# PEOPLESOFT TIPS

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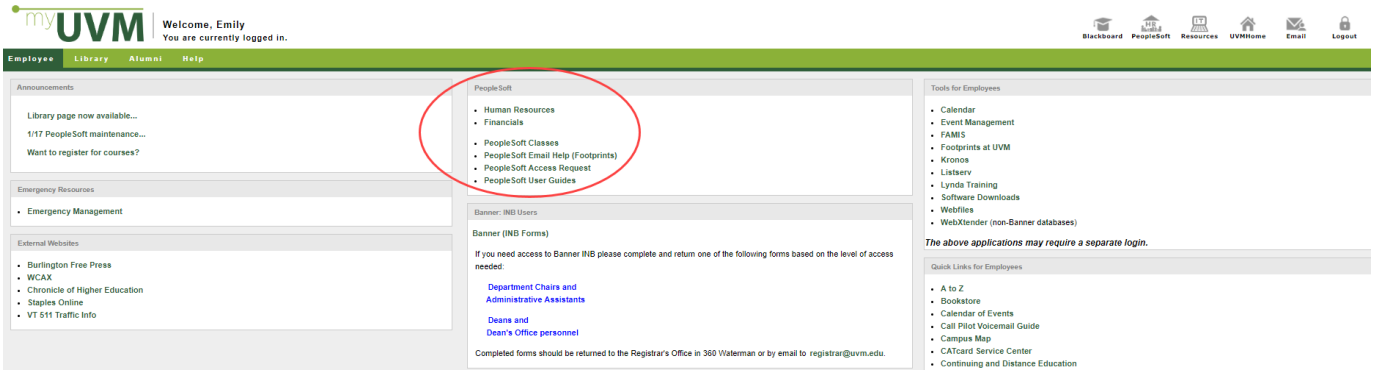
## Overview

This document highlights tips for navigating and working more efficiently in PeopleSoft. Most of the tips and tricks in this document apply to both the Human Resources (HR) and Financial (Financials) systems.

## The UVM Portal page (MyUVM)

The MyUVM Portal page contains links to go directly into PeopleSoft, Outlook, Banner, Blackboard, and other applications by only logging in once. Logging in to PeopleSoft requires multi-factor authentication. Other applications such as Kronos will require you to log in separately.

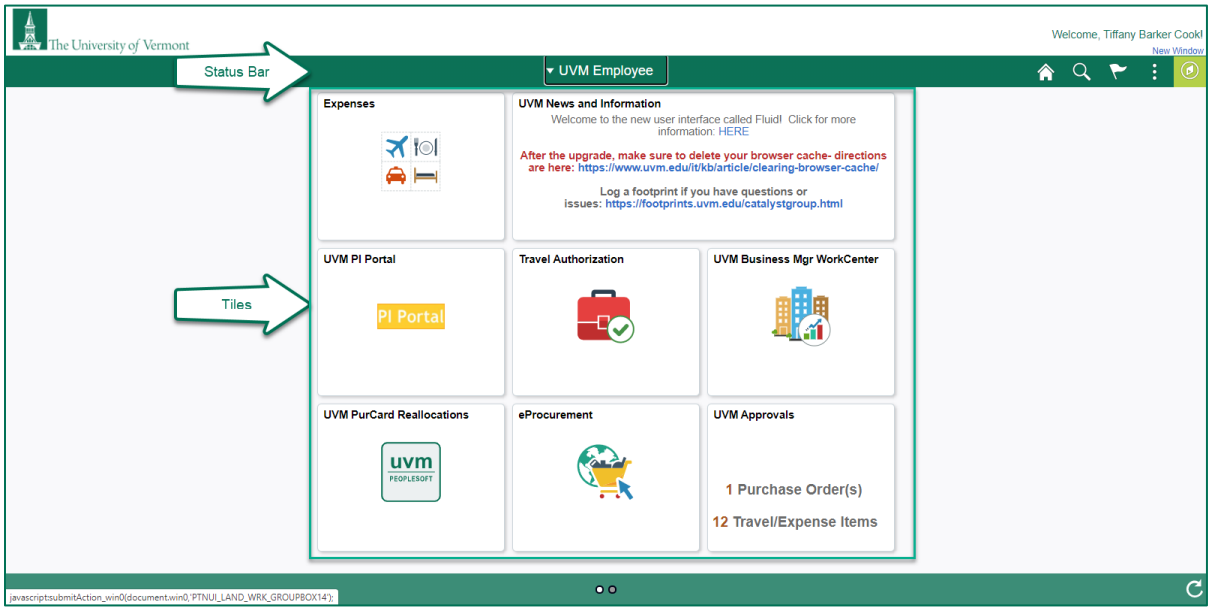
1. Log in to MyUVM using your UVM **NetID** and password.
2. In the **PeopleSoft** section of the **Employee** tab, you will find helpful links to PeopleSoft resources and training.
3. The PeopleSoft link in the upper right corner of the screen is for accessing the PeopleSoft HR system.




