

## Accounts Payable Module Outline Template

<b>Module Title</b>	Accounts Payable
<b>Module Coordinator</b>	Gwen Brandt
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<ul style="list-style-type: none"> <li>▪ AP is decentralized to 15 areas</li> <li>▪ Use commitment control</li> <li>▪ Match to Purchase Orders</li> <li>▪ Do not use landed cost</li> <li>▪ Configured for both Canadian and US currency</li> <li>▪ Run both cheque and Automated Clearing House (for direct deposit) pay cycles on a daily basis</li> <li>▪ US pay cycle is run weekly</li> <li>▪ Bank reconciliation is run daily</li> <li>▪ GST is configured to receive 100% back (via VAT apportionment) but ability to report based on both rebate and input tax credits</li> <li>▪ Batch processing run on a daily basis including Budget Checking, Matching, Voucher Post Voucher Build and Payment Post</li> <li>▪ No workflow approvals</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ 60 users accessing AP and Treasury functions</li> <li>▪ Process 125,000 vouchers annually – both matching and direct</li> <li>▪ 12,000 active vendors</li> <li>▪ Produce 60,000 cheques annually</li> <li>▪ Process 15,000 direct deposits annually</li> <li>▪ Currently use 6 security roles</li> </ul>
<b>Customizations</b> <i>(functionality, public queries, private queries, custom reports, modified reports)</i>	<ul style="list-style-type: none"> <li>▪ Ability to automatically send out emails for all direct deposit payments</li> <li>▪ 29 public and 218 private queries for Voucher, Payment and Vendor data</li> <li>▪ Cheque (CAD and USD) and EFT forms</li> <li>▪ 6 custom developed crystal reports</li> <li>▪ 3 P/Soft delivered Crystal reports have been modified</li> </ul>
<b>Interfaces</b>	<ul style="list-style-type: none"> <li>▪ Inbound interfaces come from various sources using both regular and one-time vendors</li> <li>▪ Inbound interface from Payroll garnishments and source deductions</li> <li>▪ Outbound interfaces (files) to various sources for AP and/or vendor data</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Integration with PeopleSoft Purchasing, Projects, Payroll, Commitment Control and General Ledger</li> </ul>

## General Ledger and Commitment Control Module Outline Template

<b>Module Title</b>	General Ledger (GL) and Commitment Control (CC)
<b>Module Coordinator</b>	Byron Speidel
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<ul style="list-style-type: none"> <li>▪ GL module is decentralized throughout the organization</li> <li>▪ Actual, Budget, Commitment Control and Stat Code data are captured in the ledgers</li> <li>▪ Commitment Control has Parent / Child relationships defined in the definition</li> <li>▪ Centralized Budget Overrides in CC</li> <li>▪ Centralized Account Maintenance</li> <li>▪ Centralized Unpostings</li> <li>▪ Centralized Tree Maintenance</li> <li>▪ Configured for both Canadian and US currency</li> <li>▪ Inter-unit Accounting in effect</li> <li>▪ Budget Checking in effect</li> <li>▪ Combo Editing in effect</li> <li>▪ Workflow in effect</li> <li>▪ Decentralized online Editing, Budget Checking and Workflow Submissions</li> <li>▪ Error options set to "Recycle". "Suspend" option not in effect</li> <li>▪ GL Postings run in batch daily (evenings)</li> <li>▪ Subsystem Journals created daily in batch (evenings)</li> <li>▪ Centralized Allocations run on schedule</li> <li>▪ Decentralized Standard Journals run on schedule</li> <li>▪ Spreadsheet Journal Entries used</li> <li>▪ 2-tier App Designer used to determine table schemas and page layouts in the development of queries</li> <li>▪ Toad used to supplement PeopleSoft in query development</li> <li>▪ Chartfield Value Sets used in conjunction with Year End Closing</li> <li>▪ Close to multiple Retained Earnings</li> <li>▪ PeopleSoft Consolidations not used</li> <li>▪ Data Archiving not done</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ 950 Users have access to GL module</li> <li>▪ 250 Users have data entry capability</li> <li>▪ 95 Workflow Level 1 JE Approvers</li> <li>▪ 80 Workflow Level 2 JE Approvers</li> <li>▪ 40 Security Roles (26 of which are used in report distribution)</li> <li>▪ 1 Business Unit</li> <li>▪ 1 SetId</li> <li>▪ 1 Standard Ledger Group; 1 Actual Detail Ledger</li> <li>▪ 3 Budget Ledger Groups; 3 Budget Detail Ledgers</li> <li>▪ 6 Commitment Control Ledger Groups; 24 CC Detail Ledgers</li> <li>▪ 6 Commitment Control Definition defined</li> </ul>

	<ul style="list-style-type: none"> <li>▪ 60 Funds</li> <li>▪ 2,500 Accounts</li> <li>▪ 2,000 Dept-id's</li> <li>▪ 2,400 Programs</li> <li>▪ 5,800 Projects</li> <li>▪ 150 Class codes</li> <li>▪ 125 Source Codes</li> <li>▪ 20 Scenario's</li> <li>▪ 230 Planning Center's (Chartfield1)</li> <li>▪ 1 Stat Code (Soon to be over 200)</li> <li>▪ 40,000 Journal Entries created per year</li> <li>▪ 2.7 million journal lines per year</li> <li>▪ \$1 Billion Operating Budget</li> <li>▪ \$150 Million Capital Budget</li> <li>▪ Over 50 interfaces feeding the GL</li> <li>▪ 3,400 Step Allocations</li> <li>▪ 112 Allocation Groups</li> <li>▪ 85 Trees are maintained</li> <li>▪ 16 Combo Edit Groups associated with the Standard ledger</li> <li>▪ 183 Combo Edit Rules</li> <li>▪ 30 Closing rules</li> <li>▪ 163 NVision Reports distributed daily</li> <li>▪ 92 Published Public Queries</li> </ul>
<p><b>Customizations</b>  <i>(functionality, public queries, private queries, custom reports, modified reports)</i></p>	<ul style="list-style-type: none"> <li>▪ Public Queries improve access and quality of data to end users, while providing a means for central control</li> <li>▪ Monthly NVision reports generated on a daily basis with full drilldown capability distributed by way of security roles</li> <li>▪ NVision layouts incorporating Excel Pivot tables give users drilldown capability down to transactional detail and serve as an analytical tool</li> <li>▪ Daily Automated combo tree update using tree export, import and Excel VBA</li> <li>▪ Cognos Powerplay cubes used for backend presentation and analysis of GL data</li> <li>▪ Year End NVision reporting generate rollup numbers which are used to populate Commitment Control ledgers</li> </ul>
<p><b>Interfaces</b></p>	<ul style="list-style-type: none"> <li>▪ Financial Feeder System (centralized custom application for inputting utility billings and departmental application spreadsheet journal entries)</li> <li>▪ Payroll spreadsheet journal entries for liabilities and burdens</li> <li>▪ Combo Edit Tables to various source systems for editing chartfield values (Outbound)</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>▪ Integration with PeopleSoft Budgeting, Accounts Payable, Inventory Control, Project Costing and Payroll</li> </ul>

