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PeopleSoft HCM (Human Capital Management) Training Curriculum Online by Certified Consultant

Module 1: Introduction to PeopleSoft HCM

- Overview of PeopleSoft HCM Architecture
- Understanding Human Capital Management Concepts
- PeopleSoft Internet Architecture (PIA)
- Navigation and User Interface
- Roles, Permissions, and Security Basics
- HCM Modules Overview
- Employee Lifecycle Management

Module 2: PeopleSoft Foundation & Setup

- Business Units and SetIDs
- TableSet Controls
- Installation Tables
- Prompt Tables and Translate Values
- Effective Dating Concept
- Configuration and Setup Tables
- Workflow Fundamentals

Module 3: Workforce Administration

- Workforce Administration Overview
- Hiring Employees
- Rehire Process
- Employee Transfers
- Promotions and Demotions
- Termination and Separation
- Position Management
- Employee Data Management
- Job Data Components

Module 4: Organizational Structure



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- Company Setup
- Business Units
- Departments
- Locations
- Job Codes
- Salary Plans and Grades
- Position Management
- Reporting Structures

Module 5: Personal Data Administration

- Maintaining Employee Personal Information
- Biographical Details
- Contact Information
- Emergency Contacts
- National IDs
- Citizenship and Visa Data
- Address and Communication Management

Module 6: Benefits Administration

- Benefits Setup and Configuration
- Benefits Enrollment Process
- Health Insurance Plans
- Retirement Plans
- Life Insurance Plans
- Flexible Benefits Programs
- Open Enrollment Processing
- Benefits Reporting

Module 7: Payroll Integration

- Payroll Fundamentals
- Payroll Interface with HCM
- Compensation Data Management
- Earnings and Deductions
- Payroll Processing Overview
- Payroll Validation
- Payroll Reports



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Module 8: Time and Labor

- Time Reporting Concepts
- Work Schedules
- Shift Management
- Attendance Tracking
- Leave Management
- Overtime Calculation
- Time Approval Workflow
- Time Administration Process

Module 9: Absence Management

- Absence Management Configuration
- Leave Types Setup
- Vacation Management
- Sick Leave Administration
- Leave Accrual Rules
- Holiday Schedules
- Absence Requests and Approvals
- Absence Reporting

Module 10: Compensation Management

- Compensation Structures
- Salary Administration
- Variable Compensation
- Bonus Programs
- Merit Increases
- Compensation Planning
- Compensation Reviews
- Compensation Reporting

Module 11: Recruitment Solutions

- Recruitment Process Overview
- Job Openings Creation
- Applicant Tracking
- Candidate Evaluation
- Interview Management
- Offer Management



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- Hiring Process
- Recruitment Reporting

Module 12: Performance Management

- Performance Review Process
- Goal Management
- Competency Management
- Employee Evaluations
- Manager Assessments
- Development Plans
- Performance Ratings
- Performance Analytics

Module 13: Training Administration

- Learning Management Overview
- Course Creation
- Training Enrollment
- Training Scheduling
- Certification Management
- Learning Plans
- Training Reports

Module 14: Self-Service Functionality

- Employee Self-Service (ESS)
- Manager Self-Service (MSS)
- Personal Information Updates
- Leave Requests
- Time Entry
- Benefits Enrollment
- Approval Workflows

Module 15: Security Administration

- User Profiles
- Roles and Permission Lists
- Row-Level Security
- Department Security



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- Query Security
- Data Privacy and Compliance
- Security Best Practices

Module 16: Reporting and Analytics

- Introduction to PeopleSoft Query
- Creating Basic Queries
- Advanced Query Techniques
- Pivot Grids
- BI Publisher Reports
- nVision Reporting
- Workforce Analytics
- Dashboard Creation

Module 17: Workflow and Approvals

- Approval Framework Overview
- Workflow Configuration
- Transaction Approvals
- Notification Setup
- Escalation Rules
- Workflow Monitoring

Module 18: Integration Concepts

- Integration Broker Overview
- Web Services Integration
- File-Based Interfaces
- Third-Party System Integration
- Data Migration Techniques
- Interface Monitoring

Module 19: HCM Administration & Troubleshooting

- Common HCM Issues
- Data Correction Techniques
- Audit and Compliance
- System Monitoring
- Error Resolution



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- Performance Optimization
- Best Practices

Module 20: Real-Time Project & Case Studies

- Employee Hiring Scenario
- Transfer and Promotion Process
- Benefits Enrollment Case Study
- Leave and Attendance Management
- Recruitment Lifecycle Project
- Performance Management Implementation
- End-to-End HCM Business Process