## Navigate PeopleSoft

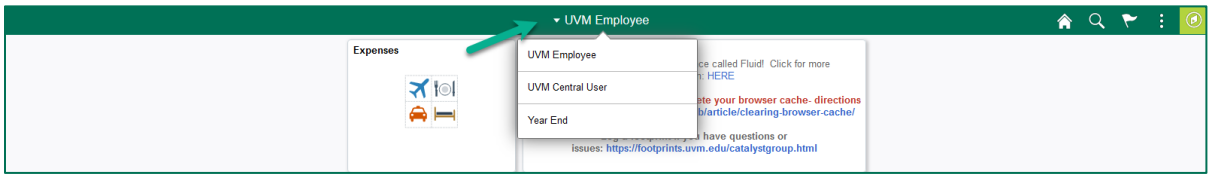
### UVM Employee Homepage

When opening PeopleSoft you will be immediately brought to the **UVM Employee Homepage.** Each employee's homepage may look different based on the access that they have. From any page in PeopleSoft, you can return to your homepage by clicking the **Home** icon in the top left of your screen.




## Status Bar

The Status Bar at the top of your homepage shows the homepage and several icons including, home, search, notifications, action menu, and Navbar. As you navigate through different pages in PeopleSoft the Status bar will change to indicate what page you are currently on. If you have multiple homepages you can click the homepage name to switch between homepages.

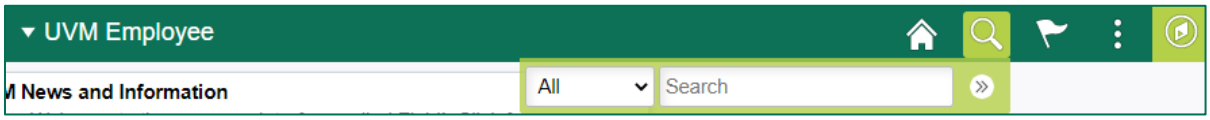



## Home

Home  in the status bar is used to return to the UVM Employee Homepage or the preferred homepage. To change the preferred homepage see [personalize homepage.]

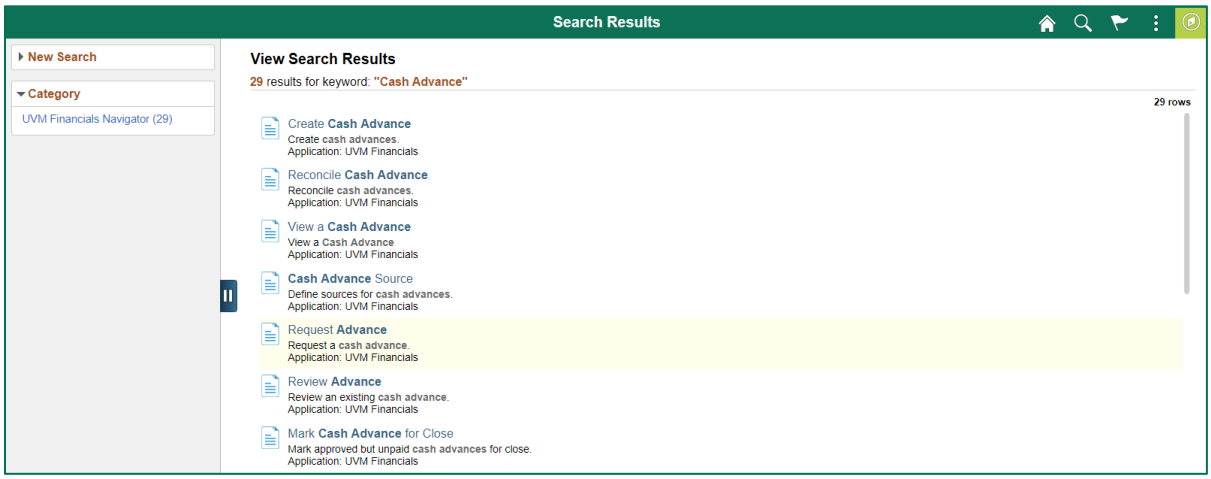
## Search

Search  opens a box that allows you to perform a search of the pages in the system.



1. Enter keywords separated by a space. Press **Enter** or click the **Double Arrow** button on the right side of the box to view the search results.

2. The **View Search Results** page is displayed with a list of possible matches. Click on a link to go to that page.




## Notification Flag

The Notification Flag indicates when certain actions or alerts are available. For instance, if you run a process a notification will be triggered alerting you to that process instance.

## Action Menu

The Action Menu provides access to different actions based on the page you are on. When on the UVM Employee Homepage the options available in the action menu are Personalize Homepage, My Preferences, Help, & Sign Out. My Preferences and Sign Out will be accessible in the Action Menu regardless of what page you are on.

### *Personalize Homepage*

This option allows you to add/remove tiles on a homepage or create a new homepage. For more information, see the Personalize Homepage.

### *My Preferences*

This option allows you to change preferences in regards to accessibility, language, calendars, navigation and more. In PeopleSoft Financials, you also have preferences specific to Travel & Expenses and Requisitions. For more details see My Preferences.

### *Help*

When you select Help, a new screen will appear with a list of hyperlinks to PeopleSoft support topics specific to the page that you are on. If you do not have the Help option in the action menu, you can use the Help hyperlink in the top right corner of the page.

