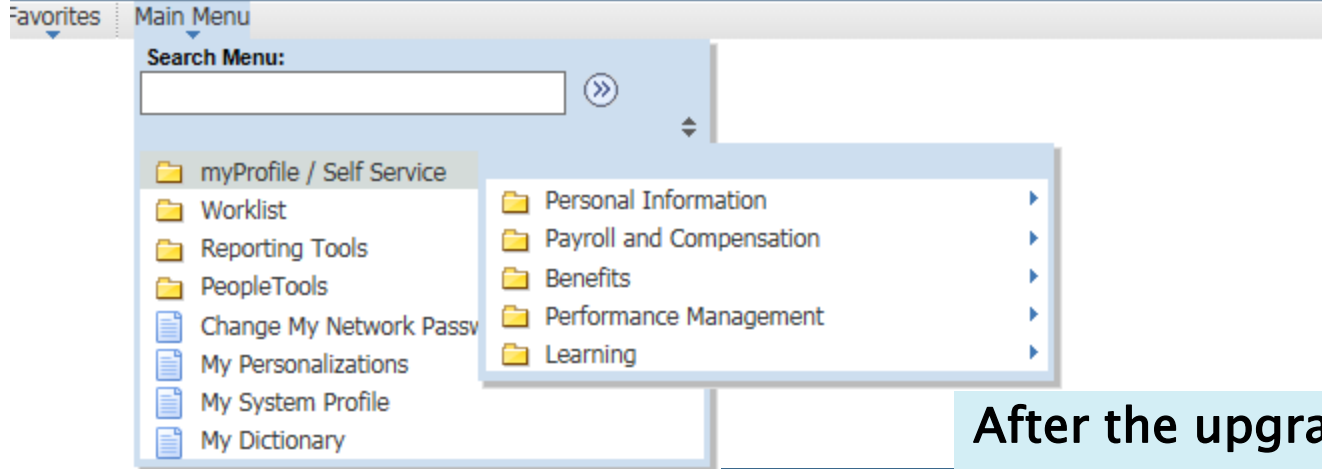


# **HRIS – PeopleSoft 9.2 Upgrade HR Administrators**

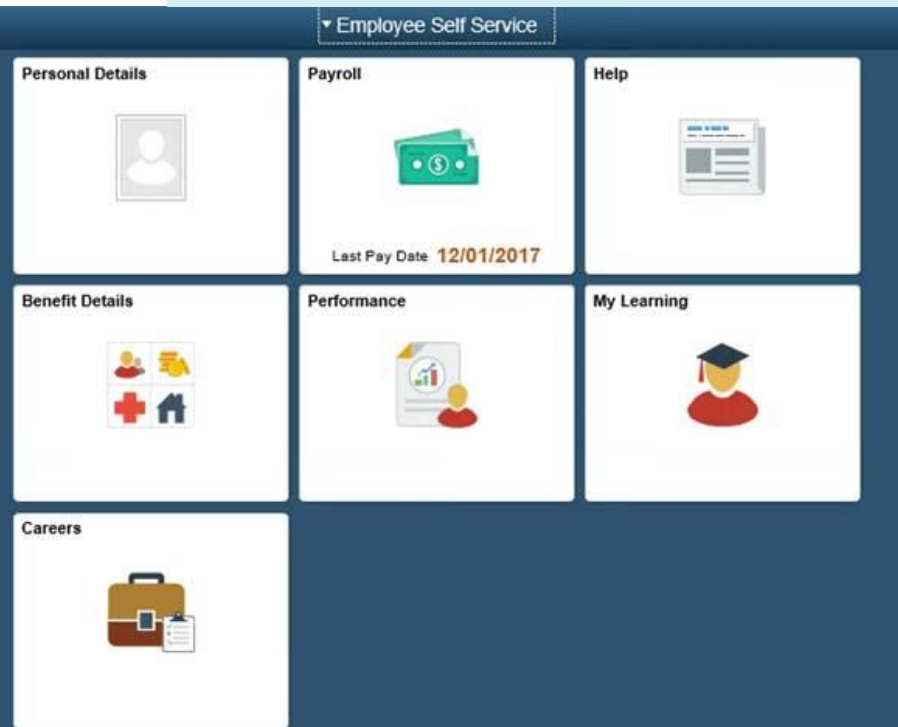
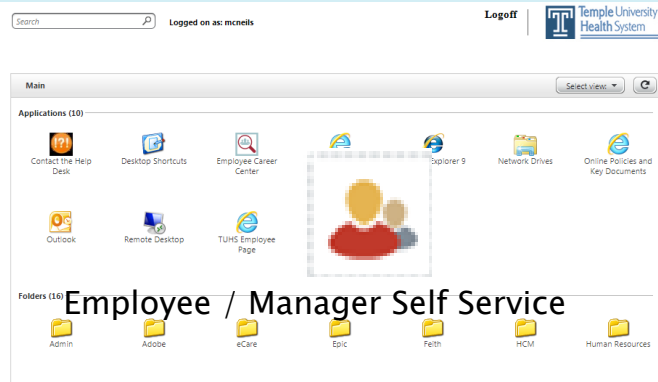
# PeopleSoft HCM Employee Self Service / Manager Self Service