## Project Costing Module Outline Template

<b>Module Title</b>	Project Costing
<b>Module Coordinator</b>	John Da Costa
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<ul style="list-style-type: none"> <li>▪ Project Costing is centralized.</li> <li>▪ Use commitment control for expenditure control</li> <li>▪ Use basic Project functionality</li> <li>▪ Do not use Projects to Create or upload Budgets to Commitment Control</li> <li>▪ Do not use fund distribution functionality</li> <li>▪ Do not workflow approvals</li> <li>▪ Process batch transactions nightly</li> <li>▪ Process Work Order allocations and Interest and Administration allocations once a month.</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ 209 users</li> <li>▪ 4732 Projects (which include 2922 Work orders and 1810 Capital Projects) are currently in the system (a total of 2822 are open)</li> <li>▪ Process 500 work orders a year</li> <li>▪ Process 200 capital projects a year</li> <li>▪ Approximately 70,000 resource rows added a year</li> <li>▪ Use 5 security roles</li> </ul>
<b>Customizations</b> <i>(functionality, public queries, private queries, custom reports, modified reports)</i>	<ul style="list-style-type: none"> <li>▪ Ability to create encumbrances in Commitment Control for work orders against other Projects and operating distributions.</li> <li>▪ Ability to transfer costs and relieve encumbrances from work orders</li> <li>▪ Ability to create interest and administration overheads on Capital Projects</li> <li>▪ Modified copy process to create multiple projects</li> <li>▪ Custom Pages for various project information</li> <li>▪ 50 allocations</li> <li>▪ 12 public and 8 private queries for project related data and support</li> <li>▪ 10 PeopleSoft Nvision reports</li> </ul>
<b>Interfaces</b>	<ul style="list-style-type: none"> <li>▪ Inbound interfaces from various sources</li> <li>▪ Outbound interfaces (files) to Capital Asset Reporting System and Debt Management System</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Integration with PeopleSoft Purchasing, Inventory, Accounts Payable, Payroll, Time and Labour, General Ledger and Commitment Control</li> </ul>

## Inventory Control Module Outline Template

<b>Module Title</b>	<b>Inventory Control</b>
<b>Module Coordinator</b>	John Cherka
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<ul style="list-style-type: none"> <li>• Inventory stores decentralized to 4 departments</li> <li>• Express issue used to issue inventory.</li> <li>• Express put-away used to handle credit card transactions.</li> <li>• Inventory units are row/bin/shelved.</li> <li>• Receipts are auto-putaway</li> <li>• Cycle counting being used by all areas.</li> <li>• Certain areas use and track serialization.</li> <li>• Item ID is required on all transactions.</li> <li>• Negative inventory is not used</li> <li>• Costing and account lines are generated at night by batch process.</li> <li>• Depletion is immediate upon saving stock issues.</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>• Have 20,000 + items in PeopleSoft with 36,000 different item/vendor links.</li> <li>• Process 75,000 lines of stock issues annually that generate 200,000 separate inventory accounting lines.</li> <li>• Have 45 full-time module users.</li> <li>• Have 5 different roles to segregate access.</li> <li>• Have 5 different Inventory business units with different primary permission lists.</li> </ul>
<b>Customizations</b>	<ul style="list-style-type: none"> <li>• Chartfields on the express issue are mandatory and validate against G/L combo edit rules.</li> <li>• Launching a custom report from the stock issue page.</li> <li>• Have 1 custom report to show info from stock issues.</li> <li>• Have 26 Public Queries for inventory.</li> <li>• Have about 200 private queries used to aid in troubleshooting and to provide info as requested.</li> </ul>
<b>Interfaces</b>	<ul style="list-style-type: none"> <li>• Outbound interface to update item Master SETID item changes and Business unit item changes/ additions to an external departmental work management system.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Integration with PeopleSoft Purchasing, Accounts Payable, Projects, Commitment Control and General Ledger.</li> </ul>

