

etcLink GLOSSARY

Term	Definition	Financial Management (FIN)	Human Capital Management (HCM)	Campus Solutions (CS)	General
*	An asterisk (*) indicates a required field	X	X	X	
3C's	Comments, Communications, and Checklists			X	
Absence Entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.		X		
Absence Management	This module addresses all leave programs (e.g., Vacation, Sick Leave, Bereavement, Jury Duty, FMLA, etc.).		X		
Academic Advisement (AA)	Provides the campus-wide ability to define and track graduation requirements, evaluate student degree progress, and convey requirements			X	
Academic Calendar	Defines the landmark dates that drive much of the day-to-day business at the academic institution. Contains cancel, withdrawal, drop deadlines, quarterly start and end dates, census date, and other key dates			X	
Academic Career	All coursework that a student undertakes at an academic institution grouped in a single student record			X	
Academic Group	The highest level within an academic institution offering courses; the Group is the entity that offers the course. The Math/Science Division would be an Academic Group			X	
Academic Institution	An entity, such as a college, which runs independently of other similar entities and has its own set of rules and business processes. Each institution has its own schedule of classes, academic statistics, and academic transcript(s). We have 34 Academic Institutions.			X	
Academic Level	Freshman, Sophomore, etc. based on credits successfully completed			X	
Academic Load	Full-time, half- time, ¾ time, etc. based on credits enrolled			X	
Academic Organization	The structure that defines how an academic institution is organized from an administrative perspective. An entity that is part of the administrative structure within an academic institution. Integration touch point to HCM and/or Financials			X	
Academic Plan	An area of study—such as a major—that exists within an academic program or academic career. The Academic Plan is a combination of the area of study (Radiological Sciences, for example) and a degree type (such as AAS) associated with the area of study. Comparable to Educational Program Code (EPC)			X	

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Academic Program	Controls the student's academic level, academic load, academic calendar, academic group for tuition calculation, and grading scheme. Academic Program is a layer of academic structure not currently existing in the legacy system. Although it is called a "Program," it is <i>not</i> the same as legacy Educational Program Code (EPC)			X	
Academic Subject	Specific areas of instruction--such as Math and English--in which courses are offered within academic organizations			X	
Account	Classifies the nature of a financial transaction. This is a required field that represents assets, liabilities, and fund equity, as well as revenue and expense codes.	X	X		
Account Type	Folders that are used to house groups of transactions that are alike, such as Tuition or Fees			X	
Affiliations	Roles that constituents have as they move through the institution, such as alumni or employee			X	
Alternate Account	Classifies the nature of a transaction for regulatory authorities. Often used for statutory accounting	X			
Anti-requisite	Criteria that students have already met that prevents them from taking a specific course			X	
Application Portal	A user's entry into PeopleSoft. The first page a user sees after logging on				X
Auto Populate	Once a specific field is filled in, tabbing out of that field will cause some other fields in that section to automatically fill in as well. Can also refer to the default value for a field, which can be changed as needed for the situation	X	X	X	
Backfilling	Adding data later than might be usual. For example, if you batch create a number of records and later go back to add additional data to those records, you are backfilling.				X
Batch Update	A set of data or computer programs to be processed together by the software. Requires minimal interaction and usually occurs in the background or overnight	X	X	X	
Bio Demo	Biographic and Demographic information, including name, address, ethnicity, etc.		X	X	
Branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager. <i>See also Tree and Node</i>	X	X	X	
Budget Check	Process that ensures that your commitments and expenses do not exceed total budgets	X			