Today



After the upgrade – May 6, 2018

For mobile access adding  
Employee / Manager Self Service to :  
Citrix –  
<https://access.templehealth.org>



## Summary of 9.2 New Features

- **Intuitive tiles for easy navigation**
  - Fluid Interface with improved display on mobile devices
  - Tiles focused on specific functions and we can add to “Work Center” tiles
- Toggle between tiles Employee Self Service ; Manager Self Service and Workforce Administrations (HR functions)
- **Auto save** on Performance Evaluations
- **Dynamic Manager Security** so if employee is promoted and has direct reports ; nightly security grants Manager roles
- Learning has changed ; Employees have two Learning tiles for **My Learning** and **Find Learning**
- **Internet Explorer 11 is required in PeopleSoft 9.2 (Fox Chase / Jeanes will be pushed out by 4/27)**

# Same Log On - Employee Self Service / Manager Self Service

**\*Change - Must use browser IE 11 in PeopleSoft 9.2**

If located at [TUHS](#) - Log into TUHS Network

Click Internet Explorer Please note - version IE 11 or greater is required



Click *Human Resources*, then *Employee Self Service or Manager Self Service*



Internet Explorer 11 is required or must use Citrix access

For mobile access adding Employee / Manager Self Service to : Citrix – <https://access.templehealth.org>

Click *Inside Fox Chase* tab, then *Employee Self Service*



#### Quick Links

- [TUHS Employee Site](#)
  - [FCCC Human Resources](#)
  - [Employee Self-Service](#)
  - [Timeslane](#)
- [Phonebook: FCCC and TUHS](#)
- [Access \(Remote Access Portal\)](#)
- [Talbot Library](#)
- [Classifieds/Bulletin Board](#)
- [Cafeteria Menus](#)
  - [Fox\\_Chase](#)
  - [Jeanes](#)

Enter in *Network USERID* and *Password*, then click *Sign In*

*Contact the Helpdesk  
215-707-7008 if you need  
assistance with your  
Network userid or  
password*




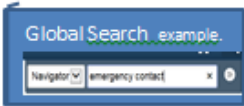

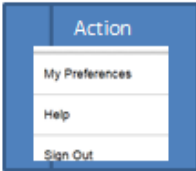

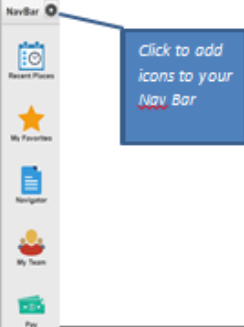
# Toolbar and navigation tips:



*Find the toolbar on the header, top right.*

Helpful Information about the tool bar to navigate and find more information.

