

PeopleSoft Training DVD
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Date: 10/26/07

Display the time code on your DVD player to following the information that might not be clearly heard on the DVD or references that are not displayed on the TV screen.

Trainer: Carole Teshima
Assistants: Stacy Shigemura and Steve Yamada

DVD

Time code Comment

00:00:57	OHR Home Page web site: http://www.hawaii.edu/ohr HR Info Systems / PeopleSoft / Immigration Panels
00:02:30	Testing environment not available for your use. Drivers are the people operating the keyboard in the training.
00:03:00	Review of training manual. Training manual available at web site: http://www.hawaii.edu/ohr HR Info Systems / PeopleSoft / Training Manual
00:06:20	Sign onto PeopleSoft Production. http://ps.hawaii.edu Reminder: because there is no test environment you will be operating on the PRODUCTION environment. THIS IS REAL DATA !!! THIS IS REAL DATA !!!
00:08:26	Comment made by Steve (in the background) is that this is the test database so you may not see your production data. That does not pertain to this DVD training as you are in production data. THIS IS REAL DATA !!! THIS IS REAL DATA !!!
00:10:00	Watch the data change as you hit the maneuvering arrows to demonstrate the scrolling through the data.
00:15:34	Handout on update modes is at web site: http://www.hawaii.edu/ohr HR Info Systems / PeopleSoft / Update Modes
00:18:25	Question: how do you correct historical data?

Steve's comment: if the hardcopy PNF didn't go to payroll, then you can make the correction directly onto the wrong record. If the hardcopy PNF did go to payroll, then you have to insert a row – you SHOULD NOT make the correction on the wrong record.

00:21:31 Must affix Approval in a timely manner since it has a wide affect on data that is distributed to other applications.

THIS IS REAL DATA !!! Beware of what you do !!!

00:24:07 Name cards and test data were only available during training.

00:25:37 Problem with training data

00:27:00 Position panels currently in production refer to the modifications detailed at web site: <http://www.hawaii.edu/ohr>

HR Info Systems / PeopleSoft / Modifications to People Panels

00:28:15 Page indicating “the page cannot be displayed” indicates that the test server went down. Loud sound in the background are the Thunderbirds flying overhead during training ☹

00:30:02 Server is still down even though the PeopleSoft screen reappears

00:31:24 Steve explains about the University of Hawaii Identity Management Console (UHIMC). Listen carefully. The UH number is never reused; issued for a lifetime. If employee was previously a student, the same UH number is used. Easiest example is the Graduate Assistant becoming an employee. You know that because they were probably a UH student previously, they would already have an existing UH number.

00:33:23 Server comes back up. YEAH!!!! Continuation of Position Panel explanation.

00:34:47 Position panel modifications have already been effectuated in the current production panels.

00:36:09 The UHIMC is production data. **THIS IS REAL DATA !!!!**

00:38:06 PAHR prints the entire history of an employee in a report format.

00:39:24 The EmplID is the UH Number – NOT the Social Security Number.

00:41:07 Question: Do you have to go into Correct History when you insert a row?

- 00:41:47 Stacy: When you change any names, Payroll is going to require you to send them a copy of the Social Security Card.
- 00:43:01 Steve: Errors come out in red on the fields with incorrect data
- 00:44:12 Steve: Home Address is a requirement. If there is no current home address, enter the department address and ensure that you choose HOME on the pull down tab. Child Support Enforcement Agency requires home addresses for all new hires. Once a home address is established, ensure that you correct PeopleSoft with the correct information.
- 00:48:15 Civil Service employee data is centralized at the Office of Human Resources
- 00:49:10 Back to the Job Data / Work Location Panel. Lot of the information at the bottom of the panel (eg., company, business units, unit, etc.) cannot be updated. Some data is obtained from the Position Panel. If you see wrong information on the people side and the fields are grayed-out, then you should go back to the Position Panel and update the data on the Position panel.
- Once the position data is updated, the information on the people panel does not update automatically. To refresh the information with the correct position data is to blank out the position number, tab out of the position number field, re-enter the position number and tab out again. The updated data will now show on the people side.
- 00:53:45 Steve: Service Comp Date – if you go LWOP for a month, then you need to manually go in and change the service comp date by one month.
- 00:59:10 Stacy: The official title (APT Career Group) is required on Monthly Report of Delegated Actions as well as on surveys.
- Steve: Position Panels there is a Reports to: field that will be used for electronic workflow. This field will be used to determine who approvals will flow electronically (no paper).
- 001:06:20 Stacy: Importance of cleaning up suspense records in a timely manner is if there is a mass generation of PNFs (eg., collective bargaining adjustments), suspended records will interfere with the process and additional errors will be generated.

01:08:30 Exercise 1

UH number on the “back of your cards” is only available for the hands on training.

**DO NOT DO THESE EXERCISES AS YOU ARE IN PRODUCTION.
THIS IS REAL DATA !!! Beware of what you do !!!**

01:14:10 Steve: On a new hire, you don't have to SAVE after every panel. If you do, you will get errors that you have data missing. Only save for a new hire after ALL the panels have been filled with data. This is only for a new hire.

01:20:13 Steve: There is a 20-minute timeout if there is no input on the keyboard. PeopleSoft will automatically log out your session if there is no keyboard activity for over 20 minutes.

01:22:30 Steve: Only suspended records will print on a PNF. If the record has been approved, the transaction will not print on a PNF.

01:33:31 Steve: If you print a PNF and the PNF isn't the one that you want printed, you need to do a Search on the document number.

01:49:00 Steve: Pen and Ink is a terminology when you handwrite the correction on the PNF but you still need to go into PeopleSoft to correct the data. Just writing the correct data on PNF does not update PeopleSoft

Steve: Do not do anything while the screen is displaying a blinking PROCESSING text on the upper right hand corner.

01:59:53 Handout that goes along with the explanation on Retroactive Actions is at web site:

<http://www.hawaii.edu/ohr>

HR Info Systems / PeopleSoft / Retroactive Example

Stacy: In the remarks, you have to put the note “This document corrects XXXXXX” where XXXXXX is the document number of the PNF that is being corrected.