Part 1: This quick reference table provides a crosswalk of key terminology changes. The new terms will be used beginning in April 2019 with implementation of the new HR/Payroll system.

Current Terminology	PeopleSoft Terminology
USC ID	EMPLID
State Pay Band	Salary Grade
State Classification Code (4-digit alphanumeric code)	Job Code (for Faculty and Staff positions)
Object Code (for Student Hire)	Job Code (for Student positions)
Object Code (for personnel actions)	Earnings Codes
State Classification Description	Job Title
Internal Title/USC Title	Business Title
Social Security Number	National ID
Position Type	EmplClass
Campus	Business Unit
Affiliate	Contingent Worker (CWR)
Base Salary	Comp Rate – base salary not annualized Annual Rate – annualized if base is not 12-month
Pay Basis	Pay Group – grouping of like positions Rate Code – i.e. 9-month, 12-month, hourly, etc.
Home and Timecard Department	Department
Hours per Week	Standard Hours

Part 2: This glossary is specific to the University of South Carolina HCM PeopleSoft system.

PeopleSoft Terminology	Definition
401(k) Plans	Savings Plans offered through South Carolina Deferred Compensation Program that allow employees to save for retirement on a before-tax or after-tax basis.
403(b) Plans	Savings Plans offered by USC that provide benefits in the form of an annuity. An employee may be enrolled in more than one 403(b) Plan at the same time.
Action Reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel Action (e.g., promotion, termination, or change from one pay group to another) and a reason for that action. Each combination has different impacts on reporting, payroll and benefit processing. When an Action is entered, the system automatically filters the Action Reasons so that only the combinations used by USC are displayed.
Actions	Notifications that appear in the Universal Navigation Header for impacted employees. These items require action on the part of the recipient, and are part of the workflow process.

Add	Used when the user needs to create a new Run Control ID or system configuration value.
Additional Pay	These are non-base pay adjustments at USC based on earnings codes. These actions are formerly called supplements.
Advanced Search	An option that displays additional fields that may be used when searching for particular information on a page within PeopleSoft. This is the default option for most pages containing employee-specific data. The user can toggle between the Advanced Search and Basic Search on an ad hoc basis for each page containing a search record.
Affiliate	A person who is working at USC, but who is not an employee of USC (e.g., a contractor)
Alerts	Announcements or notifications that appear in the Universal Navigation Header for impacted employees. These items do not require action on the part of the recipient, but are informational only.
Annual Rate	Base salary for 12-month employees. For non-12 month employees, this field shows the annualized rate.
Approvals	Actions that are needed before a submitted change is added to the database. Each type of transaction requiring an approval is routed to the correct approver(s) as part of the workflow process.
Attributes	Characteristics used to distinguish between people or objects.
Basic Search	The option that displays a minimum number of fields when searching for particular information on a page within PeopleSoft. The user can toggle between the Advanced Search and Basic Search on an ad hoc basis for each page containing a search record.
Benefit Plan	A State of SC or USC-provided benefit that may also contain specific identifiers, such as Comp Rate Code and MoneyPlus Pretax Premium Feature. For example, 12P_BB is a Benefit Plan under Medical (MoneyPlus Standard Plan for employees paying 12-month premiums).
Benefit Program	A collection of USC-provided benefits that is available to a particular group of USC employees.
Benefit Record Number	Used to associate the employee's job with a USC Benefit Program.
Business Title	The employee's Job Title at USC - the Internal Title from PeopleAdmin. This may or may not be the same as the employee's Position or Job Title in PeopleSoft.
Business Unit	Campus name (i.e. USC Columbia, USC Aiken, USC Salkehatchie, etc.)
Central Authentication System (CAS)	The single sign-on application used by USC that serves as the first access point before logging into PeopleSoft.
ChartField	A field that stores information related to the funding for the employee's job at USC.
Classic Home Page	The first page used in navigating within PeopleSoft using the Main Menu functionality, rather than a Fluid Home Page. Person Profile, part of self-service which houses education data, is accessed through the Classic Main Menu.
Classified Indicator	USC is NOT using this field and it should be ignored. All will appear as Classified.

