

PEOPLESOFT ENTERPRISE HRMS PORTAL PACK



KEY BENEFITS

- Direct, at-a-glance access to vital information
- Customizable setup
- Personalized content
- Secure, role-based

Managers, employees and recruiters require direct access to key, current information to make the best decisions. Oracle's PeopleSoft Enterprise HRMS Portal Pack, designed for use with Oracle's PeopleSoft Enterprise Portal, delivers this content from your PeopleSoft Human Capital Management applications directly to your desktop via portal pages in an easy-to-use and interactive manner.

PeopleSoft Enterprise Portal

Portals are all about bringing the right content to the right people. The PeopleSoft Enterprise Portal's open technology framework enables you to manage your complete scope of applications and content. Our portal can leverage HCM data to define the roles that people are in and personalize the content for them based on their roles. PeopleSoft Enterprise Portal is capable of bringing together a variety of applications and content and is the best solution for customers who wish to integrate a significant amount of PeopleSoft application content. From Collaborative Workspaces to Content Management to Pagelet Wizards, the PeopleSoft Enterprise Portal provides a single access point to information and the tools necessary to enable the flexibility and ease of use that your managers, employees and recruiters require to make informed decisions.

PeopleSoft HRMS Portal Pack

The PeopleSoft HRMS Portal Pack delivers portal pagelets that provide access to key data from your PeopleSoft Human Capital Management applications from your PeopleSoft Enterprise Portal application. This easy access to your important data supports your common business processes and activities. Each individual user can personalize the content for their pagelets simply by clicking the Customize button on the pagelet headers.

Manager Pagelets

- Company Directory enables managers to locate employees by Name, Department, or Location.
- Direct Reports enables managers to view a list of their direct reports and link to the Employee Information page in eProfile Manager Desktop. This page also contains links to related employee data pages.
- Direct Reports Phones enables managers to view employee phone contact information.

- Employee Performance enables managers to view summarized employee performance information including performance documents, due dates, and document status.
- Manager Expiring Licenses enables managers to view employee information on licenses and certificates which employees hold related to their jobs.
- Manager Leave Summary enables managers to view information about employee absence requests.
- Open Positions enables managers to view information on positions currently open.
- Scheduled Training enables managers to view employee training that has been scheduled including course, start date, and the enrollment status.
- Time Management Alerts enables managers to view and approve various time-related events and occurrence alerts.
- Workforce Availability enables managers to view summarized current employee availability and general absence information.
- Anniversary Alerts enables managers to view the hire date for their direct reports. The employee's name provides a link to the Employee Information page in eProfile Manager Desktop.
- Birthday Alerts enables managers to view the birth date for their direct reports and link to the Employee Information page in eProfile Manager Desktop.

The screenshot displays the Oracle HR Manager Portal interface. The top navigation bar includes the Oracle logo and user information: Personalize, Current Location, Home, My Profile, My Recent Content, Alerts/Favorites, and Sign Out. The main content area is divided into several panels:

- Direct Reports:** A table listing employees under the manager's supervision.

Name	Work Phase
Adrian C. Chu	
Aracelis Garcia	
Aracelis M. Lopez	
Aracelis A. Alvarez	
Aracelis Thompson	
- Workforce Availability:** A summary of employee availability metrics.

Employee Status	Count
Currently Checked In	1
Not Show for Current Shift	337
Scheduled for Current Shift	337
Reported Absent for Today	0
Reported in Training for Today	0
- Employee Performance:** A list of performance documents.

Employee	Doc
Aracelis Thompson	03/01/2003
Adrian C. Chu	12/21/2002
Aracelis M. Lopez	12/21/2002
Aracelis Alvarez	01/03/2003
Aracelis Thompson	03/01/2003
- Anniversary Alerts:** A table of employees with upcoming anniversaries.

Hire Date	Name	Years
12/21/1991	Aracelis M. Lopez	16
12/11/2000	Aracelis M. Lopez	7
12/13/2000	Aracelis M. Lopez	7
12/09/2000	Lara L. Alvarez	7
- Manager Leave Summary:** A summary of leave requests for the manager.

There is no information available for display at this time.
- Time Management Alerts:** A summary of time management alerts.

Alert	Occurrences
Overtime Limit Breached	0
Overtime Approval Requested	0
Employee Time Approval Requested	25
Employee in Training	24
Absence Approval Requested	0
- Scheduled Training:** A message indicating no training is currently scheduled.

You currently do not have any direct reports enrolled in courses in next 30 days.
- Manager Expiring Licenses:** A message indicating no expiring licenses are present.

No expiring licenses in the next 60 days.
- Birthday Alerts:** A table of employees with upcoming birthdays.

On Today	Name
11/29	Justin Gueto
12/03	Steven Guadalupe
12/05	Justin Miles
12/06	Michael Phindus
12/08	Justin Gueto
- Open Positions:** A table of currently open positions.

Position	Position Published
Payroll Officer	1
Sr Mgr Human Resources	1
Systems Analyst	2
Personnel Assistant (OA)	3
Admin Assistant	1

HR Manager Portal

In this example, the HR Manager can easily view information about direct reports, workforce availability and time management alerts along with other useful data.

Employee Pagelets

- Company Directory enables employees to locate employees by Name, Department, or Location.
- Employee Expiring Licenses enables employees to view information about their licenses that are nearing expiration.
- Employee Leave Summary enables payees, using Oracle's PeopleSoft Enterprise Payroll for North America application, to view their leave balances. For users of PeopleSoft Global Payroll, payees can review absence history, review absence balances, enter requests for absences, and forecast absence balances as of a particular date.
- Stock Options enables employees to review detailed information about their stock options.
- Upcoming Training enables employees to view upcoming scheduled training including the course name, start date, and the enrollment status.
- View Payslip enables employees to select a payslip from a list and view the detailed information of the payslip.

Recruiter Pagelets

- Find Job Openings enables recruiters to find job openings based on the job opening's status and when the opening was created.
- Job Openings enables recruiters to view and update job openings.
- My Applicants enables recruiters to find applicants for a specific user by using various search methods. You can use a single method or combine them to reduce the number of search results.
- My Job Openings enables recruiters to view job openings for a specific user.
- Quick Search enables recruiters to initiate a search for information about applicants and job openings.
- Recruiter Alerts enables recruiters to review notifications of items or transactions requiring action. A link is provided to access the results of an alert.

Each pagelet requires one or more enabling applications to supply the data to be displayed. For example, if you'd like to add the Direct Reports pagelet to your portal home page, Oracle's PeopleSoft Enterprise Human Resources and eProfile Manager Desktop applications must be licensed and installed.

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