## Purchasing Module Outline Template

<b>Module Title</b>	<b>Purchasing</b>
<b>Module Coordinator</b>	John Cherka
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<ul style="list-style-type: none"> <li>• Using Purchase Requisitions (PR), Purchase Orders (PO), Receipt Of Goods (ROG) Request For Quotations (RFQ) and Contracts.</li> <li>• Approvals are done thru worklists.</li> <li>• Approximately 100 work flow chains for 6+ levels of approval for both purchasing and requesting.</li> <li>• Perform year-end rollover for active PO's.</li> <li>• Item id required on both PO's and PR's.</li> <li>• Currently do not use landed cost (LC) or return to vendor (RTV).</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>• Currently have 491 active buyers and 525 active requesters.</li> <li>• Process 1500 Purchase Requisitions annually.</li> <li>• Process 35,000 Purchase Orders annually that have 50,000 different distribution lines.</li> <li>• Process 36,000 Receipt of Goods annually.</li> <li>• Process 400 Contracts annually (600 are currently active).</li> <li>• Process 30 RFQ's annually.</li> <li>• Currently 25 users access the Contracts and RFQ modules.</li> <li>• There are 25 PR and 25 PO roles.</li> <li>• There are 1600 different approvers using worklists for approval.</li> </ul>
<b>Customizations</b>	<ul style="list-style-type: none"> <li>• Customized approval module.</li> <li>• Modified approximately 50 screens.</li> <li>• Changed defaults and locked certain fields.</li> <li>• Custom module to view user preferences and workflow authorities.</li> <li>• 49 Public PO Queries.</li> <li>• 250 private queries for troubleshooting.</li> <li>• Custom reports have been developed for Purchase Order, Open Purchase Orders and Contracts.</li> </ul>
<b>Interfaces</b>	<ul style="list-style-type: none"> <li>• Interfaces for inbound requisitions and outbound Purchase Orders to other systems.</li> <li>• Outbound interface for receipts to another system.</li> <li>• Outbound Interface from RFQ to external bid opportunity program that is interfaced to the web.</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"><li>• Integration with PeopleSoft Inventory, Accounts Payable, Projects, General Ledger and Commitment Control.</li></ul>

<b>Module Title</b>	Customized Attendance Management
<b>Module Coordinator</b>	Paddy Weitzel
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, etc.)</i>	<p>Using Time &amp; Labour reported elapsed time and Base Benefits – leave plans and accruals data as the foundation, the City has created a customized Attendance Tracking component. Based on real-time data entry, leave and compensatory time details are captured. The module provides an employee self service view and a manager self service view.</p> <ul style="list-style-type: none"> <li>▪ Built on and navigated via Self Service pages</li> <li>▪ Pulls leave of absence, job and demographic information via Base HR, Job Data</li> </ul> <p>From a business perspective, the Attendance Tracking view is an attendance tool that:</p> <ul style="list-style-type: none"> <li>▪ Ensures adherence and accurate interpretation of collective agreements and City HR policy</li> <li>▪ Assists with the City’s “Return to Work” and “Attendance Management” models</li> <li>▪ Helps maintain consistent “best practice” through departmental HR</li> <li>▪ Provides employees, managers, supervisors, HR administrators and timekeepers ability to view and report on attendance information</li> <li>▪ Assists in monitoring employee attendance (patterns, frequency)</li> <li>▪ Provides tool for HR managers to report annual liability and actuarial information to Controllers</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ There are currently 437 end users, with 4 security roles.</li> <li>▪ Based on 2006 Statistics: <ul style="list-style-type: none"> <li>• 61,483 hits from 3,420 distinct users for <i>Employee Self Service (ESS) - My Attendance Tracking</i>, which views employees current attendance details and balances.</li> <li>• 148,135 hits from 490 distinct users for <i>Manager Self Service – Attendance Tracking</i>.</li> </ul> </li> <li>▪ Currently <i>ESS-Attendance Tracking</i> is available to 5,438 employees with a potential of expanding to 8,000 employees.</li> </ul>
<b>Customizations</b> <i>(Functionality, public queries, private queries, custom reports, modified</i>	<b>Attendance Tracking Tool</b> <ul style="list-style-type: none"> <li>• Created on-line edit to track counts of specific types of absences. Error warning at data entry. System</li> </ul>

<p>reports)</p>	<p>looks to custom Attendance View tables for on-line validation.</p> <ul style="list-style-type: none"> <li>• Created on-line edit to advise end users when there is not enough Leave or CTO Plans balances. Warning at data entry. System looks to custom Attendance View tables for on-line validation.</li> <li>• Changed batch to generate a low exception when Leave or CTO Plan balances are negative. Batch validates against Comp/Leave.</li> <li>• Modified system at Leave Accruals for Rounding – changed from 6 decimals to 2.</li> <li>• Link from Time &amp; Labour Weekly Elapsed page to Attendance Tracking View</li> <li>• Link from Attendance Tracking View to YAAR report</li> </ul> <p><b>Cognos PowerPlay Attendance Cube</b></p> <ul style="list-style-type: none"> <li>• Using Time &amp; Labour payable time and Base Benefits – leave plans and accruals data a custom PowerPlay an Attendance Management cube has been created.</li> <li>• Pulls information based primarily on the same foundation as the Attendance View</li> <li>• Pulls payable time information via Time &amp; Labour</li> <li>• Pulls demographic and job information from Base HR – Job Data</li> <li>• A number of views have been created based on the Attendance Cube. <ul style="list-style-type: none"> <li>○ Yearly Attendance Liability</li> <li>○ Yearly Attendance Accruals Liability</li> <li>○ Yearly Summary</li> </ul> </li> </ul> <p><b>Customized Queries/Reports</b> – some examples include:</p> <ul style="list-style-type: none"> <li>• Yearly Accumulated Attendance Record Report (YAAR)</li> <li>• CTO / Leave Plan Balance Report</li> <li>• Annual Liability Report</li> <li>• Sick Leave Actuarial Report</li> <li>• Attendance Queries have also been created to assist in adhoc attendance tracking</li> </ul>
<p><b>Interfaces</b></p>	<ul style="list-style-type: none"> <li>▪ Daily upload from PS to the PowerPlay Attendance Cube</li> </ul>
<p><b>Other</b> (integration with other PeopleSoft modules)</p>	<p>The Attendance Management tools utilizes the data and functionality from Time &amp; Labour, Payroll, Base HR, Base Benefits.</p>

