



Foundational Course

PeopleSoft v9.2 Foundations

Human Capital Management (HCM)

This one-day PeopleSoft v9.2 Foundations for Human Capital Management (HCM) course introduces participants to basic concepts used in the PeopleSoft HCM modules.

Participants will learn about the foundation of PeopleSoft applications, how to navigate the menu structure and personalize content, how data tables are structured and explore various methods of navigating through PeopleSoft HCM applications. Exercises in scheduling and running reports and processes enhance the learn experience and familiarize participants with the Process Monitor.

Prerequisites:

- Basic understanding of relational databases
- General knowledge of Windows environment

Overview of PeopleSoft

- ERP Defined
- History of PeopleSoft
- PeopleSoft Enterprise v9.2 Modules
- PeopleSoft Pure Internet Architecture (PIA)
- Overview PeopleTools 8.53

Logging On and Basic Navigation

- Logging On & System Security
- Home Page Layout & Navigation Features
- Universal Navigation Header
- The Pagebar
- Using Keyboard Shortcuts

Personalization Options

- Personalizing Your Home Page
- Passwords
- My Personalizations
- My System Profile
- My Dictionary

PeopleSoft System Structure

- Understanding the PeopleSoft Relational Database Structure
- PeopleSoft Business Units and SetIDs

Working in PeopleSoft Pages

- Using Search Pages
- Working in PeopleSoft Component Pages
- Effective Dating
- Page Action Options

Agenda

Running Processes and Reports

- Run Controls
- Running a Process with the Process Monitor
- Report Manager
- Reporting Console
- Process Scheduler

PeopleSoft Workflows

- Defining Workflows
- Worklists
- Workflow Notifications

PeopleSoft Query

- Creating a Query
- Running Queries and Exporting Query Results
- Scheduling Queries
- Adding Queries to My Favorite Queries List

PeopleBooks

- Accessing the PeopleBooks Home Page Interface
- PeopleBooks Business Process Maps
- PeopleBooks Search

PeopleSoft System Security

- Understanding PeopleSoft Online Security
- Permissions Lists
- Roles
- User Profiles