

## A Guide to Finding the Pages You Need in PeopleSoft 8.9 Human Resources

What's different?

- Administer Workforce is now called **Workforce Administration**.
- Position information is now under a new menu called **Organizational Development > Position Management**.
- New menu called **Workforce Development** is where you'll find Tenure, Education, Licenses and Certifications.

<b>Search for People (Search/Match)</b>	Search the entire PeopleSoft database to see if a person exists in the database already. This step is required before you add a new employee to the database!	Workforce Administration > Personal Information > <b>Search for People</b>
<b>HR Forms</b>	Print various HR forms used for processing new and existing employees – Hire/Rehire, Change and Change Position.	SBU > SBU Human Resources > Reports > <b>Print Hire/Rehire Form</b> > <b>Print Hospital Hire Form</b> > <b>Print Change Form</b> > <b>Print Change Position Form</b> > <b>Summer Hire/Rehire Form</b>
<b>Add a Person (Pre-employment)</b>	Add new employee personal and “pre-employment” information for new employees.  For HRS staff →	SBU > SBU Human Resources > Use > <b>Employee Personal Data</b>  Workforce Administration > Personal Information > <b>Add a Person</b>
<b>Modify a Person (Update Personal Information)</b>	<b>Update existing</b> personal information for employees – name, marital status, address, email, phone, SS#, demographic	SBU > SBU Human Resources > Use > <b>Employee Personal Data</b>

	<p>information.</p> <p>For HRS staff →</p>	<p>Workforce Administration &gt; Personal Information &gt; <b>Modify a Person</b></p>
<b>Education</b>	<p><b>Add or view</b> the employee's HS or college degree information and training classes mandated by the University.</p> <p>For HRS staff →</p>	<p>SBU &gt; SBU Human Resources &gt; Use &gt; <b>Education</b></p> <p>Workforce Administration &gt; Personal Information &gt; <b>HR Education</b></p>
<b>Emergency Contact</b>	<p><b>Add or update</b> emergency contact information.</p> <p>For HRS Staff →</p>	<p>SBU &gt; SBU Human Resources &gt; Use &gt; <b>Emergency Contact</b></p> <p>Workforce Administration &gt; Personal Information &gt; Personal Relationships &gt; <b>Emergency Contact</b></p>
<b>Employee Checklist</b>	<p>UHMC HR staff use this page to track checklist items needed for a new hire.</p>	<p>SBU &gt; SBU Human Resources &gt; Use &gt; <b>Employee Checklist</b></p>
<b>Honors and Awards</b>	<p>Track honors and awards.</p>	<p>SBU &gt; SBU Human Resources &gt; Use &gt; <b>Honors and Awards</b></p>
<b>Visa/Permit Data Citizenship Passport Employee Photo</b>	<p><b>View</b> Citizenship status, Visa/Permit information and Employee Photo.</p> <p>For HRS Staff →</p>	<p>SBU &gt; SBU Human Resources &gt; Use &gt; <b>Identification Data</b></p> <p>Workforce Administration &gt; Personal Information &gt; Citizenship &gt; <b>Identification Data</b></p>

<b>Languages</b>	Track the employee's native language and other language proficiencies.	SBU > SBU Human Resources > Use > <b>Languages</b>
<b>Licenses and Certificates</b>	<b>Add or view</b> license and certification information required for the job.  For HRS Staff →	SBU > SBU Human Resources > Use > <b>Licenses and Certificates</b>  Workforce Administration > Personal Information > <b>HR Licenses and Certificates</b>
<b>Office Address</b>	<b>Add or update</b> office address and office phone information.	SBU > SBU Human Resources > Use > <b>Office Address</b>
<b>SS# History</b>	<b>View</b> Campus ID and Social Security number changes.	SBU > SBU Human Resources > Use > <b>SS# History</b>
<b>Employee Review</b>	<b>View</b> Employee Performance Program and Employee Performance Review dates and ratings.	SBU > SBU Human Resources > Use > <b>Employee Review</b>
<b>Driver's License Data</b>	<b>View</b> driver's license information for existing employees who are required to drive a University vehicle.	Workforce Administration > Personal Information > <b>HR Driver's License Data</b>
<b>Names</b>	<b>View</b> the employee's different name types and history of name changes.	Workforce Administration > Personal Information > Biographical > <b>Additional Names</b>
<b>Job Data</b>	<b>View</b> the history of job information for existing employees.	Workforce Administration > Job Information > <b>Job Data</b>

