	location business unit: AUS01	location code: SYD	N/A
PAY2	PPLJOB	001	department set ID: USA	department ID: OKL	N/A
PAY2	PPLJOB	002	location business unit: USA	location code: KSC	N/A

Image: Keep the operator security join table up to date

This graphic illustrates how the permission list user security join tables are kept up to date, as previously described:



See Refresh SJT_CLASS_ALL Page.

The security join table SJT_OPR_CLS stores the relationship between User IDs and permission lists with data permission. The data in SJT_OPR_CLS comes from three sources:

- PSOPRDEFN

  This record contains the relationship between the User ID and row security permission list from the User Profile - General page.

- PSROLEUSER

  This record contains the relationship between the User IDs and roles from the User Profile - Roles page.

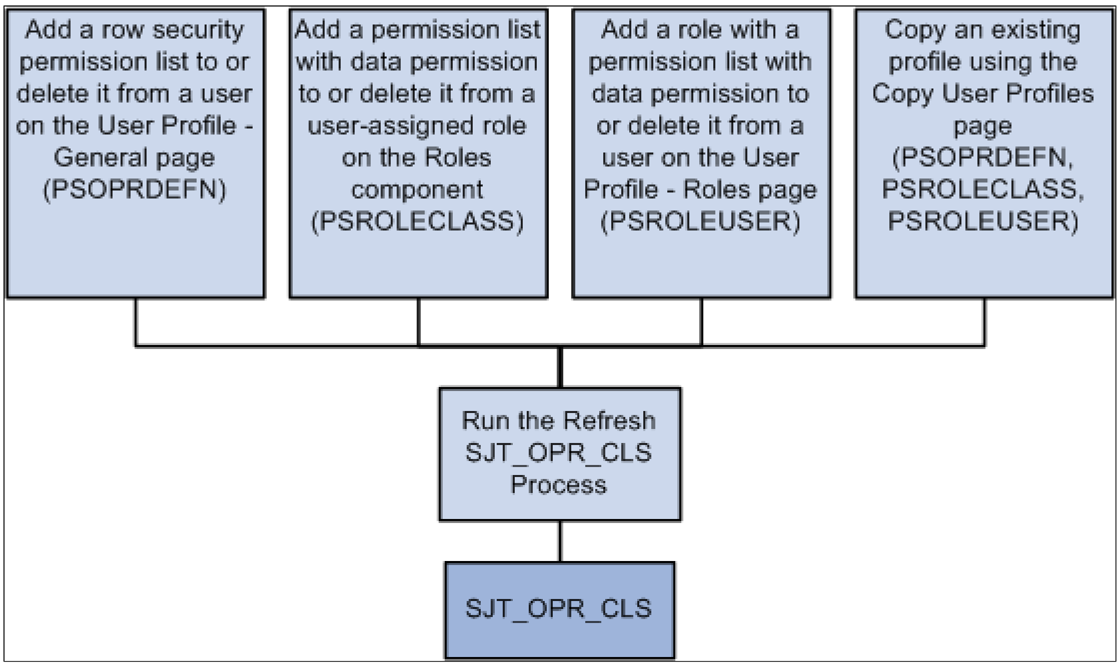
- PSROLECLASS

This record contains the relationship between roles and permission lists from the Roles - Permission Lists page.

To update SJT_OPR_CLS with the data from PSOPRDEFN, PSROLECLASS, and PSROLEUSER, run the Refresh SJT_OPR_CLS process whenever you add a permission list with data security to a user profile (either by adding a row security permission list on the User Profile - General page, by adding a role-based permission list with data permission to a user-assigned role on the Roles - Permission Lists page, adding a role with data permission on the User Profile - Roles page, or by creating a new user profile by copying an existing one) or delete one from a user profile.

Image: Run the Refresh SJT_OPR_CLS process to keep the SJT_OPR_CLS up to date

This graphic illustrates this process of when to update the user profile security join table:



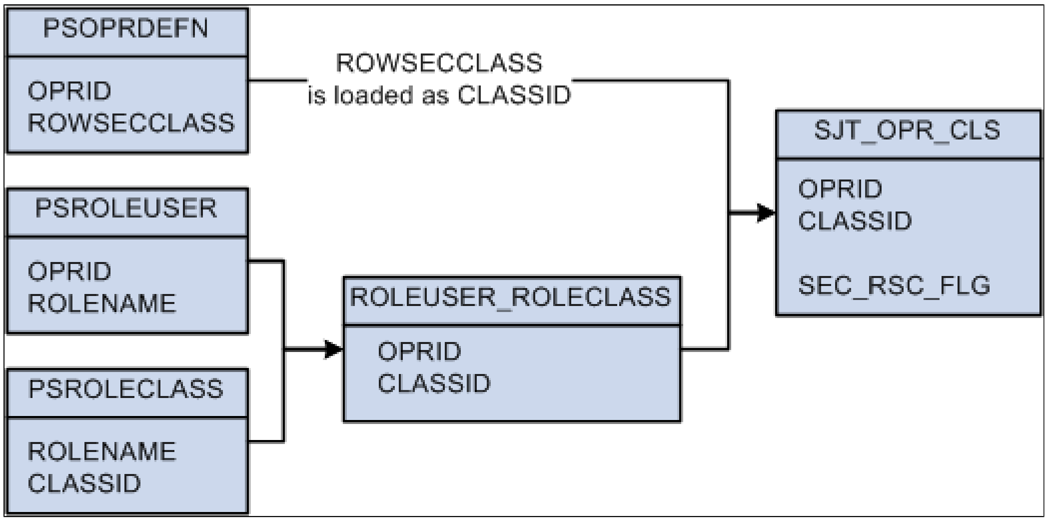
Note: You can enable the USER_PROFILE message and the local subscription HCM_Refresh_SJT_OPR_CLS and the ROLE_MAINT message and the local subscription HCM_Role_Refresh_SJT_OPR_CLS to automatically update SJT_OPR_CLS. PeopleSoft does not deliver the system with these messages enabled.

The Refresh SJT_OPR_CLS process loads the OPRID and ROWSECCLASS values from PSOPRDEFN directly into SJT_OPR_CLS, saving the row security permission list as CLASSID.

To establish the relationship between user profiles and role-based permission lists, the process first loads the OPRID and ROLENAME from PSROLEUSER and the ROLENAME and CLASSID from PSROLECLASS into a temporary table (ROLEUSER_ROLECLASS) and then loads the OPRID and CLASSID, and the relationship between them, into SJT_OPR_CLS.

Image: SJT_OPR_CLS stores the relationship between user profiles and permission lists

This diagram illustrates the data stored in SJT_OPR_CLS and their source as described above:



Note: The SEC_RSC_FLG field indicates if the CLASSID was originally a ROWSECCLASS permission list by flagging it with a value of Y.

See Refresh SJT_OPR_CLS Page.

Security Sets and Security Access Types

A security set is a grouping of data that is being secured. The sets differ by the origin of the transaction security data. For example, people of interest without jobs have a separate security set from people with jobs because the transaction data used to secure them does not come from the JOB record, but from the PER_POI_SCRTY record.

PeopleSoft delivers the following five security sets:

Security Set	***Description***	***Security Join Table Storing Data***
PPLJOB	People with Jobs Includes the data of any person who has a JOB record and all the associated data for that person.	SJT_PERSON
PPLUSF	People with Jobs for United States Federal Government Includes the data of any person who has a GVT_JOB record and all the associated data for that person.	SJT_PERSON_USF
PPLPOI	People of interest without jobs Includes the data of any person who does not have a JOB record and all the associated data for that person.	SJT_PERSON

Security Set	***Description***	***Security Join Table Storing Data***
DEPT	Departments Includes department budgets and positions.	SJT_DEPT
RSOPN	Job Openings Includes the data of job openings, including the data of applicants associated with a job opening.	HRS_SJT_JO
GPSPOST	German Public Sector Post Management	GPS_PM_CFG_SJT
TBHTMPL	Template Based Hire	HR_TBH_CFG_SJT

Note: PeopleSoft has delivered all the security sets you are likely to need. If you add new sets, it is considered a customization.

See Security Set Table Page.

Security access types are ways of securing the data within a security set. Each security set has a number of security access types that you can choose to enable. Among other things, security access types determine:

- The security transaction data.
- If there is data security for future-dated rows.
- If the access type uses a department security tree.

  Note: You can only set up department hierarchies on security trees and you can only grant security access by department tree to row security permission lists.
  Security access types that don't use a department security tree do not have a hierarchical structure and require that you list each field value individually for each permission list.

The following table lists the security access types by security set:

Security Set	***Security Access Types***
PPLJOB	• Job Department Tree (001) • Job Location (002) • Job Business Unit (003) • Job Company (004) • Job Reg Region (005) • Job Salary Grade (014) • Person Organization (015) • Job - Deptid - non Tree (025) • Job Company/Paygroup (032) • Group Build (045) • Matrix Team (046)
PPLUSF	• US Federal Department Tree (016) • US Federal Location (017) • US Federal Company (018) • US Federal Business Unit (019) • US Federal Salary Grade (020)
PPLPOI	• POI Business Unit (006) • POI Location (007) • POI Institution (008) • Person of Interest (009)
DEPT	• Departments by Tree (021) • Departments - non Tree (022) • Departments by Set ID (023)
RSOPN	• RS Company (010) • RS Business Unit (011) • RS Dept Id (012) • RS Location (013) • Recruiting Team (031)
GPSPOST	GPS Post Management (037)

Security Set	***Security Access Types***
TBHTMPL	• Template ID (033) • Template Category (034) • Person Organisation (035) • Country (036) • Template Transaction Type (038)

Note: PeopleSoft has delivered all the security access types you are likely to need. You can add new types but it requires a very good knowledge of the application and of SQL.

Security administrators can only assign data permission using the security access types that you enable.

See Security Type Table Page.

Enabling and Using Multiple Security Access Types

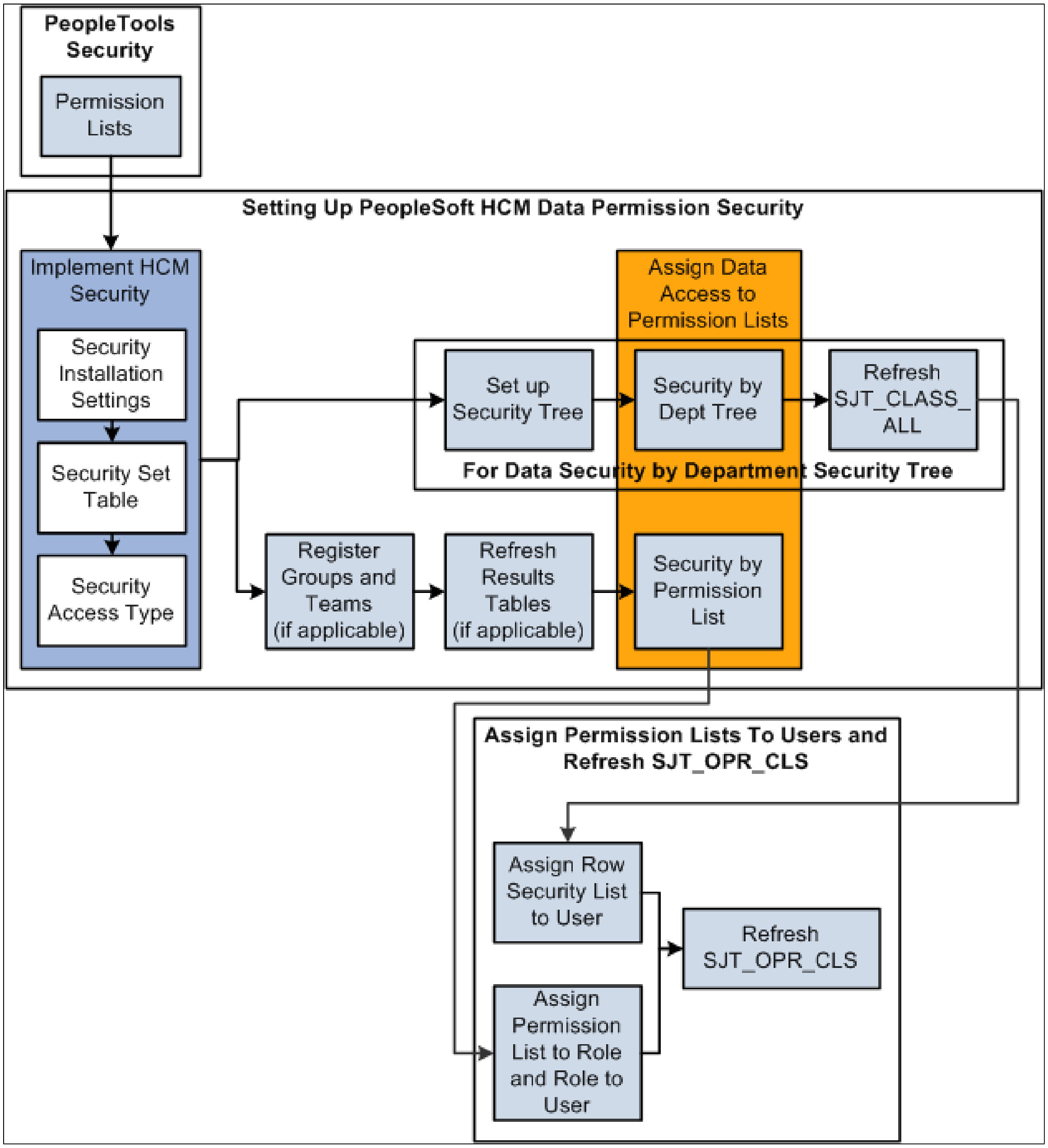
When you grant a permission list access to data in a security set using more than one security access type the security access creates a union, not a join or an intersect, with the two types. For example, if you enable the Job Company and Job Business Unit security access types for the PPLJOB security set and grant a permission list access to people in company A and people in business unit B, users with the permission list can access people in company A or people in business unit B; their access is not restricted to people in both business unit B and company C.

Note: See the security white paper posted on My Oracle Support for information about creating security access types that join transaction fields to secure data.

HCM Security Process Flow

Image: Setting up PeopleSoft HCM data permission security

When you set up HCM data permission security you will follow this process flow, which is detailed below:



To set up HCM data permission:

1. Set up permission lists in the PeopleTools pages.
2. Set the security installation settings on the Security Installation Settings component.
3. Review security sets on the Security Set Table component.
4. Enable security access types on the Security Access Type component.

5. Assign data permission to permission lists:
    - If you are using security tree-based security access types, set up a security tree, assign data permission on the Security by Dept Tree component, and refresh SJT_CLASS_ALL.
    - If you are using non-tree based security access types, register any group IDs or matrix teams, if any, refresh the Results tables for the group IDs and teams, if applicable, then assign data permission on the Security by Permission List component.
6. Assign permission lists to users (by way of roles if you are using role-based permission lists or directly to the user profile if you are using row security permission lists).
7. Refresh SJT_OPR_CLS.

Example of HCM Data Permission

Grant the following security to these permission lists:

Permission List	***Page***	***Security Access Type***	***Security Value***
JobByDept	Security by Dept Tree page	Job Department Tree (001)	department 10100 (you must select set ID SHARE as the first key)
JobByLoc	Security by Permission List page	Job Location (002)	location UK1 (you must select business unit GBR01 as the first key)
MyJobs	Security by Dept Tree page	Job Department Tree (001)	department 11000 (set ID SHARE)
Security by Permission List page	Job Location (002)	location USA (business unit GBL01)	

Grant the permission lists to the following roles:

Role	***Permission List***	***Outcome***
Role 1	JobByDept	Role 1 has no access because tree–based department security (security access type 001) does not work with roles.
Role 2	JobByLoc	Has access to people with jobs in location UK1.
Role 3	MyJobs	Has access to people with jobs in location USA. Does not have security access to department 11000.

Grant the following row security permission lists and roles to users:

User ID	***Row Security Permission List***	***Role***	***Has Access to People with Jobs In:***
User A	JobByDept		department 10100.
User B	JobByDept	Role 2	department 10100 location UK1.
User C		Role 2	location UK1.
User D		Role 3	location USA
User E	MyJobs		department 11000 location USA.
User F		Role 1	Has no access.
User G	JobByDept	Role 2 Role 3	department 10100 location UK1 location USA.

Implementing Data Permission Security

To implement data permission security, use the Security Installation Settings component (SCRTY_INSTALL), the Security Sets component (SCRTY_SET_TBL), the Security Access Type component (SCRTY_TYPE2_TBL), the Group Registration component (SCRTY_GB_REGISTER), and the Matrix Team Registration component (SCRTY_MX_REGISTER).

These topics discuss several ways to implement data permission security.

Pages Used to Implement Data Permission Security

Page Name	***Definition Name***	***Usage***
Security Installation Settings Page	SCRTY_INSTALL	Choose the HCM security settings for your installation.
Security Set Table Page	SCRTY_SET_TBL	Review existing security sets and the security access types you've attached to them.
Security Update Groups Page	SCRTY_SJT_UPD	Define the data groups that can be updated by the SJT Refresh process.
Security Type Table Page	SCRTY_TYPE2_TBL	Enable or modify existing security access types or create new ones.

Page Name	Definition Name	Usage
Security Type SQL Page	SCRTY_TYPE2_SQL	Enter the SQL statements for the new security types.
Group Registration Page	SCRTY_GB_REGISTER	Register groups from the Group Build feature that you want to use for row level security.
Matrix Team Registration Page	SCRTY_MX_REGISTER	Register a matrix team that you want to use for row level security.
Refresh Groups Page	SCRTY_GB_REFRESH	Refresh security-related groups that were created using the Group Build feature.
Refresh Matrix Teams Page	SCRTY_MX_REFRESH	Refresh security-related matrix teams.

Understanding Future-Dated Security

The Security Installation Settings page enables you to select actions that, when used on the Work Location page (JOB_DATA1), trigger the SavePostChange PeopleCode to create a future-dated row in SJT_PERSON.

The system normally secures data using the current transaction security data. Only users with data permission access to the transaction security data on the current row can access the person's data

When you include future-dated transaction security data rows the system uses both the current data and the future-dated values to secure the data. This gives users with data permission access to the transaction security data on the current row and users with data permission access to the transaction security data on the future-dated row access to the person.

The system only creates future-dated security rows in SJT_PERSON when you:

1. Select one or more actions on the Security Installation Settings page.
2. Enable future-dated rows for the security access type.

   Note: This enables you to use future-dated security with some types but not others.

3. Create and save a future-dated row in a component that uses the JOB record using one of the actions you selected on the Security Installation Settings page.

If you have selected the action of *Transfer* in the Actions that trigger Future Dated Security Rows grid, then when you create a future-dated Job Data row with the action of *Transfer* for a person, the system will add a row to the SJT_PERSON with the transaction data from the new row. Users with data permission to the future-dated transaction security data will have access to the person's data.

Note: Only component security views use future-dated security rows.

For example, as of January 1, 2005 Kenny Wong works in department 42000. Starting July 1, 2006 he will transfer to department 44000. On April 15, 2006, in anticipation of the transfer, the HR administrator enters a future-dated job data row for the transfer.

Julie Sparrow manages department 42000 and Barry Deere manages department 44000 and each has data permission to the people in their departments.

As of April 15, 2006 Kenny Wong has the following two job data rows:

Effective Date	***Action***	***Department***
January 1, 2005	Hire	42000
July 1, 2006	Transfer	44000

The data permission depends on if you are using future-dated security for that security access type and if you have selected the action of *Transfer* on the Security Installation Settings page:

- If you have *not* selected it:
  - The SavePostChange PeopleCode does not update SJT_PERSON with the new department information from the future-dated row because it is not yet effective.

    Note: When the transfer row does become effective, the Nightly SJT Update process updates SJT_PERSON, overwriting the old row with the new row.

  - Julie can access Kenny's data until June 30, 2006 and Barry can access it starting July 1, 2006.
- If you *have* selected it:
  - The SavePostChange PeopleCode creates a new row in SJT_PERSON with the future-dated transaction security data. The system identifies this row as future-dated.

    Note: When the transfer row becomes effective, the Nightly SJT Update process updates SJT_PERSON, removing the old row and making the future-dated row current.

    Note: Search views that don't use future-dated security will not use the future security row when enforcing data permission.

  - Julie can access Kenny's data until June 30, 2006 and Barry can access it starting April 15, 2006.

Understanding Special Job Security Options

Without special job security options, the system creates a single transaction security data row for each unique combination of ID and employment record number. When you use special job security options, the system creates additional rows in SJT_PERSON with different security key values to enable access to rows to which a permission list would normally not have access.

For example, if you are securing data by department and have enabled people with access to the home job data record to view the host job data record but are *not* allowing people with access to the host job data record to view the home job data record, the system will create the following three rows of data in SJT_PERSON (only the relevant columns are shown) for a person whose home job data record (employee record number 0) is in department 25000 and whose host job data record (record number 1) is in department 20000:

Key 1	*Key 2*	*Empl ID*	*Empl Record*	*Home/Host*	*Intl. Type*
SHARE	25000	K0G019	0	Home	
SHARE	25000	K0G019	1	Host	Home-Host
SHARE	20000	K0G019	1	Host	

The system creates the row marked Home-Host to grant the special job security option. By creating a row for the host record with the department value of the home record, people with data permission to the home record can access the host record.

The system works the same way for the other special security options, creating an additional row and inserting the key values that enable the access.

Security Installation Settings Page

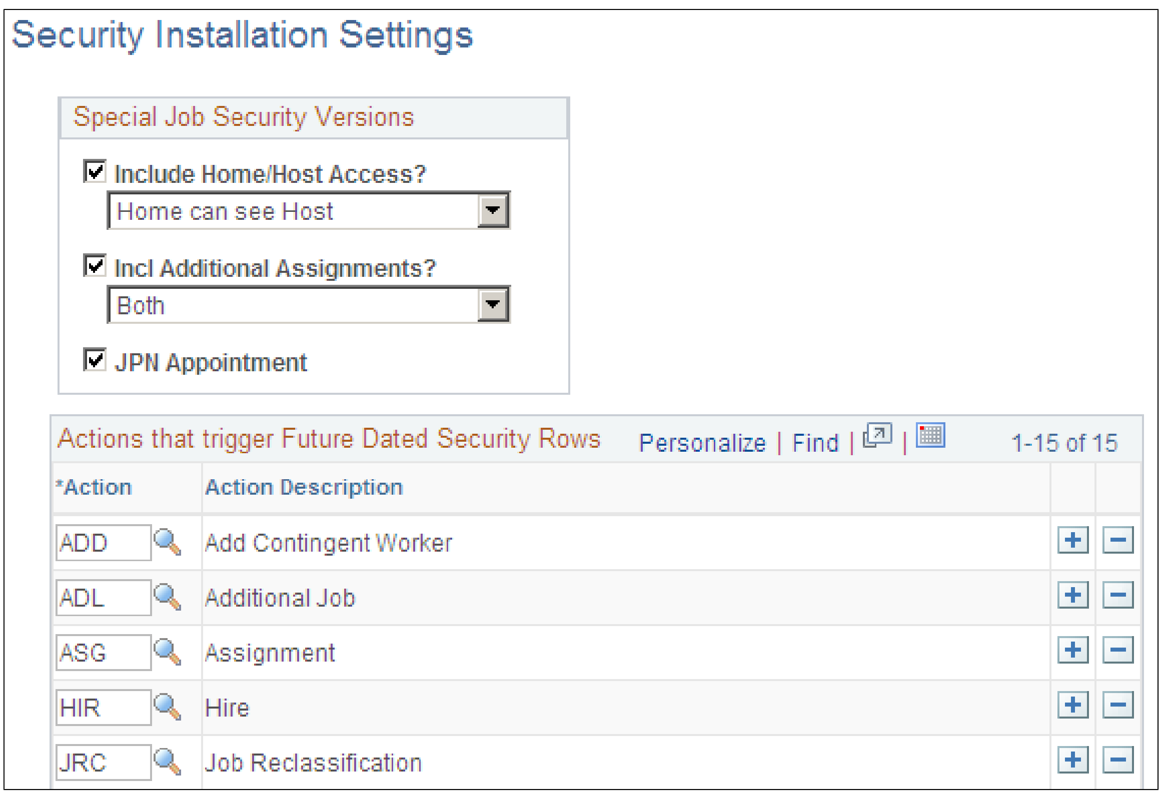
Use the Security Installation Settings page (SCRTY_INSTALL) to choose the HCM security settings for your installation.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Installation Settings > Security Installation Settings

Image: Security Installation Settings page

This example illustrates the fields and controls on the Security Installation Settings page. You can find definitions for the fields and controls later on this page.



Special Job Security Versions

The options you select here will be available for your installation but will not be enabled unless you select them again for the security access types you are using. This enables you to use the security versions for some security access types and not others.

Include Home/Host Access?

This option is for tracking global assignments. When an employee is on assignment they have a host record and a home record. Select one of the following options:

- *Home can see Host*: Select to enable a person with data permission that enables them to view the home record to also view the employee's host record. A person with just data permission to the host record will not be able to see the employee's home record.
- *Host can see Home*: Select to enable a person with data permission that enables them to view the host record to also view the employee's home record. A person with just data permission to the home record will not be able to view the host record.
- *Both*: Select to enable a person with data permission to the home record to view the host record and a person with data permission to the host record to view the home record.

If you do not select Include Home/Host Access? then regular data permission rules apply.

See "Understanding Global Assignment Tracking" (PeopleSoft HCM 9.2: Human Resources Track Global Assignments).

Incl. Additional Assignments?

This option is for workers with additional assignments added using the Job Data Concurrent component (JOB_DATA_CONCUR).

When a worker has an additional assignment, they have a controlling employee or contingent worker instance with an active job data record and an additional assignment job data record. Select one of the following options:

- *Assignment can see Instance*: Select to enable a person with data permission that enables them to view the assignment job data record to also view the person's controlling instance job record. A person with data permission to the controlling instance job data record will not be able to see the worker's assignment job data record.
- *Instance can see Assignment*: Select to enable a person with data permission that enables them to view the controlling instance job record to also view the person's assignment job data record . A person with data permission to the assignment job data record will not be able to see the worker's controlling instance job data record.

- *Both*: Select to enable a person with data permission that enables them to view the controlling instance job record to also view the assignment job data record and a person with data permission that enables them to view the assignment job data record to also view the controlling instance job record.
- *None*: Select to make additional assignments job data records available to all users.

If you do not select Incl. Additional Assignments? then regular data permission rules apply.

See "Adding Additional Assignments" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

JPN Appointment

(JPN) Select so that users who have access to the additional appointment of a worker can access the main appointment record for that worker.

The system assigns some additional assignments (Kenmu) to a particular EmplID and record called a *main appointment,* the job you can access through the Job Data pages.

If you do not select JPN Appointment? then regular data permission rules apply.

See "Setting Up Security for Tracking Additional Appointments" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Actions that trigger Future-Dated Security Rows

Select the actions that will trigger the SavePostChange PeopleCode in the components using the JOB record to create a future-dated security row in SJT_PERSON when they are used in a future-dated row in the Job Data pages. The system will not create security rows for future-dated rows with actions other than those listed here.

To create future-dated rows, you need to select the Include Future Dates check box on the Security Type Table. This enables you to use future-dated security for some security access types and not others.

Security Set Table Page

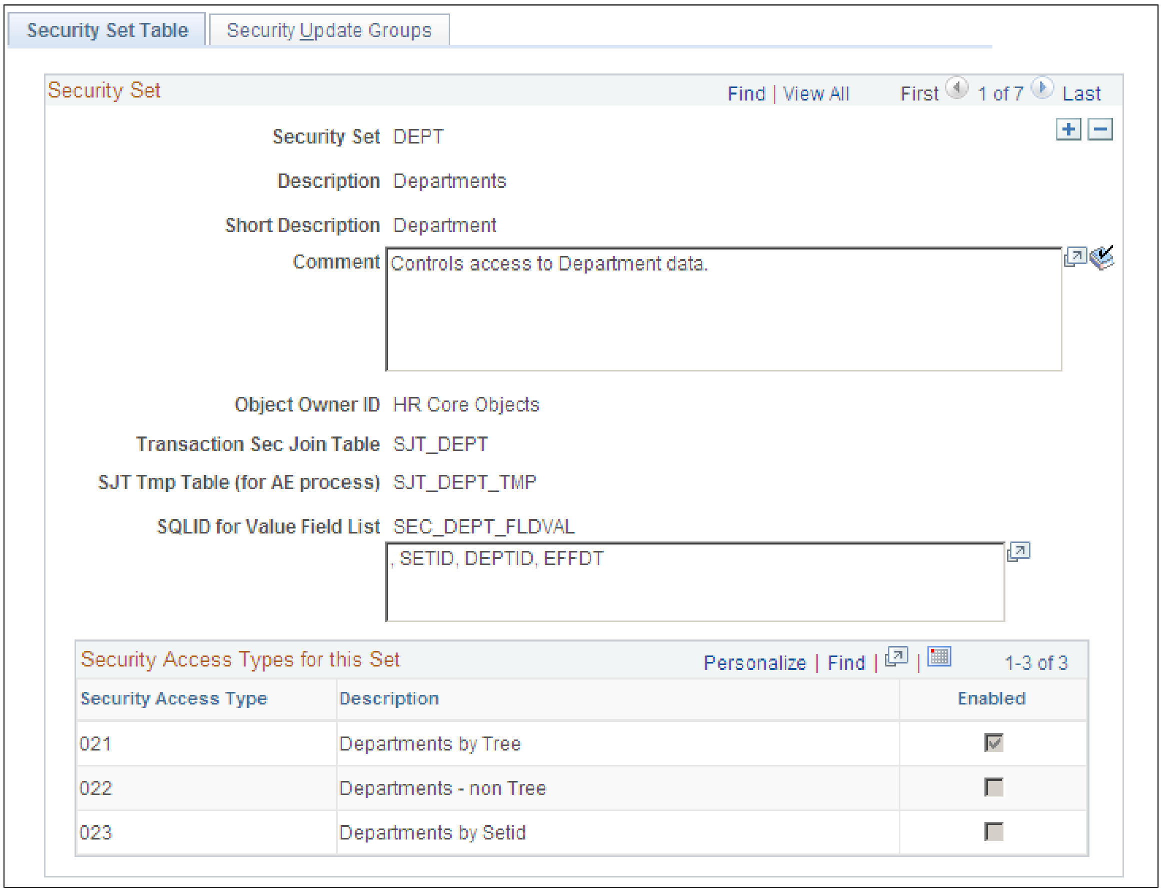
Use the Security Set Table page (SCRTY_SET_TBL) to review existing security sets and the security access types you've attached to them.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Sets > Security Set Table

Image: Security Set Table page

This example illustrates the fields and controls on the Security Set Table page. You can find definitions for the fields and controls later on this page.



Object Owner ID	Security sets with a PeopleSoft Object Owner ID are system data and not available for modification on this page. You can still modify the Security Update Groups of delivered security sets.
Transaction Sec Join Table	The security join table that stores the transaction data for this security set. **Note:** If you are creating a new security set, you must have created this table in Application Designer before creating the security set. Creating a new security set requires modification of the system. Please refer to the Security white paper on My Oracle Support for directions.
SJT Temp Table (for AE process)	The temporary record used for PeopleSoft Application Engine. It is a copy of the transaction security join table and also contains the Application Engine process fields. This table updates the transaction security join field using the Application Engine process.

SQLID for Value Field List	The list of fields (not including the key fields) that are in the transaction security join table.
Generate SQL	Click to generate the SQL and SQLID for the value field list.

Security Access Types for this Set

The system lists the security access types for this security set and indicates which ones are enabled. Enable or disable security access types on the Security Type Table page.

See Security Type Table Page.

Security Update Groups Page

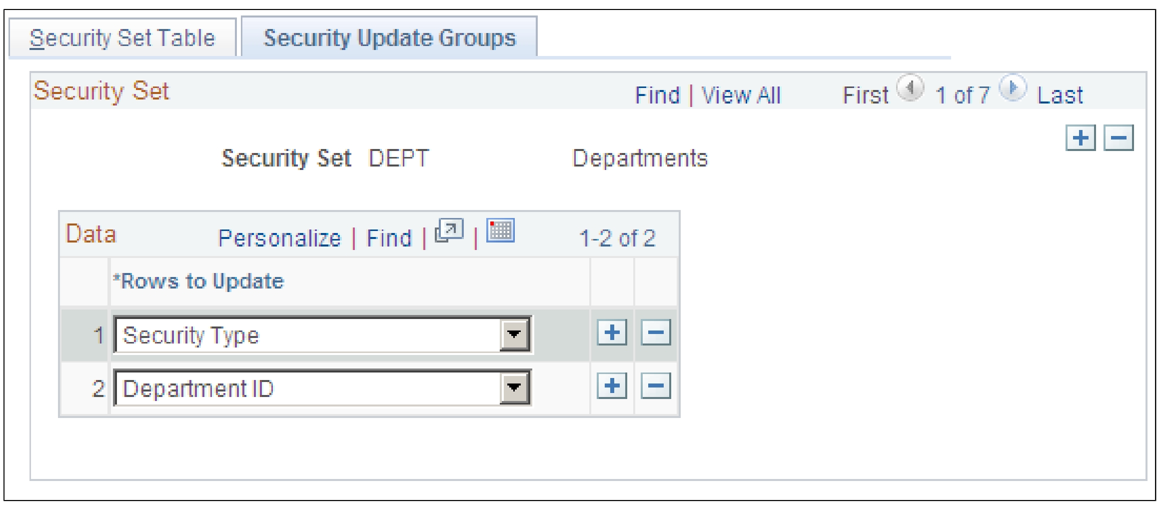
Use the Security Update Groups page (SCRTY_SJT_UPD) to define the data groups that can be updated by the SJT Refresh process.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Sets > Security Update Groups

Image: Security Update Groups page

This example illustrates the fields and controls on the Security Update Groups page. You can find definitions for the fields and controls later on this page.



Select which refresh options to make available when updating the security set using the SJT Refresh process. The system makes the options you select here available for this security set on the Refresh SJT page, enabling you to select portions of the security join table to update.

For example, you could refresh all the rows for external instructors by selecting the refresh option Person of Interest Type and the POI Type *External Instructors*.

Security Type Table Page

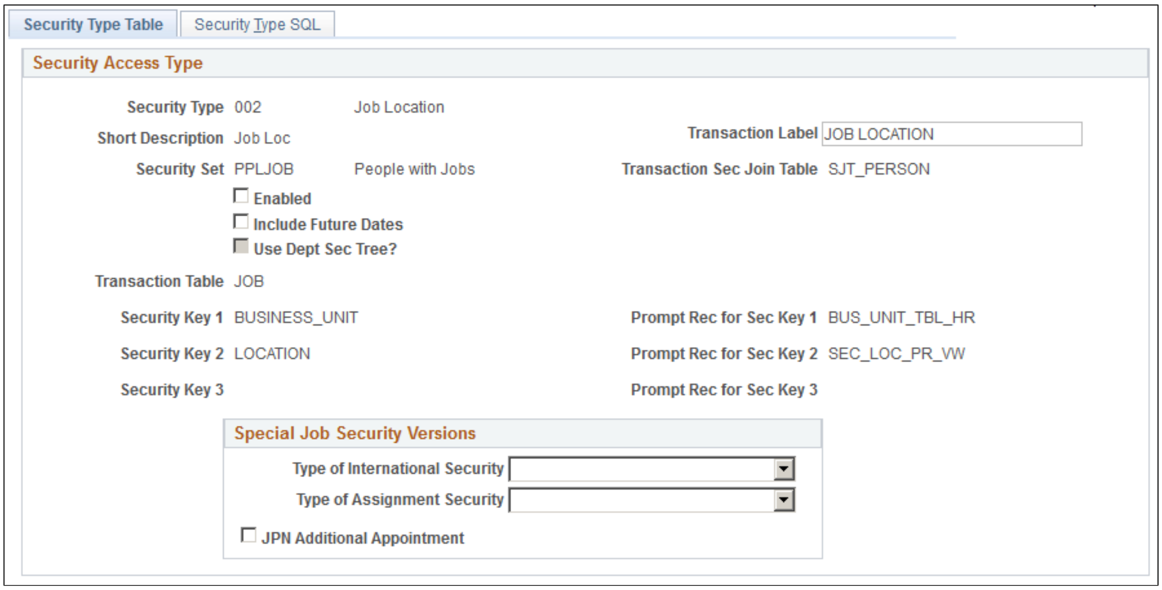
Use the Security Type Table page (SCRTY_TYPE2_TBL) to enable or modify existing security access types or create new ones.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Access Type > Security Type Table

Image: Security Type Table page

This example illustrates the fields and controls on the Security Type Table page. You can find definitions for the fields and controls later on this page.



You can enable more than one security access types for a security set and you can assign data permission access to a permission list using more than one access type.

Note: PeopleSoft has delivered the most asked for security access types and you should not need to create new types. Enable or disable the types your installation requires.
Please refer to the Security white paper on My Oracle Support for directions on how to create new security types.

Note: The more security access types you enable and options you use, the more rows of data the system stores in the security join tables. This affects system performance. PeopleSoft advises you to enable only the security types and options required to manage your data permission needs.

Security Type	The system automatically numbers new security types.
Transaction Label	Enter a field label. The system will display this label on a transaction page when the security access type is used as a field to gather data. For example, if you are using fields in addition to POI type to control access to the data of POIs without jobs, the system will use the label you enter here on the Add a POI Type page and Edit POI Relationship page to prompt for security transaction values.
Security Set and **Transaction Sec Join Table**	The security set whose data you are securing and the security join table associated with the security set.

	See Security Set Table Page.
Enabled	Select to enable the security type.
Include Future Dates	Select to enable the security join tables to store future-dated security rows for this type. The system will only update the security join tables with the future-dated rows that have the actions you selected on the Security Installation Settings page.
Use Dept Sec Tree? (use department security tree?)	Select if this security type uses the department security tree. You can only create department security trees for departments and can only grant data permission based on department security trees to row security permission lists.
Transaction Table	The transaction table that stores the field or fields that will control security for this type.
Special Job Security Versions	If you enable special job security versions on the Security Installation Settings page, enable the options for this security access type. See Security Installation Settings Page.
Security Key 1, Prompt Rec for Sec Key 1 (prompt record for security key 1), **Security Key 2, Prompt Rec for Sec Key 2** (prompt record for security key 2), **Security Key 3.** and **Prompt Rec for Sec Key 3** (prompt record for security key 3)	Define the security data fields for this type. The fields need to be on the Transaction Table record. The prompt record is the record the prompt field values come from when you are assigning values to a permission list. You must select all the records and fields necessary to make a unique qualification here. For example, to select a location (key 2), you first need to select a business unit (key 1). The prompt record for the BUSINESS_UNIT field is BUS_UNIT_TBL_HR and the prompt record for the LOCATION field is LOCATION_TBL.

Refreshing the Transaction Security Join Tables

You should refresh the transaction security join tables whenever you:

- Enable or disable a security access type.
- Enable or disable a future-dated security for an enabled security access type.
- Change the special job security versions for an enabled security access type.

See Refresh Trans. SJT tables Page.

Security Type SQL Page

Use the Security Type SQL page (SCRTY_TYPE2_SQL) to enter the SQL statements for the new security types.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Access Type > Security Type SQL

Image: Security Type SQL page (1 of 3)

This example illustrates the fields and controls on the Security Type SQL page (1 of 3). You can find definitions for the fields and controls later on this page.

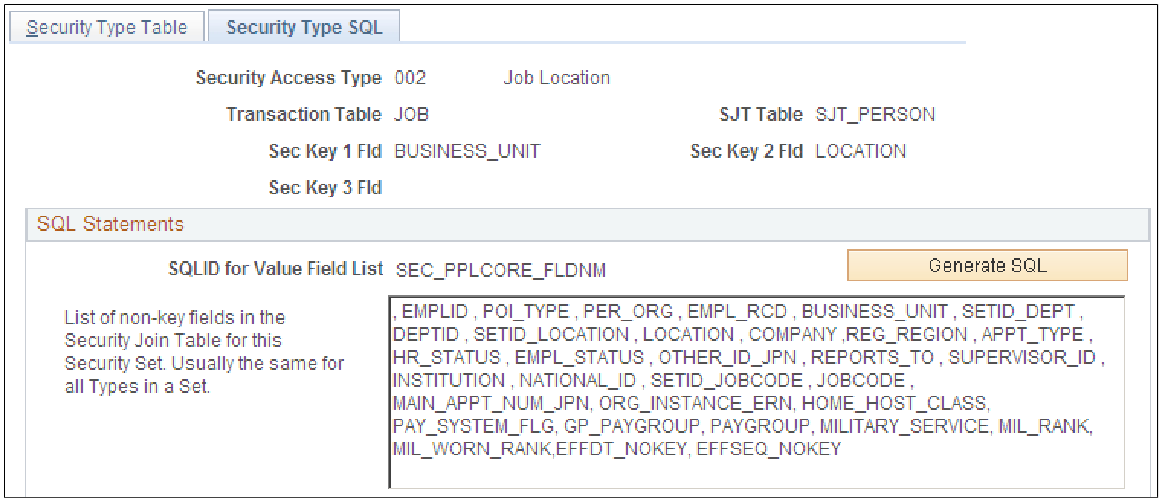


Image: Security Type SQL page (2 of 3)

This example illustrates the fields and controls on the Security Type SQL page (2 of 3). You can find definitions for the fields and controls later on this page.

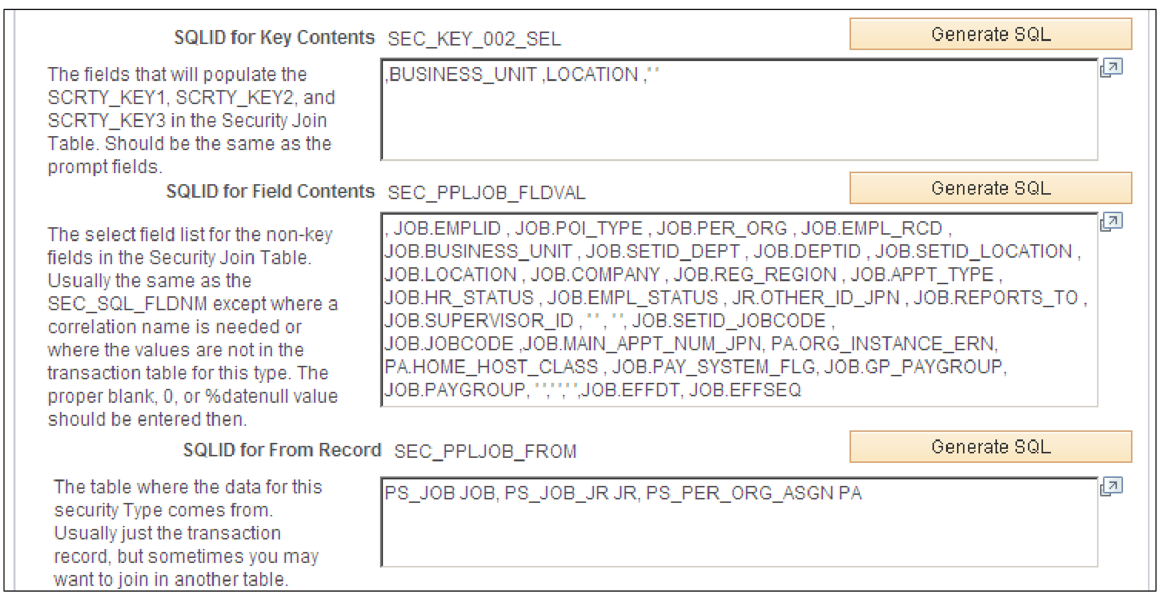
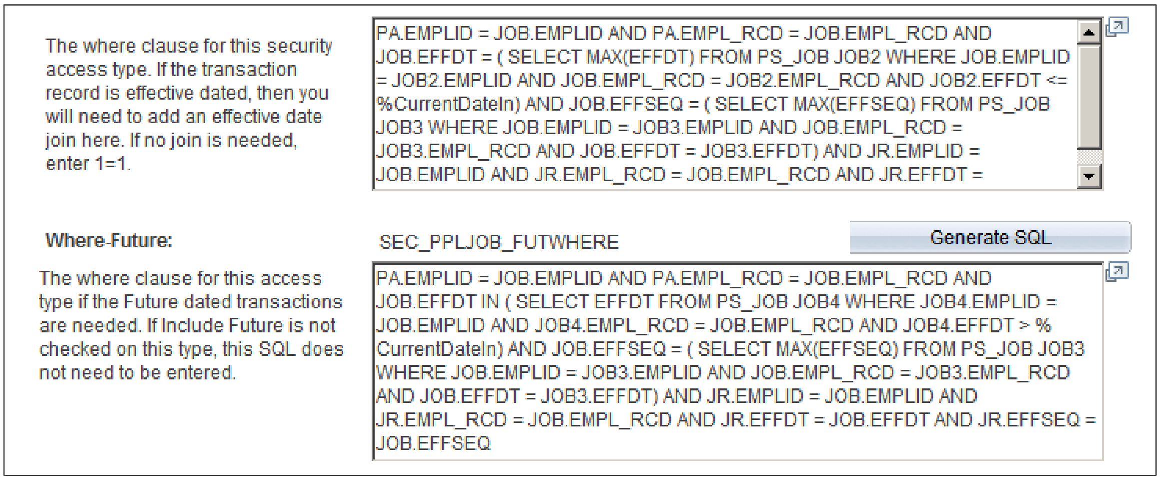


Image: Security Type SQL page (3 of 3)

This example illustrates the fields and controls on the Security Type SQL page (3 of 3). You can find definitions for the fields and controls later on this page.



The Application Engine uses the SQL fragments on this page to build the update and insert statements to update the transaction security join table.

You can use any SQLID but when you click the Generate SQL buttons, the system generates unique IDs based on the security set and/or type.

Warning! This page should only be used by users with a strong understanding of SQL joins and the table relationships.

Group Registration Page

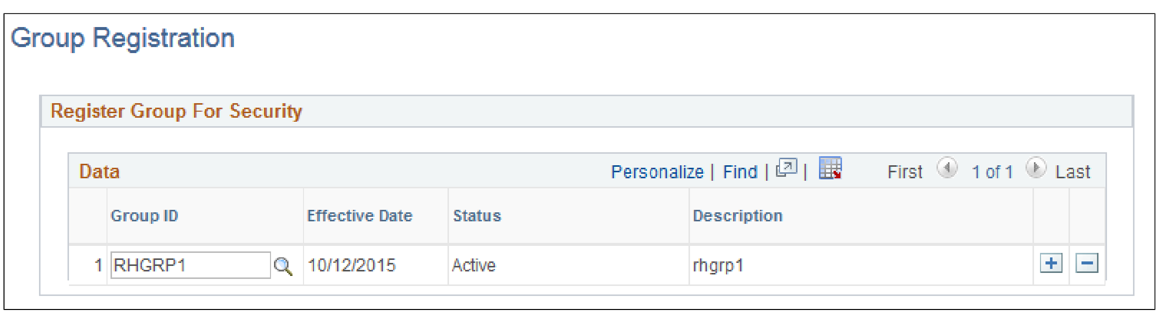
Use the Group Registration page (SCRTY_GB_REGISTER) to register groups from the Group Build feature that you want to use for row level security.

Navigation

Set Up HCM > Security > Core Row Level Security > Group Registration > Group Registration

Image: Group Registration page

This example illustrates the fields and controls on the Group Registration page.



Group ID	Select those groups that were created using the Group Build framework that you want to register as part of row level

security. For more information on the Group Build feature, see Understanding Group Build.

Matrix Team Registration Page

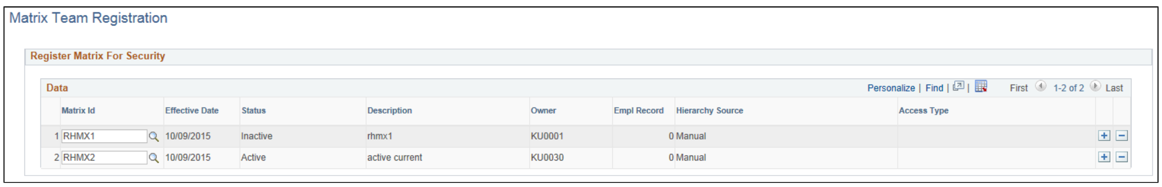
Use the Matrix Team Registration page (SCRTY_MX_REGISTER) to register a matrix team that you want to use for row level security.

Navigation

Set Up HCM > Security > Core Row Level Security > Matrix Team Registration > Matrix Team Registration

Image: Matrix Team Registration page

This example illustrates the fields and controls on the Matrix Team Registration page.



Matrix Id

Select those matrix teams that were created using the "Matrix Team Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) that you want to register as part of row level security.

Refresh Groups Page

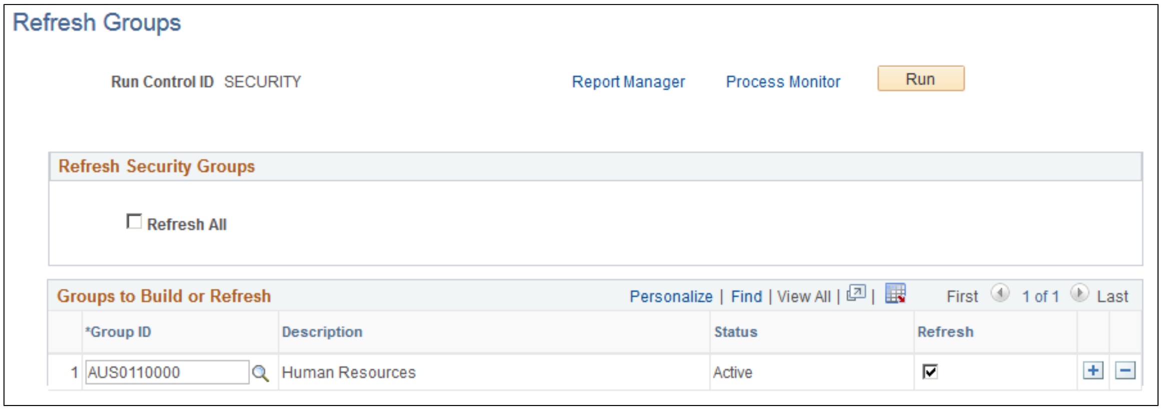
Use the Refresh Groups page (SCRTY_GB_REFRESH) to refresh security-related groups that were created using the Group Build feature.

Navigation

Set Up HCM > Security > Core Row Level Security > Refresh Groups > Refresh Groups

Image: Refresh Groups page

This example illustrates the fields and controls on the Refresh Groups page.



After a group is registered, use the Refresh Groups run control page, which allows either refreshing or creating of content for all registered groups (Refresh All) or for individually selected groups, to run the Refresh Groups (SCRTY_GB_REF) process. This process runs the Group Build framework and populates the Security Group Results (SCRTY_GBRES_TBL) transaction table that is used in security access. The process will also remove any inactive groups that are identified on this page. Groups that are future dated will not be picked up by this process.

Note: You need to run the process from the Refresh Transaction SJT tables component to pick up the information stored in the Group Results (SCRTY_GBRES_TBL) transaction table.

Refresh All

Select this option to refresh or generate new content for all active registered security related groups. Any inactive registered groups will be removed from the security results table.

To register a group for security purposes, see the Group Registration Page.

Group ID

Select from those groups that were registered on the Group Registration Page.

Status

Indicates if this group is active or inactive. The Security Group Build Refresh process generates new content and updates the Security Results table for active groups and removes content for inactive groups listed on this page.

Refresh

Select to refresh (add, update. or remove) specific rows of group data. The process will use the selected data to update the Group Results (SCRTY_GBRES_TBL) transaction table accordingly. The system will process only those rows that are selected, unless the Refresh All option is selected and then all rows will be processed.

Note: When the Access Type *Group Build (045)* is enabled, the security sync AE program will pick up and generate entries in SJT_PERSON for all employees found in the associated group table. To enable an Access Type, see Security Type Table Page.

Refresh Matrix Teams Page

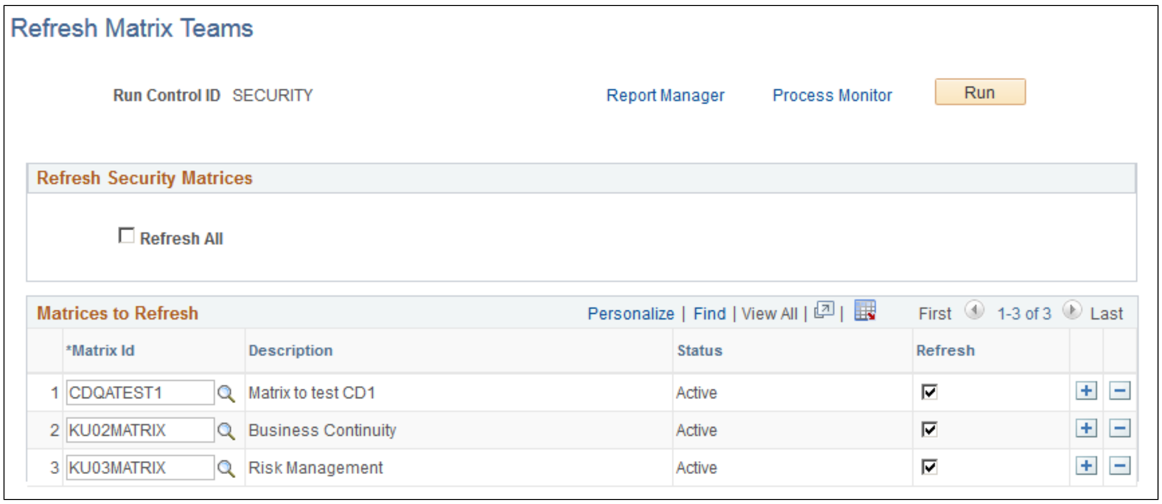
Use the Refresh Security Matrix Teams page (SCRTY_MX_REFRESH) to refresh security-related matrix teams.

Navigation

Set Up HCM > Security > Core Row Level Security > Refresh Matrix Teams > Refresh Matrix Teams

Image: Refresh Matrix Teams page

This example illustrates the fields and controls on the Refresh Matrix Teams page.



After a matrix team is registered, use the Refresh Matrix Teams run control page, which allows either refreshing or creating of content for all registered matrix teams (Refresh All) or for individually selected matrix teams, to run the Refresh Matrix Teams (SCRTY_MX_REF) process. This process populates the security Matrix Team Results (SCRTY_MXRES_TBL) transaction table that is used in security access. The process will also remove any inactive matrix teams that are identified on this page. Matrix Teams that are future dated will not be picked up by this process.

Note: You need to run the process from the Refresh Transaction SJT tables component to pick up the information stored in the Matrix Team Results (SCRTY_MXRES_TBL) transaction table.

Refresh All	Select this option to refresh or generate new content for all active registered security related matrix teams. Any inactive registered matrix teams will be removed from the security results table. To register a team for security purposes, see the Matrix Team Registration Page.
Matrix Id	Select from those matrix teams that were registered on the Matrix Team Registration Page.
Status	Indicates if this matrix team is active or inactive. The Security Matrix Team Refresh process generates new content and updates the security Matrix Team Results table for active matrix teams

	and removes content for inactive matrix teams listed on this page.
Refresh	Select to refresh (add, update. or remove) specific rows of matrix team data. The process will use the selected data to update the Matrix Team Results (SCRTY_MXRES_TBL) transaction table accordingly. The system will process only those rows that are selected, unless the Refresh All option is selected and then all rows will be processed.

Note: When the Access Type *Matrix Team (046)* is enabled, the security sync AE program will pick up and generate entries in SJT_PERSON for all employees found in the associated matrix team table. To enable an Access Type, see Security Type Table Page.

Implementing Sensitive Data Masking

The PeopleSoft HCM provides row-level security for Administrator components and ensures that only authorized users have access to different segments of employees. However, this does not control or secure the access to fields on the page that show sensitive information. For protecting such sensitive data, new configurations are provided to mask the sensitive content in respective pages.

The Data Masking addresses the protection of sensitive data by providing a configurable option of masking sensitive content in administrator pages.

The Sensitive data masking is limited to fields storing the following information:

- Bank Account Number
- Date of Birth
- National ID
- Driver’s License Number
- Passport Number

Data Privacy Enhancements - Sensitive Data Masking

Pages Used to Implement Data Masking

Page Name	***Definition Name***	***Usage***
HCM Options Page	INSTALLATION_TBL1B	Enable the settings for data masking.
National ID Type Page	NID_TYPE_TABLE	Configure national ID mask format for each national ID type.
Authorized Roles Page	HCSCM_AUTHROLE	Define the authorized roles who have access to the sensitive information

Page Name	Definition Name	Usage
Setup Component level Masking Page	HCSCM_COMP_CONFIG	View components for which the data masking is configured, and enable or disable data masking at component and field group level
Component Configuration Page	HCSCM_COMP_CFG_DTL	View masking parameters, configure mask format and associated fields.

Note: The Role Data Masking Admin provides access to Authorized Roles and Setup Component Level Masking components.

Authorized Roles Page

Use the Authorized Roles page (HCSCM_AUTHROLE) to define the authorized roles who can view the sensitive content.

The Field Groups refer to a group of fields that store information like National ID. The three pre-defined field groups available as system data are- National ID, Date of Birth and Bank Account Number.

The Authorized Roles are setup for each field group. The users assigned with authorized roles can see the sensitive content belonging to that field group. For all other users, this information appears masked.

Navigation

Set Up HCM > Security >Data Masking > Authorized Roles

Image: Authorized Roles page

This example illustrates the fields and controls on the Authorized Roles page. You can find definitions for the fields and controls later on this page.

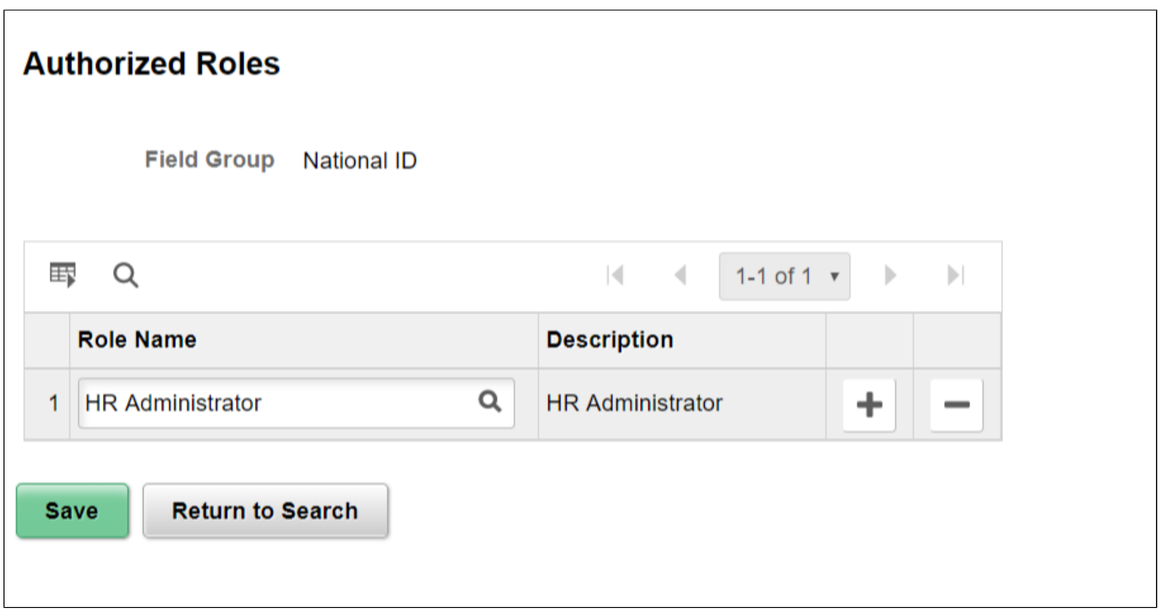
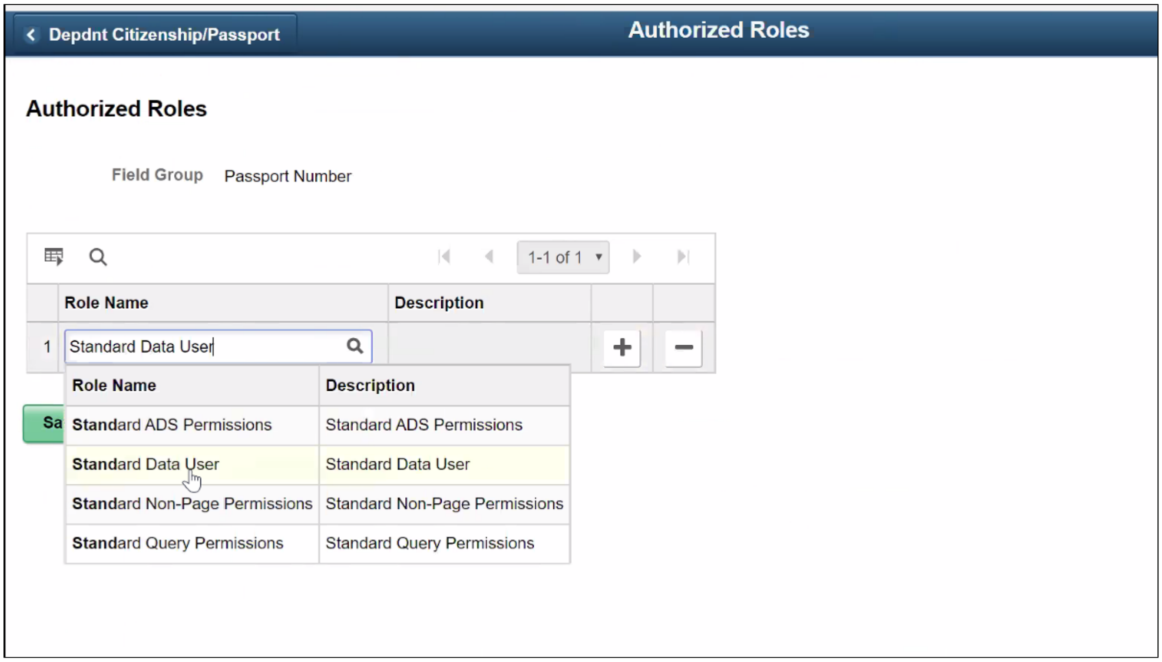


Image: Authorized Roles Page_Passport Number

This example illustrates the fields and controls of Authorized Roles for Passport Number.



Role Name	Assign Roles that are authorized to access sensitive content belonging to the selected Field Group.

There are five defined field groups, they are:

- National ID
- Date of Birth
- Bank Account Number
- Driver's License Number
- Passport Number

Note: The authorized roles are setup for each field group. Data in sensitive fields for a field group appear as masked for users who do not have access to any of the authorized roles in that field group.

Setup Component level Masking Page

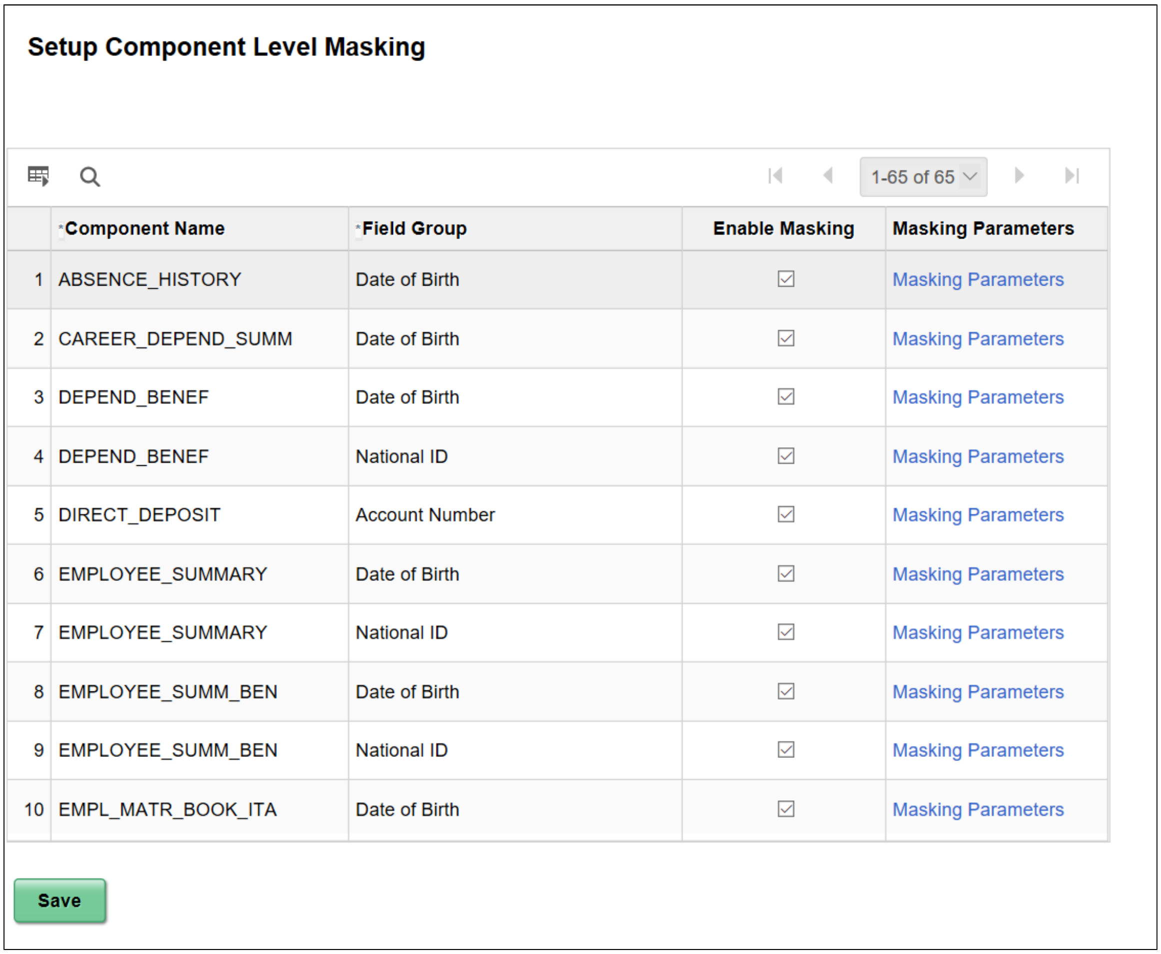
Use the Setup Component Level Masking (HCSCM_COMP_CONFIG) page to enable or disable data masking at a component and field group level. This page lists all the components for which data masking is pre-configured.

Navigation

Set Up HCM > Security > Data Masking > Setup Component Level Masking

Image: Setup Component Level Masking page

This example illustrates the fields and controls on the Setup Component Level Masking page. You can find definitions for the fields and controls later on this page.



	*Component Name	*Field Group	Enable Masking	Masking Parameters
1	ABSENCE_HISTORY	Date of Birth	☑	Masking Parameters
2	CAREER_DEPEND_SUMM	Date of Birth	☑	Masking Parameters
3	DEPEND_BENEF	Date of Birth	☑	Masking Parameters
4	DEPEND_BENEF	National ID	☑	Masking Parameters
5	DIRECT_DEPOSIT	Account Number	☑	Masking Parameters
6	EMPLOYEE_SUMMARY	Date of Birth	☑	Masking Parameters
7	EMPLOYEE_SUMMARY	National ID	☑	Masking Parameters
8	EMPLOYEE_SUMM_BEN	Date of Birth	☑	Masking Parameters
9	EMPLOYEE_SUMM_BEN	National ID	☑	Masking Parameters
10	EMPL_MATR_BOOK_ITA	Date of Birth	☑	Masking Parameters

Component Name	Transaction component that displays sensitive content.
Field Group	Field Group to which the sensitive field in the component belongs.
Enable Masking	Check to enable or disable data masking at a component level
Masking Parameters	Select the link to open component configuration page in a modal window to set the masking parameters for each combination of Component and Field Group. .

Note: By default, masking is enabled for all components listed in the Component Level Masking page, provided the Enable Masking checkbox on the Installation page is selected.

Component Configuration Page

Use the Component Configuration (HCSCM_COMP_CFG_DTL) page to configure the data masking parameters for various components.

For each component, the masking parameters are the records and fields storing sensitive content and any associated information. Associated Fields store information related to sensitive fields. For users without Authorized roles, system masks the sensitive fields and hides the associated fields.

Navigation

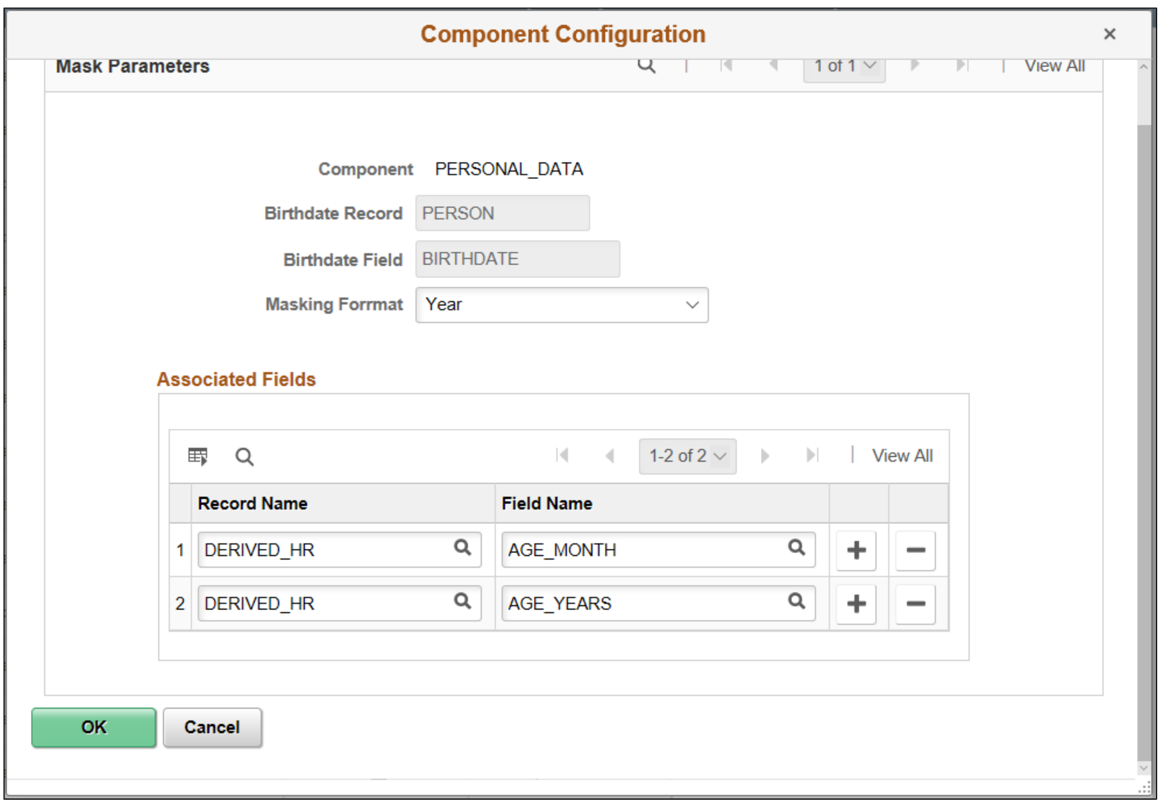
Set Up HCM > Security >Data Masking > Component Level Masking

Select the link of *Masking Parameters*.

Image: Component Configuration (Date of Birth) modal

This example illustrates the fields and controls on the Component Configuration modal for the field group Date of Birth for the component PERSONAL_DATA.

Note: The Record and Field storing sensitive information is pre-configured as system data, and is read only. Masking format can be modified for Field Groups- Date of Birth and National ID. Associated Fields are pre-configured for a few of the delivered components. This can be modified.



Mask Parameters for Field Group: Date of Birth

Component — Displays the component selected for data masking in Setup Component Level Masking page.

Birth Date Record — Record storing Birth Date on the Component.

Birth Date Field — Field storing Birth Date on the Component.

Masking Format — Options available are:

- *Complete*: Select to mask the entire birth date, for example, XX/XX/XXXX.
- *Year*: Select to mask the birth year, for example, 01/01/XXXX.

Associated Fields for Field Group: Date of Birth

Record Name

Search and enter record name of the field that displays any information derived or based on the sensitive field.

Field Name

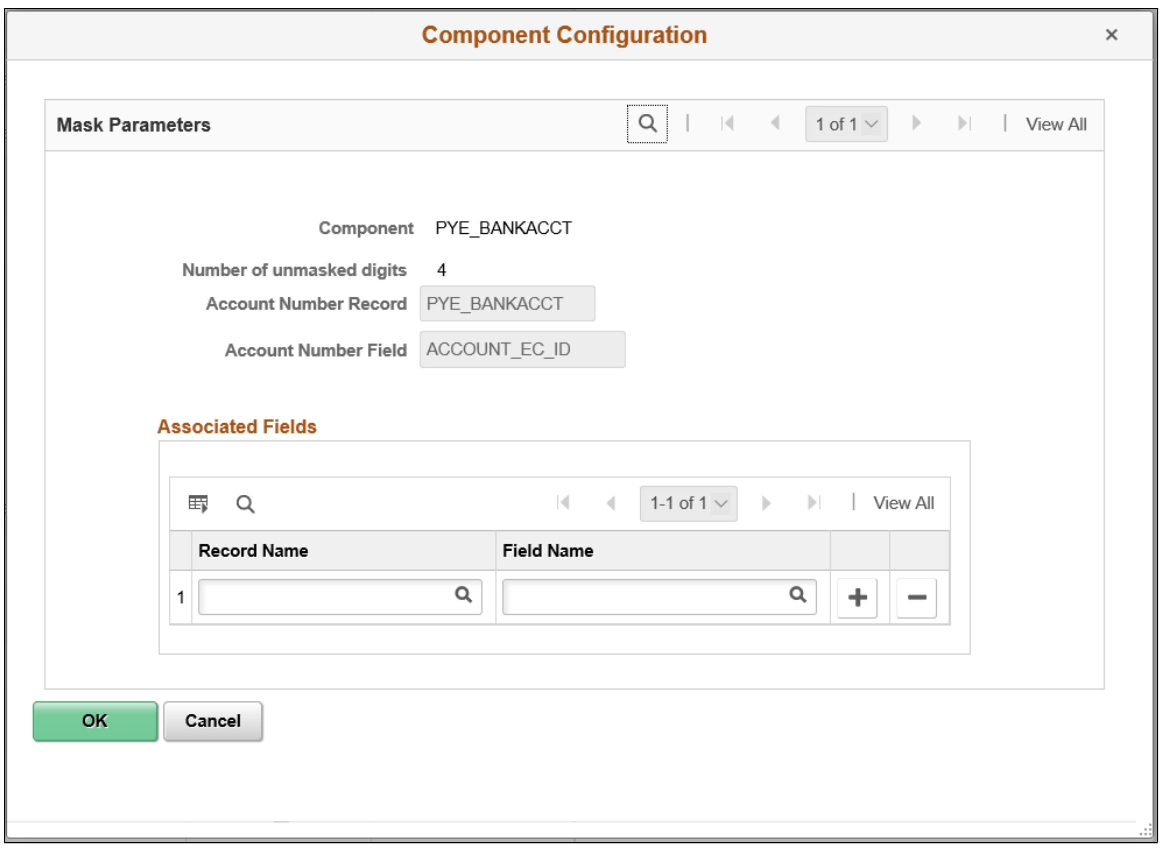
Search and enter the field name from the lookup that displays any information derived or based on the sensitive field.

Component Configuration (Account Number) modal

This example illustrates the fields and controls of the Component Configuration modal for the field group Account Number for the component PYE_BANKACCT.

Image: Component Configuration (Account Number) modal

This example illustrates the fields and controls of the Component Configuration modal for Account Number.



Mask Parameters

Component	Displays the component selected for data masking in Setup Component Level Masking page.
Number of unmasked digits	Read Only: For Account Number, the last 4 digits are always unmasked.
Account Number Record	Record storing Bank Account Number on the Component.
Account Number Field	Field storing Bank Account Number on the Component.

Associated Fields for Field Group: Account Number

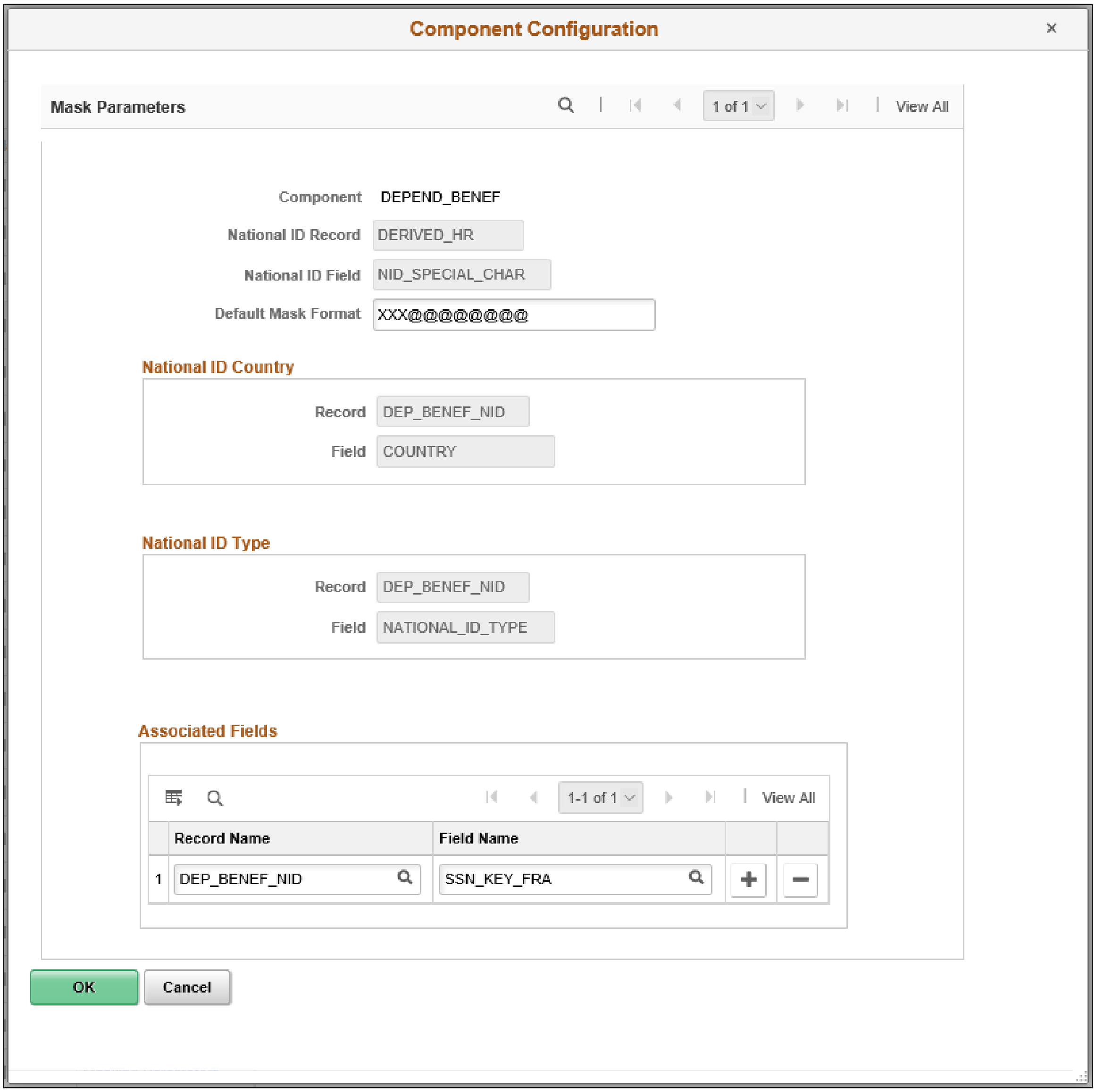
Record Name	Search and enter record name of the field that displays any information derived or based on the sensitive field.
Field Name	Search and enter the field name from the lookup that displays any information derived or based on the sensitive field.

Component Configuration (National ID) modal

For Field Group - National ID, Country and National ID Type - Records and Fields are configured along with the National ID Record and Field. This information is required to identify the Mask Format for National ID at the Transaction level.

Image: Component Configuration (National ID) modal

This example illustrates the fields and controls of the Component Configuration modal for the field group National ID for the component DEPEND_BENEF.



Mask Parameters

Component

Displays the component selected for data masking in Setup Component Level Masking page.

National ID Record

Record storing National ID.

National ID Field

Field storing National ID.

National ID Mask Format

National ID mask format supports only @ and X.

Use X at positions in the National ID that needs masking. The National ID mask format should match the National ID format in length Use @ for showing the input character at that position.

For example, for National ID 123-12-1234, if Masking format XXX@XX@@@@@ is used, the masked output will be XXX-XX-1234.

Use a single @ for showing unmasked National ID and a single X for masking the entire National ID while preserving the format. For the same example, completely masked output will be XXX-XX-XXXX.

Default Mask Format will be used for masking only when

- There is no Mask Format defined in National ID Type setup page for the Country and National ID Type selected in the Transaction Component.

  OR

- There is no National ID Country and National ID Type Record and Field setup in Masking Parameters.

In all other cases, the Mask Format defined in National ID Type page will be used.

National ID Country

Record Record storing Country to which National ID belongs.

Field Field storing Country to which National ID belongs.

National ID Type

Record Record storing National ID Type for the National ID.

Field Field storing National ID Type for the National ID.

Associated Fields for Field Group: National ID

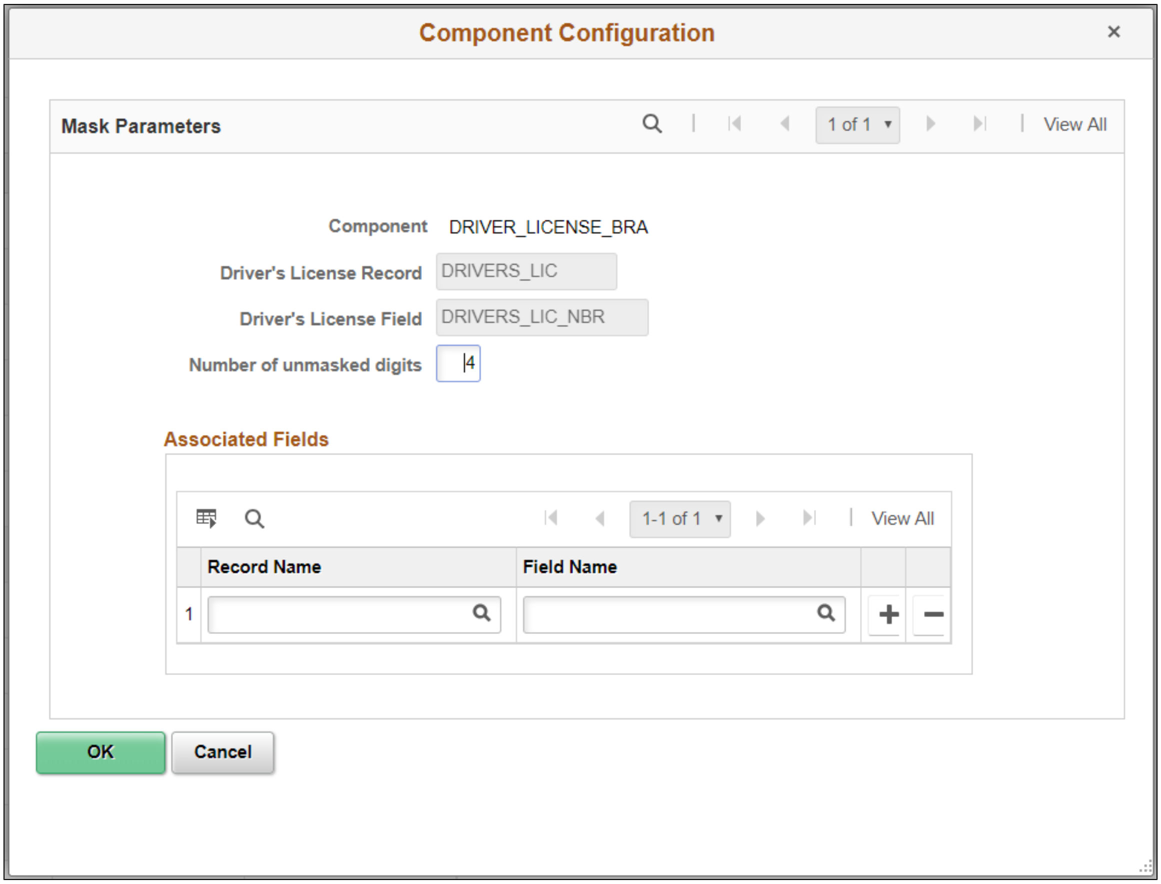
Record Name Search and enter record name.

Field Name Search and enter the field name corresponding to the record name.

Component Configuration (Driver’s License Number) modal

Image: Component Configuration (Driver’s License Number) modal

This example illustrates the fields and controls of the Component Configuration modal for the field group Drivers License Number for the component DRIVER_LICENSE_BRA.

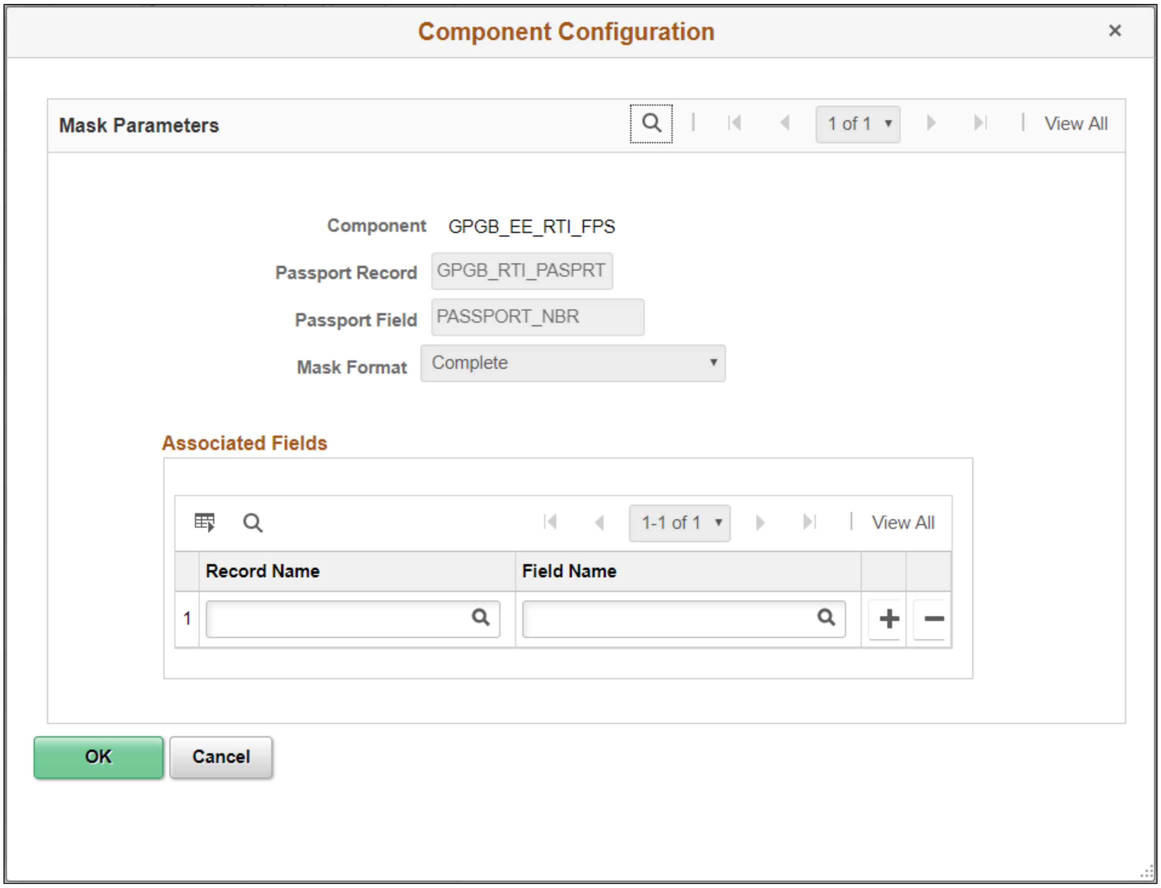


Component	Displays the component selected for data masking in Setup Component Level Masking page.
Driver's License Record	Record storing Driver's License Number on the Component.
Driver's License Field	Field storing Driver's License Number on the Component.
Number of unmasked digits	For Driver's License Number, the last 4 digits are unmasked by default. This can be modified.

Component Configuration (Passport Number) modal

Image: Component Configuration (Passport Number) modal

This example illustrates the fields and controls of the Component Configuration modal for the field group Passport Number for the component GPGB_EE_RTI_FPS.



Component	Displays the component selected for data masking in Setup Component Level Masking page.
Passport Record	Record storing Passport Number on the Component.
Passport Field	Field storing Passport Number on the Component.

List of Components Implementing Sensitive Data Masking

Component Name	***Description***	***Field Group***
ABSENCE_HISTORY	General Absence	Date of Birth
CAREER_DEPEND_SUMM	Immediate Family	Date of Birth
DEPEND_BENEF	Dependent/Beneficiary	Date of Birth
DEPEND_BENEF	Dependent/Beneficiary	National ID

Component Name	***Description***	***Field Group***
DIRECT_DEPOSIT	Payment Distribution Bank/Giro	Account Number
EMPLOYEE_SUMMARY	Employee Data Summary	Date of Birth
EMPLOYEE_SUMMARY	Employee Data Summary	National ID
EMPLOYEE_SUMM_BEN	Employee Data Summary	Date of Birth
EMPLOYEE_SUMM_BEN	Employee Data Summary	National ID
EMPL_MATR_BOOK_ITA	Empl Matricula Data - ITA	Date of Birth
EMPL_MATR_BOOK_ITA	Empl Matricula Data - ITA	National ID
FAMILY_AT_HOST	Family at Host	Date of Birth
GPCH_AB_EE_MATERN	Maternity Leave	Date of Birth
GPCH_CA_DATA	Child Benefits Data	Date of Birth
GPCH_CA_DATA	Child Benefits Data	National ID
GPCH_TX_DATA	Source Tax Data	Date of Birth
GPES_CRT_COL_RES	Create Collective Report ESP	National ID
GPES_EXPT_RSLT	Expatriate Results	National ID
GPES_PAYEE_DATA	ESP Payee Data	Date of Birth
GPES_PAYEE_DATA	ESP Payee Data	National ID
GPES_SSTC_COL_RES	Collective Report ESP	National ID
GPES_SSTC_IND_RES	Individual Report	National ID
GPES_TAX2_RSLT	Tax Results	National ID
GPFR_ATMP_ADMIN	ATMP Administrative Data	Account Number
GPFR_ATMP_ADMIN	ATMP Administrative Data	Date of Birth
GPFR_ATMP_ADMIN	ATMP Administrative Data	National ID
GPFR_ILLNESS_ADMIN	Illness/Maternity Admin Comp.	Account Number
GPFR_ILLNESS_ADMIN	Illness/Maternity Admin Comp.	National ID

Component Name	***Description***	***Field Group***
GPGB_EDI_ADJ	EDI Adjustments	Date of Birth
GPGB_EDI_ADJ	EDI Adjustments	National ID
GPGB_EE_LOANS	Employee Loans	Date of Birth
GPGB_EE_LOANS	Employee Loans	National ID
GPGB_EE_LOAN_RV	Employee Loans Review	Date of Birth
GPGB_EE_LOAN_RV	Employee Loans Review	National ID
GPGB_EE_NI	UK National Insurance Data	Date of Birth
GPGB_EE_NI	UK National Insurance Data	National ID
GPGB_EE_P45	GPGB View P45	Date of Birth
GPGB_EE_P45	GPGB View P45	National ID
GPGB_EE_SS	Assign Share Schemes	Date of Birth
GPGB_EE_SS	Assign Share Schemes	National ID
GPGB_EE_SS_HOL	Share Scheme Contrib Holiday	Date of Birth
GPGB_EE_SS_HOL	Share Scheme Contrib Holiday	National ID
GPGB_EE_TAX	UK Tax Data	Date of Birth
GPGB_EE_TAX	UK Tax Data	National ID
GPGB_PSLIP_PU_PNLG	PU Payslip Component	National ID
GPGB_RTI_ADJ	RTI Adjustments	Date of Birth
GPGB_STDNT_LOAN	GP UK Student Loans	Date of Birth
GPGB_STDNT_LOAN	GP UK Student Loans	National ID
GPGB_TAX_CREDITS	GP UK Tax Credits	Date of Birth
GPGB_TAX_CREDITS	GP UK Tax Credits	National ID
GP_PMT_VIEW	Payments by Calendar Group	Account Number
HRS_MANAGE_APP	Find Applicants	Account Number

Component Name	***Description***	***Field Group***
HRS_MANAGE_APP	Find Applicants	Date of Birth
HRS_MANAGE_APP	Find Applicants	National ID
HS_ILLNESS_GER	GER Illness Tracking	Date of Birth
IMMEDIATE_FAMILY	Immediate Family	Date of Birth
PERSONAL_DATA	Personal Data	Date of Birth
PERSONAL_DATA	Personal Data	National ID
PYE_BANKACCT	Bank Account Information	Account Number
SAMEN_NLD	Diversity Registration NLD	Date of Birth
TRVL_CMPNY_PD	Company Paid Travel	Date of Birth
TRVL_CMPNY_PD_DEP	Dependent Company Paid Travel	Date of Birth
WC_JCR_STATUS2_INQ	Review All Job Change Request	Date of Birth
WC_JOB_CHG_REQ_HR	Request Job Change	Date of Birth
WC_JOB_CHG_REQ_WC	Request Job Change	Date of Birth
DRIVERS_LICENSE	Drivers License	DL
DRIVER_LICENSE_BRA	Drivers License	DL
GPGB_EE_RTI_FPS	RTI FPS Employee Details	PASS
IDENTIFICATN_DATA	Identification Data	PASS
IDENTIFICATN_DEP	Dependent Identification	Data PASS

Setting Up and Assigning Tree-Based Data Permission

To set up and use tree-based data permission, use the Tree Manager component (PSTREEMGR), Security Tree Audit Report component (RUNCTL_PER506), Security by Dept Tree component (SCRTY_DATA), and Refresh SJT_CLASS_ALL component (SCRTY_OPR_RC).

These topics provide an overview of the data permission security by department security trees and discuss how to manage tree-based data permission.

Note: After you assign a row security permission list to a user, you must run the Refresh SJT_OPR_CLS process.

See Refresh SJT_OPR_CLS Page.

Pages Used to Set Up and Assign Tree-Based Permission

Page Name	*Definition Name*	*Usage*
Tree Manager Page	PSTREEMGR	Set up or modify department security trees. You must run the Refresh SJT_CLASS_ALL process whenever you set up or modify a tree.
Security Tree Audit Report Page	RUNCTL_PER506	Create a list of discrepancies between the data you've entered in the Departments component and the departments you've added to the current security tree.
Security by Dept Tree Page	SCRTY_TABL_DEPT	Grant tree-based department data access to row security permission lists.
Refresh SJT_CLASS_ALL Page	SCRTY_OPR_RC	Run the Refresh SJT_CLASS_ALL process when you create or modify a security tree or when you create or modify a row security permission list to update SJT_CLASS_ALL with the user security data.

Understanding Data Permission Security by Department Security Trees

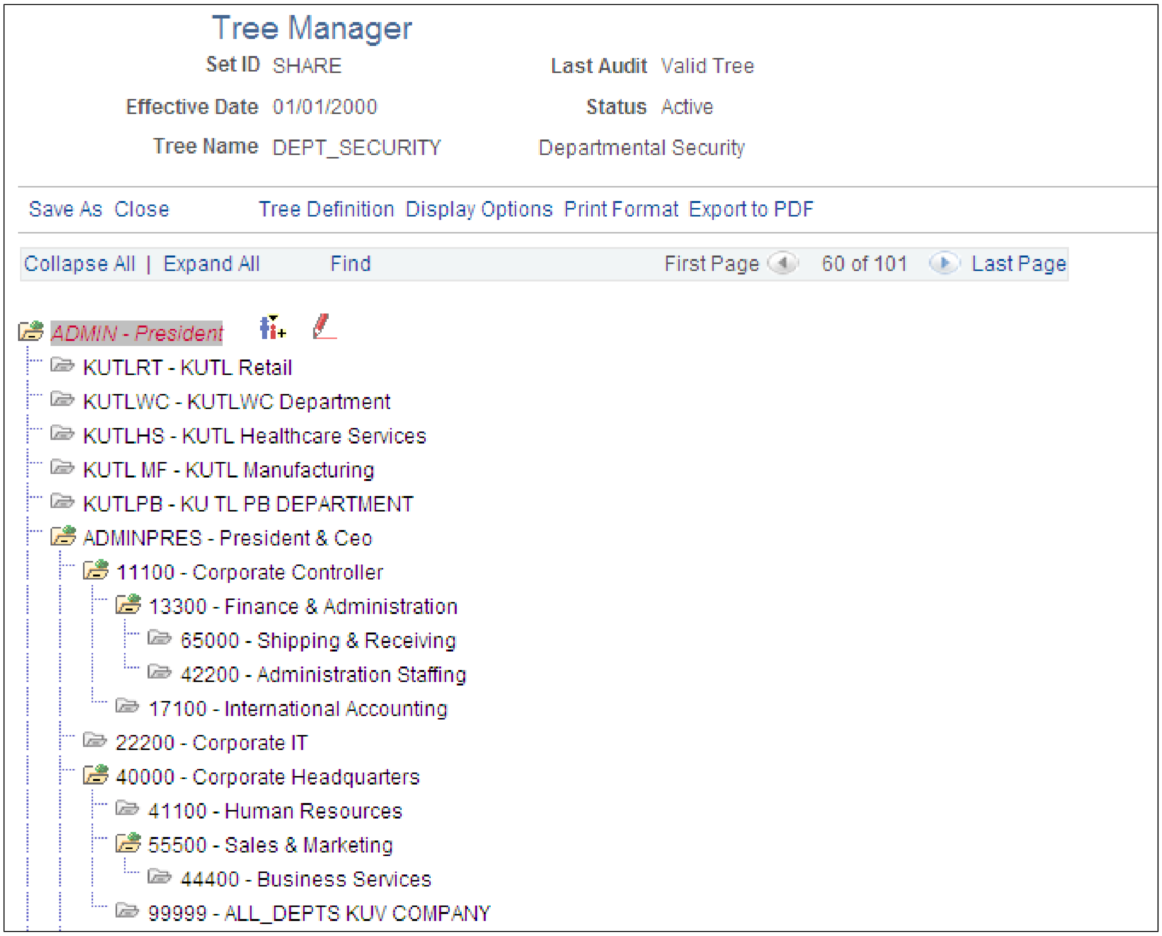
Each security set has a tree-based security access type. Tree-based security access types use department security trees to set up a hierarchy of your departments and enable you to use this hierarchy to simplify data assignment.

You use PeopleSoft Tree Manager to build a hierarchy of department security for an organization. A security tree provides a graphic means to grant and restrict access to data. The security tree doesn't have to represent your organization's hierarchy exactly, although it is usually very close.

To grant a row security permission list access to a group of departments, you grant access to the department to which all of those departments report. You can restrict access to individual departments or to a group of departments if you need to. This is an example of a department security tree for the SHARE set ID:

Image: Portion of the SHARE department security tree

This example illustrates a portion of the SHARE department security tree.



Using this security tree you could, for example, grant a row security permission list access to department 13000 and the system includes department 13000 and all the departments that report to it, giving the permission list access to everyone in all fourteen finance departments.

You can also restrict access to one of the branch entities. For example, if a row security permission list needs access to everyone in Finance except for Business Services, grant access to department 13000, but restrict access to department 15000, giving access to departments 13000, 20000, 22000, 25000, 27000, and 31000.

Note: You can only grant tree-based data permission to row security permission lists.

Before you work with data security and PeopleSoft Tree Manager, make sure that human resources data is defined in the PeopleSoft HCM control tables.

Warning! Before you create or modify a security tree, we recommend that you review the *PeopleTools: PeopleSoft Tree Manager* for a detailed discussion of using PeopleSoft Tree Manager because this section does not provide a complete overview of the application. Security is an important component of your system, and it is crucial that you understand all aspects of PeopleSoft security and its tools before you implement it.

See Setting Up and Assigning Tree-Based Data Permission.

See Assigning Role-Based Data Permission Security to Permission Lists.

See *PeopleTools: PeopleSoft Tree Manager*

Security Trees and Departments

For the purpose of building department security trees, PeopleSoft defines all entities in an organization —from companies to departments—as departments. The department data is created and stored in the Departments component (DEPARTMENT_TBL), which you can access from PeopleSoft Tree Manager or the Set Up HCM menu. You assign security access based on these departments so define each entity in your organization in the Departments component so that you can add its department ID code to the security tree.

Trees are built with levels and nodes:

- Levels are the levels of the hierarchy.
- Nodes, representing organizational entities, are added at different levels to indicate their place in the hierarchy.

For example, the first level of your tree might be the company level. The second level might be the regional level. A node that is added at the first level is a company-level node and represents the company department. A node that is added at the second level is a regional-level node and represents a regional department, such as an office. The first node in your organization is the root node. This is the highest node in the hierarchy. All other nodes (departments) report up to the root node.

Access to data is based on the hierarchy that you create. If you grant access to a department, you also grant access to each department that reports to that department.

Note: You should include inactive departments on your security tree; otherwise, data for retired, terminated, or transferred people who used to be in inactive departments will be inaccessible.

See Maintaining Departments.

Security Trees and Effective Dates

All security trees are called DEPT_SECURITY. Security trees are uniquely identified by their set ID and effective date.

You can create future-dated trees to reflect a change in your reporting structure and you may want to grant access using the newer tree (or, perhaps, to a historical tree).

When you assign data to a permission list on the Security by Dept Tree page select the date as of which you want the trees to be effective. When you add a row in the Define Security Profile grid on the Security by Dept Tree page and select the set ID of the security tree, the system references the security tree that is effective as of the date you selected in the As of Date for the Trees field.

For example, it is now April, 2005 and you have created a future-dated security tree for the SHARE set ID dated January 1, 2006. You wish to try out the data permission using the new tree. On the Security by Dept Tree page, enter January 1, 2006 (or a higher date; the date does not have to be the exact effective date of the tree) in the As of Date for the Trees field. Add a row in the Define Security Profile grid and select the SHARE set ID. The system displays January 1, 2006 in the Effective Date field in the grid and uses the future-dated tree to enforce data permission for that permission list.

When the future-dated tree becomes effective, the system does *not* automatically update the security profiles of permission lists referencing the old tree. For example, on January 1, 2006, the system continues to use the previous SHARE tree to enforce data permission for all the permission lists that were referencing it.

To update the permission lists so that they reference the new tree, enter the Security by Dept Tree page, enter the date January 1, 2006, and click the Refresh Tree Effective Date button. The system will update the effective dates of all the trees referenced by that permission list to the dates the trees effective as of January 1, 2006.

Creating and Modifying Security Trees

You can create a security tree automatically or manually.

Use the Tree Manager page (PSTREEMGR) to use to set up or modify department security trees.

You must run the Refresh SJT_CLASS_ALL process whenever you set up or modify a tree.

Navigation

Tree Manager >Tree Manager >Tree Manager

Creating Security Trees Manually

The steps for creating a tree manually are described in the *PeopleTools: PeopleSoft Tree Manager*. When you create a security tree, enter the following data on the Tree Definition and Properties page (PSTREEDEFN):

Field	***Description***
Tree Name	Enter *DEPT_SECURITY.*
Structure ID	Select *DEPARTMENT.* PeopleSoft delivers the system with this structure ID set up.
Description	Enter a description of the tree.
Set ID	Select the set ID of the departments that you will add to the tree.
Effective Date	Enter the date that the tree becomes effective. Add only the departments that are effective on or before this date.
Status	Select the status of the tree.
Category	Select the category of the tree.

Field	**Description**
Use of Levels	Select one of the following options: • *Strictly Enforced* Your levels consist of only one type of entity. For example, only regions report to the company level and only divisions report to the regional level. • *Loosely Enforced* The entities combine different types of entities. For example, both regions and divisions report to the company level. • *Not Used* Your security structure is flat, and you don't need to set up groups of units in levels.
All Detail Values in this Tree	Leave blank.
Allow Duplicate Detail Values	Leave blank.

Once you've created the basic tree structure, you begin to add nodes. In a security tree, each node represents a business entity in your organization. You define nodes on the Departments component, creating a department for each business entity in your organization.

You must have a node for every department in the set ID. You can add nodes to your trees as you add departments to your organization.

To add a new, future-dated departments in order to maintain data security for people added to the new departments, create a future-dated security tree. This will enable you to add people to the new department before it becomes effective and still be able to control access to their data in the present.

Creating Security Trees Automatically

You can create a security tree using an existing organizational structure. Use the following Structured Query Report (SQR) procedure to import the existing hierarchy and build your security tree. You import your department data into a temporary Department Table, and the system uses that data to build the security tree.

To set up a hierarchy of departmental entities and build your data security tree automatically:

1. Import the entity data.

   Import the entity data into the temporary table R_PER507 using the PeopleSoft Import utility, a Structured Query Report (SQR), or another batch facility. You load department data into this temporary table, so before you use this utility, you must establish the reporting hierarchy for all the departments in your organization. To do this, use the REPORTS_TO_DEPT field in the R_PER507 temporary table. R_PER507 is included with PeopleSoft HCM; it looks like DEPT_TBL, but it includes the following additional columns:

New Column	***Description***
SETID_RPDEPT	Specifies the set ID of the department that a particular department reports to. In addition to the other Department Table data, you must load data into this column.
REPORTS_TO_DEPT	Specifies department that a particular department reports to. In addition to the other Department Table data, you must load data into this column.
ORGCODEFLAG	Indicates whether the department is selected for processing as of a particular date. The system populates this column based on your department data and the REPORTS_TO_DEPT field values.
ORGCODE	Designates the position of the department in the hierarchy. The system populates this column based on your department data and the REPORTS_TO_DEPT field values.
TREE_LEVEL_NUM	Temporary work column.
PARENT_NODE_NUM	Temporary work column.
TREE_NODE_NUM	Temporary work column.
TREE_NODE_NUM_END	Temporary work column.

2. Set up the reporting hierarchy.

   Run PER507 to set up the reporting hierarchy of your tree. This utility determines whether a department is active or inactive as of the date that you enter when you run the utility, and populates the ORGFLAG column in R_PER507 accordingly. The utility creates a structured organization code based on the *REPORTS_TO_DEPT* field values that you loaded and populates ORGCODE accordingly. This utility uses the ORGCODE values to set up the department hierarchy.

3. Build the department security tree.

   Run PER508 to build your DEPT_SECURITY tree. The effective date of the tree is the latest effective date of the departments that were processed in step 2.

   Note: To set up multiple trees to represent security or organizational structures at different points in time, perform step 2 for each tree, setting the As of Date each time, and perform this step again.

   ---

4. Transfer department data into the department component.

   Run PER509 to transfer the information that you set up in R_PER507 into DEPT_TBL. You can't view or update the Department component until you run this utility.

5. Renumber and insert numbered gaps in the security tree.

Run PTUGAPTR.SQR to renumber the nodes in your tree and insert numbered gaps between the nodes.

Modifying Security Trees

You can modify an existing tree by changing either the nodes or the levels. When you modify a security tree, the tree node numbers usually change, so you need to refresh the numbers. You also need to run the Refresh SJT_CLASS_ALL process to update the data access profiles and security join tables.

See Refresh SJT_CLASS_ALL Page.

Renumbering Gaps in Security Trees

PeopleTools assigns each node a number and reserves a series of unused numbers, called gaps, which the system uses to make changes to sections of a security tree. When you move a node, the system renumbers the nodes that appear to the right of the node that you moved (the children of the node that you moved). When you save changes to a tree, the system saves only the parts of the tree that have changed.

To refresh the unused numbers in the gaps between nodes, run the PTUGAPTR.SQR utility. Refresh unused numbers when:

- You load your security tree structure.
- You modify your security tree.
- An error message tells you to gap your tree.

Security Tree Audit Report Page

Use the Security Tree Audit Report page (RUNCTL_PER506) to create a list of discrepancies between the data you've entered in the Departments component and the departments you've added to the current security tree.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Tree Audit Report > Security Tree Audit Report

After you build your security tree, we recommend that you run an audit (PER506.SQR) to determine which department IDs are in the Departments component, but not in the security tree, and which IDs are in the security tree, but not in the Department component. You cannot implement tree-based security for new departments until you add them to your security tree. This audit ensures that you add each department in your system to the security tree.

Security by Dept Tree Page

Use the Security by Dept Tree page (SCRTY_TABL_DEPT) to grant tree-based department data access to row security permission lists.

Navigation

Set Up HCM > Security > Core Row Level Security > Security by Dept Tree > Security by Dept Tree

Image: Security by Dept Tree page

This example illustrates the fields and controls on the Security by Dept Tree page. You can find definitions for the fields and controls later on this page.

Refresh Tree Effdts by (refresh tree effective dates by)

The system will reference the trees that are effective as of this date when you select a tree set ID in the Define Security Profile grid. Select a date in the future to reference a future-dated tree.

For example, to use the department security trees that are current as of today's date, enter today's date in this field.

Refresh Tree Effective Dates

Select to refresh the trees listed in the Define Security Profile grid to trees that are effective as of the date in the As of Date for Trees field.

Note: To ensure that your row security permission lists use the current trees you must enter the appropriate as of date and click this button whenever you create a more recent version of a set ID's security tree.

Define Security Profile

Set ID and **Dept ID** (department ID)

Enter the tree set ID and the ID of the department that you are granting access to. The row security permission list has access to each department ID that reports up to this one on the security tree (unless you specify otherwise) so you don't have to select each department ID individually.

Access Code

Indicate what kind of access the row security permission list has to the data for this department ID.

To restrict access to one or more departments that report up to a department ID that you've granted access to, insert a row and select the restricted department's ID and then select an Access Code of *No Access.*

You need to restrict access explicitly only for department IDs that report up to the department ID to which you want to grant access. Otherwise, the row security permission list doesn't have access to a department unless it or the department to which it reports has been granted access on this page.

Effective Date of Tree

Displays this set ID's tree effective date. Make sure that the effective date of the tree is accurate. The system will not update the effective date automatically if you make a newer version of a tree.

To update trees, enter the date as of which the tree is effective in the Refresh Tree Effdts by field and click the Refresh Tree Effective Dates button.

Refresh SJT_CLASS_ALL Page

Use the Refresh SJT_CLASS_ALL page (SCRTY_OPR_RC) to run the Refresh SJT_CLASS_ALL process when you create or modify a security tree or when you create or modify a row security permission list to update SJT_CLASS_ALL with the user security data.

Navigation

Set Up HCM >Security >Core Row Level Security >Refresh SJT_CLASS_ALL >Refresh SJT_CLASS_ALL

Whenever you add or modify a tree or add or modify a row security permission list on the Security by Dept Tree component you need to run the Refresh SJT_CLASS_ALL process to update SJT_CLASS_ALL with the new user security data.

You can access the new or modified tree on the Security by Dept Tree page before you run this process so if you are creating a tree and then using it on a new or existing permission list you only need to run the process once, as long as you refresh the appropriate rows.

See Refresh SJT_CLASS_ALL Page.

Assigning Role-Based Data Permission Security to Permission Lists

To assign data permission security to role-based permission lists, use the Security by Permission List component (SCRTY_CLASS).

This topic discusses how to assign data permission security by field value to permission lists.

Page Used to Assign Role-Based Data Permission Security to Permission Lists

Page Name	*Definition Name*	*Usage*
Security by Permission List Page	SCRTY_CLASS	Grant data permission security by field values to role-based permission lists.

Security by Permission List Page

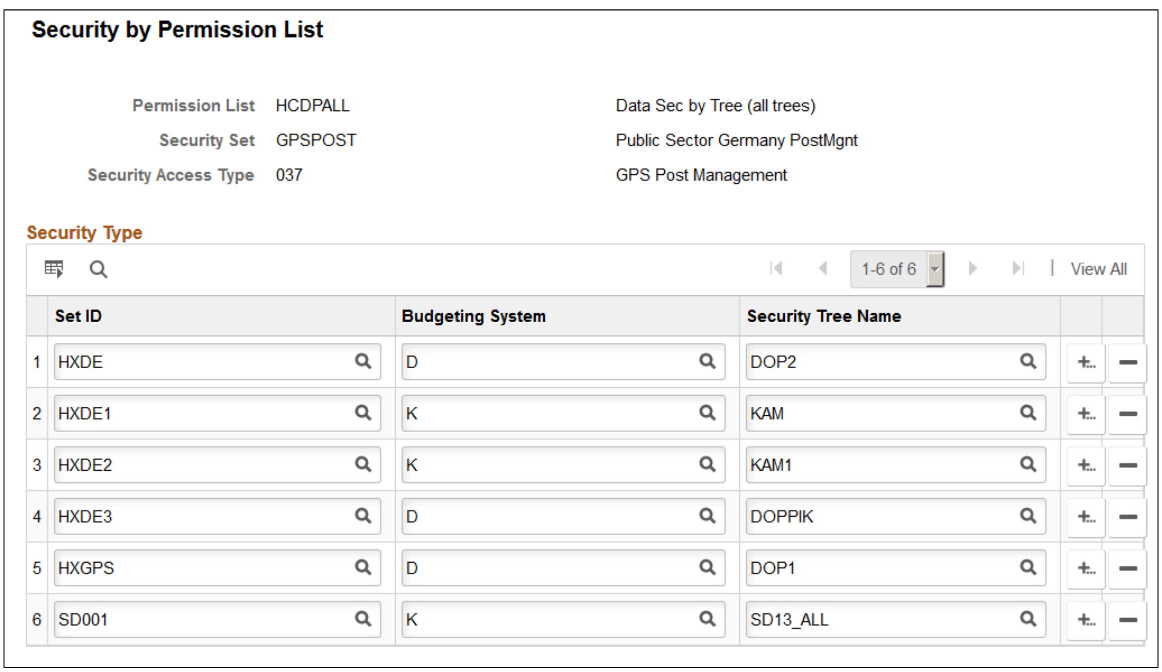
Use the Security by Permission List page (SCRTY_CLASS) to grant data permission security by field values to role-based permission lists.

Navigation

Set Up HCM > Security > Core Row Level Security > Security by Permission List > Security by Permission List

Image: Security by Permission List page

This example illustrates the fields and controls on the Security by Permission List page. You can find definitions for the fields and controls later on this page.



Security Set — Select the security set whose data you want to secure with this permission list. To secure the data of more than one set, add more security set rows.

Security Access Type — Select the security access type. The system only lists those types enabled for the security set.

You can use more than one access type to set data permission for a permission list.

Note: You cannot use tree-based security types on this page.

Note: The security access type 031 (Recruiting Team) works with the assignments on a job opening to grant access.

Security Type

Fields in this group box will vary based on the security set and access type you are managing.

Select the transaction security value or values to which this permission list has access for this security set and access type.

For example, to give a permission list data permission access to recruiting job openings in certain locations, select the appropriate permission list, the security set RSOPN and the security access type 013–RS Location. To select a location, you first must select a business unit that has security access to the location, then select the location. Add more rows to select more business unit / location combinations.

Refreshing Security Join Tables

To refresh security join tables, use the Nightly SJT Refresh Process component (SCRTY_SJTDLY_RC), Refresh Trans. SJT tables component (SCRTY_SJT_RC), the Refresh SJT_CLASS_ALL component (SCRTY_OPR_RC), and the Refresh SJT_OPR_CLS component (SCRTY_OPRCLS_RC).

These topics describe when to use and how to run the security refresh processes.

Pages Used to Refresh Security

Page Name	***Definition Name***	***Usage***
Nightly SJT Refresh Process Page	SCRTY_SJTDLY_RC	Refresh the transaction security join tables to capture data changes that were not automatically loaded into the table. Run shortly after midnight to capture effective-dated changes.
Refresh Trans. SJT tables Page	SCRTY_SJT_RC	Refresh some or all of the data in the transaction-based security join tables to capture data changes that were not automatically loaded into the table.
Refresh SJT_CLASS_ALL Page	SCRTY_OPR_RC	Refresh some or all of the data in the SJT_CLASS_ALL table to capture changes to permission lists that were not automatically loaded into the table.
Refresh SJT_OPR_CLS Page (security operator class)	SCRTY_OPRCLS_RC	Refresh some or all of the data in the SJT_OPR_CLS to capture the current relationship between user profiles and permission lists.

Understanding When to Run the Refresh Processes

PeopleSoft HCM core row level security has four refresh processes. Use the refresh processes to keep your security data up to date so that the system is enforcing data permission using the most current information.

Important! The refresh processes are designed to refresh each row included in the process definition in sequence, causing the system to take an exceptionally long time to run the process when there are a large number of rows. To improve performance, we recommend clearing the Refresh All Rows check boxes on the run control pages and creating more defined run controls to run concurrently. (For example, create a run control for each permission list and run them simultaneously, rather than refreshing all permission lists under a single run control). You can save the run controls and use them as often as necessary.

Nightly Refresh SJT

Run the Nightly Refresh SJT process nightly to refresh the transaction security join tables. The nightly refresh process:

- Updates the transaction security join tables with any changes to transaction security data that bypassed the SavePostChange PeopleCode.

  The system automatically updates the transaction security join tables when you make and save a change on the transaction components, either by manual entry or a mass update that triggers the component interface. If you bypass the PeopleCode, you will need to capture the changes using a refresh process.

- Updates the security join table with future-dated security rows that have become current (when the current calendar date matches up with the effective date of the transaction record) because SavePostChange PeopleCode is not triggered when a future-dated row becomes current.

- If you are using future-dated security rows deletes the old security row and makes the future-flagged row the current row.

Run this process nightly for every security set you are using.

See Nightly SJT Refresh Process Page.

SJT Refresh

Run the SJT Refresh process to refresh the transaction security join tables.

You will need to refresh the tables using this process when you:

- Enable or disable a security access type.

  When you enable a security access type, you need to load the transaction security data for that type into the security join table.

  You need to run it when you disable a security access type in order to clear the security join table of the transaction security data. You won't compromise your security if you don't run it but you will improve performance by removing the unnecessary rows.

- Update the transaction components using a process that bypasses the component interfaces.

The Nightly Refresh SJT process also captures this data but you may want to refresh the tables immediately rather than waiting for a scheduled run.

You can run this process for all security sets at once, individually, or by a smaller grouping of data.

See Refresh Trans. SJT tables Page.

Refresh Row Security Operator

Run the Refresh SJT_CLASS_ALL process to refresh SJT_CLASS_ALL.

You will need to refresh SJT_CLASS_ALL using this process when you:

- Modify a security access type.

  Modifications include selecting to use future-dated security rows or changing the job data security options.

- Create or modify a department security tree.
- Create or modify a row security permission list on the Security by Dept Tree component.

  Modifications include adding or removing data permission and refreshing the effective dates of trees.

See Refresh SJT_CLASS_ALL Page.

Refresh SJT_OPR_CLS

Run the Refresh SJT_OPR_CLS process to refresh SJT_OPR_CLS.

You will need to refresh SJT_OPR_CLS whenever you create or change the relationship between a user profile and a permission list with data permission. Run the process when you:

- Clone a user profile that has data permission.
- Add a row security permission list that has data permission to, or delete one from, a user on the User Profile - General page.
- Add a role with permission lists with data permission to, or delete one from, a user.
- Add a permission list with data permission to, or delete one from, a user-assigned role

---

Note: SavePostChange PeopleCode on the Security by Dept Tree component and the Security by Permission List component updates SJT_OPR_CLS when you add a permission list to either component for the first time. If you add a permission list to the user first, either in the Row Security field or by way of a role, and then add it to the Security by Dept Tree page or Security by Permission List page, you do *not* need to run the process.

You can enable the USER_PROFILE message and the local subscription HCM_Refresh_SJT_OPR_CLS and the ROLE_MAINT message and the local subscription HCM_Role_Refresh_SJT_OPR_CLS to automatically update SJT_OPR_CLS.

PeopleSoft does not deliver the system with these messages enabled in order to prevent unnecessary publishing. If you would like to use them, follow these steps:

1. Uncomment the following PeopleCode found in the USERMAINT.GBL SavePostChange PeopleCode.

   ```
   /*
   If %Mode="A" Then
    %MSG.CopyRowset(&USERPROFILECHANGE);
    &MSG.Publish();
   Else
    &MSG.CopyRowsetDelta(&USERPROFILECHANGE);
    &MSG.Publish();
   End-If,*/
   ```

2. Use PeopleSoft Application Designer to activate the USER_PROFILE and ROLE_MAINT messages by:

   a. Opening each message.

   b. Click on the Properties icon.

   c. Select the User tab.

   d. Select the Active check box.

3. Use PeopleSoft Application Designer to activate the handler/application class for the USER_PROFILE and ROLE_MAINT messages:

   a. Open each message.

   b. Under Message Subscriptions, select HCM_Refresh_SJT_OPR_CLS (for USER_PROFILE) or HCM_ROLE_REFRESH_SJT_OPR_CLS (for ROLE_MAINT), right click, and select Message Subscription Properties.

   c. Select the Active check box.

4. Confirm that the queues are running:

   a. Select PeopleTools > Integration Broker > Monitor Integrations > Monitor Message.

   b. On the Monitor Message - Channel Status page (AMM_CHNL_STATUS), scroll down until you locate both the USER_PROFILE and ROLE_MAINT channels.

   c. Confirm that both channels have a status of *Running.*

5. Make the USER_PROFILE and ROLE_MAINT messages active on the HCM node by:

   a. Select PeopleTools > Integration Broker > Integration Setup > Node Definitions.

   b. On the Node Definitions - Transaction page (IB_NODETRXLIST), change the status of each message to *Active.*

See Working with HCM Local Integrations.

See Refresh SJT_OPR_CLS Page.

Refresh Processes by Action

This table indicates which refresh processes you should run when implementing HCM security:

Action	***Refresh SJT_CLASS_ALL***	***SJT_Refresh***
Make changes to the implementation settings on the Security Installation Settings page.	Run	Run
Enable a security access type.		Run
Disable a security access type.	Run	Run
Modify an enabled security access type (for example, by selecting or deselecting the Include Future Dates check box).	Run	Run

This table indicates which refresh processes you should run when using security trees and creating and modifying row security permission lists:

Action	***Refresh SJT_CLASS_ALL***
Create a department security tree.	
Create a new effective-dated version of an existing tree. **Note:** You do not need to refresh SJT_CLASS_ALL yet because you'll have to update the data permission lists to reference the new tree. You'll run the SJT_CLASS_PROCESS then.	
Modify a department security tree *without* changing the effective date.	Run
Add a new permission list to the Security by Dept Tree page and add to it data permission.	Run
Modify the data permission of a permission list on the Security by Dept Tree page.	Run
Refresh the effective date of the trees on the Security by Dept Tree page because you created a new effective-dated version of an existing tree.	Run

This table indicates which refresh processes you should run when creating and modifying row security permission lists:

Action	***Refresh SJT_CLASS_ALL***
Add a new permission list to the Security by Permission List page and add to it data permission. **Note:** The system uses SavePostChange PeopleCode to update SJT_CLASS_ALL automatically when you save the component.	
Modify the data permission of a permission list on the Security by Permission List page. **Note:** The system uses SavePostChange PeopleCode to update SJT_CLASS_ALL automatically when you save the component.	

This table indicates which refresh processes you should run when you add, delete, or modify a user's data permission:

Note: This table assumes that you have not enabled the USER_PROFILE message and the local subscription HCM_Refresh_SJT_OPR_CLS and the ROLE_MAINT message and the local subscription HCM_Role_Refresh_SJT_OPR_CLS to automatically update SJT_OPR_CLS. PeopleSoft does not deliver the system with these messages enabled.
If these messages are enabled, the system updates SJT_OPR_CLS and you do not need to run the refresh process following any of these actions.

Action	***Refresh SJT_OPR_CLS***
Add a row security permission list to a user profile on the User Profile – General page.	Run
Delete a row security permission list from a user profile on the User Profile – General page.	Run
Change a row security permission list on a user profile on the User Profile – General page.	Run
Create a new user profile by copying an existing profile that has permission lists with data permission (whether by the Copy User Profiles page, the Create Users process, or the Create Row Security - Dept Mgr process).	Run
Add a role-based permission list (one that has data permission from the Security Permission List page) to a role that is already assigned to a user.	Run
Delete a role-based permission list (one that has data permission from the Security Permission List page) from a role that is already assigned to a user.	Run

Action	Refresh SJT_OPR_CLS
Add a role that has one or more role-based permission lists (permission lists that have data permission from the Security Permission List page) to a user profile.	Run
Delete a role that has one or more role-based permission lists (permission lists that have data permission from the Security Permission List page) from a user profile.	Run
Add a permission list that is already assigned to a user (by way of a role) to the Security by Permission List page and give it data permission.	
Add a permission list that is already assigned to a user on the User Profile – General page to the Security by Dept Tree page and give it data permission.	

This table indicates which refresh processes you should run when you add, delete, or modify the following transaction security data:

- Job data record for a person.
- Person of interest record for a person.
- Department.
- Job opening.

Action	SJT Refresh process
Add, delete, or modify an existing transaction record.	
Create a future-dated transaction record.	
Using a mass update process that triggers the component interfaces, create, delete, or modify multiple transaction records	
Using a mass update process that does not trigger the component interfaces (or otherwise bypass the component interface on the transaction record), create, delete, or modify multiple transaction records.	Run

Nightly SJT Refresh Process Page

Use the Nightly SJT Refresh Process page (SCRTY_SJTDLY_RC) to refresh the transaction security join tables to capture data changes that were not automatically loaded into the table.

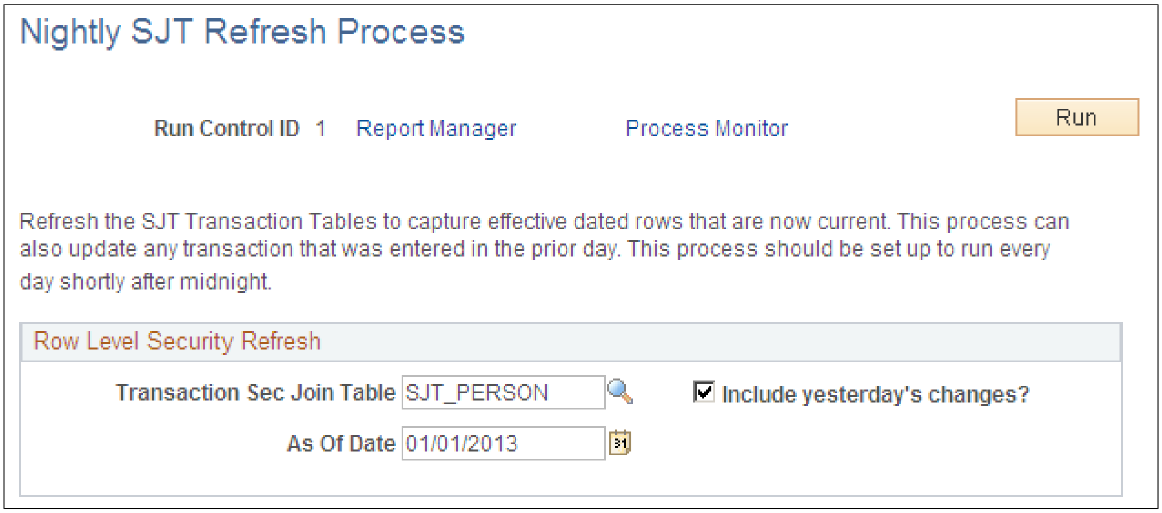
Run shortly after midnight to capture effective-dated changes.

Navigation

Set Up HCM > Security > Core Row Level Security > Nightly SJT Refresh Process > Nightly SJT Refresh Process

Image: Nightly SJT Refresh Process page

This example illustrates the fields and controls on the Nightly SJT Refresh Process page. You can find definitions for the fields and controls later on this page.



Set up this process to run every night shortly after midnight using a recurring schedule and leaving the As Of Date field empty. By running the process shortly after midnight, you capture the formerly future-dated rows that have just become effective.

Transaction Sec Join Table

Select the transaction security join table to update.

Include yesterday's changes?

Select to include the previous day's changes. The program searches the system for any changes to the transaction records on the previous day and updates the transaction security join tables with those changes. This ensures that any changes that were made to the data outside of components or component interfaces are captured.

If you do not select this check box, the process will only update the transaction security join tables with the changes made on the as of date.

Note: It is recommended that you select this option every time you run this process to guarantee that you are updating the transaction security join tables with the latest information. Only deselect the check box if you are experiencing performance issues and you are certain that the records are not being updated outside of the regular user interface or component interfaces.

As Of Date

Leave the as of date blank when you schedule this run control ID to run on a recurring basis. The system will use the current, system date each time it runs.

Refresh Trans. SJT tables Page

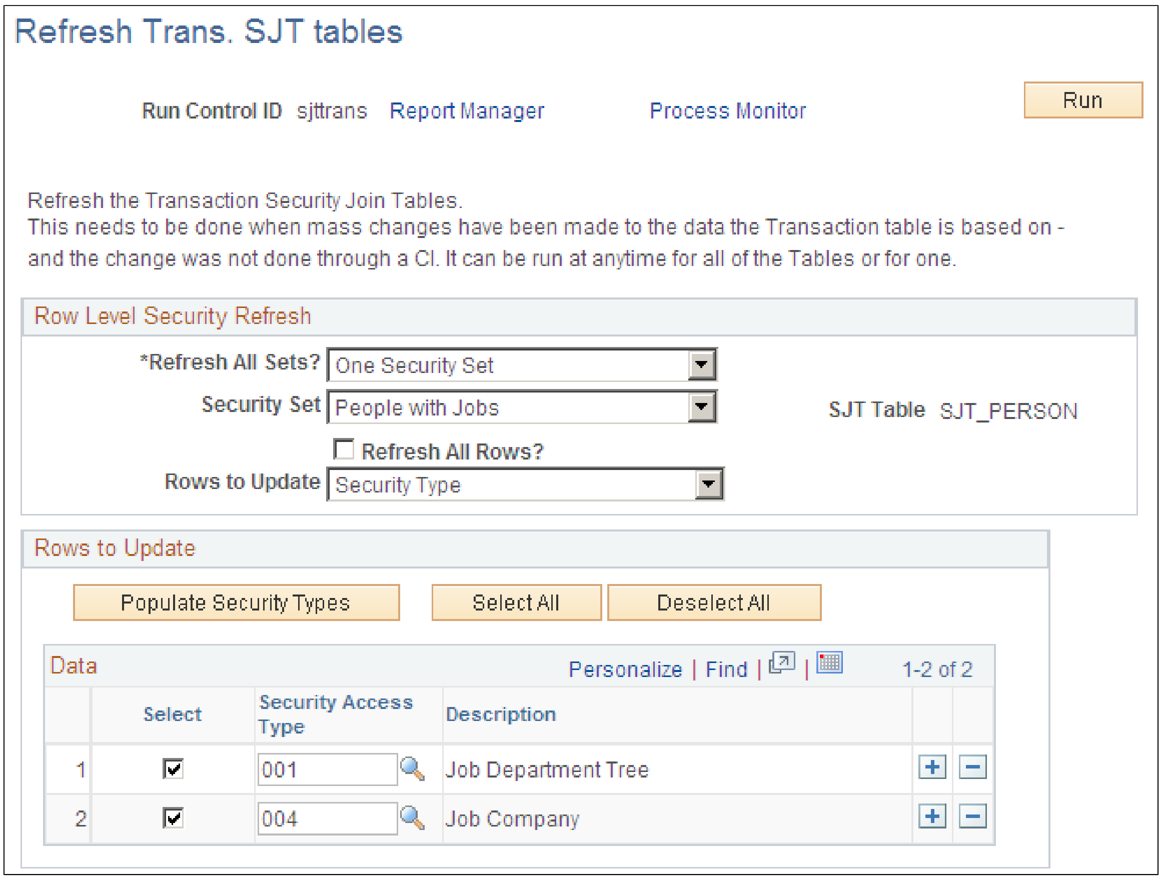
Use the Refresh Trans. SJT tables page (SCRTY_SJT_RC) to refresh some or all of the data in the transaction-based security join tables to capture data changes that were not automatically loaded into the table.

Navigation

Set Up HCM > Security > Core Row Level Security > Refresh Trans. SJT tables > Refresh Trans. SJT tables

Image: Refresh Trans. SJT tables page

This example illustrates the fields and controls on the Refresh Trans. SJT tables page. You can find definitions for the fields and controls later on this page.



Refresh All Sets? Select *All Security Sets* to refresh all security sets.

Select *One Security Set* to refresh one security set.

Security Set and **SJT Table** If you are refreshing one security set, select the set. The system displays the transaction security join table associated with the security set.

Refresh All Rows? Select to refresh every row in the security join table.

Deselect to refresh select rows in the security join table. The system displays the Rows to Update grid.

Rows to Update

Select the rows to update. The options available are the ones you selected for the security set on the Security Sets component.

Rows to Update

The fields and buttons in the Rows to Update grid will vary depending on the rows you select to update in the Rows to Update field. Enter the rows of data you want to update.

For example, if you select *Security Type* in the Rows to Update field, select the security types whose transaction data you want to refresh.

Refresh SJT_CLASS_ALL Page

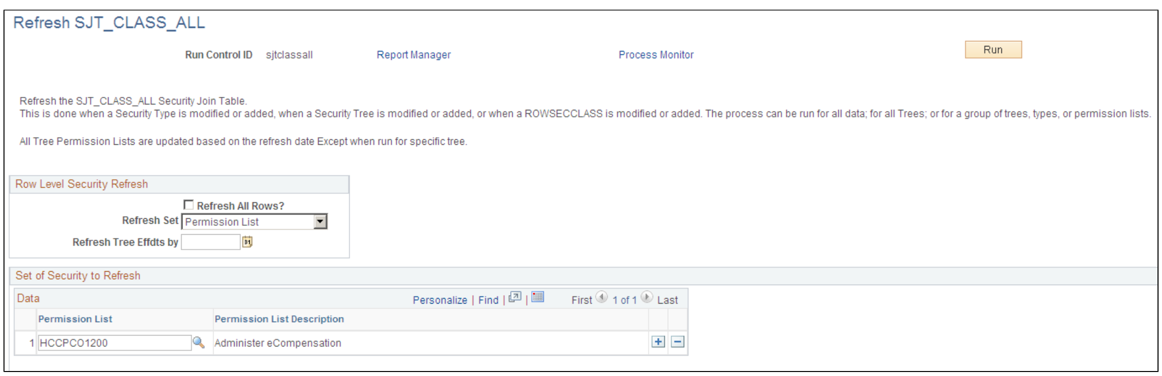
Use the Refresh SJT_CLASS_ALL page (SCRTY_OPR_RC) to refresh some or all of the data in the SJT_CLASS_ALL table to capture changes to permission lists that were not automatically loaded into the table.

Navigation

Set Up HCM > Security > Core Row Level Security > Refresh SJT_CLASS_ALL > Refresh SJT_CLASS_ALL

Image: Refresh SJT_CLASS_ALL page

This example illustrates the fields and controls on the Refresh SJT_CLASS_ALL page. You can find definitions for the fields and controls later on this page.



Row Level Security Refresh

Refresh All Rows?

Select to refresh every row in SJT_CLASS_ALL.

Deselect to refresh selected rows. The system displays the Refresh Set field.

Refresh Set

Select the set of rows to refresh. The system displays the Set of Security to Refresh grid.

You can select to refresh:

- *All Trees.*
- *Permission List*

	• *Security Type* • *Specific Tree*
Refresh Tree Effdts by (refresh tree effective dates by)	Select the date as of which you are refreshing the table. The process will refresh the table with the security data that is effective as of this date.
Set of Security to Refresh	Select the values to refresh. For example, if you've modified a row security permission list, rather than refreshing the entire table, select *Permission List* in the Refresh Set field and select the permission list you modified here. If you've modified a specific tree, select *Specific Tree* in the Refresh Set field and select the setID's to refresh for that tree.

Refresh SJT_OPR_CLS Page

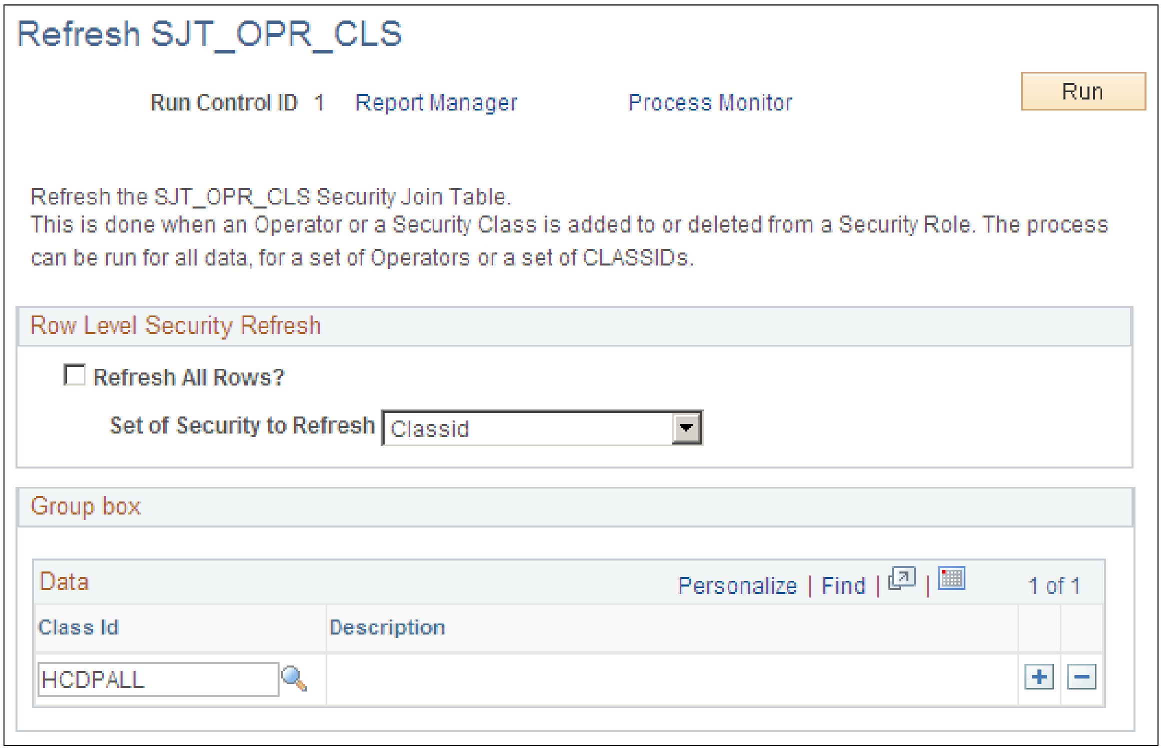
Use the Refresh SJT_OPR_CLS (security operator class) page (SCRTY_OPRCLS_RC) to refresh some or all of the data in the SJT_OPR_CLS to capture the current relationship between user profiles and permission lists.

Navigation

Set Up HCM > Security > Core Row Level Security > Refresh SJT_OPR_CLS > Refresh SJT_OPR_CLS

Image: Refresh SJT_OPR_CLS page

This example illustrates the fields and controls on the Refresh SJT_OPR_CLS page. You can find definitions for the fields and controls later on this page.



The Refresh SJT_OPR_CLS process refreshes SJT_OPR_CLS as of the system date.

Refresh All Rows?

Select to refresh every row in SJT_OPR_CLS.

Deselect to refresh selected rows. The system displays the Set of Security to Refresh field.

Set of Security to Refresh

Select the set of rows to refresh.

You can select to refresh:

- *Classid*

  Select to refresh the table with the selected row security or role-based permission lists IDs of users to whom they are attached.

- *Orpid*

  Select to refresh the table with the selected user IDs and the permission lists assigned to them.

Querying Data Permission Security

To query data permission security, use the Security Data Inquiry component.

These topics discuss querying data permission security.

Pages Used to Query Data Permission Security

Page Name	***Definition Name***	***Usage***
Find Search View Page	SCRTY_CLASS_DISP	Query the actual view SQL text used in a specific component. Enter the name of the view you want to query in the View Name field. You can use the SQL Object ID to view the definitions of the SQL objects used in the view.
Display Security Data Page	SCRTY_TRANS_DISP	Display the security data for a selected security set and access type. You can view the user security data using the type and the transaction data secured by the type.
User Security Data Page	SCRTY_OPR_DISP	Query and review a user's security data, including assigned roles and permission lists.
Find in SJT_PERSON Page	SCRTY_SJT_PERSON	Review the transaction data used to secure a person's data and the permission lists and users who have access the person.
Find in SJT_PERSON_USF Page (See Find in SJT_PERSON Page)	SCRTY_SJT_PER_USF	(USF) Review the transaction data used to secure a person's data and the permission lists and users who have access the person.
Find in SJT_DEPT Page	SCRTY_SJT_DEPT	Review the transaction data used to secure a department's data and the permission lists and users who have access the department.
Find in HRS_SJT_JO Page	SCRTY_SJT_RSOPN	Review the transaction data used to secure a job opening and the permission lists and users who have access the job opening.

Understanding Data Permission Queries

The Security Data Inquiry component enables you to quickly and easily query aspects of your data permission setup in the event that you have questions or concerns about the implications of the access you've set up. The component consists of seven pages, each querying a different aspect of HCM data permission:

Page	***Description***

Find Search View	Use this page to review details about the security search view used by a component. There are a number of different search views and even the same component can use a different view, depending on which menu it is on.
	
	The security view text tells you which security set the data in the component falls into and if there is any special selection criteria.
	
	To use query search views you need to know the:
	
	• Component name.
	
	• Market.
	
	• Menu name.
	
	• Access mode the user was attempting: (either add or update).
	
	    • If they were trying to add a record, you want to query the add search view (the system displays this in the Add Search field).
	
	    • If they were trying to update or review a record, you want to query the search view displayed in the Search Record Name or Override Search Record field.

Display Security Data	Use this page to review security data for the selected security set and security access type. You can further refine the query by selecting a user ID, permission list, or security key value, or a combination of the three. Review both the permission list access and the transaction data secured by the parameters. For example, you can review the data permission assigned to the permission list MyJobs for security set PPLJOB and security access type 001 (department 11000). Or you can review the transaction data available to permission list MyJobs for security set PPLJOB and security access type 002 (112 people with jobs). To compile a list of access for more than one access type, download the data in the grids to Microsoft Excel
User Security Data	Review a user's data permission profile, including his or her roles, role-based permission lists, and row security permission lists, and the data permission associated with them. The query only includes the roles and role-based permission lists that contain data permission security.

Page	*Description*
• Find in SJT_PERSON • Find in SJT_DEPT • Find in SJT_PERSON_USF • Find in HRS_SJT_JO	Use this page to review the access to transaction data. You can review: • The data securing transaction records. • Which permission list has data permission access to selected records. • Which users are assigned the selected permission lists.

Find Search View Page

Use the Find Search View page (SCRTY_CLASS_DISP) to query the actual view SQL text used in a specific component.

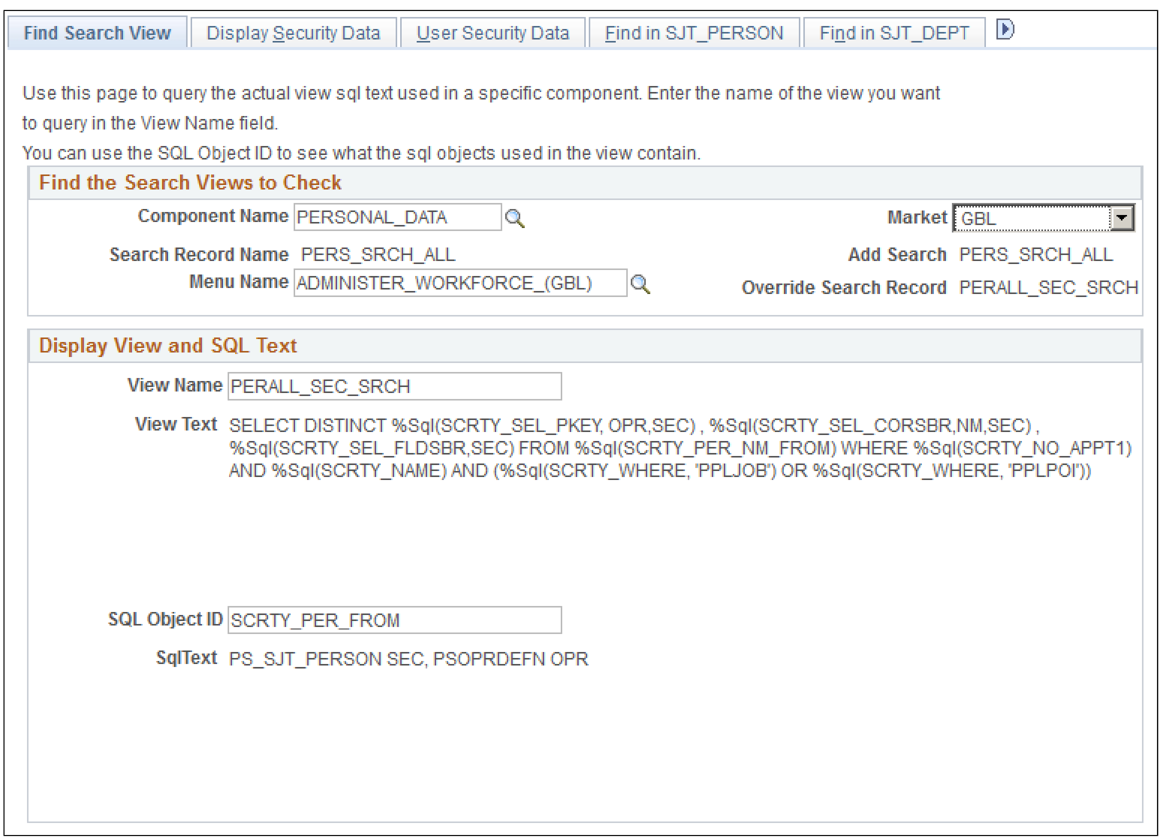
Enter the name of the view you want to query in the View Name field. You can use the SQL Object ID to view the definitions of the SQL objects used in the view.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Data Inquiry > Find Search View

Image: Find Search View page

This example illustrates the fields and controls on the Find Search View page. You can find definitions for the fields and controls later on this page.



To review the view and SQL text used in a security search view indicate which search view to search by entering the:

- Component name
- Market
- Menu name

Search Record Name	Displays the component's default search record when you access the component in update or display mode. **Note:** You can assign an override search record to a component at the menu level. If the component uses an override search record, the search record displayed in the Override Search Record will be different from this one and you should search it instead.
Add Search	Displays the component's search record when you access the component in add mode.
Override Search Record	Displays the component's override search record when you access the component in update or display mode.
View Name and **View Text**	To review the text from a search record view, enter it into the View Name field. The system displays the view text when you tab out of the View Name field.
SQL Object ID and **SqlText**	To review the SQL text within an SQL Object used by the view, enter the SQL object ID into the SQL Object ID field. The system displays the SQL text when you tab out of the SQL Object ID field. **Note:** SQL objects are used to store common SQL.

For example, the security search view for the Personal Data component on the Administer Workforce menu, when accessed in Update mode, is PERALL_SEC_SRCH. This search view uses the security sets PPLJOB and PPLPOI and the transaction security join table SJT_PERSON. The view text has a special selection criteria to not return rows where the APPT_TYPE (appointment type) is equal to 1.

You can use this information to review the security data in greater detail. Perhaps to see what data is secured in security set PPLPOI or if the record a user is trying to access in this component has an appointment type value equaling 1 and that is why the record is unavailable.

See *PeopleTools: Application Designer Developer's Guide*.

Display Security Data Page

Use the Display Security Data page (SCRTY_TRANS_DISP) to display the security data for a selected security set and access type.

You can view the user security data using the type and the transaction data secured by the type.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Data Inquiry > Display Security Data

Image: Display Security Data (1 of 3)

This example illustrates the fields and controls on the Display Security Data (1 of 3). You can find definitions for the fields and controls later on this page.

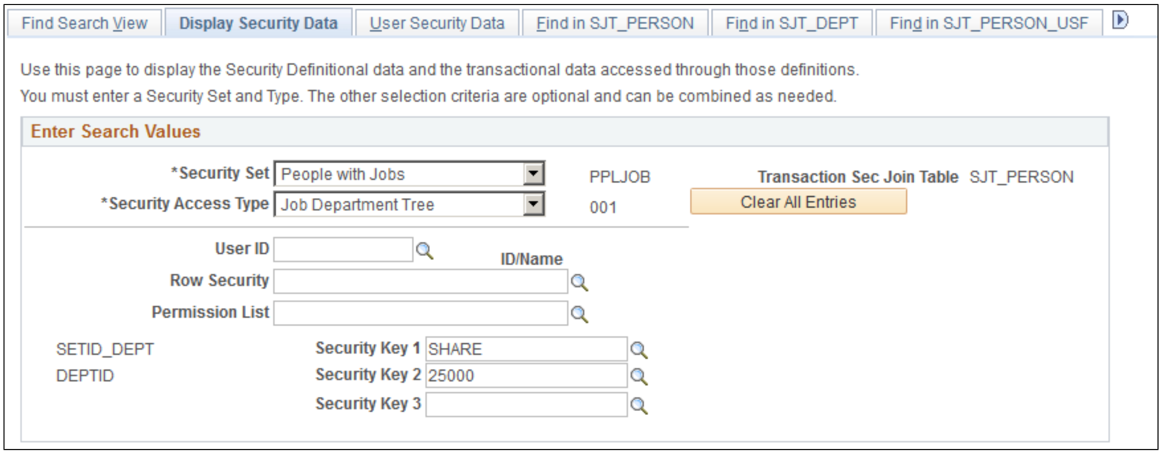


Image: Display Security Data (2 of 3)

This example illustrates the fields and controls on the Display Security Data (2 of 3). You can find definitions for the fields and controls later on this page.

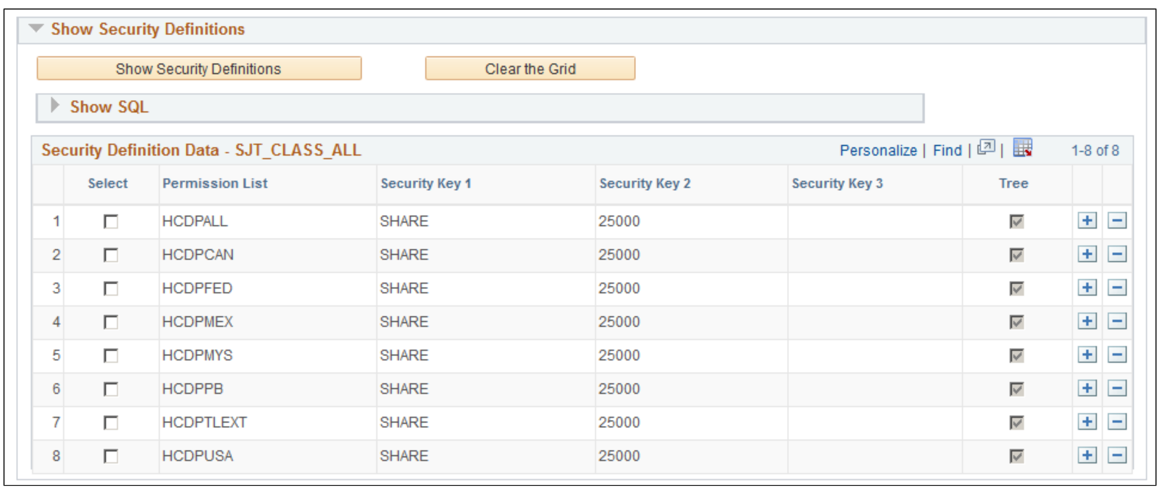
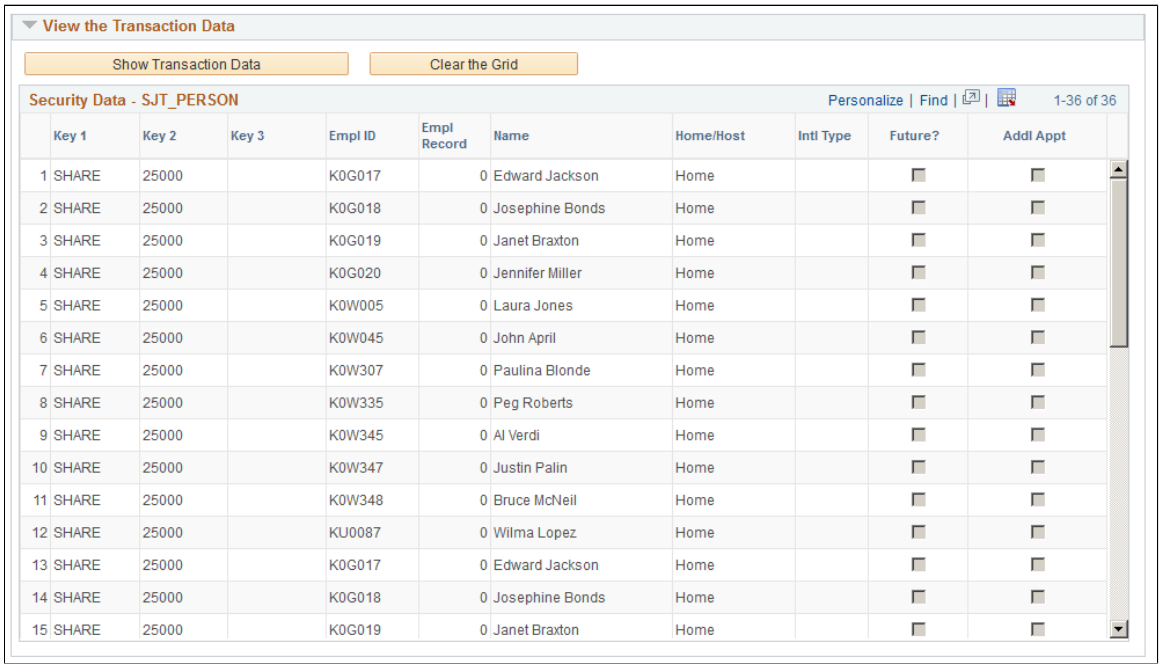


Image: Display Security Data (3 of 3)

This example illustrates the fields and controls on the Display Security Data (3 of 3). You can find definitions for the fields and controls later on this page.



	Key 1	Key 2	Key 3	Empl ID	Empl Record	Name	Home/Host	Intl Type	Future?	Addl Appt
1	SHARE	25000		K0G017	0	Edward Jackson	Home			
2	SHARE	25000		K0G018	0	Josephine Bonds	Home			
3	SHARE	25000		K0G019	0	Janet Braxton	Home			
4	SHARE	25000		K0G020	0	Jennifer Miller	Home			
5	SHARE	25000		K0W005	0	Laura Jones	Home			
6	SHARE	25000		K0W045	0	John April	Home			
7	SHARE	25000		K0W307	0	Paulina Blonde	Home			
8	SHARE	25000		K0W335	0	Peg Roberts	Home			
9	SHARE	25000		K0W345	0	Al Verdi	Home			
10	SHARE	25000		K0W347	0	Justin Palin	Home			
11	SHARE	25000		K0W348	0	Bruce McNeil	Home			
12	SHARE	25000		KU0087	0	Wilma Lopez	Home			
13	SHARE	25000		K0G017	0	Edward Jackson	Home			
14	SHARE	25000		K0G018	0	Josephine Bonds	Home			
15	SHARE	25000		K0G019	0	Janet Braxton	Home			

Click the Clear All Entries button to clear the search value fields.

Enter Search Values

Security Set, **Transaction Sec Join Table** , and **Security Access Type**	Select the security set and security access type whose security data you want to review. The system displays the transaction security join table used by the security set.

Note: If you want to review date permission security data for more than one security access type or for more than one of the additional parameters below, down the results in the Show Security Definitions and View the Transaction Data grids to Microsoft Excel and add to them as you perform your search.

To further refine the search within the selected security set or security access type, enter one or more values in these fields:

User ID and **ID/Name**	To review a user's data permission security data, select the user ID. The system displays the ID and name of the person assigned to the selected profile.
Row Security	To review the data permission security data of a row security permission list, select the permission list. When you select a tree-based security access type and enter a user ID, the system enters the row security permission list associated with the user ID. This field is only available when you select a tree-based security access type.

Security Key 1, **Security Key 2**, and **Security Key 3**

To review the data permission security data for a selected security key, select the values (for example, to review the security data for department 10000, enter the department setID SHARE in Security Key 1 and the department id 10000 in Security Key 2).

Expand the Show SQL group boxes in the Show Security Definitions group box and the Viewing Transaction Data group box to review the SQL used to query SJT_CLASS_ALL table and transaction security join table for this query.

See Understanding Data Permission Security for HCM.

Show Security Definitions

Click the Show Security Definitions button to display the user security data that meets the search criteria.

The grid displays the permission list and the security key values that the permission list can access.

Tree

The system selects this check box for row security (tree-based) permission lists.

View the Transaction Data

Click the Show Transaction Data button to display the transaction data stored in the transaction security join table of the selected security set. The rows in the grid vary depending on which security set you are querying.

Security Key 1 or **Key 1**, **Security Key 2** or **Key 2**, and **Security Key 3** or **Key 3**

Displays the transaction security data (and the necessary key values) used to secure this row of data.

SetID, **Department**, **Effective Date**, and **Description**

For rows of department transaction data, displays the set ID and the department whose data is secured.

Job Opening ID

For rows of recruiting solutions job openings, displays the ID of the job opening whose data is being secured.

Empl ID, **Empl Record**, and **Name**

For rows of person transaction data, displays the ID, employee record number (if applicable), and the name of the person whose data is secured.

A person with more than one unique empl ID and employee record number combination will have more than one row of data.

Home/Host

This field is for global assignments and indicates if the transaction row is from the home or the host assignment job data record. Only job data records for the global assignment will display *Host.*

See Security Installation Settings Page.

Intl Type (international type)	If you are using special security options for global assignment job data records, this field indicates if this row was created by the system to enable special job security. See Understanding Special Job Security Options.
Future?	This field indicates of the row comes from a future-dated transaction row. See Understanding Future-Dated Security.
Addl Appt (additional appointment)	(JPN) Indicates if this is an additional appointment transaction row. See Security Installation Settings Page.
WIP Status, **Retirement**, **NOA Code**, and **Stat Type**	(USF) displays additional information about the job data row. These values are not used to secure data.

User Security Data Page

Use the User Security Data page (SCRTY_OPR_DISP) to query and review a user's security data, including assigned roles and permission lists.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Data Inquiry > User Security Data

Image: User Security Data page (1 of 2)

This example illustrates the fields and controls on the User Security Data page (1 of 2). You can find definitions for the fields and controls later on this page.

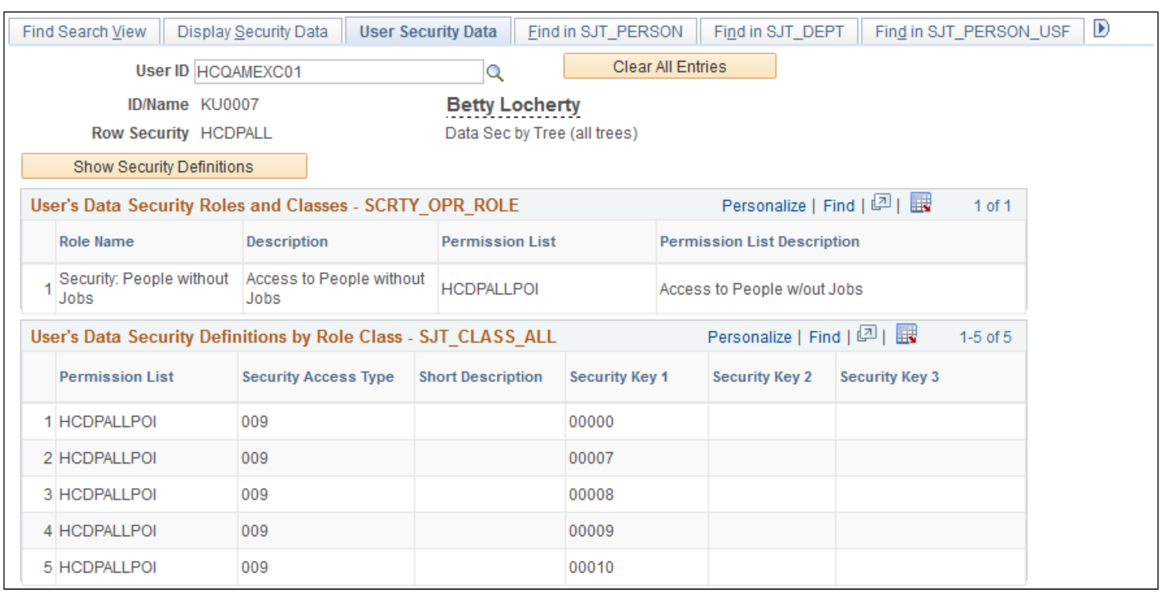
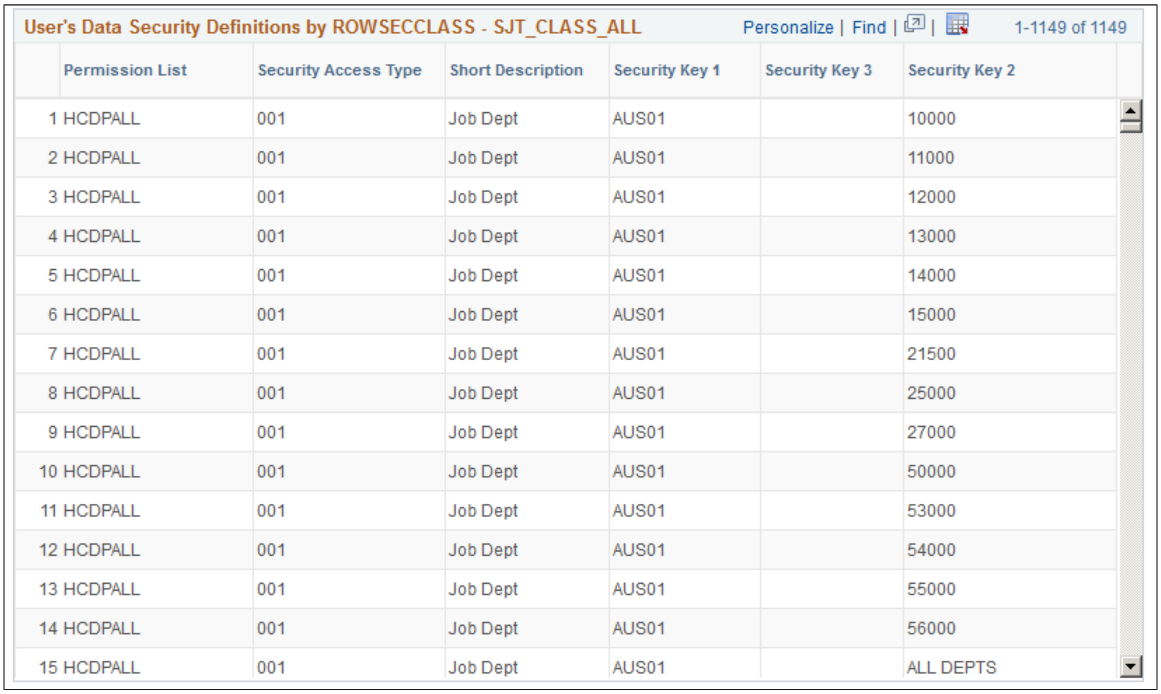


Image: User Security Data page (2 of 2)

This example illustrates the fields and controls on the User Security Data page (2 of 2). You can find definitions for the fields and controls later on this page.


User's Data Security Definitions by ROWSECCLASS - SJT_CLASS_ALL Personalize | Find | 1-1149 of 1149

	Permission List	Security Access Type	Short Description	Security Key 1	Security Key 3	Security Key 2
1	HCDPALL	001	Job Dept	AUS01		10000
2	HCDPALL	001	Job Dept	AUS01		11000
3	HCDPALL	001	Job Dept	AUS01		12000
4	HCDPALL	001	Job Dept	AUS01		13000
5	HCDPALL	001	Job Dept	AUS01		14000
6	HCDPALL	001	Job Dept	AUS01		15000
7	HCDPALL	001	Job Dept	AUS01		21500
8	HCDPALL	001	Job Dept	AUS01		25000
9	HCDPALL	001	Job Dept	AUS01		27000
10	HCDPALL	001	Job Dept	AUS01		50000
11	HCDPALL	001	Job Dept	AUS01		53000
12	HCDPALL	001	Job Dept	AUS01		54000
13	HCDPALL	001	Job Dept	AUS01		55000
14	HCDPALL	001	Job Dept	AUS01		56000
15	HCDPALL	001	Job Dept	AUS01		ALL DEPTS

User ID

Select the user ID of the person whose data permission access you want to query.

The system displays the user's name and his or her row security permission list.

Click the Show Security Definitions button to populate the grids on the page.

User's Data Security Roles and Classes – SCRTY_OPR_ROLE

Displays the roles assigned to the user and the permission lists with data permission assigned to those roles.

Note: The SCRTY_OPR_ROLE table only stores the roles that have permission lists with data permission. The grid does not list roles that do not have data permission .

User's Data Security Definitions by Role Class – SJT_CLASS_ALL

Displays the data permission of the role-based permission lists associated with this user's roles.

User's Data Security Definitions by ROWSECCLASS – SJT_CLASS_ALL

Displays the permissions of the row security permission list assigned to this user.

Related Links

Security Data

Find in SJT_PERSON Page

Use the Find in SJT_PERSON page (SCRTY_SJT_PERSON) or Find in SJT_PERSON_USF page (SCRTY_SJT_PER_USF) to review the transaction data used to secure a person's data and the permission lists and users who have access the person.

Navigation

- Set Up HCM > Security > Core Row Level Security > Security Data Inquiry > Find in SJT_PERSON
- Set Up HCM > Security > Core Row Level Security > Security Data Inquiry > Find in SJT_PRESON_USF

Image: Find in SJT_PERSON page (1 of 2)

This example illustrates the fields and controls on the Find in SJT_PERSON page (1 of 2). You can find definitions for the fields and controls later on this page.

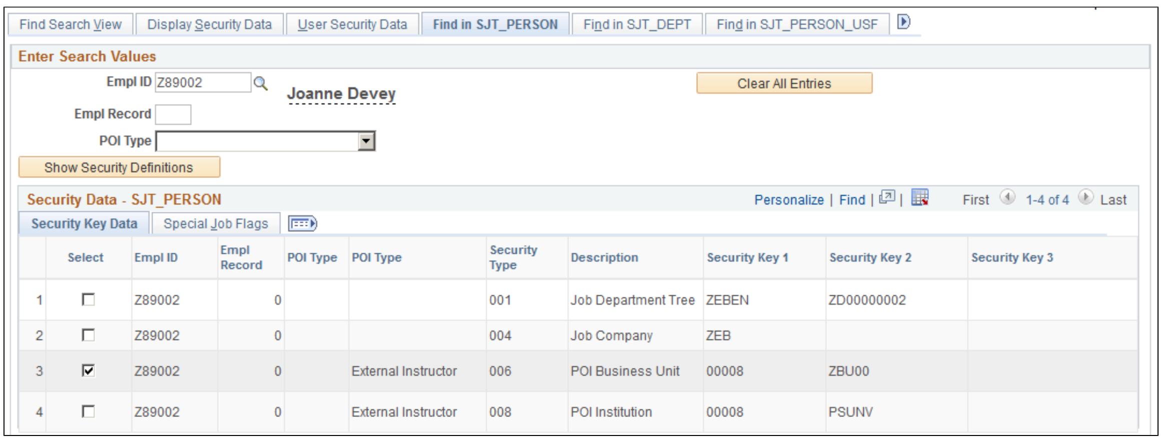
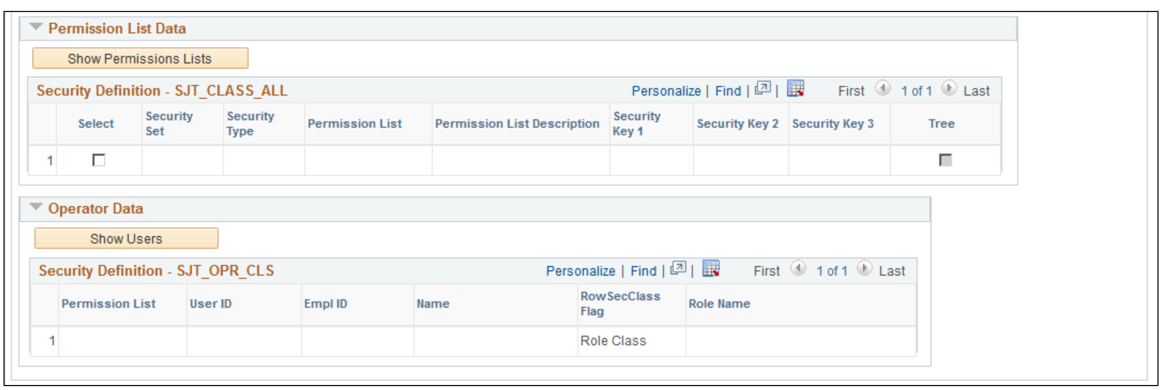


Image: Find in SJT_PERSON page (2 of 2)

This example illustrates the fields and controls on the Find in SJT_PERSON page (2 of 2). You can find definitions for the fields and controls later on this page.



Note: The Find in SJT_PERSON_USF page does not have the option to search for POIs.

Select the EmplID of the person whose transaction security data you want to review. To limit the search to a single job data record, enter the employee record number. To limit the search to a specific person of interest type, select the type.

Click the Show Security Definitions button to populate the Security Data - SJT_PERSON grid with the transaction security data securing this person's record or records.

Security Data – SJT_PERSON

Click the Show Security Definitions button to populate the Security Data - SJT_PERSON grid.

The system lists the rows in SJT_PERSON that match the search criteria you entered. Review the security keys on the Security Key Data tab. Access the Special Job Flags tab to review special security job option data, such as if a row is a future-dated row or if it was created to enable home/host access or additional assignment access.

To review which permission lists have data permission access to one or more of these rows, select the rows and click the Show Permission Lists button.

Permission List Data

Click the Show Permission Lists button to populate this grid

For each security set and security access type, the system lists the permission lists that can access the transaction rows you selected.

To review which users are assigned to one or more of these permission lists, select the rows and click the Show Users button.

Operator Data

Click the Show Users button to populate the grid.

The system displays each user assigned to the permission list or lists that you selected and indicates if the permission list is assigned to the user as a row security permission list or role-based (role-class) and, if the permission list is role-based, which role it is assigned to on the user's profile.

Find in SJT_DEPT Page

Use the Find in SJT_DEPT page (SCRTY_SJT_DEPT) to review the transaction data used to secure a department's data and the permission lists and users who have access the department.

Navigation

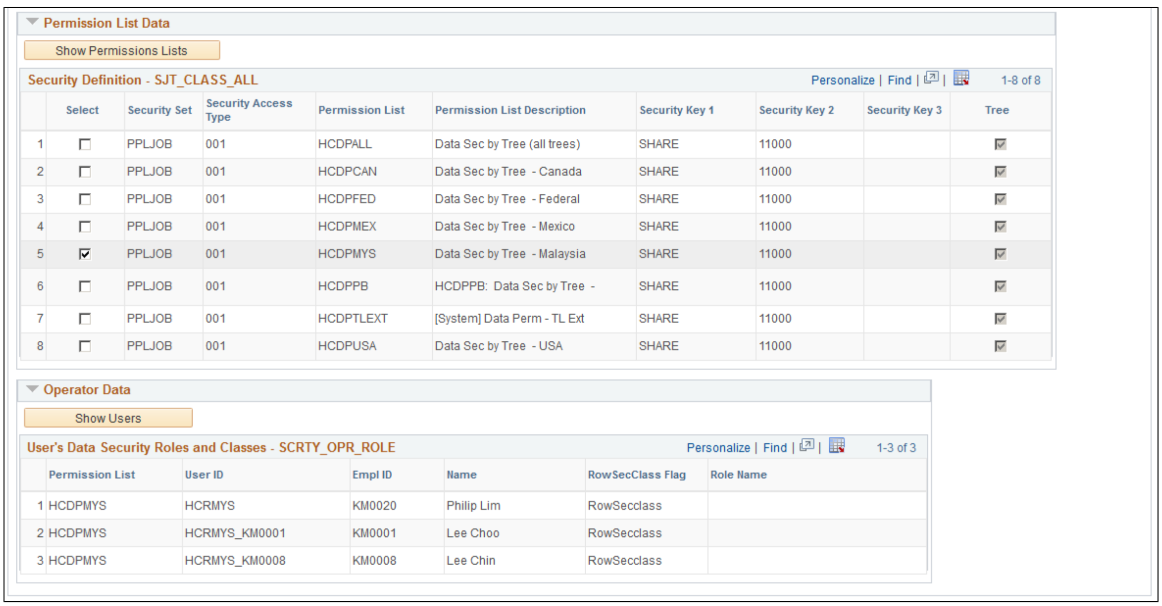
Set Up HCM > Security > Core Row Level Security > Security Data Inquiry > Find in SJT_DEPT

Image: Find in SJT_DEPT page (1 of 2)

This example illustrates the fields and controls on the Find in SJT_DEPT page (1 of 2). You can find definitions for the fields and controls later on this page.

Image: Find in SJT_DEPT page (2 of 2)

This example illustrates the fields and controls on the Find in SJT_DEPT page (2 of 2). You can find definitions for the fields and controls later on this page.



Select the setID and department ID of the department whose transaction security data you want to review.

Click the Show Security Definitions button to populate the Security Data - SJT_DEPT grid with the transaction security data securing this department's record or records.

Find in HRS_SJT_JO Page

Use the Find in HRS_SJT_JO page (SCRTY_SJT_RSOPN) to review the transaction data used to secure a job opening and the permission lists and users who have access the job opening.

Navigation

Set Up HCM > Security > Core Row Level Security > Security Data Inquiry > Find in HRS_SJT_JO

Image: Find in HRS_SJT_JO page (1 of 2)

This example illustrates the fields and controls on the Find in HRS_SJT_JO page (1 of 2). You can find definitions for the fields and controls later on this page.

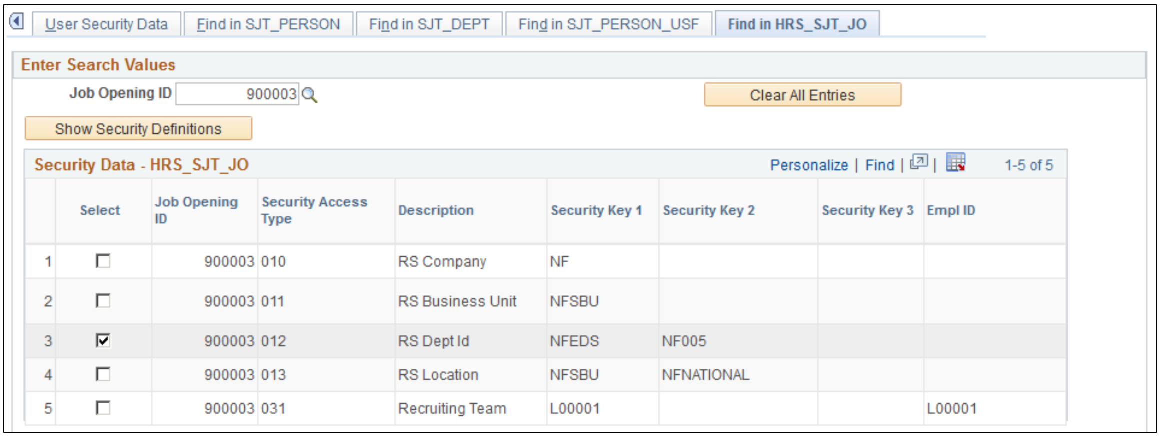


Image: Find in HRS_SJT_JO page (2 of 2)

This example illustrates the fields and controls on the Find in HRS_SJT_JO page (2 of 2). You can find definitions for the fields and controls later on this page.

Select the ID of the job opening whose transaction security data you want to review.

Click the Show Security Definitions button to populate the Security Data - HRS_SJT_JO grid with the transaction security data securing this job opening's record or records.

Creating Data Permission Security for Managers

To create data permission security for managers, use the Create Manager Users and Sec. component (RUN_PER510).

These topics provide an overview of data permission for managers and discuss how to create data permission for managers.

Pages Used to Process Row Security for Managers

Page Name	***Definition Name***	***Usage***
Create Manager Users and Sec. Page	RUNCTL_PER510	Create and update manager row security permission lists.

Understanding Data Permission for Managers

Use the Create Row Level Security for Dept Managers process to grant the appropriate data permission security access for department managers. The process will:

- Create a user profile if the manager is new and has no user profile.
- Create or update an existing row security permission list for each department manager, giving them access to the data in the departments that they manage.
- Delete the row security permission list for a user if it is obsolete (for example, the employee is no longer a manager).

The system uses the MgrID value from the Department Profile page (DEPARTMENT_TBL_GBL) to determine a department's manager. Managers will be given access to every department for which their ID is listed in the MgrID field.

Since you can list only one department manager per department, you will have to manually update the profiles of additional department managers. You can do this by assigning the row security permission list the system creates for the official manager to the unofficial manager's profile. Remember that the system will remove this list every time you run the Create Row Security for Mgr process.

Note: The Create Row Security for Mgr process uses the managers' EmplID as their user ID and uses the following naming convention for row security permission lists: HCDP_DEPT_MGR_[manager's EmplID]

Before You Begin

The Create Row Security for Mgr process uses tree-based security to create row security permission lists for managers. Before you run this process, you must have set up a department security tree.

The hierarchy rules of the department security tree apply to these permission lists. If a manager's department has departments reporting up to it on the security tree, the manager will have access to the people in those departments as well as his or her own.

Refresh User Security Join Tables

The Create Row Security for Mgr process creates and modifies row security permission lists and assigns row security permission lists to, or deletes them from, user profiles. Both of these actions require that you:

- Run the Refresh SJT_CLASS_ALL process to refresh SJT_CLASS_ALL with the row security permissions list data.
- Run the Refresh SJT_OPR_CLS process to refresh SJT_OPR_CLS with the new user profile and row security permission list pairings from the User Profile - General page.

The system will not enforce the new data permission set up by the process until you run these refresh processes.

See Refresh SJT_CLASS_ALL Page.

See Refresh SJT_OPR_CLS Page.

Create Manager Users and Sec. Page

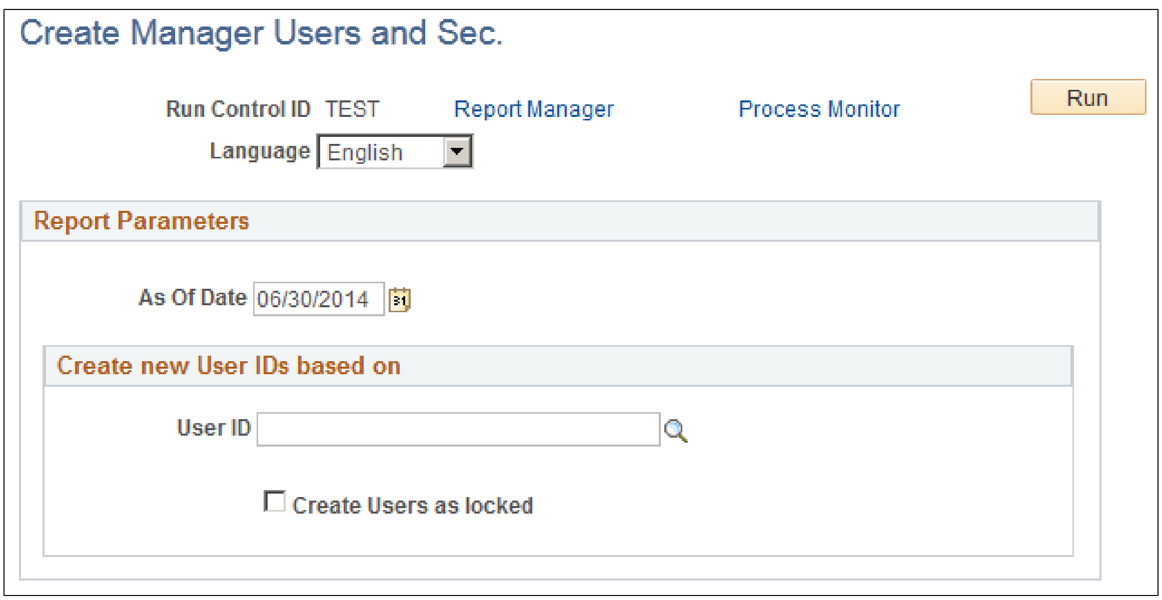
Use the Create Manager Users and Sec. page (RUNCTL_PER510) to create and update manager row security permission lists.

Navigation

Set Up HCM > Security > User Maintenance > Create Manager Users and Sec. > Create Manager Users and Sec.

Image: Create Manager Users and Sec. page

This example illustrates the fields and controls on the Create Manager Users and Sec. page. You can find definitions for the fields and controls later on this page.



As Of Date	Select the date as of which the row security list permission list should become effective.
User ID	Select a default User ID. The system will base the new user IDs on this default.
Create User as locked	Select to lock all the new user IDs.

The Create Row Security for Mgr process consists of two PeopleSoft Application Engine processes and one SQR report:

1. HR_PER510.

   Determines the changes required in order to maintain data-permission for department managers.

2. HR_PER510_CI

   Applies to the database the changes determined by HR_PER510.

3. SQR report PER510

   Lists the changes determined by HR_PER510 and applied by HR_PER510_CI and their status.

Note: You must select each process individually and wait for it to complete successfully before selecting and running the next process.

Creating and Locking User IDs

To create and lock user IDs, use the Create Users (CREATE_USERS) and Lock Users (LOCK_USERS) components.

These topics provide an overview of security for user IDs and discuss how to create and lock users.

Pages Used to Create and Lock User IDs

Page Name	***Definition Name***	***Usage***
Create Users Page	CREATE_USERS	Create user IDs for a group of individuals.
Lock Users Page	LOCK_USERS	Lock or unlock groups of user IDs.

Understanding Security for User IDs

Create user IDs for your workforce using Group Build and the Create Users page. Create and populate a group using Group Build and then use the Create Users page to create user IDs for each group member.

Use the Lock Users page to lock user IDs (employee IDs) until you are ready to use them.

Related Links

Understanding Group Build

Common Elements Used When Creating and Locking User IDs

Group ID Select the ID of the group whose members require user IDs.

Populate Group Click to populate the page with the group members.

EmplID and **Name** Displays the Empl IDs and names of the individuals in the selected group.

User ID Displays the user IDs of the individuals once you've clicked the Create User IDs button. The system uses the Empl ID as the User ID.

Account Locked Out?

The system selects this option if the user ID account is locked out.

Create Users Page

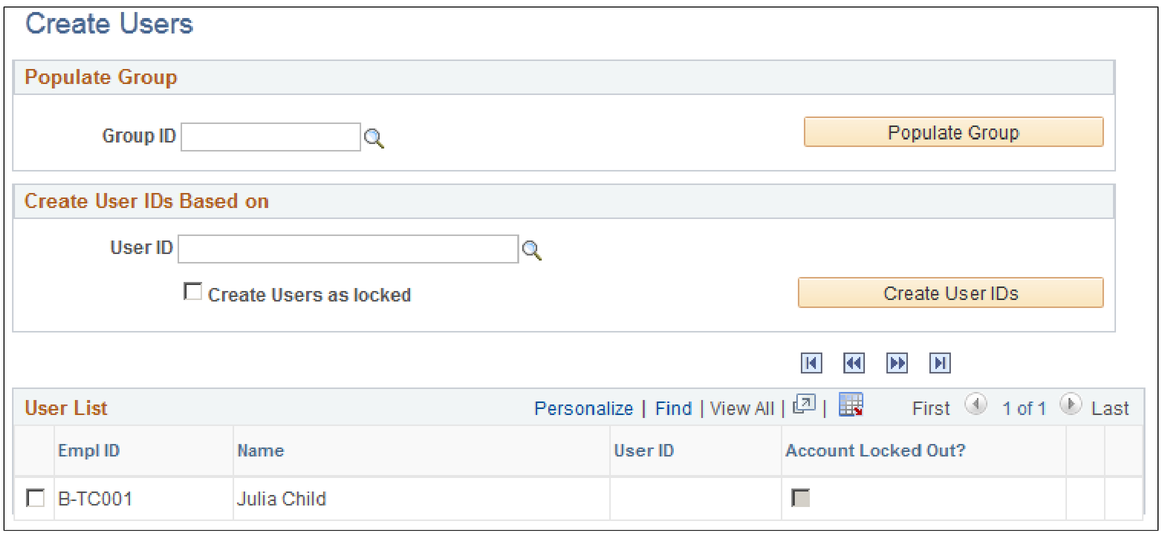
Use the Create Users page (CREATE_USERS) to create user IDs for a group of individuals.

Navigation

Set Up HCM > Security > User Maintenance > Create Users > Create Users

Image: Create Users page

This example illustrates the fields and controls on the Create Users page. You can find definitions for the fields and controls later on this page.



Note: The user ID created by this process will be the same as the employee ID for which it was created.

Group ID

Enter or select the group ID that you want to use to create user IDs for a group of individuals.

User ID

Select a default User ID. The system will base the new user IDs on this default. Once created, you can modify individual profiles on the User ID pages.

If the user ID upon which you are basing the new users has data permission, you will need to run the Refresh SJT_OPR_CLS process. Otherwise the system will not recognize the data permission on the new user profiles.

See Refresh SJT_OPR_CLS Page.

Create User as locked

Select to lock all the new user IDs.

Create User IDs

Select to run the process.

Lock Users Page

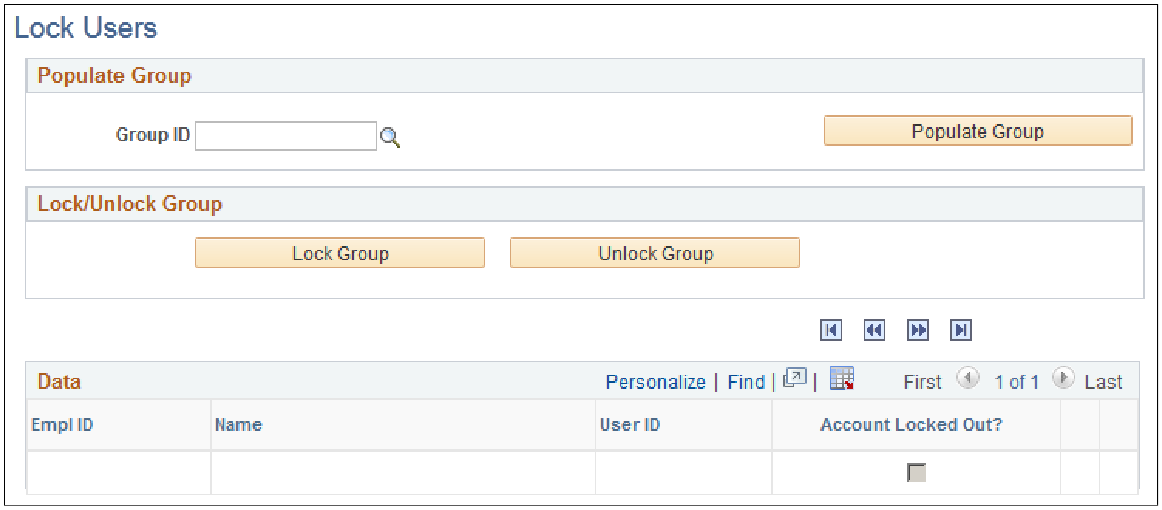
Use the Lock Users page (LOCK_USERS) to lock or unlock groups of user IDs.

Navigation

Set Up HCM > Security > User Maintenance > Lock Users > Lock Users

Image: Lock Users page

This example illustrates the fields and controls on the Lock Users page. You can find definitions for the fields and controls later on this page.



Note: You can only lock users created through the Create Users page. The employee ID and user ID are the same value.

Lock Group	Click to run the process and lock the user IDs (employee IDs) of the entire group.
Unlock Group	Click to run the process and unlock the user IDs (employee IDs) of the entire group.

Setting Up Security for Local Functionality

These topics provide an overview of security for local functionality and discuss setting up security for local functionality.

Pages Used to Grant Access to Local Country Functionality

Page Name	*Definition Name*	*Usage*
Setup Global Security Page	SCRTY_TBL_GBL	Select which country functionality a primary permission list can access on global components.

Page Name	***Definition Name***	***Usage***
Excluded Panelgroups Page	SCRTY_GBL_SEC	Restrict access to local functionality on selected components.

Understanding Security for Local Functionality

Local functionality refers to functionality that is specific to a country. Country-specific functionality is in collapsible sections marked by the country's flag, in the global components. To grant access to local components, you use component permission. To grant access to the local functionality on global components, you use the Setup Global Security page in addition to component permission.

To grant users access to local country functionality on the global menus:

1. Use the Country Specific - Installed HR Countries page (INSTALLATION_SEC) to select the local country functionality that is installed as part of your PeopleSoft HCM system.

   If you do not specify a country here, its local functionality can't be accessed.

2. Grant the primary permission lists access to country-specific functionality using the Setup Global Security page.
3. Assign a user access to a primary permission list containing access to the countries that are required by the user on the User Profile - General page.

See *PeopleTools: Security Administration*

Setup Global Security Page

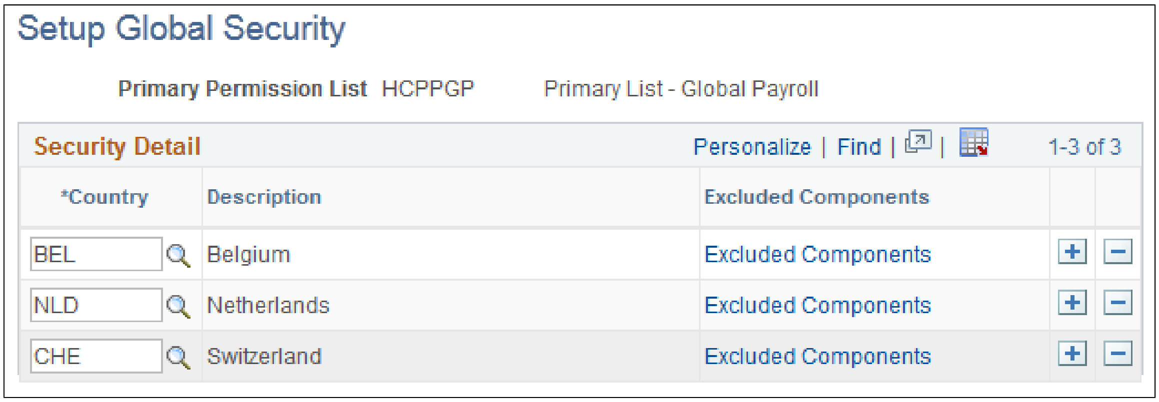
Use the Setup Global Security page (SCRTY_TBL_GBL) to select which country functionality a primary permission list can access on global components.

Navigation

Set Up HCM > Security > Component and Page Security > Setup Global Security > Setup Global Security

Image: Setup Global Security page

This example illustrates the fields and controls on the Setup Global Security page. You can find definitions for the fields and controls later on this page.



Primary Permission List

Users assigned to this permission list can access the country-specific sections on global components of the countries that you indicate on this page.

Primary permission lists are defined in the Permission List component. Users are assigned a primary permission list on the User Profile - General page.

Country

Select the country or countries whose local functionality users assigned to the primary permission list can access in global components.

Excluded Components

When you click Excluded Components, the system displays the Restricting Access to Local Country Functionality page. Using this page, you can restrict access to country-specific functionality in select components.

For example, you can grant a permission list access to Italian sections on all global components except for Personal Data.

See Setting Up Primary Permission List Preferences.

Excluded Panelgroups Page

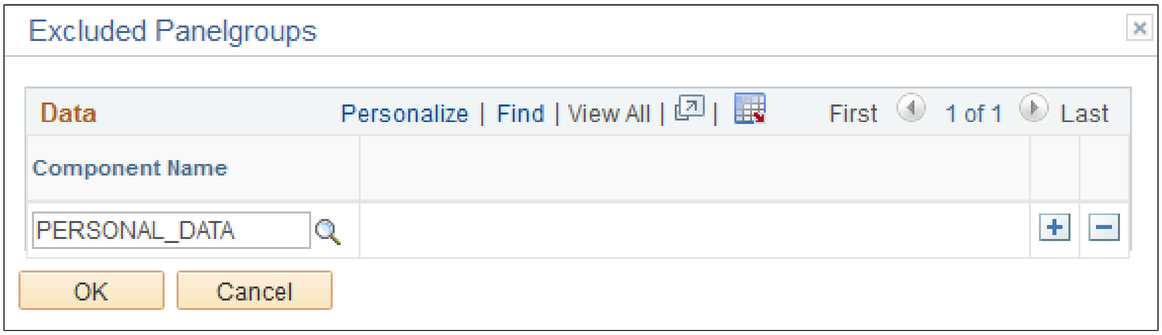
Use the Excluded Panelgroups page (SCRTY_GBL_SEC) to restrict access to local functionality on selected components.

Navigation

Click the Excluded Components link on the Setup Global Security page.

Image: Excluded Panelgroups page

This example illustrates the fields and controls on the Excluded Panelgroups page. You can find definitions for the fields and controls later on this page.



Component Name Select the name of the component for which global functionality for this country is being restricted. For example, to restrict access to Italian-specific functionality in the Personal Data component, select the Personal Data component.

Modifying Data Permission Security

These topics discuss how to:

- Modify security for hiring and transferring people.
- Allow people to update their own data.

Modifying Security for Hiring and Transferring Workers

PeopleSoft HCM enables users to assign workers into departments that they can't access for updates. To prevent a user without access from transferring a worker into a department, PeopleSoft HCM contains a view, DEPT_SEC_VW, that shows only the department IDs that the user is authorized to access.

If you use this view, you need to create a class of users who can access all departments so that they can perform transfers. Also, update the Job record definition in PeopleSoft Application Designer so that the prompt table for the DEPT_ID field is DEPT_SEC_VW. You may also want to change the security view on the DEPARTMENT_TBL component to this view if you want users to only be able to access departments they have access to. This is defined using the Department security sets.

See *PeopleTools: Application Designer Developer's Guide*.

Allowing Workers to Update Their Own Data

PeopleSoft HCM doesn't allow users to update their own data except in the self-service internet applications. However, sometimes you might want them to update some of their own data in other components. To allow users to update their own data, you implement the PeopleCode function Allow EmplIDChg (allow emplID change). The function looks for a single Boolean parameter. When the parameter is set to true, workers can update their own data; when it is set to false, they cannot.

For example, to allow workers to change their own personal data, you enable the PeopleCode function for PERSONAL_DATA, the underlying record definition for the Personal Data component. Then workers can change their personal data, but not their job information.

To enable the Allow EmplIDChg function:

1. Open the record PERSON in PeopleSoft Application Designer.
2. Open the RowInit PeopleCode on the EMPLID field.
3. Insert new code after this line:

   ```
   /************ START OF ROW INIT PEOPLECODE *************/
   ```

4. Insert a row and enter the following code after the first line (a comment) of existing code:

   ```
   if %Component = Component.PERSONAL_DATA then

       AllowEmplidChg(true);

   end-if;
   ```

5. Save your changes and exit the PeopleCode page.

Workers can now update their own data using the Personal Data page.

To allow workers to update their own data in other places in PeopleSoft HCM, enter this PeopleCode function in the underlying record definition for each page where you want to allow updates.

Chapter 6

Setting Up and Installing PeopleSoft HCM

Setting Up Implementation Defaults

To set up implementation defaults, use the Installation Table component (INSTALLATION_TBL).

These topics provide an overview and discuss implementation defaults.

Note: In addition to the defaults that you define here on the Installation Table component, additional product-specific installation tables may exist that enable you to view or set system-wide defaults specific to the product. To identify product-specific installation tables, navigate to Set Up HCM >Install >Product Specific, and then consult the respective product documentation for more information.

Pages Used to Set Up and Report on Implementation Defaults

Page Name	***Definition Name***	***Usage***
Products Page	INSTALLATION_TBL1	Specify the PeopleSoft applications for your installation.
Global Payroll Country Extensions Page	INSTALL_GP_SEC	Select the PeopleSoft Global Payroll country extensions you are implementing.
Installed Integration Products Page	INSTALL_PIP_SEC	Select the payroll integration pack you are using, if applicable.
HCM Options Page	INSTALLATION_TBL1B	Specify how to drive your system: by person, by position, or both. Enter the PeopleSoft HCM defaults that are related to your organizational policies.
Product Specific Page	INSTALLATION_TBL1A	Enter product- and industry-specific installation information.
Country Specific Page	INSTALLATION_TBL3	Enter country-specific installation information.
Installed HR Countries Page	INSTALLATION_SEC	Specify which local country functionality to activate for users in PeopleSoft Human Resources.
Last ID Assigned Page	INSTALLATION_TBL2	Specify the number that the system uses to start assigning numbers.

Page Name	***Definition Name***	***Usage***
Third Party/System Page	INSTALLATION_TBL4	Set the criteria for gathering statistics and activate the SQR security for PeopleSoft HCM. Define parameters for using third-party applications such as Visio.
Alternate Character Page	ALT_CHAR_TBL	Specify the language code and alternate character type.
Installation Table Report - Run Control Page	PRCSRUNCNTL	Run the Installation Table report (PER702). This report lists default values for field defaults, such as company code, minimum/maximum standard hours, and Social Security number.

Understanding Implementation Defaults

For each site where you implement PeopleSoft HCM, you must complete the Installation Table to specify various defaults, processing rules, and counters for the system to use. You can have only one set of installation information for each site; this information is *required.*

Warning! You must complete the information on the Org Defaults by Permission Lst component (OPR_DEF_TBL_HR) for each primary permission list. Most of the defaults in PeopleSoft HCM come from the Org Defaults by Permission Lst component and not the Installation Table pages. Other PeopleSoft HCM applications have defaults that are based on the Installation Table settings. However, in PeopleSoft Human Resources, all defaults are based on the settings that you make on the Org Defaults by Permission Lst component. There are some exceptions to this rule in PeopleSoft Human Resources, and they are noted in the default field level discussion.

See Setting Up Primary Permission List Preferences.

When you access the Installation Table pages for the first time, you'll see that PeopleSoft has already entered information for a sample company that you can use as a guide. After you enter your installation information, log off to save your changes.

Products Page

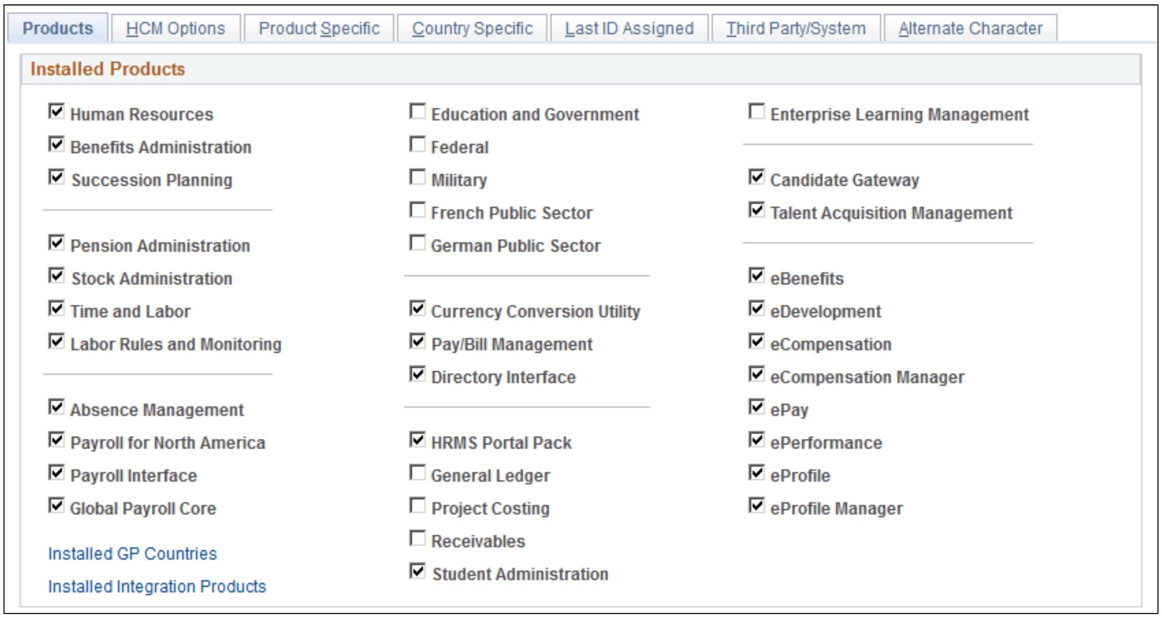
Use the Products page (INSTALLATION_TBL1) to specify the PeopleSoft applications for your installation.

Navigation

Set Up HCM > Install > Installation Table > Products

Image: Products page

This example illustrates the fields and controls on the Products page. You can find definitions for the fields and controls later on this page.



Select the applications you are installing. To access that application's functionality, you must select it on this page.

If you are implementing PeopleSoft Global Payroll, select the Installed GP Countries link to select the Global Payroll country extensions you are implementing.

If you are implementing an integration product, select the Installed Integration Products link to select the integration product.

(USF) Setting Up PeopleSoft HCM for Federal Functionality

To set up your database for U.S. federal government functionality, select Federal on the Installation Table - Products page and update the Org Defaults by Permission Lst component to point to the U.S. federal government industry and sector.

To set up your database for military functionality, select Militaryon the Installation Table - Products page.

Make your primary permission list preference changes on the Settings page of the Org Defaults by Permission Lst component. To set up a federal database, select an Industry of Government and an Industry Sector of *US Federal.*

Installed Integration Products Page

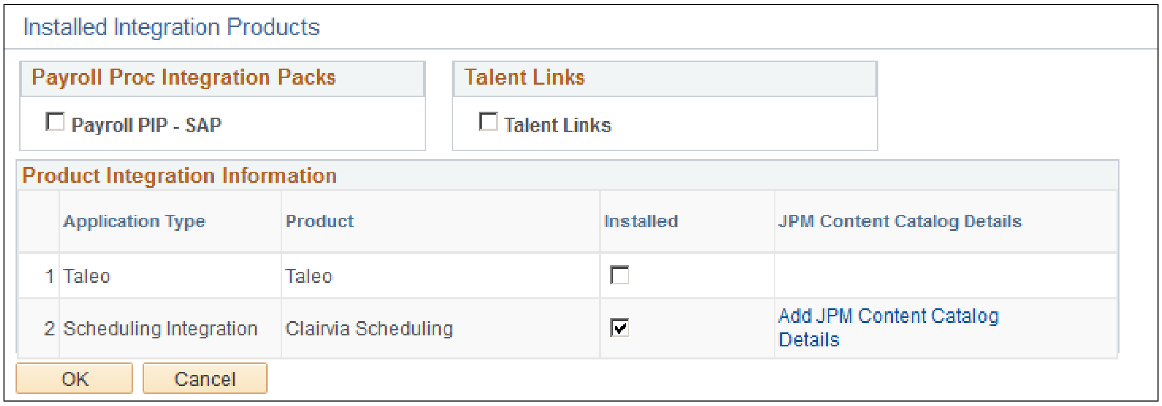
Use the Installed Integration Products page (INSTALL_PIP_SEC) to select the integration products you are using, if applicable.

Navigation

Click the Installed Integration Products link on the Products page.

Image: Installed Integration Products page

This example illustrates the fields and controls on the Installed Integration Products page.



Payroll Proc Integration Packs

Payroll PIP - SAP

Select this option if you license and implement the payroll process integration pack for SAP.

Talent Links

Talent Links

Select this option if you license and implement the Talent Integration Management solution.

The Talent Integration Management solution enables you to integrate between two instances of HCM on different releases, and utilize new functionality delivered in the newer system without having to perform a full upgrade.

For example, as you run your core HR products on an older HCM instance, you can integrate with another HCM instance running on the current release using Talent Integration Management, and be able to take advantage of all the new Talent Management features offered on that release.

See this My Oracle Support posting for more information: PeopleSoft Talent Management 9.2 to PeopleSoft 9.1 Integration (Document 1583596.1)

Product Integration Information

Select any integrated products listed in this section that are installed in your HCM system.

HCM Options Page

Use the HCM Options page (INSTALLATION_TBL1B) to specify how to drive your system: by person, by position, or both.

Enter the PeopleSoft HCM defaults that are related to your organizational policies.

Navigation

Set Up HCM > Install > Installation Table > HCM Options

Image: HCM Options (1 of 2) page

This example illustrates the fields and controls on the HCM Options (1of 2) page. You can find definitions for the fields and controls later on this page.

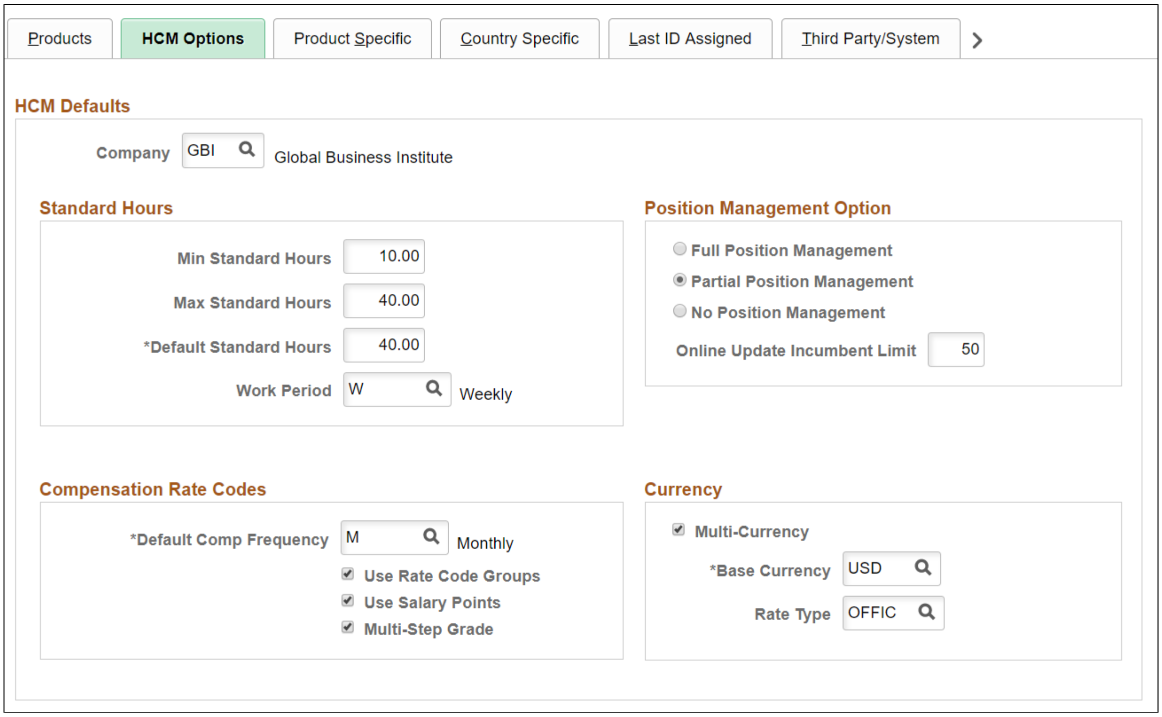
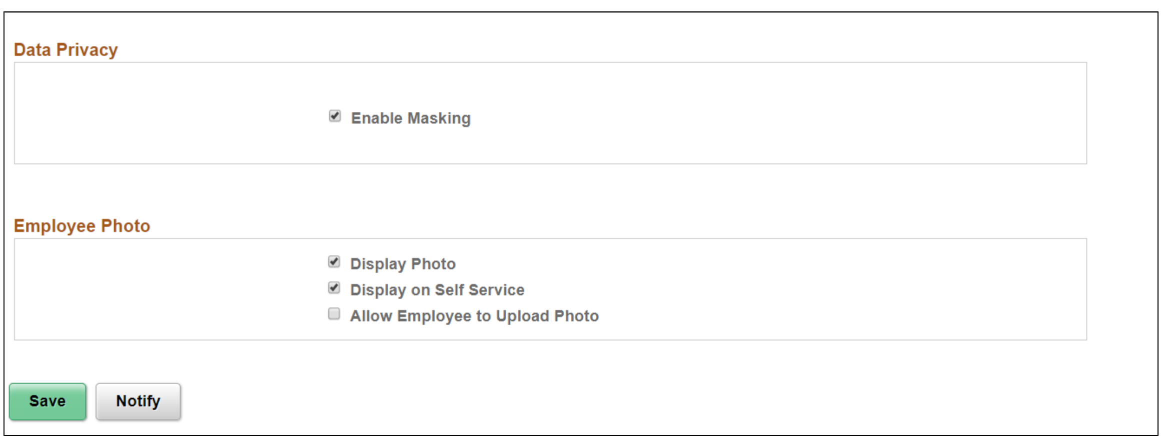


Image: HCM Options (2 of 2)page

This example illustrates the fields and controls on the HCM Options (2 of 2) page. You can find definitions for the fields and controls later on this page.



Company	Select the default company code. The system uses this default in several tables in PeopleSoft Human Resources.

For a single-company organization, enter the code for that company; for multicompany environments, determine which company is most appropriate.

Standard Hours

To use this functionality to control payroll input in PeopleSoft Global Payroll, review your payroll and make sure that the elements reference the appropriate PeopleSoft Human Resources items. The system does not use them automatically.

Min Standard Hours (minimum standard hours) and **Max Standard Hours** (maximum standard hours)	Enter the minimum and maximum standard hours that workers are expected to work in the standard work period. The system enters this information as default values but you can override the values on either the Job Code component (JOB_CODE_TBL) or Position Data component (POSITION_DATA).
Default Standard Hours	Enter the number of hours in a standard work period at the company. This is a required field. When you define preferences for a primary permission list, the standard hours appear by default from the Installation Table. The value that you enter also becomes the default standard hours value for a job in the Job Code Table component and the default standard hours value in the Salary Plan Table component (SALARY_PLAN_TABLE). PeopleSoft Human Resources uses standard hours to compute a full-time equivalency (FTE) value to prorate holiday hours and pay for part-time and hourly workers.
Work Period	Select a standard work period (the time period in which workers must complete the standard hours). Values are stored on the Frequency table. The system uses the annualization factor of the standard work period in combination with the standard hours to calculate FTE.

See Classifying Jobs.

Position Management Option

To drive part or all of the system by position, change the setting in this group box.

If you use PeopleSoft Pension Administration, don't use position management for your retiree organization. If you use position management for your workers, select Partial to exclude retiree departments.

Note: Using position management substantially alters the way that the system processes your data, and requires you to maintain data differently.

Full Position Management	The system expects that you track position data for all people in your organization and that you drive your human resource system by position, not by person.

Partial Position Management
The system uses whatever position data is available, but doesn't require that you track your entire organization using position management. Select to use the business process on a trial basis or for selected departments.

No Position Management
You drive your system by person. You can still assign position numbers to people, but the system doesn't use position data for job records, such as work phone or mail drop ID. This is helpful for tracking only certain positions, such as those above a particular management level.

Online Update Incumbent Limit
The system uses this number to capture the maximum number of incumbents in a position that will be updated online. The system default is 50, but you can adjust this amount based on your organization's server capabilities.

If the number of incumbents for the position does not exceed the limit set here, the incumbent data is updated online.

When saving data in the Position Data component, and the number of incumbents for the position exceeds the limit set here, the system will display a message that the update of incumbent data will be done through a batch process. The process is scheduled and another message with the process instance number of the job displays. The application engine program calls the Position Data CI so that the UpdateIncumbents function is invoked to perform the incumbent updates.

Compensation Rate Codes

Default Comp Frequency (default compensation frequency)
Select the value to use for reporting salaries. This field is required. The system also uses this value as the default compensation frequency in the Job Code Table.

See Classifying Jobs.

Use Rate Code Groups
Select if your organization bundles rate codes to apply percentages when calculating compensation.

Use Salary Points
Select if your organization uses rate codes that have the rate code type points.

Multi-Step Grade
Select if your organization uses a multistep/grade salary plan. This causes the system to use the Salary Step Components page (SALARY_PLAN_T3GBL) to determine compensation rates.

Currency

Multi-Currency
Select if you use different types of currency to pay people. This option affects only PeopleSoft Payroll for North America. PeopleSoft Global Payroll uses a separate multicurrency in the payroll system.

Note: Select the Multi-Currency check box on the PeopleTools Options page (PSOPTIONS).

Base Currency

Select a currency code from the values in the Currency Code page (CURRENCY_CD_TABLE). The code you select is the default currency that the system uses to calculate compa-ratios (percent through range calculations) and all total amounts on pages and reports for PeopleSoft Human Resources and PeopleSoft Payroll for North America, regardless of the currency that is used for individual line items.

For example, if the U.S. dollar is your base currency, but your global salespeople submit expense reports in French francs, the system calculates the expense total in U.S. dollars by internally converting all line item amounts to U.S. dollars and displaying the total in U.S. dollars.

Note: All currency defaults in PeopleSoft Human Resources are based on the base currency that you indicate on the Installation Table page, not the Org Defaults by Permission Lst component. The Org Defaults by Permission Lst component doesn't affect the currency defaults on the local country pages.

See "Understanding Currencies and Market Rates" (PeopleSoft 9.2: Enterprise Components).

Rate Type

Identify the default rate type on which your currency conversion is based. Do this only if you haven't specified a default rate type for a primary permission list on the Org Defaults by Permission Lst component. The system checks the Org Defaults by Permission Lst component for a default rate type first; if none is specified, it looks at this value.

Data Privacy

Enable Masking

Select to enable the settings for sensitive data masking.

Employee Photo

Display Photo

Select to display a photo of the employee on application pages throughout the HCM system. Many application pages display employee photos using the Mouse Over Popup feature. For more information on employee photos and how to set up these popup pages displaying the employee photo, see Understanding Employee Photos and the Mouse Over Popup Page and Setting Up Mouse Over Popups.

Deselect to turn off the employee photo display across the HCM application. When this option is deselected, the Display on Self Service and Allow Employee to Upload Photo check boxes on this page become unavailable for selection.

Display on Self Service	Select to display a photo of the employee on the self service and PeopleSoft Fluid User Interface pages, this includes the pages on ePerformance and the Org Chart Viewer, such as the Company Directory.
Allow Employee to Upload Photo	Select to enable employees to upload their own photo. By selecting this option, the Update Photo link or icon will appear beneath the employee photo on the self-service Personal Information Summary page, the "Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) of the Org Chart Viewer (such as the Company Directory), and the Personal Details page of the PeopleSoft Fluid User Interface (see "Using the PeopleSoft Fluid User Interface to Review and Update Personal Information" (PeopleSoft HCM 9.2: eProfile)). When this option is enabled, the employee can select the Update Photo link or icon to select a photo display options. The employee can chose to display: • No photo (this option displays a default photo image). • The official HR system photo that is stored in the system. • A personal photo he or she has uploaded. When deselected, the Update Photo link or icon will not be a available on the self-service pages. However, administrators still have the ability to upload the official HR system photo on the Identification Data - "Employee Photo Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Related Links

Setting Up Primary Permission List Preferences

"Creating Positions" (PeopleSoft HCM 9.2: Human Resources Manage Positions)

Person or Position Structure

Understanding Currency

PeopleSoft Human Resources Manage Base Compensation and Budgeting

Product Specific Page

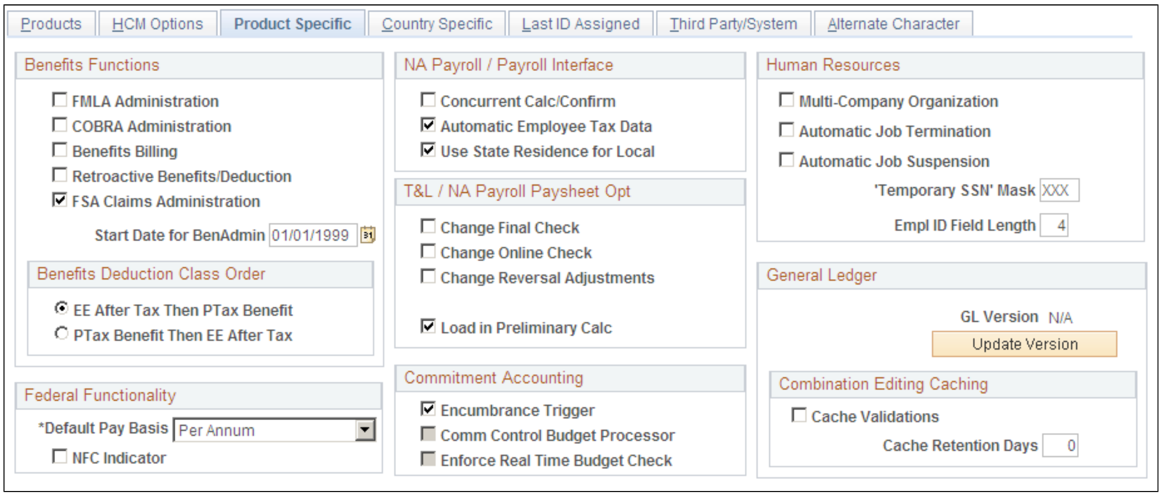
Use the Product Specific page (INSTALLATION_TBL1A) to enter product- and industry-specific installation information.

Navigation

Set Up HCM > Install > Installation Table > Product Specific

Image: Product Specific page

This example illustrates the fields and controls on the Product Specific page. You can find definitions for the fields and controls later on this page.



Benefits Functions

FMLA Administration (Family Medical Leave Act), **COBRA Administration** (Consolidated Omnibus Budget Reconciliation Act administration), **Benefits Billing**, **Retroactive Benefits / Deductions,** and **FSA Claims Administration**	Select to activate these different types of benefits functionality.
Start Date for BenAdmin (start date for Benefits Administration)	Enter the start date in PeopleSoft date format: MM/DD/YYYY.

Benefits Deductions Class Order

When the 415(c) limit is met, the deduction classes are limited in the following order: Employee Before-tax contribution, Employee After-tax contribution, Ptax Benefit (Employer Before tax Match), & then the Nontaxable Benefit (After Tax Employer Match). The user can change the deduction class order when the limit is met by selecting PTax Benefit then EE After Tax — Employer Before Tax Contribution is limited first then the Employee After Tax Contribution. The deduction class order will then be Employee Before-tax contribution, Ptax Benefit (Employer Before tax Match), Employee After-tax contribution & then the Nontaxable Benefit (After Tax Employer Match).

(USF) Federal Functionality

Default Pay Basis	For the Default Pay Basis, select the value to use for quoting and reporting salaries. This field is required if you selected Federal on the Products page.

NFC Indicator	Select this check box to expose National Finance Center (NFC) fields on impacted components and run the associated Peoplecode logic.

NA Payroll / Payroll Interface (North American Payroll and Payroll Interface)

Concurrent Calc/Confirm (concurrent calculation and confirmation)	Select to enable the system to run a calculation and confirmation at the same time. It is possible for a person to be in two concurrent runs; this could cause a deadlock situation where the process ends abnormally.
Automatic Employee Tax Data	Select to enable the system to create employee federal, state, and provincial tax records automatically whenever the following criteria are met: • You hire an employee. • An employee has a job change requiring a new work tax location. • You add a concurrent job that requires a new work tax location for an employee. • You hire an employee from the Applicant Tracking System. • A person transfers to a new company.
Use State Residence for Local	Automatically selected when you select Automatic Employee Tax Data. Leave this field selected to assume that an employee is a resident of any local tax jurisdiction that happens to be located in the employee's state of residence. If this assumption is not true, clear this field to prevent resident local taxes from being erroneously deducted from an employee's paycheck.

T&L/NA Payroll Paysheet Opt (Time and Labor and Payroll for North America paysheet options)

Change Final Check, Change Online Check, and **Change Reversal Adjustments**	Select to enable payroll users to make paysheet changes to data that is retrieved from PeopleSoft Time and Labor. PeopleSoft recommends not selecting these check boxes because changes that are made directly to the paysheets aren't transmitted to PeopleSoft Time and Labor.
Load in Preliminary Calc (load in preliminary calculation)	The Pay Calculation process uses the value of the Load in Preliminary Calc field to determine whether to load new available time (additional time that was worked before the job change but not previously loaded on paysheets): • If you select this check box, the system loads all valid available time to the new paysheets, including new available time.

- If you deselect this check box, the process does not load any new available time to paysheets, except as noted below.

Note: If an employee had a Job data change that caused paysheets to be rebuilt, the Pay Calculation process attempts to reload all valid time and rejects time that is no longer valid as a result of the Job data change. This is true regardless of the setting of the Load in Preliminary Calc field. In this case, the process first rejects all previously loaded time, then it reloads the available time. If Load in Preliminary Calc is not selected, some new time might be loaded, but only for the employee being processed due to the Job data change.

AP Invoice Prefix (accounts payable invoice prefix)

AP Inv. Prefix (accounts payable invoice prefix)	(Optional) Enter a prefix to be used for accounts payable invoices that are generated through HCM.

Commitment Accounting

Encumbrance Trigger	Select to enable pre-encumbrance and encumbrance triggers to be processed from various online events. Each event causes the system write a record to the Encumbrance Trigger table (ENCUMB_TRIGGER), which is then used as input for the Batch Encumbrance Calculation process (ENC_CALC).
Comm Control Budget Processor (commitment control budget processor)	Select to enable real-time budget checking using the Commitment Control Budget Processor in PeopleSoft Financials. Real-time budget checking verifies available funding for job data changes or position data changes that generate encumbrances and pre-encumbrances. The Commitment Control Budget Processor is a PeopleSoft Financials Application Engine program that checks your budget for available funds This check box is available if you have configured the necessary integration with PeopleSoft Financials 9.0 or higher, but you must separately confirm that the necessary ledgers have been set up. If the ledgers have not been set up, the Commitment Control Budget Processor response to all budget checks is that the charges are invalid. **Note:** Real-time budget checking must be additionally activated at the department level. See Comm. Acctg. and EG Page.
Enforce Real Time Budget Check	This setting is applicable only to departments with real time budget checking configured in department table setup.

Select to prevent users from saving certain critical job data and position data changes when real-time budget checking shows that there are not sufficient budgeted funds for the change.

Critical changes in the Job Data component include hiring, rehiring, and adding a concurrent job. Critical changes in the Position Data component include creating a position, increasing the head count for a position, changing a position from inactive to active, and changing the Pre-Encumbrance Indicator for a position from *None* or *Requisition* to *Immediate.* Any other changes that affect encumbrance and pre-encumbrance calculations are considered non-critical.

If you select this check box, users must address the budget errors before the system will allow the critical job data or position data changes to be saved. If you do not select this check box, users can choose to ignore the budget errors for critical changes.

Note: Users can always ignore budget check errors related to non-critical job data and position data changes.

Human Resources

Multi-Company Organization: Select if your organization comprises more than one company. Select if you use PeopleSoft Pension Administration, because you set up companies specifically to house your pension payees.

Automatic Job Termination: Select to automatically terminate any job that has an end date. The system does this by creating a termination row for the job.

Automatic Job Suspension: Select to activate substantive job suspension for workers working in temporary assignments where the substantive job requires suspension for the duration of the assignments.

'Temporary SSN' Mask (temporary Social Security number mask): Enter a three-digit number to be a default Social Security number for all applicants or people whose Social Security numbers are unavailable. Assign a value that is greater than 800 so that the temporary number doesn't conflict with valid Social Security numbers.

Empl ID Field Length: Enter the number of characters to be used for employee IDs.

General Ledger

GL Version: Displays the version of PeopleSoft General Ledger that is interfacing with PeopleSoft HCM. Click the Update Version button if you change versions. The system will automatically update the GL Version.

Note: Full ChartField functionality is available only when you use PeopleSoft General Ledger 8.4 or higher. Real-time budget checking is available only when you use PeopleSoft Financials 9.0 or higher with Commitment Control.

Update Version	Click to test the integration with PeopleSoft Financials and display the latest version of Financials.
Cache Validations	Select to cache the results of your validations. This improves performance by enabling you to cached validations.
Cache Retention Days	Enter the number of days to store validation results. The system will delete anything in the cache older than this.

Related Links

"Benefit Information Automation" (PeopleSoft HCM 9.2 Benefits Administration)

Country Specific Page

Use the Country Specific page (INSTALLATION_TBL3) to enter country-specific installation information.

Navigation

Set Up HCM > Install > Installation Table > Country Specific

Image: Country Specific page

This example illustrates the fields and controls on the Country Specific page. You can find definitions for the fields and controls later on this page.

Country

Country — Select a country for the system to enter as a default value.

Language Code — The system displays the default base language for the database.

Installed HR Countries — Select this link to go to the Installed HR Countries page, where you can select which local country functionality is installed in the system.

(CAN) Canadian Parameters

Census Metro Area (census metropolitan area) — Enter the Census Metro Area (CMA) code that is prescribed by Statistics Canada for this location. The system uses the default CMA code that you enter only if no default CMA code is specified on the Org Defaults by Permission Lst component. CMA refers to the main labor market area of an urban core with a population of at least 100,000. This field is required for Canadian companies.

See Setting Up Primary Permission List Preferences.

Industrial Sector — Used for Canadian employment equity purposes. The system uses the default value that you enter only if no default industrial sector is specified on the Org Defaults by Permission Lst component. This value is used as the default for the Canadian Industrial Sector field in the Department component; and it identifies the industrial sector with which people in a given department are associated. This field is required.

See Setting Up Primary Permission List Preferences.

See Maintaining Departments.

(AUS) Australian Parameters

Education & Government — Select this check box for Australian public service organizations.

(JPN) Japanese Parameters

Additional Appointment Enabled — Select if you will be implementing Additional Appointment tracking *(Kenmu)*. Selecting this check box activates functionality to create a dummy additional appointment job code when you create a new business unit.

See "Understanding Additional Appointments" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

(USA) USA Parameters

Two-Question Format (Ethnicity)

Select this check box if you want to collect U.S. employee ethnicity data using the two-question format defined in the U.S. Office of Management and Budget's (OMB) 1997 Standards for Maintaining, Collecting and Presenting Federal Data on Race and Ethnicity.

When this check box is selected, U.S. employees who access the self-service Ethnic Groups page see a version of the page that uses the two-question format.

When this check box is deselected, U.S. employees see the same version of the self-service Ethnic Groups page that non-U.S. employees see. This general-purpose version of the page does not include any questions. Instead, employees specify one or more ethnicities in an Ethnic Groups grid.

Installed HR Countries Page

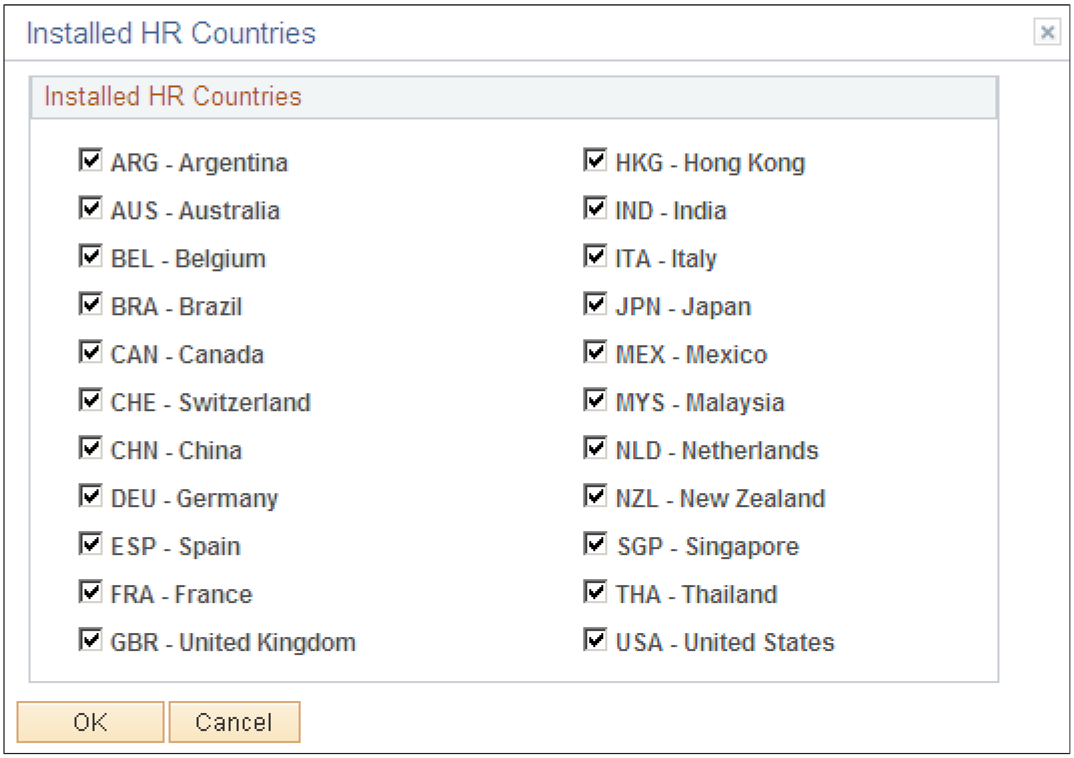
Use the Installed HR Countries page (INSTALLATION_SEC) to specify which local country functionality to activate for users in PeopleSoft Human Resources.

Navigation

Click the Installed HR Countries link on the Installation Table - Country Specific page.

Image: Installed HR Countries page

This example illustrates the fields and controls on the Installed HR Countries page. You can find definitions for the fields and controls later on this page.



The system displays a flag for each country that has special local functionality in PeopleSoft Human Resources:

- Select a check box to activate local functionality for that country. Users who have security access can see and work with that country's local functionality.
- Deselect a check box to hide that local functionality from your users.

If the check box for a country is selected on this page, but you don't grant country access to the users' primary permission list on the Setup Global Security page (SCRTY_TBL_GBL), users will not see local country functionality.

See Setting Up Security for Local Functionality.

Last ID Assigned Page

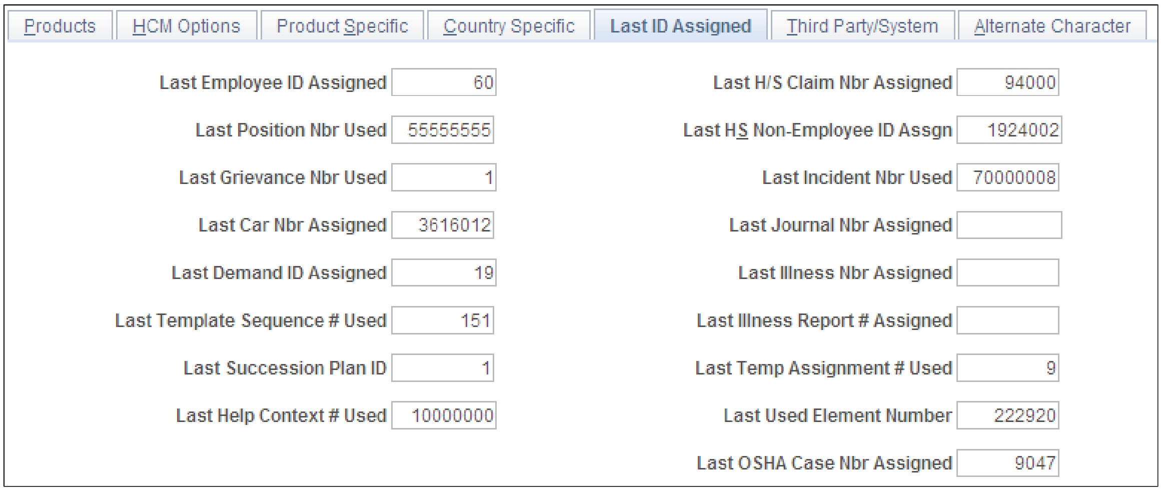
Use the Last ID Assigned page (INSTALLATION_TBL2) to specify the number that the system uses to start assigning numbers.

Navigation

Set Up HCM > Install > Installation Table > Last ID Assigned

Image: Last ID Assigned page

This example illustrates the fields and controls on the Last ID Assigned page. You can find definitions for the fields and controls later on this page.



In PeopleSoft HCM, there are several fields where you can either enter numbers manually or let the system assign them.

The following table lists auto-numbering fields.

Field	***Application***	***Business Process***
Last Employee ID Assigned	PeopleSoft Human Resources	Administer Workforce Recruiting Workforce
Last Position Nbr Used	PeopleSoft Human Resources	Manage Positions Plan Successions
Last Grievance Nbr Used	PeopleSoft Human Resources	Manage Labor Administration
Last Car Nbr Assigned	PeopleSoft Human Resources	Administer Company Cars
Last Demand ID Assigned	PeopleSoft Human Resources	Budget Training
Last Template Sequence # Used	PeopleSoft Human Resources	Administer Workforce
Last Succession Plan ID	PeopleSoft Human Resources	Plan Successions
Last Help Context # Used	PeopleSoft HCM	Customizing Windows Online Help
Last H/S Claim Nbr Assigned	PeopleSoft Human Resources	Monitor Health and Safety
Last H/S Non—Employee ID Assigned	PeopleSoft Human Resources	Monitor Health and Safety
Last Incident Nbr Used	PeopleSoft Human Resources	Monitor Health and Safety
Last Journal Nbr Assigned	PeopleSoft Payroll for North America	Administer GL Interface
Last Illness Nbr Assigned	PeopleSoft Human Resources	Monitor Absence
Last Illness Report # Assigned	PeopleSoft Human Resources	Monitor Absence

Field	***Application***	***Business Process***
Last Temp Assignment # Used	PeopleSoft Human Resources	Administer Workforce
Last Used Element Number	PeopleSoft Human Resources	Manage Profiles
Last OSHA Case Nbr Assigned	PeopleSoft Human Resources	Monitor Health and Safety Meet Regulatory Requirements

To let the system assign numbers for the fields on this page, enter the last number that you used in the field. The system increases that number by one when it assigns a new number. The system updates the Installation Table every time it assigns a number. You can override this value as necessary.

Note: To avoid maintaining two different sets of numbers, either always assign numbers manually or always let the system do it.

In addition to the last IDs that you set here, additional product-specific installation tables might enable you to view or set last IDs specific to that product. Navigate to Set Up HCM, >Install >Product Specific to access product-specific installation tables.

ID Considerations

When you convert ID data to PeopleSoft Human Resources from another system, enter the highest number that was used in your previous system so that you don't duplicate IDs. If the last ID you assigned in your previous system was 1000, enter *1000* in the Last Employee ID Assigned field. When you add a person in PeopleSoft Human Resources, the system assigns an ID of *1001* and updates the Last Employee ID Assigned field accordingly.

To always enter IDs manually, enter *9999999999* (ten 9's) in the Last Employee ID Assigned and Last Applicant ID Assigned fields.

If you use Social Security or insurance numbers as IDs, change the formatting for the employee ID field using PeopleSoft Application Designer.

Zero-filled Numbers

To make data entry faster and more accurate on several pages when you enter a number that the system has assigned, the system enters zeros before the number. For example, when you enter *4,* you see *00000004,* a total of 8 characters per number. This occurs in the following fields:

- Job Opening
- Requirements Search
- Grievance
- Incident
- Claim
- Position

Note: If you have already assigned numbers that aren't zero-filled, change their numbering so that the system can accurately track them when you convert the data to PeopleSoft Human Resources.
For more information about data conversion, ask your human resources project leader or see the PeopleSoft Application Designer documentation.

See *PeopleTools: Application Designer Developer's Guide*

Third Party/System Page

Use the Third Party/System page (INSTALLATION_TBL4) to set the criteria for gathering statistics and activate the SQR security for PeopleSoft HCM.

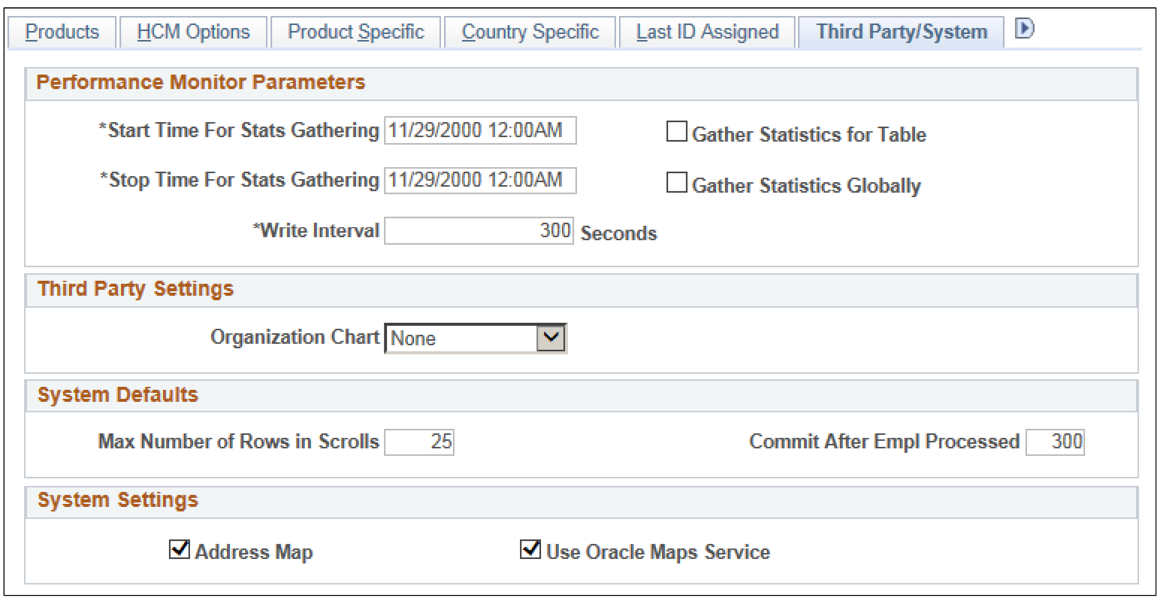
Define parameters for using third-party applications such as Visio.

Navigation

Set Up HCM > Install > Installation Table > Third Party/System

Image: Third Party/System page

This example illustrates the fields and controls on the Third Party/System page. You can find definitions for the fields and controls later on this page.



Performance Monitor Parameters

Start Time For Stats Gathering (start time for statistics gathering) and **Stop Time For Stats Gathering** (stop time for statistics gathering)

Enter the date and time of the start and stop.

Gather Statistics for Table

Select to gather statistics locally.

Gather Statistics Globally

Select to gather statistics globally.

Write Interval	Enter the number of seconds for gathering the statistics.

Third Party Settings

Organization Chart	Enter the type of third-party program you use to create organizational charts with your human resources data.

System Defaults

Max Number of Rows in Scrolls (maximum number of rows in scrolls)	Enter the maximum number of rows in a scroll-controlled data box for third-party systems.
Commit After Empl Processed (commit after employee processed)	Enter the maximum number of people for the system to process before committing. This setting is used only for PeopleSoft Payroll for North America processing.

System Settings

Address Map	Select to include a map of an address.
Use Oracle Maps Service	Select this check box when you have licensed the Oracle Maps Cloud Service for PeopleSoft to enable applications to use eLocation services. **Note:** The map display functionality shown in the HCM features requires a separate license to Oracle Maps Cloud Service for PeopleSoft. For details see the Licensing Information User Manual (LIUM).

Related Links

Understanding Organization Charts

Alternate Character Page

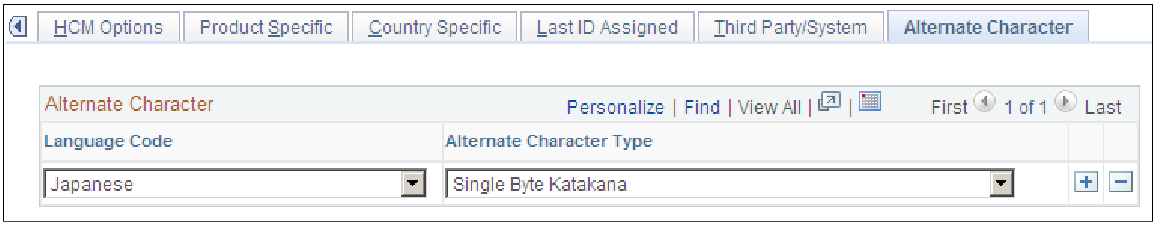
Use the Alternate Character page (ALT_CHAR_TBL) to specify the language code and alternate character type.

Navigation

Set Up HCM > Install > Installation Table > Alternate Character

Image: Alternate Character page

This example illustrates the fields and controls on the Alternate Character page. You can find definitions for the fields and controls later on this page.



Note: Because you are setting the alternate character code on the Installation Table, the setting affects your entire HCM application configuration. Make sure that you account for all language codes for your installation.

If you don't specify an alternate character type for a language code that a user is working with, and the user tries to enter characters in an Alternate Character field, a warning message appears.

If you specify an alternate character type for a language code, and a user enters any other character type in an Alternate Character field, a warning message appears.

Note: You can ignore the warning message and enter the data in another character set, but problems can occur when data is sorted in multiple alternate character sets.

Setting Up HCM Options on the PeopleTools Options Page

To set up HCM options on the PeopleTools Options page, use the PeopleTools Options component (PSOPTIONS).

This topic discusses how to set up HCM options on the PeopleTools Options page.

You use the PeopleTools Options page to set a variety of values that are related to:

- Multi-company organizations.
- Organizations that conduct business using more than one currency.
- Multiple jobs functionality.

Access the PeopleTools Options page on the PeopleTools > Utilities > Administration menu.

See *PeopleTools: Data Administration Tools*

Select the following check boxes, as applicable, to activate these kinds of functionality:

Multi-Company Organization	Select if your organization comprises more than one company or if you use PeopleSoft Pension Administration to set up companies specifically to house your pension payees.
Multi-Currency	Select to enter data in more than one currency. For example, if you have offices in the United States and Italy, you may want

to calculate pay rates in both U.S. dollars and Italian lira. If you select *Multi-Currency,* the system displays a Currency Code field on pages where amount fields appear.

Note: *Multi-Currency* doesn't affect PeopleSoft Global Payroll, which has its own multiple currency functionality.

Multiple Jobs Allowed

PeopleSoft HCM requires that you leave this option selected.

Multiple job functionality must be active so that PeopleSoft Human Resources can manage data for people with whom you have different types of organizational relationships (employee, contingent worker, and person of interest).

See *PeopleTools: Security Administration*.

Administering Country Codes

To administer country codes, use the Country Table (COUNTRY_TABLE), the Country Table – HR (HR_COUNTRY_TABLE), and the State/Province (STATE_DEFN) components.

These topics provide an overview of country codes and integration points and discuss administering country codes.

Pages Used to Administer Country Codes

Page Name	*Definition Name*	*Usage*
Country Description Page	COUNTRY_DEFN	View or update country information.
Address Format Page	ADDR_FORMAT_TABLE	Specify the address format for the country that is selected from the Country Table.
Valid Address Page	EO_ADDR_VALIDAT	Specify the county, state, and city for the country that is selected from the Country Table.
Country Table - HR Page	HR_COUNTRY_DEFN	Specify additional information about a country for HCM reporting purposes.
State/Province Page	STATE_DEFN	Add a state, province or equivalent entity for the country that is selected from the Country Table.
Country Table Report - Run Control Page	PRCSRUNCNTL	Run the Country Table report (PER708) that prints a list all country character codes.

Understanding Country Codes

On many pages in PeopleSoft Human Resources, a country appears as part of the address for a person, a company, or an office. Countries are represented as codes, such as CAN for Canada, and they are listed in the Country Table component. In the Country field on any page, the system displays a default country code, which you can change. The Org Defaults by Permission Lst component and the Business Unit Options Defaults component (BUS_UNIT_OPT_HR) can affect this default code. You can define the information that users should capture for addresses in specific countries using the Address Format page (ADDR_FORMAT_TABLE) in the Country Table component.

You need codes for all the countries where your organization does business and where the people in your system live. The Country Description page (COUNTRY_DEFN) includes an extensive list of predefined countries and codes. The page is updated with each version of PeopleSoft Human Resources according to the countries that are recognized by the International Standards Organization (ISO).

If you need a new country code, notify your PeopleSoft account manager so that we can add it to the Country Table for the next version of PeopleSoft Human Resources.

Country Description Page

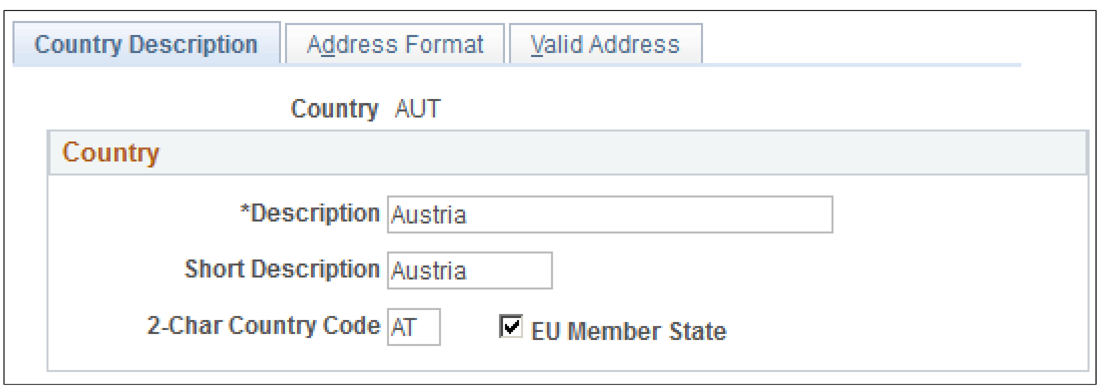
Use the Country Description page (COUNTRY_DEFN) to view or update country information.

Navigation

Set Up HCM > Install > Country Table > Country Description

Image: Country Description page

This example illustrates the fields and controls on the Country Description page. You can find definitions for the fields and controls later on this page.



2-Char Country Code (two-character country code)	Enter the code that the U.S. government assigned to the country, if applicable.
EU Member State (European Union member state)	Select if this is an EU member state. This field is for your reference only and doesn't impact system processing or reporting.

Address Format Page

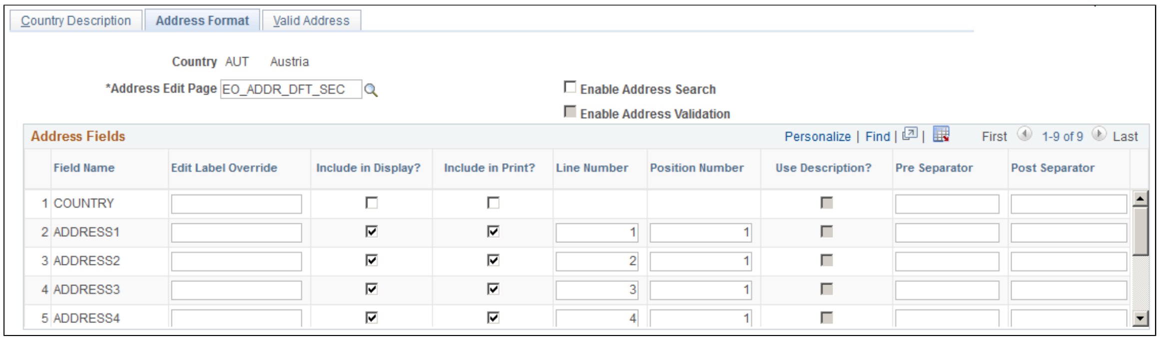
Use the Address Format page (ADDR_FORMAT_TABLE) to specify the address format for the country that is selected from the Country Table.

Navigation

Set Up HCM > Install > Country Table > Address Format

Image: Address Format page

This example illustrates the fields and controls on the Address Format page. You can find definitions for the fields and controls later on this page.



Address Edit Page Select an address page from the list of available options. The system will display the list of fields on that page in the Address Fields group box.

Enable Address Search Select to enable the address search.

Enable Address Validation Select to enable the system to validate address entries for state or province and city as shown on the Valid Address page.

Address Fields

Field Name The Field Name column displays the address fields available in the PeopleSoft HCM.

Edit Label Override Enter a different label to override the displayed Field Name, if required for this country.

Include in Display? Select to have the system include this field when an address appears in read-only mode. Deselect this check box for specific fields if your organization wants to display addresses in a format that is different from how addresses appear during data entry.

Include in Print? Select to have the system print this field whenever an address in this country will be printed.

Line Number Enter the line on the page on which this field should appear.

Position Number Indicate this field's position in the selected line.

Use Description? Select to have the system display a full description for this field.

Pre Separator and **Post Separator** Enter separator characters for the address elements if applicable (for example and em dash).

Valid Address Page

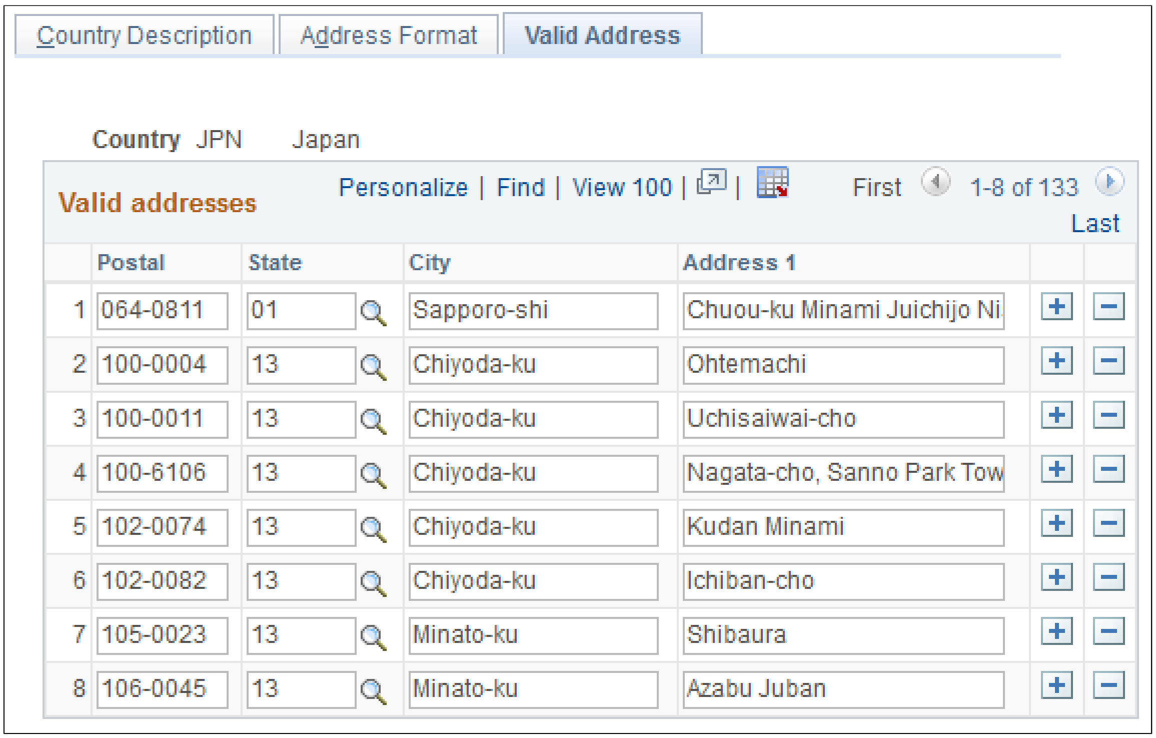
Use the Valid Address page (EO_ADDR_VALIDAT) to specify the county, state, and city for the country that is selected from the Country Table.

Navigation

Set Up HCM > Install > Country Table > Valid Address

Image: Valid Address page

This example illustrates the fields and controls on the Valid Address page. You can find definitions for the fields and controls later on this page.



Valid Addresses

The Valid Address page stores state/province codes with corresponding cities, as entered on the State/Province page. When you select *Enable Address Validation* on the Address Format page, the system checks address entries against the values stored on the Valid Address page to verify that the city and state or province match.

Note: (JPN) Japanese postal data is stored in both the Postal Code Table and the Valid Address table (EO_ADDR_VALIDAT). To keep the Valid Address table in sync with the Postal Code Table, you must enter new postal data in the Postal Code Table page. The system will not update the Postal Code Table with values you enter on the Valid Address page.

Related Links

[(ITA) Setting Up Italian City Codes]

[Postal Codes JPN Page]

Country Table - HR Page

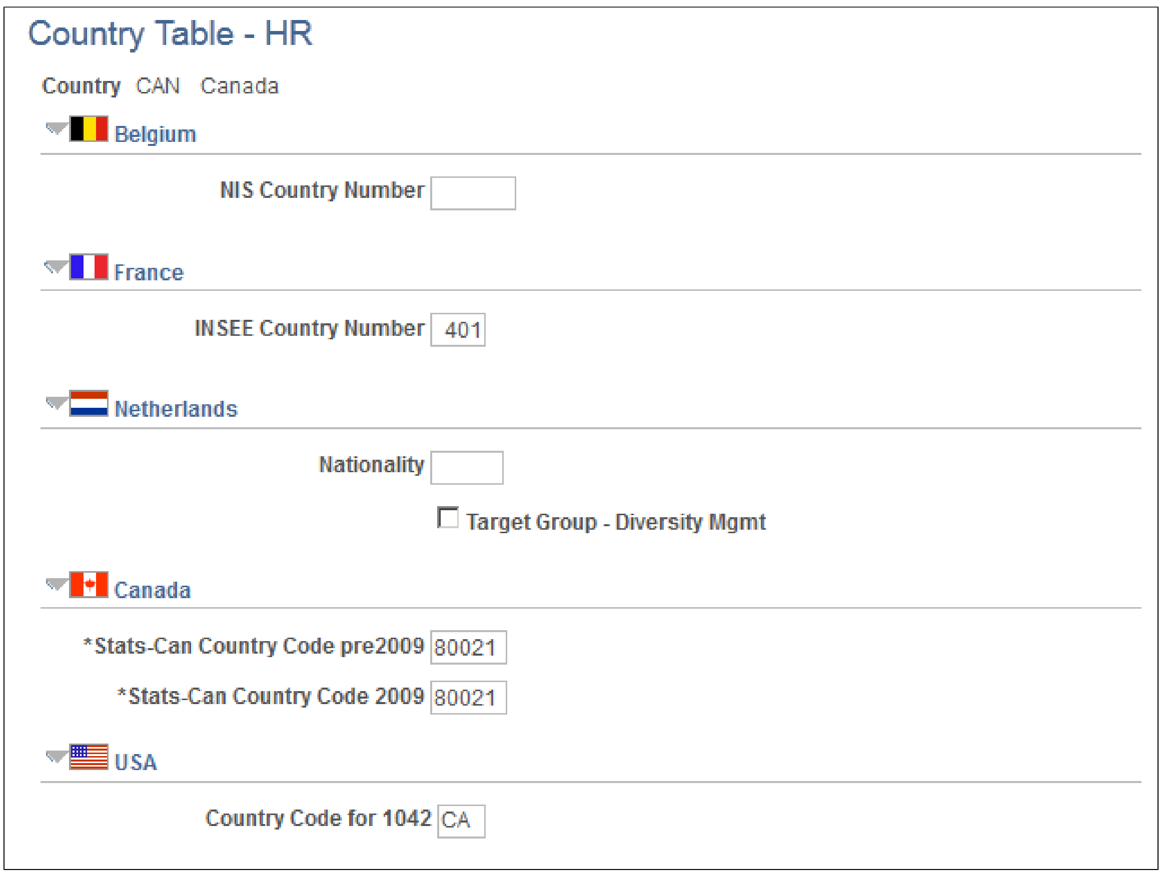
Use the Country Table - HR page (HR_COUNTRY_DEFN) to specify additional information about a country for HCM reporting purposes.

Navigation

Set Up HCM > Install > Country Specific > Country Table - HR > Country Table - HR

Image: Country Table - HR page

This example illustrates the fields and controls on the Country Table - HR page. You can find definitions for the fields and controls later on this page.



(BEL) Belgium

NIS Country Number (National Institute for Statistics country number)	Enter the NIS Country Number for reporting hires and terminations to the Social Insurance.

(FRA) France

INSEE Country Number (National Institute for Statistical and Economic Studies country number)

INSEE is an official statistics and economics organization in France. This organization issues a number that is used by the tax authorities, Social Security, the Chamber of Commerce, and others to identify an enterprise and its entities.

(NLD) Netherlands

Nationality

Enter the four-digit nationality code for the country. Nationality codes are defined by the Netherlands coding standard (NEN) and are used in wage declarations for the Netherlands. The system uses the Country code specified for an employee on the Citizenship/Passport page to determine which nationality code applies to the employee.

Target Group - Diversity Mgmt (target group - diversity management

Select this check box to identify this country as a target group for diversity reporting purposes in the Netherland. If you're administering a Dutch workforce, may want to track information on the national origin of an employee. Employee national origin is based on either their birthplace or their parent's birthplace.

Note: From December 31, 2003 the SAMEN law is no longer a legislative requirement. However, we continue to provide the ability to track employees' national origin to enable you to monitor workforce diversity.

(CAN) Canada

Stats-Can Country Code pre2009

This field stores the Statistics Canada code that was associated with the country before codes were updated in 2009.

Stats-Can Country Code 2009

Enter the Statistics Canada code that is associated with the country as of 2009.

(USA) USA

Country Code for 1042

(USA) Enter the country code used when reporting wage and tax data to federal and state government agencies in the EFW2 format.

(E&G) Enter the country code for nonresident alien processing

State/Province Page

Use the State/Province page (STATE_DEFN) to add a state, province or equivalent entity for the country that is selected from the Country Table.

Navigation

Set Up HCM > Install > State/Province > State/Province

Image: State/Province page

This example illustrates the fields and controls on the State/Province page. You can find definitions for the fields and controls later on this page.

PeopleSoft delivers the State/Province table with all states, provinces, and equivalent geographical entities (such as Dutch communities and French departments) for all supported countries. The codes are based on standard postal codes. PeopleSoft updates this table with each version.

You need these state or province codes for all countries where your organization does business. You use this information in many address fields in the system.

Postal Abbreviation	The state or province code is automatically displayed.
Numeric Code	Enter the numeric code, if applicable. The U.S. federal government assigns a numeric code to each state for reporting purposes. You don't need to enter numeric codes for new Canadian provinces.

Setting Up Regulatory Regions

To set up regulatory regions, use the Regulatory Region component (REG_REGION).

These topics provide an overview of integration points and discuss how to define regulatory regions.

Page Used to Set Up Regulatory Regions

Page Name	***Definition Name***	***Usage***
Regulatory Region Page	REG_REGION	Set up a regulatory region.

Regulatory Region Page

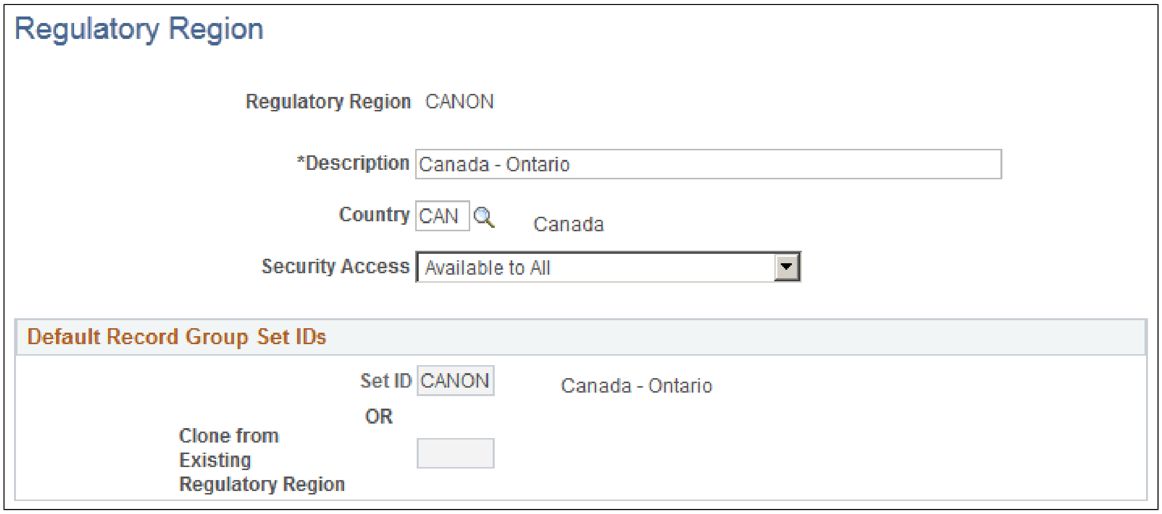
Use the Regulatory Region page (REG_REGION) to set up a regulatory region.

Navigation

Set Up HCM > Install > Regulatory Region > Regulatory Region

Image: Regulatory Region page

This example illustrates the fields and controls on the Regulatory Region page. You can find definitions for the fields and controls later on this page.



Country

Select a country from the list. When you create a regulatory region, you must specify the country to which the region belongs. This enables country-specific edits even when a state-level or provincial-level region is used in a system transaction. If the country you want to add isn't in the list of values, add that country to the system using the Country Table.

Security Access

Select a security access level from the list. Because many companies have users working with only one, limited set of regulatory regions, this feature enables you to hide the other regulatory regions from the user. The values are stored on the Translate table. The Regulatory Region prompt edit views use these values to limit the user's Regulatory Region choices to the regions to which the user has access. Values are as follows:

- *Available To All:* Users can select this region.
- *Not Available To Anyone:* No users can select this region.
- *With Global Security Only:* Only users who have access to that region's country functionality assigned to their primary permission list can select that region.

  See Setting Up Security for Local Functionality.

Note: If you choose not to maintain the country-level data security, then select *Available to All* or *Not Available to Anyone* to provide universal access to regulatory regions. To simplify maintenance, availability is established only once for each regulatory region and is used for all transactions.

Default Record Group Set IDs

Use this group box to specify the set IDs that make up this regulatory region. Since regulatory region is used to drive set processing in some applications, such as Health and safety, regulatory region is a set control value. The default record group set IDs establish an initial set processing relationship for this new regulatory region.

Set ID

When you add a regulatory region, the Set ID field is available for entry, and the Clone From Existing Regulatory Region field is unavailable for entry. The system places a default set ID in the set ID field that bears the same name as the Regulatory Region Code that you just defined. If you haven't defined a set ID that matches this code, select another applicable set ID for your regulatory region from the list of valid values. The set IDs in the list were set up using the TableSetID table. You can select only from those set IDs.

Note: Before you can specify set IDs, you must define set IDs, record groups, set control values, and TableSet record group controls, using the components on the PeopleTools > Utilities > System Administration menu.

See Understanding PeopleSoft HCM System Data Regulation.

Clone from Existing Regulatory Region

You can clone the set IDs attached to this new regulatory region from an existing regulatory region. Use this option if the new regulatory region that you're defining requires the same default record group set IDs as those that you've already created for another region.

Enter the regulatory region that you want to clone.

For more information, see the product documentation for *PeopleTools: Data Management*.

Related Links

Understanding PeopleSoft Security

Understanding Data Permission Security for HCM

Establishing Regulatory Transaction Types

To establish regulatory transaction types, use the Regional Transactions component (REG_TRX_REGION).

These topics provide an overview of regulatory transactions and discuss how to add regulatory regions to a transaction.

Pages Used to Update or Add Regulatory Transactions

Page Name	***Definition Name***	***Usage***
Regional Transactions - Transaction Page	REG_TRX	Update the regulatory transaction description or add a new regulatory transaction.
Regional Transactions - Regions in Transaction Page	REG_TRX_REGION	Define the regulatory regions that make up a regulatory transaction type.

Understanding Regulatory Transactions

Two sets of regulatory transactions are already defined in the system as shown in the following table:

Regulatory Transaction	***Countries or Regions Included***	***Reason***
STANDARD	All countries that are supported in the system.	Most applications apply regulatory and legislative edits at the country level.
HANDS (Health and Safety)	All countries that are included in the system, plus the Canadian provinces.	Most applications apply regulatory and legislative edits at the country level, but Canada has specific provincial laws governing their Health and Safety reporting.

Use the two pages in the Regional Transactions component (REG_TRX_REGION) to assign new regulatory regions to these transaction types (if you have added countries or regulatory regions to the system) and to establish new regulatory transactions.

Regions in Transaction Page

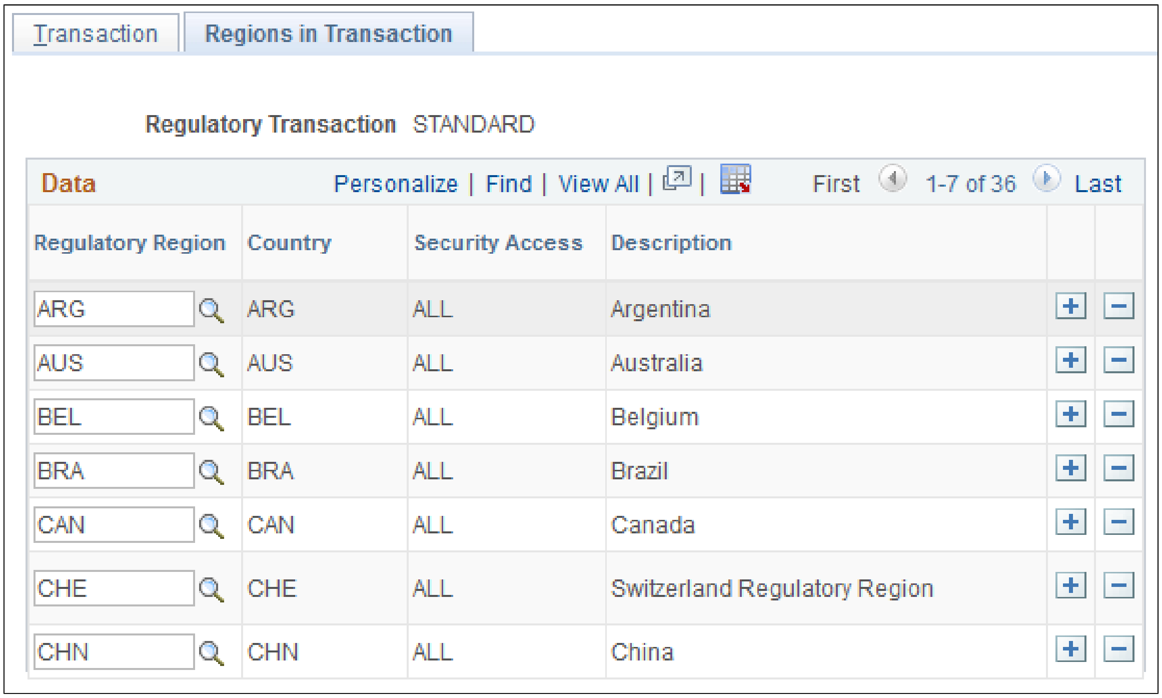
Use the Regional Transactions - Regions in Transaction page (REG_TRX_REGION) to define the regulatory regions that make up a regulatory transaction type.

Navigation

Set Up HCM > Install > Regional Transactions > Regions in Transaction

Image: Regions in Transaction page

This example illustrates the fields and controls on the Regions in Transaction page. You can find definitions for the fields and controls later on this page.



Regulatory Region Select the regulatory regions that belong to this transaction.

Installing Person Objects

To install person objects, use the Person Object Installation component (INSTALL_PERSON).

This topic discusses how to install person objects.

Page Used to Install Person Objects

Page Name	***Definition Name***	***Usage***
Person Object Installation Page	INSTALL_PERSON	Select installation settings for the Add a Person component (PERSONAL_DATA).

Person Object Installation Page

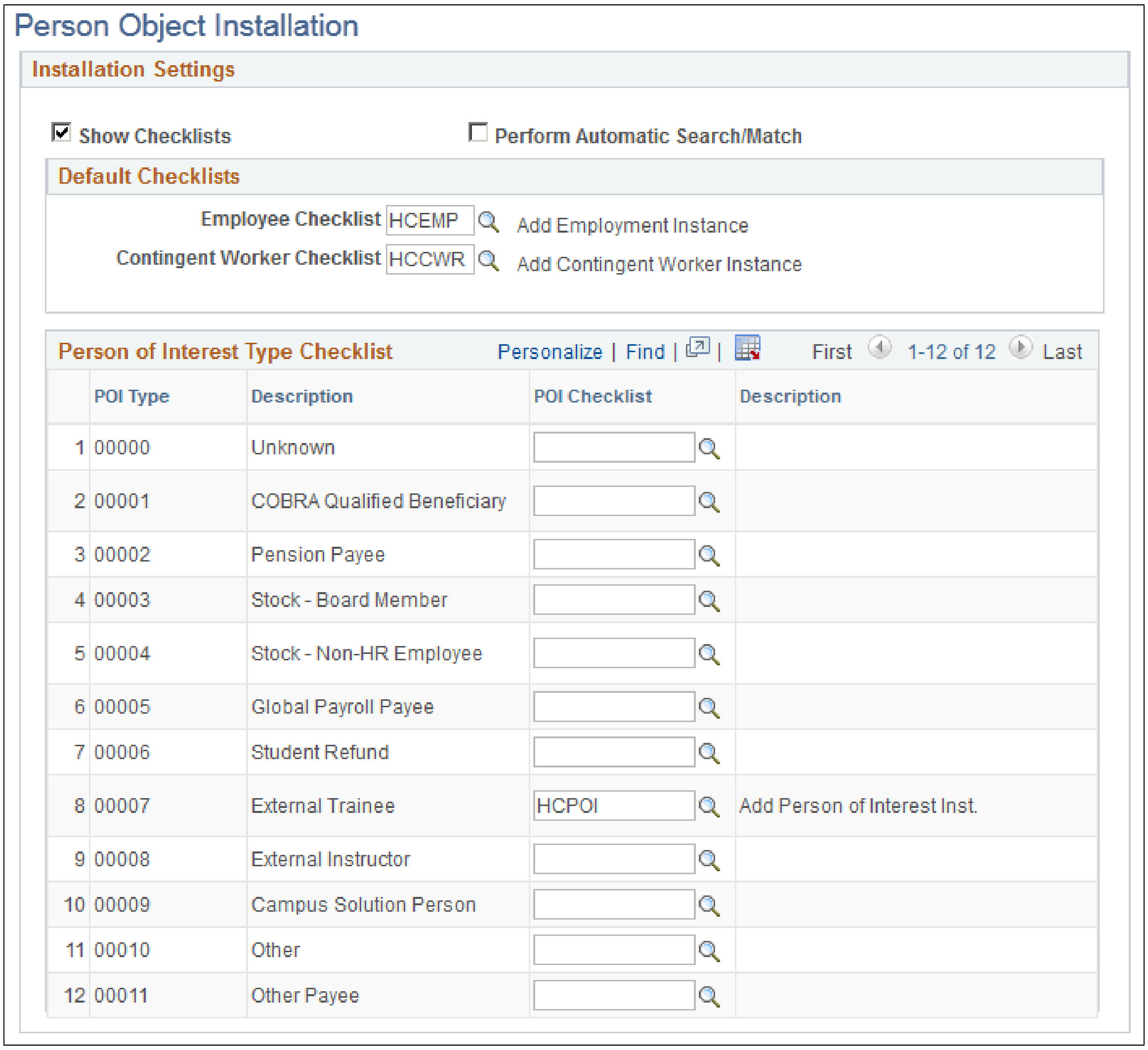
Use the Person Object Installation page (INSTALL_PERSON) to select installation settings for the Add a Person component (PERSONAL_DATA).

Navigation

Set Up HCM > Install > Person Object Installation > Person Object Installation

Image: Person Object Installation Page

This example illustrates the fields and controls on the Person Object Installation Page. You can find definitions for the fields and controls later on this page.



Installation Settings

Show Checklists

Select to show the Checklists Code field on the Organizational Relationships page (PERSON_DATA4), enabling users to select a checklist for the person they are adding and create a record in the Person Checklist component (PERSON_CHECKLIST).

Perform Automatic Search/Match

Select to perform an automatic search and match when you add a person to the PERSONAL_DATA component. The system will search the database to determine that you are not entering a duplicate record.

Default Checklists

Select the default checklists that the system will display in the Checklist Code field on the Organizational Relationship page when you add to add one of the following relationships for the new person:

- Employee.
    - In the Employee Checklist field, select the default checklist for commercial employees.
    - In the French Public Sector Emp field, select the default checklist for French public sector employees.
- Contingent Worker.

    In the Contingent Worker Checklist field, select the default checklist for contingent workers.
- Person of Interest

    For each POI type listed in the Person of Interest Type Checklist grid for which you want a default checklist, select the checklist.

The system will create a record in the Person Checklist component by identifying this checklist code on the Organizational Relationship page when you first create the person.

Set up checklists on the Checklist component (CHECKLIST_TABLE).

See "Creating Checklists" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Chapter 7

Setting Up and Working with Search/Match

Understanding Search/Match

To use the full functionality of your system, you must maintain the integrity of your database. With users from many departments entering data into your system, you want to minimize the entry of duplicate or multiple records. Search/Match enables you to define criteria to check for duplicate or multiple ID records. The searchable ID types (called Search Types) are:

- Person (Empl ID)
- Applicant (HRS_PERSON_ID within PeopleSoft Talent Acquisition Manager)

Note: PeopleSoft delivers these ID types as translate values inside the SM_TYPE field. They are delivered as *Active,* but you can inactivate them depending on the applications that you license. Do not, however, add or delete ID type values.

For each of these ID types, departments or business areas can, based on user security roles, define their own search criteria to perform a search. The criteria can include defining search rules and placing them in the desired order within a search parameter. Each department or business area can also set what data to display in the results to identify a possible matching ID. Departments and business areas can set up multiple search result codes and give security access to all users or restrict it to specific users who have a certain security role assigned.

You can also set rules and parameters to permit only ad hoc searches to enable users with the appropriate security to perform ad hoc searches without the constraints of predefined criteria.

Data returned in a search result can contain sensitive information. You can control whether to entirely or partially mask a field or display the entire field. The masking configuration can be controlled with user security access. With search results and display controls defined, users can perform Search/Match to determine if a record already exists before adding one.

You can also enforce the use of Search/Match by setting Search/Match to trigger when a user enters data and saves a new ID by transferring the user directly to the list of IDs that match the criteria. When you enforce Search/Match at save time, the user does not need to navigate to the Search/Match component and reenter the data to determine whether the ID exists.

You define search rules to identify which fields to search for and how to use them to perform the search. You can use one or multiple search rules. If you use multiple search rules, Search/Match applies the rules in the order that you define. Starting with the first rule, if the system finds at least one match according to that rule, it will stop searching. However, if it finds no match for that rule, it will continue to the next rule, and so on.

Also, if you use multiple search rules, you should order the rules from the most restrictive to the least restrictive. For example, rule 1 could return matching IDs when first name, last name, phone number and national ID exactly match. Rule 4 could return matching IDs when only the first and last name match. In this example, rule 4 could return more potential matching IDs than rule 1. The search rule used by Search/Match could therefore be used as an indicator to users of how significant the returned results are.

A search parameter is a set of one or more search rules that you order sequentially with the lowest (or first) search order level as the most restrictive, and the highest (or last) search order level as the least restrictive. A search parameter must be created even if it contains only one search rule.

When a user runs the search, the system searches according to these rules and search orders until it either encounters a potential duplicate or executes all search sequences and finds no potential duplicate.

Use search result codes to specify the data that you want Search/Match to return in the grids on the Search Results page for the potential matching IDs that it finds. You can define field-level security for fields that you consider sensitive. For example, you might allow some users to see the full birth date, but restrict other users to see only the year (or nothing at all), depending on the Primary Permission List in their user profile.

Some search rules, search parameters, and search results are delivered with your system. You can use these as they are, modify them, or add as many as you need.

Warning! Adding new search fields require significant programming effort and is not recommended.

Related Links

Automatic Search

Automatic Search

Automatic search reinforces the use of Search/Match when you create a new ID in a transaction page. To trigger an automatic search from the transaction page, associate the component that contains that page with an active search parameter. When the user enters all of the necessary data to create a new ID on that page and saves the transaction record, Search/Match begins automatically. The system uses the predefined search parameter and the data entered by the user as search criteria. If Search/Match does not find matching IDs, the system saves the transaction successfully. If Search/Match finds at least one matching ID, the system displays the search results inside a grid on the Search Results page.

If the component name is associated with a search parameter code and a search result code, Search/Match displays the search results inside a grid on the Search Results page. This enables users to review the potential duplicate IDs without having to manually navigate to the Search/Match page. After reviewing the results on the Search Results page, the user clicks Return and is instructed to either click OK to continue saving the new ID or to click Cancel to avoid saving the transaction and investigate further.

Note: This setup is valid only when creating person IDs from HRS_PREP_FOR_HIRE component.

Warning! To display the Search Results page at save time, you must have a security role with access to the component interface HCR_SM_SEARCH.

See Search Results Page.

See *PeopleTools: Security Administration*

Note: This setup is valid only when creating person IDs from the Personal Data (PERSONAL_DATA) component for commercial HCM and the Employee Hire (EE_HIRE) component for Federal HCM.

Enabling the Auto Search/Match Feature

You enable Automatic Search/Match processing in HCM by selecting the Perform Automatic Search/Match check box on the Person Object Installation page (INSTALL_PERSON).

When you select the check box, the system checks to see if a Search Parameter and a Search Result code have been associated with the PERSONAL_DATA component (or the EE_HIRE component for Federal). If it finds codes, it displays these rule names. If not, the system generates a warning informing you that Automatic Search/Match processing will not occur until you associate Search Parameter and a Search Result code with the PERSONAL_DATA or EE_HIRE components.

See Setting Up Person of Interest Types.

Understanding Automatic Search Conditions

Search/Match uses phone and email values to perform the search only when a phone or email value is marked as preferred. Therefore, to use PhoneRule and EmailAddressRule inside a search rule triggered automatically when you save a new ID, the ID must have a preferred phone number and preferred email address.

When Address1Rule, Address2Rule, Address3Rule, Address4Rule, CityRule, CountryRule, CountyRule, PostalRule or StateRule are inside a search rule triggered when you save a new person ID, Search/Match uses the address fields for only the home address type to perform the search. That is, if any address type other than *HOME* is entered, Search/Match does not use the address fields as search criteria.

Setting Up Search/Match

To set up Search/Match use the Search Match Rules (HCR_SM_RULE), Search/Match Parameters (HCR_SM_PARM), Search/Match Result Fields (HCR_SM_RSLT_FLDS), Search/Match Results (HCR_SM_RESULT), and Search/Match (HCR_SM_SEARCH) components.

These topics discuss how to set up Search/Match.

Pages Used to Set Up Search/Match

Page Name	***Definition Name***	***Usage***
Search/Match Rules Page	HCR_SM_RULE	Define sets of fields to search for and identify how to search for them.
Search Parameters Page	HCR_SM_PARM	Combine and order search rules. The combination (called the search parameter) is what the users select prior to performing a search to determine the search fields that they are permitted to search on.
Search Permissions Page	HCR_SM_PERM	Identify who can use the search parameter to perform the search. Also identify which component names, if any, should use the search parameter as part of saving a new ID in the database.

Page Name	Definition Name	Usage
Search/Match Result Fields Page	HCR_SM_RSLT_FLDS	View or add fields that are available to define the search results.
Search/Match Results - Search Results Page	HCR_SM_RESULT	Specify which result fields to include in the search results and control how to display their values. Be careful not to confuse this page with the page also called *Search Results* with a similar object name (HCR_SM_RESULTS), which is the page on which Search/Match displays returns from a search.
Search/Match Results - Search Results Detail Page	HCR_SM_RDTL_PG	Define the page to use to view more information about a specific ID returned by Search/Match.
Search/Match Results - Search Results Exceptions Page	HCR_SM_RESULT_EXCP	Define field-level security exceptions to the data display control that is set on the Search Results Permissions page.
Search Result Permissions Page	HCR_SM_RSLT_PERM	Identify who should have access to this search result code. Also identify which component, if any, Search/Match should use this result code when a new ID is added and a potential duplicate ID is found.

Search/Match Rules Page

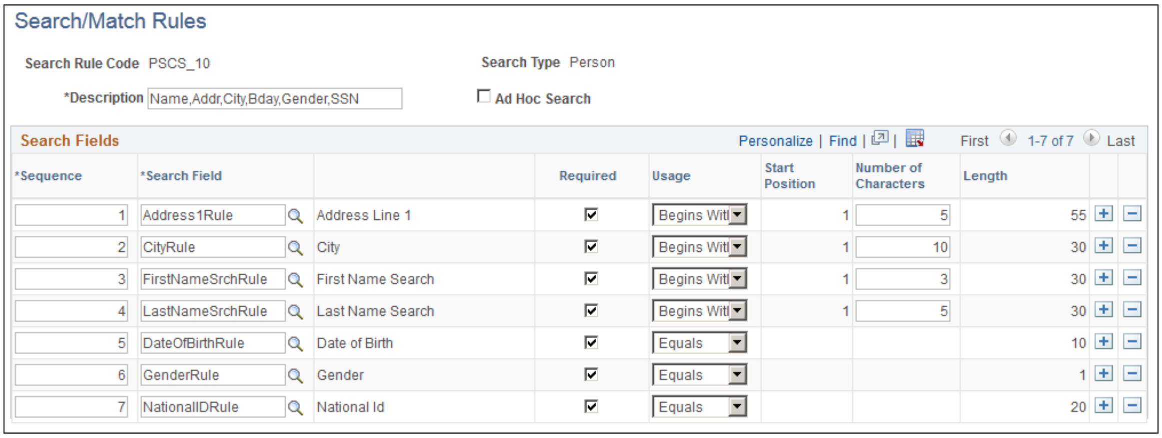
Use the Search/Match Rules page (HCR_SM_RULE) to define sets of fields to search for and identify how to search for them.

Navigation

Set Up HCM > System Administration > Utilities > Search/Match > Search/Match Rules > Search/Match Rules

Image: Search/Match Rules page

This example illustrates the fields and controls on the Search/Match Rules page. You can find definitions for the fields and controls later on this page.


Search/Match Rules

Search Rule Code PSCS_10 Search Type Person

*Description Name,Addr,City,Bday,Gender,SSN Ad Hoc Search

Search Fields Personalize | Find | First 1-7 of 7 Last

*Sequence	*Search Field		Required	Usage	Start Position	Number of Characters	Length
1	Address1Rule	Address Line 1	☑	Begins With	1	5	55
2	CityRule	City	☑	Begins With	1	10	30
3	FirstNameSrchRule	First Name Search	☑	Begins With	1	3	30
4	LastNameSrchRule	Last Name Search	☑	Begins With	1	5	30
5	DateOfBirthRule	Date of Birth	☑	Equals			10
6	GenderRule	Gender	☑	Equals			1
7	NationalIDRule	National Id	☑	Equals			20

Ad Hoc Search

Select to permit ad hoc searches from this search rule.

An ad hoc search enables users to bypass the institution's predefined search standards to perform a configured search without predefined operands and without limiting the characters to evaluate. For example, an ad hoc search might be *first name equals John;* whereas, a non-ad hoc search might be set to search only on the first three characters of the first name (in this case, *Joh*).

Search Fields

Search fields are delivered with your system.

Warning! Adding new search fields require significant programming effort and is not recommended.

Sequence

Enter the order in which you want the search fields to appear when used inside a search parameter.

Search Field and **Field Description**

Select each search field that you want to assign to this search rule code. When you exit the field, the system displays the associated description. Search fields are the fields on which users are permitted to search.

Search fields are delivered with your system. Adding or modifying a search field value requires a significant programming effort. Do not attempt to delete a search field.

Note: When you include name, national ID, phone, email, or address fields in the rule without the types (Name Type, National ID Type, phone type, email type or address type), the system searches on all national IDs, phones, emails or addresses in the system for that individual.

Required

Select this check box to require a value in the search field to find a potential match on this search rule. Selecting this check box is useful for making the rule more restrictive.

If the check box is not selected, the system accepts blank or nonexistent for this field inside this search rule. For example, if all the fields inside a search rule are marked as required, the user must provide data for each of those search fields to find a match on this rule. However, if the Required check box is not selected, for example, for Date of Birth, the user can still search on that search rule without specifying a date of birth.

Usage

Identify how you want the search to evaluate the field value:

Begins With: The value must begin with this data. When you select this value, the Start Position field appears with a default value of *1,* and the Number of Characters fields are available for you to define. You cannot modify the start position default value.

Contains: The value must contain this data but can be preceded or followed by other data. When you select this value, the Start Position field appears with a default value of *1,* and the Number of Characters fields are available for to you define.

Equals: The value must be exactly equal to this data.

Not Used: Do not use this field value in this search.

Start Position and **Number of Characters**

Enter the character position where you want the compare to start, and enter the number of characters from that start position to include in the compare.

For example, if the usage selected for National ID is *Contains,* and you enter a start position of 3 and the number or characters of 5, the system compares against the 3rd, 4th, 5th, 6th, and 7th characters in the field value. It will return matching IDs for which the National ID contains these 5 characters.

If the usage selected was *Begins With,* the start position is has a default value of *1* and you need to specify how many characters from the first character that Search/Match should use to perform the search.

Length

Indicates the number of characters in the search field. When you exit a particular field in the Search Field column, the system displays the total number of characters in the associated field.

See Understanding Search/Match.

Search Parameters Page

Use the Search Parameters page (HCR_SM_PARM) to combine and order search rules.

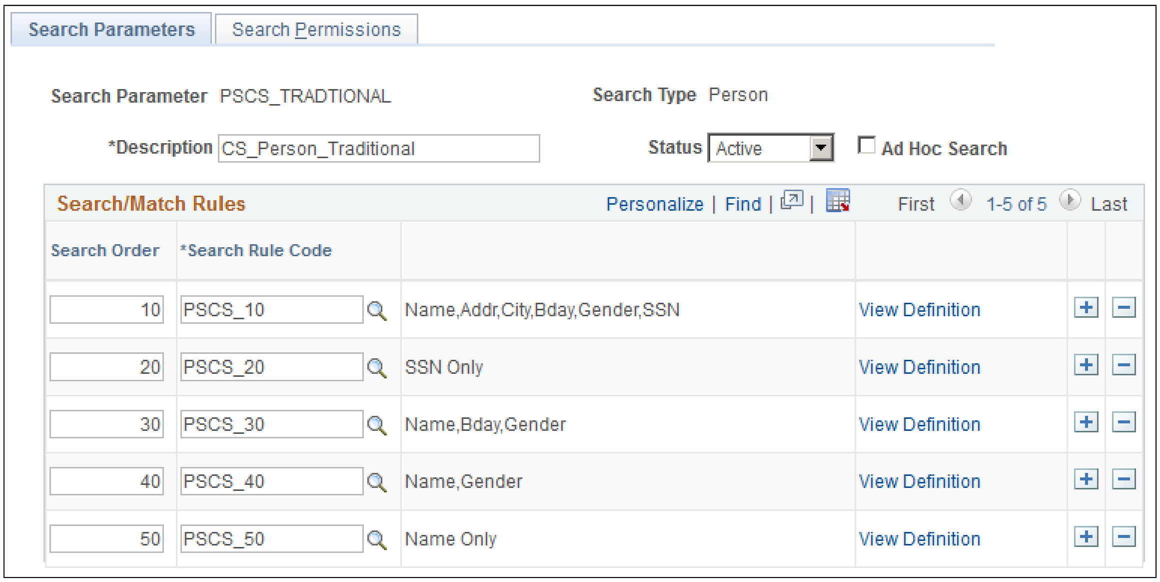
The combination (called the search parameter) is what the users select prior to performing a search to determine the search fields that they are permitted to search on.

Navigation

Set Up HCM > System Administration > Utilities > Search/Match > Search/Match Parameters > Search Parameters

Image: Search Parameters page

This example illustrates the fields and controls on the Search Parameters page. You can find definitions for the fields and controls later on this page.



Ad Hoc Search

Select to permit only ad hoc searches from this search parameter.

An ad hoc search enables users to bypass the institution's predefined search standards to perform a configured search without predefined operands and without limiting the characters to evaluate. For example, an ad hoc search might be *first name equals John;* whereas, a non-ad hoc search might be set to search only on the first three characters of the first name (in this case, *John*).

Note: Automatic search cannot be performed from a search parameter set to permit ad hoc searches.

Search/Match Rules

Search Order

Enter the order in which to apply the search rule codes of this search parameter. Enter the most restrictive search rule in the lowest order number and the least restrictive search rule in the highest order number.

	You can reorder the search rules at any time. When you reorder the rules and save the page, the system displays the rules in the most recent numerical order that you entered. Search/Match processes the lowest order search rule first; if it finds one or more possible matches, it stops the search and returns the results. If it finds no results, it continues to the next search rule, and so on. In the search results, the system displays the search order number that corresponds to the search rule where potential matching IDs are found. You can use only one search rule for an ad hoc search; therefore Search Order fields do not appear when theAd Hoc Search check box is selected.
Search Rule Code and **Rule Code Description**	Enter the search rule code to use. When you exit the field, the system displays the search rule description. You must enter at least one search rule to create a valid search parameter.
View Definition	Click this link to access the Search/Match Rules page on which you can view or edit the rule definition.

Search Permissions Page

Use the Search Permissions page (HCR_SM_PERM) to identify who can use the search parameter to perform the search.

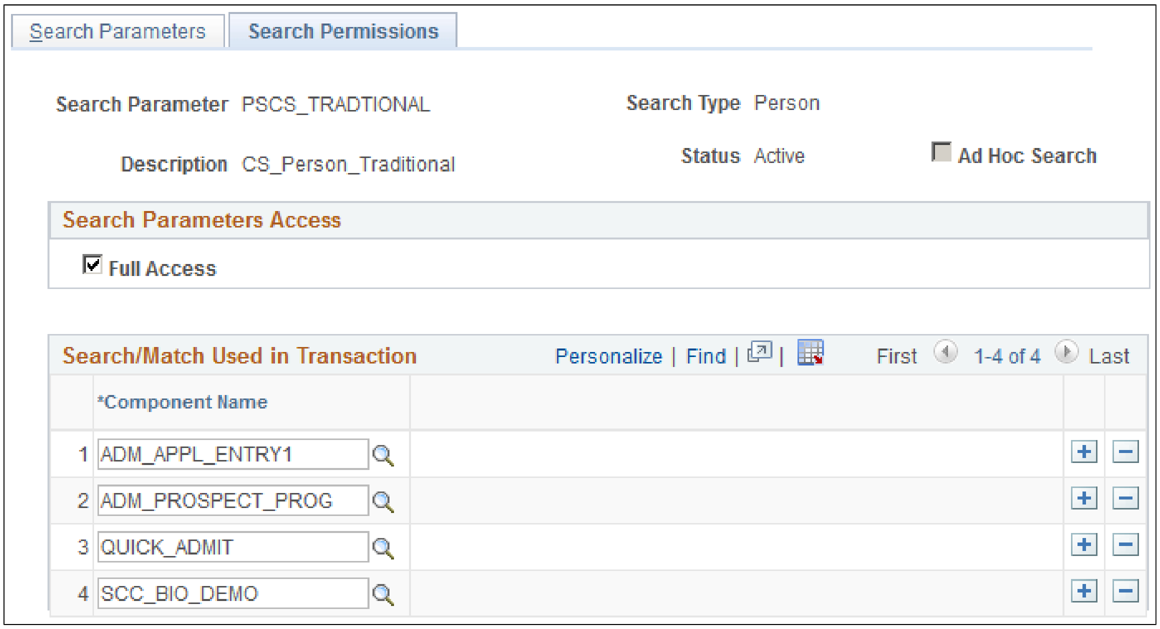
Also identify which component names, if any, should use the search parameter as part of saving a new ID in the database.

Navigation

Set Up HCM > System Administration > Utilities > Search/Match > Search/Match Parameters > Search Permissions

Image: Search Permissions page

This example illustrates the fields and controls on the Search Permissions page. You can find definitions for the fields and controls later on this page.



Search Parameters Access

Full Access

Select to enable all users to use the search parameter code.

Restricted Security Access

This area appears only when the Full Access check box is not selected.

Role Name and **Role Description**

Restrict the use of this search parameter code to users that have specific roles inside their security profile.

Search/Match Used in Transaction

Component Name and **Component Description**

If you want to enforce the use of Search/Match when adding a new ID, select the component name where adding a new ID occurs. The system will then initiate Search/Match when a user enters the data to create a new ID and saves the transaction. You can restrict the search to specific components whether you give permissions to all roles or only to specific roles.

Note: A component name can be associated with only one search parameter. However, the same search parameter can be used inside several component names. Select all components where the search parameter should be used.

Note: This field is available only when the Search Type is *Person* or *Organization.*

See Understanding Search/Match.

Search/Match Result Fields Page

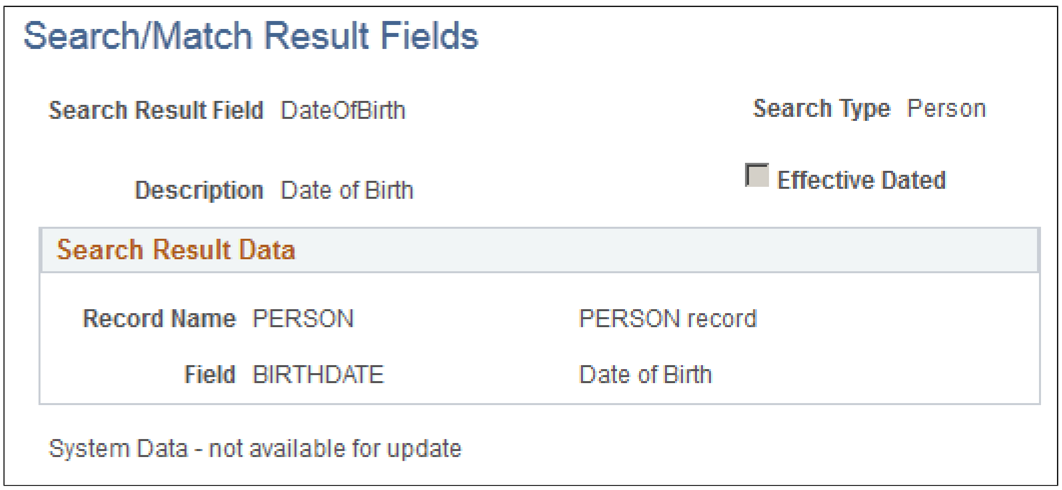
Use the Search/Match Result Fields page (HCR_SM_RSLT_FLDS) to view or add fields that are available to define the search results.

Navigation

Set Up HCM > System Administration > Utilities > Search/Match > Search/Match Result Fields > Search/Match Result Fields

Image: Search/Match Result Fields page

This example illustrates the fields and controls on the Search/Match Result Fields page. You can find definitions for the fields and controls later on this page.



Many Search/Match result fields are delivered predefined and are available for you to use when defining search result codes. The text *System Data - not available for update* appears for these fields on the Search/Match Result Fields page. You cannot edit the data for the predefined search fields. You can, however, select additional fields to make available for your search result codes.

When you select *Add a New Value*and enter a name for the results field, the Search/Match Result Fields page appears with enterable fields for you to select the record and field to make available within the search results. To control how the values for a field appear in the results, use the Search/Match Results setup page.

Note: When search result fields are created based on records that are either effective-dated or type-related (such as address type, email type, phone type, and so on), Search/Match returns a row for each of the dates (historical, current and future dates) and types. For example, the field Gender is included in the PERS_DATA_EFFDT record. If you use Gender as a search result field, then a person with multiple rows on PERS_DATA_EFFDT will display multiple rows with the same gender in the search results grid. This is to make sure the evaluation of potential duplicate IDs is done across all dates and types applicable to each ID. If your organization prefers to see a limited number of rows, you can create the search result fields based on a view that could include logic to limit the effective date to display only current information or logic to return only a specific type (for example select address information where Address Type is *Home*).

Search/Match Results - Search Results Page

Use the Search Results page (HCR_SM_RESULT) to specify which result fields to include in the search results and control how to display their values.

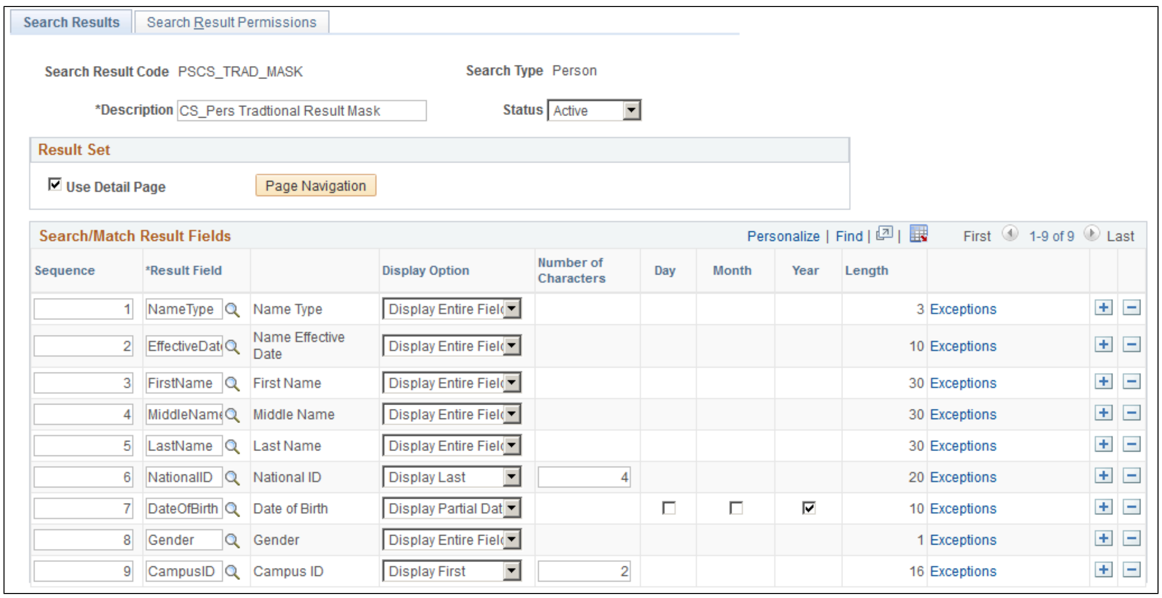
Be careful not to confuse this page with the page also called *Search Results* with a similar object name (HCR_SM_RESULTS), which is the page on which Search/Match displays returns from a search.

Navigation

Set Up HCM > System Administration > Utilities > Search/Match > Search/Match Results > Search Results

Image: Search/Match Results - Search Results page

This example illustrates the fields and controls on the Search/Match Results - Search Results page. You can find definitions for the fields and controls later on this page.



Result Set

Use Detail Page

Select this check box to display a Detail link beside each ID returned from a search.

When you select Use Detail Page, the Page Navigation button appears.

Page Navigation

This button appears only when the Use Detail Page check box is selected.

Click to access the Search Results Detail page, on which you can define the page to which you want users to be directed to see more details about a specific ID.

Note: To be transferred to the page that you define here, the user must have security access to the page.

Search/Match Result Fields

Sequence	Enter the order by which the system displays results in the in the Search/Match results grid. You can reorder the result fields at any time. When you reorder the fields and save the page, the system displays the result fields in the most recent numerical sequence that you entered.
Result Field and **Field Description**	Select the data to return with the search results. Fields used to perform the search (search fields) can be different from the fields needed to review the results (result fields). The result fields are defined in the Search/Match Result Fields page.
Display Option	Displays the default display control for that field. You can override this. Select *Display Entire Field* or *Mask Entire Field* to display or hide the entire field value respectively . The other options are: *Display First:* Displays the first specified number of characters of the field value. When you select this, the Number of Characters field appears. You must enter the number of characters to display from the beginning of the field value. *Display Last:* Displays the last specified number of characters of the field value. When you select this, the Number of Characters field appears. You must enter the number of characters to display from the end of the field value. *Display Partial Date:* Displays the specified parts of a date field value. When you select this, the Day, Month, Year check boxes appear. You must select which parts of the date to display. For example if you select *Year,* only the year will appear.
Number of Characters	Enter the number of first or last characters of a field value to display.
Day, Month, Year	Select the parts of the date to display for a date value.
Length	Displays the number of characters possible for the field value.
Exceptions	Click this link to access the Exceptions page, on which you can define field-level exceptions to these results. ***Warning!*** Search/Match returns all potential matching IDs regardless of data permission security. You must use field-level security to mask or partially mask sensitive data. See Understanding PeopleSoft Security and Understanding Data Permission Security for HCM.

Search/Match Results - Search Results Detail Page

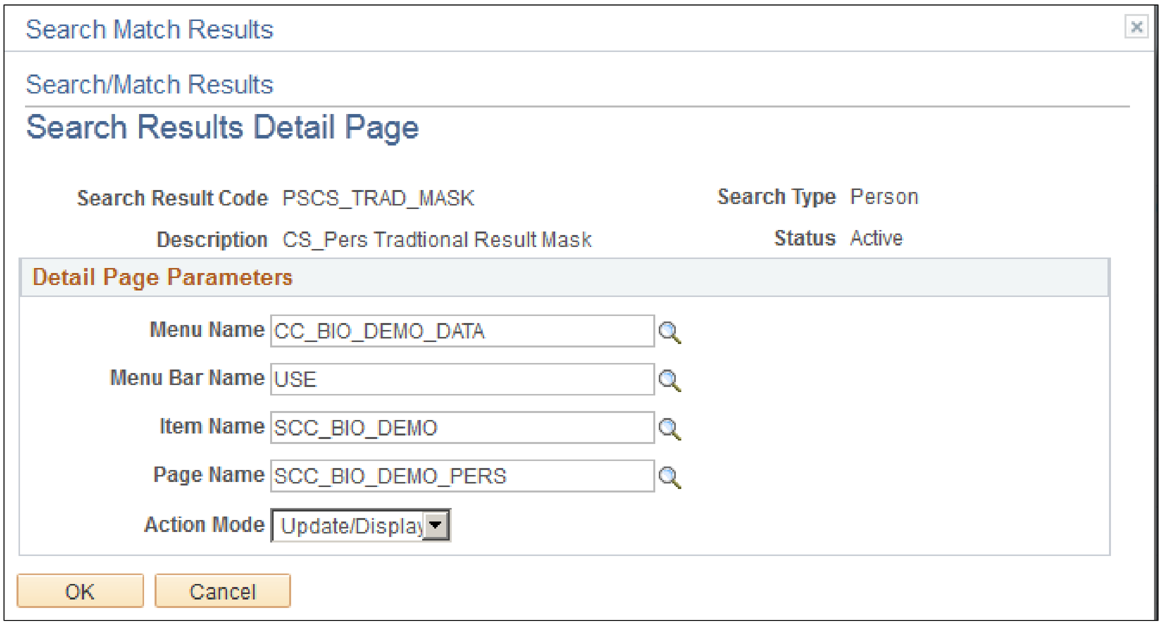
Use the Search/Match Results - Search Results Detail Page page (HCR_SM_RDTL_PG) to define the page to use to view more information about a specific ID returned by Search/Match.

Navigation

Click the Page Navigation button that appears on the Search Results page when you select the Use Detail Page option.

Image: Search/Match Results - Search Results Detail Page page

This example illustrates the fields and controls on the Search/Match Results - Search Results Detail Page page. You can find definitions for the fields and controls later on this page.



Detail Page Parameters

Menu Name, Menu Bar Name, Item Name, and **Page Name**	Select each item that corresponds to the page that you want to use to provide more details about a specific ID.
Action Mode	Select the action mode to define in which mode you want your users to access the detail page. Options are: *Add* *Correction* *Data Entry* *Upd/Dsplay* (update/display) *Update*

Search/Match Results - Search Results Exceptions Page

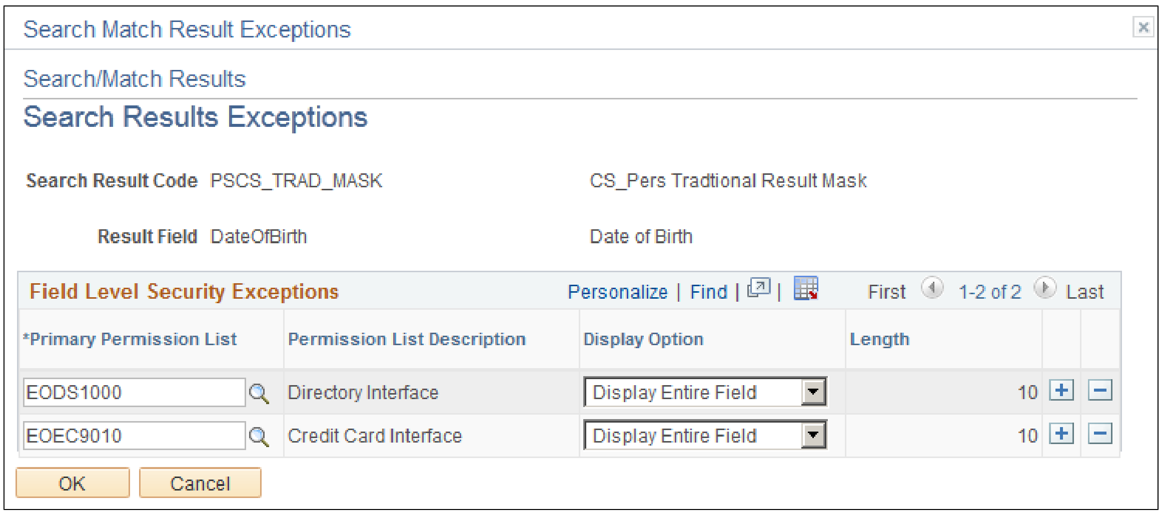
Use the Search/Match Results - Search Results Exceptions page (HCR_SM_RESULT_EXCP) to define field-level security exceptions to the data display control that is set on the Search Results Permissions page.

Navigation

Click the Exceptions link on the Search Results page.

Image: Search/Match Results - Search Results Exceptions page

This example illustrates the fields and controls on the Search/Match Results - Search Results Exceptions page. You can find definitions for the fields and controls later on this page.



You can define exceptions to the search results that you set up on the Search Results page. For example, you might have partially masked the birth date field in your search results, but you want the entire field to appear for those who have a need to know. Using primary permission lists, you can set those exceptions here.

See Understanding PeopleSoft Security and Understanding Data Permission Security for HCM.

See *PeopleTools: Security Administration*

Field Level Security Exceptions

Primary Permission List and **Permission List Description**	Select the primary permission lists of the users who will be exceptions to the result field selected. When you exit the field, the system displays the permission list description.
Display Option	Select the display option to use as the exception to the display option selected on the Search Rules page.

Search Result Permissions Page

Use the Search Result Permissions page (HCR_SM_RSLT_PERM) to identify who should have access to this search result code.

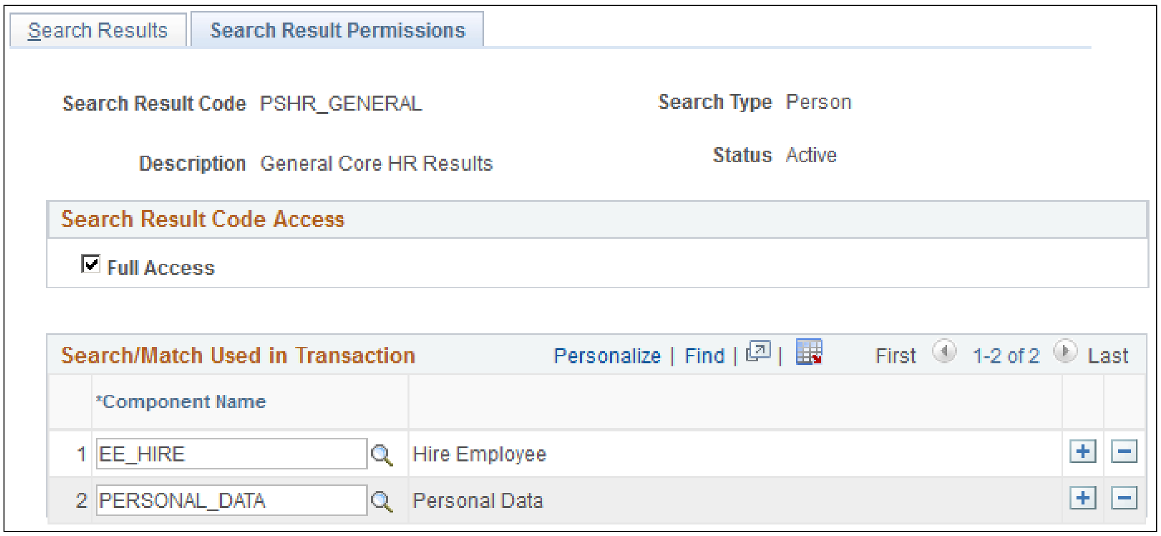
Also identify which component, if any, Search/Match should use this result code when a new ID is added and a potential duplicate ID is found.

Navigation

Set Up HCM > System Administration > Utilities > Search/Match > Search/Match Results > Search Result Permissions

Image: Search Result Permissions page

This example illustrates the fields and controls on the Search Result Permissions page. You can find definitions for the fields and controls later on this page.



Full Access

Select this check box to enable all users to use the search result code

Role Name and **Role Description**

Enter roles to restrict the use of this search result code to users that have this role inside their security profile. These fields appears when the Full Access check box is not selected.

Component Name

This field is available only when the Search Type is *Person.*

If you use automatic search and want to display a warning message to alert users when potential duplicate IDs exist and you want to display the results of the automatic search, select the same component name or names that you selected on the Search Permissions page for the search parameter. You can restrict the search to specific components whether you give permissions to all roles or to only specific roles.

Note: A component name can be associated with only one search result code. However, the same search result code can be used inside several component names. Select all components where the search result code should be used. If Search/Match finds potential matching IDs that correspond to the data entered, the system returns a Search Results page showing the matching IDs that were found.

See Automatic Search.

Related Links

Search Results Page

Working with Search/Match

These topics provide an overview of the difference between search box search and Search/Match, search box searches, Search/Match searches, and discuss selecting and viewing searches.

Pages Used for Search/Match

Page Name	***Definition Name***	***Usage***
Search Criteria Page	HCR_SM_SEARCH	Enter criteria to search for duplicate or multiple records.
Default Search Result Page	HCR_SM_USERDFLT	Assign a search result code for the user ID to use as a default value for a specific search type.
Search Results Page	HCR_SM_RESULTS	View Search/Match results of a manual search and investigate potential duplicate IDs. Do not confuse this page with the Search Results setup page that has a similar object name (HCR_SM_RESULT) and on which you define search result fields.

Understanding the Difference Between Search Box Search and Search/Match

The difference between record search from search dialog pages and using Search/Match is this: You use search box pages to retrieve existing records using limited search criteria to view or update data, and you use Search/Match to use a larger set of search criteria that detect duplicate or multiple records in your database or to identify different records that contain duplicate data that should uniquely identify only one ID.

Maintaining the integrity of IDs and their associated data is important toward maximizing system features and functionality. Search/Match helps you to prevent the entry of duplicate or multiple records by determining whether a person (EMPLID), an organization (EXT_ORG_ID, if you license PeopleSoft Campus Solutions) or an applicant (HRS_PERSON_ID, if you license PeopleSoft Talent Acquisition Management) already exists in your database before creating (or recreating) the record.

You use Search/Match to define rules and search parameters that determine if duplicate or multiple records exist with the uniquely identifying data relevant to your business processes. You can configure which results fields to display with the returned matching IDs. You can also choose to fully display, mask, or partially mask result field values based on business processes and the level of security that your users need.

You can reinforce the evaluation of possible duplicates by setting up Search/Match to run automatically at save time when a user creates a new ID.

Related Links

Automatic Search

Search Criteria Page

Use the Search Criteria page (HCR_SM_SEARCH) to enter criteria to search for duplicate or multiple records.

Navigation

- Set Up HCM > System Administration > Utilities > Search/Match > Search/Match > Search Criteria
- Workforce Administration > Personal Information > Search for People > Search Criteria

Image: Search Criteria page (1 of 2)

This example illustrates the fields and controls on the Search Criteria page (1 of 2). You can find definitions for the fields and controls later on this page.

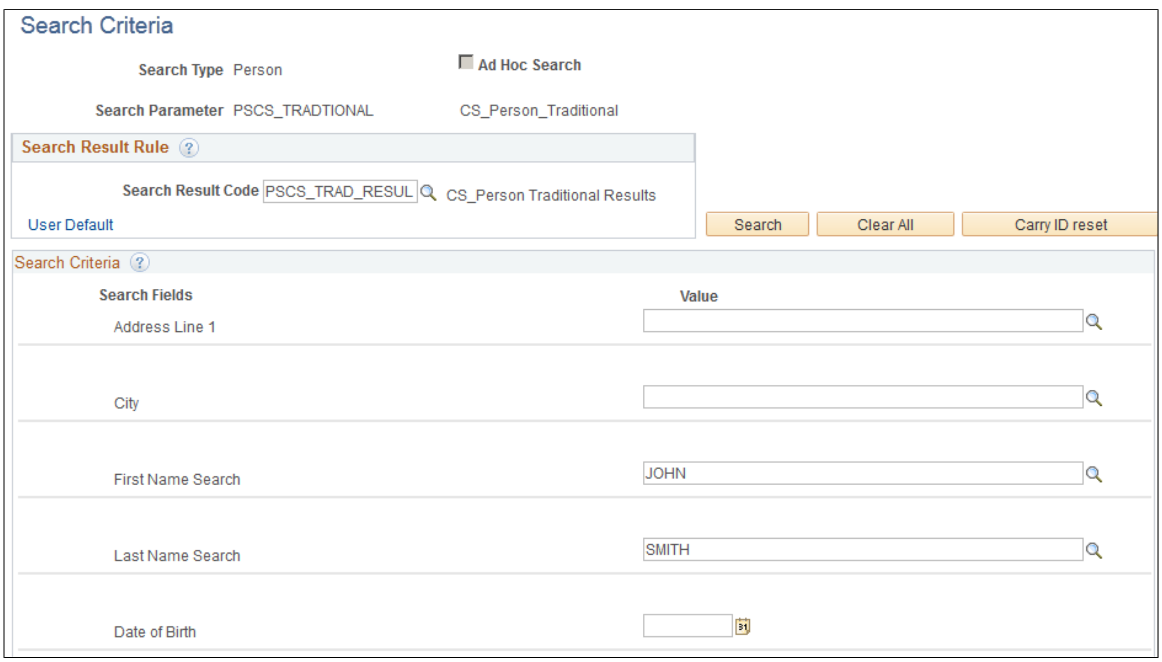
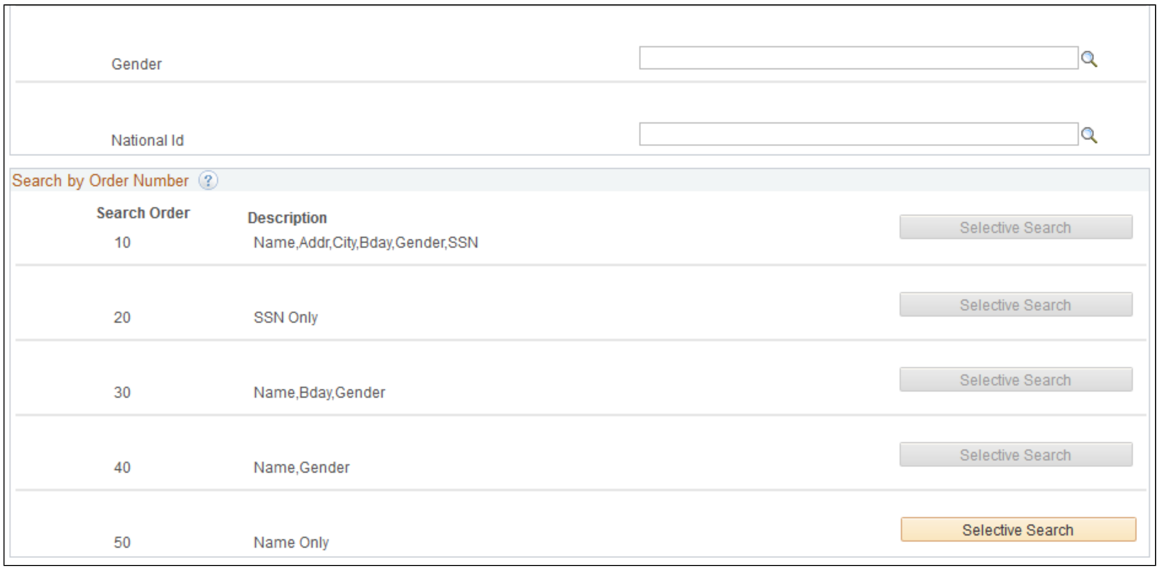


Image: Search Criteria page (2 of 2)

This example illustrates the fields and controls on the Search Criteria page (2 of 2). You can find definitions for the fields and controls later on this page.



Search Type

The system displays the search type *(Person)* selected to access the page. If you have licensed PeopleSoft Talent Acquisition Management, you could have selected *Applicant,* and if you have licensed PeopleSoft Campus Solutions, you could have selected *Organization.*

Search Parameter

Displays the parameter code selected to access the page. The search parameter prompt on the search dialog page enables you to select only the search parameters to which your security roles permit you access.

Depending on your responsibilities, you might need to access the Search/Match page several times a day. If you use the same search parameter frequently, click the Save Search Criteria link on the search dialog page to save it prior to accessing the Search/Match page. Then, in the future, you can select it from the Use Saved Searchprompt.

Ad Hoc Search

The system selects this to indicate that the Search Parameter code is set to perform a ad hoc search.

An ad hoc search enables you to bypass the institution's predefined search standards to perform a configured search without predefined operands and without limiting the characters to evaluate. For example, an ad hoc search might be *first name equals John,* whereas, a non-ad hoc search might be set to search only on the first three characters of the first name (in this case, *Joh*).

For an ad hoc search, the Search Criteria page displays the Search fields set up inside the search parameter code that you selected; and an Operand field appears for each search field. The

Operand field enables you to perform a search that begins with, contains, or equals the search value that you enter.

Also, for ad hoc searches, the Search by Order Number area of the page does not apply and therefore does not appear.

See Search Parameters Page.

Search Result Rule

Search Result Code

Select the search result code to use for displaying the results of this search. The search result code contains all of the information regarding how to display the IDs retrieved by Search/Match and what data to return to help you quickly determine whether an ID already exists for the constituent that you are looking for

User Default

Click to access the Default Search Result page where you can select a search result code to use as a default value for this search type.

The system permits one default search result code per search type for each user ID.

Search

Click this button to launch a search on all of the values that you entered and to retrieve results for the most restrictive search order number defined in the Search Parameter that you selected. When the search is complete, the system transfers you to the Search/Match Results page.

Note: When you click Search, the system searches only for the data specified. It filters the search orders that are defined for the Search Parameter that you selected. For example, if Search/Match finds at least one potential matching ID at search order number 10, it will stop the search and display the results obtained at search order number 10. If no potential matching IDs are found, the search continues to the next search order number, and so on. If you want to search using a specific Search Order number, use the Selective Search button for that order number.

Clear All

Click this button to clear all entries in the Value fields.

Carry ID Reset

Click to reset a carried ID to *New.*

On the Search Results page, you can select to carry an ID as you access pages to further investigate a potential duplicate. When you click Carry ID Reset, the system stops carrying the selected ID and uses an ID of *New* instead. This is especially useful when you need to access pages that create new IDs.

See Setting Up Primary Permission List Preferences.

Search Criteria

Search Fields The system displays each of the search fields associated with the search parameter that you selected.

Operand These fields appear only when the search parameter permits ad hoc searches. When the parameter permits ad hoc searches, the system selects the Ad Hoc Search check box and hides the Search by Order Number area of the page.

Select the operand to perform the search. The valid values are *Begins With, Contains,* and *Equals.* These values are delivered as translate values and should not be changed.

Value For each search field that you specify, enter the value to search for. If predefined values are available (such as for gender), you can select from them from the prompt. If no predefined values exist, you can type the data directly into the value field.

Search by Order Number

This area of the page appears only if the Ad Hoc Search box is not selected.

When you enter criteria in the Value fields, the Selective Search button for the search order defined with the fields becomes available.

Click the Selective Search button to conduct specific searches.

When the search is complete, the system transfers you to the Search/Match Results page.

Search Results Page

Use the Search Results page (HCR_SM_RESULTS) to view Search/Match results of a manual search and investigate potential duplicate IDs.

Do not confuse this page with the Search Results setup page that has a similar object name (HCR_SM_RESULT) and on which you define search result fields.

Navigation

Enter criteria on the Search Criteria page and click Search or click one of the search by order number Selective Search buttons to launch a manual search.

Image: Search Results page

This example illustrates the fields and controls on the Search Results page. You can find definitions for the fields and controls later on this page.

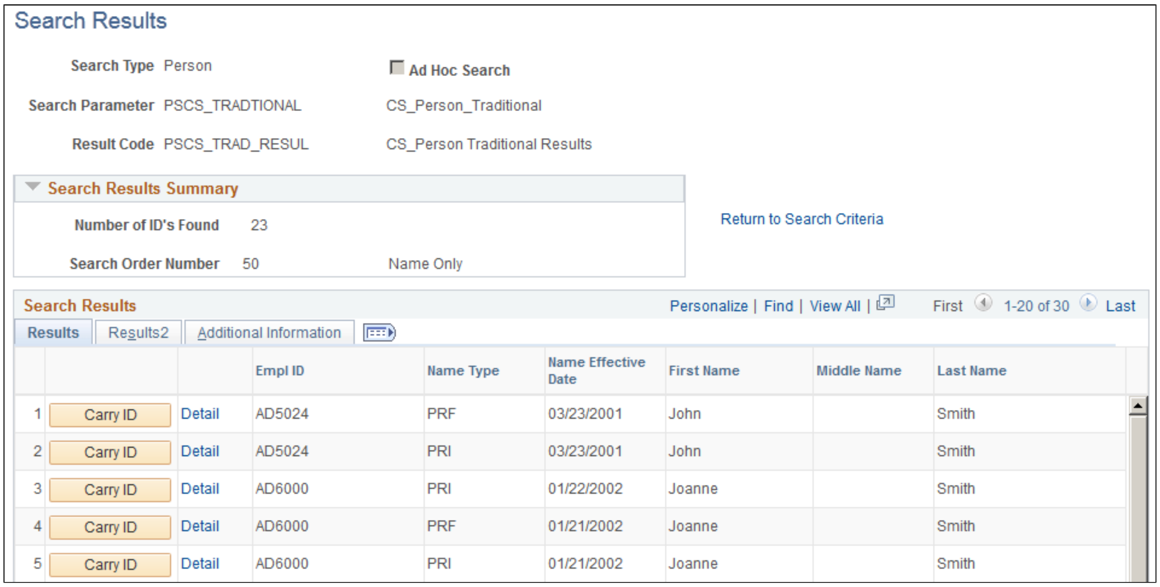
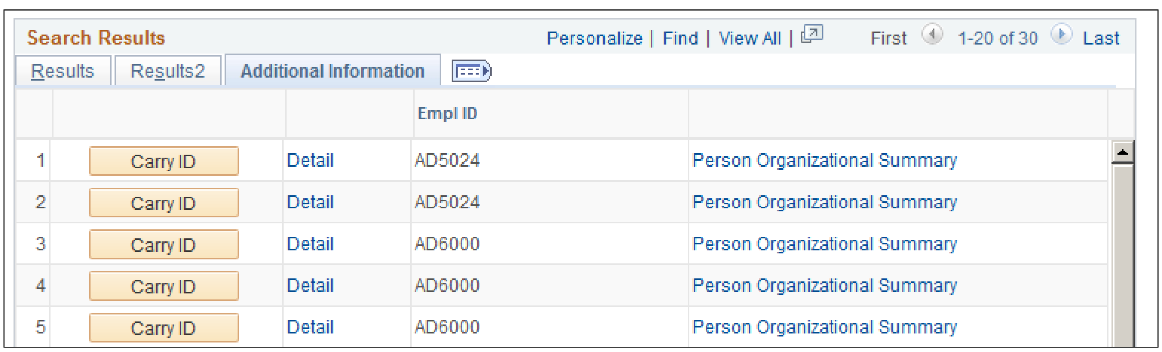


Image: Search Results page: Additional Information tab (for an automatic search)

This example illustrates the fields and controls on the Search Results page: Additional Information tab (for an automatic search). You can find definitions for the fields and controls later on this page.

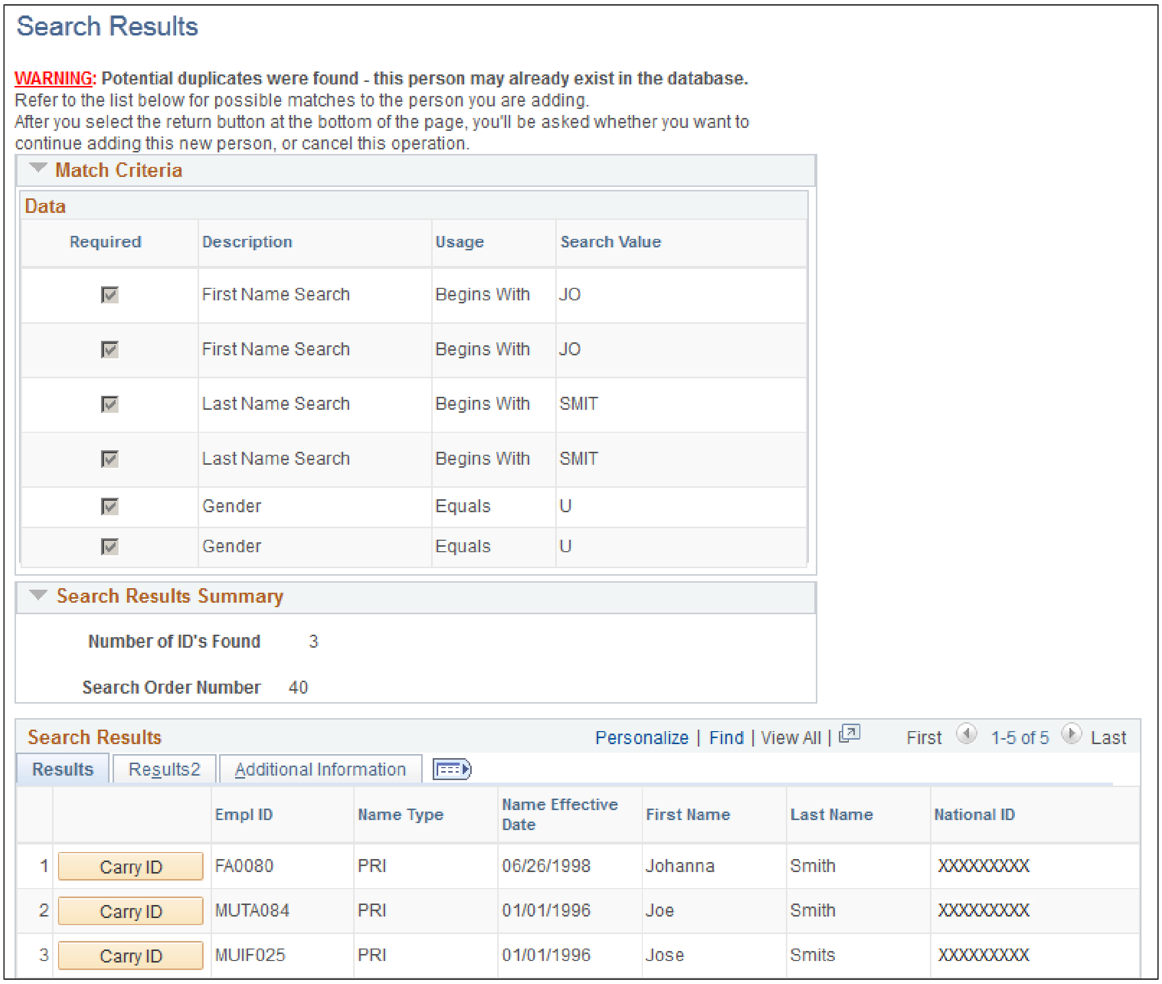


When you enter criteria on the Search Criteria page and click Search or any of the search by order number Selective Search buttons, the system launches the search and transfers you to the Search Results page with the results displayed as shown in the sample page above.

For an automatic search, the Search Results page is displayed as shown in the sample page below. That is, if Search/Match is set to launch automatically with both the search parameter permission and search result permission configured with a component name that enables creation of IDs. When you try to add an ID on a component that is set up that way and Search/Match detects potential duplicates at save time, the Search Results page displays a warning message indicating that at least one potential ID in the database matched the data entered to create the ID and what where the data used to perform the automatic search.

Image: Search Results page, Results tab (automatic search)

This example illustrates the fields and controls on the Search Results page, Results tab (automatic search). You can find definitions for the fields and controls later on this page.



See Understanding Search/Match.

On either version of the Search Results page, you can view the list of results returned by the search, view the details of any record returned in the search, and click Carry ID to have the system carry the ID forward as you subsequently access pages for further investigation.

Search Results Summary

Number of ID's Found

Displays the number of IDs that met the search criteria.

This number may be smaller than the number of rows returned in the Search Results grid because the grid might include the same ID multiple times. If the name field is included in the search result code selected, the search returns rows for each name type and effective date that match the search criteria entered. If the national ID field is included in the search result code, the search returns rows for each national ID entered for the record matching the search criteria.

Search Order Number

Indicates the search order number at which results were found and indicates how precise the search was—the lower the number, the more restrictive the search and the greater the chance of having found duplicate IDs. This number can be used as an indicator of how close the returned IDs match the criteria entered.

Search Results

Columns appear on the Results and Results 2 tabbed pages based on the search result code selected. Depending on the user's role security, some values in the columns might be masked, partially masked, or fully displayed.

Carry ID

Click this button for the system to capture and carry the ID to the ID field of the search box on the pages that you subsequently access so that you do not need to remember the ID.

Detail

The Detaillink appears if the selected search result code was configured to provide the user with a link to a page for more information about an ID.

Search Results Page: Additional Information Tab

This tab appears only when the search type is *Person.*

Person Organizational Summary

Click to access the Person Organizational Summary page, on which you can review the status of this person of interest record.

Relations With Institution

Click to access the Campus Solutions Relations With Institution Detail page, on which you can determine the type of relations that the individual has with your institution and further clarify whether this is the individual for whom you are searching.

Note: This link is used by customers who are also using PeopleSoft Campus Solutions and only shows if you have selected the Student Administration check box and/or the Contributor Relations check box on the Installation Table - Products page (INSTALLATION_TBL1).

Chapter 8

Setting Up and Working with External Search/Match

Understanding External System Integration

PeopleSoft HCM and PeopleSoft Campus Solutions product suites have historically resided within a shared instance of the same database. This coupling enabled HCM and Campus Solutions to share a person model, a single instance of a person in the system, and student refund processing through HR Payroll. HCM and Campus Solutions now reside in separate database instances, with each product suite pursuing its own release cycle. HCM 9.1 and Campus Solutions 9.0 are the first such separate instances. Oracle supports a set of integrations to continue to allow HCM and Campus Solutions to communicate with each other.

External Search/Match is a tool that enables Search/Match functionality to work, in both directions, between the separate HCM and Campus Solutions instances or, with customization, another external target system of your choice.

Note: If your organization is both an Oracle PeopleSoft HCM and an Oracle PeopleSoft Campus Solutions customer, consider reading the External Search/Match FAQs, white paper, and various implementation guides that have been developed by Campus Solutions to assist in the integration effort. The documents are posted to My Oracle Support under Doc ID 1259484.1,CS Bundle #19 Functional Documentation for Campus Solutions 9.0 & Feature Pack 4.

Understanding External Search/Match

External Search/Match functionality looks and feels much like the standard Search/Match that exists in PeopleSoft HCM. However, External Search/Match integrates with an external system and enables your institution to perform searches within that external system and import records into Person records. The goal is to provide complete and meaningful lists of potential duplicate IDs in your entire environment, including IDs that reside outside of the HCM database.

External Search/Match executes these searches with the help of two delivered web service operations. You can then use web services to import a matching individual that does not exist inside the HCM database. Web services send outbound search requests from the system of record to an external system and also receive inbound responses coming directly from the external system. As enterprise architectures grow more complex and HCM may no longer be the sole source of person data entry and maintenance, searching against external systems ensures that no duplicates exist in your environment.

External Search/Match searches only for people in an integrated separate-instance system. Use External Search/Match to search simultaneously against HCM and Campus Solutions to identify potential duplicate person records and ensure that you add only unique employee IDs and person records to your

HCM system, and carry the employee IDs throughout your business processes. The process displays the combined results inside HCM search results pages.

How to Search

As is the case for internal Search/Match, two methods exist for performing searches in an external system:

- *Online search:* Manually navigate to the Search/Match Integrated component and enter search options.
- *Automatic search:* From a Campus Solutions component where an ID can be created, the External Search/Match triggers behind the scenes after user clicks Save.

You can perform either an online or an automatic search using External Search/Match.

Online Search

To perform an online search:

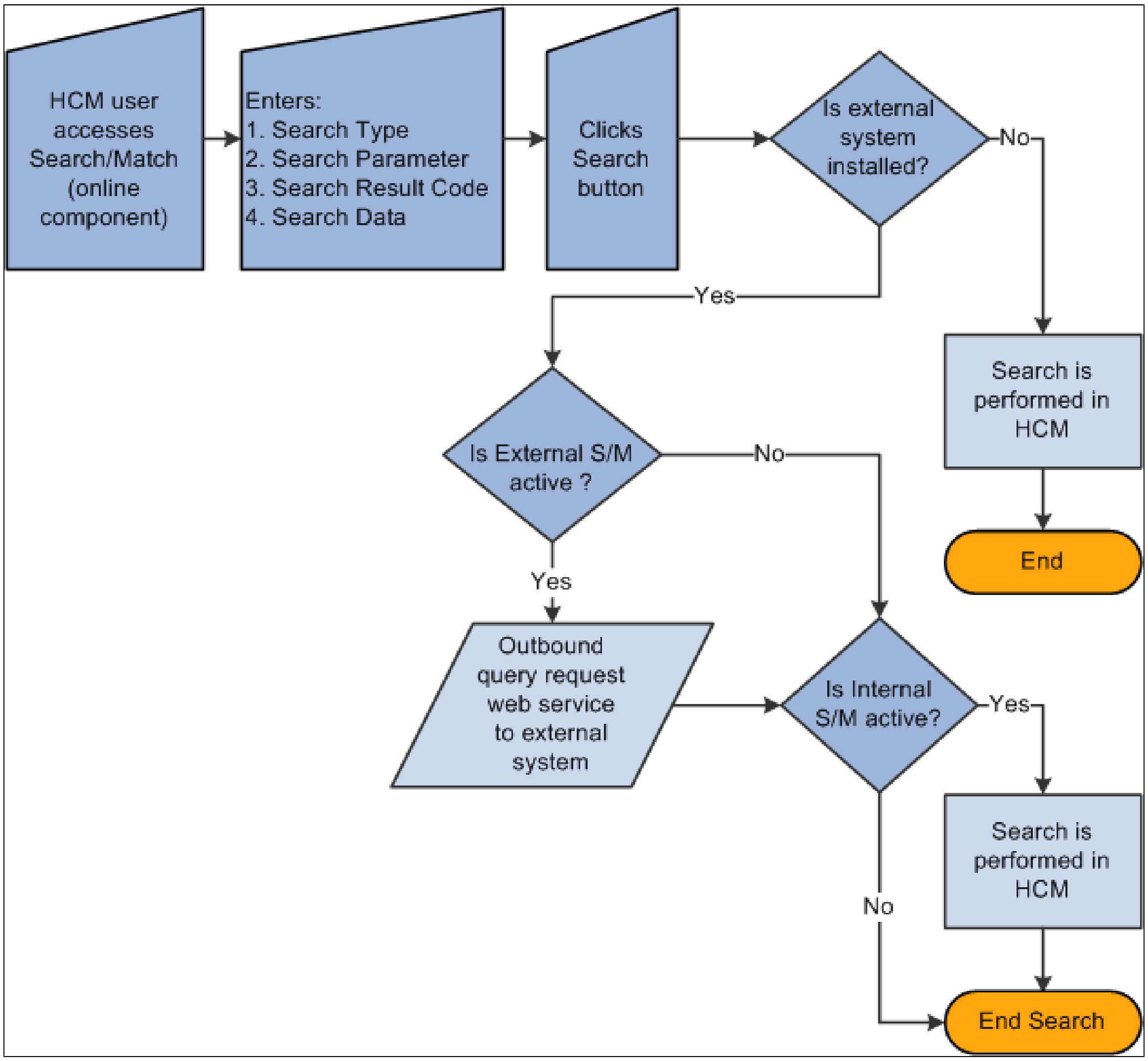
1. Access the Search/Match Integrated component.
2. Select a *Search Type, Search Parameter, Search Result Code,* and other search fields as appropriate; this step is the same as the existing Search/Match.
3. After populating some or all of these fields with search data, click the Search or Selective Search button.

   The system validates the external system data settings and determines whether the institution supports Search/Match, External Search/Match, or both. This determination causes the system to then perform the search inside the HCM database, outside to an external system, or both.

   If the system determines that an external search should occur, then it generates the outbound search request (Match Request). That search request contains all information known about the search. The XML message will contain the search parameters used, the search fields and their values, and so on.

Image: Online search business process

This diagram displays this online search process:

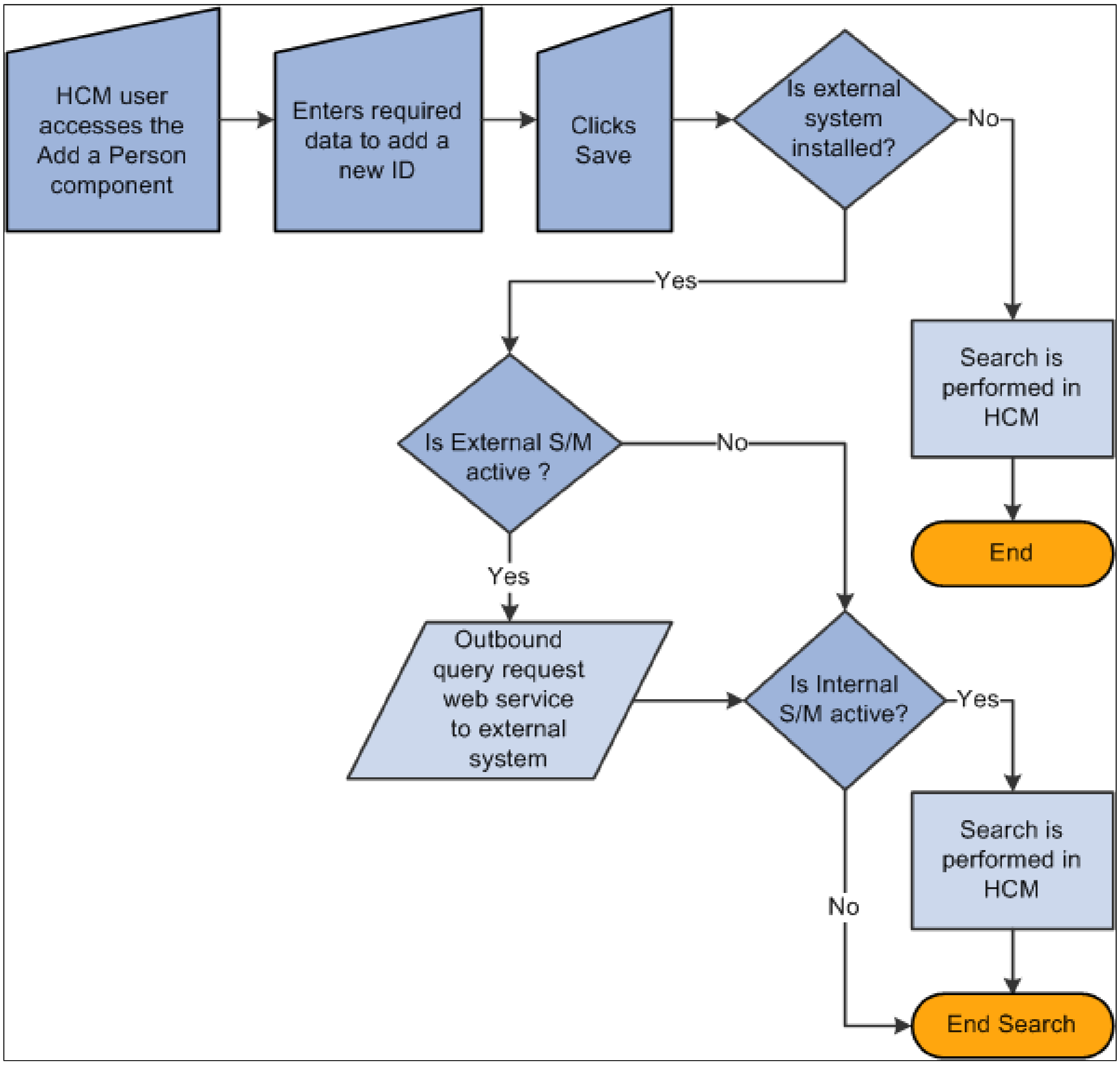


Automatic Search

To perform an automatic search, all of the above information applies. When you enter data to create an employee ID on as HCM page and then click the Save button, the system invokes additional logic to validate the external data integration settings and then triggers the Match Request.

Image: Automatic search business process flow

This diagram displays the automatic search business process flow:



Understanding External Search/Match Web Services

Oracle delivers web services that are triggered and used by External Search/Match functionality. Specifically, these web services are:

- Match service (SCC_SM_SERVICE).
- Fetch request and fetch response (SCC_SM_FETCH).

The *PeopleSoft Campus Solutions Constituent Web Services Developer's Guide* contains more technical details of these web services including examples of the XML message code.

Match Service

When you click the Search or Selective Search buttons on the Integrated Search Criteria page, the system conducts an Internal Search/Match, External Search/Match, or both. External Search/Match sends a

Match Request to the external system. This is an XML message that contains all of the fields included in the search request. The external system returns a Match Response, also an XML message.

The Match Request XML message (SCC_SM_SERVICE_REQ) to the external system exposes all information that the system has:

- All of the search order numbers that can potentially return matching candidates.
- Search fields.
- Search data.
- Search/Match configuration information.

The Match Response XML message (SCC_SM_SERVICE_RESP) from the external system contains:

- Search order number/rule that found results.
- Matching candidates.
- External System ID/cross reference.
- Person data.

Fetch Request and Fetch Response

When you click the Detail or Import buttons on the Integrated Search Results page for a individual without an employee ID, the system sends a fetch request to the external system. This is an XML message that requests the full person record from an external system. The external system returns a fetch response, also an XML message.

The fetch request XML message (SCC_SM_FETCH_REQ) to the external system contains the external system ID for which the Import or Detail buttons were selected.

The fetch response XML message (SCC_SM_FETCH_RESP) from the external system contains the full person record.

When you import a new person record fetched from an external system:

1. The HCM system creates an emplID.
2. The HCM system publishes the PERSON_BASIC_SYNC message, if it has been activated within Integration Broker.

See the PeopleSoft Campus Solutions Constituent Web Services Developer's Guide on My Oracle Support.

Search Results

After the external system search process completes its search for potential matches, the result data is sent to HCM through the response message (Match Response). When you perform a search that triggers both the Internal Search/Match and External Search/Match processes, the system may not find results on the same search order number. The rule for External Search/Match functionality is to display all search results, beginning with the lowest search order number obtained (the most restrictive search rule where matching emplIDs are found). The search order is determined by the Results Engine.

Before it can display your search results, the Results Engine receives the results from both the Internal Search/Match and External Search/Match processes. The engine evaluates the search order number from each system's matching candidates.

- If Internal Search/Match found matching candidates with a lower search order number than the external system, then the Results Engine displays the results from Internal Search/Match; the lowest search order indicates that it was a more restrictive search.
- If the opposite is true, then the Results Engine displays the results found from the external search.
- If both searches retrieve results on the same search order number, the Results Engine combines the search results into a single display for the user.

Regardless of whether you invoke Internal Search/Match, External Search/Match, or both, the search results appear on the Integrated Search Results page. This page contains many of the same fields as the Search Results page. In addition, the Results tab contains optional columns such as the external system ID and the employee ID. The Results tab uses the same masking configuration that is in place for Search/Match.

When External Search/Match finds a matching candidate that does not exist inside the internal system, the user can use the Detail link to view information about the individual. Clicking the Detail link triggers an outbound web service request for more information (Fetch Request). The external system receives the request and returns detailed person information inside its response web service (Fetch Response). The system then displays (but does not store) the detailed information inside a Detail page that enables you to review the data.

If you determine that the matching candidate is the person you are looking for, you can import the person record from the Integrated Search Results page. When you click the Import button, the system generates a Fetch Request (the same web service used to retrieve more details about the individual) and uses the information contained in the Fetch Response to create the new person record inside the HCM database. After you generate the person's emplID, you can then use it to perform subsequent transactions.

Setting Up External Search/Match

These topics describe the prerequisites for setting up External Search/Match and discuss setting up external Search/Match.

Pages Used to Set Up External Search/Match Functionality

Page Name	*Definition Name*	*Usage*
External System Integration Page	SCC_EXT_SYSTEM	Specify an external system that is integrated with HCM for person data.
Search Match with External Sys Page	SCC_CS_HUB_INSTALL	Specify External Search/Match options when integrating with an external system.

Related Links

Understanding Search/Match

Prerequisites

While your current Search/Match setup can remain unchanged, Oracle recommends that you review it to maximize the search capabilities offered by the external system.

- *SearchResults:* If your results code(s) contain fields that are not stored inside your integrated external system, and if the person returned has an emplID in the HCM system, the Results Engine fetches the data inside the HCM database to populate the Results tab.

  For example, a user uses a Search Results code that contains the Job Code field. If your external system does not store that information, the Results Engine uses the returned emplID to fetch the HCM database and retrieve the information. This is also true for matching candidates returned with an emplID. If the matching candidate is not stored in the HCM database (no emplID exists), then the Job Code column remains blank for that candidate.

- *Search Results code masking configuration:* The system reuses the existing setup when you use a Search Results code with masking configuration and the external system returns results for display.

In addition, you must set up Integration Broker to trigger the following web services:

- SCC_SM_FETCH (Search/Match fetch service).
- SCC_SM_SERVICE (External Search/Match service).

Finally, you must grant users security to the Search/Match Integrated component.

Note: All searching capabilities included inside the Search/Match component are included inside the Search/Match Integrated component

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External System Integration Page

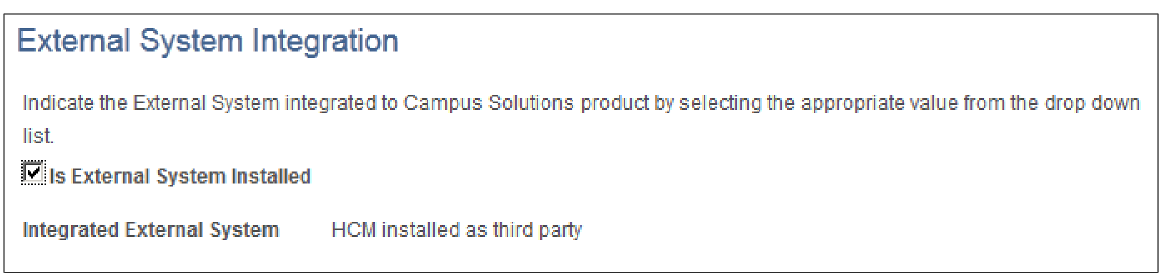
Use the External System Integration page (SCC_EXT_SYSTEM) to specify an external system that is integrated with HCM for person data.

Navigation

Set Up HCM > Install > External System Search Match

Image: External System Integration page

This example illustrates the fields and controls on the External System Integration page. You can find definitions for the fields and controls later on this page.



Is External System Installed	Select this check box to indicate whether HCM is integrated with an external system. If you do not select this check box, the other fields on the page are unavailable for input.

When users perform a Search/Match, the system evaluates this indicator and determines whether to invoke External Search/Match functionality.

Integrated External System — *HCM installed as third party* indicates that HCM and Campus Solutions systems are in separate instances and the administrative user has distinguished the Campus Solutions system as an external system with direct integration between the two.

Search Match with External Sys Page

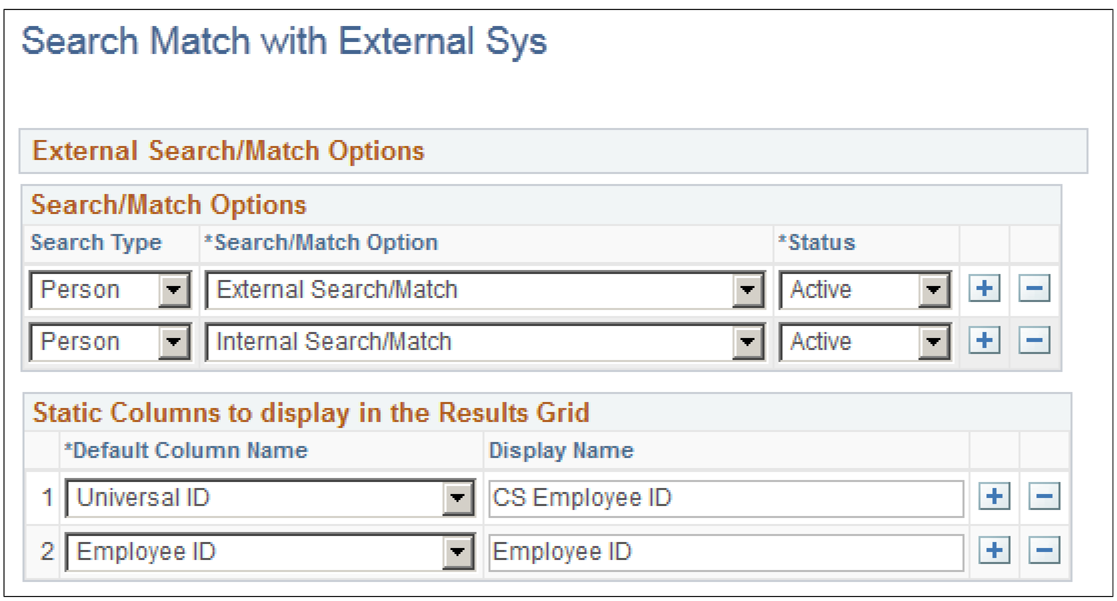
Use the Search Match with External Sys page (SCC_CS_HUB_INSTALL) to specify External Search/Match options when integrating with an external system.

Navigation

Set Up HCM > System Administration > Utilities > Search/Match > Search Match with External Sys > Search Match with External Sys

Image: Search Match with External Sys page

This example illustrates the fields and controls on the Search Match with External Sys page. You can find definitions for the fields and controls later on this page.



If the Is External System Installed check box is not selected on the External System Integration page, the following message appears: “Currently, no External System is configured with Campus Solutions. To configure an External System, navigate to External Core Data Integration page.”

Search/Match Options

Fields in this group box determine under what conditions the system will use Search/Match, External Search/Match, or both when adding a new person or saving an updated Biographical Details page.

Search Type

Select *Person, Applicant,* or *Organization.*

Note: Currently, you may select only the *Person* option. The other search types are not yet integrated with External Search/ Match

Search/Match Option

Select which Search/Match functionality to use when an external system is installed:

If you select *Internal Search/Match,* and you make it *Active,* then the Search/Match process will search for person IDs inside the HCM database.

If you select *External Search/Match,* and you make it *Active,* then the External Search/Match process will search for person IDs inside the integrated external system (the HCM system and the external Campus Solutions system, or whatever external system you targeted).

Note: Both searches can be selected at the same time, and results appear from both searches on the same Integrated Search Results page.

Static Columns to Display in the Results Grid

Fields in this group box contain information about additional columns to display inside the Results grid of the Integrated Search Results page.

Default Column Name

Select *Employee ID* and *Universal ID.*

These are delivered translate values; do not modify them:

Employee ID appears by default (just like for internal Search/ Match).

Universal ID is a generic term that refers to the external system ID in use. When selected, the external system ID appears inside the Additional Information tab of the Results grid.

Note: *Score* is a generic term that refers to your external system method for ranking the matches found. It is the weight or the accuracy of the results found. It is sometimes expressed by a percentage or a number. If your external system does not have ranking capability, do not select this option. When selected, the column appears first in the Results grid.
If you select *Score,* then the system sorts search results in the Results grid by score in descending order and by empl ID in ascending order. If you do not select *Score,* then the search results appear only by empl ID in ascending order.

Display Name

Enter a custom column name for the static columns that appear in the Results Grid

Working With External Search/Match

These topics discuss how to use External Search/Match from within PeopleSoft HCM, provide an overview of working with external search/match, and discuss working with external search/match.

Pages Used for External Search/Match

Page Name	***Definition Name***	***Usage***
Search Criteria Page	HCR_SM_SEARCH	Enter criteria to search for duplicate person or multiple person records contained inside an external system. When the page is accessed through the SCC_SM_SEARCH component, then the system performs the External Search/Match evaluation.
Integrated Search Results Page	SCC_SM_RESULTS	View Search/Match results of an external system search and investigate potential duplicate IDs.
Biographical Details Page	SCC_SM_RESP_DTL	View personal data stored inside the external system.
Regional Page	SCC_BIO_DEMO_REG	View regional data stored inside the external system.

Related Links

Setting Up External Search/Match

Search Criteria Page

Use the Search Criteria page (HCR_SM_SEARCH) to enter criteria to search for duplicate person or multiple person records contained inside an external system.

When the page is accessed through the SCC_SM_SEARCH component, then the system performs the External Search/Match evaluation.

Navigation

Workforce Administration > Personal Information > Search Match Internal/External

Image: Search Criteria page (1 of 2)

This example illustrates the fields and controls on the Search Criteria page (1 of 2). You can find definitions for the fields and controls later on this page.

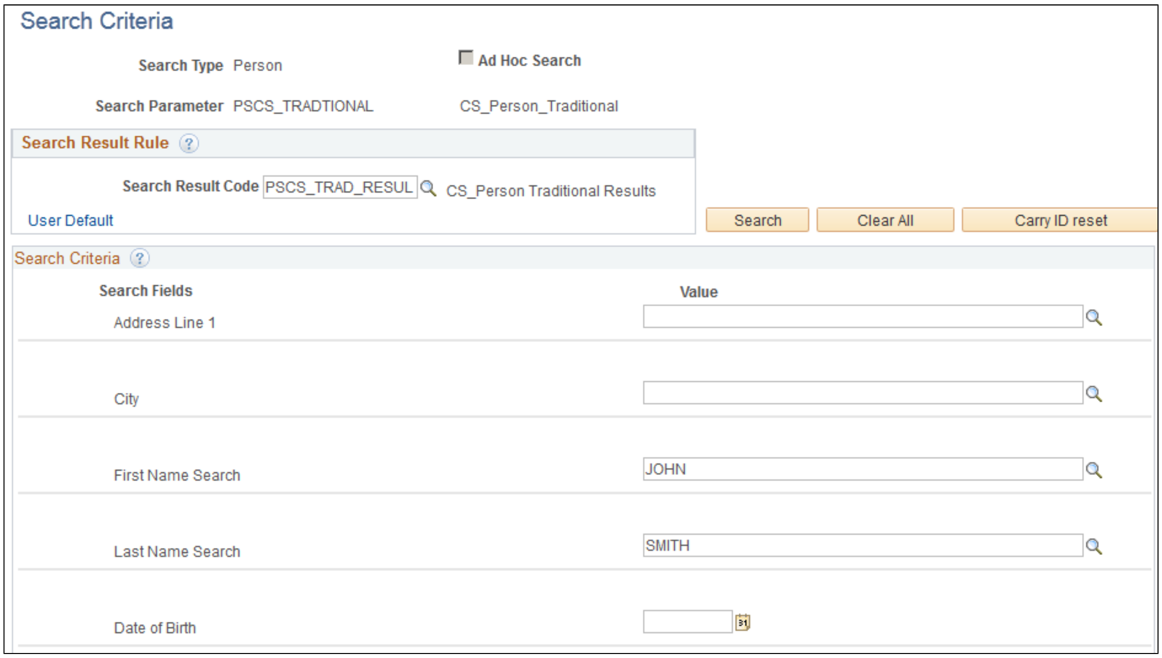
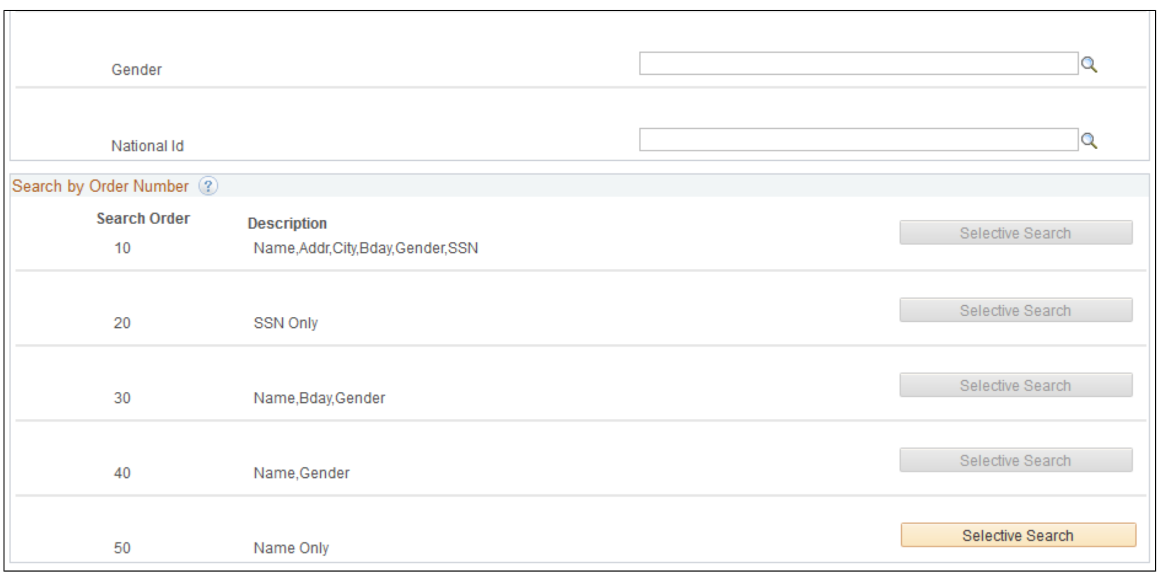


Image: Search Criteria page (2 of 2)

This example illustrates the fields and controls on the Search Criteria page (2 of 2). You can find definitions for the fields and controls later on this page.



The fields on this page are the same as those on the Search/Match page. However, the SCC_SM_SEARCH component includes logic that evaluates the external system data settings when you click the Search or Selective Search button. Note that this is only true when the Search Type is *Person.*

Note: For a Search Type of *Applicant* or *Organization,* the system triggers Search/Match only if on the Search Match Options for External Systems page, External Search Match is set to *Inactive* and Internal Search Match is set to *Active.*

Integrated Search Results Page

Use the Integrated Search Results page (SCC_SM_RESULTS) to view Search/Match results of an external system search and investigate potential duplicate IDs.

Navigation

Enter criteria on the Search Criteria page and click Search or click one of the search by order number *Selective Search* buttons to launch a manual search.

If the External Search/Match is triggered and the system has found matching candidates on a search rule number lower or equal to the Search/Match, the Integrated Search Results page appears.

Image: Integrated Search Results page: Results tab

This example illustrates the fields and controls on the Integrated Search Results page: Results tab. You can find definitions for the fields and controls later on this page.

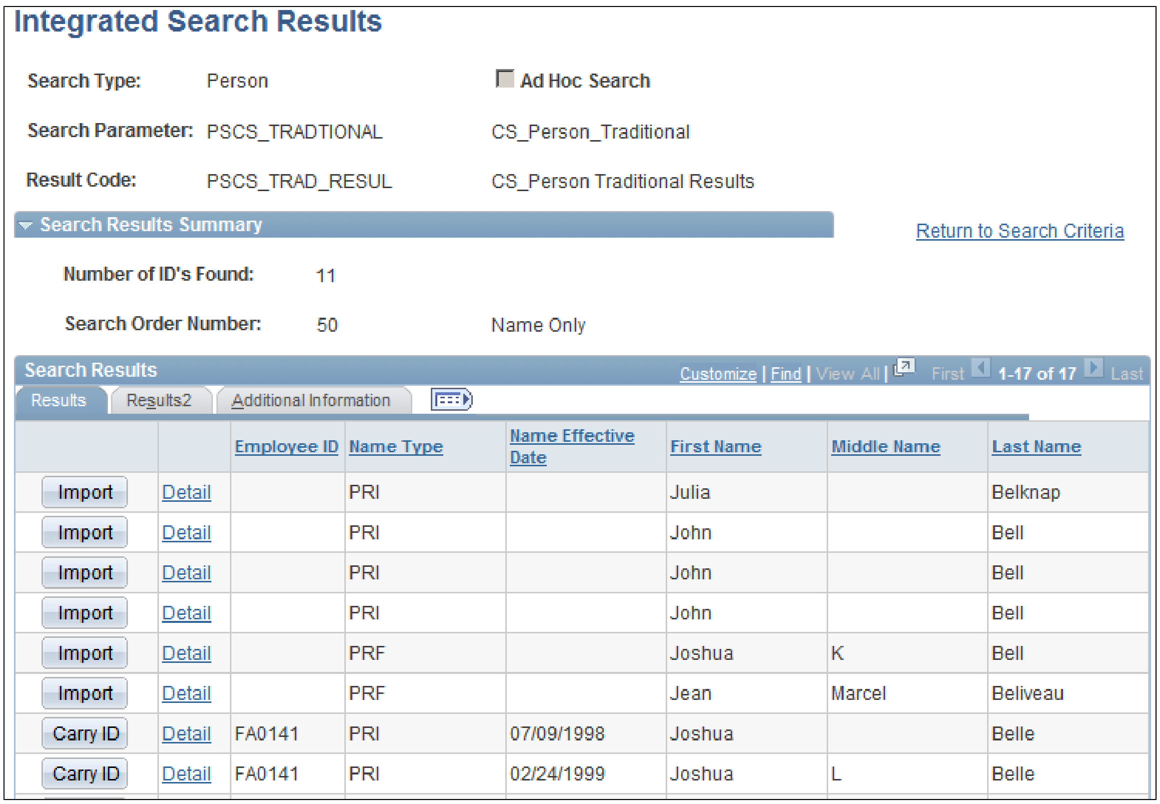


Image: Integrated Search Results page: Results2 tab

This example illustrates the fields and controls on the Integrated Search Results: Results2 tab. You can find definitions for the fields and controls later on this page.

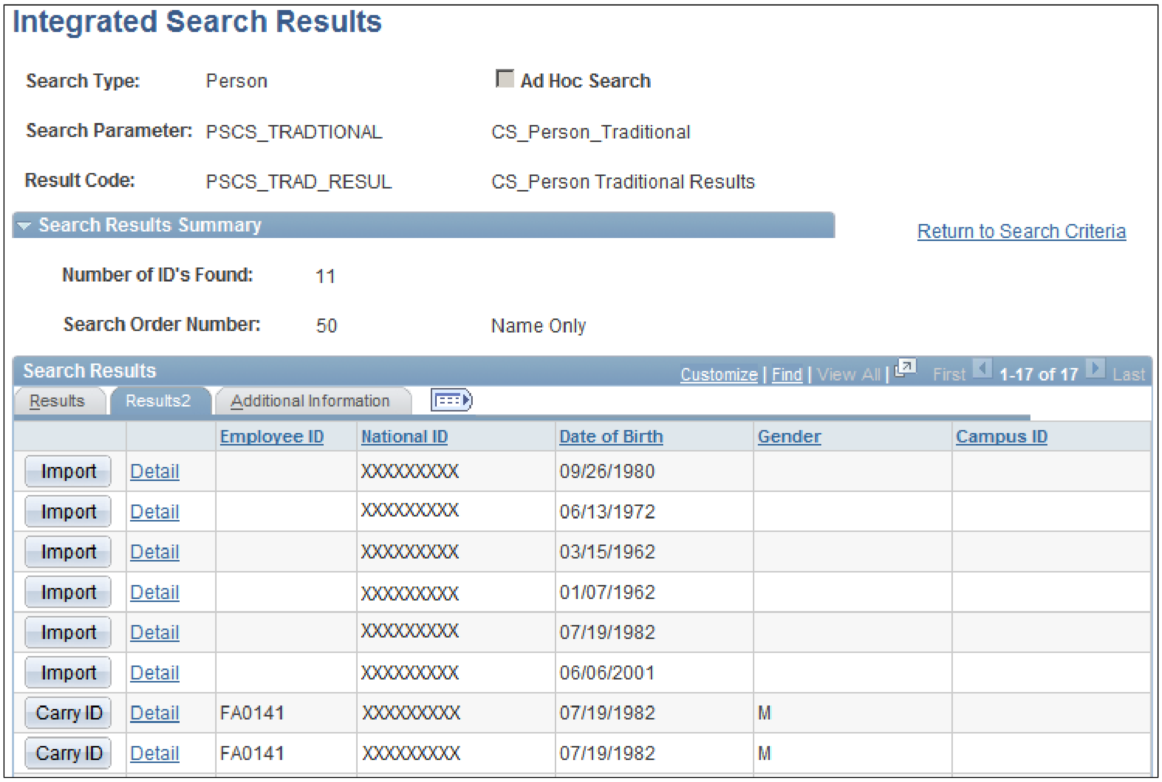
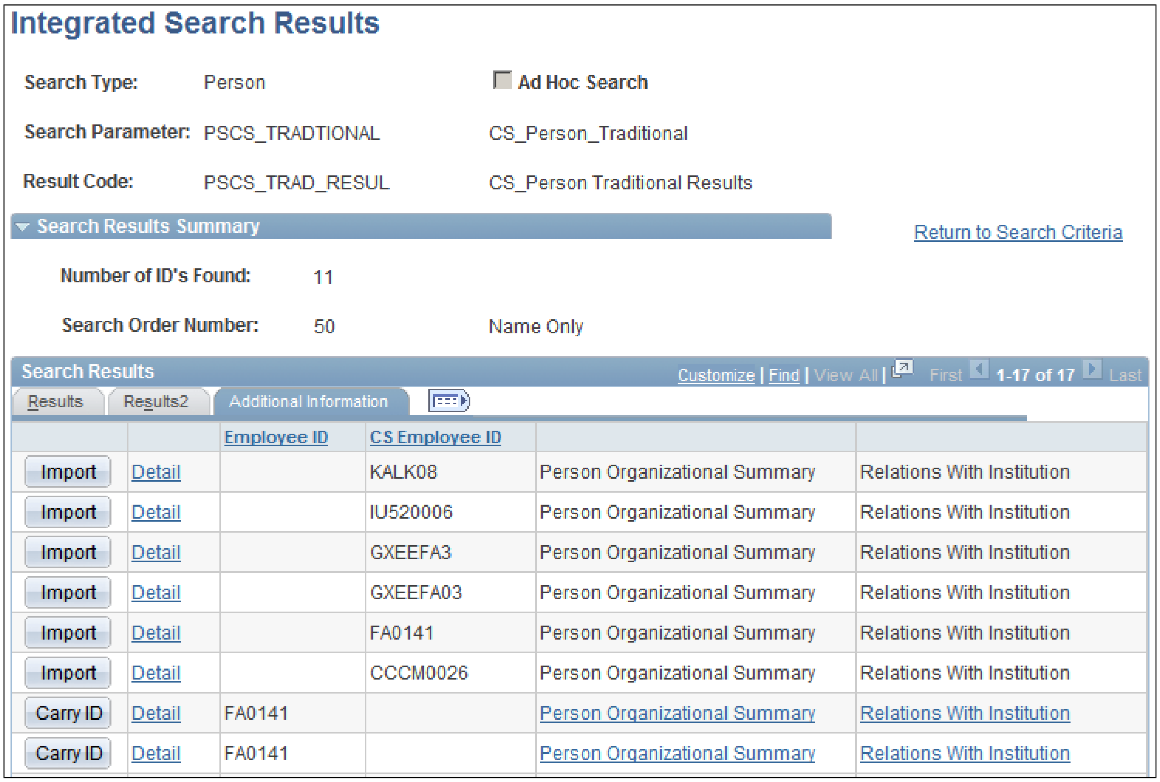


Image: Integrated Search Results page: Additional Information tab

This example illustrates the fields and controls on the Integrated Search Results page: Additional Information tab. You can find definitions for the fields and controls later on this page.



Many fields on this page are the same as those on the Search Results page. However, there are some important distinctions:

- Records with no HCM employee IDs appear first in the Search Results group box.
- Records with no HCM employee IDs are assigned an External Sys ID..
- Where an HCM employee ID exists, the Detail link accesses a page where you can view details of the ID record from the HCM system.
- Where no HCM employee ID exists, the Detail link accesses a page where you can view details of the data from the external system.
- The Import button appears when a person meets the criteria in the external system.
- The external system ID column appears based on the settings defined on the Search Match Options for External Systems page. The column heading depends on the Display Name that is defined for the *Universal ID* column, in this case *CS Employee ID.*
- Masking configuration is in effect for all matching individuals, even those with no employee ID.
- For matching person records found by External Search/Match, this page displays information that is not necessarily stored inside the external system (for example, Campus SolutionsAid Year).

Number of ID's Found

The system displays the total number of distinct IDs returned by both Search/Match and External Search/Match, just Search/Match, or just External Search/Match.

Search Order Number

The system shows the Search Order Number where results were found.

When the internal and external searches find results under different search rules, the Results Engine evaluates the Search Order Number returned by both searches and displays the results for the search that found results under the smallest search order number (the most restrictive search).

When the internal and external searches find results under the same search rule, the Results Engine displays them both.

Search Results

The fields in this group box are similar to those on the Search Results page. The system displays the results returned from both the HCM database and the external system, along with additional data to describe the IDs that are retuned. However, the columns are dynamic and they can refer to personal data information or transaction data information. You define static columns to appear here on the Search Match Options for External Systems page.

Import or **Carry ID**

The Carry ID button appears when an employee ID exists; otherwise the system displays the Import button. Security access to the Add/Update Person component controls whether users can use the Import button.

Click the Import button to import external system data when the person does not exist in the HCM system. When you click the button, the system displays a message asking if you want to create the new ID in the system.

If you click *Yes,* the system performs a Fetch Request to request the complete constituent record from the external system. When the system receives the Fetch Response from the external system, it uses the personal data in it to create a new employee.

After successfully importing the data, the Search Results group box refreshes and the newly created employee appears; the Import button for the person row changes to Carry ID. Notice that no other import can be performed (all the Import buttons are then unavailable). This is to prevent the user from importing multiple matching candidates.

If you click *No,* the system does not import any data and returns to the Integrated Search Results page.

Detail

If an HCM employee ID exists, click this link to access the page that is set up inside the Search Results Code to view more information about the person. The default page for HCM is Biographical Details (PERSONAL_DATA1).

If no HCM employee ID exists for the person, click this link to invoke a Fetch Request to retrieve the complete constituent record from the external system. When the system receives the Fetch Response from the external system, it displays the personal data in the response on the Biographical Details (SCC_SM_RESP_DTL) page.

Note: Both the Import button and the Detail link (when no employee ID exists) trigger the same Fetch Request. The data received inside the Fetch Response will only be saved to your database when the Fetch request is triggered from the Import button. It is therefore good practice to always review the detailed information prior to importing.

Additional Information

A column with the external system IDs appears on the Additional Information tab when a *Universal ID* static column to display is selected on the Search Match Options for External Systems page. The column heading depends on the Display Name defined, in this case *CS Employee ID.*

Biographical Details Page

Use the Biographical Details page (SCC_SM_RESP_DTL) to view personal data stored inside the external system.

Navigation

Click the Detail link on the Search Results page for a matching candidate that does not have an emplID.

Note: The sample component shown is Biographical Details (SCC_SM_RESP_DTL), which is accessed by clicking the Detail link for an individual with no HCM employee ID.

Image: Biographical Details page (1 of 2)

This example illustrates the fields and controls on the Biographical Details page (1 of 2). You can find definitions for the fields and controls later on this page.

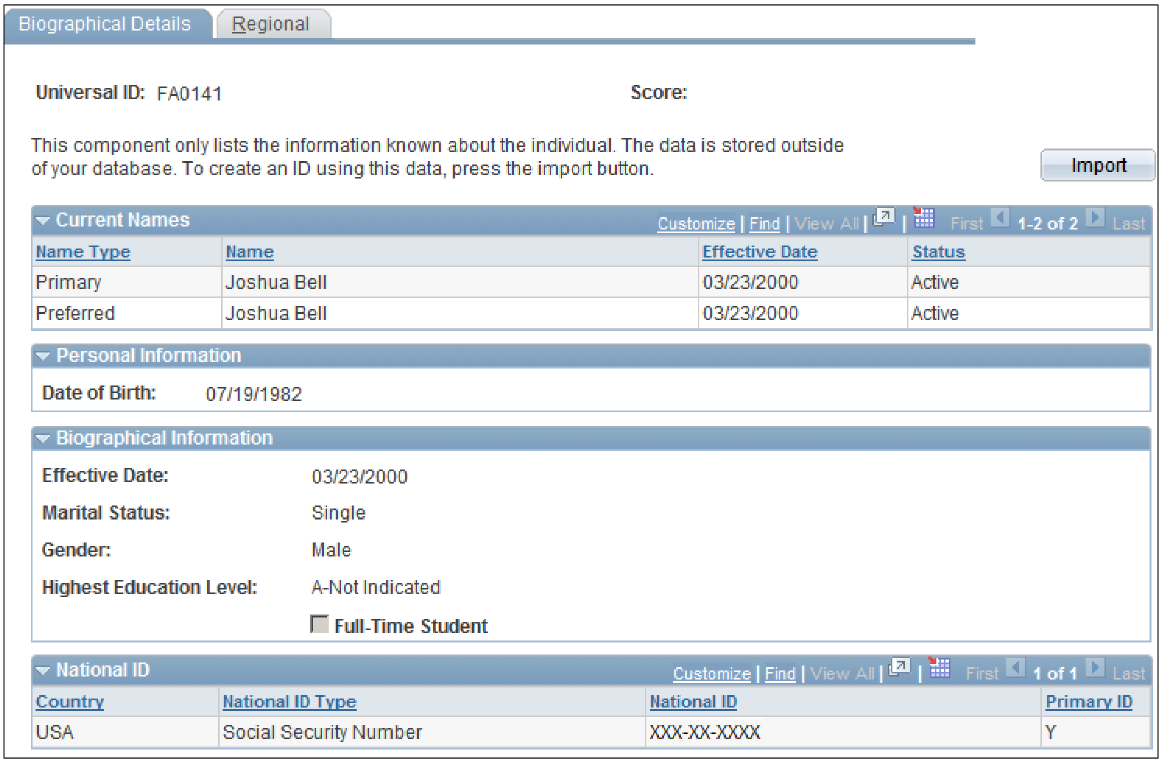


Image: Biographical Details page (2 of 2)

This example illustrates the fields and controls on the Biographical Details page (2 of 2). You can find definitions for the fields and controls later on this page.

This page displays sections of data that are not stored in the HCM database until you click the Import button.

The system displays messages on this page based on the following conditions:

Note: Where no data exists, the system hides the fields and displays a message in the Missing Information group box.

Data Region	***Condition***	***Message***
Current Names	No name information exists	No Current Name Information
Personal Information	No personal information exists	No Personal Information
Biographical Information	No biographical information exists	No Biographical Information
National ID	No national ID information exists	No National ID Information
Email Addresses	No email address information exists	No Email Addresses Information
Phone Numbers	No phone information exists	No Phone Number Information
Current Addresses	No address information exists	No Address Information
Regional	No regional data exists	No Regional Information

Import Click this button to import the external system ID and all the information displayed, into the HCM system and create an emplID.

Current Names

History This link appears only if the external system ID contains a past or future date in addition to the current row. Click the link to access the Name Type History page.

Current Addresses

History This link appears only if the external system ID contains a past or future date in addition to the current row. Click the link to access the Address Type History page.

Regional Page

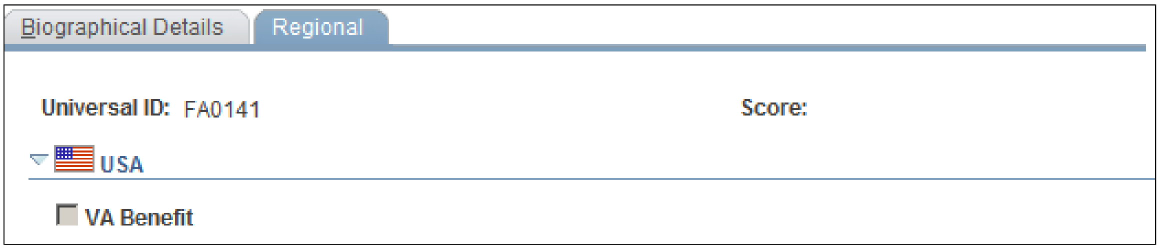
Use the Regional page (SCC_BIO_DEMO_REG) to view regional data stored inside the external system.

Navigation

Click the Detail link on the Integrated Search Results page then Regional tab.

Image: Regional page

This example illustrates the fields and controls on the Regional page. You can find definitions for the fields and controls later on this page.



This page is available only if it contains data. If the fetch response contains no regional information, this message appears on the Missing Information group box on the Biographical Details page.

Data Region	***Condition***	***Message***
Regional	No regional data exists	No Regional Information

Chapter 9

Setting Up and Working with Languages

Understanding Language Support in PeopleSoft

A key part of any multiple-country system is language support. PeopleSoft streamlines the process of using multiple languages. For example, to change from one language to another during a session, you change the contents of only one field, and the system changes to the new language. You can change from German to English to French and back to German all in one session. This section introduces you to language support in PeopleSoft.

PeopleSoft uses several methods to ensure full multilingual capabilities. PeopleTools contains built-in ways of translating field labels, page displays, and menu items. When you log in to the system, everything appears in your language of preference, assuming that it has been translated.

If you modify PeopleSoft by adding new fields, pages, or menu items, you can use the built-in PeopleTools capabilities to translate those items into your supported languages.

To maintain full language capability when you modify your application, you enter translations of any new items. If you use only one language and enter new items in that language, that's fine. However, if you use more than one language and you do not translate the new items, they appear in your original language, even when you change to another language. Then you may see more than one language on your page.

This table lists the supported languages and language codes:

Language Code	***Language***
CFR	Canadian French
DAN	Danish
DEU	German
DUT	Dutch
ENG	English
ESP	Spanish
FIN	Finish
FRA	French
ITA	Italian
JPN	Japanese
KOR	Korean

Language Code	Language
POL	Polish
POR	Brazilian Portuguese
RUS	Russian
SVE	Swedish
THA	Thai
ZHS	Simplified Chinese
ZHT	Traditional Chinese

Note: The translation of objects that we deliver is performed once, before we distribute the system, and includes all the pages and menu items that are in the application. However, you must translate new field labels and any data—names, comments, long descriptions, and short descriptions—for each new record that you create or in the data that you add.

See *PeopleTools: Global Technology*.

Setting Language Preferences

These topics discuss setting up language preferences.

Note: PeopleSoft has built-in language preference capabilities. Regardless of your system's base language, you can view a PeopleSoft application in any supported language.

Using the Language Preference Page

PeopleSoft enables you to view a Foreign Language sign-on page for each language that is supported by the system. Because you are viewing PeopleSoft pages through an internet browser, you must be sure that the browser accepts the language that you want to use. Check the language preferences of your browser to select the correct options.

Once setup is established, click the Language Name button to view the sign-on page in the specified language. The language you select determines the language in which the entire application is displayed in the PeopleSoft Internet Architecture.

Note: The Language Code used in My System Profile page (USER_SELF_SERVICE) is applied only when you run reports and produce emails.

Using the International Preferences Page

After you log in to a PeopleSoft application, you can change your language preference anytime during your session on the International Preferences page. When you change your language preference, everything appears in the new language, assuming that it's translated. If you change your language of preference, the language code change isn't written to the database, but is stored in PeopleTools memory for the duration of the current session.

The language code you indicate is the language that the system uses for future pages that are displayed during the current session. This is the language of the session until you either log off or change your language preference. The tool set uses the language code to apply country-specific formats for numbers, dates, and currencies. If you change the language code during a session, your user profile language preference is not affected. The next time you log in, you'll see the language that is associated with your user ID.

Making a change means that everything you see—pages, menus, and field contents—appears in your new language preference.

Note: Your PeopleSoft language selection is independent of your Windows language options. To change your Windows language parameters, select Start, Settings, Control Page.

See *PeopleTools: Global Technology* and *PeopleTools: Security Administration*.

Working with Alternate Character Sets

These topics provide an overview of alternate character system architecture and discuss how to:

- Configure your system for alternate character functionality.
- Enter alternate character information.
- Find records using phonetic searching.
- Work with alternate character system architecture.

Understanding Alternate Characters

PeopleSoft HCM uses related language table architecture to enable users to use multiple languages to enter data and to switch between a base language table and a related language table to view information in multiple languages. In addition, it uses alternate character system architecture to enable users to use two character sets for one language.

The alternate character system architecture accommodates languages (such as Chinese and Japanese) that require the entry of proper nouns by using two character sets to support phonetic sorting rather than binary sorting on proper nouns. For example, users who enter data in Japanese require functionality that enables them to enter proper nouns (such as names or descriptions) both in Kanji and by using a phonetic character set. To accomplish phonetic sorting in PeopleSoft HCM, configure your system so that the user can enter Japanese proper nouns twice: once in Kanji and once (phonetically) using *Katakana*, *Hiragana*, or roman alphabets also known as *Romaji*.

Important! *(JPN)* In choosing which phonetic character set to adopt, it is important for customers to determine a consistent method for entering phonetic character set information. From a technical perspective, the system simply applies a binary sort method to phonetic characters. Thus, different characters with the same pronunciation aren't sorted together by their pronunciation in PeopleSoft HCM. For example, a *Hiragana Ma* character is sorted before a Hiragana *Mi* character and after a *Hiragana Ho* character. If a Katakana *Ma* character is included in the sort, it is sorted after a *Katakana Mi* character and appears only after all the *Hiragana* characters are sorted.
(CHN) As Chinese government adopts an official method of romanizing Chinese characters, also known as Hanyu Pinyin, it is strongly advised to use Alphanumeric (roman alphabets) as the alternate character set.

See *PeopleTools: Global Technology*.

Understanding Alternate Character System Architecture

For certain names, addresses, and description fields in PeopleSoft HCM, there is a corresponding alternate character field that is part of the record. This architecture enables the users to enter the same proper nouns using two character sets.

Alternate Character Fields Associated with Global Pages

The following table lists the alternate character fields and the global pages with which they are associated in PeopleSoft HCM.

Page	***Auxiliary Page***	***Field***	***Comments***
BANK_BRANCH_EC		BRANCH_NAME_AC	
BANK_EC		BANK_NAME_AC	
COMPANY_TABLE1	COMPANY_ACDESCR_SEC	DESCR_AC	
COMPANY_TABLE1	COMPANY_ACADDR_SEC	COMPANY_ACADDR_SBP	COMPANY_TBL.CITY_AC COMPANY_TBL.ADDRESS1_AC COMPANY_TBL.ADDRESS2_AC DERIVED_GBL.POSTAL_BTN ADDR_POS_JPN_SEC
DEPEND_BENEF1	DEPENDBN_ACNAME_SEC	NAME_AC	
ESTAB_TBL1_GBL	ESTAB_ACDESCR_SEC	DESCR_AC	

Page	***Auxiliary Page***	***Field***	***Comments***
ESTAB_TBL1_GBL	ESTAB_ACADDR_SEC	ESTAB_ACADDR_SBP	ESTAB_TBL.CITY_AC ESTAB_TBL.ADDRESS1_AC ESTAB_TBL.ADDRESS2_AC DERIVED_GBL.POSTAL_BTN
HS_NON_EMPL1	HS_NE_ACNAME_SEC	NAME_AC	
PERSONAL_DATA1 APP_PERSONAL_DATA1	PERSDTA_ACADDR_SEC	PERSDTA_ACADDR_SBP	PERS_DATA_EFFDT.CITY_AC PERS_DATA_EFFDT.ADDRESS1_AC PERS_DATA_EFFDT.ADDRESS2_AC DERIVED_GBL.POSTAL_BTN ADDR_POS_JPN_SEC
PERSONAL_DATA1 APP_PERSONAL_DATA1	PERSDTA_ACNAME_SEC	NAME_AC	
PYE_BANKACCT		ACCOUNT_NAME_AC	
SRC_BANK		ACCOUNT_NAME_AC	
STATE_NAMES_TBL	STATE_ACDESCR_SEC	DESCR_AC	
TRN_INSTRUCTR_TBL1	TRN_INS_ACNAME_SEC	NAME_AC	
NAMES	NAMES_ACPREFNM_SEC	NAME_AC	

Search Records with Alternate Character Name Fields

The following PeopleSoft HCM search records that have NAME_AC (alternate character name) as an alternate search key or subrecords that are included in search records, enable for Japanese input and display:

- NAMES
- NAMES_SS_TMP

- NE_INCIDNT_SRCH
- NE_PERSONAL_DTA
- OPR_ROWS_EE
- OPR_ROWS_EE2
- PERSON_NAME
- PERS_SRCH_ALL
- PHYSICIAN_SRCH
- PHYSICIAN_SRCH2
- SHS_EMPL_TAO
- SHS_EXEMPT_TAO
- SSF_PERSON_VW
- SUCCESS_TR_SRCH
- TRN_DMNDEE_SRCH
- TRN_INSTR_SRCH
- UPG_NAMES_TAO
- WCS_NAME_SCH_VW
- WF_PERSON_NAME
- WORKER_PROMPT

Note: This list includes only Human Resources system records.

PeopleSoft Human Resources Reports That Sort on Alternate Character Name

The following reports in PeopleSoft Human Resources sort on the Name field or on the Alternate Character Name field when the system base language and the report language are configured as shown:

Base Language Set To	***Report Language Set To***	***Report Sorted By***
English	Japanese	BASE.NAME_AC
Japanese	Japanese	BASE.NAME_AC
English	English	BASE.NAME
Japanese	English	BASE.NAME

SQR/BI Publisher Reports

These SQR/BI Publisher reports are sorted phonetically for Japanese, based on the report and the base language configuration:

Report ID	***Description***
PER001	Department Action Notices
PER002	Employee Birthdays
PER004	Emergency Contacts
PER005	Employees on Leaves of Absence
PER007	Temporary Employees
PER009	Union Membership
PER011	Company Skills Inventory
PER012	Departmental Salaries
PER013	Employee Compensation Changes
PER020	Employee Home Address Listing
PER023	Salary History
CMP003	Compa-ratio Analysis by Grade and Job
CMP004	Below-Minimum Analysis
CMP005	Above-Maximum Analysis

Note: This list doesn't include country-specific regulatory reports that are sorted by Name.

Configuring Your System for Alternate Character Functionality

This topic explains how to set up alternate character functionality in PeopleSoft HCM.

To set up alternate character functionality in PeopleSoft HCM:

1. Link the alternate character sets with language codes on the Installation Table - Alternate Character page (ALT_CHAR_TBL).

   These settings affect your entire PeopleSoft HCM installation.

   Note: On this page, you define the alternate character set for the language that each user selects on the sign-on page.

2. Enable the alternate character functionality for specific user IDs on the Org Defaults by Permission Lst page (OPR_DEF_TBL_HR).

   When you enable alternate character functionality for a user, the system displays the alternate character button to the right of all the fields on the Global menus that have an associated Alternate Character field.

   When you click the Alternate Character button, the system opens a page where you enter or display the field value in the alternate character set.

Entering Alternate Character Information

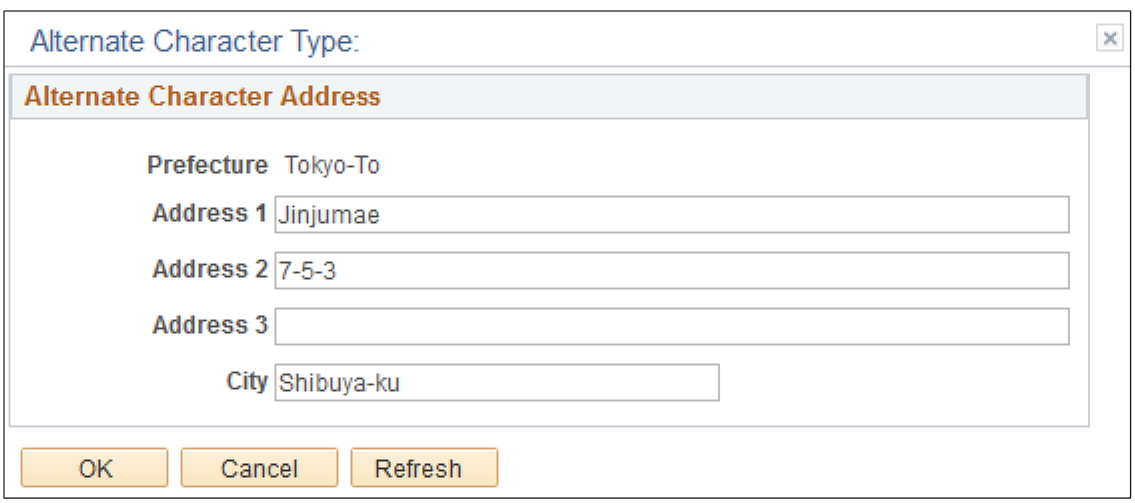
On pages on the global menus in PeopleSoft Human Resources, you can access the alternate character fields for proper noun fields like Name, City, and Company Description. To access these fields, click the Alternate Character button that appears to the right of a field that has a corresponding Alternate Character field available.

Note: *(CHN), (HKG)* and *(JPN)* On the Name page, when the Format for Country is *CHN, HKG* or *JPN,* the Name and the Alternate Character Name fields appear on the page: You can enter information in both fields directly on the Name page. On the Address page, click a button to access the alternate character secondary page. Whether the Alternate Character button appears on the Address page depends on the user ID's permission list and whether the particular page has Alternate Character functionality.
(CHN) When the Format for Country is *CHN,* the First Name and Last Name fields have values with alphanumeric characters, and you leave Alternate Character Name blank, the system populates Alternate Character Name using Last Name, space delimiter, and First Name. Please note that this functionality works only if Alternate Character Name has no existing value.

If you click the Alternate Character Address button in the Address History secondary page (ADDR_HISTORY_SEC), the system opens the Alternate Character Address page, such as the example that follows, where you can enter any proper noun information, such as street and city, in the designated alternate character set.

Image: Example of Alternate Character Type page

This example illustrates the an example of an Alternate Character Type page.



Note: If you sign in to the application using a language for which you specified an alternate character type, the system displays that character type in the title bar of the Alternate Character Type page. In the example above, Alphanumeric is the alternate character type defined for English.

Once you enter alternate character information into an alternate character field and click OK to close the page, the system changes the appearance of the Alternate Character button on the page to indicate that alternate character information is available for the primary proper noun field on the main page.

Finding Records Using Phonetic Searching

PeopleSoft Human Resources provides several options for finding a person and updating or adding information to the people's records in the system. Even if you enter a person's name using ideograms such as Chinese characters and Japanese Kanji, you can specify the name phonetically as a search criterion.

For example, to look up Japanese employee Noriko Kawamoto's personal data record, place the cursor in the Alternate Character Name field, enter the Japanese phonetic characters for *Kawa,* and click OK. The list box on the search record page displays all the names (sorted phonetically) that begin with *Kawa* such as *Kawasaki, Kawashima* or *Kawamoto* in both Kanji and Kana.

Note: The phonetic value is the same as the base name value.ain

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Chapter 10

Setting Up and Working with Currencies

Understanding Currency

If your organization operates in a global environment, your business tasks are probably global, too. You need to track personnel salaries and reimbursement amounts in multiple currencies, perhaps even multiple currency rate types, yet keep an eye on the bottom line by using one currency as a point of reference to track your expenses and costs worldwide.

Understanding currency in PeopleSoft is a two-part process:

- Understanding the mechanics of defining currency codes, types, exchange rates, and base currency, which are universal to HCM.
- Understanding how some of the PeopleSoft HCM applications use this information. For example, PeopleSoft Global Payroll has extensive, application-specific currency functionality. For details of application-specific currency issues, see the application-specific documentation.

Note: Currency setup that is universal to PeopleSoft applications is discussed in other documentation.

Related Links

"Understanding Currencies and Market Rates" (PeopleSoft 9.2: Enterprise Components)

Configuring Currency Precision

These topics provide an overview of currency precision and discuss how to:

- Activate currency precision.
- Report with currency precision.
- Expand a database for currency precision.

Understanding Currency Precision

According to the ISO standard, currency precision can range from no decimals to 3 decimals. For example, U.S. dollar amounts have 2 digits to the right of the decimal; Japanese yen have none. To support this dynamic currency precision, PeopleSoft delivers all of its currency-sensitive amount fields with a standard length of 13.2; that is, 13 digits to the left of the decimal and 2 digits to the right. Optionally, with some modification, you can expand these amount fields in your system to a maximum of 15.3 digits. There is a controlled currency on the same record to control the display and processing of such amount fields.

PeopleSoft rounds all currency-sensitive amount fields to the currency precision of the controlled currency during all online or background processes. For example, in a database containing amount fields with a length of 15.3, Japanese yen are rounded to 123.000 and U.S. dollars are rounded to 123.230. The system doesn't place a nonzero amount after the decimal for a Japanese amount or after the second digit to the right of the decimal for a U.S. amount.

PeopleSoft displays the amount fields on the online pages with the proper precision. For example, it displays Japanese yen as 123 and U.S. dollars as 123.23. When entering an amount, you can't enter more than the defined precision; if you do, the system treats the entry as an online error.

PeopleCode programs and background processes round all currency-sensitive amount fields to the currency precision of the controlled currency.

Activating Currency Precision

Currency precision is a PeopleTools option; selecting this option activates all of its features. With the option turned off, the system displays amount fields as defined in PeopleSoft Application Designer and rounds them to the number of decimals defined there.

Activate the PeopleTools multicurrency option on the PeopleTools Options page (PSOPTIONS) by selecting the Multi-Currency check box. PeopleTools will then use the precision you specify in the Currency Code page (CURRENCY_CD_TABLE) for the currencies relating to monetary fields for which you have specified currency control fields. Some PeopleSoft applications are shipped with the Multi-Currency check box selected. You can change that default.

Note: Once you deselect the Multi-Currency check box, selecting it again does not automatically round the existing transaction amounts. If you deselect the Multi-Currency check box, PeopleSoft supports only the default amount field size of 13.2. It does not support the larger amount field size of 15.3.

Reporting with Currency Precision

Most PeopleSoft SQR reports display the currency-controlled amounts to the number of decimals that are defined by the associated currency. For example, a Japanese yen amount appears on a report as *123* and a U.S. dollar amount appears as *123.23.*

For reporting with BI Publisher and PS/nVision (Excel), the amount appears as a 2-decimal number. You have to modify the reports if you want to show 3 decimals on these reports.

Our third-party reporting tools don't fully support numeric fields that are greater than 15 digits. PS/nVision (Excel) uses an 8-byte float for numeric fields. This causes truncation after the fifteenth digit. BI Publisher displays up to 16 digits correctly; for numbers that are greater than 16, BI Publisher starts to insert nonsensical numbers into the decimal positions; however, this is a problem only with very large numbers. For any of these reporting tools, you should have accurate results up to the following amounts:

- Hundreds of trillions of yen (or lira): Precision = 0
- Trillions of dollars: Precision = 2
- Hundreds of billions of dinar: Precision = 3

For example, if you enter 2s into a 15.3 numeric database amount field, the following third-party reporting tools will display the value as:

Number of Digits	***Reports***	***PS/nVision (Excel)***	***SQR***
16	2,222,222,222,222.222	2,222,222,222,222.220	2,222,222,222,222.222
17	22,222,222,222,222.219	22,222,222,222,222.200	22,222,222,222,222.220
18	222,222,222,222,222.188	222,222,222,222,222.000	222,222,222,222,222.200

Expanding a Database for Currency Precision

With some PeopleSoft applications, you can expand your database from the original amount field size of 13.2 digits to 15.3 digits. For example, the PeopleSoft application supports the larger field size of 15.3 across the PeopleSoft Financials, Distribution, and Manufacturing applications.

To expand your database:

1. Back up your database (optional).

   Although this step is optional, we highly recommend it. This way, you can recover your database if you experience any database integrity problems during the remaining steps.

2. Run Audit scripts.

   Run DDDAudit and SYSAudit from PeopleSoft Process Scheduler to ensure that the database is clean. Select PeopleTools, Process Scheduler, System Process Requests and enter a *Run Control ID.* Click Run. Specify the *Server* name of your environment, and select *DDDAUDIT* (and then *SYSAUDIT)* from the list of processes. Click OK to run the processes.

3. Review the script output to ensure a clean database.

   Locate the DDDAudit and SYSAudit reports in your environment, and review them to ensure that the database is clean.

4. Run FSINTLFD.DMS to populate the international field size table.

   Once the database is clean, run the script FSINTLFD.DMS to populate the international field size table INTL_FLDSIZ_TBL. Use DataMover to run this script. The system populates the international field size table with all the amount fields that have the controlled currency that is specified in Application Designer. The system calculates the new length by adding 2 digits to the left of the decimal and 1 digit to the right of the decimal. Before the system inserts new fields into the international field size table, it deletes all existing fields from the table.

5. Verify the results by reviewing the International Field Size page.

   Select the International Field Size page. The Field Size - International column displays *15.3* for most of its fields. When compared with the Current Field Size, the values in the Field Size - International column should be 2 digits greater to the left of the decimal and 1 digit greater to the right of the decimal. In other words, a Current Field Size value of *13.2* should correspond to a *15.3* value in the Field Size - International column.

6. Run the PeopleTools process TLSINST1.SQR to change the field size on PSDBFIELD.

Note: This SQR is also an application engine. You can access it on the PeopleTools > Utilities > International > Process Field Size page.

Using SQRW, run PeopleTools SQR TLSINST1.SQR to change the field size on the PeopleTools table PSDBFIELD. This changes the PeopleTools definition values, but not the database field size.

It also creates a report (TLSINST1.LIS) that lists all the pages that use Average or Maximum size page fields. As a standard of PeopleSoft Enterprise, all monetary amount fields use a Custom field size to avoid the overlapping of fields when the amount fields are expanded. Review the list of pages and make any adjustments that are necessary to preserve readability.

7. Review SQR.LOG for errors.

   The SQR log is created in C:\TEMP, unless otherwise specified. View the log to ensure that the field size value has been changed to *15.3.* Verify the result by randomly checking the field size, opening the various records containing amount fields shown in step 5. As you build the project, executing scripts to SQL alter tables, creating views, and indexing, closely monitor the execution of the scripts and review the error log.

8. Use SQL Alter all tables.

   a. Select PeopleTools > Application Designer > File > New > Project.

   b. Select File > Save Project As.

   c. Save the Project Name as *CURR_TBL.*

   d. Select Insert, Objects into Project.

   e. Select Object Type: Record and Type: Table.

   f. Click Insert under Record Name. The system displays a list of all the tables being populated.

   g. Click Select All, and click Insert again; click Close to close the page.

   h. Select Build, Project.

   i. In the Build Options group box, select Create Indexes and Alter Tables.

   j. Under Build Execute Options, be sure that the *Build* script file is selected.

   k. Review the script file with your database administrator (DBA), and execute the file using your recommended SQL query tool.

9. Use SQL Create all views.

   a. Select PeopleTools > Application Designer > File > New > Project.

   b. Select File > Save Project As. Save the Project Name as *CURR_VW.*

   c. Select Insert, Objects into Project. Select Object Type: Record and Type: View/Query View.

   d. Click Insert and then click Select All.

   e. Click Insert again; then click Close to close the page.

f. Select Build, Project.

g. In the Build Options group box, select Create Views.

h. Under Build Execute Options, select the Build script file.

i. Review the script file with your DBA, and execute it using your recommended SQL query tool.

10. Run Audit scripts again.

    Run DDDAudit and SYSAudit again to make sure that the database is clean.

11. Manually change reports.

    PeopleSoft has enhanced most SQR reports to accommodate 15.3 amount fields. However, some of them are too crowded, and their amount field sizes remain 13.2. If the last digits of the decimals are important to you, update the SQR to 12.3 to display 3 decimals on the report. Following is a list of reports that require manual changes by application to accommodate the third digit of the decimal:

General Ledger	GLS1001, GLS1003, GLS7000, GLS7009, GLS7010, and GLS7012
Receivables	AR30001 (9.2), AR30002 (9.2), AR30003 (9.2), and AR30004 (12.2)

See *PeopleTools: Global Technology*.

Viewing Multiple Currencies

To open the Display in Other Currency page, click the Display In Other Currency button on any page that supports multicurrency.

Many of the pages that display earnings or amounts in one currency enable you to view the amounts in another currency. This is an integral feature of the PeopleSoft Economic and Monetary Union (EMU) support and it enables you to view conversions across all currencies that are supported by the system.

Viewing Information About Current Exchange Rate Calculations

The Exchange Rate Detail page displays information about the current and historic exchange rates, the From currency, the To currency, and the Rate of exchange that you used in your currency conversion. Click Return to return to the Display In Other Currency page.

Running Currency Setup Reports

This topic lists the pages used to run currency setup reports.

Pages Used to Run Currency Setup Reports

Page Name	***Definition Name***	***Usage***
Currency Rate Report - Run Control Page	PRCSRUNCNTL	Run the Currency Rate Table report (PER714) prints information about exchange rates.
Currency Code Table - Run Control Page	PRCSRUNCNTL	Run the Currency Code Table report (PER713) prints information about each currency defined in your Currency Code table.

Chapter 11

Setting Up and Working with Frequencies

Understanding Frequency IDs

These topics discuss:

- Frequency IDs.
- Frequency with compensation rates.
- Frequency with payroll calculations.

Frequency IDs

Frequency IDs are used in PeopleSoft Human Resources, Global Payroll, and Payroll for North America. Frequency IDs are defined on the Frequency Table component (FREQUENCY_TBL). Each frequency ID has a frequency type and an associated annualization factor that represents the number of times that the period occurs in the course of a year.

In PeopleSoft HCM, you use frequency IDs to define the periods of time in which compensation is quoted, standard hours are completed, and people are paid, to list a few examples.

PeopleSoft delivers a set of standard frequencies that are PeopleSoft-maintained. You can define additional, customer-maintained frequencies for nonstandard periods. For example, you could define a monthly-type frequency with a nonstandard annualization factor of 13 to represent 13 monthly periods in a year

PeopleSoft-Maintained Frequencies

PeopleSoft delivers and maintains the following frequency IDs in the Frequency Table component:

Frequency ID	***Description***	***Frequency Type***	***Annualization Factor***
A	Annual	Annual	1
B	Biweekly	Biweekly	26
BMX30	Biweekly Mexico Factor 30.0	Biweekly	25.7142857
BMX34	Biweekly Mexico Factor 30.4	Biweekly	26.0571428
C	Contract	Contract	1
D	Daily	Daily	260

Frequency ID	***Description***	***Frequency Type***	***Annualization Factor***
D365	Diaro 365 dias	Daily	365
D426	Daily 14 Payments	Daily	426
DAR30	Daily Argentina Facto 30.0	Daily	360
DMX30	Daily Mexico Factor 30.0	Daily	360
DMX34	Daily Mexico Factor 30.4	Daily	364.8
F	Every four weeks	Every four weeks	13
H	Hourly	Hourly	Use Standard Hours for Annualization
HMX30	Hourly Mexico Factor 30.0	Hourly	2880
HMX34	Hourly Mexico Factor 30.4	Hourly	2918.4008
JM	Japan Monthly	Monthly	12
M	Monthly	Monthly	12
M13	Monthly 13 payments	Monthly	13
M14	Monthly 14 payments	Monthly	14
Q	Quarterly	Quarterly	4
S	Semimonthly	Semimonthly	24
SMX34	Semimonthly Mexico Factor 30.4	Semimonthly	24.32
W	Weekly	Weekly	52
WMX30	Weekly Mexico Factor 30.0	Weekly	51.4285714
WMX34	Weekly Mexico Factor 30.4	Weekly	52.1142857

Frequency with Compensation Rates

When you associate frequency with compensation rates, you define the time period on which the compensation is based. For example, you might state a worker's base salary as 60,000 a year (annual frequency) or 5,000 a month (monthly frequency). When you associate these compensation rates with jobs, positions, salary steps, or individual job records, the system uses the annualization factor that is associated with this frequency to convert the compensation to other frequencies.

When you set up PeopleSoft Human Resources, you can define default compensation frequencies at several levels. You can usually change that default value when the system enters it into other pages.

This table lists important pages on which compensation frequencies are either specified or used:

Component or Page	***Default Compensation Frequency Value***
Default Frequencies page (DFLT_FREQUENCY)	Specify default frequencies for each country and specify the order in which the system uses them to display base pay compensation in the Pay Rates group box on the Compensation page of the Job Data component.
Compensation page (JOB_DATA3) of the Job Data component (JOB_DATA)	Displays base pay compensation information in the frequencies that are specified for the country on the Default Frequencies page
HCM Options page (INSTALLATION_TBL1B) of Installation Table component (INSTALLATION_TBL)	Set a default compensation frequency and a default work period for your organization. The system enters these default values in the Job Code table.
Job Code Profile page (JOBCODE_TBL1_GBL) of Job Code component (JOB_CODE_TBL)	Default compensation frequency and default work period values are taken from the Installation table.
Comp Rate Code Table component (COMP_RATECD_TBL)	Specify rate code frequencies on the Comp Rate Code table. The system enters these default values when you select the rate code in a pay components group box (found on a number of pages in PeopleSoft HCM). You can also specify here whether the FTE (full-time equivalency) calculation should be applied to the compensation associated with the rate code.
Define Salary Plan component (SALARY_PLAN_TABLE)	Specify default frequency for components of pay assigned to salary steps.
Pay Group Table component (PAYGROUP_TABLE)	Specify daily and monthly frequencies for the pay group . The system uses the frequency information to calculate pay rates.

Related Links

Classifying Jobs

"Setting Up Rate Codes" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)

Frequency with Payroll Calculations

Global Payroll and Payroll for North America use frequency to define how often certain events happen.

Global Payroll uses frequency IDs when defining elements, generation control parameters, calendar periods, rate code elements, and system elements. In addition to using frequency defined on the Frequency Table page, Global Payroll also uses frequency defined on the Generation Control Frequency page (GP_GCTL_FREQUENCY).

Payroll for North America uses frequency IDs to define pay period frequency and to calculate pay rates and proration of pay.

Related Links

Understanding Frequency in Global Payroll

Understanding Frequency in Payroll for North America

Understanding Frequency in Compensation Rate Conversions

These topics discuss:

- Factors applied to the compensation rate.
- Conversion of compensation rates to different frequencies.
- Job Data pay rate frequencies.

Factors Applied to the Compensation Rate

PeopleSoft HCM calculates and displays compensation rates in the hourly, daily, weekly, monthly, and other frequencies using standard frequency conversion formulas. Depending on the frequency being converted, the system performs the calculations by applying one or more of the following to the compensation rate:

- Compensation frequency annualization factor.
- Job standard hours.
- Standard work period frequency annualization factor.
- FTE (full-time equivalency) factor.

Frequency Annualization Factor

Each frequency ID has an associated annualization factor that represents the number of times that the period occurs in the course of a year.

See Frequency IDs.

Standard Hours and the Standard Work Period

When converting hourly compensation rates, the frequency conversion calculations use the job standard hours and the standard work period. Job standard hours define how many hours the worker should work in the job. The standard work period defines the work period in which the standard hours should be completed. You define the standard work period by selecting a frequency ID (and its annualization factor) as defined on the Frequency Table component.

You define the standard hours and the standard work period on the following pages:

Component	***Page***	***Assignment Level***
Installation Table	HCM Options	Values for an organization

Component	***Page***	***Assignment Level***
Org Defaults by Permission Lst (OPR_DEF_TBL_HR)	Settings (OPR_DEF_TBL_HR2)	Values for a primary permission list
Position Data (POSITION_DATA)	Description (POSITION_DATA1)	Values for a position
Define Salary Plan	Salary Plan Table (SALARY_PLAN_TABLE)	Values for a salary plan
Job Code	Job Code Profile	Values for a job code
Job Data	Job Information (JOB_DATA_JOBCODE)	Values for an employee
Job Openings (HRS_JOB_OPENING)	Job Opening (HRS_JOB_OPENING)	Values for an employment application

The minimum and maximum standard hours values and the standard work period defined on the Business Unit HR Defaults page (BUS_UNIT_OPT_HR) are used for validation edits in the Job Data and Position Data components.

Defaults for Standard Hours and Standard Work Period

The system inserts the standard hours and the standard work period as default information only if both are defined. The following table describes the source of defaults in Job data under the specified conditions:

Condition	***Default Source***
You assign the worker a salary plan.	Salary Plan Table page
You assign the worker to a position.	Description page of the Position Data component
You assign the worker a job code.	Job Code Profile page of the Job Code component
You didn't indicate standard hours on the Salary Plan table, Job Code table, or Position Data table.	HCM Options page of the Installation component

Full-Time Equivalency

Full-time equivalency (FTE) is the percentage of full time that a worker should normally work in a job. In calculating the FTE, the system uses your definition of the standard hours and the standard work period.

If you select *Apply FTE* for a compensation component, PeopleSoft Human Resources uses the standard hours and the standard work period to compute FTE to prorate holiday hours and pay for part-time and hourly workers.

Note: (FRA) For workers in French regulatory regions, the system uses the PAID_FTE field to prorate holiday hours and pay for part-time and hourly workers.

Image: FTE Equation

PeopleSoft Human Resources calculates FTE using the product of the standard hours of the job multiplied by the annualization factor of the job's standard work period which is then divided by the product of the default standard hours multiplied by the annualization factor of the default full time standard hours work period, as shown in this equation:

$$FTE = \frac{(\text{Job Std. Hrs }) \times (\text{Annualization Factor of Job Std. Work Period})}{(\text{Default Full Time Std. Hrs }) \times (\text{Annualization Factor of Default Full Time Std. Work Period})}$$

In this equation, the default full-time standard hours and default full-time standard work period are from:

- The Salary Plan component (if a salary plan is defined for the worker, and if both standard hours and standard work period are defined for this salary plan).
- The Org Defaults by Permission Lst component (if no salary plan is defined for the worker, and if both standard hours and standard work period are defined in the Org Defaults by Permission Lst component).

Conversion of Compensation Rates to Different Frequencies

The system converts compensation rates to daily, monthly, and other frequencies using standard formulas. The formula for converting to or from an hourly rate takes the standard hours and standard work period into account.

The system performs compensation rate conversions as follows:

1. Finds or calculates the annual rate for compensation.
2. Divides the annual rate using de-annualization conversion calculations to calculate the rate at the desired frequency.
3. Multiplies the converted compensation rate by the FTE factor if Apply FTE is selected for the pay component.

Note: (FRA) For workers in French regulatory regions, the system uses the PAID_FTE field to multiply the converted compensation rate.

Annualized Rate Calculations

The system uses the following formulas to convert compensation rates to an annual frequency:

Original Frequency	***Formula for Conversion to Annual Frequency***
Hourly	Annual Rate = Comprate × Job Standard Hours × Frequency Annualization Factor of Standard Work Period
Monthly, daily, and other	Annual Rate = Comprate × Frequency Annualization Factor

De-Annualized Rate Calculations

The system uses the following formulas to convert compensation rates from an annual frequency to another frequency:

Non-Annual Frequency	***Formula for Conversion from Annual Frequency***
Hourly	Hourly Rate = Comprate / (Job Standard Hours × Frequency Annualization Factor of Standard Work Period)
Monthly, daily, and other	Non-Annual Rate = Annual Comprate / Frequency Annualization Factor

The following examples illustrate the use of these formulas.

Example of Hourly to Monthly Compensation Rate Conversion

Teresa Johnson has the following job data information:

Employment Variables	***Values***
Comprate (hourly)	10
Job Standard Hours	35
Frequency Annualization Factor of Standard Work Period	52
Frequency Annualization Factor of Month	12

The following table shows how the system calculates Teresa Johnson's monthly FTE (full-time equivalency) compensation rate. The total represents Teresa's monthly salary based on a thirty-five hour workweek over a fifty-two week year.

Rate	***Equation***
Annual	10 × 35 × 52 = 18,200
Monthly	Annualized Comprate / Frequency Annualization Factor of Month 18,200 / 12 = 1516.67

Example of Monthly to Biweekly Compensation Rate Conversion

Bill McKenny has the following job data information:

Employment Variables	***Value***
Comprate (monthly)	2000

Employment Variables	***Value***
Frequency Annualization Factor of Monthly	12
Frequency Annualization Factor of Biweekly	26
Apply FTE Selected	Yes
FTE Factor	0.95

The following table shows how the system calculates Bill McKenny's biweekly compensation rate:

Rate	***Equation***
Annual	Comprate × Frequency Annualization Factor of Month 2000 × 12 = 24,000
De-annualize	Annualized Comprate / Frequency Annualization Factor of Biweekly 24,000 / 26 = 923.08
Multiply by FTE	923.08 × 0.95 = 876.85

Job Data Pay Rate Frequencies

The system uses the country-specific default frequencies to calculate and display the pay rates in the Pay Rates group box on the Job Data - Compensation page. The system finds the frequencies that are associated with the person's country on the Default Frequencies table. The order you list the frequencies on this table is the order in which the pay rates appear in the Pay Rates group box. The system converts compensation rates to the default frequencies using the standard formulas described in these topics.

Because the PeopleSoft Global Payroll and Payroll for North America systems calculate daily and monthly pay rates using frequencies established for the pay group, it is possible that the compensation rates displayed on the Job Data - Compensation page will vary from the pay rates calculated with pay group daily and monthly frequencies. This would occur if the pay group daily or monthly frequency differs from the daily or monthly frequency specified for the country on the Default Frequency page. It is recommended that you establish pay group frequencies to match the default frequencies for the country whenever possible.

The pay rates calculated with pay group frequencies are available on the JOB record in the fields JOB.ANNUAL_RT, JOB.MONTHLY_RT, JOB.DAILY_RT, JOB.HOURLY_RT. These fields are referenced by the Job Summary page and can be referenced in PS Query.

Related Links

Default Frequencies by Country Page

Understanding Frequency in Global Payroll

PeopleSoft Global Payroll uses frequency when defining elements, generation control parameters, calendar periods, rate code elements, and system elements. In addition to using frequency defined on the Frequency Table page, PeopleSoft Global Payroll also uses frequency defined on the Generation Control Frequency component.

These topics discuss:

- Frequency with element definitions.
- Frequency with generation control.
- Frequency with calendar periods.
- Frequency with rate codes and system elements.

Frequency with Element Definitions

An *element* is the smallest component of PeopleSoft Global Payroll, and it is used in defining calculation rules to process your payroll. Elements can hold the values of pay (earnings), an amount to be deducted from pay (deduction), or time away from work (absence).

Elements (such as earnings, deduction, and absence) can be standalone. Supporting elements (such as rate codes or rounding rules) can be used with other elements to define a calculation rule. Each element is defined only once, but it can be used repeatedly.

For any earnings, deduction, or absence element, you must specify the frequency of the stated amount on the Earning/Deduction definition. For each item that you associate with a frequency, you must consider how the frequency fits into the overall processing picture. Selecting the correct frequency for earnings, deductions, and absence elements is essential for correct processing. For example:

Earnings element	In what frequency is the stated amount paid? Is it per week, per month, or per year?
Deduction element	In what frequency is the stated amount withheld? Is the stated amount the amount to withhold each pay period, each month, or for the entire year?
Absence element	Is an employee entitled to three days of holiday time per month or per year?

In PeopleSoft Global Payroll, you use frequency to define earnings, deduction, or absence elements.

To illustrate, we refer to defining an earnings element. However, the process is the same for earnings, deduction, and absence elements.

