

Term	Definition / Working Example
**Glossary of PeopleSoft Enterprise Terms	<a href="http://docs.oracle.com/cd/E17566_01/epm91pbr0/eng/psbooks/psft_homepage.htm">http://docs.oracle.com/cd/E17566_01/epm91pbr0/eng/psbooks/psft_homepage.htm</a>
Absence Entitlement	Represents the accrual rate for a particular absence.
Absence Event	The way of recording the details of an employee's absence. Including type of absence, begin and end dates.
Absence Management (AM)	A module in HRMS where leaves are tracked and administered.
Absence Take	Represents the number of units (hours) an employee takes in association with an absence.
Accumulator	Represents the accumulated value of units or amounts for an element for a particular period (e.g. calendar year, financial year, quarter, month etc).
Action Reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action.
Actual/Substantive	The term used to describe the recording of the position(s) an individual owns and/or is acting in. Actual represents the position an individual is currently occupying and Substantive represents the position an individual owns.
Admin Earnings Assignment (EA)	A page used to give a payee on-going earnings. An administrator view of Element Assignment.
Administrator Positive Input (PI)	A page to add or update an earning for a payee in the current calendar. An administrator view of One Time (Positive Input).
Amount	Represents an amount used as a basis to calculate an element.
Application Designer	A PeopleSoft development tool where a developer would create field definitions, record definitions, page definitions and menu definitions and all other online objects for performing modifications to the system.
Application Explorer	A Novell tool that supports the installation of software and PC registry changes. Used with PeopleSoft to support the installation of the two-tier client software.
Architecture	The logical organization of business processes and IT infrastructure that reflects how the PeopleSoft product is configured.
As-Is	The current-state of processes, technology or general business operations prior to implementation of new systems.
Base	Represents the base used as the basis to calculate an element.
Batch	Executing a series of non-interactive jobs in a given sequence. Batch jobs are often stored up during normal working hours and then executed during the evening or whenever the system is less busy.
BPD	Business process design.
Browser Based	Users launch a HTTP/HTML browser (i.e. Internet Explorer, Netscape, etc.) and they enter an URL which passes them to a web server and consequently to the intended application.

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Bundle	A term to indicate PeopleSoft has grouped updates and fixes into a single patch.
Business Analysis	The process of reviewing business processes (how things are done) and analyzing them.
Business Interlink	PeopleSoft Business Interlinks is a deprecated product. Support will be maintained for this product, but no new development will be produced for Business Interlinks and documentation for Business Interlinks will not be published in future releases beginning with PeopleTools 8.45. PeopleSoft advises that you use PeopleSoft Integration Broker's sync request and response functionality in place of Business Interlinks.
Business process	A set of logically related and continuously evolving activities combined to produce a defined outcome; for example, run payroll, or manage financial operations.
Business Process Design (BPD)	A detailed description of the steps of the business processes, the order in which they are performed, and the decisions that are made along the way.
Business Process Map	A graphical representation of a business process which shows the activities of the process and the interrelationship to create outputs of value.
Business Requirements	Documented activities and procedures carried out by the user community in performing the business role of an organization.
Calendar	<p>A way to control who is to be paid, what elements are to be processed and the period of time which the payments are being paid. There are absence (ABS) and pay (PAY) calendars. For example ABS: F20080723ABS.</p> <p style="padding-left: 20px;">F Fortnightly cycle</p> <p style="padding-left: 20px;">20080723 A date representing the pay period end date</p> <p style="padding-left: 20px;">ABS Type of calendar (Absence or Pay)</p>
Calendar Group ID	Groups calendars together to process them at the same time. A Calendar Group ID is comprised of an absence (ABS) and a pay calendar (PAY). For example F20080723
CEMLI	Oracle's published guidelines for developing the extension framework. Stands for customization, extension, modification, localization, and Integration.
CFAN	Collections based Functional Area Navigation is a customisable group of functions available in one spot.
Change Management	A structured way to manage the people-side of change; within the UCPath project the purpose of change management is to help departments and individuals accept and adopt the new system, business processes and roles as standard operating procedures.
Checklist	A checklist is an electronic list of tasks required to complete a process (for example a Hire or Termination). Checklists can be attached to an individual and accessed from their Job Data or through the menu. Each task has a status allocated and users are able to update and save as they progress through. Each item may or may not involve a HRMS task –where it does the adjoining hyperlink will take the user to the correct point in the system
Component	A group of Pages
Component	see <i>module</i>

