Faculty & Staff Workforce Administration Inquiry Training

Agenda

I. Where to Log In and other information
   a. Logging onto Single Sign-on PeopleSoft for Human Resources.
   b. HRIS Website
      i. Where to Find it (handout)
      ii. Business Process Guides (as necessary)
      iii. Protecting Confidential Data (handout)

II. CMS-HR CSU ID Search Camtasia Video (review)
   a. Navigation Tools
   b. When to use CSU ID Search
   c. What you are Seeing – Person Organizational Summary

III. Review of other areas in PeopleSoft.
   a. Job Data, Job Summary Pages
   b. CSU HR Student Data Pages
   c. Position/Position Summary Information

IV. Reporting
   a. PeopleSoft Reports
   b. Insight Reports
   c. Reports for Administrative Support - website for most commonly used reports.
   d. Campus WIKI site has report information as well.

V. Security –
   a. No Sharing User IDs/Passwords, close browser when not in use.
   b. Security Authorization Form, Signature Authorization Form

VI. Evaluation – You will receive evaluation via email – please respond, we cannot make training better if we are unaware of the need.

VII. Help
   a. General HRIS questions: Dana Shepherd, Analyst, X4947
   b. Password Problems: Create a TeamDynamix ticket for PeopleSoft Password reset.
   c. Data Element Questions: Alison Christensen, Payroll Mgr, x5476
   d. Position Number Questions: Josh James, Budget Office, x5938
   e. Computer-based Demo Available:
      i. CMS 9.0 HR Navigation and Features - Video
   f. Report problems or questions: Create a Team Dynamix ticket for Reporting & Analytics – 3 choices of ticket to create.