You define the calculation rule, frequency, and generation control for an earnings element on the Earnings - Calculation page (GP_ERN_DED_CALC).

See "Earnings - Calculation Page" (PeopleSoft HCM 9.2: Global Payroll).

Select a calculation rule and once you select a calculation rule, you must further define details for each component of the rule. For example, if you select Amount, specify the amount of the earnings element.

The following table lists the calculation rules and the components of the calculation rule for which frequency conversion is performed:

Calculation Rule	***Component***
Amount	Amount (if necessary)
Rate × Unit	Unit
Rate × Unit × Percentage	Unit
Base × Percentage	Base

Define the frequency that the stated amount represents. If you select Use Calendar Frequency, the system uses the frequency that's defined for the calendar period on the Define Calendars - Period page (GP_CALENDAR_PERIOD). If you select Use Specified Frequency, you can define your frequency directly on the Earnings - Calculation page by selecting from a list of frequencies.

See "Creating Periods" (PeopleSoft HCM 9.2: Global Payroll).

The Frequency field enables you to tell the system the frequency with which you are stating a value. For example, let's say that you select Use Specified Frequency, that you have a weekly payroll, and you create an earnings element with an amount of 100 and a frequency of *Monthly.* If you don't have any generation control conditions defined, the system annualizes and de-annualizes the amount into a processing frequency amount. Let's assume that you define your organization's monthly frequency as *12* and the weekly frequency as *52.* The system takes the *100* (monthly amount) and annualizes it to *1200.* Next, it takes this annualized amount and de-annualizes it into the payroll processing frequency (weekly, in this example). The amount paid each pay period is:

1200 / 52 = 23.08

The benefit of defining a frequency is that if your organization has multiple pay frequencies (such as weekly, semimonthly, and monthly), you don't have to create separate earnings for each frequency. The system automatically converts the amount into the corresponding pay period amount. Let's say that your organization decides to give an annual bonus of 1000 to all payees and this bonus is distributed throughout the year. Your hourly payees get paid weekly and your salaried payees get paid monthly. If you define an earnings bonus as *BON = 1000,* with a frequency of Annual, you can apply this earnings definition to payees who are paid weekly and payees who are paid monthly by using annualization and de-annualization. The frequency assigned on the Earnings Calculation page calculates the bonus amount correctly, regardless of the pay frequency.

Note: In PeopleSoft Global Payroll, there is no distinction between organizational relationships (employee, contingent worker, or person of interest). Because payroll is processed for all types of people with jobs, the PeopleSoft Global Payroll documentation refers to both of them as *payees.*

Frequency with Generation Control

Pay period frequency isn't hard-coded into the system. Instead, PeopleSoft Global Payroll uses the HR Frequency Table component to determine how a frequency is calculated. For example, a monthly frequency has a factor of 12 and a weekly frequency has a factor of 52. Frequencies that are defined on the Frequency Table page are easily used wherever you use frequency in the system.

PeopleSoft Global Payroll provides an additional generation control concept called "Generation Control Frequency" to help control the pay periods in which a specific earning or deduction is to be resolved (such as only the first pay period of a month, and so on). Generation control frequencies enable you to define meaningful names and associate the correct frequency ID with a pay period.

An example of a frequency that isn't on the HR Frequency Table is First of the Month. Let's say that you have a weekly pay frequency, but you want an earnings element to be paid only on the first pay period of the month. In PeopleSoft Human Resources, the frequency would be monthly. This might not work for your payroll purposes. So, in PeopleSoft Global Payroll, the earnings element would be defined (tagged) as *First of the Month* and paid only on the first pay period of the month.

The Generation Control Frequency component is part of generation control frequency processing.

Generation control enables you to tell the system, through various control methods, when to process an element. For example, if an earnings element is to be paid only on the first pay period of the month (for weekly payrolls), you can control the payroll so that this earning is only paid in Week 1, and not paid in the subsequent week's payrolls during the month:

- First you define generation control ID parameters on the Generation Control - Conditions page (GP_GCTL_CONDITION).

  See "Generation Control Name Page" (PeopleSoft HCM 9.2: Global Payroll).

- Next, when you define an earnings element, you prompt against this table by selecting a generation control name on the Earnings - Calculation page.
- Then you don't have to redefine the parameters for each earnings element.

If you leave the Generation Control field blank on the Earnings - Calculation page, the system assumes to be paid every time based on normal eligibility rules for the payee.

Note: If the frequency that you select is other than *Use Calendar Period Frequency,* the system de-annualizes the earnings amount based on the pay period frequency. If a generation control frequency exists, the system de-annualizes the earnings amount based on that frequency. The generation control frequency overrides the pay period frequency during frequency conversion. For example, let's say that you have an earnings element with an amount of 1200, an annual frequency, and a monthly pay period. If your organization's monthly frequency is defined as *12,* and you don't have a generation control frequency for this earnings, the amount is de-annualized to *100* per month (1200 / 12 = 100). If you have a generation control frequency for this earnings element, the amount is different. Let's say that you have defined a generation control frequency of quarterly. The earnings are de-annualized to *300* (1200 / 4 = 300).

PeopleSoft Global Payroll delivers four predefined generation control frequencies: *1st Month, Annual, January,* and *Quarter.* All generation control frequencies can be used in corresponding generation control elements.

Using Frequency with Calendar Periods

Use frequency with calendar periods when defining the frequency that's being processed.

When processing a payroll or absence run in PeopleSoft Global Payroll, you must tell the system the time period to calculate. This is often referred to as the pay period. You define period selection criteria by defining a period ID on the Define Calendars - Period page.

See "Creating Periods" (PeopleSoft HCM 9.2: Global Payroll).

The period ID defines the start date, end date, and frequency of a particular pay period. This definition is kept separate from the pay calendar to make it easy to reuse and to provide optimum flexibility during processing.

Here are some examples of the time and frequency data that can be defined by a period ID:

Begin Date	***End Date***	***Frequency***
June 1	June 7	Weekly
June 1	June 30	Monthly
June 1	June 15	Semimonthly
June 1	August 31	Quarterly

On the Define Calendars - Period page, the frequency is defined for de-annualization when an earnings, deduction, or absence element is defined without generation control frequency. However, if generation control frequency is included (in the earnings, deduction, or absence element definition), and the element generation control and the calendar ID generation control match, the system uses this generation control frequency for the de-annualization factor.

Examples of Frequencies

This table provides some examples of frequencies:

Frequency	***Element 1***	***Element 2a***	***Element 2b***	***Element 3***
Amount	1,200	1,200	1,200	1,200
Frequency (Element Definition)	Monthly (12)	Monthly (12)	Monthly (12)	Monthly (12)
Generation Control Frequency	None	Monthly (12)	Monthly (12)	Semimonthly (24)
Pay Period Frequency	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)	Semimonthly (24) *
Calendar Generation Control Frequency	None	Monthly (12)	None	Semimonthly (24) *
Calculated Amount	600	1200	Not resolved	600

You don't need to specify the associated frequency if it coincides with the pay period frequency.

See Job Data Pay Rate Frequencies.

Using Frequency with Rate Codes and System Elements

When you define an earnings or deduction element that uses either a rate code or a frequency-controlled system element, the earnings or deduction element should always have the frequency Use Calendar Period Frequency. System elements are delivered and maintained by PeopleSoft.

A system element that is frequency-controlled resolves in the calendar frequency portion of payroll processing, according to the frequency that is specified for the element when it is set up. The system then de-annualizes by the calendar frequency.

Understanding Frequency in Payroll for North America

These topics discuss:

- Compensation frequency and pay frequency.
- Examples of pay rate calculations.
- Proration of compensation rates.
- Exceptions to Frequency table use.

Compensation Frequency and Pay Frequency

In Payroll for North America you use the frequencies on the Frequency Table component to specify pay period frequency on the Pay Group component. The system uses compensation and pay frequencies for the calculation and proration of pay rates during batch and online system processes.

Related Links

Job Data Pay Rate Frequencies

Examples of Pay Rate Calculations

This topic provides examples of how the system uses compensation rates and frequencies and pay period frequency to calculate pay rates.

Example: Biweekly Pay Period Calculation of Monthly Compensation

This example illustrates how Payroll for North America calculates the pay period rate by annualizing monthly compensation using the following frequencies:

Description	***Frequency ID***	***Frequency Type***	***Frequency Annualization Factor***
Pay frequency (Pay Group table)	B1	B (biweekly)	26.1
Compensation frequency (employee's Job data setup)	M	M (monthly)	12

Using a compensation rate of 1,000 USD, the calculations of the annual compensation rate and pay period compensation rate are:

- Annual Rate = Comprate × Compensation Frequency Factor

  12,000.00 = 1,000.00 × 12

- Pay Period (Biweekly) Rate = (Annual Rate) / Pay Frequency Factor

  459.77 = 12,000.00 / 26.1

Example: Weekly Pay Period Calculation of Hourly Compensation

Payroll for North America uses the annualization factor of the standard work period frequency in combination with the standard hours to calculate pay rates or proration of hourly compensation.

This example illustrates how Payroll for North America calculates the weekly pay period rate of hourly compensation.

The pay group's pay period frequency definition is:

Description	***Frequency ID***	***Frequency Type***	***Frequency Annualization Factor***
Pay frequency (Pay Group table)	W (weekly)	W (weekly)	52

The employee's compensation frequency definition is:

Comp Rate	***Comp Frequency***	***Standard Hours***	***Annualization Factor of Std Work Period***
10.00	H (hourly)	40.00	52

The calculations of the annual compensation rate and pay period compensation rate are:

- Annual Rate = Comprate × (Standard Hours × Standard Work Period Annualization Factor)

  20,800.00 = 10 x 40 × 52

- Pay Period (weekly) Rate = Annual Rate / Pay Frequency Factor

  400 = 20,800.00 / 52

Proration of Pay Rates

The system calculates proration for partial periods when events such as new-hires, terminations, or pay rate changes occur in the middle of a pay period. It uses data that you specify on the Pay Group component in conjunction with compensation data to calculate proration.

See "Understanding Proration Rules" (PeopleSoft HCM 9.2: Payroll for North America).

Exceptions to Frequency Table Use

Some processes, such as deduction calculations and Canadian tax calculations, use the pay periods per year from the Pay Calendar Table page (PAY_CALENDAR_TABLE). The value in the Pay Periods Per Year field on the Pay Calendar Table page is derived from the pay frequency of the pay group.

Related Links

Creating Pay Calendars and FLSA Calendars
Setting Up Pay Groups

Defining a Frequency ID and Country-Specific Defaults

To define a frequency ID and country-specific defaults, use the Frequency Table component (FREQUENCY_TBL) and the Default Frequencies by Country component (DFLT_FREQUENCY).

These topics discuss frequency information.

Pages Used to Define a Frequency ID and Country-Specific Defaults

Page Name	*Definition Name*	*Usage*
Frequency Table Page	FREQUENCY_TBL	Define a frequency ID, its frequency type, and its annualization factor.
Default Frequencies by Country Page	DFLT_FREQUENCY	Specify country-specific default frequencies by country.

Frequency Table Page

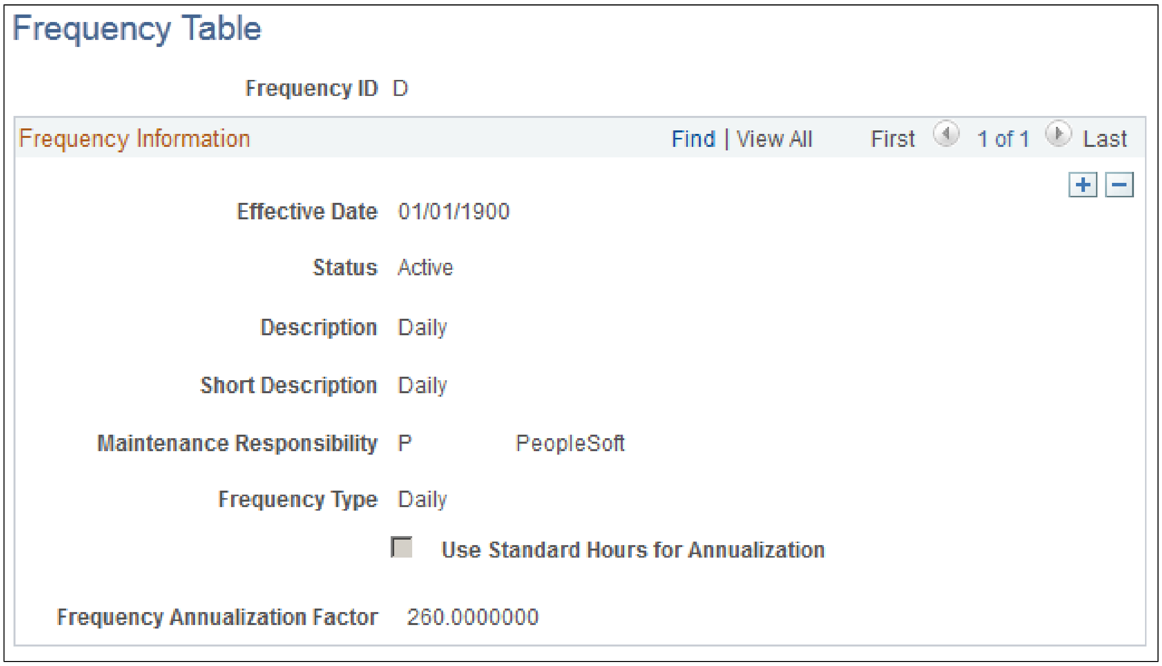
Use the Frequency Table page (FREQUENCY_TBL) to define a frequency ID, its frequency type, and its annualization factor.

Navigation

Set Up HCM > Foundation Tables > Compensation Rules > Frequency Table > Frequency Table

Image: Frequency Table page

This example illustrates the fields and controls on the Frequency Table page. You can find definitions for the fields and controls later on this page.



Maintenance Responsibility

Select a maintenance responsibility. Values are:

- *C* (customer): You define the frequency ID. You are responsible for keeping this frequency code up to date.
- *P* (PeopleSoft): PeopleSoft delivers the frequency in the system and is responsible for keeping it up to date. The other fields on this page become unavailable.

Frequency Type

Select a frequency type. Values are:

- *Annual*
- *Biweekly*
- *Contract*
- *Daily*
- *Every Four Week*
- *Hourly* The Use Standard Hours for Annualization check box becomes available.
- *Monthly*
- *Quarterly*
- *Semimonthly*

- *Weekly*

Use Standard Hours for Annualization

Select to have the system use job standard hours for annualization instead of the frequency annualization factor. The frequency annualization factor is set to *0,* and that field becomes unavailable.

Note: You can use only hourly frequencies that use standard hours for annualization for compensation and pay frequency in PeopleSoft Human Resources, PeopleSoft Payroll for North America, and PeopleSoft Global Payroll.

Frequency Annualization Factor

Defines how many frequency periods occur in one year.

Examples:

- A standard daily compensation frequency is *260* because there are *260* workdays in a standard year.
- You can define a frequency called W53 with a W (weekly) frequency type and an annualization factor of 53.

Important! If you change the effective status, frequency type, or annualization factor of an existing frequency, you receive a warning message saying that previous calculations using this frequency aren't synchronous with the new values of the frequency.

Default Frequencies by Country Page

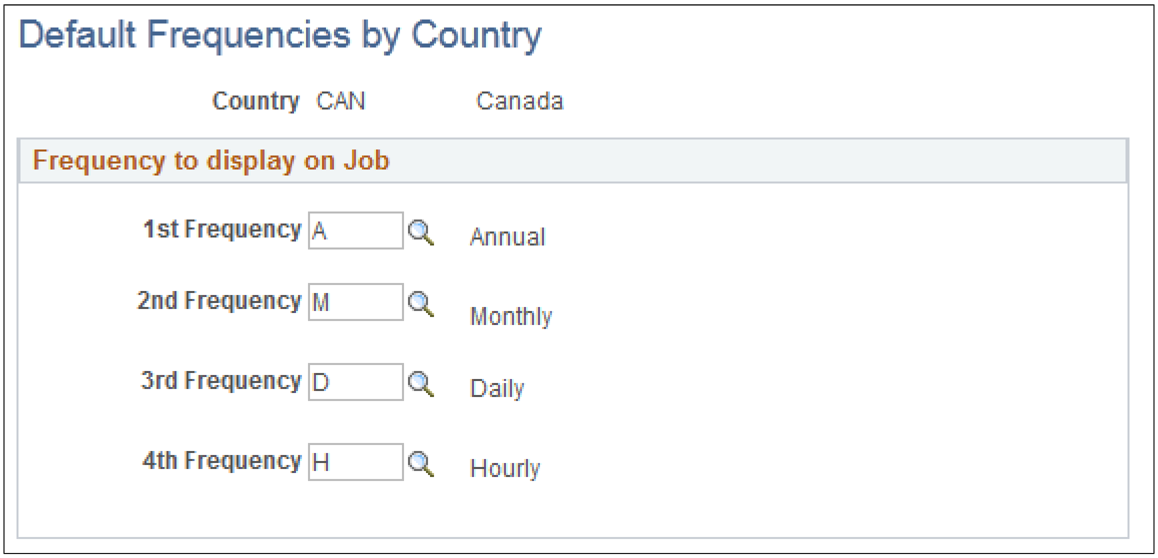
Use the Default Frequencies by Country page (DFLT_FREQUENCY) to specify country-specific default frequencies by country.

Navigation

Set Up HCM > Foundation Tables > Compensation Rules > Default Frequencies By Country > Default Frequencies by Country

Image: Default Frequencies by Country page

This example illustrates the fields and controls on the Default Frequencies by Country page. You can find definitions for the fields and controls later on this page.



Select four frequencies to set as defaults for the specified country. The system uses these default frequencies to calculate pay rates in the Pay Rates group box on the Job Data - Compensation page. The order you list the frequencies on this page is the order in which the pay rates appear in the Pay Rates group box.

For example, you specify the 1st Frequency as annual, 2nd Frequency as monthly, 3rd Frequency as daily, and 4th Frequency as hourly for Canada. For an employee in Canada, the Pay Rates group box displays the following pay rates in this order: annual, monthly, daily, and hourly. The system converts compensation rates to the default frequencies using the standard formulas described earlier in these topics.

Related Links

Job Data Pay Rate Frequencies

Chapter 12

Setting Up Organization Foundation Tables

Setting Up Person of Interest Types

To set up person of interest types, use the Person of Interest Types (POI_TYPE_TBL) component.

These topics provide an overview of POI types and discuss how to set up new POI types and activate delivered POI types.

Page Used to Set Up Person of Interest Types

Page Name	***Definition Name***	***Usage***
Person of Interest Types Page	POI_TYPE_TBL	Review the delivered POI types and modify the characteristics that govern how the system processes the information of POIs with this type.

Related Links

"Organizational Relationships" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Understanding POI Types

PeopleSoft enables you to track information for people of interest (POIs), people who do not make up a part of your workforce but who are still of interest to the organization. Different POI types are used in different areas of your organization. For example, PeopleSoft Global Payroll uses the Global Payroll Payee POI type, whereas the External Trainee POI type may be used by PeopleSoft Recruiting Solutions for applicants who require training prior to being hired and PeopleSoft Campus Solutions.

You select a POI type on three components:

- Add a Person component (PERSON_DATA_ADD)
- Job Data component (JOB_DATA)
- Person Organizational Summary component (PERSON_ORG_SUMM)

The generic components are on the Workforce Administration menu but these components are also available on different application menus throughout the system. When you set up or modify a POI type, you can limit the components on which the POI type can be selected by menu. For example, you could create a new recruiting POI type that is only available on the components on the Recruiting menu or you could make the Pension Payee POI type, which is delivered as an option only on the Pension Administration menu, available on the Administer Workforce menu components, too.

Person of Interest Types Page

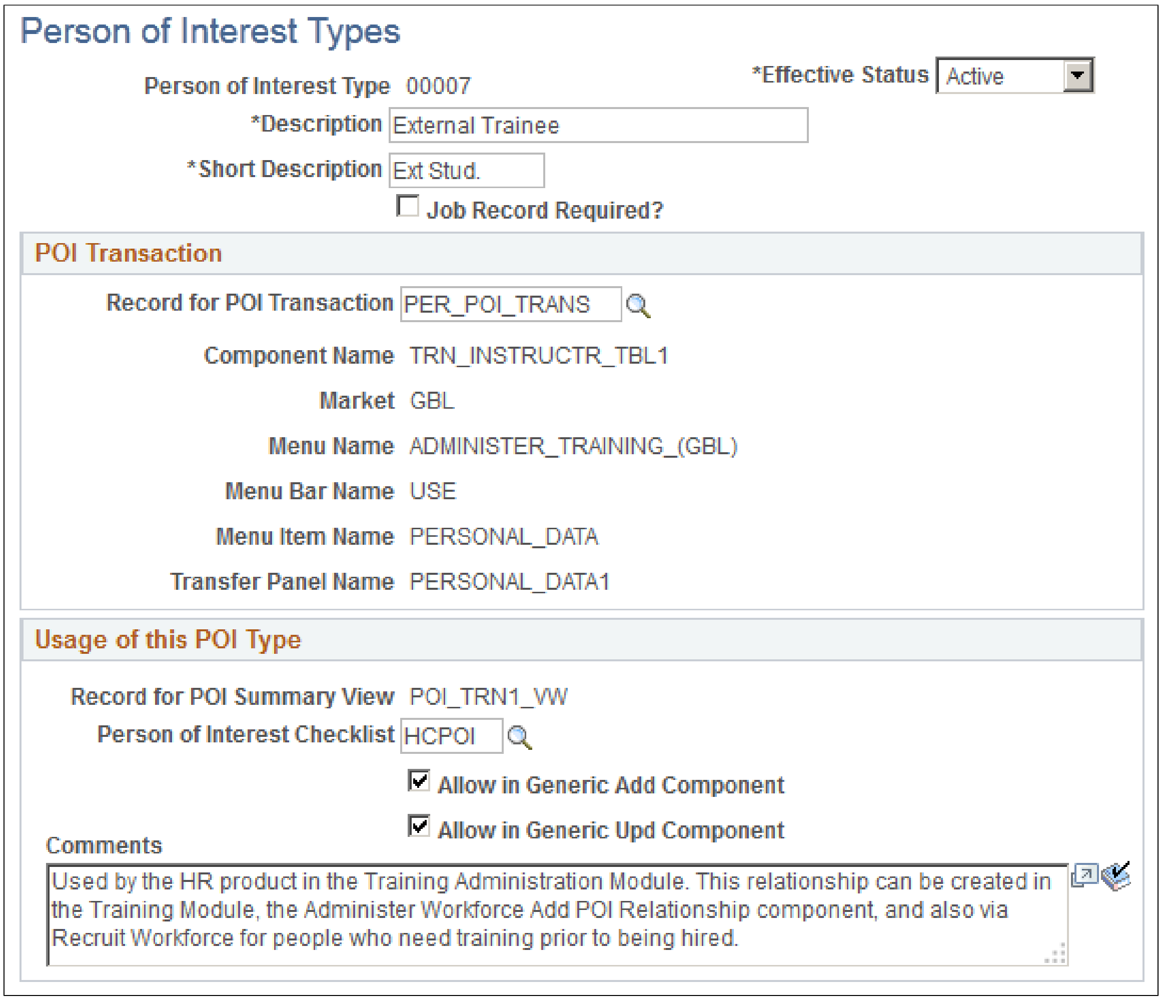
Use the Person of Interest Types page (POI_TYPE_TBL) to review the delivered POI types and modify the characteristics that govern how the system processes the information of POIs with this type.

Navigation

Set Up HCM > Foundation Tables > Organization > Person of Interest Types > Person of Interest Types

Image: Person of Interest Types page

This example illustrates the fields and controls on the Person of Interest Types page. You can find definitions for the fields and controls later on this page.



Effective Status	Inactivate any system delivered POI types that you will not be using so that they do not appear as options on HCM transaction components.
Job Record Required?	Select if this POI type requires a POI job record. When you select this check box for a new POI type, the system enters default information into the POI Transaction group box that you cannot overwrite.

POI Transaction

Record for POI Transaction

Select the record used for processing and holding information about people with this POI type.

If you select the PER_POI_TRANS record (the generic POI transaction record used by the Person Organization Summary component), the system enters default information into the rest of the fields in the POI Transaction group box and the Record for POI Summary View field that you cannot overwrite.

If you choose to use a record other than PER_POI_TRANS for POI types that do not require jobs, you will need to create a view to use in the Record for POI Summary View field in order for the data in the transaction record to show up in the Person Organizational Summary component.

Component Name

Select the component using the POI transaction record. When you select this POI type on the Personal Data – Organizational Relationships page and click the Add the Relationship button, the system will move you to the component you select here.

Market, Menu Name, Menu Bar Name, and **Menu Item Name**

Select the menu's market, name, bar name, and item name for the selected component.

Transfer Panel Name

Enter the object name of the page you want the system to open to when you click the Add the Relationship button.

Usage of this POI Type

Record for POI Summary View

Select the record from which the system draws the summary information for this POI type. When you view the organizational relationships of a person with this POI type on the Person Organizational Summary component, the system pulls the summary information from this record.

If you choose to use a record other than PER_POI_TRANS, you must create a view to use here in order for the data in the transaction record to show up in the Person Organizational Summary component. Create the view in PeopleSoft Application Designer using the PER_POI_TRANS view but with different view text.

Person of Interest Checklist

Select a default checklist for this POI type. When you opt to assign a POI type to a person and create a POI checklist from the Personal Data - Organizational Relationships page (PERSONAL_DATA4), the system creates a record for the person on the Person Checklist page (PERSON_CHECKLIST) and adds this checklist.

See "Creating Checklists" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Allow in Generic Add Component — Select to make this POI type available when adding a record for a POI in the Add a Person component, Job Data component, and Person Organizational Summary component on the Administer Workforce menu. The system selects this check box for all new types.

Allow in Generic Upd Component (allow in generic update component) — Select to make this POI type available when updating a record for a POI in the Job Data component and Person Organizational Summary component on the Administer Workforce menu.

Modifying a Delivered POI Type

You can modify the following fields for system delivered POI types:

- Effective Status.
- Person of Interest Checklist.
- Allow in Generic Add Component.
- Allow in Generic Upd Component.

Setting Up Holiday Schedules

To set up holiday schedules, use the Holiday Schedule (HOLIDAY_SCHED_TBL) component.

These topics provide an overview of holiday schedule defaults on the Job Record and discuss how to define holiday schedules.

Page Used to Set Up Holiday Schedules

Page Name	*Definition Name*	*Usage*
Holiday Schedule Page	HOLIDAY_SCHED_TBL	Designate holidays for payroll processing.

Understanding Holiday Schedule Defaults on the Job Record

Because holidays might vary for different segments of your workforce population (depending on location, work schedules, or other factors), you can define as many holiday schedules as you need.

Defaulting of the holiday schedule to the worker's job record depends upon the payroll system:

- PeopleSoft Global Payroll.

  If the payroll system is Global Payroll, the system does not enter a default holiday schedule on the Job Data - Payroll page. On the Payroll page, you may select a holiday schedule for the payee or leave the field blank. If you leave it blank, Global Payroll processes use the holiday schedule assigned to the payee's pay group.

- PeopleSoft Payroll for North America.

If the payroll system is Payroll for North America, the default holiday schedule entered on the Job Data - Payroll page is determined by whether you're adding a worker or updating job data, and by whether you have defined a default holiday schedule for the location.

This topic provides additional details for each of these conditions.

When You Add a Worker with Payroll for North America Payroll System

If the payroll system is Payroll for North America, the default holiday schedule initially entered on the Job Data – Payroll page is the holiday schedule that is associated with either the Location table or the Pay Group table:

- Location table.

  If you have assigned a default holiday schedule on the Location Profile page, that schedule is the default when you add a worker with that location.

- Pay Group table.

  If you leave the Holiday Schedule field blank on the Location table, the system enters the default holiday schedule that is assigned to the pay group.

You can change the holiday schedule on the worker's Job Data – Payroll page.

When You Change the Job Data of a Worker with Payroll for North America Payroll System

Changes in the following job data fields might cause a change in holiday schedule if the Holiday Schedule field is blank on the worker's Job Data – Payroll page:

- Company
- DeptID (department ID)
- Position Number
- Pay Group

Note: If the holiday schedule is already populated on the worker's job record, changes in these fields do not cause updating of the holiday schedule.

This is a description of the impact of changes in these fields:

- Company and DeptID.

  If the worker's holiday schedule is not populated, changes in Company and DeptID cause the system to first enter the default holiday schedule from the Location table. If there is no default holiday schedule assigned on the Location table, the system enters the holiday schedule assigned on the Pay Group table.

- Position Number and Pay Group.

  Changes in the Position Number and Pay Group fields cause the system to enter the default holiday schedule directly from the Pay Group table if the worker's holiday schedule is not already populated.

Holiday Schedule Page

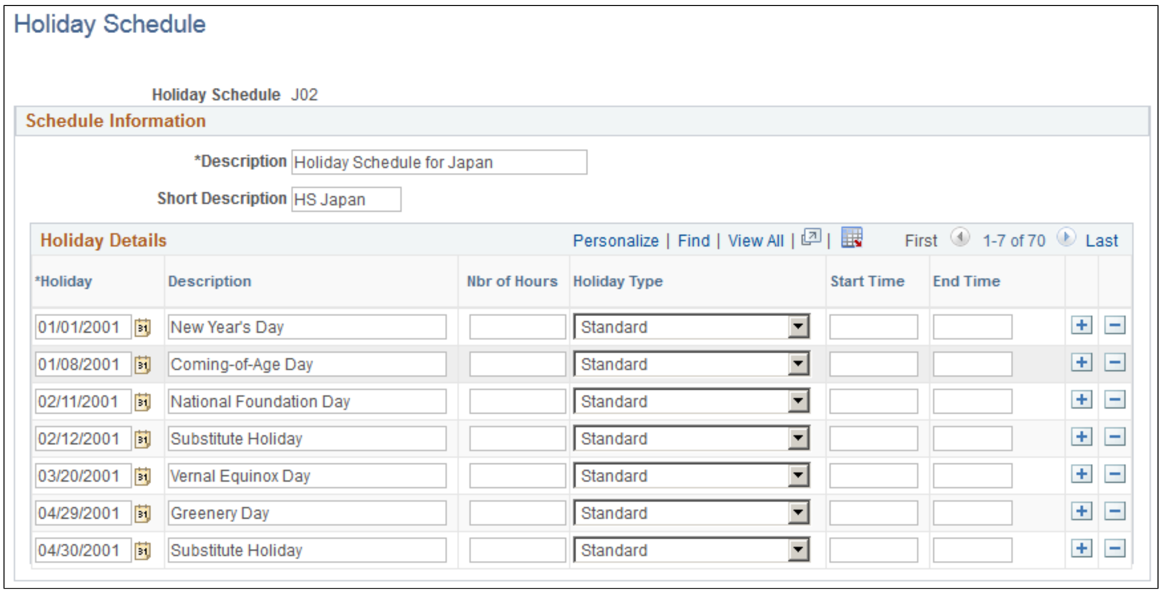
Use the Holiday Schedule page (HOLIDAY_SCHED_TBL) to designate holidays for payroll processing.

Navigation

Set Up HCM > Foundation Tables > Organization > Holiday Schedule > Holiday Schedule

Image: Holiday Schedule page

This example illustrates the fields and controls on the Holiday Schedule page. You can find definitions for the fields and controls later on this page.



Holiday	Enter all of the holiday dates that your organization observes within this schedule.
Nbr of Hours (number of hours)	(Optional) You can specify the number of paid hours for each holiday. Payroll for North America uses this field to reduce from pay.
Holiday Type	Select a holiday type. The following values are used in PeopleSoft Payroll for North America: *Canadian*: In Payroll for North America, this value designates a Canada statutory holiday. *Standard*: In Payroll for North America, this value designates a U.S. holiday or Canada non-statutory holiday. *US Public*: Select if the holiday is a public holiday in the U.S. The following values are used in PeopleSoft Payroll for Hong Kong:

Hong Kong Statutory Holiday: In Payroll for Hong Kong, this value designates a Hong Kong statutory holiday.

Standard: In Payroll for Hong Kong, this value designates a public holiday.

Start Time and **End Time** (Optional) You can specify the starting and ending time of each holiday.

Note: Payroll for North America and Global Payroll do not refer to these fields.

Defining Business Units

To define business units, use the Business Unit (HR_BUSINESS_UNIT), Business Unit Options Defaults (BUS_UNIT_OPT_HR), and GL Business Unit (BUS_UNIT_GL) components.

These topics discuss how to update business units.

Pages Used to Update Business Units

Page Name	***Definition Name***	***Usage***
Business Unit Page	BUS_UNIT_TBL_HR	Add or update business units.
Business Unit Reference Page	BUS_UNIT_TBL_HR2	Identify business units in other PeopleSoft applications that are related to a business unit.
Business Unit Options Defaults Page	BUS_UNIT_OPT_HR	Set system defaults such as Company, Country, and Currency for a specific Set ID.
GL Business Unit Page	BUS_UNIT_TBL_GL	Review GL business units.

Business Unit Page

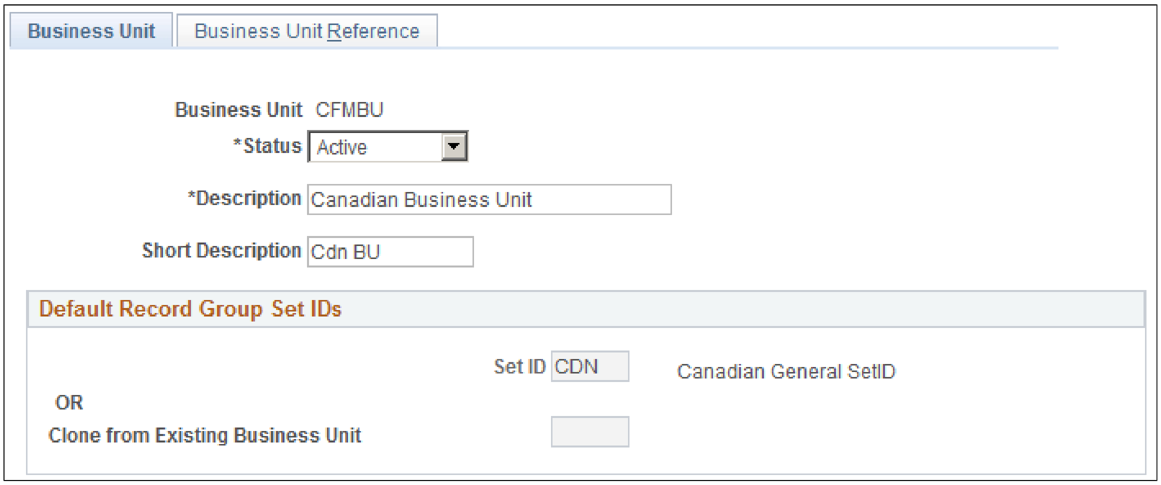
Use the Business Unit page (BUS_UNIT_TBL_HR) to add or update business units.

Navigation

Set Up HCM > Foundation Tables > Organization > Business Unit > Business Unit

Image: Business Unit page

This example illustrates the fields and controls on the Business Unit page. You can find definitions for the fields and controls later on this page.



Warning! To optimize system performance, your business units must be 5 characters. If your Set IDs or business units have fewer than five characters, you will experience serious performance degradation.

Status

Select *Active* or *Inactive.* If you select *Inactive,* the business unit won't appear in any business unit lists in PeopleSoft HCM.

Note: Business units aren't effective-dated, so use this field to implement or retire business units.

Understanding Your TableSet Sharing Options

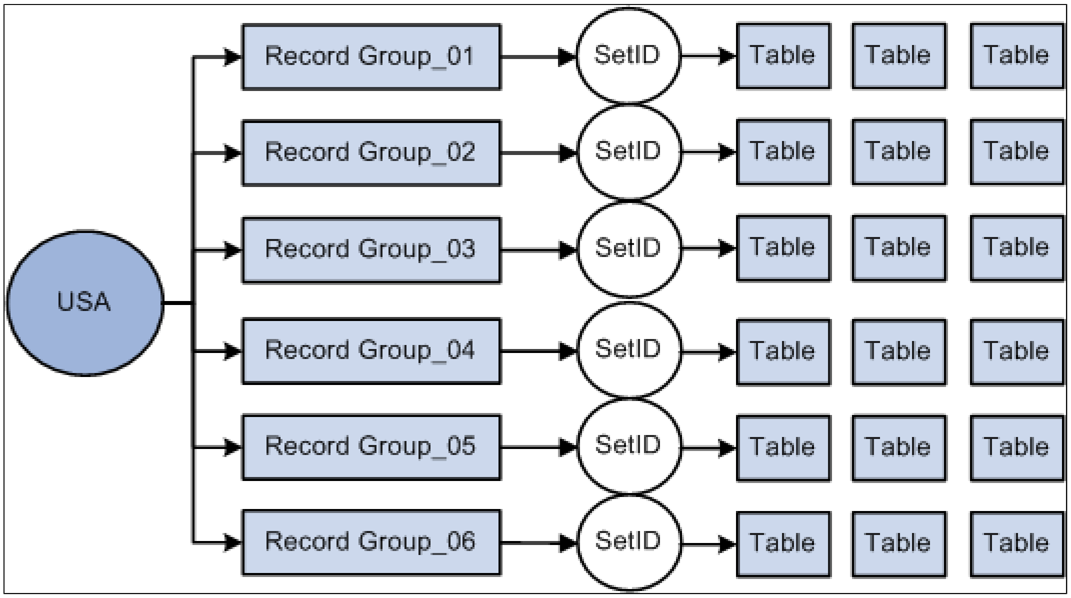
Default Record Group Set IDs

When you define a new business unit on the Business Unit component, you specify that the system establish default record group set IDs for the new business unit, using the options in this group box. The Set ID or Clone from Existing Business Unit value that you enter determines your preliminary tableset sharing setup for the new business unit by determining the set IDs that are assigned to each record group for the new business unit. The set ID assigned to a record group determines which tableset is used when retrieving valid values from the various control tables for that business unit.

Establishing a TableSet Sharing Setup Using One Default Set ID

Image: TableSet sharing

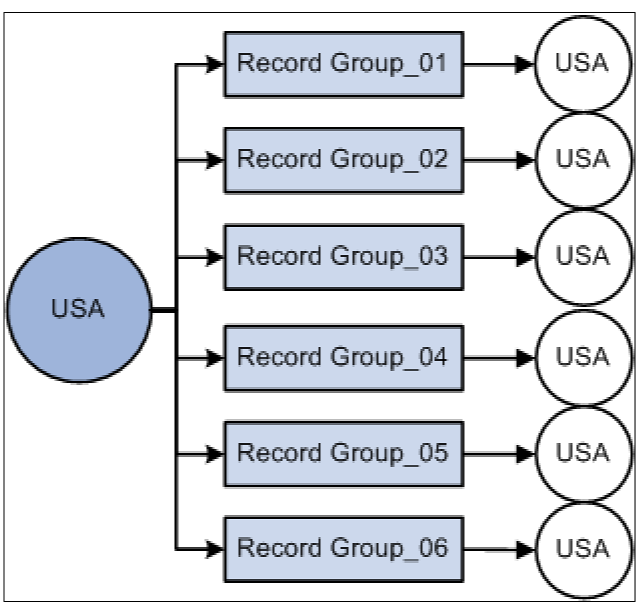
If you want to define a tableset sharing setup for the new business unit you are creating, using a primary default set ID that you can modify as necessary on the TableSet Control - Record Group page (SET_CNTRL_TABLE1), enter the default set ID that you want to use.



When you add a new business unit to the system, the system populates the Set ID field with a set ID name that is the same as your new business unit. For example, if your business unit is called *USA,* then the Set ID value defaults to *USA.* You can override the default set ID as necessary.

Image: TableSet sharing using default set ID

When you save the business unit without changing the default set ID, the system creates a new set ID with the same name as the business unit, in this case *USA,* and this default set ID of *USA* that you specified on the Business Unit page is assigned to each record group for the new business unit, as shown in this diagram:



Note: You can associate only one default set ID with a business unit.

Cloning TableSet Setup From Existing Business Units

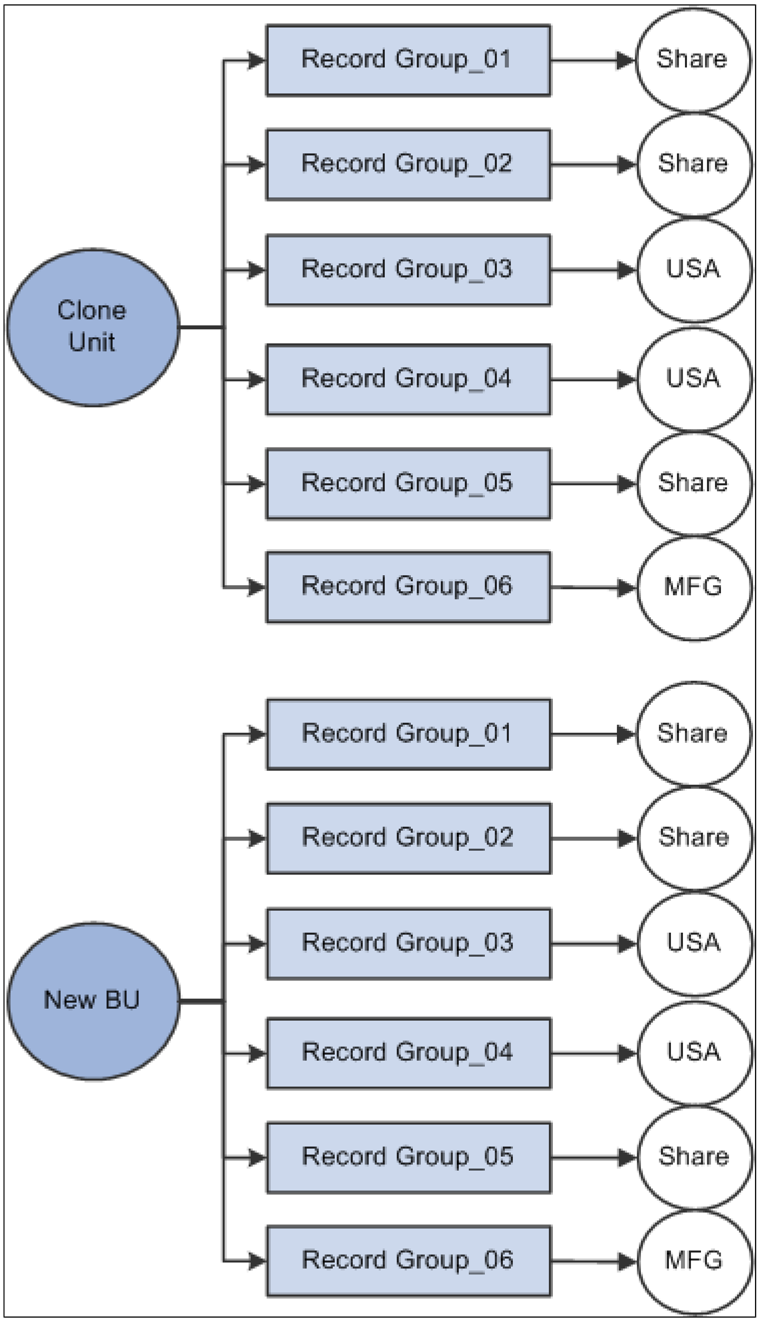
With the Clone from Existing Business Unit option, you can clone the TableSet sharing setup of an existing business unit.

Note: When you first enter the Business Unit page, the Clone from Existing Business Unit option is clear. To activate the option, clear any set ID values from the Set ID field and move out of the field.

If you want the tableset sharing for the new business unit that you are creating to mirror that of another business unit you've defined, or if you want the two units to be similar except for a few record groups, enter the business unit that you want to mirror as the cloned business unit. When the record groups are linked to the new business unit, the system assigns each record group the same set ID that is used for the record group by the business unit that you selected as the Clone Unit.

Image: Cloning the tableset sharing setup from an existing business unit

For example, you specify an existing business unit to clone that has the set ID *SHARE* associated with record groups 01, 02, and 05, set ID *USA* associated with record groups 03 and 04, and set ID *MFG* associated with record group 06. The new business unit you create will share these identical set ID values for the same record groups, as shown in this diagram:



Whichever method you select, after you save the new business unit for the first time, the system makes the default Set ID or Clone from Existing Business Unit fields unavailable for entry. You can't change the default record group set ID information from this page for this business unit again. This rule prevents you from accidentally overwriting the TableSet record group controls for your defined business units in PeopleSoft HCM.

Note: When you add a new business unit and save the page, the system creates all the appropriate table values provided by PeopleTools that connect the business unit ID, the record group ID, and the set ID.

TableSet sharing is set up as soon as you create your business units. However, the sharing, especially if you have chosen to create a TableSet sharing setup using one default set ID, may need some fine-tuning. You can do this by changing the set IDs that are assigned to individual record groups on the TableSet Control — Record Group page. The system uses the default Set ID value on this page when you add record groups.

See *PeopleTools: Data Management*, “PeopleTools Utilities,” TableSet Control - Record Group.

Business Unit Reference Page

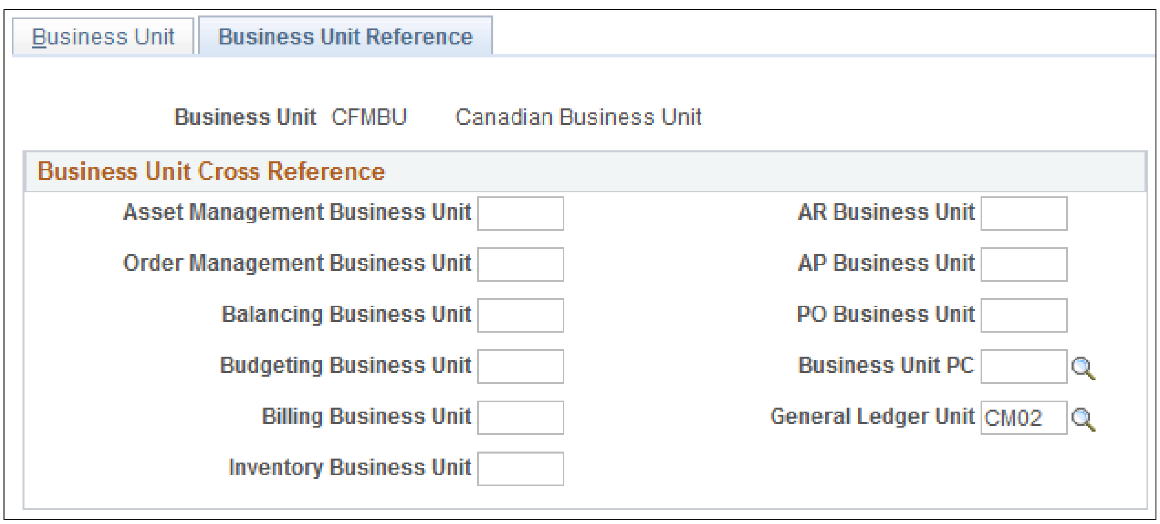
Use the Business Unit Reference page (BUS_UNIT_TBL_HR2) to identify business units in other PeopleSoft applications that are related to a business unit.

Navigation

Set Up HCM > Foundation Tables > Organization > Business Unit > Business Unit Reference

Image: Business Unit Reference page

This example illustrates the fields and controls on the Business Unit Reference page. You can find definitions for the fields and controls later on this page.



Business Unit Cross Reference	In this group box, enter the business unit cross reference, if applicable, for any PeopleSoft application that is listed on the page. You identify other business units in other PeopleSoft applications that relate to your business unit.

Note: You can review which PeopleSoft General Ledger units are associated with the PeopleSoft HCM business units on the GL/HR Business Unit Mapping page (BU_GL_HR_LNK).

Business Unit Options Defaults Page

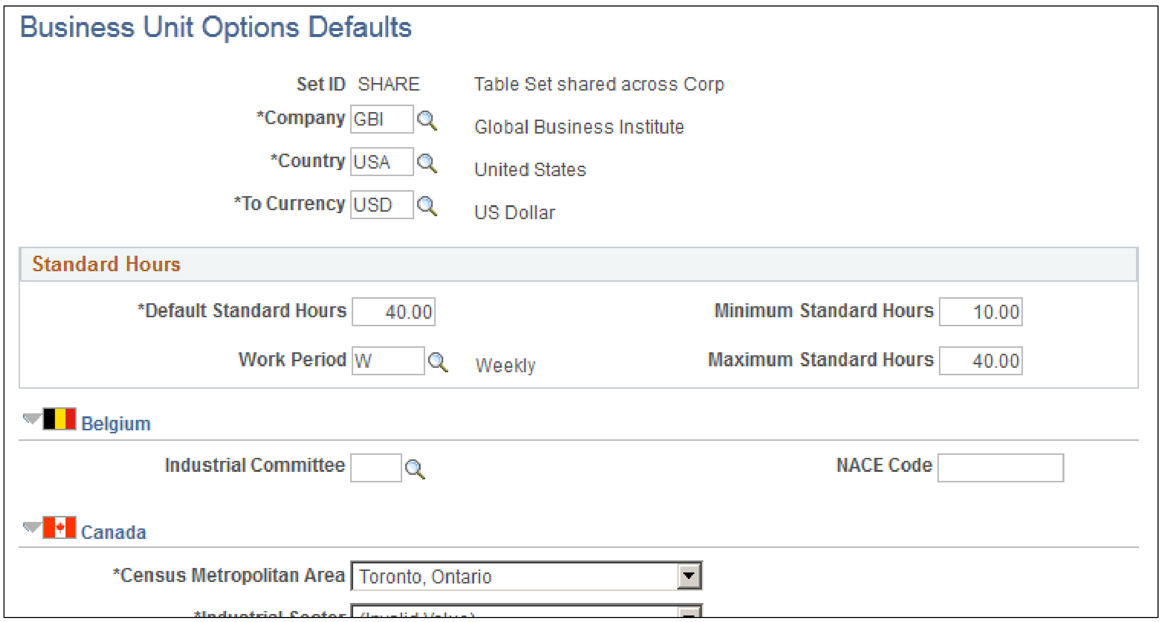
Use the Business Unit Options Defaults page (BUS_UNIT_OPT_HR) to set system defaults such as Company, Country, and Currency for a specific Set ID.

Navigation

Set Up HCM > Foundation Tables > Organization > Business Unit Options Defaults > Business Unit Options Defaults

Image: Business Unit Options Defaults page

This example illustrates the fields and controls on the Business Unit Options Defaults page. You can find definitions for the fields and controls later on this page.



By setting up default values for a set ID, you can specify the default values that populate these fields in your human resources system. Because the set ID keys the Business Unit Options Defaults component (you can share these defaults among multiple business units.

Warning! The values that you enter or select on this page affect the default values throughout your PeopleSoft HCM system.

Company, Country, and **To Currency** — Select the Company, Country, and To Currency that the system will use as a default value.

Standard Hours

Default Standard Hours — The system takes default standard hours from the Define Salary Plan component (SALARY_PLAN_TABLE), the Job Code Table component (JOB_CODE_TBL), or the Installation Table component (INSTALLATION_TBL).

Work Period — The standard work period is the time period in which employees must complete the standard hours. The system uses the annualization factor of the standard work period in combination with the default standard hours to calculate FTE (full-time equivalency). The system takes default standard work period from the salary plan, the job code, or the Installation Table. The value that you enter here is used for validation in the Job Data pages (JOB_DATA) and the Position Data component (POSITION_DATA).

Minimum Standard Hours and **Maximum Standard Hours**

Enter the default minimum and maximum standard hours for this Set ID. The value that you enter here is used for validation on the Job Data pages and the Position Data component.

(BEL) Belgium

Industrial Committee

Select the appropriate industrial committee for the company. This can be overwritten at the department level if necessary.

NACE Code

Enter the NACE code for the company. Note: You can choose the level of detail for the NACE Code. It can range from 5 digits for group level, 6 for class level and 7 for subclass level.

(CAN) Canada

Census Metropolitan Area

Select a metropolitan area.

Industrial Sector

Select an industrial sector. The selected value is used as the default industrial sector for Canadian departments.

Note: These values affect Canadian regulatory reporting in PeopleSoft Human Resources.

Entering Company Information

To enter company information, use the Company Legal Type (LEGAL_TYPE), Company (COMPANY_TABLE), and Company Table Report (RUN_PER707) components.

These topics provide an overview of companies and discuss entering company information.

Pages Used to Enter Company Information

Page Name	***Definition Name***	***Usage***
Company Legal Type Page	LEGAL_TYPE_TBL	Associate the correct legal type with each company on the Company Table and use the information when you generate reports. Many countries require that you report on your organization's legal structure, whether it's a corporation, a public limited company, a cooperative, or another type of organization.
Company - Company Location Page Agency Location Page	COMPANY_TABLE1	Define and describe companies.
Default Settings Page	COMPANY_TABLE2_GBL	Set up default company information; for example, the company pay group, salary point values, and Claeys formula factors for Belgian companies.
(Payroll for North America) General Ledger Liability Accts Page	COMP_TBL7USA_SEC	Enter General Ledger account codes for net pay and direct deposits.
(USA) Tips Processing Page	COMP_TBL6USA_SEC	Set up tip allocation.
(USA) Tax Details Page	COMP_TBL8USA_SEC	Specify your federal employer identification number, link companies together, and define default tax status.
(BEL) Company Table - BEL page	COMP_TBL2ABEL_SBP	Enter the default information and salary factors that are used to perform Claeys formula calculations.
(BEL) External Providers BEL Page	COMP_TBL2BBEL_SBP	Associate a provider with a set ID.
Company - Phones Page	COMPANY_TABLE3_GBL	Enter telephone information for a company.
Rules Definition Page	COMPANY_TABLE4_GBL	Define FTE rules for the company.
Company Table Report - Run Control Page	PRCSRUNCNTL	Run the Company Table report (PER707). This report prints all companies in the Company Table and default information, including name and address, company code, and effective date. The report PAY702 prints the General Ledger information you enter in the Company Table.
(BRA) Company Details BRA Page	COMPANY_TABLE_BRA	Enter company details that are specific to country of Brazil.

Understanding Companies

Use the Company component to enter information about a single company or multiple companies in your organization, from the corporate address to general ledger accounts, tax information, and payroll processing information.

If you're using only PeopleSoft Human Resources, you enter information only on the Company Location page (COMPANY_TABLE1) for each company that you want to add. You can also associate a default pay group with the company on the Default Settings page (COMPANY_TABLE2_GBL). The value you select appears as the default on the Job Data pages for people in this company. However, it is easier to treat each company that you add as a separate tax entity, as though you were using PeopleSoft Payroll for North America.

If you're using PeopleSoft Global Payroll, you must enter additional, payroll-specific company information on the Pay Entity component (GP_PYENT), if your pay entity is the same as the company. You do this in PeopleSoft Global Payroll.

(USA) Special Considerations for U.S. Companies

PeopleSoft Pension Administration tracks pension payees through retiree jobs that are separate from and concurrent with employees' active job data records. These retiree jobs must be associated with specific retiree companies. Therefore, be sure to set up companies to house your payees. Because pension plans are distinct tax reporting entities with their own U.S. Employer Identification Numbers (EINs), you typically set up one retiree company for each pension plan that you sponsor. Once you set up your retiree companies, you can match companies to pension plans in the Plan Administration component (PLANADM).

For U.S. companies, if you're using PeopleSoft Payroll for North America or PeopleSoft Pension Administration, a company is typically defined as a business unit that has a unique federal Employer Identification Number (EIN) for payroll tax reporting purposes. Because pension plans have EINs, you create companies for each pension plan. You reference a pension plan company from the payee job data record of anyone collecting benefits from that plan.

If your company uses PeopleSoft Payroll for North America, each company that you add must be equivalent to each EIN that you use. To add a company EIN, your payroll staff needs to complete all three pages at least once.

Related Links

"Funding Provider and Company Page" (PeopleSoft HCM 9.2: Pension Administration)

PeopleSoft Payroll for North America

PeopleSoft Payroll Interface

Company - Company Location Page

Use the Company - Company Location page (COMPANY_TABLE1) to define and describe companies.

Navigation

- Set Up HCM > Foundation Tables > Organization > Company > Company Location
- Set Up HCM > Foundation Tables > Organization > Company BRA > Company Location
- Set Up HCM > Foundation Tables > Organization > Agency USF > Agency Location

Image: Company - Company Location page (1 of 2)

This example illustrates the fields and controls on the Company - Company Location page (1 of 2). You can find definitions for the fields and controls later on this page.

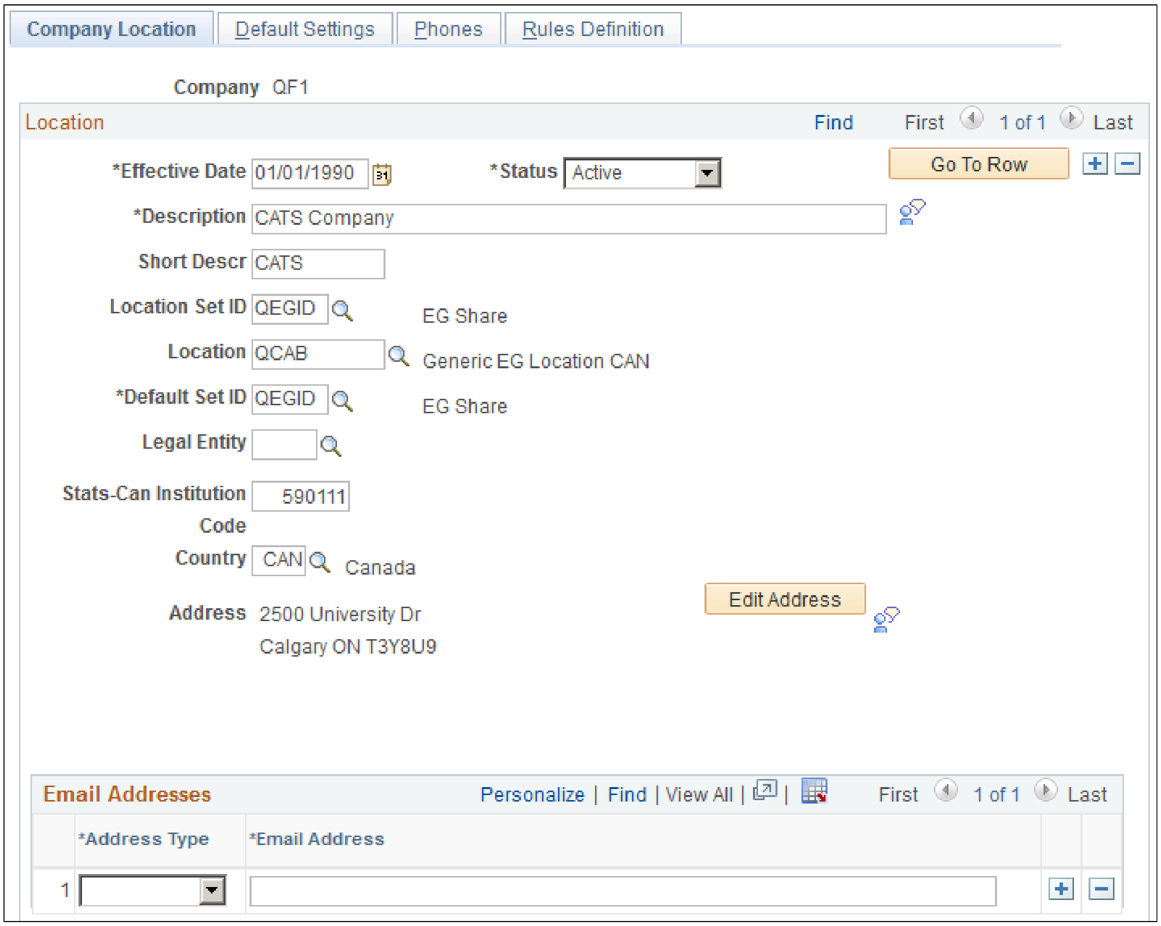
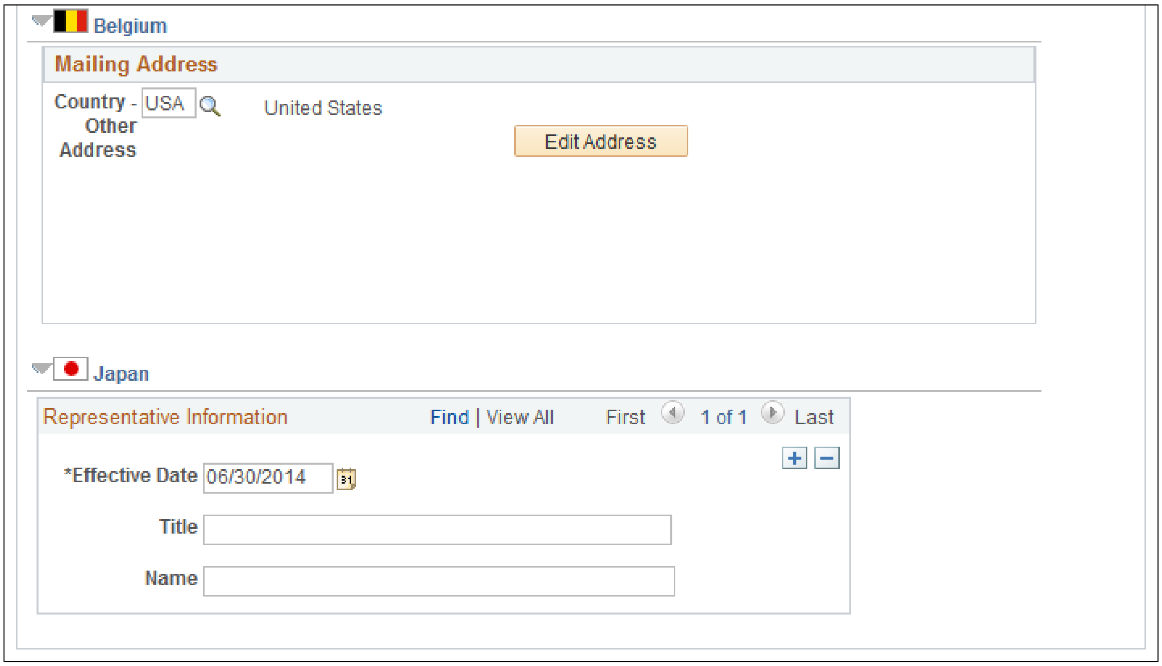


Image: Company - Company Location page (2 of 2)

This example illustrates the fields and controls on the Company -Company Location page (2 of 2). You can find definitions for the fields and controls later on this page.



For a single-company environment, you set up this table only once; for multiple-company environments, you set up a company code for each company.

(E&G) Stats-Can Institution Code (Statistics Canada institution code)

Enter your Statistics Canada institution code. In this eight-digit code, digits 1-2 identify the province in which the institution is located, digits 3-5 identify the institution, and digits 6-8 identify the campus (if applicable).

This field is visible only when the Installation Table -Products Page check box for Education and Government is selected and the Installation Table - Country Specific Page specifies Canada as the default country.

(BEL) Belgium

Enter the mailing address information for your Belgian companies.

(JPN) Japan

Title

Enter the title of your company's representative as of the effective date. This is the person whose title (and name) appears by default on the Appointment Notification report page.

If you accept the default—which you can override on the report page—the title and name appear on the Notification of (Hiring, Department Change, Grade Advance or Termination) pages.

Name	Enter the representative's name. You can override this default on the Appointment Notification report page.

Related Links

"Recording and Viewing Employee Additional Appointments Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Default Settings Page

Use the Default Settings page (COMPANY_TABLE2_GBL) to set up default company information; for example, the company pay group, salary point values, and Claeys formula factors for Belgian companies.

Navigation

- Set Up HCM > Foundation Tables > Organization > Company > Default Settings
- Set Up HCM > Foundation Tables > Organization > Agency USF > Default Settings

Image: Default Settings page (1 of 7)

This example illustrates the fields and controls on the Default Settings page (1 of 7). You can find definitions for the fields and controls later on this page.

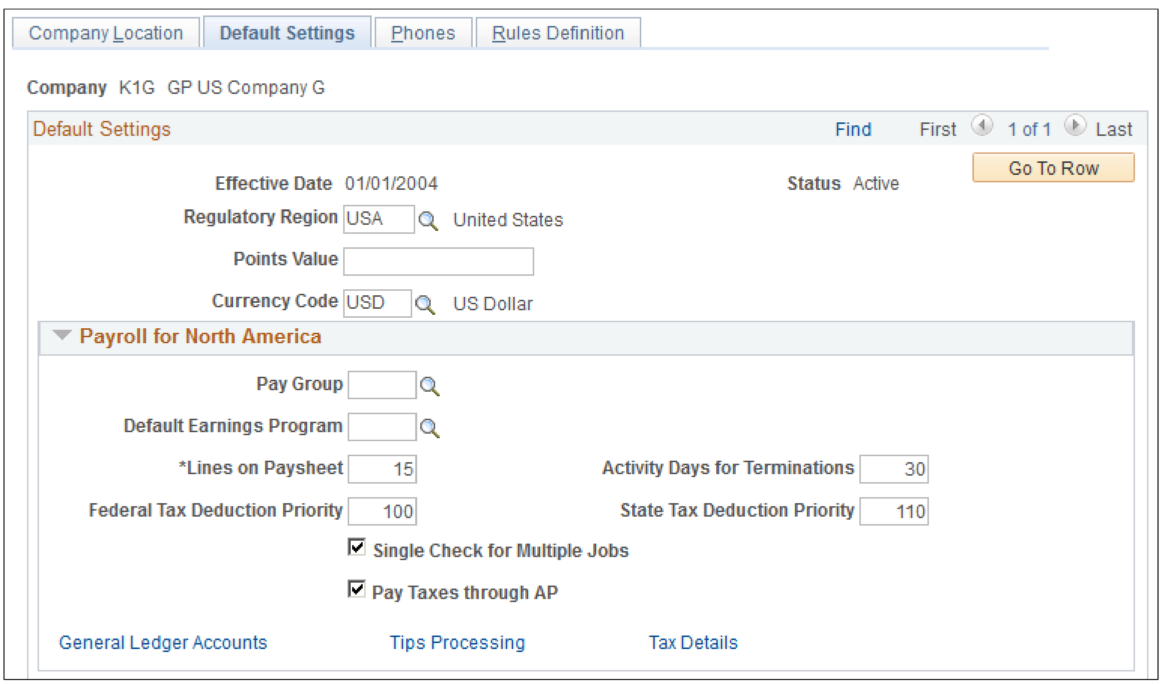


Image: Default Settings page (2 of 7)

This example illustrates the fields and controls on the Default Settings page (2 of 7). You can find definitions for the fields and controls later on this page.

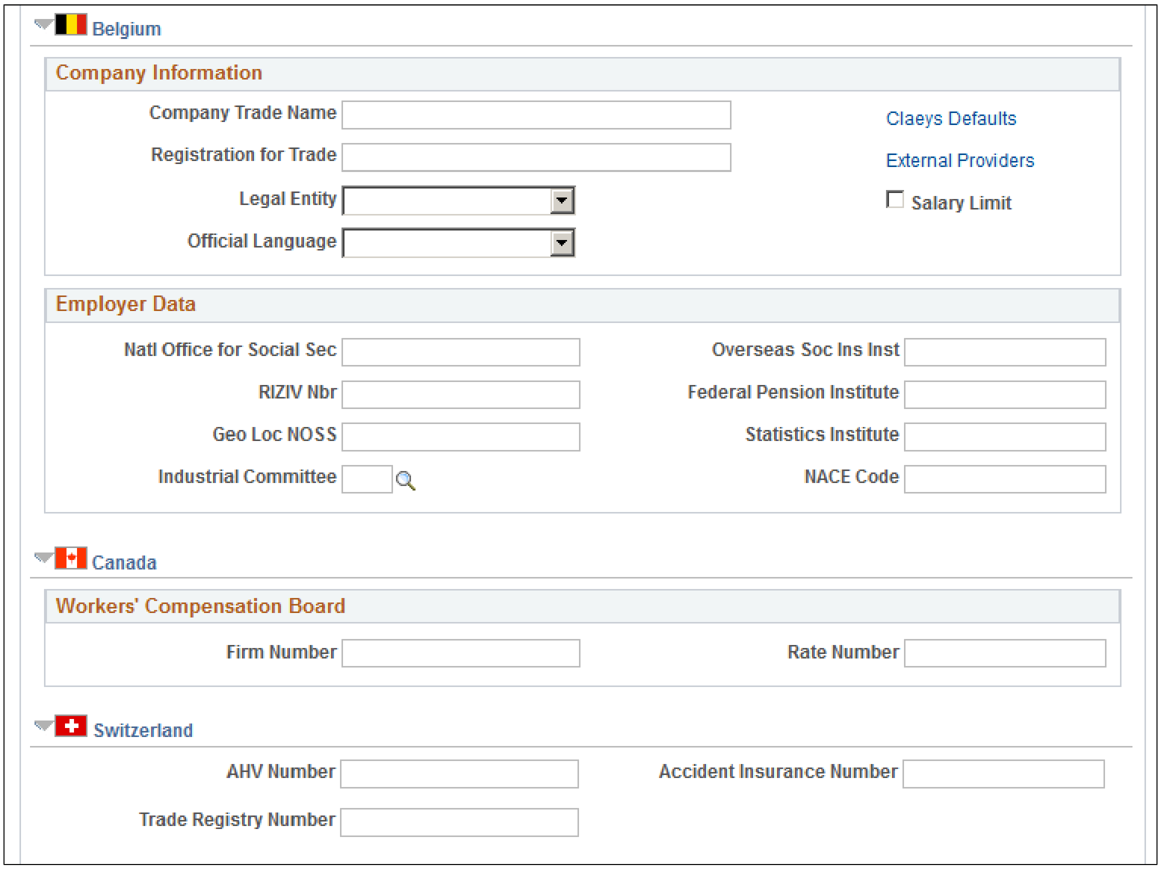


Image: Default Settings page (3 of 7)

This example illustrates the fields and controls on the Default Settings page (3 of 7). You can find definitions for the fields and controls later on this page.

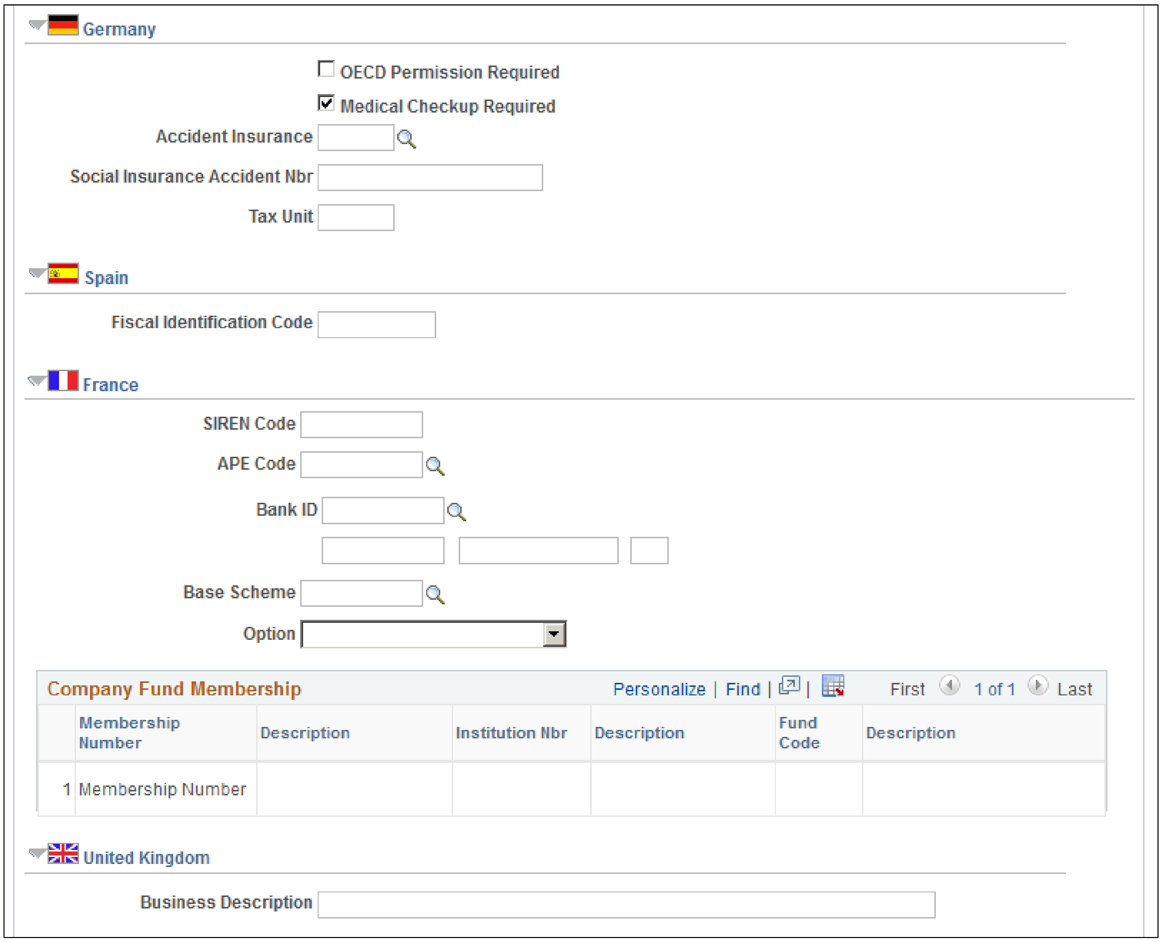


Image: Default Settings page (4 of 7)

This example illustrates the fields and controls on the Default Settings page (4 of 7). You can find definitions for the fields and controls later on this page.

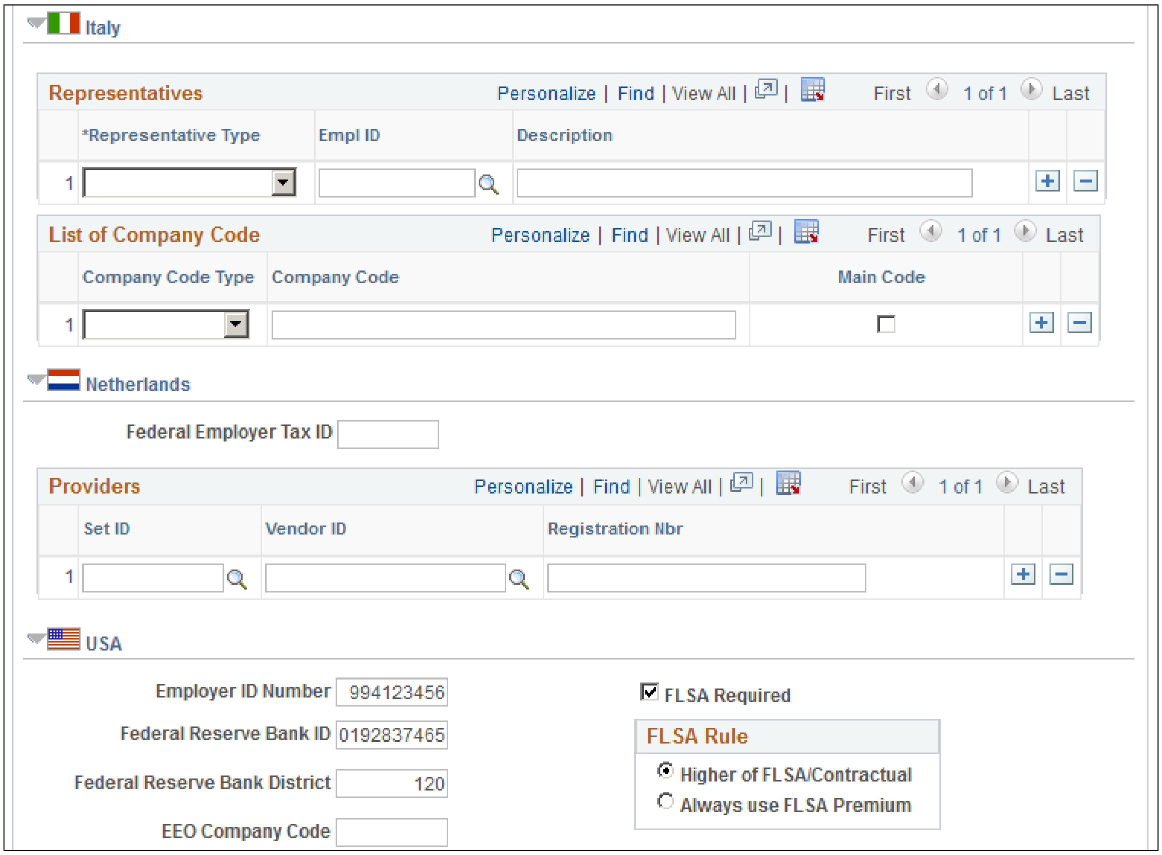


Image: Default Settings page (5 of 7)

This example illustrates the fields and controls on the Default Settings page (5 of 7). You can find definitions for the fields and controls later on this page.

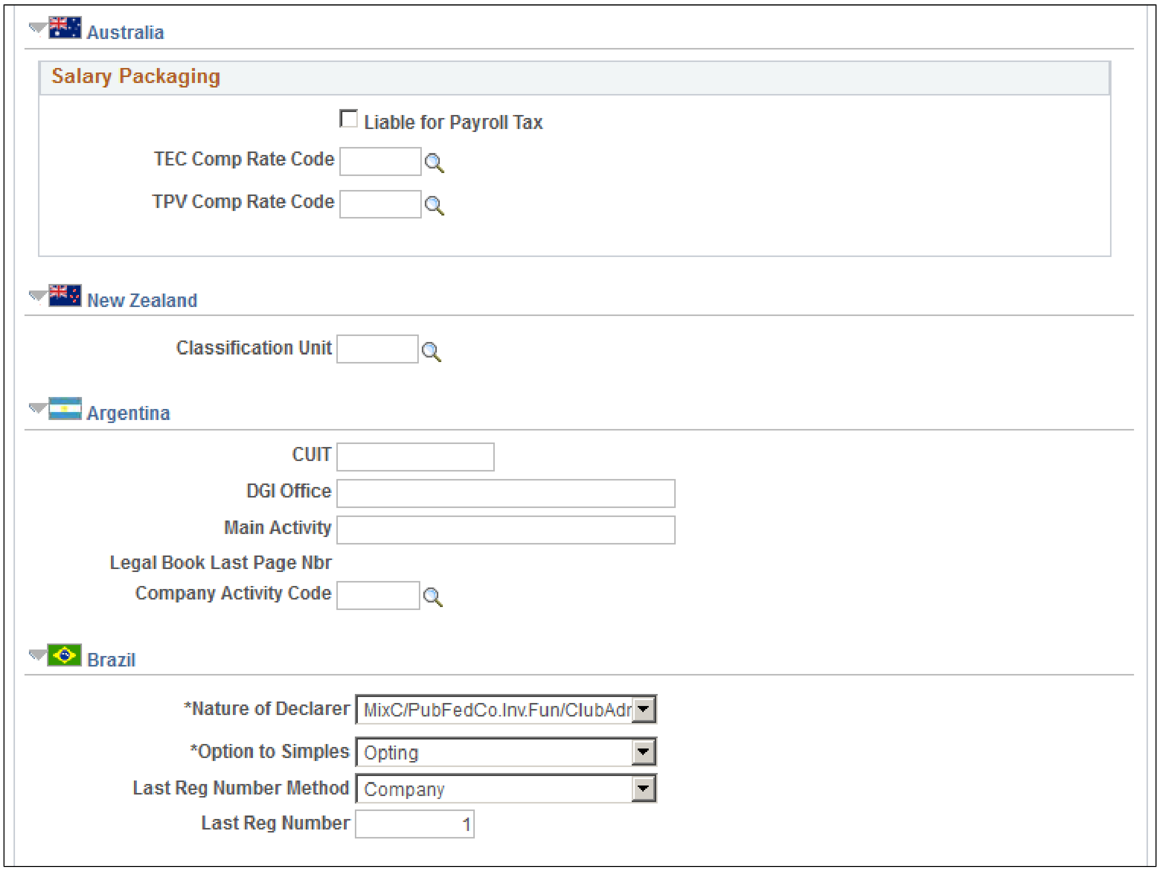


Image: Default Settings page (6 of 7)

This example illustrates the fields and controls on the Default Settings page (6 of 7). You can find definitions for the fields and controls later on this page.

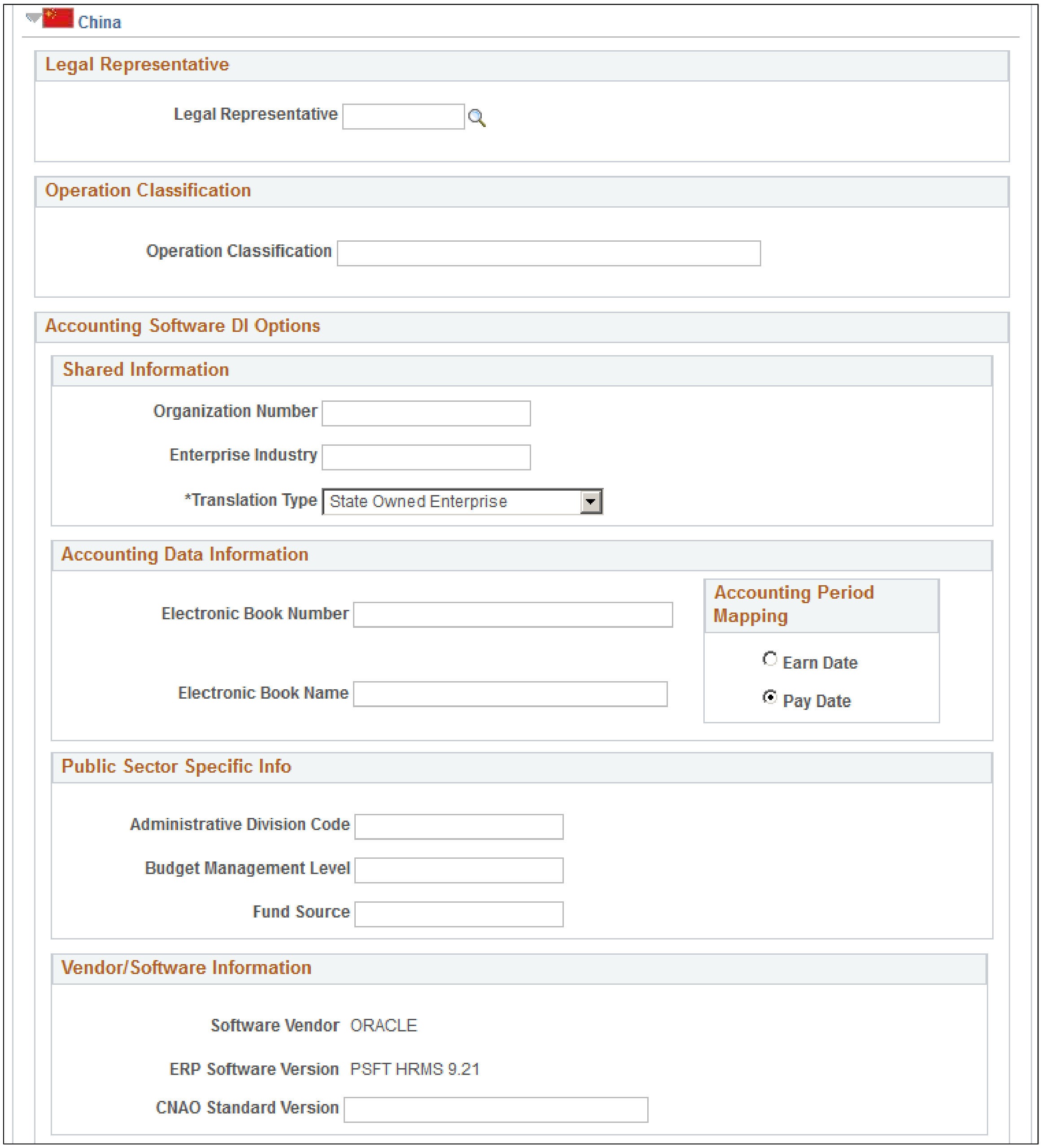
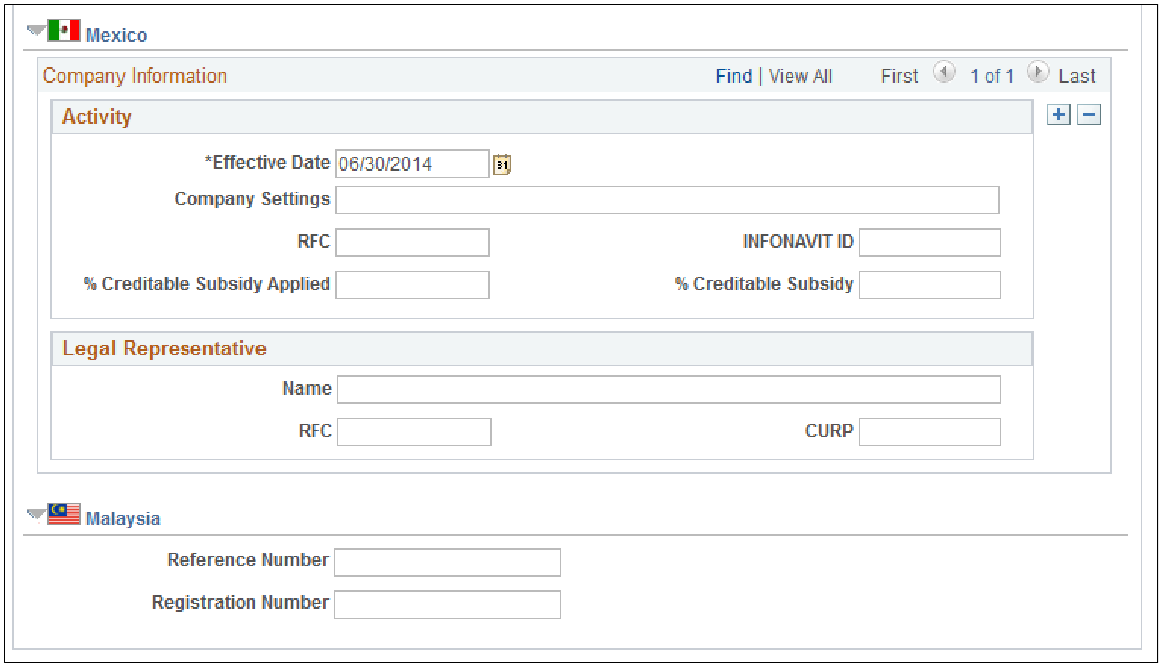


Image: Default Settings page (7 of 7)

This example illustrates the fields and controls on the Default Settings page (7 of 7). You can find definitions for the fields and controls later on this page.



Default Settings

Points Value

Enter the monetary value of your points.

Enable Phased Retirement

(USF) Select this check box to enable Phased Retirement tracking for an agency. When this option is selected, you can enter an action of *PRT* (Phased Employment/Phased Retirement) for an employee that has opted for phased retirement.

Payroll for North America

These fields are for companies using PeopleSoft Payroll for North America.

Pay Group

If you enter a value in this field, the pay group appears as the default for all employees in this company. You save data-entry time at the employee level if most employees have the same pay group.

Note: The size of this field varies depending on whether you use PeopleSoft Global Payroll or PeopleSoft Payroll for North America. First, set up your PeopleSoft Global Payroll or PeopleSoft Payroll for North America pay groups to make them available here. Where you do that depends on which payroll application you use.

Default Earnings Program	Select a default value for people in this company.
Lines on Paysheet	Enter the number of lines for the paysheet. Paysheets serve as a repository for the data that is required to calculate the employee pay for each pay period. See "Understanding Earnings Tables" (PeopleSoft HCM 9.2: Payroll for North America).
Activity Days for Terminations	This field is for information purposes only.
Federal Tax Deduction Priority and **State Tax Deduction Priority**	Enter the federal and state tax deduction priorities.
Pay Taxes through AP (pay taxes through Accounts Payable)	Select to indicate if this company is tracking its taxes through Accounts Payable.
General Ledger Account Codes	Click to enter information about general ledger account codes.
Tips Processing	Click to set up the parameters for handling tips in your company's environment.
Tax Details	Click to enter FICA and tax details.

(BEL) Belgium

Company Trade Name	Enter the name of your Belgian company; for example, Continental Commerce - Belgium.
Registration for Trade	Enter the company's official registration number from the Belgian Trade Register.
Legal Entity	A legal entity is the legal form that applies to a company: *Inc* (corporation), *Coop* (cooperative), and so forth. The translate values reference different forms that you can select to indicate whether the company is public or privately held or whether it is of limited liability.
Salary Limit	Select to set a maximum salary limit. While selecting this check box doesn't enforce any salary limits in the system, you can use it as a reference to prevent salary raises that exceed company limits or that would occur during periods where increases aren't allowed. If your organization enforces periods where no salary increases are allowed or limits salary increases, you can modify the PeopleCode behind this page. Then, when you select this check box, the system it to ensure that no raises are allowed during these periods.
Official Language	Select the company official language. This value is used as the default person's official language, with the exception of companies located in the Brussels-Capital Region, for which the person's preferred language is used as the default.

Claeys Defaults	Click to enter Claeys default and salary factor information on the Claeys page. See (BEL) Company Table - BEL page.
External Providers	Click to enter Belgian provider information for tracking third-party providers on the Providers page. See (BEL) External Providers BEL Page.
Natl Office for Social Sec (national office for social security)	Enter the number under which the company is registered at the National Office for Social Security.
Overseas Soc Ins Inst (overseas social insurance institution, federal pension institute)	Enter the company's overseas social insurance institution, federal pension institute for use in meeting your Belgian organization's reporting requirements to the Belgian government. While the system doesn't require this information, it is important for regulatory reporting.
RIZIV Nbr (RIZIV number)	Enter the RIZIV code. It records the company's Federal Institute for Illness and Disability Insurance category.
Geo Loc NOSS (geographic location for State Social Insurance category)	Enter the geographical location for the NOSS.
Statistics Institute	Enter the statistics institute for use in meeting your Belgian organization's reporting requirements to the Belgian government. While the system doesn't require this information, it is important for regulatory reporting.
Industrial Committee	Select the appropriate industrial committee for the company. You can override this value at the department level.
NACE Code	Enter the NACE code for the company. **Note:** The NACE code can range from 5 digits for group level, 6 for class level, and 7 for subclass level.

(CAN) Canada

Firm Number and **Rate Number**	Enter if you are tracking Workers' Compensation Board data for Canadian workers.

(CHE) Switzerland

AHV Number (Alters-und Hinterbliebenen Versicherung number)	Enter the number of the responsible AHV compensation office. This numeric code can be up to 6 characters.
Accident Insurance Number	Enter the number assigned to the company by its accident insurance company. Use this number in health and safety reporting.

Trade Registry Number	Enter the number assigned to the company by the Trade Registry office. The format is 999.9.999.999-9.

(DEU) Germany

OECD Permission Required (Organization for Economic Cooperation and Development permission required)	Select if applicable. Germany requires OECD permission for workers from non-OECD countries to work in certain types of industry, such as defense or high technology.
Medical Checkup Required	Select if a medical checkup is required for your workers under German labor law.

(DEU) German Public Sector

State (EF1)	Specify the state value for the company. It'll be used as the EF1 value in any Workforce Statistic report that is run for the company.
Area (EF2)	Specify the area value for the company. It'll be used as the EF2 value in any Workforce Statistic report that is run for the company.
Report Number (EF3)	Specify the report number value for the company. It'll be used as the EF3 value in any Workforce Statistic report that is run for the company
Employer Number	Specify the employer number for the company. The system needs this value to run the family allowance report for employees.

(ESP) Spain

Fiscal Identification Code	Enter your company's fiscal identification code as assigned by the Spanish government.

(FRA) France

SIREN Code (Systeme Informatique pour le Repertoire des Entreprises code)	Enter a SIREN code for this organization. This code is assigned to a company when it registers as a business with the French government. The code isn't required for your human resources system, but is required on many company documents.
APE Code (Activite Principale Exercee code)	Select an APE code. This code serves as a classification of the type of industry that the company is involved in (banking, software, insurance, and so forth). The code is required by French law and must appear on all company regulatory reports.
Bank ID	Enter a bank ID and data check digit (optional).

Base Scheme

Select the base scheme for the company. Base schemes are defined on the Mandatory Base Scheme page (Set Up HCM >Product Related >Workforce Administration >Workforce Data FRA >Base Scheme)and are required for DADS reporting.

See "Understanding DADS Reporting" (PeopleSoft HCM 9.2: Global Payroll for France), "Understanding Global Payroll Rules for DADS" (PeopleSoft HCM 9.2: Global Payroll for France), and "Understanding DADS Data Structures" (PeopleSoft HCM 9.2: Global Payroll for France).

See "Generating DADS Files" (PeopleSoft HCM 9.2: Global Payroll for France).

Option

This field was previously used in DADS reporting for the previous DADS norm (DADS-TDS). However, the field is no longer used with the current DADS reporting that uses the DADS-U norm.

Company Fund Membership

This scroll area displays the pension/contingency contracts defined for the company on the Pensions/Contingency Contracts page. Click the Membership Number link to view the contract definition.

See "Pension/Contingency Contracts Page" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements).

Note: The system doesn't check the format of the numbers that you enter in the fields on this page.

(GBR) United Kingdom

Business Description

Enter the company business description. This information is used on the two local UK RIDDOR reports, which are located on the Monitor Health/Safety menu. The system prints the business description of the relevant company from the Job record of each employee.

(ITA) Italy

Company Code Type and **Company Code**

Enter the company code type and code that is assigned to your company by the Italian regulatory authorities.

Main Code

Select if this is the main company code that is used for reporting purposes.

(NLD) Netherlands

Federal Employer Tax ID

Enter the tax ID number that is provided by the Dutch government. It is required for the wage declaration that is submitted to the Tax Authority.

Vendor ID

Select the providers that are associated with the company. For Dutch illness reporting, the system uses the vendor that has the HCM Class field on the Vendor Information page set to *I (Industrial Insurance Board Provider).* Set up vendors using the Provider/Vendor Table component (Set Up HCM >Product Related >Benefits NLD).

Dutch illness reporting is delivered with the Human Resources Monitor Absence business process and PeopleSoft Global Payroll for the Netherlands.

Registration Nbr (registration number)

Enter the registration number for the insurance provider, which you obtain from the provider. The registration number is a required field for the vendor that is used in Dutch illness reporting.

(USA) USA

Employer ID Number

Specify the unique Federal Employer ID Number (EIN) associated with the company. This control becomes the default for the Employer ID State Withholding control on the Company State Tax Table.

Note: If you choose to set up multiple companies with the same EIN, modifications must be made to the quarterly wage reports to 'roll-up' these totals (for example, TAX810XX, TAX860XX, etc.).
However, for Annual W-2 reporting, employee balances can be combined using the W-2 Reporting Company feature.

FLSA Required

Select this option if *any* non-exempt employees in the company need to have the FLSA rate calculated for their overtime pay. If there are Pay Groups with non-exempt employees who do not need to have the FLSA rate calculated then the FLSA Required flag on the Pay Group should be deselect.

Deselecting the FLSA Required on the Company component prevents you from using the FLSA calculation for all pay groups because the FLSA Required flag on the Pay Group component (PAYGROUP_TABLE) is hidden.

If you select this option, also select the applicable FLSA rule to indicate how and when the FLSA calculated premium will apply to overtime pay.

Higher of FLSA/Contractual

FLSA premium will apply only when it is greater than the contractual rate.

Always use FLSA Premium

Use the FLSA premium amount regardless of the contractual rate.

Federal Reserve Bank ID — The system uses this field when processing U.S. savings bonds issuing data. Enter the Federal Reserve Bank (FRB) identifier assigned to this company by the FRB.

Federal Reserve Bank District — The system uses this field when processing U.S. savings bonds issuing data. Enter the Federal Reserve Bank District Designator indicating which FRB is doing the issuing of the bonds.

EEO Company Code (equal employment opportunity company code) — If the U.S. government has assigned this company a code for EE0-1 and VETS 100 reporting, enter the number.

(AUS) Australia

Liability for Payroll Tax — Specify whether tax is applicable to the default compensation rate components. When you select this check box, the state payroll tax rates you set up on the State Payroll Tax page (PKG_PYTX_RT_TBL) are used in the package compensation calculation for your salary-packaged employees.

TEC Comp Rate Code and**TPV Comp Rate Code** — Specify the default compensation rate code for TPV (Total Package Value) and TEC (Total Employment Cost) that you will use in salary packaging enrollment.

You set up your compensation rate codes on the Comp Rate Code Table page (COMP_RATECD_TBL).

Institute Code — This group box appears only if you've selected the Education & Government check box on the Installation Table component. Enter the Institute Code identifier for DETYA reporting. This is used by the system to track information about the institute for reporting purposes and defaults on any page where this is required information.

Agency Code — This group box appears only if you've selected the Education & Government check box on the Country Specific page of the Installation component. Enter the agency code for the company.

(NZL) New Zealand

Classification Unit — Enter the classification unit for your company. This information comes from the Class Unit Table page (CLS_UNT_TBL_NZL). The system uses this data for Accident Rehabilitation Compensation Insurance (ARCI) employer premium calculations.

See "Setting Up the ARCI Table" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements).

(ARG) Argentina

CUIT (Código único de Identificación Tributaria)	Enter the Unique Tax Identification Code corresponding.
Legal Book Last Page Nbr	Displays the last page number for the Legal Book Report that details employees' earnings and deductions.

(BRA) Brazil

Nature of Declarer	Enter the legal nature of the establishment. This information is used for reporting purposes.
Option to Simples	Select an option to simples value to have the company's contributions replaced by the actual invoice contribution amounts after invoices are generated.
Last Reg Number Method (last registration number method)	Select whether the registration number of employees is to be assigned and tracked by establishment or company.
Last Reg Number (last registration number)	Displays the registration number to be assigned to the next employee who is hired, rehired, or transferred to this company. This field is available for edit if *Company* is selected as the last registration number method. The last registration number is updated in all the company's effective dated rows.

(CHN) China

For information on these fields, see "Default Settings Page" (PeopleSoft HCM 9.2: Global Payroll for China).

(MEX) Mexico

Company Settings	Define the company's activity. Typical values are *Financial, Pharmaceutical, Manufacturing, Services, Tourism,* and *Sales.*
RFC	Enter the RFC ID for your company. The Mexican Treasury *(Secretaria de Hacienda y Credito Publico)* identifies each company with an RFC ID. Social security, taxes, and payroll reports use the RFC ID.
INFONAVIT ID	Enter the INFONAVIT ID for your company.
% Creditable Subsidy	Enter the percentage of accreditable subsidy. This value is used to calculate federal taxes.
Name	Enter the name of the person who acts as the legal representative for the company.
RFC and **CURP**	Enter these values for the legal representative.

(MYS) Malaysia

Reference Number

Enter the company tax reference number (the Company C File Number). This number is used in Annual Statement of Tax Deductions - Malaysian CP159 report (GPMYTX05).

Registration Number

This is the company registration number, assigned by the government of Malaysia assigns to an organization to uniquely identify the company. This is used in CP39 Monthly Statement of Tax Deductions - Electronic form (GPMYTX04).

Related Links

"Understanding the Works Councils Approval Business Process" (PeopleSoft HCM 9.2: Manage Labor Administration)

"Understanding U.K. Regulatory Requirements" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

"Sal Pkg Payroll Tax Rates AUS Page" (PeopleSoft HCM 9.2: Human Resources Administer Salary Packaging)

"Setting Up Rate Codes" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)

PeopleSoft Global Payroll

PeopleSoft Payroll for North America

(Payroll for North America) General Ledger Liability Accts Page

(USF) Use the General Ledger Liability Accts page (COMP_TBL7USA_SEC) to enter General Ledger account codes for net pay and direct deposits.

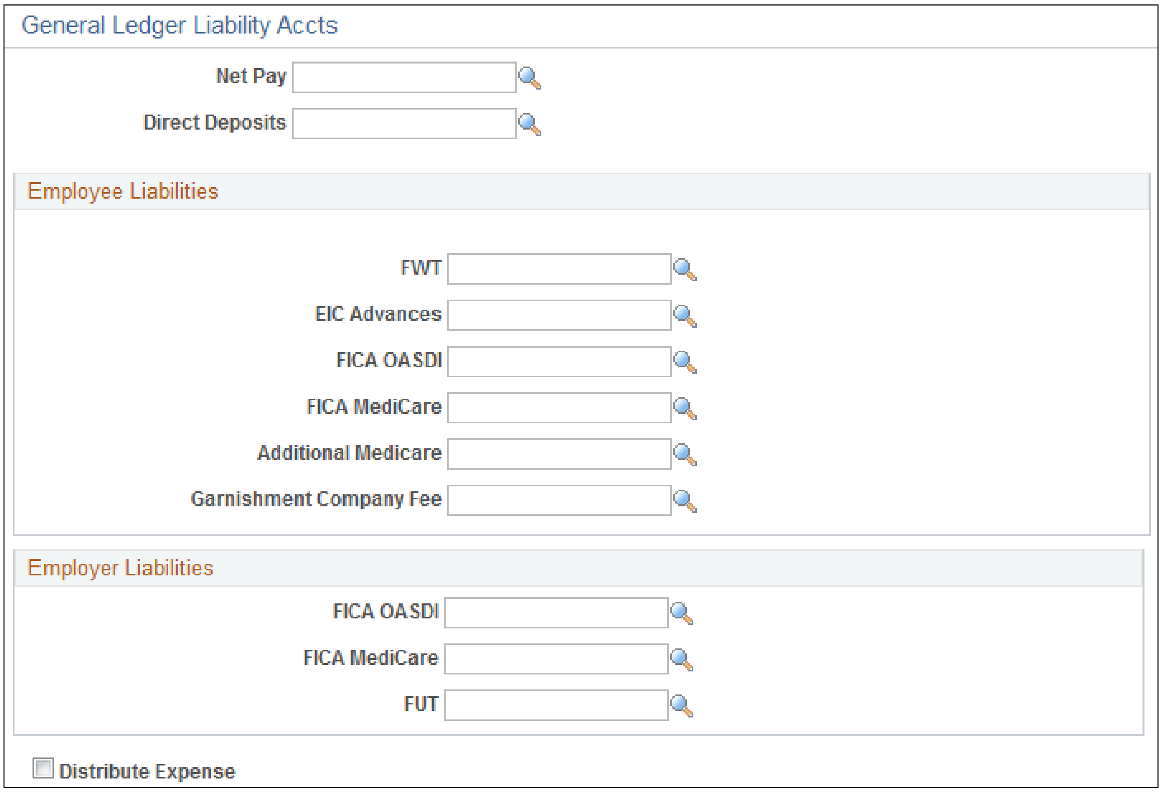
Navigation

Set Up HCM >Foundation Tables >Organization >Agency USF >Default Settings

Expand the Payroll for North America group box, and select the General Ledger Accounts link.

Image: (Payroll for North America) General Ledger Liability Accts page

This example illustrates the fields and controls on the General Ledger Liability Accts page for Payroll for North America.



Select the combination codes for each liability.

The Net Pay and Direct Deposits fields on this page are applicable to both U.S. and Canada. The liability combination codes are related to U.S. tax accounting information only. Canadian companies use the Wage Loss Plan Table to enter GL tax accounting information.

Distribute Expense

Select this box to distribute the cost of benefits between an employee's home department and other departments where the employee earns earnings (such as an employee who has multiple jobs). The system distributes the cost of benefits according to the percentage of total earnings that the employee earned in each department. If you do not select this check box, all expenses are distributed to the employee's home department.

See "(CAN) Setting Up Wage Loss Plans" (PeopleSoft HCM 9.2: Payroll for North America).

See "Establishing a General Ledger Account for Company Fees" (PeopleSoft HCM 9.2: Payroll for North America).

(USA) Tips Processing Page

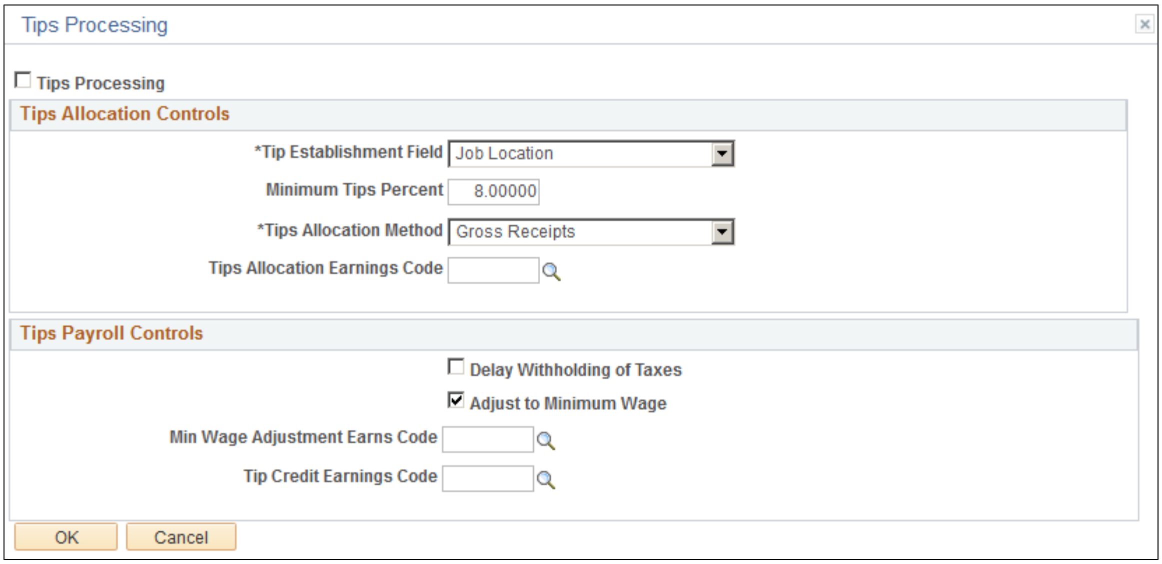
Use the Tips Processing page (COMP_TBL6USA_SEC) to set up tip allocation.

Navigation

Click the Tips Processing link on the Default Settings page.

Image: Tips Processing page

This example illustrates the fields and controls on the Tips Processing page. You can find definitions for the fields and controls later on this page.



Tips Processing

Select to indicate the use of this feature. Tip allocation is required when the amount of tips reported by tipped worker for a pay period is less than a specified percentage of an establishment's gross receipts for that period.

Tips Allocation Controls

These values populate the Tip Establishment page (TIPS_ESTAB_TBL).

Tip Establishment Field

This field designates where the tips are acquired. Tips allocation is done for each establishment. An establishment is an individual restaurant, hotel, or other unique location. If a company has 15 restaurants, tips are allocated separately for each restaurant. You cannot override this value in the Tip Establishment page.

The value selected here determines the valid values available in the Tips Establishment ID field on the Tip Establishment page. For example, if *Job Location* is selected here, a list of valid locations is available from the Tips Establishment ID field on the Tip Establishment page. If *Job Dept ID* is selected, a list of valid departments is available. See "Setting Up the Payroll System for Tip Allocation" (PeopleSoft HCM 9.2: Payroll for North America)

Minimum Tips Percent

Enter the minimum percentage of tips to be distributed to workers. The percentage specified by the federal regulations is 8 percent. Employers can apply for a lower percentage if it can be shown in writing that the tip rate at an establishment is less than 8 percent. You can override this value in the Tip Establishment table.

Note: The minimum tips percent value is based on federal and state regulations.

Tips Allocation Method	Select the tip allocation method used for this company. Only establishments that employ fewer than 25 employees (tipped and nontipped) during a pay period can use the *Hours Worked* method. You can override this value in the Tip Establishment table.
Tips Allocation Earnings Code	Select the earnings code to record the amount calculated by the tip allocation process. You cannot override this value in the Tip Establishment table.

Tips Payroll Control

These values populate the Pay Group table, where you can override them.

Delay Withholding of Taxes	Select to have the system delay withholding until the worker reports 20 USD of tips in a month federal and state taxes for each earning that is indicated for tax withholding in the Tax table.
Adjust to Minimum Wage (adjustment to minimum wage)	Select this check box unless your company has a special agreement with the Internal Revenue Service. This ensures that tipped workers receive necessary wage adjustments to bring them up to the minimum wage.
Min Wage Adjustment Earns Code (minimum wage adjustment earnings code)	Select the earnings code to be used when tips plus wages do not meet statutory minimum wage requirements.
Tip Credit Earnings Code	Select an earnings code for recording tip credits. Tip credits are memo earnings to identify what portion of reported tips goes toward payment of the federal minimum wage (state minimum wage is used if it is higher than the federal minimum wage).

(USA) Tax Details Page

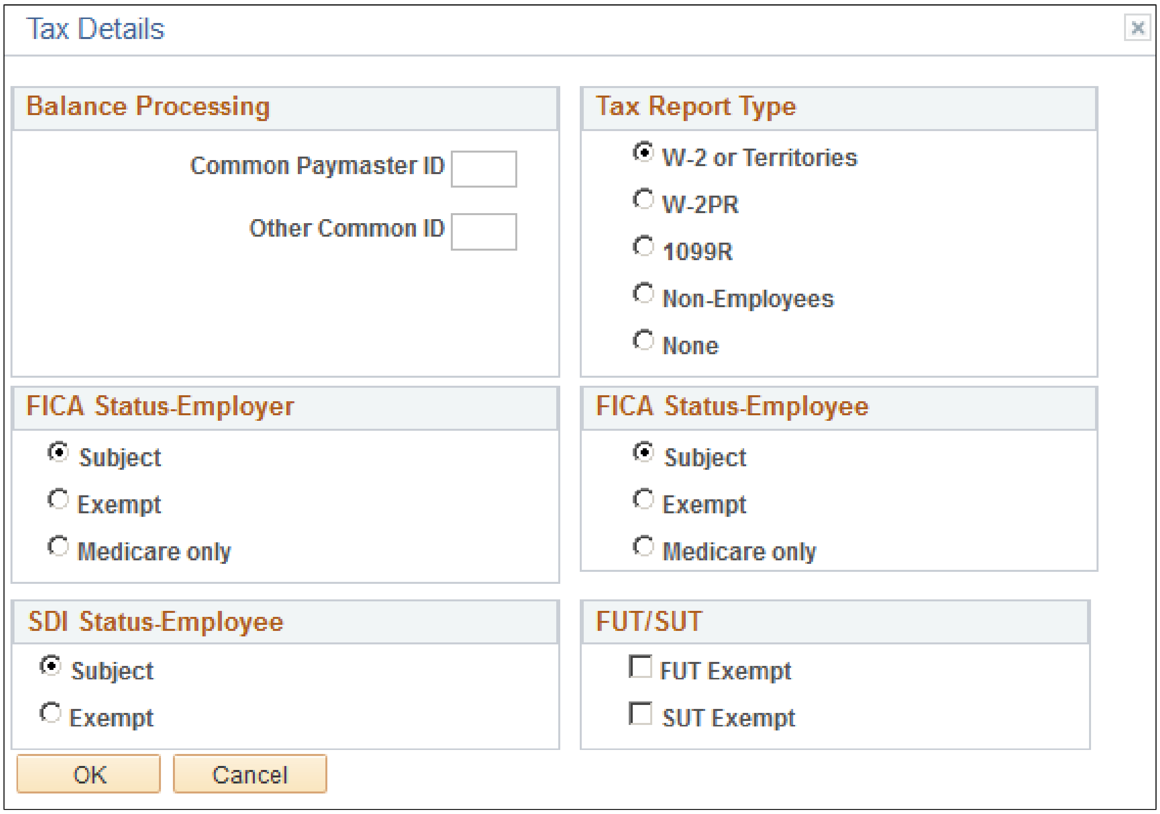
Use the Tax Details page (COMP_TBL8USA_SEC) to specify your federal employer identification number, link companies together, and define default tax status.

Navigation

Select the Tax Details link on the Default Settings page.

Image: Tax Details page

This example illustrates the fields and controls on the Tax Details page. You can find definitions for the fields and controls later on this page.



Use the Balance Processing options when two or more related corporations concurrently employ one or more workers and pay them through one of the corporations as a common paymaster. By selecting these controls, the system treats simultaneous employee balances in multiple companies as one total balance when calculating payroll.

The total Social Security and Medicare taxes that must be paid are determined as if the people had one employer—the common paymaster—paying all their wages. The system will also recognize balances in all companies linked by a common paymaster when determining if a certain limit has been met—so you don't have to calculate employee balances manually.

Common Paymaster ID

Enter a Common Paymaster ID to tell the system to treat *all employee tax, deduction, garnishment,* and *earnings balances* as one for companies sharing that Common Paymaster ID.

Other Common ID

Enter an Other Common ID to tell the system to treat *all employee deduction garnishment, and earnings balances* as one for companies sharing that Other Common ID.

You'd typically use an Other Common ID when you need to keep your companies separate for tax purposes, but need to maintain accurate current employee balances across companies for calculating Section 415 limits, year-to-date deduction maximums, and maximum yearly earnings ceilings. Leave accrual balances are not included in Common Paymaster ID or Common Other ID processing.

Tax Report Type

This field is used by the year-end tax reporting programs.

PeopleSoft Payroll for North America requires employees and supported types of persons of interest to be associated with companies that have the correct tax report type:

- Employees must be associated with companies with one of these tax report types:
  - W-2 or Territories
  - W-2PR (W-2 Puerto Rico)
- *Other Payee* and *Pension Payee* persons of interest must be associated with companies with tax report type 1099R.
- Student Refund persons of interest must be associated with companies with tax report type Non-Employees or None.

Note: To produce Forms W2PR for Puerto Rico in Payroll for North America, you must have paid Puerto Rico employees in one or more separate companies for the entire tax year being reported. Each Puerto Rico employee's home address must be set up with the country code *USA* and the state code *PR* for proper tax reporting.

Note: To include retirees in your year-end reports, you must set them up in a separate 1099-R company.

FICA Status-Employer

This field is information only.

FICA Status-Employee

This information appears as a default on the Job Information page (JOD_DATA_JOBCODE).

SDI Status-Employee

For states where the SDI status is not specified as *Not Applicable,* the Employees' SDI Status will appear as a default.

FUT Exempt

Select this option if the company is exempt from FUT.

SUT Exempt

Select this option if the company is exempt from SUT.

(BEL) Company Table - BEL page

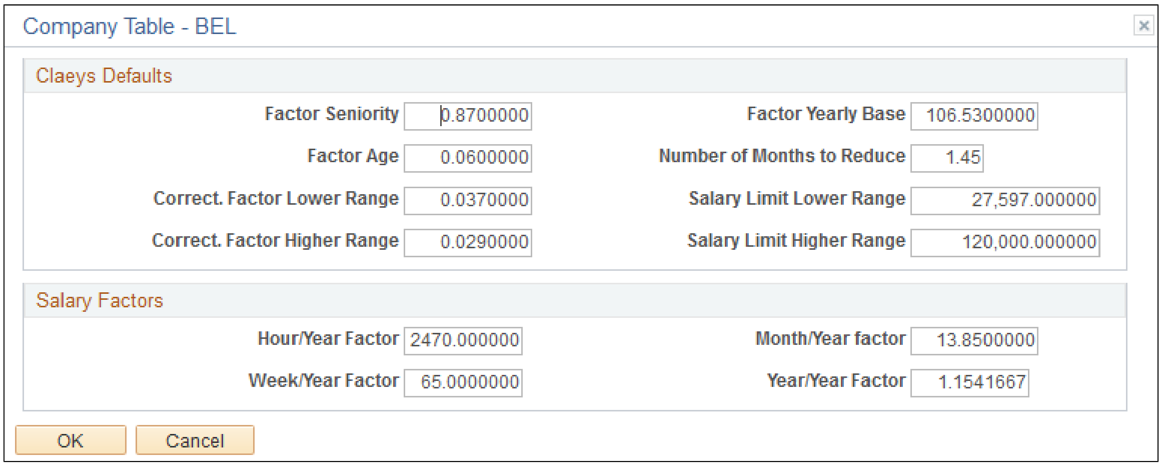
Use the Company Table - BEL page (COMP_TBL2ABEL_SBP) to enter the default information and salary factors that are used to perform Claeys formula calculations.

Navigation

Click the Claeys Defaults link in the Belgium section on the Default Settings page.

Image: Company Table - BEL page

This example illustrates the fields and controls on the Company Table - BEL page. You can find definitions for the fields and controls later on this page.



Salary Limit Lover Range and **Salary Limit Higher Range**	Enter the salary limits for applying the Claeys formula.
Hour/Year Factor	Enter the hour/year factor to calculate the hourly amount that an worker earns and gross that amount up to the yearly total.
Month/Year Factor	Enter the month/year factor to calculate the monthly amount that an worker earns and gross that amount up to the yearly total.
Week/Year Factor	Enter the week and year to calculate the weekly amount that an worker earns and gross that amount up to the yearly total.
Year/Year Factor	Enter the year/year factor to calculate the yearly total.

Note: In Belgium, the year factor is 13.85.

Related Links

"Tracking Claeys Formula Calculations" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

(BEL) External Providers BEL Page

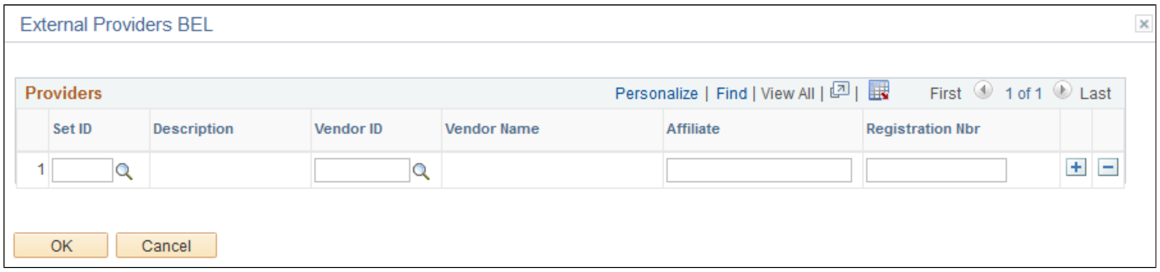
Use the External Providers BEL page (COMP_TBL2BBEL_SBP) to associate a provider with a set ID.

Navigation

Click the External Providers link in the Belgium section on the Default Settings page.

Image: External Providers BEL page

This example illustrates the fields and controls on the External Providers BEL page. You can find definitions for the fields and controls later on this page.



Set ID and **Vendor ID**	Select from the list of options. The system lists all valid providers, not just Belgian providers.
Affiliate	Enter the affiliate, if applicable.
Registration Nbr (registration number)	Enter the registration number, if applicable.

Company - Phones Page

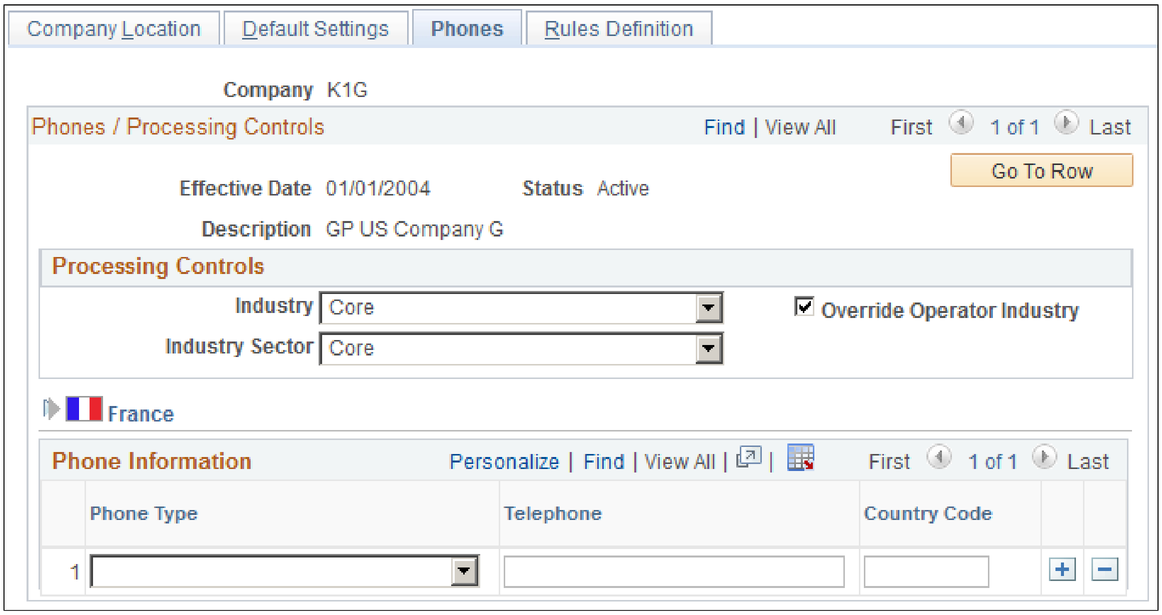
Use the Company - Phones page (COMPANY_TABLE3_GBL) to enter telephone information for a company.

Navigation

- Set Up HCM > Foundation Tables > Organization > Company > Phones
- Set Up HCM > Foundation Tables > Organization > Company BRA >Phones
- Set Up HCM > Foundation Tables > Agency USF > Company > Phones

Image: Company - Phones page

This example illustrates the fields and controls on the Company - Phones page. You can find definitions for the fields and controls later on this page.



Processing Controls

Override Operator Industry Select if the operator industry can be overridden.

(FRA) France

Labor Agreement Select a Labor Agreement code from the list.

Phone Type and **Telephone** Enter the phone type, such as *Business, Home,* and so forth, and the phone number. The phone fields are effective-dated and scrollable so that you can enter multiple phone types and maintain history data.

Rules Definition Page

Use the Rules Definition page (COMPANY_TABLE4_GBL) to define FTE rules for the company.

Navigation

- Set Up HCM > Foundation Tables > Organization > Company > Rules Definition
- Set Up HCM > Foundation Tables > Organization > Company BRA >Rules Definition
- Set Up HCM > Foundation Tables > Organization > Agency USF > Rules Definition

Image: Rules Definition page

This example illustrates the fields and controls on the Rules Definition page. You can find definitions for the fields and controls later on this page.

FTE Decimal Precision	Enter the number of decimal points the system will use when calculating FTE. **Note:** If you set this field to zero or leave it blank, the FTE calculations on the Job Data pages will default to 1 regardless of the number of hours entered or part/full-time status.

(FRA) France

PAID FTE Decimal Precision	Enter the number of decimal points the system will use when calculating FTE for payment purposes.

(BRA) Company Details BRA Page

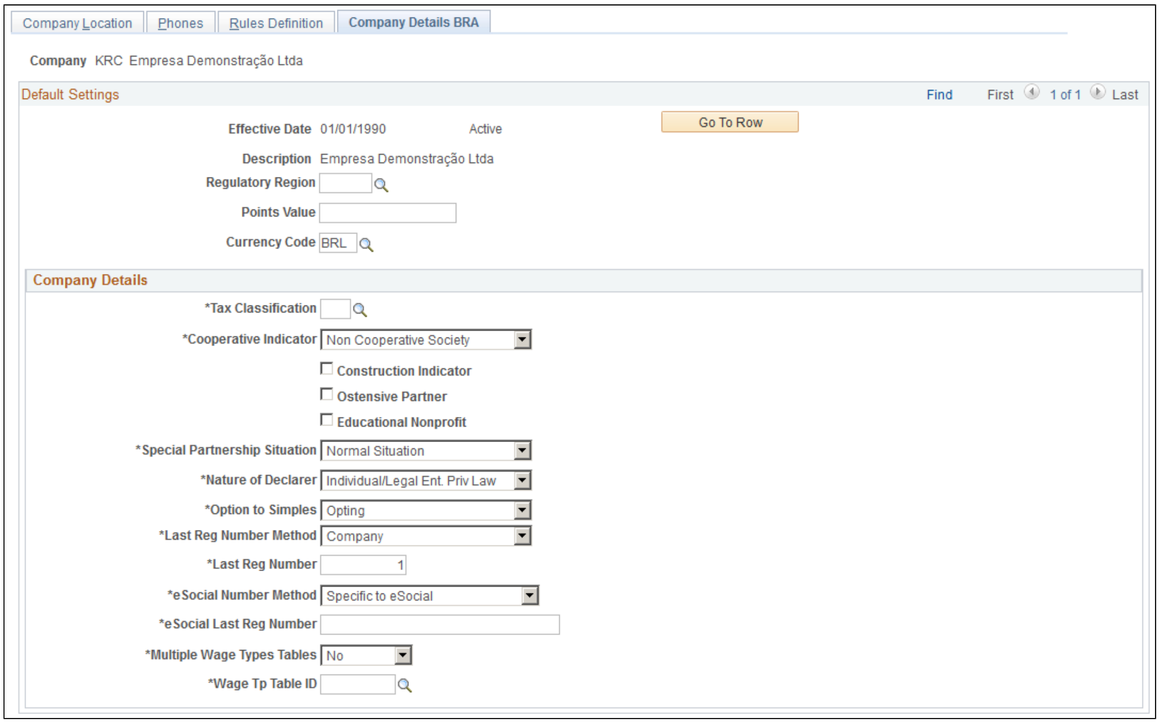
Use the Company Detail BRA page (COMPANY_TABLE_BRA) to enter company details that are specific to the country of Brazil.

Navigation

Set Up HCM > Foundation Tables > Organization > Company BRA >Company Details BRA

Image: Company Details BRA page

This example illustrates the fields and controls on the Company Details BRA page. You can find definitions for the fields and controls later on this page.



Education Nonprofit

Select if this company has a non-profit education branch. This field is used in eSocial reporting.

eSocial Number Method

Select the method used to track eSocial register numbers. Values are *DRT Number* and *Specific to eSocial*.

If the selected Last Reg Number Method field value is *Company*, both values are available for selection.

If the selected Last Reg Number Method field value is *Establishment ID*, only *Specific to eSocial* becomes available; eSocial does not allow duplicate register numbers within the same company.

eSocial Last Reg Number

Displays the last assigned eSocial register number.

If *DRT Number* is selected, the system populates this field with the Last Reg Number field value.

If *Specific to eSocial* is selected, the populated field value is *0* (zero).

Multiple Wage Types Tables

Select *Yes* if the company has more than one Wage Types table. This option is used if a company has different systems, in addition to the PeopleSoft payroll system, running its payroll.

Select *No* if the company uses one single Wage Types table.

Wage Tp Table ID (wage type table ID)

Select the Wage Type table that is associated with the company referenced on this page. The information is used to report wage type information (earnings and deduction elements) changes (after validation) for the company in eSocial using the S-1010 event.

See Also "Wage Types Table Page" (PeopleSoft HCM 9.2: Global Payroll for Brazil)

(USF) Entering Agency Information

To enter agency information, use the Agency USF (AGENCY_TABLE) and the Agency Table Report (RUN_FGPER803) components.

These topics provide an overview of agency information and discuss how to enter payroll information.

Pages Used to Enter Agency Information

Page Name	***Definition Name***	***Usage***
(USF) Payroll Interface Information Page	GVT_COMPANY_TBL7	Enter the agency's payroll interface information.
Payroll Office Address Page	GVT_COMPANY_TBL8	Enter the agency's payroll office address information.
ECS Address Page (electronic certification system address)	GVT_COMPANY_TBL9	Enter the agency's ECS address information.
Agency Table Report - Run Control page Page	PRCSRUNCNTL	Run the Agency Table report (FGPER803). This prints all agencies in the Agency component and default information, including name and address, agency code, and effective date.

Understanding Agency Information

Use the Agency component (AGENCY_TABLE) to enter information about a single agency or sub-agencies in your organization, from the central agency address to general ledger accounts, tax information, and payroll processing information. Most pages contain data from PeopleSoft Payroll for North America.

If you use only PeopleSoft Human Resources, you enter information only on the first page, the Agency Location page, for each agency that you want to add. You can also associate a default pay group with the agency on the Default Settings page. The value that you select appears as the default on the Job Data pages for workers in this agency. However, it is easiest to treat each agency that you add as a separate tax entity, as though you were using PeopleSoft Payroll for North America.

If you're using PeopleSoft Payroll for North America, an agency is typically defined as a business unit that has a unique federal Employer Identification Number (EIN) for payroll tax reporting purposes.

If your agency uses PeopleSoft Payroll for North America, each sub-agency that you add must be equivalent to each EIN that you use. Your payroll staff needs to complete all nine pages at least once to add an agency EIN.

You can print a report of your Agency table using the Agency Table report.

Note: The Agency Location, Default Settings, Phones, and Rules Definition pages in the Agency Table component are identical to those in the Company Table component and share the same object names.

(USF) Payroll Interface Information Page

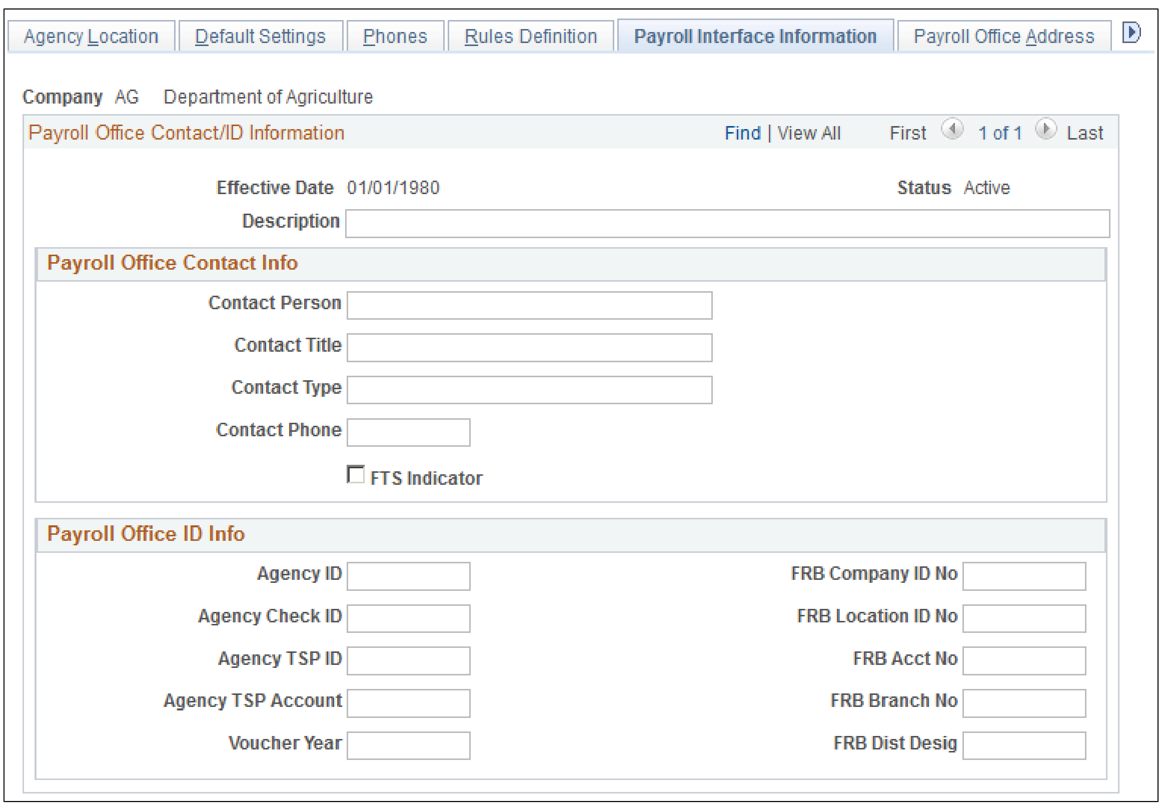
Use the Payroll Interface Information page (GVT_COMPANY_TBL7) to enter the agency's payroll interface information.

Navigation

Set Up HCM > Foundation Tables > Organization > Agency USF > Payroll Interface Information

Image: Payroll Interface Information page

This example illustrates the fields and controls on the Payroll Interface Information page. You can find definitions for the fields and controls later on this page.



FTS Indicator: Select if the phone number is an FTS number.

FRB Company ID No (FRB company ID number), **FRB Location ID No** (FRB location ID number), **FRB Acct No** (FRB account number), **FRB Branch No** (FRB branch number),: If necessary, enter FRB information.

and **FRB Dist Desig** (FRB district designation)

Related Links

PeopleSoft Payroll for North America

Defining Establishments

To define establishments, use the Establishment component (ESTABLISHMENT_DATA) and Controlled Establishment Sumry component (CONTROLLED_ESTABS). Use the ESTABLISHMENT_DATA component interface to load data into the tables for the Establishment component.

These topics provide an overview of establishments and discuss defining establishment data.

Pages Used to Define Establishments

Page Name	***Definition Name***	***Usage***
Establishment Address Page	ESTAB_TBL1_GBL	Create an information profile for each of your business establishments: Identify the establishment, indicate its regulatory region, and enter the address.
Establishment - Phone Numbers Page	ESTAB_TBL2_GBL	Enter the establishment's telephone, fax machine, and other related numbers.
Controlled Establishment Sumry Page	CONTROLLED_ESTABS	Shows all establishments that have designated the selected Headquarters Unit as their Controlling Establishment.

Understanding Establishments

You use the Establishment component to define distinct physical places of business (establishments) within your company, to enter address information, and to enter regulatory reporting information. In PeopleSoft Human Resources, you define establishments that are consistent with the regulatory requirements of your business operations.

In PeopleSoft Human Resources, an establishment:

- Has an address.
- Is associated with a company.
- Is used for regulatory purposes.

An establishment isn't necessarily a single building or location; it could be an entire industrial or office complex, but it is usually a physical place for which information is reported as a consolidated unit.

Two examples of how establishments are used:

- Occupational Illness and Injury Record keeping (OSHA 200) and Equal Employment Opportunity/ Affirmative Action reporting in the United States.
- Social Security and business statistical reporting in France.

Note: (USA) To support AAP reporting, locations and establishments can have a many to many relationship. Set up the relationship between establishments to locations on the Location Profile page (LOCATION_TBL2_GBL). Only establishments that are effective as of the location's effective date are available on the Location Profile page. View the locations associated with an establishment on the Establishment Address page.

Related Links

"Understanding U.S. Regulatory Requirements" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

Establishment Address Page

Use the Establishment Address page (ESTAB_TBL1_GBL) to create an information profile for each of your business establishments: Identify the establishment, indicate its regulatory region, and enter the address.

Navigation

- Set Up HCM > Foundation Tables > Organization > Establishment > Establishment Address
- Set Up HCM > Product Related > Workforce Administration > Establishment BRA > Establishment Address
- Workforce Monitoring > Meet Regulatory Rqmts > Define Regulatory Reqmts Data > Establishments > Establishment Address

Image: Establishment Address page (1 of 4)

This example illustrates the fields and controls on the Establishment Address page (1 of 4). You can find definitions for the fields and controls later on this page.

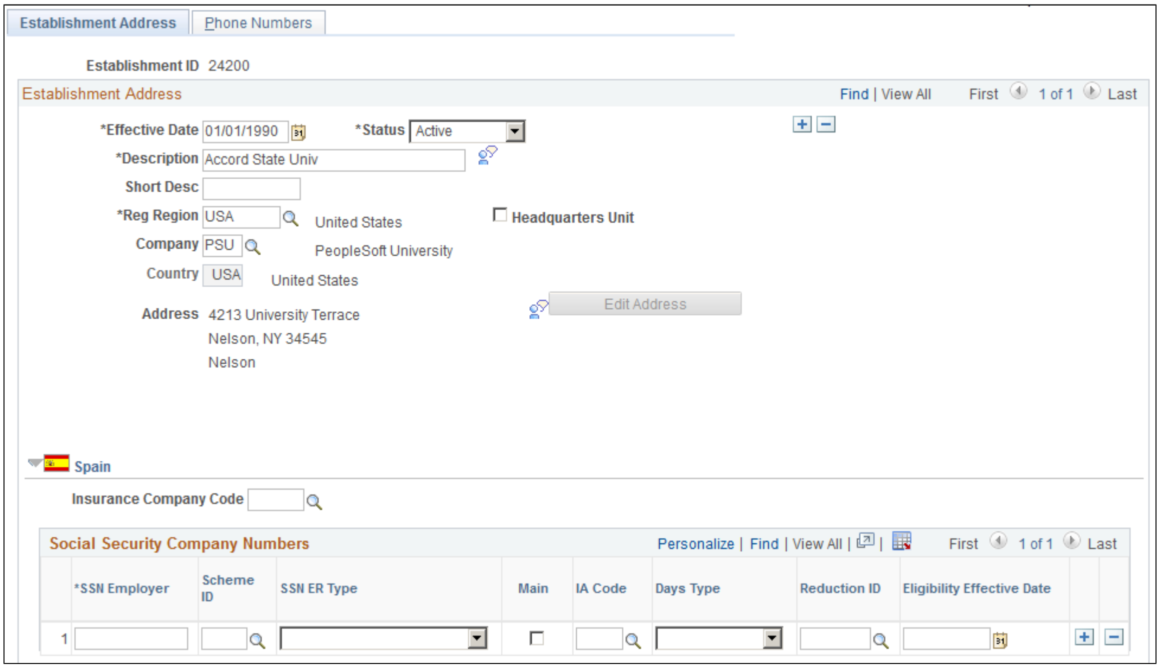


Image: Establishment Address page (2 of 4)

This example illustrates the fields and controls on the Establishment Address page (2 of 4). You can find definitions for the fields and controls later on this page.

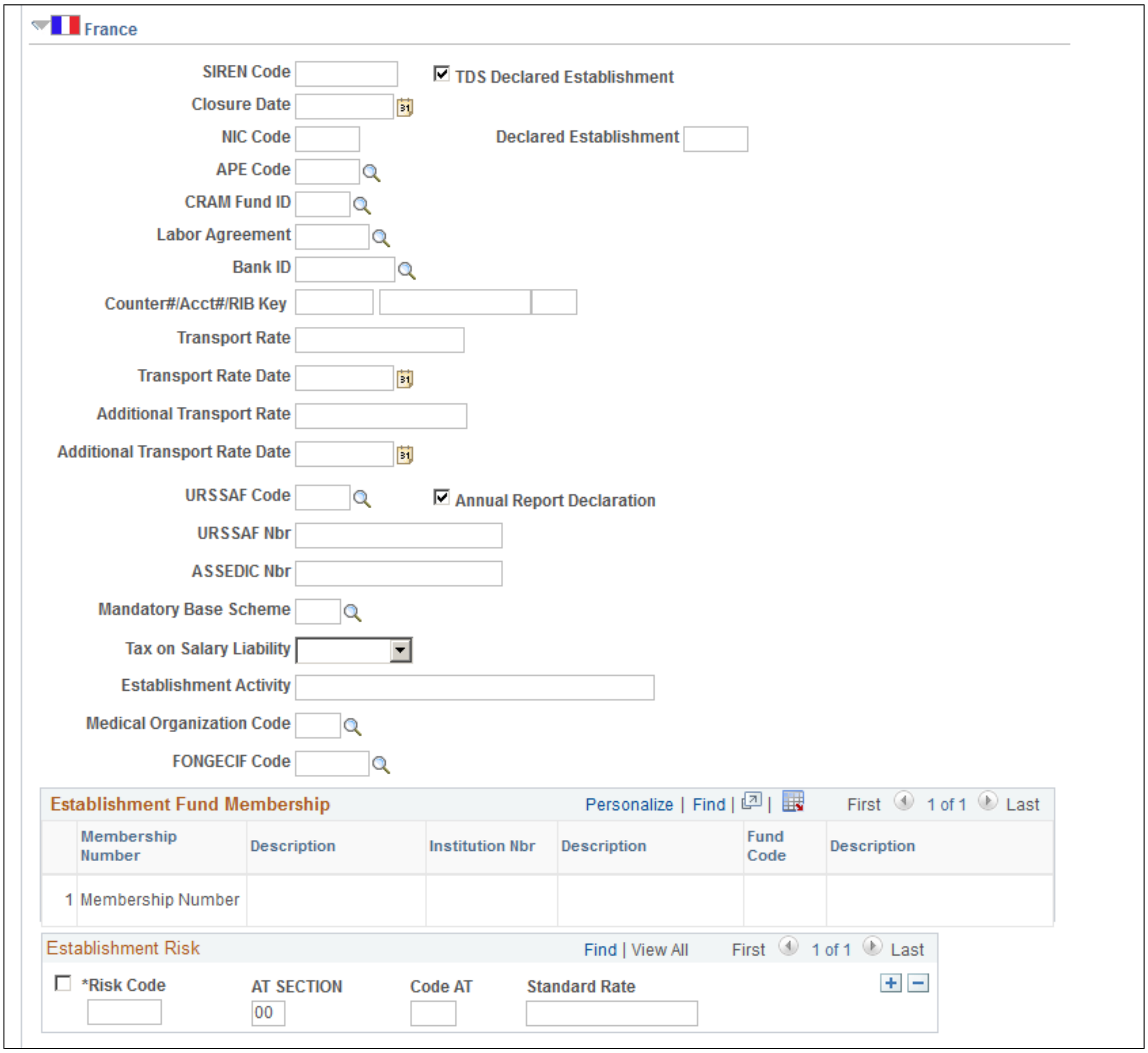


Image: Establishment Address page (3 of 4)

This example illustrates the fields and controls on the Establishment Address page (3 of 4). You can find definitions for the fields and controls later on this page.

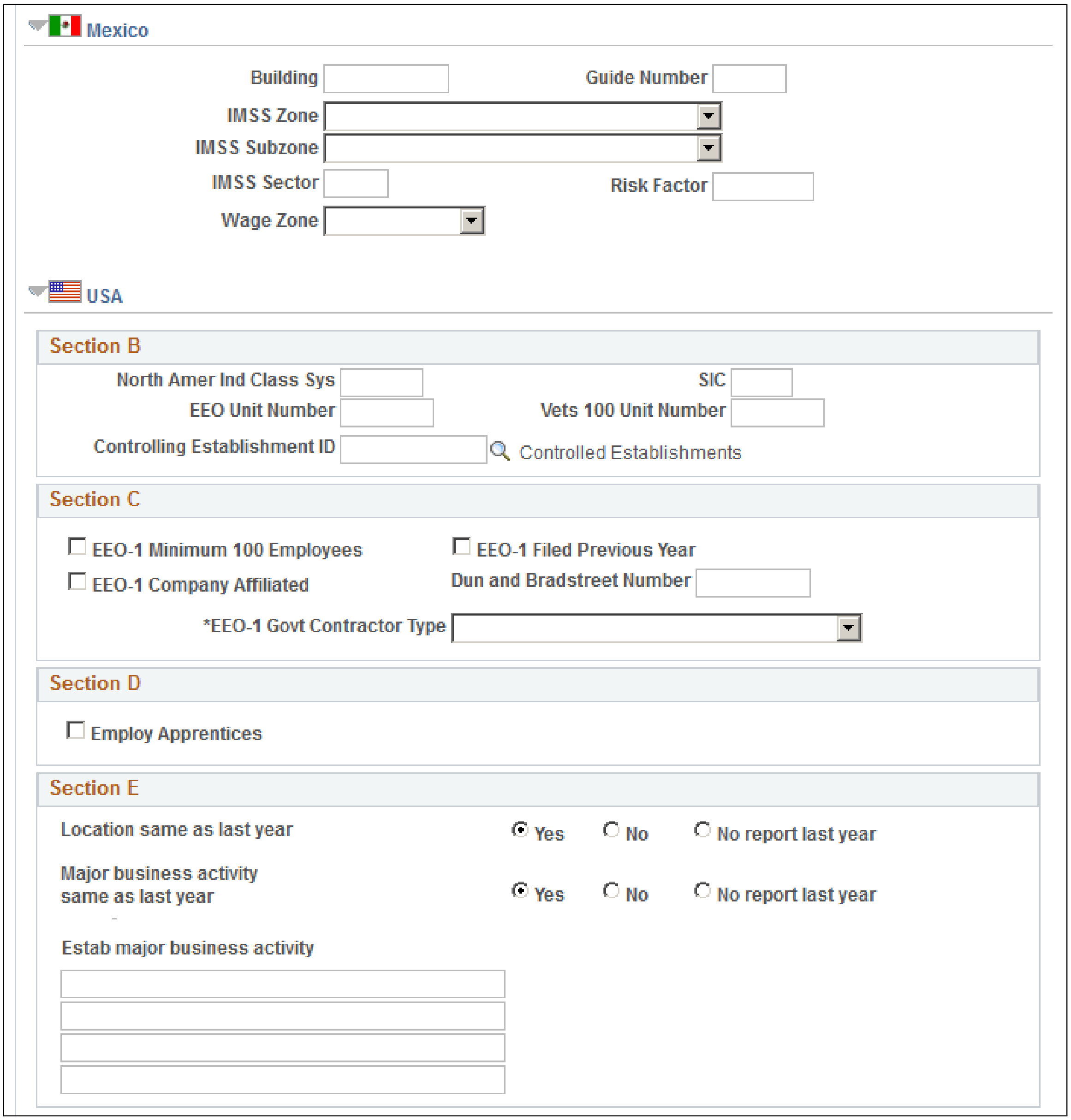
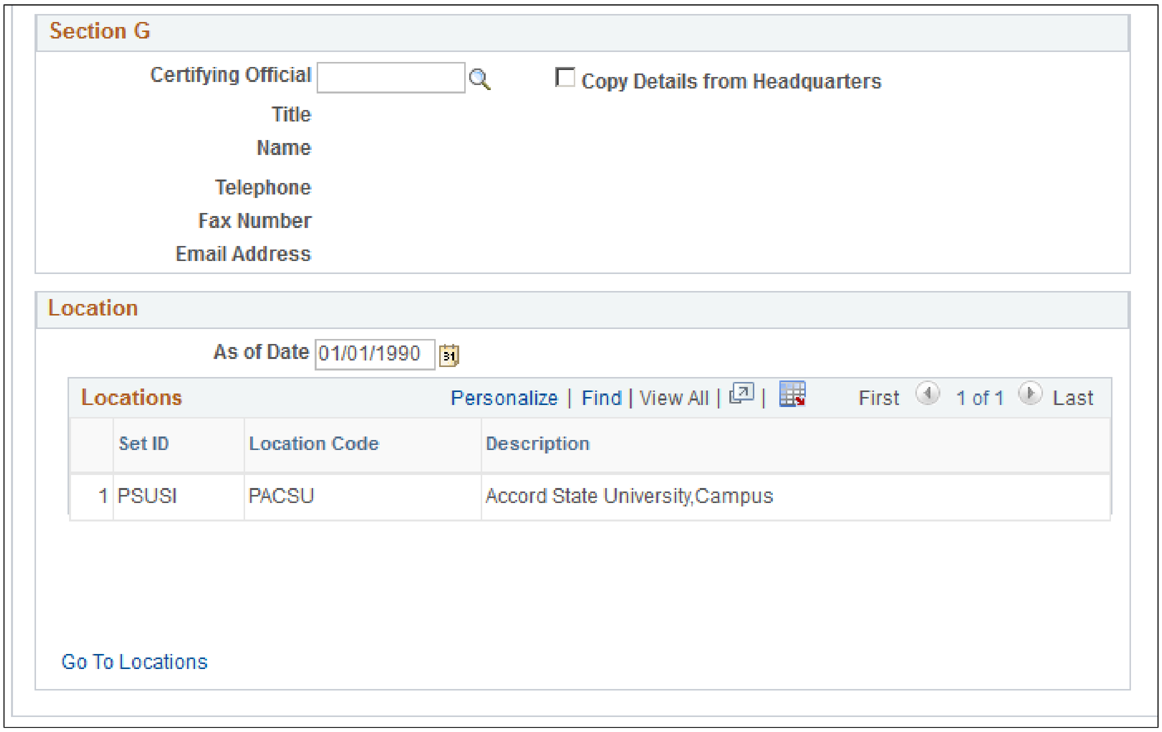


Image: Establishment Address page (4 of 4)

This example illustrates the fields and controls on the Establishment Address page (4 of 4). You can find definitions for the fields and controls later on this page.



Headquarters Unit

Select if the establishment that you're defining is your headquarters. Designate at least one establishment in your company as the headquarters.

Important! (BRA) To support eSocial processing, specify only one headquarters unit for each company.

(ESP) Spain

Insurance Company Code

Select the code of the insurance company that represents the establishment (work center) in work-related injuries. These codes are maintained on the Insurance Company page (INSUR_COMP_CD_ESP).

SSN Employer

Enter the social security number as assigned by the Spanish government.

Scheme ID

Select the scheme id.

SSN ER Type (social security number employer type)

Select the SSN type— *Apprentice, Regular* , or *Training* — based on the type of contract you have with your employees.

Main

Select if the entry in the SSN Employer field is the main number for this establishment (work center). One work center can have more than one employer social security number.

IA Code (industry activity code)	Enter the IA code, which is maintained on the Industry Activity page (INDSTRY_ACT_CD_ESP).
Days Type	Select the Days type from the available options.
Reduction ID	Select the Reduction ID from the available options.
Eligibility Effective Date	Enter the effective date of eligibility.

(FRA) France

NIC Code (***Numero Interne de Classement code***). (Internal Number of Filing)	Enter the NIC code for the establishment. NIC numbers identify the entities that are inside the same enterprise.

Note: The SIRET number *(Systeme Informatique pour le Repertoire des Etablissements,* or Electronic List of Entities) is an identifying number that is given to a French business by the INSEE *(Institut National de la Statistique et des Etudes Economiques,* or National Institute of Statistics and Economics Information). INSEE is an official statistics and economics organization in France. The SIRET number is a combination of the SIREN and NIC numbers and is used by the tax and social security authorities to identify a business enterprise and its entities.

CRAM Fund ID (***Caisse Regionale d'Assurance Maladie*** fund ID)	Select a CRAM fund ID. CRAM is the regional social body that deals with the prevention of and compensation for industrial injuries. The CRAM office oversees the local CPAM *(Caisse Primaire d'Assurance Maladie)* offices that manage occupational health care coverage.
Counter#/Acct #/RIB Key (counter number/account number/RIB key)	Enter the Counter#/Acct #/RIB Key information.
Transport Rate	Enter the transport rate. The transport rate is a statutory deduction. Each establishment has a rate, and the URSSAF notifies establishments of this rate on a yearly basis. The region uses this deduction to subsidize transportation and maintain and build roads. PeopleSoft Global Payroll uses the transport rate that you enter here.
Transport Rate Date	Enter the date of the last update to the Transport Rate. This date is reported in the DUCS report provided in PeopleSoft Global Payroll for France.
Additional Transport Rate	Enter the additional transport rate if applicable.The transport rate is a statutory deduction and is defined by local regulations. PeopleSoft Global Payroll for France uses the additional transport rate that you enter here.
Additional Transport Rate Date	Enter the date of the last update to the Additional Transport Rate. This date is reported in the DUCS report provided in PeopleSoft Global Payroll for France.

URSSAF Code (Union de Recouvrement de la Securite Social et des Allocations Familiales code) and **URSSAF Nbr** (URSSAF number)	Enter an URSSAF code and number. The URSSAF is responsible for ensuring payment of Social Security contributions by all French employers.
Mandatory Base Scheme	Select the Social Security code for DADS.
Tax on Salary Liability	Indicate if the tax on salary liability is complete, partial or if there is no liability to this tax.
Establishment Activity and **Medical Organization Code**	Enter an establishment activity and select a medical organization code. Medical organization codes are defined on the Medical Organizations page (Set Up HCM >Product Related >Workforce Monitoring >Regulatory Requirements FRA >Medical Organizations). These fields are used for Single Hiring Statement reporting. See "Running Workforce Reporting Statutory Reports" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements).

Establishment Fund Membership

This scroll area displays details of the pension/contingency funds defined for the establishment on the Pension/Contingency Contracts page. Click the Membership Number link to view the pension/contingency contract definition.

Establishment Risk

Risk Code	Enter the risk code. The various rates are associated by the risk code that is used at the department level to specify the work accident rate for the department.
AT SECTION (Section Accident du Travail section) (Work Accident Section)	System-displayed information that you need to identify the risk code by establishment.
Standard Rate	Enter the standard rate information. The various rates are associated by the risk code that is used at the department level to specify the work accident rate for the department.

(MEX) Mexico

Enter the Registros Patronal information required for social security and tax purposes.

Building	Enter the building for your establishment's address.
Guide Number	Enter the number provided by the IMSS authority. The guide number is used as a reference when you submit reports to the IMSS.

IMSS Zone, IMSS Subzone, and **IMSS Sector**	Select the IMSS zone, subzone, and sector for your establishment's location. The IMSS zone, IMSS subzone and IMSS sector indicate the office where you can make your payments.
Risk Factor	Enter the risk factor that's used for IMSS tax calculation.
Wage Zone	Select the economic zone for your company's location. Wage zones dictate minimum wages. Valid values are *A Zone, B Zone,* and *C Zone.*

(USA) USA

Enter information in the following USA-specific sections.

Section B

North Amer Ind Class Sys [North American Industrial Classification System (NCIS)], **Controlling Establishment ID, SIC** (Standard Industrial Classification), and **Vets 100 Unit Number**	Enter the NAICS code, controlling establishment ID, SIC code, and Vets 100 unit number, if any apply to this establishment.

Section C

EEO-1 Minimum 100 Employees and **EEO-1 Company Affiliated**	Select if they apply to this establishment.
EEO-1 Filed Previous Year	Selected by default. If you didn't file an EEO-1 report for this establishment last year, deselect this check box.

Section E

Location same as last year	Select Yes or No to indicate whether your location is the same as last year, or select No Report if you made no report last year.
Major business activity: same as last year	Select Yes or No to indicate whether your business activity is the same as last year; or, select No Report if you made no report last year.
Estab major business activity (establishment's major business activity)	Enter a description of the establishment's major business activity. The description is limited to the four lines that appear on the page.

Section G

Certifying Official	Select the name of the certifying official.
Copy Details from Headquarters	Select to copy details from headquarters.

Location

As of Date	Select a date to view which locations are associated with this establishment at a certain point in time.
SetI D, Location Code, and**Description**	View the location codes associated with this establishment on the Location Profile page.
Go To Locations	Click to access the Location component. The system will open the component with the same action you are in on the Establishments component. When you save or cancel your changes on the Locations component, the system returns you to the Establishment component.

Related Links

Establishing Locations

"Understanding U.S. Regulatory Requirements" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

Establishment - Phone Numbers Page

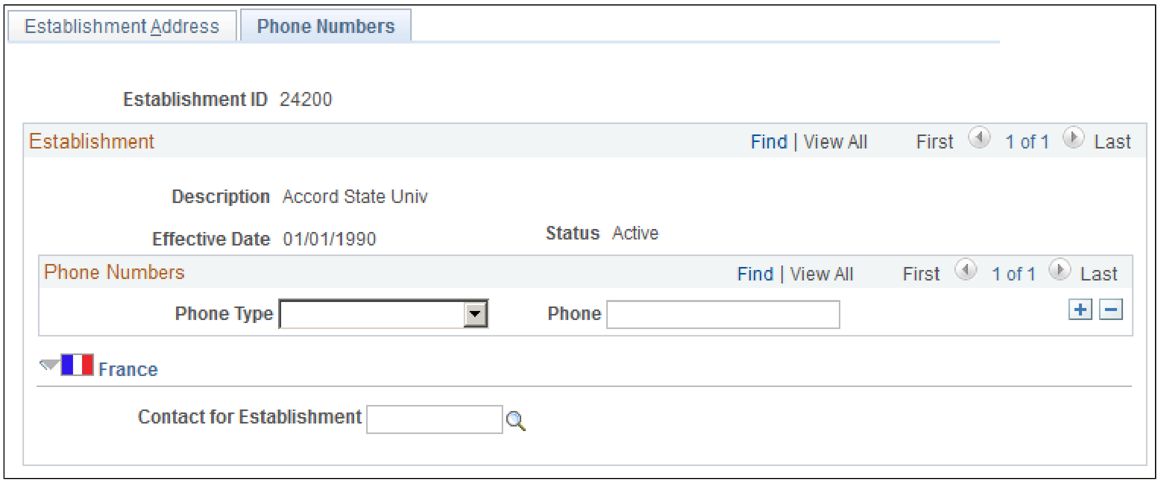
Use the Phone Numbers page (ESTAB_TBL2_GBL) to enter the establishment's telephone, fax machine, and other related numbers.

Navigation

- Set Up HCM > Foundation Tables > Organization > Establishment > Phone Numbers
- Set Up HCM > Product Related > Workforce Administration > Establishment BRA > Phone Numbers
- Workforce Monitoring > Meet Regulatory Rqmts > Define Regulatory Reqmts Data > Establishments > Phone Numbers

Image: Phone Numbers page

This example illustrates the fields and controls on the Phone Numbers page. You can find definitions for the fields and controls later on this page.



Phone Type and **Phone** Enter phone information for this establishment.

(FRA) France

Contact for Establishment Select the contact for this establishment.

Establishing Locations

To establish locations, use the Location (LOCATION_TABLE) and the Location Table Report (RUN_PER705) components. Use the LOCATION_TABLE component interface to load data into the tables for the Location component.

These topics provide an overview of locations and discuss establishing locations.

Pages Used to Establish Locations

Page Name	***Definition Name***	***Usage***
Location Address Page	LOCATION_TABLE1	Enter physical locations in your organization, such as corporate headquarters, branch offices, and remote sales offices.
Business Units by Location Page	LOC_BU_SEC	View a list of the business units that use this set ID.
Location - Phone Number Page	BUS_PHONE_SEC	Enter phone numbers for the location addresses.

Page Name	***Definition Name***	***Usage***
Location Profile Page	LOCATION_TBL2_GBL	Specify a salary administration plan for the location, as well as tax, establishments and local country information.
Location Details BRA Page	LOCATION_TBL_BRA	Define details for geographic locations in Brazil.
Location Table Report - Run Control Page	PRCSRUNCNTL	Run the Location Table report (PER705). This report lists each physical location by Location Code. Because you can define locations by effective date, the report program prints all locations (past, present, and future).

Understanding Locations

Use the Locations component to establish physical locations in your organization, such as corporate headquarters, branch offices, remote sales offices, and so forth. If you use PeopleSoft Global Payroll, you may want to report certain information by location, so consider this when planning your implementation of this information.

If you use PeopleSoft Pension Administration, you can create one or more locations specifically for pension payees. You can use a single *retiree location* for all retirees if you don't need to report on your payees based on more specific location information.

Various pages in PeopleSoft Human Resources reference the information that you define in the Locations component. In career planning, for example, you can assign training courses to locations. In recruitment, job openings are associated with locations, either directly or indirectly through the link between a location and a separate recruiting object known as a recruiting location.

Note: (USA) To support AAP reporting, when you select a regulatory region with a country value of USA on the Location Profile page, the system enables you to establish a many to many relationship between locations and establishments. Set up the relationship on the Location Profile page in the USA section of the page. Only establishments that are effective as of the location's effective date are available on the Location Profile page. View the locations associated with an establishment on the Establishment Address page.

Location Address Page

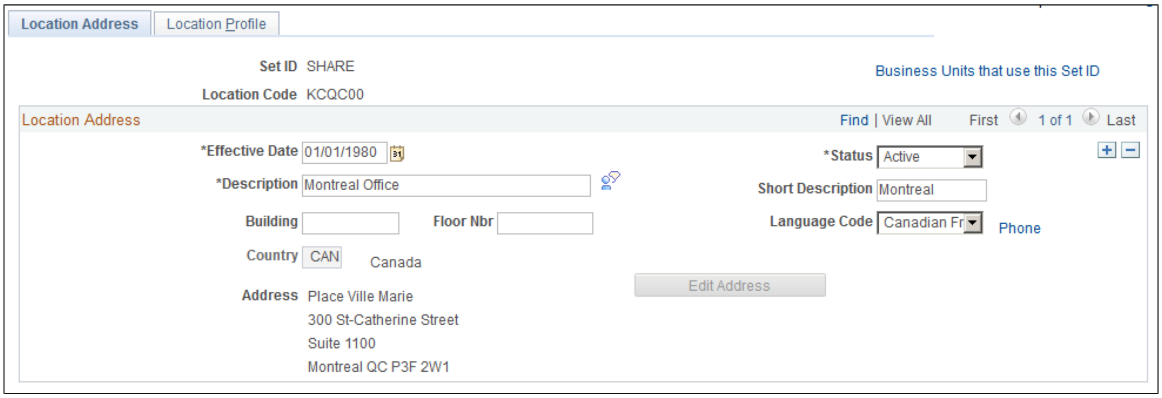
Use the Location Address page (LOCATION_TABLE1) to enter physical locations in your organization, such as corporate headquarters, branch offices, and remote sales offices.

Navigation

- Set Up HCM > Foundation Tables > Organization > Location > Location Address
- Set Up HCM > Foundation Tables > Organization > Location BRA > Location Address

Image: Location Address page

This example illustrates the fields and controls on the Location Address page. You can find definitions for the fields and controls later on this page.



Building	Enter the building location, if applicable. For example, your corporate headquarters might be located in building 4 in an office park.
Floor Nbr (floor number)	Enter the floor number, if applicable.
Language Code	Select the code for the official language used at this location.
Phone	Click this link to enter phone numbers.

Location Profile Page

Use the Location Profile page (LOCATION_TBL2_GBL) to specify a salary administration plan for the location, as well as tax, establishments and local country information.

Navigation

- Set Up HCM > Foundation Tables > Organization > Location > Location Profile
- Set Up HCM > Foundation Tables > Organization > Location BRA > Location Profile

Image: Location Profile page (1 of 2)

This example illustrates the fields and controls on the Location Profile page (1 of 2). You can find definitions for the fields and controls later on this page.

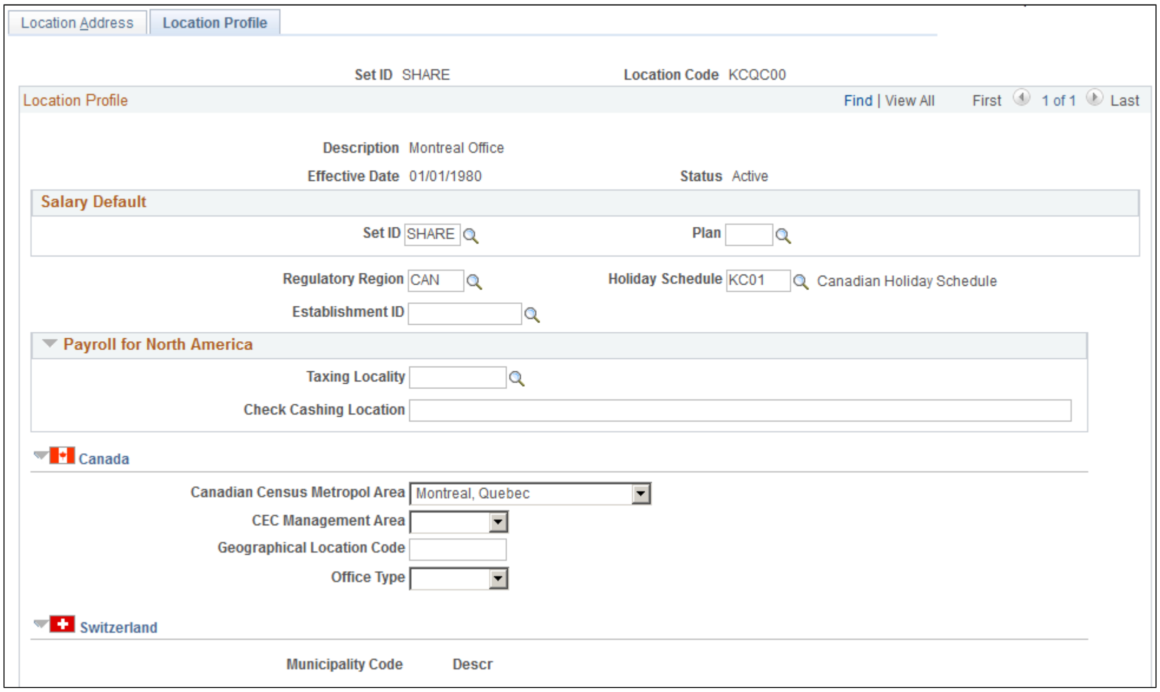
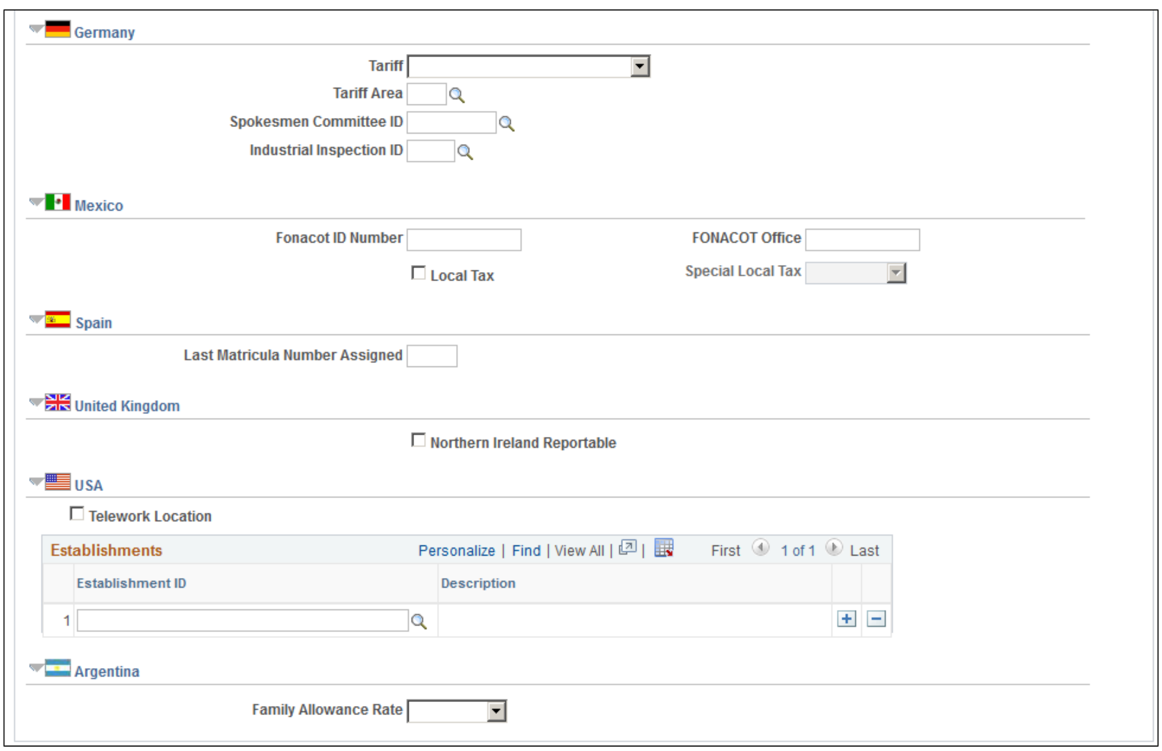


Image: Location Profile page (2 of 2)

This example illustrates the fields and controls on the Location Profile page (2 of 2). You can find definitions for the fields and controls later on this page.



You enter U.S. tax information for Canadian and German locations on this page.

Note: PeopleSoft Payroll for North America references the Tax Location Table for location information, and PeopleSoft Pension Administration references the PeopleSoft Payroll for North America tax information. For more information about the relationship between the Locations component and the Tax Location Table in PeopleSoft Payroll for North America, see the PeopleSoft Payroll for North America documentation.

Set ID and **Plan**

Select a salary administration plan from the values that you created on the Salary Plan component.

See "Setting Up Salary Plans, Grades, and Steps" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting).

Tying a salary administration plan for a location helps you distinguish currency and cost-of-living differences for workers with the same job code. If you don't need to distinguish salary administration plans by location, leave this field blank.

Note: Select only the plans that are associated with the set ID that you selected on the Define Salary Plan component. If you select a salary administration plan on this page, the system uses that plan as the default value on the Job Data pages for the people in this location. Otherwise, it uses the salary administration plan that you enter on the Job Code Table.

See Classifying Jobs.

Regulatory Region

Enter the regulatory region that is associated with this location.

Note: (USA) If you select a regulatory region with a country value of USA, the system will hide the Estab ID field. To associate establishments with this location, use the Establishments fields in the USA section of this page.

Holiday Schedule

Select a holiday schedule for this location.

Note: If you use PeopleSoft Payroll for North America, the holiday schedule you select here is the default holiday schedule assigned to workers on the Job Data – Payroll page (JOB_DATA2). If you leave this field blank, the default holiday schedule comes from the Pay Group component.
If you use PeopleSoft Global Payroll, the holiday schedule on this page is for informational purposes only; assigned pay groups control the default holiday schedule for processing.

See Setting Up Holiday Schedules.

Establishment ID

Select an establishment ID to associate with this location.

Note: (USA) If you select a Reg Region value with a country value of *USA,* the system hides this field. Set up establishments for U.S. locations in the USA section of this page.

Payroll for North America

Taxing Locality and **Check Cashing Location**
Select a taxing locality and check cashing location. This field is for information only.

(CAN) Canada

Canadian Census Metropol Area (Canadian Census Metropolitan Area)
Select the Canadian Census Metropolitan Area (CMA) code that is prescribed by Statistics Canada for this location. CMA refers to the main labor market area of an urban core with a population of at least 100,000. This field is required.

CEC Management Area (Canada Employment Center Management Area)
Select from the list of options.

Geographical Location Code
Enter the geographic location code as defined by Statistics Canada.

Note: (CAN) If the Official Languages Act applies to your organization, use the information in the Geographic Location Code, Office Type, TBS Office Code, and National Capital Region fields as part of the Official Languages reports (PER102CN and PER108CN) that you submit to the Canadian government. If this is a military installation, the geographic location code entered on the first page of the Location MIL component, is copied to the Geographical Location code in the Canada section.

See "Understanding Regulatory Requirements for Canada" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements).

(CHE) Switzerland

Municipality Code
The default value is the municipality code that corresponds to the postal code of the location address. You can select a different code from the list of valid municipality codes for the canton that this location is in.

(DEU) Germany

Tariff
Enter the *tariff,* or the type of business conducted at this location, such as banking, retail industry, printing, or wood processing.

Industrial Inspection ID
Select the ID for this location from the list of values, if appropriate. Industrial inspection codes are included on Incident and Illness Reports that record the worker accidents and illnesses incurred on the job in the Monitor Health and Safety business process.

Note: When you enter a person's location on the Job Data pages, the Tariff and Tariff Area values appear by default from the Locations component, based on the values that you entered on this component for the location.
When you enter a person's location and labor type on the Job Data pages, the system populates the Spokesman Committee ID and Works Council ID fields. These values are based on the person's location in the Work Location page (JOB_DATA1) and the value of the Labor Type *(Management* or *Non-Management)* in the Job Labor page (JOB_LABOR).

See "Understanding the Works Councils Approval Business Process" (PeopleSoft HCM 9.2: Manage Labor Administration).

(MEX) Mexico

Fonacot ID Number	Enter the FONACOT ID for your location. FONACOT is a consumer fund for employees.
FONACOT Office	Identify the nearest FONACOT office for your location.
Tax Local	Select this check box if the location of the state is Chihuahua.
Special Local Tax	If the location of the state is Chihuahuathis field will default to Ciudad Juarez.

(ESP) Spain

Last Matricula Number Assigned	The Spanish government requires employers to assign each people a unique matricula number, which is used for government reporting. To avoid duplication of numbers, this field updates and stores the last matricula number assigned.

(GBR) United Kingdom

Northern Ireland Reportable	Select if this is a Northern Ireland reportable location. Indicates that people in this location are to be included in the community background report (Fair Employment Monitoring Return) that is provided for Northern Ireland.

USA

Telework Location	Select if this establishment allows workers to work remotely.
Establishments	Select one or more establishment IDs for this location. Use the establishment-location relationship for affirmative action planning, EEO (Equal Employment Opportunity), OSHA (Occupational Safety and Health Administration), and other U. S. federal reporting regulations. Only establishments with an effective date as of the location's effective date are available.

Assign locations and establishments to people on the Job Data - Work Location page. The system will only enable you to select an establishment associated with the location you select.

Note: If an establishment's Description is blank, the establishment has become inactive since you initially assigned it to this location.

Note: You can view the locations associated with an establishment on the Establishment Address page.

(DEU) German Public Sector

Municipality Specify the municipality for locations used in German Public Sector.

See Also "Municipality Table Page" (PeopleSoft HCM 9.2: Human Resources Manage German Public Sector)

(ARG) Argentina

Family Allowance Rate Select the family allowance rate from these values: *General, Zone 1, Zone 2, Zone 3* and *Zone 4.*

Related Links

PeopleSoft Payroll for North America

Establishing Military Locations

To establish military locations, use the Geographic Location MIL (GVT_LOCATION_TBL) and Location MIL (LOCATION_TABLE_MIL) components.

These topics discuss establishing military locations.

Pages Used to Establish Military Locations

Page Name	***Definition Name***	***Usage***
Geographic Location MIL Page	GVT_LOCATION	Define geographic locations.
Location MIL - Location Address Page	LOCATION_TABLE_MIL	Enter military locations and associate them to geographic locations.

Geographic Location MIL Page

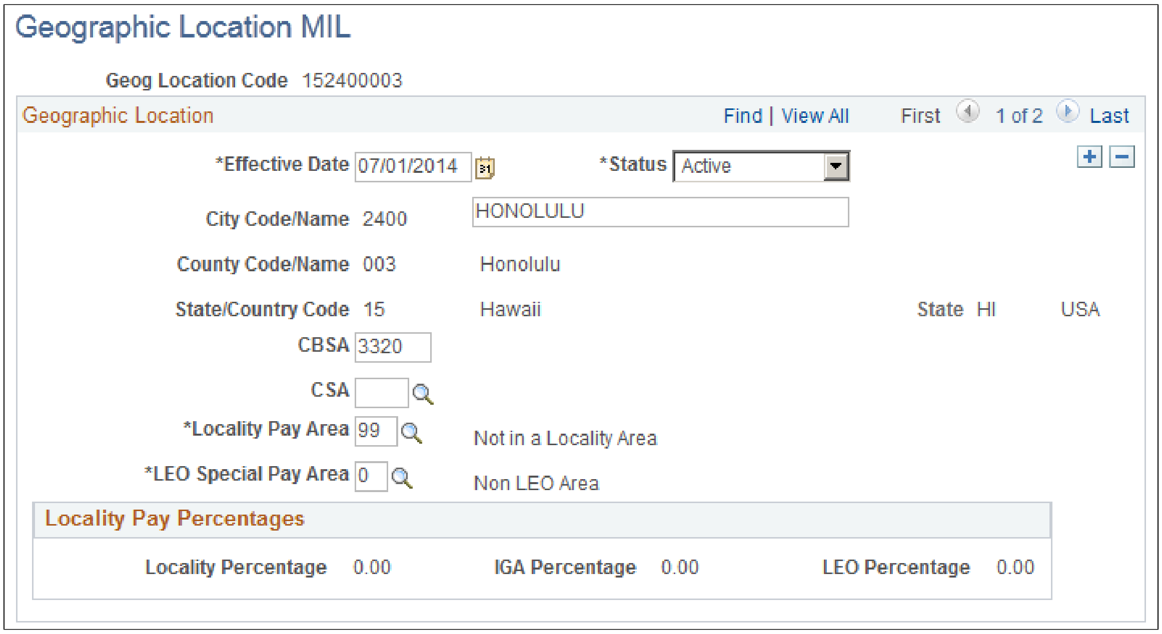
Use the Geographic Location MIL page (GVT_LOCATION) to define geographic locations.

Navigation

Set Up HCM > Foundation Tables > Organization > Geographic Location MIL > Geographic Location MIL

Image: Geographic Location MIL page

This example illustrates the fields and controls on the Geographic Location MIL page. You can find definitions for the fields and controls later on this page.



City Code/Name	The system assigns a city code. Enter the city name.
CBSA (core based statistical area)	This value is supplied by the OPM data file. It is blank if the duty station is not in a CBSA. This field is labeled MSA for effective dates before February 2, 2005.
CSA (combined statistical area)	This value is supplied by the OPM data file. It is blank if the duty station is not in a CSA. This field is labeled CMSA for effective dates before February 2, 2005.

Location MIL - Location Address Page

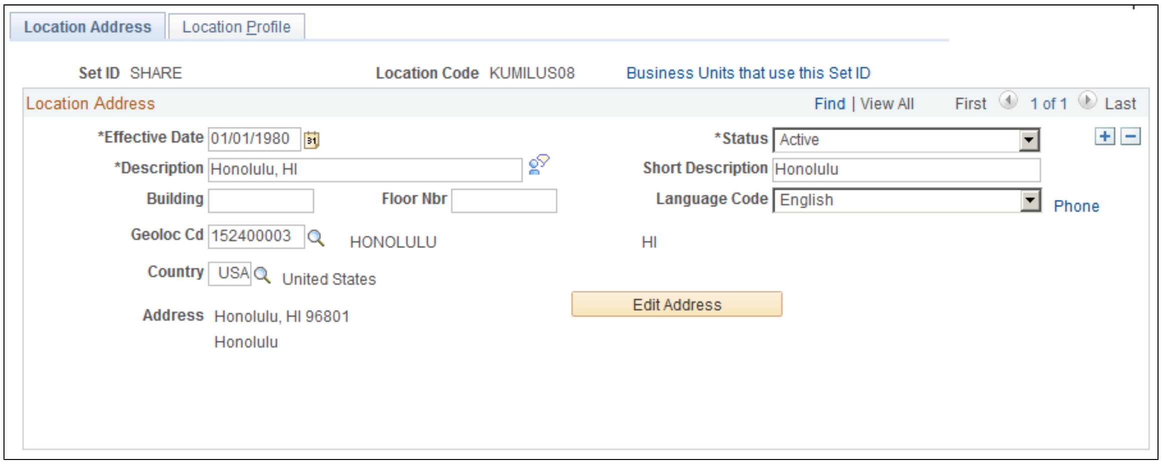
Use the Location MIL - Location Address page (LOCATION_TABLE_MIL) to enter military locations and associate them to geographic locations.

Navigation

Set Up HCM > Foundation Tables > Organization > Location MIL > Location Address

Image: Location MIL - Location Address page

This example illustrates the fields and controls on the Location MIL - Location Address page. You can find definitions for the fields and controls later on this page.



Geoloc Cd (geographic location code) Select the geographical location code.

See Location Address Page.

(USF) Establishing Federal Locations

To establish Federal locations, use the Locality Pay Area Table USF component (GVT_LOCPAY_AREA_TB), the Geographic Location component (GVT_LOCATION_TBL), the Location USF component (LOCATION_TABLE), the Work Location Table component (RUN_FGPER817), the Geographic Location component (RUN_FGPER802), and the Locality Pay Area Rpt USF (RUN_FGPER807).

These topics provide an overview of and discuss establishing federal locations.

(USF) Pages Used to Establish Locations

Page Name	***Definition Name***	***Usage***
Locality Pay Area Table Page	GVT_LOCAREA_TABLE	Define the regions where federal workers receive additional pay above their base pay.
Geographic Location Page	GVT_LOCATION	Define geographic locations.
Location USF - Locations Address Page	GVT_LOC_TABLE1	Add work locations.

Page Name	***Definition Name***	***Usage***
Run Control Page	PRCSRUNCNTL	Run the Work Location Table, Geographic Location Table, and Locality Pay Area Table reports. • Work Location Table report (FGPER817) prints a detailing of the Work Location Table. • Geographic Location Table report (FGPER802) produces a detailing of the Geographic Location Table. • Locality Pay Area Table report (FGPER807) prints information for every Locality Pay Area.

Understanding Federal Locations

Use the Locations USF component to establish physical locations within your organization, such as agency headquarters, branch offices, regional offices, and so forth.

Various pages in PeopleSoft Human Resources reference the information that you define in the Locations USF component. In recruitment, for example, applicants can specify work preference by location. In career planning, you can assign training courses to specific locations.

Locality Pay Area Table Page

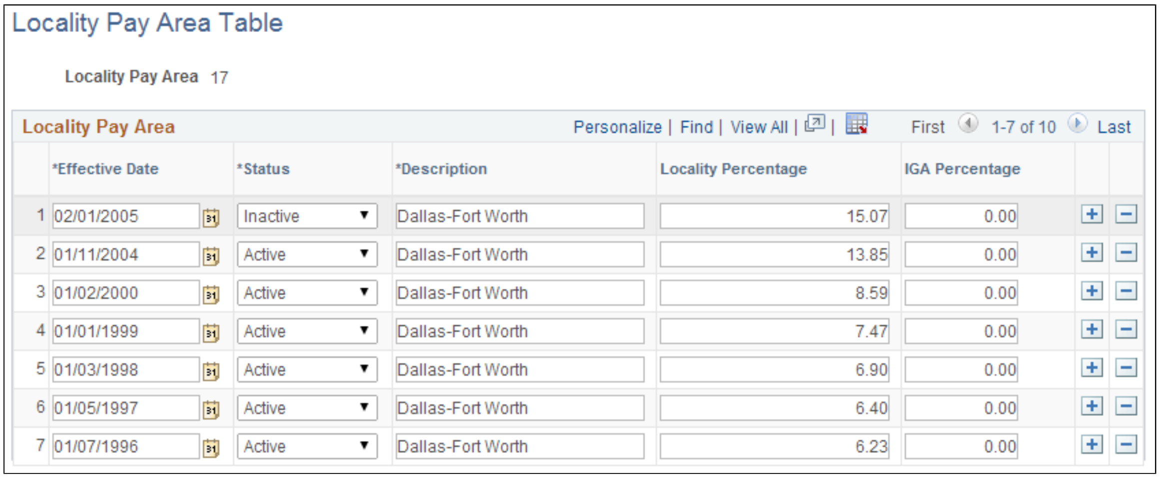
Use the Locality Pay Area Table page (GVT_LOCAREA_TABLE) to define the regions where federal workers receive additional pay above their base pay.

Navigation

Set Up HCM > Product Related > Compensation > Locality Pay Area Table USF > Locality Pay Area Table

Image: Locality Pay Area Table page

This example illustrates the fields and controls on the Locality Pay Area Table page. You can find definitions for the fields and controls later on this page.


Locality Pay Area Table

Locality Pay Area 17

Locality Pay Area — Personalize | Find | View All | First 1-7 of 10 Last

	*Effective Date	*Status	*Description	Locality Percentage	IGA Percentage
1	02/01/2005	Inactive	Dallas-Fort Worth	15.07	0.00
2	01/11/2004	Active	Dallas-Fort Worth	13.85	0.00
3	01/02/2000	Active	Dallas-Fort Worth	8.59	0.00
4	01/01/1999	Active	Dallas-Fort Worth	7.47	0.00
5	01/03/1998	Active	Dallas-Fort Worth	6.90	0.00
6	01/05/1997	Active	Dallas-Fort Worth	6.40	0.00
7	01/07/1996	Active	Dallas-Fort Worth	6.23	0.00

Federal employees in certain regions receive additional pay above their base pay. PeopleSoft delivers this data, but you might need to change it based on Office of Personnel Management updates.

Effective Date

The first time you set up this table, select an effective date that is early enough to accommodate your organization's oldest historical information.

Status

Select a status.

Note: Add data rows and use the scroll bar, the Effective Date field, and the Status field to maintain history data for information that changes over time. For example, to retire a Locality Pay Area, insert an effective-dated row with a status of *Inactive*.

Locality Percentage

Enter the percentage of base pay employees in this region receive above their base pay, which is set by their pay plan, grade, and step. The amount appears on the person's Compensation page (JOB_DATA3) in Administer Workforce.

Geographic Location Page

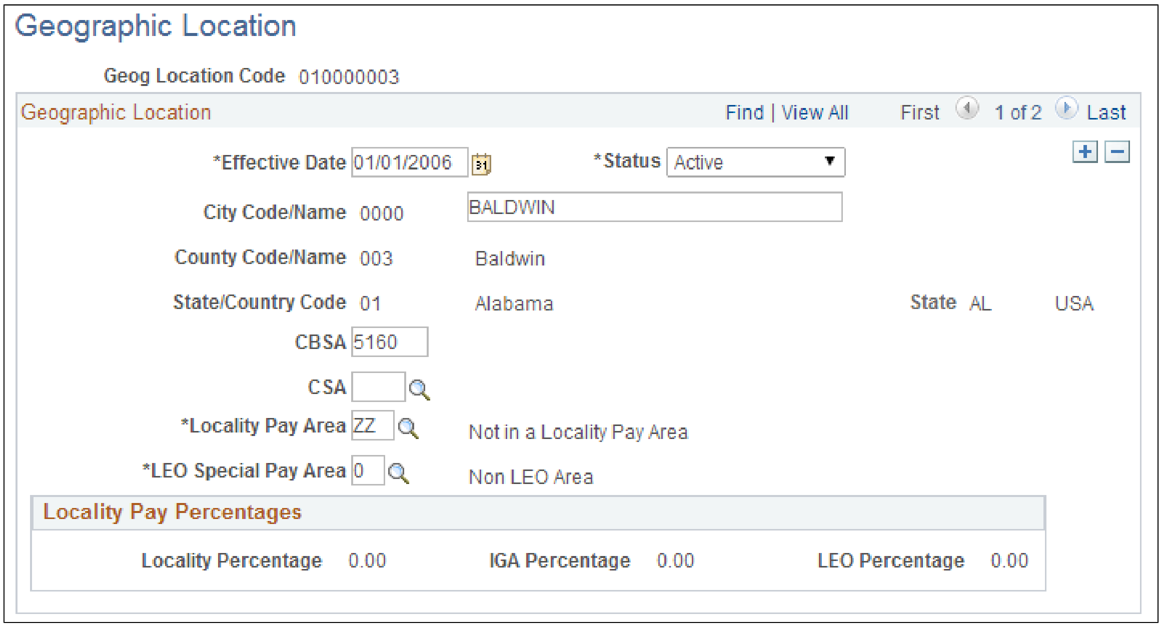
Use the Geographic Location page (GVT_LOCATION) to define geographic locations.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Geographic Location > Geographic Location

Image: Geographic Location page

This example illustrates the fields and controls on the Geographic Location page. You can find definitions for the fields and controls later on this page.



City Code/Name	The system assigns a city code. Enter the city name.
Locality Pay Area and **LEO Special Pay Area** (law enforcement officer special pay area)	Select from the list.

Note: PeopleSoft Payroll for North America references the Tax Location Table for location information.

Related Links

PeopleSoft Payroll for North America

Location USF - Locations Address Page

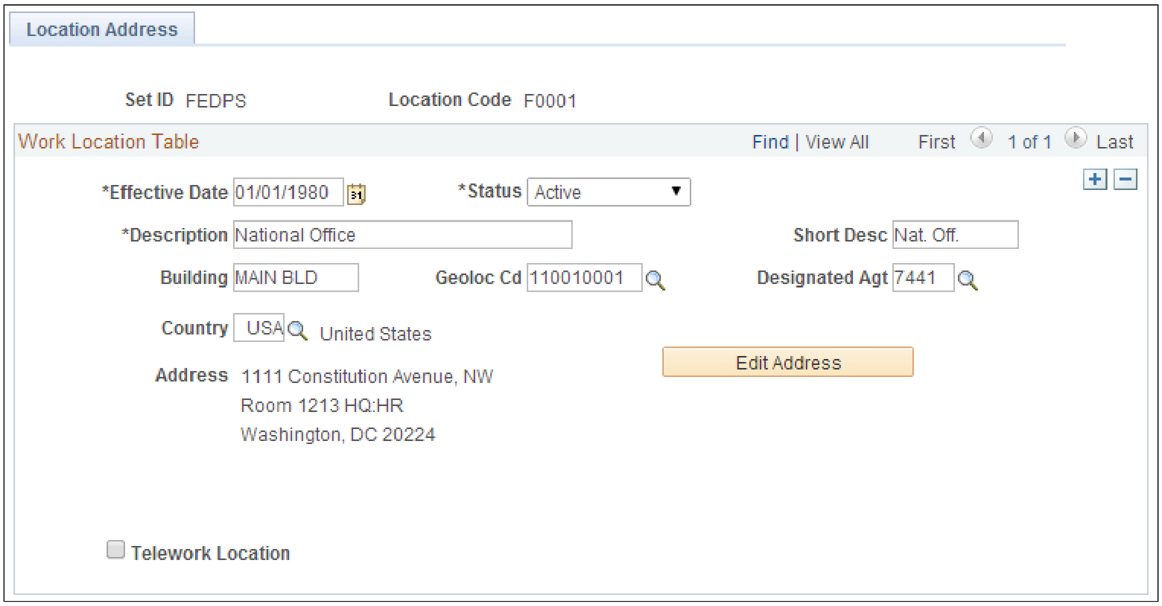
Use the Location USF - Location Address page (GVT_LOC_TABLE1) to add work locations.

Navigation

Set Up HCM > Foundation Tables > Organization > Location USF > Location Address

Image: Location USF - Location Address page

This example illustrates the fields and controls on the Location USF - Location Address page. You can find definitions for the fields and controls later on this page.



Building	Enter the building where the location is, if applicable. For example, your national office might be located in the main building of your complex.
Geoloc Cd (geographic location code)	Select the geographical location code.
Designated Agt (designated agent)	Select the designated agent code.
Country	Select a country from the list of values and move out of the field. The system displays the appropriate address fields for the country that you selected, using the standard address format that you have set up in the Country Table.
Telework Location	Select if this location allows workers to work remotely.

Setting Up Company Locations

To set up company locations, use the Company Location component (COMP_LOC_TBL).

This topic discusses how to establish company locations.

Pages Used to Set Up Company Locations

Page Name	***Definition Name***	***Usage***
Company Location Page	COMP_LOC_TBL	Associate Works Council IDs with companies and locations.

Company Location Page

Use the Company Location page (COMP_LOC_TBL) to associate Works Council IDs with companies and locations.

Navigation

Set Up HCM > Foundation Tables > Organization > Company Location > Company Location

Image: Company Location page

This example illustrates the fields and controls on the Company Location page. You can find definitions for the fields and controls later on this page.

Works Council ID	Select the ID of the Works Council representing workers at this company and location.

(DEU) Germany

Spokesmen Committee ID	Select the works council spokesmen committee ID.
Social Insurance Unit	Select a social insurance ID.

Maintaining Departments

To maintain departments, use the Departments component (DEPARTMENT_TBL) and the Department Table Report component (RUN_PER701). Use the DEPARTMENT_TBL component interface to load data into the tables for this component.

These topics provide an overview of departments and discuss how to maintain department information.

Pages Used to Maintain and Report on Departments

Page Name	***Definition Name***	***Usage***
Department Profile Page	DEPARTMENT_TBL_GBL	Define basic information about a department. For Payroll for North America: Use department IDs for accounting purposes, such as charging earnings to a department or implementing labor distribution accounting. The system uses department IDs when you sequence pay sheets and paychecks by department.
Comm. Acctg. and EG Page (department table - commitment accounting and education and government)	DEPARTMENT_TBL_CA	Enable and control department information that is specific to Education and Government customers and customers who use the Commitment Accounting feature.
Department Table Report - Run Control Page	PRCSRUNCNTL	Run the Department Table report (PER701) that lists all departments by Department ID.

Understanding Departments

After you define company and location data for your enterprise, use the Departments component to define business entities in your organization. If you're using PeopleSoft Payroll for North America or PeopleSoft Global Payroll, you must set up department codes according to your cost centers where you charge wages. If you use PeopleSoft Pension Administration, you need departments to house your pension payees. You can use a single department for all your pension payees, or you can organize your payees using a department scheme that meets your reporting needs. Otherwise, you can set up departments using any groupings you like.

PeopleSoft Human Resources offers two ways to access the Departments component to define and view departments:

- From the Set Up HCM menu.
- From PeopleSoft Tree Manager.

This topic discusses how to use the Departments component from within the Set Up HCM menu.

Using Departments for Data Permission Security

PeopleSoft enables you to create a security hierarchy using PeopleSoft Tree Manager and use it to grant or deny users to person data, based on the department a person belongs to. If you decide to use a Department Security tree to control data access, you must attach each department you create, whether from the Set Up HCM menu or Tree Manager, to an effective Department Security Tree.

PeopleSoft HCM also enables you to use other fields for data permission security.

For more information, see the product documentation for *PeopleTools: Tree Manager*.

Related Links

Understanding PeopleSoft Security

Understanding Data Permission Security for HCM

Department Profile Page

Use the Department Profile page (DEPARTMENT_TBL_GBL) to define basic information about a department.

For Payroll for North America: Use department IDs for accounting purposes, such as charging earnings to a department or implementing labor distribution accounting. The system uses department IDs when you sequence pay sheets and paychecks by department.

Navigation

Set Up HCM > Foundation Tables > Organization > Departments > Department Profile

Image: Department Profile page (1 of 4)

This example illustrates the fields and controls on the Department Profile page (1 of 4). You can find definitions for the fields and controls later on this page.

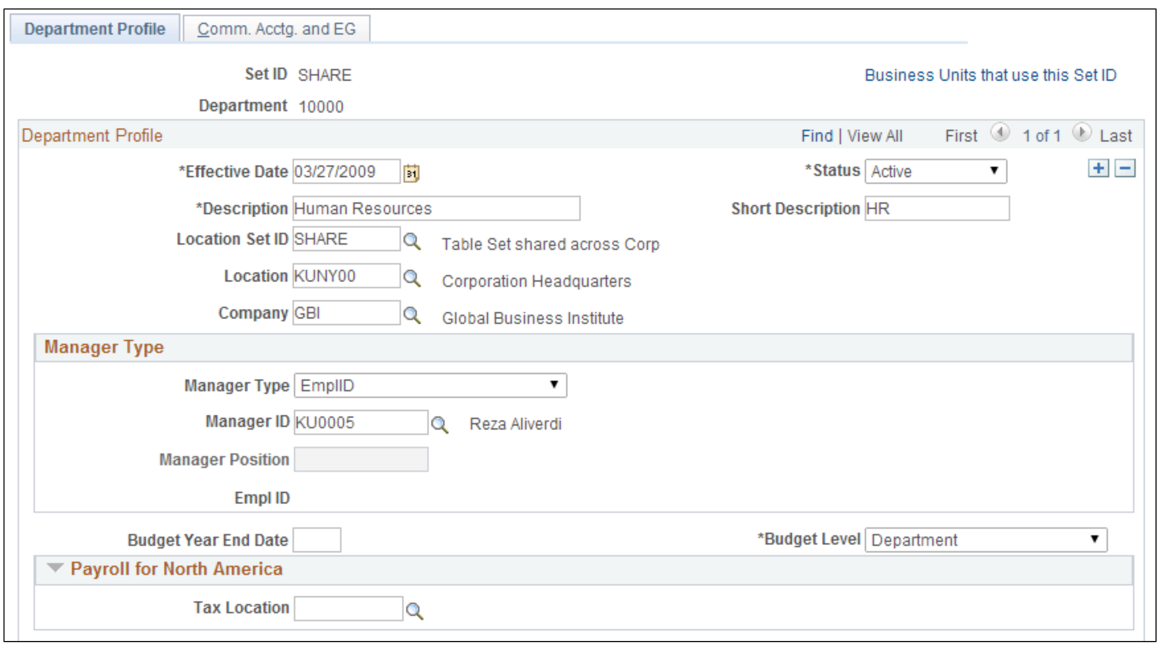


Image: Department Profile page (2 of 4)

This example illustrates the fields and controls on the Department Profile page (2 of 4). You can find definitions for the fields and controls later on this page.

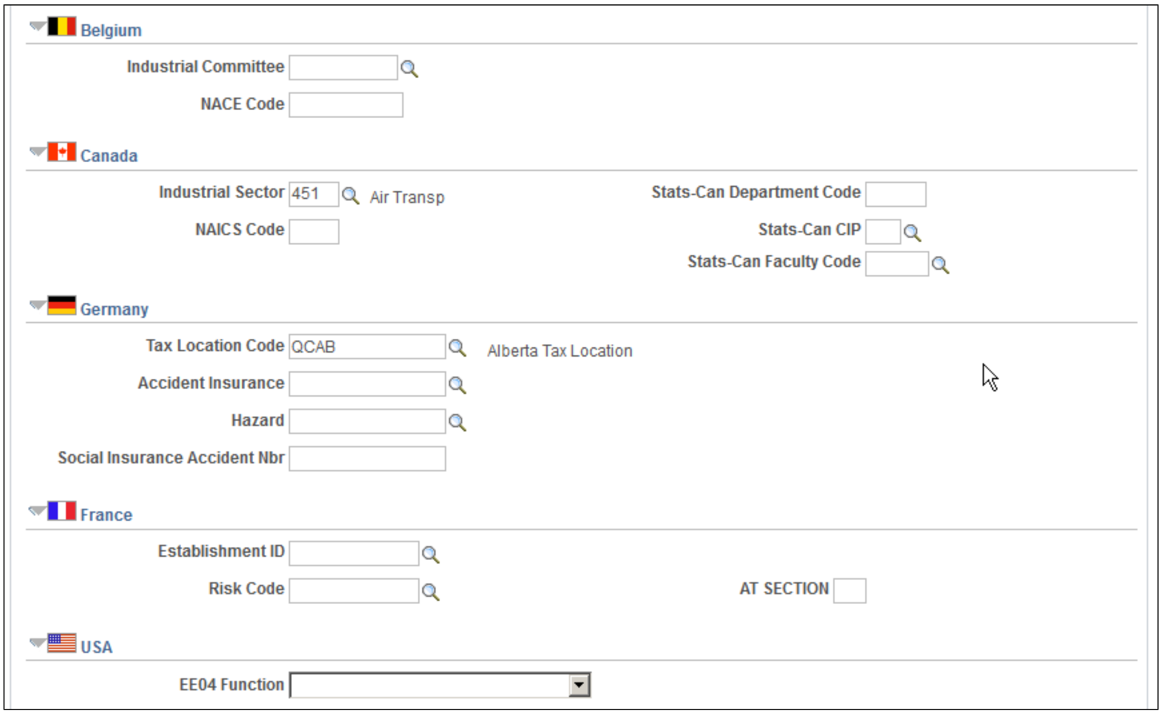


Image: Department Profile page (3 of 4)

This example illustrates the fields and controls on the Department Profile page (3 of 4). You can find definitions for the fields and controls later on this page.

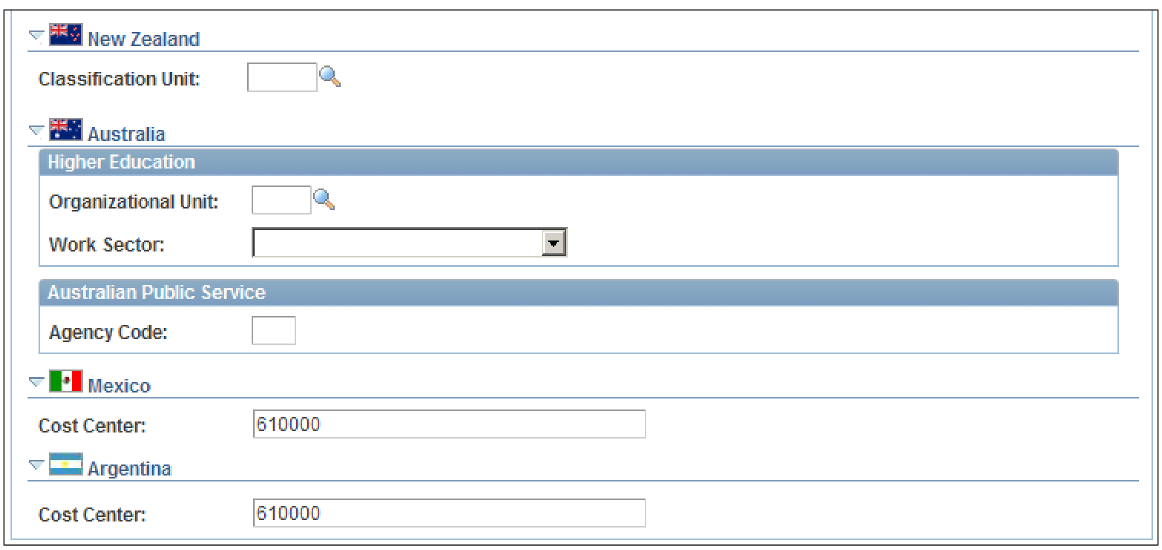
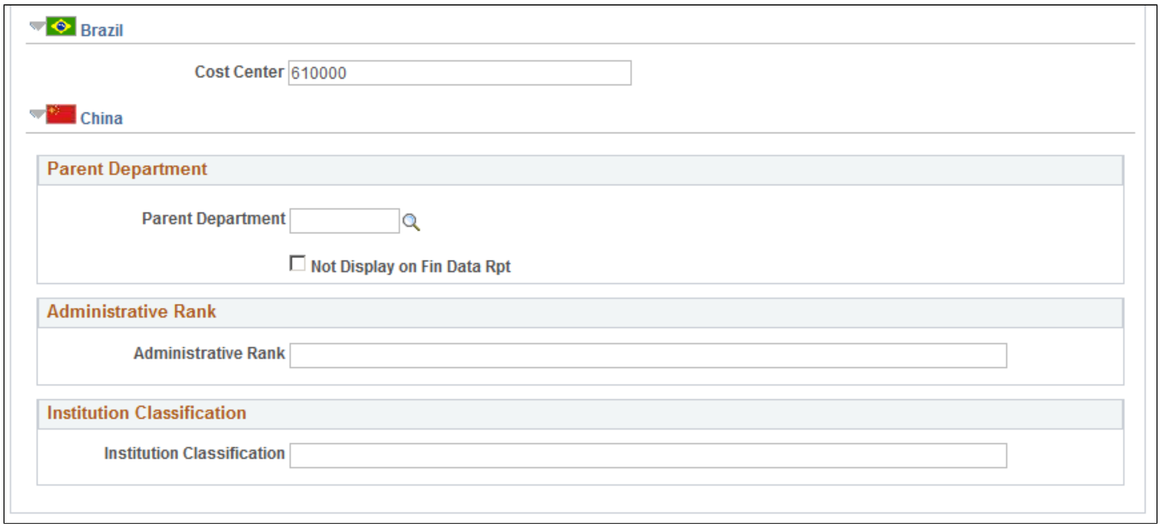


Image: Department Profile page (4 of 4)

This example illustrates the fields and controls on the Department Profile page (4 of 4). You can find definitions for the fields and controls later on this page.



Effective Date

If you add a new department to the Departments component from the Set Up HCM menu, set its effective date to predate (or be equal to) the effective date of your security tree.

Description

For Payroll for North America: If you use the department specified on the employee's Job record to indicate where to deliver checks, the system automatically prints the department description and code on the check.

Location Set ID and **Location**

To associate a department with a physical location, select the location. Maintain these values in the Locations component.

Company

Indicate the company to which this department belongs. The system uses the Company field value as the default company location on the job records for all people associated with this department. If you add a person to this department, the system assumes that they are also with the designated company. If you don't enter a company here, you can enter it on the Job Data pages. If you do enter a company here, you can't change it on the Job Data pages.

Note: If yours is a multicompany environment and you want more than one company to share the department, leave the *Company* field blank.

Manager Type

If you are not specifying managers for departments, select *None.* If you are specifying managers, indicated if the manager is a person *(EmplID)* or a position *(Position).* If you use partial position management, where you use positions for only a portion of your organization, select whichever option is appropriate for this department.

Manager ID

If you selected *EmplID,* the system makes this field available for you to select the ID of the manager. The manager ID that you select becomes the default supervisor ID on the Job records of all people who are assigned to this department. If you have more layers in your organization, override the default.

Manager Position

If you selected *Position,* and you have created positions for this department, select a Manager Position number. This field is optional, but you might find it useful for reporting activities such as departmental hierarchical data.

The system displays the name and EmplID of the current position incumbent in the EmplID field.

Note: The system allows you to select any position. To have the system prompt you with positions that are only in this department, update the DEPT_TBL in PeopleSoft Application Designer so that the prompt table for this field is DEPT_POSITIONS.

Budget Year End Date

If you handle your budgeting in PeopleSoft Human Resources, enter the last month and day of the budget year as the date for all positions in this department.

Budget Level

Select *Department, Job Code, Line Item, Position Number,* or *None* to define budgeting for this department.

Payroll for North America

Tax Location

Specify the tax jurisdiction for the department. The code that you enter populates the Tax Distribution pages (TAX_DISTRIBUTION or TAX_DIST_CAN) of employees of this department. You can override this information for individual employees.

(BEL) Belgium

Industrial Committee

Select the industrial committee for the company. This can be overwritten at the department level if necessary.

NACE Code

Enter the NACE code for the company.

Note: The NACE code can range from 5 digits for group level, 6 for class level, and 7 for subclass level.

(CAN) Canada

Industrial Sector

The North American Industrial Classification System (NAICS) is a common framework for the production of comparable industry statistics for Canada, Mexico and the United States. Its hierarchical structure is composed of sectors (two-digit codes), subsectors (three-digit codes), industry groups (four-digit codes), and industries (five-digit codes). At each level of the hierarchy, additional digits are appended to those from the previous level. For example, the NAICS-2007 sector code for health care is 62, so all of the subsector, industry group, and industry codes for healthcare begin with 62.

Use the Canadian Industrial Sector field to select the two-digit sector code for the department. Sectors with a large number of industries have multiple sector codes. Although there is no difference between the codes at the sector level, the best practice is to select the code with the correct digits for the department's industry. For example, although you can use 31, 32, or 33 for the Manufacturing sector, if you are a clothing manufacturer with an industry group of 3151, you should select *31* as the sector code.

Codes are effective-dated so that you can easily update this field when new codes are published. For example, the NAICS-2007 codes became effective on January 1, 2007 and are available for entry only in rows with effective dates on or after that date.

NAICS Code	Enter the four-digit NAICS code for the department's industry group. The NAICS code is used for Canadian employment equity reporting purposes and appears in the Employment Equity Report (PER101CN). When new NAICS codes are published, create a new effective-dated row to capture any changes to a department's industry group code.
(E&G) Stats-Can-Department Code (Statistics Canada department code)	Enter a department code to be reported in the Canada Academic Teaching Survey. This field is intended for Canadian higher education degree-granting institutions only. For reporting periods that start before October 1, 2009, the system uses this code for the department when you load data (see "Loading Data Into the Academic Teaching Survey Tables" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events)) into the Academic Teaching Survey Tables and when you create the survey result flat file (see ."Creating the Survey Report Flat Files" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events)).
(E&G) Stats-Can CIP (Statistics Canada Classification of Instructional Programs)	Enter the code that classifies the department’s instructional programs. This field is intended for Canadian higher education degree-granting institutions only. For reporting periods that start on or after October 1, 2009, the system uses this code for the department when you load data (see "Loading Data Into the Academic Teaching Survey Tables" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events)) into the Academic Teaching Survey Tables and when you create the survey result flat file (see "Creating the Survey

Report Flat Files" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events)).

(E&G) Stats-Can Faculty Code (Statistics Canada faculty code)

Select a code to associate a faculty with a department. Faculty codes are set up on the "Faculty Code Stats CAN Page" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events) and are used to associate medical and dental categories with faculties. The system uses the faculty code that is associated with this department to determine the medical and dental categories that are reported in the Canada Academic Teaching Survey. This field is intended for Canadian higher education degree-granting institutions only.

See "Understanding the University and College Academic Staff System (UCASS) Survey Business Process" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events).

(DEU) Germany

Tax Location Code

Select a code.

Note: For more information about how tax location codes affect payroll processing for North America, see your PeopleSoft Payroll for North America documentation.

Note: The Accident Insurance, Hazard, and Social Insurance Accident # fields are used to monitor Health and Safety business process functionality in PeopleSoft Human Resources.

(FRA) France

Establishment ID

Select an establishment ID for this department. French Social Security defines a risk code for your establishment, based on the number of work accidents that have occurred in the past three years in a particular establishment. Your establishment must contribute to a Work Accident fund, based on the number of work accidents that occur in your establishment; the more accidents you have, the more you pay into the fund.

This field is required for Global Payroll for France. The system will default this value into a worker's Job record when you use PeopleSoft Human Resources: Manage Positions.

Risk Code

Select a risk code from the list of risk codes. You define your organization's percentage of contributions to the French Social Security fund at the department level, based on the risk code that you enter.

AT SECTION

Select the AT section for the risk code selected in the Risk Code field. Risk Code / AT sections are defined for establishments. When there are several AT sections defined for the establishment, use this field to specify the AT section to use.

(USA) USA

EEO4 Function (Equal Employment Opportunity 04 function)	Select the functional category, such as health or fire protection, that applies to this department. The option that you select affects your EEO reporting to the U.S. federal government.

(NZL) New Zealand

Classification Unit	Enter the classification unit for your company. This information comes from the Classification Unit Table. The system uses this data for Accident Rehabilitation Compensation Insurance (ARCI) employer premium calculations.

(AUS) Australia

These fields appear only if you selected the Education & Government check box on Country Specific page of the Installation component.

Organizational Unit	Enter the appropriate Higher Education organizational unit code.
Agency Code	Enter the four-digit Australian Public Service code for this department.

(MEX, ARG, and BRA) Mexico, Argentina, and Brazil

Cost Center	Identify the cost center for this department.

(CHN) China

Parent Department	Enter the parent department responsible for CNAO reporting for SOE and PSGM.
Not Display on Fin Data Rpt (not display on financial data report	When this check box is selected, the parent company information does not appear on the CNAO XML file. If you want the parent company information to appear, you must deselect this check box.

Comm. Acctg. and EG Page

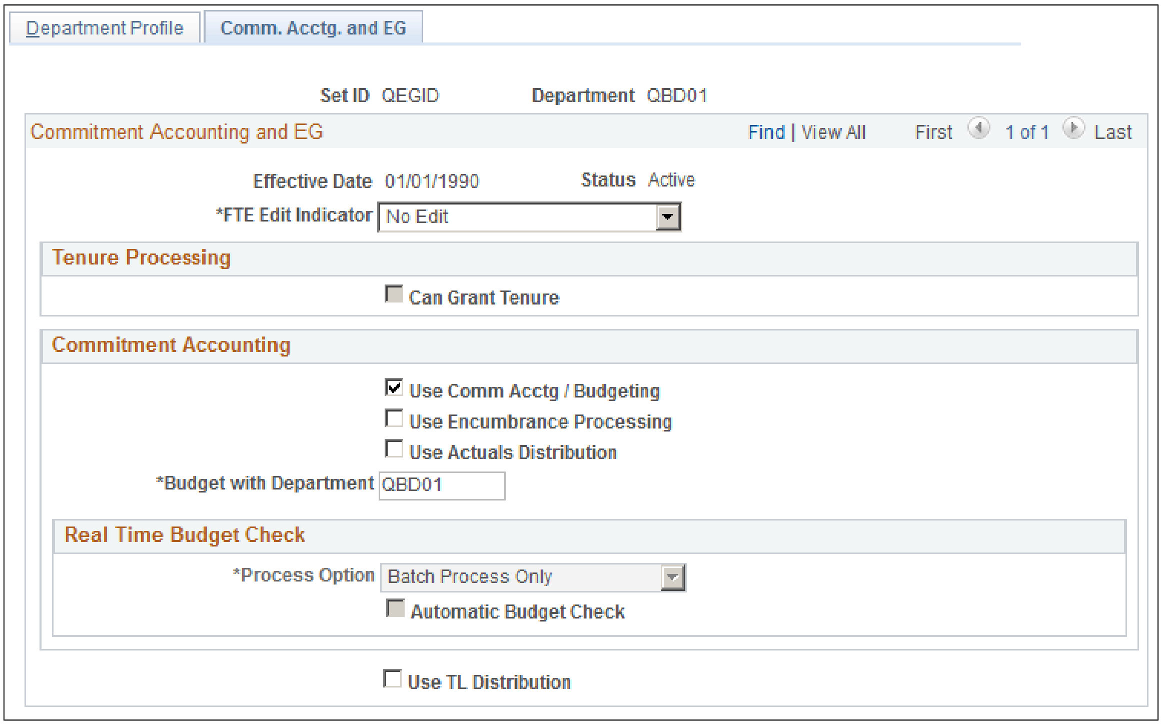
Use the Comm. Acctg. and EG (department table - commitment accounting and education and government) page (DEPARTMENT_TBL_CA) to enable and control department information that is specific to Education and Government customers and customers who use the Commitment Accounting feature.

Navigation

Set Up HCM > Foundation Tables > Organization > Departments > Comm. Acctg. and EG

Image: Comm. Acctg. and EG page

This example illustrates the fields and controls on the Comm. Acctg. and EG page. You can find definitions for the fields and controls later on this page.



FTE Edit Indicator (full-time equivalency edit indicator)

Select whether you want the system to display a warning or an error message when you exceed the FTE maximums for this department. If you don't want the system to perform an FTE edit for this department, select *No Edit.*

Tenure Processing

Can Grant Tenure

Select to be able to grant tenure to qualified people in this department.

Commitment Accounting

Use Comm. Acctg / Budgeting (use commitment accounting / budgeting)

Select if you use Commitment Accounting processing for this department. When you select this check box, the other page elements in this group box become available for entry.

Budget with Department

An accumulated budget for a group of departments rolls up to the department that you enter.

The department that you enter must be in the same Set ID as the department that you are defining, and it must be higher on the security tree. For example, if departments 00010 and 00012 are lower on the security tree than department 00005 and they have the same Set ID, then departments 00010 and 00012 can budget with department 00005. The budgets for 00010 and 00012 roll up into a single budget with 00005.

See Setting Up and Assigning Tree-Based Data Permission.

Use Encumbrance Processing

Select if you use Commitment Accounting encumbrance processing for this department.

Use Actuals Distribution

Select if you use Commitment Accounting's Actuals Distribution process for the department.

Real Time Budget Check

Process Option

Choose how to process job data and position data changes that can affect encumbrance calculations.

Certain processing options result in different actions depending on whether the job data or position data change is considered critical. Critical changes in the Job Data component include hiring, rehiring, and adding a concurrent job. Critical changes in the Position Data component include creating a position, increasing the head count for a position, changing a position from inactive to active, and changing the Pre-Encumbrance Indicator for a position from *None* or *Requisition* to *Immediate,*

The following table describes your processing option choices:

Process Option	***Critical Changes***	***Non-Critical Changes***
All	Allows immediate budget checking from the Job Data and Position Data components.	Allows immediate budget checking from the Job Data and Position Data components.
Batch Process Only	Do not allow real-time budget checking. All encumbrance calculations are performed by the batch process. The individual budget check status is set to *Pending.*	Do not allow real-time budget checking. All encumbrance calculations are performed by the batch process. The individual budget check status is set to *Pending.*
Critical	Allows immediate budget checking from the Job Data and Position Data components.	Do not allow immediate budget checking from the Job Data and Position Data components. Encumbrance calculations are performed by the batch process or individual budget checks from the Real-time Budget Checking components. The individual budget check status is set to *Pending.*

Process Option	***Critical Changes***	***Non-Critical Changes***
Deferred	Do not allow immediate budget checking from the Job Data and Position Data components. Encumbrance calculations are performed by the batch process or individual budget checks from the Real-time Budget Checking components. The individual budget check status is set to *Pending.*	Do not allow immediate budget checking from the Job Data and Position Data components. Encumbrance calculations are performed by the batch process or individual budget checks from the Real-time Budget Checking components. The individual budget check status is set to *Pending.*

Automatic Budget Check

This check box is available only if the selected Process Option is *All* or *Critical.*

Select this check box if you want the system to immediately perform a real-time budget check when a user attempts to save a change to job data or position data.

Deselect this check box if you want the system to present a pop-up window when a user attempts to save a change to job data or position data. The pop-up window gives the user the choice of performing the budget check immediately or saving the transaction without performing the budget check. If the user bypasses the budget check, the system generates a transaction that can be processed from the Budget Check by Job page or the Budget Check by Position page.

Additional Page Element

Use TL Distribution

Select to take into account the task information that is entered into PeopleSoft Time and Labor during Commitment Accounting's Actuals Distribution process. This check box applies only to PeopleSoft Time and Labor customers.

If you select this check box, the Actuals Distribution process creates an entry for each Time and Labor task entry. It then distributes the earnings in the appropriate ratio (the same ratio that is used for Labor Distribution).

Related Links

"Setting Up Tenure Tracking" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events)

"Understanding Fiscal Year Budgets in PeopleSoft Human Resources" (PeopleSoft HCM 9.2: Human Resources Manage Commitment Accounting)

Running an SQR Audit to Cross-Check Departments

When you add new departments to the Departments component, also add them to your security tree so that they are a part of your security structure. After you build your security tree, you can run a SQR audit (PER506) to determine which department IDs are in the Departments component but not in the security tree. This SQR also lists the departments that are in the security tree but not in the Departments component. The latter situation can occur if you delete a department from the system and don't remove the node from your security tree.

The procedures for running SQRs vary with your application environment. If you aren't sure of your standard procedures, ask your system administrator.

(USF) Setting Up Federal Departments

To set up Federal departments, use the Departments USF component (DEPARTMENT_TBL).

These topics discuss how to set up federal departments.

Page Used to Set Up Federal Departments

Page Name	***Definition Name***	***Usage***
Department Table Page	GVT_DEPART_TBL_USA	Set up departments.

Department Table Page

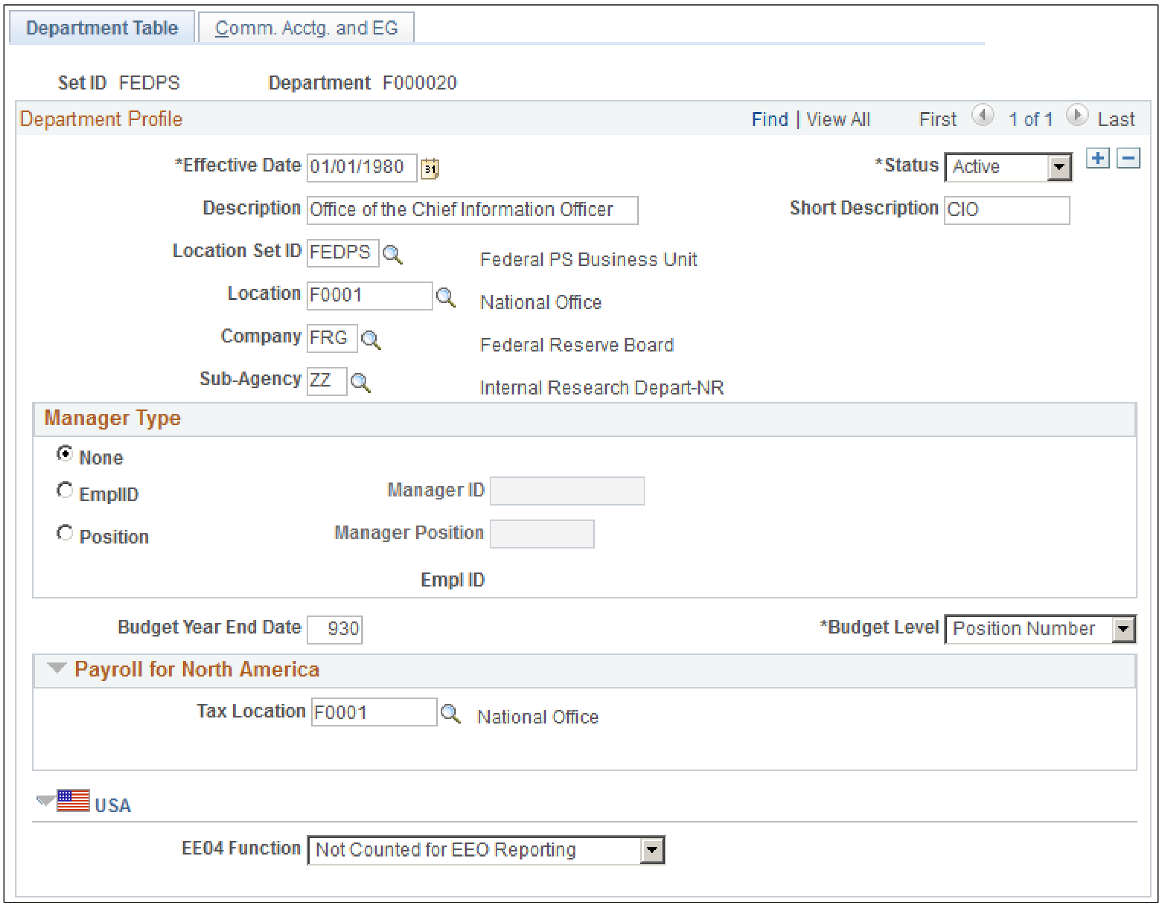
Use the Department Table page (GVT_DEPART_TBL_USA) to set up departments.

Navigation

Set Up HCM > Foundation Tables > Organization > Departments USF > Department Table

Image: Department Table page

This example illustrates the fields and controls on the Department Table page. You can find definitions for the fields and controls later on this page.



Effective Date

Important! \If you add a new department to this Departments USF component from the Set Up HCM menu, set its effective date to predate (or be equal to) the effective date of your security tree.

Sub-Agency

Select the sub-agency to which this department belongs.

Note: The system uses the Company and Sub-Agency fields as the default agency/sub-agency location on the Job records for all people who are associated with this department. If you hire employees into this department, the system assumes that they are also employees of the designated agency/sub-agency. If you don't enter an agency here, you can enter it on the Job Data pages. If you do enter an agency here, you can't change it on the Job Data pages.

Manager ID

The manager ID that you select becomes the default supervisor ID on the employee records of all employees who are assigned to this department. If you have more layers in your organization, override the default.

Manager Position

If you use position management, and you create positions for this department, you can select a manager position number. This field is optional, but you might find it useful for reporting activities such as departmental hierarchical data. When you select a manager position number, the system displays whether an employee is assigned to the manager position.

Note: You can select any position in this field. To have the system to prompt you with positions that are only in this department, update the DEPT_TBL in PeopleSoft Application Designer so that the prompt table for this field is DEPT_POSITIONS.

If you use partial position management, where you use positions for only a portion of your organization, you can use either the Manager ID number or the Manager Position number. When you select either field, the system disables the remaining field.

Budget Year End Date

If you handle your budgeting in PeopleSoft Human Resources, enter the last month and day of the budget year as the date for all positions in this department.

Budget Level

Select *Department, Job Code, Line Item, Position Number,* or *None* to define budgeting for this department.

(USA) USA

EEO4 Function

Select the functional category, such as health or fire protection, that applies to this department. The option you select affects your EEO reporting.

See *PeopleTools: Application Designer Developer's Guide*.

Related Links

PeopleSoft Human Resources Manage Positions

PeopleSoft Payroll for North America

Setting Up Primary Permission List Preferences

To set up primary permission list preferences, use the Org Defaults by Permission Lst component (OPR_DEF_TBL_HR).

These topics provide an overview of and discusses setting up primary permission list preferences.

Pages Used to Set Defaults for Permission Lists

Page Name	***Definition Name***	***Usage***
Org Defaults by Permission Lst - Defaults Page	OPR_DEF_TBL_HR	Set predefined TableSet sharing and system-wide defaults for each of your primary permission lists.
Org Defaults by Permission Lst - Settings Page	OPR_DEF_TBL_HR2	Set Payroll System and system-wide defaults for each of your permission lists.

Understanding Primary Permission List Preferences

You use the Org Defaults by Permission Lst component to set predefined TableSet sharing and system-wide defaults and settings for each of your primary permission lists. Primary permission lists are assigned to the user on the User Profile - General page (USER_GENERAL). The system will default in the values you indicate for a particular permission list on the Org Defautls by Permission Lst component, such as Business Unit, Set ID, Currency, Country, and/or Company Code when a user who is associated with that permission list logs in to PeopleSoft HCM. Primary permission lists also control user access to country functionality, as determined on the Setup Global Security page (SCRTY_TBL_GBL)).

See *PeopleTools: Security Administration*, "Setting Up Permission Lists".

Related Links

Setting Up Security for Local Functionality

Org Defaults by Permission Lst - Defaults Page

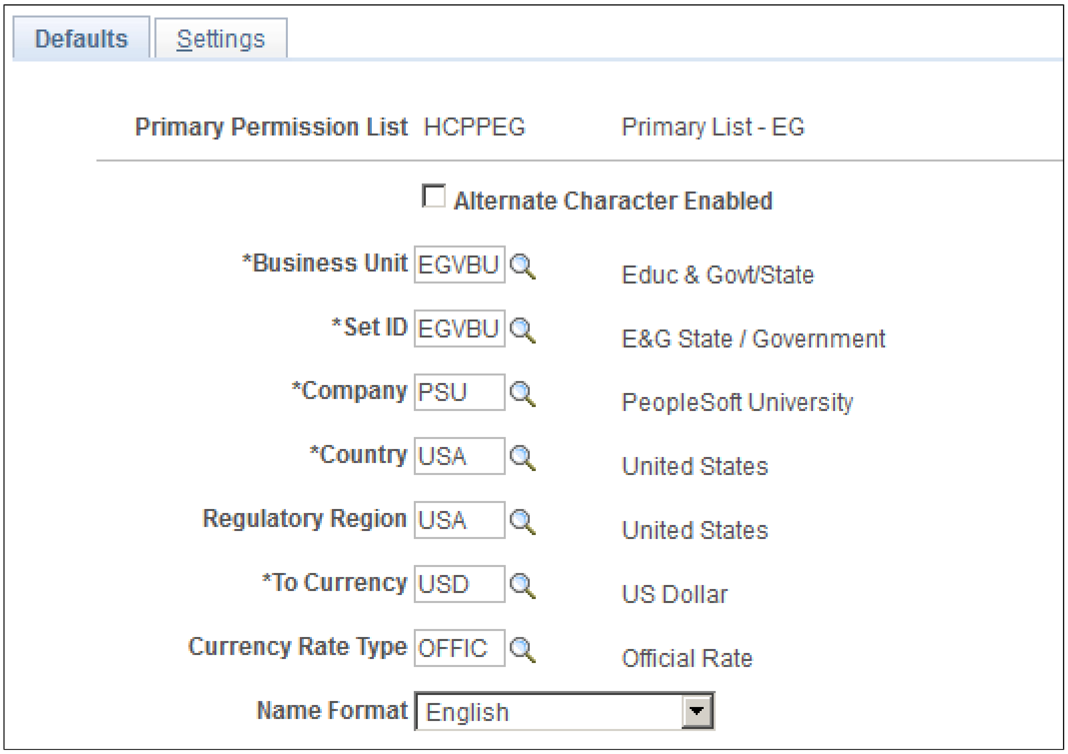
Use the Org Defaults by Permission Lst - Defaults page (OPR_DEF_TBL_HR) to set predefined TableSet sharing and system-wide defaults for each of your primary permission lists.

Navigation

Set Up HCM > Foundation Tables > Organization > Org Defaults by Permission Lst > Defaults

Image: Org Defaults by Permission Lst - Defaults page

This example illustrates the fields and controls on the Org Defaults by Permission Lst - Defaults page. You can find definitions for the fields and controls later on this page.



You can tailor your PeopleSoft HCM system for each of your users, controlling the default values that users see on pages in the system.

Note: The TableSet Record - Group Control page regulates what users see on the prompt tables in PeopleSoft HCM. These defaults override the defaults that you set for these options on the Installation Table for this permission list.

Alternate Character Enabled	Select to enable alternate character searching for this permission list.

Warning! The Set ID field value that you select affects the business unit and Set ID defaults for this permission list throughout your PeopleSoft HCM system.

Related Links

Working with Alternate Character Sets

Business Units, Tablesets and Set IDs

Administering Country Codes

Associating a Regulatory Region with a Transaction

Understanding Currency

Org Defaults by Permission Lst - Settings Page

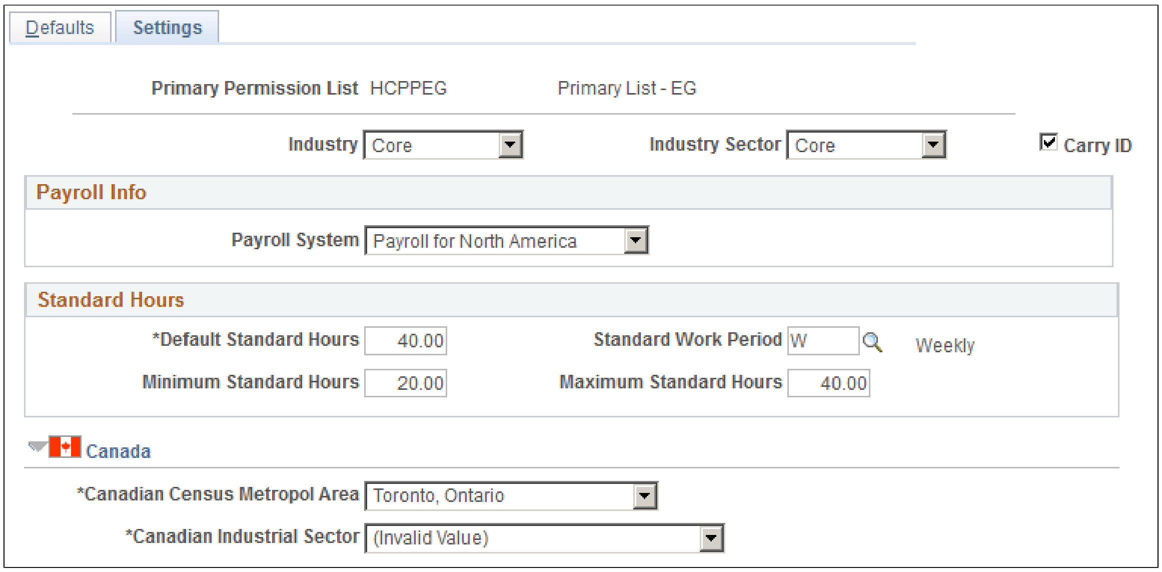
Use the Org Defaults by Permission Lst - Settings page (OPR_DEF_TBL_HR2) to set Payroll System and system-wide defaults for each of your permission lists.

Navigation

Set Up HCM > Foundation Tables > Organization > Org Defaults by Permission Lst > Settings

Image: Org Defaults by Permission Lst - Settings page

This example illustrates the fields and controls on the Org Defaults by Permission Lst - Settings page. You can find definitions for the fields and controls later on this page.



You can tailor your PeopleSoft HCM system for each permission list, thus controlling the default values that users see on the system pages.

Industry

Select *Government* if this is a U.S. federal government database. The default value is *Core* .

Industry Sector

Select *US Federal* if this is a U.S. federal government database. The default value is *Core* .

Carry ID

Select to carry the EmplID (employee ID) search key information across menus. When you select this check box, the system uses the EmplID search key that you are currently using on subsequent menus.

Note: You must select an Industry of *Government* and an *Industry Sector* of *US Federal* to fully use U.S. federal government functionality in your database. In addition, you need to select Federal on the Installation Table - Products page (ISTALLATION_TBL1).

Specifying a Default Payroll System

Payroll System

Select the default payroll system. When you select a payroll system on a table or page in PeopleSoft HCM, the system displays *North American, Global,* or neither one based on the choice you enter here for this permission list. The user can override this default, as necessary.

Setting Default Standard Hours

Default Standard Hours	The default is *40* hours. The value that you enter here affects how the human resources system calculates FTE (full-time equivalency) for workers and affects compensation processing.
Standard Work Period	Select a standard work period. The standard work period is the time period in which workers must complete the standard hours. The system uses the annualization factor of the standard work period in combination with the default standard hours to calculate FTE (full-time equivalency).
Minimum Standard Hours and **Maximum Standard Hours**	Enter the default minimum and maximum standard hours for this Set ID. The value that you enter affects how the human resources system calculates FTE for workers and affects compensation processing.

(CAN) Canada

Canadian Census Metropol Area (Canadian census metropolitan area)	Select from the metropolitan areas defined on the Translate table.
Canadian Industrial Sector	Select from the list of values on the Translate table.

Note: (CAN) These values affect Canadian regulatory reporting in PeopleSoft Human Resources.

See "Understanding Regulatory Requirements for Canada" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements).

Related Links

Setting Up Implementation Defaults

Chapter 13

Setting Up Personal Information Foundation Tables

Defining Citizen Status Codes

To define citizen status codes, use the Citizen Status component (CITIZEN_STATUS).

This topic discusses how to define citizenship statuses.

Page Used to Define Citizenship Statuses

Page Name	***Definition Name***	***Usage***
Citizen Status Page	CITIZEN_STATUS	Define the citizenship statuses you'll need to track for various countries. For example, you may need to distinguish between a native, a naturalized citizen, or a permanent resident of a particular country.

Citizen Status Page

Use the Citizen Status page (CITIZEN_STATUS) to define the citizenship statuses you'll need to track for various countries.

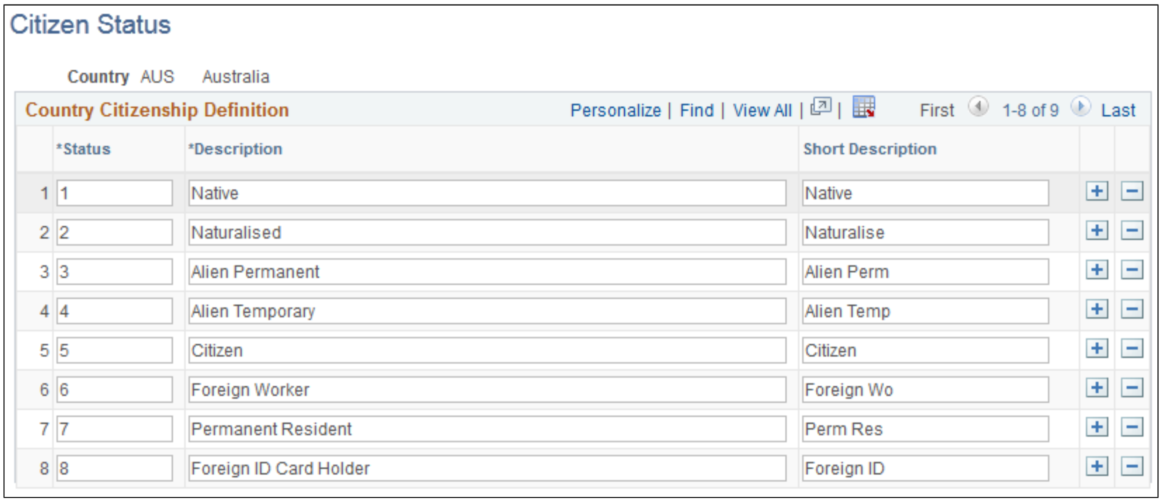
For example, you may need to distinguish between a native, a naturalized citizen, or a permanent resident of a particular country.

Navigation

Set Up HCM > Foundation Tables > Personal > Citizen Status > Citizen Status

Image: Citizen Status page

This example illustrates the fields and controls on the Citizen Status page. You can find definitions for the fields and controls later on this page.



Country

The system displays the country code you entered to access the page. Define citizenship status codes for this country.

Status

Enter the citizenship status code that you want to define. Enter as many citizenship codes as needed.

Defining National ID Types

To define national ID types, use the National ID Type component (NID_TYPE_TABLE).

This topic discusses how to assign a national ID type to a country code.

Page Used to Define National ID Type

Page Name	***Definition Name***	***Usage***
National ID Type Page	NID_TYPE_TABLE	Assign a national ID type to a country code and provide a default or a dummy national ID for a country to use when a person or applicant ID is unavailable.

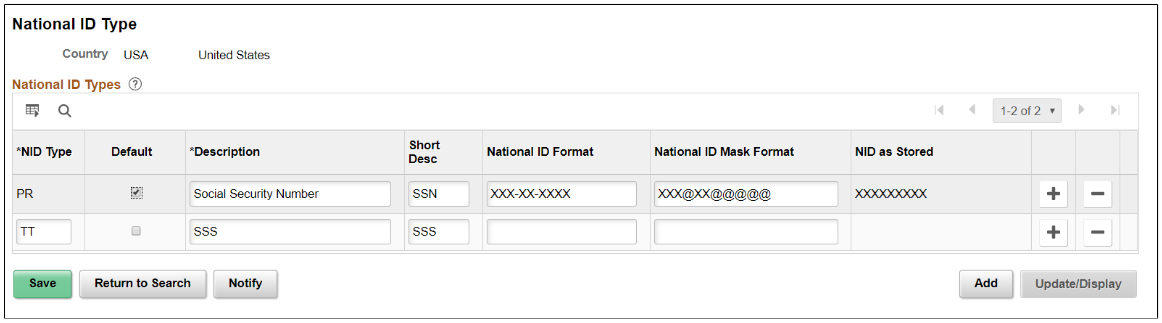
National ID Type Page

Navigation

Set Up HCM > Foundation Tables > Personal > National ID Type > National ID Type

Image: National ID Type page

Use the National ID Type page (NID_TYPE_TABLE) to assign a national ID type to a country code and provide a default or a dummy national ID for a country to use when a person or applicant ID is unavailable.



National ID Mask Format

National ID mask format supports only @ and X.

Use X at positions in the National ID that needs masking. The National ID mask format should match the National ID format in length Use @ for showing the input character at that position.

For example, for National ID 123-12-1234, if Masking format XXX@XX@@@@@ is used, the masked output will be XXX-XX-1234

Alternatively, to completely display masked value while preserving the format, a single 'X' can be specified in this field. Similarly, a single '@' will display unmasked value.

For the same example, completely masked output will be XXX-XX-XXXX.

Note: : Mask format will be used only if Data Masking is enabled in Installation Options.

All 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 number, and U.S. workers have a Social Security number. Each type of national ID has unique formatting requirements.

When you select a country code on any global page where you are entering a national ID, the system refers to the information defined on this page to enter a default national ID type (if selected) or to ensure that you select a valid one. The system also validates the national ID you enter against the format you specify here. If you don't enter the correct number of digits or letters for a country's national ID, the system displays a warning message.

For example, when you enter national ID information for a new American person on the Biographical Details page the system uses the information set up on the National ID Type Table page to determine the valid national ID types for USA and enters PR as the default. It will validate the data you enter to make sure it matches the specific value types you set up for the National ID Type Format and format the data entered, if necessary. In this example, the system will reformat an entry of XXXXXXXXX to XXX–XX–XXXX.

Note: Application pages containing the National ID field perform an additional system check to determine the proper display by referring to the User Defined File (UDF) format. Specify these formats in PeopleSoft Application Designer.

Note: The PeopleSoft application delivers the National ID Type table with the proper types for the supported countries.

Note: (GBR) Use the NID Prefix GBR page to define valid national insurance prefixes. The Inland Revenue requires that employers' year-end reporting contain valid national insurance prefixes only.

See (GBR) Setting Up National Insurance Prefixes for the U.K..

Note: (CAN and USA) The delivered proper national ID type for Canada and the United States is *PR* (which corresponds to the Canadian Social Insurance Number and the American Social Security Number, respectively). You cannot delete this value because it is required for payroll processing.

Note: (DEU and JPN) Users in Germany and Japan aren't required to enter national ID data for workers, so PeopleSoft created a default value of *NO* .

NID Type (national ID type)

Enter the types of national IDs you will use to identify people (for example, employees, dependents, and applicants).

If you do not require a national ID type for a country, create a value of *NO* and leave the National ID Format field blank. National ID Type is often a required field on other PeopleSoft HCM pages and this gives you a value to enter for individuals from this particular country.

Default

Select to have the system use this NID Type as the default national ID type for individuals from this country. You do not have to designate a default national ID type for a country but without a designated default users will need to specify a type every time they enter a national ID in the system.

National ID Format

Indicate the default format for the national ID. Use the following values:

- *X* or *Z* when the user can enter an alphanumeric or blank value.
- *A* and any lower case letter when the user must enter a letter.
- *9* when the user must enter a numeric value.
- If you leave this field blank, users can enter any value (or no value at all) for this national ID type.

Note: In addition to the general formatting you set up here, PeopleCode record logic performs special data validation on BEL, BRA, CAN, CHE, FRA, GBR, MEX, NLD, USA, DEU, ESP, MYS, and ITA national IDs.

Note: (USA) When reporting to U. S. federal government agencies, PeopleSoft Payroll for North America converts the default for missing or unknown Social Security numbers to the format required by the agency.

NID as Stored (national ID as stored) Shows how the NID is stored in the system. Match this value to the field display formats in the Application Designer.

Related Links

"Biographical Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Setting Up Additional Name Information

To set up additional name information, use the No Name Translation (NAME_NOXLAT_TBL), Name Format Types component (NAME_FORMAT_TBL), Name Type component (NAME_TYPE_TBL), Name Prefix component (NAME_PREFIX_TABLE), Name Suffix component (NAME_SUFFIX_TABLE), Royal Name Prefix component (NM_ROYAL_PREF), Name Royal Suffix (NM_ROYAL_SUFF), and Name Title component (TITLE).

These topics provide an overview of and discusses setting up additional name information.

Pages Used to Set Up Additional Name Information

Page Name	***Definition Name***	***Usage***
No Name Translation Page	NAME_NOXLAT_TBL	Indicate which language’s name fields should not be translated.
Name Format Table Page	NAME_FORMAT_TBL	Define name format types and fields to use on name pages throughout HCM.
Display Name Configuration Page	NAME_FORMAT_DSP	Define how to build the employee’s Display name (NAME_DISPLAY field), which is used throughout HCM.
Formal Name Configuration Page	NAME_FORMAT_FML	Build the employee’s formal name (NAME_FORMAL field).
PSFormat Name Configuration Page	NAME_FORMAT_PSF	Build the employee's PeopleSoft Name (NAME field).
Name Type Page	NAME_TYPE_TBL	Define name types.
Name Prefix Page	NAME_PREFIX_TABLE	Enter name prefixes that you'll use when you record name information.
Name Suffix Page	NAME_SUFFIX_TABLE	Enter name suffixes to use to record name information.

Page Name	***Definition Name***	***Usage***
Royal Name Prefix Page	NM_ROYAL_PREFIX	Enter royal prefixes and descriptions. Royal Name Prefix codes are used primarily for Germany and the Netherlands. When you enter names for workers in the Personal Data pages, you can reference these standard name prefixes.
Royal Name Suffix Page	NM_ROYAL_SUFFIX	Define royal suffixes. The Royal Name Suffix application is used only by Germany and prompts with DUEVO standards. When you enter names in the Personal Data pages, you can reference these standard Royal Name Suffixes.
Name Title Page	TITLE_TBL	Enter titles for use with names. Track standard titles—from *professor* to *mijnheer* —for names in your human resources system.

Understanding Additional Name Information

Whether you're managing a global workforce or a workforce in a single country, you'll need to track a variety of names as part of your records.

PeopleSoft HCM grants you the flexibility to define name formats and stores this information in the Name Format tables (NAME_FORMAT_TBL and NAME_FORMAT_DTL). For the Display Name, Formal Name, and PS Name, you can determine which name fields your organization wants to use, the order in which they should appear, whether or not they are required, and any field labels, spaces, and separators. The PeopleSoft application delivers 14 name formats but you can add or update the name formats to suit your organization's needs.

Image Highlights, PeopleSoft HCM Update Image 19: Configurable Global Name Formatting

When your organization uses multiple languages, the system enables you to determine, which, if any, name fields should be translated into one of the other languages using the No Name Translation table. For example, you may want to translate a Japanese name stored as kanji characters into English so a non kanji user can read the name. However, you may choose to not translate a Spanish name into English.

With the Name Prefix, Name Suffix, Royal Name Prefix, Royal Name Suffix, and Title tables, you can define standard name prefixes like *Mr.* or *Mrs.* or *Mdme.* and *Mssr.,* and suffixes like *Jr.* and *Sr.*

If you're managing a European workforce, you can track additional standard naming conventions for Germany and the Netherlands, such as the royal name prefix *von* for German workers. You can also track formal titles such as *professor, doctor,* or *count.* These tables provide you with a flexible method for tracking a wide variety of naming conventions in your human resources system.

Important! To have the system update names throughout the system, you should always run the Refresh Name Display process whenever you make a change to the No Name Translation and Name Format Table components. You can run this process from the Refresh Name Display Values Page.

No Name Translation Page

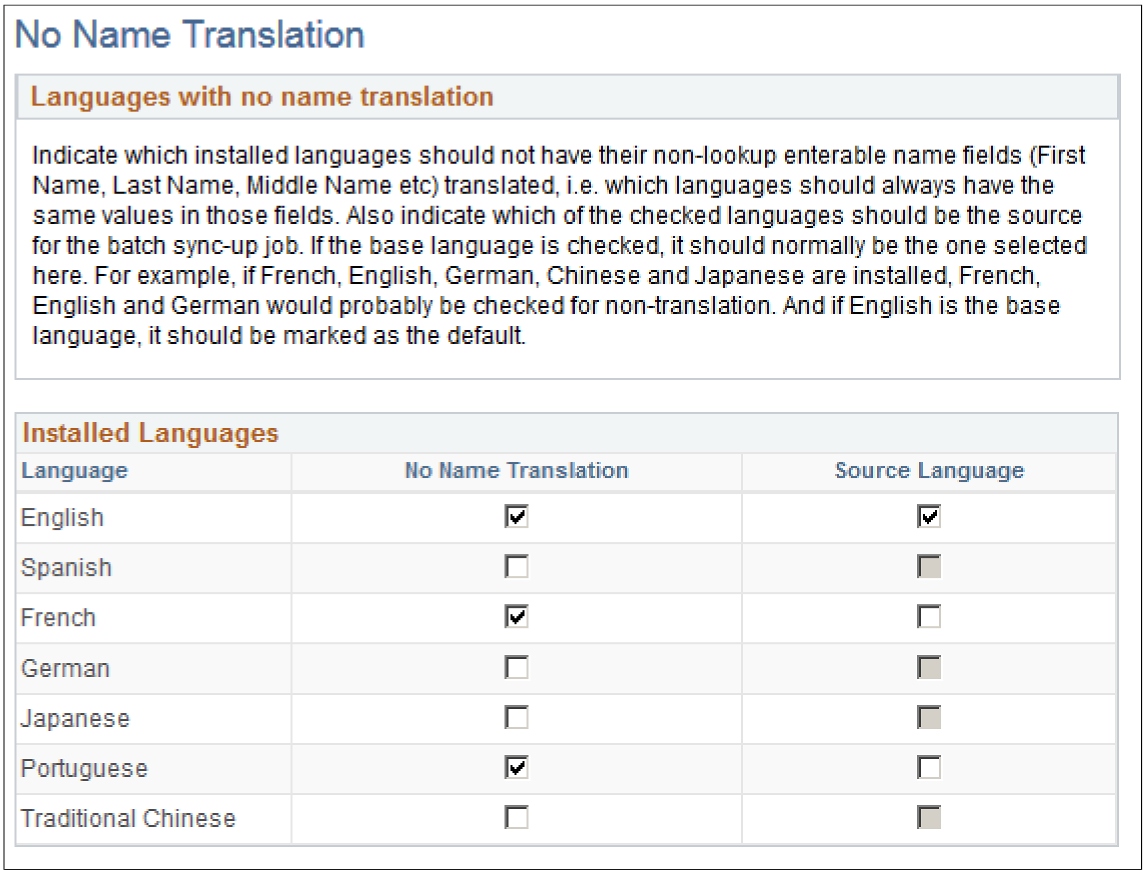
Use the No Name Translation page (NAME_NOXLAT_TBL) to indicate which language's name fields should not be translated.

Navigation

Set Up HCM > Foundation Tables > Personal >No Name Translation >No Name Translation

Image: No Name Translation page

This example illustrates the fields and controls on the No Name Translation page. You can find definitions for the fields and controls later on this page.



This page is important when it comes to the translation of the editable non-lookup name-related fields (e.g.-First Name, Last Name, or Middle Name). It does not impact the formatted name-related fields that use prompt lookup values (e.g.-Name Prefix or Name Suffix). Translation for these items are defined using the Name Format Types component (see the Name Format Table Page).

Language	Displays the installed languages. The available languages are enabled on the Manage Installed Languages page (PeopleTools >Utilities >International >Languages >Manage Installed Languages). If there is only one language installed, the page is display only and informational text area at the top of the page will indicate that there is no need for translation setup.

No Name Translation	Select which languages the system should *not* translate for the name-related editable fields. If there are multiple languages and you want to use the No Name Translation functionality, at least two languages must be selected and one of the selected languages must be set as the default source language for the batch sync-up job.
Source Language	Indicate one source language, or the base translation language, the system should use and serve as the language source for the batch sync-up job. The source language is used in the batch job that resets the name fields in the languages that are not to be translated to the values in the source language. For example, say you have set English and Spanish for no translation, and English as the source language. Before the batch job, a person may have a first name of Mary in English and Maria in Spanish. After the batch job runs, both will be set to Mary.

When online changes made to the editable non-lookup name fields in one of the selected languages are saved, background code ensures that those changes are copied to all of the other selected languages. The Refresh Name Display application engine program can be run periodically to ensure that the editable non-lookup name fields are in sync for all of the selected languages, and it copies the values in the Source Language to all of the other selected languages and rebuilds the formatted name display fields.

Important! The Refresh Name Display process (Set Up HCM >System Administration >Database Processes >Refresh Name Display Values) should always be run whenever a change is made in this component. For information on this process, see the Refresh Name Display Values Page.

Note: The formatted name fields (Display Name, Formal Name. and PSFormat Name) are not affected by the selections, and will always be translated if the name format includes a translatable lookup field (Name Prefix, Name Suffix or Name Title).

Related Links

Display Name Configuration Page

Formal Name Configuration Page

PSFormat Name Configuration Page

Name Format Table Page

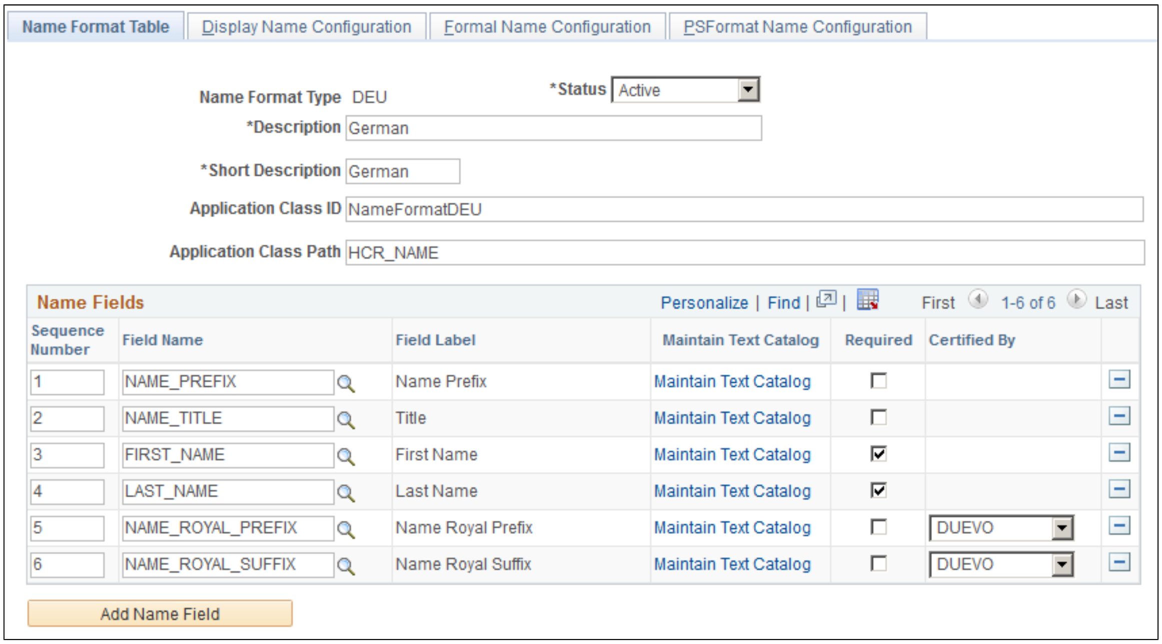
Use the Name Format Table page (NAME_FORMAT_TBL) to define name format types and fields to use on name pages throughout HCM.

Navigation

Set Up HCM > Foundation Tables > Personal > Name Format Types > Name Format Table

Image: Name Format Table page

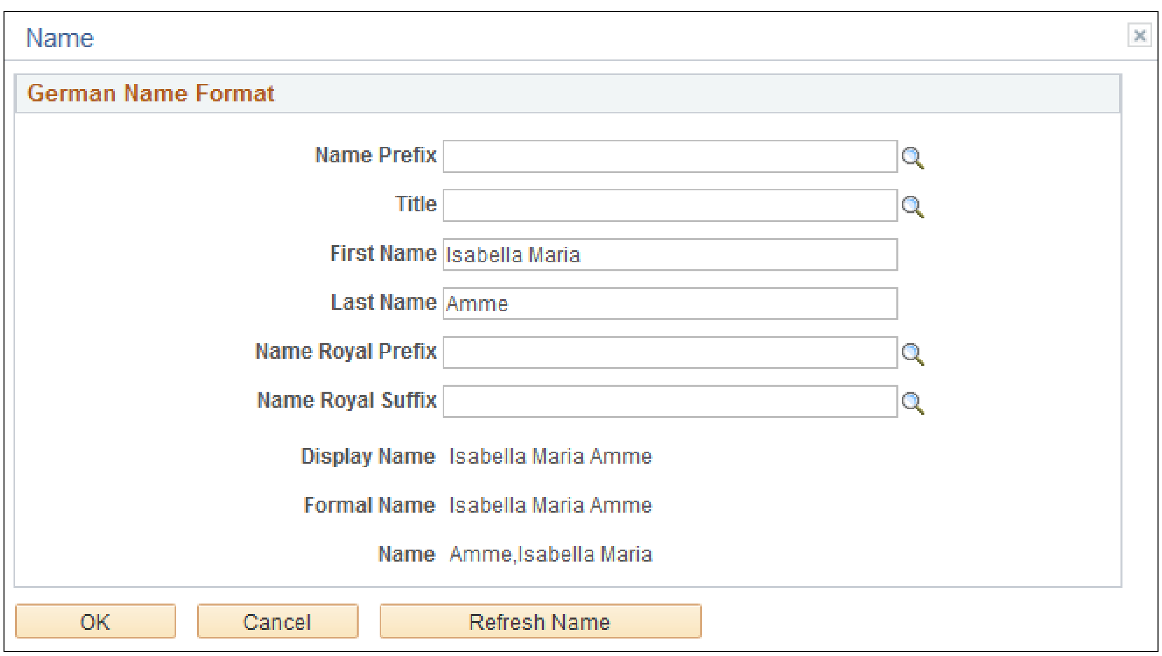
This example illustrates the fields and controls on the Name Format Table page. You can find definitions for the fields and controls later on this page.



Use this page to identify which fields are available for this format type, in what order they should be displayed for data entry, what labels should be used, and whether or not a field is required.

Image: Example of the Name Page Using the Name Format Type

This example illustrates the use of the Name format type on the Personal Data - Name page.

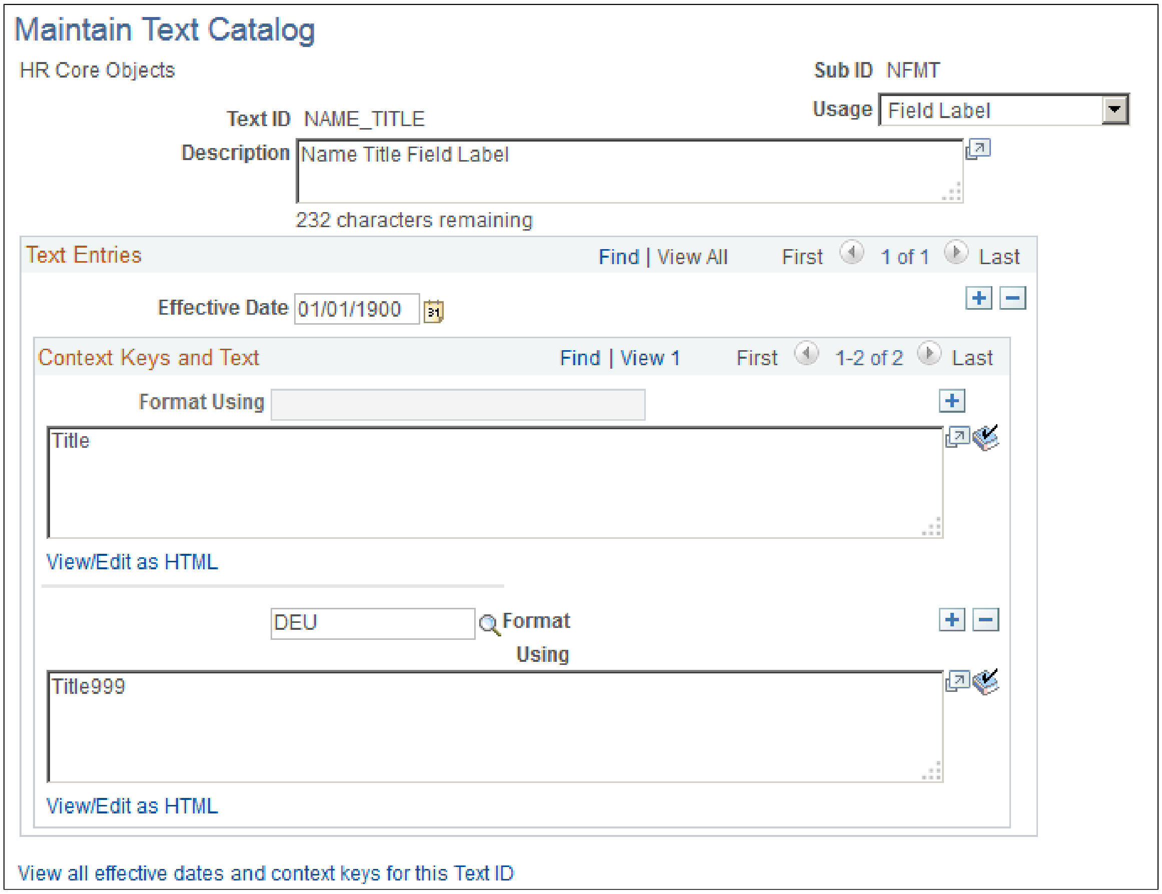


Important! The Refresh Name Display process (Set Up HCM >System Administration >Database Processes >Refresh Name Display Values) should always be run whenever a change is made in this component. For information on this process, see the Refresh Name Display Values Page.

Application Class ID and **Application Class Path**	Enter the application class ID and page of the application package, which store the path of the extension code. Basic name formatting and all name validation are in the PeopleCode application class HCR_NAME:NameFormat. When the basic formatting or validation is not enough for a particular name format, you can extended the class. PeopleSoft HCM delivers extensions that are done for the *Chinese*, *German*, *Japanese*, *Mexican* and *Netherlands* name formats.
Sequence Number	Enter a numeric value to indicate the default order in which you want the name fields to appear on the data entry pages for names. By default, the system sets the first row to one and incrementally increases the value by one for each additional row that you insert.
Field Name and **Field Label**	Select the name fields you want to display on the Name page for this format type. The field label is stored in the Text Catalog.
Maintain Text Catalog	Click this link to access the Maintain Text Catalog Page and view or update the label for this field. To change the label for one name format only, add a row in the Context Keys and Text area on the Maintain Text Catalog page and indicate the format and text for that format.

Image: Example of the Maintain Text Catalog Page

In the following example, *Title* will be the label for the NAME_TITLE field for all name formats except for the German (DEU) name format, where it will be *Title999*.



Required Indicate whether this field is required to be entered for this name format. Users will not be able to save a name if this field is not entered..

Certified By (DEU, NLD) Indicate the certifying authority for the Royal Name Prefix and Suffix fields. Valid values are defined on the Royal Name Prefix Page and Royal Name Suffix Page.

(Delete Row icon button) Click this button to remove a name field from this format type.

Add Name Field Click this button to add additional name fields to this format type.

Display Name Configuration Page

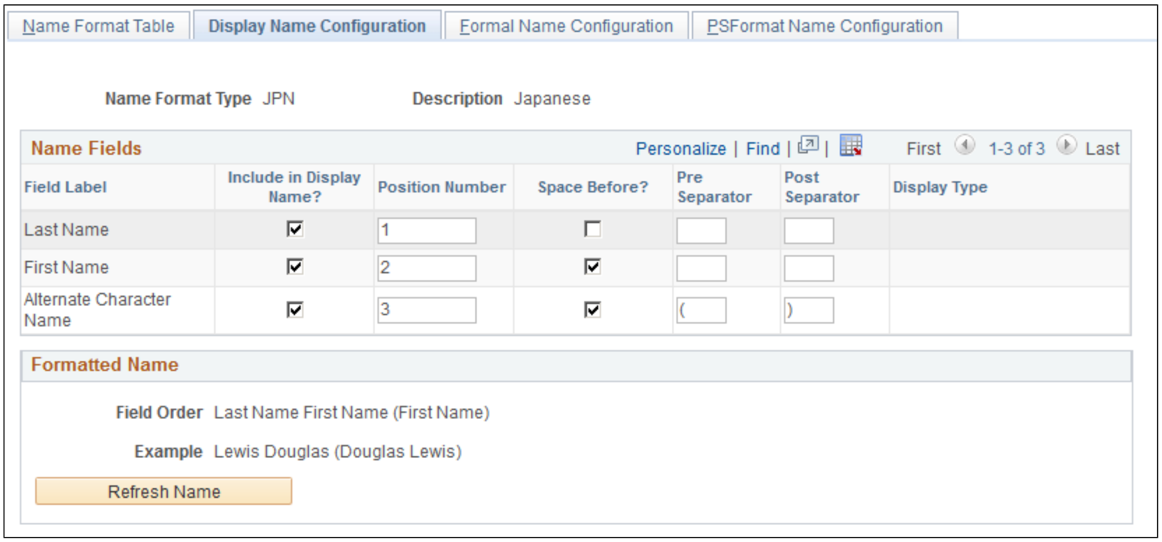
Use the Display Name Configuration page (NAME_FORMAT_DSP) to define how to build the employee's Display name (NAME_DISPLAY field), which is used throughout HCM.

Navigation

Set Up HCM > Foundation Tables > Personal > Name Format Types > Display Name Configuration

Image: Display Name Configuration page

This example illustrates the fields and controls on the Display Name Configuration page. You can find definitions for the fields and controls later on this page.



Important! The Refresh Name Display process (Set Up HCM >System Administration >Database Processes >Refresh Name Display Values) should always be run whenever a change is made in this component. For information on this process, see the Refresh Name Display Values Page.

The fields that appear in the Name Fields group box are determined on the Name Format Table Page.

Include in Display Name?

Select this check box to ensure that this field value displays when showing the employee's Display name (NAME_DISPLAY field). When you select this option, other fields on this row will become available.

Position Number

Enter a numeric value to indicate the order in which you want the name fields to appear on the formatted Display name page. By default, the system sets the first included field to one and incrementally increases the value by one for each additional field that is included.

Space Before?

Select this check box to indicate that there should be a space before this name field. For example, if a name field displays after another field, you may want to ensure that there is a space between the field values by selecting this option.

Pre Separator or **Post Separator**

Enter a character that should display before or after this field value. For example, if you are showing the name for a person in Japan, you can choose to enclose the alternate character name for the person in parenthesis.

Display Type

For the Name Suffix, Name Prefix, Title, Name Royal Suffix, and Name Royal Prefix fields, the system enables you to select how to show the field value. Options include:

- *Long Description*

- *Short Description*
- *Value*

By default, *Value* is selected. This means that the actual code is used and will not be translated when it is included in the Display name, (e.g., *Mrs Jane Smith* will be displayed in English and also in French. If the *Short Description* or *Long Description* is selected, the translated value will be used. For example, a display name showing *Mister John Smith* in English would read *Monsieur John Smith* in French).

Refresh Name — Click this button to have the Example field show how the name will display with the current settings.

Formal Name Configuration Page

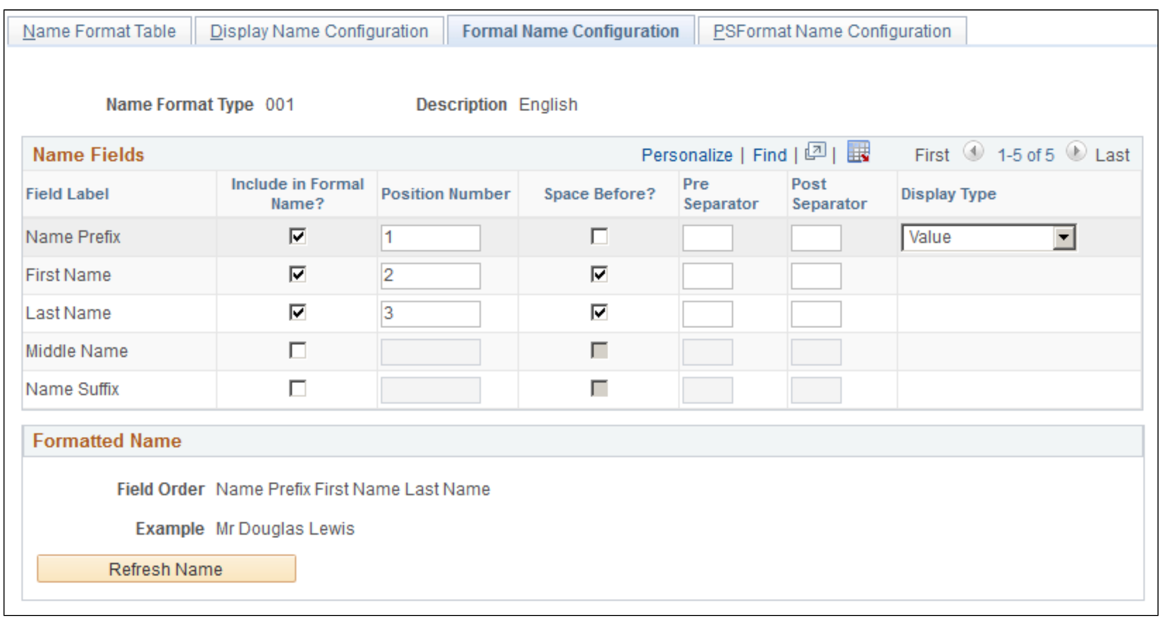
Use the Formal Name Configuration page (NAME_FORMAT_FML) to build the employee's formal name (NAME_FORMAL field).

Navigation

Set Up HCM > Foundation Tables > Personal > Name Format Types > Formal Name Configuration

Image: Formal Name Configuration page

This example illustrates the fields and controls on the Formal Name Configuration page. You can find definitions for the fields and controls later on this page.



Important! The Refresh Name Display process (Set Up HCM >System Administration >Database Processes >Refresh Name Display Values) should always be run whenever a change is made in this component. For information on this process, see the Refresh Name Display Values Page.

The setup for this page is similar to that on the Display Name Configuration Page. See this page for setup information and field definitions.

PSFormat Name Configuration Page

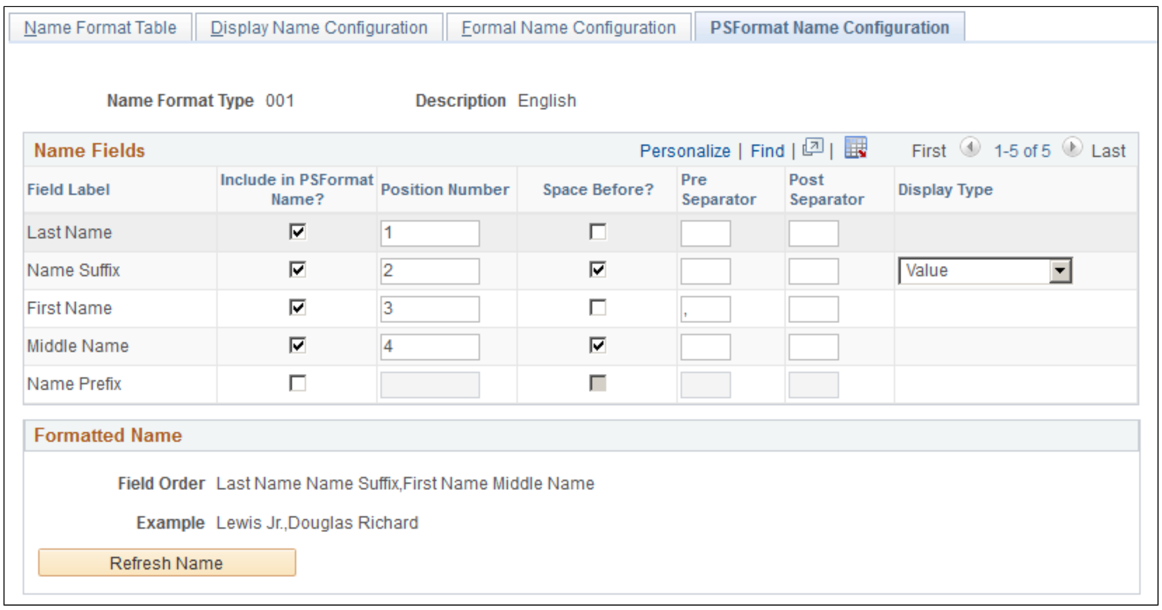
Use the PSFormat Name Configuration page (NAME_FORMAT_PSF) to build the employee's PeopleSoft Name (NAME field).

Navigation

Set Up HCM > Foundation Tables > Personal > Name Format Types > PSFormat Name Configuration

Image: PSFormat Name Configuration page

This example illustrates the fields and controls on the PSFormat Name Configuration page. You can find definitions for the fields and controls later on this page.



Important! The Refresh Name Display process (Set Up HCM >System Administration >Database Processes >Refresh Name Display Values) should always be run whenever a change is made in this component. For information on this process, see the Refresh Name Display Values Page.

The NAME field uses the PeopleSoft Name field format, which automatically removes any spaces before and after the first comma that is included in the name. Because of this, there is no use selecting the Space Before option for a name component immediately following or preceding the first comma separator.

The setup for this page is similar to that on the Display Name Configuration Page. See this page for setup information and field definitions.

Name Type Page

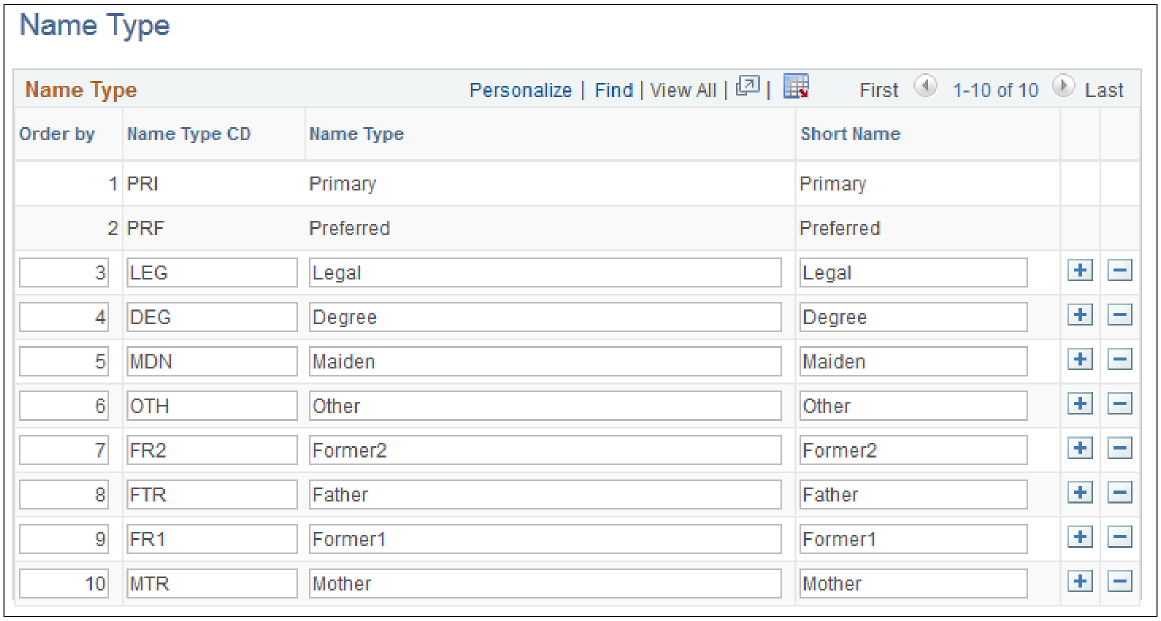
Use the Name Type page (NAME_TYPE_TBL) to define name types.

Navigation

Set Up HCM > Foundation Tables > Personal > Name Type > Name Type

Image: Name Type page

This example illustrates the fields and controls on the Name Type page. You can find definitions for the fields and controls later on this page.



Order by	Enter the order in which the system should make this name type available.
Name Type CD (name type code), **Name Type,** and **Short Name**	Enter a code for the name type, the full name type name, and a short version of the name type.

Note: You cannot edit the Primary and Preferred name types because they are system data.

Name Prefix Page

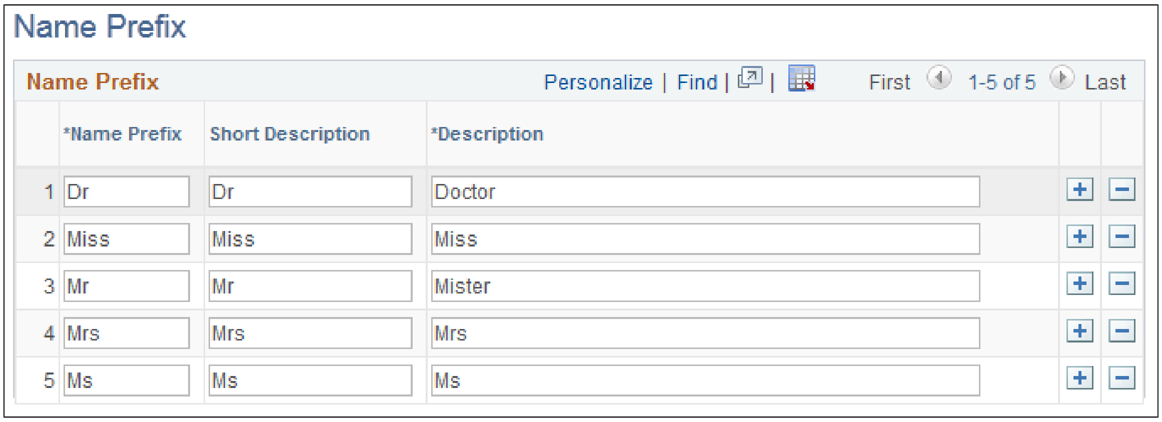
Use the Name Prefix page (NAME_PREFIX_TABLE) to enter name prefixes that you'll use when you record name information.

Navigation

Set Up HCM > Foundation Tables > Personal > Name Prefix > Name Prefix

Image: Name Prefix page

This example illustrates the fields and controls on the Name Prefix page. You can find definitions for the fields and controls later on this page.



Name Prefix

Enter the name prefix you want to add. When you enter names for people in the Personal Data pages, you can reference these standard name prefixes.

The system displays the prefixes you enter here as part of the person's name.

Note: Name prefixes aren't effective-dated, nor do they have a status associated with them.

Name Suffix Page

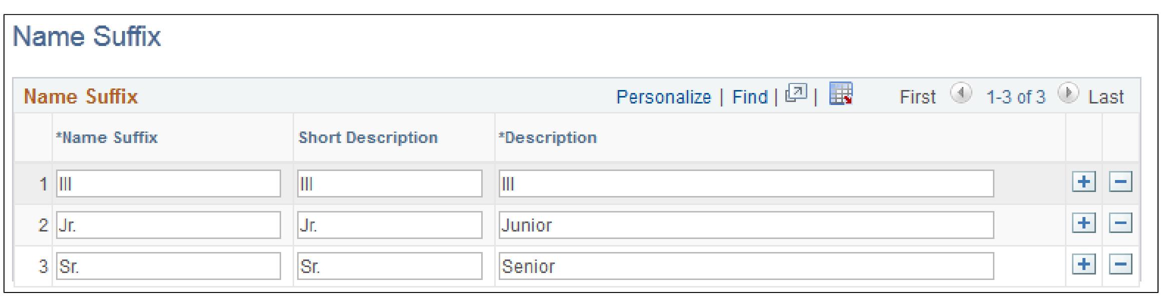
Use the Name Suffix page (NAME_SUFFIX_TABLE) to enter name suffixes to use to record name information.

Navigation

Set Up HCM > Foundation Tables > Personal > Name Suffix > Name Suffix

Image: Name Suffix page

This example illustrates the fields and controls on the Name Suffix page. You can find definitions for the fields and controls later on this page.



Name Suffix — Enter the name suffix you want to add. When you enter names for people in the Personal Data pages, you can reference these standard name suffixes.

Short Description and **Description** — Descriptions you enter for the prefix appear on the page as part of the person's name.

Note: Name suffixes aren't effective-dated, nor do they have a status associated with them.

Royal Name Prefix Page

Use the Royal Name Prefix page (NM_ROYAL_PREFIX) to enter royal prefixes and descriptions.

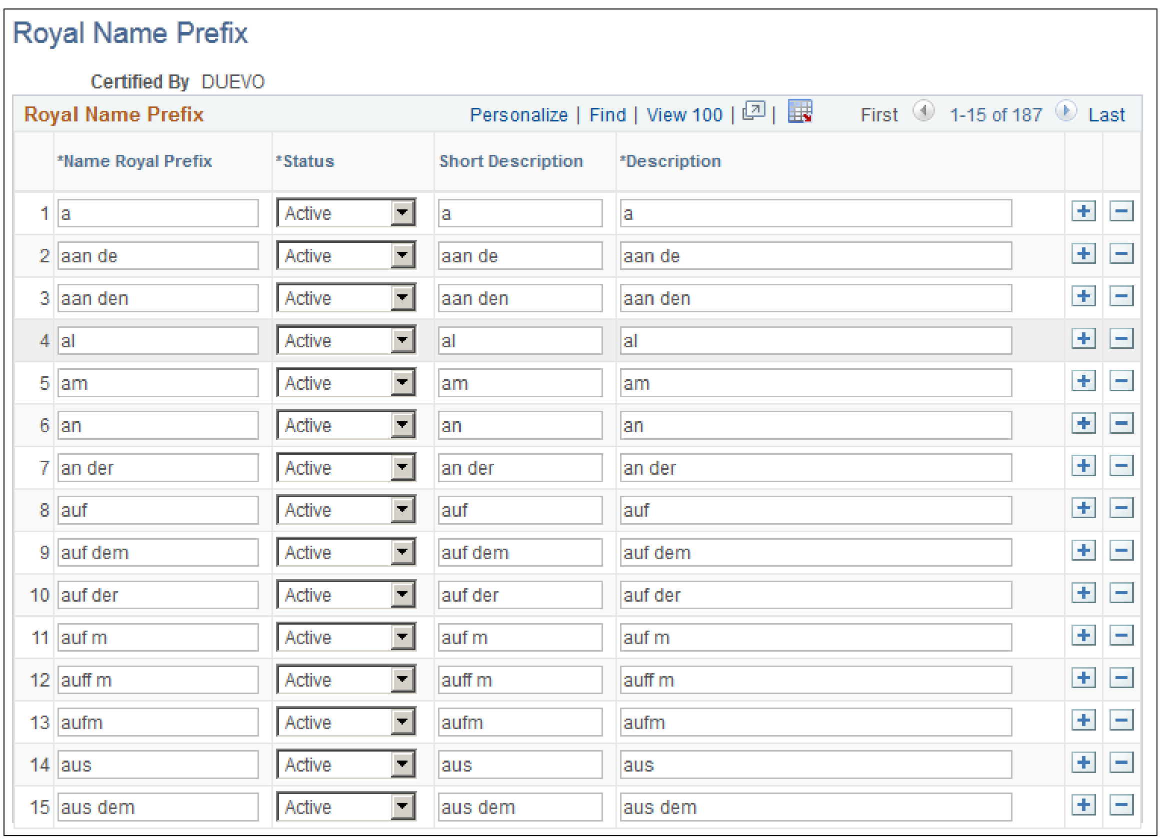
Royal Name Prefix codes are used primarily for Germany and the Netherlands. When you enter names for workers in the Personal Data pages, you can reference these standard name prefixes.

Navigation

Set Up HCM > Foundation Tables > Personal > Royal Name Prefix > Royal Name Prefix

Image: Royal Name Prefix page

This example illustrates the fields and controls on the Royal Name Prefix page. You can find definitions for the fields and controls later on this page.


Royal Name Prefix

Certified By DUEVO

Royal Name Prefix — Personalize | Find | View 100 | First 1-15 of 187 Last

	*Name Royal Prefix	*Status	Short Description	*Description
1	a	Active	a	a
2	aan de	Active	aan de	aan de
3	aan den	Active	aan den	aan den
4	al	Active	al	al
5	am	Active	am	am
6	an	Active	an	an
7	an der	Active	an der	an der
8	auf	Active	auf	auf
9	auf dem	Active	auf dem	auf dem
10	auf der	Active	auf der	auf der
11	auf m	Active	auf m	auf m
12	auff m	Active	auff m	auff m
13	aufm	Active	aufm	aufm
14	aus	Active	aus	aus
15	aus dem	Active	aus dem	aus dem

Certified By — Displays the value you selected when you accessed the page: *DUEVO* for German prefixes or *NEN* for Dutch prefixes.

Royal Name Prefix Enter a royal prefix name, using up to 15 characters.

Status Royal Name Prefixes aren't effective-dated, so to retire a prefix code, change the status to *Inactive.*

Royal Name Suffix Page

Use the Royal Name Suffix page (NM_ROYAL_SUFFIX) to define royal suffixes.

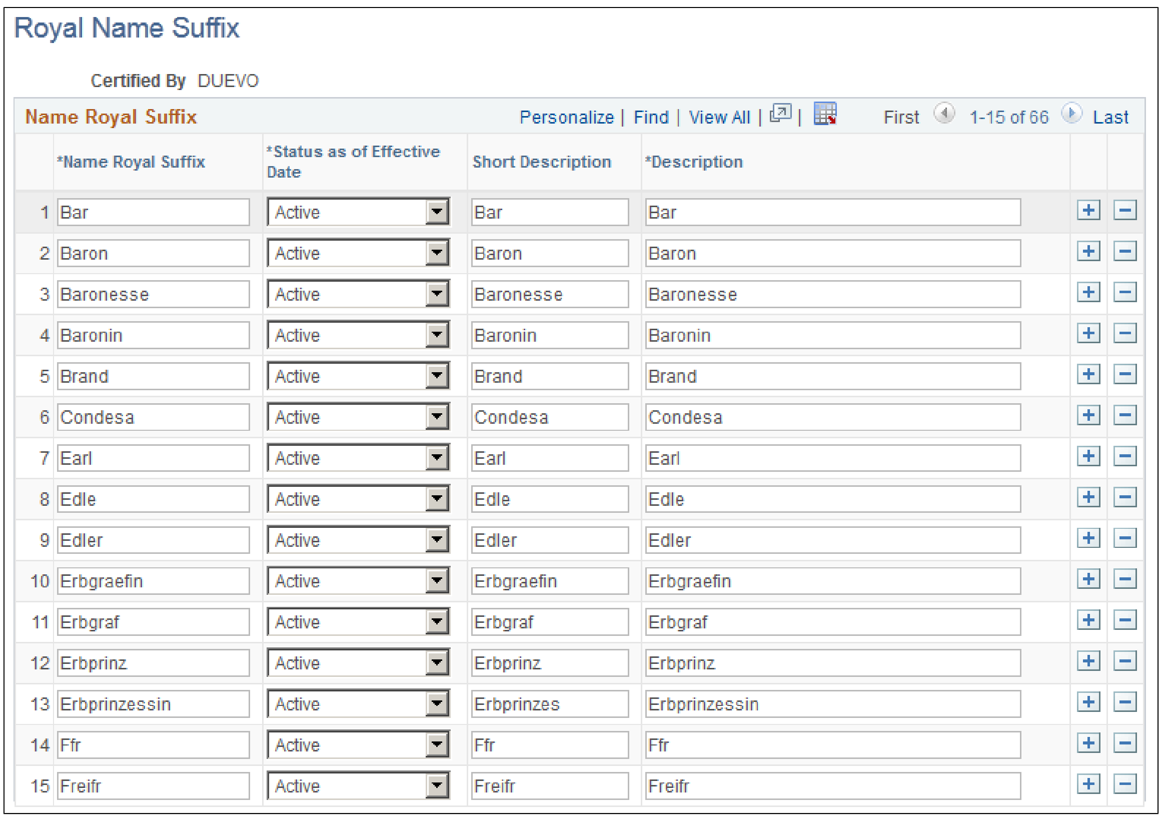
The Royal Name Suffix application is used only by Germany and prompts with DUEVO standards. When you enter names in the Personal Data pages, you can reference these standard Royal Name Suffixes.

Navigation

Set Up HCM > Foundation Tables > Personal > Royal Name Suffix > Royal Name Suffix

Image: Royal Name Suffix page

This example illustrates the fields and controls on the Royal Name Suffix page. You can find definitions for the fields and controls later on this page.



Certified By The system displays the value you selected to access the page: *DEUVO* for German prefixes or *NEN* for Dutch prefixes.

Royal Name Suffix Enter a Royal Name Suffix, using up to 15 characters.

Status as of Effective Date Royal Name Suffixes aren't effective-dated, so to retire a suffix code, change the status to *Inactive.*

Defining Address Types

To define address types, use the Address Type component (ADDR_TYPE_TBL).

This topic discusses how to enter address types.

Page Used to Enter Address Types

Page Name	***Definition Name***	***Usage***
Address Type Page	ADDR_TYPE_TBL	Enter address types and the order in which they are available.

Address Type Page

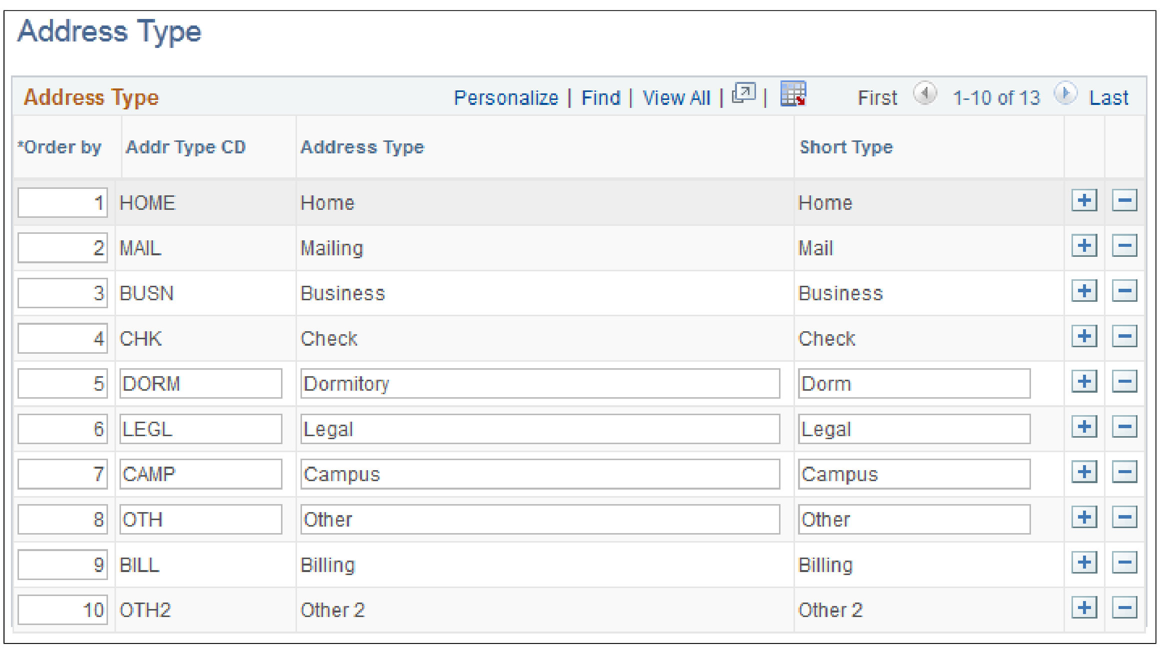
Use the Address Type page (ADDR_TYPE_TBL) to enter address types and the order in which they are available.

Navigation

Set Up HCM > Foundation Tables > Personal > Address Type > Address Type

Image: Address Type page

This example illustrates the fields and controls on the Address Type page. You can find definitions for the fields and controls later on this page.



Order by

Enter the order in which the system should make this address available.

Addr Type CD (address type code), **Address Type,** and **Short Type**	Enter a code for the address type, the full address type name, and a short version of the address type.

Note: You cannot edit the Home, Mailing, Business, and Check address types because they are system data.

Defining Social Media Types

To define social media types, use the Social Media Type component (SOCIAL_MEDIA_TYPE).

This topic discusses how to enter social media types.

Pages Used to Define Social Media Types

Page Name	***Definition Name***	***Usage***
Social Media Type Page	SOCIAL_MEDIA_TYPE	Enter social media types and URLs.

Social Media Type Page

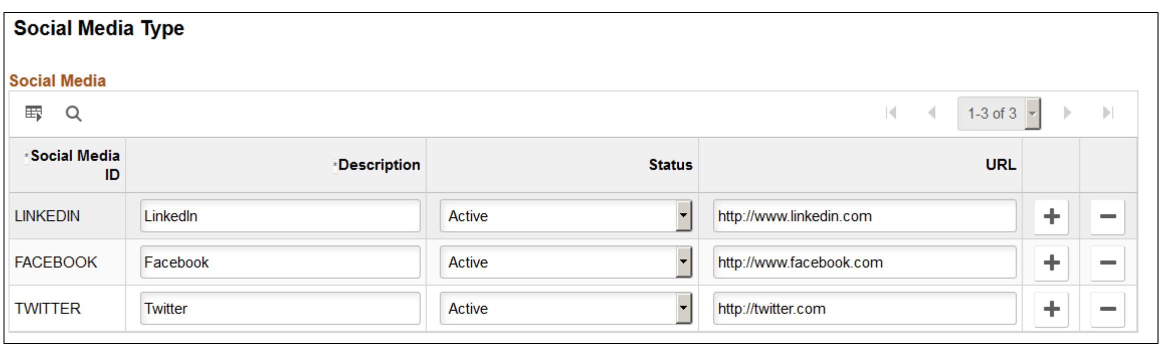
Use the Social Media Type page (SOCIAL_MEDIA_TYPE) to enter social media types and URLs.

Navigation

Set Up HCM > Foundation Tables > Personal > Social Media Type > Social Media Type

Image: Social Media Type Page

This example illustrates the fields and controls on the Social Media Type page.



Use this page to enter valid social networking sites to which your workers may belong. Employees will select from this list to identify their social media accounts on the "Social Media (Detail) Page" (PeopleSoft HCM 9.2: eProfile).

Social Media ID	Enter a unique ID to identify the social media type. This value does not appear to the user.
Description	Enter the name that will appear as the social media type on the Social Media pages of the Personal Details component. (See

	the"Social Media (Detail) Page" (PeopleSoft HCM 9.2: eProfile)).
URL	Enter the URL for this social media type. This will appear as a display only value to the user when he or she selects this media type.

The system will prevent you from deleting a social media type that is in use.

Chapter 14

Setting Up Jobs

Defining Job Subfunction and Job Function Codes

To define job subfunction codes, use the Job Subfunction Definition component (JOB_SUBFUNC_DEFN). To define job function codes, use the Job Function Table component (JOB_FUNCTION_TBL).

These topics provides an overview of job subfunction codes and function codes and discuss how to set them up.

Page Used to Define Job Function and Job Subfunction Codes

Page Name	***Definition Name***	***Usage***
Job Subfunction Page	JOB_SUBFUNC_DEFN	Set up and define job subfunction codes.
Job Function Page	JOB_FUNCTION_TBL	Set up and define job function codes. Define the relationship of subfunctions to job functions.

Understanding Job Subfunction and Job Function Codes

Use job subfunction codes to create subfunctions that can then be assigned to job function codes. For example, you can create a job subfunction code of Payroll that can then be assigned to the job function code of Finance and Accounting. It is also possible to set up profiles for job subfunctions and job functions, if desired.

Related Links

"Understanding Managing Profiles" (PeopleSoft HCM 9.2: Human Resources Manage Profiles)

Job Subfunction Page

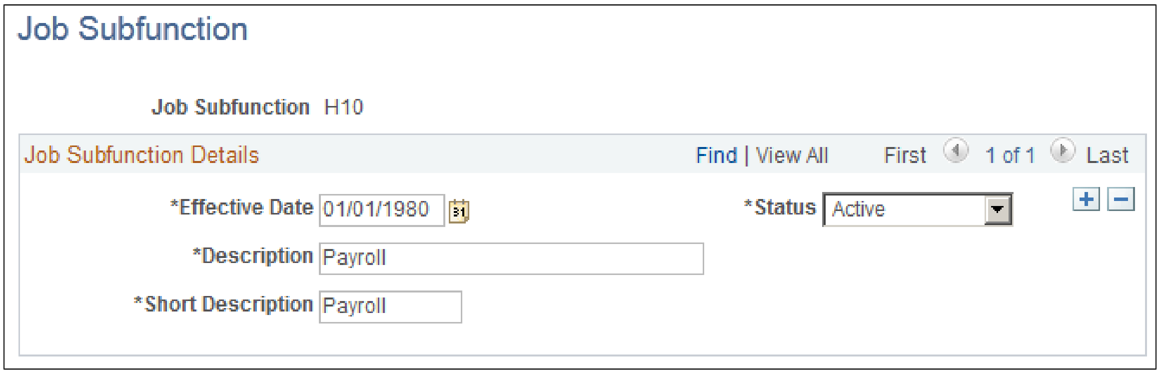
Use the Job Subfunction page (JOB_SUBFUNC_DEFN) to set up and define job subfunction codes.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Subfunction > Job Subfunction

Image: Job Subfunction page

This example illustrates the fields and controls on the Job Subfunction page. You can find definitions for the fields and controls later on this page.



Job Function Page

Use the Job Function page (JOB_FUNCTION_TBL) to set up and define job function codes.

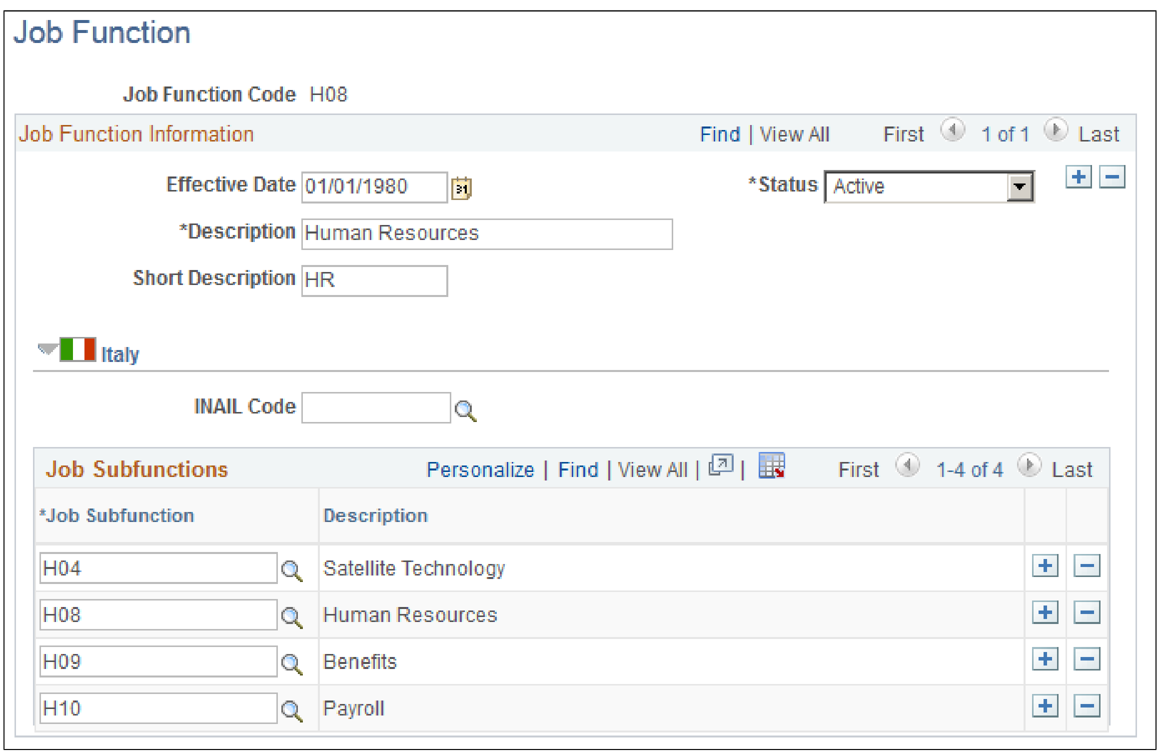
Define the relationship of subfunctions to job functions.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Function > Job Function

Image: Job Function page

This example illustrates the fields and controls on the Job Function page. You can find definitions for the fields and controls later on this page.



(ITA) Italy

INAIL Code (Istituto Nazionale per l'Assicurazione contro gli Infurtuni sul Lavoro code)	The INAIL code classifies jobs according to the level of risk that is associated with the job and the related insurance that is required by the employer.

Defining Job Families

To define job families, use the Job Family Table component (JOB_FAMILY).

These topics provide an overview of job families and discuss how to group jobs into families.

Page Used To Set Up Job Families

Page Name	***Definition Name***	***Usage***
Job Family Table Page	JOB_FAMILY_TABLE	Create job families.

Understanding Job Families

Create job families to group similar jobs. Using Manage Profiles you can create profiles for job families that describe all the jobs in the family.

Job Family Table Page

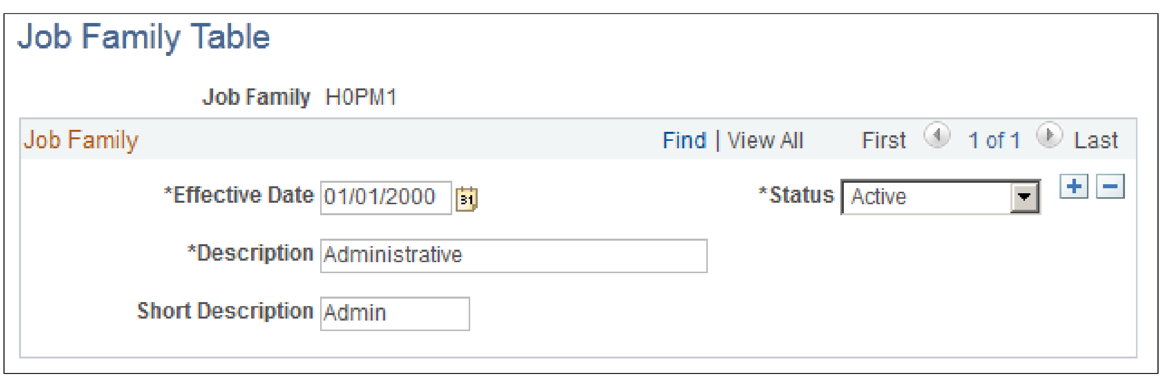
Use the Job Family Table page (JOB_FAMILY_TABLE) to create job families.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Family Table > Job Family Table

Image: Job Family Table page

This example illustrates the fields and controls on the Job Family Table page. You can find definitions for the fields and controls later on this page.



Important! The job family effective date must be effective as of the relevant job code effective dates.

Classifying Jobs

To classify jobs, use the Job Code Table component (JOB_CODE_TBL). Use the CI_JOB_CODE_TBL component interface to load data into the tables for this component.

These topics provide an overview of and discuss classifying job codes.

Pages Used to Classify Jobs

Page Name	***Definition Name***	***Usage***
Job Code Profile Page	JOBCODE_TBL1_GBL	Add new job codes to the system and define job family, compensation, and regulatory information for each job code.
Business Units by Job Code Page	JOBCODE_BU	View all business units associated with the Set ID for this Job Code.
Evaluation Criteria Page	JOBCODE_TBL2_GBL	Assign points to certain job evaluation criteria. You can use this information to rank job codes in your company and to assess salary grades, steps, and exempt and nonexempt categories for personnel.
Market Pay Match Page	JOBCD_MP_SAL_SURV	Associate a market pay matrix to a specific job code.
Default Compensation Page	JOBCD_COMP_RATE	Associate salary plan information and base pay rate codes with a job code. By associating rate codes with job codes, you define compensation packages that can be associated with a worker's Job record on the Job Information page.
Non-Base Compensation Page	JOBCD_NON_BASE	Associate non-base rate codes with a job code.

Understanding Job Codes

In HCM, you identify jobs by job codes, and you maintain information about jobs independent of the person or group performing that job. For example, you assign salary grades and standard hours to a job regardless of who holds it.

When you save a job code, the system creates a rate code defaulting rule for the salary step, with the Rate Code Source Indicator equal to the job code. The system uses rate code defaulting rules (instead of the Job Code and Salary Step setup tables) for the compensation defaulting.

Understanding Job Codes and Positions in HCM

In HCM, job codes are different from positions: Within a single job code, you can have a number of positions. For example, you can have a job code representing Administrative Assistant, and within that job code, you can have different Administrative Assistant positions—one in your Marketing department, one in Research, and one in your Compensation group. You use positions to track details on a particular job in a particular department or location. Positions usually have a one-to-one relationship with workers. Job codes have a one-to-many relationship with workers.

You still use job codes to create general groupings or job classifications in your organization if you drive PeopleSoft Human Resources by position in your organization. You then use the Job Code groupings as the basis for default job data for positions.

Note: If you use PeopleSoft Pension Administration, set up jobs, and not positions, for your pension payees. You can use Manage Profiles to set up profiles for your job codes.

See "Understanding Managing Profiles" (PeopleSoft HCM 9.2: Human Resources Manage Profiles).

(JPN) Using Job Codes and Capability Grade Management in Japan

The Job Code field on the Job Details page of Job Requisition Data is a required field. If your organization has adopted a human resources management system based on capability grade, you may not want to associate a job code with your job requisitions. However, to satisfy the requirements of that page, you need to have a dummy job code that you can enter in the Job Code field. The dummy job code has no processing associated with it. The Job Code Profile page, on which you create the dummy code, has only six required fields, but of these fields, five take default values, so you need to enter only a Job Title. We recommend using a job title that clearly indicates that this is a dummy job code.

Related Links

"Understanding Positions" (PeopleSoft HCM 9.2: Human Resources Manage Positions)

Job Code Profile Page

Use the Job Code Profile page (JOBCODE_TBL1_GBL) to add new job codes to the system and define job family, compensation, and regulatory information for each job code.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Code Table > Job Code Profile

Image: Job Code Profile page (1 of 5)

This example illustrates the fields and controls on the Job Code Profile page (1 of 5). You can find definitions for the fields and controls later on this page.

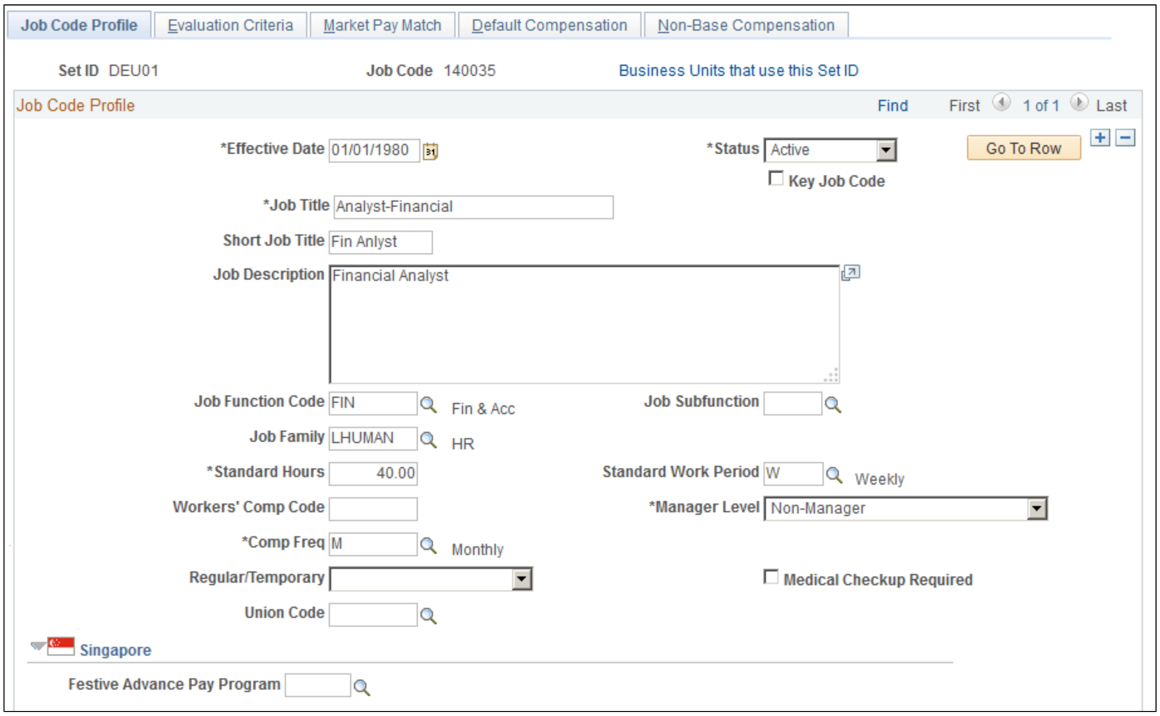


Image: Job Code Profile page (2 of 5)

This example illustrates the fields and controls on the Job Code Profile page (2 of 5). You can find definitions for the fields and controls later on this page.

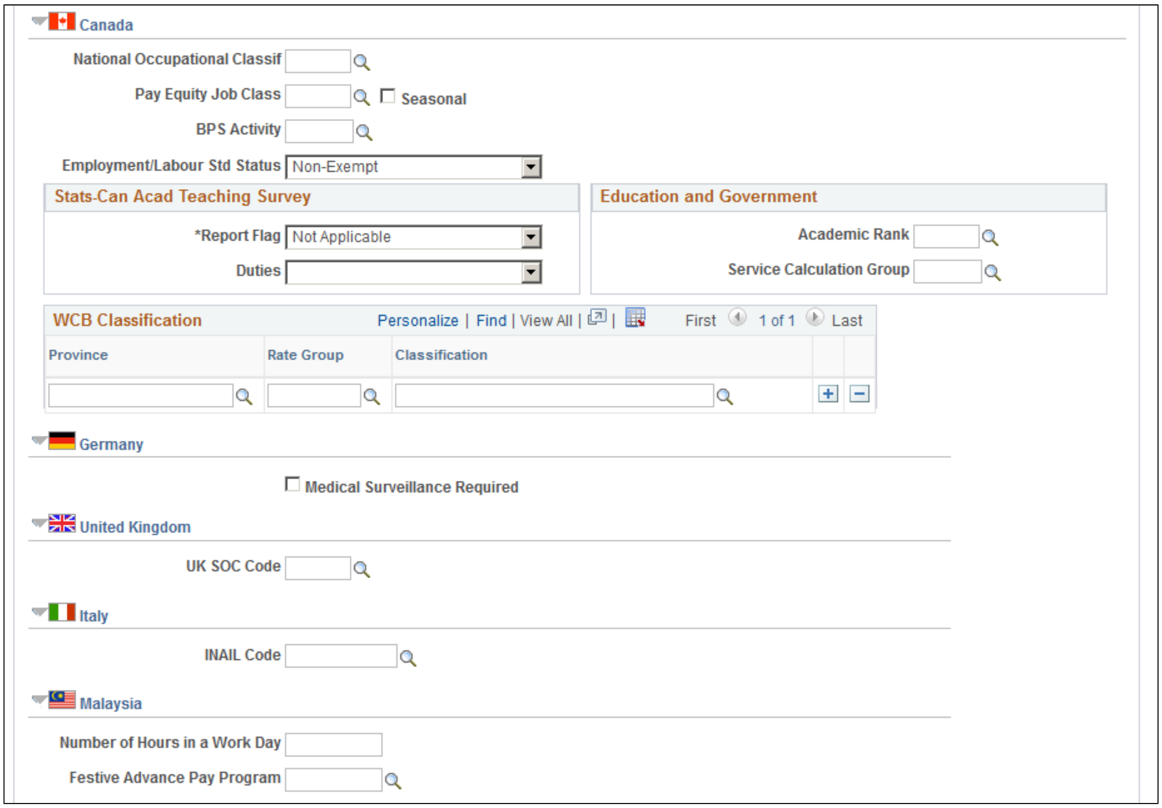


Image: Job Code Profile page (3 of 5)

This example illustrates the fields and controls on the Job Code Profile page (3 of 5). You can find definitions for the fields and controls later on this page.

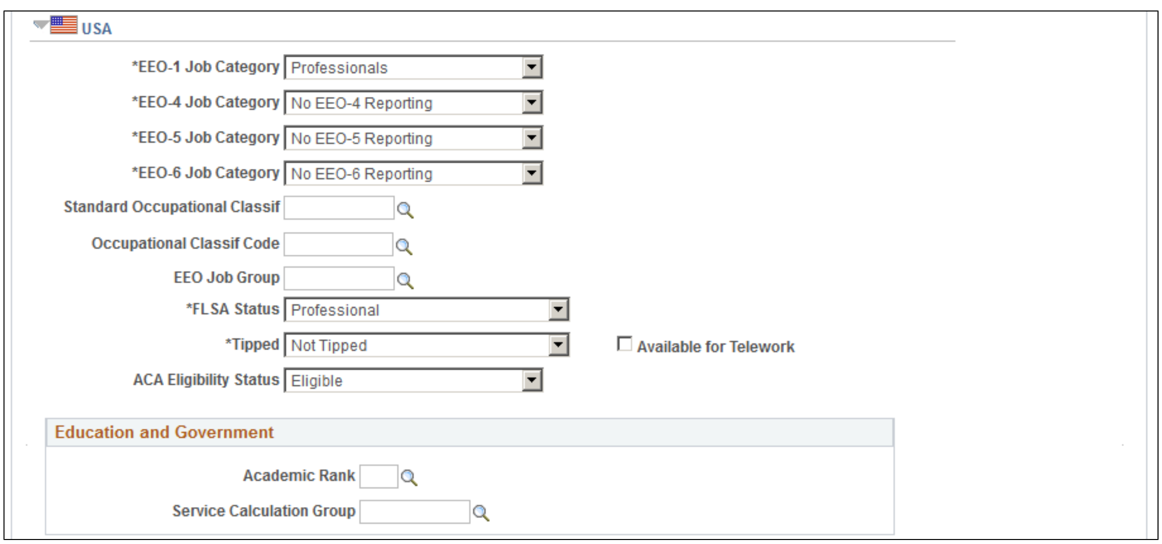


Image: Job Code Profile page (4 of 5)

This example illustrates the fields and controls on the Job Code Profile page (4 of 5). You can find definitions for the fields and controls later on this page.

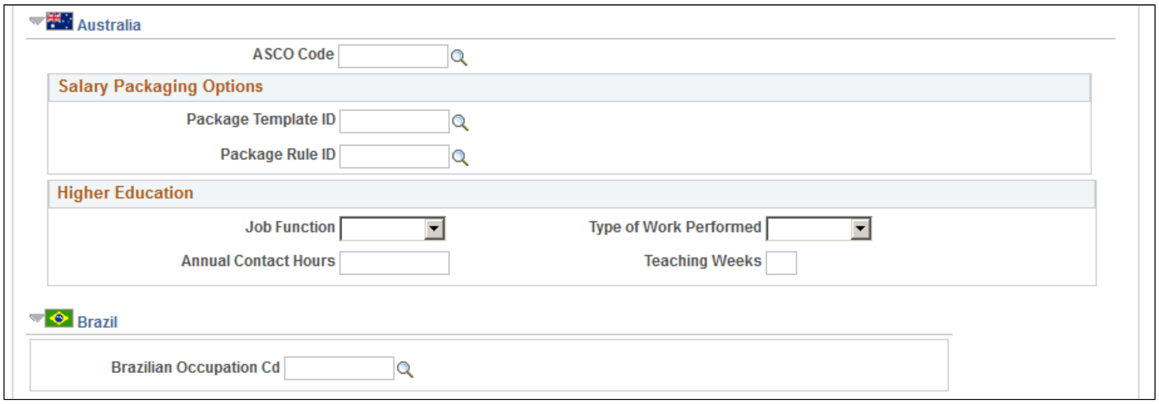
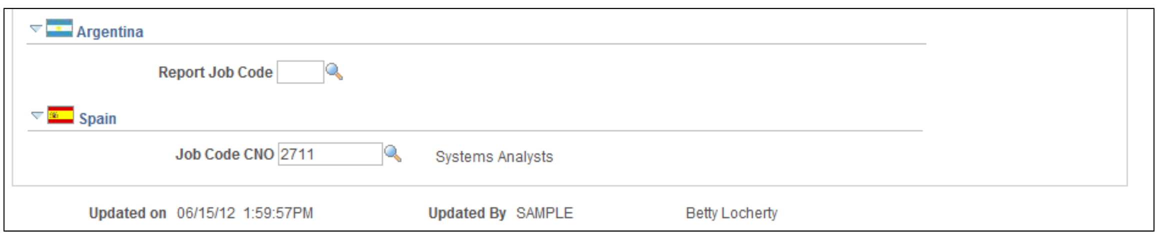


Image: Job Code Profile page (5 of 5)

This example illustrates the fields and controls on the Job Code Profile page (5 of 5). You can find definitions for the fields and controls later on this page.



Job Code	A unique code that you associate with a specific job in your organization.
Key Job Code	Select this check box if it is a key job for your organization's succession planning.
(USF) Occupation Series, Official Posn Title Code (official position title code), and **Organization Posn Title Cd** (organization position title code)	Select from the list. This fields are available on the federalized database for users authorized to view federal information.
Job Function Code	Select the code that best categorizes the job by function, such as administrative, legal, or management.
Job Subfunction	Select the code that best categorizes the job's subfunction.
Job Family	Select a job family to categorize a job code into a more general grouping. For example, you might group a trust analyst and an operations analyst into a job family called *Analyst.*
Standard Hours	Enter the default number of hours in a standard work period for this job. The Standard Hours value that you enter on this page becomes the default for all workers who are associated with this job code. You can modify the standard hours for an worker on the worker's Job Data pages (JOB_DATA).

The value that you assign for Standard Hours must fall between the minimum standard hours and the maximum standard hours defined in the Primary Permission List Preferences table. If no minimum standard hours and maximum standard hours are defined on the Primary Permission List Preferences table, the system uses the values on the Installation table.

Standard Work Period — Select the time period in which workers must complete the standard hours. Maintain these values in the Frequency Table page (FREQUENCY_TBL).

The system uses the annualization factor of the standard work period in combination with the standard hours to calculate FTE (full-time equivalency).

See *PeopleSoft: Enterprise Components*.

Workers' Comp Code (Workers' Compensation code) — Enter a code to specify the workers' compensation plan to which this job code belongs.

Manager Level — Select the level of management associated with the employee.

Comp Freq (compensation frequency) — Select the frequency in which the compensation is quoted. The default value is the frequency that you specified on the Installation table

Medical Checkup Required — Select if this job code requires a onetime medical checkup when the worker is hired into the job.

Note: If you're tracking a German workforce, also indicate whether the job requires ongoing medical surveillance in the Job Code Profile section for local German functionality, especially if the worker comes into contact with hazardous conditions or materials on the job.

Union Code — If you're defining a job code that is associated with a union, select a union code. Define union codes as a part of the Manage Labor Relations business process in PeopleSoft Human Resources.

Updated On — Last updated timestamp for this jobcode.

Updated By — Last updated by user information

(SGP) Singapore

Festive Advance Pay Program — If you set up one or more festive advance pay programs that each cover all the festive holiday types (using the Festive Advance Pay Program page), associate a default festive advance pay program with a specific job code here.

The program details for each festive holiday can be the same or different from each other. One pay program can have many festive holiday types and can be associated with many combinations of earnings elements, deduction elements, and probation periods.

This job code, in conjunction with the ethnic group and religion, are responsible for the defaults on the FA Employee Details (SGP/MYS) page.

(CAN) Canada

National Occupational Classif (National Occupational Classification)
Select a Canadian National Occupation classification code.

Seasonal
Select if the job is seasonal.

BPS Activity (Business Payrolls Survey activity)
If you are participating in the Statistics Canada Business Payrolls Survey, select the job code's business activity.

Employment/Labour Std Status (employment and labour standards status)
Choose whether this job is *Exempt* or *Non-Exempt* according to the provincial Employment Standards Act or Labour Standards Act. This value becomes the default for the Employment/Labour Std Status field on positions that are associated with this job code and on worker job records that are associated with this job code.

Report Flag
Select the *Both Surveys, Full-Time Survey, Part-Time Survey,* or *Not Applicable* to indicate whether the job code is to be reported in one of the Statistics Canada Academic Teaching Surveys.

This field is for Canadian higher education degree-granting institutions only.

Duties
Indicate whether the duties of the job code consist of *Research, Teaching Only,* or *Teaching & Othr Responsibilty* (teaching and other responsibilities). This field is required if you selected an option other than *Not Applicable* in the Report Flag field.

This field is for Canadian higher education degree-granting institutions only.

Academic Rank
Select the academic rank that is associated with this job code. Set up values for this field on the "Academic Rank Page" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events).

Province
Enter the province that you report to when you perform WCB (Workers' Compensation Board) reporting for this job code. WCB reporting in Canada is always done at the provincial level; there is no national WCB level.

Rate Group
Select a rate group for this job code. Each industry is assigned a rate group for assessment purposes, based on the type of

industry and the accident/injury level in that industry in that province.

Classification

Select a WCB classification for this job code. The classification indicates the industry that applies to this job code.

Note: The rate groups and classifications can be obtained from your provincial WCB. The rates and rate codes may vary from province to province.

(DEU) Germany

Medical Surveillance Required

Select if ongoing medical surveillance is required for this job code. For instance, some jobs require workers to be in contact with hazardous materials, and health and safety regulations require that workers receive periodic medical checkups as long as they are in that job.

(GBR) United Kingdom

UK SOC Code (United Kingdom Standard Occupational Classification code)

Enter the appropriate UK Standard Occupational Classification code. This code is required for Northern Ireland Fair Employment reporting.

(ITA) Italy

INAIL Code

Select the job code's INAIL code from the list of options. This code classifies jobs according to the level of risk that is associated with the job and the related insurance that is required by the employer.

(MYS) Malaysia

Number of Hours in a Work Day

Enter the standard workday hours that are used for payroll and leave calculations.

Festive Advance Pay Program

If you set up one or more festive advance pay programs that each cover all the festive holiday types (using the Festive Advance Pay Program page), associate a default festive advance pay program with a specific job code here.

The program details for each festive holiday can be the same or different from each other. One pay program can have many festive holiday types and can be associated with many combinations of earnings elements, deduction elements, and probation periods.

This job code, in conjunction with the ethnic group and religion, are responsible for the defaults on the FA Employee Details (SGP/MYS) page.

(USA) USA

EEO Job Categories

Select a job category. The EEO-1 code is also the Federal Occupation Category (FOC).

To retrieve valid job codes for EEO-1 reporting, select a EEO-1 job category that is not equal to *No EEO-1 Reporting.*

Standard Occupational Classif (Standard Occupational Classification)

If your company has operations in Alaska, you can enter a Standard Occupational Classification (SOC) code for use in unemployment insurance reporting. You enter U.S. SOC codes in the U.S. Standard Occupational Classification Table.

EEO Job Group

To further classify the job categories, enter the EEO job group to which this job belongs.

FLSA Status (Fair Labor Standards Act status)

Enter a code to indicate whether this job is exempt or nonexempt according to the FLSA. This value becomes the default for the FLSA status on all worker job records that are associated with this job code. Example values are *Administrative, Executive, Nonexempt,* and *Professional.*

Available for Telework

Select if this location allows workers to work remotely.

ACA Eligiblity

Enter the default ACA eligibility for this job code. This value will be provided by default to the employee's record, where it can then be overwritten, if needed. Valid values are:

- *Always Eligible:* For example, a salaried full-time employee who is always eligible for benefits.
- *Eligible:* An employee whose average hours is equal to or above the minimum hours/week or hours/month so that the employee is considered Benefits Full Time. The employee is eligible for benefits
- *Excluded:* For example, volunteer employees, student employees, members of religious orders.
- *Ineligible:* An employee whose average hours is below the minimum hours/week or hours/month so that the employee is considered Benefits Part Time. The employee is not eligible for benefits.
- *To be determined:* Unable to determine whether the employee is Benefits Part-Time or Full-Time. Human Resources needs to review and determine the employee's ACA Eligibility status.

Note: When a new hire is entered in the system, the value that is set in the respective Job Code record is passed to Benefits. Therefore, you should analyze all Job Code table data for your organization and set the appropriate value for this field.

(AUS) Australia

ANZSCO Code (Australian and New Zealand standard classification of occupation code)	Select the ANZSCO code.
Package Template ID and **Package Rule ID**	Use these fields to associate this job code with the package rules and templates you set up as part of salary packaging for Australia. These IDs act as defaults for this job in employee salary packaging modeling. These fields are also available on the Position Table; the Position Table fields take precedence over the fields here. By associating templates and rules with job codes, package components are automatically assigned to workers during the package modeling process. Using templates can save time by ensuring that you use the correct template and rule when modeling. **Note:** You set up package templates on the Package Template page. You set up package rules on the Package Rule page.

(AUS) Higher Education

These fields are available when you select the Australian Public Service box on the Country Specific page of the Installation component.

Job Function	Select the default job function for the organization.
Type of Work Performed	Select the default type of work performed for the organization.
Annual Contact Hours	Enter the number of contact hours. This depends on the type of work performed. See "Determining Contact Hours" to calculate this value.
Teaching Weeks	Enter the default number of teaching weeks.

(BRA) Brazil

Brazilian Occupation Cd (Brazilian occupation code)	Enter the appropriate Brazilian Code of Occupation (CBO - Código Brasileiro de Ocupações) from the official table. If this job code is created for the Brazilian country extension, you must specify a Brazilian occupation code in this field. Brazilian occupation codes are defined on the "CBO Codes BRA Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Argentina

Report Job Code	Enter a job code for My Simplification reporting. Valid values are defined in the Report Job Codes component.

Spain

Job Code CNO	Enter the national occupation code that you want to map to the selected PeopleSoft HCM job code.

(USF) US Federal

These fields are available when you work in a federalized (U.S. Federal) database:

Image: Job Code Profile page – US Federal 1 of 2

This example illustrates the fields and controls on the Job Code Profile page – US Federal 1 of 2. You can find definitions for the fields and controls later on this page.

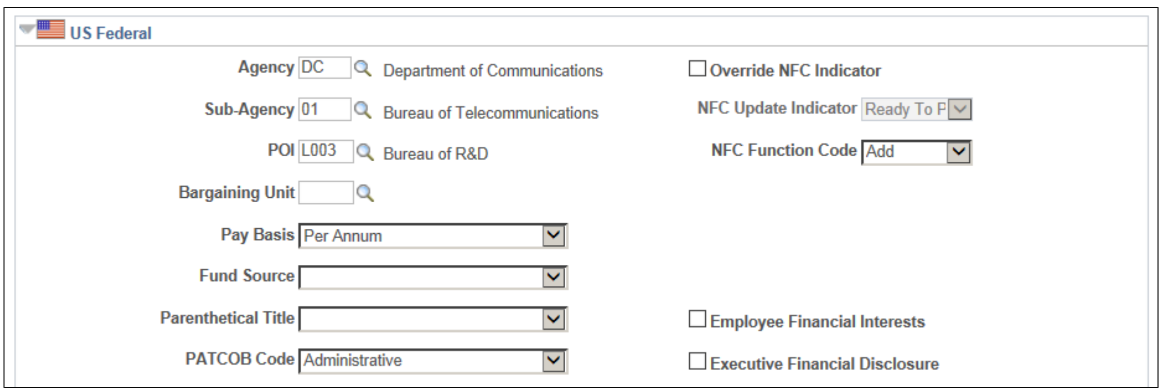
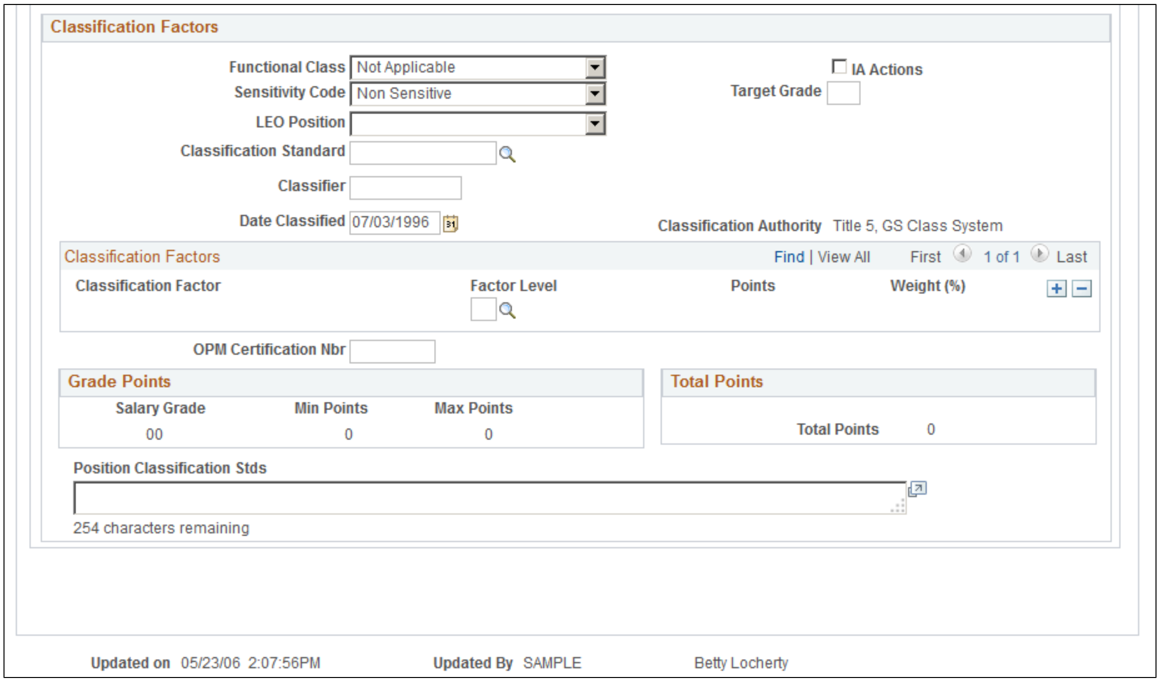


Image: Job Code Profile page – US Federal 2 of 2

This example illustrates the fields and controls on the Job Code Profile page – US Federal 2 of 2. You can find definitions for the fields and controls later on this page.



Override NFC Indicator

Select this check box to override the value in the NFC Update Indicator field.

NFC Update Indicator

Status of the transaction in relation to NFC, as maintained by the user or system. Options in this field include:

- *In Process* – This Jobcode has been run through the export program and will be sent to NFC.
- *Not Ready* – User intends to exclude this Jobcode from export to NFC.
- *Other* – Status maintained by system user.
- *Ready* – User intends to include this Jobcode in the next NFC export.
- *SINQ* – This Jobcode has not successfully passed NFC's PINE Edits and needs correction.

NFC Function Code

Identifies the task to be performed by NFC on a master record. Options in this field include *Add, Change, Delete, Inactivate*, and *Reactivate.*

Bargaining Unit

If the job code is associated with a union, select a bargaining unit.

Pay Basis

Enter the pay basis for which you quote salaries for this job code; for example, *Per Annum, Per Hour.*

Classification Factors	The system displays the classification authority and the classification factors that are associated with the classification standard.
Target Grade	Enter the target grade of the job, if applicable.
Official Title Prefix	NFC-defined list of title prefixes.
Factor Level	Enter a classification factor level for each classification factor that is associated with this classification standard.
Points, Grade Points, and **Total Points**	The system displays the points that are associated with the classification standard.
Weight (%)	The system displays the weight percentage of the points that are associated with the classification standard.
OPM Certification Nbr (office of personnel management certification number)	Enter the OPM certification number that is associated with this job code.
Position Classification Stds (position classification standards)	Enter the position classification standards that are used.

Related Links

PeopleSoft Human Resources Manage Profiles

PeopleSoft Human Resources Administer Compensation

"Understanding Positions" (PeopleSoft HCM 9.2: Human Resources Manage Positions)

"Understanding Festive Advances" (PeopleSoft HCM 9.2: Human Resources Administer Festive Advance)

"Understanding Salary Packaging Setup" (PeopleSoft HCM 9.2: Human Resources Administer Salary Packaging)

"Understanding DETYA Calculations and Reference Dates" (PeopleSoft HCM 9.2: Human Resources Track Faculty Events)

PeopleSoft Payroll for North America

Evaluation Criteria Page

Use the Evaluation Criteria page (JOBCODE_TBL2_GBL) to assign points to certain job evaluation criteria.

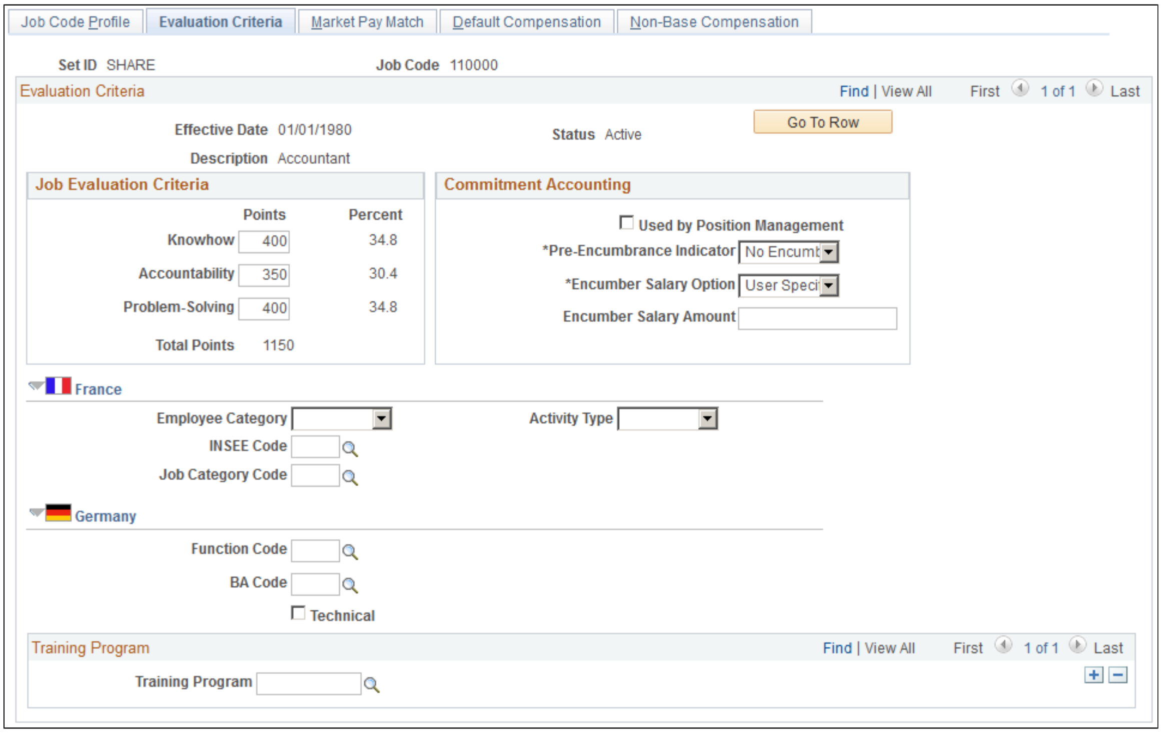
You can use this information to rank job codes in your company and to assess salary grades, steps, and exempt and nonexempt categories for personnel.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Code Table > Evaluation Criteria

Image: Evaluation Criteria page

This example illustrates the fields and controls on the Evaluation Criteria page . You can find definitions for the fields and controls later on this page.



Knowhow

Enter points that represent the worker's knowledge required to perform the job.

Accountability

Enter points that represent the worker's ability to do the assigned job.

Problem-Solving

Enter points that represent the worker's ability to work out solutions despite obstacles.

Total Points

You determine the points by comparing each of these factors to every other job in your company. The greater the know-how, accountability, and problem solving for this job, the higher the points. For example, you would probably assign more accountability points to a controller than to a secretary because the controller has more responsibility.

The system calculates Total Points and the Percent, or relative importance, of each factor. For example, if Knowhow receives 33.2 percent of the total points, Accountability receives 33.7 percent, and Problem-Solving receives 33.1 percent, then all three factors are almost equally important.

However, if Knowhow receives 54.4 percent of the total points, Accountability receives 9.2 percent, and Problem-Solving receives 36.4 percent, then Knowhow is of greater importance

	than Accountability or Problem-Solving, and Accountability is of little significance.
Used by Position Management	Select if this job code is used by a position. If you specified full or partial position management on the Installation Table, this check box is selected by default. A selected check box tells the system that you're budgeting for the job code at the position level. In Education and Government systems, deselecting this check box prevents you from attaching the job code to a position. In commercial and U.S. Federal systems, deselecting this check box does not restrict your ability to attach positions to a job code. That is, even if this check box is deselected, you can still set up a position with the job code. When you deselect this check box, the Pre-Encumbrance Indicator and Encumber Salary Option fields appear.
Pre-Encumbrance Indicator	Indicate if and when to pre-encumber for this job code by selecting one of these values: *Encumber Immediately, Encumber on Requisition,* or *No Encumbrance.*
Encumber Salary Option	If you are using Commitment Accounting to encumber salaries, the system uses the option that you select to determine the salary amount when it encumbers the salaries of vacant positions.
Encumber Salary Amount	If you select *User Specified Amount* as the Encumber Salary Option, enter the salary amount to encumber.

(FRA) France

Employee Category	Select the employee category for the job code. This code is required for these statutory reports: • Personal Register • Annual Survey by Nationality • French Accident report
INSEE Code (National Institute for Statistical and Economic Studies code)	Link this job code to an INSEE code for use in the French Disability report.
Job Category Code	Select a job category code, required for the Single Hiring Statement report.

(DEU) Germany

BA Code (Bundesanstalt fuer Arbeit code)	Select this job code's BA code, if applicable.

Technical	Select if this job code is technical.

(FRA) French Public Sector

Job Type	Select whether this job is public, private, or public private combination.
Contract Worker Compensation	Select the salary grade table type and salary grade table that apply to contract workers in this job. See "Setting Up Salary Grades" (PeopleSoft HCM 9.2: Human Resources Manage French Public Sector).
Job Outside Coll Lbor Agrment (job outside the collective labor agreement)	Select this check box if the job code is not covered by a collective labor agreement.
Regulatory Region	Select the job code's regulatory region. **Note:** Labor agreements are grouped by regulatory region. If you are assigning a labor agreement to this job code, ensure that the regulatory region matches that of the labor agreement. See "Defining Labor Agreements" (PeopleSoft HCM 9.2: Manage Labor Administration).
Labor Agreement	Select the labor agreement that covers this job code. See "Defining Labor Agreements" (PeopleSoft HCM 9.2: Manage Labor Administration).
Labor Agreement Category	Select the labor agreement category for this job code. See "Employee Categorization Page" (PeopleSoft HCM 9.2: Manage Labor Administration).
Auto Hire Validation	Select to have the system automatically validate the newly hired person's qualifications with the job requirements.
Match Competencies	Select to have the system match the competencies associated with this job code with the qualifications of the person assuming the job.
Occupation Code	Select an occupation code for this job code.

Training Program

Training Program	You can associate a training program with this job code, which you'll find helpful in career planning. When you set up training and development programs for workers in this job code, you can use the default training program as the basis for an individual career-training plan.

Related Links

"Understanding Positions" (PeopleSoft HCM 9.2: Human Resources Manage Positions)

"Understanding French Regulatory Requirements" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

Market Pay Match Page

Use the Market Pay Match page (JOBCD_MP_SAL_SURV) to associate a market pay matrix to a specific job code.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Code Table > Market Pay Match

Image: Market Pay Match page

This example illustrates the fields and controls on the Market Pay Match page. You can find definitions for the fields and controls later on this page.

Matrix Name	Select the market pay matrix that you want to associate with this job code. The effective date of the matrix must be less than or equal to the effective date of the job code.
Edit Matrix	Click this button to access the Data Content page where you can view and edit values associated with this matrix. Any other job code linked to this same matrix will be impacted as well.

Related Links

"Understanding Configurable Matrices" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting)

Understanding Market Pay

Default Compensation Page

Use the Default Compensation page (JOBCD_COMP_RATE) to associate salary plan information and base pay rate codes with a job code.

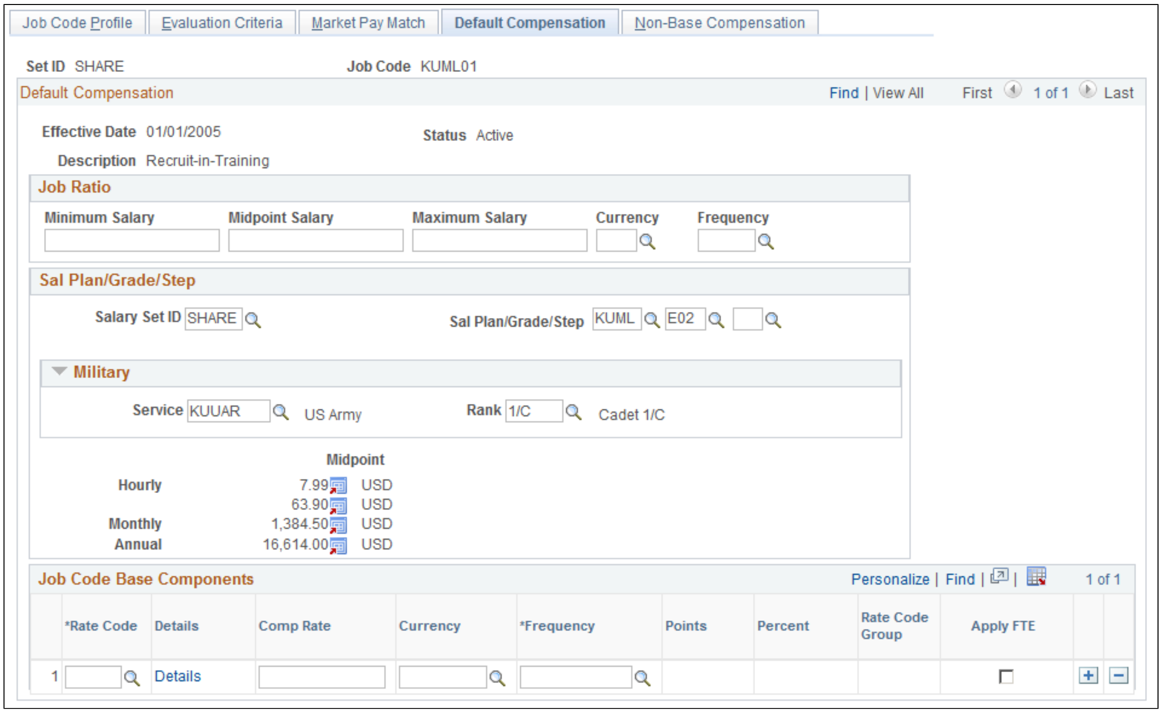
By associating rate codes with job codes, you define compensation packages that can be associated with a worker's Job record on the Job Information page.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Code Table > Default Compensation

Image: Default Compensation page

This example illustrates the fields and controls on the Default Compensation page. You can find definitions for the fields and controls later on this page.



By associating rate codes with job codes, you define default compensation packages that will be associated with a worker's job record on the Job Information page.

Job Ratio

The job ratio calculates comparative salary information for workers who perform similar work activities in countries where plan/grade/step data is used to support industrial tariffs. If you use plan/grade/step data for job-related activities, you do not need to use the Job Ratio fields.

The worker's compensation rate (as specified on the Compensation page of the Job Data component) is converted to the currency and frequency defined in the Job Ratio group box. The result is divided by the job code midpoint salary.

Minimum Salary, Midpoint Salary, Maximum Salary, Currency, and **Frequency**	Enter the minimum, midpoint, and maximum salary amounts according to the frequency (which appears by default from the Job Code Profile page but can be overridden here) that is available to this job code. Indicate the currency of the salary amounts if it is not the same as the default.

Sal Plan/Grade/Step (salary plan/grade/step)

If your company has established compensation programs, select the codes that represent the default salary plan/grade/step for this job. You define these codes in the Salary Plan Table, the Salary Grade Table, and the Salary Step Table.

Sal Plan/Grade/Step

Select a salary plan, grade and step. Note that all three fields are optional. If you do set defaults, the system populates the rest of the Salary Administration Plan fields on the page and the Salary Step Components grid with hourly, monthly, and annual midpoint pay rates that are associated with the grade.

When you assign a worker to a job code on the Job Information page (JOB_DATA_JOBCODE), the system enters these values as a default on the Salary Plan page (JOB_DATA_SALPLAN).

Note: If you have associated a salary plan with the location code assigned to the worker on the Work Location page (JOB_DATA1), the system will use the location salary plan as a default on the Salary Plan page instead of the job code salary plan.

See "Tying Salary Plans to Job Codes, Locations, or Labor Agreements" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting).

Military

Service

Select the military service to which this job belongs. This becomes the military service default value in Manage Positions when you associate this job code to a position.

Rank

Select the military rank to which this job is classified. This becomes the military rank default value in Manage Positions when you associate the job code to a position.

Job Code Base Components

Select one or more rate codes that will make up default base compensation for this job code. The default values for compensation rate, currency, and frequency come from the Rate Code Definition page, but you can set different values if required.

Note: If a rate matrix is associated with the rate code, the compensation rate field will be unavailable. In this case, the rate will be set dynamically based on employee data when this rate code is added to the employee's compensation record.

Details

Click to review the description, comp rate type (compensation rate type), and rate code class that are associated with the rate code.

Frequency

The system displays the compensation frequency of the rate code as the default frequency. Rate code frequency is defined on the Comp Rate Code Table page.

See Understanding Frequency IDs.

Points

The system displays the points that are associated with this rate code, if applicable.

Percent

If the rate code type for this rate code is *Percent,* the system displays the percent that is to be applied to the job compensation rate or to a rate code group.

Apply FTE (apply full-time equivalency)

Select to indicate that the compensation rate for this rate code is multiplied by the FTE in calculating the job compensation rate.

Note: Column order for grids may vary by implementation. All columns may not be visible. Use the page's horizontal scroll bar as necessary to view all the columns.

Related Links

Application Fundamentals

"Understanding the Base Compensation Budgeting and Planning Business Process" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting)

Non-Base Compensation Page

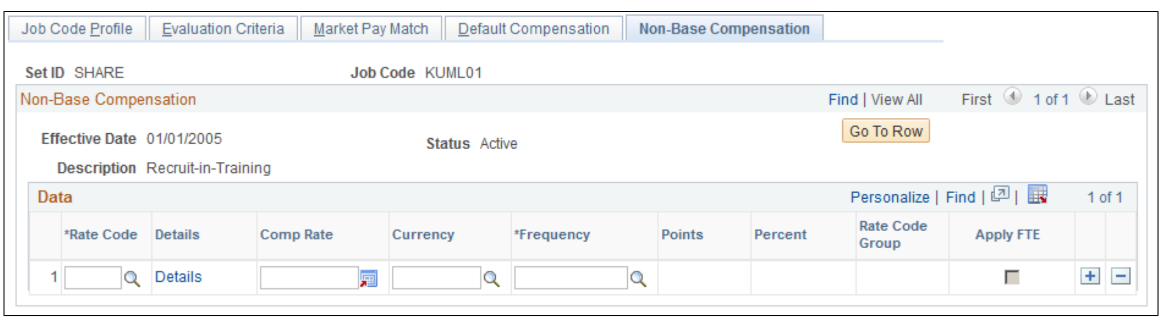
Use the Non-Base Compensation page (JOBCD_NON_BASE) to associate non-base rate codes with a job code.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Code Table > Non-Base Compensation

Image: Non-Base Compensation page

This example illustrates the fields and controls on the Non-Base Compensation page. You can find definitions for the fields and controls later on this page.



The system doesn't use non-base pay rate codes as default values on any HCM pages. The codes are used for payroll processing.

Defining Job Tasks

To define job tasks use the Job Tasks component (JOB_TASK_TABLE) and Job Code Task Table component (JOBCODE_TASK_TABLE). Use the JOB_TASK_TABLE component interface to load data into the tables for this component.

These topics provide an overview of job tasks and discuss how to define job task codes.

Pages Used to Define Job Tasks

Page Name	***Definition Name***	***Usage***
Job Tasks Page	JOB_TASK_TABLE	Define job task outcomes. For example, if a job requires an worker to pick up heavy boxes and move them, then define moving heavy boxes as the essential job task. Because a worker with a disability could use a forklift to move them, do not define the job task as *lifting* heavy boxes.
Job Code Task Table Page	JOBCODE_TASK_TABLE	Associated job tasks with each job code.

Understanding Job Tasks

Define job task codes, such as *Data Entry,* and assign it to a Job Code on the Job Code Task Table. On the Job Code Task Table, indicate the importance and frequency of the task. You can use Manage Profiles to set up a profile for a job task.

Related Links

"Understanding Managing Profiles" (PeopleSoft HCM 9.2: Human Resources Manage Profiles)

Job Code Task Table Page

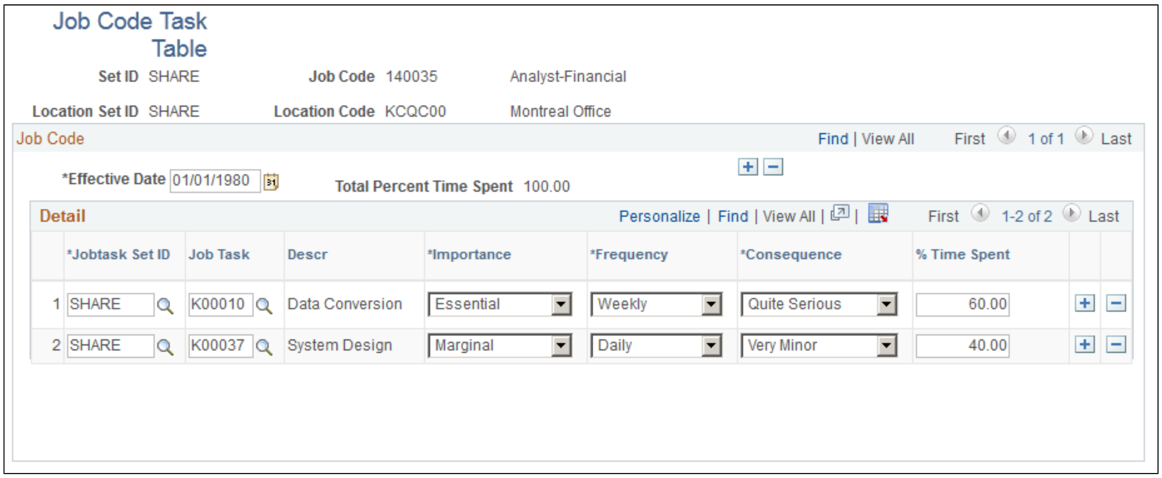
Use the Job Code Task Table page (JOBCODE_TASK_TABLE) to associated job tasks with each job code.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Code Task Table > Job Code Task Table

Image: Job Code Task Table page

This example illustrates the fields and controls on the Job Code Task Table page. You can find definitions for the fields and controls later on this page.



Total Percent Time Spent

The system calculates and displays this when you move out of the % Time Spent field. The total cannot exceed *100%.*

Note: Once created, this information is particularly useful for discussing job requirements with applicants. Although the ADA prohibits you from asking applicants if they have disabilities, you can show them a job's task list and ask them if they might have difficulties in completing the tasks. This way, you offer the applicants the opportunity to describe their disabilities and any accommodations that they need to perform the job tasks.

Jobtask Set ID

Select a job task set ID from the available options. Valid values are stored on the TableSet ID page.

Job Task

Select a job task from the available options. Valid values are stored on the Job Tasks page.

Imprtce (importance)

Select the importance of the job task to the particular job code. Valid values are in the Translate Table.

Freq (frequency)

Enter how often the job task occurs for each job code. Valid values are in the Frequency Table.

Cons (consequence)

Select the result that occurs if the job task isn't performed. Valid values are in the Translate Table.

% Time Spnt (percentage time spent)

Enter the percentage of time that is spent on the job task.

Setting Up Pay Groups

To set up pay groups, use the Pay Group Table component (PAYGROUP_TABLE).

These topics provide an overview of and how to set up pay groups.

Pages Used to Set Up Pay Groups

Page Name	*Definition Name*	*Usage*
Pay Group Table - Definition Page	PAYGROUP_TABLE1	Set up and describe pay groups.
Process Control Page	PAYGROUP_TABLE2	Establish employee type options for a particular pay group.
Pay Group Table - Calc Parameters Page	PAYGROUP_TABLE3	Define further payroll processing parameters for pay groups.
(USA) FLSA Period Definition Page	FLSA_PERIOD_SBPNL	(USA) Specify FLSA period definition and other parameters for the pay group's FLSA calculation.
(E&G) Education and Government Additional Earnings Codes Page	PAYGRP_TBL3_HP_SEC	(E&G) Add earnings codes for education and government.

Understanding Pay Groups

When implementing a payroll system for use with HCM, one of your major tasks is to set up pay groups. For example, you might create different pay groups for employees with different sets of benefits or earnings.

While pay groups may seem specific to payroll processing, you also need this information for Human Resources, to set up job records and benefit programs. Many of the default field values on the Administer Workforce pages are based on the pay group values that you specify on the Pay Group Table component (PAYGROUP_TABLE). Set up at least one pay group for each company that you established in the Company component (COMPANY_TABLE) or the Agency USF component (AGENCY_TABLE) for U.S. federal users.

See Entering Company Information.

See (USF) Entering Agency Information.

Setting Up Your Pay Group

Where you set up your pay group depends on which payroll application you use:

- PeopleSoft Payroll for North America.

  If you use PeopleSoft Payroll for North America, use the Pay Group table pages discussed in this topic as well as additional pages of the Pay Group table that are documented in the *PeopleSoft Payroll for North America.*

  See "Understanding Pay Groups" (PeopleSoft HCM 9.2: Payroll for North America).

- PeopleSoft Payroll Interface

  If you use PeopleSoft Payroll Interface, use the Pay Group Table pages discussed in this topic as well as additional pages of the Pay Group table that are documented in the *PeopleSoft Payroll Interface.*

See "Understanding Payroll Schedules" (PeopleSoft HCM 9.2: Payroll Interface).

- PeopleSoft Global Payroll.

  If you use PeopleSoft Global Payroll, use the Pay Group component in that application.

  See "Defining Pay Groups" (PeopleSoft HCM 9.2: Global Payroll).

- Pay system other than a PeopleSoft payroll application.

  If you are not using a PeopleSoft payroll application, use the Pay Group table pages discussed in this topic.

- PeopleSoft Pension Administration.

  If you use PeopleSoft Pension Administration, also set up pay groups for your pension payee companies. Pension Administration doesn't use pay groups for paying pension benefits.

  See *PeopleSoft Pension Administration.*

Note: If you use more than one payroll application (for example, Payroll for North America and Global Payroll), set up the pay groups required for both applications. Otherwise, set up only the pay groups required for the application you are using. The company and pay group keys must be unique to the payroll application; do not use the same combination of keys for multiple payroll applications.

Using the Pay Group Table

The Pay Group Table component consists of nine pages. For Human Resources, enter information only on the first three pages of the component, because that information is used across all HCM applications. The last six pages in the component are used with Payroll for North America, and to a lesser extent, with Payroll Interface.

Pay Group Table - Definition Page

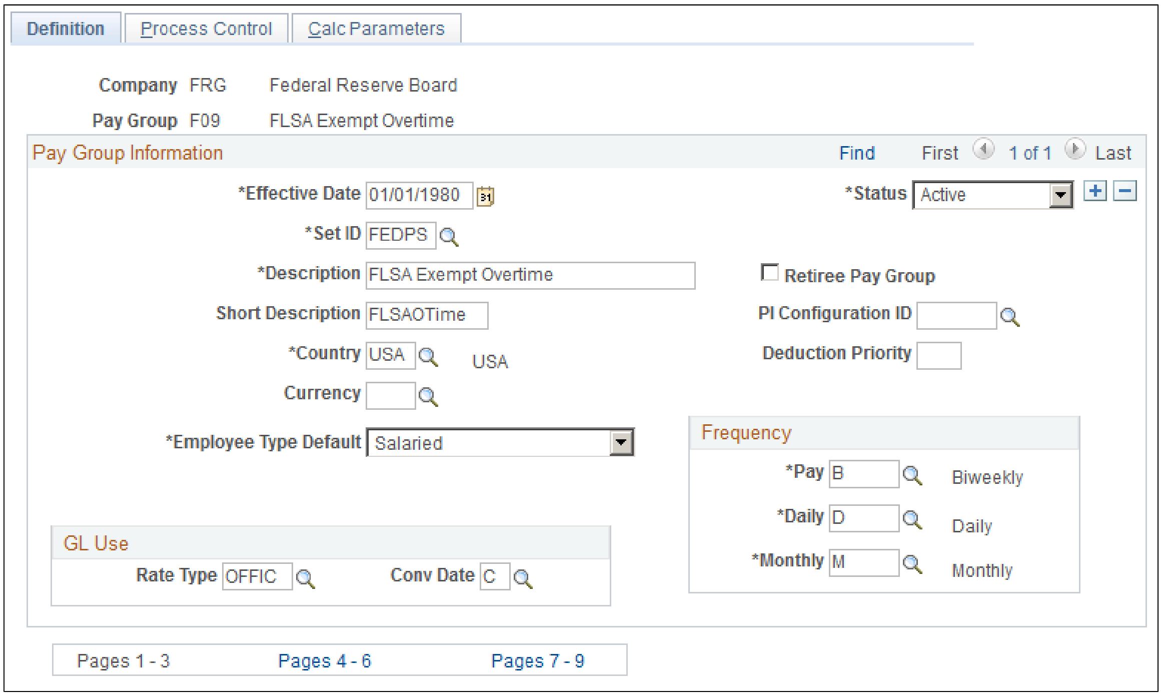
Use the Pay Group Table - Definition page (PAYGROUP_TABLE1) to set up and describe pay groups.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Group Table > Definition
- Set Up HCM > Product Related > Payroll Interface > Payroll > Pay Group Table > Definition

Image: Pay Group Table - Definition page

This example illustrates the fields and controls on the Pay Group Table - Definition page. You can find definitions for the fields and controls later on this page.



Pay Group

The Pay Group value that you specified in the entry dialog box is displayed.

Note: On employee job records, the Pay Group default is from the company level.

Set ID

Select a set ID for the shift table used by the employees in this pay group. For pay groups that don't use a shift table, use a generic set ID.

Retiree Pay Group

Select for a separate retiree pay group. PeopleSoft recommends keeping retirees in their own pay group. There is no processing associated with this check box.

PI Configuration ID (Payroll Interface configuration ID)

Select, if appropriate. The PI Configuration ID is set up using the Configuration Table component (INTRFC_CONFIG) in Payroll Interface. You must set up that component first, or leave this field blank for now.

Note: You *must* enter a value for Payroll Interface. If the PI Configuration ID is not set up correctly, payroll processing in Payroll Interface will not function properly. Refer to the *PeopleSoft Payroll Interface* for more information.

Deduction Priority

Enter a deduction priority number for your pay group. The deduction priority is used for multiple job employees when the single check option is not selected for a company.

Employee Type Default

Select the most common employee type within the pay group. The system uses this value as the default for the pay group's employee job records. The default you enter on this page is edited against the Benefit Program table. You need either to set up that table first or leave this field blank for now. Values are as follows:

- *Salaried:* Select for employees whose earnings are based on an amount per pay period, rather than accumulated hours. You can still enter exceptions on the pay sheets.
- *Hourly:* Select for employees who don't work the same number of hours each pay period. Typically, an hourly employee requires positive time reporting. In this case, you enter the hours worked on the pay sheets.
- *Exep Hrly* (hourly exceptions): Select for employees who work a set number of hours each pay period. Enter only exceptions to their schedule on the pay sheets.
- *Not Appl* (not applicable): Select if this field isn't applicable.

(CAN) Wage Loss Plan Default

Specify a wage loss plan default value for the pay group. This default value assigns employees the appropriate wage loss plan on the Canadian Income Tax Data page whenever the system automatically creates employee tax data records.

Frequency

Pay

Select the pay period frequency.

Note: If the employee's compensation rate on the Compensation page is quoted with the same frequency type as the pay period (for example a monthly frequency), you must use the same frequency ID (same annualization factor) for both the pay frequency and the compensation frequency.

Daily

Select the frequency used by Payroll for North America to calculate the daily pay rate. Only frequencies on the Frequency table with a frequency type of daily are available for selection.

Monthly

Select the frequency used by Payroll for North America to calculate a monthly pay rate. Only frequencies on the Frequency table with a frequency type of monthly are available for selection.

General Ledger Use

PeopleSoft General Ledger uses these fields.

Rate Type Select the appropriate value from the list provided.

Conv Date (conversion date) Values are *Check Date, Pay End Date,* and *Today's Date.*

Related Links

"Setting Up Deductions" (PeopleSoft HCM 9.2: Payroll for North America)
Understanding Frequency in Payroll for North America

Process Control Page

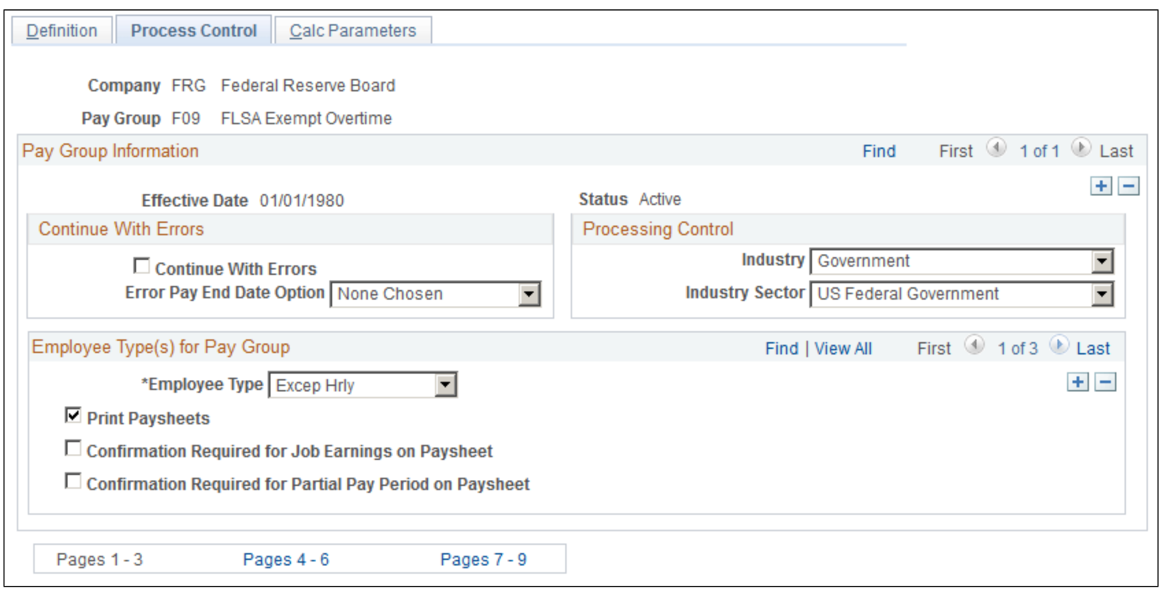
Use the Process Control page (PAYGROUP_TABLE2) to establish employee type options for a particular pay group.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Group Table > Process Control
- Set Up HCM > Product Related > Payroll Interface > Payroll > Pay Group Table > Process Control

Image: Process Control page

This example illustrates the fields and controls on the Process Control page. You can find definitions for the fields and controls later on this page.



You establish options on this page before you assign employee types on employee records. For example, you might want to group only salaried employees in your monthly pay group and group hourly and exception hourly employees in a biweekly pay group.

Continue With Errors

Continue With Errors

Select to enable the Pay Confirmation process to proceed even if the Pay Calculation process encounters nonfatal calculation errors. The system moves the paysheets in error to a designated off-cycle calendar to be corrected in a separate off-cycle run.

Note: All pay groups attached to a single pay run ID must have the same setting in the Continue With Errors option on this page. If this condition is not met, the system cannot transfer any errored paysheets for the pay run ID.

Error Pay End Date Option

This value is used by the Pay Calendar build process to set up the pay calendar. Select the date of the off-cycle calendar to which erred paysheets are moved.

If you select *Next Day,* the Pay Calendar Creation process creates one cycle pay calendar for each on-cycle pay calendar that is created. The pay end date for the off-cycle calendar is one day after the pay end date for the on-cycle pay calendar. For example, if the pay end date for the on-cycle calendar is May 31st, the pay end date for the off-cycle calendar is June 1st.

Warning! If you enter your own end date, you must ensure that a pay calendar has been built for that date before attempting to calculate transferred pay lines.

Processing Control

Industry

Select your organization's primary business industry, such as *Core, Education, Government, Retail,* and so on.

Industry Sector

Select *None, Core, Public Sct* (public sector), or *US Federal.*

Employee Type(s) for Paygroup

Employee Type

Select the options—*Hourly, Exception Hourly,* or *Salaried*— that are valid for this pay group. If you use PeopleSoft Payroll for North America, you also need to designate payroll processing parameters. Otherwise, for employees being paid with PeopleSoft Payroll for North America, leave Print Paysheets selected as the default.

Note: If a specific employee type is not defined on a pay group, a user can't set up that type of employee. For example, if a pay group does not have an employee type of salaried, when an employee is hired, the user can't enter S as the employee type on job.

Print Paysheets

If you are using PeopleSoft Payroll for North America, select this check box if the employees in this employee type should always be included when printing paysheets. Employee types for which this check box is deselected still appear on the paysheet pages.

Note: You must check this box if either of the confirmation required check boxes is selected.

Confirmation Required for Job Earnings on Paysheet

If you are using PeopleSoft Payroll for North America, select this box to deselect the OK to Pay field on the paysheets by default. OK to Pay tells the system whether to pay an employee or place the record on hold until you review it. Pay Calculation, in turn, processes only those employees who have OK to Pay selected. If you select this option, Print Paysheets must also be selected.

Typically, hourly employees require some sort of positive time input to get paid. For this reason, you might say that confirmation is required. Once you enter their time on the paysheets, you manually select OK to Pay to permit them to be paid.

For exception hourly and salaried employees, you usually enter exception time only as required. Therefore, you might indicate that confirmation is not required. These employees automatically get paid their regular salary or hours each pay cycle, because the paysheets are created with the OK to Pay check box selected.

Confirmation Required for Partial Pay Period on Paysheet

If you are using PeopleSoft Payroll for North America, select this box to control the OK to Pay check box on the paysheet. Whenever there is a mid-period change on the Job record—an employee is hired, is terminated, or changed jobs or pay rates—the system creates partial pay period records due to proration. Typically, if you prorate pay, you should deselect this check box to tell the system that confirmation is not required and to select OK to Pay on the paysheet. If, on the other hand, you want to manually verify the proration for employees, select this option. You can adjust the pay on the paysheets and click the OK to Pay check box. If you select this option, Print Paysheets must also be selected.

Related Links

"Understanding Paysheets and Paylines" (PeopleSoft HCM 9.2: Payroll for North America)

Pay Group Table - Calc Parameters Page

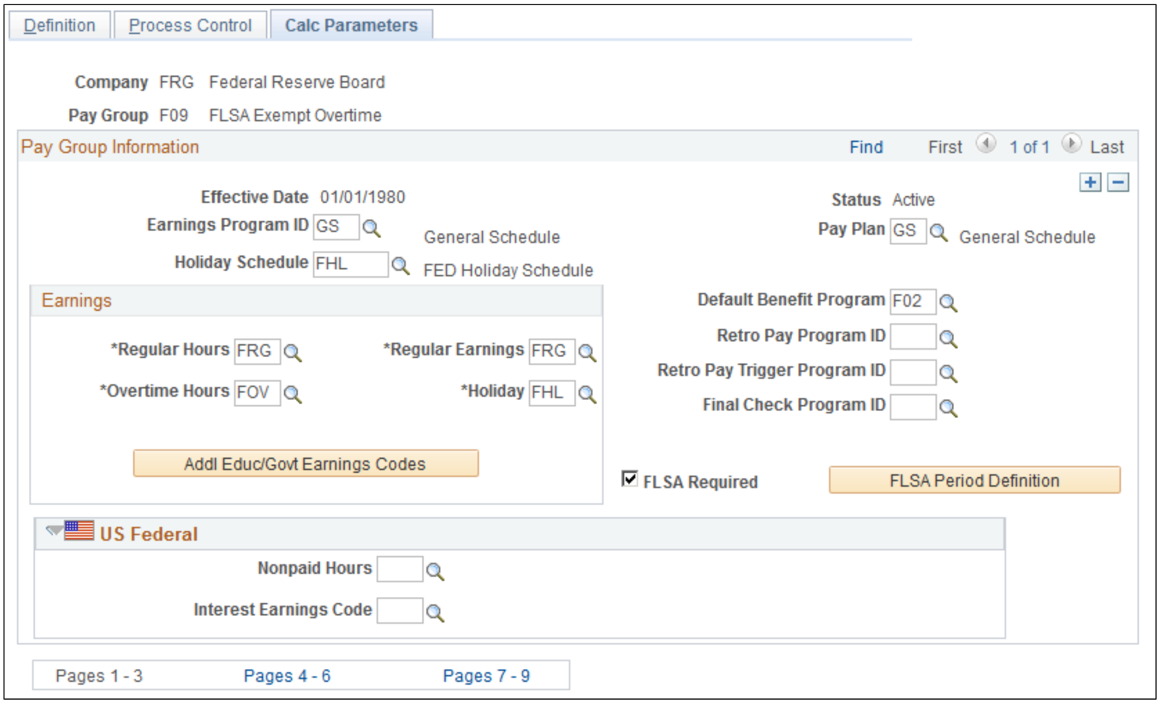
Use the Calc Parameters page (PAYGROUP_TABLE3) to define further payroll processing parameters for pay groups.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Group Table > Calc Parameters
- Set Up HCM > Product Related > Payroll Interface > Payroll > Pay Group Table > Calc Parameters

Image: Pay Group Table - Calc Parameters page

This example illustrates the fields and controls on the Pay Group Table - Calc Parameters page. You can find definitions for the fields and controls later on this page.



Pay Group Information

Earnings Program ID

Select a default value for the employee records in this pay group. Earnings Program IDs are set up using the Earnings Program Table component (EARNS_PROGRAM_TBL) in either Payroll for North American or Payroll Interface. You must set up that component first or leave this field blank for now.

Pay Plan

(USF) Select the pay plan to assign to this pay group.

Holiday Schedule

Select the holiday schedule for the pay group. If you left the Holiday Schedule field blank on the Location Profile page, the system uses the holiday schedule you specify on this page as the default for the worker's job record. You must set up the Holiday Schedule table before making a selection or leave this field blank for now.

Note: In Payroll Interface, if you want the third-party payroll system to process holiday pay, on the Holiday Schedule component set up a holiday schedule called NONE.

Default Benefit Program

Select the default benefit/deduction program for the pay group. The system uses this default benefit/deduction program as the default for the employee's job record. The default you enter on this page is edited against the Benefit/Deduction Program Table in the Benefits menu. You must set up that table first, or leave this field blank for now.

Retro Pay Program ID

Select a retro pay program to associate with the pay group. The retro pay program identifies the earnings codes used in retro pay calculations.

In each retro pay program, you list earnings codes that are eligible for retro pay, and for each of these earnings codes, you specify the earnings code to be used for paying the retro pay earnings.

You define retro pay programs in the Retro Pay Program component.

See " Program Table Page" (PeopleSoft HCM 9.2: Payroll for North America).

Retro Pay Trigger Program ID

Select a retro pay trigger program to associate with the pay group. The retro pay trigger program controls which record and field changes (on the job record and the additional pay data record) create retro pay requests. The retro pay calculation process then processes these requests to determine how much, if any, retro pay is to be paid because of the changes.

You define retro pay trigger programs in the Retro Pay Trigger Program component.

See "Retro Pay Trigger Program Page" (PeopleSoft HCM 9.2: Payroll for North America).

Note: Releases before PeopleSoft Payroll for North America 9.1 generated retro requests using PeopleCode rather than retro pay trigger programs. When you upgrade from one of these earlier releases, use correction mode to enter retro pay trigger programs for the current and history rows on this page. You cannot save changes to this component if there are any rows that have a retro pay program but no retro pay trigger program.

Final Check Program ID

To specify a default final check program for the pay group, select the final check program ID that identifies the earnings, deductions, and accruals to be used in final check processing for the pay group.

FLSA Required

(USA) Select this check box if FLSA regulations are to be applied to this pay group. When you select this check box, the

FLSA Period Definition button appears. If you do not select this check box, the button does not appear and you cannot define FLSA pay periods.

FLSA is for U.S. Payroll only; this check box appears on the page if you have enabled FLSA processing on the FICA/Tax Details page (access through the Company Table − Default Settings page) and on every pay group when applicable.

Note: If FLSA is not selected for a company, it cannot be selected for a pay group within that company. After it has been selected at the company level, it does not have to be selected at the pay group level. However, if FLSA is required for a pay group, it must be selected at both the company and pay group levels.

Note: (USF) If FLSA is required for a whole agency or for most pay groups in an agency, you should deselect the FLSA Required check box and define FLSA requirements on the Agency Table. Remember that if the *FLSA Required* check box isn't selected on the Agency Table, the FLSA Rule for a pay group is set by default to *Higher of FLSA Contractual.*

Note: To be included in FLSA calculation, an employee must have non-exempt status and belong to an FLSA pay group.

Note: When setting up pay groups, do not use the same pay group ID in two separate companies if the companies use different overtime earnings codes for FLSA.

FLSA Period Definition

(USA) Click to access the FLSA Period Definition page.

Earnings

Use this group box to define earnings codes for each earnings type.

Regular Hours

Select the appropriate earnings code for the regular hours earnings type.

Overtime Hours (overtime hours earnings type)

Select the appropriate earnings code for the overtime hours earnings type.

Regular Earnings

Select the appropriate earnings code for the regular earnings type.

Holiday

When the system creates paysheets and detects that a holiday falls within the pay period, it uses the earnings code associated with this field. If Holiday Type on the Holiday Schedule Table is Canadian, the system uses this earnings code to set up the statutory holiday earnings on the paysheet.

Note: (USF) The system does not enter the holiday earnings code on the paysheet if the employee is in a nonpay status for the entire pay period.

Refund

Enter the earnings code used to refund money to employees who cancel U.S. Savings Bond elections or whose purchases are suspended due to the annual purchase limit.

Important! The refund earnings code must be configured appropriately. On the Earnings Table - Taxes page, the Add to Gross and Maintain Earnings Balances check boxes must be selected, and the earnings code must not be subject to any taxes.

See "Earnings Table - Taxes Page" (PeopleSoft HCM 9.2: Payroll for North America).

(USF) US Federal

Specify additional earnings codes.

Nonpay Hours

Enter the earnings code to be entered on the paysheets when the system detects that an employee is on leave without pay or short or long-term disability for an entire pay period.

Note: Nonpay hours are included on paysheets only if the employee is in nonpay status for the entire pay period.

Interest Earnings Code

Enter the earnings code used to pay interest on retroactive payments that are over 30 calendar days late.

See "(USF) Managing Interest Calculations on Retro Pay" (PeopleSoft HCM 9.2: Payroll for North America).

Related Links

Setting Up Holiday Schedules

"Setting Up Retro Pay Processing" (PeopleSoft HCM 9.2: Payroll for North America)

(USA) FLSA Period Definition Page

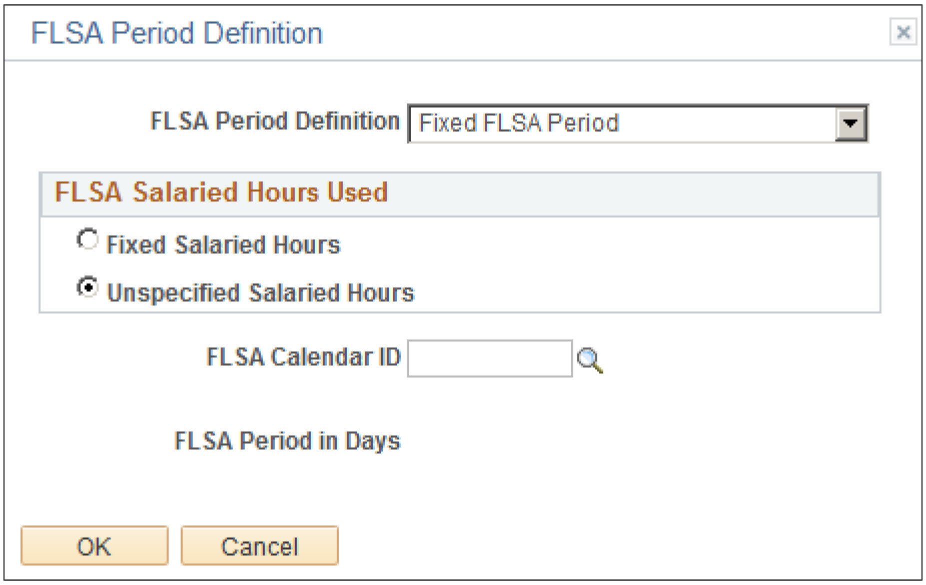
Use the FLSA Period Definition page (FLSA_PERIOD_SBPNL) to specify FLSA period definition and other parameters for the pay group's FLSA calculation.

Navigation

Click FLSA Period Definition on the Calc Parameters page.

Image: FLSA Period Definition page

This example illustrates the fields and controls on the FLSA Period Definition page. You can find definitions for the fields and controls later on this page.



The FLSA Period Definition page changes, depending on which options you select. The following table shows which fields are visible on the page, depending on the FLSA Period Definition you select:

FLSA Period Definition	***FLSA Salaried HRS Use: Unspecified or Fixed***	***Use Basic Formula***	***FLSA Calendar ID***	***FLSA Period in Days***	***FLSA Threshold Hours***
Fixed FLSA Period with Fixed Salaried Hrs selected and Use Basic Formula clear	X	X	X	X	
Fixed FLSA Period with Fixed Salaried Hrs selected and Use Basic Formula selected	X	X			
Fixed FLSA Period with Unspecified Salaried Hrs selected	X		X	X	
Law Enforcement			*X*	X	X
Fire Protection			X	X	X

FLSA Period Definition

Select the appropriate FLSA period definition:

- *Fixed FLSA Period:* 7 or 14 days. 7 is the default.

- *Fire Protection:* 7 to 28 days.
- *Law Enforcement:* 7 to 28 days.
- User-defined FLSA period definitions are also available in the list.

If you select *Fixed FLSA Period,* the period can only be for 7 or 14 days. There are no FLSA Threshold Hours for employees in the *Fixed FLSA Period,* because threshold hours only apply to law enforcement and fire protection employees.

FLSA Salaried Hours Used

Fixed Salaried Hours

Select this option to use the standard hours you entered on the employee's Job record. If you select this option, the *Use Basic Formula* check box appears.

Use Basic Formula

If you select this check box, the *FLSA Calendar ID* and *FLSA Period in Days* check boxes disappear. Basic formulas are used only for monthly and semi-monthly pay periods. The FLSA period is assumed to be the same as the Pay Calendar period; hence, no FLSA Calendar ID is required. If you select this check box, you must enter information into the Work Day Hours field on the Job Information page.

Unspecified Salaried Hours

Select this option to use the actual number of hours worked per week by salaried employees to determine their FLSA rate.

FLSA Calendar ID

Select a FLSA calendar ID. The FLSA calendar ID is linked to the FLSA Start Date and FLSA Period in Days fields on the FLSA Calendar Table page, which are used to define the FLSA begin and end dates. Hence, the pay group uses the FLSA Calendar ID to define the FLSA periods. This field is not applicable if you select *Basic Rate Formula.* If you select *Fixed FLSA Period,* the prompt list contains only FLSA Calendar IDs with 7 or 14 FLSA Periods in Days. For Fire Protection or Law Enforcement, the prompt list contains FLSA Calendar IDs from 7 to 28 days.

FLSA Period in Days

The length of the FLSA pay period, or the days from the FLSA Begin Date to the FLSA End Date. The system displays it automatically. It is based on the FLSA Period in Days you define on the FLSA Calendar Table. This field is display-only.

FLSA Threshold Hours

The number of hours worked before the FLSA rate applies to Fire Protection and Law Enforcement employees. Both of these types of jobs have different threshold hours defined by FLSA regulations. Both threshold hour schedules are delivered by PeopleSoft and are defined in the FLSA Period Table. You can create user-defined FLSA period definitions with different threshold hour schedules if necessary.

See "Overview of FLSA Calculations" (PeopleSoft HCM 9.2: Payroll for North America) and "Multiplication Factors in FLSA Calculations" (PeopleSoft HCM 9.2: Payroll for North America).

(E&G) Education and Government Additional Earnings Codes Page

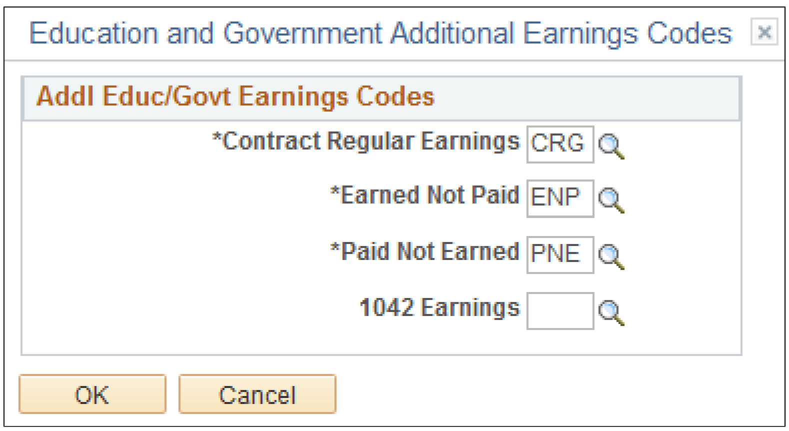
Use the Education and Government Additional Earnings Codes page (PAYGRP_TBL3_HP_SEC) to add earnings codes for education and government.

Navigation

Click Addl Educ/Govt Earnings Codes on the Calc Parameters page

Image: Education and Government Additional Earnings Codes page

This example illustrates the fields and controls on the Education and Government Additional Earnings Codes page. You can find definitions for the fields and controls later on this page.



Select the appropriate earnings code for each field.

Running Job Code and Pay Group Reports

To run job code and pay group reports, use the Job Code Table Report component (RUN_PER_709C) and Pay Group component (RUN_PAY711).

This topic lists the page used to run job code and pay group reports.

Page Used to Run Job Code and Pay Group Reports

Page Name	*Definition Name*	*Usage*
Job Code Table Report - Run Control Page	PRCSRUNCNTL	Run the Job Code Table report (PER709C), which lists all job codes.

Page Name	***Definition Name***	***Usage***
Pay Group Report Page	PRCSRUNCNTL	Run the Pay Group report (PAY711), which prints each pay group and the processing characteristics that apply to that group.

Chapter 15

(USF) Setting Up Human Resources Management Tables

Setting Up Federal HCM Control Tables

To set up federal HCM control tables, use the Handicap Table component (GVT_HANDICAP_TBL), Legal Authority component (GVT_LEGAL_AUTH_TBL), U.S. County Table component (GVT_COUNTY_TABLE), Nature of Action Table component (GVT_NOAC_TBL), LEO Pay Area USF component (GVT_LEOPAY_AREA_TB), NOA/Legal Authority component (GVT_AUTH_VAL_1), Sub Agency component (GVT_SUB_AGENCY_TBL), Personnel Office ID component (GVT_POI_TABLE), and Personnel Action Rqst Rmks component (GVT_SF50_RMK_TBL).

These topics provide an overview of and discuss how to set up federal HCM control tables.

Pages Used to Set Up Federal HCM Control Tables

Page Name	***Definition Name***	***Usage***
Handicap Table Page	GVT_HANDICAP_TBL	Assign codes to the types of disabilities a person might have. You can set up the table with the disabilities that your agency is likely to use and add more as needed.
Legal Authority Page	GVT_LEGAL_AUTH_TBL	The Legal Authority table provides the values that are used on the Data Control pages for Personnel Action Request (PAR) processing.
U.S. County Table Page	GVT_COUNTY_TABLE	View a complete list of counties in the United States. This table populates the County description on the Location Table. PeopleSoft delivers the list of U.S. counties, but you can add or change an entry if needed.
Nature of Action Table Page	GVT_NOAC_TBL	Review, add, and update codes. This table defines the Nature of Action codes that are used in PeopleSoft Human Resources.

Page Name	***Definition Name***	***Usage***
Law Enforcement Officers Pay Area Table Page	GVT_LEOAREA_TABLE	Set up special pay areas in the Law Enforcement Officers Pay Area Table . Law enforcement officers in these regions receive additional pay above the base pay for their pay plan, grade, and step. PeopleSoft delivers the current LEO pay areas, and you can update them based on Office of Personnel Management updates that you might receive throughout the year.
NOA/Legal Authority 1 Page	GVT_AUTH_VAL_1	Connect the NOA codes that are defined in the Nature of Action table with the legal authorities that are defined in the Legal Authority table. You must have set up nature of action codes and legal authority codes.
Sub-Agency Page	GVT_SUBAGCY_TABLE	Set up sub-agencies if your agency has multiple organizations that report to OPM as separate entities.
Personnel Office ID Table Page	GVT_POI_TABLE1	Assign an identification number to every personnel office in your agency. Much of the information that you enter is printed on the personnel action requests.
PAR Approving Officials Table Page	GVT_POI_TABLE2	Enter the names that appear in the routing process section of the PAR.
Personnel Action Rqst Rmks Page	GVT_SF50_RK_TBL	Define standardized remarks to attach to PARs. You use some remarks exactly as they are entered here, but you insert person-specific information into other remarks when you attach the remark at the person level.

Understanding Federal HCM Control Tables

This topic discusses the set up of control tables that are specific to federal agencies.

When creating personnel action requests, you search fields using information from the Legal Authority table, the Nature of Action table, the PAR Remarks table, and the NOA/Legal Authority 1 table.

When you enter employee-specific information, you use values from the Handicap table and the LEO Pay Area table.

In PeopleSoft HCM, you use values from the U.S. County table, the Personnel Office ID table, and the Sub-Agency table.

Handicap Table Page

Use the Handicap Table page (GVT_HANDICAP_TBL) to assign codes to the types of disabilities a person might have.

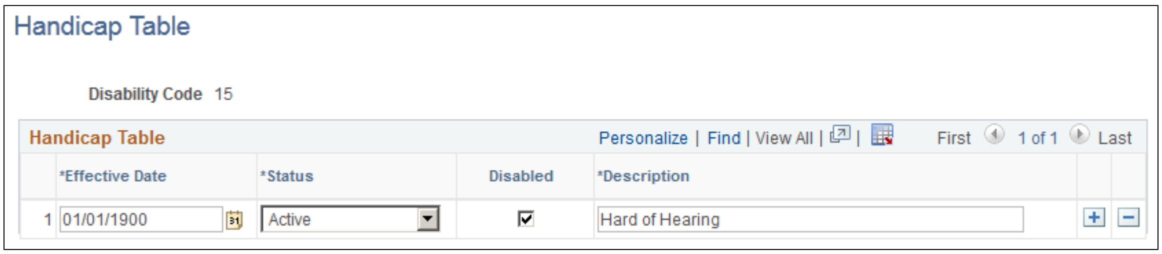
You can set up the table with the disabilities that your agency is likely to use and add more as needed.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Handicap Table > Handicap Table

Image: Handicap Table page

This example illustrates the fields and controls on the Handicap Table page. You can find definitions for the fields and controls later on this page.



Disabled

Select if the disability code describes what your agency considers a disability. Usually you select this check box. However, if (for example) you set up a disability code to indicate that a person has no disability, leave this check box deselected.

Legal Authority Page

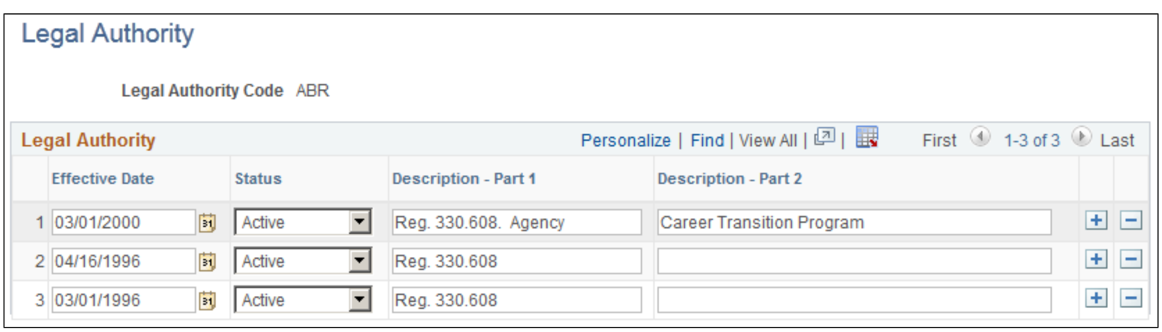
Use the Legal Authority page (GVT_LEGAL_AUTH_TBL) to the Legal Authority table provides the values that are used on the Data Control pages for Personnel Action Request (PAR) processing.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Legal Authority > Legal Authority

Image: Legal Authority page

This example illustrates the fields and controls on the Legal Authority page. You can find definitions for the fields and controls later on this page.



A *legal authority* is the authority that empowers an agency to grant a personnel action request. PeopleSoft delivers your system with a list of legal authorities. If the Office of Personnel Management issues an update of legal authorities, you can keep your system up to date by changing the information in the Legal Authority table.

Effective Date	When you add a legal authority code to this table, select an effective date early enough to accommodate your organization's oldest historical record to which it applies. Add data rows to maintain history data for information that changes over time.
Description - Part 1 and **Description - Part 2**	Enter descriptions that appear on the Data Control page (GVT_JOB0) when you process personnel actions for a person.

Nature of Action Table Page

Use the Nature of Action Table page (GVT_NOAC_TBL) to review, add, and update codes.

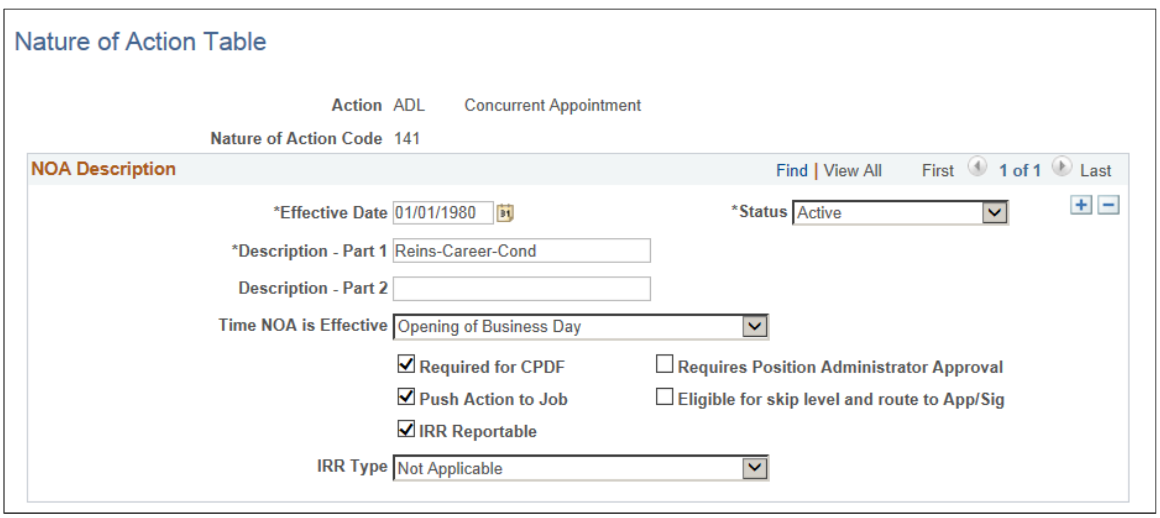
This table defines the Nature of Action codes that are used in PeopleSoft Human Resources.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Nature of Action Table > Nature of Action Table

Image: Nature of Action Table page

This example illustrates the fields and controls on the Nature of Action Table page. You can find definitions for the fields and controls later on this page.



Nature of Action Code	Every Personnel Action Request (PAR) requires a Nature of Action (NOA) code, so every personnel action is described in this table and assigned an NOA code. PeopleSoft delivers the NOA codes, but you can add or update entries as needed. The first digit of the nature of action code specifies the action type. • 100 series — appointments • 200 series — returns to duty from nonpay status

- 300 series — separations
- 400 series — placements in nonpay or nonduty status
- 500 series — conversions to appointment
- 600 series — (reserved for Office of Personnel Management use)
- 700 series — position changes, extensions, and miscellaneous changes
- 800 series — pay changes and miscellaneous changes
- 900 series — (reserved for use by agencies)

When entering NOA codes for your agency's internal use, PeopleSoft suggests that you use codes in the 900 series. Use the 900 series of numbers to document personnel matters relevant to your agency that are not required by Standard Form 50.

The second and third digits specifies the particular action, such as a promotion or resignation.

Effective Date

When you add a Nature of Action code to this table, select an effective date that is early enough to accommodate your organization's oldest historical record to which it applies. Add data rows to maintain history data for information that changes over time for the NOA code.

Time NOA is Effective (time nature of action is effective)

This field designates when the personnel action should take effect. Select *Opening of Business Day* (the default) or *Close of Business Day.*

If you select *(none),* the system uses the default, *Opening of Business Day.*

In PeopleSoft, all actions are normally assumed to take place at the beginning of business on the effective date. This isn't always the case with the federal government. With *Termination/Non-Pay* actions (NOAs that are in the 300 series and 400 series), the action is effective at *Close Of Business Day* on the effective date. Any personnel action defined with *Close of Business Day* increments the Job effective date by one. The Federal (GVT_JOB) effective date is not affected.

Required for CPDF (required for central personnel data file)

Select if the NOA code is reportable to the Office of Personnel Management (OPM) from CPDF reports.

Push Action to Job

Select if the nature of action is to be applied to the core PeopleSoft job record (JOB) from the federal government side after saving the personnel action.

IRR Reportable (individual retirement record reportable)

Select if an NOA code is to be reported to OPM on the IRR. This indicates that an IRR-related NOA code is part of an IRR control record when a separation personnel action is saved.

IRR Type

Select the type of IRR to be generated. Values are *Retirement, Transfer/Resignation,* and *Supplemental.*

Requires Position Administrator Approval

Enable the check box in case a particular nature of cation code requires position administrator to be incorporated in the approval chain and make updates to position data.

Eligible for skip level and route to APP/Sig

Select if the specific action request needs to be routed directly to the approve and sign authority. This allows to skip the first authorization and second authorization level.

Law Enforcement Officers Pay Area Table Page

Use the Law Enforcement Officers Pay Area Table page (GVT_LEOAREA_TABLE) to set up special pay areas in the Law Enforcement Officers Pay Area Table .

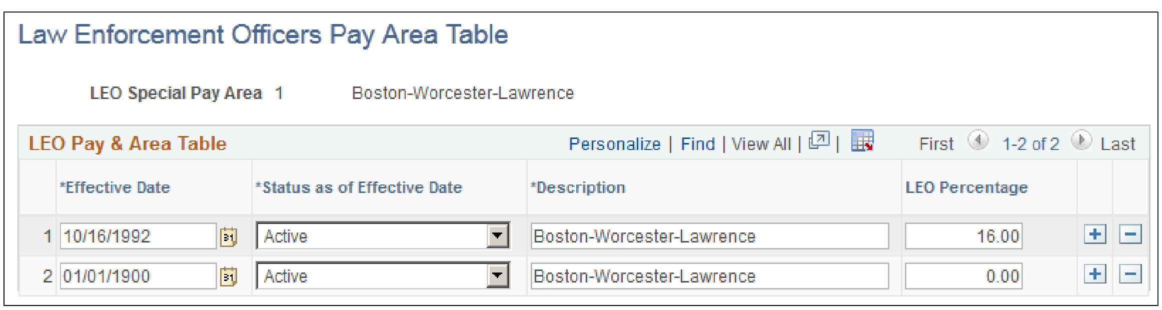
Law enforcement officers in these regions receive additional pay above the base pay for their pay plan, grade, and step. PeopleSoft delivers the current LEO pay areas, and you can update them based on Office of Personnel Management updates that you might receive throughout the year.

Navigation

Set Up HCM > Product Related > Compensation > LEO Pay Area Table USF > Law Enforcement Officers Pay Area Table

Image: Law Enforcement Officers Pay Area Table page

This example illustrates the fields and controls on the Law Enforcement Officers Pay Area Table page. You can find definitions for the fields and controls later on this page.



LEO Percentage (law enforcement officer percentage)

Enter the percentage of base pay that LEOs in this region receive in addition to the base pay set by their pay plan, grade, and step. The amount is reflected on the Compensation Data page (JOB_DATA3) in Administer Workforce.

NOA/Legal Authority 1 Page

Use the NOA/Legal Authority 1 page (GVT_AUTH_VAL_1) to connect the NOA codes that are defined in the Nature of Action table with the legal authorities that are defined in the Legal Authority table.

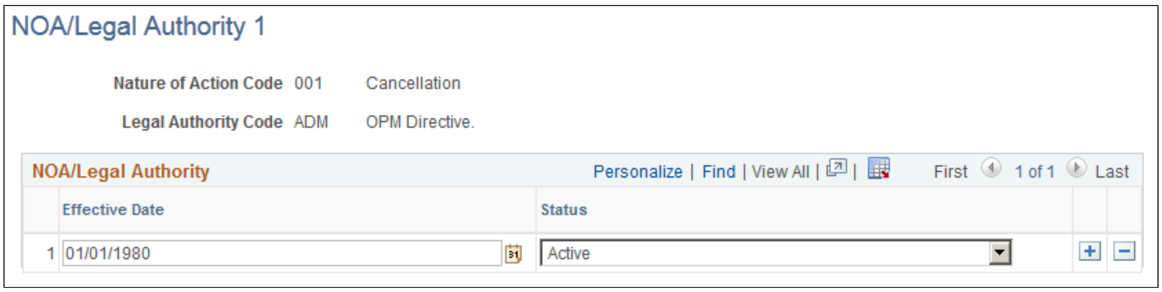
You must have set up nature of action codes and legal authority codes.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > NOA/Legal Authority 1 > NOA/Legal Authority 1

Image: NOA/Legal Authority 1 page

This example illustrates the fields and controls on the NOA/Legal Authority 1 page. You can find definitions for the fields and controls later on this page.



When you enter an NOA (nature of action) code on the PAR Data Control page in Administer Workforce and prompt on the Authority (1) field, you see only the valid values from this table. However, for Authority (2), you can select any of the legal authorities that are defined in the Legal Authority table.

Sub-Agency Page

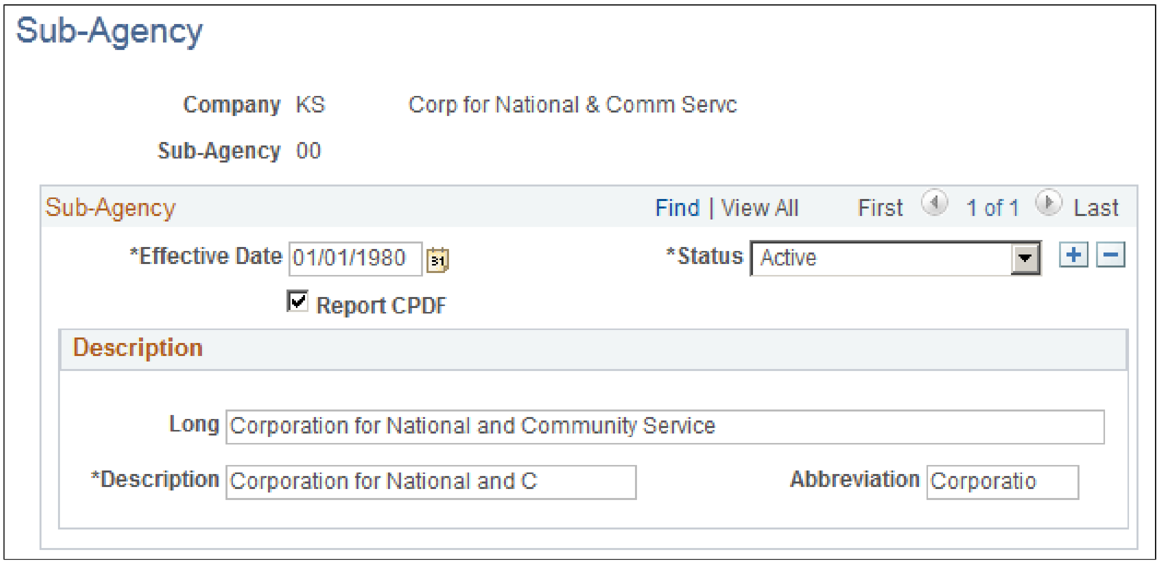
Use the Sub-Agency page (GVT_SUBAGCY_TABLE) to set up sub-agencies if your agency has multiple organizations that report to OPM as separate entities.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Sub-Agency > Sub-Agency

Image: Sub-Agency page

This example illustrates the fields and controls on the Sub-Agency page. You can find definitions for the fields and controls later on this page.



Sub-Agency	If your agency has multiple organizations that might report to the Office of Personnel Management as separate entities, you define them as distinct sub-agencies for online processing purposes.
Report CPDF (report central personnel data files)	Select if this sub-agency reports CPDF on a regular basis.
Long	Enter a long description of the sub-agency.
Abbreviation	Enter an abbreviated description of the sub-agency.

Personnel Office ID Table Page

Use the Personnel Office ID Table page (GVT_POI_TABLE1) to assign an identification number to every personnel office in your agency.

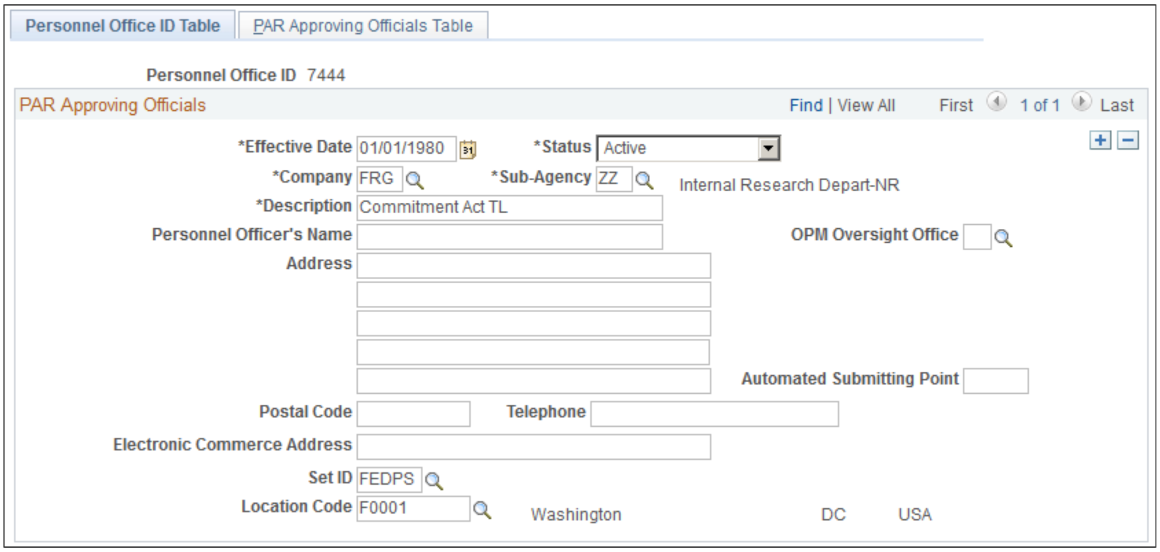
Much of the information that you enter is printed on the personnel action requests.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Personnel Office ID > Personnel Office ID Table

Image: Personnel Office ID Table page

This example illustrates the fields and controls on the Personnel Office ID Table page. You can find definitions for the fields and controls later on this page.



Sub-Agency

Select the sub-agency code.

Personnel Officer's Name

Enter the name of the person who is responsible for personnel actions for this office.

OPM Oversight Office (office of personnel management oversight office)

Select the OPM Oversight Office to which you report personnel actions from the available values. The values are stored on the Translate table. To change or add values, inform your project management office of the updates you require.

Automated Submitting Point

The automated submitting point is an informational field and isn't used during PeopleSoft HCM processing. However, it is required on the OPM form that is used to communicate the establishment of or changes to a Personnel Office Identifier for currently operating personnel offices.

Electronic Commerce Address

This address is for your agency's information only. For example, this might be an email address or a government network ID.

PAR Approving Officials Table Page

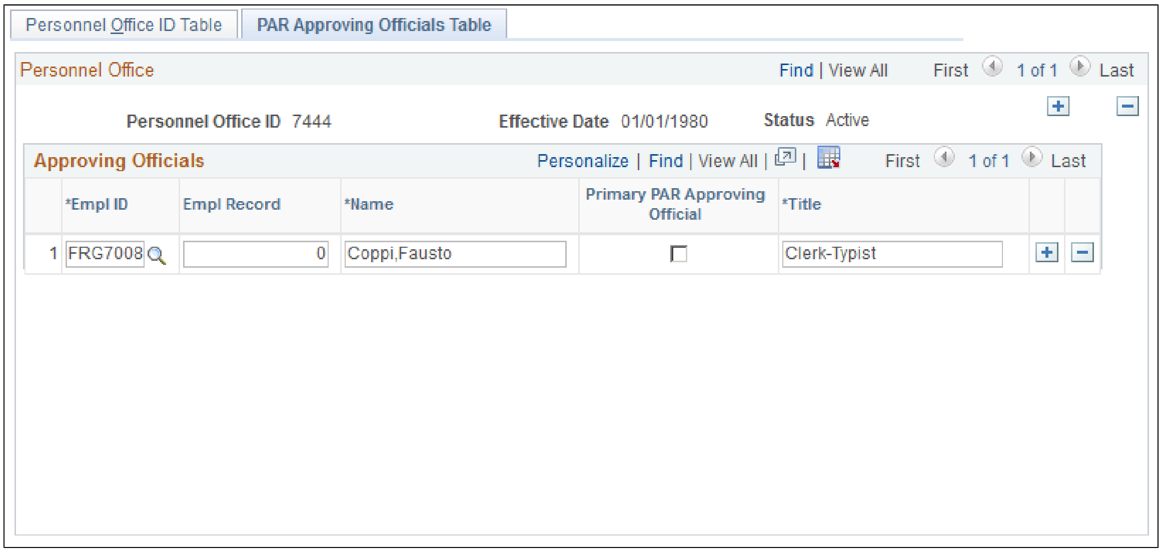
Use the PAR Approving Officials Table page (GVT_POI_TABLE2) to enter the names that appear in the routing process section of the PAR.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Personnel Office ID > PAR Approving Officials Table

Image: PAR Approving Officials Table page

This example illustrates the fields and controls on the PAR Approving Officials Table page. You can find definitions for the fields and controls later on this page.



Empl ID (employee ID)

Enter an employee ID for each official who approves personnel actions. When you move out of the field, the system populates the Empl Record, Name, and Title fields. You can edit these fields.

Primary PAR Approving Official (primary personnel action request approving official)

Select if applicable. This check box is for your information only.

Personnel Action Rqst Rmks Page

Use the Personnel Action Rqst Rmks page (GVT_SF50_RK_TBL) to define standardized remarks to attach to PARs.

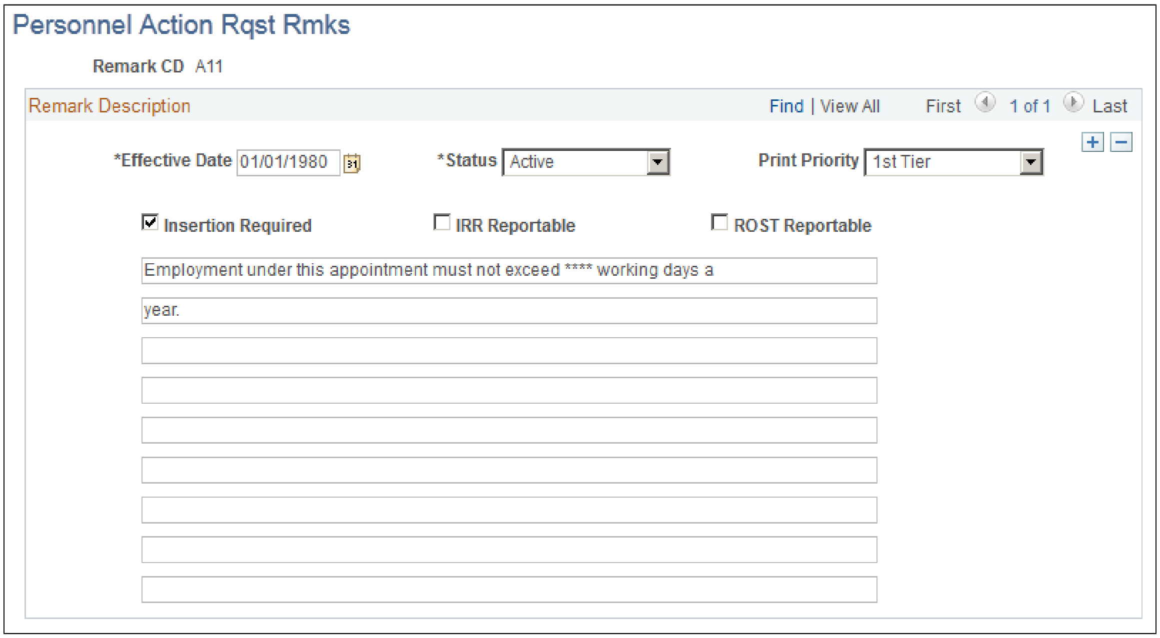
You use some remarks exactly as they are entered here, but you insert person-specific information into other remarks when you attach the remark at the person level.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Personnel Action Rqst Rmks > Personnel Action Rqst Rmks

Image: Personnel Action Rqst Rmks page

This example illustrates the fields and controls on the Personnel Action Rqst Rmks page. You can find definitions for the fields and controls later on this page.



The Office of Personnel Management (OPM) designates remark codes that begin with *A* through *X*. PeopleSoft delivers the current standard OPM PAR remarks, but you need to maintain them, based on OPM updates that you might receive throughout the year. To enter additional remarks for your agency's internal use, use codes that begin with *Y* or *Z*. When you upgrade PeopleSoft HCM, retain your agency-specific remarks.

Print Priority

Select the printing priority for the remark. Available values are *1st Tier* and *2nd Tier*. First tier remarks print first on the SF50/52 reports before any second-tier remarks. Therefore, any remark that is defined as *1st Tier* is printed in the order it is listed by the HR personnelist. These are followed by the 2nd tier remarks.

Insertion Required

Select if this remark needs employee-specific information. When you select this remark at the person level, this check box is unavailable for entry.

PeopleSoft uses an asterisk (*) to denote person-specific information that is changed by your human resources personnel clerk when the remark is attached to a PAR at the person level.

IRR Reportable (individual retirement record reportable)

Select if this remark is attached to a PAR that is to be printed on an IRR and you want to print the remark on the IRR.

ROST Reportable (Register of Separations and Transfers reportable)

Select to have this remark printed on the ROST.

Related Links

"Understanding the IRR Process" (PeopleSoft HCM 9.2: Payroll for North America)

Running Federal HCM Setup Reports

This topic lists the pages used to run the federal HCM setup reports.

Pages Used to Run the Federal HCM Setup Reports

Page Name	***Definition Name***	***Usage***
Run Control Page	PRCSRUNCNTL	Run the Federal HCM setup reports. • Handicap Table report (FGPER811) prints all disabilities and their associated codes. • Legal Authority Table report (FGPER812) prints information about the legal authorities you set up in the Legal Authority table. • Nature of Action Table report (FGPER813) generates a list of the codes in the Nature of Action Table. • Law Enforcement Officers Pay Area Table report (FGPER808) lists each LEO Special Pay Area and associated percentage. • NOA Authority 1 report (FGPER814) generates a list of the information in the Nature of Action/ Authority 1 Table. • Personnel Office ID Table report (FGPER805) prints information about all Personnel Offices in your agency. • Sub-Agency report (FGPER804) prints all sub-agencies in the Sub-Agency and their associated agencies.

Viewing the Project Costing and General Ledger Business Unit Tables

The PC (project costing) Business Unit Table and GL (General Ledger) Business Unit Table are view-only pages.

PC Business Unit Table

The PC Business Unit table is part of the Project Costing process in PeopleSoft Financials, which interacts with the Time and Labor process. If you don't use project costing, you don't need to import the values for this table.

See PeopleSoft Time and Labor.

GL Business Unit Table

The GL Business Unit table is part of the General Ledger process in PeopleSoft Financials that interacts with the Payroll process. If you don't use General Ledger, you don't need to import the values for this table.

See *PeopleSoft General Ledger.*

Chapter 16

Setting Up Banks and Bank Branches

Understanding Bank and Bank Branch Setup

These topics discuss:

- Banking setup.
- (GBR) Bank and building society setup in the UK.
- The CI_BANK_EC component interface.

Banking Setup

To set up banks in HCM:

1. Set up bank information on the Bank Table page (BANK_EC).
2. Specify bank branch information on the Branch Table page (BANK_BRANCH_EC).

   Note: There is some additional banking setup required for the UK.

   See (GBR) Bank and Building Society Setup in the UK.

3. Specify source banks for payroll processing on the Source Bank Accounts page.

(GBR) Bank and Building Society Setup in the UK

This topic discusses how to set up the pages in the Bank/Branch component for British financial institutions. This setup is required prior to entering employee bank and building society information on the Bank Account Information page.

See "Entering Bank Account Information" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

You must set up every bank or building society that your organization deals with during the course of business. This information is stored in the BANK_EC_TBL and BANK_BRANCH_TBL tables. A third table, PYE_BANKACCT, stores the details of your payee's bank and building society accounts.

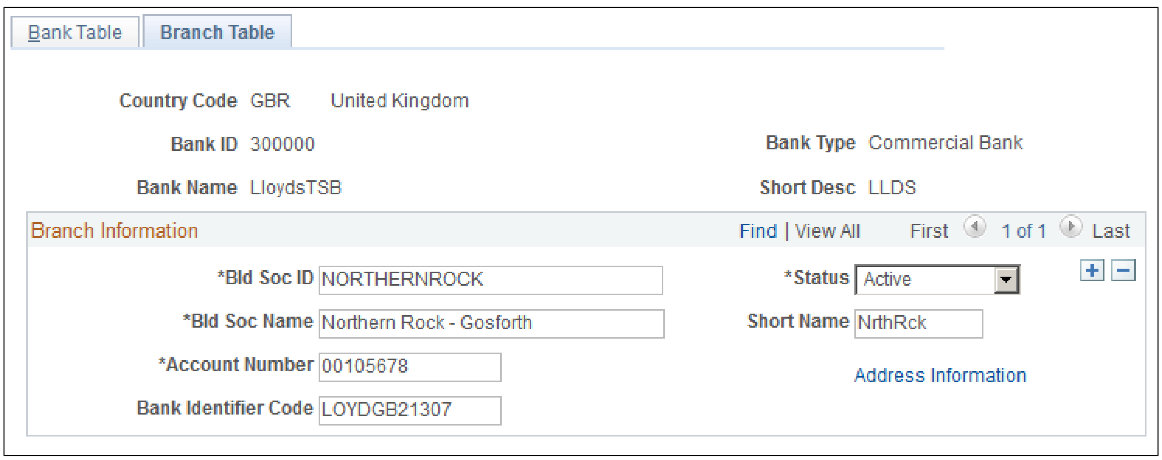
For UK banks, set up bank branches on the Bank Table page. For building societies, use the Bank Table page to identify the bank branch that handles clearing for the society. Use the Branch Table page and its associated Building Society Address page, to enter the building society details. This table shows how to complete these pages:

Type of Account	***Bank Table Page***	***Branch Table Page and Building Society Address Page***
Bank Branch	Enter the name, address, and phone number of the bank branch.	Leave blank.
Building Society	Enter the name, address, and phone number of the bank branch that handles clearing for the building society.	Enter the building society name and address and the number of the account that the building society has with the clearing bank that is identified on the Bank Table page.

Warning! You must set up a building society on the Branch Table page, linking the society to its clearing bank on the Bank Table page. If you don't set up building societies as described, the BACS interfaces and processes that are provided by Global Payroll for the UK do not generate valid data.

Image: Example Building Society Setup

This example shows how a building society is defined on the Branch Table page:



In the example, the building society is linked to LloydsTSB bank (bank ID 30000) that handles clearing for the building society. The building society's clearing account is shown in the Account Number field.

The CI_BANK_EC Component Interface

Because there may be a large volume of bank information to set up, you can simplify the process by importing bank information from a Microsoft Excel spreadsheet into the bank setup tables with the use of the CI_BANK_EC component interface that PeopleSoft provides.

You download bank information from a website or service that provides bank information to an Excel spreadsheet and then import the information from the Excel spreadsheet to the CI_BANK_EC component interface, using the Excel to Component Interface utility. The CI_BANK_EC component interface loads the bank information into the BANK_EC table and BANK_BRANCH_TBL in PeopleSoft HCM.

Note: It is your responsibility to determine which rows to update and which rows to add to the PeopleSoft HCM database when using the Excel to Component Interface utility.

Related Links

Enterprise Components

Setting Up Banks and Bank Branches

To set up banks, use the Bank component (BANK_EC). To set up bank branches, use the Bank Branch component (BANK_BRANCH_TBL).

Use the CI_BANK_EC component interface to load the banking data into the tables for this component interface.

See *PeopleSoft: Enterprise Components.*

These topics discuss how to set up banks and bank branches.

Pages Used to Set Up Banks and Bank Branches

Page Name	***Definition Name***	***Usage***
Bank Table Page	BANK_EC	Set up basic information for all financial institutions. You must complete the Bank Table page before you identify a bank with a source bank account.
Branch Table Page	BANK_BRANCH_EC	Define a bank's branches. Not all countries require bank branch information.
Bank Branch Address Page	BANK_BRA_ADR_SP	Enter the address for a bank branch.
(BRA) Bank Branch Brazil Page	BANKBRANCH_BRA_SEC	Enter additional information for Brazilian bank branches.

Bank Table Page

Use the Bank Table page (BANK_EC) to set up basic information for all financial institutions.

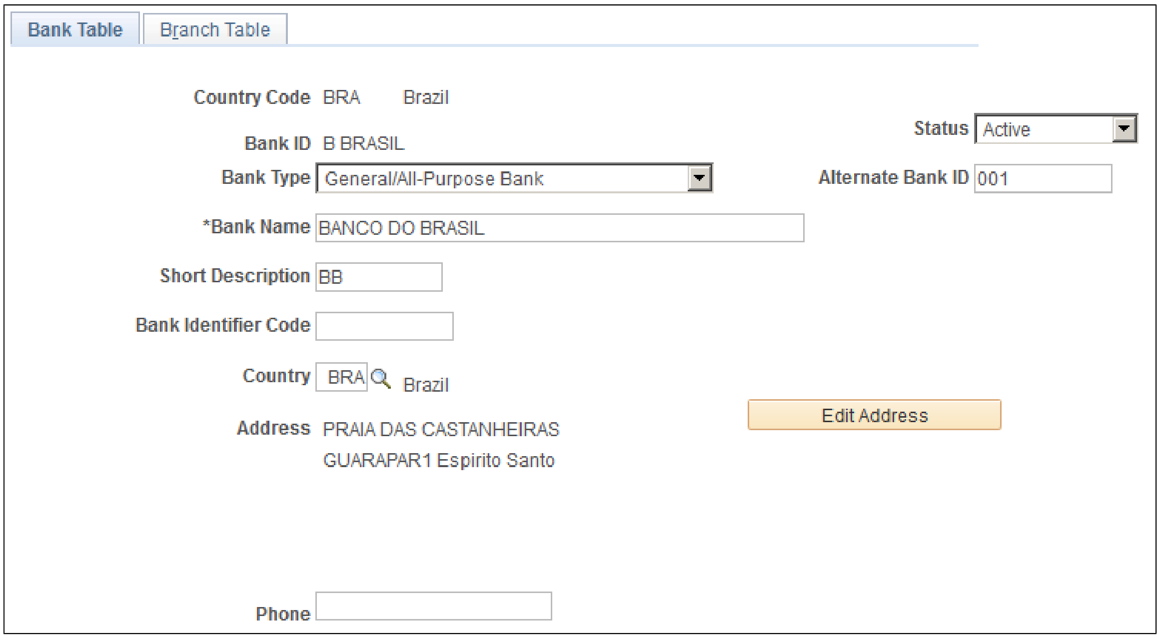
You must complete the Bank Table page before you identify a bank with a source bank account.

