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A professional man with a beard and short hair, wearing a dark suit, light blue shirt, and patterned tie, is looking down at a tablet device he is holding in his hands. The background is a blurred cityscape at night with bokeh light effects.

PeopleSoft Human Resources

The **Heart** of PeopleSoft HCM

Julie Alonso, Product Management Director

Jeremy Pelley, Product Management Director

COLLABORATE 19

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PEOPLESOFT

Human Resources - The **Heart** Of PeopleSoft HCM

 **1 Legislative/Regulatory Update**

 **2 Self Service**

 **3 Profile Management**

 **4 Position Management**

 **5 Human Resources**

PeopleSoft Global HR Support

HR Supports 22 Country Extensions



PeopleSoft Human Resources (HR) is.....

*Health & Safety Analytics Profile Mgmt Personal Data
Company Directory Contract Pay Global Assignments
Onboarding Dotted Line Guided Self Service Training
Legislative Reporting Total Rewards Employee Snapshot
Matrix Teams Self Service Smart HR Org Chart Job Data
Contingent Workers Position Mgmt Commitment Acct
Labor Admin Data Privacy Faculty Events Mass Updates*

Human Resources - The **Heart** Of PeopleSoft HCM

1  Legislative/Regulatory Update

2  Self Service

3  Profile Management

4  Position Management

5  Human Resources

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PeopleSoft Legislative Updates



Legislative Update for PeopleSoft Global Payroll France

The French Government has announced a legislative change necessitating an increase in the RSA amount for Garnishments. This new amount is effective from 1st of April 2018. Details of this legislative announcement is available on [My Oracle Support](#) under document ID 2347863.1. Le gouvernement français a annoncé une augmentation du montant forfaitaire du RSA, pris en compte en matière de saisies sur salaire. Ce nouveau montant est effectif depuis le 1^{er} avril 2018. Le détail de...

WEDNESDAY, APRIL 4, 2018 | HUMAN CAPITAL MANAGEMENT | [→ Read More](#)

Legislative Update for PeopleSoft HCM Global Payroll China

Changes to 2018 medical insurance contribution rate for Tianjin region have been announced and the solution posting timelines for this change has been updated in our position statement. Oracle has published the position statement on [My Oracle Support](#), Document ID 2381885.1. We request customers to review the position statement to keep up-to-date. Chinese Version - 有关2018年的天津市医疗保险费率已公布。甲骨文的中国版本的信息声明已经根据最新的法律法规的公布而修改了。我们建议客户及时从[My Oracle Support](#)上去查看最新修改的信息声明, 文档编号:2381885.1.

WEDNESDAY, APRIL 4, 2018 | HUMAN CAPITAL MANAGEMENT | [→ Read More](#)

Legislative Update for PeopleSoft HCM Global Payroll New Zealand

The Inland Revenue Department of New Zealand has released amendments to EMS (IR 348) reporting for fiscal year effective 1st of April 2018. Our Position Statement has been revised to include these legislative updates. The document is made available on [My Oracle Support](#), Document ID 2357692.1. We advise customers to review the latest statement to keep up-to-date.

TUESDAY, MARCH 27, 2018 | HUMAN CAPITAL MANAGEMENT | [→ Read More](#)

Legislative Update for U.S. Form W-4 Online PDF Templates

2018 Templates to support the 2018 Federal Form W-4 and those states that use the Federal form have been posted to Patches & Updates. See Payroll Hot Topics, [Document 1348833.1](#) for a link to the patch. States that follow the federal form are: Delaware Idaho Montana North Dakota New Mexico Oregon South Carolina Also, as part of this fix, the English version of Form W-4 is delivered as the Spanish template, since the Spanish version of the form has not been published by the IRS yet....

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PeopleSoft HR Newsletter

Email – julie.alonso@oracle.com to be added

Subject: FW: March 2018 PeopleSoft HR Newsletter

- [HIUG](#) (Healthcare)- June 17 – 20; Phoenix, AZ
- EMEA Roadshow – June 14 – 21; Netherlands, U.K. France & Spain
- [RECONNECT](#) July 17 – 19; Chicago, IL
- [Oracle Open World](#) October 22-25; San Francisco, CA

Customer Corner - I want to highlight the great accomplishments our **HR Focus Group Customers** have done in January & February ☺. If your organization has done something great (upgraded, deployed fluid/new functionality) [please let me know](#) so you can get your well deserved recognition.

- Congratulations to [Alaska Airlines](#) for upgrading to 9.2 and PTools 8.55
- Congratulations to [School District of Palm Beach County](#) for upgrading to 9.2 and deploying Fluid
- Congratulations to [University of North Carolina at Chapel Hill](#) for upgrading to 9.2 and PTools 8.56
- Congratulations to [CRU Global](#) for upgrading to PTools 8.56
- Congratulations to [Grand Rapids Community College](#) for upgrading to PTools 8.56
- Congratulations to [Greene King](#) for upgrading to PTools 8.55
- Congratulations to [Gallaudet University](#) for deploying Absence Management

Special Congratulations to our 'PeopleSoft Trifecta' customer

Congratulations to [Men's Wearhouse](#) for upgrading to 9.2 and PTools 8.55 and deploying Fluid



HR Focus Group Updates: Thank you to all the customers who volunteered to participate in the focus group

- [Global HR](#) – Posted additional enhancements for Data Privacy (to assist with GDPR requirements) – see below Legs/Regs section for more details.
- [Onboarding](#) - Development is currently working on enhancing the document steps to allow for document splits across multiple steps. We are also working through enhancements in the rehire process. Requirements are under way for off-boarding and should have high level designs in the next few months. Our April focus group meeting will be April 19th. If you want to be a part of the focus group, contact Jeremy (jeremy.pelley@oracle.com)
- [ePerformance](#) – Working on ePerformance notifications and document transfer enhancement. Our next meeting will be in May. If you want to be a part of the focus group, contact Jeremy (jeremy.pelley@oracle.com)
- [Employee Snapshot](#) – The next big enhancement for Employee Snapshot is the Administrative View coming very soon and we are working on integration with PeopleSoft ELM. Let us know what you like and what you would like to see us add in to future functionality. If you want to be a part of the focus group, contact Jeremy (jeremy.pelley@oracle.com)
- [Profile Management](#) - Development is currently working on the attachment feature and enhancements to MSS. Our next meeting will be in May, if you want to be a part of the focus group, contact Jeremy (jeremy.pelley@oracle.com)
- [Position Management](#) – If you want to be a part of the focus group contact Jeremy (jeremy.pelley@oracle.com)

USA/Global Legislative Updates – <https://blogs.oracle.com/PsftLegUpdates/>

- [ALL COUNTRIES](#) – Data Privacy Update. <https://blogs.oracle.com/pstlegupdates/managing-data-privacy-within-peoplesoft-hcm>
- [Singapore](#) – IRAS has made an announcement about Foreign Workers Levy in Budget 2018. The FWL will remain unchanged for all sectors, the levy increase effective from 01 July 2018 that was announced last year, is now deferred by a year
- [France](#) - The French Government in the early 2017 rolled out a new law necessitating employers to withhold taxes when the income is paid to the tax payers
- [United States](#) - 2018 Templates to support the 2018 Federal Form W-4 and those states that use the Federal form have been posted
- [United States](#) - 2018 Annual Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) hiring benchmark was updated, effective on March 31, 2018, the new benchmark is 6.4%. (Note: 2017 benchmark was 7%).
- [New Zealand](#) - The Inland Revenue Department of New Zealand has released amendments to EMS (IR 348) reporting for fiscal year effective 1st of April 2018

PeopleSoft Update – *tentative dates*

- [HCM Image #26/Tax 18-B](#) – Targeted for April 20, 2018
- [CRM Image 15](#) – Targeted for April 20, 2018



Safe Harbor Statement

The following is intended to outline our general product direction. It is intended for information purposes only, and may not be incorporated into any contract. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described for Oracle's products remains at the sole discretion of Oracle. Not all technologies identified are available for all cloud services.

Disclaimer

The information in this document may not be construed or used as legal advice about the content, interpretation or application of any law, regulation or regulatory guideline. Customers and prospective customers must seek their own legal counsel to understand the applicability of any law or regulation on their processing of personal data, including through the use of any vendor's products or services.

Human Resources Legislative Updates (USA)

- **EEO-1 Reporting Change** - <https://www.eeoc.gov/eeoc/newsroom/release/9-29-16.cfm>
 - EEOC will collect summary employee pay data – **ON HOLD, OVERTURNED, MAYBE 9/2019**
 - EEOC will collect hours worked – **ON HOLD, OVERTURNED, MAYBE 9/2019**
 - Use existing EEO-1 report, **DEADLINE Extended to May 31, 2019**
- **EEO-4** - No Expected reporting change, **deadline September 2019**
- **VETS4212** – No Expected reporting change (expiration date of March 2021) – **deadline September 2019**
- **OSHA Reporting Change** - <https://www.osha.gov/Publications/OSHA3862.pdf>
 - Employers submit 2018 300A by **March 2, 2019**
- **Form I-9** <https://www.uscis.gov/i-9>
 - Form I-9 **expires August 2019**
 - Dept Homeland Security has not posted proposed change yet
 - Integration with eVerify and PeopleSoft Form I-9 - **ROADMAP**

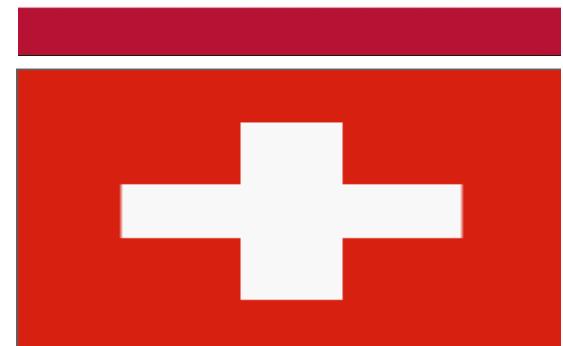


Data Privacy

Global Initiatives



Updated and New Initiatives around the World...



General Data Protection Regulation (GDPR)

Is your organization affected?