## NavBar

The NavBar provides the ability to access navigation in several different ways, including Recent Places, My Favorites, and the Navigator. Additionally, the NavBar has a direct link to the Process Monitor. For details on how to personalize the NavBar see Personalize NavBar.

### *Recent Places*

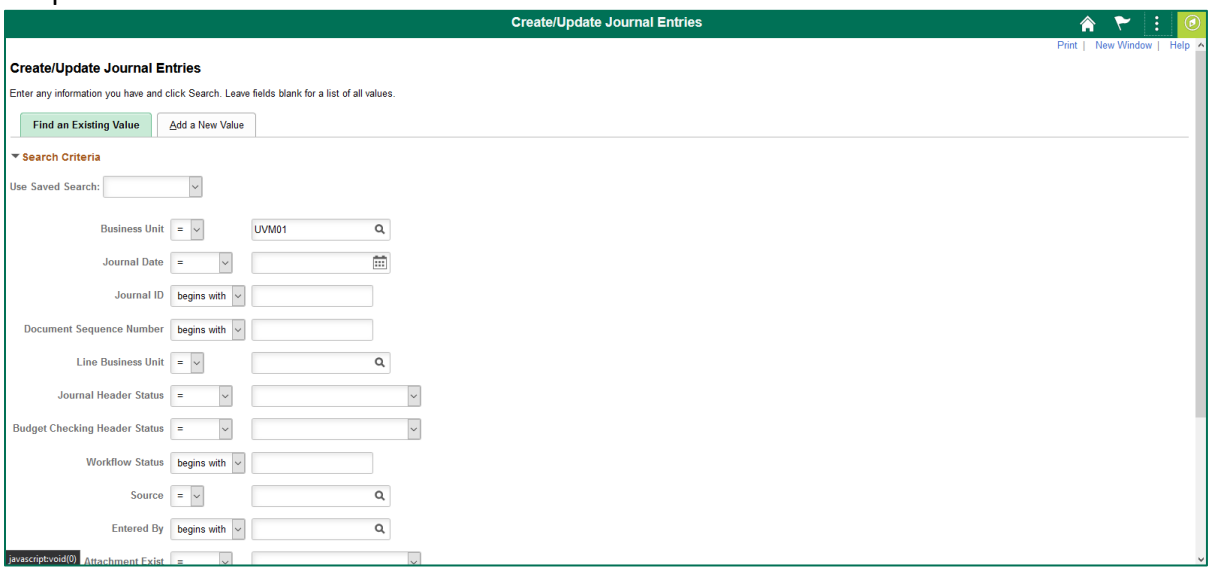
When you access a page, it is added to the Recent Places list. To access a page from the Recently Used menu, click the page name.


### *My Favorites*

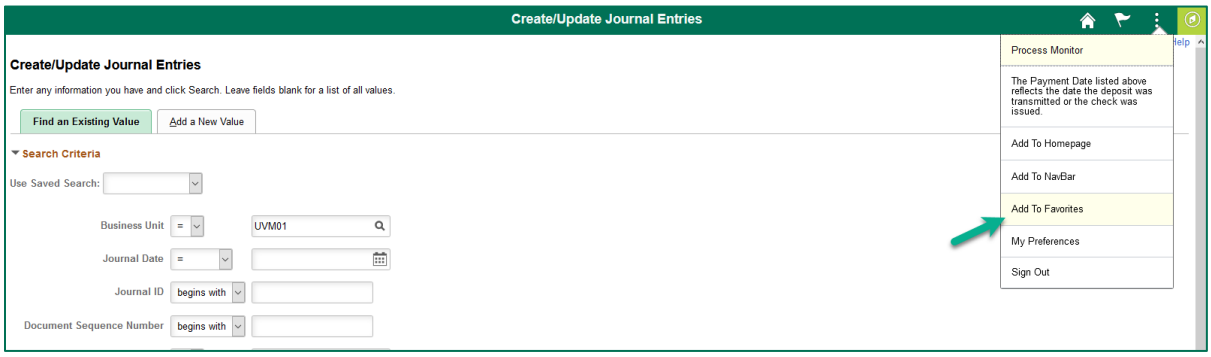
My Favorites is a way to bookmark frequently used pages in PeopleSoft. Your Favorites list is specific to the system you are working in. *Financials Favorites will not be available in the HR system, and vice versa.*

