

PEOPLESOFT ENTERPRISE UPK PRE-BUILT CONTENT FOR: HUMAN CAPITAL MANAGEMENT 9.0



Oracle's User Productivity Kit (UPK) is a collaborative content development platform that drives end-user and project team productivity throughout all phases of the software ownership lifecycle. UPK pre-built application specific content provides significant additional benefit beyond the UPK Developer for enterprises deploying PeopleSoft's Enterprise applications.

UPK application specific content created by Oracle is released in English and updated with each major release of the application, documenting best practices for that release to help organizations achieve faster ROI and manage knowledge more efficiently and effectively.

UPK Application Content: "As Delivered" System Process References

The value of UPK pre-built application content starts from the premise that implementation project teams can save substantial time and labor by leveraging UPK application content as baseline reference system process flows first and then iterating to capture specific business process requirements. The savings can be substantial – project team resources typically dedicated to the preparation of system test data, storyboarding, and process standardization can be greatly reduced.

Mirrors Oracle Application Development Methodology

Key to the value of UPK application specific content is the fact that it is authored in tight collaboration with the actual developers who wrote the code, thus creating content which accurately reflects industry best practices with detailed conceptual information.

Delivering Value Throughout the Software Lifecycle

The value of UPK application content has relevance in many phases common to software implementation projects. For example, early on in the project lifecycle, UPK play back capabilities allow implementation leads to educate themselves on the delivered system process flows (vanilla functionality) of the new application without having to actually configure a "sand-box" environment, mitigating costs associated with labor and hardware and reducing the new functionality 'learning curve.'

Eliminate Dedicated Instances To Analyze Delivered Functionality

Once the delivered functionality and process flows of the new application are understood, the project team can use the UPK content as an aid to do the fit-gap analysis. For this phase of the project lifecycle, the functional expert visually moves through a UPK simulation – leveraging the application specific content - while noting in the test document the configuration and/or customizations necessary to achieve the desired business outcome.

Customizing Pre-Built Content

Over the course of an implementation or upgrade, the UPK pre-built content can evolve until it mirrors the final deployed application. The existing pre-built content can easily be modified using the UPK Developer to capture the configuration changes or steps in the new process. UPK's re-record feature also enables a guided recapture of screens and steps in the application so your UPK content reflects the final state of your application.

Use the UPK Developer to easily customize the content to match your organization's needs. The UPK Content products contain the following sections:

Absence Management

Defining General Element Information

Defining Data Retrieval Elements

Defining Calculation Elements

Defining Earning and Deduction Elements

Setting Up Accumulators

Defining Processing Elements

Defining Absence Elements

Using Schedules

Defining the Organizational Structure

Using Calendars

Entering Absences

Setting Up Self Service Absence Transactions

Setting Up Overrides

Processing Absences

Viewing and Finalizing Absence Results

Managing Off Cycle Processing

Using the Utilities

Generating Report Data

Setting Up and Running Generic Reports

Using Self-Service Scheduling Features for Managers
Entering and Approving Self Service Absence Requests

Benefits Administration

Benefits Administration Fundamentals
Administering Flexible Spending Accounts
Preparing for Event Maintenance
Preparing Open Enrollment
Processing Open Enrollment
Identifying Event Triggers
Running Event Maintenance
Using On-Demand Event Maintenance
Running Reports

Human Resources

Managing Positions
Maintaining Profile Data
Tracking Employee Competencies
Comparing Employees to Roles
Adding a Person
Increasing the Workforce
Entering Additional Data in HR Records
Managing Grievances and Disciplinary Actions
Updating Person and Job Information
Managing Compensation
Viewing Summary Workforce Information
Maintaining Health and Safety Data
Managing Health and Safety Issues
Managing Absence
Managing Vacations
Setting Up Enterprise Learning
Enrolling in Courses
Budgeting Student Training

- Calculating Tenure
- Tracking Events
- Managing Cases
- Administering Benefits
- Administering COBRA Benefits
- Benefits Calculations
- Benefits Billing
- Managing Multiple Jobs
- Administering FMLA
- Setting Up Benefit Information
- Setting Up Company Car Fleet Information
- Managing Company Cars
- Calculating Car and Fuel Benefit Amounts
- Planning Careers
- Succession Planning
- Running Reports

Payroll for North America

- Introduction to Enterprise Payroll for North America
- Setting Up Employee Data
- Processing Garnishments
- Working with Paysheets
- Performing Pay Calculation
- Performing Pay Confirmation
- Working with Checks and Direct Deposits
- Periodic Payroll Events
- Tips Processing
- Processing Retroactive Pay
- Processing Retroactive Benefits and Deductions
- Adjusting Employee Balances
- Generating a Canadian Record of Employment (ROE)
- Generating and Viewing IRR and ROST Reports (USF)
- Running Reports

Reporting Tools for HCM

PeopleSoft Query Basics
Defining Query Selection Criteria
Advanced Query Options
Crystal Report Basics
Creating Crystal Reports
Formatting Crystal Reports
Advanced Crystal Report Options

Talent Acquisition Manager

Creating Job Openings
Entering Applicant Data
Screening and Routing Applicants
Interviewing Applicants
Making Job Offers
Hiring Applicants
Managing Job Openings
Managing Job Postings
Searching for Applicants
Managing Applicants
Managing Resumes
Managing Employee Referral Programs

Time and Labor

Managing Work Schedules
Managing Time Reporter Data
Establishing Static and Dynamic Groups
Approving and Managing Time
Using Self Service Components
Using Manager Self-Service Components
Loading Payable Time into Payroll and Running Payroll
Running Reports

Human Capital Management Fundamentals

Navigating Overview

Navigating To and Within Pages

Using Keys and Search Pages

Working with Pages

Adding and Updating Data

Using PeopleSoft Workflow

eBenefits

Using eBenefits

Reviewing Benefit Information

Reviewing Dependent and Beneficiary Information

Managing Life Events

eCompensation Manager Desktop

Reviewing Worker Compensation

Changing Worker Salaries

Changing Budgeted Salaries

ePay

Using ePay

Managing Pay Information for PeopleSoft Global Payroll

ePerformance

Introduction to ePerformance

Defining Performance Criteria

Generating Performance Documents

Accessing Performance Documents

Using Performance Documents

Nominating and Tracking Participants

Managing Approvals

Performing Administrative Tasks

Using Inquiry Pages

Generating Reports in ePerformance

eProfile

Using eProfile

U.S. Federal eProfile Transactions

eProfile Manager Desktop

Managing Direct Reports

Managing Direct Reports for United States Federal (USF)

CONTACT US

For more information on UPK and application specific content for Oracle application product families go to <http://www.oracle.com/goto/upk/user-productivity-kit.html>.

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