University of Connecticut

Glossary of Terms

Term	Definition
Action Reason	The reason indicates the employee's job information that is being updated on the Smart HR templates. The action reason is entered in two parts: the personnel action, such as Hire/Rehire and Job Data Changes, and then a reason for the action, such as Employ, Temporary Service in a Higher Class, and General Data Change.
Approval Workflow Engine (AWE)	PeopleSoft application that provides the capabilities for creating, running and managing approvals in PeopleSoft. AWE routes transactions pending approval to an employee's **Worklist**. Smart HR templates use the AWE to create customized workflow to the appropriate department approvers for Smart HR transactions.
Batch Process	A series of non-interactive jobs given in a sequence, which run system programs when users are not in the system. Batch jobs are run overnight when Core-CT is down.
Breadcrumb	The navigation shows across the top of the workspace that allows for backwards and forward navigation from any point in the navigation path.
Business Process	Set of logically related activities that, when combined, produce an outcome. For example, process a Smart HR transaction or run a payroll.
Cache	Software component that stores data so future requests for that data can be served faster.
Compensation Rate	The amount of money an employee is paid quoted by the compensation frequency unit.
Cookies	Pieces of data that are send from a website and stored in the browser for use at a later time.
Department	The breakdown of campus organization structures. The basis for budgets to track expenditures and revenues.
Department Tree	The new design of the department organizational structure that represents actual reporting relationships and hierarchy at UConn, and aligns with major enterprise systems, allowing for common workflow.
Distribution Percentage	The process of allocating an employee's funding over several funding codes. Distribution percentage must equal 100%.
eBenefits	Employee self-service web transactions that employees use to review, add, and update their benefits information.
eCompensation	A tool the University will use to calculate and process mass increases
Effective Date	The date on which a transaction takes effect. The effective date defaults to the current date, but can be updated add historical or future-dated data.
Employee ID	The State assigned employee record identifier, which is used throughout the duration of an

	employee's State and UConn employment. This not the Student Administration System Employee ID.
Employee Classification (Class)	Identifies the type of appointment to which an employee is assigned during the course of employment, for example, permanent, probationary, temporary, etc.
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. An employee may have one or more employment instances.
Employment Record Number (ERN)	Identifies each job. For most employees, the employment record number will be *0.* Employees with multiple, concurrent jobs will have a unique record number for each job, assigned sequentially based on the date of hire for each job (i.e. *0, 1, 2, 3*).
Enterprise-wide	The entire University of Connecticut organization, inclusive of all campuses, schools and departments. This does not include the UConn Health Center.
ePay	Employee self-service web transactions that interface with Payroll to enable employees to review and, in some cases, update payroll information. Employees can view paychecks, add direct deposits, complete W-4s and W-2s, etc.
eProfile	Employee self-service web transactions that enable employees to maintain their own profiles in regards to personal data, such as: email address, emergency contacts, home and mailing addresses, phone numbers, name, etc.
Exception	Time that does not pass validation during Time Administration is flagged with an exception. Time flagged with an exception will not be created into payable time.
Favorites	Provides quick links to the five most recently used pages.
Full-Time Equivalent (FTE)	The percent of full-time an employee is working, represented on the job record by standard hours. A full-time employee has an FTE of 1.0.
Human Capital Management (HCM)	The term used in human resources that refers to PeopleSoft's family of products that includes Human Resources, Performance Management, Learning Management, Compensation, Time and Labor and others.
Human Resources Management System (HRMS)	The term used for the Core-CT Human Resources and Payroll system. It is a single system for recording and updating personnel information and actions for employees, including faculty, staff, undergraduate student employees, graduate assistants and interns, post-doc fellows, gratis employees, etc.
IE	Short for "Internet Explorer."
Job Code field	A unique attribute that identifies job classification information and classification groupings that form the base default position data.
Job Data pages	A set of Human Resources pages that store employee personal, employment, compensation and benefits information. Data entered on these pages is used throughout the Core-CT modules.
Job Indicator field	Identifies a Job Record as either Primary or Secondary. Only one Primary Job must be in force at all times and employee must be active in Core-CT. Multiple Secondary Jobs may be

	held at once.
Kuali Financial System (KFS)	KFS is the financial software system that integrates with Core-CT to record payroll transactions to perform financial functions for the University.
Main Menu	Located across the top of the page. Select the Main Menu drop-down menu to view the cascading folders available to you.
Manage Transactions page	A PeopleSoft page to view Smart HR transactions (hire and non-hire transactions) that are in various statuses prior to committing to the database. Approvers will use this page to review and approve transactions in Core-CT and Payroll Managers will use this page to push approved Smart HR transactions to the Job Data pages.
Manager Self Service	A set of processes that allow managers to look up, make changes to and approve an employee's time entered, etc.
Mass Update	The Mass Update feature enables central users to make changes to the data of large groups of people.
Module	A collection of functionality in the software, for example, the Time and Labor module is the part of the application where employees submit time and supervisors approve time.
Navigation Header	Displayed at the top of every page. The Navigation Header includes **Home, Worklist, Add to Favorites,** and **Sign Out.**
Net ID	The Network Identifier that the University issues to allow access to certain computing services, and will be the primary way employees will log on to the Core-CT system. This will be the field Smart HR Processors will use to pull employee information into Smart HR templates (for student employees and graduate assistants and interns).
Pagelet	Each block on content on the home page is called a pagelet. Pagelets provide users with a snapshot of the most common Core-CT pages. Use links on the pagelets to go directly to the desired pages.
Payable Time	Time that is created during the Time Administration process. The time passed validation, rules were applied, and time is ready to be loaded to the Payroll module for paycheck calculation. Time Approvers approve payable time.
Payable Time Status	Payable time status indicates where in the payable time process time currently stands: • **Approved – Ready for Payroll:** Time has been approved and is ready to be loaded to Payroll. • **Needs Approval:** Time entered on the timesheet or from the schedule has been submitted and needs approval. • **Paid – Labor Distributed:** The paycheck has been confirmed and distributed to the General Ledger. • **Rejected by Payroll:** Payroll did not accept the time. See the Time and Labor Administrators for a resolution. • **Taken by Payroll:** Payroll has picked up the time and has calculated a paycheck.
PeopleSoft	The company that provides the Core-CT software, including: Human Resources Management System (HRMS), Financial Management System (FMS), Customer Relationship Management (CRM) and Enterprise Performance Management (EPM), as well as Student