Columns	The vertical component of the table, which defines a single TYPE of information stored in the table.
Combination Code (Combo Code)	A concatenation of multiple ChartFields, individual account numbers, department codes, etc.
Comp Rate	This refers an employee's base salary (not annualized). This field is tied to Pay Group and Comp Rate Code.
Comp Rate Code	This includes the pay basis for 9 month, 12 month, etc. For a 12 month employee this field would appear as SC12.
Content Personalization	Used to modify the tiles displayed on a Fluid Home Page, or the pagelets displayed on the Classic Home Page. This functionality is not currently used by USC.
Contingent Worker	A person who works at USC, but is not paid by USC (e.g., a contractor). This is the term used by PeopleSoft for Affiliates.
Copy URL	An option available on various pages throughout PeopleSoft, which allows the user to copy of the URL for a particular page so that it can be sent to others at USC via email or Skype.
Correct History	An option available on effective-dated pages within PeopleSoft, that allows the user to correct data on historical rows. This functionality is limited to only a handful of users at USC, due to its potentially adverse consequences.
Coverage Begin Date	The first day that the employee and his/her enrolled dependents are covered under a USC Benefit Plan.
Coverage Code	A value used to indicate the number and relationship of all people enrolled in a particular USC Benefit Plan (e.g., 1 = employee only; 2 = employee + spouse; 3 = employee + child(ren); 4 = family)
Coverage Election	A value used to indicate whether or not the employee has chosen to enroll in a particular USC benefit type. The valid values are E (elect), T (terminate) or W (waive)
Coverage Level	The description associated with a Coverage Code (e.g. Employee Only = Coverage Code '1')
Current Row	The row included in an effective-dated table having the effective date that is the closest to, or equal to, the current date without being a date in the future. This row represents the current information for the employee or table, and is used for reporting purposes. Only one row of data is considered the Current Row at any given time.
Deduction Begin Date	The first day that a specific deduction will be taken from the employee's paycheck. Each type of deduction (e.g., General Deductions, Benefit Deductions, Garnishment) may have a different Deduction Begin Date
Defined Contribution Plans	Retirement-type Benefit Plans offered by USC that require contributions by the employee (e.g., 401(k) and 403(b) Benefit Plans).
Departments	This field replaces current Home and Time Departments at USC.
Dependents	Individuals who the employee elects to cover under USC-provided health plans (e.g., medical, dental, vision, dental plus)
Direct Reports	Employees who report directly to a specific employee, based on the USC hierarchy.

Download to Excel	An option available for grids displayed within PeopleSoft, which allow the user to download the content to Excel for easier viewing, printing and data manipulation.
Drop-down List	An option for select field within PeopleSoft, which displays the list of available USC values that may be entered into the fields.
Duo Push	Used in connection with the USC Central Authentication System (CAS) as the second step in the PeopleSoft login process. This application sends a login request to the employee's mobile device.
Edit Box	A free-form text box where the user can enter comments or other data. The maximum number of characters varies based on the use and placement of this field, but is less than that available in a Long Edit Box.
Effective-Dated Rows	PeopleSoft term used to describe the maintenance of data within tables. Instead of deleting, use a new effective date to change data and therefore maintain history. Effective dating is used on pages, and used in sections within pages.
Election Date	The date that the employee's benefits enrollment data is entered into PeopleSoft.
EMPLID or EmplID	Shortened name for the PeopleSoft HR Employee ID. This is the same as the USCID.
Employee	A person who has a legal employment relationship with USC, and is paid by USC
Employee Class (Empl Class)	Used to distinguish between the different types of employees or affiliates at USC. There are currently nine (9) valid values for this field: AFL (Affiliate); Ext Dual (External Dual); FTE (Full-Time Employee); Intnl Dual (Internal Dual); RGP (Research Grant Position); Student (Student); TFAC (Temporary Faculty); TML (Time Limited); Temp STF (Temporary Staff)
Employee Group (as they appear on the eForms)	Each Employee Group has a distinct code, description, and short description. They are as follows: DLE - External Dual (Ext Dual); DLI - Internal Dual (Intnl Dual); FTF - FTE Faculty (FTE Fac); FTS - FTE Staff (FTE Staff); RGF - RGP Faculty (RGP Fac); RGS - RGP Staff (RGP Staff); STU - Student (Student); TFC - Adjunct Faculty (Adjunct); TLF - TL Faculty (TL Fac); TLS - TL Staff (TL Staff); TSF - Temporary Staff (Tmp Staff).
Employee ID (USC ID)	A unique, nine (9) character alpha numerical number assigned to each person whose data is stored in PeopleSoft HR.
Employee Self Service Fluid Home Page	The first page displayed for all users when they first log into PeopleSoft. This page displays tiles for non-benefit enrollment self service activities.
Employee Record Number	Used to distinguish each job held by an employee, when the employee is working in more than one job concurrently for USC. Also displayed as EMPL RCD or Empl Record.
Employee Type	Used to distinguish between employees who are paid on an hourly or salaried basis. This code is tied to the employee's Pay Group, and is used in payroll processing.

