

INTRODUCTION TO PEOPLESOFT HR MANAGEMENT SYSTEM

Human Resources User Training Manual

Beginning with the first July 2000 bi-weekly pay date, the University of Colorado has been utilizing PeopleSoft application software to manage how human resources transactions are processed. With PeopleSoft HRMS (Human Resources Management System), the University is able to keep an online effective-dated history of all tasks and activities that were previously managed through hard-copy processes. History is tracked for positions, funding sources for salary and benefits, recruitment activities, employee personal and job data, and time collection reporting. By entering data online, real-time entry of human resources transactions can be accomplished.

Effective April 9, 2003, the University upgraded the PeopleSoft software from a client-server (Citrix) platform (7.5 version) to Internet architecture (8.3 version). In PeopleSoft 8.3, users of the system will access all applications in a purely Internet environment. Access to the applications is accomplished by logging in to a standard Web browser, similar to opening up a favorite web page.

Moving to a web-based architecture provides the University many immediate advantages as well as future positioning for employee self-service web functionality, such as address updates, beneficiary updates, and online access to payroll advice information. Samples of immediate advantages is the ability to set personal favorites, improved page navigation, more understandable add and delete functions, improved WorkList functionality, the ability to open and work in both the human resources and finance system concurrently, and the ability to work from any computer that has web browser access.

Four Keys to Understanding the PeopleSoft HRMS:

- PeopleSoft HRMS – its structure, data, and processes,
- University HR Processes which are supported by the system, and those which are performed outside the system,
- How security assigns "Roles" to system users, whether data input (Initiation), review/approval (Verification) and/or receiving view capability (Inquire), and
- How HR transactions are routed and reported using Workflow, WorkList and Security.

The following five *HR Processes* are part of PeopleSoft HRMS. Each HR Process has a unique transaction routing.

1. **Position Management** - the foundation of PeopleSoft HRMS. Each employee must be assigned a Position Number. Key information attached to each position includes:
 - Position Number (unique)
 - Department
 - Location
 - Job Code
 - Title (working) and Description
 - Pay Group
 - FTE and Standard Hours
 - Regular or Temporary
 - Percent of Time

Position Management has a Verification (approval) process routing.

PeopleSoft HRMS Structure and Processes

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VM Jensen



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