

UPDATE

Employee Self-Service on-line tutorial now available!

The on-line tutorial for PeopleSoft Employee Self-Service is now available through the CATalyst Web site. Along with an over-view of navigation in PeopleSoft, the on-line tutorial will take you step-by-step through the following functions:

Personal Information:

- Name Change
- Home and Mailing Address
- Phone Numbers
- Emergency Contact

Payroll:

- View Paycheck
- W4 Tax Information
- Request W2 Reissue
- Direct Deposit
- Voluntary Deductions
- View Compensation History

Benefits:

- View Benefits Summary
- View Savings Summary
- 403b Contributions
- Family Status Changes

Open:

Microsoft Internet Explorer 5.5 or higher

Go to:

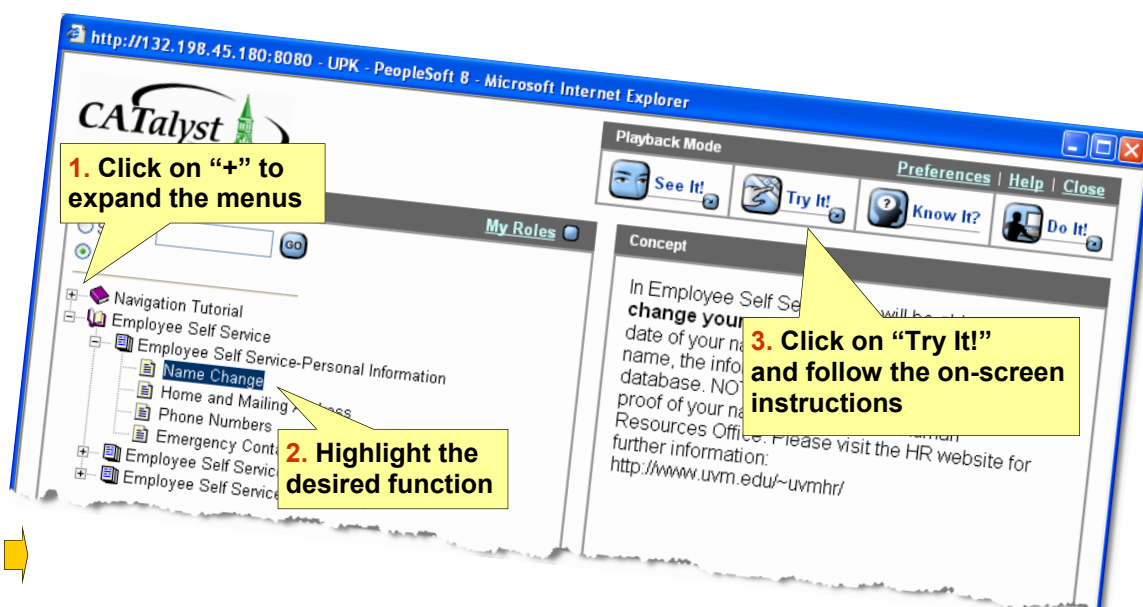
www.uvm.edu/catalyst

Click on:

Click here
for Employee
Self-Service
On-line
Tutorial

Click on:

[Employee Self-Service Training](#)



READ THIS BEFORE YOU TAKE THE ONLINE TRAINING:

You must use Microsoft Internet Explorer 5.5 or later to access the tutorial. This is because some of the functionality used to build the tutorial is only available through IE. You can check your version of IE by clicking on "Help" then "About Internet Explorer". To access the tutorial you must also allow pop-ups. You can do this by clicking on "Tools", "Pop-up Blocker", "Turn Off Pop-up Blocker" within IE.

You may also experience problems accessing the Tutorial due to your firewall settings. To check your settings, click on "Start", "Control Panel", "Security Center", then "Windows Firewall". On the "general" tab, make sure that "On" is selected and that "Display a notification..." is checked on the "Notifications" tab. If you have third-party firewall software installed on your computer, this could also be a potential issue.

Depending upon how you are getting into the server on which the Tutorial resides, you may need to activate VPN or virtual private network, to access the program. If you are attempting to access the Tutorial from off-campus you will need to connect via the VPN in order to gain access.

Mac users unfortunately this training software is only compatible with I.E. 5.5 which is not supported by MacOS. This will not be true of PeopleSoft, this only applies to this particular training software. In lieu of the online training, we suggest you download a training manual or attend class. Both of these items can be found at: <http://www.uvm.edu/catalyst/?Page=hrtraining.html>. We apologize for the inconvenience.

For more information call Eric Hoefel - 656-4093

www.uvm.edu/catalyst