PeopleSoft Time and Labor

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

Oracle’s PeopleSoft Time and Labor application is a flexible, integrated solution that gives organizations both intelligence and power through a single repository which helps them 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 and processing time globally.

**Ease of Use**

Users will find adoption of the self service functionality easy and intuitive on any device, whether it is a mobile phone, tablet, laptop, or desktop.

**Time and Labor Mobile**

Mobility is rapidly expanding due to availability of smart phones and tablets to both managers and employees. Time and Labor Mobile is great for employees who need to be able to report time, view their weekly timesheet, or view their calculated payable time from any location. Managers can also manage exceptions or view reporting locations of their employees. All of the employee and manager functionality works on all common mobile devices.

**Manager Self Service**

Manager self service provides an easy to use, consistent interface for identifying and navigating the employee pool. Users can establish preferred employee criteria and default values which can then become persistent features throughout all of their navigation. Managers can manage their employee’s schedules, approve time and exceptions, report time, and view time. In addition, managers can easily identify individuals with planned absences or training.
KEY BENEFITS

• Reduce 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

Time and Labor Dashboard for Managers

With the Time and Labor Dashboard managers can make labor decisions based on real time data. They don’t have to wait for reports to be run to get access to workers’ productivity, labor hours and time exception metrics. The Dashboard allows managers to easily approve Reported Time or Payable Time, view and react to any exceptions that need to be addressed, and get insights into key information to quickly take action. With the delivered analytics, managers can visually look at the time that has been generated by the rules (real time or batch). If using schedules, they will be able to see the schedule deviations that have occurred. In addition, if you have the Absence Management application, they can also view and react to any Absence Management transaction that needs approval.

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 pending submission or unapproved time from being processed. Users can also add comments, such as overtime or adjustment explanations, to the detail time level.

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

• Delivery of Approval Process definitions to support common organizational hierarchies such as Supervisor ID, Department Manager, Position Management, combined with ability to include multiple levels of approval.
• Support to approve, deny, or push back reported and payable time approvals with integrated work list and email notifications.
• Ability for approvers to add other approvers or reviewers to workflow at both the current as well as a later stage of the approval process.
To increase usability and productivity, a Time and Labor WorkCenter has been provided to access all needed information in one place. The WorkCenter is configurable and can be used to manage and streamline daily work and give employees a "what do I need to do today" focus.

**Flexibility and Accountability**

**Powerful Rules Engine**

The heart of PeopleSoft Time and Labor is a sophisticated rules engine that enables you to create rules for reporting, managing, or processing time around the world. By defining rules to process time, you minimize user input needed, facilitate validation of data, and enable consistent application of business processes – a function all organizations need. You can create your rules using the delivered rule templates by entering values for the variables within the templates’ rule-statement. In cases where the templates do not accommodate all your needs, you can configure and create your own additional rules using our delivered rule-creation tools.

**Real-time Application of Rules**

PeopleSoft Time and Labor enables you to define rules and immediately apply these rules to the Timesheet. The real-time application of rules to the Timesheet immediately establishes up-to-date output following any change in input that impacts Timesheet results, increasing accuracy and timely completion of the payable time calculation. Users can quickly make corrections and resubmit the Timesheet to get updated payable time for payroll processing.

**Configurations and Control**

Configurability for data presentation and page usage enables you to control what content is available to users. New attributes are provided on the TRC Program, enabling administrators to control the TRC usage on the employee and manager Timesheet and the display order of the TRC when users select the TRC for time reporting. Administrators can control who is allowed to edit an employee’s reported time. The system can be configured to notify employees when someone other than themselves has made edits to the employee’s time. Legal statements can be defined to allow users to sign-off on time entries from the Timesheet. Administrators can lock and unlock the Timesheet during critical periods, such as payroll processing, to prevent users from modifying time entries.
Transactional Analytics

PeopleSoft Time and Labor’s transactional analytics provide visualized charts to view, analyze, drill down and take action on the data. Leveraging PeopleTools Pivot Grids, users can pivot and filter to interpret the data in a variety of ways. The managers or administrators can view their employees’ Timesheet by status, attendance, and absence types and interactively slice and filter the data online.

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 can 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.

Integration with Key Processes and Solutions

Integration with other key processes and modules within Oracle’s PeopleSoft Human Capital Management and Oracle’s PeopleSoft 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 other processes and modules.

Integration with PeopleSoft Financials

Integration with Oracle’s PeopleSoft Financials is supported with standard ChartFields integration and individual ChartField entry. Your organization can analyze labor costs in its general ledger and project costing applications. You can also associate time to any combination of the 21 ChartFields.
**PRODUCT NAME**
PeopleSoft Time and Labor

**RELATED PRODUCTS**
PeopleSoft Time and Labor is a fully integrated solution that works seamlessly with other PeopleSoft products. For more information on related applications, refer to product datasheets on the following:

- PeopleSoft Payroll for North America
- PeopleSoft Global Payroll
- PeopleSoft Absence Management
- PeopleSoft Project Costing
- PeopleSoft Financials

Visit PeopleSoft Information Portal for further updates and announcements on PeopleSoft product.

**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 Projects for tighter integration and improved performance.

**Integration with Clairvia®**

Every healthcare organization endeavors to provide top quality patient care and operational efficiency to control costs, streamline employee’s productivity, satisfy JCAHO compliance needs, and sustain employee’s job satisfaction. Clairvia and PeopleSoft Human Capital Management have developed an integrated solution for Healthcare. This integrated solution provides visibility into mission-critical scheduling and staffing. PeopleSoft Human Resources supplies an automatic process feeding employee, person, job, and profile data to Clairvia ensuring up-to-date workforce information. PeopleSoft Time and Labor provides workload information, leave balances and reported leave by leveraging our integration with Benefits. This data enables Clairvia to quickly identify availability of staffing and resolve any staffing gaps.

**CONTACT US**

For more information about PeopleSoft Time and Labor, visit oracle.com 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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