## *Add to Favorites*

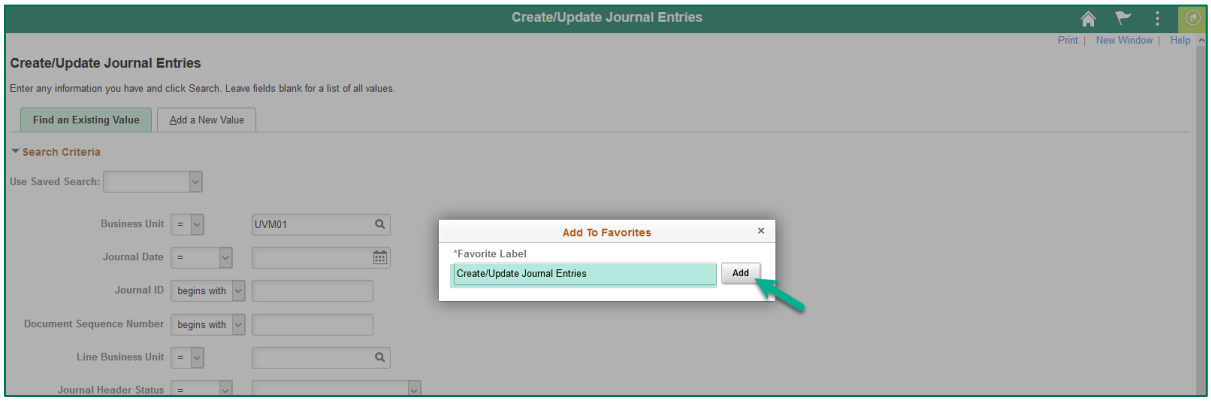
1. Log in to PeopleSoft using either the **Human Resources** or **Financials Login**.
2. Navigate to the page desired. This example is the **Create/Update Journal Entries** page in PeopleSoft Financials.



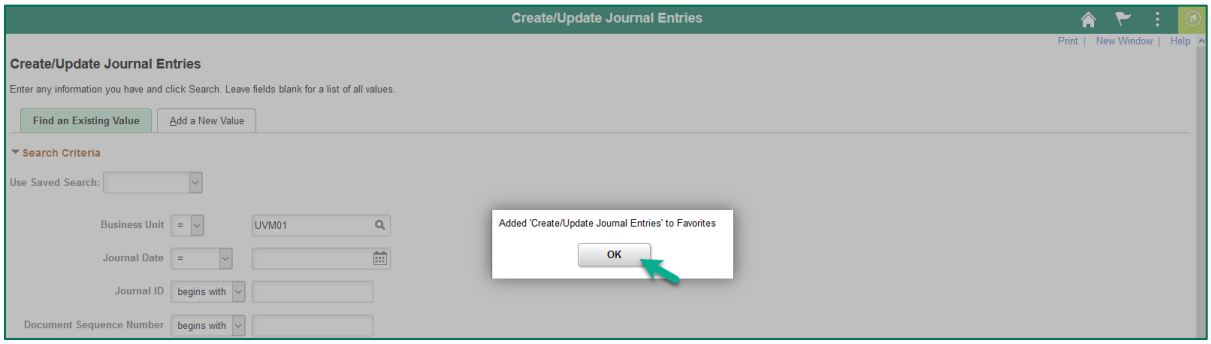

3. Click the **Action Menu**  in **the Status Bar** then **Add to Favorites** at the top right corner of the screen. In the **My Favorites** section, click **Add to Favorites**. Add to Favorites is also located in the top right corner of the screen.




4. You can use the system label for the page or you can choose a label that is more meaningful to you. Then click **Add**.