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Budget Control	Option to enforce budgetary control by restricting activity to the budgeted amount	X			
Business Intelligence (BI)	A template-based reporting tool that leverages standard technologies for data extraction and display	X	X	X	
Business Process Alignment (BPA)	The process of aligning our college system's core business processes with the new software				X
Business Process Diagram (BPD)	Flow chart showing the order in which things happen to complete a business process, including what business role (who) is responsible for each step				X
Business Requirement	A business function that is required due to a law or policy or per the SBCTC proposal				X
Business Unit	An operational subset of an organization. Business unit names can vary among the different applications within the PeopleSoft system. For example, PeopleSoft Student Financials and PeopleSoft General Ledger business units typically consist of different entities for financial and tax reporting purposes.	X	X	X	
Campus	An entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.	X	X	X	
Campus Community	The single system of record for all person data (students, faculty, staff, alumni, external contacts). Data is shared across pillars (Human Capital Management, Campus Solutions, and Financials).	X	X	X	
Campus Solutions (CS)	The PeopleSoft pillar involving student administration, including admissions, student records, and financial aid. Replaces SMS, FAM, and Degree Audit			X	
Candidate Gateway	In HCM, how applicants apply for positions online		X		
Category	A broad grouping to which specific comments or communications are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.			X	
CEMLI	Abbreviation for the different kinds of changes that can be made to the PeopleSoft application: Configurations, Extensions, Modifications, Localizations and Interfaces (CEMLI). There is a stringent approval process. CEMLI are costly and can cause integration issues.				X
Centralized	Processes that can be maintained across all Community and Technical Colleges. Payroll is one example. <i>See also Decentralized</i>				X

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Chart of Accounts (COA)	The foundation of the PeopleSoft accounting system. The Chart of Accounts provides each business unit, fund, department, cost center, project/grant, and account with a unique identification number and a common language for identifying financial transactions.	x	x		
Chartfield	The individual components or fields, that when combined make up the Chartstring, which defines the accounting structure. For example, GL code, Program Index, Revenue Source and Sub Objects are Chartfields in PeopleSoft.	x	x		
Chartkey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination	x	x		
Chartstring	A set of Chartfields “strung” together to represent the proper categorization of a financial transaction. The use of multiple Chartfields allows for flexible reporting of the financial aspects of projects, activities, programs, events, etc.	x			
Checklist Code	A code that represents a list of planned or completed action items that can be assigned to a person or unit. Checklists enable you to view all action assignments on one page.	x	x	x	
Checklists	A predefined list of values that must all be completed before a process is considered completed. Usually set up by power users. In Student Center, appear as To Do Checklists.	x	x	x	
Ciber	Consulting firm assisting with our configuration and transition to PeopleSoft				x
CIP Codes	Codes from the Department of Education’s Classification of Instructional Programs (CIP) that provide a “taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity.”			x	
Class	A specific offering of a course component within an academic term/session. A student would enroll in a class			x	
Cohort	A group of students who are admitted together and tracked as a group for reporting purposes including enrollment management.			x	
Combination Edits	Verifies the correct account fund program is used in a transaction.	x			
Comment Category	The link between a specific comments and an administrative function. It determines who has access to certain comments	x	x	x	
Commitment Control or Commitment Accounting	Programs in PeopleSoft that monitor spending against a fixed budget	x	x		

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Communication Context	A communication context can have multiple methods. For example, for the context of Award, you might send a letter and also make a phone call.			X	
Communication Key	A single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.			X	
Company	Each Company has a unique federal tax ID number. Each college is a Company, and each campus at a district that has a separate federal tax ID number is a Company.	X	X		
Component	A group of related pages. Folder tabs represent the individual pages in the component	X	X	X	
Confer date	Date that a student was awarded a degree			X	
Configuration	Basic changes to the default PeopleSoft system to make it meet our business needs				X
Configuration Guide	A step-by-step process for setting up each portion of a module, including values necessary to implement the module for each college or district				X
Confirm	PeopleSoft term for what was called Cutoff in legacy. The final step in running payroll		X		
Constituents	Friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information			X	
Conversion	In a PeopleSoft implementation, conversion refers to the process of loading data from the existing legacy systems to PeopleSoft. The conversion process involves identifying the data that must be brought to the new system, mapping the data to PeopleSoft fields, translating old codes into PeopleSoft codes, and finally loading the clean, compatible data into PeopleSoft.				X
Core HR	Includes foundation tables, hiring and maintaining an employee, job setup and changes		X		
Course	Offered by a school and is typically described in a course catalog. The pure curriculum offering by the college. <i>See also class</i>			X	
ctcLink	Name for the PeopleSoft ERP project for Washington Community and Technical College System				X
Customization	Changing the PeopleSoft system beyond basic configuration. Each time a modification is made it adds to the complexity, time and cost of upgrading the software.				X

