Terminology Alignment and Commonly Used Terms

<table>
<thead>
<tr>
<th>Banner Term</th>
<th>PeopleSoft Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLCS Code</td>
<td>Job Code</td>
</tr>
<tr>
<td>A-Number</td>
<td>Employee ID (Empl ID)</td>
</tr>
<tr>
<td>Z-Org</td>
<td>Department/Org ID</td>
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Commonly Used Terms and Definitions

- **Hourly (Non-Exempt)**: These employees are also known as per diem and overtime eligible. This group includes B2 employees.
- **Salaried (Non-Exempt)**: These employees follow standard hours of pay and are overtime eligible. This group includes B1, B2, and B3 employees.
- **Salaried (Exempt)**: These employees follow standard hours of pay and are not overtime eligible. This group includes B1, B2, and B3 employees.
- **Preparer**: Person designated for data entry within any of the three modules (HCM, Time and Labor, Commitment Accounting).
- **Approver**: Responsible for validating and approving the data entered by the Preparer. Approvers must send errors back to the Preparer to correct.
- **Time Reporting Codes (TRCs)**: All time recorded on the timesheet is associated with a Time Reporting Code, which collects hours and amounts for compensation (e.g., HREG, WKDPM).
- **Reported Time**: Unedited time entered by the Timekeeper/Time Entry Preparer.
- **Combination Codes (Combo Codes)**: System generated number used in Commitment Accounting; represents the General Ledger Chart of Account String.
- **Human Capital Management (HCM)**: Customized version of Oracle’s PeopleSoft product, an application supporting HR transactions, Payroll, Time and Labor, and Commitment Accounting activities.
- **Template-Based Hire (TBH)**: Electronic process allowing HR preparers to enter and submit data into HCM to hire a new employee, or add an assignment to an existing employee’s record.
- **Absence Reporting**: System to record paid time off usage, where employees may view available balances. Absence Reporting is a separate system from Time and Labor. It records time off absences, but does not approve or pay them.

PeopleSoft Tips and Tricks

- **Favorites**: Frequently used pages in PeopleSoft can be added to “Favorites” to access quickly.
- **New Window**: Do NOT navigate using the ‘back’ button. To find information, click “New Window” to open a tab to see the data you need.
- **Pagelet**: Term for widgets visible on the PeopleSoft Menu, where users can view information interfaced from other sites (ex: Absence Balances, My Recent Paychecks).
- **Breadcrumb**: As you move from the Main Menu to other areas, visual links called Breadcrumbs appear at the top of the screen in a gray bar. These links display the path to get to a screen. You can click on any of these to move to a particular point on the path.

Questions? Call the HR/Payroll Help Center at (848) 932-3888, e-mail HRPayroll_helpcenter@hr.rutgers.edu, or visit www.cornerstone.rutgers.edu