



PeopleSoft HR Application Guide

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PeopleSoft HR 9.2

What's New?

The Nassau BOCEB epartment of Financial and Information Systems pgrading the Nassau BOCESPeopleSoft HR application to version 9.2 with the latest technology released by. Oracl Following the completion of the upgrade, users will experiencent terms FLUID interface, which has an improved look and feel from the current classic system. This FLUID technology st the application user friendly and enables ingle interface across different device types (desktop, laptopablet, snartphone etc).

The instructions in this document will assist in understanding some kethehanges in the application

Upon log in, usersvill see the Employee Sel Service homepage with its associated tiles. Each of the tiles is interactive, making it easy to access and navigate the systeme tiles are also customizable. Existing tiles can be removed, and new tiles added which will improve navigation to 2 TG(t)-2 (alSde)4 (r)3 (s)-1 (t6 (s)1 (i (t)-2 (a)4)]TJ 2.66n-J [r)3 (s)- Td2 Tc 0.02 Two(the system of the system of the

Example Home Page:

BOES	✓ Employee Self Service
	Time Personal Dealis Benefits Benefits
	The second secon
	Last Pay Date 09/28/2018
- 0	

Example comparison of a FLUID page vs current classic page.

Classic Page:

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Empl ID:		
Empl ID:		
	100	
Empl Record:	0	
	end and Daury D to	
8	Go To Rom +	
1 *Action:	Completion of Probation •	
dve Reason:	Probation Completed	
tive *Job indicato	or: Primary Job	
	Current [1]	
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75 ALO A.L.	· · ·	
CR National BOC	ces	
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Q Financial & In	Information System	
R		
Q PeopleSpft P	Project	
80C 0 208	PAGE Date Created:	
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	s	
	Action: Action:	

FLUID Page:

	on * > Job Information * > Job Data	A Home 5
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		🔝 New Window 🛛 😰 Personal
fork Location Job Information Job Labor Bayre	L Contenuation	
and the second se	Empl ID	
nployee	Empl Record 0	
ork Location (g)	Find First & 1 of 2 & Lest	
*Effective Date	Go To Raw 🛒 🚍	
Effective Sequence	*Action Completion of Probation *	
HR Status Active	Reason Protation Completed *	
Payroll Status Active	*Job Indicator Primary Job •	
Desilies Number	Current	
Position Entry Date	PAR Date 0/1/2/018	
"Regulatory Region USA 0	the second s	
Paratana 100	United States	
"Business Unit NCBOC O	Nation Doved	
arts art	*	
Department Entry Date		
"Location Q	PeopleSaft Project	
Establishment ID NCBOC Q	Nesses County BOCES Date Created	
Lost Stort Date		
Expected Job End Date		
	Earnings Distribution Benefits Program Participation	

Action Buttons

On the top right of FLUID pages, there are the following action buttons:

- (Home) Tapto return to the main PeopleSoft Hoprage
- (Search) Used to search the application

Personalization Features

BOCES		Y Employee	Self Service			<u> </u>
	Time	Pay	Personal Details	Benefits	92011-81	Personalize Homepage
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				**		
		Last Pay Date 09/28/2018				
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Cancel	lick W .			F	Personalize Homepage
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E Custom Home T					10
Click and drag on these lines to reposition the	Team Time	8 Absence Analytics	Team Performance	Ø	
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		Z		Z	
	Open Jobs	O Team Performance	Status	G	
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Add New Tiles to a Homepage

Tiles

Tiles found on the Employee Self Service home page can also be added to the NavBar for quick access.

Cancel		Personalize Homepage	Save
Add Homepage	Name Custom		And Tile
Manager Self Service		_	
Employee Self Service			Clie on Add Tile
Workforce Att - A Band	strator	_	
Custom			
And the second sec	THE IS GOT STAND TO 2 WARDS		



Searching in PeopleSoft HR

The search feature is now enabled to helpsuser