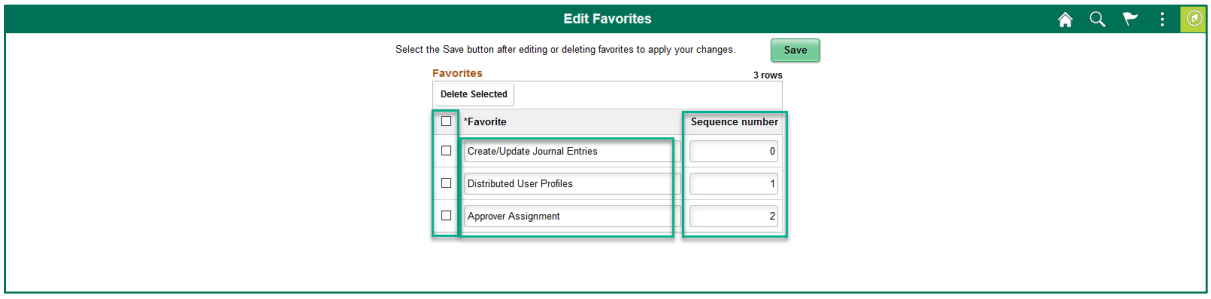



5. Click **OK** to confirm adding the page to Favorites.



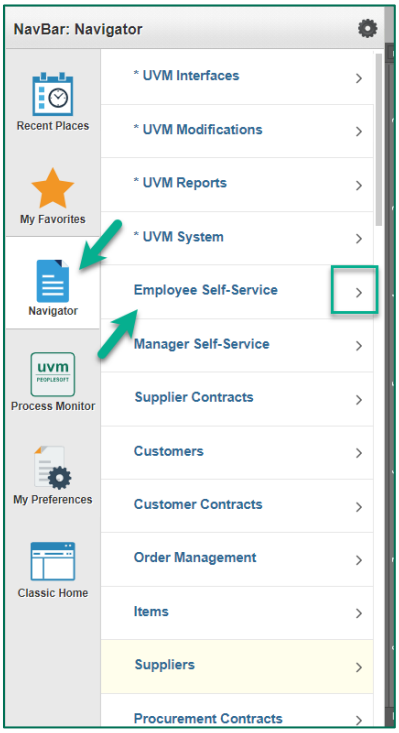

## Edit Favorites

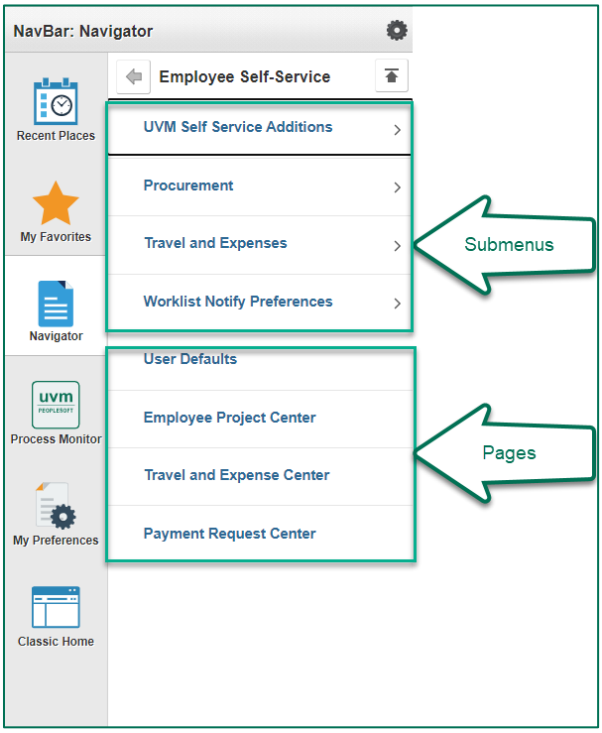
1. Edit favorites under the **My Favorites** menu at the top. Click **Edit Favorites** to make changes to the saved list of favorites.
2. Reorder the list by numbering each item in the **Sequence number** fields.
   Rename a favorite by updating the label in the **Favorite** column.
   **Remove** an item by checking the box to the left of the favorite then click **Delete Selected.**
3. When done editing favorites, click **Save**.



*Navigator*

The Navigator is the secondary source of navigation in PeopleSoft. If specific pages are not available in the tile collections or workcenters the navigator can be used to access additional pages. Click on the Navigator to expand the NavBar displaying the additional navigation. Click on a menu to display the list of submenus and/or pages. The **Arrow** icon indicates if the items is a menu or submenu containing additional navigation.



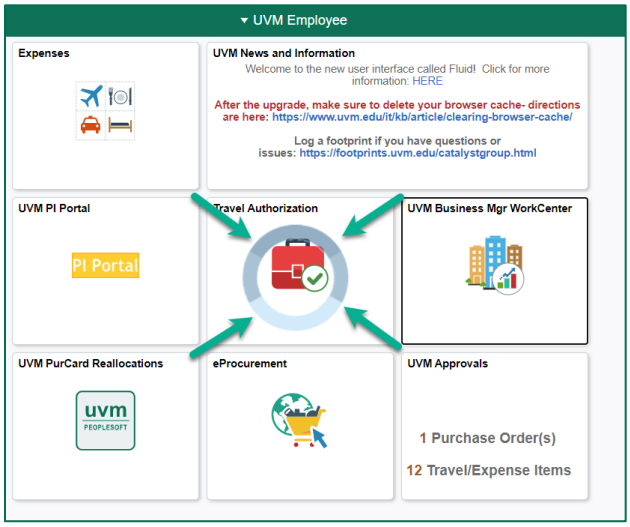

To go back to a previous submenu or menu click the **Back Arrow** icon in the top left of the Navigator. If you use the moose to hoover over the back arrow it will display what the previous menu is. To return to the root of the Navigator click the **Back to Root** icon in the top right of the Navigator. The menus, submenus, and pages displayed in the Navigator are based on each individuals' security access, which is typically linked to their position.

## Tiles

The UVM Employee Homepage is made up of several tiles. Each tile is comprised of different elements. When you click a tile, it could take you to another group of tiles, a list of pages, a workcenter, or directly to a specific page. The tiles displayed on the UVM Employee Homepage are based on each individuals' security access, which is typically linked to their position.

## Processing Indicator

A spinning graphic indicates that the system is processing information. This will appear on PeopleSoft pages when performing system tasks such as searching, saving, and navigating between pages.



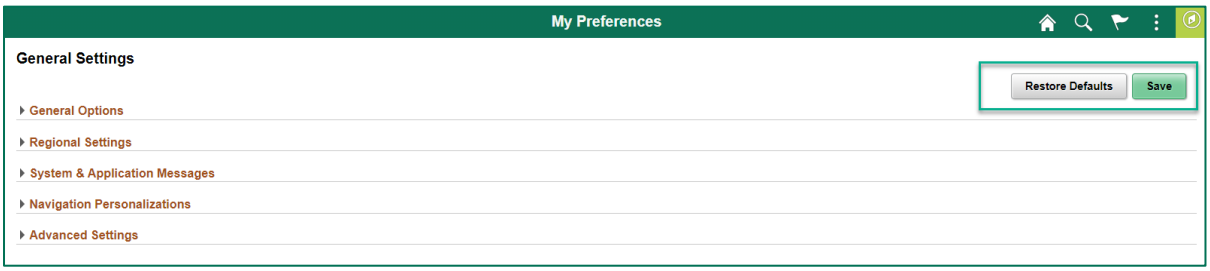

# Personalization

The PeopleSoft Fluid User Interface (Fluid) grants individuals the ability to customize many different aspects of PeopleSoft to aid in a more user-friendly and efficient system.