**Click here to:**

 <p><i>Home</i></p>	<p>Return to the main PeopleSoft home page (Tiles)</p>	
 <p>Search</p>	<p>Search for Navigation or Help</p>	
 <p>Actions List</p>	<p>See list of available actions which includes Sign-out, My Preferences and Help <b>Use to add to Favorites</b></p>	
 <p>Nav Bar</p>	<p>Includes navigation bar options such as Recent Places, My Favorites, classic menu and other personalization options</p>	

## ▼ Workforce Administrator

### HR Administration



### Benefits Administrator



### Absence Administration



### Position Management



### Performance Administration



### Reporting



### Help



# For HR – Workforce Administration – Most Accessed Menus Available

The screenshot displays the TUHS HR Administration interface. At the top, a dark blue header contains a back arrow and the text "Workforce Administrator" on the left, and "TUHS HR Administration" on the right. Below the header is a vertical navigation menu on the left with the following items: "Personal Information" (with an upward arrow), "Modify a Person" (highlighted in green), "Add a Person", "TUHS Taleo Manage Hires", "TUHS Add a Person of Interest", "TUHS Convert Employee to POI", "Job Information" (with a downward arrow), "Labor Administration" (with a downward arrow), "Labor Administration Reports" (with a downward arrow), "HR Configuration" (with a downward arrow), "Payroll" (with a downward arrow), and "Self Service Transactions" (with a downward arrow). A blue "Hamburger" menu icon is positioned to the left of the "HR Configuration" item. A red arrow points from the text "Closes the Menu to display only the page" to this icon. The main content area on the right is titled "Personal Information" and includes the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two buttons: "Find an Existing Value" and "Add a New Value". A "Search Criteria" section follows, containing dropdown menus for "Empl ID", "Name", "Last Name", "Second Last Name", "Alternate Character Name", and "Middle Name", each with a "begins with" dropdown and an input field. Below these are three checkboxes: "Include History", "Correct History", and "Case Sensitive". At the bottom of the search area are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Closes the Menu to display only the page

# Reports Tile - Query Viewer / Report Manager / Process Monitor

Workforce Administrator TUHS Reporting

**Query** ^

- Query Viewer**
- Schedule Query
- Report Manager
- Process Monitor

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**My Favorite Queries** Personalize | Find | | First 1-2 of 2 Last

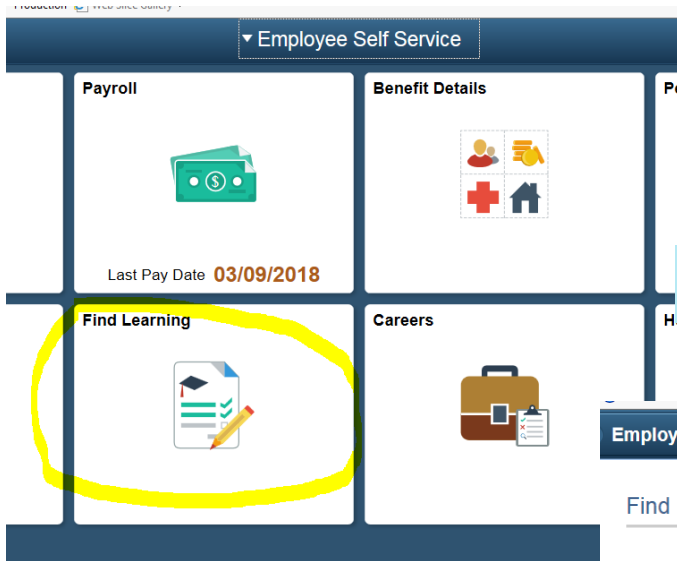
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
TU_HR_HOME_MAILING	Home Mailing	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>
TU_HR_JOB_POS_DATA	Job Data	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>