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Component Interface	A component interface is a PeopleTools object created in Application Designer. It allows another external application to share data with the PeopleSoft system. The external applications does not have to be concerned with the details of PeopleSoft page structures and component definitions in order to access the underlying data and business logic through the component interface.
Conceptual Solution Document (CSD)	The CSD is the primary document for providing an overview of the proposed solution to a business opportunity. The CSD includes sufficient information to allow most stakeholders to have a good overall understanding of the context, intent, scope, and proposed solution of the initiative.
Conference Room Pilot (CRP)	A second reiteration of the system design process where configuration will be validated and system process will be demonstrated.
Configuration	The process of defining the changeable values within a software package to meet the business and application requirements.
Conversion	Conversion of data from the current format to the structure required by the new application; conversion can be performed via an automated program or can be completed manually.
Correction Mode	An access level which enables certain users to overwrite data, thereby erasing the historical record.
CrystalReports	A reporting tool used to generate easy to read and print reporting.
CSD	Conceptual Solution Document
Customization	The development or alteration of software to meet a customer's individual requirements when the out-of-the-box product lacks required or desired functionality; customization can be expensive and makes updating the software more difficult, therefore it is usually limited.
Data Conversion	The process of moving data from 1 or more systems to a new system. This can include data cleanup, changing data values and creating new data.
Data Warehouse	A Data Warehouse (abbreviated DW) is a collection of data designed to support management reporting and decision making. Our data warehouses is a collection of Oracle tables containing a wide variety of data from multiple system that present a coherent picture of University business conditions at a single point in time across the entire enterprise.
Delta	The calculated difference in a pay as a result of a retrospective calculation.
DFAN	Default Functional Area Navigation. This is visible when a menu folder is selected from the left-hand Main Menu.
Effective Date	Date on which the associated information takes effect. The information is in effect until a new entry is made with a more current effective date. We do not have "stop dates" on effective dated data. The Effective Date usually defaults to the system's current date.
Element	Earnings, deductions absence entitlements and absence takes.
Element Assignment (EA)	A page used to give a payee on -going earnings and deductions.

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Eligibility Group	Determines what earnings, deductions, absence entitlement and absence takes a payee is eligible for.
Employee Self Service	The interface allowing employees to be able to directly update some of their own personal data. Self Service includes viewing your payslip, changing your mailing address, entering absence request, etc.
Employment Instance	Employment Instance represents an instance of a person holding a job in PeopleSoft HR. When a person is hired into a position they get an Employment Instance. A person may have one or more Employment Instances.
Enterprise	An organization, including all business units.
Enterprise Performance Management (EPM)	A PeopleSoft module providing the foundation and structure for a variety of separately licensed applications, such as budgeting, used to plan, measure, analyze and monitor enterprise activities tracked in other modules such as General Ledger and HR.
Enterprise-wide	The entire University of California System organization, inclusive of all departments.
Events Calendar	The calendar maintained by Software Administration to notify functional leads of refreshes, the patch application schedule to the various instances and when those patches will move to production.
Fit/Gap Analysis	Analysis to determine requirements that will be supported by the standard solution (i.e. fit) and which may not be supported by the standard solution (i.e. gaps); each gap item requires potential resolutions (e.g. custom development or manual workaround).
Forum	A cross-departmental team of managers and subject matter experts whose purpose is to provide input and feedback to the project team and help make decisions related to a particular functional area (for example, Position Management or Recruitment).
FTE	Percent of full-time an employee is working is represented on the job record by standard hours.
Functional Resource	Business Analysts and persons that are the most familiar with business processes.
Functionality	The business operations that are handled by the PeopleSoft software system; how the software system functions.
GCDP	Oracle Global Consulting Delivery Portal.
Global Payroll (GP)	The part of the HRMS where payments are administered.
HCM	Human Capital Management, the latest term used in the human resources industry; refers to Oracle's PeopleSoft family of products that includes Human Resources, Performance Management, Learning Management, Compensation, Time and Labor and others.
Hot Fix	Bug fixes that programmers make to PS code to enable the system to function. This is only done for corrections taking less than a couple of hours and for bugs that are stopping project progress. These bugs are always reported to PS Customer Connection.