ePAF	The Gideon Taylor (GT) Electronic Personnel Action Form used to view, approve and update HR-related transactions for an employee.
Evaluate	The method of reviewing and approving an action in the system. Approvers in a workflow will access pending ePAF forms through the evaluate link.
Expand	Used to restore the display for any pagelet on the Classic Home Page that has been minimized to conserve space or temporary hide the display of unneeded data.
Favorites	Pages saved by the user, which provide direct navigation to the page without having to navigate through a tile or menu structure.
Fields	Discreet pieces of information that are stored in the database, which act as attributes to distinguish between people or objects.
FLSA Status	Used to distinguish between Exempt and Nonexempt employees for purposes of applying the Fair Labor Standards Act rules.
Fluid Home Page	The first set of screens displayed when you log into PeopleSoft. The number of home pages displayed is based on your individual security. The content on each home page is contained within Tiles.
Future Row	The row included in an effective-dated table having the effective date that is greater than the current date. Data on these rows may be updated at any time up until the effective date equals the current date. **NOTE**: When future-dated rows exist and a row is inserted with an earlier effective date, the updates included in the inserted row are NOT automatically carried forward to any existing future-dated rows. The future-dated rows must be manually updated to incorporate the change(s).
GL Interface	An abbreviation for General Ledger Interface process. In PeopleSoft, this is a process that is used to send transaction information from the HR/Payroll system to the General Ledger stored in the Finance application.
Grade	A three-character code used to identify the Pay Range available to the employee. At USC, this is the same as the Pay Band.
Grid	Formatting structure used in PeopleSoft to display combinations of criteria (columns) and data (rows) for organization, sorting and viewing purposes.
GT (Gideon Taylor)	The third-party vendor that developed the self-service forms within PeopleSoft.
GT Status Change Form	This form is used to place an employee on leave (both paid and un-paid), return an employee from leave, separate an employee from employment.
GT Job Change Form	This form is use for multiple actions that impact the attributes of a position and changes to base salary. Some common actions completed on this form include: Pay for Performance Increase, Additional Duties/Responsibilities for FTE Faculty (staff must still come through PeopleAdmin), Tenure and Promotion for FTE Faculty, and Additional Skills/Knowledge Increase.

GT Affiliate Appointment Form	This form is used to process an Affiliate appointment at USC. Note that a paper form must still be completed outside the system to collect personal information and have the Affiliate attest to abide by all USC policies.
GT Additional Assignment	This form is used to process Internal Dual assignments for FTE Faculty and Staff.
GT Additional Pay Form	This form is used to grant employee's one-time or ongoing pay not tied to their Base Salary. This includes actions like: Bonus, Monetary Cash Award, Chair Professorships, and Temporary Salary Adjustments.
GT Benefit Enrollment Form	The self-service benefit enrollment form available within PeopleSoft for newly-hired or rehired employees to use for their initial enrollment in USC benefits. After the initial enrollment, employees will update their enrollments using the PEBA MyBenefits website.
GT 403(b) Enrollment Form	The self-service benefit enrollment form available within PeopleSoft used by employees for enrolling, changing or stopping one or more 403(b) Benefit Plans offered by USC.
Help	A link available on many pages throughout PeopleSoft, which opens a new window in the browser. This window displays the help content delivered by Oracle for this page (i.e., PeopleBooks). NOTE: This functionality is currently disabled for USC.
History Row	The row included in an effective-dated table having the effective date that is prior to the current date, but does not represent the current row. Data in these rows may not be updated, and is included for historical purposes only.
Home Page	The first page visible to users when they log into PeopleSoft. At USC, this is the Employee Self Service Fluid Home Page.
Include History	A display option on effective-dated pages in PeopleSoft, which allow the users to view all existing current and historical rows.
Indirect Reports	Employees who report directly to a employee who is the Direct Report of another employee. Any employee who reports to a Manager via an interim reporting level is considered an Indirect Report of the Manager, based on the USC hierarchy.
Job Code	The 4-character alpha/numeric code used to identify a Job Title at USC. This is the State Classification Code (i.e. UG70 = Instructor).
Job Family	Term used to group similar jobs at USC. Currently, there are 8 values used y USC: ACDAD (Academic/Administrative); ATHLET (Athletics); FACUL (Faculty); MEDIC (Medical); PROAD (Professional/Administrative); SECTRY (Secretary); TECHN (Technical); TRADES (Trades)
Job Title	This is the SC State Classification description (i.e. Administrative Coordinator I).
Key Field	A discreet piece of information on a table in PeopleSoft that allows the user to uniquely identify each row in the table. The same Key Field may exist in more than one table, allowing the information to be linked for ease of viewing and reporting.

