



ONBOARDING TRAINING MANUAL

CTCLINK AND HUMAN CAPITAL MANAGEMENT'S PLACE IN IT

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Define ERP to Identify PILLARS

For a better understanding of what Human Capital Management (HCM) is, it is good to first take a look at the **ctcLink** (PeopleSoft) system as a whole. PeopleSoft is an Enterprise Resource Planning (ERP), which is a system to integrate internal and external management of information across an entire organization (in our case, across Washington's Community and Technical College System). SBCTC has branded the PeopleSoft implementation for our organization as **ctcLink**.

PeopleSoft ERP, typically described as an enterprise resource planning platform, includes a variety of functionally integrated applications which manage all aspects of a production-based or distribution business. Our system is configured to support many aspects of financial management, human resources, supply chain management, and campus solutions. For the Washington State Community and Technical College system, **ctcLink** (PeopleSoft) is divided into *three* pillars: **Financial Management** (FIN), **Human Capital Management** (HCM), and **Campus Solutions** (CS). Due to the complexity and volume of unique users working in Campus Solutions, the CS pillar is broken out into three separate areas to be supported individually. The three areas of CS include Campus Solutions Core, **Financial Aid** (FA) and **Student Financials** (SF).

Pillars vs Modules

Each pillar contains a number of modules. Modules are broken down further into functions. Functions are organized into a group of processes.

The key thing here is that the **ctcLink** system ties together a multitude of business processes (functions) and enables the flow of data between them. By following our established business processes for collecting shared transactional data from multiple sources, data duplication is eliminated, and data integrity is provided with a single source.

Define HCM to Identify MODULES

For the purpose of support and documentation, we now know that the **ctcLink** system consists of three (3) pillars that are separated into five individually supported areas. Within each pillar there are several Modules that have been selected for implementation in the system. A Module is a group of functions and processes that are related to each other. For example, the HCM pillar contains the following modules (in alphabetical order):

Absence Management –The functions of the module are: Handles absence events: entry, approvals, and self-service; schedules; entitlements; types and reasons; takes and transfer of absence data to payroll.

Benefits –The functions of the module are: Managing employee benefit programs. Basic benefits system architecture enables enrollment to employees and dependents and supports a range of benefit programs and plans.

Faculty Workload (CS) The functions of the module are: Monitor instructional and non-instructional workload for selected faculty, instructors, and staff. Assign instructor work, calculate and review contract pay, generate contracts and send faculty pay to payroll.

Workforce Administration/HR Core The functions of this module are: Provides foundation for HRMS. Data entered into the Administer Workforce business process is available to all of the HR business processes as well as the other applications in the PeopleSoft HCM suite. HR Core - this module acts as the backbone of the HCM modules, offering a unified system for managing HR operations across the globe. It ensures organizations can handle employee data, payroll, benefits, and compliance with local and international laws seamlessly.

Manager Self-Service The functions of this module are: Various components to enable managers to review, approve, add, update, delegate and delete (where appropriate) absence and time and labor information *for their direct reports*.

Payroll The functions of this module are: Calculates earnings, taxes, and deductions; maintain balances; and report payroll data.

Talent Acquisition Management (TAM) The functions of this module are: Integrated system to manage workforce acquisition across all employment categories. Manage job openings, applicant information and job postings.

Time & Labor The functions of this module are: Facilitates the management, planning, reporting, and approving of time, calendar, and schedule creation. Schedule; Report; Administer; and Distribute time.

HCM allows users to execute common 'HR' tasks to manage an employee's career life cycle from recruiting or hire, through retirement or termination and everything that happens in between, such as promotions, transfers, additional jobs, data change, bonus, family status change, leave of absence, short work break, return from break, disability or status change.

With PeopleSoft's product integration technology, the system can:

- Retrieve an employee's social security number, name, and address as well as capture employee's compensation rate and tax location from **Workforce Administration** (WFA).
- With **Faculty Workload**, calculate and review faculty contracts and send pay to Payroll.
- Retrieve the benefit plans for which an employee is eligible from the **HR Base Benefits** business processes.
- In **Absence Management**, record absences, leave accruals and balances and load computed absence results to paysheets.
- Retrieve funding source information for earnings and fringe costs from the **HR Manage Commitment Accounting** business process.

- Transmit employee pay data to **ePay** for online access by employees, as well as retrieve online employee changes to direct deposit information, voluntary deductions, W-2 reissue requests, and federal W-4 tax information.
- Load **Time & Labor** data, such as payable time, to paysheets for processing.
- Transmit employee and employer deductions, such as taxes, garnishments, and benefit deductions, to the Financials **Accounts Payable** application for automatic payment to third parties.
- Transmit the expenses and liabilities incurred from a pay run to the Financials **General Ledger** application