Oracle’s User Productivity Kit (UPK) is a collaborative content development platform that drives end-user and project team productivity throughout all phases of the software ownership lifecycle. UPK pre-built application specific content provides significant additional benefit beyond the UPK Developer for enterprises deploying PeopleSoft’s Enterprise applications.

UPK Application Content: “As Delivered” System Process References
The value of UPK pre-built application content starts from the premise that implementation project teams can save substantial time and labor by leveraging UPK application content as baseline reference system process flows first and then iterating to capture specific business process requirements. The savings can be substantial – project team resources typically dedicated to the preparation of system test data, storyboarding, and process standardization can be greatly reduced.

Mirrors Oracle Application Development Methodology
Key to the value of UPK application specific content is the fact that it is authored in tight collaboration with the actual developers who wrote the code, thus creating content which accurately reflects industry best practices with detailed conceptual information.

Delivering Value Throughout the Software Lifecycle
The value of UPK application content has relevance in many phases common to software implementation projects. For example, early on in the project lifecycle, UPK play back capabilities allow implementation leads to educate themselves on the delivered system process flows (vanilla functionality) of the new application without having to actually configure a “sand-box” environment, mitigating costs associated with labor and hardware and reducing the new functionality ‘learning curve.’
Eliminate Dedicated Instances To Analyze Delivered Functionality

Once the delivered functionality and process flows of the new application are understood, the project team can use the UPK content as an aid to do the fit-gap analysis. For this phase of the project lifecycle, the functional expert visually moves through a UPK simulation – leveraging the application specific content - while noting in the test document the configuration and/or customizations necessary to achieve the desired business outcome.

Customizing Pre-Built Content

Over the course of an implementation or upgrade, the UPK pre-built content can evolve until it mirrors the final deployed application. The existing pre-built content can easily be modified using the UPK Developer to capture the configuration changes or steps in the new process. UPK’s re-record feature also enables a guided recapture of screens and steps in the application so your UPK content reflects the final state of your application.

Use the UPK Developer to easily customize the content to match your organization’s needs. The UPK Content products contain the following sections:

Absence Management

Defining General Element Information
Defining Data Retrieval Elements
Defining Calculation Elements
Defining Earning and Deduction Elements
Setting Up Accumulators
Defining Processing Elements
Defining Absence Elements
Using Schedules
Defining the Organizational Structure
Using Calendars
Entering Absences
Setting Up Self Service Absence Transactions
Setting Up Overrides
Processing Absences
Viewing and Finalizing Absence Results
Managing Off Cycle Processing
Using the Utilities
Generating Report Data
Setting Up and Running Generic Reports
Using Self-Service Scheduling Features for Managers
Entering and Approving Self Service Absence Requests

**Benefits Administration**
Benefits Administration Fundamentals
Administering Flexible Spending Accounts
Preparing for Event Maintenance
Preparing Open Enrollment
Processing Open Enrollment
Identifying Event Triggers
Running Event Maintenance
Using On-Demand Event Maintenance
Running Reports

**Human Resources**
Managing Positions
Maintaining Profile Data
Tracking Employee Competencies
Comparing Employees to Roles
Adding a Person
Increasing the Workforce
Entering Additional Data in HR Records
Managing Grievances and Disciplinary Actions
Updating Person and Job Information
Managing Compensation
Viewing Summary Workforce Information
Maintaining Health and Safety Data
Managing Health and Safety Issues
Managing Absence
Managing Vacations
Setting Up Enterprise Learning
Enrolling in Courses
Budgeting Student Training
Calculating Tenure
Tracking Events
Managing Cases
Administering Benefits
Administering COBRA Benefits
Benefits Calculations
Benefits Billing
Managing Multiple Jobs
Administering FMLA
Setting Up Benefit Information
Setting Up Company Car Fleet Information
Managing Company Cars
Calculating Car and Fuel Benefit Amounts
Planning Careers
Succession Planning
Running Reports

**Payroll for North America**
Introduction to Enterprise Payroll for North America
Setting Up Employee Data
Processing Garnishments
Working with Paysheets
Performing Pay Calculation
Performing Pay Confirmation
Working with Checks and Direct Deposits
Periodic Payroll Events
Tips Processing
Processing Retroactive Pay
Processing Retroactive Benefits and Deductions
Adjusting Employee Balances
Generating a Canadian Record of Employment (ROE)
Generating and Viewing IRR and ROST Reports (USF)
Running Reports
**Reporting Tools for HCM**
- PeopleSoft Query Basics
- Defining Query Selection Criteria
- Advanced Query Options
- Crystal Report Basics
- Creating Crystal Reports
- Formatting Crystal Reports
- Advanced Crystal Report Options

**Talent Acquisition Manager**
- Creating Job Openings
- Entering Applicant Data
- Screening and Routing Applicants
- Interviewing Applicants
- Making Job Offers
- Hiring Applicants
- Managing Job Openings
- Managing Job Postings
- Searching for Applicants
- Managing Applicants
- Managing Resumes
- Managing Employee Referral Programs

**Time and Labor**
- Managing Work Schedules
- Managing Time Reporter Data
- Establishing Static and Dynamic Groups
- Approving and Managing Time
- Using Self Service Components
- Using Manager Self-Service Components
- Loading Payable Time into Payroll and Running Payroll
- Running Reports
Human Capital Management Fundamentals
Navigating Overview
Navigating To and Within Pages
Using Keys and Search Pages
Working with Pages
Adding and Updating Data
Using PeopleSoft Workflow

eBenefits
Using eBenefits
Reviewing Benefit Information
Reviewing Dependent and Beneficiary Information
Managing Life Events

eCompensation Manager Desktop
Reviewing Worker Compensation
Changing Worker Salaries
Changing Budgeted Salaries

ePay
Using ePay
Managing Pay Information for PeopleSoft Global Payroll

ePerformance
Introduction to ePerformance
Defining Performance Criteria
Generating Performance Documents
Accessing Performance Documents
Using Performance Documents
Nominating and Tracking Participants
Managing Approvals
Performing Administrative Tasks
Using Inquiry Pages
Generating Reports in ePerformance
**eProfile**

Using eProfile

U.S. Federal eProfile Transactions

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**eProfile Manager Desktop**

Managing Direct Reports

Managing Direct Reports for United States Federal (USF)

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**CONTACT US**

For more information on UPK and application specific content for Oracle application product families go to http://www.oracle.com/goto/upk/user-productivity-kit.html.