

# PeopleSoft Time and Labor



## KEY FEATURES

- Reduce gross payroll costs by automating time capture and complex time calculations
- Improve employee productivity by streamlining time-consuming processes
- Reduce cost by automating Time and Labor enrollment
- Reduce infrastructure costs by consolidating disparate legacy and homegrown systems
- Support better decision making with enterprise analysis of labor data
- Increase customer satisfaction as cost-effectively as possible

## KEY BENEFITS

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

## RELATED PRODUCTS

PeopleSoft Time and Labor is a fully integrated solution with other PeopleSoft products:

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

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 HCM, financial, manufacturing, and distribution systems.

Oracle's PeopleSoft 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.

## Ease of Use

Oracle's PeopleSoft Time and Labor contains a powerful rules engine, but that doesn't mean that it needs to be difficult to use. Users will find adoption of the self service functionality easy and intuitive on any device, whether it be a mobile phone, tablet, laptop, or desktop for both Time Reporters, Managers, and Administrators.

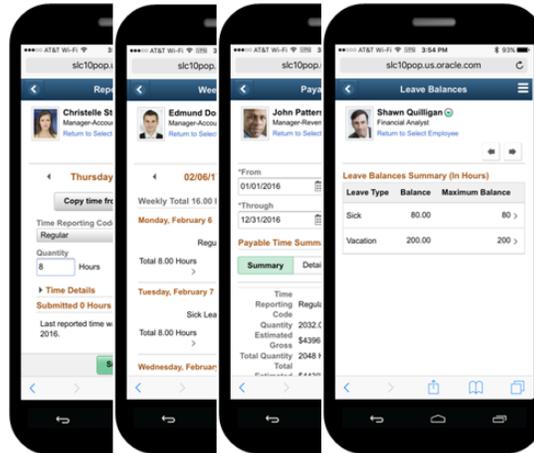
## Auto Enrollment

Auto Enrollment allows an organization to automatically enroll new users, change enrollments in response to job changes, and inactivate enrollments when users have been terminated. These changes can be made in real-time or scheduled as a batch process on a regular basis. Auto Enrollment can also be used for bulk enrollments such as a new implementation of PeopleSoft, or when adding Time and Labor to an existing PeopleSoft population.

## Time and Labor Mobile

Mobility use is rapidly expanding due to the deployment of smart phones and tablets to managers and employees. Time and Labor Mobile is great for employees or managers who need to be able report time, view their weekly timesheet, or view their calculated payable time from any location. Managers can also manage exceptions or use geo-

location to view reporting locations of their employees. The employee and manager functionality will work on all common mobile devices.



Time and Labor Fluid Manager Self Service Pages

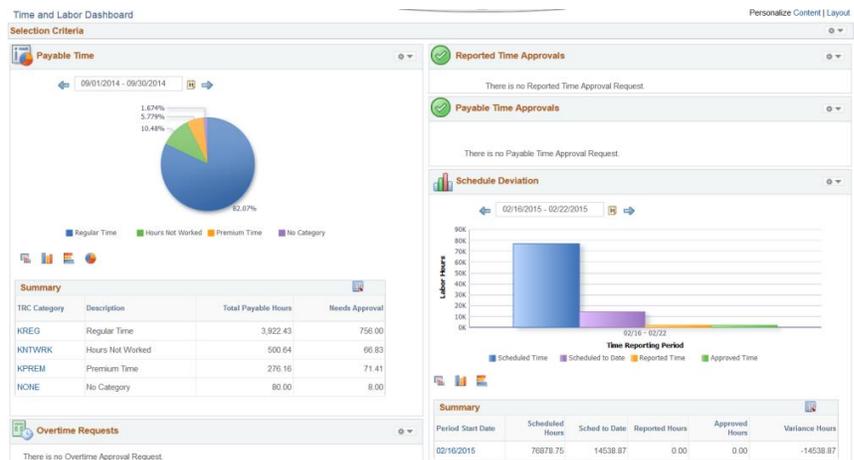
### Manager Self Service

Manager Self Service provides an easy to use interface for managers to enter and edit time, manage approvals, and review analytics.

The Manager Self Service pages of Report Time, Weekly Time, Payable Time, and Leave Balances allows the manager to report and edit time.