Navigation

Set Up HCM > Common Definitions > Banking > Banks > Bank Table

Image: Bank Table page

This example illustrates the fields and controls on the Bank Table page. You can find definitions for the fields and controls later on this page.



Bank ID	System-displayed. There are different formats for each country. Some are numeric, and others are alphanumeric.
Bank Type	Select the type of bank. Values are *Commercial, Community, General, Post Bank,*and *Savings.*
Alternate Bank ID	Enter the bank's national ID, if applicable. If the bank participates in an international banking consortium or system, it is given an alternate bank ID that is used in international transactions.
Bank Name	Enter the name of the bank.
Bank Identifier Code	Enter the Bank Identifier Code (BIC) provided by SWIFT. When saved, the system checks that this entry is 8 or 11 characters long. The system does not validate the accuracy of the BIC, only its length.
Country	Select the country where the bank is located.
Address	The bank's address is displayed.
Edit Address	Click the Edit Address link to change address information for a bank.
Phone	Enter the phone number for the bank.
AC Bank Name (alternate character bank name)	This field appears if you enabled AC functionality on the Primary Permission List Preferences page. Japanese users enter the bank name in single-byte, Katakana format.

(GBR) Special Considerations for the UK

To set up UK bank branches, enter the following information:

Country Code Enter *GBR*.

Bank ID Enter the sort code for the bank branch.

Note: If you're setting up a building society, enter the sort code of the bank branch that handles clearing for the building society. Clearing is normally handled by a bank's head office.

Bank Type Optional for UK banks.

Alternate Bank ID Leave blank for UK banks.

Bank Name Enter a description of the branch. Include the location of the branch, not just the bank name.

Branch Table Page

Use the Branch Table page (BANK_BRANCH_EC) to define a bank's branches.

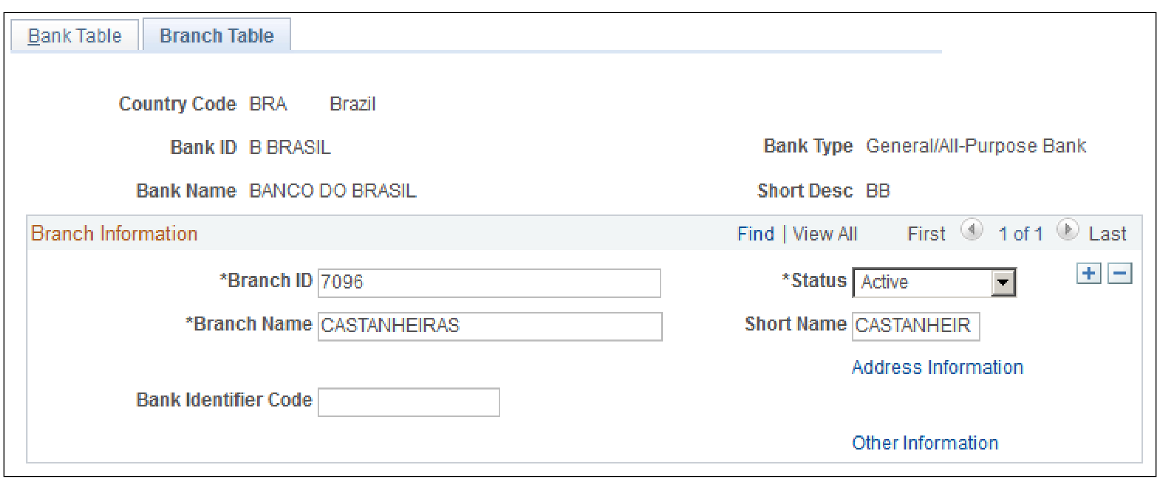
Not all countries require bank branch information.

Navigation

Set Up HCM > Common Definitions > Banking > Banks > Branch Table

Image: Branch Table page

This example illustrates the fields and controls on the Branch Table page. You can find definitions for the fields and controls later on this page.



Branch ID Enter the branch ID for the bank. Branch ID formats vary by country.

Branch Name Enter the name of the bank branch.

Bank Identifier Code	Enter the Bank Identifier Code (BIC) provided by SWIFT. When saved, the system checks that this entry is 8 or 11 characters long. The system does not validate the accuracy of the BIC, only its length.
AC Branch Name (alternate character branch name)	This field appears if you enabled AC functionality on the Primary Permission List Preferences page. Japanese users enter the branch name in single-byte, Katakana format.
Address Information	Click the Address Information link to access the Bank Branch Address page.
Other Information	(BRA) Click the Other Information link to access the Bank Branch Brazil page.

(GBR) Special Considerations for the UK

To set up UK building societies, enter the following information on the Branch Table page:

Bld Soc ID (building society ID)	Enter a unique identifier for the building society.
Status	You can enter employee account details only for building societies with an active status.
Bld Soc Name (building society name)	Enter the full name of the building society.
Account Number	Enter the number of the building society's account at the clearing bank.
Address Information	Click the Address Information link to access the Building Society Address page, where you enter the building society's head office address.

(BRA) Bank Branch Brazil Page

Use the Bank Branch Brazil page (BANKBRANCH_BRA_SEC) to enter additional information for Brazilian bank branches.

Navigation

Click the Other Information link for a Brazilian bank on the Branch Table page .

Image: Bank Branch Brazil page

This example illustrates the fields and controls on the Bank Branch Brazil page. You can find definitions for the fields and controls later on this page.

Verifier Digit — Enter the bank-assigned verifier digit. File transfers may require the verifier digit.

Branch Location — Enter the bank branch location.

Contact Name — Enter the contact name for the bank branch.

Setting Up IBAN Information

To set up IBAN Information, use the IBAN Country Setup (SETUP_IBAN_TBL) component.

These topics provide an overview of IBAN setup and discuss how to set up IBAN information.

Page Used to Set Up IBAN Information

Page Name	*Definition Name*	*Usage*
IBAN Country Setup Page	SETUP_IBAN_TBL	Enable the IBAN feature for a specific country. Create BBAN validation rules.

Understanding IBAN Setup

The International Bank Account Number (IBAN) is an account number that uniquely identifies a bank account and is assigned according to ISO standards so that it can be used across national borders. PeopleSoft applications can include this information at the bank account level.

To set up IBAN functionality you must select the IBAN enabled field on the IBAN Country Setup page. You can also establish the rules used to create the Basic Bank Account Number (BBAN) on this page. After the IBAN feature is enabled, the IBAN field and Validate button appear on the Source Bank Account page and the Maintain Bank Account pages for the country.

Related Links

Specifying Source Banks

"Entering Bank Account Information" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

IBAN Country Setup Page

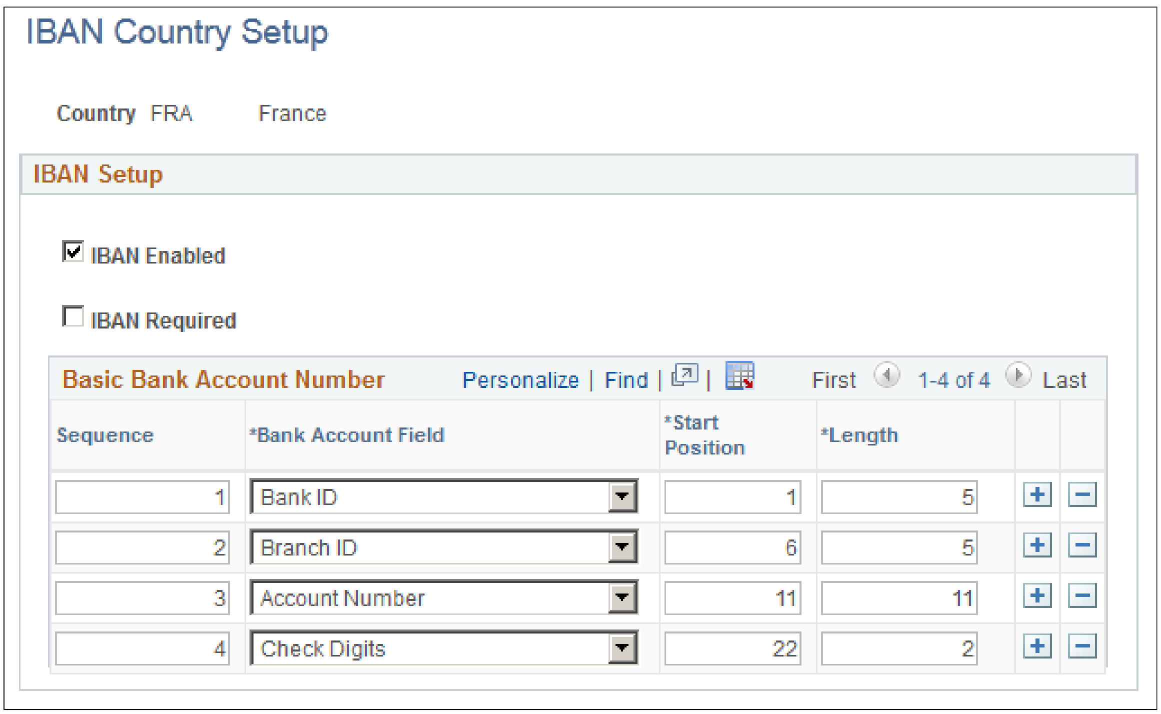
Use the IBAN Country Setup page (SETUP_IBAN_TBL) to enable the IBAN feature for a specific country. Create BBAN validation rules.

Navigation

Set Up HCM > Common Definitions > Banking > IBAN Country Setup > IBAN Country Setup

Image: IBAN Country Setup page

This example illustrates the fields and controls on the IBAN Country Setup page. You can find definitions for the fields and controls later on this page.



IBAN Enabled

Select this check box to enable the IBAN functionality for this country. If you enable IBAN, the IBAN field and the Validate button appears when you set up a source bank account page or a payee bank account with this country code.

IBAN Required

Select this check box to require an IBAN value for accounts in this country. If you select this check box, you must complete the IBAN fields when you set up a source bank account or a payee bank account with this country code.

In addition, this check box controls whether the Already have an IBAN Number field appears on the following pages:

- Define Deduction Recipients (RECIPIENT)

- Information for Recipient (GP_RCP_PYE_SP)
- Maintain Foreign Bank Account CHE (PYE_BANKACCT)
- Override Source Bank CHE (PYE_BANKACCT)
- Maintain Foreign Bank Account DEU (PYE_BANKACCT)
- Maintain Foreign Bank Account DEU (PYE_BANKACCT)
- Override Source Bank DEU (PYE_BANKACCT)
- Bank Accounts (PYE_BANKACCT)
- Maintain Bank Accounts (PYE_BANKACCT)
- Source Bank Accounts (SRC_BANK)
- Add Account Details (GP_SS_EE_BANK_DET)
- Add Bank Account (HRS_APP_BANKACCT)

If you select this check box, the Already have an IBAN Number field does not appear on the affected pages, requiring you to enter IBAN information.

If you deselect this check box, the Already have an IBAN Number field appears on the affected pages giving you the option to enter either IBAN information or individual banking information.

See Specifying Source Banks.

See "Entering Bank Account Information" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Basic Bank Account Number

Sequence	Enter the order in which the value will appear in the Basic Bank Account Number (BBAN).
Bank Account Field	Select the field used to compose the BBAN.
Start Position	Enter the position where the Bank Account Field will begin.
Length	Enter the number of characters allotted for this Bank Account Field.

Specifying Source Banks

To specify source banks, use the Source Bank Accounts component (SRC_BANK).

These topics provide an overview of and discuss how to specify source banks.

Pages Used to Specify Source Banks

Page Name	Definition Name	Usage
Source Bank Accounts Page	SRC_BANK	Assign a source bank ID and define information about the banks that pay out money.
(CAN and USA) Canada Bank Additional Data or US Bank Additional Data Pages	SRC_BANK_PY_SP	(CAN and USA) Specify data for banks in Canada or the U.S. This page is only available if you select *CAN* or *USA* as the Country Code on the Source Bank Accounts page.
(JPN) Japan Bank Additional Data Page	GPJP_SRC_BANK_SEC	(JPN) Specify the account type and company code for Japanese banks.

Understanding Source Banks

Source banks are the money sources that payroll disbursements are drawn from. For each source bank, identify the appropriate bank and bank branch, account number, and EFT formats.

For certain countries, such as the U.S., Canada, and Japan, you must set up additional information for source banks, accessed through the Other Required Information link on the Source Bank Accounts page. For countries in Europe, you must define International Bank Account Number (IBAN) information through the Source Bank Accounts page.

Payroll Setup

PeopleSoft Global Payroll users must link source banks to a pay entity.

See "Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll).

PeopleSoft Payroll for North America users must link source banks to a pay group.

See "Pay Group Table - Bank/Tip Info Page" (PeopleSoft HCM 9.2: Payroll for North America).

Source Bank Accounts Page

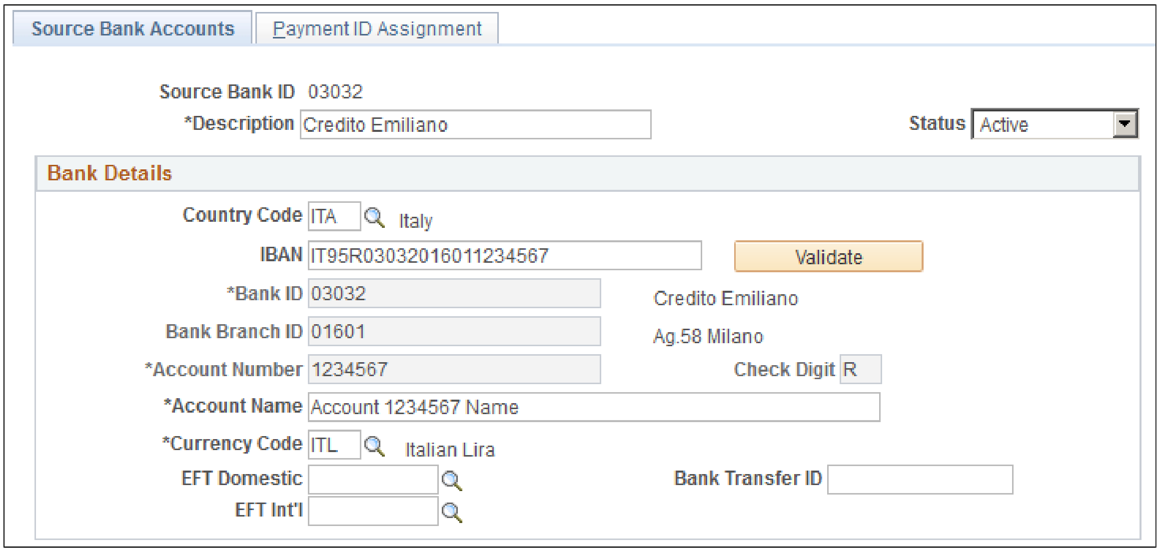
Use the Source Bank Accounts page (SRC_BANK) to assign a source bank ID and define information about the banks that pay out money.

Navigation

Set Up HCM > Common Definitions > Banking > Source Bank Accounts > Source Bank Accounts

Image: Source Bank Accounts page

This example illustrates the fields and controls on the Source Bank Accounts page. You can find definitions for the fields and controls later on this page.



Description

Enter the name of the bank.

Country Code

Select the country for the payee's bank account.

International ACH Bank Account (international automatic clearing house bank)

Select to indicate that the bank is located outside the territorial jurisdiction of the United States.

Note: This field appears only if you have PeopleSoft Payroll for North America or PeopleSoft Global Payroll for United States installed.

Already have an IBAN Number

Select to indicate that the payee has an IBAN. When you select this check box, the Bank ID, Bank Branch ID, and Account Number fields become display-only and the IBAN field and Validate button become available.

If you deselect this check box for a payee who already has an IBAN entered and validated in the IBAN field, the system alerts you that this action will result in clearing the IBAN and bank account detail fields. You can click OK to continue, or Cancel to leave the check box selected.

Note: This check box appears on this page only when the IBAN Enabled check box is selected and the IBAN Required check box is deselected on the IBAN Country Setup page.

IBAN (International Bank Account Number)

Enter the IBAN for the payee. This field is editable only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.

Validate	Click to validate the number entered in the IBAN field. The validation process alerts you if there is an error in the entered IBAN. In addition, the validation process populates the Bank ID, Bank Branch ID, and Account Number fields based on the entered IBAN. This button is available only if you select the Already have an IBAN Number check box or if the IBAN Required check box is selected on the IBAN Country Setup page.
Bank ID, Bank Branch ID, Account Number and **Check Digit**	When the Already have an IBAN Number check box is selected or if the IBAN Required check box is selected on the IBAN Country Setup page, these fields are not editable. The system populates them based on the entered IBAN when you click the Validate button. **Note:** For German accounts with an IBAN, the Bank Branch ID field remains editable. For accounts without an IBAN, manually enter values in the Bank ID, Bank Branch ID, and Account Number fields. The Check Digit field does not appear for these accounts.
Account Name	Enter the account name for the person.
Prenote Information	(USA) Click this link to access the Bank Prenote Information USA page.
Currency Code	Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process.
Other Required Information	Click this link to access the Additional Data page. Depending on the country that you select, this page might not be available. It is used to record information for companies that operate only in the U.S., Canada, or Japan. See (CAN and USA) Canada Bank Additional Data or US Bank Additional Data Pages. See (JPN) Japan Bank Additional Data Page.
AC Account Name (alternate character account name)	This field appears if you enabled AC functionality on the Primary Permission List Preferences page. Japanese users enter the bank account name in single-byte, Katakana format.
EFT Domestic (electronic funds transfer domestic)	Specify which EFT format the source bank account accepts. Enter the EFT name for domestic transactions. If the payee or recipient account is domestic, the default EFT name is taken from the EFT Domestic field of the source bank account that you selected. With domestic accounts, the country code is the same as the country code that you selected during installation.

Note: Not applicable in the U.S. or Canada.

Bank Transfer ID

Enter the bank transfer ID that is used to identify banks to clearing systems.

EFT Int'l (electronic funds transfer international)

Enter the EFT name for international transactions. If the payee or recipient account is foreign, the default EFT name is taken from the EFT Int'l field of the source bank account you selected. With foreign accounts, the country code is different from the country code that you selected during installation.

Note: The Payment ID Assignment page, found in this component, is specific to PeopleSoft Global Payroll and is documented in the PeopleSoft Global Payroll documentation.

(CAN and USA) Canada Bank Additional Data or US Bank Additional Data Pages

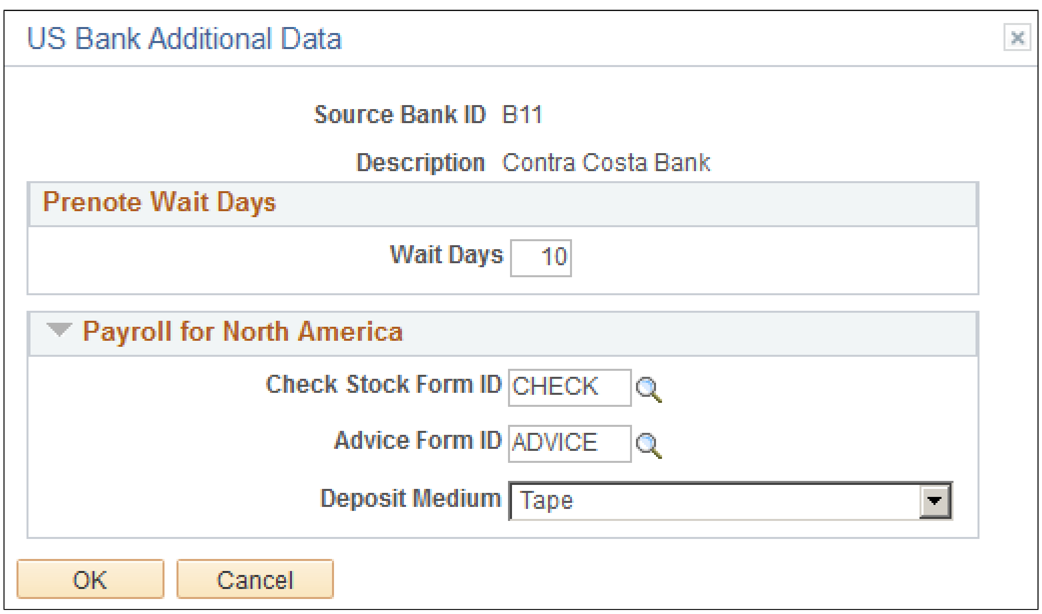
Use the Canada Bank Additional Data page (SRC_BANK_PY_SP) to specify data for banks in Canada, or use the US Bank Additional Data page (SRC_BANK_PY_SP) to specify data for banks in the US. This page is only available if you select *CAN* or *USA* as the country code on the Source Bank Accounts Page.

Navigation

Click the Other Required Information link on the Source Bank Accounts page.

Image: US Bank Additional Data page

This example illustrates the fields and controls on the US Bank Additional Data page. You can find definitions for the fields and controls later on this page.



Note: (USA, USF, CAN) Use the Direct Deposit Controls page (DIR_DEP_CNTRLS) to select options to control routing number/bank ID validation when employees set up direct deposit in self-service (and to control direct deposit email notifications). See "Setting Up and Viewing Direct Deposit" (PeopleSoft HCM 9.2: ePay) in your PeopleSoft Payroll for North America product documentation.

(USA) Prenote Wait Days

Wait Days

Enter the number of prenote wait days. What you enter here at the source bank level determines whether the prenotification process is required or not. If you enter *0* in this field, there won't be a prenote generated at the payee level. If you enter any number other than *0* in this field, a prenote is required.

When a company makes transfers to a new account (for example, an employee changes the account for automatic deposits), the banks recommend an initial run with a dummy record to establish that this is a valid (existing) account. The specified waiting period (after the dummy run but before the funds can be transferred to this account) is called the *prenote wait days.*

Note: Enable the prenote process to validate the transit numbers, which you specify at the employee level.

Payroll for North America

The Payroll for North America group box appears and must be defined only if you have PeopleSoft Payroll for North America installed.

Check Stock Form ID

If your company generates checks, select the form ID for this source bank account.

Advice Form ID

If your company generates direct deposits, select the form ID for this source bank account.

When assigning numbers for checks or direct deposits, the Pay Confirmation and Paycheck Reprint processes reference this field to determine which check and advice numbers to use. Form IDs are defined in the Form Table.

Deposit Medium

Specify how transactions are transferred to the bank for processing. Options are *Tape, EFT,* (electronic funds transfer), *Diskette,* and *Report.*

For PeopleSoft Payroll for North America: This field is for your information only; it does not affect the payroll process in any way.

(CAN) Routing Format

Enter the routing number.

The routing number specifies how, on the tape or file to the bank, the routing number (bank ID) is presented. The number can have a leading 0 and can vary, depending on whether bank ID or the branch ID comes first.

Select the format to apply to the direct payment routing numbers generated by the Direct Deposit Create File - SQR program DDP001CN. The system uses this format to deposit employees' paychecks directly into their personal bank accounts. Valid values are:

- *Lead 0, Bank ID, Branch ID.*
- *Lead 0, Branch ID, Bank ID.*
- *Bank ID, Branch ID* (no leading zero).
- *Branch ID, Bank ID* (no leading zero).

(JPN) Japan Bank Additional Data Page

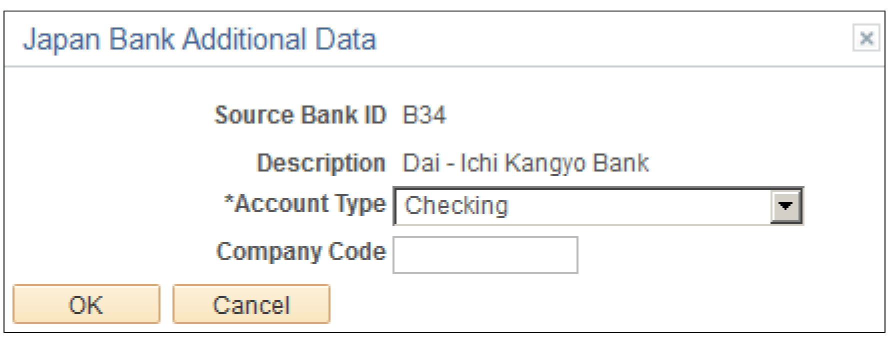
Use the Japan Bank Additional Data page (GPJP_SRC_BANK_SEC) to specify the account type and company code for Japanese banks.

Navigation

Click the Other Required Information link for a Japanese bank on the Source Bank Accounts page.

Image: Japan Bank Additional Data page

This example illustrates the fields and controls on the Japan Bank Additional Data page. You can find definitions for the fields and controls later on this page.



Account Type — The source bank account type. Values are *Checking* and *Regular.*

Company Code — Enter the ID that is assigned to the company by the banking institution.

Reporting on Banks and Bank Branches

To report on banks and bank branches, use the Bank/Branch Report (RUN_PAY701) component.

This topic lists the page used to report on banks and bank branches.

Page Used To Report on Banks and Bank Branches

Page Name	***Definition Name***	***Usage***
Bank/Branch Report Page	PRCSRUNCNTL	Run the Bank/Branch report that lists information from the bank and bank branch table.

Chapter 17

Setting Up and Working with ChartFields and ChartField Combinations

Understanding PeopleSoft ChartFields

In PeopleSoft applications, the fields that store your charts of accounts and provide your system with the basic structure to segregate and categorize transactional and budget data are called ChartFields. Each ChartField has its own attributes for maximum efficiency and flexibility in recording, reporting, and analyzing its intended category of data. While a particular ChartField always represents only one category of data, it stores many values that you use to further categorize that same data.

In addition to this basic categorization of a transaction amount using the account ChartField, you can simultaneously record the same transaction by product, project, fund, or any number of categories by using other ChartFields with appropriate values. This creates additional subsets of that same transactional data.

PeopleSoft delivers a set of ChartFields and associated functionality that fully covers most accounting and reporting requirements. ChartFields are designed to be configured by you to meet your specific requirements.

Note: For customers integrating with PeopleSoft 8.4 Financials or higher, most of the components described in these topics are display only.

Delivered ChartFields

This table describes the delivered ChartFields:

Label Long Name	*Label Short Name*	*ChartField Name (Field Length)*	*Component Name*	*Description*
Account	Acct	ACCOUNT (10)	GL_ACCOUNT	Classifies the nature of a transaction. This field is required. Use it for corporate accounts.
Department	Dept ID	DEPTID_CF (10)	DEPARTMENT_RO	Tracks information according to a divisional breakdown of your organization. Can be used to indicate who is responsible for or affected by a transaction.

Label Long Name	***Label Short Name***	***ChartField Name (Field Length)***	***Component Name***	***Description***
Project/Grant	Project	PROJECT_ID (15)	PROJECT	Captures additional information useful for grant and project accounting. The Project/Grant ChartField does not have effective dating.
Product	Product	PRODUCT (6)	PRODUCT	Captures additional information useful for profitability and cash flow analysis by product sold or manufactured.
Fund Code	Fund	FUND_CODE (5)	FUND_DEFINITION	The primary structural units of Education and Government accounting.
Program Code	Program	PROGRAM_CODE (5)	PROGRAM_ DEFINITION	Tracks expenditures for programs within or across your organizations. Can be used to identify groups of related activities, cost centers, revenue centers, responsibility centers and academic programs.
Class Field	Class	CLASS_FLD (5)	CLASS_PNL	Can be used to identify specific appropriations.
Affiliate	Affl	AFFILIATE (5)	N/A	Used to map transactions between business units when using a single interunit account.
Operating Unit	Operating Unit	OPERATING_UNIT (8)	OPERATING_UNIT	Can be used to indicate a location, such as a distribution warehouse or a sales center.
Alternate Account	Alt Account	ALTACCT (10)	ALTACCT	Classifies the nature of a transaction for regulatory authorities. Use it for statutory accounting.

Label Long Name	***Label Short Name***	***ChartField Name (Field Length)***	***Component Name***	***Description***
Budget Reference	Budget Ref	BUDGET_REF (8)	BUDREF_PNL	Use to identify unique budgets, when individual budgets share budget keys and overlapping budget periods.
ChartField 1	Chartfield1	CHARTFIELD1 (10)	CHARTFIELD1	Generic expansion ChartField.
ChartField 2	Chartfield2	CHARTFIELD2 (10)	CHARTFIELD2	Generic expansion ChartField.
ChartField 3	Chartfield3	CHARTFIELD3 (10)	CHARTFIELD3	Generic expansion ChartField.
Activity ID	Activity	ACTIVITY_ID (15)	N/A	Activities are the specific tasks that make up a project. The Activity ChartField captures additional information useful for Project Costing. This ChartField does not have effective dating. It is delivered as inactive.
Business Unit PC	PC Bus Unit	BUSINESS_UNIT_PC (5)	N/A	Used as an operational subset of an organization to organize project activity independently of the constraints of the standard accounting procedures for the financial posting and reporting of the organization.
Resource Type	RsrcType	RESOURCE_TYPE (5)	N/A	Source types identify the purpose or origin of a transaction. Captures additional information useful for Project Costing. This project costing ChartField does not have effective dating. It is delivered as inactive.
Resource Category	Category	RESOURCE_ CATEGORY (5)	N/A	Captures additional information useful for Project Costing. This project costing ChartField does not have effective dating. It is delivered as inactive.

Label Long Name	***Label Short Name***	***ChartField Name (Field Length)***	***Component Name***	***Description***
Resource Sub-Category	RsrcSubCat	RESOURCE_SUB_ CAT (5)	N/A	Captures additional information useful for Project Costing. This project costing ChartField does not have effective dating. It is delivered as inactive.
Fund Affiliate	Fund Affil	AFFILIATE_INTRA1 (10)	N/A	Use to correlate transactions between funds when using a single intraunit account. It is delivered as inactive.
Operating Unit Affiliate	Oper Unit Affil	AFFILIATE_INTRA2 (10)	N/A	Use to correlate transactions between operating units when using a single intraunit account. It is delivered as inactive.

Note: N/A means not applicable.

Prerequisites

This table describes the service operations that you must configure in the HCM database to implement the ChartField and ChartField combination functionality:

Service Operation	***Description***
RELEASE_REQUEST	HCM requests an update of the General Ledger version from Financials.
RELEASE_RESPONSE	HCM receives the update of the General Ledger version from Financials.
FSCM_CF_CONFIG	HCM receives the specific ChartField configuration template from Financials.
One integration point for each GL ChartField	HCM receives the ChartField values published from the Financials database. See Entering and Maintaining ChartField Values.
HR_ACCT_CD_LOAD	HCM receives the combination codes imported from the Financials database or flat file and populates the GL Account Code table (GL_ACCT_CD_TBL).
HR_CHARTFLD_COMBO_SYNC	HCM receives the service operation published by the Financials database to keep the Speed Type table up to date.

Service Operation	***Description***
COMBO_CF_EDIT_REQUEST	HCM sends a request to the Financials database (8.4.01 or higher version) to validate a combination code.
COMBO_CF_EDIT_REPLY	HCM receives and processes the response from the Financials database to a request for validation of a combination code.

Note: Most of these service operations require that you use PeopleSoft General Ledger in a version that is capable of using Integration Broker.

For more information, see the product documentation for *PeopleTools: Integration Broker*.

Related Links

Identifying Integrations for Your Implementation

Specifying the General Ledger System and Version

These topics provide a comparison of functionality for different setup options and discuss specifying the General Ledger system.

Pages Used to Specify General Ledger System and Version

Page Name	***Definition Name***	***Usage***
Products Page	INSTALLATION_TBL1	Specify the PeopleSoft applications for your installation.
Product Specific Page	INSTALLATION_TBL1A	Enter product- and industry-specific installation information.

Understanding Comparison by General Ledger System and Version

The setup of the General Ledger indicator and General Ledger version on the Installation table impacts the ChartField combination edit functionality and the behavior of the ChartField pages.

This table compares the ChartField functionality for the different combinations of General Ledger indicator and version on the Installation table:

General Ledger Indicator	***General Ledger Version***	***Update ChartField Configuration Template***	***Update or Add Individual ChartField Values***	***Combination validation using Integration Broker***
Deselected	N/A	Yes	Yes, except Department ChartField	No

General Ledger Indicator	***General Ledger Version***	***Update ChartField Configuration Template***	***Update or Add Individual ChartField Values***	***Combination validation using Integration Broker***
Selected	N/A	No. Use delivered ChartField template	Yes, except Department ChartField	No
Selected	Below 8.40.00	No. Use delivered ChartField template	No. Review only.	No
Selected	8.40.00	No. ChartField Template updated by PeopleSoft Financials	No. Review only.	No
Selected	8.40.01 and above	No. ChartField Template updated by PeopleSoft Financials	No. Review only.	Yes
Selected	9.0	No. ChartField Template updated by PeopleSoft Financials, including Project Costing ChartFields, if applicable, if Project Costing is selected on the Installation Table.	No. Review only.	Yes

Note: The Department ChartField is always set up as read only. Changes made to the Department table are automatically reflected in the Department ChartField.

Related Links

Setting Up Implementation Defaults

Specifying PeopleSoft General Ledger

To specify and update the PeopleSoft General Ledger system and version:

1. Select the General Ledger and Project Costing indicators on the Installation Table - Products page (INSTALLATION_TBL1).
2. Click the Update Version button in the General Ledger group box on the Installation Table - Product Specific page (INSTALLATION_TBL1A).

   This button triggers a request to the Financials database and updates the GL version automatically.

Note: The default GL version is *N/A,* which you can update using the Update Version button if you use Financials 8.4 or higher for original ChartFields, or Financials 9.0 for project ChartFields.

Specifying Other General Ledger Systems

If you do not use PeopleSoft General Ledger, do not select the General Ledger check box on the Installation Table - Products page. The system displays N/A as the GL version.

If you select the Project Costing check box on the Installation Table - Products page but are not using PeopleSoft General Ledger, Project Costing ChartFields will be available to you for editing, but no validation with Financials is performed.

If Payroll for North America supports your General Ledger system, follow the system configuration instructions in the related documentation.

Setting Up the ChartField Configuration Template

To update the standard ChartField configuration template, use the Standard Configuration (STANDARD_CF_TMPLT) component.

These topics provide an overview of standard ChartField configuration and discuss ChartField configuration.

Pages Used to Review or Update the Standard ChartField Configuration Template

Page Name	***Definition Name***	***Usage***
Standard ChartField Configuration Page	STANDARD_CF_TMPLT	Activate ChartFields to make them available on the ChartField Values page. This page is not available for entry if you are integrating with PeopleSoft Financials.
Action Status Page	STANDARD_CF_LOG	View the status of ChartField changes. The report is produced by the PAY_ CONFIG report.
ChartField Labels Page	STANDARD_CFLBL_LNG	View changes of ChartField labels for both base language and related language.

Understanding Standard ChartField Configuration

PeopleSoft delivers the standard ChartField configuration template with two different ChartField types: original and project costing. You can access these ChartFields through the Standard ChartField Configuration page.

Note: The ChartField configuration template is review only if you use PeopleSoft Financials. Modifications to this ChartField configuration template should be done in the Financials system. If you use Financials 8.40 or above for original ChartFields, or Financials 9.0 for project costing ChartFields, configuration changes are sent to HCM by the FSCM_CF_CONFIG service operation.

Original ChartFields

PeopleSoft delivers the standard ChartField configuration template with fourteen active and two inactive original ChartFields in the following sequence:

- Account
- Department
- Project/Grant
- Product
- Fund Code
- Program Code
- Class Field
- Affiliate
- Operating Unit
- Alternate Account
- Budget Reference
- Chartfield 1
- Chartfield 2
- Chartfield 3
- Fund Affiliate (inactive)
- Operating Unit Affiliate (inactive)

Note: Original ChartField integration is available to those organizations that are on PeopleSoft Financials 8.4 or higher.

Project Costing ChartFields

PeopleSoft delivers the standard ChartField configuration template with six project costing ChartFields, which have the following display order:

- Business Unit PC
- Project/Grant
- Activity ID

- Resource Type
- Resource Category
- Resource Sub-Category

Important! Project costing ChartFields are unique in that their display order is always the same in relationship to the position of the Project/Grant ChartField. When changing the field display order, all project costing ChartFields move together in a block; you can change the display order of a project costing ChartField but the other five ChartFields will remain in the same order in relation to that project costing ChartField.

Note: Project Costing ChartField integration is available to those organizations that are on PeopleSoft Financials 9.0. If your organization does not integrate with PeopleSoft Financials but you use PeopleSoft Project Costing, then the attributes of the project costing ChartFields can be modified in the standard ChartField configuration template.

See *PeopleSoft Project Costing.*

Modifying the ChartField Configuration Template

If you do not use PeopleSoft General Ledger, you can use the Standard ChartField Configuration page to make the following modifications to the standard ChartField configuration:

- Change the display order of ChartFields on pages and reports.
- Relabel long and short names (descriptions) of ChartFields.
- Inactivate or activate ChartFields.

  Inactivated ChartFields are not displayed on pages, reports, or in prompt lists. They are not included in indexes. While not displayed, they are not removed from records or pages. This significantly reduces configuration time and effort.
- Change the display length of ChartFields on pages and reports.
- Change Related ChartFields for IntraUnit Affiliate ChartFields.

Importing the ChartField Configuration From PeopleSoft Financials

If you integrate with PeopleSoft Financials 8.40 or above for original ChartFields, or Finanicals 9.0 for project ChartFields, the system automatically sends the FSCM_CF_CONFIG service operation from the Financials database to the HCM database when the ChartField Configuration process (PYCONFIG) completes successfully in the Financials database.

The FSCM_CF_CONFIG service operation consists of Financials's latest ChartField template along with all corresponding ChartField labels. Upon receiving the service operation, the HCM database compares the configuration template and labels and generates the actions required to perform ChartField changes in HCM. These pending ChartField change actions reside on the Action Log file. You can review these changes on the Action Status page and determine the time to apply them to your system. Use controls on the Standard ChartField Configuration page to review the configuration status and apply the changes.

Standard ChartField Configuration Page

Use the Standard ChartField Configuration page (STANDARD_CF_TMPLT) to activate ChartFields to make them available on the ChartField Values page.

This page is not available for entry if you are integrating with PeopleSoft Financials.

Navigation

Set Up HCM > Common Definitions > ChartField Configuration > Standard Configuration > Standard ChartField Configuration

Image: Standard ChartField Configuration page

This example illustrates the fields and controls on the Standard ChartField Configuration page. You can find definitions for the fields and controls later on this page.

Standard ChartField Configuration

	Status	Order	*Field Long Name	*Field Short Name	Display Length	Affiliate Type	IntraUnit Related ChartField
☐	Active	1	Account	Acct	10		
☐	Active	2	Department	Dept ID	10		
☐	Active	3	Project/Grant	Project	15		
☐	Active	4	Product	Product	6		
☐	Active	5	Fund Code	Fund	5		
☐	Active	6	Program Code	Program	5		
☐	Active	7	Class Field	Class	5		
☐	Active	8	Affiliate	Affl	5	InterUnit	Business Unit
☐	Active	9	Operating Unit	Operating Unit	8		
☐	Active	10	Alternate Account	Alt Account	10		
☐	Active	11	Budget Reference	Budget Ref	8		
☐	Active	12	Chartfield 1	Chartfield1	10		
☐	Active	13	Chartfield 2	Chartfield2	10		
☐	Active	14	Chartfield 3	Chartfield3	10		
☐	Inactive	99	Fund Affiliate	Fund Affil	10	IntraUnit	
☐	Inactive	99	Operating Unit Affiliate	Oper Unit Affil	10	IntraUnit	

The Standard ChartField Configuration page initially displays the ChartFields as delivered by PeopleSoft.

Status

An active ChartField displays on pages, reports and prompt lists. An inactive ChartField is not displayed on pages, reports and prompt lists, but it is not removed from records and pages.

Fund Affiliate, Operating Unit Affiliate, and the Project Costing ChartFields are delivered inactive but can be activated if the delivered active ChartFields are not sufficient for your requirements.

Warning! Do not change the status of a ChartField after you have run the full configuration and are using the system in production. Status determines whether ChartFields are displayed on pages, reports and prompt lists throughout the system.

Order

Change the order of display by changing the sequence of order numbers in this field. Inactive ChartFields have the order value of 99. Active ChartFields require an order number. When you activate an inactive ChartField, the system assigns it the next available number, which you can change to place the newly activated ChartField in any desired sequence.

When you save the page, the system completes the final reordering to remove gaps or duplicates in the numbering sequence.

Important! Project costing ChartFields are always the same in relationship to the position of the Project/Grant ChartField. When changing the field display order, all project costing ChartFields move together in a block.

Field Long Name and **Field Short Name**

Enter a new long name and short name to relabel the description of a ChartField. These names are displayed on pages, reports and prompt lists rather than the database field name of the ChartField.

Display Length

Enter a new value to change display length on pages. The display length cannot be greater than the actual field length of the ChartField.

Affiliate Type

An Affiliate ChartField is either an InterUnit or IntraUnit affiliate. Standard ChartFields have no affiliate type.

IntraUnit Related ChartField

A unique intraunit related ChartField of the same or smaller ChartField length must be specified for each intraunit affiliate ChartField that is active. (Business Unit is required for the InterUnit Affiliate ChartField.)

Activate

To activate an inactive ChartField, click the check box next to the field you want to activate and then click the Activate button.

Inactivate

To inactivate an active ChartField, click the check box next to the field you want to inactivate and then click the Inactivate button.

Warning! Do not inactivate a ChartField if you have transaction data posted to that ChartField. If you do, you will not be able to view that ChartField on pages and reports.

Impact

Click to run the ChartField Configuration PSJob process (PYCONFIG) in report mode to analyze the ChartFields changes and determine the impact of applying the new template.

Configuration Status

Click to access the Action Status page where you can view the standard ChartField activity log and pending changes, including changes that have been subscribed to from Financials but not yet applied.

Before applying the subscribed changes, view their impact by clicking the Impact button.

If you have saved changes but want to cancel them before applying them, use the Configuration Status - Action Status page to cancel the undesired configuration actions. This resets the ChartField to its previous configuration.

Apply

Click to run the ChartField Configuration PSJob process (PYCONFIG) in update mode to apply the ChartField configurations changes.

Warning! If you make any changes to the Standard Configuration pages, you must run the ChartField Configuration process in update mode to apply those changes before they take effect.

After you apply your changes, the system displays only the active ChartFields. ChartFields display in the order and with the labels defined in this standard configuration.

Entering and Maintaining ChartField Values

To enter and maintain ChartField values, use the ChartField Values component (DEFINE_CF_VALUE).

These topics provide overviews of ChartField and discuss adding project, grant, and alternate account values.

Pages Used to Set Up and Review ChartFields

Page Name	***Definition Name***	***Usage***
ChartField Values Page	DEFINE_CF_VALUES	Displays the links to the components of the *active* ChartFields. Click the link of the component you want to access. This page only displays links to the components of those ChartFields you activated on the Standard ChartField Configuration page.

Page Name	***Definition Name***	***Usage***
GL Account Table Page	GL_ACCOUNT	Set up new account ChartField values. Account values are used in combination with other ChartFields values to create valid ChartField Combinations. This page is not available for entry if you are integrating with PeopleSoft Financials.
Department Page	DEPT_CHARTFIELD	Review a department. Departments typically represent a divisional classification of a larger entity in your organization (such as a profit center, an operating unit, a school within a university, or a bureau of a government). Its emphasis is usually on budget and responsibility accounting. This page is not available for entry.
Project/Grant Page	PROJECT_CF	Add project values, set up project start and end dates, and project status. This page is not available for entry if you are integrating with PeopleSoft Financials.
Product Page	PRODUCT	Add product codes. This page is not available for entry if you are integrating with PeopleSoft Financials.
Fund Code Page	FUND_DEFINITION	Define fund values for all types of funds. Funds are primary structural units for education and government accounting. Funds are maintained as a balanced set of accounts and are used to present financials statements. This page is not available for entry if you are integrating with PeopleSoft Financials.
Program Code Page	PROGRAM_DEFINITION	Set up codes to enable financial tracking of programs. This page is not available for entry if you are integrating with PeopleSoft Financials.
Class Field Page	CLASS_PNL	Set up codes to enable financial tracking of class amounts, such as salaries or bonuses. This page is not available for entry if you are integrating with PeopleSoft Financials.

Page Name	***Definition Name***	***Usage***
Operating Unit Page	OPERATING_UNIT	Set up codes to identify a unit of operation for financial tracking. This page is not available for entry if you are integrating with PeopleSoft Financials.
Alternate Account Page	ALTACCOUNT	Set up new alternate account ChartField values. This page is not available for entry if you are integrating with PeopleSoft Financials.
Budget Reference Page	BUDREF_PNL	Set up unique budgets where budgets share budget keys and overlapping periods. This page is not available for entry if you are integrating with PeopleSoft Financials.
ChartField 1 Page	CHARTFIELD1	Set up new account ChartField 1 values. ChartField 1 is a ready-to-configure ChartField. Activate and set up when you require a ChartField in addition to the other delivered ChartFields. This page is not available for entry if you are integrating with PeopleSoft Financials.
ChartField 2 Page	CHARTFIELD2	Set up new account ChartField 2 values. ChartField 2 is a ready-to-configure ChartField. Activate and set up when you require a ChartField in addition to the other delivered ChartFields. This page is not available for entry if you are integrating with PeopleSoft Financials.
ChartField 3 Page	CHARTFIELD3	Set up new account ChartField 3 values. ChartField 3 is a ready-to-configure ChartField. Activate and set up when you require a ChartField in addition to the other delivered ChartFields. This page is not available for entry if you are integrating with PeopleSoft Financials.

Page Name	***Definition Name***	***Usage***
Business Unit PC Page	BUSINESS_UNIT_PC	Set up business units for project costing to plan projects and gather business data without the constraints of the enterprise's standard accounting procedures for financial posting and reporting. The project costing business unit determines the values available for the Project ID, Activity ID, Resource Type, Resource Category, and Resource Sub-Category fields. This page is not available for entry if you are integrating with PeopleSoft Financials.
Activity ID Page	ACTIVITY_ID	(Optional) Create standard activity types to facilitate reporting and analysis. Activity is dependent on the project costing business unit. The Business Unit PC and Project ID values must be selected before you can select the Activity ID value. This page is not available for entry if you are integrating with PeopleSoft Financials.
Resource Type Page	RESOURCE_TYPE	Define resource types that you can assign to individual transactions to identify the transaction's purpose. Resource types are necessary for Project Costing resource groups, reports, and processes to function properly; if not implemented, these source types must still be configured. This page is not available for entry if you are integrating with PeopleSoft Financials.
Resource Category Page	RESOURCE_CATEGORY	(Optional) Set up resource categories to further define resource types. You can combine categories in resource groups for greater flexibility and granularity for tracking and analyzing costs for reporting and analysis. This page is not available for entry if you are integrating with PeopleSoft Financials.

Page Name	Definition Name	Usage
Resource Sub-Category Page	RESOURCE_SUB_CAT	(Optional) Set up sub-categories to further define categories and resource types. You can combine categories and sub-categories in resource groups for greater flexibility and granularity for tracking and analyzing costs for reporting and analysis. This page is not available for entry if you are integrating with PeopleSoft Financials.

Understanding ChartField Import from Financials

If you use PeopleSoft Financials release 8.0 or later, import ChartField values from the Financials database and keep them up to date using Integration Broker.

This table lists the service operations used to import original ChartFields from Financials by Integration Broker:

ChartField	Service Operation
Account	ACCOUNT_CHARTFIELD_FULLSYNC ACCOUNT_CHARTFIELD_SYNC
Project/Grant	PROJECT_FULLSYNC PROJECT_SYNC
Product	PRODUCT_CHARTFIELD_FULLSYNC PRODUCT_CHARTFIELD_SYNC
Fund Code	FUND_LOAD FUND_CF_SYNC
Program Code	PROGRAM_CF_FULLSYNC PROGRAM_CF_SYNC
Class Field	CLASS_CF_FULLSYNC CLASS_CF_SYNC
Operating Unit	OPER_UNIT_CF_FULLSYNC OPER_UNIT_CF_SYNC
Alternate Account	ALTACCT_CF_FULLSYNC ALTACCT_CF_SYNC

ChartField	***Service Operation***
Budget Reference	BUDGET_REF_CF_FULLSYNC BUDGET_REF_CF_SYNC
ChartField 1	CHARTFIELD1_FULLSYNC CHARTFIELD1_SYNC
ChartField 2	CHARTFIELD2_FULLSYNC CHARTFIELD2_SYNC
ChartField 3	CHARTFIELD3_FULLSYNC CHARTFIELD3_SYNC

You can view the imported ChartField values from the ChartField Values page.

This table lists the additional service operations used to import Project Costing ChartFields from Financials 9.0 by Integration Broker:

ChartField	***Service Operation***	***Purpose***
Business Unit PC	BUS_UNIT_PC_FULLSYNC BUS_UNIT_PC_SYNC	Provide integration of business unit information between Financials and HCM.
Project/Grant	PROJECT_FULLSYNC PROJECT_SYNC	Provide the project, general information, and descriptions between Financials and HCM
Activity ID	PROJECT_ACTIVITY_FULLSYNC PROJECT_ACTIVITY_SYNC	The PROJECT_ACTIVITY_FULLSYNC messaging publishes all the rows in the PROJ_ACTIVITY table. The PROJECT_ACTIVITY_SYNC provides changes in the activities for the project, general information, and descriptions between Financials and HCM.
Resource Category	RESOURCE_CAT_FULLSYNC RESOURCE_CAT_SYNC	Provide the full table data as well as changes to the resource category table from Financials to HCM.
Resource Sub-Category	RESOURCE_SUB_CAT_FULLSYNC RESOURCE_SUB_CAT_SYNC	Provide the full table data as well as changes to the resource subcategory table from FMS to HCM.

ChartField	Service Operation	Purpose
Resource Type	RESOURCE_TYPE_FULLSYNC RESOURCE_TYPE_SYNC	The RESOURCE_TYPE_FULLSYNPC messaging provides the complete resource table information in the message from Financials to HCM. The RESOURCE_TYPE_SYNC messaging provides the changes only to HCM.

Note: In PeopleSoft Financials, combination editing does not support the publishing of detail project ChartFields to HCM since the source record is the COMBO_DATA_TBL, which does not include the detail project ChartFields. The only project ChartField that is published is PROJECT_ID.

For more information, see the product documentation for *PeopleTools: Integration Broker*.

Related Links

Identifying Integrations for Your Implementation

Understanding ChartField Values for Other Financials Systems

If you do not integrate with PeopleSoft Financials, or the Financials system does not have Integration Broker capability, you must directly enter and maintain ChartField values in the HCM database.

The active ChartFields on the Standard ChartField Configuration page determines the pages that are available for entering ChartField values.

Note: PeopleSoft recommends that you not use special characters and embedded blanks in ChartField values. Use the generally accepted alphanumeric characters and the underscore. Special characters and embedded blanks can be problematic and in particular can cause problems in some background processes.

Other than the Project ChartField, all changes to the definition of a ChartField value are effective-dated. Therefore, you can establish when you want to *activate* a department, *introduce* a product line, or *close* an account. Use effective dating with activation and inactivation functionality to maintain a full history of all changes or additions, to provide a complete audit trail, and to make possible historical comparisons with past, present, or future conditions. When you no longer use a certain ChartField value, add a row to create an effective-dated *inactive* entry, instead of inactivating the original row. If you simply make the existing row *inactive,* you will have no history of its time as an active ChartField value.

After you initially populate the ChartField tables, you can maintain them from the ChartField Values page.

Understanding Affiliate ChartFields

If your organization uses commitment accounting, use affiliate ChartField values when interunit or intraunit transactions are maintained using the same account ChartField values among several related entities (such as business units, funds, or operating units). For example, each entity might use account 140000 as both an interunit receivables and payables account. Each entity could have a different account. However, in each instance an affiliate ChartField value must be assigned to the accounting line to identify the entity with which the receivable or payable is shared.

PeopleSoft delivers the following affiliate ChartFields:

- Affiliate ChartField.

  Used only for *interunit* accounting in association with business unit.

- Fund affiliate ChartField.

  Used for *intraunit* accounting between entities.

- Operating unit affiliate ChartField.

  Used for *intraunit* accounting between entities.

Affiliate ChartField values are the values of the related ChartField. In other words, there is no separate affiliate ChartField page where you enter affiliate values as with the stand alone ChartFields, such as account or department.

Business unit is required as the interunit-related ChartField for affiliate. It provides the values available in the list box for the Affiliate field on the Journal Entry page.

Understanding Project Costing ChartFields

In Project Costing, you can define dependencies between resource types, categories, and sub-categories. These relationships control data entry and help reduce errors. If you use PeopleSoft Financials, specify these options on the Project Costing Definition page in the Project Costing application.

PeopleSoft delivers the following project costing ChartFields:

- Resource Type
- Resource Category
- Resource Sub-Category

Resource types can be as general or as specific as needed. For example, you can use a labor resource type to track total project labor costs, or use overtime labor and standard labor resource types to track overtime and standard labor separately.

You can combine categories and sub-categories in resource groups for greater flexibility and granularity for tracking and analyzing costs for reporting and analysis. For example, you can divide a labor resource type into different categories of labor, such as architect labor, carpenter labor, and plumber labor, and you can create sub-categories for regular hours and overtime hours. By using these categories and sub-categories, you can track items such as total labor costs for a project, total overtime hours, architect overtime hours, and carpenter standard hours.

Resource types, categories, and sub-categories provide flexibility for defining transactions. You can define relationships between these fields to control data-entry options for specific fields. The relationships can be one-to-one or one-to-many. If you relate resource types to specific categories, and assign a resource type to a transaction, you can assign a resource category only if it is related to the resource type. For example, a transaction with a labor resource type can only be entered in a resource category that is related to labor. The same is true for relationships between resource categories and resource subcategories.

Project/Grant Page

Use the Project/Grant page (PROJECT_CF) to add project values, set up project start and end dates, and project status.

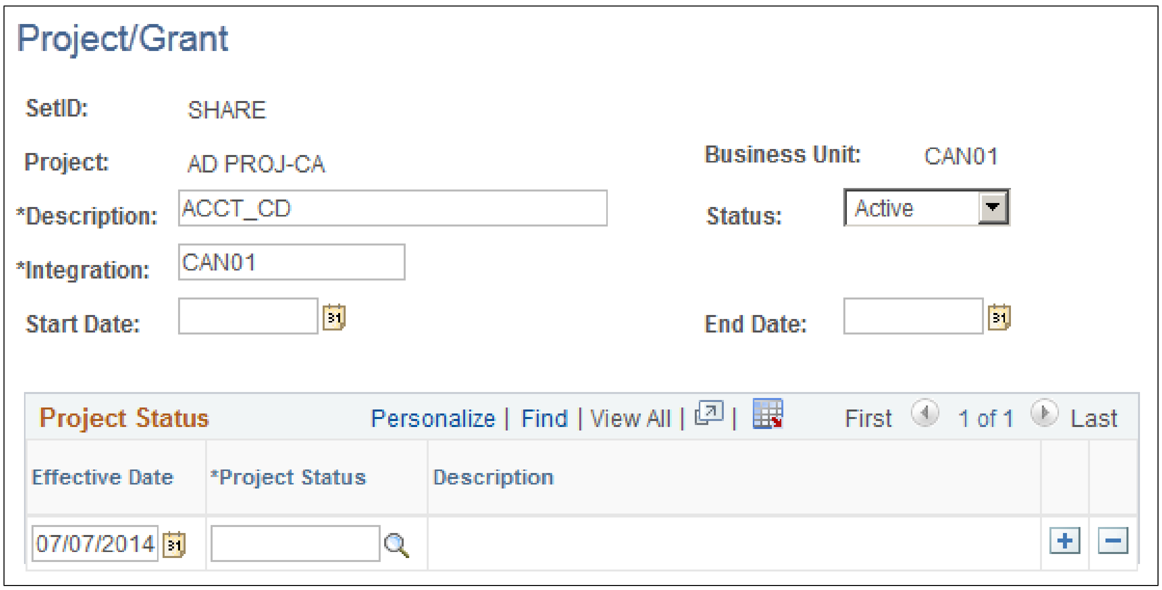
This page is not available for entry if you are integrating with PeopleSoft Financials.

Navigation

Click the Project/Grant link on the ChartField Values page.

Image: Project/Grant page

This example illustrates the fields and controls on the Project/Grant page. You can find definitions for the fields and controls later on this page.



Integration

Use to select an integration template for the project and project level.

Start Date and **End Date**

These fields are for information only. There is no processing behind them.

Project Status

Enter the effective date and select a project status to indicate the various stages of the life cycle for the project.

Note: These fields are for information only.

Alternate Account Page

Use the Alternate Account page (ALTACCOUNT) to set up new alternate account ChartField values.

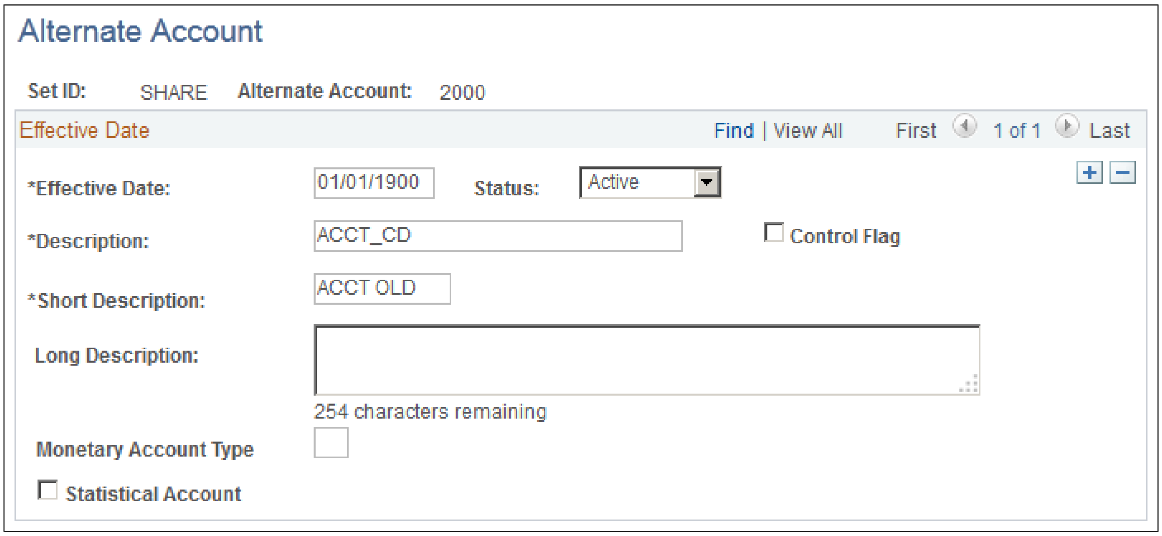
This page is not available for entry if you are integrating with PeopleSoft Financials.

Navigation

Click the Alternate Account link on the ChartField Values page.

Image: Alternate Account page

This example illustrates the fields and controls on the Alternate Account page. You can find definitions for the fields and controls later on this page.



The PeopleSoft alternate account feature enables you to enter a statutory chart of accounts as well as analytic or primary accounts at the detail transaction level. The alternate account produces journal line or transaction level balances for statutory reporting requirements. The primary account ChartField contains the corporate accounts, and alternate account ChartField contains the statutory accounts. This is useful for organizations that have two different reporting requirements—one for internal management or a corporate parent, and another for a local jurisdiction or national government.

In PeopleSoft applications, the analytic or primary account ChartField is ACCOUNT.

Local regulatory authorities often require *statutory* accounts. In PeopleSoft applications, this is termed the alternate account ChartField (ALTACCT).

You link alternate account ChartField values with account ChartField values. When you enter values for the account ChartField, the system enters the associated alternate account value. When you enter values for the alternate account ChartField, the system enters the associated account value. You can override the default values by selecting another value from the prompt list. The system displays only account values that you have mapped to the account or alternate account ChartField.

Note: You can map alternate account ChartFields only to account ChartFields with the same attributes unless they have a different Set ID.

Long Description

Optionally, you can enter the purpose or use of the alternate account, and an explanation of the type of transactions that are to be posted to it.

Note: This field is for information only.

Monetary Account Type

Select from the types previously defined on the Account Types page.

Note: This field is for information only.

Statistical Account

Used for statistical amounts, not monetary amounts. If you select the check box, you must specify a unit of measure.

Note: This field is for information only.

Control Flag

Select to indicate that you can update this alternate account only by using the Journal Generator. A control account represents a summarization of detail from an application.

Note: This field is for information only.

Entering and Maintaining Valid ChartField Combinations

To populate HCM with valid ChartField combinations, use the Load Combination Code Table (RUN_BUD003) and Combination Code Table (VALID_COMBO_TABLE) components.

These topics provide overviews of combination codes, valid combination loading, and speed types, and discuss combination codes.

Pages Used to Enter and Review ChartField Combinations

Page Name	*Definition Name*	*Usage*
Load Combination Code Table Page	RUNCTL_FILEPATH	Run the Load Combination Code process (BUD003) to load the Combination Code table with ChartField combinations already imported into the GL_ACCT_CD_TBL using the HR_ACCT_CD_LOAD service operation.
Combination Code Table Page	VALID_COMBO_TBL	Review all combination codes imported into HCM and loaded by the Load Combination Code process (BUD003) Manually define and review valid combinations of ChartField values if not importing them.
Funding Source Information Page	HP_FUNDSRC_INF_SBP	View the default funding end date for a funding source. The Manage Commitment Accounting business process in PeopleSoft Human Resources uses this information.
Combination Code Report Page	PRCSRUNCNTL	Run the Combination Code report (PAY760) to report on the contents of the Valid Combination table (VALID_COMBO_TBL).
SpeedTypes Page	HMCF_SPEEDTYPE	Review the Speed Type table maintained from PeopleSoft Financials.

Understanding Combination Codes

A combination code is a key that defines a combination of ChartFields. When you run processes to post transactions to the general ledger, the combination code identifies the ChartFields to include on each transaction.

A valid combination code is a combination of ChartFields that are valid in general ledger. Store valid combination codes in the Valid Combination table (VALID_COMBO_TBL) to be used by the ChartField combination validation process.

Note: If you are not using valid combination codes and want to be able to enter any combination of ChartFields on the transaction pages, do not populate the Combination Code table. The system populates the ChartField Transaction table (ACCT_CD_TABLE) with the ChartField combinations you use so that you can track them and reuse them.

Related Links

Editing ChartField Combinations in HCM Transactions

Understanding Valid Combination Table Loading

This topic discusses three methods of entering valid combination codes into the Valid Combination table. The method you use depends primarily on which General Ledger system and version you use.

Importing from the Financials Database

If you integrate with PeopleSoft Financials 8.0 or later, you can import the valid ChartField Combinations from the Financials database and keep them up to date using Integration Broker.

To import valid combinations from Financials:

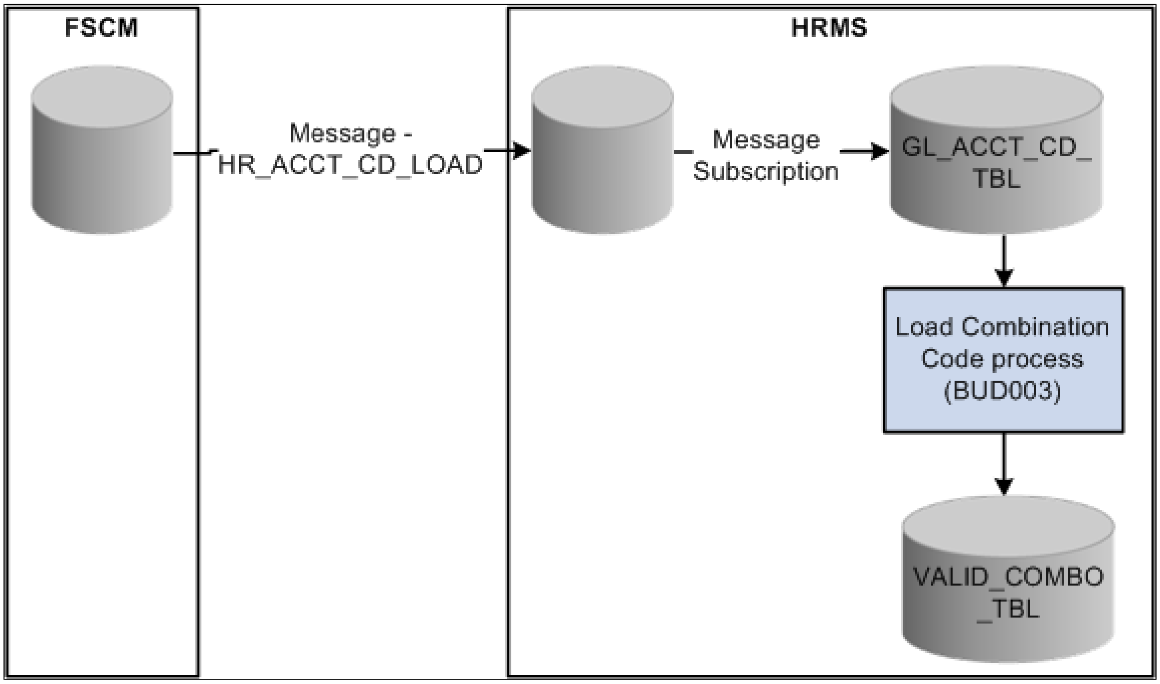
1. Publish combination data information from Financials (FSCM) to HCM using the HR_ACCT_CD_LOAD Integration Broker service operation.

   When HCM receives this service operation, the handler arranges the data in the correct layout and populates the GL_ACCT_CD_TBL.

2. Run the Load Combination Code SQR process (BUD003) to populate the Valid Combination table.

Image: Importing valid combination codes from the Financials database

This diagram illustrates importing valid combination codes from the Financials database as described above:



Flat File Loading

If you integrate with a financials system that does not have Integration Broker capability, you can use the Inbound Flat File process to load and maintain the Valid Combination table (VALID_COMBO_TBL).

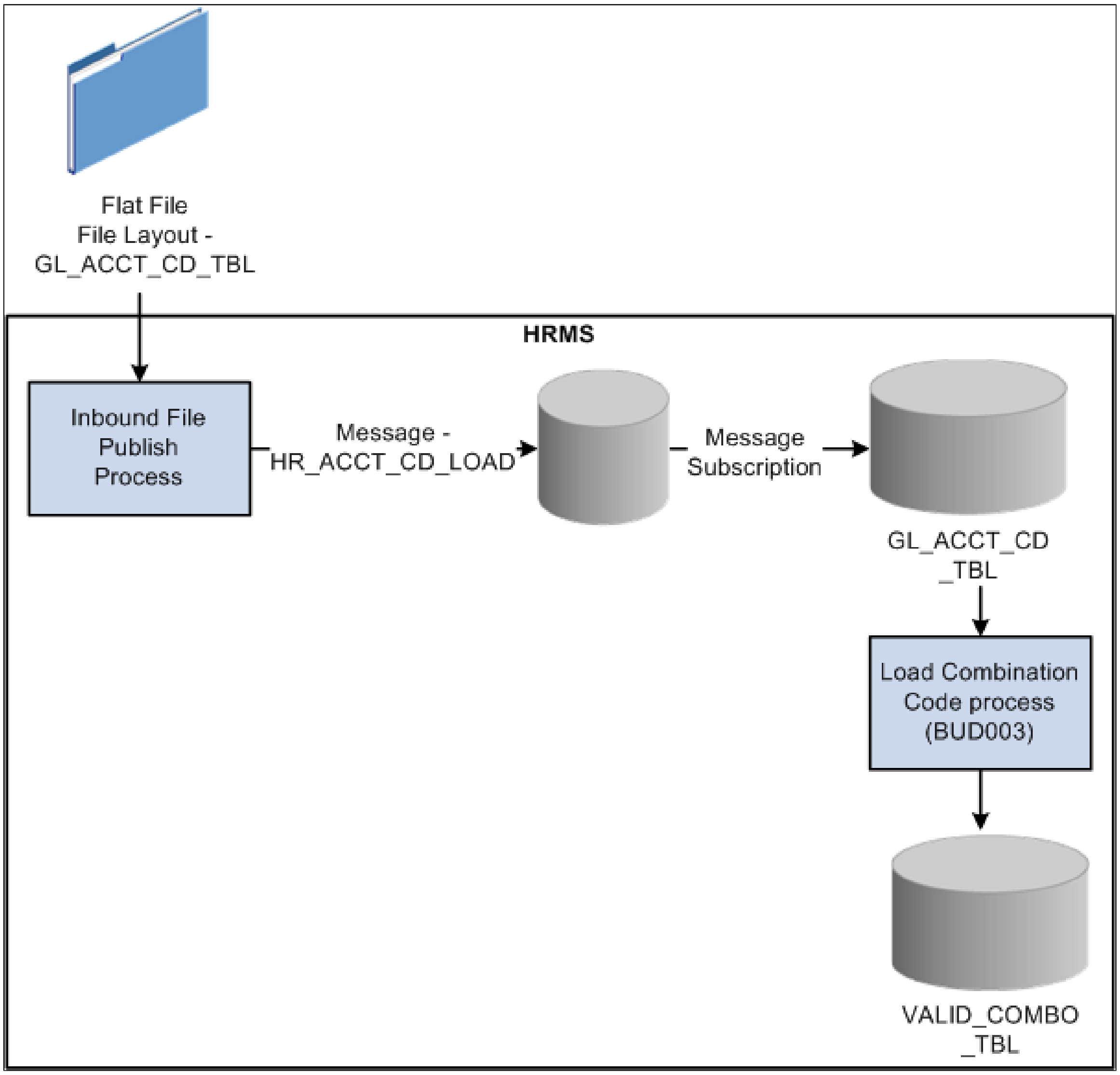
To populate valid combination codes using the Inbound Flat File process:

1. Create a flat file that contains valid combination data in the layout format specified by GL_ACCT_CD_TBL.
2. Initiate the Inbound Flat File process to publish this combination data using the HR_ACCT_CD_LOAD service operation.

   When the service operation is received, the handler arranges the data in the correct layout and populates the GL_ACCT_CD_TBL
3. Run the Load Combination Code SQR process (BUD003) to populate the Valid Combination table.

Image: Importing valid combination codes using a flat file

This diagram illustrates importing valid combination codes using a flat file as discussed above:



Manual Loading

If you do not integrate with PeopleSoft Financials, you can enter valid ChartField combinations directly into the Combination Code Table page. This page is not available for manual data entry if the GL indicator is selected on the Installation table.

See *PeopleSoft FSCM: Resource Management*.

Understanding Speed Types

Speed types are shortcut keys for frequently used combinations of ChartFields. Using speed types can minimize keying, greatly increase journal efficiency, and reduce errors.

If you integrate with PeopleSoft Financials 8.0 or later, you can use the HR_CHARTFLD_COMBO_SYNC service operation to keep the Speed Type table up to date. Any change made to the Speed Type table in the Financials database triggers the Integration Broker update to HCM.

Load Combination Code Table Page

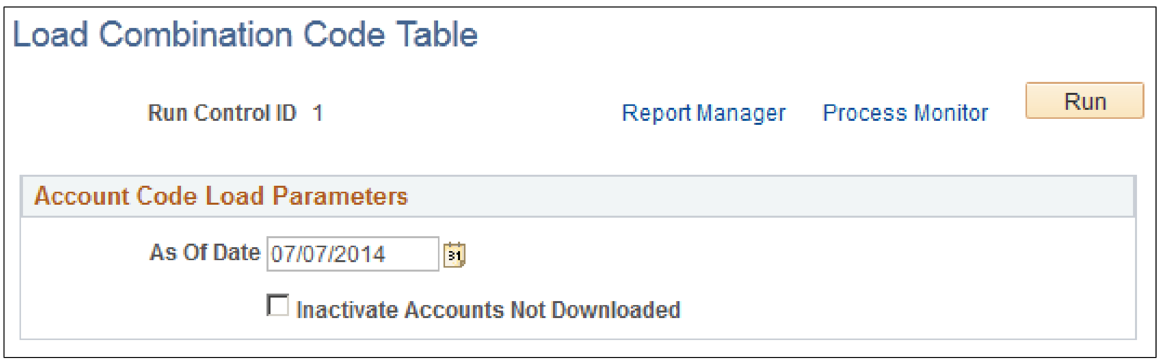
Use the Load Combination Code Table page (RUNCTL_FILEPATH) to run the Load Combination Code process (BUD003) to load the Combination Code table with ChartField combinations already imported into the GL_ACCT_CD_TBL using the HR_ACCT_CD_LOAD service operation.

Navigation

Set Up HCM > Common Definitions > ChartField Configuration > Load Combination Code Table > Load Combination Code Table

Image: Load Combination Code Table page

This example illustrates the fields and controls on the Load Combination Code Table page. You can find definitions for the fields and controls later on this page.



As of Date	Enter the as of date for the ChartField combinations you are importing from PeopleSoft General Ledger.
Inactivate Accounts Not Downloaded?	When this option is selected, the system inactivates combinations for which it doesn't find matches in the current fiscal year. When this option is blank, old combinations remain active for the current fiscal year.

Combination Code Table Page

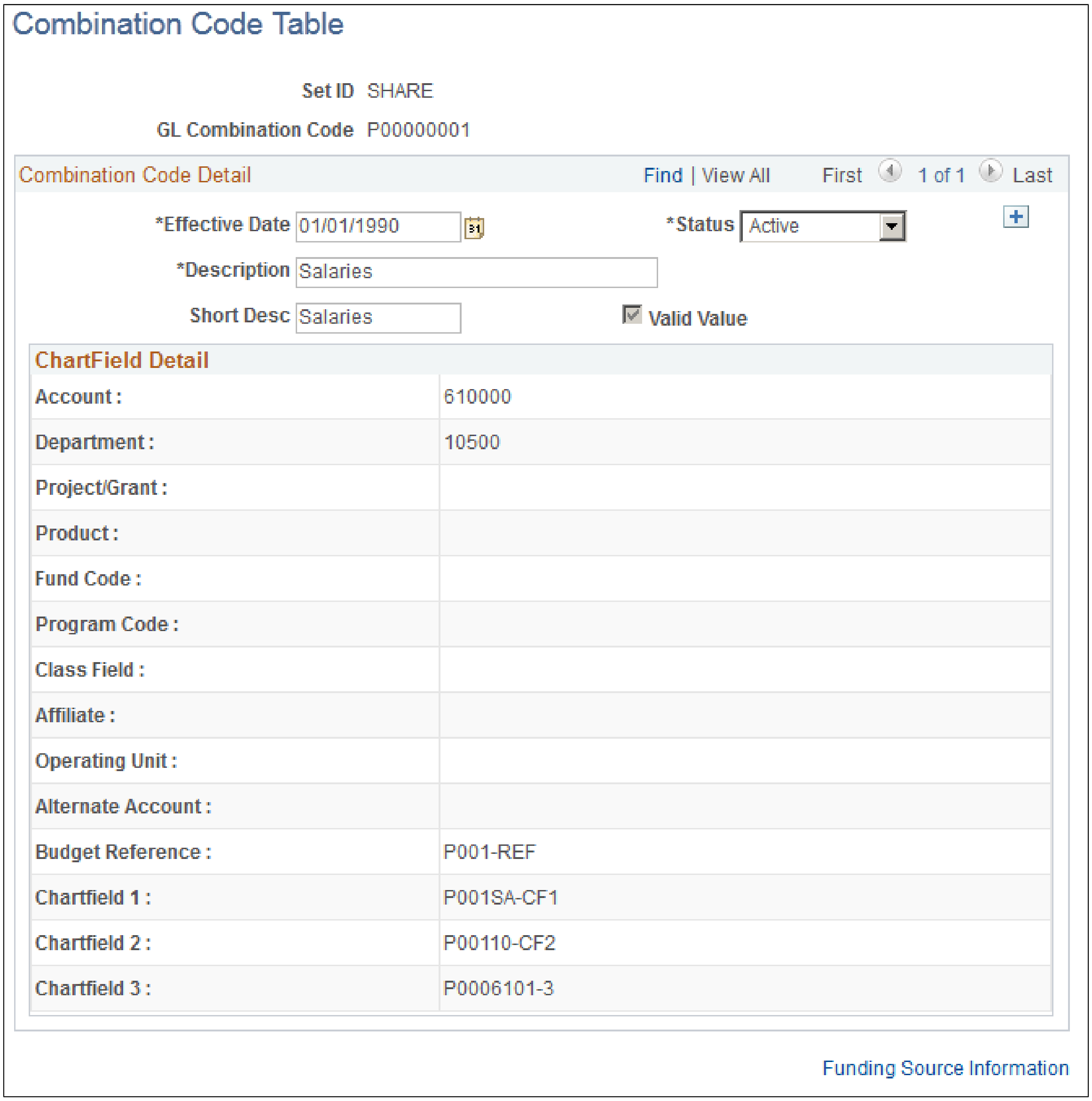
Use the Combination Code Table page (VALID_COMBO_TBL) to review all combination codes imported into HCM and loaded by the Load Combination Code process (BUD003) Manually define and review valid combinations of ChartField values if not importing them.

Navigation

Set Up HCM > Common Definitions > ChartField Configurations > Combination Code Table > Combination Code Table

Image: Combination Code Table page

This example illustrates the fields and controls on the Combination Code Table page. You can find definitions for the fields and controls later on this page.



Combination Code Table

Set ID SHARE

GL Combination Code P00000001

Combination Code Detail — Find | View All — First 1 of 1 Last

*Effective Date 01/01/1990 — *Status Active

*Description Salaries

Short Desc Salaries — Valid Value

ChartField Detail

Account :	610000
Department :	10500
Project/Grant :	
Product :	
Fund Code :	
Program Code :	
Class Field :	
Affiliate :	
Operating Unit :	
Alternate Account :	
Budget Reference :	P001-REF
Chartfield 1 :	P001SA-CF1
Chartfield 2 :	P00110-CF2
Chartfield 3 :	P0006101-3

Funding Source Information

Note: You cannot change the ChartField values for combination codes imported from Financials, but you can change the description and make it active or inactive.

GL Combination Code (general ledger combination code)	Enter this code on the HCM pages to use this combination of ChartFields in a transaction. The system generates the combination code sequentially based on the Installation table's Last Combination Code Assigned field under these conditions: • The ChartField combination is received from Financials by Integration Broker.

- The GL Combination Code value is not supplied on the inbound flat file.
- You manually add the ChartField combination and do not pre-assign the GL Combination Code value.

Valid Value

This field is available for entry when entering the ChartField combination for the first time for the setID. Select it if the ChartField combination is valid. If the combination already exists with the same setID, this field is populated based on the value of the preexisting combination and is unavailable for change.

Funding Source Information

Click this link to view the Funding Source Information page, which displays the default funding end date. The Manage Commitment Accounting business process uses the default funding end date in department budgets and in encumbrance definitions.

See "Funding End Dates and Multiyear Encumbrances" (PeopleSoft HCM 9.2: Human Resources Manage Commitment Accounting).

ChartField Detail

If you're setting up combination codes manually, enter the ChartField value for each ChartField that applies to this ChartField combination.

Note: Only the ChartFields that are active on the Standard ChartField Configuration page are visible on this page.

Reviewing and Maintaining ChartField Transactions

To review and maintain ChartField transactions, use the ChartField Transaction Table (ACCT_CD_TABLE) component.

These topics provide an overview of the ChartField Transaction search page, the ChartField Transaction Table, and discuss how to review and maintain ChartField transactions.

Pages Used to Review and Maintain ChartField Transactions

Page Name	***Definition Name***	***Usage***
ChartField Transaction Table Page	ACCT_CD_TABLE	View the ChartField Transaction Table with ChartField combinations once they've been used in processing. Maintain additional information about combination codes on this page.

Page Name	***Definition Name***	***Usage***
ChartField Transaction Report Page	PRCSRUNCNTL	Run the Transaction Report (PAY710) to report on the contents of the ChartField Transaction table.

Understanding the ChartField Transaction Search Page

When you access the ChartField Transaction Table search page, the system presents you with a Search Additional Chartfields field. Use this field to narrow the search of the type of ChartField you wish to access. Options include *Original ChartFields, Additional ChartFields,* and *Project Costing ChartFields.* The search page defaults to searching for the original ChartFields, unless otherwise specified in this field.

Understanding the ChartField Transaction Table

The system creates a record whenever you use a new combination of ChartField values in an HCM transaction, whether you select a valid combination code or select a combination of individual ChartField values on the transaction page. It stores that combination in the ChartField Transaction table to maintain a history of ChartField combinations used in transactions.

You can use the Transaction Report (PAY710) to report on the contents of the ChartField Transaction table.

Note: If you are not using valid combination codes and want to be able to enter any combination of ChartFields on the transaction pages, do not populate the Valid Combination table. The system populates the ChartField Transaction table (ACCT_CD_TABLE) with the ChartField combinations you use so you can track them and reuse them.

ChartField Transaction Table Page

Use the ChartField Transaction Table page (ACCT_CD_TABLE) to view the ChartField Transaction Table with ChartField combinations once they've been used in processing.

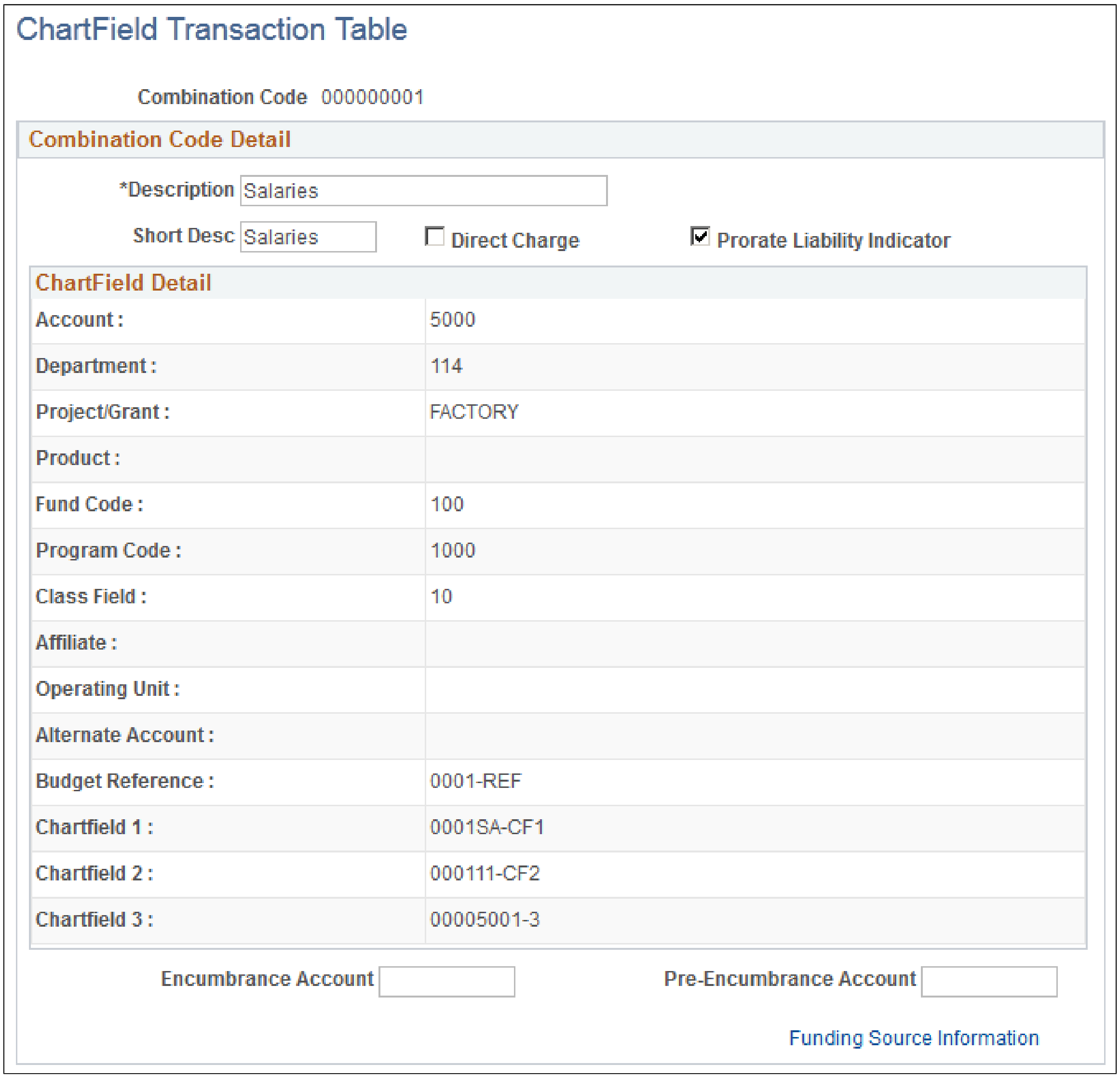
Maintain additional information about combination codes on this page.

Navigation

- Set Up HCM > Common Definitions > ChartField Configurations > ChartField Transaction Table > ChartField Transaction Table
- Set Up HCM > Product Related > Commitment Accounting > Budget Information > ChartField Transaction Table > ChartField Transaction Table

Image: ChartField Transaction Table page

This example illustrates the fields and controls on the ChartField Transaction Table page. You can find definitions for the fields and controls later on this page.



The ChartField information on this page is unavailable for entry, but you can maintain information about the combination. Only the ChartFields that are active on the Standard ChartField Configuration page are visible on this page.

Combination Code

If this is not a valid combination code imported into or created in the Valid Combination table, the system assigns this unique combination of ChartFields a combination code. You can use the combination code on the transaction pages to reuse this particular combination of ChartFields.

Combination Code Detail

Direct Charge

Select this check box to indicate whether you'll use this combination code during the Actuals Distribution process. This field is for information only; it has no affect on processing.

Prorate Liability Indicator

If you want to prorate liabilities, select this check box.

The system looks for the Prorate Liability Indicator flag when it runs the Actuals GL Interface process. If you select this indicator, employee paid taxes and deductions are prorated back across the earnings expenses.

Encumbrance Account and **Pre-Encumbrance Account**

These fields are available for use in your own GL interface programs. The Manage Commitment Accounting business process in PeopleSoft Human Resources does not use these fields.

Funding Source Information

Click this link to view the Funding Source Information page, which displays the default funding end date for this combination code.

See "Funding End Dates and Multiyear Encumbrances" (PeopleSoft HCM 9.2: Human Resources Manage Commitment Accounting).

Editing ChartField Combinations in HCM Transactions

These topics provide an overview of ChartField validation and discuss editing ChartField combinations.

Pages Used to Edit ChartField Combinations in HCM Transactions

Page Name	***Definition Name***	***Usage***
ChartField Details Page	HMCF_HRZNTL_CFLD	Enter or review ChartFields or combination codes in PeopleSoft HCM transactions.
Search Combination Codes Page	HMCF_VLD_CMBO_SRCH	Search for ChartFields using valid combination codes.
Search Speed Types Page	HMCF_SPD_TYP_SRCH	Search for ChartFields using PeopleSoft Financials Speed Types.
Search Combo Codes Page	HMCF_CMBO_CD_SRCH	Select ChartFields individually or search for valid chartfield combinations already used in transactions.

Understanding ChartField Validation

Any HCM transaction page on which you enter a ChartField combination code accesses a common ChartField Details page (HMCF_HRZNTL_CFLD) where you enter or view the ChartField details associated with the combination code. If you enter a new ChartField combination, the system performs a combination code validation process to ensure that the entered combination is valid.

The system uses one of these validation methods:

- If you integrate with PeopleSoft Financials 8.4.01 or higher, the system uses the COMBO_CF_EDIT_REQUEST and COMBO_CF_EDIT_REPLY service operations to validate the combination with the Financials database.
- If you do not integrate with PeopleSoft Financials 8.4.01 or higher and you populated the Valid Combination table (VALID_COMBO_TBL) with valid combinations, the system searches the Valid Combination table to find the ChartField combination that matches the individual ChartField values specified.
- If you do not integrate with PeopleSoft Financials 8.4 or higher and you did not populate the Valid Combination table, the system assumes the combination of ChartFields that you selected is valid and searches the Transaction table to find the match.

  If it finds a match, it uses the corresponding combination code. If it does not find a match, it generates a combination code using the next available number.

  Note: The effective date of the newly created combination code is the current date. If the effective date of the transaction is earlier than this date, you need to modify the effective date of the newly created combination code so that it will be a valid code for the transaction from which you created it.

ChartField Details Page

Use the ChartField Details page (HMCF_HRZNTL_CFLD) to enter or review ChartFields or combination codes in PeopleSoft HCM transactions.

Navigation

Click the ChartField Details or Edit ChartFields link or button on an HCM transaction page.

Image: ChartField Details page (1 of 2)

This example illustrates the fields and controls on the left side of the ChartField Details page (1 of 2). You can find definitions for the fields and controls later on this page.

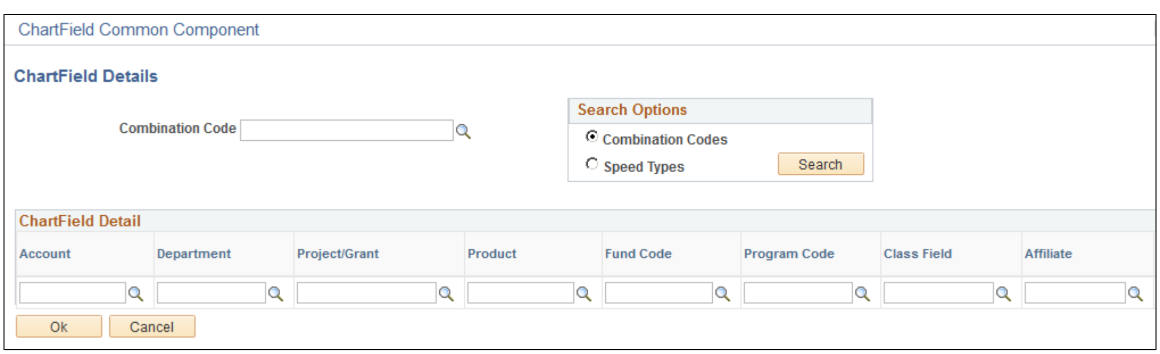


Image: ChartField Details page (2 of 2)

This example illustrates the fields and controls on the right side of the ChartField Details page (2 of 2). You can find definitions for the fields and controls later on this page.

Note: This page might have a more specific name, depending upon the transaction page from which you access it.

If the combination code is already entered on the transaction page, this detail page displays the associated ChartField values. If you are in correction mode or in a new effective dated row on the transaction page, then you can make changes to individual ChartField values and let the system determine if the new combination is valid. Otherwise the page is display only and you can only review the ChartField values.

If there is no combination code entered on the transaction page, all ChartField values are blank on the detail page and you can enter the specific ChartFields required.

Note: Only the ChartFields that are active on the Standard ChartField Configuration page are visible on this page.

Search Options

Select from the available options to search for an existing ChartField combination. The options available include the following, depending upon the combination code tables that you have set up:

- *Combination Codes*

  This option is available if you populated the Valid Combination table (VALID_COMBO_TBL).

- *Speed Types*

  This option is available if you imported SpeedType values from PeopleSoft General Ledger.

Search Combination Codes Page

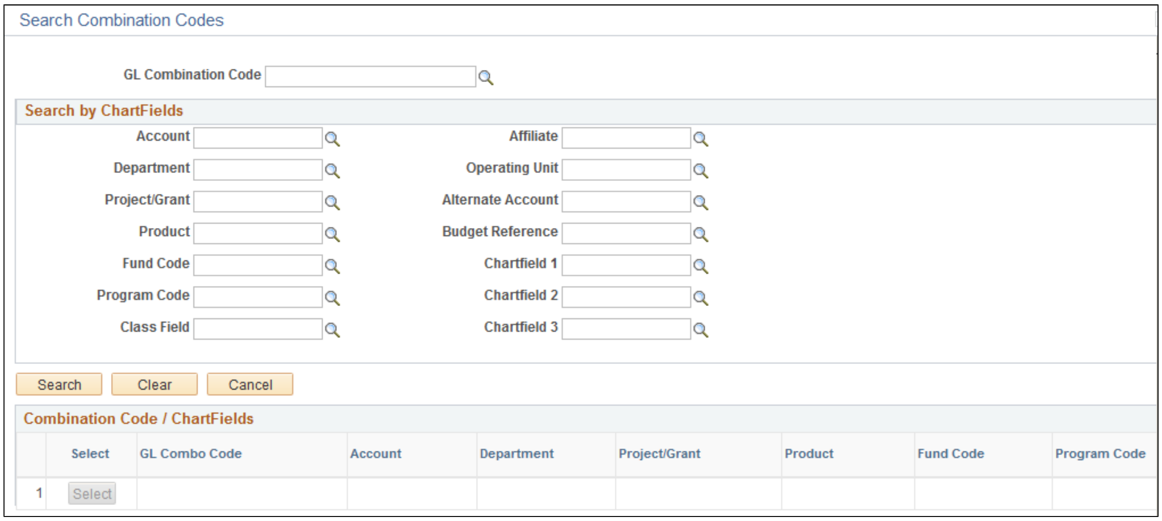
Use the Search Combination Codes page (HMCF_VLD_CMBO_SRCH) to search for ChartFields using valid combination codes.

Navigation

Select the Combination Codes search option and click the Search button on the ChartField Details page.

Image: Search Combination Codes page

This example illustrates the fields and controls on the Search Combination Codes page. You can find definitions for the fields and controls later on this page.



Note: Only the ChartFields that are active on the Standard ChartField Configuration page are visible as fields on this page.

To search for a combination code:

1. Enter individual ChartField values.

   The system finds all ChartField combination codes that match those ChartField values.

2. Select the combination code that you want.

   The system returns you to the ChartField Details page with all individual ChartField values populated.

Search Speed Types Page

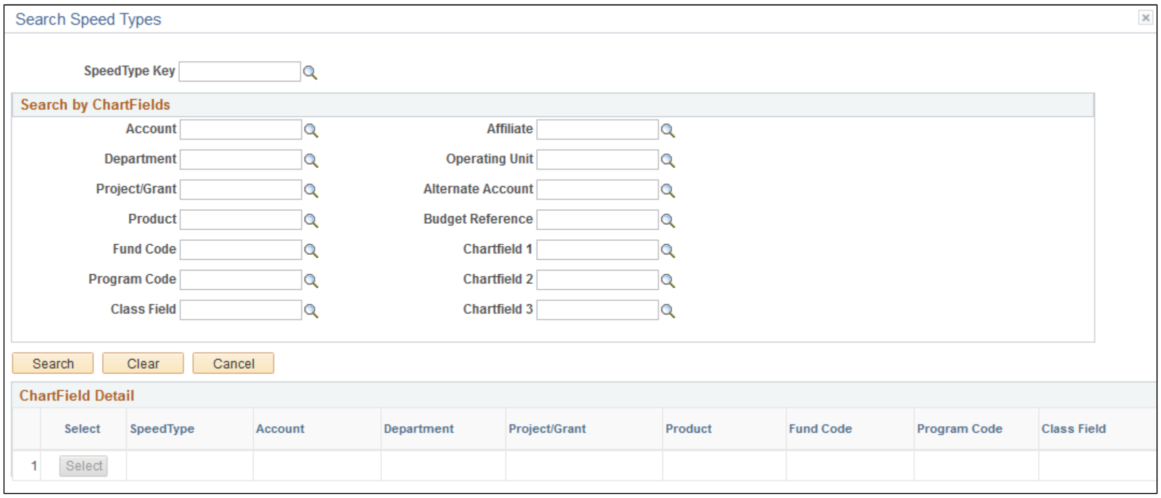
Use the Search Speed Types page (HMCF_SPD_TYP_SRCH) to search for ChartFields using PeopleSoft Financials Speed Types.

Navigation

Select the Speed Types search option and click the Search button on the ChartField Details page.

Image: Search Speed Types page

This example illustrates the fields and controls on the Search Speed Types page. You can find definitions for the fields and controls later on this page.



Note: Only the ChartFields that are active on the Standard ChartField Configuration page are visible as fields on this page.

To search for a combination code using Speed Type:

1. Enter individual ChartField values.

   The system finds all speed types that match those ChartField values.

2. Select the speed type that you want.

   The system returns you to the ChartField Details page with all individual ChartField values populated.

3. Since this is selected from speed types, you might have to enter additional ChartField values to form a valid ChartField combination.

Chapter 18

Setting Up Local Country Functionality

Understanding Local Country Functionality Setup

If you're administering a local or multinational workforce, you must set up certain tables that are referenced in the core control tables to support local country requirements. Do this before you set up core control tables, such as for pay groups, or define companies, locations, departments, and job codes.

(CHE) Maintaining Swiss Postal Codes

To maintain Swiss postal codes, use the Load Postal Codes CHE component (POSTAL_LOAD_CHE).

These topics provide an overview of Swiss postal code maintenance and discuss how to update Swiss valid addresses.

Page Used to Maintain Swiss Valid Addresses

Page Name	***Definition Name***	***Usage***
Load Postal Codes CHE Page	POSTAL_LOAD_CHE	Load Swiss postal code information into the Valid Addresses table.

Understanding Swiss Postal Code Maintenance

To update postal codes:

1. Download the latest update of postal codes from the website of the Swiss Post and note the path to the file in which you save it.
2. Download the latest update of alternate names from the website of the Swiss Post and note the path to the file in which you save it.
3. Use the Load Postal Codes CHE page to enter the file paths and load the valid addresses and alternate names files to the Valid Addresses table.

The system uses the information on the Valid Addresses table to validate municipalities against the postal code.

Load Postal Codes CHE Page

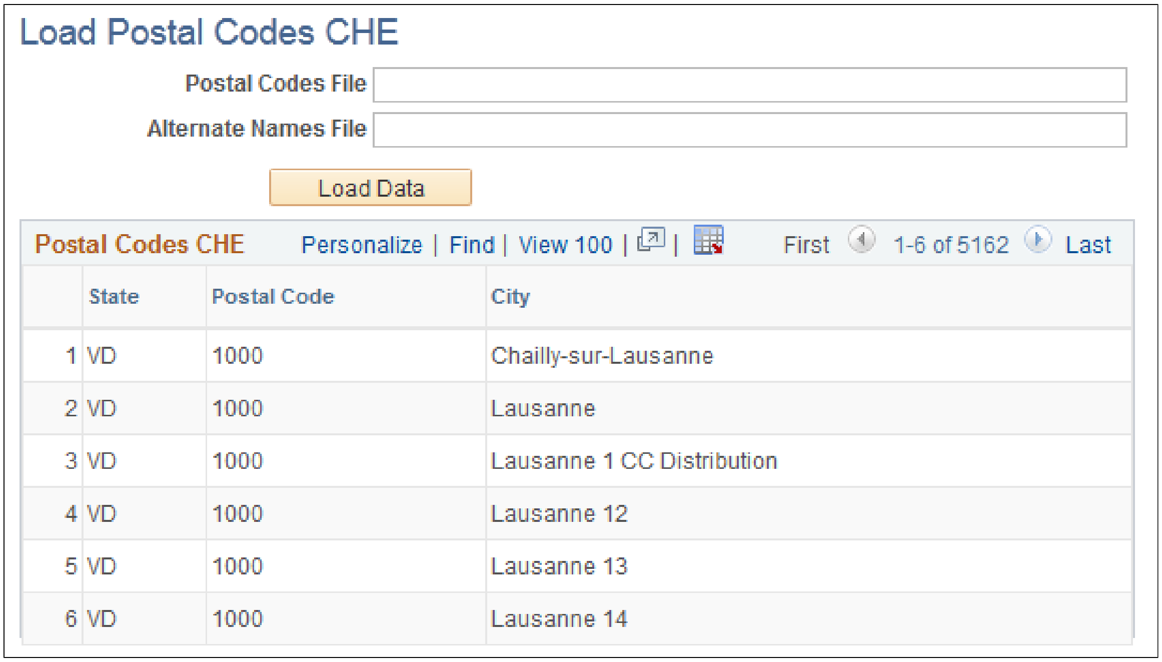
Use the Load Postal Codes CHE page (POSTAL_LOAD_CHE) to load Swiss postal code information into the Valid Addresses table.

Navigation

Set Up HCM > Install > Country Specific > Load Postal Codes CHE > Load Postal Codes CHE

Image: Load Postal Codes CHE page

This example illustrates the fields and controls on the Load Postal Codes CHE page. You can find definitions for the fields and controls later on this page.



Postal Codes File	Enter the complete path to the Postal Code file that you downloaded from the Swiss Post.
Alternate Names file	Enter the complete path to the Alternate Names file that you downloaded from the Swiss Post.
Load Data	Click to load the postal code data into the Valid Addresses table.
State, Postal Code, and **City**	Initially, these fields display the current data from the Valid Addresses table. After you run the load process, the updated information appears.

(DEU) Setting Up the German Control Table

To set up German industrial inspection codes, use the Industrial Inspection component (IDUST_INSPEC_GER).

This topic discusses how to set up German industrial inspections codes.

Page Used to Set Up German Industrial Inspection Codes

Page Name	Definition Name	Usage
Industrial Inspection Page	INDUST_INSP_GER	Set up German industrial inspection codes that you associate with locations in your organization.

Industrial Inspection Page

Use the Industrial Inspection page (INDUST_INSP_GER) to set up German industrial inspection codes that you associate with locations in your organization.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data DEU > Industrial Inspection > Industrial Inspection

Industrial inspection codes aren't effective-dated and have no status.

City Specify the city that is associated with this industrial inspection code according to the German *Berufsgenossenschaft.*

(ITA) Setting Up Italian City Codes

To set up Italian city codes, use the Load Cities ITA component (RUNCTL_CITYUPDATE).

This topic lists the page used to load Italian city data.

Page Used to Load Italian City Data

Page Name	Definition Name	Usage
Load Cities ITA Page	RUNCTL_CITYUPDATE	Run the ITA City Update process to update Italian city data after downloading the city code data file from the *Ministero delle Finanze.*

Related Links

"Understanding Country-Specific Table Setup" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"(ITA) Setting Up Italian Workforce Tables" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

(JPN) Setting Up Japanese Control Tables

To set up Japanese control tables, use the Postal Code Table JPN component (POSTAL_CODE_TBL), the Education Level component (EDLVLAG_TBL_JPN), and the Calculation Rules Settings component (SETUP_SALCOMP_JPN).

These topics provide an overview of education level age and discuss setting up Japanese tables.

Pages Used to Set Up Japanese Control Tables

Page Name	***Definition Name***	***Usage***
Education Level Page	EDLVLAG_TBL_JPN	Set up your company's education level age bases.
Calculation Rule Settings Page	SETUP_SALCOMP_JPN	Establish your organization's standard calculation birthday and specify whether you want to use a grade range check for certain salary components.
Load Postal Codes JPN Page	RUNCTL_POSTAL_JPN	Import Postal Code CSV files provided by Japan Post.
Postal Codes JPN Page	POSTAL_TBL_JPN	Enter information to maintain Japanese postal codes or add data that did not import as expected.

Understanding Education Level Ages

The Education Level Age Table enables you to link highest education levels—already in the system—to what we call the Education Level Age Basis (as of hire). The system uses the Education Level Age Basis in the calculation of a worker's Education Level - Adjusted Birth Date, which is in turn used in the calculation of a worker's Education Level Age at any point in time. The system uses a worker's Education Level Age in education level age-related pay calculations. Education level age-related pay is a form of seniority pay.

Calculating a Worker's Education Level Age

This topic discusses how the system uses the Education Level Age Basis in the eventual determination of a worker's education age-related pay. This topic uses many acronyms, so here's a quick reference:

Acronym	***Meaning***
ELABa	Education Level Age Basis (as of Hire)
AELABa	Adjusted Education Level Age Basis (as of Hire)
ELABi	Education Level - Adjusted Birth Date
SCB	Standard Calculation Birthday

Acronym	***Meaning***
CSD	Company Seniority Date
ELA	Education Level Age

Company A has set the Education Level Age Basis (ELABa) for four years of college at 22. The company also set the Standard Calculation Birthday (SCB)—the anniversary for incrementing years of service—to April 1.

Hiroshi was born on February 6, 1972 and graduated after four years of college on March 23, 1994 at age 22. He then spent two years travelling around the world. Company A hired him on June 1, 1996. He is not hired on April 1 because he didn't get back from his travels until May 1996. At the time he is hired, he is 24 years old.

For the purpose of calculating Hiroshi's education age-related pay, each year the system needs to calculate Hiroshi's Education Level Age. It will use his Education Level - Adjusted Birth Date to do this.

In calculating a worker's ELABi, the system uses the ELABa, the Company Seniority Date (CSD), and the company's SCB.

The relationship between the worker's CSD and the company's SCB may result in an adjustment to the worker's ELABa, called the Adjusted Education Level Age Basis or AELABa. If the month/day of a worker's hire date (as determined by the CSD field) is after the company's SCB (that is, CSD is greater than SCB), the worker's ELABa is decreased by 1.

In Hiroshi's case, because his June 1 month/day hire date (also his CSD) falls after the company's April 1 SCB, his ELABa is decreased by 1. If he had been hired on or before April 1, there would be no adjustment to his ELABa.

This is how to get Hiroshi's AELABa:

- Since CSD month/day (Jun 1) > SCB month/day (Apr 1), adjustment = -1
- Using this -1 you get:

  ELABa – 1 = AELABa

  Which in Hiroshi's case is:

  22 – 1 = 21

The system now uses the AELABa (21) to determine Hiroshi's ELABi year.

This formula is:

Year of Hire – AELABa = ELABi (year)

or

1996 – 21 = 1975

So for education age-related pay calculations, Hiroshi's ELABi is April 1, 1975, the combination of the company's SCB month/day and Hiroshi's ELABi year (remember, he was born February 6, 1972).

Now we can look at how important that ELABi is.

One year later, 1997, the system needs to know Hiroshi's ELA. This is the calculation:

SCB (including Year of Calculation) – ELABi = ELA

or

April 1, 1997 – April 1, 1975 = 22

This is the same ELA as a graduate who started with the company immediately after college. This set of calculations has, then, effectively adjusted Hiroshi's ELA, upon which education age-related pay is based, to take into account the two years that he spent traveling and the fact that he started work after the company's SCB.

Note: If your company considers that the lapse of two months from April to June is not significant, you can adjust Hiroshi's ELABi from April 1, 1975 to April 1, 1974. Then, for the same 1997 calculation, Hiroshi's ELA is 23 (April 1, 1997 to April 1, 1974), the same as a new graduate who has worked for one year.

Related Links

"Understanding the Update Seniority Pay Process" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)

"Administering Seniority Pay" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)

Education Level Page

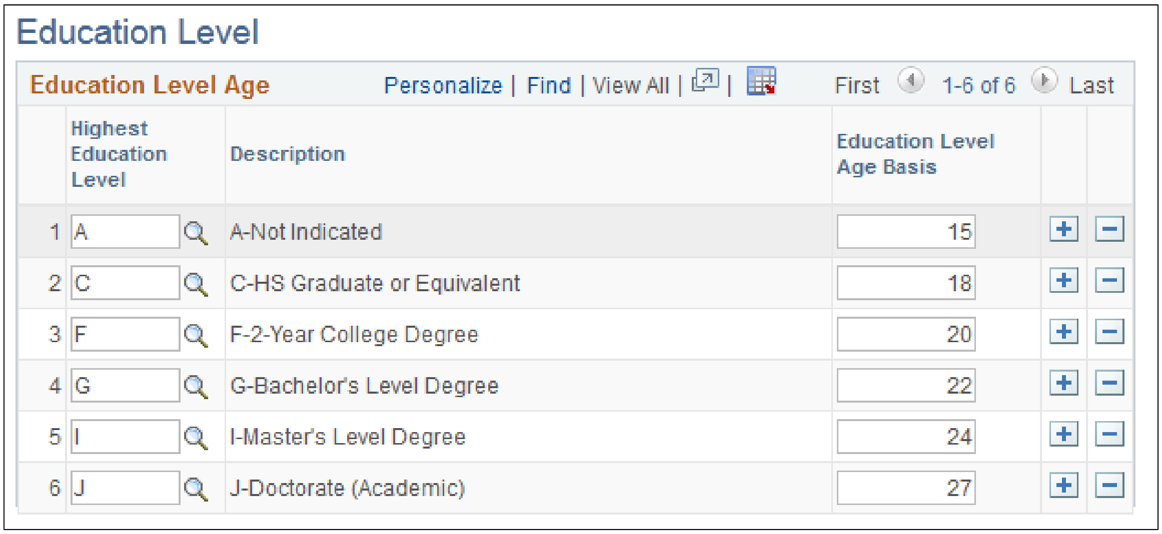
Use the Education Level page (EDLVLAG_TBL_JPN) to set up your company's education level age bases.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data JPN > Education Level > Education Level

Image: Education Level page

This example illustrates the fields and controls on the Education Level page. You can find definitions for the fields and controls later on this page.



	Highest Education Level	Description	Education Level Age Basis
1	A	A-Not Indicated	15
2	C	C-HS Graduate or Equivalent	18
3	F	F-2-Year College Degree	20
4	G	G-Bachelor's Level Degree	22
5	I	I-Master's Level Degree	24
6	J	J-Doctorate (Academic)	27

The system uses these age bases in the calculation of a worker's Education Level-Adjusted Birth Date, which is, in turn, used in the calculation of the worker's Education Level Age and education level age-related pay.

Education Level Age Basis This is the value you associate with the Highest Education Level that you selected in the first field. The system uses this in calculating a worker's Education Level-Adjusted Birth Date, which is used in the calculation of a worker's education level age.

Note: The Highest Education Level values are translate values from the Highest Education Level table. You access the table to put workers' highest education levels on their Personal History page in Personal Information. If you change any of these translate values (inactivate them, for example), you will need to change any worker records that were using the value to use another value. If you add a translate value and you want to associate an education level age basis with it, you must also add it to this page and allocate an Education Level Age Basis to keep it synchronized with the Highest Education Level table. If you don't add it, and you use the new Highest Education Level value—in Personal Data, Personal Profile, for example—the system will not be able to calculate the worker's Education Level - Adjusted Birth Date (it will remain blank). Consequently, the system will not be able to calculate the worker's Education Level Age.

Calculation Rule Settings Page

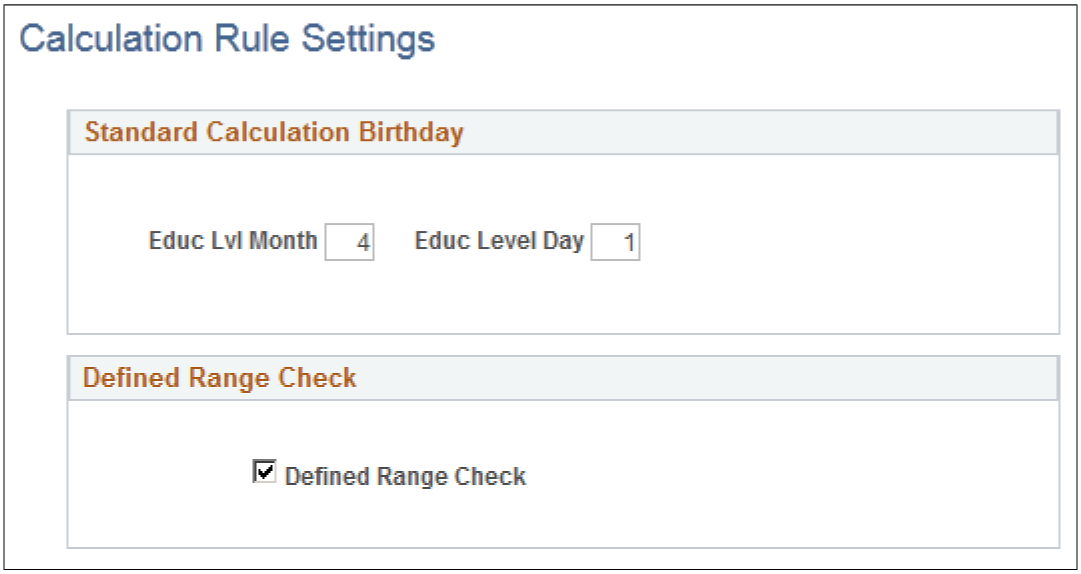
Use the Calculation Rule Settings page (SETUP_SALCOMP_JPN) to establish your organization's standard calculation birthday and specify whether you want to use a grade range check for certain salary components.

Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data JPN > Calculation Rule Settings > Calculation Rule Settings

Image: Calculation Rule Settings page

This example illustrates the fields and controls on the Calculation Rule Settings page. You can find definitions for the fields and controls later on this page.



Standard Calculation Birthday

This is the single date, or anniversary, on which your workers' education level ages increment by one.

Educ Lvl Month (education level month)	Enter the month, where January = 1, February = 2 and so on. This sets the month of your organization's Standard Calculation Birthday, the date on which all workers' company years of seniority increment by one year. It is used in the calculation of each worker's Education Level Age.
Educ Level Day (education level day)	This is the day of the month of the Standard Calculation Birthday. For example, Month 4, Day 1 sets the Standard Calculation Birthday as April 1.
Defined Range Check	Select to ensure the system checks that any record added to a Job Data - Compensation page with a compensation rate code of class *Defined Rate of Pay* (DFRPAY) is within the range that you have defined for that grade on the Salary Grade Table. The check applies to both a manually added record and an automatically added record. Selecting this check box also ensures that only one compensation rate code of the class DFRPAY can be entered on a worker's Compensation page.

Related Links

"Compensation Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Load Postal Codes JPN Page

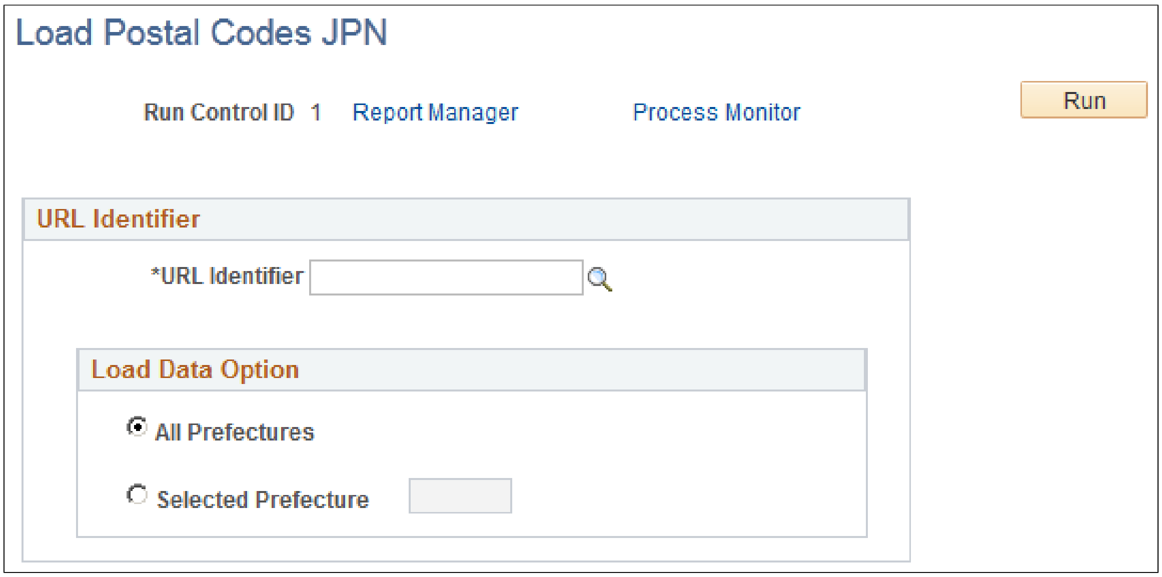
Use the Load Postal Codes JPN page (RUNCTL_POSTAL_JPN) to import Postal Code CSV files provided by Japan Post.

Navigation

Set Up HCM > Install > Country Specific > Load Postal Codes JPN > Load Postal Codes JPN

Image: Load Postal Codes JPN page

This example illustrates the fields and controls on the Load Postal Codes JPN page. You can find definitions for the fields and controls later on this page.



Note: Before using this page, you must download and extract the CSV file from Japan Post's website and post it to a FTP server located at your site. The CSV file must be encoded in Shift-JIS character set. You must define URL data in the PeopleTools Utilities menu before using this Load Postal Code process.

See Address Format Page.

URL Identifier

Select the FTP Uniform Resource Locator (URL) where the CSV file that contains the postal codes is located.

All Prefectures

Select this option to load postal data for all prefectures.

Note: Because there are more than 120,000 postal codes rows, consider batch performance when importing all rows.

Selected Prefecture

Select this option to load postal codes for a specific prefecture.

Load Results

If the length of Address1 or Address AC1 is more than 55 characters, the fields are left blank. Also, if the length of Address1 or Address AC1 is too long and divided into multiple rows, only the first row is imported and the rest of the rows are printed on the log reports as unimported rows.

If you want to remove "Not listed as below" as the Address 1 and AC Address 1, register these text strings in the Strings Table; the Program ID is HGJPPSTL. Set the text that you want to remove to *String Text* fields.

All rows might not appear when there are multiple rows for a single postal code with the same State, City, Address1, but different Address1_AC because of different pronunciation.

If expected data is not loaded, add it or edit it on the Postal Codes JPN page.

Postal Code Load Process Log Reports

After completion of this process, the system generates a process log report that lists the number of rows imported, the number of rows not imported, and a detailed reason for the latter. Possible reasons for not importing rows include:

- The import file was not found.
- The file is formatted incorrectly.
- The import file is for a different prefecture from the one specified in the Selected Prefecture field.

Postal Codes JPN Page

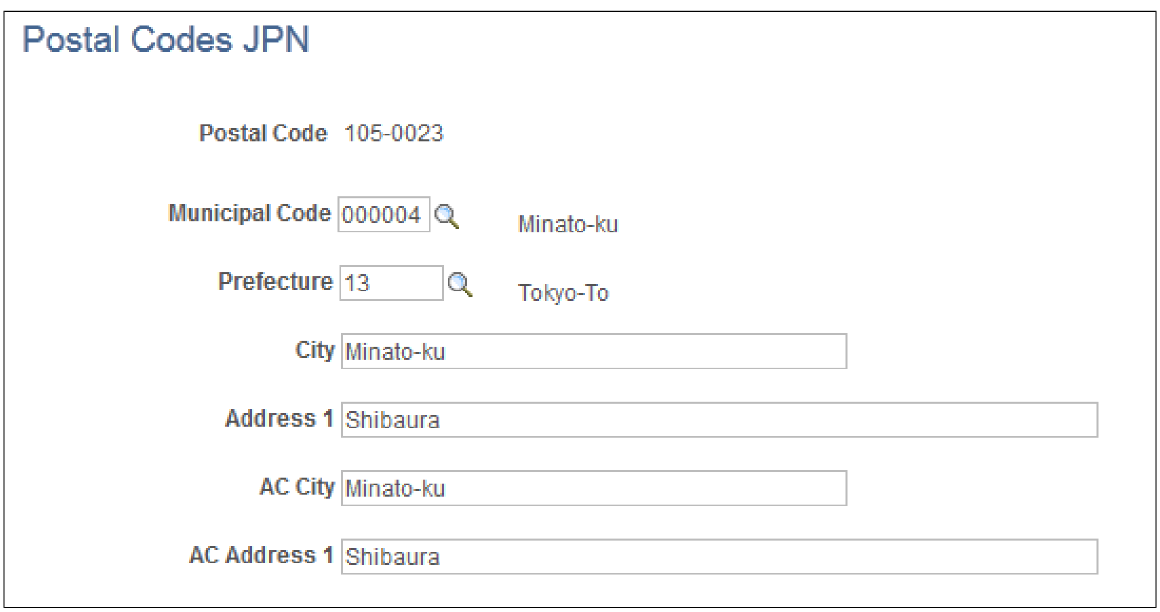
Use the Postal Codes JPN page (POSTAL_TBL_JPN) to enter information to maintain Japanese postal codes or add data that did not import as expected.

Navigation

Set Up HCM > Install > Country Specific > Postal Codes JPN > Postal Codes JPN

Image: Postal Codes JPN page

This example illustrates the fields and controls on the Postal Codes JPN page. You can find definitions for the fields and controls later on this page.



Municipal Code Enter the code for the Japanese municipality that this postal code belongs to.

Prefecture Select the prefecture for this postal code from the list.

(NLD) Loading Dutch Postal Codes

To load Dutch postal codes, use the Postal Codes NLD component (RUN_POSTAL_NLD).

This topic discusses how to import Dutch postal codes.

Page Used to Load Postal Codes

Page Name	***Definition Name***	***Usage***
Load Postal Codes NLD Page	RUNCTL_POSTAL_NLD	Import postal codes into the NLD Postal Code JPN in your human resources system.

Load Postal Codes NLD Page

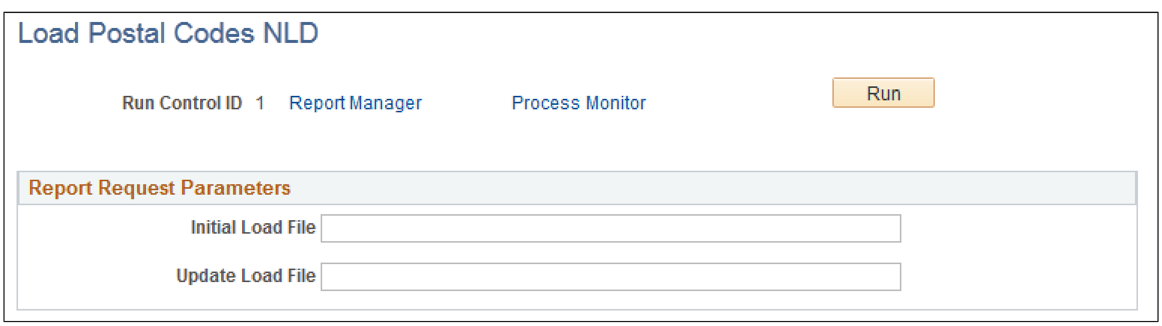
Use the Load Postal Codes NLD page (RUNCTL_POSTAL_NLD) to import postal codes into the NLD Postal Code JPN in your human resources system.

Navigation

Set Up HCM > Install > Country Specific > Load Postal Codes NLD > Load Postal Codes NLD

Image: Load Postal Codes NLD page

This example illustrates the fields and controls on the Load Postal Codes NLD page. You can find definitions for the fields and controls later on this page.



The Dutch postal authority provides a postal code table to which you can subscribe. The Load Postal Code Table process loads all of the postal codes provided in a source file by the Dutch Post (TPG Post) into your human resources system.

Report Request Parameters

Initial Load file	Enter the initial postal code load file, including the path information, if you're adding Dutch postal code data to your system for the first time.
Update Load File	Enter the updated postal code file, including the path information, if you're doing a periodic update of the Dutch Postal Code Table.
Run	Click to run this request. PeopleSoft Process Scheduler runs the NLD Load Postal Code Table process at user-defined intervals.

(ESP) Setting Up Spanish Control Tables

To set up Spanish control tables, use the Insurance Company Table component (INSUR_COMPANY_ESP) and the Industry Activity Table component (INDUSTRY_ACT_ESP).

If you do business in Spain, enter the information that is required by the Spanish government concerning your organization's primary industry activity and the insurance company that you use for workplace accidents or illnesses.

The Spanish government also requires every Spanish worker to belong to a Social Security Work Center. Employers use the work center number information to report worker information to the Spanish Social Security National Institute *(Instituto Nacional de la Seguridad Social).*

Pages Used to Set Up Spanish Control Tables

Page Name	***Definition Name***	***Usage***
Insurance Company Table Page	INSUR_COMP_CD_ESP	Enter information about your organization's insurance company.
Industry Activity Table Page	INDSTRY_ACT_CD_ESP	Define the codes that are needed by your organization.

Related Links

"Adding Organizational Instances for Employees, Contingent Workers, and POIs" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

(GBR) Setting Up National Insurance Prefixes for the U.K.

To set up national insurance prefixes for the UK, use the NID Prefix GBR (NID_PREFIX_GBR) component.

These topics provide an overview of and discuss setting up national insurance prefixes.

Pages Used to Set Up National Insurance Prefixes

Page Name	***Definition Name***	***Usage***
NID Prefix GBR Page	NID_PREFIX_GBR	View the existing NID prefixes.
NID Prefix Details Page	NID_PR_GBR_SEC	Set up a new NID prefix or change the status of an existing prefix.

Understanding National Insurance Prefixes

Starting in the tax year 2004/2005, the Inland Revenue requires that employers' year-end reporting contains valid national insurance prefixes only. Submissions with invalid national insurance prefixes will be rejected.

Use the delivered setup table to define valid national insurance prefixes. When you enter a person's national insurance code on the Biographical Details page, the system validates the prefix against this national insurance prefix table.

The format of national insurance numbers is defined on the National ID Type Table page, which is described in this documentation.

Related Links

Defining National ID Types
"Biographical Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

NID Prefix GBR Page

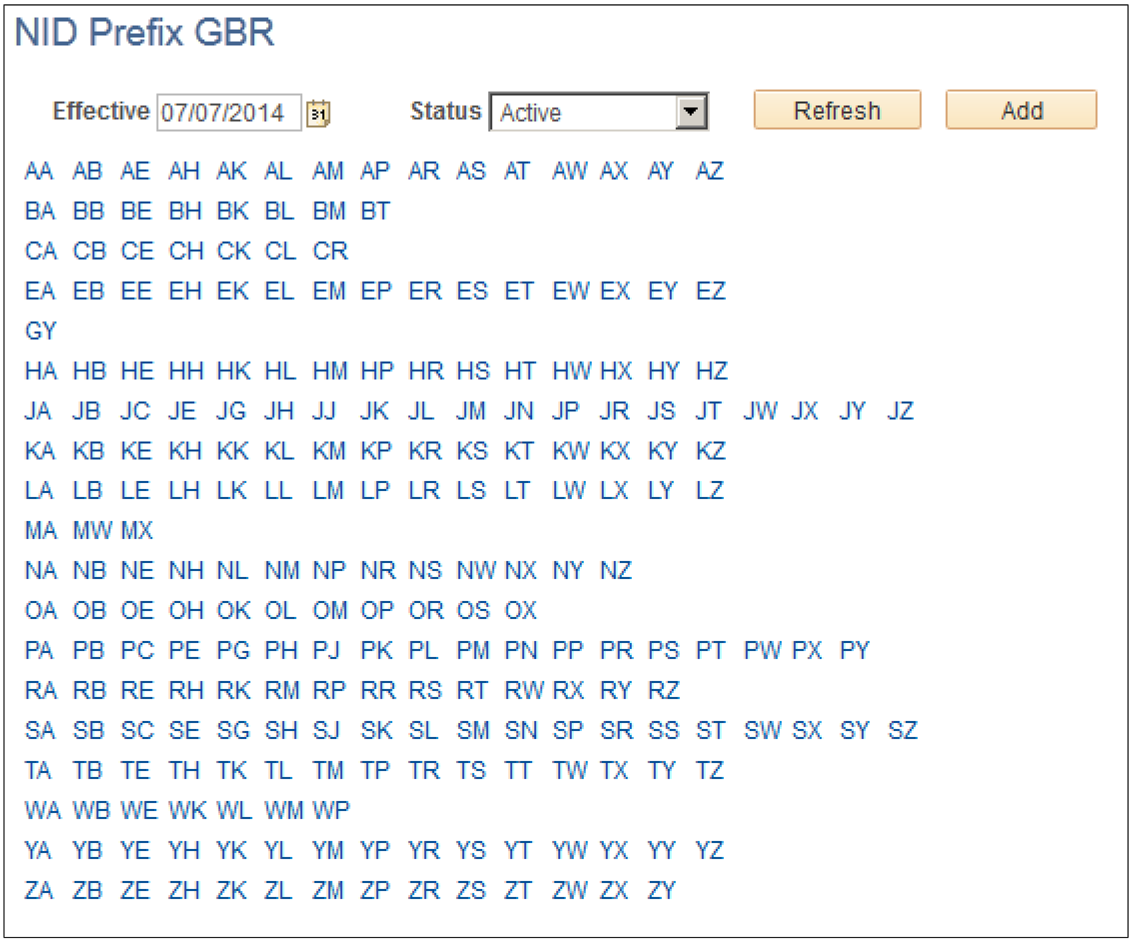
Use the NID Prefix GBR page (NID_PREFIX_GBR) to view the existing NID prefixes.

Navigation

Set Up HCM > Install > Country Specific > NID Prefix GBR > NID Prefix GBR

Image: NID Prefix GBR page

This example illustrates the fields and controls on the NID Prefix GBR page. You can find definitions for the fields and controls later on this page.



By default, this page lists the NID prefixes that are active as of the current date. Click the NID prefix link to view and update the effective date and status of the selected NID prefix.

Effective and **Status**	To display NID prefixes that are active as of a different date or to display NID prefixes with a different status, update the Effective field and/or the Status field and click the Refresh button
Refresh	Click to refresh the page. Use this button when you change the Effective or Status fields.
Add	Click to add a new NI prefix. The NID Prefix Details page appears.

NID Prefix Details Page

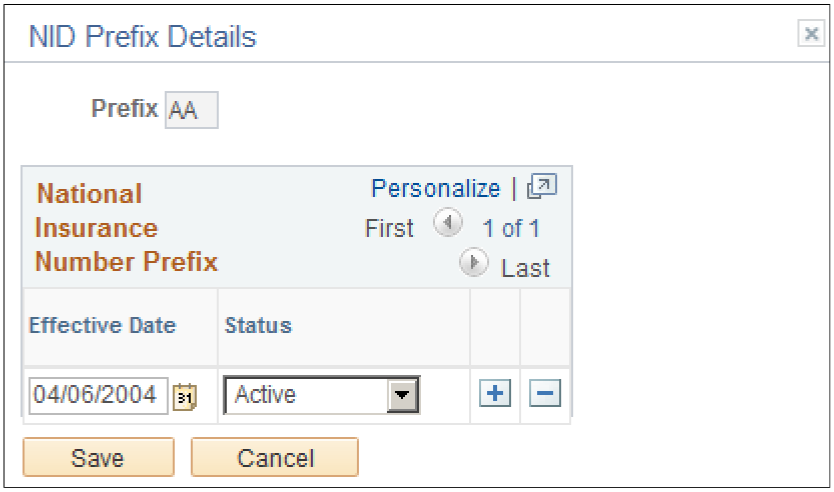
Use the NID Prefix Details page (NID_PR_GBR_SEC) to set up a new NID prefix or change the status of an existing prefix.

Navigation

Click a NI prefix link or click the Add button on the NID Prefix GBR page.

Image: NID Prefix Details page

This example illustrates the fields and controls on the NID Prefix Details page. You can find definitions for the fields and controls later on this page.



Use this page to add a new NID prefix or change the status of an existing NID prefix. To change existing prefixes, add a new row.

Select the date that the prefix becomes *Active* or *Inactive* and select the status in the Status field.

Chapter 19

Setting Up and Working with Market Pay

Understanding Market Pay

These topics discuss:

- Market pay functionality.
- The market pay process flow.

Market Pay Functionality

Market Pay functionality in PeopleSoft Human Resources assists you in using salary survey data as a guide for awarding competitive compensation to your workers. Market pay is a range of compensation information, including the different elements of compensation such as base, variable, and total compensation which may vary by geography. With PeopleSoft Market Pay functionality, you can define market pay by geography.

When you use the market pay functionality, you can:

- Define geographic areas to relate finalized market data to workers.

  You can further distinguish geography by country, state, province, and city.
- Create a market pay matrix and associate it with one or multiple job codes.
- Upload data from existing salary survey tables into the market pay tables, which preserves the existing functionality.
- Import salary survey data from PeopleSoft Workforce Rewards if your organization licenses that application.
- Store conclusion market data in the form of a matrix.

The Market Pay Process Flow

Follow these steps to set up the market pay functionality:

1. Define geographical areas.
2. Select an existing configurable market pay matrix, or create a new one.
3. (Optional) Map existing salary survey data fields to a configurable matrix definition.
4. Associate a market pay matrix with one job code on the Job Code - Market Pay Match page or to several job codes on the Associate Mkt Pay to Job Codes page.
5. Load market pay data by one of three methods:

- Load data from file using an automated process.
- Manually enter data.
- (Workforce Rewards users only): Subscribe to message published from Workforce Rewards.

  Set up Integration Broker messaging to subscribe to the message published by Workforce Rewards.

6. View market pay data online by job code.

Image: Creating a configurable matrix and associating job codes

This diagram illustrates creating a configurable matrix and associating job codes:

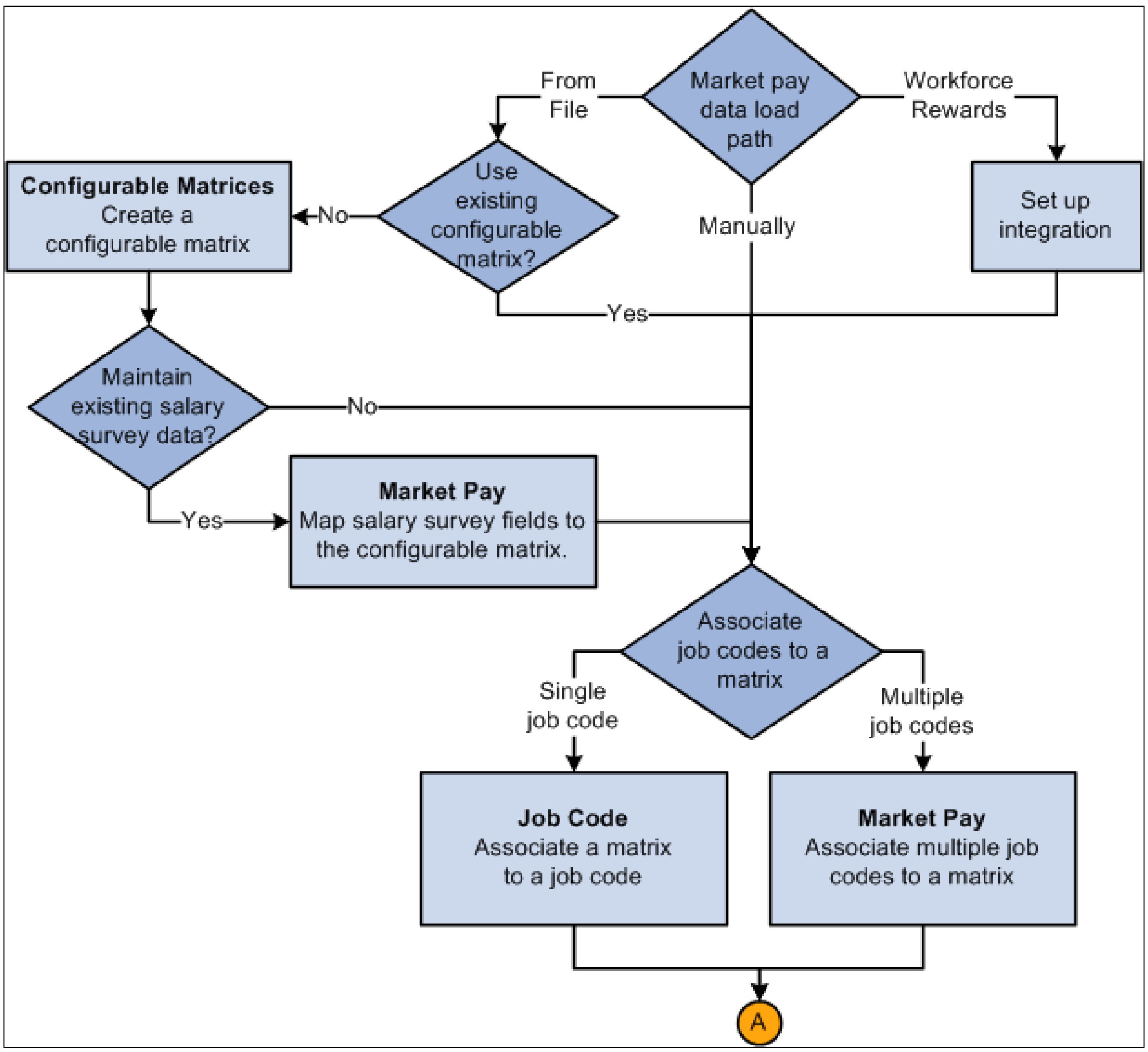
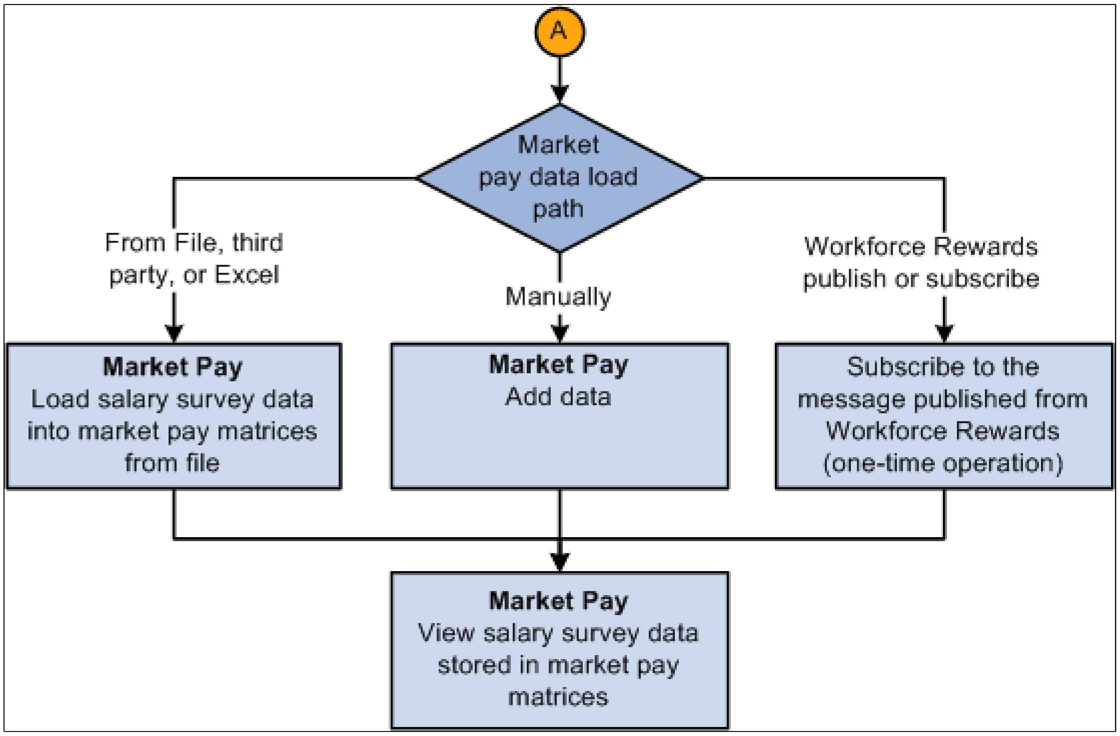


Image: Loading data into the market pay matrix

This diagram illustrates loading data into the market pay matrix:



Prerequisites

These tasks are prerequisites to setting up and using market pay matrices:

1. Create job codes for jobs in your company.

   See Classifying Jobs.

2. Assign job codes to workers during the hiring process.

   See "Understanding Job Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

3. Conduct salary surveys and analyze salary data.

4. Set up the integration with Workforce Rewards if you plan to import salary data from that application using the COMP_MKT_RATE_SYNC Integration Broker message and service operation.

Setting Up Geographical Areas and Market Pay Matrices

To set up geographical areas and matrices, use the Define Geographical Areas (GEOGRAPHY_TBL) and Define Matrices (WCS_LK_TBL_DEFN) components.

These topics provide an overview and discuss setting up geographical areas and market pay matrices.

Pages Used to Set Up Geographical Areas and Market Pay Matrices

Page Name	***Definition Name***	***Usage***
Define Geographical Areas Page	GEOGRAPHY_TBL	Define geographical areas by city, state, province, and country. Use these areas to organize market pay data.
Matrix Definition Page	WCS_LK_TBL_DEFN	Set up a market pay matrix definition.
Inputs Page	WCS_LK_TBL_INPUTS	Define inputs for market pay surveys.
Outputs Page	WCS_LK_TBL_OUTPUTS	Define outputs for market pay surveys.
Search Keys Page	WCS_LK_TBL_KEYS	Specify the search keys to be used to match worker data used in market pay surveys.
Load Configurable Matrix Keys Page	WCS_LK_TBL_KEY_SEC	Automatically load search keys for specific sources using a prompt table.
Data Content Page	WCS_LK_TBL_DATA	View or enter values for the output data.
View Page	WCS_LK_TBL_VIEW	View the matrix as of the *last* saved version.

Understanding Market Pay Matrices

The PeopleSoft application delivers these matrices:

- MARKET_PAY
- WFR_SURVEY_DATA

  The system uses this matrix if you import salary data from the Workforce Rewards application.

You can set up additional configurable matrices to include market pay survey data.

Note: If you have maintained survey matches in PeopleSoft, you can continue to do so by selecting the delivered Market Pay matrix or by creating a new matrix with fields such as Survey Provider and Survey Job Code. These fields enable you to create ad hoc survey participation reports at any time. You create the reports based on the requirements of your survey providers.

Related Links

"Understanding Configurable Matrices" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting)

Define Geographical Areas Page

Use the Define Geographical Areas page (GEOGRAPHY_TBL) to define geographical areas by city, state, province, and country.

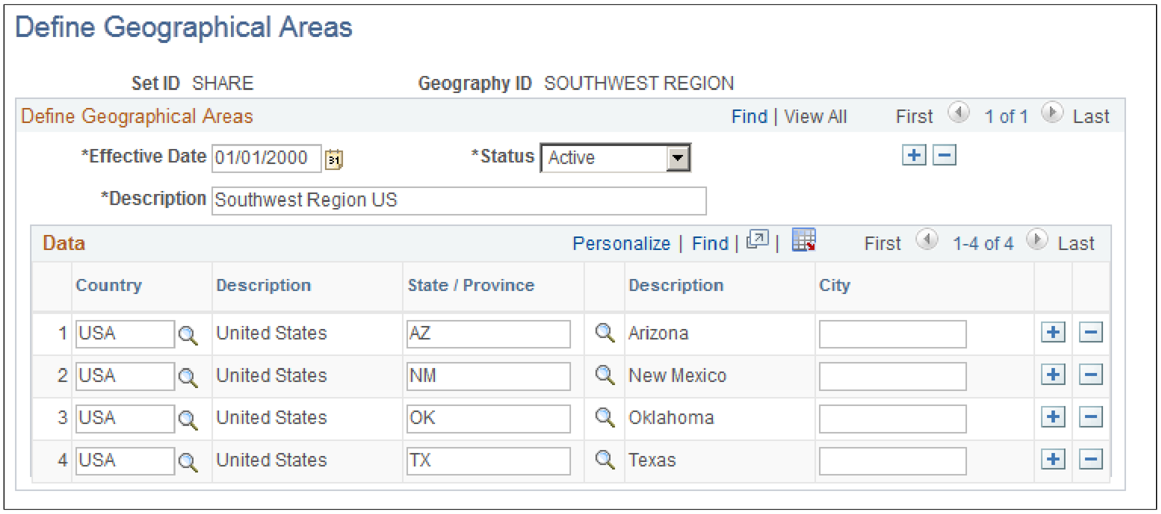
Use these areas to organize market pay data.

Navigation

Set Up HCM > Product Related > Compensation > Market Pay > Define Geographical Areas > Define Geographical Areas

Image: Define Geographical Areas page

This example illustrates the fields and controls on the Define Geographical Areas page. You can find definitions for the fields and controls later on this page.



You can enter a geography as broad as an individual country, or you may target a specific country, state, province, or city. You can have one or more rows of country, state, province, or city data. However, you cannot list the same combination of country, state, province, or city within the same geographical area.

Warning! Use care when listing the same combination of country, state, province, or city in different geographies, as this may result in conflicting information when combined with worker data.

Effective Date	You may change geographic definitions.
Status	Select *Active* or *Inactive.*
Description	Enter your company-defined name.
Country and **State / Province**	Select a value from the available listing.
City	Enter the name of the specific city. The spelling is not validated so you must enter the name with capitalization and punctuation.

Matrix Definition Page

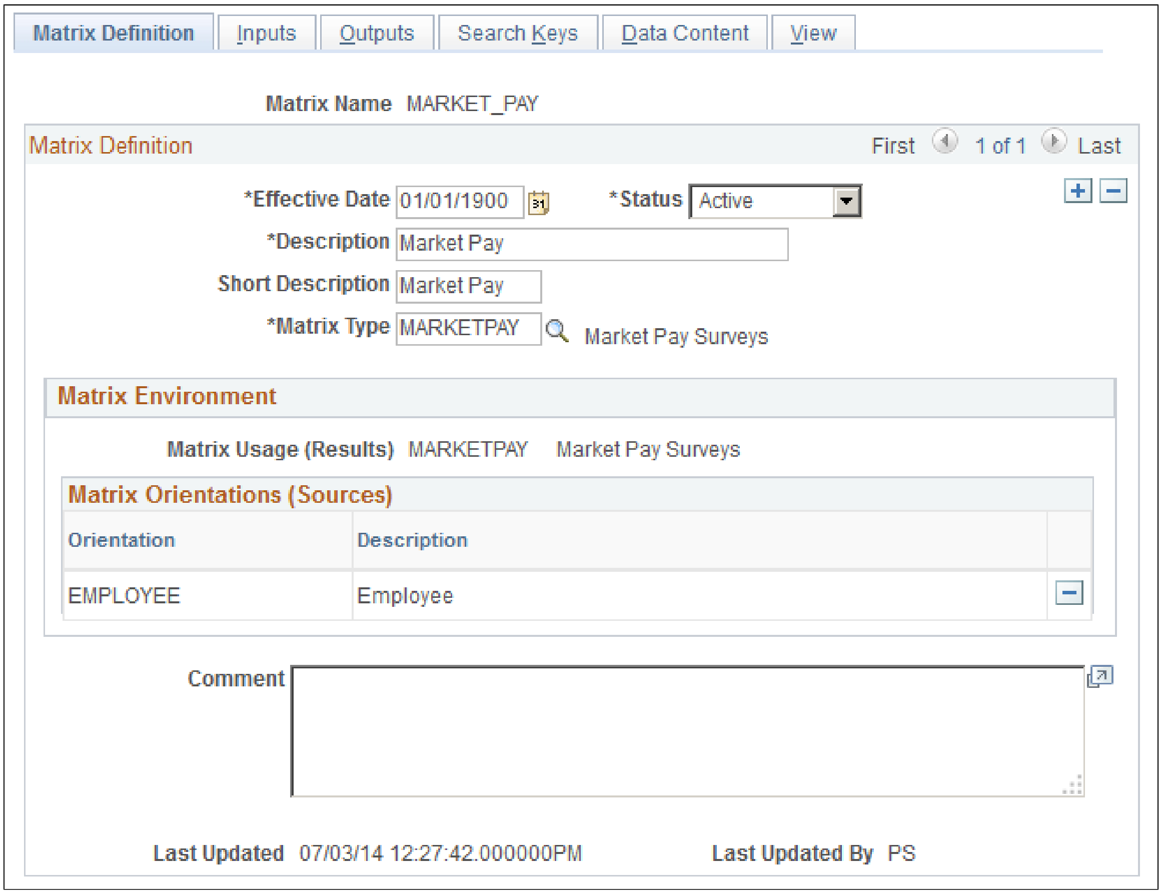
Use the Matrix Definition page (WCS_LK_TBL_DEFN) to set up a market pay matrix definition.

Navigation

Set Up HCM > Common Definitions > Configurable Matrices > Define Matrices > Matrix Definition

Image: Matrix Definition page

This example illustrates the fields and controls on the Matrix Definition page. You can find definitions for the fields and controls later on this page.



Effective Date	Enter a date that is equal to or less than the date you want to link it to one or more job codes.
Status	Select *Active.* The default value for all configurable matrices is *Inactive.* You must change the status to Active in order to use the matrix.
Matrix Type	Select *MARKETPAY.*

Inputs Page

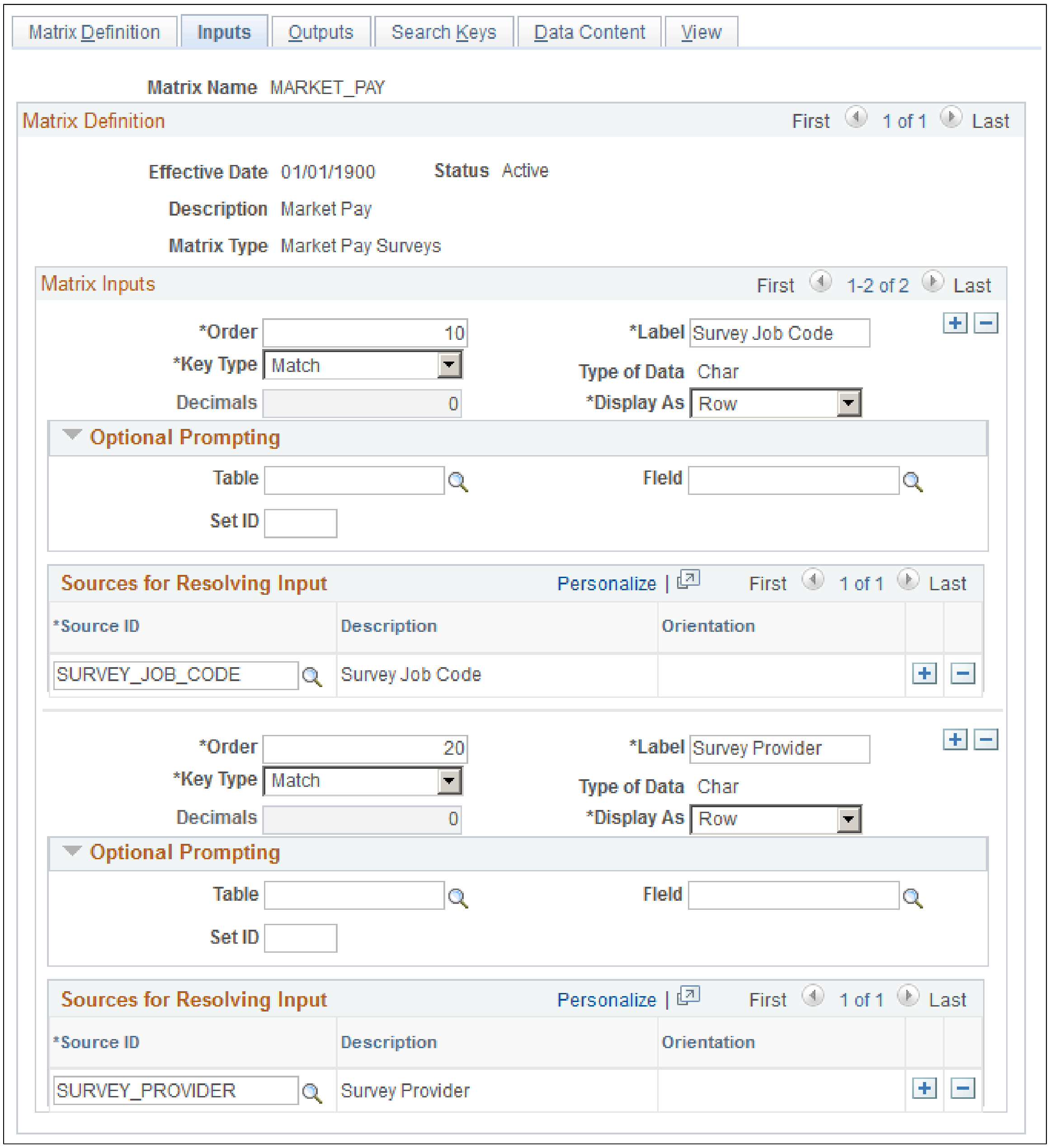
Use the Inputs page (WCS_LK_TBL_INPUTS) to define inputs for market pay surveys.

Navigation

Set Up HCM > Common Definitions > Configurable Matrices > Define Matrices > Inputs

Image: Inputs page

This example illustrates the fields and controls on the Inputs page. You can find definitions for the fields and controls later on this page.



Optional Prompting

If you specify GEOGAREA as the source ID, you can enter prompt values in this group box. Enter GEOGRAPHY_TBL as the table and GEOGRAPHY_ID as the field. There is no automatic validation of key values for geographical areas.

Sources for Resolving Input

Source ID

Select the source for the market pay data. The maximum number of inputs for each matrix is 15. Common types of inputs include:

- Geographical Area
- Survey Provider
- Survey Job Code

Related Links

"Predefined Source IDs" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting)

"Predefined Result IDs" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting)

"Source Definition Page (GEOGRAPHY Source Type)" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting)

Outputs Page

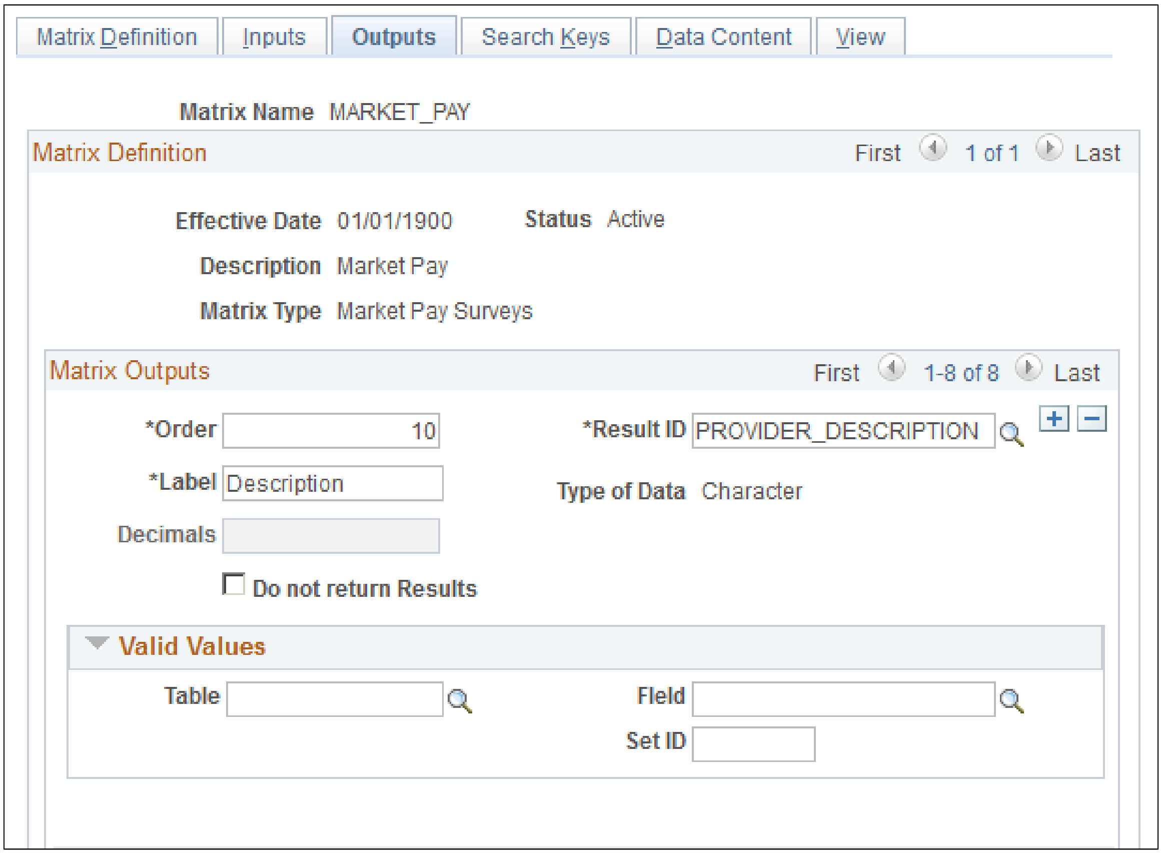
Use the Outputs page (WCS_LK_TBL_OUTPUTS) to define outputs for market pay surveys.

Navigation

Set Up HCM > Common Definitions > Configurable Matrices > Define Matrices > Outputs

Image: Outputs page

This example illustrates the fields and controls on the Outputs page. You can find definitions for the fields and controls later on this page.



Result ID

Select an output for the market pay matrix. Typical outputs include currency, base, variable, and total compensation. You can have a maximum of 30 outputs for each matrix.

These system-delivered values have default names, however, you can edit them to the label that best suits your business.

See "Predefined Source IDs" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting)"Predefined Result IDs" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting).

Search Keys Page

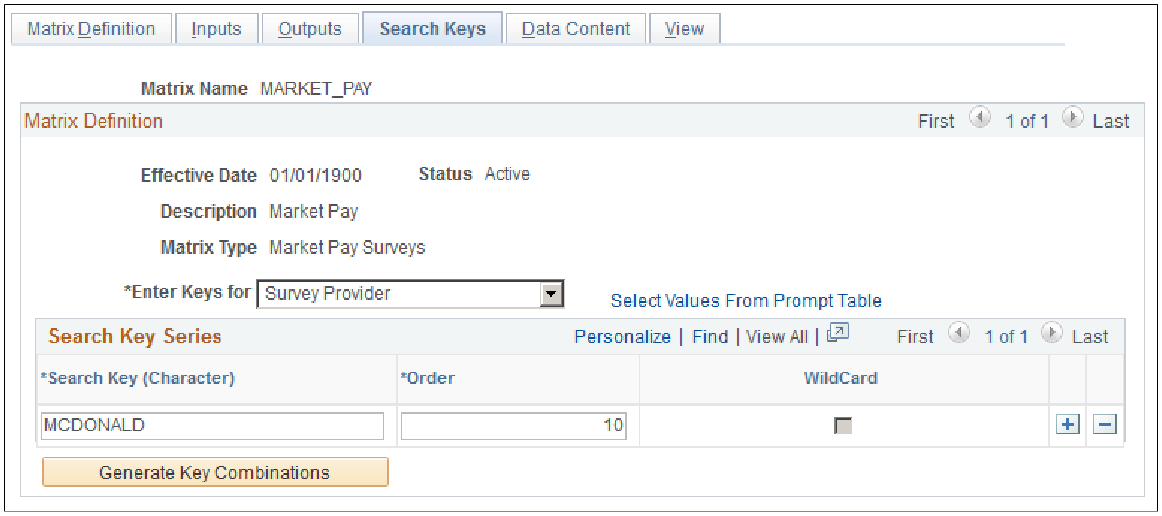
Use the Search Keys page (WCS_LK_TBL_KEYS) to specify the search keys to be used to match worker data used in market pay surveys.

Navigation

Set Up HCM > Common Definitions > Configurable Matrices > Define Matrices > Search Keys

Image: Search Keys page

This example illustrates the fields and controls on the Search Keys page. You can find definitions for the fields and controls later on this page.



Use this page to enter the key values against which worker data is matched. Suitable search keys for a market pay matrix are *Geographical Area* or *Survey Provider.*

Note: You can create a matrix without specifying any search keys and output data values. For example, you might want to define a template for a matrix and then load values from other sources such as a flat file. However, if you change the status of the matrix to Active and you have not defined any search criteria or values, you receive a warning.

Data Content Page

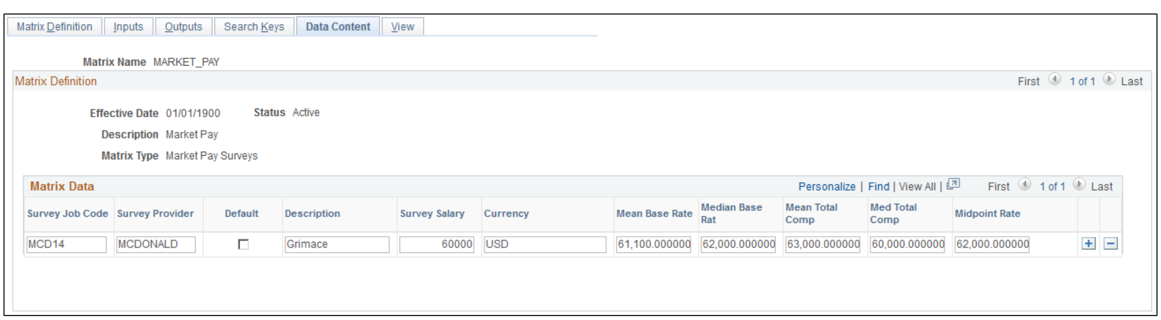
Use the Data Content page (WCS_LK_TBL_DATA) to view or enter values for the output data.

Navigation

Set Up HCM > Common Definitions > Configurable Matrices > Define Matrices > Data Content

Image: Data Content page

This example illustrates the fields and controls on the Data Content page. You can find definitions for the fields and controls later on this page.



Use this page to view input and output fields. You may leave the data values blank for the loading of market pay data from a file or Workforce Rewards. You may also enter the data manually.

View Page

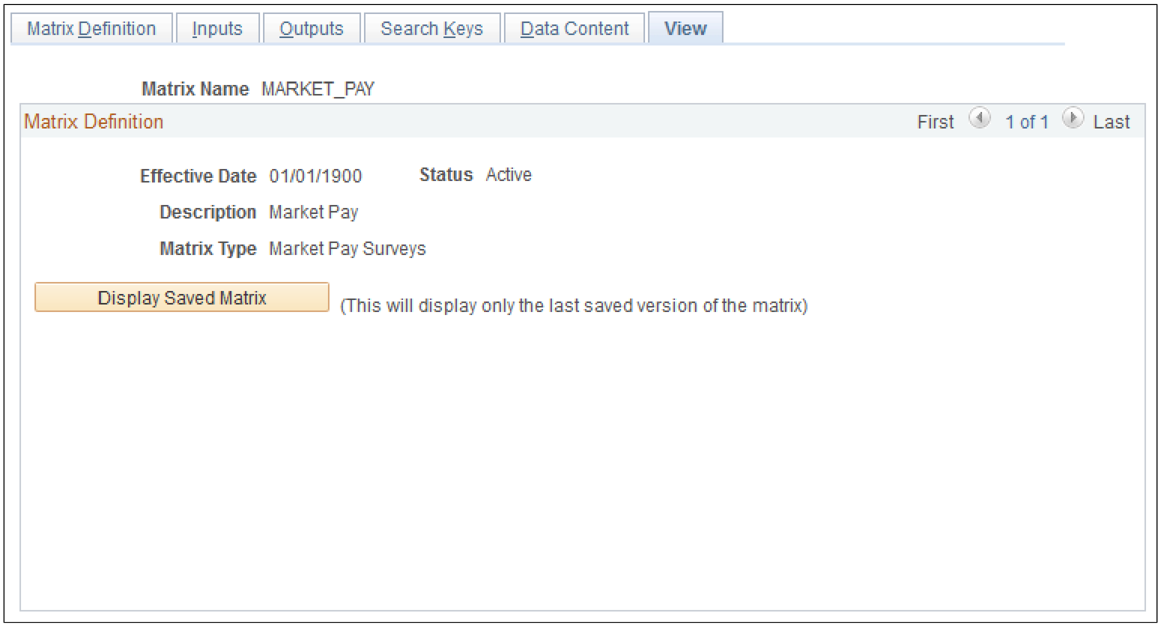
Use the View page (WCS_LK_TBL_VIEW) to view the matrix as of the last saved version.

Navigation

Set Up HCM > Common Definitions > Configurable Matrices > Define Matrices > View

Image: View page

This example illustrates the fields and controls on the View page. You can find definitions for the fields and controls later on this page.



After you have entered all data content for outputs, you must save the matrix. You can view the matrix on this page only *after* you have saved it.

When you click the Display Saved Matrix button, the results generated are from the *last saved* version of the matrix.

Important! This page displays only the *last saved* version of the matrix.

See "Understanding Configurable Matrices" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting).

Mapping Data and Loading the Matrix

To map market pay data and load the matrix, use the Define Salary Survey Mapping (SP_SURV_MAP_TBL), Associate Mkt Pay to Job Codes (SP_SAL_SURV_TBL), Load Market Pay Data from File (SP_SURVLOAD_TBL), and Report Market Pay by Job Code (SP_MPAY_RPT_TBL) components.

These topics discuss mapping data and loading the matrix.

Pages Used to Map Data and Load the Matrix

Page Name	***Definition Name***	***Usage***
Define Salary Survey Mapping Page	SP_SURV_MAP_TBL	Map market pay matrix fields to existing salary survey fields.
Associate Mkt Pay to Job Codes Page	SP_SAL_SURV_TBL	Associate market pay matrices to specific job codes.
Market Pay Match Page	JOBCD_MP_SAL_SURV	Associate a market pay matrix to a specific job code using the Job Code table.
Load Market Pay Data from File Page	SP_SURVLOAD_TBL	Load market pay data from files to overwrite existing data or add new data.
Report Market Pay Data by Job Code Page	SP_MPAY_RPT_TBL	Run this effective-dated report that displays all the market pay definitions ever associated with a particular job code.

Define Salary Survey Mapping Page

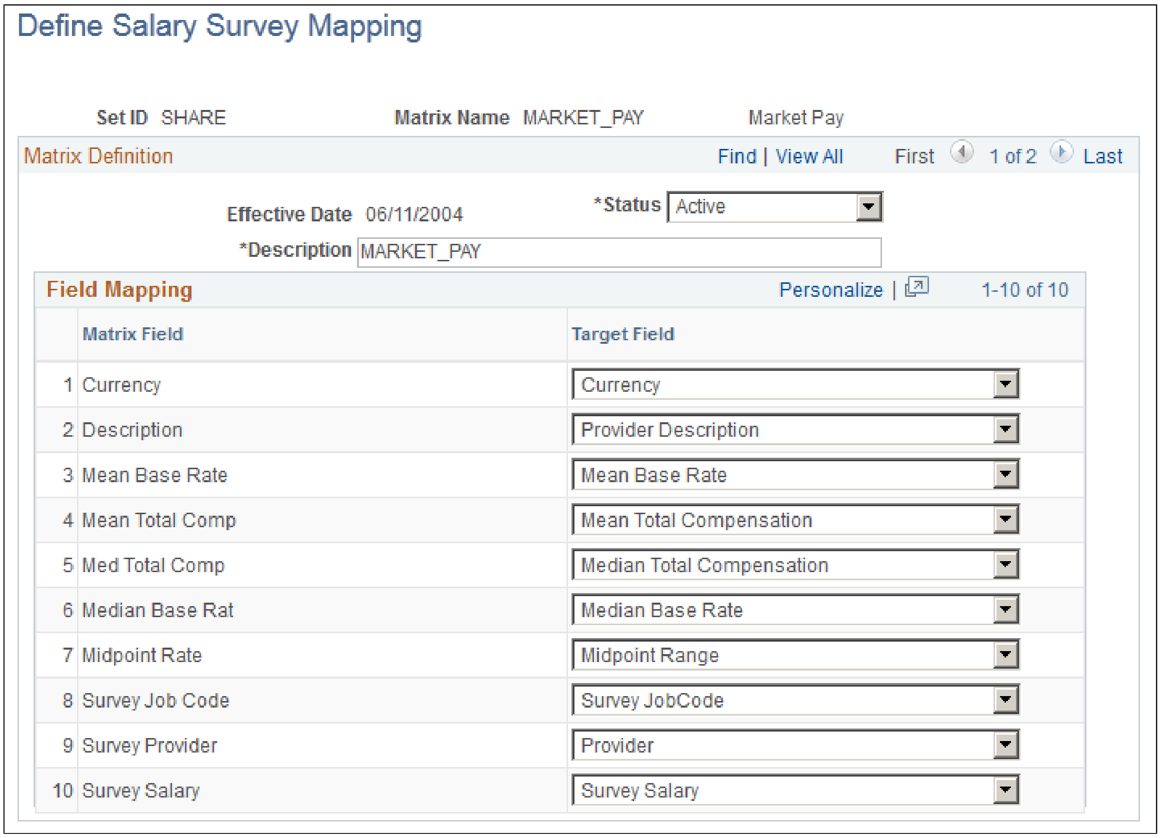
Use the Define Salary Survey Mapping page (SP_SURV_MAP_TBL) to map market pay matrix fields to existing salary survey fields.

Navigation

Set Up HCM > Product Related > Compensation > Market Pay > Define Salary Survey Mapping > Define Salary Survey Mapping

Image: Define Salary Survey Mapping page

This example illustrates the fields and controls on the Define Salary Survey Mapping page. You can find definitions for the fields and controls later on this page.



Note: The MARKET_PAY and WFR_SURVEY_DATA matrices are delivered with the system. You can also define configurable matrices to include market pay survey data.

See "Defining and Maintaining Configurable Matrices" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting).

Matrix Field	The system displays the values from the Matrix Definition page.
Target Field	Select a value. These values come from the Job Code table.

Associate Mkt Pay to Job Codes Page

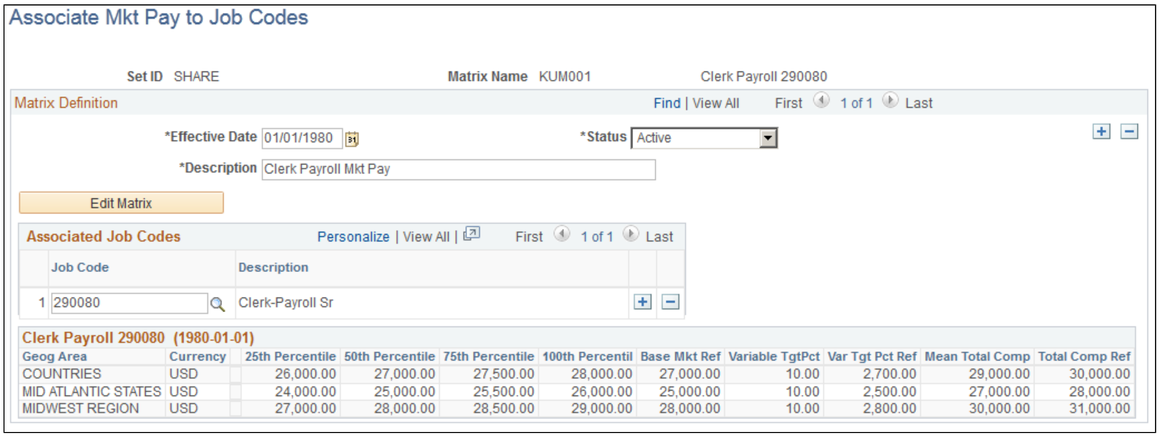
Use the Associate Mkt Pay to Job Codes page (SP_SAL_SURV_TBL) to associate market pay matrices to specific job codes.

Navigation

Set Up HCM > Product Related > Compensation > Market Pay > Associate Mkt Pay to Job Codes > Associate Mkt Pay to Job Codes

Image: Associate Mkt Pay to Job Codes page

This example illustrates the fields and controls on the Associate Mkt Pay to Job Codes page. You can find definitions for the fields and controls later on this page.



Click the Add button to create a new association between market pay data and job codes. Click Search to find existing values.

Edit Matrix	Click this button to access the Data Content page in the Matrix Definition component, where you can add, modify, or delete the Matrix Data field information.
Job Code	Select the job codes to which you want to associate the market pay matrix. You may link multiple job codes to one market pay matrix. However, a single job code can only be associated to one market pay matrix at a given time.

Market Pay Match Page

Use the Market Pay Match page (JOBCD_MP_SAL_SURV) to associate a market pay matrix to a specific job code using the Job Code table.

Navigation

Set Up HCM > Foundation Tables > Job Attributes > Job Code Table > Market Pay Match

Image: Market Pay Match page

This example illustrates the fields and controls on the Market Pay Match page. You can find definitions for the fields and controls later on this page.

Note: You must be in Correct History mode to see new effective-dated matrix data for a job code. You can have only one market pay matrix associated with a single job code at a given time.

Matrix Name	Select the market pay matrix that you want to associate with this job code.
Edit Matrix	Click this button to access the Data Content page on the linked matrix, where you can view and edit values associated with this matrix.

See "Data Content Page" (PeopleSoft HCM 9.2: Human Resources Manage Base Compensation and Budgeting).

Load Market Pay Data from File Page

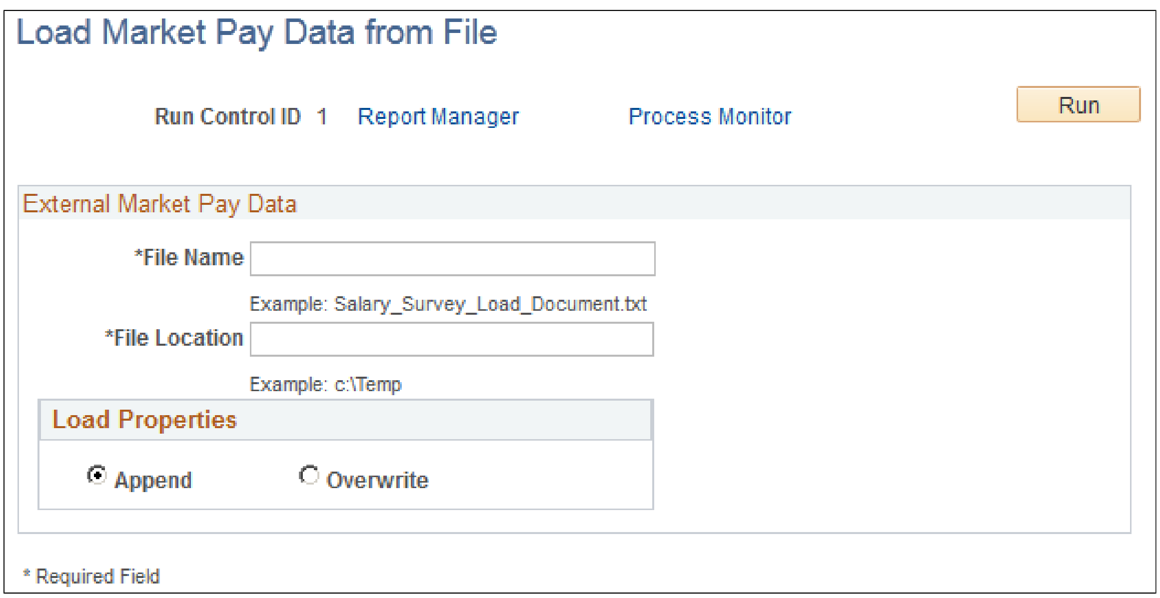
Use the Load Market Pay Data from File page (SP_SURVLOAD_TBL) to load market pay data from files to overwrite existing data or add new data.

Navigation

Set Up HCM > Product Related > Compensation > Market Pay > Load Market Pay Data from File > Load Market Pay Data from File

Image: Load Market Pay Data from File page

This example illustrates the fields and controls on the Load Market Pay Data from File page. You can find definitions for the fields and controls later on this page.



Required fields for the *input file* are SETID, EFFECTIVE DATE (date in the format yyyy-mm-dd), EFFECTIVE STATUS, DESCRIPTION, JOBCODE, MATRIX ID, The fields must be in the order shown. Also the fields in the matrix must follow the matrix ID and also be in the same order as they are in the matrix. We recommend that you open the file and verify the date format, as some utilities such as Excel might reformat your date differently than is displayed. You can format the date the correct way by defining it manually in Excel.

File Name

Enter the name of the file from which you want to import the market pay data.

File Location

Enter the location of the import file. You can also specify a machine name for a location in the format "\\machinename \directory".

Load Properties

Select Append to add the market pay information to the existing file.

Select Overwrite to replace the data that is already in the system with the data that is in the file.

Loading Market Pay Data From Workforce Rewards

You can load market pay data by using the COMP_MKT_RATE_SYNC Integration Broker message and service operation published from Workforce Rewards. These new target market rates come from the WA_MKT_RATE_TBL.

Note: The COMP_MKT_RATE_SYNC service transaction loads the market rates into a delivered configurable matrix definition. If you want to load the data to a matrix with different fields, you would have to create a new message and service operation.

See *PeopleSoft Workforce Rewards,* "Managing Market Compensation".

Data Content Page

Use the Data Content page of the appropriate matrix to manually enter the market pay data into the Matrix Data group box.

Report Market Pay Data by Job Code Page

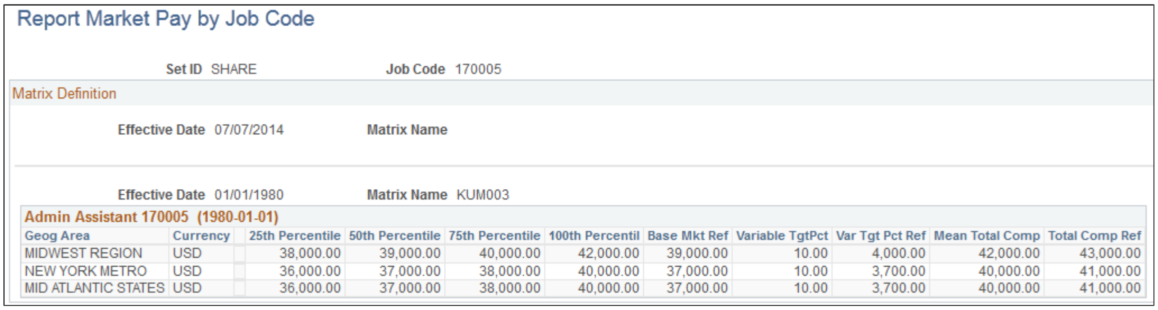
Use the Report Market Pay by Job Code page (SP_MPAY_RPT_TBL) to run this effective-dated report that displays all the market pay definitions ever associated with a particular job code.

Navigation

Set Up HCM > Product Related > Compensation > Market Pay > Report Market Pay Data by Job Code > Report Market Pay Data by Job Code

Image: Report Market Pay by Job Code page

This example illustrates the fields and controls on the Report Market Pay by Job Code page. You can find definitions for the fields and controls later on this page.


Report Market Pay by Job Code

Set ID SHARE Job Code 170005

Matrix Definition

Effective Date 07/07/2014 Matrix Name

Effective Date 01/01/1980 Matrix Name KUM003

Admin Assistant 170005 (1980-01-01)

Geog Area	Currency		25th Percentile	50th Percentile	75th Percentile	100th Percentil	Base Mkt Ref	Variable TgtPct	Var Tgt Pct Ref	Mean Total Comp	Total Comp Ref
MIDWEST REGION	USD		38,000.00	39,000.00	40,000.00	42,000.00	39,000.00	10.00	4,000.00	42,000.00	43,000.00
NEW YORK METRO	USD		36,000.00	37,000.00	38,000.00	40,000.00	37,000.00	10.00	3,700.00	40,000.00	41,000.00
MID ATLANTIC STATES	USD		36,000.00	37,000.00	38,000.00	40,000.00	37,000.00	10.00	3,700.00	40,000.00	41,000.00

This page displays the current market pay data as well as previous and future market pay data when available.

Chapter 20

Setting Up Pay Calendars

Creating Balance IDs

To create balance IDs, use the Balance ID Table (BALANCE_ID_TABLE) component.

These topics provide an overview of balance IDs and discuss how to create balance IDs.

Note: The information in these topics applies to Oracle's PeopleSoft Payroll for North America and Oracle's PeopleSoft Payroll Interface. The information in these topics does not apply to Oracle's PeopleSoft Global Payroll.

Pages Used to Create Balance IDs

Page Name	***Definition Name***	***Usage***
Balance ID Table 1 Page	BALANCE_ID_TBL1	Create cycles for payroll processing according to pay group and define your balance year.
Set ID - Comments Page	BALANCE_ID_PU	View the set ID established for each company.
Balance ID Table 2 Page	BALANCE_ID_TBL2	Define the actual quarter definition by company and year for each Balance Year ID.

Understanding Balance IDs

You can maintain balances by calendar year, fiscal year, benefit year, or any other method you want. Specify the start and end dates for each type of balance year you define, and the quarters, periods, and date ranges for each year. You can update, adjust, and report on balance information by various year types.

Note: You must set up one balance ID with the Bal for Calendar Year (balance for calendar year) option selected for each company for which you process payroll.

Balance ID Table 1 Page

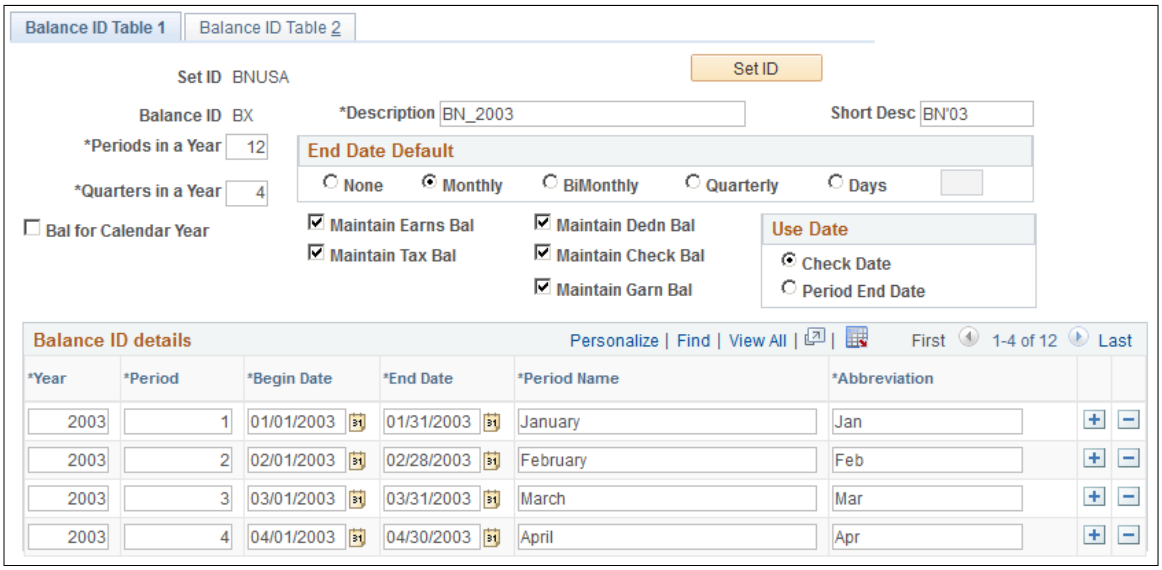
Use the Balance ID Table 1 page (BALANCE_ID_TBL1) to create cycles for payroll processing according to pay group and define your balance year.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Balance ID Table > Balance ID Table 1
- Set Up HCM > Product Related > Payroll Interface > Payroll > Balance ID Table > Balance ID Table 1

Image: Balance ID Table 1 page

This example illustrates the fields and controls on the Balance ID Table 1 page. You can find definitions for the fields and controls later on this page.



Creating a Calendar Year Balance ID

To create a balance ID for the calendar year:

1. Select the Bal for Calendar Year check box.
2. Enter a year in the Year field.
3. Click the Create button.
4. Save the page.

All other fields become unavailable for entry. The system automatically creates the balance ID details for twelve periods in the year, four quarters in the year, and the end date default of *Month.*

Creating a Non-Calendar Year Balance ID

If you are creating a non-calendar year balance ID, you must specify values in the Periods in a Year/ Quarters in a Year, End Date Default, Use Date, and Balance ID Details fields. You must also select the balances to be maintained.

Entering Values

Set ID

Click this button to access the SetID page, where you can see which balance setIDs are used for which companies. The setID for the Balance ID Table component is specified on the Company Table − Company Location page.

Balance ID

Entered on the Balance ID Table search page. Identifies a balance period, for example CY for Calendar Year, FY for Fiscal Year, or BY for Benefit Year. Once you establish a balance ID it should not be changed.

Periods in a Year

If you are not setting up a balance ID for a calendar year, specify the number of periods in a year.

Quarters in a Year

If you are not setting up a balance ID for a calendar year, specify the number of quarters in a year.

Bal for Calendar Year (balance for calendar year)

Select if you are setting up a balance ID for a calendar year. This causes the remaining check boxes and edit boxes on the page (except for Description and Short Desc) to become unavailable for entry. All balance types are automatically selected for the calendar year, and the Check Date option is automatically selected. However, the Yr field and Create button appear and become available for entry.

Yr (year)

Enter the year for which balances are to be created.

Create

Click this button to instruct the system to automatically populate the company, year, period, begin date, end date, period name, and abbreviated fields for the specified company and year.

End Date Default

If you are not setting up a balance ID for a calendar year, use this group box to specify the end date to apply for the calendar year.

None

Select if you do not want a specific end date for the calendar year.

Month, BiMonth, Quarterly, and **Days**

Select the corresponding option if you want a monthly, bimonthly, quarterly, or daily end date.

Maintain Earns Bal, Maintain Tax Bal, Maintain Dedn Bal, Maintain Check Bal, and **Maintain Garn. Bal**

If you are not setting up a balance ID for a calendar year, select the corresponding check box to maintain earnings balances, tax balances, deduction balances, paycheck balances, or garnishment balances for the year you are creating.

Note: Each of these balances is maintained for the year being defined. For example, if you are defining a fiscal year and Maintain Earns Bal was selected, earnings balances for the fiscal year are maintained.

Use Date

If you are not setting up a balance ID for a calendar year, use this group box to select the balance types you want to maintain. You must set up the first period, begin date, and end date for each company and year. After you enter this, the begin and end dates are set by default automatically for each row for that company/year.

Check Date	Select to maintain balances by the check date being processed. For example, if you are defining a fiscal year of July 1, 2006 - June 30, 2007 and your check date was June 23, 2007, the balance would be included in this fiscal year. If, however, the check date were July 1, 2007, the balance would be in the next fiscal year.
Period End Date	Select to maintain balances by the period end date being processed. For example, if you are defining a fiscal year of July 1, 2006 - June 30, 2007 and your pay period end date was June 23, 2007, the balance would be included in this fiscal year. If, however, the pay period end date were July 1, 2007, the balance would be in the next fiscal year.

Balance ID Details

If you are not setting up a balance ID for a calendar year, use this group box to specify the year, period, begin date, end date, period name, and abbreviated fields for the specified company and year.

Note: For the first entry, enter values in the Year, Period, Begin Date, End Date, Period Name and Abbreviation fields; after you have entered this information, the values in the Year, Period, Begin Date and End Date fields are set by default automatically for any additional rows, based on the values entered in the previous row.

Year, Period, Begin Date, End Date, and **Period Name**	Enter the year, period, begin date, end date, and period name for the balance type.
Abbreviation	Enter the abbreviation for the period name.

Set ID - Comments Page

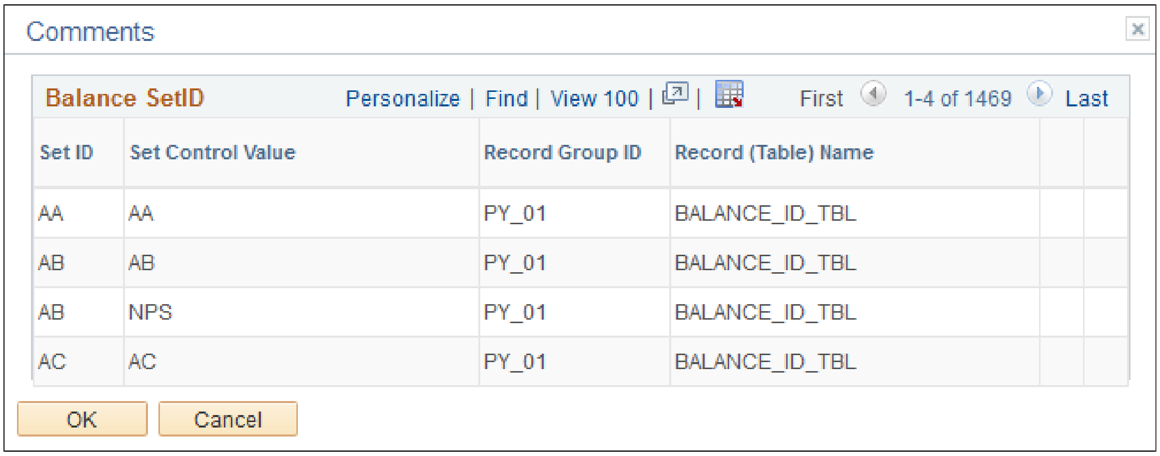
Use the Set ID - Comments page (BALANCE_ID_PU) to view the set ID established for each company.

Navigation

Click the Set ID button on the Balance ID Table 1 or Balance ID Table 2 page.

Image: Comments page

This example illustrates the fields and controls on the Comments page. You can find definitions for the fields and controls later on this page.


Comments

Balance SetID — Personalize | Find | View 100 | First 1-4 of 1469 Last

Set ID	Set Control Value	Record Group ID	Record (Table) Name
AA	AA	PY_01	BALANCE_ID_TBL
AB	AB	PY_01	BALANCE_ID_TBL
AB	NPS	PY_01	BALANCE_ID_TBL
AC	AC	PY_01	BALANCE_ID_TBL

OK Cancel

The Set ID page displays the set ID established for each company. This helps you to know which set ID to enter for a specific company.

Balance ID Table 2 Page

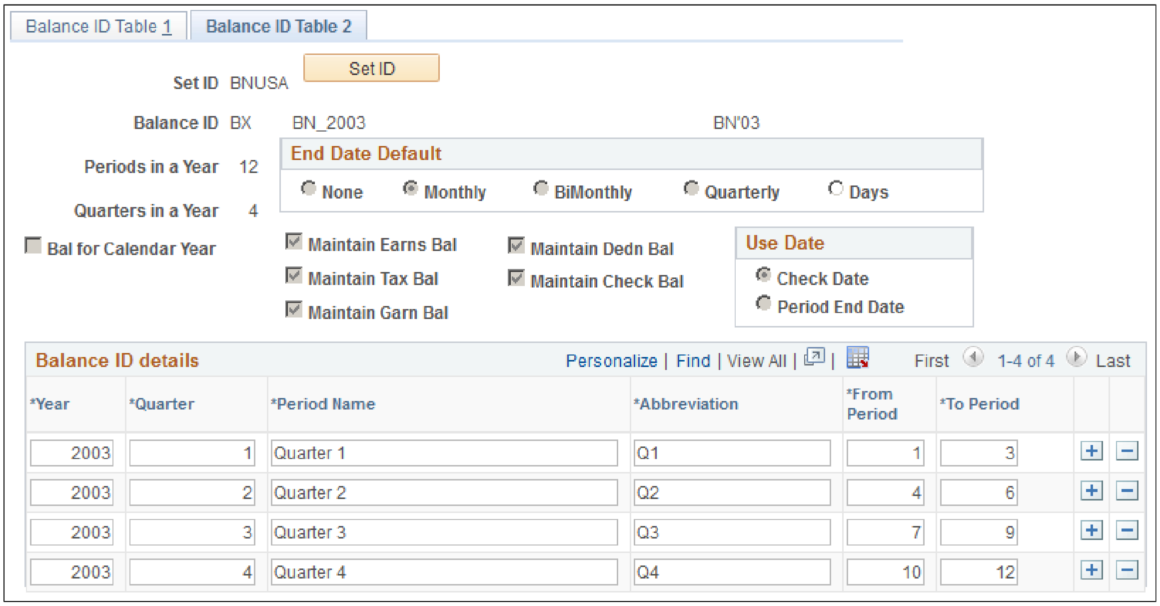
Use the Balance ID Table 2 page (BALANCE_ID_TBL2) to define the actual quarter definition by company and year for each Balance Year ID.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Balance ID Table > Balance ID Table 2
- Set Up HCM > Product Related > Payroll Interface > Payroll > Balance ID Table > Balance ID Table 2

Image: Balance ID Table 2 page

This example illustrates the fields and controls on the Balance ID Table 2 page. You can find definitions for the fields and controls later on this page.



If you selected the Bal for Calendar Year check box and clicked the Create button on the Balance ID Table 1 page, the field information for the Balance ID Table 2 page automatically appears.

If you did not specify a calendar year balance ID type on the Balance ID Table 1 page, you must enter a value for the Year, Quarter, Period Name, Abbreviation, From Period, and To Period fields. For each row that you add after the first, the Year, Quarter, and From Period fields are set by default, based on the value in the Quarters in a Year field.

Related Links

Balance ID Table 1 Page

Creating Pay Run IDs

To create pay run IDs, use the Pay Run Table (PAY_RUN_TABLE) component. Use the PAY_RUN_TABLE component interface to load data into the tables for this component.

These topics provide an overview and discuss how to create pay run IDs.

Note: The information in these topics applies to Oracle's PeopleSoft Payroll for North America and Oracle's PeopleSoft Payroll Interface. The information in these topics does not apply to Oracle's PeopleSoft Global Payroll.

Page Used to Create Pay Run IDs

Page Name	***Definition Name***	***Usage***
Pay Run Table Page	PAY_RUN_TABLE	Create pay run IDs to combine pay calendar entries from different pay groups for processing.

Understanding Pay Run IDs

Use pay run IDs to indicate to the system which pay calendar entries to process together. A pay run ID identifies a single pay calendar to process. If you have several pay groups, you can process them together in a single run by assigning them the same pay run ID.

Generally, all calendar entries that share a pay run ID have the same pay end date, but not necessarily the same pay frequency. For example, if you have a semi-monthly and a monthly pay calendar, both calendars can be processed together for the month-end run, because they have identical pay period end dates.

Note: A pay run ID must be unique throughout payroll history. You must create pay run IDs in the Pay Run table before you enter them on the pay calendar. The pay run ID may be up to 10 characters. PeopleSoft suggests that you use as many of the 10 available characters as is necessary to ensure that your pay run ID is easily identifiable.

Pay Run Table Page

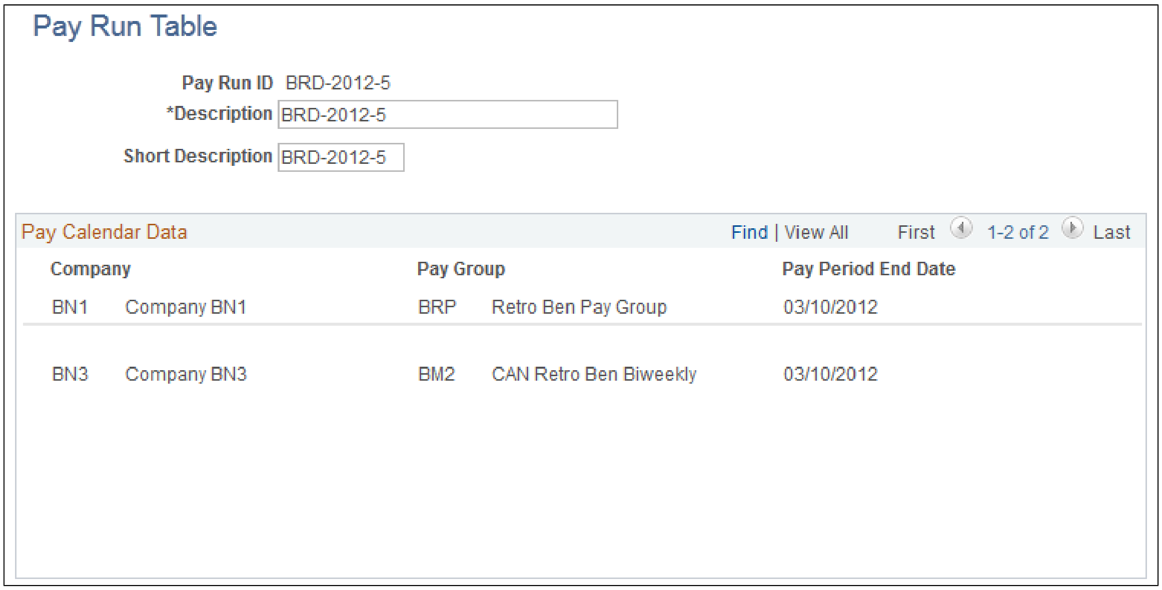
Use the Pay Run Table page (PAY_RUN_TABLE) to create pay run IDs to combine pay calendar entries from different pay groups for processing.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Run Table > Pay Run Table
- Set Up HCM > Product Related > Payroll Interface > Payroll > Pay Run Table > Pay Run Table
- Set Up HCM > Product Related > Benefits NLD > Pay Run Table > Pay Run Table > Pay Run Table

Image: Pay Run Table page

This example illustrates the fields and controls on the Pay Run Table page. You can find definitions for the fields and controls later on this page.



Short Description

Enter a short description of the pay run. This description appears on various delivered payroll reports (for example, PAY002, the Payroll Register). It also appears on the Run Control when you enter the pay run ID for Paysheet Creation, Payroll Calculation, and Payroll Confirmation.

Company, Pay Group, and **Pay Period End Date**

The Pay Calendar Data group box displays all the pay calendar entries grouped under the pay run ID. After you enter the pay run IDs on the Pay Calendar table, return to this page to check the pay calendar data assigned to each pay run ID.

Creating Pay Calendars and FLSA Calendars

To create pay calendars and FLSA calendars use the Create Pay Calendars (RUNCTL_PAY_CAL_BLD), FLSA Calendar Table (FLSA_CALENDAR), Initial FLSA Calendar (RUNCTL_FLSACALPD) components. Use the FLSA_CALENDAR component interface to load data into the tables for the FLSA Calendar Table component.

These topics provide overviews of pay calendars and FLSA calendars and discuss how to create pay calendars and FLSA calendars.

Note: The information in these topics applies to Oracle's PeopleSoft Payroll for North America and Oracle's PeopleSoft Payroll Interface. The information in these topics does not apply to Oracle's PeopleSoft Global Payroll.

Pages Used to Create Pay Calendars and FLSA Calendars

Page Name	***Definition Name***	***Usage***
FLSA Calendar Table Page	FLSA_CALENDAR	Set up FLSA calendars.
Create FLSA Calendars Page	RUNCTL_FLSACALPD	Run the Create Initial FLSA Cal Period COBOL SQL process (PSPIFLSA), which creates FLSA calendars for existing pay groups and pay calendars.
Create Pay Calendars Page	RUNCTL_PAY_CAL_BLD	Create pay calendars automatically. (After the pay calendars are built, use the Pay Calendar Table page to manually complete the pay calendar entries.)
Pay Calendar Table Page	PAY_CALENDAR_TABLE	Manually build a single pay calendar. Manually complete pay calendar entries for calendars that were created automatically. Review pay calendars.
(USF) Additional FederalPayroll Info Page	GVT_PAY_STATUS_SEC	Indicate whether interfaces have been run and specify periods for Federal Leave Accrual processing.
Pay Confirm Options Page	PAY_CALENDAR_TBL2	Select whether to bypass payroll messages during the Pay Confirmation process.
Pay Calendar Report Page	PRCSRUNCNTL	Generate a report that lists information from the Pay Calendar Table component, which contains the cycles that you create for payroll processing by pay group. Each entry in the table corresponds to a pay period for a pay group.
Open/Close Pay Calendar Page	RUNCTL_PAY130	(USA) Reopen a closed pay calendar for the purpose of entering year-end adjustments required after processing the first payroll of the year.
Open/Close Pay Calendar Page	RUNCTL_130CN	(CAN) Reopen a closed pay calendar for the purpose of entering year-end adjustments required after processing the first payroll of the year.

Understanding Pay Calendars

Use pay calendars to schedule payroll cycles for your pay groups. Each entry on the pay calendar corresponds to a specific pay period, defined by its begin and end dates, for a pay group. A monthly pay group has 12 entries in the pay calendar, representing one year of processing.

These topics discuss:

- Pay run ID assignment.
- Pay calendar creation.

- Automatic pay calendars.
- Manual pay calendars.

Pay Run ID Assignment

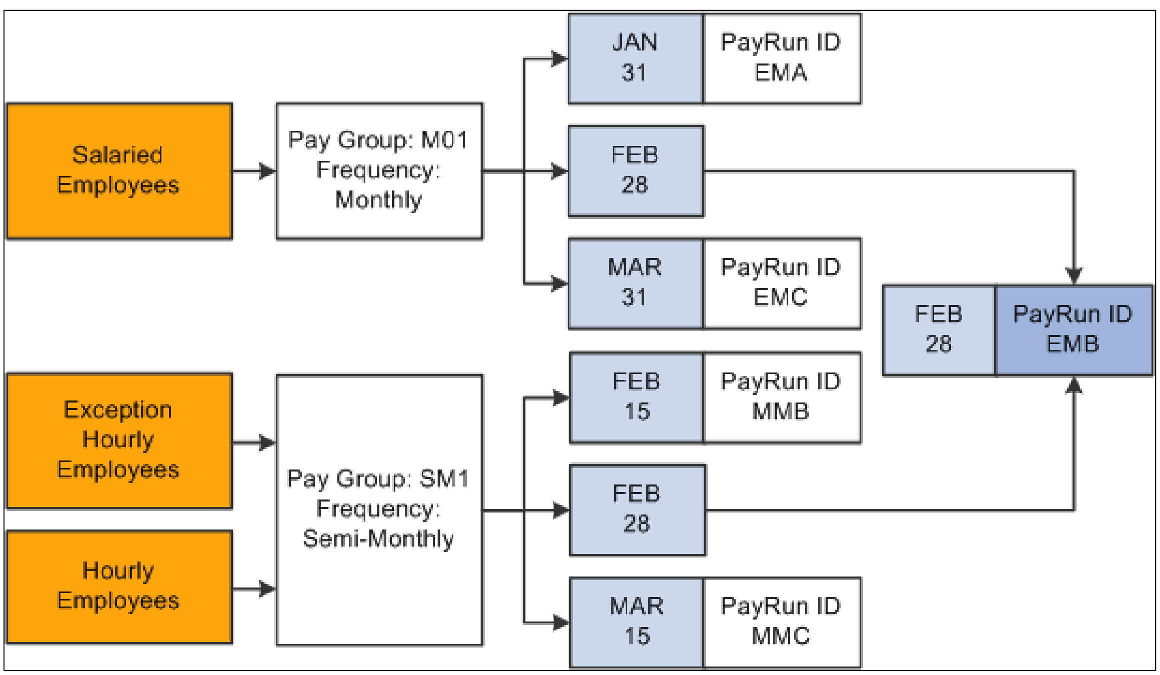
To process payrolls, the pay calendar entry being processed must be assigned a pay run ID. Generally, all pay calendar entries that share a pay run ID have the same pay end date, but not necessarily the same pay frequency. Typically, but not always, you would set up a different pay run ID for each Pay Period End Date on the Pay Calendar Table component.

Note: All pay groups attached to a single pay run ID must have the same setting in the Continue With Errors option on the Pay Group Table – Process Control page. If this condition is not met, the system cannot transfer any paysheets with errors for the pay run ID.

If you have a semi-monthly and a monthly pay calendar and set up both to continue processing with errors, you can process both calendar entries together for the month-end run, because they have the same pay period end date. Your processing schedule and Continue with Errors setting determine which groups can or can't be grouped together.

Image: Pay groups that share the same pay period end date can be assigned to the same pay run IDs while those with different pay period end dates should be assigned their own pay run ID

In the following illustration, CCB has assigned the same pay run ID (EMB) to both the February 28 Monthly calendar entry and the February 28 Semimonthly entry to enable the system to process them at the same time. For pay groups that do not share the same pay period end date, such as the Semimonthly mid-month pay period (February 15 or March 15), have their own pay run IDs (MMB and MMC). Both pay groups are set up for continue with errors processing:



Pay Calendar Creation

Follow these steps to create pay calendars:

1. Set up a balance ID — required for the pay calendar.
2. Set up a pay run ID — required for the pay calendar.
3. Build the pay calendars — either automatically or manually.

You must create a calendar entry for every pay period for each pay group you set up. You must also assign a pay run ID to each calendar entry before you run the payroll.

Automatic Pay Calendars

To build pay calendars automatically, use the Create Pay Calendars page followed by the Pay Calendar Table page:

1. Use the Create Pay Calendars page to automatically build pay calendars.

   The Create Pay Calendars page enables you to run the Calendar Build process (PSPCLBLD), which automatically generates the pay calendar entries for all or part of a year. To run the process:

   a. Set up the run control data.

   b. Run the process.

   c. Review any error messages.

   Follow the same procedure for all pay groups. Each time you run the Calendar Build process, the system deletes the run control data. Therefore, whenever you rerun the process, you must enter the data again.

2. Use the Pay Calendar Table page to manually complete the pay calendar entries.

   The Calendar Build process does not assign values to Pay Run ID, Accrual Percent, Reverse Accruals, Aggregate ID, Off-Cycle Calendar?, Off-Cycle Ded Override, General Ded Subset ID, Benefit Ded Subset ID, Benefit Deductions Taken, or General Deductions Taken fields on the Pay Calendar Table page. After you run the process, you must enter values for these fields manually. Although some of these fields are optional, you must assign a pay run ID to each calendar entry before you run the payroll.

Manual Pay Calendars

To build a pay calendar manually or to manually complete pay calendar entries for pay calendars that were built automatically, use the Pay Calendar Table page (PAY_CALENDAR_TABLE).

In general, you build stand alone, off-cycle pay calendars manually only to accommodate off-cycle processing, such as adjustments, online checks, or check reversals.

Understanding FLSA Calendars

You must define Fair Labor Standards Act (FLSA) calendars for each pay group in your company that has distinct FLSA periods and FLSA period start dates. You must add the FLSA Calendar ID to the system before you can complete the Pay Group table. The FLSA calendar requirement does not apply for pay groups that are defined as Fixed FLSA Period and have Use Basic Formula selected on the FLSA Period Definition page.

If several pay groups have the same FLSA periods and FLSA period start dates, you can use the same FLSA calendar for all of them.

The same process that creates pay calendars also creates FLSA Calendars.

Follow these steps to create FLSA calendars:

1. Set up the FLSA calendar on the FLSA Calendar Table page.

   Enter the FLSA Calendar ID and specify period length and period start date.

2. Run the Calendar Build process from the Create Pay Calendars page.

   If you did not set up the FLSA calendar before you ran the Calendar Build process, you can use the Create Initial FLSA Cal Period COBOL SQL process (PSPIFLSA) to build FLSA calendars. You can also use this process if pay group FLSA status is updated or changed.

3. To view the FLSA periods, return to the FLSA Calendar Table page.

Note: The system creates the FLSA calendar for the entire calendar year. The pay calendar dates do not affect the FLSA calendar.

FLSA Calendar Table Page

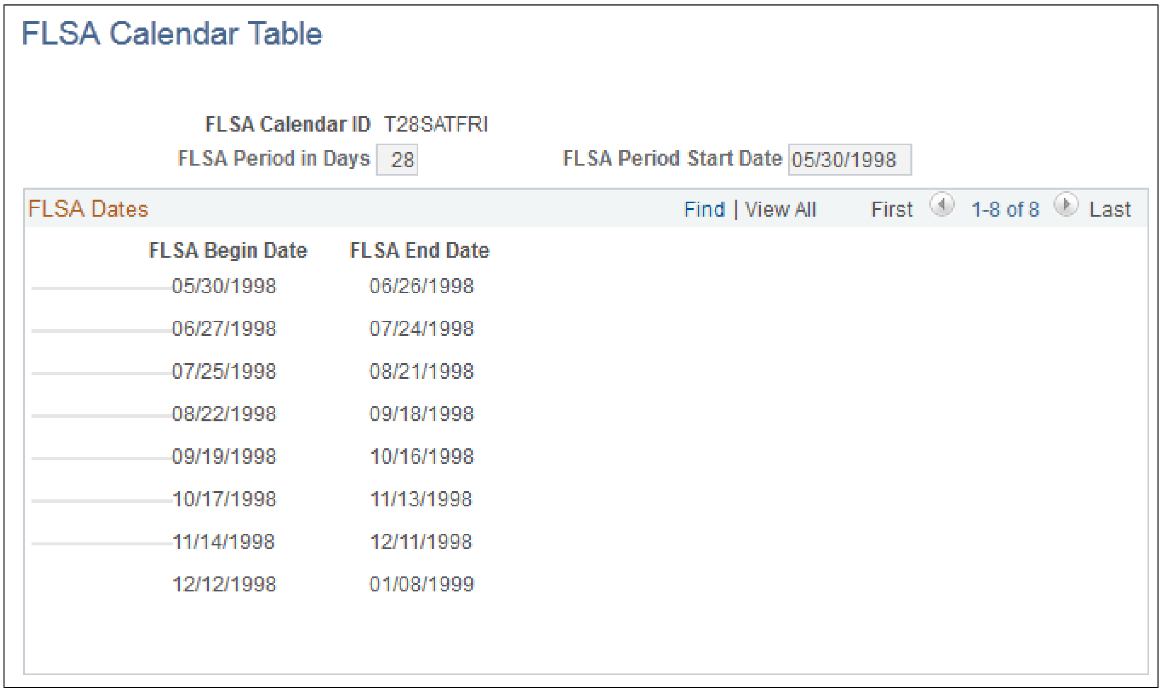
Use the FLSA Calendar Table page (FLSA_CALENDAR) to set up FLSA calendars.

Navigation

Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > FLSA Calendar Table > FLSA Calendar Table

Image: FLSA Calendar Table page

This example illustrates the fields and controls on the FLSA Calendar Table page. You can find definitions for the fields and controls later on this page.



FLSA Calendar ID

The FLSA Calendar ID that you added or selected in the entry page displays here. Use the FLSA Calendar ID to link an FLSA calendar to a pay group. For example, an FLSA Calendar ID of 14, MON-SUN, would be linked to pay groups whose pay period is 14 days and whose FLSA pay period begins on Monday and ends on Sunday. This ID is then used on the FLSA Period Definition page to associate the FLSA calendar to the pay group.

FLSA Period in Days

Use this field to define the length of the FLSA period for this Calendar ID. The information you enter here is used with the FLSA Period Start Date to determine the FLSA Begin Dates and FLSA End Dates, which display on this page after you've created FLSA calendars.

FLSA Period Start Date

Use this field to define the starting date from which succeeding FLSA periods are set. You should set this field to the earliest start date of any of the pay groups that use this FLSA Calendar ID.

Note: After you create the FLSA calendar using the Calendar Build process, the FLSA Calendar Table page becomes display-only. Each row in the FLSA Dates group box displays the FLSA Begin and End Dates for one FLSA work period. After you create the FLSA calendar and it becomes display-only, you cannot make any changes or corrections.

Related Links

Understanding FLSA Calendars

"Setting Up for FLSA Calculation" (PeopleSoft HCM 9.2: Payroll for North America)

Create Pay Calendars Page

Use the Create Pay Calendars page (RUNCTL_PAY_CAL_BLD) to create pay calendars automatically.

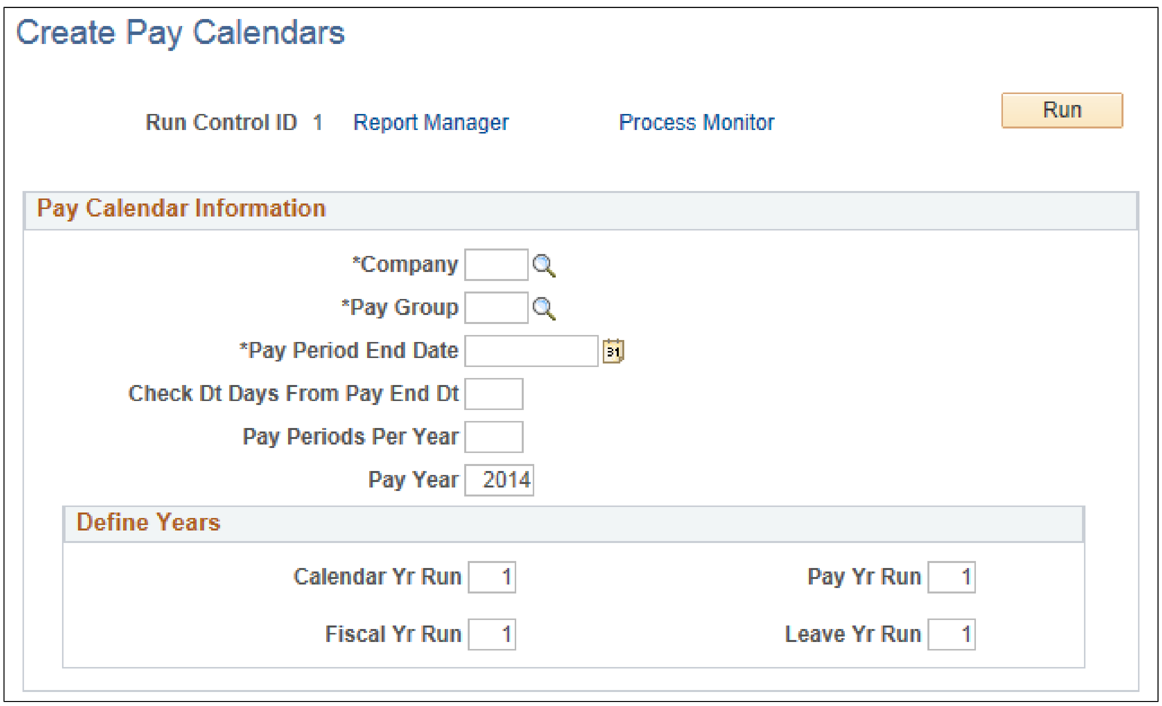
(After the pay calendars are built, use the Pay Calendar Table page to manually complete the pay calendar entries.)

Navigation

- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Create Pay Calendars > Create Pay Calendars
- Set Up HCM > Product Related > Payroll Interface > Payroll > Create Pay Calendars > Create Pay Calendars

Image: Create Pay Calendars page

This example illustrates the fields and controls on the Create Pay Calendars page. You can find definitions for the fields and controls later on this page.



Note: Use the Create Pay Calendars page to set up and run the Calendar Build process. Once the calendars are built, use the Pay Calendar Table page to assign pay run IDs and other information.

Note: You must set up the calendar year balance ID before creating calendars.

Pay Period End Date

Enter the first pay period end date for the pay calendar. For example, for a semi-monthly payroll for 2009, enter

	01/15/2009. To build a pay calendar for a partial calendar year, enter the end date of the pay period where you want the calendar to start. In other words, to start the calendar for the pay period ending on March 15, enter *03/15/2009.*
Check Dt Days From Pay End Dt	Enter a value representing the number of days (plus or minus) from the pay period end date to the check issue date. For example, if the pay period end date is January 31 and the check date is February 3, set the number of days to *3.* If the pay period end date is January 31 and the check date is January 30, enter *-1.* Should the check date fall on a holiday or weekend day, the system automatically searches backwards on the calendar to find the first workday before the holiday or weekend day to issue checks.
Pay Periods Per Year	The number of pay periods per year appears. This number depends on the Pay Frequency assigned to the pay group.
Pay Year	(USF) This field appears only for U.S. federal customers. The IRR process requires a pay year. When processing IRRs, the IRR Fiscal Data accumulator identifies all monies that come from the pay year. Enter the pay year to which the pay calendar applies.

(USF) Define Years

This group box appears only for U.S. federal customers.

Calendar Yr Run (calendar year run)	This value is used by federal leave processing on particular leave types for which accrual begins with the calendar year. Of the calendar entries to be created automatically, enter the pay calendar number that identifies which pay period is designated to begin the leave plan calendar year. For example, for a monthly payroll there are twelve pay calendars in a year. January would be the starting point, so enter *1* in this field.
Pay Yr Run (pay year run)	This value is used by federal annual leave accrual processing on leave types for which accrual begins with the pay year. Of the calendar entries to be created automatically, enter the pay calendar number that identifies which pay period is designated to begin the pay year for leave accrual processing.
Fiscal Yr Run (fiscal year run)	This value is used by federal annual leave accrual processing on leave types for which accrual begins with the fiscal year. Of the calendar entries to be created automatically, enter the pay calendar number that identifies which pay period is designated to begin the fiscal year for leave accrual processing.
Leave Yr Run (leave year run)	This value is used by federal annual leave accrual processing only. Of the calendar entries to be created automatically, enter the pay calendar number that identifies which pay period is designated to begin the annual leave year.

Note: The leave year begins on the first day of the first full pay period for which the begin and end dates are both within the new year. The leave year ends on the last day of the last pay period ending just before the pay period of the new leave year.

Related Links

(USF) Additional FederalPayroll Info Page
Understanding Pay Calendars

Pay Calendar Table Page

Use the Pay Calendar Table page (PAY_CALENDAR_TABLE) to manually build a single pay calendar.

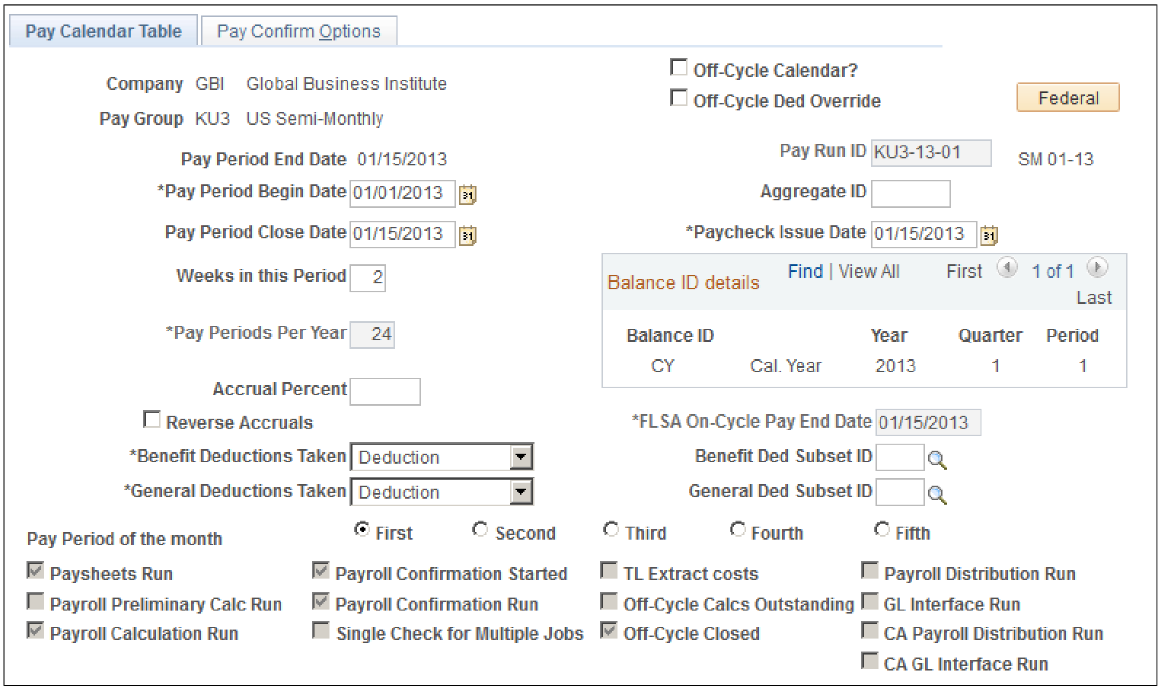
Manually complete pay calendar entries for calendars that were created automatically. Review pay calendars.

Navigation

- Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars > Pay Calendar Table
- Payroll for North America > Payroll Processing CAN > Create and Load Paysheets > Review Pay Calendars > Pay Calendar Table
- Payroll for North America > Payroll Processing USF > Create and Load Paysheets > Review Pay Calendars > Pay Calendar Table
- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Calendar Table > Pay Calendar Table
- Set Up HCM > Product Related > Payroll Interface > Payroll > Pay Calendar Table > Pay Calendar Table

Image: Pay Calendar Table page

This example illustrates the fields and controls on the Pay Calendar Table page. You can find definitions for the fields and controls later on this page.



Off-Cycle Calendar?

Select to identify the pay calendar as off-cycle processing. Two types of processing are associated with a pay calendar: on-cycle and off-cycle. On-cycle processing is the normal, scheduled payroll processing for a pay group and pay period. Off-cycle processing is any other payroll activity that deviates from the norm. Typically, off-cycle activity consists of recording manual checks issued during this period, on-demand checks calculated and issued during this period, and reversals processed during this period. This option enables you to run a group of off-cycle checks that are associated with a specific check date which may differ from your on-cycle check date.

Off-Cycle Ded Override (off-cycle deduction override)

For an off-cycle run, select this check box to specify that the Pay Calculation process should use the deduction override process to determine deductions.

If Off-Cycle Calendar is selected and Off-Cycle Ded Override is deselected, then the deduction override evaluation process is bypassed during pay calculation. That means that employee-level benefit or general deduction override will not take effect. This might be useful for an off-cycle bonus run.

Federal

(USF) Click this button to access the Payroll Status page. This button appears only for U.S. federal customers.

Pay Period End Date

The pay period end date appears here. The system uses this date to determine if an employee's pay should be prorated. It also checks this date to see whether a holiday falls within the pay period and determines if the employee is active within that pay period. Therefore, the system knows whether to pay the employee for that day.

The pay calculation program uses these dates to determine which deductions and additional pays to use.

Pay Period Begin Date

Enter the pay period begin date. The system uses this date to determine if an employee's pay should be prorated. It also checks this date to see whether a holiday falls within the pay period and determine if the employee is active within that pay period. Therefore, the system knows whether to pay the employee for that day.

The pay calculation program uses these dates to determine which deductions and additional pays to use.

Pay Run ID

Select a pay run ID. Each payroll batch process must have a pay run ID to determine what pay groups to process. All pay calendar entries with the same pay run ID are processed at the same time. Before you start payroll processing for a pay period, you must assign a pay run ID on this page, and that ID must first be defined on the Pay Run Table page. The Payroll Process cannot run without a pay run ID.

Aggregate ID

(USA) Enter an aggregate ID to indicate aggregate taxation. Entering a value here tells the system to aggregate taxation for the entire pay group.

Normally, you use the aggregate tax method when you must pay employees more than once in a single pay period, such as a temporary staffing agency paying employees for multiple assignments within a weekly pay period. The system aggregates all pay calendars with the same aggregate ID value (including off-cycle payrolls) for the purposes of tax calculations. All wages paid on calendars with the same aggregate ID are combined, then annualized and taxed accordingly.

Note: If you add stand-alone off-cycle calendars to be aggregated together, the pay period end date must be the day after the first confirmed check's pay period end date.
If you enter the same aggregate ID on multiple pay calendars, then for a given employee, each succeeding check (whether off-cycle or on-cycle) calculated under each of these pay calendars is aggregated with all of the already-calculated qualifying checks of the previous pay calendars which were set up using the same aggregate ID.
If a pay calendar has a unique aggregate ID, then for a given employee, succeeding off-cycle and on-cycle checks are aggregated with any already-confirmed qualifying off-cycle checks for that pay calendar.

To aggregate taxation across checks, you must also set up the earnings code with *Specified on Paysheet* specified as the tax method and you must manually specify *Aggregate* as the tax method on off-cycle paysheets.

See "Aggregate Taxation of Multiple Checks" (PeopleSoft HCM 9.2: Payroll for North America).

Paycheck Issue Date

Select a paycheck issue date. This date appears on the employee's paycheck or advice slip. It determines the Calendar Year, Quarter, and Period for all payroll balances. In addition, the system uses the paycheck issue date to find the appropriate effective-dated entry in the tax tables to use for this pay calculation.

Note: The system updates employee balances (such as taxes, deductions, and earnings) based upon the check date on the pay calendar you are processing with, not the check date on the paysheet or check. These dates are often the same, but not always.

Weeks in this Period

Enter a value to indicate the number of weeks within the payroll cycle. Depending on the state in which your employees are based, you may need to use this field for tax reporting. The number of weeks is based on the number of Wednesdays in the pay period.

Pay Periods Per Year

Enter a value to indicate the number of pay periods per year. When the system calculates deductions, it checks the deduction table, annualizes the amount of each deduction, and then divides the result by the number of pay periods per year.

Example: If you set up a deduction for $100 per month, the system multiplies $100 by 12 to arrive at $1200, and then, for employees paid monthly, divides by 12 to arrive at a deduction of $100 per pay period. For semi-monthly employees, the system divides the deduction by 24.

For weekly and biweekly pay periods, it is not quite so simple. Depending on the day of the week on which the payday falls, there may be 53 (instead of 52) weekly pay periods during a given year; likewise, there may be 27 (instead of 26) biweekly pay periods. To accommodate this situation, in the Pay Periods Per Year field, specify whether the pay calendar you're defining has 26, 27, 52, or 53 Pay Periods Per Year.

The system always annualizes amounts by multiplying by 52, 26, 24, or 12, depending on whether the deduction is weekly, biweekly, semimonthly, or monthly; it de-annualizes by dividing by the number you enter for the number of pay periods per year.

Note: For monthly and semi-monthly pay calendars, the Pay Periods Per Year field is unavailable for entry; the only valid values are *12* and *24.*

Balance ID Details

This group box displays the year, quarter, and period applicable to the pay period for each balance ID for which you're maintaining balances.

Accrual Percent

Enter an accrual percent to calculate accrual totals for the general ledger interface. This percentage is typically used to process pay periods that overlap accounting periods or don't correspond to calendar months. For example, if payroll is processed weekly, but general ledger is processed monthly, you may need to make adjustments. If you specify a percent here, that percent of pay for the last pay period of the month is added to accrual amounts for the general ledger Interface. Then, in the first pay period of the following month, you can reverse those accruals by selecting the Reverse Accruals check box and leaving the Accrual Percent field deselected. The system responds by subtracting the accruals from the appropriate amounts in the General Ledger Interface.

Reverse Accruals

Select to reverse accruals added to the General Ledger Interface. The system responds by subtracting the accruals from the appropriate amounts in the General Ledger Interface. However, if you select this check box, you must leave the Accrual Percent field deselected. If the Accrual Percent field is not deselected, you must deselect the Reverse Accruals check box.

Note: The Accrual Percent field and Reverse Accruals check box are not applicable to PeopleSoft Payroll for North America for E&G.

FLSA On-Cycle Pay End Date

Select a pay end date for FLSA off-cycle processing. This field applies only to off-cycle calendars. For on-cycle calendars, this field is unavailable for entry. If the earnings being paid in the off-cycle are subject to FLSA (Affect on FLSA check box on the Earnings Table – General page is not set to None), enter the on-cycle pay end date to which the earnings should be applied. The system uses this date to determine the correct FLSA period.

Benefit Deductions Taken

Select a value to indicate how to take benefit deductions for this pay run. The default value is *Deduction.*

- *None:* Select this value if you do not want to take benefit deductions.
- *Deduction:* Select this value if you want to use the regular benefit deductions defined on the Deduction Table pages for these employees. This is the default value.

- *Subset:* Select this value if you want to use a specified benefit deduction subset. If you select this value, you must specify the subset ID in the Benefit Ded Subset ID (benefit deduction subset ID) field.

Benefit Ded Subset ID (benefit deduction subset ID)

Specify the subset ID if you selected Subset in Benefit Deductions Taken.

General Deductions Taken

Select a value to indicate how to take general deductions for this pay run. The default value is *Deduction.*

- *None:* Select this value if you do not want to take general deductions.
- *Deduction:* Select this value if you want to use the regular deductions defined on the Deduction Table pages for these employees. This is the default value.
- *Subset:* Select this value if you want to use a specified general deduction subset. If you select this value, you must specify the subset ID in the General Ded Subset ID (general deduction subset ID) field.

General Ded Subset ID (general deduction subset ID)

Specify the subset ID if you selected Subset in General Deductions Taken.

Pay Period of the Month

Use this option to assign a pay period to the earnings and deductions designated for this calendar entry. When you create paysheets, the system checks if the pay period for additional pay matches the pay period being processed, then adds the additional pay to the paysheet. During Pay Calculation, if the pay period for a deduction matches the pay period being processed, the system takes the deduction from gross pay. Select the corresponding option to specify the pay period of the month you want: *First, Second, Third, Fourth,* and *Fifth.*

Reviewing Payroll Milestones

The check boxes across the bottom of the Pay Calendar Table page are unavailable for entry. The system maintains this section, which consists of process indicators, or milestones, that indicate how far along you are in the payroll process for this calendar entry. For example, if you have already created paysheets, completed your final Pay Calculation, and run Pay Confirmation, the system selects several check boxes on the Pay Calendar Table page, representing the steps you have already completed.

The background programs and SQRs maintain these indicators. During payroll processing, the system queries these indicators to verify that you are running the payroll batch processes in the correct order.

Off-Cycle Closed

After an on-cycle payroll is confirmed for the next pay period, the system selects the Off-Cycle Closed check box, and you can no longer run off-cycle payrolls against this calendar.

Note: You can use the Open/Close Pay Calendar process (PAY130 or PAY130CN) to open the calendar (deselect the off-cycle closed check box) to process year end adjustments. After the adjustments are processed, run the PAY130 or PAY130CN to close the calendar. This process only opens or closes the last on-cycle calendar of the year.

Payroll Distribution Run	Selected when the non-commitment accounting GL distribution has been run.
GL Interface Run	Selected when the (non-commitment accounting) accounting lines have been created.
CA Payroll Distribution Run (commitment accounting payroll distribution run)	Selected when the commitment accounting GL distribution has been run.
CA GL Interface Run (commitment GL interface run)	Selected when the commitment accounting GL Interface has been run.

Note: You should run the GL interface only after you have completed your on- and off-cycle payrolls for a pay calendar entry. After the GL interface has been run, the system won't allow you to enter any more payroll transactions for that calendar entry. If GL Interface Run or CA GL Interface Run is selected, you cannot rerun the process until resetting the check box. The GL interface check boxes have no effect on processing adjustments for the pay period. You can still run adjustments until the Off-Cycle Closed check box is selected.

You should run your GL Interface only after you have completed your on- and off-cycle payrolls for a pay calendar entry. After the GL Interface has been run, the system won't allow you to enter any more payroll transactions for that calendar entry. If GL interface Run is selected, you cannot rerun the process until resetting the check box and it has no effect on processing adjustments for the pay period. You can still run adjustments until the Off-Cycle Closed check box is selected.

Related Links

"Creating Deduction Subsets" (PeopleSoft HCM 9.2: Payroll for North America)
"Printing Paychecks and Direct Deposit Advices" (PeopleSoft HCM 9.2: Payroll for North America)
"Understanding Employee Balance Adjustments" (PeopleSoft HCM 9.2: Payroll for North America)
"Understanding Deductions" (PeopleSoft HCM 9.2: Payroll for North America)

(USF) Additional FederalPayroll Info Page

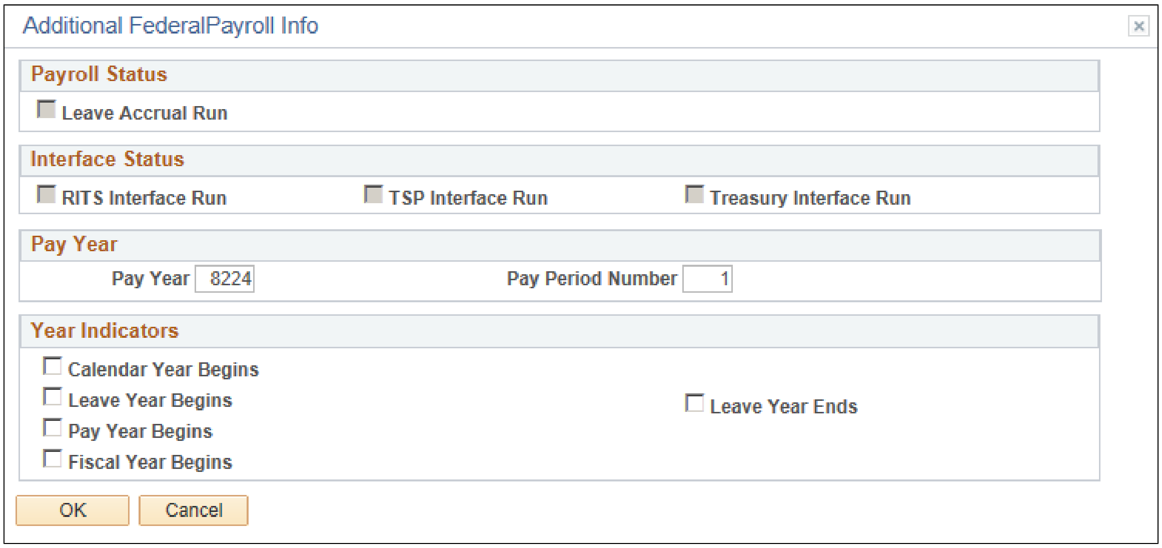
Use the Payroll Status page (GVT_PAY_STATUS_SEC) to indicate whether interfaces have been run and specify periods for Federal Leave Accrual processing.

Navigation

Click the Federal button on the Pay Calendar Table page.

Image: Additional FederalPayroll Info page

This example illustrates the fields and controls on the Additional FederalPayroll Info page. You can find definitions for the fields and controls later on this page.



Payroll Status

Leave Accrual Run

This check box is updated by the Leave Accrual process that you run after payroll is confirmed.

Interface Status

The check boxes in this group box indicate whether the RITS Interface, TSP Interface, or the Treasury Interface has been run for the pay calendar. The system updates these fields.

Pay Year

Pay Year

The IRR process requires a Pay Year. When processing IRRs, the IRR Fiscal Data Accumulator identifies all monies that come from the Pay Year. Enter the pay year to which this pay calendar applies.

Year Indicators

The system completes the first four check boxes based on the run control parameters you enter when you run the Calendar Build process. If you need to change these values, you can manually update the calendar after it is built.

Calendar Year Begins

This check box is used by U.S. federal annual leave accrual processing and for U.S. federal Pay Caps/Limits processing.

For USF annual leave accrual processing: If the pay calendar is for a pay period designated to begin the Leave Plan Calendar Year for a particular Leave Type, select this check box.

For USF Pay Caps/Limits processing: If earnings are deferred to the next year because the employee exceeds the limits in the current year, the COBOL will try and pay out the deferred earnings on the first payroll of the following year. If this check box is selected, the process uses this date to signify the first payroll of the year.

Leave Year Begins

This check box is used by Federal Annual Leave Accrual processing only. If the pay calendar is for a pay period designated to begin the Annual Leave year, select this check box.

Note: The leave year begins on the first day of the first full pay period for which the begin and end dates are both within the new year. The leave year ends on the last day of the last pay period ending just before the pay period of the new leave year.

Pay Year Begins

This check box is used by Federal Annual Leave Accrual processing on Leave Types for which accrual begins with the Pay Year. If the pay calendar is for a pay period designated to begin the Pay Year for Leave Accrual processing, select this check box.

Fiscal Year Begins

This check box is used by Federal Annual Leave Accrual processing on Leave Types for which accrual begins with the Fiscal Year. If the pay calendar is for a pay period designated to begin the Fiscal Year for Leave Accrual processing, select this check box.

Leave Year Ends

This check box is for your information only. It enables you to identify the pay calendar that is intended to represent the leave year end.

Pay Confirm Options Page

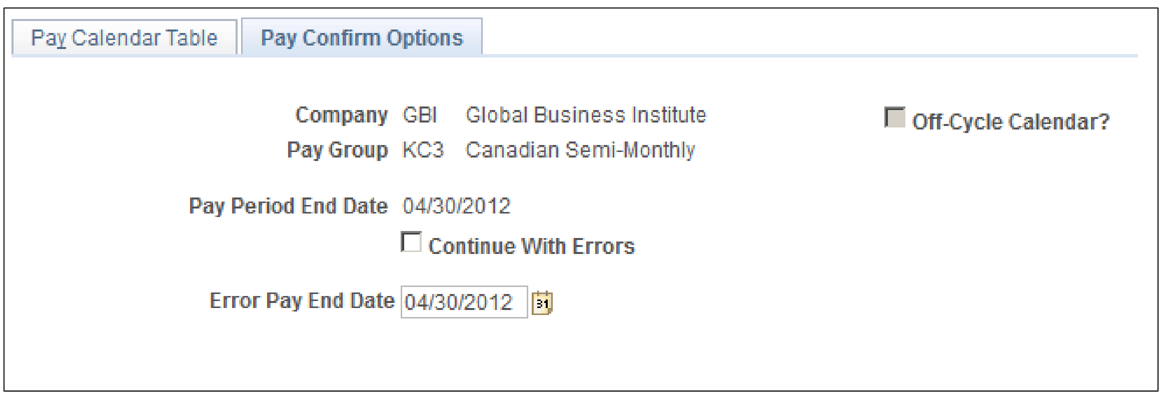
Use the Pay Confirm Options page (PAY_CALENDAR_TBL2) to select whether to bypass payroll messages during the Pay Confirmation process.

Navigation

- Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Review Pay Calendars > Pay Confirm Options
- Payroll for North America > Payroll Processing CAN > Create and Load Paysheets > Review Pay Calendars > Pay Confirm Options
- Payroll for North America > Payroll Processing USF > Create and Load Paysheets > Review Pay Calendars > Pay Confirm Options
- Set Up HCM > Product Related > Payroll for North America > Payroll Processing Controls > Pay Calendar Table > Pay Confirm Options
- Set Up HCM > Product Related > Payroll Interface > Payroll > Pay Calendar Table > Pay Confirm Options

Image: Pay Confirm Options page

This example illustrates the fields and controls on the Pay Confirm Options page. You can find definitions for the fields and controls later on this page.



Off-Cycle Calendar?

If you selected this check box on the Pay Calendar Table page, this check box is selected—if you did not, the check box is deselected.

If you select this option, you must process the pay calculation for the transferred paysheets using the run parameters on the left side of the run control page. If you do not select this option, the system assumes that you are linking the transferred paysheets to an existing off-cycle paysheet that is linked to an on-cycle calendar.

Continue With Errors

Select this check box if you want the payroll process to continue when the system encounters error messages that are defined for the Continue With Errors functionality.

Error Pay End Date

Select an error pay end date that represents the end date of the off-cycle payroll in which you want to correct and pay the employees who are bypassed during the regular pay run. Be sure that you have an off-cycle pay calendar set up for the pay end date that you select.

Related Links

"Setting Up Continue with Errors Processing" (PeopleSoft HCM 9.2: Payroll for North America)
"Reviewing Payroll Messages and Correcting Errors" (PeopleSoft HCM 9.2: Payroll for North America)

Chapter 21

Setting Up Company Tax Tables for North America

(USA) Setting Up the Company State Tax Table

To set up the Company State Tax table, use the Company State Tax Table component (CO_STATE_TAX_TBL) or Agency State Tax Table USF component (CO_STATE_TAX_TBL) and Tax Collector Table component (TAX_COLLECTOR_TBL).

These topics discuss how to set up the Company State Tax Table.

Note: The tax tables discussed in these topics are required for both the Payroll for North America and Payroll Interface applications. The documentation for each of these applications discusses additional tax data setup that is specific to the application.

Pages Used to Set Up the Company State Tax Table

Page Name	***Definition Name***	***Usage***
Company State Tax Table - General Page	CO_STATE_TAX_TBL	Set up an entry in the Company State Tax Table for each state where your organization collects or pays taxes.
Company State Tax Table - VDI/FLI Page	CO_STATE_TAX_TBL2	Identify the voluntary disability plans associated with the company.
Company State Tax Table - GL Accounts Page	CO_STATE_TAX_TBL3	Enter your general ledger account numbers for state taxes.
Company State Tax Report Page	PRCSRUNCNTRL	Run TAX704 to print information from the Company State Tax Table, which identifies the states in which your company collects and pays taxes.

Company State Tax Table - General Page

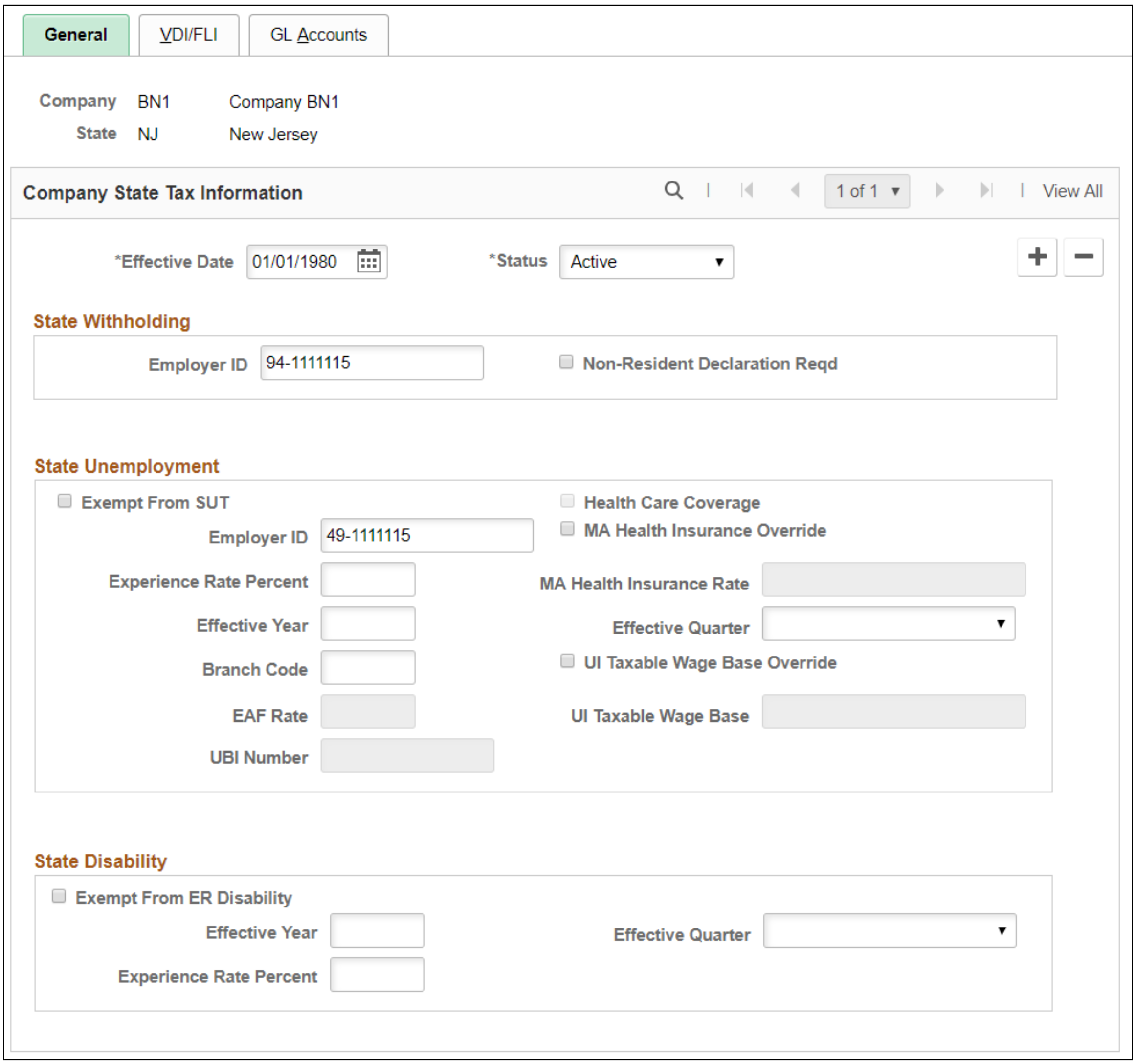
Use the General page (CO_STATE_TAX_TBL) to set up an entry in the Company State Tax Table for each state where your organization collects or pays taxes.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Company State Tax Table > General
- Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Agency State Tax Table USF > General
- Set Up HCM > Product Related > Payroll Interface > Payroll > Company State Tax Table > General

Image: Company State Tax Table - General page

This example illustrates the fields and controls on the Company State Tax Table - General page. You can find definitions for the fields and controls later on this page.



The State field in State Tax Data 1 and Local Tax Data is edited against this table. You must create entries in this table before entering any state and local tax information for your employees.

State Withholding

Employer ID
Enter your state employer ID for state withholding.

Non-Resident Declaration Reqd
This check box is selected or deselected by default according to the Federal/State Tax Table 1 record for the state. Indicates whether the state requires a Non-Resident Declaration for non-resident employees.

State Unemployment

Exempt From SUT
Select this check box if the company is not required to pay SUT for this state. Use this option if you've specified, on the Company table, that the company as a whole is not exempt from SUT. If you select it here, Exempt from SUT becomes the default at the employee level; employees hired in this state have this check box selected on the State Tax Data page.

See Company State Tax Table - General Page.

Employer ID
Enter your state employer ID for state unemployment.

MA Health Insurance Override
(MA only.) The Massachusetts standard Health Ins Rate is set by default from the State Tax table. For Massachusetts, the Health Insurance Rate differs for newer employers. If you're a Massachusetts employer to whom a lower rate applies, select this check box and enter the correct Massachusetts Health Ins Rate.

Experience Rate Percent
The experience rate you enter in the State Unemployment group box should reflect the rate you receive from your state unemployment agency. Enter the year and quarter when the rate becomes effective in the Effective Yr/Qtr field. This enables you to have different rates within a single calendar year.

MA Health Insurance Rate
(MA only.) If you select Override, enter the correct health insurance rate.

Branch Code
This field is informational for Arizona. TAX860AZ.SQR appends the branch code to the end of the state EIN.

UBI Number (unified business ID number)
If the company you're adding is in Washington State, enter the UBI number assigned. Used for quarterly reporting for companies in the State of Washington only.

EAF Rate (employment administration fund rate)
If the company you're adding is in Washington State, enter the EAF rate used to calculate an additional tax for the Employment Administration Fund, which finances work search assistance and training for the unemployed. Used for quarterly reporting for companies in the State of Washington only.

UI Taxable Wage Base Override and **UI Taxable Wage Base**
An employer’s unemployment taxable wage base may vary depending on its unemployment experience rating. To identify a company as subject to the higher unemployment taxable

wage base, and override the standard (lower) taxable wage base delivered on the Other Rates page of the State Tax Table entry for the state, first select the UI Taxable Wage Base Override check box, and then, in the UI Taxable Wage Base field, specify the taxable wage base that applies to the company

For example, the standard Rhode Island 2012 taxable wage base is $19,600 for most employers, but employers with an experience rate of 9.79% or higher must pay tax on a higher 2012 taxable wage base of $21,100. To identify the company as subject to the higher unemployment taxable wage base, select the UI Taxable Wage Base Override check box, and enter *$21, 000* in the UI Taxable Wage Base field.

State Disability

Exempt From ER Disability

Select this check box if employees in this state are exempt from employer-paid state disability tax. This field is for informational purposes only and is not used by the system.

Experience Rate Percent

The experience rate you enter in the State Disability group box should reflect the rate you receive from your state disability agency. Enter the year and quarter when the rate becomes effective in Effective Tax Yr/Qtr. This enables you to have different rates within a single calendar year.

Note: You must set up a record for Quarter 1, because the system assumes a Quarter 1 record exists. A record for a subsequent quarter is required only if the rate changes mid-year. If you set up a Quarter 2 record, and you don't have a Quarter 1 record, you receive the error "SUT rate not found on Company/State Tax table" during Pay Calculation. This error occurs regardless of the pay end date you are processing.

Employer ID

(E&G) Enter the appropriate employer ID for state disability grouping in California, Michigan, and Minnesota. The T002CAHP, T002MIHP, and T002MNHP reports are grouped by employer ID if you enter the employer ID here and select the Separate Tax Report check box on the run control page. The report lists state withholding, state unemployment, and state disability.

Setting Up SUT Exemptions To Generate Data for the TAX810 and TAX860 Reports

The TAX810, and TAX860 reports are generated based on SUT wages. When you select the *Exempt From SUT* field on this page, the system does not generate taxable wages, and the TAX810, and TAX860 reports will contain no data.

Perform the following to generate taxable earnings, enabling the TAX810, and TAX860 reports to produce the required wage detail reporting data, while still remaining exempt from State Unemployment Taxes:

1. Ensure that the Company Exempt from SUT field on the Company Table-FICA/Tax Details page is deselected.
2. Leave the Exempt From SUT field on the Company State Tax Table - General page deselected.

   These steps should ensure that the Exempt From SUT field on the State Tax Data page remains clear for each employee. Verify that the Exempt From SUT field is clear on all three pages.
3. Enter a dummy number in the State Unemployment Employer ID field on the Company State Tax Table – General page.
4. Enter a value of *0* (zero) in the State Unemployment Experience Rate.

After you do these steps, the system can track taxable wages without calculating SUT tax dollars. The TAX810 or TAX860 report can report the SUT subject wages.

Company State Tax Table - VDI/FLI Page

Use the VDI/FLI page (CO_STATE_TAX_TBL2) to identify the voluntary disability plans associated with the company.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Company State Tax Table > VDI/FLI
- Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Agency State Tax Table USF > VDI/FLI
- Set Up HCM > Product Related > Payroll Interface > Payroll > Company State Tax Table > VDI/FLI

Image: Company State Tax Table - VDI/FLI page (1 of 2)

This example illustrates the fields and controls on the Company State Tax Table - VDI/FLI page (1 of 2). You can find definitions for the fields and controls later on this page.

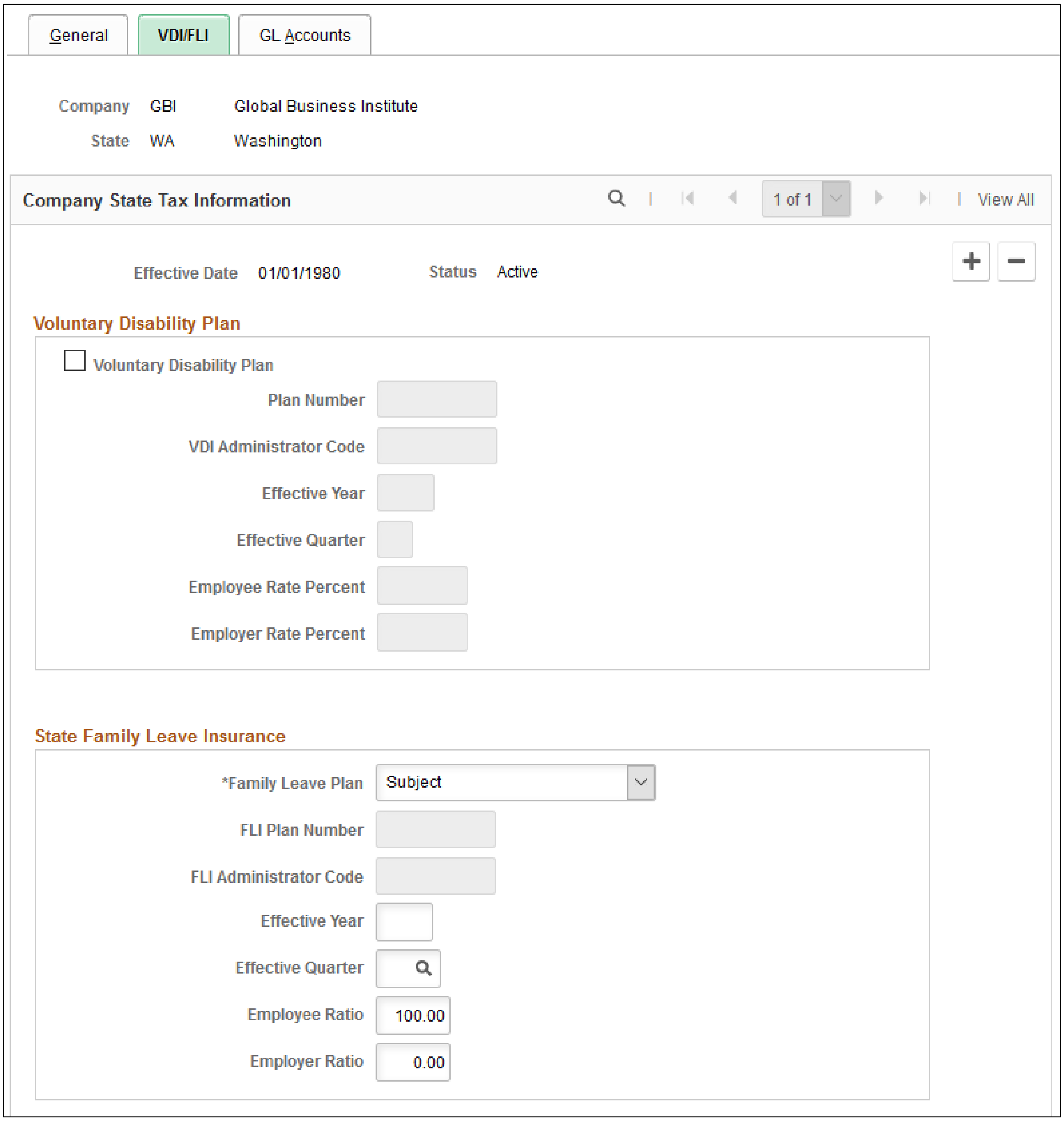
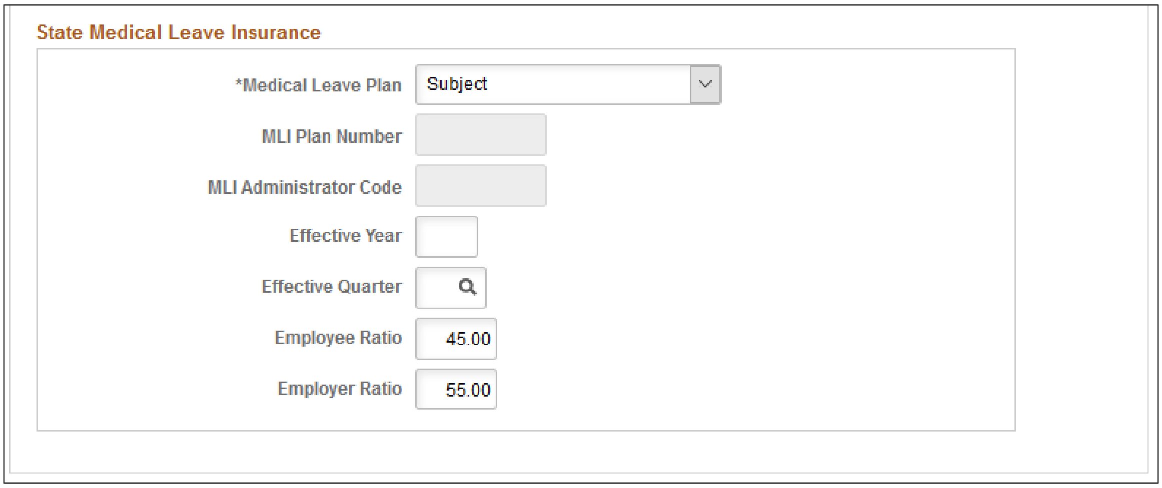


Image: Company State Tax Table - VDI/FLI page (2 of 2)

This example illustrates the fields and controls on the Company State Tax Table - VDI/FLI page (2 of 2). You can find definitions for the fields and controls later on this page.



This page includes nearly identical sections for setting up information for your VDI (voluntary disability insurance) plan and your voluntary state family leave insurance plan.

Voluntary Disability Plan

Voluntary Disability Plan — Select this check box to indicate that the plan you're defining is a voluntary disability plan allowed by the state.

Plan Number — Enter the plan number of the voluntary disability plan. For New Jersey, this number appears on Form W-2.

VDI Administrator Code — Select the code that identifies the administrator of the plan. You maintain administrator codes on the VDI/FLI Administrator Table page.

Employee Rate Percent — Enter the employee-paid rate.

Employer Rate Percent — Enter the employer-paid rate.

To set up VDI with a rate of zero so that you can track the VDI wages, enter *99.99999* as the Employee Rate Percent and Employer Rate Percent on this page.

State Family Leave Insurance

This section applies to New Jersey, New York, and Washington.

Family Leave Plan — Select the applicable family leave insurance tax status for the company and state. Values are:

Exempt: Select if employees' earnings are exempt from the family leave insurance tax.

Not Applicable: Select if the state plan does not apply to the employee.

Subject: Select if employees' earnings are subject to family leave insurance tax.

Voluntary: Select if the company has a voluntary family leave insurance plan that covers the employees.

FLI Plan Number	Enter the plan number of the family leave insurance plan. This field appears if the selected family leave plan is *Voluntary*.
FLI Administrator Code	Select the code that identifies the administrator of the plan. You maintain administrator codes on the VDI/FLI Administrator Table page. This field appears if the selected family leave plan is *Voluntary*.
Employee Rate Percent	Enter the employee-paid rate.
Employee Ratio	(WA) Enter the maximum percentage of premium that can be deducted from employees. The system prepopulates the default value for this ratio. The total employee and employer ratio values must total to *100. 00* percent.
Employer Rate Percent	Enter the employer-paid rate.
Employer Ratio	(WA) Enter the percentage of premium to be contributed by employers. The system prepopulates the default value for this ratio. The total employee and employer ratio values must total to *100. 00* percent.

To set up FLI with a rate of zero so that you can track the FLI wages, enter *99.99999* as the Employee Rate Percent and Employer Rate Percent on this page.

State Medical Leave Insurance

This section applies to Washington only.

Medical Leave Plan	Select to indicate that the plan you're defining is a voluntary medical leave plan allowed by the state. Values are: *Exempt*: Select if employees' earnings are exempt from the medical leave insurance tax. *Not Applicable*: Select if the state plan does not apply to the employee. *Subject*: Select if employees' earnings are subject to medical leave insurance tax. *Voluntary*: Select if the company has a voluntary medical leave insurance plan that covers the employees.

MLI Plan Number

Enter the plan number of the family leave insurance plan. This field appears if the selected family leave plan is *Voluntary*.

MLI Administrator Code

Select the code that identifies the administrator of the plan. You maintain administrator codes on the VDI/FLI Administrator Table page. This field appears if the selected family leave plan is *Voluntary*.

Employee Ratio

Enter the maximum percentage of premium that can be deducted from employees. This value must not exceed *45.00* percent. The system prepopulates the default value for this ratio.

The total employee and employer ratio values must total to *100.00* percent.

Employer Ratio

Enter the percentage of premium to be contributed by employers. The system prepopulates the default value for this ratio.

The total employee and employer ratio values must total to *100.00* percent.

Company State Tax Table - GL Accounts Page

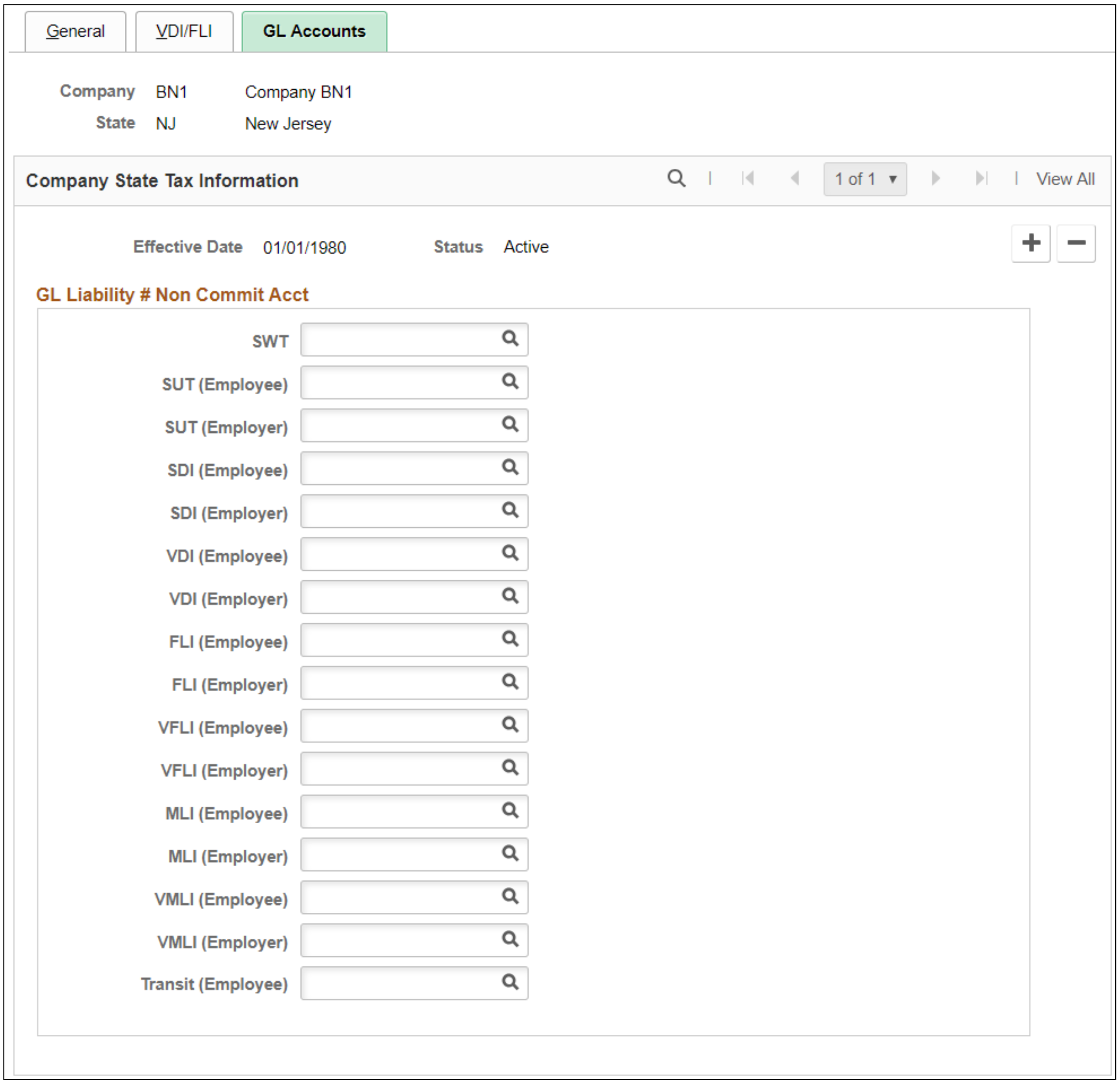
Use the GL Accounts page (CO_STATE_TAX_TBL3) to enter your general ledger account numbers for state taxes.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Company State Tax Table > GL Accounts
- Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Agency State Tax Table USF > GL Accounts
- Set Up HCM > Product Related > Payroll Interface > Payroll > Company State Tax Table > GL Accounts

Image: Company State Tax Table - GL Accounts page

This example illustrates the fields and controls on the Company State Tax Table - GL Accounts page. You can find definitions for the fields and controls later on this page.



Enter the general ledger account numbers, if applicable, for the following company liabilities:

SWT State Withholding liabilities.

SUT (Employee) State Unemployment employee liabilities.

SUT (Employer) State Unemployment employer liabilities.

SDI (Employee) State Disability employee liabilities.

SDI (Employer) State Disability employer liabilities.

VDI (Employee) Voluntary Disability employee liabilities.

VDI (Employer) Voluntary Disability employer liabilities.

FLI (Employee)	State family leave insurance employee liabilities.
FLI (Employer)	State family leave insurance employer liabilities.
VFLI (Employee)	Voluntary family leave insurance employee liabilities.
VFLI (Employer)	Voluntary family leave insurance employer liabilities.
MLI (Employee)	State medical leave insurance employee liabilities.
MLI (Employer)	State medical leave insurance employer liabilities.
VMLI (Employee)	Voluntary medical leave insurance employee liabilities.
VMLI (Employer)	Voluntary medical leave insurance employer liabilities.
Transit (Employee)	(OR) State transit tax employee liabilities.

(USA) Setting Up the Company Local Tax Table

To set up the company local tax table, use the Company Local Tax Table component (COMP_LOCAL_TAX_TBL).

This topic discusses how to set up company local tax table entries.

Note: You must complete the Company Local Tax table before local tax data for employees is entered because the locality field on the Local Tax Data page is edited against this table.

Note: The tax tables discussed in these topics are required for both the Payroll for North America and Payroll Interface applications. The documentation for each of these applications discusses additional tax data setup that is specific to the application.

Pages Used to Define an Entry for the Company Local Tax Table

Page Name	*Definition Name*	*Usage*
Company Local Tax Table Page	COMP_LOCAL_TAX_TBL	Set up an entry in the Company Local Tax Table page for each locality where the organization withholds or pays taxes.
Company Local Tax Report Page	PRCSRUNCNTRL	Run TAX705 to print information from the Company Local Tax Table, which identifies the localities for which your organization collects and pays taxes.

Company Local Tax Table Page

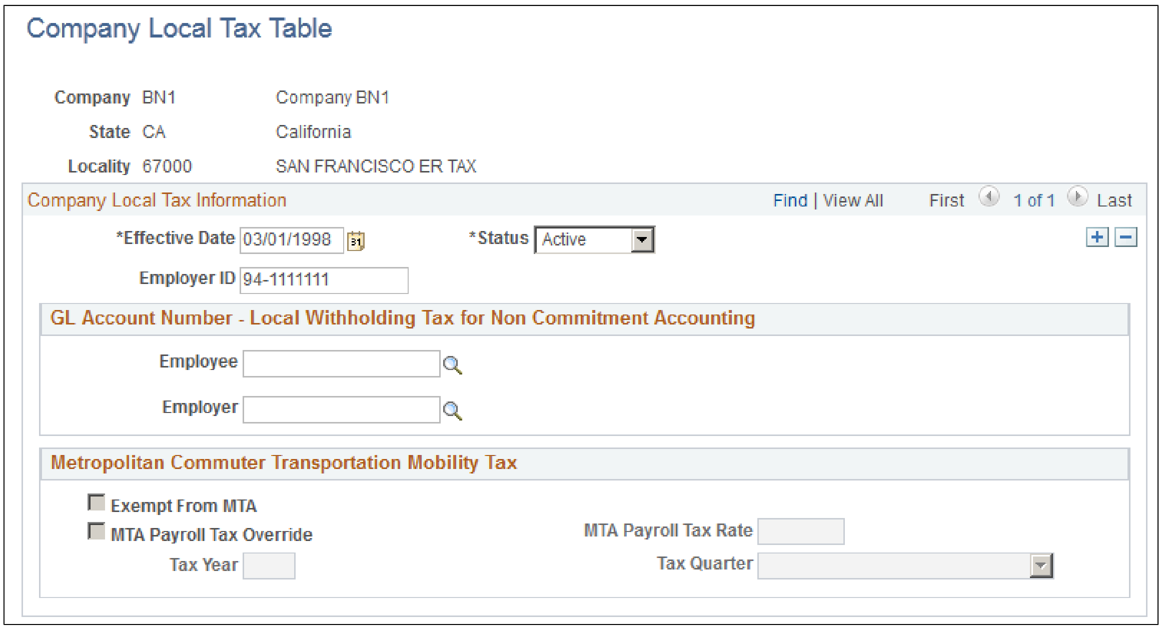
Use the Company Local Tax Table page (COMP_LOCAL_TAX_TBL) to set up an entry in the Company Local Tax Table page for each locality where the organization withholds or pays taxes.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Local Taxes > Company Local Tax Table > Company Local Tax Table
- Set Up HCM > Product Related > Payroll for North America > Local Taxes > Agency Local Tax Table USF > Company Local Tax Table
- Set Up HCM > Product Related > Payroll Interface > Payroll > Company Local Tax Table > Company Local Tax Table

Image: Company Local Tax Table page

This example illustrates the fields and controls on the Company Local Tax Table page. You can find definitions for the fields and controls later on this page.



Employer ID

This field is used for local withholding tax for this locality. It is set by default to the Employer ID for state withholding taxes on the Company State Tax table.

GL Account Number - Local Withholding Tax for Non Commitment Accounting

These accounts are General Ledger accounts for use with local withholding tax; they are only used by the PayGL01 process. Only GL information not subject to Commitment Accounting would use these accounts.

Employee and **Employer**

If you have general ledger account numbers to which you post liability for local withholding tax for this locality, enter the employee and employer account numbers here.

Metropolitan Commuter Transportation Mobility Tax

(New York) This group box appears for all state and locality entries, but it applies only to the state of New York. Fields within the group box are accessible for data entry only when State = *NY* and Locality = *P0023*.

Note: Before entering data in this group box, you must determine the company's MTA tax status, the maximum MTA tax rate, and the minimum quarterly threshold. Refer to New York State Department of Taxation & Finance and New York Metropolitan Commuter Transportation Mobility Tax (MTA Payroll Tax). See http://www.tax.ny.gov/bus/mctmt/emp.htm.

Exempt from MTA (exempt from Metropolitan Commuter Transportation Mobility Tax)	Select this check box if the company is an employer type that is exempt from paying MTA tax. When this check box is selected, taxable wages will not be accumulated and tax will not be calculated, therefore the MTA Payroll Tax Override check box becomes unavailable and the MTA Payroll Tax Rate hidden. Some examples of employers that are exempt from paying the tax include: an agency or instrumentality of the United States; the United Nations; an interstate agency or public corporation created under an agreement or compact with another state or Canada; any eligible educational institution.
MTA Payroll Tax Override	Select this check box if the company is subject to MTA tax, but whose payroll expense for the quarter qualifies it for a lower tax rate than the maximum MTA tax rate that is delivered as the tax rate in the Local Tax Table entry for Locality NY P0023.
MTA Payroll Tax Rate	Enter the tax rate that applies to the company. Enter *0.00000* if the company's payroll expense for all covered employees for the calendar quarter falls below the minimum threshold that requires payment of the tax.
Tax Year and **Tax Quarter**	Enter the year and quarter for which the lower tax rate or exempt status applies.

(CAN) Setting Up the Canadian Company Tax Table

To set up Canadian company tax information, use the Company Tax Table component (CO_CAN_TAX_TABLE) and the Wage Loss Plan Table component (WAGELS_PLN_TBL).

These topics discuss how to set up the Canadian Company Tax Table.

Note: The tax tables discussed in these topics are required for both the Payroll for North America and Payroll Interface applications. The documentation for each of these applications discusses additional tax data setup that is specific to the application.

Pages Used to Set Up the Canadian Company Tax Table

Page Name	***Definition Name***	***Usage***
Company Tax Table Page	CAN_USR_TAX_TABLE1	Identify the Prescribed Interest Percent, Province, Provincial Premium Tax Percent, and Health Insurance Rate Override for each company you set up.

Company Tax Table Page

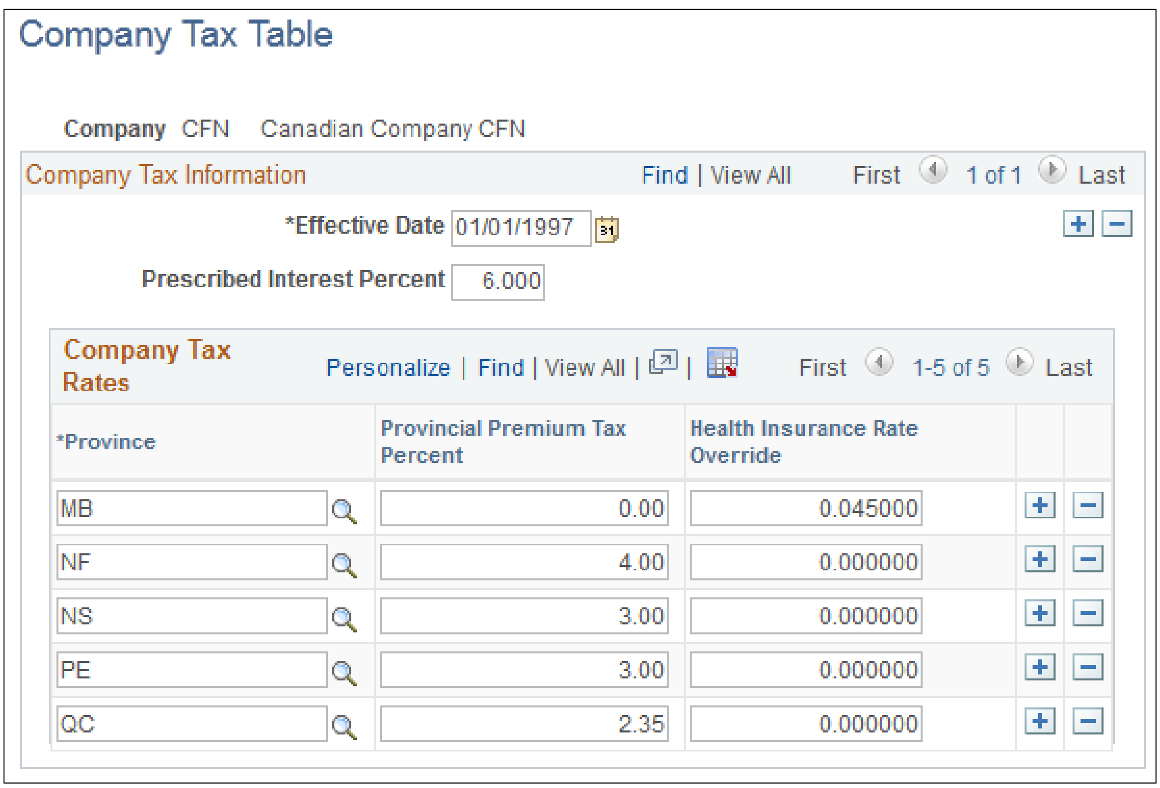
Use the Company Tax Table page (CAN_USR_TAX_TABLE1) to identify the Prescribed Interest Percent, Province, Provincial Premium Tax Percent, and Health Insurance Rate Override for each company you set up.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Canadian Taxes > Company Tax Table > Company Tax Table
- Set Up HCM > Product Related > Payroll Interface > Payroll > Company Tax Table CAN > Company Tax Table

Image: Company Tax Table page

This example illustrates the fields and controls on the Company Tax Table page. You can find definitions for the fields and controls later on this page.



Note: It is your responsibility to update all rates on the Company Tax Table.

Company Tax Information

Prescribed Interest Percent

If your company processes low interest loans, enter the current prescribed interest percent. This rate is updated quarterly by the Canadian federal government.

Warning! It is your responsibility to update the Prescribed Interest Percent field according to the rate set each quarter by the Canadian federal government. PeopleSoft does not update this field in its tax updates; PeopleSoft leaves the field blank.

Company Tax Rates

Use these fields to enter company-specific overrides to provincial tax rates.

Important! The system ignores override values of zero. If the override value is *0.00,* the system calculates taxes using the rates on the provincial tax tables.

Province

Enter all applicable provinces in which the company operates and needs to process PPT tax or override a Health Insurance Rate.

Provincial Premium Tax Percent

Enter the provincial premium tax percent applicable to group life and health insurance benefit plan premiums, if your company is responsible for withholding and submitting the tax.

Health Insurance Rate Override

Enter the health insurance rate override to specify the premium rate that applies to your company, if that rate is different from the rate defined on the Canadian Tax Table Provincial Rates page. This field applies to companies operating in provinces, such as Ontario and Manitoba, where variable rates apply based upon total gross payroll figures.

Defining Tax Locations

To define tax locations, use the Tax Location Table component (TAX_LOCATION_TBL). Use the TAX_LOCATION_TBL component interface to load data into the tables for this component.

These topics provide an overview of tax locations and discuss how to define tax locations.

Note: The tax tables discussed in these topics are required for both the Payroll for North America and Payroll Interface applications. The documentation for each of these applications discusses additional tax data setup that is specific to the application.

Pages Used to Define Tax Locations

Page Name	***Definition Name***	***Usage***
Tax Location Table - Address Page	TAX_LOCATION_TBL1	Establish the locations for which you process payroll and taxes.
Tax Location Table − State/Province/ Locality Page	TAX_LOCATION_TBL2	Associate a province or any number of states, localities, and linked localities with the tax location code.
Tax Location Report Page	PRCSRUNCNTL	Generate PAY718 that lists information from the Tax Location table.

Understanding Tax Locations

The system sets up federal, state, and local employee tax data and tax distribution data according to the information you specify in the Tax Location table. In this table, you establish each of your locations with a Tax Location ID and identify the work states, provinces, and localities associated with each tax location.

Note: If you've selected Automatic Employee Tax Data on the Installation table, the system automatically sets up tax data for each work and resident state and locality of each of your employees. Tax distribution records are created for the work state/locality if the tax location represents a single state/locality.

Tax Location Table - Address Page

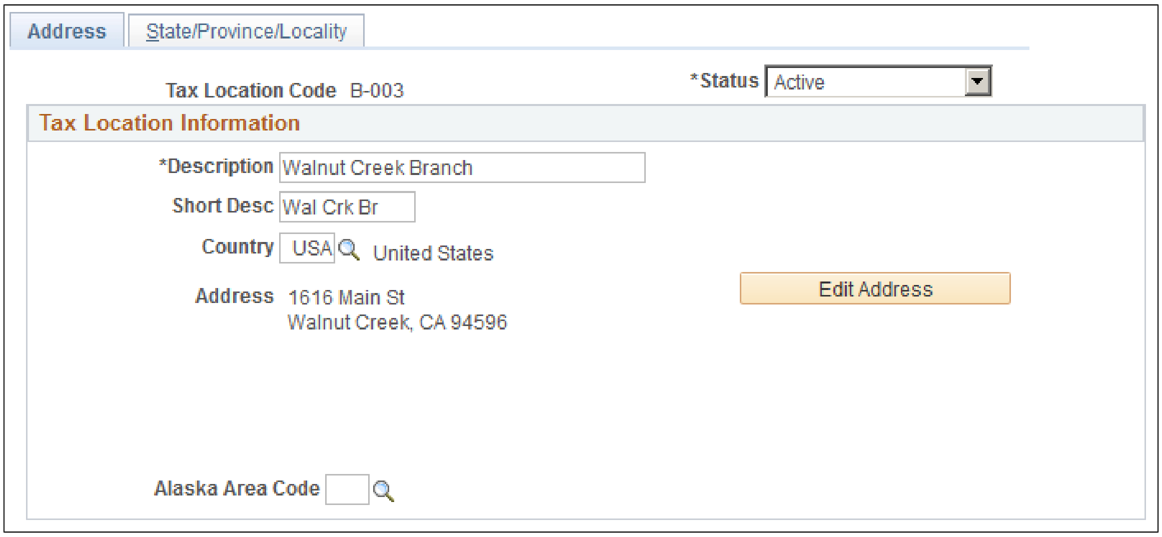
Use the Tax Location Table - Address page (TAX_LOCATION_TBL1) to establish the locations for which you process payroll and taxes.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Tax Location Table > Address
- Set Up HCM > Product Related > Payroll for North America > Canadian Taxes > Tax Location Table > Address
- Set Up HCM > Product Related > Payroll Interface > Payroll > Tax Location Table > Address

Image: Tax Location Table - Address page

This example illustrates the fields and controls on the Tax Location Table - Address page. You can find definitions for the fields and controls later on this page.



Tax Location Code	Establish a tax location code for each location for which you process payroll and tax data. You can associate any number of states and localities with each code.
Alaska Area Code	If applicable, select an Alaskan area code.

Note: If you select Automatic Employee Tax Data on the Installation table and assign a Tax Location ID to each employee in the Job data, each employee's tax data is set by default on the Employee Tax Data page and the Employee Tax Distribution page.

Tax Location Table – State/Province/Locality Page

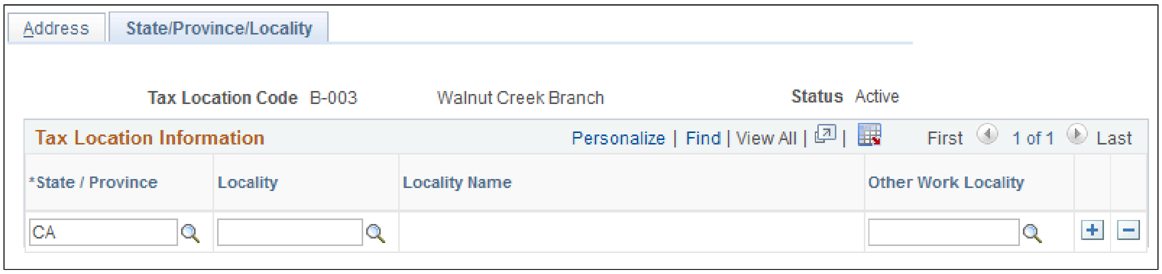
Use the Tax Location Table – State/Province/Locality page (TAX_LOCATION_TBL2) to associate a province or any number of states, localities, and linked localities with the tax location code.

Navigation

- Set Up HCM > Product Related > Payroll for North America > Federal/State Taxes > Tax Location Table > State/Province/Locality
- Set Up HCM > Product Related > Payroll for North America > Canadian Taxes > Tax Location Table > State/Province/Locality
- Set Up HCM > Product Related > Payroll Interface > Payroll > Tax Location Table > State/Province/Locality

Image: Tax Location Table - State/Province/Locality page

This example illustrates the fields and controls on the Tax Location Table - State/Province/Locality page. You can find definitions for the fields and controls later on this page.



State / Province

Use to identify each state that is associated with the tax location code. You can associate any number of states with a single tax location. For each state, identify each taxing locality, if any.

The states you associate with this tax location code must be defined on the Company State Tax table and the Company Local Tax table. This value is set by default to the Employee Tax Data pages and the Employee Tax Distribution page for employees you assign to this tax location.

Locality

The localities you associate with this tax location code must be defined on the Company State Tax table and the Company Local Tax table. This value is set by default to the Employee Tax Data pages and the Employee Tax Distribution page for employees you assign to this tax location.

Other Work Locality

Use this field only where multiple local taxes apply in one location, such as:

- Paducah, KY and McCracken County, KY.
- Earned Income Tax, and Emergency and Municipal Service Tax in Pennsylvania.

  To form further links in a locality chain:

  - Add another row with the same state.
  - Enter the other work locality from the previous row in Locality.
  - Enter the new work locality.

Note: You should never attempt to enter multiple Indiana localities. Regardless of the number of Indiana locations in which an employee may work, either simultaneously or over the course of the year, the employee is liable for Indiana county tax for only one Indiana county per calendar year. This is the Indiana county of residence as of January 1, if that county imposes a tax, or the Indiana county of principal work activity as of January 1, if the residence county does not impose a tax.

Note: Locality and Other Work Locality are not required in Canada, because a Canadian employee can be taxed in only one province at a time, and there are no locality taxes in Canada.

Related Links

"Understanding Job Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"Understanding Split Local Tax Distribution for KY, AL, and OR" (PeopleSoft HCM 9.2: Payroll for North America)

Chapter 22

Configuring Component Lockdown

Configuring Component Lockdown

This topic discusses how to configure the system to lock down data in components that you specify. Users can continue to access locked-down data in read-only mode, but they cannot make any updates until the lock is released.

This video provides an introduction to component lockdown functionality:

	PeopleSoft HCM 9.2 Image 23 Highlights: Payroll for North America — Component Lockdown

Important! You cannot use the pages described in this topic to lock down the Paycheck Modeling component. Use the "Pay Group Parameters - Access Controls Page" (PeopleSoft HCM 9.2: ePay) instead.

Pages Used to Configure Component Lockdown

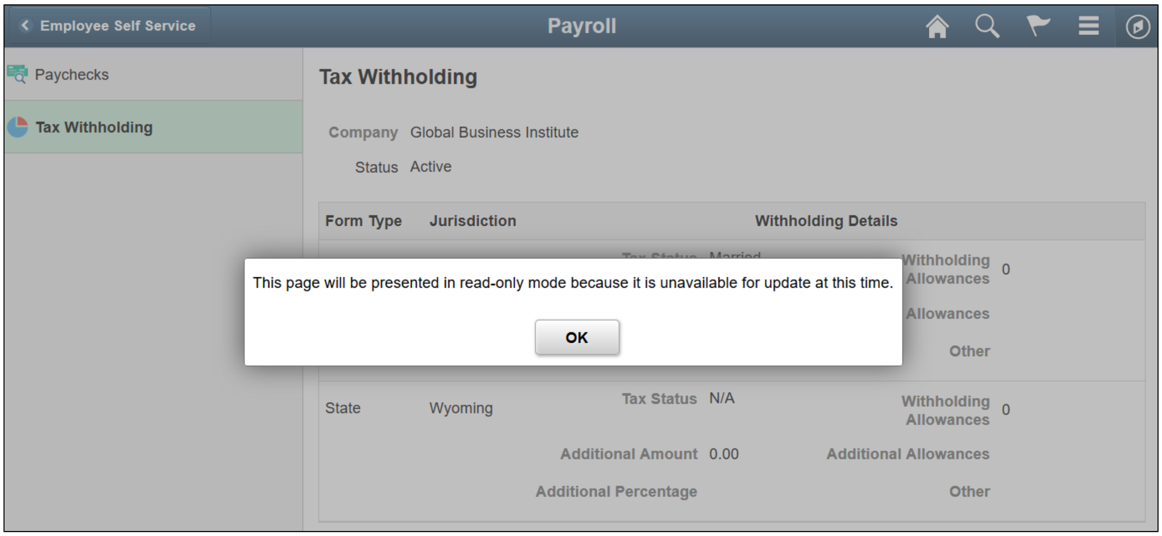
Page Name	***Definition Name***	***Usage***
Component Lockdown Table Page	PY_LCK_COMP_ENB	Identify components that support component lockdown.
Component Group Page	PY_LCK_PAGE_GRP	Group components for lockdown purposes.
Group Access Definitions Page	PY_LCK_GRP_ACCESS	Configure lockdown for a component group.

Understanding Component Lockdown

Component lockdown is a mechanism for preventing users from updating data in specified components.

Image: Example of a locked down component

This example illustrates the message shown when a user is locked out of a component. The message text is configurable.



There are two types of component lockdown:

- *General* lockdown prevents users with a specified role from updating any data in the component.
- *Payroll* lockdown prevents users from updating data for payees in specific Payroll for North America companies and pay groups.

Both types of lockdown can be activated on-demand or on a schedule that the administrator enters.

Payroll lockdown can additionally be configured to activate during the PeopleSoft Payroll for North America pay calculation and pay confirmation processes. For example, you can use the lockdown feature to prevent updates to employee tax elections during these payroll processes.

Payroll Lockdown

Payroll lockdown affects specific employee data rather than the component as a whole.

For example, consider Roseanne, who is in Company *GBI* and Pay Group *KU1*. If the Payline component is locked down for that company and pay group, a payroll administrator who attempts to access Roseanne's data in the Payline component will see a read-only version of the page. The administrator can, however, still make updates to payline data for payees in other pay groups.

Components are eligible for Payroll lockdown if the component search fields includes fields that allow the system to identify an employee's company and pay group. Specifically, the search record for the component must include one of the following sets of fields:

- Company and Pay Group
- Employee ID (with or without the employment record number)

  If a locked down component is accessed by employee ID without an employment record number, and an employee has multiple employment records, then the employee's data is locked when any one of the employee's pay groups are locked.

Component Groups

You define lockdown parameters for groups of components. Therefore, before you can define the parameters, you must define the groups.

When you set up parameters for a Payroll lockdown, you must select a group where all of the components are eligible for payroll lockdown.

Components Delivered with Lockdown Capabilities

PeopleSoft delivers lockdown capability for several Payroll for North America components, including ePay components that support Payroll for North America.

The following table lists the PeopleSoft ePay components that are delivered with lockdown capability.

Component Name	***Market***	***Description***
PY_IC_DIR_DEP	GBL	Direct Deposit
PY_IC_DIR_DEP_FL	GBL	Fluid SS Direct Deposit
PY_IC_VOL_DEDS	GBL	Self Service Voluntary Deds
PY_IC_W4	USA	Self Service W4 Update
PY_IC_W4_FL	GBL	Tax Withholding

The following table lists the PeopleSoft Payroll for North America components that are delivered with lockdown capability.

Component Name	***Market***	***Description***
ADDITIONAL_PAY	CAN	Additional Pay
ADDITIONAL_PAY	USA	Additional Pay
DIRECT_DEPOSIT	USA	Direct Deposit
DIRECT_DEPOSIT_CAN	CAN	Direct Deposit
PAY_SHEET_ADD	CAN	PaySheet
PAY_SHEET_ADD	USA	Paysheet
PAY_SHEET_ADD_PAGE	CAN	Paysheet Add Page
PAY_SHEET_ADD_PAGE	USA	Paysheet Add Page
PAY_SHEET_LINE	CAN	Payline
PAY_SHEET_LINE	USA	Payline

Component Name	**Market**	**Description**
PAY_SHEET_LINE_C	CAN	Payline Earnings
PAY_SHEET_LINE_S	USA	Payline Earnings (Account)
PAY_SHEET_LN	CAN	Payline
PAY_SHEET_LN	USA	Payline Security
PAY_SHEET_LN_C	CAN	Payline Earns Security
PAY_SHEET_LN_S	USA	Payline Earns (Acct) Security
PAY_SHEET_MULT	CAN	Paysheet Earnings
PAY_SHEET_MULT	USA	Paysheet Earnings (Short Form)
TAX_DATA	USA	Tax Data
TAX_DATA_CAN	CAN	Canadian Income Tax Data

Adding Lockdown Support for Additional Components

Enabling lockdown support for additional components is a simple customization consisting of the following steps:

1. Add lockdown PeopleCode to the component.
2. Use the Component Lockdown Table Page to mark the component as enabled for lockdown.
3. If necessary, modify page field properties so that navigation links are not disabled when the page is read only.

A red paper with detailed instructions is posted to My Oracle Support. To access this red paper, search for Doc ID 2292445.1

Component Lockdown Table Page

Use the Component Lockdown Table page (PY_LCK_COMP_ENB) to identify components that support component lockdown.

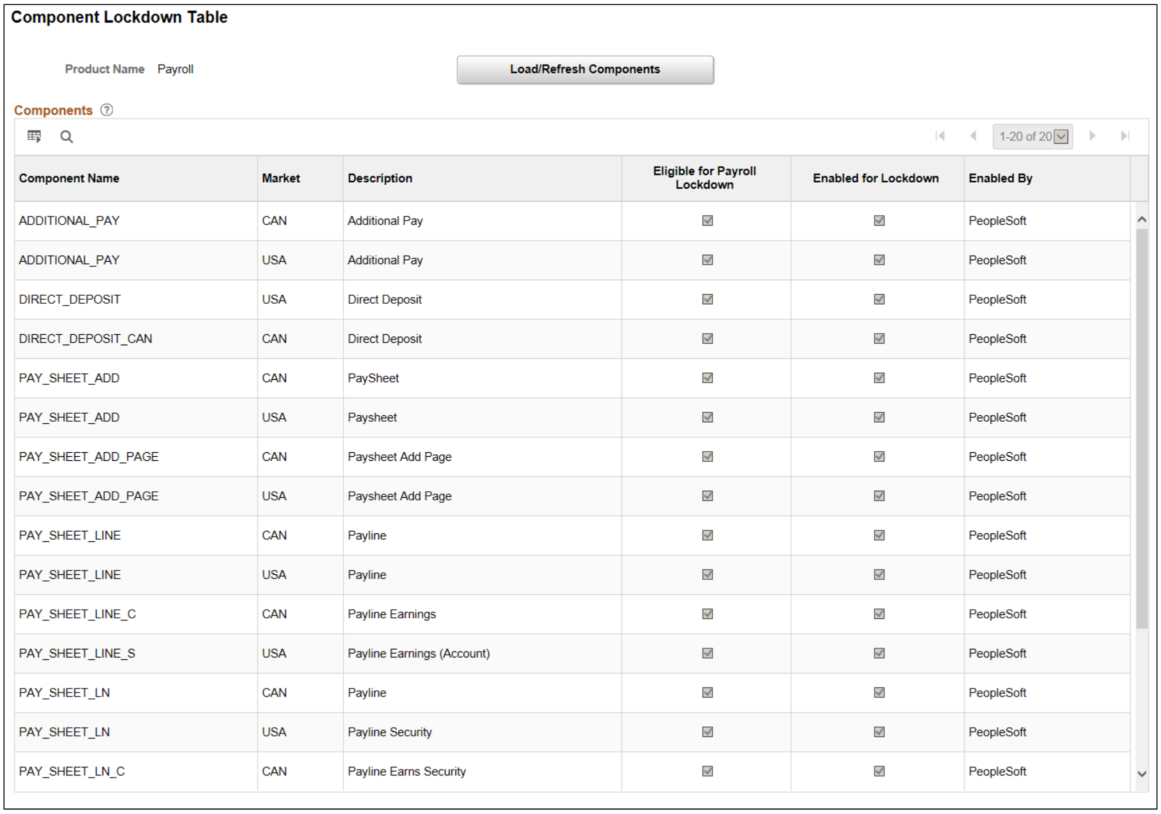
Navigation

Set Up HCM >Product Related >Payroll for North America >Component Lockdown >Component Lockdown Table

Note: The search page for the Component Lockdown table requires you to choose a specific product. As delivered, the two products with lockdown-enabled components are *Payroll* (PeopleSoft Payroll for North America) and *ePay - Payroll for North Ameri* (ePay for Payroll for North America).

Image: Component Lockdown Table page for Payroll

This example illustrates the Component Lockdown Table page.



Component Lockdown Table

Product Name Payroll

Load/Refresh Components

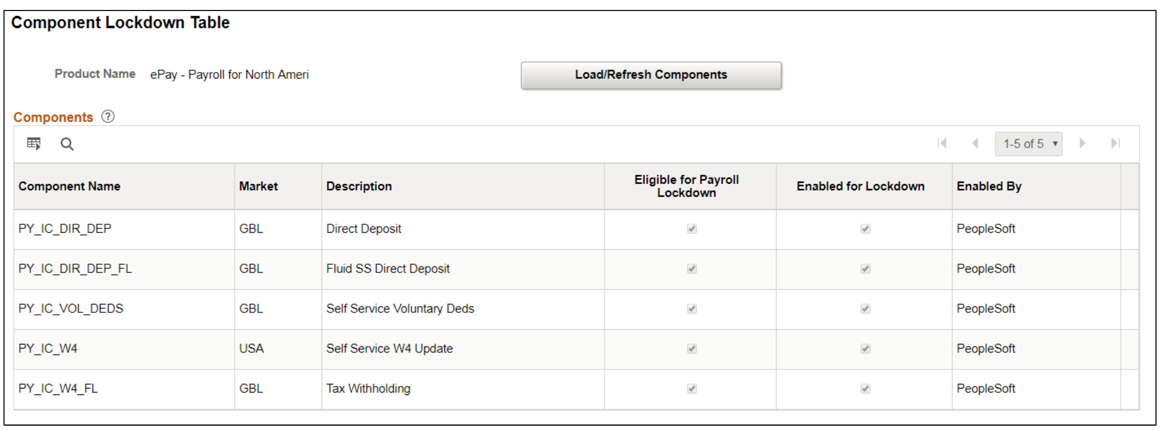
Components

1-20 of 20

Component Name	Market	Description	Eligible for Payroll Lockdown	Enabled for Lockdown	Enabled By
ADDITIONAL_PAY	CAN	Additional Pay	☑	☑	PeopleSoft
ADDITIONAL_PAY	USA	Additional Pay	☑	☑	PeopleSoft
DIRECT_DEPOSIT	USA	Direct Deposit	☑	☑	PeopleSoft
DIRECT_DEPOSIT_CAN	CAN	Direct Deposit	☑	☑	PeopleSoft
PAY_SHEET_ADD	CAN	PaySheet	☑	☑	PeopleSoft
PAY_SHEET_ADD	USA	Paysheet	☑	☑	PeopleSoft
PAY_SHEET_ADD_PAGE	CAN	Paysheet Add Page	☑	☑	PeopleSoft
PAY_SHEET_ADD_PAGE	USA	Paysheet Add Page	☑	☑	PeopleSoft
PAY_SHEET_LINE	CAN	Payline	☑	☑	PeopleSoft
PAY_SHEET_LINE	USA	Payline	☑	☑	PeopleSoft
PAY_SHEET_LINE_C	CAN	Payline Earnings	☑	☑	PeopleSoft
PAY_SHEET_LINE_S	USA	Payline Earnings (Account)	☑	☑	PeopleSoft
PAY_SHEET_LN	CAN	Payline	☑	☑	PeopleSoft
PAY_SHEET_LN	USA	Payline Security	☑	☑	PeopleSoft
PAY_SHEET_LN_C	CAN	Payline Earns Security	☑	☑	PeopleSoft

Image: Component Lockdown Table page for ePay

This example illustrates the Component Lockdown Table page.



Component Lockdown Table

Product Name ePay - Payroll for North Ameri

Load/Refresh Components

Components

1-5 of 5

Component Name	Market	Description	Eligible for Payroll Lockdown	Enabled for Lockdown	Enabled By
PY_IC_DIR_DEP	GBL	Direct Deposit	☑	☑	PeopleSoft
PY_IC_DIR_DEP_FL	GBL	Fluid SS Direct Deposit	☑	☑	PeopleSoft
PY_IC_VOL_DEDS	GBL	Self Service Voluntary Deds	☑	☑	PeopleSoft
PY_IC_W4	USA	Self Service W4 Update	☑	☑	PeopleSoft
PY_IC_W4_FL	GBL	Tax Withholding	☑	☑	PeopleSoft

Product Name

Identifies the product whose components you are viewing. Component definitions include an owner ID that associates them with a product.

Load/Refresh Components

Click this button to refresh the Components grid with a list of all components for the specified product.

The Components grid initially lists only the components that are already enabled for lockdown. You need to refresh the list before you can mark additional components as enabled.

Components

Component Name and **Market**

These fields uniquely identify a component.

Description

Displays the component description as defined in PeopleTools.

Eligible for Payroll Lockdown

This read-only check box identifies components that can be configured for lockdown during PeopleSoft Payroll for North America pay calculation and pay confirmation processes.

The check box is selected when the component search include either of these sets of fields:

- Company and Pay Group
- Employee ID (with or without the employment record number)

If this check box is not selected, the option to lock the component during payroll processing is not applicable. However, the component can still be locked down on-demand or on a schedule.

Enabled for Lockdown

Select this check box to identify components that support component lockdown. These are the only components that will be available to add to component groups. You cannot deselect this check box for a component that is already part of a component group. If you try, a message tells you which groups the component needs to be removed from.

- The check box is selected and read-only for the components that PeopleSoft enables for lockdown.
- The check box is deselected and read-only for Paycheck Modeling components, which have a separate lockdown configuration page. To configure lockdown for the paycheck modeler, use the "Pay Group Parameters - Access Controls Page" (PeopleSoft HCM 9.2: ePay) instead.
- The check box is editable for all other components. However, do not select this check box until you add lockdown PeopleCode to the component. This is a simple customization that is described in the Component Lockdown red paper on My Oracle Support. To access this red paper, search for Doc ID 2292445.1

Important! Components are not fully enabled for lockdown until they have lockdown PeopleCode.

Enabled By

This read-only field displays *PeopleSoft* for the components where PeopleSoft delivers the lockdown PeopleCode. You cannot update any data for these components.

The field displays *Customer* for components that your organization enables for lockdown.

Component Group Page

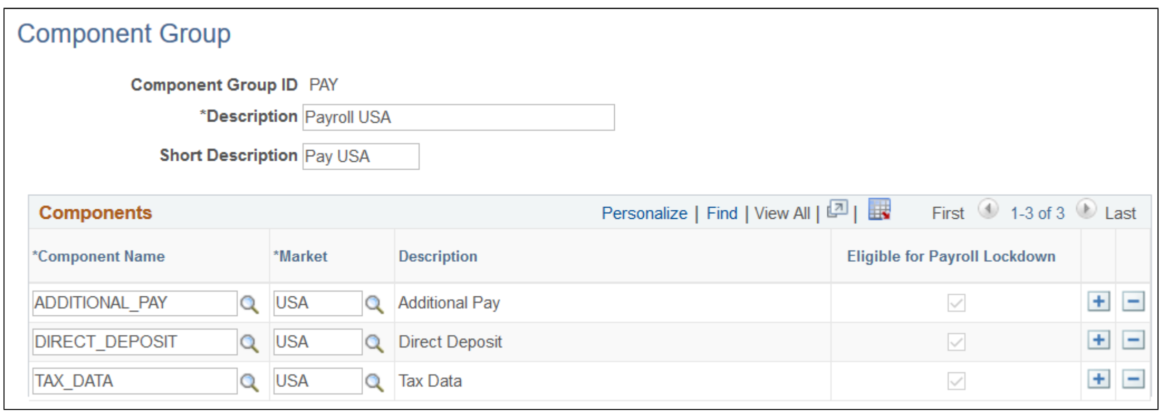
Use the Component Group page (PY_LCK_PAGE_GRP) to group components for lockdown purposes.

Navigation

Set Up HCM >Product Related >Payroll for North America >Component Lockdown >Component Group

Image: Component Group page

This example illustrates the Component Group page.



Components Grid

Use the Components grid to list the components in the group

Component Name and **Market**

Select a component to include in the group. The component's object name and market uniquely identify the component.

You can only select the components that have the Enabled for Lockdown check box selected on the Component Lockdown Table Page.

Description

Displays the component description as defined in PeopleTools.

Eligible for Payroll Lockdown

This read-only check box identifies components that can be configured for lockdown during PeopleSoft Payroll for North America pay calculation and pay confirmation processes. It is the same as the corresponding check box on the Component Lockdown Table page.

If this check box is selected for all components in a group, then the lockdown parameters for the group include an option to lock the component down during Payroll for North America pay calculation and pay confirmation processes.

If any of the components in the group are not eligible for payroll lockdown, the group can still be locked down on-demand or on a schedule, but the option to lock the component during payroll processing is not applicable.

Note: *All* components in the group must be eligible for payroll lockdown if you want to configure the group to be locked down during Payroll for North America pay calculation and pay confirmation processes.

Group Access Definitions Page

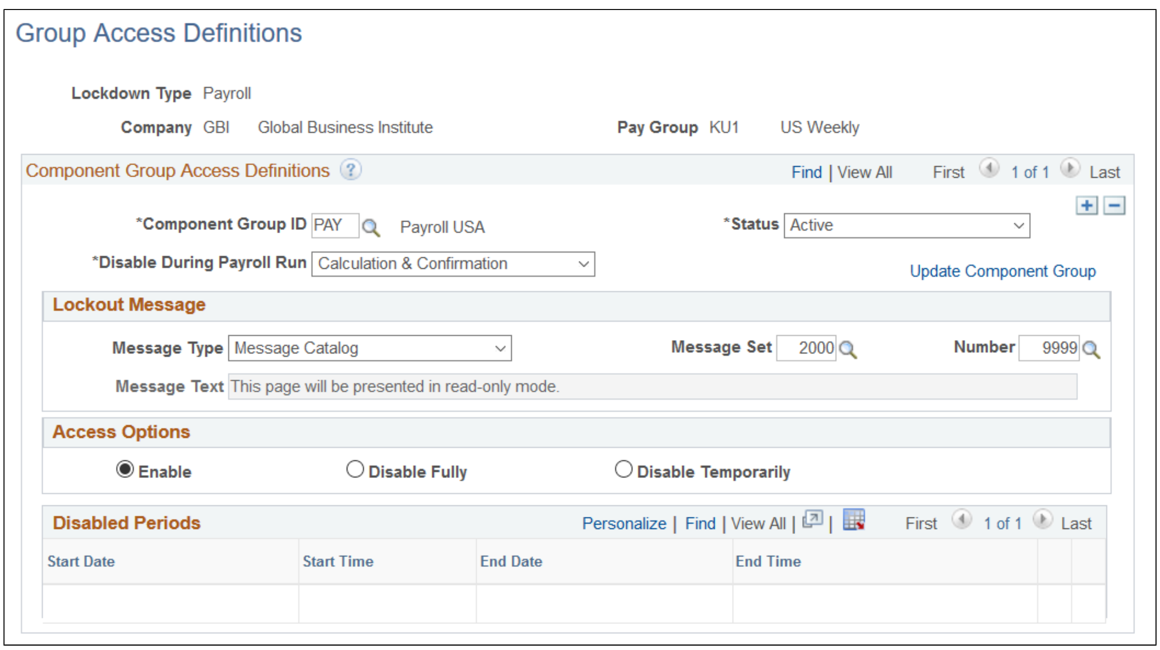
Use the Group Access Definitions page (PY_LCK_GRP_ACCESS) to configure lockdown for a component group.

Navigation

Set Up HCM >Product Related >Payroll for North America >Component Lockdown >Group Access Definitions

Image: Group Access Definitions page

This example illustrates the Group Access Definitions page.



Group Access Definitions

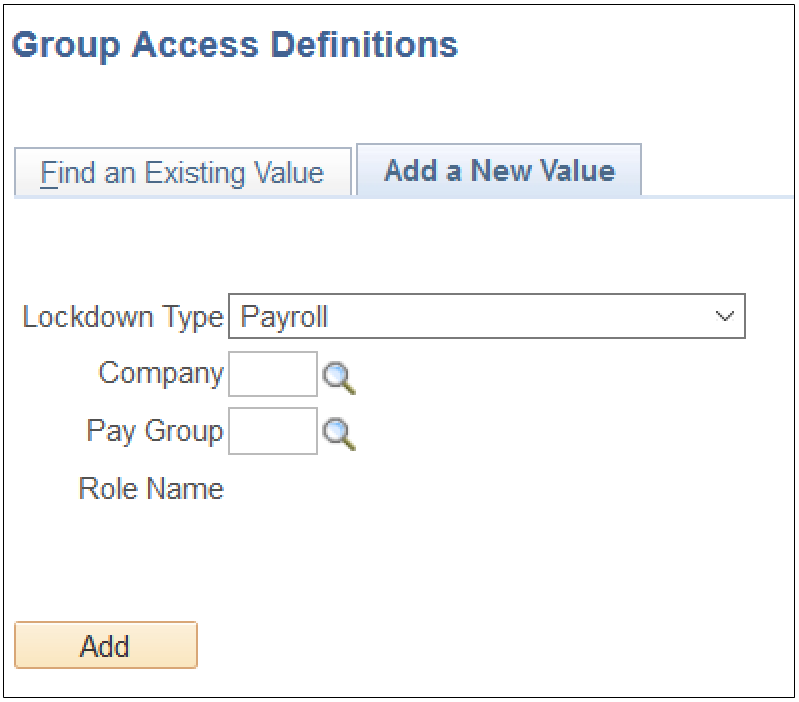
The Add a New Value page for Group Access Definitions requires different data depending on the lockdown type.

See Understanding Component Lockdown.

When you first access the Add a New Value page, all possible fields appear. After you choose the lockdown type, the unnecessary fields are no longer enterable.

Image: Adding a new Group Access Definition

This example illustrates the Add a New Value page when the Lockdown Type is *Payroll.*



Lockdown Type

When you create a new group access definition, you must choose a Lockdown Type of *General* or *Payroll.*

If the Lockdown Type is *General,* specify the role to which the lockdown applies.

If the Lockdown Type is *Payroll,* specify the company and pay group to which the lockdown applies.

Company and **Pay Group**

These fields appear on the Group Access Definitions page only if the Lockdown Type is *Payroll.* They control which payees the lockdown applies to.

See Understanding Component Lockdown.

Role Name

This field appears on the Group Access Definitions page only if the Lockdown Type is *General.* It controls which users are locked out of the specified components.

Component Group Access Definitions

Component Group ID

If the Lockdown Type is *General,* you can select any component group.

If the Lockdown Type is *Payroll,* you can select only those component groups where all components are eligible for payroll lockdown.

Status

The default status is *Active,* but you can disable a group access definition by changing the status to *Inactive.*

Do not use this field to start or end a lockdown. Instead, use the fields in the Access Options group box to start and end lockdown periods.

Disable During Payroll Run

This field is visible only if the Lockdown Type is *Payroll.*

Select *Not Applicable* if you do not want to activate lockdown during payroll calculation and confirmation.

Select *Calculation, Calculation & Confirmation,* or *Confirmation* to activate lockdown during the specified Payroll for North America batch processes.

If you select *Calculation & Confirmation,* the components are locked down during each process, but they do not remain locked between processes. However, if changes are made between these processes, the pay confirmation process informs the administrator that the pay calculation process needs to run again.

Upon successful completion of the payroll calculation or confirmation process, the lockdown ends and full access is restored to users.

Note: This setting only locks down components during on-cycle processing and scheduled off-cycle runs (off-cycle runs that are based on a Pay Run ID).
That is, lockdown occurs only during processes where parameters are entered in the “On-Cycle or Off-Cycle Run” group box on the left side of the "Calculate Payroll Page" (PeopleSoft HCM 9.2: Payroll for North America) or "Confirm Payroll Page" (PeopleSoft HCM 9.2: Payroll for North America). Lockdown is *not* activated during processes where parameters are entered in the “Off-Cycle Run” group box on the right side of these pages.

Restore Access

This check box is applicable only to *Payroll* lockdown types where the Disable During Payroll Run field has a value other than *Not Applicable.*

The check box becomes visible during a pay calculation or pay confirmation process that activates lockdown. It is re-hidden after the processes come to a successful end.

If a process is interrupted, the Restore Access check box remains visible. Select the check box to restore component access after such a failure.

If you do not manually restore access, the components remain locked down until a subsequent pay calculation or pay confirmation process completes successfully.

Update Component Group

This link is active after you enter a Component Group ID. Click the link to open the Component Group Page, where you can review or update the list of components in the group.

Lockout Message

The lockout message is the message that users see when they access a locked down component. Users must dismiss the message to continue to the locked down component in read-only mode.

Message Type

Select *Message Catalog* to use the message catalog to supply your lockout message. This option is useful if you use the same message for multiple group access definitions.

Select *Text* to enter a custom message in the Message Text field on this page.

Message Set and **Number**

If the Message Type is *Message Catalog,* enter the message set and number. The system displays the selected message in the Message Text field.

Oracle delivers a generic message catalog entry that you can use: message set *2000* number *9999.* The delivered message is *This page will be presented in read-only mode.*

Message Text

If the Message Type is *Message Catalog,* this field displays the text of the selected message catalog entry.

If the Message Type is *Text,* enter the text of your lockout message.

Access Options

Enable

Select this option to enable access to components.

If the Lockdown Type is *Payroll,* the Disable During Payroll Run settings can still lock down components during the pay calculation and confirmation processes.

Disable

Select this option to immediately lock down the components in the group.

Disable Temporarily

Select this option if you want to enter start and end times for one or more lockdown periods. When you select this option, the Disabled Periods grid becomes editable.

Disabled Periods

This grid is editable only if the Disable Temporarily option is selected. If you change the access option to either Enable or Disable, the grid is cleared and becomes read-only.

Start Date and **Start Time**	Enter the date and time when the lockdown period starts.
End Date and **End Time**	Enter the date and time when the lockdown period ends.

Chapter 23

Setting Up Vendors

Understanding Vendor Tables

This topic discusses vendors and the integration between HCM and PeopleSoft Payables.

Vendors

A vendor is any agency or organization that the company sends money to on behalf of a worker or that the company uses to withhold money from a person's paycheck. Vendors can be:

- Benefit providers
- Garnishment payees
- Tax collectors

The system stores information about the vendor in the Vendor table. It holds the information necessary to make payments to a vendor and the policy information for a benefit provider.

Integration with Payables

Payables, Payroll for North America and Human Resources, Manage Base Benefits use Integration Broker to populate each other's Vendor tables.

Note: If you are using PeopleSoft Payables to pay your vendors, we recommend that you enter and update vendors in the Vendor table through PeopleSoft Payables and export the Vendor table to PeopleSoft Human Resource Management System (HCM).

Warning! If you update vendors through the HCM tables, the contact information is exported to the Payable system. However, any changes to existing vendor bank information that are made through HCM will not be exported to the Payables system.

Integration Points

Before using the integration to maintain the Vendor table, configure the Integration Broker nodes and activate the appropriate queues, handlers, and routings for these service operations:

Service Operation	*Description*
VENDOR_FULLSYNC	Payables publishes all contents of the Vendor table to the HCM Vendor table.

Service Operation	*Description*
VENDOR_SYNC	Payables publishes updates in the Vendor table to the HCM Vendor table.

To research the technical details of any integration point used by PeopleSoft applications, refer to the Interactive Services Repository on My Oracle Support.

For more information, see the product documentation for *PeopleTools: Integration Broker Service Operations Monitor* and the Enterprise Components.

Related Links

Identifying Integrations for Your Implementation
"Maintaining Vendor Information" (PeopleSoft HCM 9.2: Payroll for North America)

Entering Vendor Information

To enter vendor information, use the Vendor Control (VENDOR_CONTROL), Vendor Information (VNDR_ID), Provider/Vendor Table (PROVIDER_TABLE), Payee Table (GARNISH_PAYEE_TBL), and Payee Table USF (GVT_GARNISH_PAYEE) components.

These topics provide an overview of and discuss how to set up vendor setup pages.

Pages Used to Set Up Vendors

Page Name	*Definition Name*	*Usage*
AP Vendor Control Page	VNDR_CNTRL	Identify the prefix assigned to the vendor in PeopleSoft Payables.
Vendor Information Page	VNDR_ID1	Enter basic vendor information.
Addresses Page	VNDR_ADDRESS	Enter a vendor's address information.
Alternate Names Page	VNDR_ADDR_ALTN	Enter any alternate name for use on payments.
Phone Information Page	VNDR_ADDR_PHN	Enter a vendor's phone information for addresses. You can enter more than one phone number per address.
Email Address Page	VNDR_ADDR_EMAILID	Enter a vendor's email addresses.
Locations Page	VNDR_LOC	Enter address and remittance information.
Bank Accounts Page	VNDR_BANK_ACCOUNT	Enter banking information for the vendor.

Page Name	***Definition Name***	***Usage***
Bank Address Page	VNDR_BANK_ACCT2	Enter the bank's address information. The bank's Country defaults from the Bank Accounts page. The form of the address fields varies, depending on the country.
Phone Details Page	VNDR_BANK_ACCT3	Enter phone information for the bank.
Comments Page	VNDR_LOC_COMMENTS	Enter notes or comments about locations.
Payment Options Page	VNDR_PAY	Enter payment processing rules for the vendor location.
Contacts Page	VNDR_CNTCT	Enter a vendor's contact person. Enter more than one phone number if necessary.
Phone Information Page	VNDR_CNTCT_PHN	Enter a contact's telephone information.
Policy Information Page	VNDR_POLICY	Enter information about policies and whom to contact about them.
(USF) Garnishment Payee Table Page	GVT_GARN_PAYEE	Enter garnishment payee contact information for U.S. federal government.
(USF) GVT Employee Distribution Page	GVT_GARN_DIST_SEC	Enter garnishment payee distribution information for U.S. federal government.

Understanding Vendor Pages

To enter vendor information, you will complete the following pages:

- AP Vendor Control
- Vendor Information
- Addresses
- Locations
- Contacts
- Policy Information

AP Vendor Control

This is used only if you want PeopleSoft Payables to pay the vendor. It provides a mechanism for identifying the different types of vendors.

Vendor Information

This page creates the vendor code and identifies the name and type of vendor you are entering.

Addresses

This is a strictly address information and should not be confused with location. You can enter multiple addresses for the different sites a vendor might have.

Locations

A vendor location is not a physical address. It is a default set of rules, or attributes, which define how you conduct business with a particular vendor. A vendor's location comprises information such as payment terms, remittance information, bank account information, and so on. Although a location is not an address, it will reference addresses.

Your vendor may need only one location. If the vendor uses the same set of rules across its business, you can simply enter one location for your vendor, and you're ready to go. If, however, your vendor uses different sets of rules for different portions of its business (different branches, sites, or offices, for example) you can set up the vendor with multiple locations, each with its own unique set of business rules.

Contacts

This page is used to enter information about the people whom you contact on a regular basis. You can enter an unlimited number of vendor contacts and identify their roles so that you can easily determine whom you should contact if you have questions, or discern why a contact might want to talk to you, before you return their call.

Policy Information

Policy information is necessary for benefit providers. You will link this vendor and policy information using the Benefit Plan table in Base Benefits.

AP Vendor Control Page

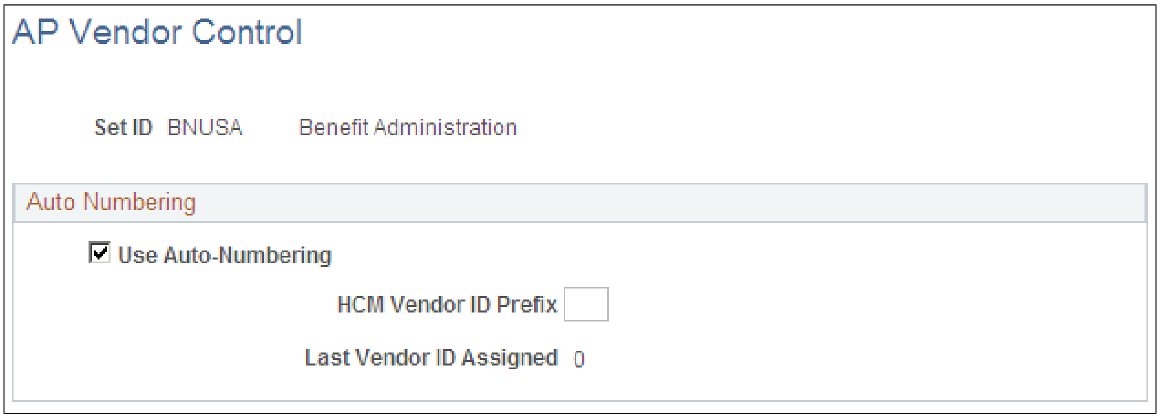
Use the AP Vendor Control page (VNDR_CNTRL) to identify the prefix assigned to the vendor in PeopleSoft Payables.

Navigation

Set Up HCM > Product Related > Payroll for North America > AP-Vendors > Vendor Control > AP Vendor Control

Image: AP Vendor Control page

This example illustrates the fields and controls on the AP Vendor Control page. You can find definitions for the fields and controls later on this page.



Use Auto-Numbering	PeopleSoft Payables has the option of using an autonumbering feature to assign IDs to new vendors.
HCM Vendor ID Prefix	If you selected the auto-numbering check box, enter a prefix that is used identify HCM vendors.

Vendor Information Page

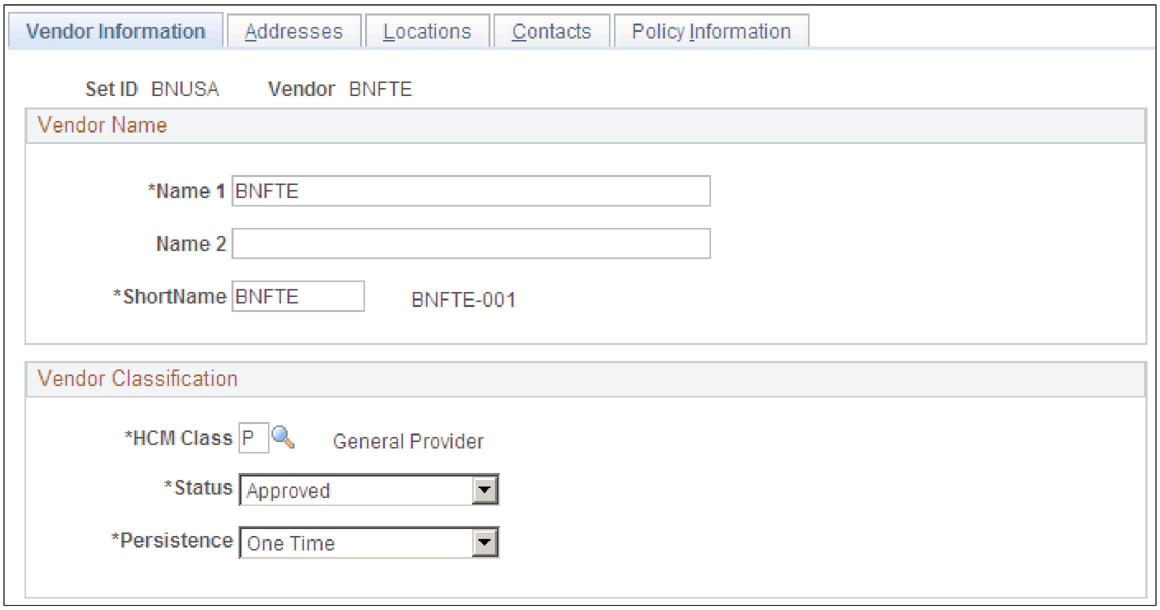
Use the Vendor Information page (VNDR_ID1) to enter basic vendor information.

Navigation

- Set Up HCM > Product Related > Payroll for North America > AP-Vendors > Vendor Information > Vendor Information
- Set Up HCM > Product Related > Base Benefits > Plans and Providers > Providers/Vendors Table > Vendor Information > Vendor Information
- Set Up HCM > Product Related > Payroll for North America > Garnishments > Payee Table > Vendor Information > Vendor Information

Image: Vendor Information page

This example illustrates the fields and controls on the Vendor Information page. You can find definitions for the fields and controls later on this page.



Name 1 Enter the payee name as it should appear on the check.

HCM Class (HCM classification) This field identifies the HCM classification used to create views so you see the appropriate vendors on the appropriate tables.

It is also used to identify tax and non-tax deductions when the system extracts deductions to create AP vouchers.

Available values are:

- *Credit Card Supplier (C)*
- *General Deduction (D)*
- *Garnishment Payee (G)*
- *National Health Service Provider (H)*
- *Industrial Insurance Board Provider (I)*
- *Imp Partner Provider (M)*
- *General Provider (P)*
- *Tax Collector (T)*

For benefit providers, select *P* for General Provider.

Status For HCM vendors, select *Approved.* The other values are used by Payables.

Persistence

For HCM vendors, select *Regular.* The other values are used by Payables.

Addresses Page

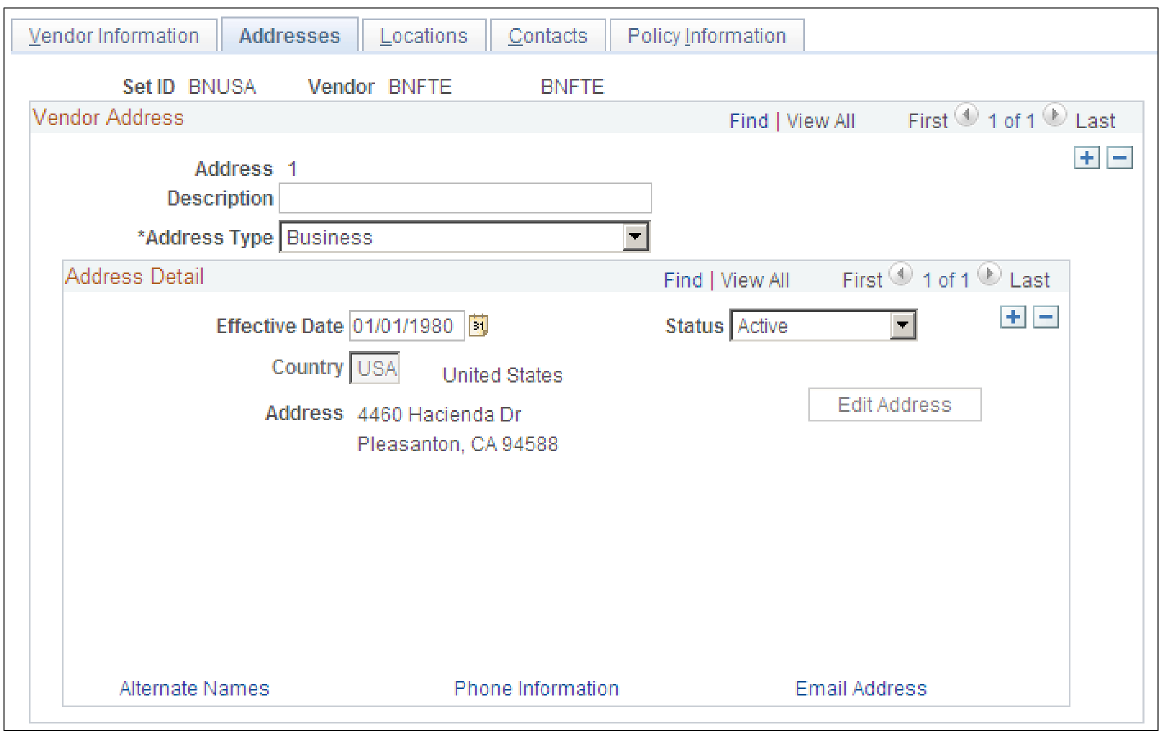
Use the Addresses page (VNDR_ADDRESS) to enter a vendor's address information.

Navigation

- Set Up HCM > Product Related > Payroll for North America > AP-Vendors > Vendor Information > Addresses
- Set Up HCM > Product Related > Base Benefits > Plans and Providers > Providers/Vendors Table > Addresses
- Set Up HCM > Product Related > Payroll for North America > Garnishments > Payee Table > Addresses

Image: Vendor Information - Addresses page

This example illustrates the fields and controls on the Vendor Information - Addresses page. You can find definitions for the fields and controls later on this page.



Address Type

Enter the one or more addresses for the vendor.

If you are using PeopleSoft Payables at least one address should be the remittance address. This is the address that is used when creating payment vouchers.

Premium Payment and *Remittance* are the only valid address types for deduction recipients. If any other address type is displayed for this vendor, contact your Accounts Payable department.

Premium Payment generally applies to benefit deductions and *Remittance* applies to all other types of deductions including taxes.

Alternate Names Page

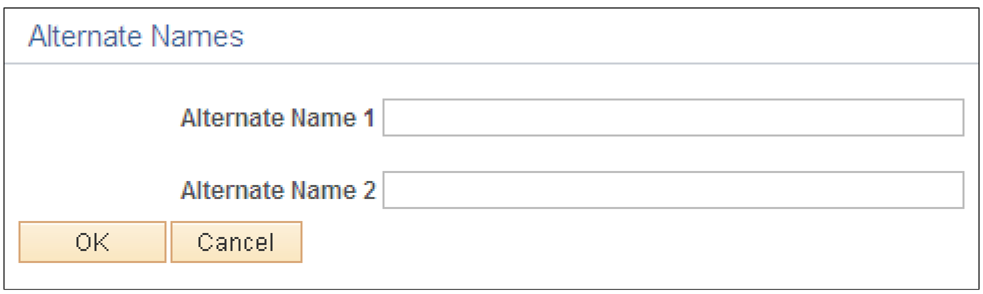
Use the Alternate Names page (VNDR_ADDR_ALTN) to enter any alternate name for use on payments.

Navigation

Click the Alternate Names link on the Vendor Information - Addresses page.

Image: Alternate Names page

This example illustrates the fields and controls on the Alternate Names page. You can find definitions for the fields and controls later on this page.



Alternate Name 1 and **Alternate Name 2**	When the system generates payments for the location using this address, Payables needs to use a name different from the one entered on the Vendor Information page, enter the name here.

Locations Page

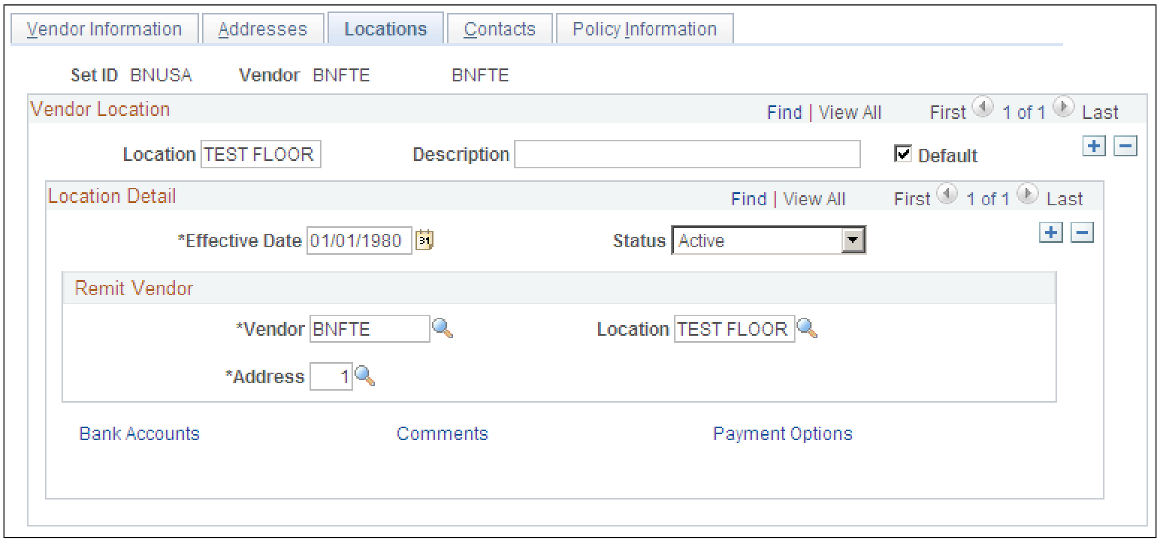
Use the Locations page (VNDR_LOC) to enter address and remittance information.

Navigation

- Set Up HCM > Product Related > Payroll for North America > AP-Vendors > Vendor Information > Locations
- Set Up HCM > Product Related > Base Benefits > Plans and Providers > Providers/Vendors Table > Locations
- Set Up HCM > Product Related > Payroll for North America > Garnishments > Payee Table > Locations

Image: Vendor Information - Locations page

This example illustrates the fields and controls on the Vendor Information - Locations page. You can find definitions for the fields and controls later on this page.



Location

Enter an identifier for the location information you are entering. If more than one location is set up for the vendor, you can use the previous page and next page links on the Vendor Location bar to display information for the location in which you're interested.

Default

Select this check box if you want this location to automatically print on the vouchers for this vendor. Only one location can be selected as the default.

Remit Vendor

This is the information about the vendor to whom payments will be sent. You need to select the codes that identify the name of the vendor receiving the payments, vendor location, and address where the payment is sent.

Bank Accounts

Click this link to display the Bank Accounts page. Work with the Payroll department to set up this information.

Comments

Click this link to display the Comments page.

Payment Options

Click this link to display the Payment Options page. Work with the Payroll department to set up this information.

Bank Accounts Page

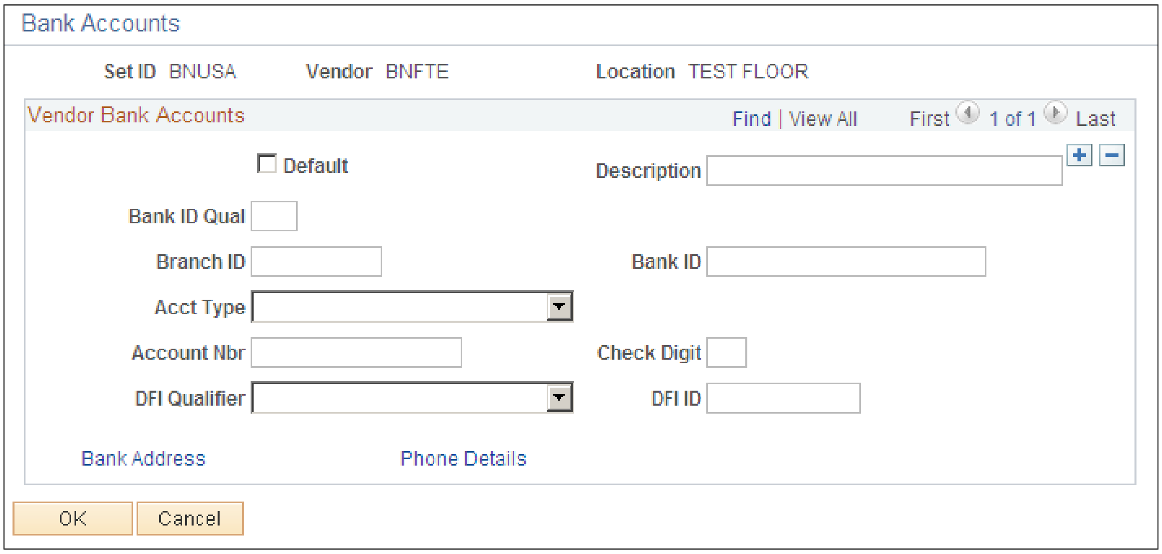
Use the Bank Accounts page (VNDR_BANK_ACCOUNT) to enter banking information for the vendor.

Navigation

Click the Bank Accounts link on the Vendor Information - Locations page.

Image: Bank Accounts page

This example illustrates the fields and controls on the Bank Accounts page. You can find definitions for the fields and controls later on this page.



Default

The Default check box is selected if this is the default bank account for the location. The default bank account is copied to each payment schedule for this vendor.

Bank ID Qual

The country-specific numeric value by which the bank/ counterparty is identified. This value controls how the bank/ counterparty pages edit and display bank information.

Branch ID

The branch ID for the bank, if appropriate.

Bank ID

The Bank ID for the bank.

Acct Type (account type)

The account type for the bank, *Bond, Checking Account,* and *Life Insurance,* for example.

Account Nbr

The vendor's bank account number.

Check Digit

The check digit used by the bank.

DFI Qualifier

If you make automatic clearing house (ACH), wire, or EFT payments to this vendor location, this field should display the appropriate DFI Qualifier: The value determines the format for the DFI ID field.

- *Transit Number:* The DFI ID is exactly 9 digits, plus check digit calculation.
- *Swift ID:* The DFI ID is 8 or 11 characters; positions 5 and 6 must be a valid 2-character country code.
- *CHIPS ID:* The DFI ID is 3 or 4 digits.

- *Canadian Bank Branch/Institute* and *Mutually Defined:* No validation for DFI ID.

The DFI Qualifier determines the format of the bank's DFI ID.

DFI ID

The bank's DFI ID. The format is determined by the value displayed in the DFI Qualifier field.

Bank Address

Select Bank Address for the Bank Address page.

Phone Details

Select Phone Details for the Phone Details page.

Payment Options Page

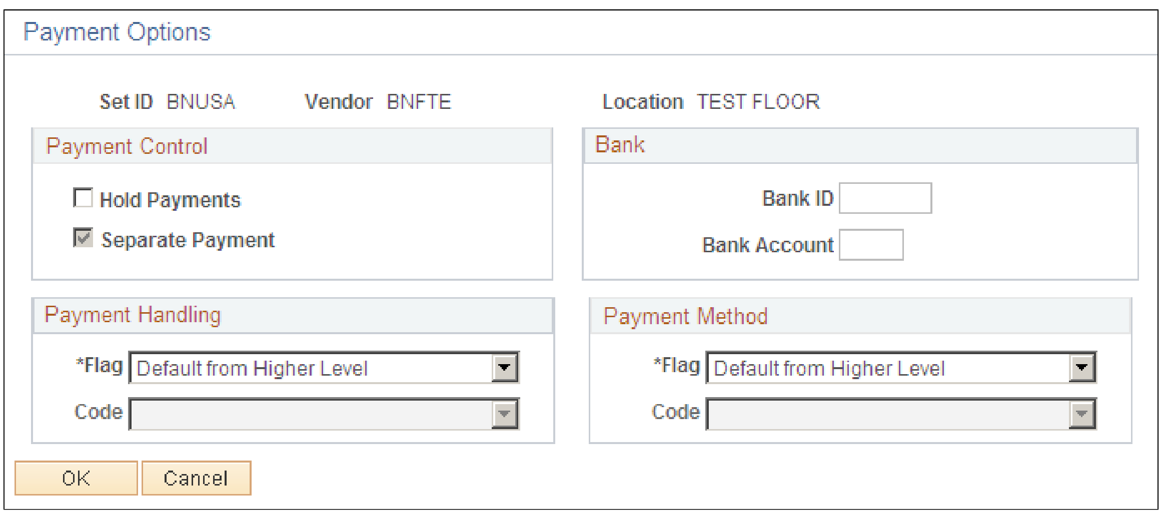
Use the Payment Options page (VNDR_PAY) to enter payment processing rules for the vendor location.

Navigation

Click Payment Options on the Vendor Information - Locations page.

Image: Payment Options page

This example illustrates the fields and controls on the Payment Options page. You can find definitions for the fields and controls later on this page.



Payment Control

Hold Payments

If this check box is selected, PeopleSoft Payables automatically places payments for this vendor on hold.

Separate Payment

If this check box is selected, PeopleSoft Payables creates a separate payment for each voucher, even if the system processes multiple vouchers for the vendor in the same pay cycle.

Bank

Bank ID

The code for the bank from which you want to make payments for this vendor.

Bank Account

The account from which payments will be made to this vendor.

Payment Handling

Flag

This field determines the payment handling instructions.

- *Default from Higher Level:* The payment handling instructions for the vendor come from the control hierarchy.
- *Specify at this Level:* The payment handling instruction for the vendor appears in the Code field.

Code

If you select Specify at this Level in the Flag field, this field displays the payment handling instructions your accounts payable department follows when issuing payments for this vendor:

- *High Dollar Payment.*
- *Internal Distribution.*
- *Regular Payments.*
- *Route to Purchasing.*

Payment Method

Flag

This field determines the payment method:

- *Default from Higher Level:* The payment method for the vendor comes from the control hierarchy.
- *Specify at this Level:* The payment method for the vendor appears in the Code field.

Code

If you select Specify at this Level in the Flag field, this field displays the payment method for this vendor:

- *Automated Clearing House.*
- *Customer Initiated Draft.*
- *Direct Debit.*
- *Draft - Customer EFT.*
- *Electronic Funds Transfer (EFT).*
- *Giro - EFT.*

- *Giro - Manual.*
- *Letter of Credit.*
- *Manual Check.*
- *System Check.*
- *Treasury Wire Flat File.*
- *Vendor Initiated Draft.*
- *Wire Report.*

Contacts Page

Use the Contacts page (VNDR_CNTCT) to enter a vendor's contact person.

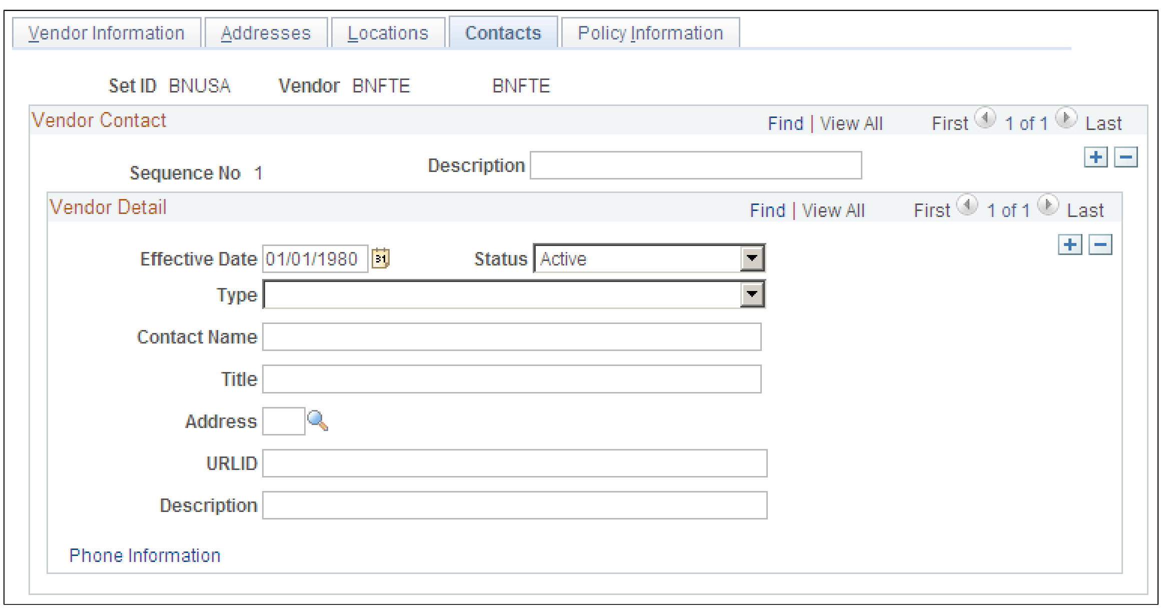
Enter more than one phone number if necessary.

Navigation

- Set Up HCM > Product Related > Payroll for North America > AP-Vendors > Vendor Information > Contacts
- Set Up HCM > Product Related > Base Benefits > Plans and Providers > Providers/Vendors Table > Contacts
- Set Up HCM > Product Related > Payroll for North America > Garnishments > Payee Table > Contacts

Image: Vendor Information - Contacts page

This example illustrates the fields and controls on the Vendor Information - Contacts page. You can find definitions for the fields and controls later on this page.



Sequence No (sequence number)

This number is automatically assigned to this contact.

Type

Select the type of contact.

Address

Select one of the addresses that you entered on the Addresses page.

URLID

Enter the contact's website address.

Phone Information

Click this link to display the Provider/Vendor Table - Contacts: Phone Information page.

Policy Information Page

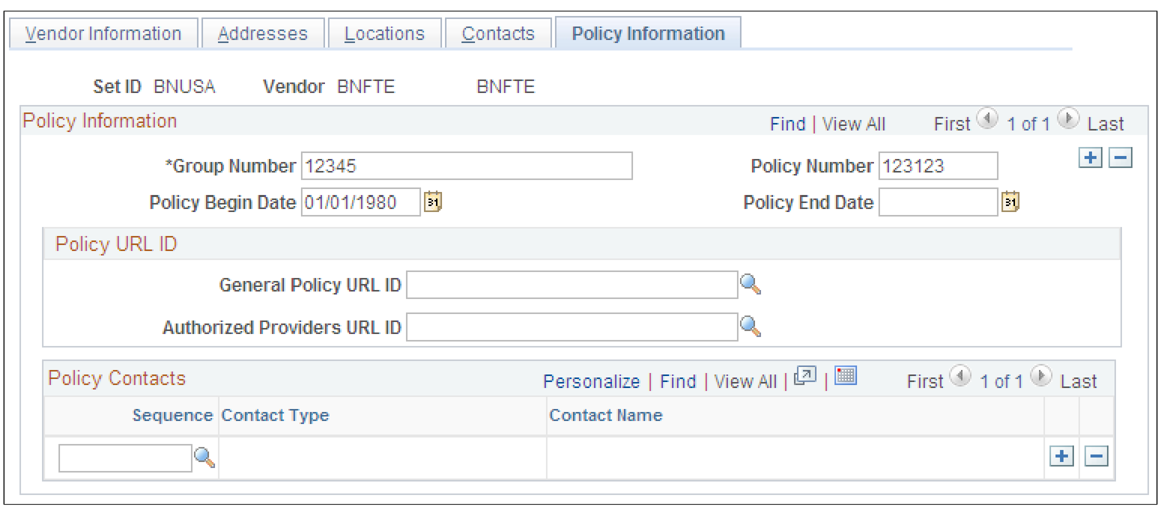
Use the Policy Information page (VNDR_POLICY) to enter information about policies and whom to contact about them.

Navigation

- Set Up HCM > Product Related > Base Benefits > Plans and Providers > Providers/Vendors Table > Policy Information
- Set Up HCM > Product Related > Payroll for North America > AP-Vendor > Vendor Information > Policy Information

Image: Policy Information page

This example illustrates the fields and controls on the Policy Information page. You can find definitions for the fields and controls later on this page.



General Policy URL ID

Select the vendor's website address that provides general policy information.

Authorized Providers URL ID

Select the vendor's website address that contains a list of authorized participating providers

Sequence

Select a contact from the list of contacts that were entered on the Provider/Vendor Table - Contacts page. After you select the contact, the Contact Name automatically appears.

(USF) Garnishment Payee Table Page

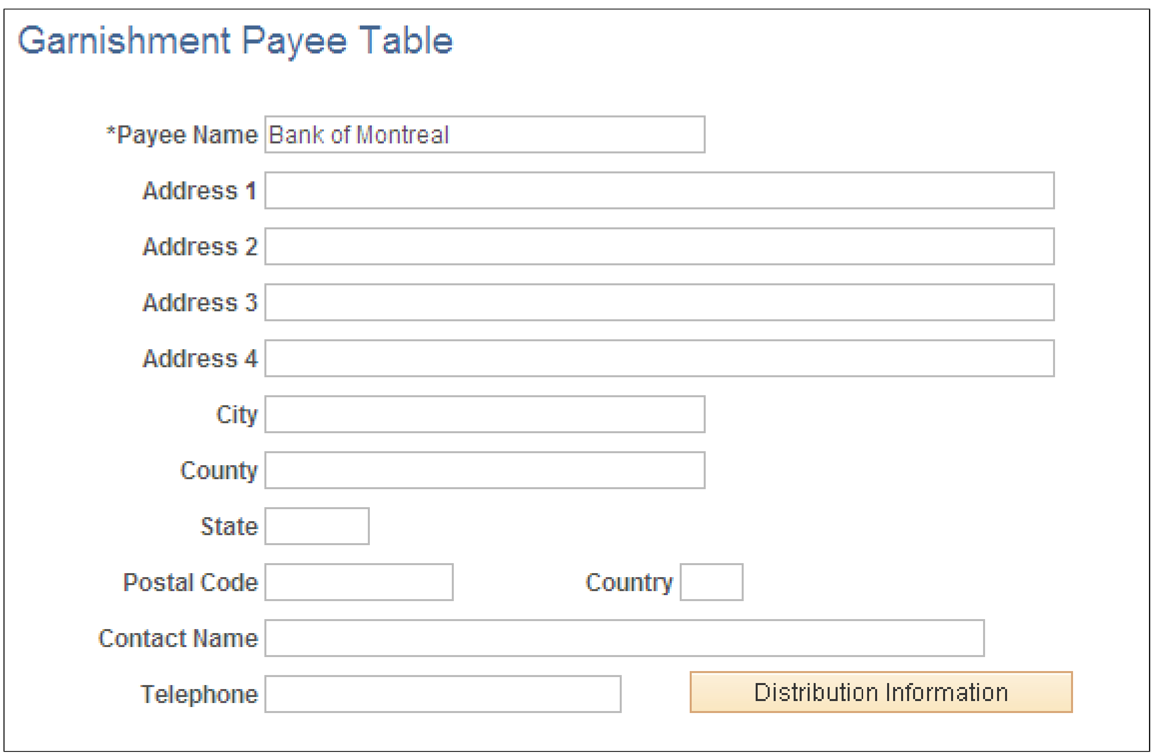
Use the Garnishment Payee Table page (GVT_GARN_PAYEE) to enter garnishment payee contact information for U. S. federal government.

Navigation

Set Up HCM > Product Related > Payroll for North America > Garnishments > Payee Table USF > Garnishment Payee Table

Image: Garnishment Payee Table page

This example illustrates the fields and controls on the Garnishment Payee Table page. You can find definitions for the fields and controls later on this page.



Distribution Information

Click this button to access the GVT Employee Distribution page.

(USF) GVT Employee Distribution Page

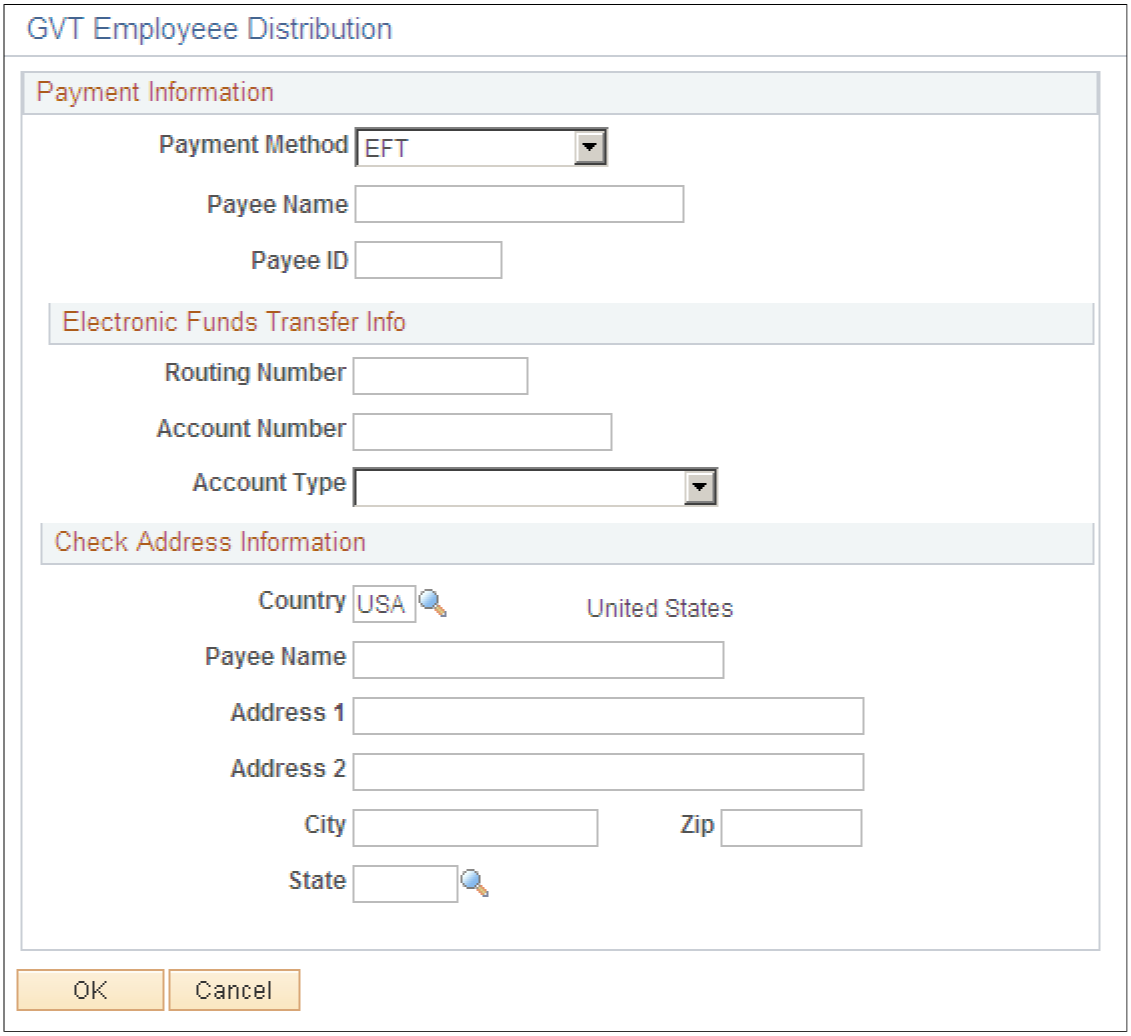
Use the GVT Employee Distribution page (GVT_GARN_DIST_SEC) to enter garnishment payee distribution information for U.S. federal government.

Navigation

Click the Distribution Information button on the Garnishment Payee Table page.

Image: GVT Employee Distribution page

This example illustrates the fields and controls on the GVT Employee Distribution page. You can find definitions for the fields and controls later on this page.



Enter the payment information.

Payment Method

For EFT distributions, select *EFT* as the payment method and specify the remittance state and FIPS code in addition to the account information.

Related Links

"Deduction Distribution Information Page" (PeopleSoft HCM 9.2: Payroll for North America)

"Deduction Distribution Information Page" (PeopleSoft HCM 9.2: Payroll for North America)

Chapter 24

Setting Up and Working with Group Definitions

Understanding Group Build

These topics discuss how to:

- Use the group build feature.
- Create a group.

Using the Group Build Feature

The Group Build feature provides a standard way to create groups of people in HCM. Once you've created a group, you can use it for a variety of purposes.

You might want to apply a business process to a group of individuals that crosses job, department, or even company lines. For example, you might want to offer a special bonus plan to your organization's research and development teams. The group includes everyone in departments 10200 though 10500. Using the Group Build feature, you can create a group consisting of departments 10200 through 10500 and administer the group's incentive plan using the Variable Compensation module. Later, someone else can administer salary increases to the same group using the Base Compensation and Budgets module. You define the group only once.

You can define groups in Group Build and use those groups in HCM applications such as:

- PeopleSoft Time and Labor
- PeopleSoft Benefits Administration
- PeopleSoft Stock Administration
- ePerformance
- The following PeopleSoft Human Resources business processes:
  - Manage Base Compensation and Budgeting
  - Manage Total Rewards
  - Manage Variable Compensation
  - Manage Labor Administration

Creating a Group

Creating a group in PeopleSoft HCM involves three steps:

1. Define the population that belongs to the group.
2. Set up group security.
3. Refine dates and other application-specific parameters in individual PeopleSoft applications (if necessary).

Note: These steps are designed for experienced users who are familiar with the record and field structures in PeopleSoft HCM.

Use Group Build pages to:

- Select the records, fields, and values that define the group.
- Set up the group's security.

Groups for Manage Variable Compensation

To use an existing review group later in the Manage Variable Compensation business process, link the existing group ID to a node in the Variable Compensation Group Tree in the Manage Variable Compensation business process.

Group build comes with a group ID of No Group that is required for Variable Compensation processing. The group ID *NOGROUP* is used for Variable Compensation plans without groups. It is a reserved group ID, and you cannot create a Group ID of *NOGROUP* in the Group Build application.

Setting Up Group Definitions

To set up group definitions, use the Group Build Records and Fields component (GB_REC_FIELD), Group Criteria component (GB_CRITERIA_TABLE), Group Build - Group Definition component (GB_GRP_DEFN_TABLE), and Group Build from Co./Dept. component (RUNCTL_GBP003).

These topics provide overviews of group definitions, query definition, and automatic generation of department groups and discuss setting up group definitions.

Pages Used to Define Groups

Page Name	*Definition Name*	*Usage*
Group Build Records and Fields Page	GB_REC_FIELD	Select fields for use on the Group Criteria page and Group Definition page.
Group Criteria Page	GB_GRP_CRIT1_TBL	Create a group criteria ID, which is a building block that you combine with other elements to build a more complex group.

Page Name	***Definition Name***	***Usage***
Group Definition Comments Sec Page	GB_GRP_CRIT1_SEC	Enter free-form comments about a Group Criteria definition.
Group Profile Page	GB_GRP_DEF1_TBL	Create a group profile. (Optional) Attach an existing group criteria ID or query to a group definition.
Group Definition Page	GB_GRP_DEF2_TBL	Specify the records, fields, and field values to define a group or refine a group criteria.
Group Build Definition View Page	GB_GRP_DEF1_SEC	View the records, fields, field values, and operators that you've specified for the group definition.
Group Build Exceptions Page	GB_GRP_OVRRIDE_SEC	Identify exceptions, such as additional employee jobs to include or exclude from a group.
Group Result Page	GB_GROUP_RES_SEC	View and sort the members of the groups that you've built on the Group Build pages.
Group Build from Co. & Dept. Page (group build from company and department)	RUNCTL_GBP003	Create groups from departments by running the Group Build Construction SQR process (GBP003) to translate your existing company and department structure into group format.

Understanding Group Definitions

To define a group's population:

1. (Required unless using a query.) On the Group Build Records and Fields Page (GB_REC_FIELD), select the fields for each record available to make them available to create group criteria on the Group Criteria page (GB_GRP_CRIT1_TBL) and Group Definition page (GB_GRP_DEF2_TBL).
2. (Optional) Create a group criteria on the Group Criteria Page.

   Group criteria are like building blocks of records and fields that you can use repeatedly to create different groups. For example, if your organization operates several business processes based on workers' department and union memberships, you may want to create a group criteria ID called DEPT AND UNION CODE. Once you've created the group criteria ID, you can use it to define a variety of groups.

Record Name	***Field Name***
Job	Department
Job	Union Code

3. (Optional) Attach a group criteria ID or query to the group definition on the Group Profile Page (GB_BRP_DEFN1_TBL).

   On the Group Profile page, you can use a group criteria ID and queries as part of a group's definition.

   - Using a group criteria ID.

     If you use a group criteria ID, you can define additional records, fields, and field values on the Group Definition page. You can use only one group criteria per group.

   - Using PeopleSoft Query.

     If you use PeopleSoft Query, you can choose an existing query or create a new one. Using queries provides access to a broader set of system records than the thirty-two records that are available through the Group Criteria page or Group Definition page. However, a query must follow certain rules to be used in a group definition. You can attach only one query to a group definition.

     See Understanding Query Definition for Group Build.

4. Define or refine the group by selecting records, fields, and field values on the Group Definition Page.

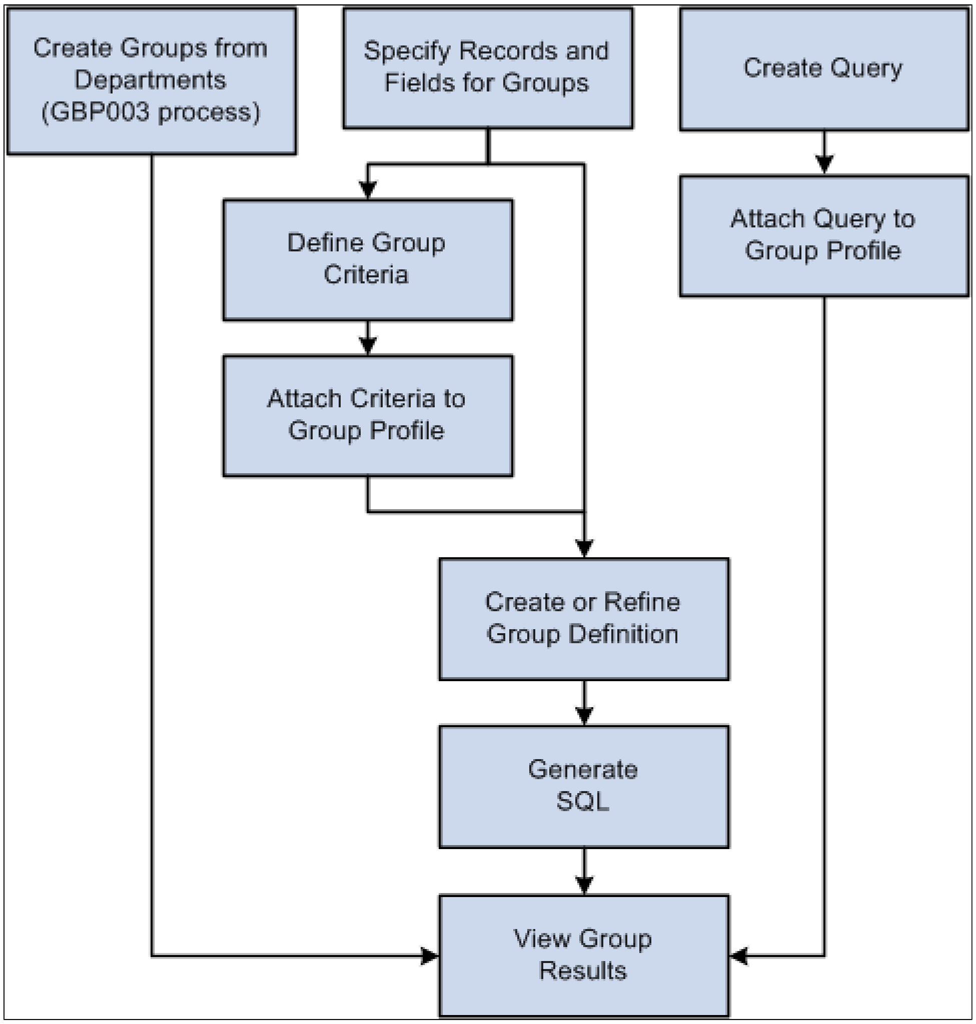
   - If you included a group criteria ID in the group definition, you must use the Group Definition page to attach the appropriate field values to the fields and records in the Group Criteria. You can also add any other records, fields, and values that you want to include in the group's definition.
   - If you've included a query in the group definition, you can't make any further selections on the Group Definition page.
   - You can also define a group entirely on the Group Definition page, without attaching a group criteria or query.

   See Setting Up Group Security.

5. (Optional) Identify employee exceptions to your group on the Group Build Exceptions Page (GB_GRP_OVRRIDE_SEC) via the Group Definition page. You can identify those employee jobs you would like to include or exclude from a group. You can also include job history, if any, for those employees on your inclusion list.

Image: Methods for defining group definitions

This graphic shows how to define and create groups, as discussed above, as well as the create groups from departments and query methods for creating groups:



Understanding Query Definition for Group Build

Use PeopleSoft Query with Group Build to define a group to access many more tables than the thirty-two tables that are available on the Group Criteria page or the Group Definition page.

When you define a query to use in group definitions, the following rules apply:

- The first record you insert into the query must be the Group Build view (GB_QRY_LINK_VW).

  The system uses this view to merge SQL statements that are created in the Group Build pages with the SQL statements that are created by PeopleSoft Query.

- You must select the following four fields from the GB_QRY_LINK_VW record:

  - EFFDT

  - EEFFSEQ

    - EMPLID
    - EMPL_RCD

- You must have at least one criterion for a record that you add in PeopleSoft Query.

  You should not add additional criterion from the GB_QRY_LINK_VW record in PeopleSoft Query.

- You can't define fields that are returned by the SQL statement.
- You can't use unions.
- You can't use aggregates.
- You can't use Tree Option as an expression.
- You can't use a prompt as an expression.

  You can use only Field Name, Expression, Constant, In List, Current Date, and Effective Seq (effective sequence).

- You can't use an expression in the left criteria of the query.
- The maximum length of the expression is 254 characters.

See *PeopleTools: PeopleSoft Query*..

Understanding Automatic Generation of Groups by Department

If your organization has a departmental security structure, creating a parallel structure for groups could involve redoing a great deal of existing work. To minimize duplication of effort, PeopleSoft provides the Group Build Construction SQR process (GBP003) for translating your departmental structure into group format. With this process, you create new groups that correspond to your existing company, setID, and department structure.

For example:

- Department 10100 in SetID USA becomes Group USA 10100.
- Department 10200 in SetID USA becomes Group USA 10200.
- Company CCB becomes Group CCB.

Any user who has access to the departments has access to the new groups. For example, a user who has access to department 10200 in SetID USA has access to the new *Group USA 10200.*

Group Build Records and Fields Page

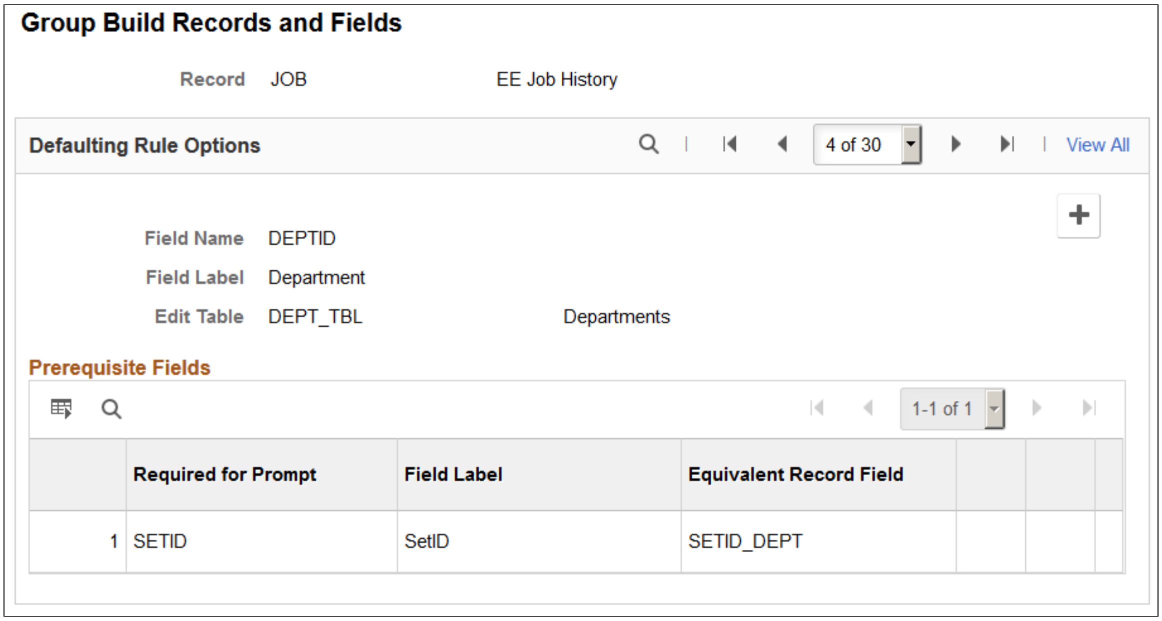
Use the Group Build Records and Fields page (GB_REC_FIELD) to select fields for use on the Group Criteria page and Group Definition page.

Navigation

Set Up HCM > Common Definitions > Group Build > Group Build Records and Fields > Group Build Records and Fields

Image: Group Build Records and Fields page

This example illustrates the fields and controls on the Group Build Records and Fields page. You can find definitions for the fields and controls later on this page.



For the record you selected on the search page, choose the fields you want to make available for creating group criteria on the Group Criteria page and on the Group Definition page. The system makes only those fields that you select here available on the Group Criteria page.

Defaulting Rule Options

Field Name and **Field Label**	Select the field name that you want to have available for use as group criteria. After you select a field name, its description appears in Field Label; you can change this description.
Edit Table	Select the field's edit table—the table from which the field is prompted.

Prerequisite Fields

Required for Prompt and **Field Label**	Select the field that prompts for the group criteria fields, if required. For example, if the defaulting rules field is Department, select SETID because before you can select a department, you need to select the department's setID. The appropriate Field Label and Equivalent Record Field appear when you select the Required for Prompt field.

Equivalent Record Field

Select the Required for Prompt field's equivalent. For example, the department's equivalent of SETID is SETID_DEPT

Sometimes the equivalent field is the same as the Required for Prompt field or there is no equivalent field. If there is no equivalent field, leave this field blank.

Group Criteria Page

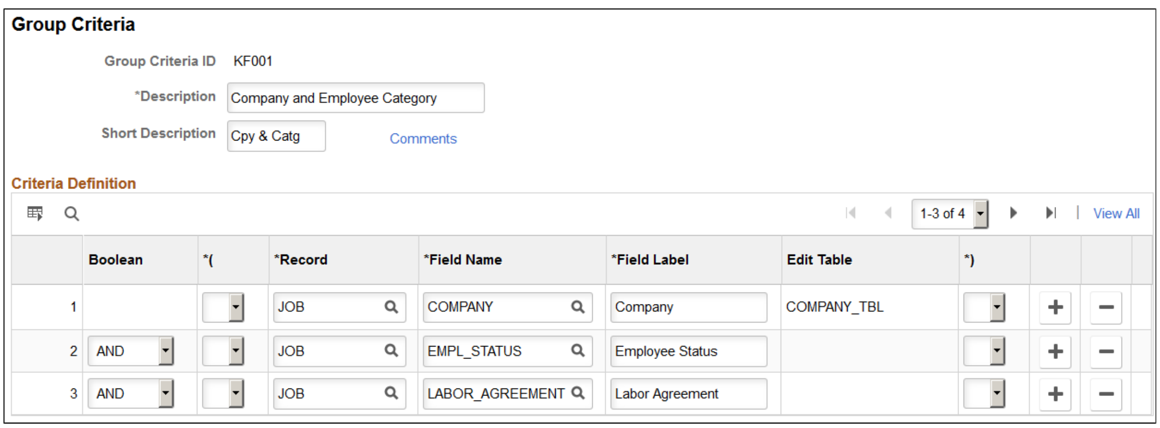
Use the Group Criteria page (GB_GRP_CRIT1_TBL) to create a group criteria ID, which is a building block that you combine with other elements to build a more complex group.

Navigation

Set Up HCM > Common Definitions > Group Build > Group Criteria > Group Criteria

Image: Group Criteria page

This example illustrates the fields and controls on the Group Criteria page. You can find definitions for the fields and controls later on this page.



Boolean

This field appears only if you add a second row of data to the page. Use it to tell the system how to process the records and fields that you enter on this page. Values are *AND* (the default) and *OR*.

(

Create sets or subsets of linked records and field names. Using parentheses helps avoid ambiguity when you create several AND/OR conditions. You can create up to five nesting levels. The system displays a list of values. The default is *none.*

Record

Select the record name to include in the group criteria definition. The system displays a list of the records you made available on the Group Build Records and Fields component.

Field Name

Enter the field name to include in the group criteria definition. The system displays a list of the fields you made available on the Group Build Records and Fields component for the record that you selected in the Record field.

Field Label

The system fills in this field when you press TAB to move out of Field Name. You can change the entry.

Edit Table

The system uses edit tables to validate the data that you enter in certain fields. If the field name you entered is linked to an edit table, the system fills in this field when you press TAB to move out of Field Name.

)

Complete a nesting statement that links multiple records and fields together. The system displays a list of values.

Group Profile Page

Use the Group Profile page (GB_GRP_DEF1_TBL) to create a group profile.

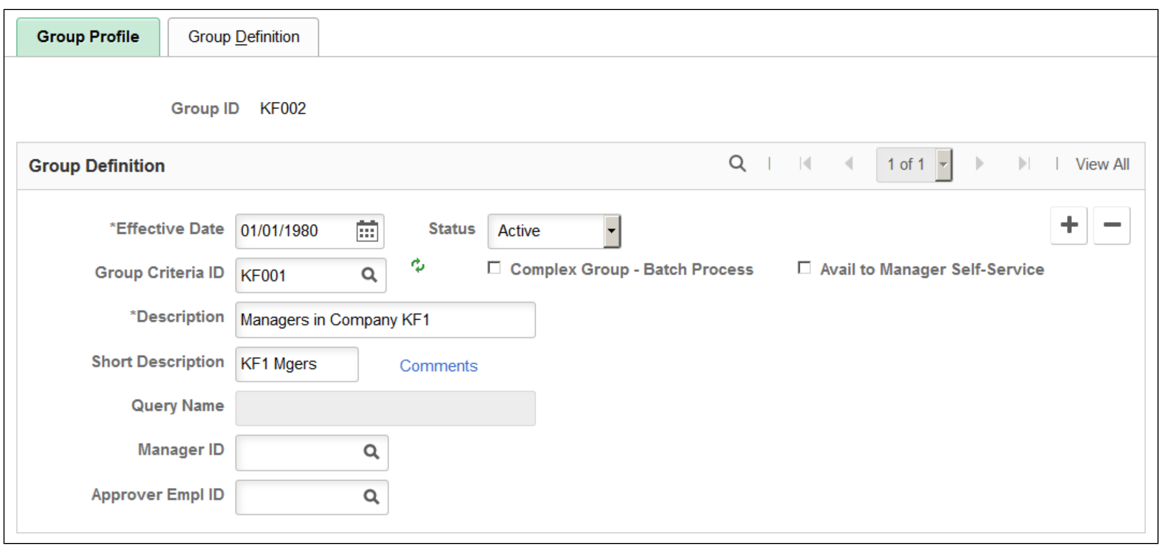
(Optional) Attach an existing group criteria ID or query to a group definition.

Navigation

Set Up HCM > Common Definitions > Group Build > Group Build - Group Definition > Group Profile

Image: Group Profile page

This example illustrates the fields and controls on the Group Profile page. You can find definitions for the fields and controls later on this page.



Group ID

Enter or select the group ID on the search page.

Note: The group ID *NOGROUP* is used for Variable Compensation plans without groups. It is a reserved group ID; you cannot create a Group ID of *NOGROUP* in the Group Build application.

Group Criteria ID

To include an existing group criteria in this group definition, enter the ID here. Otherwise, leave the field blank. You can include only one Group Criteria ID in a group.

If you changed the Group Criteria ID, click the Refresh button to repopulate the Group Definition page with new values.

Complex Group - Batch Process

Select if you want to select batch processing for complex groups that take a long time to build online. Batch processing can take place at off-peak times when you don't need your system for other purposes.

PeopleSoft Process Scheduler handles batch processes, so be sure that your process scheduler is up when you select this check box. Process Scheduler notifies you when processing is complete. If you need a status on scheduled group execution, see the Group Definition - Group Results page.

Note: Clicking the Launch Count button on the Group definition page sends the group to the process scheduler to be generated. If you have a complex group that you have already generated, clicking Launch Count retrieves the number of rows in the group.

Avail to Manager Self-Service

Select this check box if you plan to use Group ID as an access type for any manager self-service transaction.

Comments

Click this link to enter free-form comments on the Group Build Definition View page and to view the where clauses defined on the Group Definition page.

Query Name

To include an existing query in this group definition, enter the query ID here. Otherwise, leave the field blank.

Warning! When you access the list of options in this field, all existing queries that include the record GB_QRY_LINK_VW appear. However, the Group Build process works only with queries that have the fields EMPLID, EMPL_RCD, EFFDT, and EFFSEQ. If you select a query that does not contain those fields, the system will not display the Launch Count and Group Visualize buttons on the Group Definition page.

See Understanding Query Definition for Group Build.

Manager ID

Designate the group's manager, if applicable. For example, if the group you're defining consists of all employees in department 10200, enter the department manager's ID here. You can also use this field to designate the leader of a project team.

Variable Compensation uses the group manager ID to determine who can access the Award Allocation page when a plan is managed with groups.

If you selected the Avail to Manager Self-Service check box, Manager ID is required.

Approver Empl ID (approver employee ID)

If you're planning to use this group in the Variable Compensation Administration by Groups business process, enter the employee ID of the person who approves awards for this group. The system displays a list of values.

If you selected the Avail to Manager Self-Service check box and are using workflow with self-service transactions, Approver EmplID is required.

See *PeopleTools: PeopleSoft Query.*.

Group Definition Page

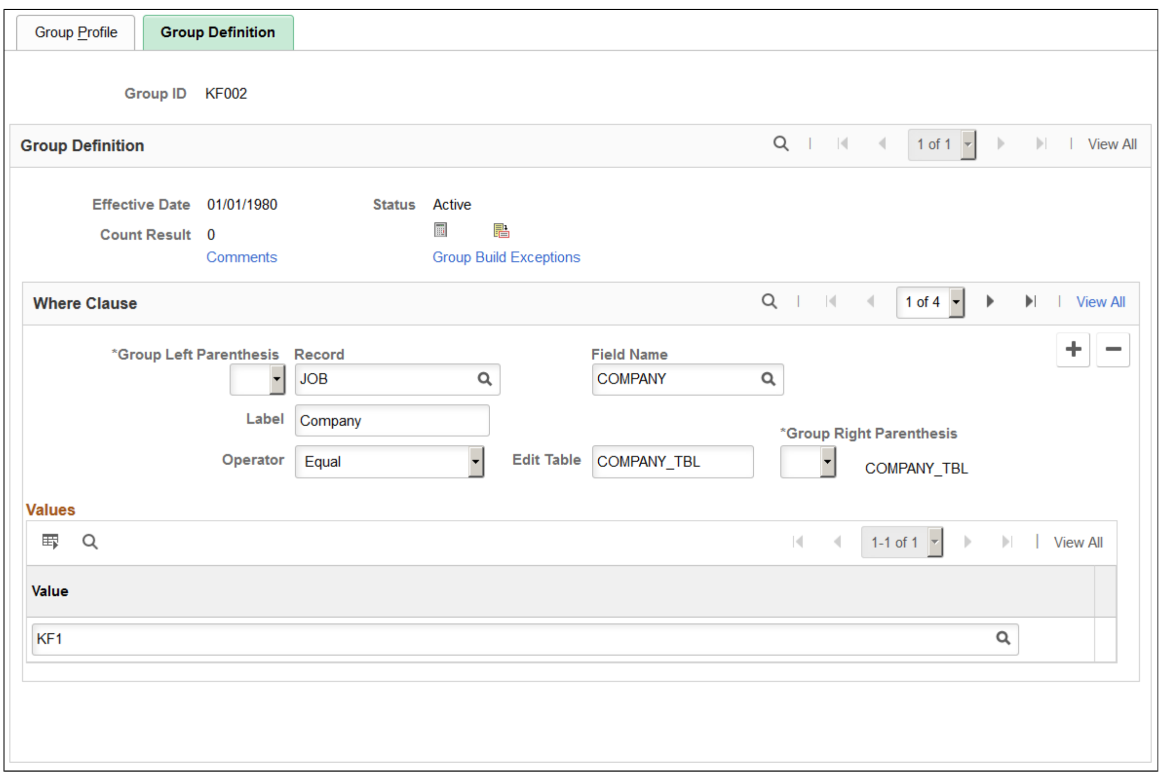
Use the Group Definition page (GB_GRP_DEF2_TBL) to specify the records, fields, and field values to define a group or refine a group criteria.

Navigation

Set Up HCM > Common Definitions > Group Build > Group Build - Group Definition > Group Definition

Image: Group Definition page

This example illustrates the fields and controls on the Group Definition page. You can find definitions for the fields and controls later on this page.



Group Definition

You can use this page in combination with a group criteria entered on the Group Profile page or you can build a group entirely on this page. You can use this page in any of the following ways:

- If you entered a Group Criteria ID on the Group Profile page.

  The system populates the Group Definition page with the record and field names from the Group Criteria page. You can't change the record and field names on this page. To finish defining the group, complete the parameters by entering the appropriate field values for each field name in the Criteria Definition group box on the Group Criteria page. You can add more records, field names, and field values to the definition.

- If you aren't using a Group Criteria ID.

  Define the group entirely on this page. Enter all the records, field names, and field values that you'll use to build the group.

- If you entered a query on the Group Profile page.

  You can't refine a group that is based on a query.

Count Result

When you click the Launch Count button, the system displays the number of members in the group. If you used effective-dated records in the group definition, the group might include more than one row of data per employee. Each data row counts as one item in the Count Result.

Comments

Click this link to access the Group Build Definition View Page where you can enter comments or view the where clause that you defined on the Group Definition page.

Group Build Exceptions

Click this link to access the Group Build Exceptions Page, where you can identify people’s jobs you want to include or exclude from this group.

(launch count)

After you have defined criteria, identified exceptions, if any, and saved the page, click the Launch Count icon to compute how many members are in the group. If you selected the Complex Group - Batch Process check box on the Group Definition - Group Profile page, clicking Count sends the group to PeopleSoft Process Scheduler to be generated.

If this is a complex group that you have already generated, clicking Count retrieves the number of rows in the group.

(group visualize)

Click the Group Visualize button to build the group and to access the Group Result Page, where you get a list of all group members.

Where Clause

Record

Enter the name of the record that you want to use to define the group. The system displays a list of valid record names. If this field is populated by a Group Criteria definition, you can't change the entry.

Field Name

Enter the name of a field to use to define the group. The system displays a list of values for the record that you entered in the

Record field. If you entered a group criteria ID on the Group Profile page, the system populates this field and you can't change the entry.

Label

The system populates this field when you move out of the field.

Operator

Define the field values to include in or exclude from the group. See the following Valid Operators table.

Note: *(JPN)* If you define groups for use in Japanese processes such as Seniority Pay or Salary Increase, we recommend that you do not set the Operator for Job − Effective Date to *Current.* If you select *Current,* you may not get the results you want when you run processes that are backdated. Provided Effective Date is not set to *Current* here, you can run processes to extract other than current data by using the As of Date on the process page.

Edit Table

The system uses edit tables to validate the data that you entered in certain fields. If the Field Name that you entered is linked to an edit table, the system populates this field.

Note: If the Field Name that you entered is keyed to other fields, the system displays the other fields that you must enter to finish defining the field. For example, if you want to build a group based on a particular Salary Step, you must also specify the SetID, Salary Plan and Salary Grade.

Value

Select a field value from the list.

Valid Operators

Description
Between
Current
Effdt < (Effective date is less than)
Effdt<= (Effective date is less than or equal to)
Effdt> (Effective date is greater than)
Effdt (Effective date is greater than or equal to)
Equal
Greater or Equal (Greater than or equal to)

Description
Greater than
In List
Is Null (Field value equals 0)
Less or Equal (Less than or equal to)
Less than
Like
Maximum
Minimum
Not Between
Not Equal
Not Like
Not Null (Field value does not equal 0)
Not In List

Defining Groups with Effective-Dated Data

Several records that you use to define a group are effective-dated:

- Job
- Effective-Dated Personal Data
- Time and Labor Employment Data
- Compensation

The system stores both current and historical data for these records, so you can build groups with them in two ways:

- Using current data.

  For example, selecting only an employee's current job and leaving out the previous jobs. The system adds the condition *Current* to the record's effective date.

- Using history data.

For example, including all the jobs that the employee has held in your organization. The group can include multiple rows of data for one employee. If you don't place any conditions on the effective date when you define the group, the system pulls all the historical data as of the current system date.

If you create a group definition that includes two effective-dated records, you can link the two records by effective date. The following table shows how to link two effective-dated fields.

Operator	***Description***
Effdt<=	Effective date is less than or equal to.
Effdt>=	Effective date is greater than or equal to.
Effdt<	Effective date is less than.
Effdt>	Effective date is greater than.

Group Build Definition View Page

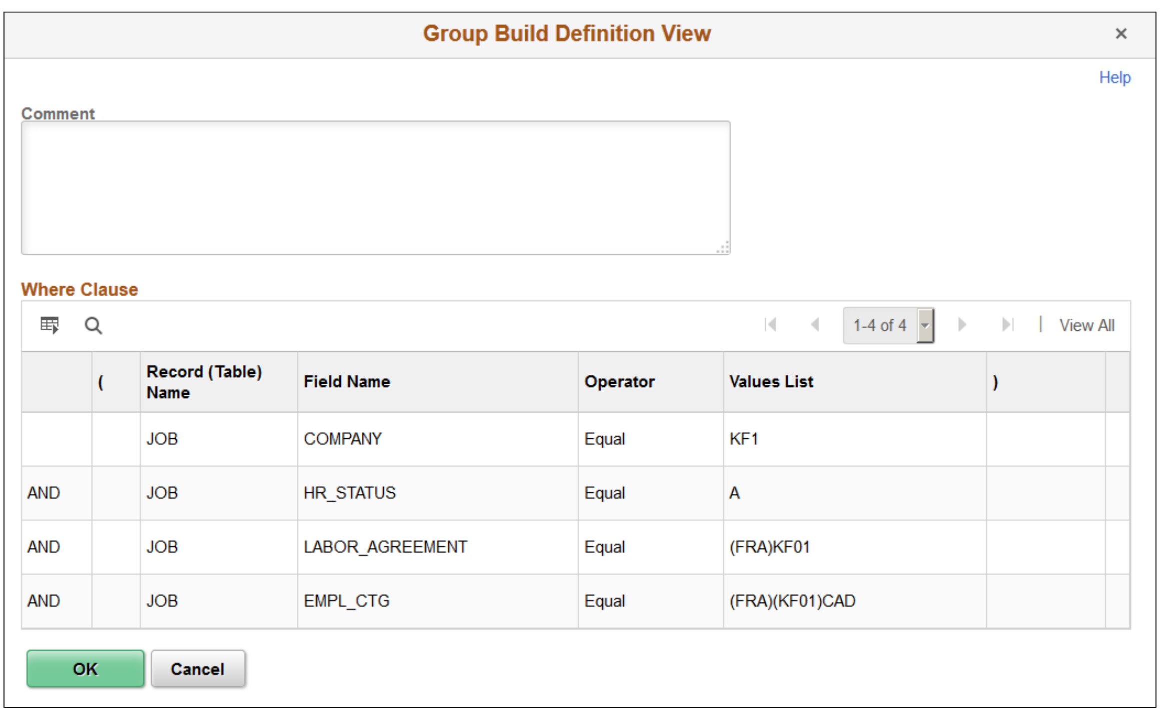
Use the Group Build Definition View page (GB_GRP_DEF1_SEC) to view the records, fields, field values, and operators that you've specified for the group definition.

Navigation

Click the Comments link on the Group Profile page or the Group Profile or Group Definition page.

Image: Group Build Definition View page

This example illustrates the fields and controls on the Group Build Definition View page. You can find definitions for the fields and controls later on this page.



Where Clause View the where clause as defined on the Group Definition page.

Group Build Exceptions Page

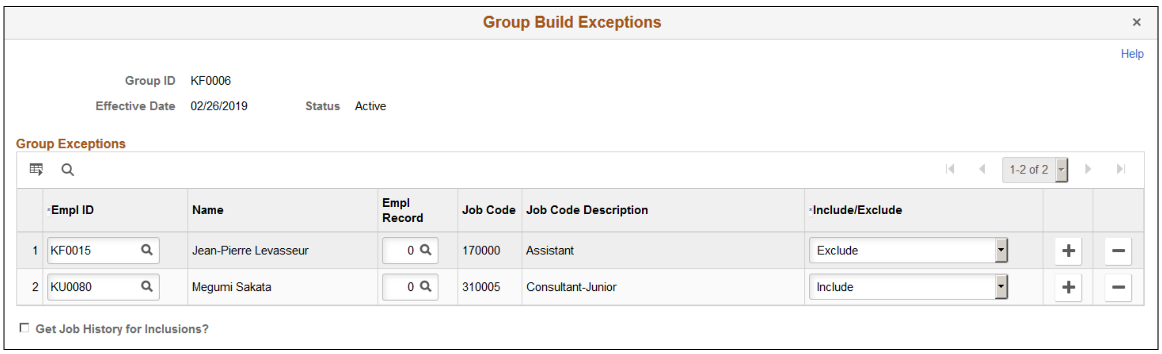
Use the Group Build Exceptions page (GB_GRP_OVRRIDE_SEC) to identify exceptions, such as additional employee jobs to include or exclude from a group.

Navigation

Click the Comments link on the Group Profile page or the Group Profile or Group Definition page.

Image: Group Build Exceptions page

This example illustrates the fields and controls on the Group Build Exceptions page.



Use this page to exclude or include employee jobs in the group build. The system stores these EMPLID/ EMPL_RCD combinations on the Group Exception table. The build process will include this Group Exception table when building the group.

Get Job History for Inclusions Select this check box to include all of the history for the jobs selected for inclusion. When selected, the group will include multiple rows of data for each included job. If you don't place any conditions on the effective date when you define the group, the system pulls all the historical data as of the current system date.

Group Result Page

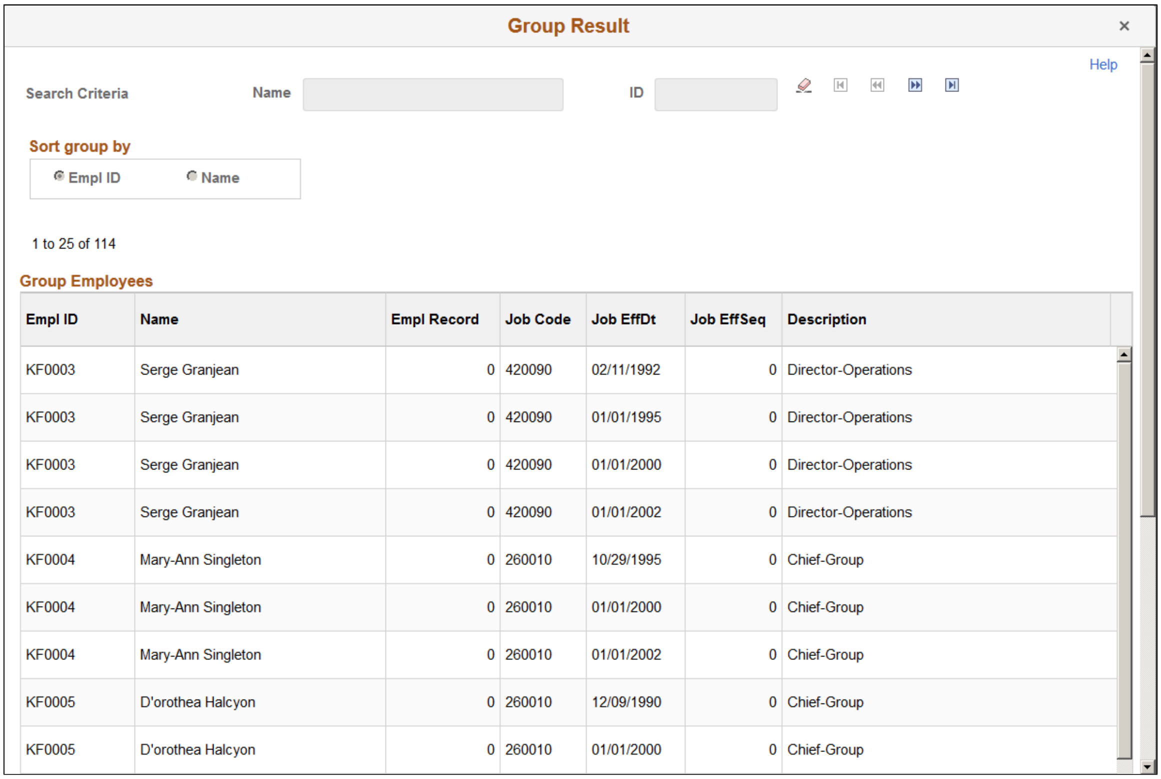
Use the Group Result page (GB_GROUP_RES_SEC) to view and sort the members of the groups that you've built on the Group Build pages.

Navigation

Click the Group Visualize icon on the Group Definition page.

Image: Group Result page

This example illustrates the fields and controls on the Group Result page. You can find definitions for the fields and controls later on this page.



Using Group Member Chunking Controls

Because the number of group members could be very large, the system loads members into this page in chunks. You can determine the number of rows in a chunk in the Maximum Number of Rows for Scrolling field on the Installation Table. You manage the display of chunks using filters and navigator buttons.

Filters enable you to enter search criteria for identifying a chunk of members. You can enter information into one or more of the filter fields to narrow your search.

Important! Group Build automatically joins the JOB, COMPENSATION, PERSON, and PER_ORG_ASGN tables. To compare the group results from this page with the results of a query that you launched from your SQL editor, add the joins to those three records in your SQL editor to ensure that the results are comparable.
When you click the count button, Group Build Definition gives the system date as parameter. For example, the Group Build Definition adds the condition JOB.EFFDT <= Given Date is added in the generated SQL, even if you did not define any dates criteria in the Group Build Definition.

Use the following filters and navigator buttons to move from one chunk of members to another:

Search on Name	Enter one or more letters in this filter field to instruct the system to populate the page with employees whose last names begin with the letters that you entered.

You can use the wild card *%* to help select a record. For example, to search for all employees named John enter *%John.*

ID (employee ID)

Entering one or more numbers in this filter field instructs the system to populate the page with employees whose employee IDs begin with the numbers that you entered.

Sort group by

Select whether you want the members to appear in order by EmplID (employee ID) or Name.

Note: (JPN) The Sort group by feature is disabled when Japanese Kanji character sets are used in a Non-Unicode database with Japanese as the base language and login language.

Click the Refresh Search Fields? button to clear all previously entered search criteria from the filter fields.

Search

Click the Search button to display the results of a new search. To the left of the Sort group by group box, the system displays which rows are visible compared to the total number of rows. For example, *1 to 4 of 4* means that rows 1 through 4 are displayed out of a total of 4 rows.

Note: After you click Search, the button disappears from the page until you click the Refresh Search Fields? icon.

Related Links

Understanding Group Build

Group Build from Co. & Dept. Page

Use the Group Build From Co./Dept (group build from company and department) page (RUNCTL_GBP003) to create groups from departments by running the Group Build Construction SQR process (GBP003) to translate your existing company and department structure into group format.

Navigation

Set Up HCM > Common Definitions > Group Build > Group Build From Co./Dept. > Group Build From Co./Dept.

Run the Group Build Construction SQR process (GBP003) to translate your departmental structure into group format.

When the process is complete, you can use the Group Build pages to view the groups and verify that they were generated correctly.

Related Links

Understanding Automatic Generation of Groups by Department

Setting Up Group Security

To set up group security, use the Group Security Default component (GB_GRP_DEFN_TABLE), Security By Group component (GB_GRP_SEC_TABLE), and Security By Operator component (GB_OPR_SEC_TABLE).

These topics provide an overview of group security and discuss how to:

Pages Used to Set Up Group Security

Page Name	***Definition Name***	***Usage***
Group Security Default Page	GB_GROUP_DFT_TBL	Set up default component access. Specify which components in your system can use or refer to groups that are created in the Group Build component.
Security by Group Page	GB_GRP_SEC_TBL	Set up security by group. Specify the users who have security access to the selected group ID and the components that the user can access for the group.
Security by Operator Page	GB_OPR_SEC_TBL	Set up security by user. Specify the groups that the selected user can access and the components that the user can access for the group.

Understanding Group Security

Because you can group people together in any manner that suits your needs, including across companies or departments, groups have their own security structure that is separate from, and overrides, data permission security. For example, a user who does not normally have access to department 10100, but who has access to a group that includes people in department 10100, can see all group members, even those who belong to that department. This makes security factors an important consideration when you set up groups.

Note: User profiles must have an associated person in order to be given security access to groups (the system will not list user IDs that don't have a person associated with them). This ensures that the security is assigned to a person and the activities involving the group can be tracked by the person. Assign people to user profiles on the User Profiles component in PeopleTools security.

Group Security Default Page

Use the Group Security Default page (GB_GROUP_DFT_TBL) to set up default component access.

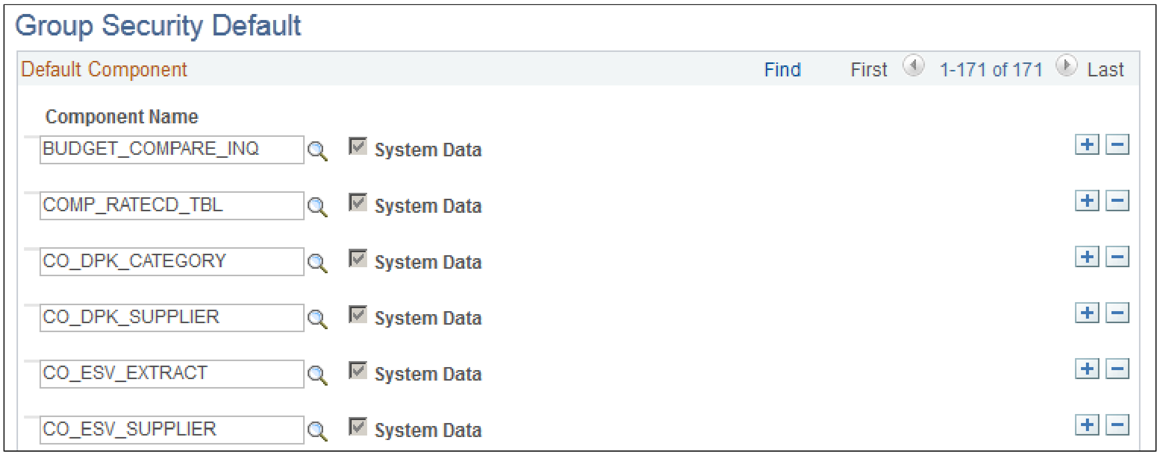
Specify which components in your system can use or refer to groups that are created in the Group Build component.

Navigation

Set Up HCM > Common Definitions > Group Build > Group Security Default > Group Security Default

Image: Group Security Default page

This example illustrates the fields and controls on the Group Security Default page. You can find definitions for the fields and controls later on this page.



Component Name

The system populates these fields with a list of the standard PeopleSoft Human Resources components that refer to groups.

Components can refer to groups in one of two ways:

- The page contains a field that prompts the user to supply a group ID.
- The page displays a list of people who belong to a particular group.

When you define group security for a particular group or user, you can import this default list into the Security By Group and Security By Operator pages. Then you can selectively delete components to make them unavailable to that group or user.

To keep a particular component from appearing on the Security By Group or Security By Operator page, delete its name from the list.

System Data

View whether a component is a standard component that is delivered by PeopleSoft as system data or a modified component that is created for your installation. This check box is selected if the system supplies the data and deselected if the component is modified. You can't change this field.

Security by Group Page

Use the Security by Group page (GB_GRP_SEC_TBL) to set up security by group.

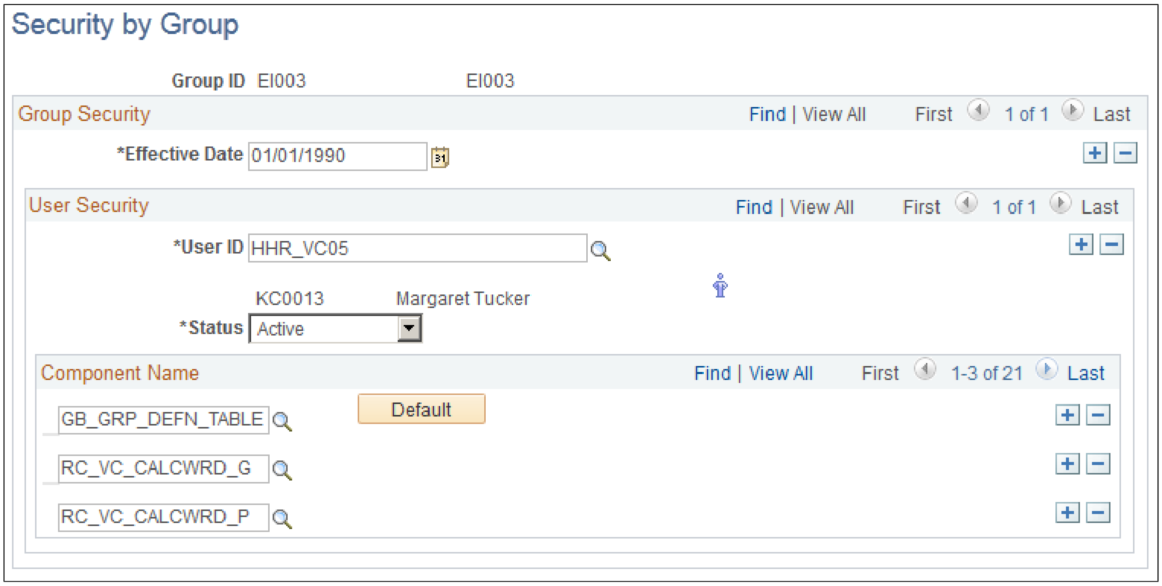
Specify the users who have security access to the selected group ID and the components that the user can access for the group.

Navigation

Set Up HCM > Common Definitions > Group Build > Security by Group > Security by Group

Image: Security by Group page

This example illustrates the fields and controls on the Security by Group page. You can find definitions for the fields and controls later on this page.



Effective Date

The date on which the security configuration takes effect. The default is to today's date. Change the date to grant security access as of a different date.

User ID

Select the ID of a user whose group access you want to set up or change.

 (get employee ID)

If you know a person's ID but not the matching user ID, click the Get Employee ID icon to search for the person's user ID. The system displays the Search Operator ID box. Enter the ID and click OK to add the person's user ID to the user list, if it isn't already on the list.

If you don't know the person's ID, click the Look up EmplID icon to search for it. The system displays a Look up EmplID page that you can use to search for the ID you want.

Status

Select *Active* to grant the user access to the group or *Inactive* to remove the user's access.

Component Name

Select the components that you want to include in the user's security access for this group. Valid values are the default components listed on the Group Security by Default page.

Default

Click this button to assign this user access to the current group from any default component listed on the Group Security Default page. The system displays the default components. You can delete any components for which you do not want to grant security access to this user for this group.

See Group Security Default Page.

Security by Operator Page

Use the Security by Operator page (GB_OPR_SEC_TBL) to set up security by user.

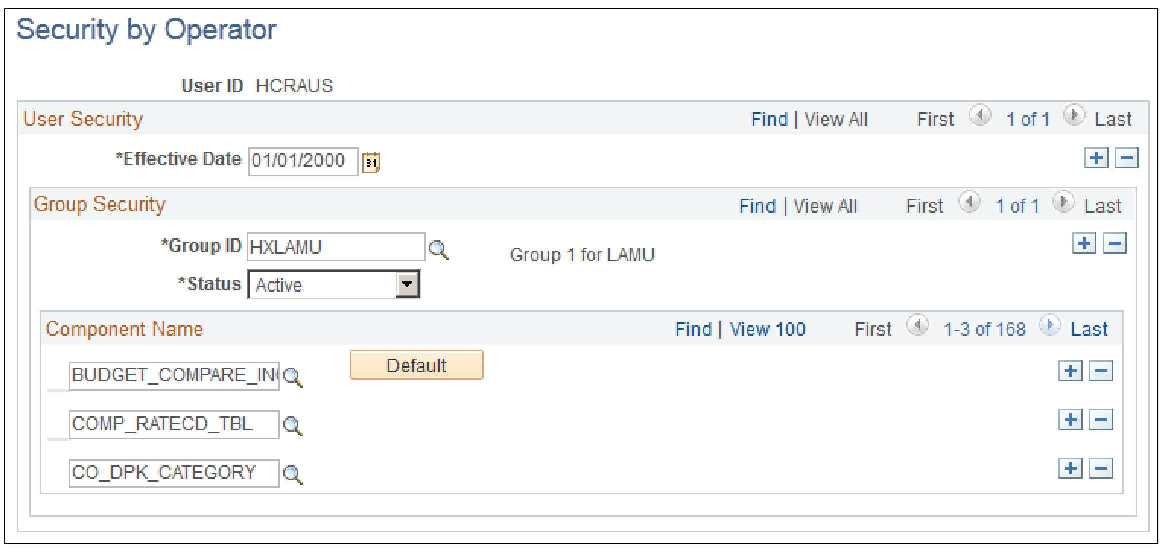
Specify the groups that the selected user can access and the components that the user can access for the group.

Navigation

Set Up HCM > Common Definitions > Group Build > Security by Operator > Security by Operator

Image: Security by Operator page

This example illustrates the fields and controls on the Security by Operator page. You can find definitions for the fields and controls later on this page.



Effective Date

The date that the security configuration takes effect. The default is today's date. To grant security access as of a different date, change the date.

Group ID

Enter the ID of the group to which you want to control this user's access.

Status

Select *Active* to grant the user access to the group or *Inactive* to remove the user's access.

Component Name	Select the components that you want to include in the user's security access for this group. Valid values are the default components listed on the Group Security by Default page.
Default	Click this button to assign this user access to the specified group from any default component listed on the Group Security Default page. The system displays the default components. You can delete any components for which you do not want to grant security access to this user for this group. See Group Security Default Page.

Refining Groups in PeopleSoft Applications

After you create the group definition, you refine group members at the application level.

You can define a group as of:

- A point in time.

  Some processes select only group members as of an effective date specific to the process. In this case, if the group is created with all job historical rows, the system selects only the data as of the effective date.

- A period of time.

  Some processes select group members who have job data between a from and a through date.

Related Links

Building Applications or Batch Programs that Include Group Build Functions

Viewing Group Results and Reports

These topics provides an overview of group membership and discuss how to view complex group results.

Pages Used to View Group Results and Reports

Page Name	***Definition Name***	***Usage***
Complex Group Results Summary Page	RSLT_SMRY_PNL	View the status of the complex groups that you created in the Group Definition component. You must already have run the background process to create the group.

Page Name	Definition Name	Usage
Group Overlapping Page	RUNCTL_GBP001	Run the Group Member Overlapping report (GBP001). This report lists individuals who belong to multiple groups.
Group Membership Page	RUNCTL_GBP002	Run the Group Membership report (GBP002). This report lists the members of selected groups.

Understanding Group Membership

When you define a group through the Group Definition component, you don't specify any time limits on group membership, so some groups may have very long lists of members. To help manage these potentially unwieldy groups, PeopleSoft provides an inquiry page and reports that you can use to view group members.

Related Links

Viewing Group Results and Reports

Common Elements

Group ID — Enter the ID of the group whose members you want to view.

As Of Date — The report lists the members who belong to the group as of the current date, or as of the date you specify in the Refinement Date field.

Refinement Date — If the group definition includes effective-dated records, enter the date for which you want the records run. For instance, you might want to run a group with an effective date of January 1, 2000, but run the effective-dated rows in the group as of February 15, 2008. In that case, you would select a Group As of Date of January 1, 2000 and a Refinement Date of February 15, 2008.

If you leave this field blank, the system will run the group as of the current date.

Complex Group Results Summary Page

Use the Complex Group Results Summary page (RSLT_SMRY_PNL) to view the status of the complex groups that you created in the Group Definition component.

You must already have run the background process to create the group.

Navigation

Set Up HCM > Common Definitions > Group Build > Complex Group Results Summary > Complex Group Results Summary

You can designate any group as a complex group by selecting the Complex Group - Batch Process check box on the Group Definition - Group Profile page. The system creates complex groups by background process and notifies you when processing is complete.

Purging Group Results

These topics provide an overview of the group results and discuss how to:

Pages Used to Purge Results

Page Name	*Definition Name*	*Usage*
Group Results Purge Page	RUNCTL_GBP004	Delete (purge) the results of a previous version of a group from the Group Results Table.
Unusable Group Results Purge Page	RUNCTL_GBP005	Delete the results from all of your groups from the Group Result Table. You must have saved the group you want to purge before using this page.

Understanding Group Results

Each time you generate and execute a group, the system stores the results in the Group Result Table. The next time you execute the same group, the system checks to see if the group's definition and date parameters have changed since the last time you ran the group. If they have, the system deletes the old results from the Group Results Table and saves the new results.

Group Results Purge Page

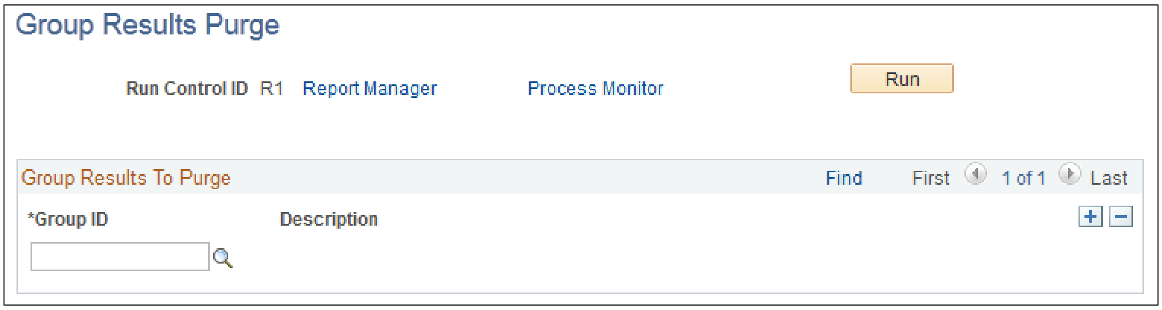
Use the Group Results Purge page (RUNCTL_GBP004) to delete (purge) the results of a previous version of a group from the Group Results Table.

Navigation

Set Up HCM > Common Definitions > Group Build > Group Results Purge > Group Results Purge

Image: Group Results Purge page

This example illustrates the fields and controls on the Group Results Purge page. You can find definitions for the fields and controls later on this page.



The Group Results Purge process deletes *usable groups* —groups with results in the Group Results Table that are still in sync with the current group definition and can potentially be retrieved by the system.

Group ID	Enter the ID of a group whose results you want to purge. The system deletes the results from the Group Build results table GB_GRP_RES_TBL.

Unusable Group Results Purge Page

Use the Unusable Group Results Purge page (RUNCTL_GBP005) to delete the results from all of your groups from the Group Result Table.

You must have saved the group you want to purge before using this page.

Navigation

Set Up HCM > Common Definitions > Group Build > Unusable Group Results Purge > Unusable Group Results Purge

The Unusable Group Results Purge process deals with *unusable groups*—groups that were generated when the group definition was different from what it is now, and the results that are stored on the Group Results Table no longer match the group definition. Group results become unusable when any of the following items change:

- The developer's query definition.
- The Group Results Table, where the group results are stored.
- The group definition.
- The user's query definition.

Chapter 25

Setting Up XML Reporting Framework

Understanding XML Reporting Framework

Before you can generate XML files for reporting, you must set up the components for XML file creation. The steps to set up XML files are listed below:

1. Set up XML code tables.
2. Define XML sets.
3. Set up XML node tables and node mapping.
4. Define XML templates.
5. Perform the steps to generate the XML file.

The XML generation process uses this dynamic setup data to create the XML files based on the specific needs of the report you are generating.

XML Code Tables

XML code tables are tables that list the valid values of an XML node. Code tables enable you to compile setup data through a single menu entry point. Use the XML Code Table (XML_CODE_TBL) component to define the auxiliary XML code tables and the valid values that your company uses. Once you define the XML code tables, you can use them to:

- Map system values to XML code table values for a node.
- Serve as validation tables for the values of a node.

You can perform both of these options when defining XML nodes through the XML Node Table component. Later in the business process, when you are completing a person's node data for an XML file during XML file generation, the system prompts you to select from the valid values that you have defined in the code table for the node.

XML Sets

An XML set is a group XML files. You can associate XML sets with functional areas. For example, Human Resources for Spain delivers XML sets for the Contrata, Delta, Contract Printing, and Tripartite Foundation functional areas.

Use the XML Set Table component to define XML set definitions for XML files. You associate XML sets with XML nodes through the XML Node Table component and with the XML templates through the XML Template Table component.

XML Node Tables

XML nodes are the core of the XML file setup. XML nodes are sets of tags within an XML file that determine the hierarchical structure of the file. They represent the XML tags that are mapped to HCM data. All tags between the open tag and closed tag of a node comprise the node. Use the XML Node Table component to define XML nodes and create the relationships between the nodes. The nodes that you create and relate to each other define the XML file structure. Through the XML generation process, the system can retrieve data that is already stored in the HCM database and write the data into the appropriate XML nodes.

You can define complex nodes or simple nodes. Complex nodes are composed of other simple or complex nodes. Complex nodes can be root nodes or children nodes. There can only be one root node per XML template that you define. A root node defines a specific XML file layout. For further embedding of XML tags, children nodes can also contain their own children nodes. Simple nodes are associated with values. To derive the values of simple nodes, you can use as source data manual values that you enter or system values.

Sometimes the data with the system as the source from which you are deriving the values of the nodes does not match the data that you need for the XML file. In such cases, you can also use the XML Node Table component to map the system data values to alternate values that fit your reporting needs. For example, PeopleSoft system data uses gender values M (male) and F (female). However, in case of GP Spain, I.N.E.M. uses H (hombre/male) and M (mujer/female). You can use the XML Node Table component to map these PeopleSoft system values to the corresponding Spain-specific I.N.E.M. values.

XML Templates

XML templates define the type of communications within each functional area, identifying the complete XML structure of the XML file that you generate for each communication. An XML template holds the keys and root node for runtime data retrieval for the XML generation process. When defining each template, you assign a root node. The root node thus contains the whole information for all of the nodes in the template thereby defining the XML file structure. At runtime, the system uses these keys to retrieve the correct values for the fields as part of the SQL Select statement when retrieving the data for the children nodes of the root node that you associate with the XML template in its definition.

Setting Up XML Reporting Framework

This topic discusses setting up the XML reporting framework.

Pages Used to Set Up XML Reporting Framework

Page Name	***Definition Name***	***Usage***
XML Code Tables Page	XML_CODE_TBL	Define the auxiliary XML code tables and the valid values that your company uses for XML nodes.
XML Set Table Page	XML_SET_TBL	Maintain XML set definitions.
Node Table Page	XML_NODE_TBL1	Define the nodes that comprise the XML file structure for your country-specific functionality.

Page Name	***Definition Name***	***Usage***
Node Mapping Page	XML_NODE_TBL2	Map existing system values for nodes to alternate values that the XML file requires.
XML Template Page	XML_TEMPLATE	Define templates for use during XML file generation.
XML Tester Page	XML_RC_TESTER	Allow running any XML file defined using previous setup, so that the user can validate if the resultant report is the expected one.

XML Code Tables Page

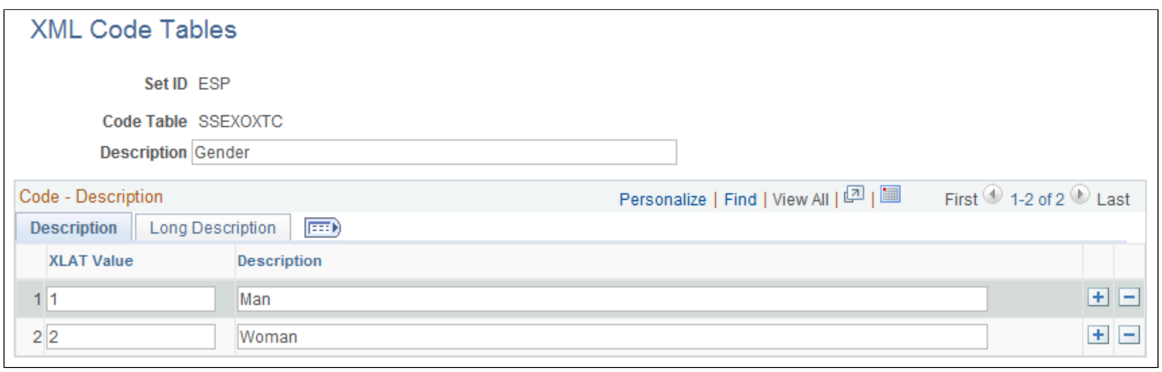
Use the XML Code Tables page (XML_CODE_TBL) to define the auxiliary XML code tables and the valid values that your company uses for XML nodes.

Navigation

Set Up HCM >Common Definitions, >XML Report Framework >XML Code Tables

Image: XML Code Tables Page

This example illustrates the fields and controls on the XML Code Tables Page. You can find definitions for the fields and controls later on this page.



Code Table The name of the code table.

Description Enter the description of the code table.

XLAT Value Enter the translate value for the code table.

Description Enter the description of the translate value.

XML Set Table Page

Use the XML Set Table page (XML_SET_TBL) to maintain XML set definitions. For example, Human Resources and Global Payroll Spain provide XML sets for:

- Delta reporting

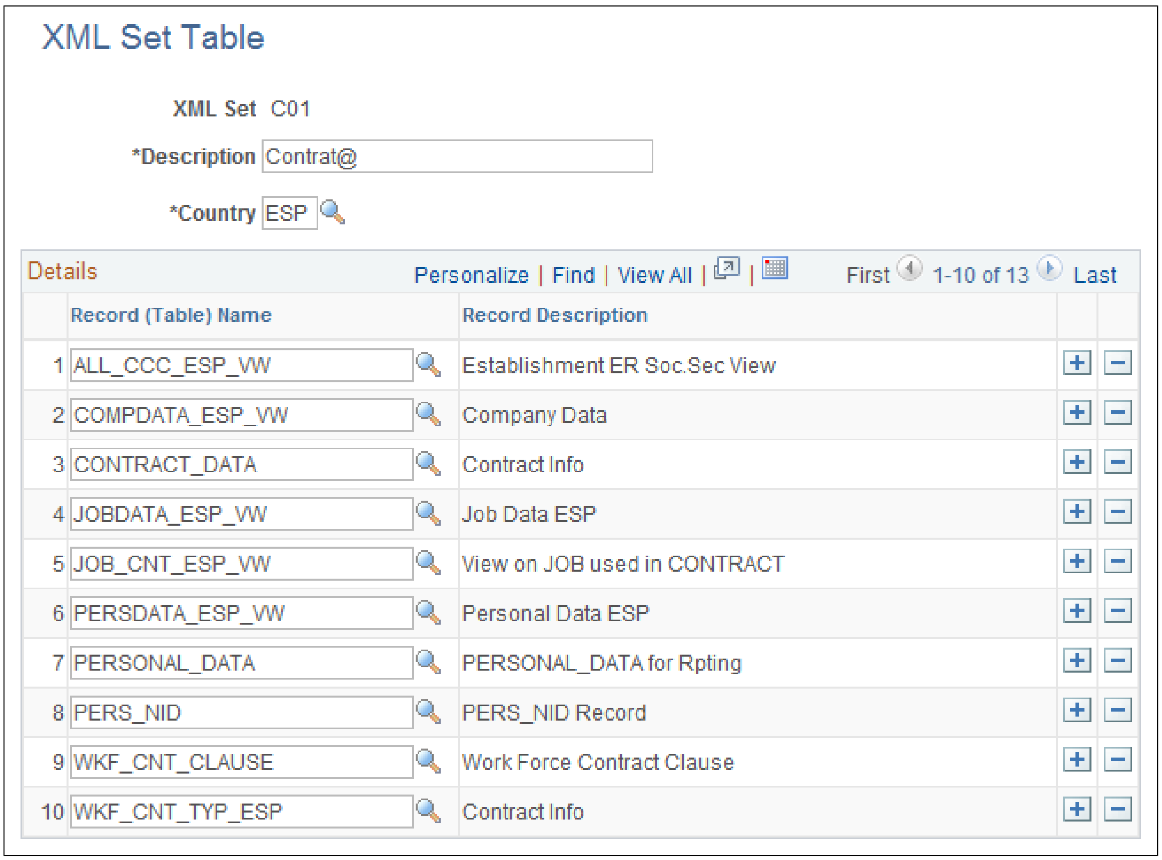
- Contrat@ reporting
- Tripartita Foundation reporting
- Contract printing
- Company Certificates
- Cret@ reporting

Navigation

Set Up HCM >Common Definitions >XML Report Framework >XML Set Table

Image: XML Set Table Page

This example illustrates the fields and controls on the XML Set Table Page. You can find definitions for the fields and controls later on this page.