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Cut-over	The step-by-step process of handing over existing procedures to the new PeopleSoft system. The cutover steps will be clearly defined so users know when to stop using each old procedure and start using the PeopleSoft replacement.				X
Data Staging Area (DSA)	A DSA is database or set of databases where an intermediate set of application data is provided (such as CTC's administrative data from SMS, PPMS, FAM, etc. or from the PeopleSoft ERP data). The DSA data is extracted, transformed and loaded into an ODS or Data Warehouse.				X
Data Warehouse	The repository of electronically stored data used primarily for reporting and analysis. Data Warehouses provide the means to retrieve and analyze data, to extract, transform and load data, and to manage the data dictionary.				X
Database	A collection of similar information stored in a single place. PeopleSoft is built on a relational database, meaning that data is stored in many tables that relate to each other through common fields				X
Dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.	X	X	X	
Decentralized	Processes that are configured locally at each college. Service Indicator Impacts would be one example. <i>See also Centralized</i>				X
Delivered Functionality	The way the new version of a system, like PeopleSoft, works "as delivered" without modifications or customizations.				X
Delta	A change from how things might previously have been done.				X
Department	Where a person is located, attached, and accounted for in PeopleSoft		X		
Drill Down	The act of moving from the summary to the detail; drilling down presents the data underlying any summarized form of information	X	X	X	
Effective Date	The date that the transaction occurs. You can predate information to add historical data or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.	X	X	X	
Empl ID "em pul eye dee"	A single identification number for each person record, regardless of whether the person is a student, staff, or faculty. Even if a person has multiple roles at multiple campuses, they will still have just one EMPLID	X	X	X	

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Employee Self Service (ESS)	The set of processes that allows an employee to view or change their own personal data. Self Service includes viewing your paycheck, changing your mailing address, entering time, etc.		X		
End-User	The people who will use PeopleSoft to do their jobs				X
Enterprise	Referring to the entire system Washington community and technical college system				X
Enterprise Performance Management (EPM)	Oracle data warehouse solution				X
Enterprise Resource Planning (ERP)	PeopleSoft is an ERP, which is a system to integrate internal and external management of information across an entire organization (in our case across the Washington Community and Technical College system)				X
Entry Event	A business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries	X			
Environment	An instance of PeopleSoft used for a specific purpose. There are environments for configuration, testing, and training for example				X
External ID	In Campus Solutions (CS), the legacy SID will be in this field. The field can accommodate multiple External ID numbers for as many SIDs a student\employee has had over the life of their involvement with the community college system.			X	
Favorites	PeopleSoft Favorites are user-defined list of frequently-visited PeopleSoft pages or frequently-used queries. These application favorites are available to the user wherever he signs in	X	X	X	
Fee Class	What you are charging a fee for, such as tuition. Not the same as fee codes in legacy system			X	
FERPA	Family Educational Rights and Privacy Act			X	
Field	An area in which the same type of information is recorded. For example, in most databases, there would be a last-name field				X
Financial Aid	Located in Campus Solutions (CS) pillar. This module will replace FAM system for all awarding and disbursing functions. Will interface with Human Capital Management (HCM) to support work-study students' employment and earnings and Finance to record financial data			X	
Financial Management (FM)	The PeopleSoft pillar supporting financial business processes, including accounting, purchasing, and grants. Replaces the existing FMS. Also known as Financial Supply Chain Management (FSCM)	X			

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Financial Supply Chain Management (FSCM)	The PeopleSoft pillar supporting financial business processes, including accounting, purchasing, and grants. Replaces the existing FMS. Sometimes shortened to Financial Management (FM)	x			
FMLA	Family Medical Leave Act		x		
Foundation Decisions	Decisions about key aspects of the ctcLink system configuration that are really the “foundation,” or first building blocks of the system, such as setting the format for components like the Chart of Accounts and the Person Model				x
Functional Team	Group of SBCTC and Ciber people who determine business processes and configure system				x
Fund Code	The primary structure unit for college fund accounting	x	x		
Future Dating	Data rows that have effective dates that are after the current date. For example, knowing an address was going to change on January 1, you could enter the new address in December and future date it for January 1, at which time it would become the current address. (See Effective Dating)				x
General Ledger (GL)	The ‘Book of Record’ which holds all financial transactions in detail or summary and used for financial reporting and financial management	x			
Global Design or Global Solution	Configuration and processes that will be standardized across all colleges/districts				x
Go Live	The day the school begins to use ctcLink as the system of record				x
Grade Basis	A grouping of possible grades, such as Decimal, Letter, Pass/Fail, etc.			x	
Grade Input Value	A possible grade, such as A, B, C, etc. within a Grade Basis			x	
Grade Scheme	A grouping of Grade Bases available for an Academic Career. For example, Academic and Continuing Education might have different Grade Schemes			x	
Human Capital Management (HCM)	The PeopleSoft pillar involving Human Resources, including HR Core, benefits, payroll, time and attendance, recruiting, and talent management		x		
Hyperion	The budgeting software package	x			
Implementation	The activities related to the adaptation of the hardware and software to the specific business processes. Implementation focuses on the training of staff, the schedule for "going live" and data modeling and conversion.				x
Infrastructure	Physical devices, such as computers. network wiring, and possibly software, without which the PeopleSoft system cannot operate				x

