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
Requesting and Managing Extended Absences
Setting Up Self-Service Absence Transactions
Setting Up Overrides
Processing Absences
Viewing and Finalizing Absence Results
Transferring Leave Time
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
Running Reports
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 the Snapshot Process
Running Reports

Candidate Gateway
Searching for and Managing Job Openings
Managing the Job Application Process
Connecting Friends to Jobs

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

eCompensation Manager Desktop
Funding Cycles
Allocating Compensation
Approving Compensation Proposals
Delegating Tasks
Reviewing Employee Information and Compensation
Changing Salaries
Changing Budgeted Salaries

Enterprise Learning Management
Enterprise Learning Management Overview
Managing Person and Organization Data
Managing Learning Resources
Managing Payment Methods
Managing Learning Environments
Creating the Learning Catalog
Managing Learning Activities
Creating Activity Templates
Tracking Learner Progress
Tracking Supplemental Learning
Creating Curricula and Certification Programs
Administering Enrollment and Registration
Managing Notifications
Managing Attendance and Grading
Using Self-Service Features
Running ELM Reports

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

ePay
Managing Pay Information for PeopleSoft Payroll for North America
Managing Pay Information for PeopleSoft Global Payroll

eProfile
Using PeopleSoft eProfile
Using U.S. Federal eProfile Transactions

**eProfile Manager Desktop**
- Managing Direct Reports
- Managing Direct Reports for United States Federal (USF)

**Fundamentals for HCM**
- Navigating Overview
- Using Keys and Search Pages
- Working with Pages
- Adding and Updating Data
- Using PeopleSoft Workflow

**Global Payroll Core**
- Defining General Element Information
- Defining Data Retrieval Elements
- Defining Calculation Elements
- Defining Earning and Deduction Elements
- Setting Up Accumulators
- Defining Absence Elements
- Using Schedules
- Defining the Organizational Structure
- Defining Processing Elements
- Using Calendars
- Working with Positive Input
- Setting Up Self-Service Absence Transactions
- Setting Up Overrides
- Processing Payroll
- Viewing and Finalizing Payroll Results
- Managing Off-Cycle Processing
- Entering Absences
- 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
Defining Banking Instructions
Running Reports

**Human Resources**

Manage 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
Accessing Company Directory Information
Maintaining Health and Safety Data
Managing Health and Safety Issues
Managing Absence
Managing Vacations
Setting Up Administer Training
Enrolling in Courses
Budgeting Student Training
Calculating Tenure
Tracking Events
Managing Cases
Base Benefits Fundamentals
Managing Benefits
Administering COBRA Benefits
Benefits Calculations
Benefits Billing
Managing Multiple Jobs
Administering FMLA
Managing Eligibility and Proration
Managing Plans with Weighted Goals
Managing Plans with Matrix Goals
Funding Variable Compensation Plans and Groups
Calculating Allocations and Awards
Managing Awards Approval and Payouts
Setting Up Benefit Information
Setting Up Company Car Fleet Information
Managing Company Cars
Calculating Car and Fuel Benefit Amounts
Planning Careers
Succession Planning
Defining Employee Qualifications
Tracking Global Assignments
Managing Expenses and Educational Allowances
Running HCM 9.1 Reports

**Payroll for North America**
Introduction to PeopleSoft Payroll for North America
Setting Up Employee Data
Processing Garnishments
Administering Contract Pay (E&G)
Working with Paysheets
Performing Pay Calculation
Performing Pay Confirmation
Working with Checks and Direct Deposits
Processing Periodic Payroll Events
Processing Tips Data
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**
Performing PeopleSoft Query Basics
Defining Query Criteria
Performing Advanced Query Options
Understanding Crystal Report Basics
Creating Crystal Reports
Formatting Crystal Reports
Performing Advanced Crystal Report Options

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

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.

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