XML Setand**Description**	Displays the XML set code and description.
Country	Select the country for which the XML set is being defined.
Record (Table) Name	Enter the record name eligible to work with this XML Set. The records entered here will be available in other parts of this framework.
Record Description	Displays the description of the record or table you selected.

Node Table Page

Use the Node Table page (XML_NODE_TBL1) to define the nodes that comprise the XML file structure for your country-specific reporting.

Navigation

Set Up HCM >Common Definitions >XML Report Framework, >XML Node Table

Image: Node Table Page (complex node type)

This example illustrates the fields and controls on the Node Table Page. You can find definitions for the fields and controls later on this page.

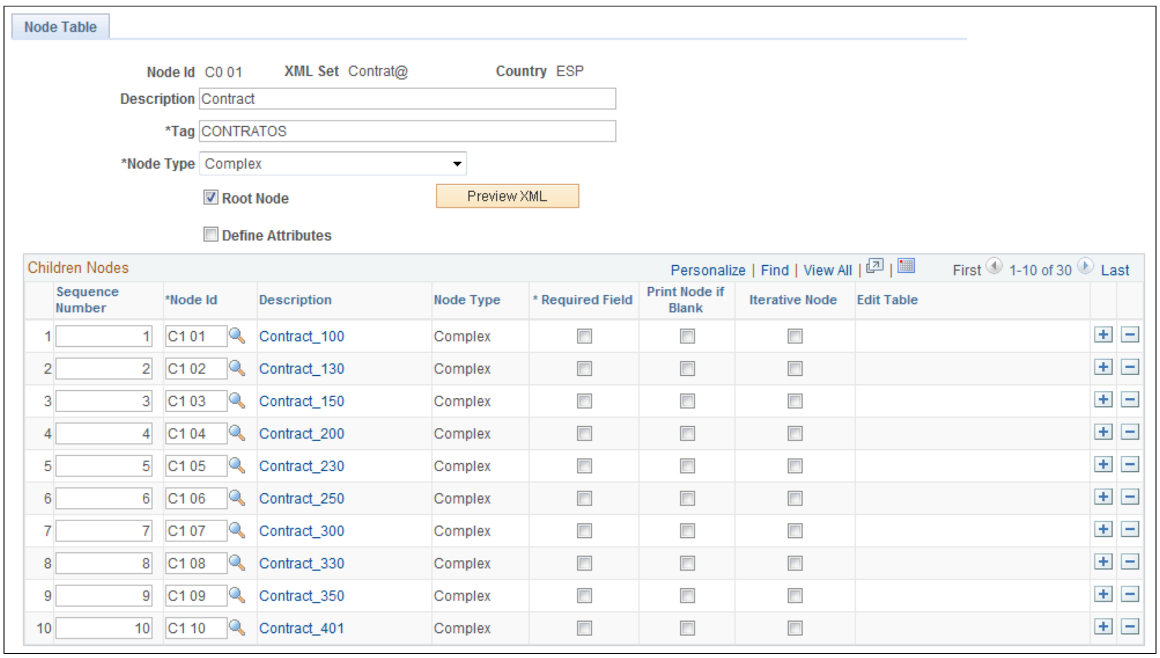
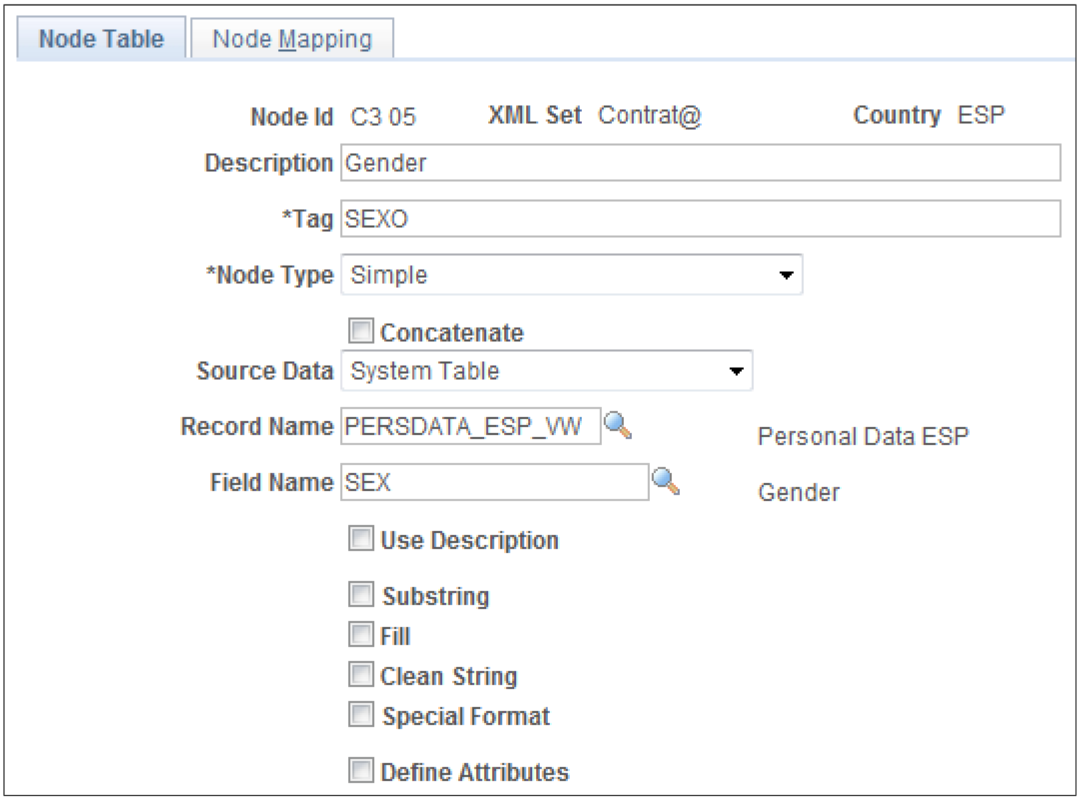


Image: Node Table Page (simple node type)

This example illustrates the fields and controls on the Node Table Page (simple node type). You can find definitions for the fields and controls later on this page.



Node Id

When creating a new node, enter a code to identify the node.

XML Set

Select the XML set to specify the functional area for which you are defining this node.

Country

Displays the country associated with the selected XML set.

Description

Enter a description of the node.

Tag

Enter the name of the XML tag for the node.

Node Type

Select whether the node is *Simple* or *Complex*. Simple nodes are associated with values, whereas complex nodes are composed of other simple or complex nodes.

Root Node

Select this check box to indicate that this complex node is a root node, meaning that it is the node from which all other nodes in the XML file structure are derived.

This field appears only when the node type is Complex.

Preview XML

Click this button to access the XML Preview ESP page, where you can preview the XML file structure for the complex node. You can only preview XML files structure for complex node types.

This button appears only when the node type is *Complex*.

Concatenate

Select this check box if the data in this node is the concatenation of two or more fields in the database. The system displays the Node ID field for you to select the concatenated node.

This check box becomes available for edit only for simple nodes.

Node Id

Select the concatenated node.

This field becomes available only if you select the Concatenate check box.

Source Data

Select how you want to define the source data for the node. During XML file generation, the system uses the option that you select to retrieve and validate node values in the XML file.

This field becomes available for edit only for simple nodes. Valid values are:

- *Manual*: Select this option for those nodes for which the data is not stored in the HR system, so the system will request its value to be entered manually when generating the file. Selecting this option enables you to validate a node value against the specific XML code table, translate field, or date format that you specify. Or you can specify that there be no validation, enabling the user to enter any node value into an open entry field.
- *System*: Select this option to indicate that the valid values for the node already exist in the application as part of a special view designed specifically for XML files. After selecting this option, you then need to specify which record (view) and field contains the valid values for the node. The Record Name field, Field Name field, and Node Mapping page become available for edit. You must select this option if you need to map a system value to an alternate value.

Record Name and **Field Name**

The system displays these fields when you select system data as the as source data of a simple node. If you select the System value in the Source Data field, you then need to specify which record and field contain the valid values for the XML node. To specify a record and field, first select a record from the list of valid records (added via the XML Set Table page). Then select a field from the list of available fields in the view. The system uses your selection to retrieve data when generating XML files.

Validation Type

Manually select the type of data validation that you want to occur when the system validates the node values that users enter for a person in an XML file.

This field becomes available only when the Source Data field value is manual. Valid values are:

- *Code Table*: Select this option if you want the node value to come from a table of values as defined on the XML Code Table page. The system displays the Code Table field for you to select the specific table.
- *Date*: Select this option if you want the node value to be a date. The system displays the Formatted field for you to select the date format.
- *None*: Select this option if you do not need validation of the node value. The system displays the Node Value field as an open entry field on the Details page of the XML file generation pages. Users can enter any value for the node because the field that has no edits for validation
- *Xlat Field* (translate field): Select this option if you want node value to come from a translate table for a specific field. The system displays the Field Name field for you to select the field from which the system prompts users with translate values.

Default Value

For a simple node where the source is manual, you can set up a default value.

This field is available only when you select manual in the Source Data field.

Use Description

Select this check box if you want to print the Description, instead of the Code.

This field is available only if the field that you selected has a XLAT associated or it has a prompt table with a DESCR field.

Use Related

Select this check box if you want to print any data from the prompt table associated to this field.

This field is available only if the field you selected has a prompt table.

Substring

Select this check box if you want to print just a part of the field value. On selecting this check box, you have to enter the Start Position and Length value.

Fill

Select this check box if you want to populate the field value with the character specified in the Char Fill field to complete the length that you need.

Clean String

Select this check box if you want to remove one or more characters specified in the Character to Clean field.

Special Format

Select this check box if you want to use one of the special formats defined in the framework:

- Decimal Separator is a Comma.

- Decimal Separator is a Point.
- First Map then Concatenate.
- Hours & Minutes.
- Remove Spaces.
- Transforms Percents in 4 Digits.
- Transforms Zero to Space.

Define Attributes	Select this check box if you want to enter attributes to the node.
Reg Region (regulatory region)	Select the regulatory region to use to filter possible code tables to a specific setID. Code tables contain a setID. By selecting the regulatory region, the system enables you to select only the code tables with the same setID as the regulatory region. This field is available only for simple node types that use code tables.
Code Table	If you select a validation type of code table, select the table from which you want the system to prompt users with values to select for a node. This field is available only for simple node types that use code tables.
Formatted	Select how you want the date field to be formatted. This field is available only if you select a validation type of Date.
Field Name	Select the field from which the system prompts users with translate values. This field is available only if you select a validation type of Xlat Field.

Children Nodes

Use this group box to define the children node members of a complex node. All children nodes that you define for a given node appear at the same level in an XML file structure. If children nodes are complex nodes that require their own children nodes, you must define members for these nodes in their own node definition. This group box appears only when the node type is *Complex*.

Sequence Number	Enter the sequence in which you want the children nodes to appear in the file structure within the parent node. The system arranges the children nodes in order from lowest to highest.
Node ID	Select the child node. Define child nodes using this same component.

Description	The system displays the description of the child node.
Node Type	The system displays the node type of the child node, either *Simple* or *Complex*.
Required Field	Select this check box to make this node a required field in the XML file. When you validate the XML file through the appropriate reporting component, the system requires that the user enter a value for this field before generating the XML file.
Print Node if Blank	Select this check box if you want an XML file to contain a specific node even if the value is null.
Iterative Node	Select this check box to indicate that you can repeat this node inside the XML file.
Edit Table (Iterative Record)	Enter the record that contains the iterative data. Select the record from the XML Set page. This field is available for editing only if the Iterative Node check box is selected.

Node Mapping Page

Use the Node Mapping page (XML_NODE_TBL2) to map existing system values for nodes to alternate values that the XML file requires.

Navigation

Set Up HCM >Common Definitions >XML Report Framework >XML Node Table >Node Mapping

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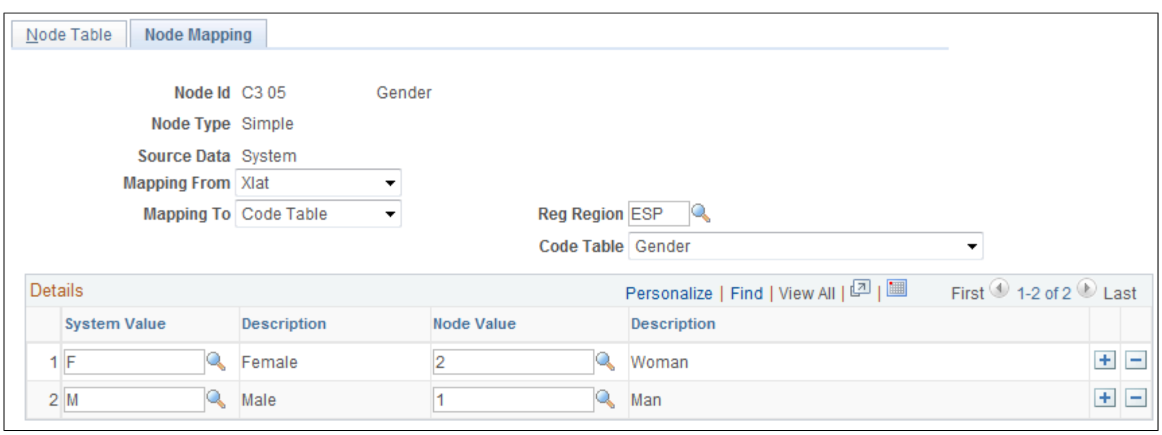
Note: This page becomes available only when you define the Node Type as Simple and the Source Data as System on the Node Table page.

Image: Node Mapping Page

This example illustrates the fields and controls on the Node Mapping Page. You can find definitions for the fields and controls later on this page.



Use this page in cases where the values for the node exists in the application but the system values do not match the values that the XML file requires. Through this page, you can map the existing system values to other, more appropriate values that you must use for the XML file.

Mapping From

For the field that you are mapping from, select how the field derives its valid values. After you make a selection, use the System Value field in the grid below to specify the system field values from which you want to map to alternate values. Your choices are:

- *Manual*: Select this option if the system values are derived manually through user entry and you want to map these values to other values. Fields such as these are defined as having no edit, thus enabling manual entry. The System Values field in the grid prompts you to manually enter each system value that you want to map to another value.
- *None*: Select this option if there is no need to map system values for the field that you specify in the Field Name field on the Node Table page to another value.
- *Record*: Select this option if the system values are derived from a prompt table and you want to map values in the prompt table to other values. Then use the Edit Table field, which becomes available, to specify the prompt table from which the field derives its valid values. The System Values field in the grid prompts you to select each prompt table value that you want to map to another value.
- *Xlat (translate)*: Select this option if the system values are derived from a translate table and you want to map these translate values to other values. The System Values field in the grid prompts you to select each translate value that you want to map to another value.

Note: To successfully map system values to an alternate value, you must know the type of table edit that is associated with the field that you are mapping. In this way you preserve data integrity so that the system is able to accurately remap values during data validation of an XML file. You select the field on the Node Table page in the Field Name field.

Edit Table

If you select to map field values from a record, select the prompt table from which the field derives its valid values.

Mapping To

Select how you want to define the new valid field values that you are mapping to. After you make a selection, use the Node Value field in the grid below to specify the new value to replace the system value. Your choices are:

- *Code Table*: Select this option to map values to a value that exists on an XML code table. The Code Table field becomes available for edit.

	• *Manual*: Select this option to map system values to a value that you manually define. • *None*: Select this option if there is no need to map system values to another value.
Reg Region (regulatory region)	Select the regulatory region to use to filter possible code tables to a specific setID. Code tables contain a setID. By selecting the regulatory region, the system enables you to select only the code tables with the same setID as the regulatory region.
Code Table	If you select to map new field values to values from an XML code table, select the code table. Define XML code tables on the XML Code Table page.
System Value and **Description**	Specify the system field value from which you are mapping to another more appropriate value for the XML file. If you are mapping from a field where the valid values are derived from translate tables or prompt tables, select the value that you want to change. If you are mapping from fields where the valid values are derived by manual entry into the system, enter the value that you want to change. The value that you enter manually must be identical to the value defined through user entry. For translate values and table record values, the system displays the description of your selection.
Node Value and **Description**	Select or enter the node value to which you are mapping the system value. If you have selected to map to a code table in the Mapping To field, the system prompts against the values in the XML code table that you specify. For XML code table values, the system displays the description of your selection.

XML Template Page

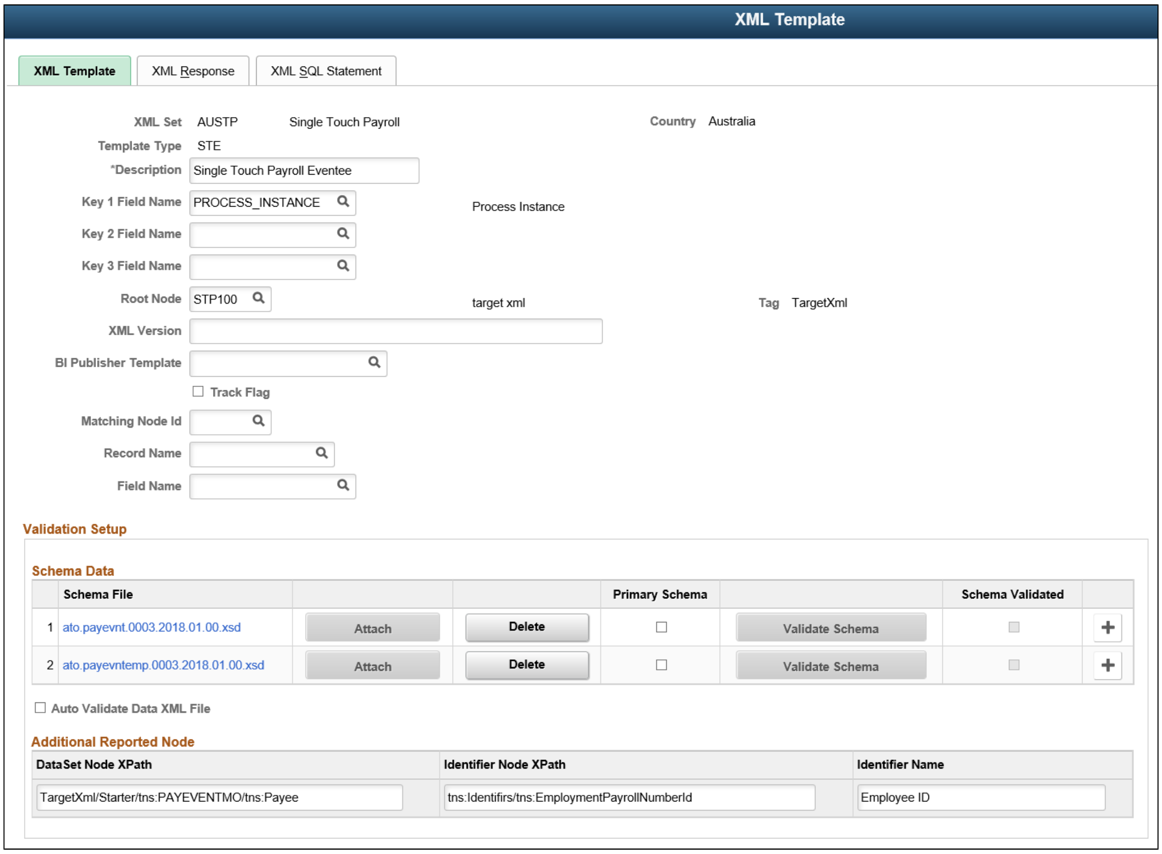
Use the XML Template page (XML_TEMPLATE) to define templates for use during XML file generation. The XML set defines the functional area, whereas the XML template defines the specific XML scheme.

Navigation

Set Up HCM >Common Definitions >XML Report Framework >XML Template

Image: XML Template Page

This example illustrates the fields and controls on the XML Template Page. You can find definitions for the fields and controls later on this page.



XML Set

When defining new XML templates, select the XML set to which the template belongs.

Template Type

The identifying code of the template.

Description

Enter a description of the XML template.

Key 1 Field Name Key 2 Field Name and **Key 3 Field Name**

Specify the fields that you want to use as keys for the different levels of data that you are reporting with the XML template. These fields indicate the key structure of the table from which the system retrieves data for reporting through XML files. For example, in case of GP Spain, with Contrata reporting you define EmplID and EFFDT as the key fields to indicate that you are reporting employee information based on the effective date of the contracts. With Delta reporting in GP Spain (XML Set = D01), you define three levels – company, employee, and effective date (or the incident) - to deliver XML files that include information keyed at the company level, employee level, and incident level.

When you map a node to a record and field that exist in the database through the XML Node Table component, the record that you select must have at least one of these keys as a record key because the Where clause is built dynamically to use these fields.

Root Node

Select the root node for the XML template. By identifying the root node for the XML template you are setting the whole structure of the XML file because the root node contains in a recursive mode the whole structure. The root node is the starting point of the XML structure. Define root nodes on the XML Node Table page.

XML Version

Specify the version of the XML files that are based on this template. Each XML file needs to include a first line that states the version.

BI Publisher Template

Select the BI Publisher template to which you want to link the XML template. This enables you to create a PDF document that helps you visualize the report.

Schema Data

Use this section to validate the XML structure against the schema. You can attach one or more schema files (*.xsd) and validate if the order is correct or if node is missing.

Attach

Click this button to attach one or more schema file for validation.

Delete

Click this button to delete an already attached schema file.

Primary Schema

Select this check box to set the selected schema as the primary schema.

Note: Only one schema can be set as primary schema.

Validate Schema

Click this button to validate the XML structure against the attached schema files. If the validation fails, it shows a warning message.

Schema Validated

If the XML structure validation is successful, the check box appears selected.

Note: Only primary schema can be used for XML structure validation.

Auto Validate Data XML File

If you select this check this box, the XML file generated by the XML framework application engine will be automatically validated against the attached schema files(XSDs) and corresponding log file will be generated.

Additional Reported Node

Use this section to add relevant node of XML to be displayed in the log file, if you have selected the *Auto Validate Data XML File* check box.

Note: If you left this section blank, the log file will be created in the default format with severity, line number, column number and error. In that scenario, the user has to open the XML file, check the line number, identify the error and find out the identifiers like employee, company etc to which it belongs manually. If not, line number and column number column will be replaced by the node provided by the user and will be listed under the given heading (Identifier Name).

DataSet Node XPath — Enter the absolute path (beginning from XML root node) to the dataset node that is getting validated.

Identifier Node XPath — Enter the relative path as per Data Set node that needs to be printed.

Identifier Name — Enter the identifier. This will be the column heading in the log file.

Note: If not provided the identifier node name will be used as column heading.

XML Tester Page

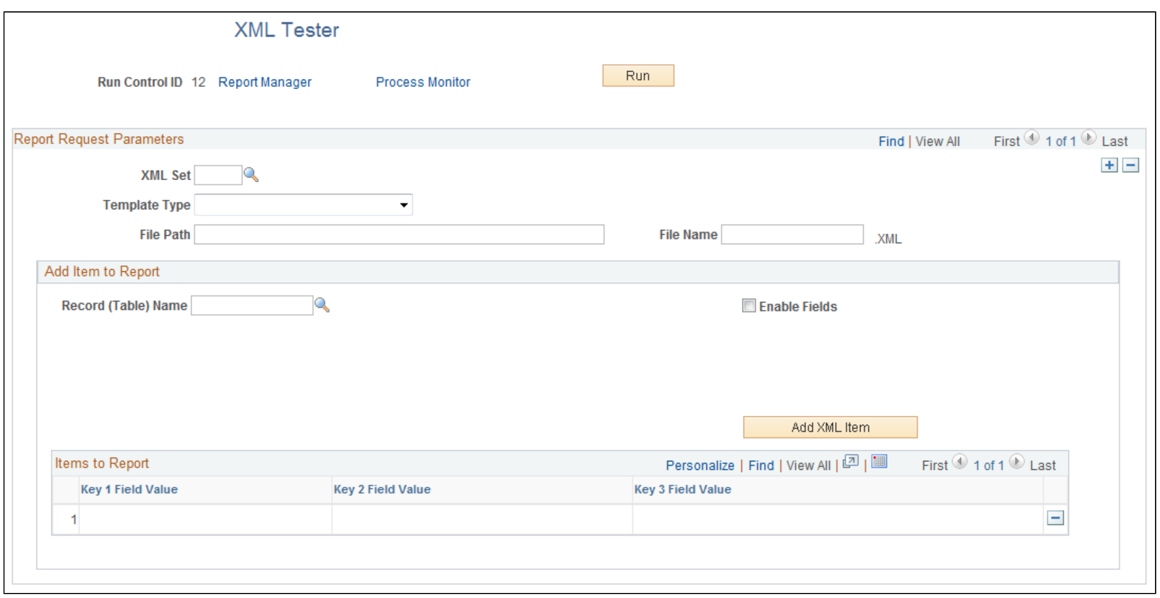
Use the XML Tester page (XML_RC_TESTER) to verify if the XML structure is working fine. This allows you to run a new XML report without creating a specific run control page, preferably during implementation phase to test new XML files.

Navigation

Set Up HCM >Common Definitions >XML Report Framework >XML Tester

Image: XML Tester Page

This example illustrates the fields and controls on the XML Tester Page. You can find definitions for the fields and controls later on this page.



XML Set — Select the XML set to verify.

Template Type	Select the template type of the XML set to verify. The key fields in the Add Item to Report group box vary based on the template type you select.
File Path and **File Name**	Enter the server file path and the file name.

Add Item to Report

Use this group box to view the iterative data to be reported.

Record (Table) Name	If the XML file has a unique iterative node right under the root node, the system retrieves the Record Name associated to that iterative node (Iterative Record) and displays here.
Enable Fields	Select this check box to overwrite the key fields defined in the XML Template.
Add XML Item	Click this button to add the items to the Items to Report grid. This adds an iterative complex node under the root node.
Key 1 Field Name, **Key 2 Field Name** and **Key 3 Field Name**	The key field names get populated when you select the Template Type. These correspond to the key fields defined in the XML template.
Key 1 Field Value, **Key 2 Field Value** and **Key 3 Field Value**	Select or enter the value for each key field.

Chapter 26

Administering the HCM System

Analyzing Portal Navigation

To analyze portal navigation, use the Portal Analysis component (RUNCTL_PORTAL).

This topic discusses how to analyze HCM portal navigation.

Page Used to Analyze Portal Navigation

Page Name	***Definition Name***	***Usage***
Portal Analysis Page	RUNCTL_PORTAL	Analyze the portal navigation structure for users, roles or permission lists.

Portal Analysis Page

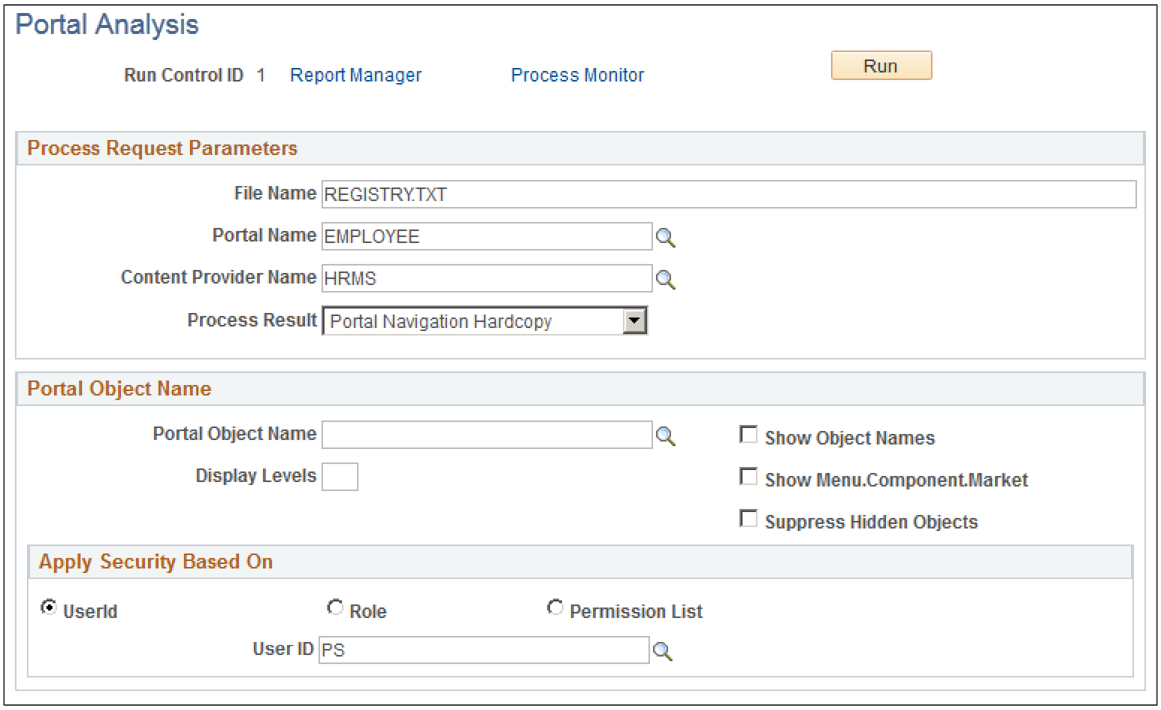
Use the Portal Analysis page (RUNCTL_PORTAL) to analyze the portal navigation structure for users, roles or permission lists.

Navigation

Set Up HCM > System Administration > Utilities > Portal Analysis > Portal Analysis

Image: Portal Analysis page

This example illustrates the fields and controls on the Portal Analysis page. You can find definitions for the fields and controls later on this page.



File Name

Enter the name of the file you want the process to create and populate with the portal analysis. The process will distribute the file to the reporting repository.

Portal Name

Enter the name of the portal you want to analyze.

Content Provider Name

Select *HRMS* in the Content Provider Namefield to analyze HCM portal navigation.

Process Result

Select the processing result from the following options:

- *Portal/Menu Path*

  The result creates a straight list of the portal and menu paths. This result does not use the other values on the page so the system hides them when you select this option.

- *Portal Navigation Hardcopy*

  This result gives you more options and can create a more hierarchical view of the navigation.

Portal Object Name

Select the portal object name.

Display Levels

Enter the number of portal levels to print. Leave empty to print all the levels.

Show Object Names

Select to display the object names of the CREFs or folders.

If you leave this check box deselected, the process will just display the labels.

Show Menu.Component.Market Select to display the CREFs menu, component, and market information.

Suppress Hidden Objects Select to keep the process from including hidden objects.

If you leave this check box deselected, the system identifies hidden objects with the following text preceding the object name: *hidden*.

Apply Security Based On

Select to analyze the portal navigation for the security access assigned to a *UserId, Role,* or *Permission List.* Select the userID, role, or permission list to use.

Restricting the Deletion of IDs

To restrict the deletion of person IDs, use the Person ID Delete Control component (ID_DEL_PRVNT_TABLE).

These topics provide an overview of how to prevent the deletion of IDs from critical records and discusses setting up the person ID delete control.

This video demonstrates the data privacy enhancements:

Image Highlights, PeopleSoft HCM Update Image 25: Data Privacy Enhancements

Page Used to Restrict the Deletion of IDs

Page Name	***Definition Name***	***Usage***
Person ID Delete Control Page	ID_DEL_PRVNT_TABLE	Identify priority records where, if person data exists, the system will prevent a user from deleting the person ID from the system. You can also identify tables where person data will not be deleted during the deletion process.

Related Links

"Changing and Deleting IDs" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Understanding Person ID Delete Control and Security Roles

The Person ID Delete Control feature enables administrators with the proper security access to define records that will prevent users from deleting IDs on which others at your organization might rely. With priority data in place, the system will not permit users to delete a person ID when data exists in these records. These administrators can also identify specific records to be excluded from the deletion process.

The PeopleSoft system delivers predefined ID delete control priority tables and fields for individual and organization IDs (see the Control/Record/Fields section). Corresponding messages are preset to appear when you try to delete a person ID with data in any of the associated control records and fields. Administrators use the Control Records/Fields grid on the Person ID Delete Control Page to remove or include additional priority data to control the deletion of IDs. The administrator can use the Exclude Records grid box to define specific records to exclude from deletion when running the process. This enables you to retain data in specific tables, including audit and archived tables.

The administrator can also use the Person ID Inclusion Page to include records and fields that store the employee ID but are not considered in the change and delete processes.

When a user with the proper role accesses the "Person ID Delete Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) to run the delete process, the user has the option to select the Skip Control Record/Field Check and Skip Record Exclusion Check options. When these options are selected, the record control and exclusion settings are ignored and all person data is deleted.

Oracle delivers two roles related to the option to exclude records from the deletion process. Assign users these roles to perform the following:

ID Delete Administrator	Provides the ability to delete or add to the delivered payroll Control Record/Field record rows as well as manage the Exclude Records list on the Person ID Delete Control Page. For other users, this page is display only.
ID Delete User	Enables the user to override the control check (Skip Control Record/Field Check and Skip Record Exclusion Check) options on the "Person ID Delete Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce). For other users, this option is disabled.

Person ID Delete Control Page

Use the Person ID Delete Control page (ID_DEL_PRVNT_TABLE) to identify priority records where, if person data exists, the system will prevent a user from deleting the person ID from the system. You can also identify tables where person data will not be deleted during the deletion process.

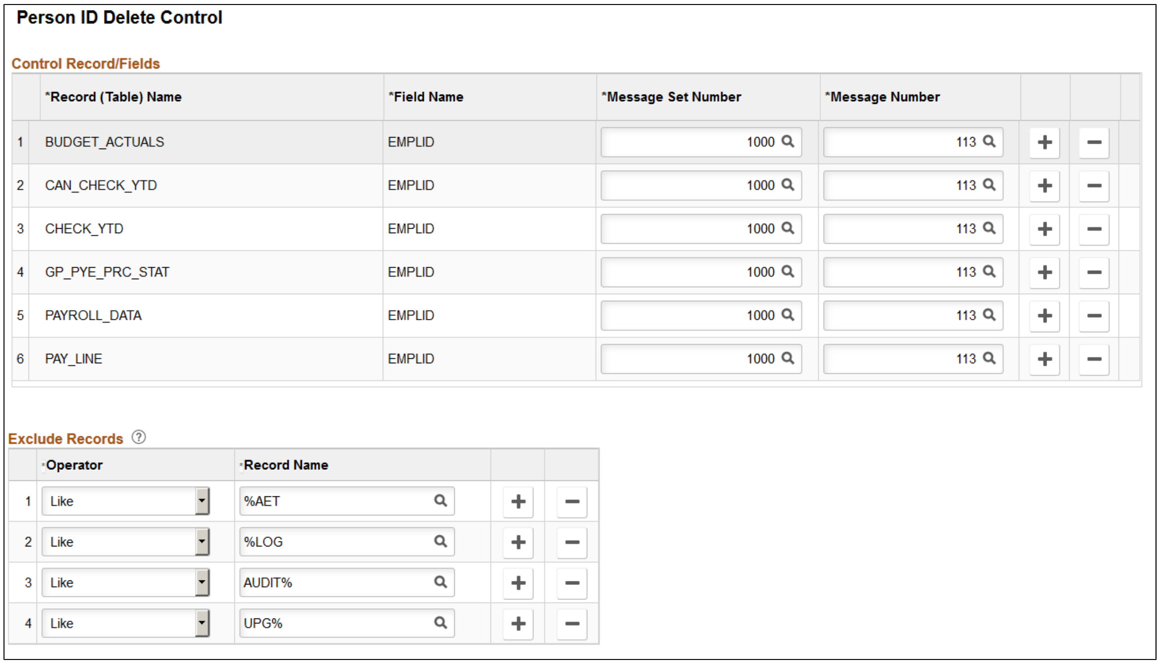
This ensures that the information is stored for historical purposes.

Navigation

Set Up HCM > System Administration > Database Processes > Person ID Delete Control >Person ID Delete Control

Image: Person ID Delete Control page

This example illustrates the fields and controls on the Person ID Delete Control page.



Important! As delivered, only users with the role *ID Delete Administrator* can modify this page.

Control Record/Fields

The ID on each of the following payroll control records and the associated messages are delivered predefined as priority data for HCM:

- GP_PYE_PRC_STAT
- PAY_LINE
- CHECK_YTD
- CAN_CHECK_YTD
- PAYROLL_DATA
- BUDGET_ACTUALS

Although the administrator can remove any of the delivered records, enabling the ability to delete person IDs that have data related to this data, Oracle recommends that you do not delete the rows of predefined payroll control records. Keep these as your base ID delete control records for individual IDs and define additional priority data as necessary.

Note: You can override the record controls identified here on a case by case basis on the "Person ID Delete Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

To define an additional control record, or to add an additional field from the same record, click the Add a new row (+) button at the level where you want to insert it. The system enters a new row and renumbers the sequence of control records. Select the record name, field name, and message data. The new row is not added until you click Save.

Record (Table) Name — Displays the name of the record that contains the priority data field.

Field Name — Displays the name of the field that, when data exists in it, prevents the deletion of the ID.

Message Set Number — Enter the set number of the message to display when data exists in the priority data field.

Message Number — Enter the number of the message to display when data exists in the priority data field.

Warning! If you need to create user-configurable messages, create them in Message Sets 20,000-29,000 to prevent the system from overwriting them.

Note: The short description for many message numbers is the same. Review the detailed description associated which each message number in the PeopleTools Message Catalog to determine which message number displays the desired message regarding the specific field.

Exclude Records

Use this section to specify specific records to be excluded from the deletion process so the data is retained. This enables you to retain data in specific tables, including audit and archived tables.

Operator — Select the operator that defines the relationship of the rule to the record name value. Options include *Equal* or *Like*. Select *Equal* to exclude the specific record that you specify. Select *Like* to exclude records with record names like the string that you specify.

Record Name — Enter the record name to be excluded from the change or delete process. Enter the record name when the operator value is *Equal*. Use a wild character (%) with a partial record name when the operator is *Like*.

Note: When using the *Like* operator, you should include the % wild character as a prefix or suffix within the Record Name field. For example, entering *UPG%* indicates that they process should not consider any records that begin with *UPG* when identifying records for deletion. Likewise, entering *%UPG* tells the process to not look at any records that end in *UPG*. Special characters are not allowed except the percentile % wild card.

Important! Users with the *ID Delete User* role can choose whether to check for excluded records when running the Person ID Delete process from the "Person ID Delete Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce). If a user chooses not to check, then all person data is deleted regardless of your exclusion rules.

Including Records in the Person ID Change and Delete Processes

To include records in the Person ID Change or Delete process, use the Person ID Inclusion (ID_DEL_INCL_TABLE) component.

The following video provides an overview of person ID inclusion:

Image Highlights, PeopleSoft HCM Update Image 26: Person ID Deletion and Correction

Page Used to Include Records in the Person ID Change and Delete Processes

Page Name	*Definition Name*	*Usage*
Person ID Inclusion Page	ID_DEL_INCL_TABLE	Identify records that should be included in the Person ID Change and Person ID Delete processes.

Person ID Inclusion Page

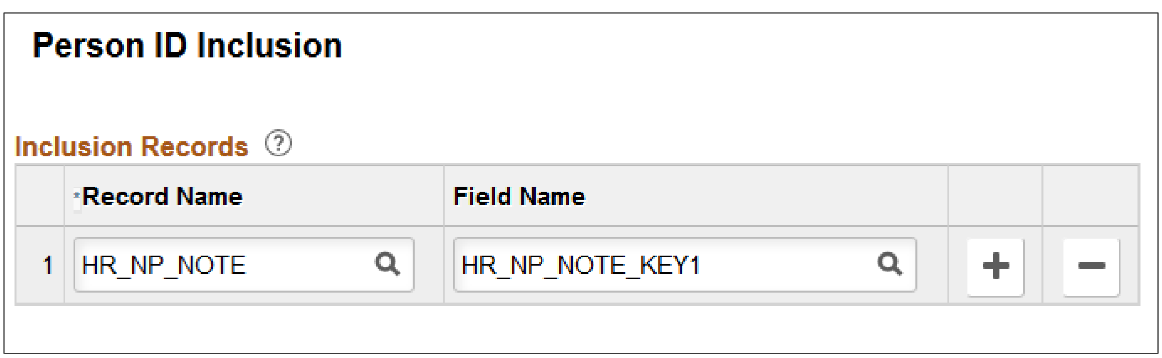
Use the Person ID Inclusion page (ID_DEL_INCL_TABLE) to identify records that should be included in the Person ID Change and Person ID Delete processes.

Navigation

Set Up HCM > System Administration > Database Processes > Person ID Inclusion >Person ID Inclusion

Image: Person ID Inclusion Page

This example illustrates the fields and controls on the Person ID Inclusion page.



Use this page to identify records and fields that you want to include in the Person ID Change and Person ID Delete processes. These should be records that store the Employee ID but are not considered by these processes. You must specify both the record and field; if you indicate only the record name without the field name, nothing will be changed or deleted during the process.

Changes made to the this page will impact both the change and delete processes.

Note: To exclude records that are already considered in the change or delete processes, see Restricting the Deletion of IDs.

Related Links

"Changing and Deleting IDs" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Refreshing and Auditing Human Resources Data

To refresh and audit Human Resources data, use the Refresh EMPLOYEES Table component (RUN_PER099), PERSONAL_DATA Settings component (PERSON_DT_SETUP), Refresh Personal Data component (RUN_PERS_REFRESH), Update Personal Data-Future component (RUN_PERSDATA_FUT), Refresh Name Display Values component (NAME_DISPLAY_RC), and the Core HR Data Integrity Audit component (RUN_PER900).

These topics discuss how to:

- Select refresh options for the Personal Data component.
- Refresh name display values.
- Audit Human Resources data for integrity.

Pages Used to Refresh and Audit Human Resources Data

Page Name	***Definition Name***	***Usage***
Refresh EMPLOYEES Table Page	RUNCTL_ASOF_DATE	Refresh the PS_EMPLOYEES snapshot table as of the selected date.
PERSONAL_DATA Settings Page	PERSON_DT_SETUP	Select the data that you want to include in the refresh snapshot of the Personal Data component (PERSONAL_DATA). The fewer options you select, the faster the system can refresh the table. You must make these selections when you install HCM. PeopleSoft only uses EmplID and Name data. Select the options you need to meet your ad hoc reporting and query needs.

Page Name	***Definition Name***	***Usage***
Refresh Personal Data Page	PRCSRUNCNTL	Refresh the Personal Data component. The Refresh Personal Data component (PERS_REFRESH) loads the data types that you selected on the PERSONAL_DATA Settings page. This process should only be run when the PERSONAL_DATA settings are changed. This program will lock the PERSONAL_DATA table for updates during processing.
Update Personal Data-Future Page	PRCSRUNCNTL	Run this process shortly after midnight to update the Personal Data component. The process will update data with future dated information that has become current. The Update Personal Data-Future process runs the HR_PERSDATA application engine program.
Refresh Name Display Values Page	NAME_DISPLAY_RC	Refresh all records with the NAME_DISPLAY and NAME_FORMAL fields to reflect changes made to the PeopleCode definition of those fields. You can choose to update records with all name format types or just with one name format type.
HR Core Data Integrity Audit Page	HRAUDIT	Initiate the Core Human Resources Data Integrity Audit.

Related Links

"Refreshing Tables to Facilitate Reporting" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

PERSONAL_DATA Settings Page

Use the PERSONAL_DATA Settings page (PERSON_DT_SETUP) to select the data that you want to include in the refresh snapshot of the Personal Data component (PERSONAL_DATA).

The fewer options you select, the faster the system can refresh the table. You must make these selections when you install HCM.

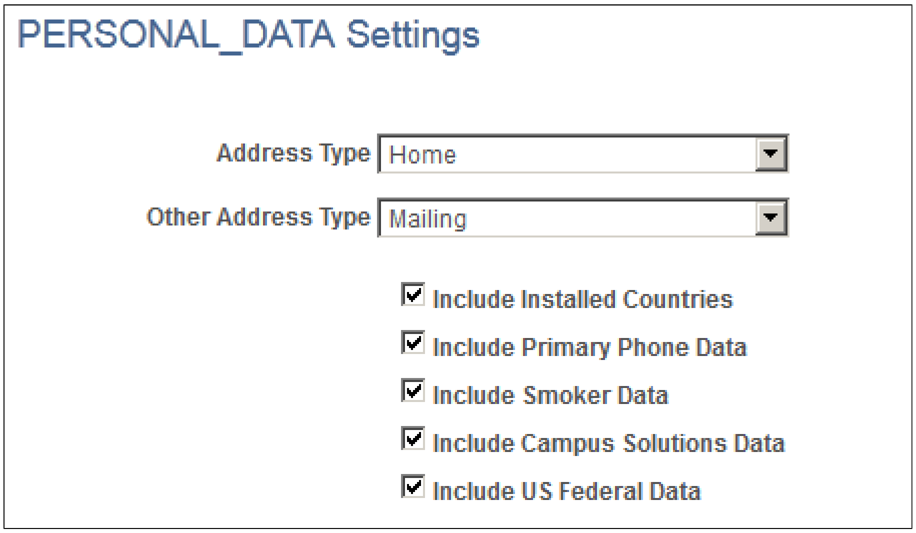
PeopleSoft only uses EmplID and Name data. Select the options you need to meet your ad hoc reporting and query needs.

Navigation

Set Up HCM > System Administration > Database Processes > PERSONAL_DATA Settings > PERSONAL_DATA Settings

Image: PERSONAL_DATA Settings page

This example illustrates the fields and controls on the PERSONAL_DATA Settings page. You can find definitions for the fields and controls later on this page.



Address Type	Select which address type to refresh.
Other Address Type	Select a secondary address type to refresh.
Include Installed Countries	Select to include the information in the country-specific group boxes for those countries that you've installed on the Installation Table - Country Specific page.
Include Primary Phone Data	Select to include the information in the PERSONAL_PHONE record.
Include Smoker Data	Select to include the information in the PERS_SMOKER record.
Include Campus Solutions Data	Select to include the information in the PERSON_SA record.
Include US Federal Data	Select to include the information in the PERS_DATA_USF record.

Related Links

"Adding a Person" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Refresh Name Display Values Page

Use the Refresh Name Display Values page (NAME_DISPLAY_RC) to refresh all records with the NAME_DISPLAY and NAME_FORMAL fields to reflect changes made to the PeopleCode definition of those fields.

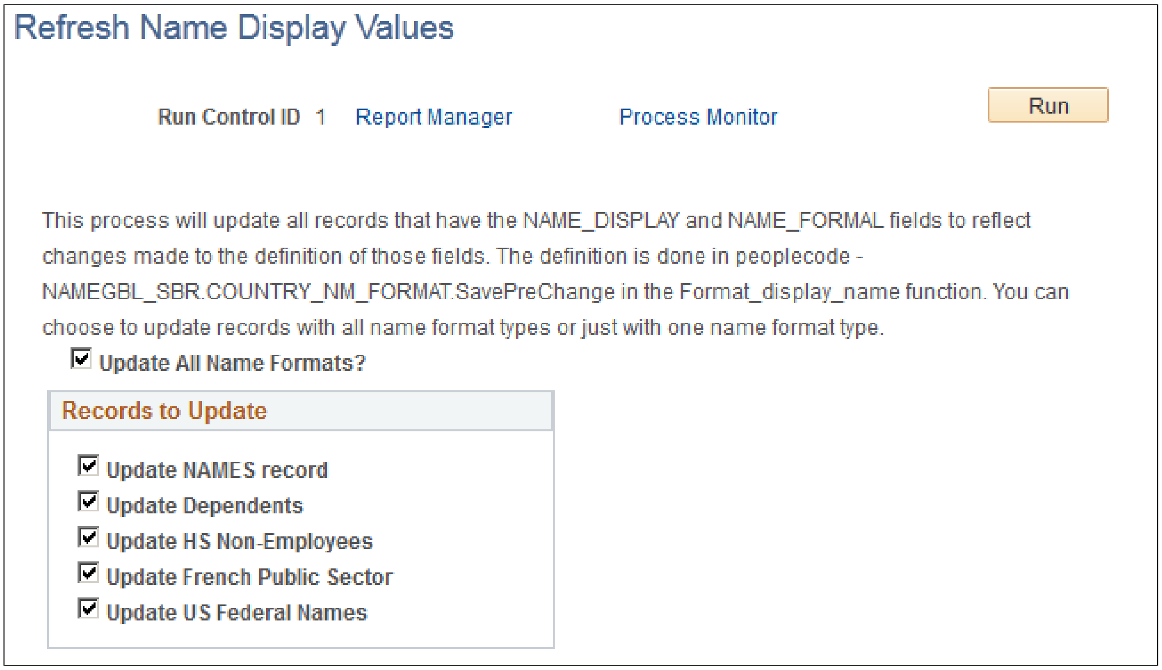
You can choose to update records with all name format types or just with one name format type.

Navigation

Set Up HCM > System Administration > Database Processes > Refresh Name Display Values > Refresh Name Display Values

Image: Refresh Name Display Values page

This example illustrates the fields and controls on the Refresh Name Display Values page. You can find definitions for the fields and controls later on this page.



Select which records whose name fields format you want to update.

Note: You should run this processes whenever you make changes to the additional name setup tables. See Setting Up Additional Name Information.

HR Core Data Integrity Audit Page

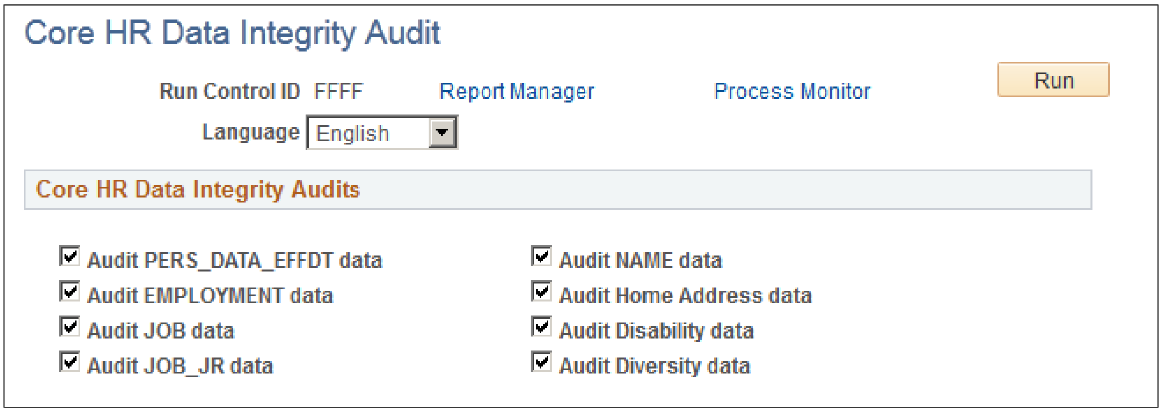
Use the HR Core Data Integrity Audit page (HRAUDIT) to initiate the Core Human Resources Data Integrity Audit.

Navigation

Set Up HCM > System Administration > Database Processes > Core HR Data Integrity Audit > HR Core Data Integrity Audit

Image: HR Core Data Integrity Audit page

This example illustrates the fields and controls on the HR Core Data Integrity Audit page. You can find definitions for the fields and controls later on this page.



Select the HR tables you want to audit for integrity.

Managing Employee Photos

To manage employee photos, use the Resize Employee Photo (EMPL_PHOTO_RESIZE) component.

The employee upload functionality takes all image files present in a directory to upload into PeopleSoft application. This batch process also resizes new and existing photos.

Image Highlights, PeopleSoft HCM Update Image 20: Photo Mass Upload

This topic discusses how to resize and update mass employee photos.

Pages Used to Manage Employee Photos

Page Name	***Definition Name***	***Usage***
Resize Employee Photos Page	EMPL_PHOTO_RESIZE	Upload and resize employee photos in bulk.

Resize Employee Photos Page

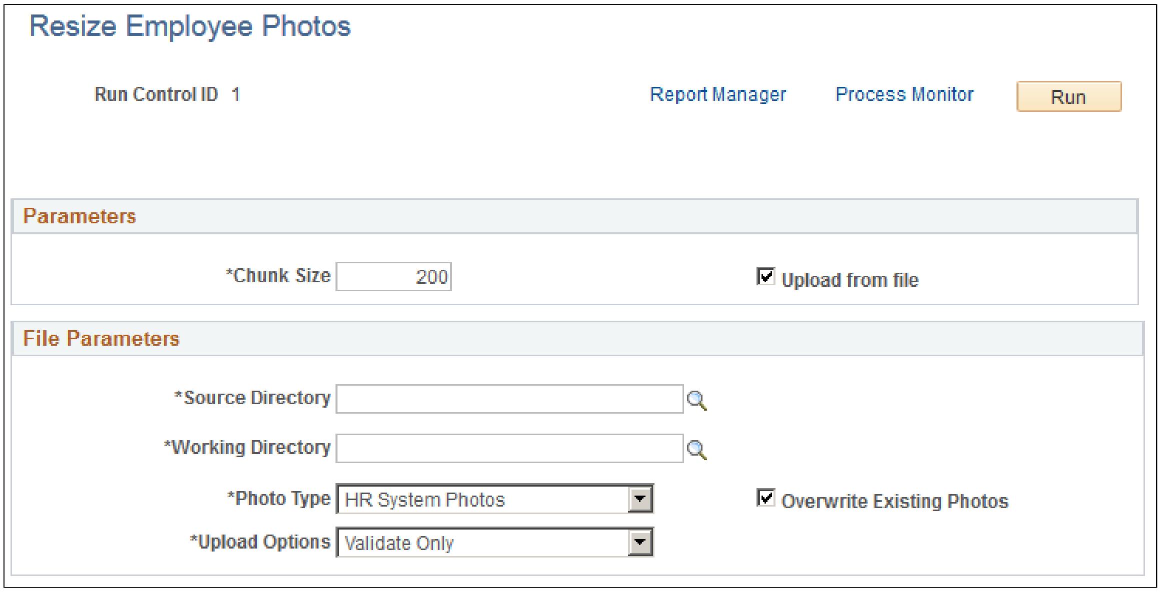
Use the Resize Employee Photos page (EMPL_PHOTO_RESIZE) to upload and resize employee photos in bulk.

Navigation

Set Up HCM >System Administration > Database Processes >Resize Employee Photos >Resize Employee Photos

Image: Resize Employee Photos Page

This example illustrates the fields and controls on the Resize Employee Photos page.



Parameters

Chunk Size

Enter a value to determine the maximum number of photos to be resized and uploaded in iteration. The batch process iterates multiple times until all photos are resized and uploaded.

Upload From File

Select to indicate that the photos to be resized are to be uploaded from a file. Deselect the check box to have the batch process only resize photos stored in the PS_EMPL_PHOTO and PS_HRCD_USER_PHOTO tables.

File Parameters

This section is available when you select the Upload from file check box to indicate you are uploading new employee photos.

Source Directory

Specify the URL ID containing the absolute path of the source directory containing the image files that are to be resized and uploaded.

Important! All image files should be in JPEG format and use the name format <EMPLID>.jpg. For example, *KU0007.jpg*.

Note: The URL should use the format *file:///<absolutepath>*. The URL string path cannot exceed 30 characters in length, including the prefix file:///.

Working Directory

Specify the URL ID containing the absolute path of the working directory which would be used as an intermediate folder for the image files that are to be resized and uploaded.

Note: The URL should use the format *file:///<absolutepath>*. The URL string path cannot exceed 30 characters in length, including the prefix file:///.

Photo Type	Select the type of photo present in the source directory. Options are: • *HR System Photos*: These photos are maintained by HR administrator and stored in the PS_EMPL_PHOTO table. • *User Photos*: These photos are managed by the user and are stored in the PS_HRCD_USER_PHOTO table.
Overwrite Existing Photos	Select this check box to indicate that existing employee photos present in the system should be overwritten by the source images. Deselect this option to ignore source image files of employees who already have photos in the system.
Upload Options	Select the upload option for the batch process and specify what actions the batch process needs to perform. Options include: • *Validate Only* – This option only validates data and does not resize or upload photos. • *Validate and Upload* – This option validates and subsequently resizes and upload photos.

When you run the process, the application engine checks to ensure:

- There are image files present in the source directory.
- There are no duplicate file names.
- The employee ID exists in the system.
- If Overwrite Existing Photos is deselected, image files of employees who already have photos in the system for the Photo Type selected (*HR System Photos* or *User Photos*), are not processed.

Related Links

"Employee Photo Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"Org Chart Viewer - Update Photo Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"Select Photo Page" (PeopleSoft HCM 9.2: eProfile)

Using the Tables Accessed and Updated Report

This topic describes the Tables Accessed and Updated report.

Page Used to Run the Table Access and Updated Report

Page Name	*Definition Name*	*Usage*
Using the Tables Accessed and Updated Report	TAU_RUN_CONTROL	Run the Tables Accessed and Updated report.

Understanding the Tables Accessed and Updated Reporting Utility

The Tables Accessed and Updated report:

- Analyzes the following PeopleSoft applications:
  - SQR reports.
  - COBOL programs.
  - Application Engine programs.
  - PS Query views.
- Reports the record names referenced by the SQL statements within the applications.
- Reports the way in which those records were accessed (for example, Select, Update, or Delete.)

Use this information to:

- Understand a program's functionality and how it manages your data.
- Assess the impact of proposed customizations.
- Determine the underlying database privileges require to execute a program.
- Identify every batch process that uses or alters a specific record.

Troubleshooting the Tables Accessed and Updated Report

Because of the flexibility of the programming environments and the rich set of meta-SQL available in PeopleTools, the table list created by the Tables Accessed and Updated report may sometimes be incomplete. The list will be incomplete when:

- The SQR allows the use of dynamic substitution tables.

  Since the Tables Accessed and Updated report can't know the full set of tables that might be substituted, it reports the condition when it encounters this kind of SQR.
- The SQR incorporates the construction of SQL clauses within string variables that can then be used in SQL statements and resolved by the SQR at runtime.

  The Tables Accessed and Updated report can't detect this style of coding, however there aren't many table references found within these kinds of clauses.
- The SQR references libraries through syntax that includes (#INCLUDE) SQC files.

If an included module is a very generic library with a large number of general-purpose routines in it, the analysis may overstate the number of tables referenced.

- The COBOL programs reference libraries through syntax that calls (CALL ... USING) routines in other modules.

  If the module called is a very generic library with a large number of general-purpose routines in it, the analysis may overstate the number of tables referenced.

- The Application Engine program contains the meta-SQL phrase %Execute() with platform-specific procedural logic (such as Microsoft SQL Server "Transact-SQL" or Oracle "SQL-Plus").

  The Tables Accessed and Updated report reports such usage as unanalyzed.

- The Application Engine program uses a PeopleCode step.

  The Tables Accessed and Updated reports any use of PeopleCode as unanalyzed, whether or not it contains SQL statements.

- The Application Engine program contains forms of meta-SQL that contains dynamic object references.

  Since the Tables Accessed and Updated report can't know the full set of tables that might be substituted, it reports the condition when it encounters this kind of meta-SQL.

Tables Accessed and Updated Page

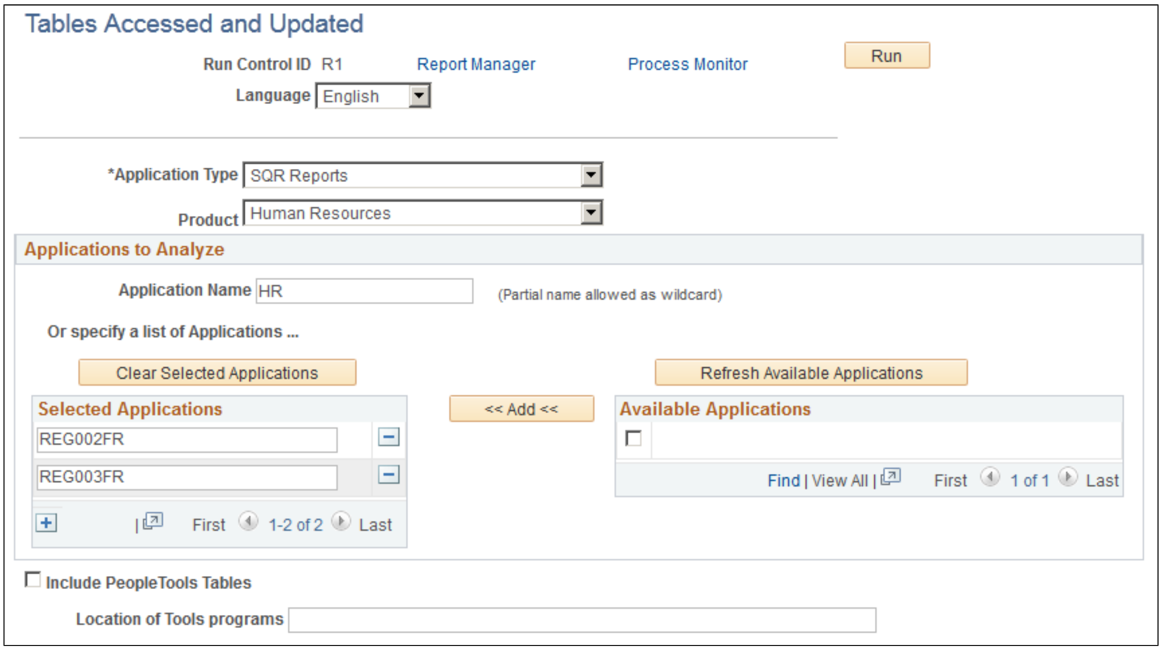
Use the Tables Accessed and Updated page (TAU_RUN_CONTROL) to run the Tables Accessed and Updated report.

Navigation

Set Up HCM > System Administration > Utilities > Tables Accessed and Updated > Tables Accessed and Updated

Image: Tables Accessed and Updated page

This example illustrates the fields and controls on the Tables Accessed and Updated page. You can find definitions for the fields and controls later on this page.



Application Type

Select the type of application to analyze in the report. The options are:

- *AppEngine Programs*
- *SQR Reports*
- *COBOL programs*
- *Queries*

Product

To restrict the analysis to applications in on product, select it here.

Application Name

Enter part or all of the name of the application or applications you want to analyze. Enter a *?* to report on all applications in the product.

Note: Depending on the application type, there could be over a thousand applications in a product.

You can run the report using just the information you enter here or you can use this value as search criteria to create a list of applications using the Available Applications and Selected Applications group boxes.

For example, when you select *SQR Reports, Human Resources,* and enter *R* in the Application Name field and run the utility, the report will analyze the REG001FR, REG002FR, and REG003FR reports. To refine the search, click the Refresh

Available Applications button and select which of the three reports to analyze and add them to the Selected Applications list.

Refresh Available Applications and **Available Applications**

Click Refresh Available Applications to populate the Available Applications group box with applications that match the search criteria you entered in the Application Name field. Select the applications you want to analyze.

Note: A small number of applications are not associated with normal run control pages (for example, one-time conversion routines or system setup utilities used during installation) and the system will not display them in the Available Applications list. You can enter these applications in the Selected Applications list using the insert button and entering the application's name.

<<Add<<

Click to add the applications you selected in the Available Applications list to the Selected Applications list.

Once you've added items to the Selected Applications list, you can enter new search criteria in the Application Name field and refresh the Available Applications list.

Clear Selected Applications and **Selected Applications**

The report will analyze all the applications included in the Selected Applications list. You can add or remove applications using the insert and delete icons.

Click the Clear Selected Applications button to deselect the list of applications you've selected for analysis.

Include PeopleTools Tables

Select to include PeopleTools tables in your analysis. PeopleTools tables define all PeopleSoft objects and manage system behavior, and include this such as related language control, currency conversions, and Process Scheduler activity.

Location of Source Code

If you are analyzing COBOL programs, enter the path to the COBOL source code's location on the server.

Note: The system only makes this field available when you select to analyze a COBOL program.

Location of Tools programs

If you are analyzing SQR programs and are *excluding* PeopleTools tables, enter the path to the PeopleTools SQR components' location on the server.

Note: The system only makes this field available when you select to analyze SQR reports.

Testing Component Interfaces Using the Invoke Core CIs Utility

This topic describes how to test component interfaces.

Pages Used to Test Component Interfaces Using the Invoke Core CIs Utility

Page Name	***Definition Name***	***Usage***
Invoke Core CIs Page	RUNCTL_CCI	Launch a component interface with sample data to test if it executes in the manner in which you want it to.
Error Log Page	RUNCTL_CCI2	Review any errors after invoking a component interface.

Invoke Core CIs Page

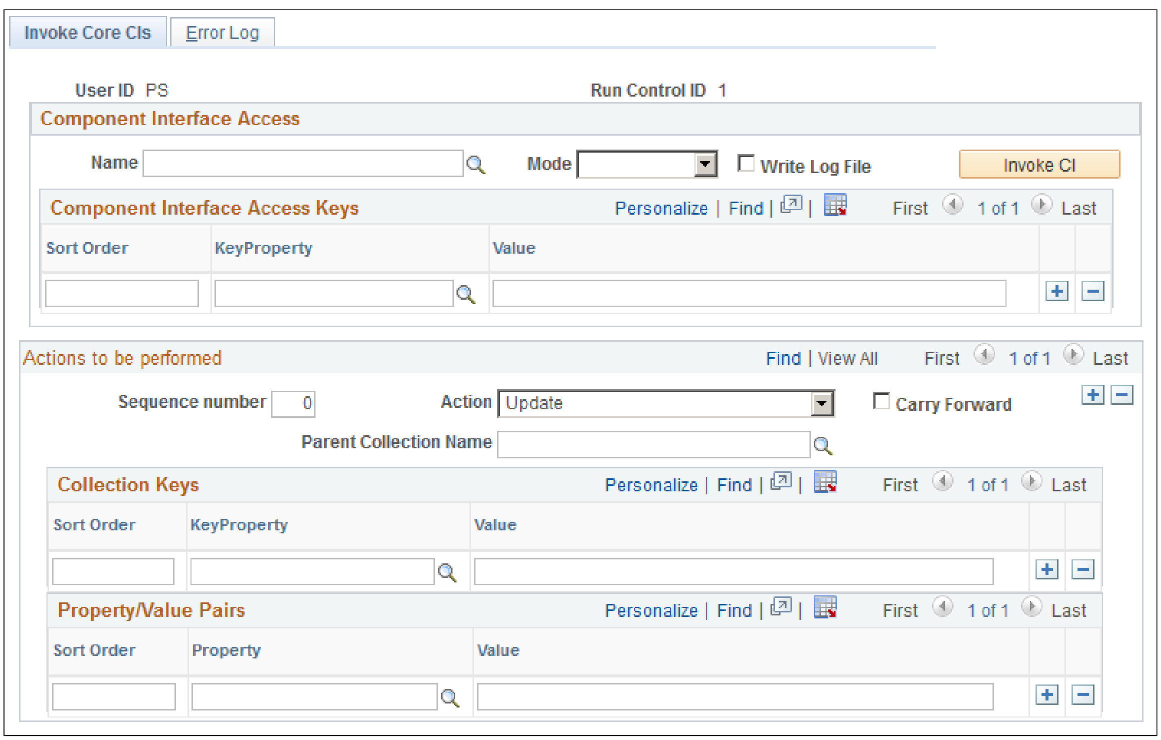
Use the Invoke Core CIs page (RUNCTL_CCI) to launch a component interface with sample data to test if it executes in the manner in which you want it to.

Navigation

Set Up HCM > System Administration > Utilities > Invoke Core CIs > Invoke Core CIs

Image: Invoke Core CIs page

This example illustrates the fields and controls on the Invoke Core CIs page. You can find definitions for the fields and controls later on this page.



Component Interface Access

Name

Select the name of the component interface you want to test.

Mode

Select one of the following access modes:

- *Create*: Select to create a new row of data in the component with the key values that you enter in the Component Interface Access Keys grid.
- *Find*: Select to find a list of data rows that match the search criteria you enter in the Component Interface Access Keys grid.
- *Get*: Select to find a single row of data that match the search criteria you enter in the Component Interface Access Keys grid.

Write Log File

Select to create a log file of the component interface test.

Invoke CI

When you've entered all of the necessary information, click to invoke the CI and test it using the information entered on this page.

Sort Order, **KeyProperty**, and **Value**

The component interface's key properties are the search keys of the underlying component's search record. Select with key fields to use in the search in the KeyProperty field and enter the value of the field to use in the search in the Value field.

If you are searching by more than one key field, indicate the order in which the system should sort the results.

If you are testing the CI using the Create action mode, use all the key properties.

Actions to be Performed

Sequence Number

Indicate the order in which the system should execute this action using the component interface.

Action

Select the action to invoke using the CI:

- *Delete*: Select to delete data rows that match the values you enter in this group box.
- *Get*: Select to retrieve data rows that match the values you enter in this group box.
- *Insert*: Select to insert a new data row with the values you enter in this group box.

  For example, if the current row is dated November 12, 2005 and you want to enter a row effective January 1, 2004 while still maintaining the November row as the current row, select this option.

- *Invoke Method*:

  Select to execute the method for the CI. A method, for instance, can execute PeopleCode. For example, in Salary Planning, the calculation of the salary increase of each employee can be executed on-line or using a batch program. The batch program will execute the method CI_SALARY_PLAN_GRP.Methods.SalPlanGrp.

- *Update*: Inserts a new, effective dated row in effective-dated components or updates the data in components that are not effective dated.

- *Update no Insert*: Select to update the existing row of data.

Carry Forward — Select this option to update any rows in the component that are more current than the row you are inserting using the CI.

Parent Collection Name — Select the collection (which corresponds to a record) in which you want to update data.

Sort Order, **KeyProperty**, and **Value** — (Collection Keys) Select the key field or fields for the scroll and enter the value of the row upon which you want to execute the action.

Sort Order, **Property**, and **Value** — (Property/Values Pairs) Select the fields in the collection and the field values that you want to use in the action.

Chapter 27

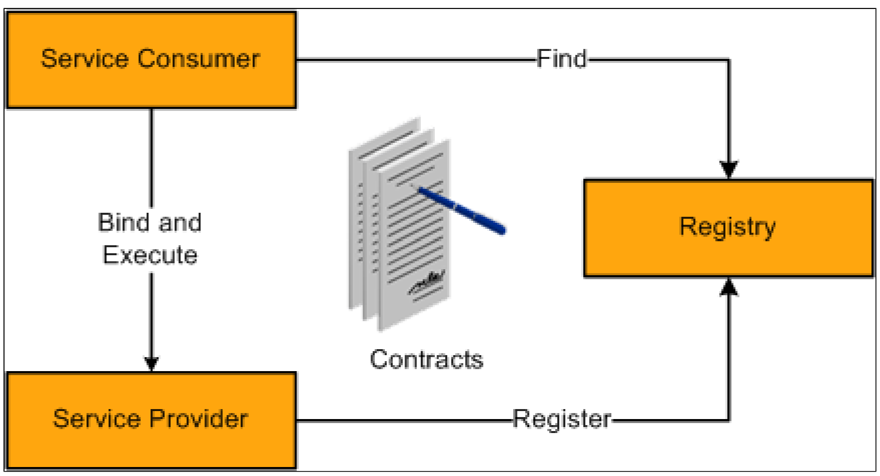
Registering Interfaces

Understanding the HCM Interface Registry

The HCM interface registry holds all the interface specifications for available services in the Service Oriented Architecture (SOA). It stores contracts from service providers and provides those contracts to interested service consumers.

Image: The service consumer finds an interface in the registry and the registry provides the information necessary to bind and execute the service

The service provider registers the interface, the consumer locates the interface in the registry and uses the information to bind and execute the contract between the consumer and the provider, as shown in this diagram:



The service consumer is an application, service, or some other type of software module that requires a service. It is the entity that initiates the location of the service in the registry, binding to the service over a transport, and executing the service function. The service consumer executes the service by sending it a request formatted according to the contract.

The service provider is the service, the network-addressable entity that accepts and executes the requests from consumers. It can be a mainframe system, a component, or some other type of software system that executes the service request. The service provider publishes its contract in the registry for access by service consumers.

To set up and use an interface registry:

1. Set up the interface contract and register the interface using the Registration Wizard (Set Up HCM >System Administration >HCM Registry >Registry Wizard).
2. Implement the interface in the providing application.

3. Set up the consuming application to invoke registered interfaces.

Setting Up Interface Contracts

An interface contract specifies the way a consumer of a service will interact with the provider of the service, including the format of the request and response from the service. The HCM registry is populated with the existing interface contracts within HCM. To add new interfaces to the registry, you must first define the contract between the services.

To define an agreement between services, follow these steps:

1. Determine the interface details (such as signature, exceptions, and warnings).
2. Register the interface under the provider object identifier.
3. Set the interface status to *Active.*

Note: Register interfaces using the HCM registry's Registration Wizard.

Interfaces fall into one of the following categories:

- Services
  - Synchronous request/response (services)

    Services interfaces are procedural invocations and can be local and remote.
  - Asynchronous publish/subscribe (events)

    Events can be notifications (outbound) or consumption (inbound) and are based on messaging and integration points.
- sqlViews (views)

  Views are read only and are SQL-based.
- Types

  Types represent the complex data types used in service invocations. The following types are supported for service invocations in API:
  - Primitives (native PeopleCode data types), such as string, date, number, boolean, hexbinary, and arrays.
  - Complex types, as defined in the registry or arrays of any complex type.

  Note: While you can use all primitive types in service invocations natively, all complex types must be explicitly defined and registered in the registry.

- Exceptions

  Exceptions are fatal errors that can occur during service execution and require special handling by the PeopleCode program. Service providers must identify exceptions that they believe can occur so that the consumer code can manage the exception.

Define exceptions and register them in the interface registry.

Managing the HCM Interface Registry

To mange the HCM interface registry entries, use the Service Registry component (HMCR_IFC_REGISTRY).

These topics discuss how to manage the HCM Interface Registry.

Pages Used to Manage the HCM Interface Registry

Page Name	***Definition Name***	***Usage***
Service Registry Page	HMCR_IFC_REGISTRY	Review the HCM registry and modify existing entries.
Folder Actions - <Registry Folder Label> Page	HMCR_IFC_FLDR_ACT	Generate and audit the WSDL for a selected interface folder.
Audit Results - Audit <Registry Folder Label> Page	HMCR_IFC_AUD_RSLT	Review the results of a registry folder audit.
HMCR Type Viewer Page	HMCR_WSDL_VIEWER HMCR_IVW_VIEWER HMCR_TYPE_VIEWER	Review registry and interface details about a selected interface.
HMCR Raw WSDL Viewer <Registry Entry Name> Page	HMCR_WSDL_RAW_SEC	View WSDL code for a service registry entry, or view XSD code for a type or exception registry entry.

Service Registry Page

Use the Service Registry page (HMCR_IFC_REGISTRY) to review the HCM registry and modify existing entries.

Navigation

Set Up HCM > System Administration > HCM Registry > Service Registry > Service Registry

Image: Service Registry page (1 of 2)

This example illustrates the fields and controls on the Service Registry page (1 of 2). You can find definitions for the fields and controls later on this page.

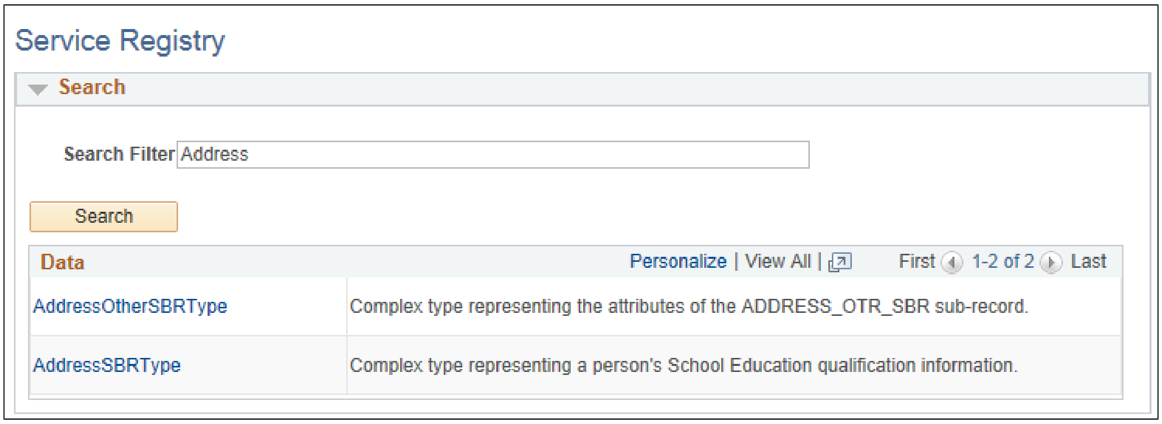
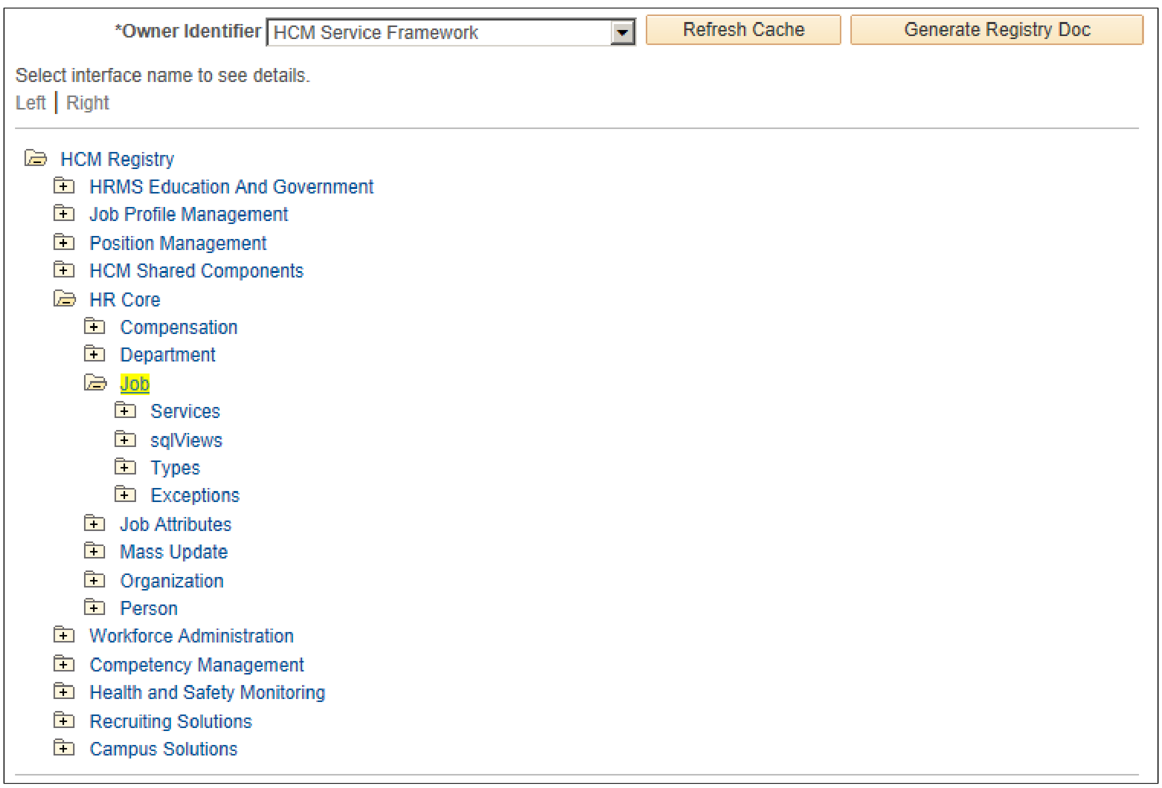


Image: Service Registry page (2 of 2)

This example illustrates the fields and controls on the Service Registry page (2 of 2). You can find definitions for the fields and controls later on this page.



The registry lists all the content owners and their interfaces in a tree format. Each tree leaf represents a registered interface. Registered interfaces are grouped by interface folders. Click a registered interface to review interface information on the Details page.

Owner Identifier	Select an owner identifier.

The registry displays all interfaces (public and private) defined for the selected content owner in addition to all public interfaces defined by owners other than the selected owner.

Refresh Cache

Click this button to manually refresh the cache where services, types, exceptions, and SQL views are stored whenever you make a change to the registry. You must refresh the cache when a definition is modified, added, or deleted. You must also refresh the cache when an external cache has to be imported.

Generate Registry Doc

Click this button to generate RegistryDoc for the selected HCM service registry. The system generates RegistryDoc in HTML and provides the View RegistryDOC link for you to access the data. The RegistryDoc enables you to view or introspect the registry without having to open the registry, thus offering a quicker view into the registry.

Note: RegistryDoc generation relies on configuration of PeopleTools Process Scheduler and report nodes. You should set the directory that acts as the report repository in a shared mode.

View RegistryDoc

Click this link to view RegistryDoc that you have generated. The system opens a new browser window, which displays the registry API content in HTML format.

Searching the Registry

Use the Search capability to look up a registry when:

- You do not know the exact name for or the navigation to the service, sqlView, type, or exception.
- You want to search for the descriptions for a specific word or pattern of a word.

Search Filter

To search registry entries for a a service, sqlView, type, or exception, enter a search string in this field. An SQL-based search looks for word pattern that you enter. .

Search

Click this button to retrieve the registry entries that match your search criteria.

Data

Click the link to access the details of the registry.

Folder Actions - <Registry Folder Label> Page

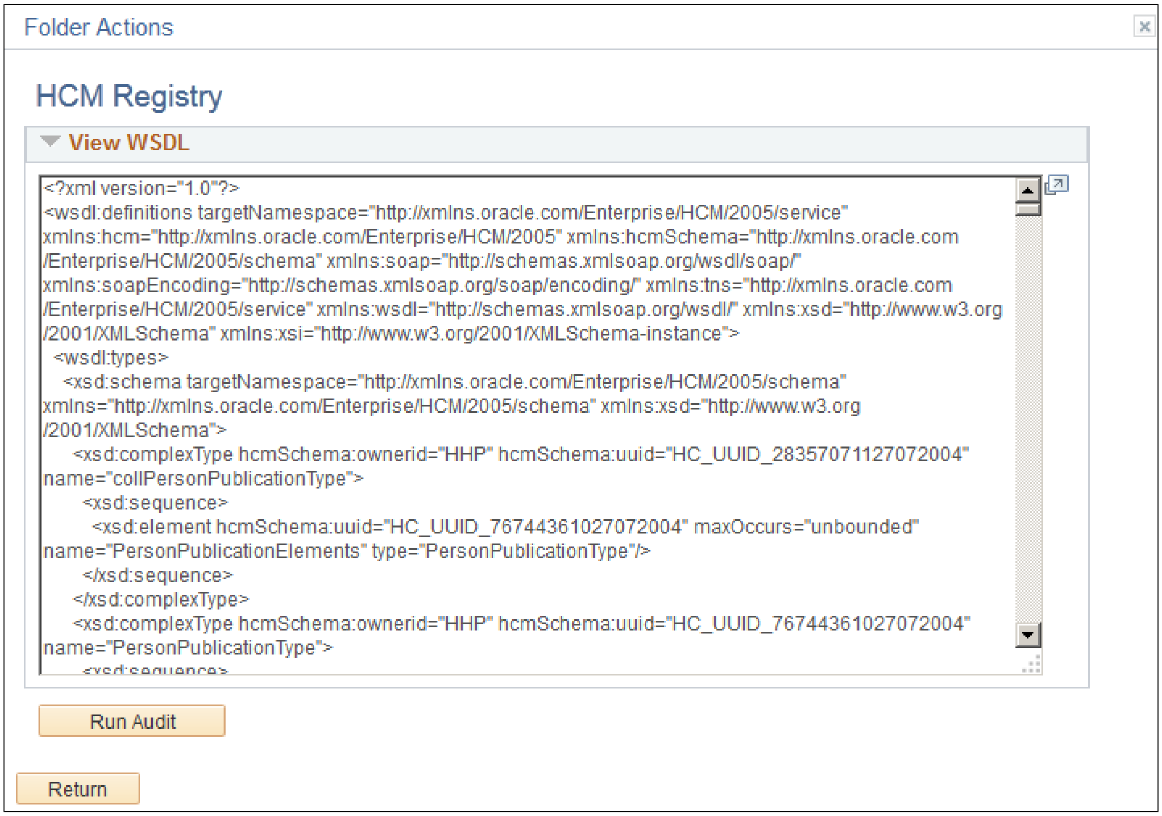
Use the Folder Actions - <Registry Folder Label> page (HMCR_IFC_FLDR_ACT) to generate and audit the WSDL for a selected interface folder.

Navigation

Click an interface folder on the Service Registry page.

Image: Folder Actions - <Registry Folder Label> page showing the HR Core interface folder data

This example illustrates the fields and controls on the Folder Actions - <Registry Folder Label> page showing the HR Core interface folder data. You can find definitions for the fields and controls later on this page.



Use the View WSDL group box to review the WSDL that the system generated for the selected registry folder. Click the Run Audit button to run an audit on the registry folder. The system displays the Audit Results - Audit <Registry Folder Label> page for you to review the results of the registry folder audit.

Audit Results - Audit <Registry Folder Label> Page

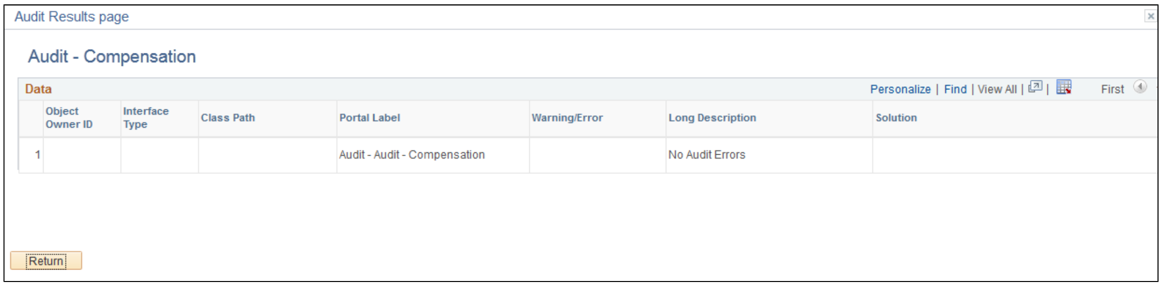
Use the Audit Results - Audit <Registry Folder Label> page (HMCR_IFC_AUD_RSLT) to review the results of a registry folder audit.

Navigation

Click the Run Audit button on the Folder Actions - <Registry Folder Label> page.

Image: Audit Results - Audit <Registry Folder Label> page

This example illustrates the fields and controls on the Audit Results - Audit <Registry Folder Label> page. You can find definitions for the fields and controls later on this page.



HMCR Type Viewer Page

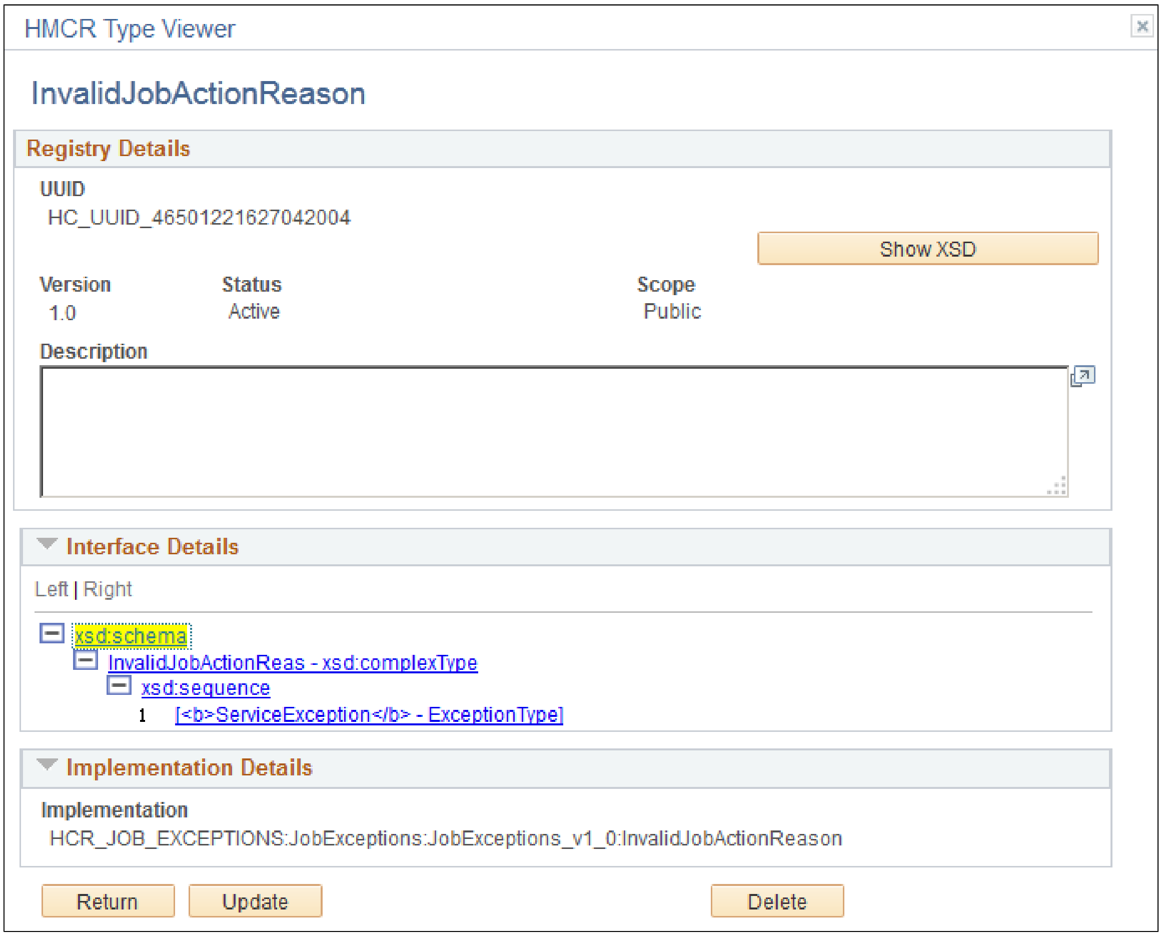
Use the HMCR Type Viewer page (HMCR_WSDL_VIEWER) to review registry and interface details about a selected interface.

Navigation

Click a link under the sqlViews, Types, or Exceptions interface folders on the Folder Actions - <Registry Folder Label> page.

Image: Interface Registry - HMCR Type Viewer page

This example illustrates the fields and controls on the Interface Registry - HMCR Type Viewer page. You can find definitions for the fields and controls later on this page.



Note: The Interface Registry - HMCR Type Viewer page is slightly different for each type of interface (services, sqlViews, types, and exceptions).

Registry Details

IUD

The IUD is the interface's unique identifier for a service within the registry. The system generates this identifier.

Locate By

The system automatically displays this value where applicable.

Version

Each registry entry has a version type. You can have multiple versions of an entry when you require multiple version of an interface.

Status

An interface can have one of the following statuses within the registry:

- *Requested*

The interface has been requested by a party but has not been implemented.

- *In Work*

  The interface is currently being defined.

- *Active*

  The interface is ready for use.

- *Deprecated*

  The interface has been replaced by a more current version, but is still supported.

- *Retired*

  The selected version of the interface has been retired.

Note: The status of an interface is specific to the entry version.

Scope

This field indicates who can reference this version of the interface:

- If the interface is *Public,* it can be used by any application.
- If the interface is *Private,* it can only be used within the provider module.

Generate Consumer Code

Click to generate the consumer stub code for this registry entry. Use this code to implement the service.

See Implementing Registered Interfaces.

Generate Provider Code

Click to generate the provider stub code for this registry entry. Use this code to implement the service.

See Implementing Registered Interfaces.

Show WSDL

Click this button to generate Web Services Definition Language (WSDL) code for the service registry entry. WSDL code provides you with all the details about the service that is needed for consuming a service. The system displays the <Registry Entry Name> page where you can view the WSDL code.

Note: Definitions for sqlViews, types, and exceptions do not have WSDL viewing capability.

Show XSD

Click this button to generate XSD code for a type or exception registry entry. XSD code contains the definition of a particular type, which is information that is necessary for consuming complex types. The system displays the <Registry Entry Name> page where you can view the XSD code.

	Note: Definitions for services and sqlViews do not have XSD viewing capability.
Run Audit	Click this button to run an audit of the selected registry folder. Audits ensure that the registry is clean. They also enable you to monitor discrepancies between implementation and contracts. The system displays the Audit - <Registry Folder Label> page, where you can review the results of the audit.

Interface Details

Interfaces are defined using an XSD schema. The schema for each interface type is stored in the registry. The system generates the schema during registration.

Note: The schema defines the details of sqlView interfaces, not the database view that implements the view interface. The database view must match the properties defined in the schema.

Service interface types have operations called DoServices. A DoService has one or more input, output, and outfault element and each element is defined by either one or more simple or complex type.

Exception Details

Review a service interface's exception details and the associated messages.

Implementation Details

In the Implementation Details group box, review the fully qualified application class path that implements class for this type or exception. The class path includes a branch indicating the version of this type. The version attribute of the registry entry must match the version in the class path of the type class.

Note: For sqlView interfaces, the Implementation Details box displays the database view implementing the interface view.

Note: All exceptions must extend the class *baseException,* which extends the PeopleTools built-in exception class.

HMCR Raw WSDL Viewer <Registry Entry Name> Page

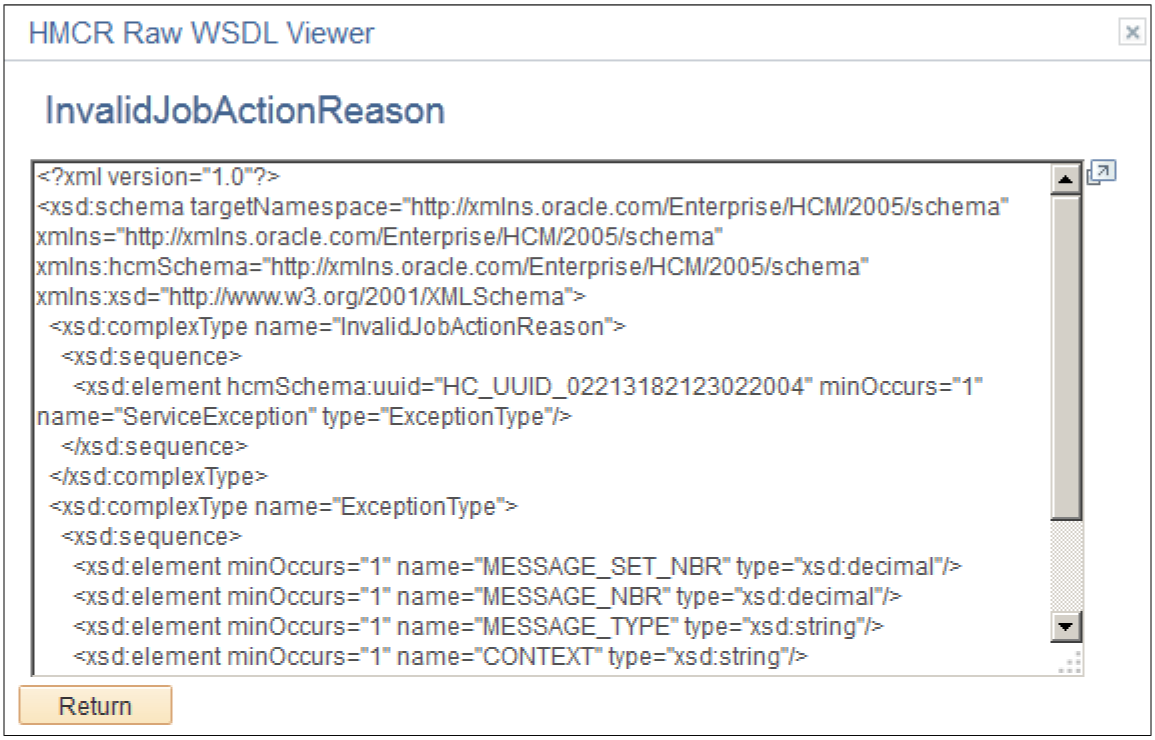
Use the HMCR Raw WSDL Viewer <Registry Entry Name> page (HMCR_WSDL_RAW_SEC) to view WSDL code for a service registry entry, or view XSD code for a type or exception registry entry.

Navigation

Click an interface for a service on the Folder Actions - <Registry Folder Label> page, and then click the Show WSDL button, or click an interface for a type or exception, and then click on the Show XSD button from the WSDL Detail Information page.

Image: HMCR Raw WSDL Viewer <Registry Entry Name> page

This example illustrates the fields and controls on the HMCR Raw WSDL Viewer <Registry Entry Name> page. You can find definitions for the fields and controls later on this page.



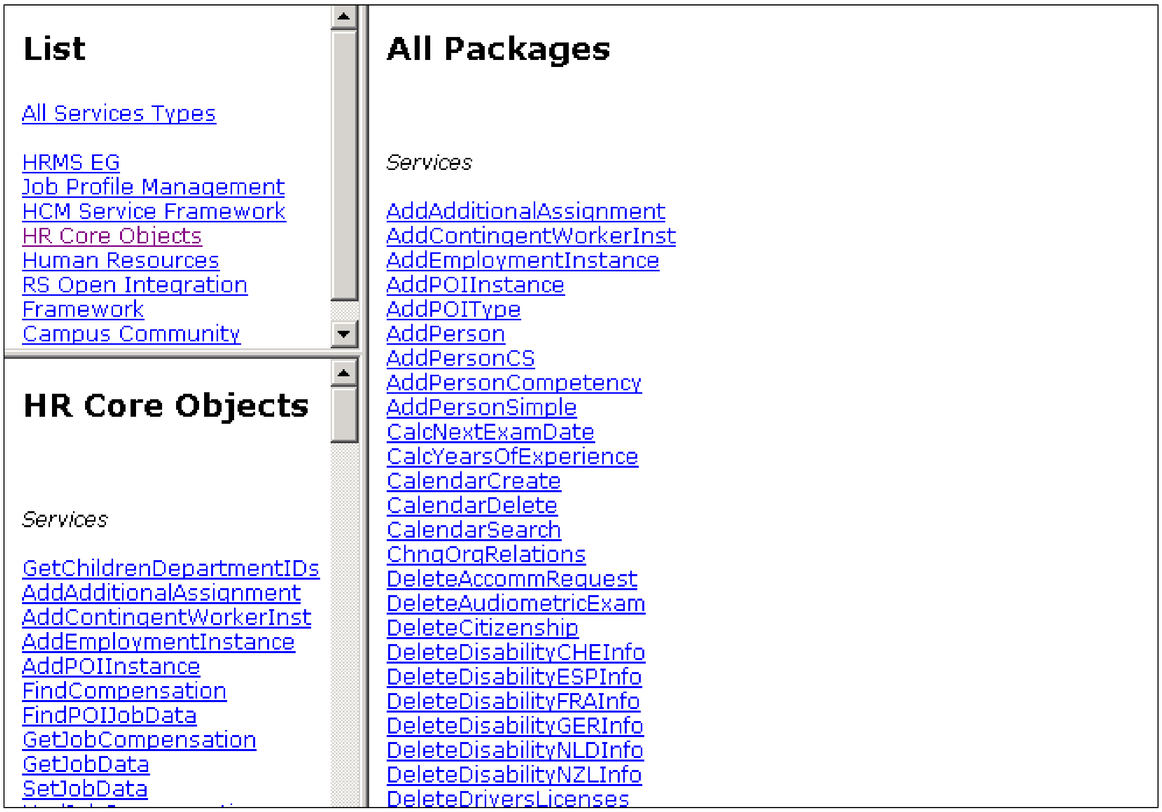
Viewing RegistryDoc

To view RegistryDoc, click the Generate Registry Doc button on the Service Registry page. The system generates the RegistryDoc and displays the View RegistryDoc link.

Click the View RegistryDoc link. The system opens a new browser window, which displays the registry API content in HTML format.

Image: Viewing the RegistryDoc

This example illustrates the fields and controls on the Viewing the RegistryDoc. You can find definitions for the fields and controls later on this page.



The page contains three frames. The upper left frame lists the root packages within the RegistryDoc. Click a link for a root package in the upper left frame to view for a list of all of the services, sqlViews, types, and exceptions that are associated with the selected root package. The system displays the details of the selected root package within the lower left frame. The right frame displays the services, sqlViews, types, and exceptions for all root packages.

Click a link in the lower left frame or the right frame to view service, sqlView, type, or exception details.

Image: Viewing service details

This example illustrates the fields and controls on the Viewing service details. You can find definitions for the fields and controls later on this page.

From a service details page, click on the View WSDL link to view WSDL code for the selected service.

Image: Viewing WSDL code for a selected service

This example illustrates the fields and controls on the Viewing WSDL code for a selected service. You can find definitions for the fields and controls later on this page.

```
  <?xml version="1.0" ?>
- <wsdl:definitions targetNamespace="http://xmlns.oracle.com/Enterprise/HCM/2005/service"
    xmlns:hcm="http://xmlns.oracle.com/Enterprise/HCM/2005"
    xmlns:hcmSchema="http://xmlns.oracle.com/Enterprise/HCM/2005/schema"
    xmlns:soap="http://schemas.xmlsoap.org/wsdl/soap/"
    xmlns:soapEncoding="http://schemas.xmlsoap.org/soap/encoding/"
    xmlns:tns="http://xmlns.oracle.com/Enterprise/HCM/2005/service"
    xmlns:wsdl="http://schemas.xmlsoap.org/wsdl/"
    xmlns:xsd="http://www.w3.org/2001/XMLSchema"
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  - <wsdl:types>
    - <xsd:schema targetNamespace="http://xmlns.oracle.com/Enterprise/HCM/2005/schema"
        xmlns="http://xmlns.oracle.com/Enterprise/HCM/2005/schema"
        xmlns:xsd="http://www.w3.org/2001/XMLSchema">
      - <xsd:complexType hcmSchema:ownerid="HCR"
          hcmSchema:uuid="HC_UUID_63830271514102005" name="OrgAssignmentType">
        - <xsd:sequence>
            <xsd:element minOccurs="1" name="EMPLID" type="xsd:string" />
            <xsd:element minOccurs="1" name="EMPL_RCD" type="xsd:decimal" />
            <xsd:element minOccurs="1" name="PER_ORG" type="xsd:string" />
            <xsd:element minOccurs="1" name="ORG_INSTANCE_ERN" type="xsd:decimal" />
            <xsd:element name="POI_TYPE" type="xsd:string" />
            <xsd:element name="CMPNY_DT_OVR" type="xsd:string" />
            <xsd:element name="CMPNY_SENIORITY_DT" type="xsd:date" />
            <xsd:element name="SERVICE_DT_OVR" type="xsd:string" />
            <xsd:element name="SERVICE_DT" type="xsd:date" />
```

If a service or type refers to another complex type or exception, click on the type link on the details page to view type or exception details.

Image: Viewing type details for a selected service

This example illustrates the fields and controls on the Viewing type details for a selected service. You can find definitions for the fields and controls later on this page.

OrgAssignmentType 1.0

Type description

-

Type usage

-

Type properties

UUID	HC_UUID_63830271514102005	**Owner Id**	HR Core Objects
Path	HR Core.Job.Types.OrgAssignmentType		

Type attributes

Scope	Public	**Status**	In Work
Implementation Path	HCR_JOB_TYPES:Job:OrgAssignmentType_v1_0:OrgAssignmentType		

Type class properties

Name	Type
EMPLID	string
EMPL_RCD	decimal
PER_ORG	string
ORG_INSTANCE_ERN	decimal
POI_TYPE	string
CMPNY_DT_OVR	string
CMPNY_SENIORITY_DT	date

Registering New Interfaces

To register new interfaces, use the Registration Wizard component (HMCR_WZ_REGSRV).

These topics discuss how to register new interfaces.

Pages Used to Register New Interfaces Through the Registration Wizard

Page Name	***Definition Name***	***Usage***
Registry Information Page	HMCR_WZ_STEP1	Enter information about a new interface.
Interface Specification Page	HMCR_WZ_STEP2	Enter details about the new interface.
Implementation Page	HMCR_WZ_STEP3	Complete the registration of the new interface by implementing the interface.

Registry Information Page

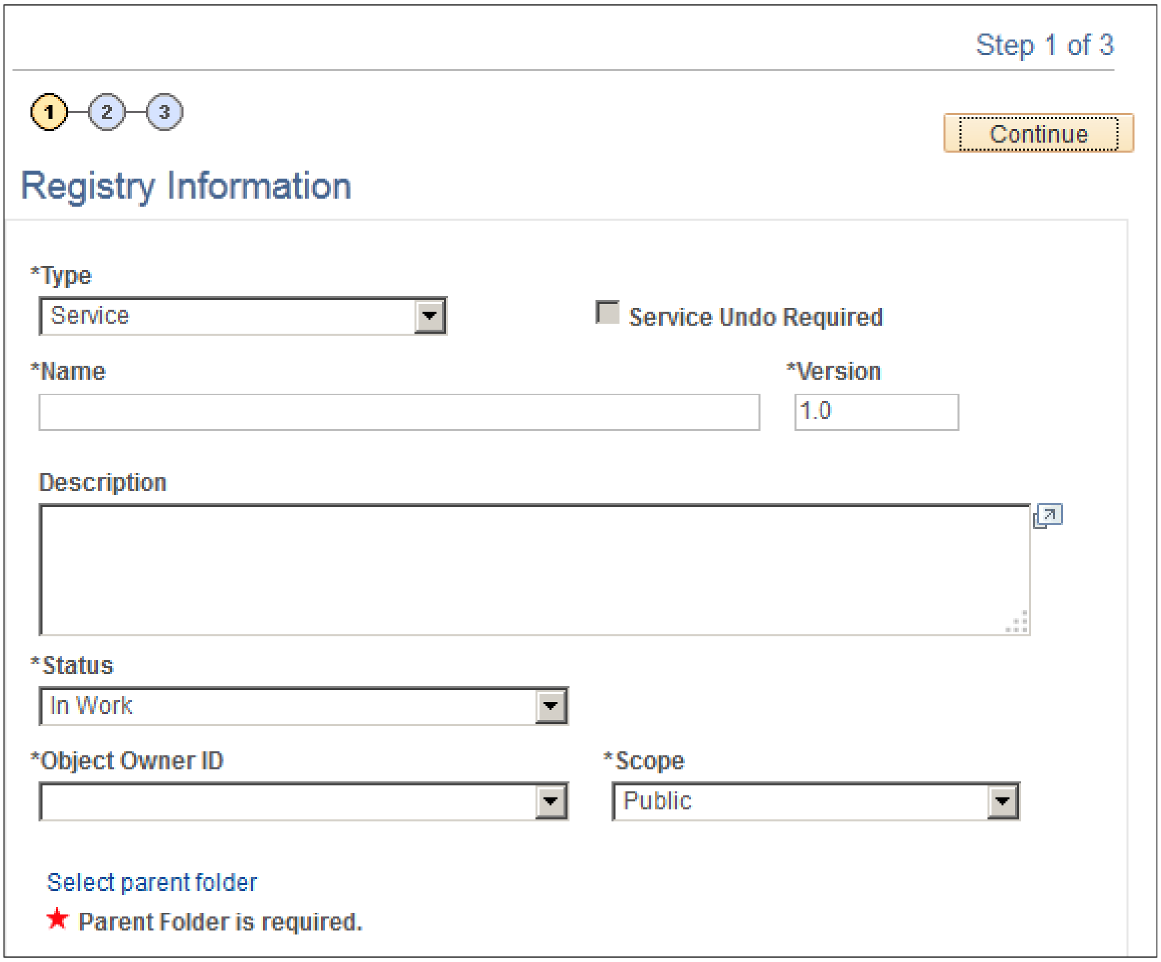
Use the Registry Information page (HMCR_WZ_STEP1) to enter information about a new interface.

Navigation

Set Up HCM > System Administration > HCM Registry > Registration Wizard > Registry Information

Image: Registry Information page

This example illustrates the fields and controls on the Registry Information page. You can find definitions for the fields and controls later on this page.



Type

Select the interface type.

Note: The pages in this component and the information you enter can vary depending on the type of interface you select here.

Name

Enter a meaningful name for the interface using the following guidelines:

- One word (no spaces).
- Mixed case.
- In one of the following formats, depending on the interface type:

  in the format, <Noun>Exception, <Noun>Service, or <Noun>sqlView, depending on the type of interface you are registering.

- For Type interfaces: <Noun>Type.
- For Service interfaces: <Verb><Noun>.
- For Exception interfaces: <Noun>Exception.
- For Interface Views: <Noun><Noun>.

Note: Users see the name you enter here on the registry tree so make sure that the name is clear and meaningful.

Version

Indicate the interface version using the format n.n.

You can have multiple active versions of an interface.

Status

Select the status of this version of the interface:

- *Requested*

  The interface has been requested by a party but has not been implemented.
- *In Work*

  The interface is currently being defined.
- *Active*

  The interface is ready for use.
- *Deprecated*

  The interface has been replaced by a more current version, but is still supported.
- *Retired*

  The selected version of the interface has been retired.

Object owner identifier

Select the interface provider.

Scope

Indicate if the interface is *Public* (available to everyone) or *Private* (available only to the provider application).

Select parent folder

Click this link to access the registry folder structure and select the folder within which the new interface will reside. Group interfaces by feature.

Interface Specification Page

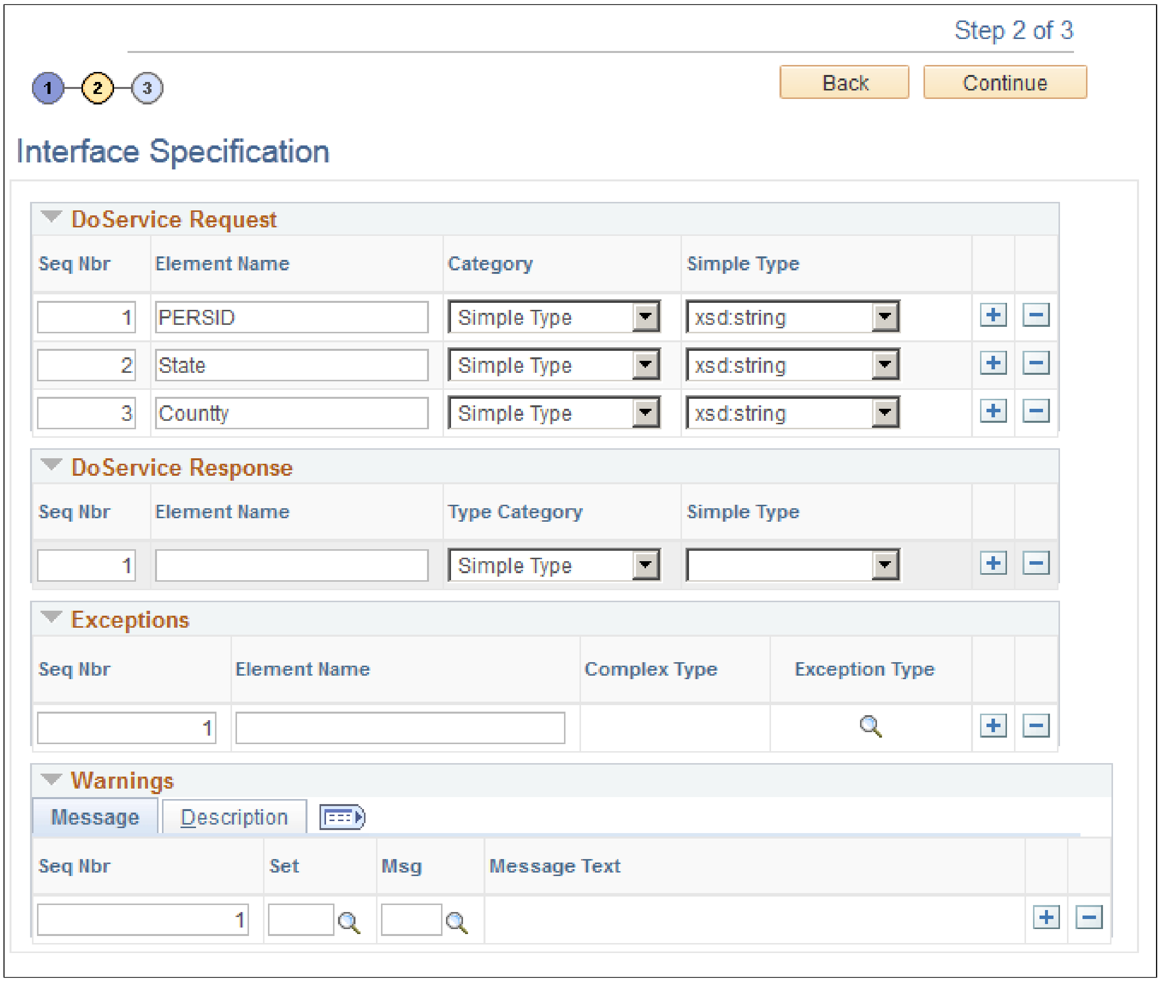
Use the Interface Specification page (HMCR_WZ_STEP2) to enter details about the new interface.

Navigation

Set Up HCM > System Administration > HCM Registry > Registration Wizard > Interface Specification

Image: Interface Specification page

This example illustrates the fields and controls on the Interface Specification page. You can find definitions for the fields and controls later on this page.



Note: The system displays a different version of this page depending on what type of interface you're registering. See the Registering Services section for information on how to use this page to register service interfaces.

Initialize from Implementation	If you are basing the Interface View definition on an interface that has already been implemented, click Initialize from Implementation and select the view. The system populates the elements with the fields from the fields in the view's record. **Note:** The system only displays this link when you register Interface Views.

Seq Nbr (sequence number)	Indicate the order in which the element should occur.
Element Name	Enter the element name. An element is a property of the interface. Element names must be one word, mixed case, and self-describing. **Note:** If you are implementing an Interface View, you must add an element to correspond with each field in the view's record. **Note:** Service interface elements are descriptive items that identify the parameter in a given position. While the position of the elements must correspond to a parameter, it does not have to be a PeopleSoft field name.
Type Category	Select the element category. Categories indicate whether the element's data type is simple or complex. A simple datatype is a system-delivered data format. Complex datatypes reference other interface types already in the registry. **Note:** Always select *Complex* for Exception elements. **Note:** The system selects *Simple* for Interface Views and this field is unavailable for entry.
Simple Type	If the element is simple, select the element's system-delivered data format type: • *xsd:string* • *xsd:date* • *xsd:number* • *xsd:boolean*
Complex Type	If the type is complex, select the registered element to which it refers. **Note:** If the interface is an exception, you must select *ExceptionType* from the Service Framework folder.
Minimum Occurrences	Indicate the minimum number of times this element can occur. Select *0* if the occurrence is optional and *1* if the element must occur at least once. **Note:** You must select *1* for Exception elements.
Maximum Occurrences	Indicate the maximum number of times the element can occur. **Note:** You must select *1* for Exception elements.

Registering Services

When you register a service, enter the follow information in the four group boxes:

- DoService Request

  When a service interface will be used to request information, use the fields in this grid to define the service's request parameters.

- DoService Response

  When a service interface will be used to respond to requests for information, use the fields in this grid to define the service's request parameters.

- Exceptions

  List all of the exceptions defined for the service interface. You can only select exceptions that have already be added to the registry.

- Warnings

  List all of the warnings and messages that could be logged during the execution of the service and that are meaningful to the consumer.

Implementation Page

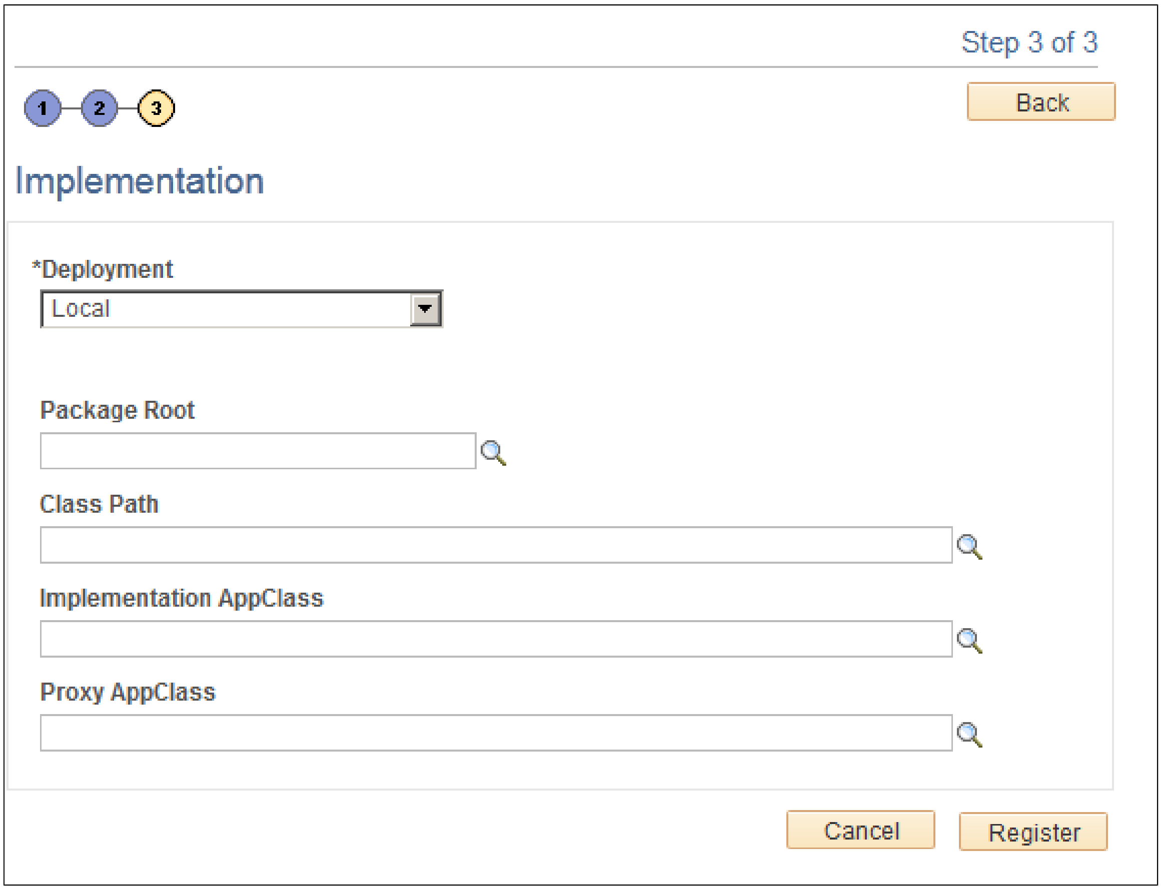
Use the Implementation page (HMCR_WZ_STEP3) to complete the registration of the new interface by implementing the interface.

Navigation

Set Up HCM > System Administration > HCM Registry > Registration Wizard > Implementation

Image: Implementation page

This example illustrates the fields and controls on the Implementation page. You can find definitions for the fields and controls later on this page.



Note: The system displays a different version of this page depending on what type of interface you're registering. See the Registering Interface Views section for information on how to use this page to register interface views.

Deployment and **Deployment Node**

The system displays this field only when you register a Service interface.

Indicate if the service is *Local* (resides in the same database as the consumer) or *Remote* (resides outside the consumer's database).

If the service is remote, select the deployment node.

Package Root

Select the provider's root package. The root suffix depends on the interface type you are registering:

- For Type interfaces: <ownerID>_TYPES.
- For Exception interfaces: <ownerID>_EXCEPTIONS.
- For Service interfaces: <ownerID>_SERVICES.

Class Path	Select the class path to the appropriate version of your type class.
Implementation AppClass	Once you have implemented the class, return to the registry to select the interface's application class. Do not select a value when you initially register the interface; wait until you have implemented the interface. See Implementing Registered Interfaces. **Note:** If you are implementing a Service interface, populate this field only if the service is local.
Generate Class Code	Click to generate the PeopleCode for the implementation AppClass. You can copy and paste the code into your application class object when you implement the interface. See Implementing Registered Interfaces. **Note:** The system does not display this button when you register Service interfaces.
Register	Click to register the interface definition. When the system successfully registers the definition it will display the interface's IUD.

Registering Interface Views

Interface View	After you have implemented a sqlView for this interface, return to this page and select the view that corresponds to this Interface View. See Implementing Registered Interfaces.
Related Language Interface View	The system displays the related language view defined in for the implementation in Application Designer, if one exists.

Implementing Registered Interfaces

After you have registered the interface, implement it in the providing application. The providing application must implement the interface accurately so that the consumer application does not encounter any unexpected behavior.

These topics discuss how to:

- Implement types.
- Implement services.
- Implement exceptions.

- Implement SQLViews.

Implementing Types

To implement a registered type interface:

Note: Implement registered types as PeopleCode application classes.

---

1. In Application Designer, create an application package for each functional module using the naming convention <NAMESPACE_PREFIX>_TYPES.

   Use the first level sub-package to group implementation classes by function and the second level to group classes by versions.

2. Create the application class that is implementing the interface type.

   When you create the application class, you must ensure that it:

   - Extends the baseType class.
   - Imports the package with the baseType parent class definition.
   - Exposes a read-only property IUD with the type *string.*
   - Has a IUD property that contains the correct IUD of the corresponding registry entry.
   - Instantiates any array properties defined in the class as array properties with 0 elements.
   - Implements the following mandatory public methods: toXmlNode, toXmlNodeString, fromXmlNode, and truncateType.

3. Copy the stub code the system created when you clicked the Generate Class Code button on the Registry Wizard - Implementation page for this interface and paste it into the application class implementing the interface type.

   The generated type stub code includes the following mandatory methods:

   ```
   method toxmlNode(&parentNode As XmlNode);

   method fromXmlNode(&parentNode As XmlNode);

   method toXmlNodeString(&nodeName As string) Returns string;

   method TruncateType();
   ```

   The system uses the XML mandatory methods to marshal and unmarshal the type to or from an xml representation, which is required in order to use this type in a remote service invocation. The *truncateType* mandatory method resents the value of all type elements.

4. Access the registry entry for the type interface in the Registry Wizard and add the application class to the type's implementation details.

Implementing Services

Consumer programs cannot directly instantiate service implementation classes. Due to late binding and remote procedure call support, the framework delays the resolution of the implementation class name until run-time so the only information available to service consumers during design is the interface name.

At run-time, the service manager resolves the interface name into the implementation class name using the registry lookup functionality. Depending on the implementation details defined in the registry, the service manager will return to the consumer either an instance of a local implementation class or a proxy class for the remote implementation.

Because of these considerations, the providing application needs to supply the following two application classes to fully implement a service:

- An interface that consumer applications can refer to during design.
- An implementation class that the service manager can bind to during run-time.

Note: Implement registered services as PeopleCode application classes.

To implement a registered service interface:

1. In Application Designer, create an application package for each functional module using the naming convention <NAMESPACE_PREFIX>_SERVICES.

   Use the first level sub-package to group implementation classes by function and the second level to group classes by versions. Use the third (application class) level to define an interface and an implementation for the service.

2. Create two application classes to implement the service, an interface and an implementation class.
3. Select the registry entry for this service and click the Generate provider Code button. The system displays a page with three group boxes containing code:
   - Interface peoplecode

     Copy and paste the interface PeopleCode into the interface application class.
   - Implementation peoplecode

     Copy and paste the implementation PeopleCode into the implementation application class. The implementation code generated is only a skeleton the actual logic for the application class. The development team must therefore modify the implementation class to meet the providing application's needs.
   - Proxy peoplecode

4. Confirm that the interface and implementation classes contain the necessary information.

   The two applications serve different functions. The interface class is an abstract definition and details what methods and properties the implementation class will have to have to comply with registered specifications, but it does not contain the implementation details. The implementation class actually implements the interface, providing the executable code for the abstract method definitions.

   The interface application class must:

- Have names identical to the name of the registered service.
- Extend the baseService class.
- Imports the baseService parent class definition.
- Contain a constructor method that creates an instance of the parent baseService class.
- Define an abstract DoService method with the signature matching the signature of the registered service.

5. Confirm that the implementation of the service:
   - Implements the interface.
   - Provides a concrete implementation of the DoService method.

     When a development team decides to provide a service, they create an interface and implementation class that implements it.
   - Imports the interface that it implements, as well as the types and exceptions it is working with.

     This happens once you generate the provider code.
   - Throws exceptions in accordance with the registered interface contract in order to handle errors.
   - Can log warnings in accordance with the interface contract.

     The interface application class provides details of all warnings that were generated when the service was executed.
   - Uses the API2CI framework to abstract from the component interface specifics, if the implementation is component interface-based.

     Component interface-based services need to import the CI library (which is provided with the registry) using this code:

     ```
     import HMCR_API2CI
     ```

     If you are using a DoService method, you need to declare two local objects: ciHandler and ciIdent. ciHandler is the class managing all access to a component interface since you cannot directly manipulate a component interface. ciIdent defines the unique attributes of each ciHandler instance.
6. Access the registry entry for the service interface and add the implementation application class to the type's implementation details.

Note: You can use services to organize multiple other services to execute an business task. This is called aggregating services. The aggregating service is the service responsible for managing the business transaction, housekeeping, and performing the save professing so these processes are run only once, improving overall performance. When a service is running another service in aggregation mode, the calling service (the aggregating service) sets the RunAggregated flag on the called service, causing the called service to skip the housekeeping and save processing.

Implementing Exceptions

PeopleSoft delivers a baseException class providing the default exception handling, which is on the PeopleTools exception class. The baseException class constructor takes the following parameters:

- An instance of a service log.
- A message set number and message number.
- Default message text.
- Message parameters 1–5 or "Null" when none.

The base Exception class constructor executes the following logic:

- Adds PSMessages collection to the service log.
- Creates a PeopleTools exception for the provided message set and message number.

To implement a registered type interface:

Note: Implement registered exceptions as PeopleCode application classes.

---

1. In Application Designer, create an application package for each functional module using the naming convention <NAMESPACE_PREFIX>_EXCEPTIONS.

   Use the first level sub-package to group implementation classes by function and the second level to group classes by versions.

2. Copy the stub code the system created when you clicked the Generate Class Code button on the Registry Wizard - Implementation page for this interface and paste it into the application class implementing the exception.

3. Confirm that the exception implementation contains the following:

   - A link to an entry in the PeopleTools message catalog.
   - Default error processing.
   - Exception-specific error processing, where necessary.

   Note: The exception's registry entry defines the exception name, the fault message structure, and the exception semantics (description).

   ---

4. Confirm that the implementation of the exception class:

   - Name is identical to the registry entry name.
   - Extends the baseException and import the baseException class definition.
   - Contains a constructor that:

     — Takes an instance of a LogType as a single parameter and imports the LogType class definition.

     — Facilitates the default error processing by wan of an instance of a parent class.

— Assigns the correct IUD of the corresponding registry entry to its IUD property.

- Exposes a read-only property IUD with a type of *string*.

Implementing SQLViews

To implement a registered sqlView interface:

Note: Implement registered sqlView interfaces as PeopleSoft record definitions with a type of *view.*

1. Create fields on the record definition to correspond to each field in the registered sqlView interface.
2. Run SQL Create to create the view in the database.
3. Open the sqlView registry entry and add the implementation record name to the registry entry.

   When you are creating a new interface view, you must use the Registry Wizard component. When you are updating an existing view, you must use access the registry and click the Update button. The system then displays the Registry Wizard component.

   See Registering New Interfaces.

Consuming Registered Interfaces

These topics provide an overview of registered interface consumption and discuss how to:

- Invoke service interfaces.
- Set up stale data checks in service calls.
- Pool component interfaces.
- Consume collection-sized interfaces.
- Bind complex types to and from portal pages.
- Consume SQLViews.

Understanding Registered Interface Consumption

If there is an interface in the registry that your application needs to use, you must create code in PeopleCode events in the consuming application to invoke the interface.

Note: You can click the Generate Consumer Code button on the Registry Details page for the registered service to generate all the code the consuming application needs. Cut and paste the code into the consuming application's PeopleCode Event (for example, SavePostChange PeopleCode). Confirm that the generated code meets the criteria set out in these steps and make any necessary modifications.

Note: You can only place the code for manipulative services such as *Set, Add,* or *Delete* in the SavePostChange PeopleCode of a single field in a component. You cannot spread out manipulative service calls over several PeopleCode events. You must also not place manipulative service calls in FieldChange PeopleCode.

Invoking Service Interfaces

Consuming applications invoke service interfaces in four steps:

1. Import, declare, and create framework classes, service classes, and type classes.
2. Bind to the service implementation using the Service Manager's LocateService method.

   At runtime, the Service Manager determines the appropriate implemented interface application class and returns an instance of it to the consuming application for invocation as follows:

   a. The import statement in the consumer code indicates which registered interface is required.

   b. The registered interface contains information about which implemented interface class is required.

   c. The Service Manager's LocateService method returns an instance of the implementation class.

   Note: The LocateService method requires the service name and the service version in order to bind to the appropriate service.

   The consumer code only needs to know which registered interface it is using. The provider application specifies which implemented class should be returned to the consumer. This enables the provider to make changes to the implemented interface without impacting the consumer.

3. If you are invoking a type interface, the consumer application needs to set the properties of the type class in the input parameters prior to passing it to the DoService call.

   The type interface registry entry describes the properties of the type class. The consumer can map properties individually from the consuming application to the type class properties.

4. Invoke the DoService method of the service implementation class, passing the parameters as defined in the service signature.

   The service signature defines the zero or more input and output parameters that need to be passed to the service. Parameters can be simple types (such as string, number, date, or boolean) or complex types defined and registered as types in the interface registry:

   - When the service requires complex types as parameters, the consumer needs to import the type class, declare it as a local variable and instantiate it using the Create instruction.
   - When the service requires simple types, the simple types only need to be declared by the consumer.

5. Catch and manage exceptions.

   The consumer code must invoke all services within a try-catch block. All code executed in between the try and the catch statement is in a protected area so that any exceptions thrown during service execution will immediately return control to the catch statement in the consumer code. The consuming application can then react to the exception.

The consumer code can catch specific exceptions or the baseException, which is the parent class to all registered exceptions.

Note: The consuming code should always catch for baseException to catch exceptions not specific to the service.

---

6. Analyze the service execution log for relevant information.

   During service execution, the registry framework collects all warnings and messages issued by the provider and exposes them to the consumer as a service execution log. The consumer can query the execution log and take action based on the warnings and messages, if necessary.

   Each service has a property called ExecutionLog. The property has an array of LogType called Log. The LogType has the following attributes:

   - DEFAULT_TEXT
   - MESSAGE_SET_NBR
   - MESSAGE_NBR
   - MESSAGE_SEVERITY

   The service's Log class has a generic method ShowLog() to display the content of the execution log.

Note: All consumer PeopleCode runs within the scope of a consumer component session. Any services that the system invokes during the component runtime will also run within this transaction scope. If the service execution encounters fatal errors, the system will roll back the entire component transaction unless the errors are specifically caught as exceptions. For example, if the a component in the consumer application uses two services invoked by the SavePostChange PeopleCode and one executes successfully while the other throws a fatal error, the system will not save any data to the component from either service.

Setting Up Stale Data Checks in Service Calls

If the service call is updating the component in the consumer application with an action of *Add,* you do not need to set up a check for stale data and you can invoke the service in Component.SavePostChange PeopleCode..

However, if the service is to update prior selected data, you need to set up a stale data check to ensure that the underlying data has not been modified during user interaction on the consumer side. To do this, create a *Get* service in the Component.PostBuild PeopleCode and a *Set* service in the Component.SavePostChange PeopleCode.

If the registry detects a discrepancy in the data, it will cause an error, which can be caught using baseException.

Pooling Component Interfaces

Several services may use the same instance of a component interface in their implementations. To improve performance, you can pool component interfaces. Component interfaces must be scoped to one local PeopleCode event, but within that event the code can send several calls to services using the same open component interface.

The system then passes the component interface pool to the Service Manager's LocateService method. If a requestor is only issuing one service call in a Peoplecode Event, the system passes NULL as a component interface pool.

Consuming Collection-Sized Services

You can set up services to operate on items or on collections (row sets). If the consuming application is working with a collection of rows, you must set up the consuming application to pass the entire collection to the service. The service removes any items that are not passed into the service in the collection. If consumer passes an empty collection, it will effectively remove all the data rows in the provider implementation.

Use a collection-sized *Get* service to populate the collection type class, manipulate it, and pass it back to the *Set* service.

Binding Complex Types To and From the Portal Pages

All services work with simple or complex types as parameters. Simple types are available as PeopleCode data types. The provider application implements complex types as application classes. It is not possible to view application class properties directly on a page so it is necessary for the consumer application to create pages based on Rowset.Row.Record.Field objects and map the type class properties to the fields.

In the consumer code, set up a call to the helper method *PopulateToRowset* to bring all data from the type class instance to the user interface of the consumer component. Set up a call to the helper method *PopulateFromRowset* to bring all values from the rowset used in the user interface of the type class.

Note: Not all type classes provide helper methods and not all helper methods will work in all consumer components. In these cases, you will need to write your own logic to bind the type class values to the consumer user interface.

Consuming SQLViews

Consuming applications can use registered sqlViews directly without binding. Use registered sqlViews for the following:

- Search views.
- Prompting.
- Related display.

Maintaining the Registry Folder Structure

To administer the HCM interface registry, use the Administer Service Registry component (HMCR_CONTENT_ADMIN).

This topic discusses how to maintain the registry folder structure.

Page Used to Maintain the Registry Folder Structure

Page Name	***Definition Name***	***Usage***
Administer Service Registry Page	HMCR_CONTENT_ADMIN	Add or delete folders from the registry.

Administer Service Registry Page

Use the Administer Service Registry page (HMCR_CONTENT_ADMIN) to add or delete folders from the registry.

Navigation

Set Up HCM > System Administration > HCM Registry > Administer Service Registry > Administer Service Registry

Image: Administer Service Registry page with Create Folder selected

This example illustrates the fields and controls on the Administer Service Registry page when *Create Folder* is selected. You can find definitions for the fields and controls later on this page.

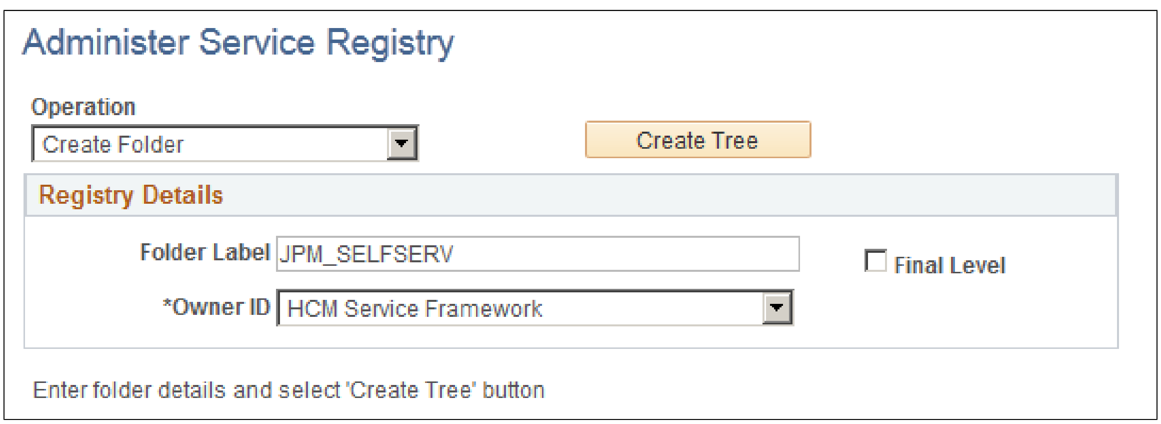


Image: Administer Service Registry page with Delete Folder selected

This example illustrates the fields and controls on the Administer Service Registry page when *Delete Folder* is selected. You can find definitions for the fields and controls later on this page.

Create Folders

To create a new folder, select *Create Folder* in the Operation field and enter the folder's registry details.

Folder Label Enter the folder label that will appear in the registry.

Owner ID Select the folder content's owner ID from the list of options.

Final Level Indicate if the folder is a final folder. A final folder can not have any child folders other than the folders for the four interface types. If you make this folder a final folder, the system will create the four interface folders.

If you leave this check box deselected, the folder is a feature folder and you can add child folders to it.

Create Tree After you have entered the folder details, click the Create Tree button. When you click the button the system generates a new registry tree. Navigate through the tree and select the node under which the new folder should go.

You can only place a new folder under folders that have the same owner ID and that are not final level folders.

Delete Folders

To delete a folder, select *Delete Folder* in the Operation field. Expand the registry tree, locate the folder you want to delete, and click on it. You cannot delete a folder that contains registered interfaces within one if it's child folders.

Testing Services

To test newly created services, use the Service Tester component (HMCR_SRV_TESTER).

This topic discusses how to test services.

Page Used to Test Services

Page Name	***Definition Name***	***Usage***
Service Tester Page	HMCR_SRV_TESTER	Test newly created services in this generic component.

Service Tester Page

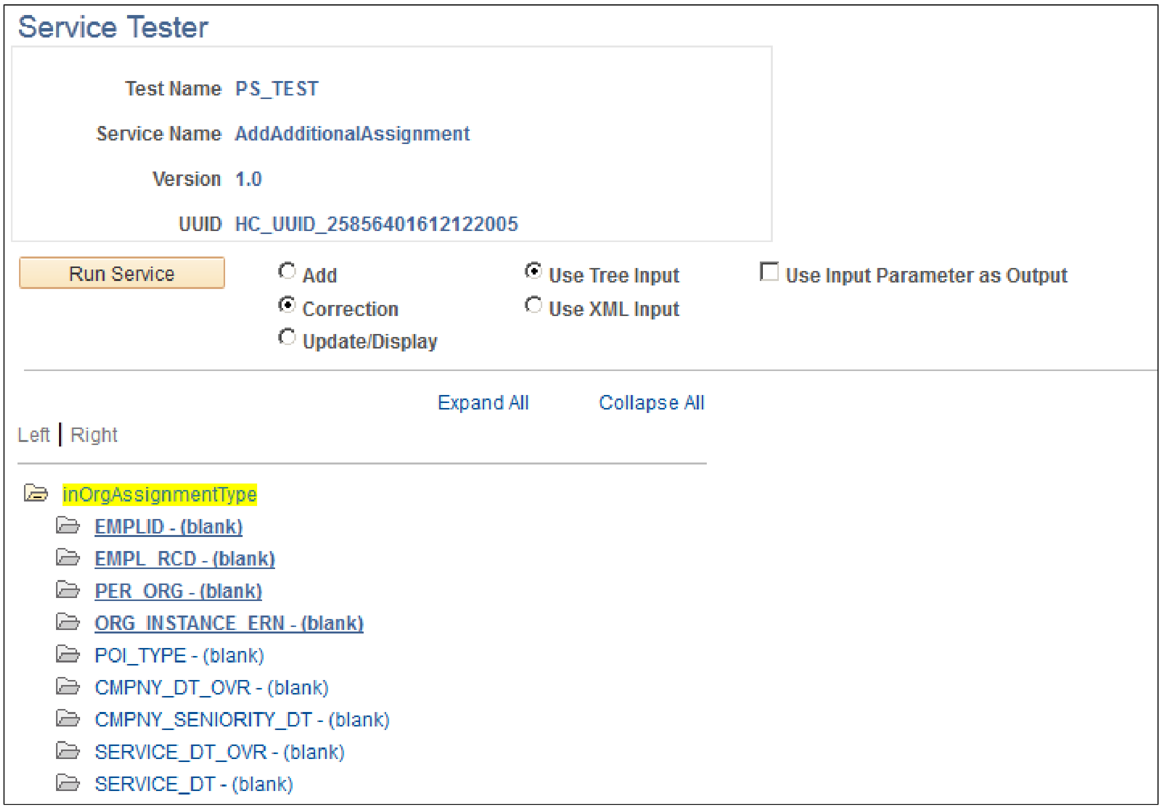
Use the Service Tester page (HMCR_SRV_TESTER) to test newly created services in this generic component.

Navigation

Set Up HCM > System Administration > HCM Registry > Service Tester > Service Tester

Image: Service Tester page

This example illustrates the fields and controls on the Service Tester page. You can find definitions for the fields and controls later on this page.



Use this page to test newly created services through a generic component. For example, if you create a new service using the Registration Wizard component and the corresponding implementation code, you can use this page to test the service and ensure that service you are committing works as designed. The system returns the results of the service test in a new window as XML.

Add, Correction, or **Update/Display**

Select the mode that the service will run in. You can use these options to test the service running in the various modes.

Use Tree Input and **Use XML Input**

Select to populate inputs using an XML format (SOAP 1.2) or using the tree structure. When you click the Use XML Input button, the system converts the tree inputs to the corresponding SOAP document. This is useful for testing remote services, for populating the inputs of a larger service, and for copying an existing service to a new service test (similar to "save as" functionality).

Use Input Parameters as Output

Select this check box for services which have no input parameters but do update the input parameters that are passed in. This is valid only for local services because remote services cannot update inputs by reference. It is not recommended for local services but can be used where local services where this situation exists.

Run Service

Click this button to invoke the service request after you have populated the inputs. Upon completion of the service call, the system displays the outputs of the service in a new window as XML.

Viewing and Registering Transformation Maps

To view transformation maps, use the Transformation Registry component (HMTF_TRF_REGISTRY). To register transformation maps, use the Register Transformation Map component (HMTF_WZ_TRF).

These topics discuss how to register transformation maps.

Pages used to View and Register Transformation Maps

Page Name	***Definition Name***	***Usage***
Transformation Registry Page	HMTF_TRF_REGISTRY	View HCM transformation maps.
Register Transformation Map Page	HMTF_WZ_STEP1	Create transformation maps for messages from one message version to another.

Transformation Registry Page

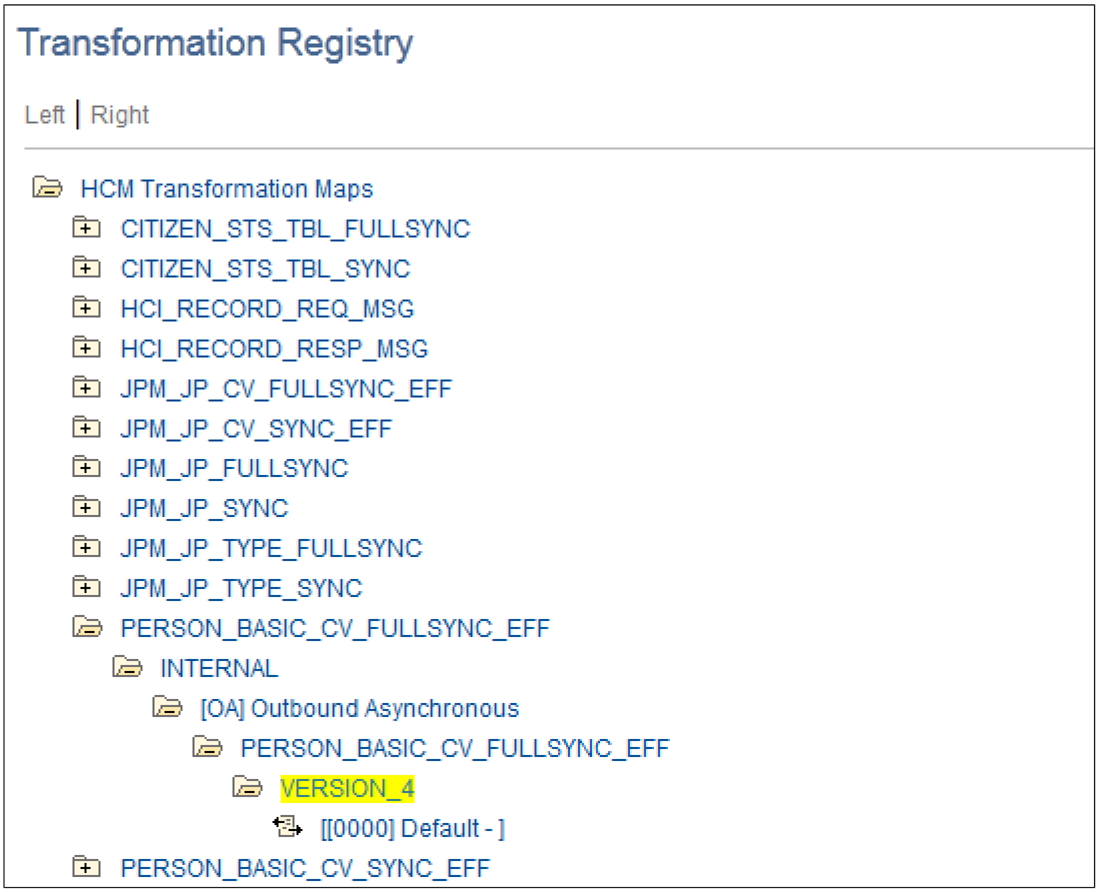
Use the Transformation Registry page (HMTF_TRF_REGISTRY) to view HCM transformation maps.

Navigation

Set Up HCM > System Administration > HCM Registry > Transformation Registry > Transformation Registry

Image: Transformation Registry page

This example illustrates the fields and controls on the Transformation Registry page. You can find definitions for the fields and controls later on this page.



Use this page to view details of transformation maps, which instruct the system to convert incoming messages (From) into (To) a specific format. Primarily this is done because, between release, the record definitions may have undergone a change.

Register Transformation Map Page

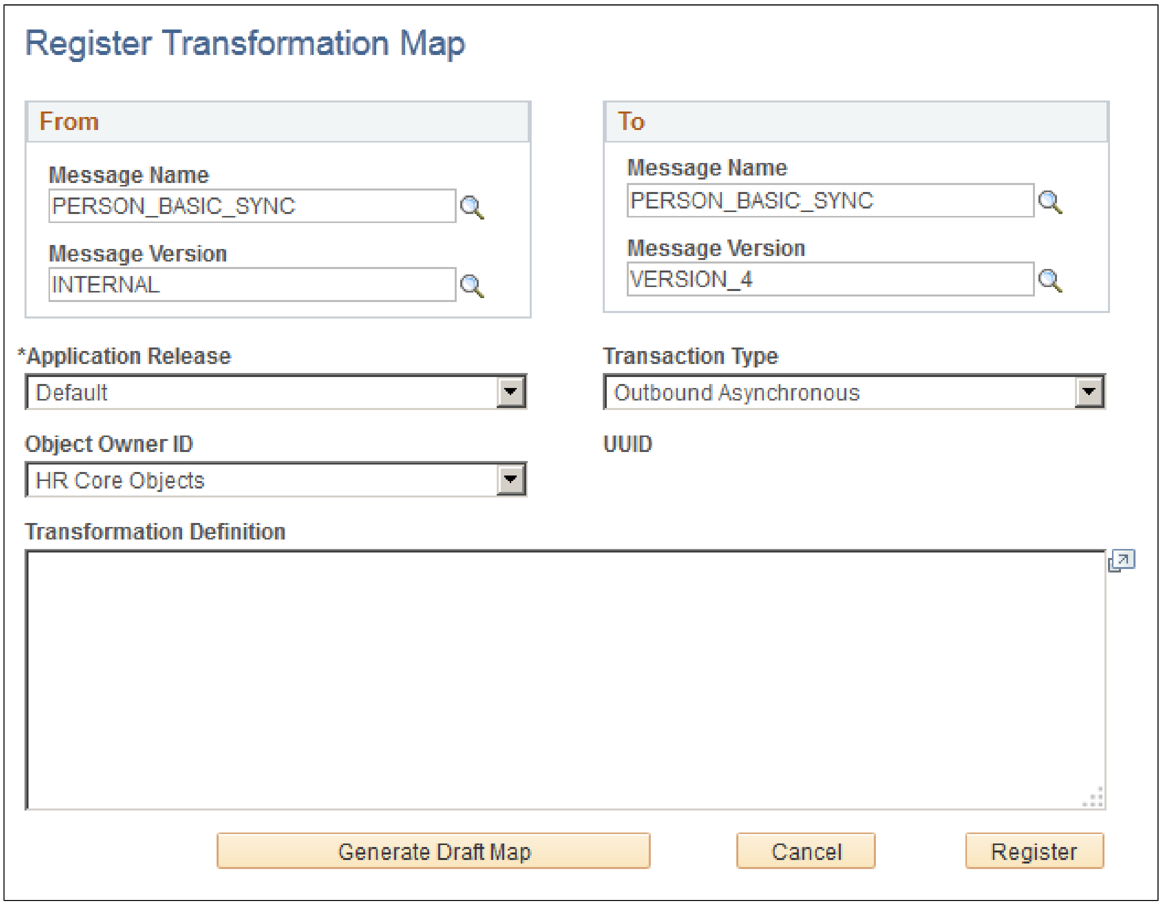
Use the Transformation Map page (HMTF_WZ_STEP1) to create transformation maps for messages from one message version to another.

Navigation

Set Up HCM > System Administration > HCM Registry > Register Transformation Maps > Register Transformation Map

Image: Register Transformation Map page

This example illustrates the fields and controls on the Register Transformation Map page. You can find definitions for the fields and controls later on this page.



When you need to exchange information between two different release of a PeopleSoft product you must perform transformations. With each release record definitions sometimes undergo changes. Transformations enable you to scale these problems by transforming messages from one release to another. Use this page to create transformation maps for messages from one release to another and from one version to another.

Message Name	Select the message that needs to be transformed from one version to another.
Message Version	Select the version of the message that needs to be transformed for one version to another.
Application Release	Select which PeopleSoft application release that the message belongs to. For example, specify whether the message is from the HCM 8.3 system or the HCM 8.8 system. The *Default* value is that the system use the current release of the product.
Transaction Type	Select the type of transaction of the message, either *Inbound Asynchronous, Inbound Synchronous, Outbound Asynchronous,* or *Outbound Asynchronous.*

Object owner identifier	Select the owner of the message object.
IUD	The system displays a unique identifier for the transformation. The system generates this identifier.
Transformation Definition	View the definition of the transformation in XML format.
Register	Click this button to register the transformation.

Mapping HCM Services to Integration Broker

These topics provide an overview of HCM service mapping to Integration Broker and discuss how to:

- Map HCM services to Integration Broker.
- Delete mapped services.
- Use Integration Broker to provide web services.

Understanding HCM Service Mapping to Integration Broker

You can invoke HCM services from remote (non-PeopleSoft) systems. The SOA framework contains built-in functionality to process an incoming requests (services) and return the required response. This built in functionality gives you the ability to:

- Generate a web service automatically.
- Publish WSDL to the PeopleSoft repository.
- Publish WSDL to UDDI.
- Synchronize Integration Broker services with the Integration Services Repository (ISR) automatically.

PeopleTools Integration Broker serves as the transport mechanism for services. By mapping your HCM services to Integration Broker, you ensure that your Service Registry conforms to industry standards.

Mapping HCM Services to Integration Broker

These topics discuss how to:

- Map an HCM Interface Registry folder to an Integration Broker service.
- Map an HCM service to an Integration Broker service operation.
- Map interface details.
- View service operation security.
- View service operation handlers.
- View service operation routings.

Mapping an HCM Interface Registry Folder to an Integration Broker Service

Initiate the mapping of HCM services to Integration Broker through the HCM Interface Registry. The system permits mapping at only third level folders, which are the lowest sub-categorization of HCM services for products.

To map the HCM Interface Registry metadata for a particular folder to an Integration Broker service:

1. Click the folder name link on the Service Registry page for a third level folder.

   The system displays the WSDL for that registry folder.

2. Click the Add to service repository button to add to the service repository.

   Provided that you have set up Integration Broker, the system displays details of the service.

   Note: The Delete from service repository button is available only when you have mapped the registry folder to the Integration Broker service repository, at which time the Add to service repository button becomes unavailable. This ensures that you can only perform the correct action.

The system automatically generates an Integration Broker service name for the folder. This service name is the IUD for the folder, which is unique string within the HCM Interface Registry and thus guarantees that each service has a unique name. Optionally, you can rename the Integration Broker service to give it a more meaningful name through the Service Administration component (PeopleTools > Integration Broker > Service Utilities > Service Administration). If you rename the service, the system still guarantees a unique name because the Service Alias field contains a copy of the IUD service name. This ensures that the delete process has a means of correlating the service with the HCM Interface Registry.

Note: *Do not* change the Service Alias field under any circumstances because it is critical to service delete processing.

Mapping an HCM Service to an Integration Broker Service Operation

Each HCM service that is in a registry folder on the Service Registry page is mapped to an Integration Broker service operation and can be found in the service that you have generated for the folder on the Services page (PeopleTools > Integration Broker > Integration Setup > Services). The system uses the name of the HCM service as the name for the service operation, unless that service operation already exists. If the service operation does already exist, an algorithm works within the length constraints of the Service Operation Name field (30 characters). The algorithm replaces the endmost characters with digits until it generates a unique name. The system retrieves the version for the service operation from the HCM Interface Registry.

Mapping Interface Details

The system maps each input and output interface to an integration Broker non-rowset based message, complete with generated schema. The system also assigns the version from the HCM Interface Registry. The base name for the messages is the HCM service name plus the suffix _IM or _OM to designate input or output interfaces, respectively (for example, ADDPOITYPE_IM) .

The system maps outfault interfaces to Integration Broker non-rowset based part messages. This is due to the limitation of Integration Broker having only one fault message per service operation. Therefore, the system creates all outfaults that are associated with a mapped HCM service within an Integration Broker container message. The system indicates outfault messages by using the suffix _FM (for example, ADDPOITYPE_FM).

Viewing Service Operation Security

The system assigns each service operation that you generate the standard HCSPSERVICE permission list. Access the permission list details for the web service on the Web Service Access page (PeopleTools > Integration Broker > Service Operations > General click the Service Operation Security link).

Viewing Service Operation Handlers

The system assigns a handler to each service operation that you generate. The assigned handler references a generic handler class that is processing the incoming request, and generates the required response. The generic handler is HMCR_FRAMEWORK:IB_Framework:Handlers:IB_SyncRequestHandler. Access handlers for service operations on the Handlers page of the Service Operations component (PeopleTools > Integration Broker > Integration Setup > Service Operations).

Viewing Service Operation Routings

Within the HCM Registry there is no indication of consumers for a given service, so the system does not generate routings during the mapping process. It is up to the development teams to create the necessary routings.

Deleting Mapped Services

Use the Service Registry to delete HCM services that you have mapped to Integration Broker. The system makes available the Delete from service repository button in the Service Registry only for folders that you have already added to the Integration Broker metadata.

The delete process removes the following objects from the Integration Broker metadata:

- WSDL
- Services
- Service operations
- Service operation security
- Service operation handlers
- Service operation routings
- Messages (input, output, fault container, and part)
- Message schemas

Using Integration Broker to Provide Web Services

One main reason for mapping HCM services to Integration Broker is to use Integration Broker's capability of providing web services. You can provide a web service only for service operations that you define as having any-to-local routing. You create these service operations, along with their handlers and routings, in the Service Operations component.

To set up any-to-local routings for service operations:

1. Access the Service Operations component (PeopleTools > Integration Broker > Integration Setup > Service Operations).
2. Select the Generate Any-to-Local check box in the Routing Actions Upon Save area of the General page.
3. Save the component.

   The system updates the Any-to-Local value of the Routing Status area to *Exists.*

   The system also generates the routing and displays it on the Routings page of the component.

You can publish as a web service any service that has at least one service operation defined as any-to-local.

To publish a qualifying service as a web service:

1. Access the Provide Web Service component (PeopleTools > Integration Broker > Web Services > Provide Web Service) to launch the Provide Web Service Wizard.

   The system displays the Select Services page.
2. Search for the service that you wish to publish as a web service.
3. Select that service in the returned search results, and then click the Next button.

   The system displays the Select Service Operations page.
4. Select the service operation for the service that you want to publish as a web service, and then click the Next button.

   The system displays the View WSDL page.
5. Click the View WSDL link for a service to view the WSDL that the system generated for the service.
6. Return to the View WSDL page and click the Next button.

   The system displays the Specify Publishing Options page.
7. Define where to publish the selected services.

   Select the Publish to UDDI check box or the WSDL Repository check box to publish the services to the corresponding location.

   The system displays the Provide Web Service - Results page.
8. View the WSDL generation log to confirm the results of the wizard.

Chapter 28

Setting Up and Building Organization Charts

Understanding Organization Charts

PeopleSoft Human Resources enables you to produce detailed organization charts with PeopleSoft Human Resources data and the Visio Organization Charting Wizard. To build organization charts, you decide whether to map your organization based on positions or on departments, using one of your PeopleSoft Human Resources Position or Department trees, then run the Organization Chart SQR from PeopleSoft Process Scheduler. Visio does the rest. Formatting options in the Visio Organization Charting Wizard enable you to easily create detailed charts of only one department or your entire organization.

Prerequisites

Before you can create organization charts, you must:

- Make sure that Visio is installed on your client.

  Visio is not delivered with PeopleSoft Human Resources; you must purchase and install Visio on the client computers separately. For more information about installing Visio, see your Visio documentation.

- Select Visio as your Organization Chart interface on the Third-Party/System page in the Installation Table component (INSTALLATION_TBL).

- Make sure that organization and person data exists in PeopleSoft Human Resources before you start working with the Organization Charting Interface pages.

Creating Organization Charts

These topics provide an overview of the process and discuss how to create organization charts.

Page Used to Create an Organization Chart

Page Name	***Definition Name***	***Usage***
Build Organization Chart Page	ORGCHART_PNL	Create an organization chart based on PeopleSoft Human Resources system trees.

Understanding the Process

To create organization charts that are based on your human resources data:

- Run the Organization Chart SQR from the Organization Chart page.
- Copy the resulting file to the client.
- Review the organization chart information gathered by the Organization Chart SQR.
- Start Visio and run the Vision Chart Wizard.

Build Organization Chart Page

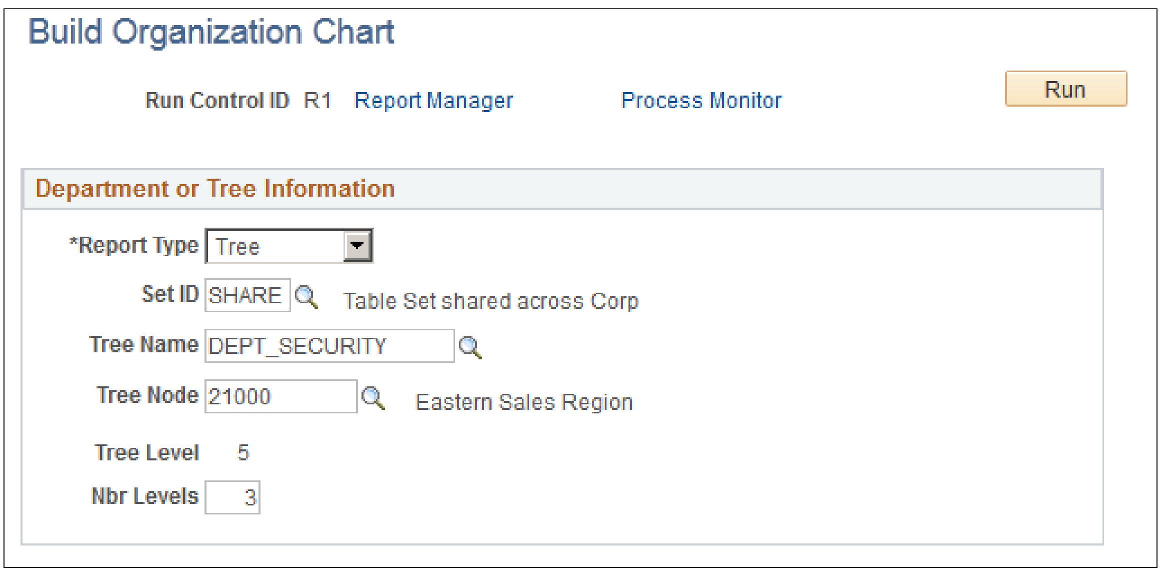
Use the Build Organization Chart page (ORGCHART_PNL) to create an organization chart based on PeopleSoft Human Resources system trees.

Navigation

Organizational Development > Position Management > Create Organization Structure > Build Organization Chart > Build Organization Chart

Image: Build Organization Chart page

This example illustrates the fields and controls on the Build Organization Chart page. You can find definitions for the fields and controls later on this page.



Report Type Select a report type. Options are:

- *Department*

  Builds your chart based on a single department that you select.

- *Tree*

Builds your tree based on one of your Human Resources system trees. Using this option, you can include multiple departments in your chart.

Note: You can build your organization chart from active department and position trees only. You must also have security access to the trees and departments that you want to include in your organization chart.

Building Your Chart Using Departments

If you select Department in the Report Type field, then the Set ID and Department fields appear.

Department Enter the department that you want to include in your organization chart from the list of department IDs in the setID. You build your organization chart one department at a time. (You create the department codes when you define departments in the Department Table.)

Run Click Run if you're building your chart using the Department report type. PeopleSoft Process Scheduler runs the Organization Chart SQR.

Building Your Chart Using Trees

If you selected a report type of *Tree,* the SetID, Tree Name, Tree Node, and #Levels (number of levels) fields appear:

1. Select a setID from the list of values.

2. Select a tree name from the list of trees.

Selecting Tree Nodes and Levels to Include in Your Chart

Tree Node Select the level of the tree on which you want the organization chart to start. For example, if you're using a department tree, select the department.

Tree Level The system enters the tree level of the tree node that you selected.

Nbr Levels (number of levels) Specify the number of levels to include in the tree.

For example, if you begin the chart at tree level*5* and you specify the number of levels as*3,* the organization chart includes levels 5 though 7 of your tree.

Related Links

Creating and Modifying Security Trees

Copying the Organization Chart File to the Client

The Organization Chart SQR creates the ORGCHART.TXT file and stores it in the application server. To create an organization chart using Visio, you need to copy the ORGCHART.TXT file to a client computer. You will run Visio and create the organization chart on the client.

To copy the ORGCHART.TXT file:

1. Access the Process Monitor – Process List page (PMN_PRCSLIST) (PeopleTools > Process Scheduler > Process Monitor).
2. Locate the organization chart process and click the associated Details link.
3. Click the View Log/Trace link.
4. Click the ORGCHART.TXT link to open the file.
5. Select File > Save As and save to the client.

Reviewing the Organization Chart

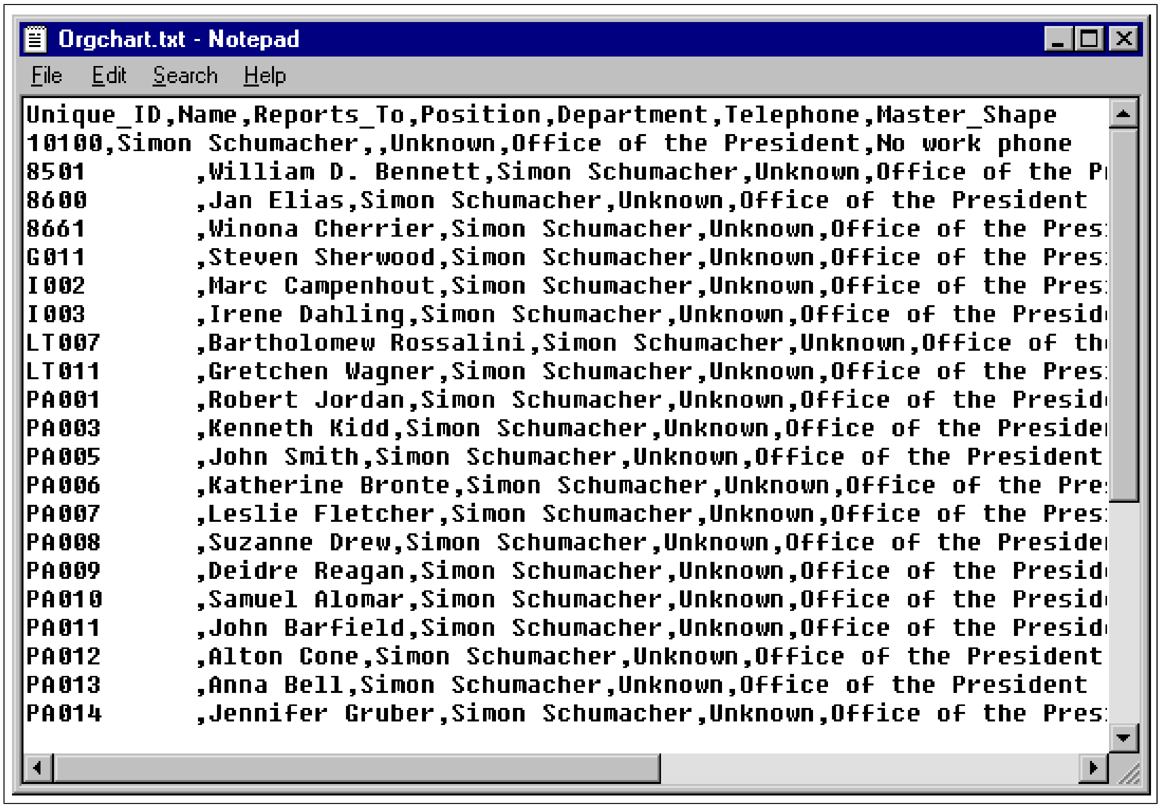
To review the results of your Organization Chart SQR process in the ORGCHART.TXT file, use a text editor to open and review the file. The file contains the following data:

- Unique ID
- Name
- Reports To
- Position
- Department
- Telephone

Following is an example of the ORCHART.TXT file:

Image: Example of ORGCHART.TXT file

Example of ORGCHART.TXT file




```
Unique_ID,Name,Reports_To,Position,Department,Telephone,Master_Shape
10100,Simon Schumacher,,Unknown,Office of the President,No work phone
8501      ,William D. Bennett,Simon Schumacher,Unknown,Office of the P
8600      ,Jan Elias,Simon Schumacher,Unknown,Office of the President
8661      ,Winona Cherrier,Simon Schumacher,Unknown,Office of the Pres
G011      ,Steven Sherwood,Simon Schumacher,Unknown,Office of the Pres
I002      ,Marc Campenhout,Simon Schumacher,Unknown,Office of the Pres
I003      ,Irene Dahling,Simon Schumacher,Unknown,Office of the Presid
LT007     ,Bartholomew Rossalini,Simon Schumacher,Unknown,Office of th
LT011     ,Gretchen Wagner,Simon Schumacher,Unknown,Office of the Pres
PA001     ,Robert Jordan,Simon Schumacher,Unknown,Office of the Presid
PA003     ,Kenneth Kidd,Simon Schumacher,Unknown,Office of the Preside
PA005     ,John Smith,Simon Schumacher,Unknown,Office of the President
PA006     ,Katherine Bronte,Simon Schumacher,Unknown,Office of the Pre
PA007     ,Leslie Fletcher,Simon Schumacher,Unknown,Office of the Pres
PA008     ,Suzanne Drew,Simon Schumacher,Unknown,Office of the Preside
PA009     ,Deidre Reagan,Simon Schumacher,Unknown,Office of the Presid
PA010     ,Samuel Alomar,Simon Schumacher,Unknown,Office of the Presid
PA011     ,John Barfield,Simon Schumacher,Unknown,Office of the Presid
PA012     ,Alton Cone,Simon Schumacher,Unknown,Office of the President
PA013     ,Anna Bell,Simon Schumacher,Unknown,Office of the President
PA014     ,Jennifer Gruber,Simon Schumacher,Unknown,Office of the Pres
```

Using the Visio Organization Chart Wizard

Open Visio and use the Organization Chart Wizard to create your organization chart automatically.

Note: These instructions are for Visio 2000. The Organization Chart Wizard may operate slightly differently for other Visio versions.

To run the Organization Chart Wizard:

1. In Visio, select File, New, Organization Chart, Organization Chart Wizard.

2. In the window that appears, select the option *Information that's already stored in a file or database* and click Next.

3. On the next window select the option *A text, Org Plus (*.txt), or Microsoft Excel file* and click Next.

4. On the next window enter the location on the client that contains your organization information (where you saved the ORGCHART.TXT file), for example *C:\TEMP\ORGCHART.TXT* and click Next.

5. Select *Name* for the Name field, *Reports_To* for the Reports to field, and <*none*> for the First Name (optional) field and click Next.

6. Select the data that you want displayed in the chart shapes (for example *Name* for the First Line and *Position* for the Second line) and click Next.

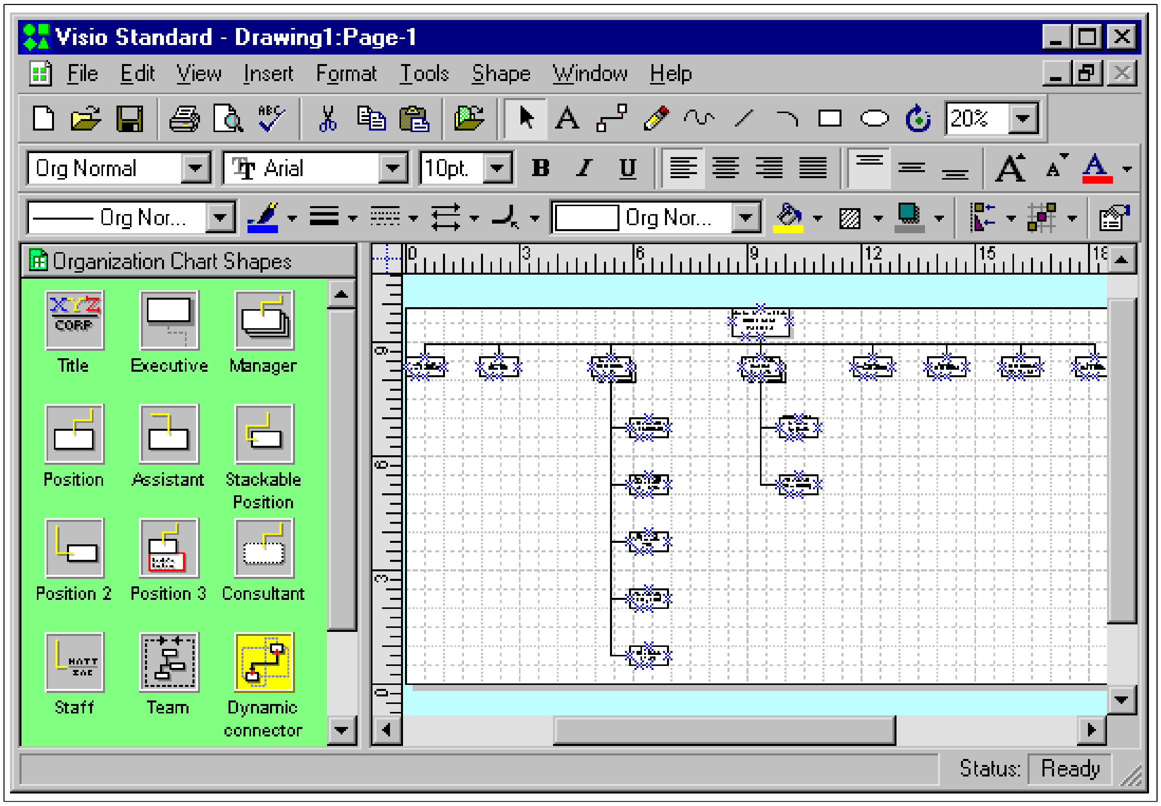
7. Add other fields contained in the ORGCHART.TXT file to the Org Chart by selecting them from the Data file columns and adding them to the Custom Property fields column. Click Next.

8. Select *I want the wizard to automatically break my organization chart across pages* and click Finish.

Following is an example of the Visio page that you see when your organization chart is complete:

Image: Example of a department organization chart in Visio

Example of a department organization chart in Visio.



Note: For more information about editing and printing your organization chart in Visio, see your Visio documentation.

Chapter 29

Setting Up and Processing Mass Updates

Understanding Mass Update Processing

These topics discuss:

- Mass update architecture.
- Steps for a mass update run.
- Tips for a successful mass update run.

Note: PeopleSoft no longer supports HCM-specific Mass Change templates. We have left the templates in the database for your convenience, but recommend that you use the Mass Update feature.

See *PeopleTools: Security Administration*.

Mass Update Architecture

The Mass Update feature enables you to make changes to the data of large groups of people. For example, you can use the Mass Update feature to perform company-wide compensation increases, department transfers, job code changes, labor agreement changes, and reorganizations.

The Mass Update feature consists of the following modules:

- *Mass Update Manager:* This is the front-end module that provides the user interfaces for the Mass Update feature. It consists of:
  - The Define Mass Update component (MU_SETUP). for setting up mass update definitions.
  - The Create Mass Updates component (RUNCTL_MU_CREATE) and related Application Engine (AE) process for generating mass update transactions.
  - The Report Mass Updates component (RUNCTL_MU_PRINT) and related Structured Query Report (SQR). report for reviewing and printing lists of mass update transactions.
  - The Manage Mass Updates component (MU_MANAGE) for reviewing or previewing mass update transactions, managing statuses, and processing mass update transactions individually online.
  - The Execute Mass Update component (RUNCTL_MU_EXECUTE) and related AE process for running mass updates in batch.
  - The Delete Mass Updates component (RUNCTL_MU_DELETE) and related AE process for deleting pending mass update transactions.

- *Transaction Processor:* This is a back-end module that consists of the Configure Processor component for setting up and managing system data that is available for mass updates and an application class that provides access to transaction processing functionality. The role of the Transaction Processor application class is to provide access to services within the Services Oriented Architecture (SOA) to read (select and write, or update, information. Each transaction is an XML message that contains the list of elements that are involved in the update for a specific employee and employee record combination. The Transaction Processor application class interprets this XML message, provides access to the correct service, and returns acknowledgements and any exceptions to the online or batch process that calls it.
- *Execution Manager:* This is a back-end module that is a mechanism in the batch mass update process to manage and monitor parallel processing through spawning. *Spawning* is a method of simultaneously running multiple instances of a child process by a parent process. The Execution Manager enables you to run multiple instances of the batch mass update process and run these instances in parallel to improve performance.

Note: The Mass Update framework relies on SOA framework.

Steps for a Mass Update Run

To process mass updates:

1. Set up a mass update definition through the Define Mass Update component.
2. Run the mass-update selection phase and create transactions for mass update through the Create Mass Updates page (which is part of the Mass Update Manager module.)
3. Review and update transactions.

   You can review and update transactions online through the Manage Mass Updates component.

   You can also generate a report to review transactions from the Report Mass Updates page.

   Both components are part of the Mass Update Manager module.
4. Process transactions using the Transaction Processor.

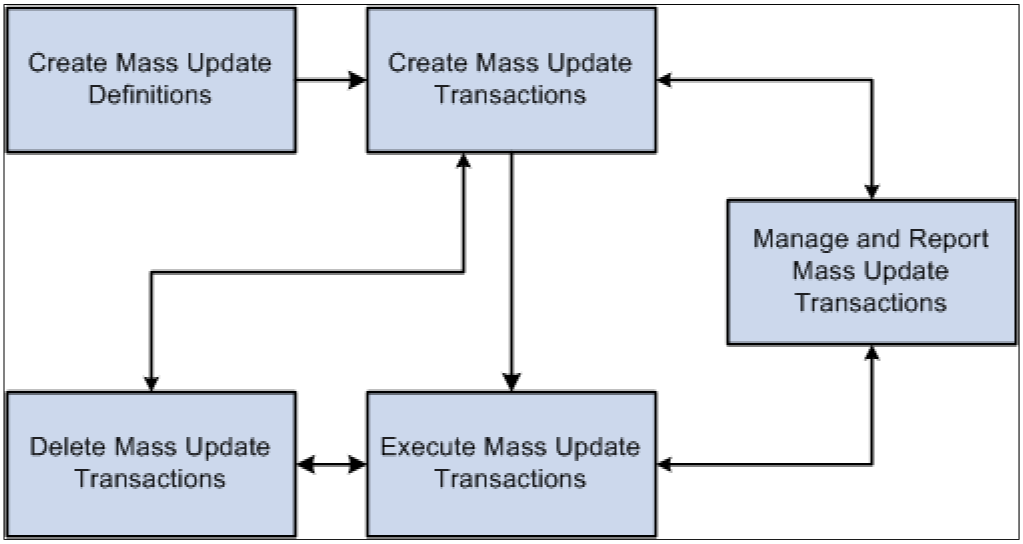
   You can process transactions one at a time from the Manage Mass Updates component, which is part of the Mass Update manager module.

   Or you can process transactions in batch through the Execute mass Updates page, which is part of the Execution Manager module.
5. (Optional) If necessary, cancel transactions through the Manage Mass Updates component, which is part of the Mass Update Manager.
6. (Optional) If necessary, delete transactions one at a time through the Manage Mass Updates component, or delete transactions in batch through the Delete Mass Updates page.

   Both components are part of the Mass Update Manager module.

Image: Mass update process flow

The following diagram illustrates this process flow of mass update processing:



Tips for a Successful Mass Update Run

For a successful mass update:

- Test your update on a small group first.
- Use the correction option only if you are certain that you want to override data.

  If possible, add a new effective-dated row, instead.
- Familiarize yourself with the online transaction to understand the rules governing the component before trying to automate it using the Mass Update process. When you update a component using Mass Update, it is governed by the same rules (such as defaulting and required fields) as when you access the component online.
- Create several simple Mass Update IDs that you can use in combination instead of trying to create a complicated one that changes everything.

  In addition to being more flexible, this approach facilitates identifying the source of errors.

Important! The Mass Update feature uses services to update data. Services run all of the business logic that is associated with a component, which ensures that the components function correctly and that the data is consistent. However, updating the data in this manner, while more complete, is slower than some other methods (such as a SQL update). When you run a mass update, take steps to improve performance, such as limiting the size of the transaction set, performing the update at night when server traffic is low, or both.

Configuring the Transaction Processor for Mass Updates

Use the Configure Processor component (MU_TP_SETUP) to define the sections and elements that are available for mass updates.

These topics provide an overview of and discuss Transaction Processor configuration.

Pages Used to Configure the Transaction Processor for Mass Updates

Page Name	***Definition Name***	***Usage***
Configure Processor Page	MU_TP_SETUP	Define the sections that are available for a mass update, the service that manages the update, and the list of elements that are available for mass update within the section. You also define prompt and prerequisite information that the system uses when you create mass update definitions through the Define Mass Updates component.
Configure Processor - Prerequisites Page	MU_TP_SETUP_PRE	Define the prerequisites elements that you must define as part of a mass update definition for the given section. These prerequisites establish the relationships between elements that are available for mass update transactions.

Understanding Transaction Processor Configuration

The Transaction Processor is an Application Class that can process changes in the application by means of services, based on a transaction that contains the details of the change. The system uses the Transaction Processor to perform mass updates either online through the Manage Mass Updates component or in batch through the Execute Mass Update component.

Mass update processing relies on the configuration of the Transaction Processor. To perform this configuration, you must use the Configure Processor component. This component is intended for technical users with a high level of experience. PeopleSoft provides many predefined sections within the Configure Processor component for performing mass updates.

The Transaction Processor setup defines the sections that are available for a mass update, the service that manages the update, and the list of elements that are available for mass update within the section. You can then use the Define Mass Update component to create mass update definitions. During mass update processing, the Mass Update Manager triggers the Transaction Processor to process mass update transactions using the section, elements, and values that you define on the applicable mass update definition. For each section that the Transaction Processor encounters, it refers to the Transaction Processor setup for the right service, and then triggers the service with the values that are defined in the transaction.

Note: If you add Job Profile Manager (JPM) catalog types to the system, then to perform mass updates to the newly added JPM data, you must replicate those catalog types in the Configure Processor component.

Configure Processor Page

Use the Configure Processor page (MU_TP_SETUP) to define the sections that are available for a mass update, the service that manages the update, and the list of elements that are available for mass update within the section.

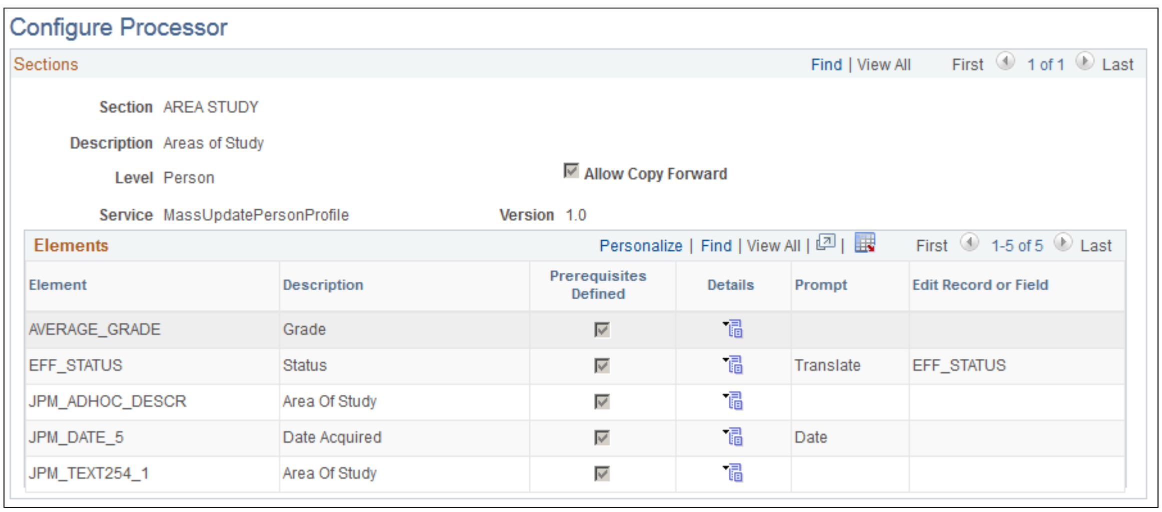
You also define prompt and prerequisite information that the system uses when you create mass update definitions through the Define Mass Updates component.

Navigation

Workforce Administration > Collective Processes > Mass Update > Configure Processor > Configure Processor

Image: Configure Processor page

This example illustrates the fields and controls on the Configure Processor page. You can find definitions for the fields and controls later on this page.



Sections

Section	Enter the name of the section. A section is a functional group of elements and is defined within a service.
Description	Enter the description of the section. When you are defining a mass update on the define Mass Update component, the system uses the description as a prompt value for the Section field.
Level	Select whether the Component Interface is based on an *Employee Record* number or a *Person.* By default, the system selects the *Person* value. When the Mass Update Manager module generates mass updates for a person, it uses the selected level to ensure that it generates these update transactions for the same person once only.

The Transaction Processor module uses the selected level to provide access to the service that contains the correct key values.

Allow Copy Forward Select to make the Copy Forward option available for the section or service in the Define Mass Update component.

Service Enter the service that the system uses to manage the update for the corresponding section. The service that you specify provides all the controls and defaults for mass updates that involve the section; no processing logic is within the setup itself.

PeopleSoft Human Resources delivers the following services for use with mass update processing: Job Data (which includes specifics for compensations and labor agreements), Person Data, Job Profile Manager, and Military Approval Tracking. Each service is defined using data types and uses the same base class. Each data type defines the elements that are available for the service. To manage services, use the Service Registry component.

Note: You can also build your own services and incorporate them into the Mass Update feature. To have the mass update process access data beyond the delivered services, you must define a service to manage the specific requirements, register the service, and then update the Transaction Processor setup.

Version Enter the version of the specified service.

Elements

Element Enter the object name of the element or data type that you want to make available for a mass update that uses this section. You can enter as a value any simple data type that is defined in the service. The elements that you list provide the information that is available for a mass update.

Description Enter the description of the element. When you are defining a mass update on the define Mass Update component, the system uses the description as a prompt value for the Element field.

Prerequisites Defined The system automatically selects this check box whenever you have defined prerequisites for the element.

Details Click this button to access the Prerequisites page, where you can define prerequisites for the corresponding element.

Prompt Select how you want to define the prompt for the element. The prompt that you select determines how you can define the value of the section and element combination on the Define Mass Updates page. Possible values are:

- *Action:* When processing a mass update for this section and element combination, the system performs the specific action within the application that the element defines. For example, an element might perform the action of pressing a button or setting a default value (in that case, there is no prompt).
- *Checkbox:* When you are defining a mass update for this section / element combination, the system displays a Boolean Value check box.
- *Date:* When you are defining a mass update for this section / element combination, the system displays a date field.
- *Numeric:* When defining a mass update for this section / element combination, the system displays a Numeric Value field.
- *Record:* When defining a mass update for this section / element combination, the system displays a Character Value field that prompts against the record that you specify in the *Edit Record or Field* field.
- *Translate:* When defining a mass update for this section / element combination, the system displays a Character Value field that prompts against the field that you specify in the *Edit Record or Field* field.

Edit Record or Field

If you select to prompt for the element with a record, select the record. If you select to prompt for the element with a translate value, select the field name.

Configure Processor - Prerequisites Page

Use the Configure Processor - Prerequisites page (MU_TP_SETUP_PRE) to define the prerequisites elements that you must define as part of a mass update definition for the given section.

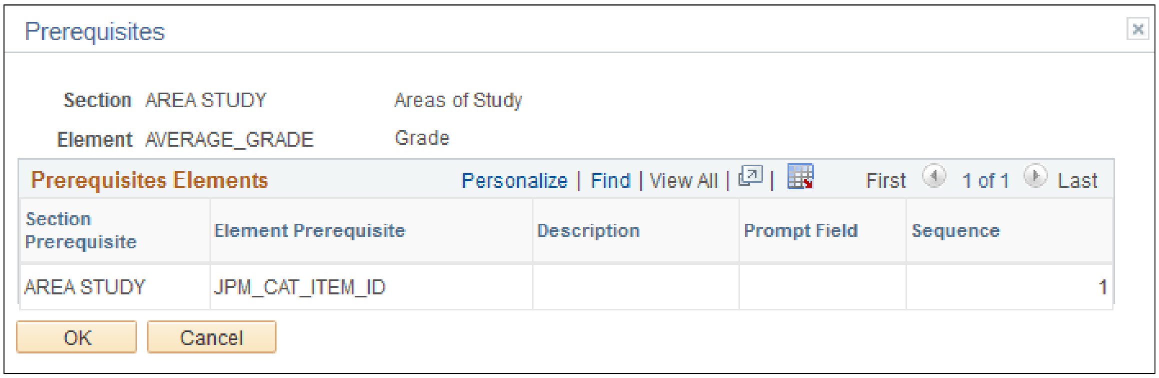
These prerequisites establish the relationships between elements that are available for mass update transactions.

Navigation

Click the Details icon on the Configure Processor page.

Image: Configure Processor - Prerequisites page

This example illustrates the fields and controls on the Configure Processor - Prerequisites page. You can find definitions for the fields and controls later on this page.



Section Prerequisite, Element Prerequisite, and **Description**

Select the section and element that is a prerequisite to this section and element when defining a mass update. The system prompts you to select from the sections that you have defined in this component and the elements that you have defined for the selected section prerequisite. The system displays the name of the element prerequisite that you select.

Prompt Field

Select the field that you want to use to prompt for the prerequisite element. This field is used internally in order to identify which field of the prompt record will be populated with the value of the prerequisite field. For instance, the element Work Location / Department has the element Work Location / Business Unit as prerequisite. Then, the field SETID will be populated with the value of Business Unit when used in the prompt record DEPT_TBL.

Sequence

Enter the sequence in which you need to enter the prerequisites when defining a mass update.

Setting Up Mass Update Definitions

To set up the mass update definitions to process mass updates, use the Define Mass Update component (MU_SETUP).

These topics provide an overview of an discuss setting up mass update definitions.

Pages Used to Set Up Mass Update Definitions

Page Name	***Definition Name***	***Usage***
Define MU Page	MU_SETUP	Select the generic information for the mass update definition. The options that you select apply to all updates that you process for this definition.

Page Name	***Definition Name***	***Usage***
Common Changes Page	MU_SETUP_CHANGES	Define the content of the mass update by specifying the population selection criteria and common data changes. To create a valid mass update definition, you must define at least one row of data on either the Common Changes page or the Additional Changes page.
Additional Changes Page	MU_SETUP_ADD_CHG	Define the content of the mass update for each additional population that you include in the mass update definition.
Define Mass Update - Summary Page	MU_SETUP_SUMMARY	Review a detailed summary of all of the data changes that are included in the mass update definition.

Understanding Mass Update Definitions

Mass update definitions define the sets of data changes and the selected populations that the Mass Update process uses to run a mass update for a given definition. After you initiate the Mass Update process for a mass update definition, you can no longer modify the definition. Use the Define Mass Update component to define the mass update definitions. The Define Mass Update component is part of the Mass Update Manager module.

You should review mass update definitions carefully to avoid population overlap. The Mass Update process manages additional changes in sequence, processing each employee and record number combination only once. Each change overrides the previous one for the same employee and record number. Therefore, only one combination of change data within a mass update definition applies to an employee and employee record number combination during one mass update.

For example, assume that you want to change the Department value from *D1* to *D2* and also change the Location value to *L3* for all departments with *D2* value. If you define on the Additional Changes page within a single mass update definition to update the department element value to *D2* and the D2 departments to a location value of *L3,* the Mass Update process will first move employees in department D1 to department D2 and then move the employees who are already in department D2 before the update to location L3. The Employees process will not change the location of the employees with the department change. If you want the location change to apply to the whole population, you must define two mass update definitions, one for the department change and one for the location change. You must then apply the second mass update only after the first one finishes.

Define MU Page

Use the Define MU page (MU_SETUP) to select the generic information for the mass update definition.

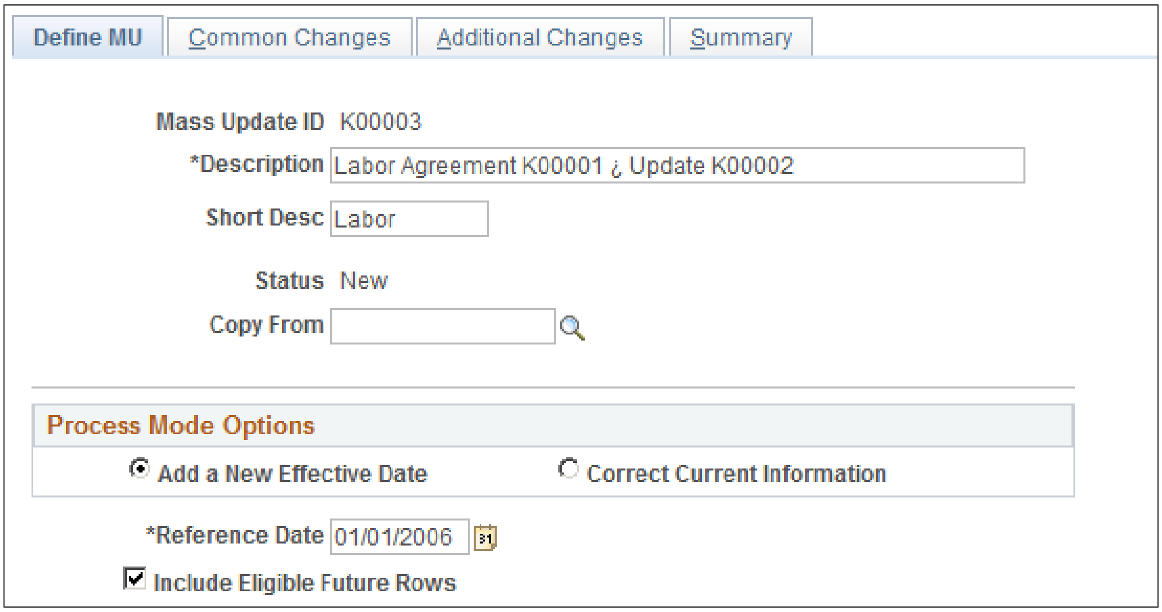
The options that you select apply to all updates that you process for this definition.

Navigation

Workforce Administration > Collective Processes > Mass Update > Define Mass Update > Define MU

Image: Define MU page

This example illustrates the fields and controls on the Define MU page. You can find definitions for the fields and controls later on this page.



Mass Update ID

When adding a new mass update definition, enter a unique ID for the definition.

Description and **Short Desc** (short description)

Enter a description and short description of the mass update definition.

Status

The system displays the status of the mass update definition. Possible values are:

- *New:* The mass update definition has been created and is available for the selection phase.
- *Initiated:* The mass update definition has been included in a run of the selection phase. You can run the selection phases multiple times before running the update phase.
- *In Progress:* The mass update definition has been included in a run of the update process phase. You can run the update phase multiple times before running the completion phase.
- *Closed:* The mass update definition has been included in a completion phase and closed. You cannot run any further mass update processing.

Note: When you initiate the update phase of the mass update processing, the mass update definition becomes display only.

Copy From

Select another mass update definition to use as the basis for the definition that you are defining. If you confirm the copy of the mass update definition, the system populates the Define Mass Update component with data from the other definition.

When you copy a mass update definition, the system verifies whether the group builds and employees that are in the original definition are available for you to use. If not, the system issues a warning and removes the unavailable group builds and employees from the new definition.

Note: The system overwrites all existing data that you have already included in the new definition that you are creating.

Process Mode Options

Use this group box to specify the general processing options for the mass update definition. Indicate whether you want the process to correct the current information or add a new effective-dated row. Also indicate how you want the process to handle eligible future-dated rows.

Add a New Effective Date Select to insert a new effective-dated row using the Reference Date value as the new effective date. If a record already exists with this effective date and the record contains a sequence number field, the system inserts a row with the date and a new sequence number, otherwise it overwrites data. If the record is not organized by effective sequence, overwrites data. This option inserts new information and does not override previous data.

Correct Current Information Select to change incorrect data and override information in the person's records. The system corrects the record that is or was effective as of the Reference Date value that you enter.

Reference Date Enter the data that you want the mass update processes to use when inserting a new effective-dated row or correcting an existing row.

Include Eligible Future Rows Use this option when you want to update data of employees that are eligible for the change (as defined in population selection criteria) after the reference date. This option (similar to retroactivity) can be used in conjunction with the carry forward option available at element level.

Common Changes Page

Use the Common Changes page (MU_SETUP_CHANGES) to define the content of the mass update by specifying the population selection criteria and common data changes.

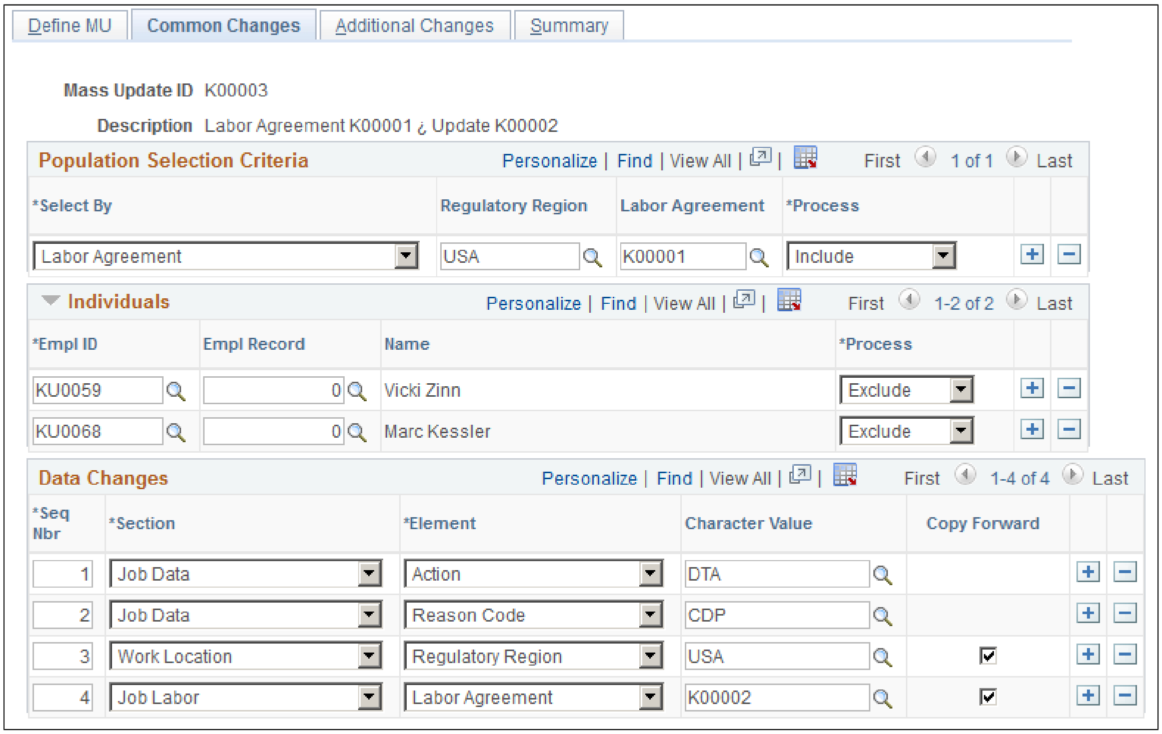
To create a valid mass update definition, you must define at least one row of data on either the Common Changes page or the Additional Changes page.

Navigation

Workforce Administration > Collective Processes > Mass Update > Define Mass Update > Common Changes

Image: Common Changes page

This example illustrates the fields and controls on the Common Changes page. You can find definitions for the fields and controls later on this page.



Population Selection Criteria

Use this group box to define the population selection criteria for the mass update. For each row of criteria that you define, you can select to include or exclude the associated employee population. You can combine multiple rows of criteria to refine the population selection.

Select By

Select how you want the system to select the employee population to include or exclude for the mass update.

When you make a selection here, the system displays related fields for you to specify which value you want the process to update. For example, if you selected *Group ID,* the system displays the Group ID field. The update process will select all people with the group ID that you specify.

Note: To set up mass update definitions by group, you must grant group security to the Define Mass Update component. To set up a mass update definition by department (this is also applicable for other criteria, such as business unit, company, etc... the row-level security defined in the database is applied for any selection), the user must have access to the selected department.

Boolean Value

If applicable, select this check box to indicate the Boolean value for the selected population.

From Date and **To Date** If applicable, enter the date range for the selected population.

Business Unit If applicable, select the business unit to which the employees in the selected population belong.

Character Value If applicable, enter the character value for the selected population.

Regulatory Region If applicable, select the regulatory region for the selected population.

Labor Agreement If applicable, select the labor agreement for the selected population.

Military Service If applicable, select the military service for the selected population.

Process Select whether to include or exclude the selected population from the mass update.

Individuals

Use this group box to include or exclude specific employees from the mass update.

Empl ID (employee ID) Select the employee that you want to include or exclude from the mass update.

Empl Record (employee record number) Select the record number of the employee that you want to include or exclude from the mass update.

Name The system displays the name of the selected employee.

Process Select whether to include or exclude the selected employee from the mass update.

Data Changes

Use this group box to define which fields to update and with what values. You must enter at least one row on this page or the Additional Changes page.

You should include an action and reason code value when making changes to job data. If you do not specify an action and action reason for inserting a new effective-dated row in a person's Job or Personal Data record, the Mass Update process inserts the following values in the new record:

Change Type	***Action***	***Action Reason***
Job Data Change	Data Change (DTA)	None

Seq Nbr (sequence number) Enter a numeric value to indicate the order in which you want to process the mass updates. By default, the system sets the first row to one and incrementally increases the value by one for each additional row that you insert.

Some elements cannot be updated without your specifying several other related elements in the same mass update ID. For example, to specify a Location on the JOB record, you must first specify the appropriate business unit. The Business Unit element should be processed first and should have an earlier sequence number than Location.

Elements that are managed with a key, such as phone information, also require that you use a sequence number to ensure that the key is updated first. For example, before the mass update can update a phone number, it needs to update the phone type. When setting up the mass update, ensure that phone type is an earlier sequence number than the phone number.

The system warns you if you need to add a related or key field.

Note: Be careful to sequence fields appropriately. Remember that the same constraints (such as defaulting and required fields) that govern a component when you access it online are also active when you update them with Mass Update.

Section

Select the section that contains the element for which you want to perform a mass update. Define the section and element combinations that are available for mass updates as part of the Transaction Processor setup on the Configure Processor page.

Element

Select the element within the selected section for which you want to perform a mass update data change. An element refers to a field on a page. Define the section and element combinations that are available for mass updates as part of the Transaction Processor setup on the Configure Processor page.

Some elements require prerequisites as defined on the Configure Processor page. You must select prerequisites elements first. If you select an element that requires a prerequisite element and you have not entered a data change for the prerequisites, the system alerts you to the missing prerequisite.

Character Value

Specify the new value to which you want to change the selected element. The system displays different value fields according to the type of field for the selected element.

Copy Forward

Select to have the Mass Update process update all existing future effective-dated rows in addition to the effective-dated row that it is adding or correcting. A future effective-dated row is a row that has an effective date that is later than the reference date that you specify on the Define MU page. This option is applicable only to data that is effective-dated.

Related Links

Understanding PeopleSoft Security

Understanding Data Permission Security for HCM

Additional Changes Page

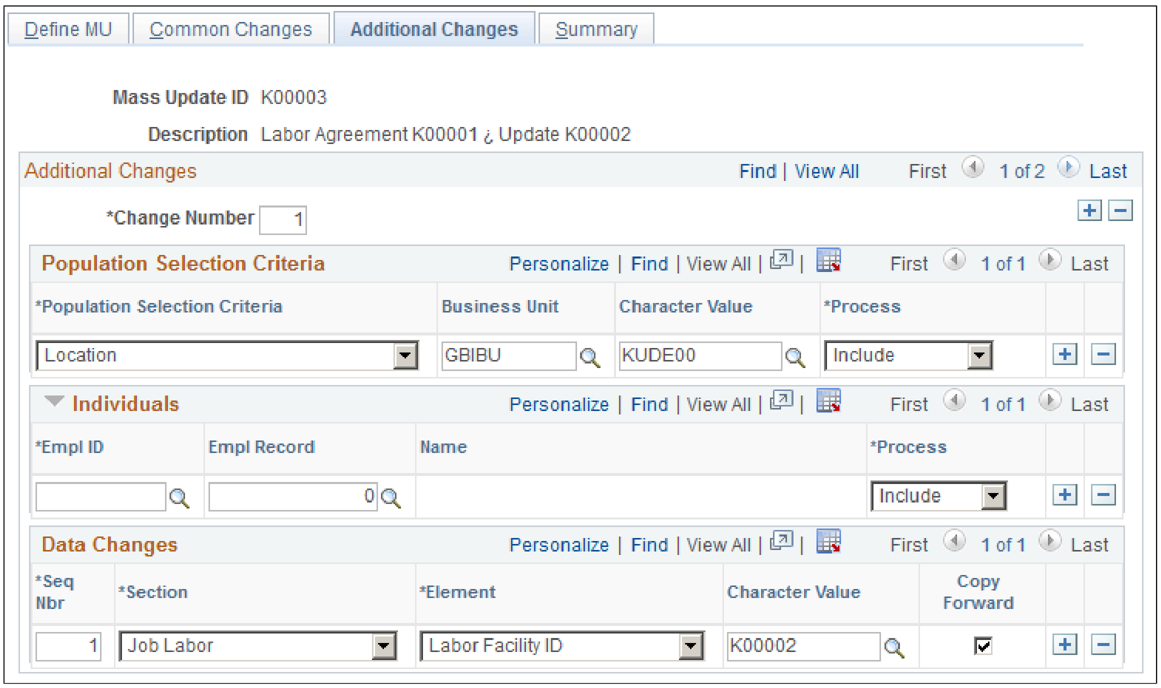
Use the Additional Changes page (MU_SETUP_ADD_CHG) to define the content of the mass update for each additional population that you include in the mass update definition.

Navigation

Workforce Administration > Collective Processes > Mass Update > Define Mass Update > Additional Changes

Image: Additional Changes page

This example illustrates the fields and controls on the Additional Changes page. You can find definitions for the fields and controls later on this page.



Additional changes are combined with common Changes and several combinations can be defined. While several additional changes can be entered, none of them is mandatory.

Change Number	Enter in the Change Number field the order in which you want to process mass update changes for additional populations within the mass update definition. Click the Add a new row button to insert information for data changes to additional populations. The system automatically sets the first row to *1* and increments the value by 1 for each additional row.

Note: The remaining fields on this page are the same as the fields on the Common Changes page.

Creating Mass Updates

These topics provide an overview of mass update transaction creation and discuss how to generate mass update transactions.

Page Used to Create Mass Updates

Page Name	***Definition Name***	***Usage***
Create Mass Updates Page	RUNCTL_MU	Generate mass update transactions for selected mass update definitions.

Understanding Mass Updates Creation

Use the Create Mass Updates component to perform the selection phase of mass update processing by running the Mass Update Selection Application Engine process (HR_MASS_PREP). The main role of this process is to define populations and generate transactions for each person (emplID and employee record number combination) in the population based on mass update definitions. The process assigns each transaction a unique transaction ID during the generation of transactions. It creates the content of the transactions using XML language and stores the transactions in a table that is keyed by transaction ID. Each transaction contains one set of changes for a single person and employee record number.

Note: The process shares this run control page with other mass update processing components.

Create Mass Updates Page

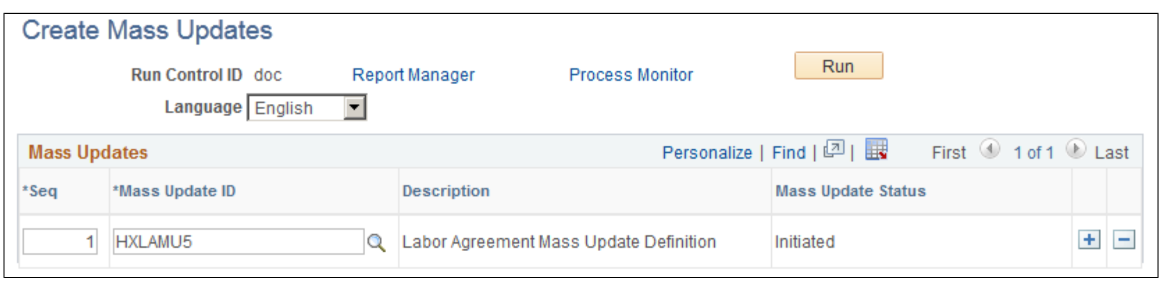
Use the Create Mass Updates page (RUNCTL_MU) to generate mass update transactions for selected mass update definitions.

Navigation

Workforce Administration > Collective Processes > Mass Update > Create Mass Updates > Create Mass Updates

Image: Create Mass Updates page

This example illustrates the fields and controls on the Create Mass Updates page. You can find definitions for the fields and controls later on this page.



Mass Updates

Enter one or more mass update definitions into the grid.

Seq (sequence)

Enter the sequence in which you want the process to generate mass update transactions for the mass update definitions that you specify. By default, the system sets the first row to *1* and increments the sequence by 1 for each additional row that you add.

Important! If you are creating transactions for two or more mass update definitions at the same time, be sure to avoid population overlap between the mass update definitions.

Mass Update ID and **Description**

Select the mass update definition for which you want to generate mass update transactions. The system displays the description of the selected mass update definition.

Mass Update Status

The system displays the processing status of the selected mass update definition.

Possible values are *New, Initiated, In Progress,* and *Closed.*

See Setting Up Mass Update Definitions, Defining Generic Information For Mass Updates

Generating the Mass Update Report

This topic discusses how to generate the Mass Update report.

Page Used to Generate the Mass Update Report

Page Name	***Definition Name***	***Usage***
Report Mass Updates Page	RUNCTL_MU	Generate a report to review or preview transactions that are associated with specific mass update definitions.

Report Mass Updates Page

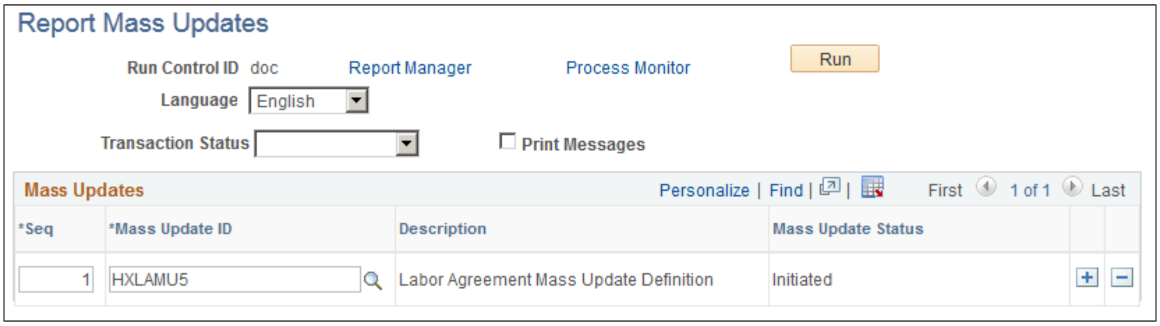
Use the Report Mass Updates page (RUNCTL_MU) to generate a report to review or preview transactions that are associated with specific mass update definitions.

Navigation

Workforce Administration > Collective Processes > Mass Update > Report Mass Updates > Report Mass Updates

Image: Report Mass Updates page

This example illustrates the fields and controls on the Report Mass Updates page. You can find definitions for the fields and controls later on this page.



The Mass Update SQR report (HRMASS) includes the mass update ID, description, and status. It also includes the total transactions per status and transaction details. This report is part of the Mass Update Manager module. You can run this report anytime before, during, or after the processing of the mass update transactions. When it is run before you process the mass update transactions, you can use this report as a preview.

Language	Select the language in which you want to print the report.
Transaction Status	Select the status of the mass updatate transactions that you want to include in the report. Possible statuses are *Cancel, Failure, Ready, Success,* and *Warning.*
Print Messages	Select to include the details of messages and exceptions in the report.

Mass Updates

Use this group box to enter one or more mass update definitions to include in the report.

Seq (sequence)	Indicate the order in which you want the mass update definitions to appear on the report. By default, this sets the value to *1* for the first row and increments the value by 1 for each additional row.
Mass Update ID and **Description**	Select the mass update definitions that you want to include in the report. The system displays the description of the selected definitions.
Mass Update Status	The system displays the status of the selected mass update definitions.

Managing Mass Updates

This topic discusses how to manage mass updates.

Pages Used to Manage Mass Updates

Page Name	***Definition Name***	***Usage***
Manage Mass Updates Page	MU_MANAGE	Monitor the running instances of the Execution Manager module and manage generated mass update transactions. You can view transaction details, change their statuses, and perform the update phase of mass updates by processing transactions individually online.
Manage Mass Updates - Transaction Details Page	MU_MANAGE_DETAIL_S	Review details of the mass update transactions. This page includes high-level details of the transaction as well as information about population selection criteria, changes, eligibility, messages, and exceptions.

Manage Mass Updates Page

Use the Manage Mass Updates page (MU_MANAGE) to monitor the running instances of the Execution Manager module and manage generated mass update transactions.

You can view transaction details, change their statuses, and perform the update phase of mass updates by processing transactions individually online.

Navigation

Workforce Administration > Collective Processes > Mass Update > Manage Mass Updates > Manage Mass Updates

Image: Manage Mass Updates page (1 of 2)

This example illustrates the fields and controls on the Manage Mass Updates page (1 of 2). You can find definitions for the fields and controls later on this page.

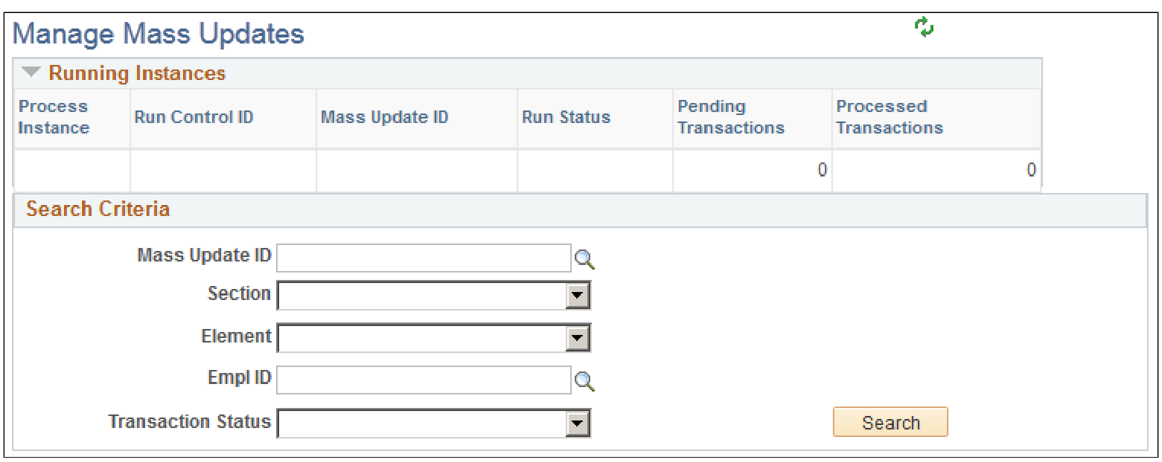
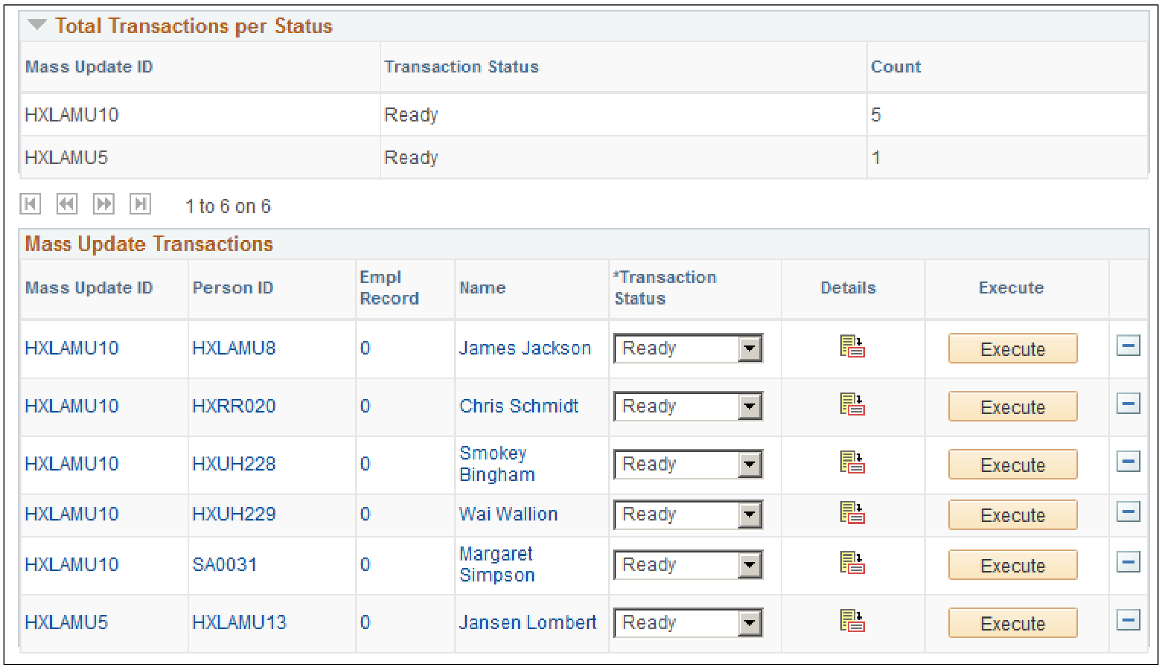


Image: Manage Mass Updates page (2 of 2)

This example illustrates the fields and controls on the Manage Mass Updates page (2 of 2). You can find definitions for the fields and controls later on this page.



(refresh)	Click to reload the data on the page.

Running Instances

Use this group box to view details of the current running instances for mass update processing.

Process Instance	Displays the process instance number for the corresponding instance.
Run Control ID	The run control ID that the instance is processing.
Mass Update ID	The mass update definition that the instance is processing.
Run Status	The run status of the process instance.
Pending Transactions	The number of mass update transactions that are assigned to the process instance but not yet processed.
Processed Transactions	The number of mass update transactions that have been processed by the process instances. This includes processed transactions with errors.

Search Criteria

Use this group box to specify search criteria for retrieving mass update transactions.

Mass Update ID

Select a mass update definition to narrow your search to only mass update transactions within that definition.

Section

Select a section to narrow your search to only mass update transactions that involve that section.

Element

Select an element to narrow your search to only mass update transactions that involve that element.

Empl ID (employee ID)

Select an employee to narrow your search to only mass update transactions that involve that employee.

Transaction Status

Select a transaction status to narrow your search to only the mass update transactions with that status.

Search

Click to retrieve a list of the mass update transactions that meet your search criteria. The system displays your search results in the Mass Update Transactions grid.

Total Transactions Per Status

Use this group box to view statistics that are related to the mass update transactions in your search results. The system displays a list of the mass update definitions in your search results, the status of each definition, and the transaction count for each definition.

Mass Update Transactions

Mass Update

The system displays the ID for each of the mass update definitions that meet your search criteria with a separate row for each employee who has a transaction based on the definition. Click the ID to access the Define Mass Update component, where you can review the details of the mass update definition.

Person ID

The system displays the ID of the person that is involved in each of the mass update transactions that meet your search criteria. Click the Person ID link on a row to access the Personal Data component, where you can review the personal data record for the individual.

Note: This link provides access to personal information, but the mass update transaction itself might not relate to personal data.

Empl Record (employee record number)

The system displays the employee record number of the person that is involved in each of the mass update transactions that meet your search criteria. Click the employee record number link on a row to access the Job Data component, where you can review the person's job data record.

Note: This link provides access to job data, but the mass update transaction itself might not relate to job data.

Name

The system displays the name of the person that is involved in each of the mass update transactions that meet your search criteria. Click the name link on a row to access the personal data for the individual.

Transaction Status

The system displays the status of each mass update transaction. Possible values are:

- *Cancel:* A user has canceled the mass update transaction.
- *Failure:* The Mass Update process cannot successfully process the transaction. View messages and exceptions to details about the failure.

  You can change this status to Cancel to cancel the transaction. Note however that this action is irreversible after it has been processed.
- *Ready:* The transaction has been created during the selection phase and is ready to be processed.

  You can change this status to Cancel to cancel the transaction. Note however that this action is irreversible after it has been processed.
- *Success:* The Mass Update process has successfully processed the transaction and performed the update.
- *Warning:* The transaction has been created during the selection phase and is ready to be processed. However, a conflict occurred during transaction creation. For the shown employee record number, the employee is eligible for more than one additional population. The system has assigned the employee to the latest population.

  You can change this status to Cancel to cancel the transaction. Note, however, that this action is irreversible after it has been processed.

When you change transaction statuses and save the page, the system updates the status of the mass update definition accordingly. If all transactions for a mass update definition have a status of *Cancel* or *Success* and no transactions have a status of *Ready, Warning* or *Failure,* then the system changes the status of the mass update definition to Closed. The Mass Update process processes only transactions with a status of *Ready* or *Failure.* It does not process transactions with any other status.

Details

Click to access the Transaction Details page, where you can view details of the mass update transaction and its execution log.

Execute

Click this button for a row to process the corresponding mass update transaction online individually. You can process only transactions with a status of *Ready* or *Failure.* The system triggers the Transaction Processor to process the transaction. The Transaction Processor then updates the statuses of the transaction and the mass update definition. Note that processing individual transactions online is especially useful for troubleshooting.

Manage Mass Updates - Transaction Details Page

Use the Manage Mass Updates - Transaction Details page (MU_MANAGE_DETAIL_S) to review details of the mass update transactions.

This page includes high-level details of the transaction as well as information about population selection criteria, changes, eligibility, messages, and exceptions.

Navigation

Click the Details button for a row on the Manage Mass Updates page.

Image: Manage Mass Updates - Transaction Details page

This example illustrates the fields and controls on the Manage Mass Updates - Transaction Details page. You can find definitions for the fields and controls later on this page.

Population Selection Criteria

Review the population selection criteria that the system used when generating the mass update transaction. This includes criteria for common changes and additional changes.

Eligibility

Review the date range for which the transaction is eligible for the mass update.

Messages and Exceptions

Review the messages and exceptions that the Transaction Processor generated for the mass update transaction during processing. The system displays in sequence the date and time of the last update in which the Transaction Processor generated the message or exception, the severity, and the description.

Performing Mass Updates

These topics provide an overview of mass update processing and discuss how to run the Mass Update process.

Page Used to Perform Mass Updates

Page Name	***Definition Name***	***Usage***
Execute Mass Updates Page	RUNCTL_MU	Run the Mass Update process.

Understanding Mass Update Processing

Use the Execute Mass Updates component to run the Mass Update Application engine (AE) process (HR_MASS_UPD), which processes transactions for mass updates in batch. To run this batch means of performing the update phase of mass update processing. You can also perform the batch update phase of mass update processing online through the Manage Mass Updates component.

The Mass Update process (HR_MASS_UPD) uses the services that are related to the data that is slated for update (that is, for job data, it uses the JOB_DATA component) and retrieves the data for each person in the group. It then assigns the new values for the people and saves the change, triggering any business rules that apply to this component. It also creates an execution result record to trace the statuses of all modifications for all people.

To run the Mass Update process, use the Execute Mass Updates run control page to specify one or more Mass Update definitions for which you want to process mass updates in batch and the sequence in which you want the Mass Update process to handle transactions for these definitions. You also can define parallel processing parameters. Parallel processing enables you to run instances of the Mass Update process in parallel to improve performance.

When you run the Mass Update process (which is triggered by the Mass Update Manager), it calls the Transaction Processor for the set of transactions to process (transactions in pending status). The Mass Update process monitors the queue of mass update transactions that are pending processing and a list of running instances until no more transactions are in the queue or until the process reaches the maximum parallel processing values that you define on the run control page.

When you run the process with parallel processing, the Mass Update Manager activates the Execution Manager by means of the Mass Update Execution AE process (HR_MASS_EXE) and uses the parallel processing parameters that you specify on the run control page. The Mass Update Execution process first creates an instance (which is called spawning). The process then assigns a chunk of transactions to that instance based on the value that you specify in the Transactions per Instance field and submits that instance to PeopleTools Process Scheduler for processing. As long as the instance number is less than or equal to the value that you specify in the Maximum of Instances field, the process spawns another instance. The process repeats these steps until it reaches the maximum allowable number of instances. The Mass Update Execution process is a child process of the Mass Update process.

Note: PeopleTools provides load balancing options on the Server Definition page, navigation PeopleTools > Process Scheduler > Servers > Service Definition.

Execute Mass Updates Page

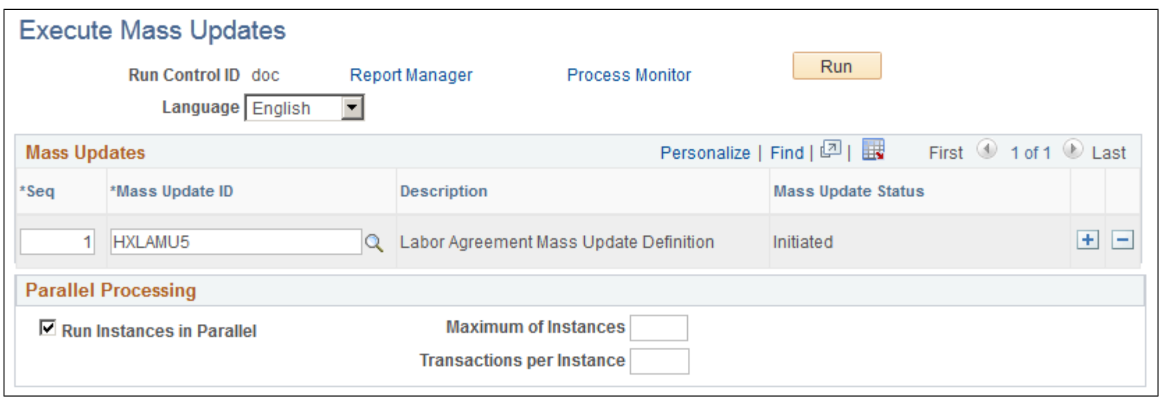
Use the Execute Mass Updates page (RUNCTL_MU) to run the Mass Update process.

Navigation

Workforce Administration > Collective Processes > Mass Update > Execute Mass Updates > Execute Mass Updates

Image: Execute Mass Updates page

This example illustrates the fields and controls on the Execute Mass Updates page. You can find definitions for the fields and controls later on this page.



Mass Updates

Use this group box to select the mass update definitions for which you want to process the mass update transactions.

Seq(sequence)	Indicates the order in which the process performs the mass update. By default, the system sets the first row to *1* and automatically increments by 1 for each additional row.
Mass Update ID and **Description**	Select the mass update definitions that you want to include in the processing. You can select only from the mass update definitions that are initiated or in progress. The system displays the description of the selected mass update definition.

Mass Update Status The system displays the status of the mass update definition.

Parallel Processing

Use this group box to specify parameters for parallel processing of mass update execution instances. Note that to improve performance, you can run Mass Update processes in parallel on different hardware with no additional configuration required.

Run Instances in Parallel Select to enable the process to run instances in parallel. The process uses the Execution Manager to generate and monitor subprocesses (called process instances) that run in parallel on the PeopleTools Process Scheduler.

Deselect this check box to run the process on a single instance on PeopleTools Process Scheduler. The process in this case commits mass updates to the database after each transaction without intervals.

Maximum of Instances Enter the maximum number of instances that the process can generate and run in parallel. This option is available only when you have selected to run instances in parallel.

Transactions per Instance Enter the maximum number of transactions that the process can process per instance before creating a new instance. This option is available only when you have selected to run instances in parallel.

Deleting Pending Mass Updates

This topic discusses how to delete mass updates.

Page Used to Delete Pending Mass Updates

Page Name	***Definition Name***	***Usage***
Delete Mass Updates Page	RUNCTL_MU	Delete mass update transactions that you have generated and which are pending processing.

Delete Mass Updates Page

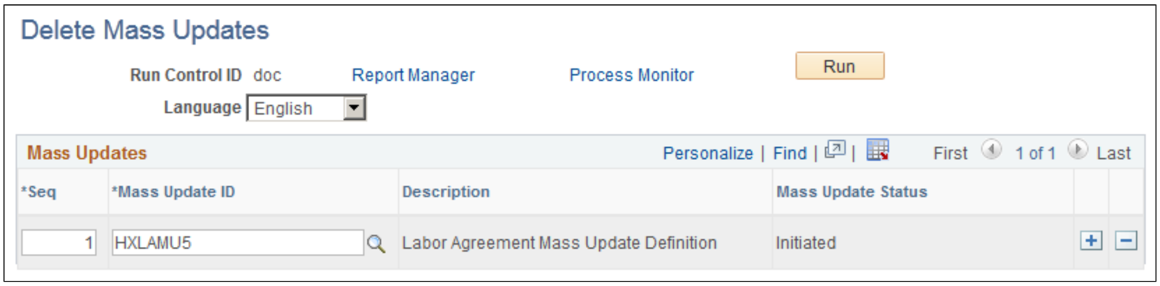
Use the Delete Mass Updates page (RUNCTL_MU) to delete mass update transactions that you have generated and which are pending processing.

Navigation

Workforce Administration > Collective Processes > Mass Update > Delete Mass Updates > Delete Mass Updates

Image: Delete Mass Updates page

This example illustrates the fields and controls on the Delete Mass Updates page. You can find definitions for the fields and controls later on this page.



The Mass Update Manager triggers the Mass Update Delete Application Engine (AE) process (HR_MASS_DEL) to perform the transaction deletion. The Mass Update Delete process deletes the pending mass update transactions that you have generated through the Create Mass Updates component for the selected mass update definitions. The process also performs the necessary cleanup of the system tables.

Mass Updates

Use this group box to specify the mass update definitions for which you want to delete mass update transactions.

Seq(sequence)

Specify the order in which you want the process to delete mass update transactions. By default, the system sets the first row to *1* and automatically increments by 1 each additional row.

Mass Update ID and **Description**

Select the mass update definition that contains the mass update transactions that you want to delete. The system displays the name of the mass update definition. You can select only from mass update definitions that are initiated or in progress.

Mass Update Status

The system displays the status of the mass update definition.

Chapter 30

Setting Up and Working with Approvals

Understanding Approvals

Many daily tasks are part of a larger process that involves several steps and people working together, such as the approval of a promotion. To facilitate this type of multiuser process, PeopleSoft provides approvals functionality, which enables you to automatically trigger workflow notifications to inform the next approver in the process of pending transactions.

Many PeopleSoft applications are delivered with predefined approval processes. However, these topics provide the PeopleSoft HCM product line specifics of the Approval Framework functionality. While this document lists the HCM navigation and additional topics specific to setting up HCM Approval Framework, more detailed overviews and field descriptions are documented in the companion documentation *PeopleSoft Approval Framework.*

Related Links

Approval Framework

Approvals Terminology

The following terms are important to the understanding of the approvals functionality and are used throughout these topics:

Approval Process	A generic term referencing the business process of how a particular transaction is routed for approval within an organization.
Approval Framework	Engine that provides capabilities for the creation, execution, and management of approval processes.
Approval Process Definition	The definition of an approval process within the Approval Framework. The definition may contain stages, paths, steps, varying hierarchies, and criteria, among other configurable parameters.
Approval Process Definition ID (Process ID)	The ID associated with a particular approval process definition in the Approval Framework. Each transaction registered with the Approval Framework must have at least one process ID defined.
Request	A transaction that uses the Approval Framework for approval processing. For example, a promotion, transfer time off request, job requisition, and so on.
Approval Step or **Step**	A step has one or more approvers, whose actions are tracked. A step can be configured to require a set number of approvers

	to act, and has criteria which govern whether or not the step is to be active for the request under consideration. Steps are sequential.
Approval Path or **Path**	A path is a sequence of steps. For example, step two routes to its approvers only after step one is approved. A given approval could actually go through multiple approval paths based on some decisions. Paths can be mutually exclusive or parallel. They all converge at the final approval.
Approval Stage or **Stage**	A stage is a collection of approval paths. Approval stages come in a single sequence (stage 1, stage 2, and so on). An approval stage runs when it's immediately preceding stage finishes. When an approval stage runs, all the approval paths within it run simultaneously. The approval stage is considered complete when all approval paths within it have finished.
Approver	The person who has been determined to have the authority to approve (deny, pushback, and so on) a request.
Requester and **Originator**	The requester is the person for whom you want the Approval Framework to treat as the initiator of a request. In most cases the requester and originator are the same person. However, when using the Delegation feature the requester and originator of a request can vary. For example, if a manger delegates a transaction to a direct report and that direct report submits the transaction, the direct report is the originator and the manager is the requester.
Subject	The person for whom a transaction is being processed. For example, Karen submits to her boss, Russell, a promotion request for one of her employees, Robbin. Karen is the requester (originator), Robbin is the subject, and Russell is the approver.
Supervisor or **Manager**	The person who has management responsibilities for the requester or for an approver, as defined in your direct report settings during implementation.
Approvals Administrator or **Approval Framework Administrator**	The system administrator who is responsible for configuring, managing, troubleshooting, and maintaining approvals.
Event or **Approval Event**	The Approval Framework engine is event driven. Events are typically actions that can be taken by a user in the system, actions such as submit, approve, deny, push back, and so on.
Status or **Approval Status**	Statuses typically represent the overall state a transaction is in, such as pending, on hold, approved, denied, terminated, and so on.
Approval Criteria	Rules used to decide whether or not approval is required. Approval criteria fields and dimensions are data elements and attributes that are used to define the approval criteria.

Approval Hierarchy — The organizational hierarchy that models the actual approvals required by a transaction type (for example, approval hierarchy by supervisor or department).

User List — Collection of users (PeopleSoft Operator IDs) expressed as the result of an SQL statement, PeopleSoft role, or PeopleSoft Application Class.

Alternate Approver or **Alternate User ID** — A user can have another user in the system as his or her alternate approver for a specified period of time. This is set on the Workflow page of the User Profile component within PeopleTools security.

Delegation — Delegation is when a person authorizes another to serve as a his or her representative for a particular task of responsibility. With the Delegation feature, users can authorize other users to perform managerial tasks on their behalf by delegating authority to initiate or approve managerial transactions.

Approval Framework

The Approval Framework is the engine that provides the framework and capabilities for creating, running, and managing approval processes. The engine uses a series of database objects combined with application component configuration settings to determine how to process approvals using workflow.

Approval workflows are triggered when requesters submit a transaction, such as a promotion. The application hands the transaction over to the Approval Framework, which finds the appropriate approval process definition and launches the approval workflow. A set of approvers then carry out tasks related to the transaction.

The Approval Framework enables three levels of users to develop, configure, and use transaction approvals that meet their organizational requirements. For example, the process of submitting a promotion and getting it approved requires defining who will approve the promotion, the order in which they will approve it, and how it will be routed to approvers.

In contrast to the standard PeopleSoft workflow, which requires advanced technical skills in PeopleSoft PeopleTools to create and maintain, approval workflow provides an alternative workflow that is much easier to create, configure, and maintain. For example, all of the steps in approval workflow are defined using PeopleSoft pages rather than underlying PeopleSoft PeopleCode, so functional users can design and maintain workflow using these online PeopleSoft pages instead of requiring technical developers to create workflow rules.

Related Links

"Understanding the Approval Framework Feature" (PeopleSoft 9.2: Approval Framework)
"Understanding the Approval Framework Process Flow" (PeopleSoft 9.2: Approval Framework)

Approvals Business Process Flow

Within the approvals business process flow:

- Application developers register information with the Approval Framework by using the Register Transactions page, where they register an application with the engine and describe its components, event handler, and records.

  As part of defining the registry, application developers create a record and table in which to store cross-reference information and set up notification templates for events. This definition determines the pending approval workflow process and tells an application which transaction is being approved or denied. Application developers also link the transaction component.

  Note: PeopleSoft Human Resources delivers many transactions that are registered with the Approval Framework. *Do not* modify these transaction registry definitions because the system requires their setup to be as delivered. For a complete list of delivered transaction registry definitions, access the Register Transactions component by navigating to Set Up HCM > Common Definitions > Approvals > Approvals Setup Center > Register Transactions.

- Functional business analysts define the approval process definition for an application transaction.

  The approval process definition includes setting up approval stages, paths, steps, recipients, and notifications for each approval process ID. Analysts identify the approval transaction registry entry on which to base approval process definitions and then define the details of the process.

  Functional business analysts also define or review user list definitions, email template definitions, and transaction configuration settings.

  After completing the setup, functional business analysts are responsible for maintaining and troubleshooting approval process transactions.

- Requesters submit a transaction for approval.

  This action launches the approval process. The Approval Framework reads the approval process definition and queues the transaction for approvers.

- The system queues an approval task to an approver or reviewer using email notification, Worklist entry, or both.

  The URL encoded in the Worklist entry points to the corresponding approval component.

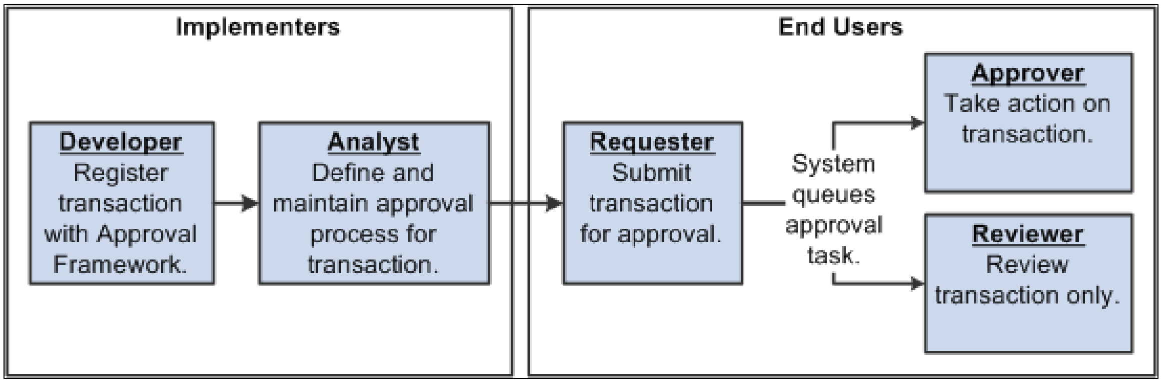
- Approvers take actions on transactions.

  They can approve or deny requests, monitor transaction statuses, and audit approvals. When an error or violation of criteria or rules occurs during the approval process, the system notifies the approvals administrator, who interacts to resolve the issue.

- Reviewers view the transaction.

Image: Approval business process flow

This diagram details the business process flow of implementing and using approvals functionality. It shows tasks that application developers, business analysts, and end users perform in conjunction with approval workflow.



Related Links

"Understanding the Approval Framework Process Flow" (PeopleSoft 9.2: Approval Framework)

"Understanding Transaction Approval Flows" (PeopleSoft 9.2: Approval Framework)

"Understanding Header- and Line-Level Approvals" (PeopleSoft 9.2: Approval Framework)

"Understanding Approval Features" (PeopleSoft 9.2: Approval Framework)

Sources of Information

The Approval Framework is a common component that is shared across multiple PeopleSoft applications both within HCM and other product families. For the HCM product family, you'll find documentation pertaining to the Approval Framework in various locations:

- These present topics list the Approval Framework functionality that applies to the setup steps, navigation paths, and details that are specific to the HCM product family.
- Application-specific HCM documentation (such as *PeopleSoft Absence Management*) expand on all of the above texts by providing approval workflow details that relate to delivered business processes.
- The *PeopleSoft Approval Framework* describes the common Approval Framework functionality that applies to all product families.

Before implementing, you should read all relevant sources of information to gain a complete understanding of how the pieces fit together.

See Approval Framework.

Implementation of HCM Transactions for Approval Framework

PeopleSoft delivers many approval transactions that are already configured to work with the Approval Framework. For delivered transactions, you should review the delivered transaction data within the application pages to ensure that the data fits your business processes.

To review delivered HCM transactions for use with the Approval Framework:

1. Register the approval transaction in the Approval Framework through the Register Transactions page.

   See Registering Approval Transactions.

2. Link Human Resources self-service transactions to the Approval Framework through the Workflow Transactions page.

   See Linking Workflow Transactions.

3. Set up the configuration options for the approval transaction on the Configure Transactions page.

   See Configuring Approval Transactions.

4. Set up the approval process definition through the Setup Process Definitions component.

   See Setting Up Approval Process Definitions.

   To set up the approval process definition:

   a. Define the stages, paths, and steps of the approval process definitions on the Setup Process Definitions page.

   b. Define criteria for workflow approval processes at the definition, path, and step level on the Criteria Definition page, which is accessed through links on the Setup Process Definitions page.

   c. Set up path details for workflow approval processes on the Approval Path Definition page.

   d. Define step details for approval workflow processes on the Approval Step Definition page.

   e. Define dynamic approvals through various components.

      See Defining Dynamic Approvals.

5. Create email templates for the approval transaction on the Generic Template Definition page.

   See Defining Notification Templates for Approvals.

6. Maintain user list definitions for the approval transaction on the User List Definition page.

   See Defining Users for Approvals.

7. Set up the Notification and Escalation Manager.

   See Setting Up the Notification and Escalation Manager.

8. Set up the appropriate permission lists, roles, and web libraries through PeopleTools security components.

   See Setting Up Security for Approvals.

If you need to implement other transactions for use with the Approval Framework besides the delivered transactions, you must complete additional implementation steps. These steps include those involving object construction within PeopleTools Application Designer and those involving setup within application pages. For technical details on how to implement additional approval transactions, see the *PeopleSoft Approval Framework*

Navigating Approvals Components

PeopleSoft HCM provides custom navigation pages that contain groupings of folders that support a specific business process, task, or user role.

Note: In addition to the PeopleSoft HCM custom navigation pages, the PeopleSoft application provides menu navigation and standard navigation pages.

This topic discusses how to use the custom navigation pages to navigate in the components for approvals functionality.

Pages Used to Navigate Approvals Components

This table lists the custom navigation pages that are used to navigate in the setup and administrative components for approvals functionality:

Page Name	***Navigation***	***Usage***
Approvals Setup Center	Set Up HCM >Common Definitions >Approvals >Approvals Setup Center	Approval administrators and implementers can use the links on this page to access the components necessary to register and set up transactions for the Approval Framework for PeopleSoft HCM.
Approvals and Delegation	Workforce Administration >Self Service Transactions >Approvals and Delegation	Approval administrators can use the links on this page to access the components necessary to monitor and troubleshoot approval transactions and to maintain delegation and for PeopleSoft HCM.

Registering Approval Transactions

To register approval transactions, use the Register Transactions (EOAW_TXN) component.

These topics provide an overview of the approval transaction registry and list prerequisites..

Page Used to Register Approval Transactions

Page Name	***Definition Name***	***Usage***
"Register Transactions Page" (PeopleSoft 9.2: Approval Framework)	EOAW_TXN	Register approval transactions in the Approval Framework by creating a unique approval process identifier for each approval transaction. The transaction definition is the metadata that describes the transaction setup to the Approval Framework.

Understanding the Approval Transaction Registry

The approval transaction registry is the interface that developers use to register a PeopleSoft application's transaction with the Approval Framework. Using the Register Transactions page, developers define how the system interacts with portions of the application that have been defined for approvals. Transactions that require approvals are candidates for being linked to the Approval Framework. Developers can use the Register Transactions page to link the components, event handler, records, and classes that they created through PeopleTools Application Designer for an application transaction (such as a job offer or employee absence request) into the approval process. The transaction definition itself is the metadata which describes the transaction make up to the Approval Framework. In some cases, you might add a transaction or make changes to a transaction. Application developers can register the main records and components that make up the transaction, then functional business analysts can select the approval transaction on which to base the approval process definition.

Delivered Approval Transaction Process IDs

PeopleSoft HCM delivers several approval transaction process identifiers that are common across applications for use with the Approval Framework. The system uses these process IDs specifically for registering delegation-related transactions with the Approval Framework so that the approval framework, which handles the requests, can communicate back and forth with the delegations framework.

When registering approval transactions with the Approval Framework on the Register Transactions page, you must specify a header record for the approval transaction. When you are configuring these process IDs in the Configure Transactions component, you can use this header record and any of the listed fields to define additional criteria for the processing of the approval transaction. You define this additional criteria on the Criteria Definition page, which is accessible through the Configure Transactions component. Fields not listed on the Register Transactions component are not available for the criteria definition.

This table lists the approval transaction process IDs that PeopleSoft HCM applications deliver:

Process ID	***Description***
AM_Extended_Abs	Extended Absence
Abs Mgmt - Leave Donations	Leave Donations
AbsenceCancelation	Absence Cancelation
AbsenceManagement	Absence Management
Absence_Mgmt_ByDeptManager	Absence Management By Department Manager
Absence_Mgmt_ByPosMgmt	Absence Management By Position Management
Absence_Mgmt_ByPosnDeptMgr	Absence Management By Position - Department Manager
Absence_Mgmt_ByPosnSupervisor	Absence Management By Position - Supervisor
Absence_Mgmt_BySupervisorId	Absence Management By Supervisor ID

Process ID	***Description***
AddressChange	Address Change Approval
AdhocSalaryChange	Adhoc Salary Change
ApproveCompensationProposals	Approve Compensation Proposals
Delegation	Defines delegation transactions for the Approval Framework.
DelegationBatch	Defines batch delegation transactions for the Approval Framework.
DelegationNotifyAdmin	Defines delegation transactions for the Approval Framework where the administrator gets notified.
DelegationRevoke	Defines revoked delegation transactions for the Approval Framework.
FTPTChangeEmployee	Full/Part Change Status in eProfile Manager
FederalAddrChg	Federal Address Change Transaction
FederalFTPTChange	Federal Full / Part Time Change
FederalLocationChg	Federal Employee Location Change
FederalMarChg	Federal Marital Status Change Transaction
FederalNameChg	Federal Name Change Transaction
FederalPromoteEmployee	Federal Employee Promotion
FederalReassignEmployee	Federal Employee Reassignment
FederalRetireEmployee	Federal Employee Retirement
FederalRportingChg	Federal Employee Reporting Change
FederalSeparateEmployee	Federal Employee Separation
FormApproval	Form Approval
GPCN_Payroll_Approval	Payroll result approval process
GSSAdhocSalaryChange	Guided self-service ad hoc salary change transaction
GSSDemoteEmployee	Guided self-service demotion Transaction

Process ID	***Description***
GSSFTPTChangeEmployee	Guided self-service change full time / part time status transaction
GSSLocationChange	Guided self-service location change transaction
GSSPromoteEmployee	Guided self-service promotion transaction
GSSReportingChgEmployee	Guided self-service reporting change transaction
GSSRetireEmployee	Guided self-service retirement transaction
GSSTerminateEmployee	Guided self-service termination transaction
GSSTransferEmployee	Guided self-service transfer transaction
JPMNonpersonProfiles	Non-person Profile
JPMPersonProfiles	Person Profile
JobOffer	Job Offer
JobOpening	Job Opening
LocationChange	Location change
MaritalStatusChange	Marital Status Change Approval
MatrixTeam	Matrix Team
MilitaryRankChange	Military Rank Change Approval
NameChange	Name Change Approval
Payroll-Updatable W4	W4’s submitted by employees
PerformanceManagement	Appraisal Transaction Approval
PromoteEmployee	Promotion Transaction Approval
ReportingChgEmployee	Reporting Change Transaction Approval
RetireEmployee	Retire employee
TLOvertimeRequest	TL Overtime Request Process ID
TLPayableTime	TL Payable Time Process ID
TLReportedTime	TL Reported Time Process ID

Process ID	***Description***
TerminateEmployee	Terminate Transaction Approval
TransferEmployee	Transfer Transaction Approval
eBenefitsDocFiling	eBenefits Document Filing

Note: Refer to the corresponding documentation in your application-specific documentation for information about delivered approval transaction process IDs that are specific to an application.

Note: Any PeopleSoft delivered approvals will already have the Approval Transaction Registry populated. No additional configuration is typically needed.

Prerequisites

Before registering approval transactions, you must create all of the required objects in PeopleTools Application Designer.

To complete the prerequisites for defining the approval transaction registry:

- Create a Transaction Handler Application class that extends an approved event handler class delivered by approval workflow.
- Create notification templates for the events, which include approval and denial for header and line levels.
- Create transaction data sources, as needed.
- Create views on transaction tables that will serve as criteria sources.
- Create a view to serve as a source for ad hoc users.
- Create a view to serve as a source for approver contact information.

Related Links

Implementation of HCM Transactions for Approval Framework

Linking Workflow Transactions

To set up links to self-service transactions and approval functionality, use the Workflow Transactions (HCM_EO_TXN) component.

These topics list the page used to link workflow transactions and discuss how to link workflow transactions.

Page Used to Link Workflow Transactions

Page Name	***Definition Name***	***Usage***
Workflow Transactions Page	HCM_EO_TXN	Link self service transactions to the appropriate approval functionality, either the Approval Framework or the existing approval workflow functionality from previous releases. For transactions that use the Approval Framework, you must additionally specify the approval process ID associated with the transaction. You can also enable delegation of transaction initiation and approval.

Workflow Transactions Page

Use the Workflow Transactions page (HCM_EO_TXN) to link self service transactions to the appropriate approval functionality, either the Approval Framework or the existing approval workflow functionality from previous releases.

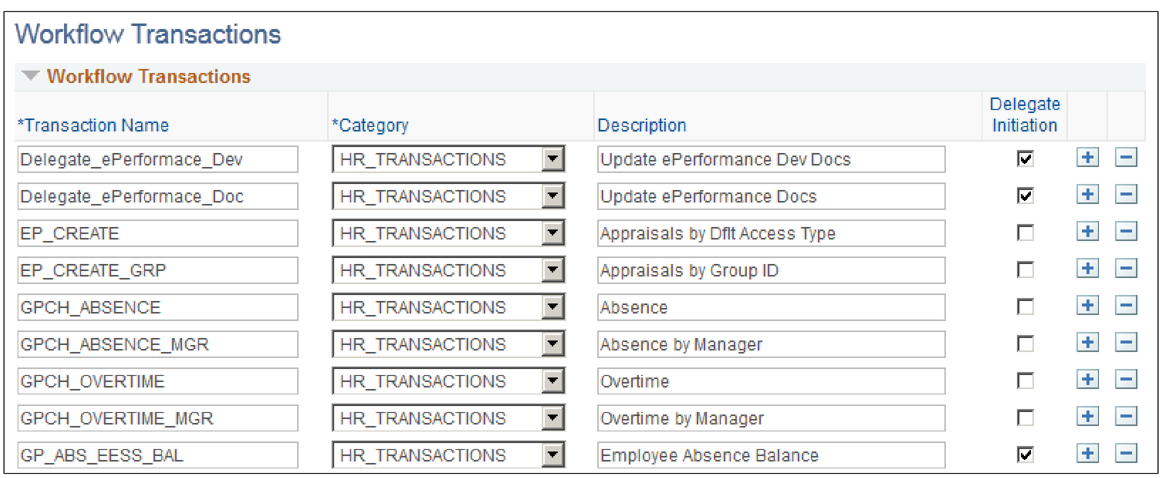
For transactions that use the Approval Framework, you must additionally specify the approval process ID associated with the transaction. You can also enable delegation of transaction initiation and approval.

Navigation

Set Up HCM > Common Definitions > Approvals > Approvals Setup Center > Workflow Transactions > Workflow Transactions

Image: Workflow Transactions page (Workflow Transactions grid)

This example illustrates the fields and controls on the Workflow Transactions page (Workflow Transactions grid). You can find definitions for the fields and controls later on this page.


Workflow Transactions

Workflow Transactions

*Transaction Name	*Category	Description	Delegate Initiation
Delegate_ePerformace_Dev	HR_TRANSACTIONS	Update ePerformance Dev Docs	☑
Delegate_ePerformace_Doc	HR_TRANSACTIONS	Update ePerformance Docs	☑
EP_CREATE	HR_TRANSACTIONS	Appraisals by Dflt Access Type	☐
EP_CREATE_GRP	HR_TRANSACTIONS	Appraisals by Group ID	☐
GPCH_ABSENCE	HR_TRANSACTIONS	Absence	☐
GPCH_ABSENCE_MGR	HR_TRANSACTIONS	Absence by Manager	☐
GPCH_OVERTIME	HR_TRANSACTIONS	Overtime	☐
GPCH_OVERTIME_MGR	HR_TRANSACTIONS	Overtime by Manager	☐
GP_ABS_EESS_BAL	HR_TRANSACTIONS	Employee Absence Balance	☑

The Workflow Transactions grid and the Approval Workflow Engine (AWE) and Delegation Transactions grid are mutually exclusive. You cannot register the same transaction in both grids. If attempted, the system displays an error, and you must delete one of your entries before saving the page.

Workflow Transactions

Use the Workflow Transactions grid to register self-service transactions that use existing workflow configuration from a previous release. For example, if the self-service transaction is currently configured to update core records upon final approval via a component interface, you can list the transaction the Workflow Transactions grid so that you can still leverage these configuration values.

Transaction Name	Enter the name of the self-service transaction in either one grid or the other, not both.
Category	Assign the self-service transaction to a category. Generally, all self-service transactions are assigned to the HR_ TRANSACTIONS category. You can set up categories in the Workflow Transaction Categories page. See Using Workflow with Self-Service Transactions.
Description	Enter a description of the self-service transaction.
Delegation Initiation	Select to enable delegation of transaction initiation for the corresponding self-service transaction that uses existing approvals configuration from a previous release. The transaction then becomes available for configuration as an initiate-type delegation transaction. Configure delegation transactions on the Configure Delegation Transaction page. See Configuring Delegation Transactions.

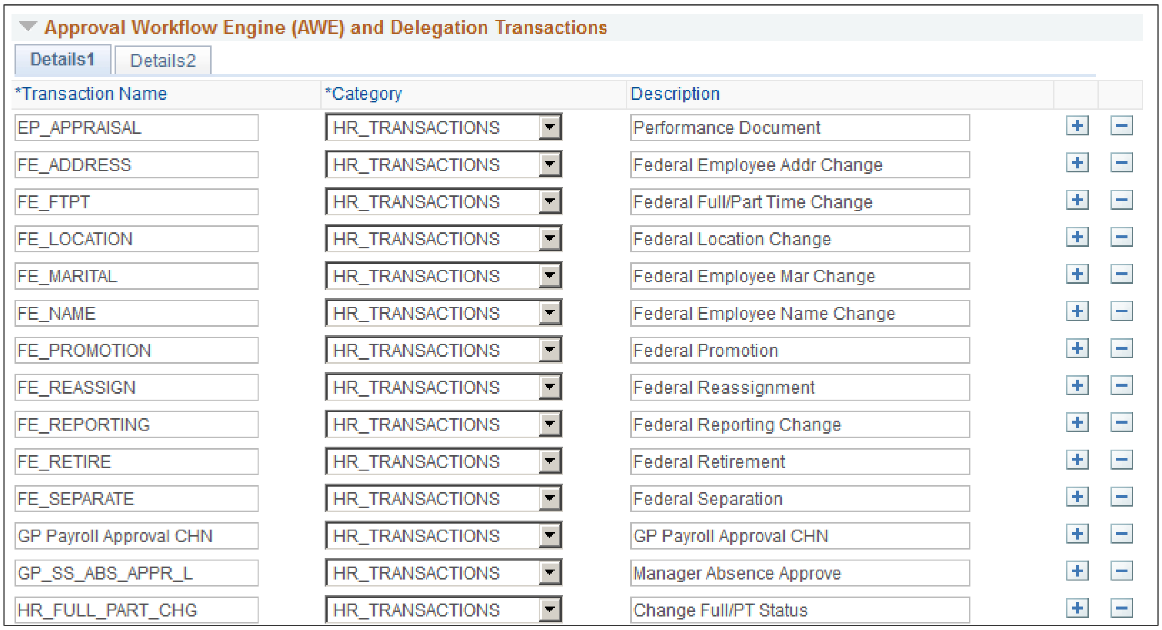
Approval Workflow Engine (AWE) and Delegation Transactions

Use the Approval Workflow Engine (AWE) and Delegation Transactions grid to register self-service transactions that use the Approval and Delegation framework. The data that you enter into this grid links the transaction name and accompanying tables for HCM self-service transactions to the approval process IDs that you create for these transactions on the Register Transactions page as part of the Approval Framework setup.

Note: You can only list a particular transaction once. You cannot assign the same Approval Framework transaction to multiple HR_TRANSACTIONS because this violates Delegation processing requirements.

Image: Workflow Transactions page (Approval Workflow Engine (AWE) and Delegation Transactions grid: Details1 tab)

This example illustrates the fields and controls on the Workflow Transactions page (Approval Workflow Engine (AWE) and Delegation Transactions grid: Details1 tab). You can find definitions for the fields and controls later on this page.

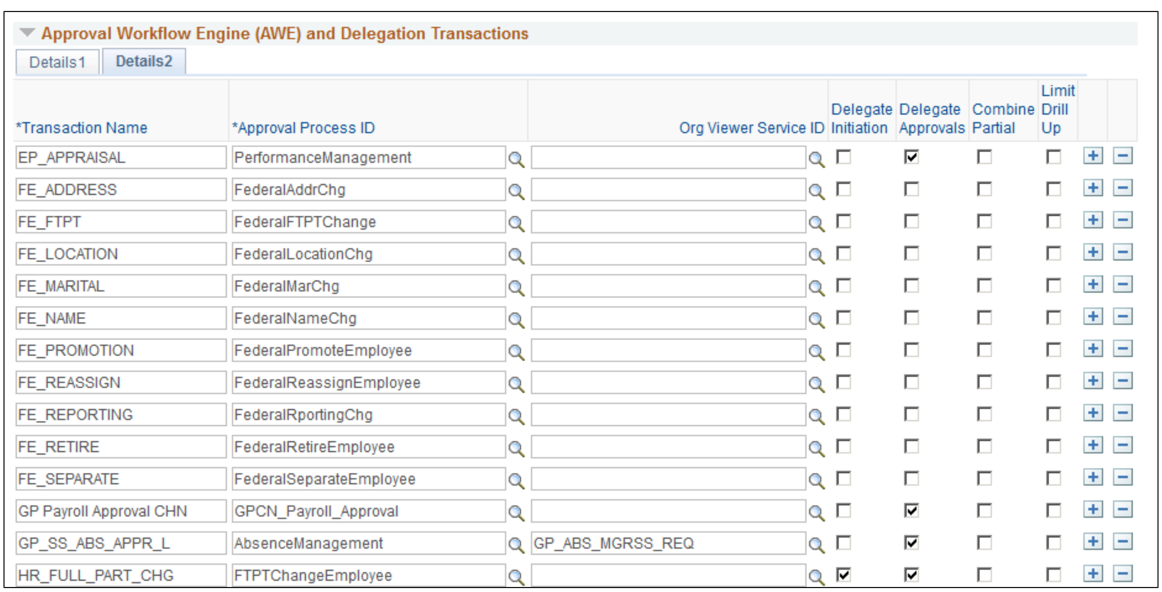

Approval Workflow Engine (AWE) and Delegation Transactions

Details1 | Details2

*Transaction Name	*Category	Description
EP_APPRAISAL	HR_TRANSACTIONS	Performance Document
FE_ADDRESS	HR_TRANSACTIONS	Federal Employee Addr Change
FE_FTPT	HR_TRANSACTIONS	Federal Full/Part Time Change
FE_LOCATION	HR_TRANSACTIONS	Federal Location Change
FE_MARITAL	HR_TRANSACTIONS	Federal Employee Mar Change
FE_NAME	HR_TRANSACTIONS	Federal Employee Name Change
FE_PROMOTION	HR_TRANSACTIONS	Federal Promotion
FE_REASSIGN	HR_TRANSACTIONS	Federal Reassignment
FE_REPORTING	HR_TRANSACTIONS	Federal Reporting Change
FE_RETIRE	HR_TRANSACTIONS	Federal Retirement
FE_SEPARATE	HR_TRANSACTIONS	Federal Separation
GP Payroll Approval CHN	HR_TRANSACTIONS	GP Payroll Approval CHN
GP_SS_ABS_APPR_L	HR_TRANSACTIONS	Manager Absence Approve
HR_FULL_PART_CHG	HR_TRANSACTIONS	Change Full/PT Status

Image: Workflow Transactions page (Approval Workflow Engine (AWE) and Delegation Transactions grid: Details2 tab)

This example illustrates the fields and controls on the Workflow Transactions page (Approval Workflow Engine (AWE) and Delegation Transactions grid: Details2 tab). You can find definitions for the fields and controls later on this page.


Approval Workflow Engine (AWE) and Delegation Transactions

Details1 | Details2

*Transaction Name	*Approval Process ID	Org Viewer Service ID	Delegate Initiation	Delegate Approvals	Combine Partial	Limit Drill Up
EP_APPRAISAL	PerformanceManagement		☐	☑	☐	☐
FE_ADDRESS	FederalAddrChg		☐	☐	☐	☐
FE_FTPT	FederalFTPTChange		☐	☐	☐	☐
FE_LOCATION	FederalLocationChg		☐	☐	☐	☐
FE_MARITAL	FederalMarChg		☐	☐	☐	☐
FE_NAME	FederalNameChg		☐	☐	☐	☐
FE_PROMOTION	FederalPromoteEmployee		☐	☐	☐	☐
FE_REASSIGN	FederalReassignEmployee		☐	☐	☐	☐
FE_REPORTING	FederalRportingChg		☐	☐	☐	☐
FE_RETIRE	FederalRetireEmployee		☐	☐	☐	☐
FE_SEPARATE	FederalSeparateEmployee		☐	☐	☐	☐
GP Payroll Approval CHN	GPCN_Payroll_Approval		☐	☑	☐	☐
GP_SS_ABS_APPR_L	AbsenceManagement	GP_ABS_MGRSS_REQ	☐	☑	☐	☐
HR_FULL_PART_CHG	FTPTChangeEmployee		☑	☑	☐	☐

Transaction Name

Enter the name of the self-service transaction in either one grid or the other, not both.

Category	Assign the self-service transaction to a category. Generally, all self-service transactions are assigned to the HR_ TRANSACTIONS category. You can set up categories in the Workflow Transaction Categories page.
Description	Enter a description of the self-service transaction.
Approval Process ID	When implementing the Approval Framework, you define a unique transaction registry ID, called a process ID, for each of your HCM self-service transactions on the Register Transactions page. Select the approval process ID that you have defined for this self-service transaction. By creating this link between the self-service transactions and the Approval Framework, the self-service transactions can dynamically retrieve this approval process ID by transaction name and thus invoke the Approval Framework. The Approval Framework requires this parameter during processing.
Delegation Initiation	Select to enable delegation of transaction initiation for the corresponding self-service transaction that uses the Approval Framework. The transaction then becomes available for configuration as an initiate-type delegation transaction. Configure delegation transactions on the Configure Delegation Transaction page.
Delegate Approvals	Select to enable delegation of transaction approval for the corresponding self-service transaction. The transaction then becomes available for configuration as an approval-type delegation transaction. This functionality is available only for transactions that you register with the Approval Framework in the lower grid. If you select both the Delegation Initiation and the Delegate Approvals check boxes, you can configure the transaction for delegation of initiations and approvals. Configure delegation transactions on the Configure Delegation Transaction page.
Combine Partial	Select to have the system continue searching for a department manager even after it has found a partial position reports to manager. Deselect to have the system stop searching for the manager ID once it is found by one of the access types.
Limit Drill Up	Select to enable the system to continue to drill up an access type until a manager is found. Deselect this check box to allow the system to go up to the next level only.

Related Links

Understanding Delegation

Configuring Approval Transactions

To select and define elements that determine what triggers a notification, who receives the notification, and the content of the notification, use the Configure Transactions (EOAW_TXN_CONFIG) component .

For HCM transactions, the workflow engine requires that you enter specific values in the User Utilities section to enable it to interact with the Approval Framework and Delegations. In the User Utilities Package field, you must select the value *HCSC_USER_UTILITIES*. In the User Utilities Path field, you must select the value *UserUtilities*. PeopleSoft HCM delivers these values.

The user utilities class checks users against delegation to determine if the users have delegated their authority. If not, then the user utilities class determines whether the users have an alternate user in their user profiles.

The Events section defines the information to build the default URL to include in notification for each of the participants that you specify in the Notifications section.

This topic lists the page used in configuring approval transactions.

Page Used to Configure Approval Transactions

Page Name	***Definition Name***	***Usage***
"Configure Transactions Page" (PeopleSoft 9.2: Approval Framework)	EOAW_TXN_NOTIFY	Configure how the system uses the particular implementation of approval triggers by configuring all the events and notifications associated with your approval process IDs.

Setting Up Approval Process Definitions

To set up approval process definitions, use the Setup Process Definitions (EOAW_PRCS) component.

Business analysts use this component to define an approval process definition. The process is made up of stages and their paths and steps. The approval steps that you place on the approval path represent the approval levels that are required for a transaction.

You can develop approval processes that:

- Meet organizational or tiered approval limits.
- Use alternate hierarchies, such as supervisor approval and department approval.
- Use multiple parallel tracks, such as division and HR approvals at once.
- Use staged tracks, such as first receiving department approval and afterward receiving HR approval.

Typical approval processes might include:

- Employees or supervisors who can approve certain transactions.

- Two different approvers for each step, where both approvers at a step must approve the request for it to advance to the next step.

See "Defining the Setup Process Definitions Component" (PeopleSoft 9.2: Approval Framework).

These topics list the pages used to set up approval process definitions and review an example of setting up the HCM approval process definition.

Pages Used to Set Up Approval Process Definitions

Page Name	***Definition Name***	***Usage***
"Setup Process Definitions Page" (PeopleSoft 9.2: Approval Framework)	EOAW_PRCS_MAIN	Define workflow approval process stages.
"Criteria Definition Page" (PeopleSoft 9.2: Approval Framework)	EOAW_CRITERIA	Define criteria for workflow approval processes. Criteria definitions are used to define bits of logic that, at runtime, the Approval Framework evaluates for a Boolean result (true or false). Use this page also to define alert criteria. Alert criteria, although the same in principal as the other criteria types, is different in application. You can use alert criteria to decide when to display an alert. For example, you could decide to display a message to the approver on the Approve Transaction page if the transaction meets the specified criteria. To use this page to define alert criteria, click the Alert Criteria link on the Setup Process Definitions page. Alert criteria has two differences: • The description field is the actual alert text that appears on the approval page. • The criteria determines if an alert should appear on the approval page, as opposed to routing a line or header for approval.
"Approval Path Definition Page" (PeopleSoft 9.2: Approval Framework)	EOAW_PATH_SEC	Set up path details for workflow approval processes.
"Approval Step Definition Page" (PeopleSoft 9.2: Approval Framework)	EOAW_STEP_SEC	Define step details for workflow approval processes.
Copy Approval Process Page	EOAW_PRCS_COPY	Create a new approval process definition by copying the existing one. The system requires that you assign a new definition ID and effective date.
Preview Approval Page	EOAW_PRV_MON_SRC	Verify the routing of the approval process definition by previewing.

Reviewing an Example of Setting Up the HCM Approval Process Definition

This topic provides an example of how set up an approval process definition for a transaction that is specific to PeopleSoft HCM.

In this example, let's suppose that your company wants to create an approval process definition to handle the approval of an employee's request for a day off.

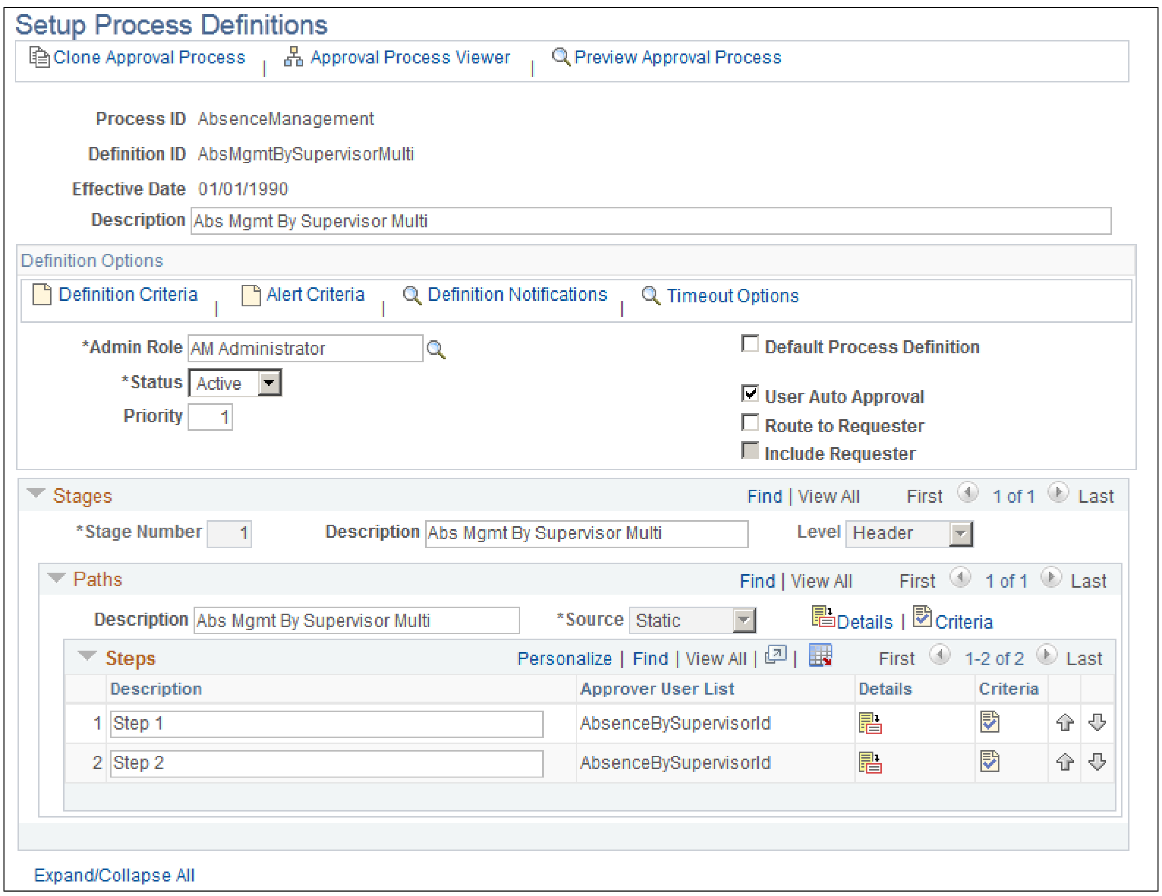
1. First you must define the stages, paths, and steps of your approval process.

   Use the Setup Process Definitions page (EOAW_PRCS_MAIN) to define workflow approval process stages.

   Set Up HCM > Common Definitions > Approvals > Approvals Process Setup > Setup Process Definitions

   Image: Setting up an approval process definition

   This example illustrates setting up an approval process definition using the Setup Process Definitions page.



   Notice in the example that the approval process contains one stage, one path, and two steps. The stage in this example contains one approval path in the organization that requires two levels of supervisor approval before the employee is granted the day off. First, the employee's supervisor must grant approval, and then that supervisor's manager must approve the request.

   You can define multiple stages, paths, and steps for an approval process definition. For example, perhaps you require administrator approval of the employee's day-off request. In this case, you would create an additional path within the existing stage that contains one step requiring administrator approval.

The Approval Framework processes multiple stages and steps sequentially. The engine cannot advance to the next step until you complete the preceding step in the given path. Likewise, the engine cannot advance to the next stage until you complete all paths within a given stage. For paths, however, you can define them as static (processed sequential) or dynamic (processed in parallel).

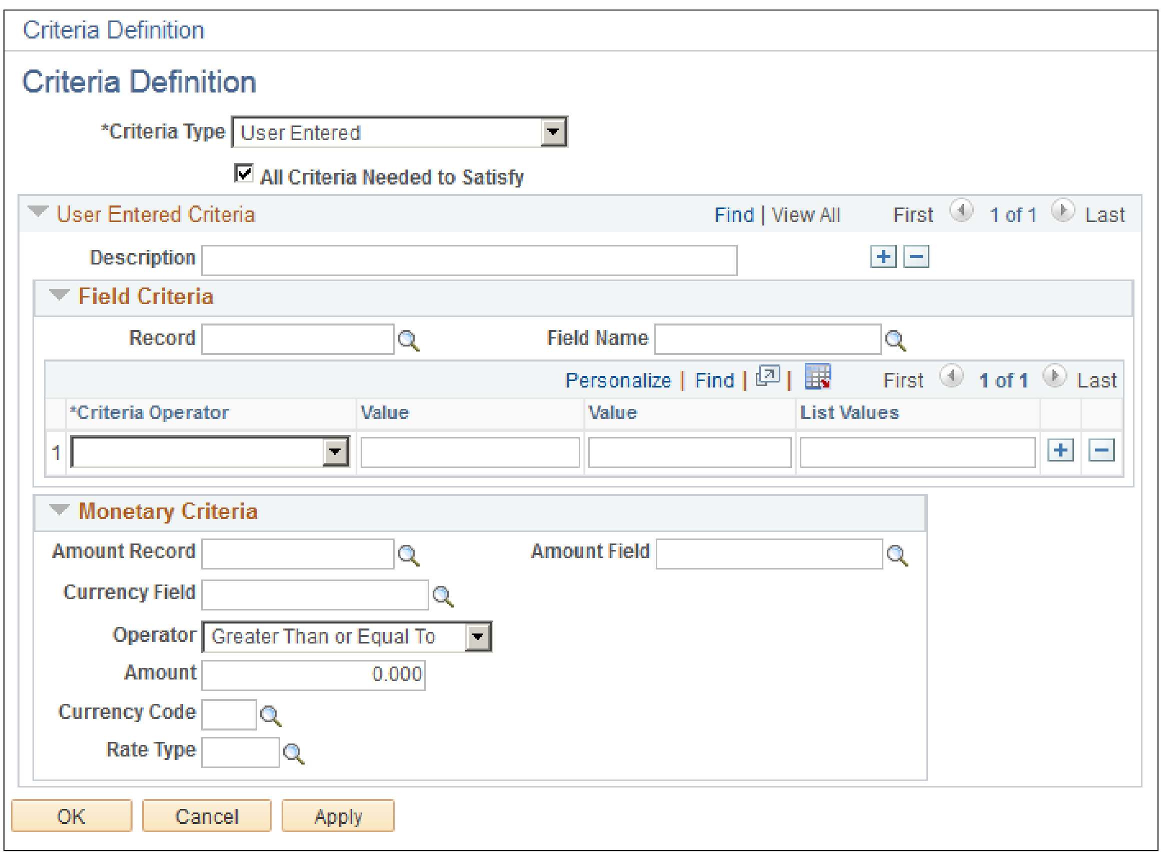
2. Now you will add logic that the Approval Framework evaluates at runtime for a Boolean result. You can define criteria at the definition, path, or step level. For this example, you want to add logic to the definition level that instructs the Approval Framework to stop processing if it encounters an absence request that is missing the employee ID value.

   Use the Criteria Definition page (EOAW_CRITERIA) to define criteria for workflow approval processes.

   - Click the Definition Criteria link on the Setup Process Definitions page.
   - Click the Alert Criteria link on the Setup Process Definitions page.
   - Click the Criteria link in the Path section on the Setup Process Definitions page.
   - Click the Criteria icon in the Steps section on the Setup Process Definitions page .

   Image: Defining processing criteria

   This example illustrates defining processing criteria using the Criteria Definition page.



Criteria definitions are used to define bits of logic that, at runtime, the Approval Framework evaluates for a Boolean result (true or false).Use this page also to define alert criteria. Alert criteria, although the same in principal as the other criteria types, is different in application. You can use alert criteria to decide when to display an alert. For example, you could decide to display a message to the approver on the Approve Transaction page if the transaction meets the specified criteria. To use this page to define alert criteria, click the Alert Criteria link on the Setup Process Definitions page. Alert criteria has two differences:

On this page you will:

a. Select the Criteria Type field value *User Entered.*

   This activates fields on the page that enable you to manually define your criteria.

b. Select the All Criteria Needed to Satisfy check box.

   The system selects this check box by default.

c. Use the Field Criteria group box to specify the necessary logic. In the Record field, select the header record for this transaction. You define header records for transactions on the Register Transactions page. In this instance, the process ID of the transaction is *AbsenceManagement,* which has a defined header record of *GP_ABS_SS_DAT.* Now choose between any of the fields that are defined within that header record for the process ID.

   In this example, *EMPLID* is selected. To complete the logic, select in the Criteria Operator field, the *Is Not Blank* value.

d. Click Apply and then OK.

   The logic in this criteria definition states that when processing a request for time off, the Approval Framework uses this definition ID to process any transaction related to the AbsenceManagement approval process ID that contains employee ID as part of the transaction. If the transaction does not contain an employee ID value, the Approval Framework continues to search for another definition ID that matches the required criteria needed to process the transaction for the related approval process ID.

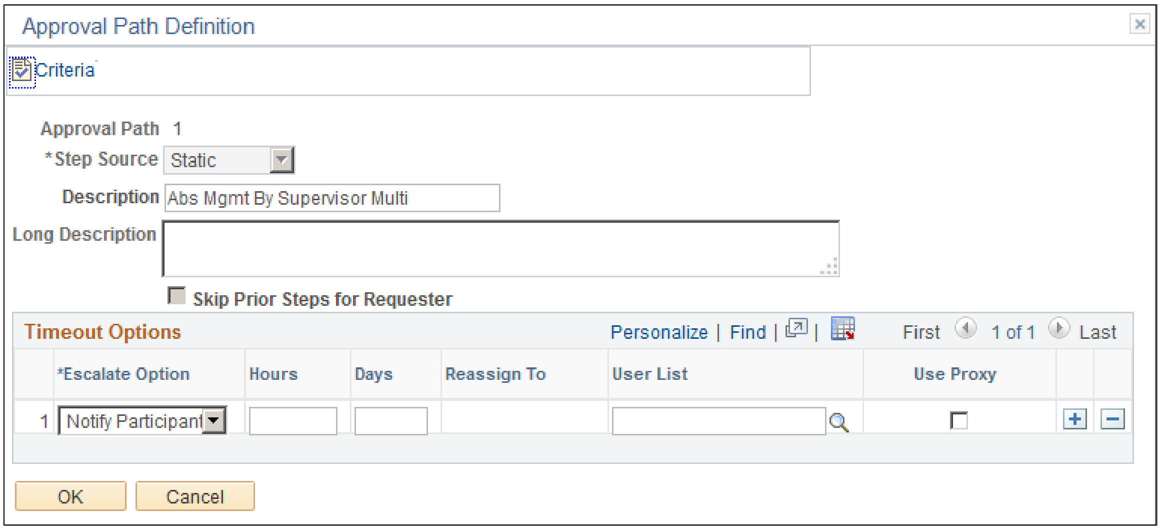
3. Next you want to require the Approval Framework to advance the approval to the next approver in the path if the current approver doesn't respond within three days. Click the Details link in the Paths group box to access the Approval Path Definition page.

   Use the Approval Path Definition page (EOAW_PATH_SEC) to set up path details for workflow approval processes.

   Click the Details link or icon within the Paths group box on the Setup Process Definitions page.

Image: Specifying a timeout option of three days

This example illustrates specifying a timeout option of three days using the Approval Path Definition page.



You can use the Timeout Options group box to define what should happen to a particular transaction or request after a certain period of time. For instance, you can notify the participant, advance the approval, or reassign the approval after a certain number of hours or days have passed. You can have the request reassigned to a particular person in the database or to a predefined user list.

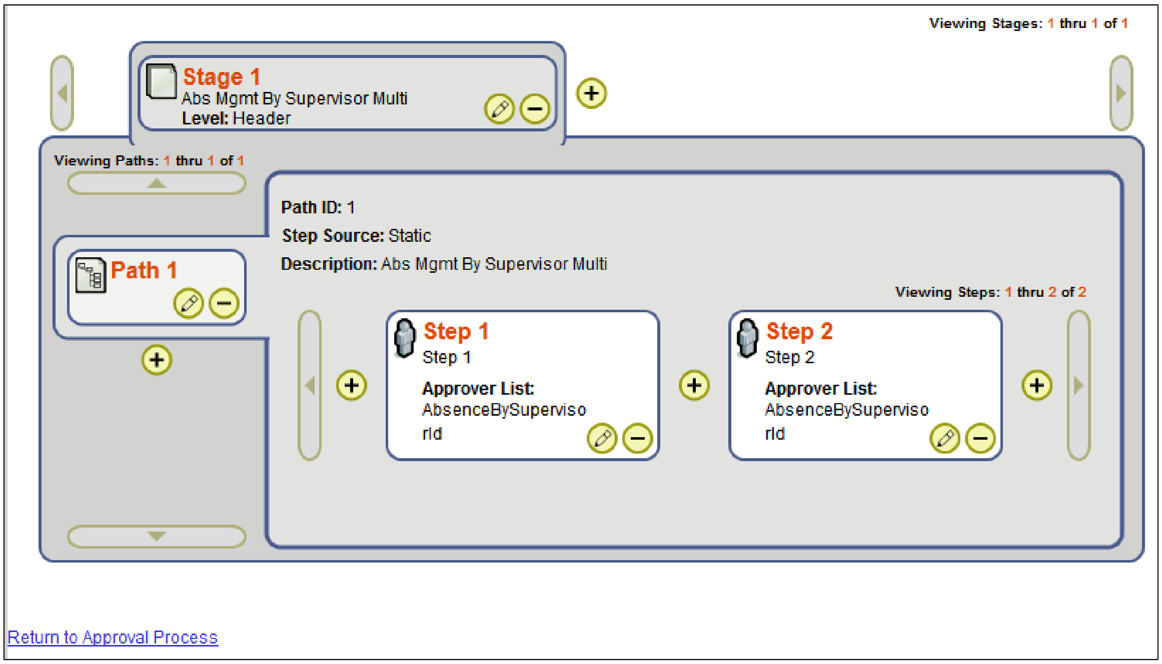
To meet the needs of this example, set the Escalate Option field to *Advance Approval,* the Days field to *3,* and click OK.

4. Now that you have defined the approval process definition, you can look at a graphic representation.

   Click the Approval Process Viewer link at the top of the Setup Process Definitions page.

Image: Viewing the approval process definition

This example illustrates viewing the approval process definition using the Approval Step Definition page.

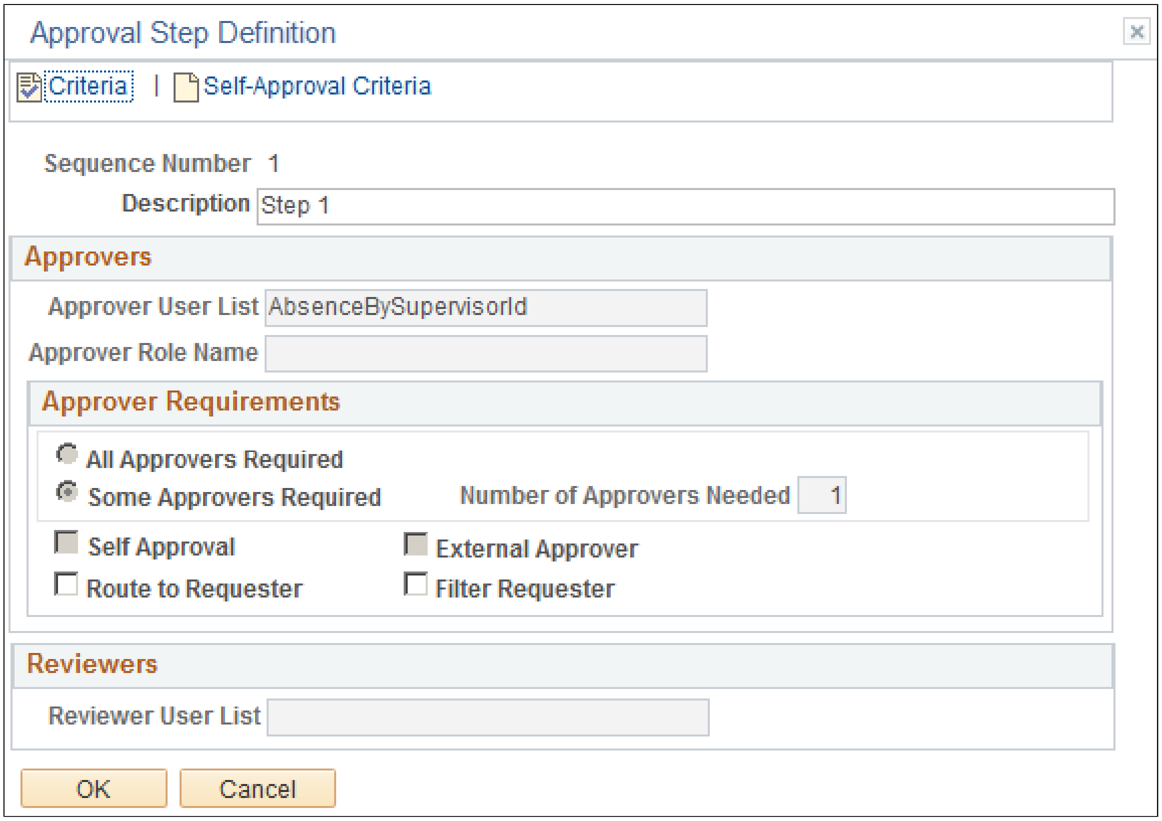


Use the Approval Step Definition page (EOAW_STEP_SEC) to define step details for workflow approval processes.

Click the Details icon within the Steps group box on the Setup Process Definitions page.

Image: Defining step details for workflow

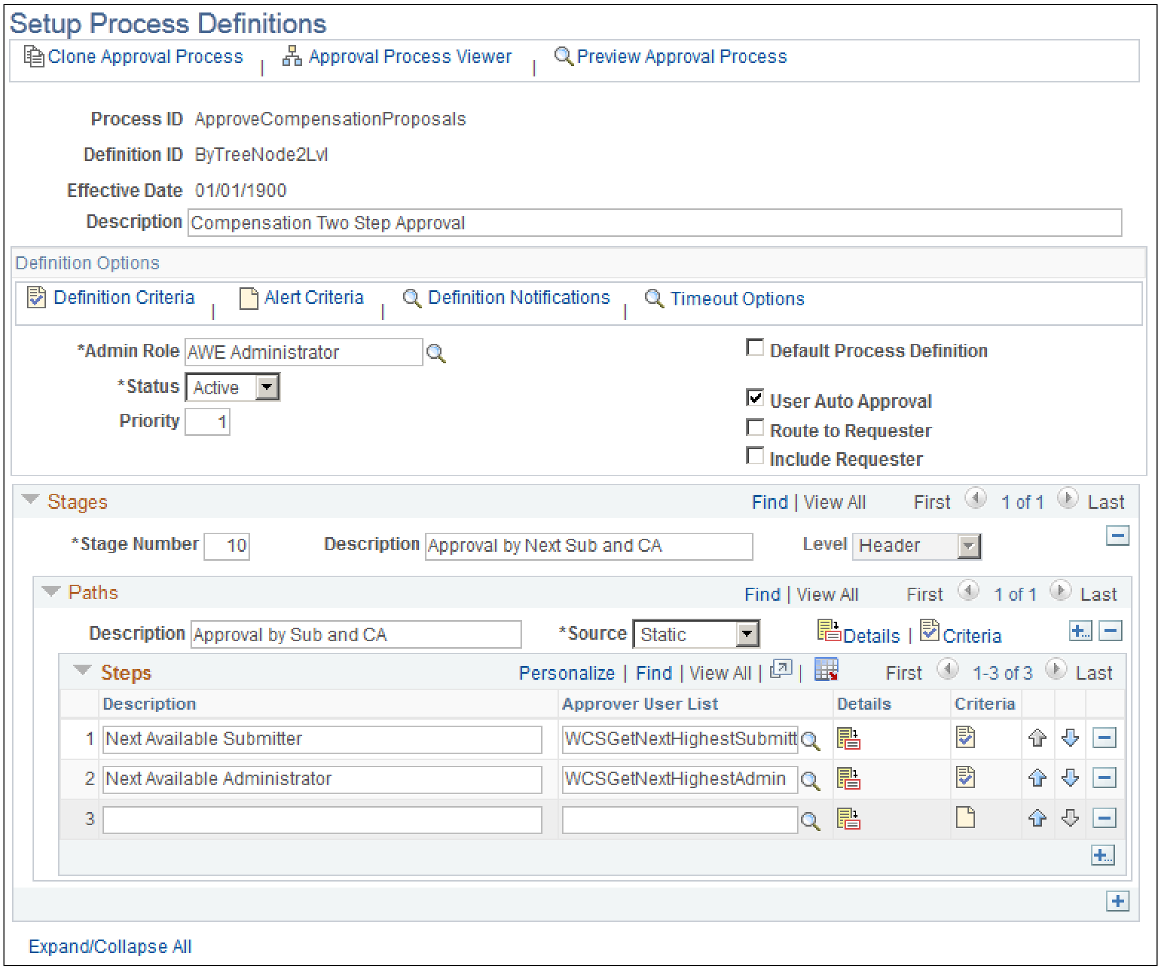
This example illustrates defining step details for workflow.



The Setup Process Definitions page enables you to view graphically your approval process definition and, if necessary, quickly modify the definition. Click the plus signs, minus signs, or correction buttons to modify steps. For example, perhaps you have decided that it is best that there is a third approval step for an absence request. Click the plus sign after step 2.

Image: Adding an additional step from the Approval Process Viewer page

This example illustrates adding an additional step from the Approval Process Viewer page.



The system returns you to the Setup Process Definitions page and inserts a new row after step 2 for you to enter the new step. Click Save when you have completed your definition.

Defining Dynamic Approvals

To set up dynamic approvals, use the Setup Process Definitions (EOAW_PRCS), Maintain User Lists (EOAW_USER_LIST), Roles (ROLEMAINT), and User Profiles (USERMAINT) components.

These topics provide an overview of how to configure dynamic approval authorizations and list the pages used to define dynamic approvals.

Pages Used to Define Dynamic Approvals

Page Name	*Definition Name*	*Usage*
"Approval Authorization Page" (PeopleSoft 9.2: Approval Framework)	EOAW_AUTH	Authorize roles and approvers for dynamic paths.

Page Name	***Definition Name***	***Usage***
"Setup Process Definitions Page" (PeopleSoft 9.2: Approval Framework)	EOAW_PRCS_MAIN	Define workflow approval process stages.
"Criteria Definition Page" (PeopleSoft 9.2: Approval Framework)	EOAW_CRITERIA	Define criteria for workflow approvals. Criteria definitions are used to define bits of logic that, at runtime, the Approval Framework evaluates for a Boolean result (true or false).
"Approval Path Definition Page" (PeopleSoft 9.2: Approval Framework)	EOAW_PATH_SEC	Set up workflow approval path details.
"Approval Step Definition Page" (PeopleSoft 9.2: Approval Framework)	EOAW_STEP_SEC	Define step details for approval workflow.
"User List Definition Page" (PeopleSoft 9.2: Approval Framework)	EOAW_USER_LIST	Create and maintain user-list definitions used for routing transactions for approval. Also, define user sources for use with steps in the approval process.
Roles - General Page	ROLEDEFN	Set up roles for workflow.
User Profile - General Page	USER_GENERAL	Set up user IDs and assign roles.

Understanding How to Configure Dynamic Approval Authorizations

PeopleSoft applications use workflow to configure approval paths in two manners. The first configuration is to define every approval in step-by-step fashion. The second manner is to create dynamic approvals. Dynamic approvals enable you to create a single step that systematically identifies every potential approver, searches to find out if that approver has enough authority to complete the approval, and creates a visual path for users to view of all necessary approvers in the process.

To configure the dynamic approval authorization, the approvals administrator must:

1. Define user lists for dynamic authorizations through the User List Definition page.

   The Approval Framework delivers user lists that address the most common approval scenario of routing an approval to a supervisor. If the requester is an end user, his immediate supervisor cannot authorize more than 5,000.00 USD, and the job requisition is for 6,000.00 USD, then the requisition moves to the next level supervisor. The user ID for the direct supervisor is listed on the user profile.

   Note: To enable the Supervisor by User ID approval routing, you must have a supervisor assigned to your user ID for the job.

2. Create an approval authorization by authorizing roles and approvers for dynamic paths through the Approval Authorization page.

   The Approval Authorization page is available through PeopleTools but must be added to the portal navigation to render it available in the application. To add this page to portal navigation, navigate to PeopleTools > Portal > Structure and Content. On the displaying page, click *Set Up HCM,* then *Common Definitions,* then *Approvals,* and then the Edit link for the *Authorize* option. Deselect the Hide from portal navigation check box, and click Save. Then navigate to PeopleTools > Portal >

Portal Security Sync and run the portal security sync process so that the portal cache recognizes the changes.

If you don't specify a definition ID, the authorization is generic. To create an approval authorization for specific definition IDs, you must add a line for each definition ID.

Note: If you activate self-approval on the Approval Authorization page, it replaces the self-approval on static path steps.

---

3. Define a dynamic approval path through the Approval Path Definition page.

Note: When creating criteria within the path that will trigger the workflow engine to activate, be certain that you set up the final approver as *Greater Than* so that no gaps occur.

To define a dynamic approval path:

a. Select *Dynamic* for a dynamic approval path in the Step Source field.

b. Select the Notify Admin on No Approvers check box to indicate that the approvals administrator is to be notified if the system does not find an approver for the path. This option is only available when the Step Source is *Dynamic.*

c. Select the Skip Prior Steps for Requester check box to indicate that if one of the approvers in this path is also the requester, then the system is to skip all steps in the path prior to that approver's step.

d. Select the Check Authorization check box to enable the approval authorization.

e. Select the Skip Unauthorized Users check box to enable the approval process to skip users within the user list if the system determines that they can't satisfy all of the criteria for approval.

For more information and an example of dynamic approvals see *PeopleSoft Approval Framework,* "Defining Dynamic Approvals."

See "Defining Dynamic Approvals" (PeopleSoft 9.2: Approval Framework).

Defining Notification Templates for Approvals

To set up notification templates for approvals, use the Generic Templates (WL_TEMPLATE_GEN) component.

These topics provide an overview of generic template definitions and list the pages used to define notification template definitions.

Page Used to Define Notification Templates for Approvals

Page Name	***Definition Name***	***Usage***
"Generic Template Definition Page" (PeopleSoft 9.2: Approval Framework)	WL_TEMPLATE_GEN	Enter generic template definitions.

Understanding Generic Template Definitions

Anytime that the Approval Framework triggers an email notification, it constructs the email based on the notification rules that you have set on the Configure Transactions page. The engine bases the email on the template that you specify in the Template Name field in the Notifications group box on that page.

If you are using bind variables (%1, %2, %3 and so on) in your email notification template, you must also create an SQL object through PeopleTools Application Designer. The Approval Framework uses this SQL object to populate the bind variables that you define in your notification template. You assign an SQL object to an email notification through the SQL Object identifier fields on the Configure Transactions page.

The Approval Framework reserves the %1 bind variable as a placeholder for an auto-generated link within the email notification to an application component. If you do not want to display the auto-generated link in your email notification, exclude the %1 bind from the template variables that you list on the Generic Template Definition page.

Related Links

"Defining Notification Templates for Approval Framework" (PeopleSoft 9.2: Approval Framework)

Reviewing Delivered Notification Templates for Delegation

Defining Users for Approvals

To set up users for approvals, use the User Profiles (USERMAINT) and Maintain User Lists (EOAW_USER_LIST) components.

These topics provide an overview of user lists within Approvals and list the pages used to define users for approvals.

Pages Used to Define Users for Approvals

Page Name	***Definition Name***	***Usage***
"User Profiles - Roles Page" (PeopleSoft 9.2: Approval Framework)	USER_ROLES	Attach workflow roles to users. A role is a class of users who perform the same type of work, such as clerks, buyers, or managers. A role describes how people fit into workflow. Role user IDs determine how to route Worklist items to users and how to track the roles that users play in the workflow.

Page Name	Definition Name	Usage
"User Profiles - Workflow Page" (PeopleSoft 9.2: Approval Framework)	USER_WORKFLOW	Define workflow for user profiles. Use this page to define alternate users who are part of the workflow process. You can define alternate users to handle approvals during the absence of the primary approver and supervisor. Refer to the *Setting Up and Working With Delegation* topics if you are using the Delegation functionality and want to use the alternate user ID.
"User List Definition Page" (PeopleSoft 9.2: Approval Framework)	EOAW_USER_LIST	Create and maintain user-list definitions used for routing transactions for approval. Also, define user sources for use with steps in the approval process. If you are using the Query option to define the user list for approval workflow, then, when you are creating the query in the Query Manager component, you must set the Query Type value of the query to *Process*. Setting the Query Type value to *User* can cause an error.

Understanding User Lists within Approvals

A *user list* is a collection of users (PeopleSoft Operator IDs) expressed as the result of an SQL statement, PeopleSoft role, or PeopleSoft Application Class. User lists are used to represent the business process of your approval hierarchy on a transaction-by-transaction basis. PeopleSoft delivers pre-defined user lists. If none of the delivered user lists apply to your organization's hierarchy, then you can define your own using the Maintain User Lists component.

Note: The delivered user lists for HCM approvals are designed to be used for routing approvals; they are not for notifications or escalations. Organizations will need to create their own user lists for notification purposes.

Delivered User Lists for HCM for Approvals

PeopleSoft HCM delivers the following common user lists for use with the Approval Framework:

User List	Description
By Department Manager	Uses the Manager ID field from the Department Profile page.
By Partial Pos Mgmt - Dept Mgr	Uses the Reports To field from the Job Information page and then the Manager ID field for that position and department from the Department Profile page.

User List	Description
By Partial Pos Mgmt - Suprvsor	Uses the Reports To field from the Job Information page and then the Supervisor ID field for that position from the same page.
By Position Management	Uses the Reports To field from the Job Information page.
By Supervisor ID	Uses the Supervisor ID field from the Job Information page.

Note: Refer to the corresponding documentation in your application-specific documentation for information about delivered user lists that are specific to an application.

Multiple Jobs and User Lists

PeopleSoft HCM delivers a series of user lists, or approval hierarchies, based on application class that is designed specifically for receiving and passing employee job information. These user lists correspond to the roles within an organization and enable you to select which job the Approval Framework uses to route approvals for employees with multiple jobs.

If an employee with multiple jobs encounters a job-related transaction during self-service approvals processing, the system prompts the employee to select the job for which she or he wants to process the transaction. For multiple job capability, the delivered user lists use an Application Class as the source for the user list, with the value of the Root Package ID field set to *HCSC_USERLIST_UTILS* and one of the following delivered Application Class Path values:

Application Class Path	Related User List Definition
HCSC_USERLISTS:GetApproversByPositionMgmt	By Position Management
HCSC_USERLISTS:GetApproversByDeptManager	By Department Manager
HCSC_USERLISTS:GetApproversByPosnDeptMgr	By Partial Pos Mgmt - Dept Mgr
HCSC_USERLISTS:GetApproversByPosnSupervisor	By Partial Pos Mgmt - Suprvsor
HCSC_USERLISTS:GetApproversBySupervisorId	By Supervisor ID

The delivered user lists correspond with different access types that PeopleSoft Human Resources delivers with direct reports functionality. The system uses each of these delivered user lists in correspondence with how you define your direct report structure (by supervisor, by department, and so on).

If you define a custom user list and want multiple job capability, then you must use these same application root package ID and application class path values. PeopleSoft HCM supports multiple job capability *only* in the predefined user lists that we deliver.

Note: PeopleSoft HCM *does not* support multiple job capability for these custom user lists.

See *PeopleTools: PeopleCode Developer's Guide*.

Setting Up the Notification and Escalation Manager

To set up notification and escalation, use the Define Event Types (EOAW_NEM_EVENTS), Define Events (EOAW_NEM), Event Status (EOAW_NEM_STATUS), and Schedule JobSet Definition (SCHDLDEFN) components.

These topics provide an overview of notification and escalation, list the pages used to set up the Notification and Escalation manager, and discuss how to view event statuses.

Pages Used to Set Up the Notification and Escalation Manager

Page Name	***Definition Name***	***Usage***
"Event Type Page" (PeopleSoft 9.2: Approval Framework)	EOAW_NEM_EVENTS	Associate events to a server.
"Notification and Escalations Page" (PeopleSoft 9.2: Approval Framework)	EOAW_NEM_SETUP	Set up an escalation event and define the evaluation and action details.
Event Status Page	EOAW_NEM_STATUS	View the status of an event.
"Escalations Calendar Setup page" (PeopleSoft 9.2: Approval Framework)	EOAW_CALENDAR	Define a custom calendar which can be used to define the timeout options in the Approval Process Setup page.

Understanding Notification and Escalation

Notification and Escalation Manager (NEM) is a mechanism used to process notifications and escalations on a specified interval.

For example, escalations are used when an approver has not responded within a specified time period to a transaction that is pending approval. You can specify the time period (timeout) and you can specify alternate approvers to whom to notify and escalate the approval for further action. Timeout options are defined on the Approval Path Definition page.

Event Status Page

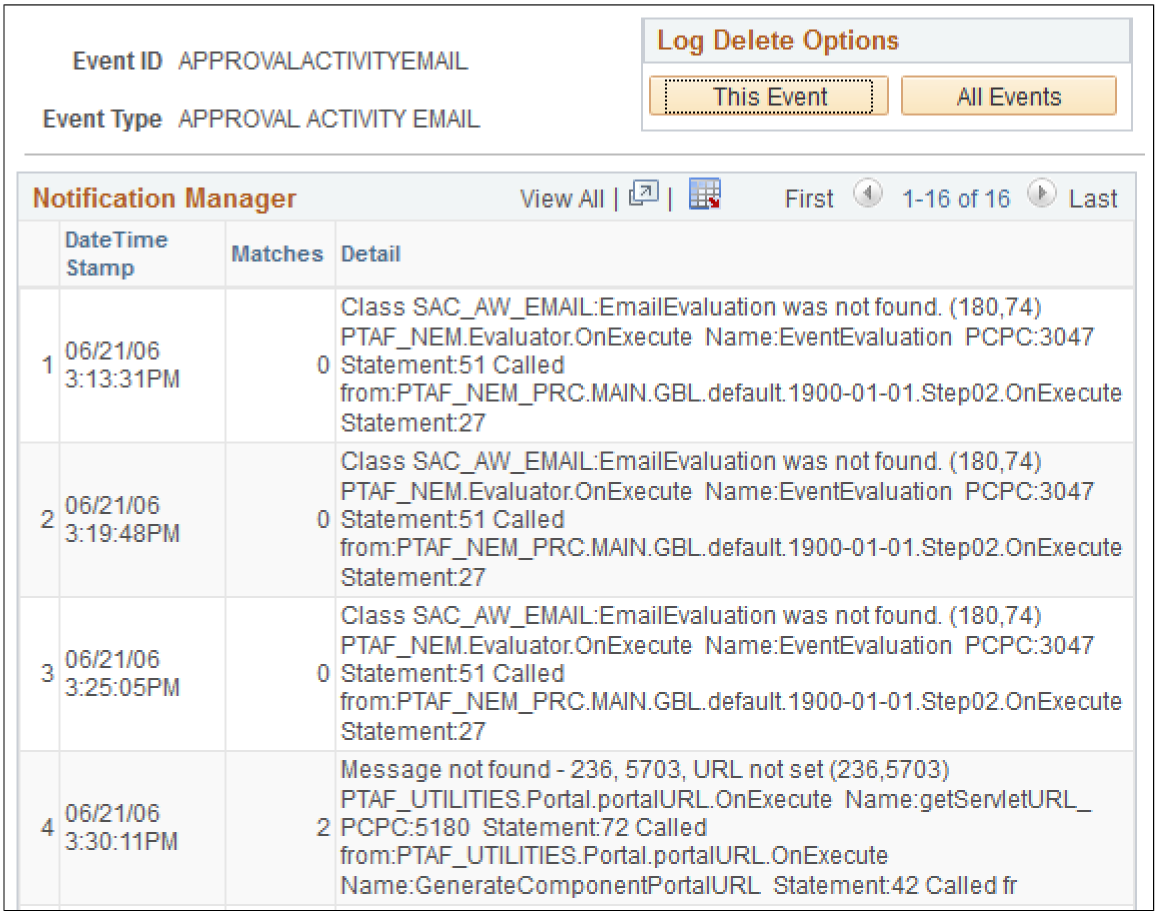
Use the Event Status page (EOAW_NEM_STATUS) to view the status of an event.

Navigation

Set Up HCM > Common Definitions > Approvals > Notification and Escalation > Event Status > Event Status

Image: Event Status page

This example illustrates the fields and controls on the Event Status page. You can find definitions for the fields and controls later on this page.



Log Delete Options

This Event	Click to delete all notification event logs for the event ID that you selected.
All Events	Click to delete all notification event logs for all events.

Notification Manager

DateTime Stamp	Used in the Status record to track the results of each instance run.
Matches	Displays the number of rows that are returned from a row set.
Detail	Displays detailed status messages for each notification event.

Setting Up Security for Approvals

After you define all necessary objects in PeopleTools Application Designer and complete the required setup in the application components, you must ensure the proper setup of the applicable permissions lists, roles, and web libraries.

This table describes the delivered permission lists for the approval framework:

Permission List Name	***Description***	***Roles Attached To***
HCCPSCAW1010	This is the approvals administrator permissions list. It grants permissions for Approval Framework administration and configuration objects. These objects include all components under the menu path Set Up HCM > Common Definitions > Approvals. PeopleSoft delivers this list already attached to the Approval Framework administrator role. You should also attach this permission list to any existing, application-specific administrator roles in your organization for which you want the administrators to inherit this permission list.	Approval Framework administrator
HCCPSCAW1020	This is the manager permissions list. It grants permissions for Approval Framework manager objects. These objects include several manger-specific self-service pages. PeopleSoft delivers this list already attached to the manager role. Any of your application-specific users who are considered managers and have the manager role assigned to them will automatically inherit this permission list.	Manager
HCCPSCAW1030	This is the employee permissions list. It grants permissions for Approval Framework employee objects. These objects include several employee-specific self-service pages. PeopleSoft delivers this list already attached to the employee role. Any of your application-specific users who are considered employees and have the employee role assigned to them will automatically inherit this permission list.	Employee

PeopleSoft HCM delivers the AWE Administrator role. This role already has the HCCPSCAW1010 permission list assigned to it. However, this role is not attached to any users as delivered. If you *do not* have an application-specific administrator role, then you can use this role by attaching it to any application-specific administrator users that you have. If you *do* have an application-specific administrator roles within your organization, then PeopleSoft recommends that you simply attach the HCCPSCAW1010 permission list to that role.

To enable users to view additional information about Approval Framework participants through the approvals status monitor, you must assign users the correct permissions. Because of the manner in which the system displays the approvals status monitor, you must also grant access to the WEBLIB_PTAF web library for the appropriate product permission lists. Also, for users to be able to use the EMC functionality that is part of the Approval Framework, you must grant permission lists full access to the WEBLIB_EOAW web library. PeopleSoft HCM delivers these two web libraries as part of the delivered Approval Framework permission lists.

To grant permission lists access to web libraries:

1. Navigate to PeopleTools > Security > Permissions & Roles. Permission Lists.
2. Select the permission list for which you want to grant access to web libraries.
3. On the Web Libraries page, insert a new row for the web libraries WEBLIB_PTAF and WEBLIB_EOAW.
4. For each web library, click the Edit link.

   The system displays the Weblib Permissions page.
5. Click the Full Access (All) button to grant access to all functions, or complete the Access Permissions field to grant access to specific script functions.
6. Click OK.
7. Save the permission list.

Note: The Approval Framework assumes each person in the system has one valid operator ID. If you are using the approval process and allow your employees to have more than one operator ID, make sure they have the same roles and permission lists.

See *PeopleTools: Security Administration*.

Administering Approvals

The approval monitor gives administrators a view into all approvals to which they have access, as well as the ability to take necessary actions on pending approvals.

Note: Guided self-service transactions are read-only on the Monitor Approvals page. To perform a final administrative approval for a guided self-service transaction, use the Guided Self Service Requests page instead.

This topic provide overviews of approvals administration and discusses how to administer approvals.

Pages Used to Administer Approvals

Page Name	***Definition Name***	***Usage***
Monitor Approvals Page	EOAW_ADM_MON_SRC	Approvals administrators can search on approval processes and perform mass reassignments.
Monitor Approvals - "Monitor Approvals Page" (PeopleSoft 9.2: Approval Framework)	EOAW_ADM_MON_ACT	Approvals administrators can perform actions on a specific approval process. On this page, administrators can view guided self-service transactions in read-only mode, but they cannot take action on the transactions.
Guided Self Service Requests – <Transaction Name> Page	WF_MSS_CT_EE	Approvals administrators can view and act on approval transaction where the request was originally submitted using guided self-service.

Related Links

(USF) Reviewing Federal Self-Service Transactions

Understanding Approvals Administration

The Administer Approvals component gives approvals administrators a view into all approvals to which they have access, as well as the ability to take necessary actions on pending approvals.

Actions available for the approvals administrator are:

Reassignment

Allows the approvals administrator to reassign pending approvals to a new approver based on search criteria.

Approve

Allows the approvals administrator to act on behalf of the assigned approver. The approval is initiated for a specific user, wherever that user may be pending within a specific transaction. Once the administrator takes action, the approval resumes the approval process.

Denial

Allows the approvals administrator to act on behalf of the assigned approver. The denial is initiated for a specific user, wherever that user may be pending within a specific transaction.

Ad Hoc

Allows the approvals administrator to add a reviewer or approver to a specific transaction in serial or parallel with existing approvers. For serial approvals, each approval in the process is sequential. Users can add approvers and reviewers only after the current pending step or later. For parallel approvals, the sequence does not matter. Users can insert an ad hoc step in an ad hoc path in any currently pending or subsequent stage.

The approvals administrator can add or remove ad hoc approvers once the transaction is submitted. The Approval

Framework launches the previewed approval process instance if requested by the application developer's code.

If you have an ad hoc approver user list defined on the Configure Transactions page, only the users within that list can be added as an ad hoc approver or reviewer.

Source End Actions

When a request is approved, the engine notifies the application, which then takes source end actions:

- End actions.

  An approval of one transaction often leads to the creation of another transaction, or triggers another business process. The Approval Framework supports this trigger by providing a call-back mechanism for event notification. For example, when a promotion is approved, it can be sourced—an action follows final approval, which is the end action.

- Line-level versus header-level end actions.

  Use line-level approvals to make it possible for an action to be taken on different line items upon their approval, without waiting for the approval of other line items in the transaction. You can source line items as soon as they are approved.

  This action is possible only if line-level approval routings are at the end of the process and require no further review. In this case, the application can act on the individual lines as they get approved. The Approval Framework notifies the application of significant approval-related events.

  Header actions allow the transaction lines to be grouped together and processed as one unit.

Approval Reassignment

You can reassign pending tasks to another approver, or an administrator can reassign all tasks that belong to a specific approver to another approver. Use reassignment in the following situations:

- The approver chooses to redirect the task to another approver, thus delegating a specific task (step) to another approver.

- The approvals administrator decides to reassign all pending tasks within a step that belong to an approver to another approver.

  This reassignment usually occurs when an approver is unexpectedly absent and the approvals administrator reassigns all pending tasks to another.

When you redirect a workflow task to another approver, you can modify the approval process map.

Note: The Approval Framework is set up for administrative reassignment and escalations only.

Monitor Approvals Page

Use the Monitor Approvals page (EOAW_ADM_MON_SRC) to search on approval processes and perform mass reassignments.

Navigation

Workforce Administration > Self Service Transactions > Approvals and Delegation > Monitor Approvals > Monitor Approvals

Image: Monitor Approvals page (1 of 2)

This example illustrates the fields and controls on the Monitor Approvals page (1 of 2). You can find definitions for the fields and controls later on this page.

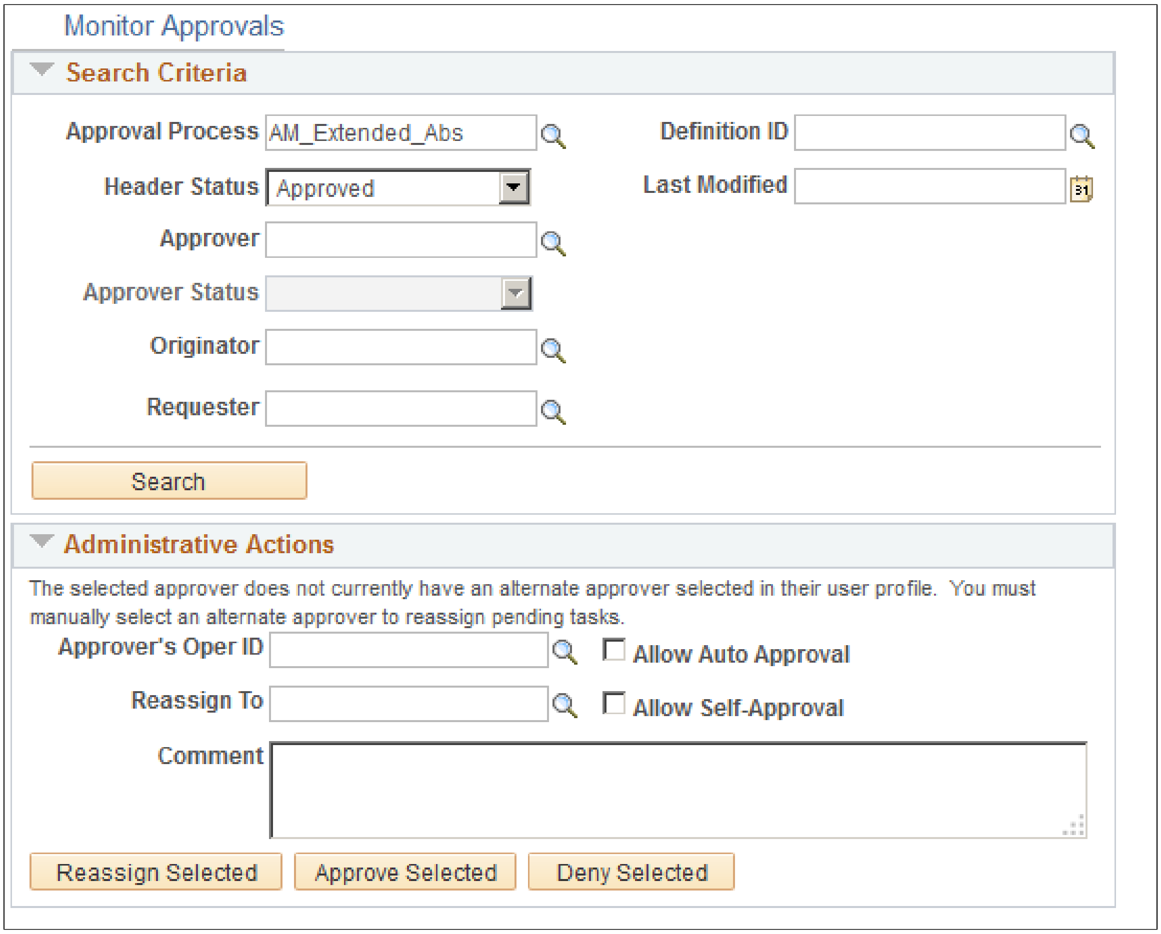
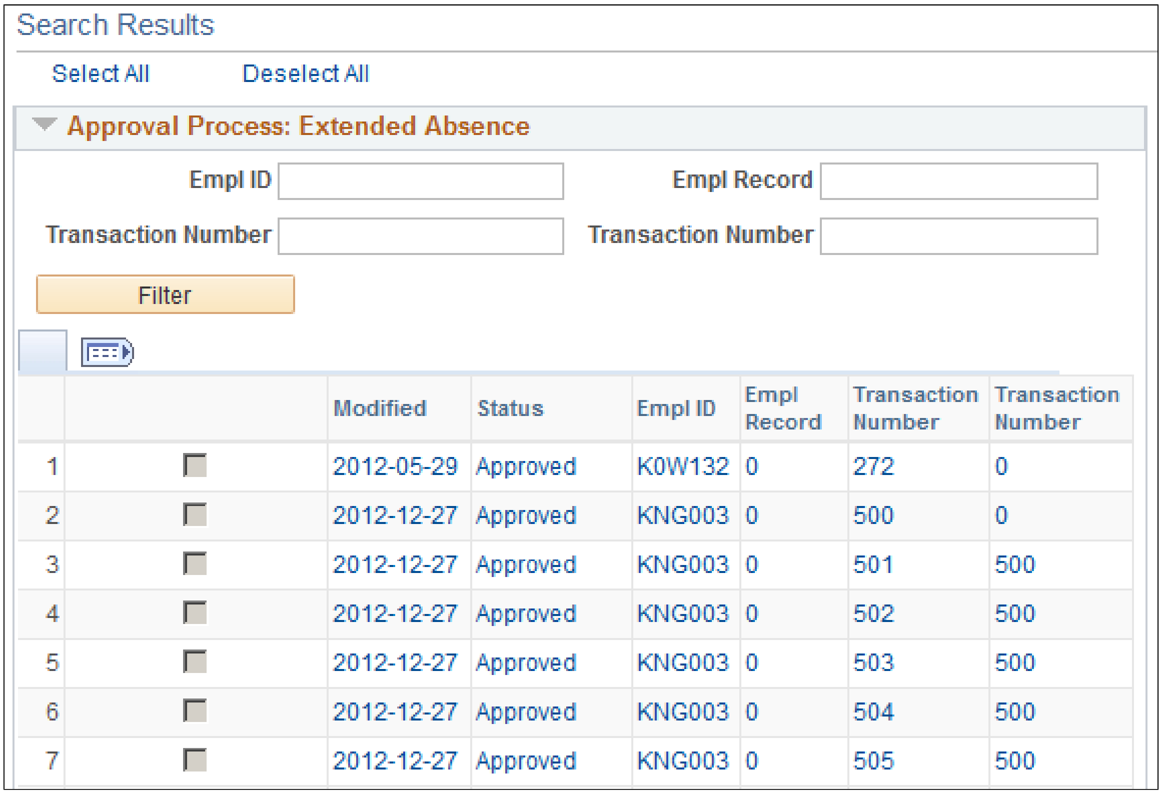


Image: Monitor Approvals page (2 of 2)

This example illustrates the fields and controls on the Monitor Approvals page (2 of 2). You can find definitions for the fields and controls later on this page.



		Modified	Status	Empl ID	Empl Record	Transaction Number	Transaction Number
1		2012-05-29	Approved	K0W132	0	272	0
2		2012-12-27	Approved	KNG003	0	500	0
3		2012-12-27	Approved	KNG003	0	501	500
4		2012-12-27	Approved	KNG003	0	502	500
5		2012-12-27	Approved	KNG003	0	503	500
6		2012-12-27	Approved	KNG003	0	504	500
7		2012-12-27	Approved	KNG003	0	505	500

For a complete description of this page, see *PeopleSoft Approval Framework,* "Using the Approval Monitor."

See "Using the Approval Monitor" (PeopleSoft 9.2: Approval Framework).

Administrative Actions

Approver's Oper ID (approver's operator ID) — Select the operator ID of the approverl to whom the approval transaction is assigned.

Reassign To — Select the operator ID of the person to whom you want to reassign approval transactions for the specified approver in the Approver's Oper ID field.

Allow Auto Approval — Select to allow auto approval of approval transactions that are assigned to the specified approver.

Allow Self-Approval — Select to allow the specified approver to approve transactions on their own behalf.

Comment — Enter a comment to describe the mass reassignment. The comment becomes part of the transaction itself.

Reassign Selected — Click to reassign the approval transactions from approver in the Approver's Oper ID field to the person specified in the Reassign

To field. The system reassigns only the approval transactions that you have selected in the search results.

Search Results

The system displays a unique section for each approval process that has approval transactions meeting your search criteria. Each section contains key fields that are unique to the specific approval process. You can filter your search results within a section by specifying key values and clicking the Filter button.

Select All	Click to select all approval transactions that are listed in your search results.
Deselect All	Click to clear the selection of all transactions in your search results.
Filter	Specify key values and then click the Filter button to narrow your search results within an approval process section.
Modified	The system displays the date when the approval transaction was last modified. If the approval transaction has never been modified, the system displays *Never*.
Status	The system displays the status of the approval transaction: *Pending, Denied, Terminated,* or *Approved.*
<Key Values>	The system displays key values for each of the approval transactions that meet your search criteria. Key values vary depending on the approval process.

Related Links

"Monitor Approvals Page" (PeopleSoft 9.2: Approval Framework)

Guided Self Service Requests – <Transaction Name> Page

Use the Guided Self Service Requests – <Transaction Name> Page (WF_MSS_CT_EE) to perform an administrator action on a transaction that was originally submitted using guided self-service. The page name varies depending on the transaction.

Navigation

Workforce Administration >Self Service Transactions >Guided Self Service Requests

For complete documentation for this page, see "Approving Guided Self-Service Transactions" (PeopleSoft HCM 9.2: eProfile Manager Desktop).

Generating an Approvals Audit Report

These topics provide an overview of the Approvals audit report, list the page used to run the Approvals Audit Report, and discuss how to generate an approvals audit report.

Page Used to Run the Approvals Audit Report

Page Name	***Definition Name***	***Usage***
Approvals Audit Report Page	HCSCAWE_RUN_CNTL	Generate an approvals audit report that provides a complete list of approval transactions that have passed through the Approval Framework based on your run criteria.

Understanding the Approvals Audit Report

The Approval Framework produces an audit trail for each approval transaction as the transaction passes through the approval process. This audit trail includes tracking the distinction between the actions of the original approver and his or her proxy. The Approvals Audit Report Application Engine process (HCSC_AWE_ADT) creates an audit report based on this audit trail and the run criteria that you enter on the Approvals Audit Report page.

The Approvals Audit Report (AWEAUDIT) report includes the following data regarding approval transaction requests as applicable:

- Transaction number, which the Approval Framework automatically assigns to each approval transaction request.
- Approval process ID, which is defined during setup of the approval process.
- Approval definition ID, which is defined during the setup of the approval process.
- Current approver's name, if the request is still pending.
- Current request status.
- Requestor's or originator's name.
- Proxy and delegator's names, if applicable.
- Requestor's or originator's employee ID.
- Each approver's name.
- Transaction submit date.
- Transaction completion date.

Enter data into one or more of the fields to filter your report results. If you leave a field blank, the report process includes results for all possible values pertaining to that criterion. For example, if you specify the range of dates for which requests were submitted as January 1, 2009 to December 31, 2009, and a specific originating requester, then the system generates a report that includes all transactions requested by that person for 2009, regardless of approval process ID and approval definition ID.

You can view the report online in PDF format, print the report, save it, or rerun the report using different filtering criteria. You can also download the report to your local machine as a TXT, XLS, or CSV file. The top of the report displays the date and time stamp of when it was generated and a summary of the filter data selected. The report sorts the data by request submit date.

Approvals Audit Report Page

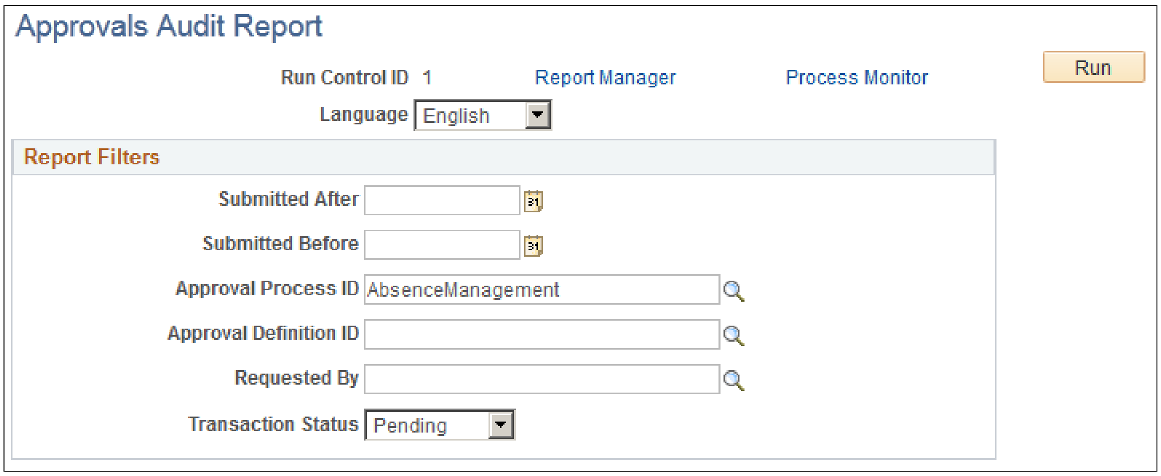
Use the Approvals Audit Report page (HCSCAWE_RUN_CNTL) to generate an approvals audit report that provides a complete list of approval transactions that have passed through the Approval Framework based on your run criteria.

Navigation

Workforce Administration > Self-Service Transactions > Approvals and Delegation > Approvals Audit Report > Approvals Audit Report

Image: Approvals Audit Report page

This example illustrates the fields and controls on the Approvals Audit Report page. You can find definitions for the fields and controls later on this page.



Submitted After and **Submitted Before**	Enter a date range for which you want to include approval transaction requests in the audit report.
Approval Process ID	Select an approval processes ID to filter your report results to a specific type of approval transaction.
Approval Definition ID	Select a specific approval process definition for which you want to filter your report results.
Requested By	Select a requester to filter your report results to approval transaction requests submitted by a specific person.
Transaction Status	Select a status to filter your report results to approval transaction requests that currently have the selected status.

Sample Approvals Audit Report

The following is a sample of the Approvals Audit Report:

Image: Approvals Audit Report

This example illustrates the fields and controls on the Approvals Audit Report. You can find definitions for the fields and controls later on this page.

ORACLE

Approval Workflow Transactions
Audit Report

Process ID: AbsenceManagement **Definition ID:** AbsenceMgmtBySupervisorId **Thread ID:** 171	
Transaction Originator	HAM_K0W003
Transaction Requestor	HAM_K0W003
Overall Transaction Status	P - Pending
Parent Thread Number	171
Last Updated On	

Stage Number: 1 **Path Number:** 1 **Step Number:** 1.00				
Step Type	N - Normal			
Step Status	P - Pending			
Ad Hoc Step Inserted By				
Participants				
Approver	**Approved by**	**User Type**	**Step Stat**	**Completed On**
HAM_K0W001	HAM_K0W001	A - Approver	P - Pending	2009-08-10T20:27:2 9

Comments		
User	**Comment Date**	**Comments**

Note: You can configure this report through the PeopleTools BI Publisher functionality.

Working with Self-Service Approval Transactions

These topics discusses the pages used to work with self-service approval transactions.

Important! This topic lists only the self-services pages for approval transactions that are common across multiple applications within the HCM product line. For details about self-service pages that are specific to business processes within an application, refer to application-specific documentation.

Pages Used to Work with Self-Service Approval Transactions

Page Name	***Definition Name***	***Usage***
Review Transactions Page	HCM_APPR_STATUS	View the status and details of approval transactions requests that are associated with the manager or employee viewing the page.
Select Job Page	HCM_JOB_SELECT	Select which multiple job you want to submit or approve an approval requests.

Review Transactions Page

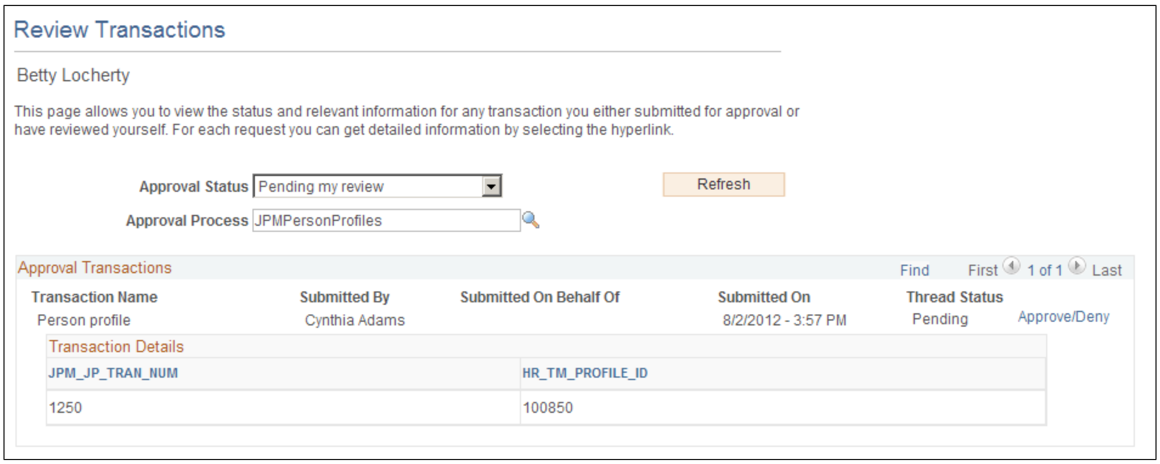
Use the Review Transactions page (HCM_APPR_STATUS) to view the status and details of approval transactions requests that are associated with the manager or employee viewing the page.

Navigation

- Manager Self Service > Review Transactions > Review Transactions
- Self Service > Review Transactions > Review Transactions

Image: Review Transactions page

This example illustrates the fields and controls on the Review Transactions page.



Users can view the status and details of approval transaction requests that are pending their approval, approved, denied, or terminated. Users can additionally filter transactions by approval process.

The system displays the results in the grid. For each transaction in the grid, users can click the View Details link or the Approve/Deny link to access pages where they can review details of the transactions and take further action in the approval process.

Note: For archiving transactions that are stored in the Approval Framework, PeopleSoft recommends using the PeopleTools Archive manager component.

Select Job Page

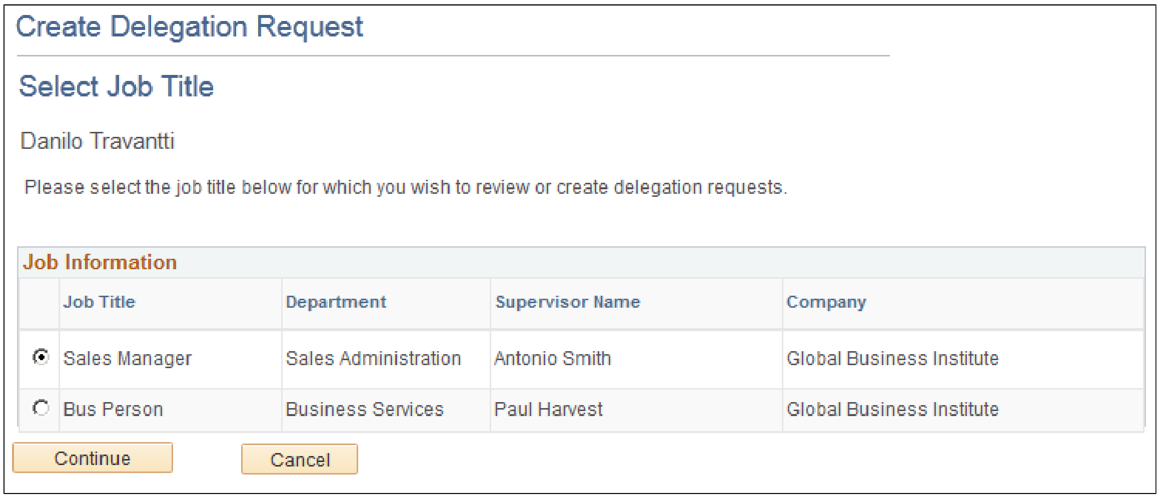
Use the Select Job page (HCM_JOB_SELECT) to select which multiple job you want to submit or approve an approval requests. .

Navigation

The system displays this page when a user submits or approves an request and the user has multiple jobs.

Image: Example of a Select Job Title page

This example illustrates the fields and controls on the Select Job Title page. You can find definitions for the fields and controls later on this page.



If a user submits or approves a transaction and the user has multiple jobs, the user can select the job for which to submit or approve the transaction so that the system can route the request to the appropriate people.

Using PeopleSoft Fluid User Interface Self-Service Approval Transactions

The PeopleSoft Approvals feature provides a way for approvers to take Application Workflow Engine (AWE) actions on PeopleSoft transactions pending their approval, but can do so using any form factor.

Image Highlights, PeopleSoft HCM Update Image 20: HCM Fluid Approvals

PeopleSoft Mobile Approvals

For more information on PeopleSoft Fluid User Interface, see Understanding PeopleSoft Fluid User Interface Home Pages.

These topics provide an overview of fluid versus MAP approvals, how to access the Approvals pages, and discuss how to use PeopleSoft Fluid User Interface manager self-service approval transactions.

Related Links

"Understanding the Management of Direct Reports" (PeopleSoft HCM 9.2: eProfile Manager Desktop)

"Using the PeopleSoft Fluid User Interface to Work with Approvals" (PeopleSoft 9.2: Enterprise Components)

Pages Used for PeopleSoft Fluid User Interface Manager Self-Service Approval Transactions

Page Name	***Usage***
Approvals Tile (Fluid Approvals)	Review pending and historical approval requests that are associated with the logged-in manager using Fluid Approvals technology.
Approvals Tile (MAP Approvals)	Review pending and historical approval requests that are associated with the logged-in manager using MAP technology.
Pending Approvals Page	Lists pending approval requests requiring the attention of the logged-in manager.
Filter Page	Apply one or more filters to narrow your pending approvals list.
Pending Approvals - <Transaction Details> Page	Review the approval request details, enter a comment, and approve, deny, or push back the request.
Approvals History Page	Lists approvals you have worked on in the past.
Approvals History - <Transaction Details> Page	View details about an approval request you have already worked on.

Understanding Approvals and Using Fluid Vs. MAP

Mobile Approvals provides a convenient option to review and approve pending transactions.

In order to use the mobile Approvals feature, applications must utilize the Approval Framework, also known as Approval Workflow Engine (AWE). All transactions must be created in the database, and adhere to the Approval Framework logic and configuration within each application.

Currently PeopleSoft HCM uses two technologies to support approval processing through the use of the fluid pages:

- Enterprise Components - Fluid Approval Framework technology

  This technology consists of; Enterprise Objects Approval Workflow (EOAW), Application Workflow Engine (AWE), and Enterprise Objects Page Composer (EOPC). A minimum tools release of 8.54 is required for Fluid Approvals.

  Requires Tools Release: PeopleTools 8.54.27 and higher OR PeopleTools 8.55.10 and higher.

- PeopleTools - Mobile Approval Platform (MAP) technology

  This framework uses a template-layout approach for building mobile applications.

Important! When implementing Fluid Approvals, all users within the same pillar must be using Fluid Approvals. Oracle does not support a mix of MAP Approvals and Fluid Approvals within the same pillar environment.

For more information on Enterprise Components - Fluid Approval Framework technology, see "Using the PeopleSoft Fluid User Interface to Work with Approvals" (PeopleSoft 9.2: Enterprise Components).

For more information on the Mobile Application Platform, see *PeopleSoft PeopleTools,* “Mobile Application Platform.”

Understanding How to Access the Approvals Pages

When using a mobile device, you can access the approvals pages by tapping the Approvals tile from the Manager Self Service home page. In the PeopleSoft Classic User Interface, access the Approvals tile by selecting the Fluid Home menu option, then access the Manager Self Service home page. You can also select the Notification flag icon at the top of either the fluid or classic PeopleSoft pages to view alerts in a notification window.

PeopleSoft Mobile Approvals

When you access the approvals pages by tapping the Approvals tile, the page defaults to the Pending Approvals page. The application enables you to switch between these approval views (by tapping the Action Menu drop-down icon to access either of these pages):

- Pending Approvals

  An approver can view transactions pending their approval under one interface, thus eliminating the need to go to several different components to look for pending approvals. The Pending Approvals page groups pending approvals by type, date received, from (last sender), and person; filter pending approvals by type, date, and from; display details of each approval request, including the approval chain; and provide AWE actions like Approve and Deny.

- Approvals History

  An approver can also view approval requests that they already worked on. This functionality enables the user to view the status of the approval request in the approval chain and also view any comments by individuals within the chain. The administrator can define how far in the past historical approvals can be retrieved and viewed.

Image: (Tablet) Actions List from the Approvals Pages

This example illustrates how to select approval pages from the actions list within the Approvals pages for the tablet.

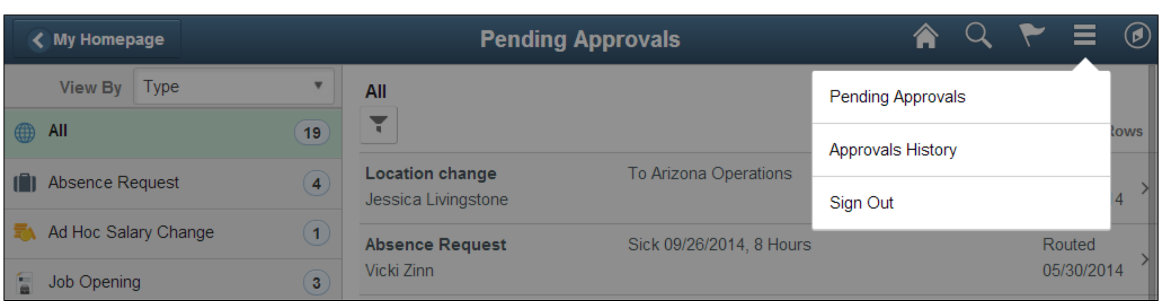
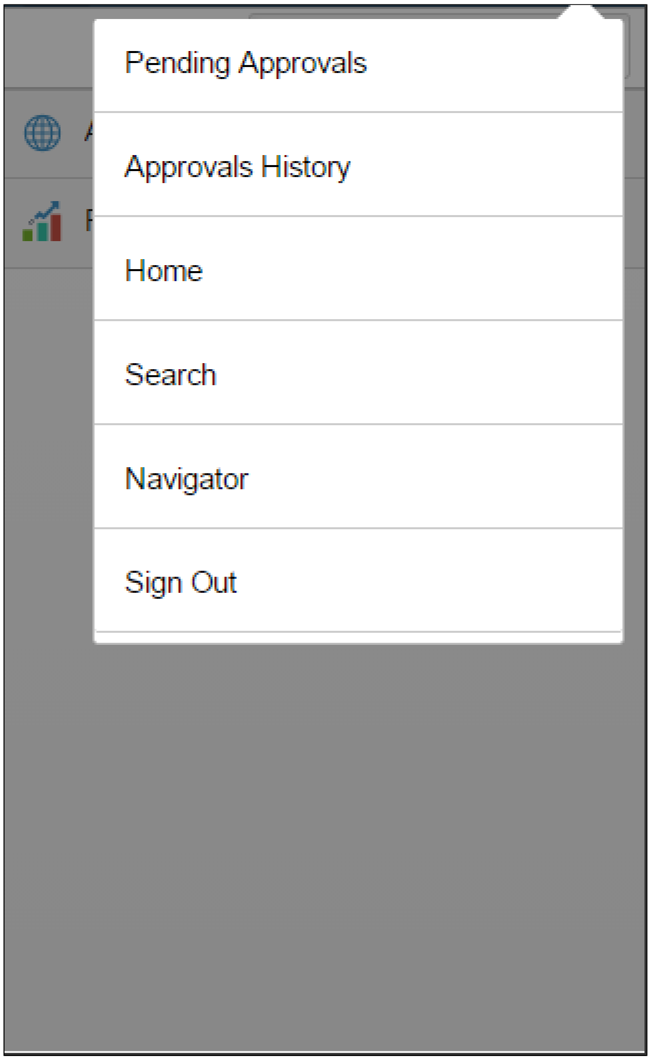


Image: (Smartphone) Actions List from the Approvals Pages

This example illustrates how to select approval pages from the actions list within the Approvals pages for the smartphone. The actions list contains additional options when viewed with a smartphone. These options are available as action buttons that appear on the page banner when viewed with a medium or large form factor (tablet or laptop).



Note: The Approval pages may display slightly different depending on if you are using a smartphone, tablet, and if you are holding your device in landscape or portrait mode.

Approvals Tile (Fluid Approvals)

Use the Approvals tile to review pending and historical approval requests that are associated with the logged-in manager using Fluid Approvals technology.

Navigation

Select Fluid Home under the main menu. On the page that appears, select Manager Self Service. The Approvals tile is available on the Manager Self Service landing page.

As a manager, you can add the tile, through personalization, to a system-delivered homepage or a homepage that you create.

Image: Approvals tile

This example illustrates the Approvals tile.

The tile shows the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

Tap the tile to access the Pending Approvals and Approvals History pages without using traditional menu navigation to review and approve different transactions.

The Approvals pages support approvals that use AWE.

Approvals Tile (MAP Approvals)

Use the Approvals tile (HMAP_APPR_TILE_FL) to review pending and historical approval requests that are associated with the logged-in manager using MAP technology.

Navigation

Select Fluid Home under the main menu. On the page that appears, select Manager Self Service. The Approvals tile is available on the Manager Self Service landing page.

As a manager, you can add the tile, through personalization, to a system-delivered homepage or a homepage that you create.

Image: Approvals tile

This example illustrates the Approvals tile.

The tile shows the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

Tap the tile to access the Pending Approvals and Approvals History pages without using traditional menu navigation to review and approve different transactions.

The Approvals pages support approvals that use AWE.

Pending Approvals Page

Use the Pending Approvals page to review and act on pending approval requests requiring the attention of the logged-in manager.

Navigation

Tap the Approvals tile on the Manager Self Service home page.

Image: (Tablet) Pending Approvals Page

This example illustrates the fields and controls on the Pending Approvals page for the tablet.

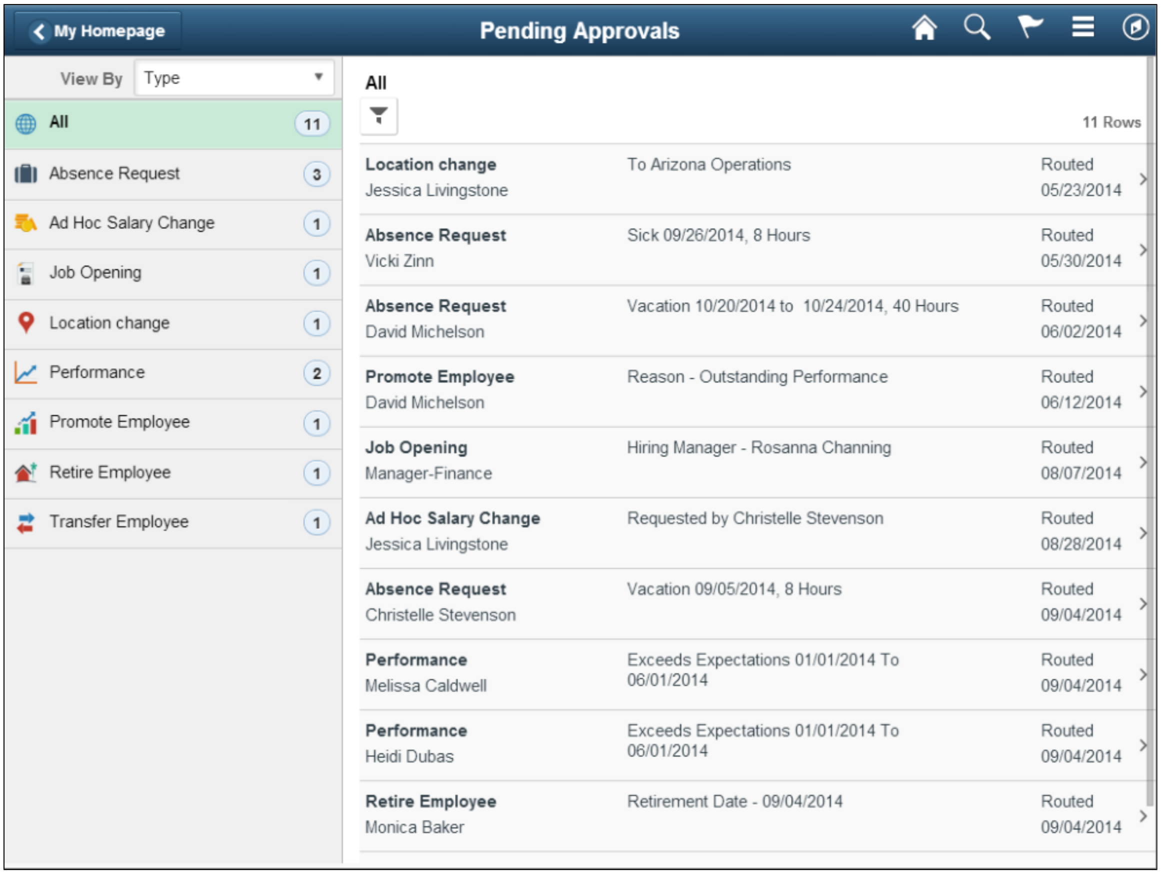
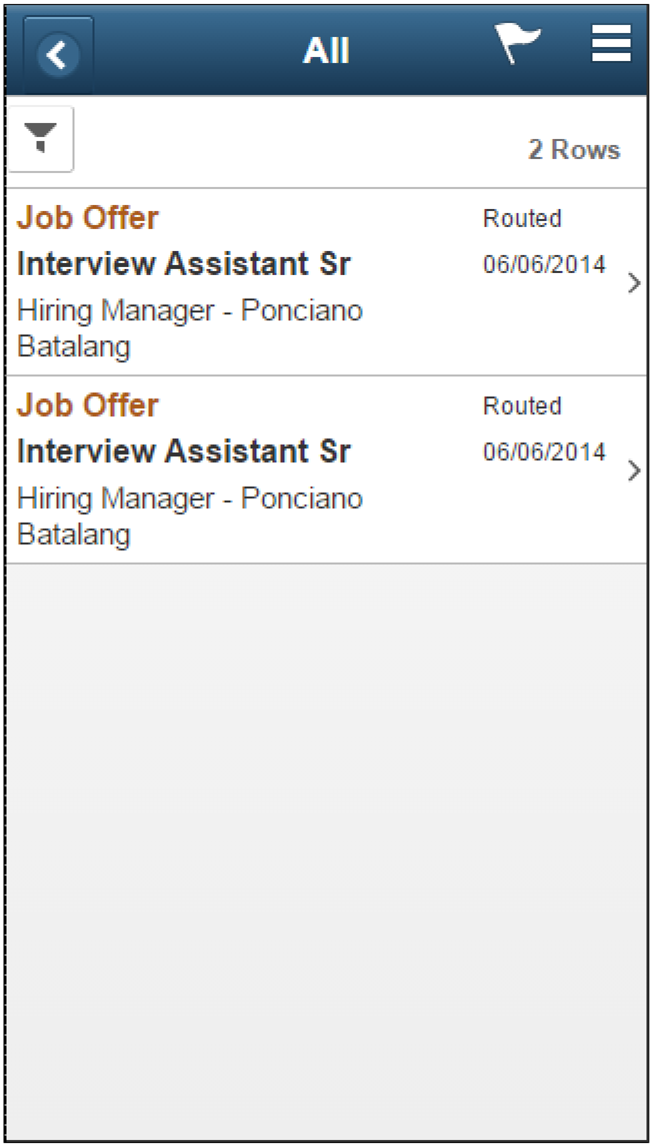


Image: (Smartphone) Showing approval requests by selected category on the Pending Approvals page

This example illustrates the relevant approval requests that appear after a view-by category is selected on the Pending Approvals page for the smartphone.



The approvals pages display vertical tabs that group approval transaction types into categories that are defined by the View By type value you select. The *All* category type appears at the top of the list for all view types when there are pending transactions. Transaction categories within a View By type display a badge identifying the number of pending approvals for that transaction category. If you do not have any pending approvals for a transaction category the tab will not appear in the list.

Note: If you are using the approvals pages in portrait mode on your mobile device, the page will display an arrow on the left side of the page. Tap this arrow to reveal or hide the transaction category tabs.

Tap a transaction category tab to display the pending approvals that apply to that category. When you tap a transaction category, the page will display pending approvals sorted by the date on which the approval request was received, with the oldest pending approval displaying first.

View By

Select how you want the page to display approval requests. You can group pending approvals by these view options:

- *Type* (default view when you access the Approvals tile)

  Groups approval requests by transaction type. For example, you can display all transaction types in one list, or select a specific transaction type, such as a list of absence requests or location changes needing your attention.

- *Date Routed*

  Provides a weekly grouping of pending approvals based on the date the approval was sent to you. Category tabs may include:

  - All (shows all pending approvals)
  - Older (anything before the start of the week before last)
  - 2 Weeks Ago (start of the week before last to the end of the week before last)
  - Last Week (start of last week to the end of last week)
  - This Week (start of the current week until the current day)

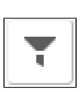
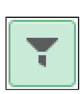
  Note: Define the first day of the week by using the classic PeopleSoft pages to navigate to My Personalizations >Personalize Regional Settings, and selecting the First day of week value.

- *From*

  Groups pending approvals by the last sender. The last sender could be either the requestor of the transaction or the last approver in the approval chain. If the last approver step in the approval chain has multiple approvers, the name of the last person who approved the request is displayed.

- *Person*

  Shows a list of all persons for which there are pending approvals. The transaction category tabs will also list a *No Person Associated* category when there are pending approvals that are not related to a person.

 **Filter** or  **Filters applied** icons

Tap this icon to access the Filter Page and select from one or more criteria to narrow the pending approval list.

The Filter icon appears green when filters have been applied to your search.

The transaction list displays the:

1. Transaction name and the person or job posting with which it is associated.
2. A short description about the approval request.
3. The date upon which the request was routed to you.

Transaction Icons

These icons may be associated with a transaction:

Pushed back by icon

Displays if you have approved a request and the person next in the approval chain pushes back the approval. The name of the person who pushed back the request appears after this icon.

Note: Requests that have been pushed back are not forwarded to the next person in the approval chain. Rather, the request is sent back to the previous person in the approval chain, or to the requestor if the push back occurred with the first approver, and will be pending that person's action.

Delegated by icon

Displays if you have been delegated to work on approval requests on behalf of another person. The name of the person who delegated the request appears after this icon.

Selecting a Transaction Type Category that Permits Mass Approvals

When you tap a transaction type category, the application will display the pending approval items associated with that category. The page will appear differently when a transaction type has been set up to allow mass approvals. When the transaction type category is not set up to allow mass approvals, the page lists the approval request transactions and no action can be take from the page. For these types of transactions, you must tap the desired approval request row to access the Pending Approvals - <Transaction Details> Page, where you can review and complete the approval request.

Image: (Tablet) Pending Approvals Page when Mass Approvals is Enabled for a Transaction Category

This example illustrates the Pending Approvals page (for the tablet) when a transaction category has been set up to have mass approvals enable on the "Mobile Approval Options - Transactions Page" (PeopleSoft 9.2: Enterprise Components).

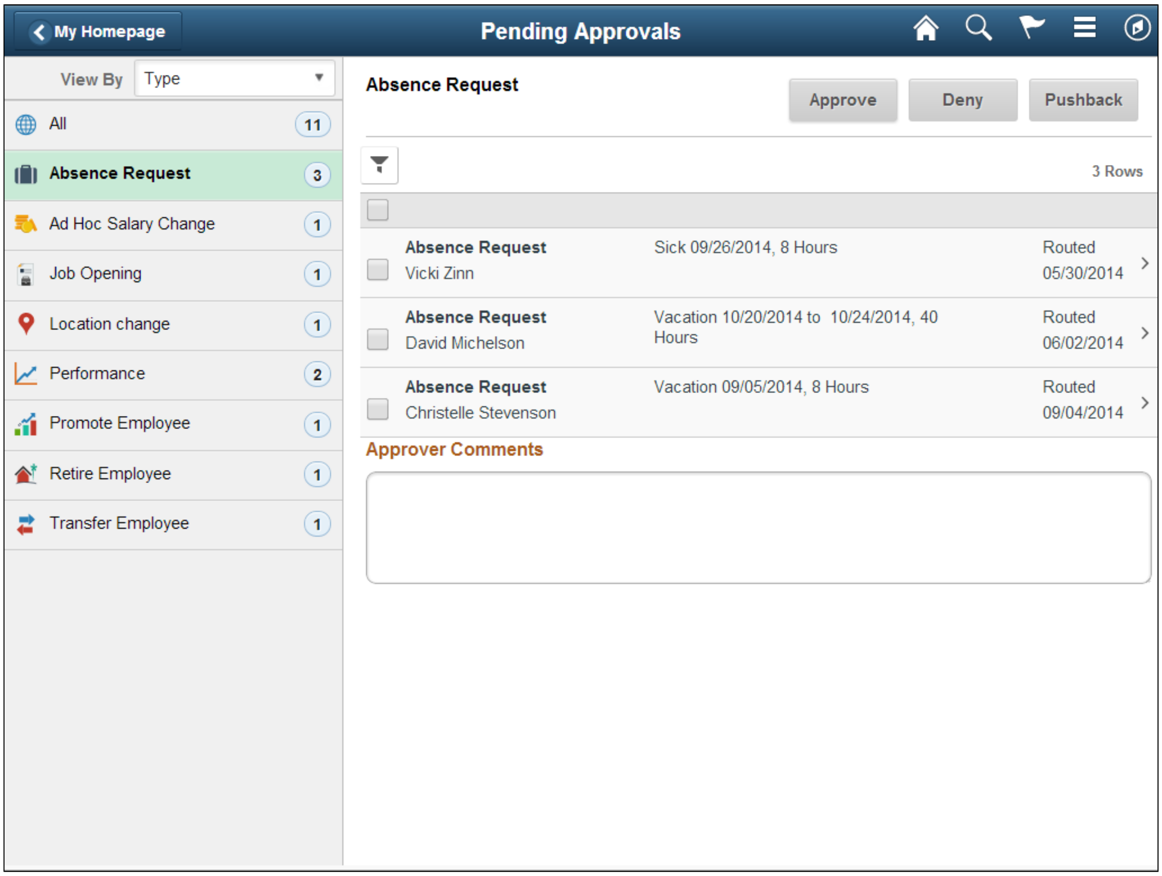


Image: (Smartphone) Pending Approvals Page when Mass Approvals is Enabled for a Transaction Category

This example illustrates mass approvals for the selected transaction on the Pending Approvals page for the smartphone.

When the administrator has configured the transaction to allow mass approvals, you can take action (e.g.- approve, deny, or push back) on several approval requests within the same category at the same time. Perform mass approvals by selecting the check box before each item then tapping the appropriate action button on the page. Select or deselect all check boxes at once by tapping the top check box in the gray header.

If you do not wish to apply the same response to all transaction requests, or want to view individual details for each request, tap a row to access the Pending Approvals - <Transaction Details> Page.

Filter Page

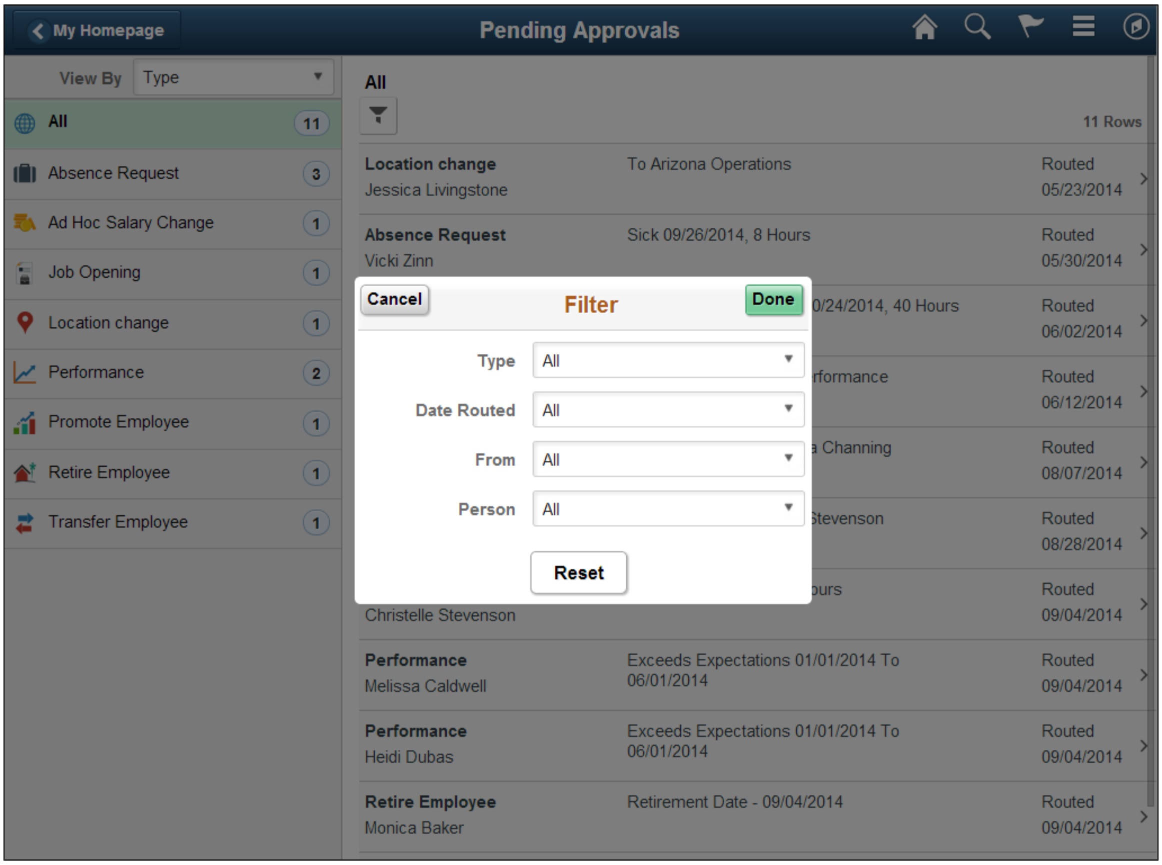
Use the Filter page to apply one or more filters to narrow your pending approvals list to those requests that meet your criteria.

Navigation

Tap the Filter funnel icon at the top of the Pending Approvals or Approvals History pages.

Image: Filter Page

This example illustrates the fields and controls on the Filter page.



Use this page to identify specific categories from one or more view by items. The page displays only those fields and categories that apply to your existing pending approvals.

Cancel Tap this button to return to the Pending Approvals or Approvals History page.

Done Tap this button to apply the filters and refine the approval request results on the Pending Approvals or Approvals History page. The Filter icon on the Pending Approvals or Approvals History page will change to green, indicating that there are filters in place.

Reset Tap this button to reset the filter fields to the default value.

Pending Approvals - <Transaction Details> Page

Use the Pending Approval - <Transaction Details> page to review the approval request details, make a comment, and approve, deny, or push back the request.

Navigation

Tap an individual approval request transaction from the Pending Approvals page.

Image: (Tablet) Pending Approvals- <Transaction Details> Page

This example illustrates the fields and controls on the Pending Approvals - <Transaction Details> page for the tablet.

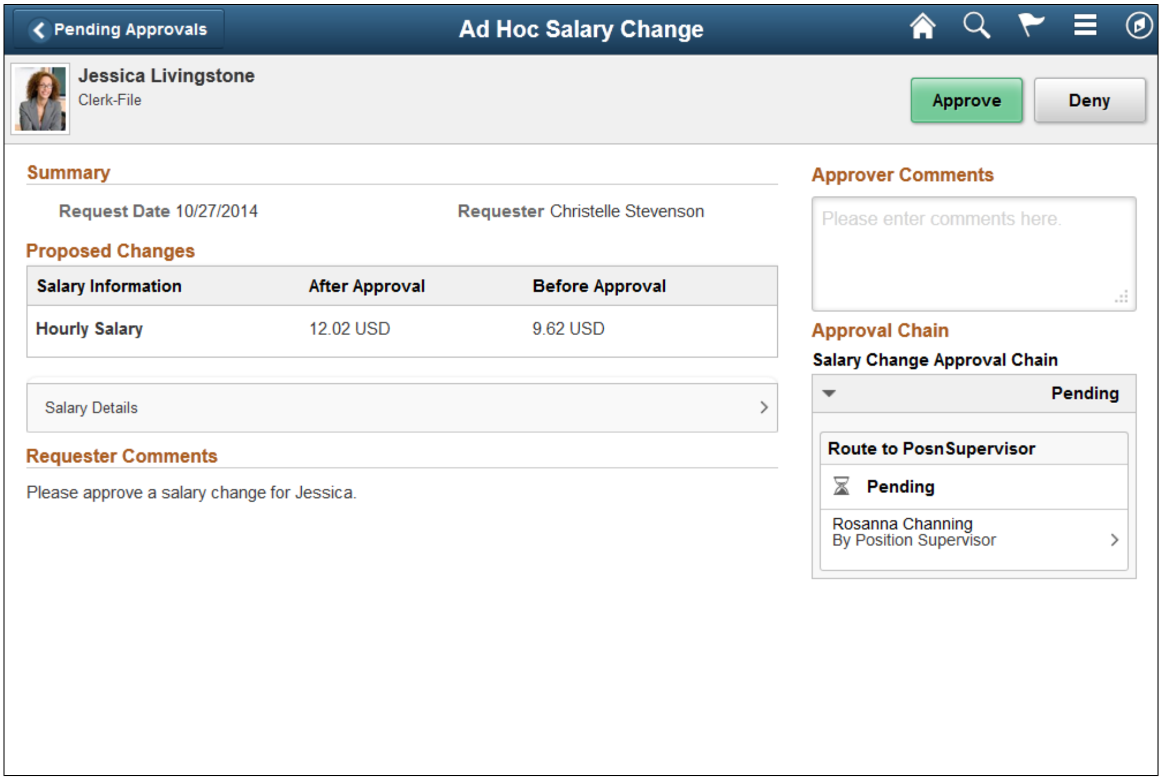


Image: (Smartphone) Pending Approval - <Transaction Details> page

This example illustrates the fields and controls on the Pending Approvals - <Transaction Details> page for the smartphone.

Note: The title in the banner of this page changes based on the approval request you selected. Fields and elements on this page also vary depending on the type of approval transaction you are reviewing.

Tap the arrows on the page to expand a section and view additional details about the person, request, or approval chain. If more than one person is in the approval chain, the page will list all approvers, with the first approver on the top.

When a transaction contains an attachment, tap to open the attachment in a modal window.

The buttons that are available on the page are determined by the "Mobile Approval Options - Transactions Page" (PeopleSoft 9.2: Enterprise Components). Buttons may include:

- Approve

- Deny
- Pushback
- Hold
- Request Information
- More (the page displays this button when the other buttons do not all fit on the page)

When you approve, deny, or push back a transaction, the system will present you with a summary page, asking for a confirmation on the action you want to take. You can then submit or cancel your transaction request. If you submit the request, the transaction will be removed from you Pending Approvals queue and moved to your Approvals History Page.

Approvals History Page

Use the Approvals History page to view approvals you have worked on in the past.

Navigation

Tap the Approvals tile on the Manager Self Service home page, then select the Approvals History item from the Action Menu drop-down list (located in the banner) from the Pending Approvals page.

Image: (Tablet) Approvals History Page

This example illustrates the fields and controls on the Approvals History page for the tablet.

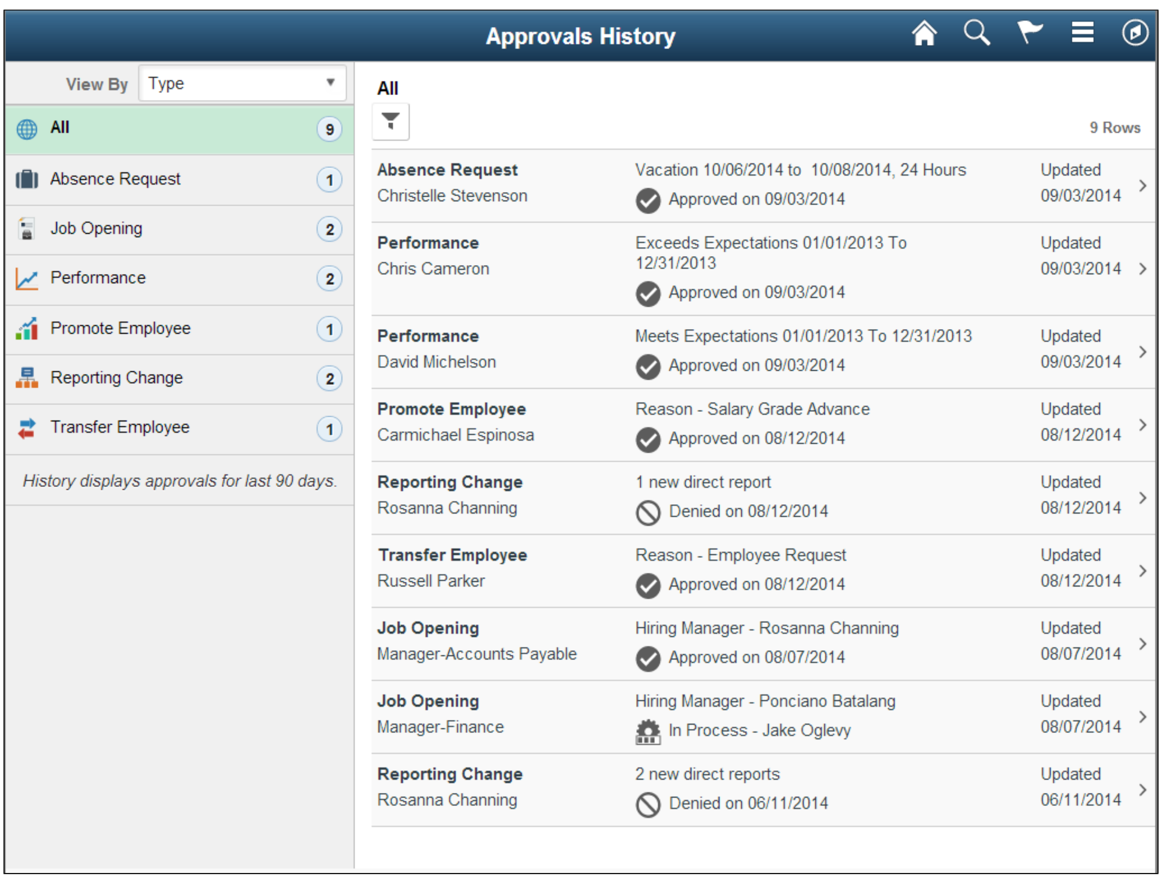
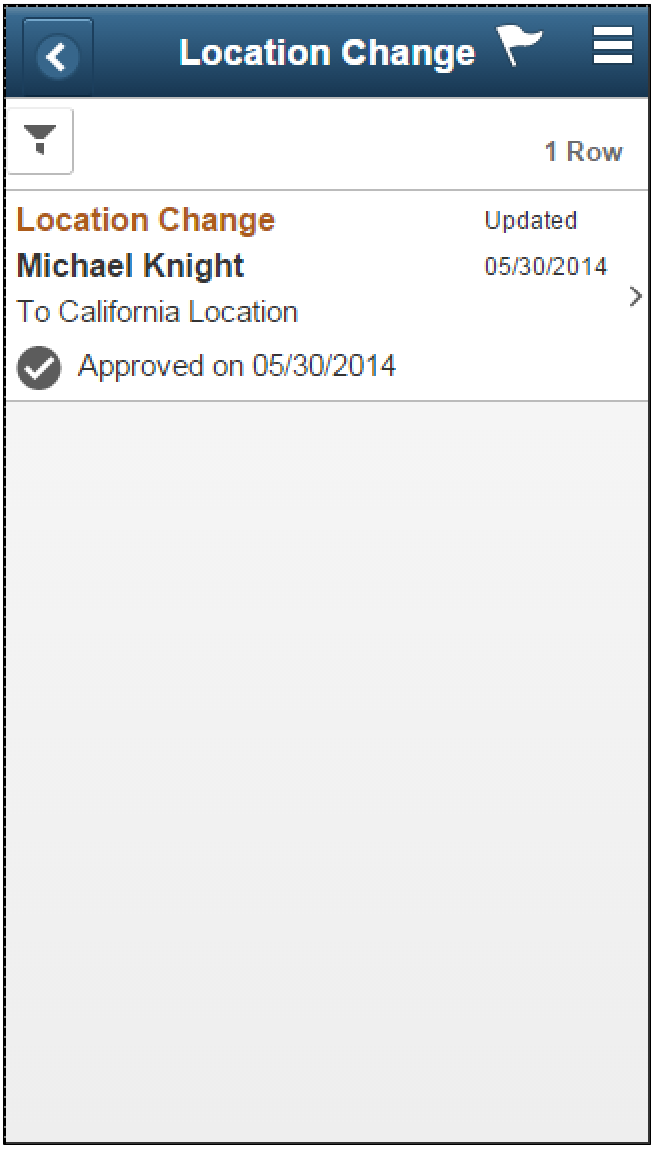


Image: (Smartphone) Showing approval requests by selected category on the Approvals History page

This example illustrates the relevant approval requests that appear after a view-by category is selected on the Approvals History page for the smartphone.



The Approvals History page shows approval transactions you have addressed in the past. How far back you can view historical approval transactions is defined by the administrator on the "Mobile Approval Options - General Settings Page" (PeopleSoft 9.2: Enterprise Components). This page then displays a message below the category tabs indicating the time period for which history is displayed.

This page displays vertical tabs that group approval transactions into categories defined by the View By type you select. The *All* category will appear at the top of the list for all view types when there are historical approval transactions. Categories within a View By type will display a badge identifying the number of historical approvals for that category. If you do not have any historical approvals for a category within the designated time period, the tab will not appear in the list.

Note: If you are using the approvals pages in portrait mode on your mobile device, the page will display an arrow on the left side of the page. Tap this arrow to reveal or hide the category tabs.

Tap a category tab to display the historical approvals that apply to that category. When you tap a category, the page will display historical approvals sorted by the date on which that last person updated or took action on the request, with the most recently updated approvals displaying first.

View By

Select how you want the page to display historical approval requests. You can group historical approvals by these view options:

- *Type* (default view when you access the page)

  Groups approval requests by transaction type. For example, you can display all transactions types in one list, or select a specific transaction type, such as a list of absence requests or location changes you have addressed.

- *Status*

  Displays a list that may show the following status categories:

  - All (contains all approvals that have been worked on within the historical display days)
  - In Process (contains the approvals that are being worked on but have not gone through the approval chain to completion)

    Note: If a higher level approver pushes a transaction back, the transaction will show up on the Pending Approvals page for the user that sent him or her the request. However, for the person that pushed back the request, it will show up in his or her Approvals History page with a status of *In Process.*

  - Approved
  - Denied
  - Terminated
  - Other

- *From*

  Groups historical approvals by the last sender. The last sender could be either the requestor of the transaction or the last approver in the approval chain.

- *Person*

  Shows a list of all persons for which you have worked on an approval within the define historical time frame. The category tabs will also list a *No Person Associated* category

	when there are historical approvals that are not related to a person.
Filter or **Filters applied** icons	Tap this icon to access the Filter Page and select from one or more criteria to narrow the historical approval list. The Filter icon appears green when filters have been applied to your search.

The transaction list displays the:

1. Transaction name and the person or job posting with which it is associated.
2. A short description about the approval request and its status.
3. The date upon which the request was updated.

Tap a specific transaction to access the history transaction details page.

Approvals History - <Transaction Details> Page

Use the Approvals History - <Transaction Details> page to view details about an approval request you have already worked on.

Navigation

Tap an individual approval request transaction from the Approvals History page.

Image: (Tablet) Approvals History - <Transaction Details> Page

This example illustrates the fields and controls on the Approvals History - <Transaction Details> page for the tablet.

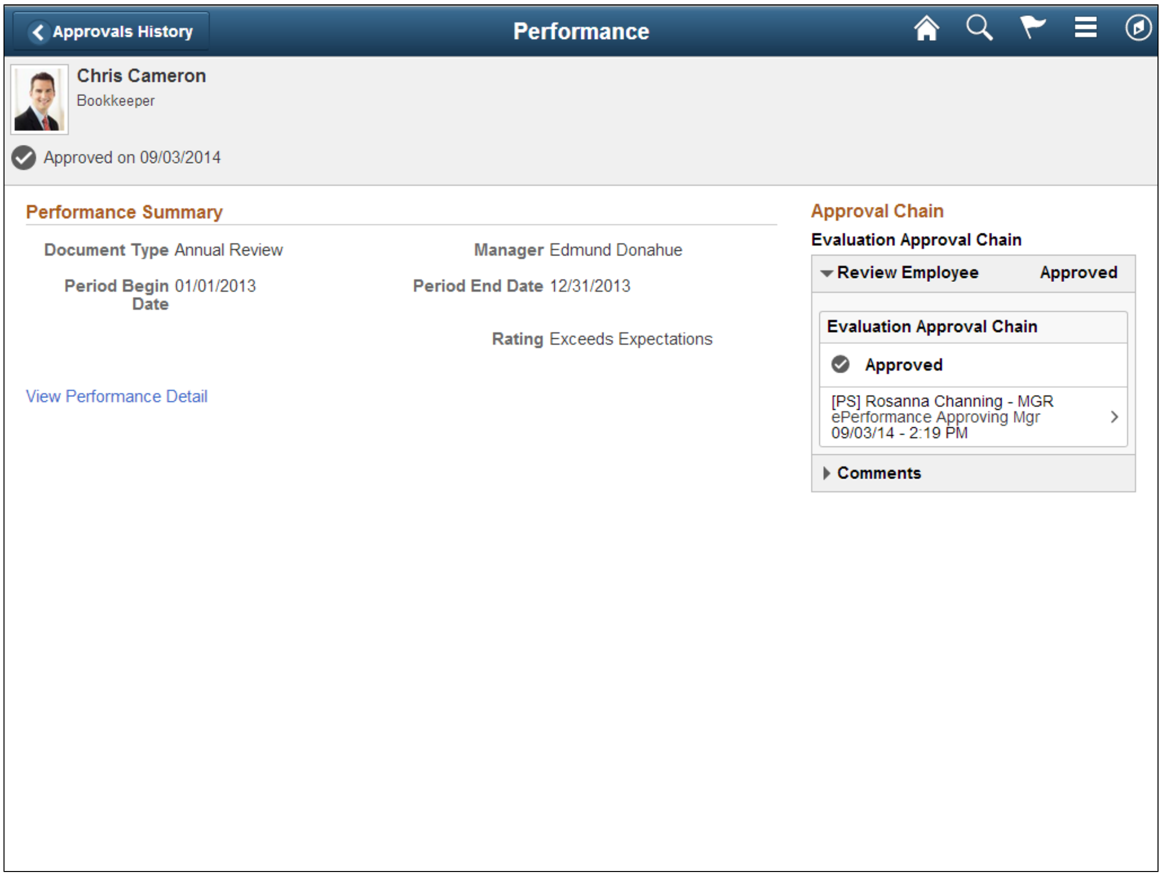


Image: (Smartphone) Approvals History - <Transaction Details> Page

This example illustrates the fields and controls on the Approvals History - <Transaction Details> page for the smartphone.

Use the arrows and links on a page to expand sections or access additional pages to view further details about the request.

Chapter 31

Setting Up and Working with Delegation

Understanding Delegation

Delegation is when a person authorizes another to serve as a his or her representative for a particular task of responsibility. With the Delegation feature, users can authorize other users to perform managerial tasks on their behalf by delegating authority to initiate or approve managerial transactions.

Delegation of authority to perform managerial transactions is usually prompted by one of these scenarios:

- A manager takes leave and wants to delegate authority of managerial transactions to another person while away from the office.
- A senior executive does not have the time to process transactions and wants to delegate this authority to another person, such as an assistant.

Delegation Terminology

The following terms are important to the understanding of Delegation feature and are used throughout these topics:

Delegation	The act of delegating one's authority to another user.
Delegator	A person that delegates authority to another user.
Proxy	A person granted authority to act on behalf of another user.
Delegate Initiation	The Delegation Framework allows you to separate the task of initiating a transaction from approving the same transaction on someone's behalf. Delegator may delegate authority for a proxy to only initiate or submit a transaction on the delegator's behalf.
Delegate Approvals	The Delegation framework allows you to separate the task of initiating a transaction from approving the same transaction on someone's behalf. Delegator may delegate authority for a proxy to only approve or deny a transaction on the delegator's behalf.
Delegated Authority	The rights and privileges that are delegated from the delegator to the proxy.
Delegation Request	A request from the delegator to the proxy to take on delegated authority.
Delegation Period	The time range in which the delegated authority is in effect.
Delegation Administrator	The system administrator who is responsible for configuring, managing, and maintaining delegated authorities.

Revoke When a delegator or delegation administrator withdraws delegated authority.

Delegation Framework

The core of the Delegation feature is the Delegation framework. The Delegation framework manages a proxy's authority over a delegated transaction. When a proxy has delegated authority, the Delegation framework temporarily assigns the proxy a unique role that is specific to the delegated transaction. The role enables the proxy to access the components and pages associated with the delegated transaction. When the proxy no longer has delegated authority, the Delegation framework removes that role and thus prevents the proxy from performing the transaction.

The Delegation framework supports the following types of delegation:

- Downward delegation of authority to a direct report or another person lower down in the reporting hierarchy.
- Upward delegation of authority to a manager or another person higher up in the reporting hierarchy.
- Lateral delegation of authority to a peer either within the same division or in a different division within the reporting hierarchy

Integration with the Approval Framework

The Delegation framework integrates with the Approval Framework. This integration provides several benefits. First, the integration between the Delegation framework and Approval Framework makes the Approval Framework aware of delegated authorities in the system. Second, the Delegation framework uses the Approval Framework to manage the acceptance and rejection of delegation requests.

Delegation Request Creation Through Self-Service

The Delegation framework is a component of the PeopleSoft HCM self-service solution. Users can create delegation requests for selected transactions through HCM self-services pages.

When creating a delegation request, the delegator can:

- Delegate only the transactions to which they have access.

  For example, an employee who is not a manager does not have access to manager self-service transactions and, therefore, cannot delegate manager-specific transactions.
- Delegate to only one proxy per delegation period per transaction.
- Delegate all transactions to a single proxy, or delegate different transactions to different proxies.

Delegation Administration

Delegation administrators can use the administrative components for delegation to perform several useful tasks. They can:

- Create delegation requests on behalf of delegators through the Add Delegation Request component (HCDL_ADMIN_ADD_DLG).
- Review delegation requests and, if necessary, revoke them on behalf of delegators through the Administer Delegation component (HCDL_ADMIN_DLG).

- Process all delegation transactions in batch daily through the Maintain Delegated Authorities component (HCDL_BATCH).

Notifications

The system uses email and worklist notifications to notify managers and proxies of new delegation requests and transactions pending approval. The system creates a worklist item only on the proxy's worklist, not on the delegator's worklist (provided that you have set up worklist items as a preference for receiving notifications). The system sends email notifications for approval to the proxy and, if approval framework is configured correctly, the system also sends the delegator a courtesy email notification. Delegation administrators can use the Generic Templates component to configure different email templates for the proxy and delegator.

See Reviewing Delivered Notification Templates for Delegation.

Requests Statuses and Delegation Statuses

The Delegation framework manages delegation requests through request statuses and delegation statuses. A request status defines the status of the delegation request. A delegation status defines whether a proxy's delegation authority is active or inactive. The combination of these two statuses determines how the Delegation framework handles delegations.

This table lists request statuses for delegation and describes how the Delegation framework handles a delegation depending on the delegation status associated with each request status:

Request Status	***Delegation Status***	***Description***
Submitted	Inactive	When a delegator creates a new delegation request the system sets the request status to *Submitted* and delegation status to *Inactive.*

Request Status	***Delegation Status***	***Description***
Accepted	Active	When a proxy accepts a delegation request, the system sets the request status to *Accepted.* The delegation status becomes *Active* only when the following two conditions occur: • The proxy accepts the delegation request. • The system date is greater than or equal to the From Date and less than or equal to the To Date of the delegation period. Once the delegation status becomes *Active,* the system reassigns all pending transactions from the delegator to the proxy. The system also assigns the proxy a temporary permission list and role for the transaction, which grants the proxy navigation access to the online transaction. If the To Date of the delegation request is blank, the request status remains *Active* until revoked by delegator or administrator.
Accepted	Inactive	If the proxy accepts the delegation request but the delegation request is future-dated, the delegation status remains *Inactive* until the system date is greater than or equal to the From Date.
Rejected	Inactive	When a proxy rejects a delegation request, the system sets the request status to *Rejected.* The delegation status remains *Inactive.*

Request Status	***Delegation Status***	***Description***
Ended	Inactive	When the delegation authority period for the proxy expires, the system sets the request status to *Ended* and changes the delegation status to *Inactive.* This change occurs when the system date is greater than the To Date of the delegation authority period. The system reassigns all pending transactions from the proxy to the delegator. The system also removes the proxy's temporary permission list and role, which removes the proxy's navigation access to the online transaction.
Revoked	Inactive	When the delegator revokes a delegation request or the delegation administrator revokes the delegation request on behalf of the delegator, the system sets the request status to *Revoked* and changes the delegation status to *Inactive.* The system reassigns all pending transactions from the proxy to the delegator. The system also removes the proxy's temporary permission list and role, which removes the proxy's navigation access to the online transaction.

Implementation Considerations for Delegation

When implementing Delegation functionality, you should consider the following:

The important considerations are:

- Should you enable delegation functionality?
- What transactions should you enable for delegation?
- What hierarchy should you enable for delegation?

You should also analyze the following security needs and create a plan that covers these needs:

- Analyze delivered permission lists and roles for delegation components to decide if the implementation will use the delivered objects or create new objects.
- Decide how to define a standard user profile for the delegation administrator that contains the relevant roles.

- Decide how to define a standard user profile for the delegator that contains the relevant roles.
- Decide how to define a standard user profile for the proxy that contains the relevant roles.
- Decide if the delegator and proxy should have the same or different profiles.

Steps to Set Up Delegation

To implement transactions in the delegation framework:

1. Register delegation transactions for workflow on the Register Workflow Transactions page.
2. Set up delegation permission lists and roles through PeopleTools Security components.
3. Define installation settings for delegation on the Delegation Installation Settings page.
4. Configure transactions for delegation on the Configure Delegation Transactions page.

Navigating Delegation Components

The PeopleSoft HCM application provides custom navigation pages that contain groupings of folders that support a specific business process, task, or user role.

Note: In addition to the PeopleSoft HCM custom navigation pages, the PeopleSoft system provides menu navigation and standard navigation pages.

This topic lists the pages used to navigate delegation components.

See *PeopleTools: Application Designer Developer's Guide*.

Pages Used to Navigate Delegation Components

This table lists the custom navigation pages that are used to navigate in the setup and administrative components for delegation functionality:

Page Name	***Navigation***	***Usage***
Delegation Setup Center	Set up HCM > Common Definitions > Delegation > Delegation Setup Center	Administrators can use the component links on this page to access the pages necessary to set up the Delegation framework for PeopleSoft HCM.
Approvals and Delegation	Workforce Administration > Self Service Transactions > Approvals and Delegation	Administrators can use the component links on this page to access the pages necessary to maintain delegation and to monitor approval transactions for PeopleSoft HCM.

Registering Workflow Transactions

This topic discusses how to register workflow transactions.

Page Used to Register Workflow Transactions

Page Name	***Definition Name***	***Usage***
Workflow Transactions Page	HCM_EO_TXN	Register workflow transactions for self-service transactions by associating them with the appropriate workflow functionality and assigning a workflow transaction category. For transactions that use the Approval Framework, you must additionally specify the approval process ID associated with the transaction. You can also enable delegation of transaction initiation and approval.

Workflow Transactions Page

Use the Workflow Transactions page (HCM_EO_TXN) to register workflow transactions for self-service transactions by associating them with the appropriate workflow functionality and assigning a workflow transaction category.

For transactions that use the Approval Framework, you must additionally specify the approval process ID associated with the transaction. You can also enable delegation of transaction initiation and approval.

Navigation

- Set Up HCM > Common Definitions > Approvals > Approvals Setup Center > Workflow Transactions > Workflow Transactions
- Set Up HCM > Common Definitions > Approvals > Workflow Transactions > Workflow Transactions

Image: Workflow Transactions page (1 of 3)

This example illustrates the fields and controls on the Workflow Transactions page (1 of 3). You can find definitions for the fields and controls later on this page.

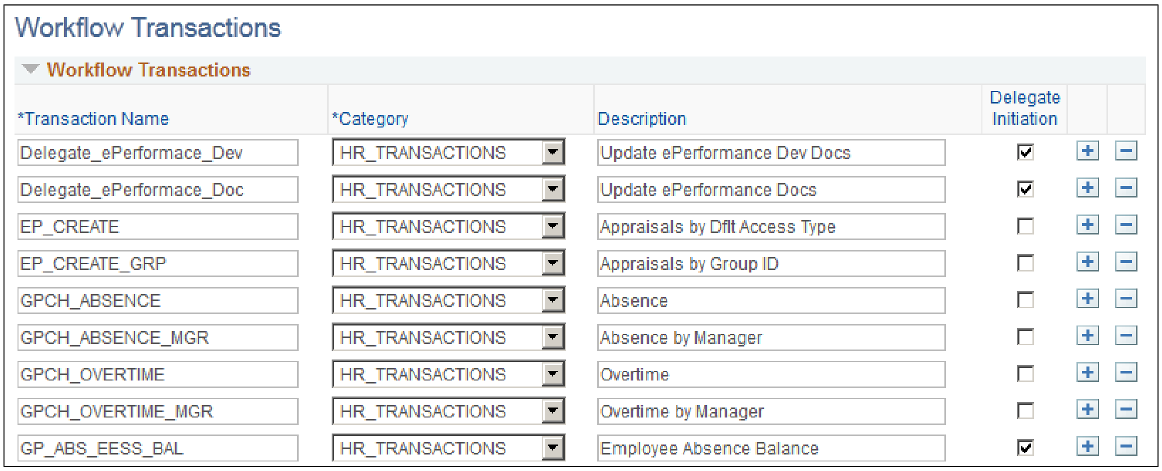


Image: Workflow Transactions page: Details1 tab (2 of 3)

This example illustrates the fields and controls on the Workflow Transactions page: Details1 tab (2 of 3). You can find definitions for the fields and controls later on this page.

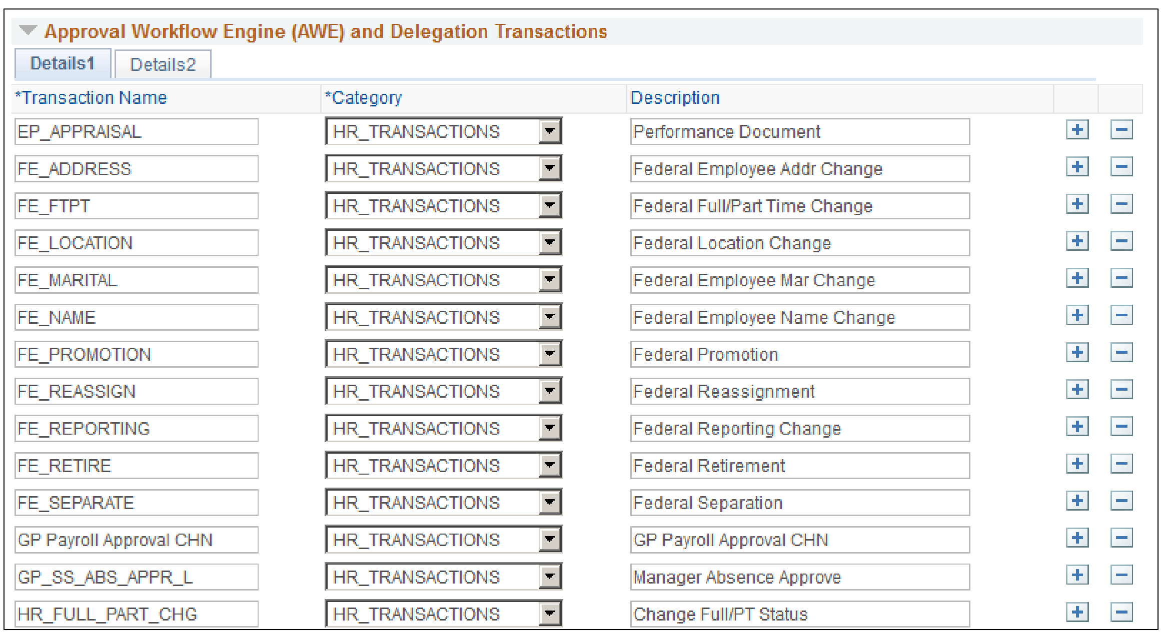
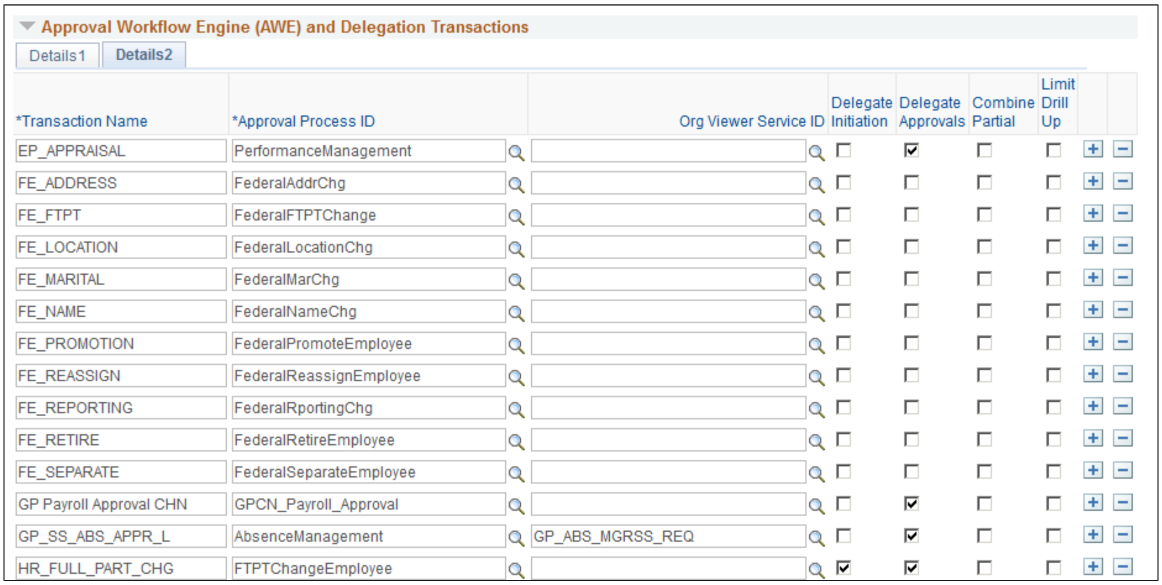


Image: Workflow Transactions page: Details2 tab (3 of 3)

This example illustrates the fields and controls on the Workflow Transactions page: Details2 tab (3 of 3). You can find definitions for the fields and controls later on this page.



Note: When implementing the Delegation framework, you must register all self-service transactions. Only the registered workflow transactions that you enable for delegation initiation or approval are available for subsequent delegation transaction setup.

See Linking Workflow Transactions.

Setting Up Permission Lists and Roles for Delegation

These topics provide an overview of permission lists and roles for delegation and discuss how to set up permission lists and roles.

Understanding Permission Lists and Roles for Delegation

Before configuring delegation transactions, you must set up permission list and role security for your delegation transactions. The PeopleSoft HCM application delivers as system data several permission lists that are required for use of the Delegation framework. You can attach these permission lists to roles where needed to enable users access to delegation functionality.

This table describes the delivered permission lists for the Delegation framework:

Permission List Name	***Description***	***Roles Assigned to Permission List***
HCCPDL1000	Enables users to access the delegation setup components that are part of the Delegation Setup Center page and the delegation administrative components that are part of the Approvals and Delegation page.	HCM Delegation Admin (administrator)

Permission List Name	***Description***	***Roles Assigned to Permission List***
HCCPDL1100	Enables users to access the Manage Delegation page, which is the home page for self-service transactions.	Manager Employee

In addition to permission lists, you need to define the delegation administrator role and assign the HCCPDL1000 permission list to it. Once assigned to a user, this role enables that designated delegation administrator access to the delegation setup and administrative components. The PeopleSoft HCM system delivers the HCM Delegation Admin role as system data for this purpose. This role already has the HCCPDL1000 permission list assigned to it.

PeopleSoft HCM applications that use delegation functionality deliver many transactions that are preconfigured for the Delegation framework. These transactions are preconfigured with a unique permission list and role for each component where the proxy can perform the delivered delegated transaction. When a proxy status becomes active, the system inserts the unique role for that delegation transaction into the proxy's user profile. The role contains the permission list that enables the proxy access to the component for performing the delegated transaction. When the proxy status becomes inactive, the system removes that role from the proxy's user profile. To configure delegation transactions, use the Configure Delegation Transaction page to associate to the transaction the unique role and the component where the transaction is performed. The unique permission list is associated with the role in PeopleTools security.

See Configuring Delegation Transactions.

When configuring transactions for delegation you must use a unique role and permission list for each component that you associate with a delegated transaction. You must attach the permission list to portal security for the component and associate the unique role with the unique permission list. You might also need to run the Portal Security Sync process (PeopleTools > Portal > Portal Security Sync) to ensure that the permission list is associated with the portal navigation.

Warning! Do not use an existing role to configure a delegation transaction because the delegation framework grants and revokes the role from the proxy's security profile according to the proxy's delegated authority over a transaction. This will cause a proxy who already has access to the specified component to lose access to that component entirely when the delegation framework revokes the delegated authority.

Related Links

Configuring Delegation Transactions

Setting Up Permission Lists and Roles

Set up permission list and role security for your delegation transactions.

See *PeopleTools: Security Administration*.

Defining Delegation Installation Settings

This topic discusses how to define delegation installation settings.

Page Used to Define Delegation Installation Settings

Page Name	***Definition Name***	***Usage***
Delegation Installation Settings Page	HCDL_SYS_SETUP	Define delegation installation settings. This task is typically performed by the delegation administrator after someone has set up permission lists and roles for delegation.

Delegation Installation Settings Page

Use the Delegation Installation Settings page (HCDL_SYS_SETUP) to define delegation installation settings.

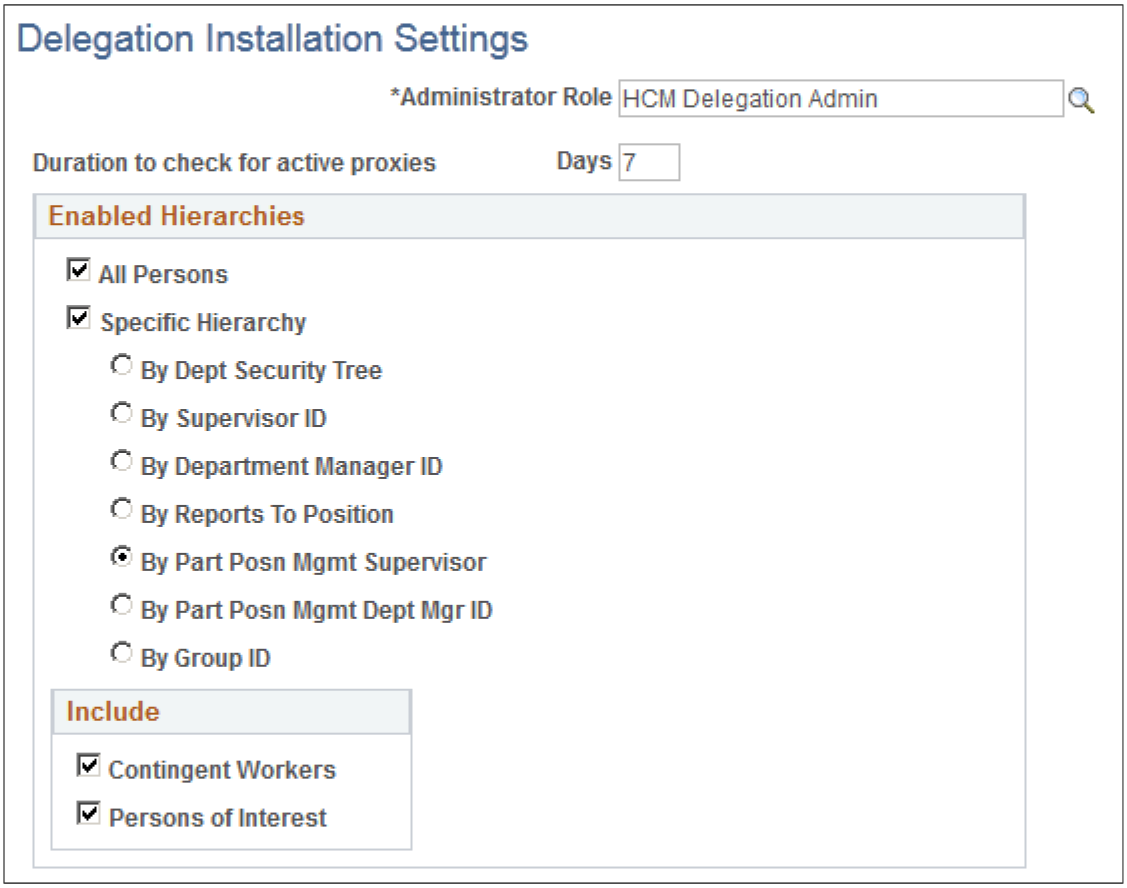
This task is typically performed by the delegation administrator after someone has set up permission lists and roles for delegation.

Navigation

- Set Up HCM > Common Definitions > Delegation > Delegation Setup Center > Installation Settings > Delegation Installation Settings
- Set Up HCM > Common Definitions > Delegation > Installation Settings > Delegation Installation Settings

Image: Delegation Installation Settings page

This example illustrates the fields and controls on the Delegation Installation Settings page. You can find definitions for the fields and controls later on this page.



Administrator Role

Select the role that you want to designate as the delegation administrator. The delegation framework routes errors to this role. The PeopleSoft system delivers the HCM Delegation Admin role as system data for this purpose. You can select that role or any other role.

Duration to check for active proxies and **Days**

Enter the number of days that you want the Maintain Delegated Authority Application Engine process to add to the system date when checking whether a proxy is active in the job data record or equivalent record for persons of interest. Delegation administrators can run this process from the Maintain Delegated Authority page.

Checking for proxy availability is particularly important when using open-ended delegations. An open-ended delegation is when the delegator leaves the To Date field blank on the Enter Dates page when creating a delegation request through self-service.

By default, the system uses *7* days. If you leave the field blank or enter *0,* then upon saving the component the system automatically sets the value to *7.* In this example, when delegation administrators run the batch job, the process adds seven days to the system data and checks for proxy availability on that date.

Enable Hierarchies

Use this group box to define options for how self-service users can select a proxy when delegating a transaction. Your selections here determine the available proxies that the system displays on the Select Proxy By Hierarchy page when users create delegation requests. These settings apply to all transactions that are using the Delegation framework. For example, you cannot specify that the system display available proxies for time-off requests by supervisor ID and available proxies for promotions by Reports To Position.

All Persons

Select this check box to enable open selection of the proxy when users are creating a delegation request. The system displays the Search by Name link on the Select Proxy By Hierarchy page. When users click this link, the system displays the Select Proxy By Name page, where users can search for and select as proxy any active person in the system with a Job Data record. By default, the system selects this check box.

Specific Hierarchies

Click this check box to require delegators to select a proxy based on a specific hierarchy. You can only select one hierarchy. The hierarchy that you select applies to all delegation requests across the system regardless of the transaction type. When self-service users search for a proxy by hierarchy, they can search up the hierarchy as well as down the hierarchy.

Your choices are:

- *By Dept Security Tree:* Determines person data access using information from the security tree. The system presents the user with a list of people whose data the user has access to, based on the security tree.
- *By Supervisor ID:* Defines the reporting relationship based on information in the Supervisor ID field on the Work Location page. The system presents the user with a list of people whose job records indicate that they are supervised by the user.
- *By Department Manager ID:* Defines the reporting relationship based on information in the Manager ID field on the Department Profile page (DEPARTMENT_TBL _GBL). For users who are department managers, the system displays a list of the workers who are in the user's department.
- *By Reports To Position:* Defines the reporting relationship based on information in the Reports To field on the Work Location page. The system presents the user with a list of people whose job record indicates that they report to that user's position.

This option is available only if you have enabled the Manage Positions business process on the Installation Table - HCM Options page.

- *By Part Posn Mgmt Supervisor:* Defines the reporting relationship by both the Reports To and the Supervisor ID fields on the Work Location page. This is designed for the organizations that use partial position management. The system searches for reporting relationship based on Report To values first, and then for Supervisor ID values.

  This option is available only if you have enabled the Manage Positions business process on the Installation Table - HCM Options page.

- *By Part Posn Mgmt Dept Mgr ID:* Defines the reporting relationship by the Reports To field on the Work Location page (JOB_DATA1) and the information in the Manager ID field on the Department Profile page. This is designed for the organizations that use partial position management. The system searches for reporting relationship based on Report To values first, and then for Department Manager ID values.

- *By Group ID:* Determines data access using the group ID set up in the Group Build feature.

  If you select this option, you must select a valid group ID in the field that the system displays to the right. You define group IDs using the Group Build - Group Definition component.

These hierarchies relate to direct reports functionality and are the same as those found in the Access Type field on the Target Information page of the Direct Reports Setup component.

If you select the Specific Hierarchies check box and the All Persons check box, then this hierarchical selection of proxy becomes a preference rather than a requirement because the delegator has the option to either select from the list or search for any active proxy in the system.

Include

Select the organizational relationships that should be included in the list of current people when performing a delegation. Persons with the relationship of *Employee* are automatically included in the list, however you can also choose to include the following people when they are active with a Job Data record.

- Contingent Workers

- Persons of Interest

Configuring Delegation Transactions

These topics provide an overview of delivered delegation transactions and discuss how to configure delegation transactions.

Page Used To Configure Delegation Transactions

Page Name	***Definition Name***	***Usage***
Configure Delegation Transaction Page	HCDL_TXN_SETUP	Configure transactions for delegation. This task is performed by delegation administrators after setting up delegation installation settings so that the transaction becomes available for delegation configuration.

Understanding Delivered Delegation Transactions

The PeopleSoft application delivers many transactions that are preconfigured for the Delegation framework and accessible through the Configure Transaction component. This table lists the delivered delegation transactions and their configuration:

Transaction Name	***Unique Role / Permission List***	***Component Name***	***Delegation Transaction Description***
Delegate_ePerformance_Dev	delegate_ePerformaceDevDoc_Upd	EP_CURRENT_MY_DVL	Delegate the ability to update development documents.
Delegate_ePerformance_Doc	delegate_ePerformaceDoc_Update	EP_CURRENT_MY_PRF	Delegate the ability to update performance documents.
EP_APPRAISAL	Delegate_PerformancDoc_Approve	EP_APPRAISAL_APPR	Delegate the approval of performance documents.
GP_ABS_EESS_BAL	Delegate Employee Absence Bal	GP_ABS_EESS_BAL	Delegate the initiation of employee absence balance inquiries.
GP_ABS_EESS_HIST	Delegate Employee Absence Hist	GP_ABS_EESS_HIST	Delegate the initiation of employee absence history inquiries.
GP_ABS_EESS_REQ	Delegate Employee Absence Rqst	GP_ABS_EESS_REQ	Delegate the initiation of employee absence requests.
GP_ABS_MGRSS_BAL	Delegate Manager Absence Bal	GP_ABS_MGRSS_BAL	Delegate the initiation of manager absence balance inquiries.
GP_ABS_MGRSS_HIST	Delegate Manager Absence Hist	GP_ABS_MGRSS_HIST	Delegate the initiation of manager absence history inquiries.

Transaction Name	***Unique Role / Permission List***	***Component Name***	***Delegation Transaction Description***
GP_ABS_MGRSS_REQ	Delegate Manager Absence Rqst	GP_ABS_MGRSS_REQ	Delegate the initiation of manager absence requests.
GP_SS_ABS_APPR_L	Delegate Manager Absence Appr	GP_SS_ABS_APPR_L	Delegate the approval of manager absence requests.
HGA_ESS_ABS_BALANCE_FLU	Delegate Empl Abs Bal Fluid	HGA_SS_BAL_FLU	Delegate the initiation of employee absence balance inquiries in fluid.
HGA_ESS_ABS_CANCEL_FLU	Delegate Empl Abs Cancel Fluid	HGA_SS_REQCAN_FLU	Delegate the initiation of employee absence cancellations in fluid.
HGA_ESS_ABS_HISTORY_FLU	Delegate Empl Abs Hist Fluid	HGA_SS_REQHIST_FLU	Delegate the initiation of employee absence history inquiries in fluid.
HGA_ESS_ABS_REQUEST_FLU	Delegate Empl Abs Req Fluid	HGA_SS_REQ_FLU	Delegate the initiation of employee absence requests in fluid.
HGA_SS_MBAL_FLU	Delegate Manager Abs Bal Fluid	HGA_SS_BAL_FLU	Delegate the initiation of manager absence balance inquires in fluid.
HGA_SS_MREQCAN_FLU	Delegate Mrg Cancel Abs Fluid	HGA_SS_REQCAN_FLU	Delegate the initiation of manager absence cancellations in fluid.
HGA_SS_MREQHIST_FLU	Delegate Mrg Abs Hist Fluid	HGA_SS_REQHIST_FLU	Delegate the initiation of manager absence history inquiries in fluid.
HGA_SS_MREQ_FLU	Delegate Manager Abs Req Fluid	HGA_SS_REQ_FLU	Delegate the approval of manager absence requests in fluid.
HR_CP_CAREERPLAN	Delegate Manage Career Plan	HR_CP_REDIRECT	Delegate the initiation of manager career plans.
HR_CP_MGR_PRO_CHART	Delegate Career Prog Chart	HR_CP_REDIRECT_CHA	Delegate the initiation of employee career progression charts.
HR_EE_INF_MGR	Delegate_View_Employee_Info	HR_EE_INF_MGR	Delegate the initiation of employee information inquiries.
HR_FULL_PART_CHG (Approve)	Delegate_FullPart_Approve	HR_FULLPART_APPR	Delegate the approval of changes in full-time and part-time status.

Transaction Name	***Unique Role / Permission List***	***Component Name***	***Delegation Transaction Description***
HR_FULL_PART_CHG (Initiate)	Delegate_FullPartStat_Initiate	HR_MGR_FULL_PART	Delegate the initiation of changes in full-time and part-time status.
HR_LOCATION_CHANGE (Approve)	Delegate_GSS_Approve	HR_MSS_CT_APPR	Delegate the approval of location changes in Guided Self Service.
HR_LOCATION_CHANGE (Initiate)	Delegeate_GSS_Initiate	HR_MSS_CT_FL	Delegate the initiation of location changes in Guided Self Service.
HR_LOCATION_CHG (Approve)	Delegate_Location_Approval	HR_MGR_LOC_APPR	Delegate the approval of location changes.
HR_LOCATION_CHG (Initiate)	Delegate_LocChange_Initiate	HR_MGR_LOCATION	Delegate the initiation of location changes.
HR_PROMOTION (Approve)	Delegate_Promotion_Approve	HR_PROMOTE_APPR	Delegate the approval of promotions.
HR_PROMOTION (Initiate)	Delegate_Promotion_Initiate	HR_PROMOTE_MGR	Delegate the initiation of promotions.
HR_REPORT_CHG (Approve)	Delegate_ReportingChg_ Approve	HR_MGR_REPORT_APPR	Delegate the approval of reporting changes.
HR_REPORT_CHG (Initiate)	Delegate_ReportingChg_ Initiate	HR_MGR_REPORT_CHNG	Delegate the initiation of reporting changes.
HR_RETIRE (Approve)	Delegate_Retire_Approve	HR_RETIRE_APPR	Delegate the approval of employee retirements.
HR_RETIRE (Initiate)	Delegate_Retire_Initiate	HR_RETIRE_EE	Delegate the initiation of employee retirements.
HR_TBH_JOB	Delegate Add TBH	HR_TBH_JOB	Delegate the initiation of a template-based hire for an end-user.
HR_TBH_STATUS	Delegate TBH Status	HR_TBH_STATUS	Delegate the initiation of template-based hire statuses.
HR_TERM (Approve)	Delegate_Terminate_Approve	HR_EE_TERM_APPR	Delegate the approval of employee terminations.
HR_TERM (Initiate)	Delegate_Terminate_Initiate	HR_EE_TERMINATE	Delegate the initiation of employee terminations.
HR_TRANSFER (Approve)	Delegate_Transfer_Approve	HR_TRANSFER_APPR	Delegate the approval of transfers.
HR_TRANSFER (Initiate)	Delegate_Transfer_Initiate	HR_TRANSFER_MGR	Delegate the initiation of transfers.

Transaction Name	***Unique Role / Permission List***	***Component Name***	***Delegation Transaction Description***
JobOffer	Delegate_JobOffer_Approve	HRS_RECRUIT_CONSOL	Delegate the approval of job offers.
JobOpening	Delegate_JobOpening_ Approve	HRS_RECRUIT_CONSOL	Delegate the approval of job openings.
TL_MSS_EE_SECH_PRD (Approve)	Delegate Manage AppRpt Time	TL_MSS_EE_SRCH_PRD	Delegate the approval of managing reported time.
TL_MSS_EE_SECH_PRD (Initiate)	Delegate Manage Report Time	TL_MSS_EE_SRCH_PRD	Delegate the initiation of managing reported time.
TL_OT_MNGR_LIST (Approve)	Delegate Approve Overtime	TL_OT_HISTORY_LIST	Delegate the approval of overtime.
TL_OT_MNGR_LIST (Initiate)	Delegate Manage Overtime Req	TL_OT_MNGR_LIST	Delegate the initiation of overtime requests.
TL_SRCH_APPRV_GRP	Delegate Manage App Pay Time	TL_SRCH_APPRV_GRP	Delegate the approval of payable time.
WCSCompConfirmer	Delegate Update Compensation	WCS_ECM_MSS_HOME	Delegate the initiation of confirming compensation proposals.
WCSCompReviewer	Delegate Update Compensation	WCS_ECM_MSS_HOME	Delegate the initiation of reviewing compensation proposals.
WCSCompSubmitter	Delegate Update Compensation	WCS_ECM_MSS_HOME	Delegate the initiation of submitting compensation proposals.
WCS_ECM_AWE_HOME	Delegate Approve Compensation	WCS_ECM_AWE_HOME	Delegate the approval of compensation.
W3EB_APPR_SUMMARY	Delegate Manage Appr Document	W3EB_APPR_SUMMARY	Delegate the approval of life event documents.

Note: For more information about application-specific delegation transactions, refer to the application-specific documentation.

Configure Delegation Transaction Page

Use the Configure Delegation Transaction page (HCDL_TXN_SETUP) to configure transactions for delegation.

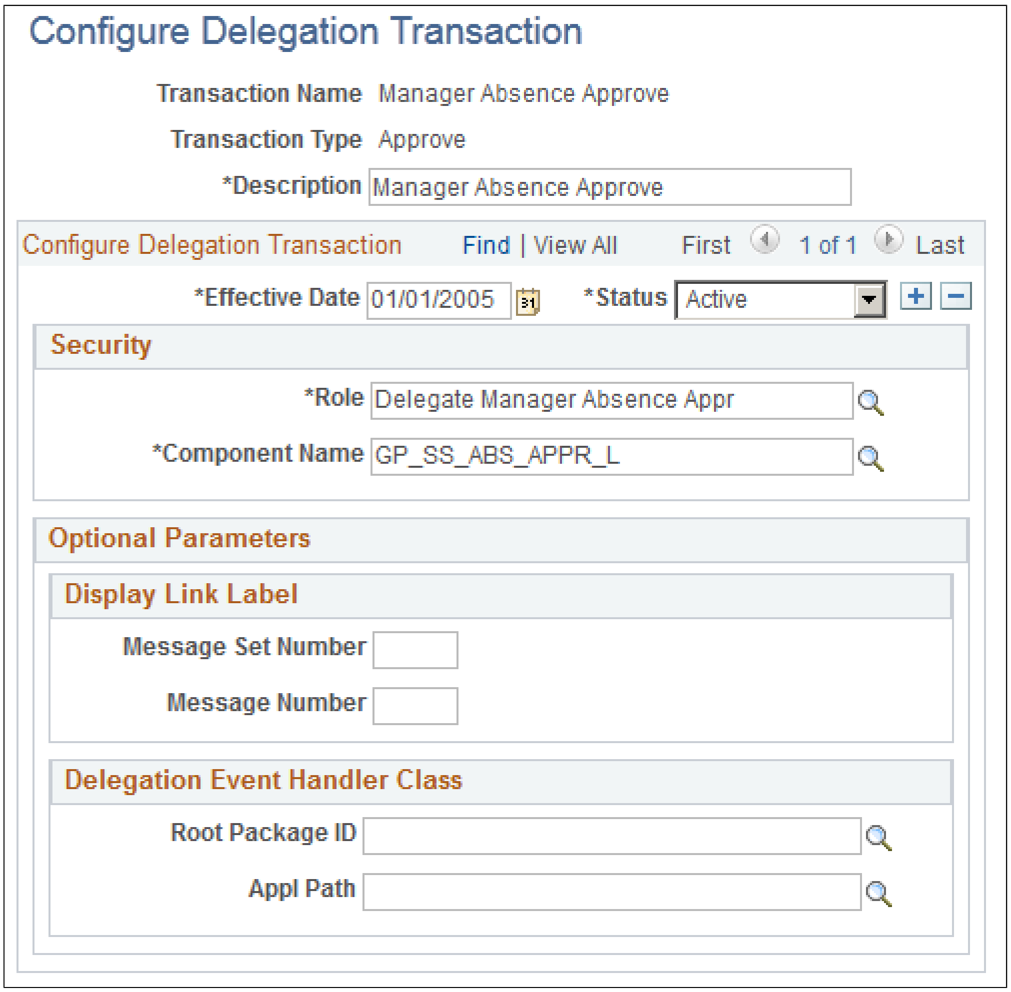
This task is performed by delegation administrators after setting up delegation installation settings so that the transaction becomes available for delegation configuration.

Navigation

- Set Up HCM > Common Definitions > Delegation > Delegation Setup Center > Configure Transactions > Configure Delegation Transaction
- Set Up HCM > Common Definitions > Delegation > Configure Transactions > Configure Delegation Transaction

Image: Configure Delegation Transaction page

This example illustrates the fields and controls on the Configure Delegation Transaction page. You can find definitions for the fields and controls later on this page.



Transaction Name

Displays the name of the transaction. If you are adding a new value, the system prompts you to select a value from the list of transactions that have been configured for workflow *and* selected for delegation initiation or approval on the Workflow Transactions page. Transactions that do not meet these criteria are not available for delegation configuration.

Transaction Type

Displays whether the configuration of the transaction is for delegation initiation or approval. The Delegation framework allows you to separate the task of initiating a transaction from approving the same transaction on someone's behalf. If you are adding a new value, the system prompts you to select either:

- *Initiate:* Delegator may delegate authority for a proxy to only initiate or submit a transaction on the delegator's behalf.
- *Approve:* Delegator may delegate authority for a proxy to only approve or deny a transaction on the delegator's behalf.

Although both options are available for the selected transaction, the value that you select is valid only if you have selected the corresponding Delegate Initiation or Delegate Approvals check box on the Workflow Transactions page.

Description

Enter the description of the delegation transaction configuration. The system uses this description throughout the delegation pages when displaying related transactions. As a default, the system uses the concatenation of the transaction type and transaction name. We strongly recommend that you always assign a meaningful description.

Effective Date and **Status**

Enter the effective date of the transaction and whether it is active or inactive within the Delegation framework. By entering new effective-dated rows, you can enable or disable the transaction, as necessary. When entering a new row, the system uses the system date for the effective date by default.

Security

Use this group box to establish security access for proxies that are delegated authority to the given transaction. While a delegation transaction is active, the Delegation framework temporarily assigns the specified role to the proxy and grants the proxy access to the specified component.

Role

Select the role that contains the permission list for the relevant component where one processes the given transaction. Each transaction that you enable for delegation must have a unique role and associated permission list that are solely for delegation purposes.

When a proxy's delegated authority becomes active, the system temporarily assigns this role to the proxy's user profile so that the proxy can access the transaction component while having delegation authority. When the proxy's delegation authority ends, the system deletes this role from the proxy's user profile. Thus, the proxy no longer has access to the transaction component.

If an approval transaction requires that the approver be in a particular role, then the proxy who is delegated authority over that transaction must have the same role to approve the transaction. For example, if promotion approval requires that the approver be a manager, then the proxy who is delegated authority to approve promotions must also be a manager to successfully approve a promotion request.

This field prompts from roles set up in the Roles component.

Warning! You must use a unique role for each component that you associate with a delegated transaction.

See Understanding Permission Lists and Roles for Delegation.

Component Name Select the object name of the component where users can process requests for the given transaction. When a user creates a delegation request, the system checks the delegator's user profile to determine if the delegator has the authority to access this component. The system permits the creation of a delegation request for the transaction only if the delegator has security access.

Optional Parameters

Use this group box when you need to create a link on the Delegation pages that will take the user to a product specific page to complete the delegation process.

Use the Display Link Label fields for retrieving the link labels from the message catalog.

Message Set Number and **Message Number** Enter the number that will identify the label that should be used for the link that will appear on the Delegation Detail page. This label is maintained at the product specific

Note: For more information about application-specific message numbers, refer to the application-specific documentation.

Use Delegation Event Handler Class fields to identify the product specific application classes.

Root Package ID Select the application package that owns the component to which the person will be directed when he or she clicks the link in the Delegation pages.

Path Enter the class that will take the user to the product specific component to finished the delegation process.

Adding Delegation Requests by Administrator

This topic discusses how to add delegation requests by administrator.

Page Used to Add Delegation Requests by Administrator

Page Name	***Definition Name***	***Usage***
Add Delegation Request Page	HCDL_ADMIN_ADD_DLG	Add delegation requests that administrators create on behalf of delegators.

Add Delegation Request Page

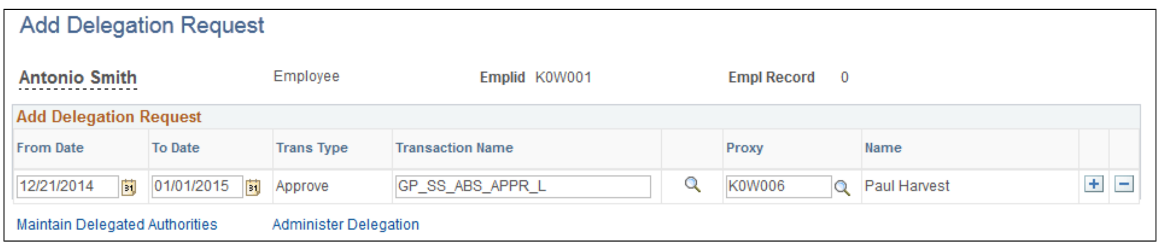
Use the Add Delegation Request page (HCDL_ADMIN_ADD_DLG) to add delegation requests that administrators create on behalf of delegators.