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Inquiry Access	A type of security access that permits the user to only view data. Sometimes called View Only Access. See also <i>Update Access</i> .	X	X	X	
Institution	An entity (such as a college) that is independent of other similar entities and that has its own set of rules and business processes. Grays Harbor College and North Seattle Community College are Institutions.	X	X	X	
Integration	A relationship that enables communication to take place among and between systems. Integrations enable PeopleSoft applications to work together and with third-party systems or software seamlessly.				X
Integration Point	An interface that the system uses to communicate with another PeopleSoft application or an external application				X
IPEDS	Integrated Postsecondary Education Data System. "A system of interrelated surveys conducted annually by the U.S. Department's National Center for Education Statistics			X	
Item Type	Within an Account Type, each individual transaction is an Item Type. For example, within the Account Type "Fees" you might have the Item Types "Parking Fee" and "Lab Fee." The way item types are classified governs whether they are considered as financial aid item types	X	X	X	
Journal	A batch of accounting entries entered online or input from a feeder system (payables, receivables, asset management, and so on) to the General Ledger. Consists of multiple journal lines and one Journal Header, identified by the Journal ID. Information about the journal as a whole is stored in the Journal Header table	X			
Learning Management System (LMS)	Software for delivering, tracking and managing training or classes. Some examples include Canvas, Angel, and Blackboard			X	
Legacy	The systems that PeopleSoft is replacing, SMS, PPMS, FAM, and FMS				X
Local	Configuration and processes that can vary by college or district				X
Managed Services	Division of Ciber that is providing our equipment hosting environments and managing the software in those environments				X
Manager Self-Service (MSS)	In PeopleSoft Human Resources, refers to the set of processes that allow managers to look up, make changes to, or approve certain employee information		X		
Matriculate	To satisfy all of the requirements to complete the admissions process and move from Applicant status to Student status			X	

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Modification	Changing actual PeopleSoft system beyond basic configuration. Each time a modification is made it adds to the complexity, time and cost of upgrading the software.				X
Module	A group of processes that are related to each other (e.g. Student Records is one module and Admissions is another)	X	X	X	
National ID (NID)	Social Security Number in most cases. People from countries other the United States will have a different NID		X	X	
Negative Service Indicators	Service indicators that indicate holds that prevent the individual from receiving specified services.			X	
Node	An individual item on a tree. Nodes summarize detail values or other nodes, and may or may not roll up into other nodes or levels. <i>See also tree and branch</i>	X	X	X	
nVision	PS/nVision retrieves information from PeopleSoft and places it into a Microsoft Excel spreadsheet—not merely as “raw” data but as information in a form that helps you see the big picture, explore the details, and make decisions.				X
OBIA	Oracle Business Intelligence Applications. Pre-defined dashboards by pillar and module, such as Retention, Budget Summary, Payroll Analysis, At Risk, Progression (There are over 300)	X			
OBIEE	Oracle Business Intelligence Enterprise Edition Plus. Oracle product focused on business intelligence. User-defined reporting and analysis dashboards	X			
OCM	Organizational Change Management				X
Operational Data Store (ODS)	An ODS is a single database consisting of integrated data from various sources (such as text files, spreadsheets, databases etc). The Extract, Transform, Load (ETL) process extracts data from sources, transforms the data, and loads it into the ODS. Transformation may include data type conversion, data cleansing, renaming of fields, and etc. An ODS is typically a source for feeding a Data Warehouse.				X
Operators	Words and/or symbols that can be used to help with a search, such as “begins with”, “contains”, “=”, or “<”				X
Oracle	The parent company for PeopleSoft				X
Out of the Box (OOTB)	Functions and features delivered with PeopleSoft (as opposed to functionality that has resulted from a CEMLI)				X
Page	A PeopleSoft term for a “screen” or “window” where data is entered or viewed by the end-user. Pages appear in your browser window and are opened when their links are clicked	X	X	X	

