

STAFF DEVELOPMENT COMPONENT INFORMATION

COMPONENT TITLE: Integrated Business Information System (IBIS) Human Capital Management (HCM) Applications

IDENTIFIER NUMBER: 3201003

MAXIMUM POINTS: 60

DESCRIPTION:

This component is designed to enable the participant to use selected PeopleSoft/Oracle application software successfully within the following systems: Human Resources, Payroll, Time & Labor, Benefits Administration, Query, and Reporting Systems.

Prerequisite: Experience using an internet web browser

GENERAL OBJECTIVE:

To instruct participants in the use of:

- Human Resource Systems
- Payroll / Timekeeping Systems
- Query and Reporting of Human Resource Systems

SPECIFIC OBJECTIVES:

Upon completion, the participants will learn the skills to be able to:

A. Human Resource Systems (25 Points)

1. Navigate within the PeopleSoft application to operate the human resource systems (2)
2. Add and maintain employee information (3)
3. Process the hiring, reassigning, and terminating of employees. (4)
4. Enroll and maintain employees, dependents, and beneficiaries in benefit plans (3)
5. Process employee benefits enrollments and changes. (3)
6. Process Workers' Compensation Claims (2)
7. Process and Report Health and Safety Issues (2)
8. Manage job openings and applicants (4)
9. Administer security through a department security tree (2)

B. Payroll/Timekeeping Systems (25 Points)

1. Navigate within the PeopleSoft application to operate the payroll systems (1)
2. Manage and process reporting of time and absence exceptions for employees at schools and/or departments (3)
3. Update employee records (3)
4. Create and update paysheets (2)
5. Process transactions for payment (1)
6. Process on-cycle and off-cycle payrolls (3)
7. Facilitate use of automated time and collection devices (2)
8. Manage work schedules (2)

9. Approve payable and reported time (2)
10. Approve personnel transactions (2)
11. Set up and processing benefit deductions, garnishments, and other payroll functions (2)
12. Update/Process W-2s and other tax reporting items (2)

C. Query and Reporting of Human Resource Systems (10 Points)

1. View and run queries related to the human capital management system (1)
2. Create and edit queries related to the human capital management system (3)
3. Create joins from multiple tables related to the human capital management system. (1)
4. Specify Criteria and create run-time prompts related to the human capital management system. (1)
5. Output query results to Excel related to the human capital management system. (1)
6. Create and format a Crystal report related to the human capital management system (3)

PROCEDURES:

Lecture, demonstration, hands-on, and mastery activities concerning the selected application(s) program(s).

FOLLOW-UP PROCEDURES:

Participants will:

1. Communicate regularly via email with other users for ongoing technology support.
2. Demonstrate implementation of technology skills as verified through direct observation, product, portfolio, participant log, and/or collegial sharing.

EVALUATION:

Participants will:

1. Produce a printed copy of the above mentioned computer application(s) package(s) as assigned by the instructor.
2. Demonstrate mastery of the above mentioned computer application(s) package(s) as assigned by the instructor for review by application department.
3. Demonstrate mastery of the above mentioned computer application(s) package(s) in the Used Productivity Kit (UPK) "Do it" module.
4. Principal or Principal designee will confirm that person trained has performed the activities in actual job duties.

COMPONENT EVALUATION:

Participants and instructors will assess the degree to which the procedures address the specific objectives and will make recommendations for revision through a questionnaire/survey.