Navigation

Workforce Administration > Self Service Transactions > Approvals and Delegation > Add Delegation Request > Add Delegation Request

Image: Add Delegation Request page

This example illustrates the fields and controls on the Add Delegation Request page. You can find definitions for the fields and controls later on this page.



Note: To prevent situations of cascading or circular delegation chains, after the Delegation framework passes delegated authority over a transaction to a proxy, the proxy cannot delegate authority over that transaction to another user. The Delegation framework only passes authority over transactions from initial delegator to initial proxy.

Note: When a user adds a delegation request, the system checks for an Alternate User ID field value on the User Profile - Workflow page. The delegation request overrides the alternate user ID for transactions in the delegation request. If an alternate user ID exists and the dates of the delegation and alternate ID overlap, the system issues a warning message.

From Date and **To Date**	Enter the date range for which you want the delegation to be active. The From Date value must be greater than today's date. The To Date value must be greater than the From Date value. If you want to make the delegation open-ended, leave the To Date field blank.
Trans Type (transaction type) and **Transaction Name**	Select the transaction that is being delegated. The system prompts you to select from only the transactions for which the delegator has access. The transactions must be active for the specified date range of the delegation, as defined on the Configure Delegation Transaction page.

The system displays whether the selected transaction is for delegation initiation or approval.

Proxy and **Name**

Select the proxy to whom the delegator wants to delegate the transaction.

Maintain Delegated Authorities

Click this link to access the Maintain Delegated Authority page, where you can run a batch job to process delegation transactions.

Administer Delegation

Click this link to access the Administer Delegation page, where you can search for and manage individual delegation requests in the system.

Product specific link

Select the product specific link for a transaction to have the system open the product specific component to complete the delegation request.

The product specific component will have a check box to indicate that it is OK to submit the delegation request or not. If it is OK, then the delegation request will be submitted. If it is not OK, then the delegation request will not be submitted.

This link is available when the Optional Parameters section of the Configure Delegation Transaction page for the transaction is configured to have further product specific delegation requirements. The label of the link comes from message catalog as specified on Configure Delegation Transaction page. When no information is entered in the Optional Parameters section of the Configure Delegation Transaction page, the link is not available.

Administering Delegations

This topic discusses how to administer delegations.

Pages Used to Administer Delegations

Page Name	***Definition Name***	***Usage***
Administer Delegation Page	HCDL_ADMIN_DLG	Administer delegation requests. Administrators can review delegation requests and, if necessary, revoke them on behalf of delegators.
Administer Delegation - Request Details Page	HCDL_ADMIN_RQT_DTL	Delegation administrators can review details of a selected delegation request.

Administer Delegation Page

Use the Administer Delegation page (HCDL_ADMIN_DLG) to administer delegation requests.

Administrators can review delegation requests and, if necessary, revoke them on behalf of delegators.

Navigation

Workforce Administration > Self Service Transactions > Approvals and Delegation > Administer Delegation > Administer Delegation

Image: Administer Delegation page: Delegation Request tab

This example illustrates the fields and controls on the Administer Delegation page: Delegation Request tab. You can find definitions for the fields and controls later on this page.

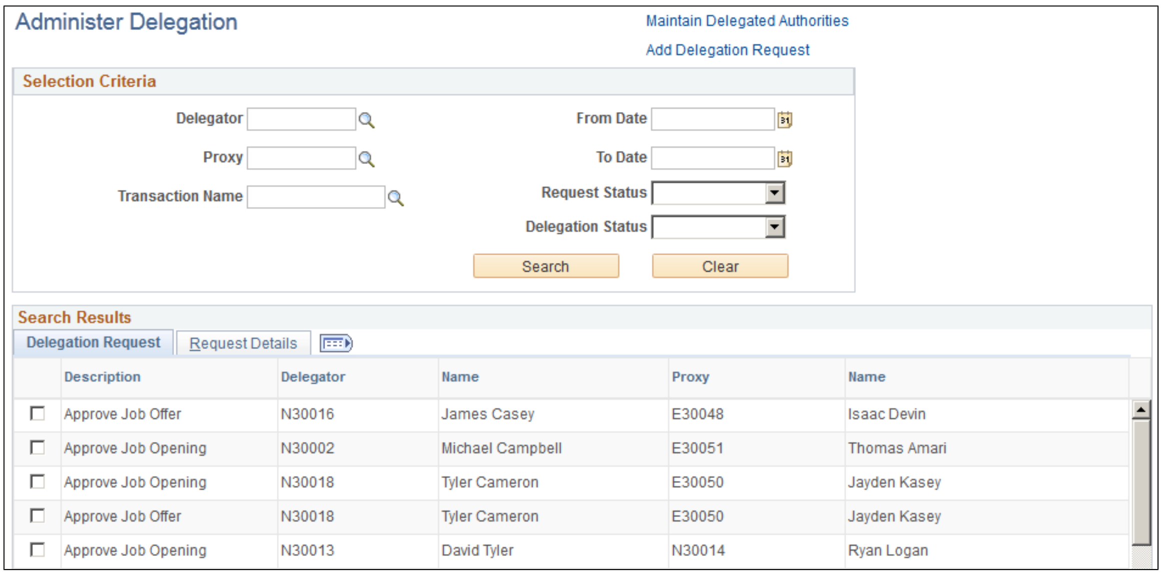
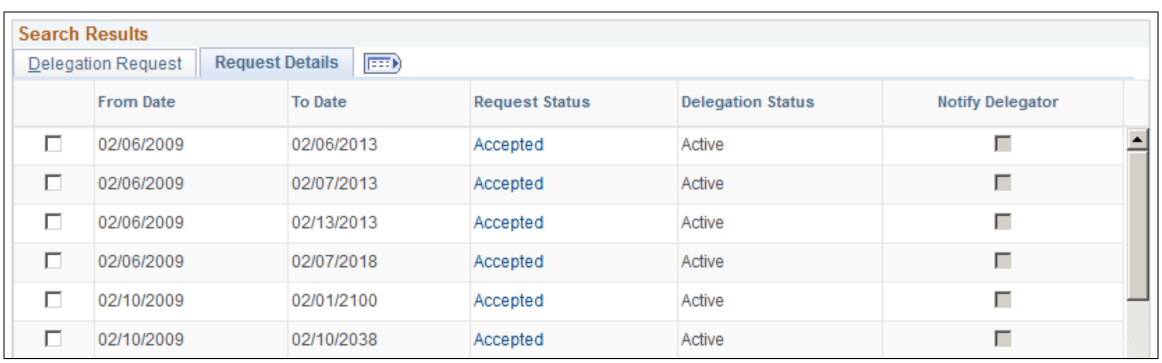


Image: Administer Delegation page: Request Details tab

This example illustrates the fields and controls on the Administer Delegation page: Request Details tab. You can find definitions for the fields and controls later on this page.



Note: If the delegator and proxy initiate duplicate transactions, then either the proxy, delegator, or delegation administrator can cancel the duplicate transaction or approvers can deny the duplicate transaction while approving the original transaction.

Maintain Delegated Authorities Click this link to access the Maintain Delegated Authority page, where you can run a batch job to process delegation transactions.

Add Delegation Request Click this link to access the Add Delegation Request page, where you can create delegation requests on behalf on delegators.

Selection Criteria

Use this group box to specify criteria for the delegation requests that you want to retrieve. To retrieve all delegation requests, click the Search button without specifying criteria. To narrow your search results, enter one or more criteria.

Delegator Enter the delegator for whom you want to retrieve delegation requests. The system prompts you to select from delegators with existing requests.

Proxy Enter the proxy for whom you want to retrieve delegation requests. The system prompts you to select from proxies with existing requests.

Transaction Name Enter the transaction for which you want to retrieve delegation requests. The system prompts you to select from transactions that are part of existing requests.

From Date and **To Date** Specify the specific from or to date for which you want to review delegation requests.

Request Status Select the status of the requests that you want to retrieve. Request statuses are *Accepted, Ended, Rejected, Revoked,* and *Submitted.*

See Understanding Delegation.

Delegation Status Select the delegation status of the requests that you want to retrieve, either *Active* or *Inactive.*

See Understanding Delegation.

Search Click this button to retrieve delegation requests based on your selection criteria.

Clear Click this button to deselect all selection criteria fields.

Search Results

The system displays delegation requests and details based on your search criteria.

Request Status The system displays the status of the request on the Request Details tab: *Accepted,Ended, Rejected, Revoked,* and *Submitted.* Click this link to review further details of a delegation request.

The system displays the Administer Delegation - Request Details page.

Select All

Click this button to select the check boxes for all delegation requests in the search results.

Deselect All

Click this button to deselect all check boxes for the selected delegation requests in the search results.

Revoke

Click this button to revoke a delegation request on behalf of the delegator. The system revokes delegations for all requests that are selected in the search results. The system sends a notification to the proxy who is affected by the change and automatically reassigns all pending transactions back to the delegator.

Processing Batch Delegation Requests

This topic discusses how to process batch delegation requests.

Page Used to Process Batch Delegation Requests

Page Name	*Definition Name*	*Usage*
Maintain Delegated Authority Page	HCDL_BATCH	Process batch delegation requests in a daily batch.

Maintain Delegated Authority Page

Use the Maintain Delegated Authority page (HCDL_BATCH) to process batch delegation requests in a daily batch.

Navigation

Workforce Administration > Self Service Transactions > Approvals and Delegation > Maintain Delegated Authorities > Maintain Delegated Authority

Image: Maintain Delegated Authority page

This example illustrates the fields and controls on the Maintain Delegated Authority page. You can find definitions for the fields and controls later on this page.

Click the Process Request button to run the Maintain Delegated Authority (HCDL_BATCH) Application Engine process. This batch program processes all delegation transactions as of the system date that appears on the run control page. The process activates all delegation transactions that were future-dated to become active on today's date, revokes all delegation requests that have expired as of today's date, and searches for inactive proxies. For all affected delegation transactions, the process updates the request status and delegation status as appropriate. The process also updates proxy navigation security, as needed.

Important! Run this process daily to maintain delegations and update invalid rows.

Working with Self-Service Delegation

These topics discuss working with self-service delegation.

Pages Used to Work With Self-Service Delegation

Page Name	***Definition Name***	***Usage***
Manage Delegation Page	HCDL_MGR_DLG_HOME	View delegation activity associated with a user.
Manage Delegation - Learn More about Delegation Page	HCDL_DLG_INSTR	View help for delegation. Users can view an instructive description of delegation functionality.
Create Delegation Request - Select Job Title Page	HCDL_JOB_SELECTION	Select the job for a delegation request. Users with multiple jobs can select the job for which they want to create the delegation request or review their proxies.
Create Delegation Request - Enter Dates Page	HCDL_ADD_DLG_DATES	Enter delegation dates by specifying the From Date and To Date, which defines the delegation authority period for a transaction. By not specifying a To Date, users specify an open-ended delegation.
Create Delegation Request - Select Transactions Page	HCDL_ADD_DLG_TXNS	Select transactions for delegation. Users can select one or more transactions to delegate.
Create Delegation Request - Select Proxy by Hierarchy Page	HCDL_ADD_DLG_SRCH	Select a proxy by reporting hierarchy. Users can select a proxy for the transactions being delegated based on their reporting hierarchy.
Create Delegation Request - Select Proxy By Name Page	HCDL_ADD_DLG_SRCH	Select a proxy by name. Users can search for and select a proxy for the transactions being delegated based on name.
Create Delegation Request - Delegation Detail Page	HCDL_ADD_DLG_DTL	Submit a delegation request. Users can review the details of a delegation request and then submit the delegation request.

<table>
<tr><th>Page Name</th><th>Definition Name</th><th>Usage</th></tr>
<tr><td>Create Delegation Request - Confirmation Page

Reject Delegation Request Page

Accept Delegation Request Page</td><td>HCDL_DLG_CONFIRM</td><td>View the confirmation of the delegation request submission, the acceptance of a delegation request, or the rejection of a delegation request.</td></tr>
<tr><td>My Proxies Page</td><td>HCDL_MGR_DLGT</td><td>Manage proxies for delegation. Users can manage their proxies by search for and updating the status of their delegation requests.</td></tr>
<tr><td>Delegation Request Details Page</td><td>HCDL_REQUEST_DTL</td><td>View delegation request details. Users can review the details of a submitted delegation request.</td></tr>
<tr><td>My Delegated Authorities Page</td><td>HCDL_MGR_DLGT</td><td>Manage delegated authorities.

Users can accept or reject the delegation requests for which they have been selected to serve as proxy.

Note: In some cases, there may be manager self-service pages that you do not typically have permission to access. In these cases, after accepting a delegation request, log off the system and back in to access the manager self-service pages.</td></tr>
<tr><td>Multiple Transactions Page</td><td>HCDL_MULTI_TXNS</td><td>View details of the multiple transactions for which they have delegated authority</td></tr>
</table>

Manage Delegation Page

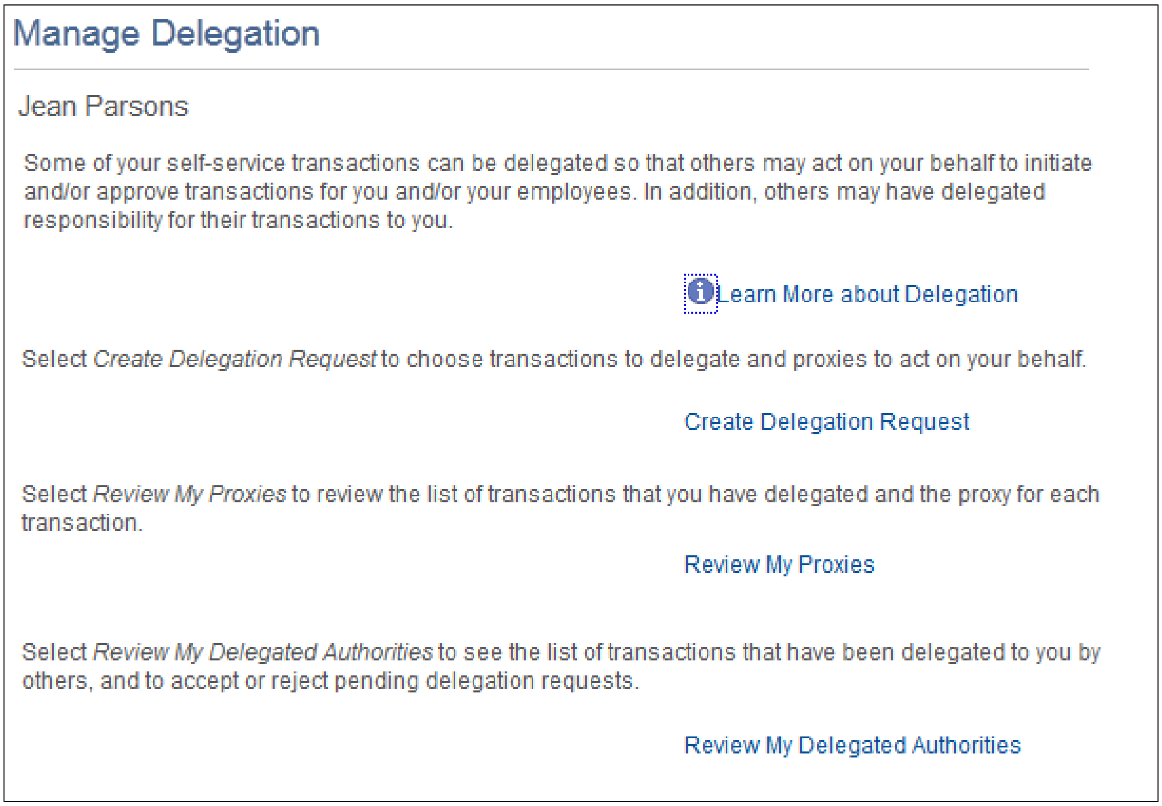
Use the Manage Delegation page (HCDL_MGR_DLG_HOME) to view delegation activity associated with a user.

Navigation

- Self Service > Manage Delegation > Manage Delegation
- Click the Cancel button while creating a delegation request.
- Click the OK button on the Confirmation page after successfully completing a delegation request.
- Click the View Details link or the Approve/Deny link for a delegation transaction in the Self Service >Review Transactions component.
- Click the View Details link for a delegation transaction in the Manager Self Service >Review Transactionscomponent.

Image: Manage Delegation page

This example illustrates the fields and controls on the Manage Delegation page. You can find definitions for the fields and controls later on this page.



Users can view all delegation activity associated with themselves. They can create a delegation request, revoke delegation requests for which they have delegated transaction initiation or approval to a proxy, and accept or reject the delegation requests for which they are selected to serve as proxy. The system displays only the content and associated links that are applicable to the user at the time that user accesses the page. Specifically, the system displays:

- The Learn More about Delegation link and associated content for learning more about delegation, which is accessible to all users at all times provided that the system is using the Delegation framework.
- The Create Delegation Request link and associated content for creating delegation requests only if the user has navigation security access to transactions that are enabled for delegation through the delegation setup pages.
- The Review My Proxies link and associated content for reviewing proxies only if the user has active or inactive delegation requests.
- The Review My Delegated Authorities link and associated content for reviewing delegated authorities only if the user has been delegated authority to serve as a proxy.

Manage Delegation - Learn More about Delegation Page

Use the Manage Delegation - Learn More about Delegation page (HCDL_DLG_INSTR) to view help for delegation.

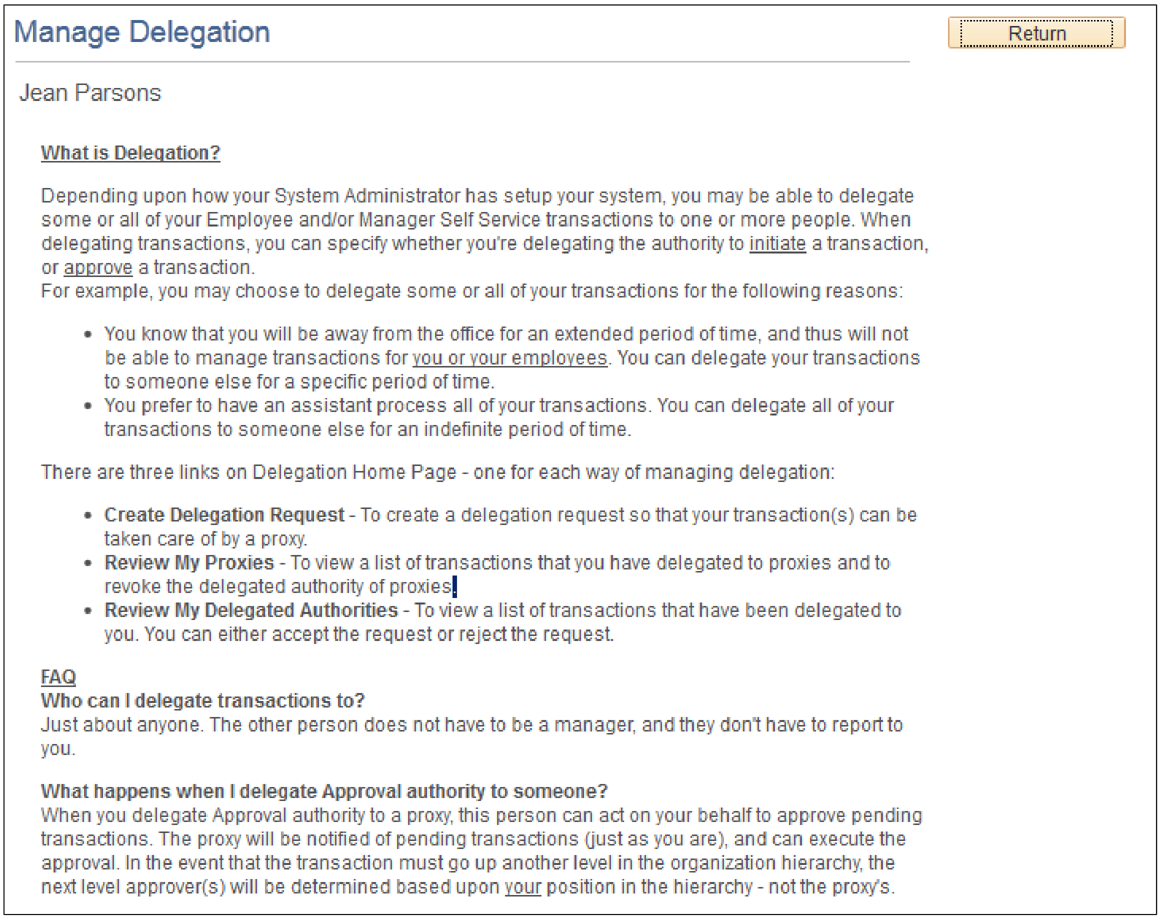
Users can view an instructive description of delegation functionality.

Navigation

Click the Learn More about Delegation link on the Manage Delegation page.

Image: Manage Delegation - Learn More about Delegation page

This example illustrates the fields and controls on the Manage Delegation - Learn More about Delegation page. You can find definitions for the fields and controls later on this page.



You can configure this page by accessing it through PeopleTools Application Designer.

Create Delegation Request - Select Job Title Page

Use the Create Delegation Request - Select Job Title page (HCDL_JOB_SELECTION) to select the job for a delegation request.

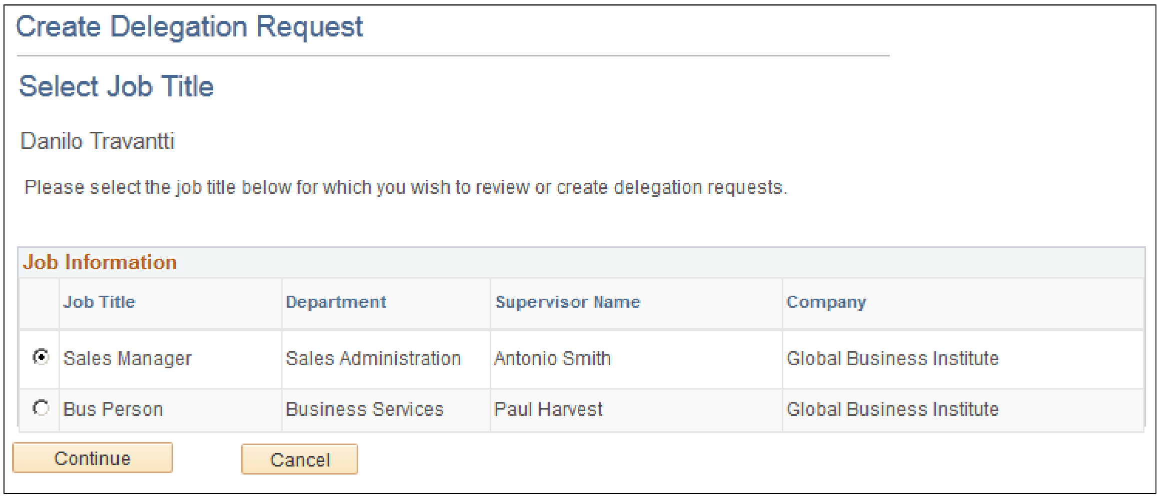
Users with multiple jobs can select the job for which they want to create the delegation request or review their proxies.

Navigation

Click the Create Delegation Request link or the Review My Proxies link on the Manage Delegation page when you hold multiple jobs.

Image: Select Job Title page

This example illustrates the fields and controls on the Select Job Title page. You can find definitions for the fields and controls later on this page.



If users creating the delegation request or reviewing their proxies have multiple jobs, the system prompts the user to select the job for which they want to create the delegation request or review proxies. This page displays only when the employee has multiple jobs.

Create Delegation Request - Enter Dates Page

Use the Create Delegation Request - Enter Dates page (HCDL_ADD_DLG_DATES) to enter delegation dates by specifying the From Date and To Date, which defines the delegation authority period for a transaction.

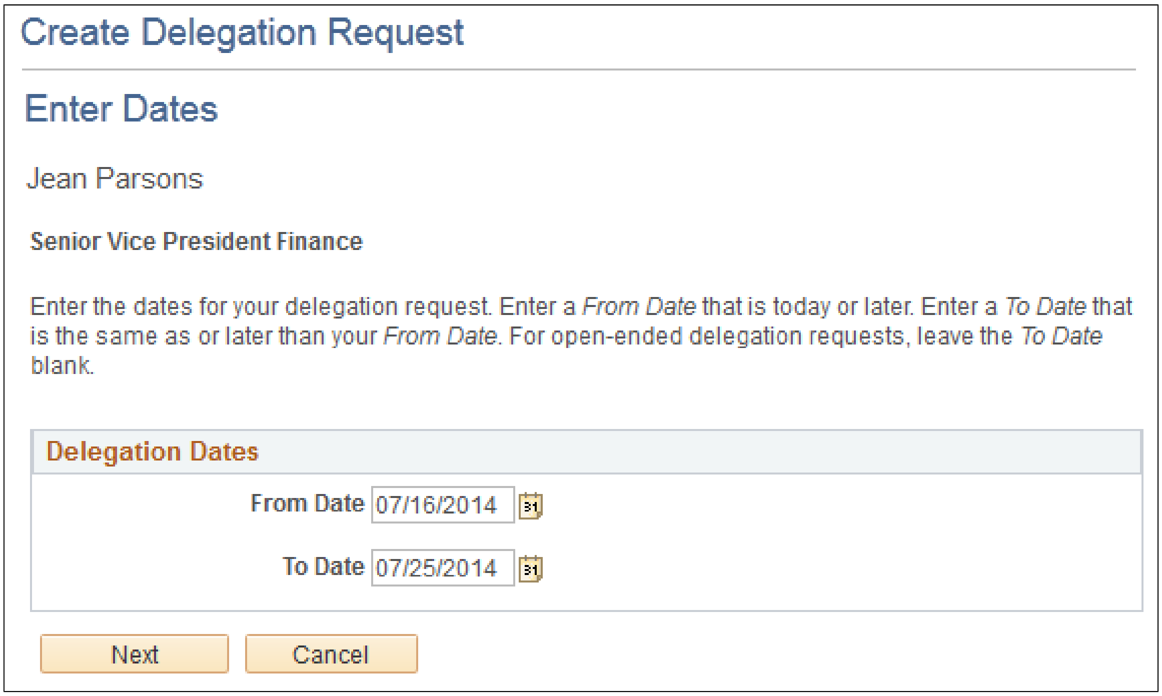
By not specifying a To Date, users specify an open-ended delegation.

Navigation

Click the Create Delegation Request link on the Manage Delegation page.

Image: Create Delegation Request - Enter Dates page

This example illustrates the fields and controls on the Create Delegation Request - Enter Dates page. You can find definitions for the fields and controls later on this page.



Create Delegation Request - Select Transactions Page

Use the Create Delegation Request - Select Transactions page (HCDL_ADD_DLG_TXNS) to select transactions for delegation.

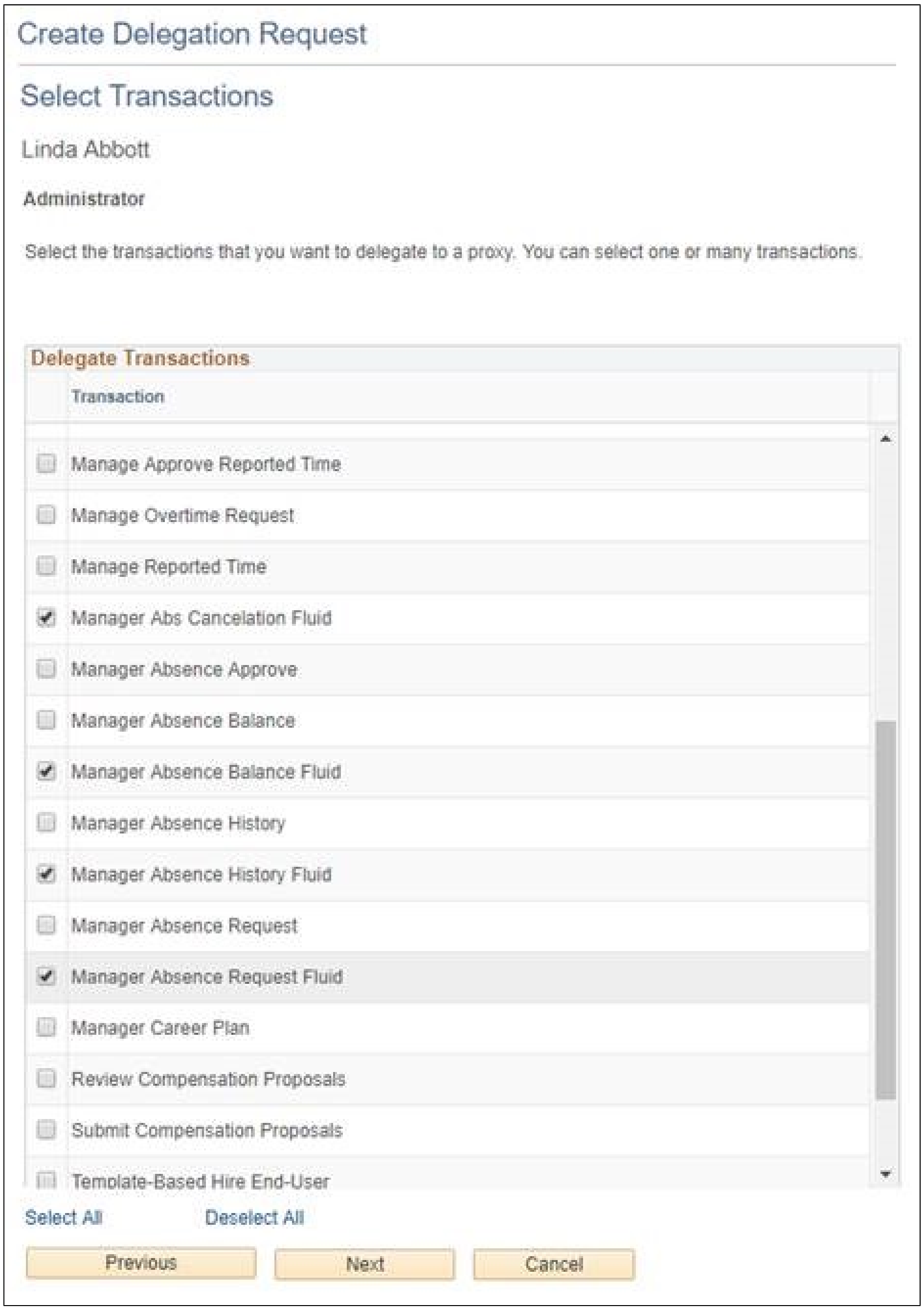
Users can select one or more transactions to delegate.

Navigation

Click the Next button on the Enter Dates page.

Image: Create Delegation Request - Select Transactions page

This example illustrates the fields and controls on the Create Delegation Request - Select Transactions page. You can find definitions for the fields and controls later on this page.



The system displays only the transactions that are configured for delegation initiation or approval on the Configure Delegation Transactions page and for which the delegator has component access.

Users can delegate one or multiple transactions to another person in a single delegation request. When a proxy receives a delegation request for multiple transactions, he or she must accept or reject the entire request. The delegator, however, can revoke single transactions from a multiple transaction request. When a delegator revokes one or more transactions from a multiple transaction request, the system pulls the revoked transactions out of the multiple transaction request and creates individual revoked entries in the Approval Framework. The remaining transactions stay in the multiple transaction request. If only one transaction remains after revoking, the system disbands the group and displays an individual rather than multiple delegation request. This functionality preserves the accuracy of the multiple transaction status.

Create Delegation Request - Select Proxy by Hierarchy Page

Use the Create Delegation Request - Select Proxy by Hierarchy page (HCDL_ADD_DLG_SRCH) to select a proxy by reporting hierarchy.

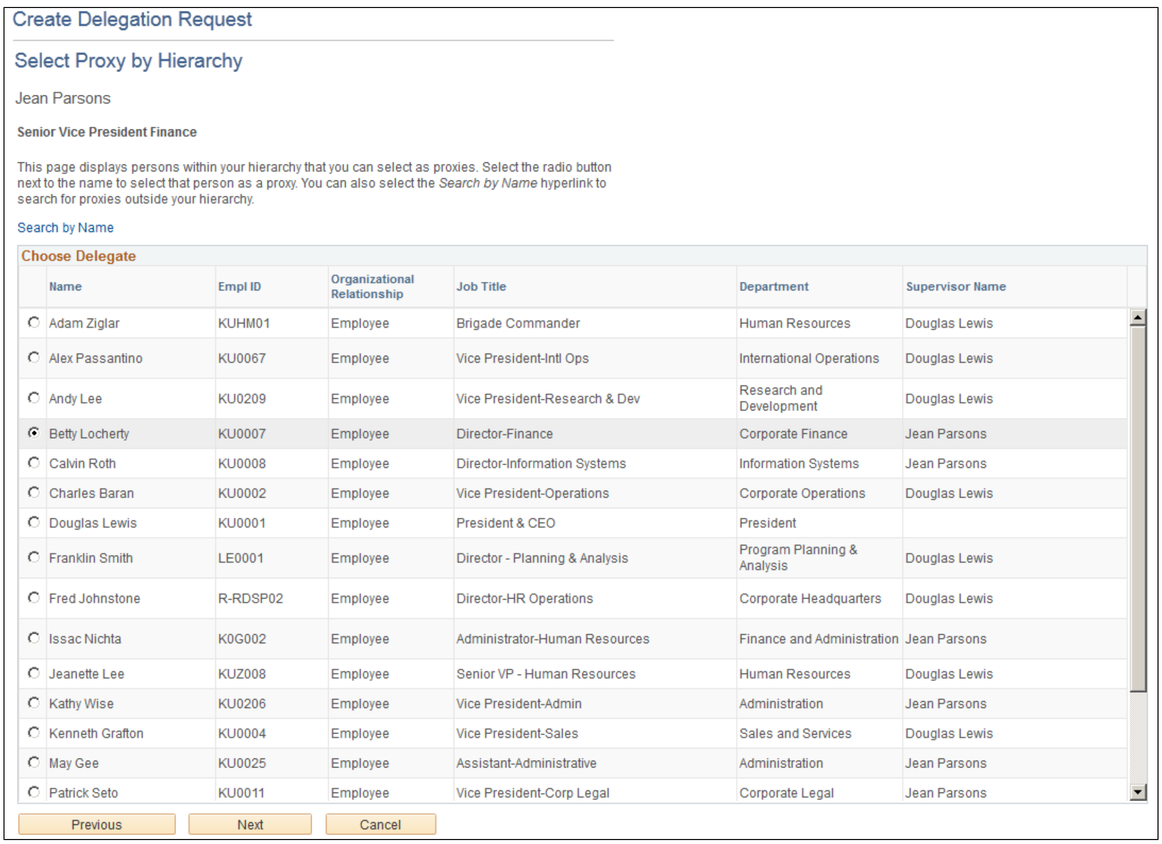
Users can select a proxy for the transactions being delegated based on their reporting hierarchy.

Navigation

Click the Next button on the Select Transactions page.

Image: Create Delegation Request - Select Proxy by Hierarchy page

This example illustrates the fields and controls on the Create Delegation Request - Select Proxy by Hierarchy page. You can find definitions for the fields and controls later on this page.


Create Delegation Request

Select Proxy by Hierarchy

Jean Parsons

Senior Vice President Finance

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the *Search by Name* hyperlink to search for proxies outside your hierarchy.

Search by Name

Choose Delegate

Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
Adam Ziglar	KUHM01	Employee	Brigade Commander	Human Resources	Douglas Lewis
Alex Passantino	KU0067	Employee	Vice President-Intl Ops	International Operations	Douglas Lewis
Andy Lee	KU0209	Employee	Vice President-Research & Dev	Research and Development	Douglas Lewis
Betty Locherty	KU0007	Employee	Director-Finance	Corporate Finance	Jean Parsons
Calvin Roth	KU0008	Employee	Director-Information Systems	Information Systems	Jean Parsons
Charles Baran	KU0002	Employee	Vice President-Operations	Corporate Operations	Douglas Lewis
Douglas Lewis	KU0001	Employee	President & CEO	President	
Franklin Smith	LE0001	Employee	Director - Planning & Analysis	Program Planning & Analysis	Douglas Lewis
Fred Johnstone	R-RDSP02	Employee	Director-HR Operations	Corporate Headquarters	Douglas Lewis
Issac Nichta	K0G002	Employee	Administrator-Human Resources	Finance and Administration	Jean Parsons
Jeanette Lee	KUZ008	Employee	Senior VP - Human Resources	Human Resources	Douglas Lewis
Kathy Wise	KU0206	Employee	Vice President-Admin	Administration	Jean Parsons
Kenneth Grafton	KU0004	Employee	Vice President-Sales	Sales and Services	Douglas Lewis
May Gee	KU0025	Employee	Assistant-Administrative	Administration	Jean Parsons
Patrick Seto	KU0011	Employee	Vice President-Corp Legal	Corporate Legal	Jean Parsons

Previous Next Cancel

Users can select a proxy for transactions they are delegating. If the delegation administrator selects a specific hierarchy for the transaction on the Delegation Installation Settings page, the system displays valid proxies based on that selection, and users can select from this list. Valid proxies include persons who report directly or indirectly to the delegator, as well as all persons in the upward hierarchy—starting with the delegator's manager. If the delegation administrator selects the All Persons check box on the installation page, then the system displays the Search by Name link so that users can search for and select from any person in the system.

Create Delegation Request - Select Proxy By Name Page

Use the Create Delegation Request - Select Proxy by Name page (HCDL_ADD_DLG_SRCH) to select a proxy by name.

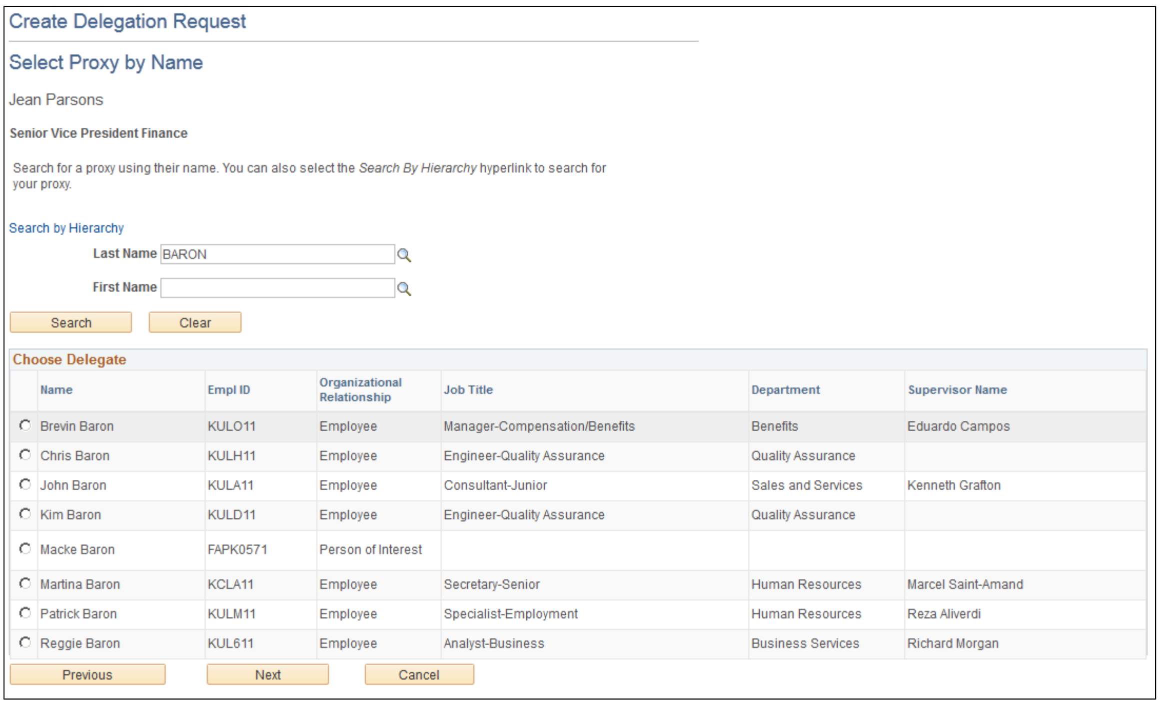
Users can search for and select a proxy for the transactions being delegated based on name.

Navigation

- Click the Search by Name link on the Select Proxy by Hierarchy page.
- Click the Search by Hierarchy link on the Select Proxy by Name page.

Image: Create Delegation Request - Select Proxy by Name page

This example illustrates the fields and controls on the Create Delegation Request - Select Proxy by Name page. You can find definitions for the fields and controls later on this page.



Users can search for a proxy by name and select from the list of valid values in the search results. This page is available only if the delegation administrator selects the All Persons check box on the Delegation Installation Settings page.

Create Delegation Request - Delegation Detail Page

Use the Create Delegation Request - Delegation Detail page (HCDL_ADD_DLG_DTL) to submit a delegation request.

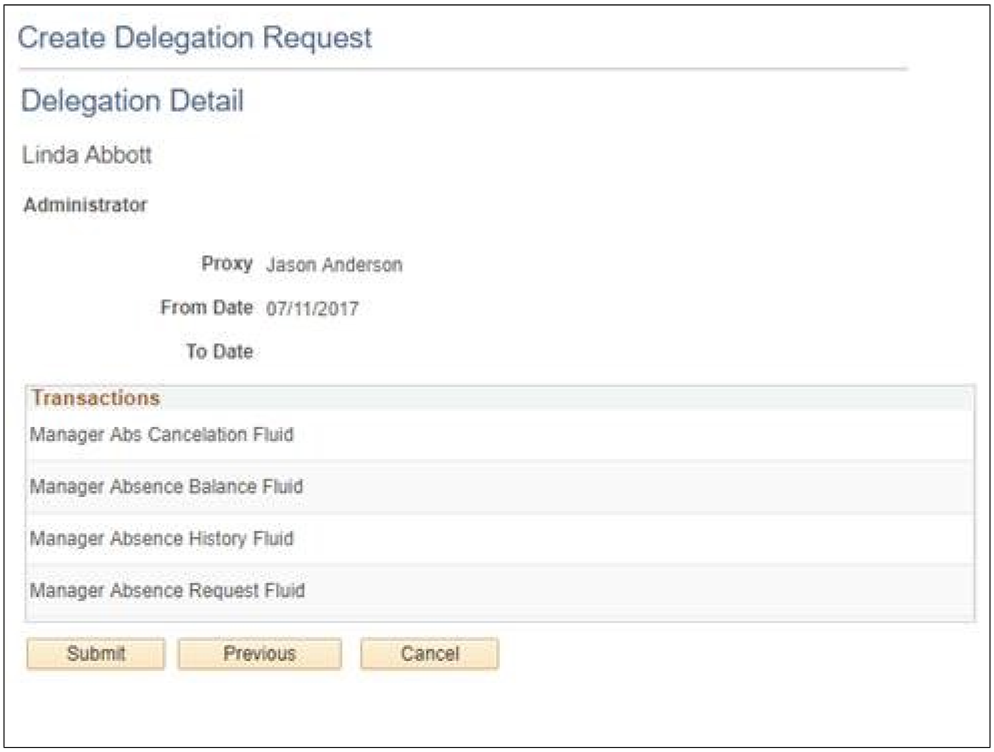
Users can review the details of a delegation request and then submit the delegation request.

Navigation

Click the Next button on the Select Proxy by Hierarchy page or the Select Proxy by Name page.

Image: Create Delegation Request - Delegation Detail page

This example illustrates the fields and controls on the Create Delegation Request - Delegation Detail page. You can find definitions for the fields and controls later on this page.



The system displays the delegation period, the selected proxy, and the selected transactions. When a transaction is set up with product specific delegation requirements on the Configure Delegation Transaction page, a link will appear after the transaction. When no information is entered in the Optional Parameters section of the Configure Delegation Transaction page, the link is not available. Select the product specific link for a transaction to have the system open the product specific component to continue the delegation request.

When users click the Submit button, the system automatically sends an email notification to the proxy to either accept or reject the delegation request if Approval Framework is set up.

To prevent situations of cascading or circular delegation chains, after the Delegation framework passes delegated authority over a transaction to a proxy, the proxy cannot delegate authority over that transaction to another user. The Delegation framework only passes authority over transactions from initial delegator to initial proxy.

Note: When a user adds a delegation request, the system checks for an Alternate User ID field value on the User Profile - Workflow page. The delegation request overrides the alternate user ID for transactions in the delegation request. If an alternate user ID exists and the dates of the delegation and alternate ID overlap, the system issues a warning message.

Create Delegation Request - Confirmation Page

Use the Create Delegation Request - Confirmation page (HCDL_DLG_CONFIRM) to view the confirmation of the delegation request submission.

Navigation

Click the Submit button on the Delegation Detail page when adding a delegation request.

Image: Create Delegation Request - Confirmation page

This example illustrates the fields and controls on the Create Delegation Request - Confirmation page. You can find definitions for the fields and controls later on this page.

Note: If the delegator and proxy initiate duplicate transactions, then either the proxy, delegator, or delegation administrator can cancel the duplicate transaction or approvers can deny the duplicate transaction while approving the original transaction.

My Proxies Page

Use the My Proxies page (HCDL_MGR_DLGT) to manage proxies for delegation.

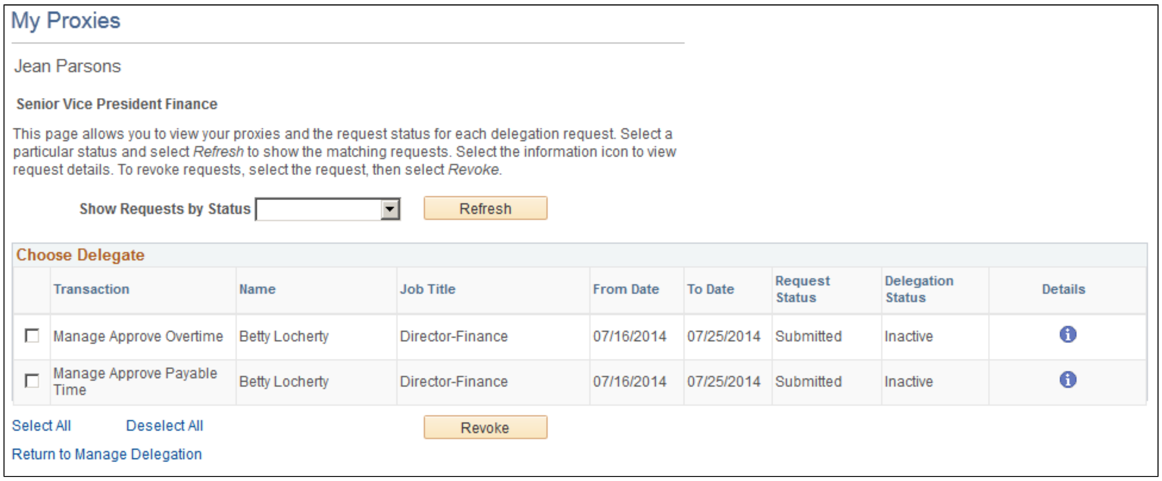
Users can manage their proxies by search for and updating the status of their delegation requests.

Navigation

Click the Review My Proxies link on the Manage Delegation page.

Image: My Proxies page

This example illustrates the fields and controls on the My Proxies page. You can find definitions for the fields and controls later on this page.



Users can change their mind by revoking delegation requests for which they have delegated transaction initiation or approval to a proxy. To revoke the delegation request, users must select the check box for the delegation request and then click the Revoke button. The system changes the request status to *Revoked* and automatically sends an email notification to the proxy about the status of the delegation request.

Delegation Request Details Page

Use the Delegation Request Details page (HCDL_REQUEST_DTL) to view delegation Request Details.

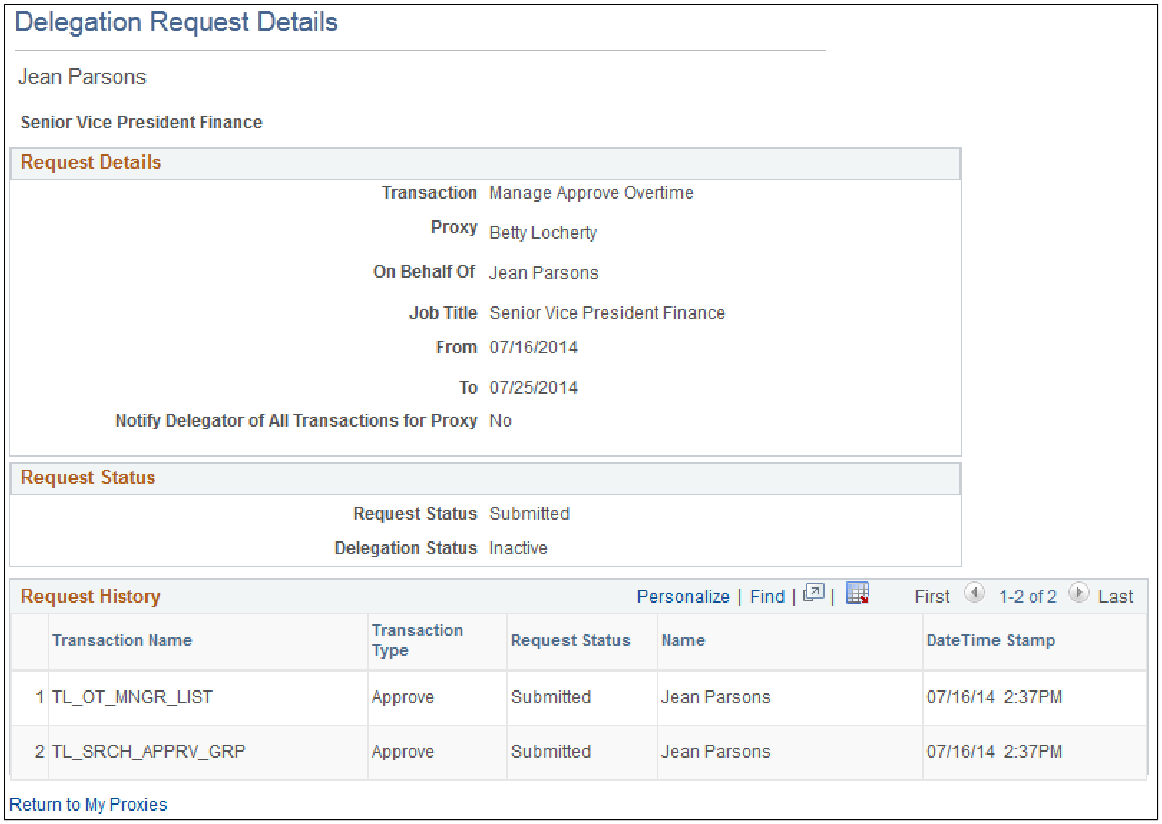
Users can review the details of a submitted delegation request.

Navigation

Click the Details button for the delegation transaction on the My Proxies page.

Image: Delegation Request Details page

This example illustrates the fields and controls on the Delegation Request Details page. You can find definitions for the fields and controls later on this page.



Users can click the Return button to return to the My Proxies page.

My Delegated Authorities Page

Use the My Delegated Authorities page (HCDL_MGR_DLGT) to manage delegated authorities.

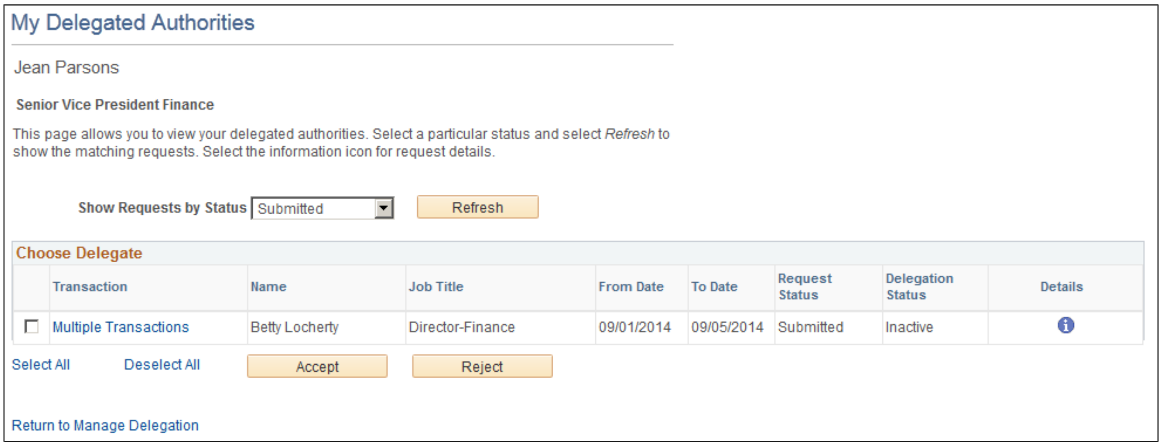
Users can accept or reject the delegation requests for which they have been selected to serve as proxy.

Navigation

Click the Review My Delegated Authorities link on the Manage Delegation page.

Image: My Delegated Authorities page

This example illustrates the fields and controls on the My Delegated Authorities page. You can find definitions for the fields and controls later on this page.



Note: In some cases, there may be manager self-service pages that you do not typically have permission to access. In these cases, after accepting a delegation request, log off the system and back in to access the manager self-service pages.

A proxy can hold more than one delegated authority from different delegators. The proxy must select the check box for delegation request and then click either the Accept button or the Reject button. The system automatically sends an email notification to the delegator about the status of the delegation request.

Note: When you are delegating to a proxy who has multiple job records (as defined in the Job Data component), the system uses the proxy's job record number 0 by default.

Multiple Transactions

Delegators can delegate one or multiple transactions to another person in a single delegation request on the Create Delegation Request - Select Transactions page. If the delegation request contains multiple transactions, the proxy can click the Multiple Transactions link to access the Multiple Transactions page and view details about each transaction in the delegation request. For a delegation request with multiple transactions, the proxy must accept or reject the entire request.

The delegator can revoke single transactions from a multiple transaction request on the My Proxies page. When a delegator revokes one or more transactions from a multiple transaction request, the system pulls the revoked transactions out of the multiple transaction request and creates individual revoked entries in the Approval Framework. The remaining transactions stay in the multiple transaction request. If only one transaction remains after revoking, the system disbands the group and displays the delegation request as an individual transaction rather than a multiple transaction. This functionality preserves the accuracy of the multiple transaction status.

Accept Delegation Request Page

Use the Accept Delegation Request page (HCDL_DLG_CONFIRM) to view the acceptance of a delegation request.

Navigation

Click the Accept button on the My Delegated Authorities page.

Image: Accept Delegation Request page

This example illustrates the fields and controls on the Accept Delegation Request page. You can find definitions for the fields and controls later on this page.

Users can click the OK button to return to the My Delegated Authorities page.

Note: In some cases, there may be manager self-service pages that you do not typically have permission to access. In these cases, after accepting a delegation request, log off the system and back in to access the manager self-service pages.

Reject Delegation Request Page

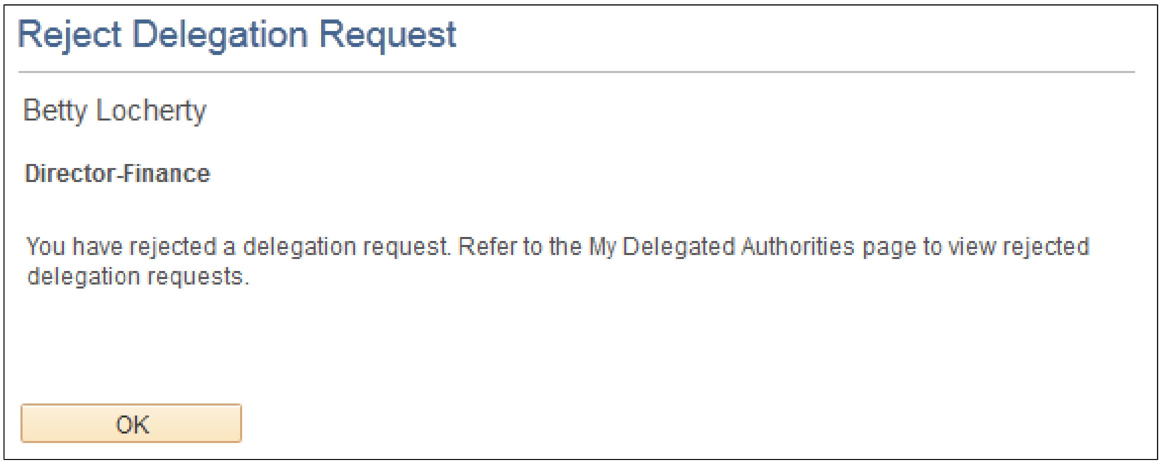
Use the Reject Delegation Request page (HCDL_DLG_CONFIRM) to view the rejection of a delegation request.

Navigation

Click the Reject button on the My Delegated Authorities page.

Image: Reject Delegation Request page

This example illustrates the fields and controls on the Reject Delegation Request page. You can find definitions for the fields and controls later on this page.


Reject Delegation Request

Betty Locherty

Director-Finance

You have rejected a delegation request. Refer to the My Delegated Authorities page to view rejected delegation requests.

OK

Users can click the OK button to return to the My Delegated Authorities page.

Multiple Transactions Page

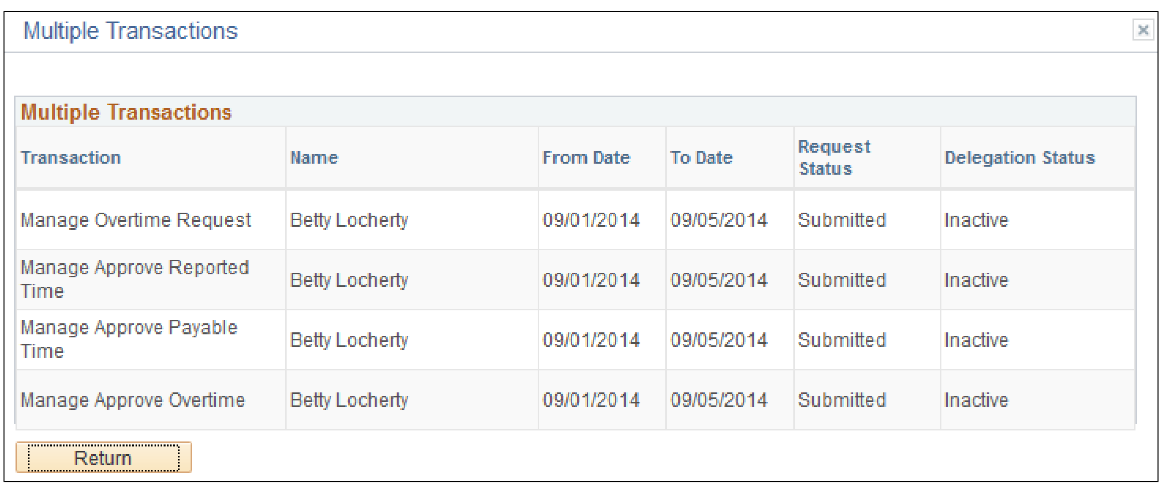
Use the Multiple Transactions page (HCDL_MULTI_TXNS) to view details of the multiple transactions for which they have delegated authority.

Navigation

Click the Multiple Transactions link on the My Delegated Authorities page.

Image: Multiple Transactions page

This example illustrates the fields and controls on the Multiple Transactions page. You can find definitions for the fields and controls later on this page.


Multiple Transactions

Multiple Transactions

Transaction	Name	From Date	To Date	Request Status	Delegation Status
Manage Overtime Request	Betty Locherty	09/01/2014	09/05/2014	Submitted	Inactive
Manage Approve Reported Time	Betty Locherty	09/01/2014	09/05/2014	Submitted	Inactive
Manage Approve Payable Time	Betty Locherty	09/01/2014	09/05/2014	Submitted	Inactive
Manage Approve Overtime	Betty Locherty	09/01/2014	09/05/2014	Submitted	Inactive

Return

The system provides access to this page only if the delegator selected the user to server as proxy for multiple transactions within the same delegation request.

Reviewing Delivered Notification Templates for Delegation

This table lists the delivered delegation notifications, describes each notification, describes the trigger for each notification, and lists the recipients:

Template Name	***Notification Description***	***Trigger***	***Recipients***
DelegationAccept	States that the proxy has accepted the delegation request submitted by the delegator.	Proxy accepts delegation request.	To: Delegator CC: Proxy
DelegationAdminAdd	States that the administrator, on behalf of delegator, has submitted a delegation request to the proxy.	Delegation administrator adds and submits delegation request.	To: Proxy CC: Delegator
DelegationAdminRevoke	States that the administrator, on behalf of delegator, has revoked a delegation request that was assigned to the proxy.	Delegation administrator revokes delegation request.	To: Proxy CC: Delegator
DelegationBatch	States that delegation authority has been made active or inactive for the delegator and transactions listed. Also states that security has been updated to allow the proxy access to the transactions.	Delegation administrator runs the Maintain Delegated Authorities batch process.	To: Proxy CC: Delegator
DelegationError	States that a submitted delegation request has encountered an error.	Delegator submits a delegation request but an error occurs.	To: Delegator
DelegationNotifyAdmin	States that the system has identified that a proxy is inactive for at least one day for a delegation request that has been accepted.	Delegation administrator runs the Maintain Delegated Authorities batch process.	To: Delegator CC: Delegation Administrator
DelegationReject	States that a proxy has rejected a delegation request submitted by a delegator.	Proxy rejects delegation request.	To: Delegator CC: Proxy
DelegationRequest	States that a delegator or an administrator on behalf of the delegator has submitted a delegation request to the proxy.	Delegator creates and submits a delegation request.	To: Proxy CC: Delegator
DelegationRevoke	States that a delegator or an administrator on behalf of the delegator has revoked a delegation request that was assigned to the proxy.	Delegator revokes a delegation request.	To: Proxy CC: Delegator

Related Links

Defining Notification Templates for Approvals

Chapter 32

Working with Metadata and Query Builder

Managing the HCM Metadata Repository

To manage the HCM metadata repository, use the Base Class Definition (HCMD_BASE_CATALOG), Object Class Definition (HCMD_OBJ_CATALOG), Export (HCMD_EXPORT_OBJS), and Import (HCMD_IMPORT_OBJS) components.

These topics provide an overview of and discuss managing the HCM metadata repository.

Pages Used to Manage the HCM Metadata Repository

Page Name	***Definition Name***	***Usage***
Base Class Definition Page	HCMD_BASE_PG	Define base classes by setting up and reviewing definitions for base classes.
Object Class Definition Page	HCMD_OBJS_PG	Define object classes by setting up and reviewing definitions for derived classes.
Class Attribute Details Page	HCMD_OATT_SPG	Enter or review class attribute details.
Class Relationship Details Page	HCMD_OREL_SPG	Enter or review class relationship details.
Export Metadata Definitions Page	HCMD_EXPORT_OBJS	Export metadata definitions from the catalog to XML.
Export Metadata Definitions - Export Metadata Definitions Page	HCMD_FILENAME	Enter the path and filename of the export file to be created.
Import Metadata Definitions Page	HCMD_IMPORT_OBJS	Import metadata definitions.

Understanding the HCM Metadata Repository

Metadata is data about the data in your system. It defines every object, object attribute, and relationship between objects. Metadata enables you to define and manipulate the records in your PeopleSoft HCM database as objects.

The HCM metadata object model consists of the following two elements:

- PeopleTools-level metadata

  Provides information about fields, field labels, and database records and views.

- HCM-level metadata

Establishes relationships between objects at the object level, defines objects's services, and alternative labels.

HCM metadata object definitions are registered in the metadata repository as classes and these classes are grouped in the following two catalogs according to general behavior, processing, and attribute needs:

- Base catalog.

  Object classes:

  - Define the general behavior and attributes for a class.
  - Group objects for better processing and querying.
  - Provide a single layer of inheritance for derived classes.

- Object catalog.

  Object classes:

  - Can be the child object of a parent base class, inheriting all of the attributes of the base class.

    Note: Object class catalogs do not need to have a parent class object.

    Note: Any metadata class definitions that are not obviously a parent class object, should be defined in the object catalog.

  - Are defined with unique attributes in addition to any inherited attributes.

For example, the base class object, Person Base, is the parent to the derived object class, Person.

Common Elements Used to Manage the HCM Metadata Repository

Basic Information

Define the class's basic characteristics by entering information into the following fields:

- Class Name
- Display Label
- Object Owner ID
- Active Flag

Class Use

Define how the class object is used by:

- Selecting one of the following options:
  - *Production*: a standard production object.
  - *Staging*: a specialized staging object used to load data into the HCM system.

    - *Reporting*: a specialized reporting object.
    - *System*: an HCM system object not usually visible to users.
    - *Configuration*: a specialized object used in HCM system configuration.
    - *Source View* (object class only)
    - *Attribute Map* (object class only)
    - *Key Map* (object class only)
    - *Temporary* (object class only)

- Selecting Use in UI? to display the class in a dynamic user interface.
- Selecting Use in Queries? to display the class in Query Builder.

The system selects the System Data check box if the class object is delivered as HCM system data.

Persistence Mapping

Enter the name of the PeopleTools record to which this class maps. The PeopleTools record is the sole source for the class object. Each class definition maps to one PeopleTools record

Class Attributes (Record Field)

Review or enter the class attributes.

Click the View Attribute Details button to review details or enter a details for a new class attribute on the Class Attribute Details page.

Import Record Fields

Click to populate the Class Attributes grid with all the fields associated with the PeopleTools record you selected in the persistence mapping Record Name field.

The button does not overwrite valid fields.

Note: PeopleSoft recommends that you keep the attributes in sync with the PeopleTools record fields by using this button after you make a modification to the PeopleTools record.

Relationships

Define the relationships this class definition has with other class definitions. For example the Person class that maps to the PeopleTools Person record could be have relationships with the:

- Name class.

  People in the system could have one or more names.

- Address class.

People in the system could have one or more address.

- Job class.

  People in the system could have zero or more jobs.

Click the View Relationship Details button to review details or enter a details for a new class attribute on the Class Relationship Details page.

Class Extensions

Class extensions enable you to define any additional attributes that you can access through APIs (you cannot use these properties with Query Builder). For example, you could create a Java type class extension called MyJava and with a value of the Java file name that programmers can access as required.

Define the class extensions by entering values into the following fields:

- Type
- Name
- Value

Base Class Definition Page

Use the Base Class Definition page (HCMD_BASE_PG) to define base classes by setting up and reviewing definitions for base classes.

Navigation

Set Up HCM > Product Related > Compensation > HCM Metadata Repository > Base Class Definition > Base Class Definition

Image: Base Class Definition page (1 of 2)

This example illustrates the fields and controls on the Base Class Definition page (1 of 2). You can find definitions for the fields and controls later on this page.

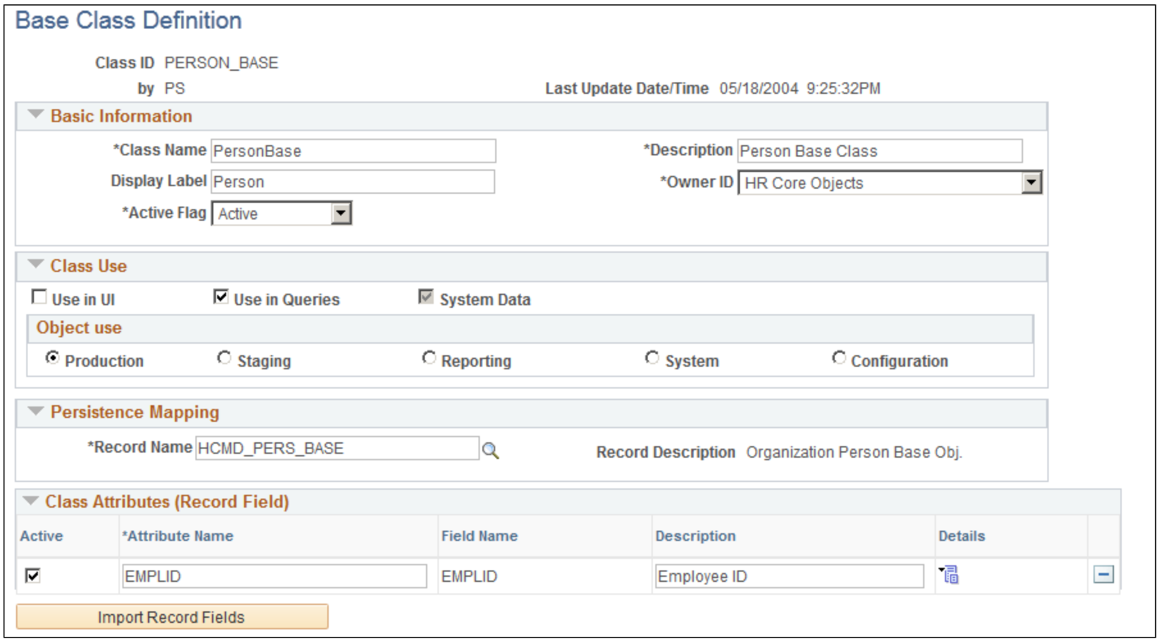
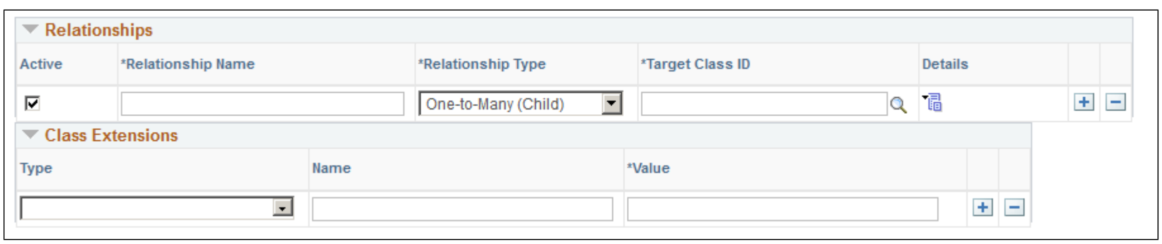


Image: Base Class Definition page (2 of 2)

This example illustrates the fields and controls on the Base Class Definition page (2 of 2). You can find definitions for the fields and controls later on this page.



Object Class Definition Page

Use the Object Class Definition page (HCMD_OBJS_PG) to define object classes by setting up and reviewing definitions for derived classes.

Navigation

Set Up HCM > Product Related > Compensation > HCM Metadata Repository > Object Class Definition > Object Class Definition

Image: Object Class Definition page (1 of 2)

This example illustrates the fields and controls on the Object Class Definition page (1 of 2). You can find definitions for the fields and controls later on this page.

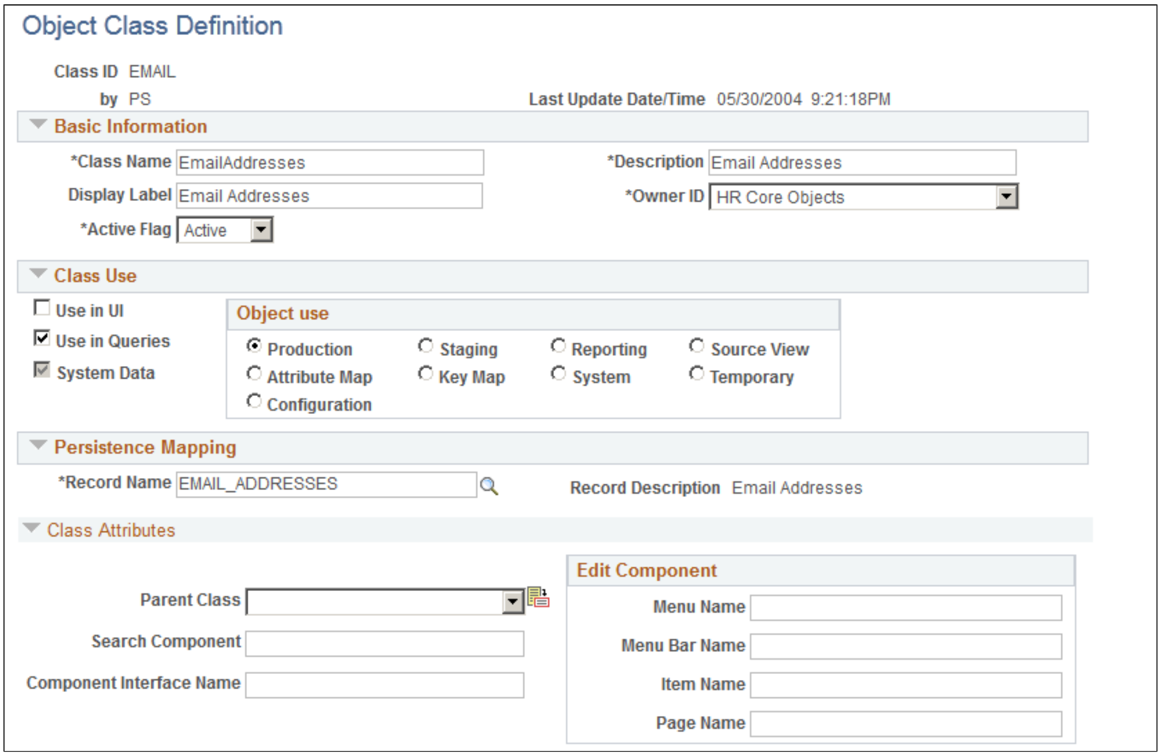
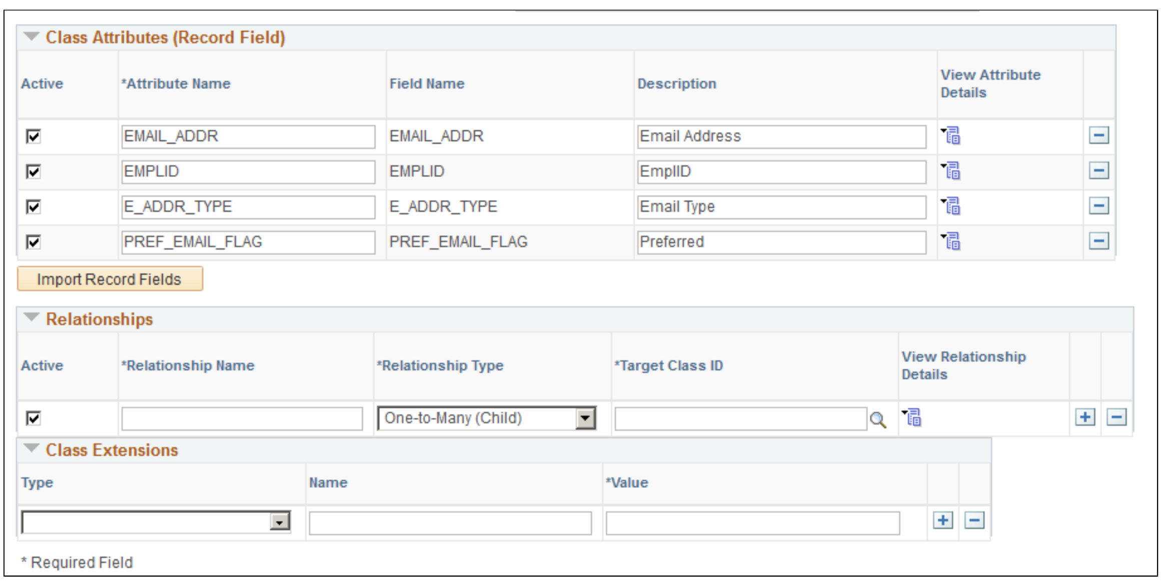


Image: Object Class Definition page (2 of 2)

This example illustrates the fields and controls on the Object Class Definition page (2 of 2). You can find definitions for the fields and controls later on this page.



Class Attributes

Parent Class

If this class object is built upon a parent class object, select it here. The class object will inherit all of the parent's attributes.

Leave this field blank if the object class has no parent.

Search Component

Select the search component to search for instances for this derived class object. The system uses the Query Builder search component as a default if you do not enter a value here.

Component Interface Name

Select the PeopleTools component interface used to save data for the class. You can use the component interface in Query Builder to perform bulk updates. For example, you can create a query for all the people at Location A and then update the location information on the Job Data component for that group of people to Location B.

Edit Component

When you enter a component in this group box for a class, the system enables you to link to the component or page from a hyperlink in the query results when you query the class in Query Builder. This enables you to make updates to the component while you are reviewing the query results

Enter the component's Menu Name, Menu Bar Name, Item Name, and Page Name.

Class Attribute Details Page

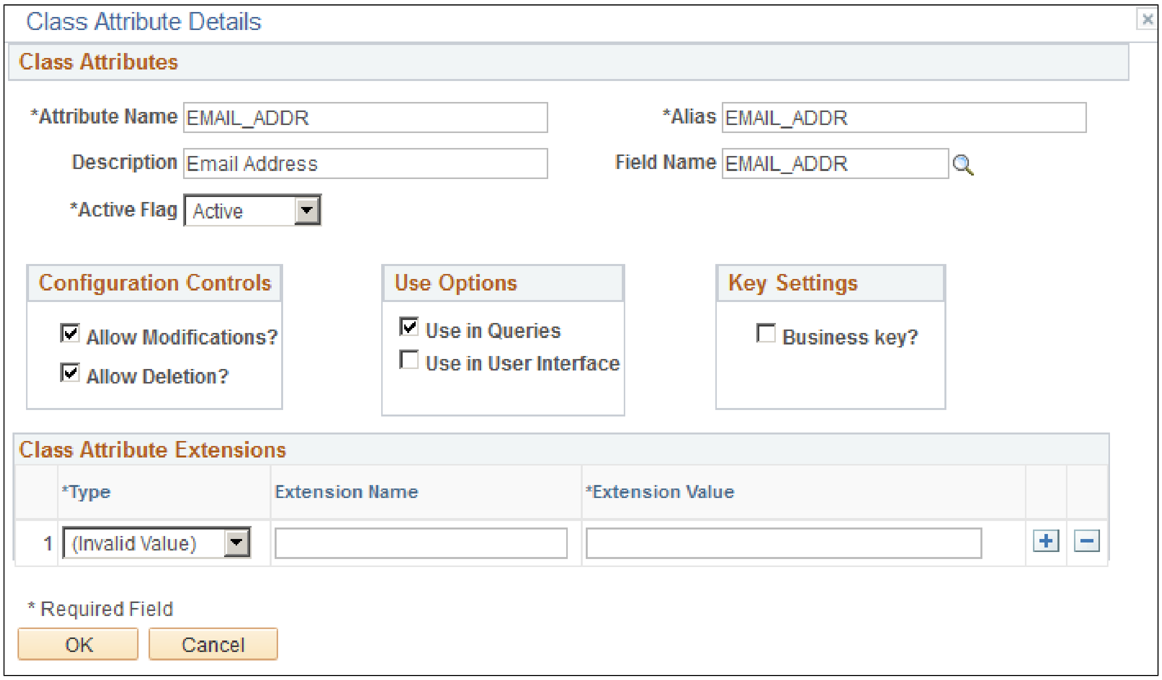
Use the Class Attribute Details page (HCMD_OATT_SPG) to enter or review class attribute details.

Navigation

- Click the View Attribute Details icon for a class attribute on the Base Class Definition page.
- Click the View Attribute Details icon for a class attribute on the Object Class Definition page.

Image: Class Attribute Details page

This example illustrates the fields and controls on the Class Attribute Details page. You can find definitions for the fields and controls later on this page.



Attribute Name Enter the attribute name. It can be different from the corresponding field.

Alias Enter an alias for the attribute.

Field Name Each attribute must have a corresponding field in the PeopleTools record.

Configuration Controls

Allow Modifications? Select if the users can modify the attribute in dynamic user interfaces.

Allow Deletion? Select if the users can delete the attribute in dynamic user interfaces.

Use Options

Use in Queries Select to display the class in Query Builder.

Use in User Interface Select to display the attribute in a dynamic user interface.

Key Settings

Business key?	Select if the business logic indicates that this attribute (field) is a key. You do not need to define the attribute as a key field at the record level.

Class Attribute Extensions

Class attribute extensions enable you to define any additional attributes that you can access through APIs (you cannot use these properties with Query Builder). For example, you could create a Java type class attribute extension called MyJava and with a value of the Java file name that programmers can access as required.

Define the class extensions by entering values into the following fields:

- Type
- Extension Name
- Extension Value

Class Relationship Details Page

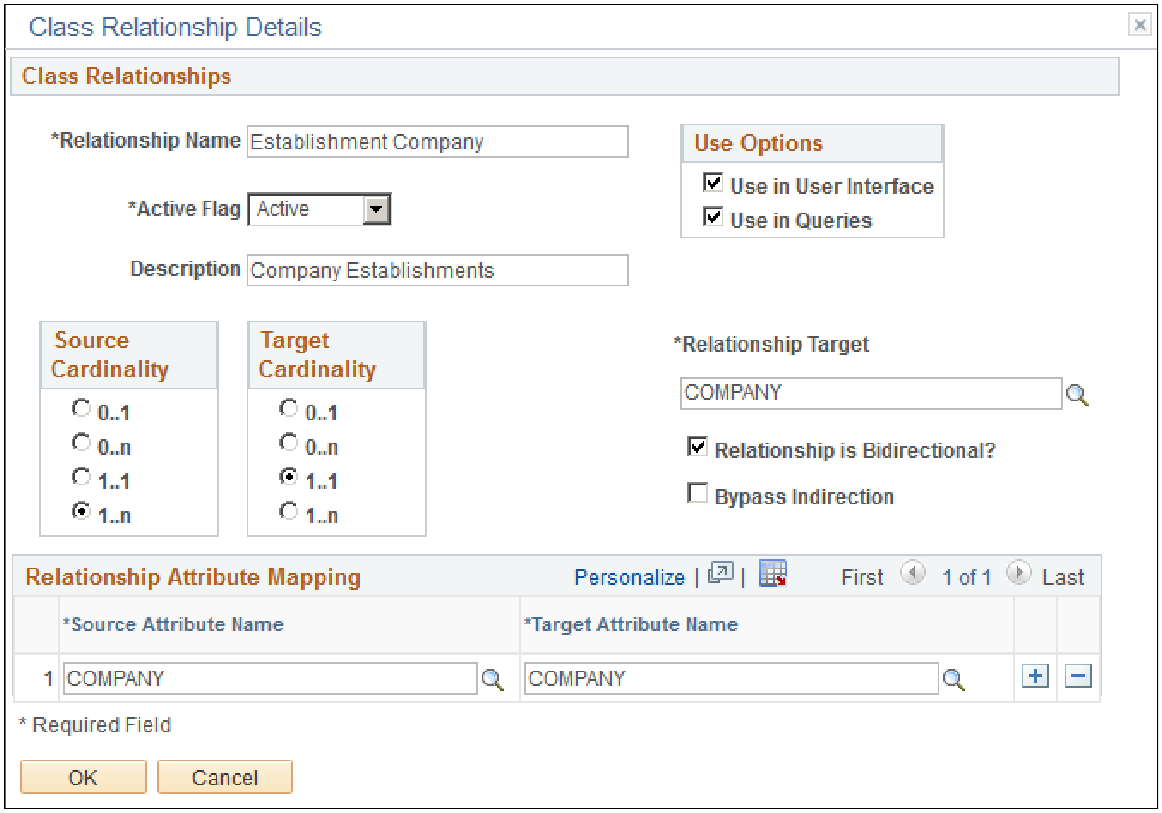
Use the Class Relationship Details page (HCMD_OREL_SPG) to enter or review class relationship details.

Navigation

- Click the View Relationship Details icon for a relationship on the Base Class Definition page.
- Click the View Relationship Details icon for a relationship on the Object Class Definition page.

Image: Class Relationship Details page

This example illustrates the fields and controls on the Class Relationship Details page. You can find definitions for the fields and controls later on this page.



Relationship Name Enter the name of the relationship.

Use in User Interface Select to display the relationship in a dynamic user interface.

Use in Queries Select to display the relationship in Query Builder.

Source Cardinality Select the cardinality setting of the source class object from the following options:

- zero to 1 *(0.. 1)*
- zero to many *(0.. n)*
- one to one *(1.. 1)*
- one to many *(1.. n)*

Target Cardinality Select the cardinality setting of the target class object from the following options:

- zero to 1 *(0.. 1)*
- zero to many *(0.. n)*
- one to one *(1.. 1)*

- one to many *(1.. n)*

Relationship Target

Select the relationship's target class object.

Relationship is Bidirectional?

Select to make the reverse relationship (with the source and target object classes reversed) automatically available.

Bypass Indirection

Select to bypass automatic setID indirection for those relationships that include setID indirection fields.

Query Build automatically adds the required SetID logic as required. If you select this option, you must define the logic in the relationship attribute mapping. For example, SETID_Location maps directly to the SetID field on the Locations table (LOCATION_TABLE) to improve performance.

Relationship Attribute Mapping

Enter the names of the attributes that you are mapping. You can map any number of attributes and the attributes do not have to have the same name to be mapped.

Export Metadata Definitions Page

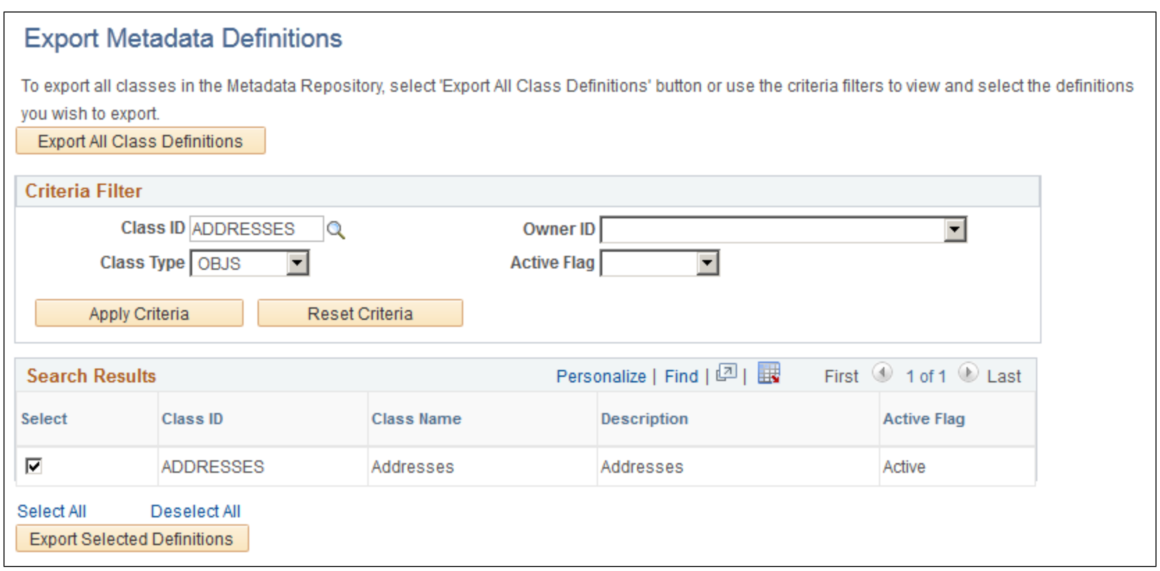
Use the Export Metadata Definitions page (HCMD_EXPORT_OBJS) to export metadata definitions from the catalog to XML.

Navigation

Set Up HCM > Product Related > Compensation > HCM Metadata Repository > Export > Export Metadata Definitions

Image: Export Metadata Definitions page

This example illustrates the fields and controls on the Export Metadata Definitions page. You can find definitions for the fields and controls later on this page.



Click to export all the metadata definitions in the catalog to an XML file. The system will display the Export Metadata Definitions page where you enter the export path and file name to be created.

Criteria Filter

To limit the classes, enter filter criteria in the Class ID, Class Type, Object Owner ID, or Active Flag fields.

Note: You can select more than one class ID in this field by separating the values with commas.

Click to apply the criteria you entered. The system populates the Search Results grid with the class objects that meet the criteria.

Click to clear the search criteria fields.

Search Results

The system populates this grid with the class objects that meet your search criteria and automatically selects all of them. Deselect the check boxes next to those class objects that you do not want to export.

Click to export the selected class objects to an XML file.

Export Metadata Definitions - Export Metadata Definitions Page

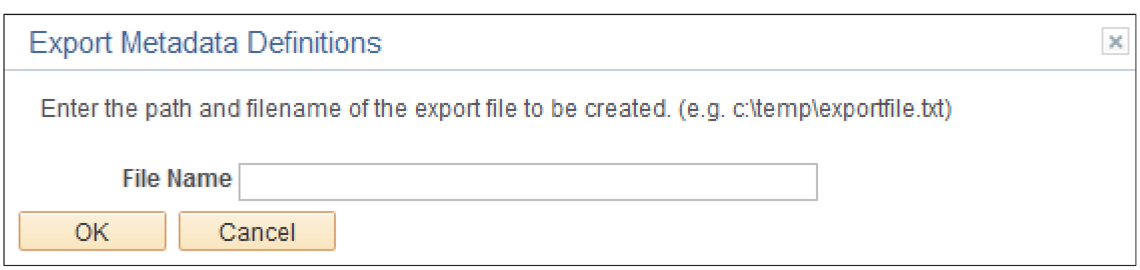
The system displays the Export Metadata Definitions - Export Metadata Definitions page (HCMD_FILENAME) to enter the path and filename of the export file to be created.

Navigation

Click the Export All Class Definitions button or Export Selected Definitions button.

Image: Export Metadata Definitions - Export Metadata Definitions page

This example illustrates the fields and controls on the Export Metadata Definitions - Export Metadata Definitions page. You can find definitions for the fields and controls later on this page



Enter the full path to the application server and the file name. If you do not specify a file name, the process will create the file in the default directory.

Import Metadata Definitions Page

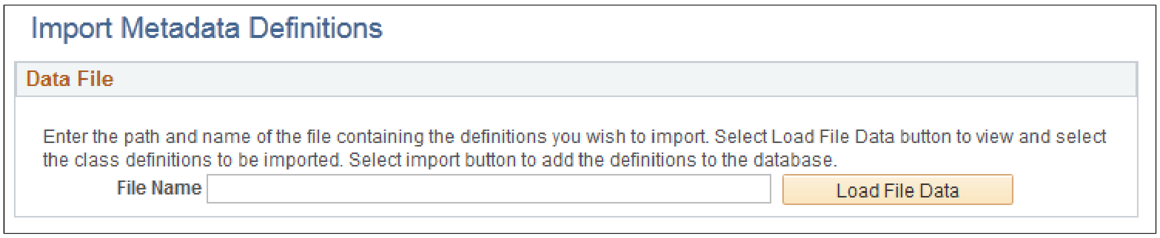
Use the Import Metadata Definitions page (HCMD_IMPORT_OBJS) to import metadata definitions.

Navigation

Set Up HCM > Product Related > Compensation > HCM Metadata Repository > Import > Import Metadata Definitions

Image: Import Metadata Definitions page

This example illustrates the fields and controls on the Import Metadata Definitions page. You can find definitions for the fields and controls later on this page.



Enter the file path and name to load the data from the XML file. The system will display a list of classes that exist in the exported file and an icon indicates if the class already exists. Select which classes should be imported and if the system should overwrite existing class definitions.

Building SQL Queries with Query Builder

To build SQL queries with Query Builder, use the Query Builder component (EQRY_SAMP_HTML_CMP) and the Pre-defined Queries component (EQRY_VIEWER_CMP).

These topics provide an overview of Query Builder and discuss how to build SQL queries with Query Builder.

Pages Used to Build Queries

Page Name	***Definition Name***	***Usage***
Result Attributes Page	EQRY_OUTPUT_PG	Select the object attributes that you want to use as result attributes in the query results. Select as many attributes as needed.
Save Attributes Page	EQRY_OUT_S_PG	Save the result attributes of the query. Enter a name and description for the query. The query is available to all users who have access to Query Builder. If you don't want the query generally available, select Private Query.

Page Name	***Definition Name***	***Usage***
Load Attributes Page	EQRY_OUT_L_PG	Load or append predefined result attributes selection for use in the current query. The attributes that are available depend on the target object that is selected when Query Builder is invoked.
Query Builder - Criteria Page	EQRY_ISCRIPT	Specify the attributes for which you want to query, and define expressions by using operators and values.
Criteria Attribute Tree Page	EQRY_ATT_TREE_PG	Use the object selection tree, navigate to the attribute that you want to use as query criteria, and select it.
Select Value Page	EQRY_VBUILD_PG	Select the attribute value to use as query criteria.
Save Criteria Page	EQRY_PROP_PG	Save the current criteria selection by name for use in later queries. The system saves the query criteria selection for the target object that is selected when Query Builder is invoked.
Load Criteria Page	EQRY_LOAD_PG	Load an existing criteria selection.
Query Builder - Results Page	EQRY_RESULT_PG	Review the results of your query.
Query Builder - Save/Load Query Page	EQRY_COMBO_SAVE_PG	Save the current query or load a predefined query.
Pre-defined Queries Page	EQRY_VIEWER_PG	Run a query that you've predefined on the Query Builder component. The page looks like the Query Builder - Results page.

Understanding Query Builder

Query Builder is a flexible tool that is used to query class objects that are defined in the PeopleSoft HCM metadata repository.

Query Builder lets you:

- Create queries of unlimited length and complexity without the need to know the underlying database model.

  Query builder automatically generates the most efficient SQL based on the metadata class definitions, generates all SQL joins automatically based on the relationships defined in metadata, and includes SetID and effective-dated logic.

- Select any number of available output fields to display results from both the underlying class and the class relationships.

- Modify current queries to include different output and criteria.

- Run previously defined queries.
- Navigate to objects that are returned as query results.
- Group the output with counts, sums, and averages and include minimums and maximums for the grouped output.

  Query Builder automatically generates the appropriate SQL for aggregations.
- Preview the Structured Query Language (SQL) query generated by Query Builder.

Whereas PeopleSoft Query uses records and fields in queries, Query Builder queries objects and attributes. This approach has two benefits:

- You are more likely to recognize an object name than record and field names, and hence find it easier to query objects that are in the system.
- Underlying record and field definitions of system objects can change without affecting existing query definitions, resulting in more robust queries.

Result Attributes Page

Use the Result Attributes page (EQRY_OUTPUT_PG) to select the object attributes that you want to use as result attributes in the query results.

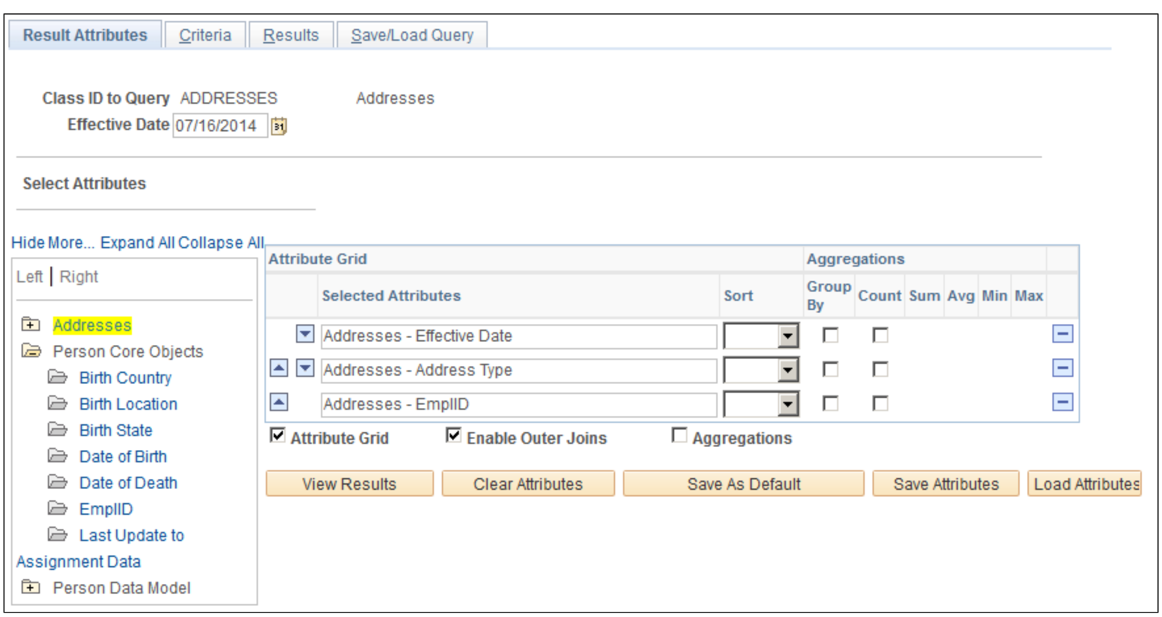
Select as many attributes as needed.

Navigation

Set Up HCM > Product Related > Compensation > HCM Query Builder > Query Builder > Result Attributes

Image: Result Attributes page

This example illustrates the fields and controls on the Result Attributes page. You can find definitions for the fields and controls later on this page.



Use the Result Attributes page to select the object attributes that you want to search against. You can select any combination of the defined attributes for the object.

At any point while defining result attributes, you can run the query and view the results. You can then return to the Result Attributes page to modify the query result attributes, go to the Criteria page to refine the query selection, or save the definitions.

Class ID to Query — Displays the class ID you selected for querying on the search page.

Select Attributes

The system displays folders for the target class ID object and any other objects that have a relationship (as entered on the Object Class Definition page) with the selected class ID. In this example, you can see that both the Person Core Objects and Person Data Model objects have a relationship with the Email Addresses object.

Click the folder to view the attributes of each object. Click an attribute to add it to the attribute grid.

Select Attributes — You can rearrange the order of the selected attributes to determine the order in which they appear on the Results page. You can also determine the sort order of the data that is in each results column.

Hide — Hides the attribute tree.

More... — When Query Builder first opens, the Select Attributes tree displays the system objects that are closely related to the target object through direct association. These relationships are defined in HCM metadata and represent the objects that you most often use in queries. If you can't find the objects that you want, click the More link to access other objects .

Expand All — Click to reveal the contents of all attribute tree folders.

Collapse All — Click to collapse all attribute tree folders.

Attribute Grid — Select this check box to display the results columns as defined in the Attribute Grid.

Aggregations — Select this check box to display the results based on the groupings that are selected in the Aggregations grid.

Enable Outer Joins — Select this check box to enable the query to use outer joins to gather additional data in the query.

View Results — Click to run the query. The system opens the Results page, showing the results of the query.

Clear Attributes — (Optional) Click to remove the attributes that appear in the Selected Attributes list.

Set As Default

(Optional) Click to set the attributes that you select as the default attributes that appear each time that you use the target object.

Save Attributes

(Optional) Click to save current attribute selections as a query.

Load Attributes

(Optional) Click to load predefined attribute selections.

Attribute Grid

Selected Attributes

The system populates the Selected Attributes list with the target object's list box items as they're defined in the Tools Record definition. You can add or delete attributes as necessary for your query.

 and 

Use the arrows to rearrange the attributes to determine the column display order in query results. For example, the attribute at the top of the Selected Attributes list appears as the left-most column in the query results.

Sort

(Optional) Indicate a sort order for the attribute in the column results: *Blank, Asc*(ascending), and *Desc* (descending). You can sort one or multiple columns. Specifying multiple sorts causes column results to sort from left to right. Column results that are sorted have a link that appears in the column header in the query results.

Aggregations

Use the check boxes in this grid to indicate how you want the results to appear on the Results page. For example, you can tell the system to group the results by order number, and within each group, sum the order amounts as well as show the minimum and maximum amounts.

Group

Select this check box to group the results by the attribute.

Count, **Sum**, **Avg** (average), **Min** (minimum), and **Max** (maximum)

Select these options to have the system count the different groups. For attributes that are related to transaction amounts, the system can also sum, average, and indicate the minimum or maximum amounts.

Load Attributes Page

Use the Load Attributes page (EQRY_OUT_L_PG) to load or append predefined result attributes selection for use in the current query.

The attributes that are available depend on the target object that is selected when Query Builder is invoked.

Navigation

Click the Load Attributes button on the Result Attributes page.

Image: Load Attributes page

This example illustrates the fields and controls on the Load Attributes page. You can find definitions for the fields and controls later on this page.


Select stored output column set to Load or Append to current selections

Load	Append	Name of column selections	Description	User ID	Private Query
Load	Append	BUSINESSEMAIL	Preferred Business Emails		
Load	Append	JOB CODE GBI	Job Codes GBI excl SHARE&NERCT		

Use the Load Attributes page to add saved results columns to the query. The page displays all of the attribute sets that are saved by all users as well as the attribute sets that you save and mark as private.

Load	Replaces the result attributes in the query.
Append	Adds the result attributes onto the query.
User ID	The user who creates and saves the result attributes.
Private Query	Indicates the private queries.

Query Builder - Criteria Page

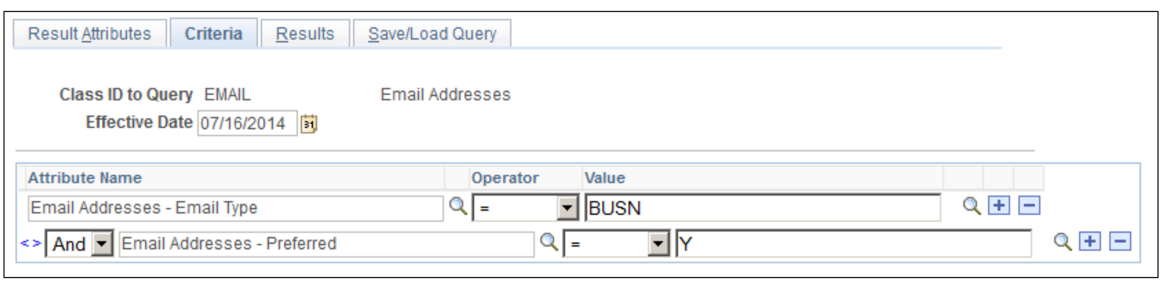
Use the Query Builder - Criteria page (EQRY_ISCRIPT) to specify the attributes for which you want to query, and define expressions by using operators and values.

Navigation

Set Up HCM > Product Related > Compensation > HCM Query Builder > Query Builder > Criteria

Image: Query Builder - Criteria page

This example illustrates the fields and controls on the Query Builder - Criteria page. You can find definitions for the fields and controls later on this page.



After you load or define the query result attributes, you can optionally add criteria to filter the query results on the Query Builder - Criteria page. You can only select attributes from the objects that are selected on the Results Attribute page. Specify as many criteria rows as needed, or save a criteria selection for later use to use as a predefined query selection in the current query.

By using indentation in expressions, you can create queries that are as complex as you need. Query Builder intelligently parenthesizes the expressions to ensure that the query is evaluated correctly.

Attribute Name	Select the attributes from the objects connected to the class ID you're querying.

	Click the Select an Attribute button to view a list of all defined attributes for the object on the Select Criteria page. Select an attribute to return to the Criteria page.
Operator	Select an operator to define the condition for the criteria.
Value	Enter a value for the selected attribute to use as query criteria.

Selecting a Value

Access the Select Value page to select the values that you want to use to filter the query. The fields on the page differ depending on the operator that you select on the Criteria page.

If you use the between or not between operators, you select a From and To value.

If you used the like, not like, equal to, not equal, greater than, less than or equal to, less than, or greater than or equal to, you select a value for the system to compare the result to.

If you use the in or not in operator, you can select one or more check boxes for the values within which you want the system to return the results.

At any point while defining the criteria, you can click the View Results button to run the query, and then return to the Criteria or Results Columns page to modify or (optionally) save the definitions.

Working with Criteria

View Results	Click to view the results of the query on the Results page.
Clear Criteria	Click to remove all current attribute names and value selections and start over.
Save Criteria	(Optional) Click to save current attribute name and value selections. After selecting the criteria, you can save the query definition for future use. On the Save Criteria page, enter a name and description for the query and indicate whether or not you want it to be a private query.
Load Criteria	(Optional) Click to load predefined attribute name and value selection. This page works just like the Load Columns page, and displays all of the query criteria sets that are saved by all users as well as the sets that you save and mark as private.

Query Builder - Results Page

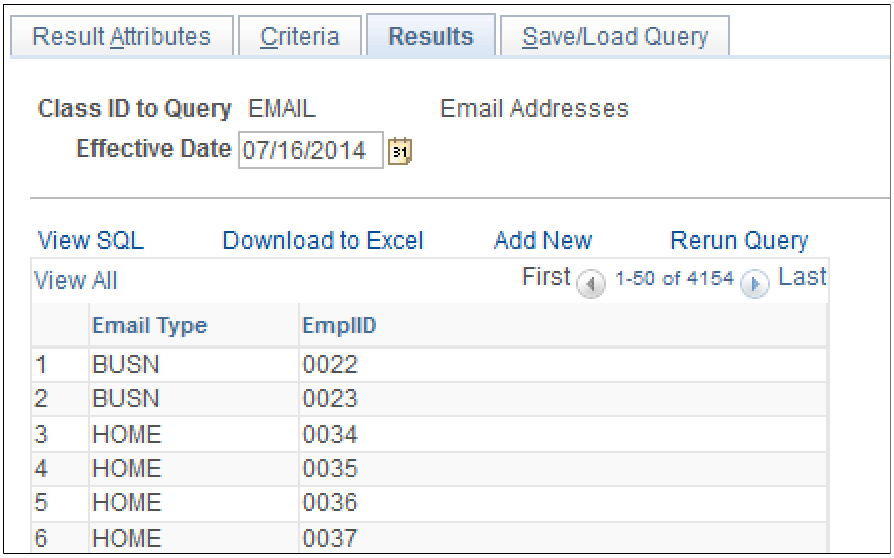
Use the Results page (EQRY_RESULT_PG) to review the results of your query.

Navigation

Set Up HCM > Product Related > Compensation > HCM Query Builder > Query Builder > Results

Image: Query Builder - Results page

This example illustrates the fields and controls on the Query Builder - Results page. You can find definitions for the fields and controls later on this page.



Use the Query Builder - Results page to view the results of the query. You can click any of the links that are in the results columns to go to the application page where the attribute is defined.

Select to view the query SQL, download the query results into Excel, add new criteria, or rerun the query.

Note: When you select to download the current query results to a Microsoft Excel spreadsheet, only the results currently displayed on the page are downloaded to the spreadsheet. To download all query results, click the View All link, and then click the Download to Excel link.

Aggregations Grid

Shows the results sorted and totaled based on the check boxes that you select on the Results Columns page. This grid is only visible if you select the Aggregations check box on the Results Columns page.

Query Builder - Save/Load Query Page

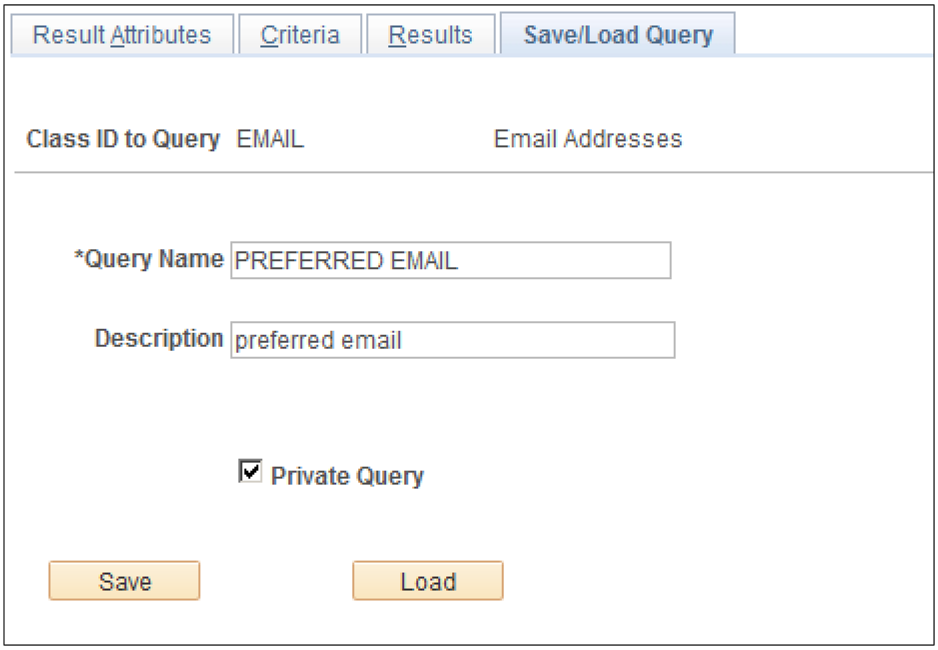
Use the Query Builder - Save/Load Query page (EQRY_COMBO_SAVE_PG) to save the current query or load a predefined query.

Navigation

Set Up HCM > Product Related > Compensation > HCM Query Builder > Query Builder > Save/Load Query

Image: Query Builder - Save/Load Query page

This example illustrates the fields and controls on the Query Builder - Save/Load Query page. You can find definitions for the fields and controls later on this page.



While defining a query, you can save the result attributes and criteria as separate definitions. This allows you the flexibility to mix and match various result attributes and criteria. You can also save a query definition, which is a combination of an output (result attributes) selection and a criteria selection.

Query Name	Enter a name under which to save the query. When you save a Query Builder query, both the result attributes and the criteria selection are saved.
Private Query	Select to make the query private and available only to the user who created it.
Load	Click load to load a predefined query.

Pre-defined Queries Page

Use the Pre-defined Queries page (EQRY_VIEWER_PG) to run a query that you've predefined on the Query Builder component.

The page looks like the Query Builder - Results Page.

Navigation

Set Up HCM > Product Related > Compensation > HCM Query Builder > Pre-defined Queries

Select a query by searching on output and criteria combination, description, original class ID, or a combination of these. Then click the query result that you want to run. Click the View Definition link to access the Query Builder component, where you can change the results columns, attributes, or criteria of the query and rerun the query.

Note: Predefined queries are also available by loading existing query definitions from within Query Builder.

Chapter 33

Working with HCM Transformation Framework

Understanding the Transformation Framework

When an application sending a service operation uses a message structure different than the application receiving it, the message must be transformed in order to be accepted by the target application. HCM Transformation Framework uses definitional logic to transform messages. Using information you set up, the transformation framework applies the correct transformation logic to produce a message that complies with the target application requirements.

HCM Transformation Framework enables seamless integration among PeopleSoft applications as well as with third-party applications such as Oracle, SAP, and Siebel. Transformation schemas are associated with transformation maps, enabling you to quickly locate and modify a schema to respond to external changes.

The transformation map registry is made up of transformation maps. The transformation map defines the message properties of the message for both the target and source application. For each transformation map, create a transformation schema, an XML document that defines the message structure mapping between two applications.

When a message needs to be transformed in order to be successfully received by an application, you need to assign a transformation program with the message on the Integration Broker Relationships component (IB_RELATIONSHIP).

There are six transformation programs supported by the transformation framework:

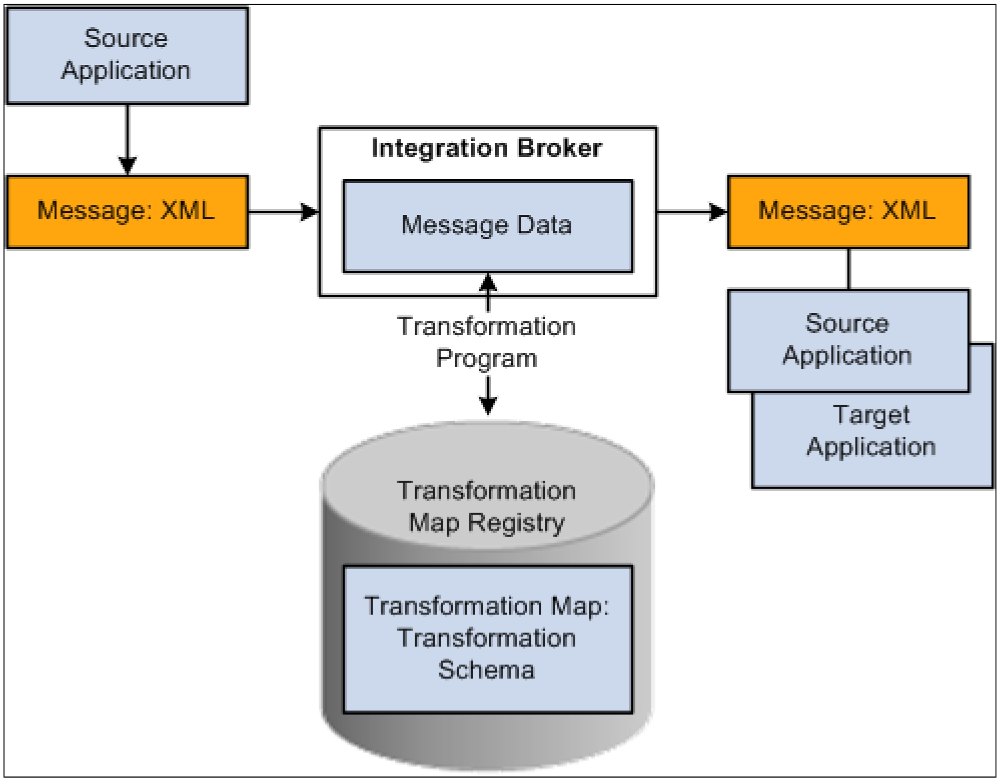
- HTMF_TR_IA, for inbound asynchronous communications.
- HTMF_TR_IS, for inbound synchronous communications.
- HMTF_TR_ISR: for the inbound synchronous response.
- HTMF_TR_OA, for outbound asynchronous communications.
- HTMF_TR_OS, for outbound synchronous communications.
- HMTF_ TR_OSR for outbound synchronous responses.

Based on the type of transaction, choose the appropriate transformation program to associate with your message.

When an application publishes a message that requires transforming, PeopleSoft Integration Broker invokes the transformation program associated with the message. The transformation program determines which transformation map corresponds to the target message and applies the transformation schema to the message data using XSLT, an XML translation language. The transformation schema can modify the metadata or the message data itself to comply with the target application requirements. PeopleSoft Integration Broker repackages the transformed message data into an XML document that is structurally compliant with the target application. The Integration Broker can then deliver the message to the receiving application.

Image: Transforming data using the transformation framework

This diagram illustrates the flow of information from one application to another using HCM Transformation Framework:



See *PeopleTools: PeopleSoft Integration Broker,* "Applying Filtering, Transformation and Translation"

Base Message Format in PeopleSoft Integration Broker

Before you create a transformation schema, it helps to understand the base XML document format used by PeopleSoft Integration Broker to package application data:

```
<?xml version="1.0"?>
<PeopleSoftMessageName>
 <FieldTypes>
  <RecordName1 class="R">
   <fieldname1 type="CHAR"/>
   <fieldname2 type="NUMBER"/>
   ...
  </RecordName1>
  <RecordName2 class="R">
   <fieldname1 type="CHAR"/>
   <fieldname2 type="NUMBER"/>
   ...
  </RecordName2>
  ...
 </FieldTypes>
 <MsgData>
  <Transaction>
   <RecordName1 class="R">
    <fieldname1>Fieldvalue</<fieldname1>
    <fieldname2>Fieldvalue</<fieldname2>
```



```
    ...
   <RecordName1>
   <RecordName2 class="R">
    <fieldname1 type="CHAR"/>
    <fieldname2 type="NUMBER"/>
     ...
   </RecordName2>
  <PSCAMA class="R">
   <AUDIT_ACTN>ActionCode</AUDIT_ACTN>
          </PSCAMA>
     ...
  </Transaction>
  ...
 </MsgData>
</PeopleSoftMessageName>
```

This format is then packaged into an XML document for transmission to the target application. If you have attached one of the supported framework transformation programs to the message, the transformation program identifies the appropriate transformation map and applies the transformation schema to the message, modifying its structure. The message is then repackaged into an XML document in its altered form and delivered.

Note: The transformation message must be supported by the transformation framework. Only supported programs can work with the transformation maps. You can also add configured Application Engine or XSLT transformation programs as part of the relationship definition independent of the transformation framework.

The transformation program can modify the following elements of the standard message structure:

PeopleSoftMessageName	The name of the message as it is defined in PeopleSoft using Application Designer. The transformation program can change the message name.
FieldTypes	The metadata for the records and their fields. The transformation program can select the fields required by the target applications and can change their names.
Transaction	Contains the data for the records and their fields and organizes them into a hierarchy. The record tags at each level contain the fields for that record. The transformation program can select one or more record subsets and their fields or just a subset of fields required by the target service operation and can change their names.
PSCAM (PeopleSoft Common Application Message Attributes)	The last record within a transaction that provides information about the entire transaction. The PSCAMA record contains fields that are common to all messages. The <PSCAMA> tag repeats for each row in each level of the transaction section of the message. The sender can set PSCAMA fields to provide basic information about the message, for example, to indicate the message language or the type of transaction a row represents.

The transformation program copies this structure to the target message structure.

Setting Up and Managing HCM Transformation Maps

To set up and manage HCM transformation maps, use the Register Transformation Map component (HMTF_WZ_STEP1) and the Transformation Registry component (HMTF_TRF_REGISTRY).

These topics discuss setting up and managing HCM transformation maps.

Pages Used to Set Up and Manage HCM Transformation Maps

Page Name	***Definition Name***	***Usage***
Register Transformation Map Page	HMTF_WZ_STEP1	Define or modify transformation maps (transformation XML schemas).
Transformation Registry Page	HMTF_TRF_REGISTRY	Organize the transformation maps by message name, message version, application version, and transaction type. Click a transformation map URL to modify the transformation map

Register Transformation Map Page

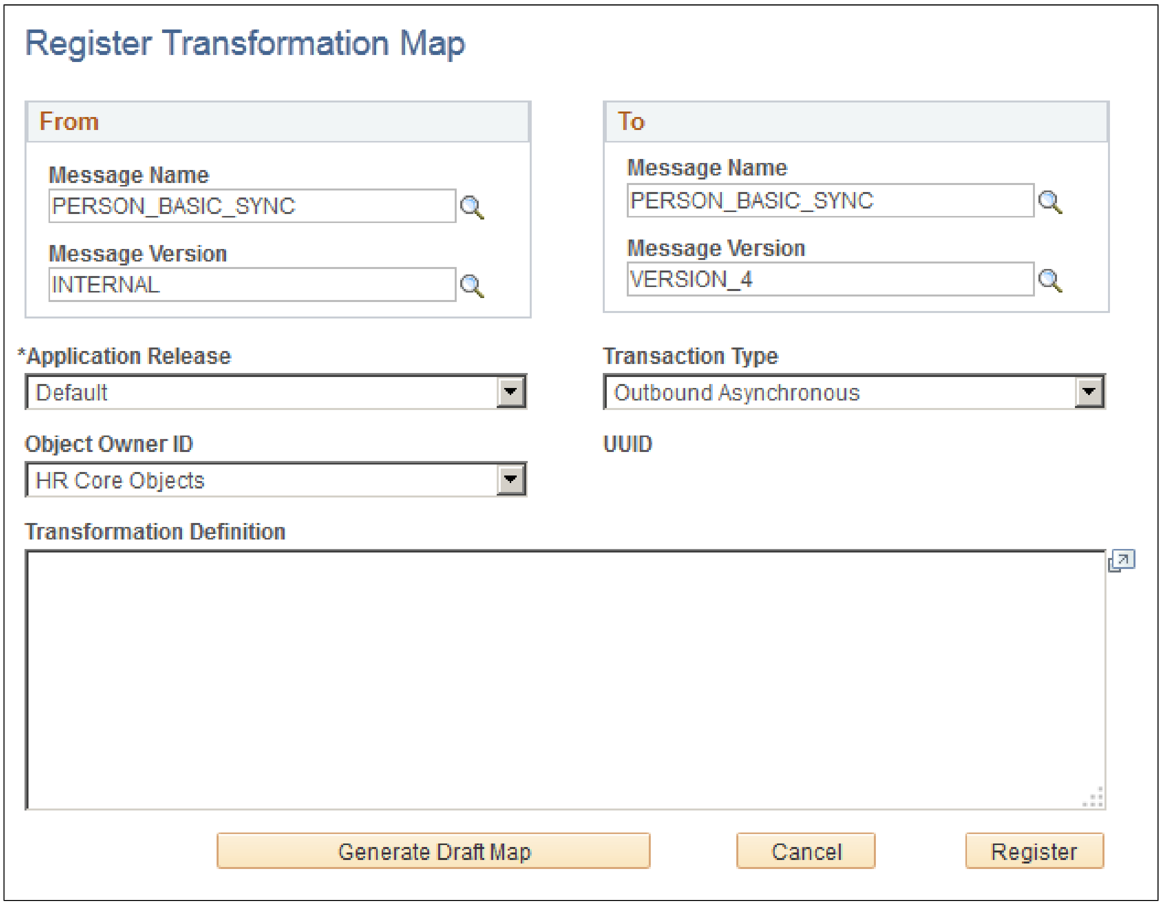
Use the Register Transformation Map page (HMTF_WZ_STEP1) to define or modify transformation maps (transformation XML schemas).

Navigation

Set Up HCM > System Administration > HCM Registry > Register Transformation Map > Register Transformation Map

Image: Register Transformation Map page

This example illustrates the fields and controls on the Register Transformation Map page. You can find definitions for the fields and controls later on this page.



The system stores the map as an HTML template in the portal registry (HC_REGISTRY) in the HCM Transformation Maps component.

Message Name and **Message Version** — Select the message name and version for both the source (From) and target (To) application.

Application Release — Select the release of the source application.

Transaction Type — Indicate if the type of transaction is *Inbound Synchronous, Inbound Asynchronous, Outbound Synchronous, Outbound Asynchronous, Inbound Synchronous Response,* or *Outbound Synchronous Response.*

Object owner identifier — Select the owner of the object.

Transformation Definition — Define the mapping information (schema) to map the source service operation structure to the target service operation structure.

Defining the Transformation Schema

The transformation definition contains the following code:

```
 <?xml version="1.0"?>
 <transformation type="IA"application_release="Application Name and?
 Release"default_node="Default Node Name">
  <structure>
   <message message_name="Original Message Name" new_message_name="New Message?
 Name">
    <TargetMessageRecord class="R" source_record="SourceMessageRecord ">
     < TargetMessageRecordField1 type="CHAR" value="DefaultValue"/>
     < TargetMessageRecordField2 type="CHAR" source_field="SourceMessageRecord?
Field" [source_record="SourceMessageRecord"/>
     ...
    </TargetMessageRecord>
   </message>
  </structure>
 </transformation>
```

Enter values in the following elements:

XML Tag	***Elements***	***Values***
transformation	type	Enter a transformation type. Supported values are: • Inbound Asynchronous. • Inbound Synchronous. • Outbound Asynchronous. • Outbound Synchronous.
application_release	(Optional) Enter the Category. AppRelease property of the relationship defined in PeopleSoft Integration Broker.	
default_node	(Optional) Enter the default node to be used.	
message	message_name	Enter the name of the source service operation.
new_message_name	(Optional) Enter the name of the message in the transformed structure.	
[TargetMessageRecord] **Note:** Edit this tag so that it is the name of the target message record.	class	Enter the element class. The value is *R* for PeopleSoft record based message structure.

XML Tag	***Elements***	***Values***
source_record	(Optional) Enter the name of the source record. You should enter a value if the names of the source and target records are different.	
[TargetMessageRecordField] **Note:** Edit this tag so that it is the field name in the target message record.	type	Select the data type of the field of the transformed message for the target application. Valid values are: • CHAR • DATE • NUMBER
source_field or value	Enter the name of the source record field name whose values should be copied in the transformed message structure for the target application *or* enter the default value that should be copied in the transformed message structure for the target application. **Note:** Enter a value in source_field or value, but not both.	

Transformation Registry Page

Use the Transformation Registry page (HMTF_TRF_REGISTRY) to organize the transformation maps by message name, message version, application version, and transaction type.

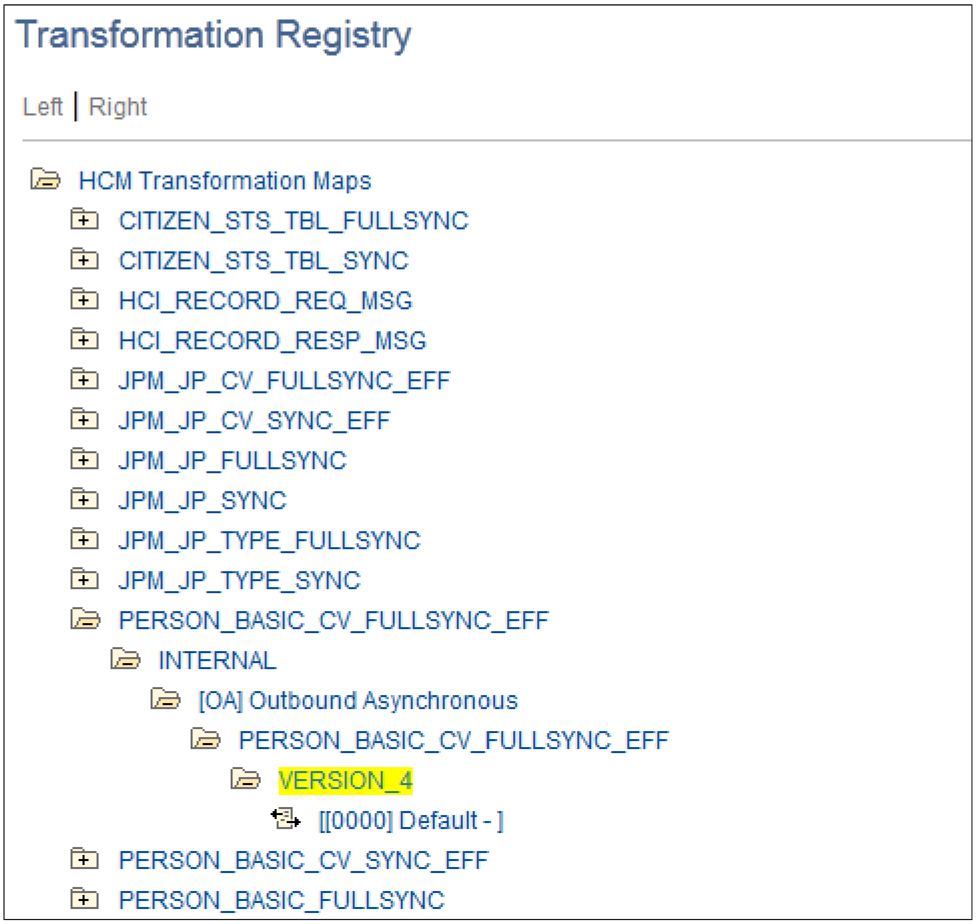
Click a transformation map URL to modify the transformation map

Navigation

Set Up HCM > System Administration > HCM Registry > Transformation Registry > Transformation Registry

Image: Transformation Registry page

This example illustrates the fields and controls on the Transformation Registry page. You can find definitions for the fields and controls later on this page.



Drill down to the transformation map by message name, message version, application version, and transaction type. Click the template URL to access the Transformation Map page for the transformation map.

Chapter 34

Setting Up and Generating Form Letters

Understanding PeopleSoft HCM Form Letters

These topics list prerequisites and discuss using PeopleSoft HCM form letters.

Prerequisites

Use PeopleSoft Process Scheduler in PeopleSoft Human Resources to generate the sample form letters that are delivered with PeopleSoft HCM. The PeopleSoft Process Scheduler runs a job that:

1. Executes a Structured Query Report (SQR), with SQRibe Technology's Structured Query Report Writer to extract data from the database.
2. Merges the data into a document template, with Word as the word processor.
3. Posts the resulting letters on the web server.

If you currently use a report writer other than SQRibe Technology's Structured Query Report Writer or a word processor other than Word, review the information in these topics to understand the steps that are involved in generating form letters. Then, consult your report writer or word processor documentation to modify the procedures to fit the sample letters.

Once you are familiar with the sample form letters, you can modify the letters or create new ones for other tasks.

Note: To generate letters, you should be familiar with the Word mail merge functions.

Related Links

Adapting Form Letters

Using PeopleSoft HCM Form Letters

PeopleSoft HCM delivers a set of sample form letters for use with PeopleSoft HCM applications.
There are two methods for generating form letters; one for PeopleSoft Human Resources and one for applications other than PeopleSoft Human Resources (referred to as other PeopleSoft HCM applications).

Please follow the appropriate method to create your form letters successfully.

Many human resource management activities involve sending out routine letters and memos on a regular basis. For example:

- (PeopleSoft Human Resources) Letters announcing course session enrollments, cancellations, and rescheduling.

- (PeopleSoft Global Payroll, Pension Administration, Benefits Administration) Letters, notification forms, and plan updates.

The wording of such letters doesn't change much from mailing to mailing; what does change is information such as addresses and dates. In PeopleSoft HCM, you can create form letters in your word processor by accessing the data that you need from your human resources database.

You can generate several types of letters and print them all at the same time, or you can generate letters now and print them later, if you prefer to review them first. Three sample form letters are provided at the end of these topics.

Related Links

"Understanding Student Enrollment Options" (PeopleSoft HCM 9.2: Human Resources Administer Training)

"Generating Student Form Letters" (PeopleSoft HCM 9.2: Human Resources Administer Training)

"Setting Up Labor Administration Disciplinary, Grievance, and Resolution Classifications" (PeopleSoft HCM 9.2: Manage Labor Administration)

Generating Form Letters for PeopleSoft Human Resources

These topics provide an overview of form letters for PeopleSoft Human Resources and discuss how to:

- Generate form letters with PeopleSoft Process Scheduler.
- Use naming conventions in form letter files.
- Set up form letters.
- Prepare to print form letters.
- Adapt form letters.
- Troubleshoot form letters.

Note: These instructions show you how to use templates to create form letters for PeopleSoft Human Resources. To create form letters for other PeopleSoft HCM applications, you follow a different method. Please follow the appropriate instructions to create your form letters.

Related Links

Generating Form Letters for Other PeopleSoft HCM Applications

Understanding Form Letters for PeopleSoft Human Resources

PeopleSoft delivers a set of sample letters for use with the following:

- PeopleSoft Human Resources: Administer Training
- PeopleSoft Human Resources: Manage Labor Administration

The form letter processes search the database for records that have been tagged with specific letter codes. For example, when you enroll an employee in a training course using the Administer Training business process, you can add a letter code to the employee record that identifies the type of letter required. When you later run the training letter report, the system searches for records with the letter codes for training letters.

The form letter processes use Word to generate the letters based on data extracted from the PeopleSoft database.

To generate form letters for PeopleSoft Human Resources:

1. Create letter codes by using the Standard Letter Table page (STANDARD_LTR_TABLE).

   Letter codes represent form letters and are used to link a record to the required letter.

2. Tag people's records with the appropriate letter code in the PeopleSoft Human Resources database.

   Enter a letter code into the records of applicants, employees, contingent workers, or people of interest to flag the record when it's time to generate a form letter.

   For example, when you enroll or add students to waiting lists for training courses, the system inserts letter codes into employee, contingent worker, and person of interest records.

3. Generate form letters by running a report that runs the following processes:

   a. An SQR data extract process.

   b. A WinWord WORDINIT process.

   c. The PSMERGE Application Engine process.

   The final step is completed by the Distribution Agent that moves the letter files to the Report Repository.

4. Send training letters by email.

   This step is for the training letters only. The system also emails training letters to students if their email addresses are in their person records.

   Note: You must configure SMTP and activate Workflow to automatically send training letters by email.

   See *PeopleTools System and Server Administration*

5. Print the letters by using Microsoft Word.

   The system creates the form letters in a temporary directory on the web server, putting all letters of the same type in one file.

   The distributed architecture of the PeopleSoft Human Resources system enables you to access the application server far from local machines therefore the system doesn't print letters to a default printer. Instead, you select where you want to print the letters by using standard Microsoft Word print options.

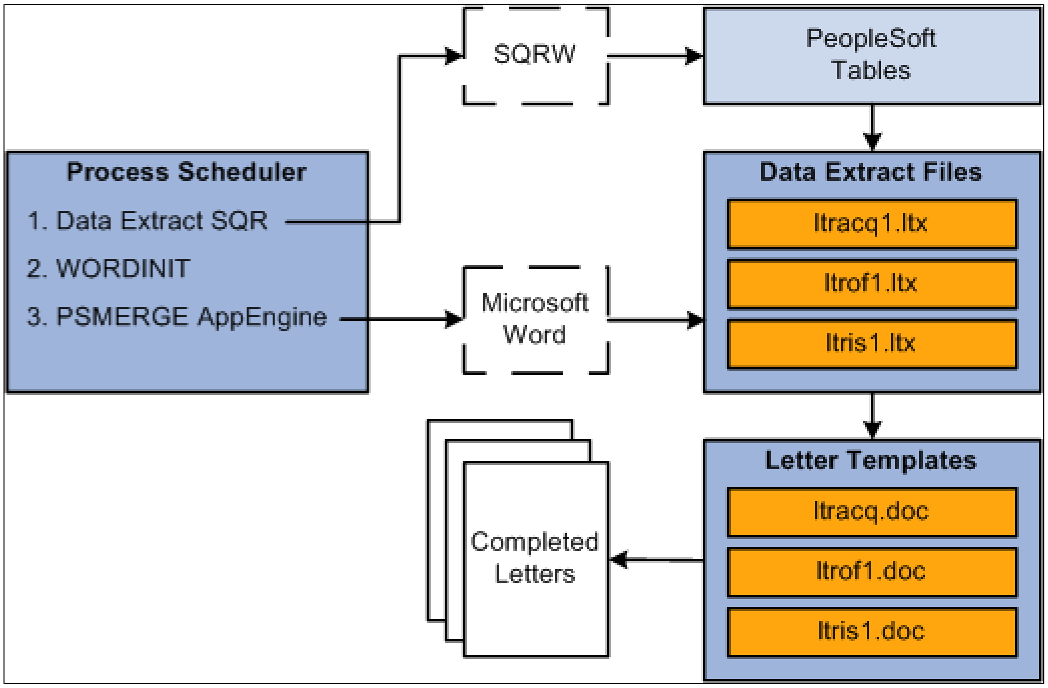
Related Links

Setting Up Standard Letter Codes

Generating Form Letters

Image: Generating form letters for PeopleSoft Human Resources with PeopleSoft Process Scheduler

This diagram and the steps below illustrate how PeopleSoft Process Scheduler generates form letters for PeopleSoft Human Resources:



Step 1: SQR Data Extract Process

The SQR data extract process:

- Identifies records in the database with the appropriate letter codes (and no print date).
- Extracts data from these tagged records.
- Updates the Print Date field in the tagged records.
- Creates a data extract file (with an .ltr extension) that contains the data for each letter.

  For example, the file containing data for offer letters is ltrof1.ltr, where of1 represents offer letter, and .ltr represents letter.

The SQR process sends its output to the log/output directory defined for SQR reports. Define the log/ output directory in the Process Scheduler configuration file.

Step 2: WORDINIT WinWord Process

The WORDINIT WinWord process is an initialization process. Its purpose is to ensure that the PSMERGE application engine process can retrieve the location of:

- The executable file for Microsoft Word, winword.exe.

- The PS_HOME directory that contains the letter templates.

The WORDINIT process runs winword.exe and a dummy macro called PSINIT which opens and closes the psmerge.doc file without creating any output. By including the WORDINIT WinWord process in the job definition, the Process Scheduler ensures that it has loaded the location of the winword.exe file into PSPRCSPARMS.

The PSMERGE application engine process uses this information to call Microsoft Word.

Step 3: PSMERGE Application Engine Process

The PSMERGE Application Engine process completes the merge of the data extract files and the Word templates. It:

- Retrieves the locations of the data extract files, winword.exe and the PS_HOME Winword directory.
- Creates a file called param.txt in the log/output directory.

  This file contains the locations of the files and a list of files to be merged.
- Calls Microsoft Word to carry out the merge.

  Microsoft Word:

  - Opens the form letter templates that correspond to the data extract files.
  - Merges the appropriate extract file data into the field codes for each template.

    For example, the offer letters template is ltrof1.doc and it includes field codes for names, addresses, and offer amounts.
  - Inserts the data from the appropriate .ltr file into the template field codes.

    For example, it inserts the data from the ltrof1.ltr extract file into the ltrof1.doc template.
  - Places the resulting letters in the log/output directory.

Using Naming Conventions in Form Letter Files

Before you adapt existing form letters or create new ones, you should be familiar with the naming conventions for each element of the process. Use the same naming conventions for the new form letter components that you create.

These topics discuss how to:

- Use letter codes.
- Use data extract files and corresponding Word letter templates.

Using Letter Codes

You create letter codes in the Standard Letter Table component. Use letter codes to indicate what kind of letter is required for a particular record. The standard letter codes that are delivered by PeopleSoft for use with the sample letters are listed below.

Using Data Extract Files and Corresponding Word Letter Templates

The extension .ltr represents form letters and the extension .doc is the normal templates extension. Every letter code for which you generate form letters must have a corresponding data extract file and a template with the same name of the data extract file:

Object	***Example***
New letter code	xyz
Data extract file name	aaaxyz.ltr
Template name	aaaxyz.doc

The letter codes and their associated data extract files and Word templates include:

- Training letters

Purpose of Letter	***Letter Code***	***Data Extract File***	***Word Letter Template***
Confirmation of session enrollment	CON	ltrcon.ltr	ltrcon.doc
Rescheduling of course session	RSC	ltrrsc.ltr	ltrrsc.doc
Cancellation of course session	CAN	ltrcan.ltr	ltrcan.doc

Note: The Standard Letter Table also contains two codes, WTC and WTS, that are used in Administer Training for students on waiting lists. However, these codes don't have macros or sample letters associated with them.

- Labor Administration letters

Purpose of Letter	***Letter Code***	***Data Extract File***	***Word Letter Template***
Confirmation of Disciplinary Action Filed	DAF	ltrdaf.ltr	ltrdaf.doc
Confirmation of Disciplinary Action Resolution	DAR	ltrdar.ltr	ltrdar.doc
Confirmation of Grievance Filed	GRF	ltrgrf.ltr	ltrgrf.doc
Confirmation of Grievance Resolution	GRR	ltrgrr.ltr	ltrgrr.doc

Setting Up Form Letters

These topics discuss how to:

- Set up the Process Scheduler.
- Set up WinWord security.
- Set up document templates.
- Run the WORDSAMP process.
- Specify the output type and format of the SQR process.

Setting Up the Process Scheduler

To set up your Process Scheduler to generate form letters:

1. Install the Microsoft Word on the same machine that runs the Process Scheduler.
2. Define the WINWORD parameter in the Process Scheduler configuration file.

   The WINWORD parameter defines the location of the Microsoft Word executable file, winword.exe on the server. Make sure that there are no spaces in the path and the path does not end with a slash (/).
3. Use the Process Scheduler Manager to define a server specifically for running the form letter processes.

   Select PeopleTools > Process Scheduler Manager > Use > Server Definitions to define the server. On the Distribution page, leave the Transfer Log Files to Report Repository check box deselected.

If you run the Process Scheduler as a service, modify the service to interact with the desktop:

1. From the Windows Control Panel, open Administrative Tools, Services.
2. Open the Process Scheduler service and access the log on tab.
3. For the Log on as field, select Local System account and select the Allow service to interact with desktop check box.

   This enables Microsoft Word to run in the foreground of the server. You cannot run Microsoft Word macros as a background service.

See *PeopleTools PeopleSoft Process Scheduler,* “Using the PSADMIN Utility".

Setting Up Winword Security

To run the macro that completes the merge, you must set the macro virus protection to Low. To do this:

1. Run Microsoft Word and select Tools from the menu bar.
2. Configure security according to the version of Word you are running.

See *Microsoft Word Legal User's Guide*

Setting Up Document Templates

To generate form letters, the document templates and the macros must be located in the directory %PSHOME%\winword.

Check that the files psmerge.doc and psmerge.dot, and all the document templates in this directory are read-only.

Running the WORDSAMP Process

Before running any of the form letters processes, test your environment by running the WORDSAMP process. If this process runs successfully, this demonstrates that the environment is correctly configured to run Microsoft Word processes.

Note: To verify that the WORDSAMP process has successfully completed verify that it has created a document called wordsamp.doc.

To run the WORDSAMP process:

1. Select PeopleTools, Process Scheduler, System Process Requests. Select a Run Control ID and click Run.
2. The Process Request Dialog page (PRCSSAMPLEPNL1) appears.
3. Select your server in the Server Name field and select the Win Word Sample Process check box.
4. Click OK.
5. Click the Process Monitor link to check that the process runs successfully (Run Status is *Success*).
6. Check that a document wordsamp.doc is created. This document is posted to the Report Repository as a normal report.

   If the process doesn't run successfully or the process doesn't create wordsamp.doc, then your environment is not set up correctly to run WinWord processes.

See *PeopleTools PeopleSoft Process Scheduler,* "Submitting and Scheduling a Process Request".

Specifying the Output Type and Format of the SQR Process

When you run the form letter report to generate letters, make sure that the Type and Format fields are set up correctly for the SQR data extract process. The SQR process must be set up with Type set to *File* and Format set to *LP.*

For example, if you are creating a training letter, check the output type and format as follows:

1. Select Administer Training >Student Enrollment >Create Training Letters >Create Training Letters page (RUNCTL_TRN001).
2. Enter run parameters and click Run.
3. On the Process Scheduler Request page, click *Training Letters* to access the Job Detail page.
4. In the Process List group box, which lists the three processes run to generate letters, locate the SQR process TRN001 and select *File* in the Type field and *LP* in the Format field.

For information about running the form letter reports, refer to the appropriate PeopleSoft Human Resources documentation.

See "Tracking Disciplinary Actions" (PeopleSoft HCM 9.2: Manage Labor Administration).

See "Generating Student Form Letters" (PeopleSoft HCM 9.2: Human Resources Administer Training).

See "Generate Recruitment Letters Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager).

Preparing to Print Form Letters

Before you can print form letters, you need to modify the macros supplied by PeopleSoft to suit your environment and set up your process scheduler configuration file.

Depending on your configuration, you may need to make these changes to the standard Microsoft Word macros that are supplied by PeopleSoft:

- Default path to the empty.doc file that contains all the macros.
- Location of the letters produced.

  The macros create letters in the directory C:\TEMP on your application server. We recommend that you edit the macros to change the location of the letters so that when you print them from Microsoft Word, you print them to your local printers.

To set up the system to print form letters:

1. On the Servers - Distribution page, create a new dedicated Process Scheduler leaving the Transfer System Files to Report Repository check box deselected to run form letters.
2. Define the WINWORD variable in the process scheduler configuration file.

   WINWORD defines the location of the Microsoft Word executable file that the process scheduler runs to produce the form letters. For example, if Microsoft Word is run on the application server, you might have this line in the process scheduler configuration file:

   ```
   WINWORD=C:\APPS\OFFICE97\OFFICE
   ```

See *PeopleTools: PeopleSoft Process Scheduler*.

Adapting Form Letters

Form letters are useful for many administrative tasks besides those for which we deliver sample letters. You can modify the sample form letters in several ways, from simple changes to text in the templates to adding the Letter Code field to other pages in PeopleSoft Human Resources.

These topics discuss how to:

- Modify the text in sample letter templates.
- Add fields to sample letters.
- Create new form letters.
- Add letter code fields to pages.

Modifying the Text in Sample Letter Templates

The form letter templates that are delivered with PeopleSoft Human Resources contain sample text for different types of tasks that you can change to suit your needs. For example, you'll probably want to change the sender names in the letters to the names of the employees in your organization who are responsible for administering the tasks. If you need to modify only the text, without changing any fields that are used or pages and tables that are referenced in PeopleSoft Human Resources, use the following procedure.

To modify the text in a form letter:

1. Find the Word letter template to update.

   Templates are located in the directory \PS\WINWORD.

2. In Microsoft Word, open the document that you want to modify.

   If you see " " in the document, select Tools > Options; then select the Field codes check box.

3. Make changes to the text as you would in any other document and save the file.

Warning! Don't overwrite the field codes (enclosed in curly brackets). They are the placeholders for the values that are extracted from PeopleSoft Human Resources.

Adding Fields to Sample Letters

In addition to updating the text of a sample letter, you can include other types of data from PeopleSoft Human Resources.

Note: To make this change, you should be familiar with Microsoft Word fields and the report writer used to extract data values from your PeopleSoft Human Resources database.

To use additional fields in form letters:

1. Add field codes to the form letter templates for any new data types that you want to include.

2. Modify the SQR that extracts data from PeopleSoft Human Resources so that it retrieves values from all of the fields that you want to use and writes them to the appropriate data extract files.

   For example, to include title in the Training Enrollment Confirmation letter ltrcon.doc, add a title field code to the form letter template. Also add a variable for title in TRN001.sqr so that the SQR retrieves the title value and writes it to the data extract file.

   Here's what the data extract file looks like before the change:

   ```
   systemdate, Name, . . .,

   "August 10, 2001", "Barry Robert Campbell"
   ```

   Here's what it looks like after the change:

   ```
   systemdate, Name, Title....

   "August 10, 2001", "Barry Robert Campbell", "Director". . .
   ```


Creating New Form Letters

You can create form letters for different purposes. For example, you might want to create a form letter notifying students they are on the waiting list for a course session.

To create a new form letter:

1. Create a new letter code in the Standard Letter table.

2. Create a Word letter template, including the appropriate text, field codes, and data statement reference.

   The file name of the template must match the data extract (.ltr) file name. For example, if the data extract file is app004.ltr, the Word template file must be called app004.doc.

   You might find it easier to adapt an existing form letter template than to create a new one. Look through the form letter templates to see if there's one that needs only minor modifications to serve as a new form letter template.

   For example, create a form letter for interview schedules (INT) by adapting the offer letter template. In the directory \PS\WINWORD, open ltrof1.doc. Modify the text as needed and add any new field codes that you want to use in the letter. Save the new template under a different name, ltrint.doc.

3. Edit the SQR that selects and extracts data from other PeopleSoft Human Resources tables and stores it in a separate data extract file.

   Insert the MERGEFIELD field code where you want the merge process to insert data from the data extract file into the letter. Press ALT + F9 to insert the MERGEFIELD field code.

   For example, to create a new form letter for interview schedules, you create new procedures in app007.sqr to extract values from all the fields and create a separate data extract file to store interview schedule letter information.

   The SQR process must include the name and extension (.ltr) of the data extract file that is created. An example is:

```
begin-procedure Write-Heading
move '{IMPORTPREFIX}' to $FileName !start a new report file
do Get-prcsoutputdir
if (rtrim($prcsoutputdir,' ') <> '')
move $prcsoutputdir to $Filename
concat 'APP004.LTR' with $Filename
end-if
NEW-REPORT $Filename
Let $InputField1 = 'LANG,Audience,Job_Requisition,JobTitle,DeptID,DeptName,Min⇒
_Rt_Annual,Max_Rt_Annual,Name1,Value1,Name2,Value2,Name3,Value3,Name4,Value4,N⇒
ame5,Value5,Name6,Value6,Name7,Value7,Name8,Value8,'
Let $InputField2 = 'Name9,Value9,Name10,Value10,Name11,Value11,Name12,Value12,⇒
Name13,Value13,Name14,Value14,Name15,Value15,Name16,Value16,Name17,Value17,Nam⇒
e18,Value18,Name19,Value19,Name20,Value20,AsOfToday'
Let $InputFieldTot = $InputField1 || $InputField2
move
$InputFieldTot
to $ioarea
print $ioarea (1,1)
next-listing
end-procedure
```

   If you create an Application Engine process, the file created by the process must have an .ltr extension.

See *PeopleTools SQR for PeopleSoft Developers*

4. Copy the new letter template to the Process Scheduler %PS_HOME%\winword directory.
5. Create a PSJOB to ensure that the SQR, WORDINIT, and PSMERGE processes are run in the correct order.

   Define the job to include these steps in the following order:

   a. SQR process or Application Engine data extract process.
   b. WORDINIT Winword process.
   c. PSMERGE application engine.

   Note: PeopleSoft recommends that you do not modify any of the delivered Winword macros or templates.

Note: To link your new letter to PeopleSoft Process Scheduler, ask your human resources project leader or see the references below.

Adding Letter Code Fields to Pages

We deliver PeopleSoft Human Resources with Letter Code fields in several pages in Administer Training, Administer Workforce, and Manage Labor Relations.

You can add the Letter Code field to any other pages (and their underlying tables) in PeopleSoft Human Resources. For example, if you routinely send letters to employees, notifying them of career planning sessions, you can add the Letter Code field to one of the pages from the Plan Careers menu.

Note: To make this change, you should be familiar with PeopleSoft Application Designer; Microsoft Word field codes, macros, and data statements; and the SQRs that are used to extract data values from your PeopleSoft Human Resources database.

When you add the Letter Code field to another page and its underlying table or tables in the system, also create:

- A letter code that represents the particular application.
- A form letter template with the appropriate text, field codes, and data statements.
- An SQR that extracts data from the correct tables in PeopleSoft Human Resources and creates new data extract files.
- A job containing the SQR, WinWord process WORDINIT, and the Application Engine PSMERGE.

See *PeopleTools: Application Designer Developer's Guide* "Working With Processes and Reports"

See *PeopleTools: Process Scheduler*.

Troubleshooting Form Letters

These topics discuss:

- Troubleshooting the SQR process.
- Troubleshooting the WORDINIT process.
- Troubleshooting the PSMERGE Application Engine process.
- Troubleshooting the Process Scheduler.
- Troubleshooting the Winword Directory.
- Troubleshooting Winword processes.
- Troubleshooting the PSMERGE process.

Troubleshooting the SQR Process

For the SQR data extract process check that:

- The process is run with the output Type set to *File* and Format set to *LP.* If you have run the SQR with any other output type or format, make sure that you delete these data extract files.
- The data extract file has been produced in the format xxx.ltr in the Process Scheduler log/output directory.
- Use the Process Monitor to delete all failed Process Requests.

Troubleshooting the WORDINIT Process

If the WORDINIT process fails and the environment is correctly configured, the most likely cause is macro security. Switching off the macro security works for some Microsoft NT networks. You may also need to consult your Systems Administrator.

In some networks, Microsoft Word automatically switches the security level back to "high" when running the process. For example, if Winword macro security is defined at the NT User Profile level then you need to set macro security to "low" for the NT ID that starts the Peoplesoft Process Scheduler service.

Note: Windows locks and caches the macro virus protection settings for Winword and this may cause difficulties when turning off the macro virus protection.

Try hard-coding the path to PS_HOME in the Process Definition for WORDINIT:

1. Navigate to PeopleTools > Process Scheduler > Processes.
2. Select Process Name in the Search By field and enter WORDINIT.
3. Select the Override Options page.
4. In the Parameters field replace %%PS_HOME%% with the hard-coded path to the directory.

Troubleshooting the PSMERGE Application Engine Process

If the PSMERGE Application Engine process does not complete and you have added extra fields to the SQR data extract process, check that the fields have also been included in the document template and that the fields occur in the same order.

Troubleshooting the Process Scheduler

Check that the Process Scheduler is configured correctly:

- You must define a separate Process Scheduler server at Process Scheduler Definition level with the Transfer Log Files to Report Repository check box deselected.
- Confirm that the WINWORD parameter is correctly specified in the prcs.cfg file.

Check that all failed attempts at running the form letters have been deleted using the Process Monitor. Delete any Process Requests that have failed.

Use the Windows Task Manager to check that there are no Winword processes still running. Delete these before rerunning the form letter report.

Once Microsoft Word is interacting with the desktop it may try to reinstall itself. To avoid this, disable the Windows Installer.

Troubleshooting the Winword Directory

Check that the template files are in the correct directory with the correct access:

- The Winword templates and the macros must be located in the %PS_HOME%\winword directory.
- The files psmerge.doc and psmerge.dot and the document templates in the %PSHOME%\winword directory must be read-only.

See *PeopleTools PeopleSoft Process Scheduler*

Troubleshooting Winword Processes

To display errors and debug the Winword Processes, modify your Process Scheduler configuration file, psprcs.cfg, by adding the following line to the Process Scheduler section of the file (after the line for the Allow Dynamic Changes parameter):

```
Allow To Interact With Desktop=1
```

Save the changes, clear the cache and re-start the application server.

See *PeopleTools PeopleSoft Process Scheduler,* "Using the PSADMIN Utility".

Troubleshooting the PSMERGE Process

If the PSMERGE Application Engine process is failing or the status remains as *Processing,* take the trace file, AE_PSMERGE_<PI>.trc (where <PI> is the process instance number), and extract the arguments from the file, combine them and run them from a command line. This tests the process outside the Process Scheduler.

For example if AE_PSMERGE_<Pl>.trc is set up as follows:

```
cmd = D:\PSHR88\WINWORD\run.bat
 cwd = (null)
 argc = 5
 argv[0] = D:\PSHR88\WINWORD\run.bat
 argv[1] = C:\PROGRA~1\MICROS~4\OFFICE\WINWORD.EXE
 argv[2] = D:\PSHR88\appserv\prcs\HCUPG3WD\log_output\AE_PSMERGE_387\387_PARAM.TXT
 argv[3] = D:\PSHR88\WINWORD\PSMERGE.DOC
 argv[4] = /mPSMERGE
```


You run them from the DOS command line as follows:

```
D:\PSHR88\WINWORD\run.bat  C:\PROGRA~1\MICROS~4\OFFICE\WINWORD.EXE
D:\PSHR88\appserv\prcs\HCUPG3WD\log_output\AE_PSMERGE_387\387_PARAM.TXT
D:\PSHR88\WINWORD\PSMERGE.DOC  /mPSMERGE
```

See *PeopleTools PeopleSoft Application Engine, "Tracing Application Engine Programs"*

Setting Up Standard Letter Codes

To set up standard letter codes, use the Standard Letter Table component (STANDARD_LTR_TABLE).

This topic discusses how to set up standard letter codes.

Note: You set up letter codes only for PeopleSoft HCM form letters used with PeopleSoft Human Resources. You do not set up letter codes for PeopleSoft HCM form letters used with other PeopleSoft HCM applications.

Pages Used to Set Up and List Standard Letter Codes

Page Name	***Definition Name***	***Usage***
Standard Letter Table Page	STANDARD_LTR_TABLE	Define your letter codes.
Standard Letter Report - Run Control Page	PRCSRUNCNTL	Run the Standard Letter Table report (PER711) that lists the codes in your Standard Letter table.

Standard Letter Table Page

Use the Standard Letter Table page (STANDARD_LTR_TABLE) to define your letter codes.

Navigation

Set Up HCM > Common Definitions > Standard Letter Table > Standard Letter Table

Image: Standard Letter Table page

This example illustrates the fields and controls on the Standard Letter Table page. You can find definitions for the fields and controls later on this page.

PeopleSoft delivers letter codes for the sample letters that are supplied as standard. You can add your own codes to generate other form letters.

Note: PeopleSoft delivers a letter code for each template, but not all letter codes have a template. Before you use a letter code, confirm that there is a corresponding template.

Set Letter Code	Select a code from the available options. This code is used to group similar letter codes, making it easy for you to find the code that you want. Options are: • *COBRA Letter:* Select for COBRA letters • *Customer Letters:* Select if you have created letters for your organization that don't fit into any other category. • *Employee Review Letters:* Select for employee review letters. • *HIPPA Certificate:*Select for HIPPA letters. • *Manage Labor Relation:* Select for labor relations letters. Standard disciplinary and grievance letters. • *Recruitment Letters:* Select for applicant letters. • *Training Letters:* Select for training letters. The system uses the Set Letter Code field to determine which letter codes to list for the Set Letter Code fields.

Generating Form Letters for Other PeopleSoft HCM Applications

These topics provide an overview of form letters for other PeopleSoft HCM applications and discuss how to:

- Generate form letters with PeopleSoft Process Scheduler.
- Use naming conventions in form letter files.
- Prepare to print form letters.
- Adapt form letters.

Note: These instructions show you how to use templates to create form letters for other PeopleSoft HCM applications. To create form letters for PeopleSoft Human Resources, you follow a different method. Please follow the appropriate instructions to create your form letters.

Related Links

Generating Form Letters for PeopleSoft Human Resources

Understanding Form Letters for Other PeopleSoft HCM Applications

Before you generate any form letters or modify any of the sample form letters that are delivered with PeopleSoft HCM, you need to understand how the process works for PeopleSoft HCM applications other than PeopleSoft Human Resources.

To generate form letters for other PeopleSoft HCM applications:

1. Use the report writer to run SQRs.

   The SQRs search your PeopleSoft HCM database, retrieve data, and create data extract files containing one line of data for each letter.

2. Use Microsoft Word to run the macros that merge the data extract files into form letter templates, one for each type of letter.

   To generate form letters by using PeopleSoft Process Scheduler, PeopleSoft delivers two files (stdltr.dot and stdltr.95 located in the \PS\WINWORD directory on your application CD) containing the Word macros. You must use the file that is appropriate for your system.

   - The macros in stdltr.dot are for use with Word 97 (in Microsoft Office 97) and are written in Visual Basic.
   - The macros in stdltr.p5 are for use with Word 7.0 (used in Microsoft Windows 95) and are written in Word Basic.

     If you need to use stdltr.95, copy it to your system and rename it stdltr.dot.

3. Print the letters by using Microsoft Word.

   The system creates the form letters in a temporary directory on the application server, putting all letters of the same type in one file.

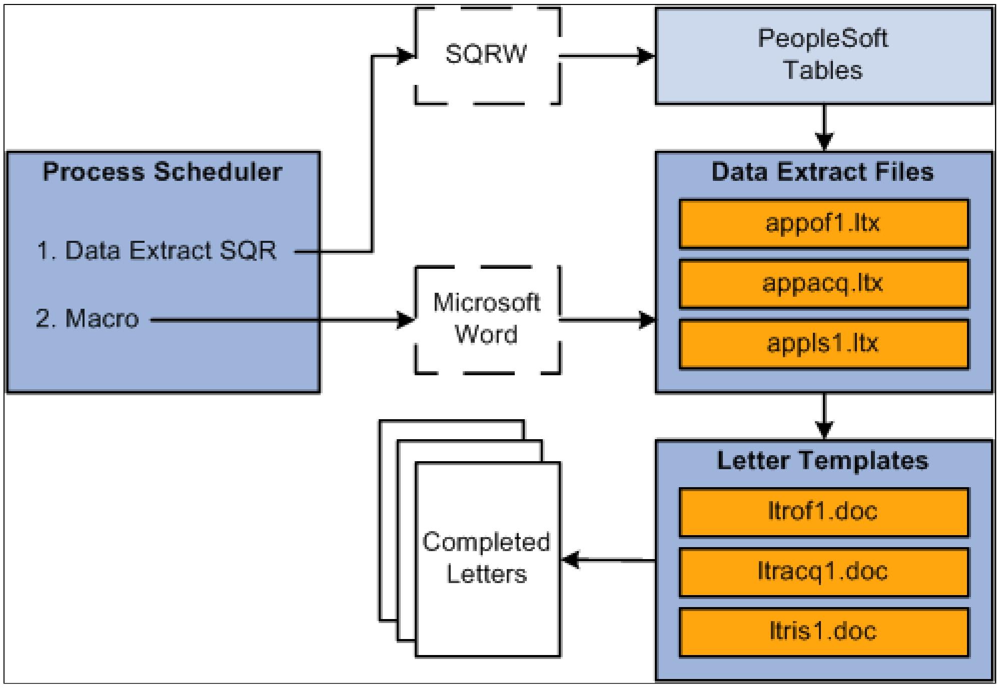
   The distributed architecture of your PeopleSoft HCM system means that your application server can be located far from your machine, so the system doesn't print letters to a default printer. Instead, you select where you want to print the letters by using standard Microsoft Word print options.

Generating Form Letters with PeopleSoft Process Scheduler

PeopleSoft Process Scheduler uses Microsoft Word to run the macros that merge the data extract files into form letter templates and prints the letters. You can run a job that performs each step in sequence or you can manually run each process in turn. If you manually run each process, you must perform the steps sequentially (first the SQR and then its corresponding macro) because PeopleSoft Process Scheduler can't call up the report writer and the word processor simultaneously. Also, the data extract file that is created by the SQR must exist before the Word macro starts.

Image: Generating form letters for other PeopleSoft HCM applications with PeopleSoft Process Scheduler

This diagram and the steps below illustrate how PeopleSoft Process Scheduler generates form letters for other PeopleSoft HCM applications:



PeopleSoft Process Scheduler follows these steps to generate form letters for other PeopleSoft HCM applications:

1. SQR PAWRL01:
   a. Scans the personal data record of each employee.
   b. Retrieves the information from the record.
   c. Creates data extract files pastdext.dat in the TEMP directory that is defined in the macro.

2. The macro PAWRL01:
   a. Opens the form letter templates that correspond to the data extract files.
   b. Merges the appropriate extract file data into the template rollover.doc.
   c. Inserts the data from pastdext.dat into the template field codes.

Using Naming Conventions in Form Letter Files

Microsoft Word assigns the extension .doc to all documents. No other naming convention is required for these types of letters.

Preparing to Print Form Letters

Before you can print form letters, you need to modify the macros supplied by PeopleSoft to suit your environment and set up your process scheduler configuration file.

Depending on your configuration, you may need to make these changes to the standard Microsoft Word macros that are supplied by PeopleSoft:

- Default path to the empty.doc file that contains all the macros.
- Location of the letters produced.

  The macros create letters in the directory C:\TEMP on your application server. We recommend that you edit the macros to change the location of the letters so that when you print them from Microsoft Word, you print them to your local printers.

To set up the system to print form letters:

1. Set up a shared directory on your machine for the letters.

   This enables the application server to add the letters to the directory. For example, if you're the training administrator, you may share the C:\TEMP directory on your machine as TRNTEMP.

   For the multilingual letters, set up subdirectories for each language in which you run the letters. For example, if you run letters with the Language field set to *English,* you create the directory C:\TEMP \ENG. See your system administrator if you don't know how to set up shared directories.

2. Update the macros with the location of your empty.doc file and the location of your shared directory.

   In that macro, you replace this line:

   ```
   WordBasic.Call "FuncLib.MergeReport", "C:\TEMP", "PASTDEXT.DAT", "C:\HR800\WIN⇒
   WORD", "ROLLOVER.DOC", ""
   ```

   With this line:

   ```
   WordBasic.Call "FuncLib.MergeReport", "C:\TEMP", "PASTDEXT.DAT", "C:\<path>\WI⇒
   NWORD", "ROLLOVER.DOC", "\\<machine_name>\TRNTEMP"
   ```

   Where:

   <path> is the path to the directory that contains empty.doc.

   <machine_name> is the machine name that is assigned to your computer.

3. Define the WINWORD variable in the process scheduler configuration file.

   WINWORD defines the location of the Microsoft Word executable file that the process scheduler runs to produce the form letters. For example, if Microsoft Word is run on the application server, you might have this line in the process scheduler configuration file:

   ```
   WINWORD=C:\APPS\OFFICE97\OFFICE
   ```

See *PeopleTools: PeopleSoft Process Scheduler*.

Adapting Form Letters

These topics discuss how to:

- Modify the Word macros for the sample letters.
- Modify the text in sample letter templates.
- Add fields to sample letters.
- Create new form letters.

Modifying the Word Macros for the Sample Letters

You specify several environment variables in each Microsoft Word macro so that it can find the Word templates and data extract files during the form letter process. For example, your network or workstation configuration may have some of the files in different locations than those specified in the macros, so you need to modify the PATH to reflect the correct locations.

Before you edit the existing macros (or create new ones), we recommend that you print copies of the Microsoft Word documents and macros and the report writer SQRs and study them carefully.

Note: To make this change, you should be familiar with Microsoft Word templates and macros and with your report writer.

All of the macros are attached to a file in the \PS\WINWORD directory. (Your path may differ, depending on your installation, but you can always find the file in a WINWORD subdirectory.) They are attached to an empty Microsoft Word file called empty.doc.

To modify a macro:

1. In Microsoft Word, open the empty.doc file.
2. Select Tools > Macro.
3. In the Macros in field, select *Stdltr* (template).
4. Highlight the macro that you want to modify and click Edit.

Modifying the Text in Sample Letter Templates

The form letter templates that are delivered with PeopleSoft HCM contain sample text for different types of tasks, which you can change to suit your needs. For example, you'll probably want to change the sender names in the letters to the names of the employees in your organization who are responsible for administering the tasks. If you need to modify only the text, without changing any fields that are used or pages and tables that are referenced in PeopleSoft Human Resources, use the following procedure.

To modify the text in a form letter:

1. Find the Word letter template to update.

   Templates are located in the directory \PS\WINWORD.

2. In Microsoft Word, open the document that you want to modify.

   If you see " "in the document, select Tools > Options; then select the Field codes check box.

3. Make changes to the text as you would in any other document, and save the file.

Warning! Don't overwrite the field codes (enclosed in curly brackets). They are the placeholders for the values that are extracted from PeopleSoft Human Resources.

Adding Fields to Sample Letters

In addition to updating the text of a sample letter, you can include other types of data from PeopleSoft HCM.

Note: To make this change, you should be familiar with Microsoft Word fields and the report writer used to extract data values from your PeopleSoft Human Resources database.

To use additional fields in form letters:

1. Add field codes to the form letter templates for any new data types that you want to include.
2. Modify the SQR that extracts data from PeopleSoft Human Resources so that it retrieves values from all of the fields that you want to use and writes them to the appropriate data extract files.

   For example, to include currencies in the notification letter rollover.doc, add a Currency field code to the form letter template. Also add a variable for currency in pastdext.sqr so that the SQR retrieves the currency value and writes it to the data extract file.

   Here's what the data extract file looks like before the change:

   ```
   LANG,NAME,PLAN,ADDR1,ADDR2,ADDR3,NATIONAL_ID,CURDATE
   ```

   ```
   USA", "Mr. John Matson","BEN01", . . . , "May 15,  1993"
   ```

   Here's what it looks like after the change:

   ```
   LANG,NAME,PLAN,ADDR1,ADDR2,ADDR3,NATIONAL_ID,CURDATE,Currency
   ```

   ```
   USA", "Mr. John Matson","BEN01", . . . , "May 15,  1993","US Dollars"
   ```

Creating New Form Letters

You can create form letters for different purposes. For example, you might want to send out form letters about their benefit plans to be signed by employees.

To create a new form letter:

1. Create a Word letter template, including the appropriate text, field codes, and data statement reference.

   You might find it easier to adapt an existing form letter template than to create a new one. Look through the form letter templates to see if there's one that needs only minor modifications to serve as a new form letter template.

2. Create the SQR that selects and extracts data from other PeopleSoft Human Resources tables and stores it in a separate data extract file.
3. Create a new macro that is able to read the extracted data and merge it with the Word letter template.

   You might find it easier to copy an existing macro and adapt it.

Note: To link your new letter to PeopleSoft Process Scheduler, ask your human resources project leader or see the references below.

See *PeopleTools: PeopleSoft Process Scheduler*..

Chapter 35

(USF) Setting Up the Work-in-Progress Management System

Understanding WIP Management System Setup

PeopleSoft Human Resources provides a work-in-progress (WIP) management system that works together with Workflow to automate the tracking and processing of personnel action requests (PAR) and Federal eApps for Self Service.

These topics discuss:

- Delivered setup.
- Configuration steps.

Delivered Setup

Human Resources delivers definitions for the *USFED* WIP management transaction for personnel action requests (PAR) and definitions for these self service transactions:

- Employee self-service transactions:
  - Address Change (FE_ADDRESS)
  - Marital Status Change (FE_MARITAL
  - Name Change (FE_NAME)
- Manager Self Service transactions:
  - Full-Time / Part-time Status (FE_FTPT)
  - Location Change (FE_LOCATION)
  - Reporting Change (FE_REPORTING)
  - Promotion (FE_PROMOTION)
  - Reassignment (FE_REASSIGN)
  - Retirement (FE_RETIRE)
  - Separation (FE_SEPARATE)

WIP set up tables are delivered as system data. You can modify the delivered setup to suit your agency's WIP processing needs. Setting up WIP control parameters is usually a one-time-only process that you do when you first configure your PeopleSoft Human Resources system. The setup information in these topics is for your agency's system administrator who will perform the setup and is not for managers or system users.

Note: All discussions assume that you understand the processes that are being described.

Related Links

"Understanding the Administering PAR System" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"Understanding PARs" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

"Understanding Transactions and Approvals" (PeopleSoft HCM 9.2: eProfile)

"Understanding Self-Service Transactions and Approvals" (PeopleSoft HCM 9.2: eProfile Manager Desktop)

Configuration Steps

These are the WIP system configuration steps:

1. Plan and design your WIP process.
2. Set up WIP status codes and associate them with status types and batch processes for reporting.
3. Set up WIP activities and component processing.

Designing Your Agency's WIP Process

Follow these steps to plan your WIP process setup:

1. Review the delivered sample USFED WIP system parameters as an example of WIP setup.

   See Understanding Delivered Sample WIP System Parameters.

2. Analyze your agency's review process and determine the levels of review that you need for PARs and recruiting processes.
3. Design your system based on your agency's requirements for routing requests and other data through approval processes.

   Use the charts of sample parameters presented in these topics as a starting point. You can use the charts as is, change them, or use them as templates to set up your own charts in similar formats.

Defining WIP Status Codes and Associating Status Types

To configure your WIP status controls:

- On the Transaction Setup page, define the WIP status codes that you want to use.

  Defining WIP status codes classifies the WIP process into steps. You use those steps to define routing and tracking in PeopleSoft Workflow.

  The WIP status code tells PeopleSoft Workflow when and where to send data to the next step of the request/approval cycle or other type of cycle. When reviewers change the WIP status of a request, the

PeopleSoft Workflow process that you link to a status ensures that the action goes through all of your agency's review levels and keeps it going until it is completed as an actual event.

- Associate a status type with the status code.

  The status type tracks the requests and tells related processes when to add data rows.

- On the Batch Programs page, specify the WIP status and type for related processes.

  During processing, the identified process creates a new database row for the specified status type and enters the associated WIP status.

Setting Up Activities and Component Processing

In the Approval Flow component, associate components with WIP activities and further specify the WIP status processing, workflow routing, and other component-level processing controls for each WIP activity.

Related Links

General Workflow Information

Understanding Delivered Sample WIP System Parameters

The tables in these topics contain the delivered USFED sample system WIP parameters for the PeopleSoft Human Resources Administer Workforce business process.

These topics discuss:

- Sample WIP status codes.
- Sample WIP status types and related status codes.
- Sample WIP parameters setup.

Sample WIP Status Codes

The USFED sample system is set up to display the WIP status code as the PAR status when entered on system pages.

This table lists and describes the WIP status codes and the users who assign them in the sample system.

WIP/PAR Status Code	***WIP/PAR Status Description***	***Who Can Assign This Status***
INI	Initiated	Employee, Supervisor, Human Resources
REQ	Requested	Employee, Supervisor, Human Resources
1ST	1st Authorized	1st Level Reviewer: Supervisor or Manager

WIP/PAR Status Code	***WIP/PAR Status Description***	***Who Can Assign This Status***
2ND	2nd Authorized	1st Level Reviewer: Supervisor or Manager
SIG	Approved/Signed	2nd Level Reviewer: Supervisor or Manager
APP	Approved	Human Resources
AUT	Authorized	1st Level Reviewer: Supervisor or Manager
REV	Reviewed	2nd Level Reviewer: Supervisor or Manager
PRO	Processed by Human Resources	Human Resources
RET	Return for More Information	Supervisor, Manager, Human Resources
WTH	Withdrawn	Employee or Supervisor requesting the action
DIS	Disapproved	Supervisor, Manager, Human Resources
COR	Corrected	Human Resources
CAN	Canceled	Human Resources
IRR	IRR Reported (individual retirement record reported)	Human Resources

Related Links

"Adding and Updating Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Sample WIP Status Types and Related Status Codes

This table describes how the WIP status types are linked to the various WIP statuses in the sample USFED system:

Status Type	***WIP Status Code***
Work-in-progress	INI (initiated)
Work-in-progress	REQ (requested)
Work-in-progress	1ST (first authorization)
Work-in-progress	2ND (second authorization)
Work-in-progress	APP (approved)
Work-in-progress	AUT (authorized)

Status Type	***WIP Status Code***
Work-in-progress	REV (reviewed)
Work-in-progress	SIG (approved/signed)
Work-in-progress	RET (returned for more information)
Work-in-progress	WTH (withdrawn)
Work-in-progress	DIS (disapproved)
Corrected	COR (corrected)
Canceled	CAN (canceled)
Completed	PRO (processed by Human Resources)
IRR Reported (individual retirement record reported)	IRR (IRR reported)

Sample WIP Parameters Setup

This table describes how the sample WIP parameters are set up in the Approval Flow component for USFED to drive Federal PAR component processing:

WIP Activity	***Description***	***Allow Row Delete/ Insert***	***Default WIP Status***	***Component Performing Action***	***WIP Status in Search***	***WIP Status Field to Activate***
1st AUTH	1st Authorization		1ST	EE_1ST_AUTH	1ST, REQ	1ST, Request - Both Status Field Only
2nd AUTH	2nd Authorization		2ND	EE_2ND_AUTH	1ST, 2ND	1ST, 2ND - Both Status Field Only
APP/SGN	Approval/ Signature			EE_APPROVAL	2ND, SIG	2ND - Status Field Only; SIG
CANCEL	Cancellation	Insert		EE_CANCELLATION	CAN, PRO	COR,PRO - Both Status Field Only
CONC_HIR	Concurrent Hire		PRO	EE_CONC_HIRE		PRO, INI
CORRECTION	Correction	Insert, Delete	COR	EE_CORRECTION	COR, PRO	COR, PRO
EMPL REQST	Employee Request	Insert	REQ	EE_EMPL_REQ	1ST, 2ND, COR, DIS, PRO, INI, REQ, RET, SIG	INI, REQ

WIP Activity	Description	Allow Row Delete/ Insert	Default WIP Status	Component Performing Action	WIP Status in Search	WIP Status Field to Activate
HIRE	Hire		PRO	EE_HIRE		PRO, INI, REQ
HR PROC	Process by HR	Insert, Delete	PRO	EE_HR_PROC	1ST, 2ND, CAN, COR, DIS, INI, PRO, REQ, RET, SIG, WTH	1ST, 2ND, CAN, COR, DIS, PRO, INI, REQ, RET, SIG, WTH
IRR CORR	Correction IRR	Insert	PRO	EE_IRR_CORR	IRR	PRO
IRR SUPP	Supplemental IRR	Insert	PRO	EE_IRR_SUPP	IRR	PRO
LEAVE REQ	Request Leave Without Pay		REQ	FG_EE_LEAVE_REQ		REQ
SUP REQST	Supervisor Request	Insert	REQ	EE_SUP_REQ	PRO, INI, REQ	INI, REQ
TERMINATN	Termination Request	Insert	REQ	FG_EE_TERMINATION		REQ
W3_PERS_DT	Web Personal Data		PRO	W3_GVT_PERS_DATA	PRO	PRO, REQ

Setting Up WIP Status

To set up WIP status, use the Approval Transactions component (GVT_WIP_RECORD).

These topics discuss how to set up WIP status.

Pages Used to Set Up WIP Status

Page Name	Definition Name	Usage
Transaction Setup Page	GVT_WIP_RECORD1	Define WIP statuses and associate status types for the USFED or Federal eApps transactions.
Batch Programs Page	GVT_WIP_RECORD2	Specify WIP status and type for related batch processes. This page appears only for the USFED transaction.

Understanding WIP Status Codes and Status Types

After you review the sample setup, analyze the request process, and determine the process that your agency will use, define your WIP statuses and link each one to a status type.

You can use all or some of the statuses that are delivered with the system, and you can use some of them more than once in a process. For example, your agency might require two levels of authorization and two levels of approval for processing a PAR. Or, as shown in the sample system, you might want two levels of authorization and one level of approval.

Assign the appropriate WIP status type to each status. As a PAR travels along the path of approvals, it retains the status type *Work-in-progress* until it is approved, at which time the status type would be *Completed.*

This table lists the available WIP status types with definitions indicating when you would use each:

WIP Status Type	***Definition***
Work-in-progress	The request hasn't reached the final level of approval. The personnel action information resides only in the Federal PAR component and is not applied (pushed) to core records and components.
Completed	A request has successfully completed all review levels and is approved by HR. The personnel action will be applied (pushed) to core records and components.
Canceled	A completed request is canceled by HR. The personnel action will be retained on the Federal PAR components, but is deleted from core records and components.
Corrected	A completed request is corrected by HR. The personnel action will be retained on the Federal PAR components, but is updated on core records and components.
IRR Reported	The request will be reported on an Individual Retirement Record (IRR).

Related Links

Sample WIP Status Codes

Sample WIP Status Types and Related Status Codes

Configuration Steps

Transaction Setup Page

Use the Transaction Setup page (GVT_WIP_RECORD1) to define WIP statuses and associate status types for the USFED or Federal eApps transactions.

Navigation

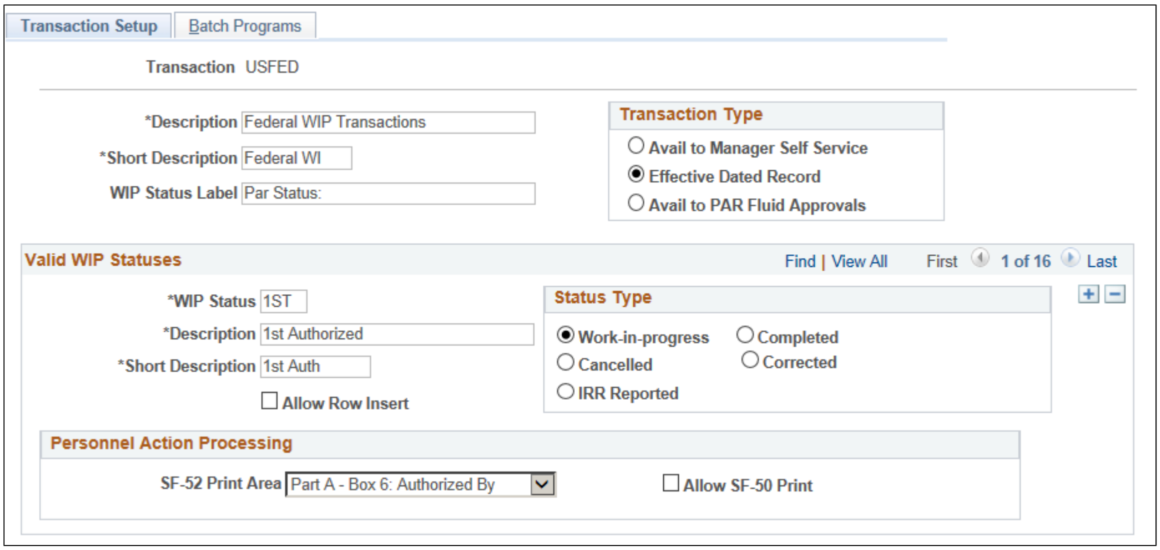
Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Transactions > Transaction Setup

Select *USFED* as the Transaction value in the search page.

Select any other value starting with *FE_* for Federal eApps for Self Service transactions.

Image: Transaction Setup page

This example illustrates the fields and controls on the Transaction Setup page. You can find definitions for the fields and controls later on this page.



Because the WIP setup is delivered with your system, we describe the page controls that appear on this page as they apply to our sample database. You can change the values in the USFED transaction to correspond to the setup that you require for your agency.

WIP Status Label

Enter a WIP status label. This label is for referencing the WIP status on various human resources pages. For example, for referencing the WIP status on the Administer Workforce request pages, the label in our sample system is *Par Status* (personnel action request status).

Avail to Manager Self-Service (available to manager self-service)

Select this option only when setting up approvals for self-service transactions.

Effective Dated Record

Select if the record is to be effective-dated. This must be selected for the USFED transaction.

Avail to PAR Fluid Approvals

Select this option only when setting up approvals for PAR transactions in fluid.

Valid WIP Statuses

WIP Status (work-in-progress status)

Add or modify the three-character status codes as necessary. Each WIP status represents a step in the approval process.

Description and **Short Description**: The system displays the description or short description on HCM pages when you select the three-character PAR Status that corresponds to the WIP status.

Allow Row Insert: Select this option if you want users to be allowed to insert a new row from a personnel transaction with the selected status.

For example, the Data Control page in Administer Workforce enables users to enter new effective-dated rows and add new data, creating a history of the changes. These types of pages are part of the WIP processing pages and depend on the WIP control configuration to designate the WIP status in which a user can enter a new row.

Status Type: Select the status type to be linked to the WIP status. Valid status types are:

- Work-in-progress.
- Completed.
- Canceled.
- Corrected.
- IRR Reported (individual retirement record reported).

These status codes are defined in the overview to this topic.

See Understanding WIP Status Codes and Status Types.

Personnel Action Processing

In this group box, enter details related to printing forms from a page with the selected status.

SF-52 Print Area: Select the area where the name is to appear on the actual form; for example, *Part A - Box 6: Authorized By.*

Allow SF-50 Print: Select if you want the SF-50 button to be enabled. This allows the SF50 form to be printed for a personnel transaction with this status.

Reviewing all Data Rows

Continue reviewing and modifying data in the delivered data rows on the page. Add additional data rows if required.

Batch Programs Page

Use the Batch Programs page (GVT_WIP_RECORD2) to specify WIP status and type for related batch processes.

This page appears only for the USFED transaction.

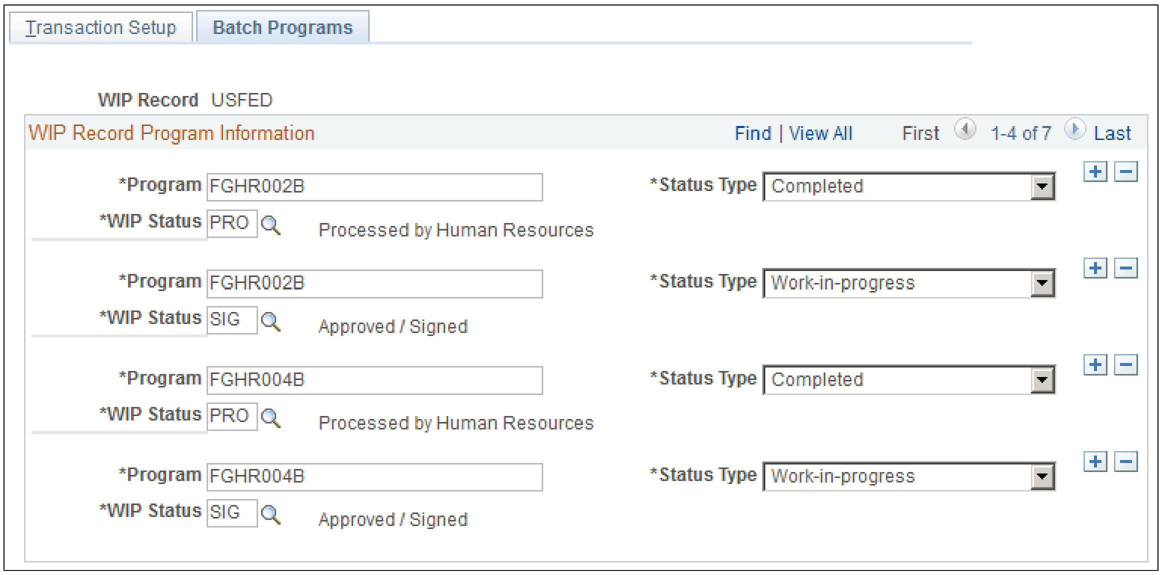
Navigation

Set Up HCM > Product Related > Workforce Data USF > Approval Transactions > Batch Programs

Select *USFED* as the Transaction value in the search page.

Image: Batch Programs page

This example illustrates the fields and controls on the Batch Programs page. You can find definitions for the fields and controls later on this page.



Program	Enter the name of the SQR, COBOL, or Application Engine process that inserts a new row. The row that the system inserts is the highest effective-dated row with the status type that is specified in the *Status Type* field on this page. Add rows as necessary to add programs.
Status Type	Specify the status type for which a new row is to be inserted by the program. Options are as follows: • *Completed:* The system searches for both *Completed* and *Corrected.* • *WIP:* The system searches for *Work-in-progress, Completed,* and *Corrected.*
WIP Status	Select the WIP status to be inserted on the new row.

Example

For example, based on the exhibit above, the *FGHR002B* process inserts the highest effective-dated row with the status type *Completed* and displays *PRO (Processed by Human Resources)* in the WIP Status field.

Related Links

"Understanding Automatic Action Processing" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Defining WIP Activity Processing

To define WIP activity processing, use the Approval Flow component (GVT_WIP_ACTVTY).

These topics discuss how to define WIP activity processing.

Pages Used to Define WIP Activity Processes

Page Name	*Definition Name*	*Usage*
WIP Activity 1 Page	GVT_WIP_ACTVTY1	Associate WIP activities with the components in which the action can be processed and specify other processing controls.
Component Defaults Page	GVT_WIP_PGRP_SEC	Select component defaults for action, reason, NOA, and legal authority.
WIP Activity 2 Page	GVT_WIP_ACTVTY2	Specify valid WIP status values, workflow routing, and PAR tracking for each combination of WIP activity and component.
WIP Activity 3 Page	GVT_WIP_ACTVTY3	Specify data entry availability for each combination of WIP activity and component.
Define Steps Page	GVT_WIP_ACTVTY4	Associate WIP statuses with steps in the approval process for federal self-service transactions. You cannot associate WIP statuses with approval steps for federal self-service transactions until your approval process has been defined. Use the Approval Workflow Engine (AWE) to define the approval process.

WIP Activity 1 Page

Use the WIP Activity 1 page (GVT_WIP_ACTVTY1) to associate WIP activities with the components in which the action can be processed and specify other processing controls.

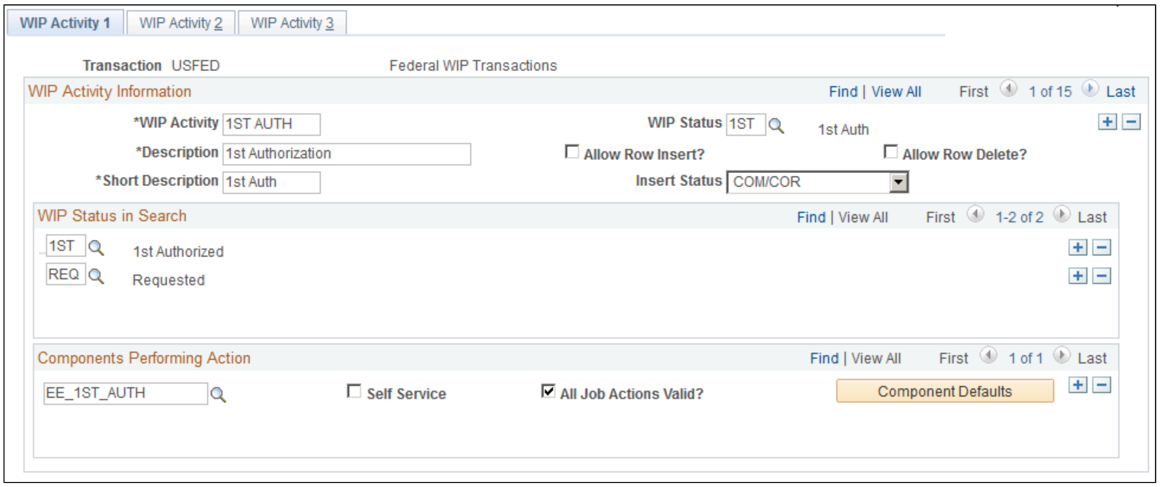
Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Flow > WIP Activity 1

Select *USFED* as the Transaction value in the search page.

Image: WIP Activity 1 page

This example illustrates the fields and controls on the WIP Activity 1 page. You can find definitions for the fields and controls later on this page.



WIP Activity Information

WIP Activity Enter the activity for which you are defining controls.

WIP Status Select the default WIP status that appears on the respective component's Data Control page when you insert a new effective-dated transaction row, or when you are in Add mode.

Allow Row Insert? For effective-dated records only. Select to permit users to insert rows using this WIP activity.

Allow Row Delete? For effective-dated records only. Select to permit users to delete rows using this WIP activity.

Insert Status Specify the status types from which row insert is permitted.

WIP Status in Search

Select the WIP status codes to include in search records. The search records for the components that are linked to this activity retrieve only employees with rows that contain a WIP status that matches what is in this table.

Components Performing Action

Select the components that the WIP activity uses to perform the actions. An activity (for example, a request) can have more than one component associated with it. For example, the components for Employee Request (EE_EMPL_REQ) and Supervisor Request (EE_SUP_REQ) are request-like activities and can be included under the Request activity.

Self Service Select if the component is a self-service component. When this option is selected, the component automatically inserts a row when it is initialized. This is like adding a new row.

All Job Actions Valid? Select if all job actions are valid for this component.

Component Defaults Click this button to access the Component Defaults page, where you enter the valid job action, reason, NOA code, and legal authorities.

Component Defaults Page

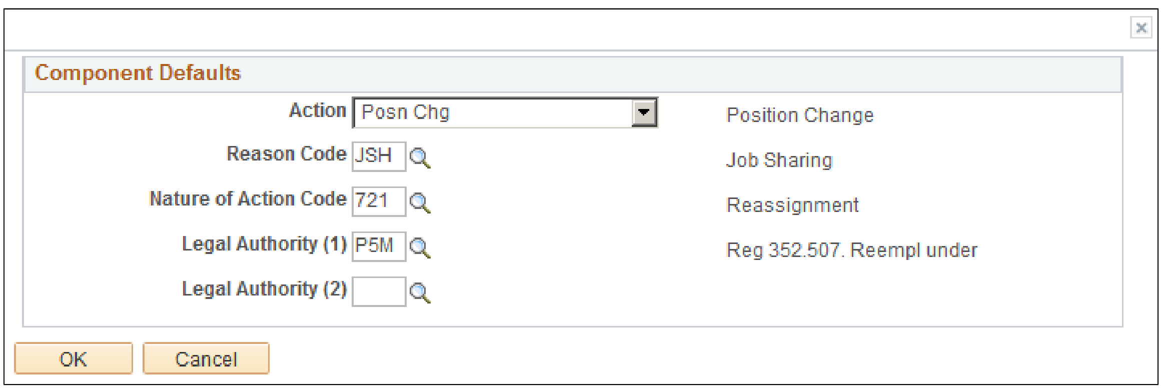
Use the Component Defaults page (GVT_WIP_PGRP_SEC) to select component defaults for action, reason, NOA, and legal authority.

Navigation

Click the Component Defaults button on the WIP Activity 1 page for the *USFED* transaction.

Image: Components Defaults page

This example illustrates the fields and controls on the Components Defaults page. You can find definitions for the fields and controls later on this page.



Select the values that the system enters by default in the component for this WIP activity.

WIP Activity 2 Page

Use the WIP Activity 2 page (GVT_WIP_ACTVTY2) to specify valid WIP status values, workflow routing, and PAR tracking for each combination of WIP activity and component.

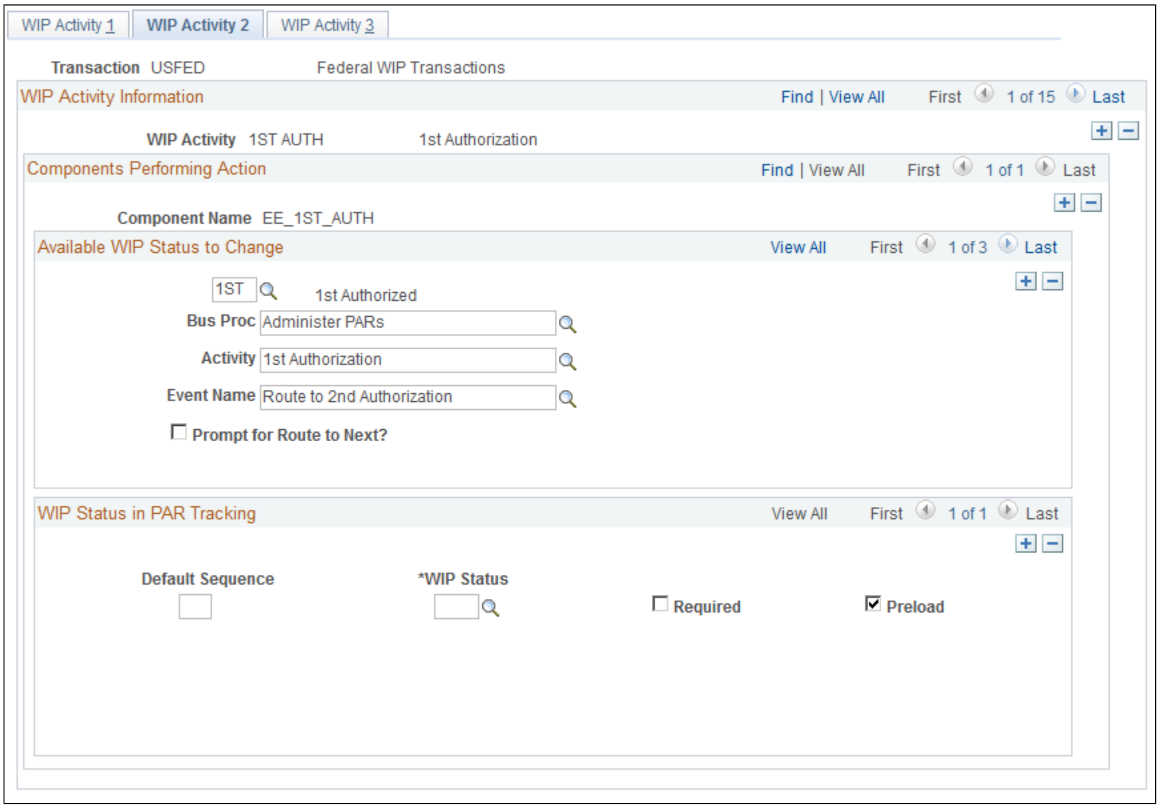
Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Flow > WIP Activity 2

Select *USFED* as the Transaction value in the search page.

Image: WIP Activity 2 page

This example illustrates the fields and controls on the WIP Activity 2 page. You can find definitions for the fields and controls later on this page.



Components Performing Action

This scroll area contains a row for each component listed for the WIP activity on the WIP Activity 1 page.

Available WIP Status to Change

The statuses that you specify in this group box are the only statuses available for selection in the WIP Status field on the PAR (personnel action request) pages in the component.

Bus Proc (business process), **Activity,** and **Event Name**

The Bus Proc, Activity, and Event Name fields are signals for PeopleSoft Workflow. These entries govern the routing of the action through the various PeopleSoft Human Resources business processes.

To modify the routings, you create a new business process activity and event in PeopleSoft Application Designer. On this page, you insert the name of the new process and define its routing. The system retrieves the name of the process from this table and triggers that event when the user saves the activity with the WIP status that you have designated.

Prompt for Route to Next?

Select to specify the routing prompt list views that are to be used on the prompt page.

	When you select this option, the Using and Routing Text fields appear, where you enter the parameters for the routing process.
Using	A prompt page appears when the user saves the component if you have set up the activity with Prompt for Route to Next? selected for the component. On the prompt page, the user selects from the list of employees who are in the result set of the view that you select in the Using field on the WIP Activity 2 page. The user selects an employee from the results set to whom to route the request for the next level of approval.
Routing Text.	Specify the verbiage your users will see when prompted with the option of routing this personnel action.

WIP Status in PAR Tracking

Default Sequence	Select the default sequence of a WIP status in PAR tracking.
WIP Status	Select the WIP status for the sequence you are defining.
Required	Select if the sequence is required.
Preload	Preload is the default sequence.

WIP Activity 3 Page

Use the WIP Activity 3 page (GVT_WIP_ACTVTY3) to specify data entry availability for each combination of WIP activity and component.

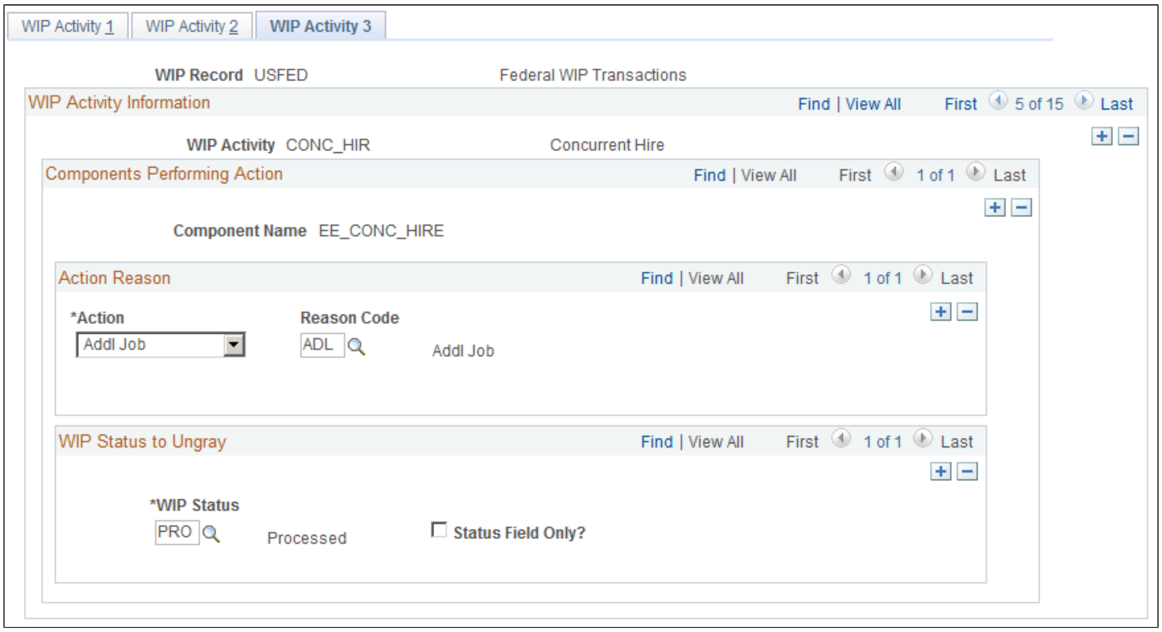
Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Flow > WIP Activity 3

Select *USFED* as the Transaction value in the search page.

Image: WIP Activity 3 page

This example illustrates the fields and controls on the WIP Activity 3 page. You can find definitions for the fields and controls later on this page.



Action Reason

The Action Reason group box appears only if the All Job Actions Valid? option is deselected on the WIP Activity 1 page for the combination of activity and component. The Action and Reason Code values you select here control what values are available from the Action/Action Reason prompts when administering the PAR using the component and activity.

Action	Enter the action for the selected activity and component.
Reason Code	Select a valid reason code for the selected activity and component. Only reason codes appropriate to the selected action are available.

WIP Status to Ungray

All fields on the page are unavailable for data entry if the WIP status is not one of the values selected here for the activity the user is in.

WIP Status	Select the WIP statuses that enable data input in the component.
Status Field Only?	Select if only the status field is available for entry. Use this option when a reviewer is allowed to change the WIP status but is not allowed to change the underlying data in the action.

Define Steps Page

Use the Define Steps page (GVT_WIP_ACTVTY4) to associate WIP statuses with steps in the approval process for federal self-service transactions.

You cannot associate WIP statuses with approval steps for federal self-service transactions until your approval process has been defined. Use the Approval Workflow Engine (AWE) to define the approval process.

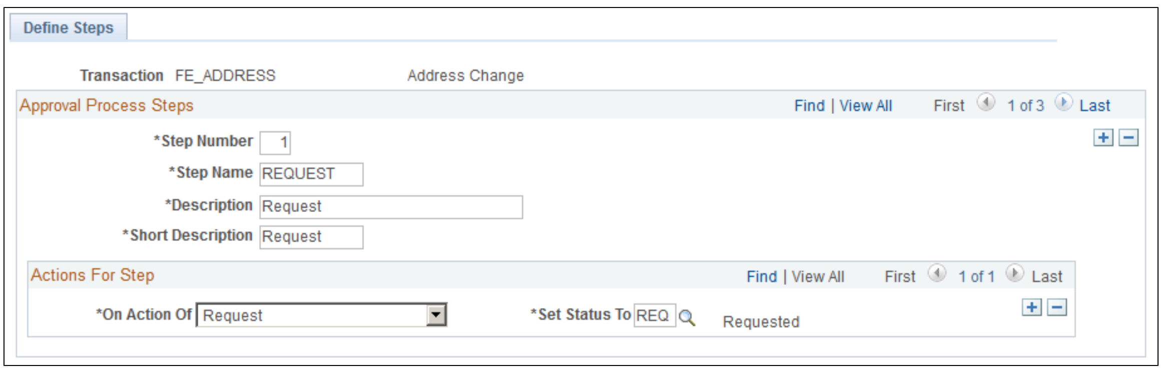
Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Flow > Define Steps

Select a transaction beginning with *FE* as the Transaction value in the search page.

Image: Define Steps page

This example illustrates the fields and controls on the Define Steps page. You can find definitions for the fields and controls later on this page.



When you search for transactions that begin with FE, the system accesses the Define Steps page rather than the WIP Activity pages for approval setup. *PeopleSoft eProfile* documents this page in detail.

Related Links

"Define Steps Page" (PeopleSoft HCM 9.2: eProfile)

"Understanding Self-Service Transactions and Approvals" (PeopleSoft HCM 9.2: eProfile Manager Desktop)

Chapter 36

Setting Up PeopleSoft HelpDesk for HR – 360 View

Understanding PeopleSoft HelpDesk for HR

PeopleSoft HelpDesk for HR – 360° View provides a complete view of a person's HCM data. This PeopleSoft CRM application is set up and operated from CRM but extracts and displays data stored in PeopleSoft HCM.

As part of the PeopleSoft HelpDesk for HR setup, you must:

- Set up HCM security giving HelpDesk agents access to the data of the people they will be serving.
- Set up the direct report structure for the managers in your organization.

Related Links

Enterprise Components

Extracting and Displaying PeopleSoft HCM Information

PeopleSoft HelpDesk for HR extracts and displays the following information from PeopleSoft HCM:

- Personal
- Job
- Position summary
- Payroll summary
- Benefits summary
- Dependent and benefits
- Direct reports

You cannot modify the information from the HelpDesk pages.

Setting Up Security for PeopleSoft HelpDesk for HR

Data permission security for PeopleSoft HelpDesk for HR works the same way as it does for all of HCM. The HelpDesk agents using PeopleSoft HelpDesk for HR must be have access to data in order to view it on the 360 Degree View page.

Agent Levels and Permissions

There are three levels of HR HelpDesk Agents in the CRM database – Level 1, Level 2 and Level 3. Level 1 and Level 2 Agents cannot access certain HCM pages through the Action Links. Besides, the Level 1 Agent can only view the HCM pages but cannot make changes. The following table shows the pages that each agent can access in HCM database.

Action Links	***Level 1 Agent***	***Level 2 Agent***	***Level 3 Agent***
HCM – Personal Information	No	Yes	Yes
HCM – Emergency Contact	Yes	Yes	Yes
HCM – Job Summary	Yes	Yes	Yes
HCM – Job Data Information	Yes	Yes	Yes
Benefits – Benefits Summary	Yes	Yes	Yes
Benefits – Dependent Benefits	No	Yes	Yes
Benefits – Disability Plans	Yes	Yes	Yes
Benefits – Enroll In Benefits	No	Yes	Yes
Benefits – FSA Plans	Yes	Yes	Yes
Benefits – Health Plans	Yes	Yes	Yes
Benefits – Leave Plans	Yes	Yes	Yes
Benefits – Life/ADD Plans	Yes	Yes	Yes
Benefits – Pension Plans	Yes	Yes	Yes
Benefits – Retirement Plans	Yes	Yes	Yes
Benefits – Savings Plans	Yes	Yes	Yes
Benefits – Vacation Plans	Yes	Yes	Yes
Payroll – Direct Deposit – US	No	Yes	Yes

Action Links	***Level 1 Agent***	***Level 2 Agent***	***Level 3 Agent***
Payroll – Direct Deposit – USF	No	Yes	Yes
Payroll – General Deduct - US	No	No	Yes
Payroll – General Deduct – USF	No	No	Yes
Payroll – Paycheck – US	Yes	Yes	Yes
Payroll – Paycheck – USF	Yes	Yes	Yes
Payroll – Paysheet – US	No	No	Yes
Payroll – Paysheet – USF	No	No	Yes
Payroll – Savings Bond – US	Yes	Yes	Yes
Payroll – Tax Data – US	No	No	Yes
Payroll – Tax Data – USF	No	No	Yes
Stock – Stock Activity	No	Yes	Yes
Stock – Stock Exercise	No	Yes	Yes
Training – Course Enrollment	No	Yes	Yes
Training – Training Summary	Yes	Yes	Yes

Related Links

Understanding PeopleSoft Security

Understanding Data Permission Security for HCM

Setting Up Direct Reports for PeopleSoft HelpDesk for HR

To set up Direct Reports for PeopleSoft HelpDesk for HR, use the Direct Reports Setup component (SS_LINK_TBL).

PeopleSoft HelpDesk for HR can only retrieve the appropriate reporting structure for a person if you have set up the access type on the Direct Reports Setup page.

Page Used to Set Up Direct Reports for PeopleSoft HelpDesk for HR

Page Name	***Definition Name***	***Usage***
Target Information Page	SS_LINK_TBL	Set up the access type for the HD_360_COMPONENT.

Target Information Page

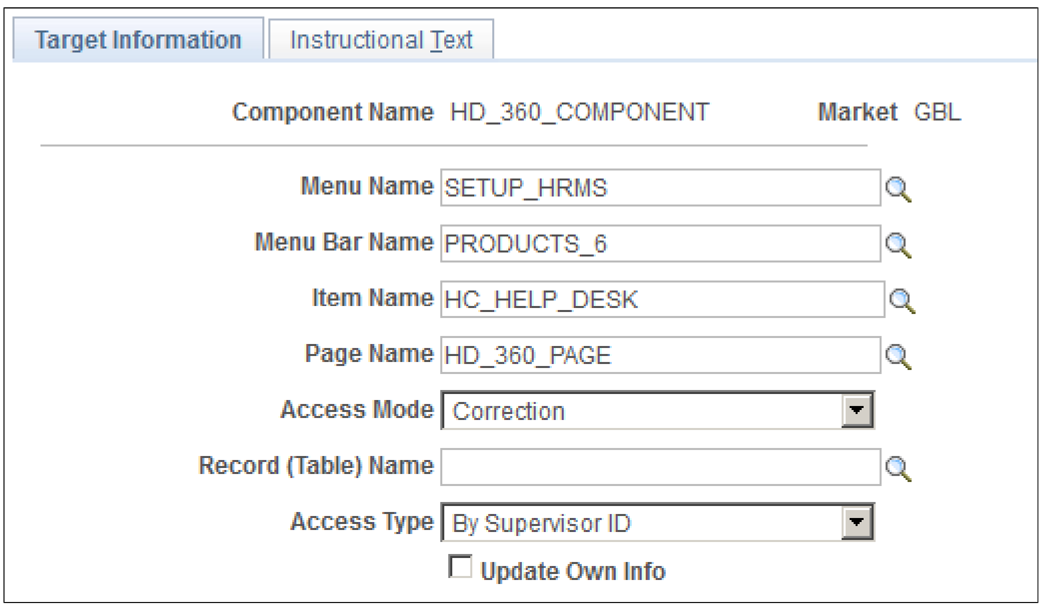
Use the Target Information page (SS_LINK_TBL) to set up the access type for the HD_360_COMPONENT.

Navigation

Set Up HCM > Common Definitions > Direct Reports for Managers > Direct Reports Setup > Target Information

Image: Target Information page

This example illustrates the fields and controls on the Target Information page.



To set up the access type:

1. Access the Direct Reports Setup component and select the component *HD_360_COMPONENT*.
2. On the Target Information page choose the Access Type *By Supervisor Id.*
3. Save the page.

Chapter 37

Setting Up and Working with Self-Service Transactions

Configuring Self-Service Transactions

Self-service transactions serve as extensions of a core PeopleSoft application. They enable workers to update their personal information or to perform some basic task required by their job.

Note: PeopleSoft delivers two different workflow technologies for self-service transactions. Delivered self-service transactions with workflow are preconfigured for either the Approval Framework or the technology described in these topics.

To configure self-service transactions, use the Self Service Workflow Configurations component (WF_CO_CONFIG).

These topics provide an overview of rules for self-service transactions and discuss how to configure self-service transactions.

Note: If the self-service transaction uses the Approval Framework for approval processing, you must also set up the transaction for use with that engine and its framework.

See Understanding Approvals.

Related Links

Understanding Approvals

Pages Used to Set Up Rules for Self Service Transactions

Page Name	*Definition Name*	*Usage*
Workflow Configurations Page	WF_CO_CONFIG	Determine whether transactions should follow an approval process, update the database automatically, and identify who handles errors and manual updates to database.
Admin Notification Setup Page	WF_HR_TRANS_NOT	Define if an administrator should receive email notification when automatic update was successful or there were warning messages issued during the update.
SS Component Interface Setup Page	SS_TRANS_CIDTL_SEC	Define the name of the component interface used by the transaction and location of error and warning messages.

Understanding Rules for Self-Service Transactions

You can set rules that define whether the transaction:

- Goes through an approval process.
- Updates the database or sends a notice to the administrator to complete the transaction manually.
- Notifies a specific person when problems occur during the processing of the transaction or when a transaction successfully completes.

Which Transactions Can Be Configured

This table lists the configurable transactions and indicates the approval and delegation features that are delivered active for each:

Configurable Transaction Description	***Approval Framework Delivered Active***	***Delegation Initiation Delivered Active***	***Delegation Approval Delivered Active***
Performance Document	Yes (Approval Framework)		Yes (Approval Framework)
Address Change			
Change Full/Part Time Status		Yes	
Change Location		Yes	
Marital Status			
Name Change			
Promotion	Yes (Approval Framework)	Yes (Approval Framework)	Yes (Approval Framework)
Reporting Change	Yes (Approval Framework)		
Retire Employee		Yes	
Ad Hoc Salary Change	Yes		
Terminate Employee		Yes	
Training Enrollment			
Training Enrollment by Manager	Yes		
Transfer	Yes (Approval Framework)	Yes (Approval Framework)	Yes (Approval Framework)

You can change the delegation setting for any transaction on the Workflow Transactions page. For workflow that does not use the Approval Framework, you can enable transactions for delegation initiation, but not for delegation approval.

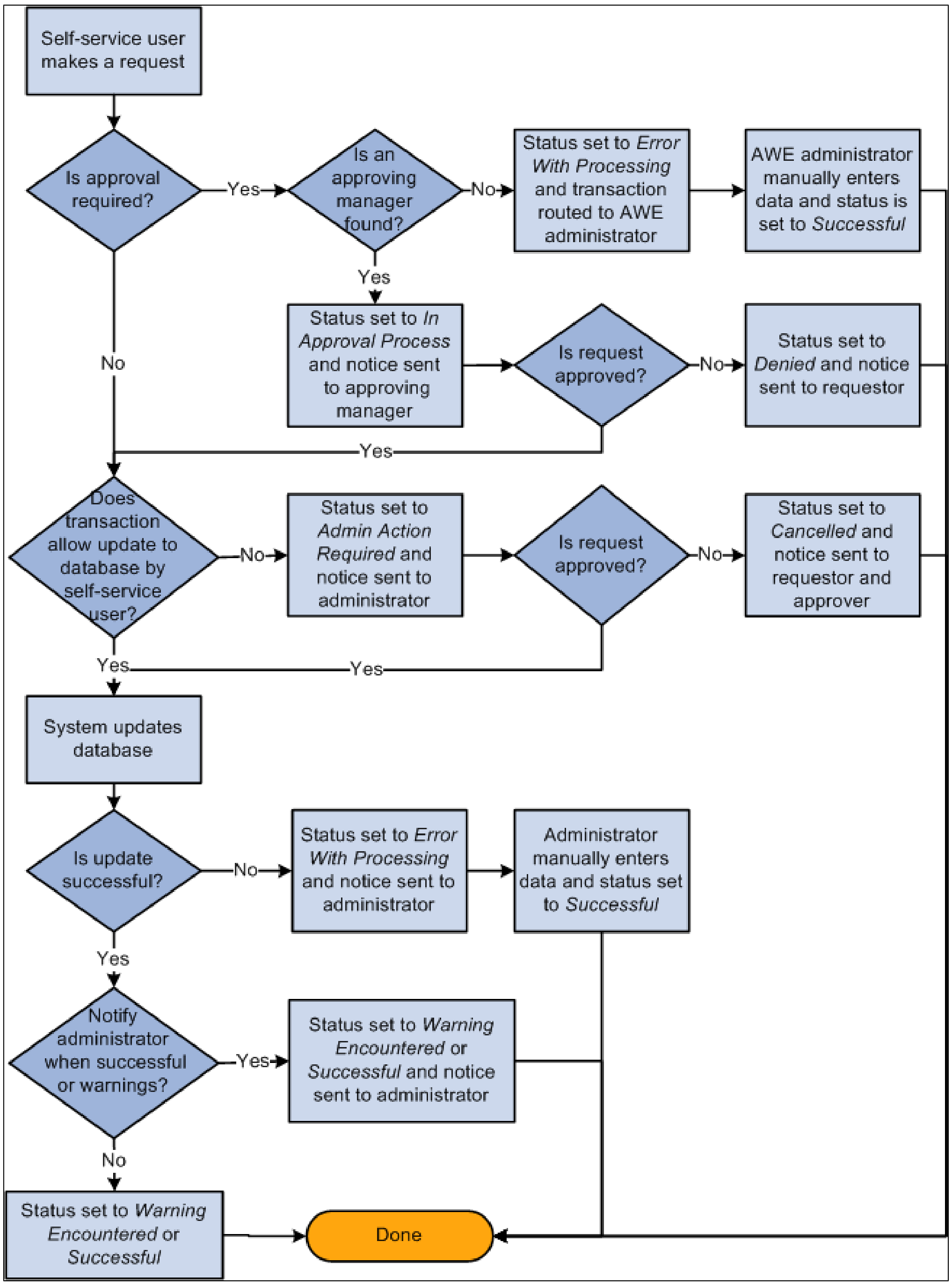
See Understanding Delegation.

Transactions that use the Approval Framework functionality and the delegation functionality require additional configuration. PeopleSoft delivers these transactions preconfigured for using these functionalities.

Overview of the Self-Service Processing

Image: Process flow for transactions using Process Configuration

This diagram maps out the process a self-service transaction takes when the transaction is set up to follow the configuration rules:



Note: If the transaction uses the Approval Framework and an appropriate user is not found, the system automatically routes the transaction to the Approval Framework (AWE) administrator for review and approval. If an appropriate user is not found for a transaction that does not use Approval Framework for workflow, the system sends an error notification to the administrator who can view the error using the Self-Service Inquiry page. In these cases. the administrator is required to manually enter data and set the status to *Successful.*
If you enter an alternate user on the General Profile Information page, make sure the user ID entered has permission to access the necessary pages.

Exceptions to the Rules

Some transactions update the worker's job data. These self-service rules cannot override information controlled by Position Management.

Position Management Setting	***Worker's Job***	***Auto-Update of Database***
None	Not Applicable	Is allowed.
Partial	In a position	Not allowed. Exception to this rule is when a manager is requesting a reporting change for a worker. If the worker is in a position and an ID was entered in the Supervisor ID field automatic update is allowed. **Note:** If you select Partial Position Management on the Installation page, the system automatically updates position data if you also select the Position Override check box on the Workforce Administration - Job page. If you select Full Position Management on the Installation page the system automatically updates all position data.
Full	In a position	Not allowed. Exception to this rule is transferring and promoting a worker. This is because managers promote or transfer workers by selecting a new position number, not changing the existing one. So, automatic updates will insert the new position number and update all the related fields; position data is not touched.

Related Links

Understanding Approvals

Understanding Delegation

Workflow Configurations Page

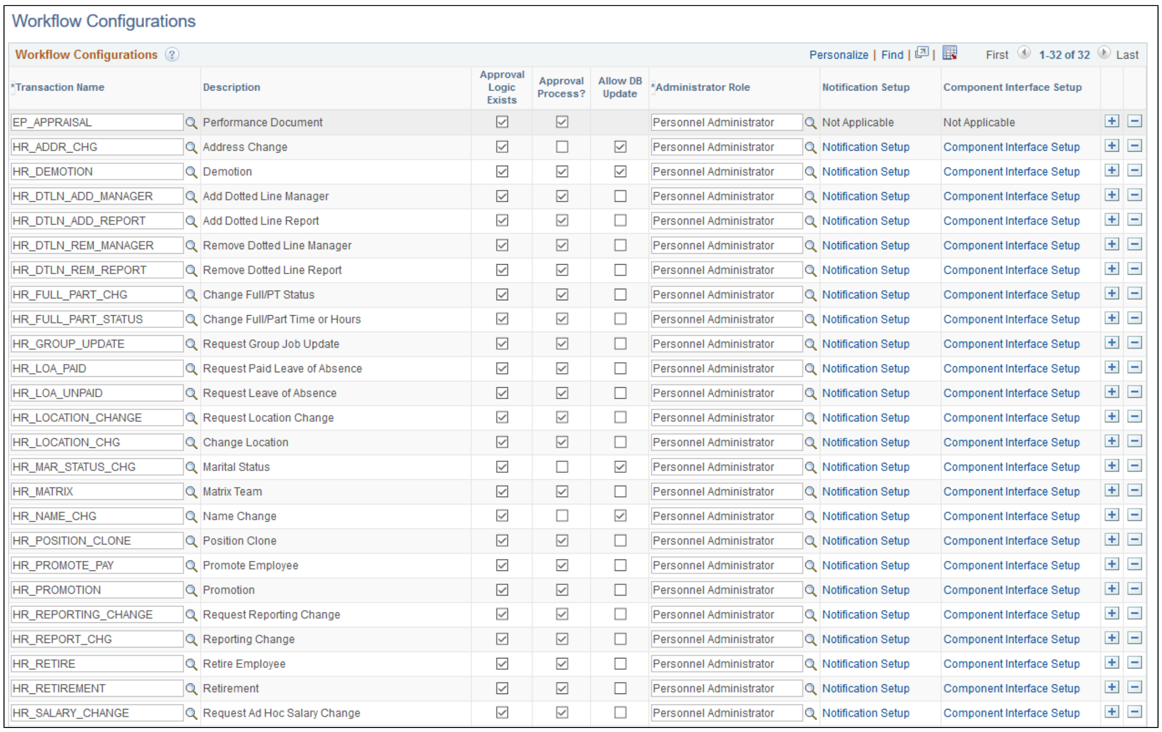
Use the Workflow Configurations page (WF_CO_CONFIG) to determine whether transactions should follow an approval process, update the database automatically, and identify who handles errors and manual updates to database.

Navigation

Set Up HCM > Common Definitions > Self-Service > Workflow Configurations > Workflow Configurations

Image: Workflow Configurations page

This example illustrates the fields and controls on the Workflow Configurations page. You can find definitions for the fields and controls later on this page.



Workflow Configurations

Workflow Configurations | Personalize | Find | First 1-32 of 32 Last

*Transaction Name	Description	Approval Logic Exists	Approval Process?	Allow DB Update	*Administrator Role	Notification Setup	Component Interface Setup
EP_APPRAISAL	Performance Document	☑	☑		Personnel Administrator	Not Applicable	Not Applicable
HR_ADDR_CHG	Address Change	☑	☐	☑	Personnel Administrator	Notification Setup	Component Interface Setup
HR_DEMOTION	Demotion	☑	☑	☑	Personnel Administrator	Notification Setup	Component Interface Setup
HR_DTLN_ADD_MANAGER	Add Dotted Line Manager	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_DTLN_ADD_REPORT	Add Dotted Line Report	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_DTLN_REM_MANAGER	Remove Dotted Line Manager	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_DTLN_REM_REPORT	Remove Dotted Line Report	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_FULL_PART_CHG	Change Full/PT Status	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_FULL_PART_STATUS	Change Full/Part Time or Hours	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_GROUP_UPDATE	Request Group Job Update	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_LOA_PAID	Request Paid Leave of Absence	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_LOA_UNPAID	Request Leave of Absence	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_LOCATION_CHANGE	Request Location Change	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_LOCATION_CHG	Change Location	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_MAR_STATUS_CHG	Marital Status	☑	☐	☑	Personnel Administrator	Notification Setup	Component Interface Setup
HR_MATRIX	Matrix Team	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_NAME_CHG	Name Change	☑	☐	☑	Personnel Administrator	Notification Setup	Component Interface Setup
HR_POSITION_CLONE	Position Clone	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_PROMOTE_PAY	Promote Employee	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_PROMOTION	Promotion	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_REPORTING_CHANGE	Request Reporting Change	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_REPORT_CHG	Reporting Change	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_RETIRE	Retire Employee	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_RETIREMENT	Retirement	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup
HR_SALARY_CHANGE	Request Ad Hoc Salary Change	☑	☑	☐	Personnel Administrator	Notification Setup	Component Interface Setup

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Note: (USF) This page is not used for U.S. federal self-service transactions, which never update the HR tables directly. Instead, federal transactions go through intermediate Personnel Action Request (PAR) tables, where an HR administrator completes a final approval outside of the standard approval process.

Transaction Name	Specifies the name of the transaction to define if it should follow an approval process, update the database automatically, and identify who handles errors and manual updates to database.
Description	Lists the self-service transaction delivered with the system that is designed to work with the Process Configuration process.
Approval Logic Exists	If selected, this check box indicates that an approval process has been configured in AWE for this transaction.

Approval Process?	This check box is only available to those transactions designed to use an approval process. If selected, the system requires Manager level approval. If not selected, manager level approval is not required. **Note:** Transactions that use the Approval Framework require additional approval configuration. See Understanding Approvals.
Allow DB Update (allow database updates)	If selected, this check box allows the transaction to update the database. If not selected, an administrator will be notified of the change and need to complete the process request. Administrators can complete the request on the Workflow Inquiry page or in the Self-Service transaction pages.
Administrator Role	Identifies the role of the person who is responsible for reviewing the results of the transaction if errors occur. If Notify on Success or Notify on Warnings is selected on the Admin Notification Setup page, this role receives notifications when processing is successful or warnings are encountered.
Notification Setup	Click this link to access the Admin Notification Setup page.
Component Interface Setup	Click this link to access the SS Component Interface Setup page.

For more information, see the product documentation for *PeopleTools: Security Administration*.

Admin Notification Setup Page

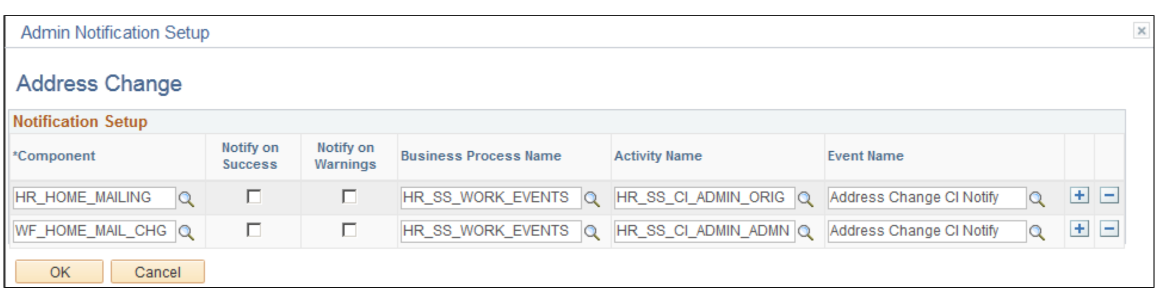
Use the Admin Notification Setup page (WF_HR_TRANS_NOT) to define if an administrator should receive email notification when automatic update was successful or there were warning messages issued during the update.

Navigation

Click the Notification Setup link on the Workflow Configurations page.

Image: Admin Notification Setup page

This example illustrates the fields and controls on the Admin Notification Setup page. You can find definitions for the fields and controls later on this page.



Component	The name of the transaction.
Notify on Success	Applicable only if Allow DB Update is selected on the Workflow Configuration page. Select to have the role selected on the Workflow Configuration page receive an email when automatic updates are successful.
Notify on Warnings	Select to have the role selected on the Workflow Configuration page receive an email when warning messages are generated during a successful HR database update.
Business Process Name, Activity Name, and **Event Name**	This is predefined system data that can be changed if you want to use a different business process.

SS Component Interface Setup Page

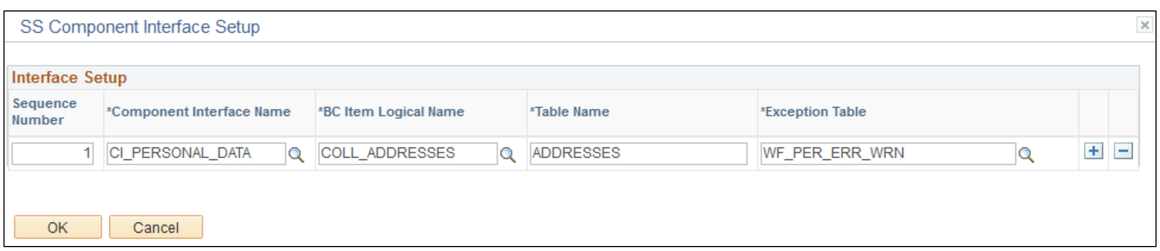
Use the SS Component Interface Setup page (SS_TRANS_CIDTL_SEC) to define the name of the component interface used by the transaction and location of error and warning messages.

Navigation

Click the Component Interface Setup link on the Workflow Configurations page.

Image: SS Component Interface Setup page

This example illustrates the fields and controls on the SS Component Interface Setup page. You can find definitions for the fields and controls later on this page.



Note: You do not need to modify this page unless you use component interfaces or exception tables that you have created or modified. This is predefined system data that can be changed if you want to use a different component interface.

Reviewing Transactions

This section discusses how to review transaction activity.

Note: Use the Approval Monitor to review transactions that use the Approval Framework.

Page Used to Review Transactions

Page Name	***Definition Name***	***Usage***
Workflow Inquiry Page	WF_SS_STAGED	Review activity for self-service transactions that do not use the Approval Framework.

Related Links

Administering Approvals

Workflow Inquiry Page

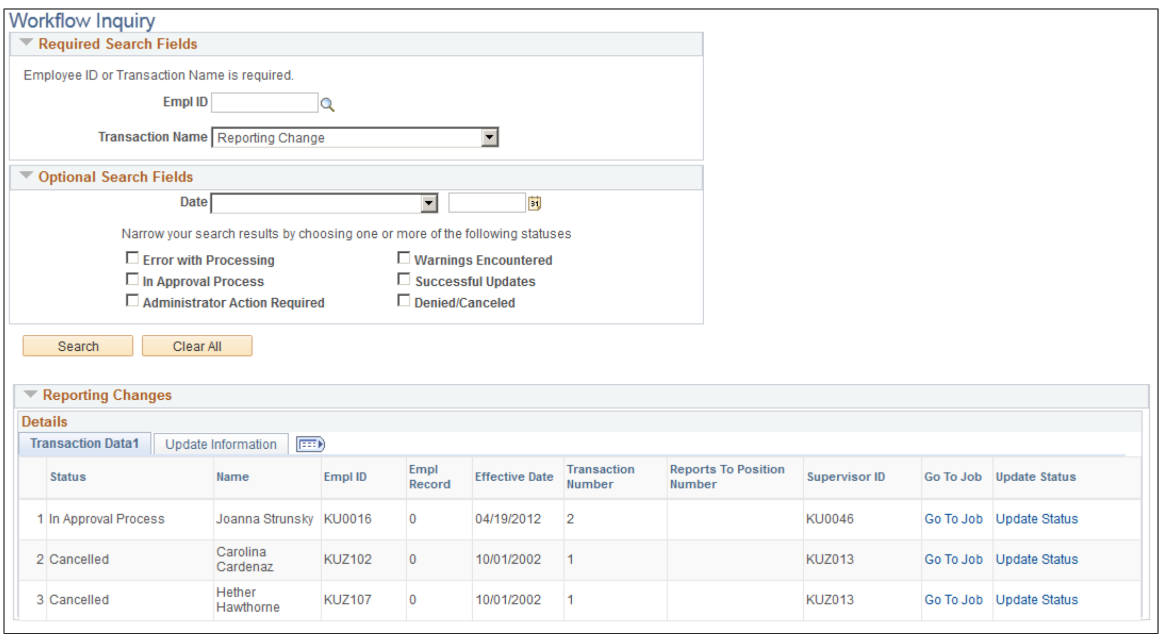
Use the Workflow Inquiry page (WF_SS_STAGED) to review activity for self-service transactions that do not use the Approval Framework.

Navigation

Workforce Administration > Self Service Transactions > Workflow Inquiry > Workflow Inquiry

Image: Workflow Inquiry page

This example illustrates the fields and controls on the Workflow Inquiry page. You can find definitions for the fields and controls later on this page.



Required Search Fields

To see the activity for a specific worker enter the ID in the Empl ID field. Make sure to tab out of the field.

To see the transaction activity, select the transaction name in the Transaction Name field.

Optional Search Field

To see the activity for transaction that occurred on a specific date, enter the date in the Date field.

	To select activity with a specific status, select the check box next to the name of the status. You can select one or more statuses.
Search	Click this button to find transactions that match the search criteria. Results display below the Search button.
Clear All	Click this button to clear all search criteria or search results on the page and start a new inquiry.

Search Results

Information about the transaction appears below the search area. Click the various tabs to display information relevant to the transaction:

- Click the Errors or Warnings links to display error and warning messages.
- Click the Go To link to display the component page relevant to the transaction.
- Click the Update Status link to view or update the status.

(USF) Reviewing Federal Self-Service Transactions

This topic provides an overview of federal self-service transactions and discusses how to review federal self service transactions.

Note: The Approval Workflow Engine (AWE) provides its own approval monitor that you can use to review and, if necessary, perform certain administrative actions for approval transactions. The pages described in this topic provide additional administrative capabilities, including the option to review transactions that predate the use of AWE processing for federal self-service transactions.

Pages Used to Review Federal Self-Service Transactions

Page Name	***Definition Name***	***Usage***
Workflow Inquiry (USF) Page	FE_SS_STAGED	Review activity for self-service transactions that do not use the Approval Framework.
<Transaction Name> Page	<Various>	Review detailed transaction information, and take administrative action for certain transactions.

Related Links

Administering Approvals

Workflow Inquiry (USF) Page

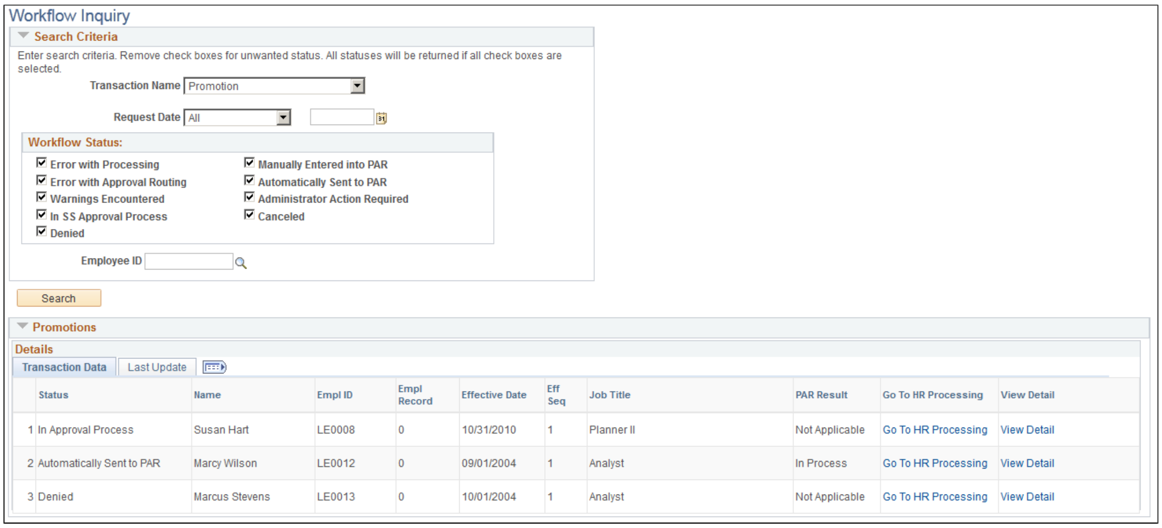
Use the Workflow Inquiry (USF) page (FE_SS_STAGED) to review activity for self-service transactions that do not use the Approval Framework.

Navigation

Workforce Administration > Self Service Transactions > Workflow Inquiry (USF) > Workflow Inquiry

Image: Workflow Inquiry (USF) page

This example illustrates the fields and controls on the Workflow Inquiry (USF) page. You can find definitions for the fields and controls later on this page.



Search Criteria

Transaction Name, Request Date, and **Employee ID**

To see the activity for a specific transaction type, request date, or employee, enter the appropriate search criteria in these fields.

Workflow Status

To get search results, you must select at least on of these check boxes; only transactions with selected statuses are included your search results.

Error With Processing

An approved AWE transaction encountered an error with the component interface that pushes the transaction data to the U.S. federal PAR tables.

See "Understanding the Administering PAR System" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Error With Approval Routing

An AWE transaction encountered a routing error. To review and address the error, you must use the AWE approval monitor (the Monitor Approvals page).

Warnings Encountered

The transaction generated warnings.

In SS Approval Process (in self-service approval process)	The transaction is currently awaiting approval.
Denied	Transaction approval was denied.
Manually Entered into PAR	The transaction was approved and an administrator manually entered the transaction into the PAR tables. This occurs for the full-time/part-time change, location change, and reporting change transactions. These transactions cannot be automatically pushed to the PAR system because they are position-controlled: changes are made to the position and then propagated out to the persons in the positions
Automatically sent to PAR	The transaction was approved and the system automatically pushed the data into the PAR tables using a component interface.
Administrator Action Required	A transaction requires an administrator to make a decision in order to continue.
Cancelled	The transaction was cancelled.

Search

Search	Click this button to access a list of self-service approval transactions that meet the specified criteria.

Search Results

Search results are grouped into transaction-specific grids. The grids display basic transaction information such as the employee name and ID and the date of the transaction. The grids also display the following approval processing columns:

Status	Displays the status of the transaction. The statuses are the same as the status check boxes in the Search Criteria group box.
PAR Result	Indicates whether the transaction has been sent to the PAR tables. • *Not Applicable:* The transaction is still in the approval process and, until it is approved, it cannot be sent to the PAR tables. This value is used only for transactions that are normally sent to the PAR tables automatically. • *Not Available:* The transaction cannot be automatically sent to the PAR tables. This value is used for the three position-based transactions that require a user to manually enter data into the PAR tables: location change, reporting change, and full time/part time change.

- *In Process:* The transaction has been sent to the PAR tables and is awaiting HR action.
- *Complete:* The transaction has been sent to the PAR tables, and HR personnel have finalized the transaction.
- *Denied:* The transaction was sent to the PAR tables, and HR personnel have denied PAR approval.

Go to HR Processing	Click this link to access the HR Processing USF component where the HR Personnelist reviews and finalizes the approved transaction.
View Detail	Click this link to access a detail page that displays more information about the transaction, including: • The specific data change that the user requested (for example, the previous and new marital status). • Information about the approval process, including the status of each approval step.

<Transaction Name> Page

Use the <Transaction Name> page to review detailed transaction information, and take administrative action for certain transactions.

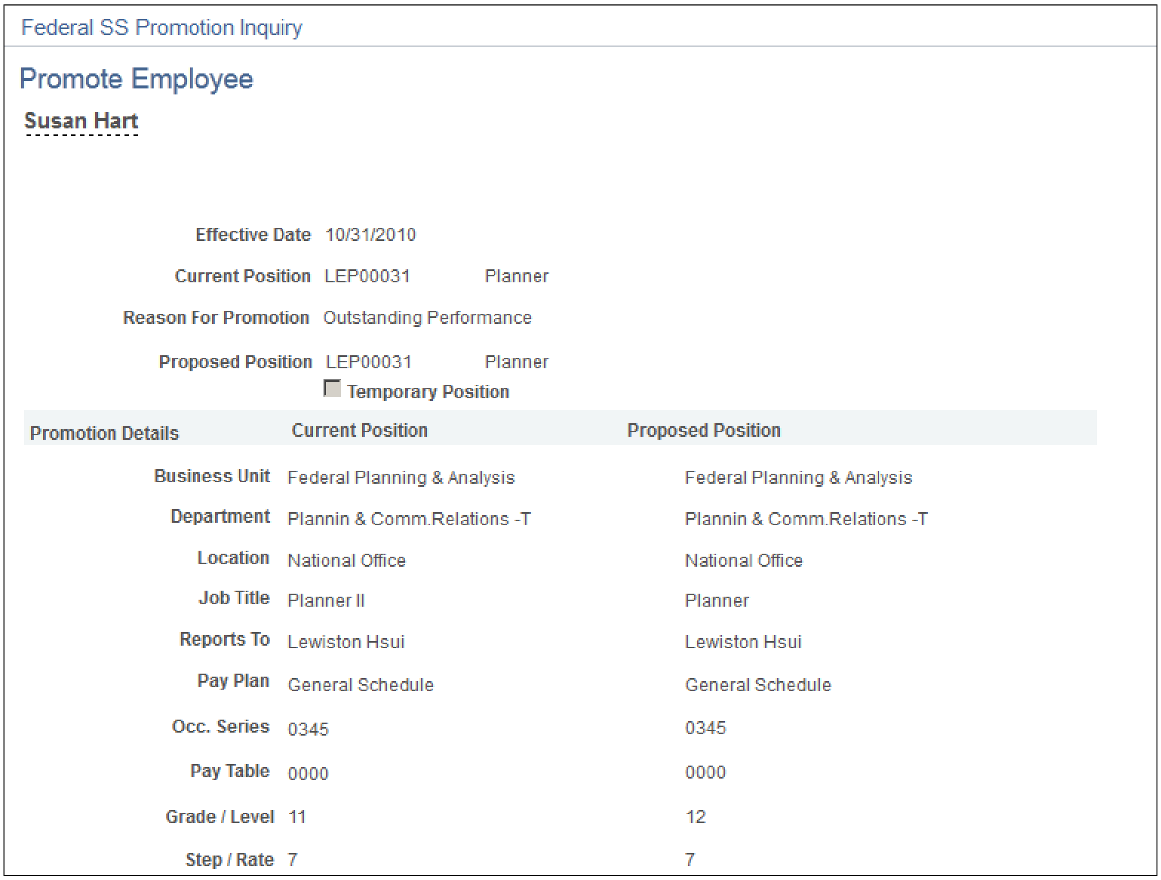
Navigation

Click the View Detail link for a transaction on the Workflow Inquiry (USF) page.

Note: The page name and certain field vary depending on the transaction type.

Image: <Transaction Detail> page (1 of 2)

This example illustrates the fields and controls on the <Transaction Detail> page (1 of 2). You can find definitions for the fields and controls later on this page.


Federal SS Promotion Inquiry

Promote Employee

Susan Hart

Effective Date 10/31/2010

Current Position LEP00031 Planner

Reason For Promotion Outstanding Performance

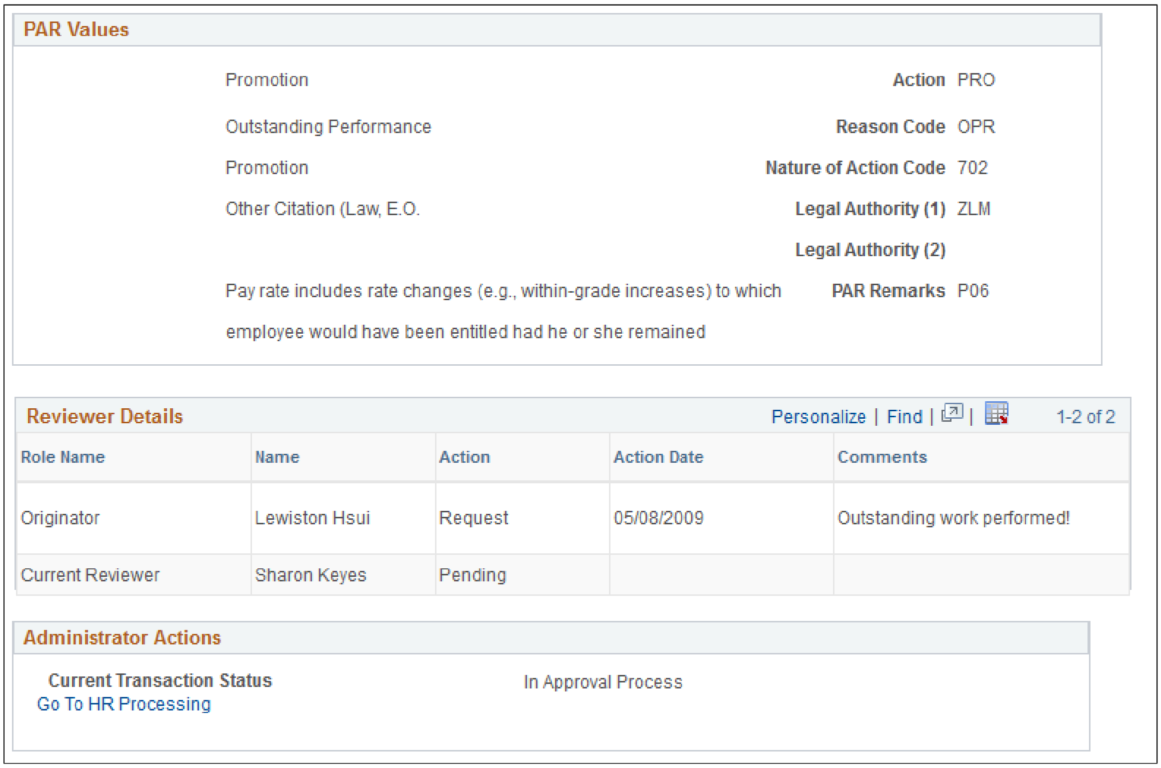
Proposed Position LEP00031 Planner

Temporary Position

Promotion Details	Current Position	Proposed Position
Business Unit	Federal Planning & Analysis	Federal Planning & Analysis
Department	Plannin & Comm.Relations -T	Plannin & Comm.Relations -T
Location	National Office	National Office
Job Title	Planner II	Planner
Reports To	Lewiston Hsui	Lewiston Hsui
Pay Plan	General Schedule	General Schedule
Occ. Series	0345	0345
Pay Table	0000	0000
Grade / Level	11	12
Step / Rate	7	7

Image: <Transaction Detail> page (2 of 2)

This example illustrates the fields and controls on the <Transaction Detail> page (2 of 2). You can find definitions for the fields and controls later on this page.


PAR Values

Promotion		Action	PRO
Outstanding Performance		Reason Code	OPR
Promotion		Nature of Action Code	702
Other Citation (Law, E.O.		Legal Authority (1)	ZLM
		Legal Authority (2)	
Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained		PAR Remarks	P06

Reviewer Details   Personalize | Find | | 1-2 of 2

Role Name	Name	Action	Action Date	Comments
Originator	Lewiston Hsui	Request	05/08/2009	Outstanding work performed!
Current Reviewer	Sharon Keyes	Pending		

Administrator Actions

Current Transaction Status   In Approval Process

Go To HR Processing

At the top of the page, you can see the previous and new values for the requested data change. The specific fields that appear depend on the type of transaction.

PAR Values

This group box displays data that will be written to the PAR tables for this transaction. This data is not provided by the self-service user; instead, you use the Defaults/Admin setup page to provide transaction-specific default values for each field.

See "Defining PAR Tracking Data" (PeopleSoft HCM 9.2: eProfile).

Approval Details for AWE Transactions

When transaction approvals are processed using AWE, the transaction details page includes a graphical representation of the approval flow.

The approval chain diagram includes a box for each approver. The box title shows the approver's status, while the box contents include the approver's name, the approver's role in the approval process (for example, First Authorizer), and the date, if any, when the approver took action on the approval request

Approval Details for Non-AWE Transactions

When the transaction predates the use of AWE to manage approvals for federal self-service transactions, the approval steps appear in a grid rather than as a graphical representation of the approval flow.

This grid lists each approver by role and by name and displays the action (if any) taken by the approver, the date the action was taken, and any comments entered by the approver at the time the action was taken.

PAR Result

PAR Result (Personnel Action Request Result)	Displays a message that corresponds to the PAR Result field on the Workflow Inquiry (USF) summary page.

Administrator Actions

Current Transaction Status	Displays a message that corresponds to the Status field on the Workflow Inquiry (USF) summary page.
Select this option as the request cannot be completed via Self-Service. You will be required to manually enter the request into PAR	This check box and the Save button appear only if the current transaction status is *Error with CI.* Select the check box to acknowledge that you know you must manually enter the request into PAR, then click the Save button.
Go to HR Processing	Click this link to access the HR Processing USF component where the HR Personnelist reviews and finalizes the approved transaction (and where you manually enter the transaction data if necessary). This link is not available if the current transaction status is *Error With Approval Routing* because such errors must be addressed in the AWE approval monitor (the Monitor Approval page).

Setting Up Access to Direct Reports Data

To set up access to direct reports data, use the Direct Reports Setup component (SS_LINK_TBL).

These topics discuss how to set up access to direct reports data.

Note: If you are setting up direct reports data for ePerformance or eProfile, use the pages documented in the "Working With Common Components" topics.

See Configuring Direct Reports Functionality.

Pages Used to Set Up Direct Reports

Page Name	***Definition Name***	***Usage***
Target Information Page	SS_LINK_TBL	Set up worker data access for the Manager self-service option.
Instructional Text Page	SS_LINK_TBL2	Add instructional messages to the Select Employee page (OPRROWS) for this transaction component.service.

Page Name	Definition Name	Usage
Direct Reports Configuration Page	HR_DR_UI_CFG_1	Select the ePerformance or eProfile transaction that you want to configure for direct reports or user interface behavior.
Direct Reports Transaction Configuration Page	HR_DR_UI_CFG_2	Configure direct reports or user interface behavior for ePerformance or eProfile self-service transactions.

Determining Access to Manager Self-Service

The system determines who can access the manager self-service components and data by determining the answers to these questions:

- Is this user a manager?
- Who reports to this manager?

You determine a user's access to some or all of the manager self-service components when you define their component access on the Permission List page. In the Direct Reports Setup component, you specify whose data a user can see for a particular manager self-service transaction.

The system determines what kind of reporting relationship exists between managers and their staff. Reporting relationships are determined on two pages: the Work Location page (JOB_DATA1) and the Department Profile page (DEPARTMENT_TBL_GBL). On the Work Location page, you indicate who a worker's manager is. On the Department Profile page, you indicate who manages a department and the staff who report to that department.

Note: This section does not apply to the manager role in PeopleSoft Talent Acquisition Manager.

Related Links

Setting Up Primary Permission List Preferences

"Work Location Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Department Profile Page

Target Information Page

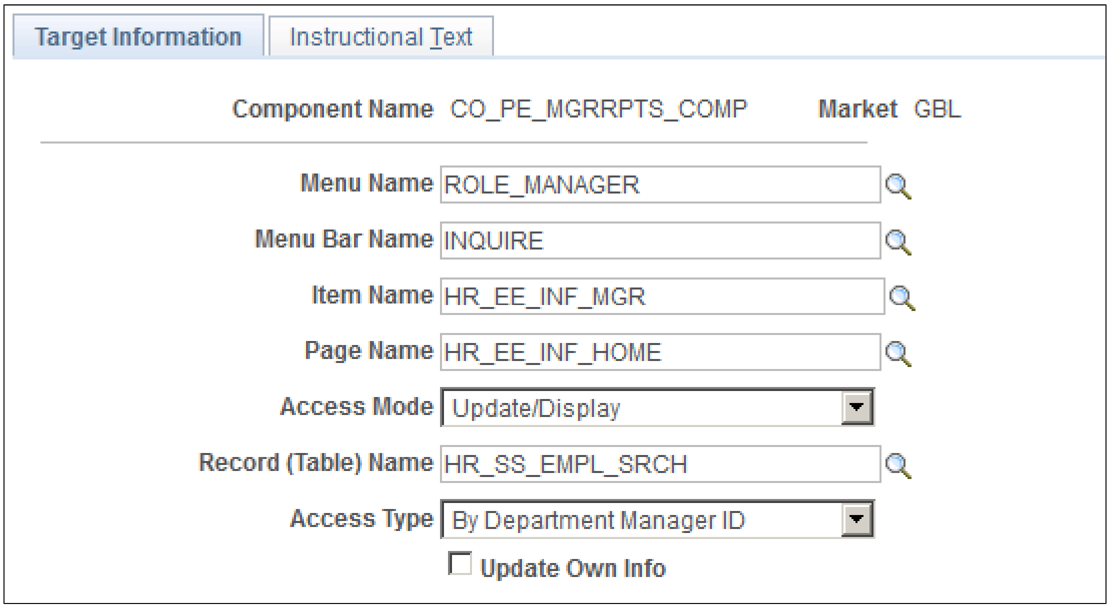
Use the Target Information page (SS_LINK_TBL) to set up worker data access for the Manager self-service option.

Navigation

Set Up HCM > Common Definitions > Direct Reports for Managers > Direct Reports Setup > Target Information

Image: Target Information page

This example illustrates the fields and controls on the Target Information page. You can find definitions for the fields and controls later on this page.



Note: If you are setting up direct reports data for ePerformance or eProfile, use the pages documented in the "Working With Common Components" topics.

See Configuring Direct Reports Functionality.

Note: To determine technical names of the system objects, use PeopleSoft Application Designer.

Component Name

Enter the component name as defined on the menu in PeopleSoft Application Designer.

The component name is the name of the Select Employee page that the system displays when the user selects a Manager self-service transaction. It isn't the name of the transaction component.

Menu Name

Select *ROLE_MANAGER.* All Manager self-service transactions are delivered on this menu. To grant manager access to components on other menus, select the name of the menu that the component is on.

Menu Bar Name

Select the name of the menu bar that the transaction component is under.

Item Name

Enter the component's item name. The item name is the system name of the transaction component, not the component name of the Select Employee page.

The transaction component contains pages that the manager uses to view or manipulate staff data.

Page Name

Enter the object name of the transaction component's page. The object name for each Manager self-service transaction is listed in the introduction table of the page discussion.

If a transaction component has more than one page, enter the name of the transaction page that the system displays first (usually the first page in the component) when a user selects a person name.

Access Mode

Select which action the user performs in the transaction. Options are *Add, Update/Display, Update/Display All,* and *Correction.*

Record (Table) Name

Enter the object name of the record that makes up the page of the transaction component.

Access Type

This field defines the reporting relationship used by the Select Employee page for this transaction component. Available options are:

- *By Department Manager ID:* Defines the reporting relationship based on information in the Manager ID field on the Department Profile page. For users who are department managers, the system displays a list of the workers who are in the user's department.
- *By Dept Security Tree:* Determines person data access using information from the security tree. The system presents the user with a list of people whose data the user has access to, based on the security tree.
- *By Group ID:* Determines data access using the Group ID set up in the group build feature.
- *By Part Posn Mgmt Dept Mgr ID:* Defines the reporting relationship by the Reports To field on the Work Location page and the information in the Manager ID field on the Department Profile page. This is designed for the organizations that use Partial Position Management. The system searches for reporting relationship based on Report To first, and then for Department Manager ID.
- *By Part Posn Mgmt Supervisor:* Defines the reporting relationship by both the Reports To and the Supervisor ID fields on the Work Location page. This is designed for the organizations that use Partial Position Management. The system searches for reporting relationship based on Report To first, and then for Supervisor ID.
- *By Reports To Position:* Defines the reporting relationship based on information in the Reports To field on the Work Location page. The system presents the user with a list of people whose job record indicates that they report to that user's position.

- *By Supervisor ID:* Defines the reporting relationship based on information in the Supervisor ID field on the Work Location page. The system presents the user with a list of people whose job records indicate that they are supervised by the user.

Update Own Info (update own information)

Not applicable to self service. Select to allow managers to update their own information in this transaction component.

See *PeopleTools: Applications User's Guide*.

Related Links

Creating and Modifying Security Trees

Instructional Text Page

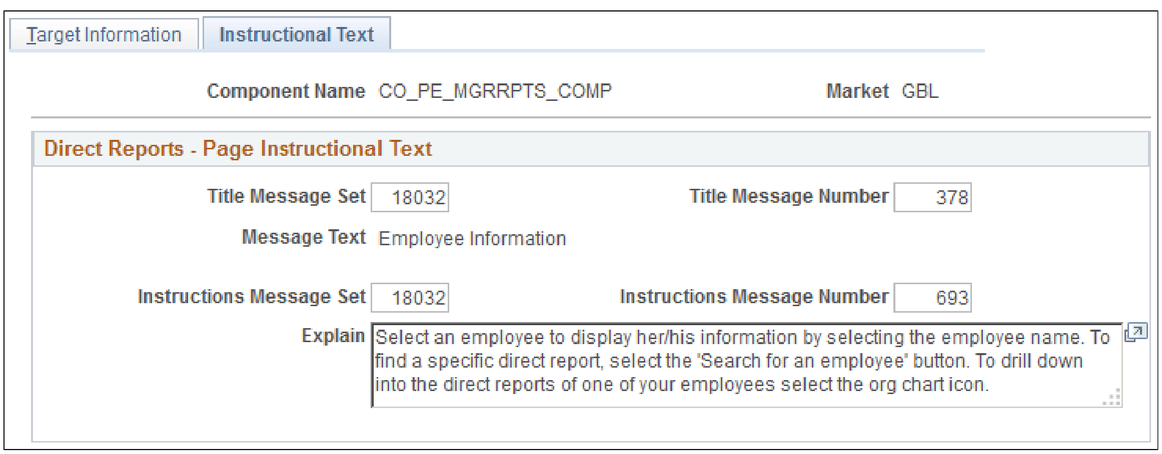
Use the Instructional Text page (SS_LINK_TBL2) to add instructional messages to the Select Employee page (OPRROWS) for this transaction component.service.

Navigation

Set Up HCM > Common Definitions > Direct Reports for Managers > Direct Reports Setup > Instructional Text

Image: Instructional Text page

This example illustrates the fields and controls on the Instructional Text page. You can find definitions for the fields and controls later on this page.



Direct Reports - Page Instructional Text

Title Message Set and **Title Message Number**

Enter the title message set and number of the transaction instructions title that the system displays on this component's Select Employees page.

Message Text

Displays the text of the transaction instruction title that is associated with the Title Message Number. The system displays this text on this component's Select Employees page.

Instructions Message Set and **Instructions Message Number**
Enter the number of the instructions message set and number for the instruction message that the system displays on this component's Select Employees page.

Explain
Displays the text of the instruction message that is associated with the Instructions Message Number. The system displays this text on this component's Select Employees page.

Tells the user how to select the employees whose data they want to view or manipulate.

Using Workflow with Self-Service Transactions

To use workflow with self-service transactions, use the Set Workflow Defaults component (WF_SYSTEM_DEFAULTS), Transaction Categories component (EO_TRAN_CATS), Workflow Transactions component (EO_TRANSACTIONS), System Workflow Rules component (EO_SYS_WF_RULES), Workflow Status component (HR_WF_STATUS), and Workflow User Preferences component (HR_SS_WF_EE_PREF).

These topics discuss how to use workflow with self-service transactions.

Pages Used to Activate Workflow

Page Name	***Definition Name***	***Usage***
Worklist System Defaults Page	WF_SYS_DEFAULTS	Set default parameters for workflow messages.
Workflow Transaction Categories Page	EO_TRAN_CATS	Define the category for self-service transactions. Generally, all self-service transactions are assigned to HR_ TRANSACTIONS. This data is supplied by PeopleSoft and it is recommended that you not change this information.
Workflow Transactions Page	EO_TRANSACTIONS	Register self-service transactions as workflow transactions by associating them with the appropriate workflow functionality and assigning a workflow transaction category. For transactions that do not use the Approval Framework, the a category is supplied by PeopleSoft and we recommend that you not change this information. For transactions that use the Approval Framework, you must additionally specify the approval process ID associated with the transaction. You can also enable delegation of transaction initiation and approval.

Page Name	***Definition Name***	***Usage***
System Workflow Rules Page	EO_SYS_WF_RULES	Set the rules for workflow notification for every set ID where you plan to use workflow.
Workflow Status Page	HR_WF_STATUS	Specify what workflow is triggered for each self-service transaction. Changes to the approval path can be made, but is not recommended.
Workflow User Preferences Page	HR_SS_WF_EE_PREF	Set up a user's notification method for workflow messages.

See *PeopleTools: Workflow Technology*.

Worklist System Defaults Page

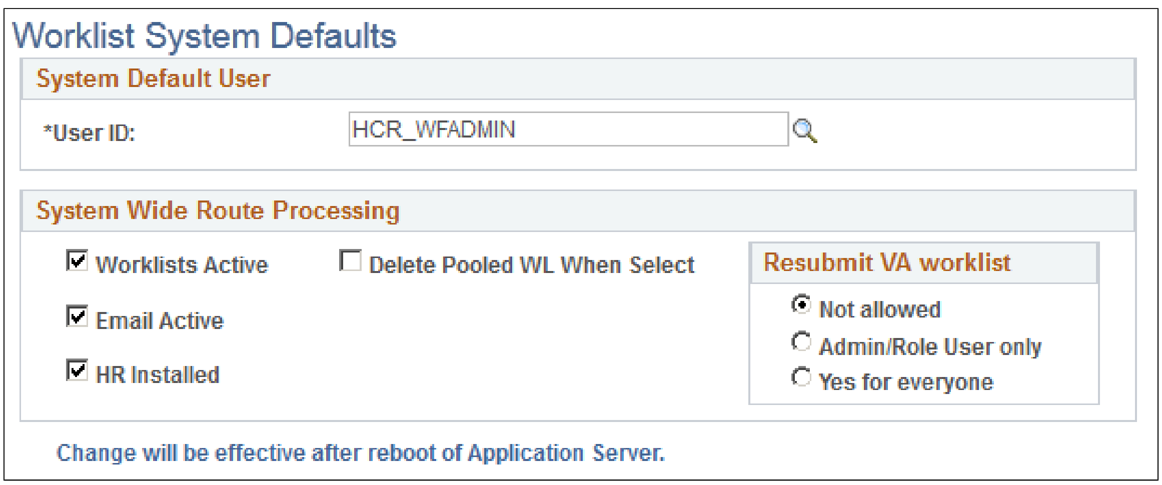
Use the Worklist System Defaults page (WF_SYS_DEFAULTS) to set default parameters for workflow messages.

Navigation

PeopleTools > Workflow > Defaults & Messages > Set Workflow Defaults > Worklist System Defaults

Image: Worklist System Defaults page

This example illustrates the fields and controls on the Worklist System Defaults page. You can find definitions for the fields and controls later on this page.



Make sure the Worklist Active, Email Active, and HR Installed check boxes are selected.

System Workflow Rules Page

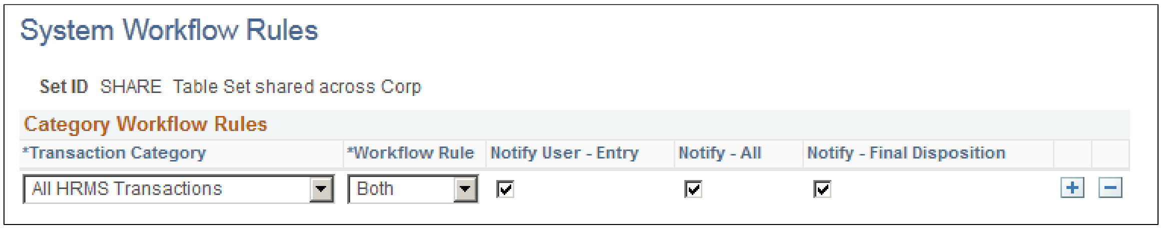
Use the System Workflow Rules page (EO_SYS_WF_RULES) to set the rules for workflow notification for every set ID where you plan to use workflow.

Navigation

Set Up HCM > Common Definitions > Self Service > System Workflow Rules > System Workflow Rules

Image: System Workflow Rules page

This example illustrates the fields and controls on the System Workflow Rules page. You can find definitions for the fields and controls later on this page.



For different rules to exist for different business units, specify these rules at the SetID level.

Note: You must specify this information when you implement PeopleSoft HCM.

Transaction Category

Select a transaction category.

Workflow Rule

Define how the system notifies users when they're required to perform a function. Values include:

- *Email:* Notify the user via email.
- *Worklist:* Notify the user by placing an entry in the user's worklist.
- *Both:* Notify the user by both email and worklist.
- *None:* No notification.
- *User:* Enable the user to define a preference. The user specifies preferences on the Workflow User Preferences page.

Notify User - Entry

Select if users are to receive confirmation when initiating transactions.

Notify All

Select if users are to be notified each time someone processes one of their transactions.

Notify - Final disposition

Select if users are to be notified when the final disposition has been made for the request.

Related Links

General Workflow Information

Workflow User Preferences Page

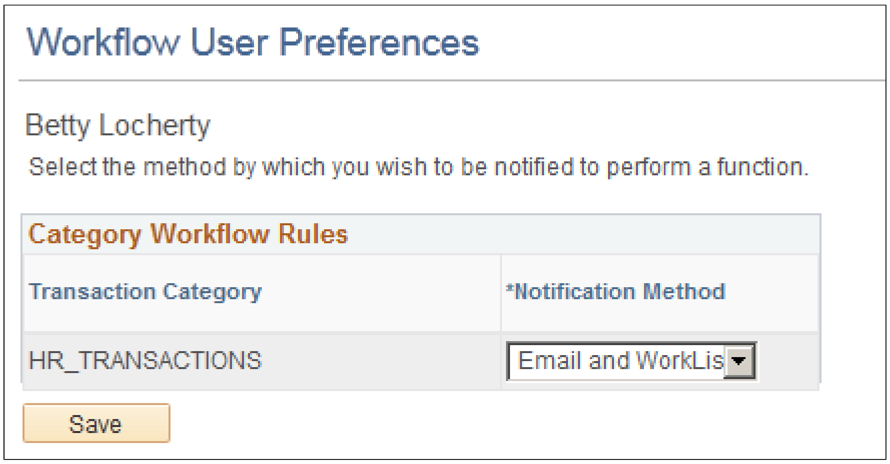
Use the Workflow User Preferences page (HR_SS_WF_EE_PREF) to set up a user's notification method for workflow messages.

Navigation

Self Service > Workflow User Preferences > Workflow User Preferences

Image: Workflow User Preferences page

This example illustrates the fields and controls on the Workflow User Preferences page. You can find definitions for the fields and controls later on this page.



Select the method of workflow notifications.

Setting Up PeopleSoft HelpDesk for HR Self Service Integration with CRM

PeopleSoft HelpDesk forf HR Self Service Integration facilitates employees to integrate and configure contextual HR HelpDesk specific content on PeopleSoft Fluid HCM Self-service pages. As part of integration, administrators need to setup integration between HCM and CRM nodes and enable the Find Help Related Content service on certain HCM fluid pages as per business needs. Employees can use the Find Help related content service on an HCM transaction page, to search and view solutions which are contextually recommended and report HR HelpDesk cases in CRM For more details on how to configure the integration of PeopleSoft HelpDesk HR Self Service in CRM, refer the topic *HRHD Self Service Integration Setup in CRM* in the *PeopleSoft Call Center Applications* book in the PeopleSoft CRM Online Help.

Chapter 38

Using PeopleSoft Fluid User Interface Home Pages

Understanding PeopleSoft Fluid User Interface Home Pages

This overview discusses the PeopleSoft Fluid User Interface.

The PeopleSoft Fluid User Interface

Oracle’s PeopleSoft has two user interfaces:

- PeopleSoft Classic User Interface, which was designed to be used on a laptop and desktop.

  This interface was previously known as PIA (PeopleSoft Internet Architecture).

- PeopleSoft Fluid User Interface, which was designed to be used on mobile devices, but can also be used on a laptop and desktop.

  Oracle delivers fluid pages for a variety of PeopleSoft HCM self-service transactions.

Fluid mode is enabled in web profiles. If fluid mode is disabled, fluid pages and content references throughout the system are disabled, Users can still access the classic versions of pages that have both classic and fluid versions, but transactions that exist only as fluid components are not accessible. If fluid mode is enabled, an additional web profile setting controls whether fluid mode is available on desktop devices as well as mobile devices. On desktop devices, fluid pages appear only if the browser supports the PeopleSoft Fluid User Interface. Users with older browsers see only classic pages even if fluid mode is enabled for desktop devices.

PeopleTools documentation regarding the PeopleSoft Fluid User Interface includes:

- *PeopleTools: Applications User's Guide*, Working With PeopleSoft Fluid User Interface.
- *PeopleTools: Fluid User Interface Developer’s Guide*

How to Switch Between PeopleSoft Fluid and Classic User Interfaces

Fluid Home Pages

Home pages are collections of tiles that users tap to access transactions. A home page can display different tiles on different form factors. For example, several of the tiles on the delivered employee self-service home page do not show up on small form factors (phones).

Users can have multiple home pages. The main Fluid Home provides access to all of these home pages. The Fluid Home appears when users sign into the system in fluid mode (that is, when users sign in from a mobile device or, if fluid is enabled for desktop devices, from a browser that supports fluid pages). Users can additionally access the Fluid Home by selecting Fluid Home from the classic menu.

PeopleSoft Fluid User Interface Experience in HCM

PeopleSoft Fluid User Interface Concepts

Getting Started with PeopleSoft Fluid User Interface

The Fluid Home initially displays the user's default home page. To access a different home page, the user taps the home page title and then selects a different home page from the list that appears.

Tapping a tile on a home page opens the corresponding transaction. Most of the delivered tiles open fluid pages, but a few open classic pages.

Home page tiles also can display dynamic information, such as the last pay date or the number of current performance documents. Personalization options enable users to choose which tiles appear on each home page.

PeopleSoft HCM includes four delivered home pages. The delivered home pages and their tiles are described in these topics:

- Using the Employee Self-Service Home Page
- Using the Manager Self-Service Home Page
- Using the Workforce Administrator Home Page
- Using the Talent Administrator Home Page

Fluid Transactions and Conditional Navigation

If a fluid page is equivalent to a classic page, then in fluid mode, the classic menu provide navigation to the fluid page rather than to the classic page.

For example, when you are not in fluid mode, the classic menu includes the path Self Service >Payroll and Compensation >View Paycheck, which provides access to the classic View Paycheck page. In fluid mode, this menu path is not available, and instead the classic menu provides a path to the fluid page: Self Service >Payroll and Compensation >Pay. This substitution means that the classic page is not accessible at all in fluid mode.

The logic that directs users to fluid page rather than an equivalent classic page is known as *conditional navigation.* Conditional navigation is also the mechanism that displays the fluid home when users initially access the system on a mobile device.

If a user on a desktop or laptop accesses a fluid home page and taps a tile, conditional navigation logic will not redirect the users to a classic page. Note, however, that PeopleSoft HCM delivers some tiles that open classic pages. This is not a function of conditional navigation. The tile opens a classic page because there is no fluid version of the page. The tile functions solely as a navigational shortcut to the classic page.

Documentation for the delivered home pages includes information about conditional navigation for the delivered fluid transactions:

- Employee Self-Service Home Page
- Manager Self Service Home Page

Common Elements Used with PeopleSoft Fluid User Interface

A standard banner appears at the top of every fluid page. The banner includes the page title and these standard buttons:

 (Home)	Tap to return to the main PeopleSoft Home page.
 (Search)	Tap to access PeopleSoft Global Search functionality. **Note:** Related actions from Global Search results are *not* supported on phones, but they are supported when viewed with laptops and tablets.
 (Notifications)	Tap to view actions and alerts in a notifications window.
 (Actions List)	Tap to see a list of available actions for the current window. The Sign Out command is always available under this menu, as are context-appropriate personalization options.
 (Nav Bar)	Tap to use the Navigation Bar (Nav Bar). The Nav Bar provides handy navigation options such as Recent Places, My Favorites, Navigator (which expands to show the classic menu hierarchy), and Classic Home. Users can also add and remove fluid tiles from the Nav Bar using personalization options.

Understanding Delivered Fluid Pages

This section provides the PeopleSoft Fluid pages listed by HCM application product categories, as represented by the online help Contents menu:

- Common to HCM Core Functionality
- Workforce Data Management
- Workforce Development
- Compensation Management
- Self-Service Applications

- Time and Pay
- Global Payroll
- Recruiting Solutions

Common to HCM Core Functionality

This table lists PeopleSoft delivered Fluid pages that are common to HCM core functionality:

Fluid Page	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Pending Approvals Page		Image 20	See also Administering Approvals
Pending Approvals - <Transaction Details> Page		Image 20	See also Administering Approvals
Approvals History Page		Image 20	See also Administering Approvals
Approvals History - <Transaction Details> Page		Image 20	See also Administering Approvals
File Definitions Page		Image 18	The File Integration Framework feature is a guided process that assists users in generating Flat files.
HR Notification Page (Fluid)	HR Notification Page	Image 20	
Announcements Tile		Image 29	The Announcement Tile is added to Employee-Self Service homepage to navigate the announcements page.
Employee Self-Service Home Page		Image 9	
Manager Self Service Home Page		Image 9	
Talent Administrator Home Page		Image 17	
Workforce Administrator Home Page		Image 17	
Activity Guide Templates Page		Image 23	
Activity Guide Composer - Introduction Page		Image 23	

Fluid Page	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Activity Guide Composer - Activity Guide Type Page		Image 23	
Activity Guide Composer - General Information Page		Image 23	
Activity Guide Composer - Security Page		Image 23	
Activity Guide Composer - Additional Actions Page		Image 23	
Activity Guide Composer - Sub Banner Page		Image 23	
Activity Guide Composer - Select Steps Page		Image 23	
Activity Guide Composer - Select Steps Page		Image 29	Activity Guide composer for single component enables additional configuration and validation at the activity guide composer category level to ensure the user defined steps from a single fluid component.
Activity Guide Composer - Organize and Configure Steps Page		Image 23	
Activity Guide Composer - Display and Processing Page		Image 23	
Activity Guide Composer - Review and Activate Page		Image 23	
My Activity Guides Page		Image 23	
Configuring Attachments in Fluid Framework		Image 24 Image 25	The sub pages include the documentation for Attachment, Note and Link.
Implementing Sensitive Data Masking		Image 26	The Data Masking addresses the protection of sensitive data by providing a configurable option of masking sensitive content in administrator pages.
Component Configuration Page		Image 28	The Data Masking feature enhanced to enable masking for License and Passport Number.

Fluid Page	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
"Maintain Data Privacy Settings Page" (PeopleSoft 9.2: Enterprise Components)		Image 27	The PeopleSoft Data Privacy Framework enables the facility for identifying and maintaining Personally Identifiable and sensitive information.
"View References Page" (PeopleSoft 9.2: Enterprise Components)		Image 28	The PeopleSoft Data Privacy Framework phase II included different types of reference Types in the View References Page.
Installed Products only		Image 30	The filter *Installed Products Only* is added to Maintain Data Privacy settings page and View References pages all tabs to display information on installed products alone.

Workforce Data Management

This table lists PeopleSoft delivered Fluid pages that are common to the HCM Workforce Data Management products and business processes:

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Human Resources (Analytics)	"Workforce Insight Dashboard" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 29	
Human Resources (Analytics)	"Current Headcount Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Current Headcount Pivot Grid" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 29	
Human Resources (Analytics)	"Headcount Movement Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Headcount Movement Pivot Grid" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 29	
Human Resources (Analytics)	"Workforce Turnover Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 29	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Human Resources (Analytics)	"Highest Education Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 29	
Human Resources (Analytics)	"Diversity Overview Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 29	
Human Resources (Analytics)	"Diversity Analysis Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 29	
Human Resources (Analytics)	"Position Status Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 29	
Human Resources	"Company Directory Landing Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 12	Image 26 delivered easier access to a profile and the org chart. See also "Using the Org Chart Viewer" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).
Human Resources (Company Directory)	"Profile Page Header" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 12	
Human Resources (Company Directory)	"Supplementary Panel for the Company Directory - Profile Pages" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 18	
Human Resources (Company Directory)	"(Smartphone) Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 17	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Human Resources (Company Directory)	"(Tablet) Profile - Contact Information Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).	Image 12	
Human Resources (Company Directory)	"Address Map Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 17	Available when eLocation map services is licensed.
Human Resources (Company Directory)	"Profile - Reporting Structure Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).	Image 12 Image 28	Image 28 delivered the ability to display empty positions in the organization chart.
Human Resources (Company Directory)	"Profile - Manage Dotted Line Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (Company Directory)	"Profile - Directs Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).	Image 12 Image 28	Image 28 delivered the ability to display empty positions in the organization chart.
Human Resources (Company Directory)	"Profile - Peers Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).	Image 12 Image 28	Image 28 delivered the ability to display empty positions in the organization chart.
Human Resources (Company Directory)	"Other Teams - <Team Name> Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 12	See also "Org Chart Viewer - Teams Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).
Human Resources (Company Directory)	"(Tablet) Profile - Job Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).	Image 12	
Human Resources (Company Directory)	"(Tablet) Profile - About Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Profile Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).	Image 12	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Human Resources (Company Directory)	"Organization Chart Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Org Chart Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 12 Image 23 Image 27 Image 28	Image 23 delivered small form factor accessibility. Image 27 delivered exporting and printing capabilities, the ability to show or hide peers, and easier viewing options. Image 28 delivered the ability to display empty positions in the organization chart.
Human Resources (Company Directory)	"Export Org Chart Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 28	
Human Resources (Dotted Line)	"Dotted Line Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (Fluid Approvals - Dotted Line)	"Pending Approvals - Dotted Line Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (Matrix Team)	"Manage Matrix Teams Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 17	
Human Resources (Fluid Approvals - Matrix Team)	"Pending Approvals - Matrix Team Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 20	
Human Resources (Fluid Approvals - Military Rank Change)	"Pending Approvals - Military Rank Change Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Review Rank Change Request MIL Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 24	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Human Resources (OnBoarding)	"OnBoarding Dashboard" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (OnBoarding)	"OnBoarding Activities Page (for Workers)" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (OnBoarding)	"Before You Start Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) (OnBoarding)		Image 23	
Human Resources (OnBoarding)	"Welcome Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (OnBoarding)	"Documents Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (OnBoarding)	"Attachments Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (OnBoarding)	"Personal Details - Photo / Preferred Name Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (OnBoarding)	"Summary Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 23	
Human Resources (OnBoarding)	"OnBoarding Activities Page (for Managers)" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 24	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Human Resources (OnBoarding)	"OnBoarding Status Page (for Managers)" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 24	
Human Resources (OnBoarding)	"OnBoarding Status Page (for Administrators)" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 28	
Human Resources (Position Management)	"Position Management Dashboard" (PeopleSoft HCM 9.2: Human Resources Manage Positions)		Image 29	
Human Resources (Position Management)	"Position Administration Tile" (PeopleSoft HCM 9.2: Human Resources Manage Positions)		Image 29	
Human Resources (Position Management)	"Manage/Create Position (Search) Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)		Image 29	
Human Resources (Position Management)	"Position Details Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)		Image 29	
Human Resources (Position Management)	"Manage/Create Position - Position Data Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)	"Position Data - Description Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)	Image 29	
Human Resources (Position Management)	"Manage/Create Position - Additional Information Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)	"Position Data - Specific Information Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)	Image 29	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Human Resources (Position Management	"Manage/Create Position - Attachments Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)		Image 30	In image 30 the attachments section was moved to it's own page.
Human Resources (Position Management)	"Manage/Create Position - Budget Incumbents Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)	"Position Data - Budget and Incumbents Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)	Image 29	
Human Resources (Position Management)	"Manage/Create Position - Review and Submit Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)		Image 29	
Human Resources (Position Management)	"View Position Page" (PeopleSoft HCM 9.2: Human Resources Manage Positions)		Image 29	
Human Resources (USF - Personnel Action Requests)	Create/View Personnel Actions Page (see "Creating Personnel Actions Using Fluid" (PeopleSoft HCM 9.2: Human Resources Administer Workforce))	"Initiating and Requesting Personnel Actions" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 24	
Human Resources (USF - Fluid Approvals - Personnel Action Requests)	"Pending Approvals - Personnel Action Request Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Authorizing and Approving Personnel Actions" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 24	
Human Resources (USF - Fluid Approvals - Personnel Action Requests)	"Canceling a PAR" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	"Cancellation Details Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 25	

Workforce Development

This table lists PeopleSoft delivered Fluid pages that are common to the HCM Workforce Development products and business processes:

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
ePerformance	"Current Documents Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Current <Performance or Development> Documents Page or <Performance or Development> Documents Page" (PeopleSoft HCM 9.2: ePerformance)	Image 9	
ePerformance	"Create Documents Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Create <Performance or Development> Documents - Document Creation Details Page" (PeopleSoft HCM 9.2: ePerformance)	Image 9	
ePerformance	"Delegated Documents Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)		Image 9	
ePerformance	"Historical Documents Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"<Performance or Development> Document History Page" (PeopleSoft HCM 9.2: ePerformance)	Image 9	
ePerformance	"Transfer Documents Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Transfer Document Page" (PeopleSoft HCM 9.2: ePerformance)	Image 29	
ePerformance	"Reopen Documents Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Reopen Document Page" (PeopleSoft HCM 9.2: ePerformance)	Image 29	
ePerformance	"Cancel Documents Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Cancel Document Page" (PeopleSoft HCM 9.2: ePerformance)	Image 29	
ePerformance	"Delete Documents Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Delete Documents Page" (PeopleSoft HCM 9.2: ePerformance)	Image 29	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
ePerformance	"Enter Preliminary Ratings Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Enter Preliminary Ratings Page" (PeopleSoft HCM 9.2: ePerformance)	Image 29	
ePerformance	"View-Only Documents - Document List Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Viewing Documents for Your Team" (PeopleSoft HCM 9.2: ePerformance)	Image 29	
ePerformance	"Create Documents by Group - Results Page (Team Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Create <Performance or Development> Documents - Results Page" (PeopleSoft HCM 9.2: ePerformance)	Image 29	
ePerformance	"Team Performance Status Page" (PeopleSoft HCM 9.2: ePerformance)	"My Team's Performance Status Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 9	
ePerformance	"Pending Approvals - Performance Page" (PeopleSoft HCM 9.2: ePerformance)	"Approve Document Page" (PeopleSoft HCM 9.2: ePerformance)	Image 20	
ePerformance	"My Current Documents Page" (PeopleSoft HCM 9.2: ePerformance)	"Current <Performance or Development> Documents Page or <Performance or Development> Documents Page" (PeopleSoft HCM 9.2: ePerformance)	Image 9	
ePerformance	"Create Document Page (Performance)" (PeopleSoft HCM 9.2: ePerformance)	"Create <Performance or Development> Documents Page" (PeopleSoft HCM 9.2: ePerformance)	Image 9	
ePerformance	"My Historical Documents Page" (PeopleSoft HCM 9.2: ePerformance)	"<Performance or Development> Document History Page" (PeopleSoft HCM 9.2: ePerformance)	Image 9	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
ePerformance	"Evaluations of Others Page" (PeopleSoft HCM 9.2: ePerformance)	"My Current Evaluations for Others Page" (PeopleSoft HCM 9.2: ePerformance)	Image 9	
ePerformance	"Historical Evaluations of Others Page" (PeopleSoft HCM 9.2: ePerformance)	My Historical Evaluations for Others Page	Image 9	See also "Viewing Historical Documents" (PeopleSoft HCM 9.2: ePerformance)
ePerformance	"Auto Transfer Document Status Page" (PeopleSoft HCM 9.2: ePerformance)		Image 30	

Compensation Management

This table lists PeopleSoft delivered Fluid pages that are common to the HCM Compensation Management products and business processes:

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Compensation	"Total Rewards Page" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)	"Total Rewards Page" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)	Image 20	
Compensation	"Pending Approvals - Allocate Compensation Page" (PeopleSoft HCM 9.2: eCompensation Manager Desktop)	Approve Compensation Proposals Page	Image 25	
Compensation	"View Compensation History Page (Fluid Manager View)" (PeopleSoft HCM 9.2: eCompensation Manager Desktop) and "Compensation History Page (Fluid Employee View)" (PeopleSoft HCM 9.2: eCompensation Manager Desktop)	"Compensation History Page (Classic Manager View)" (PeopleSoft HCM 9.2: eCompensation Manager Desktop) and "Compensation History Page (Classic Employee View)" (PeopleSoft HCM 9.2: eCompensation Manager Desktop)	Image 28	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Benefits Administration	"Benefits Statement Options Page" (PeopleSoft HCM 9.2 Benefits Administration)		Image 28	
Benefits Administration	"Administrative Contacts Page" (PeopleSoft HCM 9.2 Benefits Administration)		Image 28	
Benefits Administration	"Enrollment Contacts Page" (PeopleSoft HCM 9.2 Benefits Administration)		Image 28	
Benefits Administration	"Benefits Enrollment Event Selection Page" (PeopleSoft HCM 9.2 Benefits Administration)		Image 28	
Benefits Administration	"Benefits Enrollment Page" (PeopleSoft HCM 9.2 Benefits Administration)		Image 28	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Benefits Administration Lists all benefit plan pages	"Medical Page" (PeopleSoft HCM 9.2 Benefits Administration) Dental Page Medical/Dental Page Major Medical Page Vision Page Domestic Partner Medical Page Domestic Partner Dental Page Domestic Partner Vision Page "Life Page" (PeopleSoft HCM 9.2 Benefits Administration) "Supplemental Life Page" (PeopleSoft HCM 9.2 Benefits Administration) AD and D Page Life and AD and D Page Dependent AD and D Page Dependent Life Page Survivor Income Page Supplemental AD and D Page Spousal Life Page "Short-Term Disability Page" (PeopleSoft HCM 9.2 Benefits Administration) Long-Term Disability Page "401(k) Page" (PeopleSoft HCM		Image 28	

Application / Product	Fluid Page	Classic Page (Replaced or Counterpart)	Image Fluid Page Delivered	Comments
	9.2 Benefits Administration) Profit Sharing Page Thrift Page IRA Page Capital Accumulation Page U.S. Savings Bonds Page 403(b) Page Nonelective Contributions Page Employer Only Page Section 456 Page Employee Stock Purchase Page "Sick Page" (PeopleSoft HCM 9.2 Benefits Administration) Vacation Page Personal Page Family and Medical Act Page "Flex Spending Health – U.S. Page" (PeopleSoft HCM 9.2 Benefits Administration) Flex Spending Dependent Care Page Flex Spending Health – Canada Page Retirement Counselling Page Health Savings Account Page "PERS (Public Employee Retirement Systems) Page"			

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
	(PeopleSoft HCM 9.2 Benefits Administration) "Standard Pension Page" (PeopleSoft HCM 9.2 Benefits Administration) Pension Plan 1 - U.S. Page Pension Plan 2 - U.S. Page Pension Plan 3 - U.S. Page Pension Plan 4 - U.S. Page Pension Plan 5 - U.S. Page Pension Plan 6 - U.S. Page "Vacation Buy Page" (PeopleSoft HCM 9.2 Benefits Administration) Vacation Sell Page "Long-Term Care Page" (PeopleSoft HCM 9.2 Benefits Administration) Legal Services Page Wellness Credit Page			
Benefits Administration	"Online Confirmation Statements Page" (PeopleSoft HCM 9.2 Benefits Administration)		Image 29	
Benefits Administration	"Review Employee Statements Page" (PeopleSoft HCM 9.2 Benefits Administration)		Image 29	

Self-Service Applications

This table lists PeopleSoft delivered Fluid pages that are common to the HCM self service applications and business processes:

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eBenefits	"Benefits Summary Page" (PeopleSoft HCM 9.2: eBenefits)		Image 9	
eBenefits (Life Events)	"Life Events Page" (PeopleSoft HCM 9.2: eBenefits)		Image 9 Image 23	The fluid Life Events page was delivered in image 9, which took you to classic pages to enter your life event changes. Image 23 delivered additional fluid Life Events-related pages to record the event. See also "The Activity Guide Composer Framework for Life Events" (PeopleSoft HCM 9.2: eBenefits).
eBenefits (Life Events)	"Welcome to <Transaction Name> Event Page" (PeopleSoft HCM 9.2: eBenefits)		Image 23	
eBenefits (Life Events)	Life Event Status and Date pages (see "Marital Status or Divorce Status Page" (PeopleSoft HCM 9.2: eBenefits) and "Birth Date or Adoption Date Page" (PeopleSoft HCM 9.2: eBenefits))		Image 23	
eBenefits (Life Events)	"Summary Page" (PeopleSoft HCM 9.2: eBenefits)		Image 23	
eBenefits (Life Events)	"Pending Approvals — Life Event Page" (PeopleSoft HCM 9.2: eBenefits)		Image 26	Image 26 delivered an enhancement to the fluid Life Event-page to approve a life event document.
eBenefits (Dependent/ Beneficiary Info)	"Dependent and Beneficiary Information Page" (PeopleSoft HCM 9.2: eBenefits)	Dependent and Beneficiary Information Page	Image 24	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eBenefits (Affordable Care Act)	"View Form 1095-C Page" (PeopleSoft HCM 9.2: eBenefits)	"View Form 1095-C Page" (PeopleSoft HCM 9.2: eBenefits)	Image 20	
eBenefits (Affordable Care Act)	"Form 1095-C Consent Page" (PeopleSoft HCM 9.2: eBenefits)	"Form 1095-C Consent Page" (PeopleSoft HCM 9.2: eBenefits)	Image 20	
eCompensation Manager Desktop	"Pending Approvals - Ad Hoc Salary Change Page" (PeopleSoft HCM 9.2: eCompensation Manager Desktop)	"Approve Ad Hoc Salary Change Page" (PeopleSoft HCM 9.2: eCompensation Manager Desktop)	Image 20	
eDevelopment	"Team Talent Profile - Select Employee Page (for Managers)" (PeopleSoft HCM 9.2: eDevelopment)	Current Team Profiles - Select Employees to Process Page See also "Maintaining Person Profiles" (PeopleSoft HCM 9.2: eDevelopment).	Image 26	
eDevelopment	"(Smartphone) Employee Details Page" (PeopleSoft HCM 9.2: eDevelopment)		Image 26	
eDevelopment	"Talent Profile Page (for Employees) or Team Talent Profile Page (for Managers)" (PeopleSoft HCM 9.2: eDevelopment)	My Current Profile Page Current Team Profiles See also "Maintaining Person Profiles" (PeopleSoft HCM 9.2: eDevelopment).	Image 9 Image 26	Image 9 delivered the Talent Profile for the employee. Image 26 delivered the Team Talent Profile for the manager.
eDevelopment	"Select Profile Type Page" (PeopleSoft HCM 9.2: eDevelopment)		Image 28	
eDevelopment	"<Content Type> Page" (PeopleSoft HCM 9.2: eDevelopment)	Add New <content type> Page View <content type> Page Update <content type> Page See also "Maintaining Person Profiles" (PeopleSoft HCM 9.2: eDevelopment).	Image 9 Image 27	Image 27 delivered fluid attachment capability.

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eDevelopment	"<Related Content Item> (Summary) Page" (PeopleSoft HCM 9.2: eDevelopment)		Image 25	
eDevelopment	"<Related Content Item> (Details) Page" (PeopleSoft HCM 9.2: eDevelopment)	"Update <Related Content Item> Page" (PeopleSoft HCM 9.2: Human Resources Manage Profiles) Related Items Page (see "Maintaining Person Profiles" (PeopleSoft HCM 9.2: eDevelopment).	Image 25	
eDevelopment	"View Profile Item History Page" (PeopleSoft HCM 9.2: eDevelopment)	View Historical Items Page (see "Maintaining Person Profiles" (PeopleSoft HCM 9.2: eDevelopment))	Image 28	
eDevelopment (Fluid Approvals)	"Pending Approvals - Person Profile Page or Pending Approvals - Non-Person Profile Page" (PeopleSoft HCM 9.2: eDevelopment)		Image 25	
eDevelopment (Fluid Approvals)	"Profile Item Details Page" (PeopleSoft HCM 9.2: eDevelopment)		Image 25 Image 27	Image 27 delivered fluid attachment capability.
ePay (Global Payroll)	"Payslips Page" (PeopleSoft HCM 9.2: ePay)	View Payslips See "Viewing Payslips Online" (PeopleSoft HCM 9.2: ePay).	Image 9	
ePay (Global Payroll)	"Payment Summary Page" (PeopleSoft HCM 9.2: ePay) (small form factor only)		Image 14	Includes several secondary pages with details such as earnings, deductions, absence balances, payment distribution, and paycheck analytics.
ePay (Global Payroll)	"Payslip Analytics Page" (PeopleSoft HCM 9.2: ePay) (small form factor only)		Image 14	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
ePay (Global Payroll)	"Banking Page" (PeopleSoft HCM 9.2: ePay)		Image 22	
ePay (Global Payroll)	"Bank Accounts Page" (PeopleSoft HCM 9.2: ePay)	"Maintain Bank Accounts Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 22	
ePay (Global Payroll)	"Payment Distribution Page" (PeopleSoft HCM 9.2: ePay)	"Specify Net Pay Elections Page" (PeopleSoft HCM 9.2: Global Payroll)	Image 22	
ePay (Payroll for North America)	"Paychecks Page" (PeopleSoft HCM 9.2: ePay)	Pay Page See "Setting Up and Viewing Self-Service Paychecks" (PeopleSoft HCM 9.2: ePay).	Image 9	
ePay (Payroll for North America)	"View Paycheck Page" (PeopleSoft HCM 9.2: ePay) (medium and larger form factors)	Pay Page See "Setting Up and Viewing Self-Service Paychecks" (PeopleSoft HCM 9.2: ePay).	Image 9	
ePay (Payroll for North America)	"Paycheck Summary Page" (PeopleSoft HCM 9.2: ePay) and Paycheque Summary page (small form factor only)	Pay Page and Pacheque Page See "Setting Up and Viewing Self-Service Paychecks" (PeopleSoft HCM 9.2: ePay)	Image 14	Includes several secondary pages with details such as earnings, taxes, deductions, leave balances, net pay distribution, and paycheck analytics.
ePay (Payroll for North America)	"Paycheck Analytics Page" (PeopleSoft HCM 9.2: ePay) (small form factor only)		Image 14	
ePay (Payroll for North America)	"Tax Withholding Page" (PeopleSoft HCM 9.2: ePay)		Image 18	
ePay (Payroll for North America)	"Federal Tax Withholding Forms Page" (PeopleSoft HCM 9.2: ePay)		Image 18	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
ePay (Payroll for North America)	"State Tax Withholding Forms Page" (PeopleSoft HCM 9.2: ePay)		Image 18	
ePay (Payroll for North America)	"W-4 Tax Withholding Form Approval Page" (PeopleSoft HCM 9.2: ePay)		Image 25	
ePay (Payroll for North America)	"W-2/W-2c Consent Page" (PeopleSoft HCM 9.2: ePay)	W-2/W-2c Consent Form Page See "Managing Consent for Electronic Year-End Forms" (PeopleSoft HCM 9.2: ePay)	Image 22	
ePay (Payroll for North America)	"Direct Deposit Page" (PeopleSoft HCM 9.2: ePay)	"Setting Up and Viewing Direct Deposit" (PeopleSoft HCM 9.2: ePay)	Image 26	
ePay (Payroll for North America)	"T4/T4A Consent Page" (PeopleSoft HCM 9.2: ePay)	"Managing Consent for Electronic Year-End Forms" (PeopleSoft HCM 9.2: ePay)	Image 27	
ePay (Payroll for North America)	"Verify Identity Page" (PeopleSoft HCM 9.2: ePay)		Image 27	
ePay (Payroll for North America)	"View T4/T4A Slips Page" (PeopleSoft HCM 9.2: ePay)		Image 27	
ePay (Payroll for North America)	"RL-1/RL-2 Consent page" (PeopleSoft HCM 9.2: ePay)	"Managing Consent for Electronic Year-End Forms" (PeopleSoft HCM 9.2: ePay)	Image 27	
ePay (Payroll for North America)	"View RL-1/RL–2 Slips Page" (PeopleSoft HCM 9.2: ePay)		Image 27	
ePay (Payroll for North America)	"View W-2/W-2c Forms Page" (PeopleSoft HCM 9.2: ePay)		Image 28	
ePay (Payroll for North America)	"Year End Accessibility Setup Page" (PeopleSoft HCM 9.2: ePay)		Image 28	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
ePay (Payroll for North America)	"View W-2/W-2c Forms Page in Accessibility Mode" (PeopleSoft HCM 9.2: ePay)		Image 28	
eProfile (Personal Details)	"Additional Information Page" (PeopleSoft HCM 9.2: eProfile)		Image 9	See also "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).
eProfile (Personal Details)	"Addresses (Summary) Page" (PeopleSoft HCM 9.2: eProfile)	Home and Mailing Address Page See "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).	Image 9	
eProfile (Personal Details)	"Address (Detail) Page" (PeopleSoft HCM 9.2: eProfile)	Home and Mailing Address Page See "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).	Image 9 Image 27	Image 27 delivered fluid attachment capability.
eProfile (Personal Details)	"Contact Details Page" (PeopleSoft HCM 9.2: eProfile)	Phone Numbers Page Email Addresses Page See "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).	Image 9	
eProfile (Personal Details)	"Emergency Contacts (Summary) Page" (PeopleSoft HCM 9.2: eProfile)	Emergency Contacts Page See "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).	Image 9	
eProfile (Personal Details)	"Ethnic Groups Page" (PeopleSoft HCM 9.2: eProfile)	Ethnic Groups Page See "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).	Image 9	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile (Personal Details)	"Form I-9 Page" (PeopleSoft HCM 9.2: eProfile)	"Employment Eligibility Verification Page, Section 1" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 17	
eProfile (Personal Details)	"Marital Status Page" (PeopleSoft HCM 9.2: eProfile)	Marital Start Page See "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).	Image 9	
eProfile (Personal Details)	"Name (Summary) Page" (PeopleSoft HCM 9.2: eProfile)	Name Change Page See "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).	Image 9	
eProfile (Personal Details)	"Name (Detail) Page" (PeopleSoft HCM 9.2: eProfile)	Name Change Page See "Reviewing and Updating Personal Information" (PeopleSoft HCM 9.2: eProfile).	Image 9 Image 26	Image 26 delivered fluid attachment capability.
eProfile (Personal Details)	"Social Media (Summary) Page" (PeopleSoft HCM 9.2: eProfile)		Image 30	
eProfile (Personal Details)	"Social Media (Detail) Page" (PeopleSoft HCM 9.2: eProfile)		Image 30	
eProfile (Personal Details)	"Veteran Status Page" (PeopleSoft HCM 9.2: eProfile)	"Veteran Status Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 17	
eProfile (Personal Details)	"Voluntary Self-Identification Disability Page" (PeopleSoft HCM 9.2: eProfile)	"Voluntary Self-Identification of Disability Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Image 17	
eProfile (Personal Details)	"Select Photo Page" (PeopleSoft HCM 9.2: eProfile)		Image 9	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile (Matrix Team)	"Manage Matrix Teams Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 17	
eProfile Manager Desktop (Fluid Approvals)	"Pending Approvals - <Transaction Name> Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 20	Fluid Approvals supports the following eProfile Manager Desktop approval transaction requests that are generated from the following self service pages: *Employee Self Service:* • Address Change • Marital Status Change • Name Change *Manager Self Service:* • Full/Part Time Status • Location Change • Promote Employee • Reporting Change • Retire Employee • Terminate Employee • Transfer Employee
eProfile Manager Desktop (Fluid Approvals)	"Name Change Details Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 20	
eProfile Manager Desktop (Fluid Approvals)	"Attachments Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 26 Image 27	Image 26 supports for the *Name Change* transaction. Image 27 supports attachments for the *Address Change* transaction.

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile Manager Desktop (Employee Snapshot)	"Configure Employee Snapshot - Competencies Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Other Pagelets Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22	
eProfile Manager Desktop (Employee Snapshot)	"Configure Employee Snapshot - Licenses and Certifications Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Other Pagelets Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22	
eProfile Manager Desktop (Employee Snapshot)	"Configure Employee Snapshot - Projects Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Other Pagelets Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22	
eProfile Manager Desktop (Employee Snapshot)	"Configure Employee Snapshot - Performance History Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Other Pagelets Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22 Image 30	Image 30 supports multiple performance document types.
eProfile Manager Desktop (Employee Snapshot)	"Configure Employee Snapshot - Performance versus Potential Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Header Rate Boxes Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 24	
eProfile Manager Desktop (Employee Snapshot)	"Configure Employee Snapshot - Risk versus Loss Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Header Rate Boxes Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 24	
eProfile Manager Desktop (Employee Snapshot)	"Configure Employee Snapshot - Succession Options Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Other Pagelets Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 24	
eProfile Manager Desktop (Employee Snapshot)	"Employee Snapshot - Select Employee Page (for Managers)" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 19	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile Manager Desktop (Employee Snapshot)	"Employee Snapshot - Search Page (for Administrators)" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 26	
eProfile Manager Desktop (Employee Snapshot)	"Employee Snapshot - Summary Dashboard" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 19	See also "Understanding the Talent Summary Content and Layout" (PeopleSoft HCM 9.2: eProfile Manager Desktop).
eProfile Manager Desktop (Employee Snapshot)	"Employee Snapshot - Promotion Readiness Dashboard" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 19 Image 28	See also "Understanding the Talent Summary Content and Layout" (PeopleSoft HCM 9.2: eProfile Manager Desktop). Image 28 provides an interface with the ELM Learning tile and pages.
eProfile Manager Desktop (Employee Snapshot)	"Employee Snapshot - Compensation Review Dashboard" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 21	See also "Understanding the Talent Summary Content and Layout" (PeopleSoft HCM 9.2: eProfile Manager Desktop).
eProfile Manager Desktop (Employee Snapshot)	"Employee Snapshot - Performance Review Dashboard" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 22	See also "Understanding the Talent Summary Content and Layout" (PeopleSoft HCM 9.2: eProfile Manager Desktop).
eProfile Manager Desktop (Employee Snapshot)	"Employee Snapshot - Career Planning Dashboard" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 23	See also "Understanding the Talent Summary Content and Layout" (PeopleSoft HCM 9.2: eProfile Manager Desktop).
eProfile Manager Desktop (Employee Snapshot)	"Performance History Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Performance History Pagelet as a Graph" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 19 Image 30	Image 30 supports multiple performance document types.

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile Manager Desktop (Employee Snapshot)	"Compensation: Current Salary Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Current Salary Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 20	
eProfile Manager Desktop (Employee Snapshot)	"Compensation: Salary History Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Base Salary History Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 20	
eProfile Manager Desktop (Employee Snapshot)	"Compensation History Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 19	
eProfile Manager Desktop (Employee Snapshot)	"Job Details: Job Information Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 19	See also "Talent Summary Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop).
eProfile Manager Desktop (Employee Snapshot)	"Job Details: Job History Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Career History Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 20	
eProfile Manager Desktop (Employee Snapshot)	"Compensation: Total Rewards Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Total Rewards Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 21	
eProfile Manager Desktop (Employee Snapshot)	"Job Competencies Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Job Related Competencies Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 19	
eProfile Manager Desktop (Employee Snapshot)	"Personal Competencies Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Personal Competencies Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22	
eProfile Manager Desktop (Employee Snapshot)	"Licenses and Certifications Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Licenses and Certifications Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile Manager Desktop (Employee Snapshot)	"Responsibilities Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Responsibilities Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22	
eProfile Manager Desktop (Employee Snapshot)	"Honors and Awards Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Honors and Awards Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22	
eProfile Manager Desktop (Employee Snapshot)	"Job Interests Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Interest List Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 23	
eProfile Manager Desktop (Employee Snapshot)	"Education Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Education Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 23	
eProfile Manager Desktop (Employee Snapshot)	"Career Plans Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Career Planning Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 23	
eProfile Manager Desktop (Employee Snapshot)	"Job History Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Career History Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 24	
eProfile Manager Desktop (Employee Snapshot)	"Employee Impact Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	See "Talent Summary Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 24	
eProfile Manager Desktop (Employee Snapshot)	"E&G Special Projects Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"(E&G) E&G Special Projects Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 24	
eProfile Manager Desktop (Employee Snapshot)	"Succession Plans Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Succession Options Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 24	
eProfile Manager Desktop (Employee Snapshot)	"Special Projects Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	"Special Projects Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Image 22	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile Manager Desktop (guided self-service)	"Update Team Information Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 24	
eProfile Manager Desktop (guided self-service)	"<Transaction Name> Page for Selecting Employees" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9 Image 11 Image 12 Image 20 Image 21 Image 24	Fluid pages for guided self-service were delivered in Image 9. Configurations for specific guided self-service transactions have been delivered in multiple images: • Image 9: *Change Full/Part Time Status, Promote Employee, Request Ad Hoc Salary Change, Transfer Employee* • Image 11: *Request Location Change, Request Reporting Change* • Image 12: *Retire Employee, Terminate Employee* • Image 20: *Demote Employee* Image 21: *Request Paid Leave of Absence, Request Leave of Absence* • Image 24: *Update Job Details for Group*
eProfile Manager Desktop (guided self-service)	"Questionnaire Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9	
eProfile Manager Desktop (guided self-service)	"Decision Support Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop) (PeopleTools 8.55 or later)		Image 9	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile Manager Desktop (guided self-service)	"Work and Job Information Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9	
eProfile Manager Desktop (guided self-service)	"Compensation Details Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9	
eProfile Manager Desktop (guided self-service)	"Clone Position Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 22	
eProfile Manager Desktop (guided self-service)	"Review and Submit Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9	
eProfile Manager Desktop (guided self-service)	"Fluid <Transaction Name> Page for Guided Self-Service Approvals" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 20	
eProfile Manager Desktop (guided self-service)	"Salary Change Details Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop) (for fluid approvals)		Image 20	
eProfile Manager Desktop (guided self-service)	"Salary Grade Information Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop) (for fluid approvals)		Image 20	
eProfile Manager Desktop (guided self-service)	"Attachments Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop) (for fluid approvals)		Image 20	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid page Delivered***	***Comments***
eProfile Manager Desktop (My Team)	"My Team – Summary Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9	See also "Viewing the Manager Dashboard Pagelets" (PeopleSoft HCM 9.2: eProfile Manager Desktop) and "Pages Used to View Personal Information " (PeopleSoft HCM 9.2: eProfile Manager Desktop)
eProfile Manager Desktop (My Team)	"Select Manager Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 17	
eProfile Manager Desktop (My Team)	"My Team – Performance Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9	In image 26, this page can be secured separately from the other My Team pages. See also "Viewing the Manager Dashboard Pagelets" (PeopleSoft HCM 9.2: eProfile Manager Desktop) and "Pages Used to View Personal Information " (PeopleSoft HCM 9.2: eProfile Manager Desktop)
eProfile Manager Desktop (My Team)	"My Team – Compensation Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9	In image 26, this page can be secured separately from the other My Team pages. See also "Viewing the Manager Dashboard Pagelets" (PeopleSoft HCM 9.2: eProfile Manager Desktop) and "Pages Used to View Personal Information " (PeopleSoft HCM 9.2: eProfile Manager Desktop)

Application / Product	Fluid Page	Classic Page (Replaced or Counterpart)	Image Fluid page Delivered	Comments
eProfile Manager Desktop (My Team)	"My Team – Leave Balances Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 9	In image 26, this page can be secured separately from the other My Team pages. See also "Viewing the Manager Dashboard Pagelets" (PeopleSoft HCM 9.2: eProfile Manager Desktop) and "Pages Used to View Personal Information " (PeopleSoft HCM 9.2: eProfile Manager Desktop)
eProfile Manager Desktop (My Team - Analytics)	"Performance vs. Compa-Ratio Pivot Grid" (PeopleSoft HCM 9.2: eProfile Manager Desktop)		Image 18	
eProfile Manager Desktop (Fluid Approvals - Matrix Team)	"Pending Approvals - Matrix Team Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)		Image 20	

Time and Pay

This table lists PeopleSoft delivered Fluid pages that are common to the HCM Time and Pay products and business processes:

Application / Product	Fluid Page	Classic Page (Replaced or Counterpart)	Image Fluid Page Delivered	Comments
Absence Management	"Request Absence Page" (PeopleSoft HCM 9.2: Absence Management)	"Request Absence Page" (PeopleSoft HCM 9.2: Absence Management)	Image 9	
Absence Management	"View Requests Page" (PeopleSoft HCM 9.2: Absence Management)	"Absence Request History Page" (PeopleSoft HCM 9.2: Absence Management)	Image 9	
Absence Management	"Request Details Page" (PeopleSoft HCM 9.2: Absence Management)	"Request Details Page" (PeopleSoft HCM 9.2: Absence Management)	Image 9	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Absence Management	"Absence Balances Page" (PeopleSoft HCM 9.2: Absence Management)	"View Absence Balances Page" (PeopleSoft HCM 9.2: Absence Management)	Image 9	
Absence Management	"Cancel Absence Page" (PeopleSoft HCM 9.2: Absence Management)	"Cancel Absence Page" (PeopleSoft HCM 9.2: Absence Management)	Image 19	
Absence Management (Fluid Approvals)	"Pending Approvals - Absence Request Page" (PeopleSoft HCM 9.2: Absence Management)		Image 20	
Absence Management (Fluid Approvals)	"Pending Approvals - Cancel Absence Page" (PeopleSoft HCM 9.2: Absence Management)		Image 20	
Absence Management (Fluid Approvals)	"Absence Exceptions Page" (PeopleSoft HCM 9.2: Absence Management)		Image 22	
Absence Management (Fluid Approvals)	"Pending Approvals — Leave Donations Page" (PeopleSoft HCM 9.2: Absence Management)		Image 23	
Absence Management (Fluid Approvals)	"Request Absence Page" (PeopleSoft HCM 9.2: Absence Management)		Image 27	Image 27 supports attachments for the request absence and cancel absence. The Employee can attach the request document for absence using Fluid Attachment feature.
Absence Management (Fluid Approvals)	"Pending Approvals - Absence Request Page" (PeopleSoft HCM 9.2: Absence Management)		Image 28	
Absence Management Employee Navigation for Absence Transaction	"Time Collection — Actionable Tiles" (PeopleSoft HCM 9.2: Absence Management)		Image 29	Actionable tile are added under Tile for Absence transactions.
Absence Self Service Delegation for Fluid	"Request Absence Page" (PeopleSoft HCM 9.2: Absence Management)		Image 29	Image 29 supports the delegation facility for employees to do absence transactions.

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Absence Management (Fluid Approvals)	"Pending Approvals - Extended Absence" (PeopleSoft HCM 9.2: Absence Management)		Image 29	Image 29 supports the feature for managers to approve the extended absences reported.
Time and Labor (Employee Self Service)	"Report Time Page for Elapsed Time Reporter" (PeopleSoft HCM 9.2: Time and Labor)	"Timesheet Page" (PeopleSoft HCM 9.2: Time and Labor)	Image 9	
Time and Labor (Employee Self Service)	"Payable Time Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 9	
Time and Labor (Employee Self Service)	"Weekly Time Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 9	
Time and Labor (Employee Self Service)	"Leave Balances Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 9	
Time and Labor (Manager Self Service)	"Select Employee Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 22	
Time and Labor (Manager Self Service)	"Manage Exceptions Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 14	
Time and Labor (Manager Self Service)	"Reporting Locations Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 16	
Time and Labor (Manager Self Service)	"Workforce Availability Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 17	
Time and Labor (Manager Self Service)	"Scheduled Daily Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 17	
Time and Labor (Manager Self Service)	"No Show Daily Pages" (PeopleSoft HCM 9.2: Time and Labor)		Image 17	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Time and Labor (Manager Self Service)	"Schedule Deviation Daily Pages" (PeopleSoft HCM 9.2: Time and Labor)		Image 17	
Time and Labor (Manager Self Service)	"Not Scheduled Daily Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 17	
Time and Labor (Manager Self Service)	"Elapsed Daily Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 17	
Time and Labor (Manager Self Service)	"Away From Work Daily Category" (PeopleSoft HCM 9.2: Time and Labor)		Image 17	
Time and Labor (Manager Self Service)	"Unapproved Absence Daily Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Approved Absence Daily Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Training Daily Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Comp Time Off Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Weekly Time Views" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Workforce Availability - Scheduled Weekly Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Schedule Deviation Weekly Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Time and Labor (Manager Self Service)	"Away From Work Daily Category" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Unapproved Absence Weekly Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Approved Absence Weekly Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Training Weekly Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Comp Time Off Weekly Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 18	
Time and Labor (Manager Self Service)	"Generate Absence Payable Time Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 22	
Time and Labor Overtime Request Approval	"Using Fluid Approvals to Approve Time and Labor Overtime" (PeopleSoft HCM 9.2: Time and Labor)	"Working with Time and Labor Dashboard" (PeopleSoft HCM 9.2: Time and Labor)"Requesting Overtime" (PeopleSoft HCM 9.2: Time and Labor)	Image 24	
Time and Labor Bulk Auto Enrollment	"Setting Up Enrollment Group" (PeopleSoft HCM 9.2: Time and Labor)		Image 24	
Time and Labor (Fluid Approvals – Payable Time)	"Using Fluid Approvals to Approve Time and Labor Payable Time" (PeopleSoft HCM 9.2: Time and Labor)	"Working with Time and Labor Dashboard" (PeopleSoft HCM 9.2: Time and Labor) Approve Payable Time Page	Image 25	Fluid Approvals supports the following approval transactions for Time and Labor: • Reported Time • Overtime Request • Payable Time

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Time and Labor (Fluid Approvals – Overtime Request)	"Using Fluid Approvals to Approve Time and Labor Overtime" (PeopleSoft HCM 9.2: Time and Labor)		Image 26	
Time and Labor (Fluid Approvals - Elapsed Time Reporting)	"Using Fluid Approvals to Approve Time and Labor Reported Time" (PeopleSoft HCM 9.2: Time and Labor)	"Approving Reported Time" (PeopleSoft HCM 9.2: Time and Labor)	Image 27	
Time and Labor (Fluid Timesheet Folder)	"Enter Time Tile" (PeopleSoft HCM 9.2: Time and Labor)	"Reporting Time" (PeopleSoft HCM 9.2: Time and Labor)"Reporting Time" (PeopleSoft HCM 9.2: Time and Labor)"Reporting Time Rapidly" (PeopleSoft HCM 9.2: Time and Labor)	Image 25	The Timesheet group folder contains Enter Time, View Time Summary, View Exceptions and Setup Quick-Fill.
Time and Labor (Setup Quick-Fill)	"Setup Quick-Fill Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 26	
Time and Labor (Schedule Change Limits)	"Schedule Detail Page" (PeopleSoft HCM 9.2: Time and Labor)"Assign Work Schedule Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 26	
Time and Labor — Fluid Timesheet Hourly for Tablet and Desktop Hourly Time Reporters — Enter Time Page	"Enter Time Page for Elapsed Time Reporter" (PeopleSoft HCM 9.2: Time and Labor)		Image 27	Image 27 delivered Enter Time page for Time Reporters (Elapsed and Punch) for easily report time using Quick-Fill Facility.
Time and Labor — Fluid Timesheet SFF (Punch, Elapsed and Hourly)	"(Smartphone) Weekly Time Review Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 27	The Time reporters (Punch, Elapsed or Hourly) can report time for a week in one transaction using smart phone.

Application / Product	***Fluid Page***	***Classic Page (Replaced or Counterpart)***	***Image Fluid Page Delivered***	***Comments***
Time and Labor — Manager Self Service Fluid Timesheet Navigation Collection	"Team Time Navigation Collection" (PeopleSoft HCM 9.2: Time and Labor)		Image 28	Image 28 delivered the Manager Self Service navigation collection with Enter Time, Report Time Weekly Time Entry and Weekly Time Summary with employee search pages and further time entry pages navigation.
Time and Labor — Manager Self Service Fluid Timesheet Navigation Collection	"Select Employee Page" (PeopleSoft HCM 9.2: Time and Labor)		Image 28	
Time and Labor — Manager Self Service Fluid Timesheet Navigation Collection	"Report Time Select Employee Filters page" (PeopleSoft HCM 9.2: Time and Labor)		Image 28	
Time and Labor — Manager Self Service Fluid Timesheet Navigation Collection	"Weekly Time Entry page" (PeopleSoft HCM 9.2: Time and Labor)		Image 28	
Time and Labor — Manager Self Service Fluid Timesheet Navigation Collection	"Weekly Time Summary page" (PeopleSoft HCM 9.2: Time and Labor)		Image 28	
Time and Labor — Actionable Tiles	"Time Collection — Actionable Tiles" (PeopleSoft HCM 9.2: Time and Labor)		Image 29	Image 29 delivered employee navigation for Time and Labor transactions.
Payroll for North America	"U.S. Payroll WorkCenter Page" (PeopleSoft HCM 9.2: Payroll for North America)	"Payroll WorkCenter Page" (PeopleSoft HCM 9.2: Payroll for North America)	Image 28	
Payroll for North America	"Canadian Payroll WorkCenter Page" (PeopleSoft HCM 9.2: Payroll for North America)	"Payroll WorkCenter Page" (PeopleSoft HCM 9.2: Payroll for North America)	Image 30	

Global Payroll

This table lists PeopleSoft delivered Fluid pages that are common to the HCM Global Payroll products and business processes:

Application / Product	*Fluid Page*	*Classic Page (Replaced or Counterpart)*	*Image Fluid Page Delivered*	*Comments*
Global Payroll	"My GP Work Area Settings Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 15	
Global Payroll	"Global Payroll Calendar Groups Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 15	
Global Payroll	"Payroll Work Items Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 15	
Global Payroll	"<Work Item> Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 15	
Global Payroll	"Global Payroll Analytics Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 15	
Global Payroll	"Element Browser Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 17	
Global Payroll	"Payroll Reports Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 25	
Global Payroll	"Global Payroll Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 26	
Global Payroll	"Global Payroll WorkCenter Page" (PeopleSoft HCM 9.2: Global Payroll)		Image 28	

Recruiting Solutions

This table lists PeopleSoft delivered Fluid pages that are common to the HCM Recruiting Solutions products and business processes:

Product	***Fluid Page***	***Classic Page (replaced or counterpart)***	***Image Fluid Page Delivered***	***Comments***
Talent Acquisition Manager	"Open Jobs Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)		Image 9	
Candidate Gateway	"Careers Page" (PeopleSoft HCM 9.2: Candidate Gateway)		Image 18	
Candidate Gateway	"New User Registration Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Register Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Terms and Conditions Page" (PeopleSoft HCM 9.2: Candidate Gateway)		Image 18	
Candidate Gateway	"Sign In Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Sign In Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Reset Password Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Registration Update Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Registration Update Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Registration Update Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Forgot User Name Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Forgot User Name Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Forgot Password Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Forgot Password Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Password Reset Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Password Reset Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"My Account Information Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"My Account Information Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	

Product	***Fluid Page***	***Classic Page (replaced or counterpart)***	***Image Fluid Page Delivered***	***Comments***
Candidate Gateway	"My Contact Information Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"My Contact Information Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Change Password Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Change Password Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Change Secret Question Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Change Secret Question Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Add/Edit Email Page" (PeopleSoft HCM 9.2: Candidate Gateway)		Image 18	
Candidate Gateway	"Add/Edit Phone Page" (PeopleSoft HCM 9.2: Candidate Gateway)		Image 18	
Candidate Gateway	"Search Jobs Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Job Search Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Job Description Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Job Description Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Save Search Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Save Search Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"My Saved Searches Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"My Saved Searches Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Edit Saved Search Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Edit Search Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"My Favorite Jobs Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"My Favorite Jobs Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Email Job Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Send Email Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	

Product	***Fluid Page***	***Classic Page (replaced or counterpart)***	***Image Fluid Page Delivered***	***Comments***
Candidate Gateway (job application)	"Start Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Start Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Terms and Conditions Page" (PeopleSoft HCM 9.2: Candidate Gateway)		Image 18	
Candidate Gateway (job application)	"Prequalify Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Prequalify Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Prequalify Results Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Prequalify Results Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Use Existing Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Use Existing Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Copy & Paste Resume" (PeopleSoft HCM 9.2: Candidate Gateway)	"Copy & Paste Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"<Step Name> Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"<Step Name> Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	The sections on this page are controlled by the resume template. The Fluid version of the page supports all the same sections as the classic version of the page.
Candidate Gateway (job application)	"Add/Edit Attachment Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Add Attachment Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"(USF) Add/Edit Priority Placement Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Priority Placement Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 19	

Product	***Fluid Page***	***Classic Page (replaced or counterpart)***	***Image Fluid Page Delivered***	***Comments***
Candidate Gateway (job application)	"Add/Edit Work Experience Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Work Experience Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Add/Edit Job Training Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Job Training Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Add/Edit <Profile Content Type> Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"<Profile Content Type> Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Add/Edit Reference Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Reference Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"(NIR) Community Background Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"(NIR) Community Background Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"(USA) Disability Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"(USA) Disability Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"(USA) Veteran Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Veteran Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"(USA) Diversity Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"(USA) Diversity Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Add/Edit Ethnic Group" (PeopleSoft HCM 9.2: Candidate Gateway)		Image 18	
Candidate Gateway (job application)	"Review and Submit Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Review/Submit Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"My Contact Information Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"My Contact Information Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	

Product	***Fluid Page***	***Classic Page (replaced or counterpart)***	***Image Fluid Page Delivered***	***Comments***
Candidate Gateway (job application)	"Application Confirmation Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Application Confirmation Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway (job application)	"Application Summary Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Application Summary Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"My Job Notifications Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"My Notifications Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"My Job Applications Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"My Activities Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway) (from the My Job Applications page)	"Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Add/Edit Attachment Page" (PeopleSoft HCM 9.2: Candidate Gateway) (from the My Job Applications page)	"Add/Edit Attachment Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Applicant References Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Applicant References Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Interview Details Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Interview Details Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Job Offer Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Job Offer Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Job Offer Note Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Offer Attachment Note Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Document Description Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Document Description Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	

Product	***Fluid Page***	***Classic Page (replaced or counterpart)***	***Image Fluid Page Delivered***	***Comments***
Candidate Gateway	"Send Notification to Recruiter Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Send Notification to Recruiter Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 18	
Candidate Gateway	"Refer Friend - Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Refer Friend - Resume Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 19	
Candidate Gateway	"Refer Friend - Contact Details Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"Refer Friend Contact Details Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 19	
Candidate Gateway	"Referral Confirmation Page" (PeopleSoft HCM 9.2: Candidate Gateway)	"My Referrals Page" (PeopleSoft HCM 9.2: Candidate Gateway)	Image 19	
Talent Acquisition Manager	"My Job Openings Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	"My Job Openings (Classic) " (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Image 26	
Talent Acquisition Manager	"My Applicants Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	"My Applicants Pagelet" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Image 26	
Talent Acquisition Manager	"My Interviews Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	"Today's Interviews Pagelet" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Image 26	
Talent Acquisition Manager	"Recruiting Alerts Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	"My Alerts Pagelet" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Image 26	
Talent Acquisition Manager	"Recruiting Manager Summary Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	"Recruiting Manager Summary Pagelet" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Image 26	
Talent Acquisition Manager (job opening approvals)	"Job Opening Page for Fluid Approvals" (PeopleSoft HCM 9.2: Talent Acquisition Manager)		Image 20	

Product	***Fluid Page***	***Classic Page (replaced or counterpart)***	***Image Fluid Page Delivered***	***Comments***
Talent Acquisition Manager (job opening approvals)	"Additional Details Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)		Image 20	
Talent Acquisition Manager (job opening approvals)	"Posting Destinations Page" (PeopleSoft HCM 9.2: Talent Acquisition Manager)		Image 20	
Talent Acquisition Manager (job offer approvals)	"Job Offer Page for Fluid Approvals" (PeopleSoft HCM 9.2: Talent Acquisition Manager)		Image 20	
Candidate Application Status	"Candidate Application Status Page" (PeopleSoft HCM 9.2: Candidate Gateway)		Image 28	

Understanding Drop Zones

Drop Zones allows you to add custom content such as editable or display only fields, links, buttons, or text. PeopleSoft has added Drop Zones to the top, middle, and bottom of some Fluid pages. You can create records, sub-pages, and other new objects you want to display using Drop Zones.

For more information on Drop Zones, see the product documentation for *PeopleTools: Fluid User Interface Developer's Guide,* "Creating Pages for Fluid Applications," Creating and Configuring Drop Zones.

Note: For future uptake of drop zones, use the *PeopleTools Features* tracking group. Enter the tracking group value *Drop Zone Support for PT8.57* (or above).

This video provides an overview of Drop Zones:

PeopleSoft Drop Zones

Find Drop Zone-Enabled Pages

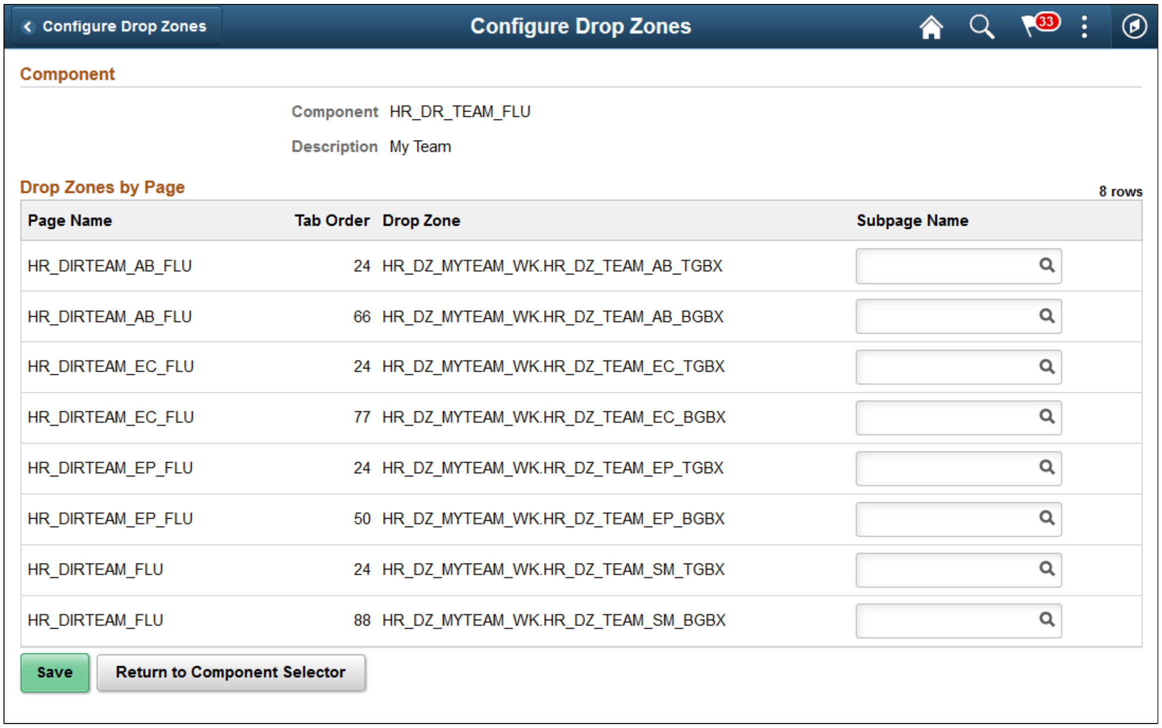
To find which fluid pages have been enabled for drop zones:

1. Navigate to: PeopleTools > Portal > Configure Drop Zones
2. Enter the Component (listed in column 2 of the "Components Where Drop Zones are Enabled" topic that follows) into the Component field.

3. Click Search.

Image: Configure Drop Zones

Lists drop zone-enabled pages by component.



The Page Name column provides the Page ID for all pages, within the component, where drop zones are available.

Components Where Drop Zones are Enabled

This table lists the components where drop zones are enabled:

Product / Owner	***Component***	***Component Description***	***Image Drop Zone Enabled***
Absence Management	HGA_EVENT_ANLY_FL	Absence Event Analysis	Image 30
Absence Management	HGA_FA_ADD_INFO_FL	FA Additional Info	Image 30
Absence Management	HGA_PAYEE_MSG_FLU	Absence Exception	Image 30
Absence Management	HGA_SS_BAL_FLU	Balances	Image 30
Absence Management	HGA_SS_REQ_FLU	Request Absence	Image 30
Absence Management	HGA_SS_REQCAN_FLU	Cancel Absence	Image 30
Absence Management	HGA_SS_REQHIST_FLU	View Requests	Image 30
Absence Management	HGA_SS_REQSTA_FLU	Details	Image 30

Product / Owner	***Component***	***Component Description***	***Image Drop Zone Enabled***
Benefits Administration	BAS_STATMNTS_FL	Benefit Statements	Image 30
Benefits Administration	BAS_STMT_ADM_FL	Review Employee Statements	Image 30
Benefits Administration	BNE_CARD_SUMM_FL	Benefits Enrollment	Image 30
Benefits Administration	BNE_CERTIFICATE_FL	Benefits Certificate	Image 30
Benefits Administration	BNE_LE_ENROLL1_FL	Enrollment Elections	Image 30
Benefits Administration	BNE_PLAN_1X_FL	Health Benefits	Image 30
Benefits Administration	BNE_PLAN_2X_FL	Life and Accidental Death	Image 30
Benefits Administration	BNE_PLAN_3X_FL	Disability Benefits	Image 30
Benefits Administration	BNE_PLAN_4X_FL	Savings Plans	Image 30
Benefits Administration	BNE_PLAN_5X_FL	Leave Plans	Image 30
Benefits Administration	BNE_PLAN_6X_FL	Spending Accounts	Image 30
Benefits Administration	BNE_PLAN_7X_FL	Retirement Plans	Image 30
Benefits Administration	BNE_PLAN_8X_FL	Pension Plans	Image 30
Benefits Administration	BNE_PLAN_9X_FL	Vacation Benefits	Image 30
Benefits Administration	BNE_PLAN_AX_FL	Simple Benefits	Image 30
Benefits Administration	BNE_SEL_EVENT_FL	Benefits Enrollment	Image 30
eCompensation	HR_EC_HIST_ESS_FL	Compensation History	Image 30
eCompensation Manager Desktop	HR_EC_CONFIG_FL	Define Compensation History	Image 30
eCompensation Manager Desktop	HR_EC_HIST_MSS_FL	View Compensation History	Image 30
eCompensation Workforce Comp Solutions	TRW_ADM_STMT_FL	Administer Total Rewards	Image 30
eCompensation Workforce Comp Solutions	TRW_SS_STMT_FL	Total Rewards	Image 30
ePerformance Management	EP_APPR_CANCEL_FL	Cancel Documents	Image 30
ePerformance Management	EP_APPR_DELETE_FL	Delete Documents	Image 30
ePerformance Management	EP_APPR_PRELIM_FL	Enter Preliminary Ratings	Image 30

Product / Owner	**Component**	**Component Description**	**Image Drop Zone Enabled**
ePerformance Management	EP_APPR_STATUS_FL	Reopen Documents	Image 30
ePerformance Management	EP_APPR_XFER_FL	Transfer Documents	Image 30
ePerformance Management	EP_CREATE_BYGRP_FL	MSS Create Performance Docs	Image 30
ePerformance Management	EP_CREATE_MSS_FLU	Team Performance	Image 30
ePerformance Management	EP_DOCSTS_FLU	Team Performance Status	Image 30
ePerformance Management	EP_EE_SELECT_FLU	Performance	Image 30
ePerformance Management	EP_MSS_SELECT_FLU	Team Performance	Image 30
ePerformance Management	EP_VIEW_MY_FL	ViewOnly Documents	Image 30
ePerformance Management	EP_XFER_LOG_FL	Auto Transfer log	Image 30
Global Payroll	GP_SS_EE_PSLP_FLU	GP Self Service Payslip	Image 30
Global Payroll	GPSC_BANK_ACC_FL	Maintain Fluid Bank Accounts.	Image 30
Global Payroll	GPSC_NET_DIST_FL	Maintain Fluid Pay Distribs.	Image 30
Global Payroll	GPSC_SSB_BNKACC_FL	Bank Accounts Summary Fluid.	Image 30
Global Payroll	GP_PA_LAND855_FL	Global Payroll Analytics	Image 30
Global Payroll	GP_PA_LANDING_FL	Payroll Analytics	Image 30
Global Payroll	GP_USER_PREF_FL	GP User Prefrences	Image 30
Global Payroll	GPSC_ELM_BRW_FL	Element Browser	Image 30
Global Payroll	GPSC_ELM_SRCH_FL	Element Browser	Image 30
Human Resources Base Benefits	W3EB_DEPBEN_DTL_FL	Dep/Ben Info	Image 30
Human Resources Base Benefits	W3EB_DEPBNSMRY_FL	Dependent/Beneficiary Summary	Image 30
Human Resources eBenefits	ACA_EE_YE_FORM_FL	View Form 1095-C Fluid	Image 30
Human Resources eBenefits	ACA_SS_CONSENT_FL	Form 1095-C Consent	Image 30
Human Resources eBenefits	W3EB_SEL_EVNT_FLU	Select Your Event	
Human Resources eProfile	HR_ADDTL_INFO_FL	Additional Information	Image 30

Product / Owner	***Component***	***Component Description***	***Image Drop Zone Enabled***
Human Resources eProfile	HR_DISABILITY_FL	Disability	Image 30
Human Resources eProfile	HR_EE_ADDR_FL	Addresses	Image 30
Human Resources eProfile	HR_EE_CONTACTS_FL	Contact Details	Image 30
Human Resources eProfile	HR_EE_MARITAL_FL	Marital Status	Image 30
Human Resources eProfile	HR_EE_NAME_FL	Name	Image 30
Human Resources eProfile	HR_EE_NAME_VW_FL	Fluid Name Details	Image 30
Human Resources eProfile	HR_EE_SOC_MEDIA_FL	Social Media	Image 30
Human Resources eProfile	HR_EMERG_CNTCT_FL	Self Service Emergency Contact	Image 30
Human Resources eProfile	HR_ETHNIC_GRP_FL	Ethnic Groups	Image 30
Human Resources eProfile	HR_HOME_MAIL_VW_FL	Fluid Address Details	Image 30
Human Resources eProfile	HR_I9_EE_FL	Form I-9	Image 30
Human Resources eProfile	HR_VET_STATUS_FL	Veteran Status	Image 30
Human Resources eProfile	HRMH_CREAT_TEAM_FL	Create Matrix Team	Image 30
Human Resources eProfile	HRMH_MTRX_INFO_FL	Types of Matrix Teams	Image 30
Human Resources eProfile	HRMH_MTRX_TRAN_FL	Matrix Team Details	Image 30
Human Resources eProfile Manager Desktop	HCTS_BONUS2_FL	ESnapshot Bonus History	Image 30
Human Resources eProfile Manager Desktop	HCTS_CAREERPLN_FL	Career Plans	Image 30
Human Resources eProfile Manager Desktop	HCTS_CAREERPLN2_FL	Career Plans	Image 30
Human Resources eProfile Manager Desktop	HCTS_CMP_SALCUR_FL	ESnapshot Current Salary	Image 30
Human Resources eProfile Manager Desktop	HCTS_CMP_SALHST_FL	ESnapshot Salary History	Image 30
Human Resources eProfile Manager Desktop	HCTS_CMP_TRW_FL	eSnapshot View Total Rewards	Image 30
Human Resources eProfile Manager Desktop	HCTS_COMP_HIST_FL	Compensation	Image 30

Product / Owner	***Component***	***Component Description***	***Image Drop Zone Enabled***
Human Resources eProfile Manager Desktop	HCTS_EDUCATION_FL	Education	Image 30
Human Resources eProfile Manager Desktop	HCTS_EGPROJ_CMP_FL	E&G Projects	Image 30
Human Resources eProfile Manager Desktop	HCTS_ESNAP_CFG_FL	Configure Employee Snapshot	Image 30
Human Resources eProfile Manager Desktop	HCTS_HONORS_CMP_FL	Honors and Awards	Image 30
Human Resources eProfile Manager Desktop	HCTS_JOB_DTLS_FL	Job Details	Image 30
Human Resources eProfile Manager Desktop	HCTS_JOB_HIST_FL	Job DEtails	Image 30
Human Resources eProfile Manager Desktop	HCTS_JOBCOMP_DT_FL	Job Competencies	Image 30
Human Resources eProfile Manager Desktop	HCTS_JOBCOMPDTL_FL	Job Competencies	Image 30
Human Resources eProfile Manager Desktop	HCTS_JOBINTCMP1_FL	Job Interests	Image 30
Human Resources eProfile Manager Desktop	HCTS_LICENSE1_FL	Licenses and Certifications	Image 30
Human Resources eProfile Manager Desktop	HCTS_LICENSE2_FL	Employee Snapshot Licenses	Image 30
Human Resources eProfile Manager Desktop	HCTS_PERF_HIST_FL	Performance History	Image 30
Human Resources eProfile Manager Desktop	HCTS_PERFHIST2_FL	ESnapshot Performance History	Image 30
Human Resources eProfile Manager Desktop	HCTS_PERS_COMP_FL	Personal Competencies	Image 30
Human Resources eProfile Manager Desktop	HCTS_PROJ_CMP_FL	Special Projects	Image 30
Human Resources eProfile Manager Desktop	HCTS_RATINGBOX2_FL	Employee Impact tile	Image 30
Human Resources eProfile Manager Desktop	HCTS_RESP_CMP_FL	Responsibilities	Image 30
Human Resources eProfile Manager Desktop	HCTS_RESP_CMP1_FL	Responsibilities	Image 30

Product / Owner	***Component***	***Component Description***	***Image Drop Zone Enabled***
Human Resources eProfile Manager Desktop	HCTS_SUCC_PLN_FL	Personal Competencies	Image 30
Human Resources eProfile Manager Desktop	HR_DR_TEAM_FLU	My Team	Image 30
Human Resources eProfile Manager Desktop	HR_MSS_CT_CMP_AGFL	Guided Self Service	Image 30
Human Resources eProfile Manager Desktop	HR_MSS_CT_DSUP_FL	Decision Support	Image 30
Human Resources eProfile Manager Desktop	HR_MSS_CT_FL	Guided Self Service	Image 30
Human Resources eProfile Manager Desktop	HR_MSS_CT_JB_AGFL	Guided Self Service	Image 30
Human Resources eProfile Manager Desktop	HR_MSS_CT_MAATT_FL	GSS Fluid Approval Attachments	Image 30
Human Resources eProfile Manager Desktop	HR_MSS_CT_MACMP_FL	GSS Fluid Approval Comp Detail	Image 30
Human Resources eProfile Manager Desktop	HR_MSS_CT_POS_AGFL	Guided Self Service	Image 30
Human Resources eProfile Manager Desktop	HR_MSS_CT_SBM_AGFL	Guided Self Service	Image 30
Human Resources Federal	EE_HR_HSTRY_FL	View Job Information	Image 30
Human Resources Federal	EE_HR_PROC_FL	Create/View Personnel Actions	Image 30
Human Resources Federal	EE_HR_SUB_CNF_FL	PAR Submit Confirmation	Image 30
Human Resources Federal	EE_REQUEST_FL	Personnel Actions USF	Image 30
Human Resources Federal	GVT_CI_EXEP_CMP_FL	CI Exceptions for Guided PAR	Image 30
Human Resources Federal	GVT_PAR_ERR_CMP_FL	View Edit Errors	Image 30
Human Resources Profile Management	JPM_ITM_DTL_FL	Profile Item Details	Image 30
Human Resources Profile Management	JPM_PERS_PROFL_FLU	Talent Profile	Image 30
Human Resources Shared Component	HCSC_SS_RPT_LND_FL	Self-Service Reports	Image 30

Product / Owner	***Component***	***Component Description***	***Image Drop Zone Enabled***
Human Resources Shared Component	HR_MGR_SEL_FLU	Manager Selector	Image 30
Human Resources Shared Component	HR_PSEL_FLU	Person Selector	Image 30
Human Resources	HCTS_CO_DIRECT_FL	Employee Snapshot	Image 30
Human Resources	HR_ADDR_MAP_FL	Address	Image 30
Human Resources	HR_DTLN_FL	Dotted Line	Image 30
Human Resources	HR_OBD_ACTIVITY_FL	OnBoarding Activity	Image 30
Human Resources	HR_OBD_ADMIN_FL	OnBoarding Status - Admin	Image 30
Human Resources	HR_OBD_ATT_DNLD_FL	OnBoarding AG Document Downld	Image 30
Human Resources	HR_OBD_ATT_UPLD_FL	OnBoarding AG Attachment Upld	Image 30
Human Resources	HR_OBD_PHOTO_FL	OnBoarding Photo / Pref Name	Image 30
Human Resources	HR_OBD_ST_LIST_FL	OnBorading Status for Manager	Image 30
Human Resources	HR_OBD_STATUS_FL	OnBoarding Status	Image 30
Human Resources	HRCD_CO_DIRECT_FL	Company Directory Home	Image 30
Human Resources	HRCD_ORG_CHART_FL	Org Chart	Image 30
Human Resources	HRCD_ORG_EXP_FL	Export	Image 30
Human Resources	HRCD_PROFILE_FL	Company Directory Profile	Image 30
Human Resources	POS_CI_EXEP_CMP_FL	CI Exceptions for Position	Image 30
Human Resources	POS_SUB_CNF_FL	Position Submit Confirmation	Image 30
Human Resources	POSITION_DATA_FL	Position Data Fluid	Image 30
Human Resources	POSITION_DATA_V_FL	Position Data View	Image 30
Human Resources	POSITION_DETAIL_FL	Position Details	Image 30
Human Resources Notifications Framework	HCSC_ANNOUNCE_FL	Announcements	Image 30
Human Resources Notifications Framework	HCSC_NOTIF_ADH_FLU	HR Notification	Image 30

Product / Owner	***Component***	***Component Description***	***Image Drop Zone Enabled***
Payroll for North America	PY_IC_DIR_DEP_FL	Fluid SS Direct Deposit	Image 30
Payroll for North America	PY_IC_W4_FL	Tax Withholding	Image 30
Payroll for North America	PY_RL_CONSENT_FL	RL Consent Component	Image 30
Payroll for North America	PY_SS_YE_RL_VW_FL	RL View Forms	Image 30
Payroll for North America	PY_T4_CONSENT_FL	Fluid T4/T4A Consent	Image 30
Payroll for North America	PY_T4_YE_FORM_FL	View Year End Slips	Image 30
Payroll for North America	PY_W2_CONSENT_FL	Fluid W-2/W-2c Consent	Image 30
Payroll for North America	PY_W2_YE_FORM_FL	W-2/W-2c Fluid View Forms	Image 30
Recruiting	HRS_CG_APPLY_FL	Job Application	Image 30
Recruiting	HRS_CG_CAREERS_FL	Careers	Image 30
Recruiting	HRS_CG_CONFIRM_FL	Application Confirmation	Image 30
Recruiting	HRS_CG_SEARCH_FL	Careers	Image 30
Recruiting	HRS_JOB_CAT_CMP_FL	Personalixe Job categor-fluid	Image 30
Recruiting	HRS_PE_MY_APPS_FL	My Applicants	Image 30
Recruiting	HRS_GACT_APP_ST_FL	Change Applicant Status	Image 30
Recruiting	HRS_MGR_SUMM_FLU	Recruting Manager Summary	Image 30
Recruiting	HRS_PE_MY_JOBS_FLU	My Job Openings	Image 30
Recruiting	HRS_PE_MY_INTVW_FL	My Interviews	Image 30
Recruiting	HRS_AG_HDR_MULT_FL	Multiple Job Postings Context	Image 30
Recruiting	HRS_REFER_FL	Refer Friend	Image 30
Recruiting	HRS_OPEN_JO_FLU	My Open Jobs	Image 30
Recruiting	HRS_JO_NOTE_FL	Job Opening Notes	Image 30
Recruiting	HRS_RELACT_CONF_FL	Group Actions	Image 30
Time & Labor	TL_ABS_RUN_CNTL_FL	Generate Absence Payable Time	Image 30
Time & Labor	TL_AENRL_ER_IGN_FL	Ignore Error	Image 30
Time & Labor	TL_AENRL_MARK_FL	Mark Enrollments	Image 30

Product / Owner	***Component***	***Component Description***	***Image Drop Zone Enabled***
Time & Labor	TL_AENRL_POST_FL	Post Enrollments	Image 30
Time & Labor	TL_AENRL_PREV_FL	Auto Enrollment	Image 30
Time & Labor	TL_AENRL_REJECT_FL	Reject Enrollments	Image 30
Time & Labor	TL_COMPLEAVBAL_FLU	Leave Balances	Image 30
Time & Labor	TL_EMP_PRES_FLU	Workforce Availability	Image 30
Time & Labor	TL_EMPL_EXCEP_FL	Employee View Exceptions	Image 30
Time & Labor	TL_ENTER_TIME_FLU	Fluid Timesheet	Image 30
Time & Labor	TL_PAYBTIME_FLU	Payable Time	Image 30
Time & Labor	TL_QUICK_FILL_FLU	Quick Fill Setup component	Image 30
Time & Labor	TL_TIME_SUM_FLU	Timesheet Summary	Image 30
Time & Labor	TL_TR_COMMENTS_FLU	Fluid Time Reporting Comments	Image 30
Time & Labor	SCH_AENRL_ER_IG_FL	Ignore Error	Image 30
Time & Labor	SCH_AENRL_MARK_FL	Mark Enrollments	Image 30
Time & Labor	SCH_AENRL_POST_FL	Post Enrollments	Image 30
Time & Labor	SCH_AENRL_REJ_FL	Reject Enrollments	Image 30
Time & Labor	TL_MNG_EXCEP_FL	Manage Exceptions	Image 30
Time & Labor	TL_MSS_EMP_MAP_FL	Reporting Locations	Image 30
Time & Labor	TL_PRE_POP_ELP_FL	Report Time	Image 30
Time & Labor	TL_RPT_TIME_FLU	Report Time	Image 30
Time & Labor	TL_USER_PREF_FLU	User preferences	Image 30
Time & Labor	TL_WEEKLY_TIME_FLU	Weekly Time	Image 30

Using the Employee Self-Service Home Page

This topic describes the delivered home page for Employee Self-Service.

Page Used as the Employee Self-Service Home Page

Page Name	*Definition Name*	*Usage*
Employee Self-Service Home Page	HC_HR_SELF_SERVICE_GBL (this is the cref for the home page)	Access a variety of employee self-service transactions.

Employee Self-Service Home Page

Use the Employee Self-Service home page to access a variety of employee self-service transactions. The cref for this home page is HC_HR_SELF_SERVICE_GBL.

Navigation

In fluid mode, the fluid home appears when you first sign in. You can also access the fluid home by selecting Fluid Home under the main menu or the navigation bar (nav bar).

The default home page title appears at the top of the home page. If the Employee Self-Service home page is not your default home page, tap the title of the default home page and select Employee Self-Service from the list that appears.

Image: (Tablet) Employee Self-Service home page

This example illustrates the Employee Self-Service home page for the tablet.

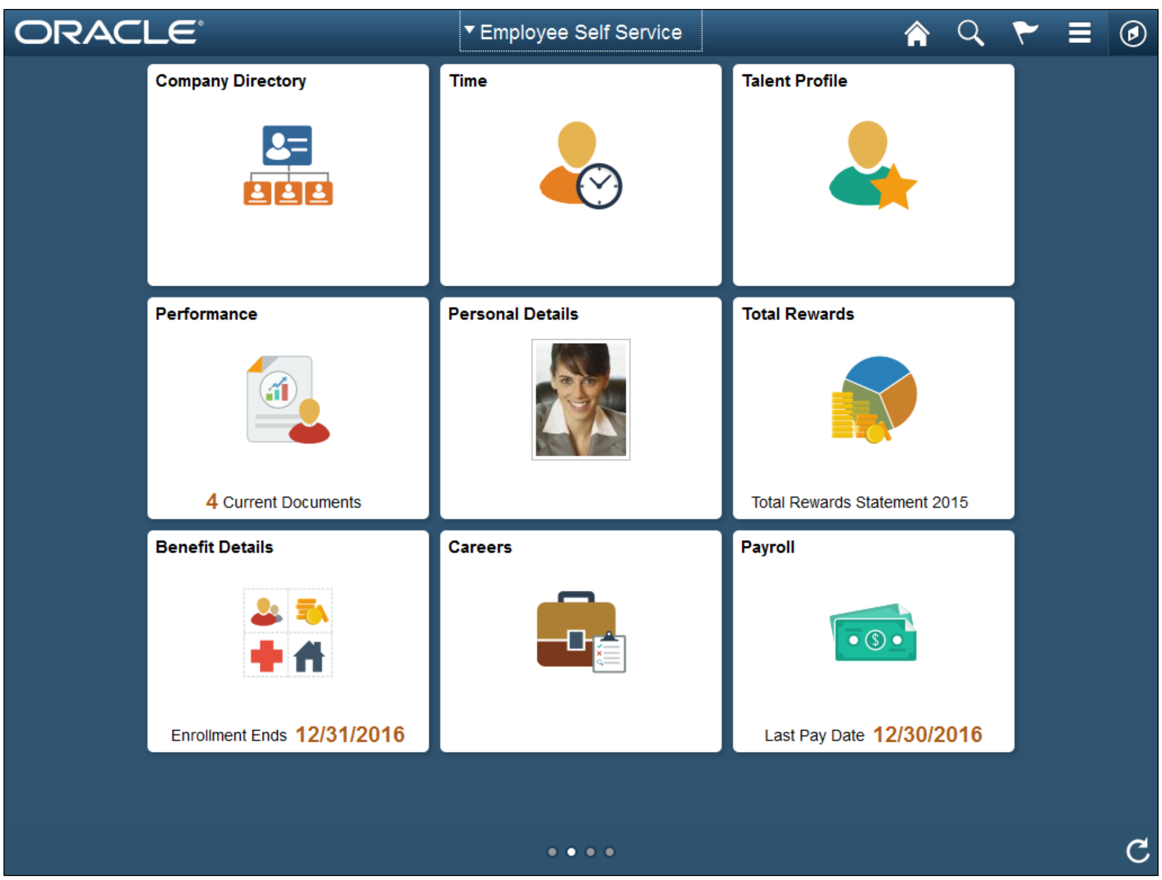


Image: (Smartphone) Employee Self-Service home page

This example illustrates the Employee Self-Service home page for the smartphone. Action buttons, which appear on the page banner when viewed with a laptop or tablet, are available in the actions list when viewed with a smartphone.

PeopleSoft HCM Tiles on the Employee Self-Service Home Page

The following table describes the tiles on the delivered Employee Self-Service home page. The table also identifies navigation paths to equivalent classic pages. These are the menu paths that are replaced by fluid navigation paths due to Fluid Transactions and Conditional Navigation when the user is in fluid mode.

Tiles are listed in alphabetical order. On the home page, users can personalize the tile order.

Use the links in the table to access complete documentation for each transaction.

Note: Several tiles are not shown on small form factors (phones). The only tiles that are shown on phones small form factors are Time, Talent Profile, and Benefits.

Tile Name	***Description***	***Navigation to Equivalent Classic Pages***
"Banking Tile" (PeopleSoft HCM 9.2: ePay)	Access the Banking page, where you can review and manage bank account and payment distribution information.	Pages found under the Self Service >Payroll and Compensation menu: • Personal Bank Accounts • Pay Distribution Instructions
"Benefit Details Tile" (PeopleSoft HCM 9.2: eBenefits)	View a current benefits summary, enter life event information, (during open enrollment) enroll for benefits, and view and perform Affordable Care Act-related actions.	Multiple pages found under the Self Service >Benefits menu, including: • Benefits Summary • Life Events • Affordable Care Act pages: View Form 1095-C and Form 1095-C Consent
"Company Directory Tile" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Access the Company Directory pages, where you can view employee personal and job data within the context of your organization's various hierarchical reporting structures.	Using the classic menu path, select Company Directory or the Org Chart Viewer menu.
"Manage Matrix Teams Tile" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Create and manage your matrix teams through the PeopleSoft Fluid User Interface pages. **Note:** This tile is not delivered to appear on the Employee Self Service home page but can be added through personalizations.	Set Up HCM >Common Definitions >Org Chart Viewer >Matrix Teams >Matrix Teams
"OnBoarding Tile" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Access intuitive tiles and pages for employees and contingent workers to complete actions or tasks that are required for a new job. **Note:** This tile is available when an employee has been assigned access to the OnBoarding pages due to a job event such as hire, rehire, or additional assignment.	None

Tile Name	Description	Navigation to Equivalent Classic Pages
"Payroll Tile" (PeopleSoft HCM 9.2: ePay)	Both Payroll and Pay tiles provide access to the self-service page for viewing paychecks. The Payroll tile, which required PeopleTools 8.55 or above, also supports additional payroll self-service transactions for USA employees, including updating tax withholding forms and managing consent for electronic delivery of W-2 and W-2c forms.	Multiple pages found under the Self Service >Payroll and Compensation menu: • Pay • W-4 Tax Information USA • View W-2/W-2c Forms W-2/W-2c Consent • Direct Deposit • View T4/T4A Slips T4/T4A Consent • View RL-1/RL-2 Slips RL-1/RL-2 Consent • Voluntary Deductions • Paycheck Modeler • 3rd Party Pay Inquiry
"Payslips Tile" (PeopleSoft HCM 9.2: ePay)	View your PeopleSoft Global Payroll payslips.	Self Service >Payroll and Compensation >View Payslips
"Performance Tile" (PeopleSoft HCM 9.2: ePerformance)	Work with performance documents.	Multiple pages found under the Self Service >Performance Management menu, including: • My Performance (or Development) Documents > Current Documents • My Performance (or Development) Documents > Historical Documents • Other's Performance (or Development) Documents > Current Evaluations • Other's Performance (or Development) Documents > Historical Evaluations

Tile Name	***Description***	***Navigation to Equivalent Classic Pages***
"Personal Details Tile" (PeopleSoft HCM 9.2: eProfile)	View and update the personal information such as your name and address, contact details, marital status, and so forth.	Multiple pages found under the Self Service >Personal Information menu, including: • Home and Mailing Address • Phone Numbers • Email Addresses • Instant Message IDs • Emergency Contacts • Marital Status • Name Change • Ethnic Groups • Personal Information Summary
"Talent Profile Tile" (PeopleSoft HCM 9.2: eDevelopment)	View and update profile information such as competencies, education, and so forth.	Self Service >Learning and Development >My Current Profile
"Time Collection — Actionable Tiles" (PeopleSoft HCM 9.2: Time and Labor) for time reporting "Time Tile" (PeopleSoft HCM 9.2: Absence Management) for absences	Perform self-service actions related to time reporting and absences.	• Self Service >Time Reporting >Report Time >Time • Self Service >Time Reporting >View Time >View Requests • Self Service >Time Reporting >View Time >Absence Balances
"Total Rewards Tile" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)	View your earnings, benefits, and other compensation information in the form of a statement.	Self Service >Payroll and Compensation >Total Rewards
"Global Payroll Tile" (PeopleSoft HCM 9.2: Global Payroll)	Access a collection of frequently-used Global Payroll employee self service components.	None.

Additional Tiles

If you set up integration through the PeopleSoft Interaction Hub, the Employee Self-Service page can also display tiles from the integrated systems.

On the interaction hub cluster, home pages with the same name are automatically merged. Therefore, the following tiles from other Employee Self Service home pages automatically appear on the PeopleSoft HCM Employee Self Service home page when integration to the source system is active and the user has security access to the tiles:

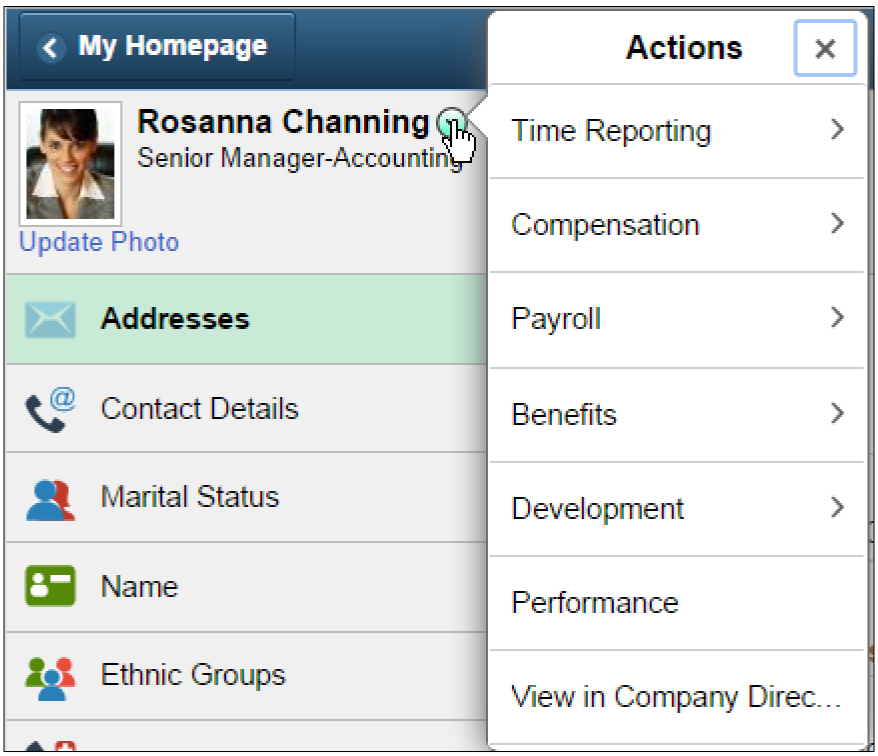
- Company News (PeopleSoft Interaction Hub)
- Learning (PeopleSoft Enterprise Learning Management)

Common Header for Employee Self-Service Pages

Many of the employee self-service fluid pages display a header with the employee's photo, name, job title, and an icon for accessing related actions.

Image: Common header for employee self-service fluid pages

This example illustrates the common header for employee self-service fluid pages. In this example, the user has tapped the Related Actions icon to display the Actions menu.



<employee photo>

The photo in the common header is visible if the Display on Self Service option is enabled on the Installation Table - HCM Options Page.

Update Photo

This link is visible if the Allow Employee to Update Photo option is enabled on the Installation Table.

It is visible only on the Personal Details fluid pages.

For more information about uploading an employee photo, refer to the documentation for the "Select Photo Page" (PeopleSoft HCM 9.2: eProfile).

 (Related Action Menu)

Tap the related actions icon next to the employee's name to display a menu of additional self-service transactions. The menu provides access to both fluid and classic pages.

Related Actions

On all pages that include a related actions menu, the menu choices are the same except that the menu never includes a link to the current page. The following table provides details about the related actions menu:

Top-Level Menu Item	***Transactions***
Time Reporting	• Timesheet • Request Extended Absence • View Extended Absence History • Donate Leave • Receive Donated Leave • Return Unused Leave • Terminate Participation in Program • View Leave Transfer Request • Overtime Request, • View Exceptions
Compensation	• Total Rewards • View Compensation History
Payroll	• Pay • Maintain Direct Deposit • Change W-4 Tax Information • Maintain Voluntary Deductions • W-2/W-2c Consent • Indicate T4/T4A Consent • View W-2/W-2c Forms • View T4/T4A Slips • Request W-2 Reissue • Payslips • View Payslip GBR • Maintain Personal Bank Accounts • Update Year End Adjustment Data Japan

Top-Level Menu Item	***Transactions***
Benefits	• Benefits Summary • View Dependent and Beneficiary Information
Development	• Talent Profile • View My Historical Profile • View My Job Profiles • View My Interest List
Compare My Profile (appears only from the Talent Profile pages)	This menu item goes directly to the Select Profile page where users can begin the process of comparing their person profile to their job profile.
Search and Compare Profiles (appears only from the Talent Profile pages)	This menu item goes directly to the Search for Profiles page where users can begin the process of comparing various profiles.
Personal Details	This menu item goes directly to the Personal Details page.
Performance	This menu item goes directly to the Performance page.
View in Company Directory	This menu item goes directly to the Company Directory page.
View Employee Snapshot (appears only from the Company Directory pages for one of your direct or indirect reports)	This menu item goes directly to the Employee Snapshot - Summary dashboard.

Using the Manager Self-Service Home Page

This topic describes the delivered home page for Manager Self-Service.

Page Used as the Manager Self Service Home Page

Page Name	***Definition Name***	***Usage***
Manager Self Service Home Page	HC_HR_MGR_SELF_SERVICE_FLU_GBL (this is the cref for the home page)	Access a variety of manager self-service transactions.

Understanding Direct Reports

Most of the tiles on the Manager Self Service home page provide managers with information about their team members.

Direct Reports UI Access Types are used for determining who reports to whom. The Access Type defines the reporting relationship between the logged in user and the employees reporting to that user for each registered transaction. Available options for Access Type are:

- *By Department Manager ID:* Defines the reporting relationship based on information in the Manager ID field on the Department Profile page (DEPARTMENT_TBL_GBL). For users who are department managers, the system displays a list of the workers who are in the user's department.
- *By Dept Security Tree:* Determines person data access using information from the security tree. The system presents the user with a list of people whose data the user has access to, based on the security tree.
- *By Group ID:* Determines data access using the Group ID set up in the group build feature.
- *By Part Posn Mgmt Dept Mgr ID:* Defines the reporting relationship by the Reports To field on the Work Location page (JOB_DATA1) and the information in the Manager ID field on the Department Profile page. This is designed for the organizations that use Partial Position Management. The system searches for reporting relationship based on Report To first, and then for Department Manager ID.
- *By Part Posn Mgmt Supervisor:* Defines the reporting relationship by both the Reports To and the Supervisor ID fields on the Work Location page. This is designed for the organizations that use partial Position Management. The system searches for reporting relationship based on Report To first, and then for Supervisor ID.
- *By Reports To Position:* Defines the reporting relationship based on information in the Reports To field on the Work Location page. The system presents the user with a list of people whose job record indicates that they report to that user's position.
- *By Supervisor ID:* Defines the reporting relationship based on information in the Supervisor ID field on the Work Location page. The system presents the user with a list of people whose job records indicate that they are supervised by the user.

Note: Group ID and Department Security Tree are not supported access types for the My Team fluid pages.

Manager Self Service Home Page

Use the manager Self-Service home page to access a variety of manager self-service transactions. The cref for this page is HC_HR_MGR_SELF_SERVICE_FLU_GBL.

Navigation

On a mobile device, the fluid home appears when you first sign in. On a desktop or laptop, access the fluid home by selecting Fluid Home under the main menu or the navigation bar (nav bar).

The default home page title appears at the top of the home page. If the Manager Self-Service home page is not your default home page, tap the title of the default home page and select Manager Self-Service from the list that appears.

Image: (Tablet) Manager Self Service home page

This example illustrates the Manager Self Service home page for the tablet.

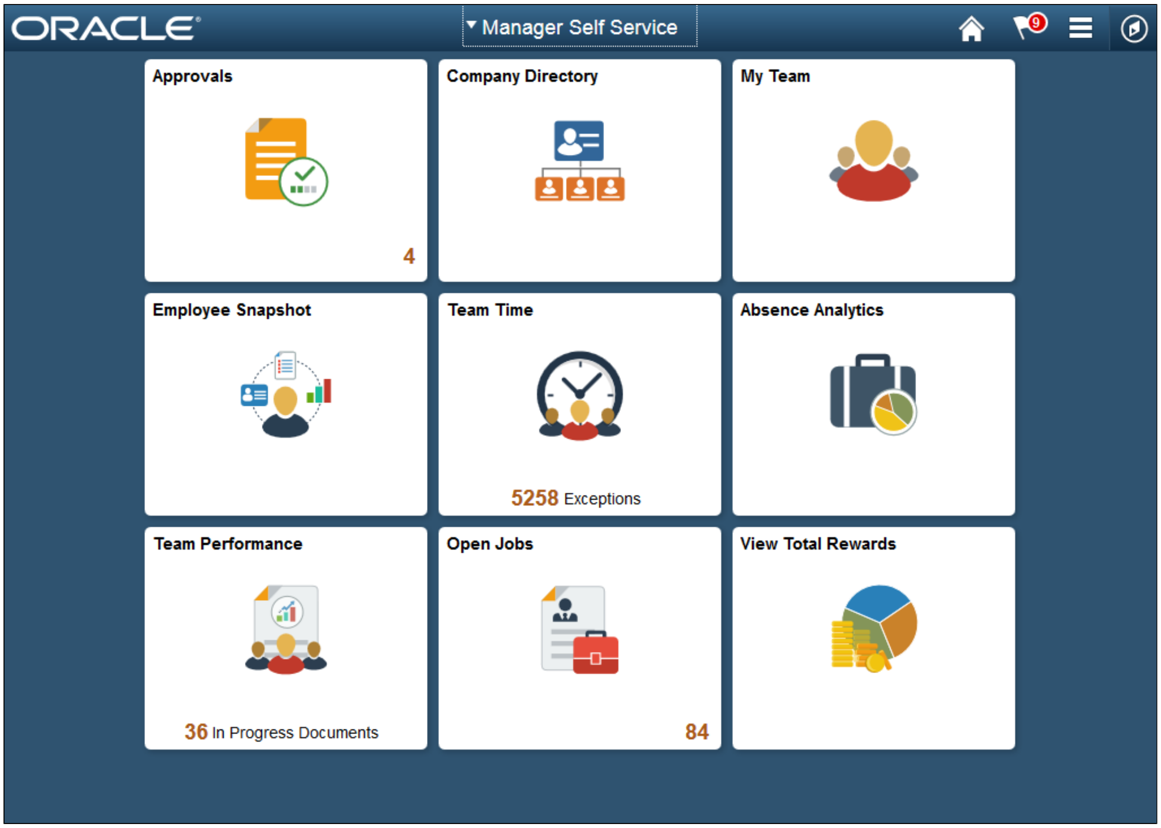


Image: (Smartphone) Manager Self Service home page

This example illustrates the Manager Self Service home page for the smartphone. Action buttons, which appear on the page banner when viewed with a laptop or tablet, are available in the actions list when viewed with a smartphone.

PeopleSoft HCM Tiles on the Manager Self Service Home Page

The following table describes the tiles on the delivered Manager Self Service home page. The table also identifies navigation paths to equivalent classic pages. These are the menu paths that are replaced by fluid navigation paths due to Fluid Transactions and Conditional Navigation when the user is in fluid mode.

Tiles are listed in alphabetical order. On the home page, users can personalize the tile order.

Use the links in the table to access complete documentation for each transaction.

Tile Name	***Description***	***Conditional Navigation***
"Absence Analytics Tile" (PeopleSoft HCM 9.2: Absence Management)	Access a pivot grid with absence information about your team.	None
Approvals Tile (Fluid Approvals) Approvals Tile (MAP Approvals)	Review and act on approval requests.	Using the classic menu path Manager Self Service >Review Transactions redirects uses to the main fluid Pending Approvals page. The classic approval pages for these transactions also have conditional navigation to equivalent fluid approval pages: 1. Ad Hoc Salary Change 2. Address Change 3. Absence Request 4. Full/Part Time Status Change 5. Job Offer 6. Job Opening 7. Location Change 8. Name Change 9. Marital Status Change 10. Performance Document 11. Promote Employee 12. Reporting Change 13. Retire 14. Terminate 15. Transfer Employee
"Company Directory Tile" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Access the Company Directory, where you can view employee personal and job data within the context of your organization's various hierarchical reporting structures.	Using the classic menu path, select Company Directory or the Org Chart Viewer menu.
"Employee Snapshot Tile" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Access a group of tiles and dashboards to see a comprehensive view of talent data related to an employee.	None However, using the classic menu path, you can select Manager Self Service >Talent Summary to view similar data.

Tile Name	***Description***	***Conditional Navigation***
"Open Jobs Tile" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Review open jobs in your organization.	None
"My Team Tile" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	View information about employees in your direct line of reports and to perform actions for those employees. This tile provides information that is similar to the "Direct Line Reports Pagelet" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	None
"Team Performance Tile" (PeopleSoft HCM 9.2: ePerformance)	Work with performance documents for your team.	• Manager Self Service >Performance Management >Performance (or Development) Documents >Current Documents • Manager Self Service >Performance Management >Performance (or Development) Documents >Historical Documents • Manager Self Service >Performance Management >Performance (or Development) Documents >Administrative Tasks >Transfer (Reopen, Cancel, or Delete) Document • Manager Self Service >Performance Management >Performance (or Development) Documents >View-Only Documents • Manager Self Service >Performance Management >Performance Documents >Administrative Tasks >Enter Preliminary Ratings • Manager Self Service >Performance Management >Performance Documents >Create Documents by Group
"Team Performance Status Tile" (PeopleSoft HCM 9.2: ePerformance)	View a chart related to the status of your team’s performance documents. Use this tile to view additional details and modify chart displays if necessary.	None

Tile Name	***Description***	***Conditional Navigation***
"Team Time Tile" (PeopleSoft HCM 9.2: Time and Labor) for time reporting "Team Time Tile" (PeopleSoft HCM 9.2: Absence Management) for absences	Use this tile to: • Perform manager tasks related to time reporting, including viewing and resolving exceptions and viewing locations where employees entered time (if the employee has accepted the use of location services). • Perform manager tasks related to absences, including viewing absence requests and balances and entering absence requests on behalf of team members.	• Manager Self Service >Time Management >Report Time >Request Absence • Manager Self Service >Time Management >View Time >View Requests • Manager Self Service >Time Management >View Time >Absence Balances
"View Total Rewards Tile" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)	View employee's earnings, benefits, and other compensation information in the form of a statement.	Manager Self Service >Compensation and Stock >View Total Rewards
"Update Team Information Tile" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Access guided self-service transactions. Managers use these transactions to update data for employees in their organization.	None.

Additional Tiles

If you set up integration through the PeopleSoft Interaction Hub, the Manager Self-Service page can also display tiles from the integrated systems.

On the interaction hub cluster, home pages with the same name are automatically merged. Therefore, the following tiles from other Manager Self Service home pages automatically appear on the PeopleSoft HCM Manager Self Service home page when integration to the source system is active and the user has security access to the tiles:

- Company News (PeopleSoft Interaction Hub)
- Team Learning (PeopleSoft Enterprise Learning Management)
- Learning Compliance (PeopleSoft Enterprise Learning Management)

Related Actions for Manager Self Service Pages

On many of the manager self-service fluid pages, a related actions icon appears next to the names of team members. Tapping the related actions icon displays a menu of additional self-service transactions, including classic self-service transactions, regular fluid transactions, and guided-self-service fluid transactions. For more information on guided self-service, see "Understanding Guided Self-Service Transactions" (PeopleSoft HCM 9.2: eProfile Manager Desktop).

On all pages that include a related actions menu, the menu choices are the typically the same except that the menu never includes a link to the current page. Menu items and transactions may vary based on user availability or transaction.

The following table provides details about the related actions menu:

Top-Level Menu Item	***Transactions***
Time Management	• Request Absence • View Requests • Absence Balances
Job and Personal Information	• Request Reporting Change • Transfer Employee • Promote Employee • Request Location Change • View Employee Personal Info • Change Full/Part Time or Hours • Request Leave of Absence • Request Paid Leave of Absence • Retire Employee • Terminate Employee • Demote Employee • Clone Position
Compensation	• Request Ad Hoc Salary Change • View Total Rewards • View Compensation History
Development	• View Current Team Profiles • View Team Historical Profiles • View Team Interest Lists
Performance Management	• Create Performance Document • Create Development Document • Open Performance Documents • Open Development Documents
Career Planning (appears only from the Employee Snapshot pages)	• Manage Career Plans • View Career Progressions Chart

Top-Level Menu Item	***Transactions***
Succession Planning (appears only from the Employee Snapshot pages)	• View Succession 360 • Manage Succession Plans
View in Talent Summary	This menu item goes directly to the classic Talent Summary page.
View in Company Directory	This menu item goes to the Company Directory pages.
View Employee Snapshot	This menu item goes directly to the fluid Employee Snapshot - Summary dashboard for one of your direct or indirect reports.
OnBoarding Status (when there is an active OnBoarding instance)	This menu item goes to the OnBoarding Activities page.
Notify Employee	This menu item opens the Notify Employee page to send alerts or emails to employees.

Viewing Employee Photos

The PeopleSoft application enables you to view a photo of employees on many of the self-service pages when the Display on Self Service option is enabled on the Installation Table - HCM Options Page. When this functionality is disabled, the photo will not be available for viewing.

Using the Workforce Administrator Home Page

This topic describes the delivered Workforce Administrator home page.

The following video provides a demonstration of how to use the navigation collections accessed through the Workforce Administrator home page.

Image Highlights, PeopleSoft HCM Update Image 18

Page Used as the Workforce Administrator Home Page

Page Name	***Definition Name***	***Usage***
Workforce Administrator Home Page	HC_HR_WORKFORCE_ADMIN_FLU_GBL (this is the cref for the home page)	Access a variety of workforce administration transactions.

Workforce Administrator Home Page

Use the Workforce Administrator home page to access a variety of workforce administration transactions. The cref for this home page is HC_HR_WORKFORCE_ADMIN_FLU_GBL.

Navigation

In fluid mode, the fluid home appears when you first sign in. You can also access the fluid home by selecting Fluid Home under the main menu or the navigation bar (nav bar).

The default home page title appears at the top of the home page. If the Workforce Administrator home page is not your default home page, tap the title of the default home page and select Workforce Administrator from the list that appears.

Image: (Tablet) Workforce Administrator home page

This example illustrates the Workforce Administrator home page for the tablet.

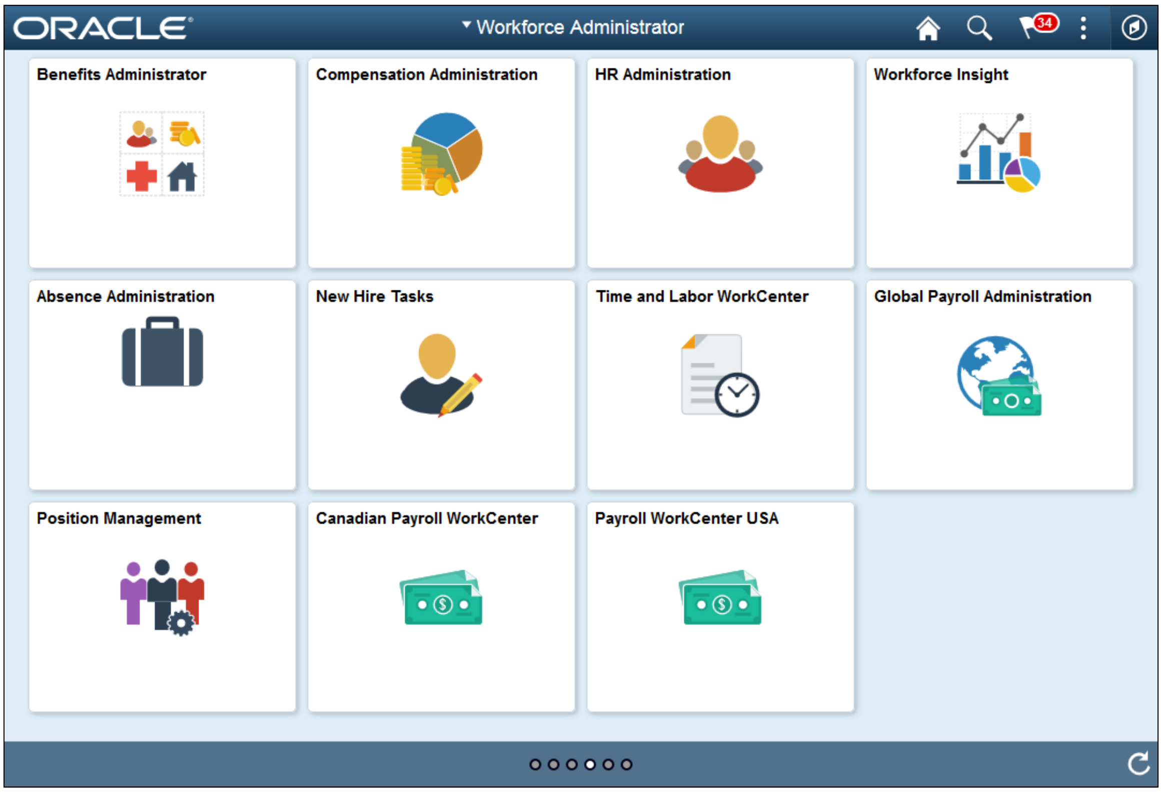
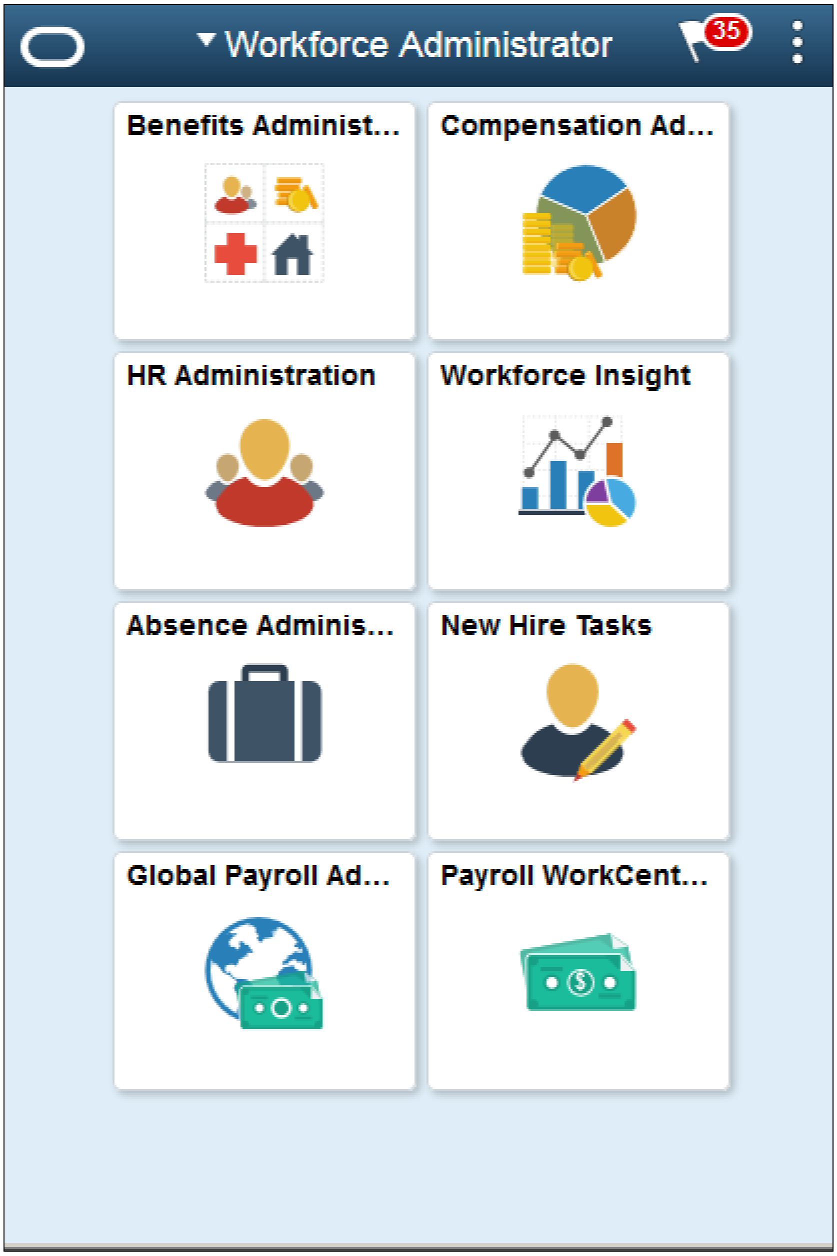


Image: (Smartphone) Workforce Administrator home page

This example illustrates the Workforce Administrator home page for the smartphone. Action buttons, which appear on the page banner when viewed with a laptop or tablet, are available in the actions list when viewed with a smartphone.



PeopleSoft HCM Tiles on the Workforce Administrator Home Page

The following table describes the tiles on the delivered Workforce Administrator home page. The table also identifies navigation paths to equivalent classic pages. These are the menu paths that are replaced by fluid navigation paths due to Fluid Transactions and Conditional Navigation when the user is in fluid mode.

Tiles are listed in alphabetical order. On the home page, users can personalize the tile order.

Use the links in the table to access complete documentation for each transaction.

Note: The Canadian Payroll Workcenter, Time and Labor WorkCenter, US Payroll WorkCenter, and Position Management tiles are not shown on small form factor devices.

Tile Name	***Description***	***Navigation to Equivalent Classic Pages***
"Absence Administration Tile" (PeopleSoft HCM 9.2: Absence Management)	Provides quick access to a variety of frequently-used Absence Management administrative components.	None.
"Benefits Administrator Tile" (PeopleSoft HCM 9.2 Benefits Administration)	Provides quick access to a variety of administrative components used for the Manage Base Benefits business process.	None.
"Canadian Payroll WorkCenter Tile" (PeopleSoft HCM 9.2: Payroll for North America)	Enables you to access the Payroll Workcenter page for Canada with one click.	Payroll for North America >Payroll WorkCenter CAN
"Compensation Administration Tile" (PeopleSoft HCM 9.2: eCompensation Manager Desktop)	Provides quick access to a variety of compensation-related administrative components.	None.
"Global Payroll Administration Tile" (PeopleSoft HCM 9.2: Global Payroll)	Provides quick access to a variety of frequently-used Global Payroll administrative components.	None.

Tile Name	***Description***	***Navigation to Equivalent Classic Pages***
"HR Administration Tile" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Provides quick access to a variety of frequently-used Human Resources administrative components.	None.
"New Hire Tasks Tile" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Provides quick access to a variety of components that are used to administrate new hires.	None.
"Position Management Tile" (PeopleSoft HCM 9.2: Human Resources Manage Positions)	Grants access to the Position Management dashboard where you can set up or view summaries of Position Management data. Access the Position Management dashboard where you can set up or view summaries of Position Management data.	Organizational Development >Position Management
"Time and Labor WorkCenter Tile" (PeopleSoft HCM 9.2: Time and Labor)	Enables you to access the Time and Labor WorkCenter with one click.	Manager Self Service >Time Management >Time and Labor WorkCenter
"U.S. Payroll WorkCenter Tile" (PeopleSoft HCM 9.2: Payroll for North America)	Enables you to access the Payroll Workcenter page for the US with one click.	Payroll for North America >Payroll WorkCenter USA

Tile Name	Description	Navigation to Equivalent Classic Pages
"Workforce Insight Tile" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	Grants access a collection of frequently-used analytic reports for workforce administration	None.

Using the Talent Administrator Home Page

Use the Talent Administrator home page to access a variety of talent administration transactions. The cref for this home page is HC_HR_ADMINISTRATOR_FLU_GBL.

The following video provides a demonstration of how to use the navigation collections accessed through the Talent Administrator home page.

Image Highlights, PeopleSoft HCM Update Image 18

Page Used to as the Talent Administrator Home Page

Page Name	Definition Name	Usage
Talent Administrator Home Page	HC_HR_ADMINISTRATOR_FLU_GBL	Access a variety of talent administration transactions.

Talent Administrator Home Page

Use the Talent Administrator home page to access a variety of talent administration transactions. The cref for this home page is HC_HR_ADMINISTRATOR_FLU_GBL.

Navigation

The default home page title appears at the top of the home page when you first sign in. If the Talent Administrator home page is not your default home page, click the title of the default home page and select Talent Administrator from the list that appears.

Image: (Tablet) Talent Administrator home page

This example illustrates the Talent Administrator home page for the tablet.

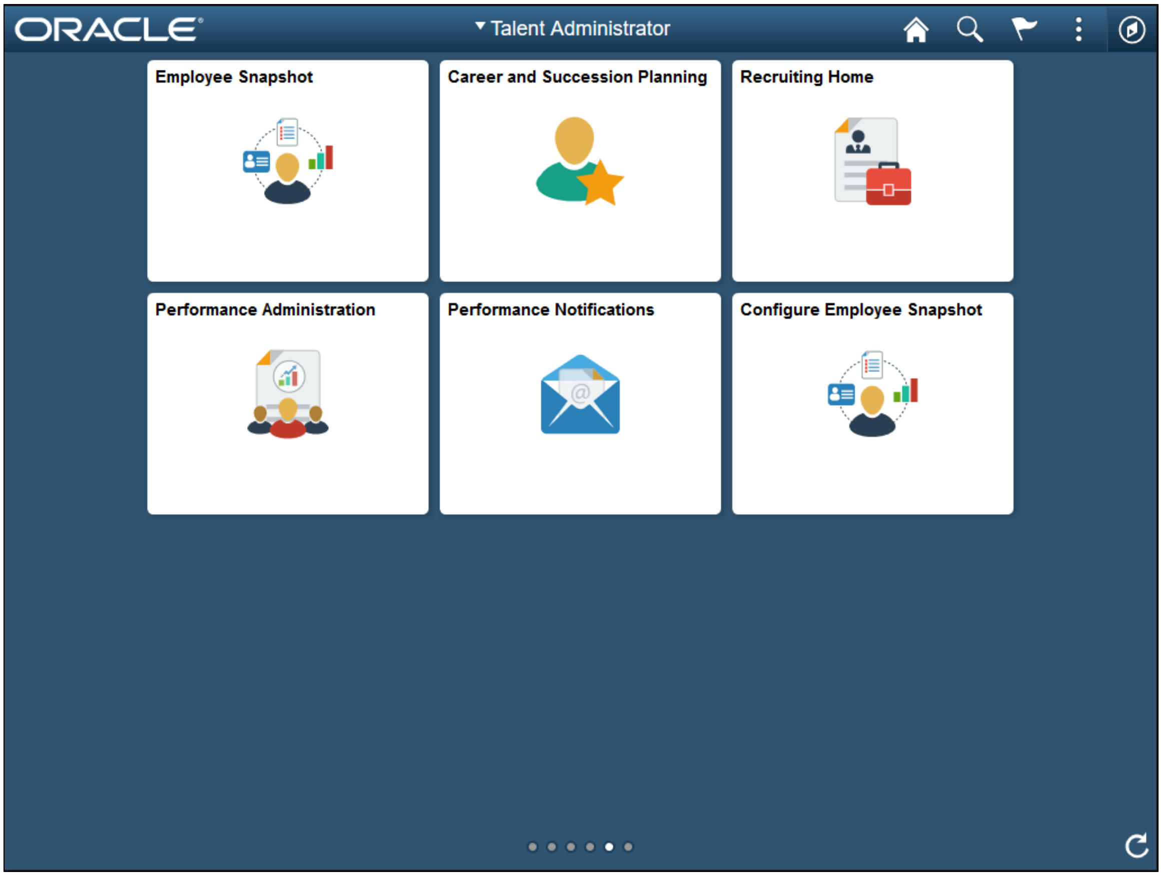
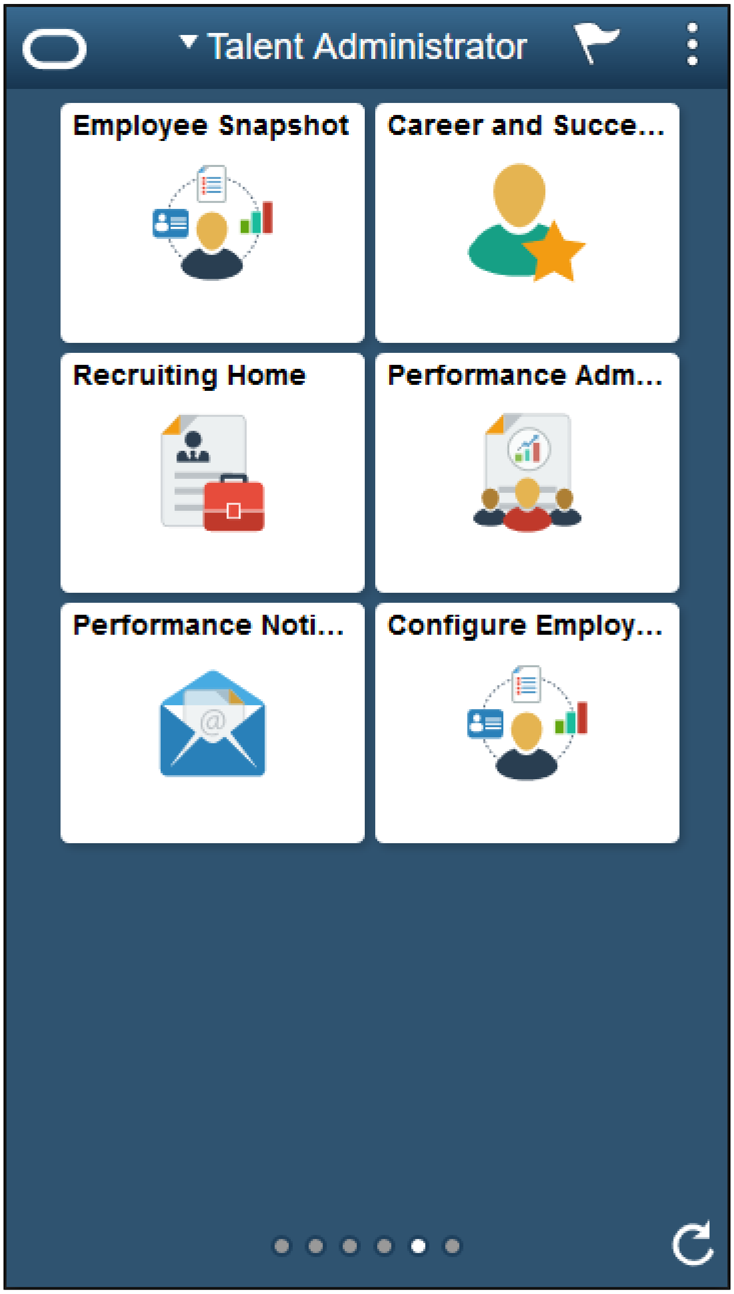


Image: (Smartphone) Talent Administrator home page

This example illustrates the Talent Administrator home page for the smartphone.



PeopleSoft HCM Tiles on the Talent Administrator Home Page

The following table describes the tiles on the delivered Talent Administrator home page. The table also identifies navigation paths to equivalent classic pages. These are the menu paths that are replaced by fluid navigation paths due to Fluid Transactions and Conditional Navigation when the user is in fluid mode.

These tiles are listed in alphabetical order. On the home page, users can personalize the tile order.

Use the links in the table to access complete documentation for each transaction.

Tile Name	***Description***	***Navigation Equivalent Classic Pages***
"Career and Succession Planning Tile" (PeopleSoft HCM 9.2: Human Resources Plan Careers and Successions)	Provides quick access to a variety of frequently-used Career and Succession Planning administration components.	None
"Configure Employee Snapshot Tile" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Enables you to access the Employee Snapshot configuration pages.	None
"Employee Snapshot Tile" (PeopleSoft HCM 9.2: eProfile Manager Desktop)	Grants access to a comprehensive view of talent data related to an individual employee.	None
"Performance Administration Tile" (PeopleSoft HCM 9.2: ePerformance)	Provides quick access to a variety of frequently-used performance administrative components.	None
"Performance Notifications Tile" (PeopleSoft HCM 9.2: ePerformance)	Provides quick access to a list of pages used to set up and configure the Due Date Notifications feature in ePerformance.	None
"Recruiting Home Tile" (PeopleSoft HCM 9.2: Talent Acquisition Manager)	Enables you to access the classic Recruiting Home. **Note:** A Fluid Recruiting Homepage is available which enables you to access the Recruiting tiles. For more information, see "Viewing the Recruiting Homepage Using the PeopleSoft Fluid User Interface" (PeopleSoft HCM 9.2: Talent Acquisition Manager). We strongly recommend you to remove the Recruiting Home Tile from the Talent Administrator Homepage.	You can access the Recruiting Home from the Recruiting menu and from the Recruiting Home link that appears in the toolbars at the top of many recruiting pages.

Configuring Attachments in Fluid Framework

These topics provide an overview of attachments and discuss how to configure attachments for Fluid User Interface.

The Fluid Attachment is enhanced to support Fluid and responsive design. Using this the administrator can configure attachments, notes and links to any transactions on Fluid pages compatible with all form factors such as Desktop, Tablets, and Smart Phones. Users can upload attachments from their desktop, mobile device, and third party online storage sites using Fluid in Self service transactions. The support is given for Desktop and Smartphone..

Pages Used to Configure Attachments in Desktop

Page Name	*Definition Name*	*Usage*
Define Authorization Page	HR_ATT_AUTH	Enter and maintain attachment authorization IDs which specify the level of user access for attachments.
Define Authorization Entries Page	HR_ATT_AUTH_ENT	Associate attachment authorizations with user roles.
Define Attachments Page	HR_ATT_CNFG	Associate attachments and their authorizations and create links on the page displayed in the target application.
Configure Keys Page	HR_ATT_KEYS_HDR	Define the prompt tables and key fields used by an application.
Attachments Context Keys Page	HR_ATT_KEYS_C	Enter content key prompt values.
Attachments Store Keys Page	HR_ATT_KEYS_S	Enter store key values.
Maintain Definitions Page	HR_ATT_DEFN	Specify the attachment types available to an application. The context keys that appear on this page are determined by the Configure Keys component and are used to retrieve a list of valid Configuration IDs.

Understanding Attachments

The attachment feature enables you to attach files, notes, and URLs to a PeopleSoft application. An administrator can add URLs, common notes, and files to a component or page and enable others to view, download and edit the attachments. Attachments include notes, PDF files, spreadsheet files, document files, URLs, and so on. You can also define the types of attachments that users can add to a specific row of application data, such as medical or adoption certificates, fitness for duty forms, and so on.

Although the types of attachments you can add to a page are essentially unlimited, attachments are categorized as one of the following:

- Attachments are any previously created electronic file that the administrator wants users to be able to download.
- URLs are links to dynamic files or web sites.
- Notes are free-form text that the user can enter through the attachment page in the PeopleSoft application.

Note: Only attachments and URLS are defined on the Define Attachments page. Notes are created by the user through the attachment pages of the PeopleSoft application.

Note: The Define Attachments page enables an administrator to create document definitions, as well as attachments and URLs. Document definitions are types of files that users can upload to the system. For example various medical certificates or evidence of class completion.

Since many uploaded attachments should not be visible to all users, the system enables an administrator to restrict access to the attachments. The administrator uses roles to define who can add, modify or delete their own attachments for a specific row of application data.

Adding Attachments to Applications Process Flow

Here are the steps for defining attachments to use in PeopleSoft applications:

1. Define attachment Authorization IDs

   Specify the authorization level access required to edit or view attachments.

2. Define Authorization Entry IDs

   For each attachment you plan to establish, specify the attachment object type, Attachment, Note, or URL, and the user roles that can access the attachment. Specify the access level of each user role by assigning an Authorization ID to the role.

3. Define attachment configuration IDs

   Add common attachments, URLs, or document definitions and the roles that can see the attachments.

4. Configure keys

   Integrate attachments into any application within any context. After defining the attachments, you can integrate them into any PeopleSoft application and the context varies depending on the product that uses the framework. The Configure Keys page enables you to define which application data field maps to each of the required context keys.

   a. Configure context keys

      Context keys are populated with values corresponding to a field in the associated application. To define the contextual variations, define contextual key prompt tables or views and key prompt fields based on the application using the attachment framework. These keys can come from any number of tables and are implemented as generic character fields that are defined as record keys in the data structure at the application level to denote alternate configuration IDs that can be used under different circumstances.

   b. Configure store keys

      For attachment configuration IDs that are document definitions, you must create a store record to launch the document definition and store the attachments added by a user to a specific row of application data.

      Define store keys for document definitions in order to differentiate the row of data to which the attachment belongs. Each application can decide the number of keys to use, from 1 to N, creating its own record plus a sub record in Application Designer to store common fields related to the attachments. Once the store record has been created, it must be associated to the Object Owner ID and Sub ID to automatically retrieve the key field definitions and select the store key labels.

      After creating the store record, associate it to the Object Owner ID and Attachment Sub ID and then select the field labels. When you enter the name of the store record definition, the key fields are automatically retrieved in the correct order by the key position defined in the record.

5. Maintain definitions

The system retrieves a list of valid Configuration IDs based on the defined context keys. In addition, the system uses the Definition ID and the effective date to choose the attachment from the database.

6. Implement the attachment framework

   To implement the attachment framework use the application class methods in the HR_ATTACHMENTS application package PeopleSoft delivers. There are two classes in the delivered application package. The Attachment_Data application class enables you to create an object containing entries for all of the link labels, configuration IDs and group boxes that contain the links to the defined attachments. The Attachment_UI application class enables you to manage the user interface for the attachments.

See *PeopleTools: PeopleCode Developer's Guide* and *PeopleTools: PeopleCode API Reference*.

Define Authorization Page

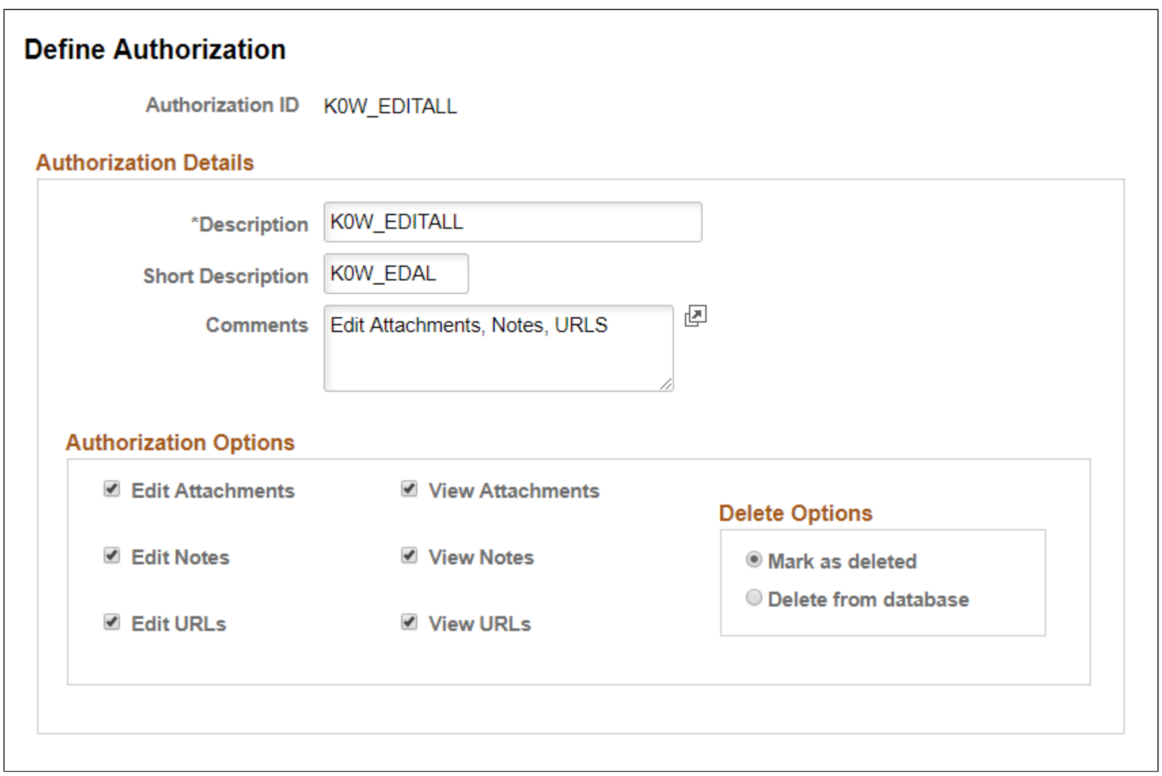
Use the Define Authorization page (HR_ATT_AUTH) to enter and maintain attachment authorization IDs which specify the level of user access for attachments.

Navigation

Set Up HCM > Common Definitions > Attachments > Define Authorization > Define Authorization

Image: Define Authorization page

This example illustrates the fields and controls on the Define Authorization page. You can find definitions for the fields and controls later on this page



Authorization Options

Edit Attachments	Select the check box to enable the user to create, update, or delete attachments. The system automatically selects the View Attachmentscheck box when you select the Edit Attachments check box and save the page.
View Attachments	Select to enable users to view attachments.
Edit Notes	Select the check box to enable the user to create, update, or delete notes. The system automatically selects the View Notescheck box when you select the Edit Notes check box and save the page.
View Notes	Select to enable users to view notes.
Edit URLs	Select the check box to enable the user to create, update, or delete URLs. The system automatically selects the View URLscheck box when you select the Edit URLs check box and save the page.
View URLs	Select to enable users to view URLs.
Mark as deleted	Select to enable the user to track the deleted attachments. When an object is deleted, it appears in the scroll area list of existing attachments when they are deleted but the status column are grayed out.
Delete from database	Select to enable the users to immediately delete the attachment from the database. You will get a confirmation before deleting it. **Note:** Both Mark as deleted and Delete from database get a confirmation before deleting it.

Delete Options

Select an option to determine the action of the system when the user deletes a existing attachment, note, or URL. Selecting Mark as Deleted, the system still lists the object as an attachment, but the object's status is *Deleted* and it cannot be selected. This option enables you to track deleted attachments. Selecting Delete from database completely removes the object from the database.

Note: The options in this group box are not available unless one or more of the editing fields, Edit Attachments, Edit Notes, or Edit URLs,are selected.

Define Authorization Entries Page

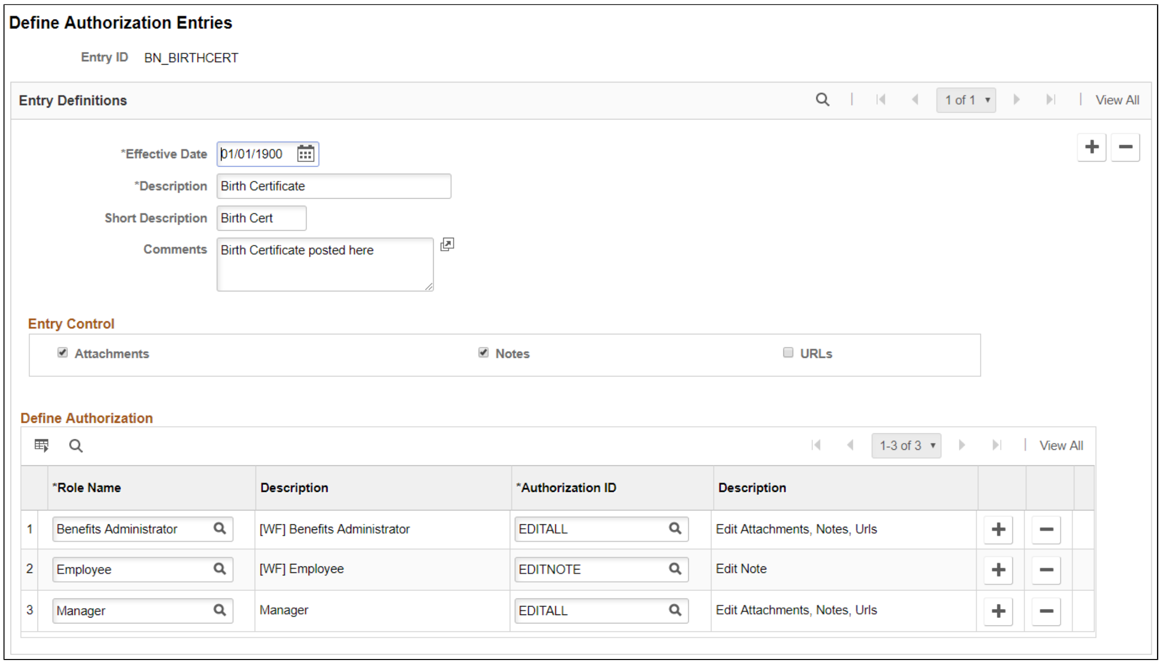
Use the Define Authorization Entries page (HR_ATT_AUTH_ENT) to associate attachment authorizations with user roles.

Navigation

Set Up HCM > Common Definitions > Attachments > Define Authorization Entries > Define Authorization Entries

Image: Define Authorization Entries page

This example illustrates the fields and controls on the Define Authorization Entries page. You can find definitions for the fields and controls later on this page.



Effective Date

The date on which the Attachment ID entry becomes active. The default value for a newly inserted row is the current system date.

Attachments, Notes, and **URLs**

Select to allow the Role Names listed in the Define Authorization area to create attachments based on the specified Authorization ID. You must select at least one of the options in the Entry Control region.

Select any of the three options:

- Attachments
- Notes
- URLs

Define Authorization

Use the fields in the Define Authorization region to specify the operations a role can perform by associating a role with an attachment Authorization ID. Select the Role Name and then select a valid Authorization ID in each row. Only one Authorization ID can be assigned to each role, but multiple roles can share the same Authorization ID.

Define Attachments Page

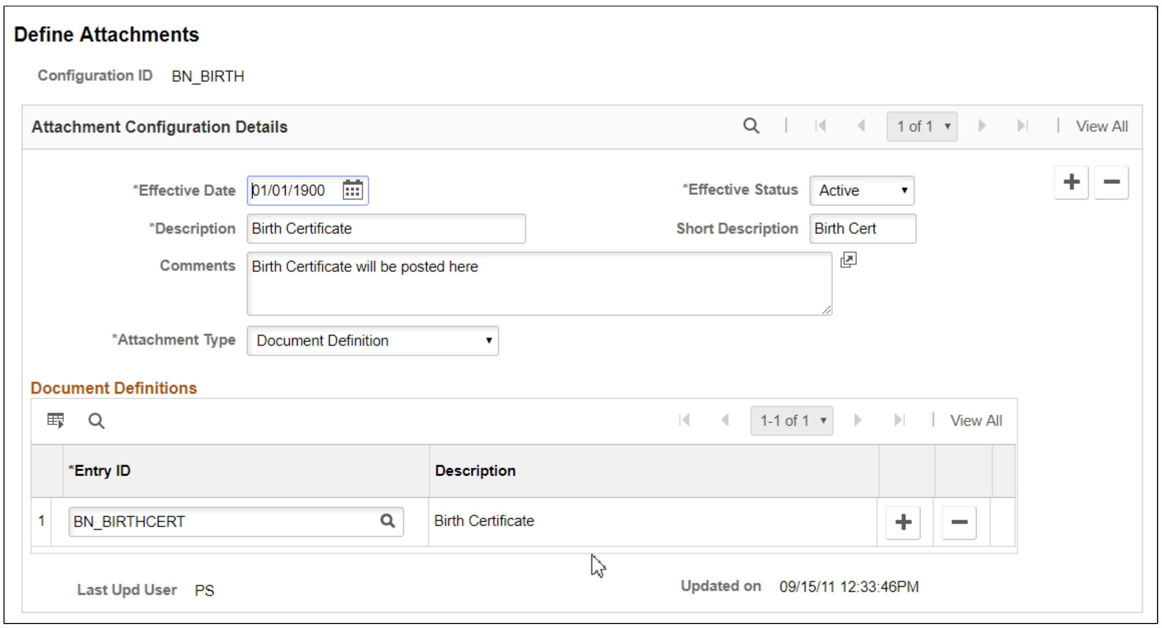
Use the Define Attachments page (HR_ATT_CNFG) to associate attachments and their authorizations and create links on the page displayed in the target application.

Navigation

Set Up HCM > Common Definitions > Attachments > Define Attachments > Define Attachments

Image: Define Attachments for Fluid page

This example illustrates the fields and controls on the Define Attachments page. You can find definitions for the fields and controls later on this page.



Description

Enter a description for the Configuration ID. This description appears in the group boxes as a label for the link to the attachment.

Attachment Type

Select the type of attachment users can attach or access. Values are: *URL, Attachment,* and *Document Definition.* Based on your selection, the remainder of the fields on the page change.

Select either *Attachment* or *URL* if you want to define common attachments or URLs such as policies, handbooks, FAQs, and so on. Select *Document Definition* if you want to create an entry that enables users to create their own attachments for a specific row of application data.

Note: For now, only Document Definition type is supported as part of the support given to Fluid Interface for Desktop.

Attachment

Enter the file name of the attachment and then click the Add Attachment button. After uploading the file, this field displays the file name of the attachment. You can then use the View Attachment and Delete Attachment buttons to manage the

	content of the attachment. This field is visible only if the Attachment Type is *Attachment.*
URL	Enter the desired URL to attach as a link. This field is visible only if the Attachment Type is *URL.*
Add Attachment	Click to add the file listed in the Attachment field. This button is visible only if the Attachment Type is *Attachment* and a file has not yet been uploaded.
View Attachment and **Delete Attachment**	Use these buttons to manage the content of the file listed in the Attachment field. These buttons are visible only if the Attachment Type is *Attachment* and a file has been uploaded.

Authorized Roles

Enter the roles that you want to have access to the attachment or URL. If no role is selected, all of the available roles can see the link. This region is only visible if the Attachment Type is *Attachment* or *URL.*

Role Name	Select the role that you want to access the specified attachment.

Document Definitions

Enter the list of defined authorization entries that the user can upload as an attachment. The Document Definitions region is visible only if the Attachment Type is *Document Definition*

Entry ID	Select the authorization entry that you want users to upload to the system. The system lists the Authorization Entry IDs defined on the Define Authorization Entries page.
Last Upd User (Last Updated User)	Displays the user name that last updated the Define Attachments page.
Updated on	Displays the date the Define Attachments page was last updated.

Configure Keys Page

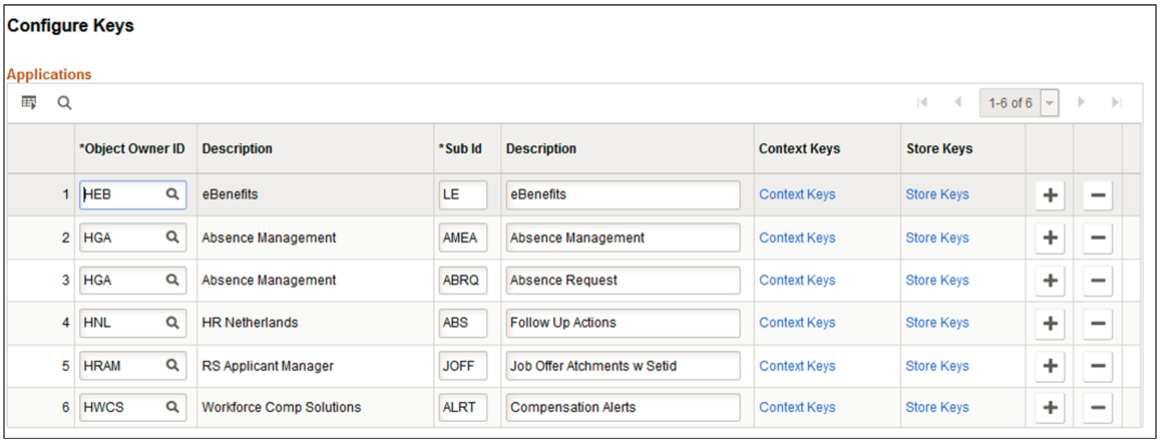
Use the Configure Keys page (HR_ATT_KEYS_HDR) to define the prompt tables and key fields used by an application.

Navigation

Set Up HCM > Common Definitions > Attachments > Configure Keys > Configure Keys

Image: Configure Keys page

This example illustrates the fields and controls on the Configure Keys page. You can find definitions for the fields and controls later on this page.


Configure Keys

Applications

1-6 of 6

	*Object Owner ID	Description	*Sub Id	Description	Context Keys	Store Keys
1	HEB	eBenefits	LE	eBenefits	Context Keys	Store Keys
2	HGA	Absence Management	AMEA	Absence Management	Context Keys	Store Keys
3	HGA	Absence Management	ABRQ	Absence Request	Context Keys	Store Keys
4	HNL	HR Netherlands	ABS	Follow Up Actions	Context Keys	Store Keys
5	HRAM	RS Applicant Manager	JOFF	Job Offer Atchments w Setid	Context Keys	Store Keys
6	HWCS	Workforce Comp Solutions	ALRT	Compensation Alerts	Context Keys	Store Keys

Object Owner ID — Enter the application in which a common component is used.

Sub ID(Sub application ID) — Enter a sub-application ID. Use the Sub ID field to create a definition for multiple lines of features within a single product line.

Context Keys — Click to open the Attachments Context Keys page.

Store Keys — Click to open the Attachments Store Keys page.

Attachments Context Keys Page

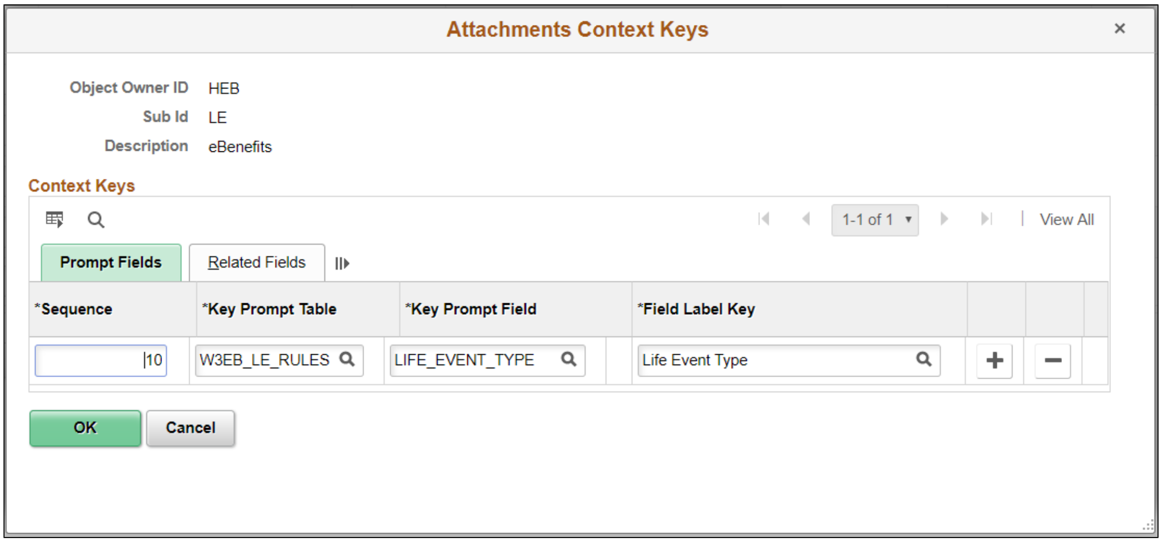
Use the Attachments Context Keys page (HR_ATT_KEYS_C) to enter content key prompt values.

Navigation

Click the Context Keys link on the Configure Keys page

Image: Attachments Context Keys page

This example illustrates the fields and controls on the Attachments Context Keys page. You can find definitions for the fields and controls later on this page.



Sequence — Specify the order of the context keys on the Maintain Definitions page.

Key Prompt Table — Select the object name of the prompt table that defines the values by which attachments are partitioned for a an application.

Key Prompt Field — Select the prompt table field that contains the value in the prompt list for a specified key.

Field Label Key — Select the label in the prompt table.

Related Fields

Click the Related Fields tab to select the fields related to the key prompt table and key prompt field by row.

Attachments Store Keys Page

Use the Attachments Store Keys page (HR_ATT_KEYS_S) to enter store key values.

Navigation

Click the Store Keys link on the Configure Keys page

Image: Attachments Store Keys

This example illustrates the fields and controls on the Attachments Store Keys. You can find definitions for the fields and controls later on this page.

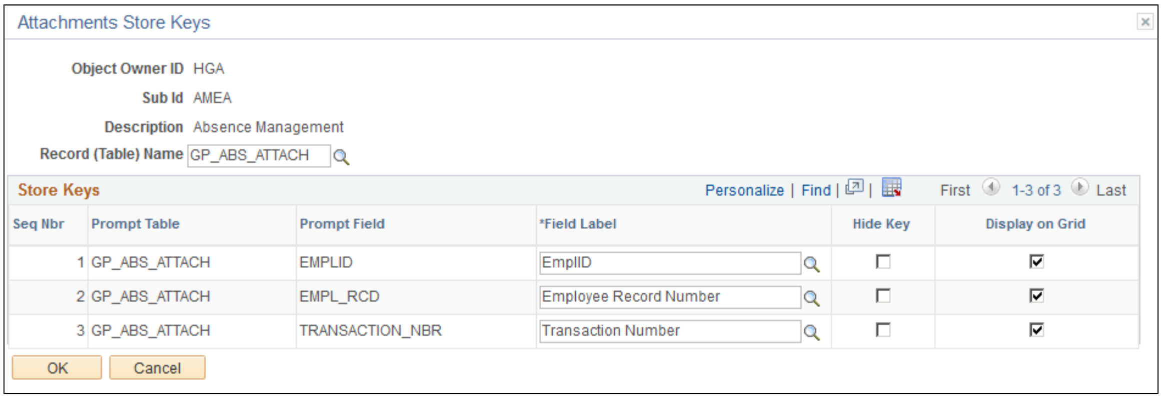
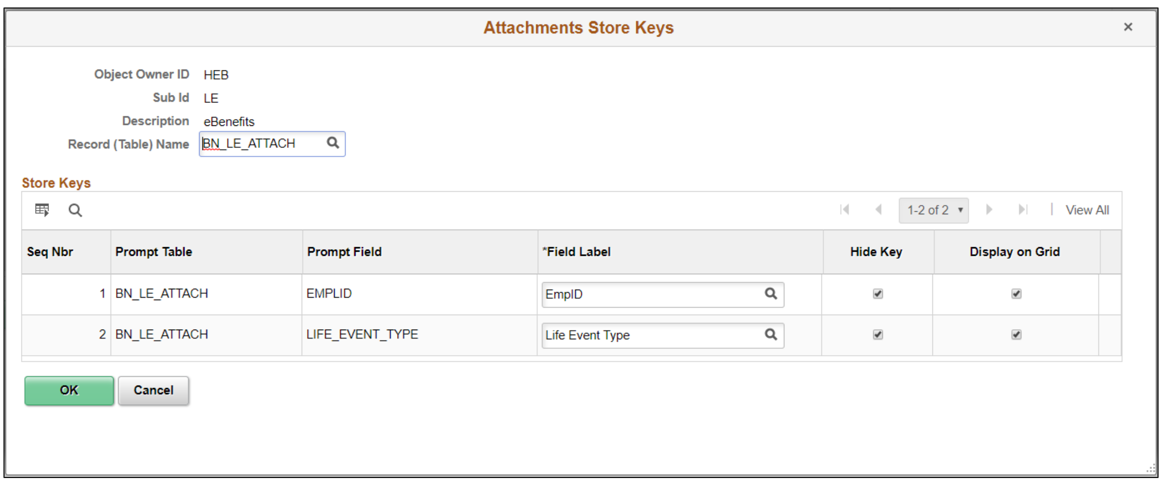


Image: Attachments Store Keys

This example illustrates the fields and controls on the Attachments Store Keys. You can find definitions for the fields and controls later on this page.



Hide Key	Select to indicate whether the key is displayed on the Document Definition page.
Display on Grid	Select to indicate whether the key field is displayed on the Document Definition Header page

Maintain Definitions Page

Use the Maintain Definitions page (HR_ATT_DEFN) to specify the attachment types available to an application.

The context keys that appear on this page are determined by the Configure Keys component and are used to retrieve a list of valid Configuration IDs.

Navigation

Set Up HCM > Common Definitions > Attachments > Maintain Definitions > Maintain Definitions

Image: Maintain Definitions page

This example illustrates the fields and controls on the Maintain Definitions page. You can find definitions for the fields and controls later on this page.