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Pagelet	Each block of content on the home page is called a Pagelet. These Pagelets display summary information within a small rectangular area on the page. The Pagelet provides users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.	X	X	X	
Parking lot items	Conversation that should be put on hold for a later time and place				X
Pay Group	Any set of records that are associated under a single name or variable to run calculations in PeopleSoft payroll business processes. In Time and Labor, for example, employees are placed in groups for time reporting purposes.	X	X	X	
PDF	A file format that makes it possible to print or send a document and have it appear as intended. Requires Adobe Reader to view				X
PeopleBooks	The reference materials furnished by PeopleSoft, accessible through the Help link in the upper right corner of many pages.	X	X	X	
PeopleSoft	An Oracle product that specializes in enterprise-wide business application software. The brand name for our EPM				X
Person of Interest (POI)	A person about whom the organization maintains information but who is not part of the workforce or a student. For example, a contractor or vendor would be a Person of Interest in PeopleSoft			X	
Person Record	Data in PeopleSoft that uniquely identifies a person. Includes information such as name, birth date, gender, citizenship, ethnicity, address, and telephone number, and also contains characteristics such as their relationship to the organization, their system security/permissions. Each person has only one person record in PeopleSoft.		X	X	
Pillar	PeopleSoft is divided into three pillars: Financial Management (FM), Human Capital Management (HCM), and Campus Solutions (CS). Each of the three pillars contain a number of modules. For example, the Student Financials module is within the Campus Solutions pillar.				X
PMRx	Ciber's SharePoint-based repository used to track progress on a project, store project information and artifacts.				X
Pop Select	Query of a population			X	
Position	The officially assigned duties and responsibilities that make up the work performed by an employee. Positions are linked to Job Codes that are identified by campus. There can be a many-to-one relationship between the Position and Job Code. Positions are defined at the department level.		X		

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Positive Service Indicators	Service indicators that designate special services that are provided to the individual. Examples could include early enrollment or extended testing time			X	
Post Enrollment Requirement Checking (PERC)	Process that checks to ensure that a student who was taking a prerequisite class when registering for a subsequent quarter passed the prerequisite class. Comparable to legacy Unmet Requirement Checking.			X	
Posting	The process by which accounting entries are created or updated. The entry does not become "official" until it is posted. Vouchers and journal entries are examples of items that are posted.	X			
Primacy Number	A number that the system uses to prioritize financial aid/ student records when students are enrolled in multiple academic careers and academic programs at the same time. The lowest number takes precedence.			X	
Production Database	The environment where all business transactions occur in a "live," real-time fashion (as opposed to a test or training environment)				X
Project Management Office (PMO)	Team responsible for overseeing all aspects of the project, monitoring progress against timeline, budget, and scope. Includes Project Director, Project Manager, and Project Administrator				X
Prospect Management	Student recruitment process			X	
Purge Process	A set of steps the system executes to remove (inactivate) values from tables in the database				X
QA	Quality Assurance				X
Query	A limited-access reporting tool that allows a user to create simple, ad hoc reports.	X	X	X	
Reason Code	Indicates why a particular action was taken, or offers further description of the action			X	
Report	A printable version of results which have been read and returned from a database	X	X	X	
Requirement	Something that is included in the contract between SBCTC and Ciber				X
RFP	Request for Proposal				X
Role	A class of users who perform the same type of work, such as Faculty or Managers. The role identifies the particular PeopleSoft functionality that an individual is able to access. One person may have several roles				X

