Where to Log in and other information

1. Logging onto Single Sign-on PeopleSoft for Human Resources
   a. (https://www.csuchico.edu/cms/index.shtml use PeopleSoft HR link)
2. HRIS Website (http://www.csuchico.edu/hr/hris/index.shtml)
   a. Where to Find it (handout)
   b. Business Process Guides (as necessary)
   c. Protecting Confidential Data (handout)
3. 2-Step Authentication through DUO (https://www.csuchico.edu/isec/2step.shtml) is required for PeopleSoft HR access.

CMS-HR CSU ID Search Camtasia Video (review)

1. Navigation Tools
2. When to use CSU ID Search
3. What you are Seeing- Person Organizational Summary

Review of other areas in PeopleSoft

1. CSU HR Student Data Pages
2. Job Data, Job Summary Pages
3. Add Update Position/ Position Summary Pages

Reporting

1. PeopleSoft Reports
2. Insight Reports (http://www.csuchico.edu/hr/hris/navigatingInsight.shtml)
3. Reports for Administrative Support (https://www.csuchico.edu/data/) - website for most common used reports.
4. Campus WIKI (http://www.csuchico.edu/hr/hris/cg.shtml) site has report information as well.

Security

1. No Sharing User IDs/Passwords, close browser when not in use.

Evaluation

1. You will receive an evaluation request via email – please respond we cannot make training better if we are unaware of the need.

Help

1. General HRIS Questions: Dana Shepherd, Analyst, x4947
2. Password Problems: Create a TeamDynamix ticket for PeopleSoft Password reset.
3. Data Element Questions: Alison Christensen Payroll Manager, x5476
4. Position Number Questions: Josh James, Budget Office, x5938
5. Computer-Based Demo Available: CMS 9.0 HR Navigation and Features - Video
6. Data Reporting Information: Data at Chico State website.
   a. Report problems or questions: Create a Team Dynamix ticket for Reporting & Analytics – 3 choices of ticket to create.