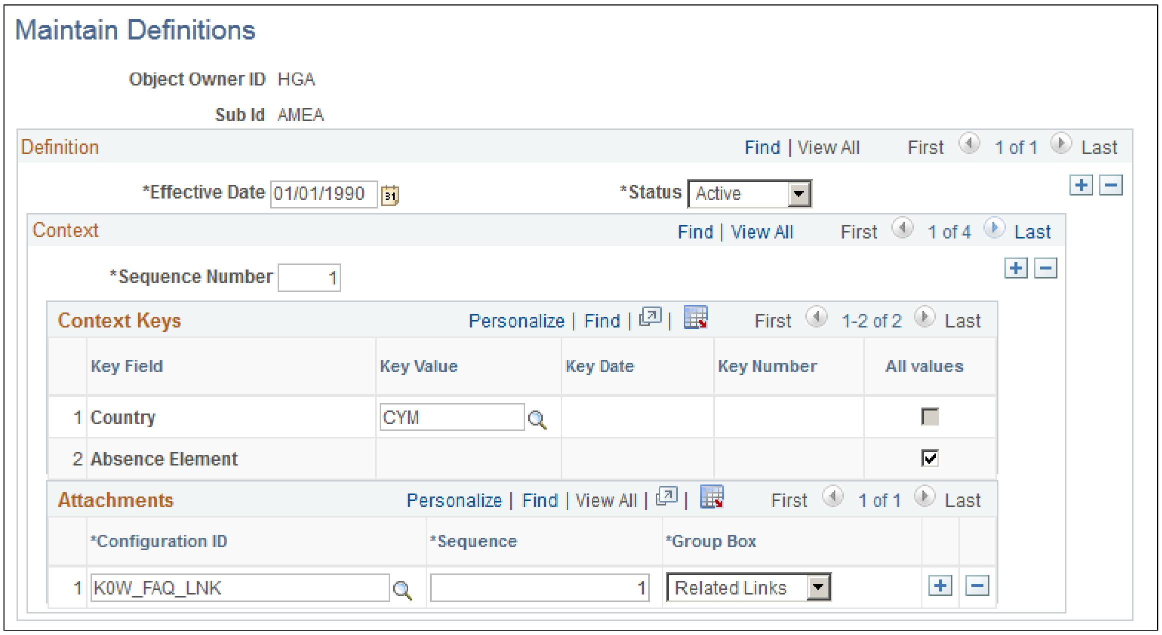
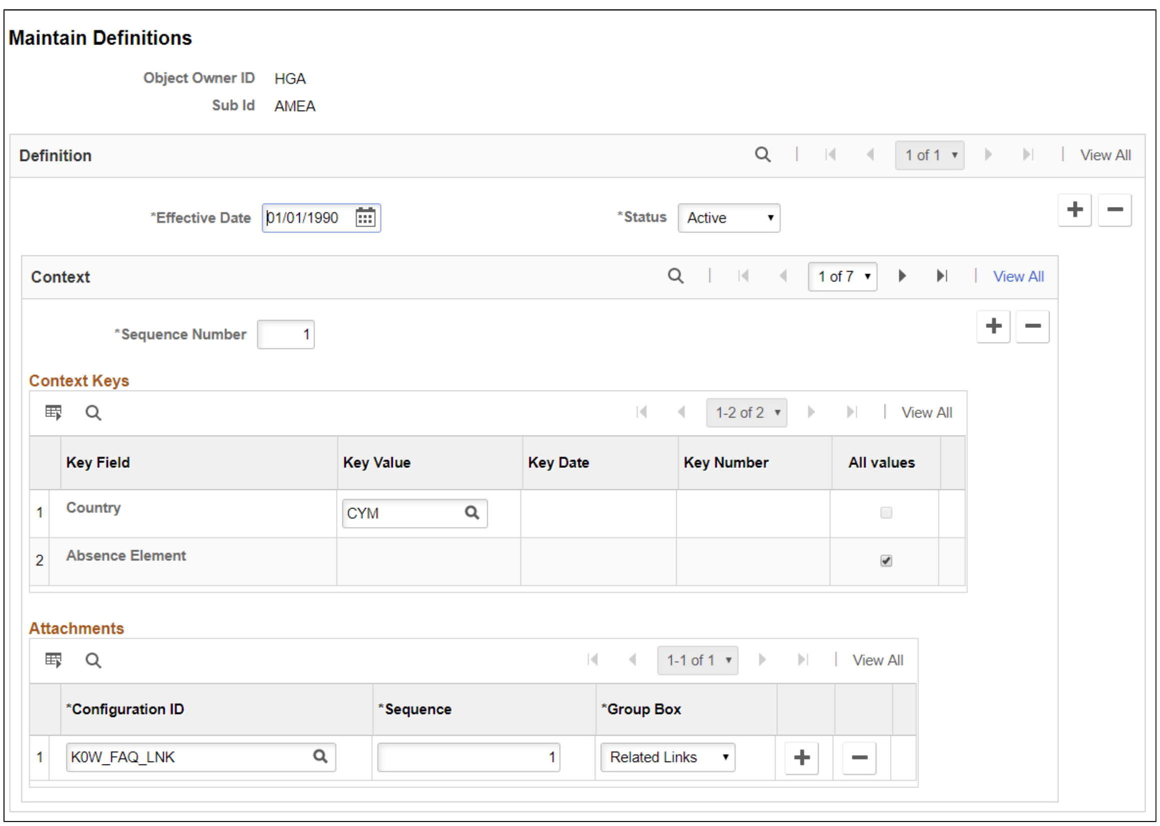


Image: Maintain Definitions page

This example illustrates the fields and controls on the Maintain Definitions page. You can find definitions for the fields and controls later on this page.



Key Field	Displays the list of context keys specified on the Attachments Context Keys page.
Key Value, Key Date, and **Key Number**	Select a valid value for the specified key field. The available field depends upon the Key Field type. For example, Cycle ID is a CHAR type field, so the Key Value field is available and the Key Date and Key Number fields do not allow you to enter data. The Budget Period Start Date is a DATE type field, which means the Key Datefield is available and the Key Value and Key Number fields do not allow you to enter data. None of these fields are available when the All Values check box is selected.
All Values	Select to specify that any value for the specified key field is valid. Selecting this field makes the Key Value field unavailable.

Attachments

Configuration ID	Select a valid configuration ID. Only active attachment configuration IDs are displayed.
Sequence	Enter a number to specify the order in which the hyperlinks to attachments are retrieved from the database.

Note: The context keys are not displayed the first time you open the Maintain Definitions page. You must enter the Sequence Number and then the context keys automatically display.

Implementing the Attachment Framework

Implement the attachment framework using the application class methods in the HR_ATTACHMENTS application package PeopleSoft delivers. There are two classes in the delivered application package. The Attachment_Data application class enables you to create an object containing entries for all of the link labels, configuration IDs and group boxes that contain the links to the defined attachments. The Attachment_UI application class enables you to manage the user interface for the attachments.

Attachment_Fluid (Constructor) Application Class Method

The Attachment_Fluid method uses the statements that provide the initialization of the class. It Instanciates the new objects of Attachment_Fluid class.

The Attachment_Fluid method accepts these parameters:

Input Parameter	*Description*
&OwrId	Specify the Object Owner Id (String).
&SubId	Specify the Object Attachment Sub Id as (String)
&ATT_Effdt	Specify the date for a transaction; for example, for Benefits Life Events transaction it can be Current date; for Absence transaction, it can be the request begin date etc.

Input Parameter	***Description***
&CKeys	Specify the current Context Keys values (array of strings)
%UserID	Use the system variable to specify the user currently logged on (optional).
%Component	Use the system variable to specify the component that is invoking the attachment framework (optional)
&MyRole	Specify the Roles (string) (*optional)
&Store_Keys_Array	Specify the Store Key values (array of strings)
&dOnly	Specify 'true' or 'false'. True – Display only mode. False – Follow the attachment setup (Boolean)

For attachment type 003, attachments are fetched from Store record based on Confid Id/Entry ID and are loaded on to the attachments grid.

The two options to retrieve or find out the role(s) to which the current user belongs, depends on the values passed by as parameters (&MyRoles, %Component, %UserID).

1. The system uses the %UserId and %Component variables to discover all of the valid role names for each content reference and user ID in order to perform the filtering.
2. Using the &Roles array of strings, only the role names in the array are considered for filtering.

Note: You must choose one of these options in order to perform further filtering by role name. The system automatically uses the &Roles array of strings if you pass three parameters at the same time.

Attachment_SaveProcessing Method

This Method performs the Save action for any Add/Update/Delete actions performed on the attachments grid.

Page Used to Upload Attachment Documents

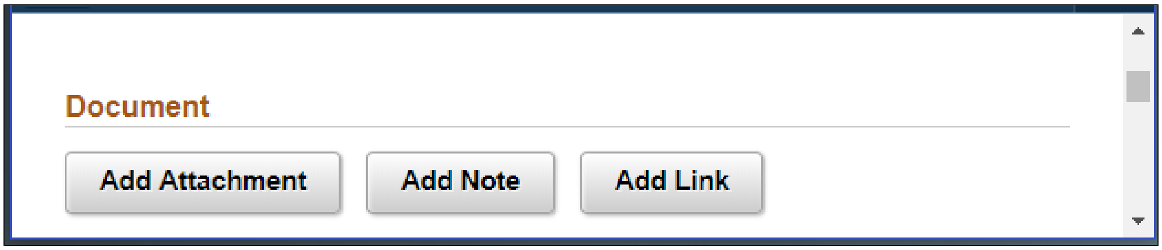
An employee can upload documents to PeopleSoft components using the HR Attachment Framework based on the type of documents being processed, the system displays the list of documents to be uploaded.

Page Name	***Definition Name***	***Usage***
(Desktop) Documents Upload Page	HR_ATTCH_FRMWRK_FL	Use this page to upload the attachment, notes and link documents.
Update Page (Attachment/ Link/ Note)	HR_ATTACH_FL_SCF	Enter link/ Update Link

(Desktop) Documents Upload Page

Image: (Desktop) Documents Upload Page

This example illustrates the fields and controls of the Documents Upload page in a desktop.



Select to open Attachment modal from where you can attachment/upload the file.

Select to open Note modal from where you can note.

Select to open Link modal where you can insert link.

Note: To view all the three types of documents upload options, use the entry controls checks in theDefine Authorization Entries Page

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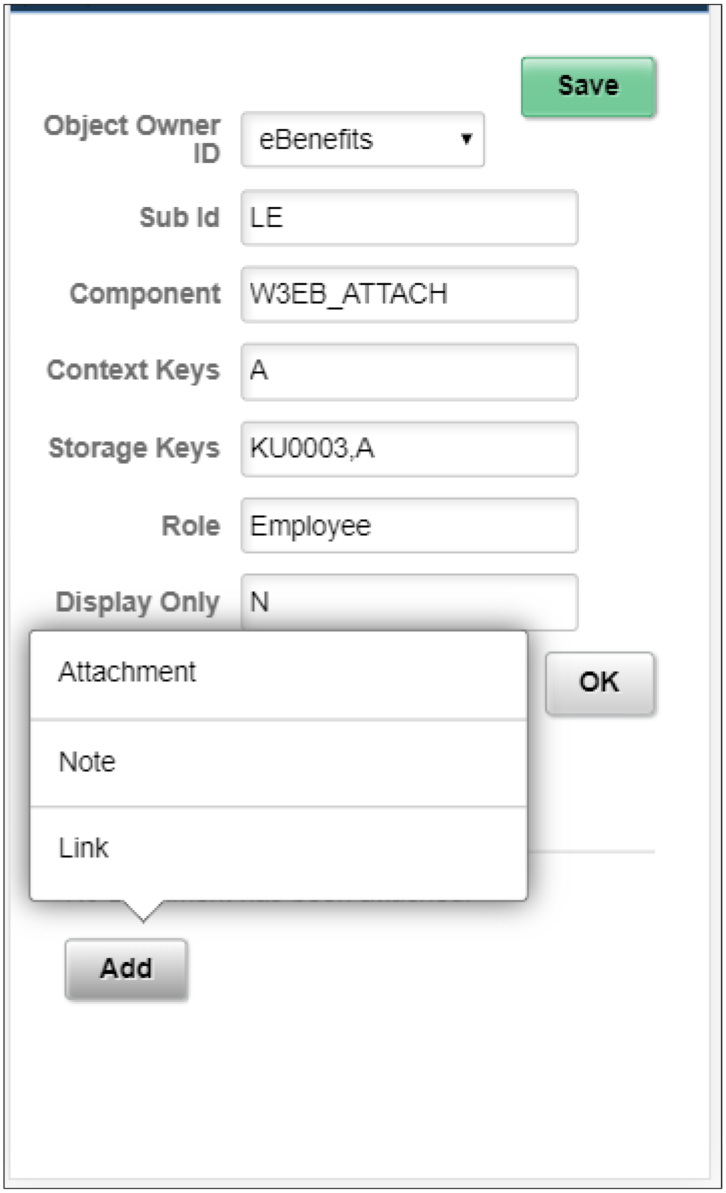
Image: (Smartphone) Documents Upload page

This example illustrates the fields and controls of the Documents Upload page in a Smartphone.



Select to choose the option of attachment, notes or link.

Note: Different than the Desktop, in a Smartphone, a common Add with the drop-down option for attachment, notes and link are given to face the smaller size issue of the device.

Attachments

Image: Add Attachment page

This example illustrates the fields and controls of Add Attachment page.

The Add Attachment opens a modal from where you can upload the file as attachment from the local directory.

Note: The type of attachment which an employee or manager can add depends upon the entry control you have checked in the Define Authorization Entries Page

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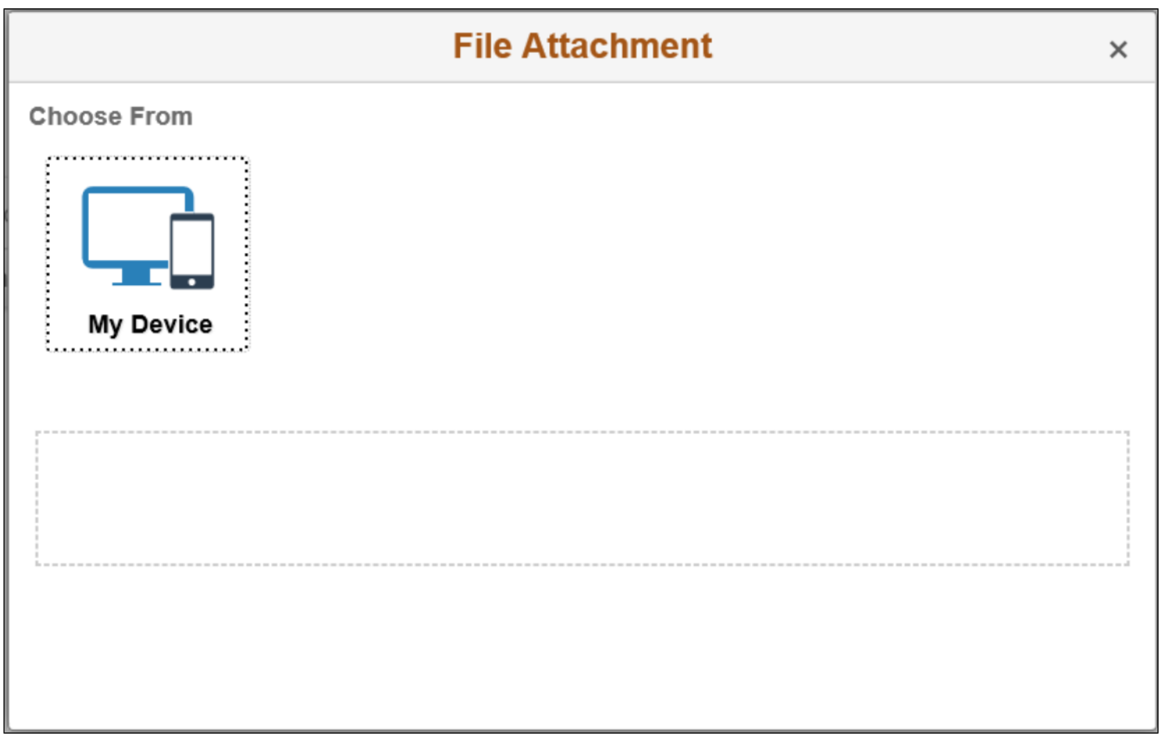
Image: (Desktop) File Attachment Modal

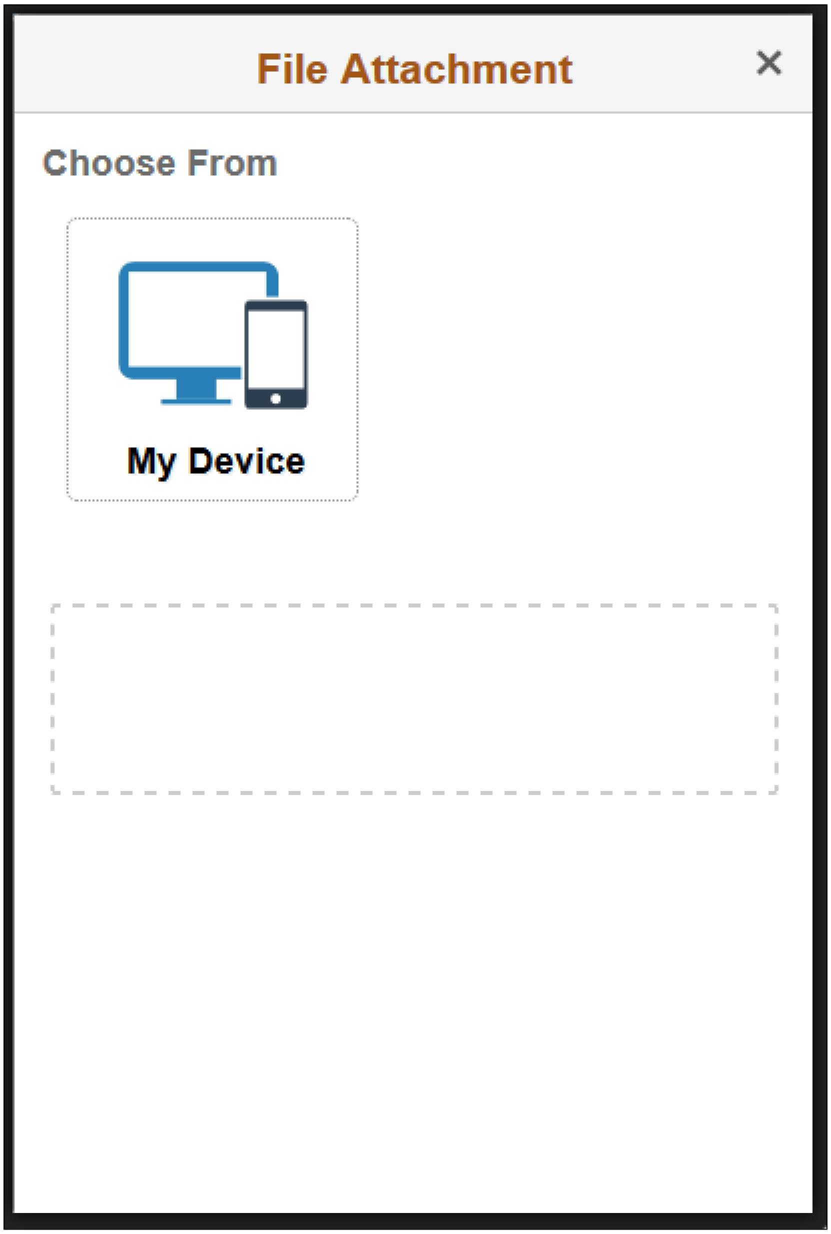
This example illustrates the modal to upload the file attachment.



Select My Device to upload an attachment from the location in your computer.

Image: (Smartphone) File Attachment Modal

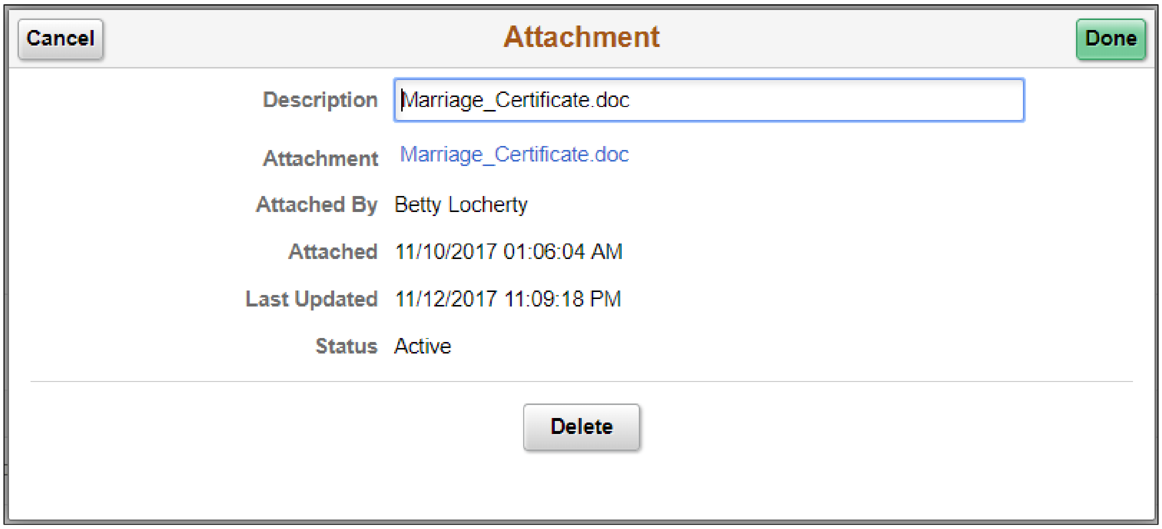
This example illustrates the fields and controls of the File Attachment modal in a Smartphone.



After uploading the attachment, you can update attachment descriptions.

Image: Update Attachment

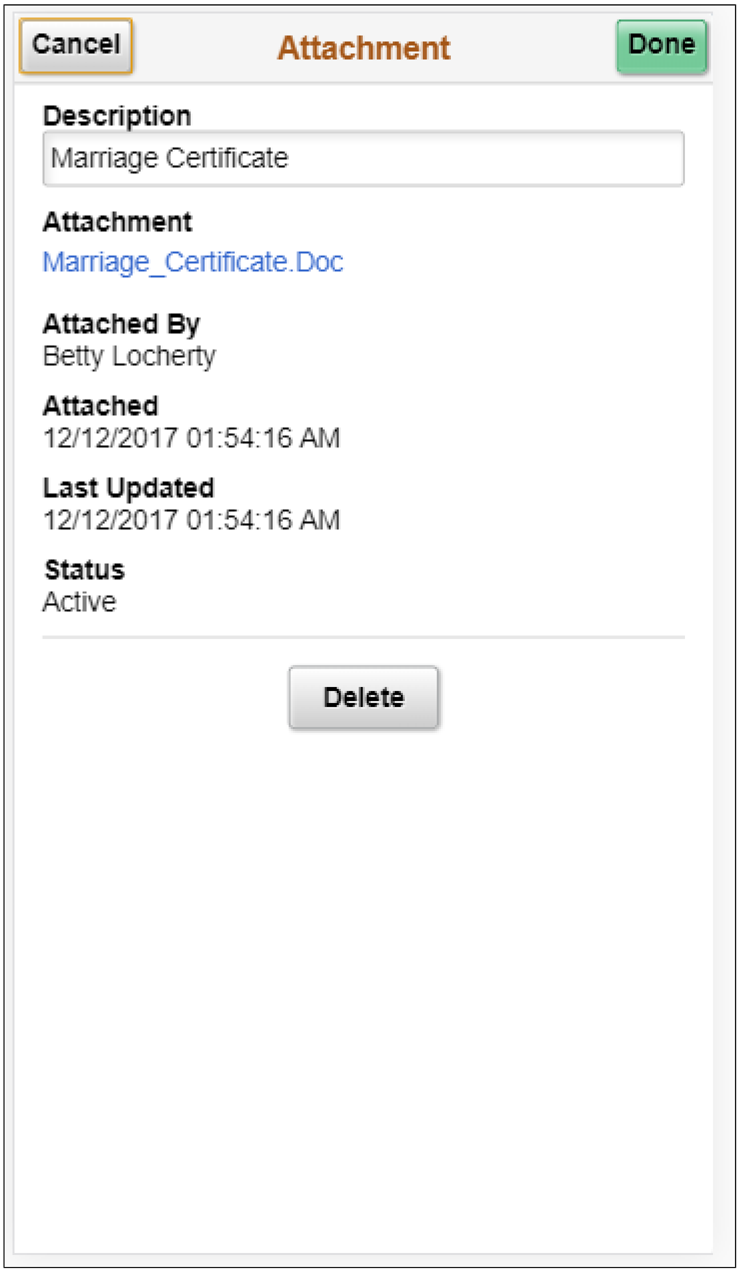
The Attachment description can be updated using this screen.



After making the updates, click Done to save or Delete for deleting the attachment.

Image: (Smartphone) Attachment Update screen

This illustration demonstrates the attachment update screen in a smartphone.



Notes

Selecting the Add Note in the Documents Upload page opens a modal from where you can upload the file as notes from the local directory.

Image: (Desktop) Note Modal

This illustration demonstrates the fields and controls of Note modal.

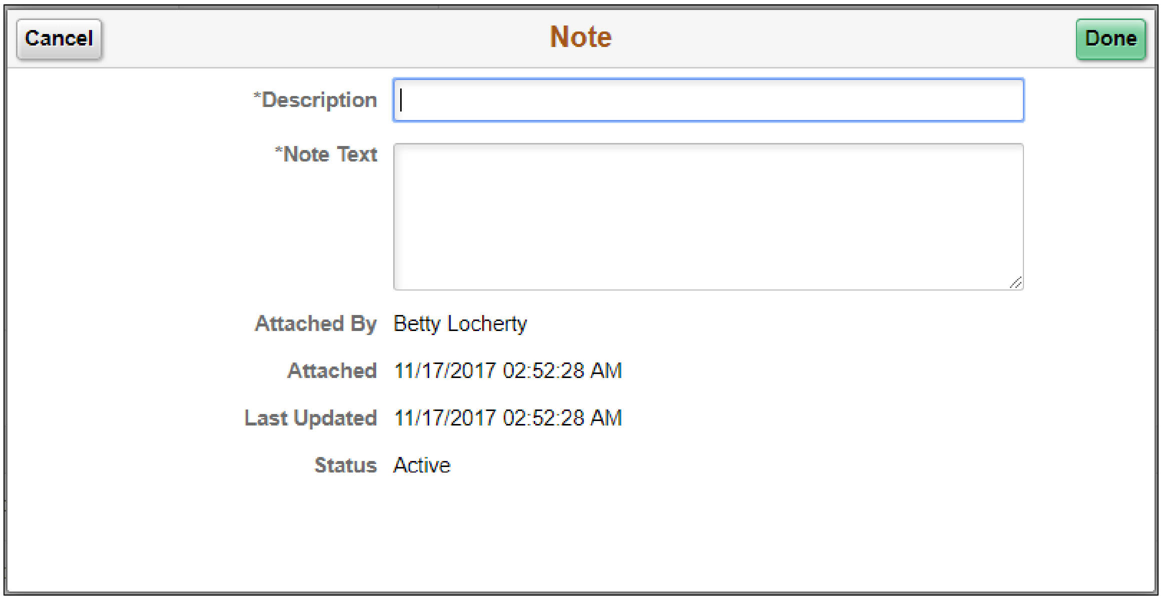


Image: (Smartphone) Note Modal

This example illustrates the fields and controls of the Note Modal for uploading the Notes using smartphone.

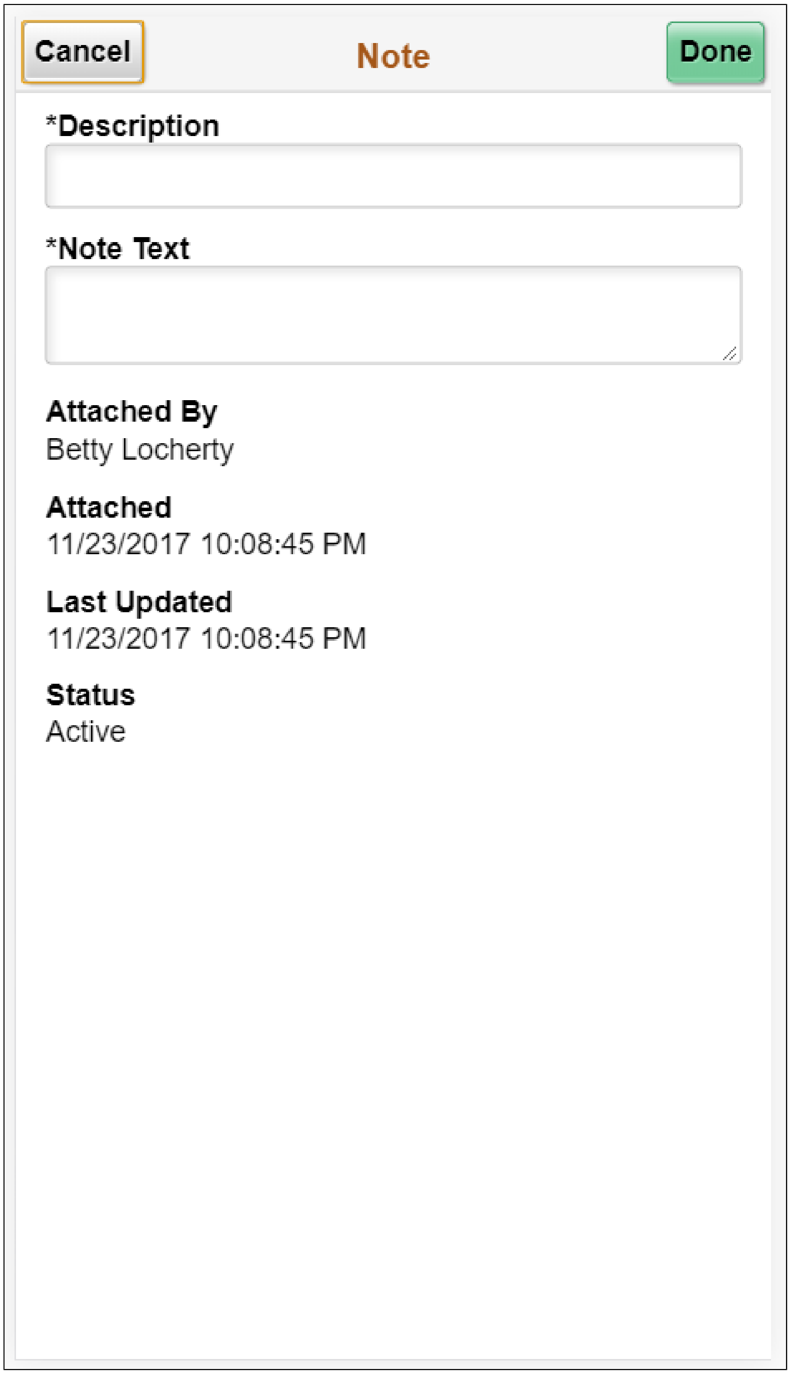
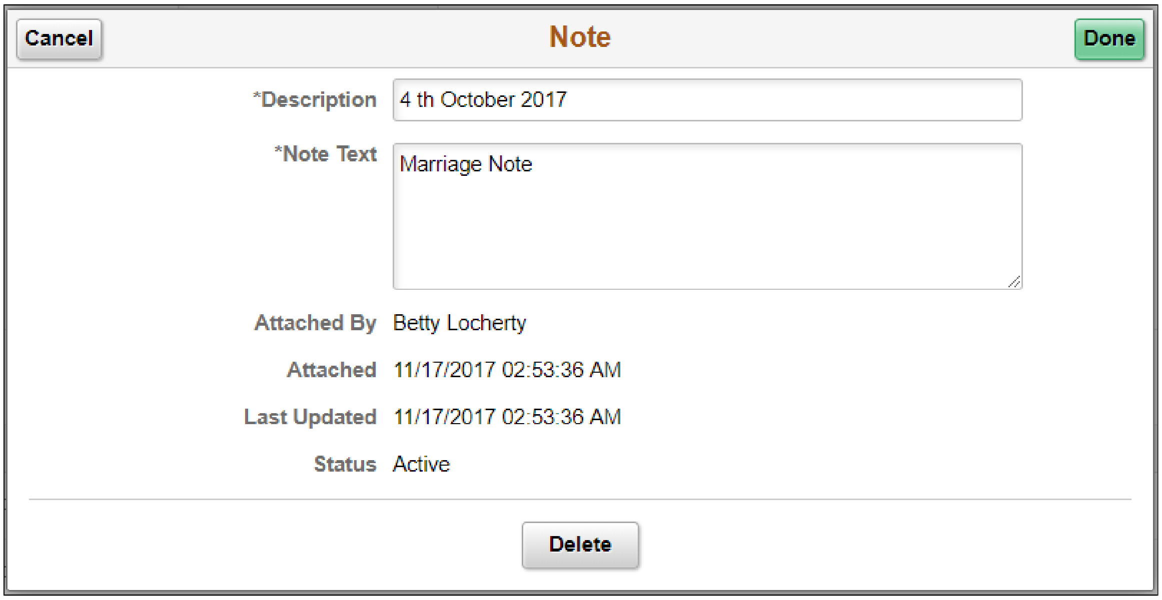


Image: Note Update Modal

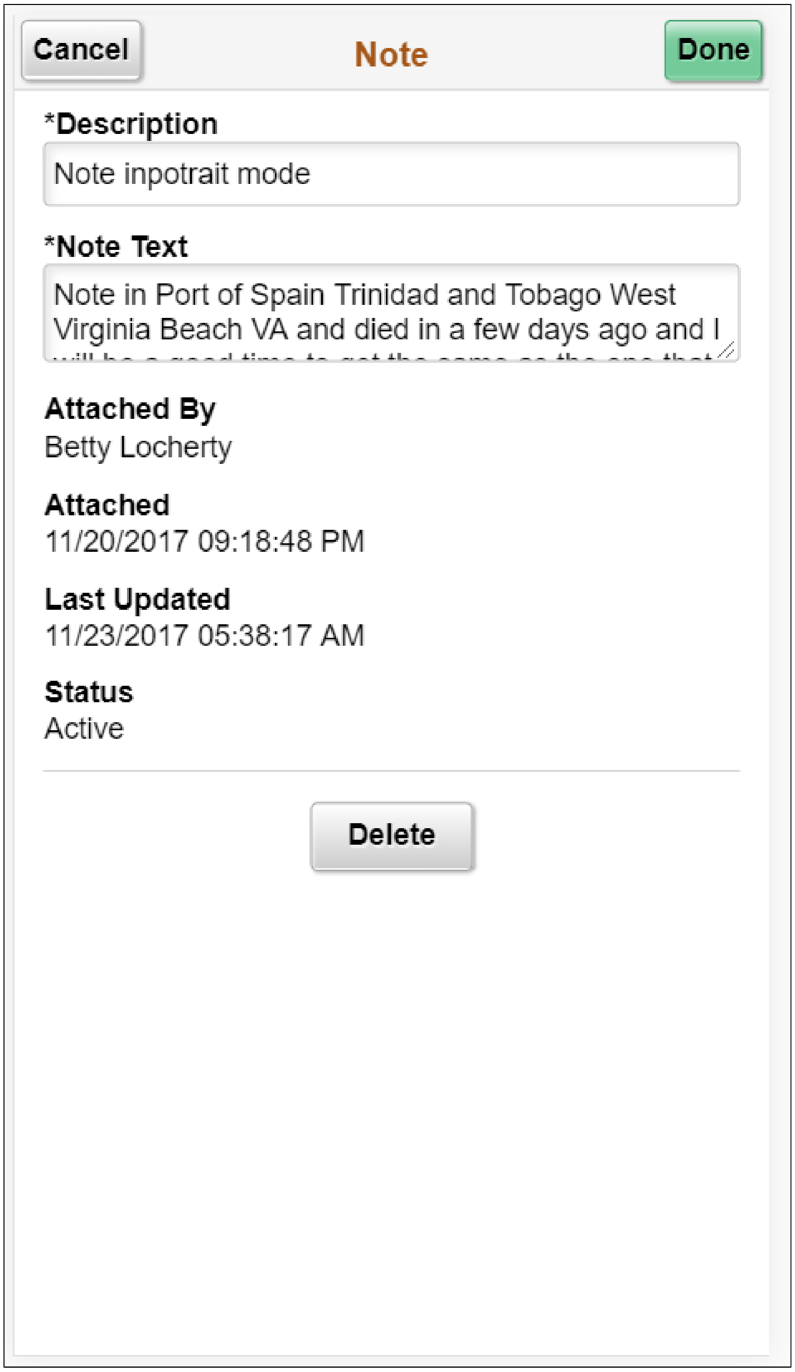
This example illustrates the fields and controls of the Note Modal for uploading the Notes.



Description	Enter the description for the file which you can going to upload.
Note Text	Enter the description which says more about the note.

Image: (Smartphone) Note Update Modal

This example illustrates the fields and controls of the Note Modal for uploading the Notes using smartphones.



Links

Selecting the Add Link in the Document Upload page opens a modal from where you can upload the file as links from the local directory.

Image: (Desktop) Link Modal

This illustration demonstrates the fields and controls of Link modal.

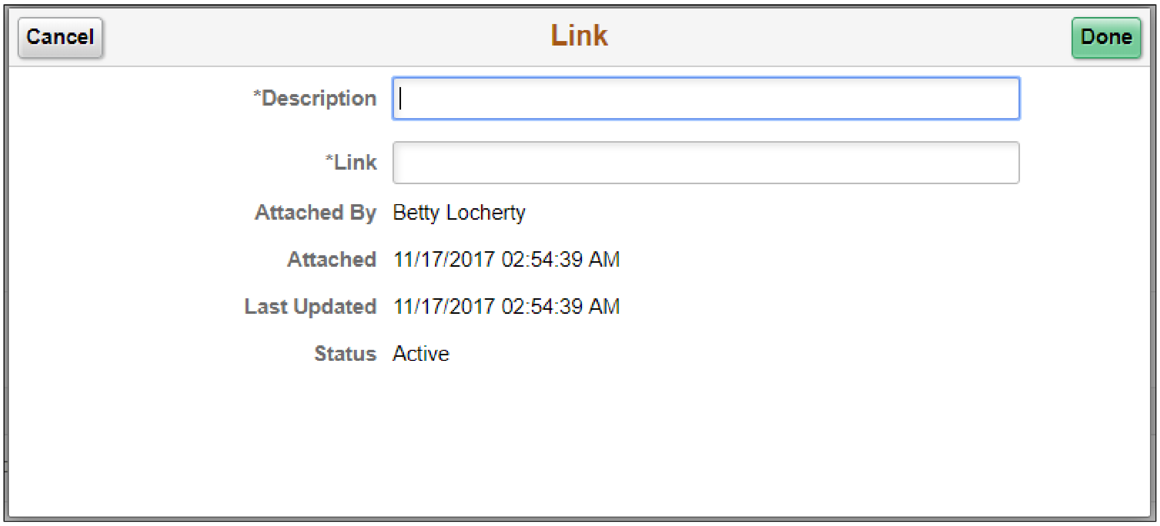


Image: (Smartphone) Link Modal

This illustration demonstrates the fields and controls of Link modal using a smartphone.

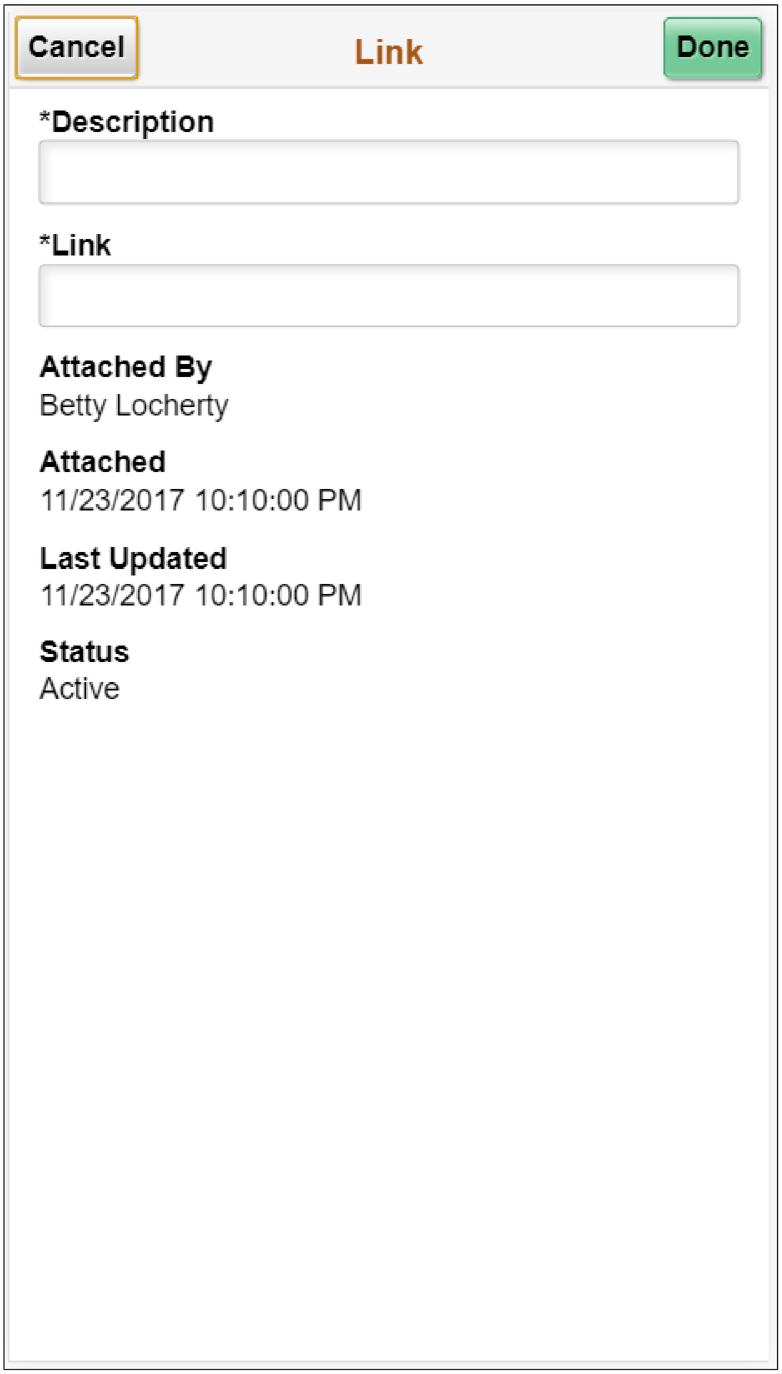


Image: (Desktop) Link Update Modal

This example illustrates the fields and controls of the Link Modal for uploading the links.

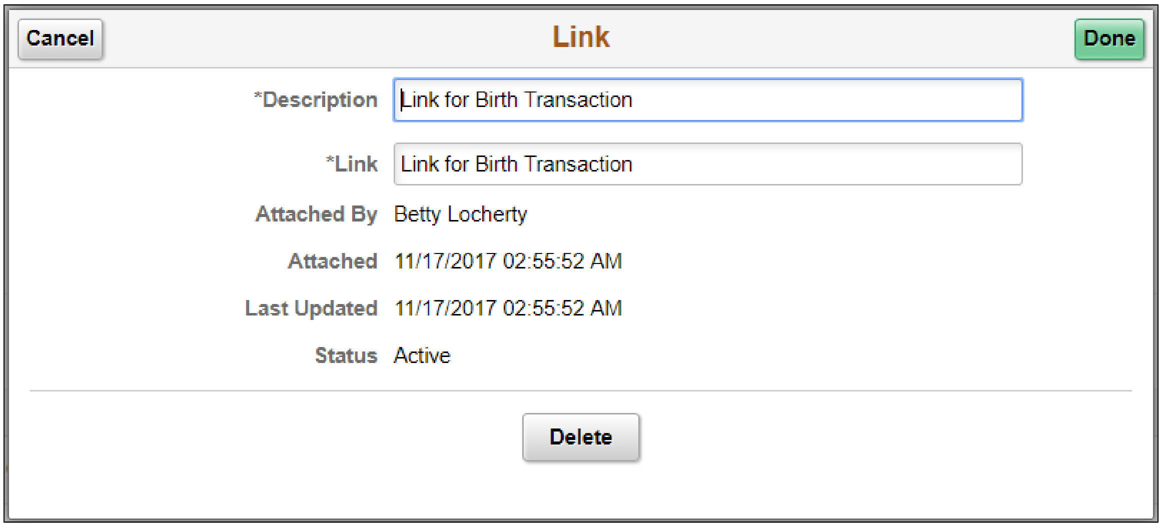
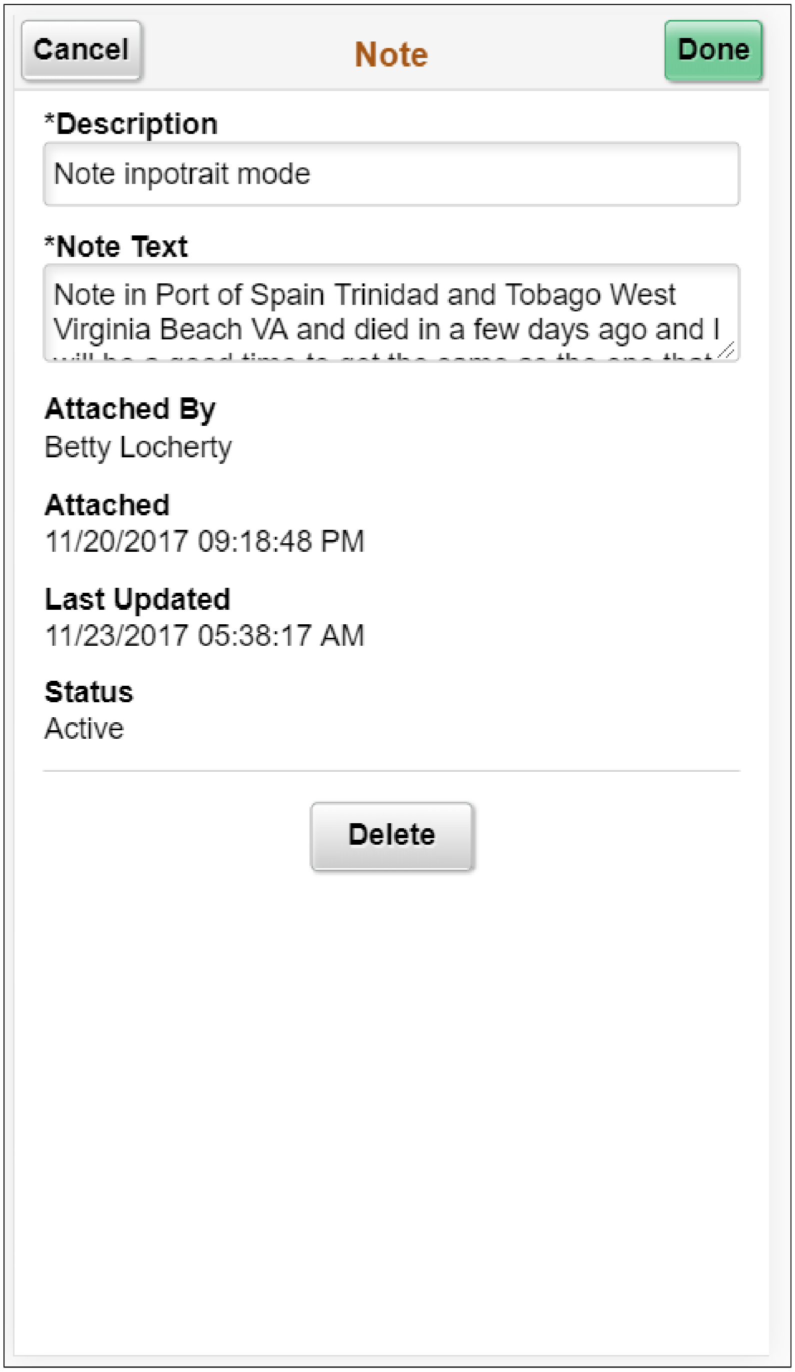


Image: (Smartphone) Link Update Modal

This example illustrates the fields and controls of the Link Modal for uploading the links using smartphone.



Document Uploaded page

Image: (Desktop)Document uploaded page

This example illustrates the fields and controls of (Desktop) Document uploaded page.

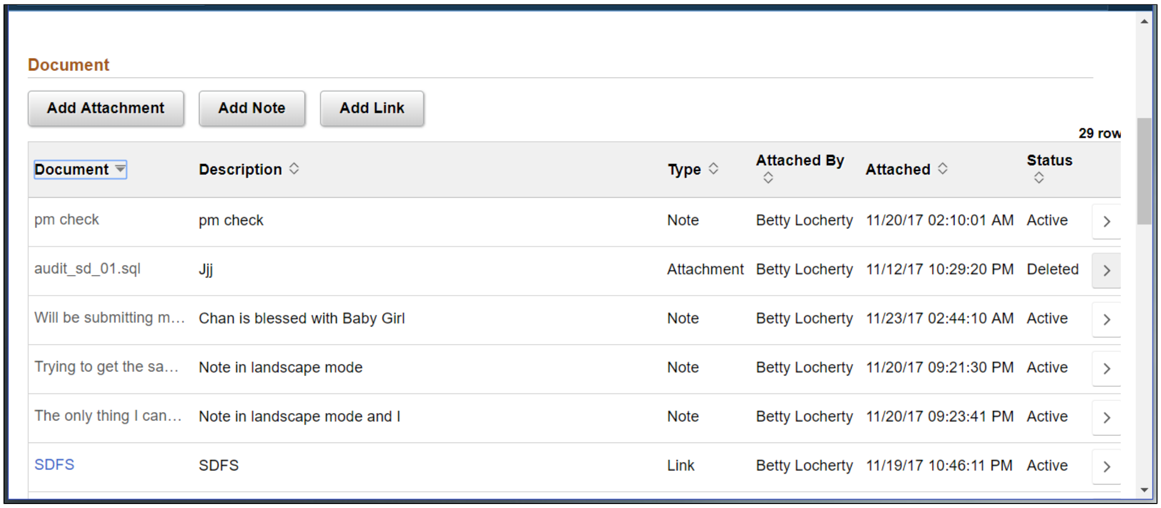
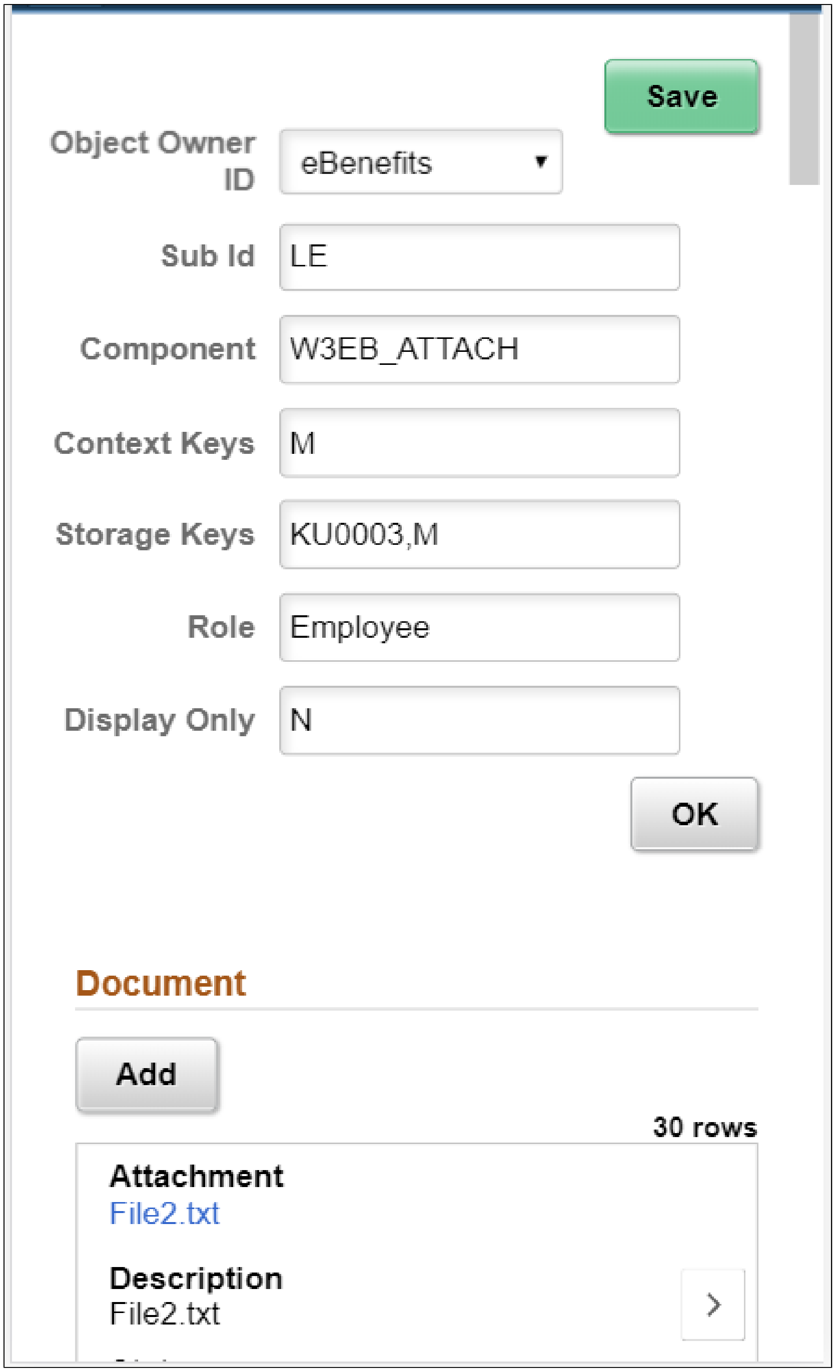


Image: (Smartphone) Document uploaded page.

This example illustrates the fields and controls of (Smartphone) Document uploaded page.



Chapter 39

Working with PeopleSoft Fluid WorkCenters

Understanding PeopleSoft Fluid WorkCenters

The PeopleSoft Fluid WorkCenter Framework is an Enterprise Components feature that allows system administrators to create WorkCenters that can be accessed using devices, such as:

- Smart Phones (SFF: small form factor).
- Tablets (MFF: medium form factor).
- Laptops, Desktops and some tablets. (LFF: large form factor)

PeopleSoft Fluid WorkCenters are designed for specific roles and provide a central area for users to access key components within PeopleSoft applications. They enable users to access various pages and perform daily tasks without leaving the WorkCenter.

Refer the "Configuring Pagelets" (PeopleSoft 9.2: Enterprise Components) to set up group boxes in PeopleSoft Fluid WorkCenters as a system administrator.

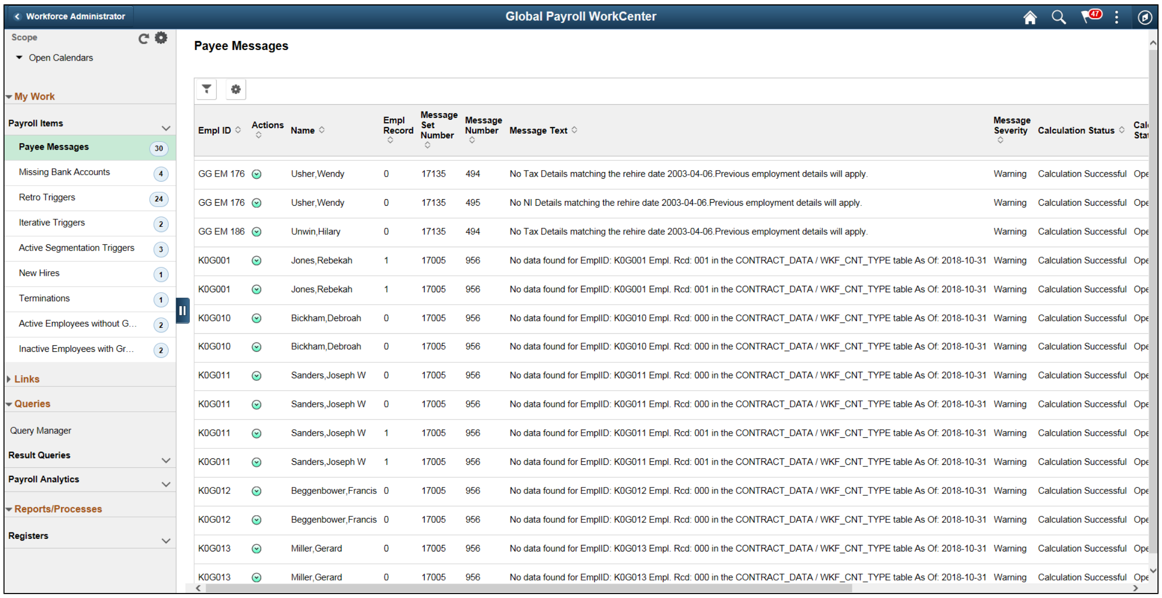
Example: Global Payroll WorkCenter Page

This example illustrates the Global Payroll WorkCenter landing page in PeopleSoft Fluid.

Note: Other PeopleSoft Fluid application-specific WorkCenters may appear slightly different. This is provided as a general example of a WorkCenter as it appears in PeopleSoft Fluid.

Image: Example: Global Payroll WorkCenter Page

This example illustrates the Global Payroll WorkCenter Page.



Setup, Maintenance, and Personalization

When setting up and maintaining a Fluid WorkCenter, setup options are defined at the system administrator level, and personalization options are defined at the user level.

System administrators must perform their setup first, using the Enterprise Components, WorkCenter/ Dashboards component.

As an administrator you can set up:

- Configuration IDs for WorkCenters
- The users who can access the Scope field on the WorkCenter.
- The order in which the group boxes appear, such as Links and My Work.
- The order in which the links appear within each group box.

For more information on administrator level set up, refer "Configuring Pagelets" (PeopleSoft 9.2: Enterprise Components) and "Configuring Filter Definitions and Values" (PeopleSoft 9.2: Enterprise Components)

End users perform their personalization options using the Display Options, Edit Filters, and Scope options in the Fluid WorkCenter.

For more information on user level personalization, refer Setting Up and Personalizing PeopleSoft Fluid WorkCenters

Setting Up and Personalizing PeopleSoft Fluid WorkCenters

This section discusses the user level personalization options available in PeopleSoft Fluid WorkCenters.

Pages Used to Set Up and Personalize PeopleSoft Fluid WorkCenters

Page Name	***Definition Name***	***Usage***
Personalize Page (Fluid)	EOWC_PERSONAL_FL	Personalize the display options for the group boxes in the WorkCenter.
Refine Filter Criteria Page	EOWC_EDITVIEWVA_FL	Select one or more criteria to narrow the search result.
Personalized Output Page	HWC_CONFIG_SCF	Modify the position of columns and to select the columns to be displayed as default for each work item.
Configure Scope Page	EOWC_EDITVIEWBY_FL	Personalize scope for the WorkCenter based on their specific requirements.
Create Scope Page	EOWC_EDITVIEWN_SCF	Create new scopes.

Personalize Page (Fluid)

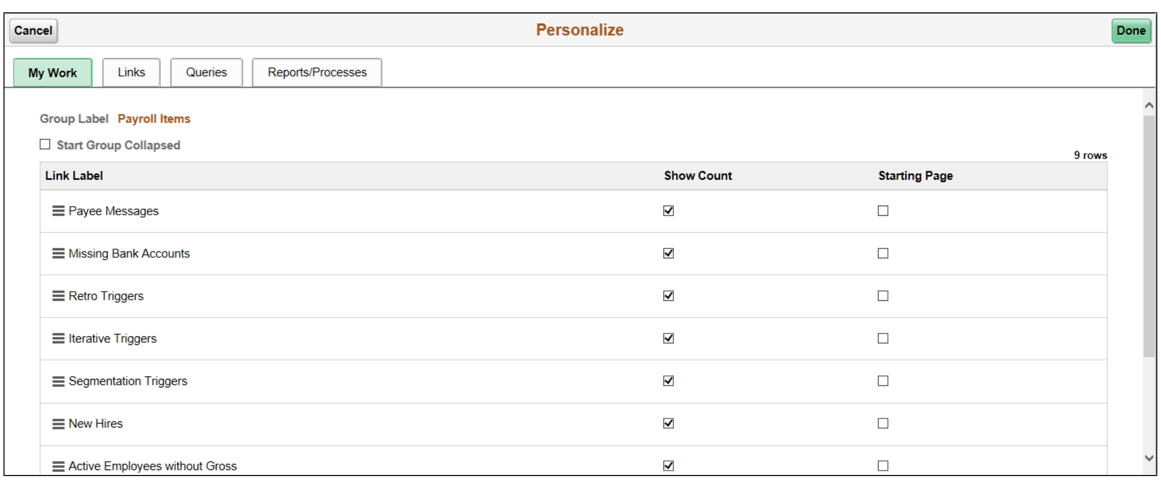
Use the Personalize page (EOWC_PERSONAL_FL) to personalize your display options for the group boxes in fluid WorkCenter.

Navigation

Select your WorkCenter Tile (Fluid). Click the Personalize icon in the left panel and then select the Personalize option.

Image: Personalize Page

This example illustrates the Personalize page.



The configured group boxes are displayed as tabs. As a user you can personalize each group box based on your requirement.

Start Group Collapsed	Select this check box if you want to view the Group Boxes as collapsed when you access the WorkCenter. By default, this check box is unchecked.
Show Count	Select the Show Count check box for the links for which you want the system to generate and show count indicators. By default, these check boxes are selected.
Starting Page	Select the Starting Page check box for the link that you want to display as the start page in the right panel.

For more information on adding links to group boxes, see "Configuring Pagelets" (PeopleSoft 9.2: Enterprise Components)

Refine Filter Criteria Page

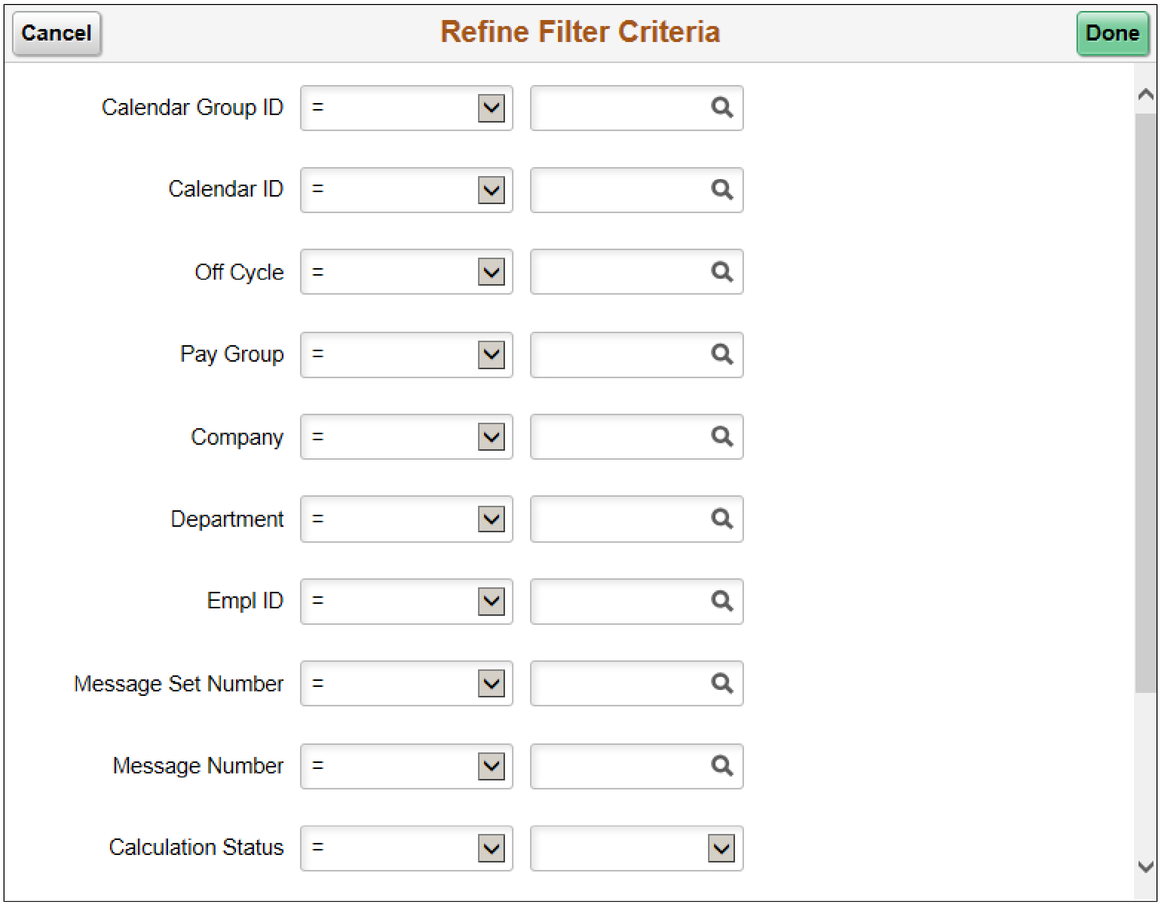
Use the Refine Filter Criteria page (EOWC_EDITVIEWVA_FL) to select one or more criteria to narrow the search result. The Filter icon appears green when filters have been applied to your search.

Navigation

Select your WorkCenter Tile (Fluid). Click the Filter icon in the right panel.

Image: Refine Filter Criteria Page

This example illustrates the Refine Filter Criteria page.



Note: Filters are not applicable for the left panel. The count displayed in the left panel remains the same irrespective of the filter applied.

Personalized Output Page

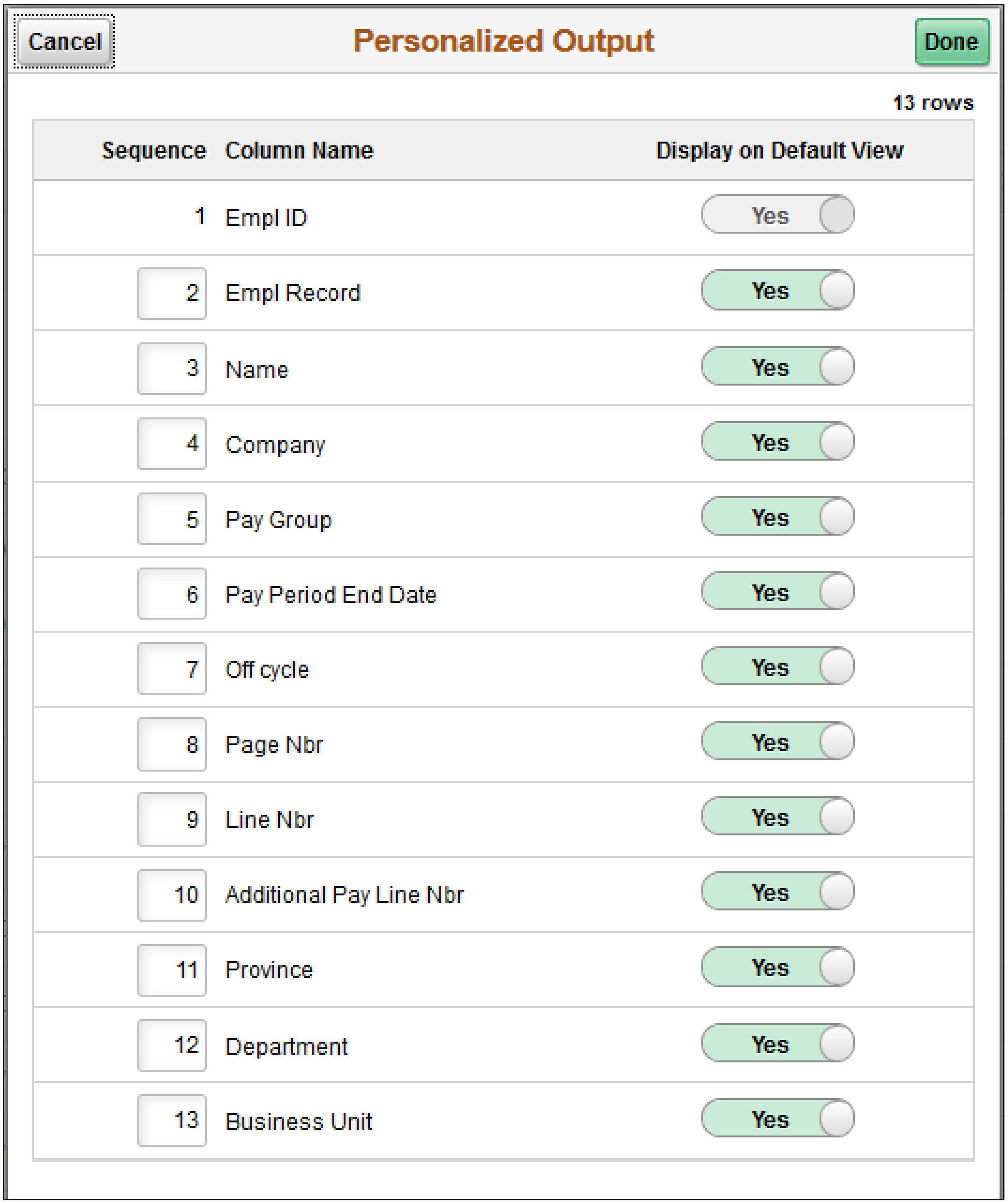
Use the Personalized Output page (HWC_CONFIG_SCF) to modify the position of columns and to select the columns to be displayed as default for each work item. This feature provides user the flexibility to personalize the columns and order of columns in right panel.

Navigation

Select your WorkCenter Tile (Fluid). Click the Personalized Output icon in the right panel.

Image: Personalized Output Page

This example illustrates the Personalized Output page.



Configure Scope Page

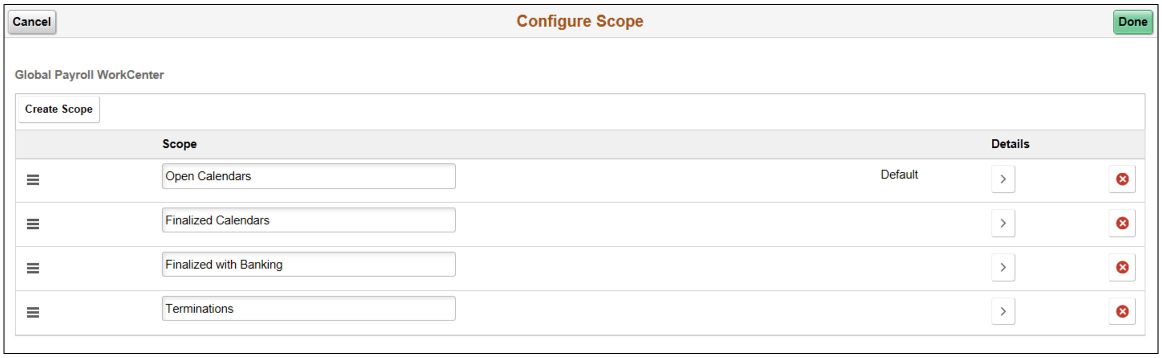
Use the Configure Scope page (EOWC_EDITVIEWBY_FL) to define personalized scope for the WorkCenter based on the specific requirements.

Navigation

Select your WorkCenter Tile (Fluid). Click the Personalize icon in the left panel and select the Configure Scope option.

Image: Configure Scope Page

This example illustrates the Configure Scope page.



This page lists the available scopes for the WorkCenter. You can view details of the existing scopes, delete and create new scopes. Use the Detail icon to view Common Exceptions and Audit Exceptions.

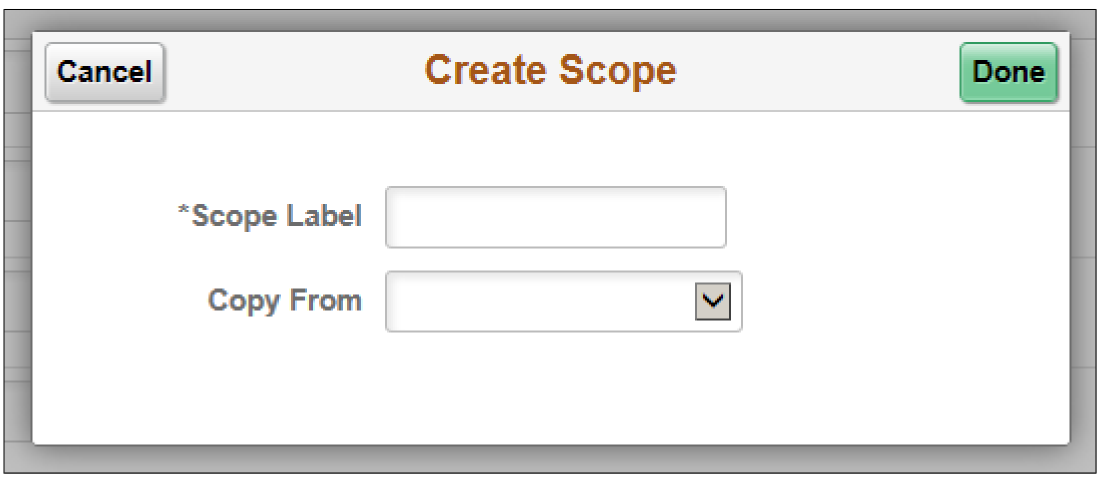
To create a new scope, click the Create Scope button.

Create Scope Page

Use the Create Scope modal page (EOWC_EDITVIEWN_SCF) to create new scopes.

Image: Create Scope Modal

This example illustrates the Create Scope modal page.



Scope Label	Enter a name for the new scope.
Copy From	You can copy the properties of an existing scope by selecting the required scope from the list.

Chapter 40

Understanding and Setting Up Classic Plus Pages for HCM

Understanding Classic Plus Setup for HCM

PeopleSoft Classic Plus feature provides you the ability to view the Classic components with fluid-like styling. Classic Plus styling is enabled on most of the application Classic Components.

Using the Classic Plus Setup page, System Administrators can quickly view the list of application components delivered as Classic Plus and enable/disable Classic Plus styling for multiple application Classic Components.

For more information on Classic Plus components and styling options, see the following PeopleTools documentation:

- PeopleTools: PeopleTools Components Delivered as Classic Plus
- PeopleTools: Configuring Branding System Options

Related Links

Setting Up Classic Plus for HCM

Setting Up Classic Plus for HCM

This section discusses on how to manage Classic Plus branding for application Classic components.

Page Used to Set Up Classic Plus for HCM

Page Name	***Definition Name***	***Usage***
Classic Plus Setup Page	EOCP_SETUP	View the list of application components delivered with Classic Plus style and also enable/disable Classic Plus styling for classic components.

Classic Plus Setup Page

Use the Classic Plus Setup page (EOCP_SETUP) to enable/disable Classic Plus feature in Classic components. You can also view the list of application components delivered as Classic Plus using this page.

Navigation

Enterprise Components > Common Utilities >Classic Plus Setup

Image: Classic Plus Setup page(1 or 2)

This example illustrates the fields and controls on the Classic Plus Setup page (1 of 2).

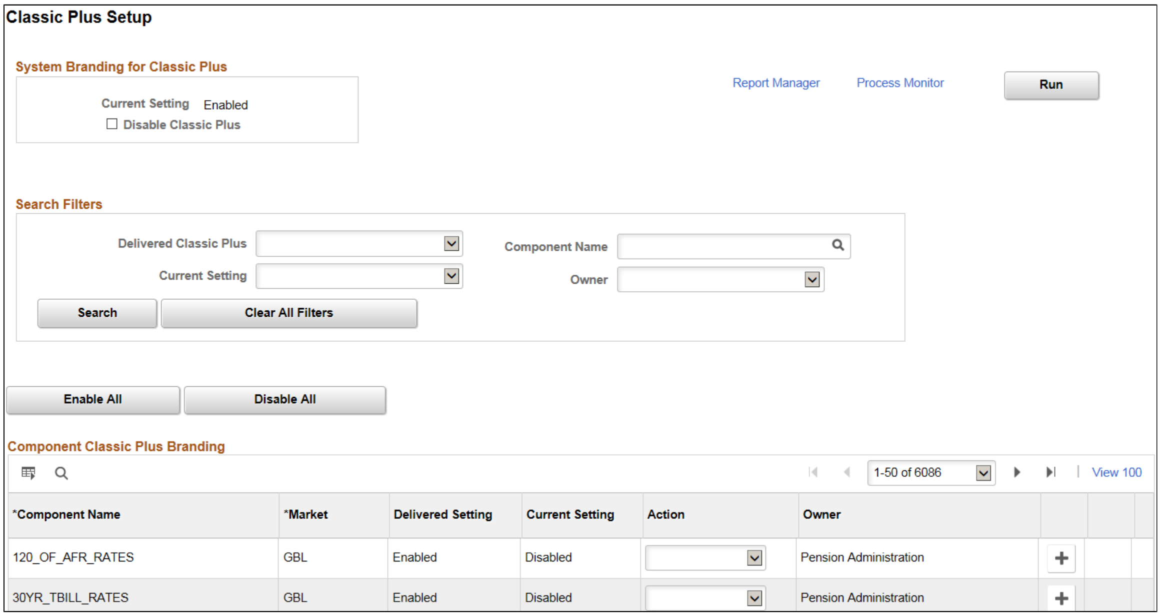


Image: Classic Plus Setup page(2 of 2)

This example illustrates the fields and controls on the Classic Plus Setup page (2 of 2).

System Branding for Classic Plus

Current Settings	Displays the current Classic Plus configuration status at system level (as given in the Branding System Options page). If the value in 'Theme Style Type' field is selected as "Fluid like theme for Classic" in PT Branding System Option page, then the current setting is displayed as *Enabled*, else the status will be displayed as *Disabled*.
Disable Classic Plus/ Enable Classic Plus	Select this option to disable/enable the Classic Plus feature at the system level.

Note: This field will be displayed based on the current system settings. For example, if the Classic Plus feature is enabled at system level, the field appears as 'Disable Classic Plus' .

Search Filters

Use the search option to filter the components using the following fields.

Delivered Classic Plus — Select *Enable* to have the system display all the delivered Classic Plus components.

Component Name — Select the required component to be displayed.

Current Setting — Opt to filter and display all the Class Plus enabled/disabled components.

Owner — Filter and display the components based on the PeopleSoft Application to which it belongs. For example, Base Benefits.

Enable All — Use this button to enable Classic Plus feature on all the components in the current grid results.

Disable All — Use this button to disable Classic Plus feature on all the components in the current grid results.

Component Classic Plus Branding

In the Component List grid, users can view or add components that they would want classic plus enabled or disabled.

Use the Add button to insert a new row in the grid. You can also delete the data that you have entered.

Component Name — Displays the name of the classic component.

Note: If you are adding data, select the classic component to be edited.

Market — Displays the market based on the selected component.

Delivered Setting — Indicates whether HCM has enabled classic plus styling for the delivered component or not.

Note: The field will not be set for custom components and the status appears as 'Disabled'.

Current Setting — Displays the current setting for the component.

Action — Select the action as *Enable* if you want to enable Classic Plus for a component.

Select action as Disableto disable Classic Plus for the component. If no change required, this field should be left blank

Owner	Displays the owner of the component.

Once the Actions are specified, the component should be saved and the Application Engine process associated with this component should be run.

Chapter 41

Working with the Self-Service Reporting Framework

Understanding the Self-Service Reporting Framework

It is inefficient for administrators to take on the responsibility of generating and manually distributing statutory reports for all employees. The Self-Service Reporting Framework enables administrators to provide employees with the ability to generate statutory reports through self-service.

The flexibility of this framework enables administrators to:

- Create report groups to categorize similar kind of reports.
- Control the display of reports on the self-service pagelet based on statutory and company requirements.
- Configure reports under various available report templates, which provide filter parameters that employees can select when they generate reports.
- Define and control report filters dynamically based on the existing BI Publisher report queries.

Employees access the enabled reports through a new Self Service Reports pagelet on their home page. They can enter parameters for the reports, generate them, and save them to their local drives.

Setting Up the Self-Service Reporting Framework

These topics discuss how to set up the self-service reporting framework.

Pages Used to Set Up the Self Service Reporting Framework

Page Name	***Definition Name***	***Usage***
Group Setup Page	HCSC_SS_RPT_GROUP	Define a group that you can use to map a cluster of reports to a country.
Enable Self-Service Reports Page	HCSC_SS_RPT_CNTL	Create report IDs for the reports you want to be available through self-service.
Configure Self-Service Reports Page	HCSC_SS_RPT_CNFG	Map existing reports developed in BI Publisher to report IDs.
Define Report Filters Page	HCSC_SS_RPT_FILTER	Define the parameters that employees can set when they generate self-service reports.

Page Name	***Definition Name***	***Usage***
Filter Field Values Page	HCSC_SS_RPTFLT_VAL	Define the field values for a report filter.
Refresh Report Security Page	HCSC_SS_RPT_SEC_RC	Update the Report Security Table.

Group Setup Page

Use the Group Setup page (HCSC_SS_RPT_GROUP) to define a group that you can use to map a cluster of reports to a country.

Navigation

Set Up HCM >Common Definitions >Self-Service Report Framework >Group Setup

Image: Group Setup page

This example illustrates the fields and controls on the Group Setup page.

Description — Enter a description for the report group. This description appears as a folder name in the Self-Service Reports pagelet.

Short Desc (short description) — Enter a short description for the report group.

Sequence — Enter a sequence for the report group. This field determines the order in which the report group appears in the Self-Service Reports pagelet if there are multiple report groups.

Enabled — Select to activate the report group. Deselect this check box to deactivate the report group.

Enable Self-Service Reports Page

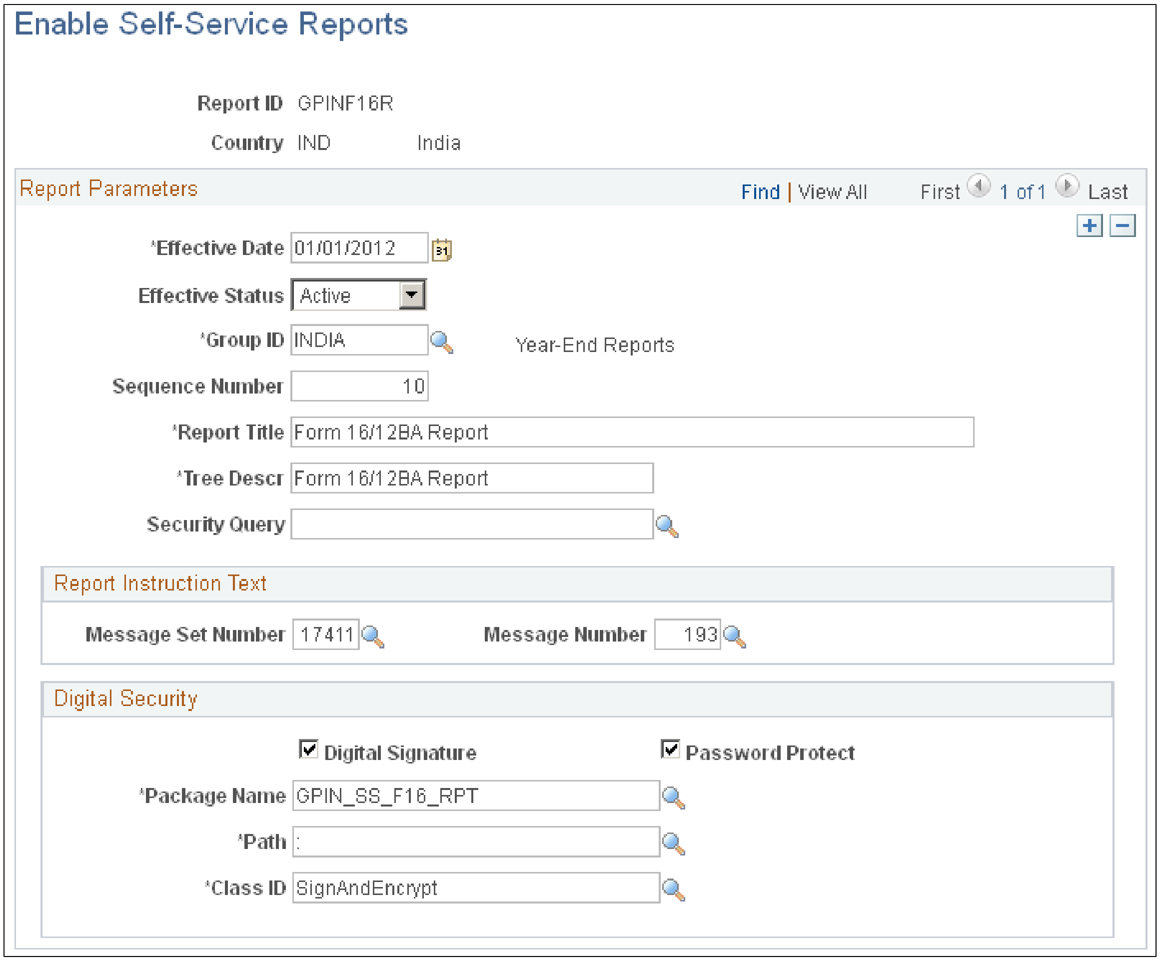
Use the Enable Self-Service Reports page (HCSC_SS_RPT_CNTL) to create report IDs for the reports you want to be available through self-service.

Navigation

Set Up HCM >Common Definitions >Self-Service Report Framework >Enable Self-Service Reports

Image: Enable Self-Service Reports page

This example illustrates the fields and controls on the Enable Self-Service Reports page.



Report Parameters

Effective Date and **Effective Status**

Enter the effective date and status of the report ID.

Group ID

Enter the ID of the report group to which you want to map the report.

Sequence Number

Enter a sequence number for the report. This field determines the order in which the reports appear within the report group if there are multiple reports.

Report Title

Enter a title for the report.

Tree Descr (tree description)

Enter the description that you want to appear for the report in the Self-Service Reports pagelet.

Security Query

If you want to restrict self-service generation of the report to a specific set of users you can define a query with the desired criteria and enter the query in this field.

You can create a security query based on employee or role. The query should return two columns: Value Indicator and the corresponding Value. For employee-based queries, the columns returned should be EMPLID and <employee ID value>. For role-based queries, the columns returned should be ROLENAME and <rolename>.

Note: These queries must be public.
For more information on defining queries, see the product documentation for *PeopleTools: Query*.

Report Instruction Text

Message Set Number and **Message Number**: Enter Message Set Number and Message Number for the instructional text you want to appear on the Statutory Reports page when the employee generates the report.

Digital Security

Digital Signature: Click to require a digital signature for the PDF document that the report generates.

Password Protect: Click to require a digital password for the PDF document that the report generates.

Sequence Number, Path, and **Class ID**: Enter the name, path, and class ID of the application package used to sign and encrypt the PDF document generated by the report.

Note: PeopleSoft delivers the base application package, HCSC_SS_PDFSIGN. Your implementation team must import this base application package into their custom application package to implement security. For more information on creating the custom application package, see the PeopleSoft Self-Service Report Framework red paper (doc ID 1564857.1) posted in My Oracle Support.

Configure Self-Service Reports Page

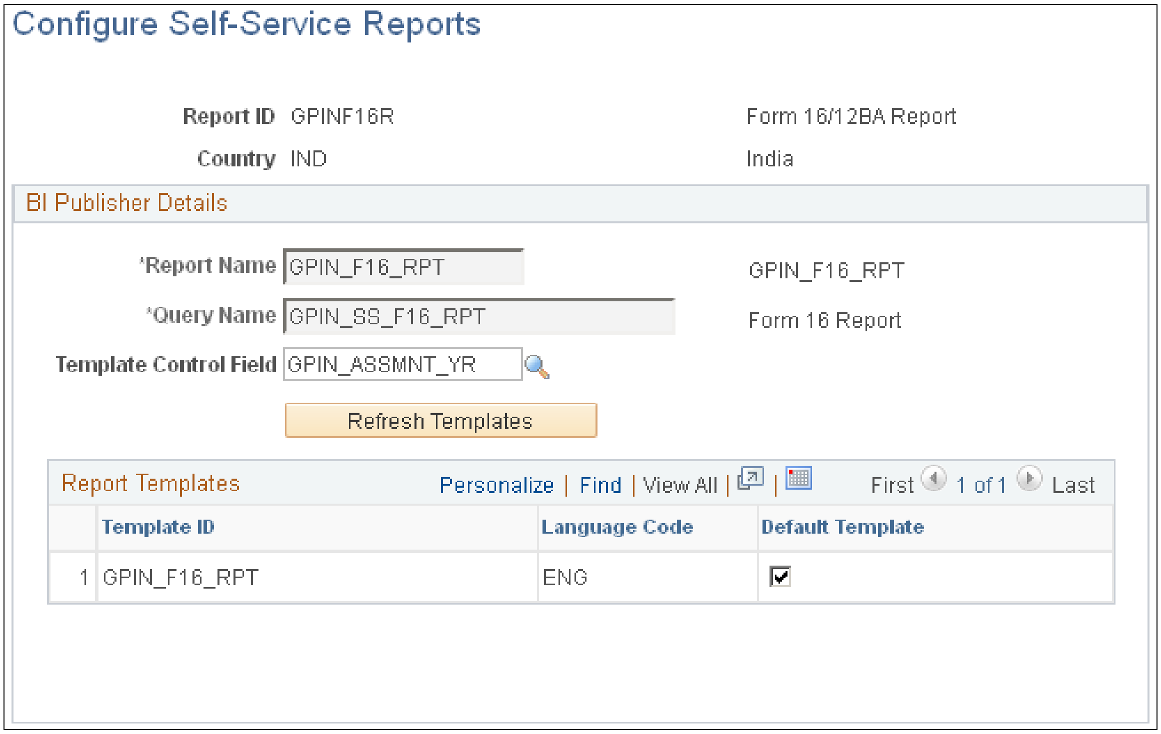
Use the Configure Self-Service Reports page (HCSC_SS_RPT_CNFG) to map existing reports developed in BI Publisher to report IDs.

Navigation

Set Up HCM >Common Definitions >Self-Service Report Framework >Configure Self-Service Reports

Image: Configure Self-Service Reports page

This example illustrates the fields and controls on the Configure Self-Service Reports page.



BI Publisher Details

Report Name

Select the name of the BI Publisher report that you want to map to the report ID.

Query Name

If the data source of the report you selected in the Report Name field is a query, the system populates the Query Name field with the PS query name.

If the data source of the selected report is XML, then you must select the PS query name in this field.

Note: The source queries must be public.

The value in this field controls the report filter fields that may be available when an employee generates the self-service reports.

Note: The Self-Service Reporting Framework does not currently support BI Publisher reports that use a Connected Query as a data source.

Template Control Field

Select the data source query prompt field name that you want to control the templates that the system uses to generate report output.

Refresh Templates

Click to populate the Report Templates grid with all of the templates defined for the report that you selected in the Report Name field.

Note: If changes have been made to the templates defined for a report after the last time this page was saved, then the next time you access the page for that report, you will receive a message prompting you to click the Refresh Templates button to update the Report Templates grid.

Report Templates

When you click the Refresh Templates button, the system populates this grids with the templates defined for the selected report.

Default Template

Select for a template to establish it as the default template for the report. You must select one default template for each template language available if the report includes multiple templates.

Define Report Filters Page

Use the Define Report Filters page (HCSC_SS_RPT_FILTER) to define the parameters that employees can set when they generate self-service reports.

Navigation

Set Up HCM >Common Definitions >Self-Service Report Framework >Define Report Filters

Image: Define Report Filters page (1 of 2)

This example illustrate the fields and controls on the Define Report Filters page.

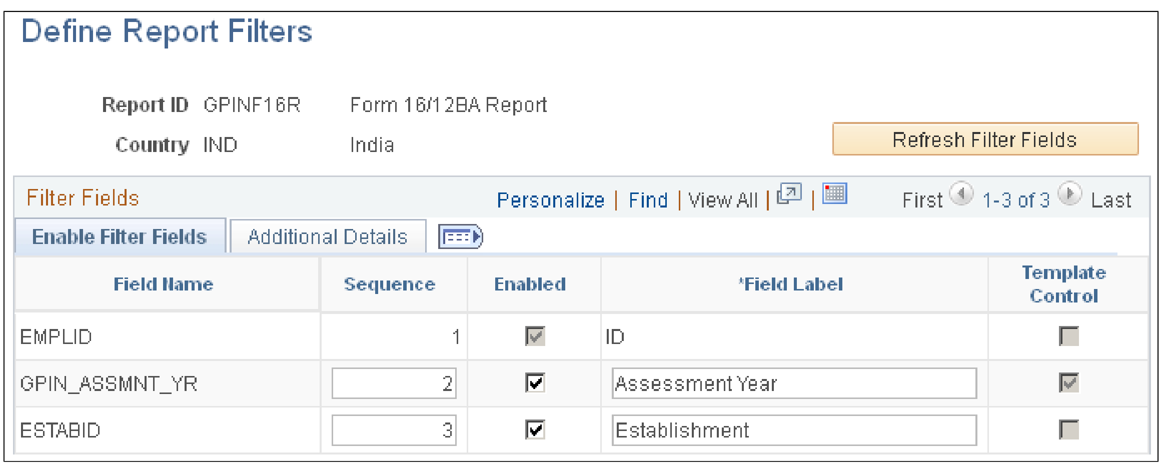
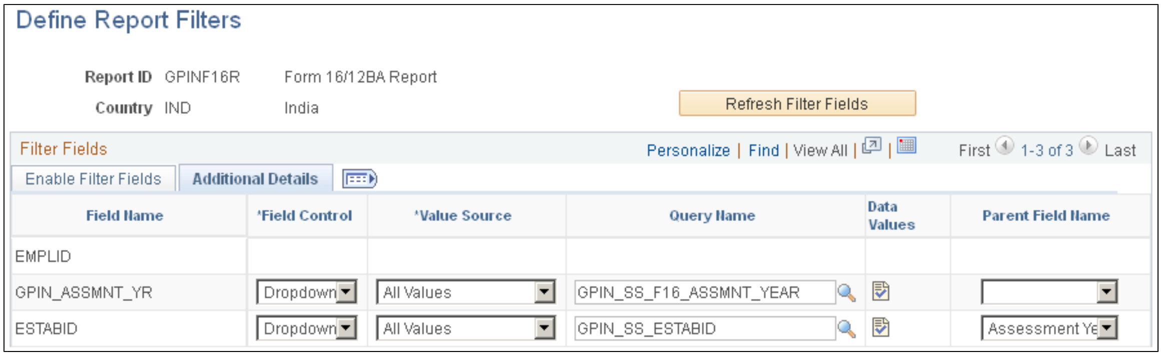


Image: Define Report Filters page (2 of 2)

This example illustrate the fields and controls on the Define Report Filters page.



Refresh Filter Fields Click to update the Filter Fields grid with the filter fields that are currently associated with the query selected for the report.

Enable Filter Fields Tab

Field Name Lists the names of the fields associated with the query.

Sequence Enter sequence numbers to determine the order in which the fields appear when an employee is selecting parameters for the report.

Enabled Select to make a field available as a report parameter that employees can define.

Field Label Enter a label for the report parameter.

Template Control Indicates that a field was defined as a template control field on the Configure Self-Service Reports page.

When this check box is selected, it provides the administrator the flexibility to define report templates for each value under the list of values for that particular filter field.

Additional Details Tab

Field Control Establish how this field is controlled when employees define the parameter. Values are: *Dropdown, Prompt,* and *As of Date.*

Value Source Select the source of the available values for the report parameter. Values are:

- *Adhoc Values:* Values are defined by the administrator on the Filter Field Values page.
- *All Values:* The system includes all available field values from the query.If you select *All Values*, the Refresh Report Security process refreshes all of the field values for the report. This reduces the amount of administrative

maintenance required for the report. See the product documentation for theRefresh Report Security Page.

- *Query:* You select the field values from among the query's available field values.

Query Name

Select the report filter query that determines the possible field values. This field is available only if you select *All Values* or *Query* in the Value Source field.

Note: The report filter query you select must be public.

Click to access the Filter Field Values page where you can define the field values for a report filter.

Parent Field Name

Enter the name of the parent field on which this field's values are dependent. When an employee selects a value for the parent field, it filters the values of the child field based on that selection.

Filter Field Values Page

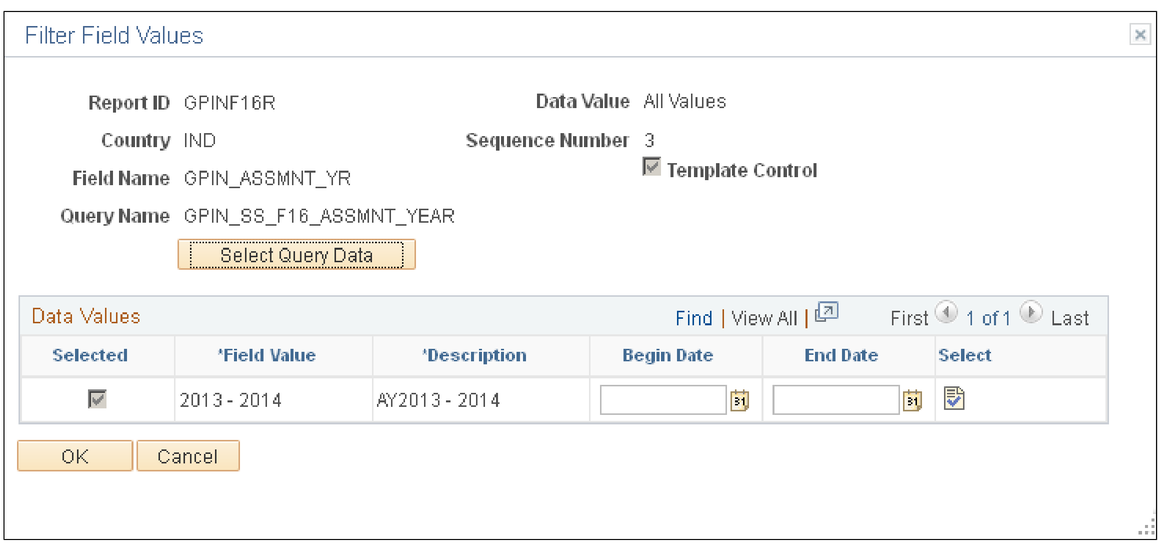
Use the Filter Field Values page (HCSC_SS_RPTFLT_VAL) to define the field values for a report filter.

Navigation

Set Up HCM >Common Definitions >Self-Service Report Framework >Filter Field Values

Image: Filter Field Values page

This example illustrates the fields and controls on the Filter Field Values page.



Note: The fields that appear and are available on this page depend on the value you select in the Value Source field on the Define Report Filters page.

Template Control

Indicates that the field was defined as a template control field on the Configure Self-Service Reports page.

Select Query Data

Click to populate the grid with all of the possible values for the field.

Selected

Select the check box next to the field values that you want available for the report filter. If you selected *All Values* in the Value Source field, all of the field values are selected.

Field Value

Enter the field value for the report filter. You can edit this field only if you selected *Adhoc* in the Value Source field.

Description

Enter a description of the field value. This is the value that the employee sees when selecting the report parameter.

Begin Date and **End Date**

Select the date range for which the report template is effective. These fields are available only for report filter fields with Template Control selected.

Click to access the Templates by filter Values page where you can select the template ID you want to use for the report filter.

Select All

Click to select the Selected check box for all field values in the grid.

Deselect All

Click to deselect the Selected check box for all field values in the grid.

Refresh Report Security Page

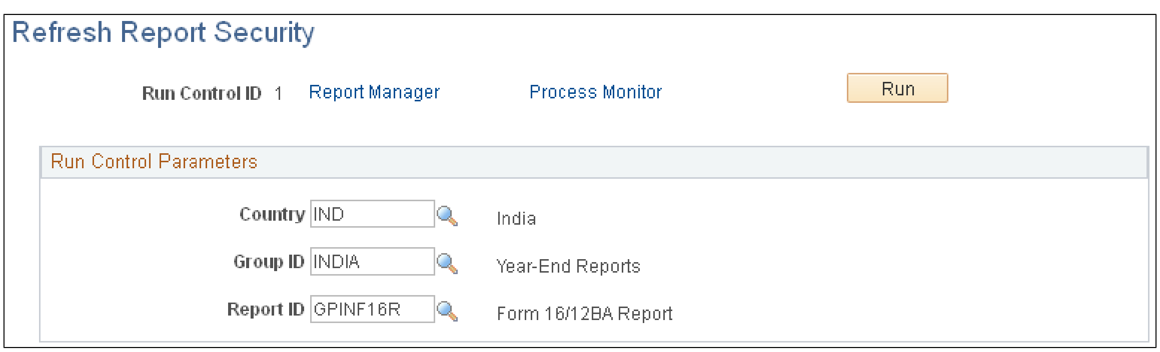
Use the Refresh Report Security page (HCSC_SS_ SEC_RC) to update the Report Security Table.

Navigation

Set Up HCM >Common Definitions >Self-Service Report Framework >Refresh Report Security

Image: Refresh Report Security page

This example illustrates the fields and controls on the Refresh Report Security page.



By default, a report is enabled for all users whose primary permission list country matches the country defined for the report ID on the Enable Self-Service Reports Page. You can also filter the users who are able to run the report by defining a security query for the report ID. The Refresh Report Security

(HCSC_RPTSEC) Application Engine (AE) process loads all of the security information for each report ID into a Report Security Table. It is recommended that you run this process daily to ensure the correct employee access to your reports.

Country	Select a country to run the report for a specific country. If you leave this field blank, the process runs for all countries.
Group ID	Enter a value to run the report for a specific group ID. If you leave this field blank, the process runs for all group IDs associated with the selected country. You can enter a value in this field only if you select a value in the Country field.
Report ID	Enter a value to run the report for a specific report ID. If you leave this field blank, the process runs for all report IDs associated with the selected group ID. You can enter a value in this field only if you select a value in the Group ID field.

Generating and Viewing Self-Service Reports

The Self-Service Reports pagelet appears for employees on their home page. The landing page used in the pagelet to display the tree is HCSC_SS_RPT_LNDTRE.

Image: Self Service Reports pagelet

This is an example of the Self Service Reports pagelet.

Each folder in this pagelet represents a report group. If you expand the report group, you can see all of the reports that are enabled for the employee to generate. Click a link for a self-service report to access the Statutory Reports page where you can enter parameters for the report and generate it.

Page Used to Generate and View Self-Service Reports

Page Name	***Definition Name***	***Usage***
Statutory Reports Page	HCSC_SS_RPT	Generate a self-service statutory report.

Statutory Reports Page

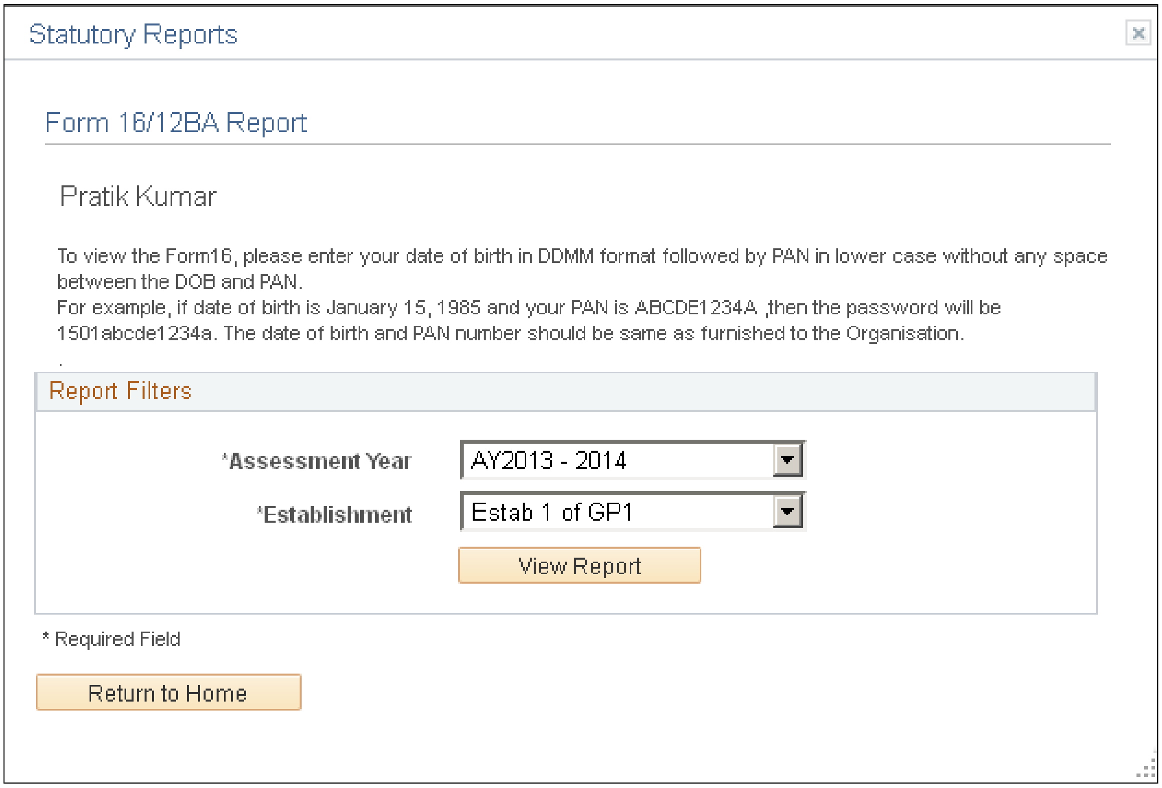
Use the Statutory Reports page (HCSC_SS_RPT) to generate a self-service statutory report.

Navigation

Click a self-service report link in the Self-Service Reports pagelet.

Image: Statutory Reports page

This example illustrates the fields and controls on the Statutory Reports page.



The instructions that appear on this page are defined on the Enable Self-Service Reports Page.

Report Filters

Select any report parameters that are available for you to define. The fields that appear in this group box are defined on the Define Report Filters Page.

Click the View Report button to generate the report. The report generates a PDF document in a separate window of your browser.

Chapter 42

Working with Guided Processes

Understanding the Guided Process Framework

The Guided Process framework leverages PeopleTools Activity Guide technology, which enables you to define a series of actions or steps that users complete within a specific business process through a workcenter. For more information about activity guides, see the product documentation for *PeopleTools: Portal Technology*.

The Guided Process framework provides a simplified way to configure and implement activity guides and it has its own distinct table structure, components, and pages:

- The Define Guided Process Template component (GDP_TEMPLATE_TBL) enables you to create and modify guided processes.

  Note: When you create a guided process template, the system also creates a PeopleTools activity guide template using the PeopleTools Activity Guide application process integration (API).

- The Guided Process Clone Utility component (GDP_CLONE) enables you to clone existing guided processes that you can then reconfigure for a different business process.
- The Guided Process Summary pagelet (GDP_SUMMARY_PGLT) enables you to start new guided processes, continue existing guided processes, and view information about existing guided process instances. Users access this pagelet through dashboards to which it has been added.
- The Select Guided Process component (GDP_SELECT_PRCS) also enables you to start and continue guided processes.

  Note: You can use this component only for guided processes that have OPRID as the only context key field.

Related Links

Setting Up Guided Processes
Cloning Guided Processes
Running Guided Processes

Setting Up Guided Processes

Create and update guided processes using the pages of the Define Guided Process Template component (GDP_TEMPLATE_TBL).

Pages Used to Set Up Guided Processes

Page Name	Definition Name	Usage
Define Guided Process - General Page	GDP_TMPL_GNRL	Define general information for a guided process template.
Define Guided Process - Properties Page	GDP_TMPL_PROP	Define the navigation buttons, member privileges, and context data for a guided process template.
View Button Message Page	GDP_TMPL_BTN_MSG	View and update the message that the system displays when a user clicks a navigation button.
Define Guided Process - Action Items Page	GDP_TMPL_ITEMS	Define the steps in the guided process where the user is expected to perform an action.
Edit Action Properties Page	GDP_TMPL_ACTN_PROP	Define the properties for an action item including the related content service associated with the action item.
Edit Action Post Processing Page	GDP_TMPL_ACTN_APKG	Define any post processing that occurs when an action step is saved.
Edit Action Question Page	GDP_TMPL_ACTN_QSTN	Create a yes or no question that the user answers to determine whether or not the action item should be included in the guided process.
Edit Action Data Page	GDP_TMPL_ACTN_DATA	Define data for an action item.
Edit Action Dependencies Page	GDP_TMPL_ACTN_DEP	Define dependencies for an action item.
Edit Action Page Text Page	GDP_TMPL_ACTN_PGT	Define the page text for an action item.
Define Guided Process - View Summary Page	GDP_TMPL_ITEMS_VW	View a display of all the action item configurations for a guided process template.

Define Guided Process - General Page

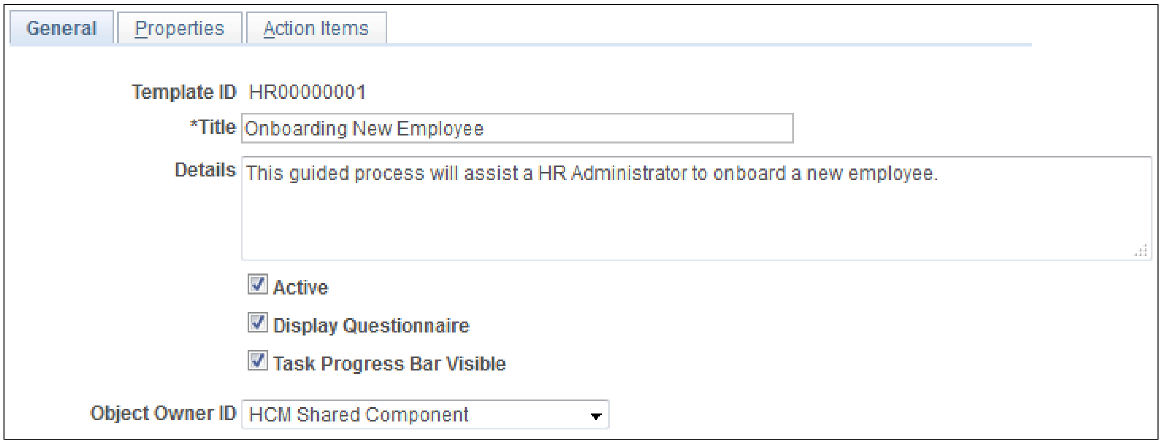
Use the Define Guided Process - General page (GDP_TMPL_GNRL) to define general information for a guided process template.

Navigation

Set Up HCM > Common Definitions > Guided Process >Define Guided Process Template

Image: Define Guided Process - General page

This example illustrates the fields and controls on the Define Guided Process - General page.



Template ID

Displays the unique ID of the guided process template. You define this ID when you add a new template.

Title

Enter a title for the guided process.

Details

Enter a description of what the guided process accomplishes.

Active

Select to activate the guided process. Only active guided processes are available to run.

Display Questionnaire

Select to display the Guided Process Questionnaire when a user initiates the guided process.

Task Progress Bar Visible

Select to display the task progress bar at the top of the pagelet area of the Guided Process Workcenter.

Object Owner ID

Select the owner of the guided process. The owner ID helps determine the team that created or modified the object. You can define unique owner IDs for your organization by entering field translate values for the OBJECTOWNERID field using PeopleSoft Application Designer.

For more information about object owner IDs, see the product documentation for *PeopleTools: Application Designer Developer's Guide*.

Define Guided Process - Properties Page

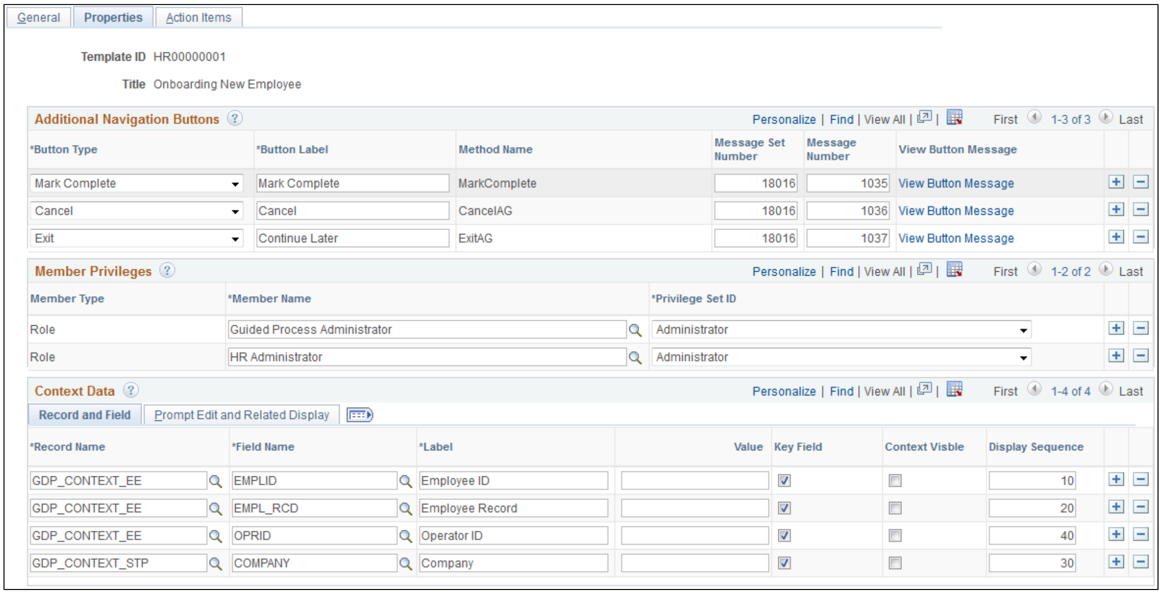
Use the Define Guided Process - Properties page (GDP_TMPL_PROP) to define the navigation buttons, member privileges, and context data for a guided process template.

Navigation

Set Up HCM > Common Definitions > Guided Process >Define Guided Process Template >Properties

Image: Define Guided Process - Properties page

This example illustrates the fields and controls on the Define Guided Process - Properties page.



Additional Navigation Buttons

Specify the additional navigation buttons that appear next to the Previous and Next buttons in the navigation subpage area of the Guided Process Workcenter.

Button Type

Select the type of button you want to add. Values are:

- Mark Complete
- Cancel
- Exit

Note: When you select a button type, the system populates the Button Label, Message Set Number, and Message Number fields with the default values associated with that button type. You can edit these default values.

Button Label

Enter the label for the navigation button.

Method Name

Displays the method that contains the logic that the system executes for the navigation button.

Message Set Number and **Message Number**

Enter the set and message number of the message you want associated with the navigation button.

View Button Message

Click to access the View Button Message Page where you can

Member Privileges

Define which user roles have access to the guided process and what type of access they have.

Member Name — Enter the user role to which you want to grant member privileges.

Privilege Set ID — Select the level of member privileges you want the user role to have. Values are:

- *Administrator:* Enables users with the selected role to create and edit guided process templates, and start and delete instances of guided processes.

  Note: Before you can save a guided process template, you must assign the *Administrator* privilege to at least one user role.

- *Contributor:* Enables users with the selected role to start and delete instance of the guided processes.
- *Viewer:* Enables users with the selected role to view guided process templates only. They cannot edit them.

Context Data: Record and Field Tab

Use the fields in this tab to define the context key fields that the system uses to uniquely identify a guided process instance. You must designate the unique fields as keys.

Note: You can define a maximum of five context key fields for a guided process template.

Record Name — Enter the record name for the context data.

Field Name — Enter the field name for the context data.

Label — Enter the label that the system displays for the context record and field.

Value — Enter a static value for the context record and field.

Key Field — Select to indicate that the context record and field are keys that the system uses to uniquely identify instances generated using the guided process template.

Context Visible — Select to make the context record, field, and value visible in the pagelet area of the guided process workcenter.

Display Sequence — Enter a value to determine the order in which the fields appear on the Start Guided Process page if they are set up as prompts in which the user enters guided process parameters.

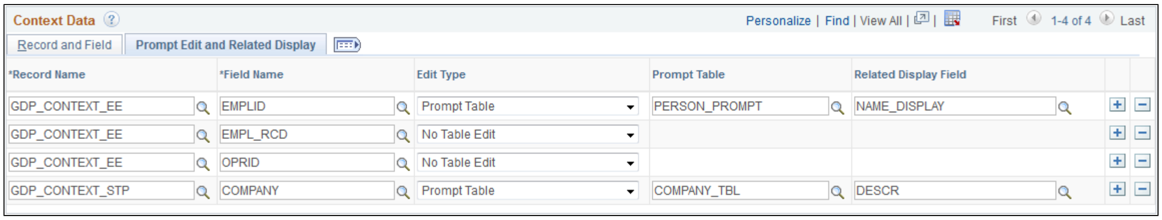
Context Data: Prompt Edit and Related Display Tab

Use the fields in this tab to define how the system uses context data to prompt users to enter parameters for a guided process.

Note: Not all context fields listed in this grid prompt users for a value at the beginning of a guided process. For example, OPRID is already determined by the user's login credentials, so the system already has an established value for that context field.

Image: Context Data: Prompt Edit and Related Display tab

This example illustrates the fields and controls on the Context Data: Prompt Edit and Related Display tab.



Edit Type

Select the type of edit that the system uses to determine valid values for the context field. Values are:

- *Prompt Table:* Select to have users select a field value from a prompt table.

  When you select this value, you must enter values in the Prompt Table and Related Display Field.

- *Translate Value:* Select to have users select a field value from a defined list of translate values.
- *Yes/No:* Select to have users select a value of *Yes* or *No* for the context field.
- *No Table Edit:* Select to have no defined valid values for the context field.

Prompt Table

Enter the prompt table from which users select a context field value.

Related Display Field

Enter the field that the system uses to determine the displayed description for the valid value selected from the prompt table.

View Button Message Page

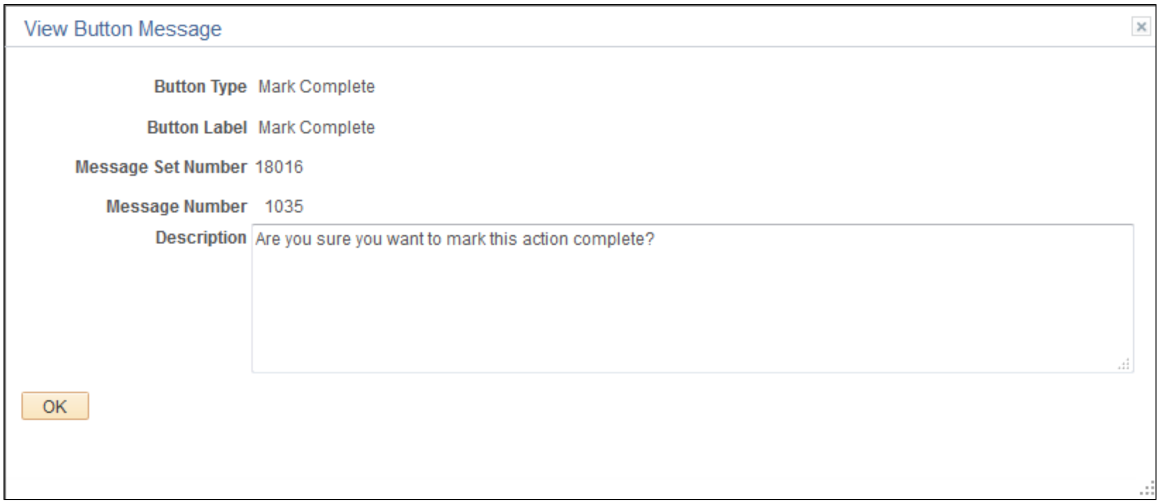
Use the View Button Message page (GDP_TMPL_BTN_MSG) to view and update the message that the system displays when a user clicks a navigation button..

Navigation

Click the View Button Message link on the Define Guided Process - Properties page.

Image: View Button Message page

This example illustrates the fields and controls on the View Button Message page.



Description Edit the message that the system displays when a user clicks the associated navigation button.

Define Guided Process - Action Items Page

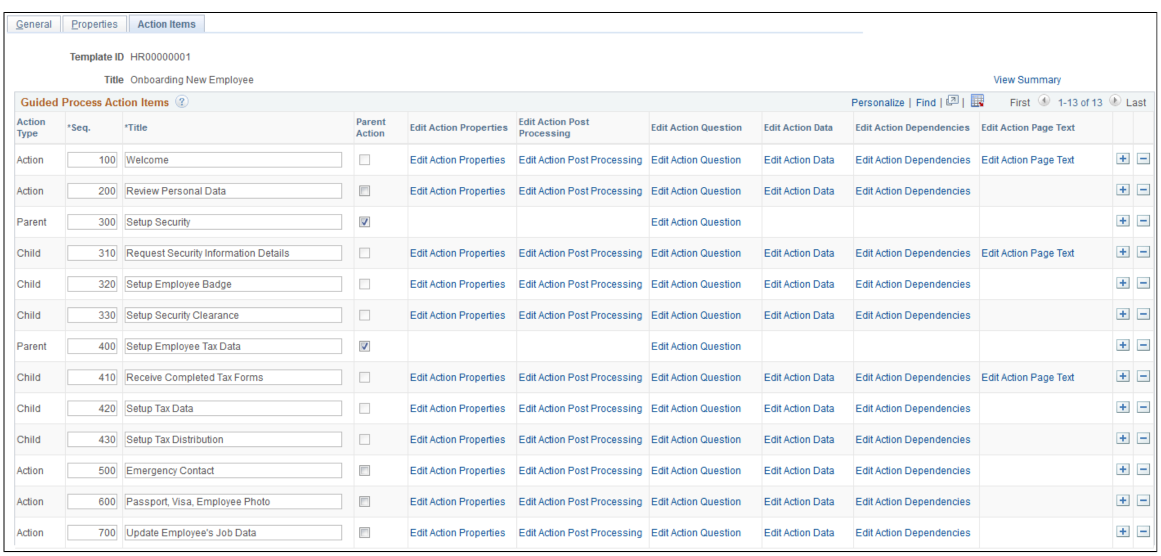
Use the Define Guided Process - Action Items page (GDP_TMPL_ITEMS) to define the steps in the guided process where the user is expected to perform an action.

Navigation

Set Up HCM > Common Definitions > Guided Process >Define Guided Process Template >Action Items

Image: Define Guided Process - Action Items page

This example illustrates the fields and controls on the Define Guided Process - Action Items page.



Action Type	Displays the type of action item. Valid values are: • *Action:* This is the default action type. • *Parent:* Indicates that the action type is a parent of grouped child actions. When you select the Parent Action check box for an action item, its action type becomes *Parent*. • *Child:* Indicates that the action type is a part of a group of actions under parent action. When you select a Parent Action for an action item on the Edit Action Properties Page, its action type becomes *Child.*
Sequence	Enter a number to determine the order of the action item in the guided process.
Title	Enter a descriptive title for the action item.
Parent Action	Select to designate an action item as a parent action under which child actions are grouped. When you select this check box, the action type of the action item becomes *Parent*. Additionally, the Edit Action Properties, Edit Action Post Processing, Edit Action Data, and Edit Action Dependencies links become unavailable for the action type.
Edit Action Properties	Click to access the Edit Action Properties Page for an action item.
Edit Action Post Processing	Click to access the Edit Action Post Processing Page for an action item.
Edit Action Question	Click to access the Edit Action Question Page for an action item.
Edit Action Data	Click to access the Edit Action Data Page for an action item.
Edit Action Dependencies	Click to access the Edit Action Dependencies Page for an action item.
Edit Action Page Text	Click to access theEdit Action Page Text Page for an action item. **Note:** This link is available for an action item only if the service ID for its related content service is defined as GDP_ WELCOME or GDP_INFO on the Edit Action Properties Page.

Edit Action Properties Page

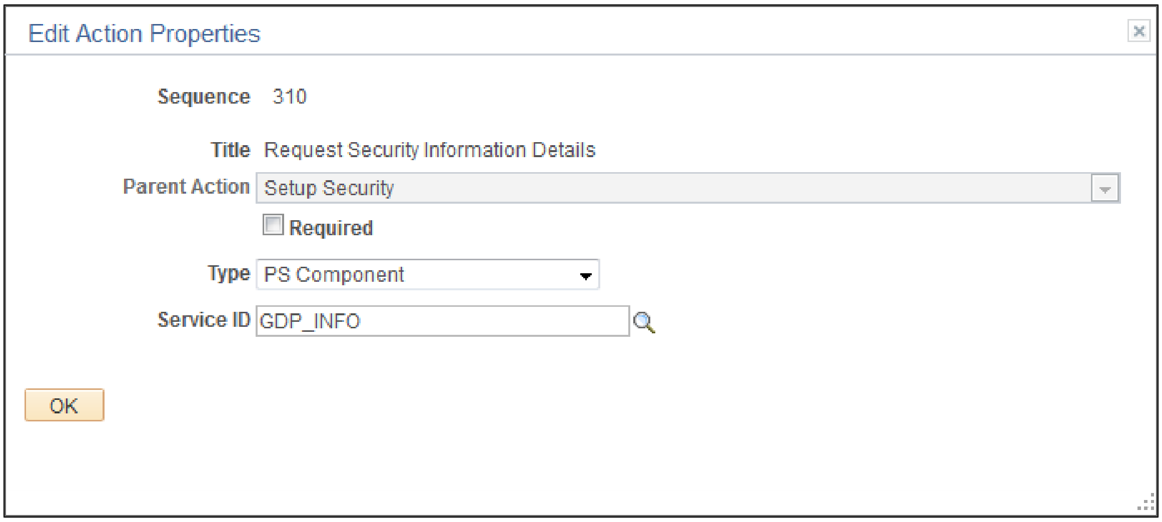
Use the Edit Action Properties page (GDP_TMPL_ACTN_PROP) to define the properties for an action item including the related content service associated with the action item.

Navigation

Click the Edit Action Properties link on the Define Guided Process - Action Items page.

Image: Edit Action Properties page

This example illustrates the fields and controls on the Edit Action Properties page.



Parent Action

For child actions, select the parent action to which you want to associate it.

Note: Once you save a guided process template, this field becomes unavailable to edit for all child actions. If you want to change this value for a child action after saving the template, you have to delete the child action and insert a new one to replace it.

Required

Select to make the action item required in the guided process.

Type

Select the type of related content service you want to associate with the action item. Valid values are:

- App Class
- Manual
- Non PeopleSoft URL
- PS Component
- PS Query
- PS Script

For more information on related content services, see the product documentation for *PeopleTools: Portal Technology*.

Service ID

Enter the ID of the related content service that you want to associate with the action item. For example, if you select *PS*

Component in the Type field, use this field to enter the object ID of the component you want users to access for the action type.

Edit Action Post Processing Page

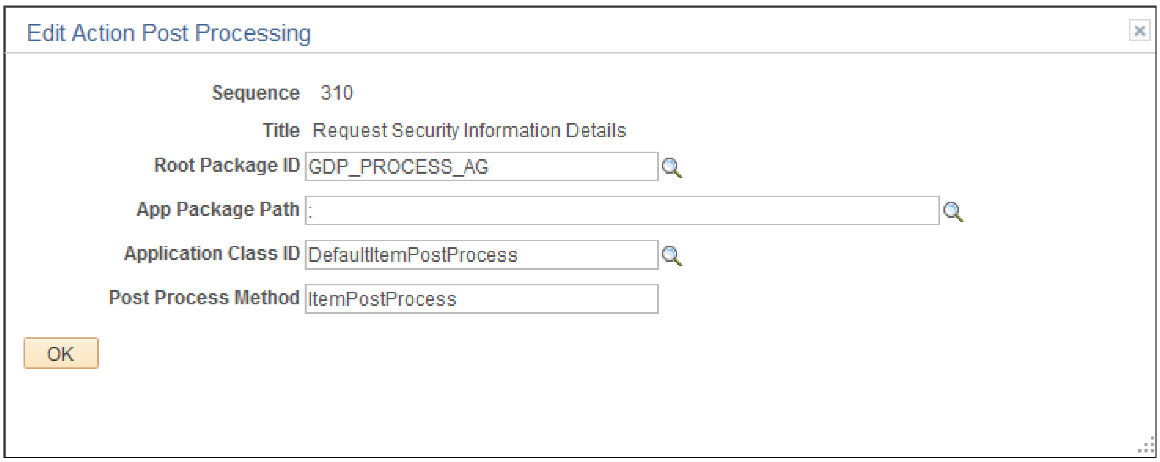
Use the Edit Action Post Processing page (GDP_TMPL_ACTN_APKG) to define any post processing that occurs when an action step is saved.

Navigation

Click the Edit Action Post Processing link on the Define Guided Process - Action Items page.

Image: Edit Action Post Processing page

This example illustrates the fields and controls on the Edit Action Post Processing page.



Use this page to enter any post processing that you want the system to perform after the user completes the task associated with the action item. The default values for the fields on this page include logic to update the status of the action item to *Complete* when the component is saved. Changes these default values if you want to associate additional or different post processing logic with the action step.

Root Package ID

Enter the root application package ID where the post process method resides.

Note: For action items that do not have the *Parent* action type, the default value for this field is *GDP_PROCESS_AG*.

App Package Path

Enter the path to the application class where the post process method resides.

Note: For action items that do not have the *Parent* action type, the default value for this field is *:*.

Application Class ID

Enter the class ID where the post process method resides.

Note: For action items that do not have the *Parent* action type, the default value for this field is *DefaultItemPostProcess*.

Post Process Method

Enter the name of the post process method.

Note: For action items that do not have the *Parent* action type, the default value for this field is *ItemPostProcess*.

Edit Action Question Page

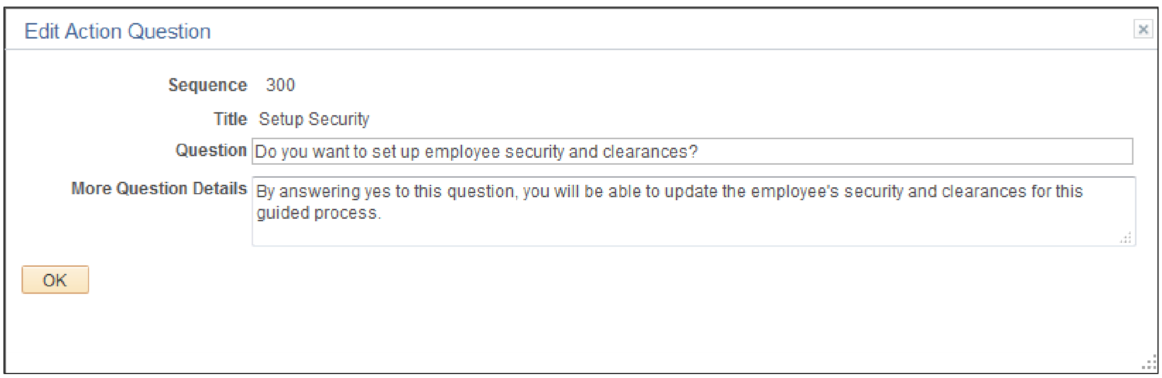
Use the Edit Action Question page (GDP_TMPL_ACTN_QSTN) to create a yes or no question that the user answers to determine whether or not the action item should be included in the guided process.

Navigation

Click the Edit Action Question link on the Define Guided Process - Action Items page.

Image: Edit Action Question page

This example illustrates the fields and controls on the Edit Action Question page.



Use this page to create a yes or no question that appears on the Guided Process Questionnaire when a user starts the guided process. If the user selects *Yes* for a question, the associated action item and all of its child items are included in the guided process. If the user selects *No* for a question, the associated action item and all of its child items are excluded from the guided process.

Question

Enter the yes or no question used to determine whether the user wants to include or exclude the action item.

More Question Details

Enter a description that assists the user to understand the ramifications of answering the question.

Edit Action Data Page

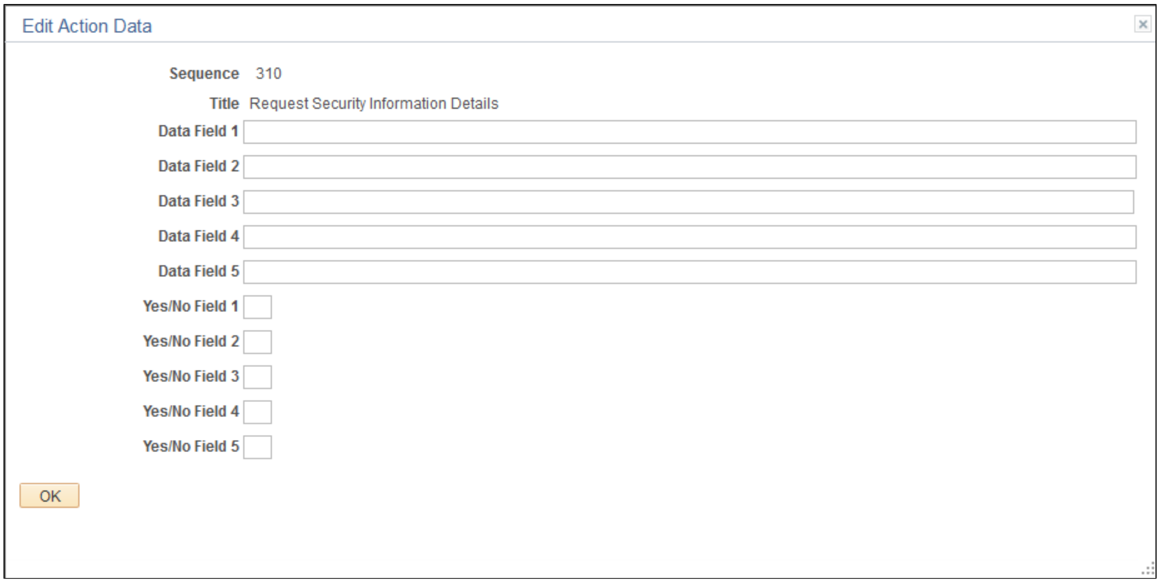
Use the Edit Action Data page (GDP_TMPL_ACTN_DATA) to define data for an action item.

Navigation

Click the Edit Action Data link on the Define Guided Process - Action Items page.

Image: Edit Action Data page

This example illustrates the fields and controls on the Edit Action Data page.



Use this page to store related data that the action item uses. For example, you can specify data to populate the details for an integration request action item.

Data Field 1 through **Data Field 5**	Enter any data entry fields that you want to associate with the action item.
Yes/No Field 1 through **Yes/No Field 5**	Enter any yes or no fields that you want to associate with the action item.

Edit Action Dependencies Page

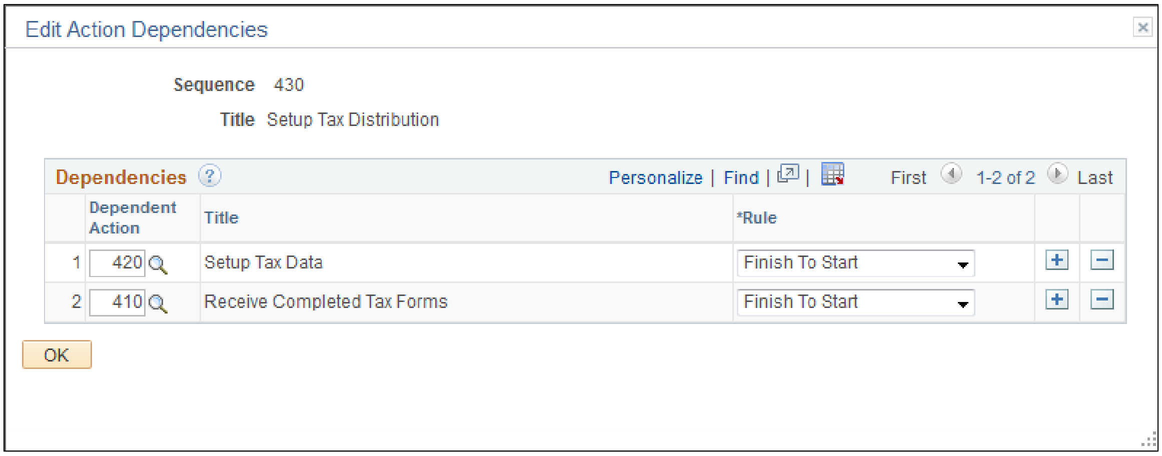
Use the Edit Action Dependencies page (GDP_TMPL_ACTN_DEP) to define dependencies for an action item.

Navigation

Click the Edit Action Dependencies link on the Define Guided Process - Action Items page.

Image: Edit Action Dependencies page

This example illustrates the fields and controls on the Edit Action Dependencies page.



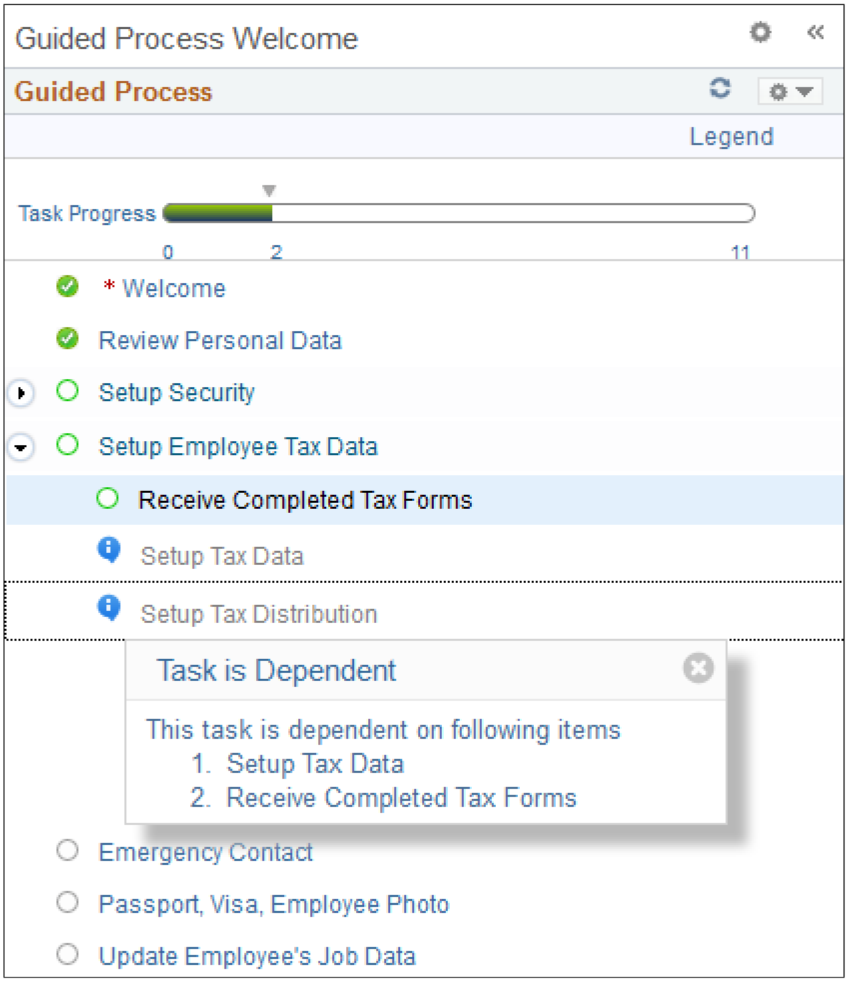
Use this page to set up one or more dependencies for an action item. In this example, users cannot complete the Setup Tax Distribution action until they have first completed the Receive Completed Tax Forms and Setup Tax Data action items.

Dependent Action	Enter the sequence number of the action upon which this action item is dependent.
Title	Displays the title of the selected action.
Rule	Enter a value of *Finish To Start*.

Example of Action Item Dependencies in the Guided Process Workcenter

Image: Example of Action Item Dependencies in the Guided Process Workcenter

This example illustrates how action item dependencies appear in the Guided Process Workcenter pagelet area.



Edit Action Page Text Page

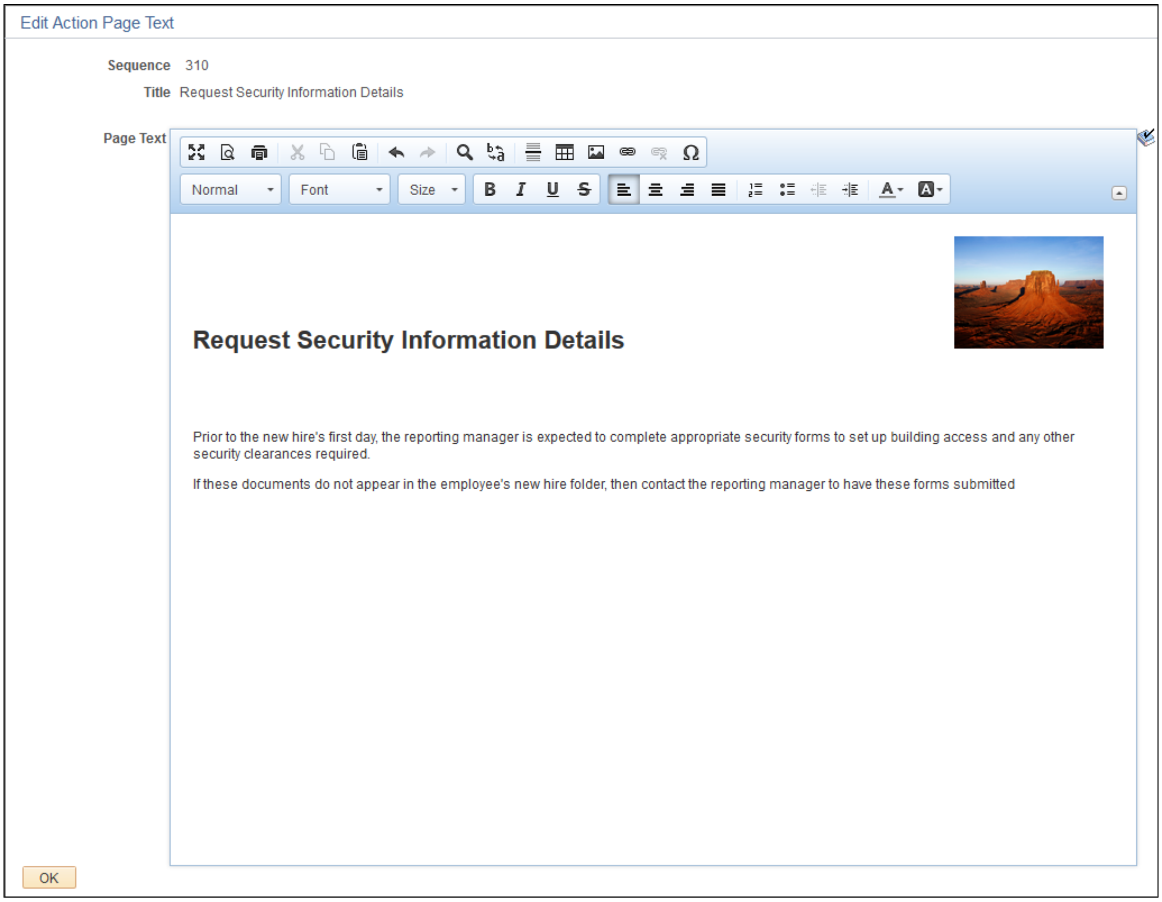
Use the Edit Action Page Text page (GDP_TMPL_ACTN_PGT) to define the page text for an action item.

Navigation

Click the Edit Action Page Text link on the Define Guided Process - Action Items page.

Image: Edit Action Page Text page

This example illustrates the fields and controls on the Edit Action Page Text page.



Use the rich text editor on this page to enter the text and images that display for the action item in the target content area of the Guided Process Workcenter.

Note: This page is available for an action item only if the service ID for its related content service is defined as GDP_WELCOME or GDP_INFO on the Edit Action Properties Page.

Define Guided Process - View Summary Page

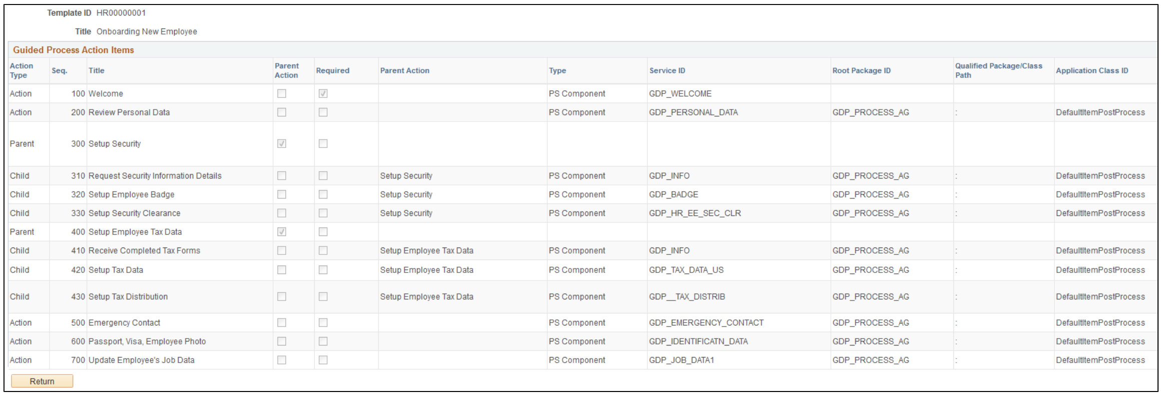
Use the Define Guided Process - View Summary page (GDP_TMPL_ITEMS_VW) to view a display of all the action item configurations for a guided process template.

Navigation

Click the View Summary link on the Define Guided Process - Action Items page.

Image: Define Guided Process - View Summary page

This example illustrates the fields and controls on the Define Guided Process - View Summary page.



Template ID HR00000001

Title Onboarding New Employee

Guided Process Action Items

Action Type	Seq.	Title	Parent Action	Required	Parent Action	Type	Service ID	Root Package ID	Qualified Package/Class Path	Application Class ID
Action	100	Welcome	☐	☑		PS Component	GDP_WELCOME			
Action	200	Review Personal Data	☐	☐		PS Component	GDP_PERSONAL_DATA	GDP_PROCESS_AG	:	DefaultItemPostProcess
Parent	300	Setup Security	☑	☐						
Child	310	Request Security Information Details	☐	☐	Setup Security	PS Component	GDP_INFO	GDP_PROCESS_AG	:	DefaultItemPostProcess
Child	320	Setup Employee Badge	☐	☐	Setup Security	PS Component	GDP_BADGE	GDP_PROCESS_AG	:	DefaultItemPostProcess
Child	330	Setup Security Clearance	☐	☐	Setup Security	PS Component	GDP_HR_EE_SEC_CLR	GDP_PROCESS_AG	:	DefaultItemPostProcess
Parent	400	Setup Employee Tax Data	☑	☐						
Child	410	Receive Completed Tax Forms	☐	☐	Setup Employee Tax Data	PS Component	GDP_INFO	GDP_PROCESS_AG	:	DefaultItemPostProcess
Child	420	Setup Tax Data	☐	☐	Setup Employee Tax Data	PS Component	GDP_TAX_DATA_US	GDP_PROCESS_AG	:	DefaultItemPostProcess
Child	430	Setup Tax Distribution	☐	☐	Setup Employee Tax Data	PS Component	GDP__TAX_DISTRIB	GDP_PROCESS_AG	:	DefaultItemPostProcess
Action	500	Emergency Contact	☐	☐		PS Component	GDP_EMERGENCY_CONTACT	GDP_PROCESS_AG	:	DefaultItemPostProcess
Action	600	Passport, Visa, Employee Photo	☐	☐		PS Component	GDP_IDENTIFICATN_DATA	GDP_PROCESS_AG	:	DefaultItemPostProcess
Action	700	Update Employee's Job Data	☐	☐		PS Component	GDP_JOB_DATA1	GDP_PROCESS_AG	:	DefaultItemPostProcess

Return

This display-only page enables you to view all the configured parameters for the action items of a guided process without having to click the individual Edit Action links.

Related Links

Define Guided Process - Action Items Page
Edit Action Properties Page
Edit Action Post Processing Page
Edit Action Question Page
Edit Action Data Page
Edit Action Dependencies Page
Edit Action Page Text Page

Cloning Guided Processes

The Guided Process Clone Utility component (GDP_CLONE) enables you to easily copy and modify an existing guided process. By cloning a guided process template, you can reconfigure the existing parameters to suit a different business process without having to spend time building a new guided process template from the ground up.

Page Used to Clone Guided Processes

Page Name	***Definition Name***	***Usage***
Guided Process Clone Utility Page	GDP_CLONE	Clone an existing guided process template.

Guided Process Clone Utility Page

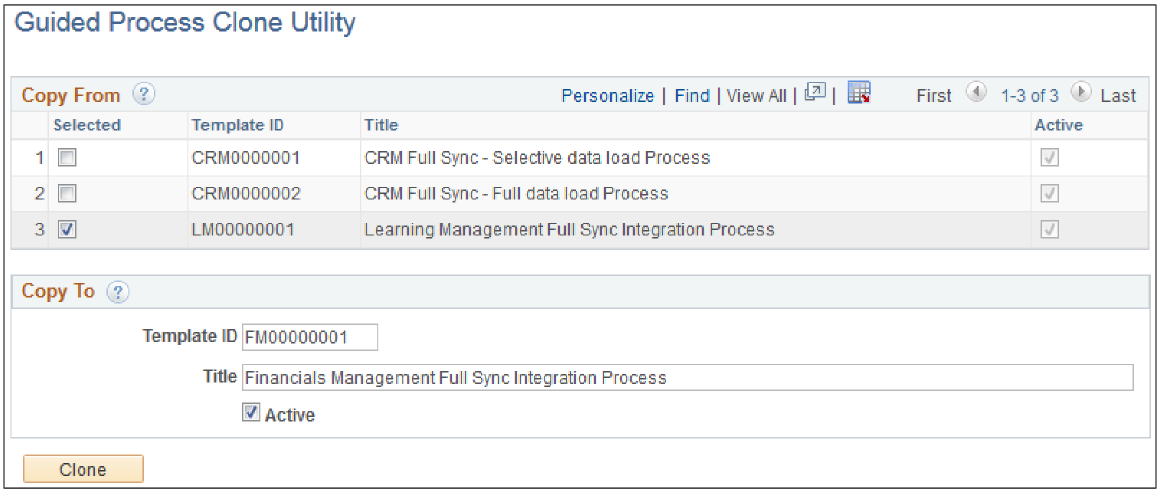
Use the Guided Process Clone Utility page (GDP_CLONE) to clone an existing guided process template.

Navigation

Set Up HCM > Common Definitions > Guided Process >Guided Process Clone Utility

Image: Guided Process Clone Utility page

This example illustrates the fields and controls on the Guided Process Clone Utility page.



Copy From

Selected — Select the check box next to the guided process template that you want to clone.

Copy To

Template ID and **Title** — Enter the ID and title of the new guided process template you are creating.

Active — Select to activate the new guided process template.

Clone — Click to create a copy of the selected guided process template.

Running Guided Processes

Pages Used to Run the ELM Full Sync Integration Guided Process

Page Name	***Definition Name***	***Usage***
Guided Process Summary Pagelet	GDP_SUMMARY_PGLT	Start new guided process instances, and view and continue existing guided process instances.
Start Guided Process Page	GDP_START_PRCS	Initiate a guided process instance.

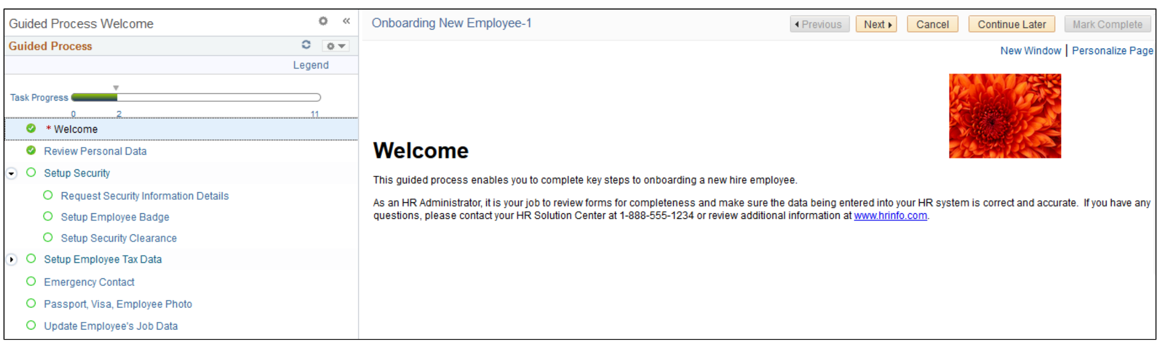
Page Name	*Definition Name*	*Usage*
Select Guided Process Page	GDP_SELECT_PRCS	Select the guided process you want to initiate and answer the guided process questionnaire.
Guided Process - Welcome Page	GDP_WELCOME	Review overview information for the guided process.
Guided Process - Information Page	GDP_INFO	Review information or instructions for a step or group of steps in a guided process.

Understanding the Guided Process Workcenter

You perform the steps of a guided process using the Guided Process Workcenter. You can access this workcenter from the Guided Process Summary Pagelet and the Select Guided Process Page.

Image: Example of the Guided Process Workcenter

This is an example of the Guided Process Workcenter



The Guided Process Workcenter has three areas:

- Navigation subpage
- Pagelet
- Target content

Note: You can navigate in multiple ways within the Guided Process Workcenter. You can interact directly with the steps in the pagelet area by expanding sections and clicking directly on the steps or you can use the Next and Previous buttons that appear in the navigation subpage area.

Navigation Subpage Area

In the navigation subpage area, you can access navigational buttons that will take you through the steps of the guided process.

Image: Navigation subpage area

This is an example of the navigation subpage area of the Guided Process Workcenter.

Previous

Click to move to the previous step in the guided process.

Next

Click to move to the next step in the guided process.

Mark Complete

Click to mark a step as manually completed. It is necessary only for pages that contain nothing to save, such as an overview page. Once you finish reading the text on pages that require no input or saving, you can click the Mark Complete button to proceed.

Cancel

Click to delete the current instance of the guided process and return to theGuided Process Summary Pagelet or Select Guided Process Page, whichever you used to access the guided process.

Note: Deleting the current instance of a guided process does not affect any of the processes that have completed or are in progress. It is not recommended, however, that you delete the current instance while any processes are running. This is because once the current instance is deleted, you cannot review the status of the process.

Exit

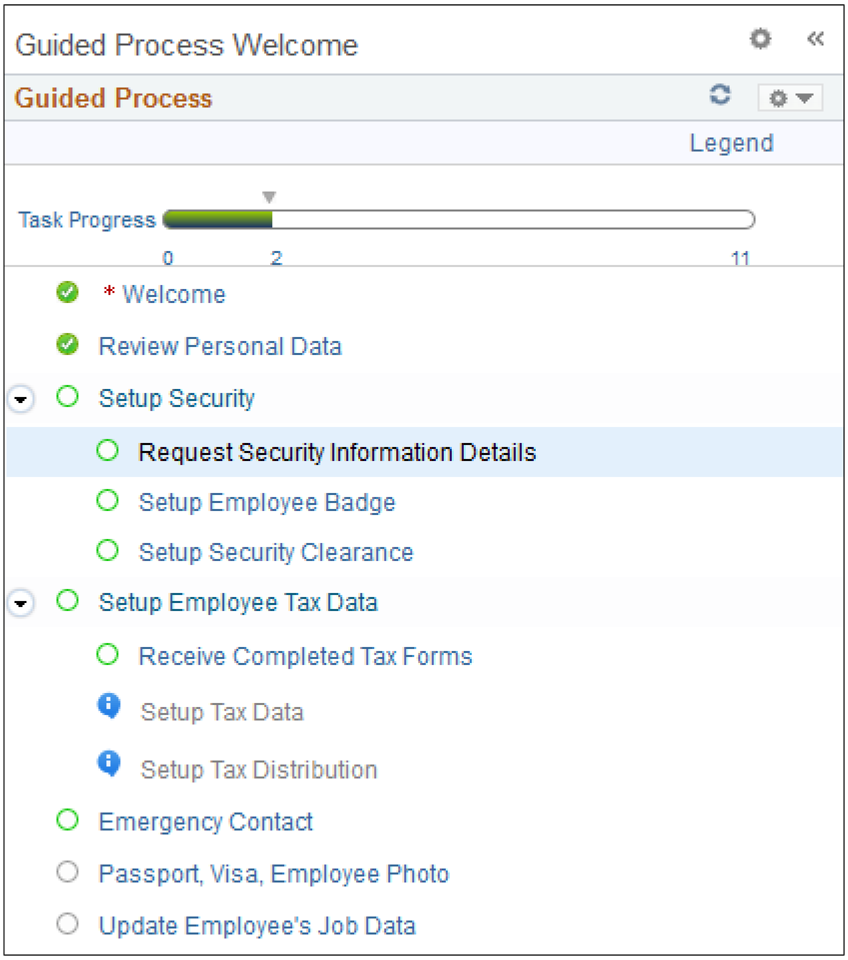
Click to exit the current instance of the guided process and return to the Guided Process Summary Pagelet or Select Guided Process Page, whichever you used to access the guided process.

Note: The Mark Complete and Cancel buttons are optional based on the requirements of the guided process. It is good practice to include an Exit button to enable users to easily navigate away from the guided process.

Pagelet Area

Image: Pagelet area

This is an example of the pagelet area of the Guided Process Workcenter.



The pagelet area displays all the standalone actions and parent actions of the guided process. You can expand each parent action to view its individual child actions.

 (Task is Dependent)	Appears next to actions with one or more dependencies that have not yet been met. Click to view the action dependencies.

Target Content Area

Image: Target content area

This is an example of the target content area of the Guided Process Workcenter.

The target content area is the primary area where you review information and perform guided process actions. Examples of what the target content area can include are:

- Overview information for the guided process.
- Information providing guidance for a step or group of steps.
- HCM application pages enabling you to enter or modify data.
- Requests to initiate processes.

You determine what appears in the target content area for each step in the guided process when you set up the action items using the Define Guided Process - Action Items Page.

Guided Process Summary Pagelet

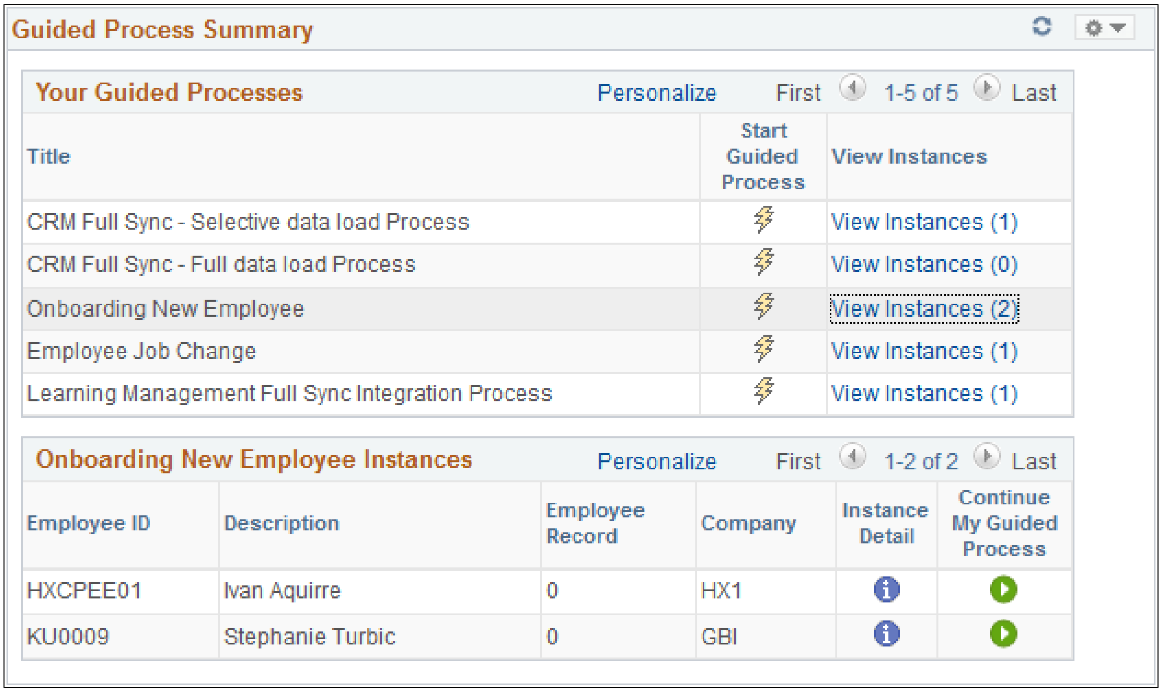
Use the Guided Process Summary pagelet to start new guided process instances, and to view and continue existing guided process instances.

Navigation

Access a dashboard to which the Guided Process Summary pagelet has been added.

Image: Guided Process Summary pagelet

This example illustrates the fields and controls on the Guided Process Summary pagelet.



Your Guided Processes

This grid displays all the guided process that you have permission to initiate and cancel.

(Start Guided Process)	Click to initiate the guided process using the Start Guided Process Page.
View Instances	Click to view the a list of the instances for the guided process that you have initiated. These instances appear in the <Guided Process> Instances grid.

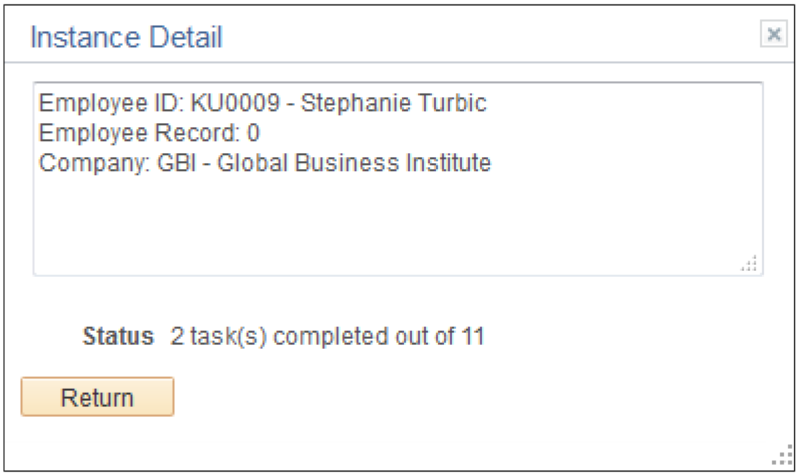
<Guided Process> Instances

This grid displays the instances that you initiated for a specific guided process.

(Instance Detail)	Click to access the Instance Detail page where you can view the status of a guided process instance.

Image: Instance Detail Page

This example illustrates the fields and controls on the Instance Detail Page.



This page displays the context key field values for the guided process instance. The Status field displays how many of the total tasks have been completed for the guided process.

 (Continue My Guided Process)	Click to open the guided process instance in the Guided Process Workcenter where you can continue performing the steps of the guided process.

Start Guided Process Page

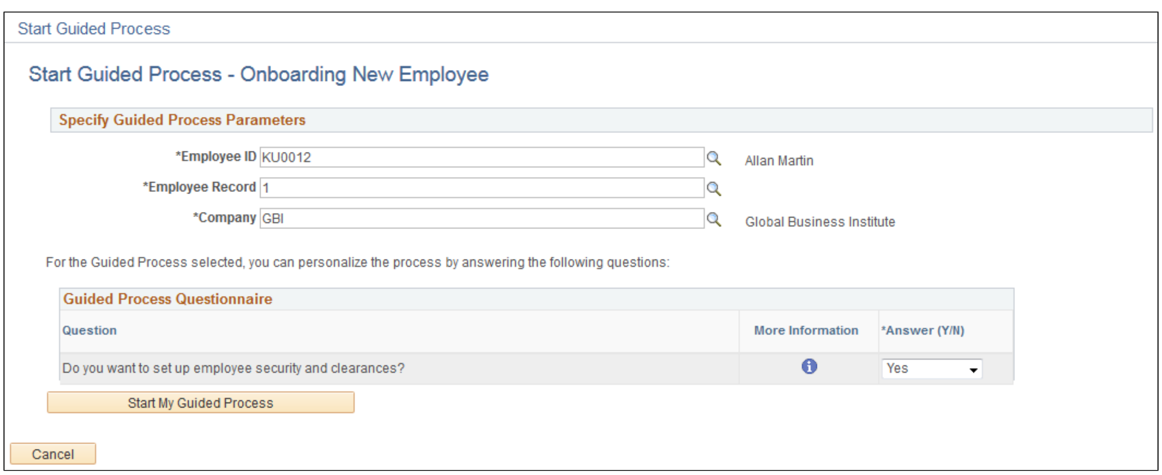
Use the Start Guided Process page (GDP_START_PRCS) to initiate a guided process instance.

Navigation

Click the Start Guided Process icon on the Guided Process Summary pagelet.

Image: Start Guided Process page

This example illustrates the fields and controls on the Start Guided Process page.



Note: This page is accessible only from the Guided Process Summary Pagelet.

Specify Guided Process Parameters

The fields that appear in this group box are determined by the context key fields you define on the Define Guided Process - Properties Page. Enter values in the fields to define the context keys for the guided process instance.

Note: A maximum of five context key fields can be defined for a guided process template.

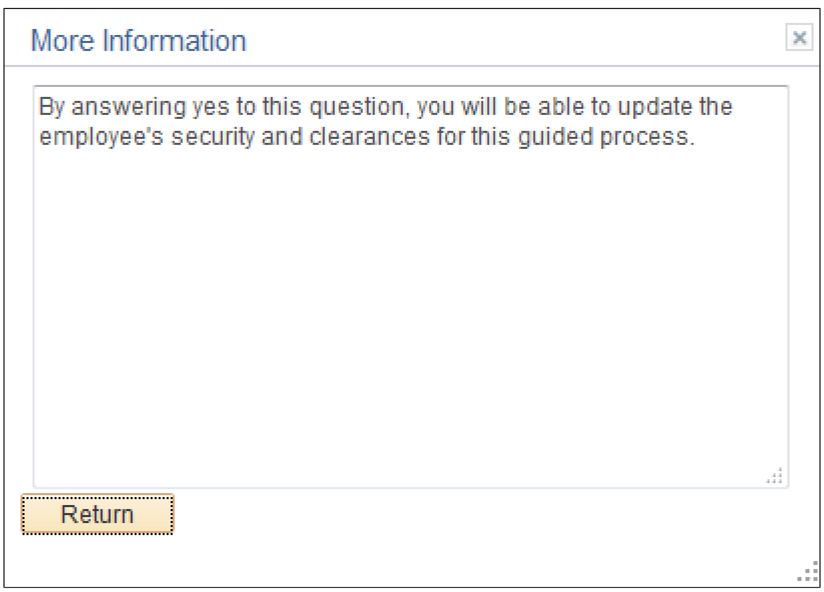
Guided Process Questionnaire

This grid displays the questions that users answer to determine whether the system includes the associated action item in the guided process. You define these questions using the Edit Action Question Page.

Question	Displays the yes or no question associated with an action item.
(More Information)	Click to access the More Information page where you can view additional details that explain the impact of answering the question.

Image: More Information page

This is an example of the More Information page.



Answer (Y/N) (answer yes or no)	Select *Yes* to include the associated action item in the guided process, or *No* to exclude it.
Start My Guided Process	Click to access the Guided Process Workcenter where you can view and process the steps of the guided process.

Select Guided Process Page

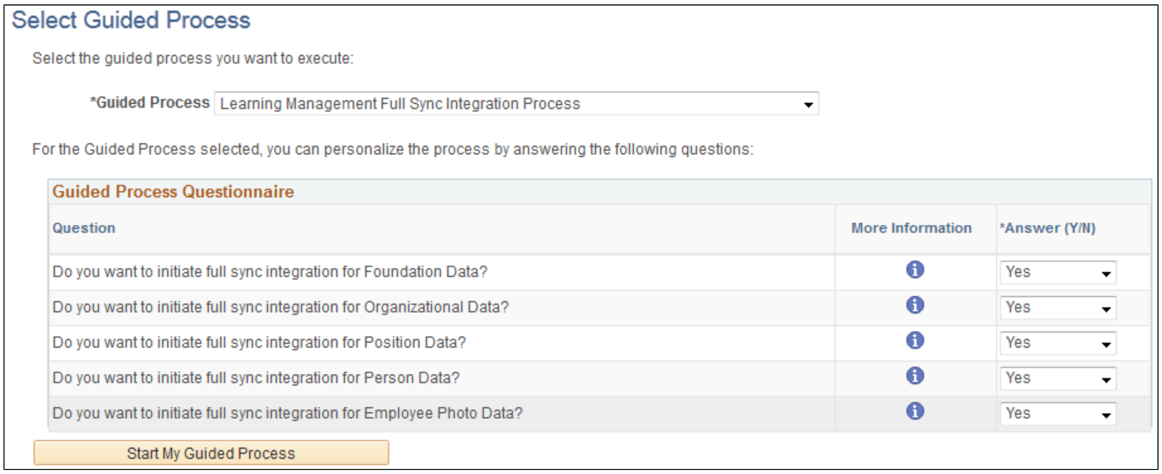
Use the Select Guided Process page (GDP_SELECT_PRCS) to select the guided process you want to initiate and answer the guided process questionnaire.

Navigation

Set Up HCM >Common Definitions >Guided Process >Select Guided Process

Image: Select Guided Process page

This example illustrates the fields and controls on the Select Guided Process page.



Note: You can use this page only for guided processes that have OPRID as the only context key field. For more information on context data for guided processes, see the product documentation for the Define Guided Process - Properties Page.

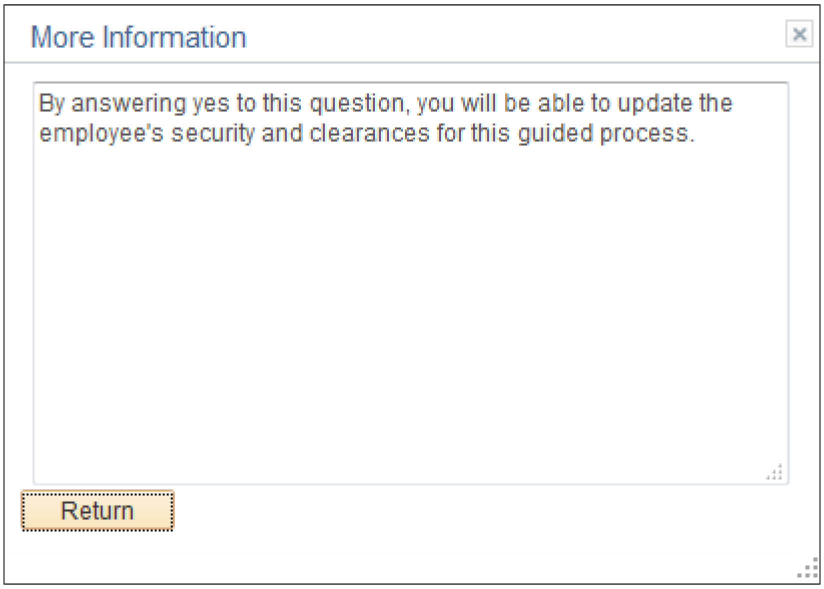
Guided Process Questionnaire

This grid displays the questions that users answer to determine whether the system includes the associated action item in the guided process. You define these questions using the Edit Action Question Page.

Question	Displays the yes or no question associated with an action item.
 (More Information)	Click to access the More Information page where you can view additional details that explain the impact of answering the question.

Image: More Information page

This is an example of the More Information page.



Answer (Y/N) (answer yes or no)	Select *Yes* to include the associated action item in the guided process, or *No* to exclude it.
Start My Guided Process	Click to access the Guided Process Workcenter where you can view and process the steps of the guided process.
Continue My Guided Process	If you have already started your guided process, this button appears in place of the Start My Guided Process button. Click it to continue your guided process where you left off.
Delete Guided Process	This button appears only if you have already started a guided process. Click it to delete the current guided process.

Guided Process - Welcome Page

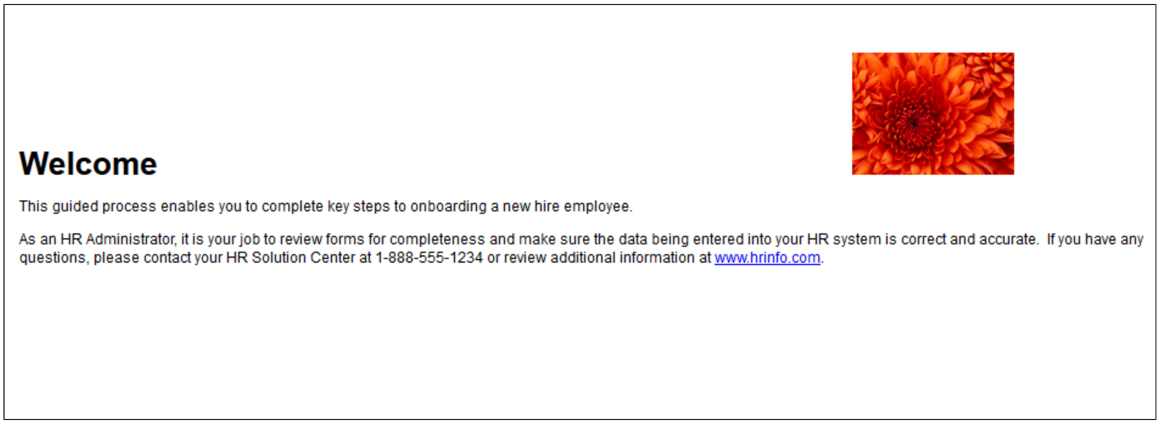
Use the Guided Process - Welcome page (GDP_WELCOME) to review overview information for the guided process.

Navigation

Access a guided process step defined to access the GDP_WELCOME page.

Image: Guided Process - Welcome page

This example illustrates the fields and controls on the Guided Process - Welcome page.



This page displays overview information for the guided process. You define the text and images that appear on this page using the Edit Action Page Text Page.

Guided Process - Information Page

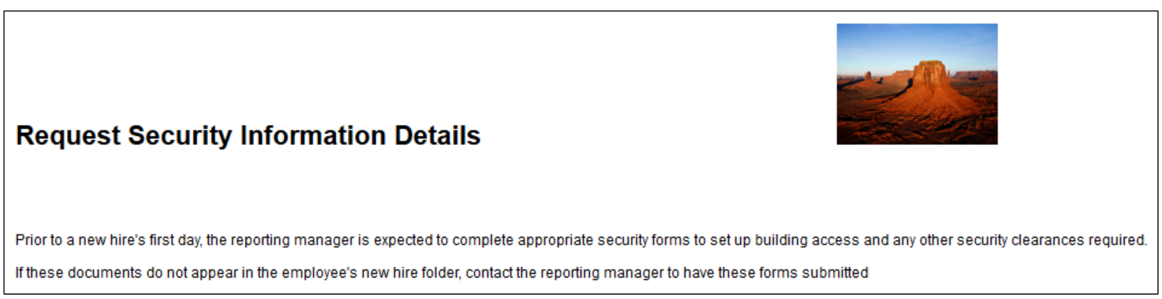
Use the Guided Process - Information page (GDP_INFO) to review information or instructions for a step or group of steps in a guided process.

Navigation

Access a guided process step defined to access the GDP_INFO page.

Image: Guided Process - Information page

This is an example of the Guided Process - Information page.



This page displays information about a step or group of steps for the guided process. You define the text and images that appear on this page using the Edit Action Page Text Page.

Chapter 43

Working with the Activity Guide Composer

Understanding the Activity Guide Composer

PeopleTools Fluid Activity Guides provide your workers with a simplified and streamlined approach to completing a business process, such as an employee's OnBoarding process or life event change. Activity guides will track and maintain the user's progress as he or she completes the steps.

Defining a fluid activity guide requires a number of components that need to be configured by a technical resource who becomes responsible for managing and maintaining the activity guide configuration. The Activity Guide Composer framework is designed to improve the deployment and management of fluid activity guides by separating the technical and functional configuration. The benefits of this is a reduction in technical resources and enabling your functional process owners to manage and maintain their activity guides. In addition, the Activity Guide Composer framework also provides utilities and configurable steps that are commonly utilized in activity guides.

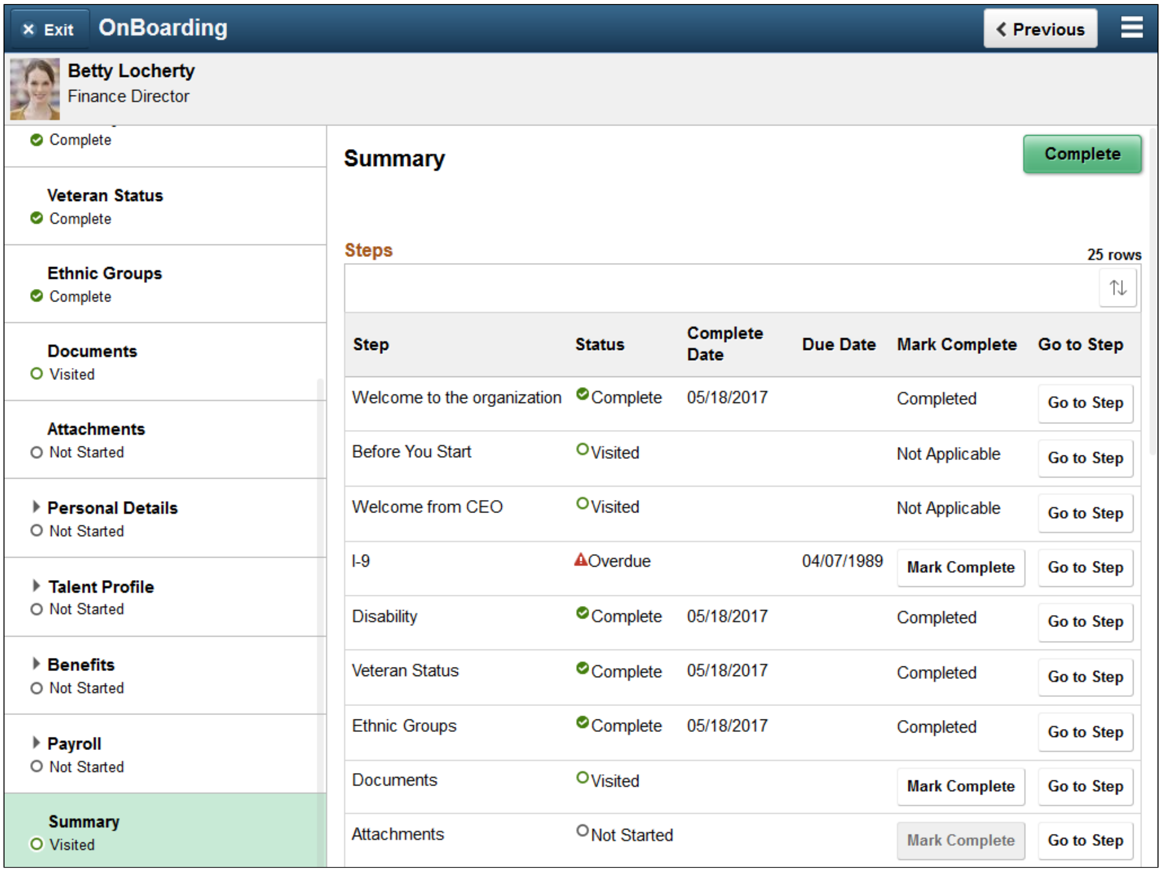
The following videos provide demonstrations of features and how to use the Activity Guide Composer:

Image Highlights, PeopleSoft HCM Update Image 23: Activity Guide Composer

PeopleSoft Activity Guide Composer

Image: Example of the OnBoarding feature Using an Activity Guide

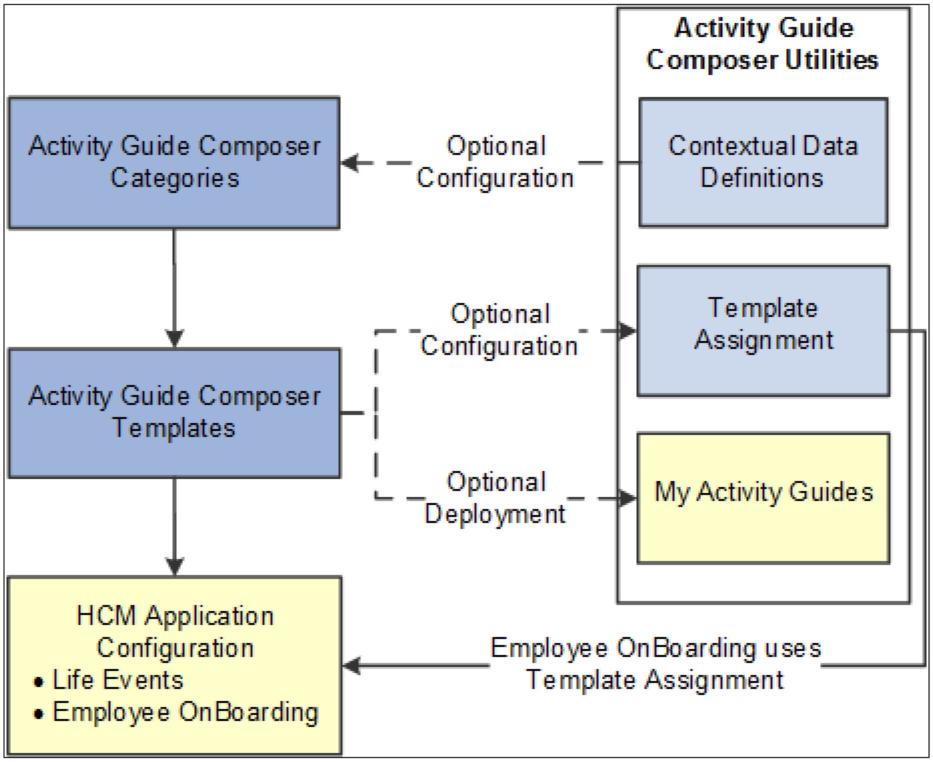
This example illustrates one of the layouts of an activity guide using the OnBoarding feature.



Setting Up Activity Guides

Image: Setting Up and Using the Activity Guide Composer Features

To fully utilize the benefits of the Activity Guide Composer, you will want to perform the following tasks to support your activity guide needs:



- Set up Activity Guide Categories using the Categories (AGC_CAT_TBL) component.

  Categories contain the technical configuration managed by technical resources and consist of one time technical setup. Here you will define the context records and fields, actions the user may take, images the activity guide may display in the fluid sub banner, and the steps that may be pulled into a template.

  The PeopleSoft application delivers the following categories:

  - *Life Event*
  - *Manage Positions*
  - *OnBoarding*
  - *Open Enrollment*

  For more information, see the Setting Up Activity Guide Categories topic.

- Create Activity Guide Templates using the Templates (AGC_TMPL_SRCH_FL) component.

  Activity guide templates are created and managed by template administrators—functional personnel who are very familiar with your organization's HR transaction processes. Using this component, administrators will create and maintain activity guide templates using the data established in the activity guide category. They can also clone existing activity guided templates that can then be reconfigured for a different business process.

The PeopleSoft application delivers the following templates:

- *OnBoarding for Canada*
- *OnBoarding for USA*
- *Standard OnBoarding*
- *Life Event: Adoption Event*
- *Life Event: Birth Event*
- *Life Event: Divorce Event*
- *Life Event: Marriage Event*
- *Open Enrollment*
- *Manage Positions*

For more information, see the Managing Activity Guide Templates topic.

- Configure the following Activity Guide Utilities tables and define rules to assign templates to your workers using Template Assignment:

  - Search Key Source Tables (AGC_SRCHREC_TBL):

    View the criteria fields that retrieve data from the source table.

  - Search Key (AGC_SRCHKEY_TBL)

    Identity source tables and fields to be used in the search keys prompt configuration when you define a Template Assignment definition.

  - Template Assignment (AGC_TMA_TBL)

    Determine the search keys and values that will be used to determine which template the system should assign to a worker.

  - Test Template Assignment (AGC_TMA_TEST)

    Test to validate that a template assignment is set up correctly.

  The PeopleSoft OnBoarding feature takes advantage of this functionality by enabling you to select to have the system assign OnBoarding templates to new hires based on the rules you configured using these Template Assignment tables.

  For more information on setting up template assignment rules, see the Setting Up Activity Guide Utilities for Template Assignment topic.

  For more information on configuring OnBoarding to use the Template Assignment feature, see the "OnBoarding Installation Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) documentation.

- Define Contextual Data for a Category using the Contextual Data (AGC_CTXDTA_TBL) component.

Contextual data is data that can be derived from the context data defined for an activity guide category. The derived contextual data can be utilized in the sub banner of the fluid activity guide, in page text, or in a date field to configure the start and due date for a step.

Note: This setup is optional. However, if you choose to use contextual data in your categories and templates, this step should be completed prior to setting up your categories.

For more information, see the Setting Up Activity Guide Utilities for Contextual Data topic.

Using Activity Guides

The PeopleSoft HCM application provides your organization with various means to deploy activity guides to your workers. The following are delivered end user pages that utilize the Activity Guide Composer templates as their structure:

- OnBoarding

  Grants new workers a central location to provide personal information needed to complete the employment process. See also "Understanding OnBoarding" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

- Fluid Life Events

  Enables employees to quickly enter life event changes that may impact their benefits offerings. See also "Understanding Life Events" (PeopleSoft HCM 9.2: eBenefits).

- Open Enrollment

  Enables employees to enroll or review their benefit plans annually during the Open Enrollment period. See also "Understanding Open Enrollment" (PeopleSoft HCM 9.2 Benefits Administration).

- Position Management

  Allows administrators access to view, update, and create positions using the fluid pages. See also "Creating Positions Using Fluid" (PeopleSoft HCM 9.2: Human Resources Manage Positions).

- My Activity Guides (AGC_MYAG_FL)

  Provides a component where users can initiate activity guide processes, outside of the OnBoarding and Life Events features, which guide the users through business transactions while displaying contextual information. See also Deploying and Managing Activity Guides.

Setting Up Activity Guide Categories

Categories contain the technical components that are utilized to define an activity guide template. For example, categories contain the technical definition of one or more steps that can be included in an activity guide.

To create and update activity guide categories, use the Categories (AGC_CAT_TBL) component. To clone an activity guide category, see Cloning Activity Guide Categories.

These topics provide an overview of categories and discuss setting up activity guide categories.

Pages Used to Set Up Activity Guide Contextual Data and Categories

Page Name	***Definition Name***	***Usage***
Categories - Category Page	AGC_CAT_TBL1	Create an activity guide category and enter an effective date, description, and long description.
Categories - Context Page	AGC_CAT_TBL2	Define the context for the activity guide category.
Categories - Actions Page	AGC_CAT_TBL3	Define items that may appear in Actions List menu that enable the user to perform additional actions, such as exit an activity guide or mark a step complete.
Categories - Images Page	AGC_CAT_TBL4	Identify images that can be displayed in the sub banner of the fluid activity guide.
Categories - Steps Page	AGC_CAT_TBL5	Associate steps to a related content service that navigates the user to an application transaction page to perform a specific task or review instructions to perform a manual task.

Understanding Categories

A Category definition contains the properties, contextual data, steps, and other options that can be included in an activity guide template. You will use the Categories - Category Page to associate these steps to a related content service that navigates the user to an application transaction page to perform a specific task. Not all steps need be included in a template, but all possible steps must be included in the category to be considered for a template. For example, you may have a step for workers to add their address, another to enter dependent data, one for US worker to grant W-2 and W-2c consent, and a step for Canadian workers to grant T4/T4 slip consent. The template administrator will then determine which steps to include in a template. In this scenario, the template administrator would create two templates, one for the US workers and one for the Canadian workers, and only include the steps relevant to workers in that country.

The PeopleSoft application delivers the following Activity Guide Category values:

- *Life Events*
- *OnBoarding*

These delivered categories can be modified to suit your organization's needs; however, to include more steps to the delivered categories, insert a new effective dated row or use the Clone Category Page to clone a category to add the steps.

Note: When you include additional steps in a category, you will need to clone or insert a new effective dated row in the templates that use this category with an effective date equal to or greater than the effective date of the category to see the category change in the template. The system will not automatically insert the step into the template, but you can now opt to include this new step into the template.

Categories - Category Page

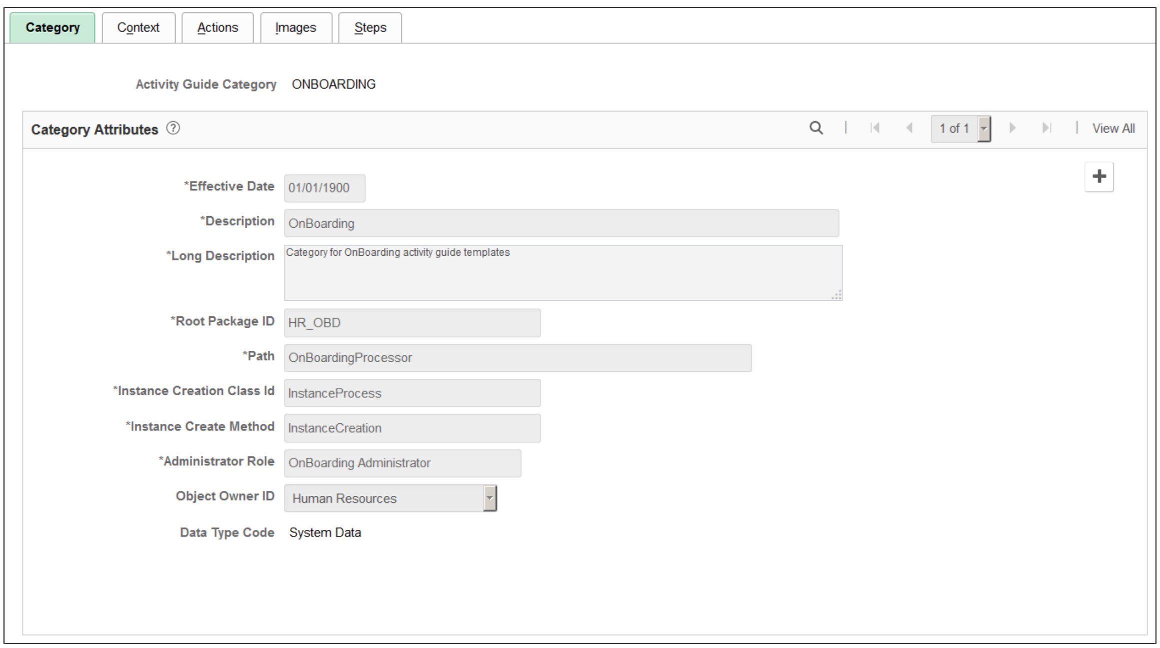
Use the Categories - Category page (AGC_CAT_TBL1) to create an activity guide category and enter an effective date, description, and long description.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Categories >Category

Image: Categories - Category Page

This example illustrates the fields and controls on the Categories - Category page.



Note: The PeopleSoft application delivers the *Life Events* and *OnBoarding* Activity Guide Category values as system data. Therefore, the fields for these categories are display only. To update a delivered category, insert a new effective dated row or use the Clone Category Page to clone the category. Alternatively, you can create your own categories.

Effective Date	Enter an effective date that is earlier than or equal to the effective date of the activity guide templates you plan to create. The effective date of the activity guide template will determine what effective dated category configuration will be available when defining a template.

Root Package ID	Enter the ID of the application package that contains the instance creation and action class to be invoked at instance creation. The activity guide composer framework delivers the *AGC_ PROCESS_AG* instance creation method.
Path	Enter a path that uses a specific class within the root package.
Instance Creation Class Id	Enter the name of the application class that contains the method to be invoked at instance creation. The activity guide composer framework delivers the *ActivityGuideCreation* instance creation method that you can utilize and extend for your category.
Instance Create Method	Enter the name of the method to be invoked to initialize the activity guide instance. The activity guide composer framework delivers the *InstanceCreation* instance creation method that you can utilize and extend for your category.
Administrator Role	Identify the administrator role that will maintain and update the activity guide category
Object Owner ID	Select the application owner of the object. The owner ID helps determine the team that created or modified the object. You can define unique owner IDs for your organization by entering field translate values for the OBJECTOWNERID field using PeopleSoft Application Designer. For more information about object owner IDs, see the product documentation for *PeopleTools: Application Designer Developer's Guide.*
Data Type Code	Displays that this is either delivered *System Data* or your own *Customer Data*.

The system executes the instance creation class and method when a new instance of an activity guide template is generated by the user. This application class and method can contain specific business logic to modify the newly created activity guide instance. For example, it can contain logic to set the start and due date for each step in the activity guide.

See also, *PeopleTools: Portal Technology*, “Developing and Deploying Activity Guides”.

Categories - Context Page

Use the Categories - Context page (AGC_CAT_TBL2) to define the context for the activity guide category.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Categories >Context

Image: Categories - Context Page: Context Record and Fields tab

This example illustrates the fields and controls on the Categories - Context page showing the Context Record and Fields tab.

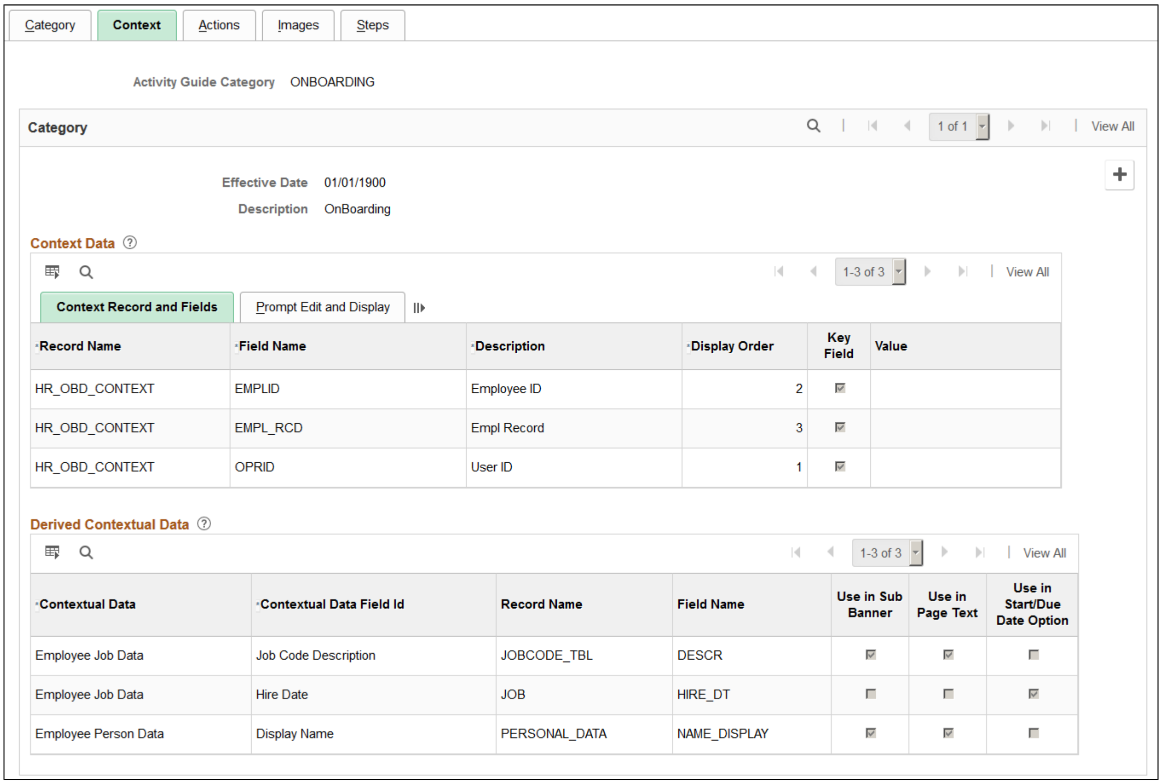
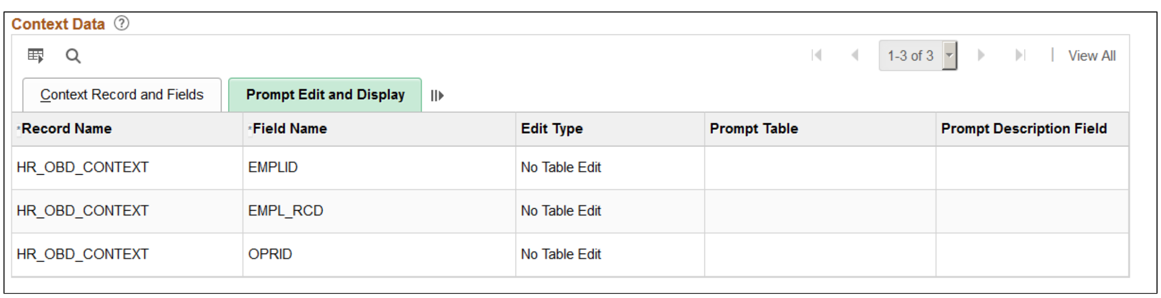


Image: Categories - Context Page: Prompt Edit and Display tab

This example illustrates the fields and controls showing the Prompt Edit and Display tab on the Categories - Context page.



Context data consists of a record and field that are assigned values to provide context to your activity guide template. For example, an employee OnBoarding activity guide template is specific to an employee joining the company. Context data key fields defined here are used to uniquely identify instances of the activity guide template.

Note: The PeopleSoft application delivers the *Life Events* and *OnBoarding* Activity Guide Category values as system data. Therefore, the fields for these categories are display only. To update a delivered category, insert a new effective dated row or use the <u>Clone Category Page</u> to clone the category. Alternatively, you can create your own categories.

Context Data: Context Record and Fields Tab

Use the context fields defined for the activity guide category for the system to uniquely identify the instances of an activity guide template. For example, an HR administrator activity guide requires the operator ID, employee ID, and employee record number to uniquely identify an instance of that activity guide created by the administrator for a specific employee.

You can designate a maximum number of five key context fields, not including *OPRID* and *SEQUENCENO*, which can also be specified as keys.

Display Order	Enter a sequence number when a user is expected to perform data entry of the context keys to start an activity guide. This will assign each context field a display sequence and then you can configure it with the *Prompt Table* edit type to control valid values entered by the user.
Key Field	Indicate if this is a key field.

Context Data: Prompt Edit and Display Tab

Edit Type	Select an edit type to ensure that the user enters a valid value. For example, if the user is expected to perform data entry of the context keys to start an activity guide, then you can configure it with the *Prompt Table* edit type to control valid values entered by the user. Edit type options include: • *No Table Edit* • *Prompt Table* • *Translate Table* • *Yes/No*
Prompt Description Field	Select the field name that should display for the prompt value selected.

Derived Contextual Data

Contextual data is data that can be derived from the context data fields specified for the activity guide category. Valid Contextual Data and Field Ids are defined on the Contextual Data - Definition Page.

This data can be used in these areas when defining an activity guide template:

- Sub Banner of the fluid activity guide.
- Page text for the Information Only, Summary, or Video steps (for example, you can display the employee's name based on the context field EMPLID or job code description based on the EMPLID and EMPL_RCD).
- A data field for the start and due date option of a step. (For example, the employee's hire date is based on the context fields EMPLID and EMPL_RCD and you can define the start date of the step to use a

data field like hire date, or you can set the due date for the step to be a specific number of days after the data field hire date).

Use in Sub Banner, Use in Page Text, and **Use in Start/Due Date Option**: Select the check boxes to indicate the areas where you want to have the option to use the contextual data field.

Related Links

Configure Sub Banner Page
Configure Attributes Page
Configure Page Text Page

Categories - Actions Page

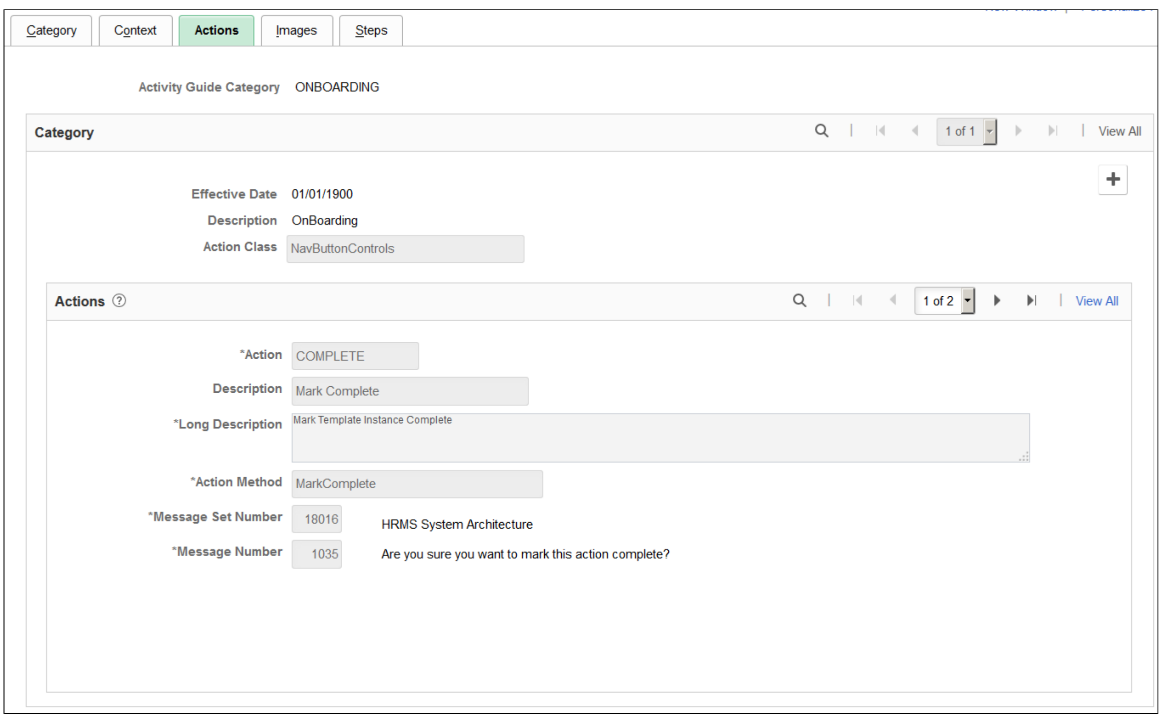
Use the Categories - Actions page (AGC_CAT_TBL3) to define items that may appear in Actions List menu that enable the user to perform additional actions, such as exit an activity guide or mark a step complete.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Categories >Actions

Image: Categories - Actions Page

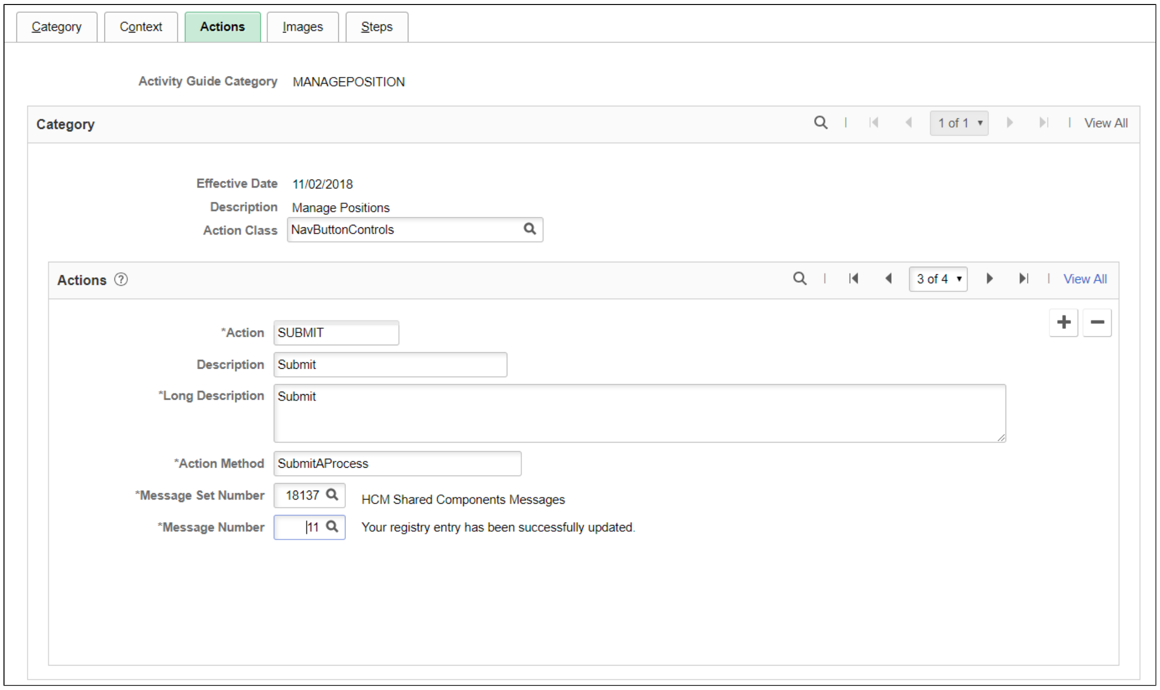
This example illustrates the fields and controls on the Categories - Actions page.



Note: If you are changing Step Definition Rule to Steps from single component saved as single transaction and steps already exist, then validations will be performed to ensure steps are valid for a single component activity guide.

Image: Categories - Actions Page for Single Component

This example illustrates the fields and controls on the Categories - Actions page for Single Component.



Note: The PeopleSoft application delivers the *Life Events* and *OnBoarding* Activity Guide Category values as system data. Therefore, the fields for these categories are display only. To update a delivered category, insert a new effective dated row or use the Clone Category Page to clone the category. Alternatively, you can create your own categories.

Use this page to identify all the possible actions that can be included in a template. Only those actions defined here will be available for selection for templates using this category. The template administrator chooses which actions are included in a template on the Activity Guide Composer - Additional Actions Page step.

This reserved method is used to render a Submit button on the last step of a single component activity guide. By default, the method will save any data entry performed on the step(s) in the activity guide. The method can also contain additional application logic required when the activity guide is submitted.

Action Class	Select an action class for this category. The activity guide composer framework delivers the *NavActionControls* action class that contains examples of action methods that you can use or copy for your activity guide category. This is derived from the Root Package ID you select on the Categories - Category Page. The PeopleSoft application delivers the *AGC_PROCESS_AG* application package for the Activity Guide Composer.
Actions	Identify the actions that can appear in the Actions List menu of the fluid activity guide. Typically, there are three types of actions you configure for the activity guide category: Mark Complete, Cancel, and Continue Later.

Actions perform specific logic for your activity guide process. After you select the action and prior to the system performing this logic, the application will display a Yes/No warning message that you specified for the action. The logic for this action resides in specific methods that exist in the action application class and method you have specified.

Action Method

Enter a method name.

Note: The method name *ExitAGProcess* is reserved. If you define an action with method name *ExitAGProcess*, this action will not show in the Actions List menu. It is used to plug-in a logic to the Template Exit button.

Message Set Number and **Message Number**

Select a message set number and a message number that you want to appear as the warning message when a user performs this action. Message sets and number settings come from the PeopleTools message set catalog.

Categories - Images Page

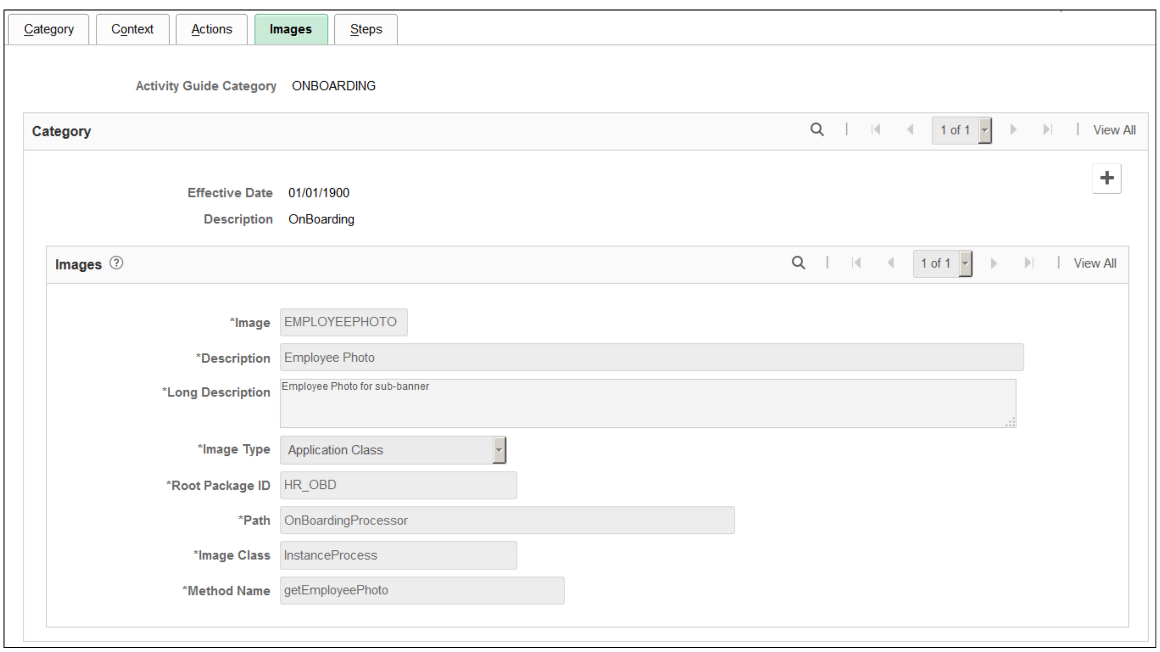
Use the Categories - Images page (AGC_CAT_TBL4) to identify images that can be displayed in the sub banner of the fluid activity guide.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Categories >Images

Image: Categories - Images Page

This example illustrates the fields and controls on the Categories - Images page.



Note: The PeopleSoft application delivers the *Life Events* and *OnBoarding* Activity Guide Category values as system data. Therefore, the fields for these categories are display only. To update a delivered category, insert a new effective dated row or use the Clone Category Page to clone the category. Alternatively, you can create your own categories.

Use this page to identify all the possible images that can be included in a template sub banner. Only those images defined here will be available for selection for templates using this category. The template administrator has the option of selecting one image to display in the fluid sub banner of a template on the Activity Guide Composer - Sub Banner step: Configure Sub Banner Page step.

Image Type

Select an image type. Each type requires different information to be specified for the image. Options include:

- *Application Class*: This image type requires the application package, path, class, and method that contains the logic to dynamically return a URL to a image at runtime based on the instance's context data.
- *Image Catalog*: This image type requires an image name.
- *Static URL*: This image type requires a URL ID. URL IDs are defined in PeopleTools under Administration.

Application Class Field Definitions

These fields are available when you select *Application Class* as the image type:

Root Package ID

Select the name of the application package that contains the method to be invoked to dynamically return a URL to an image.

Path

Select the path to the application class hierarchy that defines the location of the application class. If class is defined at the top-level of application package, select colon.

Image Class

Select the name of the application class that contains the method to be invoked to dynamically return a URL to an image.

Method Name

Enter the method name in the application class ID that dynamically returns a URL to an image based on the instance's context data.

Image Catalog Field Definition

This field is available when you select *Image Catalog* as the image type:

Image Name

Select the name of the static image that the activity guide should display for this step. After you enter the image name, the image will display below the field.

Static URL Field Definition

This field is available when you select *Static URL* as the image type:

URL Identifier Select the URL identifier that defines where you store the image.

Categories - Steps Page

Use the Categories - Steps page (AGC_CAT_TBL5) to associate steps to a related content service that navigates the user to an application transaction page to perform a specific task or review instructions to perform a manual task.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Categories >Steps

Image: Categories - Steps Page (1 of 3)

This example illustrates the fields and controls on the Categories - Steps page (1 of 3).

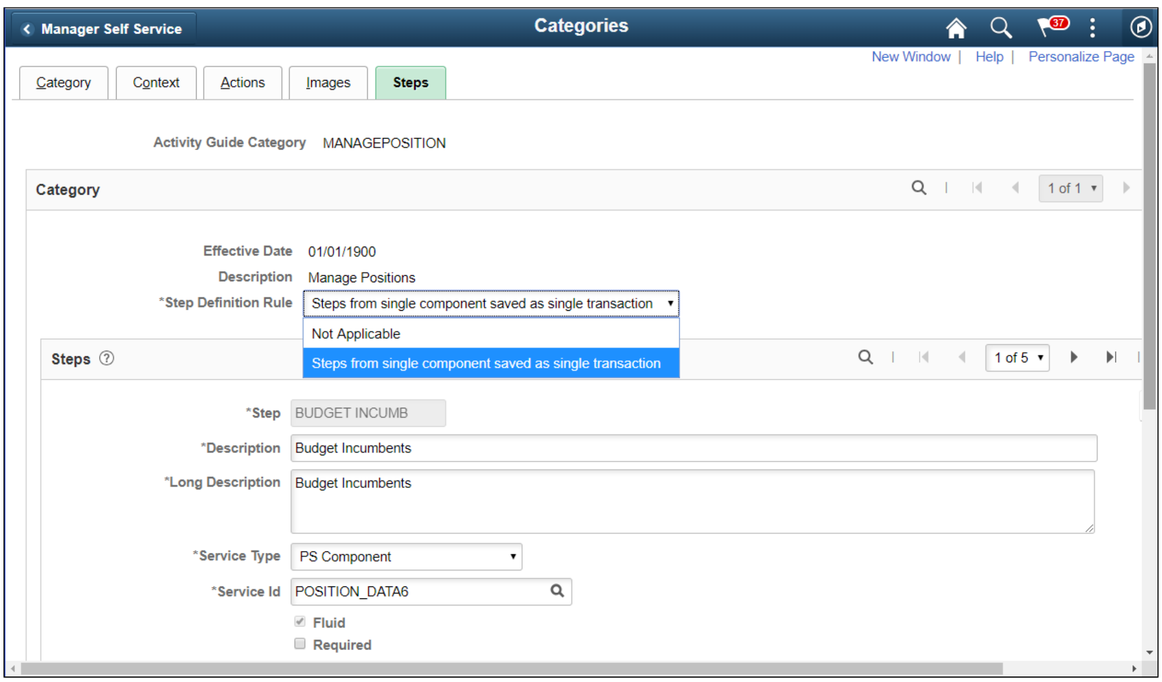


Image: Categories - Steps Page (2 of 3)

This example illustrates the fields and controls on the Categories - Steps page (2 of 3).

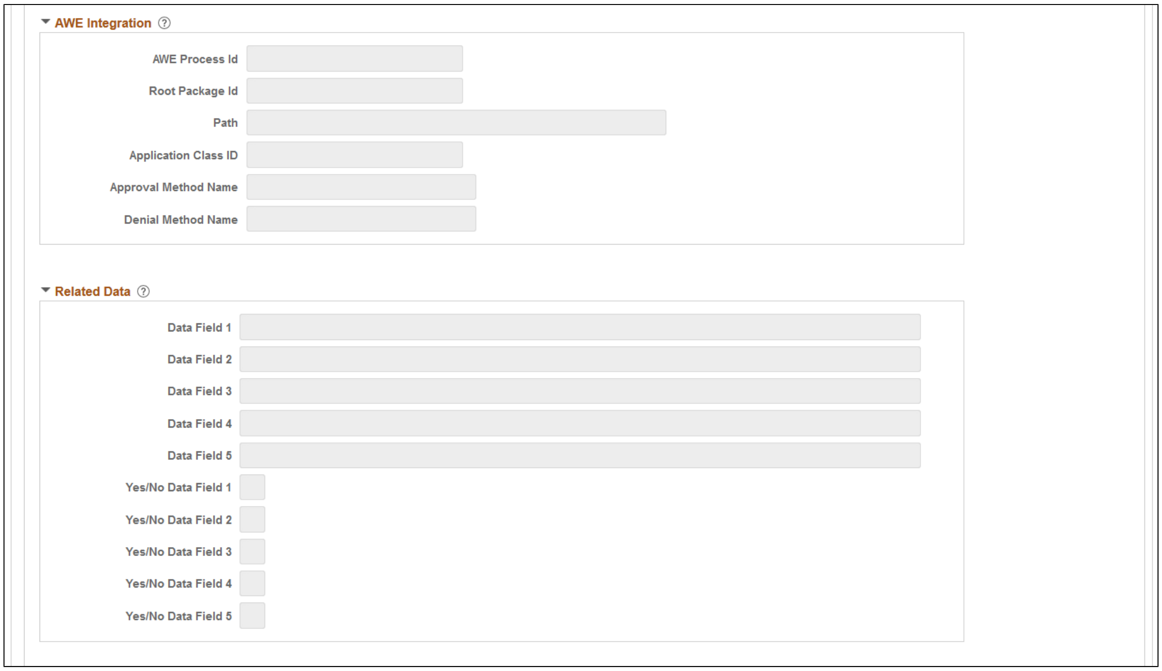
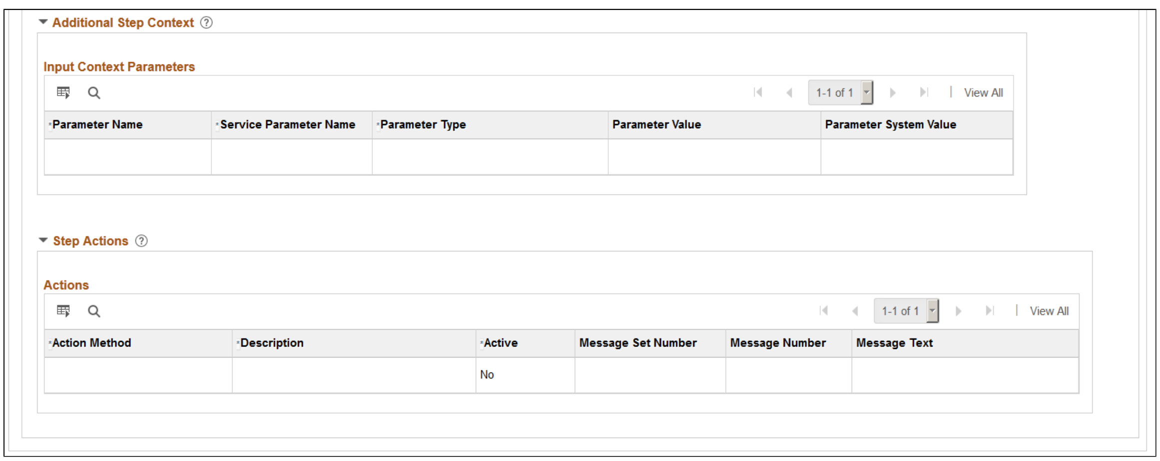


Image: Categories - Steps Page (3 of 3)

This example illustrates the fields and controls on the Categories - Steps page (3 of 3).



Note: The PeopleSoft application delivers the *Life Events* and *OnBoarding* Activity Guide Category values as system data. Therefore, the fields for these categories are display only. To update a delivered category, insert a new effective dated row or use the Clone Category Page to clone the category. Alternatively, you can create your own categories.

Use this page to identify all the possible steps that can be included in a template. Only those steps defined here will be available for selection for templates using this category. The template administrator chooses which steps are included on a template on the Activity Guide Composer - Select Steps Page step.

Step Definition Rule This field will have two drop-down field values:

- *Not Applicable* (Default)
- *Steps from single component saved as single transaction*

When Step Definition Rule is *Step from a single component saved as single transaction*, then the activity guide category will be defined to support single component activity guides.

Single component activity guides function differently than other types of activity guides. Each step represents a page from the same PeopleSoft component. Also all the data entered on the steps are saved when the user submits the activity guide.

Single component activity guides have restrictions on how they are defined. These restrictions are noted below for specific step attributes.

Note: If steps already exist for the activity guide category and Step Definition Rule is *Step from single component save as single transaction*, then validate Step Definition Rule cannot be changed when invalid steps exists for the activity guide category.

Service Type

Select the type of related content service you want to associate with the step. Valid values are:

- *Application Class*
- *Manual*
- *Non PeopleSoft URL*
- *PS Component*
- *PS Query*
- PS Script

The Service Type is restricted to *PeopleSoft Component* and Services is restricted to related content services with the type of *PeopleSoft Component* that are fluid only. If one step is defined with a Service, then any new steps added will find the Service field restricted to only services with the same PeopleSoft component.

Note: If the Step Definition Rule on the category is set to *Steps from a single component saved as single transaction*, then the user is expected to define at least one action that has the method defined as SubmitAGProcess.

For more information on related content services, see the product documentation for *PeopleTools: Portal Technology*.

Service Id	Enter the ID of the related content service that you want to associate with the step. For example, if you select *PS Component* in the Service Type field, use this field to enter the object ID of the component you want users to access for the step. **Note:** If set for single component, the this will be restricted to Service Ids that have the service type of PS Component. If a step is already defined for the category, then the Service Id will be restricted to Service Ids that reside in the same PeopleSoft component.
Fluid	Select to indicate that this is a fluid page.
Required	Enabled if the Step Definition Rule is defined as *Steps from single component saved as single transaction*. Select to indicate the step is required. This will force the user defining the activity guide template to include the step to save the single component activity guide.

The following video provides an overview of Activity Guide Composer - Single Component.

Image Highlights, PeopleSoft HCM Update Image 29: Activity Guide Composer - Single Component

Depending on the requirements of the application transaction, there are a number of additional configuration options that you can define for the step using these sections:

Post Processing PeopleCode

Post processing PeopleCode is triggered after the application transaction component is saved in the activity guide. This PeopleCode can contain additional logic that needs to be performed as a result of the application transaction saving. Typically, the logic updates the activity guide status of the step.

AWE Integration

Use this section to configure AWE integration for application transactions that use the AWE Approval process. Integration with AWE Approval enables you to control the status of the step when the approval is either approved or denied.

When you configure this step in activity guide category with AWE Integration, the Disable AWE Status Update field is enabled on the Activity Guide Composer - Organize and Configure step: Configure Attributes Page for this step, allowing the template administrator to turn off the AWE Integration that updates the status of the step.

Related Data

Enter specific data fields that you want to associate with a step. The related content service defined for the step uses logic to retrieve and utilize the data that is stored at the step level.

Additional Step Content

Use this section to map additional non-key context data fields to related content service parameters, as needed.

Step Actions

Use this section to define actions for the step.

If the method name of the action is the same as an action selected for the activity guide template, then the effect is to override the action definition with the configuration specified here. For example, you can use the Active status to make a specific action inactive for the step or display a different message.

If the method name of the action differs from action defined for the activity guide template, then the action specified is available in addition to those defined for the activity guide template.

Summary Page Options

Note: This section is available only when related content service *HC_AGC_SUMMARY_FL* is specified.

Select to enable the Summary button and define the label for the button on the standard summary page.

Note: If the Summary button is enabled, you will need to implement the button function in the Application Class and define it in the Post Process PeopleCode section.

Video Page Options

Note: This section is available only when related content service is *HC_AGC_VIDEO_FL*.

Enter the video URL ID and text transcript for the video step. You will also need to define the URL ID in the PeopleTools URL Maintenance Page.

The Activity Guide Composer delivers the following content services, which can be used for template steps:

- HC_AGC_INFO_FL
- HC_AGC_VIDEO_FL
- HC_AGC_SUMMARY_FL

Cloning Activity Guide Categories

Use the Clone Category (AGC_CAT_CLONE_FL) component to clone a category for an activity guide.

Pages Used to Clone Activity Guide Categories

Page Name	***Definition Name***	***Usage***
Clone Category Page	AGC_CAT_CLONE_FL	Clone an activity guide category.

Clone Category Page

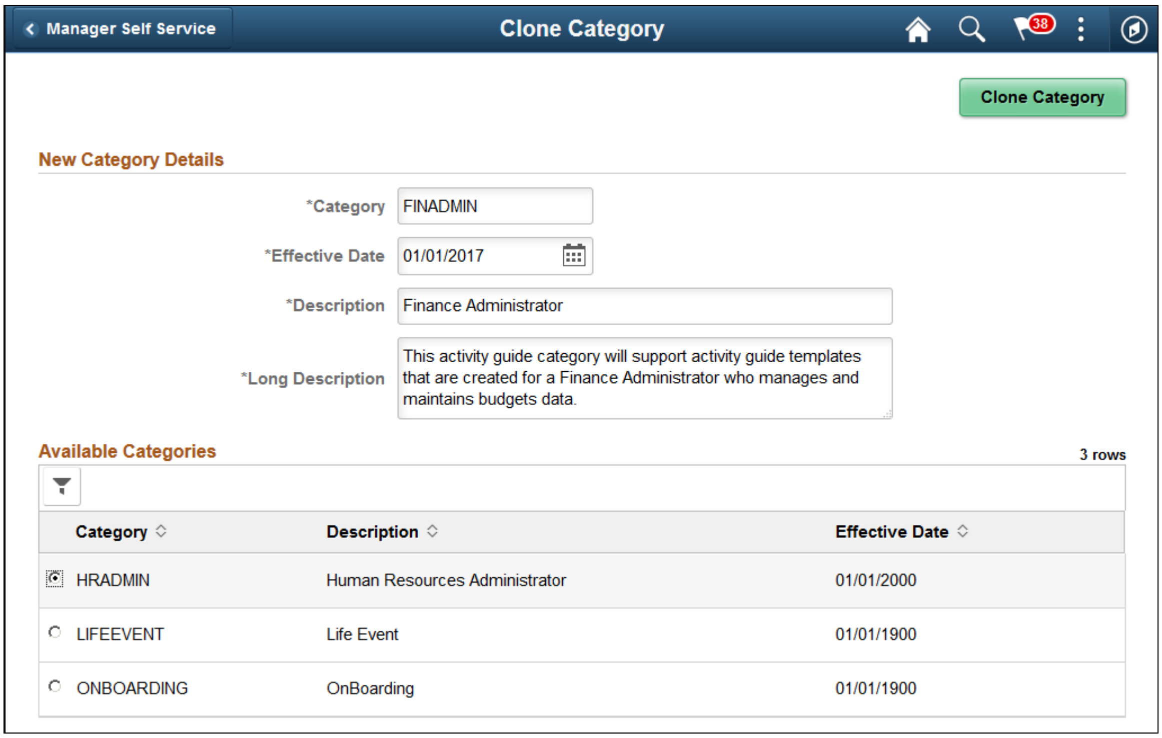
Use the Clone Category page (AGC_CAT_CLONE_FL) to clone an activity guide category.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Activity Guide Utilities >Clone Category >Clone Category

Image: Clone Category Page

This example illustrates the fields and controls on the Clone Category page.

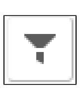
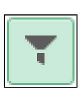


Enter the category ID, effective date, short and long description.

The page sorts the Available Categories list by category and then by effective date within that category. Select the up and down arrows in the column heading to change the sort order.

Select the effective dated row you want to copy and click Clone Category. You will remain on this page but the Available Categories list will now include your newly cloned category.

To make any changes or updates to this newly cloned category, navigate to the Activity Guide Composer - Categories component (Set Up HCM >Common Definitions >Activity Guide Composer >Categories).

 Filters icon or  Filter icon with filters applied	Click to open the Filters page and select criteria to narrow the list of activity guide categories. You can use that page to filter the list by category, short description, or effective date, When filters are in place, the icon displays as green. Click the filter icon and click the Clear button to reset the filters.

Related Links

Setting Up Activity Guide Categories

Managing Activity Guide Templates

The Activity Guide Composer (AGC) feature enables you to use fluid to create activity guide templates that identify the steps a user should take to perform a transaction or process. You can use AGC templates for a variety of purposes, such as identifying the steps that a new employee would complete through the OnBoarding feature, or the items that should be updated in the system using the fluid pages when a person encounters a life event change. You can even define an activity guide with multiple steps that supports a single component. The required pages are added to activity guide template so that we can save the PeopleSoft component. Here for the functional analyst who defines an activity guide template, there will be a set of additional instructions and validations. These validations ensure a Submit action for the activity guide category and template.

The following videos provide demonstrations of features and how to use the Activity Guide Composer:

Image Highlights, PeopleSoft HCM Update Image 23: Activity Guide Composer

PeopleSoft Activity Guide Composer

Image Highlights, PeopleSoft HCM Update Image 29: Activity Guide Composer - Single Component

The activity guide template administrator determines the following aspects of each transaction template:

- The type, or layout format of the template, where you determine if the steps should be presenting in a vertical or horizontal layout.
- The activity guide category of the template, which determines available steps, images, and actions for the user.
- Administrator and end user security roles.
- Actions that should be available to the user from the Actions Menu list in the banner.
- Content that should appear in the fluid sub banner of the activity guide.
- The steps, the order in which they appear in the activity guide, and configuration options and rules for each step.
- If a template should be available in the My Activity guides pages.

Note: When you create an activity guide template, the system also creates a PeopleTools activity guide template using the PeopleTools Activity Guide application process integration (API). This combines the technical data from the activity guide category and the functional data from the activity guide template to save a PeopleTools activity guide template.

To add, update, clone, or delete activity guide templates, use the Templates component (AGC_TMPL_SRCH_FL).

These topics discuss managing activity guide templates.

Related Links

"Understanding OnBoarding" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)
"Understanding Life Events" (PeopleSoft HCM 9.2: eBenefits)

Pages Used to Manage Activity Guide Templates

Page Name	***Definition Name***	***Usage***
Activity Guide Templates Page	AGC_TMPL_SRCH_FL	View a list of existing activity guide templates or initiate the action to add, update, delete, or clone a template.
Add Activity Guide Template Page	AGC_TMPL_ADD_SCF	Identify the template ID and effective date for a new template.
Update Template Page	AGC_TMPL_UPDT_FL	Manage effective dated rows for an activity guide template.
Clone Template Page	AGC_TMPL_CLONE_SCF	Clone an activity guide template
The Activity Guide Composer Guided Template Process	N/A	The Activity Guide Composer guided template process is itself an activity guide process. It shows a list of application steps in the left panel that take you to pages displayed in the content area to define and configure your activity guide template. The Activity Guide Composer also provides navigation buttons in the page banner for navigating through the steps.
Activity Guide Composer - Introduction Page	AGC_TMPL_INTRO_FL	Review an introduction to the Activity Guide Composer.
Activity Guide Composer - Activity Guide Type Page	AGC_TMPL_TYPE_FL	Select or view the activity guide type—either horizontal sequential, vertical non sequential, or vertical sequential.
View Example (Activity Guide Types) Page	AGC_TMPL_TYPE1_SCF	View examples of the horizontal, vertical non sequential, and vertical sequential activity guide types.
Activity Guide Composer - General Information Page	AGC_TMPL_GNRL_FL	Enter or view the template description and category.
Activity Guide Composer - Security Page	AGC_TMPL_SCRTY_FL	Identify the security roles for administrator and end user.

Page Name	*Definition Name*	*Usage*
Activity Guide Composer - Additional Actions Page	AGC_TMPL_BTNS_FL	Select which action buttons will be available in the activity guide for a template
Activity Guide Composer - Sub Banner Page	AGC_TMPL_SBNR_FL	Identify the type of sub banner you wish to display at the top of the activity guide, if any.
Configure Sub Banner Page	AGC_TMPL_SBNR1_SCF	identify the image and fields that should appear in the sub banner
View Example (Sub Banner) Page	AGC_TMPL_SBNR2_SCF	View examples of sub banners.
Activity Guide Composer - Select Steps Page	AGC_TMPL_STEP1_FL	Select the steps that should be part of this activity guide.
Activity Guide Composer - Organize and Configure Steps Page	AGC_TMPL_STEP2_FL	Organize, configure, or delete a step from the activity guide template.
Add Group Step Page	AGC_TMPL_STPAG_SCF	Define the label for the group of steps.
Configure Group Step Page	AGC_TMPL_STPEG_SCF	select which steps should be a sub step within this group.
Configure Attributes Page	AGC_TMPL_STPEA_SCF	Configure the rules for a step.
Configure Dependencies Page	AGC_TMPL_STPDP_SCF	Identify steps that must be completed prior to completing this step.
Configure Page Text Page	AGC_TMPL_PGTEXT	Enter page text when a step is page text enabled.
Step Details Page	AGC_TMPL_STPED_SCF	View configuration details for a step.
Activity Guide Composer - Display and Processing Page	AGC_TMPL_PRCS_FL	Configure an activity guide template for use in My Activity Guides.
Activity Guide Composer - Review and Activate Page	AGC_TMPL_ACTIVE_FL	Activate or deactivate an activity guide template.

Activity Guide Templates Page

Use the Activity Guide Templates page (AGC_TMPL_SRCH_FL) to view a list of existing activity guide templates or initiate the action to add, update, delete, or clone a template.

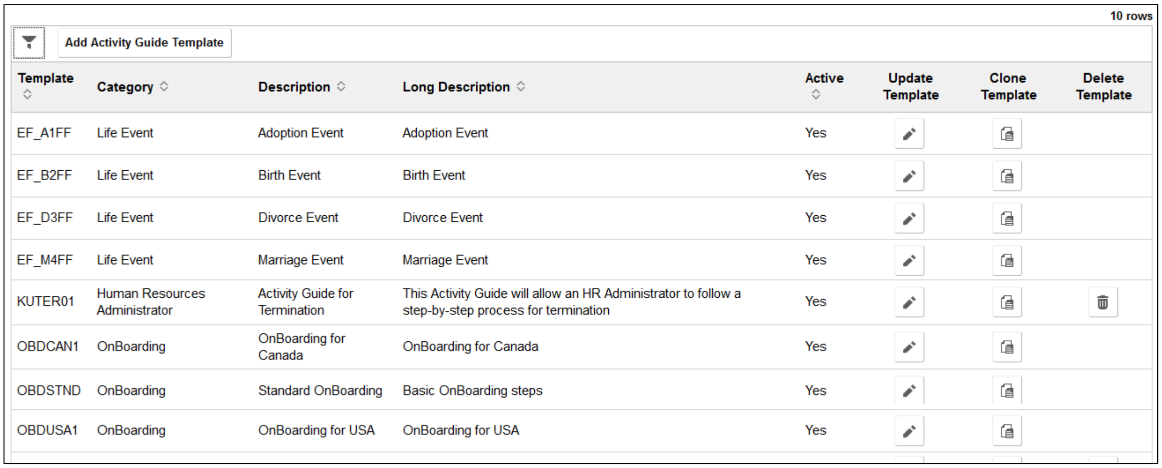
Note: You will only see templates you have administrator access to or where no security has been defined for the template.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Templates

Image: Activity Guide Templates Page

This example illustrates the fields and controls on the Activity Guide Templates page.



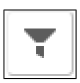
10 rows

Add Activity Guide Template

Template	Category	Description	Long Description	Active	Update Template	Clone Template	Delete Template
EF_A1FF	Life Event	Adoption Event	Adoption Event	Yes			
EF_B2FF	Life Event	Birth Event	Birth Event	Yes			
EF_D3FF	Life Event	Divorce Event	Divorce Event	Yes			
EF_M4FF	Life Event	Marriage Event	Marriage Event	Yes			
KUTER01	Human Resources Administrator	Activity Guide for Termination	This Activity Guide will allow an HR Administrator to follow a step-by-step process for termination	Yes			
OBDCAN1	OnBoarding	OnBoarding for Canada	OnBoarding for Canada	Yes			
OBDSTND	OnBoarding	Standard OnBoarding	Basic OnBoarding steps	Yes			
OBDUSA1	OnBoarding	OnBoarding for USA	OnBoarding for USA	Yes			

The page displays all templates in template ID order to which you have administrator security access. Click the column headings to sort the template rows by that category.

Note: The PeopleSoft application delivers several activity guide templates to support transactions such as OnBoarding, Life Events, Open Enrollment, managing positions, an so forth. Your Activity Guide Composer administrator, someone who is very familiar with your organization's HR transaction processes, can configure and maintain additional activity guides and rules needed for users to complete personal and business transactions.

 (Filter icon button)

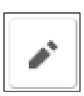
Click to open the Filter page and select criteria to narrow the list of activity guide templates.

Add Activity Guide Template button

Click this button to access the Add Activity Guide Template Page and identify the name and effective date of a new activity guide template.

Active

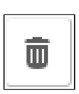
Indicates if the template is active (*Yes*) or inactive (*No*).

 Update Template button

Click the button for a template row to access the Update Template Page for the template you have chosen.

 Clone Template button

Click this button for a template row to access the Clone Template Page where you can initiate the process to clone this template.

 Delete Template button

Click this button to delete all effective dated versions of this template. This button is not available for delivered templates. However, if an effective dated row has been inserted for a delivered template, the user can access Update Template Page to delete the specific effective dated row added for the template.

Note: If more than one effective dated row exists for this template, the system will delete all rows. Use the Update Template button to access the Update Template Page to see all effective dated rows and delete individual rows, if necessary.

Add Activity Guide Template Page

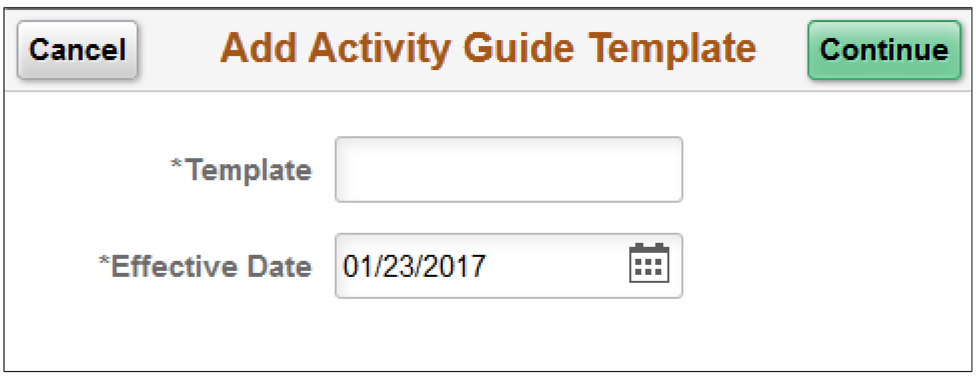
Use the Add Activity Guide Template page (AGC_TMPL_ADD_SCF) to identify the template ID and effective date for a new template.

Navigation

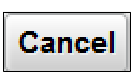
Click the Add Activity Guide Template button from the Activity Guide Templates Page.

Image: Add Activity Guide Template Page

This example illustrates the fields and controls on the Add Activity Guide Template page.



Enter the ID for the new template and an effective date. Template IDs must be seven characters in length.



Click this button to exit the page and return the Activity Guide Templates Page without saving the new template.

After entering a template ID and effective date, click this button to access the Activity Guide Composer - Introduction Page and start the template creation process.

Template

Enter a seven (7) character template code.

Important! Some applications may require a unique naming convention. For example, the first four characters of a Life Events template *must* use a unique convention to ensure that Life Event activity guides are processed correctly. For more information on setting up fluid Life Events using the Activity Guide Composer, see the Fluid Setup Steps section of the "Understanding Life Event Templates (Including Action Items / Steps)" (PeopleSoft HCM 9.2: eBenefits) topic.

Related Links

"Understanding Life Event Templates (Including Action Items / Steps)" (PeopleSoft HCM 9.2: eBenefits)

Update Template Page

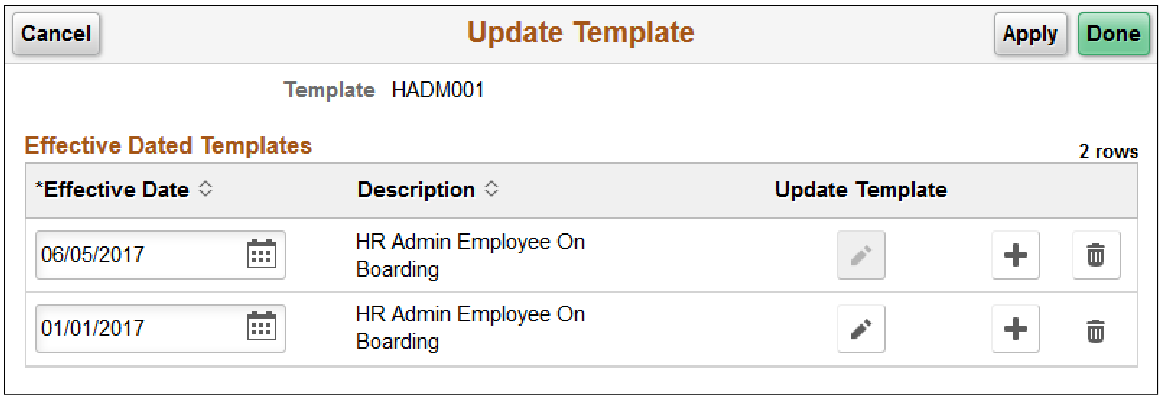
Use the Update Template page (AGC_TMPL_UPDT_FL) to manage effective dated rows for an activity guide template.

Navigation

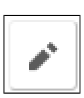
Click the Update Template button from the Activity Guide Templates Page.

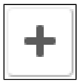
Image: Update Template Page

This example illustrates the fields and controls on the Update Activity Guide Template page.



Use this page to view, select to update, insert a new row, or delete an effective dated rows for a template.

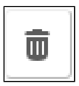
Cancel	Click this button to return to the Activity Guide Templates Page. If you have not clicked the Apply button, the data you entered on the page will not be saved.
Apply or **Done**	Click either of these buttons to apply and save your changes. Click the Apply button to save you data and remain on this page. If you added a new row, the Update Template button becomes active for that row and you can now update the template as necessary. Click the Done button to save your changes and return to the Activity Guide Composer - Activity Guide Templates Page.
	Click this button to access the Activity Guide Template pages to make updates to the template. The system will display the last activity guide step page you accessed in this component. When you click this button for a delivered template, the system will issues a warning that it is delivered data and cannot be deleted or modified. However, you can click OK to view the template setup.



Click the Add a Row button to insert a new effective dated row for this template.

When you select the most current row, the system will insert a new row with today’s date. When you insert a row from an historical row, the template will copy over the same data from that row, including the effective date. Overwrite this date as needed so the rows do not share the same effective date.

In order to proceed with updating a new row, click the Apply button to save the row and activate the Update Template button, where you can access and update the setup parameters for the new template row.



Click this button to delete the row.

Important! You must click the Apply or Done button to save this deletion. If you cancel out of the Update Template Page without saving, the delete action will not take place and the row will remain.

Clone Template Page

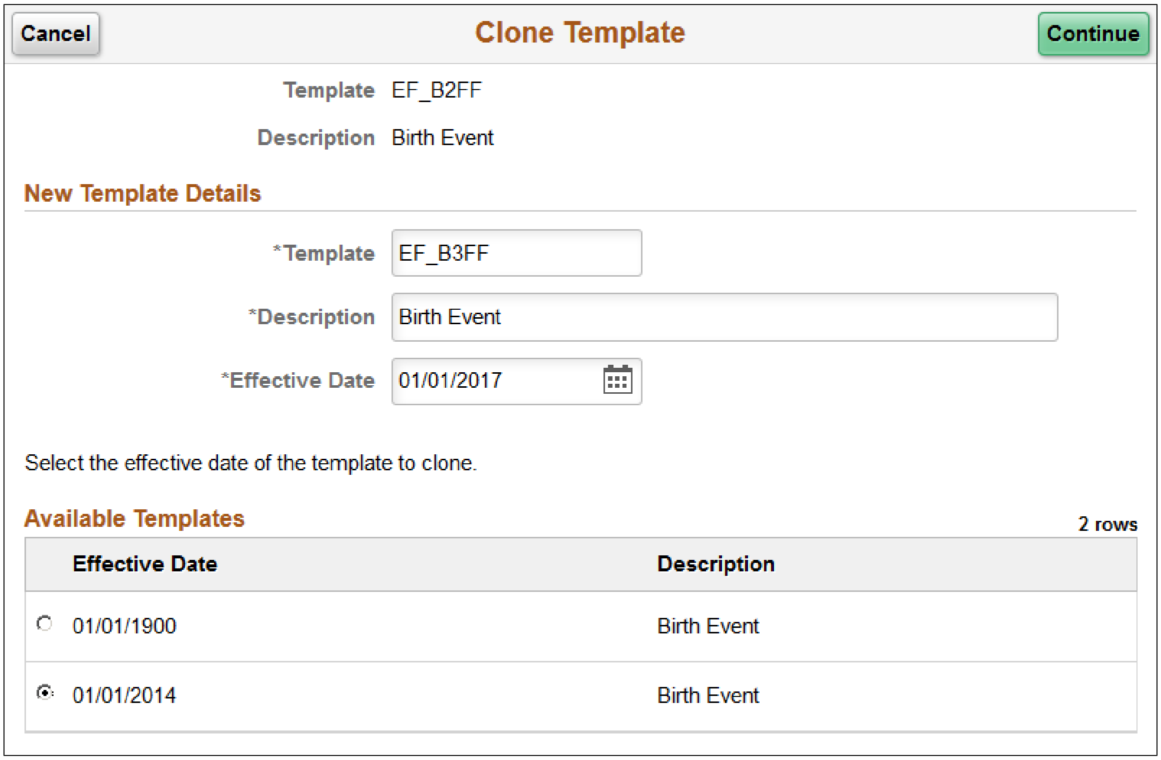
Use the Clone Template page (AGC_TMPL_CLONE_SCF) to clone an activity guide template.

Navigation

Click the Clone Template button on the Activity Guide Templates Page.

Image: Clone Template Page

This example illustrates the fields and controls on the Clone Template page.



Enter the seven character template ID, description, and effective date for the new template.

Note: Some delivered activity guide templates have specific naming conventions. For example, Life Event templates must begin with either *EF_A* (for Adoption) , *EF_B* (for Birth), *EF_D* (for Divorce), or *EF_M* (for Marriage) , to ensure correct processing of the Life Event transactions.

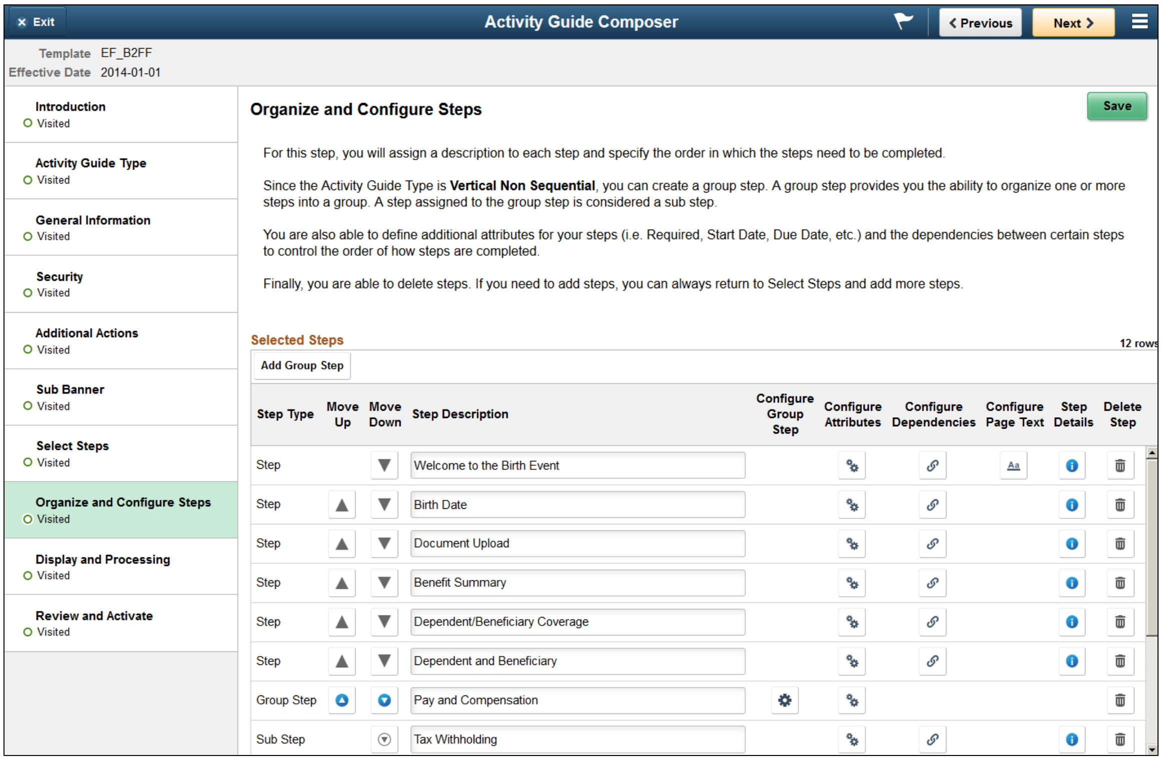
The page displays all effective dated rows for the template you are cloning, oldest to newest. Select the effective dated row you want to copy and click Continue. The system will return you to the Activity Guide Templates Page where you can click the Update Template button to make any changes to this newly cloned template.

The Activity Guide Composer Guided Template Process

The Activity Guide Composer guided template process is itself an activity guide process. It shows a list of application steps in the left panel that take you to pages displayed in the content area to define and configure your activity guide template. The Activity Guide Composer also provides navigation buttons in the page banner for navigating through the steps.

Image: Activity Guide Composer Layout

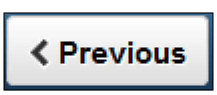
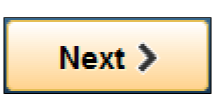
This example illustrates the layout for the Activity Guide Composer pages showing an example of the Activity Guide Composer - Organize and Configure Steps page.



Fluid Activity Guide Banner

The top of PeopleSoft pages is called the page banner. The banner displays several standard activity guide icon buttons.

On most pages, users see the standard set of banner icon buttons.

 or  Exit button	Click this button to exit the Activity Guide Composer guided template process. You can return at a later time to modify and update your activity guide template.
 or  Previous button	Click this button to navigate to the previous step or substep. If you have not saved the page, the system prompt you to save your changes. The button is not visible on the first step in the activity guide.
 or  Next button	Click this button to navigate to the next step. If you have not saved the page, the system prompt you to save your changes. On the last step of the activity guide (the Review and Activate step), the Next button does not appear. The page displays an Activate Activity Guide or Deactivate Activity Guide button on the page to activity or inactivate this template.

Save button

Though this button does not appear in the banner, it does appears on the page of each step, with the exception of the first and last pages.

Click this button to save the changes to a specific step configuration prior to navigating to another page.


Actions List icon

Select the Actions List icon to exit the Activity Guide Composer pages and navigate back to your home page. If you have not saved the page, the system prompt you to save your changes.

Activity Guide Sub Banner

The section under the banner of the PeopleSoft pages is called the page sub banner. The sub banner will display the name of the template ID and effective date for the template in which you are working.

Pages and Step List Format

This Activity Guide Composer will display vertical steps. The steps will also display a status indicating if you have or have not visited the page.

<Step Status>

Each page step has a status. These statuses include:

- *Not Started*: These are unvisited steps to completing your template.
- *Visited*: When you first access a step the status changes to this.

You can return to steps by clicking the step or using the navigation buttons in the banner.

The transaction content area displays the page for the current step you have selected for this template configuration.

Activity Guide Composer - Introduction Page

Use the Activity Guide Composer - Introduction page (AGC_TMPL_INTRO_FL) to review an introduction to the Activity Guide Composer.

Navigation

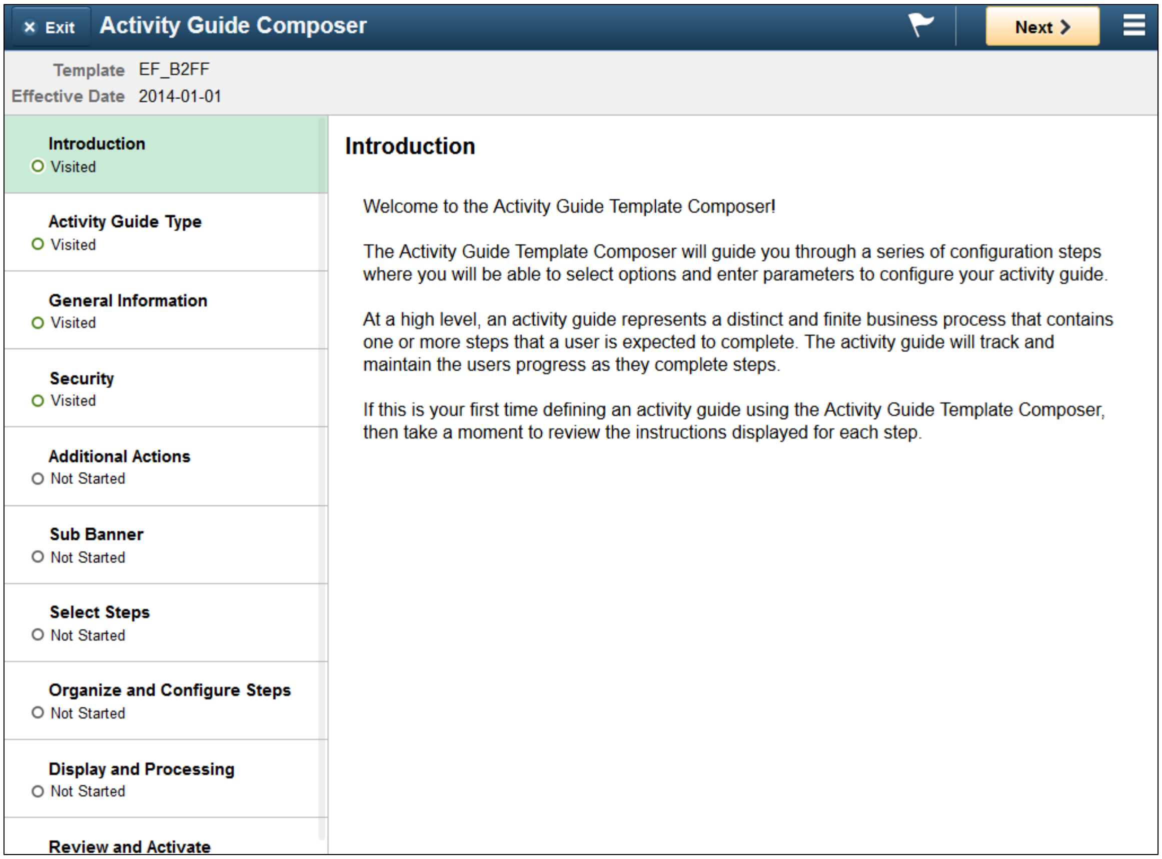
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Introduction tab from the left panel list or click the Previous button to navigate to the page.

Image: Activity Guide Composer - Introduction Page

This example illustrates the fields and controls on the Activity Guide Composer - Introduction page.



Note: This example shows a delivered template with a new effective dated row inserted. The fields for the original effective dated row of a delivered template are not available for edit. You must insert a new row or clone a delivered template to make changes.

Activity Guide Composer - Activity Guide Type Page

Use the Activity Guide Composer - Activity Guide Type page (AGC_TMPL_TYPE_FL) to select or view the activity guide type—either horizontal sequential, vertical non sequential, or vertical sequential.

Navigation

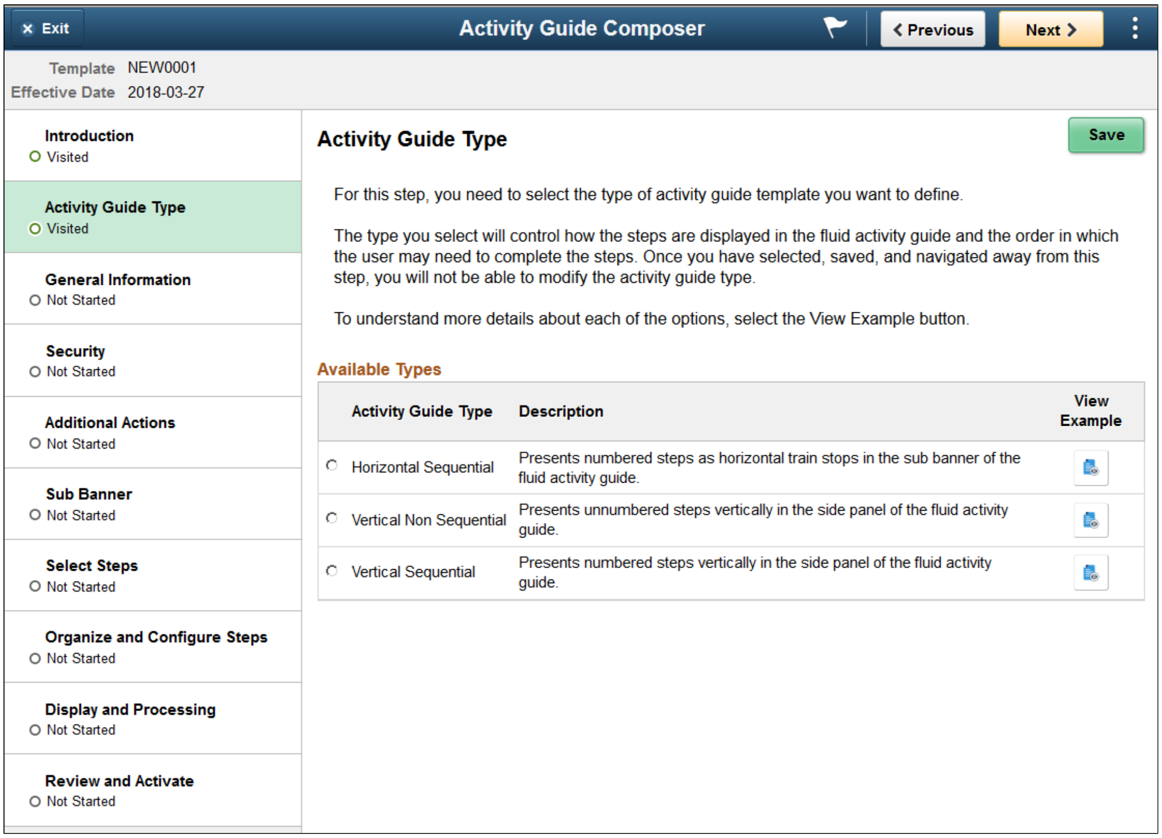
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Activity Guide Type tab from the left panel list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - Activity Guide Type Page for a New Template

This example illustrates the fields and controls on the Activity Guide Composer - Activity Guide Type page for a new template.



Use this page to select an activity guide type or view the type that is selected for this template. You can view static examples of the different types by clicking the View Example button.

Note: When you clone an existing template, the system copies the same activity guide type over and you cannot select a different activity guide type for the newly cloned template.

Activity Guide Type

Select from one of the following activity guide type:

- *Horizontal Sequential*: Select this option to have the activity guide display the steps horizontally across the top of the page.
- *Vertical Non Sequential*: Select this option to have the activity guide display unnumbered steps vertically in the left panel of the page.
- *Vertical Sequential*: Select this option to have the activity guide display numbered steps vertically in the left panel of the page.

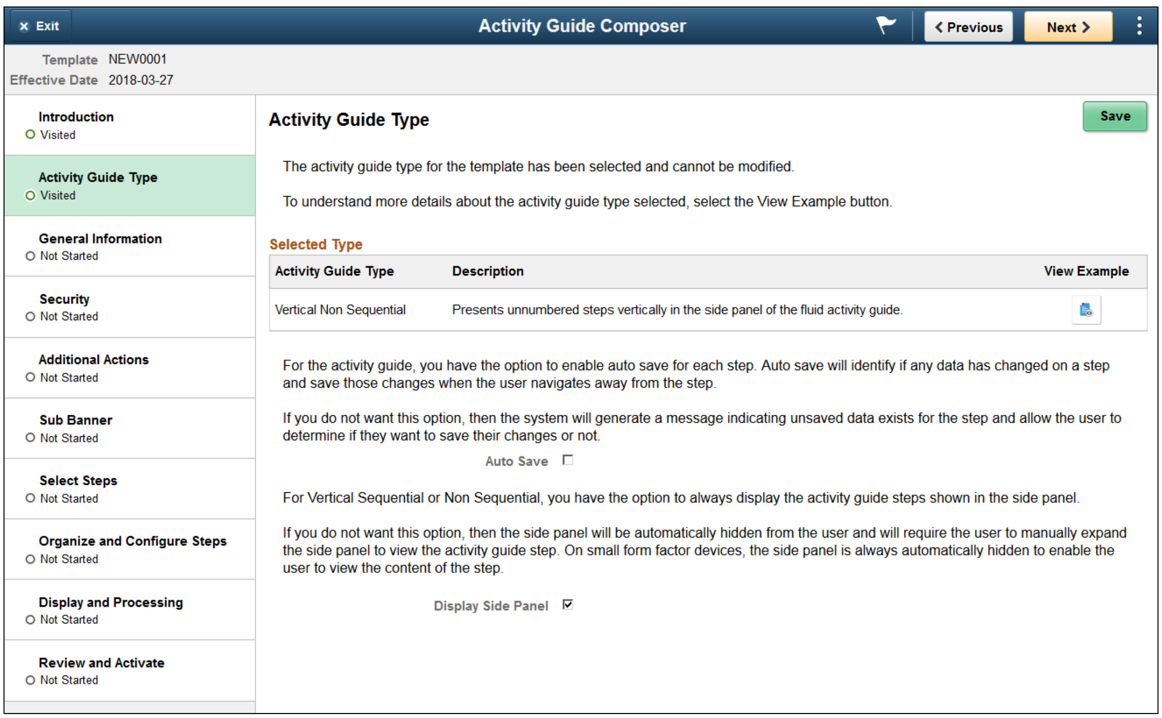
Note: You cannot change the activity guide type for this template after you have saved this page. Or If you have cloned or inserted a new row for an existing template, you cannot change the activity guide type.

View Example	Click this button to access the View Example (Activity Guide Types) Page and see examples of this type of activity guide.

Note: These are examples only and do not reflect the template you are creating.

Image: Activity Guide Composer - Activity Guide Type Page for a Template Where the Type is Already Saved or Defined

This example illustrates the fields and controls on the Activity Guide Composer - Activity Guide Type page after you have saved the type.



When you save the page, the activity guide type option you selected is now read-only. The page may also display other fields, which are based on the activity guide type you selected.

Auto Save	This option is available for *Vertical Non-Sequential* types. Click this check box to enable the auto save feature. When enabled, the system will automatically save the page when a user moves from one step to another. Deselect to have the system warn the user that unsaved data exist have allows the user to determine whether to save the changes to the activity guide. The system does not display this option for the sequential activity guide types because PeopleTools auto save is

	automatically turned on for these types and cannot be overridden.
Display Side Panel	This option is available for *Vertical Non-Sequential* and *Vertical Sequential* types. Select this option to have the left panel expanded when the user accesses a vertical activity guide on a large form factor device. The panel will always be hidden on small form factor devices and the user will need to manually expand the panel to view the vertical activity steps.

The delivered activity guide composer templates use the Vertical Non Sequential type with the left panel that lists the steps in the process. For this configuration, the panel appears on the left of larger devices. On a small form factor such as phone, the panel is initially hidden. Users would click the left panel tab to manually expand and view the steps.

View Example (Activity Guide Types) Page

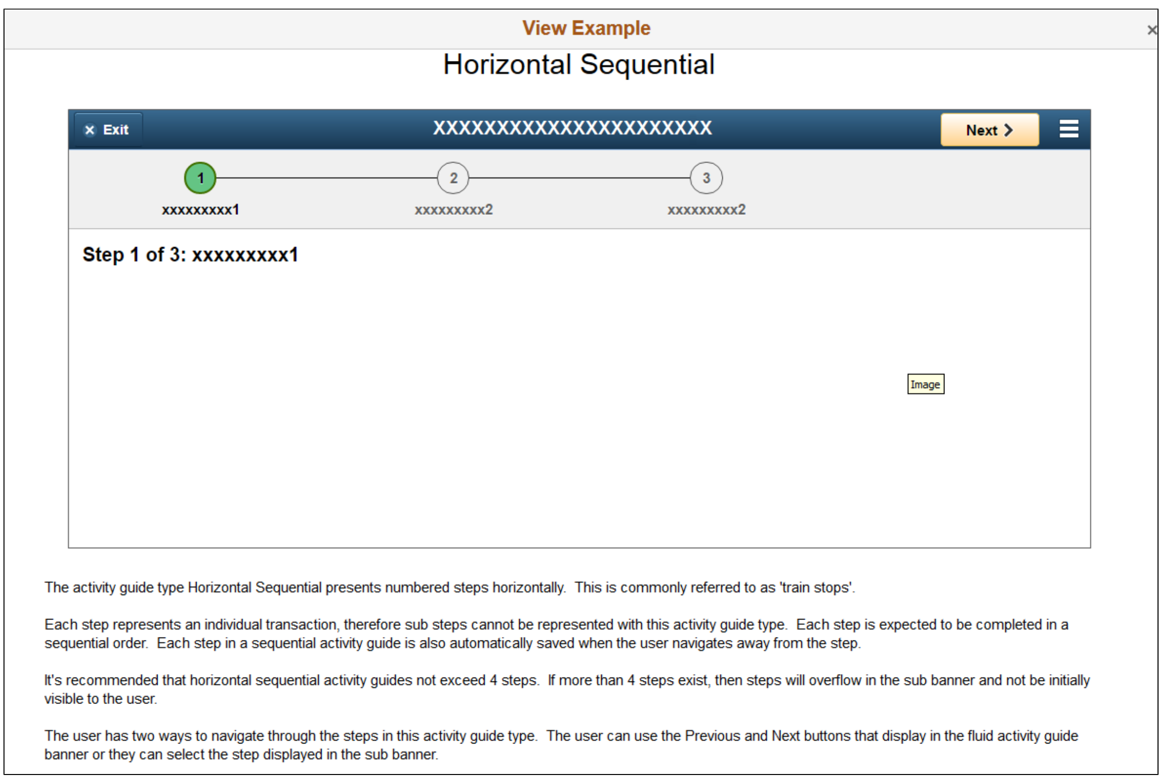
Use the View Example (Activity Guide Types) page (AGC_TMPL_TYPE1_SCF) to view examples of the horizontal, vertical non sequential, and vertical sequential activity guide types.

Navigation

Click a View Example button on the Activity Guide Composer - Activity Guide Type Page.

Image: View Example Page: Showing an Example of the Horizontal Sequential Type

This example illustrates the View Example page showing a horizontal sequential example.



Note: These are static examples only and do not reflect the current template you are creating.

Activity Guide Composer - General Information Page

Use the Activity Guide Composer - General Information page (AGC_TMPL_GNRL_FL>) to enter or view the template description and category.

Navigation

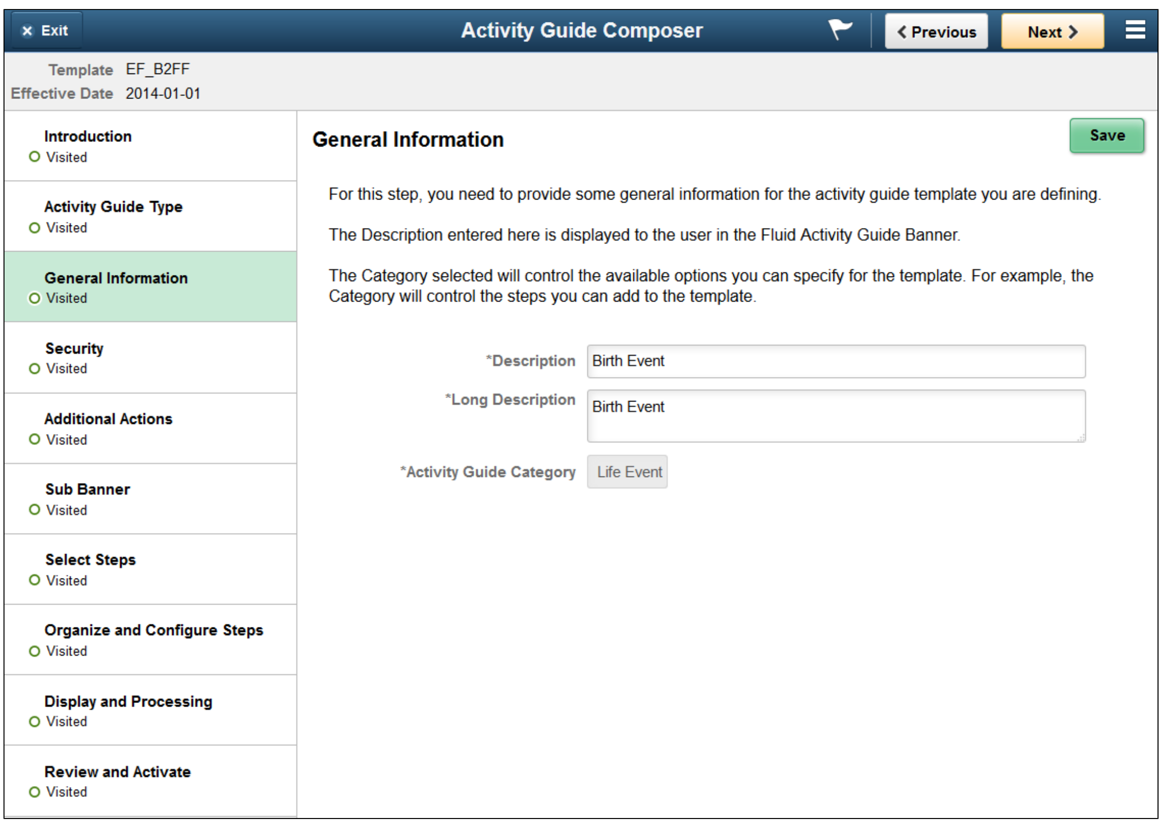
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the General Information tab from the left panel category list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - General Information Page

This example illustrates the fields and controls on the Activity Guide Composer - General Information page.



Note: This example shows a delivered template with a new effective dated row inserted. The fields for the original effective dated row of a delivered template are not available for edit. You must insert a new row or clone a delivered template to make changes to the description, but you cannot change the Activity Guide Category value.

Description	Enter the description that should appear on the fluid activity guide banner. The description is displayed in Activity Guide Templates. If the activity guide template is configured for My Activity Guides, then the template description is displayed in the left panel of the My Activity Guides page.
Long Description	Enter a longer description that explains the purpose of the template, if needed.
Activity Guide Category	Select the category that contains the record structure, actions, and step that apply to this template. Delivered options include *Life Events* and *OnBoarding*, however you can create new categories using the Activity Guide Composer - Categories component (see Setting Up Activity Guide Categories). **Note:** You cannot change the category for this template after you have saved this page. If you have cloned or inserted a new row for an existing template, you cannot change the category.

Activity Guide Composer - Security Page

Use the Activity Guide Composer - Security page (AGC_TMPL_SCRTY_FL) to identify the security roles for administrator and end user.

Navigation

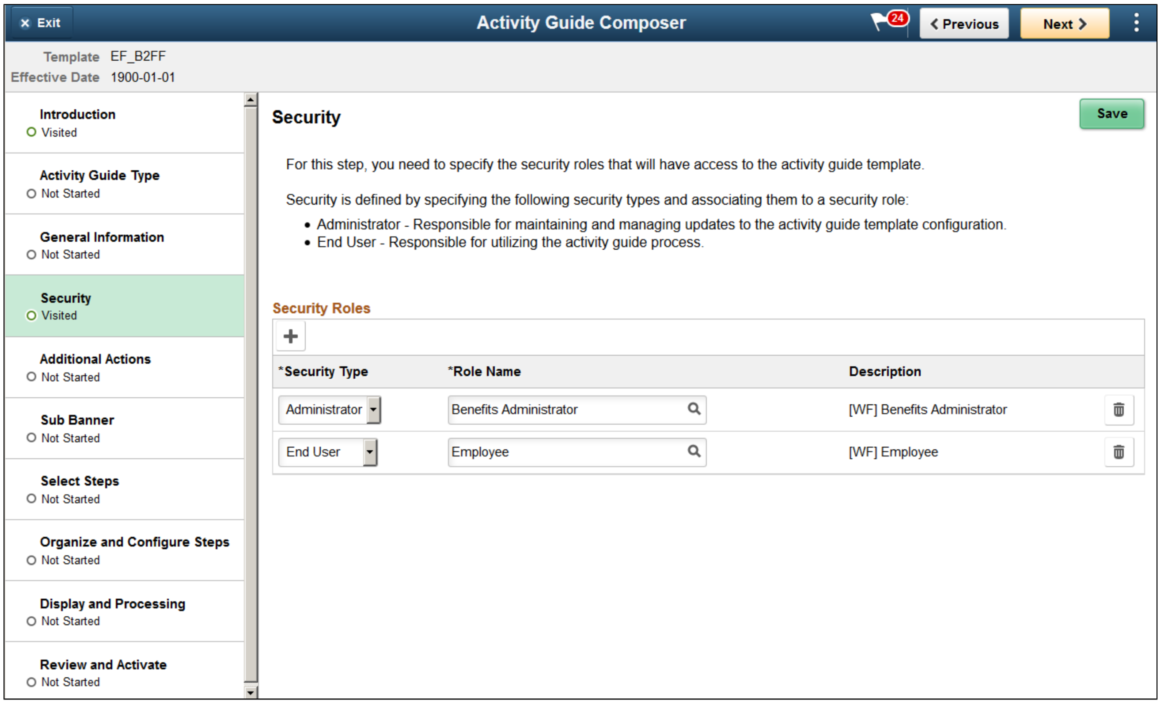
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

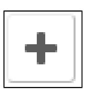
From within the Activity Guide Composer, select the Security tab from the left panel category list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - Security Page

This example illustrates the fields and controls on the Activity Guide Composer - Security page.



Note: You must first enter an activity guide type and category in order to define the security for an activity guide template. This step is also required before you can complete many of the other steps, or pages, for this template.

 Add button	Click this button to insert an additional security row.
Security Type	Select a security user type. Valid values are *Administrator* for maintaining the template and *End User* for user accessing the template to enter transactional data. **Note:** You must enter at least one *Administrator* and one *End User* role.
Role Name	Select the role that will either maintaining the template configuration (*Administrator*) or that will be the user for the template (*End User*). **Important!** The role name that is assigned to the user profile must match the role name that is specified for the *End User* security type defined here.
 Delete button	Click to remove a security row from this template.

Activity Guide Composer - Additional Actions Page

Use the Activity Guide Composer - Additional Actions page (AGC_TMPL_BTNS_FL) to select which action buttons will be available in the activity guide for a template.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

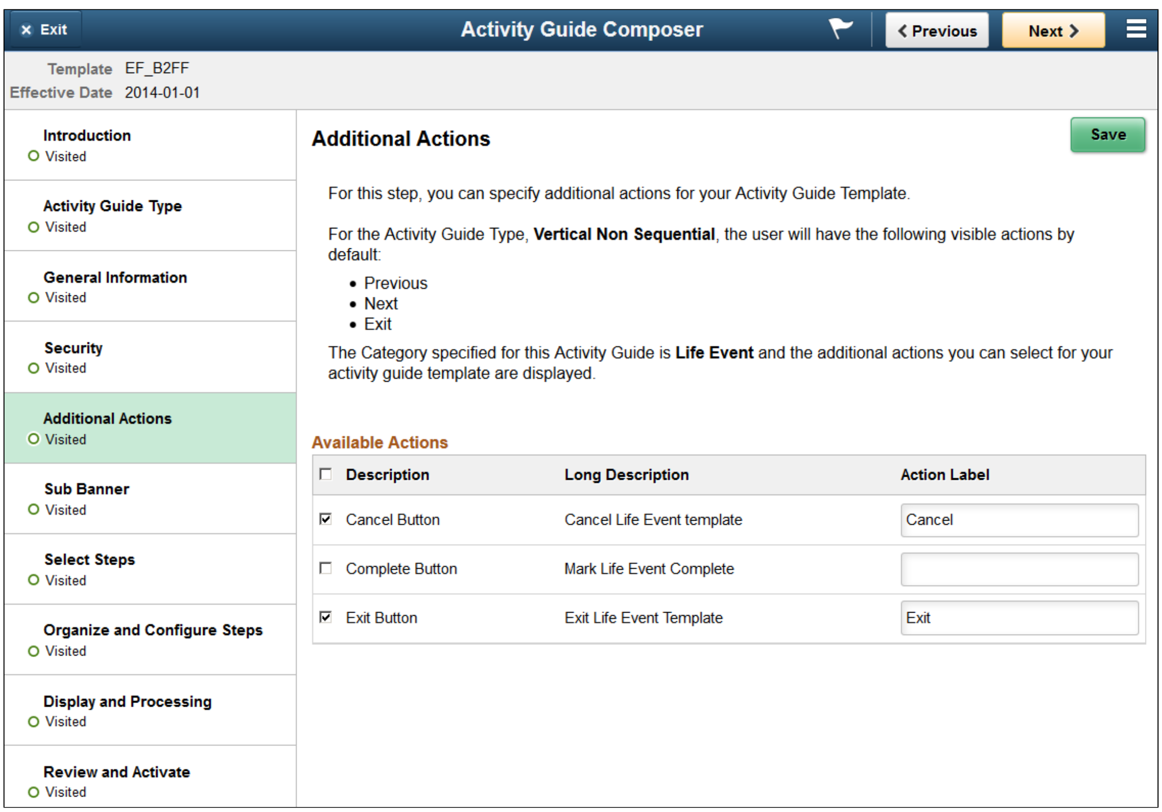
- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Additional Actions tab from the left panel list, or click the Next or Previous buttons to navigate to the page.

Note: If the activity guide category specified for the template has a Step Definition Rule of Steps from single component saved as single transaction, then the user should select an Action that allows the user to submit or complete the activity guide.

Image: Activity Guide Composer - Additional Actions Page

This example illustrates the fields and controls on the Activity Guide Composer - Additional Actions page.

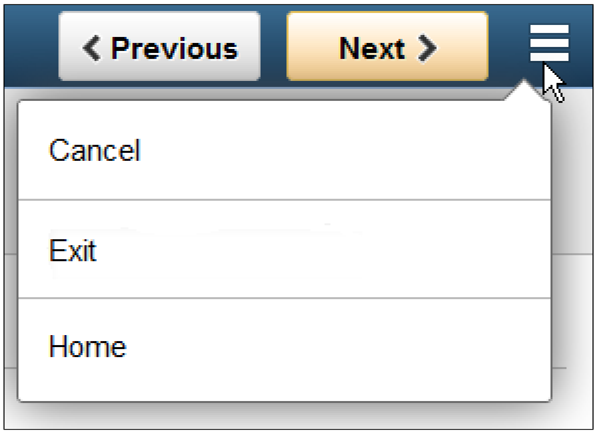


Note: You must first identify the security roles for this template before you can configure actions.

Use this page to identify the actions a user can take when using this template. Actions are those list items that are available to the user from the Actions List menu in the banner of the activity guide.

Image: Example of Actions in the Activity Guide Actions List Menu

This example illustrates the action items available from the activity guide Actions List menu.



Check box	Select those items you want to include in the Actions List mention. To select all actions, select the check box next to the Description column in the header, or select action buttons individually.
Action Label	Enter the text that should appear in the Actions List menu. If you save the page before entering a label, the page will automatically populate the fields you have selected with the Description label. You can overwrite this value and save your changes. If you deselect an action type and save, the page will remove the label you have entered.

The activity guide category defines which actions are available on this page. To manage actions for a category, use the Categories - Actions Page.

Activity Guide Composer - Sub Banner Page

Use the Activity Guide Composer - Sub Banner page (AGC_TMPL_SBNR_FL) to identify the type of sub banner you wish to display at the top of the activity guide, if any.

Navigation

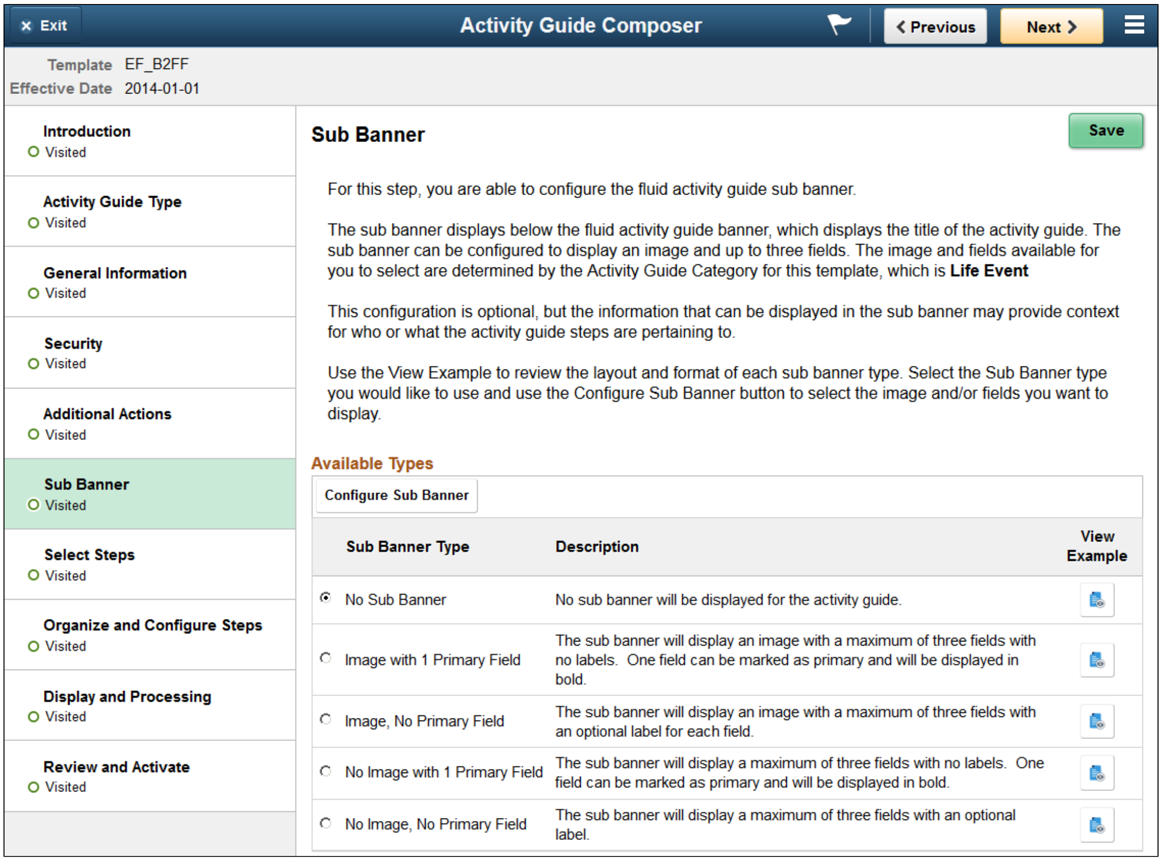
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Sub Banner tab from the left panel category list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - Sub Banner Page

This example illustrates the fields and controls on the Activity Guide Composer - Sub Banner page.



Note: This example shows a delivered template with a new effective dated row inserted. The fields for the original effective dated row of a delivered template are not available for edit. You must insert a new row or clone a delivered template to make changes.

Note: You must first identify the security roles for this template before you can select a sub banner.

Configure Sub Banner

Click this button to access the Configure Sub Banner Page and identify which image and fields should display in the sub banner.

When No Sub Banner is selected, the system will not allow you to access the Configure Sub Banner page when you click this button.

Sub Banner Type

Select from one of the following sub banner types:

- *No Sub Banner*: This activity guide will display the banner and the page directly below the banner.
- *Image with 1 Primary Field*: This activity guide will display a sub banner below the banner and the page under the sub banner. This option allows you to display one image, such as an employee photo or company logo, and up to three fields,

with one serving as the primary field in bold, such as the employee's name or the job title.

- *Image, No Primary Field*: This activity guide will display a sub banner below the banner and the page under the sub banner. This option allows you to display one image, such as an employee photo or company logo, and up to three fields, although none serve as a primary field.
- *No Image with 1 Primary Field*: This activity guide will display a sub banner below the banner and the page under the sub banner. This option allows you to display up to three fields, with one serving as the primary field in bold, such as the employee's name or the job title.
- *No Image, No Primary Field*: This activity guide will display a sub banner below the banner and the page under the sub banner. This option allows you to display up to three fields, although none serve as a primary field.

View Example

Click this button to access the View Example (Sub Banner) Page and view an example of the different sub banner types.

Note: These are examples only and do not reflect the current template you are creating.

Configure Sub Banner Page

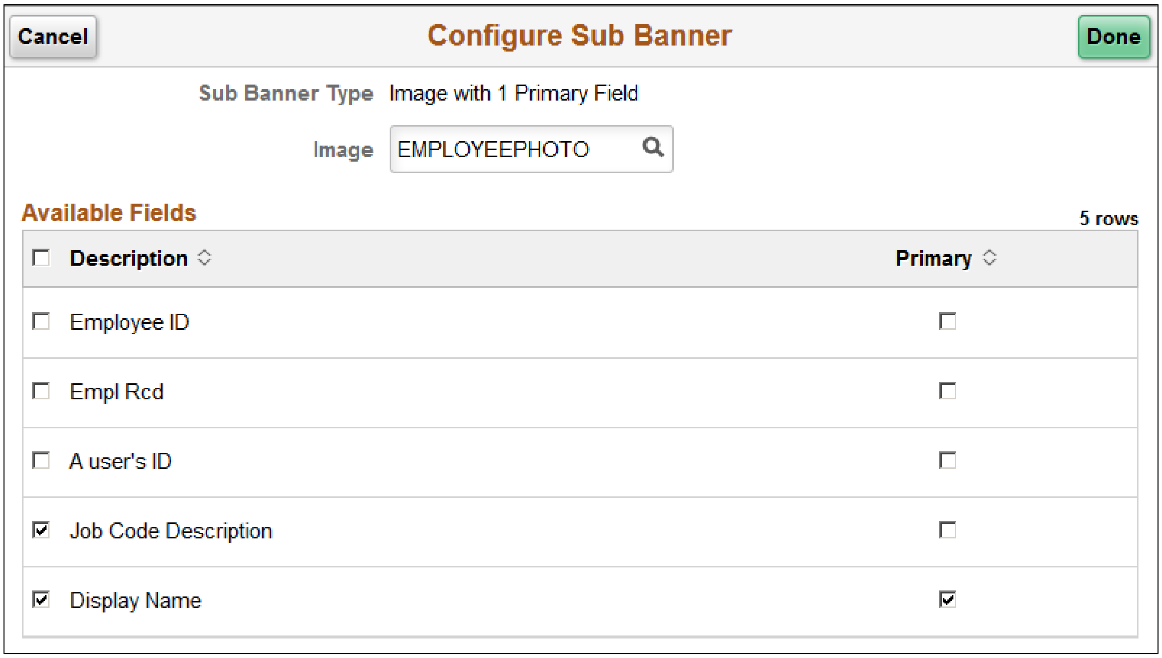
Use the Configure Sub Banner page (AGC_TMPL_SBNR1_SCF) to identify the image and fields that should appear in the sub banner.

Navigation

Click the Configure Sub Banner button from the Activity Guide Composer - Sub Banner Page.

Image: Configure Sub Banner Page

This example illustrates the fields and controls on the Configure Sub Banner page.



Sub Banner Type

Display the sub banner type you selected on the Activity Guide Composer - Sub Banner Page.

Image

This option is available only when you have selected one of the sub banner types that includes an image.

Enter which image should display in the sub banner. Valid images are defined on the Categories - Images Page.

Description

Select up to three available fields. These fields come from the category associated with this template and are defined on the Categories - Context Page. Available fields for selection are those defined as Context Record and Fields values and derived Contextual Data fields where you have selected the Use in Sub Banner option.

Display Label

This option is available when you have selected one of the sub banner types that has no primary Field.

Indicate whether a label should be displayed for the field.

Primary

This option is available only when you have selected one of the sub banner types that include a primary field.

Select which field should serve as the primary field. This item will appear at the top of the list in bold.

Done

Click to save your options and return to the Activity Guide Composer - Sub Banner Page.

Cancel	Click this button to return to the Activity Guide Composer - Sub Banner Page without saving your changes.

View Example (Sub Banner) Page

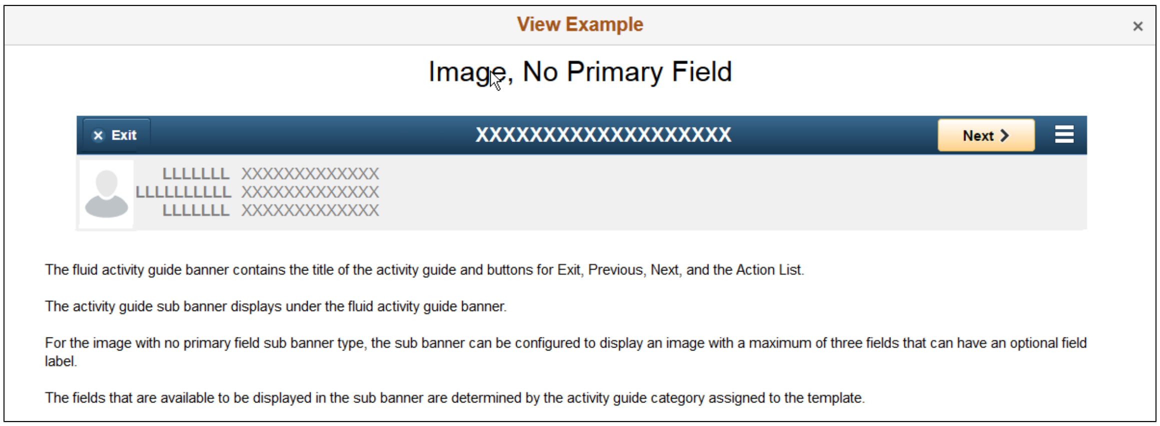
Use the View Example (Sub Banner page (AGC_TMPL_SBNR2_SCF) to view examples of sub banners.

Navigation

Click a View Example button on the Activity Guide Composer - Sub Banner Page.

Image: View Example (Sub Banner) Page

This example illustrates the View Example page showing a sub banner example.



Note: These are static examples only and do not reflect the template you are creating.

Activity Guide Composer - Select Steps Page

Use the Activity Guide Composer - Select Steps page (AGC_TMPL_STEP1_FL) to select the steps that should be part of this activity guide.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Select Steps tab from the left panel category list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - Select Steps Page

This example illustrates the fields and controls on the Activity Guide Composer - Select Steps page.

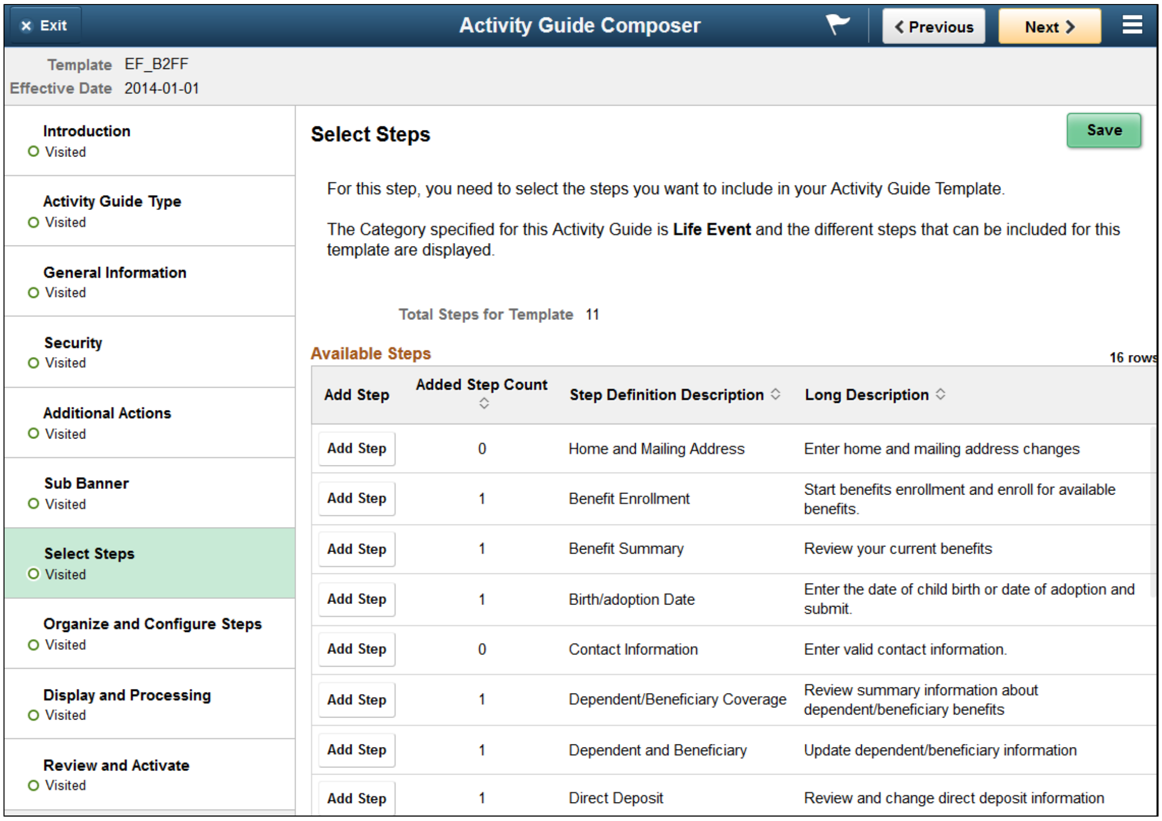
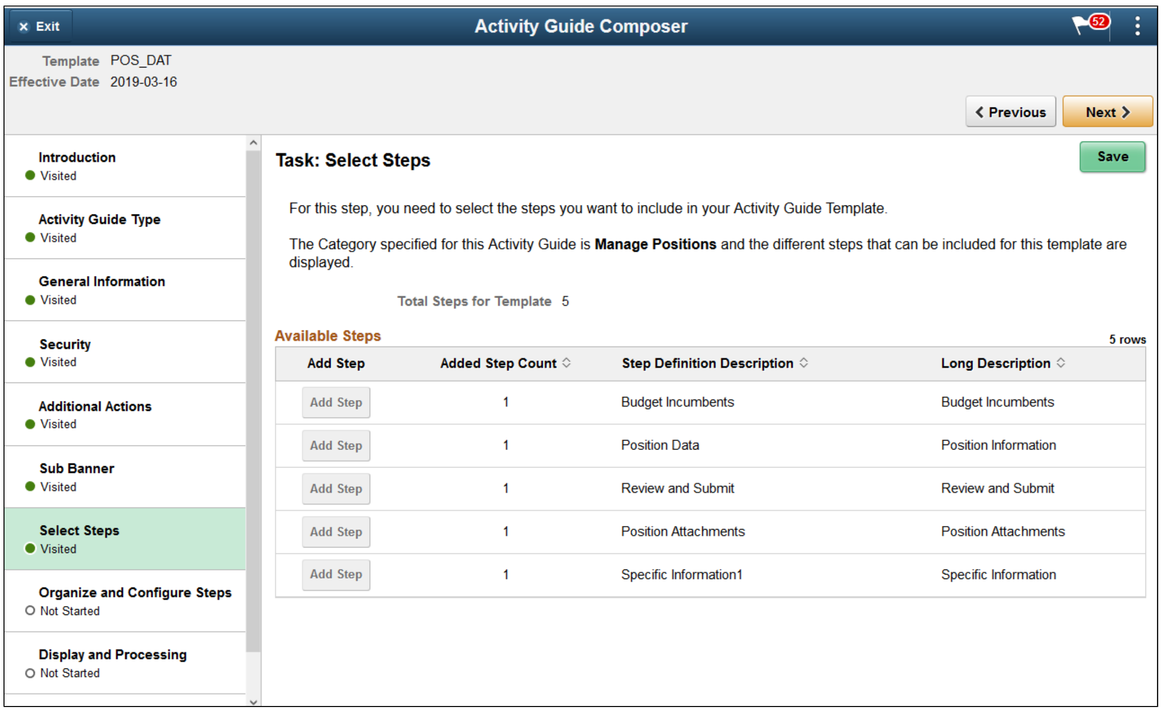


Image: Activity Guide Composer - Select Steps Page for a Single Component

This example illustrates the fields and controls on the Activity Guide Composer - Select Steps page for a single component. Steps defined for this type of activity guide represent individual pages from a singe PeopleSoft component that will be saved as a single transaction. Single component functionality is set up on the category assigned to the temple. See the Categories - Steps Page documentation for more information on single component categories and templates.

Important! At minimum, the required steps need to be included in the activity guide template to ensure the PeopleSoft component can be saved.



The following video provides an overview of Activity Guide Composer - Single Component.

Image Highlights, PeopleSoft HCM Update Image 29: Activity Guide Composer - Single Component

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Note: You must first identify the security roles for this template before you can select steps.

The top of this page displays the category associated with this template. The activity guide category defines the valid steps that are available for the activity guide template. To manage steps for a category, use the Categories - Steps Page.

Total Steps for Template	Displays the number of steps that have been added to this template.
Add Step	Click this button to add the step to a template. The Added Step Count field identifies if you have already added this step to your template and how many times it will be listed as a step. To organize, configure, or delete a step, use the Activity Guide Composer - Organize and Configure Steps Page.

Note: If Step Definition Rule on the category is defined as Steps from a single component saves as single transaction, then the user is only able to add the step once to the activity guide template and Add Step will be disabled after the step is added.

Added Step Count	Identifies how many times you have added this step to your template. If you have added a step by accident, you can delete it from the Activity Guide Composer - Organize and Configure Steps Page.
Required	This column is available when the Step Definition Rule on the category (see the Categories - Steps Page) is defined as *Steps from a single component saves as single transaction*, and at least one of the steps is selected as required. The field will display a *Yes* or *No* value depending on what is defined on the category. **Note:** This will generate an error if required steps are not added and allow a step to be added once.

Activity Guide Composer - Organize and Configure Steps Page

Use the Activity Guide Composer - Organize and Configure Steps page (AGC_TMPL_STEP2_FL) to organize, configure, or delete a step from the activity guide template.

Navigation

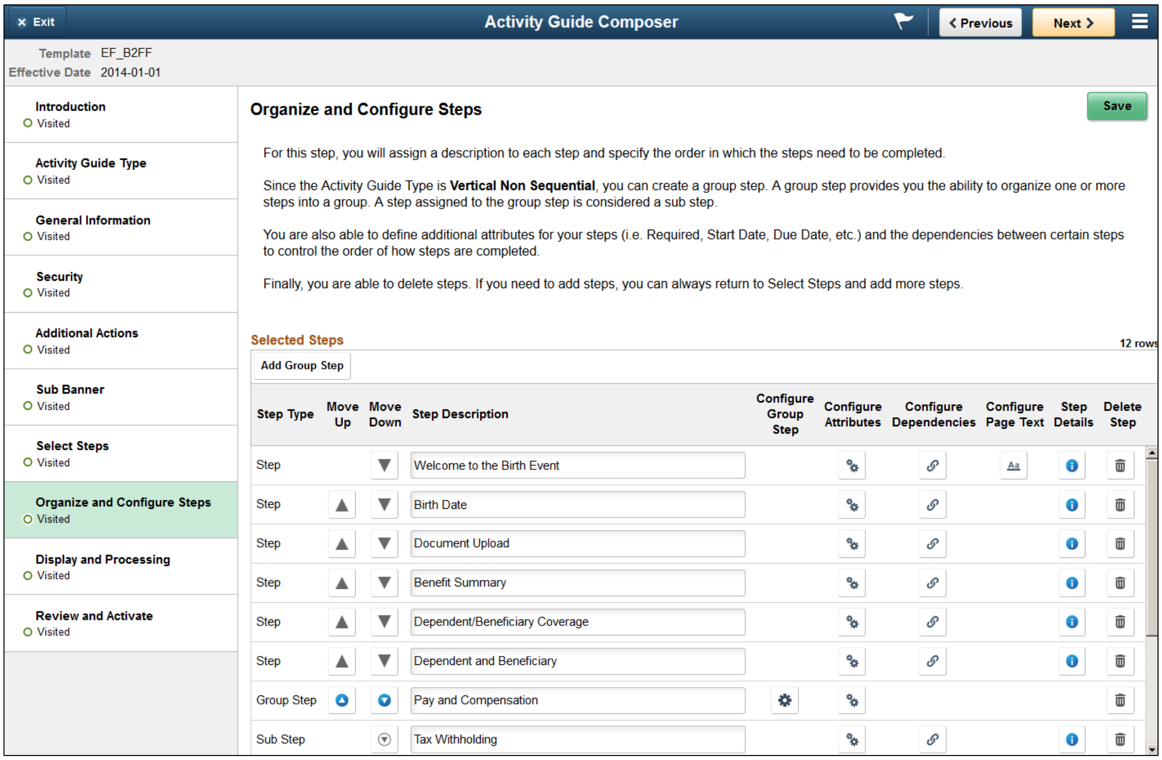
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Organize and Configure Steps tab from the left panel category list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - Organize and Configure Steps Page

This example illustrates the fields and controls on the Activity Guide Composer - Organize and Configure Steps page.



Note: You must first identify the security roles and select step for this template before you can configure steps.

This page displays the steps you added on the Activity Guide Composer - Select Steps Page. Determine the step order by moving them up and down in the list. If the activity guide type is vertical, you can group steps into like categories by adding group steps and selecting which steps should be a sub step within the group. For example, you can create a group called Payroll and select all those steps related to payroll as sub steps to this group. This page also enables you to configure step attributes.

The following columns will display to manage your steps. If none of the steps are associated with that type of configuration, that column will not display. For example, if none of your steps are page text enabled, that column and button will not be available.

Add Group Step button

Click this button to access the Add Group Step Page and enter a group step description.

Note: This button is not available for templates made using the Horizontal activity guide types.

Step Type

Displays if this is an individual *Step*, the *Group Step* label, or a *Sub Step* that is part of a group step.

Move Step Up and **Move Step Down** icon buttons	Click the solid up arrow to move the step up one position in the list or click the solid down arrow to move the step down one position in the list of steps. If the next step consists of a group step, then this step will be moved above or below the group step with all it's sub steps.
Move Group Step Up and **Move Group Step Down** icon buttons	Click the solid circled up arrow to move the group step with all its sub steps up one position in the list or click the solid circled down arrow to move the step and all it's sub steps down one position in the list of steps.
Move Sub Step Up and **Move Sub Step Down** icon buttons	Click the open circled up arrow to move the sub step up one position within the group of steps or click the open circled down arrow to move the sub step down one position within the group of steps. When you reach the top (or bottom) of the group step, you will no longer be given the option to move the sub step up (or down) in that group step.
Step Description	The step description defaults from the Description field on the Categories - Steps Page. You can modify this description as needed. This description will be the name of the step in the left panel, or horizontal step across the top for a horizontal activity guide type. It will also appear as the page name.
Configure Group Step button	This button is available for group steps. Click this button to access the Configure Group Step Page and select which steps should be a sub step within this group.
Configure Attributes button	Click this button to access the Configure Attributes Page to define step attributes, such as whether the step is required or if it must be completed by a specific due date.
Configure Dependencies icon button	Click this button to access the Configure Dependencies Page to identify steps that must be completed prior to completing this step.
Configure Page Text icon button	This button is available when a step is page text enabled, such as the Welcome or Summary page. Click this button to access the Configure Page Text Page to enter any text that you want the page to display for this step.
Step Details icon button	Click this button to access the Step Details Page to view the configuration for this step. Step configuration is defined on the Categories - Steps Page, with the exception of the Step Description value, which comes from the Step Description value you entered on this page.
Delete Step icon button	Click this button to remove this step from the template. You can return to the Activity Guide Composer - Select Steps Page to add the step back into this template.

Note: If the Step Definition Rule on the category is defined as Steps from a single component saves as single transaction, then that user will not be able to delete the step if it has been defined as a Required step in the activity guide category.

Add Group Step Page

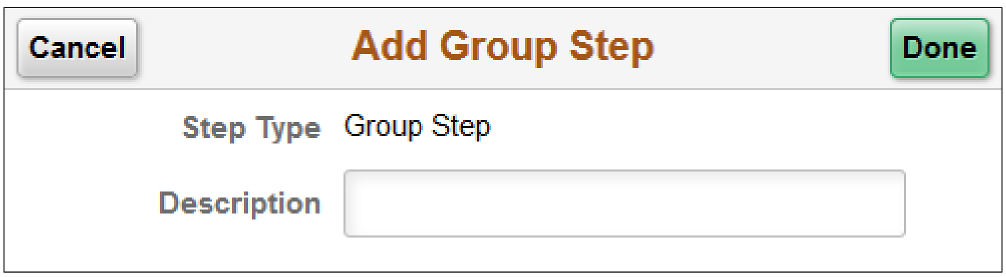
Use the Add Group Step page (AGC_TMPL_STPAG_SCF) to define the label for the group of steps.

Navigation

Click the Add Group Step button from the Activity Guide Composer - Organize and Configure Steps Page.

Image: Add Group Step Page

This example illustrates the fields and controls on the Add Group Step page.



A group step does not display a transactional page to the end user. Rather, it serves as a header for a group of steps. For example, you can create a group step called Personal Data and then associate it to other steps that prompt the user to enter contact information, addresses, dependent data, and emergency contacts. When a user selects a group step from the left panel of the page, the panel will expand to show the sub steps within that group.

Use the Configure Group Step Page to associate sub steps to a group.

Note: Group steps are not allowed for horizontal activity guides.

Configure Group Step Page

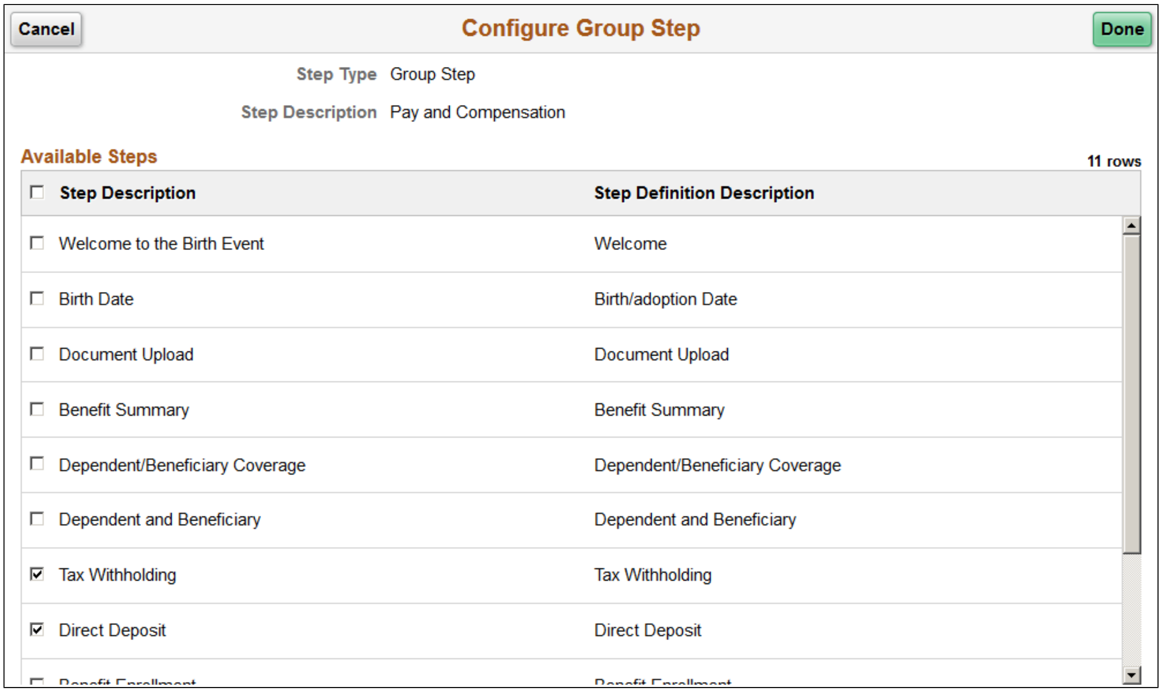
Use the Configure Group Step page (AGC_TMPL_STPEG_SCF) to select which steps should be a sub step within this group.

Navigation

Click the Configure Group Step button from the Activity Guide Composer - Organize and Configure Steps Page.

Image: Configure Group Step Page

This example illustrates the fields and controls on the Configure Group Step page.



The page displays those steps that have been added to this template that have not already been associated with another group step. To add the same step to different groups, you will need to add the step multiple times from the Activity Guide Composer - Select Steps Page.

Select those steps that should be part of this group. To remove a step from a group, deselect the check box for that step row.

Configure Attributes Page

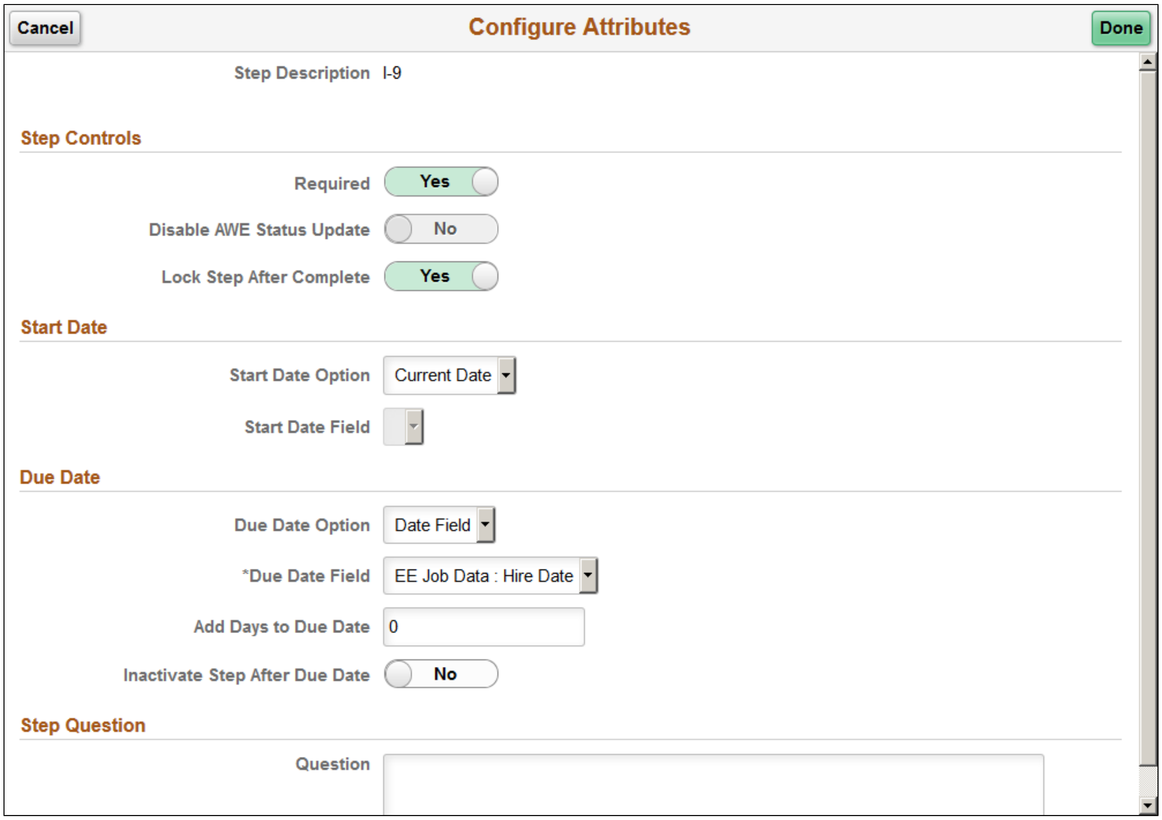
Use the Configure Attributes page (AGC_TMPL_STPEA_SCF) to configure the rules for a step.

Navigation

Click the Configure Attributes button from the Activity Guide Composer - Organize and Configure Steps Page.

Image: Configure Attributes Page

This example illustrates the fields and controls on the Configure Attributes page.



Step Controls

Required — Swipe to *Yes* to make this a required step for the end user. When required, the step tab in the left panel will display an asterisk to the left to the step label.

Disable AWE Status Update — This field is enabled when the AWE integration configuration is set up on the Categories - Steps Page for this step.

Swipe to *Yes* to override and turn off the AWE Integration that updates the status of this template step.

Lock Step After Complete — Swipe to *Yes* to disable end user updates to this step after the step has been completed. When step reaches a Complete status, the step is locked. Therefore, further updates or changes cannot be made to this step once complete.

Start Date

Use this section to identify the start date of a step.

Start Date Option — Indicate the start date for this step, if any. Options include: *Current Date*, *Date Field*, and *None*.

Start Date Field

This field becomes available when you select *Date Field* in the Start Date Option field.

Valid options for this field are defined on the Categories - Context Page when you select the Use in Start/Due Date Option check box for a derived contextual date field.

Due Date

Use this section to identify when a step must be completed.

Due Date Option

Indicate a due date for this step, if any. Options include: *Date Field*, *None*, and *Start Date*.

Due Date Field

This field becomes available when you select *Date Field* in the Due Date Option field.

Valid options for this field are defined on the Categories - Context Page when you select the Use in Start/Due Date Option check box for a contextual date field.

Add Days to Due Date

Enter the number of days after the date you have entered (start date or the date field) the user must be complete the step. For example, if proof of identification is due within three (3) days of the worker's hire date, you would select *Date Field* in the Due Date Option field, *EE Job Data : Hire Date* in the Due Date Field, and enter *3* in the Add Days to Due Date field.

Inactivate Step After Due Date

Swipe to *Yes* if you want to inactivate and lock this step for the end user after the due date has passed.

Step Question

Enter a simple yes or no question if you want the user to decide if the step should be included or excluded from the activity guide.

If the user answers *Yes* to the question, then the step will appear in the activity guide.

If the user answers *No* to the question, then the step will be cancelled and not displayed to the user.

Configure Dependencies Page

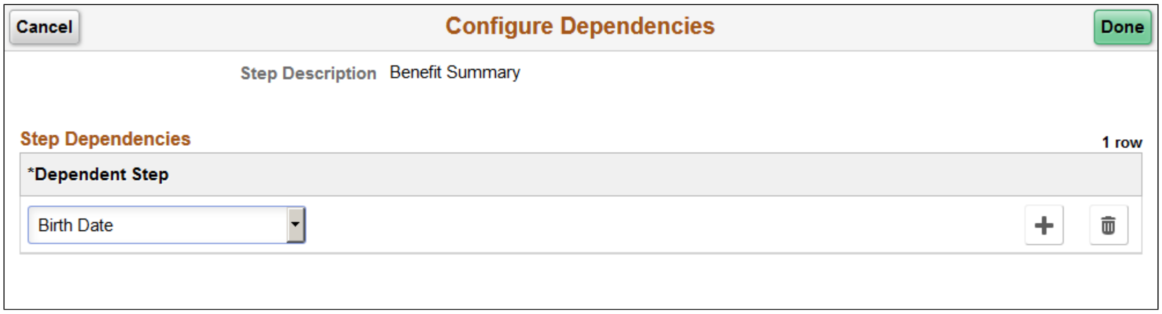
Use the Configure Dependencies page (AGC_TMPL_STPDP_SCF) to identify steps that must be completed prior to completing this step.

Navigation

Click the Configure Dependencies button from the Activity Guide Composer - Organize and Configure Steps Page.

Image: Configure Dependencies Page

This example illustrates the fields and controls on the Configure Dependencies page.



Dependent Step	Select a step or steps that must be completed before an end user can perform this step. Valid values are all the steps that have been added to this template. Group steps are not part of the step selection options: you would need to select each sub step within a group step if the entire group step should be completed prior to completing this step. **Note:** You cannot make a step dependent upon itself.

Configure Page Text Page

Use the Configure Page Text page (AGC_TMPL_PGTEXT) to enter page text when a step is page text enabled, such as the Welcome, Video, and Summary page steps.

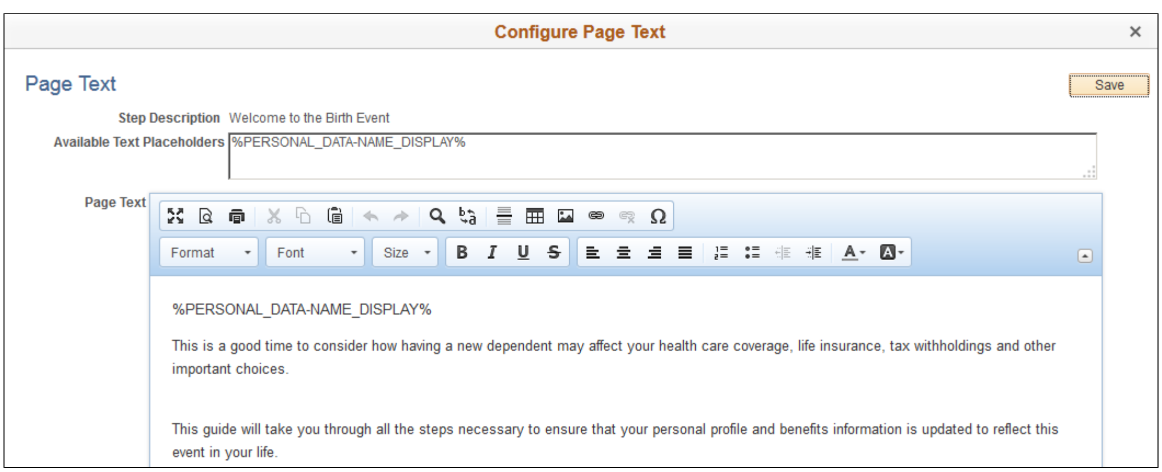
As delivered, page text is only enabled for the following related content services: HC_AGC_INFO_FL, HC_AGC_VIDEO_FL, and HC_AGC_SUMMARY_FL.

Navigation

Click the Configure Page Text button from the Activity Guide Composer - Organize and Configure Steps Page.

Image: Configure Page Text Page

This example illustrates the fields and controls on the Configure Page Text page.



Use the Rich Text editor to enter additional information for the step. For example, you can enter a personalized welcome message for your workers or remind them of other things they may need to consider.

Step Description

Displays the Step Description field value for the step from the Activity Guide Composer - Organize and Configure Steps Page. This will appear as the navigation and page name in the activity guide for this step.

Available Text Placeholders

Contextual data fields will be available as text placeholders when the Use in Page Text option is selected for the derived contextual data field on the Categories - Context Page.

Step Details Page

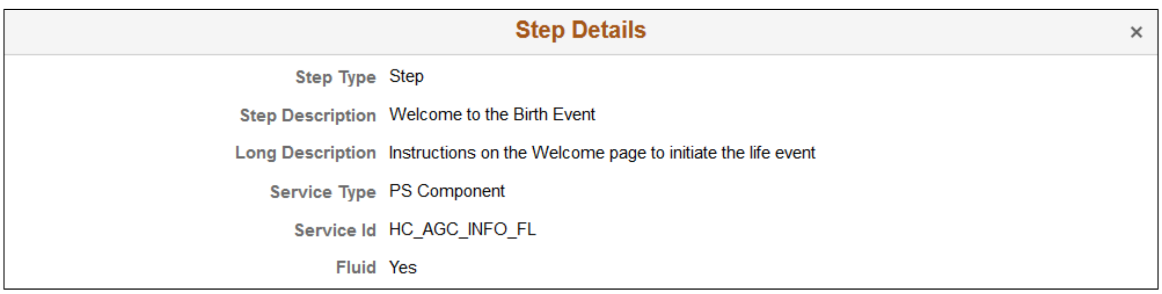
Use the Step Details page (AGC_TMPL_STPED_SCF) to view configuration details for a step.

Navigation

Click the Step Details button from the Activity Guide Composer - Organize and Configure Steps Page.

Image: Step Details Page

This example illustrates the fields and controls on the Step Details page.



Step Type

Displays whether this is a step or substep of a group of steps. This information is defined on the Activity Guide Composer - Organize and Configure Steps Page.

Step Description

Displays the step description that will appear for the user as a navigation step and as the page name. This comes from the Step Description field on the Activity Guide Composer - Organize and Configure Steps Page.

Long Description, **Service Type**, **Service Id**, and **Fluid**

These values come from the configuration defined on the Categories - Steps Page for this step.

The service type and ID indicate the related content service that is associated with the step.

The Fluid field will display a *Yes* value if this step is performed using a fluid page.

Activity Guide Composer - Display and Processing Page

Use the Activity Guide Composer - Display and Processing page (AGC_TMPL_PRCS_FL) to configure a template for use in My Activity Guides.

Navigation

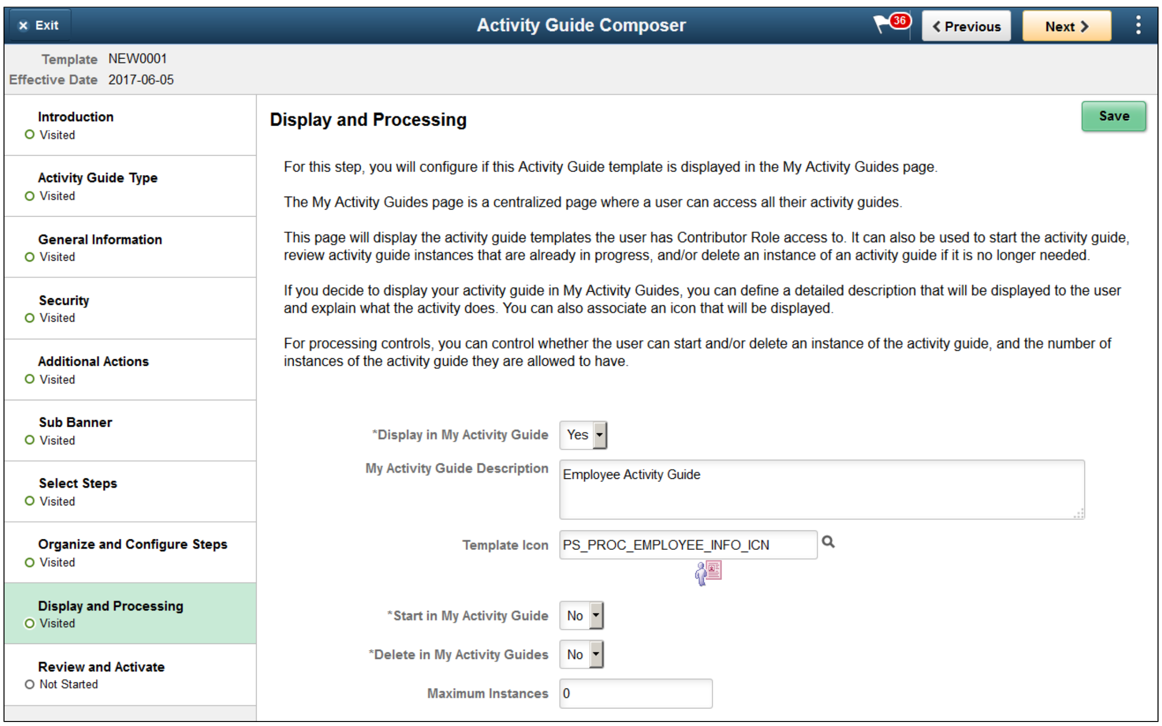
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Display and Processing tab from the left panel category list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - Display and Processing Page

This example illustrates the fields and controls on the Activity Guide Composer - Display and Processing page.



Use this page to identify which template activity guides should be available from the My Activity Guides page and the rules that apply for each activity guide.

Note: For users to access an activity guide from My Activity Guides page, they must have a security role equal to one of the end user security roles specified for the activity guide template.

Display in May Activity Guide	Select *Yes* to include this activity guide template in the My Activity Guides pages. This will also open up the remaining fields on this page.

Note: The template must also be active to be available from the My Activity Guides page.

My Activity Guide Description

Enter a long description that introduces the user to the activity guide template. This long description displays on the content area of My Activity Guides after the user has selected an activity guide template from the left panel.

This will be defaulted to the long description of the activity guide, but it can be modified.

Template Icon

(Optional) Select the icon, if any, that should appear next to the template name in the left panel of the My Activity Guides page. The image will display below the field after it is selected.

Start in My Activity Guide

Select *Yes* to enable the user to initiate an activity guide instance from the My Activity Guides page.

Note: If you create your own Activity Guide Composer fluid Life Event templates, it is recommend that you do *not* opt to display the templates on the My Activity Guides Page, which is a centralized location where you can deploy various activity guide templates to your users. Instead, have your users access it only through the "Benefit Details Tile" (PeopleSoft HCM 9.2: eBenefits).

Delete in My Activity Guides

Select *Yes* to enable the user to delete an instance of an activity guide that is no longer needed.

Maximum Instances

Indicate the maximum number of activity guide instances a user can have in progress for this activity guide template. The page provides *0* as the default value, which is used to indicate that there is no limit on the number of instances the user can have in progress for this activity guide.

Activity Guide Composer - Review and Activate Page

Use the Activity Guide Composer - Review and Activate page (AGC_TMPL_ACTIVE_FL) to activate or deactivate an activity guide template.

Navigation

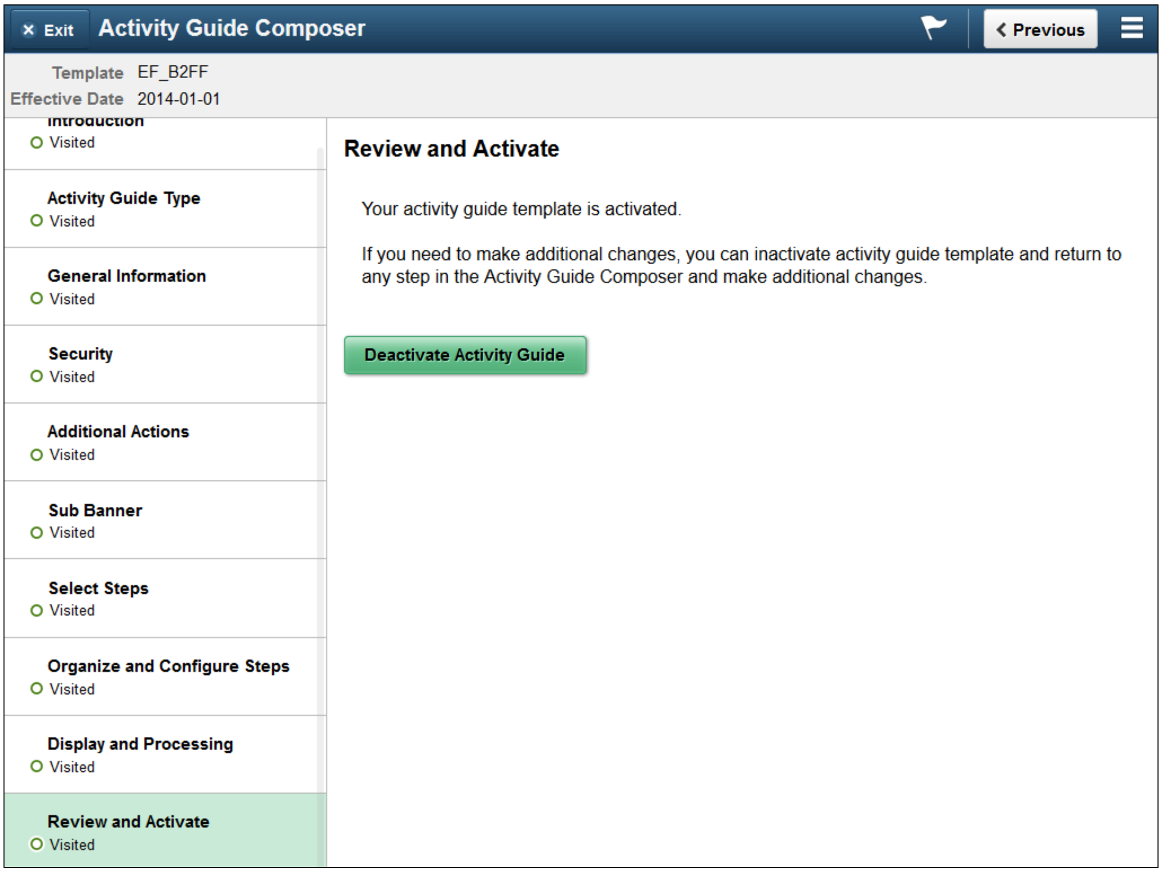
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Review and Activate tab from the left panel category list, or click the Next button to navigate to the page.

Image: Activity Guide Composer - Review and Activate Page

This example illustrates the fields and controls on the Activity Guide Composer - Review and Activate page.



Activate Activity Guide or **Deactivate Activity Guide** buttons

These buttons are not active for the initial row of delivered templates.

When an activity guide is *Active*, the text at the top of the page informs you that your activity guide is active and will display the Deactivate Activity Guide button.

If an activity guide is *Inactive*, the text at the top of the page reminds you to activate your activity guide after you have completed all changes. It will also display the Activate Activity Guide button for you to change the status.

When you create a new activity guide template, the default value is inactive and the page will present you with the Activate Activity Guide button.

If you insert a new effective dated row or clone an existing activity guide template, the system will copy the same active status of that template. For example, if you insert a new effective dated row or clone an activity guide template with a status of *Inactive* (deactivated), the new row or cloned activity guide template will also be *Inactive*. However, if you insert a row or clone an activity guide template that has a status of

Active, the new row or cloned activity guide template will be *Active*.

Note: If Step Definition Rule on the category is defined as Steps from a single component saves as single transaction, then the user will not be able to activate the template until an Action has been defined for the template that enables the end user to submit or complete the activity guide process.

Setting Up Activity Guide Utilities for Template Assignment

The Activity Guide Composer enables organizations to assign an activity guide template to a person based on a set of rules you define using the Template Assignment feature.

For example, the OnBoarding feature enables the administrator to assigne templates using a default template or by using the Template Assignment feature, where the system will automatically assign the OnBoarding activity guide. The OnBoarding administrator determines which type of template assignment feature on the "OnBoarding Installation Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

To set up Activity Guide Utilities for auto Template Assignment, use the Search Key Source Tables (AGC_SRCHREC_TBL), Search Keys (AGC_SRCHKEY_TBL), Template Assignment (AGC_TMA_TBL), and Test Template Assignment (AGC_TMA_TEST) components.

These topics discuss setting up Activity Guide Utilities for auto Template Assignment.

Pages Used to Set Up Activity Guide Utilities for Auto Template Assignment

Page Name	***Definition Name***	***Usage***
Search Key Source Tables Page	AGC_SRCHREC_TBL	Identify source criteria fields that are derived from the key structure of a source table.
Search Keys Page	AGC_SRCHKEY_TBL	Identify search key source configurations.
Template Assignment - General Page	AGC_TMA_TBL1	Enter search keys for the template assignment definition
Template Assignment - Template Assignment Page	AGC_TMA_TBL2	Enter template assignment definitions.
Edit Search Key Values Page	AGC_TMA_TBL2_SEC	Enter search key values for a template.
Test Template Assignment Page	AGC_TMA_TEST	Test and validate the template assignment process.

Search Key Source Tables Page

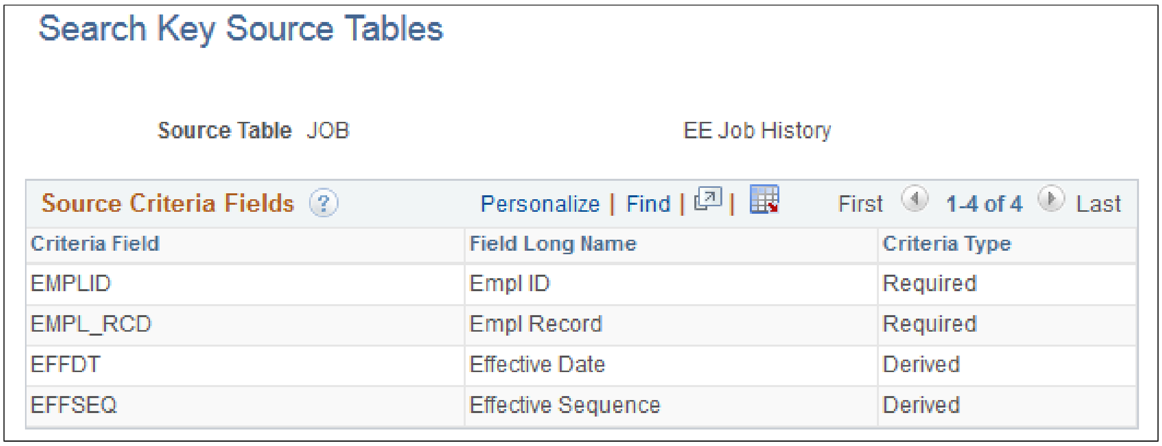
Use the Search Key Source Tables page (AGC_SRCHREC_TBL) to identify source criteria fields that are derived from the key structure of a source table.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Activity Guide Utilities > Search Key Source Tables >Search Key Source Tables

Image: Search Key Source Tables Page

This example illustrates the fields and controls on the Search Key Source Tables page.



Search Key Source Tables

Source Table JOB EE Job History

Source Criteria Fields Personalize | Find | | First 1-4 of 4 Last

Criteria Field	Field Long Name	Criteria Type
EMPLID	Empl ID	Required
EMPL_RCD	Empl Record	Required
EFFDT	Effective Date	Derived
EFFSEQ	Effective Sequence	Derived

Identify source tables that you will use when creating auto template assignment search keys on the Search Keys Page. When you add the source table to this page, the page displays the criteria fields associated with this source table.

Criteria Type

The system uses the criteria fields to retrieve data from the source table.

Criteria fields with the type of *Required* need to have values specified in order to retrieve data.

Criteria fields with the type of *Derived* indicate that the system will derive the value based on common criteria utilized in the system. For example, *EFFDT* will be derived by retrieving the maximum effective dated row as of the date specified or *EFFSEQ* will be derived by retrieving the maximum effective sequence row as of the date specified.

Search Keys Page

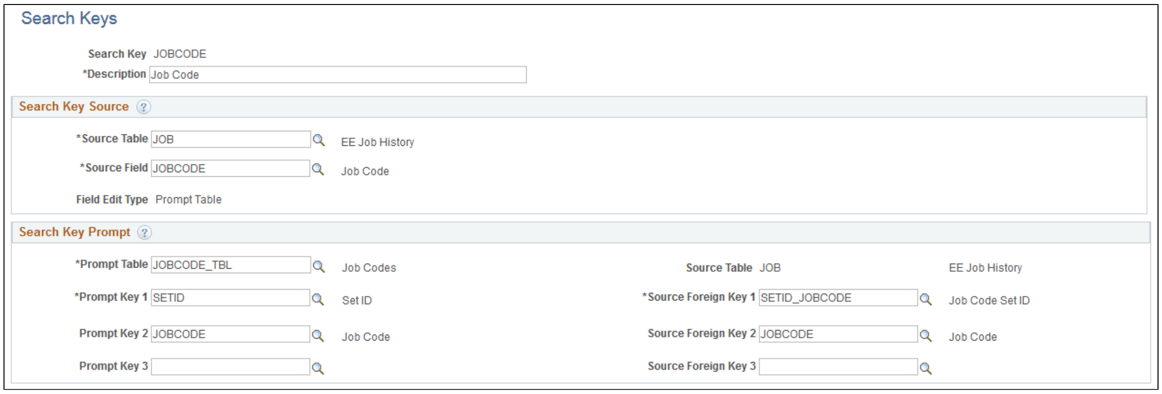
Use the Search Keys page (AGC_SRCHKEY_TBL) to identify search key source configurations.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Activity Guide Utilities > Search Keys >Search Keys

Image: Search Keys Page

This example illustrates the fields and controls on the Search Keys page.



The system uses the search keys prompt configuration when you define a Template Assignment definition (see Template Assignment - General Page). This ensures that the user enters valid search key values.

Search Key Source

Source Table and **Source Field**	Identify the search key source by entering a source table and field that will be used to retrieve the search key value. Valid source tables are defined using the Search Key Source Tables Page. They are defined with an edit table that controls the valid values that can be selected for a field.
Field Edit Type	Displays the field edit type after you enter the Source Field value. Values are *Prompt Table*, *Translate Table Edit* and *Yes/No*. When the source field is a *Prompt Table*, the page displays the Search Key Prompt section of the page.

Search Key Prompt

This section becomes available when the Source Field value you entered on this page is a *Prompt Table* field edit type.

The search key prompt configuration is provided by default based on the source field you selected from the source table. The field edit type on the source table determines the values populated in the prompt and source foreign key fields, if any.

The Prompt Table field edit type supports prompt tables that have no more than three keys defined, excluding the EFFDT field. If a prompt table has more than three keys, then you can specify a different record view to retrieve valid values for the search key.

Template Assignment - General Page

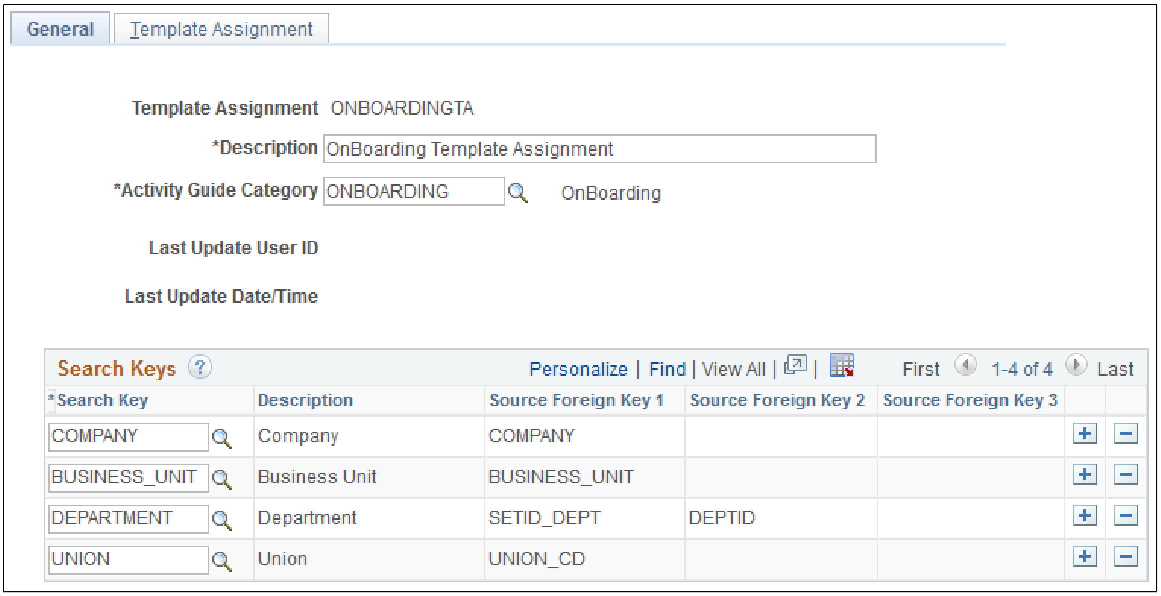
Use the Template Assignment - General page (AGC_TMA_TBL1) to enter search keys for the template assignment definition.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Activity Guide Utilities > Template Assignment >General

Image: Template Assignment - General Page

This example illustrates the fields and controls on the Template Assignment - General page.



Activity Guide Category

Select the activity guide category for which you will be performing auto template assignment. Valid values are defined using the Categories - Category Page.

Search Keys

Enter up to 15 search keys for your template assignment definition. Valid values are defined on the Search Keys Page.

Each search key will display as columns in the order you indicate here on the Template Assignment - Template Assignment Page, which is where you will specify the criteria that should be met to assign an activity guide template to an individual.

Template Assignment - Template Assignment Page

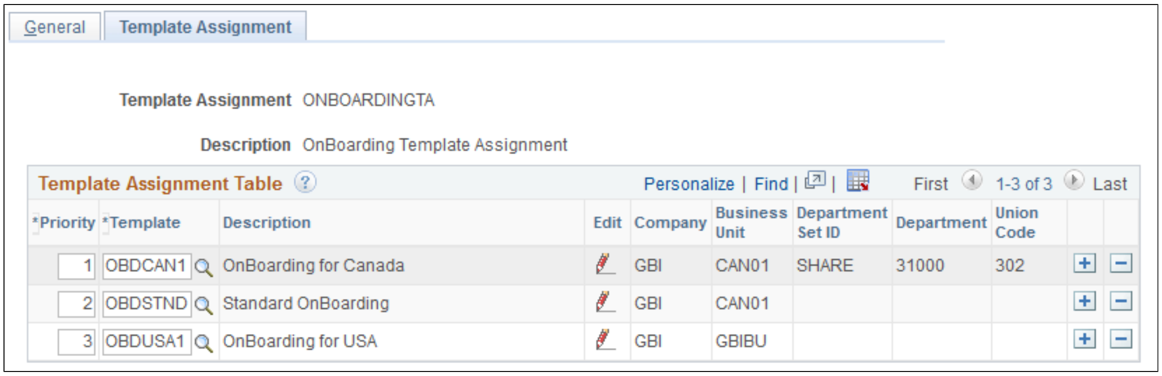
Use the Template Assignment - Template Assignment page (AGC_TMA_TBL2) to enter template assignment definitions.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Activity Guide Utilities > Template Assignment >Template Assignment

Image: Template Assignment - Template Assignment Page

This example illustrates the fields and controls on the Template Assignment - Template Assignment page.



The template assignment definition is a look up table that associates activity guide templates to specific search key values. For example, a template assignment definition for employee OnBoarding will have search keys based on the job data related to the employee being hired. The system will retrieve the search key values for that employee and then find the highest priority (lowest number) template where all search key values match the employee's values to find the activity guide template that should be assigned to the employee.

Important! It is recommended that a low order priority template be entered as a default template to get assigned in the event that no higher priority criteria matches. This default template should have no values assigned to the search keys.

Priority	Organize and control the priority of certain search key value combinations that should take precedence over others. The system will compare the search key values with those of the employee's in priority order and assign the template upon the first match. The lowest number represents the highest priority.
Edit icon	Click this icon button to access the Edit Search Key Values Page to enter the values for the search keys. These values will appear in the search key columns after you have added them on the secondary page.

Edit Search Key Values Page

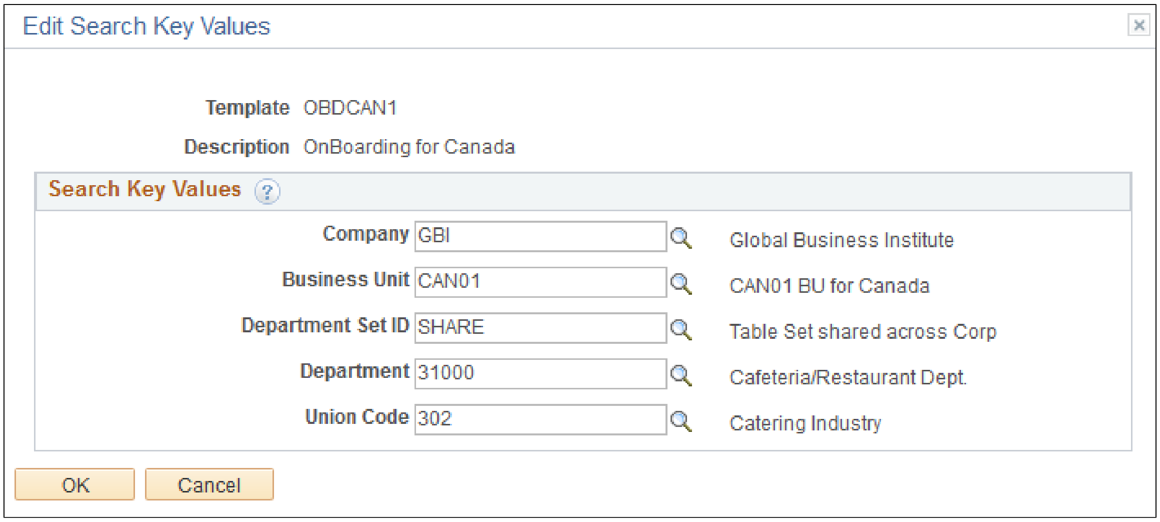
Use the Edit Search Key Values page (AGC_TMA_TBL2_SEC) to enter search key values for a template.

Navigation

Click the Edit icon button on the Template Assignment - Template Assignment Page.

Image: Edit Search Key Values Page

This example illustrates the fields and controls on the Edit Search Key Values page.



For the template specified, enter the search key values that need to be satisfied to assign the template.

This page displays the search keys that you entered on the Template Assignment - General Page.

Test Template Assignment Page

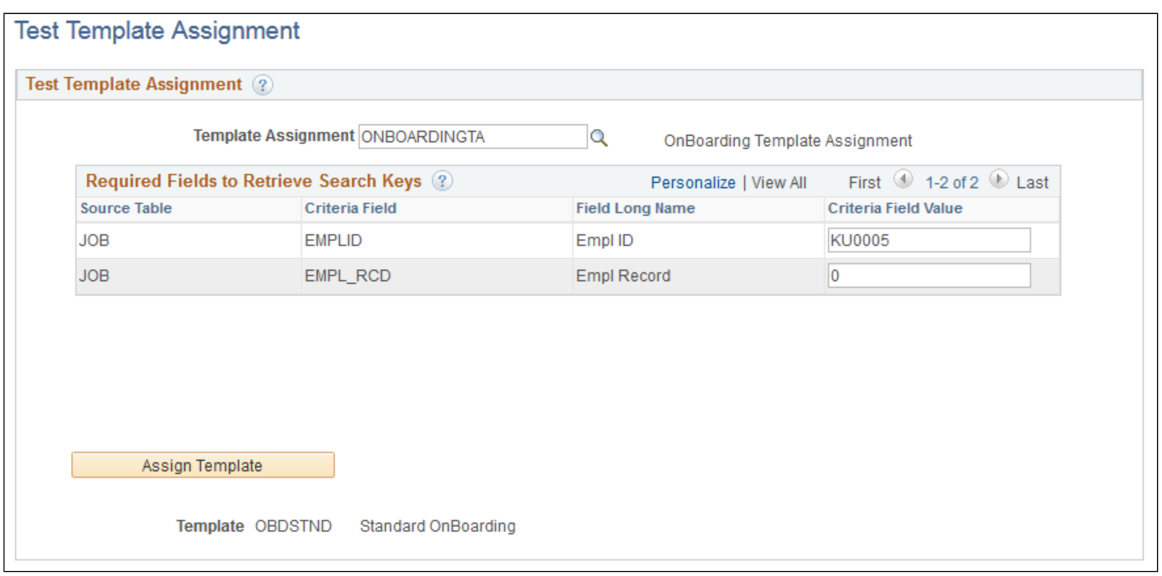
Use the Test Template Assignment page (AGC_TMA_TEST) to test and validate the template assignment process.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Activity Guide Utilities > Test Template Assignment >Test Template Assignment

Image: Test Template Assignment Page

This example illustrates the fields and controls on the Test Template Assignment page.



The template administrator can test a template by performing a mock transaction, like a hire, without actually applying the transaction to the system.

When you perform a look up against the Template Assignment definition table, the system retrieves the values of each search key based on the required criteria fields that you defined for the source table specified for the search key. The process then uses the values of the search keys to find a match in the Template Assignment definition table to assign the activity guide template.

Test Template Assignment

Template Assignment	Enter a definition value to test a template assignment. Valid value are created using the Template Assignment - General Page.

Required Fields to Retrieve Search

After entering a template assignment value, the page will display the search keys and required fields for this template assignment in this section. The system will use these to retrieve information for this template assignment. The required fields are derived from the search key source table specified on the Search Keys Page.

Criteria Field Value	Enter the values for the required fields to retrieve the search keys to test a template assignment.
Assign Template and **Template**	Select the Assign Template button to see the template that is assigned based on your values.

Related Links

Template Assignment - Template Assignment Page

"OnBoarding Installation Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

Setting Up Activity Guide Utilities for Contextual Data

The system uses contextual data and fields to retrieve and display data in an activity guide from a specified source table. The PeopleSoft application delivers the following Contextual Data values:

- *EE_JOB_DATA*
- *EE_PERSON_DATA*

To set up activity guide contextual data, use the Contextual Data (AGC_CTXDTA_TBL) component.

These topics discuss setting up activity guide context data.

Pages Used to Set Up Activity Guide Utilities for Contextual Data

Page Name	*Definition Name*	*Usage*
Contextual Data - Definition Page	AGC_CTXDTA_TBL1	Define definitions that will derive data based on the context fields defined for an activity guide category. The derived contextual data can be displayed in the fluid sub banner, page text, or, if its a date field, to configure the start and due date of a step.
Contextual Data - Test Page	AGC_CTXDTA_TBL2	Test and validate contextual data.

Contextual Data - Definition Page

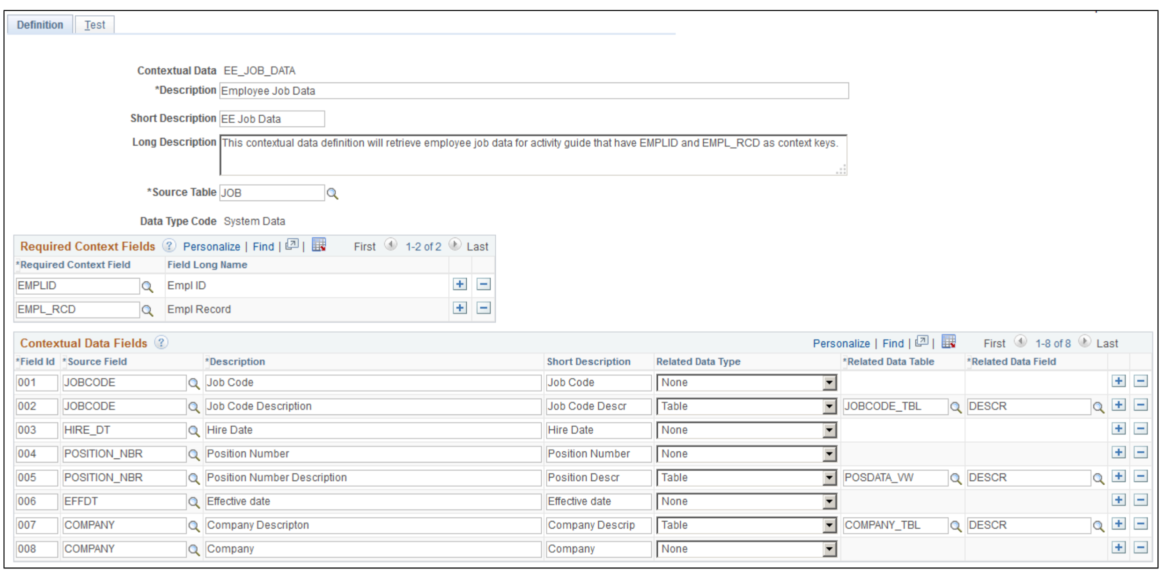
Use the Contextual Data - Definition page (AGC_CTXDTA_TBL1) to define definitions that will derived data based on the context fields defined for an activity guide category. The derived contextual data can be displayed in the fluid sub banner, page text, or, if its a date field, to configure the start and due date of a step.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Activity Guide Utilities > Contextual Data >Definition

Image: Contextual Data - Definition Page

This example illustrates the fields and controls on the Contextual Data - Definition page.



The system uses the required context fields to retrieve data from the specified source table. Therefore, the required context fields are typically the keys of the table that enable you to retrieve a row of data from the source table.

Description	Enter a description for the contextual data. This is the value that will appear in the Contextual Data field on the Categories - Context Page.
Source Table	Identify the record source for the context fields.
Data Type Code	Displays if it is *System Data* or *Customer Data*. The PeopleSoft application delivers the following system contextual data values: • *EE_JOB_DATA*: Retrieves employee job data that have EMPLID and EMPL_RCD as context keys. • *EE_PERSON_DATA*: Retrieves employee person data.

Required Context Fields

Use this section to define the required context fields that need to exist in the activity guide category in order to utilize the contextual data fields. This ensures that the contextual data fields can be retrieved based on the values assigned to the context data fields.

Contextual Data Fields

Contextual data fields are fields that can be retrieved from the source table based on the values of the required context fields. They are defined by a field id, source field description, short description, and related data type.

Field Id and **Source Field**	Enter a field and its position within the record.
Related Data Type, **Related Data Table**, and **Related Data Field**	Select either *None* or *Table*. The related data type value of *Table* displays the fields Related Data Table and Related Data Field, which enable you to retrieve related data (e.g. Description) from another table based on the value of the source field. For example, a contextual data field could have the source field of *JOBCODE* and related data type specified as *Table* where the table is *JOBCODE_TBL* and the related data field is *DESCR*. To retrieve the related data for the value of the source field, all the keys of the related data table need to exist on the source table.

Contextual Data - Test Page

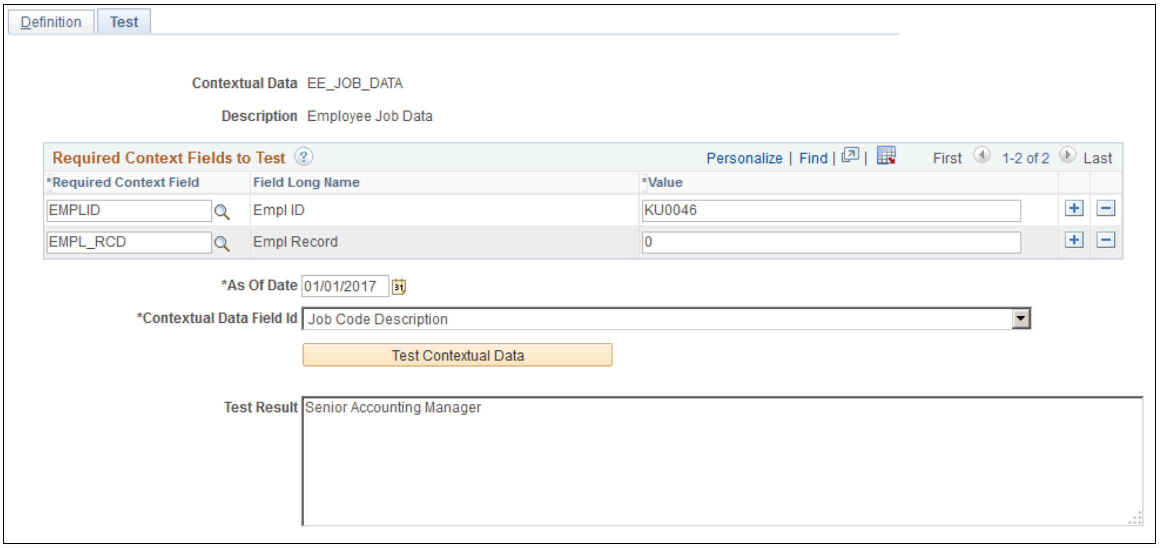
Use the Contextual Data - Test page (AGC_CTXDTA_TBL2) to test and validate contextual data.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Activity Guide Utilities > Contextual Data >Test

Image: Contextual Data - Test Page

This example illustrates the fields and controls on the Contextual Data - Test page.



Required Context Field	Specify the required context fields to test and validate contextual data. These fields will default from the required context fields you specified on the Categories - Category Page.
Value	Enter the value the system should use to retrieve data for the contextual data field you are testing.
As of Date	Enter the date for when you want to view the data test results.
Contextual Data Field Id	Select which field you want to search. Valid values come from the contextual data fields you defined on the Categories - Category Page.
Test Contextual Data and **Test Results**	Click the Text Contextual Data button to have the system test the retrieval of the contextual data you entered. Results are shown in the Test Results field.

Deploying and Managing Activity Guides

The My Activity Guides page provides a centralized location where organizations can deploy their activity guide templates to their users without having to create a custom page. Users can access activity guides to which they have been granted end user access to start new instances of activity guides, review and access activity guide instances already in progress, and, if given access, start or delete instances of activity guides.

These topics provide an overview of the My Activity Guide framework and discusses using the My Activity Guides pages.

Pages Used to Deploy and Manage Activity Guides

Page Name	Definition Name	Usage
My Activity Guides Page	AGC_MYAG_DETAIL_FL	View and manage activity guides.
Start Activity Guide Page	AGC_START_AG_FL	Deploy an activity guide.
Start Activity Guide - Questionnaire Page	AGC_START_AG_FL	Answer questions that determine if certain steps will appear in the activity guide transaction.
My Activity Guides - <Activity Guide Transaction> Step Pages	N/A	The My Activity Guide pages use the Activity Guide Composer framework, which shows a list of application steps and a page that corresponds to the current step in the right or main panel. It also provides navigation buttons in the page banner for navigating through the steps.

My Activity Guides Page

Use the My Activity Guides page (AGC_MYAG_DETAIL_FL) to view and manage activity guides.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >My Activity Guides

Image: My Activity Guides Page

This example illustrates the fields and controls on the My Activity Guides page.

My Activity Guides Page Layout

The My Activity Guides page layout shows a list of activity guides in the left panel to which you have been granted access and that meet the following requirements set up by the template administrator:

1. You have been granted the security access role as defined for the *End User* security type for this template on the Activity Guide Composer - Security Page.

2. The template is active and has been configured to display on the My Activity Guide pages on the Activity Guide Composer - Display and Processing Page.

Activity guides are listed in alphabetical order. Each time you return to the My Activity Guides page, the system will select, by default, the first activity guide in the list. Select an activity guide from the left panel and the content page will be updated with details about the selected template. The left panel activity guide types will also display the number of activity guides currently in progress. The number of instances you can initiate per activity guide is set by the template administrator.

My Activity Guide Page Elements

The activity guide description, start, and delete options will vary by activity guide template and are set on the Activity Guide Composer - Display and Processing Page of the Activity Guide Composer.

Start Activity Guide button

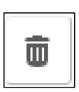
Click this button to access the Start Activity Guide Page to initiate a new instance of the activity guide for a person.

The capability to initiate an activity guide from the My Activity Guides page is determined on the Activity Guide Composer - Display and Processing Page. If the Start in My Activity Guide is not set to *Yes* for an activity guide template, then this button will not be available for this activity guide type.

Note: If you have met the maximum number of instances you can have in progress for an activity guide, this button will still display. However, when you click the button, the system will inform you that you cannot start another instance for this activity guide because the maximum number has been met. Administrators can set a different maximum instance number of for each activity guide template. Hence, although you may have reached your maximum instances for one activity guide, you may not have met it for others.

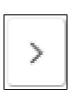
My Activity Guides In Progress

This section displays a list of activity guides you have started but not completed. The fields displayed are the context key fields specified for the category of the template (see Categories - Context Page).

 **Delete** icon button

Click this button to delete this activity guide instance.

This button displays for activity guide templates where the template administrator has granted the user deleting capabilities on the My Activity Guides page (see Activity Guide Composer - Display and Processing Page).

 **Continue** icon button

Click this button to access this activity guide instance and view or complete the activity guide.

Start Activity Guide Page

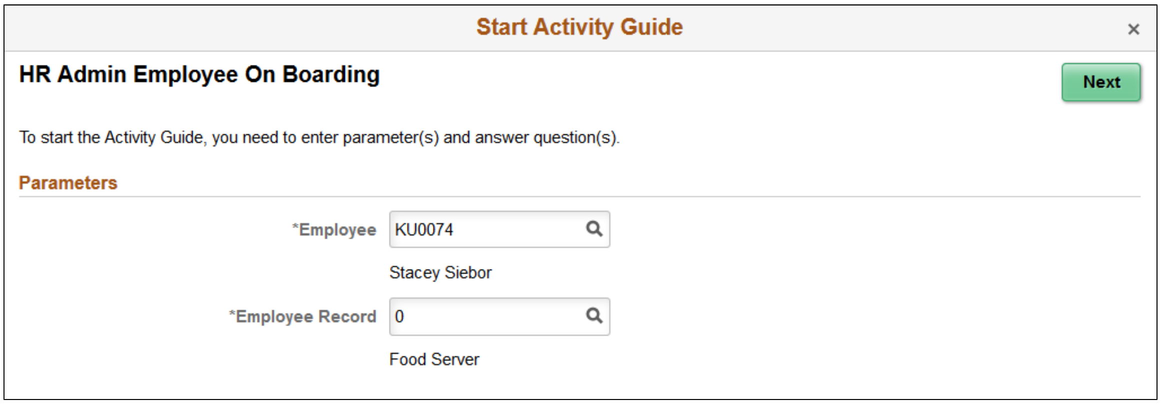
Use the Start Activity Guide page (AGC_START_AG_FL) to deploy an activity guide.

Navigation

Click the Start Activity Guide button from the My Activity Guides Page.

Image: Start Activity Guide Page

This example illustrates the fields and controls on the Start Activity Guide page.



Note: Fields on this page vary based on the setup of the activity guide category associated with this activity guide template and are defined on the Categories - Context Page.
Click the Next button to either access the Questionnaire page or start the activity guide.

Start Activity Guide - Questionnaire Page

Use the Start Activity Guide– Questionnaire page (AGC_START_AG_FL) to answer questions that determine if certain page steps will appear in the activity guide transaction.

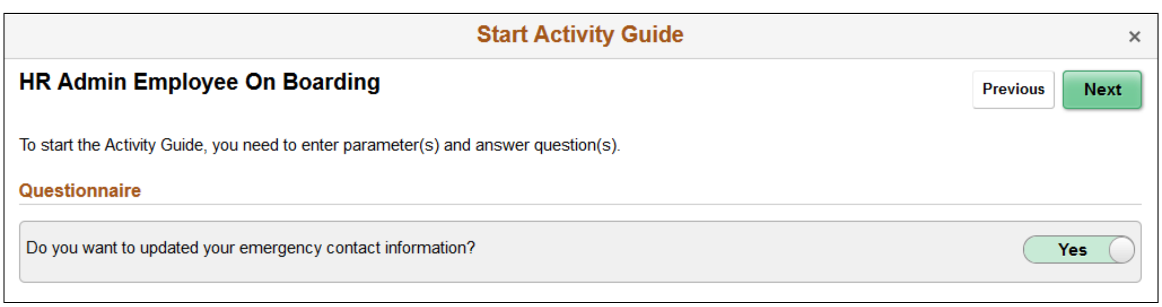
Navigation

Click the Next button on the Start Activity Guide Page.

Note: Not all activity guide templates are set up to display this page. Some will take you directly to the activity guide pages and steps.

Image: Start Activity Guide - Questionnaire Page

This example illustrates the fields and controls on the Start Activity Guide - Questionnaire page.



Questions on this page vary based on the setup of the template step configuration, which is defined on the Configure Attributes Page.

Switch to *Yes* for a question to have step(s) related to that question appear in the activity guide. Select *No* to hide the step within the activity guide, since it is not needed.

Click Previous to return to the Start Activity Guide Page to update any parameters. Click Next to access the activity guide.

Related Links

Managing Activity Guide Templates

My Activity Guides - <Activity Guide Transaction> Step Pages

The My Activity Guides fluid pages provide your workers with a simplified and streamlined approach to completing a transaction business process. The activity guide will track and maintain a user's progress as he or she completes the steps prescribed for the activity guide.

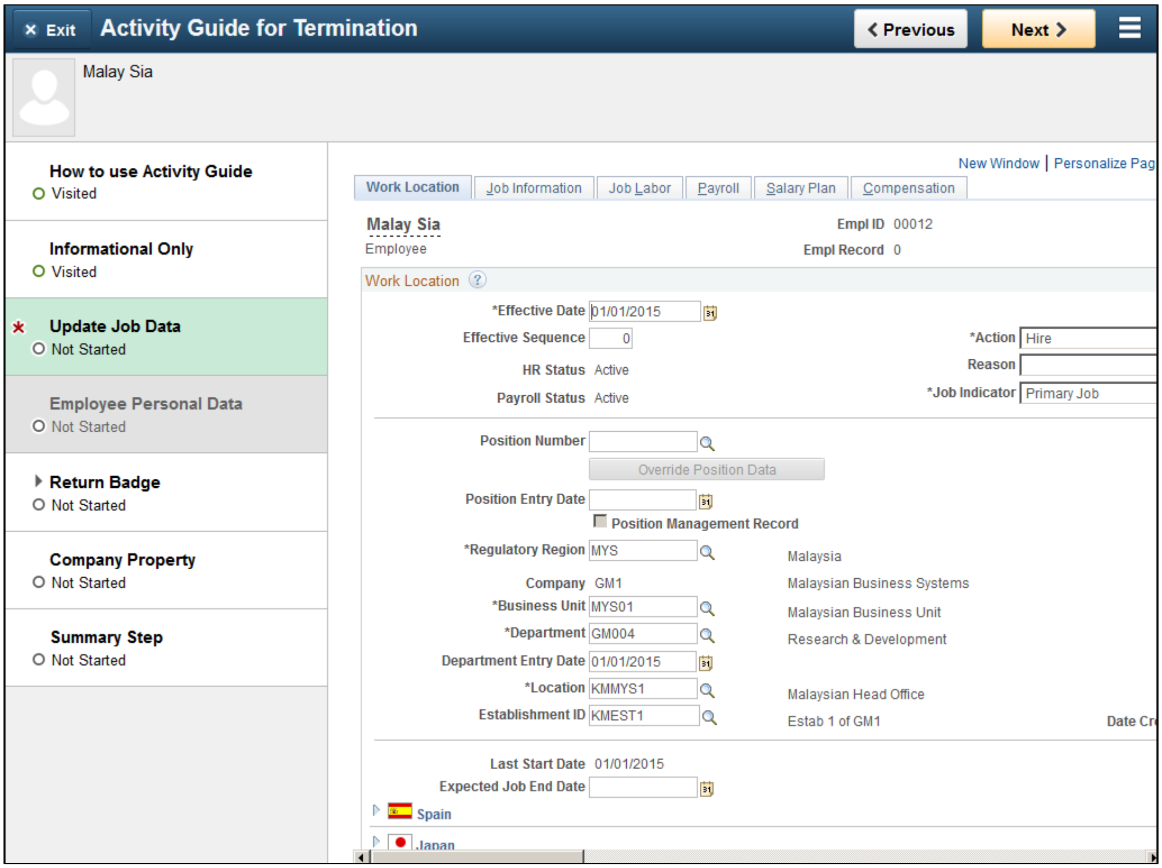
Steps will vary by activity guide and are defined in the templates of the Activity Guide Composer. To view more detailed documentation on setting up Activity Guide Composer templates, see the Understanding the Activity Guide Composer and Managing Activity Guide Templates documentation.

To view examples of activity guides, see "Using OnBoarding Pages" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) or "Using the PeopleSoft Fluid User Interface to Enter Life Events" (PeopleSoft HCM 9.2: eBenefits).

To view information on using PeopleTools activity guides in fluid, see *PeopleTools Applications User's Guide,* "Using PeopleSoft Application Pages," Using Activity Guides.

Image: Example of an Activity Guide Available through My Activity Guides

This example illustrates one example of an activity guide that may be configured to appear on the My Activity Guides.



Chapter 44

Working with the Acknowledgement Framework

Understanding the Acknowledgement Framework

PeopleSoft Acknowledgement Framework

Several business processes require employers to capture the acknowledgement or acceptance of candidates and employees as they, agree to terms and conditions, and attest to the validity of information provided.

The Acknowledgement Framework gives customers the ability to create configurable acknowledgements and agreements across HCM products. The flexibility of the setup allows customers to create text boxes, agreements or acknowledgment consents.

The feature also includes validation and automated audit trails. Digital signature is not a part of this framework. The Acknowledgement page created using the Acknowledgement Framework can be added as a step within fluid activity guides for the various business processes in an organization.

Setting Up the Acknowledgement Framework

This topic discusses how to set up the Acknowledgement Framework.

Pages Used to Set Up Acknowledgement Framework

Page Name	***Definition Name***	***Usage***
Acknowledgement Configuration Page	HCSC_ESIGN_DTL	Create an Acknowledgement Configuration.

Acknowledgement Configuration Page

Use the Acknowledgement Configuration page (HCSC_ESIGN_DTL) to create an Acknowledgement Configuration.

Navigation

Set Up HCM >Common Definitions >Acknowledgement >Configure Acknowledgement

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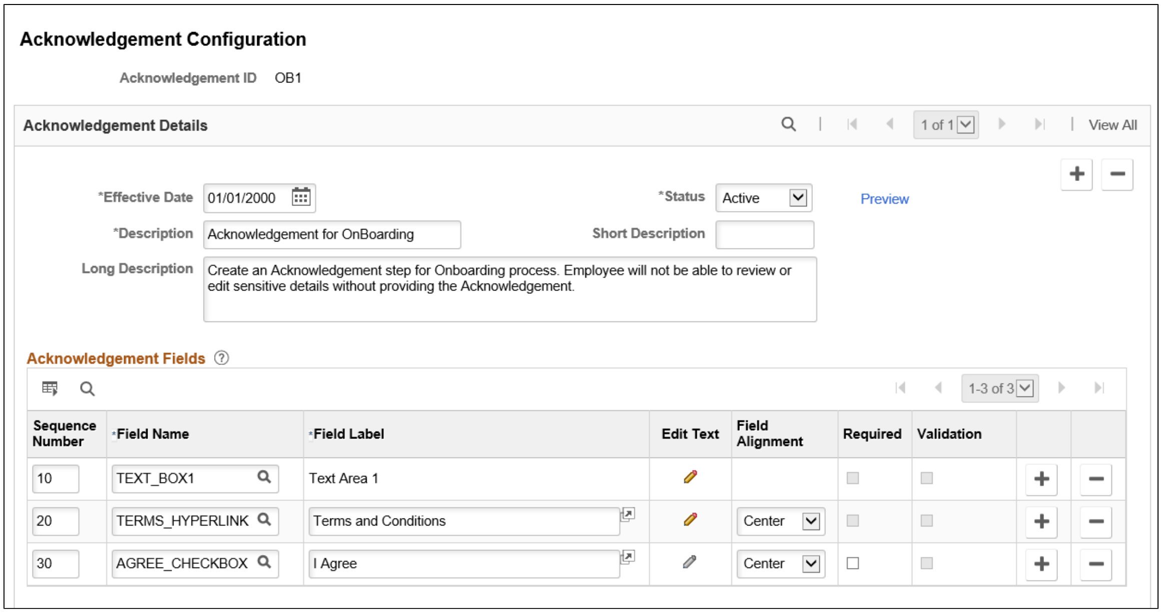
Note: Users with the 'Acknowledgement Administrator' role will have access to the Acknowledgment Configuration page.

Image: Acknowledgement Configuration Page (1 of 2)

This example illustrates the fields and controls on the Acknowledgement Configuration page. You can find definitions for the fields and controls later on this page.



Acknowledgement Details

Acknowledgement ID

Displays the ID under which the configuration is saved. This value is entered as the Parameter Value in the Categories - Steps Page during the activity guide creation.

Note: A configuration created under an Acknowledgement ID can be updated only if it is not used in any activity guide instance.

Effective Date

Enter the effective date for this configuration.

Note: The Acknowledgment page, when used in an activity guide, is displayed based on the configuration effective as of the activity guide instance creation date.
If an Acknowledgement configuration is already in use in an activity guide instance, then it is available only in the display mode and cannot be edited.

Status

Choose the appropriate value to indicate the status of the configuration. Available values are Active and Inactive.

Preview link

Click this link to preview the Acknowledgement page created based on the saved configuration. The preview is displayed in a new browser tab.

(Long and Short) Description

Enter descriptions to indicate the purpose of the Acknowledgement Configuration.

Acknowledgement Fields

Sequence Number

Use the Sequence Number field to set the priority of the Acknowledgement fields, i.e. the order in which the fields are displayed in the Acknowledgement page.

This field must contain a unique value and the lowest number has the highest priority.

Field Name

Add fields to the configuration. The fields that can be added to the configuration are:

- Agreement check box
- Date of Birth
- Display Name
- First Name
- Last Name
- National ID

  Note: The last four digits of the National ID has to be entered for validation.

- Postal Code
- Terms and Conditions hyperlink
- Upto a maximum of three Text Box fields

Field Label

Displays the default label of the field. This label can be edited.

Edit Text

Click the Edit Text icon to open the contents of text fields for Text Box, and Terms and Conditions link, in a Rich Text Editor. All changes to the content and formatting for these text fields, including text alignment, can be set from within the Rich Text Editor.

Field Alignment

Use the Field Alignment drop down to set the field alignments. Available values are: Default, Left, Right and Center.

Note: The Default field alignment is set as per PeopleTools standards.

Required

Select the Required check box to set a field as mandatory. Fields marked as Required cannot be left blank by the user.

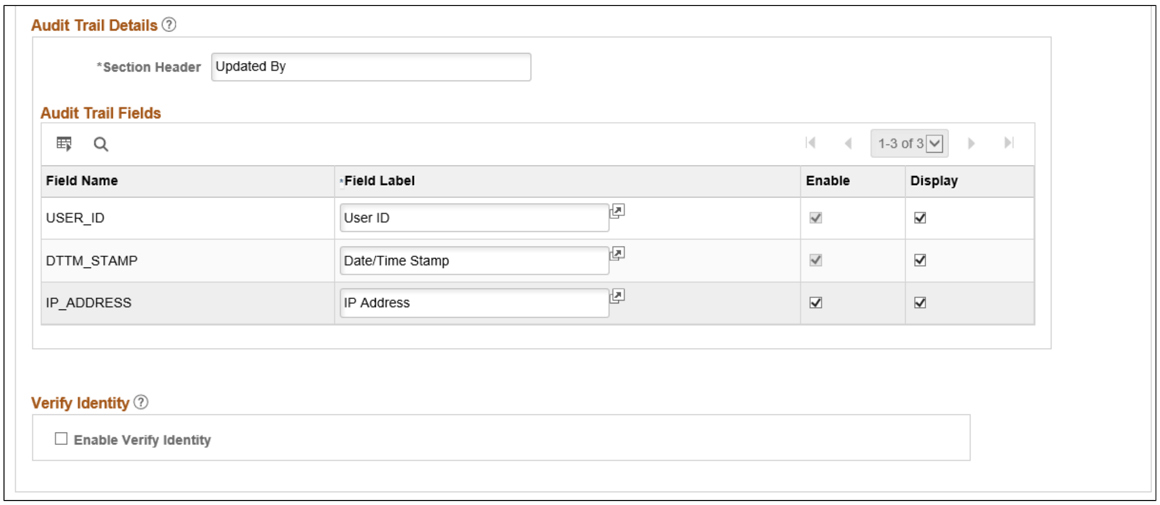
Validation

Select the Validation check box to verify the data entered by a user matches the information stored in the Personal Data.

Note: An Acknowledgement field can be validated only if it is marked as Required..

Image: Acknowledgement Configuration page (2 of 2)

This example illustrates the fields and controls for the Acknowledgement Configuration page — Audit Trail Details and Verify Identity group boxes.



Audit Trail Details

Section Header

Use the Section Header field to enter a heading for the audit trail details displayed at the bottom of the transactional page. For example: Updated By.

Note: This field is required only when the user chooses to display any of the audit trail fields on the transactional page.

Audit Trail Fields

Field Name

By default, the User ID and the Date/Time Stamp values are stored in the database for all Acknowledgement transactions. Only the IP Address is optional.

Field Label

Displays the default field labels. You can edit this label.

Enable

Select the Enable check box to capture the corresponding field as part of audit trail.

Note: The Enable check box can be selected only for the IP Address field. It will then capture the IP address of the device from which a user saves the transaction.

The User ID and Date/Time Stamp fields are delivered as enabled and cannot be unchecked.

Display	Select the check box to display the corresponding field as audit trail on the transactional page. **Note:** Audit Trail fields are displayed only if the Enable check box is selected.

Enable Verify Identity

Enable Verify Identity	Select this check box to enable user authentication when the user saves the Acknowledgement page. The system will prompt the user for their PeopleSoft password when they save the Acknowledgement page.

Adding Acknowledgement Page as a Step in an Activity Guide

The Acknowledgement page can be used as a step in a activity guide. This section discuss the pages used to configure the Acknowledgement page as a step in an activity guide.

Pages Used to Add Acknowledgement Page as a Step in an Activity Guide

Page Name	***Definition Name***	***Usage***
Categories - Steps Page	AGC_CAT_TBL5	Modify an existing category to include the Acknowledgement step.
Activity Guide Templates Page	AGC_TMPL_SRCH_FL	Update a template to include the Acknowledgement step.
Activity Guide Composer - General Information Page	AGC_TMPL_GNRL_FL	Enter the activity guide template category into which the Acknowledgement step is added.
Activity Guide Composer - Select Steps Page	AGC_TMPL_STEP1_FL	Select the Acknowledgement step to be included in an activity guide.
Activity Guide Composer - Organize and Configure Steps Page	AGC_TMPL_STEP2_FL	Position the Acknowledgement step in the activity guide template.

Categories - Steps Page

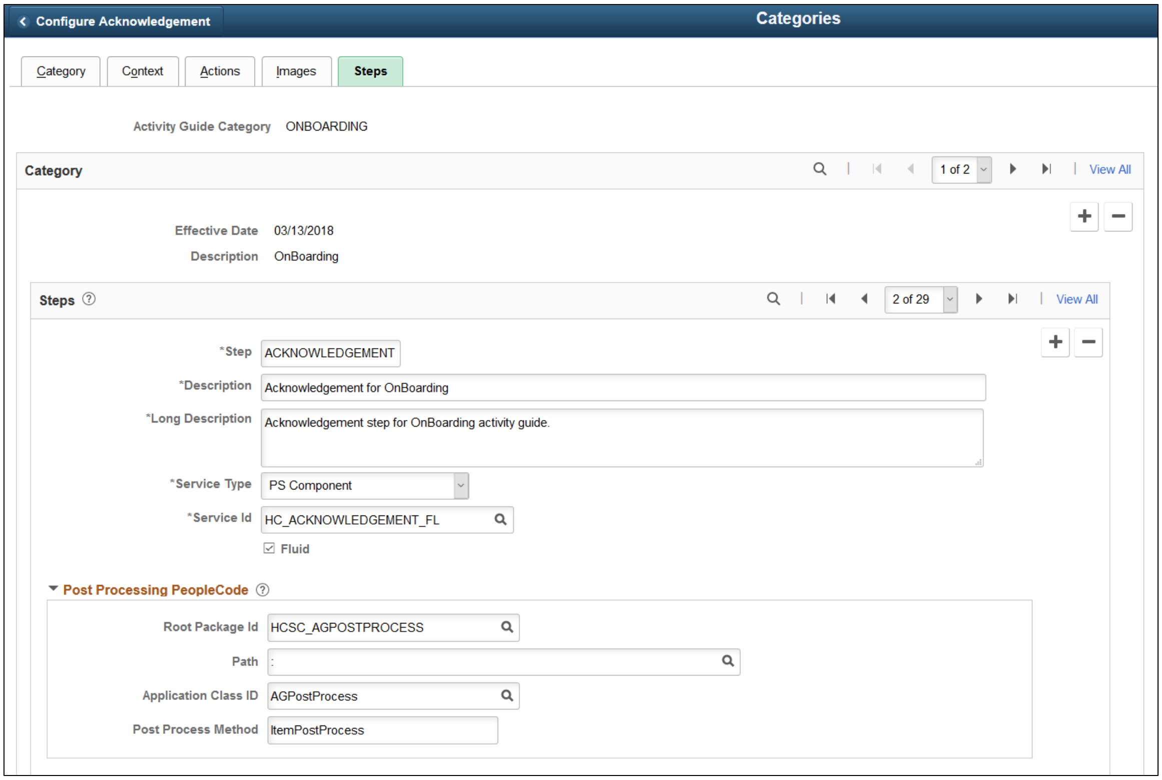
Use the Categories - Steps page (AGC_CAT_TBL5) modify an existing category to include the Acknowledgement step.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Categories >Steps

Image: Categories - Steps Page

This example illustrates the fields and controls on the Categories - Steps page (1 of 2).



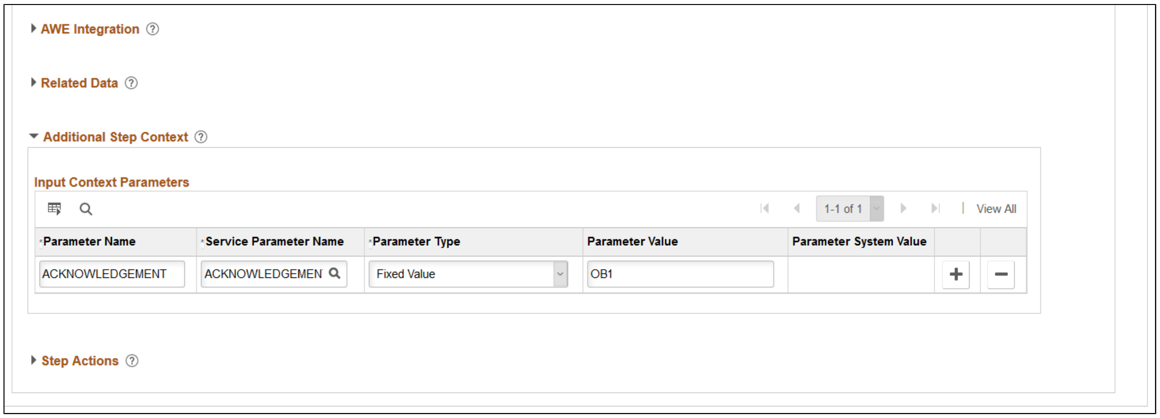
Service Type	Select PS Component to associate with the Acknowledgement step.
Service ID	HC_ACKNOWLEDGEMENT_FL
Fluid	Select the Fluid check box, to load the fluid page in the activity guide.

Post Processing PeopleCode

Root Package Id	Select HCSC_AGPOSTPROCESS.
Path	Select :
Application Class ID	Select AGPostProcess..
Post Process Method	Enter ItemPostProcess.

Image: Categories - Steps Page (2 of 2)

This example illustrates the fields and controls on the Categories - Steps Page (2 of 2).



Parameter Name

Acknowledgement _ID

Service Parameter Name

Acknowledgement _ID

Parameter Type

Fixed Value

Parameter Value

Enter the Acknowledgement ID created during Acknowledgement configuration using the Acknowledgement Configuration Page.

Note: You can add multiple Acknowledgement steps within the same activity guide category by using different parameter values (i.e., Acknowledgement IDs) and by giving a different step name.

Related Links

Setting Up Activity Guide Categories

Activity Guide Templates Page

Use the Activity Guide Templates page (AGC_TMPL_SRCH_FL) to create a new activity guide template or update a template to include the Acknowledgement step.

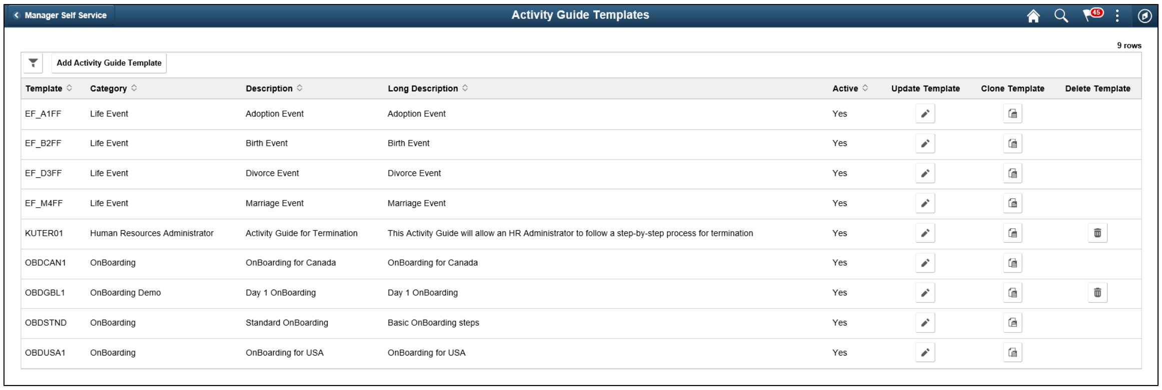
Note: You will only see templates you have administrator access to or where no security has been defined for the template.

Navigation

Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Templates

Image: Activity Guide Templates Page

This example illustrates the fields and controls on the Activity Guide Templates Page.



The page displays all templates in template ID order to which you have administrator security access. Click the column headings to sort the template rows by that category.

Add Activity Guide Template button	Click this button to access the Add Activity Guide Template Page to create a new activity guide template.
Update Template button	Click the button for a template row to access the Update Template Page for the template you have chosen.

Activity Guide Composer - General Information Page

Use the Activity Guide Composer - General Information page (AGC_TMPL_GNRL_FL) to enter the activity guide template category into which the Acknowledgement step is added.

Navigation

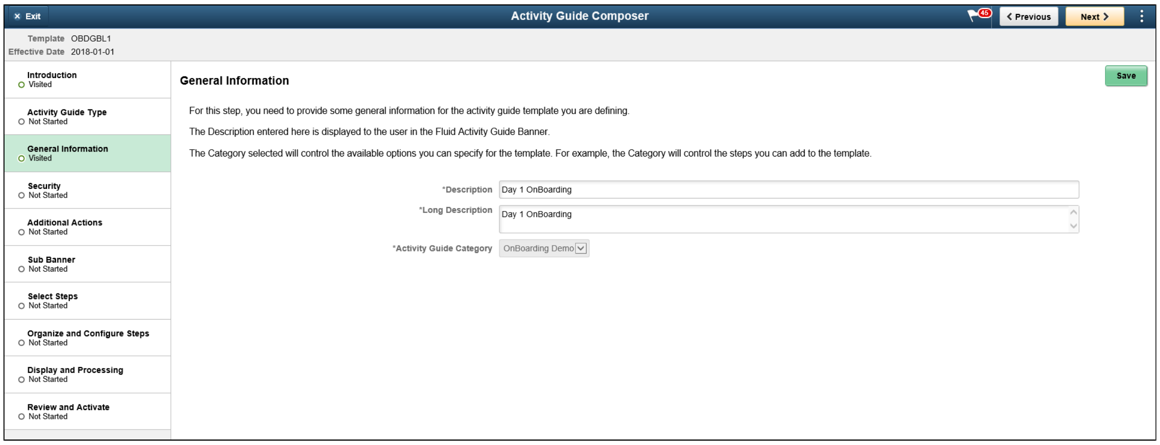
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the General Information tab from the left panel category list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - General Information page

This example illustrates the fields and controls on the Activity Guide Composer - General Information page.



Note: This example shows a template cloned from a delivered template with a new effective dated row inserted. The fields for the original effective dated row of a delivered template are not available for edit. You must insert a new row or clone a delivered template to make changes to the description, but you cannot change the Activity Guide Category value.

Activity Guide Category

Select the category that contains the record structure, actions, and step that apply to this template. Delivered options include *Life Events* and *OnBoarding*, however you can create new categories using the Activity Guide Composer - Categories component (see Setting Up Activity Guide Categories).

Note: You cannot change the category for this template after you have saved this page. If you have cloned or inserted a new row for an existing template, you cannot change the category.

Activity Guide Composer - Select Steps Page

Use the Activity Guide Composer - Select Steps page (AGC_TMPL_STEP1_FL) to select the Acknowledgement step to be included in this activity guide.

Navigation

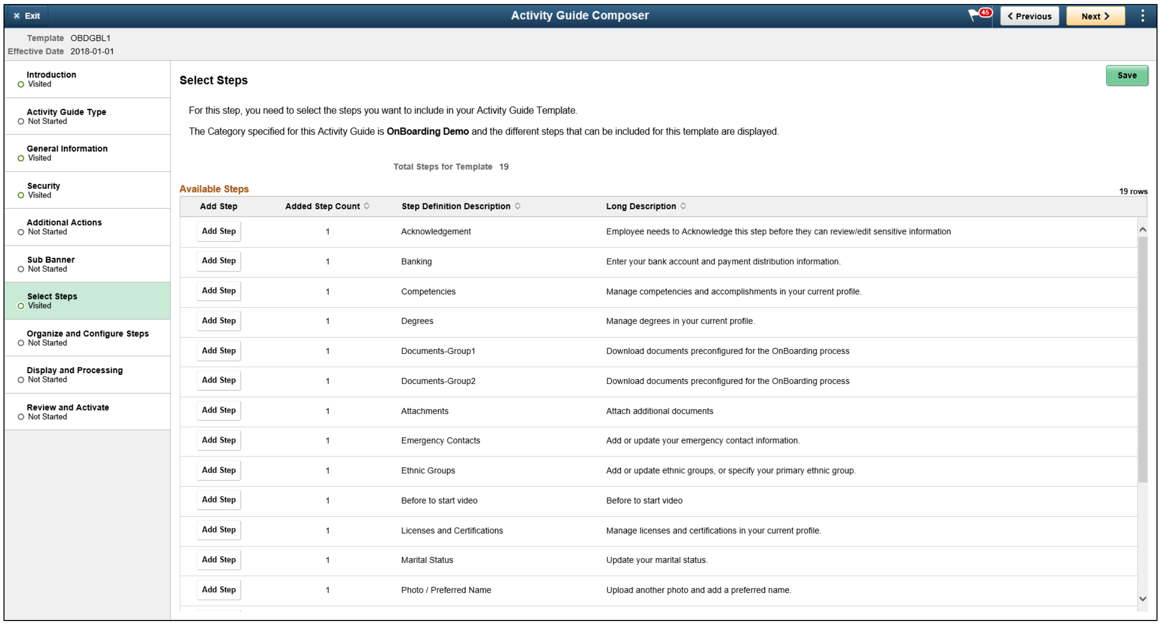
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Select Steps tab from the left panel category list, or click the Next or Previous buttons to navigate to the page.

Image: Activity Guide Composer - Select Steps page

This example illustrates the fields and controls on the Activity Guide Composer - Select Steps page.



Note: You must first identify the security roles for this template before you can select steps.

The top of this page displays the category associated with this template. The activity guide category defines the valid steps that are available for the activity guide template. To manage steps for a category, use the Categories - Steps Page.

Add Step	Click this button to add the Acknowledgement step to this Activity Guide template.
Added Step Count	The Added Step Count field identifies if you have already added this step to your template and how many times it will be listed as a step.

Activity Guide Composer - Organize and Configure Steps Page

Use the Activity Guide Composer - Organize and Configure Steps page (AGC_TMPL_STEP2_FL) to position the Acknowledgement step in the activity guide template.

Navigation

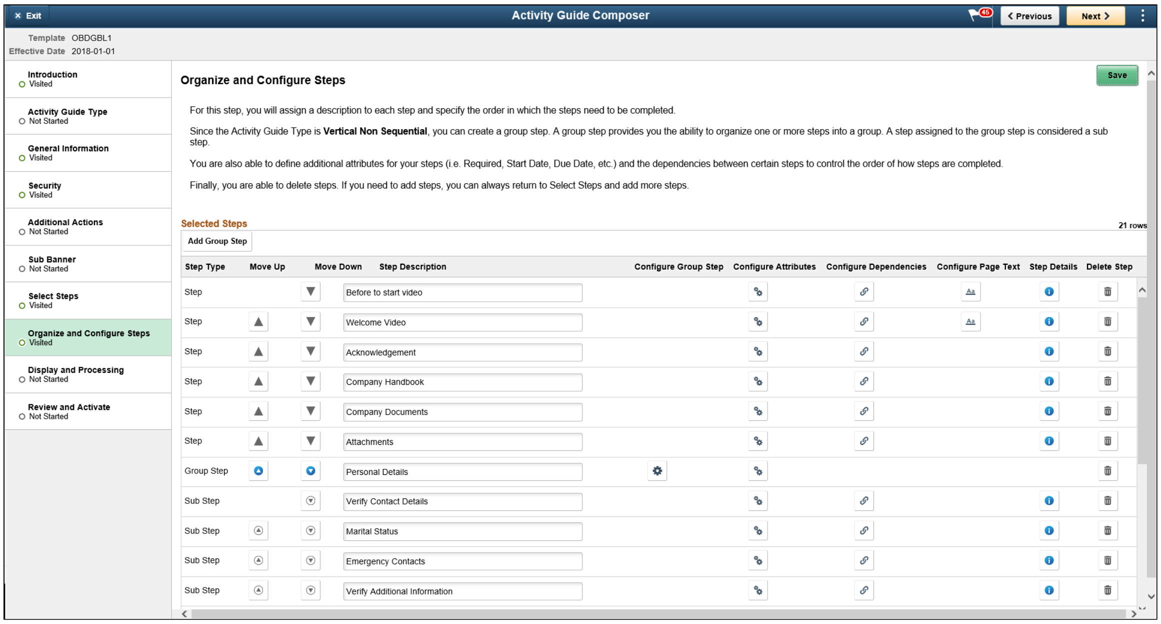
Set Up HCM >Common Definitions >Activity Guide Composer >Templates >Activity Guide Template

- Click the Add Activity Guide Template button from the Activity Guide Templates Page, enter the template ID and effective date on the Add Activity Guide Template Page, and click Continue.
- Click the Update Template button from the Update Template Page.

From within the Activity Guide Composer, select the Organize and Configure Steps tab from the left panel category list, or click the Next or Previous buttons to navigate to the page

Image: Activity Guide Composer - Organize and Configure Steps Page

This example illustrates the fields and controls on the Activity Guide Composer - Organize and Configure Steps page.



Note: You must first identify the security roles and select step for this template before you can configure steps.

You can determine the step order by moving the steps up and down in the list. Here, we position the Acknowledgement step right after the Welcome Video.

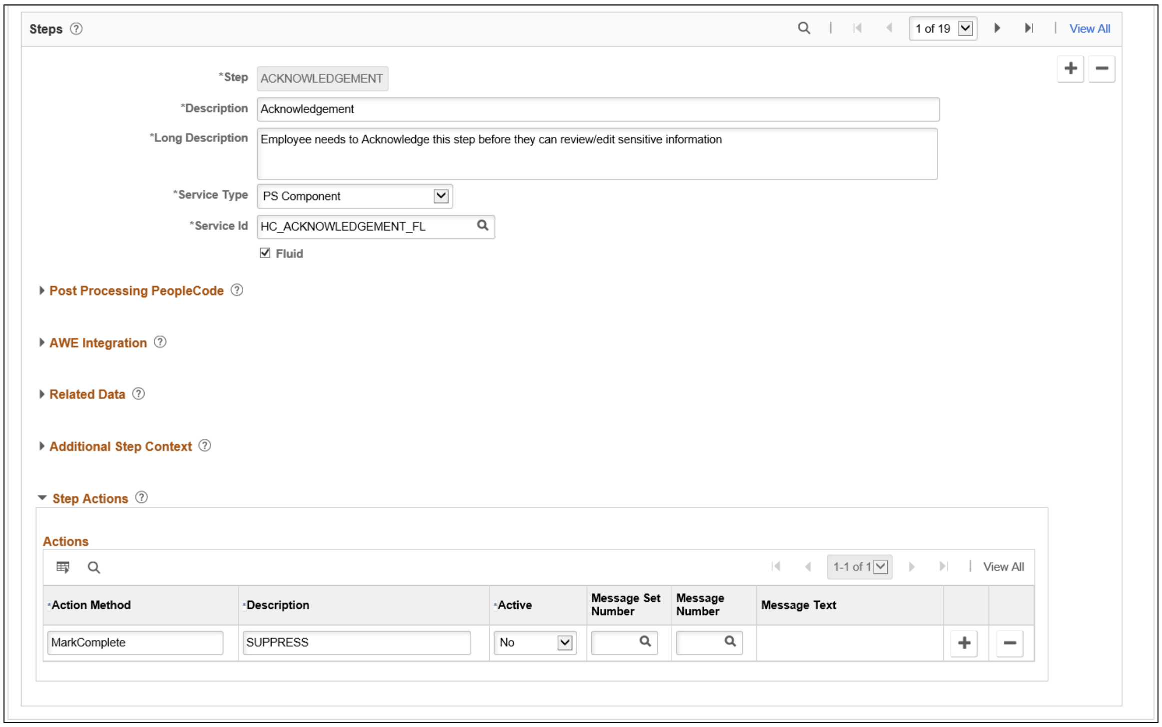
Best Practices While Using the Acknowledgement Step in Activity Guides

Here are a few best practices you can adopt while adding the Acknowledgement step in your activity guides. You can use any one of the options listed below to ensure that the activity guide user completes the Acknowledgement step.

- Suppressing the Mark Complete action: If your activity guide has a Mark Complete action, then suppressing that action for the Acknowledgement step ensures that the Mark Complete button is not available to the activity guide user for that step. This can be set at the Category level using the Categories - Steps page.

Image: Categories - Steps page displaying the setting for suppressing the Mark Complete action

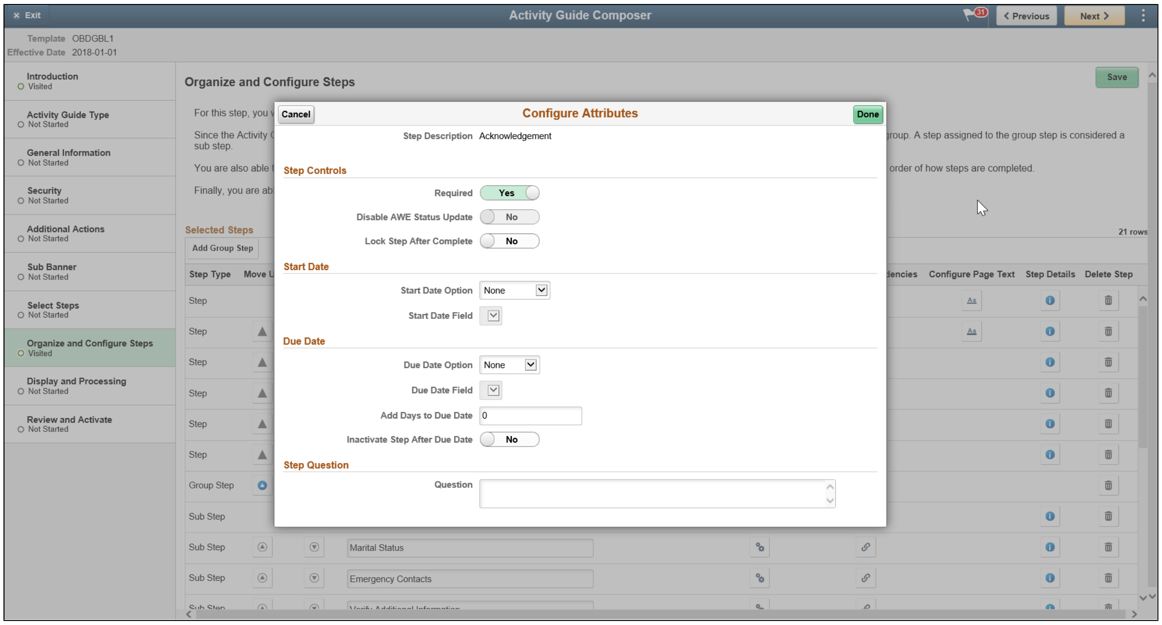
This example illustrates the Categories - Steps page displaying the setting for suppressing the Mark Complete action.



- Making the Acknowledgment step as Required: If Acknowledgement is made a Required step, then the user cannot complete the activity guide without executing this step. This can be set at the Template level using the Configure Attributes page.

Image: Configure Attributes page displaying the setting to make the Acknowledgement step as Required

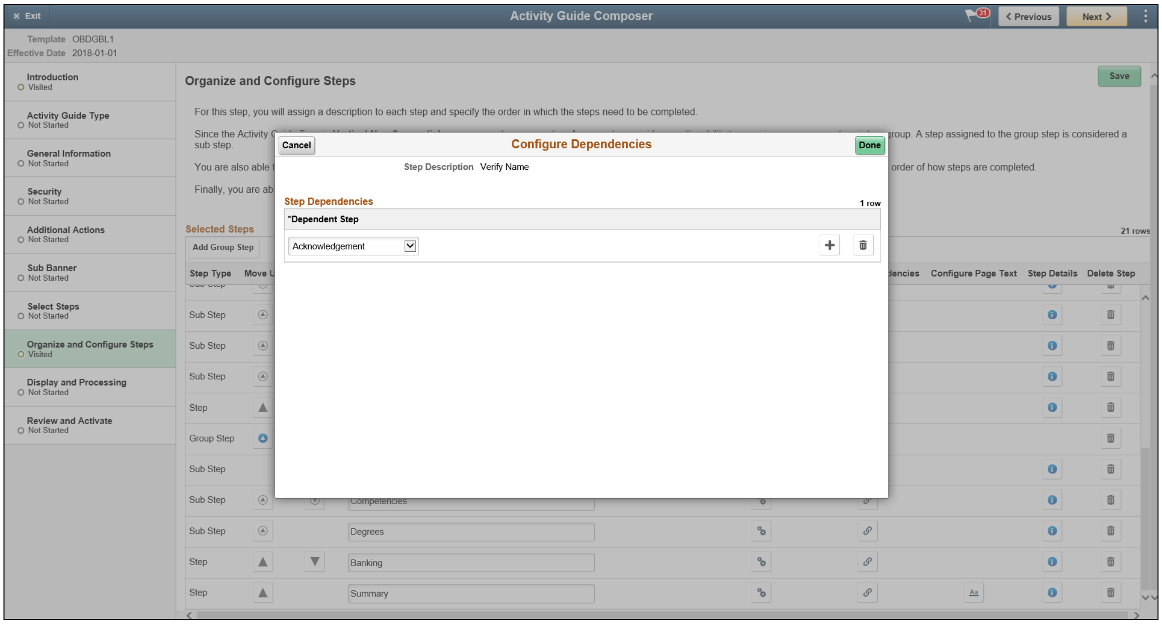
This example illustrates the Configure Attributes page displaying the setting to make the Acknowledgement step as Required.



- Making the subsequent steps as Dependent: If subsequent steps are made dependent on the Acknowledgement step, then the activity guide user cannot move to the next step without completing the Acknowledgement step.This can be set at the Template level using the Configure Dependencies page.

Image: Configure Dependencies page displaying the setting to make a subsequent step dependent on the Acknowledgement step

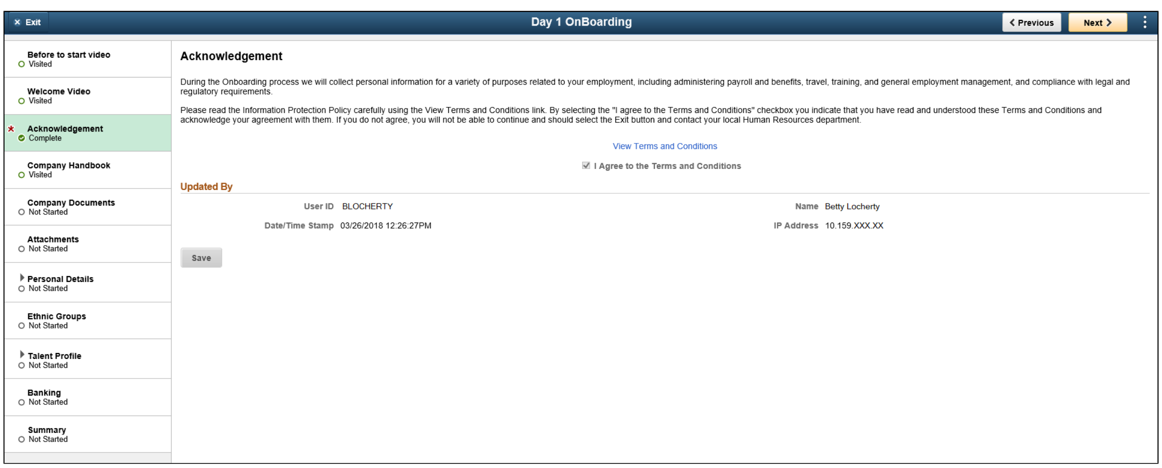
This example illustrates the Configure Dependencies page displaying the setting to make a subsequent step dependent on the Acknowledgement step.



Acknowledgement Step as Displayed in an Activity Guide

Image: Acknowledgement step as displayed in an Activity Guide

This example illustrates the Acknowledgement step as displayed in an Activity Guide.



Chapter 45

Working with File Integration Framework

Understanding File Integration Framework

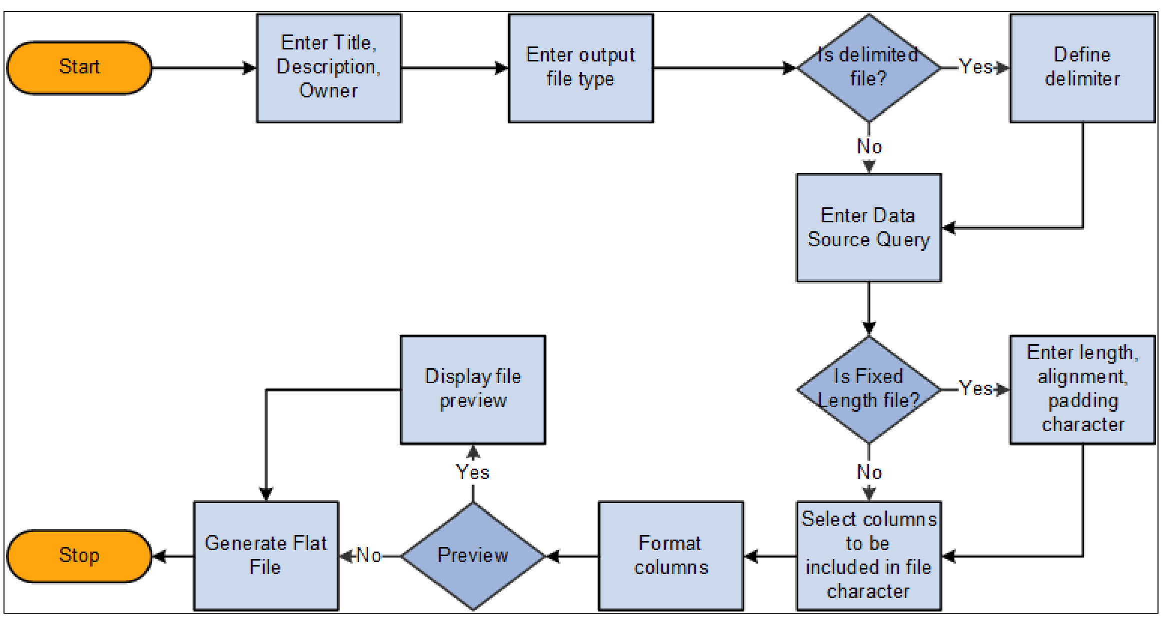
The File Integration Framework is a guided process that assists users in creating Flat files such as Benefits AD&D, PNA Direct deposit etc. It is a setup driven configurable framework to generate flat files. Users do not have to customize the SQR to generate the files.

Using this, users can:

- Set row level security to the data in the flat file configuration components.
- Define constants and system variables that can be used in the flat file output.
- Configure the output file type.
- Order and format the output columns.
- Preview and generate the file.

Image: File Integration Wizard process flow to generate flat files

This diagram illustrates the File Integration Wizard process flow to generate flat files.



Using File Integration Framework to Generate Flat Files

Using the File Integration Framework, users can create file definitions. Once the security has been set, Users use an activity guide to create the file definition.

Pages Used to Create File Definition and Generate Flat Files

Page Name	***Definition Name***	***Usage***
User Access Group Setup Page	FF_ACCESS_FL	Set security groups to be assigned for file definitions.
File Definitions Page	FF_SETTING_SRCH_FL	View and create file definitions.
File Definition Configuration - File Definition Page	FF_SETTINGS_FL	Set general configuration for the file definition.
File Definition Configuration - Additional Information Page	FF_SETTING_ADDL_FL	Set additional parameters for the file definition.
File Definition Configuration - Define Sections Page	FF_SECT_DETAILS_FL	Define the sections for the file.
File Definition Configuration - Define Sections Columns Page	FF_COLUMN_DETLS_FL	Define the columns for the sections.
File Definition Configuration - File Preview Page	FF_PREVIEW_FL	Preview the file definition.
Variable Definition Setup Page	FF_VARIABLE_DTL_FL	Create variables for the file definition.
Schedule File Generation Page	FF_RUNCNTL_FL	Run the file definition.

User Access Group Setup Page

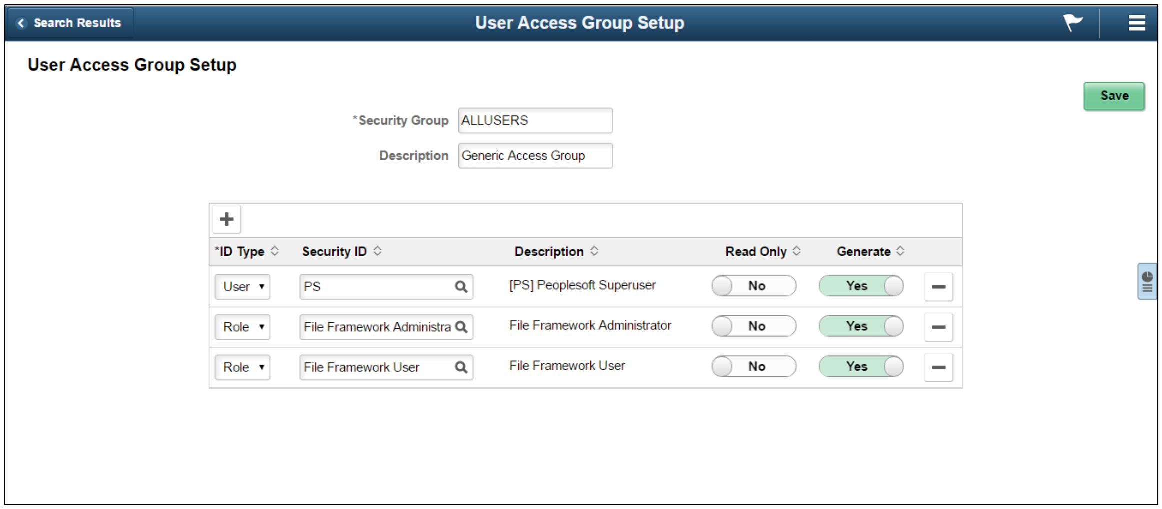
Use the User Access Group Setup page to set row level security for each file definitions.

Navigation

Set Up HCM, Common Definitions, File Integration Framework, User Access Group Setup

Image: User Access Group Setup page

User Access Group Setup page



The fields and their description are given later in this page.

Security Group

Access ID for a group to which a set of security permissions can be set.

Note: The members of the security group need the following permissions to the file integration pages: File Integration Administrator, File Integration User. If users needs to view the activity guide, then they need the File Framework Viewer permission.

Description

Description of the Security Group.

ID Type

Select the ID type of User ID or Role to grant authorization to.

Security ID

Select the authorized editor's security ID based on the ID type.

Description

This is a read-only field that indicates the related display value for the security ID.

Read Only

Option to whether the User ID or Role can edit the configuration or can only view it. By default they can edit the configuration.

Generate

Option to whether the User ID or Role can generate the flat file. By default they can generate the flat file.

File Definitions Page

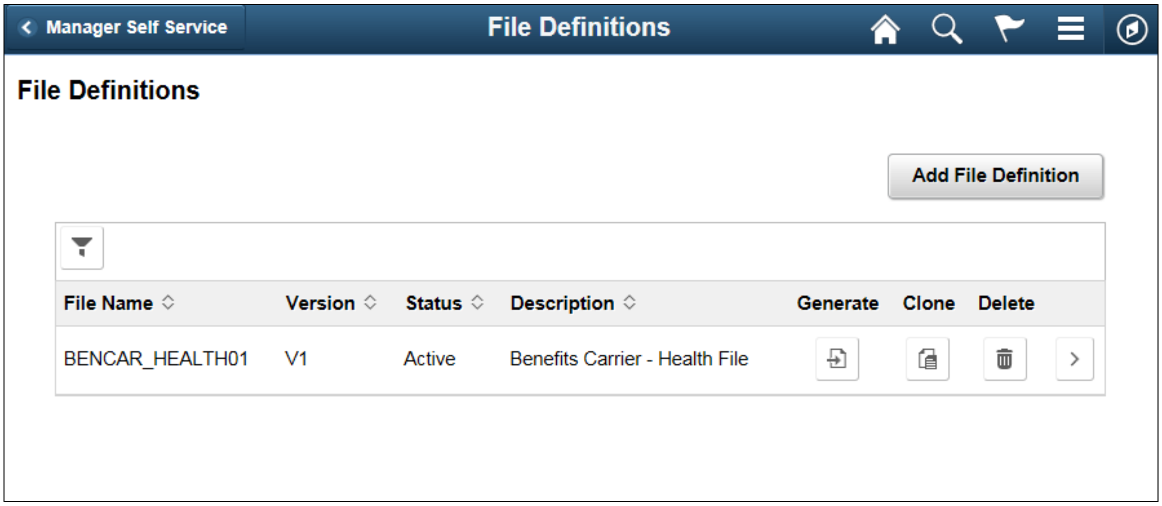
Use the File Definitions page (FF_SETTING_SRCH_FL) to view the file definitions and to create new definitions.

Navigation

Set Up HCM, Common Definitions, File Integration Framework, File Definitions.

Image: File Definitions Page

File Definitions Page



Users can filter for a file definition using the filter option. The fields and their description are given later in this page.

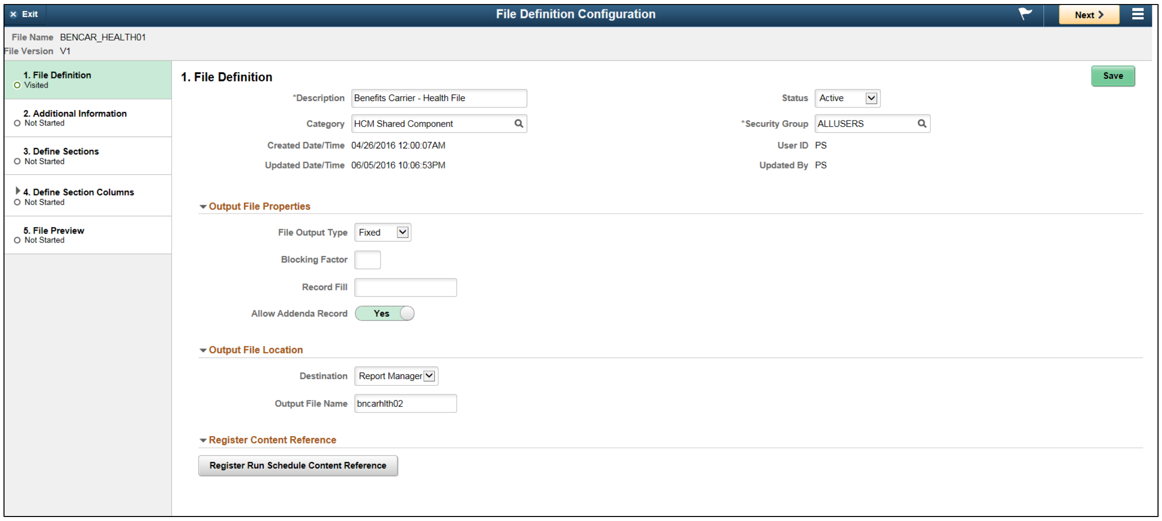
File Name	Name of the flat file definition.
Version	Version of the file definition.
Status	The status of the file definition. The available statuses are Active, In Progress and Inactive. Only Active file definitions can be selected at runtime.
Description	Description of the file definition.
Generate	Generate the flat file. This can be done only if the Status of the file definition is Active.
Clone	Clone the file definition.
Delete	Delete the file definition.

File Definition Configuration - File Definition Page

Use the File Definition Configuration - File Definition page (FF_SETTINGS_FL)to set general definitions for the file.

Image: File Definition Configuration - File Definition Page

File Definition Configuration - File Definition Page.



Description
Description of the file definition.

Status
Status of the file definition. The available statuses are Active, In Progress and Inactive.

Category
Choose the Category.

Security Group
Security group for the file definition. with this user can control the members who can view or edit the file definition.

File Output Type
Specify the whether the file output is Fixed or Delimited.

Blocking Factor
For Fixed output file, if required, specify the blocking factor. i. e. the number of records of a file that make a block. The total number of records in the flat file should be evenly divisible by the blocking factor.

Record Fill
For fixed output file, specify the record fill if the actual number of records is not evenly divisible by the blocking factor.

Delimiter
For delimited files, specify the delimiter. Available delimiters are Comma, Other, Semi Colon, Space, Tab. Comma is the default delimiter. If Other is selected, then a character input text box is displayed to define the delimiter.

Qualifier
For delimited files, specify the qualifier.

Allow Addenda Record
Option to add additional record based on certain conditions. This is done while defining the section columns.

Destination
Destination for the output file. Available destinations are File Path, Report Manager, URL.

Output File Name
Name of the output file. This can be changed during file generation.

Register Run Schedule Content Reference	Creates a direct link to run the file definition.

File Definition Configuration - Additional Information Page

Use the File Definition Configuration - Additional Information page (FF_SETTING_ADDL_FL) to set additional definitions for the file.

Image: File Definition Configuration - Additional Information Page

File Definition Configuration - Additional Information Page

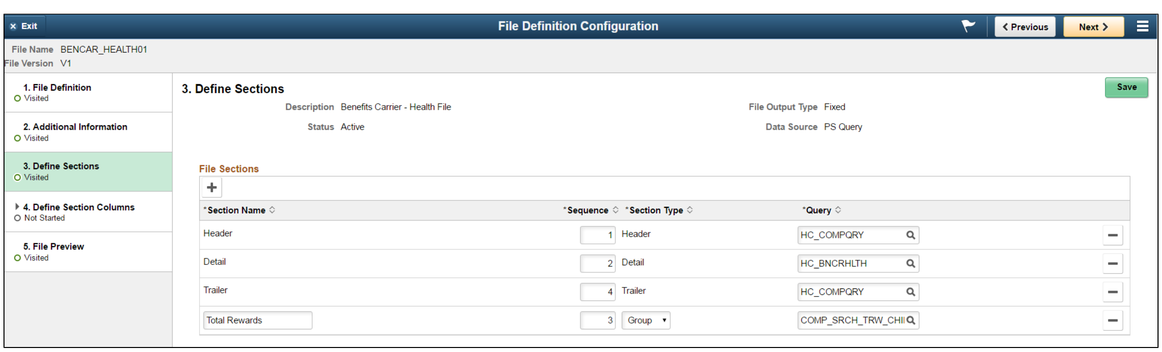
Add a Recipient	Add the recipients that need to be notified during file generation.
Add Attachment	Add any supplementary file attachment for the recipients.
Additional Information	Add additional comments for the recipients.

File Definition Configuration - Define Sections Page

Use the File Definition Configuration - Define Sections page (FF_SECT_DETAILS_FL) to define the sections for the file.

Image: File Definition Configuration - Define Sections Page

File Definition Configuration - Define Sections Page



Section name	Name of the section.

Sequence	The sequence in which the sections should be arranged.
Section Type	The type of sections. Available section types are Header, Detail, Trailer, Group. **Note:** The Group section enables users to group the output based on particular criteria. e.g. Company, Department etc.
Query	Choose the associated PS Query for the section.

The Types of section available are Header, Detail, Trailer and Group.