Term	Definition / Working Example
Instance	Another name for an oracle database.
Instance	A number assigned by the system to elements processed by eligibility group, EA or PI. The Instance number will increment when there are multiple entries for an element.
Instance Refresh	A process by which a database backup can be used to change the data and tools tables in another instance.
Instance Restore	A process by which instance data and tools objects are restored to a previous point in time.
Integration Broker	PeopleSoft Integration Broker is a middleware technology that facilitates synchronous and asynchronous messaging among internal systems and trading partners, while managing message structure, message format, and transport disparities. Because of its modular design, many elements that you develop for an integration using PeopleSoft Integration Broker can be reused in other integrations.
Interface	Physical or functional interaction between different systems.
Interface	A point of interconnection between two systems; for example, a network interface is a connection between a terminal and a network or between two networks.
IT Infrastructure	The physical hardware used to interconnect computers and users.
Job Class	Term for a group of positions for which a common descriptive job title may be used and which is designated by a four digit class number (which is the same as the PeopleSoft job code); may be used interchangeably with the term <i>job code</i> within the Human Resources classification system; see also <i>job code</i> .
Job Code	PeopleSoft term for a code identifying a job description within the PeopleSoft system; may be used interchangeably with the term <i>job class</i> or <i>classification</i> within the Human Resources classification system; see also <i>job class</i> .
Job Record	A Job Record is identified by an Employment Record Number within the Job Data component. Searching for an Employee by their EmplId and their Employment Record Number will return their unique Job Record(s).
Load Runner	A powerful simulation tool capable of simulating large numbers of concurrent virtual end-users. Valuable in testing the scalability and durability of applications and infrastructures. Very useful in diagnosing bottlenecks, chokepoints and other system limitations.
Manager Self-Service	A set of processes that allow managers to look up, make changes to and approve an employee's time entered, training requests, and absences.
Menu Path	Application navigation to a page within an application.
Module	A collection of functionality in the software, for example the Absence Management module is the part of the application that manages leaves and time off.
NAL	See Application Explorer
One Time (Positive Input) (PI)	A page used to add, update, override or stop an earning or deduction for a payee in a single calendar.

Term	Definition / Working Example
Online	Processing that involves accepting input from a human. Interactive computer systems are programs that allow Users to enter data or commands.
Operating System	The operating system is most important program that runs on a computer. Every general-purpose computer must have an operating system to run other programs such as PeopleSoft and Oracle. Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen, keeping track of files and directories on the disk, and controlling peripheral devices such as disk drives and printers. It also has the responsibility to make sure that different programs and users running at the same time do not interfere with each other. In addition, the operating system is responsible for <i>security</i> , ensuring that unauthorized users do not access the system.
Oracle	The database platform which stores the PeopleSoft tables and data. Development staff and technical staff have been granted appropriate access directly to the databases. Connectivity to the database directly is achieved through a variety of tools (e.g., sqlplus, TOAD, etc.). Most end users do not need direct Oracle access.
Oracle Global Consulting Delivery Portal (GCDP)	Database where all project materials are stored throughout the life of a project.
Page	Typically what is displayed in your browser window when logged into the PeopleSoft Financials application.
Page	Is the Version 9 equivalent of a 'panel'. A user will access a page to view information for inquiries, submit transaction updates or reports.
Pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. E.g.: Employee Self Service pagelet provides shortcuts to pages for Employees.
Patch	A PeopleSoft update or fix to the application system.
Pay Group	Each employee must belong to Pay Group in the HRMS. The pay group defines many of the benefits and earnings. Many of the default field values on the Workforce Administration pages are based on the pay group values that you specify on the Pay Group Table component.
Payee	A person that receives payments through Global Payroll & Absence Management. Can be an employee or a person of interest.
PeopleCode	PeopleCode is PeopleSoft's proprietary computer language used in the development of PeopleSoft applications. It allows application developers to modify, enhance, or extend the functionality delivered by the basic applications delivered PeopleSoft. Most of the University customizations to the PeopleSoft system involve the use of PeopleCode.
PeopleTools	The name of the development toolset that is used to program the PeopleSoft applications.
Percent	Represents a percentage used as a basis to calculate an element.

