PeopleSoft 9 HRMS Fundamentals – Exam Study Guide

The PeopleSoft 9 HRMS Fundamentals Exam Study Guide is designed to highlight the training options mapped to each exam topic to guide students in their preparation to pass the PeopleSoft 9 HRMS Fundamentals Exam (1Z0-218).

The exam objectives are defined by learner or practitioner level of knowledge.

Learner-level: questions require the candidate to recall information to derive the correct answer

Practitioner-level: questions require the candidate to derive the correct answer from an application of their knowledge

For each exam topic there have been identified alternative training options that are available at Oracle. Please note that some of the training recommended can cover multiple exam topics.

The exam covers 11 topics:

Topic 1: Product Overview

Objectives

Describe PeopleSoft Enterprise Human Resources
Set up core human resources foundation tables
Define and administer data permission security
Add people in the PeopleSoft system
Maintain people and worker information

Level
Learner
Learner
Learner
Learner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
  - Enterprise Learning Management Rel 9
  - ePerformance Rel 9

- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp

- Online Training
  - Profile Management: The Foundation of Talent Management Functional Overview
  - HCM Talent Management: Learning
  - HCM Talent Management: Recruiting
  - HCM Talent Management: Performance
  - HCM Talent Management: Compensation
  - Global Workforce Management - The Value of PeopleSoft Absence Management

Topic 2: Business Process Overview

Objectives

Level
Explain PeopleSoft Enterprise Human Resources Management System (HRMS) products and business processes Learner
Explain PeopleSoft Human Resources core foundation tables Learner
Explain PeopleSoft table setup considerations Learner
Explain effective dating and action types Learner
Use sources of information about PeopleSoft Human Resources Learner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
  - Enterprise Learning Management Rel 9
  - ePerformance Rel 9
- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp
- Online Training
  - CRM 9.0: HelpDesk and HR HelpDesk Functional Overview
  - Talent Acquisition Management / Candidate Gateway Functional Overview
  - HRMS 9.0: ePerformance Functional Overview
  - Time and Labor and Absence Management Functional Overview

Topic 3: Setting Up Core Foundation Tables Related to Installation Settings and Companies

Objectives
- Define the Human Resources foundation table sequence related to Installation Settings and Companies Learner
- Define the Installation Table Learner
- Set up the Company table Practitioner
- Identify implementation and worker-level default options related to Installation Settings and Companies Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp

Topic 4: Setting Up Core Foundation Tables Related to Business Units and TableSet Sharing

Objectives
- Define the Human Resources foundation table sequence related to Business Units and TableSet Sharing Learner
- Define setIDs, business units, and tableset sharing Learner
- Establish user and business unit defaults Learner
- Identify implementation and worker-level default options related to Business Units and TableSet Sharing Learner
Training Options

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp

**Topic 5: Setting Up Core Foundation Tables Related to Establishments, Locations, and Departments**

**Objectives**

| Define the Human Resources foundation table sequence related to Establishments, Locations, and Departments | Learner |
| Set up the Establishment table | Practitioner |
| Set up the Location table | Practitioner |
| Set up the Department table | Practitioner |
| Identify implementation and worker-level default options related to Establishments, Locations, and Departments | Learner |

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp

**Topic 6: Setting Up Core Foundation Tables Related to Compensation**

**Objectives**

| Define the Human Resource foundation table sequence related to Compensation | Learner |
| Set up compensation rate code data | Practitioner |
| Set up the salary plan tables | Practitioner |
| Identify implementation and worker-level default options related to Compensation | Learner |

**Training Options**

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9

**Topic 7: Setting Up Core Foundation Tables Related to Jobs and Pay Groups**

**Objectives**

| Define the Human Resource foundation table sequence related to Jobs and Pay Groups | Learner |
Set up the Job Code table
Set up the pay group tables
Identify implementation and worker-level default options related to Jobs and Pay Groups

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp

Topic 8: Administering Data Permission Security

Objectives
- Explain row level data permission security
- Identify methods of granting data permission access
- Administer tree-based security
- Refresh security join tables

Level
- Learner
- Learner
- Practitioner
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp

Topic 9: Adding People in the PeopleSoft System

Objectives
- Explain organizational relationships
- Add a person in the PeopleSoft system
- Add a job instance for a person
- Explain job level defaults
- Define multiple organizational instances, employment record numbers, and additional assignments

Level
- Learner
- Practitioner
- Learner
- Learner
- Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp

Topic 10: Adding Workers Through Template-Based Hires (SmartHire)
Objectives

Define the SmartHire process
Set up template-based hire templates
Add a template-based hire
Manage the status of a template-based hire

Level
Learner
Practitioner
Practitioner
Practitioner

Training Options

- Instructor Led Training (delivered by Oracle University)
  - Human Resources Rel 9
- Instructor Led Training (delivered by Oracle University, a qualified Delivery Partner, or by a qualified Partner for internal use)
  - PeopleSoft Human Capital Management Implementation Boot Camp

Topic 11: Maintaining Person and Job Data

Objectives

Maintain historical information for your workforce
Manage personal data and job data
Create action reason codes
Enter termination and last date worked information
View job summary information

Level
Learner
Practitioner
Practitioner
Practitioner
Learner

Training Options

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