## My Preferences

**My Preferences** allows you to customize certain default settings about how PeopleSoft behaves, such as accessibility, language, calendars, and which elements are included when tabbing through a page.

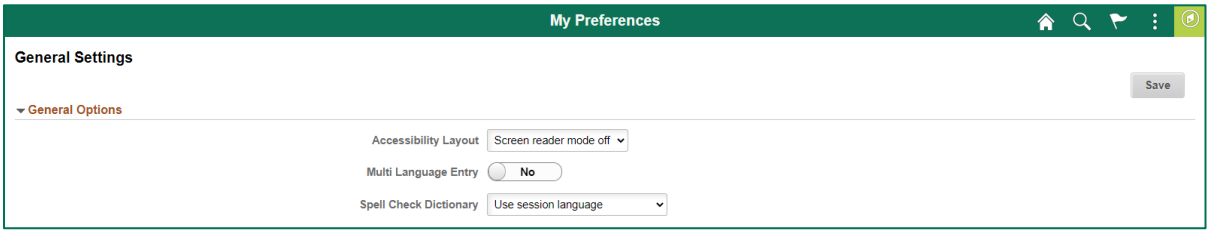
My Preferences can be accessed via the **Action Menu**  on the UVM Employee HomePage, or via the **NavBar**  in PeopleSoft Financials only. In addition to General Settings, PeopleSoft Financials includes options for Expenses (Travel & Expense) and Procurement (Requisitions). After you have made any changes to My Preferences you will need to click **Save** to retain your settings. If you want to reset any changes you have made you can click **Restore Defaults**.




# General Settings

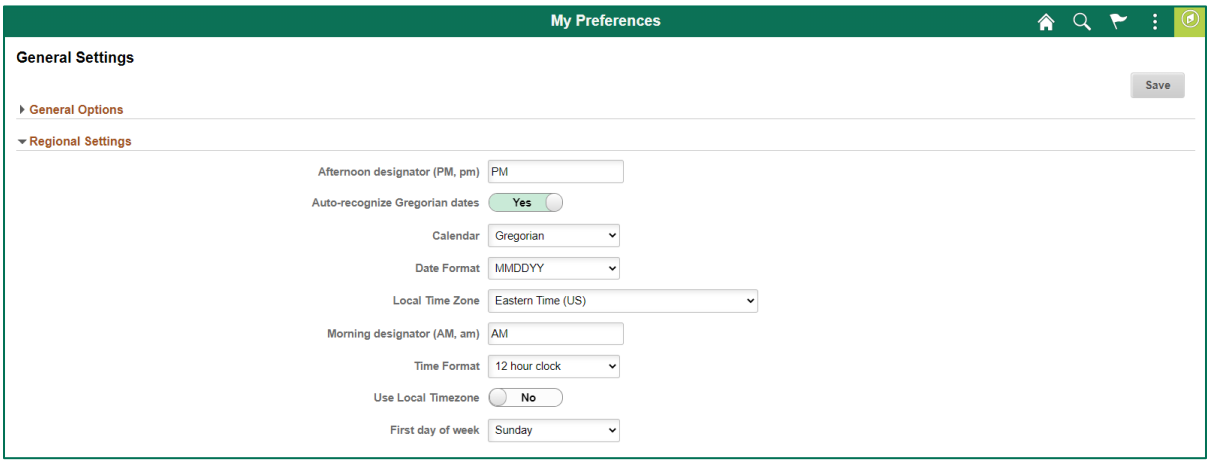
## *General Options*

General options includes accessibility and language settings



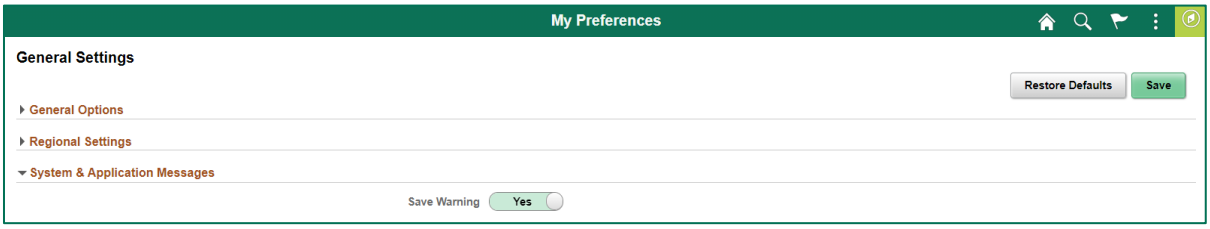

## *Regional Settings*

Regional settings include calendar and date formatting.