The Workforce Availability feature allows a manager to view whether time reporters have reported time and whether they have deviated from their schedule. Future schedule coverage can also be assessed with this feature.

With the Time and Labor Dashboard managers can make labor decisions based on real time data. The Dashboard allows managers to easily approve Reported or Payable Time, view and react to exceptions that need to be addressed, see schedule deviations, and get insight 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.



Time and Labor Dashboard for Managers

## 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 notification of time submission, and 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. Users can add comments, such as overtime or adjustment explanations, to the detail time level.

Adoption of the PeopleSoft Approval Workflow Engine (AWE) 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 AWE Framework includes:

- Delivery of Approval Process definitions to support common organizational hierarchies such as Supervisor ID, Department Manager, and Position Management, as well as 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 the current, or 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 help manage and streamline daily work to give employees a “what do I need to do today” focus.

The screenshot displays the Time and Labor WorkCenter interface. The left sidebar contains navigation options such as 'My Work', 'Approvals', 'Alerts', 'Announcements', and 'Links'. The main content area shows a 'Welcome' message and navigation tabs for 'Manage Report Time', 'Manage Payable Time', and 'Manage Schedules'. Below this, there is an 'Employee Selection' section with a 'Change View' dropdown set to 'Week'. A date selector is set to '02/17/2015'. A table titled 'Employees For Betty Locherty, Time Needing Approval From 02/16/2015 - 02/22/2015' is displayed. The table has columns for 'Select', 'Last Name', 'First Name', 'Employee ID', 'Empl Record', 'Job Title', 'Hours to be Approved', 'Reported Hours', and 'Scheduled Hours'. One row is visible with 'Last Name' in the first column and '0' in the 'Empl Record' column. Below the table is an 'Approval' section with buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'.

Time and Labor WorkCenter

## 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 facilitate the 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

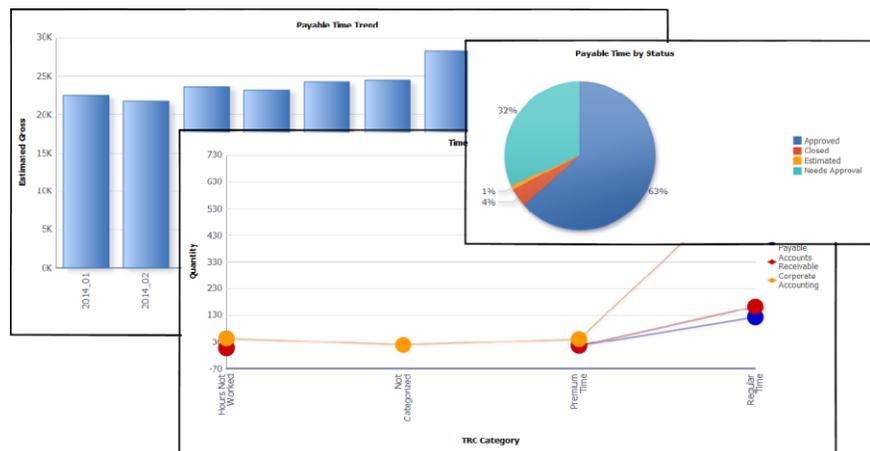
PeopleSoft Time and Labor enables you to define rules and immediately apply these rules to the Timesheet. The real-time application of rules to the Timesheet immediately establishes up-to-date output following any change in input that impacts Timesheet results, increasing timely completion of the payable 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 Time Reporting Code (TRC) Program enabling administrators to control the TRC usage on the employee, manager, and administrator Timesheets and the display order of the TRCs available for selection. Administrators can control who is allowed to edit an employee's reported time, and notifications when someone other than the employee has made edits. Legal statements can be defined to allow users to sign-off on time entries from the Timesheet. Administrators can also 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.



Interactive Analytics

## 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 these 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 the 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 Projects for tighter integration and improved performance.

## CONTACT US

For more information about PeopleSoft Time and Labor, visit [oracle.com](http://oracle.com) or call +1.800.ORACLE1 to speak to an Oracle representative.



## CONNECT WITH US



## Hardware and Software, Engineered to Work Together

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