

# Legacy to PeopleSoft HCM Crosswalk of Terms

**Purpose:** Use this document as a reference for legacy to ctcLink terminology.

**Audience:** Human Resources Staff

PPMS Term	PeopleSoft Term	Definition/Explanation
	Deduction Begin Date	Date deduction begins
	Effective Dating	PeopleSoft term used to describe the maintenance of data within tables. Instead of deleting, use a new effective date to change data and therefor maintain history. Effective dating is used on pages, and used in sections within pages.
	Employee Type	This field is defined by the pay group the Job Code is in and will automatically populate. The values are "Exception Hourly", "Hourly" and "Salaried". Each value has rules associated with governing how payroll is processed.
Employee Type	Pay Group	Pay Groups are somewhat the equivalent of legacy Employee Types of "C" – Classified, "E" – Exempt, "F" – Faculty, "H" – Hourly, "P" – Part-time Faculty, "S" – Student. The coding convention for Pay Groups is 3 characters which will include one of the characters above to support legacy employee types. Employees can belong to more than one Pay Group.
Employee Type	Empl Class	The Empl Class field has been selected to maintain the legacy employee types "C" – Classified, "E" – Exempt, "F" – Faculty, "H" – Hourly, "P" – Part-time Faculty, "S" – Student for reporting and other purposes.
Job Class Code	Job Code	Term used to describe the alpha/numeric code associated with a Job Title
	Job Family	Term used to group similar jobs
Leave Processing	Absence Management	The PeopleSoft system that manages leave transactions in combination with Time and Labor

<b>PPMS Term</b>	<b>PeopleSoft Term</b>	<b>Definition/Explanation</b>
Leave Accruals	Entitlements	The amount of time an employee is entitled to take for each category of absence. Example: vacation leave accrual, sick leave accrual, comp time, jury duty
Leave Deductions	Takes	Amount of time off an employee takes. Example: 3 days of sick leave would be a "take"
Pay Range	Grade	Pay Range (4 character field) on legacy PS9004 Job Class Table will convert to Salary Grade in PeopleSoft, Salary Grade is a 3 character field in PeopleSoft. If no Pay Range exists for a particular Job Class code in legacy, the value XXX will default into PeopleSoft for conversion
Pay Scale	Salary Admin Plan	Pay Scale (2 character field) on legacy PS9004 Job Class Table will convert to Salary Admin Plan in PeopleSoft. Salary Admin Plan is a 4 character field in PeopleSoft. If no Pay Scale exists for a particular Job Class code in legacy, the value XXXX will default into PeopleSoft for conversion
	Paysheet	Paysheets bring together information from many different sources in the system. A paysheet can contain many different paylines. You can make adjustments such as a one-time garnishment, one-time deduction or one-time tax if you were unable to enter that data on the employee's job record, and are working with a short deadline
	Payline	A payline contains the data required to calculate employee pay each pay period such as amount of regular pay, number of regular hours, job data. This data is used to calculate pay and produce paychecks.
PERS Action	Action/Reason	Personnel Actions are now divided into two categories: Action and Reason. When you select an "Action" a filtered list of "Reasons" will be available to further define that action. Please note: the selection of a certain "Action" can cause a process to run elsewhere in the system. Example: selecting a "Layoff" action may suspend the employee from payroll, when your intent was otherwise. Delivered "Actions" and the appropriate "Reasons" will be further defined.
Periodic Increment Date	Step Entry Date	Located on the Salary Plan page in Job Dat

PPMS Term	PeopleSoft Term	Definition/Explanation
Prob/Trial End	Probation Date	Date probation ends
Range/Step	Grade/Step	Numerical values used for wage progression. Example would be DOP classified salary system.
SID	EMPLID	EMPLID will be created immediately, whenever you add a person to the system
Step	Step	Step from legacy PS9015 Pay Scale Range Table will convert to Step in PeopleSoft Salary Grades. Legacy steps for classified employees that are alpha will be converted numerically in PeopleSoft, as PeopleSoft does not support alpha characters for steps. A = 1, B = 2, C = 3 and so on.
Termination Date	Termination Date	Example, if an employee has a Job record with an action of termination and an effective date of January 15, 2012, then January 15, 2012 represents the first day that the employee is no longer working. <b>Therefore, the system does not pay the employee for that day.</b>