<b>Module Title</b>	Base Benefits
<b>Module Coordinator</b>	Paddy Weitzel
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<p>The City has implemented approximately 90% of 8.3 Base Benefits module (no dependent tracking).</p> <p>The Base Benefits module can be broken down into three key components;</p> <ol style="list-style-type: none"> <li>1. Pension, Group Life administration – Employee Benefits Program <ul style="list-style-type: none"> <li>▪ Administration is conducted corporately jointly between Payroll staff and the module Coordinator.</li> </ul> </li> <li>2. Health Plan administration – Manitoba Blue Cross <ul style="list-style-type: none"> <li>▪ A significant portion of the Health Plan administration has recently been decentralized to departmental HR.</li> <li>▪ A number of processes and administrative tasks are conducted corporately as are audits and data integrity checks.</li> </ul> </li> <li>3. Leave Plan administration – Vacation, Sick and other leave type benefits <ul style="list-style-type: none"> <li>▪ The Leave Plans administration is largely decentralized to departmental HR.</li> <li>▪ A number of processes and administrative tasks are conducted corporately as are audits and data integrity checks.</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>▪ The City is currently licensed for Benefits Administration and eBenefits but has not implemented either.</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ Approximately 200 end-users, 11 security roles</li> <li>▪ Manitoba Blue Cross administration across 3 separate payroll runs processing transactions for a workforce of approximately 8,000 employees</li> </ul>
<b>Customizations</b> <i>(Functionality, public queries, private queries, custom reports, modified reports)</i>	<p><b>Employee Benefits Program</b></p> <ul style="list-style-type: none"> <li>▪ Customized Group Life program administered during the Payroll process</li> <li>▪ EBP Update Service process</li> <li>▪ Yearly Maximum Pension Eligibility process</li> </ul> <p><b>Manitoba Blue Cross</b></p> <ul style="list-style-type: none"> <li>▪ Health Plan page modification <ul style="list-style-type: none"> <li>○ Health Provider ID – required field on Plan 12, not required Plan 10, 13</li> <li>○ Look-up table created for Health Provider ID</li> <li>○ Edit created cannot save page if Health Provider not reported where appropriate</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Cross-reference table created to map DeptID to Vendor Roll for Dental Vision Enrollment interface</li> <li>▪ Dental / Vision Eligibility process</li> <li>▪ Dental / Vision 50 – 75% Eligibility process</li> <li>▪ Ambulance / Hospital Self-bill process</li> <li>▪ System Audits/Data Integrity process/reports</li> </ul> <p><b>Leave Plans</b></p> <ul style="list-style-type: none"> <li>▪ Modified Leave Plan Credits Earned to round to 2 decimals vs. 6</li> <li>▪ Based on Benefit Plan elections, control generation of Leave Plan credits,</li> <li>▪ Batch Leave Accruals process created</li> <li>▪ Leave Accrual report modified</li> </ul>
<p><b>Interfaces</b></p>	<p>There are 4 interfaces associated to the Base Benefits module:</p> <p>Employee Benefits Program outbound interfaces:</p> <ol style="list-style-type: none"> <li>1. Employee pension, life deductions and service details</li> <li>2. HR demographics</li> </ol> <p>Manitoba Blue Cross outbound interfaces:</p> <ol style="list-style-type: none"> <li>3. Dental/Vision enrollment file</li> <li>4. Extended Health/Travel deductions</li> </ol>
<p><b>Other</b> <i>(Integration with other PeopleSoft modules)</i></p>	<p>Other PS module components utilized include:</p> <ul style="list-style-type: none"> <li>▪ Payroll</li> <li>▪ Base HR</li> <li>▪ Time &amp; Labour</li> </ul>

<b>Module Title</b>	Base HR
<b>Module Coordinator</b>	Karen Laird
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<p>The City has implemented approximately 90% of 8.3 Base HR module (no position tracking).</p> <p>The Base HR module uses Administer Workforce to capture data and process transactions regarding the City's workforce (of approximately 8,000 employees). This includes employee personal and job data, managing career events and tracking seniority. In addition, Develop Workforce is used to capture additional employee information such as education, licences and certificates, memberships, languages, and honours and awards. These actions are performed by a decentralized user group from within various City departments.</p> <p>Included in the module are tables for setting up companies, pay groups, union codes, locations, job codes, salary plans and salary grades and rate changes. These actions are managed by the Base HR module coordinator on behalf of the organization.</p>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ There are currently approximately 540 end users, with 24 security roles.</li> <li>▪ Based on 2006 Statistics: <ul style="list-style-type: none"> <li>• 10,426 hits from 3,057 distinct users for <i>Employee Self Service (ESS) - My Personal Information</i> which allows internal employees to view their personal information</li> </ul> </li> <li>▪ Currently <i>ESS-My Personal Information</i> is available to 5,438 employees with a potential of expanding to 8,000 employees.</li> </ul>
<b>Customizations</b> <i>(Functionality, public queries, custom reports, modified reports)</i>	<b>Employee Action (EA)Component</b> <ul style="list-style-type: none"> <li>• This customization was created for approving career changes for employees. The EA component is composed of pages that sit on top of the HR job record. A career event or change to the job record must be approved by an operational supervisor and HR manager by using this component.</li> <li>• The EA form generates emails to advise operational and HR managers that a career event or pay increase has taken place for an employee. It also generates emails to the Corporate Payroll office that a new hire or termination has been done or an employee class has been changed. In turn, Corporate Payroll sets up or terminates the pension</li> </ul>

	<p>and life insurance benefit and sets up or terminates union dues.</p> <ul style="list-style-type: none"> <li>The EA component is also used to transfer liabilities regarding holidays and sick from one department to another when a departmental transfer is done. It helps to maintain consistent best practice through departments by only opening certain fields within the data base.</li> </ul> <p><b>Seniority/Spare List</b></p> <ul style="list-style-type: none"> <li>Seniority is currently used for the CUPE union only. It is used for tracking when an employee enters a certain department and classification. The spare list is used to track an employee that is working in one area but may have seniority in another.</li> </ul> <p><b>Seniority Report</b></p> <ul style="list-style-type: none"> <li>A customized report that is used report the employees ID, name, employee class, classification, department, classification date and department date. These reports are subject to row level security rules.</li> </ul> <p><b>Cognos Powerplay Base HR Demographics Cube</b></p> <ul style="list-style-type: none"> <li>This cube pulls information from the Base HR module for statistical purposes. Some fields included are years to retire by age, ethnic origin, disabled, and years of service.</li> </ul> <p><b>Customized Queries, some examples include:</b></p> <ul style="list-style-type: none"> <li>a group of queries to run before the implementation of a negotiated increase. This group of queries helps the users determined if there are any incorrect pages or fields in base HR that might omit the employee from receiving their increase.</li> <li>a group of queries that the user run before the budget process is done. These queries help the users determine if they are any incorrect pages or fields that would determine if the employee is uploaded to the budget module.</li> </ul>
<p><b>Interfaces</b></p>	<ul style="list-style-type: none"> <li>There are no direct Bade HR interfaces, but several other module interfaces utilize data from Base HR</li> <li>Daily upload from PS to Cognos Powerplay Base HR cube</li> <li>Budget 8.9 ETL's to load HR data into budget model</li> </ul>
<p><b>Other</b> <i>(Integration with other PeopleSoft Modules)</i></p>	<p>Other PS module components utilized include:</p> <ul style="list-style-type: none"> <li>Time and Labour</li> <li>Payroll</li> <li>Recruit Workforce (applicant information for new hires)</li> <li>8.9 Budgets (job and personal data)</li> </ul>