The GDPR regulates the “processing” of data for EU individuals, which includes collection, storage, transfer, or use. Any organization that processes **personal data of EU individuals** is within the scope of the law, ***regardless of whether the organization has a physical presence in the EU (European Union)***

High Level Summary of GDPR

What **YOU** need to know



Request for Consent – Employees be given in an ***intelligible and easily*** accessible form, with the purpose for data processing attached to that consent

Right to Access – Employees can request to obtain from the organization confirmation as ***to whether or not personal data concerning them is being processed, where and for what purpose***

Right to be Forgotten - Entitles employee/applicant to have the organization ***erase their personal data***, cease further dissemination of the data, and potentially have third parties halt processing of the data

GDPR is Effective – **May 25, 2018**

Penalties - Under GDPR, organizations in breach of GDPR can be fined up to ***4% of annual global revenue*** or ***€20 Million*** (whichever is greater).

California Consumer Privacy Act of 2018 (AB378)

What YOU need to know



Request for Consent – The new law grants consumers the right to know what information companies are collecting about them, why they are collecting that data and with whom (3rd parties) they are sharing it.

Right to be Forgotten - Gives consumers the right to tell companies to delete their information as well as to not sell or share their data.

Children's Right - Makes it more difficult to share or sell data on children younger than 16.

Who has to Comply – Organizations around the world have to comply *if* they receive personal data from California residents and if they — or their parent company/subsidiary — exceed one of three thresholds: (a) *annual gross revenues of \$25 million*; (b) obtains personal information of 50,000 or more California residents, households or devices annually; or (c) 50% or more annual revenue from selling California residents' personal information.

AB378 is Effective – **January 1, 2020**

Penalties – up to \$7,500 per violation (action taken by State Attorney General)

Personal and Sensitive Data – **New Feature**

Available Now

- Most common requested fields
 - **Date of Birth**
 - **Bank Account Number**
 - **National ID**
 - **Passport Number**
 - **Driver License**
- Masking features:
 - Birth date entire date *or* just year
 - Bank Acct Nbr masking all but last 4 digits
 - National ID masking format defined at NID Type level

The screenshot displays a series of four panels from an Oracle application interface, illustrating the new features for managing personal and sensitive data:

- Biographical Details:** Shows a list of names with a search bar and navigation buttons. The first entry is "Douglas Lewis" with Person ID "KU0001".
- Biographic Information:** A form for a person named "Douglas Lewis" with an effective date of "01/01/1980". The "Date of Birth" field is highlighted with a red box and contains "06/29/XXXX". Other fields include "Date of Death" (empty), "Birth Country" (USA), "Birth State" (empty), and "Birth Location" (empty). A checkbox for "Waive Data Protection" is also present.
- Biographical History:** A form with fields for "Effective Date" (01/01/1980), "Gender" (Male), "Highest Education Level" (A-Not Indicated), "Marital Status" (Married), "Language Code" (empty), and "Alternate ID" (empty). A checkbox for "Full-Time Student" is present. An "As of" date field is set to "01/01/1980".
- National ID:** A table with columns "Country", "National ID Type", "National ID", and "Primary ID". A single row is selected for "USA" with "Social Security Number" type and value "XXX-XX-2799". A checkbox is checked next to the "Primary ID" column.

Acknowledgement Framework – New Feature

Available Now

Acknowledgement Configuration

Acknowledgement ID OB1

Acknowledgement Details

1 of 1 View All

***Effective Date** 01/01/2000 

***Status** Active 

***Description** Acknowledgement for OnBoarding

Short Description

Long Description Create an Acknowledgement step for Onboarding process. Employee will not be able to review or edit sensitive details without providing the Acknowledgement.

Preview 

Acknowledgement Fields

1-3 of 3 

Sequence Number	*Field Name	*Field Label	Edit Text	Field Alignment	Required	Validation		
10	TEXT_BOX1 	Text Area 1			<input type="checkbox"/>	<input type="checkbox"/>		
20	TERMS_HYPERLINK 	Terms and Conditions		Center 	<input type="checkbox"/>	<input type="checkbox"/>		
30	AGREE_CHECKBOX 	I Agree		Center 	<input type="checkbox"/>	<input type="checkbox"/>		

Requires PeopleTools 8.55 or Higher

Template: OBDGGL1
Effective Date: 2018-02-27

Before to start video

Visited

Welcome Video

Visited

Acknowledgement

Acknowledgement

Complete

Company Handbook

Visited

Company Documents

Not Started

Attachments

Not Started

► Personal Details

Not Started

Ethnic Groups

Not Started

► Talent Profile

Not Started

Banking

Not Started

Summary

Not Started

Acknowledgement

During the Onboarding process we will collect personal information for a variety of purposes related to your employment, including administering payroll and benefits, travel, training, and general employment management, and compliance with legal and regulatory requirements.

Please read the Information Protection Policy carefully using the View Terms and Conditions link. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to continue and should select the Exit button and contact your local Human Resources department.

[View Terms and Conditions](#)

I Agree to the Terms and Conditions

Updated By

User ID BLOCHERTY

Name Betty Locherty

Date/Time Stamp 03/26/2018 12:26:27PM

IP Address 10.159.XXX.XX

[Save](#)

Person Data Delete Processes - New Feature

Data Erasure

- Enhanced Person and Employment Delete (HCM)
 - Allow Exclusion of Records
 - Allow Validation Override
- New Applicant Delete (HCM)
- New Learner Delete (ELM)

Manager Self Service

ERN Delete Process

Run Control ID CPAY

Report Manager Process Monitor Run

New Window | Personalize Page

ERN Delete Process

Control Parameters

Skip Control Record/Field Check

Skip Record Exclusion Check

Person Record Numbers to be processed

*Person ID	Empl Record	Company	Department	Job Code
<input type="text"/>	<input type="text"/>			

1-1 of 1 View All

+

-

Data Privacy Resources and Information

Knowledge Documents on [MyOracleSupport](#):

- PeopleSoft HCM 9.2 - Personally Identifiable and Sensitive Data (Doc ID 2313438.1)
- PeopleSoft HCM 9.2 - Implementing Sensitive Data Masking (Doc ID 2375376.1)
- PeopleSoft HCM Acknowledgement Framework Red Paper (Doc ID 2377140.1)
- PeopleSoft ELM 9.2 - Personally Identifiable and Sensitive Data (Doc ID 2415109.1)
- PeopleSoft FSCM 9.2 - Personally Identifiable and Sensitive Data (For HCM sourced data in FSCM (Doc ID 2415089.1)
- [Privacy and Security Feature Guidance for Oracle Peoplesoft](#) (Doc ID 113.1)

Legislative Blog

[Managing Data Privacy within PeopleSoft HCM](#)

[Legislative Update for PeopleSoft HCM – California Data Privacy Update](#)

Available thru: <https://blogs.oracle.com/psftlegupdates/>

Video Feature Overviews

- PeopleSoft Acknowledgement Framework - <https://www.youtube.com/watch?v=LctB-qFg-Q8>
- Applicant Data Security - <https://www.youtube.com/watch?v=sJBeqK8gJ0A>

Quest Webinar – May 2018

(<http://nnf.questdirect.org/questmediaviewer.aspx?video=268654237>)

Human Resources - The **Heart** Of PeopleSoft HCM

1  Legislative/Regulatory Update

2  Self Service

3  Profile Management

4  Position Management

5  Human Resources

Self Service Announcement Tile

Available Now

▼ Employee Self Service

Announcements



Welcome to the PeopleSoft HR Session!!!

5 Unread

Payroll



Last Pay Date **02/28/2019**

Company Directory



Personal Details



Talent Profile



See Everything...about your Talented Employees

Employee Snapshot

Available Now

- 360 View of Talent Information
- Manager and Admin View
- View Employee Data for:
 - Promotion Readiness
 - Compensation Review
 - Performance Review
 - Career Planning
 - Learning (ELM)

The screenshot displays the Oracle Employee Snapshot interface. At the top, a header bar shows the title 'Employee Snapshot' and the employee's name, John Patterson, Manager-Revenue. The interface is divided into several sections: a left sidebar with links for Summary, Promotion Readiness, Compensation Review, Performance Review, and Career Planning; a main summary section with performance, compensation, and job details; and a grid of cards for Personal Competencies, Licenses and Certifications, Responsibilities, Honors and Awards, Job Interests, Education, and Career Plans. The 'Performance' card indicates 'Meets Expectations' for the period Jan 2017 - Dec 2017. The 'Compensation' card shows a current base salary of 68,000.00 USD. The 'Job Details' card shows 6.3 years of service and 4.3 years in the current job. The 'Job Competencies' section shows 8 employees at or above target and 1 below target, with a total of 10. The 'Personal Competencies' card shows a total of 3. The 'Licenses and Certifications' card shows 1 current and 1 expired, with a total of 2. The 'Responsibilities' card shows a total of 3. The 'Honors and Awards' card shows a total of 1. The 'Job Interests' card shows Finance Director. The 'Education' card shows a Master of Business Admin degree from 06/30/1999. The 'Career Plans' card shows a Senior Manager-Finance role as the next career step with 2 other options.

Manager Self Service

Employee Snapshot

John Patterson Manager-Revenue
Select Different Employee

Summary

Meets Expectations

68,000.00 USD
Current Base Salary

6.5 Years of Service **4.5** Years in Current Job

8 At or Above Target **1** Below Target

Licenses and Certifications

Alert	License or Certification	Issue Date	Expiration Date
Expired	Assoc Chartered Certif Accntnt	01/01/2015	07/01/2018
	Procurement Management	01/01/2016	

Job Interests
Finance Director
2 More

Education
Master of Business Admin
06/30/1999
1 More

Career Plans
Senior Manager-Finance
Next Career Step
2 Other Options

See Everything...about your Talented Employees

Employee Snapshot

- ELM Integration

Manager Self Service

Employee Snapshot

John Patterson Manager-Revenue
Select Different Employee

Summary

Promotion Readiness

Compensation Review

Performance Review

Career Planning

Performance History

Performance History

Dec 2012 Dec 2013 Dec 2014 Dec 2015 Dec 2016 Dec 2017

Senior Finance Specialist Manager-Revenue

View Details View Current Document

Learning

1 Due this week

1 Mandatory Learning

View All

Performance Review

Special Projects

Employer Completion Date

Employer	Completion Date
GBI	12/31/2015
PeopleSoft University	05/04/2011
City of Nelson	03/01/2005

Personal Competencies

Competency Proficiency

Competency	Proficiency
Directiveness/Assertiveness	5-Expert
Financial Accounting	4-Very Good
Financial Analysis	4-Very Good

