

PEOPLESOFT ENTERPRISE TIME AND LABOR



TIME AND LABOR

- Ease of use.
- Flexibility and accountability.
- Integration to key processes and solutions.

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

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

Time and Labor enables organizations to:

- Reduce their gross payroll costs by automating time capture and complex pay rate calculations.
- Improve employee productivity by streamlining time-consuming processes.
- Reduce infrastructure costs by consolidating disparate legacy and homegrown systems.
- Support better decision making with enterprise analysis of labor data.
- Make sure the right worker is in the right job at the right time.
- Increase customer satisfaction as cost-effectively as possible.

Ease of Use

One-Stop Managerial Time Reporting

Ease-of-use for managers is key. Managers can report all or partial work and labor details for an employee and let the system create the remaining entries. The system also enables them to determine how time is summarized for update to payroll, how labor is distributed, and how the system is presented to time collectors and administrators. Managers can schedule their employees' time before they perform the work and future-post known exceptions. Additionally, managers can prepopulate timesheets with a predefined pattern or configure them from schedules, previous time periods, or personal task values.

Employee User Preferences

The User Preferences page is used by employees to set up their schedule and time reporting preferences, such as preferred shifts and times, and time related defaults to display on the Timesheet page.

When setting up or changing an employee's schedule, a manager can view an employee's schedule preferences in the Manage Schedules feature, and take that information into account for future schedule creation and changes.

When a manager is viewing or reporting time for an employee using the Timesheet page, certain time reporting preferences that the employee sets up will appear on the Timesheet page, such as Start Day of Week and Task Values.

Employees can also email managers, supervisors, or other employees when they change their user preferences.

Time Reporting over the Internet

Time and Labor is a web-based self-service application that enables employees to report time from any web browser. Managers and employees can easily view time for an entire month. Managers can gather reported time, scheduled time, exceptions, and results of rules for viewing, editing, and approval—all online in a secure environment.

Reported Time and Payable Time Approvals

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

Adoption of the PeopleSoft Robust Approval Framework

- Delivery of eight Approval Process definitions to support common organizational hierarchies such as Supervisor ID, Department Manager, and Position Management, as well as multiple levels approval.
- Support to approve, deny, push back with integrated work list and email notifications for reported and payable time approvals.
- During the approval process, ability for approvers to add other approvers or reviewers to the current or a later stage of the approval process.
- Ability for requesters and approvers to associate their comments with the approval process.

By leveraging the Approval Workflow Engine, the system produces an Approval Status Monitor to display the pending approver. The system automatically sends the approver an email notification and generates a work list item.

Adoption of the PeopleSoft Robust Delegation Framework

- Management of delegation requests and use of email and work list notifications to notify delegator and proxies.

- Downward delegations to a direct report or another person lower down in the reporting hierarchy.
- Upward delegation to a manager or another person higher up in the reporting hierarchy.
- Lateral delegation to a peer either within the same division or in a different division within the reporting hierarchy.

If an active delegation exists, the Approval Workflow Engine and HCM Delegation Framework work together to initiate the approval to the correct approver based on the delegated authority.

Manager Self-Service

Manager usability is also ensured with a consistent interface to identify and navigate the employee pool. Users can establish preferred employee criteria and default values. They can also pre-populate lists with employee pool subsets, override criteria, and refresh data. These lists can become persistent features throughout navigation for ease of use. Managers can easily work through lists with multiple employees by using Next in list and Previous in list buttons.

Schedule Views

Managers have a graphical interface to view schedules for their employees. In addition to viewing coverage, assigned shifts, and total work hours, managers will be able to identify individuals with planned absences or training.

Flexibility and Accountability

Powerful Rules Engine

The heart of Time and Labor is a sophisticated rules engine that enables you to create any kind of rule for reporting, managing, or processing time around the world. By defining rules to process time, you minimize user input, facilitate validation of data, and facilitate the consistent application of business processes—a function all organizations need. You can create your rules using the delivered rule templates; all you have to do is enter values for the variables within the templates' rule-statement. In cases where the templates do not accommodate all your needs, the system is completely configurable and you can create additional rules using our delivered rule-creation tools.

Rules Import/Export and Recompile

Time and Labor administrators will now be able to streamline their work by using this new feature. You will be able to import and export rules between two disparate systems, such as Test and Production. Using this feature will eliminate the need to have rules reentered. The administrator will be able to recompile rules after an import.

Scheduling

Time and Labor supports fixed, rotating, or dynamic schedule environments. You can create and maintain schedules in a systematic way to communicate work expectations and adherence, reconcile actual work, and anticipate labor supply. You are also able to support centralized, standard schedule definitions and ad hoc work patterns with schedule building blocks. You can define rotation sets with relative start dates and accommodate split shifts, off shifts, and day breaker rounding.