<b>Module Title</b>	Monitor Health & Safety
<b>Module Coordinator</b>	Pat Allum
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs. decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<p>The City uses PeopleSoft's (PS) Monitor Health/Safety 8.3 module in combination with other PS modules to track information related to workplace incidents, workplace hazards, injuries and illnesses and related absences, return to work and accommodation programs and occupational health/medical information. In addition, the City also uses this system to track and monitor non-work related illnesses and injuries.</p> <p>Monitor Health/Safety is also used to report worker's compensation claims. The information is entered into PS by departmental users and used by Risk Management staff in Corporate Finance to communicate with the Workers Compensation Board (WCB).</p> <p>The information tracked in Monitor Workplace is used to monitor and analyze the effectiveness of health and safety programs, to identify incident patterns, severity of injuries/illnesses. It is also utilized to demonstrate organizational due diligence in correcting and preventing incidents/accidents.</p>
<b>Statistics</b> <i>(# of users, transactions processed size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ There are currently 104 end users, with 15 different security roles.</li> <li>▪ WCB claims are processed daily by all departmental users (over 3,000 WCB claims processed since go-live in April 2004, as well as over 6,400 incidents/injuries tracked in system)</li> <li>▪ The system is used to capture and allow reporting of/about: <ul style="list-style-type: none"> <li>○ lost time frequency/severity statistics</li> <li>○ audiometric exams, eye exams, physical exams and respiratory exam results including baseline data,</li> <li>○ immunizations, drug sensitivities, allergy information and general health information</li> </ul> </li> </ul>
<b>Customizations</b> <i>(Functionality, public queries, private queries, custom reports, modified reports)</i>	<b>WCB Reporting Process</b> <ul style="list-style-type: none"> <li>• A process was built within PS that produces the WCB First Report of Injury for Risk Management as well as emails with updated information on employee's WCB claims</li> </ul>

	<p><b>WCB Chargeback Process</b></p> <ul style="list-style-type: none"> <li>• Scheduled to run nightly. User also runs process manually at month end.</li> </ul> <p><b>Time Tracked with WCB Claim Info</b></p> <ul style="list-style-type: none"> <li>• Customization done in Time &amp; Labour Weekly Elapsed to enable time tracked to be linked with WCB Claim information – organizational reporting requirement.</li> </ul> <p><b>Specialized End User Security</b></p> <ul style="list-style-type: none"> <li>• Enhancements/customizations were done to security access due to sensitivity of data</li> <li>• Separate H&amp;S query tree created.</li> </ul> <p><b>Customized Queries/Reports</b> – some examples include:</p> <ul style="list-style-type: none"> <li>• Multiple queries for Occupational Health Branch i.e., Allergy, Audiometric Exams, Drug Sensitivities, Drug Tests, Eye Exam, Immunizations, Physical Exams, Respiratory Exams.</li> <li>• queries created to provide details on incidents/exposures/illnesses</li> <li>• query to provide total hours lost as a result of a WCB claim</li> <li>• query to provide total hours employee is being accommodated as a result of a WCB claim</li> <li>• query to provide information on Corrective actions (due diligence)</li> <li>• Query to provide information on ‘Safety Talks’.</li> </ul>
<p><b>Interfaces</b></p>	<ul style="list-style-type: none"> <li>▪ Outbound interface for Public Works department containing H&amp;S Claim ID, Incident #, Incident Data so that they can report time in their Work Management System (TKMMS).</li> <li>▪ Custom change made to an inbound Time &amp; Labour interface.</li> </ul>
<p><b>Other</b> <i>(Integration with other PeopleSoft modules)</i></p>	<p>Other PS module components utilized include:</p> <ul style="list-style-type: none"> <li>• Administer Workforce (employee data, accommodations)</li> <li>• Time &amp; Labor (absences and time reported)</li> <li>• Payroll (earnings and wage loss payments)</li> <li>• Administer Training (health and safety and employee training records)</li> </ul>

## Payroll Module Outline Template

<b>Module Title</b>	Payroll for North America
<b>Module Coordinator</b>	Deana Rasmussen
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<ul style="list-style-type: none"> <li>▪ 3 separate payrolls run with 4 pay groups</li> <li>▪ Bi-weekly payroll</li> <li>▪ Centralized Payroll processing</li> <li>▪ Decentralized data entry</li> <li>▪ Retroactive pay as designed not used</li> <li>▪ Record Of Employment (ROE) used</li> <li>▪ ROE Web not used</li> <li>▪ Garnishments used</li> <li>▪ Commitment Accounting Used</li> <li>▪ ePay used to allow users to view 2 years of pay advices</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, etc.)</i>	<ul style="list-style-type: none"> <li>▪ Pay Group 001 Salaried – approx. 6,000 payments biweekly</li> <li>▪ Pay Group 001 Hourly – approx. 2,800 payments biweekly</li> <li>▪ Pay Group 003 Bus Operators – approx. 950 payments biweekly</li> <li>▪ 7 centralized payroll users with 2 roles</li> <li>▪ 3 system coordinators with 1 role</li> <li>▪ 109 departmental users with 1 role</li> <li>▪ Employee self service – my pay advice 58,000 hits from 3500 of 5400 users</li> </ul>
<b>Customizations</b>	<ul style="list-style-type: none"> <li>▪ G/L Account distribution customization is hybrid of Department Budget Table and Job Earnings Distribution</li> <li>▪ Audit check application engine to audit payline entries loaded from interfaces</li> <li>▪ Group Life Insurance Deduction Classes A and T are a percentage of current pay pensionable earnings – not on annual rate</li> <li>▪ EI Period Correction process to have flag always turned on</li> <li>▪ CUPE Union dues partially a flat rate and partially a percentage if earnings fall below threshold</li> <li>▪ ATU Union dues equal employee's hourly rate with a minimum cap of \$15.00</li> <li>▪ Deduction register split – instead of one large .pdf file created, there are numerous separate ones created according to their grouping mapped through deduction subsets</li> <li>▪ Payline earnings to projects where payline entries that did not originate in Time and Labour are processed through to Projects</li> <li>▪ Payroll Burdens redistribution where the employer</li> </ul>