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Row	All of the information for one record in a database. For example, in an address book, all of the information for one person—first name, last name, address, city, state, postal code—would make up a row.				X
SAVVIS	Our hosting partner. They own the data center where the servers used by ctcLink will live and be maintained				X
Search/match	A process to check for potential duplicate person records in PeopleSoft	X	X	X	
Security Permissions	Permission lists which are defined areas (e.g. pages, components, etc.) to which roles are attached in order to restrict access within PeopleSoft				X
Security Profile	A personal profile that controls access to confidential data.				X
Security Roles	End-users are assigned to roles and then attached to permission lists which grant specific access within the application				X
Service Indicator	Indicates a flag on an individual for services that may be either withheld or provided to that individual. <i>See also Service Indicator Impacts</i>			X	
Service Indicator Impacts	Negative service indicator impacts indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicator impacts designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.			X	
Session	The time in which a user is logged onto PeopleSoft				X
Session (Academic)	Time elements that subdivide a term into multiple time periods during which classes are offered.			X	
Set ID	Also known as Tableset Control ID. High-level key that identifies a set of data rows. Used for controlling tables, user security settings, and data sharing across pillars.		X		
SEVIS	Student and Exchange Visitor Information System			X	
Single Sign On (SSO)	By logging in once, a user will have access to all three pillars, Hyperion, OBIEE+, and Canvas				X
Social Security Number (SSN)	PeopleSoft uses a more generic term, National ID (NID), to accommodate ID numbers from various countries.		X	X	
Source Key Process	A process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.	X	X	X	

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SpeedTypes	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together. Can be used in 3C's for faster data entry	X		X	
SQL	Structured Query Language--a computer language that is used to enter, manipulate and select data from a PeopleSoft database.				X
Student Financials	Module located in Campus Solutions (CS) pillar will manage and calculate student financial information, such as tuition and fees, for billing and refunding, as well as collecting past due balances and setting up payment plans for students. It also allows students to make payments online through the Oracle Payment Gateway			X	
Subject Matter Expert (SME) "smee"	A person with in-depth knowledge of the data processing needs of a particular department who has been designated to represent the interests of that department during the PeopleSoft conversion				X
Suspense File	Repository of data that failed Search/Mach that requires human review	X	X	X	
System Integration Testing (SIT)	An organized systematic testing of all modules including converted data with CEMLI and interfaces in place.				X
Table	A uniquely identified collection of records or rows stored as an individual entity with a database. Data is stored in rows and columns logically comparable to a spreadsheet				X
Talent Acquisition Manager (TAM)	Functions around recruitment, hiring, performance management and development		X		
Technical Team	Group of SBCTC and Ciber people who manage conversion, integration, and customization programming				X
Term	Generic word for semester or quarter			X	
Term Value	Four-digit numeric code to identify a year and quarter			X	
Test Scripts	A set of instructions that will be performed on the system during testing to ensure that the system functions as expected				X
Test Conditions	An attribute, element, event or population that can vary in a test case. For example, for the test case of Create a Position, there might be test conditions including Create Full Time Position, Create Part Time Position, etc.				X
Time and Labor	The name for the PeopleSoft component that controls the timesheet information, absence events or Paid Time Off requests, and Manager search/approval functions.		X		
Tree	Hierarchical structure in PeopleSoft that visually represents relationships. Organizes data. <i>See also branch and node</i>	X	X	X	

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Universal Data	Data shared by all colleges within the system. Usually indicated by the absence of the Institution field on a page				X
Update Access	A type of security access that permits the user to edit and update data. See also <i>Inquiry Access</i> .	X	X	X	
User Acceptance Testing (UAT)	A process to obtain confirmation that the system meets mutually agreed-upon requirements. A Subject Matter Expert (SME) provides such confirmation after trial or review. UAT is one of the final stages of the project before go live				X
User Defaults	A set of pre-defined options. Setting operator defaults can speed up data entry.	X	X	X	
User Productivity Kit (UPK)	A program used for training PeopleSoft users. It will show you how to complete a task, have you try it, and even test you to make sure you know how to do it.				X
Vanilla	The unmodified functions and features delivered with PeopleSoft (as opposed to functionality that has resulted from a CEMLI)				X
View Only Access	A security setting that allows a user to view information but not add or change it. Sometimes called <i>Inquiry Access</i> . See also <i>Update Access</i> .				X
WCTC	Washington Community and Technical Colleges				X
Workflow	Process by which the software system routes work electronically to the right people at the right time.	X	X	X	
Worklist	The place in PeopleSoft where a person will find transactions needing their attention. A user's electronic Inbox	X	X	X	