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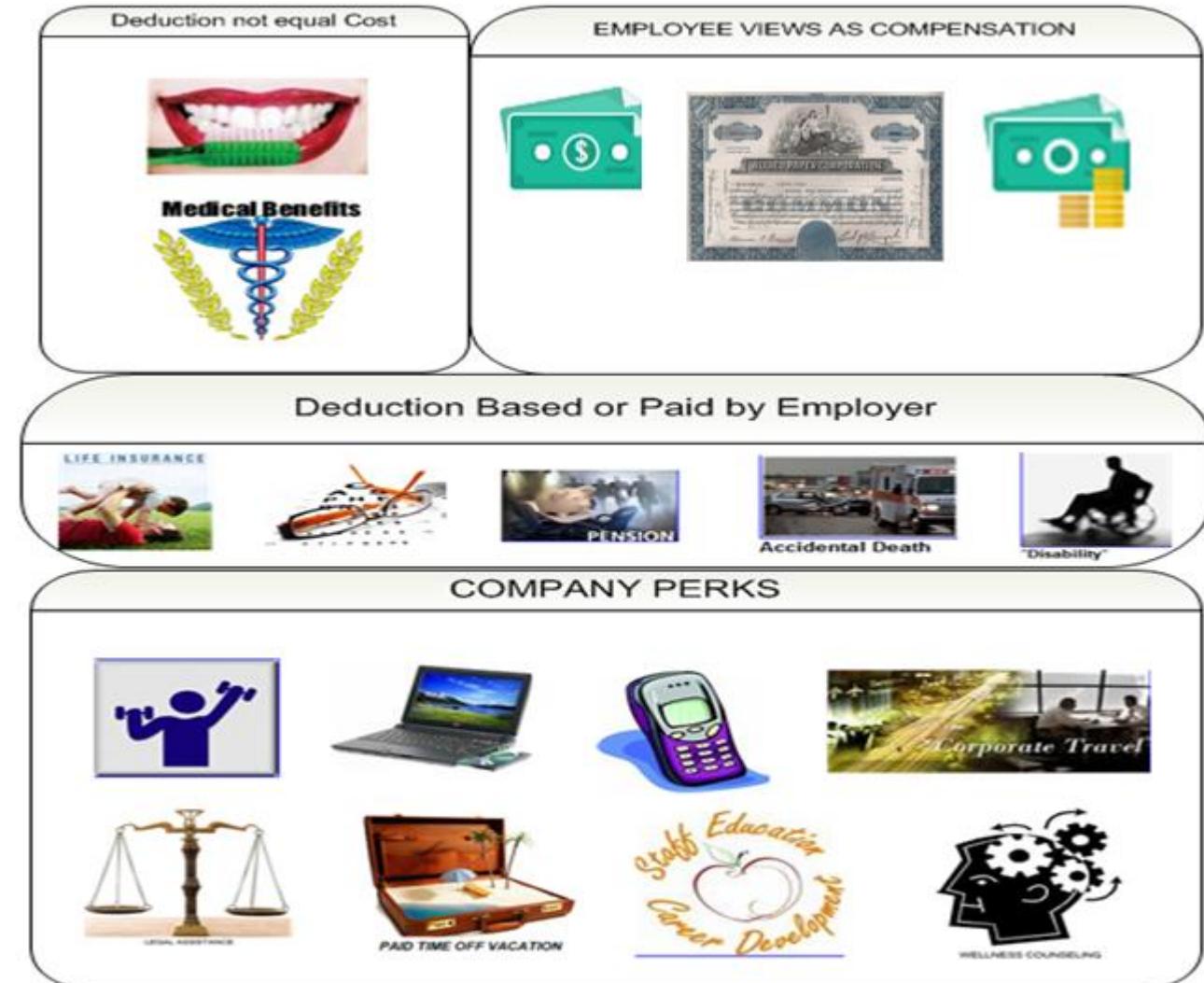
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Employee Total Rewards

How much AM I worth?

- Compensation
- Employer Provided Benefits
- Health & Life Insurance
- Retirement
- Stock
- Allowances
- Time Off
- Tuition Reimbursement
- Training
- Employer Paid Taxes
- Company Provided Perks, such as a Gym



Employee Self Service Access

Available Now

▼ Employee Self Service

Company Directory



Time



Payroll



Last Pay Date **12/31/2018**

Personal Details



Talent Profile



Benefit Details



Performance



4 Current Documents

Total Rewards



Total Rewards Statement 2018

Viewing the Online Statement

View current and historical statements

Employee Self Service

Rosanna Channing Senior Accounting Manager

Total Rewards

Rewards Period 01 January 2017 - 31 December 2017

Printer View

View Summary Chart

Total Value \$122,473.12

Configurable Total Compensation Amount

Configurable Content

Personalize the Statement

Welcome to Your Reward Statement

The following is a summary of all your Reward Items for the period selected.

Compensation Statement

Reward Item	Employer Paid	Employer Provided	Employer Total	Employee Contribution	Percent of Total Reward
Compensation	89,309.90	0.00	89,309.90	0.00	72.92
Allowances	720.00	0.00	720.00	0.00	0.59

View current and historical statements

Configurable Content

Personalize the Statement

Welcome to Your Reward Statement

Your employee benefits contribute greatly to your annual compensation and to your personal well being. This statement not only gives you a brief summary of your personal benefit elections, but also provides "cost of benefits" information, which is important when considering your total compensation.

We are constantly working to provide you with a benefits statement.



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Fluid Guided Self Service

Put Your Managers in Control with Guided Self-Service

Available Now

The image contains two screenshots of the Oracle Fluid Guided Self Service interface for 'Promote Employee'.

Screenshot 1: Questionnaire

This screen shows a 'Questionnaire' section with three questions:

- Are you changing Work Location details? (Yes)
- Is a new Supervisor required? (Yes)
- Is a Salary change required? (Yes)

A 'Decision Support' button is visible on the right.

Screenshot 2: Review and Submit

This screen shows the 'Review and Submit' step of the process. It displays 'Work and Job Information' (Step 1), 'Compensation Details' (Step 2), and 'Review and Submit' (Step 3). The 'Review and Submit' section includes:

- Transaction Date: 04/14/2014
- Reason: Outstanding Performance
- New Information** vs **Current Information** for various fields (e.g., Location, Job Title, Standard Hours, Supervisor Name, Monthly Salary, Annual Rate).
- Comments: A text input field.
- Legend: Changes Made (orange dot) and Required Field (asterisk).

- Guide managers through submitting transactions
- Compound transactions into one process
- Decision support assistance
- Configurability by transaction

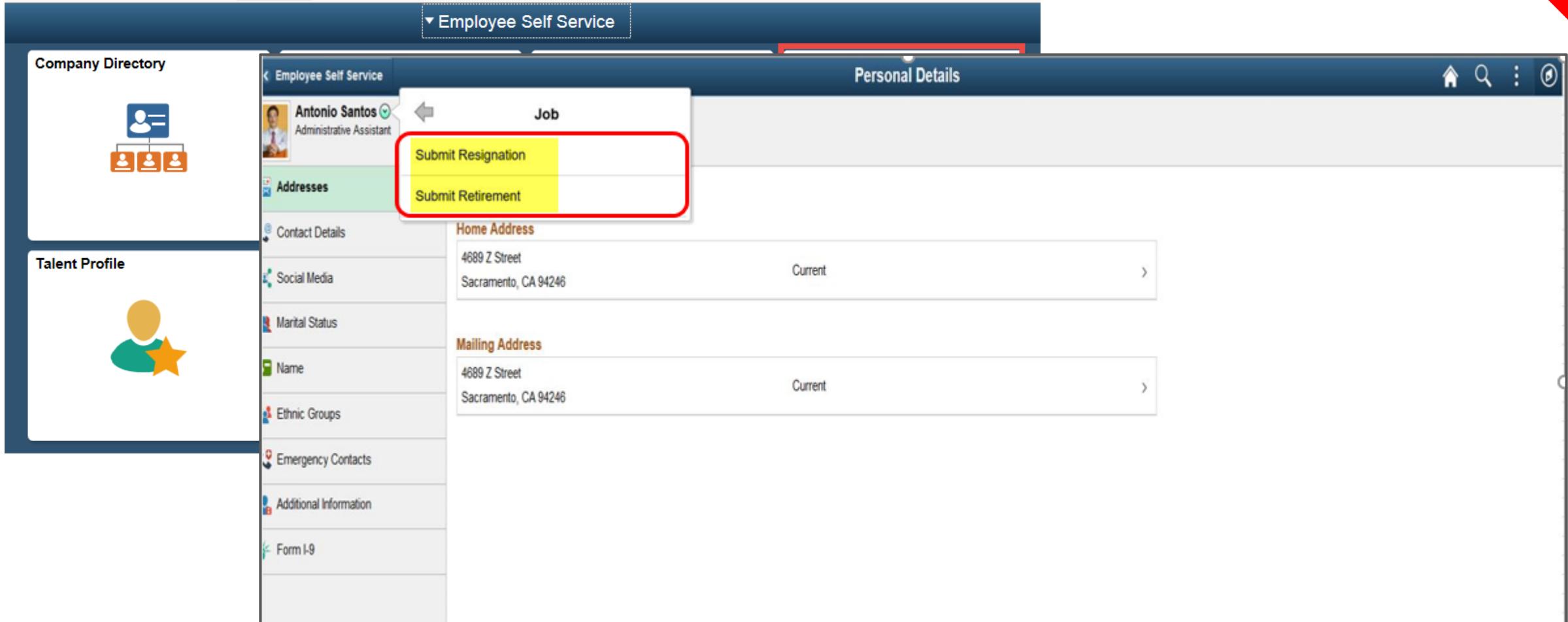
Guided Self Service Transactions

- Promote Employee
- Transfer Employee
- Request Ad Hoc Salary Change
- Request Supervisor Change
- Request Location Change
- Retire Employee
- Terminate Employee
- Request Reports To Change *
- Change Full/Part Time & FTE*
- Request Demotion*
- Request Leave of Absence*
- Request Unpaid Leave*
- Request Clone Position*
- Multi-Select Employees *

The screenshot shows the Manager Self Service interface. On the left, a sidebar displays employee details for Rosanna Channing (Senior Accounting Manager). The main area, titled 'Job and Personal Information', lists various transactions that can be initiated for employees. The transactions listed are: Request Reporting Change, Transfer Employee, Promote Employee, Request Location Change, View Employee Personal Info, Change Full/Part Time or Hours, Request Leave of Absence, and Request Paid Leave of Absence. The 'Change Full/Part Time or Hours' transaction is currently selected.