	Administration (SA) and Recruiting Solutions (RS).
Person Data pages	Biographic and demographic data associated with a person. Person Data, Job Data, Smart HR and Course Data (for Special Payroll Teaching employees) integrate together to create an employee's Personal and Job Information.
Person of Interest (POI)	A person about whom the organization maintains information but who is not part of the workforce.
Person Match Found page	A PeopleSoft page that identifies if a person match is found in the system. When saving and submitting a Smart HR hire template, if a match is found on the person's name or national ID, this page displays and allows users to select an existing person in the database, or continue with the transaction if it is not a match.
Position	The assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes. Position information will integrate from Student Administration (for student employees and graduate assistants and interns) or Recruiting Solutions (for classified and unclassified employees).
Prior Period Adjustment	Any adjusting entry made to the timesheet after time has been approved. Adjustments are completed in the actual (previous) period the time was worked, but paid in the period the adjustment was approved.
Process Instance	Unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
Regular/Temporary Indicator	Identifies if a position is created on a Regular or Temporary basis, which then designates if an employee is eligible for some benefits.
Reported Time	Time that is entered on the timesheet.
Run Control	Controls that enable users to predefine parameters that are used to processed a request. The user will create a unique run control the first time the process or report is requested, and can be reused in subsequent requests.
Run Control ID	A unique identifier that uniquely identifies that process the user is requesting. The Run Control ID defines parameters that are used when a process is run. Run control IDs are unique per user, and cannot be used across different employees.
Security	PeopleSoft security is based on permission lists and roles that enables or prevents user's access into specific pages in Core-CT.
Self Service	Employee self-service functionality in Core-CT enables users to view and/or update personal information (eProfile), payroll and compensation information (ePay), and benefits information (eBenefits), as well as submit their own timesheets.
Single Sign-On	Employee authentication process that permits a user to enter one username and password in order to access multiple PeopleSoft applications. It serves as the login to many University computing and networking services.

Smart HR templates	Templates created to replace Payroll Authorization (PA) forms to complete various HR transactions, such as hiring/rehiring, performing data changes, performing pay changes and completing terminations for all employee groups. They are configured to fit UConn/ HR/Payroll transaction processes, and access to the various templates is based on security rules. Templates are integration with Student Administration, Recruiting Solutions, and Net ID to pull in employee personal and job data for most student, classified and unclassified employees, and graduate assistants and interns.
Standard Hours	Maximum number of full-time hours associated with an individual's job, defined by a bargaining unit. Depending on the bargaining unit, the standard hours may be 40.0, 37.5 or 35.0 hours. This does not necessarily represent the number of hours the employee works.
Time Administration process	Referred to as Time Admin, it's the overnight process to convert time entered (reported time) into time that can be approved by the supervisor for processing by payroll (payable time). Time Admin runs every night except Sundays and pay confirm Thursday (non-pay day)
Time and Labor	The name for the PeopleSoft module that controls the timesheet and supervisor search/approval functions for timecards.
Time Approver	Time approvers are supervisors who review and approve their employees' time that is submitted on the timesheets, and provide pre-approval of time requests for their employees.
Time Reporter	Time reporters are those who submit time on the timesheet. Time reporters are generally employees who submit time via employee self-service timesheets.
Time Reporting Code (TRC)	A code entered on the timesheet to record time entries in Core-CT, based on amounts, units or hours. TRCs available to end-users is based off of the type of employee they are and the type of job they perform.
Timekeeper	A person who records the amount of time worked on behalf of a group of employees.
Transaction Status page	A PeopleSoft page to view the status of Smart HR transactions for those with *Pending, Cancelled, Action Required, Completed,* or *Error* statuses.
Union Code field	Identifies the bargaining unit to which an employee is assigned, and is defaulted based on the value contained in the Job Code.
UPK	User Productivity Kit. It's a tool for creating instructor-led and online training and customized step-by-step procedures or job aids.
Workflow	Steps and rules necessary to complete a specific task. Workflow routes transactions to the appropriate approvers' **Worklists** to take action on the transaction pending next steps.
Worklist	The automated to-do list that PeopleSoft Workflow creates. This is the page an approver will navigate to find transactions pending next steps or approvals.