<b>Job Summary</b>	<b>View</b> a summary of an employee's job information including all of the effective-dated changes to job data.	Workforce Administration > Job Information > Review Job Information > <b>Job Summary</b>
<b>Tenure Data</b>	<b>View</b> tenure/permanent appointment information.	Workforce Administration > Job Information > <b>Tenure Data</b>
<b>Additional Pay</b>	<b>View</b> the earning information for summer faculty.	Payroll for North America > Employee Pay Data USA > <b>Create Additional Pay</b>
<b>Position Management</b>	<b>View</b> information about the positions in your department.  <b>View</b> summary information for the positions in your department.	Organizational Development > Position Management > Maintain Positions/Budgets > <b>Add/Update Position Info</b>  Organizational Development > Position Management > Review Position/Budget Info > <b>Position Summary</b> > <b>Position History</b> > <b>Budget Status</b>
<b>Vacant Positions</b>	<b>View</b> vacant positions in your department.	Organizational Development > Position Management > Review Position/Budget Info > <b>Vacant Budgeted Positions</b>
<b>External Position Table</b>	<b>View</b> the OSC (Office of the State Controller) Position number assigned to a particular Stony Brook Line Number.	SBU > SBU Human Resources > SetUp > <b>External Position</b>
<b>Determine Department ID from Account Code</b>	Determine what your Department ID is. Department ID is the budget account that your employees and positions are assigned to.	SBU Human Resources > Inquiry > <b>Determine DeptID from Acct Cd</b>

<b>Job Code Table</b>	<b>View</b> detailed information for each job code (State title).	Set Up HRMS > Foundation Tables > Job Attributes > <b>Job Code Table</b>
<b>SBU Setup Tables</b>		SBU Human Resources > SetUp > <b>Agency Code Table</b> > <b>Contact Category</b> > <b>CS Shift Code Table</b> > <b>External Position</b> > <b>Health Option Codes</b> > <b>I9 Document Codes</b> > <b>Location Pay Table</b> > <b>Mail Drop Table</b> > <b>Nurse Geographic Pay</b> > <b>NYS Position Table</b> > <b>SB Retirement Systems</b> > <b>State Agency Table</b> > <b>Zip+4 Table</b>
<b>PS Setup Tables</b>	Reference values in the various PS HR tables.	Set Up HRMS > Foundation Tables > Personal > <b>Name Prefix</b> > <b>Name Suffix</b> > <b>Name Title</b>  Set Up HRMS > Foundation Tables > Job Attributes > <b>Job Code Table</b>  Set Up HRMS > Common Definitions > Competencies > <b>Rating Model</b>  Set Up HRMS > Common Definitions > Checklists > > <b>Checklist Items</b> > <b>Checklist</b>

		<p>Set UP HRMS &gt; Common Definitions &gt; Letters and Documents &gt; <b>Supporting Documents</b></p> <p>Set Up HRMS &gt; Product Related &gt; Workforce Administration  &gt; <b>Action Reasons</b>  &gt; <b>Visas/Permits</b></p> <p>Set Up HRMS &gt; Product Related &gt; Compensation &gt; Base Compensation  &gt; <b>Salary Plan</b>  &gt; <b>Salary Grades</b></p>
<b>Change PS Password</b>	Change your PeopleSoft password	<b>Change My Password</b>
<b>Personalization Settings</b>	Personalize your navigation and accessibility options.	<b>My Personalizations</b>
<b>Process Monitor</b>	<b>View</b> the status of processes that you have running on the server.	PeopleTools > Process Scheduler > <b>Process Monitor</b>
<b>Report Manager</b>	<b>Access</b> reports (HR Forms) for printing.	Reporting Tools > <b>Report Manager</b>