Transaction	Employee	Department / Location
Request Reporting Change	Rosanna Channing	Senior Accounting Manager
Transfer Employee	Rosanna Channing	
Promote Employee	Rosanna Channing	
Request Location Change	Rosanna Channing	
View Employee Personal Info	Christelle Stevenson	Manager-Accounting
Change Full/Part Time or Hours	Christelle Stevenson	Manager-Accounting
Request Leave of Absence	Daryl Reese	Financial Analyst
Request Paid Leave of Absence	Daryl Reese	Financial Analyst

Employee Self Termination



The screenshot shows the Oracle Employee Self Service interface. On the left, there's a sidebar with 'Company Directory' and 'Talent Profile' sections. The main area is titled 'Employee Self Service' and shows a list of personal details for an employee named Antonio Santos. A modal window titled 'Job' is open, containing two buttons: 'Submit Resignation' and 'Submit Retirement', which are highlighted with a red box. The background shows fields for 'Home Address' and 'Mailing Address' with the same address information: 4689 Z Street, Sacramento, CA 94246.

Employee with One Job Submits Resignation Request

Resignation

Enter the resignation details and Submit the request.

Job Information

Job Title: Administrative Assistant
Department: Human Resources
Location: Corporation Headquarters
Reports To: Manager - Compensation/Benefits

Resignation Details

*Last Working Day:

Reason:

Comments:

Attachments

You have not added any Attachments.

Add Attachments

Resignation

You have successfully submitted your resignation request for approval.

Job Information

Job Title: Administrative Assistant
Department: Human Resources
Location: Corporation Headquarters
Reports To: Manager - Compensation/Benefits

Resignation Details

Reason: Resignation
Last Working Day: 03/31/2019
Comments: I am resigning as I am going for higher studies
Status: Pending approval

Attachments

You have not added any Attachments.

Approval Details

Approval Chain: >

Company Directory

Find Your Friends

Available Now

Manager Self Service

Company Directory

Search Company Directory

Search by name, job title, location, etc.

»

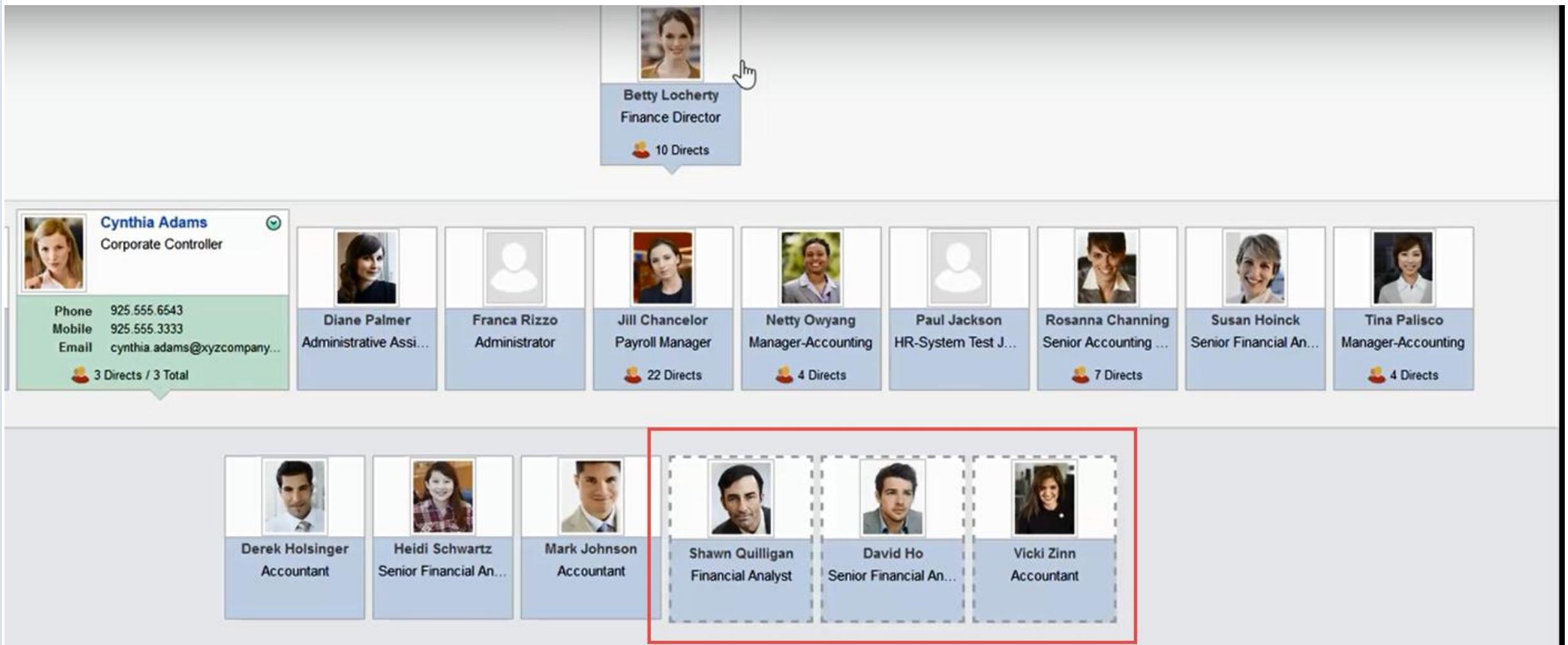
▼ Recently Viewed (7)

Name / Title	Email / Phone	Department / Location
 Rosanna Channing Senior Accounting Manager	Rosanna.Channing@PeopleSoft.com 925.555.1234	Corporate Accounting Corporation Headquarters >
 Shawn Quilligan Financial Analyst	Shawn.Quilligan@PeopleSoft.com 925.555.9856	Corporate Accounting Corporation Headquarters >
 Cynthia Adams Corporate Controller	cynthia.adams@xyzcompany.com 925/694-7901	Corporate Accounting Corporation Headquarters >
 Vicki Zinn Accountant	Vicky.Zinn@PeopleSoft.com 925.694.7959	Corporate Accounting Corporation Headquarters >
 Mei Lee Accountant	Mei.Lee@PeopleSoft.com 925.694.7976	Corporate Accounting Corporation Headquarters >
 Christelle Stevenson Manager-Accounting	Christelle.Stevenson@PeopleSoft.com 925.694.7920	Accounts Receivable Corporation Headquarters >

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Org Chart

Dotted Line Reporting



Customer Focus Group Enhancement Requests

- Ability to Export and Print Org Chart – *Delivered Image 27*
- Show Peer Option - *Delivered Image 27*
- More User-Friendly View - *Delivered Image 27*
- Increased Search Return Results Number - *Delivered Image 27*
- Ability to display different fields on Org Chart & Profile of CD - *Delivered Image 27*
- Ability to Show Empty Position in Org Chart – *Delivered Image 28*
- Ability for Admin to Export Entire Directory – *Delivered Image 28*
- Ability to Show Job Title in Company Directory – *Roadmap*



Organization Chart



Show

Company Directory Home

[View My Profile](#)

[Export to Excel](#)

[Export to Visio](#)

[Print Organization Chart](#)

[My Preferences](#)

[Sign Out](#)