Layout Personalization	Used to modify the order of tiles displayed on a Fluid Home Page, or the pagelets displayed on the Classic Home Page. This functionality is not currently used by USC.
Leave Accrual	The amount of time an employee is entitled to take for each category of absence. Example: vacation leave accrual, sick leave accrual.
Location	This refers to USC Buildings and does not include room numbers.
Long Edit Box	A free-form text box where the user can enter comments or other data. While there is no technical maximum number of characters, entries are typically truncated at approximately 350 characters.
Main Menu	The general navigation starting point when accessing pages that are not available via a tile on one of the Fluid Home Pages.
Manager Self Service Fluid Home Page	A Fluid Home Page visible only to employees who are managers at USC (i.e., those people having other who report to them, either directly or indirectly). This home page allows the manager to view additional personal and job-related details about his/her Direct Reports or Indirect Reports.
Minimize	Used to temporarily hide the display for any pagelet on the Classic Home Page to conserve space.
Multifactor Authentication	Used in the two-step security access process at USC, in connection with the Central Authentication System (CAS) and Duo Push application.
My Workspace Fluid Home Page	A Fluid Home Page visible to employees for initiating 403(b) Benefit Plan enrollments and changes. Additional tiles on this Fluid Home Page are used by the HR Contacts, USC Benefit Administrators to initiate, view, approve or update actions that are initiated via a GT eForm.
National ID	The unique value used by each country to identify a person. For any employee working for USC, a Social Security Number is required. In addition, any person the employee wishes to cover under USC-provided benefits (who is at least 1 year old) must have a Social Security Number prior to enrollment.
NavBar	An icon in the Universal Navigation Header that allows the user to access additional pages within PeopleSoft, if the user's role requires this expanded access. The items available via the NavBar menu also include links to pages recently viewed by the user, pages saved as favorites by the user, and navigation that parallels the Main Menu navigation structure.
Network User Name	The user name associated with the employee's USC email address (i.e., the text before the @ symbol for addresses containing @mailbox.sc.edu)
New Window	A link available on many pages throughout PeopleSoft, which allows the user to open another PeopleSoft page and view/update data on that page without exiting the current page.
Notification	An icon in the Universal Navigation Header that allows the user to view Actions and Alerts generated as part of the workflow or general announcement processes. NOTE: This functionality is currently disabled for USC.

Open Enrollment	The annual period when employees are permitted to make changes to their existing USC benefit enrollment/elections. Employees will continue to utilize SC PEBAs MyBenefits system to process open enrollment changes.
Operators	Additional options available for individual fields on many search pages, which allow additional flexibility in filtering out the search results.
Page Security	The security used in PeopleSoft to restrict each users access to specific pages within the database, based on the user's role at USC. This is different than the security that controls which employees the user is able to view.
Pagelet	Each block of content on the classic home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft content.
Password	Used to log in to PeopleSoft HR. This is the password associated with the person's USCID.
Paygroup	The methodology used in PeopleSoft to group together employees having the same characteristics for payroll-processing purposes at USC. These groups may include employees who are paid on a current or lag basis, a 9-month or 12-month basis, or an hourly basis. International employee are also grouped separately.
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.
PeopleSoft HCM	The name used by Oracle for the HR/Payroll system at USC.
PeopleSoft HR UserID	Used to log in to PeopleSoft HR. This is the person's USCID.
Permission List	The security used in PeopleSoft to restrict each users access to specific employees or groups of employees based on the user's role at USC.
Person of Interest (POI)	A person who has a non-employment relationship with USC that makes him/her interesting or worth noting. This person may also have a concurrent employment relationship with USC, but this is not always the case. NOTE: This type of individual is not currently recorded in PeopleSoft by USC.
Personal Action Form	Another name for the ePAF form used for HR, Payroll, and Benefits related actions at USC.
Personalize Grid	An option available within a grid display, which allows the user to re-order the column display in the grid, or re-sort the rows in the grid based on specific columns.
Personalize Page	An option that allows the user to change the order in which fields are accessed when he/she tabs out of a field. NOTE: This functionality is currently disabled for USC.

