

# PeopleSoft Pay/Bill Management



An efficiently run financial back office (i.e. Payroll, Accounts Payable, Billing) is the foundation for growing a business and maximizing profitability. For a staffing organization, obstacles that stand in the way of realizing a truly optimized back office can be overwhelming. Disparate, decentralized systems prevent you from gaining real insight into your business performance. Processes, automated or manual, that vary by branch, business unit, and country impede your ability to manage efficiently in today's fast-moving staffing environment. Oracle's PeopleSoft Pay/Bill Management, a global, scalable solution, designed specifically for the Staffing industry, integrates and streamlines your front and back-office functions so that you can increase the efficiency of your business and gain real-time visibility into business performance.

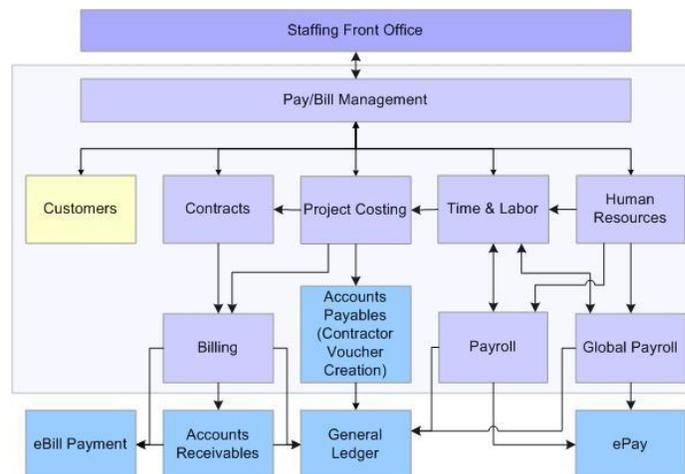


Figure 1. Ensuring that information flows reliably, accurately, and efficiently from time entry to payroll and billing is essential for the back office operations of staffing companies.

## Gain Efficiencies with Configurable Tools and Frameworks

Recruiters and other key staff can leverage a host of configurable new tools, technologies and frameworks focused on providing a highly configurable, simple and actionable user experience coupled with productivity enhancers to drive tangible business results.

Recruiters work from a Staffing WorkCenter designed to be a command center tailored to fit the user's role giving them quick and easy access to specific content rich data. Workload management which includes exception based reporting, key business process navigations, and reports and queries are all available with one click.

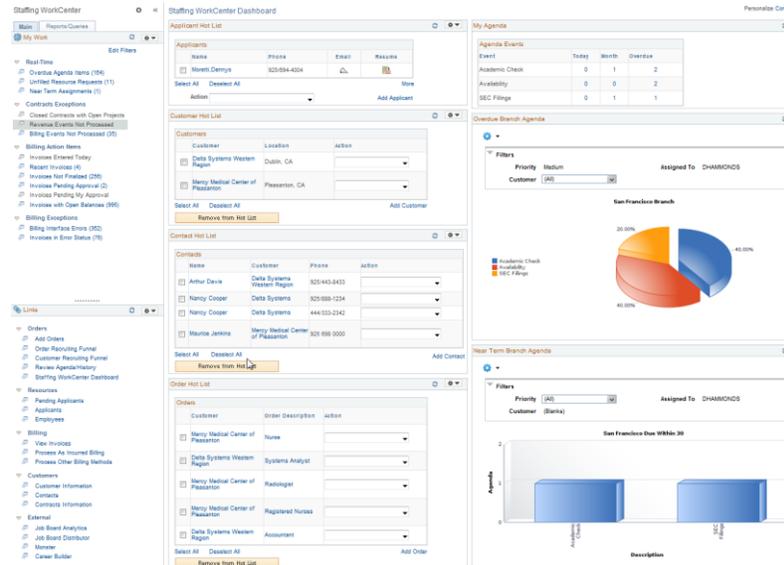


Figure 2. The Staffing WorkCenter with focus on the Staffing WorkCenter Dashboard including user-configured hot lists and actionable task management analytics.

Recruiters can make better business decisions with shared or uniquely designed analytics to deliver user specific content in the area of task management, unfilled job openings and assignments coming to an end.

## Efficient Order Management

Manual processes can be challenging for a single-office company. Yet, for a company that operates in multiple locations, manual processes can become overwhelming. Specifically in the area of financial transactions for assignments, these manual activities can significantly inhibit the ability to monitor revenue and resolve issues and, ultimately, manage a profitable business. PeopleSoft Pay/Bill Management provides a single source for managing and viewing financial transactions for assignments, thus eliminating the need to search through stacks of billings, timecards, or even multiple systems to understand your financial position or status on an assignment and ultimately gain a true financial picture of the order.