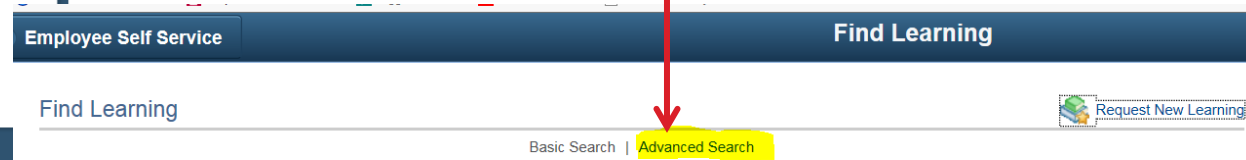
# Performance Administration Tile – Performance Doc and Profiles

The screenshot displays the Performance Administration web interface. At the top, a dark blue header contains the text "Performance Administration". Below this is a navigation sidebar on the left with a grey background. The sidebar has two main sections: "Performance Documents" and "Profiles". The "Performance Documents" section is currently active and highlighted in green, containing options like "Create Documents", "Delete Document", "Reopen Document", "Transfer Document", "Cancel Document", "View Documents", and "Template Definition". The "Profiles" section is located below and is circled in red; it contains options for "Non-person Profiles", "Person Profiles", "Search and Compare Profiles", "Training", and "TUHS Lic/Cert Detail". The main content area on the right is titled "Create Documents" and includes a search interface with buttons for "Find an Existing Value" and "Add a New Value", a "Search Criteria" dropdown, a "Run Control ID" field with a "begins with" dropdown, a "Case Sensitive" checkbox, and "Search" and "Clear" buttons. At the bottom of the main area, there are links for "Find an Existing Value" and "Add a New Value".

# Find Learning Tile in ESS Replaces Browse Catalog



Click in the Advanced Search to Find Learning



Search by keyword

Basic Search | Advanced Search

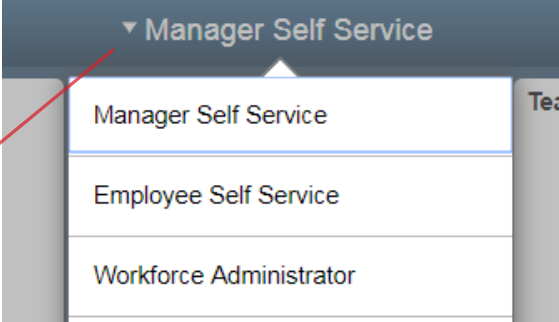
**Advanced Search** ?

From Date <input type="text"/>	Location <input type="text"/>
End Date <input type="text"/>	<b>Category</b> <input type="text"/>
Learning Type <input type="text"/>	Objective <input type="text"/>
Title <input type="text"/>	Instructor <input type="text"/>
Course Code <input type="text"/>	Language <input type="text"/>
Description <input type="text"/>	

Search by location, date or Category

# How To Access Manager Self Service

**New Feature** - Dynamic Manager Security  
Managers with direct reports automatically assigned  
Manager Self Service

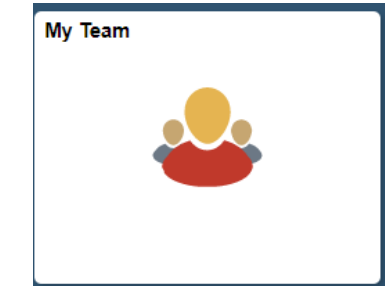


Change from Employee Self Service to Manager Self Service



# Frequently Used Manager Self Service Tiles

# My Team Tile for Managers



Manager Self Service

Summary

Actions

- Job and Personal Information >
- Compensation >
- Performance Management >

Summary





Name / Title

**Maria Ocampo** ✓

MANAGER HRIS SYSTEM OPERATIONS

Manager Self Service

Summary

Name / Title	Directs / Total	Department / Location	Email / Phone
 <b>Maria Ocampo</b> ✓ MANAGER HRIS SYSTEM OPERATIONS	 3/3	Human Capital Services Human Capital Services	TUHSMGR1@Hotmail.com 215/707-9175
 <b>Martin Lepold</b> ✓ MANAGER HRIS PROCESSING	 4/4	Human Capital Services Human Capital Services	TUHSMGR1@Hotmail.com 215/707-6830

Change to a Card View


Summary

View icons: List, Grid, Refresh

**Maria Ocampo** ✓

MANAGER HRIS SYSTEM...