## *System & Application Messages*

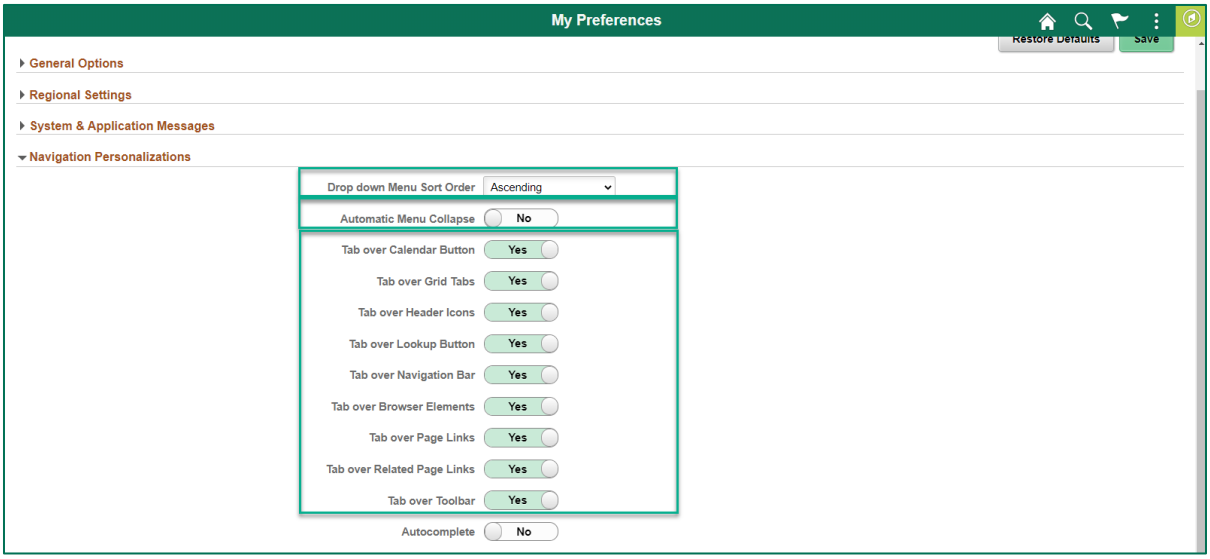
System & application messages give you the option to turn on or off the save warning.




## *Navigation Pesonalizations*

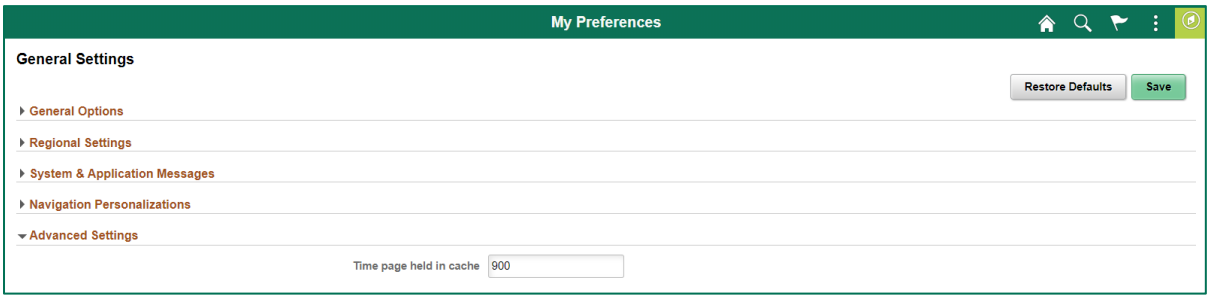
Navigation personalizations allow you to include or exclude elements from tabbing, setting menus to automatically open as collapsed or expanded, and set the drop-down menu sort order to ascending (A to Z) or descending (Z to A) to avoid having to sort the Main Menu with each use.

Additionally, you enable/disable the autocomplete functionality.




## *Advanced Settings*

Advanced settings contain the option for internal cache settings. Adjusting this setting does not affect the need to regularly clear your browser cache.

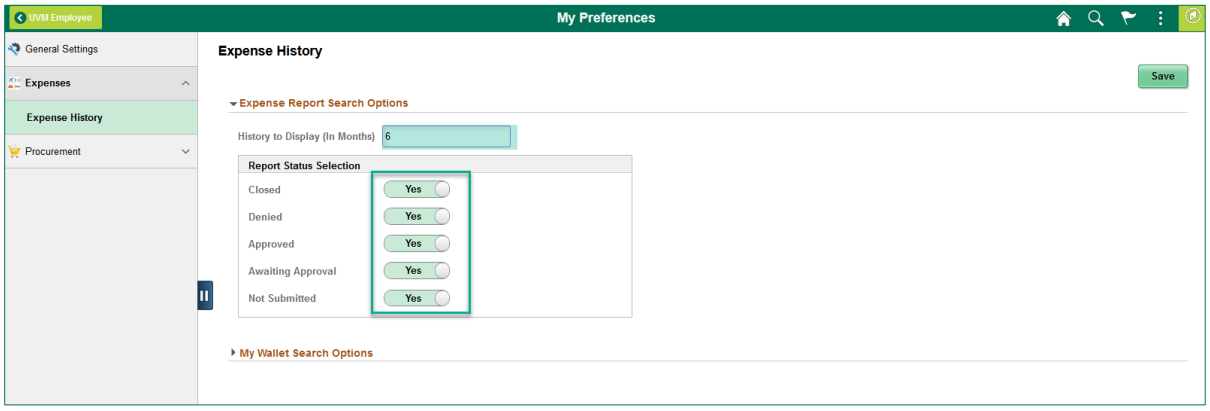


## Expenses (Financials Only)

### *Expense History*

The default setting in PeopleSoft Financials to display all expense reports within the last 6 months. To view older expense reports on the Expense History tile you can change the number of months displayed. Statuses can also be shown or excluded using the toggle next to each status.