**View Assignment Transactions**

Customer ID 0000050037    Mercy Medical Center of Pleasanton  
 Staffing Branch CA001    Business Unit US004  
 Order ID 000000040    Project 000000000000187    Orthopedics Ward  
 Assignment ID 000000259    Activity 000000000000002    Nurse-Head

Analysis Group ALL    From Date 01/01/2001    Through Date 12/31/2020  
 From and To Date Type Accounting Date    Get List  
 Max Number of Rows in Scrolls 50    Search Result Message 1 to 1 of 1

Project Costing Transaction List    Add Transaction    Transaction Adjustment

Analysis Type	Description	Amount	Currency Code	UOM	Invoice	ADJ Invoice	Quantity	Multiplier	Total Amount	Date/Time
ACT	Missing Hours	300.00	USD	EA			10.00	30.0000	300.00	03/12/2013

Save    Return to Search    Previous in List    Next in List    Notify

Figure 3. Single source for viewing all related transactions for assignments.

When you create orders and assignments in PeopleSoft Pay/Bill Management, the system automatically generates projects, contracts, and employee job data with minimal data entry. PeopleSoft Pay/Bill Management then leverages the functionality of the PeopleSoft Project Costing, Contracts, and Time and Labor applications to streamline your pay and bill processes.

- Leverage the rich functionality of PeopleSoft Financial Management core customer pages to enter new customers and edit existing customer information.
- Configure the look and feel of temporary and career orders.
- Capture one or more resource requests per order.
- Streamline data entry by providing defaults for pay and bill rates or salary and placement fees.
- Capture pay and bill rates and evaluate immediately against target margin.
- Specify bill to and worksite (ship to) customer information for each order.
- Capture assignments with multiple start and end date ranges as well as information regarding assignment extensions and replacements.
- Add customer purchase orders to the system with their balances and expiration dates, link assignments with these customer POs, apply the amounts billed against the PO balances, and obtain online tracking information for the PO balances.

**Purchase Order Inquiry**

Search Criteria

Business Unit US004    End Date Range  
 Bill To Customer    Start Date  
 Name    End Date  
 PO Tracking ID    Show Expired    Show Exhausted

Normal    Remaining Amt Tolerance % 0.00  
 Below Tolerance    Remaining Days Tolerance 0  
 Exhausted    Search

POs    Personalize | Find | View All |

Business Unit	PO Tracking ID	Bill To Customer	Name	Start Date	End Date	Remaining Days	Date Tolerance	Amount Tolerance	PO Details
US004	0000000002	0000050035	Staffing Customer	01/11/2013	06/01/2013	81	Normal	0.00	

Pay/Bill Management Center

Figure 4. Leverage functionality enabling you to define tolerance levels that trigger warning buttons to appear for PO exhaustion and expiration

## Rapid Entry of Time and Expense

The sooner your employees enter their time and expenses, the more rapidly you can invoice your clients and recognize revenue. PeopleSoft Pay/Bill Management leverages PeopleSoft Time and Labor to:

- Collect and process time and exceptions for employees and contractors.
- Streamline back-office entry from time cards by providing pre-populated time entry pages.
- Capture expenses, including housing, per diem, mileage, benefits, or travel costs.
- Automatically validate and flow time to payroll for pay calculations, or to accounts payable for vendor payments.

## Streamlined Pay Processes

PeopleSoft Pay/Bill Management seamlessly integrates the rich functionality of PeopleSoft Payroll and Global Payroll to deliver a world class solution for paying your employees. When there are no employees with the required skill set available, staffing affiliate vendors supply contractors that may be used to fill a customer order. You can enter time for contractors the same way as you would for your employees or you can enter a vendor invoice directly into PeopleSoft Payables. In either case, an accounts payable voucher may be generated. When creating vouchers through PeopleSoft Payables, you gain global functionality and can utilize other existing Payables processes.

## Complete Shared Transaction Repository

All pay and bill transactions for employees and contractors collected through PeopleSoft Time and Labor and external systems flow seamlessly through delivered integrations into PeopleSoft Project Costing, your single global repository for capturing and reporting on all revenue and cost transactions.

PeopleSoft Project Costing feeds PeopleSoft Payables for affiliate vendor payments and PeopleSoft Billing for customer invoicing eliminating all redundant data entry.

## Robust Billing and Invoicing

Your clients invariably have different billing requirements. Some may require their invoices to be broken down by purchase order and subtotaled by cost center. Others may prefer to have their invoices broken down by cost center and subtotaled by employee. Some clients may have 15-day payment terms, while others have 45-day terms. In some businesses, such as IT and Professional Services, rate structures are either bill rate or markup-driven contracts, with the predominance going to the bill rate by job title. The flexibility and integration that PeopleSoft Pay/Bill Management provides allows you to handle invoicing and reporting requests without manual intervention or accounting manipulation. Satisfy your client-specific needs and requests while continuing to meet your revenue recognition requirements.