Jean Parsons
Chief Finance Officer

8 Directs



Betty Locherty
Finance Director



Phone 925.694.0025

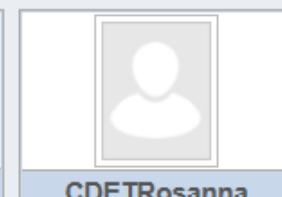
Mobile

Email betty@xyzcompany.com

12 Directs / 119 Total



19000036



CDET
Rosanna
Chairman

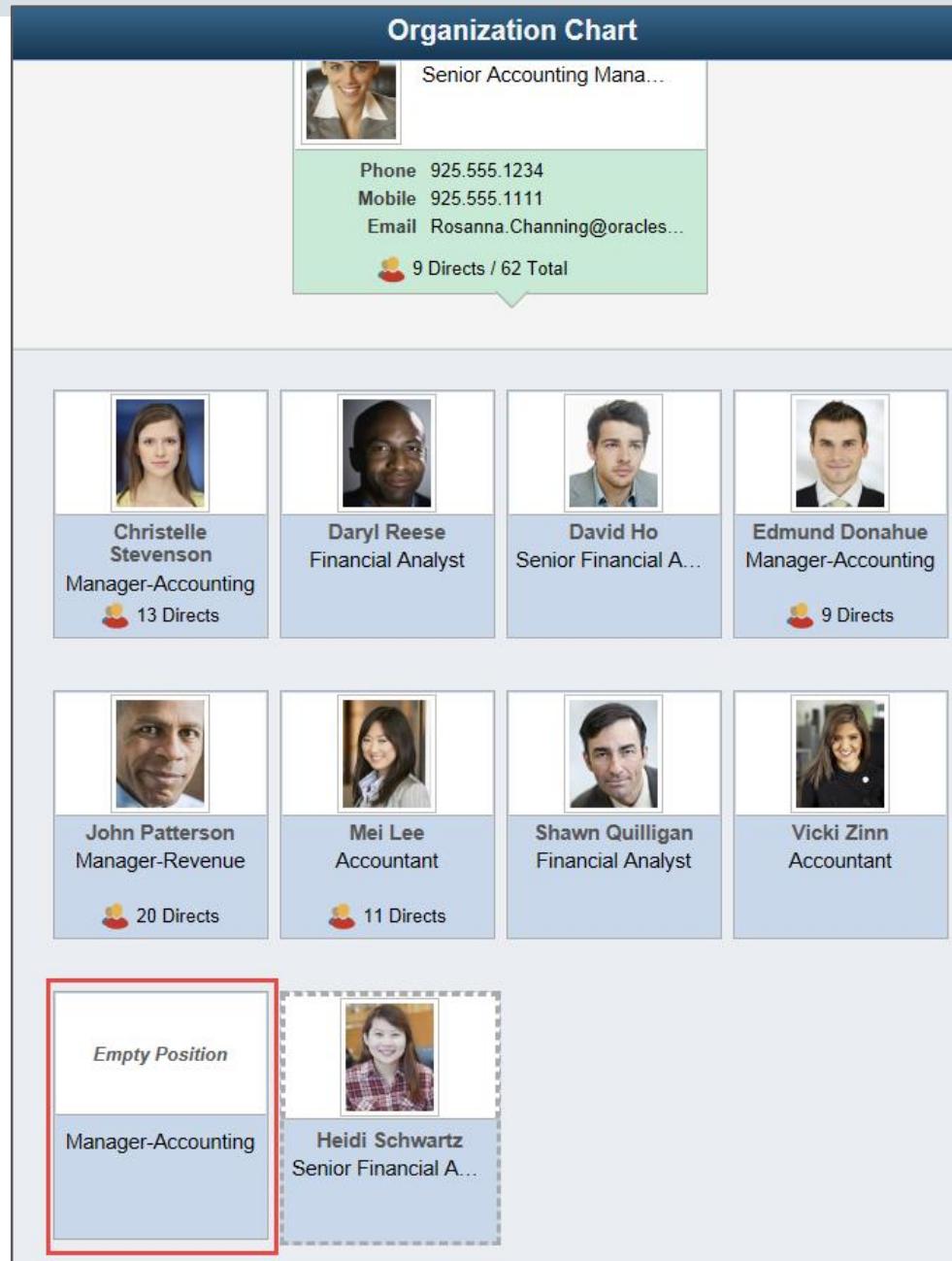


Cynthia Adams

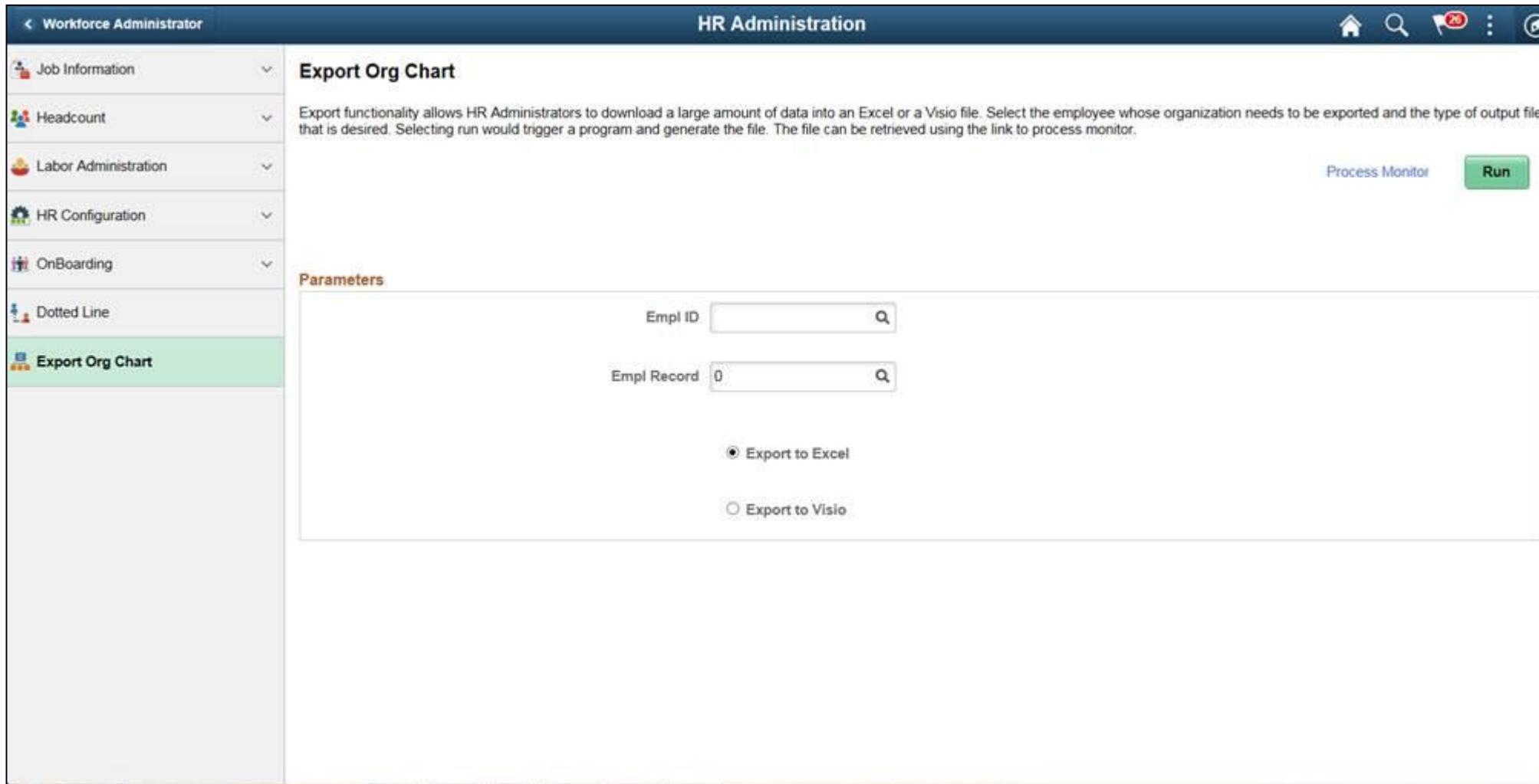


Diane Palmer

Ability to Display *Empty Positions* on Org Chart



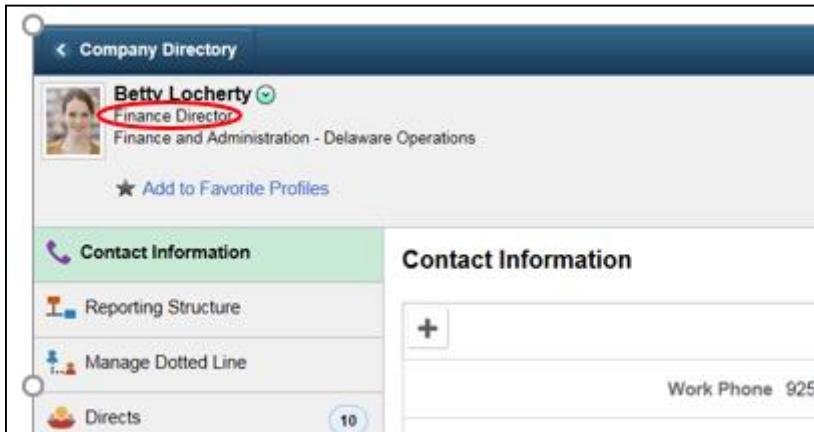
Ability for HR Admin to Export Entire Org Chart



The screenshot shows the 'HR Administration' interface with a sidebar on the left containing links for Job Information, Headcount, Labor Administration, HR Configuration, OnBoarding, Dotted Line, and Export Org Chart. The 'Export Org Chart' link is highlighted with a green background. The main content area is titled 'Export Org Chart' and contains a descriptive text: 'Export functionality allows HR Administrators to download a large amount of data into an Excel or a Visio file. Select the employee whose organization needs to be exported and the type of output file that is desired. Selecting run would trigger a program and generate the file. The file can be retrieved using the link to process monitor.' Below this text are two search fields: 'Empl ID' and 'Empl Record', each with a search icon. Underneath the search fields are two radio buttons: 'Export to Excel' (selected) and 'Export to Visio'. In the top right corner of the main area, there are buttons for 'Process Monitor' and 'Run'.

Ability to Display Job/Working Title

Roadmap



Company Directory

Betty Locherty 

Finance Director

Finance and Administration - Delaware Operations

Add to Favorite Profiles

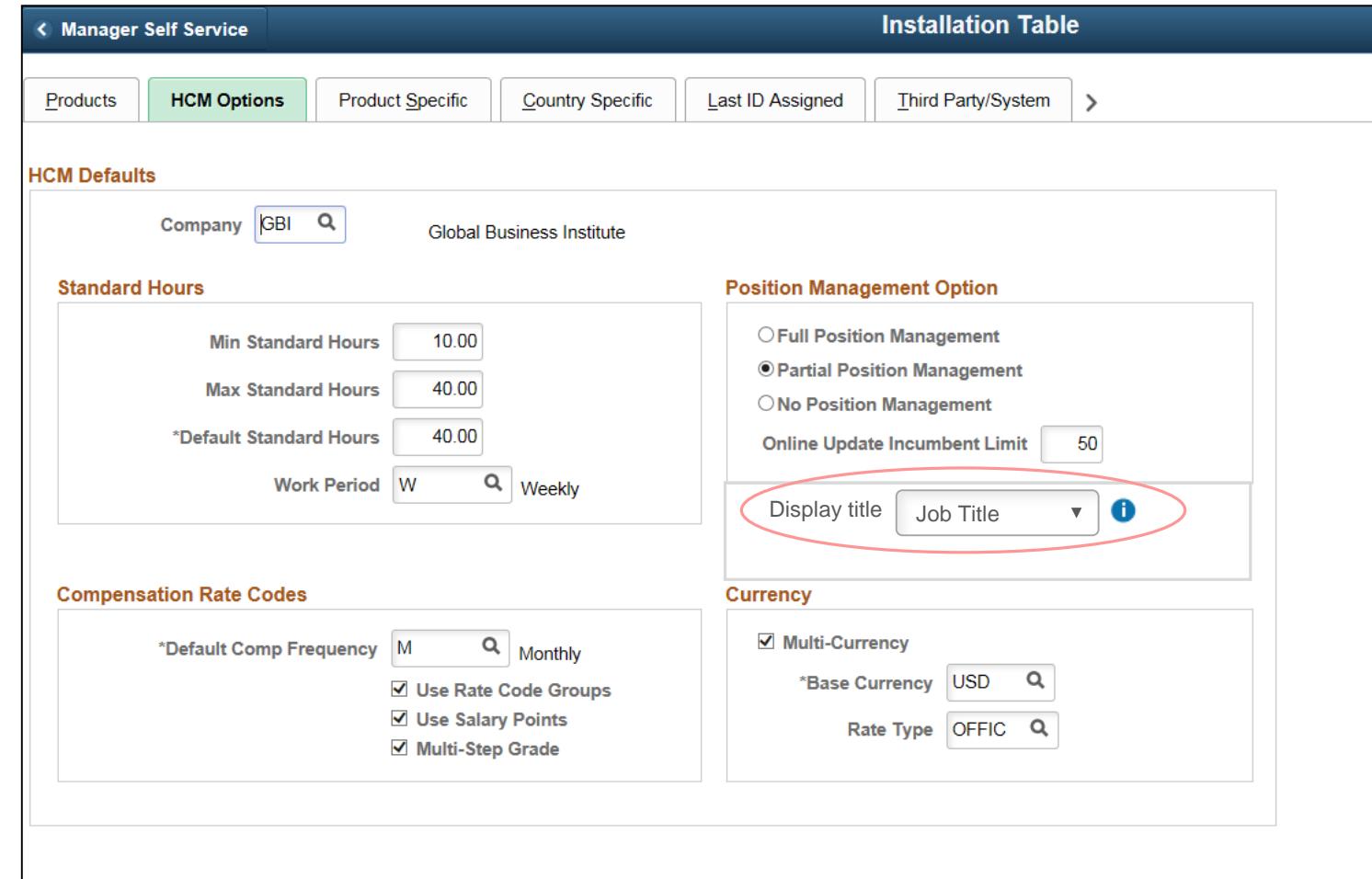
Contact Information

Reporting Structure

Manage Dotted Line

Directs 

Work Phone: 925.6



Manager Self Service

Installation Table

Products HCM Options Product Specific Country Specific Last ID Assigned Third Party/System