Group Section

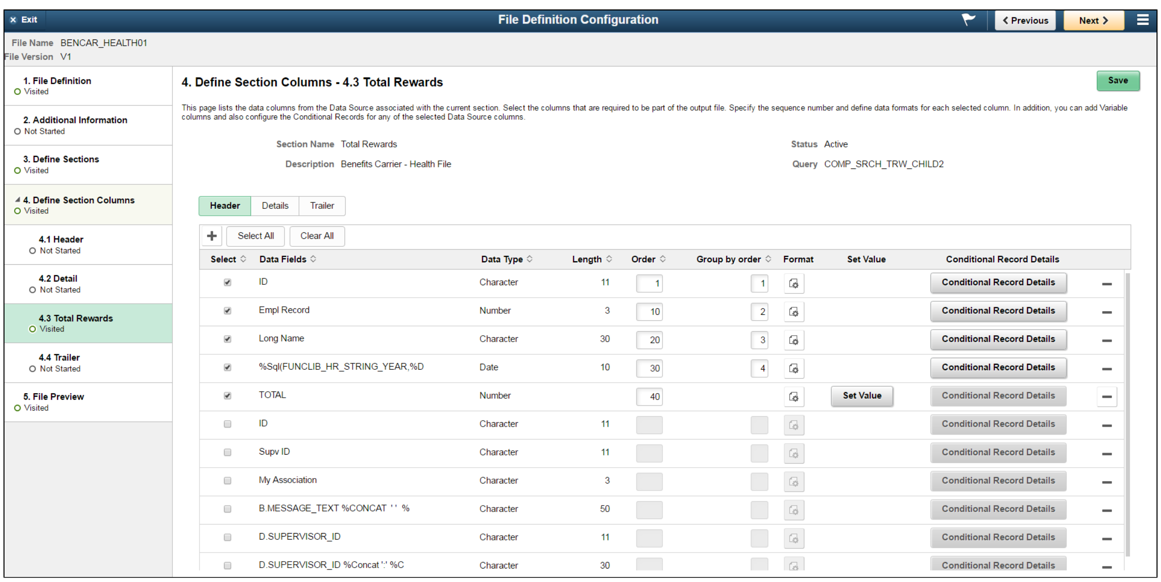
This section is used when the user wants to group the generated output. The output for a group section is generated from a single data source where the group header and trailer information is common to all detail rows in the output. e.g. User wants to generate the employee payment details for a particular paygroup, but would want the output to be grouped by company.

File Definition Configuration - Define Sections Columns Page

Use the File Definition Configuration - Define Sections Columns page (FF_COLUMN_DETLS_FL) to configure the columns for the sections.

Image: File Definition Configuration - Define Sections Columns Page

File Definition Configuration - Define Sections Columns Page.



Select	Select the data fields to be included in the output file.
Data Fields	Name of the data field.
Data Type	Data type of the field.
Length	Length of the data source field.

Order	Enter a sequence for the Section column. This field determines the order in which the data field appears in the output file.
Group by order	Group the detail rows based on the Group by order columns and in the order of sequence specified.
Format	The format of the data field.
Set Value	If additional variables have been added from the Variable Definition page, set the value of the variable. For more details, see Variable Definition Setup Page
Conditional Record Details	Specify the conditional record details. This field is displayed only if user has selected Allow Addenda Record in the File Definition page.

In addition to the data populated from a query, administrators can also add variables that would be displayed in the output file. Administrators would not be allowed to delete the data source columns that are populated from data source query, but they can delete the manually added variables from the list. User defined variables of type Calculated can only be added to Header, Trailer or a Group section and would not be available for Detail sections.

Set Value for the Variable

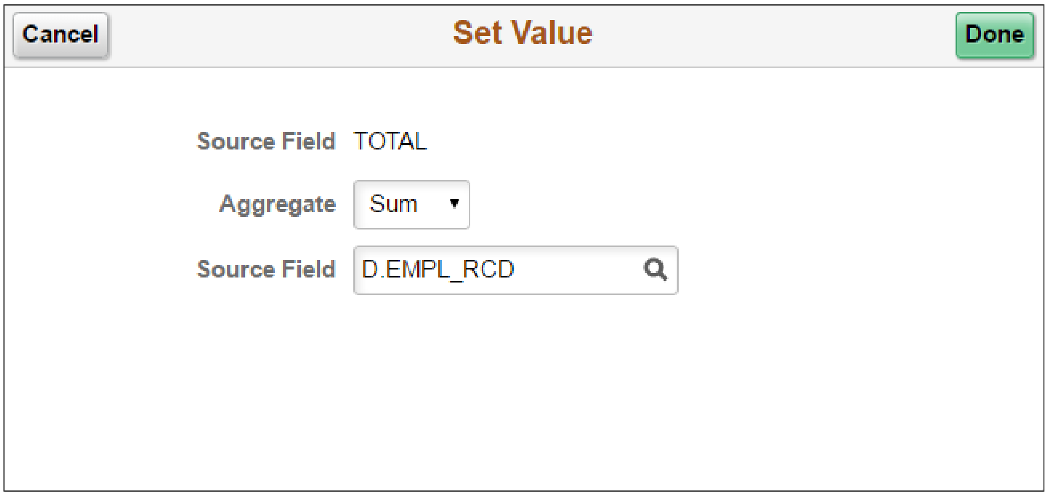
For adding a Constant Variable, a free text field is displayed to enter the value for the constant variable.

A System variable is used to add current system information to the output file. The following options are available for System variable:

- As Of Date
- Current Date
- Current DateTime
- Current Time
- UserId
- Sequence number

Image: Set Calculated value

Set a calculated value.



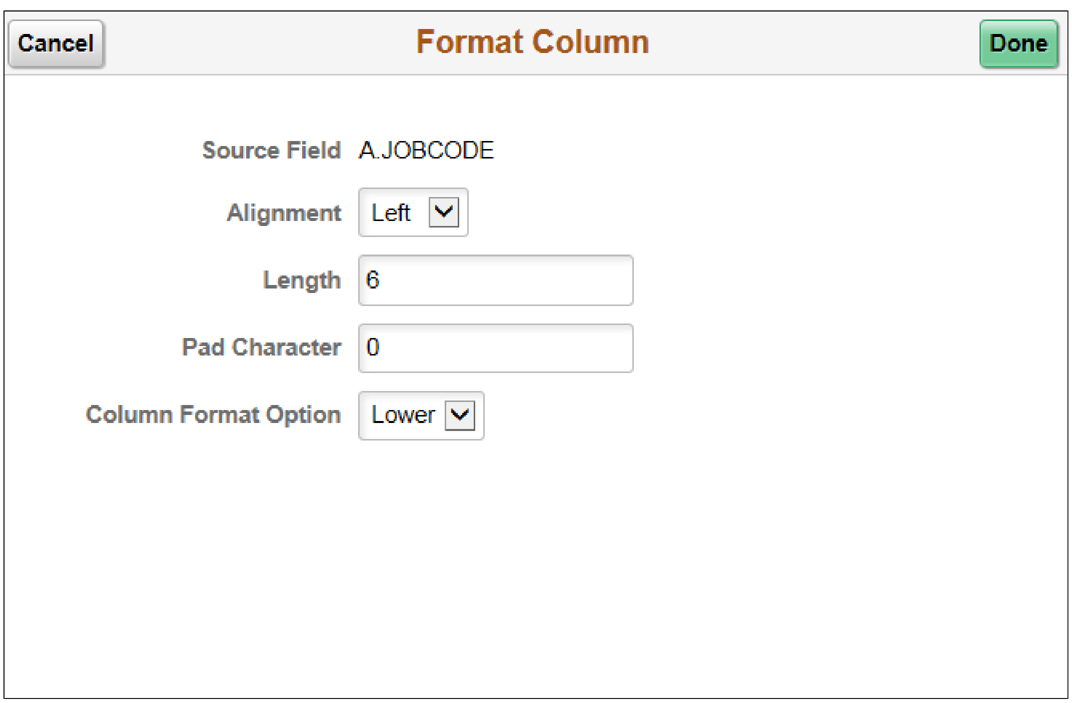
A Calculated variable is used to display aggregates of data source in the file output. Users can specify the type of aggregate (Avg, Count, Max, Min and Sum).

Format

The Format option is enabled for the data field that the user chooses to include as part of the file definition.

Image: Format Column

Format Column



Source Field	Name of the data field.

Alignment Alignment of the data.

Length Length of the data.

Pad Character Padding character for rest of the space in the data. For example if length of the data is 6 and padding character is 0, then the data J23 is displayed as 000J23.

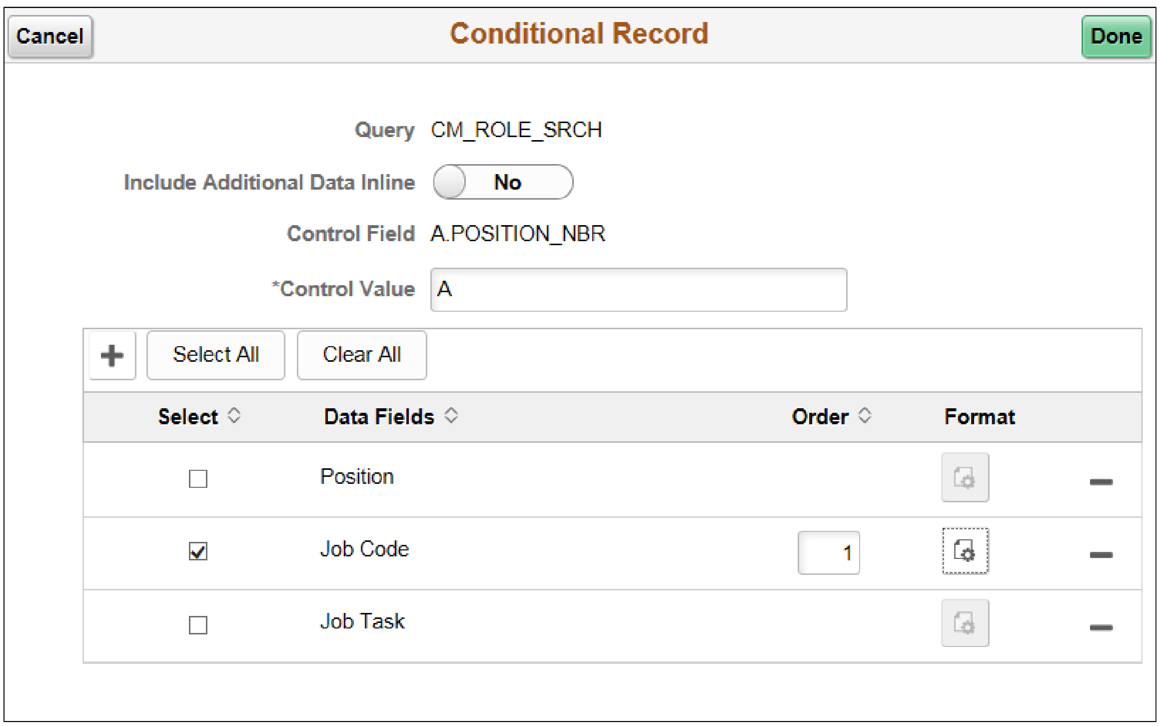
Column Format Option Format options for data. The options change based on the data type.

Conditional Record Details

This field is displayed if user has selected Allow Addenda Record in the File Definition page. User can specify the condition based on which a particular additional record should be displayed.

Image: Conditional Record Details

Conditional Record Details



Query The Query for the conditional record.

Include Additional Data Inline Whether to display the conditional data in the same line as the main record.

Control Field The control field for the conditional data.

Control value The value based on which the conditional data is displayed.

Select The data field for which conditional data is displayed.

Data Fields Name of the data field.

Order Order in which the conditional data should be displayed.

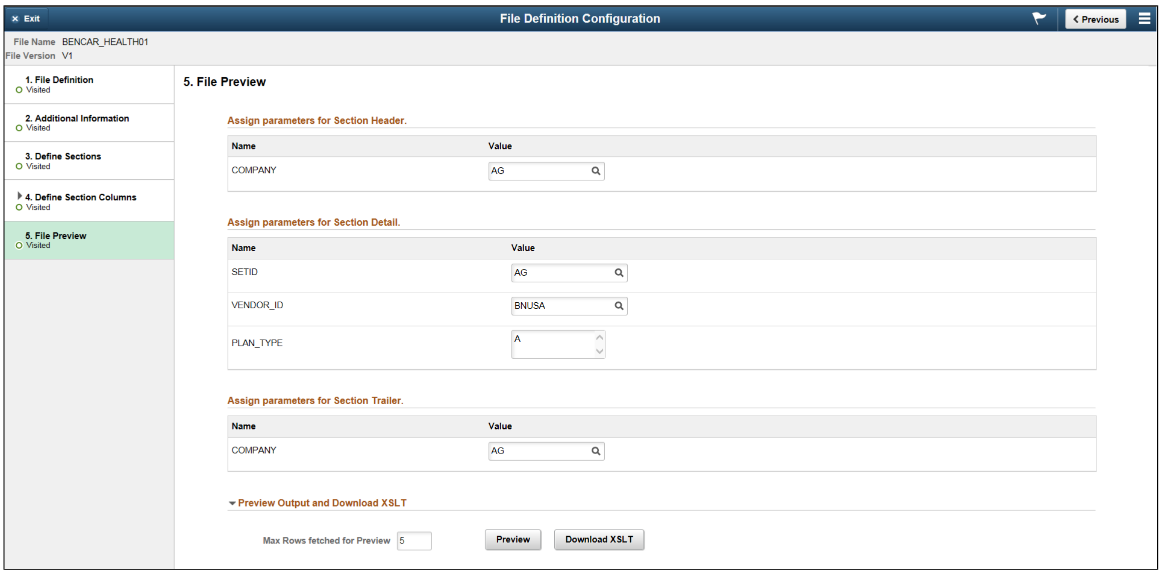
Format Format of the conditional data.

File Definition Configuration - File Preview Page

Use the File Definition Configuration - File Preview page (FF_PREVIEW_FL) to preview the file.

Image: File Definition Configuration - File Preview Page

File Definition Configuration - File Preview Page.



Enter the variables for the file definition. Users can choose to set maximum the rows to be displayed for the preview. Users can download and view the XSLT to process the query input.

Variable Definition Setup Page

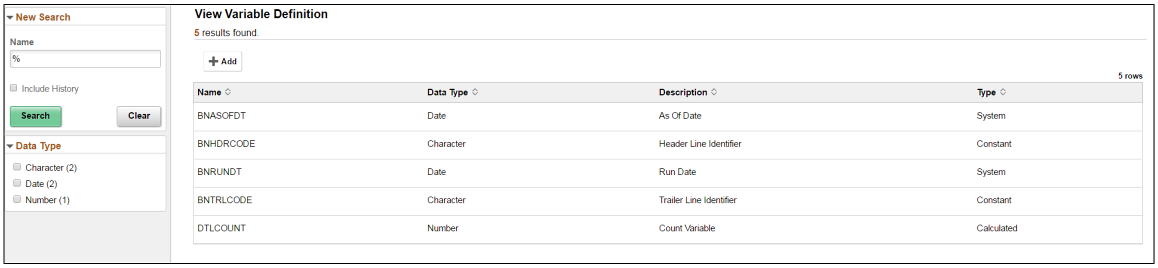
Use the Variable Definition Setup page (FF_VARIABLE_DTL_F) to create additional variables for the file. The defined variables are used to set values in the File Definition Configuration - Define Sections Columns Page

Navigation

Set Up HCM, Common Definitions, File Integration Framework, Variable Definition Setup.

Image: Variable Definition Page

Variable Definition Page



Name Name of the variable.

Data Type Data type of the variable. Available data types are Character, Date, DateTime, Number, Time.

Description Description of the variable.

Type Type of variable. Available types are Calculated, System, Constant.

Schedule File Generation Page

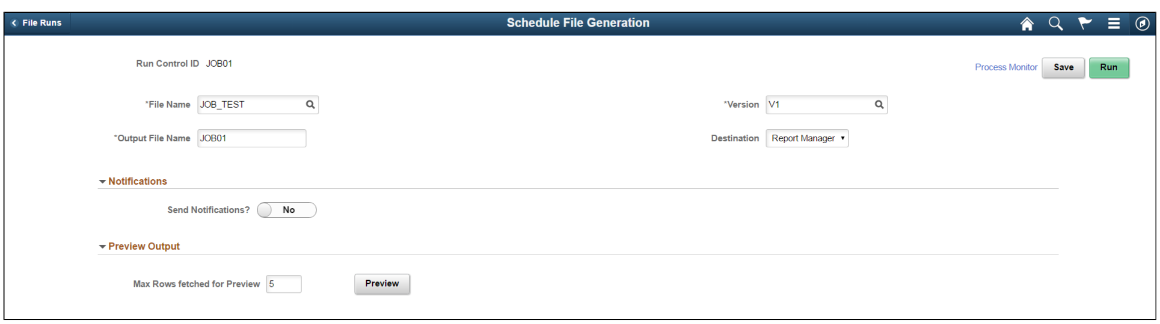
Use the Schedule File Generation page (FF_RUNCNTL_FL) to run the file definitions.

Navigation

Set Up HCM, Common Definitions, File Integration Framework, Schedule File Generation.

Image: Schedule File Generation page

Schedule File Generation Page



Run Control ID Run Control ID for this definition.

File Name Name of the file definition to be run.

Version Version of the file.

Output File Name Choose the name of the output file.

Destination Choose the destination of the output file.

Send Notifications?	Choose whether recipients need to be notified during file generation.
Max Rows fetched for Preview	Specify the maximum rows to display for the preview of the file
Preview	Preview the file
Run	Run the file definition.
Process Monitor	Link to the Process Monitor page.

Chapter 46

Understanding and Setting Up PeopleSoft Search for HCM

Understanding PeopleSoft Search Framework Implementation for HCM

The PeopleSoft Search Framework provides a standard, declarative method for creating, deploying, and maintaining search indexes for all PeopleSoft applications. PeopleSoft Search, which is comprised of Global Search and Keyword Search Page search, is a PeopleTools indexed search technology that relies on the integrated search engine by way of Integration Broker. It creates and updates indexes in the search engine, and requires the use of PeopleSoft Query or Connected Query to create search definitions that identify the objects and attributes to make available to the indexes. Integration Broker provides the interface between PeopleSoft Search Framework and the search engine to deploy the search definitions, build the indexes, and return the search results.

This video demonstrates using search in PeopleSoft:

Using Search in PeopleSoft Applications

PeopleSoft Search Framework supports both *Global Search* and component *Keyword Search Page* search features. The Global Search feature, initiated from a global search bar in the application header, provides a drop-down list for selecting a specific search category against which to run a search. The Keyword Search Page feature allows keyword-based searches from a *Keyword Search* page that appears within an administrative component. Both searches target the PeopleSoft pages and components as if you navigated directly to them while providing flexibility in searching. Data is secured so that search results return only data rows to which the user has role and permission list access. Users can choose to display the search results in list or grid format.

PeopleSoft Search Framework provides a consistent technology by which to deploy and maintain search indexes regardless of PeopleSoft application. However, each application provides and maintains its own application-specific search definitions. The Understanding PeopleSoft Search Definitions for HCM topic lists the search definitions that Oracle delivers preconfigured for PeopleSoft HCM.

PeopleSoft Search Framework References

Refer to the Elasticsearch Home Page (Doc ID 2205540.2) for the latest information, announcements, and videos about the PeopleSoft Search Framework and Elasticsearch.

For more information about the overview, setup, deployment, and administration of the PeopleSoft Search Framework, see *PeopleTools: PeopleSoft Search Technology* product documentation.

For information about setting up PeopleSoft Search features for HCM, see the *Configuring Global Search* task in the installation document for PeopleSoft Human Capital Management 9.2, which is available in the PeopleSoft Documentation Portal.

Understanding PeopleSoft Search Definitions for HCM

Each PeopleSoft application provides predefined application-specific search definitions for implementation within PeopleSoft Search Framework. Tables later in these topics provide a list of the search definitions that Oracle delivers preconfigured for PeopleSoft HCM.

You can use PeopleSoft HCM global search definitions and search page (component) definitions as delivered, copy and modify them, or create new ones.

Note: For easier maintenance, Oracle recommends that you preserve the preconfigured application-specific search definitions as default definitions. To modify a delivered search definition, manually copy it and then modify the copy.

For information about the building blocks or objects that are associated with a search definition (query types, delete query, security type, attributes, facets, search category, and so on), and to learn how to create and implement search definitions using PeopleSoft Search Framework, refer to the *PeopleTools: Search Technology* product documentation.

To view any of the preconfigured HCM search definitions that are listed in this topic, access the Search Definition component from the Search Designer Activity guide, or from the menu navigation (PeopleTools > Search Framework > Designer > Search Definition).

PeopleSoft Search Considerations for HCM

When implementing PeopleSoft Search Framework for HCM, keep these general considerations in mind.

PeopleSoft HCM searches:

- Are delivered for some administrative components (Keyword Search Page searches). Some of these searches are also enabled for Global Search.
- Consider only current effective-dated rows. Incremental indexing should be run daily to index changed data into the search engine system and return most recent information. Consider the rate at which your data changes to determine the frequency for incremental indexing. For example, the Time and Absence indexes may need to be incrementally indexed multiple times in a day, whereas Succession Planning might only need to be incrementally indexed once in a quarter.
- Are based solely on the fields and values that are indexed.
- Rely on the last updated date time stamp field for incremental search indexing. (If a date time stamp field is not present in the underlying tables of a search definition, then changes to that table will not be tracked by the search engine. Date and numeric fields cannot be added as facets.)
- Allow non case-sensitive free text search.
- Accept a list of special characters in keyword search. Refer to the *Working with Search Operators in PeopleSoft Search* topic in *PeopleTools: Search Technology* for more information.

In addition to these general considerations, each PeopleSoft HCM search definition may have its own more specific set of considerations.

HCM Roles and Permissions for PeopleSoft Search

This table lists the roles and permissions that Oracle delivers for HCM-specific PeopleSoft Search definitions.

HCM Search Definition	***Role***	***Permission List***
• Absence Request • Absence Balance	Search- Absence	HCCPAMSS1S
• Additional Pay • Garnishments • General Deductions	Search-Payroll for NA	HCCPPY1001
Applicants	• Recruiter • Recruiting Manager • Recruitment Administrator	HCCPRS1321
Career Plan	Search- Career Plan	HCCPSS3101
• Compensation History • Total Rewards	Search- Compensation	HCCPSS2131
ePerformance	Search- Performance	HCCPEP2500
Job data	Search-Job	HCCPHR3311
Job Postings	• Recruiter • Recruiting Manager • Recruitment Administrator • Hiring Manager • Applicant	HCCPRS1320
Person	Search- Company Directory	HCCPSS3100
Positive Input	GP Search Administrator	HCCPGPSEARCH
Succession Plan	Search- Succession Plan	HCCPSS3102
Time	Search- Time	HCCPSS2132

Self-Service Related Actions

Users can perform related actions on manager and employee self-service transactions that are returned from global searches. The list of related actions vary based on the transaction to which they are associated; PeopleSoft security determines the actions a user can take on any given transaction.

While the Applicant and Job Posting transactions have their own set of Recruiting Solutions-specific related actions, the rest of the transactions present their related actions from the same list.

See "Understanding Global Search for Recruiting" (PeopleSoft HCM 9.2: Talent Acquisition Manager)

Using Global Search Definitions for HCM

Tables in this topic list and describe the Global Search definitions that Oracle delivers preconfigured for the following PeopleSoft HCM modules. If considerations exist other than those listed in the PeopleSoft HCM Search Considerations topic, they are listed in the Additional Considerations column of each table.

- PeopleSoft Absence Management
- PeopleSoft Administer Workforce
- PeopleSoft eCompensation
- PeopleSoft ePerformance
- PeopleSoft Manage Base Benefits
- PeopleSoft Payroll for North America
- PeopleSoft Plan Careers and Succession
- PeopleSoft Administer Compensation
- PeopleSoft Talent Acquisition Manager
- PeopleSoft Time and Labor

With Global Search enabled, the global search bar appears in the header of the application where users can either enter keywords on which to search globally across the application or use the drop-down list for selecting a specific search category on which to search.

Watch this Video Feature Overview (VFO) on using the search capability in PeopleSoft applications:

Using Search in PeopleSoft Applications

See Also *PeopleTools: Search Technology*, “Working with PeopleSoft Search,” Working with Global Search.

PeopleSoft Absence Management Global Search Definitions

This table lists and describes the PeopleSoft Absence Management global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Absence Request Search (HC_GP_ABS_RQST)	Request Details (GP_ABS_ EESS_REQSTA) • (Fluid Manager Self Service Home page) >Team Time Select View Requests from navigation collection. • (Fluid Employee Self Service Home page) >Time Select View Requests from navigation collection. • Manager Self Service >Time Management >View Time >View Requests	Employees can enter keywords to search for and submit their own self-service absence requests and view their absence history. Managers can enter keywords to search for self-service absence requests to approve or view absence history for their direct reports. *Keyword Examples:* • Enter person's name or Empl ID • Enter department, company, or job title • Enter absence type *(Vacations* or *Sick* • *%* (search for all)	Only employee self-service page or manager self-service page absence requests are considered. Entries that are sourced from Extended Absence Request, Administer Workforce, or Time and Labor are not supported.
Absence Balance HC_GP_ABS_SRCH_BAL	View Absence Balances (HGA_SS_BAL_FLU) • (Fluid Manager Self Service Home page) >Team Time Select Absence Balances from navigation collection. • (Fluid Employee Self Service Home page) >Time Select Absence Balances from navigation collection. View Absence Balances (GP_ ABS_MGRSS_BAL) Manager Self Service > Time Management > View Time > Search - Absence Balance	Employees can enter keywords to search for and view their own absence entitlement and balance. Managers can enter keywords to search for and determine absence entitlement and balance for their own direct reports. *Keyword Examples:* • Enter person's name or Empl ID • Enter job title, company, or department • *%* (search for all)	None

PeopleSoft Administer Workforce Global Search Definitions

This table lists and describes the PeopleSoft Administer Workforce global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Job Data (HC_HR_JOB_DATA)	Job Data (JOB_DATA) Workforce Administration >Job Information >Job Data	Any user can enter keywords to search for job information of employees. *Keyword Examples:* • Enter person's name or Empl ID • Enter department name or ID • Enter job code • Enter company name • Enter location • *%* (search for all)	
Person (HC_HR_COMPANY_ DIRECTORY1)	Profile (HRCD_PROFILE_ FL) • (Fluid Manager Self Service Home page) >Company Directory >Profile • (Fluid Employee Self Service Home page) >Company Directory >Profile	Any user can enter keywords to search for employees in the Company Directory. *Keyword Examples:* • Enter person's name or Empl ID • Enter department name or ID • Enter job code • Enter company name • Enter location • *%* (search for all)	Only the address, phone, and email marked as *Business* in Personal information is indexed. If no business address is available, the location address from Job information is indexed.

PeopleSoft eCompensation Global Search Definitions

This table lists and describes the PeopleSoft eCompensation global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Compensation History (HC_COMP_ COMPENSATION_ HISTORY)	View Compensation History (HR_EC_HIST_MSS_FL) Manager Self Service >Compensation and Stock >View Compensation History Compensation History (HR_ EC_HIST_ESS_FL) Self Service >Payroll and Compensation >Compensation History	Employees can enter keywords to search for their own compensation details, including stop option summary. Managers can enter keywords to search for and manage compensation details about their own direct or indirect reports. Managers can also filter results based on the year when the compensation change took place, or the action that triggered the compensation change. *Keyword Examples:* • Enter person's name or Empl ID • *Active* • *Transfer* • *%* (search for all)	• Only salary history information available on the View Compensation History page is indexed. Variable compensation is not supported. • Any change to ACTION _TBL Description will not be considered. The changed value will not be reflected in search results as prior value will be existing in the last indexed data. • Currency code description in CURRENCY_CD_TBL will be taken based on effective date only. Any change to the description field will not be tracked.

PeopleSoft ePerformance Global Search Definitions

This table lists and describes the PeopleSoft ePerformance global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Performance Documents (HC_EP_PERF_DEV)	Performance Process (EP_ APPR_BASE) • (Fluid Manager Self Service Home page) >Team Performance >Current Documents • Manager Self Service >Performance Management >Performance Documents (or Development Documents) >Current Documents • (Fluid Employee Self Service Home page) >Performance >My Current Documents> • Self Service >Performance Management >My Performance Documents (or My Development Documents) >Current Documents	Employees see the prefiltered list of performance appraisals or development documents that are owned by them. Managers see the prefiltered list of performance appraisals or development documents for which they are the mentor. They can also specify filter criteria to further refine search results. *Keyword Examples:* • Enter person's name • Enter document status *(Evaluation In Progress)*. • Enter document type *(Development Documents)*.	• Documents that have a status of cancelled or complete are not indexed. • Delegation roles of ePerformance are not supported.

PeopleSoft Manage Base Benefits Global Search Definitions

This table lists and describes the PeopleSoft Manage Base Benefits global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Health Benefit (HC_BEN_ HEALTH_BENEFIT)	Health Benefits (HEALTH_ BENEFITS) Benefit >Enroll In Benefits >Health Benefits	Users can enter keywords to search for employees' health benefit plans. *Keyword Examples:* • Enter person's name or Empl ID • Enter benefit program or benefit plan name • Enter plan type	

PeopleSoft Payroll for North America Global Search Definitions

This table lists and describes the PeopleSoft Payroll for North America global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Create Additional Pay (HC_HPY_CREATE_ADDL _PAY)	Create Additional Pay (ADDITIONAL_PAY) • Payroll for North America >Employee Pay Data USA >Create Additional Pay • Payroll for North America >Employee Pay Data CAN >Create Additional Pay • Payroll for North America >Employee Pay Data USF >Create Additional Pay	Users can enter keywords to search for employees and create additional pay entries for them. *Keyword Examples:* • Enter person's name and empl ID • Enter earnings code • Enter job code, department, or business unit	

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Create General Deductions (HC_HPY_GEN_DED)	Create General Deductions (GENL_DED_DATA) • Payroll for North America >Employee Pay Data USA >Deductions >Create General Deductions • Payroll for North America >Employee Pay Data CAN >Deductions >Create General Deductions • Payroll for North America >Employee Pay Data USF >Deductions >Create General Deductions	Users can enter keywords to search for employees and create deductions for them. *Keyword Examples:* • Enter person's name and empl ID • Enter company or deduction code	
Review Garnishment Search (HC_HPY_REVW_GARN)	Review Garnishments (GARN_REVIEW) Payroll for North America >Employee Pay Data USA >Deductions >Review Garnishments	Users can enter keywords to search for employees and view their garnishments. *Keyword Examples:* • Enter person's name and empl ID • Enter company, garnishment type, and court name.	

PeopleSoft Plan Careers and Succession Global Search Definitions

This table lists and describes the PeopleSoft Plan Careers and Succession global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Career Plan (HC_HR_CAREER_PLAN)	Manage Career Plans (HR_CP_PLAN) Manager Self Service > Career Planning > Manage Career Plans >Manage Career Plans Career Progression Chart (HR_CP_EE_CHART) Self Service > Career Planning > Career Progression Chart	Employees can enter keywords to search for and view their own career progression chart. Managers can enter keywords to search for career progression charts for their own direct reports. They can also filter results by employees that report to them. *Keyword Examples:* • Enter person's name or Empl ID • Enter department name • % (search for all)	None
Succession Planning (HC_HR_SUCC_PLAN)	Succession 360 (HR_VT_SEARCH) Manager Self Service > Succession Planning > Succession 360	Managers (only) can enter keywords to search for and manage succession planning for their own direct reports. *Keyword Examples:* • Enter person's name or Empl ID • Enter plan type *(Person, Position, Job Code)* • Enter plan status *(Draft, Official)* • % (search for all)	• Search results are limited to employees who are the manager's direct or indirect reports as of the current date. • If the current effective-dated row is deleted from job data, stale data might be returned. • Employee ID change, Employee ID delete, and Employee Record delete are not supported. • Changes to location or department made in correct history mode will not be indexed. Only changes that are made by adding a new effective-dated row are indexed.

PeopleSoft Administer Compensation Global Search Definitions

This table lists and describes the PeopleSoft Administer Compensation global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Compensation Total Rewards (HC_COMP_ TOTALREWARDS)	Total Rewards (TRW_SS_ STMT_FL) • (Fluid Manager Self Service Home page) > View Total Rewards Manager Self Service >Compensation and Stock >View Total Rewards • (Fluid Employee Self Service Home page) > Total Rewards Self Service >Payroll and Compensation >Total Rewards	Managers can enter keywords to search for their direct or indirect reports to view or assign compensation rewards for those employees. Employees can view their total rewards. *Keyword Examples:* • Enter person's name, Empl ID, position title, or department name • Enter reward item	None

PeopleSoft Talent Acquisition Manager Global Search Definitions

This table lists and describes the PeopleSoft Talent Acquisition Management global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Job Posting (HC_HRS_JOB_POSTING)	View Job Posting (HRS_REC _SCHJOB) Recruiting >Postings >Search Job Postings >View Job Posting	• Internal Applicants can enter keywords to search for job postings. • Recruiters, Recruiting managers, and Recruiting team members can enter keywords to search for job postings. *Keyword Examples:* • Enter keyword for Job Posting, for example *Java.* • Enter recruiting location as keyword.	Global Search is not exposed to external applicants.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Applicant (HC_HRS_APP_INDEX)	Manage Applicant (HRS_MANAGE_APP) Recruiting >Search Applicants >Manage Applicant	Recruiters, Recruiting Managers, Recruitment Administrators can enter keywords to search for applicants. *Keyword Examples:* • Enter applicant location as keyword. • Enter keyword from applicant's resume.	None

PeopleSoft Time and Labor Global Search Definitions

This table lists and describes the PeopleSoft Time and Labor global search definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Navigation***	***Usage***	***Additional Considerations***
Time and Labor Time Sheet (HC_TL_GBL_TIMESHEET)	Timesheet (TL_MSS_EE_SRCH_PRD) • Self Service >Time Reporting >Report Time >Timesheet • Manager Self Service >Time Management >Report Time >Timesheet	Employees can enter keywords to search for their own time entry information to view or modify. Managers can enter keywords to search for any employee's time entry information. They can also search for timesheets based on report status *(Submitted)* or severity of exceptions *(High, Medium, Low)*. *Keyword Examples:* • Enter person's name or Empl ID • Enter week starting date • Enter business unit, department, job title, position, company, or location • *%* (search for all)	• Daily incremental indexing is recommended. • Data for only the previous 90 days is indexed. Performance is optimized by reducing huge data retrieval from Time and Labor and reducing the comparison process before deleting data from the search engine.

Using Component Keyword Search Page Definitions for PeopleSoft HCM

Tables in this topic list and describe the component Keyword Search Page search definitions that Oracle delivers preconfigured for the following PeopleSoft HCM modules. If considerations exist other than those listed in the PeopleSoft HCM Search Considerations topic, they are listed in the Additional Considerations column of each table.

- PeopleSoft Administer Workforce
- PeopleSoft Manage Base Benefits
- PeopleSoft Payroll for North America

Keyword Search Page search features are enabled for a component by mapping the component to a search definition. When Keyword Search Page search is enabled, the Keyword Search tab appears as a search page that the end user encounters when navigating into the component. The keyword search page enables users to execute a deeper, more free-form search to access application data from within the component.

Note: All of the PeopleSoft HCM Keyword Search Page searches can also be used from Global Search.

PeopleSoft Administer Workforce Component Keyword Search Page Definitions

This table lists and describes the PeopleSoft Administer Workforce component keyword search page definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Classic Navigation***	***Usage***	***Additional Considerations***
Job Data (HC_HR_JOB_DATA)	Administrator: Job Data (JOB_DATA) Navigation Workforce Administration > Job Information > Job Data	Administrators can enter keywords to search for all jobs in a location or by job type. They can also filter or drill down on search results based on preferences using the facets and configure related actions. *Keyword Examples*: • Enter person's name or Empl ID • *Department* • *Job Code* • *Position Description* • Enter person's National ID, Pay Group • * (search for all; keyword advanced search only)	• Re-indexing does not remove a row if the current effective-date row is deleted from an employee's Job record. Stale data might be retrieved when the user performs a search. • Employee ID change, Employee ID delete, and Employee Record delete are not supported. • Any changes to location or department records that are made in Correct History mode will not be indexed. Only changes that are done by adding a new effective-dated row are indexed.

PeopleSoft Global Payroll Component Keyword Search Page Definitions

This table lists and describes the PeopleSoft Global Payroll component keyword search page definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Classic Navigation***	***Usage***	***Additional Considerations***
Positive Input Search (GP_PI_SRCH)	Administrator: One Time (Positive Input) (GP_PI_MNL_ERNDED) Navigation Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions	Administrators can enter keywords to search for positive input entries. They can also filter or drill down on search results based on preferences using the facets and configure related actions. *Keyword Examples*: • Enter person's name or Empl ID • *Element Name* • *Amount* • *Pay Group* • *Calendar ID* • *Company* • *Department* • * (search for all)	• Keyword search returns results for positive input entries that were entered within a certain number of days in the past. You define the number of days on the Positive Input Search field on the Installation Settings page. • The Positive Input Search component does not search for generated positive input. It searches only for entries made using the One Time (Positive Input) component.

PeopleSoft Manage Base Benefits Component Keyword Search Page Definitions

This table lists and describes the PeopleSoft Manage Base Benefits component keyword search page definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Classic Navigation***	***Usage***	***Additional Considerations***
Health Benefit (HC_BEN_HEALTH_BENEFIT)	Administrator: Health Benefits (HEALTH_BENEFITS) Navigation Benefits > Enroll in Benefits > Health Benefits	Administrators (only) can enter keywords to search for employee benefits information based on plan type, coverage type, and benefit plans. *Keyword Examples:* • Enter person's name or Empl ID • Enter program number • Enter plan type *(Medical, Vision, Dental)* • * (search for all)	N/A

PeopleSoft Payroll for North America Component Keyword Search Page Definitions

This table lists and describes the PeopleSoft Payroll for North America component keyword search page definitions that Oracle delivers preconfigured for use within PeopleSoft Search Framework.

Search Definition Name	***Target Component and Classic Navigation***	***Usage***	***Additional Considerations***
Create Additional Pay (HC_HPY_CREATE_ADDL_PAY	Administrator: Create Additional Pay (ADDITIONAL_PAY) Navigation • Payroll for North America >Employee Pay Data USA >Create Additional Pay • Payroll for North America >Employee Pay Data USF >Create Additional Pay • Payroll for North America >Employee Pay Data CAN >Create Additional Pay	Administrators can enter keywords to search for employees based on earning codes. *Keyword Examples:* • Employee name or Empl ID • Earning code • Department ID • Job Code • Business Unit • * (search for all)	• Only current effective-dated rows are considered. • Partial search values are not allowed for regular search. For advance search, partial field-level values with the * wildcard are considered when the operator *contains* is used. For example, Last Name +*contains* + *Kum** • Search results, including free text search are based on the fields that are indexed.

Search Definition Name	***Target Component and Classic Navigation***	***Usage***	***Additional Considerations***
Create General Deductions (HC_HPY_GEN_DED)	Administrator: Create General Deductions (GENL_DED_ DATA) Navigation • Payroll for North America >Employee Pay Data USA >Deductions >Create General Deductions • Payroll for North America >Employee Pay Data USF >Deductions, Create General Deduction • Payroll for North America >Employee Pay Data CAN >Deductions >Create General Deduction	Administrators can enter keywords to search for employees based on deduction codes. *Keyword Examples:* • Deduction code • Company name • * (search for all)	(Same as for Create Additional Pay)
Review Garnishment Search (HC_HPY_REVW_GARN)	Administrator: Review Garnishments (GARN_ REVIEW [USA]; GARN_ REVIEW_CN [CAN]) Navigation • Payroll for North America >Employee Pay Data USA Deductions >Review Garnishments • Payroll for North America >Employee Pay Data CAN >Deductions >Create Review Garnishments	Administrators can enter keywords to search for employees based on garnishment type. *Keyword Examples:* • Employee name or Empl ID • Garnishment Type • Court Name • * (search for all)	(Same as for Create Additional Pay)

Configuring Remote Search from an HCM Database

You can use Global Search to enable remote search from HCM to indexed artifacts in another database.

Steps for Configuring Remote Search from an HCM Database

The artifacts for remote search reside in the other database and must be indexed there. Integration Broker must be configured to allow communication between HCM and the remote database. With the artifacts indexed and Integration Broker configured, follow these steps to further configure the databases to enable remote search.

1. Ensure that the *Integration Administrator* role is added to the administrative user in both databases.
2. Add the default local nodes of each of the databases as network nodes in both databases (PeopleTools > Integration Broker > Integration Network > Network Setup).
3. Set up the Portal URI and Content URI portal nodes in both of the databases (PeopleTools > Integration Broker > Integration Setup > Nodes).
4. Add the role that adds security to the remote search group to all users who should be able to search remotely for that data from HCM. Data in the remote database is accessible to a user only if the user has access to the search group in the remote database.
5. Add the default local nodes for each database to Single Signon (PeopleTools > Security > Security Objects > Single Signon).
6. Import the remote search group into the HCM database (PeopleTools > Search Framework > Administration > Remote Search Groups).

   All of the search artifacts for a remote search reside in the remote database. For the remote search to work from the HCM database, the remote search group must be imported. To import, select the default local node name for the remote database in the Content Provider dropdown list on the Remote Search Groups page, and select Import. Then, on the Import Search Groups page, select the Search Category Name that you want to import

   For more information, see *PeopleTools: Search Technology* “Administering PeopleSoft Search Framework”, Importing Remote Search Groups.
7. Add the imported search group to the homepage search context in the HCM database (PeopleTools > Search Framework > Administration > Define Search Context).

Chapter 47

Working with Common Components

Understanding PeopleSoft HCM Common Components

This section lists common elements and discusses common component pages.

Related Links

Understanding Approvals

Understanding Delegation

Understanding the Transformation Framework

Common Elements Used When Working With Common Components

Object Owner ID	Identifies the application in which a common component is used. This is delivered functionality.
Sub ID (sub application ID)	Used to further partition component entries by function. . For example, the Sub ID of *M* (Manager) allows component entries different from those of a Sub ID of *E* (Employee).

Common Component Pages

PeopleSoft provides common pages to perform functionality across multiple Human Capital Management (HCM) applications. These pages are implemented as plug-in applications that you can easily configure and embed into an application via provided application program interface (APIs).

These applications are typically used to capture, store and present information for a particular generic function within the context of a calling application (for example, an application such as Talent Acquisition Manager, ePerformance or Benefits Administration).

Data Structures

Each common component manages its own data source. These common components have keys. All applications that embed the plug-in share the same data structure that uses a configurable key structure to accommodate the different requirements that each application has for organizing this data. Each application defines, or registers, the actual keys that are used when the plug-in runs within the context of the application that has embedded it. You register the keys by making an entry for the application in the plug-in's configuration page, which is keyed by the object owner ID of the embedding application.

User Interface

The use of plug-ins enables all applications that embed a plug-in to present the data consistently. For example, the same format is used to capture and present context-sensitive notes, whether the user is in Talent Acquisition Manager, ePerformance, Payroll for North America, or Benefits. To provide context-sensitive instructional text, labels, and so forth, each of the plug-in applications uses the text catalog to provide context sensitivity while maintaining a consistent style across all of HCM.

Configurable Behavior

Some embedding applications need the ability to enable, disable, or modify the plug-in functionality. Applications manipulate these configuration options inside the plug-in's configuration page—the same place it registers its keys.

HCM plug-ins, except for the text catalog, are embedded in an application by placing a graphic button on a page, and a simple API call on the button's FieldChange PeopleCode. The Text Catalog is generally invoked via an API in component-build, and/or PageActivate code.

Warning! Be careful when modifying configurations. PeopleSoft does not support some modifications, for example changing key values, that might cause other functionality in the application to not work as intended.

Configuring Direct Reports Functionality

To configure direct reports functionality, use the Configure Direct Reports UI (HR_DR_UI_CFG), Direct Reports Tables Build (RUNCTL_HR_DR), Invoke Direct Reports API (HR_DRPT_API), and Invoke Direct Reports UI API (HR_DRPT_API_UITEST) components.

These topics provide an overview of direct reports, direct reports performance tables, and discuss how to configure direct reports functionality.

Pages Used to Configure Direct Reports Functionality

Page Name	***Definition Name***	***Usage***
Direct Reports Configuration Page	HR_DR_UI_CFG_1	Configure the components and transactions that include the direct reports data functionality.
Direct Reports Transaction Configuration Page	HR_DR_UI_CFG_2	Select the actions and fields that appear on the direct reports UI for a transaction.
Direct Reports Tables Build Page	RUNCTL_HR_DR	Run the Build Direct Reports Tables process to update the direct reports for managers with current information.
Invoke Direct Reports API - Set / Execute Page	HR_DRPT_API_EXEC	Test the direct reports API.
Invoke Direct Reports API - Execution Results Page	HR_DRPT_API_RSLTS	View the exceptions and data returned by a method.
Invoke Direct Reports API - Trace Results Page	HR_DRPT_API_TRACE	View the trace log of a method execution.
Invoke Direct Reports UI API Page	HR_DRPT_API_UITEST	Test the direct reports user interface.

Page Name	***Definition Name***	***Usage***
<Application Context> - Employee Selection Criteria Page	HR_DR_DIRECTREPORT	View a list of direct reports and select employees to add to the API Results list on the Invoke Direct Reports UI API page.

Understanding Direct Reports Functionality

Direct reports information is used throughout HCM applications, especially in the manager self-service applications. Typically, direct reports information is used in a way that involves navigating an organizational hierarchy. For example, a manager uses Direct Reports to promote or give a raise to an employee. You may use direct report information in:

- Drill-down mode, enabling managers to select workers for processing in a self-service application.
- Chain of command mode, which determines workflow for approvals and notifications.

There are two major components for implementing direct reports functionality:

- Data service.

  The data service navigates an organization structure and returns a list of workers that report to a particular manager or a management hierarchy for a particular worker. The data service is completely unaware of its context, which enables to service both online and batch requests.

- User Interface.

  This is a common, configurable user interface (UI) that is de-coupled from data service. It receives information from the data service and presents it in a streamlined, consistent, reusable UI that enables users to visually navigate an organizational structure and select one or more workers for processing.

Direct Reports for Self Service Applications

There are two methods of setting up direct reports functionality. If you are setting up direct reports for the following applications or functionality, use the Direct Reports Setup (SS_LINK_TBL) component:

- PeopleSoft eDevelopment – Administer Training-related components
- HCM Portal Pack
- Manager Dashboard
- PeopleSoft ePay

Note: Otherwise, use the Configure Direct Reports UI component described in this topic.

Related Links

Setting Up Access to Direct Reports Data

Understanding the Direct Reports Performance Tables

The direct reports tables are designed to improve the performance of all direct reports processes. Although loading the direct reports tables is not required to use most manager self service pages, running this process to build the table improves the performance of the pages. However, you must run this process in order to use the Organizational Chart Viewer and Profile Management Search.

The direct reports tables store the current reporting structure for those access types that are resolved with complex processing of job data. Access types (also known as the access or navigation methods) are:

- 2 - Supervisor Id
- 3 - Department Manager ID
- 4 - Full Position Management
- 5 - Partial Position Management with Supervisor ID
- 6 - Partial Position Management with Department Manager ID

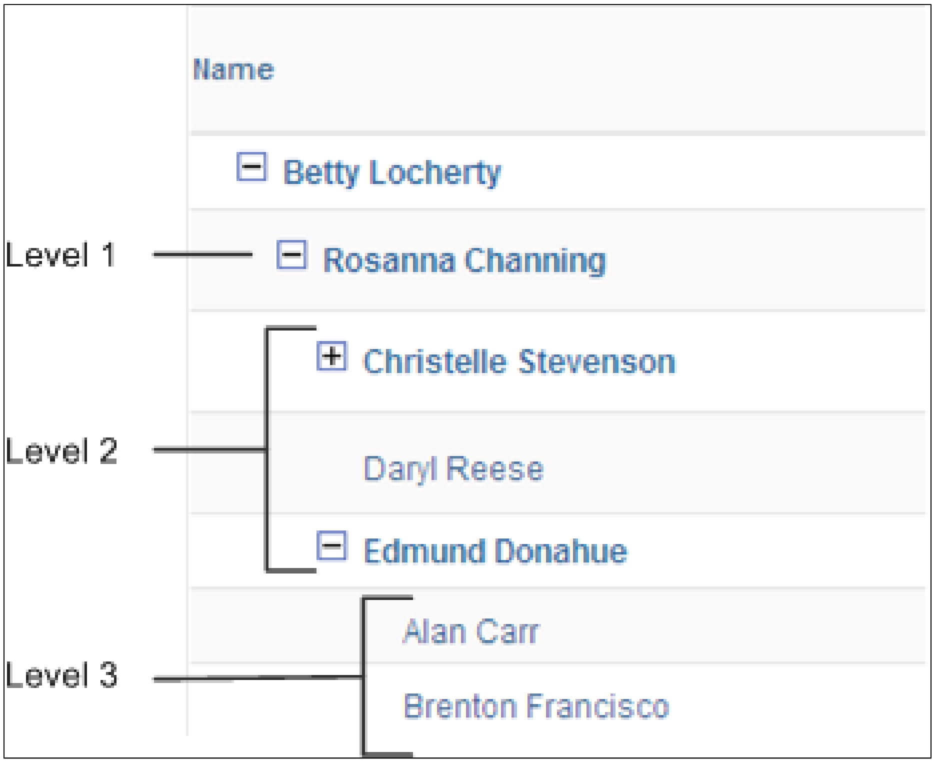
Note: When you run the process for partial position methods (*Partial Position Management with Supervisor ID* or *Partial Position Management with Department Manager ID*), the process will build the subordinate method's tables as the same time. That is, the process for *Partial Position Management with Supervisor ID* will build the Full Position Management table and the Supervisor ID table before building the Position/Supervisor ID table.

There is a separate reporting structure table for each of the access methods. The tables contain a row for each supervisor and his or her direct and indirect reports. You must build the tables for each access method you use. You can run the build process for one access method at a time or for all of them at once.

For example, the following hierarchical list represents a reporting structure with Betty Locherty (KU0007) at the top of the reporting structure. This reflects how the process displays the hierarchy in a table or list form for easy query. The list indents each different level of the reporting structure. The collapse (-) and expand (+) icons appear next to other workers that are managers.

Image: Example: Direct reports hierarchy list

This example illustrates a hierarchical list for the manager Betty Locherty and her direct reports.



The resulting direct reports table entries would reflect a row for Betty Locherty and each worker that reports up to her: The level from Betty is defined as well as whether this person is a manager or supervisor. Then, additional rows are added for all the other managers that report to Betty and their reports. This table illustrates this scenario:

Note: This example is simplified with no employee record number or job information. It is used only to illustrate the concept of how the hierarchy is transformed to a table.

SUPERVISOR_ID	***EMPLID***	***HR_DR_LEVEL***	***SUPERVISOR_FLAG***
KU0007 (Betty Locherty)	KU0046 (Rosanna Channing)	1	Yes
KU0007	KU0020 (Christelle Stevenson)	2	Yes
KU0007	KU0044 (Daryl Reese)	2	No
KU0007	KU0102 (Edmund Donahue)	2	Yes
KU0007	KU0150 (Alan Carr)	3	No
KU0007	KU0048 (Brenton Francisco)	3	No
KU0046 (Rosanna Channing)	KU0020 (Christelle Stevenson)	1	Yes
KU0046	KU0044 (Daryl Reese)	1	No

SUPERVISOR_ID	*EMPLID*	*HR_DR_LEVEL*	*SUPERVISOR_FLAG*
KU0046	KU0102 (Edmund Donahue)	1	Yes
KU0046	KU0150 (Alan Carr)	2	No
KU0046	KU0048 (Brenton Francisco)	2	No
KU0102 (Edmund Donahue)	KU0150 (Alan Carr)	1	No
KU0102	KU0048 (Brenton Francisco)	1	No

Note: You must schedule a nightly job to update the tables with any future dated information that becomes current. You can also capture Event Manager events as information is changed in the transactional pages that impact the reporting structure. Scheduling the processes will pick up these changes and apply them to the tables.

See Direct Reports Tables Build Page.

Direct Reports Configuration Page

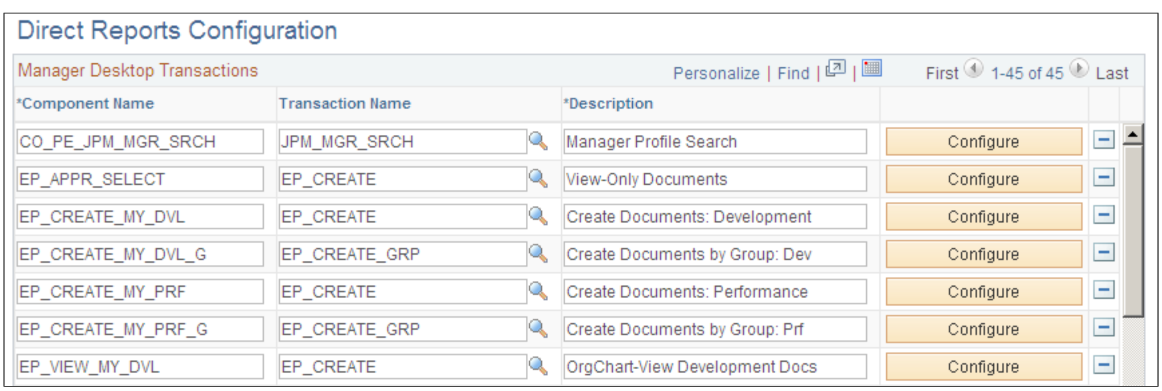
Use the Direct Reports Configuration page (HR_DR_UI_CFG_1) to configure the components and transactions that include the direct reports data functionality.

Navigation

Set Up HCM >Common Definitions >Direct Reports for Managers >Configure Direct Reports UI >Direct Reports Configuration

Image: Direct Reports Configuration page

This example illustrates the fields and controls on the Direct Reports Configuration page. You can find definitions for the fields and controls later on this page.



Displays a list of components and transactions for which direct reports functionality is enabled. You can add a new component and transaction or click the Configure button to specify how the direct reports API and UI function within the context of the component and transaction.

Direct Reports Transaction Configuration Page

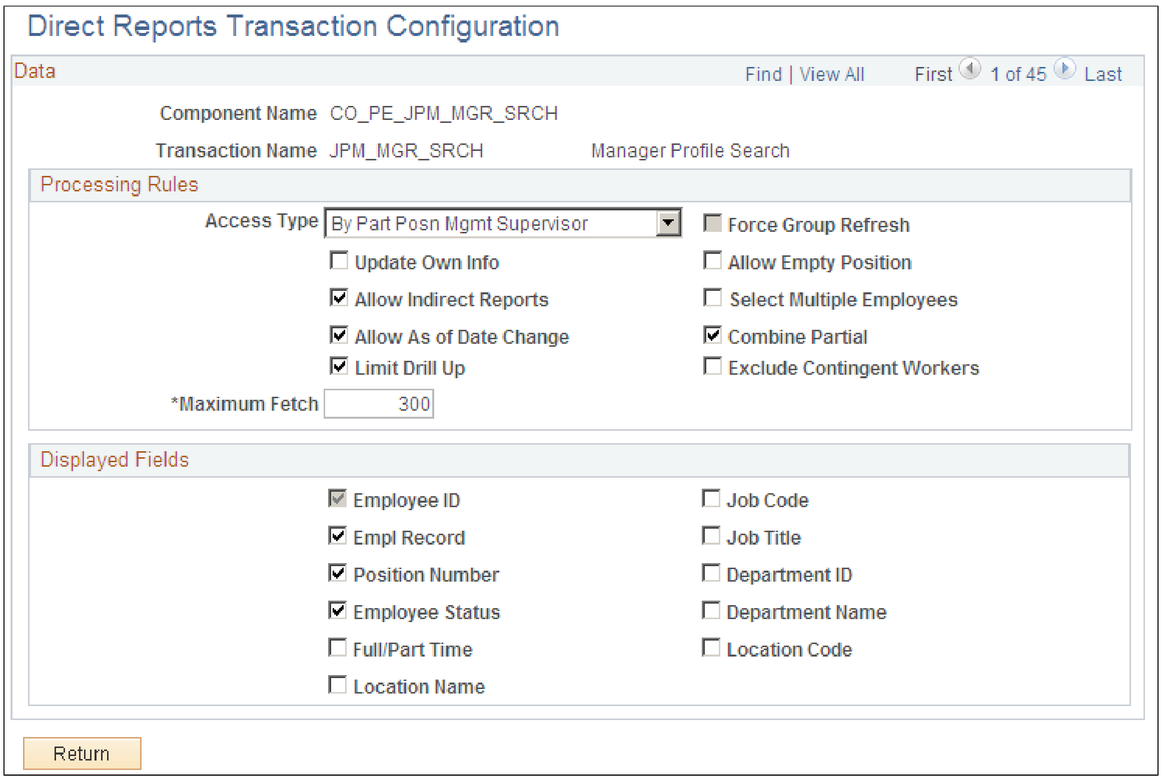
Use the Direct Reports Transaction Configuration page (HR_DR_UI_CFG_2) to select the actions and fields that appear on the direct reports UI for a transaction.

Navigation

Click the Configure button for an application on the Direct Reports Configuration page.

Image: Direct Reports Transaction Configuration page

This example illustrates the fields and controls on the Direct Reports Transaction Configuration page. You can find definitions for the fields and controls later on this page.



Processing Rules

Access Type

Select the reporting relationship to use for determining who reports to whom. This field defines the reporting relationship used by the Select Employee page for this transaction component and determines which method is used to identify who approves the transaction. Available options are:

- *By Department Manager ID:* Defines the reporting relationship based on information in the Manager ID field on the Department Profile page (DEPARTMENT_ TBL_GBL). For users who are department managers, the system displays a list of the workers who are in the user's department.

- *By Dept Security Tree:* Determines person data access using information from the security tree. The system presents the user with a list of people whose data the user has access to, based on the security tree.
- *By Group ID:* Determines data access using the Group ID set up in the group build feature.
- *By Part Posn Mgmt Dept Mgr ID:* Defines the reporting relationship by the Reports To field on the Work Location page (JOB_DATA1) and the information in the Manager ID field on the Department Profile page. This is designed for the organizations that use Partial Position Management. The system searches for reporting relationship based on Report To first, and then for Department Manager ID.
- *By Part Posn Mgmt Supervisor:* Defines the reporting relationship by both the Reports To and the Supervisor ID fields on the Work Location page. This is designed for the organizations that use partial Position Management. The system searches for reporting relationship based on Report To first, and then for Supervisor ID.
- *By Reports To Position:* Defines the reporting relationship based on information in the Reports To field on the Work Location page. The system presents the user with a list of people whose job record indicates that they report to that user's position.
- *By Supervisor ID:* Defines the reporting relationship based on information in the Supervisor ID field on the Work Location page. The system presents the user with a list of people whose job records indicate that they are supervised by the user.

Update Own Info Select to indicate that the user can update their own records. When you select this check box, the manager's information is returned in the direct reports results list along with their direct reports or management hierarchy.

Allow Indirect Reports Select to return indirect reports of the user. This navigates down the organizational hierarchy and returns direct reports of direct reports and so forth until the lowest reporting level is reached.

Allow As of Date Change Select to enable the ability to change the as of date.

Limit Drill Up Select to limit the drill up.

Maximum Fetch Enter the maximum amount of rows the system should retrieve.

Force Group Refresh Select to run the Group Build process (GBP002) to refresh the group membership prior to displaying direct reports. If you do not select this check box, the group members as of the last scheduled run of the process appear on the page. The system

	only makes this check box available if you select the access type *By Group ID.*
Allow Empty Position	Select to return unfilled position reports. This check box is available when you select one of the position-related options as an access type.
Select Multiple Employees	Select to enable the user to select more than one worker from the search results. If this field is selected, a check box appears next to the names in the results list, otherwise a Select button appears. **Note:** You should not modify this value on delivered transactions, as they are built for selection of single or multiple values and if you change the setting, the transaction as delivered might not work.
Combine Partial	Select to indicate, when using one of the partial position management navigation methods, that the secondary method be applied even if the primary method returns valid data.
Exclude Contingent Workers	Select to not include contingent workers in the direct line reporting hierarchy.

Displayed Fields

Select one or more fields to appear within the direct reports list when rendered by the application.

Related Links

Configuring Self-Service Transactions
Reviewing Transactions
(USF) Reviewing Federal Self-Service Transactions
Setting Up Access to Direct Reports Data

Direct Reports Tables Build Page

Use the Direct Reports Tables Build page (RUNCTL_HR_DR) to run the Build Direct Reports Tables process to update the direct reports for managers with current information.

This process also supports pivot grids throughout the system by populating direct report flat tables corresponding to each access type. The pivot chart selects data from flat tables through PSQuery.

Navigation

Set Up HCM >Common Definitions >Direct Reports for Managers >Direct Reports Tables Build >Direct Reports Tables Build

Image: Direct Reports Tables Build page

This example illustrates the fields and controls on the Direct Reports Tables Build page. You can find definitions for the fields and controls later on this page.

This process maintains the direct reports tables. When run in *Full-Complete Rebuild* mode, it truncates the tables and builds them based on the current structure defined in the JOB, POSITION_DATA, and DEPT_TBL tables. When run in *Incremental-Current Date Upd* mode, it detects changes made to the three tables since the last run date and updates the tables accordingly.

Note: Set up this process to run in *Incremental-Current Date Upd* mode every night shortly after midnight using a recurring schedule to capture the formerly future-dated rows that are now current and effective.

Build Mode

Identify the mode in which to build the tables.

- *Full - Complete Rebuild:* Truncates and reloads all reporting data.
- *Incremental - Current Date Upd:* Gathers changes made to reporting data or information that has become current since the last run of this process and applies the changes to the direct reports tables.

Access Method

Select which direct access method tables to process. If you use more than one access method but not all of the access methods, you should build the tables for those you use. You can run the process for one access method at a time or for all at once. Method options are:

- *2 - Supervisor Id*
- *3 - Department Manager ID*
- *4 - Reports To Position* (full Position Management)
- *5 - Position / Supervisor ID* (partial Position Management with supervisor ID)
- *6 - Position / Dept Manager* (partial Position Management with department manager ID)
- *All Access Methods*

Note: If you run the process for the partial position methods (*5 - Position / Supervisor ID* or *6 - Position / Dept Manager*), the process will build the subordinate method's tables at the same time. That is, the process for *5 - Position / Supervisor ID* will build the *4 - Reports To Position* table and the *2 - Supervisor Id* tables before building *5 - Position / Supervisor ID.*

Updating Direct Reports Tables

You can update the direct reports tables two ways:

1. The Direct Reports Table Build process

   Schedule to run this process nightly (after midnight) using a recurring schedule for each access method for which you have run for the initial build. This job should run using the build method *Incremental-Current Date Upd.* This process will update the tables with information that has become current since the process was last run and any changes made since the last process run. This is required to keep the table up to date with any changes to reporting data.

2. The Event Manager direct reports events

   This process will maintain the current data as the data is updated online.

   These events are not required, as the nightly process will pick up any changes made during the day. They are provided to get real time updates to current data. They do not detect future dated rows that have become current so they do not replace the nightly process. The events provided are:

   - *AssignmentAdded* – New Empl Rcd created
   - *AssignmentTerminated* – Assignment (Job) terminated
   - *DRDepartmentManagerUpdated* – Department manager changed
   - *DRDepartmentUpdated* – Department ID changed
   - *DRPositionDataUpdated* – Position data reporting changed
   - *DRPositionReportingUpdated* – Position or Reports To updated
   - *DRSupervisorUpdated* – Supervisor changed
   - *DRStatusUpdated* – Effdt and Status updated

   Note: The Direct Reports events use the EOEN_MSG_CHNL queue and the EOEN_MSG service operation. If these are not configured, the Direct Reports table will not be updated.

For information on Event Manager set up and activation, see Events and Notifications Framework.

Invoke Direct Reports API - Set / Execute Page

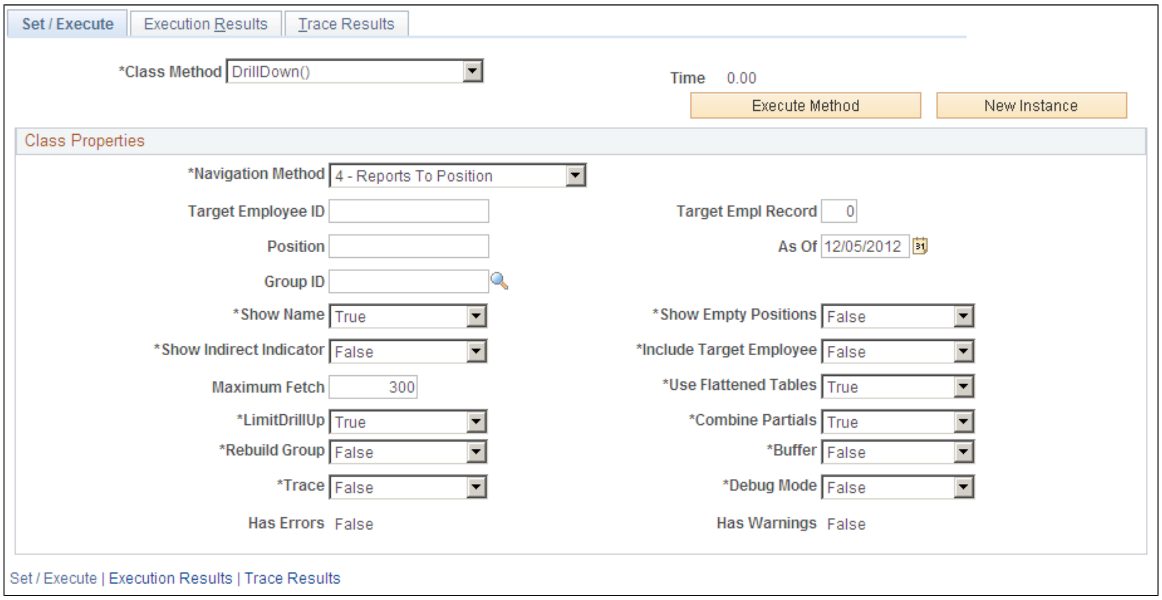
Use the Invoke Direct Reports API - Set / Execute page (HR_DRPT_API_EXEC) to test the direct reports API.

Navigation

Set Up HCM > Common Definitions > Direct Reports for Managers > Invoke Direct Reports API > Set / Execute

Image: Invoke Direct Reports API - Set / Execute page

This example illustrates the fields and controls on the Invoke Direct Reports API - Set / Execute page. You can find definitions for the fields and controls later on this page.



Class Method

Select a method from the available options:

- *DrillDown()*

  Logically navigates down one level in the reporting structure to expose all of the direct reports for the worker . This is the most common use of the application class — this method returns the direct reports for a worker/job.

- *DrillUp()*

  Logically navigates up one level in the reporting structure to expose the worker's supervisor and all the supervisor's direct reports.

- *GetPeers()*

  Invokes the GetSupervisor() method for the target worker, and then invokes DrillUp() to expose all of the direct reports for this supervisor (which is the same as returning all the peers for a particular person).

- *GetSupervisor()*

  Gets the supervisor for the target worker. This method is useful if the application needs to determine the target worker's supervisor, but not the supervisor's direct reports. For example, to send a notification to an worker's supervisor, the application must determine the identity of the supervisor.

Execute Method — Click to execute the method using the class properties you set.

Class Properties

The properties and their default values, if any, of the selected class appear in this page region. You can change any of these before executing the method.

Navigation Method — Select the method to use when determining reporting relationships. The options are: *1 - Department Security Tree, 2 - Supervisor ID, 3 - Department Manager ID, 4 - Reports To Position, 5 - Position / Supervisor ID, 6 - Position / Dept Manager,* and *7 - Group ID.*

Target Employee ID — Enter the employee ID of the target employee.

Target Empl Record — Enter the employee record number of the target employee.

Position — Enter the position of the target employee.

As Of — Enter the as of date to use when determining reporting relationships.

Group ID — Enter a group ID when Navigation Method is *Group ID.*

Show Name — Indicate if the system should include employee names in the Direct Reports Rowset grid. The default value is *True.*

Show Empty Positions — Identify whether unfilled positions should be returned in the Direct Reports Rowset grid when the navigation method is position-based. The default value is *False.*

Show Indirect Indicator — Identify whether the Direct Reports Rowset grid should indicate whether an employee has direct reports. The default value is *False.*

Note: Not applicable when Navigation Method = *Department Security*or *Group ID.*

Include Target Employee — Should the target employee be filtered out of the returned Direct Reports Rowset and Supervisor Rowsets grids. When *True,* the target employee is not filtered out. When *False* (which is the default), circular reporting relationships are not shown.

Maximum Fetch — Enter the maximum number of rows to return.

Use Flattened Tables — Select *True* or *False*.

For better performance, the PeopleSoft application provides the framework for creating flattened views of reporting structures so that they can be accessed easily.

LimitDrillUp — Indicate if the user be allowed to DrillUp to a level higher than the target employee/job that was first specified. For example, when used in a manager self-service transaction, should I be

	able to drill down 2 levels, and then up 3 levels to expose and select my peers? On the other hand, when used in a notification process, drilling up beyond the initial target employee/job is essential. When *True* (which is the default), DrillUp is limited.
Combine Partials	Indicate, when using one of the partial position management navigation methods, whether the secondary method be applied even if the primary method returns valid data. The default value is *True.*
Rebuild Group	Specify, when the Navigation Method is *Group ID,* if the system should force the group to be rebuilt, even if group results for this effective date already exist.
Buffer	Indicate if the service should buffer the next level up and down to increase performance. The default value is *False.*
Trace	Indicate if the service should generate a trace of processing when executing class method. The default value is *False.*
Debug Mode	Specify, when Debug Mode = *True,* if any exceptions encountered during execution should be displayed prior to the results set being displayed.

Invoke Direct Reports API - Execution Results Page

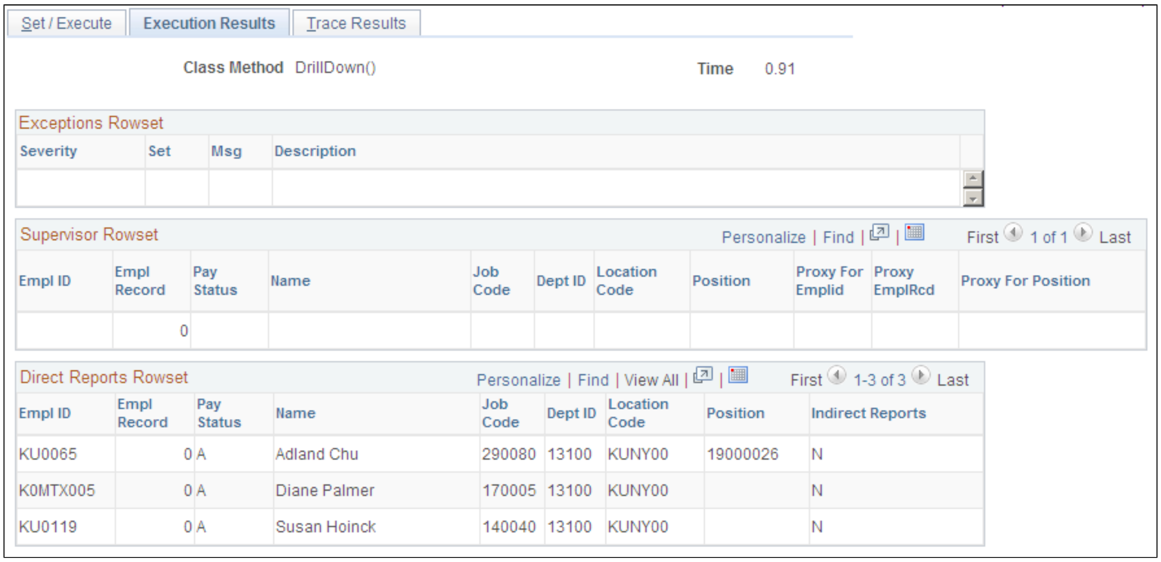
Use the Invoke Direct Reports API - Execution Results page (HR_DRPT_API_RSLTS) to view the exceptions and data returned by a method.

Navigation

Set Up HCM > Common Definitions > Direct Reports for Managers > Invoke Direct Reports API > Execution Results

Image: Invoke Direct Reports API - Execution Results page

This example illustrates the fields and controls on the Invoke Direct Reports API - Execution Results page. You can find definitions for the fields and controls later on this page.



This page enables you to view results of the method execution.

Invoke Direct Reports API - Trace Results Page

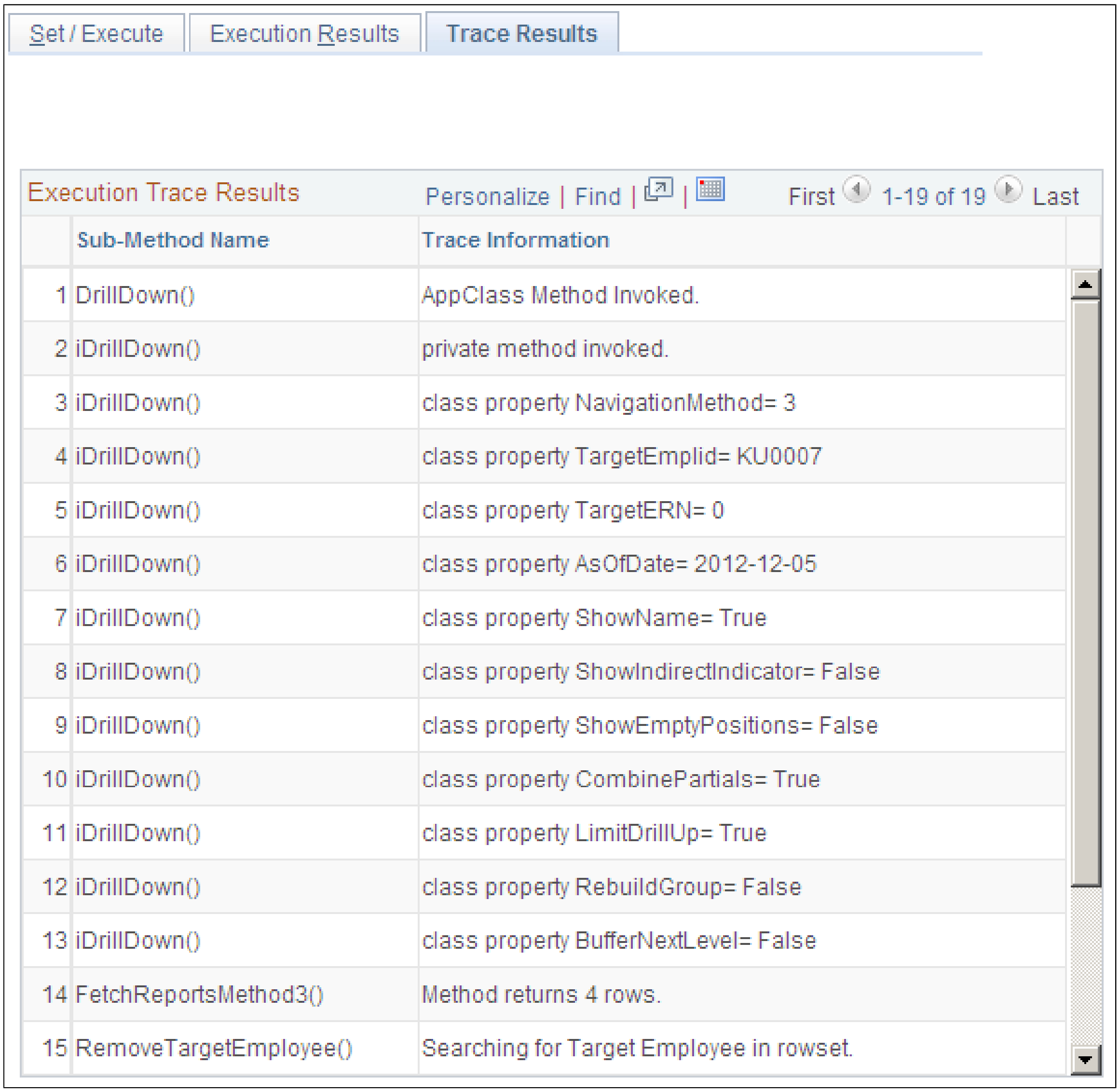
Use the Invoke Direct Reports API - Trace Results page (HR_DRPT_API_TRACE) to view the trace log of a method execution.

Navigation

Set Up HCM > Common Definitions > Direct Reports for Managers > Invoke Direct Reports API > Trace Results

Image: Invoke Direct Reports API - Trace Results page

This example illustrates the fields and controls on the Invoke Direct Reports API - Trace Results page. You can find definitions for the fields and controls later on this page.



Data appears on this page only if you select *True* for the Trace class property.

Invoke Direct Reports UI API Page

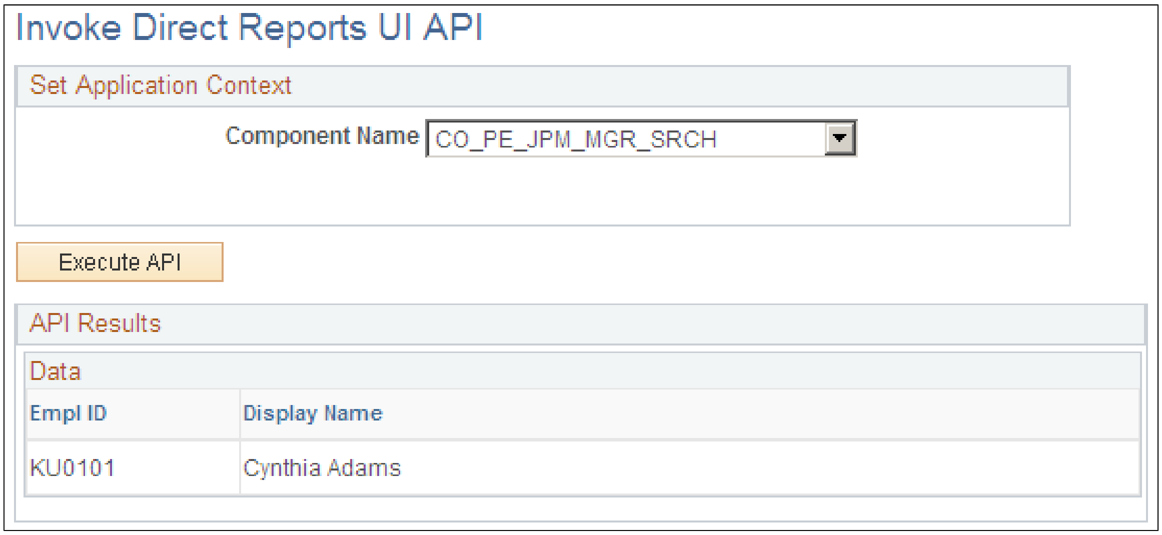
Use the Invoke Direct Reports UI API page (HR_DRPT_API_UITEST) to test the direct reports user interface.

Navigation

Set Up HCM > Common Definitions > Direct Reports for Managers > Invoke Direct Reports UI API > Invoke Direct Reports UI API

Image: Invoke Direct Reports UI API page

This example illustrates the fields and controls on the Invoke Direct Reports UI API page. You can find definitions for the fields and controls later on this page.



The testing of this API shows the results set that the you will see based on the current configuration. To populate the API Results grid, select a component name and click Execute API. The system will present the <application context> - Employee Selection Criteria page where you will enter an as of date and select employees as of that date.

The example here shows the API Results values that were made by selecting *Cynthia Adams* from within the application context Location Change component pages.

<Application Context> - Employee Selection Criteria Page

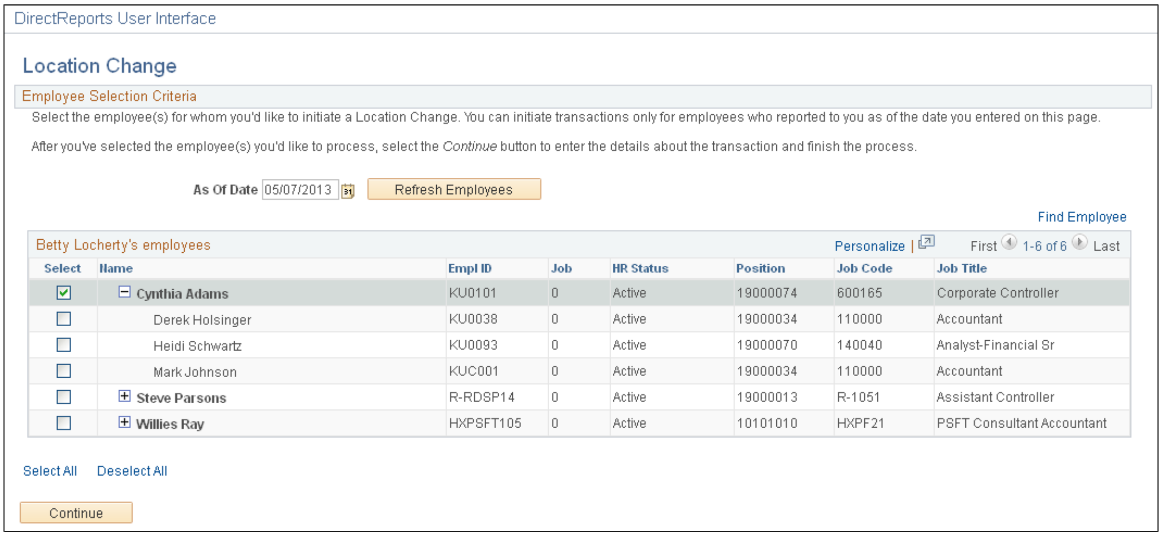
Use the <application context> - Employee Selection Criteria page (HR_DR_DIRECTREPORT) to view a list of direct reports and select employees to add to the API Results list on the Invoke Direct Reports UI API page.

Navigation

Select a value from the Component Name field and click Execute API on the Invoke Direct Reports UI API page.

Image: <application context> - Employee Selection Criteria page

This example illustrates the fields and controls on the <application context> - Employee Selection Criteria page. You can find definitions for the fields and controls later on this page.



Access the <application content> - select page (HR_DR_SELECT_EMPS) [enter an as of date and click Continue on the <application content> page (HR_DR_ADDL_INFO)].

Use this page to select the direct reports. The direct reports plug-in executes within the context of the component and returns the results to the API Results grid on the Invoke Direct Reports UI API page.

Field descriptions for the example, and for any <Application Context> Employee Selection Criteria page (HR_DR_DIRECTREPORT), are as follows.

Find Employee

The Find Employee link above the header grid enables you to select from the same list of direct and indirect reports as if you expanded all nodes.

To search within your direct reports organization, click the Find Employee link. Enter criteria on the Find Employee page (HRDR_SRCH_EMPS_SEC), and then click Search.Select an employee to open in the transaction.

The Find Employee link appears only when the transaction applies to individuals. It does not appear for transactions where you select groups of individuals until you get to the point where you select individuals in that group

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Note: The Direct Reports UI setup determines which employees are available for selection and which fields appear on the <Application Context> - Employee Selection Criteria page.

HR Status

The HR Status field appears on the Employee Selection Criteria page only if the Allow Indirect Reports check box is selected on the Direct Report Transaction Configuration page

Inactive employees can have active employees reporting to them directly or indirectly.

Configuring Person Search

To configure the person search, use the Configure Person Search (HR_PSS_CONFIG) component

These topics provide an overview of simple person search and discuss how to configure and test person search.

Pages Used to Configure Simple Person Search

Page Name	*Definition Name*	*Usage*
Configure Simple Person Search Page	HR_PSS_CONFIG	Configure components for simple person search.
Invoke Person Search API Page	HR_PSS_TEST_API	Test simple person search within the context of an application.
Person Search Page	HR_PSS_SEARCH	Search for and select a person. This page is invoked from several calling applications.

Understanding Simple Person Search

This page enables users of an application to search for and select a person to process. Using this component, an application can easily render a UI that prompts the user for partial names and displays a list of candidates from which the user can select. Additional features include optional drill-down to additional non-sensitive data.

Configure Simple Person Search Page

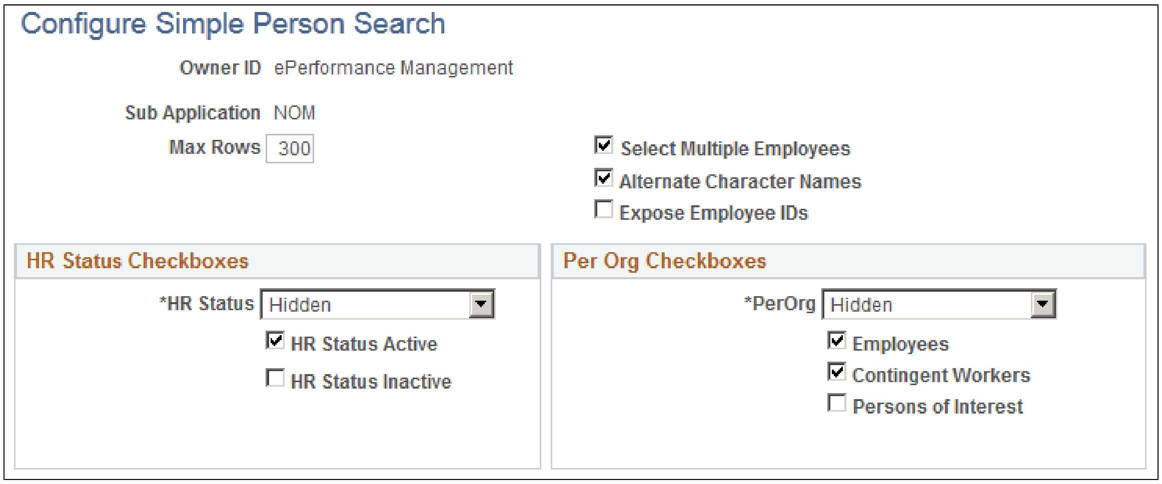
Use the Configure Simple Person Search page (HR_PSS_CONFIG) to configure components for simple person search.

Navigation

Set Up HCM > Common Definitions > Person Search Match > Configure Simple Person Search > Configure Simple Person Search

Image: Configure Simple Person Search page

This example illustrates the fields and controls on the Configure Simple Person Search page. You can find definitions for the fields and controls later on this page.



You select the options that govern how an application searches for and returns person information on the Simple Person Search page within an application.

Max Rows (maximum rows)

Enter the maximum results rows to return to the calling application. Any rows that meet the search criteria are returned and appear in the results list. If a search returns more than the maximum number of rows, the user is prompted with a message that the search returns more than the maximum number of people and asks them to narrow the search.

Select Multiple Employees

Select to enable the user to select more than one person from the search results. If you select this field, a check box appears next to the names in the results list, otherwise a radio button appears.

Alternate Character Names

Select to enable the user to search for names by entering the search string in alternate character format. If you configured the system to enable the entry of names in alternate character format, this check box is selected by default.

Expose Employee IDs

Select to have the person's ID appear in the results details. This field is deselected by default.

HR Status

Select one of these values:

- *Hidden*

  HR status values for the persons found by the search do not appear in the results list.

- *Display Only*

  HR status values for the persons found by the search appear in the results list.

- *Enterable*

Enables the user to search by HR status values. These appear as check boxes on the Person Search page.

HR Status Active

Select to return rows for active workers only. This check box is selected by default.

HR Status Inactive

Select to return rows for inactive workers only.

PerOrg (person organizational relationship)

Select one of these values to control how the person's relationship to the organization is used on the Person Search page:

- *Hidden*

  The organization relationship does not appear in the results list.

- *Display Only*

  The organization relationship appears in the results list.

- *Enterable*

  Enables the user to select the person organization relationships to include in the search. These appear as check boxes on the Person Search page.

Employees

Select to return employees in the search results. This field is selected by default.

Contingent Workers

Select to return contingent workers, for example, temps or contractors, in the search results.

Persons of Interest

Select to return other persons of interest, for example, retirees or job applicants, in the search results.

Invoke Person Search API Page

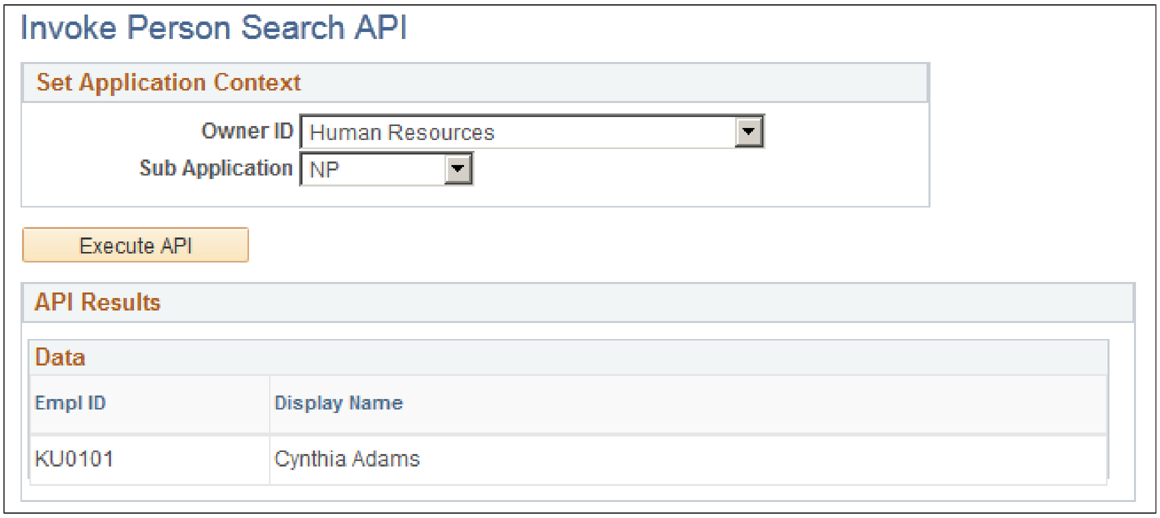
Use the Invoke Person Search API page (HR_PSS_TEST_API) to test simple person search within the context of an application.

Navigation

Set Up HCM > Common Definitions > Person Search Match > Invoke Person Search API > Invoke Person Search API

Image: Invoke Person Search API page

This example illustrates the fields and controls on the Invoke Person Search API page. You can find definitions for the fields and controls later on this page.



This page enables you to test the configuration of the Simple Person Search page within the context of an application and sub application that you select. When you click Execute API the search page is rendered as you configured it for the application. You can enter any search criteria to view how the results appear.

Person Search Page

Use the Person Search page (HR_PSS_SEARCH) to search for and select a person.

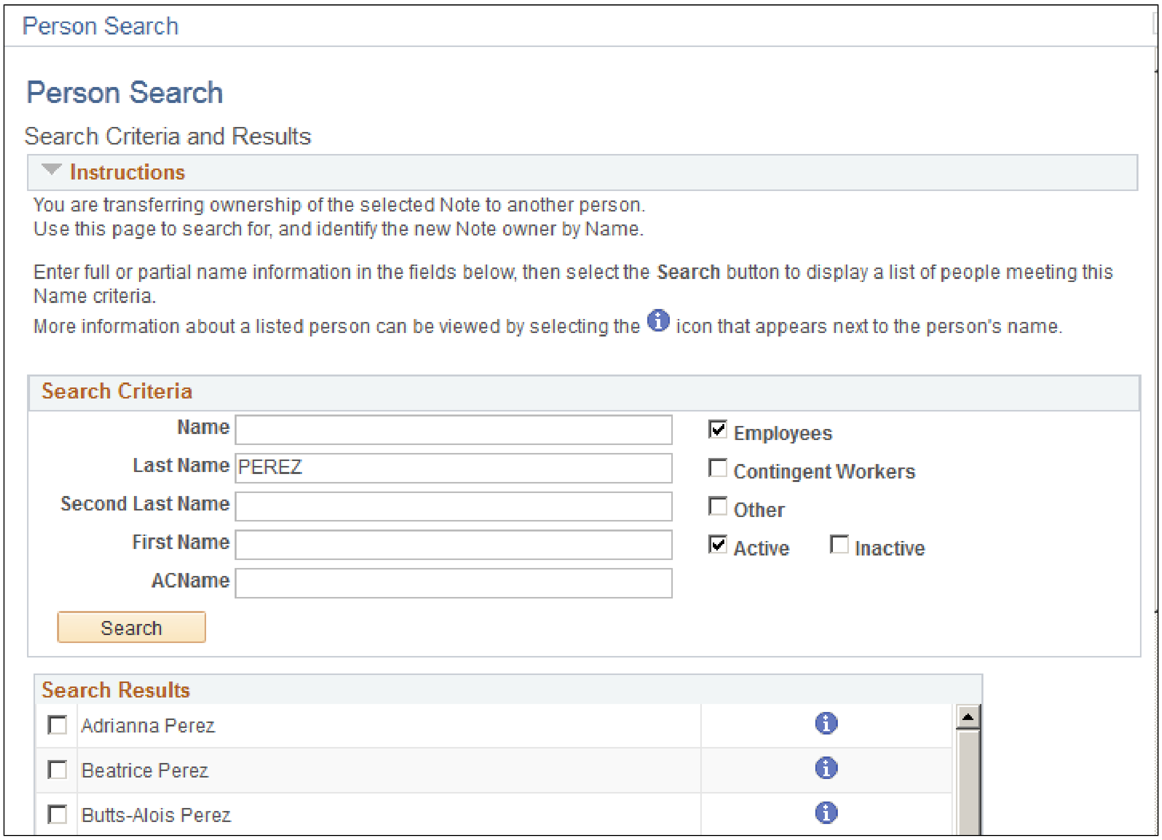
This page is invoked from several calling applications.

Navigation

Select an Owner ID value and click the Execute API button on the Invoke Person Search API page.

Image: Person Search - Simple page

This example illustrates the fields and controls on the Person Search - Simple page. You can find definitions for the fields and controls later on this page.



Setting Up Mouse Over Popups

To set up the employee mouse over pop up page, use the MouseOver Field Definition (HR_MO_FLDNM_TBL), MouseOver Page Design (HR_MO_TBL), and MouseOver Component Setup (HR_MO_COMPONENTS) components.

These topics provide an overview of the mouse over popup page, employee photos and the mouse over popup page, and discuss how to set up the mouse over popups on the application pages.

Pages Used to Configure the Employee Mouse Over Page

Page Name	***Definition Name***	***Usage***
MouseOver Field Definition Page	HR_MO_FLDNM_TBL	Define mouse over popup fields and supporting fields that will be available in the MouseOver Page Design component and can be used with the mouse over popup page. Only the fields delivered as system data will be retrieved by the mouseover popup application class.
Mouse Over Column 1 Page (Mouse Over Column 1 and Mouse Over Column 2 Pages)	HR_MO_CL1_TBL	Create mouse over page designs by defining the fields for the first column of the mouse over popup page.
Mouse Over Column 2 Page (Mouse Over Column 1 and Mouse Over Column 2 Pages)	HR_MO_CL2_TBL	Create mouse over page designs by defining the fields for the second column of the mouse over popup page.
MouseOver Component Setup Page	HR_MO_COMP_SETUP_1	Enable the mouse over popup page for a component. Define the components which will utilize the Mouse Over Popup feature. This setup will define the popup type, the mouse over ID to be used with the component, and the owner and sub owner ID, if needed.
MouseOver Component Setup - Person Detail Page	HR_MO_COMP_SETUP_2	Indicate the ID field to retrieve the mouse over page.

Understanding the Mouse Over Popup Page

The Mouse Over Popup feature enables you to quickly see additional employee or applicant information by pausing on a person's name or ID that has a dotted line under it, as shown in this example.

Image: Example of a mouse over popup page showing additional employee data

Example of the mouse over popup page.

The PeopleSoft HCM application provides you with the flexibility to configure this mouse over popup page in a way that is useful to you or other groups within your organization. You may want to set up a popup page that includes employee information such as a picture, job title, department, supervisor's name, and work location. Or, when performing certain business processes, you may find it beneficial to have a popup page that includes contact information, such as an email for an employee or applicant. You can even associate this email contact information with an icon that, by clicking, will initiate an email notification.

Create different mouse over popup page designs to associate with a specific product, feature, or user role; or share the same design across multiple products. For example, you may want to view information regarding an employee's benefit selections on one page while on another page you may find it more beneficial to view the employee's holiday schedule.

Mouse Over Popup Page Layout and Design

Use the MouseOver Page Design component to identify mouse over IDs, which define the fields and number of columns that should appear on a given mouse over popup page. The system delivers these three layout designs that enable you to display pages differently:

- One column of data (HR_MO_DSP_1_POP)
- Two columns of data (HR_MO_DSP_1_2_POP)
- An employee picture in one column and a second column of data (HR_MO_DSP_P_2_POP)

Each column can include up to seven fields. However, when you include an employee's picture on the mouse over popup page, the image will display in column 1 and no other fields will appear in that column.

The PeopleSoft application delivers these mouse over IDs:

Mouse Over ID	***Description***
APPLICNT_INFO_1	Applicant Information – Column 1 and Column 2 of data
APPLICNT_INFO_2	Applicant Information – One column of data
EMPLOYEE_INFO_1	Employee Information – Employee Picture and one column of data
EMPLOYEE_INFO_2	Employee Information – Column 1 and Column 2 of data
EMPLOYEE_INFO_3	Applicant Information – One column of data

Note: We recommend that if you want to use a variation of one of these delivered mouse over IDs that you insert a row in the MouseOver Page Design for the ID and use the Owner ID and Sub ID fields. Do not modify the delivered value other than by inserting a row and using the owner field, since other applications may be using the delivered value. Changes to the delivered ID can affect other application currently using the mouse over ID.

Prior to creating your mouse over popup page designs, you must identify the fields that can be included on the page in the MouseOver Field Definition component. The PeopleSoft application delivers these predefined fields:

Applicant Data	***Person and Job Data***
• APPLID (Applicant ID) • APP_ADDRESS (Applicant Address) • APP_EMAIL (Applicant E-Mail) • APP_EMAIL_PRF (Applicant E-Mail Preferred) • APP_EMPLID (Applicant Employee ID) • APP_NAME (Applicant Name) • APP_PERSON_ID (Applicant Person ID) • APP_PER_STATUS (Applicant Type) • APP_PHONE (Applicant Phone) • APP_PHONE_PRF (Applicant Phone Preferred) • APP_POI_TYPE (Applicant POI Type) • APP_PERF_CONT (Applicant Preference Contact) • APP_STATUS_CODE (Applicant Status Code) • APP_STATUS_REASON (Applicant Status Reason)	• ADDRESS (Address) • BUSINESS_UNIT (Business Unit • COMPANY (Company) • DEPTID (Department) • EMAIL (E–Mail) • EMPLID (Person ID) • EMPL_STATUS (Payroll Status) • ESTABID (Establishment ID) • GRADE (Grade) • HR_STATUS (HR Status) • JOBTITLE (Job Title) • LOCATION (Location) • MANAGER_ID (Manager) • NAME (Employee Name) • PHONE (Phone) • REG_REGION (Regulatory Region) • SAL_ADMIN_PLAN (Salary Plan)

Warning! Adding other fields is considered a customization and requires modifications to the Application Package/Class (HR_MO_COMMON: SET_UP_COMMON) PeopleCode that is used to retrieve the data associated with any new fields.

PeopleTools Application Designer Setup

The majority of the setup for the mouse over popup page is done through delivered PIA setup pages in the HCM system. However, the Mouse Over Popup properties must also be set within the page field properties within Application Designer by enabling the page popup and selecting the page layout, which is identified in the MouseOver Page Design component, Suggested Popup Page field. When mouse over popup is set up, the system places the mouse over indicator of a dotted underline under the field, which will initiate the popup.

Note: The Mouse Over Popup feature can be applied to many different pages within HCM as long as the employee or applicant ID is located at level 0 in the record structure.

Important! When you have set up a page field property for use with the mouse over popup, and this page is used in a component, the mouse over indicator will be present on the page. If this page exists in multiple components and each of those components has not been properly setup then the user will receive a message indicating so.

For more information about page levels and enabling mouse over popup pages, see the product documentation for *PeopleTools: Application Designer Developer's Guide*.

Understanding Employee Photos and the Mouse Over Popup Page

You can configure the system to enable managers to see the employee photo and employee details on manager self-service mouse over popup pages. However, the PeopleSoft system already displays an employee photo on various self-service transaction pages if the Display on Self Service check box is selected on the Installation Table - HCM Options Page. When both the employee photo and mouse over popup are available on a page, the system displays the employee photo in the header section next to the employee name and the delivered mouse over component setup for these pages is configured to use a mouse over ID that does not include an employee picture. This is done on the MouseOver Component Setup Page.

This table lists the Manager Self Service pages that are delivered to display an employee photo in the header when enabled on the Installation Table but also contain a mouse over popup, and are therefore configured to use a mouse over ID that does not use a picture.

Manager Self Service Menu Group	***Transaction Page***
Job and Personal Information	View Employee Personal Info Promote Employee Approve Promotion View Promotion Status Transfer Employee Approve Transfer View Transfer Status Retire Employee Approve Retire View Retire Status Terminate Employee Approve Terminate Employee View Terminate Employee Status Request Job Change Review Job Change Request Change Full/Part Time Status Approve Full Part Status View Full Part Change Status Approve Location Change View Location Change Status
Compensation and Stock	Request Ad Hoc Salary Change View Compensation History
Career Planning	Manage Career Plans

When the Allow Employee to Upload Photo option is selected on the Installation Table, the employee can determine which photo option appears in the header section: the HR system photo, and personal uploaded photo, or a dummy default photo.

MouseOver Field Definition Page

Use the MouseOver Field Definition page (HR_MO_FLDNM_TBL) to define mouse over popup fields and supporting fields that will be available in the MouseOver Page Design component and can be used with the mouse over popup page.

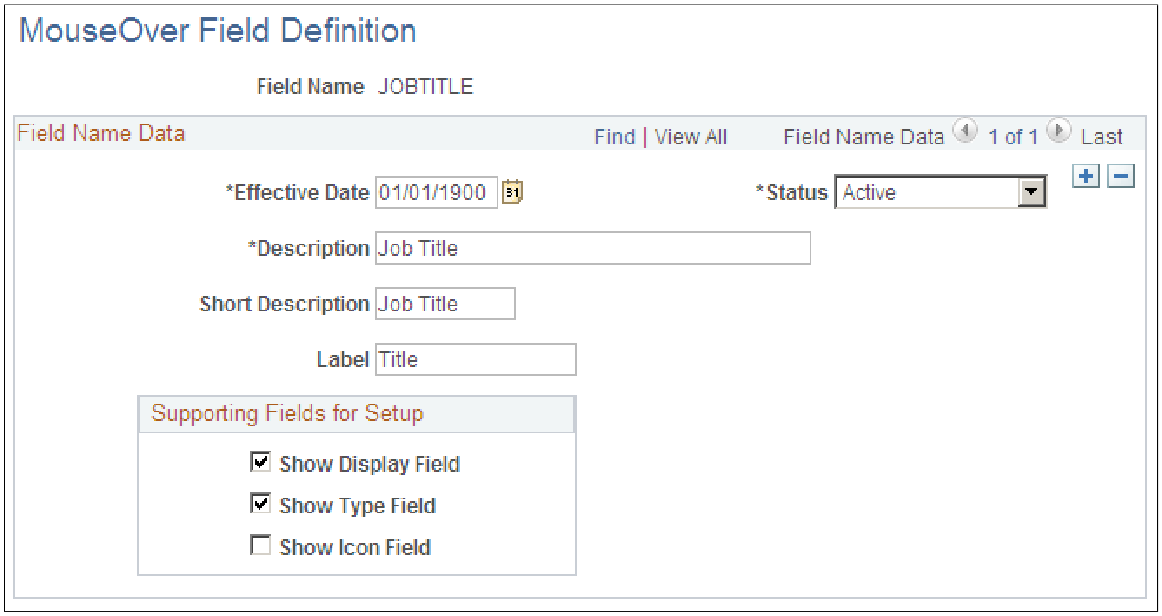
Only the fields delivered as system data will be retrieved by the mouseover popup application class.

Navigation

Set Up HCM > Common Definitions > Mouse Over Popup > MouseOver Field Definition > MouseOver Field Definition

Image: MouseOver Field Definition page

This example illustrates the fields and controls on the MouseOver Field Definition page. You can find definitions for the fields and controls later on this page.



Define the fields that are configured for use with the mouse over popup page. There are 31 fields that we are delivering with this feature. Adding any other fields would be considered a customization and will require peoplecode modifications to the Application Package/Class (HR_MO_COMMON: SET_UP_COMMON) that is used to retrieve the data associated with any new fields.

Note: Only the fields delivered as system data will be retrieved by the mouseover popup application class. Any new fields added to the component require modifications to HR_MO_COMMON application package in order to retrieve the data.

Field Name	Define a field name that should be available for entry on the MouseOver Page Design pages when creating the design of the mouse over popup page for the user. The PeopleSoft application delivers several predefined fields for the mouse over popup page. See Understanding the Mouse Over Popup Page.
Label	Define the default label name that will appear on the mouse over popup page. The value you enter here will supply the default value for the Label field on the Mouse Over Column 1 and 2 page but can be overwritten on that page.

Supporting Fields for Setup

Show Display Field	Select this check box to have the Display field appear on the Mouse Over Page Design pages for this field. You use the Display field to specify whether the field value on the mouse over popup page should display the code, the description, or both the code and description for the user. For example, you can determine whether to have the Department field display the department code of *11000,* the department description of *Accounting,* or both the code and description *11000 Accounting.*
Show Type Field	Select this check box to have the Field Type field appear on the Mouse Over Page Design pages for this field. You use the Field Type field when the field can have different types of the same data. For example, you may have a phone type of *Home, Business,* or *Other* for a person.
Show Icon Field	Select this check box to have the Icon ID field appear on the Mouse Over Page Design pages for this field. You use the Icon ID field when the field can have an image associated with a field. For example, you may want to have an email field with an icon image that when selected will take the user to another window and bring up their email software. **Note:** The PeopleSoft application is set up to support email field icons. You will need to make modifications to PeopleCode to use other types of software.

Mouse Over Column 1 and Mouse Over Column 2 Pages

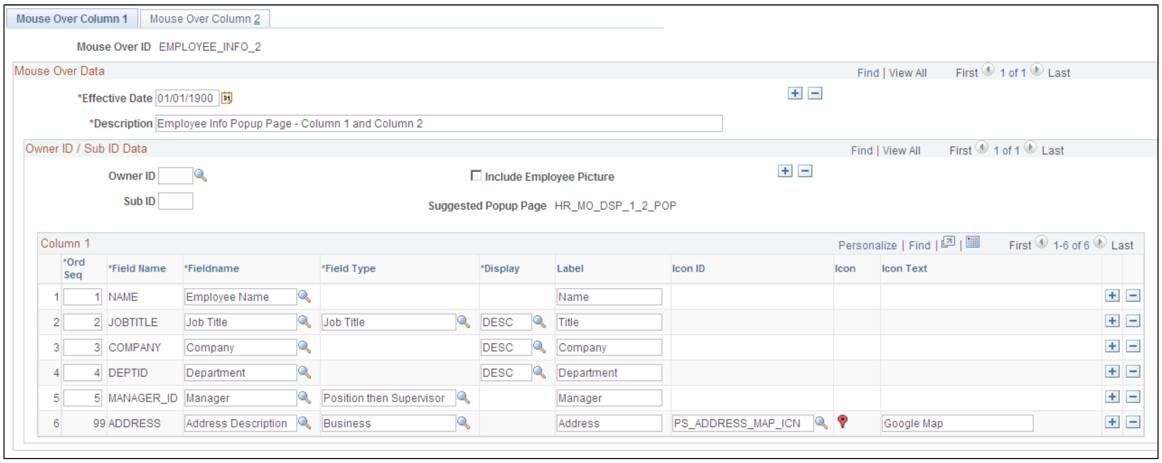
Use the Mouse Over Column 1 page (HR_MO_CL1_TBL) to create mouse over page designs by defining the fields for the first column of the mouse over popup page.

Navigation

Set Up HCM > Common Definitions > Mouse Over Popup > MouseOver Page Design > Mouse Over Column 1

Image: Mouse Over Column 1 page

This example illustrates the fields and controls on the Mouse Over Column 1 page. You can find definitions for the fields and controls later on this page.



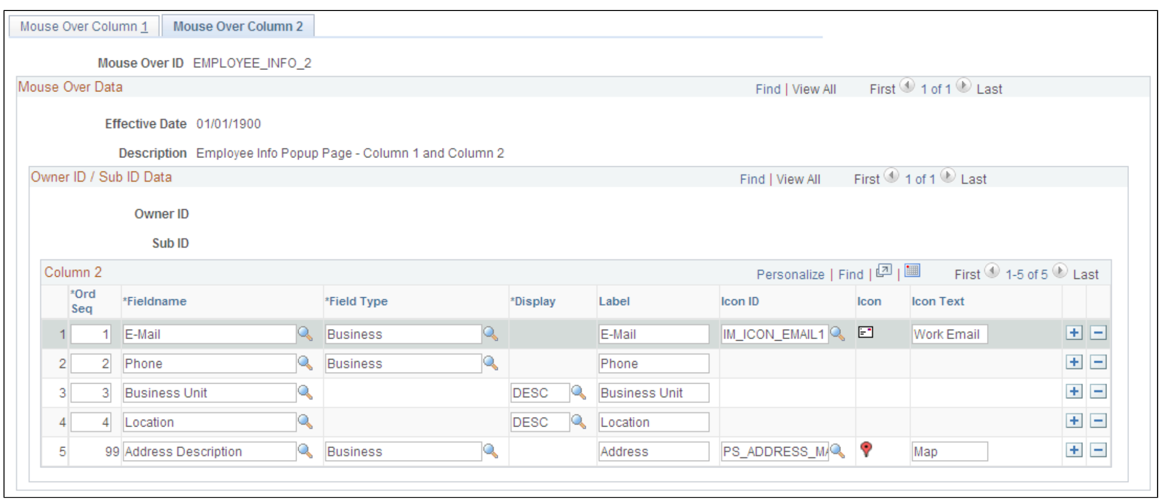
Use the Mouse Over Column 2 page (HR_MO_CL2_TBL) to create mouse over page designs by defining the fields for the second column of the mouse over popup page.

Navigation

Set Up HCM > Common Definitions > Mouse Over Popup > MouseOver Page Design > Mouse Over Column 2

Image: Mouse Over Column 2 page

This example illustrates the fields and controls on the Mouse Over Column 2 page. You can find definitions for the fields and controls later on this page.



Note: Set up the Mouse Over Column 2 page the same way you set up the Mouse Over Column 1 page with the exception of the Owner ID / Sub ID Data fields. The Include Employee Picture check box and the Popup Page field are available on the Mouse Over Column 1 page only. The Owner ID and Sub ID fields are display only on the Mouse Over Column 2 page.

When creating a mouse over popup page, you can define fields to display in column 1 only, column 2 only, or both columns 1 and 2.

Mouse Over ID

Enter a mouse over ID that defines this unique mouse over popup page layout. You will associate this code with each component that should use this mouse over popup layout.

For information about delivered mouse over IDs, see Understanding the Mouse Over Popup Page.

Owner ID / Sub ID Data

This level enables the system to display different items on the mouse over popup page for owners and sub owners. You can have several different owner IDs and page structures associated with the same mouse over ID.

Owner ID

Enter an owner ID when there are different views of the same popup page for different owners. For example, use this field when a group or applications want to use the same mouse over ID but would like to change the data details of an existing ID.

If you do not specify an owner id, the system uses the most recently effective mouse over ID for the display of the page. When you associate the mouse over ID with a component on the MouseOver Component Setup page, you can also enter the owner ID to specify the unique mouse over popup page design for this owner.

Include Employee Picture

Select this check box to have the popup page display the employee picture, if available. When this check box is selected, the Column 1 fields are unavailable for entry and the system displays a message that no other data will display in column 1 other than the picture.

Note: This field is only available on the Mouse Over Column 1 page and will display employee only pictures and should not be used for applicant mouse over popup pages.

When the Display Photo option is deselected on the Installation Table - HCM Options Page, mouse over popup pages with Include Employee Picture selected will display a dummy photo.

Sub ID

Enter a sub owner ID in order for the system to display different views of the same pop up page for the different sub owners.

If you do not specify an owner or sub owner id, the system uses the most recently effective mouse over ID for the display of the page. When you associate the mouse over ID with a component on the MouseOver Component Setup page, you can also enter the owner ID and sub owner ID to specify the unique mouse over popup page design for this owner or sub owner.

Suggested Popup Page

Displays the name of the page layout upon saving the page and determines which popup/layout to apply to the page in application designer when using the selected mouse over ID. The page layouts identify a page with one column of data (HR _MO_DSP_1_POP), a page with two columns of data (HR_MO _DSP_1_2_POP), or a page that displays an employee's picture and one column of data (HR_-MO_DSP_P_2_POP).

Column 1 and Column 2

The fields in this grid box depend upon the Fieldname values you select and the supporting fields that you selected for this field name on the MouseOver Field Definition page. The fields and field detail data you enter on these pages determine how the system will display the mouse over popup page for the user.

Note: The system enables you to select up to seven field items per column.

Ord Seq (order sequence)

Enter a sequence number up to 98 for any field name except for address fields, which the system automatically assigns with the sequence number of 99. The layout of the mouse over page puts address fields at the bottom of the column because the system displays the address as two rows.

Field Name and **Fieldname**

Select the fields that should appear on the mouse over popup page. Values are defined on the MouseOver Field Definition page. When you enter a value in the Fieldname field, the Field Name value displays. The grid displays additional fields based upon the supporting fields that were selected on the MouseOver Field Definition page.

Field Type

Select a specific type of field value that should display when there may be more than one option available. For example, select whether to show the business phone number or the home phone number for the Phone field.

This field is available when the Show Type Field check box is selected on the MouseOver Field Definition page for the field name.

Display

Identity how the system should display the field value to the user. You can choose to show the field value code *(CODE),* the description of the field *(DESC),* or display both the code and description in the field *BOTH.* For example, you can have the system display the job code *290000,* the description of the job *Clerk,* or have the system display both *290000 Clerk.*

This field is available when the Show Display Field check box is selected on the MouseOver Field Definition page for the field name.

Label

Enter the label name that should appear for the user. The field value is provided by default from the MouseOver Field Definition page but can be overwritten on this page.

Icon ID

Specify the icon that should display for the user that will enable him or her to click and initiate contact with the person. For example, the user can click an email icon to have the system launch the email software The PeopleSoft application supports this functionality for contacting a person through email.

This field is available when the Show Icon Field check box is selected on the MouseOver Field Definition page for the field name.

Icon

Displays the icon selected in the Icon ID field.

Icon Text

Specify text that should appear when the user places the mouse over the icon. The default value comes from the icon ID description but can be overwritten here. This field is available for entry after selecting a value in the Icon ID field.

MouseOver Component Setup Page

Use the MouseOver Component Setup page (HR_MO_COMP_SETUP_1) to enable the mouse over popup page for a component.

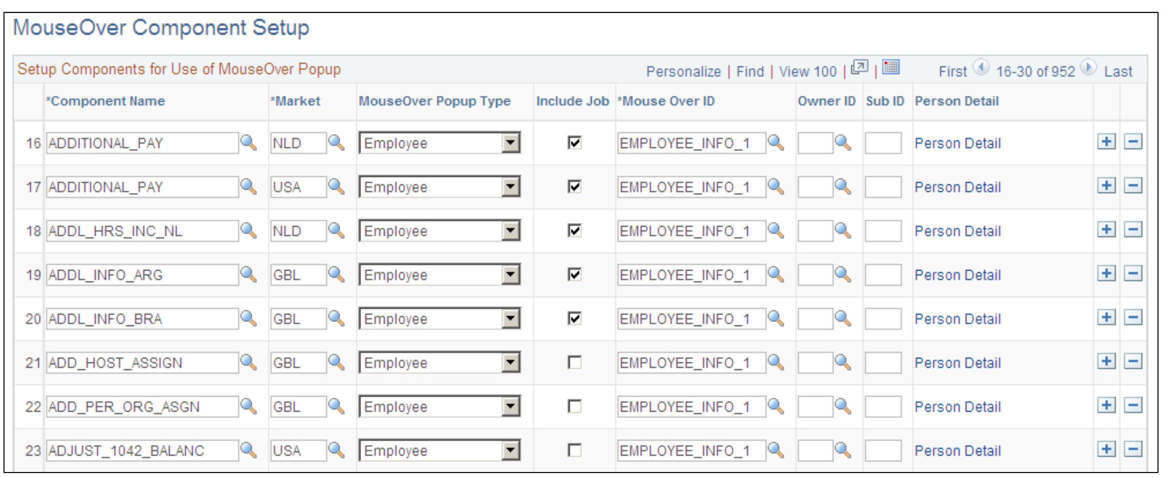
Define the components which will utilize the Mouse Over Popup feature. This setup will define the popup type, the mouse over ID to be used with the component, and the owner and sub owner ID, if needed.

Navigation

Set Up HCM > Common Definitions > Mouse Over Popup > MouseOver Component Setup > MouseOver Component Setup

Image: MouseOver Component Setup page

This example illustrates the fields and controls on the MouseOver Component Setup page. You can find definitions for the fields and controls later on this page.



Component Name

Identify the component that will utilize the Mouse Over Popup functionality.

Market	Indicate the markets for the component. The mouseover popup key structure is by component, however, when different markets exist with the same component name you can differentiate them by market. For example, you differentiate between the Canada and United States balance arrears components by entering the market code of *CAN* in one row of the component name and *USA* in another row of the component name.
MouseOver Popup Type	Select the mouse over type that should be used within this component. Values are *Employee* and *Applicant.*
Include Job	Select this check box to enable the user to specify the employment record number if the data retrieved through the popup should be based on a particular employee record number. When you deselect this check box, the system uses the employee's current effective job data.
Mouse Over ID	Enter the mouse over ID that should be used in relation to this component. The mouse over ID determines the look of the mouse over popup page, which is defined in the MouseOver Page Design component. Manager self-service pages that already display an employee photo in the header are delivered to use a mouse over ID (EMPLOYEE_INFO_3) that does not use an employee photo. For a list of these delivered pages, see the Understanding Employee Photos and the Mouse Over Popup Page topic.
Owner ID and **Sub ID**	Enter an owner or sub owner ID when there are different views of the same popup page for different owners. If you do not specify an owner or sub owner id, the system uses the most recently effective mouse over ID for the display of the page.
Person Detail	Click this link to access the Person Detail page and enter the record name and field name that will initiate the mouse over popup page.

Note: The field properties for a page must be setup to use a mouse over popup page in the Application Designer. When this is done the system displays the dotted lines under the ID, indicating that the Mouse Over Popup functionality has been enable for the field. The system will display an error message if the component that contains the page has not been properly setup in the MouseOver Component Setup component.

For more information, see the product documentation for *PeopleTools: PeopleSoft Application Designer Developer's Guide.*

MouseOver Component Setup - Person Detail Page

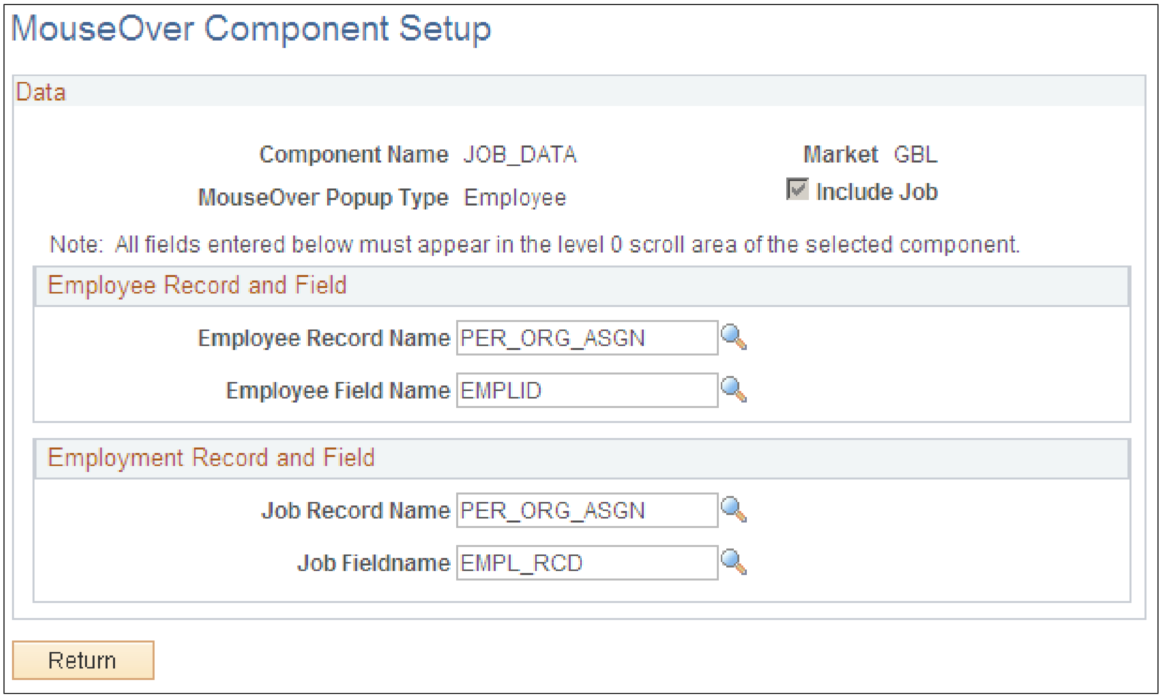
Use the MouseOver Component Setup - Person Detail page (HR_MO_COMP_SETUP_2) to indicate the ID field to retrieve the mouse over page.

Navigation

Click Person Detail on the MouseOver Component Setup page.

Image: MouseOver Component Setup - Person Detail page

This example illustrates the fields and controls on the MouseOver Component Setup - Person Detail page. You can find definitions for the fields and controls later on this page.



Employee or Applicant Record and Field

If the Include Job check box is not selected on the MouseOver Component Setup page, the system will only these fields for entry.

Employee Record Name or **Applicant Record Name**	Enter the record in the selected component that the system will use to retrieve the employee or applicant information.
Employee Fieldname or **Applicant Fieldname**	Specify the field from the record identified in the Employee/ Applicant Record Name field that will invoke the mouse over popup page and retrieve the employee or applicant information.

Important! The field that will be used to retrieve the applicant or employee information must be at level 0 in the component and the Mouse Over Popup properties must also be set within the page field properties within the Application Designer.

For more information, see the product documentation for *PeopleTools: PeopleSoft Application Designer Developer's Guide.*

Employment Record and Field

These fields appear when the Include Job check box is selected for the component on the MouseOver Component Setup page when the mouse over popup type is *Employee.*

Job Record Name Enter the name of the record of the selected component that the system will use to retrieve job related information specific to an employment record number.

Job Fieldname Enter the name of the field in the job record which the system will use to retrieve job related information specific to an employment record number.

Note: The record and field must be at level 0 of the component.

Configuring and Validating Instant Message IDs

These topics provide and overview of instant messaging, instant messaging configuration, and discuss how to validate instant message IDs.

Pages Used to Test Instant Message IDs

Page Name	*Definition Name*	*Usage*
Person Instant Message Tester Page	HR_PERSON_IM_TEST	Test instant message IDs for people

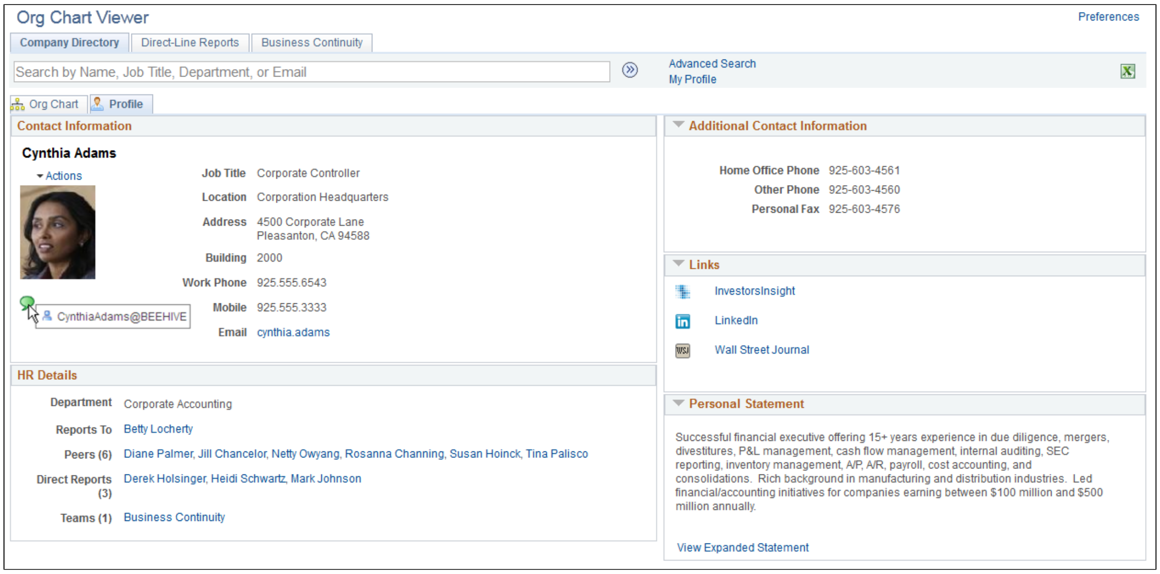
Understanding Instant Messaging

In addition to maintaining contact information for a person's addresses, emails, and phone numbers, the PeopleSoft HCM application supports collaboration within the organization through the use of instant messaging (IM). Instant messaging is a form of real-time direct text-based communication between two or more people using shared clients. Employees can enter instant message IDs through the self-service pages. This information is captured and stored in the HR personal data pages or can be entered directly into HR by the administrator through the Add a Person (or hire process) or the Modify a Person components.

By configuring IM and storing employees' IM data in the system, organizations can enable instant communication from an application page. For example, when viewing another employee's contact details on the Company Directory pages, you can pause over the IM presence icon to view that person's IM information and click to initiate an instant chat with that individual directly from the page.

Image: Example of the Org Chart Viewer: Profile page displaying the IM presence icon for an employee

This example illustrates the fields and controls on the Example of the Org Chart Viewer: Profile page displaying the IM presence icon for an employee. You can find definitions for the fields and controls later on this page.



Understanding Instant Messaging Configuration

Instant messaging uses the PeopleTools MultiChannel Framework to support this functionality.

The PeopleSoft MultiChannel Framework delivers an integrated infrastructure to support instant messaging through public networks. The instant messaging networks, public and private, are implemented for IM single-button presence detection and are configured within the Servers Configuration component (PeopleTools > MultiChannel Framework > Instant Messaging > Presence > Servers Configuration).

To display and utilize the IM presence icon on a business process page, you must configure your IM domains in the Server Configuration component.

The MultiChannel Framework supports these IM network protocols for instant messaging:

- GTALK
- MSN
- XMPP
- YAHOO

You use a view of these configuration records when capturing employee chat ID details and storing this information in the PERSON_IMCHAT record associated with the HCM personal data (PERSON Model).

Configuring IM Users for XMPP Servers

In order to obtain user presence information from XMPP-configured IM servers, users must log in to the server. Each user needs to enter his or her user ID and password for the XMPP server. If XMPP login information has been entered for a user profile, the login process to the configured XMPP server happens automatically when the user signs on to PeopleSoft.

Perform this task by navigating to My System Profile or PeopleTools, Security, User Profile, User Profile. Click the Instant Messaging Information link and enter your user ID and password information for each XMPP domain you are using.

See *PeopleTools: PeopleSoft MultiChannel Framework,* "Configuring Instant Messaging in PeopleSoft MultiChannel Framework"

Person Instant Message Tester Page

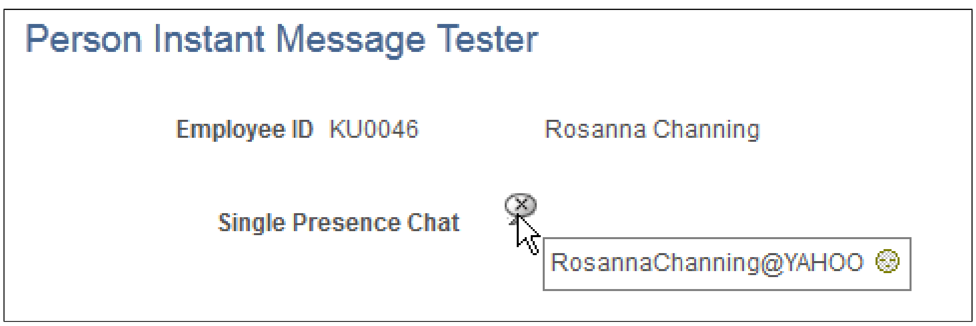
Use the Person Instant Message Tester page (HR_PERSON_IM_TEST) to test instant message IDs for people.

Navigation

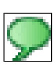
Set Up HCM > Common Definitions > Person Instant Message Tester > Person Instant Message Tester

Image: Person Instant Message Tester page

This example illustrates the fields and controls on the Person Instant Message Tester page. You can find definitions for the fields and controls later on this page.



The Single Presence Chat icon will display different IM icons based on the following:

	Indicates that the employee is available on the IM Protocol specified.
	Indicates that the employee is either not available on the IM protocol specified or the employee does not have an account on that IM protocol.
	Indicates that there is an error connecting to the IM protocol.

Pause over the Single Presence Chat icon to view all instant message IDs set up for an employee.

Configuring and Working with the HR Notepad

To configure the HR Notepad, use the HR Notepad Configuration (HR_NP_CONFIG) component.

These topics provide an overview of the HR Notepad and discuss how to configure and work with the HR Notepad.

Pages Used to Configure and Work with the HR Notepad

Page Name	***Definition Name***	***Usage***
HR Notepad Configuration - Applications Page	HR_NP_CONFIG_HDR	Configure the HR Notepad for use by an application.
HR Notepad Configuration - Configure Keys Page	HR_NP_CONFIG2	Set up the keys for storing notes.
HR Notepad Configuration - Configure Links Page	HR_NP_CONFIG3	Configure the links that appear on application note pages.
Note Pad Tester Page	HR_NP_TEST_API	Test the notepad configuration.
<application page> Notepad Page	HR_NP_NOTE_SRCH	Access the notepad page to search for and enter notes.
Selected Note Page	HR_NP_NOTE	Enter or update a note.
Confirm Delete Page	HR_NP_MESSAGE	Confirm the deletion of a note.
Person Search Page	HR_PSS_SEARCH	Transfer ownership of the selected note to another person.

Understanding the HR Notepad

A notepad is a logical grouping of text-based notes, or a collection of notes that a user has entered within the context of an application. For example, an employee might have a performance notepad within the context of ePerformance.

You can integrate the plug-in application that maintains the HR Notepad into any HCM application. This application enables the user to record logical notes that are relevant to a row of application data. A common data structure, partitioned by application, is used to store notes.

The notepad provides a consistent user interface (UI) that enables users to create, edit, view, and delete text-based notes. The Notepad UI is a single component that contains two pages for selecting and maintaining notes, a secondary page for displaying warnings and errors, and a tertiary page for viewing note history. In most cases, you can access the notepad pages when an application page displays the Maintain/View Notes icon.

The Maintain/View Notes icon enables users to access the notepad pages to enter and view notes.

Although the Notepad UI is consistent across all applications, detailed notepad presentation and behavior specific to a given application are defined in a configuration table entry for the application. This entry defines the behavior of the Notepad UI and the keys that are used for the particular application.

HR Notepad Configuration - Applications Page

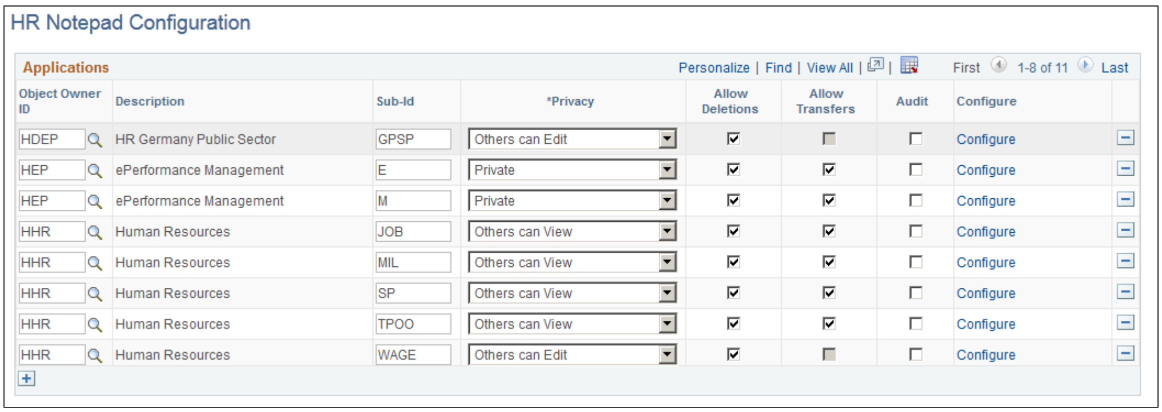
Use the HR Notepad Configuration - Application page (HR_NP_CONFIG_HDR) to configure the HR Notepad for use by an application.

Navigation

Set Up HCM > Common Definitions > Text Catalog and Notepad > Configure HR Notepad > HR Notepad Configuration

Image: HR Notepad Configuration - Applications page

This example illustrates the fields and controls on the HR Notepad Configuration - Applications page. You can find definitions for the fields and controls later on this page.



Object Owner ID	Description	Sub-Id	*Privacy	Allow Deletions	Allow Transfers	Audit	Configure
HDEP	HR Germany Public Sector	GPSP	Others can Edit	☑	☐	☐	Configure
HEP	ePerformance Management	E	Private	☑	☑	☐	Configure
HEP	ePerformance Management	M	Private	☑	☑	☐	Configure
HHR	Human Resources	JOB	Others can View	☑	☑	☐	Configure
HHR	Human Resources	MIL	Others can View	☑	☑	☐	Configure
HHR	Human Resources	SP	Others can View	☑	☑	☐	Configure
HHR	Human Resources	TPOO	Others can View	☑	☑	☐	Configure
HHR	Human Resources	WAGE	Others can Edit	☑	☐	☐	Configure

Object Owner ID and **Description**	Select an object owner. The system will display the description of the object owner.
Privacy	Select from these options: • *Private:* Only the owner of the note can access the note. • *Others can View:* Anyone can view existing notes in this partition, but only the note owner can update an existing note. • *Others can Edit:* Anyone can view and edit existing notes in this partition.
Allow Deletions	Select to permit users to delete notes.
Allow Transfers	Select to permit users who entered and therefore are the owner of a note to transfer ownership of a note to another individual.
Audit	When selected, this check box enables the Audit Changes feature for the partition. The system will automatically retain a history of all changes made to existing notes, including transfers and deletions.
Configure	Click to access to the Configure Keys page.

HR Notepad Configuration - Configure Keys Page

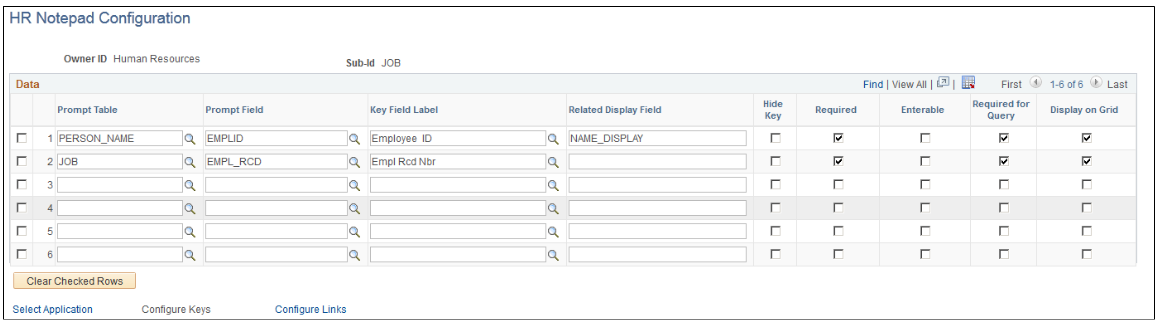
Use the HR Notepad Configuration - Configure Keys page (HR_NP_CONFIG2) to set up the keys for storing notes.

Navigation

Click the Configure link for an application on the HR Notepad Configuration - Select Application page.

Image: HR Notepad Configuration - Configure Keys page

This example illustrates the fields and controls on the HR Notepad Configuration - Configure Keys page. You can find definitions for the fields and controls later on this page.



This page is for note pad key configuration and consists of six context key rows. Each row in the grid supports one key configuration requirement.

Prompt Table	Select the table that is used to provide a prompt list and validate the entry when a user enters a value into the key search field in the UI.
Prompt Field	Select the field within the prompt table that is used to provide the values in the prompt list. You must enter a value in this field if you enter a value in the Prompt Table field.
Key Field Label	Select the configurable label that will display on the page for this field.
Related Display Field	Enter the field name for the prompt table that appears in the UI as a related field for the value. This field is optional. If not specified, then there is no related-display field for the context key. For example, you do not usually specify a display field for a date or number context key.
Hide Key	Select to indicate whether this key field is exposed on the UI pages. This field is selected by default.
Required	Select to indicate that this key field is required when adding a note. This field is deselected by default.
Enterable	Select to indicate that the user is permitted to enter a value into this key field in the UI search criteria. This field is selected by default. You might deselect this field in cases which the key is

automatically populated by the API and exposed on the UI, but you do not want the user to change it.

Required for Query Select to indicate that the user must populate the key in the UI search criteria to see the list of notes that meet the search criteria, or to add a new note. This field is deselected by default.

Display on Grid Select to display the context key value in the list of notes that meet the search criteria. You usually select this check box for any context key that has Required for Query deselected.

Clear Checked Rows Click this button after you have selected any context key rows for which you want to clear from this configuration. The page will still display the row but the prompt table and field information will be cleared.

HR Notepad Configuration - Configure Links Page

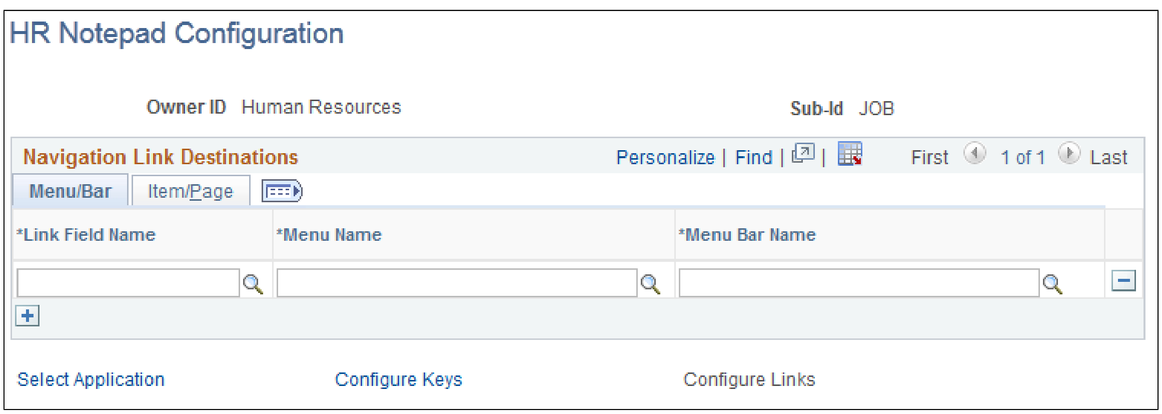
Use the HR Notepad Configuration - Configure Links page (HR_NP_CONFIG3) to configure the links that appear on application note pages.

Navigation

Click the Configure Links link on the bottom of the HR Notepad Configuration - Configure Keys page.

Image: HR Notepad Configuration - Configure Links page: Menu/Bar tab

This example illustrates the fields and controls on the HR Notepad Configuration - Configure Links page: Menu/Bar tab. You can find definitions for the fields and controls later on this page.



Use this page to define the navigation that takes place when the user clicks one of the navigation links at the bottom of the Notepad UI.

Link Field Name Select the name of the navigational link. The prompt table for this field is a view of the four navigational fields that are provided on the Note Detail UI. If you do not add a row for a link in the prompt table, the link does not appear on the UI for the application.

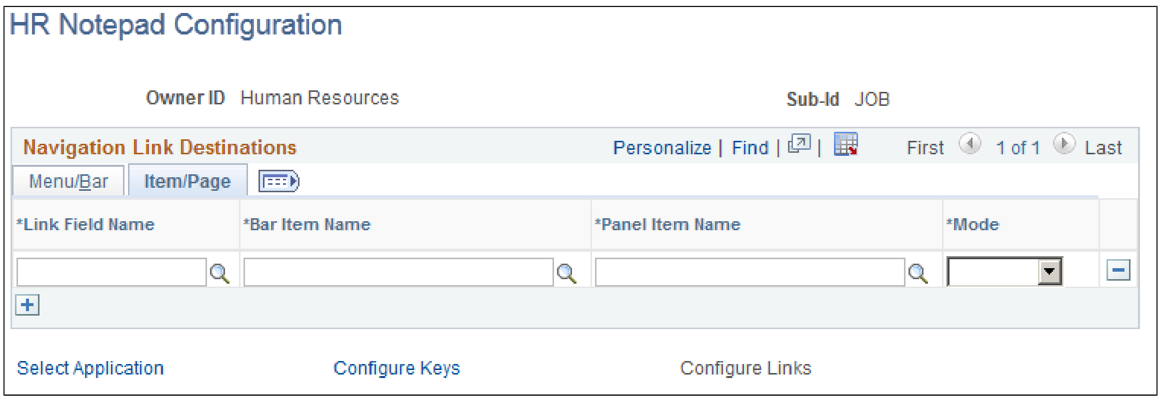
Menu Name Select the name of the menu to which the user is transferred when they click the link. The prompt table for this field is a view of all menus in the database.

Menu Bar Name Select the name of the menu bar to which the user is transferred when they click the link. The prompt table for this field is a view of all menu bars for the menu specified in the Menu Name field.

Access the Item/Page tab on the HR Notepad Configuration - Configure Links page.

Image: HR Notepad Configuration - Configure Links page: Item/Page tab

This example illustrates the fields and controls on the HR Notepad Configuration - Configure Links: Item/ Page tab. You can find definitions for the fields and controls later on this page.



Link Field Name Select the name of the navigational link. The prompt table for this field is a view of the four navigational fields that are provided on the Note Detail UI. If you do not add a row for a link in the prompt table, the link does not appear on the UI for the application.

Bar Item Name Select the name of the menu bar item to which the user is transferred when they click the link. The prompt table for this field is a view of all items for the menu bar specified in the Bar Name field.

Panel Item Name Select the name of the page to which the user is transferred when they click the link. The prompt table for this field is a view of all pages for the bar item specified in the Bar Item Name field.

Mode Select the operation mode for the page from the values *Add, Update/Display,* and *Correction.*

Note Pad Tester Page

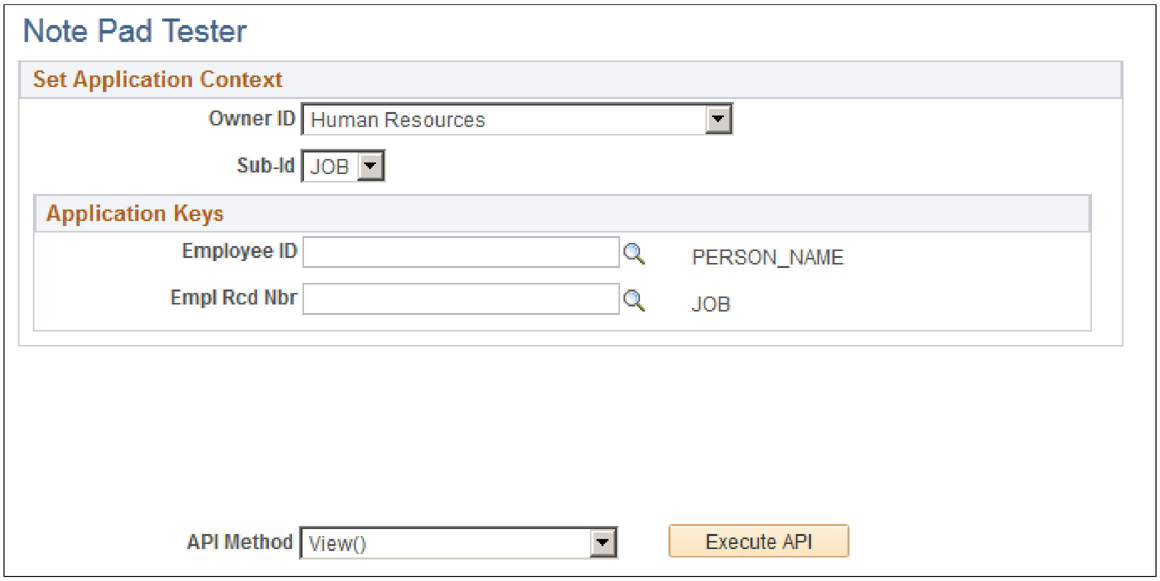
Use the Note Pad Tester page (HR_NP_TEST_API) to test the notepad configuration.

Navigation

Set Up HCM > Common Definitions > Text Catalog and Notepad > Invoke HR Notepad API > Note Pad Tester

Image: Note Pad Tester page

This example illustrates the fields and controls on the Note Pad Tester page. You can find definitions for the fields and controls later on this page.



Use this page to test the Notepad configuration for an application and sub-ID, if applicable.

The application keys that appear on this page are the ones that are defined for the Object Owner ID and Sub-Id. When you first access this page, only the Object Owner ID field is enterable. After you enter the Object Owner ID, the Sub-Id field is populated with any valid sub ids for the application. The application keys that appear correspond to the application keys (up to six) that you configure on the HR Notepad Configuration - Configure Keys page.

API Method	Select the method to test. • *Add()* • *Edit()* • *InvokeNotepad()* • *View()*
Execute API	Click to execute the API method with the keys you entered.

<application page> Notepad Page

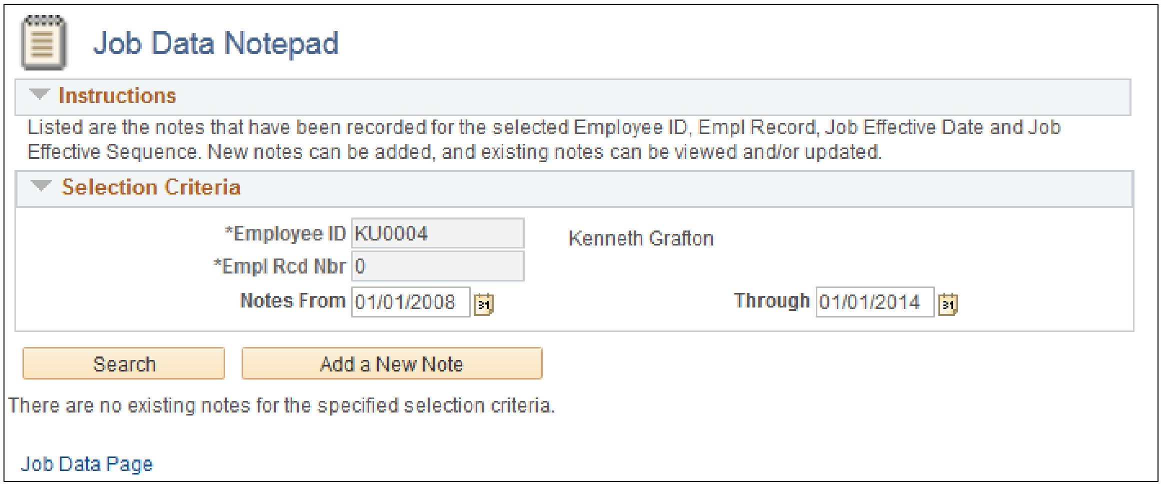
Use the <application page> Notepad page (HR_NP_NOTE_SRCH) to access the notepad page to search for and enter notes.

Navigation

- Click the Maintain/View Notes icon on an application page.
- Click the Execute API button on the Note Pad Tester page.

Image: Example of the Notepad page you access through the Job Data pages

This example illustrates the fields and controls on the Example of the Notepad page you access through the Job Data pages. You can find definitions for the fields and controls later on this page.



Note: The fields that appear on the notepad page are determined by the notepad configuration.

Selection Criteria

Depending upon the configuration of a page, you may need to select a person to add or view notes. Optionally, enter a Notes From and Through date.

Search	Click to view a list of notes that meet the search criteria.
Add New Note	Click to access the Selected Note page, where you can create a new note.

Existing Notes

This section displays if there are any notes that meet the search criteria. Click the link in the Subject column to open the Selected Note page and view or edit an existing note.

Delete	Select one or more listed notes and click this button to remove them from the system.
Transfer	Select one or more listed notes and click this button to access the Person Search - Simple page to transfer them to another person.

Selected Note Page

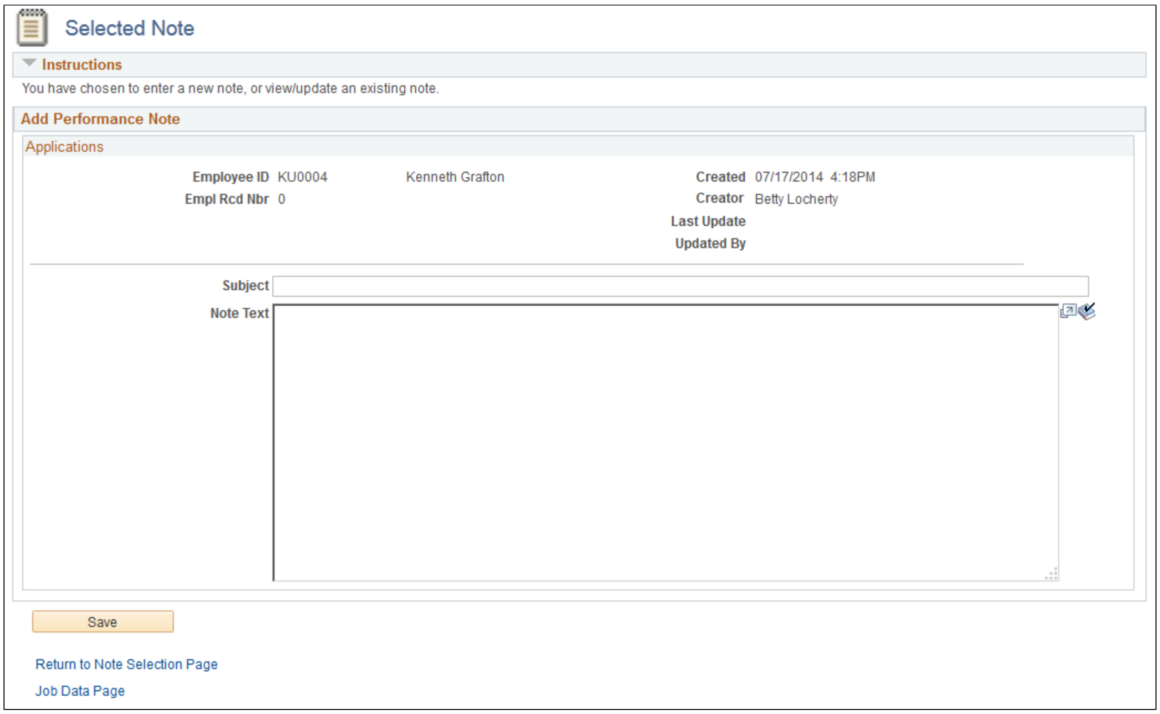
Use the Selected Note page (HR_NP_NOTE) to enter or update a note.

Navigation

Click the Add a New Note button or select the View or Edit this Note link for an existing note on the <application page> Notepad page.

Image: Selected Note page

This example illustrates the fields and controls on the Selected Note page. You can find definitions for the fields and controls later on this page.



Effective Date

The note date for new notes is the effective date that appears on the page. You cannot change the date.

Note: Changing the effective date of the record that is associated with the note does *not* change the note effective date. As a result, the note becomes inaccessible. For example, if you create a note for a job data row with a January 1, 2009 effective date, the note effective date is also January 1, 2009. If you use correction mode to change the effective date of the job data row to January 20, 2009, the note effective date remains unchanged. When you view the notes for the January 20 row of data, you will see only January 20 notes. Without a January 1 row of data, the original note is inaccessible, and users will not see any indication that the original note ever existed.

Subject

Enter the note subject. This entry appears as the link in the Subject column of the notepad page.

Configuring the Text Catalog

To set up the text catalog, use the Configure Text Catalog (HR_SSTEXT_CFG) and Translate Text Catalog (HR_SSTEXT_TEXT) components.

These topics provide an overview of the text catalog, list common elements, and discuss how to configure the Text Catalog.

Pages Used to Work with the Text Catalog

Page Name	***Definition Name***	***Usage***
Configure Text Catalog Page	HR_SSTEXT_CFG	Configure the text catalog for an application. Designate keys that are used to store and retrieve text catalog entries.
Maintain Text Catalog Page	HR_SSTEXT_TEXT	Define text catalog entries, and define the values for context-sensitive keys. HTML tags can only be used for text catalogs in the HTML area. It cannot be used anywhere else.
Maintain Text Catalog - HTML View Page	HR_SSTEXT_HTML	View text catalog entries as HTML.
Text Catalog - View All Keys Page	HR_SSTEXT_ALLKEYS	View versions and context-key entries for a particular text ID and effective date combination by clicking the view keys link for the desired effective date.
Translate Text Catalog - Descriptions Page	HR_SSTEXT_LANG	Select and describe the languages into which a text catalog entry is translated.
Translate Text Catalog - Catalog Text Page	HR_SSTEXT_LANG2	Enter translations for text catalog entries.
Test Text Catalog Page	HR_SSTEXT_TEST	Test the text retrieval for a text ID, using any combination of key values.

Understanding the Text Catalog

The Text Catalog feature stores standard text that appears on the self-service pages within HCM applications, including field labels, button names, links, page instructions, and warnings. It also includes the text and subject lines of automated email notifications. HCM provides predefined text entries, but you can modify them by using the Text Catalog feature.

Entries in the Text Catalog feature are context-sensitive, meaning that a particular piece of text on a page can vary depending upon the page's usage or context. For example, instructional messages that appear for managers can differ from the messages that appear for workers.

Text Catalog Keys

Context-sensitivity is accomplished through the use of keys that enable the application to retrieve applicable text catalog entries. The keys for each application differ to meet the needs of the application.

Although you can have multiple versions of the same text, you do not have to set up a separate entry for every possible scenario. You can create one generic entry where all key values are blank, and then add entries for the situations that vary from the norm. Blank key values function as wildcards.

Warning! When the system looks for a match, it stops searching if the search keys narrow the possible choices to a single row—the lower-order search keys are ignored. If you do not set things up correctly, the system may return the wrong results. Plan ahead before making changes, particularly for complex scenarios. Random changes can lead to errors that are difficult to debug later.

You can test changes by using the Test Text Catalog page. To test an entry, enter the text ID that is associated with the text, plus any combination of key values, and click the Test button to view the text that the system retrieves for the keys values you entered.

Text IDs

To update a text entry, you need its ID. Use the Display Text ID option on the Configure page to find this information. When you activate this option, the text IDs appear in place of the corresponding text on self-service pages, warnings, and emails.

To view the correct text IDs, you need to create the conditions that cause the page, warning, or email to appear. For example, you might need to sign in using a particular role.

Note: You may want to activate this option, print a copy of the self-service pages, and then deactivate it. This provides a hardcopy reference of all the text IDs used on each self-service page.

Common Elements Used When Working With the Text Catalog

Text ID

The unique identifier that you entered to access entries in the text catalog.

Usage

The place where the entry is used: *Email Body, Email Subject, Error/Warning, Field Label, Grid/Scroll Heading, Groupbox Title, Hyperlink/Button, Page Instructions,* or *Page Title.* The only text entries that you cannot modify are translate values and error messages that appear in Windows error boxes. You can use this field to search the Maintain Text Catalog page when you don't have the text ID, but you do have the specific text.

Effective Date

The date on which a particular text catalog entry becomes active. Delivered text is defined as system data in the PeopleSoft HCM database and has an effective date of January 1, 1900.

Important! To prevent future updates to PeopleSoft ePerformance from overwriting any text entries that you add or modify, use a later effective date when you add new text entries, and insert a new effective date when you modify delivered text.

Configure Text Catalog Page

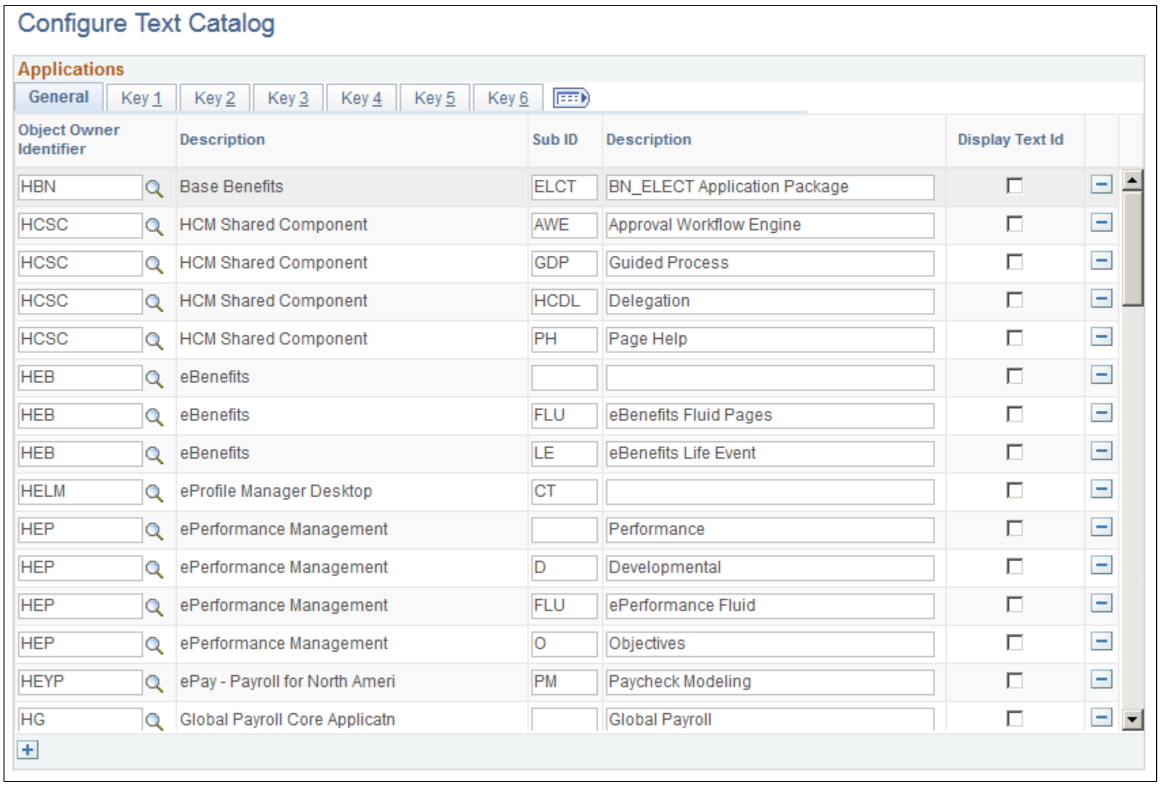
Use the Configure Text Catalog page (HR_SSTEXT_CFG) to configure the text catalog for an application. Designate keys that are used to store and retrieve text catalog entries on the Configure Text Catalog: Key 1 through Configure Text Catalog: Key 6 pages.

Navigation

Set Up HCM > Common Definitions > Text Catalog and Notepad > Configure Text Catalog > Configure Text Catalog

Image: Configure Text Catalog page: General tab

This example illustrates the fields and controls on the Configure Text Catalog page: General tab. You can find definitions for the fields and controls later on this page.



Object Owner Identifier	Description	Sub ID	Description	Display Text Id
HBN	Base Benefits	ELCT	BN_ELECT Application Package	
HCSC	HCM Shared Component	AWE	Approval Workflow Engine	
HCSC	HCM Shared Component	GDP	Guided Process	
HCSC	HCM Shared Component	HCDL	Delegation	
HCSC	HCM Shared Component	PH	Page Help	
HEB	eBenefits			
HEB	eBenefits	FLU	eBenefits Fluid Pages	
HEB	eBenefits	LE	eBenefits Life Event	
HELM	eProfile Manager Desktop	CT		
HEP	ePerformance Management		Performance	
HEP	ePerformance Management	D	Developmental	
HEP	ePerformance Management	FLU	ePerformance Fluid	
HEP	ePerformance Management	O	Objectives	
HEYP	ePay - Payroll for North Ameri	PM	Paycheck Modeling	
HG	Global Payroll Core Applicatn		Global Payroll	

Use this page to add or remove applications from the text catalog and to configure options that affect the operation of the text catalog within an application. The page shot above shows the PeopleSoft HCM applications that are delivered with the text catalog feature enabled.

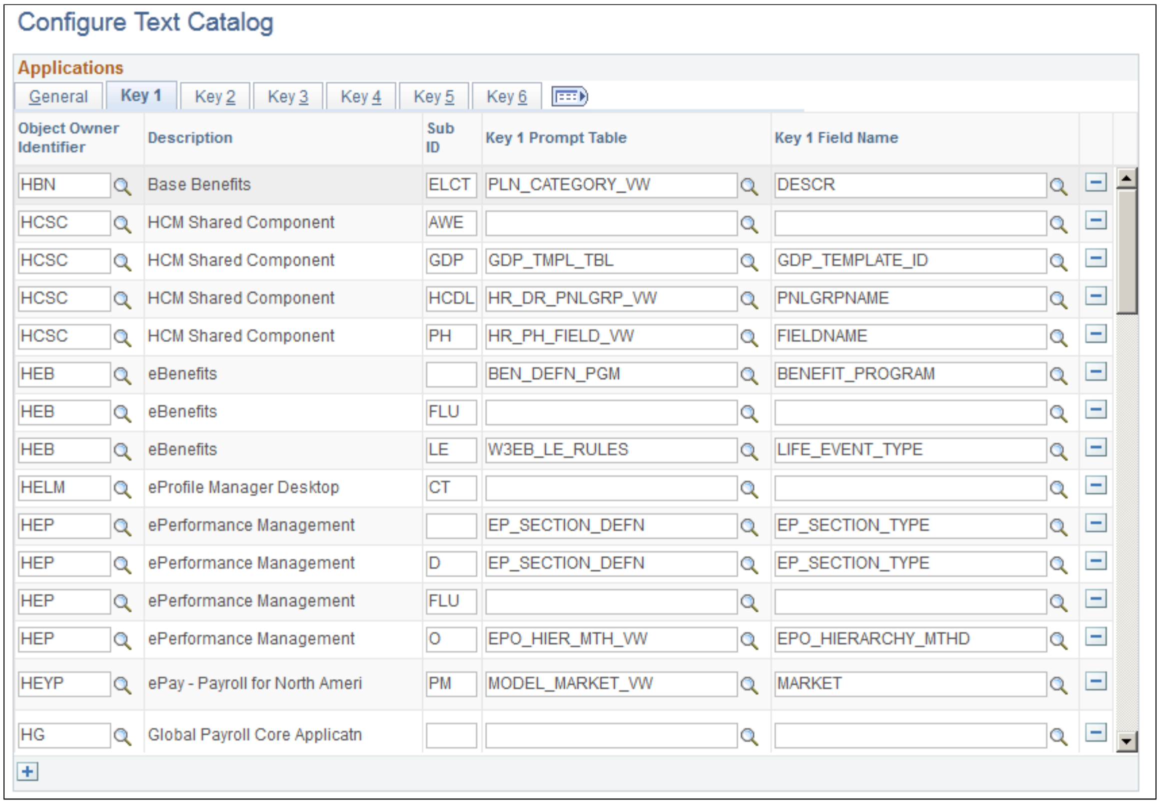
Object Owner Identifier and **Description**	Select an object owner. The system will display the description of the object owner.
Display Text Id	Select to have the system identifiers of the text entry appear instead of the corresponding text. You can use this option to find out which text ID corresponds to a particular piece of text that you want to modify.

Access the Text Catalog page: Key tabs.

Note: The Key 2, Key 3, Key 4, Key 5, and Key 6 tabs are identical in appearance and usage to the Key 1 page (Set Up HCM > Common Definitions > Text Catalog and Notepad > Configure Text Catalog > Configure Text Catalog and access the appropriate key tab).

Image: Configure Text Catalog page: Key tabs

This example illustrates the fields and controls on the Configure Text Catalog page: Key tabs. You can find definitions for the fields and controls later on this page.



Key 1 (2, 3, 4, 5, or 6) Prompt Table

Select the object name of the prompt table that defines the values by which the text catalog is partitioned for an application.

The values in this prompt table appear when a text catalog entry is defined and modified. You select the value that pertains to the context in which the entry appears on self-service pages or notifications.

Key 1 (2, 3, 4, 5, or 6) Field Name

Select the field in the prompt table that contains the value that appears in the prompt list for this key.

Note: If you enter a value for the prompt table, you must also enter a value for the field name in the same row.

Maintain Text Catalog Page

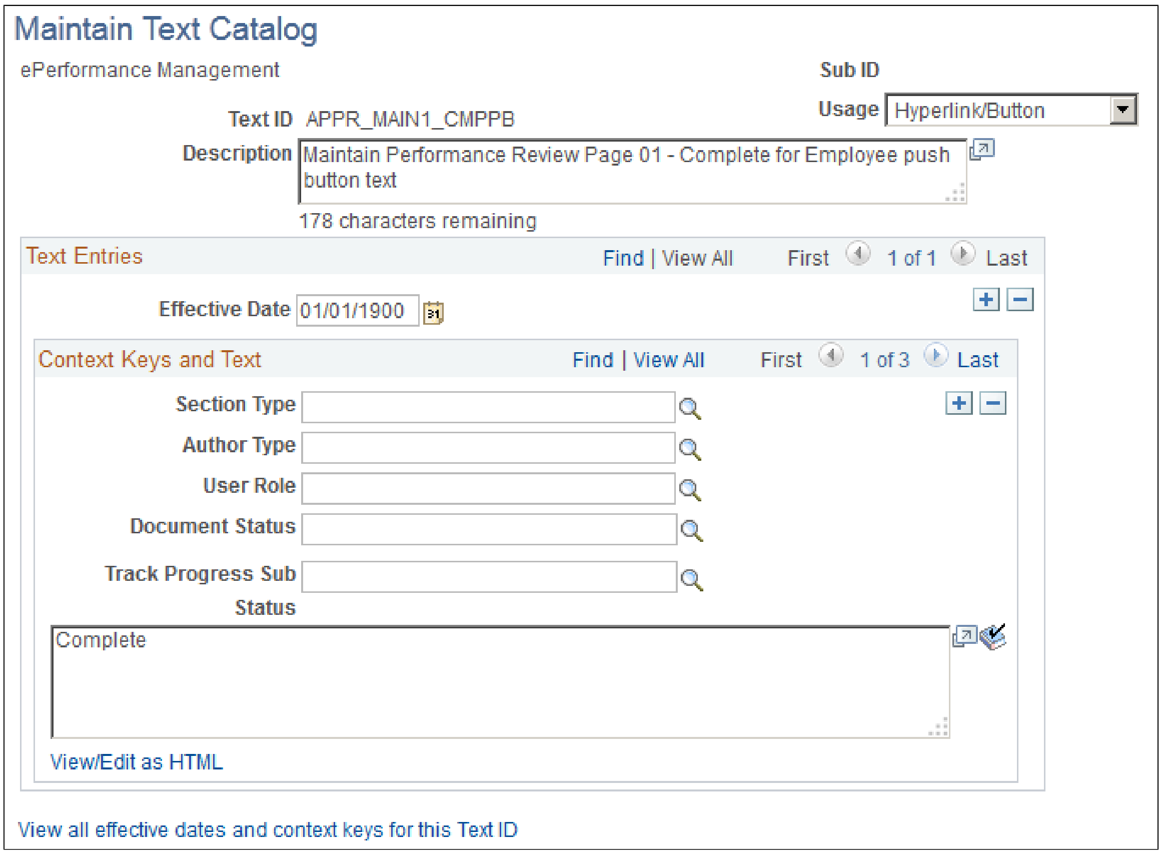
Use the Maintain Text Catalog page (HR_SSTEXT_TEXT) to define text catalog entries, and define the values for context-sensitive keys.

Navigation

- Set Up HCM > Common Definitions > Text Catalog and Notepad > Maintain Text Catalog > Maintain Text Catalog
- Set Up HCM > Product Related > ePerformance > Text Catalog > Maintain Text Catalog > Maintain Text Catalog

Image: Maintain Text Catalog page

This example illustrates the fields and controls on the Maintain Text Catalog page. You can find definitions for the fields and controls later on this page.



Context Keys and Text

The context keys that appear on this page are determined by the text catalog configuration for the application, which will display up to six keys. Use the context keys to target the message or text to a particular audience or specify the conditions under which the text is appropriate.

Note: A blank value for any key is a wildcard and means that the entry appears in all contexts of the key.

For example, the page shot above shows a configuration of a button for the ePerformance application. The button text that is defined in the text box applies only to the author type of employees *(E)* and only when the document status is in progress *(IP)*.

For each text ID and effective date combination, define a complete wildcard entry in which you leave all key fields blank. This entry, known as the root entry, is the default text entry that's used when no section type, author type, user role, or document status is specified.

View/Edit as HTML	Click to view and edit the HTML tags if the text will appear in an HTML area on the page. HTML tags can only be used for text catalogs in the HTML area. It cannot be used anywhere else.

Text Substitution

The text strings that are substituted for specific tokens, such as %1 and %2, are different for each application that uses substitution in the text catalog. They are delivered with the application.

Token substitution in the text catalog works in the same way as in the PeopleTools Message Catalog. You supply the values for the tokens in a PeopleCode function call at runtime. The values are replaced by parameters in the PeopleCode when the text is rendered on performance documents. To use this feature, you must know PeopleCode.

If you want to update the delivered text IDs such that the substitution tokens take on a different meaning or are resequenced, you also need to make corresponding changes to the PeopleCode that calls the text catalog feature retrieval functions, since this copies supplier values to use in place of the tokens.

Text Limits

Although the text catalog framework allows you to enter long text entries, the page element where the text appears at runtime can have a lower character limit, resulting in truncated text. Any time you change a delivered text catalog entry, be sure to test your change. If the entry is truncated, on the runtime page, you must shorten your text.

See *PeopleTools: PeopleCode Developer's Guide*.

Maintain Text Catalog - HTML View Page

Use the Maintain Text Catalog - HTML View page (HR_SSTEXT_HTML) to view text catalog entries as HTML.

Navigation

Click the View/Edit as HTML link on the Maintain Text Catalog page.

Image: Maintain Text Catalog - HTML View page

This example illustrates the fields and controls on the Maintain Text Catalog - HTML View page. You can find definitions for the fields and controls later on this page.

Text Style	Select the style to apply to the text. After you apply a style (for example, *Bold* or *Error* to a text entry, the HTML View page region shows how the text will appear on self-service pages.

Text Catalog - View All Keys Page

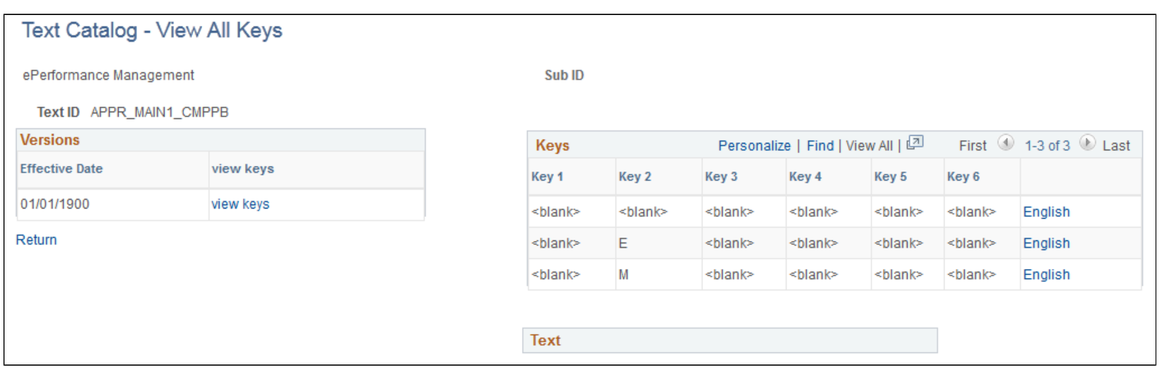
Use the Text Catalog - View All Keys page (HR_SSTEXT_ALLKEYS) to view versions and context-key entries for a particular text ID and effective date combination by clicking the view keys link for the desired effective date.

Navigation

Click the View all effective dates and context keys for this Text ID link on the Maintain Text Catalog page or the Test Text Catalog page.

Image: Text Catalog - View All Keys page

This example illustrates the fields and controls on the Text Catalog - View All Keys page. You can find definitions for the fields and controls later on this page.



The Versions group box lists all effective-dated versions of the selected text ID.

Click the view keys link to list each set of context keys that is associated with the selected version. Click the language link to view the text that is associated with the context keys for the indicated language.

Translate Text Catalog - Descriptions Page

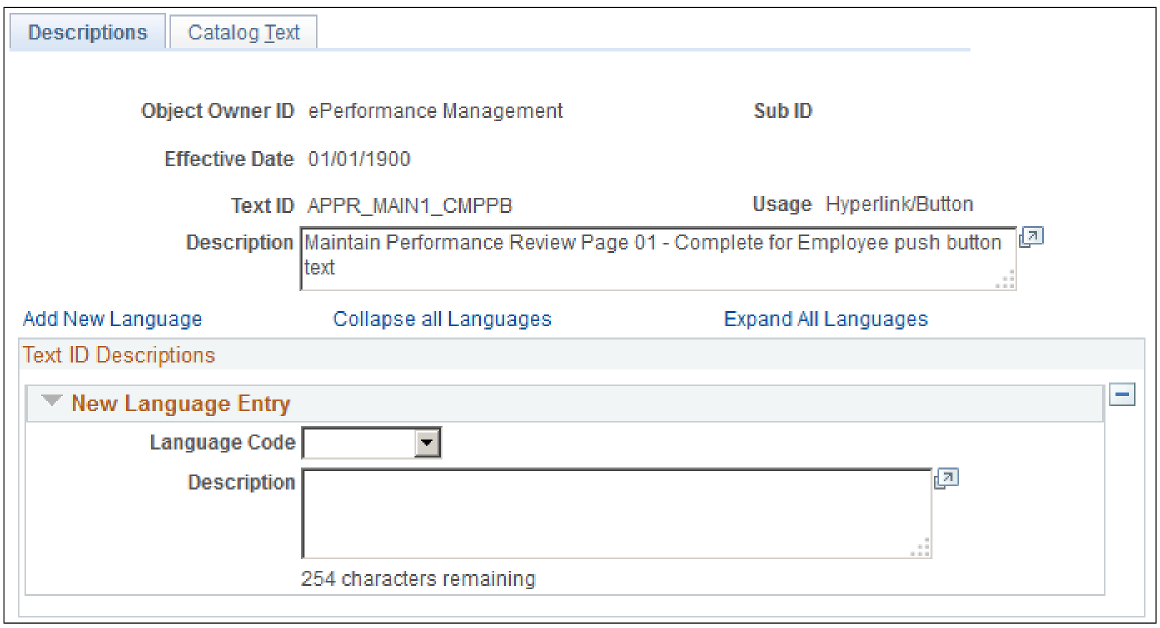
Use the Translate Text Catalog - Descriptions page (HR_SSTEXT_LANG) to select and describe the languages into which a text catalog entry is translated.

Navigation

Set Up HCM > Common Definitions > Text Catalog and Notepad > Translate Text Catalog > Descriptions

Image: Translate Text Catalog - Descriptions page

This example illustrates the fields and controls on the Translate Text Catalog - Descriptions page. You can find definitions for the fields and controls later on this page.



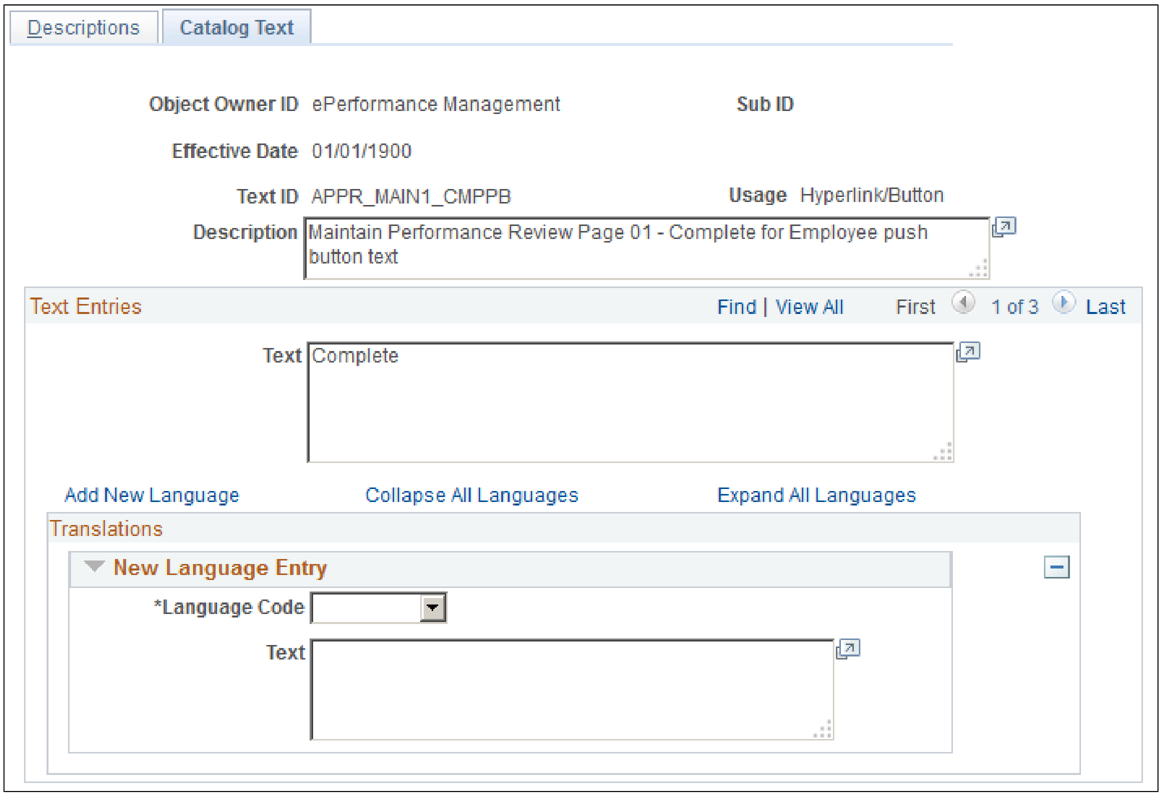
Use this page to view a text catalog entry and the languages into which it is translated. The Collapse all Languages and Expand All Languages enable you to control the way the list of languages appears. You can add and remove languages on this page, but you cannot enter translation text.

Translate Text Catalog - Catalog Text Page

Use this page to Translate Text Catalog - Catalog Text page (HR_SSTEXT_LANG2) to enter translations into the text catalog and

Image: Translate Text Catalog - Catalog Text page

This example illustrates the fields and controls on the Translate Text Catalog - Catalog Text page. You can find definitions for the fields and controls later on this page.



The Collapse all Languages and Expand All Languages enable you to control the way the list of languages and translation entries appears. You can add and remove languages on this page and view the text you are translating.

Test Text Catalog Page

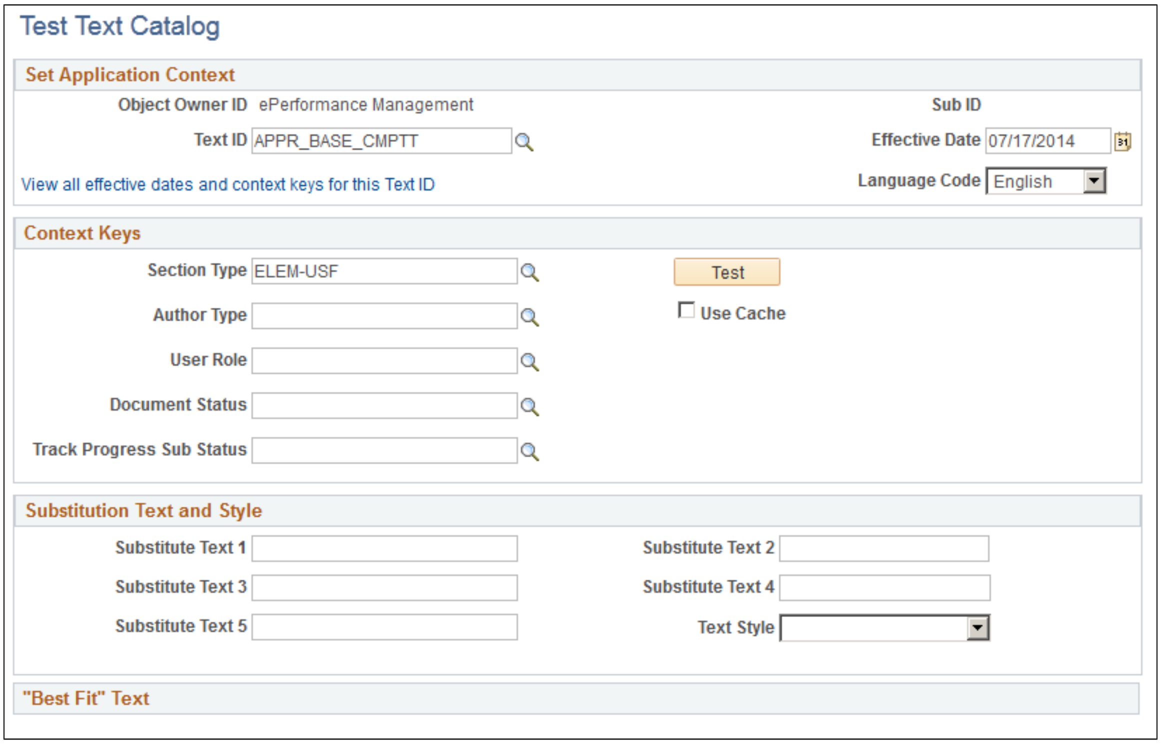
Use the Test Text Catalog page (HR_SSTEXT_TEST) to test the text retrieval for a text ID, using any combination of key values.

Navigation

Set Up HCM > Product Related > ePerformance > Text Catalog > Test Text Catalog > Test Text Catalog

Image: Test Text Catalog page

This example illustrates the fields and controls on the Test Text Catalog page. You can find definitions for the fields and controls later on this page.



This page enables you to enter parameters for testing how the entries in the text catalog appear on self-service pages, given a set of parameters that you enter.

To test the text retrieval:

1. Enter the text ID for the text.
2. (Optional) Enter values for any key fields. The content keys that appear correspond to the application keys (up to six) that you configure on the HR Notepad Configuration - Configure Keys page.
   - If you leave all key fields blank, the system returns the root text when you click the Test button.
   - If you enter values for key fields, the system searches for the text with the best fit.
3. (Optional) Enter values in one or more of the Substitution Text fields.

   When you click the Test button, the system replaces the variable (%1, %2, %3, %4, and %5) in the text entry with the value that you enter here.
4. (Optional) Select a text style to see the returned text rendered in a particular HTML style.

   This features helps you visualize how the text appears on the self-service page. Values are *Add'l Inst* (additional instructions), *Bold, Error, Page Inst* (page instructions), and *Page Title.*
5. Click the Test button.

   The text entry that best matches the search criteria and context keys for the selected text ID appears.

Configuring Attachments

To configure attachments, use the Define Authorization (HR_ATT_AUTH), Define Authorization Entries (HR_ATT_AUTH_ENT), Define Attachments (HR_ATT_CNFG), Configure Keys (HR_ATT_KEYS_DFN), and Maintain Definitions (HR_ATT_DEFN) components.

These topics provide an overview of attachments and discuss how to configure attachments.

Pages Used to Configure Attachments

Page Name	***Definition Name***	***Usage***
Define Authorization Page	HR_ATT_AUTH	Enter and maintain attachment authorization IDs which specify the level of user access for attachments.
Define Authorization Entries Page	HR_ATT_AUTH_ENT	Associate attachment authorizations with user roles.
Define Attachments Page	HR_ATT_CNFG	Associate attachments and their authorizations and create links on the page displayed in the target application.
Configure Keys Page	HR_ATT_KEYS_HDR	Define the prompt tables and key fields used by an application.
Attachments Context Keys Page	HR_ATT_KEYS_C	Enter content key prompt values.
Attachments Store Keys Page	HR_ATT_KEYS_S	Enter store key values.
Maintain Definitions Page	HR_ATT_DEFN	Specify the attachment types available to an application. The context keys that appear on this page are determined by the Configure Keys component and are used to retrieve a list of valid Configuration IDs.

Understanding Attachments

The attachment feature enables you to attach files, notes, and URLs to a PeopleSoft application. An administrator can add URLs, common notes, and files to a component or page and enable others to view, download and edit the attachments. Attachments include notes, PDF files, spreadsheet files, document files, URLs, and so on. You can also define the types of attachments that users can add to a specific row of application data, such as medical or adoption certificates, fitness for duty forms, and so on.

Although the types of attachments you can add to a page are essentially unlimited, attachments are categorized as one of the following:

- Attachments are any previously created electronic file that the administrator wants users to be able to download.
- URLs are links to dynamic files or web sites.

- Notes are free-form text that the user can enter through the attachment page in the PeopleSoft application.

Note: Only attachments and URLS are defined on the Define Attachments page. Notes are created by the user through the attachment pages of the PeopleSoft application.

Note: The Define Attachments page enables an administrator to create document definitions, as well as attachments and URLs. Document definitions are types of files that users can upload to the system. For example various medical certificates or evidence of class completion.

Since many uploaded attachments should not be visible to all users, the system enables an administrator to restrict access to the attachments. The administrator uses roles to define who can add, modify or delete their own attachments for a specific row of application data.

Adding Attachments to Applications Process Flow

Here are the steps for defining attachments to use in PeopleSoft applications:

1. Define attachment Authorization IDs

   Specify the authorization level access required to edit or view attachments.

2. Define Authorization Entry IDs

   For each attachment you plan to establish, specify the attachment object type, Attachment, Note, or URL, and the user roles that can access the attachment. Specify the access level of each user role by assigning an Authorization ID to the role.

3. Define attachment configuration IDs

   Add common attachments, URLs, or document definitions and the roles that can see the attachments.

4. Configure keys

   Integrate attachments into any application within any context. After defining the attachments, you can integrate them into any PeopleSoft application and the context varies depending on the product that uses the framework. The Configure Keys page enables you to define which application data field maps to each of the required context keys.

   a. Configure context keys

      Context keys are populated with values corresponding to a field in the associated application. To define the contextual variations, define contextual key prompt tables or views and key prompt fields based on the application using the attachment framework. These keys can come from any number of tables and are implemented as generic character fields that are defined as record keys in the data structure at the application level to denote alternate configuration IDs that can be used under different circumstances.

   b. Configure store keys

      For attachment configuration IDs that are document definitions, you must create a store record to launch the document definition and store the attachments added by a user to a specific row of application data.

Define store keys for document definitions in order to differentiate the row of data to which the attachment belongs. Each application can decide the number of keys to use, from 1 to N, creating its own record plus a sub record in Application Designer to store common fields related to the attachments. Once the store record has been created, it must be associated to the Object Owner ID and Sub ID to automatically retrieve the key field definitions and select the store key labels.

After creating the store record, associate it to the Object Owner ID and Attachment Sub ID and then select the field labels. When you enter the name of the store record definition, the key fields are automatically retrieved in the correct order by the key position defined in the record.

5. Maintain definitions

   The system retrieves a list of valid Configuration IDs based on the defined context keys. In addition, the system uses the Definition ID and the effective date to choose the attachment from the database.

6. Implement the attachment framework

   To implement the attachment framework use the application class methods in the HR_ATTACHMENTS application package PeopleSoft delivers. There are two classes in the delivered application package. The Attachment_Data application class enables you to create an object containing entries for all of the link labels, configuration IDs and group boxes that contain the links to the defined attachments. The Attachment_UI application class enables you to manage the user interface for the attachments.

See *PeopleTools: PeopleCode Developer's Guide* and *PeopleTools: PeopleCode API Reference*.

Define Authorization Page

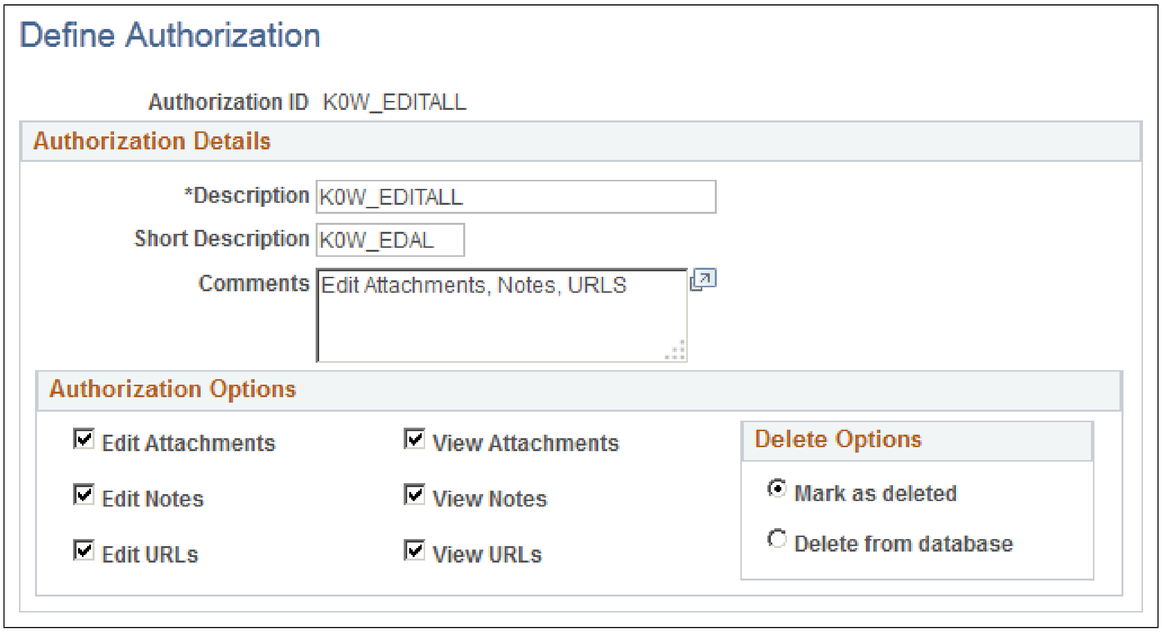
Use the Define Authorization page (HR_ATT_AUTH) to enter and maintain attachment authorization IDs which specify the level of user access for attachments.

Navigation

Set Up HCM > Common Definitions > Attachments > Define Authorization > Define Authorization

Image: Define Authorization page

This example illustrates the fields and controls on the Define Authorization page. You can find definitions for the fields and controls later on this page.



Authorization Options

Edit Attachments

Select the check box to enable the user to create, update, or delete attachments. The system automatically selects the View Attachmentscheck box when you select the Edit Attachments check box and save the page.

View Attachments

Select to enable users to view attachments.

Edit Notes

Select the check box to enable the user to create, update, or delete notes. The system automatically selects the View Notescheck box when you select the Edit Notes check box and save the page.

View Notes

Select to enable users to view notes.

Edit URLs

Select the check box to enable the user to create, update, or delete URLs. The system automatically selects the View URLscheck box when you select the Edit URLs check box and save the page.

View URLs

Select to enable users to view URLs.

Delete Options

Select an option to determine the action of the system when the user deletes a existing attachment, note, or URL. Selecting Mark as Deleted, the system still lists the object as an attachment, but the object's status is *Deleted* and it cannot be selected. This option enables you to track deleted attachments. Selecting Delete from database completely removes the object from the database.

Note: The options in this group box are not available unless one or more of the editing fields, Edit Attachments, Edit Notes, or Edit URLs,are selected.

Define Authorization Entries Page

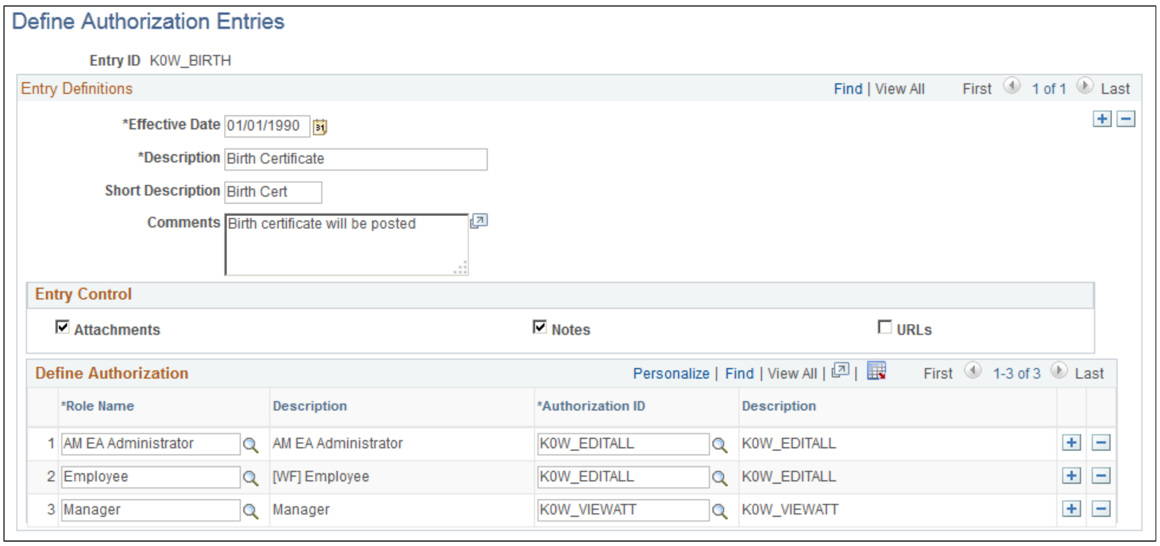
Use the Define Authorization Entries page (HR_ATT_AUTH_ENT) to associate attachment authorizations with user roles.

Navigation

Set Up HCM > Common Definitions > Attachments > Define Authorization Entries > Define Authorization Entries

Image: Define Authorization Entries page

This example illustrates the fields and controls on the Define Authorization Entries page. You can find definitions for the fields and controls later on this page.



Attachments, Notes, and **URLs**	Select to allow the Role Names listed in the Define Authorization area to create attachments, notes, or URLs based on the specified Authorization ID. You must select at least one of the options in the Entry Control region.

Define Authorization

Use the fields in the Define Authorization region to specify the operations a role can perform by associating a role with an attachment Authorization ID. Select the Role Name and then select a valid Authorization ID in each row. Only one Authorization ID can be assigned to each role, but multiple roles can share the same Authorization ID.

Define Attachments Page

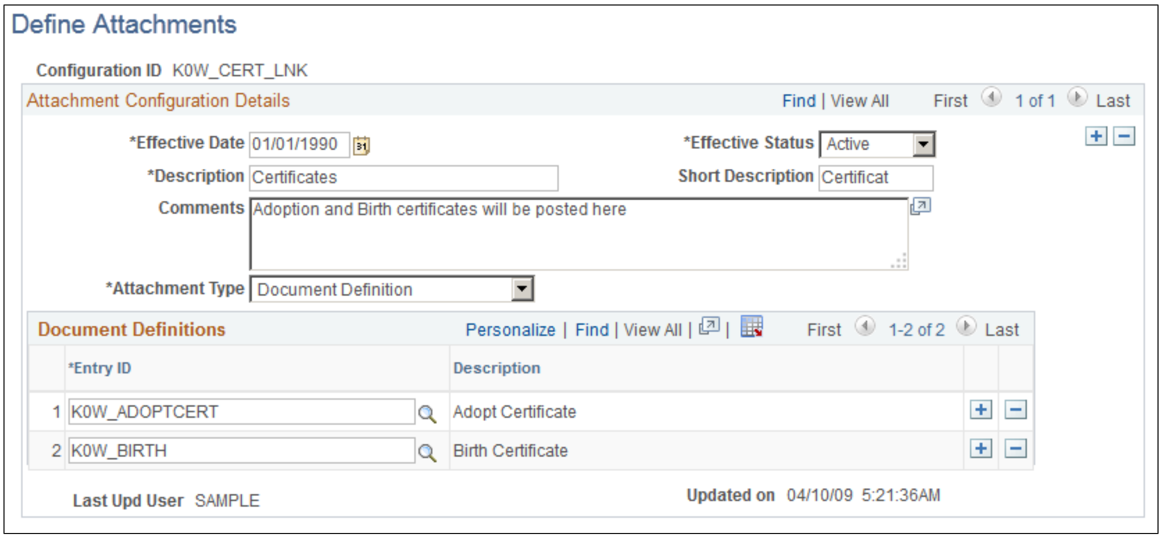
Use the Define Attachments page (HR_ATT_CNFG) to associate attachments and their authorizations and create links on the page displayed in the target application.

Navigation

Set Up HCM > Common Definitions > Attachments > Define Attachments > Define Attachments

Image: Define Attachments page

This example illustrates the fields and controls on the Define Attachments page. You can find definitions for the fields and controls later on this page.



Description

Enter a description for the Configuration ID. This description appears in the group boxes as a label for the link to the attachment.

Attachment Type

Select the type of attachment users can attach or access. Values are: *URL, Attachment,* and *Document Definition.* Based on your selection, the remainder of the fields on the page change.

Select either *Attachment* or *URL* if you want to define common attachments or URLs such as policies, handbooks, FAQs, and so on. Select *Document Definition* if you want to create an entry that enables users to create their own attachments for a specific row of application data.

Attachment

Enter the file name of the attachment and then click the Add Attachment button. After uploading the file, this field displays the file name of the attachment. You can then use the View Attachment and Delete Attachment buttons to manage the content of the attachment. This field is visible only if the Attachment Type is *Attachment.*

URL

Enter the desired URL to attach as a link. This field is visible only if the Attachment Type is *URL.*

Add Attachment

Click to add the file listed in the Attachment field. This button is visible only if the Attachment Type is *Attachment* and a file has not yet been uploaded.

View Attachment and **Delete Attachment** — Use these buttons to manage the content of the file listed in the Attachment field. These buttons are visible only if the Attachment Type is *Attachment* and a file has been uploaded.

Authorized Roles

Enter the roles that you want to have access to the attachment or URL. If no role is selected, all of the available roles can see the link. This region is only visible if the Attachment Type is *Attachment* or *URL*.

Role Name — Select the role that you want to access the specified attachment.

Document Definitions

Enter the list of defined authorization entries that the user can upload as an attachment. The Document Definitions region is visible only if the Attachment Type is *Document Definition*

Entry ID — Select the authorization entry that you want users to upload to the system. The system lists the Authorization Entry IDs defined on the Define Authorization Entries page.

Last Upd User (Last Updated User) — Displays the user name that last updated the Define Attachments page.

Updated on — Displays the date the Define Attachments page was last updated.

Configure Keys Page

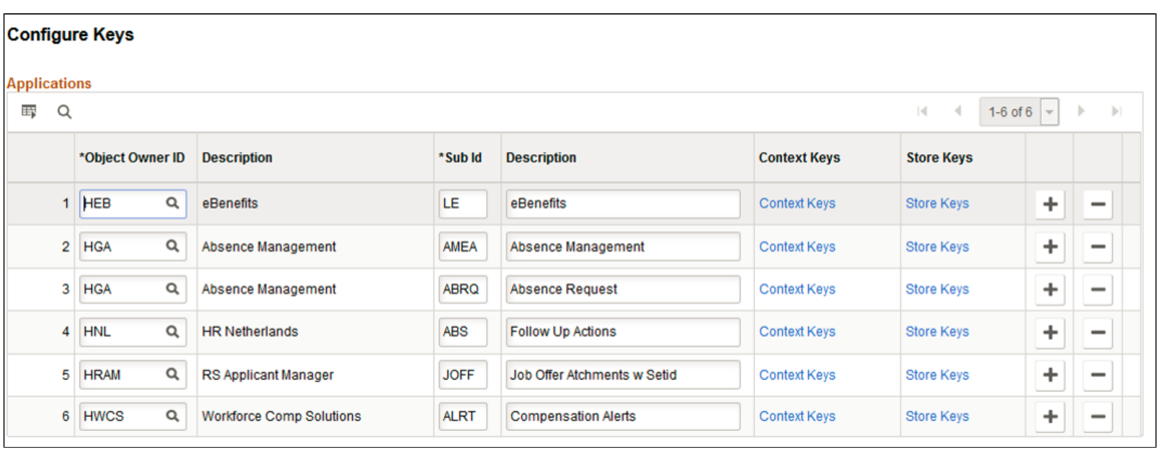
Use the Configure Keys page (HR_ATT_KEYS_HDR) to define the prompt tables and key fields used by an application.

Navigation

Set Up HCM > Common Definitions > Attachments > Configure Keys > Configure Keys

Image: Configure Keys page

This example illustrates the fields and controls on the Configure Keys page. You can find definitions for the fields and controls later on this page.



Object Owner ID Enter the application in which a common component is used.

Sub ID(Sub application ID) Enter a sub-application ID. Use the Sub ID field to create a definition for multiple lines of features within a single product line.

Context Keys Click to open the Attachments Context Keys page.

Store Keys Click to open the Attachments Store Keys page.

Attachments Context Keys Page

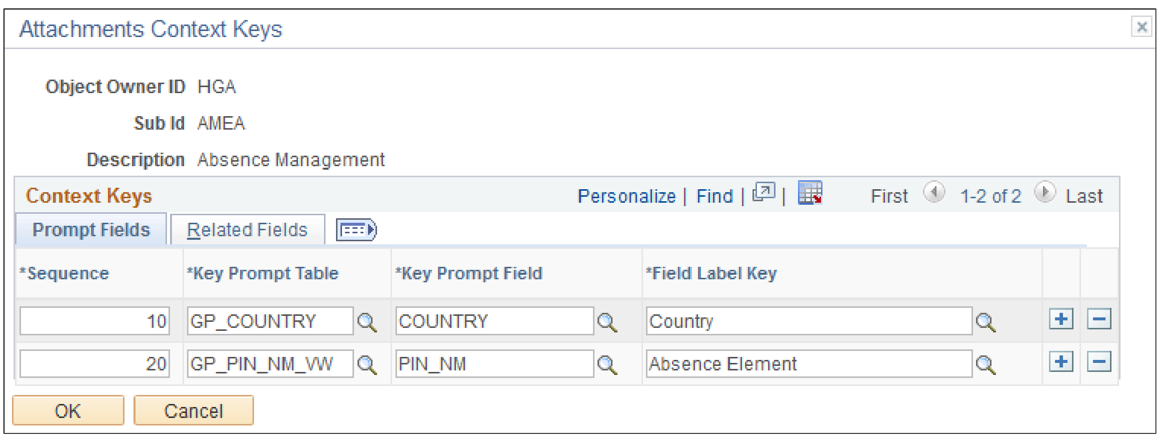
Use the Attachments Context Keys page (HR_ATT_KEYS_C) to enter content key prompt values.

Navigation

Click the Context Keys link on the Configure Keys page

Image: Attachments Context Keys page

This example illustrates the fields and controls on the Attachments Context Keys page. You can find definitions for the fields and controls later on this page.



Sequence Specify the order of the context keys on the Maintain Definitions page.

Key Prompt Table Select the object name of the prompt table that defines the values by which attachments are partitioned for a an application.

Key Prompt Field Select the prompt table field that contains the value in the prompt list for a specified key.

Field Label Key Select the label in the prompt table.

Related Fields

Click the Related Fields tab to select the fields related to the key prompt table and key prompt field by row.

Attachments Store Keys Page

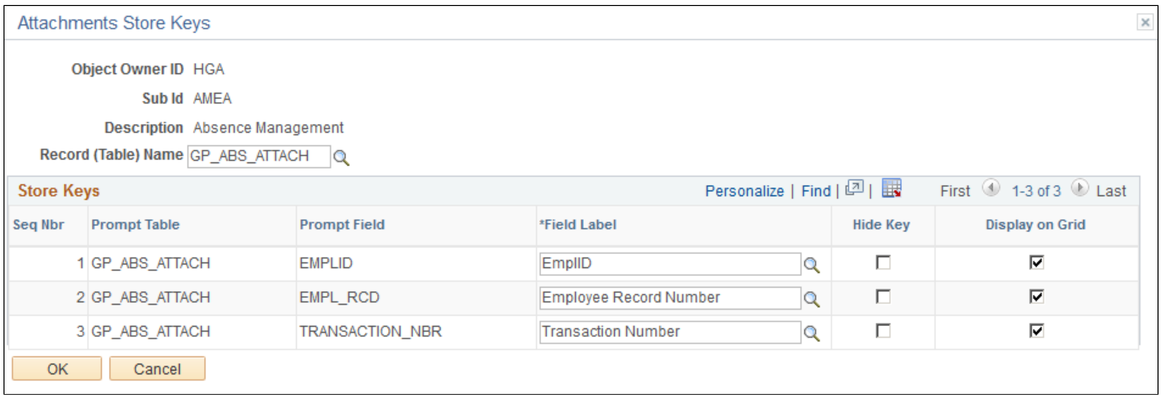
Use the Attachments Store Keys page (HR_ATT_KEYS_S) to enter store key values.

Navigation

Click the Store Keys link on the Configure Keys page

Image: Attachments Store Keys

This example illustrates the fields and controls on the Attachments Store Keys. You can find definitions for the fields and controls later on this page.



Hide Key Select to indicate whether the key is displayed on the Document Definition page.

Display on Grid Select to indicate whether the key field is displayed on the Document Definition Header page

Maintain Definitions Page

Use the Maintain Definitions page (HR_ATT_DEFN) to specify the attachment types available to an application.

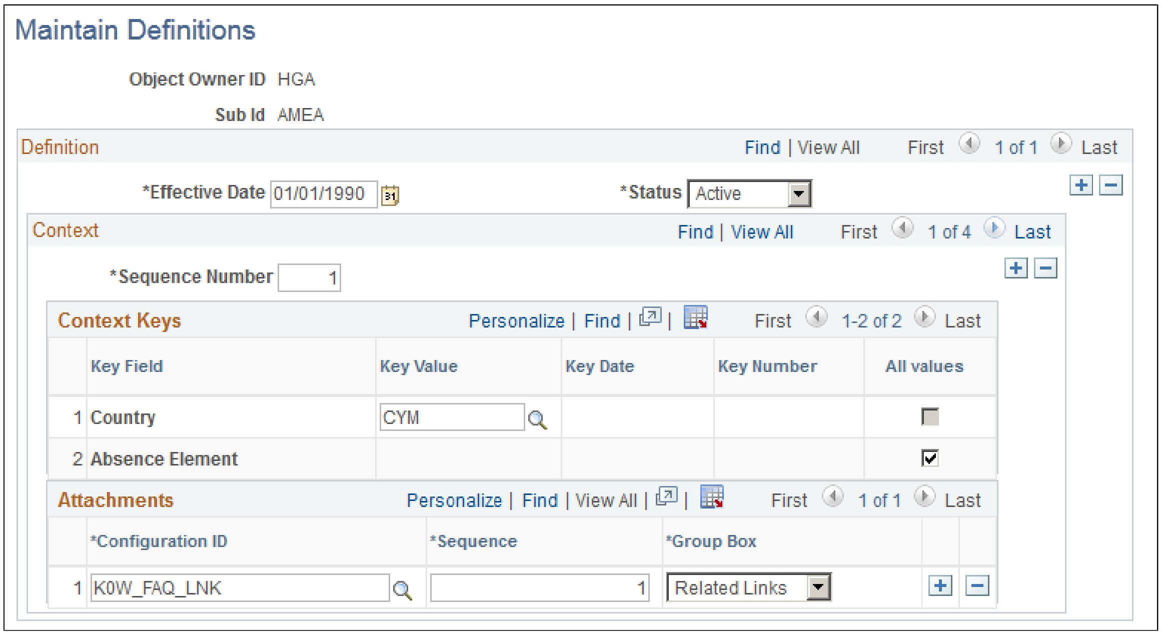
The context keys that appear on this page are determined by the Configure Keys component and are used to retrieve a list of valid Configuration IDs.

Navigation

Set Up HCM > Common Definitions > Attachments > Maintain Definitions > Maintain Definitions

Image: Maintain Definitions page

This example illustrates the fields and controls on the Maintain Definitions page. You can find definitions for the fields and controls later on this page.



Key Field Displays the list of context keys specified on the Attachments Context Keys page.

Key Value, Key Date, and **Key Number** Select a valid value for the specified key field. The available field depends upon the Key Field type. For example, Cycle ID is a CHAR type field, so the Key Value field is available and the Key Date and Key Number fields do not allow you to enter data. The Budget Period Start Date is a DATE type field, which means the Key Datefield is available and the Key Value and Key Number fields do not allow you to enter data. None of these fields are available when the All Values check box is selected.

All Values Select to specify that any value for the specified key field is valid. Selecting this field makes the Key Value field unavailable.

Attachments

Configuration ID Select a valid configuration ID. Only active attachment configuration IDs are displayed.

Sequence Enter a number to specify the order in which the hyperlinks to attachments are retrieved from the database.

Group Box Select the group box where the hyperlink label is displayed. Values are: *Related Links, Other Links,* and *None.*

Note: The context keys are not displayed the first time you open the Maintain Definitions page. You must enter the Sequence Number and then the context keys automatically display.

Implementing the Attachment Framework

Implement the attachment framework using the application class methods in the HR_ATTACHMENTS application package PeopleSoft delivers. There are two classes in the delivered application package. The Attachment_Data application class enables you to create an object containing entries for all of the link labels, configuration IDs and group boxes that contain the links to the defined attachments. The Attachment_UI application class enables you to manage the user interface for the attachments.

Attachment_Data Application Class GetAttachmentLink Method

The GetAttachmentLink method uses the effective date and the context keys array to retrieve the configuration IDs from the database. Then these entries are loaded into a standalone rowset for further filtering by role name.

The GetAttachmentLink method accepts these parameters:

Input Parameter	***Description***
&EffDt	Specify the effective date as a date.
&Ckeys	Specify the context key values as an array of strings. The values must be in the same order as defined on the Context Key page.
%UserID	(Optional) Use the system variable to specify the current user.
%Component	(Optional) Use the system variable to specify the component invoking the attachment framework.
&Roles	(Optional) Specify the roles as an array of strings.

The method returns an array object that contains entries for all link labels, configuration IDs, and group boxes to which the current user has access.

There are two options to discover or retrieve the current user's roles, depending on the values passed of &Roles, %Component, or %UserID:

1. The system uses the %UserId and %Component variables to discover all of the valid role names for each content reference and user ID in order to perform the filtering.

2. Using the &Roles array of strings, only the role names in the array are considered for filtering.

Note: You must choose one of these options in order to perform further filtering by role name. The system automatically uses the &Roles array of strings if you pass all three parameters at the same time.

Attachment_Data Application Class SameAttachmentSetup Method

The SameAttachmentSetup method accepts these parameters:

Input Parameter	*Description*
&EffDt	Specify the effective date as a date.
%UserID	(Optional) Use the system variable to specify the current user.
%Component	(Optional) Use the system variable to specify the component invoking the attachment framework.
&Roles	(Optional) Specify the roles as an array of strings.
&cKeys	Specify the current context key values as an array of strings.
&oKeys	Specify the prior context key values as an array of strings. This is the value of the field the last time the component was saved.

The method returns a boolean value (True/False).

The system uses the &EfftDt and &cKeys to retrieve the Configuration IDs using the current context keys values. The system uses the &EfftDt and &oKeys to retrieve the Configuration IDs using the context keys values from the last time the component was saved. Using the %UserId and %Component system variables the system discovers all of the valid role names for each content reference and user ID in order to perform the filtering. Using the &Roles array of strings only the role names that are in the array are considered for the filtering. Then these entries are loaded into arrays for comparison. If the current Configuration IDs are the same as the prior Configuration IDs, then the method returns the value True. If the return is True, the product that intends to implement this functionality has the option to delete the invalid attachments or leave them in the database.

Attachment_UI Application Class Attachment_UI (Constructor) Method

The statements contained in this method provide the initialization of the class and instantiates new objects of the Attachment_UI class.

The Attachment_UI (Constructor) method accepts these parameters:

Input Parameter	*Description*
&tOwrId	(Optional) Specify the Text Catalog Object Owner ID.
&tSubId	(Optional) Specify the Text Catalog Attachment Sub ID.
&OwrId	Specify the Object Attachment Owner ID.
&SubId	Specify the Object Attachment Sub ID.

No return parameters are available.

Attachment_UI Application Class GetAttachmentType Method

The Configuration ID and the Effective Date are used to retrieve the attachment type from the Attachment Configuration Table (HR_ATT_CNFG_TBL.)

The GetAttachmentType method accepts these parameters:

Input Parameter	***Description***
&CnfgId	Specify the hyperlink Configuration ID.
&EffDt	Specify the Effective Date as a date.

The method returns the attachment type as one of the following string values:

- <001> for a URL attachment type.
- <002> for an ATTACHMENT attachment type.
- <003> for a DOCUMENT DEFINITION attachment type.

Note: Only type 003 attachment types can be edited.

Attachment_UI Application Class OpenAttachment Method

The system uses the Configuration ID value (&hCnfgID) and the Effective Date (&hEffDt) to retrieve the attachment type from PS_HR_ATT_CNFG_TBL using the GetAttachmentType method. If the attachment type is *Attachment* or *URL* then the specified attachment file or URL is opened in a new window. Otherwise, the user is transferred to the Attachment User Interface – (Component: HR_ATT_DD). To enable the user to open the component ensure that the corresponding store key record and store key field labels are defined.

The OpenAttachment method accepts these parameters:

Input Parameter	***Description***
&tOwrId	(Optional) Specify the Text Catalog Object Owner ID.
&tSubId	(Optional) Specify the Text Catalog Attachment Sub ID.
&OwrId	Specify the Object Owner ID.
&SubId	Specify the Object Attachment Sub ID.
&hCnfgID	Specify the hyperlink Configuration ID (use the value that the GetAttachmentLinks method returns in the array).
&hEffDt	Specify the effective date.
%UserID	Use the system variable to specify the current user.
&sKeys	Specify the Store Keys values as an array of strings.
&hRole	Specify the Role Name (use the value that the GetAttachmentLinks method returns in the array).

Input Parameter	Description
&dOnly	Specify *true* or *false*. *True*specifies display only mode. *False*uses the attachment setup.

The method returns a numeric value that indicates the number of successfully added attachment records.

Attachment_UI Application Class DelAttachments Method

The DelAttachments method accepts these parameters:

Input Parameter	Description
&EffDt	Specify the effective date as a date.
&Ckeys	Specify the context key values as an array of strings.
&Roles	(Optional) Specify the roles as an array of strings.
%Component	(Optional) Use the system variable to specify the component invoking the attachment framework.
%UserID	(Optional) Use the system variable to specify the current user.

The method returns an array that contains entries for all of the hyperlink labels, Configuration IDs and group boxes that the current user can access.

Attachment_UI Application Class ExistAttachments Method

The ExistAttachments method accepts these parameters:

Input Parameter	Description
&OwrId	Specify the Object Attachment Owner ID.
&SubId	Specify the Object Attachment Sub ID.
&hEffDt	Specify the effective date as a date.
&hkeys	Specify the Store Keys values as an array of strings.

The method returns a boolean value (True/False).

Delivered Text Catalog Entries

The steps to view delivered text catalog entries for attachments are:

1. Navigate to the Maintain Text Catalog page. (Set Up HCM > Common Definitions > Text Catalog and Notepad > Maintain Text Catalog)

2. Enter HHR in the Object owner identifier field and ATT in the Sub ID field.

3. Click Search to view the list of text catalogs for attachments.

Defining Education-Related Information

To set up information about educational establishments and areas of study use the School Types (SCHOOL_TYPE_TABLE), Schools (SCHOOL_TABLE), Majors (MAJOR_TABLE), and Faculty Table JPN (FACULTY_TABLE_JPN) components.

These topics provide an overview of education-related information and profiles, and discuss how to define education-related information.

Pages Used to Define Education-Related Information

Page Name	***Definition Name***	***Usage***
School Types Page	SCHOOL_TYPE_TBL	Set up codes for the types of schools that employees might have attended, for example, high schools, universities, or professional schools.
Schools Page	SCHOOL_TABLE	Define codes for specific schools. The school codes that you enter here are also available for tracking similar information either in Employee Data or in Training pages.
Majors Page	MAJOR_TABLE	Define codes for areas of study most commonly associated with school degrees or certificates. These values will be used for major and minor degrees.
(JPN) Faculty Table JPN Page	FACULTY_TABLE_JPN	(JPN) Define faculties and associate sub-faculties and a major category with them.

Understanding Education-Related Information and Profiles

If you want to include school type, school, major, minor, or Japanese faculty or sub-faculty codes in profiles, add the appropriate property to content sections in your profile types. These are the properties that are associated with the education tables:

- SCHOOL_TYPE
- SCHOOL_CODE
- SCHOOL_DESCR
- MAJOR_CODE
- MAJOR_DESCR

- JPM_MINOR_CD
- MINOR_DESCR
- FACULTY_CODE (for Japan)
- FACULTY_DESCR (for Japan)
- SUBFACULTY_CODE (for Japan)
- SUBFACULTY_DESCR (for Japan)

The delivered PERSON profile type is configured to enable you to record employees' education information. The Education tab in this profile type has content sections for School Education, Degrees, and Areas of Study that use the information in the education tables.

The descriptions you enter in the education tables will appear in the education-related profile pages as display only when you enter the school, major, minor, faculty, or sub-faculty codes on the page.

Related Links

"Profile Type Properties" (PeopleSoft HCM 9.2: Human Resources Manage Profiles)

"Understanding Profile Management" (PeopleSoft HCM 9.2: Human Resources Manage Profiles)

Schools Page

Use the Schools page (SCHOOL_TABLE) to define codes for specific schools.

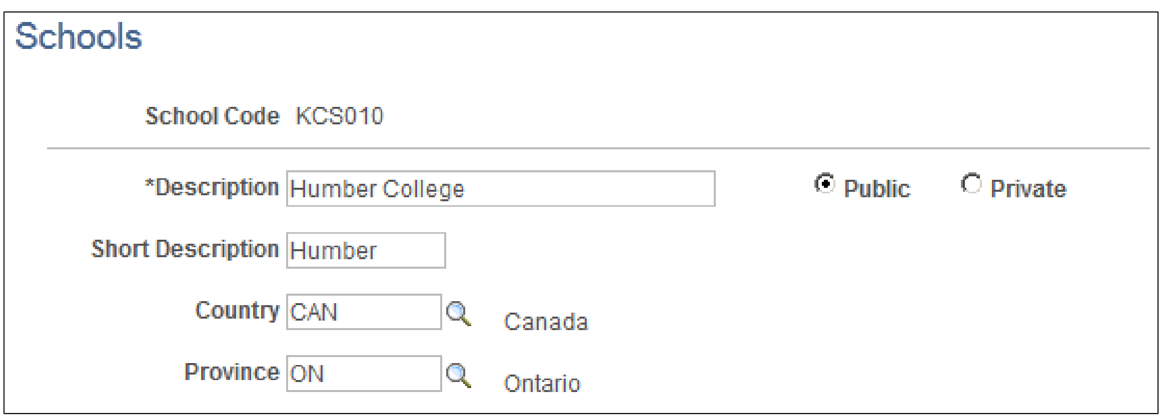
The school codes that you enter here are also available for tracking similar information either in Employee Data or in Training pages.

Navigation

Set Up HCM > Common Definitions > School Information > Schools > Schools

Image: Schools page

This example illustrates the fields and controls on the Schools page. You can find definitions for the fields and controls later on this page.



Description — Enter a description of the school. When you enter a school code in the profile pages, the system enters this text in the Description field as display only.

Country — Select the country code for the school. The country codes are stored in the Country Table. Depending on the country that you select, the system displays an associated field for defining the area of the country in which the school is located, such as State, Province, Community, Department, or Country.

Public and **Private** — Select to indicate whether the school is a public school or privately-funded.

(AUS) Australia

Institute Type — Select an institute type for an Australian school.

(JPN) Faculty Table JPN Page

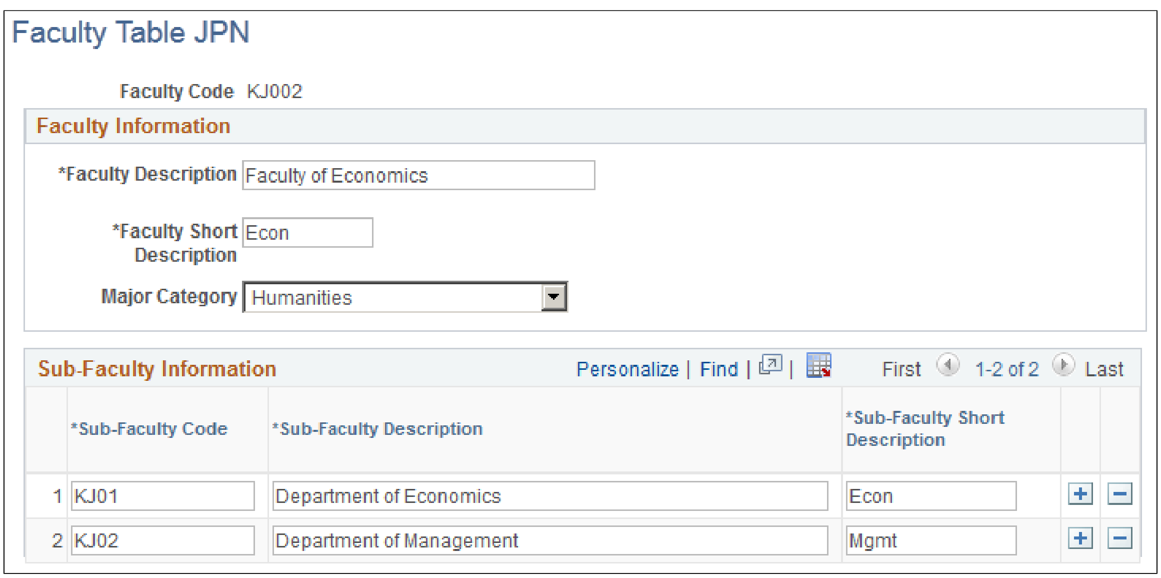
Use the Faculty Table JPN page (FACULTY_TABLE_JPN) to define faculties and associate sub-faculties and a major category with them.

Navigation

Set Up HCM > Common Definitions > School Information > Faculty Table JPN > Faculty Table JPN

Image: Faculty Table JPN page

This example illustrates the fields and controls on the Faculty Table JPN page. You can find definitions for the fields and controls later on this page.



Faculty Description — Enter a description of the faculty. When you enter a faculty or sub-faculty code in the profile pages, the system enters this text in the Description field as display only.

Major Category

Select a major category value.

The value that you select here is the default major category wherever you select this faculty on a profile. You can also override the default.

Sub-Faculty Code

Enter a code for the sub-faculty. You can enter multiple sub-faculties. Only sub-faculties that you enter for this faculty can be selected wherever you select the faculty on a profile.

Chapter 48

Working with HR Notifications

Understanding HR Notifications

HR Notifications provide the ability to compose and send notifications to an individual or a group of people in the HCM system. Notifications can be delivered in the form of:

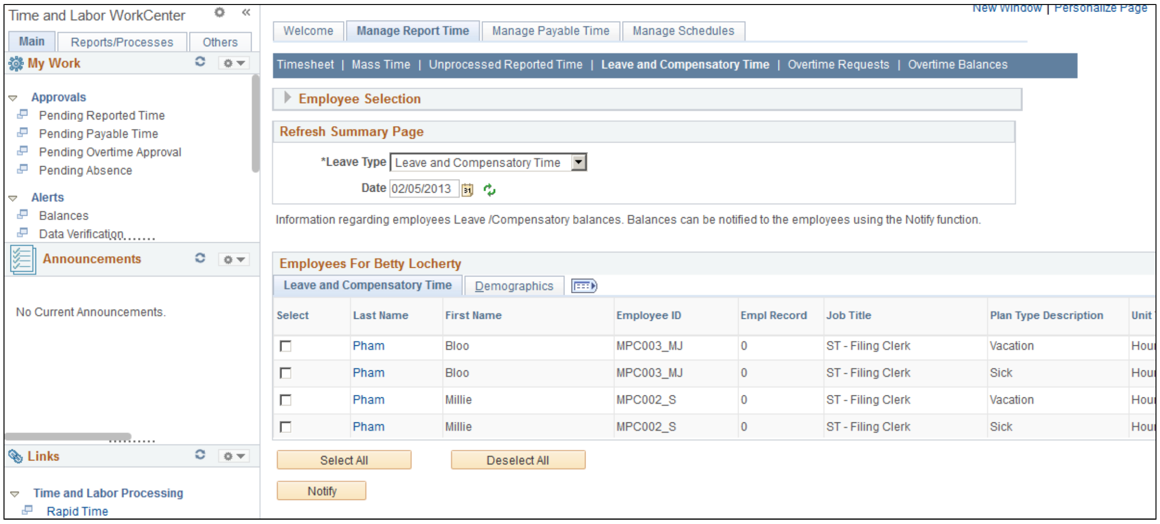
- Email messages delivered to recipients' inboxes.
- Announcements that appear on the Announcements pagelet of a Homepage, WorkCenter or Dashboard page to which recipients have access.
- Both email messages and announcements.

Users can draft and send notifications from any HCM component that has implemented the functionality, or from a generic page that is not associated with any component. From a component page that is HR Notification-enabled, the user clicks the Notify button (available on a subpage that is placed on the component) to transfer to the HR Notification page that is launched in a modal window. From this page, the user selects recipients of the notification and composes its content. The feature allows notifications to be sent immediately, at a scheduled date, or as recurring events. If the user wishes to send an ad hoc notification to a person in the system and it is not related to any component in particular, he can access the HR Notification page directly under Set Up HCM >Common Definitions >HR Notification, and sends the notification from there.

The Time and Labor WorkCenter has implemented the HR Notification functionality on one of its pages. From the Manage Report Time: Leave and Compensatory Time page, the manager can click the Notify button at the bottom of the page to launch the HR Notification Page and sends notifications to direct reports about their leave and compensation balances.

Image: Sending notifications from the Manage Report Time: Leave and Compensation Time page

Use of the HR Notification feature to send notifications from a Time and Labor WorkCenter page.



Notification Recipients

Users have the option to specify individuals, organizational structure (such as paygroup or department), or group of people (such as payroll administrator) as notification recipients. Using the Notification Recipient Setup component, administrators create recipient groups by:

1. Entering general information that the system uses to identify the group of recipient (recipient type).
2. (Optional) Specifying user roles that can send notifications to the recipient type. If no roles are specified, all users have the right to send notifications.
3. Selecting the method to be used at runtime to resolve and populate the list of recipients to whom notifications are sent.

   These options are supported: *All Users, Application Class, Query Based, Role Based,* and *SQL Definition*.
4. Selecting the prompt record that is queried when users perform recipient type lookup to fetch the list of relevant recipients.
5. (Optional) Listing the search fields to be available when users perform recipient type lookup.

The system delivers recipient types to be used in sending notifications.

Notification Content

Users can include these contents in the notifications that they compose and send using the HR Notification feature:

- Rich-text message body.
- Links, which can be:
  - Website URLs (for example, www.oracle.com).

  - Links to HCM components (for example, a link to view time sheets in the HCM system).

- File attachments.

Run Control for Processing Notifications

Notifications can be scheduled to send at a later date or in a recurring fashion. To ensure that these notifications are handled properly, a run control page (HCSC_NOTIF_RC) is delivered to schedule the HCSC_NOTIFY application engine (AE)program that processes pending and recurring notifications.

See AE Program for Sending Notifications

AE Program for Sending Notifications

The system delivers the HCSC_NOTIFY AE program to process notifications. It can be invoked from two places:

- From the HR Notification page where ad hoc notifications are drafted.

  Clicking the Send button submits the AE program to Process Scheduler instantly.

- From the HCSC_NOTIF_RC run control page.

When the program is invoked, it:

- Resolves the final list of recipients from the selected recipient type.
- Sends the notification, announcement, or both (as configured) to the list of recipients identified.

It is recommended that the HCSC_NOTIFY AE program be run daily to process any recurring and pending notifications. To facilitate scheduling, the system delivers the HCSC_ANN job, which includes the HCSC_NOTIFY program. Administrators can set the recurrence of this job to daily so that recurring and pending notifications can be processed accordingly.

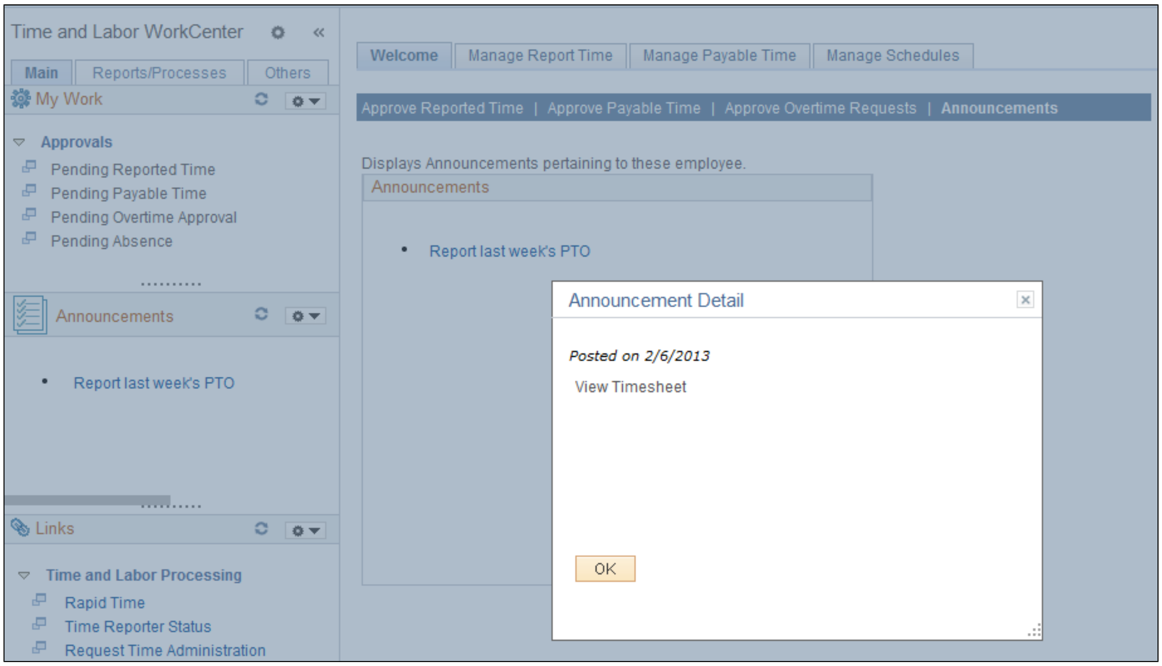
Viewing Announcements At Runtime

At runtime, recipients can view the announcements that are sent to them on the Announcements pagelet, which can be added to homepages, WorkCenter and Dashboard pages.

This screenshot shows an example of an announcement detail from the Time and Labor WorkCenter, which implements the HR Notification functionality on the Manage Report Time page.

Image: Display of announcements on the Time and Labor WorkCenter

Display of an announcement detail by clicking an announcement link on the Announcements pagelet, which is available on the Welcome: Announcements page of the Time and Labor WorkCenter.



Note: If a new recipient is added or removed from the recipient list, the update will be handled when the announcement is reprocessed by the application engine. Recipients can view announcements on the Announcement pagelet, which will be secured using users' operator IDs.

Notification Data Archiving

Notification data can grow out of proportion over time. To keep the amount of data manageable, the system delivers an archive object, two archive queries and an archive template that are used to archive notification data through Data Archive Manager.

The HR Notification feature provides two ways in which records can be archived:

- Based on posting date.

  All announcements posted before a certain date will be archived.

- Based on expiration date.

  All announcements which are expired before a certain date will be archived.

Delivered Archive Object

An archive object is a collection of tables that you archive. The object definition determines how you archive data from a table. The HCSC_NOTIFICATION_ARCHIVE archive object is delivered for the HR Notification feature.

This table lists the archiving records that are delivered for the HCSC_NOTIFICATION_ARCHIVE archive object:

Description	Archiving Record	History Record
Notifications and Announcement	HCSC_NOTIF	HCSC_NOTIF_HST
Announcement list	HCSC_ANNOUNCE	HCSC_ANNOUN_HST
Attachment for notification	HCSC_NOTIF_ATCH	HCSC_NOT_AT_HST
Notification links	HCSC_NOTIF_LINK	HCSC_N_LINK_HST
HR Notification Recipient List	HCSC_NOTIF_RCPT	HCSC_N_RCPT_HST

Delivered Archive Queries

PeopleSoft Data Archive Manager uses queries to define selection criteria from the base table of the base archive object.

Two queries are delivered to support data archiving based on posting date or expiration date:

- HCSC_NOTIF_ARCH_DATE_POSTED
- HCSC_NOTIF_ARCH_EXPIRE_DATE

Delivered Archive Template

Archive templates link archive objects and archive queries together. The HR Notification feature delivers the HCSC_NOT template for this purpose.

See *PeopleTools: Data Management*, Using PeopleSoft Data Archive Manager.

Enabling HR Notifications in Application Components

PeopleTools provides notification capabilities on every PIA page through the Notify button that appears at the bottom of the page. Clicking the button sends email notifications to interested parties. You can replace this standard PeopleTools functionality with HR Notifications, and take advantage of the additional features it offers, such as sending announcements that show on WorkCenter or Dashboard pages, or sending delayed notifications.

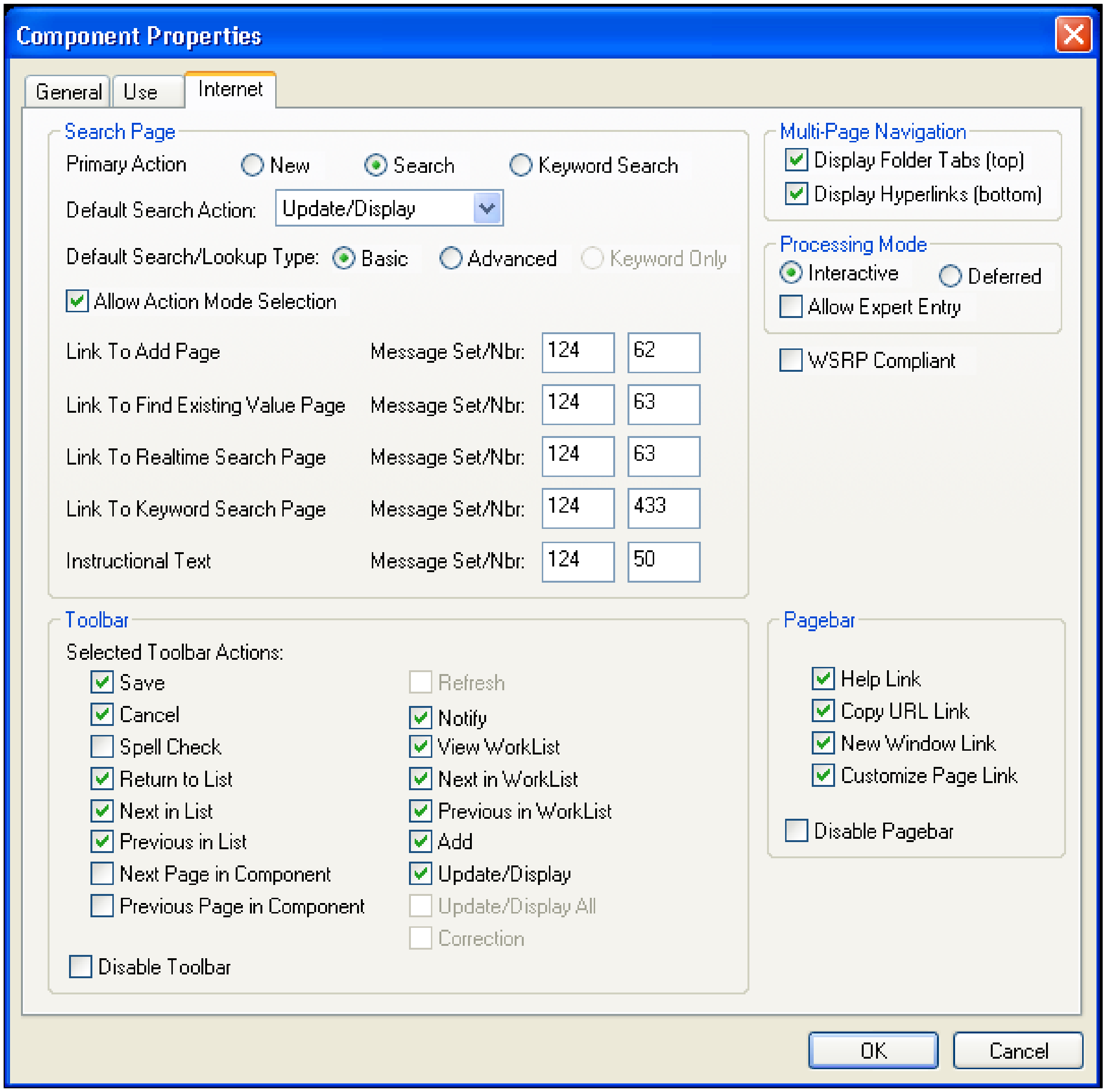
To enable HR Notifications in application components:

1. Override the standard PeopleTools notification functionality with the HR Notifications feature. To do so:

    a. Verify that the Notify button is enabled on the Internet tab of the Component Properties dialog box for the application component.

Image: Notify button enabled in the Component Properties dialog box of the component implementing the HR Notifications feature

This example illustrates that the Notify button is enabled in the Component Properties dialog box of the component that implements the HR Notifications feature.



b. Add the HCSC_ADHOC_NFY_SBP subpage to the component page where the HR Notifications feature needs to enabled.

Note: The subpage *must be* added at level 0.

With that, the standard PeopleTools Notify button is overridden and the notification functionality is now being redirected and handled by the HR Notifications feature. Make sure that by this time, the Enable HR Notification check box is enabled on Installation Settings Page.

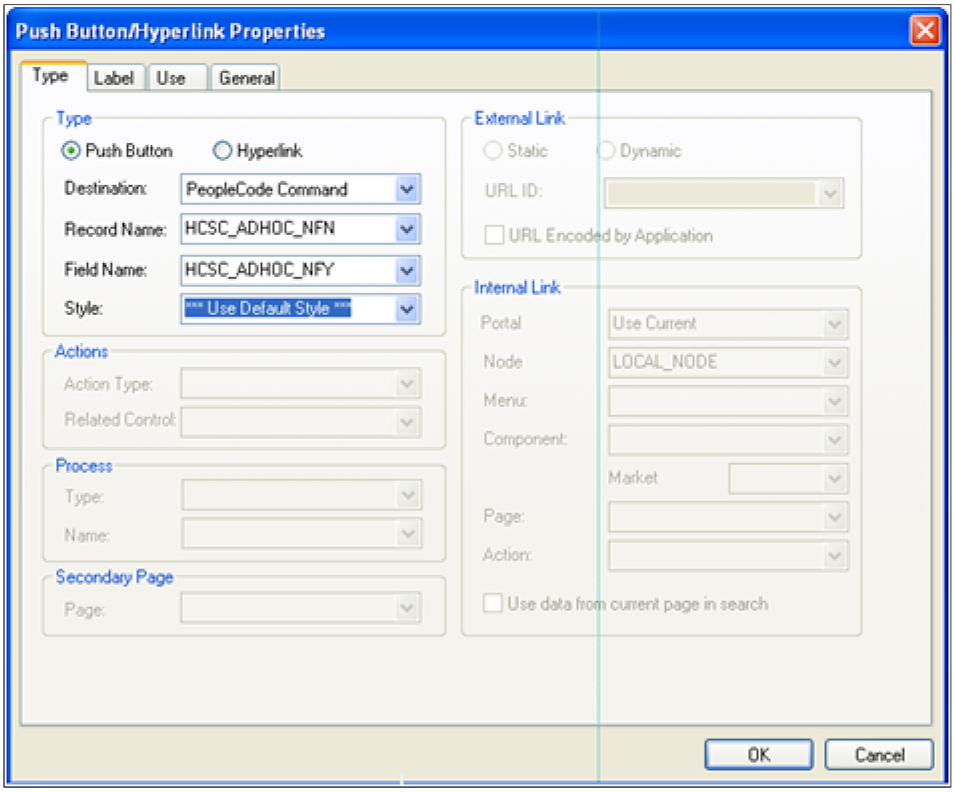
Note that the content of the HCSC_ADHOC_NFY_SBP subpage becomes invisible if the PeopleTools Notify button is found on a component page; otherwise, the subpage shows a clickable Notify button on the page where it was inserted.

2. Add the Notify button on pages that do not have the standard PeopleTools Notify button.

   To do so, add a button to the page and set the button action settings as shown in this screenshot:

   Image: Button action settings of the Notify button added to pages without PeopleTools Notify button

   This example illustrates the button action settings of the Notify button to be added to pages without the PeopleTools Notify button.



   The HCSC_ADHOC_NFN.HCSC_ADHOC_NFY peoplecode then performs the necessary pre-initialization and redirects notification requests to the HR Notifications component.

   Note: Alternatively, you can include the HCSC_ADHOC_NFY_SBP subpage on your page instead of creating your own button. If the PeopleTools Notify button is not enabled on the page, then a Notify button will be shown where the subpage is placed.

3. Use the delivered API to pass recipients to the HR Notification page (where notifications are drafted and sent).

   A component-level application class is delivered to pass an individual or a group of recipients to the TO list on the HR Notification page.

   Copy the following lines of peoplecode to instantiate the component-level variable. This code can be written on Component Post build event:

```
import HCSC_NOTIFICATION:HCSC_RecipientList;
Component HCSC_NOTIFICATION:HCSC_RecipientList &Recipients;
&Recipients = create HCSC_NOTIFICATION:HCSC_RecipientList();
```

   Recipients can now be added or cleared using these functions:

- Function name: `add (&recipient)`

  This function allows you to add a single recipient, for example, `&Recipients.add("KU0001");`

- Function name: `addRecipientArray (&recipient)`

  This function allows you to add a list of employees to be stored in an array, for example, `&Recipients.addRecipientArray(&yourarray);`

  The input parameter of this function should be a single dimension array containing employee IDs.

- Function name: `addRecipientCSV (&recipient)`

  This function allows you to add a list of comma separated employees, for example, `&Recipients.add("KU0001, KU0002");`

- Function name: `clear ()`

  If you have added recipients, using this function resets the list to blank, for example, `&Recipients.clear();`

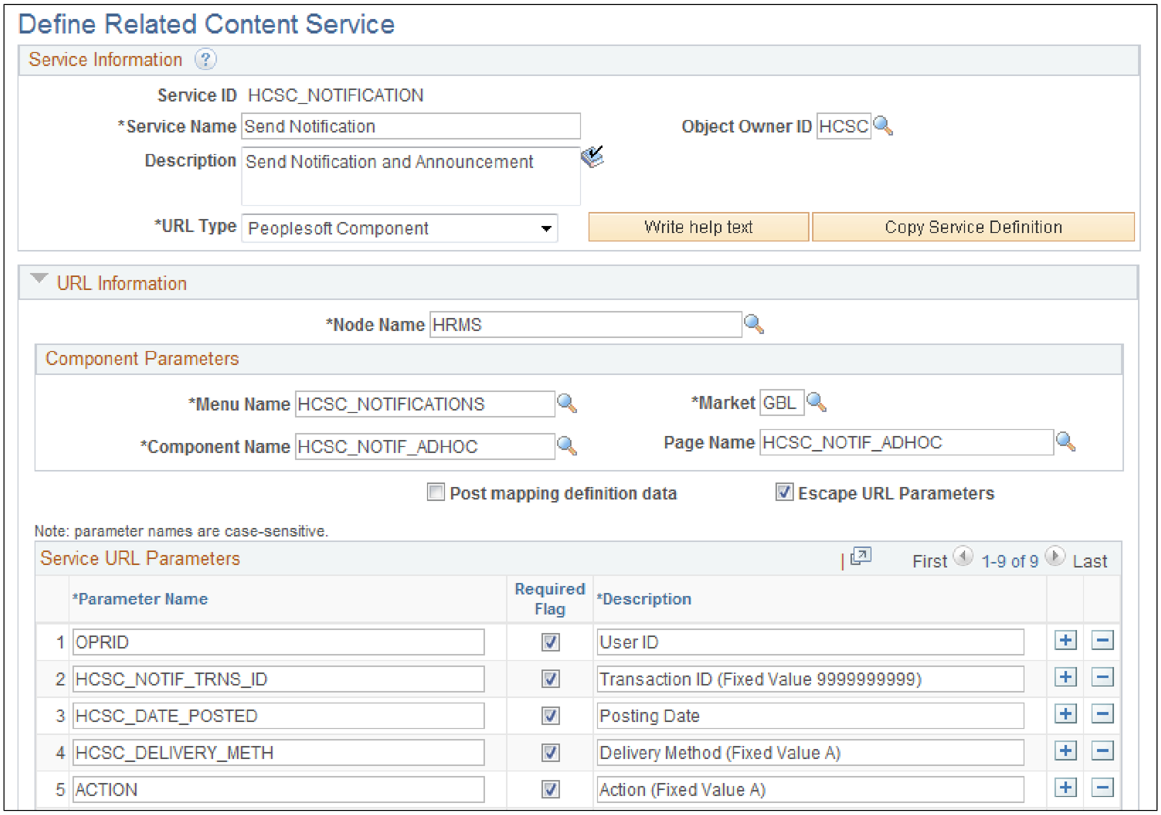
These functions can be written on peoplecode events depending on the application business logic.

Related Content Service

PeopleSoft delivers the HCSC_NOTIFICATION related content service that can be implemented on any PeopleSoft component. This related content service can be assigned to a desired application page or pivot grid.

Image: Define Content Service page

This example illustrates the HCSC_NOTIFICATION related content service on the Define Content Service page.



See Also *PeopleTools: Portal Technology*, Defining Related Content Services.

Setting Up and Using HR Notifications

To set up HR Notification functionality, use the Installation Settings (HCSC_NOTIF_INSTALL) component, Notification Recipient Setup (HCSC_RCPNT_SETUP) component, Configure Embedded Link (HCSC_LINK_SETUP) component, Assign Embedded Links (HCSC_LINK_ASSIGN) component, and Define Notification Category (HCSC_CAT_SETUP) component.

This section discusses how to set up and use HR notifications.

Pages Used to Set Up and Use HR Notifications

Page Name	***Definition Name***	***Usage***
Installation Settings Page	HCSC_NOTIF_INSTALL	Enable the HR Notification feature and specify user roles for sending announcements or publishing alert notifications.
Specify Recipient Type Information Page	HCSC_RCPNT_SETUP	Enter general information about the recipient type.

Page Name	Definition Name	Usage
Setup Security Page	HCSC_RCPNT_SECURIT	(Optional) Specify roles of users who can compose and send notifications to this recipient type.
Select Recipient Population Method Page	HCSC_RCPNT_SOURCE	Define recipient list population method.
Select Prompt Record Page	HCSC_RCPNT_RECPRMT	Specify the record and field to be queried in recipient lookup to fetch relevant recipients for this recipient type.
Select Prompt Search Fields Page	HCSC_RCPNT_FLDPRMT	Specify search fields to be used in recipient lookup.
Confirmation Page	HCSC_RCPNT_CONFIRM	Review recipient type settings prior to submission.
Configure Embedded Link Page	HCSC_LINK_SETUP	Set up links that can be included in notifications.
Assign Embedded Links Page	HCSC_LINK_ASSIGN	Associate embedded links to application components.
Define Notification Category Page	HCSC_CAT_SETUP	Identify categories of notifications.
Configure Email Template Page	HCSC_NOTIF_TMPL	Configure PeopleTools Generic Template for use in HR Notifications.
HR Notification Page	HCSC_NOTIF_ADHOC	Compose and send notifications.
Advanced Options Page	HCSC_NOTIF_ADV_OPT	Specify options for future or recurring notifications.
HR Notification Page (Fluid) or Notify Employee (from the My Team pages)	HCSC_NOTIF_ADH_FLU	Compose and send notifications using the fluid pages.
Process Notifications Page	HCSC_NOTIF_RC	Run the HCSC_NOTIFY AE program to process pending and recurring notifications.

Installation Settings Page

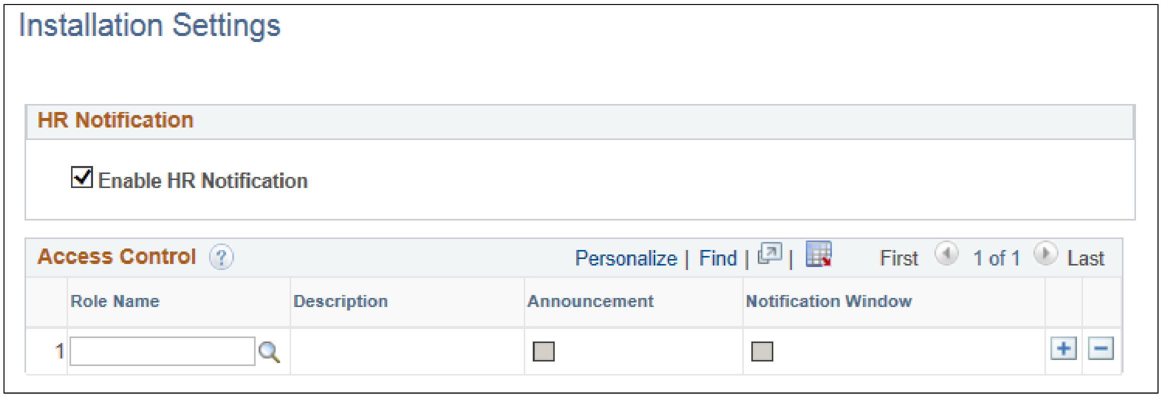
Use the Installation Settings page (HCSC_NOTIF_INSTALL) to enable the HR Notification feature and specify user roles for sending announcements or publishing alert notifications.

Navigation

Set Up HCM >Common Definitions >HR Notification >Installation Settings >Installation Settings

Image: Installation Settings page

This example illustrates the fields and controls on the Installation Settings page.



Use this page to identify the roles that have access to send an announcement or alert. Leave the Access Control grid blank to indicate that all roles have the access.

Enable HR Notification

Click to enable the HR Notification functionality in the HCM system.

Role Name

Enter the user role to limit the rights to publish announcements only to users with that user role.

If no roles are selected, all users are able to publish announcements.

Announcement

Select this check box to enable a specific role to have access to post announcements to a person's home page, dashboard, or the WorkCenter.

Notification Window

Select this check box to enable a specific role to have access to send alerts to the Alerts section of the Notifications window, accessible from the PeopleSoft Fluid User Interface header.

See also the PeopleSoft PeopleTools documentation *System and Server Administration, Working with Push Notification Framework, Using the Push Notification Window*.

Specify Recipient Type Information Page

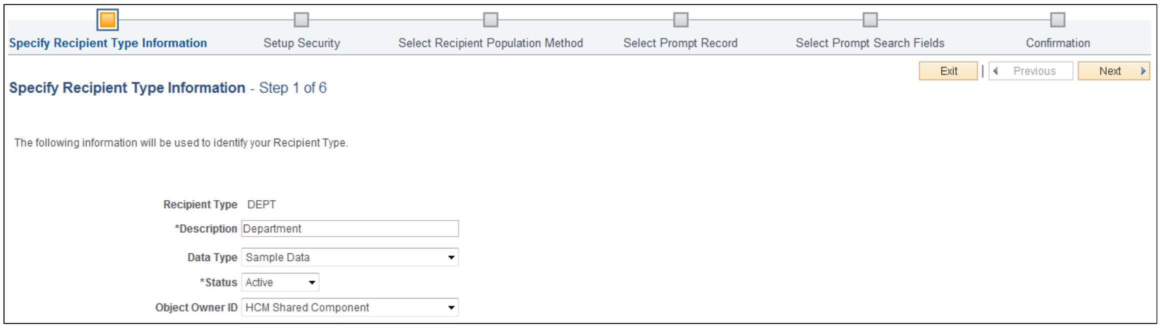
Use the Specify Recipient Type Information page (HCSC_RCPNT_SETUP) to enter general information about the recipient type.

Navigation

Set Up HCM >Common Definitions >HR Notification >Notification Recipient Setup >Specify Recipient Type Information

Image: Specify Recipient Type Information page

This example illustrates the fields and controls on the Specify Recipient Type Information page.



Data Type Specify if the recipient type is customer data, sample data, or system data.

System Delivered Recipient Types

This table lists the delivered recipient types for use in creating HR notifications:

Recipient Type	***Description***	***User List Source***
ALL	System Wide Distribution	All
COMPANY	Company	App Class
DEPT	Department	App Class
EMPL	Employee	App Class
GP_PYGRP	GP Paygroup	SQL
HR BU	HR Business Unit	App Class
HR GROUP	HR Group ID	App Class
JOBCODE	Job Code	App Class
PAY ADM	Payroll Administrator	Role Based
PAYGROUP	Paygroup	Query
POS_NUM	Position Number	App Class
TASKGRP	Taskgroup	App Class
TASKPRFL	Task Profile	App Class
TL_GRPID	TL Group ID	App Class

Recipient Type	Description	User List Source
UNION CD	Union Code	App Class
WORK GRP	Workgroup	App Class

Setup Security Page

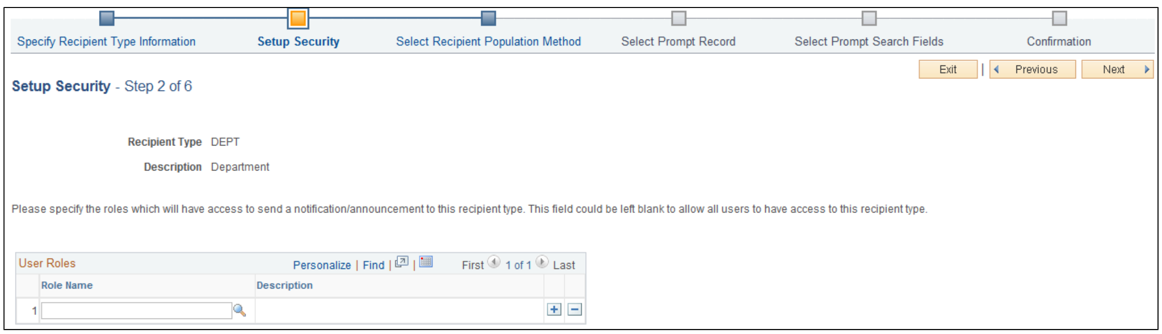
Use the Setup Security page (HCSC_RCPNT_SECURIT) to optionally specify roles of users who can compose and send notifications to the recipient type.

Navigation

Click the Next button on the Specify Recipient Type Information page.

Image: Setup Security page

This example illustrates the fields and controls on the Setup Security page.



The system uses the user's operator ID to validate role based security for recipient type. When drafting notifications, the user can only select recipient types that are associated with user roles that the user has.

Role Name	Enter the user role to limit the rights to send notifications to this recipient type only to users with that user role. If no roles are selected, all users are able send notifications to this recipient type.

Select Recipient Population Method Page

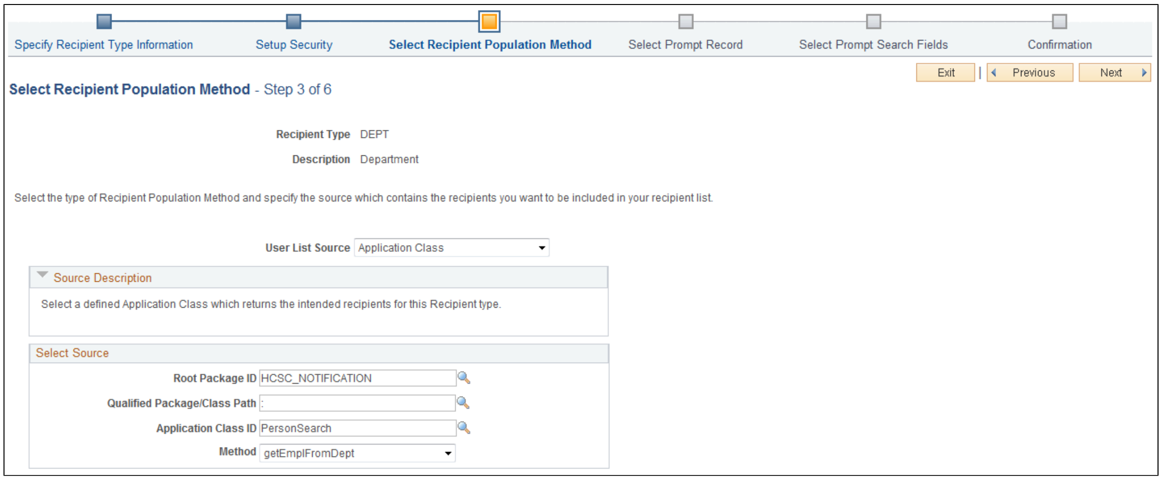
Use the Select Recipient Population Method page (HCSC_RCPNT_SOURCE) to define recipient list population method.

Navigation

Click the Next button on the Setup Security page.

Image: Select Recipient Population Method page

This example illustrates the fields and controls on the Select Recipient Population Method page.



User List Source

Select the method used to resolve the list of intended recipients for the recipient type. Options are:

- *All Users*

  Notifications are sent to all users in the HCM system.

- *Role Based*

  Use this option to create recipient types that are groups of people with the same role, for example, Payroll Administrator.

- *SQL Definition*

  This option is useful for advanced implementers who want to populate their recipient lists through Application Designer SQL.

  The SQL output should be single column output, which returns valid EMPLIDs.

- *Query Based*

  This option is an alternative of SQL Definition, if Application Designer access is not available.

  The QUERY output should be single column output, which returns valid EMPLIDs.

- *App Class*

  This option is the most flexible way to define and implement recipient population.

The App Class method should return an array of string with valid EMPLIDs.

Before sending notification/announcement, the AE program resolves (using the selected method) recipient types to get a list of intended recipients with their email IDs and User IDs.

Select Source

Fields in this section change based on the selected user list source. Enter additional information for the selected source.

If the selected user list source is:

- *SQL Definition*, enter the SQL object identifier.
- *Role Based*, enter the user role.
- *Query Based*, enter the query.
- *App Class*, enter the application class, package, and method.

Select Prompt Record Page

Use the Select Prompt Record page (HCSC_RCPNT_RECPRMT) to specify the record and field to be queried in recipient lookup to fetch relevant recipients for this recipient type.

Navigation

Click the Next button on the Select Recipient Population Method page.

Image: Select Prompt Record page

This example illustrates the fields and controls on the Select Prompt Record page.

This page doesn't apply if the selected user list source on the Select Recipient Population Method page is either *All Users* or *Role Based*.

The system uses information on this page to create a dynamic page that prompts users to search and select recipients.

Select Prompt Search Fields Page

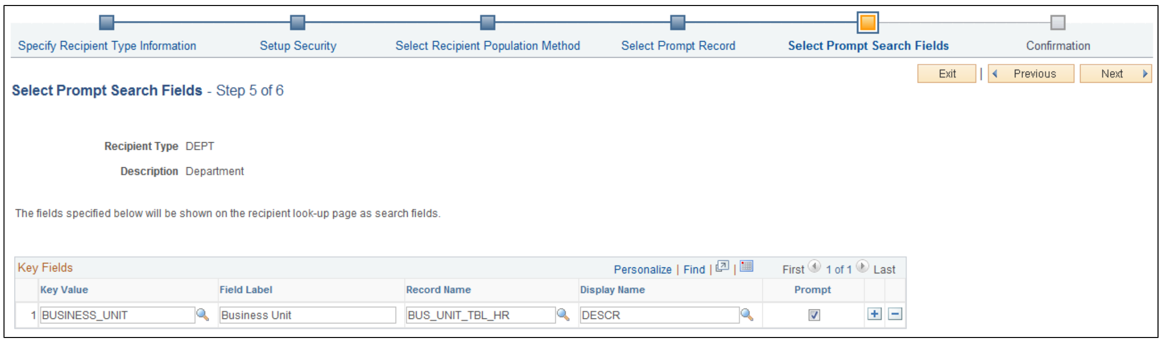
Use the Select Prompt Search Fields page (HCSC_RCPNT_FLDPRMT) to specify search fields to be used in recipient lookup.

Navigation

Click the Next button on the Select Prompt Record page.

Image: Select Prompt Search Fields page

This example illustrates the fields and controls on the Select Prompt Search Fields page.



This page doesn't apply if the selected user list source on the Select Recipient Population Method page is either *All Users* or *Role Based*.

Key Fields

Key Value	Enter a key field to be displayed and used in recipient lookup as a search field. You can enter a maximum of four key fields. The lookup limits the selection of key fields to those that belong to the record selected on the Select Prompt Record page.
Field Label	Displays the user defined label of the key field as default. The label can be edited, and is used as the key field label in the recipient lookup of the HR Notification page.
Record Name and **Display Name**	Enter the record to be used to fetch values of the key field, if prompt lookup for the key field is needed. Enter the display name as well.
Prompt	Click to make the prompt lookup available to the key field in the recipient lookup. This field is enabled only If record name and display name values are provided.

Confirmation Page

Use the Confirmation page (HCSC_RCPNT_CONFIRM) to review recipient type settings prior to submission.

Navigation

Click the Next button on the Select Prompt Search Fields page.

Image: Confirmation page (1 of 2)

This example illustrates the fields and controls on the Confirmation page (1 of 2).

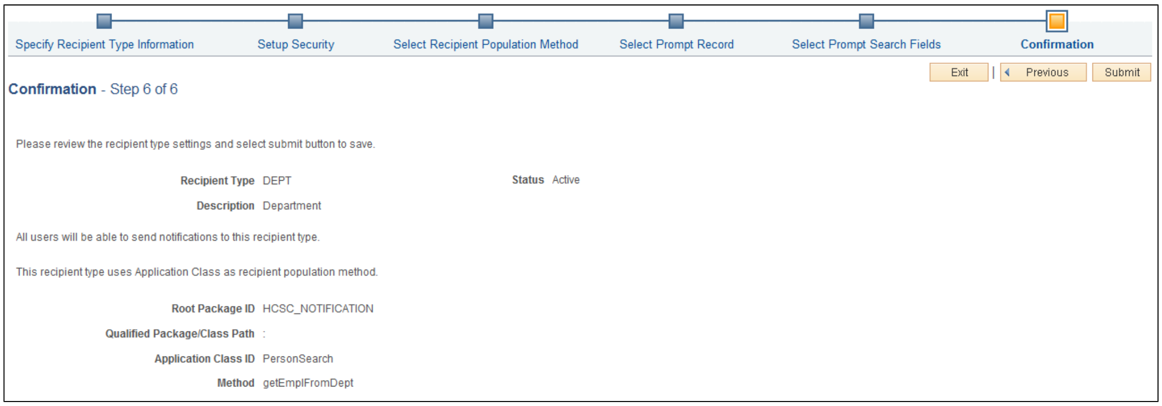
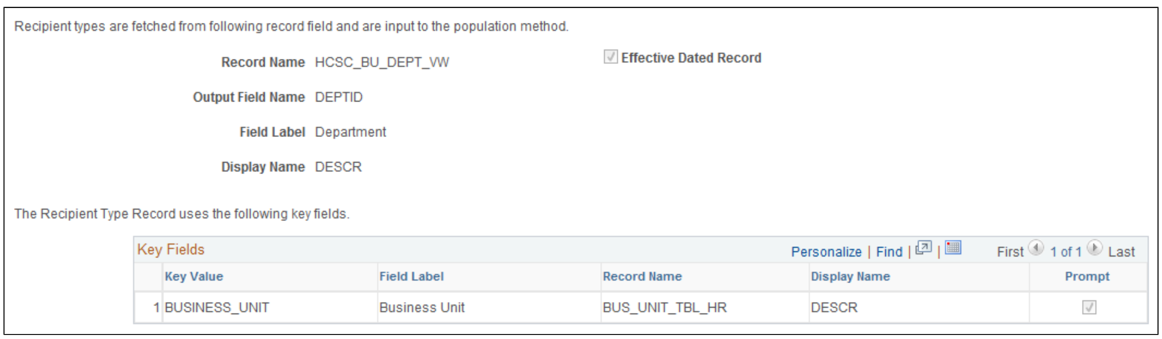


Image: Confirmation page (2 of 2)

This example illustrates the fields and controls on the Confirmation page (2 of 2).



Use this page to verify that all the recipient type setup information entered is correct before submitting the request to create the recipient type.

Configure Embedded Link Page

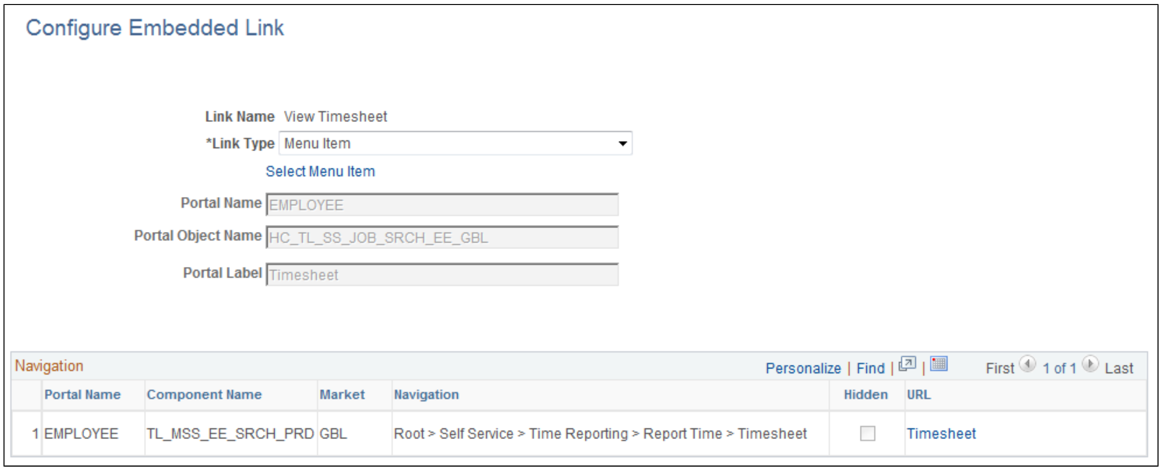
Use the Configure Embedded Link page (HCSC_LINK_SETUP) to set up links that can be included in notifications.

Navigation

Set Up HCM >Common Definitions >HR Notification >Configure Embedded Link >Configure Embedded Link

Image: Configure Embedded Link page

This example illustrates the fields and controls on the Configure Embedded Link page.



Link Type

Select the type of the embedded link you are creating. Options are:

Menu Item

URL

URL

Enter the URL.

This field appears if the selected link type is *URL*.

Select Menu Item

Click to select a content reference from the tree structure on the Select a content reference page (HCSC_CRFURL_SELECT) for the menu item.

Once selected, the system populates the Portal Name, Portal Object Name, and Portal Name fields with values pertaining to the selected content reference.

Navigation

This section lists (if applicable) the portal name, component name, market, and navigation path of the selected menu item.

URL

Click to access the page that recipients go to when they click this embedded link from the notifications they receive at runtime.

Assign Embedded Links Page

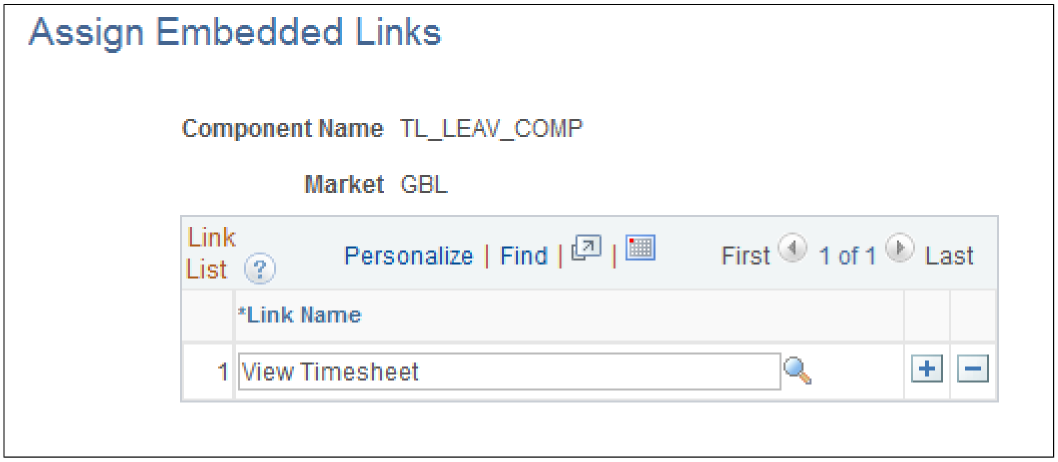
Use the Assign Embedded Links page (HCSC_LINK_ASSIGN) to associate embedded links to application components.

Navigation

Set Up HCM >Common Definitions >HR Notification >Assign Embedded Links >Assign Embedded Links

Image: Assign Embedded Links page

This example illustrates the fields and controls on the Assign Embedded Links page.



In order for a user to include an embedded link in the notification that is created from an application component, you need to associate that embedded link to the application component on the Assign Embedded Links page.

When the user composes a notification from an application component, he or she can only select embedded links that are assigned to that application component to add to the notification.

Link Name	Select the embedded link to be associated with the specified component.

Define Notification Category Page

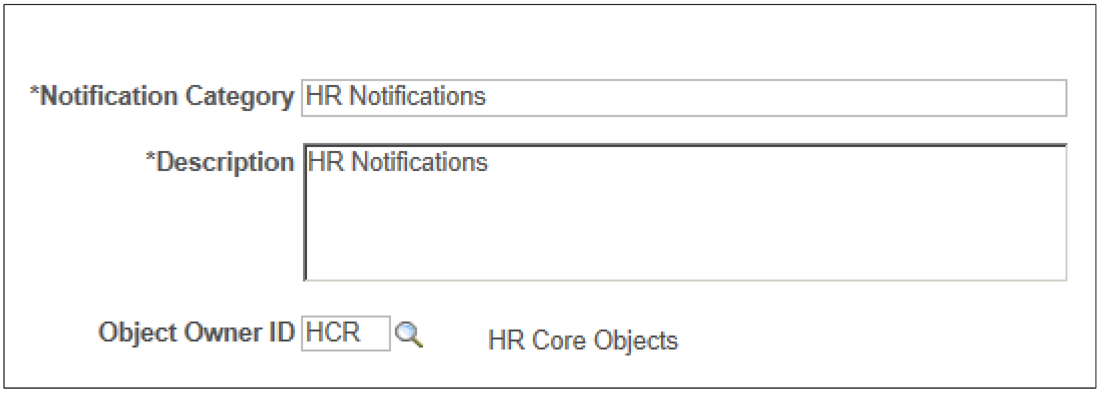
Use the Define Notification Category page (HCSC_CAT_SETUP) to identify categories of notifications.

Navigation

Set Up HCM >Common Definitions >HR Notification >Define Notification Category

Image: Define Notification Category page

This example illustrates the fields and controls on the Define Notification Category page.



Notification Category Enter a notification category name.

Object Owner ID Select the PeopleSoft application to which this category belongs.

Configure Email Template Page

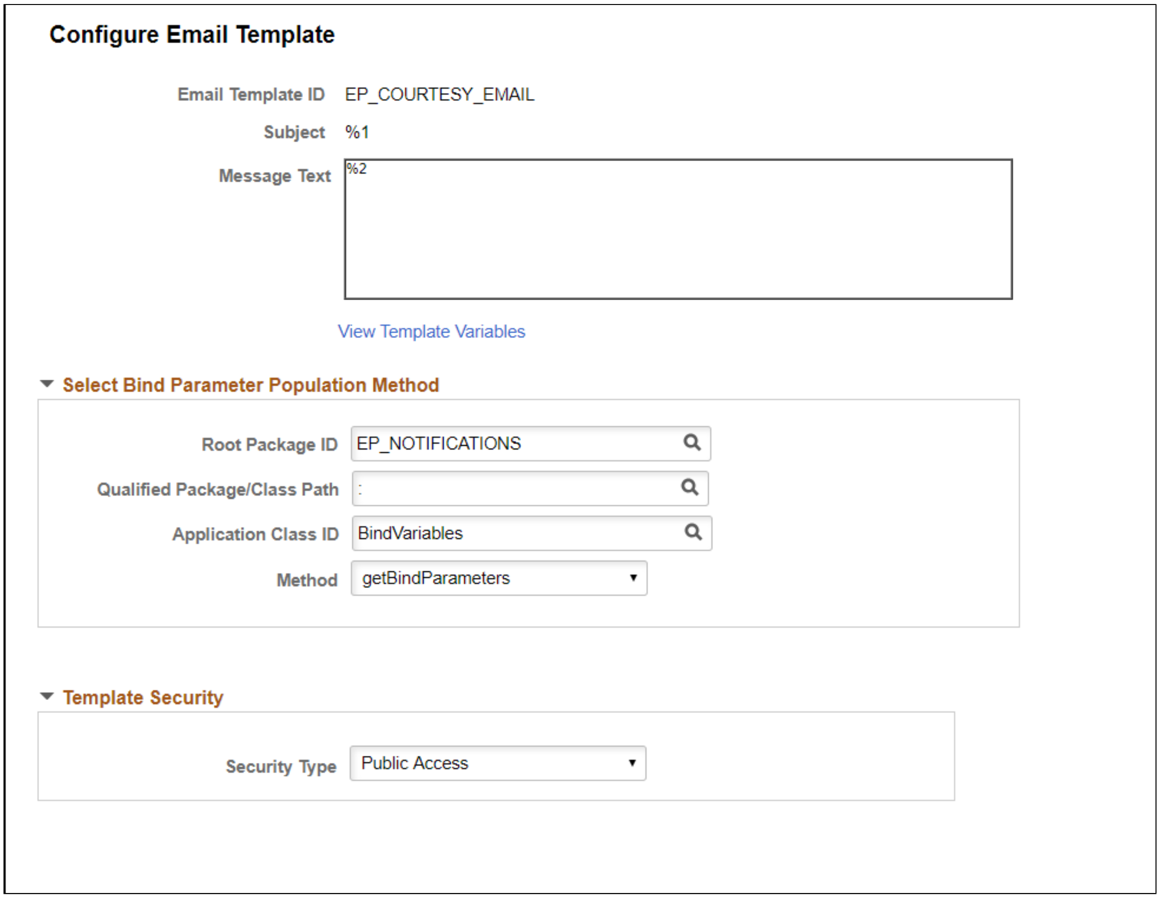
Use Configure Email Template (HCSC_NOTIF_TMPL) page to configure PeopleTools Generic Template and use it in the HR Notification page to compose and send notifications.

Navigation

Set Up HCM >Common Definitions >HR Notification > Configure Email Template

Image: Configure Email Template page

This example illustrates the fields and controls on the Configure Email Template page.



Subject Displays the Subject of the PeopleTools Generic Template.

Message Text Displays the Message Text of PeopleTools Generic Template.

View Template Variables Select to view the description of the bind values used in Subject/ Message Text. This link will be available only if Subject/ Message text has bind values.

For more information, refer *Defining Generic Templates* in *Using Notification Templates*

Select Bind Parameter Population Method

Enter the application package, class and method to resolve the list of bind parameters.

The App Class method should return an array of string with values for an EMPLID. Before sending notification, the AE program resolves bind parameters using the selected method with the values.

Package Name Select an application package.

Path Select the qualified package or path of the application package.

Class Name Select the class name of the application package.

Method Select the Method to be executed to resolve bind parameters.

Template Security

Security Type Select one among the two options for security type: Public Access or Security Access.

HR Notification Page

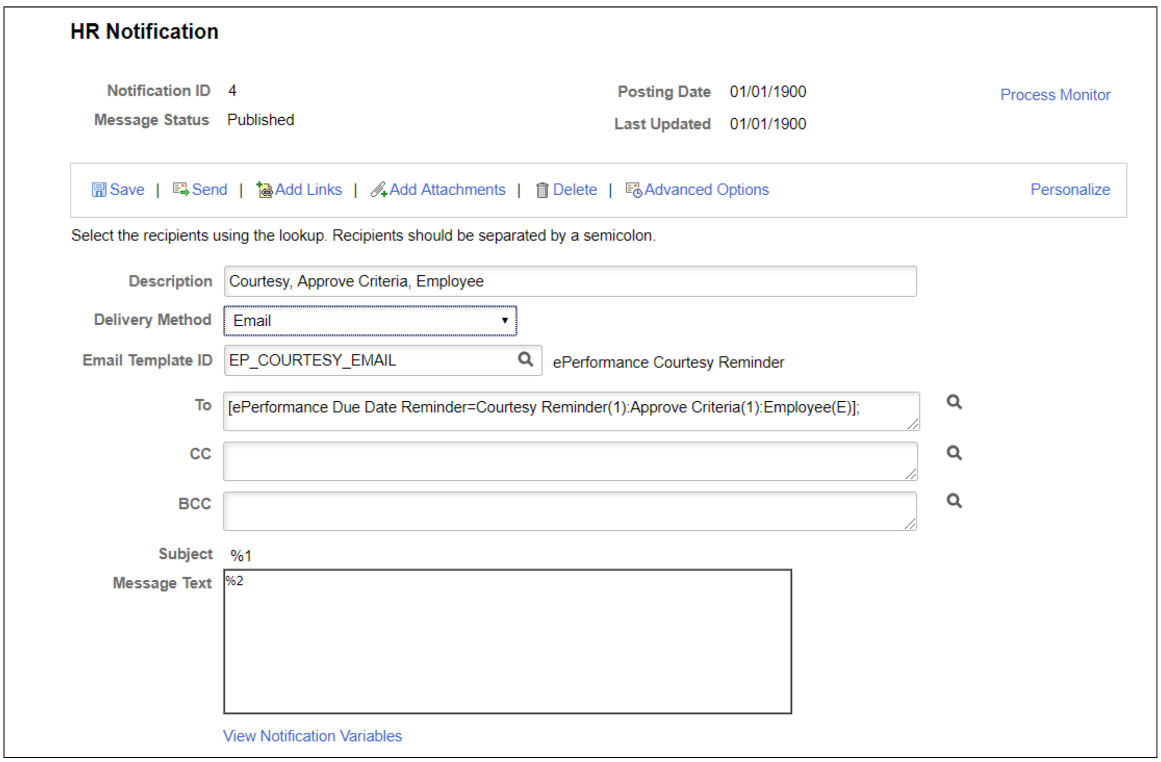
Use the HR Notification page (HCSC_NOTIF_ADHOC) to compose and send notifications.

Navigation

Set Up HCM >Common Definitions >HR Notification >HR Notification >HR Notification

Image: HR Notification page

This example illustrates the fields and controls on the HR Notification page.



Use this page to compose and send ad hoc notifications that are not associated with any transaction component. On the search page, you can find a list of notifications that have been delivered or are scheduled to deliver to recipients.

Process Monitor Click to access the Process List page to view the current status of the AE Program for Sending Notifications (HCSC_NOTIFY AE program).

Save (button) Select to save the entered values.

Send (button)

Click to send the notification. This triggers the Notification process and send message to the recipients.

If the notification has a future posting date, it is saved and will be sent on the posting date.

Add Links (button)

Click to access the Look Up Link Name page (HCSC_NOTIF_LIN_SEC) and select an embedded link to add to the notification.

Add Attachments (button)

Click to access the Find Attachment page and upload a file attachment to the notification.

Delete (button)

Click to remove the notification from the HCM system. If you are drafting the notification, click this button to clear all of its content.

Advanced Options (button)

Click to access the Advanced Options Page to specify options for future or recurring notifications.

While selected Email, the advanced setup will have Advanced Options page with logging options.

Description Field

Describe the notification message.

Delivery Method

Select the type of notification to be delivered to intended recipients. Options include various combinations using an announcement, a notification, or an email:

- *All*: This option will deliver an announcement to the Announcement pagelet, post an alert to the Alerts page of the Notification window accessible from the PeopleSoft Fluid User Interface header, and send an email message to the recipient.
- *Announcement*: This option will deliver the announcement to the Announcement pagelet added to a home page, a WorkCenter or a dashboard page to which recipients have access.
- *Announcement and Notification*: This option will deliver an announcement to the Announcement pagelet and post an alert to the Notification window within the PeopleSoft Fluid User Interface header.
- *Email*: This option will email messages to recipients' mailboxes.
- *Email and Announcement*: This option will deliver an announcement to the Announcement pagelet and send an email message to the recipient.
- *Email and Notification*: This option will post an alert to the Alerts page of the Notification window accessible from the

PeopleSoft Fluid User Interface header, and send an email message to the recipient.

- *Notification*: This option will post an alert to the Alerts page of the Notification window accessible from the PeopleSoft Fluid User Interface header.

Announcements/Notification option is not visible if the user does not have the right role to send announcements/notifications (as configured on the Installation Settings Page by user role). In this case the user is only able to send email notifications.

Email Template ID

Search and enter the email template id.

Notification Category

This field is available when the delivery method includes a notification.

Select a category type for this notification. Categories are defined on the Define Notification Category Page.

To

Select recipients for the notification using the Recipient lookup icon.

On the Recipient Lookup page, select a recipient type and enter search criteria in respective search fields

The user can see and select the recipient types to which he or she is given access when drafting notifications.

See also Setup Security Page.

Subject

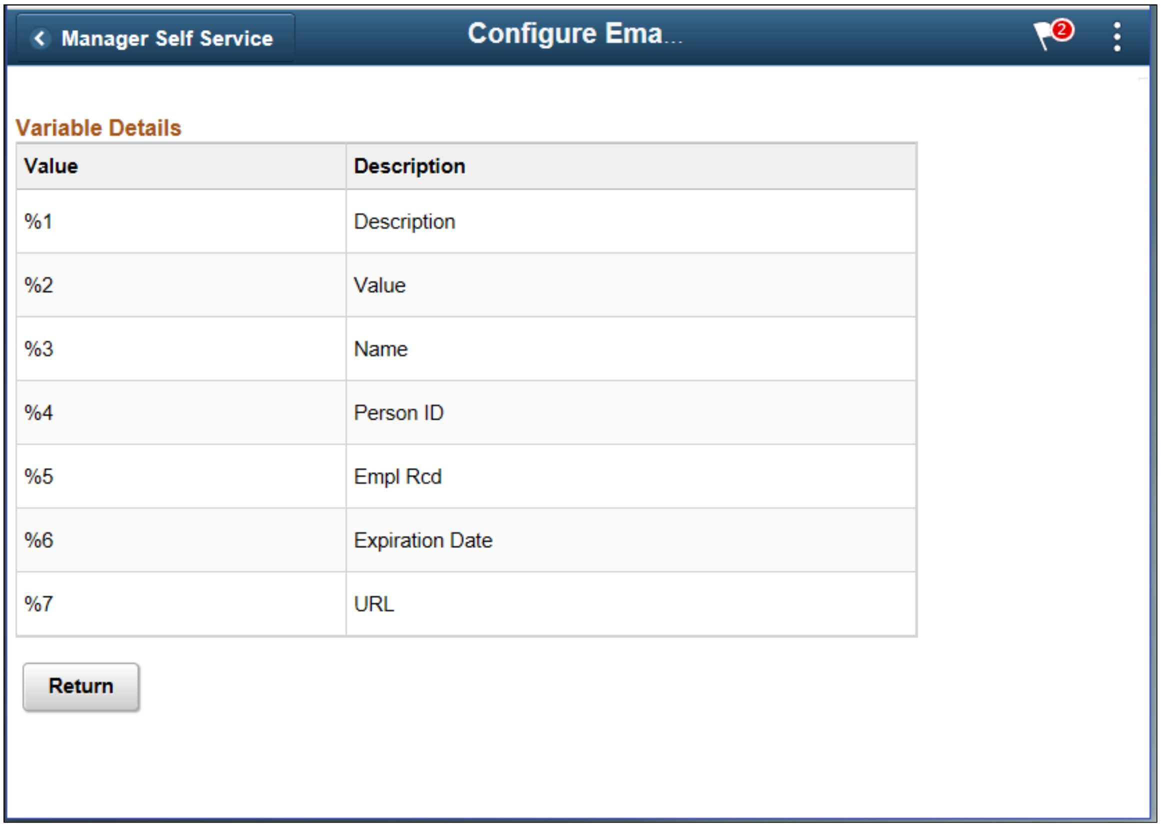
Enter the subject of the notification. This Alerts page will display the subject line on the Notification window of fluid.

Message

Enter the content of the notification in the rich text editor. For notifications accessible through the fluid Notification window, users will select the alert to access Announcements page (HCSC _ANN_DTL_FLU) that will display this detailed message.

Image: View Notification Variable Page

This example illustrates the fields and controls of View Notification Variable Details (HCSC_GEN_TMPL_VAR) page.



Advanced Options Page

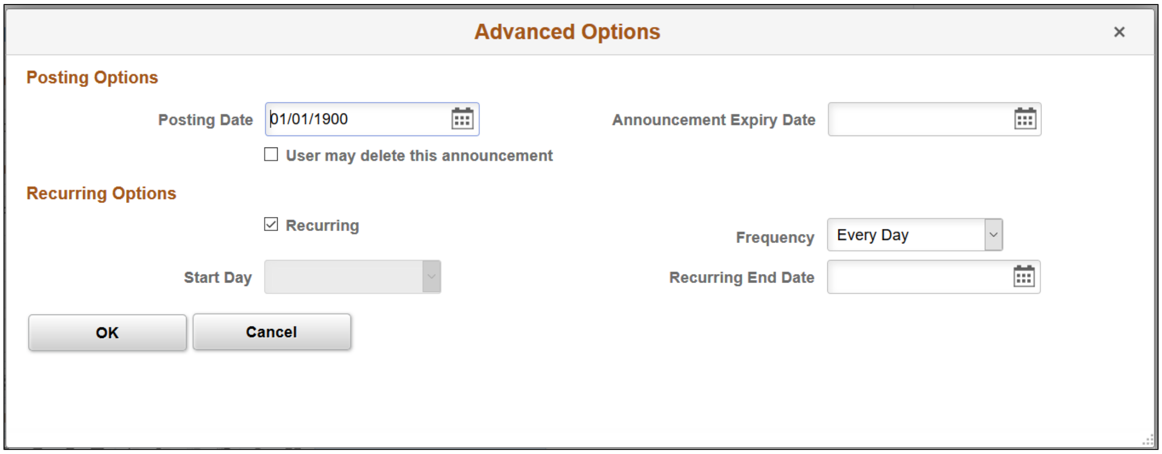
Use the Advanced Options page (HCSC_NOTIF_ADV_OPT) to specify options for future or recurring notifications.

Navigation

Click the Advanced Options button on the HR Notification page.

Image: Advanced Options page

This example illustrates the fields and controls on the Advanced Options page.



Posting Options

Posting Date

Select the date to send the notification to intended recipients. To send the notification some time in the future, enter a future date. The notification is saved and will be sent on the future date.

Do not enter a past date as the posting date.

Announcement Expiry Date

Specify the date when the announcement no longer shows on the Announcements pagelet.

This field is not visible if the user doesn't have the right to send announcements.

This field is not available for entry when the *Notification* or *Email and Notification* option has been selected for the Delivery Method value on the HR Notification Page.

User may delete this announcement

Select to give recipients the option to delete announcements from the pagelet if needed.

This field is not visible if the user doesn't have the right to send announcements.

This field is not available for selection when the *Notification* or *Email and Notification* option has been selected for the Delivery Method value on the HR Notification Page.

Recurring Options

Recurring

Click to mark the announcement as a recurring announcement.

Frequency

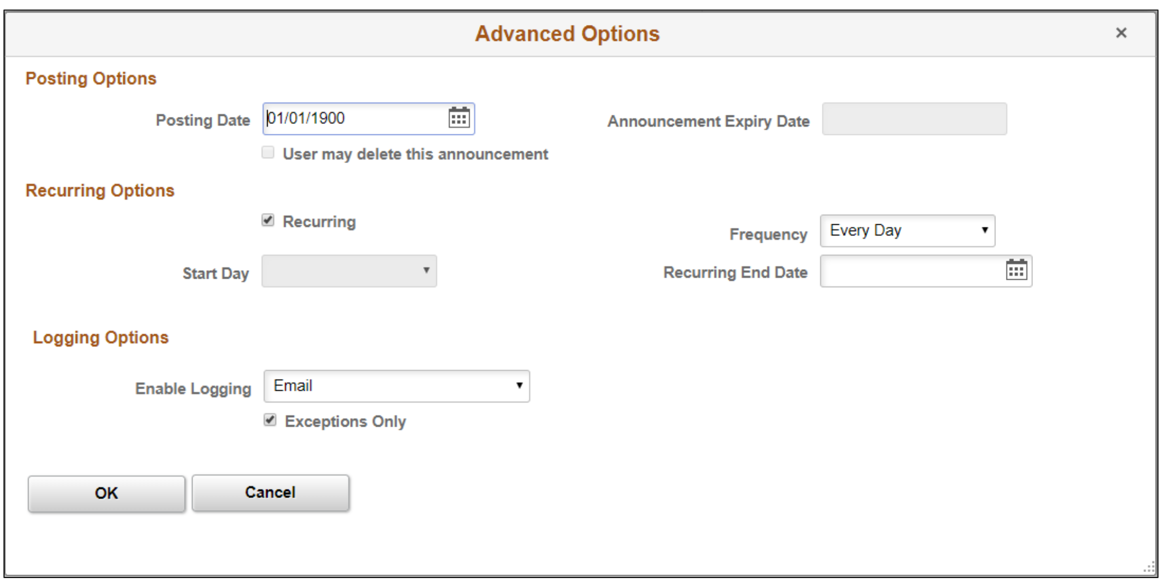
Select the frequency of the recurring announcement.

Options are:

	Every Day
	Every Month
	Every Other Month
	Every Other Week
	Every Week
Start Day	Enter the day of the week or the day of the month to start sending the recurring announcement. This field is not visible if the selected frequency is *Every Day*. **Note:** If the user selects the last date of the month, the system assumes that the user intends to send the notification at the end of every month. For example, if *31st* is selected, the system sends the notification on the 31st of January, 28th or 29th of February, 31st of March, 30th of April and so on.
Recurring End Date	Enter the date when the delivery of the recurring announcement ends.

Image: Advanced Options page for Email Notification

This example illustrates the fields and controls on the Advanced Options page for Email Notification.



Enable Logging	Select the logging options as Email or None. Log information is stored in *HCSC_NLOG_TBL* record.
Exceptions Only	Select to log only exceptions.

HR Notification Page (Fluid)

Use the HR Notification (or Notify Employee) fluid page (HCSC_NOTIF_ADH_FLU) to compose and send notifications using the fluid pages.

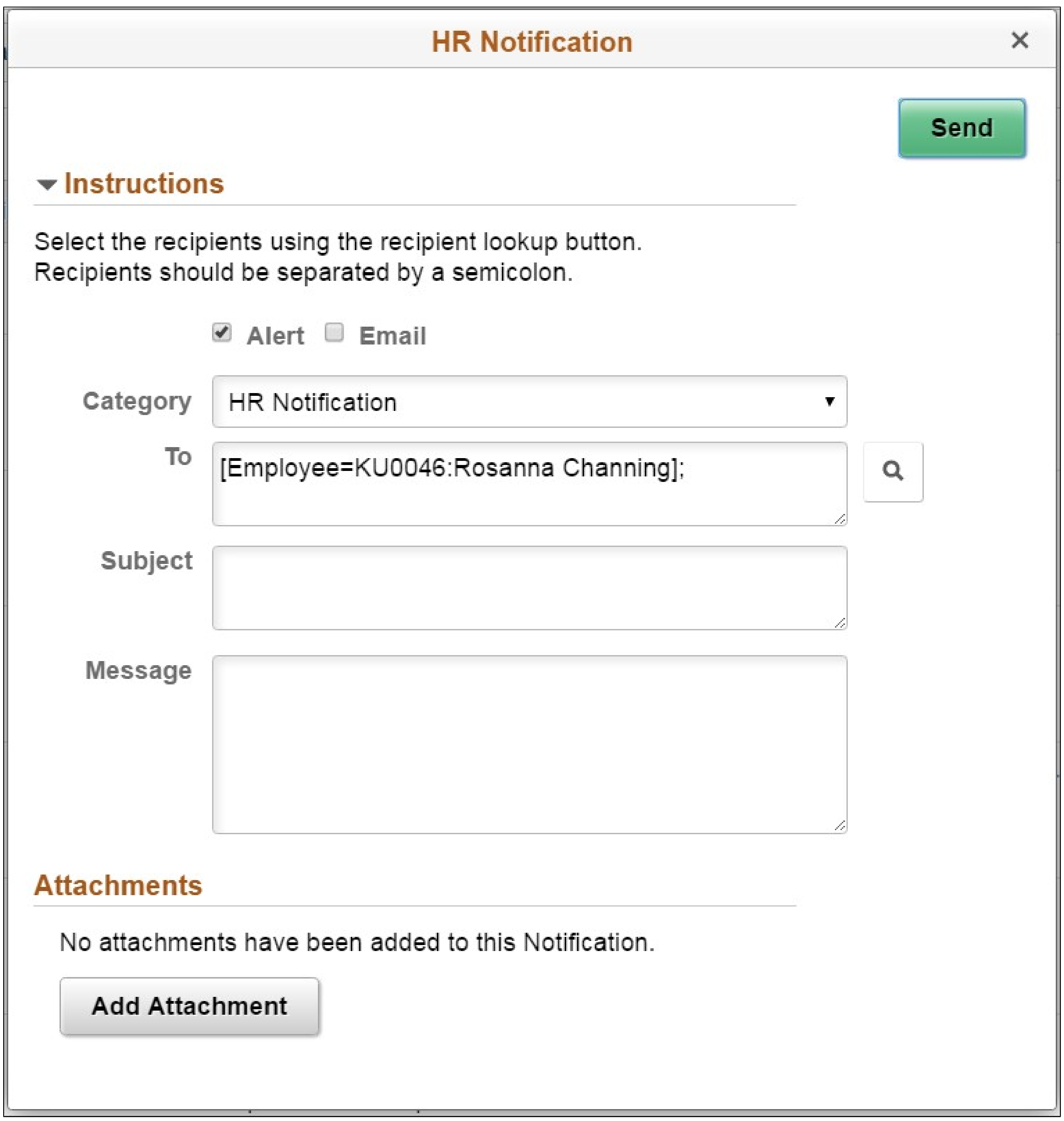
Navigation

Click the Related Actions menu item next to an employee's name in the fluid pages and select the Notify Employee item.

Note: This is available as a Related Content Service (Service ID: *HCSC_NOTIFY_FLU*), and can be configured as a Related Action on any fluid page.
To access this page, the user profile should be associated with role *Shared Components Fluid*.

Image: HR Notification page in fluid

This example illustrates the fields and controls on the HR Notification page in fluid.



Use this page to compose and send ad hoc notifications.

Select the type of notification to be delivered to intended recipients. Options include using an alert, an email, or combination of both

Alert	Select this option to post an alert to the Alerts page of the Notification window accessible from the PeopleSoft Fluid User Interface header.
Email	Select this option to email messages to recipients' mailboxes. When you select this option the CC/BCC field becomes available.
CC/BCC	This check box is available when you select Email as a delivery method. Select this option to show the CC and BCC fields to copy other individuals on the email notification.
Category	This field is available when you select the Alert option so the delivery method includes an alert notification. Select a category type for this notification. Categories are defined on the Define Notification Category Page.
To, CC, or **BCC**	Select recipients for the notification using the Recipient lookup icon. On the Recipient Lookup page, select a recipient type and enter search criteria in respective search fields The user can see and select the recipient types to which he or she is given access when drafting notifications. See also Setup Security Page.
Subject	Enter the subject of the notification. This Alerts page will display the subject line on the Notification window of fluid.
Message	Enter the content of the notification in the rich text editor. For notifications accessible through the fluid Notification window, users will select the alert to access Announcements page (HCSC_ANN_DTL_FLU) that will display this detailed message.
Add Attachment (button)	Click to access the File Attachment page and upload a file attachment to the notification.
Send (button)	Click to send the notification. This triggers the process to send notification message and send messages to the Notification window using the PT Notifications API.

Using PeopleSoft Fluid User Interface for Announcements

All Self-Service users can view the announcements using applications which are developed with the help of PeopleSoft Fluid User Interface tools. These applications are scalable across smart phones, tablet and personal computers. Employee can see the 2x1 Announcements tile which displays the information of one latest announcement and the number of unread announcement.

For general information about fluid pages in PeopleSoft, see Understanding PeopleSoft Fluid User Interface Home Pages

Pages Used to Perform the Tasks as an Employee

Page Name	***Definition Name***	***Usage***
Announcements Tile	HC_HCSC_ANNOUNCE_FL (This is the cref for the tile)	Navigate to the Announcements page.
Announcements Page	HCSC_ANNOUNCE_FL	View the announcements and sort them according to subject and date posted. You can perform actions like Mark as Read or Remove and view announcement details in a modal.
Announcement Details Page	HCSC_ANN_DETAIL_FL	View the details of the announcement and remove if required.

Announcements Tile

Use the Announcements tile (HC_HCSC_ANNOUNCE_FL) to navigate to the Announcements page.

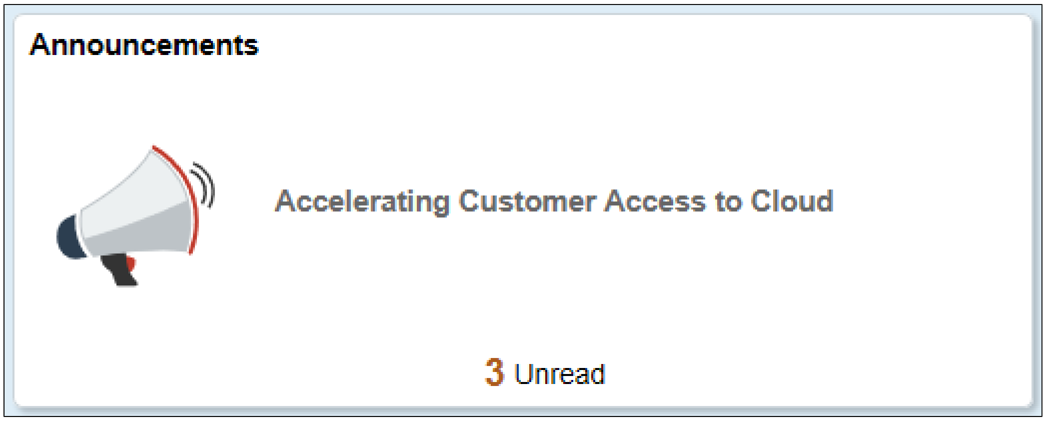
Navigation

Select Fluid Home under the main menu. On the page that appears, select *Employee Self Service.* The Announcements tile is available on the Employee Self Service landing page.

As an employee, you can add the tile, through personalization, to a system-delivered homepage or a homepage that you create.

Image: Announcements tile

This example illustrates the fields and control of the Announcements tile.



Select the Announcements tile to access the announcements page and read announcements easily without using traditional menu navigations.

Announcements Page

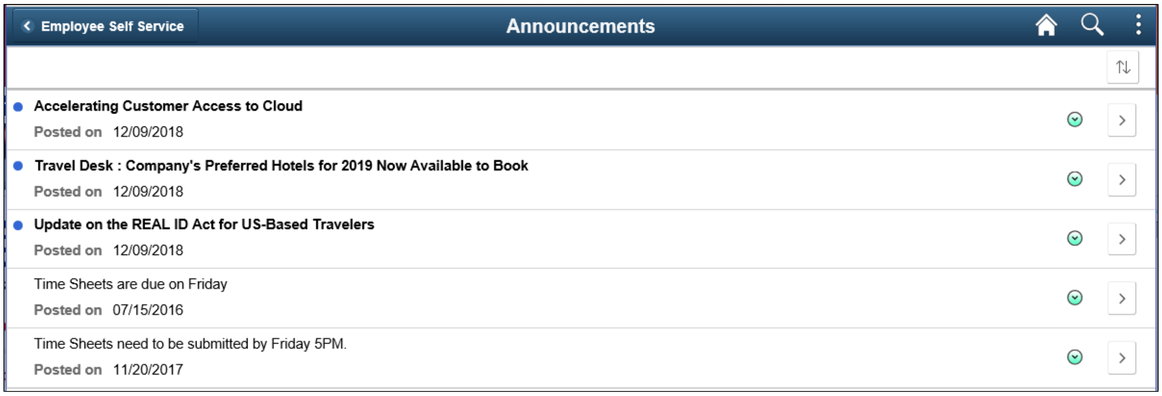
Use the Announcements page (HCSC_ANNOUNCE_FL) to view the announcements and sort them according to subject and date posted.

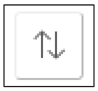
Navigation

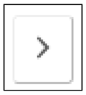
Click the Announcements tile.

Image: Announcements Page

This example illustrates the fields and controls of Announcements page.



	Select to sort the announcements by Subject, Posted on date or Read/Unread status.
	Select to mark the announcement as read, mark it as unread (if it is already read), or remove it from the list.



Select to view the announcement details in a modal.

Announcement Details Page

Use the Announcement Details (HCSC_ANN_DETAIL_FL) page to view the details of the announcement and remove if needed.

This page shows Posting Date, Subject and Message Text. This will also show attachments, if any, associated to the announcement.

Navigation

Click the View Details icon of an announcement row.

Image: Announcement Details page

This example illustrates the fields and controls of Announcement Details page.

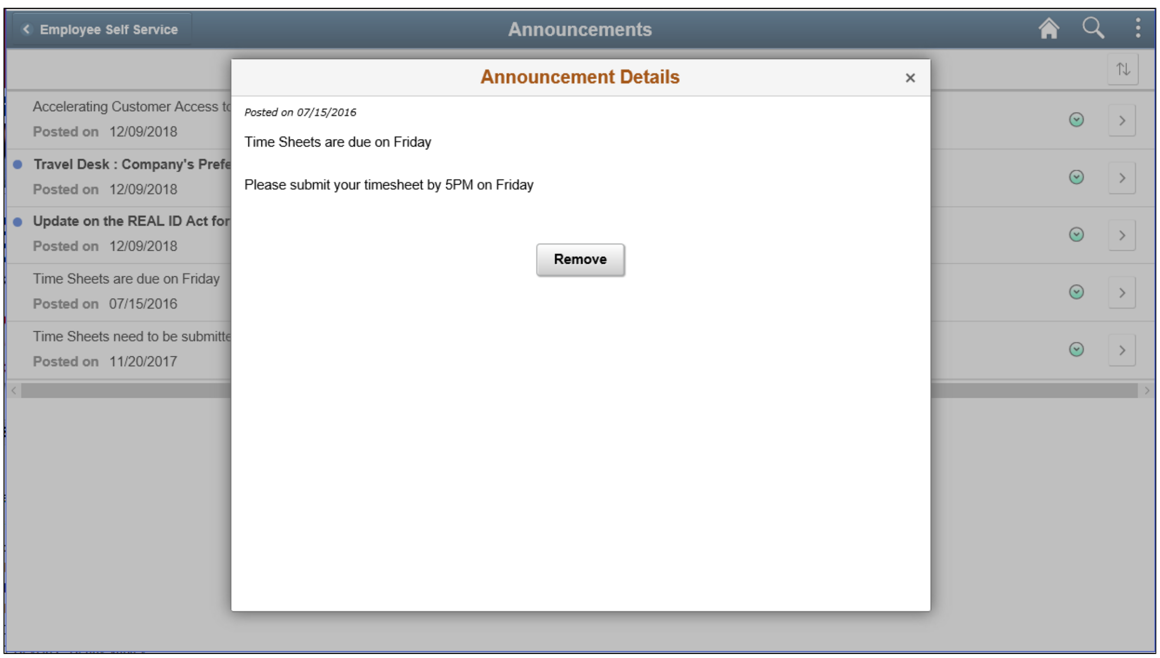
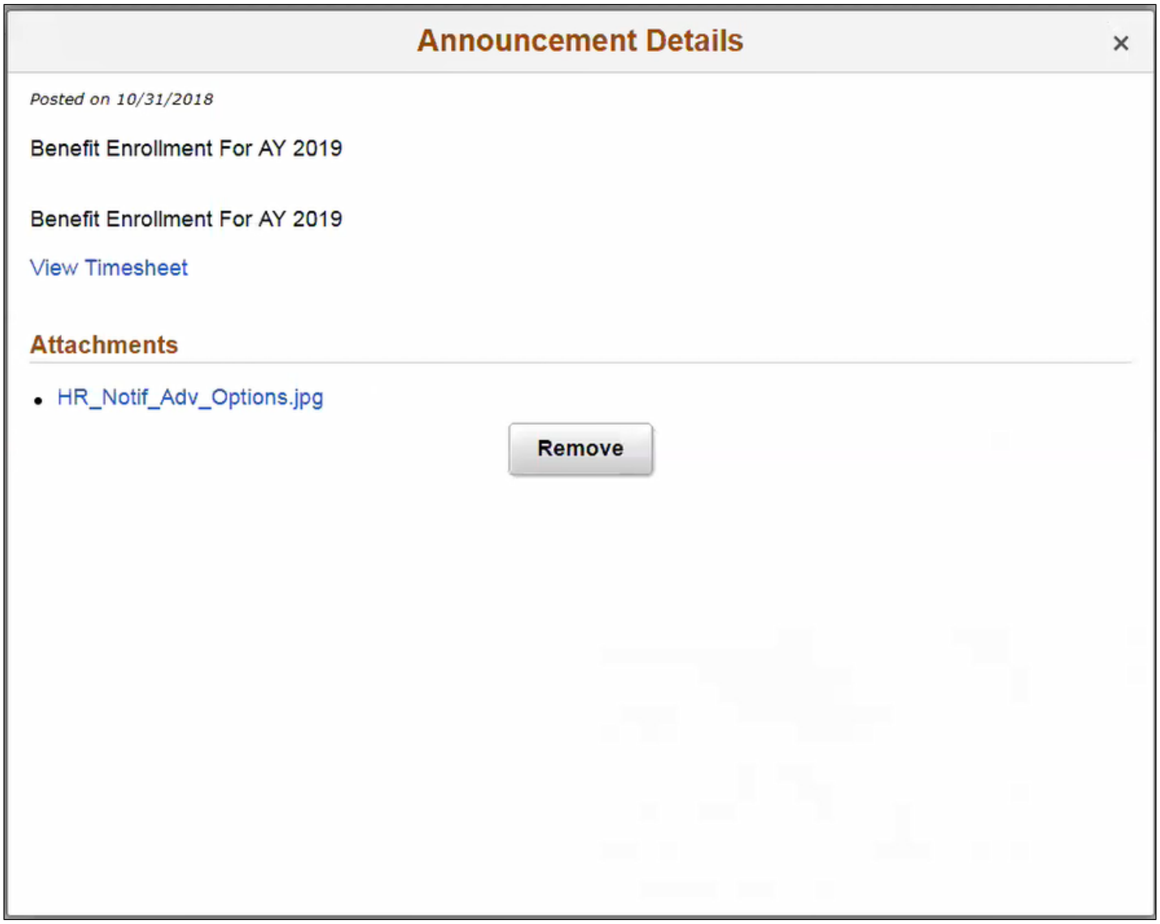


Image: Announcement Details page with Attachment

This example illustrates the fields and controls of Announcement Details page with Attachment.



	Select to remove the announcement.

Chapter 49

(USF) Working With Mass Organization Changes

Understanding Mass Organization Change

Governmental changes and mandates might require making the same organizational change to a large group of your PeopleSoft Human Resources records. For example, an agency restructuring may require that you transfer of a group of employees from the Office of the Director, Budget Division to the Office of the Director, Account Standards Division. Instead of performing this transfer manually, record by record, you can make the changes all at once using the Mass Organization Change functionality.

The Mass Organizational Change processes enable you to make changes based on department and position changes. Using the Mass Organization Changes features, you can:

- Transfer employees into existing departments or positions.
- Create new departments or positions, changing the organizational structure and transfer employees into the new departments or positions.
- Merge employees from multiple departments or positions into new or existing departments and positions.

You perform mass organization changes by defining the changes, setting up any necessary information, and then executing the change. Based upon the definitions you enter, the Mass Organization Change process updates the affected records. This process creates Federal personnel action changes into the system as you defined them. This occurs in the same manner as if you had entered them directly online.

Mass changes affect a large number of rows of data in the system, which makes this a powerful tool. Therefore, you must give careful consideration to selecting the person in your organization who is allowed to perform mass organizational changes.

Note: If you are performing several mass change operations, assign each one a unique mass organization change ID to help you retain and identify all of them. You can group them when you set up your run process. We also recommend breaking down large changes into smaller changes to help reduce error and the burden on the system.

Before You Begin

To perform mass organization changes, you must be familiar with PeopleSoft Tree Manager. This topic assumes that you know how to use PeopleTools Tree Manager.

See *PeopleTools: PeopleSoft Tree Manager*.

Performing Mass Organizational Changes

These topics discuss how to perform mass organizational changes.

Pages Used to Perform Mass Organizational Changes

Page Name	***Definition Name***	***Usage***
Define Changes Page	GVT_MOC_DATA	Define mass changes.
Build Position Structure Page	RUNCTL_ASOFDATE	Run the Build Position Structure SQR (POS006A) to link the positions in the system and create the reporting hierarchy represented in the Indented Position Report.
Build Department Organization Page	RUNCTL_FGHR006	Re-create the departmental hierarchy information for the Departments component, if you made changes to the security tree.
Apply Changes Pages	RUNCTL_GVT_MASSORG	Run the Application Engine process GVT_MASSORG to generate mass organization changes to your system data, based on the information that you entered on the Define Changes page.
Mass Org Exception Report (mass organization exception report) Page	RUNCTL_FGHR034	Run this report to identify those employees that were in a position or department identified in the processed Mass Organization Change ID but who the system did not process. Modify the records of these employees manually.
OF8 Report Page	RUNCTL_FGOF8	Run this report to track position history and to verify a mass position change.

Performing Mass Organization Changes

To perform mass organization changes for positions:

1. (optional) Create a new department or position or make changes to an existing department or position.

<table>
<tr><th>Department Organizational Change</th><th>Position Organization Change</th></tr>
<tr><td>
1. If you are creating a new department, add the new department to the Departments USF component (DEPARTMENT_TBL).

Note: If you are using tree-based data permission security, don't forget to add the new department to the department security tree and refresh SJT_CLASS_ ALL.

See (USF) Setting Up Federal Departments.

2. If you use tree-based security and are modifying the department security hierarchy, make the changes in PeopleSoft Tree Manager.

See Setting Up and Assigning Tree-Based Data Permission.
</td><td>
1. If you are creating a new position, add the new position to the Add/Update Position Info component (POSITION_DATA).

See "Creating Positions" (PeopleSoft HCM 9.2: Human Resources Manage Positions).

2. If you are modifying the position hierarchy, make the changes in PeopleSoft Tree Manager or the organizational structure in the Add/Update Position Info component.

Note: You can access the Add/Update Position Info component from the HR: Position tree by adding a new node, (to add a new position) or double clicking on an existing node (to update an existing position).

See "Maintaining Your Organizational Structure" (PeopleSoft HCM 9.2: Human Resources Manage Positions).
</td></tr>
</table>

2. (optional) Recreate the hierarchy.

Department Organizational Change	***Position Organization Change***
If you made changes to the department hierarchy, re-create it by running the Refresh Department Table (FGHR006) process from the Build Department Organization page (RUNCTL_FGHR006).	If you've made changes to the reporting hierarchy, rebuild the position tree or position structure by running the SQR Build Position Structure (POS006A) process from the Build Position Structure page.

3. Define the mass organization change on the Define Changes page (GVT_MOC_DATA).

   Enter the effective date of the change, the action and reason, the nature of action (NOA) and legal authority code or codes and descriptions, and the old and new department or position.

4. Generate mass organization change data.

   Use the Apply Changes page (RUNCTL_GVT_MASSORG) to generate mass organization changes based on the Mass Organization Change data setup. This determines which employees in the departments or positions you identified are affected and inserts new rows of Federal personnel action data.

5. Generate the Mass Org Exception report (FGHR034 SQR) to identify who was in an affected department or position.

   If an employee wasn't processed, modify their records manually.

6. (position change only) Print the descriptions and/or notices.

   Print the necessary position descriptions using the SQR Process FGOF8. Run a few random reports from this process to test and verify the changes that were performed.

Define Changes Page

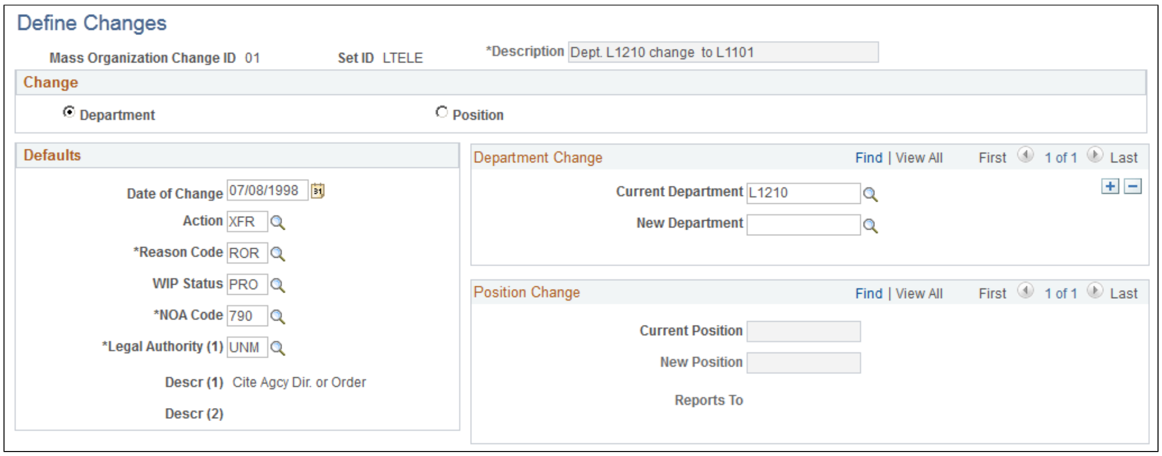
Use the Define Changes page (GVT_MOC_DATA) to define mass changes.

Navigation

Workforce Administration > Collective Processes > Mass Organization Changes USF > Define Changes > Define Changes

Image: Define Changes page

This example illustrates the fields and controls on the Define Changes page. You can find definitions for the fields and controls later on this page.



Change

Indicate if the change is a department or position change. When you select Department, the system makes the fields in the Position Change group box unavailable. When you select Position, the system makes the fields in the Department Change group box unavailable.

Defaults

The system inserts the values you enter here into the new job data rows it creates for the employees affected by this mass organization change.

Date of Change

Enter the date the change takes effect. The system uses this date as the effective date on the new Job Data row.

Action and **Reason Code**

Select the action and reason for the change.

Note: Remember that some actions will set payroll or HR status and/or update employee dates. Review the processing or defaulting that action triggers in the system on the Actions component (ACTION_TBL).

See "Actions Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

NOA Code (nature of action code), **WIP Status** (work-in-progress status), and **Legal Authority (1)**

Select the NOA code, WIP status, and legal authority (the WIP Status and Legal Authority (1) fields are required).

See Nature of Action Table Page.

See Setting Up WIP Status.

See Legal Authority Page.

Department Change

You can add more than one row to accommodate changes to a number of departments. If you are merging two departments into one, for example, enter two rows and select one old department in one row and the other old department in the other and select the new department they are merging into in the New Department field in each row.

Old Department Enter the name of the department that is being changed.

New Department Enter the new department name.

Position Change

You can add more than one row to accommodate changes to a number of positions.

Old Position Enter the old position name.

New Position Enter the new position name.

Reports To Enter the position that the new position reports to.

Apply Changes Page

Use the Apply Changes page (RUNCTL_GVT_MASSORG) to run the Application Engine process GVT_MASSORG to generate mass organization changes to your system data, based on the information that you entered on the Define Changes page.

Navigation

Workforce Administration > Collective Processes > Mass Organization Changes USF > Apply Changes > Apply Changes

Image: Apply Changes page

This example illustrates the fields and controls on the Apply Changes page. You can find definitions for the fields and controls later on this page.

Mass Organization Change ID

Select the ID of the mass organization change that you want to process. You set up mass organization change IDs on the Define Changes page.

This process:

- Determines the affected employees in the departments or positions identified in the mass organization change ID.
- Inserts a new row of Federal personnel action data for each affected employee with the default information selected for the mass change ID.
- Generates a PDF file that records the action for each employee. You can access the file using through the Process Monitor link.

  Review the file to see if there are discrepancies for any rows of data for any of the employees that were updated by the process. You can correct the discrepancies by entering them directly into the Federal HR Processing USF component.

Chapter 50

Working with PeopleSoft Directory Interface for PeopleSoft HCM

Understanding PeopleSoft Directory Interface

PeopleSoft Directory Interface enables you to share data that's maintained in your PeopleSoft HCM database with your Lightweight Directory Access Protocol (LDAP) directory, simplifying directory setup and maintenance.

Note: If you have also licensed PeopleSoft Campus Solutions, please refer to the *PeopleSoft Campus Solutions Application Fundamentals,* "Working with PeopleSoft Directory Interface for PeopleSoft Campus Solutions".

Related Links

Enterprise Components

Loading Directory Data Using the DSMAPINPUT FullSync Load Process

These topics provide an overview of the directory load processes and discuss how to load directory data.

Pages Used to Load the Directory Using the DSMAPINPUT FullSync Load Process

Page Name	*Definition Name*	*Usage*
Directory Load Page	EO_RUNCTL_DS_LOAD	Clean the temporary files and run the Entry Membership process.
Full Data Publish Page	EO_FULLDATAPUB	Load person and job data into the directory.
Monitor Overview Page	IB_MONITOR_OVRVIEW	Review the status of the DSMAPINPUT _FULLSYNC service operation.

Understanding the Directory Load Process

Once you have set up PeopleSoft Directory Interface you can load the data into the directory using the Directory Load process or the DSMAPINPUT FullSync Load process.

Use the DSMAPINPUT FullSync Load process to load only people and their job data. Use the Directory Load process when you are loading location and department entries in addition to person and job data.

Note: The Directory Load process sometimes experiences performance issues when loading a large volume of person data. To avoid these issues, use the DSMAPINPUT FullSync Load process.

Note: Both the DSMAPINPUT FullSync Load and the Directory Load processes overwrite any existing data in the directory.

Cleaning the Temporary Tables

Run the Clean Temp Tables (DSMAPINPUT) process from the Directory Load page.

1. Specify the appropriate map name and click Run.
2. Select the DS_CLEANTEMP process from the list and click OK.

Note: Do *not* run the Directory Load (EO_DS_AUDIT) process at this time.

Full Data Publish Page

Use the Full Data Publish page (EO_FULLDATAPUB) to load person and job data into the directory.

Navigation

Enterprise Components > Integration Definitions > Initiate Processes > Full Data Publish > Full Data Publish

The DSMAPINPUT service operation combines information from a person's job and personal data into one service operation. The DSMAPINPUT_FULLSYNC service operation is based on the DSMAPINPUT service operation structure and is defined within the DSMANCHNL service operation queue. The Full Data Publish utility uses the DSMAPINPUT_FULLSYNC service operation and loads multiple streams of emplID data into the directory.

The utility processes the first active map it finds in the Directory Map table. If several maps contain DSMAPINPUT as the message name, ensure that you activate the service operation for only the message that you want *before* running this process.

1. Access the Full Data Publish page.
2. Select a Process Frequency of *Once.*
3. In the Message Name field, enter *DSMAPINPUT_FULLSYNC.*
4. Specify a Request ID and description, save your changes and click Run.
5. Choose the Full Table Data Publish (EOP_PUBLISHT) process and click OK.

Monitor Overview Page

Use the Monitor Overview page (IB_MONITOR_OVRVIEW) to review the status of the DSMAPINPUT_FULLSYNC service operation.

Navigation

PeopleTools > Integration Broker > Services Operations Monitor > Monitoring > Asynchronous Services > Monitor Overview

Monitor the message queue to determine the status of the DSMAPINPUT_FULLSYNC service operation within the DSMANCHNL service operation queue.

1. Access the Monitor Overview page of the Asynchronous Services component.
2. If the Started column has a number greater than zero, it means the message is still being processed. When the subscriptions are completed, the only column that will have a number greater than zero is the Done column.

See *PeopleTools: Integration Broker* and *PeopleTools: Integration Broker Administration*.

Directory Load Page

Use the Directory Load page (EO_RUNCTL_DS_LOAD) to clean the temporary files and run the Entry Membership process.

Navigation

Enterprise Components > Directory Interface > Load Directory > Directory Load

After verifying on the Monitor Overview page that all message subscriptions are complete, run the Entry Membership (DSMAPINPUT) process to load members into directory groups based on the Entry Membership Rules.

1. Access the Directory Load page.
2. Specify the appropriate map and click Run.
3. Choose the DS_ENTRY process and click OK.

Note: Do *not* run the Clean Temp Tables or the Directory Load (EO_DS_AUDIT) process at this time.

Auditing Directory Data Using the DSMAPINPUT FullSync Process

These topics provide an overview of the directory auditing processes and discuss how to audit directory data.

Pages Used to Audit the Directory Using the DSMAPINPUT FullSync Audit Process

Page Name	***Definition Name***	***Usage***
Directory Audit Page	EO_RUNCTL_DS_AUDIT	Clean and load the temporary files. Also, load members into directory groups using entry membership rules and merge contents of multiple LDIF files into a single file.
Full Data Publish Page	EO_FULLDATAPUB	Set rules to publish the DSMAPINPUT_FULLSYNC_A service operation.
Monitor Overview Page	IB_MONITOR_OVRVIEW	Review the status of the DSMAPINPUT_FULLSYNC_A service operation.

Understanding the Directory Audit Process

Once you have loaded data into the directory and started processing transactions, you can regularly run the Directory Audit process or DSMAPINPUT FullSync Audit process to compare the data in the database to that in the directory.

Use the DSMAPINPUT FullSync Audit process to audit only people and their job data. Use the Directory Load process when you are auditing data that includes location and department entries in addition to person and job data.

Note: The Directory Audit process sometimes experiences performance issues when loading a auditing volume of person data. To avoid these issues, use the DSMAPINPUT FullSync Audit process.

Cleaning and Loading the Temporary Tables

Run the Clean Temp and Load from Dir (EODS_CLEANLD) process from the Directory Audit page.

1. Specify the appropriate map name and click Run.
2. Select the EODS_CLEANLD process from the list and click OK.

Note: Do *not* run the Directory Load (EO_DS_AUDIT) process.

Full Data Publish Page

Use the Full Data Publish page (EO_FULLDATAPUB) to set rules to publish the DSMAPINPUT_FULLSYNC_A service operation.

Navigation

Enterprise Components > Integration Definitions > Initiate Processes > Full Data Publish

The DSMAPINPUT service operation combines information from a person's job and personal data into one service operation. The DSMAPINPUT_FULLSYNC_A is a FullSync service operation that is based on the DSMAPINPUT service operation structure and is defined within the DSMANCHNL service operation queue. The queue is partitioned on the emplID field to enable parallel processing. The Full Data Publish utility publishes the service operation. The subscription utility processes multiple streams of emplID data simultaneously. Each subscription produces a unique LDIF file containing LDAP commands for a range of people.

The utility processes the first active map it finds in the Directory Map table. If several maps contain DSMAPINPUT as the message name, ensure that you activate the service operation for only the message that you want *before* running this process.

1. Access the Full Data Publish page.
2. Select a Process Frequency of *Once.*
3. In the Message Name field, enter *DSMAPINPUT_FULLSYNC_A.*
4. Specify a Request ID and description, save your changes and click Run.
5. Choose the Full Table Data Publish (EOP_PUBLISHT) process and click OK.

Note: You can choose to use your own service operation instead of DSMAPINPUT_FULLSYNC_A but you must add FULLSYNC_A to the name of the service operation from the directory map. For example, if PERSMSG is a configured service operation specified on the map for person entries, name the service operation PERSMSG_FULLSYNC_A.

Monitor Overview Page

Use the Monitor Overview page (IB_MONITOR_OVRVIEW) to review the status of the DSMAPINPUT_FULLSYNC_A service operation.

Navigation

PeopleTools > Integration Broker > Services Operations Monitor > Monitoring > Asynchronous Services > Monitor Overview

Monitor the service operation queue to determine the status of the DSMAPINPUT_FULLSYNC_A message within the DSMANCHNL service operation queue.

1. Access the Monitor Overview page.
2. If the Started column has a number greater than zero, it means the message is still being processed. When the subscriptions are completed, the only column that will have a number greater than zero is the Done column.

See *PeopleTools: Integration Broker* and *PeopleTools: Integration Broker Administration*.

Directory Audit Page

Use the Directory Audit page (EO_RUNCTL_DS_AUDIT) to clean and load the temporary files. Also, load members into directory groups using entry membership rules and merge contents of multiple LDIF files into a single file.

Navigation

Enterprise Components > Directory Interface > Run Directory Audit > Directory Audit

After verifying on the Monitor Overview page that all service operation subscriptions are complete, run the Entry Membership and LDIF Merge (EODS_LDIFMRG) process to load members into directory groups based on the Entry Membership Rules and to merge the contents of all the LDIF files that were generated during the full table publish. You can review the merged file later, modify the contents, and import them into the directory later.

To run the Entry Membership and LDIF Merge process:

1. Access the Directory Audit page.
2. Specify the appropriate map and click Run.
3. Choose the EODS_LDIFMRG process and click OK.

Note: Do *not* run the Clean Temp Tables or the Directory Load (EO_DS_AUDIT) process at this time.

Using PeopleSoft Directory Interface with HCM

These topics discuss how to:

- Access sample mappings and delivered service operations.
- Use sample mappings.
- Review delivered service operations.

Accessing Sample Mappings and Delivered Service Operations

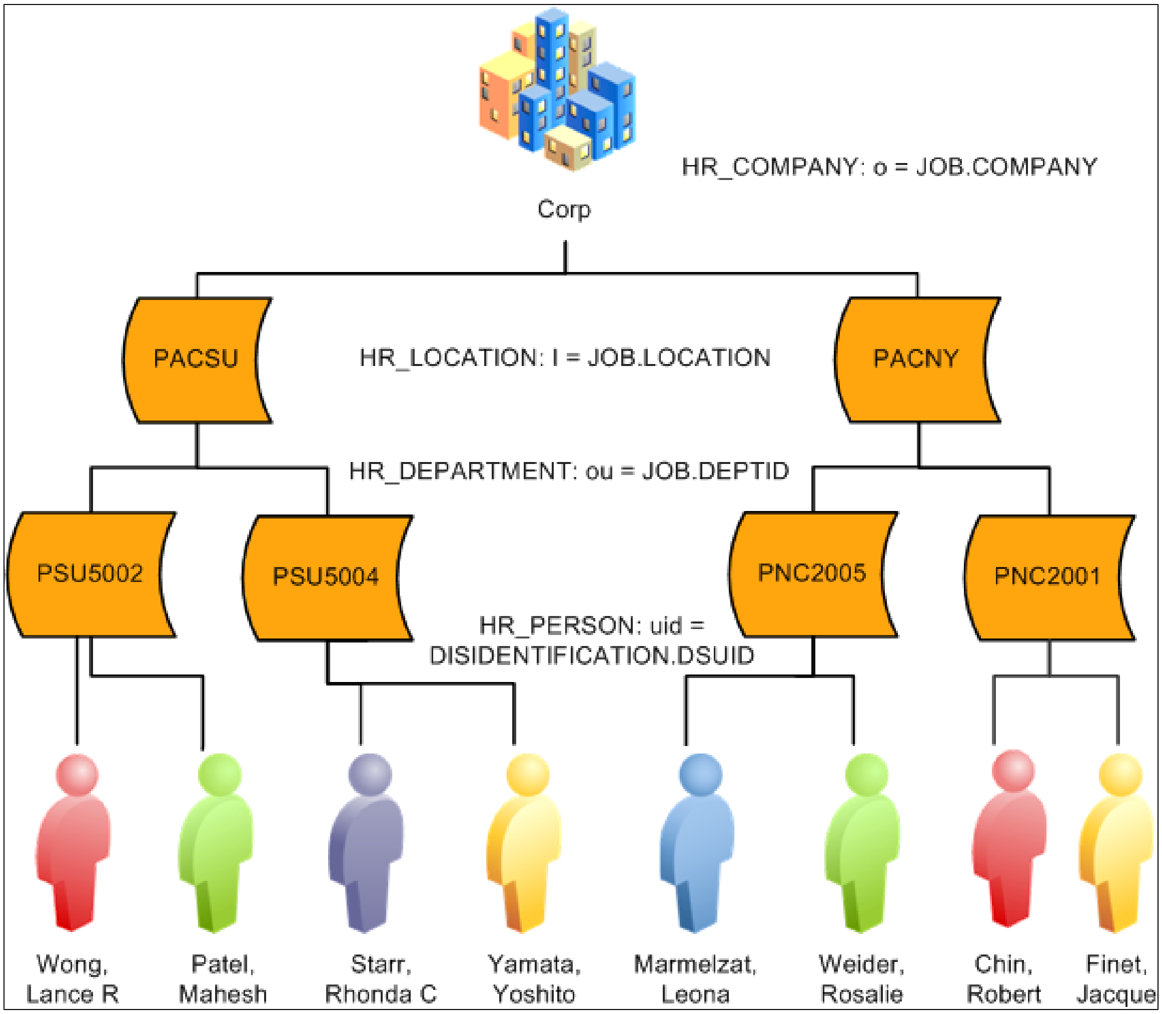
If you have licensed PeopleSoft Directory Interface for HCM, PeopleSoft provides you with sample mappings and service operations for HCM.

Using Sample Mappings

To use sample mappings that PeopleSoft delivers, establish directory IDs in the Directory Configurations component (PSDSSETUP) and add a directory ID to the mappings. The sample mappings use schema objects from a standard Novell eDirectory.

Image: Sample Directory Interface tree

We developed the sample mappings assuming that you are using the tree structure illustrated below, which is HR_PERSONs reporting to HR_DEPARTMENT, the departments are associated to the HR_LOCATION, which report to the corporate level, or HR_COMPANY:



Note: PeopleSoft delivers HR_LOCATION, HR_DEPARTMENT, and HR_PERSON as sample mappings

Reviewing Delivered Service Operations

The following topics describe the delivered sample service operations and PeopleCode functions that are related to your directory mappings.

Directory Interface Service Operations

PeopleSoft Directory Interface delivers the following sample messages for mapping PeopleSoft data to the directory.

Service Operation Name	***Directory Entry***
DSLOCATION_SYNC	Location Entry (syncs entire record)
DSLOCATION_SYNC_EFF	Location Entry (syncs current row)
DSDEPT_SYNC	Department Entry (syncs entire record)
DSDEPT_SYNC_EFF	Department Entry (syncs current row)
DSWORKFORCE_SYNC	Job Entry (syncs entire record)
DSWORKFORCE_SYNC_EFF	Job Entry (syncs current row)
DSPERSON_BASIC_SYNC	Person Entry (syncs entire record)
DSPERSON_BASIC_SYNC_EFF	Person Entry (syncs current row)

Note: The Directory Interface engine, using the message level HCDI_SERVICES:HCDIUtilities.runPOIandIdentifictn, populates the DSIDENTIFICTN table with HCM values that you can use for creating directory interface maps. For example, it generates a Universal Unique Identifier string and stores it in DSIDENTIFICTN.DSUUID and a default Unique Identifier, stored in DSIDENTIFICTN.DSUID. The default unique identifier defaults to the current person's email address, or, if blank, to the First Name + Last Name.
The UID field is limited to fifty characters. The system truncates the person's name if it exceeds fifty characters.

See *PeopleTools PeopleSoft Integration Broker*

DSMAPINPUT Message

The DSMAPINPUT service operation, which corresponds to Directory Input, is a sample service operation that combines a person's job and personal data into one service operation. The DSWORKFORCE_SYNC mservice operation publishes person's job information. The DSPERSON_BASIC_SYNC service operation publishes a person's personal information.

In the subscription of DSWROKFORCE_SYNC and DSPERSON_BASIC_SYNC, the service operation is passed as input into the BuildMappingMessage, which populates the DSMAPINPUT service operation with the employee's job and personal data. This enables you to map job and personal data for one service operation to one directory entry.

BuildMappingMessage Syntax

The BuildMappingMessage function populates a service operation with data that is stored in another service operation and with data from the local database. After populating the service operation from the two data sources, it calls the mapping function. When all the data required for directory mapping isn't in the original published service operation, BuildMappingMessage uses this function instead of directly calling the mapping function:

```
BuildMappingMessage (input message, output message, on-line flag, [, map name])
```

The function performs the following tasks:

- Copies data in the same record from the input service operation into the output service operation.
- Searches for empty records in the output service operation.
- Examines data in the service operation for key values for empty records.
- If it finds key values for empty records, populates empty records in the output service operation by retrieving its current rows in the database.
- If a map name is provided, calls the mapping function for the specified name. Otherwise, calls the mapping function for each map referencing the output service operation.

The BuildMappingMessage is found in the application package and class that is associated with handler of the _EFF service operation. For example, you can find the BuildMappingMessage for the DSLOCATION_SYNC_EFF service operation in theDSMappingSub application class, which is part of DSLOCATION_SYNC_EFF application package. The BuildMappingMessage code is in the FUNCLIB_EO_DS derived record, DSMAPMESSAGE field, FieldFormula event.

Parameters

Name	***Type***	***Description***
input service operation	Message	Pass the message containing the originally published data.
output service operation	String	Specify the name of the message to be created, populated, and passed to the mapping function.
online flag	Boolean	Set to *true* if the function is called after an online message publication. This flag isn't used by the BuildMappingMessage function, but it is passed to the mapping function.
map name	String	Specify the name of the map to be used if the function shouldn't call every map associated with the output message.

An example:

```
Local Message &MsgIn;

BuildMappingMessage(&MsgIn, "DSMAPINPUT", True, "PERSON_NDS");
```

Chapter 51

Working with Integration Points in HCM

Identifying Integrations for Your Implementation

PeopleSoft uses PeopleSoft Integration Broker to integrate HCM applications with:

- Other PeopleSoft HCM applications inside of the database (local integrations).
- PeopleSoft applications outside of HCM.
- Third-party applications.

Use the Interactive Services Repository (ISR) on My Oracle Support to identify the integrations that you need for your implementation. Documentation provided with the ISR application on My Oracle Support provides instructions for using search pages to query the repository using a variety of criteria:

- By integration point name.
- By product.
- Integrations between products.
- By business process.
- By integration technology.
- Using an advanced search page.

  The advanced search page enables you to combine the individual search criteria into a single search.

Click an integration point in the search results to see its details.

See My Oracle Support, Implementation Guide, Implementation Documentation and Software, Interactive Services Repository.

See The "Interactive Services Repository" PDF instructions on My Oracle Support, Implementation Guide, Implementation Documentation and Software, Interactive Services Repository

Activating Service Operations and Queues

Integration messages are connected to service operations, which are delivered inactive. You must activate the service operations that your organization uses.

In the PeopleTools > Integration Broker > Integration Setup > Service Operations component:

- Verify or select the Active status for the service operation on the General page.

- Verify or select the correct routing status on the General page.
- Activate the appropriate handlers and associated application classes on the Handlers page.
- Activate the correct routing on the Routings page.

In the PeopleTools, Integration Broker, Integration Setup, Queues component, set the status of the corresponding service operation queue to *Run.*

Note: You must also configure Integration Broker.

See *PeopleTools: Integration Broker* and *PeopleTools: Integration Broker Administration*.

Related Links

Enterprise Components

Working with HCM Local Integrations

The system uses a local to local integration when the database that does the publish also has a handler and associated application class on the service operation that triggers other processing within that database.

Setup Requirements

When using local integrations, you must configure only the local node, but the application server must be running both the publish and subscribe servers. The local gateway and node must be properly configured. For local to local integrations, you must activate the asynchronous routing within the local node (local to local).

This table lists the local to local service operations in alphabetical order:

Service Operation	***Service Operation***	***Service Operation***
ACCOUNT_CHARTFIELD_ FULLSYNC	EP_REVW_RATING	PSXP_CLEANATTR
ACTUAL_TIME_ADD	EP_SUB_COMP	PSXP_RATTR
ACTUAL_TIME_BATCH_ADD	EP_SUB_DEV	PTAF_MASS_APPROVALS
AWARD_GRANT_ISSUE	EP_SUB_PROF	PUNCHED_TIME_ADD
BUDGET_POSITION_FULLSYNC	EP_SUB_WRT	QAS_CRASH_MSG
BUS_UNIT_FS_FULLSYNC	ESTIMATED_TIME_BATCH_ADD	ROLE_MAINT
BUS_UNIT_FS_SYNC	FUND_LOAD	TIME_DEVICE_EMPL_ATT_ FULLSYNC
BUS_UNIT_GL_FULLSYNC	GP_POST_GL	TIME_DEVICE_EMPL_ATT_SYNC

Service Operation	***Service Operation***	***Service Operation***
BUS_UNIT_GL_SYNC	GRANT_AWARD_UPDATE	TIME_DEVICE_PER_HRS_FULLSYNC
COUNTRY_FULLSYNC	HCR_EM_EVENT	TIME_DEVICE_PROFILES_FULLSYNC
COUNTRY_SYNC	HCR_EM_EVENT_QUEUE_1	TIME_DEVICE_RESTRICT_FULLSYNC
DEPBEN_SYNC	HCR_EM_EVENT_QUEUE_2	TIME_DEVICE_RPTG_CODE_FULLSYNC
DEPT_FULLSYNC	HCR_EM_EVENT_QUEUE_3	TIME_DEVICE_RPT_ELMNT_FULLSYNC
DEPT_FULLSYNC_EFF	HIRE_REQUEST	TIME_DEVICE_SCHEDULE_FULLSYNC
DEPT_SYNC	HR_ACCT_CD_LOAD	TIME_DEVICE_SUPERVSOR_FULLSYNC
DEPT_SYNC_EFF	HR_CHARTFLD_COMBO_SYNC	TIME_DEVICE_TASK_VALS_FULLSYNC
DETAIL_CALENDAR_FULLSYNC	JOURNAL_GEN_APPL_ID_FULLSYNC	TIME_DEVICE_TEMPLATES_FULLSYNC
ELAPSED_TIME_ADD	LOCATION_SYNC	TIME_REPORTING_CODE_FULLSYNC
EP_CHK_SUG	PAYMENT_ERECRUIT_ACKNOWLEDGE	TREE_CHANGE
EP_CHK_WRD	PAYMENT_ERECRUIT_ISSUED	UOM_FULLSYNC
EP_COMPETENCY	PAYMENT_ERECRUIT_REQUEST	UOM_SYNC
EP_COMP_DEV	PERSON_ERN_DELETE	USER_PROFILE
EP_COMP_PROF	POST_HIRE_REQUEST	VAR_COMP_PAYMENT_ACKNOWLEDGE
EP_DEV_TIP	PRODUCT_CHARTFIELD_FULLSYNC	WORKFORCE_FULLSYNC
EP_JPM_CAT_ITEMS	PRODUCT_CHARTFIELD_SYNC	WORKFORCE_SYNC
EP_JPM_CAT_ITEM_RD	PROJECT_ACTIVITY_FULLSYNC	WP_PSHARING_MSG

Service Operation	***Service Operation***	***Service Operation***
EP_JPM_CAT_I_RLAT	PROJECT_FULLSYNC	
EP_RATING_MDL	PSXP_ARCHATTR	

See *PeopleTools Integration Broker*.

Working with Other HCM Integrations

Integrations that support particular business processes are documented throughout PeopleSoft HCM documentation.

This table provides references to integration information in HCM documentation:

Product Documentation	***Reference***
PeopleSoft Global Payroll	See "Understanding the General Ledger Interface" (PeopleSoft HCM 9.2: Global Payroll).
PeopleSoft Global Payroll	See "Understanding Variable Compensation Awards" (PeopleSoft HCM 9.2: Global Payroll).
PeopleSoft HR : Manage Professional Compliance	See "Understanding Manage Professional Compliance Business Processes" (PeopleSoft HCM 9.2: Human Resources Manage Professional Compliance).
PeopleSoft HR: Manage Variable Compensation	See "Approving and Submitting Awards" (PeopleSoft HCM 9.2: Human Resources Manage Variable Compensation).
PeopleSoft Payroll for North America	See "Understanding the Interface with Time and Labor" (PeopleSoft HCM 9.2: Payroll for North America).
PeopleSoft Payroll for North America	See "Understanding Integration with PeopleSoft HR and Expenses" (PeopleSoft HCM 9.2: Payroll for North America).
PeopleSoft Payroll for North America	See "Understanding the General Ledger Interface" (PeopleSoft HCM 9.2: Global Payroll).
PeopleSoft Payroll for North America	See "Understanding the Interface with Payables" (PeopleSoft HCM 9.2: Payroll for North America).
PeopleSoft Stock Administration	See "Variable Compensation Integration" (PeopleSoft HCM 9.2: Stock Administration).
PeopleSoft Talent Acquisition Manager	See "Understanding the Employee Referral Program Process" (PeopleSoft HCM 9.2: Talent Acquisition Manager).
PeopleSoft Time and Labor	See "Receiving Time from a TCD" (PeopleSoft HCM 9.2: Time and Labor).
PeopleSoft Time and Labor	See "Understanding Integration" (PeopleSoft HCM 9.2: Time and Labor).

Product Documentation	***Reference***
PeopleSoft Time and Labor	See "Understanding the TCD Interface" (PeopleSoft HCM 9.2: Time and Labor).
PeopleSoft Time and Labor	See "Understanding the TCD Interface" (PeopleSoft HCM 9.2: Time and Labor).

Note: To research the technical details of any integration point used by PeopleSoft applications, refer to the Interactive Services Repository in the Implementation Guide section of My Oracle Support.

Chapter 52

Integrating with Clairvia

Understanding Integration with Clairvia

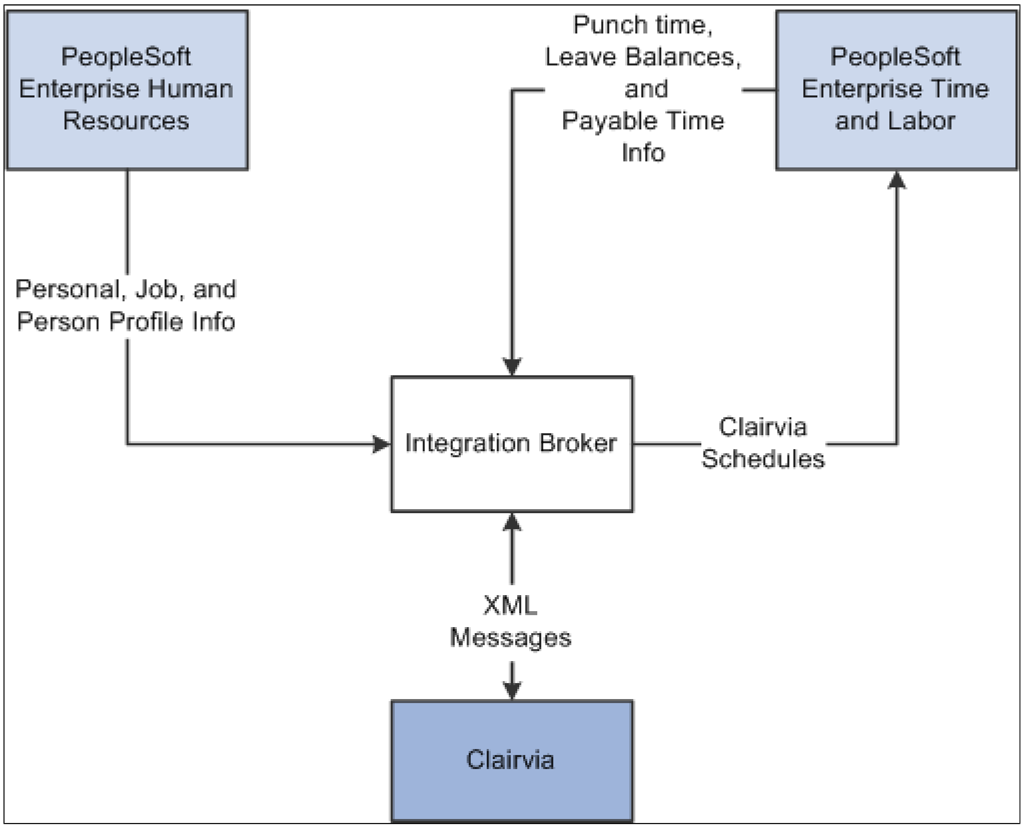
Clairvia automates staffing deployment based on specific care and workload demands to attain the best clinical and financial result. Clairvia capabilities include web-based employee self service dashboard, productivity measurement, scheduling and staffing, and real-time decision for complete control over staffing resources for an organization.

PeopleSoft Time and Labor facilitates the management of time reporting and time approval, as well as the creation and use of schedules. The scheduling module enables customers to create and maintain schedules and to communicate work expectations, track adherence, and reconcile the actual work completed.

PeopleSoft HCM integrates with Clairvia through the PeopleSoft Integration Broker (IB), which is a messaging system that enables you to synchronize data from one application or system with another. PeopleSoft Integration Broker facilitates synchronous and asynchronous messaging among internal systems and trading partners, while managing message structure, message format, and transport disparities.

Image: Information flow between PeopleSoft HCM, Time and Labor, and Clairvia

The following diagram illustrates the flow of information between PeopleSoft HCM applications and Clairvia:



When PeopleSoft HCM products and Clairvia are integrated, the following information is exchanged asynchronously between the applications:

- PeopleSoft Human Resources sends employee personal, job, and person profile information to Clairvia.
- PeopleSoft Time and Labor sends employee reported punch time, leave balances, and payable time to Clairvia.
- Clairvia sends employee work schedule and scheduled leave information back to Time and Labor.

Note: The reported leave time and leave balance information is obtained from Time and Labor though integration with HR Base Benefits. Absence Management is not required for this integration.

The system publishes PeopleSoft Human Resources messages in real-time to Clairvia when any of the following transactions occur:

- Add a person and job (New Hire).
- Add an employment instance to an existing person.
- Add an employment instance to an existing employee (multiple jobs).
- Add or update a person profile for competencies, licenses, etc.

- End an employment instance for an existing Person (Termination).
- Update an employment instance for an existing Person (Transfer).

Administering Integration Broker and Enterprise Components with Clairvia

PeopleSoft Integration Broker facilitates integrations with PeopleSoft and third-party systems. It features a services-oriented architecture that enables you to expose PeopleSoft business logic to PeopleSoft and third-party systems as services. It also allows you to consume and invoke services from other PeopleSoft and third-party systems. The PeopleSoft Integration Broker manages message structure, message content, and transport disparities between systems.

This topic only discusses the configuration necessary to enable Integration Broker to send messages between the PeopleSoft applications and Clairvia.

See *PeopleTools Integration Broker Administration*

These topics discuss how to administer Integration Broker and Enterprise Components with Clairvia.:

Pages Used to Administer Integration Broker and Enterprise Components with Clairvia

Page Name	***Definition Name***	***Usage***
Full Table Publish Rules Page	EOIU_SOPUBFULL	Associate a rule to a message and characterize the rule.
Full Data Publish Page	EO_FULLDATAPUB	Create the run control for the Full Data Publish utility.

Full Table Publish Rules Page

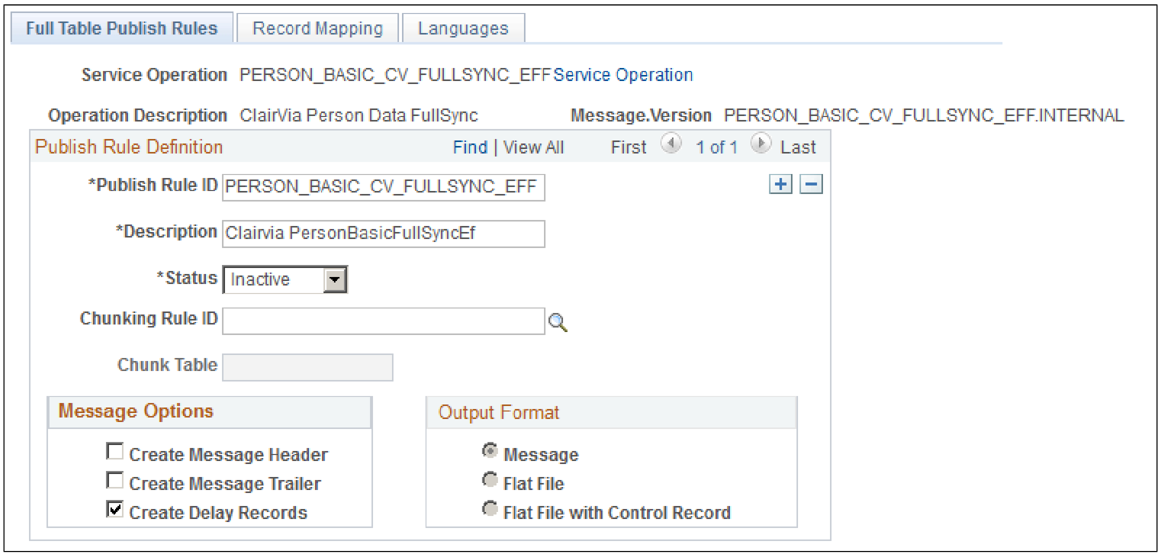
Use the Full Table Publish Rules page (EOIU_SOPUBFULL) to associate a rule to a message and characterize the rule.

Navigation

Enterprise Components > Integration Definitions > Full Data Publish Rules

Image: Full Table Publish Rules page

This example illustrates the fields and controls on the Full Table Publish Rules page. You can find definitions for the fields and controls later on this page.



All PeopleSoft applications use common, centralized tables and pages to define how to publish full table messages. The Publish utility uses full table publish rules to process the data. For integration with Clairvia, you must set the Publish Rule Definition Status to Active for the following messages:

- PERSON_BASIC_CV_FULLSYNC_EFF
- JPM_JP_CV_FULLSYNC_EFF
- WORKFORCE_CV_FULLSYNC

See *PeopleTools: Portal Technology*.

Full Data Publish Page

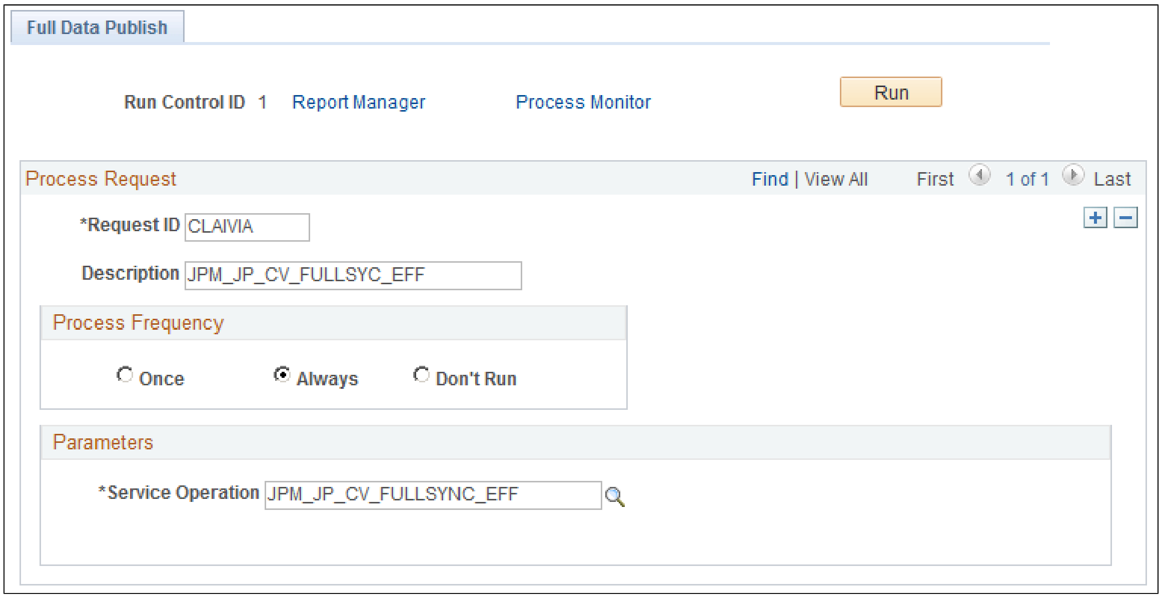
Use the Full Data Publish page (EO_FULLDATAPUB) to create the run control for the Full Data Publish utility.

Navigation

Enterprise Components > Integration Definitions > Initiate Processes > Full Data Publish

Image: Full Data Publish page

This example illustrates the fields and controls on the Full Data Publish page. You can find definitions for the fields and controls later on this page.



You must run the Full Data Publish process two times when you initially integrate with Clairvia:

1. Run this process for the DEPT_FULLSYNC, JOBCODE_FULLSYNC, JPM_CAT_FULLSYNC, and POSITION_FULLSYNC messages.
2. After you enter employee data and indicate which employees are integrated with Clairvia, run this process again for the PERSON_BASIC_CV_FULLSYNC_EFF, WORKFORCE_CV_FULLSYNC, and JPM_JP_CV_FULLSYNC_EFF messages.

See Administering PeopleSoft Human Resources Integration with Clairvia.

Setting Up PeopleSoft Integration with Clairvia

In order to share PeopleSoft Human Resources information with Clairvia, you must specify that Clairvia is installed and that an employee and employee record combination are enrolled in Clairvia. Time and Labor requires that you specify whether a manager can override Clairvia schedules and select default values.

These topics discuss how to

Pages Used to Set Up PeopleSoft Integration with Clairvia

Page Name	***Definition Name***	***Usage***
Installed Integration Products Page	INSTALL_PIP_SEC	Specify that Clairvia is installed.
JPM Catalog Details Page (see Defining the Published Content Types)	INSTALL_CATTYP_SEC	Define which content types to publish to Clairvia.

Page Name	*Definition Name*	*Usage*
Employment Information Page (see Updating Job Data)	EMPLOYMENT_DTA1	Enroll the selected employee in Clairvia.
Configurations Page (see Adding Options and Default Values for Clairvia)	TL_INSTL_PUNCH	Set up schedule total options, schedule resolution options, and punch pattern defaults for your Time and Labor application.

Installed Integration Products Page

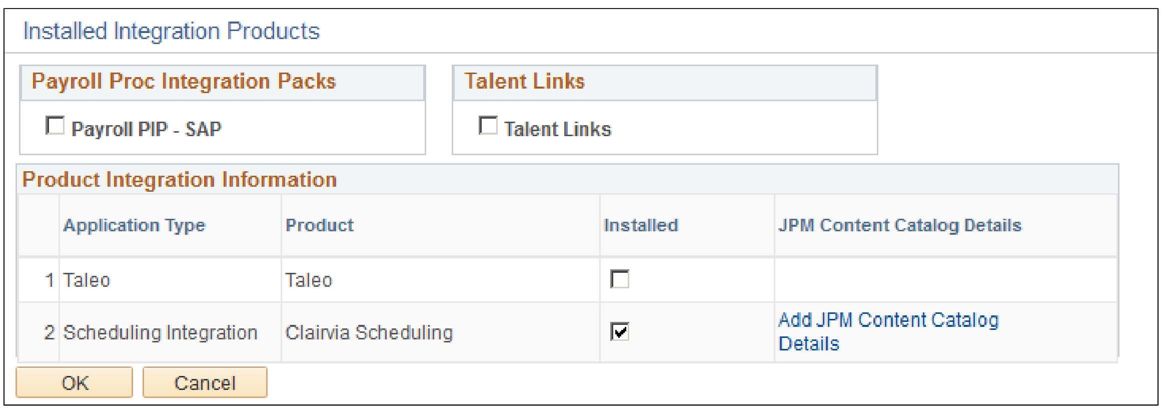
Use the Installed Integration Products page (INSTALL_PIP_SEC) to specify that Clairvia is installed.

Navigation

Set Up HCM > Install > Installation Table > Installed Integration Products

Image: Installed Integration Products page

This example illustrates the fields and controls on the Installed Integration Products page. You can find definitions for the fields and controls later on this page.



Application Type — This field shows the type of application that is being integrated. *Scheduling* is the default value.

Product — Select the product you want to use for integration. *Clairvia* is the default value.

Installed — Select to indicate the installation of an application type and product combination. The default value is deselected.

Defining the Published Content Types

The system enables you to control the content types published to Clairvia, based on the primary person profile type defined on the Assign Profile Type Defaults page. Use the JPM Catalog Details page to select the content types published to Clairvia.

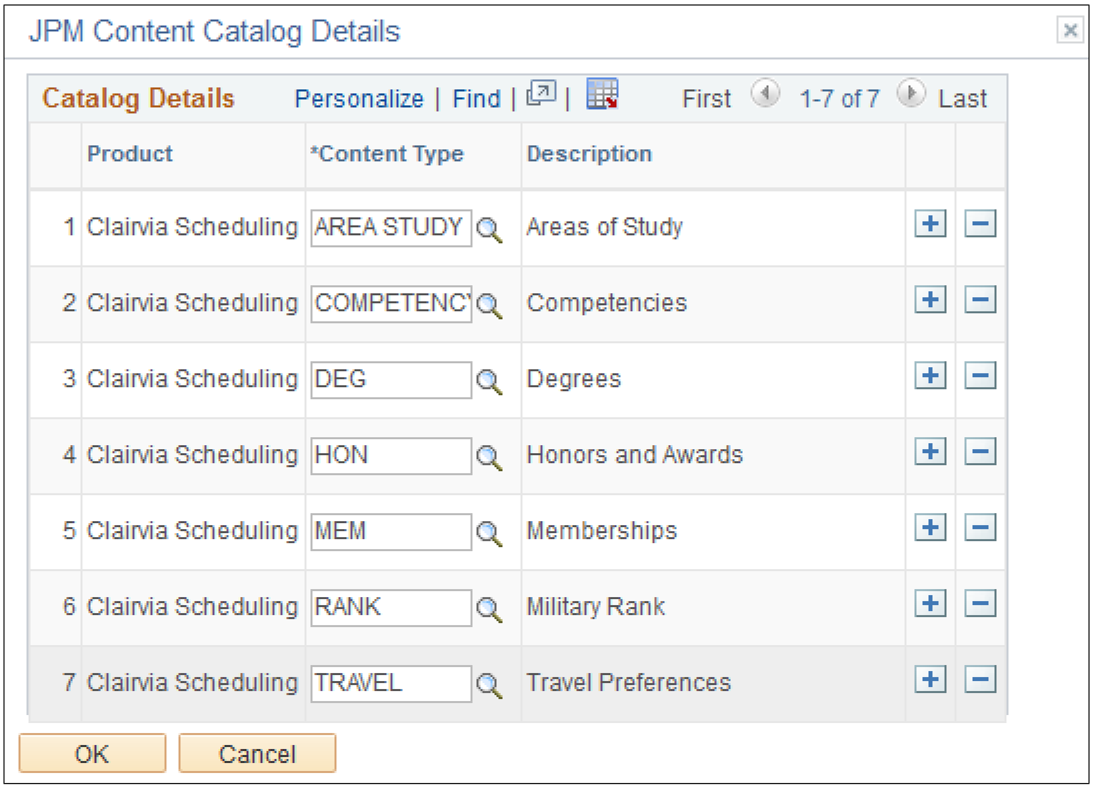
Use the JPM Catalog Details page (INSTALL_CATTYP_SEC) to define which content types to publish to Clairvia.

Navigation

Click the Add JPM Content Catalog Details link on the Installed Integration Products page.

Image: JPM Content Catalog Details page

This example illustrates the fields and controls on the JPM Content Catalog Details page. You can find definitions for the fields and controls later on this page.



Content Type	Select the Profile Management content type to publish to Clairvia.

Updating Job Data

In order to send information to Clairvia, you must select the Clairvia field in the Product Integration Information region of the Job Data component for each Clairvia employee.

Use the Employment Information page (EMPLOYMENT_DTA1) to enroll the selected employee in Clairvia.

Navigation

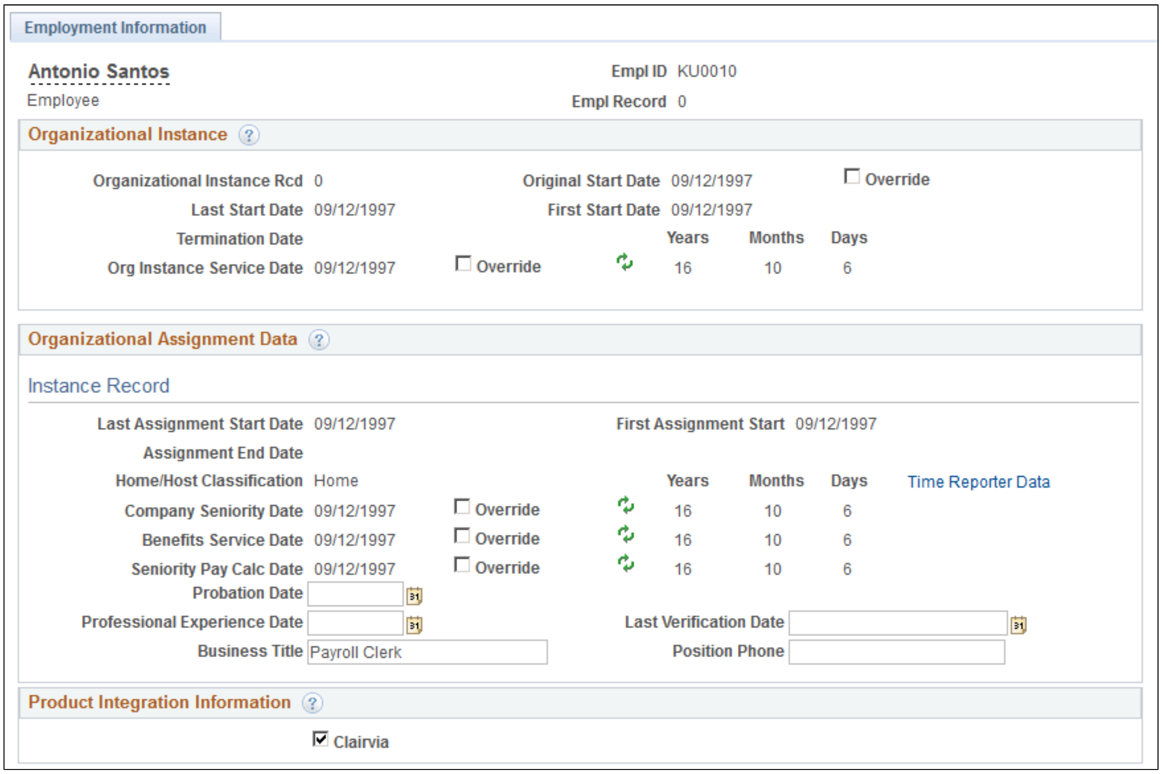
Click the Employment Data link at the bottom of any page in the Job Data or Current Job Data component:

Workforce Administration > Job Information > Job Data

Workforce Administration > Job Information > Current Job

Image: Employment Information page, showing the Product Integration Information group box

This example illustrates the fields and controls on the Employment Information page, showing the Product Integration Information group box.



Clairvia	Select to enroll the employee in Clarvia.

Since basic HCM data flows only from PeopleSoft to Clairvia, you must add new employees to PeopleSoft before adding them to Clairvia.

Adding Options and Default Values for Clairvia

You can specify whether a manager can override the schedules sent from Clairvia. Enabling schedule overrides allows a manager to make ad hoc changes to schedules and create personal schedules for specific employees.

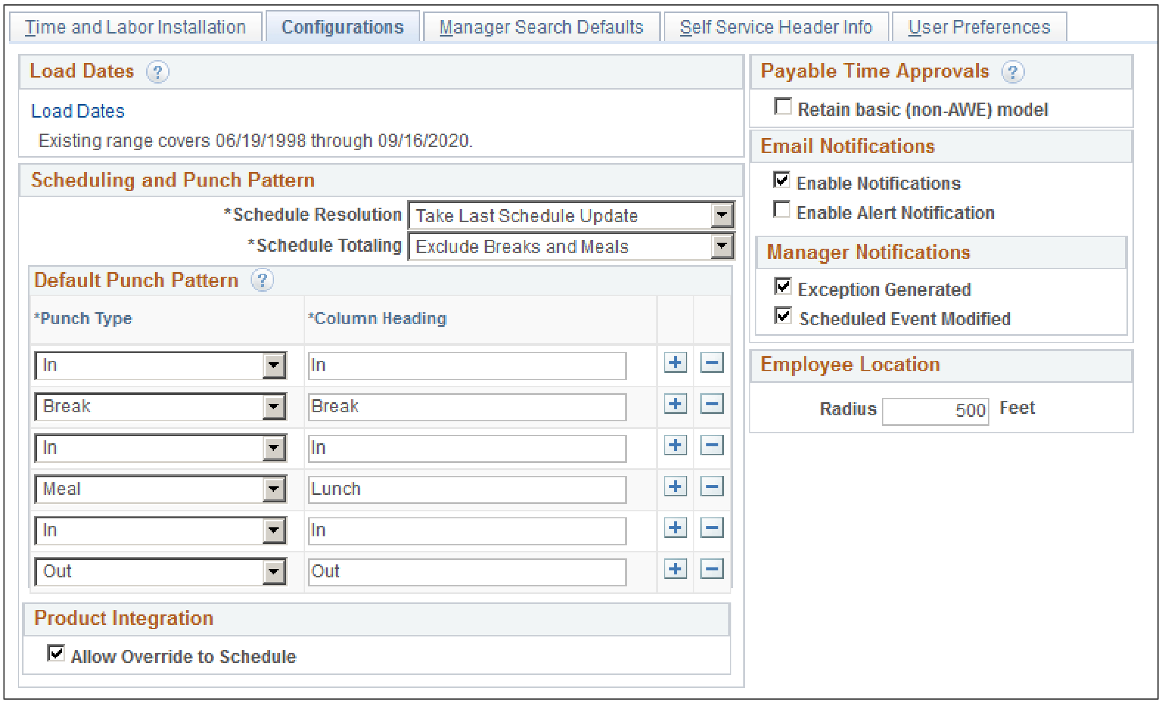
Use the Configurations page (TL_INSTL_PUNCH) to set up schedule total options, schedule resolution options, and punch pattern defaults for your Time and Labor application.

Navigation

Set Up HCM > Install > Product Specific > Time and Labor > Configurations

Image: Configurations page, showing the Product Integration group box

This example illustrates the fields and controls on the Configurations page, showing the Product Integration group box . You can find definitions for the fields and controls later on this page.



Allow Override to Schedule	Select to enable a manager to change or override a Clairvia schedule for the employee and employee record combination on the Manage Schedules page. Deselect this field to prevent manager overrides of Clairvia schedules on the Manage Schedules page.

Administering PeopleSoft Human Resources Integration with Clairvia

PeopleSoft Human Resources publishes an employee's personal, job, and person profile information to Clairvia. The system uses application messaging to publish the information to Clairvia via PeopleSoft Integration Broker messaging.

Initial Set Up Synchronization

When you establish the integration between your PeopleSoft system and Clairvia, Oracle recommends that you perform the following steps:

1. Run the Full Data Publish process for the following messages:
   - DEPT_FULLSYNC
   - JOBCODE_FULLSYNC

- JPM_CAT_FULLSYNC
- POSITION_FULLSYNC

2. Enroll the existing employees in your PeopleSoft system into Clairvia via the Job Data page or using the ADD_CLAIRVIA_EMPLOYEES DataMover script provided by Oracle.

   The ADD_CLAIRVIA_EMPLOYEES PeopleTools DataMover script enables you to add the initial employee and employee record instances that you want to integrate with Clairvia at one time. You modify the DataMover script to include the employee information for the desired employees, and then initiate the DataMover process to insert the employee information into the PS_PER_ORG_ASG_INT integration table.

   For example, assume your hospital has 3,000 nurses that you wish to enroll in Clairvia. Rather than manually updating the Job Data for each of those employees, use the ADD_CLAIRVIA_EMPLOYEES DataMover script to complete a mass enrollment of the employees.

3. Run the Full Data Publish process again, to send any enrolled employee data from your PeopleSoft system to Clairvia.

   Run the process for the following messages:

   - PERSON_BASIC_CV_FULLSYNC_EFF
   - WORKFORCE_CV_FULLSYNC
   - JPM_JP_CV_FULLSYNC_EFF

Data Published to Clairvia

When any of the fields required by Clairvia in the Personal, Job, and Profile contributing components are updated, the following messages are published to Clairvia:

- PERSON_BASIC_CV_SYNC_EFF
- WORKFORCE_CV_SYNC
- JPM_JP_CV_SYNC_EFF

The system publishes the messages to the Clairvia node after removing any future-dated and history rows using the Enterprise Components method Process Effdt Msg, for Person and HR Manage Profiles data. Clairvia only accepts current effective-dated information for these messages. Future-dated rows are published using the Enterprise Components Effective Dated Publish utility.

Clairvia accepts all historic, current and future dated messages for job related information

Clairvia does not integrate with organizational-related setup tables such as Business Unit, and Location, as well as other setup tables for Job Profile Management such as Rating Model, School, School Type and Major. If no integration point exists between PeopleSoft and Clairvia, you must manually map any desired setup table data. For subsequent change to a PeopleSoft table value, you must manually update the information in the Clairvia system. For example: adding a new location.

The following table describes the Clairvia fields and the corresponding Human Resources field data that is sent to Clairvia:

Clairvia Field Name	***Clairvia Description***	***PeopleSoft Field Name***
ProfileID/CostCenter	Links Employee to a Profile	DEPTID (External Dept ID)
EmployeeID	Employee's ID	EmplID
FirstName	Employee's first name	First Name
LastName	Employee's last name	Last Name
Initial/MI	Employee's middle initial	Middle Name
Email	Employee's email address	Email_Addr
HireDate	The date on which the employee was hired. For example: 19960702 for July 2, 1996	Orig Start Date, Last Start Date
BirthDate	The date on which the employee was born. For example: 19730202 for February 2, 1973	Birth Date
Street/Address	Employee's street address	Address Line 1
Apt	Employee's apartment address	Address Line 2
City	City in which the employee lives	City
State/Province/Region	State in which the employee lives	State
ZIP/Postal Code	Employee's ZIP code	Postal Code
Country	Country in which the employee lives	Country
Period*	The type of period for employee hours, shifts, point and pay limits 0 - None, 1 - Day, 2 - Week, 3 - Month, 4 - Years, 5 - Bi Weekly	Work Period
HoursPerPeriod	The max. no. of hours to be worked per period	Standard Hours
MinPeriod	Type of period for Employee minimum limit. 0 - None, 1 - Day, 2 - Week, 3 - Month, 4 - Years, 5 - Bi Weekly	Work Period
Skill/JobCode	Maps Job code to skill code	Job Code
HourRate	Rate per hour	Hourly Rate
DeptID	Employee Department ID	DEPTID (External Dept ID)
FTE	Employee FTE status	FTE

Clairvia Field Name	Clairvia Description	PeopleSoft Field Name
EmpAction	Employee action: 1-Transfer; 2 - Terminate; 3 - Change in Job	Action Action_Descr
ActionStartDate	The date on which the employee action starts. For example: 19730202 for February 2, 1973	Effective Date Termination Date
PhoneType	Employee phone type: 1-HomeNum, 2-WorkNum, 3-PageNum, 4-OtherNum	Phone Type
PhoneNumber	Employee phone number. Uses format: 1234567890	Phone
CompetencyName	Competency name	Content Type
CompetencyValue	Competency value	Content Items
CompetencyExpDate	Date on which the competency expires	Expiration Date
Years of Experience		Years of Exp
Seniority Date		Company Seniority Date or Union Seniority Date
Start Date		Start Date LST_ASGN_START_DT
Job Type	Primary, Secondary	Job Indicator

Human Resources Messages Design Overview

This topic provides an overview of the message design for many of the sync and fullsync Integration Broker messages generated for Human Resources.

PERSON_BASIC_CV_FULLSYNC_EFF Message Design

For the Person Basic Clairvia FullSync Current Effective dated message (PERSON_BASIC_CV_FULLSYNC_EFF) the system uses the Enterprise Components Full Data Publish Utility. The system uses the mapping views on the Full Publish Rule to override the actual message records with views that extract only current effective dated rows for Clairvia employees.

The standard PERSON_BASIC_FULLSYNC message publishes information for all employees, regardless of their enrollment in Clairvia, as well as all past, present and future dated rows of information that is not relevant to Clairvia. Using the mapping views publishes only the current effective-dated information needed by Clairvia to the PERSON_BASIC_CV_FULLSYNC_EFF message immediately. The Full Data Publish Utility ignores historical data and writes future-dated rows to the EO_EFFDELAY delay record. The Enterprise Components Effective Date Publish utility picks up any records from the delay table that are now current and generates PERSON_BASIC_CV_SYNC_EFF messages.

The full data publish utility publishes a data message with all of the PERSON_DATA information for all Clairvia integrated employees.

WORKFORCE_CV_FULLSYNC Message Design

For the Workforce Clairvia FullSync message (WORKFORCE_CV_FULLSYNC) the system uses the Enterprise Components Full Data Publish Utility. The system uses the mapping views on the Full Publish Rule to override the actual message records with views that extract all historical, current and future dated rows for Clairvia employees.

Using the mapping views publishes only the information needed by Clairvia to the WORKFORCE_CV_FULLSYNC message immediately. This message does not use '_EFF' in the message name, so it does not use current effective dating logic and passes all rows over to the new Clairvia message.

The full data publish utility publishes a data message with the workforce information for all Clairvia integrated employees.

JPM_JP_CV_FULLSYNC_EFF Message Design

For the HR Manage Profiles JP Clairvia FullSync Current Effective dated message (JPM_JP_CV_FULLSYN_EFF), the system uses the Enterprise Components Full Data Publish Utility. The system uses the mapping views on the Full Publish Rule to override the actual message records with views that extract only current effective dated rows for Clairvia employees for the desired HR Manage Profiles content type, using the highest ranking qualifier instance content items.

The standard JPM_JP_FULLSYNC message publishes information for all employees, regardless of their enrollment in Clairvia, as well as all qualifier instances and all past, present and future dated rows of information that is not relevant to Clairvia. Using the mapping views publishes only the current effective-dated information needed by Clairvia to the JPM_JP_CV_FULLSYNC_EFF message immediately. The Full Data Publish Utility ignores historical data and writes future dated rows to the EO_EFFDELAY Delay record. The Enterprise Components Effective Date Publish utility picks up any records from the delay table that are now current and generates JPM_JP_CV_SYNC_EFF messages.

The full data publish utility publishes a data message with all of the Profile information for all Clairvia integrated employees.

PERSON_BASIC_CV_SYNC_EFF Message Design

For the Person Basic Clairvia Sync Current Effective-dated message (PERSON_BASIC_CV_SYNC_EFF), the system makes two passes to place the generic data into a format that Clairvia can use. A handler was added to PERSON_BASIC_SYNC for the first pass and a handler added to PERSON_BASIC_CV_SYNC for the second pass.

In the first pass, the data in the PERSON_BASIC_SYNC message is copied to an interim PERSON_BASIC_CV_SYNC message that contains all data except for the PERS_ORG_REL_WK work record, which is not required by Clairvia.

In the second pass, an Enterprise Components routine reads the PERSON_BASIC_CV_SYNC message and determines if the message contains the current effective-dated row. Current effective-dated rows are copied to the PERSON_BASIC_CV_SYNC_EFF message for publishing. Future-dated rows are copied to the EO_EFFDELAY Delay record. The EC Effective Dating utility compares the future dated row to the date on the utility and if the date is now current, generates the PERSON_BASIC_CV_SYNC_EFF message. Historical rows are ignored and not copied to PERSON_BASIC_CV_SYNC_EFF. The Effective Dating utility creates three messages: a header message where PSCAMA. MSG_SEQ_FLG = H, a data message containing the actual data needed by Clairvia and a trailer message where PSCAMA. MSG_SEQ_FLG = T.

JPM_JP_CV_SYNC_EFF Message Design

For the HR Manage Profiles Profile Clairvia Sync Current Effective-dated message (JPM_JP_CV_SYNC_EFF), the system makes two passes to place the generic data into a format that Clairvia can use. A handler was added to JPM_JP_SYNC for the first pass and a handler added to JPM_JP_CV_SYNC for the second pass.

In the first pass, the data in the JPM_JP_SYNC message is copied to an interim JPM_JP_CV_SYNC message after the system removes any content types that are not one of the Clairvia installation table content types.

In the second pass, an Enterprise Components routine reads the JPM_JP_CV_SYNC message and determines if the message contains the current effective-dated row. Current effective-dated rows are copied to the JPM_JP_CV_SYNC_EFF message for publishing. Future-dated rows are copied to the EO_EFFDELAY Delay record. The Effective Dating utility compares the future dated row to the date on the utility and if the date is now current, generates the JPM_JP_CV_SYNC_EFF messages. Historical rows are ignored and not copied to JPM_JP_CV_SYNC_EFF. The Effective Dating utility creates three messages: a header message where PSCAMA. MSG_SEQ_FLG = H, a data message containing the actual data needed by Clairvia and a trailer message where PSCAMA. MSG_SEQ_FLG = T.

WORKFORCE_CV_SYNC Message Design

For the Workforce Sync Clairvia message (WORKFORCE_CV_SYNC), a handler for the message reads the generic WORKFORCE_SYNC message and copies all rows over to WORKFORCE_CV_SYNC that are for Clairvia Employees. All past, present and future data is copied to the WORKFORCE_CV_SYNC message.

Administering Time and Labor Integration with Clairvia

These topics provide an overview of the Time and Labor integration with Clairvia, and discuss how to:

- Publish reported punch time and reported leave time to Clairvia.
- Publish leave balances to Clairvia.
- Receive schedule and leave information from Clairvia.

Pages Used to Administer Time and Labor Integration with Clairvia

Page Name	***Definition Name***	***Usage***
Publish Time and Labor Data Page	TL_TIME_DATA	Send reported punch and approved time to Clairvia. Run the TL_PUB_TLDAT process.
Publish Leave Balances Page	TL_TIME_DATA	Send the Base Benefits leave balances for subscribed employees to Clairvia.

Understanding Time and Labor Integration with Clairvia

In order for Time and Labor to send and receive information from Clairvia, your system must meet the following criteria:

- PeopleSoft Human Resources and PeopleSoft Time and Labor are installed.
- Clairvia is installed.
- Time reporting codes and leave plans are manually entered in Clairvia.

In addition, employees must meet the following criteria:

- The employee must be enrolled in Clairvia.
- The PeopleSoft employee must exist in Clairvia – using the messages from PeopleSoft HR.
- The employee must be enrolled in Time and Labor.

Publish Time and Labor Data Page

Use the Publish Time and Labor Data page (TL_TIME_DATA) to send reported punch and approved time to Clairvia.

Run the TL_PUB_TLDAT process.

Navigation

Time and Labor > Process Time > Publish Time and Labor Data

Image: Publish Time and Labor Data page (showing Current Date time option)

This example illustrates the fields and controls on the Publish Time and Labor Data page (showing Current Date time option). You can find definitions for the fields and controls later on this page.

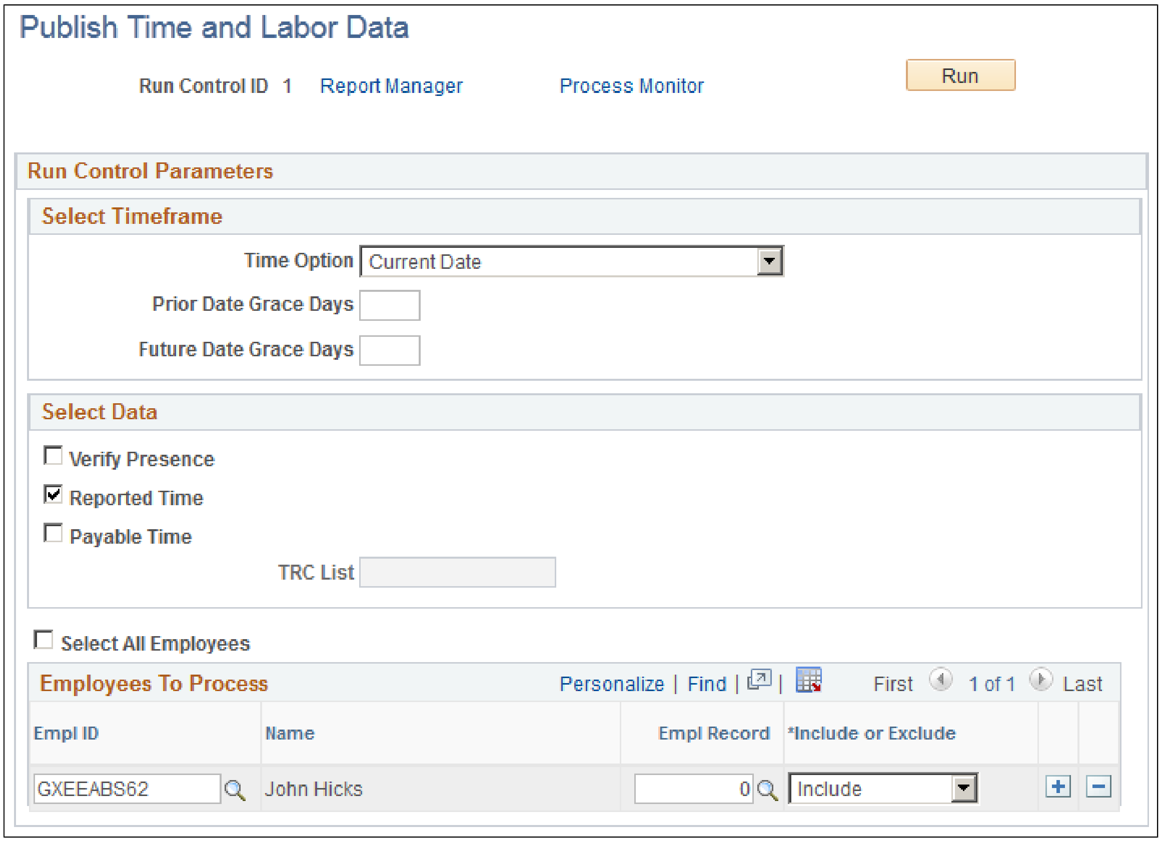
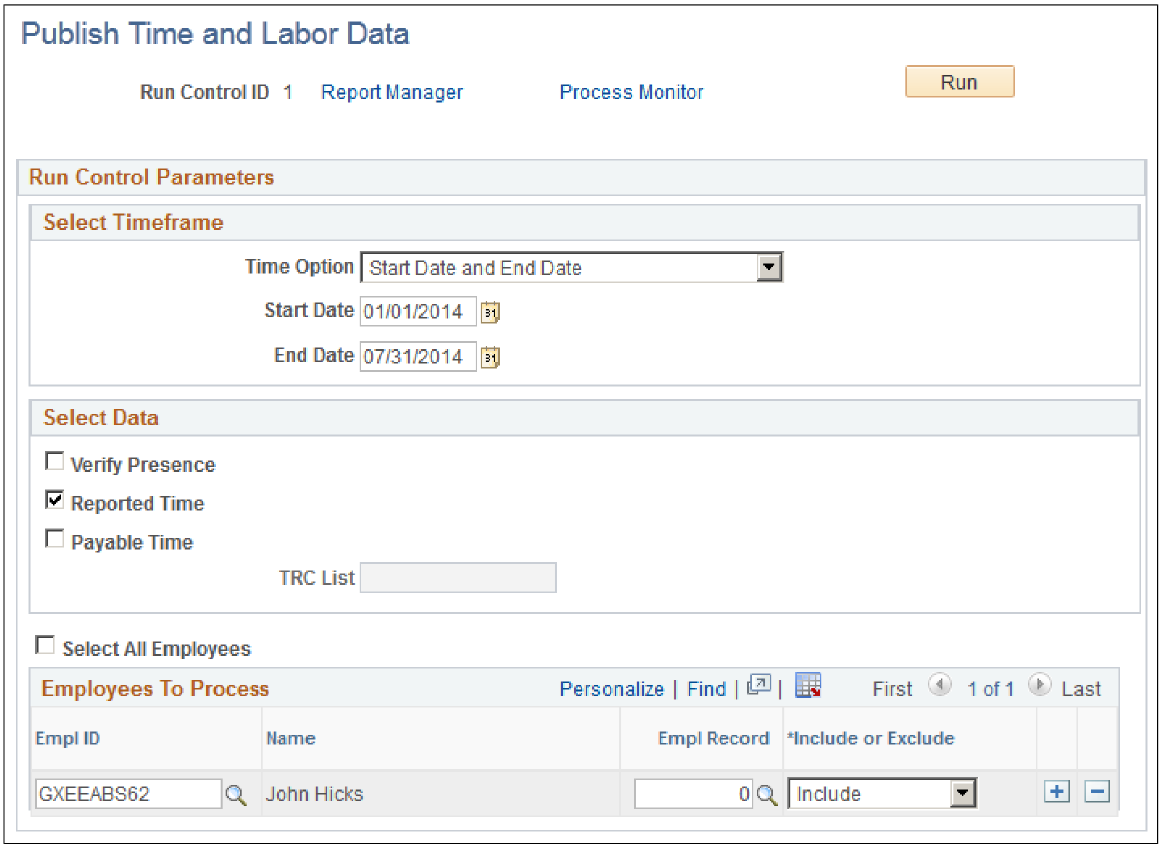


Image: Publish Time and Labor Data page (showing Start Date and End Date time option)

This example illustrates the fields and controls on the Publish Time and Labor Data page (showing Start Date and End Date time option). You can find definitions for the fields and controls later on this page.



Time Option

Select the time frame for the published data. The values are: *Current Date* and *Start Date and End Date.* Select *Current Date* to use the system date as the reporting period to collect the data for publishing. Select *Start Date and End Date* to specify a reporting period.

Start Date and **End Date**

Enter the range of dates to process. These fields are available if you select *Start Date and End Date* in the Time Option field.

Prior Date Grace Days

Enter the number of days before the current date you want to include in the data published to Clairvia. The system uses a reporting period start date equal to the system date minus the value in this field. This field is only available if you select *Current Date* in the Time Option field.

Future Date Grace Days

Enter the number of days in the future you want to include in the data published to Clairvia. The system uses a reporting period end date equal to the system date plus the value in this field. This field is only available if you select *Current Date* in the Time Option field.

Verify Presence

Select to publish the punch time for all employees, or any employees specified in the Employees to Process grid. For employees that have punch time when the process initiates, the system publishes the punch time so that Clairvia can track employees that are present at work. The system publishes any punch times that are available at publishing time, with a status of SV- Saved, NA - Needs Approval, AP – Approved, and SB – Submitted. Leave data is not included when you select this option.

Reported Time

Select to publish reported punch time, reported leave, and leave balances to Clairvia. Only reported time with a status of SB-Submitted, or AP-Approved, is published.

Payable Time

Select to publish employee payable time to Clairvia. The system publishes payable time with any status other than DN, CL, IG, OE, NP, PB, and RV. In addition, payable time with a negative quantity that is not offset, is published to Clairvia. If you specify a TRC List, the system only publishes payable time with those TRC's in the TRC List to Clairvia.

Note: Payable Offsets are not published to Clairvia. The system identifies offset rows where the ORIG_SEQ_NBR is not zero.

TRC List

Select which TRCs the system uses when publishing payable time within the reported period to Clairvia. Leave this field empty to publish all payable time within the reported period. This field is only available when you select the Payable Time option.

Select All Employees

Select to publish the leave balance for all enrolled employees for the selected date range. Deselect this field to specify employees to include or exclude from processing.

Publishing Payable Time Scenarios

The following examples illustrate the payable time published to Clairvia by Time and Labor in different situations:

1. Scenario 1: For EMPLID KU0015, EMPL_RCD=0, the original and offset rows of payable time result in a zero quantity for the DUR.

DUR	*SEQ_NBR*	*TRC*	*TL_ QUANTITY*	*PAYABLE_ STATUS*	*RECORD_ ONLY_ADJ*	*ORIG_SEQ_ NBR*
10/10/2010 0:00	543210001	KUREG	7.5	RP	N	543210001
10/10/2010 0:00	543210002	KUREG	-7.5	RP	N	543210001

Time and Labor publishes the following information to Clairvia:

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	RECORD_ ONLY_ADJ	ORIG_SEQ_ NBR
10/10/2010 0:00	543210001	KUREG	0	RP	N	543210001

2. Scenario 2: For EMPLID KU0015, EMPL_RCD=0, the original, offset, and new rows of payable time result in a positive quantity for the DUR.

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	RECORD_ ONLY_ADJ	ORIG_SEQ_ NBR
10/10/2010 0:00	543210001	KUREG	6	TP	N	543210001
10/10/2010 0:00	543210002	KUREG	2	TP	N	543210002
10/10/2010 0:00	543210011	KUREG	-6	ES	N	543210001
10/10/2010 0:00	543210012	KUREG	–2	ES	N	543210002
10/10/2010 0:00	543210013	KUREG	3	ES	N	0
10/10/2010 0:00	543210014	KUREG	1	ES	N	0

Note: There are two KUREG for the same DUR in this scenario because there is a split in the task. For example, the system allocates 80% to Department A and 20% to Department B.

Time and Labor publishes the following information to Clairvia:

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	RECORD_ ONLY_ADJ	ORIG_SEQ_ NBR
10/10/2010 0:00	543210013	KUREG	3	ES	N	0
10/10/2010 0:00	543210014	KUREG	1	ES	N	0

3. Scenario 3: For EMPLID KU0015, EMPL_RCD=0, the user reports a negative quantity for regular time (KUREG).

DUR	*SEQ_NBR*	*TRC*	*TL_ QUANTITY*	*PAYABLE_ STATUS*	*RECORD_ ONLY_ADJ*	*ORIG_SEQ_ NBR*
10/10/2010 0:00	543210001	KUREG	–3.75	ES	N	0
10/10/2010 0:00	543210002	KUREG	–1.25	ES	N	0

Time and Labor publishes the following information to Clairvia:

DUR	*SEQ_NBR*	*TRC*	*TL_ QUANTITY*	*PAYABLE_ STATUS*	*RECORD_ ONLY_ADJ*	*ORIG_SEQ_ NBR*
10/10/2010 0:00	543210001	KUREG	–3.75	ES	N	0
10/10/2010 0:00	543210002	KUREG	–1.25	ES	N	0

4. Scenario 4: For EMPLID KU0015, EMPL_RCD=0, the original row has a status of *Ignored.* The payable time row never made it to payroll. This can be because the time reporting code is not mapped to an earning or the time rejected by payroll is intentionally closed out and is never paid.

DUR	*SEQ_NBR*	*TRC*	*TL_ QUANTITY*	*PAYABLE_ STATUS*	*TL_PYBL_ REASON_CD*	*ORIG_SEQ_ NBR*
10/10/2010 0:00	543210001	KUREG	6	IG	MRJ	0
10/10/2010 0:00	543210002	KUREG	2	RP	PNP	543210002
10/10/2010 0:00	543210011	KUREG	-2	ES		543210002
10/10/2010 0:00	543210012	KUREG	6	ES		0
10/10/2010 0:00	543210013	KUREG	2	ES		0
10/10/2010 0:00	543210014	KUOVT	1.9125	ES		0
10/10/2010 0:00	543210015	KUOVT	.6375	ES		0

For this scenario, SEQ_NBR 543210001 is rejected by payroll, and then closed by the user. The user intentionally did not want this row paid. SEQ_NBR 5643210002 (TL_QUANTITY=2) is in rejected status, but this row could still be picked up for payroll. Then there is a change in reported time that causes the system to create offsets. The offset row is SEQ_NBR 543210011, and new time is generated for 543210012 through 543210015.

Time and Labor publishes the following information to Clairvia:

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	TL_PYBL_ REASON_CD	ORIG_SEQ_ NBR
10/10/2010 0:00	543210012	KUREG	6	ES		0
10/10/2010 0:00	543210013	KUREG	2	ES		0
10/10/2010 0:00	543210014	KUOVT	1.9125	ES		0
10/10/2010 0:00	543210015	KUOVT	.6375	ES		0

5. Scenario 5: For EMPLID KU0015, EMPL_RCD=0, Adjust Paid Time added a row (SEQ_NBR starts with ‘99999’ and RECORD_ONLY_ADJ = Y).

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	RECORD_ ONLY_ADJ	ORIG_SEQ_ NBR
10/10/2010 0:00	999990001	KUMLO	1.5	CL	Y	0
10/10/2010 0:00	999990002	KDSAD	–1.75	CL	Y	0

For this scenario, Time and Labor does not publish any information to Clairvia.

6. Scenario 6: For EMPLID KU0015, EMPL_RCD=0, the employee has been paid and a check reversal has been created.

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	ORIG_SEQ _NBR	TL_PYBL_ REASON_ CD	INITIAL_ SEQ_NBR
10/10/2010 0:00	543210001	KUREG	8	DL	0		543210001
10/10/2010 0:00	543210002	KUOVT	2	DL	0		543210002

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	ORIG_SEQ _NBR	TL_PYBL_ REASON_ CD	INITIAL_ SEQ_NBR
10/10/2010 0:00	543210011	KUREG	-8	RV	543210001	CRV	543210001
10/10/2010 0:00	543210012	KUOVT	–2	RV	543210002	CRV	543210002

For this scenario, Time and Labor publishes the following information to Clairvia:

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	ORIG_SEQ _NBR	TL_PYBL_ REASON_ CD	ORIG_SEQ _NBR
10/10/2010 0:00	543210011	KUREG	0	RV	543210001	CRV	543210001
10/10/2010 0:00	543210012	KUOVT	0	RV	543210002	CRV	543210002

7. Scenario 7: For EMPLID KU0015, EMPL_RCD=0, the employee has been paid and a check reversal has been created. However, the user wants the new estimated rows to be generated for future payment.

DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	ORIG_SEQ _NBR	TL_PYBL_ REASON_ CD	INITIAL_ SEQ_NBR
10/10/2010 0:00	543210001	KUREG	8.5	RV	543210001	CRV	543210001
10/10/2010 0:00	543210010	KUREG	-8.5	RV	543210001	CRV	543210001
10/10/2010 0:00	543210011	KUREG	8.5	ES	0		543210001

For this scenario, Time and Labor publishes the following information to Clairvia:

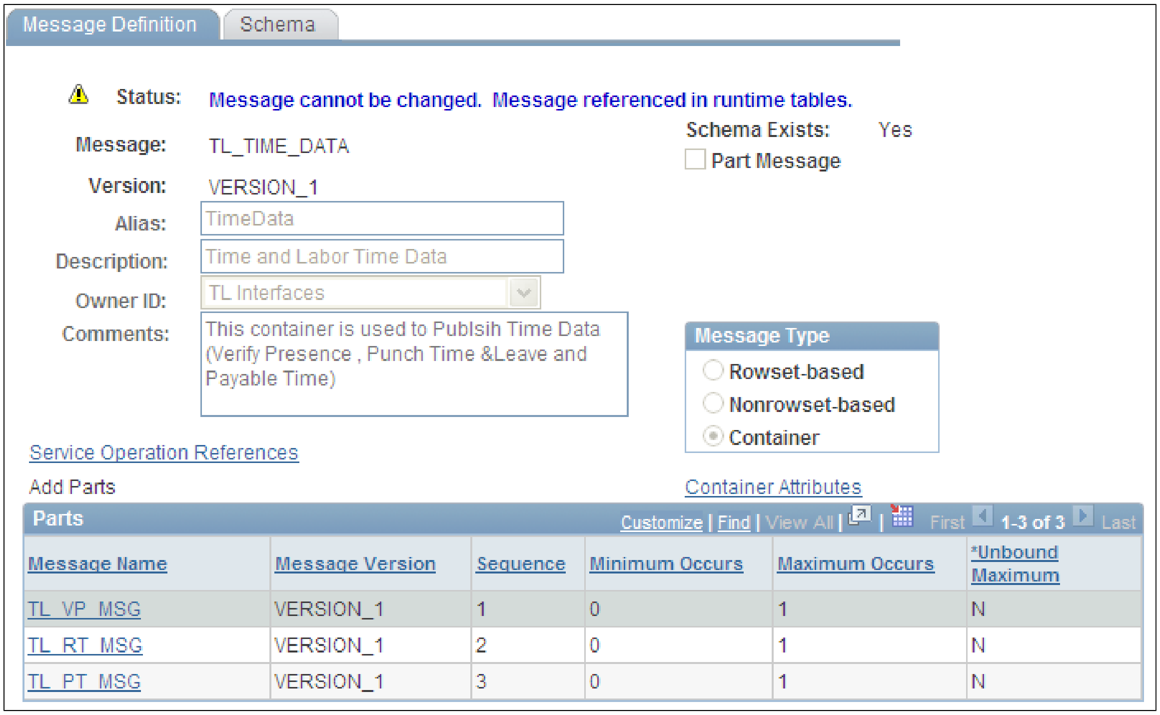
DUR	SEQ_NBR	TRC	TL_ QUANTITY	PAYABLE_ STATUS	ORIG_SEQ _NBR	TL_PYBL_ REASON_ CD	INITIAL_ SEQ_NBR
10/10/2010 0:00	543210011	KUREG	8.5	ES	0		543210001

Message Definition

When you run the TL_PUB_TLDAT process from the Publish Time and Labor Data page, the system publishes the TL_TIME_DATA Integration Broker message to Clairvia.

Image: Message Definition page, showing the parts of the TL_TIME_DATA message

This example illustrates the fields and controls on the Message Definition page, showing the parts of the TL_TIME_DATA message. You can find definitions for the fields and controls later on this page.



The TL_TIME_DATA message is a container with 3 parts:

- TL_VP_MSG contains punch time data only. This is the information specified by the Verify Presence option on the Publish Time and Labor Data page.
- TL_RT_MSG contains reported time data including all punch time, reported leave, and leave balances. This is the information specified by the Reported Time option on the Publish Time and Labor Data page.
- TL_PT_MSG contains the payable time data. This is the information specified by the Payable Time option on the Publish Time and Labor Data page.

Publish Leave Balances Page

Use the Publish Leave Balances page (TL_TIME_DATA) to send the Base Benefits leave balances for subscribed employees to Clairvia.

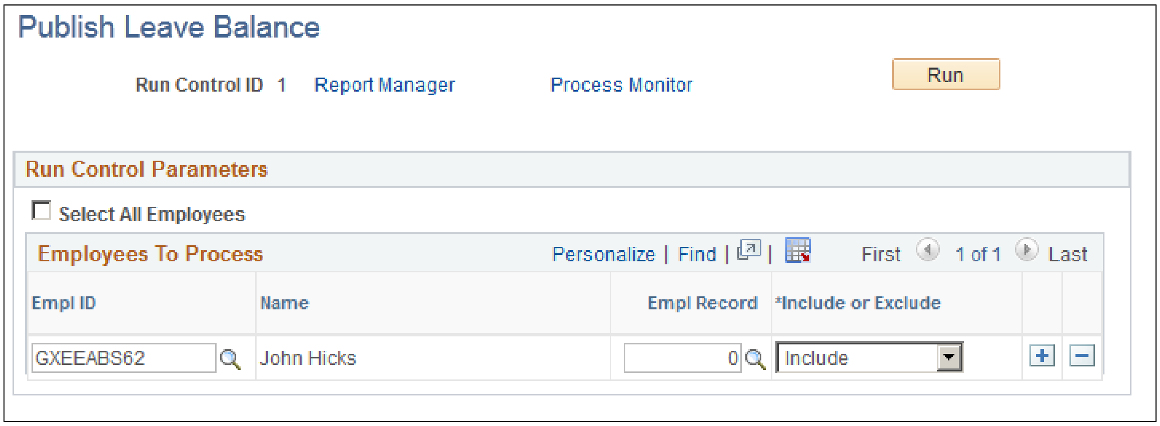
Navigation

Time and Labor > Process Time > Publish Leave Balances

After integrating Time and Labor and Clairvia for the first time, send all of the leave balances for the subscribed employees to Clairvia using the Publish Leave Balances process (TL_PUB_LVBL.)

Image: Publish Leave Balances page

This example illustrates the fields and controls on the Publish Leave Balances page. You can find definitions for the fields and controls later on this page.



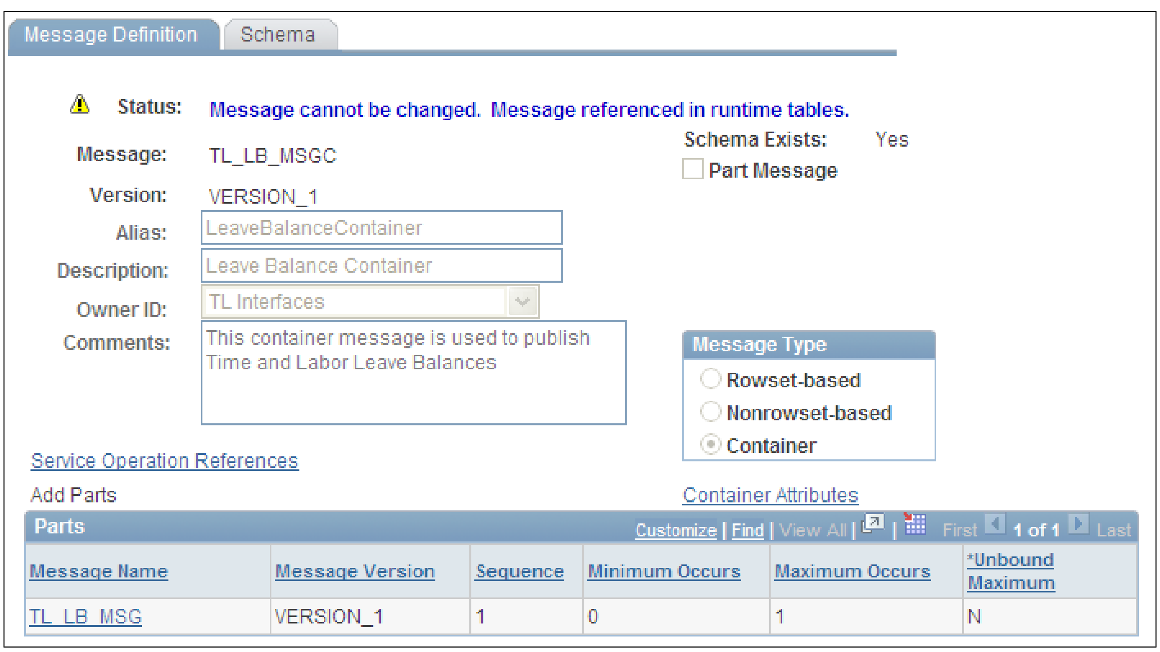
Select All Employees Select to publish the leave balance, as of the current date, for all enrolled employees. Deselecting this field enables you to specify employees to include or exclude from processing.

Message Definition

When you run the TL_PUB_LVBL process from the Publish Leave Balance page, the system publishes the TL_LB_MSGC Integration Broker message to Clairvia.

Image: Message Definition page, showing the parts of the TL_LB_MSGC message

This example illustrates the fields and controls on the Message Definition page, showing the parts of the TL_LB_MSGC message. You can find definitions for the fields and controls later on this page.



The TL_LB_MSGC message is a container with one part. The message, TL_LB_MSG, contains data from the TL_OWSSR_RUNCTL, TL_RUN_CTRL_GRP, TL_COMPLEAV_TBL, and JOB tables.

Receiving Schedule and Leave Information from Clairvia

Time and Labor uses the SCH_OWS_INTEGRATION App Class and the SCH_OWSVALID Application Engine to handle inbound messages from Clairvia.

Clairvia publishes finalized schedules and leave to Time and Labor using the SCH_OWS_SCHEDULE message. The system performs the following steps after receiving the message:

1. Time and Labor validates the schedule punch time and leave time. The system performs basic leave validations including validating the reporting code and the employee's leave balance.
2. The system inserts valid schedules into the PS_SCH_ADHOC_DTL table, and inserts a summary of schedules into the PS_SCH_MNG_SCH_TBL table.
3. Valid leave is inserted into the PS_TL_RPTD_TIME table with a REPORTED_STATUS of AP. The leave plan balance is updated in the TL_COMPLEAV_TBL table.
4. Invalid schedule and leave data is inserted into the SCH_INTEG_ERROR table.
5. The system sends a response message (SCH_OWS_MESSAGE) to Clairvia.
   - When all rows are processed successfully, the system sends a success response message to Clairvia.
   - Information in error is returned to Clairvia for correction. The message includes the employee's information a rejection reason code. You can review the error data with the SCH_INTEGRATION_ERROR query.

Rejection Reason Codes

The following table lists the rejection reason codes:

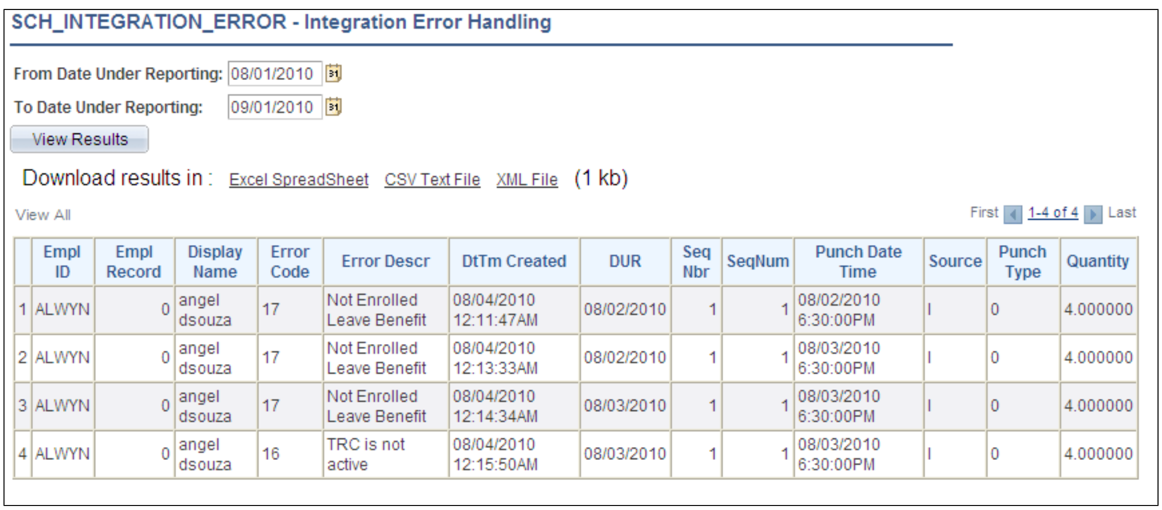
Error Code	***Description***
1	Invalid Employee and Employee Record Number
2	Invalid Schedule Source
3	Invalid Schedule Category
4	Invalid Punch Type
5	Invalid Activity
6	Invalid Activity Type
7	Invalid Event
8	Invalid Time Zone
9	Transaction already exists

Error Code	***Description***
10	Cannot add, transaction exists
11	Cannot change or delete, transaction exists
12	Employee not enrolled with Integration Product
13	Employee not enrolled in Clairvia
14	Leave balance is not sufficient
15	TRC is blank (Type=0 and TRC=blank)
16	TRC is not active

The following graphic shows an example of the results of the SCH_INTEGRATION_ERROR query in the Query Viewer:

Image: SCH_INTEGRATION_ERROR query results in the Query Viewer

This example illustrates the fields and controls on the SCH_INTEGRATION_ERROR query results in the Query Viewer.



SCH_INTEGRATION_ERROR - Integration Error Handling

From Date Under Reporting: 08/01/2010

To Date Under Reporting: 09/01/2010

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-4 of 4 Last

	Empl ID	Empl Record	Display Name	Error Code	Error Descr	DtTm Created	DUR	Seq Nbr	SeqNum	Punch Date Time	Source	Punch Type	Quantity
1	ALWYN	0	angel dsouza	17	Not Enrolled Leave Benefit	08/04/2010 12:11:47AM	08/02/2010	1	1	08/02/2010 6:30:00PM	I	0	4.000000
2	ALWYN	0	angel dsouza	17	Not Enrolled Leave Benefit	08/04/2010 12:13:33AM	08/02/2010	1	1	08/03/2010 6:30:00PM	I	0	4.000000
3	ALWYN	0	angel dsouza	17	Not Enrolled Leave Benefit	08/04/2010 12:14:34AM	08/03/2010	1	1	08/03/2010 6:30:00PM	I	0	4.000000
4	ALWYN	0	angel dsouza	16	TRC is not active	08/04/2010 12:15:50AM	08/03/2010	1	1	08/03/2010 6:30:00PM	I	0	4.000000

Chapter 53

Integrating with Fusion Talent Management and Fusion Workforce Compensation

Understanding the Coexistence

The PeopleSoft HCM to Fusion Talent Management and Fusion Workforce Compensation coexistence enables customers to implement and maintain Fusion applications that leverage data from an established on-premise PeopleSoft HR system. This document focuses on how to set up and manage the PeopleSoft HCM side of the coexistence.

There are three main data transfer processes that comprise the coexistence:

- Sending core HR data from PeopleSoft HCM to Fusion.
- Migrating profile data from PeopleSoft HCM to Fusion.
- Receiving compensation data from Fusion.

Sending Core HR Data to Fusion

This process enables you to transform and send the following types of core HR data to Fusion:

- Location
- HR Business Unit
- Department
- Job Grade
- Job Code
- Person/Job
- Department Tree
- Position
- Job Grade Rate
- Salary
- Bonus

PeopleSoft HCM serves as the system of record for this data and the synchronization of this data with the Fusion Talent Management system occurs on a regular (e.g., daily) basis. You manage the frequency of the data synchronization between PeopleSoft HCM and Fusion Talent Management using the PeopleTools Process Scheduler.

See Send HR Data to Fusion Page.

Migrating Profile Data

This is a one-time process that migrates the performance appraisal data from PeopleSoft HCM 9.2 to Fusion. Once that process is run, the data is maintained in the Fusion system going forward.

See Migrate Profile Data Page

Receiving Compensation Data

Fusion Workforce Compensation serves as the system of record for this process, which reviews and updates workforce compensation data. Through this process, Fusion Workforce Compensation passes data back to the PeopleSoft HCM 9.2 system to update employee records for future payroll processing.

It is also possible to pass bonus information from Fusion to PeopleSoft Payroll using existing integration functionality included with the PeopleSoft Variable Compensation application.

See Receiving Data from Fusion

Setting Up Domain Value Maps

Pages Used to Set Up Data Mapping

Page Name	***Definition Name***	***Usage***
Define Value Maps - Elements Page	EOTF_DEFINE_MAPS	Review assigned map elements.
Define Value Maps – Domains Page	EOTF_DEFINE_MAPS2	Review assigned domain elements.
Import Value Maps Page	EOTF_MAP_IMPORT	Import manually-defined XREFs.
Domain Value Map Page	EOTF_POPULATE_DVMS	Verify and update domain value maps.

Understanding Domain Value Map Setup

Domain value maps (DVMs) are what PeopleSoft HCM uses to associate PeopleSoft objects with Fusion objects when transforming data. PeopleSoft delivers the definitions for all of these DVMs, but the customer must verify their delivered populated values. In addition, some of the delivered DVMs require that you manually set up and populate values for them.

Note: You load and manage DVM definitions and values using the PeopleSoft Application Integration Framework, which is part of Enterprise Components and is a prerequisite for the coexistence.
See "Understanding Value Maps" (PeopleSoft 9.2: Application Integration Framework)

Delivered DVMs

The following table lists the DVMs that are delivered as part of the PeopleSoft HCM to Fusion Talent Management and Fusion Workforce Compensation coexistence. The table lists the name of each DVM along with the system object to which it pertains. In addition, the System Data column lists a code which indicates the type of values PeopleSoft delivers for it as system data. The system data codes are:

- *PF:* The DVM has both PeopleSoft and Fusion values delivered as system data. Customers should verify the delivered values.
- *P:* The DVM has PeopleSoft values delivered as system data. Customers should verify the delivered values and add corresponding Fusion values.
- *M:* The DVM has no values delivered as system data and is also known as a “manual XREF”. Populating the values for this DVM requires setting up the date in Fusion, exporting the data to a .dat file, manually modifying the .dat file, saving it as a .csv file, and importing the values into PeopleSoft.
- *N:* The DVM has no values delivered as system data. Customers must populate the values for this DVM using the Populate Domain Value Maps page of the PeopleSoft Application Integration Framework.
- *X:* The DVM has no values delivered as system data. Populating the values for this DVM requires setting up the date in Fusion, exporting the data to a .dat file, manually modifying the .dat file, saving it as a .csv file, and importing the values into PeopleSoft. In addition, these DVMs need to be seeded with specific values.

See "Importing Value Maps" (PeopleSoft 9.2: Application Integration Framework)

DVM Name	***Related System Object***	***System Data***
ACTION_REASON_XREF	Worker	M
ACTION_XREF	Worker	M
ADDRESS_USE_CODE	Worker	P
BONUS_ELEMENT_TYPE_XREF	PayrollElemenEntry	M
BONUS_INPUT_VALUE_XREF	PayrollElemenEntry	M
CountryCodeDVM	Most All	P
CURRENCY95CODE	Many	P
FREQUENCY_CODE	WorkerPosition	P
FREQUENCY_TYPE_CODE	Salary	P
GRADE_ACTIVE_STATUS_CODE	Grade	PF
JOB_ACTIVE_STATUS_CODE	Job Code	PF
JOB_FUNCTION_CODE	Job Code	P
JOB_MANAGER_LEVEL_CODE	Job Code	P

DVM Name	***Related System Object***	***System Data***
JOB_MEDICAL_CHECKUP_REQUIRED_CODE	Job Code	PF
JOB_REGULAR_FLAG_CODE	Job Code	P
LanguageCodeDVM	Most All	P
LEGAL_ENTITY_XREF	Many	M
LEGISLATIVE_DATA_GROUP_XREF	GradeRate	M
LOCATION_GEO_HIERARCHY_NODE_CODE	Location	P
MARITAL_STATUS	Worker (Person)	P*
PERSON_EMAIL_ADDRESS_TYPE_CODE	Worker (Person)	P
PERSON_ETHNICITY_CODE	Worker (Person)	N
PERSON_GENDER_CODE	Worker (Person)	P*
PERSON_HIGHEST_EDU_LEVEL_CODE	Worker (Person)	P
PERSON_NAME_PREFIX_CODE	Worker (Person)	P
PERSON_NAME_TYPE_CODE	Worker	P
PERSON_NID_TYPE_CODE	Worker (Person)	P
PERSON_RELIGION_CODE	Worker (Person)	N
PHONE_TYPE_CODE	Worker (Person)	P
POSITION_FULL_PART_TIME_CODE	Position	P
POSITION_HIRING_STATUS_CODE	Position	P
POSITION_SECURITY_CLEARANCE_CODE	Position	P
POSITION_TYPE_CODE	Position	P
SALARY_COMP_ACTION_REASON_CODE	Salary	P
SALARY_ELEMENT_TYPE_XREF	Salary	M
SALARY_INPUT_VALUE_XREF	Salary	M
SETID_XREF	Many	M

DVM Name	***Related System Object***	***System Data***
StateCodeDVM	Location	P
TALENTPROFILETYPE_XREF	TalentProfileType	X
TP_CI_LANGUAGE_XREF	TPContentType	M
TP_CI_RELATIONSHIP_CODE	TPContentType/TPContentItemRelationship	P
TP_CT_XREF	TPContentType	X
TP_IMPORTANCE_CODE	TalentProfileItem	P
TP_INTEREST_LEVEL_CODE	TalentProfileItem	P
TP_OBJECT_ASSOCIATION_XREF	TalentProfile	X
TP_USAGE_CODE	TalentProfileType/TalentProfile	P
TPINSTANCEQUALIFIERSET_IN_XREF	TalentProfileInstanceQualifier	X
TREE_VERSION_ACTIVE_STATUS_CODE	Many	PF
WORKER_ASSIGNMENT_CLASSIFICATION_CODE	Worker/ Assignments	P
WORKER_ASSIGNMENT_EMPLOYEE_CATEGORY_CODE	Worker	P
WORKER_ASSIGNMENT_STATUS_TYPE_XREF	Worker	M
WORKER_ASSIGNMENT_TYPE_CODE	Worker	P
WORKER_BARG_UNIT_CODE	Worker	N
WORKER_EMPL_TYPE_CODE	Worker/ Assignments	P
WORKER_PAYROLL_STATUS_CODE	Worker	P
WORKER_PERSON_TYPE_XREF	Worker	M
WORKER_PRIMARY_INDICATOR_CODE	Worker/ Assignments	P
WORKER_SYSTEM_PERSON_TYPE_CODE	Worker	P
WORKER_TYPE_CODE	Worker	P
WORKER_WORK_TERM_ASSIGNMENT_TYPE_CODE	Worker	P

* Indicates a DVM for which customers must map the PeopleSoft value of *Unknown* to *Null* in Fusion.

