Human Capital Management (HCM)
Module Overview
HCM Leads

• HCM Lead: Andrew Peña
• Functional Leads:
  – Human Resources/Recruitment, Irma Lopez
  – Benefits, Armida Ruiz-Martinez
  – Payroll and Time & Labor, Olaya Hernandez
  – Absence Management, Sonya Villa-Saenz
  – Commitment Accounting, Joanne Richardson
  – ePerformance, Jesse Manciaz (Phase II)
PeopleSoft HCM Modules

- **Version 9.1**: Where it all starts!
- **Recruiting Solutions**: Where job postings are created and where people can apply online
- **Time & Labor**: where time is entered and tracked and eventually paid
- **Payroll**: How employees are paid
- **Absence Management**: addresses all University leave programs (i.e., Vacation, Sick Leave, Bereavement, Jury Duty, FMLA, etc.)
- **Benefits Administration**: administers our benefit programs
- **Employee (ESS) & Manager Self Service (MSS)**: allows access to both employees and managers for HR actions
- **Payroll and Budget (Commitment Accounting)**: Will be part of the HCM module in PeopleSoft
HCM System
HCM Module Integration

- eProfile Management
- Recruiting Solutions
- Benefits Administration
- Enterprise Learning Management
- Absence Management
- Expenses
- General Ledger
- Payroll for North America
- Student Administration
- Time & Labor
Common HCM Terms

- **Company**: Name of the organization *(ELP)*
- **Business Unit**: Division, College, or Department
- **Empl ID**: Employee ID number
- **Set ID**: Organization’s name *(UTEP1)*
- **Effective Date**: Defines when the action or event occurs—is critical in logging history
- **Job**: assignment/appointment
- **Applicant ID**: an applicant’s identification number
- **Entitlement**: The amount of paid time-off that a payee is entitled to take for each category of absence or each absence event, depending on your method of accrual. For example, payees in your organization may be entitled to receive 8 hours of vacation a month.
- **Units**: The period of time in which entitlement, take, adjustments, balances, and other absence-related time periods are measured. Typically, units represent either hours or days.
- **Workgroups**: Time Reporters (employees) who share same compensation rules. Everyone must be assigned to one, including Faculty, A &P, Exempt, and Non-Exempt employees.
- **Approval Workflow**: The e-process on how actions are approved within HCM –PeopleSoft.
HR 9.1

• The HR module is the central PS module from which other modules pull employee, job, position, compensation, and benefit information

• HCM is comparable to HRMS. Both are position driven systems in which we maintain position and employee data.
HR 9.1 Functionality

- **Creates, modifies, and maintains individual positions** for staff, faculty, and students.
- Integrates with **Recruitment** module to post positions and hire new employees.
- Maintains **employee benefits & compensation** data.
- Offers an **Employee Self-Service** portal where employees can enter and update personal data.
- Offers a **Manager Self-Service** portal where departments can initiate documents and actions to route for approval.
- Provides streamlining of data entry with the creation and use of **templates**.
- Provides **electronic I-9 process**.
- Provides **workflow** for the routing of actions to receive approval.
Recruiting Solutions

- Recruiting Solutions is comprised of 2 areas:
  - Talent Acquisition Module (TAM)
  - Enterprise Candidate Gateway (ECG)
- Close interface with HCM (HR)
  - Integrates with HCM to pull position data and transfer applicant data to employee database
Recruiting Solutions Functionality

**Talent Acquisition Module (TAM):**
- Facilitates job postings
- Manages recruiting process (screening, interviewing, etc.)
- Helps to manage offers (you can send offer letter through system)
- Manages applicant correspondence
- Allows you to create, modify, and maintain job postings for staff and faculty

**Enterprise Candidate Gateway (ECG):**
- Review and apply for positions
- Manage applicant profile and documents
- Review offers and correspondence
- Maintain applicant profile
- Create and use job agents
- Applicants have the ability to apply for a position more than once to correct errors or update information.
- Only most recent application is visible once the position is closed
Absence Management (AbM)

- Processes absence entitlements (leaves)
- Manages the absence tracking process
- Transfers converted absence data to Time & Labor then to Payroll
AbM Functionality

• Enables you to enter and track absence event information.
  – that information must be available to your payroll system in order to process earnings and deductions related to absences.

• Enables you to enter absences or view absence balances in Time & Labor on the Timesheet page in Time & Labor.

• Time & Labor converts AbM data into payable time, which results in a paycheck based on this data.
Time & Labor

- Time and Labor facilitates the management, planning, reporting, and approving of time, and calendar and schedule creation and usage, from one global web-based application.

- **Time and Labor provides these business processes:**
  - Report time
  - Create schedules
  - Organize employee groups
  - Approve time
  - Track compensatory time off
  - Process payable time
  - Manage reported time
  - Track task data
  - Forecast payable time
  - Manage exceptions
  - Track attendance
Time & Labor Functionality

- Integration of time keeping (Time & Labor), leave requests (Absence Management) and Payroll

- Employee Self-Service (ESS)
  - Direct Deposit- will allow for more than one account

- Manager Self-Service (MSS)
  - Approve time sheets
  - Approve leave request
  - Approve overtime or comp time

- Ability to track Tasks
  - Can be managed by Commitment Accounting
  - Employee reports time by specific task (Grant)