TUHSMGR1@Hotmail.com  
215/707-9175  
Human Capital Services  
USA

 3 Directs

**Martin Lepold** ✓

MANAGER HRIS PROCES...







TUHSMGR1@Hotmail.com  
215/707-6830  
Human Capital Services  
USA

 4 Directs

# In MSS - How to view Indirect Reports

## Click on Counts Next to Direct Reports to drill down



Name / Title	Directs / Total
 <b>Maria Ocampo</b>  MANAGER HRIS SYSTEM OPERATIONS	 3/3
 <b>Martin Lepold</b>  MANAGER HRIS PROCESSING	 5/5

Direct reports of this manager will be displayed

**Manager Self Service**

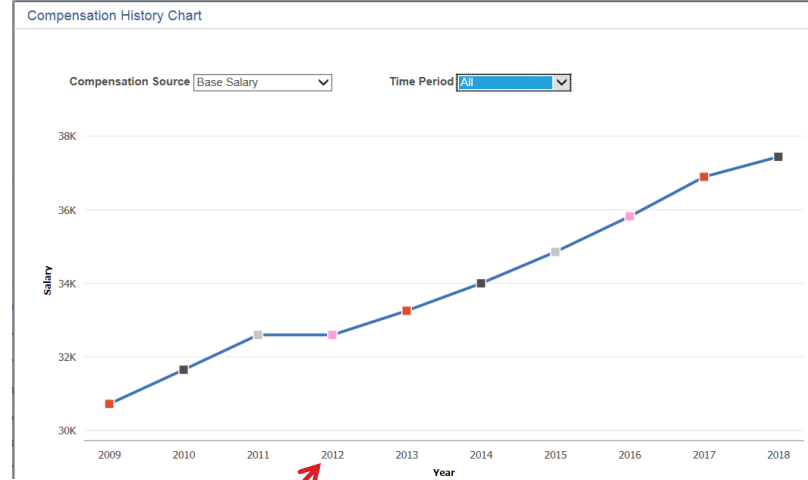
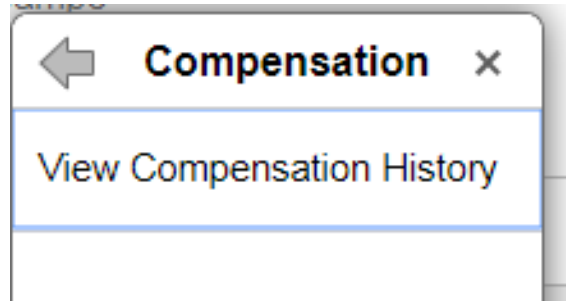
Stephanie McNeil > Maria Ocampo

**Summary**

Name / Title	Directs / Total	Department / Location
  SR HRIS ANALYST		Human Capital Services Human Capital Services
  SR HRIS ANALYST		Human Capital Services Human Capital Services

# MSS My Team - Compensation History



< My Team Compensation History

## Compensation History

UNIT CLERK  
Actions



Icon for report

**Employee Review Rating Information** View All Print First 1-3 of 10 Last

Effective Date	Review Rating	Next Review Date
06/30/2017	2.40	
06/30/2016	2.20	
06/30/2015	2.40	


**Compensation History**

Date of Change	Amount	Hourly Rate Type	Standard Hours	Job Title
01/07/2018	37,437.40	20.57 Pay Rate Change	35.00	UNIT CLERK
04/02/2017	36,891.40	20.27 Pay Rate Change	35.00	UNIT CLERK
04/03/2016	35,817.60	19.68 Pay Rate Change	35.00	UNIT CLERK
04/05/2015	34,853.00	19.15 Pay Rate Change	35.00	UNIT CLERK


# MSS Recruiting Tile




## TUHS MSS Recruiting

 **Change Existing Position**

 Request Agency Workers

 Fill Existing Position

 Request New Position

### Change Existing Position

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

#### ▼ Search Criteria

Request ID

Description

Status Code

Business Unit

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)