Support for Multiple Time Reporting Needs

Time and attendance solutions need to meet the needs of all constituents and processes within an organization. Time and Labor supports the time-related requirements of managers, clerks, clock reporters, task-and time-intensive elapsed reporters, and heads-down data entry. Users can create complex punch, elapsed, or flex employee work schedules. They can also create rules to administer overtime, benefits entitlements, and holidays based on union, regulatory, and industry requirements.

Business Process Controls

Moving the time and attendance process along in an efficient manner is of utmost importance to most companies. Time and Labor has controls in place to ensure that your time and attendance process is successful. Time-approval workflow enables both the act and notification of time submission, approval, denial, or adjustment of time at the timesheet or detail level. Time status can control the flow and security of data, preventing unsubmitted or unapproved time from being processed. And comments such as overtime or adjustment explanations can be added to the detail time level.

Integration to key processes and solutions

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

Integration with PeopleSoft Enterprise Financials

Integration with Oracle's PeopleSoft Enterprise Financials is supported with standard ChartFields integration and individual ChartField entry. Your organization will be able to analyze labor costs in its general ledger and project costing applications. You can also associate time to any combination of the 21 ChartFields.

Integration with Project Costing

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

Integration with Other HCM Modules

You can extract employee data, calendar information, and vacation, leave, and sick accruals as well as leverage time data for Payroll for North America and Global Payroll.

Integration with Oracle Workforce Scheduling

Accurate labor forecasting and efficient workforce scheduling is critical to optimal workforce performance. Organizations want to achieve a balance between the labor budget and labor need in order to meet the demand. An organization needs to be efficient with labor spend by not overstaffing or understaffing.

Oracle Workforce Scheduling can provide labor forecasting and schedule optimization to help an organization determine where, when, and who they need to deploy to any given shift, assignment, job, project, task, and so on, based on historical needs.

The PeopleSoft HCM integrates data from PeopleSoft Human Resources, Time and Labor, and Absence Management to Oracle Workforce Scheduling to achieve optimal project tracking and absence tracking, as well as to manage and monitor schedule assignments.

An employee will set up his or her schedule preference for the workweek. For each day of the week, the employee will be able to enter his or her preferred shift or start and end times. PeopleSoft Time and Labor will publish this information to Oracle Workforce Scheduling as the employee's preferred schedule.

For employee absences, PeopleSoft Absence Management will publish the absences as well as the absence start time and end time to Oracle Workforce Scheduling to use in schedule optimization.

PeopleSoft Time and Labor will publish to Oracle Workforce Scheduling the employee's reported punch time, which will be used to analyze the data.

With the information such as planned absences, employee's schedule preference, and reported punch time, Oracle Workforce Scheduling will produce an optimized schedule for each employee. Oracle Workforce Scheduling will publish the optimized schedule into PeopleSoft Time and Labor. The manager can view the schedule, and the schedule information is used to populate an employee's Timesheet. The schedule information is also used for schedule resolution.

Complementary Offerings

Payroll for North America

Regardless of the size or diversity of your workforce, Payroll for North America provides the tools to calculate earnings, taxes, and deductions efficiently. Payroll for North America also maintains balances and reports payroll data while minimizing the burden on IT managers and payroll staff.

Global Payroll

Global Payroll supports worldwide operations with streamlined application maintenance, easy global deployment, and easy management across borders.

PeopleSoft Enterprise Absence Management

Oracle's PeopleSoft Enterprise Absence Management gives you control over your organization's time-off processes, enabling you to automate processes for planning and later, compensating paid time off for your entire workforce in a single, powerful, web-deployed application.

Absence Management offers several features to simplify absence processing for your organization:

- Integration with PeopleSoft Enterprise Time and Labor.
- Robust approval process including the ability to approve or deny individual or multiple transactions.
- Escalate or reassign approvals to another approver.
- Delegate authority to approve or initiate transactions.

Why Oracle?

Oracle's PeopleSoft Enterprise workforce management solutions can help you forecast labor and workload demand, define and assign schedules to meet business objectives, capture time worked, absences and other labor data, track adherence to schedules and productivity, and adhere to labor laws and pay rules. These solutions enable you to:

- Meet strategic objectives by tying deployment and utilization of your workforce to organizational goals and business demand
- Simplify administration through automated time capture and absence management
- Reduce labor costs by efficiently and effectively scheduling, monitoring, and managing your workforce• Manage data privacy more easily

Contact Us

For more information about Time and Labor, please visit oracle.com or call +1.800.ORACLE1 to speak to an Oracle representative.



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