	<p>share of Payroll burdens are redistributed to flow to the same dept-id as the related earnings</p> <ul style="list-style-type: none"> <li>▪ Direct Deposit separated to run on either “on cycle” or “off cycle” (vanilla runs both concurrently)</li> <li>▪ Department Budget Table creation script to automatically create this table without manually entering</li> <li>▪ Pensionable earnings report used to calculate employer share of payment to be made which is not the same as the employer deduction</li> <li>▪ Department Budget Table earnings code split script which applies new earnings codes to all Department Budget Tables instead of manually entering</li> <li>▪ EI Rebate – we have two reduced rate Wage Loss Plans and the system doesn’t accommodate the EI Rebate requirement</li> <li>▪ ROE Last Date Worked – when the last date worked is entered in Job Data, the customization ensures it populates the ROE</li> <li>▪ ROE First Date Worked – required because the first date worked doesn’t work properly after a manual ROE is created</li> <li>▪ Automatic taxable benefit created when reduced rate transit pass deduction used</li> <li>▪ Customized ability to print e-pay advices</li> <li>▪ Customized Year To Date amounts on e-pay advices</li> <li>▪ Numerous customized reports</li> <li>▪ Approximately 60 public queries and hundreds of private queries. The Payroll/Time and Labour Coordinator has over 300 private queries.</li> <li>▪ Approximately 5 customized reports.</li> </ul>
<b>Interfaces</b>	<ul style="list-style-type: none"> <li>▪ Garnishments to A/P</li> <li>▪ Source deductions to A/P</li> <li>▪ Custom application Employee Deduction System (EDS) loaded to Payline every pay period.</li> <li>▪ Direct deposit file to Royal Bank of Canada</li> <li>▪ Employee Benefits deduction amounts and pensionable service</li> <li>▪ Manitoba Blue Cross – deductions for extended health and travel plans</li> <li>▪ Custom application Transit Ontrac system loaded to Payline every Bus payroll</li> <li>▪ Employee Job information sent from PeopleSoft to Public Works Timekeeping and Work Management System (TKMMS)</li> <li>▪ Updated employee information sent from PeopleSoft to Employee Deduction System</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Integration with PeopleSoft Time and Labour, Base HR, Project Costing, Accounts Payable and General Ledger</li> </ul>

<b>Module Title</b>	Recruit Workforce
<b>Module Coordinator</b>	Jacqueline Frizado
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<p>The City has implemented approximately 70% of PS Recruit Workforce 8.3 including internal eRecruit (and not including the Employee Referral Program, Organizing Interviews or Tracking Recruitment Expenses functionality, as well as the external facing eRecruit).</p> <p>The Recruit Workforce module is used to administer job requisitions, manage, process and hire applicants for the City. These actions are performed by a decentralized user group from within various City departments.</p> <p>The City has customized an external Online Application form that resides on the Winnipeg.ca website, that external applicants use to apply for City jobs. Applicant information is captured in separate tables outside of the City's firewall, and a process is run each morning to bring applicant information into PeopleSoft, and a process is run nightly to 'push' Job requisitions out to Winnipeg.ca.</p>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ 67 distinct decentralized Recruiters using Recruit Workforce with 4 security roles. <ul style="list-style-type: none"> <li>○ 39 Users with COW_R_RecruitCorpRec</li> <li>○ 23 Users with COW_R_RecruitViewRep</li> <li>○ 1 User with COW_R_RecruitCorpSustAsst</li> <li>○ 4 Users with COW_R_RecruitSustAdmin</li> </ul> </li>   <li>▪ In 2006, 762 job requisitions were posted for the City, with 14,833 applicants. <ul style="list-style-type: none"> <li>○ Of these applicants, 6,000 were internal applicants and 8,333 were external applicants.</li> <li>○ Of the 6,000 internal applicants, 678 applied online (eRecruit), whilst 5,322 submitted paper applications.</li> <li>○ Of the 8,333 external applicants, 4,888 applied online (external asp form), whilst 3,945 submitted paper applications.</li> </ul> </li>   <li>▪ Based on 2006 Statistics: <ul style="list-style-type: none"> <li>• 4,205 hits from 736 distinct users for <i>Employee Self Service (ESS) - My Employment Opportunities- Search for Jobs</i> which allows internal employees to search for jobs online</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• 1,607 hits from 485 distinct users for <i>Employee Self Service (ESS) - My Employment Opportunities- Apply for Jobs</i> which allows internal employees to apply for jobs online</li> <li>▪ Currently <i>ESS-My Employment Opportunities</i> is available to approximately 5,400 employees with a potential of expanding to 8,000 employees.</li> </ul>
<p><b>Customizations</b> (<i>Functionality, public queries, custom reports, modified reports</i>)</p>	<ul style="list-style-type: none"> <li>▪ <b>CNX Recruitment Letter</b> – A report that is used as a data source for merging with various applicant letter templates. For instance, this report can be used to issue letters to applicants based on their status in the recruitment process (i.e. Applied, Selected, Rejected). As the report contains the applicant's telephone number, it can also be useful when scheduling interviews.</li> <li>▪ <b>COW Applicant Seniority Report</b> –TA report that provides seniority details on applicants. For instance, this report can be run to determine the CUPE seniority of applicants on a Requisition. The report format is an Excel data extract that allows the user to manipulate and sort fields as required, and in accordance with appropriate recruiting rules.</li> <li>▪ <b>COW Print Resumes</b> – A report that provides a printout of each applicant's application information (including cover letters and resumes received on-line) by specific requisition. Only selected applications can be printed, if desired, rather than printing all applicant applications.</li> <li>▪ <b>CNX Laid Off Referral Report</b> – A report that has been developed for the Corporate Staffing Branch. Laid off employees who have registered with Corporate Staffing will be tracked using a Checklist, which in turn will be used to produce this report. This will assist in redeploying employees based on their date of registration.</li> </ul> <p><b>Customized Queries</b> – Some examples include:</p> <ul style="list-style-type: none"> <li>• Diversity And Disability Query for Applicants to a Requisition during a given period of time.</li> <li>• Disability/Diversity Query - on Employee Information</li> <li>• Diversity and Disability query on applicants/employees by Job Requisition</li> <li>• List Referral Source by Job Requisition # or Department</li> <li>• Requisition Status Query</li> </ul>