HCM Defaults

Company: GBI Global Business Institute

Standard Hours

Min Standard Hours: 10.00

Max Standard Hours: 40.00

*Default Standard Hours: 40.00

Work Period: W Weekly

Position Management Option

Full Position Management

Partial Position Management

No Position Management

Online Update Incumbent Limit: 50

Display title: Job Title 

Compensation Rate Codes

*Default Comp Frequency: M Monthly

Use Rate Code Groups

Use Salary Points

Multi-Step Grade

Currency

Multi-Currency

*Base Currency: USD 

Rate Type: OFFIC 

Human Resources - The **Heart** Of PeopleSoft HCM

1  Legislative/Regulatory Update

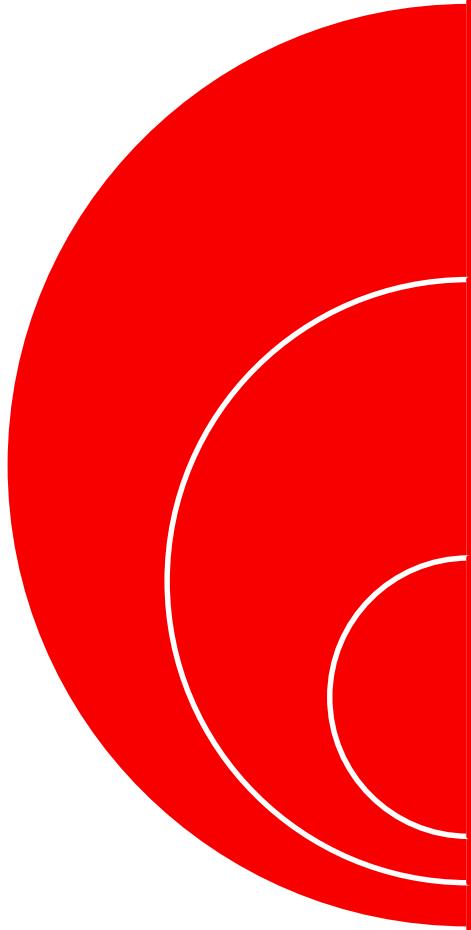
2  Self Service

3  Profile Management

4  Position Management

5  Human Resources

Profile Management



Enhanced Security

- Define Profile Security by PeopleTools roles
- Greater flexibility
- Optional uptake

Enhanced Compare Tool

- Modern look and feel
- Intuitive design
- Ability to choose attributes to compare
- Ability to provide and/or scenarios

Modernization

- Mobile friendly actions
- Intuitive

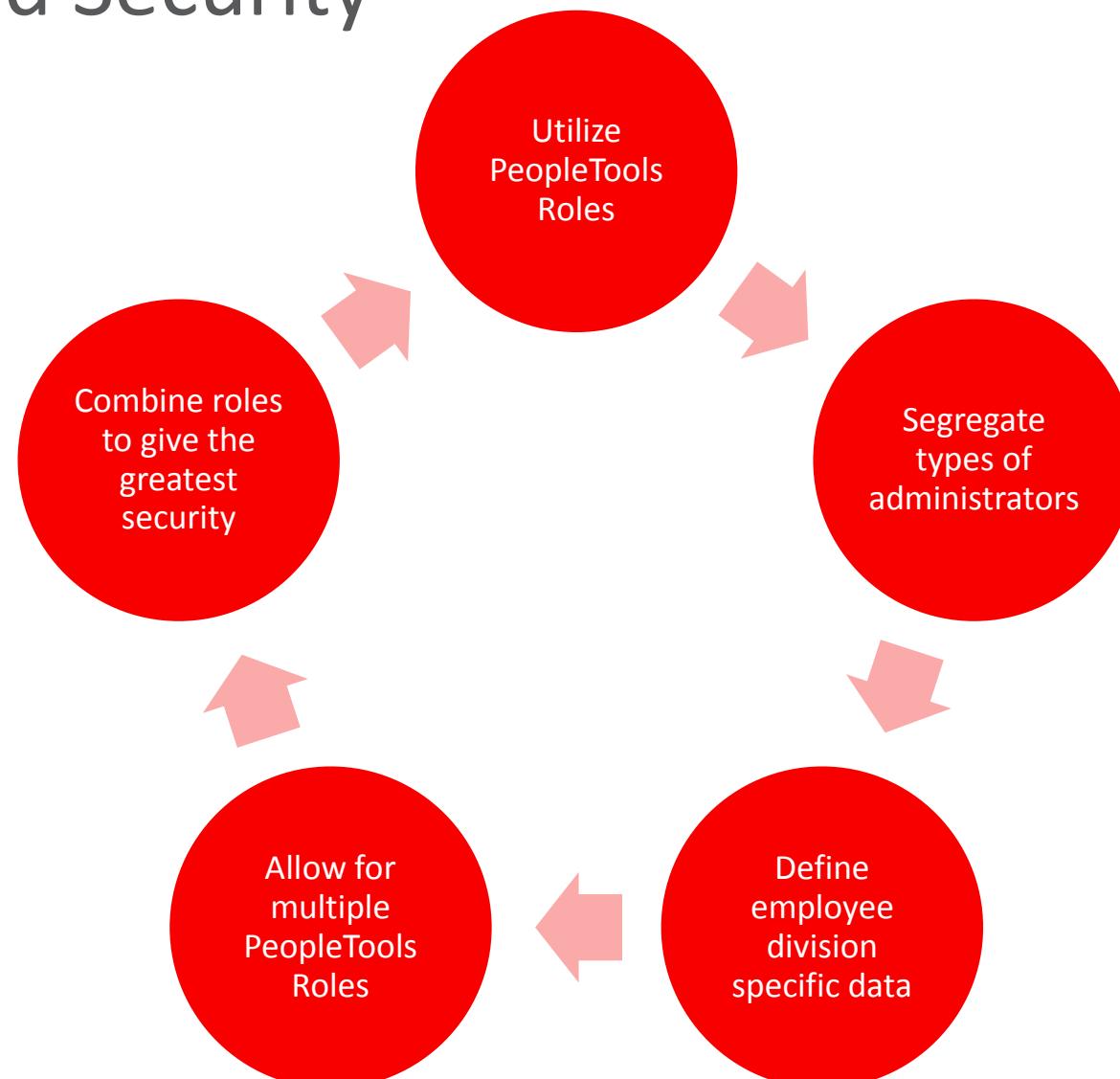
Add ROLENAMES to Content Security - New

Role Security

*Profile Role	Rolename	Allow Update	Approval Required	*Enable Attachments
Administrator	<input type="text" value="Search"/> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="No Attachments"/> 
Employee	<input type="text" value="Search"/> 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="No Attachments"/> 
Manager	<input type="text" value="Search"/> 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="No Attachments"/> 

 [Add Role](#)

Profile Enhanced Security



Human Resources - The **Heart** Of PeopleSoft HCM

1  Legislative/Regulatory Update

2  Self Service

3  Profile Management

4  Position Management

5  Human Resources

Key Advantages of Position Management

- Create and track position data and its history
- Maintain incumbent data
- Less data entry in Job Data
- Budget for positions by department
- Maintain headcount info
- Maintain organizational structures
- Positions can be created with a status of Approved, Proposed or Frozen

Request Clone Position

Available Now

Exit

Clone Position

1 Position Details 2 Review and Submit

Position Details

*Business Unit: GBIBU Global Business Institute BU

*Job Code: 600165 Corporate Controller

*Title: Sr. Corporate Controller

*Reg/Temp: Regular

*Regular Shift: Not Applicable

*Full/Part Time: Full-Time

Short Title: Controller

Long Description: Senior Corporate Controller

Max Head Count: 1

Union Code:

Work Location

*Department: 13110 Corporate Accounting

*Location: KUAL00 Alabama Operations

Reports To: 19000230 Finance Director

*Regulatory Region: USA United States

Company: GBI Global Business Institute

Supervisor Level:

Work Information

*Standard Hours: 40.00

Work Period: W Weekly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
8.00	8.00	8.00	8.00	8.00		

Guided Self Service

End to End Integration

Available Now

My Team

Calvin Roth (Finance Director)

1. Work and Job Information 2. Review and Submit

Clone Transactions

Work area

Configuration Questionnaire

Transaction ID: HR_REPORTING_CHANGE

Regulatory Region

Transaction Details

Effective Date: 01/01/1900

Status: Active

Title: Request Reporting Change

Questionnaire

Personalize | Find |

Questions	Actions	Pages	Form Factor	
Sequence	Small Form Factor Text ID			View/Edit Text
10	<input type="text"/>			View/Edit Text

Position Data Options

Save Return to Search Previous in List Next in List Add

Configuration | Questionnaire

Request Location Change

Transaction Configuration

Position Data Options

Update Position Data

Reason: Reports To Change

Position Data Fields

Page Field Name: Reports To

OK Cancel

Display Empty Position on My Team

Available Now

Manager Self Service

Betty Locherty Change Team
Finance Director

My Team

Summary Performance Compensation Leave Balances

Name / Title Directs / Total Department / Location Email / Phone Today's Status

Jill Chancellor 	Payroll Manager	22/24	Payroll Corporation Headquarters	jill.chancellor@xyzcompany.com 555.555.3344	
Netty Owyang 	Manager-Accounting	4/23	International Accounting Corporation Headquarters	netty.owyang@xyzcompany.com 925.555.6547	
Paul Jackson 	HR-System Test Job Code		HRMS Division HR-System Test Location		
Rosanna Channing 	Senior Accounting Manager	10/65	Corporate Accounting Corporation Headquarters	Rosanna.Channing@oraclesample.com 925.555.1234	
Susan Hoinck 	Senior Financial Analyst		Corporate Finance Corporation Headquarters	susan.hoinck@xyzcompany.com 925.555.3654	
Tina Palisco 	Manager-Accounting	4/4	Corporate Consolidations Corporation Headquarters	tina.palisco@xyzcompany.com 925/694-7971	
Empty Position 19000036 	System's Analyst		Finance and Administration Delaware Operations		

javascript:submitAction_wino(document.wino,'DERIVED_HR_MSEL_HR_MSEL_SELECT_LNK');