- Collect transactions in PeopleSoft Project Costing, apply contractual rates, and send the appropriate billing transactions through PeopleSoft Contracts into PeopleSoft Billing using single-click processing to generate and print invoices.

- Easily accommodate combinations of client-specific invoicing and reporting requests.
- Define individual billing cycles, rates, and schedules for individual clients.
- Allow your clients to access their invoices online and pay their bills—anytime, anywhere.
- When you create a career assignment you charge a fee for the placement and you might also make guarantees regarding how long the employee will stay employed by the customer to earn your full placement fee. If this guarantee is not met, the customer may want part of the placement fee credited or refunded—called a fall off. When integrated with PeopleSoft Staffing Front Office, the system can automatically create a fall off credit with the simple click of a button.

## KEY FEATURES

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### Complete Shared Repository

- Fully integrated with HCM, Financials and ESA suites for:
  - Employees and Competencies
  - Contacts and Customers
  - Orders and Assignments
  - Resource Calendar
- Stand-alone or fully integrated with Staffing Front Office
- Single repository for capturing and reporting on all revenue and cost transactions
- Global, multi-lingual

### Efficient Order Management

- Configurable temporary and career orders
  - » Control look and feel of the order and what information is captured, including pay and bill rates or salary and placement fees
  - » Multiple resource requests (lines) per order
  - » Multiple resource assignments per request
- Work Assignments
  - » Multiple start and end date ranges
  - » Ability to capture work days and times
  - » Ability to capture work date exceptions
  - » Changes, Replacements, and Cancellations
  - » Differentiate canceled versus ended assignments
  - » View a resource's monthly schedule from the assignment
  - » Specify distinct worksite locations, contacts, job codes, target qualifications
  - » Capture different types of bill and pay rates for each assignment, including pay and bill, bill-only, pay-only, and markup rates
- Default sales tax information at the order and assignment level, including fields used for Vertex and Taxware integration with Billing
- Capture competitor pay and bill rates at

### Workforce Management

- Employee history
- Job Profile Management
- Provide access to retirement benefits
- Maintain ex-employee data for archive / compliance
- Moonlighters
- Allow internal employees to take on external temporary assignments on a part-time basis

### Streamlined Pay and Bill Processes

- Capture Time and Expenses
  - Time and expenses capture for employees and contractors through Oracle's PeopleSoft Time and Labor
- Calculate estimated costs based on assignment pay rates
- Leveraging core functionality enables securing critical validations earlier in the business process, and improves back office operational efficiency
- Automatically flow time to payroll for pay calculations
- Pay Resources
- Seamless integration with world-class Payroll or Global Payroll to pay employees
- Support global payroll needs from a single system
- Automatically calculate payment amounts from reported time & expense
- Pay contractors through accounts payables
- FLSA compliance - overtime pay calculated using FLSA rules
- Calculate actual cost for employees
- Bill Customers
- Accommodate client-specific invoicing & reporting needs for billing cycles, rates, schedules, currencies, languages, VAT support
- Pre-defined rate profiles based on order types
- Generate invoice amount based on contract terms and conditions
- Support rate- and fee-based billing
- Review, correct, and approve invoices

<p><i>the job code level for better visibility to rates used by competitors</i></p> <ul style="list-style-type: none"> <li>• <i>Client and Contact Management</i> <ul style="list-style-type: none"> <li>» <i>Capture both bill-to and ship-to customer locations in the order and assignment</i></li> </ul> </li> <li>• <i>Capture a customer contacts by order and assignment</i></li> </ul>	<p><i>on-line</i></p> <ul style="list-style-type: none"> <li>• <i>Provide clients with self-service to review invoices and make payments</i></li> <li>• <i>Streamlined processing of fall offs and credits for career assignments</i></li> <li>• <i>Streamlined Purchase Order Management</i></li> <li>• <i>Ability to capture the customer PO number at the assignment level</i></li> <li>• <i>Automatically decrement PO balance when customer is billed</i></li> <li>• <i>Automatically sends PO number to billing for invoice printing to minimize customer disputes and improve collections and DSO</i></li> </ul>



CONTACT US

For more information about PeopleSoft Pay/Bill Management, visit [oracle.com/partners](http://oracle.com/partners) or call +1.800.ORACLE1 to speak to an Oracle representative.

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**Hardware and Software, Engineered to Work Together**

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