<p><b>Interfaces</b></p>	<ul style="list-style-type: none"> <li>▪ Interface to City's customized EA form (Refer to Base HR Template) for Recruitment/Base HR Hires</li> <li>▪ Interface with an External Online Application form for external hires which resides on the Winnipeg.ca website <ul style="list-style-type: none"> <li>○ Process: CNX_HR_I_528 brings resumes in from the external form @ 7:30 am. Monday – Friday</li> <li>○ Process is run to 'push' Job Requisitions out to the Winnipeg.ca website at 11:59 pm. Monday - Friday</li> </ul> </li> <li>▪ Interface with custom PeopleTools Application – Strategic Interviewing System (SIS)</li> </ul>
<p><b>Other</b> <i>(Integration with other PeopleSoft Modules)</i></p>	<p>Other PS module components utilized include:</p> <ul style="list-style-type: none"> <li>• Base HR – Hire Applicants\Employees</li> <li>• Develop Workforce – Education, Licenses and Certificates, Memberships, Languages, Honors and Awards , Test Results and Training</li> </ul>

<b>Module Title</b>	HR Security
<b>Module Coordinator</b>	Linda Reis
<p><b>General Description of Module</b>  <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs. decentralized environment, etc.)</i></p>	<p>HR security is an integral part of all the modules and functionality in the PeopleSoft HCM application. This includes Base HR, Recruit Workforce, Monitor Health and Safety, Administer Training, Base Benefits, Custom Attendance Management Tool, Payroll, Time &amp; Labour, and 8.9 Budget application.</p> <p>For all of these modules, the HR Security Coordinator performs centralized functions, including the following:</p> <ul style="list-style-type: none"> <li>▪ <b>Security Administration</b> – involves the ongoing administration of user access, which includes setting up access for new users and modifying or removing existing users’ access, as well as troubleshooting related issues.</li> <li>▪ <b>Security Design and Development</b> – involves setting up new Dept ID’s; developing security objects such as new roles, permission lists, query trees, query access groups, and row level security permission lists that are associated with new functionality or fixes in any of the modules. Also involves ‘cleaning up’ or making changes to existing roles, permission lists, etc.</li> <li>▪ <b>Security Infrastructure</b> – involves designing/ developing the underlying security framework in the HCM application, e.g. the structure of the Department Security Tree, the query trees, etc. Also involves establishing security practices, processes and design standards.</li> <li>▪ <b>Security Testing and Upgrades</b> – includes testing and maintenance pack/upgrade work related to security.</li> <li>▪ Overall considerations in the performance of these functions include ensuring compliance with: <ul style="list-style-type: none"> <li>○ Relevant legislation (e.g. protecting the privacy of personal/confidential information regarding the City’s approximately 8,000 employees).</li> <li>○ Internal controls to preserve the integrity of the HCM system and its data.</li> <li>○ Security design standards that foster consistency and administrative efficiency.</li> </ul> </li> </ul>
<p><b>Statistics</b>  <i>(# of users, transactions processed size of data base, number of roles, etc.)</i></p>	<ul style="list-style-type: none"> <li>▪ There are approximately 5,400 employees who require access to the PS HCM application, with a potential of expanding to 8,000 employees.</li> <li>▪ Out of 5,400 potential ‘end users’, approximately 4,577</li> </ul>

	<p>employees currently have access to the Employee Self Service functionality.</p> <ul style="list-style-type: none"> <li>▪ Out of 4,577 end users, approximately 761 are also considered 'HR users' that have access to other functionality in PeopleSoft HCM.</li> <li>▪ Approximately 1000 departmental security user requests are processed annually. Several hundred requests for security customizations are also processed annually.</li> </ul>
<p><b>Customizations</b>  <i>(Functionality, public queries, private queries, custom reports, modified reports)</i></p>	<ul style="list-style-type: none"> <li>▪ The security infrastructure and security objects are highly customized.</li> <li>▪ Some examples include: <ul style="list-style-type: none"> <li>○ General security queries.</li> <li>○ Customized Department Security Tree.</li> <li>○ Approximately 14 customized query trees and a number of customized query access groups within these trees.</li> <li>○ Approximately 138 customized roles.</li> <li>○ Approximately 431 customized permission lists that may be associated with these customized roles.</li> <li>○ Approximately 372 customized row level security permission lists.</li> </ul> </li> <li>▪ Customized row level security permission lists have been created for 21 different City Departments and/or Special Operating Agencies (SOA's), and in most cases, the Divisions within these Departments, and the Branches within these Divisions. Assignment of these customized row level security permission lists, in combination with certain customized roles, has provided City Managers and Supervisors with on-line access to view specific HR information, such as attendance data on just the particular employees that report to them.</li> </ul>
<p><b>Interfaces/Other</b></p>	<ul style="list-style-type: none"> <li>▪ Sign-on security for the PeopleSoft HCM application is integrated with the City's Active Directory (LDAP directory server).</li> <li>▪ Although these are not 'interfaces', interrelationships between the following also need to be considered: <ul style="list-style-type: none"> <li>○ The Department Security Tree and the Department Table in the HCM application with the Reporting Tree and the Department Table in the Finance application.</li> <li>○ User access in the HCM application with user access in the HR related Cognos PowerPlay Cubes.</li> </ul> </li> </ul>