Idea space

ALL CONTENT (75) DOCUMENTS (0) DISCUSSIONS (48) IDEAS (27)

All stages Filter by shared content

Type to filter by text Sort by date created: newest first

TITLE	AUTHOR	LATEST ACTIVITY	VIEWS	LIKES	SHARES	COMMENTS	OPTIONS
Add effective sequence to Position Management 880 ACTIVE	Rick DeLaney-Oracle	April 14, 2018 1:26:26 AM	489	-	4	9	
Show empty positions in company directory 480 ACTIVE	Jeremy Pelley -Oracle	May 7, 2018 3:22:05 PM	198	-	1	11	
Improve data integration by removing 30-character description length limit 330 ACTIVE	user3236082	April 11, 2018 3:30:17 AM	155	-	0	7	
Ability to choose fields displayed in Company Directory 260 ACTIVE	Steve Howe	November 20, 2017 2:54:08 PM	82	-	3	5	
FLUID My Team - Show Vacant Positions 230 DELIVERED	NatashaG-Oracle	October 14, 2016 7:13:37 PM	119	-	0	1	
Approval Workflow Engine (AWE) Functionality For Template Based Hire ("Smart HR" or "Smart Hire" Transaction) 210 ACTIVE	ktur	June 5, 2018 8:35:30 PM	69	-	1	0	
Enhance Approval Framework (AWE) to work with MicroSoft Outlook Calendar 140 ACTIVE	Laurie.Thomas-Oracle	June 2, 2017 7:50:54 PM	97	-	0	4	
Delete multiple items at a time from non-person (Job) profile 130 ACTIVE	NatashaG-Oracle	October 23, 2017 10:04:33 PM	43	-	0	3	
Create Talent Summary Page for HR admin EE's 130 DELIVERED	NatashaG-Oracle	May 1, 2018 7:32:05 PM	88	-	2	2	

Features Delivered in HCM Image 29

Requirements	Priority	Requirement Specification
Effective Sequence	High	<p>Why Effective Sequence: Decentralized Work, Corrections to Pool Funding Information, Simultaneous GSS transactions, Limited Correction Access</p> <ul style="list-style-type: none">• Improved navigation and search capabilities• Guided process: Creating Position, Clone from Position and Maintain Position Data• Ability to configure page and page fields by Reason
Fluid Position Management	High	<ul style="list-style-type: none">• Quick Summary Page: To review Position History and take allowed actions• Attachments• Transaction Summary (Review Step)• Related Content
Layout and Usability Improvements	High	<ul style="list-style-type: none">• Functional grouping of fields.• Display Update Incumbents CI Exceptions online.
Approvals		Approvals for Creating a Position, Cloning from Position and Changing Position Data

Benefits of Using Effective Sequence with Fluid Position Management

Enhanced Data Entry

Enter multiple transactions of same effective date.

Minimize loss of data while using Correct History

Avoid correcting existing position data, instead track changes using effective sequence

Ease of Access to Functionality

Always available similar to Job Data.
No need for enabling switch and thus no complexity of switching back.
Will always be set to '0'

Proper History Maintenance and Better Audit of Changes

Maximum Effective Date and Effective Sequence information is used for any processing and thus current views, integrations will not be impacted.

Better Usability

Comes with Fluid User Interface that will make data entry more intuitive.
Harness new and useful capabilities like Better Search , Summary of Changes, Attachments, Approvals and Configurable Fields Functionality

Future Enhancements

Roadmap:

- Reports To Field functionality improvement
- Enable Drop Zones for Position Management
- Ability to maintain more Job Data fields from Position Data
(Pay Group, Ben Partic, Holiday Schedule...)
- Improve Update Incumbents Functionality: More Options to Include fields during Jobdata update

Other Features for Future:

- Save as Draft
- Increase Position Title Field Length
- Better Clone Functionality
- A Guided approach to moving to Position Management

Human Resources - The **Heart** Of PeopleSoft HCM

- 1  Legislative/Regulatory Update
- 2  Self Service
- 3  Profile Management
- 4  Position Management
- 5  Human Resources

Available Now

HR Analytics for the HR Admin

YES!!!!

▼ Workforce Administrator

Benefits Administrator


Compensation Administration


HR Administration


Workforce Insight


Absence Administration


New Hire Tasks


Time and Labor WorkCenter

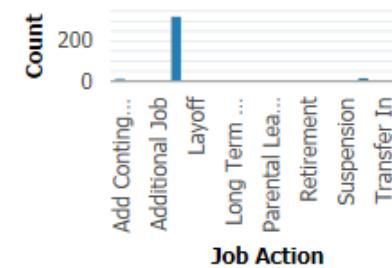

US Payroll WorkCenter


Workforce Insight

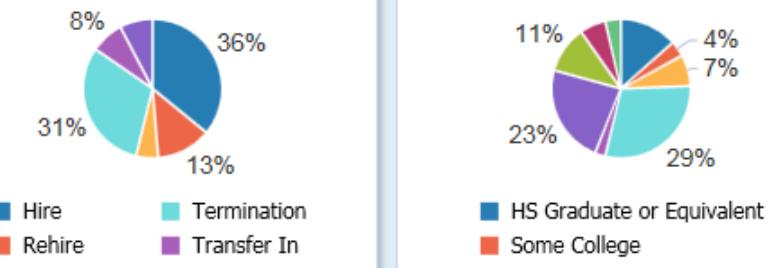
Current Headcount



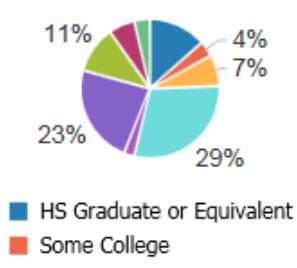
Headcount Movement



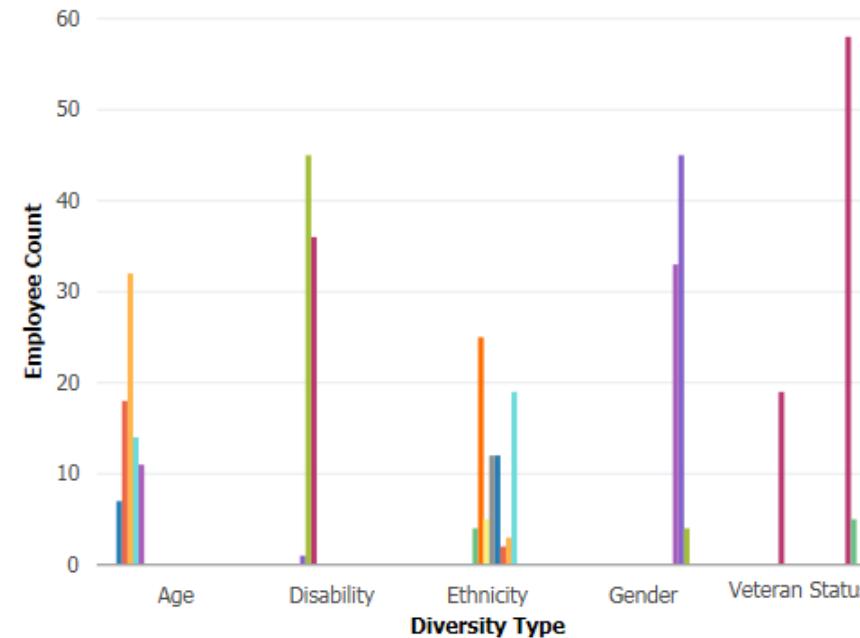
Workforce Turnover



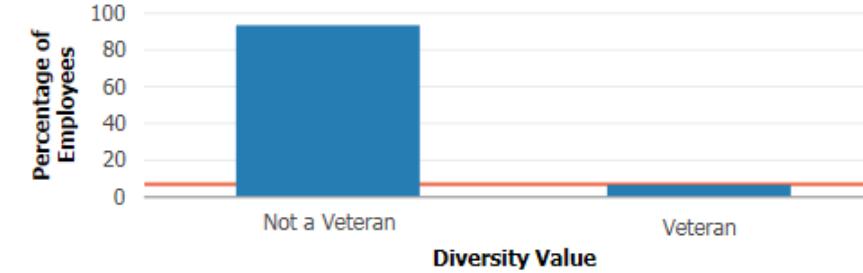
Highest Education Level



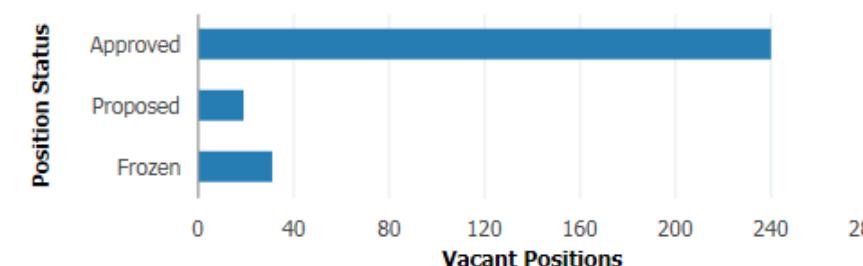
Diversity Overview



Diversity Analysis



Position Status

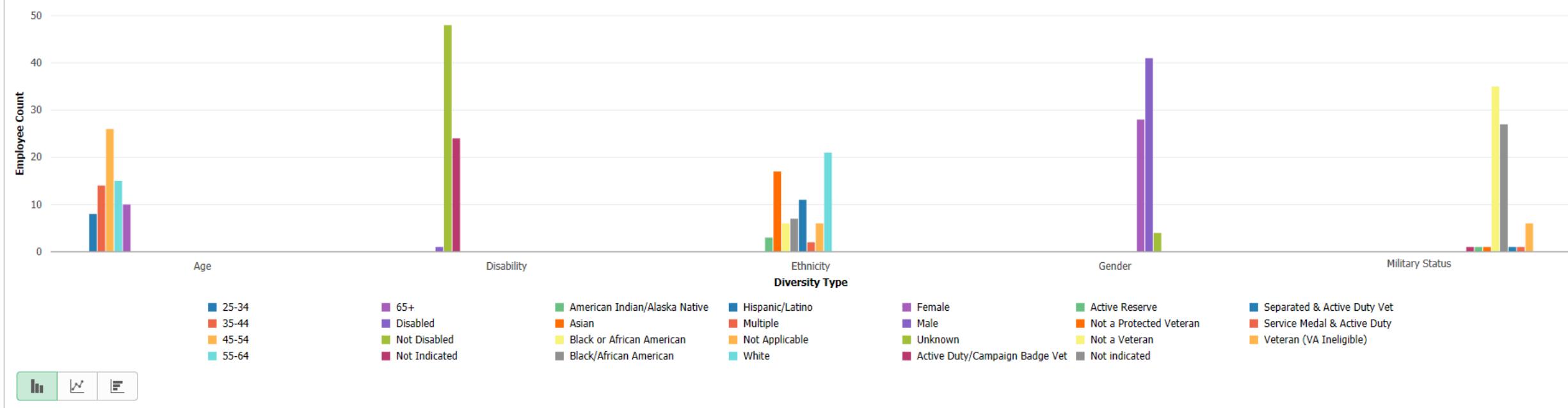


Rows
Columns

Diversity Type
Diversity Value

Empl ID

Workforce Diversity



100 rows

Empl ID	Employee Name	Diversity Type	Diversity Value	Company	Location	Department	Job Code	Regular/Temporary	Full/Part Time	Employee Type
K0G018	Josephine Bonds	Age	35-44	Global Business Institute	Kentucky Operations	Marketing	Representative-Sales	Regular	Full-Time	Not Applicable