Plan Type	A category of benefit offered by USC, such as Medical, Dental and Vision. Employees make separate benefit elections for each Plan Type offered.
Premium	The employee cost (deduction) associated with a Benefit Plan or General Deduction elected by the employee.
Primary Job	Typically indicated with a zero (0) is the employee's main position at USC. For example, if an FTE Staff employee has an Internal Dual Assignment the FTE position would be the primary job and the dual would be listed as a secondary job.
Query	Reporting functions within PeopleSoft. These queries will capture all data currently housed in Data Warehouse.
Records	A combination of multiple fields that are related to a certain topic tied to the person or area of interest.
Recycle	The method of returning an ePAF form to the initiator for edits/updates. After a recycle action is taken, the form must go back through the workflow for approvals.
Regular/Temporary	This field refers to the position type at USC. Regular = FTE faculty and staff; Affiliate = AFL; Research Grant = RGP; Time Limited = TML; Temporary = TFC temp faculty and TSF temp staff.
Role	The security setting used in PeopleSoft to group together pages and processes, so that users with the same responsibilities at USC have the same page access within the database.
Rows	The horizontal component of the table. Rows contain unique VALUES for each of the columns included in the table.
Run Control	A type of online page that is used to begin a process or run a report.
Salary Grade	This is the SC State Pay Bands (1-10).
Salary Plan	The methodology used in PeopleSoft to group together employees having salary limitations and other parameters. At USC, the Classified Salary Plan consists of 10 Pay Grades and is subject to associated pay ranges. The Unclassified Salary Plan does not contain Pay Grade or salary ranges.
Save	Selected by the user when all data entry on the page has been completed. This commits the updates to the database. NOTE: When multiple tabs are displayed, it is essential to review all of the applicable tab and make updates on all of them before clicking the Save button.
Savings Plans	The retirement-type benefits offered by USC that include employee contributions. These include both 401(k) and 403(b) Plan Types.
Scroll Area	The individual sections on a page where multiple rows may exist. A single page may contain multiple scroll areas. When adding rows to a page, it is critical that the row be inserted into the correct scroll area on the page.
Search	An icon located in the Universal Navigation Header that allows the user to insert text and locate all pages in the database that reference that text.
Search Page	A page format used throughout PeopleSoft to assist users in filtering large amounts of data and locating the desired information.

Search Prompt Option	The filter used for each field displayed on a Search Page, to assist in filtering out extraneous data. The default Option for each non-date field is 'begins with'. Use the Operators to select from additional options.
Search Records	Another name for the Search Page in PeopleSoft.
Sign Out	The link used to sign out of PeopleSoft. Using this link will also log the employee out of the CAS application.
Standard Hours	This field is always 40 unless the position is part time. This replaces Hours per Week.
Tables	Used to store details about types of data, and allow simultaneous access to that data by multiple users. Tables are divided into columns and rows.
Tile	A box displayed on each Fluid Home Page, used to group together similar types of transactions.
Time Out	For security reasons, after 20 minutes of inactivity PeopleSoft will automatically log the user out of the database and CAS. Two minutes prior to the timeout, a popup window will appear in the user's browser alerting them to the imminent log out. NOTE: If the user has more than one window open when the log out occurs, he/she will be logged out of all windows and will lose any unsaved information.
Termination Date	The first day that the employee is NOT working for USC (and is not paid by USC).
Universal Navigation Header	A banner that appears at the top of every page in PeopleSoft. This banner provides access to the standard navigation buttons (like Home and Signoff) as well as a search box to help users navigate directly to a specific page.
Update/Display	The default display option for pages displayed within PeopleSoft that include effective-dated rows. Only those rows having an effective date that is equal to or greater than that current date are displayed.
USC Employment Dates	All USC service dates housed on this page, including Tenure and retirement. This is a custom page, USC is not using delivered Employment Data dates.
Worklist	The automated to-do list that PeopleSoft Workflow creates when the user has a transaction to review/approve. From the worklist, the user can directly access the pages needed to perform the next action, and then return to the worklist for another item.
Zoom	Used when viewing information displayed in a grid. The zoom opens a popup window used to expand the display and make it easier to navigate through the grid and locate the desired information.