## Time and Labour Module Outline Template

<b>Module Title</b>	Time and Labour
<b>Module Coordinator</b>	Deana Rasmussen
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<ul style="list-style-type: none"> <li>▪ Use Weekly Elapsed</li> <li>▪ Decentralized data entry done by departmental timekeepers</li> <li>▪ Data entry done daily</li> <li>▪ Do not use self service</li> <li>▪ Salaried are exception reporters.</li> <li>▪ Hourly currently positive reporters</li> <li>▪ Time Administration processed daily</li> </ul>
<b>Statistics</b> <i>(# of users, transactions processed, size of data base, etc.)</i>	<ul style="list-style-type: none"> <li>▪ 123 Timekeepers with 1 role</li> <li>▪ 3 system coordinators with 1 role</li> <li>▪ 1.25 million transactions per year</li> </ul>
<b>Customizations</b>	<ul style="list-style-type: none"> <li>▪ Regular Pay Reduction rule used to replace regular pay with other pay such as sick, vacation, etc. The “Reduce from Regular Pay” Earnings Code vanilla configuration causes G/L related problems.</li> <li>▪ Whole Day Rule – reported time replaces scheduled time and could result in less than a whole day being reported causing projects costing inconsistencies so day now must be whole</li> <li>▪ Project Activity ID rule – requires the data entry of project activity ID when a project account code is entered</li> <li>▪ Liability credit entries automated when certain CTO plan accumulating codes entered</li> <li>▪ Account code overrides prevented in certain cases</li> <li>▪ Approximately 30 public queries and hundreds of private queries. The Payroll/Time and Labour Coordinator has over 300 private queries.</li> </ul>
<b>Interfaces</b>	<ul style="list-style-type: none"> <li>▪ Triplog Car Allowance System loaded to Time and Labour Weekly Elapsed once per month</li> <li>▪ Police Overtime System (SAMS) loaded to Time and Labour Weekly Elapsed once per month.</li> <li>▪ Public Works Timekeeping Work Management System (TKMMS) loaded to Time and Labour Weekly Elapsed through nightly interface</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Integration with PeopleSoft Payroll, Base HR, Project Costing, Accounts Payable, General Ledger, Health and Safety</li> </ul>

<b>Module Title</b>	Administer Training
<b>Module Coordinator</b>	Pat Allum
<b>General Description of Module</b> <i>(Key processes, frequency of processing, functionality implemented and not implemented, centralized vs. decentralized environment, integration with other PeopleSoft modules, etc.)</i>	<p>The City has implemented approximately 80% of PS Administer Training 8.3 module (no cost tracking).</p> <p>Administer Training, within Core HR, enrolls, tracks and enables the analysis of employee training and development. It allows employees to self-enroll for courses delivered by our Corporate Education Division, receive electronic course confirmations and access to a personal listing of all courses taken. In addition, the system is currently being used by 8 departments to either enroll/track departmentally delivered training.</p> <p>Steps are underway to include the tracking of training taken by City staff from external (to the organization) training delivery mechanisms.</p>
<b>Statistics</b> <i>(# of users, transactions processed size of data base, number of roles, etc.)</i>	<ul style="list-style-type: none"> <li>▪ There are currently 50+ end users, with 7 different security roles.</li> <li>▪ Currently eDevelopment <i>ESS-Training Summary &amp; Training Enrollment</i> is available to approximately 5,400 employees with a potential of expanding to 8000 employees.</li> <li>▪ 10 years of historical training data was loaded into the system (70,000+ training records)</li> <li>▪ Since 2004 (go-live) over 5,000 training requests have been processed for those employees using the Self Service functionality. Training requests received via hard copy are also processed using functionality within the module.</li> <li>▪ There are a number of departments using the system to track training after the course has been delivered.</li> <li>▪ A number of queries have been developed which provides Corporate and organizational training trends and statistical information.</li> <li>▪ Based on 2006 Statistics in My Training and Personal Development: <ul style="list-style-type: none"> <li>○ 10,426 hits from 3,057 distinct users for <i>Employee Self Service (ESS) - Training Summary</i> which allows employees to view their training summary.</li> <li>○ 5,966 hits from 1,732 distinct users for <i>Employee Self Service (ESS)- Training Enrollment</i> which allows users to enroll in training.</li> </ul> </li> </ul>

<p><b>Customizations</b>  <i>(Functionality, public queries, private queries, custom reports, modified reports)</i></p>	<ul style="list-style-type: none"> <li>▪ <b>eDevelopment</b>  Customizations were done on eDevelopment home pages as the home page displayed headers and hyperlinks for two areas that were not rolled out – Personal Development and Competencies).</li> <li>▪ <b>Enhancements/modifications to Workflow/ Worklist/ Training Letters/ Emails</b></li> <li>▪ <b>Customization on Search</b> functionality on 5 components</li> </ul> <p><b>Customized Queries/Reports</b> – some examples include:</p> <ul style="list-style-type: none"> <li>○ Training Classroom sign-in sheet</li> <li>○ Report summarizing the number of students registered in each course</li> <li>○ Complex customized query (based on a custom view) providing information on courses taken by employees of each department.</li> </ul>
<p><b>Interfaces</b></p>	<p>There are no interfaces to the Administer Training Module</p>
<p><b>Other</b>  <i>(Integration with other PeopleSoft modules)</i></p>	<p>Other PS module components utilized include:</p> <ul style="list-style-type: none"> <li>• Administer Workforce (employee and job data)</li> <li>• Develop Workforce (accomplishment data)</li> <li>• Monitor Health &amp; Safety (safety training)</li> </ul>