- Reporting
What we are gaining

- Manager Self-Service and Employee Self-Service
- Online faculty recruitment
- Time & Labor: Will require certain employees to complete “automated” weekly timesheets. This process will ensure everyone gets paid including our student employees
- Absence Management: Electronic entry of all leave events
- Electronic I-9 processing
- Improved reporting
- Hiring officials can create an offer and route electronically to an applicant to review and accept or reject via Enterprise Candidate Gateway.
- Simplified document routing through improved workflow – ability to limit the number of approvers and issue “for your information” messages.
- Template based-forms
Functionality Changes

• Daily Emergency Checks
• Ability to recall leave request
• Applicant ID will not become Employee ID
• Monthly paygroup will not default to semi-monthly
Financial Management System (FMS)
Module Overview
FMS Leads

• FMS Lead: Anthony Turrietta
• Functional Leads:
  – General Ledger, AT/Laura Gutierrez
  – Commitment Control, Joanne Richardson
  – Grants, Lupe Gomez
  – Treasury/Assets, Monica Rayos
  – Billing/Projects, Laura Gutierrez & Lupe Gomez
  – Payables/Travel, Rene Rayon
  – Purchasing, Erika Rosales
FMS Modules

- General Ledger
- Accounts Payable
- Travel & Expense
- Grants
- Treasury
- Asset Management
- Purchasing
- Commitment Control
Common FMS Terms

• **Budget Checking** occurs when source transactions are checked against a budget. Budget checking allows departments to determine if sufficient funds are available and view how transactions budget checked affect available budget balances.

• **Pre-encumbrance** represents the intent to spend funds, usually in the form of a requisition.

• **Budget tolerances/overrides** much like in DEFINE, can be used to increase budgetary spending limits.
General Ledger (GL)

• Just as with Define, the PS GL is the official record for financial transactions.
• “Chartfields” are used to store and categorize transactions in the Ledger
  – Business Unit
  – Account
  – Fund
  – Department
  – Project
  – Cost Center
GL Module Integration

- **Payroll**
  - Wage and salary accrual and payment accounting lines are interfaced to General Ledger
  - Employee withholding liabilities

- **General Ledger**
  - Sends sales and collection accounting lines to General Ledger
  - Sends asset acquisition, transfer, disposal and depreciation data to General Ledger

- **Payables**
  - Sends Voucher and Payment accounting lines to General Ledger
  - PO’s result in AP vouchers
  - Purchased assets

- **Asset Management**
  - Sends asset acquisition, transfer, disposal and depreciation data to General Ledger

- **Grants/Contracts**
  - Sends sales and collection accounting lines to General Ledger

- **AR/Billings**
  - Inventory, T&E, Student Financials, Treasury, Purchase Receipts
GL Functionality

- Chart of Accounts
  - Fund, Account, Department, Cost Center, Project, and several additional delivered ChartFields
  - Trees

- Reporting and Inquiry
  - Delivered Journal, Ledger and Trial Balance reports
  - Drilldown to source transaction and journal entry detail
  - nVision

- Journal Processing
  - Journal Generator creates journal entries from activity in other modules/systems
  - Online journals
  - Standard (Recurring) journals
  - Combination editing
  - Editing, budget check, approve and post
  - Allocations

- Period and Year-End Processing
Accounts Payable

• Accounts Payable is the central processing of invoice and payment transactions.
  – Vendor Payments (Miner Mall or within system)
  – Student Refunds (Banner Feed)
  – Employee Expenses (Payroll Feed)
  – Payroll Liabilities/Garnishments (Payroll Feed)

• Accounts Payable is the third step in the procurement watershed.

• Account Payable contains all detail subsidiary ledger information.
Travel and Expense

- Travel & Expense is the central processing of employee expenses.
  - Travel Authorizations
  - Cash Advances
  - Expense Reports
  - (Time Reporting)

- Travel & Expense can be used for miscellaneous expenses.

- Travel & Expense is for employees.
Travel & Expense Functionality

• Employee Information
  – Employee Data
  – User Defaults
  – Bank Account Info
  – Load Process

• Travel Authorizations
  – Creating
  – Approving
  – Modifying
  – Deleting
  – Canceling

• Cash Advances
  – Creating
  – Approving
  – Modifying
  – Review
  – Stage

• Expense Reports
  – Creating
  – Approving
  – Modifying
  – Deleting
  – Staging
  – Employee Notification
Grants

Modules:

- **Grants:** Award set up. Generate Award sends data to Contracts & Projects Modules
- **Contracts:** Associate billing and revenue plans
- **Projects:** Billable transaction data stored and passed to Billing through Contracts
- **Billing:** Various billing & revenue plans
- **Accounts Receivable:** aging, customer statements, reminders.
Grants Functionality

- Upload from Pre-Award System
- Cost Share Companion Accounting
- Sponsor Data – Type, address, contacts, billing requirements, etc.
- Billing and Receivable Modules
- Manage Award Milestones and Reporting Requirements
- Track Award Changes – effective dated
- Track/Calculate Unrecovered F&A
- Reporting opportunities (THECB/ NSF fields and Compliance)
Purchasing

• Miner Mall will remain as procurement module
• Will integrate with PeopleSoft
  – Vendor data
  – Payment processing
Functionality Changes

- Most PS GL processing will be in batch, as opposed to immediate, as we have now
- Some inquiry screens we utilize will not have a comparable counterpart in PS
- A travel (cash) advance is not associated with a travel authorization.
- Student travel authorizations cannot be created unless a student is classified as an employee.
- If the travel reimbursement is less than the funds encumbered by the travel authorization, the remaining balance remains encumbered.
Questions?

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