Note: This table lists only the delivered static value maps (DVMs). The PeopleSoft HCM 9.2 to Fusion Talent Management and Fusion Workforce Compensation coexistence also includes delivered dynamic value maps (cross-references) as system data, but they require no customer modification. You can use the Define Value Maps component to review the definitions of both types of delivered value maps.

Manual Setup of XREF DVMs

Delivered type M (manual XREF) and type X DVMs (for example, WORKER_PERSON_TYPE_XREF and TP_OBJECT_ASSOCIATION_XREF) require manual set up.

Note: The DVMs with the XREF suffix are static value maps. Do not confuse the _XREF suffix with the term *cross-reference,* which is often used synonymously with dynamic value maps when discussing the Application Integration Framework.

To manually set up and import an XREF DVM:

1. Define the object in Fusion and export the primary Fusion keys and other descriptive attributes to a .dat file. This file should contain the auto-generated GUID, Fusion key and/or user-intelligent Fusion description fields corresponding to the PeopleSoft values populated for the DVM.

2. Open the .dat file in Microsoft Excel.

3. Enter the PeopleSoft keys to map the functional Fusion description and Fusion GUID, and save the file in .csv format. Make sure you configure the .csv file following these guidelines:

   a. The first row in the file must contain *DVM* in the first column and the name of the map to be imported in the second column.

   b. Each column in the second row of the file must identify the names of the elements into which the values will be imported. Reference data is optional. To define a reference data column that will be ignored by the import process, add an asterisk (*) in front of the name, or leave the name blank.

   c. Subsequent rows in the file identify the data values to be imported, and must contain the same number of columns as the second row.

   Image: Example of a correctly configured .csv file

   This example illustrates what a correctly configured .csv file should look like.

	A	B	C	D	E
1	DVM	LEGAL_ENTITY_XREF			
2	FT_LEGALENTY_GUID	*FusionKey	COMPANY	Description	Description2
3	8B572FEBB44DC355E040578C495D0EA3	940011	PSI	PSFT-PSI	US
4	8B572FEBB44EC355E040578C495D0EA3	40016	CWB	PSFT-CWB	US
5	8B572FEBB44FC355E040578C495D0EA3	40015	HX1	PSFT-HX1	US
6	8B572FEBB44EC355E040578C495D0EA3	940015	PSF	PSFT-PSF	US

4. Import the modified .csv file using the Import Value Maps page.

   See Import Value Maps Page.

5. Review the imported data using the Populate Domain Value Maps page to verify that it is correct.

See Domain Value Map Page.

Define Value Maps - Elements Page

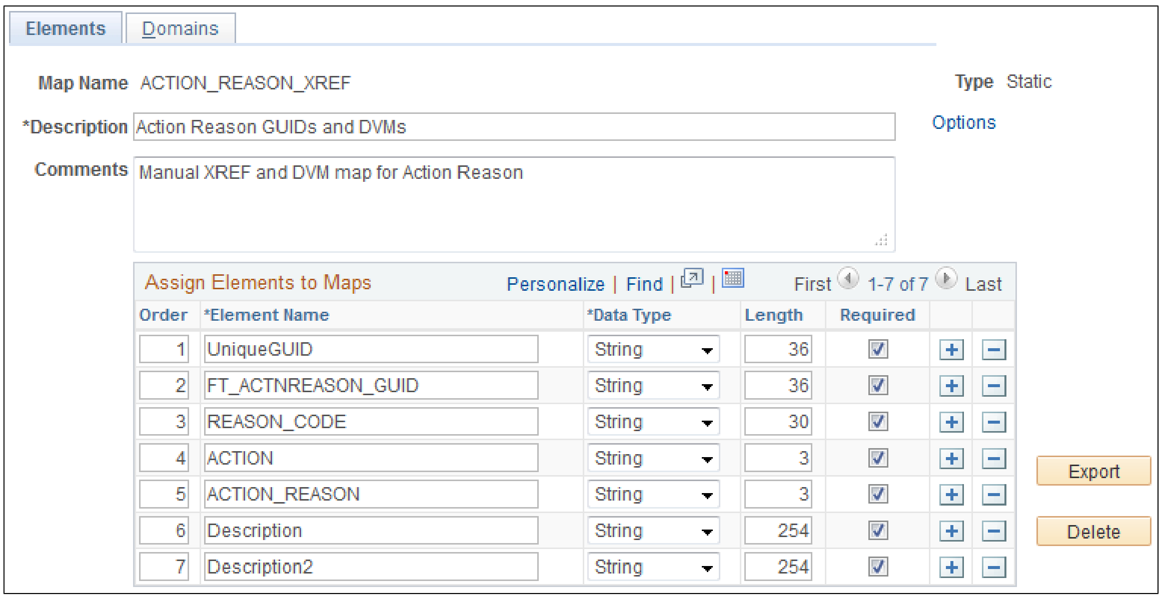
Use the Define Value Maps - Elements page (EOTF_DEFINE_MAPS) to review assigned map elements.

Navigation

Enterprise Components > Integration Definitions > Transformation Framework >Define Value Maps

Image: Define Value Maps - Elements page

This example illustrates the fields and controls on the Define Value Maps - Elements page.



PeopleSoft delivers all of the DVM definitions that are relevant to the coexistence with Fusion Talent Management and Fusion Workforce Compensation. Therefore you will typically use this page only as a reference for determining the elements that are assigned to a particular DVM.

Related Links

"Defining Value Maps" (PeopleSoft 9.2: Application Integration Framework)

Define Value Maps – Domains Page

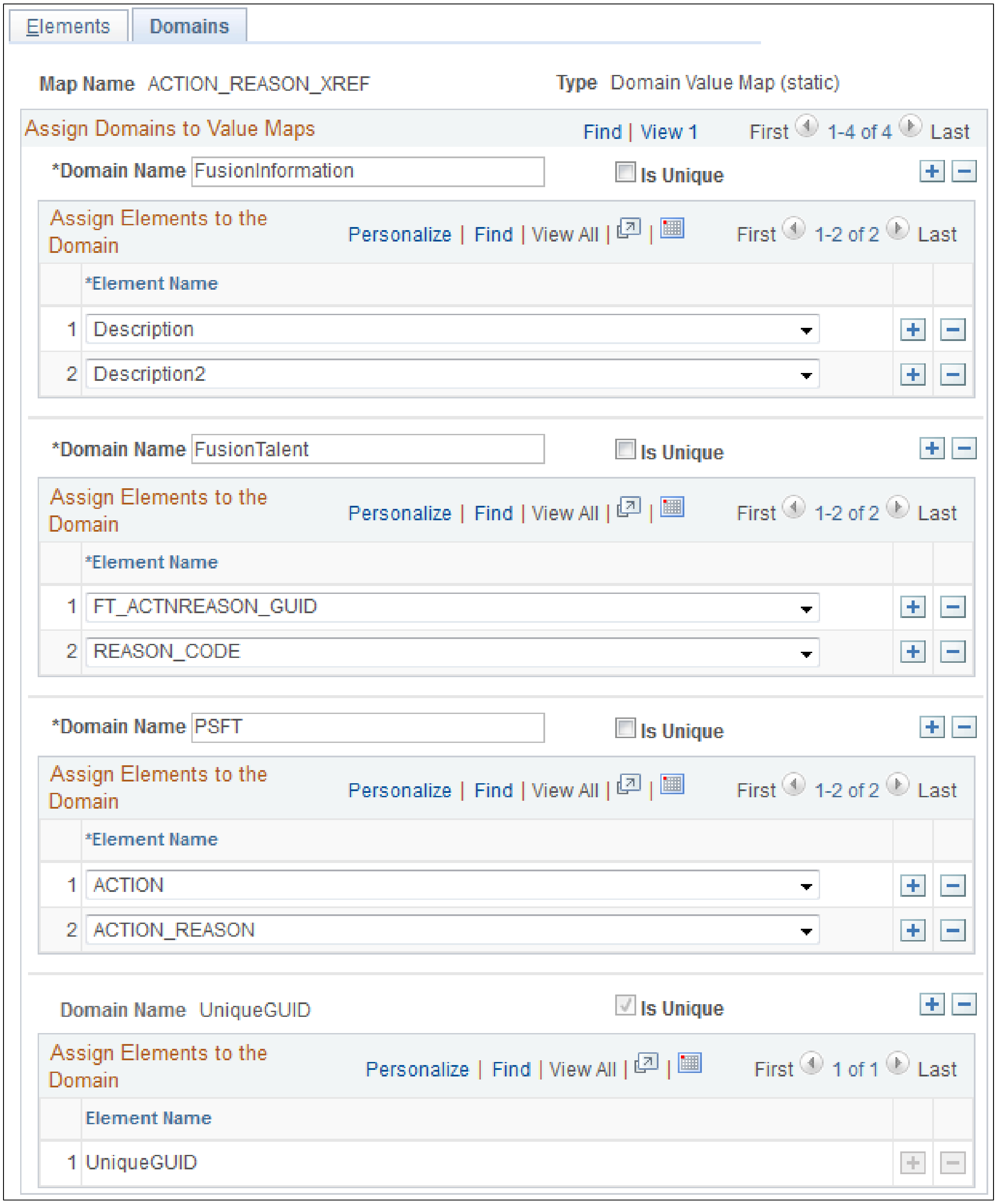
Use the Define Value Maps - Domains page (EOTF_DEFINE_MAPS2) to review assigned domain elements.

Navigation

Enterprise Components > Integration Definitions > Transformation Framework >Define Value Maps >Domains

Image: Define Value Maps - Domains page

This example illustrates the fields and controls on the Define Value Maps - Domains page.



PeopleSoft delivers all of the DVM definitions that are relevant to the coexistence with Fusion Talent Management and Fusion Workforce Compensation. Therefore you will typically use this page only as a reference for determining the elements that are assigned to domains of a particular DVM.

Related Links

"Defining Value Maps" (PeopleSoft 9.2: Application Integration Framework)

Import Value Maps Page

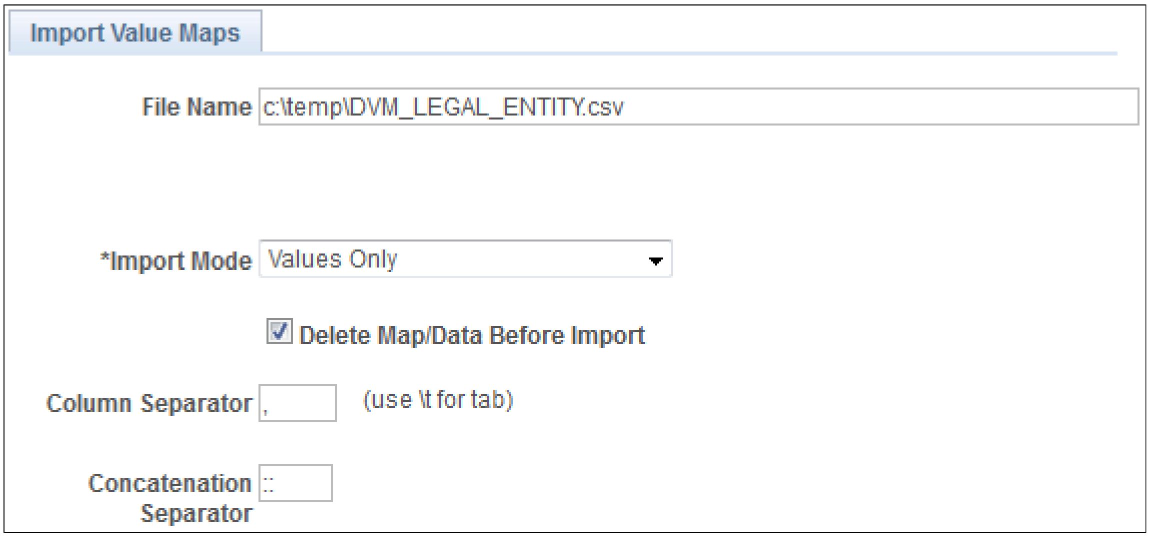
Use the Import Value Maps page (EOTF_MAP_IMPORT) to import manually-defined XREFs.

Navigation

Enterprise Components > Integration Definitions > Transformation Framework >Import Value Maps

Image: Import Value Maps page

This example illustrates the fields and controls on the Import Value Maps page.



File Name — Enter the name of the file to be imported, including the path.

Import Mode — Select the *Values Only* value.

Note: It is important that you select the *Values Only* value. If you were to select either of the other values, the import process would override the map definition. This would likely result in having to manually redefine the map.

Delete Map/Data Before Import — Select this check box.

Column Separator — Leave this field blank.

Concatenation Separator — Leave this field blank.

Import — Click to initiate the Import process.

Related Links

"Importing Value Maps" (PeopleSoft 9.2: Application Integration Framework)

Domain Value Map Page

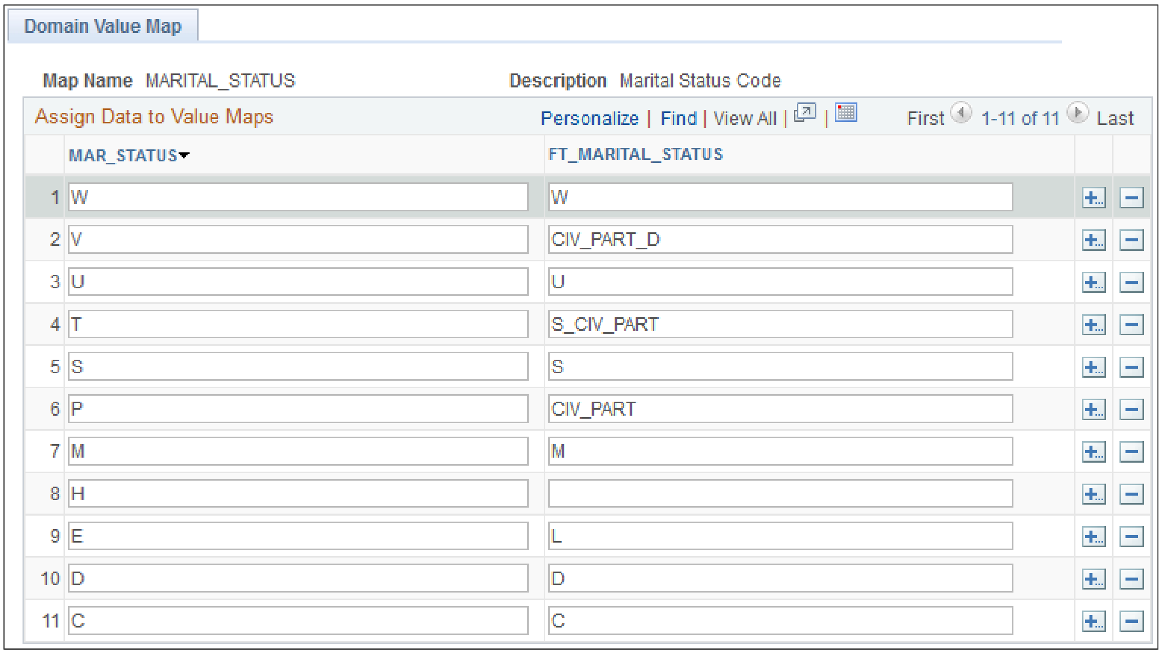
Use the Domain Value Map page (EOTF_POPULATE_DVMS) to verify and update domain value maps.

Navigation

Enterprise Components > Integration Definitions > Transformation Framework >Populate Domain Value Maps

Image: Domain Value Map page

This example illustrates the fields and controls on the Domain Value Map page.



A column appears on this page for each element assigned to the DVM, excluding Unique GUID, which is an element common to all DVMs. Use this page to verify delivered element values, and to add and update values to suit your business process needs.

Note: Make sure that all of the fields in all of the columns have values or you might encounter unexpected results when running the data transformation process (FT_EXTRACT). The exceptions to this are any Description or Description2 columns. Blank fields in these columns are not problematic.

Related Links

"Populating a Domain Value Map" (PeopleSoft 9.2: Application Integration Framework)

Setting Up Web Services for the Coexistence

The files transported between the PeopleSoft environment and the Fusion environment are single compressed .zip files. The transfer of these files to and from the PeopleSoft environment is supported by PeopleSoft Integration Broker web service messages. PeopleSoft delivers the web service message structure as part of the PeopleSoft HCM 9.2 to Fusion Talent Management and Fusion Workforce Compensation coexistence, but there are several steps you must take to complete the Integration Broker configuration.

Pages Used to Set Up Web Services for the Coexistence

Page Name	*Definition Name*	*Usage*
Service Operations - General Page	IB_SERVICE	Activate delivered service operations.
Web Service Access Page	WS_ACCESS_IB	Set access to permission lists.
Service Operations - Handlers Page	IB_SERVICEHDLR	Activate delivered handlers.
Service Operations - Routings Page	IB_SERVICERTNGS	Add routing definitions.
Routing Definition	IB_ROUTINGDEFN	Activate delivered routings.
Connector Properties Page	IB_ROUTINGDEFNCON	Configure routing connector properties.
Queue Definitions Page	IB_QUEUEDEFN	Activate delivered queue.
Node Definitions Page	IB_NODE	Update node credentials.
Connectors Page	IB_NODECONN	Configure node connector properties.
WS Security Page	IB_NODESECURITY	Update node security.

For more information on setting up web services, see the product documentation for *PeopleTools: Integration Broker*.

Service Operations - General Page

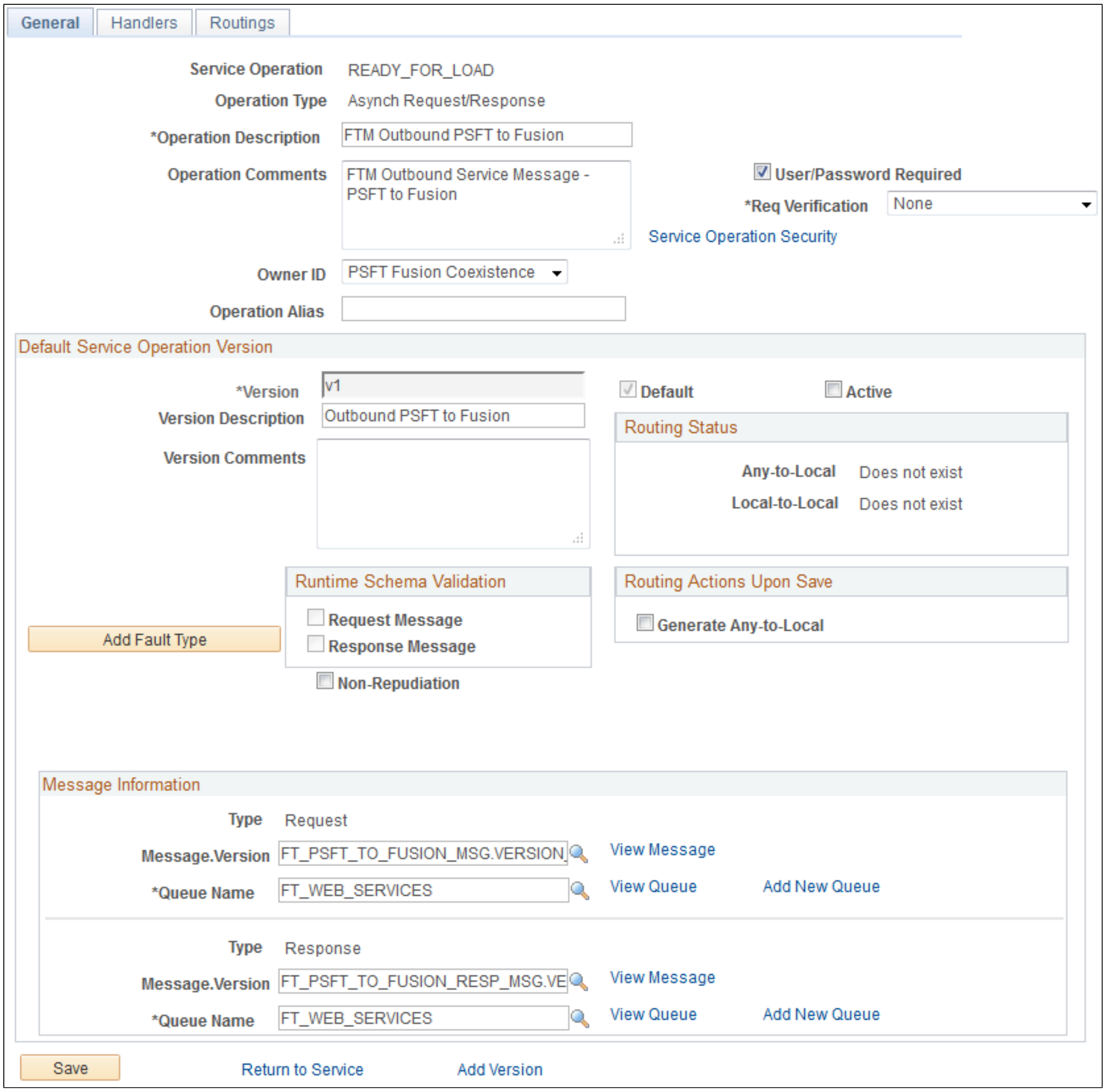
Use the Service Operations - General page (IB_SERVICE) to activate delivered service operations.

Navigation

PeopleTools >Integration Broker >Integration Setup >Service Operations >General

Image: Service Operations - General Page

This example illustrates the fields and controls on the Service Operations - General page.



READY_FOR_LOAD and READY_FOR_TRANSMISSION

Select the User/Password Required and Active check boxes for the READY_FOR_LOAD and READY_FOR_TRANSMISSION service operations.

WORKFORCE_SYNC

Select the Active check box for the WORKFORCE_SYNC service operation. In addition, make sure that the value in the Message.Version field is *WORKFORCE_SYNC.VERSION_2*.

Web Service Access Page

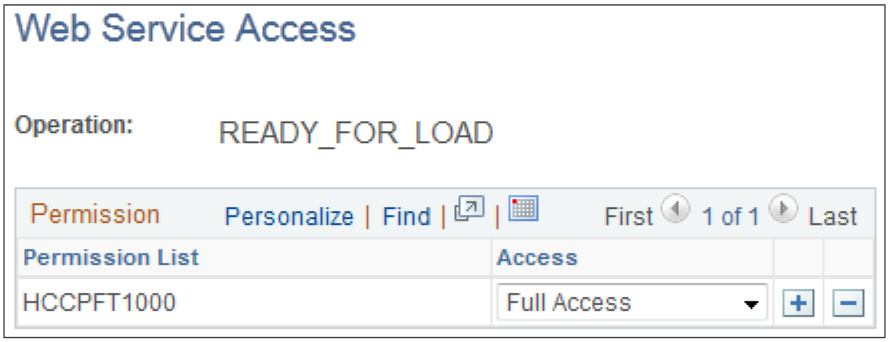
Use the Web Service Access page (WS_ACCESS_IB) to Set access to permission lists.

Navigation

Click the Service Operations Security link on the Service Operations - General page.

Image: Web Service Access Page

This example illustrates the fields and controls on the Web Service Access Page.



Set the Access field to *Full Access* for the HCCPFT1000 permission list. Do this for the READY_TO_LOAD, READY_FOR_TRANSMISSION, and WORKFORCE_SYNC service operations.

Service Operations - Handlers Page

Use the Service Operations - Handlers page (IB_SERVICEHDLR) to activate delivered handlers.

Navigation

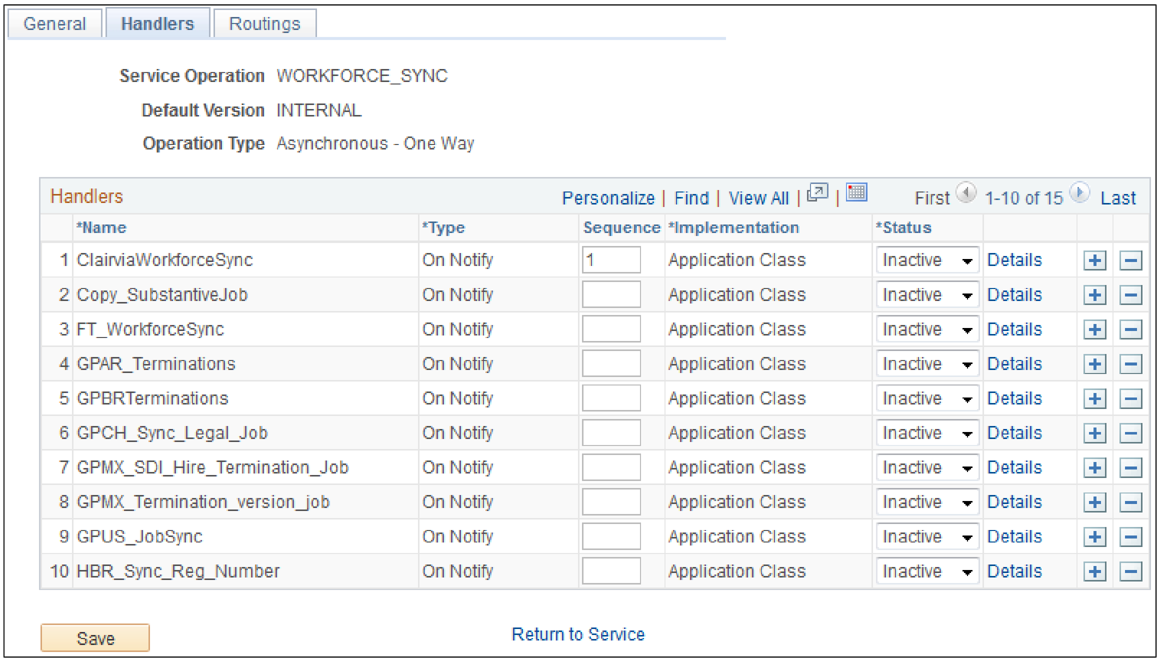
PeopleTools >Integration Broker >Integration Setup >Service Operations >Handlers

Image: Service Operations - Handlers Page (READY_FOR_LOAD)

This example illustrates the fields and controls on the Service Operations - Handlers page for the READY_FOR_LOAD service operation.

Image: Service Operations - Handlers Page (WORKFORCE_SYNC)

This example illustrates the fields and controls on the Service Operations - Handlers page for the WORKFORCE_SYNC service operation.



READY_FOR_LOAD and READY_FOR_TRANSMISSION

To activate the delivered handlers for the READY_FOR_LOAD and READY_FOR_TRANSMISSION service operations, select the *Active* value in the Status column for each handler.

WORKFORCE_SYNC

For the WORKFORCE_SYNC service operation, select *Active* in the Status column for the FT_WorkforceSync handler.

Service Operations - Routings Page

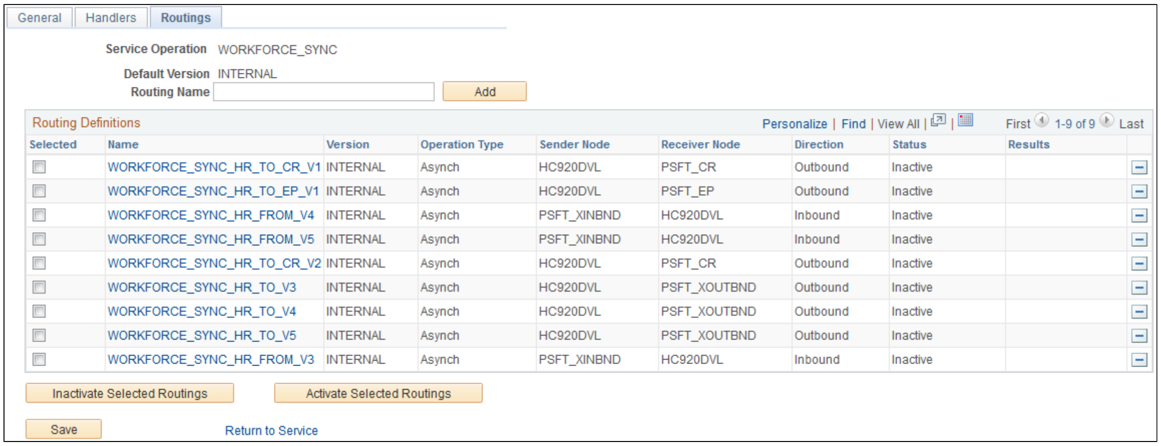
Use the Service Operations - Routings page (IB_SERVICERTNGS) to add routing definitions.

Navigation

PeopleTools >Integration Broker >Integration Setup >Service Operations >Routings

Image: Service Operations - Routings Page

This example illustrates the fields and controls on the Service Operations - Routings Page.



For the WORKFORCE_SYNC service operation, enter *WORKFORCE_SYNC_LOCAL* in the Routing Name field and click the ADD button. This takes you to the Routing Definitions page.

Routing Definition

Use the Routing Definition page (IB_ROUTINGDEFN) to activate delivered routings.

Navigation

PeopleTools >Integration Broker >Integration Setup >Service Operations >Routings

Click a routing link in the Name column.

Image: Routing Definitions Page (READY_FOR_LOAD)

This example illustrates the fields and controls on the Routing Definitions Page for the READY_FOR_LOAD routing.

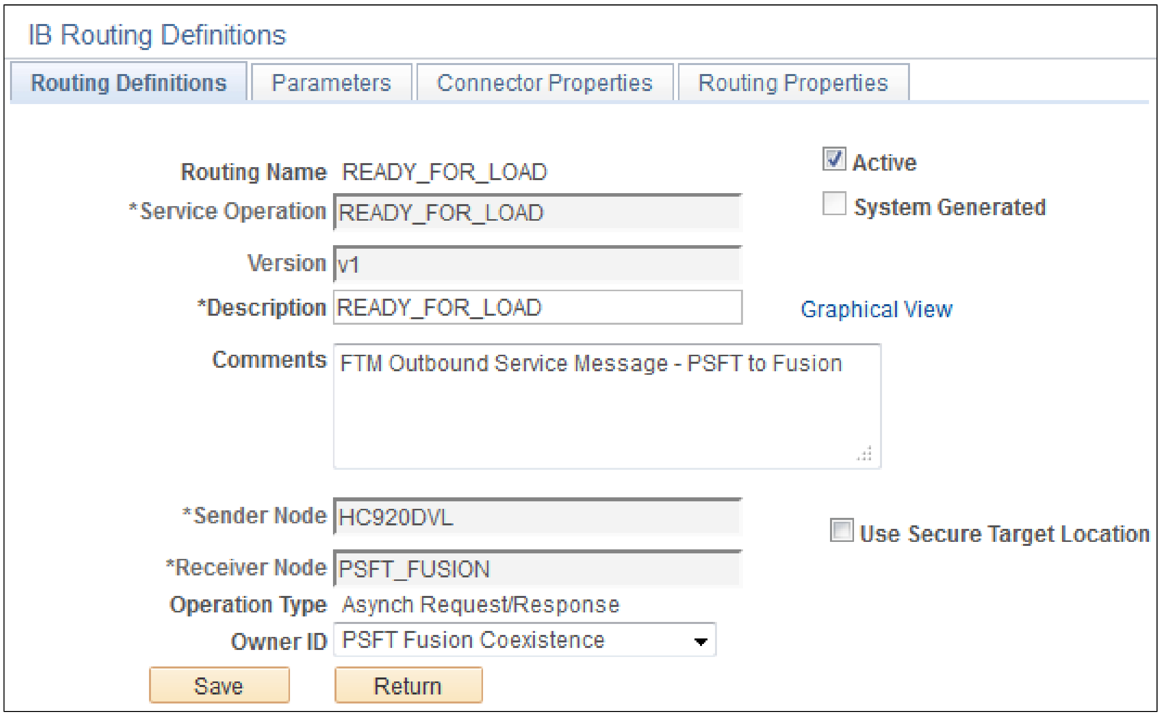


Image: Routing Definitions Page (READY_FOR_TRANSMISSION)

This example illustrates the fields and controls on the Routing Definitions Page for the READY_FOR_TRANSMISSION routing.

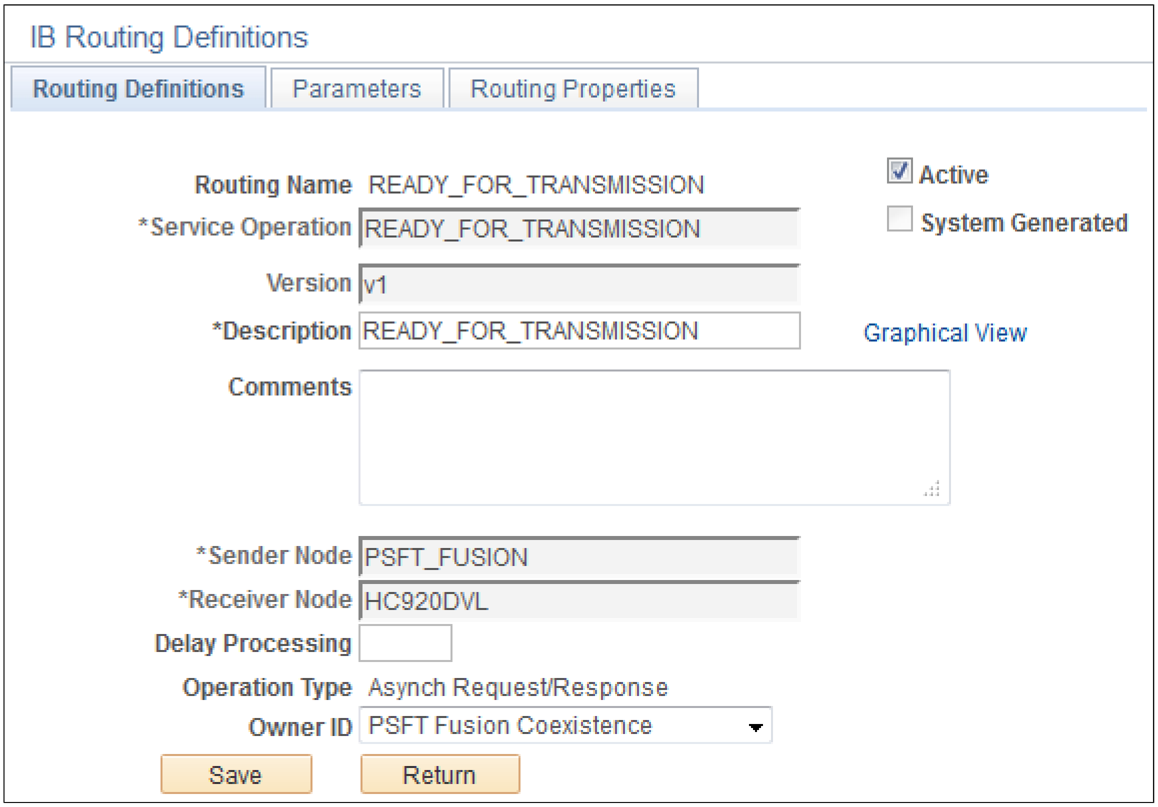
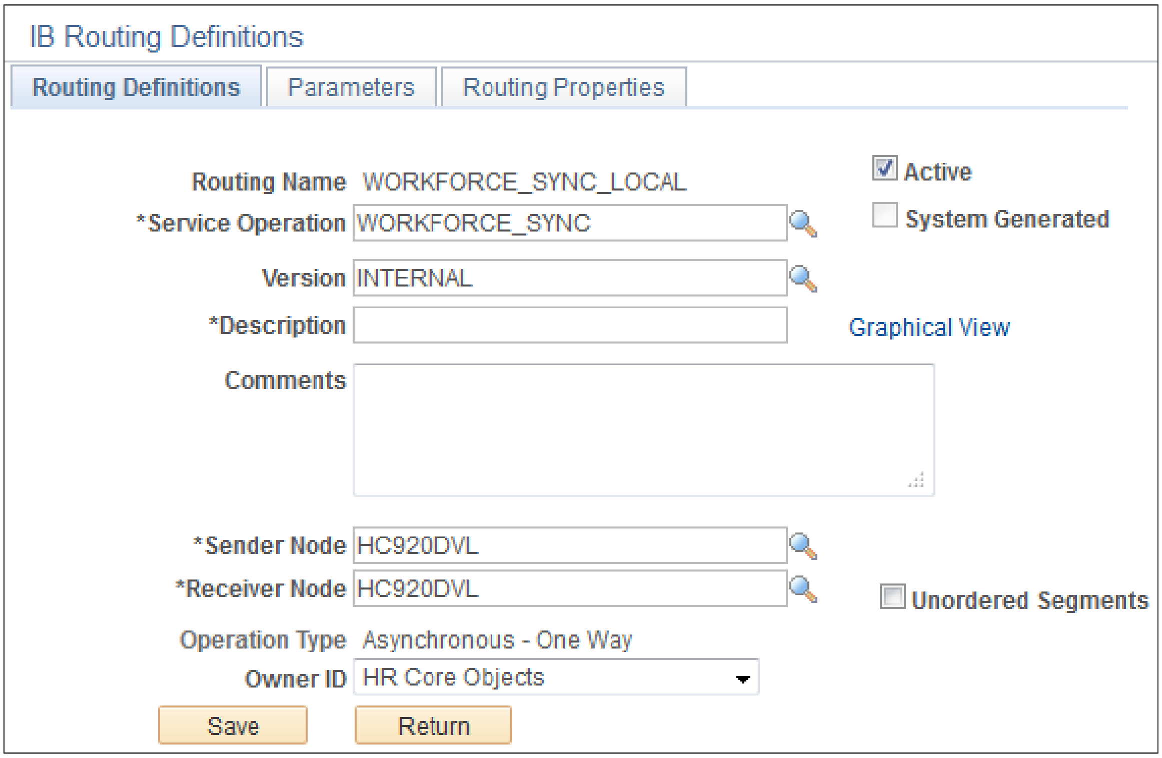


Image: Routing Definitions Page (WORKFORCE_SYNC_LOCAL)

This example illustrates the fields and controls on the Routing Definitions page for the WORKFORCE_SYNC_LOCAL routing.



READY_FOR_LOAD and READY_FOR_TRANSMISSION

To activate the delivered routings for the READY_FOR_LOAD and READY_FOR_TRANSMISSION service operations, select the Active check box for each service operation's routing.

WORKFORCE_SYNC_LOCAL

Select the Active check box to activate the WORKFORCE_SYNC_LOCAL routing. In addition, enter your local node in the Sender Node and Receiver Node fields.

Connector Properties Page

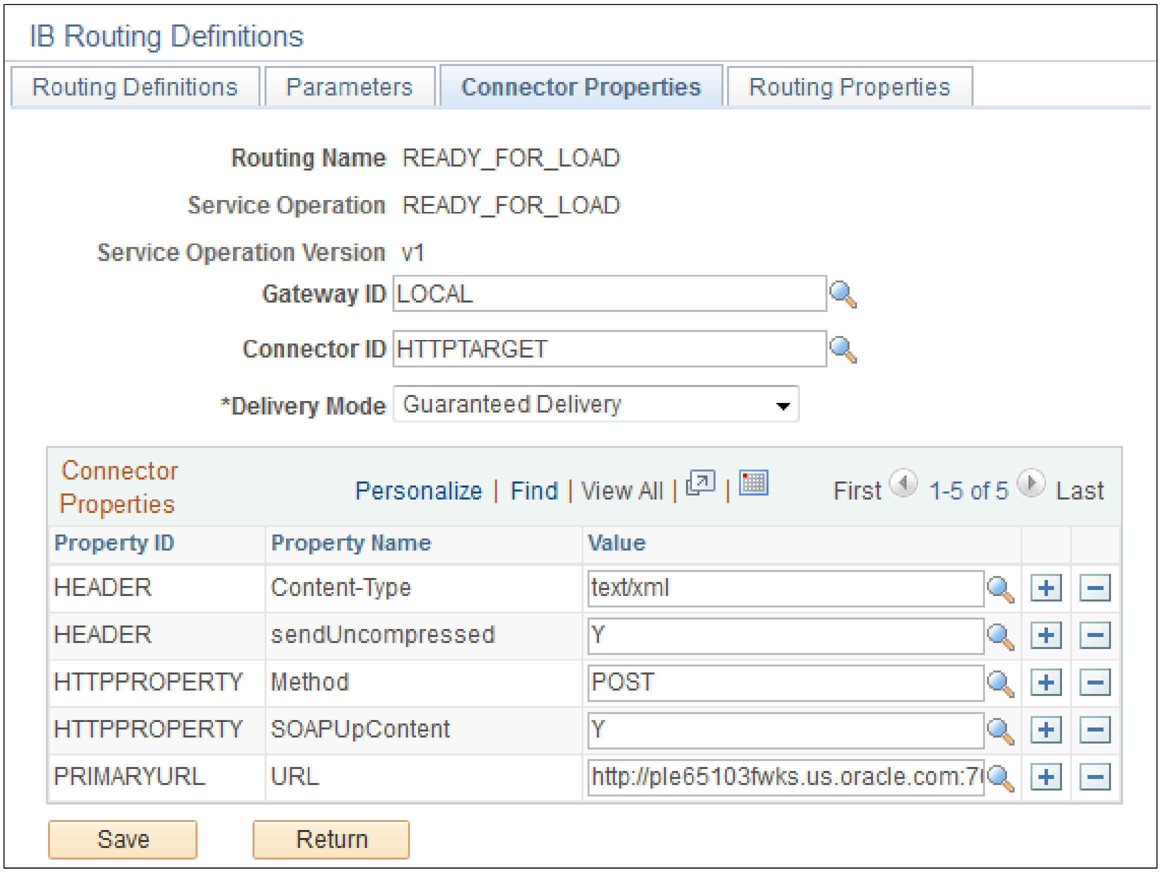
Use the Connector Properties page (IB_ROUTINGDEFNCON) to configure routing connector properties.

Navigation

Click the Connector Properties tab from the Routing Definition page.

Image: Connector Properties Page

This example illustrates the fields and controls on the Connector Properties page.



Add the following connector properties for the READY_TO_LOAD routing:

Property ID	***Property Name***	***Value***
HEADER	Content-Type	text/xml
HEADER	sendUncompressed	Y
HTTPPROPERTY	Method	POST
HTTPPROPERTY	SOAPUpContent	Y
PRIMARYURL	URL	The URL that you use for your Fusion EndPoint URL. **Note:** The URL you enter here must have a location that can be pinged from your PeopleSoft system. Verify this when you set up your connection. In addition, this URL must be the Fusion end point URL, which should be provided by your Fusion cloud ops team.

This is an example of the Fusion EndPoint URL: https://hcgg-test.hcm.us2.oraclecloud.com/soa-infra/services/default/HcmCommonBatchLoaderCoreInboundLoaderComposite/inboundloaderprocess_client_ep

Queue Definitions Page

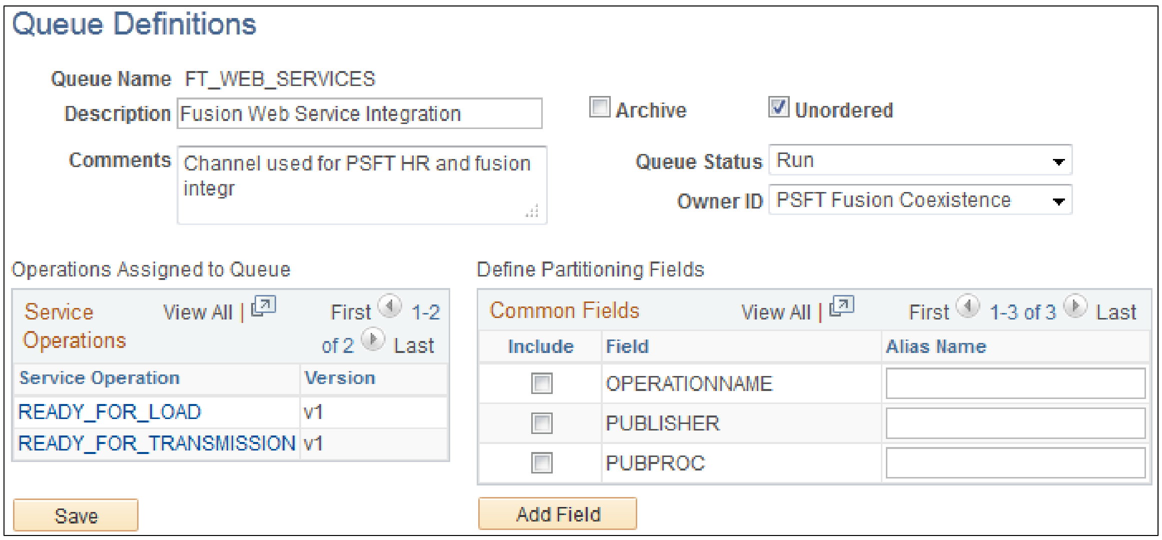
Use the Queue Definitions page (IB_QUEUEDEFN) to activate delivered queues.

Navigation

PeopleTools >Integration Broker >Integration Setup >Queues

Image: Queue Definitions Page

This example illustrates the fields and controls on the Queue Definitions page.



To activate a queue, select the *Run* value in the Queue Status field. In addition, ensure that the Unordered check box is selected. Make sure you do this for both the FT_WEB_SERVICES and PERSON_DATA queues.

Node Definitions Page

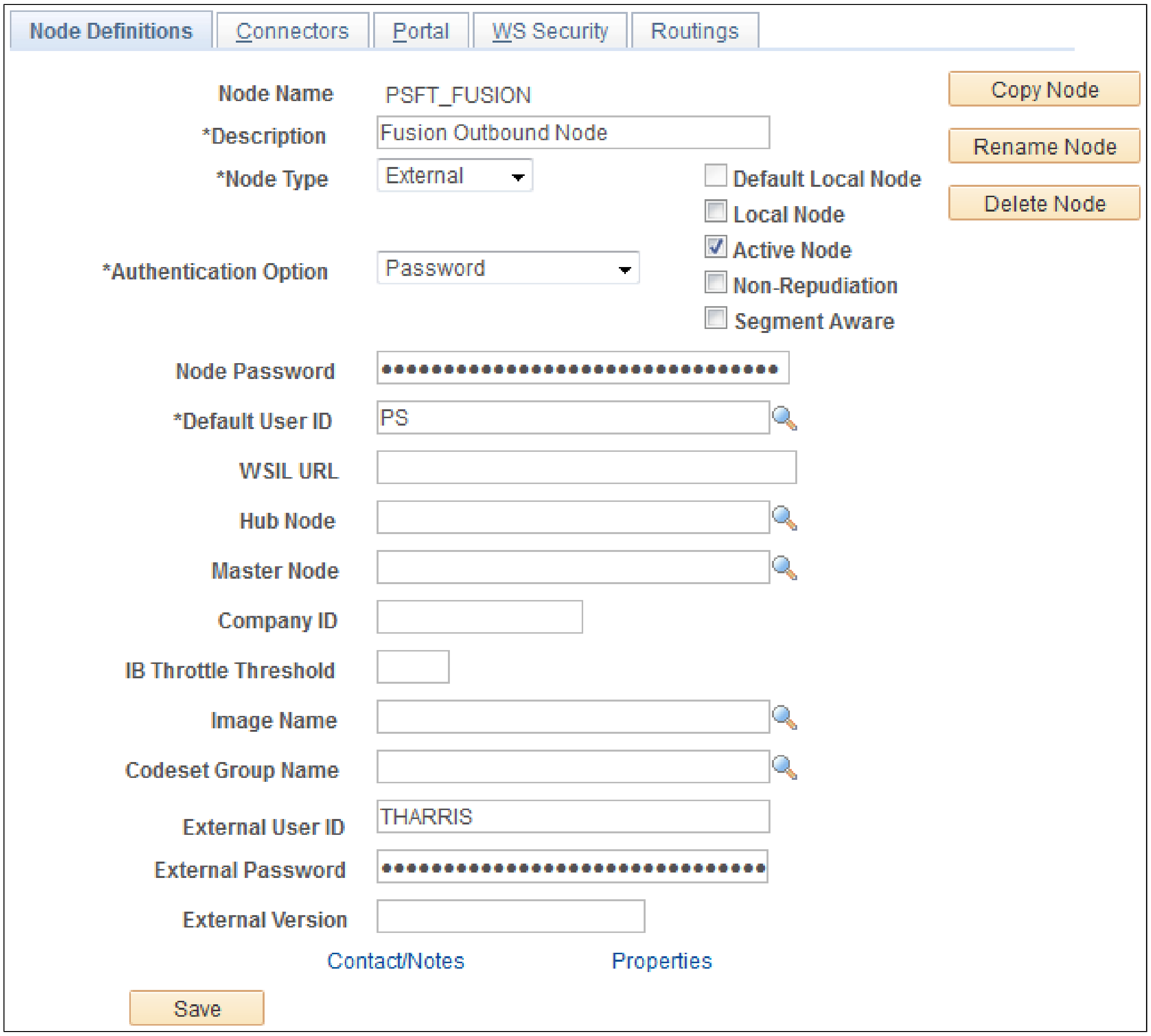
Use the Node Definitions page (IB_NODE) to update node credentials.

Navigation

PeopleTools >Integration Broker >Integration Setup >Node >Node Definitions

Image: Node Definitions Page

This example illustrates the fields and controls on the Node Definitions page.



For the PSFT_FUSION node, make sure the values of the Authentication Option, Node Password, Default User ID, External User ID, and External Password fields match the credentials defined for your Fusion system.

Connectors Page

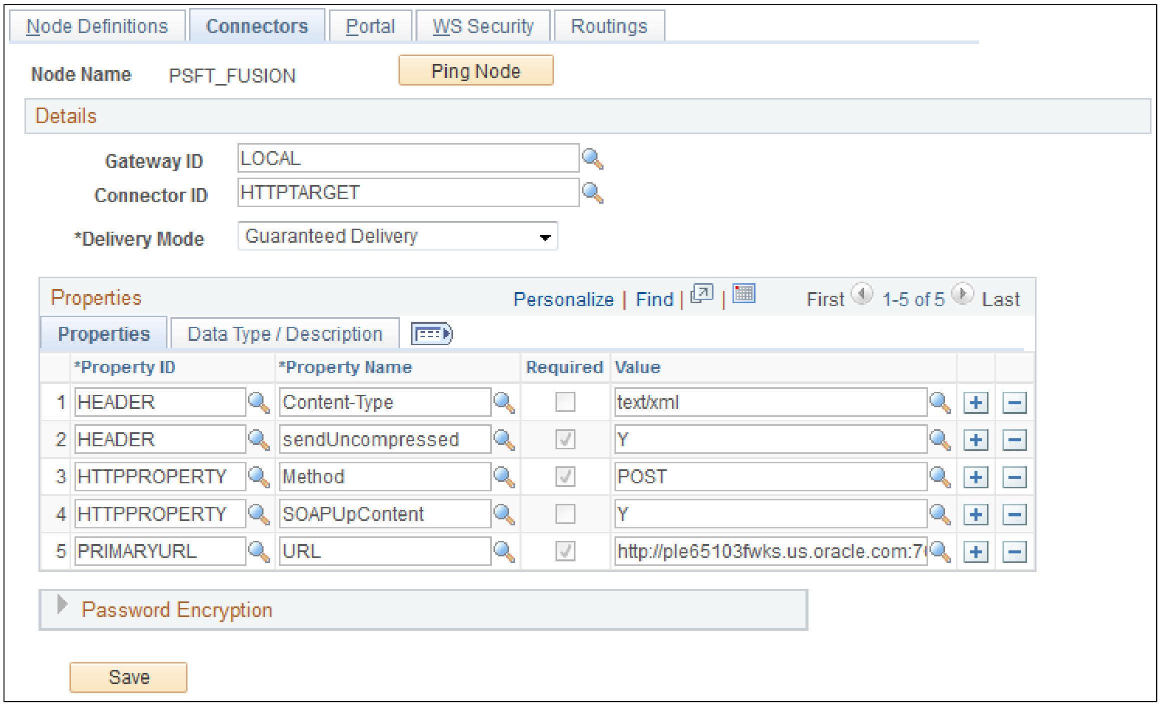
Use the Connectors page (IB_NODECONN) to configure node connector properties.

Navigation

PeopleTools >Integration Broker >Integration Setup >Node >Connectors

Image: Connectors Page

This example illustrates the fields and controls on the Connectors page.



Add the following connector properties for the PSFT_FUSION node:

Property ID	***Property Name***	***Value***
HEADER	Content-Type	text/xml
HEADER	sendUncompressed	Y
HTTPPROPERTY	Method	POST
HTTPPROPERTY	SOAPUpContent	Y
PRIMARYURL	URL	The URL that you use for your Fusion EndPoint URL.

WS Security Page

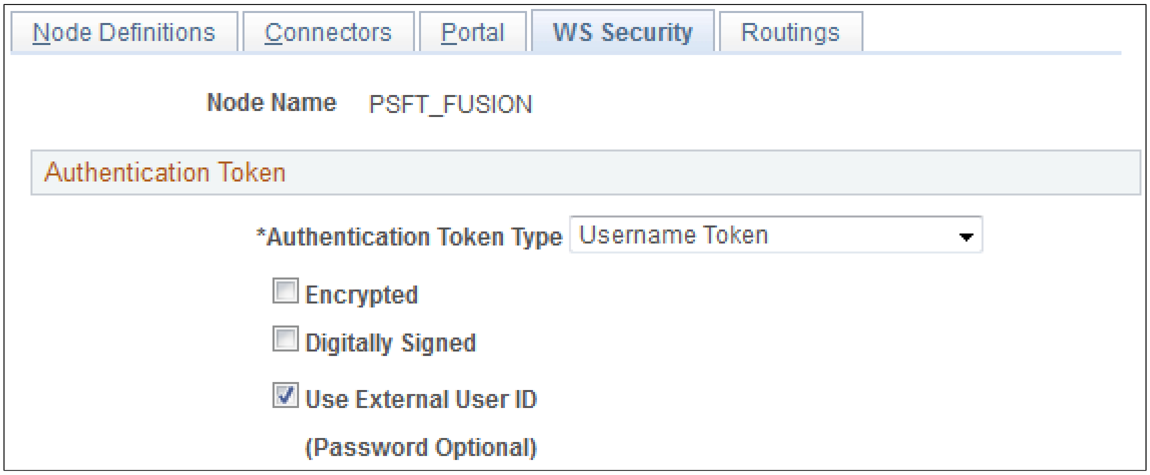
Use the WS Security page (IB_NODESECURITY) to update node security.

Navigation

PeopleTools >Integration Broker >Integration Setup >Node >WS Security

Image: WS Security Page

This example illustrates the fields and controls on the WS Security page.



Authentication Token Type	Select the *Username Token* value.
Authentication Token Type	Make sure this check box is selected.

Managing Roles and User Profiles for the Coexistence

To have access to all of the functionality associated with the PeopleSoft HCM 9.2 to Fusion Talent Management and Workforce and Compensation coexistence, user IDs must be associated with the correct permission lists and roles.

Pages Used to Manage Roles and User Profiles

Page Name	***Definition Name***	***Usage***
Permission Lists Page	ROLE_CLASS	Confirm permission lists for coexistence-related roles.
Roles Page	USER_ROLES	Add the coexistence-related roles to user IDs.

Permission Lists Page

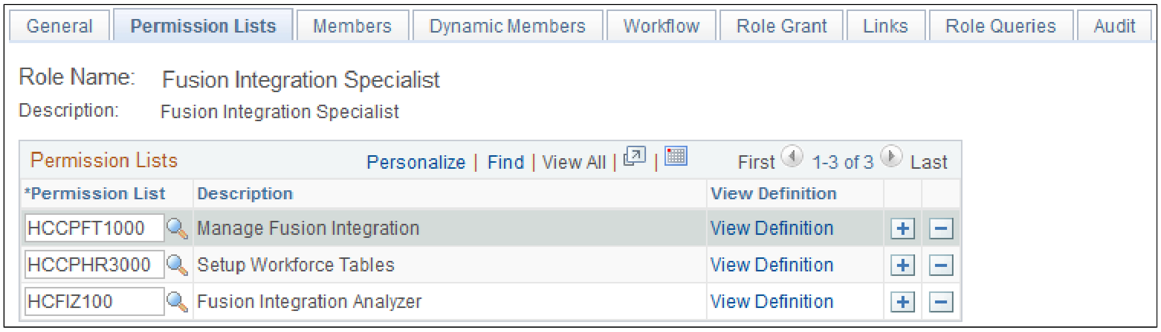
Use the Permission Lists page (ROLE_CLASS) to confirm permission lists for coexistence-related roles.

Navigation

PeopleTools >Security >Permissions & Roles >Roles >Permission Lists

Image: Permission Lists Page

This example illustrates the fields and controls on the Permission Lists page.



Fusion Integration Specialist Permission Lists

For the Fusion Integration Specialist role, confirm that the following permission lists are added in the Permission Lists group box:

- *HCCPFT1000* (Manage Fusion Integration)
- *HCCPHR3000* (Setup Workforce Tables)
- *HCFIZ100* (Fusion Integration Analyzer)

EOTF_ADMIN Role Permission Lists

For the EOTF_ADMIN role, confirm that the following permission lists are added in the Permission Lists group box:

- *EOTF1000* (Transform Framework Setup)
- *EOTF1100* (Transform Framework Data Admin)
- *EOTF1200* (Transform Framework Runtime)

Roles Page

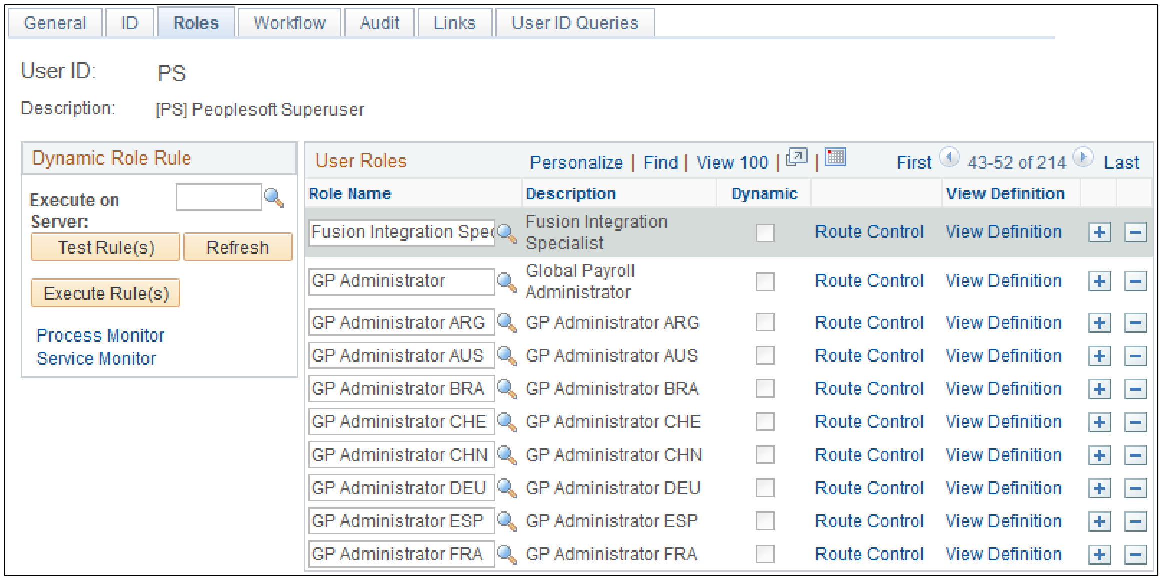
Use the Roles page (USER_ROLES) to add the coexistence-related roles to user IDs.

Navigation

PeopleTools >Security >User Profiles >User Profiles >Roles

Image: Roles Page

This example illustrates the fields and controls on the Roles page.



For user IDs that need to be able to administrate and run the integration processes, add the *Fusion Integration Specialist* and *HR Labor Comp Specialist* roles in the User Roles group box.

For user IDs that need to be able to set up and administrate transformation maps and values, add the *EOTF_ADMIN* (Transform Framework Admin) role in the User Roles group box.

Note: For user IDs that need only to update domain map values, you can add the role *EOTF_ANALYST* (Transform Framework Analyst) instead of *EOTF_ADMIN*.

Creating URL Objects for the FTP Servers

You must create a URL object for the FTP servers used for the PeopleSoft HCM to Fusion Talent Management and Fusion Workforce Compensation coexistence.

Pages Used to Create URL Objects for the FTP Servers

Page Name	***Definition Name***	***Usage***
URL Maintenance Page	URL_TABLE	Create URL objects for the FTP servers

URL Maintenance Page

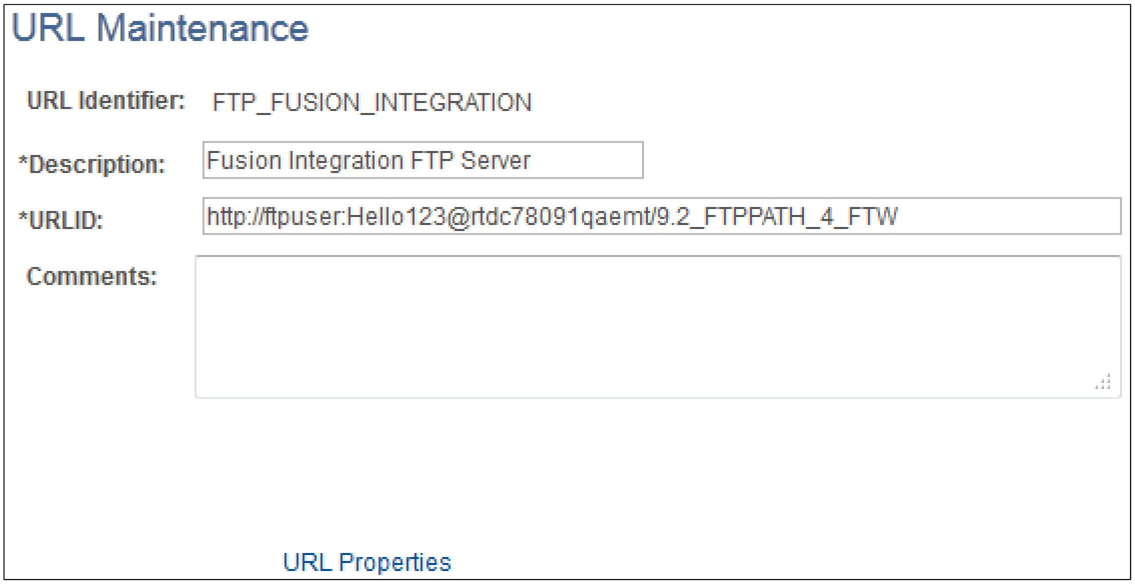
Use the URL Maintenance page (URL_TABLE) to create URL objects for the FTP servers.

Navigation

PeopleTools >Utilities >Administration >URLs

Image: URL Maintenance Page

This example illustrates the fields and controls on the URL Maintenance page.



Use this page to define a URL object for an FTP server. You must define a separate URL object for each of the FTP servers used in the coexistence.

Configuring the Coexistence

Pages Used to Configure the Coexistence

Page Name	***Definition Name***	***Usage***
Configuration Page	FT_CONFIG	Configure outbound/inbound file and notification options.
Fusion Integration Installation Options Page	FT_INSTALL	Define the domains, configuration, and data filter options for your Fusion integration.
Job Action/Reason Sequence Page	FT_JOB_ACT_SEQ	Define the inbound interface sequence order for associated job actions and reasons.

Configuration Page

Use the Configuration page (FT_CONFIG) to configure outbound/inbound file and notification options.

Navigation

Set Up HCM >Common Definitions >Fusion Integrations >Talent/Workforce Compensation >Configure Fusion Integration

Image: Configuration Page (1 of 2)

This example illustrates the fields and controls on the Configuration page.

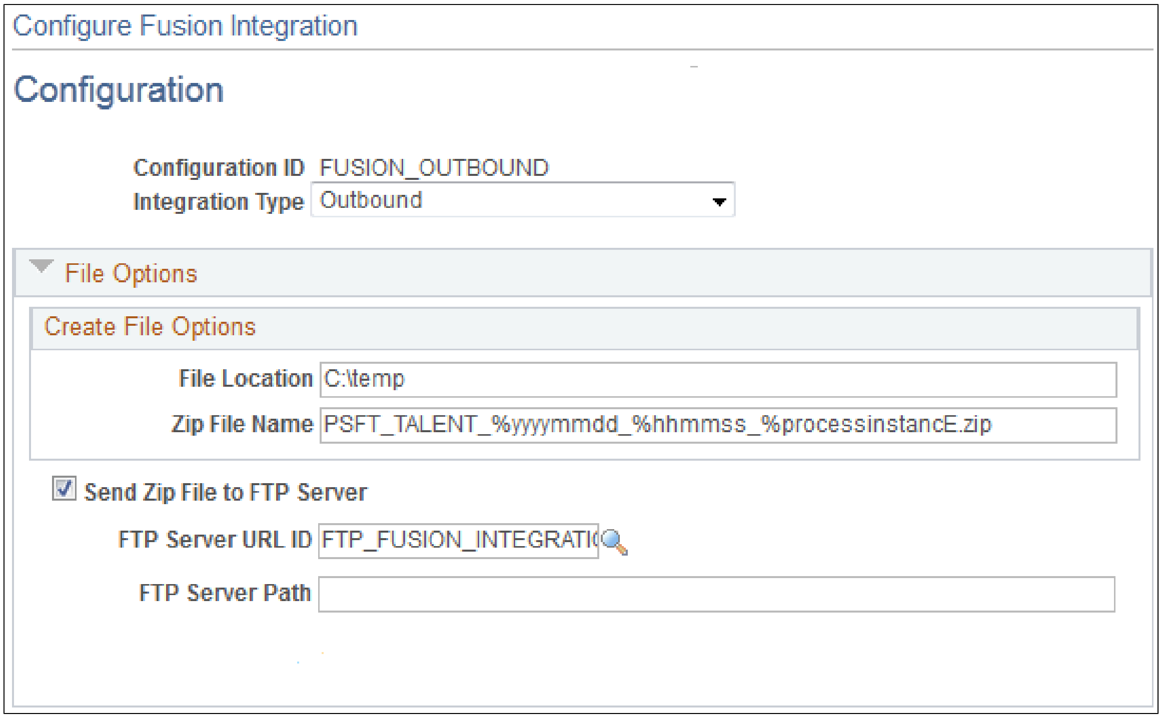
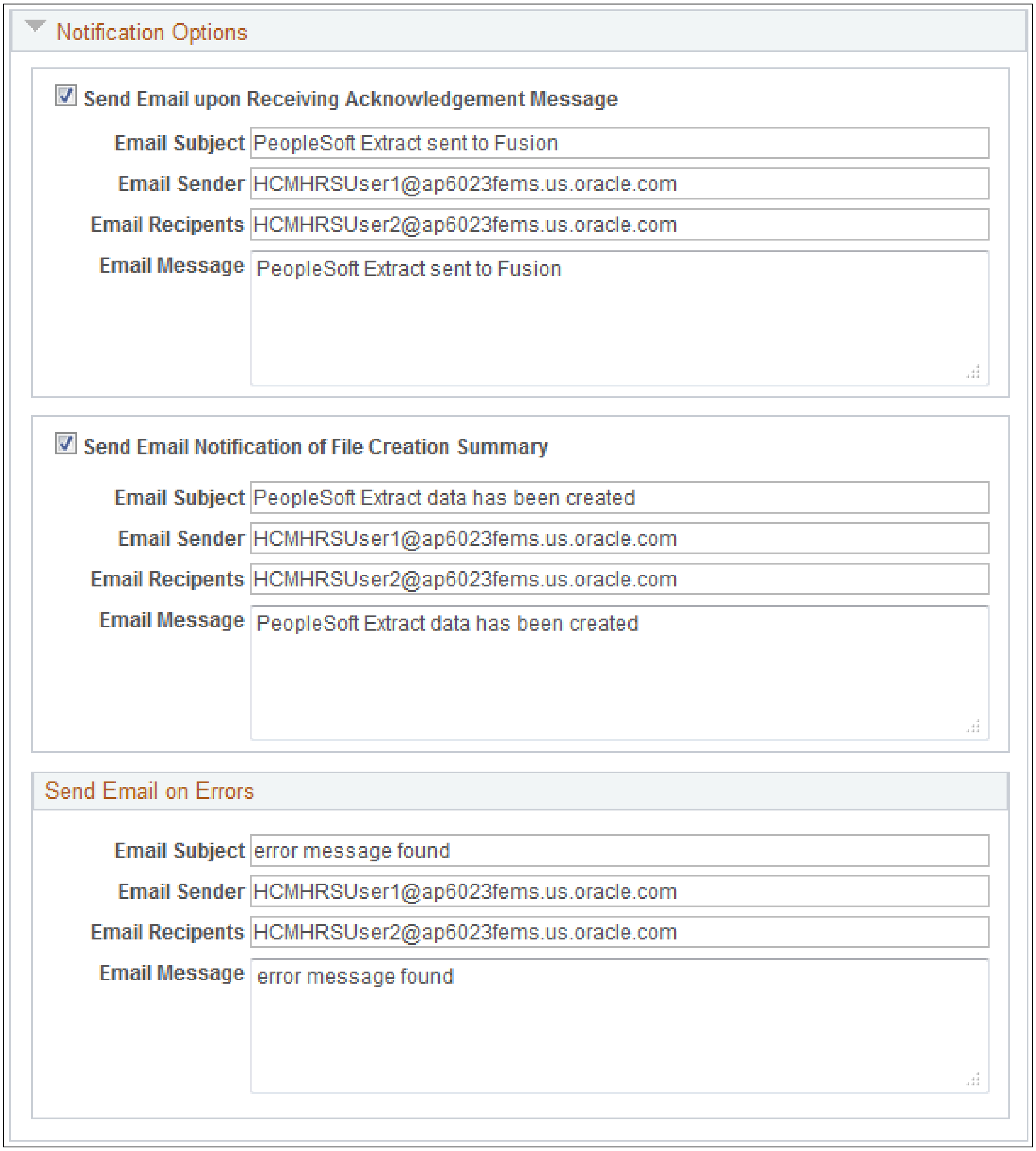


Image: Configuration page (2 of 2)

This example illustrates the fields and controls on the Configuration page.



Use this page to create configuration IDs to define different default processing options for both outbound and inbound data processing. You can then use these configuration IDs to specify processing options for the various coexistence run control pages.

Integration Type

Select which type of integration you are configuring. Values are:

Inbound: Integration for incoming data from Fusion Workforce Compensation.

Outbound: Integration for data transformation and extract to send to Fusion.

This selection affects which fields appear in the File Options and Notification Options group box. If you select *Inbound*, the group box containing the File Location and Zip File Name fields is labeled Manual Load File Options and the Receive Zip File from FTP Server check box appears in the File Options group box. In addition, the check box that appears in the Notification Options group box is labeled Send Email on Successful File Load.

If you select *Outbound*, the group box containing the File Location and Zip File Name fields is labeled Create File Options and the Send Zip File from FTP Server check box appears in the File Options group box. In addition, two check boxes appear in the Notification Options group box labeled Send Email upon Receiving Acknowledgement Message and Send Email Notification of File Creation Summary.

File Options

The purpose of the fields in this group box depends on whether you are configuring an inbound or outbound integration. If you are configuring an inbound integration, these fields define how and from where you are receiving information from Fusion. If you are configuring an outbound integration, these fields define how and to where you are sending information to Fusion.

File Location

Enter the existing file location used for the integration process.

For the outbound process, this is the location where the system creates output files and the resulting zip file.

For the inbound process, this is the location from which the system receives, extracts, and processes the inbound zip file.

Therefore, the file location needs to be read-writable by the process.

Note: The file location must be local to the PS scheduler server. In other words, it must be accessible at run time.

Zip File Name

Enter the name of the zip file that contains data received from Fusion or data that you send to Fusion.

The zip file name can contain the following value place holders, which are replaced by actual values at run time:

%processinstance: The process instance of the process.

%runcontrol: The run control ID of the process.

%userid: The ID of the user who runs the process.

%date: The date of zip file creation.

%time: The time of zip file creation.

%yyyymmdd: The date of zip file creation in yyyymmdd format.

%hhmmss: The time of zip file creation in hhmmss format.

Note: The outbound zip file name must have the .zip extension, in lower case. Therefore, when you save the page, the system validates the name and updates it to include a lower case .zip if necessary.
You can override the zip file name specified for a configuration ID on the run control pages using the Output Zip File Override field.

Send Zip File to FTP Server

Select to enter FTP server details for sending data to Fusion. If you select this check box, the FTP Server URL ID and FTP Server Path fields appear.

In production, this check box should remain selected to automatically send the outbound data to the Fusion FTP server. If this option is deselected then the program creates the zip file, but does not send the file to the Fusion FTP server. Instead, the file is placed in the location specified in the File Location field.

You might deselect this check box during test or to otherwise inspect the file before sending it to Fusion.

In addition, the system does not call the web services used to communicate the creation of the file when this option is deselected.

Receive Zip File from FTP Server

If you select this check box, the system automatically retrieves the inbound zip file from the FTP server from the path specified in the FTP Server Path field and moves it to the location specified in the File Location field. If you deselect this check box, the system expects that the inbound zip file has already been copied into the file location.

Note: If you use the web service to automatically load the file, the system uses the inbound default configuration ID specified on the Fusion Integration Installation Options.
Typically you will want to select this check box and provide the FTP information on that configuration ID in order to automatically retrieve the file from the FTP server.

FTP Server URL ID

Enter the URL ID of the FTP server to which you send data bound for Fusion or from which you receive data from Fusion.

FTP Server Path

Enter the path of the FTP server to which you send data bound for Fusion or from which you receive data from Fusion.

Notification Options

The types of notifications that you can enable in this group box depend on whether the integration is inbound or outbound. Selecting any of the "Send Email" check boxes enables you to enter the subject, sender, recipients, and message text for the associated notification email.

Send Email on Successful File Load	Select to send a notification email whenever incoming files are loaded successfully.
Send Email upon Receiving Acknowledgment Message	Select to send a notification email whenever the system receives an acknowledgement from Fusion that the outgoing file was received.
Send Email Notification of File Creation Summary	Select to send a notification email with a summary of information regarding the creation of each outgoing zip file.

Send Email on Errors

Unlike the other notifications, emails sent when the system encounters errors with the sending or receiving of zip files are not optional. Enter the subject, sender, recipients, and message text for the error message.

Fusion Integration Installation Options Page

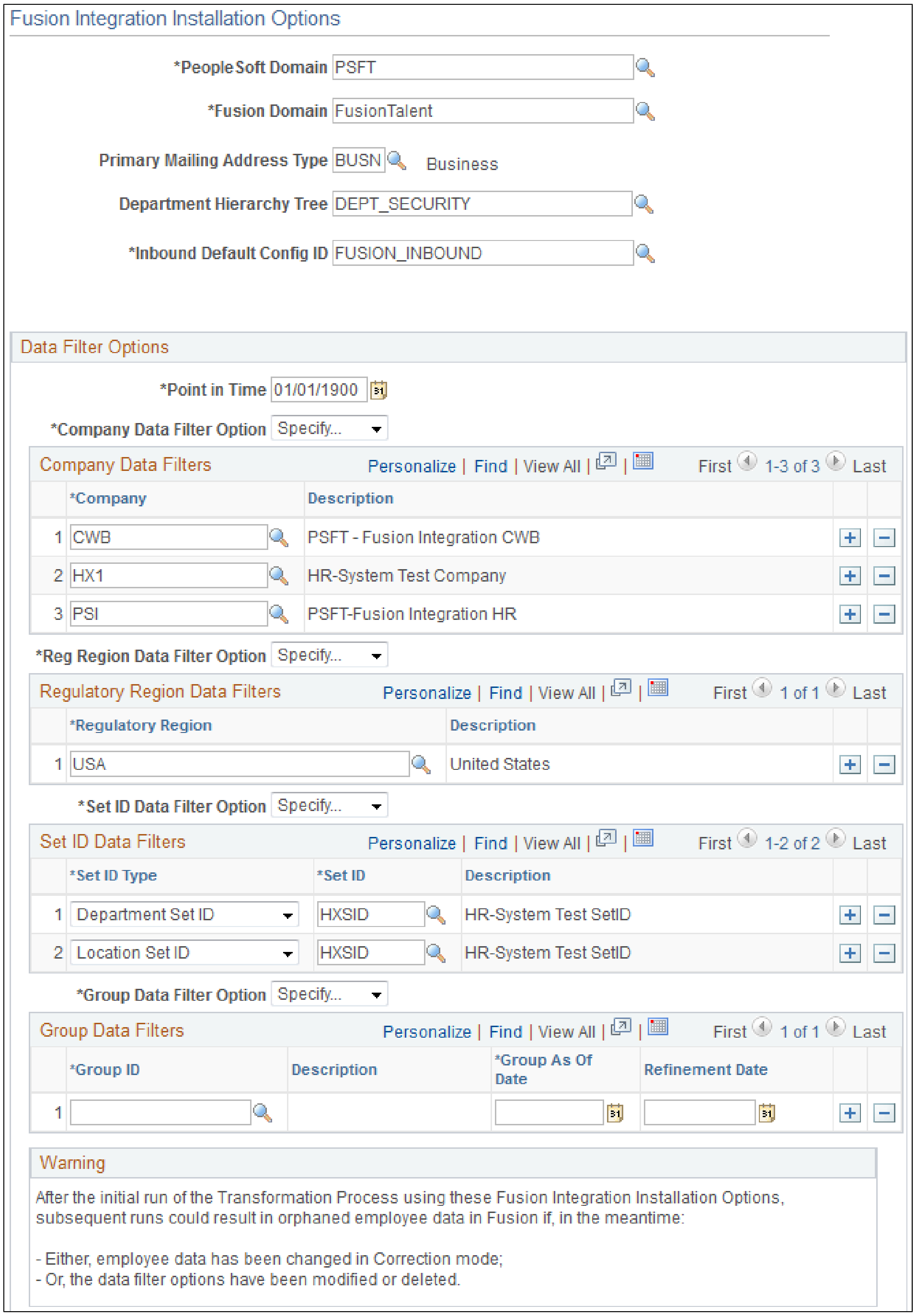
Use the Fusion Integration Installation Options page (FT_INSTALL) to define the domains, configuration, and data filter options for your Fusion integration.

Navigation

Set Up HCM >Common Definitions >Fusion Integrations >Talent/Workforce Compensation >Installation Options

Image: Fusion Integration Installation Options Page

This example illustrates the fields and controls on the Fusion Integration Installation Options page.



Note: This page is required setup for Fusion integration.

PeopleSoft Domain

The value in this field should be *PSFT* to correspond to the values used in the Application Integration Framework. All of the DVMs and XREFs are delivered with the *PSFT* domain value.

	If you change this value, then you must update the PeopleSoft domain definitions for all of the corresponding DVMs and XREFs.
Fusion Domain	This value in this field should be *FusionTalent* to correspond to the values used in the Application Integration Framework. All of the DVMs and XREFs are delivered with the *FusionTalent* domain value. If you change this value then you must update the Fusion domain definitions for all of the corresponding DVMs and XREFs.
Primary Mailing Address Type	Select the address type that the system uses to determine the primary mailing address for employees. The system uses this value as the default mailing address on the Fusion employee HR address record. In addition, the system uses this value to set the Person Address default in Fusion.
Department Hierarchy Tree	The system uses the value you enter here to determine the manager for employees in specific cases. The system determines an employee's manager based on: 1. The supervisor ID in the Job record. 2. The manager of the department if there is no supervisor ID in the Job record. 3. If the manager from steps 1 and 2 is the same as the employee, the system uses the department hierarchy tree specified here to find the parent department and retrieve the manager of the parent department.
Inbound Default Config ID (inbound default configuration ID)	Enter the ID of the default inbound configuration you want the system to use for inbound web service calls. See Receiving Data from Fusion.

Data Filter Options

The fields in this group box enable you to filter the employee data that the system extracts, transforms, and sends to Fusion when you run the FT_EXTRACT process.

Note: Control data is not affected by these filter options.
See Send HR Data to Fusion Page.

Point in Time	The system extracts and publishes data only for employees whose HR Status is *Active* as of the date you enter here or later.
Company Data Filter Option	Define how the system filters by company when it extracts and publishes data to Fusion. Values are:

	All: The system extracts and publishes data for all companies. *Specify…:* The system extracts and publishes data only for the companies that you specify in the Company Data Filters grid, which becomes available when you select this value.
Reg Region Data Filter Option (regulatory region data filter option)	Define how the system filters by regulatory region when it extracts and publishes data to Fusion. Values are: *All:* The system extracts and publishes data for all regulatory regions. *Specify…:* The system extracts and publishes data only for the regulatory regions that you specify in the Regulatory Region Data Filters grid, which becomes available when you select this value. **Note:** Currently, it is only possible to specify US regulatory regions.
Set ID Data Filter Option	Define how the system filters by set ID when it extracts and publishes data to Fusion. Values are: *All:* The system extracts and publishes data for all set IDs. *Specify…:* The system extracts and publishes data only for the set IDs that you specify in the Set ID Data Filters grid, which becomes available when you select this value.
Group Data Filter Option	Define how the system filters by Groups when it extracts and publishes data to Fusion. Values are: *All:* The system extracts and publishes data for all groups. *Specify...:* The system extracts and publishes data only for the group IDs that you specify in the Group Data Filters grid, which becomes available when you select this value. **Note:** The system extracts and publishes data only for employees whose HR status is Active on or before the date in the Refinement Date field.

Note: In selecting your data filters, make sure that the assignment supervisors for the filtered employees also meet your filter criteria. If the assignment supervisors do not meet the filter criteria, the system automatically selects the employees that reference those assignment supervisors for data transformation. To identify the supervisors of the filtered employees, you need to reference those employees' assignment records.

Job Action/Reason Sequence Page

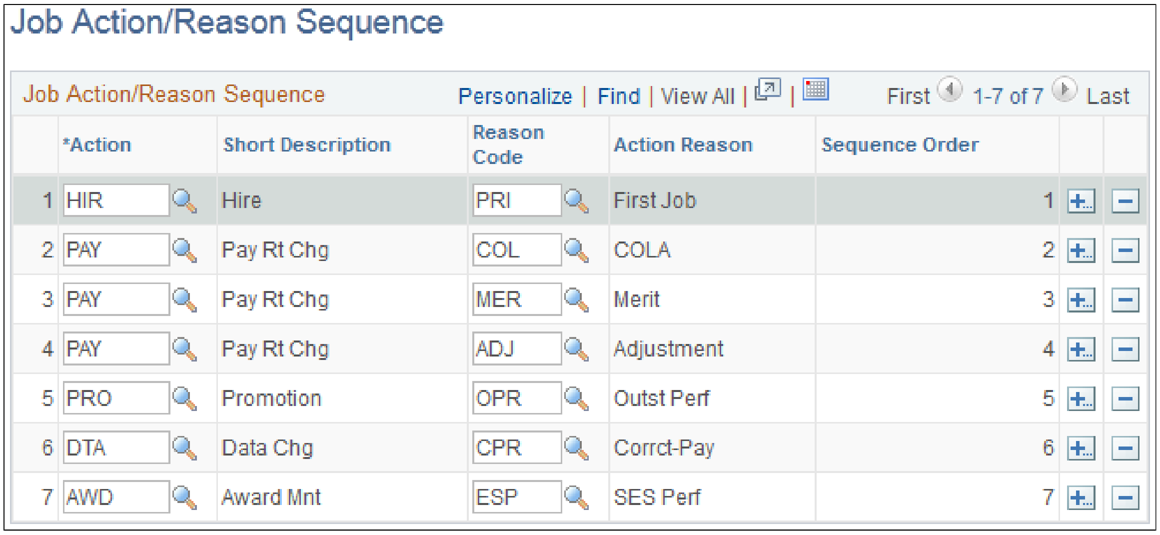
Use the Job Action/Reason Sequence page (FT_JOB_ACT_SEQ) to define the inbound interface sequence order for associated job actions and reasons.

Navigation

Set Up HCM >Common Definitions >Fusion Integrations >Talent/Workforce Compensation >Job Action/Reason Sequence

Image: Job Action/Reason Sequence Page

This example illustrates the fields and controls on the Job Action/Reason Sequence page.



	*Action	Short Description	Reason Code	Action Reason	Sequence Order
1	HIR	Hire	PRI	First Job	1
2	PAY	Pay Rt Chg	COL	COLA	2
3	PAY	Pay Rt Chg	MER	Merit	3
4	PAY	Pay Rt Chg	ADJ	Adjustment	4
5	PRO	Promotion	OPR	Outst Perf	5
6	DTA	Data Chg	CPR	Corrct-Pay	6
7	AWD	Award Mnt	ESP	SES Perf	7

This page is required only for receiving inbound compensation data from Fusion. Fusion can send multiple job actions and reasons back from Workforce Compensation. This page defines the sequence in which the system processes changes. The sequence is by action and action reason (reason code). Add all of the job actions and corresponding reason codes used by the inbound process.

Defining a Rating Model

Prior to migrating profile data to Fusion, you must define a specific rating model. The rating model represents a set of numeric codes for ranking an employee's degree of expertise or experience in a competency. This section discusses how to define the LANG rating model.

Pages Used to Define a Rating Model

Page Name	***Definition Name***	***Usage***
Rating Model Page	RATING_MDL_TBL	Define the LANG rating model.

Rating Model Page

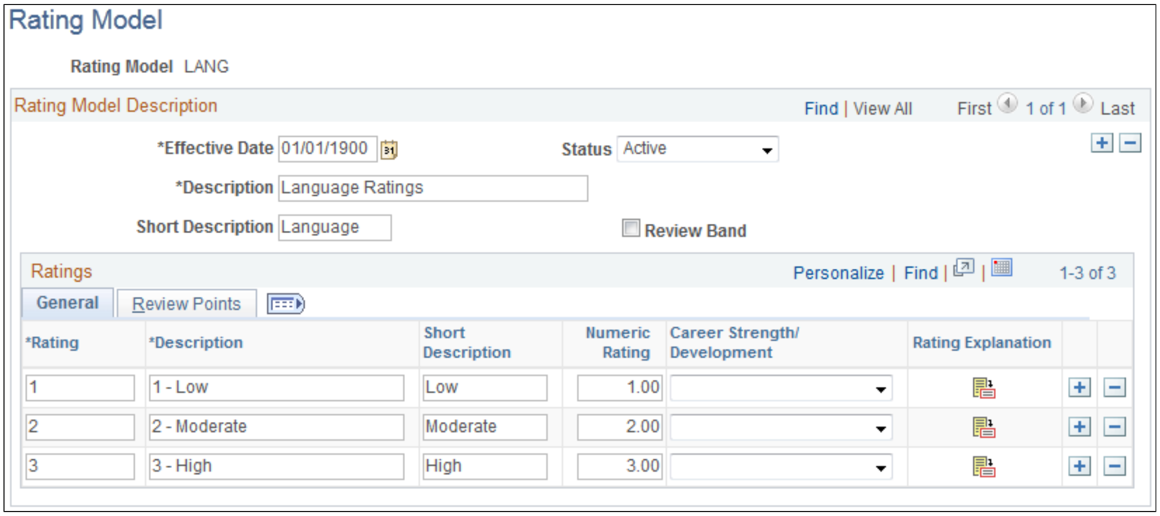
Use the Rating Model page (RATING_MDL_TBL) to define the LANG rating model.

Navigation

Set Up HCM >Product Related >Profile Management >Content Catalog >Rating Model

Image: Rating Model Page

This example illustrates the fields and controls on the Rating Model page.



Rating Model Description

Effective Date Enter an effective date of 01/01/1900.

Status Set the status to *Active*.

Description Enter a description of Language Ratings.

Short Description Enter a short description of Language.

Review Band Leave this check box deselected.

General Tab

Enter three rows with the following values:

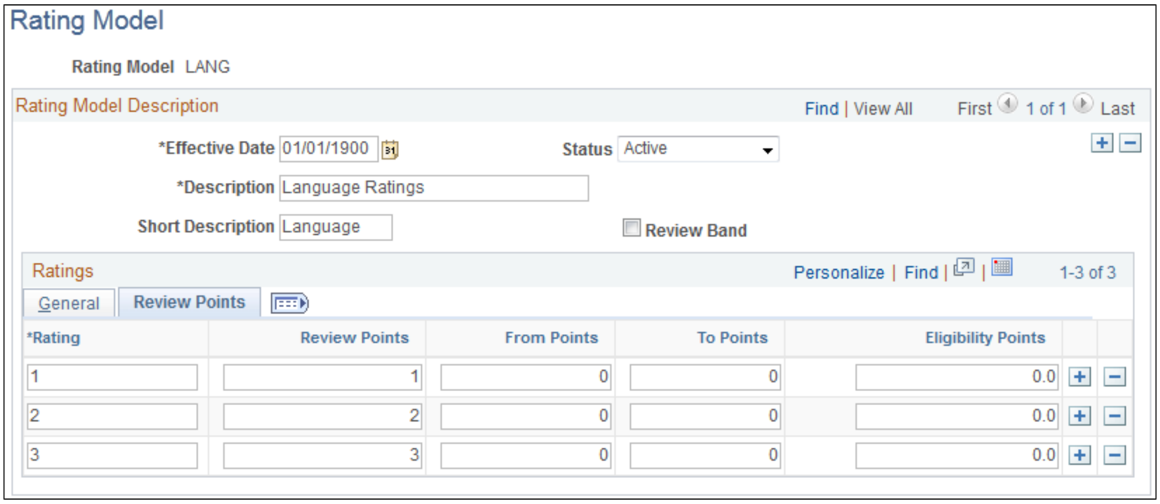
Rating	***Description***	***Short Description***	***Numeric Rating***
1	1 - Low	Low	1.00
2	2 - Moderate	Moderate	2.00
3	3 - High	High	3.00

Note: Leave the Career Strength/Development field blank for all three rows.

Review Points Tab

Image: Rating Model page: Review Points tab

This example illustrates the fields and controls on the Review Points tab on the Rating Model page.



Enter the following values for the three ratings you entered on the General tab:

Rating	***Review Points***	***From Points***	***To Points***	***Eligibility Points***
1	1	0	0	0.0
2	2	0	0	0.0
3	3	0	0	0.0

Analyzing PeopleSoft HCM Source Data

Before sending any PeopleSoft HCM data to Fusion, you can run the Source Data Analyzer reports to identify any PeopleSoft HCM source data that is not compatible with Fusion.

Pages Used to Analyze PeopleSoft HCM Source Data

Page Name	***Definition Name***	***Usage***
Run Source Data Analyzer Page	FMEV_RUN	Generate reports that identify PeopleSoft HCM source data that is incompatible with Fusion.

Run Source Data Analyzer Page

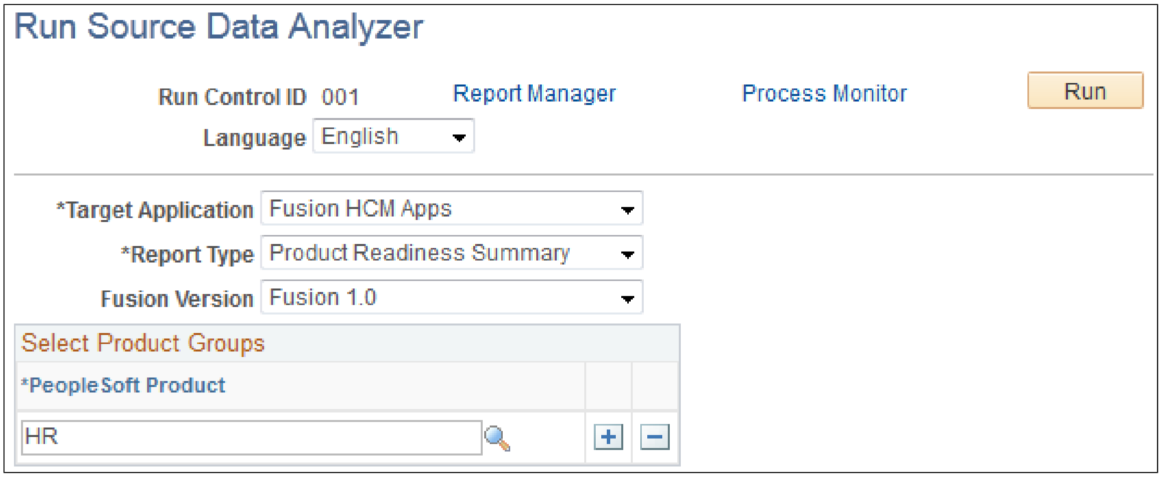
Use the Run Source Data Analyzer page (FMEV_RUN) to generate reports that identify PeopleSoft HCM source data that is incompatible with Fusion.

Navigation

Set Up HCM >Common Definitions >Integration Reports >Source Data Analyzer >Run Source Data Analyzer

Image: Run Source Data Analyzer Page

This example illustrates the fields and controls on the Run Source Data Analyzer page.



You can use this page to generate two different types of reports: Product Readiness Summary and Product Readiness Detail.

The Product Readiness Summary report generates a PDF file that provides a description of all the reports along with an error count for each report.

Depending on the Report ID that you select, the Product Readiness Detail report generates either a PDF file or a Microsoft Excel file containing detailed information for each error. The Product Readiness Detail report also includes a summary section that is identical to the Product Readiness Summary report.

Target Application Select *Fusion HCM Apps*.

Report Type Select whether you want to generate a *Product Readiness Summary* or *Product Readiness Detail* report.

Fusion Version Select the version of Fusion with which you are integrating.

PeopleSoft Product Select your PeopleSoft Product. Values are: *HR* (Human Resources Core) and *PRO* (Profiles).

Report ID Select the specific detail report that you want to generate. This field is available only if you select *Product Readiness Detail* in the Report Type field.

Sending Data to Fusion

Pages Used to Send Data to Fusion

Page Name	***Definition Name***	***Usage***
Send HR Data to Fusion Page	FT_XTRCT_RUN_CNTL	Send core HR data to Fusion.
Progress Reporting Page	FT_PROG_RPT	View details of the integration objects processed by the extraction process. This page displays the progress for both objects that are in process and objects that are completed.
Migrate Profile Data Page	FT_X_RUN_CNTL_TP	Migrate Profile data to Fusion.

Send HR Data to Fusion Page

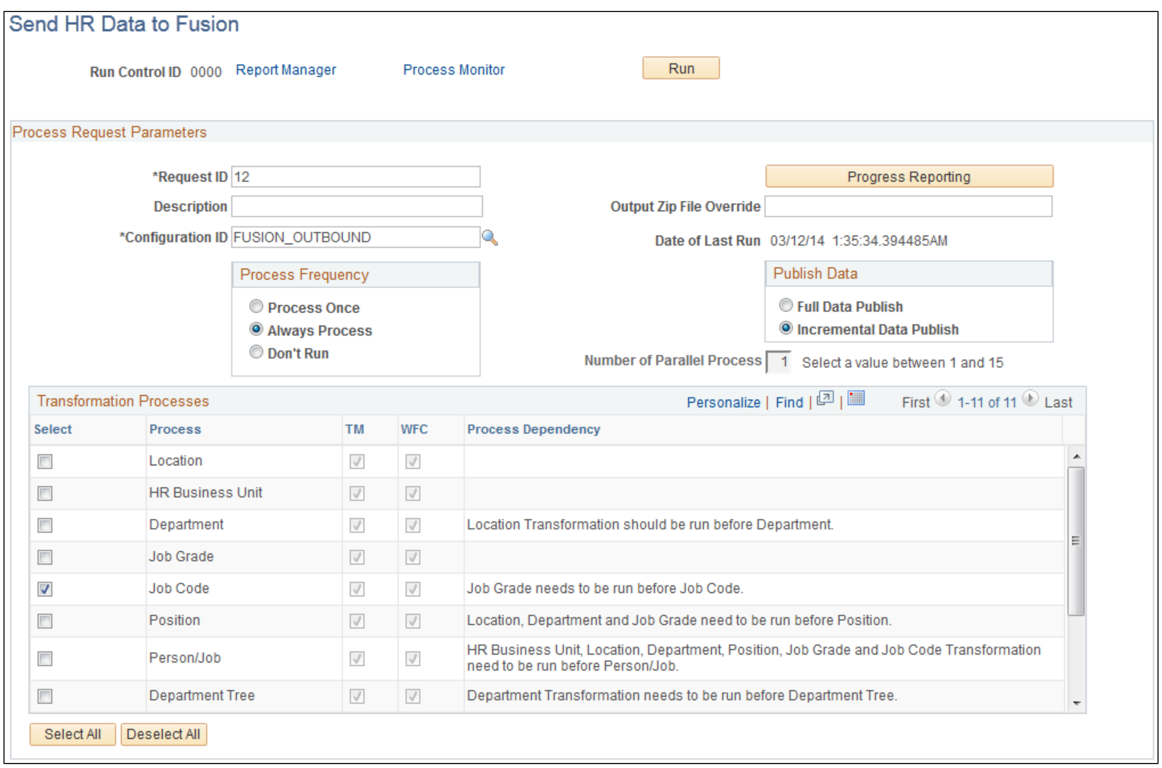
Use the Send HR Data to Fusion page (FT_XTRCT_RUN_CNTL) to send core HR data to Fusion.

Navigation

Workforce Administration >Collective Processes >Fusion Integration >Talent/Workforce Compensation >Send HR Data to Fusion

Image: Send HR Data to Fusion Page

This example illustrates the fields and controls on the Send HR Data to Fusion page.



Process Request Parameters

Use the fields in this group box to define the high level parameters for the transformation process.

Note: The Process Frequency group box is a standard component of run control pages for Application Engine processes. You will almost always want the Always Process radio button selected.

Request ID	Enter a unique ID for the request.
Description	Enter an optional description for the transformation process run.
Configuration ID	Enter an outbound configuration ID. This ID instructs the system what to name the resulting zip file along with where to post it. It also defines the notification options. See Configuration Page
Output Zip File Override	If you want to enter a file name that is different than the one specified by the selected configuration ID, enter it here. **Note:** The outbound zip file name must have the .zip extension, in lower case. Therefore, when you save the page, the system validates the name and updates it to include a lower case .zip if necessary.
Full Data Publish	Select to extract data for all employees.
Incremental Data Publish	Select to extract data only for employees who had a change to their Person- or Job-related entities after the last successful extract process. The incremental extract process includes employees with a Last Update Date Time that is greater than the last successful extract run time. **Note:** Incremental file load capability is supported only by File Based Loader. Customers who use HR2HR for loading data into Fusion should not run incremental extractions. The system extracts all of the rows corresponding to Person and Job, even when only one of the rows of data is updated or newly inserted. The system processes full data extraction every time for entities that are not related to Job, Person, or Salary. If an employee has only Person-related changes, the system sends only Person-related data in the incremental extract. If an employee has only Job-related changes, the system sends only Job-related data in the incremental extract. For job rows that are inserted in Correct History mode, Fusion handles the change by deleting subsequent rows for the employee.
Number of Parallel Process	You can execute the FT_EXTRACT Application Engine process in up to 15 parallel instances. Use this field to enter the number of parallel process instances you want to run. This field is available only if you select the Full Data Publish option.

Parallel processing works only for Person- and Job-related entities. The system processes the other entities, such as Location and Department, in serial mode.

Note: The maximum number of parallel instances that you can run depends on the PSAESRV max instance value in your process scheduler configuration and on the Application Engine Max concurrent value of the server definition. For optimum performance, select a Number of Parallel Process value based on your system's available memory.
If any one of the parallel instances ends with a result of *No Success*, the parent application engine program also results in *No Success*.

Progress Reporting | Click to access the Progress Reporting page where you can view the details of the integration objects processed by the extraction process.

See Progress Reporting Page

Transformation Processes

The fields in this group box determine the type of core HR data that the system processes when you click the Run button.

Select | Select this check box next to each type of core HR data you want included in the transformation process.

Process | Lists the different processes for core HR data that can be included in the overall transformation process.

There is a separate Application Engine process for each item listed here. Each process generates one or more flat files. FT_EXTRACT is the controlling program that calls each Application Engine process you select here.

Description | Enter an optional description for the transformation process run.

TM (Talent Management) and **WFC** (Workforce Compensation) | Indicate whether the data type applies to Fusion Talent Management or Fusion Workforce Compensation.

Process Dependency | Lists dependencies for certain types of data transformation. Pay close attention to these dependencies when selecting which types of data to include in the transformation.

Running the Transformation Process

Click the Run button to initiate the FT_EXTRACT Application Engine process. This process calls the Application Engine processes you select in the Transformation Processes group box to extract the specified data. It then transforms the data into a format readable by Fusion Talent Management and Fusion Workforce Compensation and posts it as a single zip file to the FTP server defined by the specified configuration ID.

You can review any errors that the process encounters on the Error Summary page. After reviewing those errors, you can rerun the FT_EXTRACT process if necessary.

Note: The FT_EXTRACT process filters the extracted employee data based on the data filter options defined on the Fusion Integration Installation Options page. It does not, however, apply these data filter options to control data.

Note: The FT_EXTRACT process does not support data values that contain the pipe (|) character.

Related Links

Fusion Integration Installation Options Page

Transformation Error Review - Error Summary Page

Progress Reporting Page

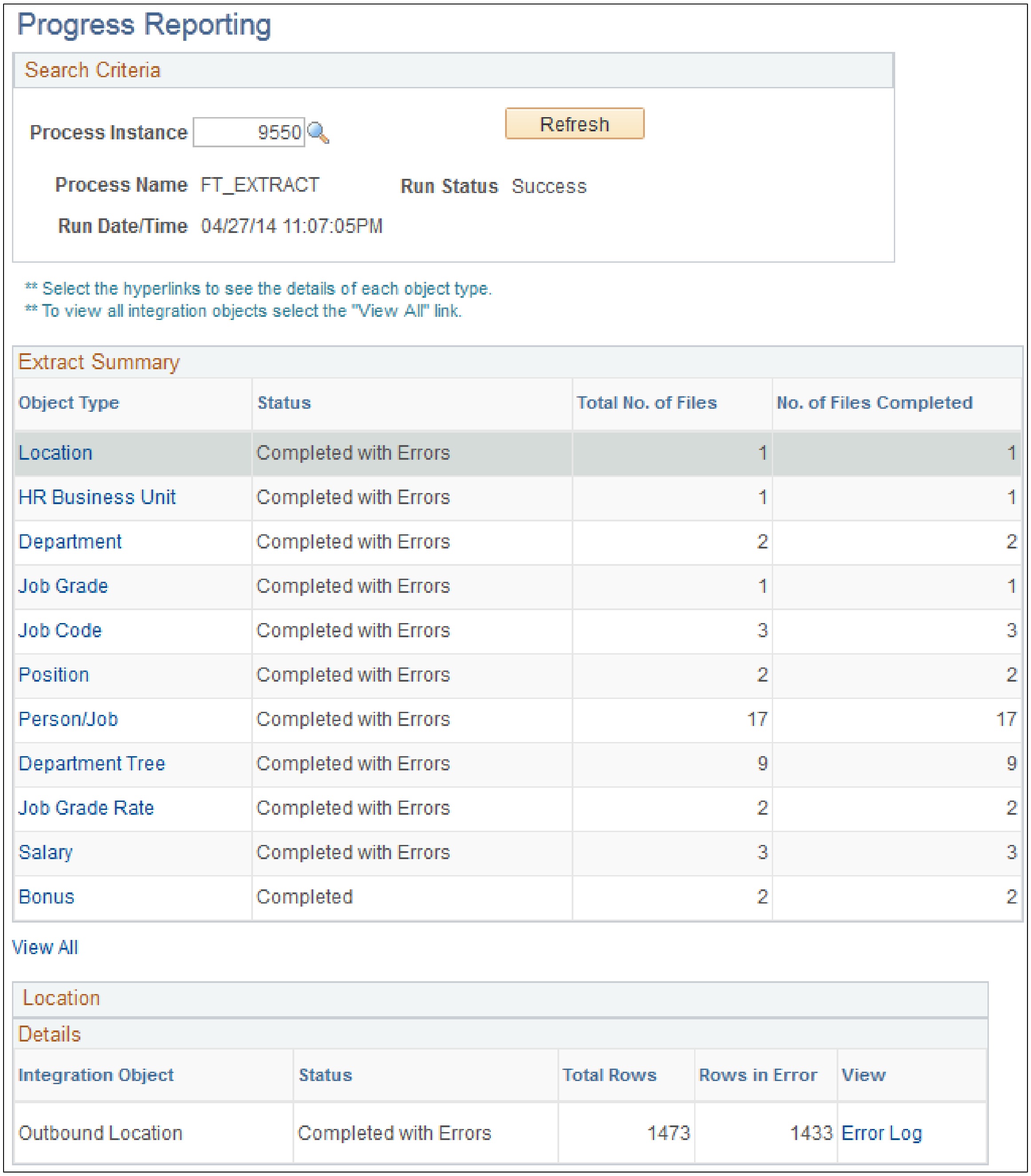
Use the Progress Reporting page (FT_PROG_RPT) to view details of the integration objects processed by the extraction process.

Navigation

- Workforce Administration >Collective Processes >Fusion Integration >Talent/Workforce Compensation >Progress Reporting
- Click the Progress Reporting button on the Send HR Data to Fusion page.

Image: Progress Reporting Page

This example illustrates the fields and controls on the Progress Reporting page.



Object Type	Status	Total No. of Files	No. of Files Completed
Location	Completed with Errors	1	1
HR Business Unit	Completed with Errors	1	1
Department	Completed with Errors	2	2
Job Grade	Completed with Errors	1	1
Job Code	Completed with Errors	3	3
Position	Completed with Errors	2	2
Person/Job	Completed with Errors	17	17
Department Tree	Completed with Errors	9	9
Job Grade Rate	Completed with Errors	2	2
Salary	Completed with Errors	3	3
Bonus	Completed	2	2

View All

Location

Details

Integration Object	Status	Total Rows	Rows in Error	View
Outbound Location	Completed with Errors	1473	1433	Error Log

Object Type Click to view details about the object type in a group box at the bottom of the page. The group box lists each integration object associated with the object type, along with its status, the total rows, and the number of rows in error.

Error Log For integration objects with rows in error, click this link to access the Transformation Error Review - Error Summary page for the corresponding process instance and integration object.

Related Links

Transformation Error Review - Error Summary Page

Migrate Profile Data Page

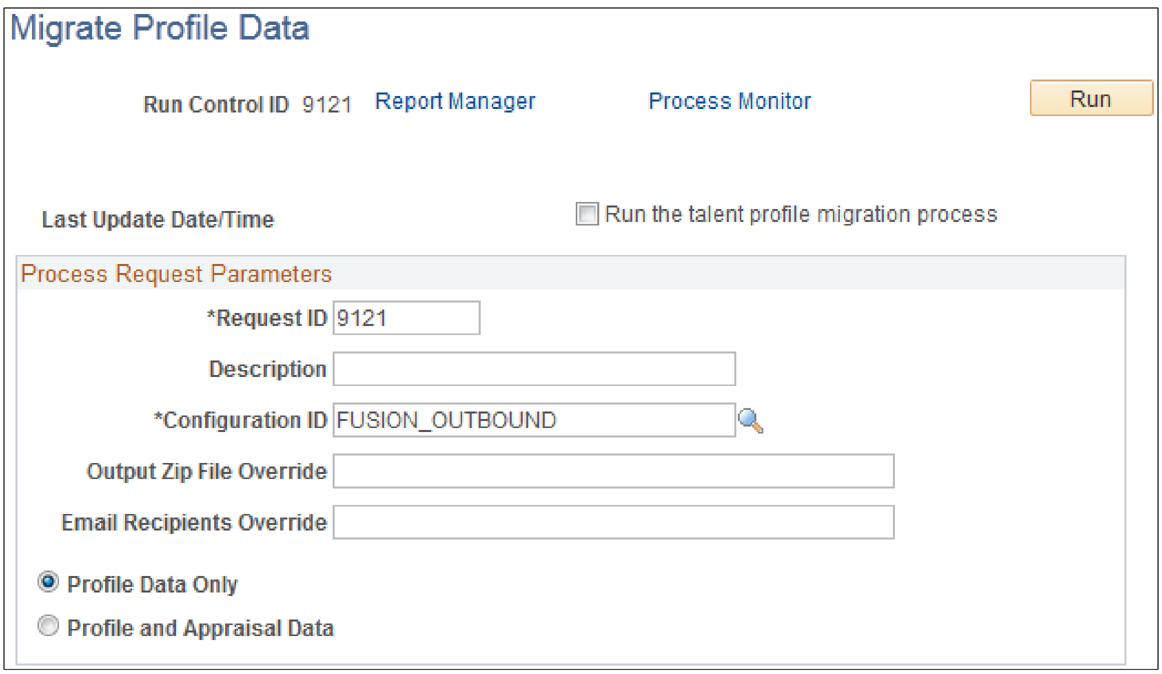
Use the Migrate Profile Data page (FT_X_RUN_CNTL_TP) to send core HR data to Fusion.

Navigation

Workforce Administration >Collective Processes >Fusion Integration >Talent/Workforce Compensation >Migrate Profile Data

Image: Migrate Profile Data Page

This example illustrates the fields and controls on the Migrate Profile Data page.



Run the talent profile migration process

Once you run the Talent Profile Migration process (FT_EXTRCT_TP), the Run button becomes unavailable. This is because you typically run this process only once. If it becomes necessary to run this process again, select the Run the talent profile migration process to re-enable the Run button.

Note: The system does not pass any changes to profile data to Fusion after you have migrated your profile data from PeopleSoft HCM to Fusion. If you need to resend data for an employee, you must first set the FT_PROF_MIGR_DATE to Null on the FT_XTRCT_EMPLID record for that employee.

Process Request Parameters

Request ID

Enter a unique request ID for the migration.

Description	Enter an optional description for the migration.
Configuration ID	Enter an outbound configuration ID. This ID instructs the system what to name the resulting zip file along with where to post it. See Configuration Page
Output Zip File Override	If you want to enter a file name that is different than the one specified by the selected configuration ID, enter it here. **Note:** The outbound zip file name must have the .zip extension, in lower case. Therefore, when you save the page, the system validates the name and updates it to include a lower case .zip if necessary.
Email Recipients Override	If you want to enter an email recipient that is different than the one specified for email notifications upon file creation.
Profile Data Only and **Profile and Appraisal Data**	Select whether the process migrates profile data only or both profile and appraisal data.

Running the Migration Process

Click the Run button to initiate the FT_EXTRCT_TP Application Engine process. This process extracts profile data and appraisal data, transforms it into a format readable by Fusion Talent Management and Fusion Workforce Compensation and posts it as a single zip file to the FTP server defined by the specified configuration ID.

Note: The FT_EXTRCT_TP process filters the extracted employee-related talent profiles based on the data filter options defined on the Fusion Integration Installation Options page. It does not use these data filter options, however, when extracting non-employee-related talent profiles or talent profile content data.

Receiving Data from Fusion

These topics provide an overview of the inbound process and discuss receiving data from Fusion.

Pages Used to Receive Data from Fusion

Page Name	***Definition Name***	***Usage***
Receive Comp Data from Fusion Page	FT_XTRT_I_RUN_CNTL	Receive Compensation data from Fusion.
Cancel Compensation Data Page	FT_XTRT_I_D_RUNCNT	Delete Compensation data from inbound staging tables.
Inbound Status Monitor Page	FT_CWBOBJ_INSTATUS	Review inbound status and transaction errors.

Page Name	***Definition Name***	***Usage***
<Integration Object> Detail Page	FT_VC_AWARD_DTL FT_SALARY_DTL FT_ASGN_AUDIT_DTL	Review errors associated with an inbound integration object.
<Integration Object> Detail Page	FT_VC_AWARD_SEC FT_SAL_DETAIL_SEC FT_ASGN_AUDIT_SEC	Correct errors to inbound integration objects.
<Integration Object> Audit Report Page	FT_VC_AWARD_SUM FT_SAL_AUD_RPT FT_ASGN_AUDIT_SUM	Review a summary of integration object changes.

Understanding the Inbound Process

The typical process flow for moving data from Fusion Workforce Compensation to PeopleSoft HCM 9.2 is as follows:

1. A Fusion administrator posts a zipped file of the Fusion Workforce Compensation data to the outgoing directory of the FTP server.
2. Fusion Workforce Compensation initiates the READY_FOR_TRANSMISSION asynchronous web service call to notify PeopleSoft HCM 9.2 that the file is available.
3. PeopleSoft HCM 9.2 retrieves the zipped file from the FTP server and extracts the data into staging tables.
4. A PeopleSoft HCM 9.2 administrator uses the Receive Comp Data from Fusion page to transform and load the data from the staging tables into the application source tables.

Optionally, a PeopleSoft HCM 9.2 administrator can bypass the automatic loading of the file via web service messages and manually load the file using the Receive Comp Data from Fusion page.

Note: The inbound process loads bonus data into the PS_VC_AWARD table. To pay out these bonuses, however, you must define an ad-hoc Variable Compensation plan in PeopleSoft 9.2 Variable Compensation and set up an integration between PeopleSoft 9.2 Variable Compensation and your PeopleSoft payroll application (PeopleSoft Payroll for North America or PeopleSoft Global Payroll).

Related Links

"Integrating with Payroll Applications" (PeopleSoft HCM 9.2: Human Resources Manage Variable Compensation)

Receive Comp Data from Fusion Page

Receive Comp Data from Fusion Page

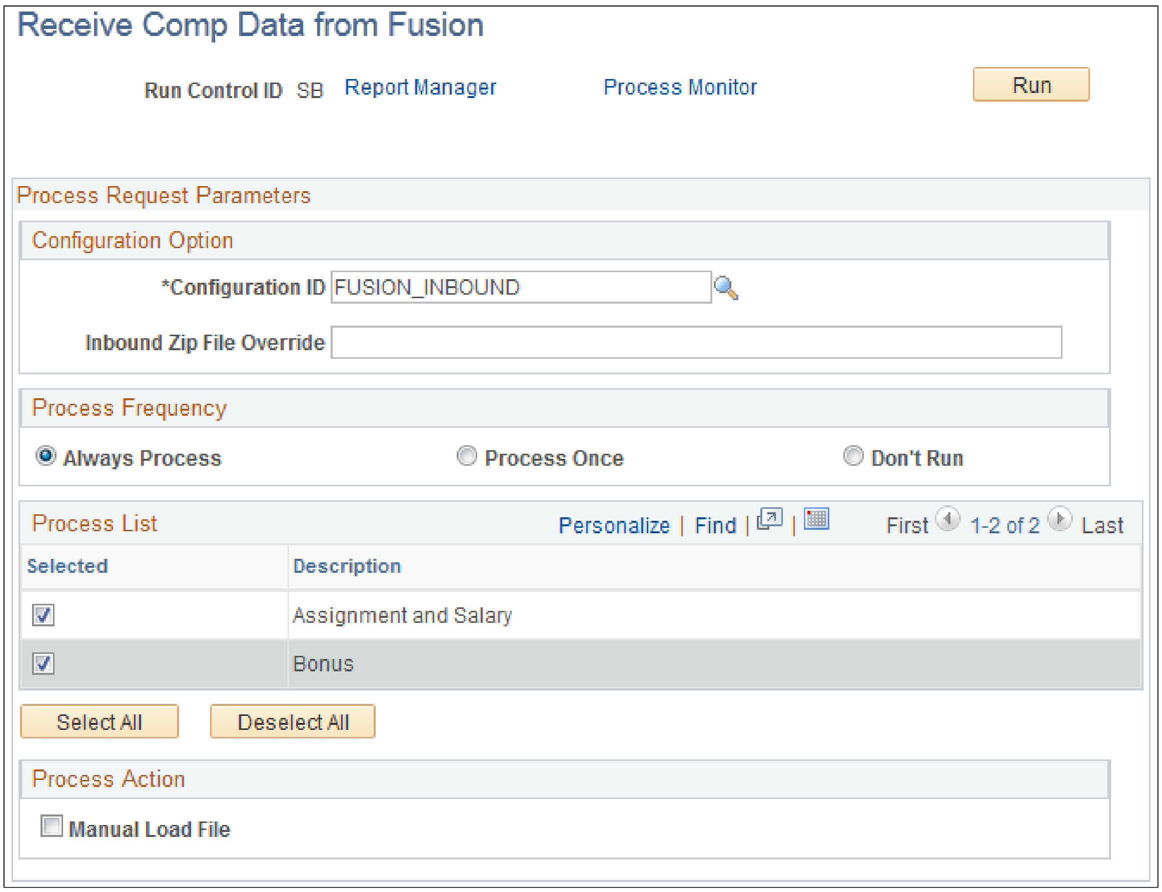
Use the Receive Comp Data from Fusion page (FT_XTRT_I_RUN_CNTL) to receive Compensation data from Fusion.

Navigation

Workforce Administration >Collective Processes >Fusion integration >Talent/Workforce Compensation >Receive Comp Data from Fusion

Image: Receive Comp Data from Fusion Page (file not loaded)

This example illustrates the fields and controls on the Receive Comp Data from Fusion page before a file has been loaded.



This is how the page appears if the data has not yet been loaded to the staging tables for the selected run control ID, either manually, or via web services.

Note: The Process Frequency group box is a standard component of run control pages for Application Engine processes. You will almost always want the Always Process radio button selected.

Configuration Option

Configuration ID	Enter an inbound configuration ID. This ID instructs the system how and where to find the posted zipped file containing the Fusion Workforce Compensation data.

	See Configuration Page.
Inbound Zip File Override	If you want to enter a file name that is different than the one specified by the selected configuration ID, enter it here.

Process List

Select the check box next to the type of Fusion Workforce Compensation data you want to load into the staging tables. Your options are: *Assignment and Salary* and *Bonus*.

Process Action

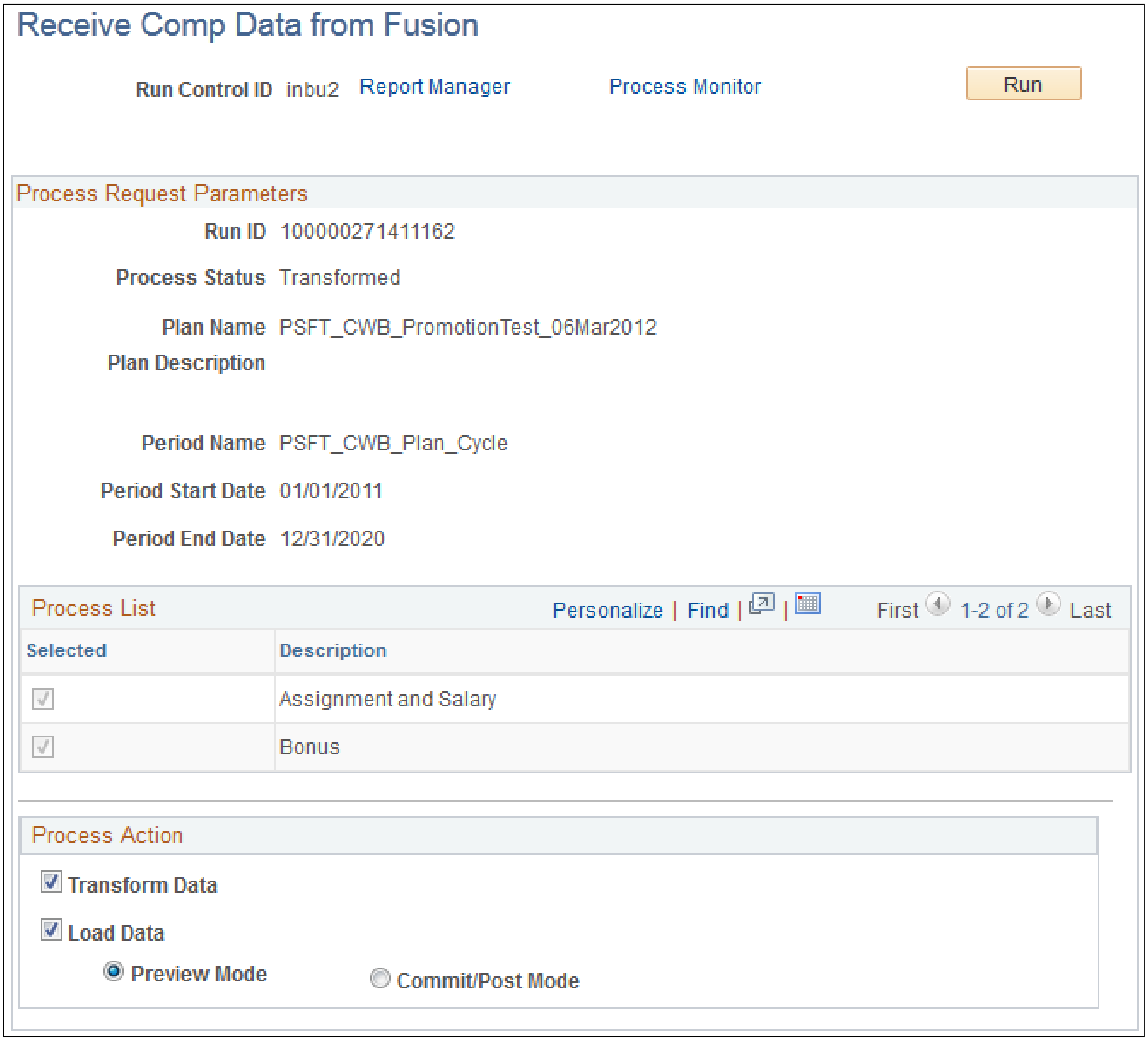
Only one process action is available: Manual Load File.

Loading the File

Click the Run button to run the FT_LOAD Application Engine process. With the Manual Load File check box selected, this process loads the data from the zipped Fusion Workforce Compensation file to staging tables within PeopleSoft HCM 9.2.

Image: Receive Comp Data from Fusion Page (file loaded)

This example illustrates the fields and controls on the Receive Comp Data from Fusion page after the file has been loaded.



This is how the page appears if the data has already been loaded to the staging tables for the selected run control ID, either manually, or via web services.

Process Request Parameters

Run ID	Displays the unique Fusion process run ID.
Process Status	Displays the status of the data retrieved from Fusion Workforce Compensation. Possible values are: *Not Processed* *Loaded from File* *Transformed* *Previewed* *Manually Posted*

	Posted
Plan Name and **Plan Description**	Displays the name and description of the Fusion Workforce Compensation plan.
Period Name, Period Start Date, and **Period End Date**	Displays the name of the focal cycle period along with its starting and ending date.

Process List

Indicates the type of compensation data included in the process. This system uses the Logical Business Object (LBO) list included in the inbound web service message to determine which integration objects are included.

Process Action

Transform Data	Select to transform the data in the staging tables to a format readable by PeopleSoft HCM 9.2.
Load Data	Select to load the data into the PeopleSoft application source tables. If you select this option, the Preview Mode and Commit/Post Mode options become available. If you select this check box and run the process for data that has not yet been transformed, the system will not load the data and give you and display a message.
Preview Mode	Selecting this option enables you to preview and validate the data before actually loading it into the application source tables. You use the Inbound Status Monitor page to preview and validate the data. See Inbound Status Monitor Page.
Commit/Post Mode	Select to commit to loading the data into the application source tables.

Transforming and Loading Data

Click Run to initiate the FT_LOAD process. Depending on which process actions you select, this process transforms the data in the staging tables and/or loads it into the application source tables.

Cancel Compensation Data Page

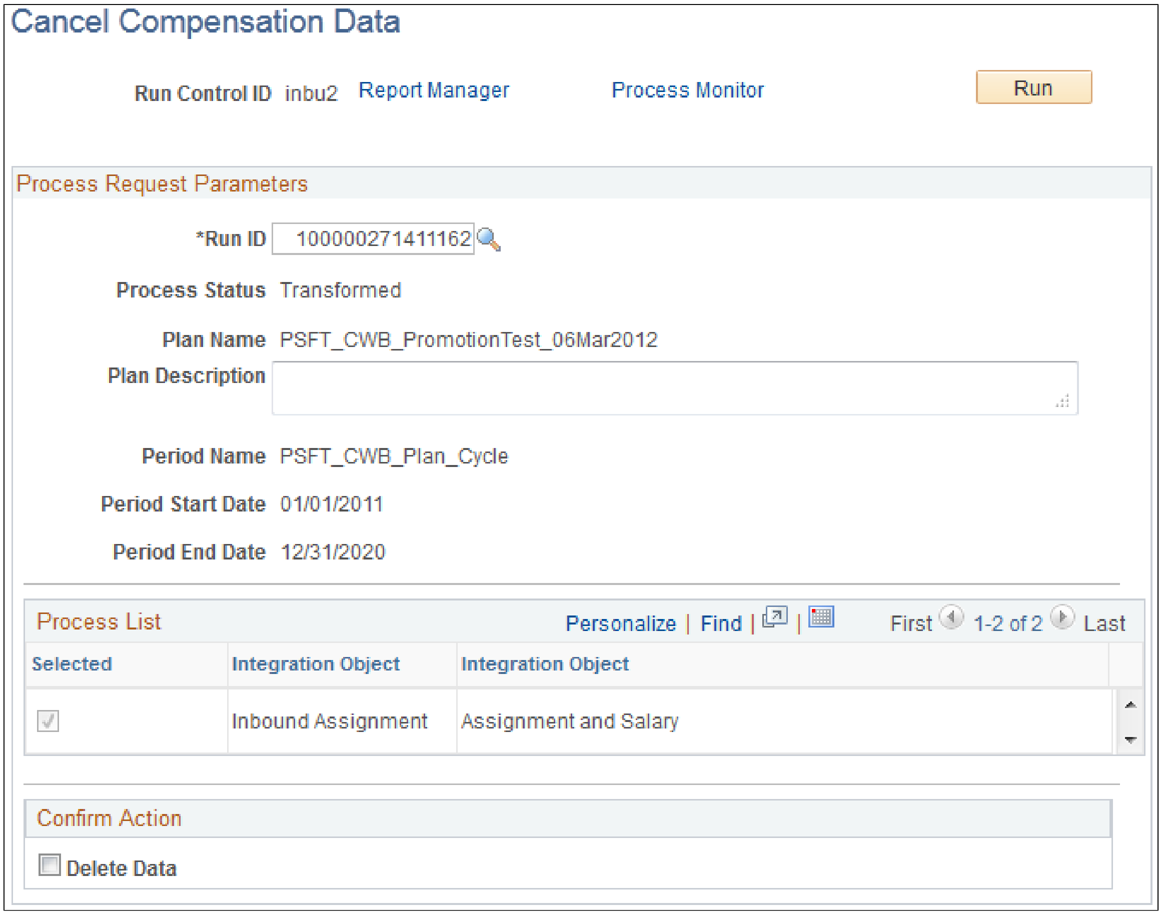
Use the Cancel Compensation Data page (FT_XTRT_I_D_RUNCNT) to delete Compensation data from inbound staging tables.

Navigation

Workforce Administration >Collective Processes >Fusion integration >Talent/Workforce Compensation >Cancel Compensation Data

Image: Cancel Compensation Data Page

This example illustrates the fields and controls on the Cancel Compensation Data page.



Process Request Parameters

Run ID	Enter the unique Fusion process run ID for which you are deleting data.
Process Status	Displays the status of the data retrieved from Fusion Workforce Compensation.
Plan Name and **Plan Description**	Displays the name and description of the Fusion Workforce Compensation plan.
Period Name, Period Start Date, and **Period End Date**	Displays the name of the focal cycle period along with its starting and ending date.

Process List

Indicates the type of compensation data included in the process.

Confirm Action

Select the Delete Data check box to confirm that you want to delete the data from the selected run ID. If you click the Run button while this check box is deselected, the system gives you a warning message and does not allow you to initiate the process.

Deleting Data

Click the Run button to initiate the FT_LOAD process. With the Delete Data check box selected, the system deletes the data associated with the selected run ID from the staging tables.

Note: This process has no effect on data that has already been loaded from the staging tables to the PeopleSoft application source tables.

Inbound Status Monitor Page

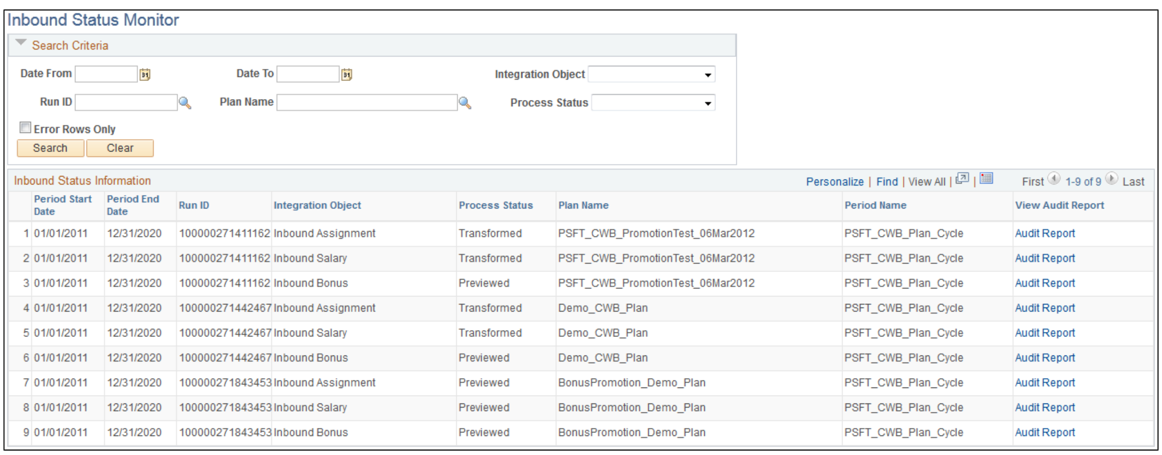
Use the Inbound Status Monitor page (FT_CWBOBJ_INSTATUS) to review inbound status and transaction errors.

Navigation

Workforce Administration >Collective Processes >Fusion integration >Talent/Workforce Compensation >Inbound Status Monitor

Image: Inbound Status Monitor Page

This example illustrates the fields and controls on the Inbound Status Monitor page.


Inbound Status Monitor

Search Criteria

Date From | Date To | Integration Object
Run ID | Plan Name | Process Status
Error Rows Only
Search | Clear

Inbound Status Information

Personalize | Find | View All | First 1-9 of 9 Last

	Period Start Date	Period End Date	Run ID	Integration Object	Process Status	Plan Name	Period Name	View Audit Report
1	01/01/2011	12/31/2020	100000271411162	Inbound Assignment	Transformed	PSFT_CWB_PromotionTest_06Mar2012	PSFT_CWB_Plan_Cycle	Audit Report
2	01/01/2011	12/31/2020	100000271411162	Inbound Salary	Transformed	PSFT_CWB_PromotionTest_06Mar2012	PSFT_CWB_Plan_Cycle	Audit Report
3	01/01/2011	12/31/2020	100000271411162	Inbound Bonus	Previewed	PSFT_CWB_PromotionTest_06Mar2012	PSFT_CWB_Plan_Cycle	Audit Report
4	01/01/2011	12/31/2020	100000271442467	Inbound Assignment	Transformed	Demo_CWB_Plan	PSFT_CWB_Plan_Cycle	Audit Report
5	01/01/2011	12/31/2020	100000271442467	Inbound Salary	Transformed	Demo_CWB_Plan	PSFT_CWB_Plan_Cycle	Audit Report
6	01/01/2011	12/31/2020	100000271442467	Inbound Bonus	Previewed	Demo_CWB_Plan	PSFT_CWB_Plan_Cycle	Audit Report
7	01/01/2011	12/31/2020	100000271843453	Inbound Assignment	Previewed	BonusPromotion_Demo_Plan	PSFT_CWB_Plan_Cycle	Audit Report
8	01/01/2011	12/31/2020	100000271843453	Inbound Salary	Previewed	BonusPromotion_Demo_Plan	PSFT_CWB_Plan_Cycle	Audit Report
9	01/01/2011	12/31/2020	100000271843453	Inbound Bonus	Previewed	BonusPromotion_Demo_Plan	PSFT_CWB_Plan_Cycle	Audit Report

Search Criteria

Use the fields in this group box to filter the process runs displayed in the Inbound Status Information group box.

Date From and **Date To**	Use these fields to set a date range for the Fusion periods that you want to display.
Integration Object	Select the specific type of data you want to view.
Run ID	Enter the unique Fusion process run ID that you want to view.

Plan Name	Enter the name of the Fusion Workforce Compensation plan for which you want to view inbound process runs.
Process Status	Select the status for which you want to view inbound process runs.
Error Rows Only	Select to display only the inbound process runs with errors.
Search	Click to display the inbound process runs that match your search criteria.
Clear	Click to clear the fields in the Search Criteria group box.

Inbound Status Information

This group box displays the inbound process runs that meet your specified search criteria.

Period Start Date and **Period End Date**	Displays the start and end date of the focal cycle period.
Run ID	Displays the unique ID of the process run.
Integration Object	Indicates the type of compensation data included in the process.
Process Status	Displays the status of the data retrieved from Fusion Workforce Compensation.
Plan Name	Displays the name of the Fusion Workforce Compensation plan.
Period Name	Displays the name of the focal cycle period.
All Error(s)	Click the View Error(s) link to access the <Integration Object> Detail Page for a process run.
Transformation Error(s)	Click the DVM/XRef Error(s) link to access the Transformation Error Review - Error Summary Page for a process run.
View Audit Report	Click the Audit Report link to access the <Integration Object> Audit Report Page for a process run.

<Integration Object> Detail Page

Use the <Integration Object> Detail page (FT_VC_AWARD_DTL, FT_SALARY_DTL, FT_ASGN_AUDIT_DTL) to review errors associated with an inbound integration object.

Navigation

Click the View Error(s) link on the Inbound Status Monitor page.

Search Criteria

Use the fields in this group box to sort the integration object details displayed in the <Integration Object> Detail group box.

Note: The actual fields available in this group box depend on the type of integration object for which you are viewing details.

Employee ID	Enter the unique ID of the employee whose details you want to view.
Plan ID	Enter he unique ID of the compensation plan for which you want to view details.
Job Code Set ID	Enter the set ID of the job code for which you want to view details.
Company	Enter the company for which you want to view details.
Payout Period ID	Enter the ID of the payout period for which you want to view details.
Job Code	Enter the job code for which you want to view details.
Currency Code	Enter the currency code for which you want to view details.
Award Date	Enter the award date of the bonus details you want to view.
Award Value	Enter the value of the bonus details you want to view.
Change Status	Select a value to filter the details based on the manual changes that were made to them, if any. Values are: *Manually Posted* and *Value(s) Changed.*
Frequency	Enter a frequency for which you want to view details.
Action	Enter an action for which you want to view details.
Reason Code	Enter a reason code for which you want to view details.
Job Code Changes	Select to display only rows of details that include job code changes.
Salary Grade Changes	Select to display only rows of details that include salary grade changes.
Position Number Changes	Select to display only rows of details for which the position number value has changed.
All Rows	Select to display all rows of details that meet your search criteria.
Error Rows Only	Select to display only rows of details that meet your search criteria and include errors.
Search	Click to filter the displayed details according to your search criteria.
Clear	Click to clear all search criteria fields and rows of details.

<Integration Object> Detail

This group box displays the details according to the search criteria you specify. Click the View/Update for a row to access the <Integration Object> Detail page where you can view and update data for the row.

<Integration Object> Detail Page

Use the <Integration Object> Detail page (FT_VC_AWARD_SEC, FT_SAL_DETAIL_SEC, FT_ASGN_AUDIT_SEC) to correct errors to inbound integration objects.

Navigation

Click the View/Update link on the <Integration Object> Detail page.

Manually Posted	Select this check box to indicate that you have manually posted (or entered) the data into the PeopleSoft system. The system will perform no further processing for this row. When you select this check box, all the fields on this page become unavailable.

<Integration Object> Detail

This group box displays details associated with the transaction. In addition, it enables you to manually update the PeopleSoft Values for some fields.

Note: The values that you can manually update on this page depend on the type of integration object for which you are viewing transaction details.

Error Details

If there are errors associated with the transaction, the page displays details regarding the errors here.

<Integration Object> Audit Report Page

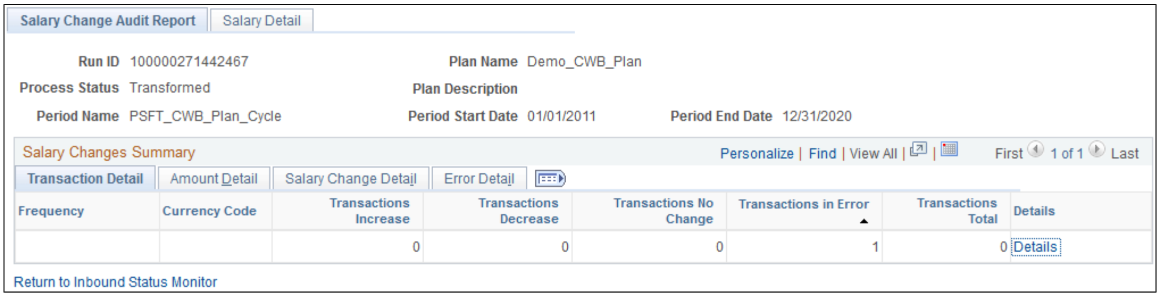
Use the <Integration Object> Audit Report page (FT_VC_AWARD_SUM, FT_SAL_AUD_RPT, FT_ASGN_AUDIT_SUM) to review a summary of integration object changes.

Navigation

Click the Audit Report link on the Inbound Status page.

Image: <Integration Object> Audit Report Page

This example illustrates the fields and controls on the <Integration Object> Audit Report page.



This page displays a summary of information associated with a specific row. You can click the Detail link to access the <Integration Object> Detail page for the row.

Reviewing Transformation Error Information

Pages Used to Review Transformation Error Information

Page Name	***Definition Name***	***Usage***
Transformation Error Review - Error Summary Page	FT_ERR_LOG_REVIEW	Review transformation errors for inbound and outbound processes.
Transformation Error Review - Error Data Page	FT_ERR_DATA_REVIEW	Review the details for a specific error.
Transformation Error Report Page	FT_ERR_LOG_RPT	Generate reports listing the errors for a specific transformation process instance.

Transformation Error Review - Error Summary Page

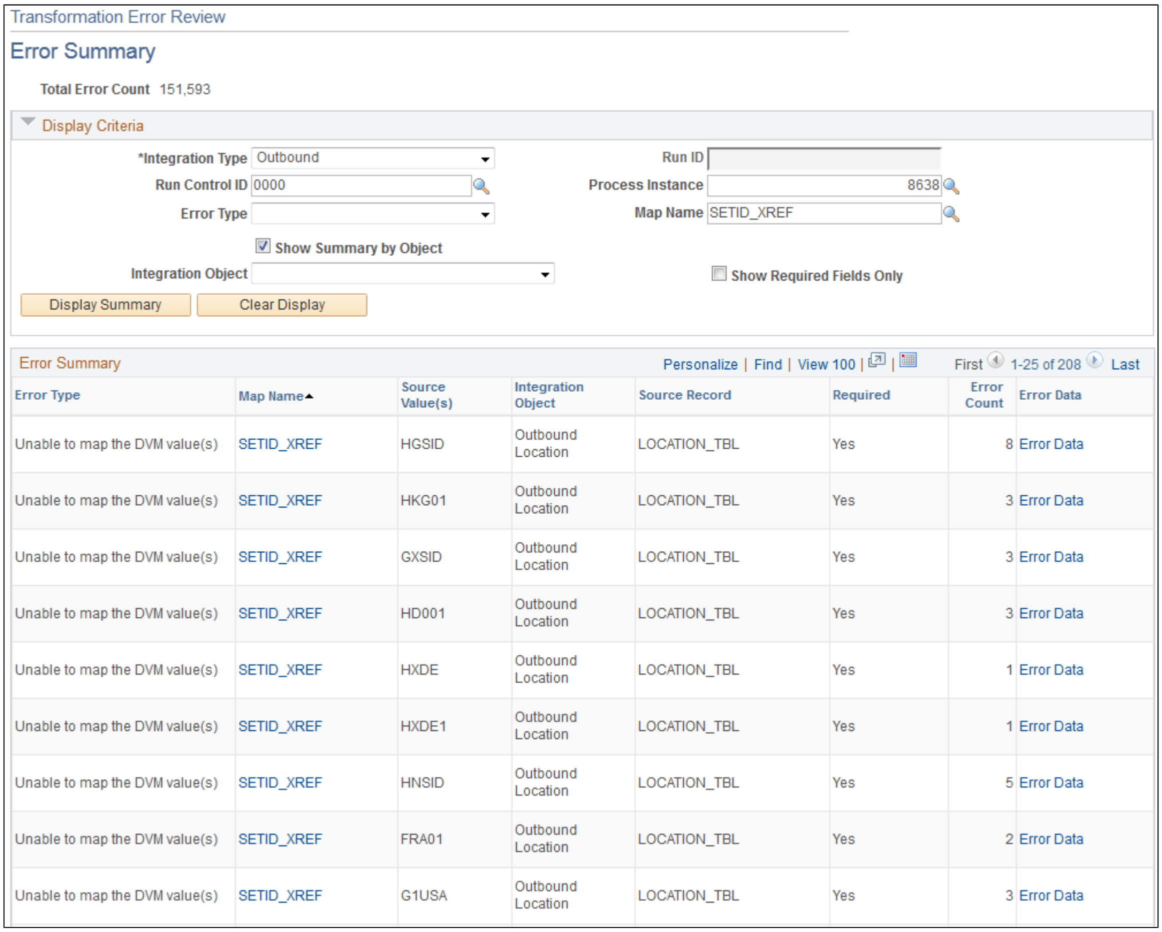
Use the Transformation Error Review - Error Summary page (FT_ERR_LOG_REVIEW) to review transformation errors for inbound and outbound processes.

Navigation

Workforce Administration >Collective Processes >Fusion Integration >Talent/Workforce Compensation >Transformation Error Review

Image: Transformation Error Review - Error Summary Page

This example illustrates the fields and controls on the Transformation Error Review - Error Summary page.



Error Type	Map Name	Source Value(s)	Integration Object	Source Record	Required	Error Count	Error Data
Unable to map the DVM value(s)	SETID_XREF	HGSID	Outbound Location	LOCATION_TBL	Yes	8	Error Data
Unable to map the DVM value(s)	SETID_XREF	HKG01	Outbound Location	LOCATION_TBL	Yes	3	Error Data
Unable to map the DVM value(s)	SETID_XREF	GXSID	Outbound Location	LOCATION_TBL	Yes	3	Error Data
Unable to map the DVM value(s)	SETID_XREF	HD001	Outbound Location	LOCATION_TBL	Yes	3	Error Data
Unable to map the DVM value(s)	SETID_XREF	HXDE	Outbound Location	LOCATION_TBL	Yes	1	Error Data
Unable to map the DVM value(s)	SETID_XREF	HXDE1	Outbound Location	LOCATION_TBL	Yes	1	Error Data
Unable to map the DVM value(s)	SETID_XREF	HNSID	Outbound Location	LOCATION_TBL	Yes	5	Error Data
Unable to map the DVM value(s)	SETID_XREF	FRA01	Outbound Location	LOCATION_TBL	Yes	2	Error Data
Unable to map the DVM value(s)	SETID_XREF	G1USA	Outbound Location	LOCATION_TBL	Yes	3	Error Data

Display Criteria

Use the fields in this group box to filter and sort the errors that the system displays in the Error Summary group box.

Integration Type

Select whether you want to view errors for *Inbound* or *Outbound* processes. If you select *Inbound*, the Run ID field becomes available.

Run ID

Enter a specific run ID for which you want to view errors.

Note: This field applies to inbound errors only. It represents the Fusion Workforce Compensation process run ID.

Run Control ID

Enter a specific run control ID for which you want to view errors.

Process Instance

Enter a specific process instance for which you want to view errors.

Error Type	Select the type of errors you want to view. Possible values are: *Unable to load DVM map* *Duplicate Content Item Name* *Unable to map the DVM value(s)* *Employee with multiple jobs* *Entire object bypassed* *Missing reference object* *Multiple Salary Bases* *Position override* *Reference to object in error* *Unable to load XREF map* *Unable to map the XREF*
Map Name	Enter a specific value map for which you want to view errors.
Show Summary by Object	Select to group the errors in the Error Summary group box by Integration Object. This check box is selected by default. If you deselect it, the system groups the errors by Map Name and Source Value(s). In addition, deselecting this check box causes the Integration Object and Show Required Fields Only to become unavailable.
Integration Object	Select a specific integration object for which you want to view errors.
Show Required Fields Only	Select to view only those errors that have a value of *Yes* in the Required column.
Display Summary	Click to display the errors that meet your selected display criteria.
Clear Display	Click to hide the Error Summary group box.

Error Summary

This group box displays all errors that meet your selected display criteria when you click the Display Summary button.

Error Type	Lists the type of error. Possible values are: *Unable to load DVM map* *Duplicate Content Item Name* *Unable to map the DVM value(s)*

	Employee with multiple jobs *Entire object bypassed* *Missing reference object* *Multiple Salary Bases* *Position override* *Reference to object in error* *Unable to load XREF map* *Unable to map the XREF*
Map Name	Lists the name of the value map associated with the error. If this name is displayed as a link, you can click it to access the Domain Value Map Page.
Source Value(s)	Lists the original source value associated with the error.
Integration Object	Lists the integration object associated with the error. The integration object represents the type of data being processed and whether it was outbound or inbound.
Source Record	Lists the table that originally contained the data associated with the error.
Required	Indicates whether the error row is associated with data that is required in order for the integration object to be sent to Fusion. If the value for a row is No, the system sets the target value to Null and allows the associated integration object to be sent to Fusion. Rows with a value of *Yes* (sometimes referred to as "hard errors") prevent the system from sending the associated integration object to Fusion.
Error Count	Lists the actual number of errors associated with an error row in the summary.
Error Data	Click this link for an error row to access the Error Data page.

Understanding Transformation Errors

The following table provides explanations of the transformation errors that the FT_EXTRACT process can generate.

Transformation Error	***Explanation***
Unable to load DVM map	This error type is for future use.

Transformation Error	***Explanation***
Duplicate Content Item Name	Two JPM Catalog Item rows have the same Catalog Item Type (JPM_CAT_TYPE) value. The system bypassed these rows and did not send them to Fusion.
Unable to map the DVM value(s)	While loading data into the .DAT output files, the process found no Fusion DVM map values that corresponded to the values set in the Populate Domain Value Maps page for a PeopleSoft object value. For example, let us assume that the LEGAL_ENTITY_XREF DVM has map values defined for the following companies: PSI, CWB, HX1, and GBI. While loading the .DAT files, the FT_EXTRACT process encounters a row of data with a company value of ACC. The process logs this row of data with the Unable to map the DVM value(s) error type.
Employee with multiple jobs	The process encountered an employee with two or more active jobs (PeopleSoft HCM accommodates employees with multiple jobs, but Fusion does not).
Entire object bypassed	One of the object rows, for example, Department, Location, or Assignment contained an error that forced the process to bypass it. Fusion cannot load incomplete data, so even if only one of the object rows contained an error, the system bypassed the entire object and all of its rows to avoid sending incomplete data to Fusion.
Missing reference object	The process encountered an object that references another object that is missing and/or has not been part of the migration process.
Multiple Salary Bases	An employee's current active row included two or more compensation rows (PeopleSoft HCM accommodates employees with multiple compensation rows, but Fusion does not).
Termination row updates	The process encountered an employee with an action row before a termination row on the same day. In this case, the process sends only the termination row to Fusion.
Position override	The process encountered an employee with overridden Position data.
Reference to object in error	A current row for an object contained a reference to an object that is to be bypassed and there is a reference to this object in another object.
Unable to load XREF map	This error type is for future use.
Unable to map the XREF	While loading data into the .DAT output files for an object the process found no GUID for an object referenced by the original object.

Transformation Error Review - Error Data Page

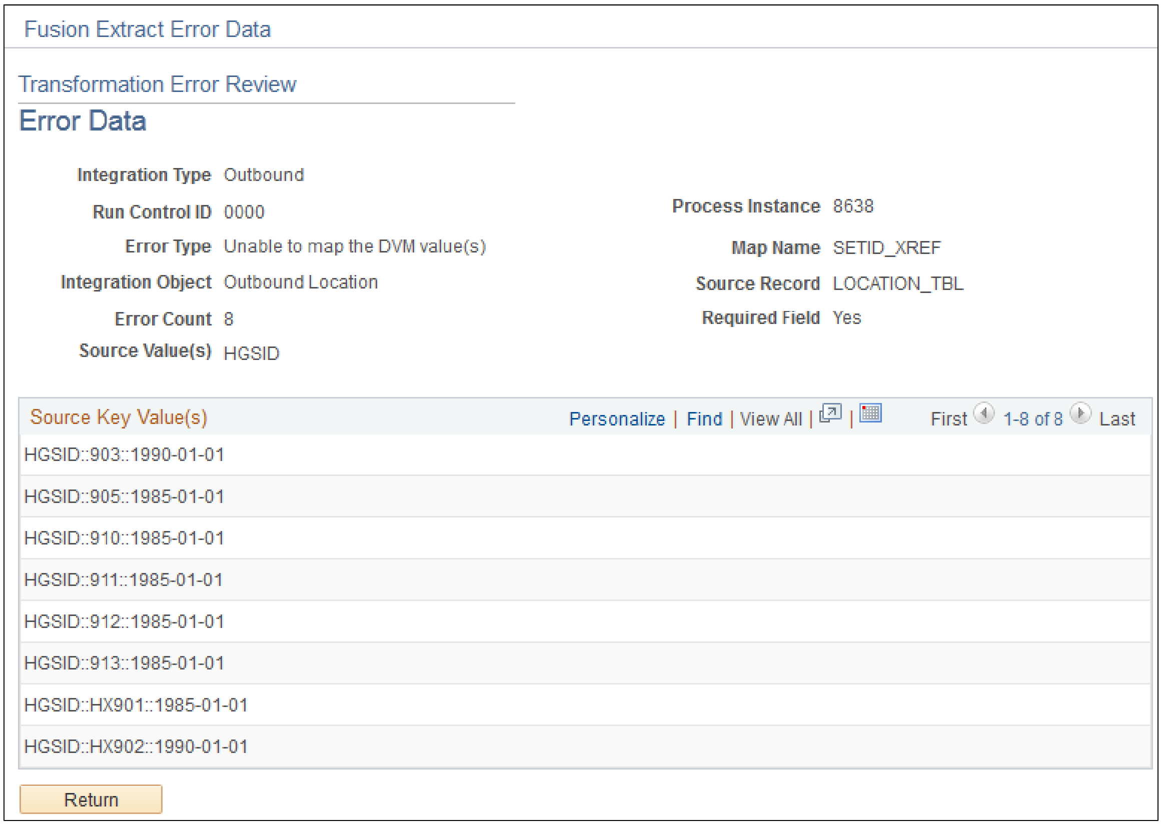
Use the Transformation Error Review - Error Data page (FT_ERR_DATA_REVIEW) to review the details for a specific error.

Navigation

Click an Error Data link on the Transformation Error Review - Error Summary page.

Image: Transformation Error Review - Error Data Page

This example illustrates the fields and controls on the Transformation Error Review - Error Data page.



This page displays all of the information displayed on the Error Summary page for the error row along with the Source Key Value(s) for the error, which you can use to locate the row in the source record.

Transformation Error Report Page

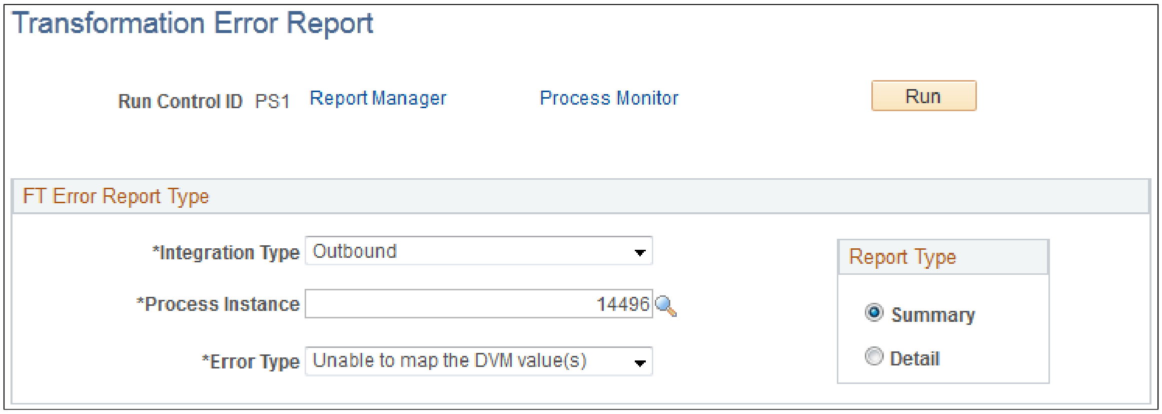
Use the Transformation Error Report page (FT_ERR_LOG_RPT) to generate reports listing the errors for a specific transformation process instance.

Navigation

Workforce Administration >Collective Processes >Fusion Integration >Talent/Workforce Compensation >Transformation Error Report

Image: Transformation Error Report Page

This example illustrates the fields and controls on the Transformation Error Report page.



Integration Type

Select whether you want to generate a report for an *Inbound* or *Outbound* integration.

Process Instance

Enter the instance number of the process for which you are generating an error report.

Error Type

Select the Error Type for which you want to generate the report. Only error types logged for the selected process instance are available to select.

Group By

Select whether you want the report to group your results by *Business Unit*, *Department*, or *Location*. This field is available only if you select a report type of Detail.

Report Type

You can use this page to generate two types of reports: Summary or Detail.

Summary

Select to generate a report that lists the error types that the process generated along with counts of rows that resulted in errors.

Detail

Select to generate a report that provides detailed information on all of the entities that generated errors.

Appendix A

Group Build Implementation for Developers

Building Applications or Batch Programs that Include Group Build Functions

These topics discuss how to:

- Implement PeopleCode API calls.
- Implement PeopleSoft Application Engine API calls.
- Develop client-specific workflow.

Implementing PeopleCode API Calls

This topic discusses what a developer must do to use Group Build in the application that he or she is building. (We refer to this application as the client application.)

Note: Please read this entire topic before performing any steps.

To Implement PeopleCode API calls:

1. (Optional) Set up a Group Build results table.

   Group Build provides a standard Group Results Table called GB_GRP_RES_TBL. This table contains the results of the groups that you build; its content is managed entirely by the Group Build application. This table provides a central place for storing Group Build results, so the results can be shared by all applications that use Group Build. *Do not add, delete or modify rows in this table.*

   If you want a table for your application where you can add, delete, or modify rows, you must perform this optional step. Your table will be taken into account for the construction and purge processes of the Group Build application.

   There are two ways to set up your own table:

   a. Log on to PeopleSoft Application Designer and clone the record GB_GRP_RES_TBL into MyClientModuleResultTable.

      This record becomes your client application result table.

   b. Create a new record (MyClientModuleResultTable) into which you insert (at least) the subrecord GB_GRP_RES_SBR (the minimal structure for a modified result table). The modified results table can contain more fields than the one that is defined in the subrecord. However, you can't use the standard query «GB_DEFAULT_QUERY». You must create your modified developer query in which the additional fields appear in the «field tab». For example, if your result table is defined as DEPTID, define your modified query as follows:

– All fields from GB_QRY_LINK_VW.

– All of your additional fields.

2. (Optional) Add two fields on the client application record to store the group ID and group as of date. If you choose not to record this information, you can use a derived/work record (see step 3) or system variables (such as system date).

   In PeopleSoft Application Designer, add two fields to the client application record (MyClientModuleRecord):

   - The field GB_GROUP_ID for storing the Group ID.

     This field should prompt on GB_GROUP_TBL.

   - The field MyAsOfDate for storing the as of date of the group.

3. In PeopleSoft Application Designer, create a derived/work record to store your group generation button.

   a. Create a new record (DERIVED_MyClientModule) or use an existing derived record.

   b. Create a new field: MyClientModule_GEN_BTN.

   c. To the DERIVED_MyClientModule record, add a new field: MyClientModule_GEN_BTN.

4. In PeopleSoft Application Designer, Include the work page GB_API_WRK in the client application component.

   a. Open the component (MyClientModuleComponent) that contains the page (MyClientModulePage) from which you'll call the Group Build API.

   b. Insert the page named GB_API_WRK (the Group Build work page) into MyClientModuleComponent and mark it as hidden.

5. (Optional) Using PeopleSoft Query, define the query that you might want to add to for refining your group - developer query definition.

   a. Insert the view GB_QRY_LINK_VW (required).

   b. Insert the record(s) that are needed for joins and criteria.

   c. Write your query according to the Group Build limitations.

      See Group Build Query Limitations for Developers

   d. Add all necessary prompts on the criteria tab.

      Prompt values are bound using the GB_BIND API call.

   e. Verify that your query is PUBLIC.

   f. Save your query as MyDeveloperQueryName.

6. Add modified fields on the client application page.

   a. Add the MyClientModuleRecord.GB_GROUP_ID field to MyClientModulePage.

   b. Add the MyClientModuleRecord. MyAsOfDate field to MyClientModulePage.

   c. Add the DERIVED_MyClientModule.MyClientModule_GEN_BTN group generation button to MyClientModulePage.

7. Add PeopleCode to implement calls to Group Build API.

   Warning! All calls to Group Build API must be done from level 0 of your client application page.

   a. Make calls to Group Build API in the FieldChange PeopleCode event.

   b. Set the PeopleCode Event Properties to Application Server.

   c. Select Application Server on the PeopleCode Event Properties page.

      See PeopleCode API Functions.

8. Implement PeopleSoft Security to see if a group can be used in the component.

   a. GB_GROUP_ID field must be on the page, and the recordfield properties must be set to prompt table edit on Record GB_GROUP_SEC_VW.

   b. Add DERIVED_XXX.PNLGRPNAME and DERIVED_XXX.OPRID on level 0 of the page. The fields must be display-only and hidden.

PeopleCode API Functions

This list is a funclib (DERIVED_HR_GB.GB_API FieldFormula) for PeopleCode. Specifies which API group, query name for refinement, and results table to use.

- Specifies which group, query name, results table to use.

  ```
  &ret_bool = GB_DECLARE(group_id, AsOfDate of the group, query_name, result_tab⇒
  le_name)
  ```

  - The parameter group_id is required.
  - The parameter AsOfDate is required.
  - The parameter query_name specifies a developer query name for refinement. It is optional. The default query name is GB_DEFAULT_QUERY (view PS_GB_QRY_LINK_VW).
  - The parameter result_table_name is needed if the results table has been modified. It is optional. The default result table is PS_GB_GRP_RES_TBL. The result_table_name has to be complete; for example, « PS_MY_RESULT_TABLE ».

- Binding values.

  ```
  &ret_bool = GB_BIND(prompt_code, value)
  ```

  - Enables you to bind values if prompts have been defined in the modified query developer. If you're using the standard query GB_DEFAULT_QUERY, then the only value to be bound is the refinement date: use the delivered API, GB_BIND_DATE.
  - The parameter prompt_code must be defined as a prompt in the developer query.
  - The parameter value is required.

- Binding a date as refinement when you're using the standard query.

  ```
  &ret_bool = GB_BIND_DATE(value)
  ```

  - Use this function when you use the standard query GB_DEFAULT_QUERY. It enables you to bind a date (value) as a refinement.
  - The parameter value is optional and specifies a refinement date. The default is %date.

- Generating and executing the SQL statement.

  ```
  &group_version_number = GB_EXEC(refresh_flag)
  ```

  - This API generates and executes the SQL statement.
  - It returns the version number of the generated group.
  - If the parameter refresh_flag is set to *Y,* the SQL statement is generated each time you call the function. If the refresh_flag is set to *N,* the function checks to see if a generated group exists and returns its version number. If the group doesn't exist, the parameter generates it. The refresh_flag is required.

- Deleting the content of the result table.

  ```
  GB_DELETE()
  ```

- Disabling/enabling the generic workflow and the specific workflow.

  ```
  GB_SET_JOB_WF(job_name)
  ```

  - Disables/enables the generic workflow and the specific workflow according to job_name value. Specifies the job (job_name) to be scheduled in place of the default job name (used for generic workflow), if specified.
  - The parameter job_name is optional.
  - If the job_name is specified, then the job that is named job_name must be defined in PeopleSoft Process Scheduler, as described in the workflow topic.
  - Providing a non-null job_name enables the corresponding workflow. Generic workflow is disabled.
  - Providing a null job_name as parameter enables the generic workflow (workflow by default).

- On FieldChange PeopleCode event of DERIVED_MyClientModule.MyClientModule_GEN_BTN, add the following code according to one of the two scenarios described below.

Scenario 1

If you implement Group Build calls using the standard Group Result Table and query, the FieldChange PeopleCode for DERIVED_MyClientModule.MyClientModule_GEN_BTN looks like this:

```
Declare Function GB_DECLARE PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

Declare Function GB_BIND PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

Declare Function GB_EXEC PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

/* Use this instruction if you plan to use GB_GRP_RES_TBL */

GB_DECLARE (MyClientModuleRecord.GB_GROUP_ID, MyClientModuleRecord.MyAsOfDate, « »,⇒
 « ») ;

/* Bind all parameters for the default Query : The Effdt of JOB */

GB_BIND_DATE(Any Date ) ;

/* Execute the SQL and fill the group result table */

&MyVersion = GB_EXEC ( « Y » ) ;   /* <Y> Forces to rebuild the group even if one i⇒
s available */

* The list of employees for the group is now available for your own usage */

/* The code presented above populates the Group Result table GB_GRP_RES_TBL */

/* You can now use this record to populate your scrolls or can be used as a join fo⇒
r a SQL Statement */

/* ADD YOUR CODE HERE  */

/* Clear the group result table only in the case you know the group will not be use⇒
d anymore*/

[GB_DELETE() ;]
```

Scenario 2

If you implement Group Build calls using your own modified Group Result Table and query, the FieldChange PeopleCode for DERIVED_MyClientModule.MyClientModule_GEN_BTN looks like this:

```
Declare Function GB_DECLARE PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

Declare Function GB_BIND PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

Declare Function GB_EXEC PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

/* Give your result table name to GB_DECLARE  (STEP 1 must have been previously per⇒
formed) and your Query Name if  you created one */

GB_DECLARE (MyClientModuleRecord.GB_GROUP_ID, MyClientModuleRecord. MyAsOfDate, « M⇒
```



```
yDeveloperQueryName », «MyClientModuleResultTable ») ;

/* Bind all parameters for MyDeveloperQueryName */

/* Each prompt in MyDeveloperQueryName must be binded */

GB_BIND (« :1 », MyClientModuleRecord.MyField1) ;

[…]

GB_BIND (« :n », MyClientModuleRecord.MyFieldn) ;

/* Or use local variable for binding */

GB_BIND(« :n », &MyLocalVarn) ;

/* Execute the SQL and fill the group result table */

&MyVersion = GB_EXEC ( « N » ) ;   /* <N> Don't rebuild the group if it is availabl⇒
e */

/* Employee group is now available for your module */

/* This populates the group result table MyClientModuleResultTable  */

/* You can now use this record to populate your scrolls or work on this table… */

/* ADD YOUR CODE HERE  */

/* Clear the group result table only in the case you know the group will not be use⇒
d anymore*/

[GB_DELETE() ;]
```

Group Build Query Limitations for Developers

Following are some limitations to the standard use of PeopleTools Query:

- Developer queries need to be defined as PUBLIC queries.
- You can't use unions.
- You can't use aggregates.
- You can't use Tree Option as an expression.
- You must include the view GB_QRY_LINK_VW in the query.
- Records that you add in QUERY must have at least one criterion.
- Prompts can be used as expressions to bind variables.

Implementing PeopleSoft Application Engine API Calls

This topic discusses what a developer has to do to use Group Build in the application that he or she is building, using PeopleSoft Application Engine. (We refer to this application as the client application.)

To implement PeopleSoft Application Engine API calls:

1. In PeopleSoft Application Designer, create a Run Control page.
2. Create a new Run Control record or use an existing one.

In this record, add:

- The parameters GB_GROUP_ID, GB_EFFDT, and GB_REFINE_DATE.
- The field VERSIONGBQDM.

3. In PeopleSoft Application Engine, create a new program .

   This program must contain:

   - A retrieval of parameters.

```
Step01.SQL:

%Select(AE_GBP002_AET.GB_GROUP_ID, AE_GBP002_AET.GB_EFFDT, AE_GBP002_AET.⇒
GB_REFINE_DATE)  SELECT GB_GROUP_ID  , GB_EFFDT  , GB_REFINE_DATE  FROM P⇒
S_RUN_CNTL_HR  WHERE OPRID = %Bind(OPRID)  AND RUN_CNTL_ID = %Bind(RUN_CN⇒
TL_ID)
```

   - A call to Group Build PeopleCode API.

```
Step02.PeopleCode:

Declare Function GB_DECLARE PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

Declare Function GB_BIND PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

Declare Function GB_RESET PeopleCode DERIVED_HR_GB.GB_API FieldFormula;

Declare Function GB_BIND_DATE PeopleCode DERIVED_HR_GB.GB_API FieldFormul⇒
a;

Declare Function GB_SET_PANELGROUP PeopleCode DERIVED_HR_GB.GB_API FieldF⇒
ormula;

GB_SET_PANELGROUP("APPENGINE");   /* This is due to a tools issue and wil⇒
l disappear as soon as the TPRD is closed */

GB_RESET();

&RET = GB_DECLARE(AE_GBP002_AET.GB_GROUP_ID, AE_GBP002_AET.GB_EFFDT, "", ⇒
"");

&RET = GB_BIND_DATE(AE_GBP002_AET.GB_REFINE_DATE);

AE_GB_API_AET.REFRESH_SW.Value = "N";   /* You can see that the REFRESH_F⇒
LAG is set to "N"  Equivalent to GB_EXEC("N"). As we can't call a section⇒
 with direct parameters, we must use the cache record of the AE API to pe⇒
rform this operation */
```

   - A call to Group Build AE API GB_EXEC.

```
Step02.Call Section:

Call the section GB_API.GB_EXEC. You must not call GB_EXEC_LIB.GB_EXEC Di⇒
rectly. You will always use the GB_API AppEngine Lib.
```

   - Version number of the group.

```
Step01.SQL:

UPDATE PS_RUN_CNTL_HR  SET VERSIONGBQDM = %Bind(AE_GB_API_AET.VERSIONGBQD⇒
M)  WHERE OPRID = %Bind(OPRID)  AND RUN_CNTL_ID = %Bind(RUN_CNTL_ID)
```


Note: Perform your own Application Engine processing using this group.

4. Create reports, based on the group that you just created, by setting up a JOB.

   When the system launches the SQR, you get the GB_GROUP_ID VERSIONGBQDM (version of the group) from the Run Control record. This enables you to retrieve the group from the Group Results Table and print or perform processing on it.

Differences Between PeopleCode and Application Engine APIs

Question	***Answer***
What are the differences between a PeopleCode API and a PeopleSoft Application Engine API?	For building a group, there are not many differences between the two APIs. • In both APIs, you use the PeopleCode function GB_ DECLARE, GB_BIND, or GB_BIND_DATE. • In the PeopleCode API, you call GB_EXEC("Y") with a REFRESH_FLAG ("Y" or "N") as parameter, and the function returns the VERSION of the group. • In the PeopleSoft Application Engine API, you call a section GB_API.GB_EXEC. The refresh flag is set before this call by updating AE_GB_API_AET.REFRESH_SW, and you retrieve the version of the group in the cache record AE_GB_API_AET.VERSIONGBQDM.
Why can't we use the PeopleCode API directly in a PeopleSoft Application Engine PeopleCode step?	There is a PeopleTools limitation: The CallAppEngine() function is not intended to be inserted into an Application Engine PeopleCode step. If you need to call an Application Engine program from another Application Engine program, you must use the Call Section Action.

Developing Client-Specific Workflow

This topic provides the additional steps that must be performed for implementing workflow. This specific workflow is an enhancement to the generic workflow that is provided by default by the Group Build application. Workflow must be fully implemented by the client application developer. This topic discusses the main differences between the Group Build workflow and the standard way of implementing workflow.

Although the business process diagram looks like the Group Build generic workflow business process, you have to develop a business process for each client application to enhance the information that is provided by the Group Build generic workflow. The reasons for this are:

- The worklist routing to enhance user information should branch the user directly to the calling-client application page.
- The business event is triggered from the client application page.

The worklist record table has to contain key fields for accessing the client application page, so map those fields to the appropriate client application page fields (the workflow is triggered from the calling page).

The Message Agent is responsible for entering data on the client application page for triggering the specific workflow. The Database Agent executes a query that retrieves the values that are passed as Message Agent input fields. Therefore, the Database Agent query should retrieve the necessary key values, plus the condition for triggering the workflow.

You have to define a new client-specific table record (MySpecificWorkflowTable). This record stores all client application key fields, the group ID (GB_GROUP_ID) field, and the version (VERSIONGBQDM) field. Populate the MySpecificWorkflowTable after you call Group Build (to get the version number).

Summary

As a client application developer, you have to:

1. Define a new table (MySpecificWorkflowTable) for storing the page key, group ID, and version number fields.

2. Define a new worklist table record.

3. Define a derived/work field that is responsible for triggering the workflow.

4. Add this field to the client application page as a hidden field.

5. Provide PeopleCode for storing page key values before calling Group Build.

6. Define a Database Agent query for retrieving the key field values: group ID, version number, and user ID.

7. Design the business process (activities, steps, business event, worklist routing, email routing, Database Agent, and Message Agent) and define the necessary attributes and field mappings.

8. Define a new process for the modified Database Agent (MyDBAGProcess) in PeopleSoft Process Scheduler.

9. Define a new job (MySpecificJobName) that serializes PeopleSoft Application Engine, calling the section GB_EXEC in Application Engine GB_API and the modified Database Agent process (MyDBAGProcess).

10. Pass the new job name to Group Build as a parameter through a new API function, GB_SET_JOB_WF(MySpecificJobName), which passes the new job name to be scheduled, enables the specific workflow, and disables the generic workflow. The call to this function must be done before the call to GB_EXEC.

11. Add PeopleCode to save the necessary information in MySpecificWorkflowTable (see the following procedure).

To add PeopleCode to save the information in MySpecificWorkflowTable:

1. Design MySpecificWorkflowTable so that all the key fields that are necessary for accessing your client application page will be recorded.

    a. Add two key fields, GB_GROUP_ID and VERSIONGBQDM, to your record.

   b. Add a workflow flag, WF_FLAG.

2. Design MySpecificWorkflowDerived/Work.

   a. Add two fields: GB_TRIGGER_WF (responsible for triggering the workflow) and OPRID (important for routings).

   b. Make the fields invisible.

3. Define a worklist record, MyWorklistRecord, for routing to the calling client application page.

   BUSPROCNAME, ACTIVITYNAME, EVENTNAME, WORKLISTNAME, INSTANCEID, and TRANSACTIONID are standard, required fields for a worklist record.

   Add all of your page's key fields, plus the GB_GROUP_ID and VERSIONGBQDM fields.

4. Define the Database Agent (DBAG) query.

   The DBAG query is responsible for calling the client application key field values: group ID, group version number, and user ID.

   a. In PeopleSoft Tree Manager, add MySpecificWorkflowTable to the HR ACCESS GROUP, as follows:

   b. Go to PeopleSoft Query.

   c. Join MySpecificWorkflowTable and GB_GENERICWF on group ID and version number to return specific key values: group ID, group version number, workflow triggering flag, and user ID.

   d. Include in your criteria prompts on group ID and version number.

   e. Save your query as a public database agent query named "_DBAG__MySpecificWorkflowQuery".

5. Design the MySpecificBusinessProcess.

   a. In PeopleSoft Application Designer, define a business process.

      MySpecificBusinessProcess has two activities:

      MySpecificWorkflowModule

      MySpecificWorkflowModuleResult

      Each activity has only one step branching to the client application page:

   b. In the MySpecificWorkflowModule activity, add a business event, a worklist routing, an email routing, a database agent, and links.

   c. Define each item and its required attributes.

      The business event is triggered from the MySpecificWorkflowDerived/Work record.

d. Add workflow PeopleCode, using the button Edit Business Rules and write the code as displayed, providing the condition for calling the TriggerBusinessEvent function. Write the correct parameters: business process, activity, and business event to trigger.

e. On the Worklist Attributes page, select the record defined in step 4 as the worklist record. Specify the Business Process, its activity that works the worklist (MySpecificWorkflowModuleResult).

f. On the Field Map page, specify the mapping between the worklist record fields and your client application page keys.

g. For the OPRID field, select the role name Roleuser by Oprid Qry, binding the OPRID query variable to the MySpecificWorkflowDerived/Work.OPRID field.

h. For the email routing, define the field map between your email fields (SUBJECT, NOTETEXT, TO, CC, and BCC) and your application fields.

i. Define the Database Agent items:

   Define the target component on the Message Attributes page and provide the path to your client application component.

   In the Query Name field, enter the database agent query defined in Step 5.

   Define the mapping between the query selection fields (second column) and your client application page fields (last column).

6. Go to PeopleSoft Process Scheduler and define MySpecificWorkflowDBAGProcess

   a. Add a new process of type Database Agent on the Process Definitions page.

   b. On the Process Definition Options page, override the parameters list in Append mode, specifying the following as parameters:

      E100 -T -L /A MySpecificWorkflowModule /MD MyDatabaseAgentName

      kbind1=:DERIVED_HR_GB.GB_GROUP_ID2 -
      kbind2=:DERIVED_HR_GB.VERSIONGBQDM

      /A stands for Activity Name

      /MD stands for Message Definition

      -kbind1 and −kbind2 are bind variables from the API work page.

7. In PeopleSoft Process Scheduler, define MySpecificWorkflowJob.

   Add a new job serializing the Group Build Application Engine process (the one that calls GB_API.GB_EXEC) and MySpecificWorkflowDBAG database agent process.

8. Add calls to Group Build API on your client application.

   On the FieldChange PeopleCode event of your Group Build calling button, use Group Build API as described at Step 7 in the first topics of this documentation. Don't forget to call the GB_SET_JOB_WF function to activate your specific workflow and disable the generic workflow.

9. Add PeopleCode to store the necessary information in MySpecificWorkflowTable.

Working with Group Versions

These topics provide an overview of version numbers and discuss how to work with versions (for developers).

Understanding Version Numbers

Each time you build a group, the system generates a version number and stores it in the Group Result Table. The system creates a new version number and updates the result table if any of the following have changed since the last time you executed the group:

- The group definition.
- The query definition.
- Any parameters that you used to generate the group; for example, if you used effective-dated job data.

Working with Versions (for Developers)

Before reading this topic, see "Building Applications or Batch Programs That Include Group Build Functions".

You can implement Group Build in an application by:

- Using the default developer query.

  The default developer query works with the default Group Result Table.
- Creating your own query.

  If you use your own query, you can define more parameters and/or more fields in a personal Group Results Table.

However, you can use your own Group Results Table with the default developer query or use the default Group Results Table with your own query, as long as the fields selected by the query match the default Group Results Table structure.

This means that the system regenerates the group and changes the version number if either of the following changed since the last time you executed this group:

- The query definition that was added by the developer.
- The Group Results Table.

Note: You can bypass the versioning mechanism by calling GB_EXEC("Y"). Then the group is generated each time it is called.

Note: When using Developer Query or User Query, keep in mind that GB_QRY_LINK_VIEW is based on the JOB record. When Group Build generates the SQL, the system replaces all references to GB_QRY_LINK_VIEW with JOB. If, after this is done, the left REC.FIELD is the same as the right REC.FIELD, Group Build will not process the line in the SQL generation.

For example, if you have the criteria GB_QRY_LINK_VIEW.EFFDT <= JOB.EFFDT in Query, Group Build will replace it with JOB.EFFDT <= JOB.EFFDT. The system will then remove the line because the left REC.FIELD is the same as the right REC.FIELD. As a result, the Query count may differ from the one returned by Group Build.

Appendix B

PeopleSoft HCM Application Diagnostic Plug-ins

Understanding Application Diagnostics

PeopleTools Diagnostic Framework provides an interface enabling you to execute queries designed to investigate application problems and present the data in a standardized format that you can then share with PeopleSoft's Global Support Centre.

The diagnostic framework provides:

- Dynamic prompting, enabling you to restrict queries and include transactional data.
- Output in XML, in addition to HTML.
- Send functionality, enabling you to send the output directly to the email address of the global support center analyst working with you.
- Support for rowset retrieval.

HCM has delivered a number of diagnostic plug-ins, which are application-specific queries, with this version. We will post any plug-ins we develop post-GA on My Oracle Support.

See *PeopleTools: Data Management*, "Running Diagnostics with Diagnostic Framework".

Delivered Application Diagnostic HCM Plug-Ins

These tables list the diagnostic plug-ins delivered by application.

Human Resources Manage Base Benefits

Manage Base Benefits delivers the one plug-in.

BA_EVENT_DIAGNOSTICS

The BA_EVENT_DIAGNOSTICS plug-in (Benefits Event Definition and Rules Setup Information):

- Uses the following additional parameters:
  - Event Rule ID
  - Effective Date
- Provides a diagnosis of the Benefit Event Setup and Coverage Code Rules associated with it.

Data is extracted from the three primary tables: BAS_EVENT_RULE, BAS_EVENT_CLASS, and BAS_CVG_CD_RULE. Use this diagnostic to view the underlying data as it is defined in the database for the processing to be used by the Benefits Administration processing.

Human Resources Manage Base Compensation and Budgeting

Manage Base Compensation and Budgeting delivers the one plug-in.

SP_DIAGNOSTICS_SALARY_STEP

The SP_DIAGNOSTICS_SALARY_STEP plug-in (Salary Step Details):

- Uses the following additional parameters:
  - SetID
  - Sal Admin Plan
  - Grade
  - Effective Date
- Provides a diagnosis of salary step details for a given plan.

ePerformance

ePerformance delivers two plug-ins:

- Document Templates

  Note: This diagnostic script can also be used with Manage Employee Reviews.

- Debug/Trace Results

Document Templates

The Document Templates plug-in:

- Uses the following parameters:
  - Template ID
  - Effective Date
- Provides a diagnosis of the structure of the document template that created a particular document. This provides critical information to the support analyst for resolving an issue with a document. These tables, all keyed by template ID and effective date, are dumped:
  - Template Header (EP_TMPL_DEFN)
  - Process Participant Roles (EP_TMPL_PARTIC)
  - Document Sections (EP_TMPL_SECTION)

    - Role-Level Rules (EP_TMPL_ROLE)
    - Common Content: Items (EP_TMPL_ITEM)
    - Common Content: SubItems (EP_TMPL_SUBITEM)

Debug/Trace Results

The Debug/Trace Results plug-in:

- Uses the following parameters:
    - Document ID
    - User Role
- Provides a diagnosis of the Debug/Trace results table view (EP_DBG_DIAG_VW) that is created by the built-in Debug/Trace facility. This information is keyed by document ID and user role.

  Additionally, a Send to PeopleSoft link on the Calculation Debug/Trace inquiry page enables the user to navigate to the Application Diagnostics launch page and send this data to PeopleSoft.

Global Payroll

Global Payroll provides the following plug-ins:

- GP_DIAG_000
- GP_DIAG_005
- GP_DIAG_010
- GP_DIAG_020
- GP_DIAG_030
- GP_DIAG_040
- GP_DIAG_100
- GP_DIAG_200

GP_DIAG_000

The GP_DIAG_000 plug-in (Return General Information):

- Uses the following parameters:
    - Operating System
    - 3–char ISO Country Code
- Provides a diagnosis of the following tables and information:

- PSRELEASE: Release information.
- PSOPTION: License information.
- PS_INSTALLATION: HCM installation information.
- PS_GP_PIN: Last element number.
- PS_GP_INSTALLATION: Global Payroll installation information.
- PS_MAINTENANCE_LOG: Bundles and fixes applied to the database.
- PS_GP_COUNTRY: Country information.

Note: If COUNTRY parameter is empty, the system returns country information for the calendar group. If COUNTRY parameter is equal to *ALL,* the system returns all countries.

GP_DIAG_005

The GP_DIAG_005 plug-in (Return Log File):

- Uses the full file path and file name to the location of file as a parameters.
- Provides a diagnosis of the file specified in the "Full Path + the log file name" field.

GP_DIAG_010

The GP_DIAG_010 plug-in (Return SQL Stored Statement):

- Uses the COBOL Program Name as a parameter.
- Provides a diagnosis of PSSQLSTMT_TBL, which returns all SQL statements used for the COBOL name specified in the COBOL Program Name field.

GP_DIAG_020

The GP_DIAG_020 plug-in (Return AE Program Definition):

- Uses the Application Engine Name as a parameter.
- Provides a diagnosis of the following Application Engine information:
  - PSAEAPPLDEFN
  - PSAEAPPLSTATE
  - PSAESECTDTLDEFN
  - PSAESTEPDEFN
  - PSAESTEPMSGDEFN
  - PSAESTMTDEFN

- PSSQLTEXTDEFN

GP_DIAG_030

The GP_DIAG_030 plug-in (Return Element Definition):

- Uses Element Name 1 - 5 as a parameter.
- Provides a diagnosis of the following tables, based on the element type returned, for each of up to five element definitions:
  - Element name information: PS_GP_PIN
  - Take Element: GP_ABS_TAKE, GP_ABS_TAKE_CFG, GP_ABS_TAKE_DAY, GP_ABS_TAKE_ELM, GP_ABS_TK_FCST
  - Accumulator Element: GP_ACCUMULATOR, GP_ACM_MBR
  - Array Element: GP_ARRAY, GP_ARRAY_FLD, GP_ARRAY_KEY, GP_ARRAY_PRC
  - Bracket Element: GP_BRACKET
  - Count Element: GP_COUNT
  - Date Element: GP_DATE
  - Duration Element: GP_DURATION, GP_DUR_GNRN
  - Earning - Deduction Element: GP_ERN_DED, GP_ELM_DFN_SOVR, GP_PIN_CMPNT, GP_RCP_DED
  - Element Group Name: GP_ELEM_GRP, GP_ELEM_GRP_MBR
  - Fictitious Calculation Element: GP_FC_IN, GP_FC_OUT, GP_FC_OUT_DTL, GP_FC_SEG, GP_FC_TBL
  - Formula Element: GP_FORMULA, GP_FORMULA_CLUE, GP_FORMULA_DTL, GP_FORMULA_VAR
  - Generation Control Element: GP_GCTL, GP_GCTL_DTL
  - Historical Rule Element: GP_HIST_ELEM, GP_HIST_RULE
  - Process Element: GP_PROCESS, GP_PROCESS_DTL
  - Proration Element: GP_PRORATION
  - Rate Code Element: GP_RATE_CODE
  - Section Element: GP_SECTION, GP_SECTION_DTL
  - System Element: GP_SYSTEM_PIN
  - Variable Element: GP_VARIABLE

- Write Array Element: GP_WA_ARRAY, GP_WA_FLD

GP_DIAG_040

The GP_DIAG_040 plug-in (Return Array/WA Audit):

- Uses the 3 char ISO Country Code as a parameter.
- Provides a diagnosis of the following tables and information:
  - PS_GP_DIAG_ARRAY_D: All arrays of a country not synchronized with the record definition.
  - PS_GP_DIAG_WA_D: All write arrays of a country not synchronized with the record definition.

GP_DIAG_100

The GP_DIAG_100 plug-in (Return Organizations Setup Data):

- Uses the Calendar Group ID parameter.
- Provides a diagnosis of the following tables and information:
  - PS_GP_PYENT: Pay entity information.
  - PS_GP_PYENT_DTL: Pay entity detail information.
  - PS_GP_CAL_RUN: Calendar group information.
  - PS_GP_CAL_RUN_DTL: Calendar group detail information.
  - PS_GP_CALENDAR: Calendar information.
  - PS_GP_RUN_TYPE: Run type information.

GP_DIAG_200

The GP_DIAG_200 plug-in (Return Employee Information):

- Uses the following parameters:
  - EmplID
  - Employee Record Number
  - Calendar Group ID
  - Calendar ID
- Provides a diagnosis of the following tables and information:
  - PS_GP_DIAG_JOB_D: Payroll information (but no compensation data).
  - PS_GP_DIAG_EMPL_D: Dates.

- PS_GP_DIAG_CTR1_D: Contract information.
- PS_WKFCNT_TYPE: Related contract information.
- PS_GP_DIAG_CTR2_D: Related contract information.
- PS_GP_PAYEE_DATA: Payee information.
- PS_GP_DIAG_PI_D: Positive input (but no amount data).
- PS_GP_NET_DIST_DTL: Banking and payment information.
- PS_GP_RTO_TRGR: Trigger information.
- PS_GP_SEG_TRGR: Related trigger information.
- PS_GP_DIAG_P_SEG_D: Payroll result headers (but no gross and net data).
- PS_GP_DIAG_MSG_D: Payroll error messages.

Time and Labor

Time and Labor provides the following plug-ins:

- TL_DIAGNOSTICS_TA_EMPL_PAY
- TL_DIAGNOSTICS_TA_EMPL_GRP
- TL_DIAGNOSTICS_TA_TACODE
- TL_DIAGNOSTICS_TA_RPTD_TIME
- TL_DIAGNOSTICS_PT_INV_PAYTIME
- TL_DIAGNOSTICS_PT_DUP_SEQ
- TL_DIAGNOSTICS_PT_INV_OFFSET
- TL_DIAGNOSTICS_SETUP_TIMEPRD
- TL_DIAGNOSTICS_SETUP_TIMEZONE
- TL_DIAGNOSTICS_SETUP_RULEPGM
- TL_DIAGNOSTICS_SETUP_ EXWRKGRP
- TL_DIAGNOSTICS_SETUP_TCD

TL_DIAGNOSTICS_TA_EMPL_PAY

Payable time for employees are displayed for the given date range. The exceptions created (if any) for that date range are also displayed.

The TL_DIAGNOSTICS_TA_EMPL_PAY plug-in:

- Uses the following parameters:

- EmplID
- Employee Record
- Start Date
- End Date

- Provides a diagnosis of:
  - SQL for the View: TL_DU_TA_PT_VW

    SELECT A.EMPLID, A.EMPL_RCD, A.DUR, A.TRC, A.TL_QUANTITY, A.PAYABLE_STATUS FROM PS_TL_PAYABLE_TIME A
  - SQL for the View: TL_DU_TA_EX_VW

    SELECT A.EXCEPTION_ID, A.EMPLID, A.EMPL_RCD, A.DUR, A.EXCEPTION_SOURCE, A.MSG_DATA1 FROM PS_TL_EXCEPTION A
  - Create SQL:

    SELECT %DateOut(EARLIEST_CHGDT), TA_STATUS FROM PS_TL_TR_STATUS WHERE EMPLID= :1 AND EMPL_RCD = :2

TL_DIAGNOSTICS_TA_EMPL_GRP

If the Run Control ID has a dynamic group included, the list of employees in the group is resolved. These employees are checked if they are Active between the Process Through Date and Process Through Date – 31 days.

The TL_DIAGNOSTICS_TA_EMPL_GRP plug-in:

- Uses the Run Control ID as a parameter.
- Provides a diagnosis of:
  - SQL for the View: TL_DU_TA_GRP_VW

    SELECT A.EMPLID, A.EMPL_RCD, A.EFFDT, A.EMPL_STATUS FROM PS_JOB A
  - SQLExec:

    SELECT %DATEOUT(A.THRUDATE) FROM PS_TL_TA_RUNCTL A WHERE A.RUN_CNTL_ID=:1 AND A.OPRID=:2
  - CreateSQL:

    SELECT DISTINCT A.EMPLID, A.EMPL_RCD FROM PS_JOB A WHERE (EXISTS (SELECT 'X' FROM PS_TL_RUN_CTRL_GRP B WHERE B.RUN_CNTL_ID=:1 AND B.GROUP_ID='Z' AND B.INCLUD_EXCLUDE_IND='+' AND A.EMPLID=B.EMPLID AND A.EMPL_RCD=B.EMPL_RCD) OR EXISTS(SELECT 'X' FROM PS_TL_GROUP_DTL B1 WHERE B1.GROUP_ID IN (SELECT B.GROUP_ID FROM PS_TL_RUN_CTRL_GRP B WHERE B.RUN_CNTL_ID=:1 AND B.GROUP_ID <> 'Z') AND A.EMPLID=B1.EMPLID

AND A.EMPL_RCD=B1.EMPL_RCD)) AND NOT EXISTS(SELECT 'X' FROM PS_TL_RUN_CTRL_GRP B2 WHERE B2.RUN_CNTL_ID=:1 AND B2.GROUP_ID='Z' AND B2.INCLUD_EXCLUDE_IND='-' AND A.EMPLID=B2.EMPLID AND A.EMPL_RCD=B2.EMPL_RCD) AND EMPL_STATUS='A' AND (A.EFFDT =(SELECT MAX(EFFDT) FROM PS_JOB J1 WHERE A.EMPLID=J1.EMPLID AND A.EMPL_RCD= J1.EMPL_RCD AND J1.EFFDT <=%DATEIN(:2)) OR A.EFFDT =(SELECT MAX(EFFDT) FROM PS_JOB J2 WHERE A.EMPLID=J2.EMPLID AND A.EMPL_RCD=J2.EMPL_RCD AND J2.EFFDT >%DATEIN(:2) AND J2.EFFDT <= %DATEIN(:3) AND J2.EMPL_STATUS='A'))

TL_DIAGNOSTICS_TA_TACODE

The TL_DIAGNOSTICS_TA_TACODE plug-in (listing of SQL Object IDs and SQL statements used in the time administration process):

- Uses the SQL Object ID as parameter.
- Provides a diagnosis of the SQL for the View: TL_DU_TA_SQL_VW.

  SELECT A.SQLID, A.SQLTEXT FROM PSSQLTEXTDEFN A

TL_DIAGNOSTICS_TA_RPTD_TIME

This lists the reported time details of an employee in a give date range based on the reported status (input parameter). If the EmplID is not given as input this lists all the employees with the specific reported status in the given date range.

The TL_DIAGNOSTICS_TA_RPTD_TIME plug-in:

- Uses the following parameters:
  - EmplID
  - Reported Time Status
  - Start Date
  - End Date

- Provides a diagnosis of:
  - SQL for the View: TL_DU_TA_RPT_VW

    SELECT A.EMPLID, A.EMPL_RCD, A.DUR, A.PUNCH_TYPE, A.PUNCH_DTTM, A.TASKGROUP, A.TASK_PROFILE_ID, A.TRC, A.TL_QUANTITY, B.XLATLONGNAME FROM PS_TL_RPTD_TIME A, XLATTABLE_VW B WHERE B.FIELDNAME = 'REPORTED_STATUS' AND B. FIELDVALUE = A.REPORTED_STATUS
  - SQL for the View: TL_DU_TA_RPL_VW

    SELECT A.EMPLID, A.EMPL_RCD, A.DUR, A.PUNCH_TYPE, A.PUNCH_DTTM, A.TASKGROUP, A.TASK_PROFILE_ID, A.TRC, A.TL_QUANTITY, B.XLATLONGNAME FROM PS_TL_RPTD_TIME A, XLATTABLE_LNG B WHERE B.FIELDNAME = 'REPORTED_STATUS' AND B. FIELDVALUE = A.REPORTED_STATUS

- SQLExec:

  SELECT A.XLATLONGNAME FROM XLATTABLE_VW A WHERE A.FIELDNAME='REPORTED_STATUS' AND %Upper(A.XLATLONGNAME) = :1

- SQLExec:

  SELECT A.XLATLONGNAME FROM XLATTABLE_LNG A WHERE A.FIELDNAME='REPORTED_STATUS' AND %Upper(A.XLATLONGNAME) = :1

- Create SQL:

  SELECT A.XLATLONGNAME FROM XLATTABLE_VW A WHERE A.FIELDNAME='REPORTED_STATUS'

- Create SQL:

  SELECT A.XLATLONGNAME FROM XLATTABLE_LNG A WHERE A.FIELDNAME='REPORTED_STATUS'

TL_DIAGNOSTICS_PT_INV_PAYTIME

The TL_DIAGNOSTICS_PT_INV_PAYTIME plug-in (lists payable time where payable status is rejected by payroll for a date range):

- Uses the following parameters:
  - Start Date
  - End Date
- Provides a diagnosis of:
  - SQL for the View: TL_DU_PT_PT_VW

    SELECT A.EMPLID, A.EMPL_RCD, A.DUR, A.TL_QUANTITY, B.XLATSHORTNAME FROM PS_TL_PAYABLE_TIME A, XLATTABLE_VW B WHERE ((A.PAYABLE_STATUS ='RP' AND A.PAYROLL_REQ_NUM =0) OR (A.PAYABLE_STATUS ='CL' AND A.PAYROLL_REQ_NUM =0) OR (A.PAYABLE_STATUS ='TP' AND A.PAYROLL_REQ_NUM =0) OR (A.PAYABLE_STATUS ='SP' AND A.PAYROLL_REQ_NUM <>0)) AND B.FIELDNAME='PAYABLE_STATUS' AND B. FIELDVALUE = A.PAYABLE_STATUS

  - SQL for the View: TL_DU_PT_PTL_VW

    SELECT A.EMPLID, A.EMPL_RCD, A.DUR, A.TL_QUANTITY, B.XLATSHORTNAME FROM PS_TL_PAYABLE_TIME A, XLATTABLE_LNG B WHERE ((A.PAYABLE_STATUS ='RP' AND A.PAYROLL_REQ_NUM =0) OR (A.PAYABLE_STATUS ='CL' AND A.PAYROLL_REQ_NUM =0) OR (A.PAYABLE_STATUS ='TP' AND A.PAYROLL_REQ_NUM =0) OR (A.PAYABLE_STATUS ='SP' AND A.PAYROLL_REQ_NUM <>0)) AND B.FIELDNAME = 'PAYABLE_STATUS' AND B. FIELDVALUE = A.PAYABLE_STATUS

TL_DIAGNOSTICS_PT_DUP_SEQ

The TL_DIAGNOSTICS_PT_DUP_SEQ plug-in (lists duplicate sequence numbers for the offsets) provides a diagnosis of SQL for the View: TL_DU_PT_SEQ_VW:

SELECT A.SEQ_NBR, COUNT(*) FROM PS_TL_PAYABLE_TIME A GROUP BY A.SEQ_NBR HAVING COUNT(*) > 1

TL_DIAGNOSTICS_PT_INV_OFFSET

The TL_DIAGNOSTICS_PT_INV_OFFSET plug-in (lists the Payable time offsets rejected by Payroll) provides a diagnosis of SQL for the View: TL_DU_PT_OFF_VW:

SELECT A.EMPLID, A.EMPL_RCD, A.DUR, A.SEQ_NBR, A.TL_QUANTITY, A.PAYABLE_STATUS, A.RECORD_ONLY_ADJ, A.ORIG_SEQ_NBR FROM PS_TL_PAYABLE_TIME A WHERE EXISTS (SELECT 'X' FROM PS_TL_PAYABLE_TIME C WHERE A.EMPLID =C.EMPLID AND A.EMPL_RCD =C.EMPL_RCD AND A.DUR=C.DUR AND A.ORIG_SEQ_NBR=C.SEQ_NBR AND C.ORIG_SEQ_NBR <> 0 AND C.RECORD_ONLY_ADJ = 'N' AND C.PAYABLE_STATUS NOT IN ('ES','NA') AND C.TL_QUANTITY > 0 AND NOT EXISTS (SELECT 'X' FROM PS_TL_PAYABLE_TIME A2 WHERE A2.EMPLID =C.EMPLID AND A2.EMPL_RCD =C.EMPL_RCD AND A2.DUR=C.DUR AND A2.ORIG_SEQ_NBR=C.SEQ_NBR AND A2.TL_QUANTITY < 0)) OR EXISTS (SELECT 'X' FROM PS_TL_PAYABLE_TIME C1 WHERE A.EMPLID =C1.EMPLID AND A.EMPL_RCD =C1.EMPL_RCD AND A.DUR=C1.DUR AND A.ORIG_SEQ_NBR=C1.SEQ_NBR AND C1.ORIG_SEQ_NBR =0 AND C1.RECORD_ONLY_ADJ = 'N' AND C1.PAYABLE_STATUS NOT IN ('ES','NA') AND EXISTS (SELECT 'X' FROM PS_TL_PAYABLE_TIME A1 WHERE A1.EMPLID=C1.EMPLID AND A1.EMPL_RCD =C1.EMPL_RCD AND A1.DUR=C1.DUR AND A1.TL_QUANTITY < 0 AND A1.ORIG_SEQ_NBR=C1.SEQ_NBR))

TL_DIAGNOSTICS_SETUP_TIMEPRD

The plug-in displays the Period IDs that are not built over the given date range, along with the workgroup from PS_TL_WRKGRP_TBL.

The TL_DIAGNOSTICS_SETUP_TIMEPRD plug-in:

- Uses the following parameters:
  - Start Date
  - End Date
- Provides a diagnosis of SQL for the View: TL_DU_ST_TP_VW:

  SELECT PERIOD_ID, WORKGROUP FROM PS_TL_WRKGRP_TBLCreateSQL:SELECT DISTINCT A.PERIOD_ID FROM PS_TL_TIME_PERIODS A WHERE A.PERIOD_ID NOT IN (SELECT DISTINCT B.PERIOD_ID FROM PS_TL_CALENDAR B WHERE ((%DateIn(:1)>B.START_DT AND %DateIn(:2)<B.END_DT) OR (%DateIn(:1)<B.END_DT AND %DateIn(:2) >B.START_DT)))

TL_DIAGNOSTICS_SETUP_TIMEZONE

The Plug-in obtains the time zone of the employee using the input EmplID and displays the time zone offsets within the given date range.

The TL_DIAGNOSTICS_SETUP_TIMEZONE plug-in:

- Uses the following parameters:
  - EmplID
  - Start Date
  - End Date
- Provides a diagnosis of SQLExec:

  SELECT B.TIMEZONE FROM PS_TL_EMPL_DATA B WHERE B.EMPLID= :1 AND B.EFFDT=(SELECT MAX(EFFDT) FROM PS_TL_EMPL_DATA A WHERE A.EMPLID=:1 AND A.EFFDT<=%DateIn(:2) AND A.TIME_RPTG_STATUS='A')

TL_DIAGNOSTICS_SETUP_RULEPGM

The plug-in is used to display the list of workgroups that do not have Rule Programs associated to them.

The TL_DIAGNOSTICS_SETUP_RULEPGM plug-in provides a diagnosis of SQL for the View: TL_DU_ST_RUL_VW.

SELECT A.WORKGROUP FROM PS_TL_WRKGRP_TBL A WHERE A.RULE_PGM_ID = ' '

TL_DIAGNOSTICS_SETUP_ EXWRKGRP

The plug-in displays the list of all exception time reporter type workgroups with missing Schedule ID. Workgroups of exception time reporter type are displayed if a Schedule ID is not attached to them.

The TL_DIAGNOSTICS_SETUP_ EXWRKGRP plug-in provides a diagnosis of SQL for the View: TL_DU_ST_SCH_VW.

SELECT A.WORKGROUP FROM PS_TL_WRKGRP_TBL A WHERE A.TIME_RPTG_TYPE = 'E' AND A.SCHEDULE_ID=' '

TL_DIAGNOSTICS_SETUP_TCD

The plug-in verifies the TCD setup data. For the given TCD ID input, the plug-in traces the TCD (message node name), message name, message status, transaction status and type of transaction. It also verifies checks for the Integration type. Displays whether the Inbound, outbound directories are specified for Flat file type of integration.

The TL_DIAGNOSTICS_SETUP_TCD plug-in:

- Uses the TCD ID as a parameter.
- Provides a diagnosis of:
  - SQL for the View: TL_DU_ST_TCD_VW

    SELECT A.RQSTMSGNAME, A.MSGNODENAME, B.MSGSTATUS, C.XLATSHORTNAME, A.EFF_STATUS FROM PSNODETRX A, PSMSGDEFN B, XLATTABLE_VW C WHERE A.RQSTMSGNAME=B.MSGNAME AND C.FIELDNAME='TRXTYPE' AND C.FIELDVALUE=A.TRXTYPE

- CreateSQL:

  SELECT A.XLATSHORTNAME, A.FIELDVALUE FROM XLATTABLE_VW A WHERE A.FIELDNAME = 'INTEGRATION_TYPE' AND A.FIELDVALUE=(SELECT B.INTEGRATION_TYPE FROM PS_TL_TCDDEF_TBL B WHERE B.TCD_TYPE_ID=:1 AND B.EFFDT = (SELECT MAX(B1.EFFDT) FROM PS_TL_TCDDEF_TBL B1 WHERE B1.TCD_TYPE_ID=:1))

- CreateSQL:

  SELECT A.XLATSHORTNAME, A.FIELDVALUE FROM XLATTABLE_LNG A WHERE A.FIELDNAME = 'INTEGRATION_TYPE' AND A.FIELDVALUE=(SELECT B.INTEGRATION_TYPE FROM PS_TL_TCDDEF_TBL B WHERE B.TCD_TYPE_ID =:1 AND B.EFFDT=(SELECT MAX(B1.EFFDT) FROM PS_TL_TCDDEF_TBL B1 WHERE B1.TCD_TYPE_ID=:1))CreateSQL:SELECT FILE_OUTPUT_DIR, FILE_ARCHIVE_DIR FROM PS_TL_INSTALLATION

Appendix C

Delivered Workflows for PeopleSoft HCM

General Workflow Information

Many tasks that you perform are parts of larger tasks that involve several steps and people working together. For example, when you hire an employee using PeopleSoft Human Resources, you start a process that involves several individuals:

- One who signs up the employee for benefits.
- One who reviews and approves equipment requisitions.
- One who enters tax information for payroll.

PeopleSoft Workflow automates this entire process as well as other processes.

Note: While several workflow business processes are delivered with your HCM system, the system is delivered with all workflow turned off. You must activate PeopleSoft Workflow to use it.

Note: You must set up workflow for PeopleSoft self service applications using pages on the Set Up HCM >Common Definitions >Self Service menu.

See Using Workflow with Self-Service Transactions.

Creating Role Users Using a Message Agent

PeopleSoft HCM includes a message agent that enters all of people with an active job record as role users automatically.

While you could manually assign each employee to a role on the User Profile component, this process is tedious if you're designating many employees as users. Some workflow processes could involve every individual in your organization at one time or another. Using the message agent is a faster way to transform your employees into workflow role users.

Using the Dynamic Role User Queries

Use one of the three dynamic Structured Query Reports (SQRs) that query your live human resources database when a workflow involving a Supervisor role is triggered. You select and assign a role user query to the Supervisor routings based on whether you're driving your PeopleSoft Human Resources system by full, partial, or no Position Management. The following table lists the role queries from which you can select. Select the one that is appropriate for your human resources implementation.

Functionality	*Query*
Full Position Management	[ROLE] Supervisor-Full Posn Mgt (supervisor - full position management)
Position Management turned off	[ROLE] Supervisor-No Posn Mgt
Partial Position Management	[ROLE] Supervisor-Part Posn Mgt

Using the dynamic role user query method ensures that the Supervisor role user assignment is as accurate as your live human resources data. The dynamic query also frees you from maintaining two sets of human resources supervisor data, one in your human resources system and the other in the Role User Table.

The default query is [ROLE] Supervisor-Part Posn Mgt Role User Query. All generic PeopleTools workflows use that query. The query does not run against your live human resources database, but against the Role User Table.

To use one of the other Supervisor role user queries in PeopleSoft Workflow, you must modify all routings involving supervisors.

Delivered Workflows for Administer Training

This topic discusses PeopleSoft Human Resources Administer Training workflows. The workflows are listed alphabetically by workflow name.

Approve Training Request Event

This topic discusses the approve training request event workflow.

Description

Information Type	*Description*
Event Description	Upon enrolling a student for a course, a worklist item is sent to HR Technical/Administrator notifying them of the training request for review and approval.
Notification Method	Worklist

Workflow Objects

Information Type	*Description*
Event	TRN_STUDNT_CRS_DT2
Workflow Action	Automatic
Role	HR Technical/Admin

Information Type	***Description***
Email Template	Approve Training WL
Business Process	Approve Training Request
Business Activity	APPROVE_TRAINING_REQ_USF
Business Event	Approve Training Request Event

Authorize Training Event

This topic discusses the authorize training event workflow.

Description

Information Type	***Description***
Event Description	Upon enrolling a student for a course, a worklist item is sent to Training Administrator for authorization.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	TRN_STUDNT_CRS_DT2
Workflow Action	Automatic
Role	Training Administrator
Email Template	Authorize Training Request WL
Business Process	Authorize Training Request
Business Activity	AUTHORIZE_TRAINING_REQ_USF
Business Event	Authorize Training Event

Request Training Event (CSE)

This topic discusses the request training event (cse) workflow.

Description

Information Type	***Description***
Event Description	Upon enrolling a student for a course, a worklist item is sent to the supervisor (part position management) notifying them of the training request for review and approval.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	COURSE_ENROLLMENT1
Workflow Action	Automatic
Role	Supervisor-Part Posn Mgt
Email Template	Request Training WL (CSE)
Business Process	Course Session Enrollment
Business Activity	REQUEST_TRAINING_USF
Business Event	Request Training Event (CSE)

Request Training Event (SCE)

This topic discusses the request training event (sce) workflow.

Description

Information Type	***Description***
Event Description	Upon enrolling a student for a course, a worklist item is sent to the supervisor (part position management) notifying them of the training request for review and approval.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	CRSE_ENRL_WL

Information Type	***Description***
Workflow Action	Automatic
Role	Supervisor-Part Posn Mgt
Email Template	Request Training WL (SCE)
Business Process	Student Course Enrollment
Business Activity	REQUEST_TRAINING_USF
Business Event	Request Training Event (SCE)

Request Training Event (ST)

This topic discusses the request training event (st) workflow.

Description

Information Type	***Description***
Event Description	Upon enrolling a student for a course, a worklist item is sent to the supervisor (part position management) notifying them of the training request for review and approval.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	TRN_STUDNT_CRS_DT2
Workflow Action	Automatic
Role	Supervisor-Part Posn Mgt
Email Template	Request Training WL (ST)
Business Process	Student Training
Business Activity	REQUEST_TRAINING_USF
Business Event	Request Training Event (ST)

Send Confirmation

This topic discusses the send confirmation workflow.

Description

Information Type	***Description***
Event Description	Upon a student being enrolled in a class, the student will receive an email with the details of the course in which he/she is enrolled.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	RUNCTL_TRN001
Workflow Action	Automatic
Role	Training Administrator
Email Template	Student Confirmation
Business Process	Training Letters
Business Activity	Report Training Data
Business Event	Send Confirmation

Send Cancellation

This topic discusses the send cancellation workflow.

Description

Information Type	***Description***
Event Description	When a course has been cancelled, the enrolled students will receive email with the details of the course in which he/she is enrolled and that has been cancelled.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	RUNCTL_TRN001
Workflow Action	Automatic
Role	Training Administrator
Email Template	Student Cancellation
Business Process	Training Letters
Business Activity	Report Training Data
Business Event	Send Cancellation

Send Rescheduling

This topic discusses the send rescheduling workflow.

Description

Information Type	***Description***
Event Description	When a course has been rescheduled, the enrolled students will receive email with the new schedule of the course in which he/she is enrolled.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	RUNCTL_TRN001
Workflow Action	Automatic
Role	Training Administrator
Email Template	Student Rescheduling
Business Process	Training Letters
Business Activity	Report Training Data
Business Event	Send Rescheduling

Delivered Workflows for Administer Workforce

This topic discusses Administer Workforce workflows. The workflows are listed alphabetically by workflow name.

(USF) 60 Day Review

This topic discusses the 60 Day Review workflow.

Description

Information Type	***Description***
Action Description	Upon the '60 Day Tenure Notices' process being run to identify Tenure Conversions, a worklist item is sent to the supervisor(s) of all employees who will reach their Tenure Conversion dates within the next 60 days. Upon the '60 Day Probation Term Notices' process being run to identify Probation Terms, a worklist item is sent to the supervisor(s) of all employees who will reach their Probation Termination dates within the next 60 days. Upon the '60 Day WGI Notices' process being run to identify WGI's (Within Grade Increases), a worklist item is sent to supervisor(s) of all employee for whom WGI's are due within the next 60 days.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	GVT_60_DAY_REV
Workflow Action	Manual
Role	Supervisor-Part Posn Mgt
Email Template	Ten Conv WL Notice PT WL Notice WGI WL
Business Process	60 Day Notice Select
Business Activity	ROUTE_TO_WORKLIST

Information Type	Description
Business Event	Notice Ten Conv Event Notice Prob Term Event Notice WGI Event

(USF) Generic

This topic discusses the Generic workflow.

Description

Information Type	Description
Event Description	This is a common email and workflow event for administrator self-service notifications.
Notification Method	Email, Worklist

Workflow Objects

Information Type	Description
Event	EE_HR_PROC
Workflow Action	Manual
Role	Roleuser By EMPLID
Email Template	Email Notification FE_HR_ADMIN_WL
Business Process	FE_NOTIFY_HR_ADMIN
Business Activity	FE_NOTIFY_HR_ADMIN
Business Event	Email Notification Notify HR Admin

Hire Employees

This topic discusses the Hire Employee workflow.

Description

Information Type	*Description*
Event Description	The business event, Hire Employee, is triggered whenever a new employee is hired. The entire Hire Employee business process takes place within this one event. The system utilizes workflow to send notification about the new hire to various roles within the organization required to take action. Upon hiring an employee in France, the system also routes email/worklist items to the Personal Administrator for various events.

Information Type	***Description***
Action Description	Benefits Administrator - The system directs an email to the Benefits Administrator to the Manage Benefit Enrollment activity for the new hire. Facilities Manager - The system directs an email to the Facilities Administrator to the Company Property pages to issue the appropriate company property to the new hire. (USF) MIS Administrator - Sends an email to the MIS Administrator to let him/her know about the new hire. Login ID's and/or PC equipment can be set up appropriately. Payroll Administrator - The system directs an email to the Payroll Administrator to the Update Deduction Data activity for the new hire. Training Administrator - The system directs an email to the Training Administrator to Enroll Students activity to enroll the new hire in company orientation classes. Variable Compensation Administrator - The system routes an email to the Variable Compensation Administrator to let him/her know about the new hire and determine if this new hire can be included into a compensation plan. Benefits Administrator - The system directs a worklist item to the Benefits Administrator to the Manage Benefit Enrollment activity for the new hire. Facilities Manager - The system directs a worklist item to the Facilities Administrator to the Company Property pages to issue the appropriate company property to the new hire. Payroll Administrator - The system directs a worklist item to the Payroll Administrator to the Update Deduction Data activity for the new hire. Training Administrator - The system directs a worklist item to the Training Administrator to Enroll Students activity to enroll the new hire in company orientation classes. An email is sent to the Personal Administrator (FRA) to remind them that the Single Hiring Statement should be sent with a minimum set of mandatory information prior the hire date. A worklist item is sent to the HR Administrator (FRA) to remind them that the Single Hiring Statement should be sent with a minimum set of mandatory information prior the hire date.

Information Type	***Description***
Action Description (continued)	An email is sent to the HR Administrator (FRA) when an employee is hired into the system with a start date in the future. This reminder warns them that the Single Hiring Statement should be sent with a minimum set of mandatory information prior the hire date. A worklist item is sent to the HR Administrator (FRA) when an employee is hired into the system and additional information regarding the employee is needed.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	JOB_DATA_EMP EE_HIRE
Workflow Action	Automatic
Role	Benefits Administrator Facilities Administrator MIS Administrator Payroll Administrator Training Administrator Variable Compensation Administrator HR Administrator FRA Worklist Administrator

Information Type	***Description***
Email Template	Benefits Administrator Facilities Administrator MIS Administrator Payroll Administrator Training Administrator VC_HIRE_EMAIL Single Hiring Statement SHS_EMAIL_DELAY Complete Employee Info
Business Process	Administer Workforce Recruit Employees ADMINISTER_WORKFORCE_USF REPORT_REGULATIONS
Business Activity	Hire Workforce Hire Workforce (USF) HIRE_WORKFORCE_FRA
Business Event	Hire Employee VC_HIRE_EVENT SHS_HIRE_EVENT SHS_HIRE_DELAY SHS_HIRE_INFO

Maintain Job Data

This topic discusses the Maintain Job Data workflow.

Description

Information Type	*Description*
Action Description	Upon a change to an employee's service date in the system, an email and worklist item are sent to the Benefits Administrator so any further processing on the Benefits side can occur. When a job action change has been performed on an employee with multiple jobs, a worklist item is sent to the Benefits Administrator notifying them to review the Primary Job indicators and Flags. An email is sent to notify the Variable Compensation Administrator to review the changes and take appropriate action if necessary. Upon a change to an employee's Benefits System, an email and worklist item are sent to the Benefits Administrator so any further processing on the Benefits side can occur. When a change is made to an employee's Job record, if the action added or changed matches the Stock Action list (defined in Stock Action Reasons), then a worklist item is sent to the Stock Administrator to take appropriate action. Works Council Specific - Upon the HR Administrator making a decision on a job change request, an email and worklist item is sent to the Works Council for review. Works Council Specific - Upon the HR Administrator making a decision on a job change request, an email is sent to notify the employee. Works Council Specific - Upon the HR Administrator making a decision on a job change request, an email and worklist item is sent to the new manager informing them of the decision. Works Council Specific - Upon the HR Administrator making a decision on a job change request, an email and worklist item is sent to the current manager informing them of the decision. Works Council Specific - When the HR Administrator requests a job change for an employee, the request is routed via email and worklist item to the Works council for review and approval.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	JOB_DATA WC_JOB_CHG_REQ_HR EE_HR_PROC
Workflow Action	Automatic
Role	Benefits Administrator VC Administrator Stock Administrator Roleuser By EMPLID Works Council Representative
Email Template	Benefits Administrator Benefits Administrator1 Benefits Administrator2 Benefits Administrator3 Variable Comp Administrator Stock Admin Works Council Employee New Manager Current Manager Works Council
Business Process	Administer Workforce ADMINISTER_WORKFORCE_USF WORKS_COUNCIL_NOTIFICATION ADMINISTER_STOCK

Information Type	Description
Business Activity	Maintain Job Data Maintain Job Data (USF) WC_HR_DECISION WC_RJC_HR STOCK_ACTION
Business Event	Change in Service Date MultiJob Change Job Change Primary Jobs Audit Change in Benefits System Stock_Action_List Notify WC Notify EE Notify New Manager Notify Current Manager

Maintain Personal Data

This topic discusses the Maintain Personal Data workflow.

Description

Information Type	Description
Action Description	Upon a change to an employee's birth date in the system, an email and worklist item are sent to the Benefits Administrator so any further processing on the Benefits side can occur. (CAN) Upon a change to an employee's Province of residence, an email and worklist item are sent to the Payroll Administrator so any further processing on the Payroll side can occur. Upon a change to an employee's state of residence, an email and worklist item are sent to the Payroll Administrator so any further processing on the Payroll side can occur.

Information Type	***Description***
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	PERSONAL_DATA EE_HR_PROC
Workflow Action	Automatic
Role	Benefits Administrator Payroll Administrator
Email Template	Benefits Administrator Payroll Administrator Payroll Administrator1
Business Process	Administer Workforce ADMINISTER_WORKFORCE_USF
Business Activity	Maintain Personal Data Maintain Personal Data (USF)
Business Event	Change in Birth Date Change Province in Canada Change State in U.S.

(USF) PAR Processing

This topic discusses the PAR Processing workflow.

Description

Information Type	*Description*
Action Description	Upon the First Authorizer approving a PAR, a worklist item is sent to the Second Authorizer for review/approval as the next step in the process. When a request is routed to the First Authorizer for approval and is disapproved or returned, a worklist item is sent to the employee's manager with requested information or notifying them of the disapproved request. When a request is routed to the First Authorizer for approval and is disapproved or returned, an email is sent to the employee with requested information or notifying them of the disapproved request. Upon the Second Authorizer approving a PAR, a worklist item is sent to the final approver in the process for Approval and Signature. When a request is routed to the Second Authorizer for approval and is disapproved or returned, a worklist item is sent to the employee's manager with requested information or notifying them of the disapproved request. When a request is routed to the Second Authorizer for approval and is disapproved or returned, an email is sent to the employee with requested information or notifying them of the disapproved request. When a request is routed to HR for final approval and signature, a worklist item is sent to the HR Administrator notifying them of the transaction to be processed. When a request is disapproved or returned by the final approver, a worklist item is sent to the employee's manager with requested information or notifying them of the disapproved request. When a request is disapproved or returned by the final approver, an email is sent to the employee with requested information or notifying them of the disapproved request. Upon an employee submitting a PAR request, a worklist item is sent to the employee's manager for first level approval. When a request is routed to HR for approval and final processing and is disapproved or returned, a worklist item is sent to the employee's manager with requested information or notifying them of the disapproved request. When a request is routed to HR for approval and final processing and is disapproved or returned, an email is sent to

Information Type	***Description***
	the employee with requested information or notifying them of the disapproved request. When a manager-submitted request is disapproved, a worklist item is sent to the employee's manager notifying them of the disapproval. When a manager-submitted request is disapproved, an email is sent to the employee notifying them of the disapproval. When an employee's manager submits a PAR request for an employee, a worklist item is sent to the first level approver (First Authorizor) for review and approval.
Action Description (continued)	Once the Retro WGI request has passed the authorization and approval processes, it goes directly to the Human Resources office for final processing. A worklist item is sent to the employee's manager once HR has completed processing of the Retro WGI for that employee. Once the Manual WGI request has passed the authorization and approval processes, it goes directly to the human resources office for final processing. A worklist item is sent to the employee's manager once HR has completed processing of the Manual WGI for that employee. Once the Probation Termination request has passed the authorization and approval processes, it goes directly to the human resources office for final processing. A worklist item is sent to the appropriate manager once HR has completed processing. Once the Tenure Conversion request has passed the authorization and approval processes, it goes directly to the human resources office for final processing. A worklist item is sent to the appropriate manager once HR has completed processing. Once a WGI request has passed the authorization and approval processes, it goes directly to the human resources office for final processing. A worklist item is sent to the employee's manager once HR has completed processing of the WGI for that employee.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	EE_1ST_AUTH EE_2ND_AUTH EE_APPROVAL EE_EMPL_REQ EE_HR_PROC EE_SUP_REQ GVT_COMP_ACTN
Workflow Action	Automatic
Role	PAR Authorizer Supervisor-Part Posn Mgt Roleuser by EmplID Personnel Administrator PAR Supervisor
Email Template	2nd Authorizers Worklist Supervisor Worklist EMail Employee Approval Signature Worklist HR Worklist 1st Authorizers Worklist Retro WGI WL Manual WGI WL Except TC WL PT Comp WL TC Comp WL WGI Comp WL

Information Type	***Description***
Business Process	Perform 1st Authorization 1st Auth Disapprove/Return Perform 2nd Authorization 2nd Auth Disapprove/Return Perform Approval/Signature Approver Disapproval/Return Enter Employee Request HR Process Disapprove/Return Supervisor Disapproval/Return Enter Supervisor Request Processed Action
Business Activity	1st Authorization Disapprove/Return 2nd Authorization Approval/Signature Employee Request Supervisor Request PERFORM_AUTO_ACTION

Information Type	Description
Business Event	Route to 2nd Authorization Route Disapproval/Return Route for Approval Signature Route to HR Route Request to Supervisor Route for 1st Authorization Retro WGI Event Manual WGI Event Except TC Review Notice PT Complete Notice TC Complete Notice WGI Complete

Terminate Employee

This topic discusses the Terminate Employee workflow.

Description

Information Type	Description
Event Description	Upon termination of an employee, various notifications are sent to roles within the organization to take action.

Information Type	***Description***
Action Description	This event sends an email to the employee's manager notifying them that the employee has been terminated. This event sends an email to the Training Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel any outstanding course enrollments. This event sends a worklist item to the Training Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel any outstanding course enrollments. This event sends an email to the designated person notifying them that the employee has been terminated so appropriate action can be taken to review profit sharing for the employee. This event sends a worklist item to the designated person notifying them that the employee has been terminated so appropriate action can be taken to review profit sharing for the employee. This event sends an email to the Benefits Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel benefits for the employee. This event sends a worklist item to the Benefits Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel benefits for the employee. This event sends an email to the Payroll Administrator notifying them that the employee has been terminated so appropriate action can be taken to process final pay for the employee. This event sends a worklist item to the Payroll Administrator notifying them that the employee has been terminated so appropriate action can be taken to process final pay for the employee. This event sends an email to the terminating employee if that employee has profit-sharing rights notifying them to choose how they want to manage their account going forward. This event sends a worklist item to the terminating employee if that employee has profit-sharing rights notifying them to choose how they want to manage their account going forward.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	JOB_DATA
Workflow Action	Automatic
Role	MIS Administrator Supervisor-Part Posn Mgt Training Administrator Roleuser by EmplID Benefits Administrator Payroll Administrator Facilities Administrator
Email Template	MIS Administrator Supervisor Training Administrator Profit Sharing to be reviewed Benefits Administrator Payroll Administrator Facilities Administrator
Business Process	Administer Workforce
Business Activity	Terminate Workforce
Business Event	Notification Crse Enrollment Cancellation Profit Sharing Benefit Cancellation Payroll Termination Company Property Retrieval

Terminate Workforce

This topic discusses the Terminate Workforce workflow.

Description

Information Type	*Description*
Event Description	Upon termination of an employee, various notifications are sent to roles within the organization to take action.
Action Description	This event sends an email to the MIS Administrator notifying them that the employee has been terminated so appropriate action can be taken to disable system accounts. This event sends an email to the employee's manager notifying them that the employee has been terminated. This event sends an email to the Training Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel any outstanding course enrollments. This event sends a worklist item to the Training Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel any outstanding course enrollments. This event sends an email to the Benefits Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel benefits for the employee. This event sends a worklist item to the Benefits Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel benefits for the employee. This event sends an email to the Payroll Administrator notifying them that the employee has been terminated so appropriate action can be taken to process final pay for the employee. This event sends a worklist item to the Payroll Administrator notifying them that the employee has been terminated so appropriate action can be taken to process final pay for the employee. This event sends an email to the Facilities Administrator notifying them that the employee has been terminated so appropriate action can be taken to collect any outstanding company property from the employee prior to leaving. This event sends a worklist item to the Facilities Administrator notifying them that the employee has been terminated so appropriate action can be taken to collect any outstanding company property from the employee prior to leaving.
Notification Method	Email, Worklist

Workflow Objects

Information Type	*Description*
Event	EE_HR_PROC

Information Type	Description
Workflow Action	Automatic
Role	MIS Administrator Supervisor-Part Posn Mgt Training Administrator Benefits Administrator Payroll Administrator Facilities Administrator
Email Template	MIS Administrator Supervisor Training Administrator Benefits Administrator Payroll Administrator Facilities Administrator
Business Process	Terminate Employee
Business Activity	Update Emp Payroll Data (USF)
Business Event	Notification Crse Enrollment Cancellation Benefit Cancellation Payroll Termination Company Property Retrieval

(USF) Terminate Workforce

This topic discusses the (USF) Terminate Workforce workflow.

Description

Information Type	Description
Event Description	Upon termination of an employee, various notifications are sent to roles within the organization to take action.

Information Type	***Description***
Action Description	This event sends an email to the MIS Administrator notifying them that the employee has been terminated so appropriate action can be taken to disable system accounts. This event sends an email to the employee's manager notifying them that the employee has been terminated. This event sends an email to the Training Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel any outstanding course enrollments. This event sends a worklist item to the Training Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel any outstanding course enrollments. This event sends an email to the Benefits Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel benefits for the employee. This event sends a worklist item to the Benefits Administrator notifying them that the employee has been terminated so appropriate action can be taken to cancel benefits for the employee. This event sends an email to the Payroll Administrator notifying them that the employee has been terminated so appropriate action can be taken to process final pay for the employee. This event sends a worklist item to the Payroll Administrator notifying them that the employee has been terminated so appropriate action can be taken to process final pay for the employee. This event sends an email to the Facilities Administrator notifying them that the employee has been terminated so appropriate action can be taken to collect any outstanding company property from the employee prior to leaving. This event sends a worklist item to the Facilities Administrator notifying them that the employee has been terminated so appropriate action can be taken to collect any outstanding company property from the employee prior to leaving.
Notification Method	Email, Worklist

Workflow Objects

Information Type	*Description*
Event	EE_HR_PROC
Workflow Action	Automatic
Role	MIS Administrator Supervisor-Part Posn Mgt Training Administrator Benefits Administrator Payroll Administrator Facilities Administrator
Email Template	MIS Administrator Supervisor Training Administrator Benefits Administrator Payroll Administrator Facilities Administrator
Business Process	Terminate Employee
Business Activity	Update Emp Payroll Data (USF)
Business Event	Notification Crse Enrollment Cancellation Benefit Cancellation Payroll Termination Company Property Retrieval

Delivered Workflows for Manage Base Compensation and Budgeting

This topic discusses PeopleSoft Human Resources Manage Base Compensation and Budgeting workflows. The workflows are listed alphabetically by workflow name.

Approve or Deny Ad Hoc Salary Changes

This topic discusses the Approve or Deny Ad Hoc Salary Changes workflow.

Description

This topic discusses the Approve or Deny Ad Hoc Salary Changes workflow.

Information Type	***Description***
Event Description	An administrator or manager approves or rejects an ad hoc salary change request.
Action Description	Employees receive an email when the administrator approves or rejects the ad hoc salary change request.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	Process Salary Change
Workflow Action	Process Salary Change
Role	Personnel Administrator

Approve or Deny Budgeted Salary Changes

This topic discusses the Approve or Deny Budgeted Salary Changes workflow.

Description

Information Type	***Description***
Event Description	An administrator or manager approves or rejects a budgeted salary request for a group of employees.
Action Description	Manager receives an email when the administrator or approving manager approves or rejects the budgeted salary request for a group of employees.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	Process Salary Change
Workflow Action	Process Salary Change
Role	Personnel Administrator

Process Salary Change

This topic discusses the Process Salary Change workflow.

Description

Information Type	***Description***
Event Description	Manager requests system to calculate group salary budget.
Action Description	System calculates group salary budget.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	Process Salary Change
Workflow Action	Process Salary Change
Role	Personnel Administrator

Request Salary Change

This topic discusses the Calculate Budgets workflow.

Description

Information Type	***Description***
Event Description	Manager requests system to calculate group salary budget.
Action Description	System calculates changes to group salary budget.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	Request Salary Change
Workflow Action	Request Salary Change
Role	Roleuser by Roleuser Query

Delivered Workflow for Manage Employee Reviews

This topic discusses Employee Review workflows.

Manage Employee Reviews Notification Events

This topic discusses the Employee Review notification workflow.

Description

Information Type	***Description***
Event Description	When employees and managers use Employee Reviews to create evaluations, this generic notification event is used to support email notifications that are sent to the appropriate participant.
Action Description	Email notifications are sent to inform the appropriate persons of: the availability of documents for viewing and updating; a change in the status of documents; and the transfer of documents to a new manager.
Notification Method	email

Delivered Workflows for Manage French Profit Sharing

This topic discusses PeopleSoft Human Resources Manage French Profit Sharing workflows. The workflows are listed alphabetically by workflow name.

Approve Fund Release Request

This topic discusses the Approve Fund Release Request workflow.

Description

Information Type	*Description*
Event Description	Workflow is generated when an administrator approves an employee's request for release of profit-sharing funds.
Action Description	The email notifies employees that their fund release request is approved.
Notification Method	Email

Workflow Objects

Information Type	*Description*
Event	WP_PROFIT_SHARING
Workflow Action	Manual
Role	Employee
Email Template	APP_REL_REQ_MAIL
Business Process	MAN_REL_REQ
Business Activity	WP_PROFIT_SHARING_FRA
Business Event	APP_REL_REQ_EVENT

Error in Fund

This topic discusses the Error in Fund workflow.

Description

Information Type	*Description*
Event Description	When the Process Interest and Payment process encounters an error an employee's fund, an email is sent to the administrator to notify them to review.
Action Description	The email notifies the administrator of an error in an employee's fund.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	WP_FUND_STATUS
Workflow Action	Automatic
Role	HR Administrator FRA
Email Template	FUN_STA_ERR_MAIL
Business Process	MAN_FUN_STA_STEP
Business Activity	WP_PROFIT_SHARING_FRA
Business Event	FUN_STA_ERR_EVENT

Modify Financial Organization

This topic discusses the Modify Financial Organization workflow.

Description

Information Type	***Description***
Event Description	When employees change the financial organization on the Investment page of the Agreement Personalization component (WP_AGREEMENT_CUST), workflow is generated to notify the administrator of the change.
Action Description	Worklist and an email notify the administrator of the change in financial organization.
Notification Method	Email, worklist.

Workflow Objects

Information Type	***Description***
Event	WP_AGREEMENT_CUST
Workflow Action	Manual
Role	HR Administrator FRA
Email Template	MOD_FIN_ORG_MAIL
Business Process	MOD_FIN_ORG_STEP

Information Type	Description
Business Activity	WP_PROFIT_SHARING_FRA
Business Event	MOD_FIN_ORG_EVENT

Modify Fund Status

This topic discusses the Modify Fund Status workflow.

Description

Information Type	Description
Event Description	When the fund status for a fund is modified by the Process Interest and Payment process, an email is sent to inform the member of the change.
Action Description	The email notifies employees of the change of fund status.
Notification Method	Email

Workflow Objects

Information Type	Description
Event	WP_FUND_STATUS
Workflow Action	Automatic
Role	Employee
Email Template	FUN_STA_MOD_MAIL
Business Process	MAN_FUN_STA_STEP
Business Activity	WP_PROFIT_SHARING_FRA
Business Event	FUN_STA_MOD_EVENT

Reject Fund Release Request

This topic discusses the Reject Fund Release Request workflow.

Description

Information Type	***Description***
Event Description	Workflow is generated when an administrator rejects an employee's request for release of profit-sharing funds.
Action Description	The email notifies employees that their fund release request was rejected.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	WP_PROFIT_SHARING
Workflow Action	Manual
Role	Employee
Email Template	REJ_REL_REQ_MAIL
Business Process	MAN_REL_REQ
Business Activity	WP_PROFIT_SHARING_FRA
Business Event	REJ_REL_REQ_EVENT

Request Fund Release

This topic discusses the Request Fund Release workflow.

Description

Information Type	***Description***
Event Description	Employee submits a request for release of profit-sharing funds from the Personal Entitlements component (WP_FUND_ RELEASE). Workflow is generated to notify the administrator of the request.
Action Description	From the email or worklist, the system transfers the administrator to the Employee Release Detail page where he or she can view and approve or reject the fund release request.
Notification Method	Email, worklist.

Workflow Objects

Information Type	***Description***
Event	WP_FUND_RELEASE
Workflow Action	Manual
Role	HR Administrator FRA
Email Template	REQ_FUN_REL_MAIL
Business Process	REQ_FUN_REL_STEP
Business Activity	WP_PROFIT_SHARING_FRA
Business Event	REQ_FUN_REL_EVENT

Delivered Workflows for Manage French Public Sector

This topic discusses PeopleSoft Human Resources Manage French Public Sector workflows. The workflows are grouped by activity.

CAE Request (Hiring)

This topic discusses the CAE Request workflow in the Hiring Activity.

Description

Information Type	***Description***
Event Description	When a hiring is in progress and the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the headcount manager who allocates a new CAE.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	HIRE
Workflow Action	Manual

Information Type	***Description***
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_CREATION
Business Activity	FP_HIRE
Business Event	FP_CA_REQUIRE_E

Stamp Request (Hiring)

This topic discusses the Stamp Request workflow in the CAE Allocation (hire process) activity.

Description

Information Type	***Description***
Event Description	When the headcount manager allocates the CAE, this workflow generates a worklist entry
Action Description	When the worklist entry is selected, the system transfers control to the finance controller who stamps the CAE allocation.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_CREATION
Business Activity	FP_CA_CREATE1
Business Event	FP_CA_STMPREQ_E

CAE Denied (Hiring)

This topic discusses the CAE Denied workflow in the CAE Allocation (hire process) Activity.

Description

Information Type	***Description***
Event Description	If the headcount manager denies the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who deletes the hiring.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_CREATION
Business Activity	FP_CA_CREATE1
Business Event	FP_CA_DENY_E

Stamp Denied (Hiring)

This topic discusses the Stamp Denied workflow in the Stamp Assignment (hiring) Activity.

Description

Information Type	***Description***
Event Description	If the finance controller denies stamping of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the headcount manager who deletes the CAE.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_CREATION
Business Activity	FP_VISA
Business Event	FP_CA_STMPDENY_E

Stamp Granted (Hiring)

This topic discusses the Stamp Granted workflow in the Stamp Assignment (hiring) activity.

Description

Information Type	***Description***
Event Description	If the finance controller approves the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who validates the hiring.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_CREATION
Business Activity	FP_VISA

Information Type	*Description*
Business Event	FP_CA_STMPGRANTED_E

Stamp Postponed (Hiring)

This topic discusses the Stamp Postponed workflow in the Stamp Assignment (hiring) activity.

Description

Information Type	*Description*
Event Description	If the finance controller holds or postpones the CAE, this workflow generates an email to the manager.
Action Description	The email informs the manager that the hiring is postponed
Notification Method	Email

Workflow Objects

Information Type	*Description*
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	FP_GEST_EFFECTIFS
Email Template	FP_CA_STBY_NOTIF
Business Process	FP_CA_CREATION
Business Activity	FP_VISA
Business Event	FP_CA_STBY_E

Delete Confirmed (Hiring)

This topic discusses the Delete Confirmed workflow in the CAE Delete (hiring denied) activity.

Description

Information Type	*Description*
Event Description	When the headcount manager deletes the CAE, the system generates a worklist entry.

Information Type	Description
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the hiring.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CA_DENI_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_CREATION
Business Activity	FP_HIRE_REFUSE
Business Event	FP_CA_DELETE_E

Grade Change

This topic discusses the Grade Change workflow in the Grade Change activity.

Description

Information Type	Description
Event Description	When a grade change is in progress and the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the headcount manager who allocates a new CAE.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPAEECAREER_PNL
Workflow Action	Manual

Information Type	Description
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_PROMOTION
Business Activity	FP_CHGT_RANK
Business Event	FP_CA_RKCHNG_C

Stamp Request (Grade and CAE Change)

This topic discusses the Stamp Request workflow in the Grade and CAE Change activity.

Description

Information Type	Description
Event Description	When the headcount manager allocates the CAE for the grade change, this workflow generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the finance controller who stamps the CAE allocation.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CA_CHNG_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_PROMOTION
Business Activity	FP_CA_CREATE
Business Event	FP_CA_STMPREQ_C

CAE Denied (Grade and CAE Change)

This topic discusses the CAE Denied workflow in the Grade and CAE Change activity.

Description

Information Type	***Description***
Event Description	If the headcount manager denies the allocation of the CAE for the grade change, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who deletes the request for grade change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_CHNG_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_PROMOTION
Business Activity	FP_CA_CREATE
Business Event	FP_CA_DENY_C

Stamp Denied (New Grade)

This topic discusses the Stamp Denied workflow in the Stamp Assignment (new grade) activity.

Description

Information Type	***Description***
Event Description	If the headcount manager denies the allocation of the CAE for the grade change, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who deletes the request for grade change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_PROMOTION
Business Activity	FP_VISA_CH
Business Event	FP_CA_STMPDENY_C

Stamp Granted (New Grade)

This topic discusses the Stamp Granted workflow in the Stamp Assignment (new grade) activity.

Description

Information Type	***Description***
Event Description	If the finance controller approves the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who validates the grade change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_PROMOTION
Business Activity	FP_VISA_CH

Information Type	***Description***
Business Event	FP_CA_STMPGRANTED_C

Stamp Postponed (New Grade)

This topic discusses the Stamp Postponed workflow in the Stamp Assignment (new grade) activity.

Description

Information Type	***Description***
Event Description	If the finance controller holds or postpones the CAE for the grade change, this workflow generates an email.
Action Description	An email informs the manager that the grade change process is postponed.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	FP_GEST_EFFECTIFS
Email Template	FP_CA_STBY_NOTIF
Business Process	FP_CA_PROMOTION
Business Activity	FP_VISA_CH
Business Event	FP_CA_STBY_C

Delete Confirmed (New Grade)

This topic discusses the Delete Confirmed workflow in the CAE Delete (new grade) activity.

Description

Information Type	***Description***
Event Description	When the headcount manager deletes the CAE request for grade change, the system generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the grade change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_DENI_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_PROMOTION
Business Activity	FP_RK_CHNG_DENIED
Business Event	FP_CA_DELETE_C

Work Time Percentage Change

This topic discusses the Work Time Percentage Change workflow in the Work Time Percentage Change activity.

Description

Information Type	***Description***
Event Description	When a Work Time Percentage (WTP) Change is in progress and the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the headcount manager who allocates a new CAE for WTP.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPAEEWORKRT_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_WRKRT
Business Activity	FP_CHGT_TPS_WORK
Business Event	FP_CA_WKRT_F

Stamp Request (WTP and CAE Change)

This topic discusses the Stamp Request workflow in the Work Time Percentage and CAE Change activity.

Description

Information Type	***Description***
Event Description	When the headcount manager allocates the CAE for WTP, this workflow generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the finance controller who stamps the CAE allocation.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_CHNG_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_WRKRT

Information Type	Description
Business Activity	FP_CA_CREATE3
Business Event	FP_CA_STMPREQ_F

CAE Denied (WTP and CAE Change)

This topic discusses the CAE Denied workflow in the Work Time Percentage and CAE Change activity.

Description

Information Type	Description
Event Description	When the headcount manager denies the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers the control to the manager who deletes the Work Time Percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CA_CHNG_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_WRKRT
Business Activity	FP_CA_CREATE3
Business Event	FP_CA_DENY_F

Stamp Denied (New WTP)

This topic discusses the Stamp Denied workflow in the Stamp Assignment (New WTP) activity.

Description

Information Type	***Description***
Event Description	If the finance controller denies stamping of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the headcount manager who deletes the CAE for work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_WRKRT
Business Activity	FP_VISA_CH2
Business Event	FP_CA_STMPDENY_F

Stamp Granted (New WTP)

This topic discusses the Stamp Granted workflow in the Stamp Assignment (New WTP) activity.

Description

Information Type	***Description***
Event Description	If the finance controller approves the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who validates the Work Time Percentage Change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_WRKRT
Business Activity	FP_VISA_CH2
Business Event	FP_CA_STMPGRANTED_F

Stamp Postponed (New WTP)

This topic discusses the Stamp Postponed workflow in the Stamp Assignment (New WTP) activity.

Description

Information Type	***Description***
Event Description	If the finance controller holds or postpones the CAE, this workflow generates a worklist entry.
Action Description	The email informs the manager that the approval for the Work time Percentage change is postponed.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	FP_GEST_EFFECTIFS
Email Template	FP_CA_STBY_NOTIF
Business Process	FP_CA_WRKRT
Business Activity	FP_VISA_CH2

Information Type	Description
Business Event	FP_CA_STBY_F

Delete Confirmed (New WTP)

This topic discusses the Delete Confirmed workflow in the CAE Delete (New WTP) activity.

Description

Information Type	Description
Event Description	Once the headcount manager has deleted the CAE, the system generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CA_DENI_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_WRKRT
Business Activity	FP_PT_CHNG_DENIED
Business Event	FP_CA_DELETE_F

Double Change

This topic discusses the Double Change workflow in the CAE and Grade and Work Time Percentage Change activity.

Description

Information Type	***Description***
Event Description	When a grade and work time percentage change is in progress and the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers the control to the headcount manager who allocates a new CAE.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPAEEWORKRT_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_PROM_WRKRT
Business Activity	FP_CHGT_RK_TPS
Business Event	FP_CA_WKRT_K

Stamp Request (Grade, WTP, and CAE Change)

This topic discusses the Stamp Request workflow in the Grade and Work Time Percentage and CAE Change activity.

Description

Information Type	***Description***
Event Description	Once the headcount manager allocates the CAE, this workflow generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the Finance Controller who stamps the CAE allocation for the grade and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	*Description*
Event	FPA_CA_CHNG_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_PROM_WRKRT
Business Activity	FP_CA_CREATE4
Business Event	FP_CA_STMPREQ_K

CAE Denied (Grade, WTP and CAE Change)

This topic discusses the CAE Denied workflow in the Grade and Work Time Percentage and CAE Change activity.

Description

Information Type	*Description*
Event Description	Once the headcount manager denies the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who deletes the Grade and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	*Description*
Event	FPA_CA_CHNG_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_PROM_WRKRT

Information Type	Description
Business Activity	FP_CA_CREATE4
Business Event	FP_CA_DENY_K

Stamp Denied (New Grade and WTP)

This topic discusses the Stamp Denied workflow in the Stamp Assignment (New Grade and Work Time Percentage) activity.

Description

Information Type	Description
Event Description	If the finance controller denies stamping of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the headcount manager so that he deletes the CAE for grade and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_PROM_WRKRT
Business Activity	FP_VISA_CH3
Business Event	FP_CA_STMPDENY_K

Stamp Granted (New Grade and WTP)

This topic discusses the Stamp Granted workflow in the Stamp Assignment (New Grade and Work Time Percentage) activity.

Description

Information Type	*Description*
Event Description	If the finance controller approves the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who validates the grade and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	*Description*
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_PROM_WRKRT
Business Activity	FP_VISA_CH3
Business Event	FP_CA_STMPGRANTED_K

Stamp Postponed (New Grade and WTP)

This topic discusses the Stamp Postponed workflow in the Stamp Assignment (New Grade and Work Time Percentage) activity.

Description

Information Type	*Description*
Event Description	If the finance controller holds or postpones the CAE, this workflow generates an email.
Action Description	An email informs the manager that the grade / work time percentage change is postponed.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	FPA_CACH_STMP_GRP
Workflow Action	Manual
Role	FP_GEST_EFFECTIFS
Email Template	FP_CA_STBY_NOTIF
Business Process	FP_CA_PROM_WRKRT
Business Activity	FP_VISA_CH3
Business Event	FP_CA_STBY_K

Delete Confirmed (New Grade and WTP)

This topic discusses the Delete Confirmed workflow in the CAE Delete (New Grade and Work Time Percentage) activity.

Description

Information Type	***Description***
Event Description	Once the headcount manager has deleted the CAE, the system generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the grade and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_DENI_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_PROM_WRKRT

Information Type	Description
Business Activity	FP_PT_CHNG_DENIED2
Business Event	FP_CA_DELETE_K

CAE De-allocation Request

This topic discusses the CAE De-allocation Request workflow in the Termination activity.

Description

Information Type	Description
Event Description	When a termination is in progress, once the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the headcount manager who de-allocates the CAE.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPAEELEGAL_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_DISCHG
Business Activity	FP_CA_DISCHG
Business Event	FP_CA_DISCH_D

Stamp Request (CAE De-allocation)

This topic discusses the Stamp Request workflow in the CAE De-allocation activity.

Description

Information Type	***Description***
Event Description	When the headcount manager de-allocates the CAE, this workflow generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the finance controller who stamps the CAE de-allocation.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_DISCH_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_DISCHG
Business Activity	FP_LIB_CA
Business Event	FP_CA_STMPREQ_D

De-allocation Denied (CAE De-allocation)

This topic discusses the De-allocation Denied workflow in the CAE De-allocation activity.

Description

Information Type	***Description***
Event Description	Once the headcount manager denies the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who deletes the termination.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_DISCH_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_DISCHG
Business Activity	FP_LIB_CA
Business Event	FP_CA_DENY_D

De-allocation Denied (Stamp)

This topic discusses the De-allocation Denied workflow in the CAE De-allocation Stamp activity.

Description

Information Type	***Description***
Event Description	If the finance controller denies stamping of the CAE for de-allocation, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the headcount manager who restores the CAE.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_DSCH
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_DISCHG
Business Activity	FP_VISA_LIB

Information Type	***Description***
Business Event	FP_CA_STMPDENY_D

Stamp Granted (CAE De-allocation)

This topic discusses the Stamp Granted workflow in the CAE De-allocation Stamp activity.

Description

Information Type	***Description***
Event Description	If the finance controller approves the de-allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who validates the termination.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_DSCH
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_DISCHG
Business Activity	FP_VISA_LIB
Business Event	FP_CA_STMPGRANTED_D

De-allocation Postponed

This topic discusses the De-allocation Postponed workflow in the CAE De-allocation Stamp activity.

Description

Information Type	***Description***
Event Description	If the finance controller holds or postpones the CAE for de-allocation, this workflow generates an email.
Action Description	An email informs the manager that the termination is postponed.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_DSCH
Workflow Action	Manual
Email Template	FP_CA_NOTIF
Business Process	FP_CA_DISCHG
Business Activity	FP_VISA_LIB
Business Event	FP_CA_STBY_D

CAE Request

This topic discusses the CAE Request workflow in the Return activity.

Description

Information Type	***Description***
Event Description	When a return is in progress and the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the headcount manager who allocates a new CAE for the return
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPAEELEGAL_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINSTATEMENT
Business Activity	FP_RETURN
Business Event	FP_CA_REINST_R

Stamp Request (Return)

This topic discusses the Stamp Request workflow in the CAE allocation (simple return) activity.

Description

Information Type	***Description***
Event Description	When the headcount manager allocates the CAE, this workflow generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the finance controller who stamps the CAE allocation for return.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_REINSTATEMENT

Information Type	Description
Business Activity	FP_CA_CREATE2
Business Event	FP_CA_STMPREQ_R

CAE Denied (Return)

This topic discusses the CAE Denied workflow in the CAE allocation (simple return) activity.

Description

Information Type	Description
Event Description	When the headcount manager denies the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the return.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINSTATEMENT
Business Activity	FP_CA_CREATE2
Business Event	FP_CA_DENY_R

Stamp Denied (Return)

This topic discusses the Stamp Denied workflow in the Stamp Assignment (return) activity.

Description

Information Type	*Description*
Event Description	If the finance controller denies stamping of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the headcount manager who deletes the CAE allocation for the return.
Notification Method	Worklist

Workflow Objects

Information Type	*Description*
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_REINSTATEMENT
Business Activity	FP_VISA_CR2
Business Event	FP_CA_STMPDENY_R

Stamp Granted (Return)

This topic discusses the Stamp Granted workflow in the Stamp Assignment (return) activity.

Description

Information Type	*Description*
Event Description	If the finance controller approves the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who finalizes the return.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINSTATEMENT
Business Activity	FP_VISA_CR2
Business Event	FP_CA_STMPGRANTED_R

Stamp Postponed (Return)

This topic discusses the Stamp Postponed workflow in the Stamp Assignment (return) activity.

Description

Information Type	***Description***
Event Description	If the finance controller holds or postpones the CAE, this workflow generates an email.
Action Description	An email informs the manager that the return is postponed
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	FP_GEST_EFFECTIFS
Email Template	FP_CA_STBY_NOTIF
Business Process	FP_CA_REINSTATEMENT
Business Activity	FP_VISA_CR2

Information Type	***Description***
Business Event	FP_CA_STBY_R

Delete Confirmed (Return)

This topic discusses the Delete Confirmed workflow in the CAE Delete (return) activity.

Description

Information Type	***Description***
Event Description	Once the headcount manager has deleted the CAE, the system generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the return.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_DENI_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINSTATEMENT
Business Activity	FP_HIRE_REFUSE2
Business Event	FP_CA_DELETE_R

Double Change (Return)

This topic discusses the Double Change workflow in the Return and Grade Change activity.

Description

Information Type	***Description***
Event Description	When a return and grade change activity is in progress and the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the headcount manager who allocates a new CAE.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPAEECAREER_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_PROM
Business Activity	FP_CA_RKRETURN_H
Business Event	FP_CA_RKCHNG_H

Stamp Request (Return and Grade Change)

This topic discusses the Stamp Request workflow in the CAE allocation (return and grade change) activity.

Description

Information Type	***Description***
Event Description	Once the headcount manager allocates the CAE, this workflow generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the finance controller who stamps the CAE allocation for return and grade change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_REINST_PROM
Business Activity	FP_CA_CREATE_H
Business Event	FP_CA_STMPREQ_H

CAE Denied (Return and Grade Change)

This topic discusses the CAE Denied workflow in the CAE allocation (return and grade change) activity.

Description

Information Type	Description
Event Description	When the headcount manager denies the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the return and grade change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_PROM
Business Activity	FP_CA_CREATE_H

Information Type	Description
Business Event	FP_CA_DENY_H

Stamp Denied (Return and Grade Change)

This topic discusses the Stamp Denied workflow in the Stamp Assignment (return and grade change) activity.

Description

Information Type	Description
Event Description	If the finance controller denies stamping of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the headcount manager who cancels the return and grade change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_REINST_PROM
Business Activity	FP_CA_STMPCREATE_H
Business Event	FP_CA_STMPDENY_H

Stamp Granted (Return and Grade Change)

This topic discusses the Stamp Granted workflow in the Stamp Assignment (return and grade change) activity.

Description

Information Type	***Description***
Event Description	If the finance controller approves the allocation of the CAE for the return and grade change, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who finalizes the return and grade change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_PROM
Business Activity	FP_CA_STMPCREATE_H
Business Event	FP_CA_STMPGRANTED_H

Stamp Postponed (Return and Grade Change)

This topic discusses the Stamp Postponed workflow in the Stamp Assignment (return and grade change) activity.

Description

Information Type	***Description***
Event Description	If the finance controller holds or postpones the CAE, this workflow generates an email.
Action Description	An email informs the manager that the return and grade change process is postponed.
Notification Method	Email

Workflow Objects

Information Type	*Description*
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	FP_GEST_EFFECTIFS
Email Template	FP_CA_STBY_NOTIF
Business Process	FP_CA_REINST_PROM
Business Activity	FP_CA_STMPCREATE_H
Business Event	FP_CA_STBY_H

Delete Confirmed (Return and Grade Change)

This topic discusses the Delete Confirmed workflow in the CAE Delete (return and grade change) activity.

Description

Information Type	*Description*
Event Description	When the headcount manager has deleted the CAE, the system generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the return and grade change.
Notification Method	Worklist

Workflow Objects

Information Type	*Description*
Event	FPA_CA_DENI_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_PROM

Information Type	***Description***
Business Activity	FP_CA_REFUSE_H
Business Event	FP_CA_DELETE_H

Double Change (Return and WTP Change)

This topic discusses the Double Change workflow in the Return and Work Time Percentage Change activity.

Description

Information Type	***Description***
Event Description	When a return and work time percentage change process is in progress and the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the headcount manager who allocates a new CAE.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPAEEWORKRT_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_WRKRT
Business Activity	FP_CA_WKRTRETURN_B
Business Event	FP_CA_WKRTCHNG_B

Stamp Request (Return and WTP Change)

This topic discusses the Stamp Request workflow in the CAE allocation (return and work time percentage change) activity.

Description

Information Type	*Description*
Event Description	When the headcount manager allocates the CAE, this workflow generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the finance controller who stamps the CAE allocation for the return and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	*Description*
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_REINST_WRKRT
Business Activity	FP_CA_CREATE_B
Business Event	FP_CA_STMPREQ_B

CAE Denied (Return and WTP Change)

This topic discusses the CAE Denied workflow in the CAE allocation (return and work time percentage change) activity.

Description

Information Type	*Description*
Event Description	When the headcount manager denies the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the return and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_WRKRT
Business Activity	FP_CA_CREATE_B
Business Event	FP_CA_DENY_B

Stamp Denied (Return and WTP Change)

This topic discusses the Stamp Denied workflow in the Stamp Assignment (return and work time percentage) activity.

Description

Information Type	Description
Event Description	If the finance controller denies stamping of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the headcount manager who cancels the CAE corresponding to the return and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_REINST_WRKRT

Information Type	***Description***
Business Activity	FP_CA_STMPCREATE_B
Business Event	FP_CA_STMPDENY_B

Stamp Granted (Return and WTP Change)

This topic discusses the Stamp Granted workflow in the Stamp Assignment (return and work time percentage) activity.

Description

Information Type	***Description***
Event Description	If the finance controller approves the allocation of the CAE for the Return and work time percentage change, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who finalizes the return and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_WRKRT
Business Activity	FP_CA_STMPCREATE_B
Business Event	FP_CA_STMPGRANTED_B

Stamp Postponed (Return and WTP Change)

This topic discusses the Stamp Postponed workflow in the Stamp Assignment (return and work time percentage change) activity.

Description

Information Type	***Description***
Event Description	If the finance controller holds or postpones the CAE, this workflow generates an email.
Action Description	An email informs the manager that the return and work time percentage change is postponed.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	FP_GEST_EFFECTIFS
Email Template	FP_CA_STBY_NOTIF
Business Process	FP_CA_REINST_WRKRT
Business Activity	FP_CA_STMPCREATE_B
Business Event	FP_CA_STBY_B

Delete Confirmed (Return and WTP Change)

This topic discusses the Delete Confirmed workflow in the CAE Delete (return and work time percentage change denied) activity.

Description

Information Type	***Description***
Event Description	When the headcount manager has deleted the CAE, the system generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the return and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_DENI_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_WRKRT
Business Activity	FP_CA_REFUSE_B
Business Event	FP_CA_DELETE_B

Triple Change (Return, Grade, and WTP Change)

This topic discusses the Triple Change workflow in the Return, Grade, and Work Time Percentage Change activity.

Description

Information Type	***Description***
Event Description	When a return and grade and work time percentage change is in progress and the employee record is updated, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the headcount manager who allocates a new CAE.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPAEEWORKRT_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_FULL

Information Type	Description
Business Activity	FP_CA_RKWKRTRETURN_Z
Business Event	FP_CA_RKWKRTCHNG_Z

Stamp Request (Return, Grade, and WTP Change)

This topic discusses the Stamp Request workflow in the CAE allocation (return, grade, and work time percentage) activity.

Description

Information Type	Description
Event Description	When the headcount manager allocates the CAE, this workflow generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the finance controller who stamps the CAE allocation for the Return and Grade and Work Time Percentage Change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_REINST_FULL
Business Activity	FP_CA_CREATE_Z
Business Event	FP_CA_STMPREQ_Z

CAE Denied (Return, Grade, and WTP Change)

This topic discusses the CAE Denied workflow in the CAE allocation (return and grade and work time percentage) activity.

Description

Information Type	*Description*
Event Description	When the headcount manager denies the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the Return and Grade and Work Time Percentage Change.
Notification Method	Worklist

Workflow Objects

Information Type	*Description*
Event	FP_CA_CR_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_FULL
Business Activity	FP_CA_CREATE_Z
Business Event	FP_CA_DENY_Z

Stamp Denied (Return, Grade, and WTP Change)

This topic discusses the Stamp Denied workflow in the Stamp Assignment (return and grade and work time percentage) activity.

Description

Information Type	*Description*
Event Description	If the finance controller denies stamping of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the headcount manager who cancels the CAE corresponding to the return and grade and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA2_WL
Business Process	FP_CA_REINST_FULL
Business Activity	FP_CA_STMPCREATE_Z
Business Event	FP_CA_STMPDENY_Z

Stamp Granted (Return, Grade, and WTP Change)

This topic discusses the Stamp Granted workflow in the Stamp Assignment (return and grade and work time percentage change) activity.

Description

Information Type	Description
Event Description	If the finance controller approves the allocation of the CAE, this workflow generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who finalizes the return and grade and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_FULL

Information Type	***Description***
Business Activity	FP_CA_STMPCREATE_Z
Business Event	FP_CA_STMPGRANTED_Z

Stamp Postponed (Return, Grade, and WTP Change)

This topic discusses the Stamp Postponed workflow in the Stamp Assignment (return and grade and work time percentage change) activity.

Description

Information Type	***Description***
Event Description	If the finance controller holds or postpones the CAE, this workflow generates an email.
Action Description	An email informs the manager that the return and grade and work time percentage change is postponed.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	FPA_CA_STMP_GRP
Workflow Action	Manual
Role	FP_GEST_EFFECTIFS
Email Template	FP_CA_STBY_NOTIF
Business Process	FP_CA_REINST_FULL
Business Activity	FP_CA_STMPCREATE_Z
Business Event	FP_CA_STBY_Z

Delete Confirmed (Return, Grade, and WTP Change)

This topic discusses the Delete Confirmed workflow in the CAE Delete (return with grade and work time percentage change denied) activity.

Description

Information Type	***Description***
Event Description	When the headcount manager deletes the CAE, the system generates a worklist entry.
Action Description	When this worklist is selected, the system transfers control to the manager who cancels the return with grade and work time percentage change.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPA_CA_DENI_GRP
Workflow Action	Manual
Role	Worklist administrator
Email Template	WF_FP_CA1_WL
Business Process	FP_CA_REINST_FULL
Business Activity	FP_CA_REFUSE_Z
Business Event	FP_CA_DELETE_Z

Accept Tenure

This topic discusses the Accept Tenure workflow in the Tenure Probation Period Validation activity.

Description

Information Type	***Description***
Event Description	When a Tenure Probation Period is in progress and the manager approves the tenure, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the HR manager who grants tenure.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPATEN_VALID_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	HR_WL_FP
Business Process	FP_TENURE
Business Activity	FP_VALIDATE_TENPPD
Business Event	FP_ACCEPT_TENURE

Renew Tenure Probation Period

This topic discusses the Renew Tenure Probation Period workflow in the Tenure Probation Period Validation activity.

Description

Information Type	***Description***
Event Description	When a Tenure Probation Period is in progress and the manager renews the tenure, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the HR manager who renews the probation period.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPATEN_VALID_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	HR_WL_FP
Business Process	FP_TENURE

Information Type	***Description***
Business Activity	FP_VALIDATE_TENPPD
Business Event	FP_RENEW_TEN_PPD

Refuse Tenure

This topic discusses the Refuse Tenure workflow in the Tenure Probation Period Validation activity.

Description

Information Type	***Description***
Event Description	When a tenure probation period is in progress and the manager refuses the tenure, the system generates a worklist entry.
Action Description	When the worklist entry is selected, the system transfers control to the HR manager who issues the termination order.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	FPATEN_VALID_PNL
Workflow Action	Manual
Role	Worklist administrator
Email Template	HR_WL_FP
Business Process	FP_TENURE
Business Activity	FP_VALIDATE_TENPPD
Business Event	FP_REFUSE_TENURE

Delivered Workflows for Manage Professional Compliance

This topic discusses the Manage Professional Compliance workflows. The workflows are listed alphabetically by workflow name.

Professional Compliance Hire

This topic discusses the Professional Compliance Hire workflow in the Professional Compliance Hire activity.

Description

Information Type	***Description***
Event Description	A person is hired and is subsequently added to the Professional Compliance business process. **Note:** This occurs only when a default Professional Compliance Type is associated with the job code of the person being hired.
Action Description	The PCMP_BUS_PROC business process: Adds the hire notification to the new hire's general supervisor's worklist. Sends an email notification to the new hire's general supervisor.
Notification Method	Email and worklist.

Workflow Objects

Information Type	***Description***
Business Process	PCMP_BUS_PROC
Activity	Professional Compliance Hire

Professional Compliance Add

This topic discusses the Manage Professional Compliance add workflow.

Description

Information Type	***Description***
Event Description	A person is manually added to the Professional Compliance business process.

Information Type	*Description*
Action Description	The PCMP_BUS_PROC business process sends an email notification to the general supervisor of the person informing them that the person has been added within the Professional Compliance business process and that further action is required.
Notification Method	Email

Workflow Objects

Information Type	*Description*
Business Process	PCMP_BUS_PROC
Activity	Professional Compliance Add

Professional Compliance Classification Change

This topic discusses the Manage Professional Compliance classification change workflow.

Description

Information Type	*Description*
Event Description	There is a change in classification level for a person that is part of the Professional Compliance business process.
Action Description	The PCMP_BUS_PROC business process sends an email notification to the compliance supervisor of the person informing them that there has been a change of classification within the Professional Compliance business process and that further action is required. If the change in classification is for a supervisor, their compliance manager should be notified.
Notification Method	Email

Workflow Objects

Information Type	*Description*
Business Process	PCMP_BUS_PROC
Activity	Professional Compliance Classification Change

Professional Compliance Job Change

This topic discusses the Manage Professional Compliance job change workflow.

Description

Information Type	***Description***
Event Description	There is a job change for a person that is part of the Professional Compliance business process.
Action Description	The PCMP_BUS_PROC business process sends an email notification to the compliance supervisor of the person informing them that there has been a change of job and that further action is required. If the change in classification is for a supervisor, their compliance manager should be notified.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Business Process	PCMP_BUS_PROC
Activity	Professional Compliance Job Change

Professional Compliance Recertification

This topic discusses the Manage Professional Compliance recertification workflow.

Description

Information Type	***Description***
Event Description	The recertification Application Engine program runs for persons in the Professional Compliance business process.
Action Description	The PCMP_BUS_PROC business process sends a notification to the compliance supervisor informing them of lapsed or upcoming license and certification expiration dates. If the certification information is for a supervisor, their compliance manager should be notified.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Business Process	PCMP_BUS_PROC
Activity	Professional Compliance Re-Certification

Professional Compliance Termination

This topic discusses the Manage Professional Compliance termination workflow.

Description

Information Type	***Description***
Event Description	There is a termination of a person that is part of the Professional Compliance business process.
Action Description	The PCMP_BUS_PROC business process: Add the hire notification to the worklist. Sends an email notification to the compliance supervisor of the person informing them that the employee has been terminated and that further action is required. If the change in classification is for a supervisor, their compliance manager should be notified.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Business Process	PCMP_BUS_PROC
Activity	Professional Compliance Job Change

Delivered Workflows for Manage Variable Compensation

This topic discusses PeopleSoft Human Resources Manage Variable Compensation workflows. The workflows are listed alphabetically by workflow name.

Allocate Awards by Plan (Approval)

This topic discusses the Allocate Awards by Plan workflow.

Description

Information Type	*Description*
Event Description	User changes the awards calculated or the award status of individual variable compensation plans.
Action Description	Manager approves changes that have been made to the calculated amounts or status of individual variable compensation plans.
Notification Method	Email

Workflow Objects

Information Type	*Description*
Role	Roleuser by Emplid Qry

Allocate Awards by Plan (Denial)

This topic discusses the Allocate Awards by Plan workflow.

Description

Information Type	*Description*
Event Description	User changes the awards calculated or the award status of individual variable compensation plans.
Action Description	Manager denies changes that have been made to the calculated amounts or status of individual variable compensation plans.
Notification Method	Email, Worklist

Workflow Objects

Information Type	*Description*
Event	Email for Denial
Workflow Action	Email for Denial
Role	Roleuser by Emplid Qry

Allocate Awards by Group (Approval)

This topic discusses the Allocate Awards by Group workflow.

Description

Information Type	Description
Event Description	User changes the awards calculated for group members or the award status of individual variable compensation plans.
Action Description	Manager approves changes that have been made to the calculated amounts for group members or the award status of individual variable compensation plans.
Notification Method	Email

Workflow Objects

Information Type	Description
Role	Roleuser by Emplid Qry

Allocate Awards by Group (Denial)

This topic discusses the Allocate Awards by Group workflow.

Description

Information Type	Description
Event Description	User changes the awards calculated for group members or the award status of individual variable compensation plans.
Action Description	Manager denies changes that have been made to the calculated amounts for group members or the status of individual variable compensation plans.
Notification Method	Email, Worklist

Workflow Objects

Information Type	Description
Event	Email for Denial
Workflow Action	Email for Denial
Role	Roleuser by Emplid Qry

Allocate Group Funding

This topic discusses the Allocate Group Funding workflow.

Description

Information Type	***Description***
Event Description	Manager or approver makes changes to the variable compensation award for a group.
Action Description	Approving manager approves or denies changes to the variable compensation award for a group.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	Funds Change Event
Workflow Action	Funds Change Event
Role	Roleuser by Emplid Qry

VC Tree Changes

This topic discusses the VC Tree Changes workflow.

Description

Information Type	***Description***
Event Description	Manager or approver makes changes to a variable compensation tree.
Action Description	Approving manager approves or denies changes to the variable compensation tree.
Notification Method	Email, Worklist

Workflow Objects

Information Type	***Description***
Event	VC Tree Change Event

Information Type	*Description*
Workflow Action	VC Tree Change Event
Role	VC Administrator, HR Administrator

VC Tree Delete

This topic discusses the VC Tree Delete workflow.

Description

Information Type	*Description*
Event Description	Manager or approver makes deletions to a variable compensation tree.
Action Description	Approving manager approves or denies the deletions to the variable compensation tree.
Notification Method	Email, Worklist

Workflow Objects

Information Type	*Description*
Event	VC Tree Delete Event
Workflow Action	VC Tree Delete
Role	VC Administrator

VC Tree Rename

This topic discusses the VC Tree Rename workflow.

Description

Information Type	*Description*
Event Description	Manager or approver renames a variable compensation tree.
Action Description	Approving manager approves or denies the renaming of the variable compensation tree.
Notification Method	Email

Workflow Objects

Information Type	***Description***
Event	VC Tree Rename Event
Workflow Action	VC Tree Rename Event
Role	VC Administrator

Delivered Workflows for Plan Careers

This topic discusses the Plan Careers workflow.

(USF) Career Plan

This topic discusses the career plan workflow.

Description

Information Type	***Description***
Event Description	When a career plan is created or updated for an employee, a worklist entry is sent to the Supervisor.
Action Description	When a manager approves a career plan for an employee, a worklist entry is sent to the HR Developmental Staff role. When a manager disapproves a career plan for an employee, a worklist entry is sent back to the Supervisor. When HR disapproves a career plan for an employee, a worklist entry is sent back to the Supervisor.
Notification Method	Worklist

Workflow Objects

Information Type	***Description***
Event	CAREER_PLAN
Workflow Action	Automatic
Role	Supervisor-Part Posn Mgt
Email Template	Manager Worklist

Information Type	***Description***
Business Process	Career Plan
Business Activity	Develop Career Plan (USF) Review Career Plan (USF)
Business Event	Submit Plan to Manager; Manager Approves Plan; Manager Disapproves Plan; HR Disapproves Plan.

Appendix D

PeopleSoft HCM Web Libraries

Understanding Web Libraries

A web library is a derived or work record the name of which starts with WEBLIB_. All PeopleSoft iScripts are embedded in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators should make sure that users have the proper access to web libraries.

For example, the default navigation system for PeopleSoft Pure Internet Architecture users is implemented by means of 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. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleCode.

PeopleSoft HCM Web Libraries

This table lists the primary PeopleSoft HCM web libraries:

RECNAME	***RECDESCR***	***Product***	***HMCD***	***Description***
WEBLIB_CD_APP	CD Mobile app entry point	Human Resources	HMCD	This web library contains iScript functions used by the Mobile Company Directory.
WEBLIB_CHART	Web Library for Benefit Charts	eBenefits	HEB	This web library controls chart settings within the eBenefits Life Events pagelet.
WEBLIB_EOAW	Approvals Iscripts	Enterprise Components	CEO	This web library contains iScript functions for Enterprise Components Approvals.
WEBLIB_EOAWEMC		Enterprise Components	CEO	This web library contains iScript functions for Enterprise Components Email Collaboration.

RECNAME	***RECDESCR***	***Product***	***HMCD***	***Description***
WEBLIB_EOCF	Derived record for Iscript	Enterprise Components	CCF	This web library contains functions for Enterprise Components Active Analytics Framework.
WEBLIB_EOEC_CCI		Enterprise Components	CEO	This web library contains functions for Enterprise Components Credit Card Integration Framework.
WEBLIB_EOEW_ SDO		Enterprise Components	CEW	This web library contains functions for Enterprise Components Data Transformation utility.
WEBLIB_EOPP_LN		Enterprise Components	CPP	This web library contains functions for Enterprise Components Pagelet display.
WEBLIB_EOPP_PGT		Enterprise Components	CPP	This web library contains iScript functions for Enterprise Components pagelet display.
WEBLIB_EOPP_SC	Navigation Collection Display	Enterprise Components	CPP	This web library contains iScript functions for Navigation Collection display.
WEBLIB_EQRY	Web library for Query Builder	Shared Components	HOQM	This web library contains iScript functions for the Shared Components Object Meta Data query tool.
WEBLIB_ER	Web Library for eRecruit	Recruiting	HRS	This web library is reserved for future use by Candidate Gateway resume processing.
WEBLIB_ER2	Web Library	Recruiting	HRS	This web library is reserved for future use by Candidate Gateway Pre Employment Checks.
WEBLIB_FIN_MBL	Mobile Approvals iScript lib	Enterprise Components	CEO	This web library contains iScript functions for the Mobile Approvals.

RECNAME	***RECDESCR***	***Product***	***HMCD***	***Description***
WEBLIB_FM_ESP	PDF Form Weblib ESP	HR Spain	HES	This web library contains iScript functions for the XML generation framework for Spain.
WEBLIB_GPCH_FM	WEBLIB_GPCH_FM	GP Switzerland	HGCH	This web library contains iScript functions used by the Switzerland regulatory forms process and submission.
WEBLIB_GPDE	Contains iScript Functions	GP Germany	HGDE	This web library contains iScript functions used by the Germany Elster process.
WEBLIB_GPDE_FM	CT Web Lib	GP Germany	HGDE	This web library contains iScript functions used by the Germany Certificate forms.
WEBLIB_ HMCRWSDL	Derived Record - Iscript	Shared Components	HMCR	This web library contains iScript functions used by the HCM SOA Framework to retrieve and test WSDL.
WEBLIB_HRCD	Library for Company Directory	Human Resource	HHR	This web library contains various iScript functions used by Company Directory to display directory folders and search results.
WEBLIB_HRS_HROI	Job Board Integration	Recruiting	HROI	This web library contains iScript functions for the job board integration with the Open Integration Framework.
WEBLIB_HR_ABN	ABN Folder iScript	Human Resource	HHR	This web library contains functions for the Company Directory folder structure in the drop down menu navigation.

RECNAME	***RECDESCR***	***Product***	***HMCD***	***Description***
WEBLIB_LM	Web Library - ELM	Human Resource	HHR	This web library contains iScript functions used to display the Learning pagelet from the Talent Summary.
WEBLIB_OSHA	WEBLIB_OSHA	Human Resource	HHR	This web library contains functions for retrieving output for OSHA 300 report.

Appendix E

Third Party Images Provided with Sample Data

Using Third Party Images Provided with Sample Data

The PeopleSoft HCM demo database includes sample images that are provided under a restricted use license for demonstration purposes only, such as product demonstrations and conference room pilots. The specific images are listed below. If you want to use these sample images in a production environment, you must contact the image owners directly to purchase the images. You can find contact information for the owners in the Licensing Notes for Oracle's PeopleSoft Human Capital Management (HCM) 9.2 document on My Oracle Support.

Oracle does not provide a license for you to use the sample images in your production environments or for other non-demonstration uses.

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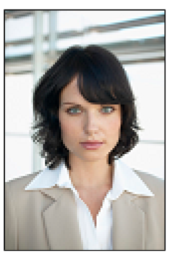
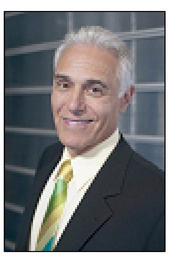
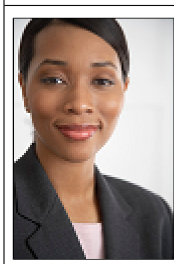
	Corbis	42-15837270
	Corbis	42-15909321
	Corbis	42-16540035

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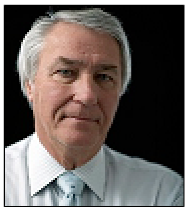	Corbis	42-16587757
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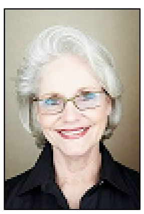	Corbis	42-16730446
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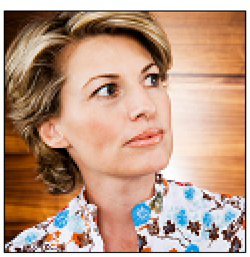	Corbis	42-17109039

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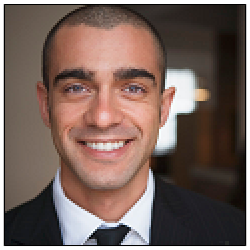
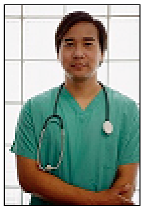
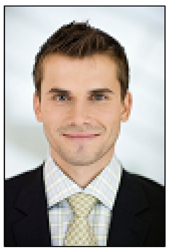
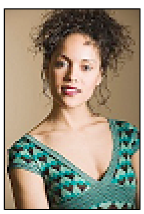
	Corbis	42-17323377
	Corbis	42-17378619
	Corbis	42-17580047
	Corbis	42-17761614
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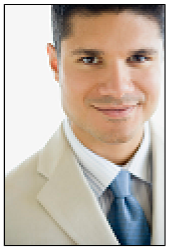	Corbis	42-19506591
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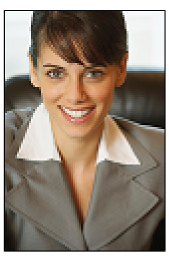
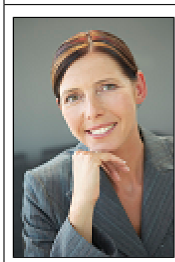
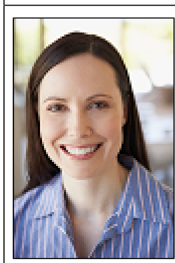
	Corbis	42-19714687
	Corbis	42-19719862
	Corbis	42-19745360

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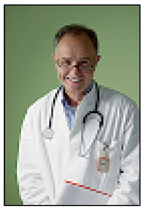	Corbis	42-19951608
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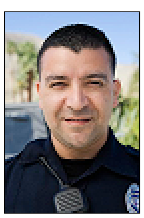
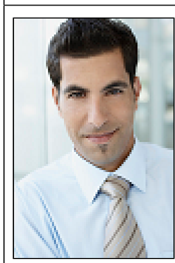
	Corbis	42-20325219
	Corbis	42-21090639

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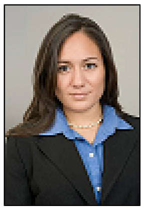	Corbis	42-21853967
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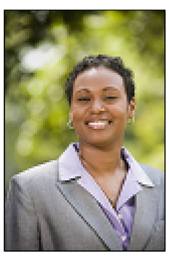
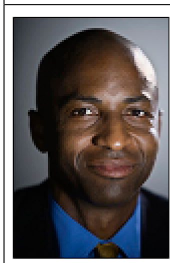
	Corbis	42-22430646
	Corbis	42-22448051

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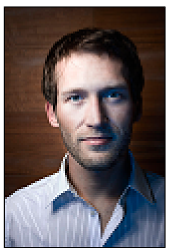	Corbis	42-22940690
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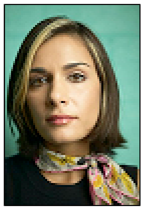	Corbis	42-23069644
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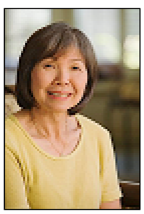
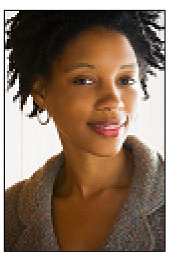
	Corbis	42-23086138
	Corbis	42-23086157
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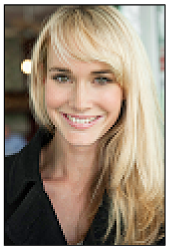	Corbis	42-23837212
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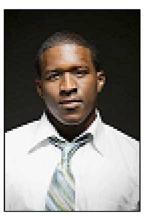
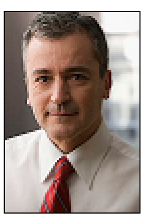
	Corbis	42-25135780
	Corbis	42-25460622
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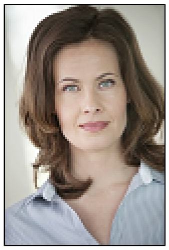
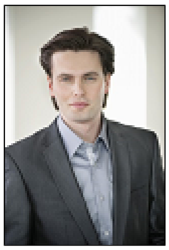
	Corbis	42-25844996
	Corbis	42-25846155
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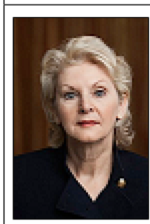	Corbis	42-27894293
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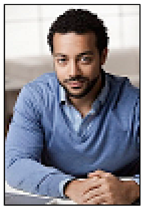
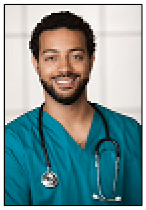
	Corbis	42-30300465
	Corbis	42-30300479
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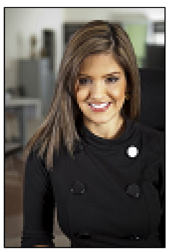
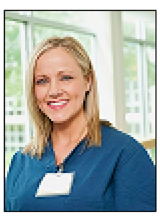
	Corbis	42-30531293
	Corbis	42-30894913
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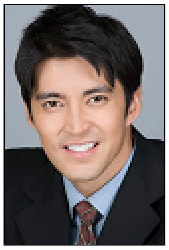	Corbis	42-32119422
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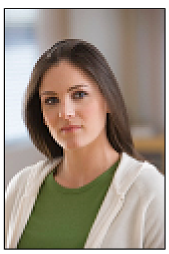	Corbis	42-33085161
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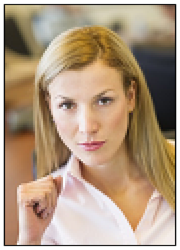	Corbis	42-34880353
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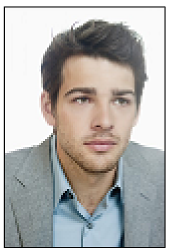
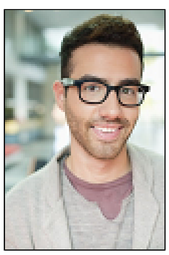
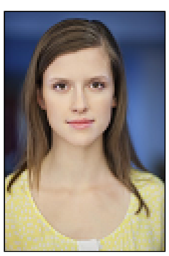
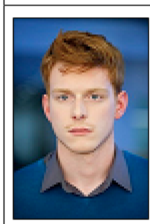
	Corbis	42-35908315
	Corbis	42-35908324
	Corbis	42-35908337
	Corbis	42-35908343

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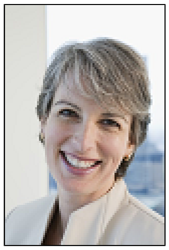
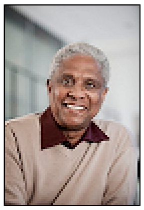
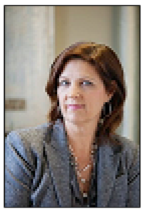
	Corbis	42-36105176
	Corbis	42-36528221
	Corbis	42-41358010
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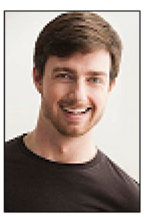	Corbis	42-46415420
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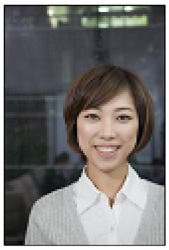
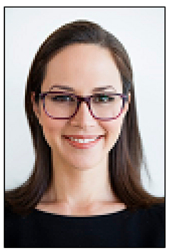
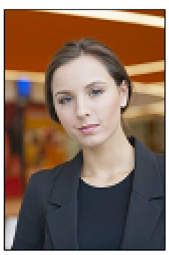
	Corbis	42-46703433
	Corbis	42-47561281
	Corbis	42-48516807
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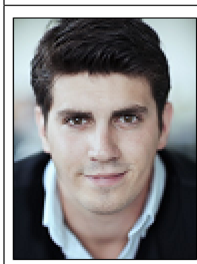	Corbis	42-52972097

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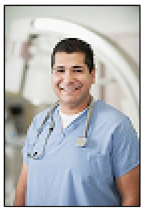
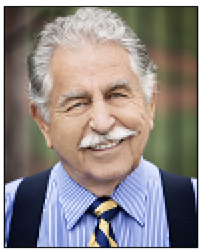
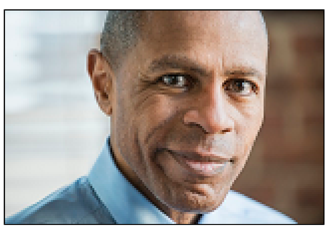
	Corbis	42-56457867
	Corbis	42-56874130
	Corbis	42-58283545
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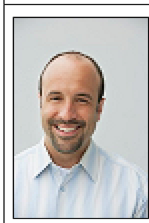	Corbis	42-58751106

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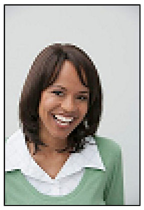
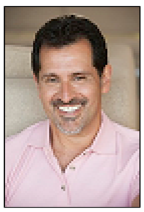
	Corbis	42-58751108
	Corbis	42-59953365
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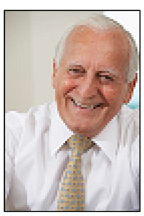	Corbis	42-61567500
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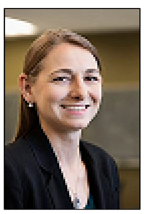
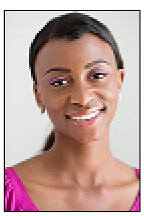
	Corbis	42-67005600
	Corbis	42-67260525
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Appendix F

HCM Abbreviations

HCM Abbreviations

Throughout PeopleSoft Human Capital Management (HCM) applications fields may be labeled with an abbreviation rather than with the full spelling of the field name. Those abbreviations are used in HCM applications, along with the corresponding full name.

Abbr	Abbreviation
ACA	Affordable Care Act
Acad	Academic
Accomps	Accomplishments
Accr	Accrual
Acctng	Accounting
Accum	Accumulator
Actn	Action
Aaddl	Additional
Addr	Address
Adj	Adjust or adjustment
Adm	Administration or administer
ALE	Applicable Large Employer
Alloc	Allocation
Allow	Allowance
ANF	Family allowances
Anniv	Anniversary
Annl	Annual
Appl	Applicant
Appr	Approver, approve, or approved
Apvl	Approval

Asc	Ascending
Asgnmt	Assignment
Assmptn	Assumption
Avg	Average
Ben	Beneficiary
BenAdmin	Benefits administration
Benef	Beneficiary
Beneft	Benefit
Btn	Button
CAF	Tax Assistance Center
Calc	Calculation
Calc'd	Calculated
Calcs	Calculations
Catgy	Category
Cd	Code
Cdn	Canadian
Certif	Certification
Chartfield	Chart Field
Chk	Check
Civ	Civil
Classif	Classification
Cnt	Count
Cntb	Contribution
Cntbs	Contributions
Cntry	Country
Coll	Collaborative or collective
Compa	Comparative
Comp	Compensations
Comprate	Compensation rate

Comps	Competencies
Cond	Condition
Cont	Contract
Contrib	Contribution
Conv	Conversion
Covg	Coverage
CPDF	Central personnel data file
CPF	Central Provident Fund
Cred	Credit
Curr	Current
Cust	Customer
DDP	Direct deposit
D.D.	Direct deposit
Decl	Declaration
Decr	Decrease
Dedn	Deduction
Dedns	Deductions
Defn	Definitions
Dep	Dependent
Dep/Ben	Dependent/beneficiary
Dept	Department
Dept ID	Department ID
Depts	Departments
Desc	Descending
Descr	Description
Disab	Disability
Dt	Date
Dtl	Detail
Dups	Duplicates

Dyn	Dynamic
Educ	Education
EE	Employee
Eff	Effective
Effdt	Effective date
Effseq	Effective sequence
EI	Employment insurance
Elig	Eligible
Empl	Employee
Empl ID	Employee ID
Empl ID's	Employee IDs
Emplr	Employer
Empls	Employees
Encum	Encumbrance
Enrl	Enroll
Entl	Entitlement
EPF	Employee Provident Fund
Erncd	Earn code
Est	Estimated
Estab	Establishment
Eval	Evaluation
Expr	Expression
Ext	External
Ext'n	Extension
FEGLI	Federal Employee Group Life Insurance
Fict	Fictitious
Fld	Field
Flds	Fields
Flg	Flag

Fnds	Funds
Func	Function
Genl	General
GL	General ledger
Govt	Government
Gratif	Gratification
Grd	Grade
Grp	Group
Grs	Gross
GST	Goods and service tax
H&S	Health and safety
HCE	Highly compensated employee
HIPAA	Health Insurance Portability and Accountability Act
Hlth	Health
Hol	Holiday
Hrly	Hourly
ID	Identification
Ident	Identification
ID's	Identifications
IMSS	*Instituto Mexicano del Seguro Social*—Social Security Institute (Mexico)
INAIL	National Injury Agency (Italy)
Incl	Include
Incr	Increase
Ind	Indicator
Indep	Independent
Indiv	Individual
Inf	Information
INPDAI	Social Security Agency for executives (Italy)

INPS	Social Security Agency (Italy)
Insur	Insurance
Int	Internal
Integ	Integration
Investig	Investigation
IR	Inland Revenue (has been renamed to HMRC)
IRB	Inland Revenue Board
IRD	Inland Revenue Department
IRPEF	Personal taxes (Italy)
ISR	*Impuesto sobre la Renta*—Income Tax (Mexico)
JCR	Job change request
JobCd	Job code
Jrnl	Journal
Lgth	Length
Lmt	Limit
Locn	Location
Lve	Leave
Lvl	Level
LWF	Labour Welfare Fund
LWOP	Leave without pay
Mag	Magnetic
Matern	Maternity
Max	Maximum
Mbrs	Members
Meas	Measure
Metropol	Metropolitan
Min	Minimum
Mins	Minutes
MPF	Mandatory Provident Fund

MPP	Maternity pay period
Msg	Message
MTD	Month to date
Mthd	Method
Mthly	Monthly
Mths	Months
Mult	Multiple or multiplication
Natl	National
Nbr	Number
Neg	Negative
NID	National identification
NOA	Nature of action
Notif	Notification
Occ	Occupational
Ofc	Office or official
Oper	Operating
Opr ID	Operator ID
Optn	Option
Ord	Ordinary
Ovrd	Override
Parm	Parameter
Parms	Parameters
PAYE	Pay as you earn
PB	Push button
Pct	Percent
Perf	Performance
Pers	Personal
Pgm	Program
PI	Positive input

PIN_NUM	Personal identification number
Posn	Position
Prc	Process
Prcs	Processes
Prd	Period
Prds	Periods
Pref	Preferred
Prev	Previous
Probtn	Probation
Prog	Program
Pygrp	Paygroup
QIT	Quebec Income Tax
QPIP	Quebec Parental Insurance Plan
QPP	Quebec Pension Plan
Qstn	Question
QTD	Quarter to date
Rcd	Record
Reev	Reevaluation
Reg	Regional, registry, or regular
Remun	Remuneration
Reproc	Preprocess
Req	Requisition
Reqd	Required
Reqt	Requirement
RFC	*Registro Federal de Contribuyente*—Federal Registry for the Payee (Mexico)
Rfnd	Refund
RITS	Reserve Bank Information and Transfer System
RL	*Relevé*

RMG	Average Daily Rate (Italy)
ROE	Record of Employment
ROST	Register of separations and transfers
Rptg	Reporting
Rqmts	Requirements
Rqst	Request
Rslt	Result
Rt	Rate
Run Ctrl	Run control
Sal	Salary
Sched	Schedule or scheduled
SCON	Scheme contracted out numbers
Sen	Seniority
Seq	Sequence
SeqNum	Sequence number
Serv	Service
Set ID	Set ID
Set IDs	Set IDs
Sev	Severance
SINQ	Suspense Inquiry and Correction System
SJT	Security Join table
SocSec	Social Security
Spcl	Special
SSP	Statutory sick pay
Stnd	Standard
Stnd Hrs	Standard hours
Stds	Standards
Str	String
Summ	Summary

Suppl	Supplementary
Supv	Supervisor
SWT	State withholding tax
T&L	Time and labor
TL	Time and labor
Tbl	Table
TCD	Time collection device
TFR	Termination Payments (Italy)
Tgt	Target
Tmp	Temporary
Tmplt	Template
TRC	Time reporting code
TRCs	Time reporting codes
Trmntn	Termination
Txbl	Taxable
Upd	Update
Vacn	Vacation
Var	Variable
Ver	Version
Vol	Volume
WAO	*Wet op de arbeidsongeschiktheidsverzekering* Disability Insurance Act (The Netherlands)
WCB	Workers' Compensation Board
WIGI	Within grade increases
wrk	Worker
XFER	Transfer
XLAT	Translate
XSLT	XSL (Extensible Stylesheet Language) transformations
YTD	Year to date

ZVW	*Zorgverzekeringswet*—Health Care Insurance Act (The Netherlands)

Appendix G

PeopleSoft Application Fundamentals for HCM Reports

Basic PeopleSoft HCM Reports: A to Z

These tables list basic PeopleSoft HCM reports as well as reports for specific PeopleSoft Human Resources business processes sorted by report ID.

For more information about running these reports, refer to:

- The corresponding topics in the product documentation.
- *PeopleTools: PeopleSoft Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft*
- *PeopleTools: SQR Language Reference for PeopleSoft*

For samples of these reports, see the Report Samples that are published with this online documentation.

Basic HCM Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
AWEAUDIT Approvals Audit Report	Report includes data regarding approval transaction requests associated with the Approval Framework.	Workforce Administration > Self-Service Transactions > Approvals and Delegation > Approvals Audit Report > Approvals Audit Report	HCSCAWE_RUN_CNTL
FGHR005 Salary Grade Table USF report	Print the contents of the Federal Salary Grade tables in various formats.	Set Up HCM > Product related > Compensation > Salary Grade Table Rpt USF > Pay Table	RUN_FGHR005
FGPER802 Geographic Location report	Produces a detailing of the Geographic Location Table. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Geographic Location	PRCSRUNCNTL
FGPER803 Agency report	Prints all agencies in the Agency Table and default information, including name and address, agency code, and effective date. (BI Publisher)	Set Up HCM > Foundation Tables > Organization > Agency Report Table USF	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
FGPER804 Sub-Agency Table report	Prints all sub-agencies in the Sub-Agency Table and their associated agencies. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Sub-Agency Table	PRCSRUNCNTL
FGPER805 Personnel Office ID Table report	Prints information about all Personnel Offices in your agency. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Personnel Office ID Table	PRCSRUNCNTL
FGPER807 Locality Pay Area Table report	Prints information for every Locality Pay Area. (BI Publisher)	Set Up HCM > Product Related > Compensation > Locality Pay Area Rpt USF	PRCSRUNCNTL
FGPER808 LEO Pay Area Table report	Lists each LEO Special Pay Area and associated percentage. (BI Publisher)	Set Up HCM > Product Related > Compensation > LEO Pay Area Rpt USF	PRCSRUNCNTL
FGPER811 Handicap Table report	Prints all disabilities and their associated codes. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Handicap Table	PRCSRUNCNTL
FGPER812 Legal Authority Table report	Prints the information about the legal authorities you set up in the Legal Authority table. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Legal Authority	PRCSRUNCNTL
FGPER813 Nature of Action Table report	Generates a detailing of the Nature of Action Table. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Nature of Action Table	PRCSRUNCNTL
FGPER814 NOA Authority 1 report	Generates a detailing of the Nature of Action/Authority 1 Table. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > NOA / Authority 1	PRCSRUNCNTL
FGPER816 Priority Placement Table report	Generates a detailing of the Priority Placement Table. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Priority Placement Table	PRCSRUNCNTL
FGPER817 Work Location Table report	Prints a detailing of the Work Location Table. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Work Location Table	PRCSRUNCNTL

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FGPER823 USF Job Code Table report	Prints a list of all job codes and the date on which they become effective. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Workforce Reports USF > Job Code Table	PRCSRUNCNTL
GBP001 Group Member Overlapping	Shows when members belong to more than one group.	Set Up HCM > Common Definitions > Group Build > Group Overlapping	RUNCTL_GBP001
GBP002 Group Membership report	Lists all the members in a particular group.	Set Up HCM > Common Definitions > Group Build > Group Membership	RUNCTL_GBP002
PAY701 Bank/Branch	Lists banks/branches entered in the Bank/Branch table.	Set Up HCM > Common Definitions > Banking > Bank/Branch Report	PRCSRUNCNTL
PAY710 ChartField Transaction Report	Lists ChartField codes used in transactions.	Set Up HCM > Common Definitions > ChartField Configuration > ChartField Transaction Report	PRCSRUNCNTL
PAY711 Pay Group report	Prints each pay group and its effective date along with the processing characteristics that apply to that group.	Set Up HCM > Product Related > Payroll Interface > Payroll Reports > Pay Group Table	PRCSRUNCNTL
PAY717 Earnings Program Table	Prints a detailing of your pay plan definitions.	Set Up HCM > Product Related > Payroll Interface > Payroll Reports > Earnings Program	PRCSRUNCNTL
PAY760 Combination Code Report	Lists account codes set up in the Combination Code Table.	Set Up HCM > Common Definitions > ChartField Configuration > Combination Code Report	PRCSRUNCNTL
PER506 Security Tree Audit	Lists discrepancies between entries in the Departments component and departments on department security trees.	Set Up HCM > Security > Core Row Level Security > Security Tree Audit Report	PRCSRUNCNTL
PER701 Department Table report	Lists all departments by Department ID. (BI Publisher)	Set Up HCM > Foundation Tables > Organization > Department Table Report	PRCSRUNCNTL
PER702 Installation Table report	Lists default values for field defaults, such as company code, minimum/ maximum standard hours, and Social Security number. (BI Publisher)	Set Up HCM > Install > Installation Table Report	PRCSRUNCNTL

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER705 Location Table report	Lists each physical location by Location Code. Because you can define locations by effective date, the report program prints all locations (past, present, and future). (BI Publisher)	Set Up HCM > Foundation Tables > Organization > Location Table Report	PRCSRUNCNTL
PER707 Company Table report	Prints all companies in the Company Table and default information, including name and address, company code, and effective date. The report PAY702 prints the General Ledger information you enter in the Company Table. (BI Publisher)	Set Up HCM > Foundation Tables > Organization > Company Table Report	PRCSRUNCNTL
PER708 Country Table report	Prints a list all countries − character codes. (BI Publisher)	Set Up HCM > Install > Country Table Report	PRCSRUNCNTL
PER709A US Job Code Table report	Prints a list of all job codes and the date on which they become effective. It also lists all Job Code page information for U.S.-based companies. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Jobcode Rpt USA	PRCSRUNCNTL
PER709B Can Job Code Table report	Prints a list of all job codes and the date on which they become effective. It also lists all Job Code page information for Canada-based companies. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Jobcode Table Report CAN	PRCSRUNCNTL
PER709C Job Code Table report	Prints a list of all job codes and the date on which they become effective. (BI Publisher)	Set Up HCM > Foundation Tables > Job Attributes > Job Code Table Report	PRCSRUNCNTL
PER711 Standard Letter Table report	The Standard Letter Table report lists the codes in your Standard Letter Table. (BI Publisher)	Set Up HCM > Common Definitions > Letters and Documents > Standard Letter Report	PRCSRUNCNTL
PER713 Currency Code Table report	Prints information about each currency. (BI Publisher)	Set Up HCM > Foundation Tables > Currency and Market Rates > Currency Code Table	PRCSRUNCNTL
PER714 Currency Rate Table report	Prints information about exchange rates. (BI Publisher)	Set Up HCM > Foundation Tables > Currency and Market Rates > Currency Rate Report	PRCSRUNCNTL

Administer Company Cars Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CAR002 Print P11D Section A	Print the results from the CAR001 process in a format similar to the UK government form P11D. Before using this page, you must have run the CAR001 report process.	Benefits > Provide Company Cars > Print P11D Information	RUNCTL_COMPCAR001
CAR003 Car List	Produce a list of cars in the company's fleet and list basic information.	Benefits > Provide Company Cars > Create List of Cars	PRCSRUNCNTL

Administer Compensation Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CMP013 Update Seniority Pay Reporting	Lists workers and all their seniority changes. Run this report after you've run the Update Seniority Pay process (HR_CMP013) and before you run the Upd Seniority Pay − Load Data process (HR _CMP013_CI) to load the changes to Job.	Workforce Administration > Collective Processes > Seniority Processing > Update Seniority Pay	RUNCTL_SENPAY2
CMP014S Update Seniority Eligibility Reporting	Lists workers and all their seniority changes. Run this report after you've run the Update Seniority Eligibility process (HR_CMP014) and before you run the Upd Seniority Elig − Load Data process (HR_CMP014_CI) to load the changes to Job.	Workforce Administration > Collective Processes > Seniority Processing > Update Seniority Eligibility	RUNCTL_SENPAY
CMP015 Refresh Employee Compensation	Reports on all the changes performed by the General Compensation Update Process. Run this report after you've run the General Compensation Update process (HR_CMP015).	Workforce Administration > Collective Processes > Refresh Compensation	RUNCTL_CMP015
CMP016 Defaulting Rules Eligibility	Lists the workers eligible for the selected defaulting rules as of selected date.	Set Up HCM > Foundation Tables > Compensation Rules > Defaulting Rules Eligibility Rpt	RUNCTL_CMP016

Administer Salaries for the Netherlands Reports

Report ID and Report Name	Description	Navigation	Run Control Page
INT003NL Pay Groups	Provides an overview of the pay groups entered in the system.	Set Up HCM > Product Related > Benefits NLD > Reports > Pay Groups	PRCSRUNCNTL
INT004NL Earnings Table (NLD)	Reviews all the valid earnings codes that you entered into the system, along with the payroll calculation characteristics that you assign to each.	Set Up HCM > Product Related > Benefits NLD > Reports > Earnings	PRCSRUNCNTL
INT005NL Deductions / Frequency (NLD)	Reviews all the valid deduction codes that are entered into the system. The SQR is sorted by plan type, deduction code, and effective date.	Set Up HCM > Product Related > Benefits NLD > Reports > Deductions	PRCSRUNCNTL
INT006NL General Deduction/ Frequency (NLD)	Shows the calculation type code for each deduction and, where applicable, the flat rate or percentage, the worker pay frequency, and any additional flat deduction amounts.	Set Up HCM > Product Related > Benefits NLD > General Deduction/Frequency	PRCSRUNCNTL

Administer Salary Packaging Reports

Report ID and Report Name	Description	Navigation	Run Control Page
PKG003 Packages Due for Review	Displays all workers with packages ready for review.	Compensation > Salary Packaging AUS > Create Packaging Reports > Packages Due For Review	RUNCTL_PKG003
PKG004 Package Model	Enables you to report on an applicant or a worker's salary package. The information contained in the report displays the details from the worker / applicant salary package pages. Both annual and package period amounts for components, additional components, salary, tax and TPV and TEC are displayed.	Compensation > Salary Packaging AUS > Create Packaging Reports > Package Models	RUNCTL_PKG004

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PKG006 FBT Reconciliation	Assists in the reporting of benefits and liabilities to the Australian Taxation Office at the end of the Fringe Benefits Tax Year— March 31. The Australian Taxation Office has identified different categories of fringe benefits and each category has its own specific rules for calculating the taxable value.	Compensation > Salary Packaging AUS > Create Packaging Reports > FBT Reconciliation	RUNCTL_PKG006
PKG007 Package Details	Reports on the amounts budgeted for each component of a package in each pay period. The report, run on a worker only basis, requires a start and end date of the period of time you want to report on.	Compensation > Salary Packaging AUS > Create Packaging Reports > Package Details	RUNCTL_PKG007

Administer Training Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FGSF182 (USF) SF182	Provides a standardized mechanism for generating SF182 reports to request, authorize, and detail estimates costs and billing as well as certify training programs for workers. (SQR)	Administer Training > Training Reports > SF182	RUNCTL_SF182
MXSTP001 (Format) (MEX) DC-1 Training Mixed Committee Constitution	Provides details about the formation of a training mixed committee and the establishment associated with the mixed committee.	Administer Training > Training Reports > STPS DC-1 Format MEX	RUNCTL_STP001
MXSTP002 MXSTP002 (Reverse)	See above.	Administer Training > Training Reports > STPS DC-1 Format MEX	RUNCTL_STP001
MXSTP003 (Format) (MEX) DC-2 Training and Development Plans	Provides training and development plan information, including training objective priorities. Also provides the establishment associated with the mixed committee.	Administer Training > Training Reports > STPS DC-2 Format MEX	RUNCTL_STP003
MXSTP004 MXSTP004 (Reverse)	See above.	Administer Training > Training Reports > STPS DC-2 Format MEX	RUNCTL_STP003

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
MXSTP005 (MEX) DC-2B Training and Development Registration Application	Generates a Training and Development Registration Application report.	Administer Training > Training Reports > STPS DC-2B Format MEX	RUNCTL_STP005
MXSTP006 (MEX) DC-3 Courses/Events Certificates	Creates a Courses/Events Certificate.	Administer Training > Training Reports > STPS DC-3 Format MEX	RUNCTL_STP006
MXSTP007 (MEX) DC-4 Courses/Events Certificates List	Creates a Courses/Events Certificates list.	Administer Training > Training Reports > MEX STPS DC-4 Format	RUNCTL_STP007
MXSTP008 (Format) (MEX) DC-5 Training and Development External Registration Application	Generates a Training and Development External Registration application and an instructor list.	Administer Training > Training Reports > STPS DC-5 Format MEX	RUNCTL_STP008
MXSTP009 MXSTP009 (Reverse)	See above	Administer Training > Training Reports > STPS DC-5 Format MEX	RUNCTL_STP008
PER703 Course Table	Lists available courses, including course descriptions, type codes, locations, durations, and schools. You can use it to track internal courses and courses offered by outside vendors. (BI Publisher)	Administer Training > Course Reports > Courses	PRCSRUNCNTL
TRN001 Training Letters	Creates training letters. (SQR, Word)	Administer Training > Student Enrollment > Create Training Letters	RUNCTL_TRN001
TRN002 Course Session Roster	Lists the course name, session number, session start date, and all students who are enrolled in a course. (BI Publisher)	Administer Training > Course Reports > Course Session Roster	RUNCTL_TRN002
TRN003 Course Waiting List	Lists all students who are on the course or session wait list for a course. (BI Publisher)	Administer Training > Course Reports > Course Waiting List	RUNCTL_TRN003
TRN004 Training Schedule	Lists all course sessions that are scheduled within a given period. (BI Publisher)	Administer Training > Training Reports > Training Schedules	RUNCTL_TRN004

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
TRN005 Training Facility Schedule	Lists all course sessions scheduled at a training facility during a given period. All sessions are listed by course start date. (BI Publisher)	Administer Training > Training Reports > Training Facility Schedules	RUNCTL_TRN005
TRN010 Active Scenario Summary	Summarizes approved training demands and budget information for a business unit. (SQR)	Administer Training > Training Budget > Budget Reports > Active Scenario Summary	RUNCTL_TRN010
TRN011 Global Scenario Summary	Provides a summary of approved training demands and budget information for the department or business unit retrieving the information from the selected global scenario. (SQR)	Administer Training > Training Budget > Budget Reports > Global Scenario Summary	RUNCTL_TRN011
TRN016 Target Course Certifications	Lists the license/certifications that students receive on successful completion of a course. (BI Publisher)	Administer Training > Course Reports > Target Course Certifications	RUNCTL_TRN016
TRN017 Course Rating	Details ratings for sessions of a course. (BI Publisher)	Administer Training > Course Reports > Course Rating	RUNCTL_TRN017
TRN018 Course Attendance Status	Lists the attendance status of the students in a course. (SQR)	Administer Training > Course Reports > Attendance Status	RUNCTL_TRN018
TRN019 Course Rating Templates	Serves as the evaluation template to be completed by students enrolled in a course session. (BI Publisher)	Administer Training > Course Reports > Course Rating Templates	RUNCTL_TRN019
TRN020 Student Training History	Lists the courses and sessions completed by a student. (BI Publisher)	Administer Training > Training Reports > Student Training History	RUNCTL_TRN020
TRN021 Training Program	Lists the training program for a worker. (SQR)	Administer Training > Training Reports > Training Programs > Course Attend. School Program	RUNCTL_TRN021
TRN022 Statistics of EEs Enrolled (statistics of workers enrolled)	Lists the workers who are enrolled in courses and lists course statistics by company, location, and department. (SQR)	Administer Training > Training Reports > Statistics of EEs Enrolled > Course Statistics	RUNCTL_TRN022
TRN023 Course Description	Lists a course description. (BI Publisher)	Administer Training > Course Reports > Course Description	RUNCTL_TRN023

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
TRN024 Course Category	Lists training catalog course categories. (BI Publisher)	Administer Training > Course Reports > Course Category	RUNCTL_TRN024
TRN025 Course Equipment	Lists equipment needed for a course. (BI Publisher)	Administer Training > Course Reports > Course Equipment	RUNCTL_TRN025
TRN026 Course Vendors	Lists vendors that are associated with a course on the Course Table. (BI Publisher)	Administer Training > Course Reports > Course Vendors	RUNCTL_TRN026
TRN027 Prerequisite Courses	Lists prerequisite courses for a course. (BI Publisher)	Administer Training > Course Reports > Prerequisite Courses	RUNCTL_TRN027
TRN028 Target Qualifications	Lists competencies that the course aims to develop or improve. (BI Publisher)	Administer Training > Course Reports > Target Qualifications	RUNCTL_TRN028
TRN029 (FRA) Report Training 2483	Compiles results of calculation of the 2483 indicators for declaring vocational training of workers in French organizations. Before running this report, run the Compute Training Report 2483 (DEC2483) process to calculate the indicators. Check the calculation results and do any updating on the FRA Edit 2483 - Edit 2483 page. (BI Publisher)	Administer Training > Training Reports > 2483 Tax Declaration FRA	RUNCTL_TRN029
TRN030 Training Plan Summary	Lists all courses that are included in the training plan for a given budget period and business unit. For each course, the report includes the cost; the number of people approved; and the total number of hours of training, which is calculated by multiplying the number of approved workers by the course duration. (SQR)	Administer Training > Training Budget > Budget Reports > Training Plan Summary	RUNCTL_TRN030
TRN032 EE Sessn Cost Summary (employee session cost summary)	Lists the costs that are associated with a worker who is attending a course. Costs are for salary, vendor, facility, equipment, instructor, worker expense, and session expense. (SQR)	Administer Training > Training Reports > EE Session Cost Summary	RUNCTL_TRN032

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
TRN033 Training Instructor Schedule	Lists the courses that an instructor is scheduled to teach during a given period. (BI Publisher)	Administer Training > Training Reports > Training Instructor Schedules	RUNCTL_TRN033
TRN034 Equipment Checklist	Lists equipment that is required for a course session. For each item, the report shows the quantity required, the number available in the training room and facility, and the total number that is booked at the facility for a given period. (SQR) Before running this report, set up the course session in the Course Session Table.	Administer Training > Training Reports > Equipment Checklist	RUNCTL_TRN034
TRN035 (FRA) Training Plan: Distribution	Details how a French organization's training demands are distributed by gender and professional category, such as executive, manager, office worker, qualified worker, and nonqualified worker. (SQR)	Administer Training > Training Budget > Budget Reports > Training Plan Distribution FRA	RUNCTL_TRN035
TRN036 (FRA) Training Plan: Cost Details	Lists a French organization's training costs that are associated with each course. Details these cost types: facility, instructor, vendor, equipment, salary costs, and expenses. (SQR)	Administer Training > Training Budget > Budget Reports > Training Plan Cost Details FRA	RUNCTL_TRN036

Administer Workforce Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CNT001 Contract Information	Lists the contract history for a selected worker or all workers. You can specify a date range for the report for include all contract history.	Workforce Administration > Job Information > Contract Administration > Contract Information Report	RUNCTL_CNT001
CTPS_RCP_BRA CTPS Receipt	Generates a receipt for the employee when the employee delivers his or her CTPS National ID to the HR department for validation.	Workforce Administration >Workforce Reports >CTPS Receipt BRA	CTPS_RC_BRA

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
ERE_RPT_ESP ERE Report ESP	Generates an ERE request (BI Publisher).	Workforce Administration > ERE Procedure ESP > ERE Data Report ESP	ERE_RC_DTA1_ESP
ES931 Print Wage and Separation	Prints an ES-931 Request for Wage and Separation Information report.	Workforce Administration > Job Information > Reports > Print Wage/Separation USF	GVT_PRINT_ES931
FGHR017 Personnel Actions History	Lists all workers affected by each of the job actions you enter. It prints the following information: name, department, effective date, and reason for the action. For each worker the report lists original hire date, total years of service, worker type, regular/temporary, full/part-time, job code and title, salary grade, compensation rate associated with the action, and supervisor's name.	Workforce Administration > Job Information > Reports > Personnel Actions History USF	RUNCTL_FGHR017
FGPER810 Award Type Table	Generates an award type table report. (BI Publisher)	Workforce Administration > Job Information > Reports > Award Action USF	PRCSRUNCNTL
FGSF61 Appointment Affidavits	Produces an Appointment Affidavit STANDARD FORM 61 form to be signed by an appointee.	Workforce Administration > Job Information > Reports > Appointment Affidavits USF	RUNCTL_FGSF61
FGSF75 Request for Preliminary Employment Data	Produces a Request for Preliminary Employment Data form.	Workforce Administration > Job Information > Reports > Request Prelim Empl Data USF	RUN_CNTL_FGSF75
FGSF50 and FGSF52 Request for Personnel Action/ Notice of Personnel Action	Prints the official Notification of Personnel Action form used to notify worker and payroll office of the action, record the action in the Official Personnel Folder, and provide a chronological record of actions that have occurred.	• Workforce Administration > Job Information > Reports > Request Personnel Action USF • Workforce Administration > Job Information > Reports > Notice of Personnel Action USF	RUNCTL_PAR
HR_EDM_NLD First Day Notification NLD	The First Day Notification *(Eerste Dag Melding)* notifies the tax authority of new employees prior to their start date.	Workforce Administration > Workforce Reports > First Day Notification NLD	RUNCTL_EDM_NLD

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
MILRNKNOT Generate Rank Change Notices	Generate military rank change notices for one or several service members.	Workforce Administration > Job Information > Reports > Generate Rank Change Notices	MIL_NOTICE_RUN_CTL
PER001 Department Action Notices	Lists action notices that are tied to a time period or expiration date. Use it as a reminder of selected personnel action notices. Run the Refresh Employees Table process before running this report.	Workforce Administration > Workforce Reports > Department Action Notices	PRCSRUNCNTL
PER001CH CHE Company Statistics	This report provides information on worker wages, occupations, and other data necessary for the Company Statistics Report (Betriebszaehlung). The Swiss Federal Department of Statistics requires all Swiss companies to create this report every ten years.	Workforce Monitoring > Company Statistics CHE	RUNCTL_PER001_CHE
PER002 Employee Birthdays	Lists workers, their birthdays, and other identifying information. Run the Refresh Employees Table process before running this report.	Workforce Administration > Personal Information > Biographical > Birthdays Report	RUNCTL_PER002
PER003 Years of Service	Lists workers who have completed the number of years of service you specify, as of the point in time you specify. Use this report as a reminder of workers who are eligible for vested benefits plans or service recognition awards.	Workforce Administration > Job Information > Reports > Years of Service	RUNCTL_PER003
PER004 Emergency Contacts	Lists all contacts entered on the Emergency Contact table for each worker in the system. Run the Refresh Employees Table process before running this report.	Workforce Administration > Personal Information > Personal Relationships > Emergency Contacts Report	PRCSRUNCNTL

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER005 Employees on Leave of Absence	Lists all workers on leave and their expected return dates. Use this report to compare the return date you've already entered in PeopleSoft Human Resources with the worker's expected return date or as a reminder for you to enter the return from leave information in the system. Run the Refresh Employees Table process before running this report.	Workforce Administration > Job Information > Reports > Employees on Leave of Absence	PRCSRUNCNTL
PER006 Mailing Labels	Produces a three-across set of mailing labels for all workers in your PeopleSoft Human Resources database. (BI Publisher) Run the Refresh Employees Table process before running this report.	Workforce Administration > Personal Information > Biographical > Mailing Labels Report	PRCSRUNCNTL
PER007 Temporary Employees	Provides an alphabetical list of all workers marked as temporary, along with length of service and other details of employment.	Workforce Administration > Job Information > Reports > Temporary Employees	RUNCTL_ASOFDATE
PER010 Employee Turnover Analysis	This time-slice report lists each department ID and provides the worker counts as of the date you specify.	Workforce Administration > Workforce Reports > Employee Turnover Analysis	RUNCTL_FROMTHRU
PER015 Personnel Actions History	Lists all workers affected by each of the job actions you enter.	Workforce Administration > Job Information > Reports > Personnel Actions History	RUNCTL_PER015
PER020 Employee Home Address Listing	Contains a complete listing of all workers with addresses and home phone numbers.	Workforce Administration > Biographical > Home Address Report	PRCSRUNCNTL
PER021 Pending Future Actions	Lists all workers with job action notices scheduled for a future date.	Workforce Administration > Workforce Reports > Pending Future Actions	RUNCTL_ASOFDT_COMP
PER029 Database Audit	Monitors changes, additions, or deletions made to sensitive fields such as salary amounts.	Workforce Administration > Workforce Reports > Database Audit	RUNCTL_FROMTHRU

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER032 Passport/Visa Expiration	Lists workers and dependents that have passports, visas, or work permits on file that expire in 90 days of the report run date. The report is divided into two sections. The first section lists passport information including country, passport number, issue date, and expiration date. The second section lists visa and work permit information including country, visa and work permit number, type of permit, issue date, and expiration date.	Workforce Administration > Personal Information > Citizenship > Passport/Visa Expiration Audit	PRCSRUNCNTL
PER033 Citiznship/Country/Visa Audit	Lists discrepancies between worker citizenship country/status and visa data. Displays various discrepancies found for the worker citizenship status in the Personal Data table. Looks for the country specified in the Installation table and uses it as the local country.	Workforce Administration > Personal Information > Citizenship > Citiznship/Country/Visa Audit	PRCSRUNCNTL
PER038NL DIVERSITEIT RAPPORT	Produces the required diversity statistics information related to the number of people in the workforce born in a so-called target country, or of whom one of the parents has been born in one such country.	Workforce Administration > Personal Information > Diversity Compliance NLD > Diversity Reporting	RUNCTL_PER038_NL
PER039GR GER Heavily Disabled	Prints a list of heavily disabled workers and additional information about their disabilities.	Workforce Administration > Personal Information > Disability > Heavily Disabled GER	DSB_RUNCTL_GER
PER058 Primary Job Audit	Lists all people whose job records show potential problems.	Workforce Administration > Workforce Reports > Primary Job Audit	RUNCTL_PER058
PER060 ITA Disability	Runs the Annual, Name List, or Disability Statistics reports.	Workforce Administration > Personal Information > Disability > Disability Report ITA	RUNCTL_PER060

Report ID and Report Name	**Description**	**Navigation**	**Run Control Page**
PER063JP Appointment Notification JPN	Runs appointment notifications. Depending on the Action/Reason combination you use in the run control, this report prints individual worker notifications of hire, rehire, retirement, transfer, and promotion.	Workforce Administration > Job Information > Reports > Appointment Notification JPN	RUNCTL_NTF_JPN
PER064JP Appointment List JPN	Runs appointment list reports.	Workforce Administration > Job Information > Reports > Appointment List JPN	RUNCTL_NTF2_JPN
PER065JP Completion of IC Transfer JPN	Lists workers on temporary intercompany transfer.	Workforce Administration > Job Information > Reports > Completion of IC Transfer JPN	RUNCTL_PER065_JPN
PER066BE Termination Notification	Provides details of the contractual and compensation implications for a Belgian employer in case of a termination, based on the notification period according to the Claeys formula.	Workforce Administration > Collective Processes > Administration BEL > Create Notification	RUNCTL_PER066_BEL
PER066IT ITA Hiring Letters	Produces the hiring letter which is printed at hiring time and is signed by worker and employer. It gives details of the terms of the job, including probation period and duration.	Workforce Administration > Job Information > Reports > Hire Letter ITA	RUNCTL_PER066_ITA
PER066JP Employee Assignment List JPN	Lists workers by department, including Additional Appointment workers.	Workforce Administration > Job Information > Reports > Employee Assignment List JPN	RUNCTL_EMPLIST_JPN
PER067BEL Social Report	Reports a variety of employer/worker information required by the government.	Workforce Administration > Workforce Reports > Social Report BEL	RUNCTL_PER067_BEL
PER100CN CAN Hire List	Produces a hire list that provides information on social insurance numbers, effective dates, and badge/payroll numbers within the date range provided.	Workforce Administration > Job Information > Reports > Hire Report CAN	RUNCTL_FROMTHRU

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER103CN OEE Groups by OCC Group	While the Ontario Employment Equity Commission (OEEC) no longer requires workers in Ontario to complete workforce surveys, PeopleSoft continues to offer OEE reporting functionality. The report lists the totals of active workers within each defined area code(s) employed within the date range.	Workforce Administration > Personal Information > OEE Workforce Survey CAN > Groups by OCC Group Report	RUNCTL_FTCANAC
PER104CN OEE Groups by Employment Type	While the Ontario Employment Equity Commission (OEEC) no longer requires workers in Ontario to complete workforce surveys, PeopleSoft continues to offer OEE reporting functionality.	Workforce Administration > Personal Information > OEE Workforce Survey CAN > Groups by Emplymt Type Rpt	RUNCTL_FTCANAC
PER105CN OEE Work Force Survey Stats	While the Ontario Employment Equity Commission (OEEC) no longer requires workers in Ontario to complete workforce surveys, PeopleSoft continues to offer OEE reporting functionality. The OEE Work Force Survey Stats report lists the number of surveys received and the numbers that were completed.	Workforce Administration > Personal Information > OEE Workforce Survey CAN > Workforce Survey Stats	RUNCTL_PER105CN
PER106CN OEE Groups/Jobs Filled/ Vacatd	While the Ontario Employment Equity Commission (OEEC) no longer requires workers in Ontario to complete workforce surveys, PeopleSoft continues to offer OEE reporting functionality. The OEE Groups/Jobs Filled/ Vacated report lists the totals of active workers within the defined area code(s) employed within the date range.	Workforce Administration > Personal Information > OEE Workforce Survey CAN > Groups/Jobs Filled/Vacated	RUNCTL_FTCANAC
PER706A Salary Grade Table	Lists the salary administration plan and salary grade, description, effective date, currency, and the minimum, maximum, and midpoint rates for each grade. (BI Publisher)	Compensation > Base Compensation > Salary Plan Reports > Salary Grade	PRCSRUNCNTL

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER706B Salary Grade/Step Table	Combines the information in the Salary Grade table and the Salary Step Components table into a list showing all grades for each salary plan that exists in your company and the hourly, monthly, and annual rate amount for any steps you set up. You can select to show the components in each step.	Compensation > Base Compensation > Salary Plan Reports > Salary Grade/Step	RUNCTL_PER706B
PER710 Action Reason Table	Lists the reason codes for each personnel action code and arranges them alphabetically by action. (BI Publisher)	Set Up HCM > Product Related > Workforce Administration > Action Reason Report	PRCSRUNCNTL
PER801SG Employee Listing	Provides worker information based on the run control selections of Department, Name, or EmplID.	Workforce Administration > Job Information > Reports > Employee Listing SGP	RUNCTL_EMP_LIST
PHASED1 Phased Retirees Details	Agencies can run this report to review active phased retirees. They can also view reports by defined time frames for employees who opted for phased retirement, phased retirees who returned to full or part-time employment, and former phased retirees who retired.	Workforce Administration > Job Information > Reports > Phased Retiree Details USF	GVT_PH_RPT_RUN
SOCS_AFI_ESP AFI Report	The AFI process generates a flat file that lists changes in workforce, such as hiring, terminations, personal or job data changes, for a given period. This file is submitted to the social security authorities.	Workforce Administration > Workforce Reports > Phased	RC_SOCS_AFI_ESP
TAS001 Temp Assignment w/out End Date	Lists workers currently on temporary assignment where end dates have not been defined.	Workforce Administration > Job Information > Temporary Assignments > Temp Assignmt w/out End Date	RUNCTL_TAS001
TAS002 Temp Assignment due to Complete	Lists workers due to complete temporary assignments within user specified date range.	Workforce Administration > Job Information > Temporary Assignments > Temp Assignmt due to Complete	RUNCTL_TAS002
XML_LOADPRNT Print a XML File	Generates ERE XML files (BI Publisher).	Workforce Administration > ERE Procedure ESP > ERE SPEE Communications ESP	ERE_RC_XML

Manage Base Benefit Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN001 Health Plan Participants Rpt	Lists active health plan participants as of a specified date. Useful for determining the number of workers in plan types offered by specific providers.	Benefits > Reports > Participation > Health Plan Participants	RUNCTL_ASODATE_BEN
BEN002 Life Insurance Participants Rpt	Lists active life plan participants as of a specified date. Useful for determining the number of workers in plan types offered by specific providers.	Benefits > Reports > Participation > Life Insurance Participants	RUNCTL_ASODATE_BEN
BEN003 Benefit Contributions	Summarizes benefit contributions by worker and employer.	Benefits > Reports > Contributions and Deductions > Benefit Contribution Register	RUNCTL_BEN003
BEN003CN Benefit Contributions Can.	Summarizes benefit contributions by worker and employer for Canadian companies. This report is the same as BEN003.	Benefits > Reports > Contributions and Deductions > CAN-Contribution Register	RUNCTL_BEN003CN
BEN004 Savings Investment Distribution	Lists total deductions and company contributions for workers participating in savings plans with investment allocations. This program also creates an interface file for use by third-party administrators.	Benefits > Reports > Participation > Savings Investment Distributn	RUNCTL_BEN004
BEN007 Leave Accruals	This report displays leave accrual information by leave plan and worker. It includes information such as plan year eligibility hours, carryover hours earned year-to-date, hours taken year-to-date, and remaining leave balances.	Benefits > Reports > Participation > Leave Accrual	RUNCTL_BEN_LANG

Report ID and Report Name	**Description**	**Navigation**	**Run Control Page**
BEN008 Section 415 Compliance Rpt	The report lists worker amounts either over or under the Section 415 limit. It includes: Company, EmplID, Effective Date, Special Accumulator, Benefit Program, Percent Of Salary, Maximum Benefit Base, and Gross Amount YTD. It also lists the plans that are excluded from and included in the 415 limit, as well as those plans that are limited.	Benefits > Reports > Regulatory and Compliance > Section 415 Compliance	RUNCTL_ASODATE_BEN
BEN009 Section 415 Non-Compliance Rpt	BEN009 reports on workers who have exceeded the Section 415 limits. It includes: Company, EmplID, Calendar Year and Month, Gross Amount YTD, Effective Date, Earnings Code, Benefit Program, Percent of Salary, and Maximum Benefit Base.	Benefits > Reports > Regulatory and Compliance > Section 415 Noncompliance	RUNCTL_ASODATE_BEN
BEN020 FMLA Status Report	Displays summary information for requests in the following classes: approaching leave requests, current FMLA leave requests, recently completed FMLA leaves and denied FMLA leave requests. You can use this report to manage the FMLA leave process from beginning to end. A review of this report reveals those workers who will soon be going out on leave; what follow-up is needed to support the leaves; those workers who will soon exhaust their leave entitlement.	Benefits > Track FMLA (Family Medical Lv) > Status Report	RUNCTL_BEN020
BEN021 FMLA Payroll Audit	For workers on FMLA leave or who have recently completed leaves, displays EmplID, name, FMLA request number, begin/return dates, job status, payroll earnings during leave period, FMLA hours taken (paid and unpaid), and the total difference between the hours reported as paid by Payroll and those marked as paid in the FMLA system.	Benefits > Track FMLA (Family Medical Lv) > Payroll Audit Report	RUNCTL_BEN021

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN022 BEN023 HIPAA Medical Certificates	BEN022 prints a eighteen-month history of a former worker's group health coverage for specified plan types, as specified by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. BEN023 prints a history for a selected dependent. Only plan types with the HIPAA Plan check box selected on the Benefit/ Deduction Program Table have HIPAA history displayed on these reports.	Benefits > Reports > Regulatory and Compliance > HIPAA	RUN_CNTL_HIPAA
BEN040 Billing Statement	Prints a bill for all workers with outstanding balances who are actively enrolled in the Benefits Billing system. Statements report activity from/to dates; activity type, plan type, benefit plan, coverage, amount and due dates. Also included is the total due and total overdue information, with any comments entered on the billing calendar.	Benefits > Benefits Billing > Create Statements > Print Billing Statement	RUNCTL_BEN040
BEN041 Delinquent Accnt	Displays charge and payment activity for workers who have failed to keep their payments current in accordance with the terms established on the Benefits Billing Plan Table. You can use this report to determine what participants are delinquent, the number of days past due and the total amount due. You can also use this report to learn what the total number of participants past due, time overdue and the total amount due.	Benefits > Benefits Billing > Reports > Delinquent Accounts	RUNCTL_BEN041

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN042 Receivable Report	Displays all payment activity, include the amounts paid and how the amounts were applied. You can use this report to verify the dollar amount of payments received from workers. It can also be used to determine how the moneys received were applied. You can also use this report for general ledger reconciliation and auditing.	Benefits > Benefits Billing > Reports > Accounts Receivable	RUNCTL_BEN042
BEN043 Billing History	Displays all billing account activity for a specific period of time, by worker. Use this report to answer questions from workers regarding their billing accounts. This report can also be used as a tool in troubleshooting and auditing billing activity. System prompts you to specify from and through dates.	Benefits > Benefits Billing > Reports > History Activity	RUNCTL_BEN043
BEN044 Billing Calculation Errors	Lists billing calculation errors.	Benefits > Benefits Billing > Review Processing Results > Calculation Error Report	RUNCTL_BILL_CAL
BEN045 Benefits Billing Audit	Displays workers with open charges and open credits; active enrollments audit; inactive enrollments audit; workers with holds longer than three months; and enrollment holds longer than three months. Use this report to audit billing enrollments that may require follow-up activity. For example, data will only be displayed for workers with open charges and credits when an error condition exists.	Benefits > Benefits Billing > Reports > Billing Audit	RUNCTL_BEN_LANG

Report ID and Report Name	Description	Navigation	Run Control Page
BEN050 Primary Jobs Audit	Identifies workers without a record in the Primary Jobs table, workers without a job in the Primary Jobs table, workers without a primary job flag turned on, workers without a primary job indicated for a specific benefit record, and, workers with more than one primary job designated for a specific benefit record number.	Benefits > Maintain Primary Jobs > Create Audit Report	RUNCTL_BEN050
BEN110 Snapshot Premium Reporting	Using the results from the Benefits Enrollment Snapshot, calculates the full premium due to a benefit provider and reports the coverage and premium amount for each covered employee, sorted by Vendor and Plan Type. You can run this report three ways: (1) Run just the "Snapshot Premium - Calculation" process, which is an Application Engine which calculates and stores the individual premiums; (2) Run just the "Snapshot Premium - Report" which is an SQR report that uses the previously calculated premiums to report by Vendor and Plan Type; or (3) Run the combined "Snapshot Premium Reporting" job, which links both the calculation process and the reporting process together into a single run using the same run control criteria.	Benefits > Interface with Providers > Snapshot Premium	RUNCTL_BEN110

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN140 Ben Billing Payment Interface	This program reads payment information from a third-party interface file and posts those payments against open accounts. Lists information about Benefits Billing payments processed by the batch interface process. Can be used as an alternate to entering payments through the Payment Entry page. The system applies the payments to the charges by plan type within due date, oldest due date first. The payments are posted as of the posting date on the transaction.	Benefits > Benefits Billing > Billing Interface > Post Payments from File	RUNCTL_BEN_LANG
BEN141 A/R Interface	The A/R Interface report extracts all charges for a selected billing period and any charge adjustments with posting dates that fall within the billing period. The system will produce a file called BILLAR. The output file BILLAR holds 2 types of records. One holds worker information, the other holds the accounting information for the Benefits Billing charges and charge adjustments. Use this report to report to interface billing charges to an accounts receivable system.	Benefits > Benefits Billing > Billing Interface > Provide Billing to AR	RUNCTL_BILL_CAL
BEN701 FSA Benefit Table Listing	Lists information in the Flexible Spending Account Table. Use this report to verify that you have correctly updated and made changes to the table.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Flexible Spending Account	RUNCTL_BEN_LANG
BEN703 Disability Plan Table Listing	Prints information from the Disability Plan Table.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Disability Plan	RUNCTL_BEN_LANG
BEN704 Age-Graded Rate Table Listing	The Age Coverage Table report lists the effective dates of the rates and rating factors such as age ranges, sex, and smoker/non-smoker by employer and worker for each set of your age-graded rates.	Set Up HCM > Product Related > Base Benefits > Rate/Rule Reports > Age Coverage Rate	RUNCTL_BEN_LANG

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN705 Life AD/D Table Listing	Prints information from the Life AD/D Plan Table, including plan type, plan name, benefit plan ID and name, effective date, coverage, flat amount, rating factor, and group code.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Life AD/D Plan Table	RUNCTL_BEN_LANG
BEN707 Savings Plan/ Investment Table	Prints information from the Savings Plan Table, including savings plan type, benefit plan, effective date, employer investment matching option, and the terms of the worker deductions and employer contributions and investment options.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Savings Plan	RUNCTL_BEN_LANG
BEN708 Calculation Rules Tbl Listing	Lists calculation rules information by calculation rule ID.	Set Up HCM > Product Related > Base Benefits > Rate/Rule Reports > Calculation Rules	RUNCTL_BEN_LANG
BEN709 Benefit Plan Table Listing	Prints information from the Benefit Plan Table, including effective date, description, provider ID and name, default deduction code and name, and the indicator for non-discrimination testing.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Benefit Plan	RUNCTL_BEN_LANG
BEN710 Leave Plan Table Listing	Prints information from Leave Plan Table page 1, including plan type, plan name, benefit plan name and ID, effective date, accrual process date, accrual frequency, service interval, special calculations, year the plan begins, and the maximum leave balance and carryover allowed.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Leave Plan-Basic Attributes	RUNCTL_BEN_LANG
BEN710A Leave Plan Table (Svc Rates)	Prints information from Leave Plan Table pages 2 and 3, including each plan type and its name and ID, effective date, service interval, separate service rate values and bonus values, pay versus time, pay at term, term pay percent, negative balances allowed, and individual first year rate values.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Leave Plan-Accrual and Bonus	RUNCTL_BEN_LANG

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN711 Retirement Plan Table Listing	Lists information from the Retirement Plan Table, where you define retirement plans for the California Public Employees Retirement System (PERS).	Set Up HCM > Product Related > Base Benefits > Plan Reports > Retirement Plan	RUNCTL_BEN_LANG
BEN713 Benefit Program	Prints information from the Benefit Program Table, including associations between benefit programs and plans, rates, calculation rules, dependent rules, and payroll rules. This report serves as an audit trail for the information defined on the Benefit Program table.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Benefit Program	RUNCTL_BEN713
BEN714 Service Rate Table Listing	Prints information about each service rate ID, including effective date, pay frequency, rate per unit, service intervals, total rate, employer portion, and worker portion. This report serves as an audit trail for the information defined on the Service Rate table.	Set Up HCM > Product Related > Base Benefits > Rate/Rule Reports > Service Rate	RUNCTL_BEN_LANG
BEN715 Vacation Buy/Sell Plan Listing	Prints each vacation buy/sell plan type name and ID and its effective date, buy/sell description, earnings type, pay frequency, vacation hours (increments, minimum, and maximum), and the percent of salary and maximum vacation amounts. This report serves as an audit trail for the information defined on the Vacation Buy/Sell table.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Vacation Buy/Sell	RUNCTL_BEN_LANG

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN716CN Pension Plan Table Listing 1	Prints information from the Canadian Pension Plan Table, including plan type and name, benefit plan and name, effective date, special accumulator code, pension plan type, voluntary contributions indicator, credit CPP indicator, RCT registration number, contribution percentage, and the worker and employer percentages for contributions up to YMPE and over YMPE. This report serves as an audit trail for the information defined on the Canadian Pension Plan tables.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Pension Plan–Canada- Basic	RUNCTL_BEN_LANG
BEN717CN Pension Plan Table Listing 2	Prints information from the Canadian Pension Plan Table, including plan type and name, benefit plan and name, effective date, contribution rate type, the pension rate earnings limit, and the worker and employer percentages for contributions up to YMPE and over YMPE. This report serves as an audit trail for the information defined on the Canadian Pension Plan tables.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Pension Plan-Canada-Rates	RUNCTL_BEN_LANG
BEN718CN Pension Plan Table Listing 3	Prints information from the Canadian Pension Plan Table, including plan type and name, benefit plan name and ID, effective date, special accumulator, pension plan type, if voluntary contribution is allowed, pension administration percentage under and over the YMPE, pension administration earnings that are excluded, benefit entitlement ceiling, and the pension administration annual base hours. This report serves as an audit trail for the information defined on the Canadian Pension Plan tables.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Pension Plan-Canada-Limits	RUNCTL_BEN_LANG

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN720 FMLA Plan Table Listing	Prints information from the FMLA Plan Table, including FMLA calendar type, eligibility criteria, and the annual leave entitlement. This report serves as an audit trail for the information defined on the FMLA Plan table.	Set Up HCM > Product Related > Base Benefits > FMLA (Family Medical LV) > FMLA Plan Table Report	RUNCTL_BEN_LANG
BEN721 Limit Table List.	Prints information from the Limit Table, where you define government regulations that limit the amount that a participant can contribute or receive from a qualified plan. This report serves as an audit trail for the information defined on the Limit table.	Set Up HCM > Product Related > Base Benefits > Rate/Rule Reports > Limit Table	RUNCTL_ASODATE_BEN
BEN731 Salary Rate Table	Lists information from the Salary Rate Table, where you define a percentage of salary for flexible credit options and deduction calculations. Includes effective dates of the salary percentages for a rate ID. This report serves as an audit trail for the information defined on the Salary Rate table.	Set Up HCM > Product Related > Base Benefits > Rate/Rule Reports > Salary Rate	RUNCTL_ASODATE_BEN
BEN733 Base Benefit Audit Report	Summarizes potential worker data error conditions as related to Base Benefits business process. Includes workers without Employment records, workers without Job records, workers under 16 years old, workers with unusual dependents signed up for coverage, workers with spouses (or other dependents) both electing health benefits, workers with overage dependent coverage, and workers with incorrect health plans set up on the Benefit Program Table.	Benefits > Reports > Audits > Base Benefits Consistency Audit	RUNCTL_BEN_LANG
BEN734 Court Orders Audit Report	Lists workers not compliant with court-ordered dependent benefit coverage or minimum spousal coverage.	Benefits > Reports > Audits > Court Ordered Coverage Audit	RUNCTL_BEN734

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BEN740 Billing Calendar Table Listing	Use this report to list of generated billing periods. It is also a quick reference for payment due information by billing period. Displays the following information for each billing period: billing period identifier, begin/end dates, payment due date, COBRA payment due date, calculation run (y/n) and statements printed (y/n).	Set Up HCM > Product Related > Base Benefits > Billing > Calendar Report	RUNCTL_BEN_LANG
CBR001 COBRA Qualify Ltr	Generates letters that display a qualified COBRA participant's terminating health coverage, qualified COBRA coverage, and the response dates by which he or she must return the election or waive request. It also includes an enrollment form.	Benefits > Administer COBRA Benefits > Manage Automated Participation > Create Initial Letter	RUNCTL_CBR001
CBR002 COBRA Secondary Notification Letter	Generates letters that display information about the extension of COBRA continuation coverage for COBRA participants who have experienced secondary qualifying events.	Benefits > Administer COBRA Benefits > Manage Automated Participation > Create Secondary Letter	RUNCTL_CBR002
CBR003 COBRA Termination Letter	Generates letters that inform COBRA participants that their COBRA coverage is about to expire.	Benefits > Administer COBRA Benefits > Terminate COBRA Coverage > Create Termination Letter	RUNCTL_CBR003
CBR004 COBRA Open Enrollment Letter	Provides Open Enrollment forms for COBRA participants.	Benefits > Administer COBRA Benefits > Create Open Enrollment Letter	RUNCTL_CBR004
CBR005 COBRA Event Summary	Lists all workers for whom a COBRA event occurred, along with the event status.	Benefits > Administer COBRA Benefits > Review Processing Results > Event Summary Report	RUNCTL_CBR005
CBR006 COBRA Enrollment	Lists all COBRA participants and their current elections, including coverage begin dates.	Benefits > Administer COBRA Benefits > Review Processing Results > Enrollment Report	RUNCTL_CBR006

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
CBR007 COBRA Audit	Displays active workers enrolled in COBRA health coverage; workers and spouses (or other dependents) electing health benefits for the same dependent ID; and workers who have overage dependents.	Benefits > Administer COBRA Benefits > Review Processing Results > Audit Report	RUNCTL_ASODATE_BEN
CBR008 COBRA Administration Error	Displays errors in the COBRA process, including COBRA event conflicts, lack of eligible benefit program or multiple eligible benefit programs, or duplicate COBRA events.	Benefits > Administer COBRA Benefits > Review Processing Results > Error Report	RUNCTL_CBR008
FGPY017 (USF) FEHB Reconciliation	Federal agencies are required to send quarterly reports to major FEHB providers. These reports allow the provider to compare their enrollment records with that of the federal agency. They also provide total headcount and premium amounts.	Benefits > Interface with Providers > FEHB Reconciliation Report	GVT_RUN_FGPY017
NDT004 401 Nondiscrimination Testing	Lists output from the 401(k) Nondiscrimination Testing SQR (NDT002) and from the 401(m) Nondiscrimination Testing SQR (NDT003).	Benefit > Conduct Nondiscrimination Tsts > Section 401 Testing > 401 Testing Report	RUNCTL_NDT004
NDT008 129 Nondiscrimination Testing	Lists the results of three Section 129 Nondiscrimination Testing SQRs:. *NDT005:* Eligible Cross Section Test (eligible employees test) *NDT006:* 55% Average Benefits Test *NDT007:* Concentration Test (5% Owner Test)	Benefit > Conduct Nondiscrimination Tsts > Section 129 Testing > 129 Testing Report	PRCSRUNCTL
PAY031 Deductions and Benefits Register	Reports deductions taken, sorted by deduction code	Benefits > Reports > Contributions and Deductions > PI Benefit Deductions Register	RUNCTL_PAYINIT2

Report ID and Report Name	Description	Navigation	Run Control Page
PAYVNDR Provider/Vendor	Lists information from the Provider/Vendor table, including provider name and ID, provider effective date, provider address, and a separate address line for premium payment, where applicable.	Set Up HCM > Product Related > Base Benefits > Plan Reports > Provider/ Vendor Listing	RUNCTL_PAYVNDR
RDED001 Retroactive Deductions Requested - 'Not Processed Status	Lists retroactive deduction requests that have not been processed.	Payroll for North America > Retroactive Payroll > Reports > Retro Benefit/ Deduction Rpts > Retro Ben/Ded Pending Request Summry	RUNCTL_RTRODED1
RDED002 Retroactive Deductions in Progress - 'Calculate Status'	Lists retroactive deduction requests that have been processed.	Payroll for North America > Retroactive Payroll > Reports > Retro Benefit/ Deduction Rpts > Retro Ben/ Ded Calculations	RUNCTL_RTRODED1
RDED002B Retro Ben/Ded Summary	Summarizes retroactive deduction request information by emplID. Includes deduction type, deduction amount (old and new), and recalculated deduction amounts with the total due to or due by the worker.	Payroll for North America > Retroactive Payroll > Reports > Retro Benefit/ Deduction Rpts > Retro Ben/ Ded Load Summary	RUNCTL_BEN_LANG
RDED003 Retroactive Deductions Audit Rpt - 'Loaded to Paysheet' Status	Summarizes retroactive deduction information for requests loaded to the payroll system. Includes deduction type, deduction amount (old/new) and recalculated deduction amounts with total due to and/or due by the worker.	Payroll for North America > Retroactive Payroll > Reports > Retro Benefit/ Deduction Rpts > Retro Benefit/Ded Load Audit	RUNCTL_RTRODED3
RDED004 Retroactive Ben/Ded Terms Calculated (Terminated Employees Loaded)	Summarizes retroactive deduction information for requests loaded to the payroll system for terminated workers. Includes deduction type, deduction amount (old/new) and recalculated deduction amounts with total due to and/or due by the worker.	Payroll for North America > Retroactive Payroll > Reports > Retro Benefit/ Deduction Rpts > Retro Benefit/Ded Terminations	RUNCTL_RTRODED3

Manage Commitment Accounting Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BUD001 Department FTE	Run a Department FTE (department full time equivalent) report, which captures the difference between full time equivalent caps and FTE actuals for each department.	Set Up HCM > Product Related > Commitment Accounting > Reports > Department FTE	RUNCTL_FRMTHRU_DPT
BUD004 Fiscal Year Budget	Produces a report that displays budget level definition for taxes, deductions, and earnings. Also reports the actuals to-date for the budget level, and the FTE (full-time equivalency) cap and maximum for the department. See "Understanding Fiscal Year Budgets in PeopleSoft Human Resources" (PeopleSoft HCM 9.2: Human Resources Manage Commitment Accounting).	• Payroll for North America > Payroll Distribution > Commitment Accounting USA > Fiscal Year Budget Report > Fiscal Year Budget Report • Payroll for North America > Payroll Distribution > Commitment Accounting CAN > Fiscal Year Budget Report > Fiscal Year Budget Report	RUNCTL_BUD004
BUD009 Encumbrance Messages	Run an Encumbrance Message report, which provides information on encumbrance processing error messages. Before using this page, you must have run the encumbrance processes	Set Up HCM > Product Related > Commitment Accounting > Reports > Encumbrance Messages	RUNCTL_BUD009
BUD011 Funding Summary	Run a Funding Summary Report page, which lists a summary of funding information for positions or workers within a department. This report can also print information about a specific position or worker when you enter worker or position information as a run control. Before using this page, you must have set up funding information for the departments on which you are reporting.	• Set Up HCM > Product Related > Commitment Accounting > Reports > Funding Summary Report CAN • Set Up HCM > Product Related > Commitment Accounting > Reports > Funding Summary Report USA	RUNCTL_BUD011C RUNCTL_BUD011

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BUD012 FTE Rollup	Run an FTE Rollup report, which provides a detailed listing of total filled and vacant FTE (full time equivalent) counts by department.	Set Up HCM > Product Related > Commitment Accounting > Reports > Full-Time Equivalent Rollup Report	RUNCTL_BUD012
BUD020 Retro Distribution	Report on the paychecks that have been modified using retroactive distribution. The report displays the old and the modified check data.	• Payroll for North America > Payroll Distribution > Commitment Accounting CAN > Retro Distribution Audit Rpt • Payroll for North America > Payroll Distribution > Commitment Accounting USA > Retro Distribution Audit Rpt	RUNCNTL_BUD020
HPCA010 Predistribution Audit	The Predistribution Audit report audits payroll and configuration data and identifies any errors that could be encountered when you run the Actuals Distribution or Actuals GL Interface processes. Run the Predistribution Audit report after you've run the Paysheet Create process, but before running the Actuals Distribution process.	• Payroll for North America > Payroll Distribution > Commitment Accounting CAN > Predistribution Audit Report • Payroll for North America > Payroll Distribution > Commitment Accounting USA > Predistribution Audit Report	HP_RUNCTL_PDAUDIT
HPCA012 Fringe and Gross Report	Reports on the Pay Check Distribution records. Run after you've completed the Pay Check distribution process. You must set up column definitions and run the Fringe Gross Load process before running the Fringe and Gross report.	Payroll for North America > Payroll Distribution > GL Interface Reports > Gross and Fringe	HP_RCTL_GRSFR_RPT
PAY059 Encumbrance Accounting Line	Print details of encumbrance transactions that interface with PeopleSoft General Ledger or Commitment Control.	Payroll > Payroll Distribution > GL Interface Reports > Encumbrance Accounting Line > Encumbrance Accounting Line Report	RUN_PAY059

Report ID and Report Name	Description	Navigation	Run Control Page
PAY061 Employee Budget Check Log	Print details of employee budget check logs.	Payroll > Payroll Distribution > GL Interface Reports > Employee Budget Check Log > Employee Budget Check Log	RUN_PAY061
PAY062 Position Budget Check Log	Print details of position budget check logs.	Payroll > Payroll Distribution > GL Interface Reports > Position Budget Check Log > Position Budget Check Log	RUN_PAY062
PAY063 Budget Check Error	Create a report listing Document IDs that do not have a valid budget check status.	Payroll > Payroll Distribution > GL Interface Reports > Budget Check Error > Budget Check Error	RUN_PAY063

Manage French Profit Sharing Reports

Report ID and Report Name	Description	Navigation	Run Control Page
WP0001FR Individual Report	Provides workers with details of their profit sharing amount when these are calculated, or when a worker leaves the organization. This report can be delivered with the worker's payslip.	Compensation > Profit-Sharing FRA > Manage Profit Sharing > Individual Report	RUNCTL_WP_IND_RPT
WP0002FR Agreement Report	This report is for administrators and lists all the workers that are eligible for a selected agreement and includes the status of the workers' funds, gross and net profit sharing amount, deductions, and investment method.	Compensation > Profit-Sharing FRA > Manage Profit Sharing > Agreement Report	RUNCTL_WP_AGRT_RPT

Manage French Public Sector Reports

Report ID and Report Name	Description	Navigation	Run Control Page
FP_PROM Promotable Employees	Lists the workers promotable by a given date. To be launched after the FPA800 SQR. (BI Publisher)	Workforce Administration > Collective Processes > Identify Promotable Empls FPS > Promotable Employees Report	RUNCTL_FPAPROM

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FPA_CARB Career Simulation	Lists the simulated career data after reclassification or simulation of step increment.	Workforce Administration > Collective Processes > Manage Advancement FPS > Career Simulation Report	RUNCTL_FPACRYSTAL3
FPA025 Rating	Lists workers that have been evaluated and those who have not.	Workforce Development > Career Planning > Prepare Evaluation/Career Plan > Review Evaluation Status FPS	RUNCTL_FPA025
FPA030 Adjustment Constant	Calculates and reports the adjustment constant per reviewer in a given corps	Workforce Development > Career Planning > Prepare Evaluation/Career Plan > Calc Adjustment Constant FPS	RUNCTL_FPA030
FPA110 Edit Individual Orders	Edits all individual orders for a period, status and action code.	Workforce Administration > Workforce Reports > Individual Orders Edit FPS	RUNCTL_FPA110J
FPA110 Edit Collective Orders	Edits all collective orders for a period, status and action code.	Workforce Administration > Workforce Reports > Collective Orders FPS	RUNCTL_FPA110C
FPA115 Collective Order Number Updating	Attributes a number to collective orders.	Workforce Administration > Workforce Reports > Collective Order Updates FPS	RUNCTL_FPA115
FPA400 Part-Time Schedule	Lists part-time workers, whose part-time will end soon	Workforce Administration > Workforce Reports > Part-Time Schedule FPS	RUNCTL_FROMTHRU
FPA405 Current PPd Schedule	Lists workers nearing the end of their probation period.	Workforce Administration > Collective Processes > Identify Promotable Empls FPS > Current Probation Schedule Rpt	RUNCTL_FROMTHRU
FPA-AFFE Assignment − Request tbc	Lists requests for assignment changes that need to be approved	Workforce Administration > Workforce Reports > Assignment − Request tbc FPS	RUNCTL_FPACRYSTAL1
FPA-CARR Career-Request tbc	Lists requests for career changes that need to be approved	Workforce Administration > Workforce Reports > Career − Request tbc FPS	RUNCTL_FPACRYSTAL1
FPACNTR Contribution Call Letters	Contribution call letters contain the worker's address and the contribution amounts. Launch this report after FPA1100 SQR.	Workforce Administration > Collective Processes > Contribution Call Letter FPS	RUNCTL_FPA1150

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FPACNTR2 Contribution Call Letters	See above.	Workforce Administration > Collective Processes > Contribution Call Letter FPS	RUNCTL_FPA1150
FPAEE_CA Employee Career/Action	Lists worker career data. (BI Publisher)	Workforce Administration > Job Information > Reports > Employee Career/Action FPS	RUNCTL_FPACRYSTAL2
FPAEE_PO CSPosition/Employee	Lists worker civil service position data. (BI Publisher)	Workforce Administration > Job Information > Reports > CS Position/Employee FPS	RUNCTL_FPACRYSTAL2
FPAHISTA Assignment − Request Rejected	Lists rejected assignment change requests.	Workforce Administration > Workforce Reports > Assignment − Rqst Rejected FPS	RUNCTL_FPACRYSTAL1
FPAHISTC Career − Request Rejected	Lists rejected career change requests.	Workforce Administration > Workforce Reports > Career − Request Rejected FPS	RUNCTL_FPACRYSTAL1
FPAHISTP CSPosition − Request Rejected	Lists rejected civil service position requests.	Workforce Administration > Workforce Reports > CSPosition − Rqst Reject FPS	RUNCTL_FPACRYSTAL1
FPAHISTS Compensation − Request Rejected	Lists rejected compensation change requests.	Workforce Administration > Workforce Reports > Compensation − Rqst Reject FPS	RUNCTL_FPACRYSTAL1
FPAHISTW Work Time − Request Rejected	Lists rejected work time change requests.	Workforce Administration > Workforce Reports > Work Time − Rqst Rejected FPS	RUNCTL_FPACRYSTAL1
FPA-POSI CS Position tbc	Lists civil service change requests requiring approval.	Workforce Administration > Workforce Reports > CS Position Request tbc FPS	RUNCTL_FPACRYSTAL1
FPA_RAT List of Employees to be Rated (employee ID)	Lists workers to be rated according to attendance time, sorted by department or grade. Launch this report after FPA1200 SQR.	Workforce Development > Career Planning > Prepare Evaluation/Career Plan > Empl to be Rated Report FPS	RUNCTL_FPA1210
FPARAT2 List of Employees to be Rated (employee/department list)	See above.	Workforce Development > Career Planning > Prepare Evaluation/Career Plan > Empl to be Rated Report FPS	RUNCTL_FPA1210
FPA-REMU Compensation − Request tbc	Lists compensation change requests requiring approval.	Workforce Administration > Workforce Reports > Compensation − Request tbc FPS	RUNCTL_FPACRYSTAL1

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FPA-TDTR Work Time − Request tbc	Lists work time change requests requiring approval.	Workforce Administration > Workforce Reports > Work Time − Request tbc FPS	RUNCTL_FPACRYSTAL1
FPMACT1 Action List − Report 1	Lists action definition part 1.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Action List − Report 1	PRCSRUNCNTL
FPMACT2 Action List − Report 2	Lists action definition part 2.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Action List − Report 2	PRCSRUNCNTL
FPMACTLE Actions/CS Position	Lists actions authorized by civil service position.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Actions/CS Position	PRCSRUNCNTL
FPMACTPR Retro Prcs Action Rules	Lists the retroactivity rules for action codes.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Retro Prcs Action Rules	PRCSRUNCNTL
FPMACTST Actions/Status	Lists actions authorized by status.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Actions/Status	PRCSRUNCNTL
FPMBUISN Occupation	Lists occupation codes.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Occupation	PRCSRUNCNTL
FPMCORPS Corps	Lists corps definitions.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Corps	PRCSRUNCNTL
FPMINDEX Index Value	Lists index/amount values.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Index Value	PRCSRUNCNTL
FPMJOBCD Job Code	Lists job code definitions.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Job Code	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
FPMLEGAL Civil Service Position	Lists civil service position definitions.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Civil Service Position	PRCSRUNCNTL
FPMPOINT Type of Point	Lists type of point definitions.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Type of Point	PRCSRUNCNTL
FPMRANK1 Grade List − Report 1	Lists grade definition part 1.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Grade List − Report 1	PRCSRUNCNTL
FPMRANK2 Grade List − Report 2	List grade definition part 2.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Grade List − Report 2	PRCSRUNCNTL
FPMSALST Sal Grade Table/Scale-Steps	Lists salary grade table − steps.	Set Up HCM > Product Related > Workforce Administration > Workforce Reports FPS > Sal Grade Table/Scale-Steps	PRCSRUNCNTL

Manage Labor Administration Reports

Report ID and Report Name	Description	Navigation	Run Control Page
FGHR015 (USF) Union Membership	(For U.S. federal government users) Lists each union organization and the workers who are members. Before you run this report you must run the Refresh Employees Table process.	Workforce Administration > Labor Administration > Reports > Union Membership USF	PRCSRUNCNTL
HRLAY001 Layoff Roster	Report on the setup and roster list information of a layoff roster.	Workforce Administration > Labor Administration > Reports > Layoff Roster Report	HR_RUNCTL_LAY001
HRLAY002 Bumping	This report displays worker Job Data history and job hierarchy enabling you to determine who has bumping rights in the event of a layoff.	Workforce Administration > Labor Administration > Reports > Bumping Report	HR_RUNCTL_LAY002

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
HRLAY003 Seniority	lists workers, their seniority dates, and the values for those dates.	Workforce Administration > Labor Administration > Reports > Seniority Report	HR_RUNCTL_LAY003
HRLAY004 Candidate List	This report lists the workers with recall rights that have not expired.	Workforce Administration > Labor Administration > Candidate List Report	HR_RUNCTL_LAY004
HRLAY005 Recall Roster	Report on the setup and roster list information of a recall roster.	Workforce Administration > Labor Administration > Recall Roster > Recall Roster Report	HR_RUNCTL_LAY005
HRLAY006 Layoff Roster Post Processing	When you process a layoff from the Process Layoff page, the process generates this report, listing those workers laid off. **Note:** The layoff process does not produce this report when you select the Auto Reinstatement check box on the Layoff Process page.	Workforce Administration > Labor Administration > Layoffs and Recalls > Layoff Roster > Layoff Roster List Click the Run Layoff Process button.	HR_RUNCTL_LAY
HRLAY007 Recall Rights Post Processing	• When you process a layoff from the Process Layoff page, the process generates this report, listing those workers who have received recall rights. **Note:** The layoff process does not produce this report when you select the Auto Reinstatement check box on the Layoff Process page. • When you process a recall or reinstatement from the Recall/ Reinstatement page, the process generates this report, listing the recall rights of the workers who were rehired.	• Workforce Administration > Labor Administration > Layoffs and Recalls > Layoff Roster > Layoff Roster List Click the Run Layoff Process button. • Workforce Administration > Labor Administration > Layoffs and Recalls > Recall Roster > Recall Candidate List Click the Run Recall Process button. • Workforce Administration > Labor Administration > Layoffs and Recalls > Reinstatement Roster > Reinstatement Candidate List Click the Run Reinst Process button.	HR_RUNCTL_LAY HR_RUNCTL_REINSTAT

Report ID and Report Name	**Description**	**Navigation**	**Run Control Page**
HRLAY008 Recall Post Processing	When you process a recall or reinstatement from the Recall/Reinstatement page, the process generates this report, listing those workers recalled or reinstated.	• Workforce Administration > Labor Administration > Layoffs and Recalls > Recall Roster > Recall Candidate List Click the Run Recall Process button. • Workforce Administration > Labor Administration > Layoffs and Recalls > Reinstatement Roster > Reinstatement Candidate List Click the Run Reinst Process button.	HR_RUNCTL_REINSTAT
OHS002 Discipline Action Summary	Summarizes all disciplinary actions taken against workers within a specified date range. The report itemizes actions by date, by incident, and by worker. (BI Publisher)	Workforce Administration > Labor Administration > Reports > Discipline Action Summary	RUNCTL_OHS_FROMTO
OHS004 Grievance Detail	Lists the detailed grievance information for a formally filed grievance against the company. (BI Publisher)	Workforce Administration > Labor Administration > Reports > Grievance Detail	RUNCTL_OHS_NONE
OHS005 Employee Disciplinary Action	Lists the detailed disciplinary action information for specific workers.	Workforce Administration > Labor Administration > Reports >Employee Disciplinary Action	RUNCTL_OHS005
OHS006 Grievance Summary	Summarizes the grievances filed against the company, along with the associated actions and resolutions. (BI Publisher)	Workforce Administration > Labor Administration > Reports > Grievance Summary	RUNCTL_OHS_FROMTO
PER009 Union Membership	(For users in the USA and Canada) Lists each union organization and the workers who are members. Run the Refresh Employees Table process before running this report.	Workforce Administration > Labor Administration > Reports > Union Membership	PRCSRUNCNTL

Report ID and Report Name	Description	Navigation	Run Control Page
PER053 ITA Equal Opportunities	Submitted every two years and consists of eight different tables. All companies with 100 or more workers are required to submit this report.	Workforce Administration > Labor Administration > Reports > Equal Opportunities ITA	RUNCTL_PER053
PER059 Union Report ITA	(ITA) There are two Italian union reports. You can run a union report generating a list of workers and worker information by union. You can also run a union report listing the number of workers belonging to each union, sorted by category.	Workforce Administration > Labor Administration > Reports > Union Report ITA	RUNCTL_PER059
PER061 Labor Relations Letters	Generates various labor relations letters based on data supplied and the type of letter selected.	Workforce Administration > Labor Administration > Reports > Labor Relations Letters	RUNCTL_PER061
WP001 Employees Due Advancement	Create a list of all of the workers that the Process Wage Progression process will advance.	Workforce Administration > Labor Administration > Wage Progression > Process Wage Progression > Process Wage Progression	RUN_UPD_WP_ADVC
WP002 Exceptions	Lists all workers within a Wage Progression Run ID group that have unacknowledged exceptions and indicates the exception type.	Workforce Administration > Labor Administration > Wage Progression > Wage Progression Exception Rpt > Exceptions Report	RUN_WP002

Manage Positions Reports

Report ID and Report Name	Description	Navigation	Run Control Page
FGHR025 (USF) Active/Inactive Position	Lists the current position-related data for active positions, inactive positions, or both, depending on which you select to run. (BI Publisher)	Organizational Development > Position Management > Position Reports > Active/Inactive Positions USF	RUNCTL_FGHR025
FGHR026 (USF) Incumbent History	Lists, by position, all current and former incumbents in the organization, beginning with the current incumbent for each position and going back in time. Prints entry and exit dates for each incumbent, and starting and ending salaries. (SQR)	Organizational Development > Position Management > Position Reports > Incumbent History USF	RUNCTL_FGASOFDT

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FGHR027 (USF) Active Position History	Lists all current and historical data related to a position, for all active positions in the organization. (SQR)	Organizational Development > Position Management > Position Reports > Active Position History USF	RUNCTL_FGASOFDT
FGHR028 (USF) Exception/Override	Audits the data in fields that match in the Position Data component and the current incumbent Job Data component. (SQR)	Organizational Development > Position Management > Position Reports > Exception Override USF	RUNCTL_FGHR028
FGOCC800 (USF) Occupation Series	Provides the details of the Occupational Series table. (BI Publisher)	Organizational Development > Position Management > Position Reports > Occupation Series USF	PRCSRUNCNTL
FGOF8 (USF) OF8 Report	This optional form provides a standardized mechanism to identify position information such as title, occupational series, grade, organizational structure, certification blocks, and other position related information.	Organizational Development > Position Management > Position Reports > OF8 Report USF	RUNCTL_FGOF8
FGPER815 (USF) Position Title Table	Generates a listing of the Position Title Table records. (BI Publisher)	Organizational Development > Position Management > Position Reports > Position Title Table USF	PRCSRUNCNTL
FGPER823 (USF) Job Code	Print a list of all the job codes with effective dates.	Organizational Development > Position Management > Position Reports > Job Code USF	PRCSRUNCNTL
FGHR010 (USF) Vacant Position	Lists all currently vacant, budgeted positions in your organization.	Organizational Development > Position Management > Position Reports > Vacant Position USF	RUNCTL_FGHR010
POS001 Position Status	Inventories the types of positions in your organization, and lists all filled and vacant positions. (SQR)	Organizational Development > Position Management > Position Reports > Position Status	RUNCTL_ASOFDATE
POS002 Active/Inactive Positions	Lists the current position-related data for active positions, inactive positions, or both, depending on which you select to run. (BI Publisher)	Organizational Development > Position Management > Position Reports > Active/Inactive Positions	RUNCTL_POS002

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
POS003 Incumbent History	Lists, by position, all current and former incumbents in the organization, beginning with the current incumbent for each position and going back in time. Prints entry and exit dates for each incumbent, and starting and ending salaries. (SQR)	Organizational Development > Position Management > Position Reports > Incumbent History	RUNCTL_ASOFDT_COMP
POS004 Active Position History	Lists all current and historical data related to a position, for all active positions in the organization. (SQR)	Organizational Development > Position Management > Position Reports > Active Position History	RUNCTL_ASOFDATE
POS006 Create Organizational Report	Provides a visual representation of reporting relationships among positions by level, if any, in the organization. (SQR) Before you can run this report, you must run the utility Build Position Structure, which links the positions in the system and creates the reporting hierarchy represented in this report.	Organizational Development > Position Management > Create Organizational Structure > Create Organizational Report	RUNCTL_POS006
POS006A Build Position Structure	Links the positions in the system and creates the reporting hierarchy represented in the Create Organizational Report. (SQR)	Organizational Development > Position Management > Create Organizational Structure > Build Position Structure	RUNCTL_ASOFDATE
POS007 Vacant Position	Lists all currently vacant, budgeted positions in your organization. (BI Publisher, SQR)	Organizational Development > Position Management > Position Reports > Vacant Position	PRCSRUNCNTL
POS008 Exception/Override	Audits the data in fields that match in the Position Data component and the current incumbent Job Data component. (SQR)	Organizational Development > Position Management > Position Reports > Exception/ Override	RUNCTL_POS008

Manage Professional Compliance Reports

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
PCMP002 Compliance Plan	Provides complete details of a company's compliance plan.	Workforce Monitoring > Professional Compliance > Reports > Company Compliance Plan	RUN_CNTL_PCMP2
PCMP003 RI Observation	Provides complete details of a regulated individual observation.	Workforce Monitoring > Professional Compliance > Reports > RI Observation	RUN_CNTL_PCMP3
PCMP004 RI Review	Provides complete details of a regulated individual review.	Workforce Monitoring > Professional Compliance > Reports > RI Review	RUN_CNTL_PCMP4

Manage Profiles Reports

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
CMM007 Licenses, Certificates Renewal	Lists which workers need to renew a license or certificate.	Workforce Development > Profile Management > Reports > Licenses/ Certificate Renewal	RUNCTL_CMM007
JPM_CATI_RPT Content Catalog Listing	Lists the content items that have been set up for a selected content type or for all content types.	Set Up HCM > Product Related > Profile Management > Content Catalog > Content Catalog Listing	JPM_CATLIST_RPT
JPM_JPNP_RPT Non-Person Profile	Generate a PDF file for each non-person profile listed in the run parameters.	Workforce Development > Profile Management > Reports > Non-Person Profile Report	JPM_NPPROF_RPT
JPM_JPPP_RPT Person Profile	Generate a PDF file for each person listed in the run parameters. Each report shows all items in the person's profile that are effective as of the date specified in run parameters.	Workforce Development > Profile Management > Reports > Person Profile Report	JPM_PPROF_RPT
NVQ001 (GBR) UK NVQ - Employee Status	Lists workers assigned to an NVQ and their status. (BI Publisher)	Workforce Development > Profile Management > NVQ Reports UK > Employee Status	PRCSRUNCNTL
NVQ002 (GBR) UK NVQ - Unit Listing	Lists all defined NVQ units. (BI Publisher)	Workforce Development > Profile Management > NVQ Reports UK > Unit Listing	PRCSRUNCNTL

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
NVQ003 (GBR) UK NVQ - NVQ Listing	Lists all defined NVQ units. (BI Publisher)	Workforce Development > Profile Management > NVQ Reports UK > NVQ Listing	PRCSRUNCNTL
NVQ004 (GBR) UK NVQ − Unit/ Element Listing	Lists the elements associated with NVQ units. (BI Publisher)	Workforce Development > Profile Management > NVQ Reports UK > Unit/Element	PRCSRUNCNTL
NVQ006 (GBR) UK NVQ - Employee Plan	Summarizes a worker's NVQ Unit plan. First run the NVQ - Initialize Plan process to generate this report. (BI Publisher)	Workforce Development > Profile Management > NVQ Reports UK > Employee Plan	PRCSRUNCNTL
PER011 Competency Inventory	Lists workers in a department and their competencies. Run the Refresh Employees Table process before running this report to include any new workers and their associated competencies. Use the same Run Control ID for both the Refresh Employee Table process and the Competency Inventory report.	Workforce Development > Profile Management > Reports > Competency Inventory	RUNCTL_PER011
PER034 Internal Resume	Creates a resume-like document from the data contained in the employee's PERSON profile and other information. Sections of the report include: name and address, prior work history, education, salary history, job performance, training, special projects, competencies, languages, citizenship, visa/ work permits, licenses and certificates, professional memberships, and honors and awards	Workforce Development > Profile Management > Reports > Internal Resume	RUNCTL_PER034

Manage Variable Compensation Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
VC001 Actual Award Report	Run the Actual Awards report after the system publishes the awards for payout. This report shows any modifications that you made to the award on the Award Allocations page.	Compensation > Variable Compensation > Award Reports > Actual Awards	RUNCTL_VC_REP
VC002 Budget Report	Helps you calculate how much funding to allocate to a plan.	Compensation > Variable Compensation > Variable Comp Reports > Budget	RUNCTL_VC_REP
VC003 Calculate Awards Report	View the results of the Award Calculation process.	Compensation > Variable Compensation > Award Reports > Calculate Awards	RUNCTL_VC_REP
VC004 Carryover Report	View the carryover balances. The detailed report lists all workers in a plan by group and their carryover balances. The summary report lists the total carryover balance for each group, as well as the totals for the plan.	Compensation > Variable Compensation > Award Reports > Carryovers	RUNCTL_VC_REP
VC005 Employee History Report	For each worker, the report lists target values, award values, and units by plan and payout period. It also prints the total values and units for each plan. In addition, select to print each worker's grand total values for all plans.	Compensation > Variable Compensation > Award Reports > Employee History	RUNCTL_VC_EEHIS_RP
VC006 Funding Allocation Report	After you allocate funds to groups, use the optional Funding Allocations report to review and evaluate the distribution of funds to all of the groups in the plan. The report lists all data as summary information at the group level.	Compensation > Variable Compensation > Variable Comp Reports > Funds Allocation	RUNCTL_VC_REP
VC007 Guarantee Report	View the worker guarantees. The detailed report lists all workers in a plan by group and their guarantees. The summary report lists the total guarantees for each group, as well as the totals for the plan.	Compensation > Variable Compensation > Variable Comp Reports > Guarantee	RUNCTL_VC_REP

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
VC008 Non Monetary Report	Track the number of units awarded under a plan and the value to workers. The report lists only awards that are beyond the status of Initial Calculation. The detailed report lists all workers in a plan by group, their target values, their calculated awards, their actual award in non-monetary units, and their actual awards as a monetary value. The summary report lists the total non-monetary units for each group, as well as the totals for the plan.	Compensation > Variable Compensation > Award Reports > Non Monetary	RUNCTL_VC_REP
VC009 Plan History Report	The report provides information about the plan definition and lists award values, proration, and approver information by payout period for the plan ID that you specify on the run control page.	Compensation > Variable Compensation > Award Reports > Plan History	RUNCTL_VC_REP
VC010 Variance Report	View the variance between the target award and the actual award that appears on the Award Allocations page. The detailed report lists all workers in a plan by group, the worker's target award value, actual award value, and variance between the target and actual award. It also indicates whether the award is either the minimum or maximum payout under the plan. In addition, this report shows the total target award value, actual award value, and variance for each group and the grand total for the plan. The summary report lists the total target award value, actual award value, and variance for each group, as well as the grand totals for the plan.	Compensation > Variable Compensation > Award Reports > Variance	RUNCTL_VC_REP

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
VC011 Organization and Group Goals Report	Provides the plan goal weights for the variable compensation plan ID and period ID and a list of all organization and group weighted goals in the plan with their weighting percent and attainment percent.	Compensation > Variable Compensation > Variable Comp Reports > Organization and Group Goals	RUNCTL_VC_REP
VC012 Consistency Report	Provides a list of workers who have fallen off a tree and the groups to which they belonged. The variable compensation administrator or the workers' managers can use this information to ensure that these individuals get the appropriate awards.	Compensation > Variable Compensation > Variable Comp Reports > Tree Consistency Report	RUNCTL_VC_REP
VC013 Subscription Error Report	Run the Subscription Error report after receiving workflow email notification that an erred or rejected award has been returned from PeopleSoft Payroll for North America or PeopleSoft Stock Administration.	Compensation > Variable Compensation > Award Reports > Subscription Errors	RUNCTL_VC_REP
VCP001 Tree Member Overlap Report	Identifies workers who exist multiple times on a tree. This enables you to validate or correct the group membership, as appropriate.	Compensation > Variable Compensation > Variable Comp Reports > Tree Member Overlap	RUNCTL_VCP001

Meet Regulatory Requirements Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
HRS001 Adverse Impact	Provides information on recruitment and hiring practices; compares hiring decisions for white males to ethnic minorities and females. This report includes only those individuals for whom the applicable job actions were recorded during the date range you specify on the Adverse Impact page.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > Adverse Impact	RUN_CNTL_REG
HRS002 Job Group Movement Analysis	Provides gender and ethnic group movements in and out of an organization and tracks career progression patterns.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > Job Group Movement Analysis	RUN_CNTL_REG

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
OHS001 OSHA-200 Log	Lists the case numbers and details of each injury and illness that occurred during a particular calendar year.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > OSHA-200 Log	RUNCTL_CALENDARYR
PER016 EEO-1 Employer Information	Provides equal employment opportunity (EEO) information on private organizations. This report is compliant with the EEOC requirements for single and multi-establishment reporting. A single-establishment employer needs to file one report, while a multi-establishment employer must file separate reports.	Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > EEO-1 Employer Info	RUNCTL_PER016
PER017 EEO-1 Job Analysis	Supplies standard job category counts instead of worker counts for the private sector.	Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > EEO-1 Job Analysis Report	RUNCTL_PER017
PER019 Terminations Analysis	Analyzes terminations within your organization according to predetermined groupings of age, years of service, gender, and ethnic group. It counts workers in each group, counts terminations, and expresses both counts as a percentage of the total population of active workers. It also calculates the termination rate. This report does not include workers whose Sex or Ethnic Group has not been indicated.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > Terminations Analysis	RUN_CNTL_REG
PER022 EE0-5 Job Analysis	Supplies standard job category counts for school-related categories.	Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > EEO-5 Job Analysis	RUNCTL_PER022
PER024 Job Group Analysis	Analyzes the makeup of your workforce by establishment, EEO job group, job title, and salary grade. For a given job title and salary grade, the report provides totals by minorities, by gender, and by ethnicity within gender. Use this information to examine job groupings in relation to your company structure and to make changes and additions as needed.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > Job Group Analysis	RUN_CNTL_REG2

Report ID and Report Name	Description	Navigation	Run Control Page
PER024A Job Group Analysis Summary	Analyzes the makeup of your workforce by job groups within each establishment. These totals are further broken down by minority and gender, and then by ethnicity within each gender.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > Job Group Analysis Summary	RUN_CNTL_REG2
PER025 Workforce Analysis	Tracks hiring practices by department based on job titles, including the salary grade assigned to the title and the total number of workers and minorities who hold the title. Use the report to analyze patterns of discrimination in hiring practices. The report shows the percentage of minorities in each department.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > Workforce Analysis	RUN_CNTL_REG2
PER027 VETS Process	Extracts and loads establishment and veterans employment data into a temporary table to be used by the VETS Analysis and VETS Submit processes. Run the VETS-4212 report beginning with the 2015 filling cycle. Run VETS-100A or VETS-100 reports *only* for internal use. They are no longer accepted by the Department of Labor.	Workforce Monitoring > Meet Regulatory Rqmts > VETS Reports > VETS Process	RUNCTL_PER027
PER027B VETS Analysis	Reports the number of disabled veterans, armed forces service medal veterans, and other protected veterans in your workforce by job category and hiring location, as well as the same number breakdown for employees that were hired during the reporting period. You must run the VETS process (PER027) before running this report.	Workforce Monitoring > Meet Regulatory Rqmts > VETS Reports > VETS Analysis	RUNCTL_PER027C

Report ID and Report Name	Description	Navigation	Run Control Page
PER027C Vets Submit	Creates a digital text file (using the data collected in the VETS process) to be submitted to the government. You must run the VETS process (PER027) before running this report.	Workforce Monitoring > Meet Regulatory Rqmts > VETS Reports > VETS Submit	RUNCTL_PER027C
PER030 Job Group Roster	Lists personal and job data for workers such as ethnic group, gender, date they received the title, salary grade, hourly rate, monthly rate, department name, original hire date and job title at hire. Workers are grouped by their associated job group and establishment.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > Job Group Roster	RUN_CNTL_REG2
PER031 EEO-4 State and Local Government	Provides employment counts in the prescribed format for state and local governments.	Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > EEO-4 State/ Local Govt	RUNCTL_PER031
HR_RFWPRW_AE PRWORA - New Hire Report	Provides the criteria necessary to create the electronic report, along with a standard state (or Federal) flat file containing the information employers furnish to the State Directory of New Hires after hiring new workers (PRWORA New Hire Report). This report is generated as an Adobe (PDF) file.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > PRWORA-Newhire	RUN_RFWPRW_HR
PER040 IPEDS-S	The IPEDS-S (Fall Staff Survey) report is a mandatory report for U.S. higher education institutions that receive funding from a U.S. Federal government program. The report is divided into separate parts for different types of employee: full-time faculty members, other full-time employees, part-time employees, and new hires.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > IPEDS-S	RUNCTL_PER040

Related Links

PeopleSoft Human Resources Meet Regulatory Requirements

(AUS) Meet Regulatory Requirements Reports for Australia

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER712AUS ANZSCO	Prints a list of the ANZSCO reporting codes.	Workforce Monitoring > Meet Regulatory Rqmts AUS > ASCO Report	PRCSRUNCNTL

Related Links

"Maintaining the ASCO Table" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

"Creating Reports for the PSMPC" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

(BRA) Meeting Regulatory Requirements Reports for Brazil

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BRCGED01 CAGED Report	The CAGED *(Cadastro Geral de Empregados e Desempregados)* report generates a file containing the monthly turnover of workers by establishment. Every establishment that has had any type of turnover (hiring, dismissing, or transferring worker that have employment contracts ruled by the Consolidated Labor Laws) is required to report that turnover to the Ministry of Labor and Employment.	Workforce Monitoring > Meet Regulatory Rqmts BRA > CAGED File/Report BRA	CAGED_RC_BRA
BREREG01 Employee Registry	The Employee Registry report generates a file containing workers' employment data, including hire date, retirement date, length of social security contributions.	Workforce Monitoring > Meet Regulatory Rqmts BRA > Employee Registry Report BRA	EMPL_REG_RC_BRA

(CAN) Meet Regulatory Requirements Reports for Canada

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER101CN Employment Equity	Creates an interface file to export to Canadian Employment Equity software. (SQR)	Workforce Monitoring > Meet Regulatory Rqmts CAN > Reports > Employment Equity	RUNCTL_PER101CN

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
PER102CN Canadian Official Languages Data File	Creates an import file to report official languages information. (SQR)	Workforce Monitoring > Meet Regulatory Rqmts CAN > Reports > Official Language Requirements	RUNCNTL_PER102CN
PER715CN Pay Equity Table	Lists job evaluation information. (BI Publisher)	Workforce Monitoring > Meet Regulatory Rqmts CAN > Reports > Pay Equity	PRCSRUNCNTL
PER716CN National Occupation Codes	Lists the NOC codes used in categorizing your job codes. (BI Publisher, SQR)	Workforce Monitoring > Meet Regulatory Rqmts CAN > Reports > National Occupation Codes	PRCSRUNCNTL

Related Links

"Understanding Regulatory Requirements for Canada" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

(FRA) Meet Regulatory Requirements Reports for France

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
DIS001 Disability	Calculate the theoretical number of disabled workers who should work for the company and list the disabled workers, excluding temporary workers, trainees, and apprentices. For companies with more than 20 workers. (SQR) Before running this report, enter the correct codes in the INSEE (National Institute for Statistic and Economic Studies) Table and the correct Disability Rate code in the External Variables Table.	Workforce Monitoring > Meet Regulatory Rqmts FRA > Required Reports > Disability	RUNCTL_DIS001_FRA
ELE001 Election	Provides the results of the staff representative elections for workers and management. (BI Publisher)	Workforce Monitoring > Meet Regulatory Rqmts FRA > Election Monitoring > Election Report	RUNCTL_ELE001

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
HRSHSFRA Single Hiring Statement	A statutory report that is filed at the time of hiring new workers. The system uses information from your worker, company, and establishment tables to generate the report. (BI Publisher)	Workforce Monitoring > Meet Regulatory Rqmts FRA > Required Reports > Single Hiring Statement	SHS_FRA_RUN_CTL
REG001FR Monthly Workforce	Lists the monthly personnel changes for a given establishment of a company. This report is required for all organizations that employ 50 or more workers. (SQR) Before running this report, define which contract types to include in the report using the Contract Type Group page.	Workforce Monitoring > Meet Regulatory Rqmts FRA > Required Reports > Monthly Workforce	RUNCTL_REG001_FRA
REG002FR Personal Register	Lists workers for a given establishment of a company. Run the report for a specific establishment within an organization or for all the establishments or an organization. (SQR)	Workforce Monitoring > Meet Regulatory Rqmts FRA > Required Reports > Personal Register	RUNCTL_REG002_FRA
REG003FR Workforce by Nationality	Provides a comprehensive analysis of the foreign workforce employed in a company. (SQR)	Workforce Monitoring > Meet Regulatory Rqmts FRA > Required Reports > Workforce by Nationality	RUNCTL_REG003_FRA
REG004FR BIAF report	This statutory report is for workers on fixed-term contracts and details the worker's training entitlement.	Workforce Monitoring > Meet Regulatory Rqmts FRA > Required Reports > BIAF	RUNCTL_BIAF_FRA
SOC001 Employee Survey	Gives an annual snapshot of a company based on the calculation of several indicators, such as the number of workers in the organization and their average salary. (BI Publisher) Before running this report, run the process to calculate the Employee Survey indicators using the Compute Employee Survey − Employee Survey Parameters Page. Check the results of the calculation and update them on the Edit Employee Survey Page.	Workforce Monitoring > Meet Regulatory Rqmts FRA > Employee Survey > Employee Survey Report	RUNCTL_SOC001

Related Links

"Understanding French Regulatory Requirements" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

(GBR) Meet Regulatory Requirements Reports for the UK

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
HRS001UK Adverse Impact	Displays the breakdown of job offers versus applications by UK-specific ethnic groups and by gender.	Workforce Monitoring > Meet Regulatory Rqmts UK > Reports > Adverse Impact	RUNCTL_FROMTHRU
PER019UK Termination Analysis	Displays the current worker count and the number of terminations.	Workforce Monitoring > Meet Regulatory Rqmts UK > Reports > Termination Analysis	RUNCTL_FROMTHRU
PER025UK Work Force Analysis	Tracks hiring practices by department, or other organizational units, based on job titles in the department.	Workforce Monitoring > Meet Regulatory Rqmts UK > Reports > Workforce Analysis	RUNCTL_PER025UK
PER030UK Job Group Roster	Lists your workers in job groups.	Workforce Monitoring > Meet Regulatory Rqmts UK > Reports > Job Group Roster	RUNCTL_PER030UK
PER037UK Joint Staffing	Gives a breakdown of your workforce by job code, gender, and full or part-time status.	Workforce Monitoring > Meet Regulatory Rqmts UK > Reports > Joint Staffing	RUNCTL_ASOFDATE
UKNI001 Northern Ireland	Indicates the religious composition of the workforce, job applicants, and appointees. The report format emulates the Monitoring Return, which is required by organizations operating in Northern Ireland.	Workforce Monitoring > Meet Regulatory Rqmts UK > Reports > NI Fair Employments	RUNCTL_UKNI

Related Links

"Understanding U.K. Regulatory Requirements" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

(USF) Meet Regulatory Requirements Reports for the US Federal Government

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FGHR012A EEO Groups by PATCOB/POI	Details the distribution of equal employment opportunity (EEO) groups and comparison by PATCOB and POI.	Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > EEO Groups by PATCOB/POI USF	RUNCTL_FGHR012
FGHR012B EEO Groups by PATCOB/ SubAgency	Details the distribution of EEO groups and comparison by PATCOB and sub-agency.	Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > EEO Grps by PATCOB/SubAgcy USF	RUNCTL_FGHR012
FGHR013A VETS-100 by Sub Agency	Generates a Veterans employment report by sub-agency.	Workforce Monitoring > Meet Regulatory Rqmts > VETS Reports > VETS-100 by Sub Agency USF	RUNCTL_FGHR013
FGHR013B VETS-100 by POI	Generates a Veterans employment report by POI.	Workforce Monitoring > Meet Regulatory Rqmts > VETS Reports > VETS-100 by POI USF	RUNCTL_FGHR013
FGHR014A EEO Groups by Series/POI	Details the distribution of EEO groups and comparison by occupation and POI.	Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > EEO Groups by Series/POI USF	RUNCTL_FGHR014
FGHR014B EEO Groups by Series/ SubAgency	Details the distribution of EEO groups and comparison by series and sub-agency.	Workforce Monitoring > Meet Regulatory Rqmts > EEO Reports > EEO Grps by Series/SubAgcy USF	RUNCTL_FGHR014
FGHR019B CPDF Error	Lists the CPDF edit errors found in CPDF Error Processing. Before running this report, run CPDF Edits Processing to execute the COBOL program FGPCPDFF. This program generates a table of the CPDF edit errors found in the CPDF Status and Dynamic Tables.	Workforce Monitoring > Meet Regulatory Rqmts > CPDF Processing USF > Error Report	RUNCTL_FGHR019B
FGPY015 New Hire USF - New Hires Extract	Provides a report containing the Federal new hires.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > New Hire USF	GVT_RUN_NH_EXTRACT
FGPY016 New Hire Error USF - New Hires Import	Creates a report containing Federal new hire errors.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > New Hire Error USF	GVT_RUN_NH_ERROR

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
FGSF113A SF113-A	Generates a monthly report of federal civilian employment.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > SF113-A USF	RUN_FGSF113A
FGSF113G SF113-G	Generates a monthly report of full-time equivalent and work-year civilian employment.	Workforce Monitoring > Meet Regulatory Rqmts > Regulatory Reports > SF113-G USF	RUN_FGSF113G

Related Links

"Understanding Regulatory Requirements for U.S. Federal Agencies" (PeopleSoft HCM 9.2: Human Resources Meet Regulatory Requirements)

Monitor Absence Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
ABS001 Absence Listing	Provides information about a worker's absence history. **Note:** Run the Refresh Employees Table process before running this report.	Workforce Administration > Absence and Vacation > Absence Reports > Absence Listing	RUNCTL_ABS001
ABS002 Absence Periods	Provides information about the number of worker absence periods.	Workforce Administration > Absence and Vacation > Absence Reports > Absence Periods	RUNCTL_FROMTHRU
ABS003 Time Lost Due to Absence	Provides worker absence information. **Note:** Run the Refresh Employees Table process before running this report.	Workforce Administration > Absence and Vacation > Absence Reports > Time Lost Due to Absence	RUNCTL_ABS003

Report ID and Report Name	Description	Navigation	Run Control Page
ABS004UK Bradford Score	Lists worker absences for the regulatory region of GBR only. It lists department, name, emplID, worker type, job title, total number of absences, total number of days absent, and the Bradford Score. The Bradford Score column of this report is calculated based on the following information: • Total number of absences (A) • Total number of days absent (B) • A^2 X B **Note:** Run the Refresh Employees Table process before running this report.	Workforce Administration > Absence and Vacation > Absence Reports > Bradford Score GBR	RUNCTL_ABS004UK
ABS005NL Illness Registration (1)	Calculates the illness totals, percentages, and frequencies.	Workforce Administration > Absence and Vacation > Absence Reports > Illness Registration NLD	RUNCTL_ABS005_NL
ABS006NL Illness Registration (2)	Same as above.	Workforce Administration > Absence and Vacation > Absence Reports > Illness Registration NLD	RUNCTL_ABS005_NL
ABS007NL Longterm Illnesses NLD	Provides a report of workers who have longterm illnesses from which they haven't fully recovered and are subject to the Dutch law *Wet Poortwachter*. You can use a worker checklist to track the status of a worker's illness. **Note:** This report can be run from PeopleSoft Human Resources or Global Payroll for the Netherlands. Based on the setting of the GPNLD installation flag, the report retrieves absence data from human resources or payroll tables.	Workforce Administration > Absence and Vacation > Absence Reports > Longterm Illnesses NLD	RUNCTL_ABS007_NL

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
ABS702NL Create Statistics	Create absence statistics for a company in the Netherlands.Run this process before creating an Illness Registration report. Run for a certain month of the year.	Workforce Administration > Absence and Vacation > Absence Reports > Create Illness Statistics > Create Statistics	RUNCTL_ABS702_NL

Monitor Health and Safety Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
BRPPP01 PPP Report BRA	Add profile information to the system by establishment ID, department ID, group ID, or worker.	Workforce Monitoring > Health and Safety > Reports > PPP Report BRA	PPP_RC_BRA
OHS001CN Workers Compensation Board Form 7	Provides some of the information required for provincial WCB Form 7s. Use this report to manually transcribe information to the printed form required by the WCB in most Canadian provinces.	Workforce Monitoring > Health and Safety > Reports > WCB Form 7 CAN	RUNCTL_OHS001CN
OHS001FR Work Accident Report	Tracks information on the employer, the establishment, the casualty, and details of the accident such as witnesses and other third parties. Use this information to complete the official French report.	Workforce Monitoring > Health and Safety > Reports > Work Accident FRA	OHS001FR
OHS001GR Accident Report	Provides information about the person injured, body parts, physician and hospital data, injury source and nature, unsafe acts, hazards, causes, corrective or preventative actions, and witnesses for the incident that you select. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Accident DEU	RUNCTL_OHS501GR

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
OHS001UK Injury/Dangerous Occurrence	Provides the data about health and safety incidents needed to meet the health and safety reporting requirements in the United Kingdom. (BI Publisher) Before running the United Kingdom Injury or Dangerous Occurrence report, you must run the SQR process UK Collect RIDDOR Data to load the temporary holding tables. The report output is a BI Publisher report that exactly duplicates the official report. **Note:** To prepare the injury and dangerous occurrence report, you must first have entered an incident into the system using incident details.	Workforce Monitoring > Health and Safety > Reports > Injury/Dangerous Occ. GBR	RUNCTL_OHS_UK
OHS002GR Reportable Accident/Illness	Produces a Reportable Accident /Illness report for Germany.	Workforce Monitoring > Health and Safety > Reports > Reportable Accident/Illness DEU	RUNCTL_OHS002GR
OHS002UK Illness Report	Provides information to meet the health and safety reporting requirements in the United Kingdom. (BI Publisher) Before running the UK Illness report, you must run the SQR process UK Collect RIDDOR Data to load the temporary holding tables. The report output is a BI Publisher report that exactly duplicates the official report. Once the data in the report is complete, sign and mail it to the HSE (Health and Safety Executive).	Workforce Monitoring > Health and Safety > Reports > Illness GBR	RUNCTL_OHS_UK
OHS003 Non-Employees In Incidents	Summarizes the non-employees involved in incidents that occurred within a specified date range. It notes whether they suffered an illness or injury. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Non-Employees In Incidents	RUNCTL_OHS_FROMTO

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
OHS003GR Incident Location Summary	Provides information about travel, mode of transportation, details about whether drugs were involved, and details about individuals associated with the incident. This report is available only in German. (SQR)	Workforce Monitoring > Health and Safety > Reports > Incident Location Summ DEU	RUNCTL_OHS003GR
OHS004GR Illness Report	Includes information about the individual, including personal data, nationality, children, job, and physician. To prepare the illness report, you must first enter an illness into the system using the GER Illness Tracking page group. The details of the illness must also be properly entered into the system. Before you run the report, run the SQR process GER Collect Illness Data (OHS504GR) to load the temporary data tables. This report is only available in German. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Illness DEU	RUNCTL_OHS504GR
OHS008BC Workers Compensation Board Incident	Provides specific incident information required by the Canadian Worker's Compensation Board, such as incident occurrence information, work absence and work resumption, the person responsible, first aid provided, and other information required by the WCB. Use information from this report to manually complete WCB reporting forms. (SQR)	Workforce Monitoring > Health and Safety > Reports > WCB Incident CAN	RUNCTL_OHS_INC
OHS010 Incident Summary	Summarizes health and safety incidents that have occurred within a specified date range. This report lists all involved persons and indicates whether an OSHA report was filed related to a person's involvement. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Incident Summary	RUNCTL_OHS_FROMTO

Report ID and Report Name	*Description*	*Navigation*	*Run Control Page*
OHS011 Location Incident Summary	Summarizes the incidents that occurred at specific locations and within the specified date range. The report lists all persons involved in the incident and indicates whether or not they received an OSHA reportable illness or injury. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Location Incident Summary	RUNCTL_OHS_FROMTO
OHS012 Claim Summary Overview	Summarizes claims that have been logged within a specified date range. The report itemizes by amounts within a Charge Type, subtotals by Charge Type, subtotals by claim, and then calculates a grand total of all charges within the reporting period. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Claim Summary Overview	RUNCTL_OHS_FROMTO
OHS013 Employees In Incidents	Summarizes workers involved in incidents that have occurred within a specified date range. It notes whether the worker has suffered an injury or illness. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Employees In Incidents	RUNCTL_OHS_FROMTO
OHS014 Incident Lost Work	Lists the lost or restricted workdays for a worker involved in a health and safety incident within a specified reporting period and totals lost and restricted days by incident. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Incident Lost Work	RUNCTL_OHS_FROMTO
OHS015 Incident Claim Detail	Lists the claims filed for a specific incident, the worker filing the claim, provider information related to the claim, and detailed charges (by charge type) related to the claim. The report subtotals by charge type within a claim, subtotals by the claim itself, and then provides a grand total of all claim charges for the incident. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Incident Claim Detail	RUNCTL_OHS_INC
OHS016 Vehicle Incident Summary	Summarizes information about vehicles involved in incidents within a specified date range. The report lists the vehicle and equipment information and related information about the people involved. (BI Publisher)	Workforce Monitoring > Health and Safety > Reports > Vehicle Incident Summary	RUNCTL_OHS_FROMTO

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
OHS017A Injury and Illness Incident Report	Creates OSHA-301 incident reports from incidences that have been specified as being OSHA reportable. The OSHA-301 data is kept distinct from your incident data, but uses the incident data as a starting point. This allows you to tailor the data in your OSHA-301 report to make sure it meets OSHA requirements without having to make changes to the original incident data.	Workforce Monitoring > Meet Regulatory Rqmts >Regulatory Reports > OSHA 301 Incident Report Print	RUN_CNTL_OSHA_REG2
OHS018B OSHA 300 Incident Log	Generates the OSHA 300 log, which is calculated from Incident and Injury data stored in your system, and not from the data entered in the OSHA-301 report. The report includes all incidents that resulted in injuries specified as OSHA reportable.	Workforce Monitoring > Meet Regulatory Rqmts >Regulatory Reports > OSHA 300 Incident Log	RUN_CNTL_OSHA_REG1
OHS019B OSHA 300A Annual Summary	Generates the OSHA 300A Summary report, which provides an overview of the data contained in the OSHA-300 Incident Log. The values in this summary are determined using the same algorithms and the same source data as the OSHA-300 report. A PDF report is generated separately for each establishment. You can also generate a single consolidated csv file to support electronic filing. The file content is based on the filter criteria selected on the run control page.	Workforce Monitoring > Meet Regulatory Rqmts >Regulatory Reports > OSHA 300A Annual Summary	RUN_CNTL_OSHA_REG1
PER002CH Accident Report	Provides the information required by Swiss law in a format accepted by all Swiss insurance companies. (SQR) Use this report to create an accident report to submit to your organization's insurance company following an accident.	Workforce Monitoring > Health and Safety > Reports > Accident CHE	RUNCTL_PER002_CHE

Plan Careers and Successions Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CARTRAIN Employee Career Training Plan	Lists a worker's training plan to meet career goals (BI Publisher).	Workforce Development > Career Planning > Career Reports > Career Training	RUNCTL_CAR002
FGHR022 (USF) Individual Development Plan	Produces an Individual Development Plan (IDP) for a worker. (SQR). An IDP includes a worker profile, worker competencies, worker training history, potential job moves, mentoring, training, other specific developmental areas, summary of estimated costs, summary of actual costs, and a section for signatures.	Workforce Development > Career Planning > Career Reports > Individual Development Plan > IDP	RUN_FGHR022

Manage Base Compensation and Budgets Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CMP001 Salary Structure	Lists all salary grades in descending order by grade. For each grade, this report lists the annual minimum, midpoint, and maximum amount being paid. The midpoint differential column shows the percent of change between the midpoints in each grade. The report calculates the range spread percentage by dividing the maximum amount by the minimum amount and subtracting 1.0.	Compensation > Base Compensation > Salary Plan Reports > Salary Structure	RUNCTL_ASOFDATE

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CMP002 Job Grading by Evaluation Points	Lists each salary grade in the organization along with salary data for all titles within that grade ordered by the job evaluation point assignment. The report includes all titles within that grade ordered by the job evaluation point assignment. Use the evaluation points to assign value to the responsibilities of each job title in your organization and consequently a compensation value to each salary grade. The report includes salary survey information and associated point ratios and midpoints.	Compensation > Base Compensation > Salary Plan Reports > Job Grading by Evaluation Pts	RUNCTL_ASOFDATE
CMP003 Compa-Ratio Analysis	The report lists each worker in the salary grade and the midpoint amount of the salaries in that grade. For each worker, the report lists job code, title, name, and department ID. The report displays those workers whose HR Status is *Active, Leave of Absence, Suspended,* or *Leave with Pay.* The last two columns pertain to a compa-ratio calculation for each employee. This means a comparison of the worker's salary to the midpoint amount of the salary grade. If the worker's current rate is the same as the midpoint, the compa-ratio is 1.00 or one hundred percent of the midpoint.	Compensation > Base Compensation > Salary Plan Reports > Ratio Analysis	RUNCTL_ASOFDATE
CMP004 Below Minimum Analysis	The Below Minimum Analysis report lists the salary grades containing workers under the minimum, the associated minimum amount, the worker's annual rate, and the amount below both in dollars and as a percentage. The report displays those workers whose HR Status is *Active, Leave of Absence, Suspended,* or *Leave with Pay.*	Compensation > Base Compensation > Salary Plan Reports > Below Minimum Analysis	RUNCTL_ASOFDATE

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CMP005 Above Maximum Analysis	For each worker, the report shows the job code and title, name, department ID, the maximum amount, the worker's annual rate, and the amount above maximum both in currency and as a percentage. The report displays those workers whose HR Status is *Active, Leave of Absence, Suspended,* or *Leave with Pay.*	Compensation > Base Compensation > Salary Plan Reports > Above Maximum Analysis	RUNCTL_ASOFDATE
CMP008 Salary Change Mass Update by Salary Plan and Pay Group	Generate this report after running the Update by Salary Plan and Pay Group application engine process. The report displays the workers' previous and new compensation package. Run the Load Data process (HR_SP_CI) to load all of the data to the Job Data records. Run this report as the second step in the three-step procedure to run the Update by Sal (salary) Plan and Paygroup process. All three steps are available in the PeopleSoft Process Scheduler when you use the Update by Sal Plan and Paygroup process run control page.	Compensation > Base Compensation > Maintain Plans > Update By Plan/ Paygroup	RUNCTL_CMP008

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CMP010 Salary Mass Update by Job Code	Displays changes to the Salary Administration Plan, Grade and Step that will be made to workers' job records before you run the Load Data process (HR_SP_CI) to actually insert new job records. This report displays the workers' previous and new Sal Admin Plan (salary administration plan), Grade, and Step. Generate this report after running the Update by Job Code application engine process. The report displays the workers' previous and new salary administration plan, grade, and step. Run the Load Data process (HR_SP_CI) to load all of the data to the Job Data records. Run this report as the second step in the three-step procedure you follow to run the Update by Job Code process. All three steps are available in the PeopleSoft Process Scheduler when you use the Update by Job Code process run control page.	Compensation > Base Compensation > Maintain Plans > Update by Job Code	RUNCTL_CMP010
CMP011 Salary History by Employee	Displays each salary change for a worker during a specified time period. For each salary change, it lists the associated job action, effective date, job code and title, salary grade, compensation rate, monetary amount, and percentage of change.	Compensation > Base Compensation > Compensation Reports > Salary History by Employee	RUNCTL_CMP011
CMP014 Salary History by Group	Provides the salary changes for the workers in a group during a specified time period. For each salary change, it lists the associated job action, effective date, job code and title, salary grade, compensation rate, monetary amount, and percentage of change.	Compensation > Base Compensation > Compensation Reports > Salary History by Group	RUNCTL_CMP014

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
CMP020JP (JPN) Salary Simulation	Generates the results of the Salary Increase Simulation process.	Compensation > Base Compensation > Percentage Increase JPN > Salary Simulation Report	RUN_SALREPORT_JPN
LMS001 and LMS002 Forecasted Compensation	Analyzes the impact on the forecasted period of the events defined in the scenario and the variations of the compensation and headcount over the two periods (LMS002: Variations).	Compensation > Forecast Compensation FRA > Process Forecast > Forecasted Compensation Rpt	RUNCTL_LMS_REPORT
LMS003 Scenario Comparison	Compare two scenarios.	Compensation > Forecast Compensation FRA > Process Forecast > Scenario Comparison Rpt	RUNCTL_LMS_REPORT
LMS004 Rate Codes Without Rate Code Class	Provides rate codes that don't have a rate code class attached to them. The Salary Forecasting calculation functions properly only when the rate codes assigned to individuals have an associated class. Check that all components of pay included in the compensation package of a worker have an associated rate code class. Run this report before you run the calculation process.	Compensation > Forecast Compensation FRA > Process Forecast > Rate Codes w/out Class Rpt	RUNCTL_LMS_RATE_CL
PER008 Review Audit	Lists all worker reviews for the workers in a group.	Compensation > Base Compensation > Employee Review History > Review Audit	RUNCTL_PER008
PER012 Departmental Salaries	This report provides an alphabetical list of workers by department, basic job data information, and a breakdown of pay rates for each.	Compensation > Base Compensation > Compensation Reports > Salary History by Department	PRCSRUNCTL_LC_HR
PER013 Employee Compensation Changes	Lists workers who have had compensation rate changes within a selected time period.	Compensation > Base Compensation > Compensation Reports > Employee Compensation Changes	RUNCTL_PER013
PER023 Salary History for Company	Displays each salary change for a worker during a specified time period.	Compensation > Base Compensation > Compensation Reports > Salary History by Company	RUNCTL_PER023

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER041 Merit Increase Report	Lists the merit increases and their approval status for the workers in a merit group.	Compensation > Base Compensation > Merit Increases > Report Merit Increases	RUNCTL_SP_MERIT
PER062JP (JPN) Grade Advance Candidate List	Lists workers who are eligible to advance from the grade you enter.	Compensation > Base Compensation > Salary Plan Reports > Grade Advance Candidates JPN	RUNCTL_PER062_JPN
PER706A Salary Grade Table	Lists the salary administration plan and salary grade, description, effective date, currency, and the hourly, daily, monthly, annual minimum, maximum, and midpoint rates for each grade.	Compensation > Base Compensation > Salary Plan Reports > Salary Grade	PRCSRUNCNTL
PER706B Salary Grade and Step Tables	Lists the salary plans, grades and steps, the grade description and the date the grade is effective. It shows the hourly, daily, monthly and annual ranges of each component along with the currency and frequency.	Compensation > Base Compensation > Salary Plan Reports > Salary Grade/Step	RUNCTL_PER706B

Performance Management Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
HEP001 Missing Documents	Lists missing documents for a group of workers (Group ID) and a given document type and date range.	Workforce Development > Performance Management > Reports > Missing Documents Report	RUNCTL_EP_RPT
HEP002 Late Documents	Lists manager documents whose due date has passed.	Workforce Development > Performance Management > Reports > Late Documents Report	RUNCTL_EP_RPT

Report Total Compensation Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
TC001 Total Compensation Statement (Benefits Statement)	A listing of all compensation for each individual, designed for distribution to workers.	Compensation > Total Compensation > View Total Compensation > Total Comp Statement Report	TC_BEN_RUN_CNTL

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
TC002 Group Summary Compensation	Aggregated information for each individual within a group that you specify.	Compensation > Total Compensation > View Total Compensation > Group Summary Compensation Rpt	TC_GRP_RUN_CNTL
TC003 Employee Compensation Report	Detailed information about each compensation type for each individual within a group that you specify.	Compensation > Total Compensation > View Total Compensation > Group Detail Compensation Rpt	TC_GRP_RUN_CNTL

Track Faculty Events Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
HRH905CN StatsCan FT Survey (Statistics Canada full-time survey)	Lists the results of the Statistics Canada Academic Teaching Survey created using the Create Stats-Canada Survey component.	Workforce Development > Faculty Events > Load Teaching Data CAN > FT Survey Stats CAN Rpt	RUNCTL_HPH905CN
PER045 Faculty Events	Lists an employee's tracking events, such as activities. Use this report as a template for Curriculum Vitae reporting.	Workforce Development > Faculty Events > Track Events > Faculty Events Hist Rpt > Faculty Events Report	RUNCTL_EVENTS
PER046 Case Review	Captures the case review details and the less secure details of the case review path.	Workforce Development > Faculty Events > Manage Cases > Case Review Status Rpt > Case Review Report	RUNCTL_CASE_REVIEW
PER047 Employee Tenure Status	Lists employee tenure status and home department information.	Workforce Development > Faculty Events > Tenure Reports > Employee Tenure Status	RUNCTL_EGPP03
PER050 Tenure Calc (tenure calculation)	Lists the calculated tenure service information in the temporary calculation file created using the Tenure Calc process in Normal Run mode. Before using this report, you must run the tenure calculation process at least once. You can run this report based on calculation name, or based on the business unit, department, and service calculation group. Administer Flexible Service also uses this report.	Workforce Development > Faculty Events > Tenure Reports > Tenure Calculation > Tenure Calc	RUNCTL_EGPP05

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER051 Tenure Service List	Provides detailed tenure service information for employees, such as tenure status and track start date. With this report, you can list employees by calculation group and within tenure service accruals between specific years. You can also sort by ascending or descending service time.	Workforce Development > Faculty Events > Tenure Reports > Tenure Years of Service > Tenure Service List	RUNCTL_EGPP06

Track Flexible Service Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER048 Employee Service Listing	Lists employees by calculation group and service type and within specified time periods. Sort by ascending or descending service time.	Workforce Administration > Flexible Service EG > Employee Service Report	RUNCTL_EGPP04
PER049 Employee Service Calculation Results	Lists the results of the Normal Run background process and includes all employees who have a temporary file (resulting from a process in Normal Run mode) containing details about their accrued service credits.	Workforce Administration > Flexible Service EG > Calculated Service Report	RUNCTL_EGPP05

Track Global Assignments Reports

Report ID and Report Name	***Description***	***Navigation***	***Run Control Page***
PER717 Employees on Assignment	Lists employees on assignment. (BI Publisher)	Workforce Administration > Global Assignments > Track Assignment > Employees on Assignment Report	RUNCTL_PER717

PeopleSoft HCM Reports: Selected Reports

This topic provides detailed information on individual reports. The reports are listed by report ID.

PER044 - Multiple Seniority Components − Basic Report

The report provides the following information regarding the origin of the seniority rate code:

- If the worker receives a seniority pay component as a result of belonging to a group associated with a seniority rate code, the report displays the corresponding group ID for the seniority rate code.
- If a worker receives the seniority pay component because the seniority rate code is associated with all workers, the report displays *All* as the origin of the seniority rate code.
- If a worker receives the seniority pay component because you manually added it, the report displays *Manually Added* as the origin for the seniority rate code.

Related Links

"Understanding the Update Seniority Pay Process" (PeopleSoft HCM 9.2: Human Resources Administer Compensation)

PER033 - Citizenship/Country/Visa Audit − Administer Workforce

The report flags six different types of discrepancies. Specifically, it flags job records when the following pairs of data exist:

Citizenship Status	• Native or Naturalized. • Not Native or Naturalized.
Country of Citizenship	• Not the local country. • The local country.
Visa Record	• Exists for the local country. • Doesn't exist for the local country.

The report puts a page break between categories.

Related Links

"Managing Citizenship and Visa or Permit Information" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

PER058 - Primary Job Audit − Administer Workforce

One important reason to designate primary and secondary jobs is to create accurate data for regulatory reporting. By running reports for a worker's primary job only, you create an accurate worker count for affirmative action and other government reports. However, the flexibility PeopleSoft Human Resources gives you to designate primary and secondary jobs could compromise the accuracy of your reporting data. It's possible to have workers who have no job designated as a primary job, or more than one primary job, or an inactive job designated as the primary job. We recommend checking regularly to correct these kinds of discrepancies in your worker job records. Use the Primary Job Audit report to check for discrepancies in the primary job designation for workers with multiple jobs.

This report lists all workers whose job records show the following potential problems:

- Multiple primary jobs: More than one active job is currently designated as a primary job.
- Terminated primary job: The primary job was terminated and a nonprimary job is the active job.
- No primary job: None of the person's concurrent jobs has been chosen as the primary job.

Related Links

"Running Job Data Reports" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

PER066JP - JPN Employee Assignment List Report

This report lists workers by department and supervisor level including workers with additional appointments.

To run the report, at least one Department tree must be created. For the purposes of department security, the DEPT_SECURITY tree usually already exists. You can either select this tree or create a new department hierarchy beneath the DEPARTMENT tree structure.

The report is sorted by Department then:

- Employees with supervisor levels registered in the Supervisor Level tree, in tree order.
- Employees with supervisor levels not registered in the Supervisor Level tree, in alphanumeric supervisor level order.
- Workers without supervisor levels, in alphanumeric emplID order.

Note: The Supervisor Level tree that the system uses for sorting is the one used for the Appointment Notification and Appointment List reports. It must be named SUPERVISOR_LEVEL if the system is to use it. If you have not defined a Supervisor Level tree with that name, sorting will be in alphanumeric supervisor level order.

POS006A - Build Position Structure − Manage Positions

After you enter all the reporting relationships among positions in the Position Data component, run this SQR. The Build Position Structure report enters a value in the ORG_CODE field and defines the position in the hierarchy. When you run the Build Position Structure report the system updates the position structure with data valid before or on the As of Date you specify.

You should run this report when you first enter the reporting relationships, any time you add new positions, and when you change reporting relationships among existing positions. You must run this SQR before you can run the Indented Position Hierarchy report, POS006.

When you run Build Position Structure, the system may generate one or more diagnostic messages to help you understand the utility output. They are as follows:

- If the utility doesn't find a root position (a position that reports to itself), it displays an error message. If you do not have a root node, the utility can not produce a report.
- If you have circular reporting conditions, such as when position 1 reports to position 2, and position 2 reports to position 1, the utility displays a warning message and the positions will not appear in the report.

- If you do not have data in the Reports To Position field for a position, the utility displays a warning message. These positions will not appear in the report.

Related Links

"Running the Organizational Structure Reports" (PeopleSoft HCM 9.2: Human Resources Manage Positions)

POS008 - Exception/Override − Manage Positions

You can print incumbent job data where you have prevented automatic cross-updating from occurring (overrides), or you can print only exceptions where the incumbent job and position data is out of sync for other reasons (exceptions).

The Exception/Override report lists the position name and the name of the worker assigned to the position and shows the data in the fields that match in the Position Data component and Job Data component. The report displays those workers whose HR Status is *Active, Leave of Absence, Suspended,* or *Leave with Pay.*

When you run this report for exceptions and the Business Title in the incumbent Employment Data doesn't match the Position Title in Position Data, the report prints an asterisk (*) next to the Position Title. The report also prints *Match* or *No Match* in the Mail Drop column, depending on whether the data is the same in the incumbent job and position data.

Related Links

"Verifying Position Data" (PeopleSoft HCM 9.2: Human Resources Manage Positions)

PKG006 - Salary Packaging FBT Reconciliation − Administer Salary Packaging

For reporting purposes you need to identify all the different categories of fringe benefits and the taxable value of the benefits. In the FBT Reconciliation report, all FBT categories are identified, based on the component types you define on the Package Component table component. For each component type, or FBT category, you can see the workers who have received this benefit in the FBT year. You also see information on the budgeted and the actual gross taxable value of the benefits. These values are shown for each worker and as a total for each component.

You can combine the information provided in the FBT Reconciliation report with information from your other administrative systems to accurately complete your FBT return for the Australian Taxation Office.

Note: The FBT Reconciliation Report includes values calculated during the Package Expense Calculation. To ensure that you get accurate totals included in the FBT Reconciliation report, execute the Package Expense Calculation at the end of the FBT Year for which to run the FBT Reconciliation report. You must complete this before running the report.

Related Links

"Running Salary Packaging Reports" (PeopleSoft HCM 9.2: Human Resources Administer Salary Packaging)

HRH905CN - StatsCan FT Survey − Track Faculty Events

After you submit your full-time and part-time Academic Teaching Survey report flat files to Statistics Canada, you receive a summary report from Statistics Canada. Use the StatsCan FT Survey report to compare your results with Statistics Canada's summary.

The report consists of four pages; each includes full-time survey salary calculations based on different selection criteria:

- Including administrative posts and medical and dental categories.
- Including administrative posts, excluding medical and dental categories.
- Excluding senior administrative duties, including medical and dental categories.
- Excluding senior administrative duties and medical and dental categories.

VC011 − Organization and Group Goals − Manage Variable Compensation

The Organization and Group Goals report is an optional report that you can run before or after the goal measurement period. This report provides the plan goal weights for the variable compensation plan ID and period ID and a list of all organization and group weighted goals in the plan with their weighting percent and attainment percent.

This report provides the following information:

- The Plan Goal Weights for the variable compensation plan ID and period ID.
- A list of all organization weighted goals in the plan with their weighting percent and attainment percent.
- A list of all group weighted goals in the plan by group with their weighting percent and attainment percent.

If the group does not have goals, the report indicates that the child group's goals are the parent group's goals.

Related Links

"Running the Organization and Group Goals Report" (PeopleSoft HCM 9.2: Human Resources Manage Variable Compensation)

VC013 − Subscription Error − Manage Variable Compensation

This report identifies each individual who had either an erred or rejected award under the variable compensation (VC) plan ID and payout period ID. For each erred or rejected award, the report identifies the worker, award value, award status, and rejection reason (payroll only).

The following are the valid payroll rejection reason codes:

- Invalid Earning Code (Invalid EC)
- Invalid Employee ID & Record # (Invalid EE)
- Invalid Currency Code (Invalid CC)

- Transaction already exists (Tran exist)
- Amount Exceeds Payroll Maximum (Exceed Max)
- Reject All -Request by User (Reject All)

Related Links

"Reporting on Award Payout and Distribution" (PeopleSoft HCM 9.2: Human Resources Manage Variable Compensation)

BEN004 - Savings Investment Distributions − Base Benefits

This report lists the total deductions made to date and the total company contributions for workers participating in benefit programs that contain savings plans. It prints the total amount available for investment broken down by investment distribution and expressed both as a monetary amount and as a percentage of the total.

For each plan type, it shows the total amount deducted for workers in the plan type and company contributions. The report inserts page breaks and supplies totals at the company, benefit program, plan type, and benefit plan levels.

Related Links

PeopleSoft Human Resources Manage Base Benefits

BEN733 - Base Benefit Audit − Base Benefits

The Base Benefits Audit Report provides a summary of potential worker data issues as related to Base Benefits business process that would enable you to catch errors that would otherwise show up when you try to process enrollments or changes.

The audits performed are Employees without Employment records, Employees without Job records, Employees less than 16 years old, People with unusual dependents signed up for coverage, Employee and spouse (or other dependent) both electing health benefits, Employees with over-age dependent coverage, Employees with incorrect health plans set up on the Benefit Program Table, and audits for consistency of marital and dependent relationships.

Perform these audits during implementation, before you enroll participants, and periodically during the plan year.

Related Links

PeopleSoft Human Resources Manage Base Benefits

CBR005 - COBRA Event Report − Base Benefits

This report provides data about COBRA beneficiaries at the Event Level. The report will list all workers to whom an event has occurred. The qualified status indicates whether the qualified beneficiary is Qualified (QL), Not Qualified (NQ), Not qualified/duplicate (ND) or QE (Qualify Error).

Related Links

PeopleSoft Human Resources Manage Base Benefits

CBR007 - COBRA Audit − Base Benefits

This report displays information on: Employees enrolled in Active and COBRA Health Coverage; Employee and Spouse (or other dependent) electing health benefits for the same Dependent ID; and workers who have overage dependents.

You can use this report to analyze whether there is an overlap in COBRA and Active coverage, whether dependents are being covered by more than one EMPLID or whether an overage dependent has not been detected.

Related Links

PeopleSoft Human Resources Manage Base Benefits

CBR008 - COBRA Administration Error − Base Benefits

This report displays information about errors that result from running the COBRA process. The errors include COBRA event conflict, no eligible benefit program or more than one eligible benefit programs, or duplicate COBRA events.

You can use the COBRA Administration Error Report to identify and troubleshoot errors that surface as a result of COBRA processing. You can also identify these errors online. You might want to print the report and request that staff check off each error as they determine a resolution, thereby creating an audit trail for verifying that all errors have been analyzed.

Related Links

PeopleSoft Human Resources Manage Base Benefits

NDT004 - 401(k)/401(m) Nondiscrimination Testing − Base Benefits

Specify 401(k) or 401(m) for the report output.

If this report is run mid-year and a forecast percentage is specified in the 401 NDT run control, the report also shows forecasted year end earnings, contributions, and related ADP/ACP results.

This report does not attempt to recalculate the Actual Deferral Percentage (ADP) or to determine whether the nondiscrimination tests passed. It assumes these tests were handled by the NDT002 or NDT003 SQRs. However, in cases where the Aggregate Limit Test must be used, this report serves as the only method to invoke the test; there is no separate SQR for this.

If the Aggregate Limit Test is invoked, each report includes results for both the 401(m) and 401(k) tests, as well as the Aggregate Limit Test pass/fail status. The system prevents you from initiating NDT004 if the run control has been updated and you have not initiated these SQRs:

- *NDT001:* This SQR lists plan type, plan name, benefit plan name and ID, effective date, accrual process date, accrual frequency, service interval, special calculations, year the plan begins, and the maximum leave balance and carryover allowed.

- *NDT002:* You initiate this SQR after NDT001 to update the actual and forecasted amounts in the nondiscrimination testing run control table for the 401(k) NDT.
- *NDT003:* This SQR updates the actual and forecast 401(m) amounts in the nondiscrimination testing run control table for the 401(m) NDT.

Related Links

PeopleSoft Human Resources Manage Base Benefits