Term	Definition / Working Example
Permission Lists	A set of specific authorizations needed to carry out a business task or set of tasks. The permission list components are: General Permissions, Pages, PeopleTools, Query, Sign-On Times, Process, Component Interfaces, Message Monitor, Web libraries, Mass Change Security, Links and Personalizations.
Person of Interest (POI)	A person about whom the organisation maintains information but who is not identified as an Employee.
PIA Instance	PIA = PeopleSoft Internet Architecture “ the components are an internet browser, web server, application server, and database server. A PIA Instance must contain all of these components.
PM	Project Manager
PMO	Program management office or project management office, depending on the number of projects being managed by a single organization.
Portal	A single place that allows views to other systems.
Process Scheduler	A PeopleTool that allows you to request background processes to be run on a Windows client workstation, on a dedicated application server or on the database server itself. Processes can be run as soon as possible or can be scheduled to run at specific times on the server. Status is checked with Process Monitor.
Project Management	The planning, scheduling and controlling activities to achieve performance, cost and time objectives for a givens scope of work, while using resources efficiently and effectively.
PS ID	A unique identifier for each PeopleSoft user. Per policy the X.500 ID is used as the PeopleSoft ID.
PS Query	A query building tool provided by PeopleSoft.
PS Tools	The underlying technical toolset for PeopleSoft, usually referred to by the version number (e.g., Tools 8.45).
PS Tools Update	A PS Tools update is like an application patch but is applied to the tools. The level is 8.xx.yy where yy is the update and is to fix problems identified after a tools upgrade is released.
PS Tools Upgrade	A PS Tools upgrade is changing the level from z.xx.yy where xx is the level being changed. The release schedule is about twice a year and will have major new functionality. If there is an upgrade to the application, z usually changes also.
PS/nVision	Specialized software that generates Excel spreadsheet reports.
Quick Hire	A template based hire process that allows users to perform the associated tasks quickly and easily. Some data is defaulted into selected fields based on the template type.
Rate	Represents an hourly rate used as a basis to calculate an element.
Rate Code	Represents the rate on Job Data an employee will be paid. ANU will have HOURLY rate codes and HDA rate codes for those on Higher Duties or Temporary Transfer.
Report Manager	A link that accesses the Report List page, where you can view report content, check status of a report and see content detail messages (which show you a description of the report and the distribution list).

Term	Definition / Working Example
Results	A page that displays a payee's calculated pay and absences and related information for a particular calendar.
Retrospective Pay	A recalculation of prior calendars due to backdated changes made after the initial calendar run has been finalised.
Run Control ID	A Run Control ID saves a set of criteria used to create a report. The criteria can be changed, but the Run Control ID itself cannot and run control ID's cannot be deleted.
Search/Match	A feature that enables you to search for and identify duplicate records in the database.
Segmentation	A process that results in a pay (calendar) being split (segmented) as a result of an Action Reason from Job (e.g. transfers). The system treats each segment as a complete and separate payroll calculation. Also known as period segmentation.
Self-Service	Refers to the PeopleSoft application functionality that allows the end user to perform tasks that otherwise would be performed by someone else.
Slice	A process that results in a payee's elements being split (sliced) as a result of a change to an element (e.g. pay rate changes). Also known as element segmentation.
SPOC	Single point of contact.
Stakeholder	Person or group affected by change and/or whose support is needed to enable the success of the changes to be implemented within the project scope.
Subject Matter Expert (SME)	Someone who has experience in a particular business function or process, or a person who is an expert on a particular subject.
Supporting Element Overrides (SOVR)	Functionality provided on different pages which allows users to enter supplementary information for a payee to be used by the pay calculation or reporting. E.g. extra annual leave accruals, indicate superannuable or indexed allowances at the payee level.
System Integration Testing (SIT)	Part of the testing strategy where interface integration is tested with the new HRMS.
Those without jobs: Campus Visitor, Student, External Trainee	Those with jobs: Scholar and Visiting Fellow (with Allowance).
To-Be	The future-state of processes, technology or general business operations after implementation of new systems.

Term	Definition / Working Example
Triggers	<p>A mechanism in GP used to detect changes to data that should result in some type of system action. There are three types of triggers, retro, segmentation and iterative.</p> <ul style="list-style-type: none"> <li>-Retro Trigger – Used to tell the system that a payee needs to be recalculated due to a backdated change.</li> <li>-Segmentation Trigger – Used to tell the system that a payee’s pay needs to segmented or sliced.</li> <li>-Iterative Trigger – Used to tell the system that a payee needs to be processed or reprocessed in a pay calculation.</li> </ul>
UAT	User acceptance testing.
Unit	Represents hours used as a basis to calculate an element.
UPK	Oracle's User Productivity Kit; a tool for creating instructor-led and online training, customized step-by-step procedures or job aids, system transaction documentation, and user acceptance test scripts.
User Acceptance Test (UAT)	Test conducted by the actual users to ensure the application performs as expected and that it meets all the business requirements (note that users are involved throughout the development process, not just during UAT).
Work Schedule	A page used to record a payee’s hours of work that determines their units for pay and absences.
Workflow	The sequential flow of tasks and information in a business process.
Worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.