

PeopleSoft

Absence Management/Time & Labor

Checklist for New Hires, Transfers, and Rehires

Absence Management:

Job Data: (Navigation: Workforce Administration> Job Information> Job Data)

- When doing a New Hire in Job Data make sure
 - Absence Management is picked for the Absence System
 - The Absence Management System section is filled in
 - Choose the correct Holiday Schedule
- Once OMB does the rehire or transfer in Job Data, Verify the information on
 - Payroll
 - Absence Management is picked for the Absence System
 - The Absence Management System section is filled in
 - Choose the correct Holiday Schedule

And make any changes necessary or email OMB for corrections.

The screenshot shows the 'Payroll Information' form in PeopleSoft. The 'Absence System' dropdown is highlighted in yellow and set to 'Absence Management'. The 'Holiday Schedule' dropdown is also highlighted in yellow and set to 'STATE1'. The 'Absence Management System' section is highlighted in yellow and contains the following settings:

- Pay Group: PG1
- Setting: Use Pay Group Eligibility, Use Pay Group Rate Type, Use Pay Group As Of Date
- Eligibility Group: [Empty]
- Exchange Rate Type: [Empty]
- Use Rate As Of: [Empty]

Other visible fields include: Effective Date (01/01/2019), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Position Change), Reason (Job Re-Classification), Job Indicator (Primary Job), Payroll System (Payroll for North America), Pay Group (PG1), Employee Type (S), Tax Location Code (BURLEIGH), GL Pay Type, FICA Status (Subject), and a 'Go To Row' button.

Assign Work Schedule: Make sure to add the work schedule after you are done with the hire process. (Navigation: Manager Self Service>Time Management>Manage Schedules>Assign Work Schedule)

- Under Assignment Method choose Select Predefined Schedule
- Schedule Group is STATE
- For Schedule ID, do a look up to find the correct schedule for the employee

The screenshot shows the Oracle HR Payroll 'Assign Work Schedule' interface. The main window has a navigation breadcrumb: HR/Payroll Favorites > HR/Payroll Menu > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule. The page title is 'Assign Work Schedule'. There are fields for 'Employee ID' and 'Employment Record 0'. Below these are 'Actions' including 'Assign Schedules', 'Primary Schedule', 'Alternate Schedule', and 'Find'. A table for assigning schedules is visible with columns: *Effective Date, *Assignment Method (set to 'Select Predefined Schedule'), Schedule Group (set to 'STATE'), Schedule ID (set to 'ND005'), and Descr (set to '8:00-'). Below the table are buttons for 'Save', 'Return to Search', 'Refresh', and 'Upd'. A 'Look Up Schedule ID' pop-up window is open on the right. It has a 'Set ID' and 'STATE' field. The search criteria are 'Schedule ID begins with' and 'Description contains'. There are 'Look Up', 'Clear', and 'Cancel' buttons, and a 'Basic Lookup' link. The 'Search Results' section shows a table with 20 rows of schedule data.

Schedule ID	Description
JRCC A	JRCC A
JRCC B	JRCC B
JRCC C	JRCC C
MRCC1	4 days on 4 days off -
ND001	8 hours/day (M-F) elapsed
ND003	8:00-5:00 (8 hours/day)
ND004	8:30-5:00 (8 hours/day)
ND005	8:00-4:30 (8 hours/day)
ND006	7:30-4:30 (8 hours/day)
ND007	7:30-4:00 (8 hours/day)
ND008	7:00-4:00 (8 hours/day)
ND009	7:00-3:30 (8 hours/day)
ND010	5:00P-1:00A (8 hours/day)
ND011	5:00A-1:30P (8 hours/day)
ND012	4:00A-12:30P (8 hours/day)
ND013	7:30-11:30 (4 hours/day)
ND014	8:00-12:00 (4 hours/day)
ND015	1:00-5:00 (4 hours/day)
ND016	5:00A-9:00A (4 hours/day)
ND017	12:00-4:00 (4 hours/day)
ND018	8:00-1:00 (5 hours/day)
ND019	9:00-2:00 (5 hours/day)
ND020	7:00-1:30 (6 hours/day)

Time & Labor:

Time Reporter: An Employee needs to be enrolled in Time Reporter for them to have access to the timesheet.

- **New Hires** (Navigation: Workforce Administration> Personal Information> Manage Hires)
 - Go to Employment Data link at the bottom of the page
 - Click on Time Reporter Data

Employment Information

Employee
Empl ID [REDACTED]
Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0	Original Start Date 07/27/2015	<input type="checkbox"/> Override
Last Start Date 07/27/2015	First Start Date 07/27/2015	
Termination Date	Years Months Days	
Org Instance Service Date 07/27/2015 <input type="checkbox"/> Override	3 8 28	

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 07/27/2015	First Assignment Start 07/27/2015
Assignment End Date	
Home/Host Classification Home	Years Months Days
Company Seniority Date 07/27/2015 <input type="checkbox"/> Override	3 8 28
Benefits Service Date 07/01/2015 <input checked="" type="checkbox"/> Override	3 9 23
Seniority Pay Calc Date 07/27/2015 <input type="checkbox"/> Override	3 8 28
Probation Date 01/27/2016 <input type="checkbox"/>	
Professional Experience Date <input type="checkbox"/>	Last Verification Date <input type="checkbox"/>
Business Title [REDACTED]	Position Phone

Time Reporter Data

USA
Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

- **Transfers and Rehires** (Navigation: Time and Labor>Enroll Time Reporters> Maintain Time Reporter Data)
 - Update information by adding a new row with effective date to transfer or rehire date
- Once the employee is enrolled in Time Reporter there is an overnight process that runs that will give the employee access to the timesheet on the Employee Page/Hub