

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

## Oracle User Productivity Kit

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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