

A Guide to Finding the Pages You Need in PeopleSoft Human Resources (For Decentralized Users)

What do you want to do?		How to get there
Search for People (Search/Match)	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 > Search for People
HR Forms	Print various HR forms used for processing new and existing employees – Hire/Rehire, Change and Change Position.	SBU > SBU Human Resources > XML Reports > Or, SBU > SBU Human Resources > Reports > <ul style="list-style-type: none"> > Print Hire/Rehire Form > Print Hospital Hire Form > Print Change Form > Print Change Position Form > Summer Hire/Rehire Form
Add a Person (Pre-employment)	Add new employee personal and “pre-employment” information for new employees.	SBU > SBU Human Resources > Use > Employee Personal Data
Modify a Person (Update Personal Information)	Update existing personal information for employees – name, marital status, address, email, phone, SS#, demographic information.	SBU > SBU Human Resources > Use > Employee Personal Data

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Education	Add or view the employee's HS or college degree information and training classes mandated by the University.	SBU > SBU Human Resources > Use > Education
Emergency Contact	Add or update emergency contact information.	SBU > SBU Human Resources > Use > Emergency Contact
Employee Checklist	<u>UHMC HR staff</u> use this page to track checklist items needed for a new hire.	SBU > SBU Human Resources > Use > Employee Checklist
Employee Review	View Employee Performance Program and Employee Performance Review dates and ratings.	SBU > SBU Human Resources > Use > Employee Review
Honors and Awards	Track honors and awards.	SBU > SBU Human Resources > Use > Honors and Awards
Visa/Permit Data Citizenship Passport Employee Photo	View Citizenship status, Visa/Permit information and Employee Photo.	SBU > SBU Human Resources > Use > Identification Data
Languages	Track the employee's native language and other language proficiencies.	SBU > SBU Human Resources > Use > Languages
Licenses and Certificates	Add or view license and certification information required for the job.	SBU > SBU Human Resources > Use > Licenses and Certificates

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Office Address	Add or update office address and office phone information.	SBU > SBU Human Resources > Use > Office Address
SS# History	View Campus ID and Social Security number changes.	SBU > SBU Human Resources > Use > SS# History
Names	View the employee's different name types and history of name changes.	Workforce Administration > Personal Information > Biographical > Additional Names
Job Data	View the history of job information for existing employees.	Workforce Administration > Job Information > Job Data
Job Summary	View 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 > Job Summary
Tenure Data	View tenure/permanent appointment information.	Workforce Administration > Job Information > Tenure Data
Additional Pay	View the earning information for summer faculty.	Payroll for North America > Employee Pay Data USA > Create Additional Pay
Current Employee/Student Info	View the status of employees, students or volunteers in ALL departments	SBU > SBU Campus Community > Inquire > Current Employee/Student Info
Position Management	View information about the positions in your department. View summary information for the positions in your department.	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info Organizational Development > Position Management > Review Position/Budget Info > Position Summary

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		<ul style="list-style-type: none"> > Position History > Budget Status
Vacant Positions	View vacant positions in your department.	Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions
External Position Table	View the OSC (Office of the State Controller) Position number assigned to a particular Stony Brook Line Number.	SBU > SBU Human Resources > SetUp > External Position
Determine Department ID from Account Code	Determine what your Department ID is. Department ID is the budget account that your employees and positions are assigned to.	SBU > SBU Human Resources > Inquiry > Determine DeptID from Acct Cd
Job Code Table	View detailed information for each job code (State title).	Set Up HRMS > Foundation Tables > Job Attributes > Job Code Table
SBU Setup Tables		SBU Human Resources > SetUp <ul style="list-style-type: none"> > Agency Code Table > Contact Category > CS Shift Code Table > External Position > Health Option Codes > I9 Document Codes > Location Pay Table > Mail Drop Table > Nurse Geographic Pay > NYS Position Table > SB Retirement Systems

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		<ul style="list-style-type: none"> > State Agency Table > Zip+4 Table
<p>PS Setup Tables</p>	<p>Reference values in the various PS HR tables.</p>	<p>Set Up HRMS > Foundation Tables > Personal</p> <ul style="list-style-type: none"> > Name Prefix > Name Suffix > Name Title <p>Set Up HRMS > Foundation Tables > Job Attributes</p> <ul style="list-style-type: none"> > Job Code Table <p>Set Up HRMS > Common Definitions > Competencies</p> <ul style="list-style-type: none"> > Rating Model <p>Set Up HRMS > Common Definitions > Checklists ></p> <ul style="list-style-type: none"> > Checklist Items > Checklist <p>Set UP HRMS > Common Definitions > Letters and Documents > Supporting Documents</p> <p>Set Up HRMS > Product Related > Workforce Administration</p> <ul style="list-style-type: none"> > Action Reasons > Visas/Permits <p>Set Up HRMS > Product Related > Compensation > Base Compensation</p> <ul style="list-style-type: none"> > Salary Plan > Salary Grades

Change PS Password	Change your PeopleSoft password	Change My Password
Personalization Settings	Personalize your navigation and accessibility options.	My Personalizations
Process Monitor	View the status of processes that you have running on the server.	PeopleTools > Process Scheduler > Process Monitor
Report Manager	Retrieve reports for printing.	Reporting Tools > Report Manager