



# SUITEPEOPLE: FUNDAMENTALS

Do you need to learn how to manage your organization's SuitePeople software? If so, this course will provide you with the foundational knowledge needed to setup, maintain and utilize your NetSuite HCM solution.

**SuitePeople: Fundamentals** examines key administrator tasks and responsibilities to provide the baseline knowledge needed to tailor, maintain and optimize SuitePeople for your users' business needs.

The course begins with a high-level review of NetSuite HCM capabilities before turning to the setup, configuration and customization tasks performed by HR business process owners.

## Who Should Attend

- HCM Administrators who need to understand the features and capabilities of the NetSuite SuitePeople solution prior to implementation.
- New and experienced administrators and business process owners who are responsible for the day-to-day operations,

## Key Tasks

How do I:

- Manage employee records?
- Track related employee data, such as Kudos, Health and Safety information and Benefits?
- Create an Employee Directory and Org Browser?
- Track jobs?
- Administer Time Off?
- Manage sensitive HCM permissions?
- Use analytics to obtain important metrics?

maintenance and optimization of their organization's NetSuite account.

## Prerequisites

Course participants should be familiar with NetSuite navigation and features. To learn how to navigate NetSuite and perform common tasks, view the Getting Started tutorials on SuiteAnswers.

## Agenda

**NetSuite Roles and Permissions:** Learn how roles are the foundation for data security in your NetSuite account; define user permissions and restrictions; set up users in your account; provide users with the precise set of HCM permissions to do their daily job.

**NetSuite Customization:** Create Subtabs, Lists and Fields: use SuiteBuilder to create subtabs, lists and fields; create Custom Forms to meet company requirements.

**Employee records:** Track employee data, such as government ID, compensation, hiring and termination data.

**Employee Related records:** Administer Time Off, Administer Benefits, Track Health and Safety records, and Kudos.

**Job Tracking:** Track Job Requisition details and Manage Job records.

**Employee Directory and Org Browser:** Publish Employee contact information to an Employee Directory; create an Org Browser for team visibility.

**Workforce Analytics:** Define the data needed for Headcount Report, Turn Over Report and other important metrics for compliance and greater organizational efficiency.

### Related Courses

- NetSuite: Administrator Fundamentals
- SuiteAnalytics: Reports and Searches
- SuiteAnalytics: Financial Reports and Searches

### SuiteAnswers

Get answers to your support and training related questions:

- Go to Training Videos to access the Getting Started tutorials.
- Take New Feature Training to learn about the latest NetSuite release.

### Live Training Webinars

Participate in free webinars to get practical tips and tricks for using NetSuite better:

- Go to [suitetraining.com](http://suitetraining.com) > Webinars and Events to view the schedule and register for an event.

NetSuite reserves the right to adjust the stated course content to reflect changes to the NetSuite application and to meet the expressed needs of course attendees.

Features and functions covered in this course might not reflect those in your purchased NetSuite account.

