# 9.2 Understanding Group Build

**Purpose:** Use this document to understand group build in ctcLink.

**Audience:** Human Resources staff.

## Understand Group Build

1. The group you define can be both non-employee and employee populations. For example, you can create a group for non-employees who have employee IDs and Personal Data records in the system. To select non-employees in groups, use value "N" (non-employee).
2. After a group is defined, it can be used throughout all other PeopleSoft Human Resource Compensation and other HR modules.
3. To summarize, the Group Build provides you with an standardized way to create groups of employees/non-employees in a central location. After a group has been created, you can access it across all PeopleSoft modules.
4. End of procedure.