Personalized Alerts and Notifications

Diversity Analysis

Global Business Institute

Rows: Diversity Value
Columns: Empl ID

Age of Employees

Diversity Analysis

100
80
60
40

Threshold Personalization

1 row

Columns	Threshold Type	Threshold Value	Lower Limit	Higher Limit	Color	Threshold Criteria	Alert Type	Recurrence Name
Empl ID	Distinct	7	Red	Less Than	Both	Daily		

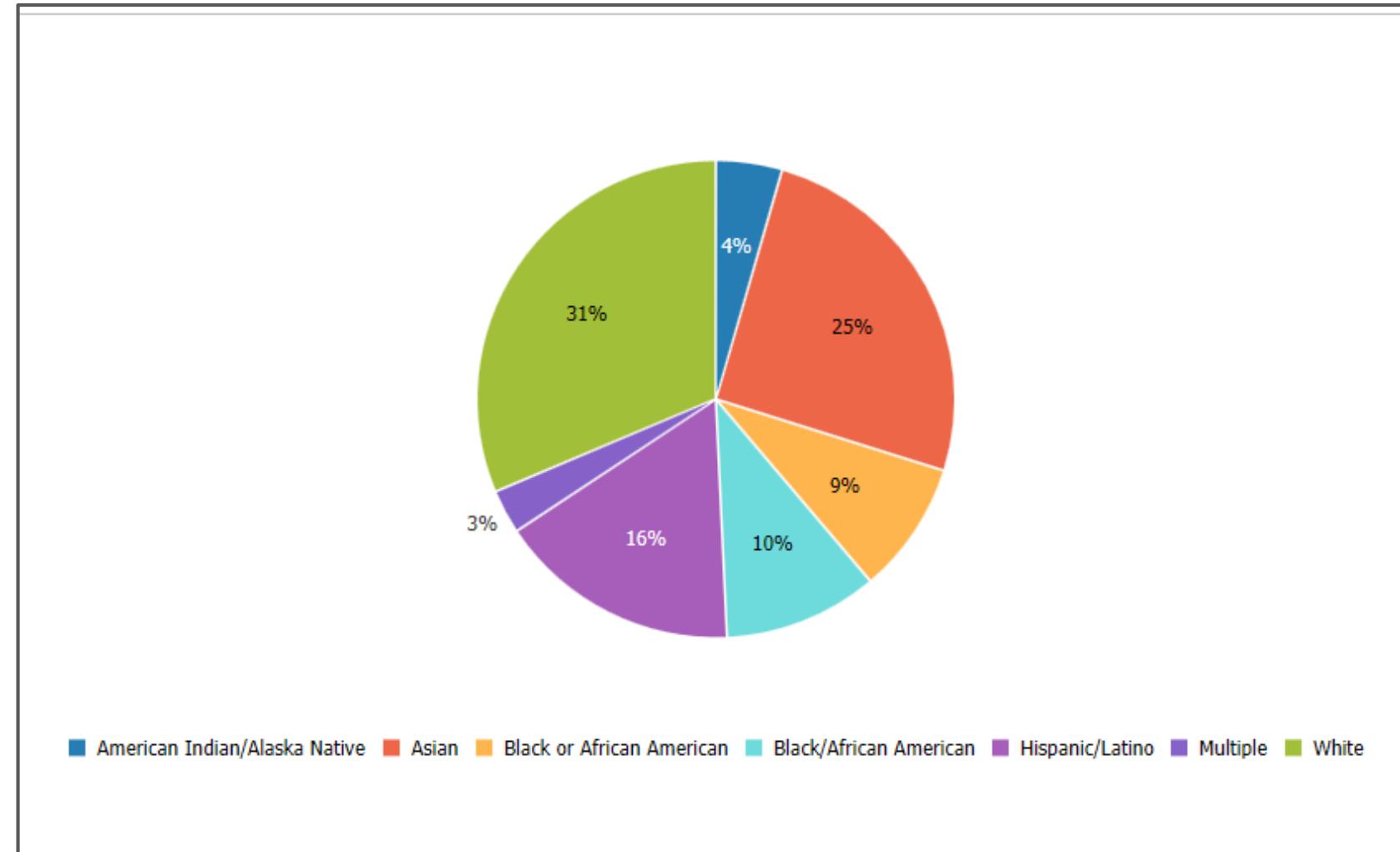
Cancel **Apply**

Make Informed Decisions

Workforce Analysis

HR Analytics:

- Workforce Diversity
- Workforce Diversity by Type
- Highest Education
- Vacate Position Analysis
- Turnover Analysis
- Headcount Movement



What are the *benefits* to Job ‘Modernization’?

Roadmap

- Streamlining HR Data Entry Processes
- Modern User Experience
- Leverage PeopleSoft Technology
- Reduce Customizations



▼ Workforce Administrator

Benefits Administrator



Compensation Administration



US Payroll WorkCenter



Manage Human Resources



Time and Labor WorkCenter



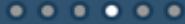
New Hire Tasks



Global Payroll Administration



Canadian Payroll WorkCenter



Manage Human Resources

Roadmap

Manage Job



Manage Person



HR Administration



HR Analytics



Workforce Administrator

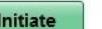
Search

Search Employee >

Advanced Search Options

My Saved Searches

Recently viewed employees

Name / Title	ID / Record	Business Unit / Department	HR Status/Job Indicator	Actions
 Suzanne Channing Senior Accounting Manager	KU0001 0	Corporate Accounting Corporation Headquarters	Active Primary	 Initiate >
 Suzanne Betty Locherty Finance Director	KU0022 0	Finance and Administration Corporation Headquarters	Active Primary	 Initiate >
 Suzanne Mei Lee Corporate Controller	KU3011 0	Corporate Accounting Corporation Headquarters	Active Primary	 Initiate >

What's New:

- New Fluid Search Page
- Advanced Search
- Save Search Criteria
- Filter and Sort on Search Results
- Initiate Button: Initiate Jobdata change
- Configure and Personalize Search
- View Job History

Initiate Job Action

[Search](#) **Initiate Job Action** [Home](#) [Print](#) [List](#) [Help](#)

 **Suzanne Channing**
KU0001 - 0
Senior Account Manager

*Effective Date [Calendar](#)

Effective Sequence 0

Preferred Actions **Yes**

Action

Reason

Continue

Data Change

Suzanne Channing
KU0001 - 0
Senior Account Manager

Step 1 of 3 : Work Location

Effective Date 24/01/2019 Effective Sequence 0
Action Data Change Action Reason Department Correction

Details

Position Number	19000210	<input type="button" value="Q"/>	Director-Human Resources
<input type="button" value="Use Position Data"/>			
Position Entry Date	03/22/1985	<input type="button" value="C"/>	<input type="checkbox"/> Position Management Record
*Regulatory Region	USA	<input type="button" value="Q"/>	United States
Company	GBI	Global Business Institute	
*Business Unit	GBIBU	<input type="button" value="Q"/>	Global Business Institute BU
*Department	10000	<input type="button" value="Q"/>	Human Resources
Department Entry Date	03/22/1985	<input type="button" value="C"/>	

What's New:

- Guided Process using Activity Guide Components with required steps
- Leverages Page and Form Configuration to hide/unhide steps and page fields

Exit

Data Change

Suzanne Channing
KU0001 - 0
Senior Account Manager

Work Location
Complete

Attachments
In Progress

Review and Submit
Not Started

Step 2 of 3: Attachments

Effective Date 24/01/2019 Effective Sequence 0

Action Data Change Action Reason Department Correction

Attachments

Add Attachment

Attachments	Description	Attached By	Attached	Status
View_Position_Page.JPG	Supporting Document	Betty Locherty	24/01/19 12:30:17 AM	Active

1 row

What's New:

Attachments

- Ability to add by Action/Action Reason
- Ability to delete attachments
- Ability to disable Attachments step from data entry, if not applicable



Suzanne Channing
KU0001 - 0
Senior Account Manager

[◀ Previous](#)[Submit](#)

1	Work Location	Complete
2	Attachments	Complete
3	Review and Submit	In Progress

Step 3 of 3: Review and Submit

Effective Date 24/01/2019

Effective Sequence 0

Action Data Change

Action Reason Department Correction

Summary of changes

Details

Proposed Information

Current Information

Department ●

Corporate Legal (16000)

Corporate Operations (171)



Related Information



Reference Links

[View Job details](#)



What's New:

- Review the Jobdata changes Proposed vs. Current format
- Leverage Related Information to enable any useful content for decision support
- Submit button to finalize the change and submit for approval
- Ability to View Job History

Confirmation

Data Change for Suzanne Channing has been successfully submitted for approval

Employee Name **Suzanne Channing**
Employee ID **KU0001 - 0**
Job Title **Senior Account Manager**

Approval Status

Data Change

Data Change		Pending
	Routed	
	Katty Smith Human Resources Admin	>
	Pending	
	Franklin Smith Human Resources Admin	>

[Search Another Employee](#)

[Go to Job Actions Summary](#)

What's New:

- Confirmation page
- View Approval Status and Approval Chain -AWE

Questions and Answers



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jeremy.pelley@oracle.com