
HUMAN RESOURCES MANAGEMENT

HRMS - CLASSIFICATION LES

1 day

PS0110

This course has been designed to familiarize Classification Officers and Assistants with the concepts and procedures necessary to manage position data in HRMS (PeopleSoft). In this course, you will be using the Manage Position module.

Prerequisites: HRMS - Overview

Population: Assistants and officers working with LES positions - Classification

Mode of Delivery: Classroom

HRMS - CLASSIFICATION OFFICERS AND ASSISTANTS

1 day

PS0105

This course has been designed to familiarize Classification Officers and Assistants with the concepts and procedures necessary to manage position data in HRMS (PeopleSoft). In this course, you will be using the Manage Position module.

Population: Classification Officers and Assistants

Mode of Delivery: Classroom

HRMS - OVERVIEW

1 day

PS0102

This course provides an overview of PeopleSoft 8 within the DFAIT environment. It focuses on navigating the system, retrieving records and entering data. This course also enables you to understand various PeopleSoft concepts such as Action Types, Effective Date and Home/Host records.

Population: Human Resources staff

Mode of Delivery: Classroom

HRMS - REPORTS TO MONITOR HR PERFORMANCE

1day

PS0101

This course is designed for participants to be able to run, interpret and use HRMS (PeopleSoft) reports to monitor Human Resources Performance, detect data errors and identify issues for Follow-up.

Population: HR Staff & Area Management Officers

Mode of Delivery: Classroom

HRMS - TGA FOR SHORT TERM ACTINGS

1 day

PS0111

This course is designed to familiarize you with the concepts and procedures necessary to enter short term acting assignments in HRMS (PeopleSoft). In this course you will learn how to enter new acting assignments as well as extensions, terminations and cancellations.

Population: Human resources employees working in HRMS recording short term actings

Mode of Delivery: Classroom