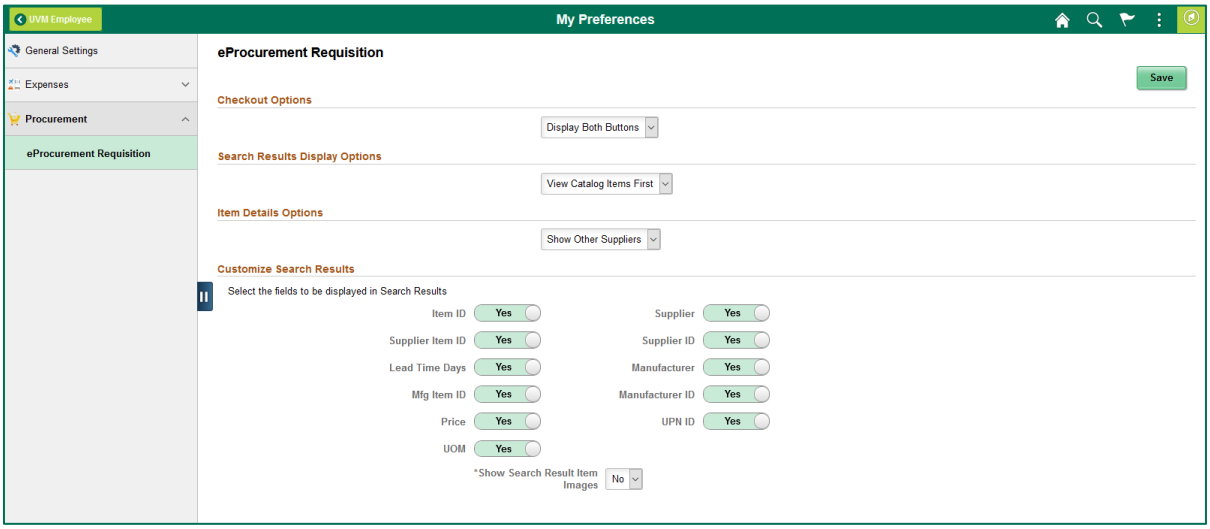
***Note:*** UVM currently does not use the My Wallet functionality; therefore, the My Wallet Search Options section can be disregarded.




## Procurement (Financials Only)

### *eProcurement Requisitions*

eProcurement requisition personalizations allow you to customize the view and search results on requisition pages.



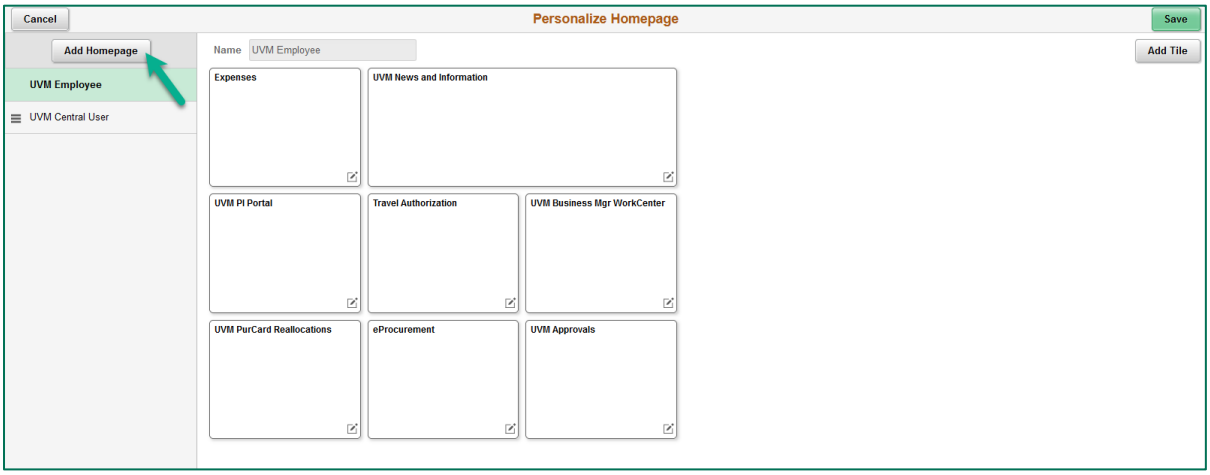

## Personalize Homepage

Personalize Homepage is accessible via the **Action Menu** on the UVM Employee Homepage. On the Personalize Homepage screen, you have the option to add or delete homepages as well as add, delete, move, and copy tiles to homepages. If you have multiple homepages, you can also change your preferred homepage by moving it to the top of the list of homepages.

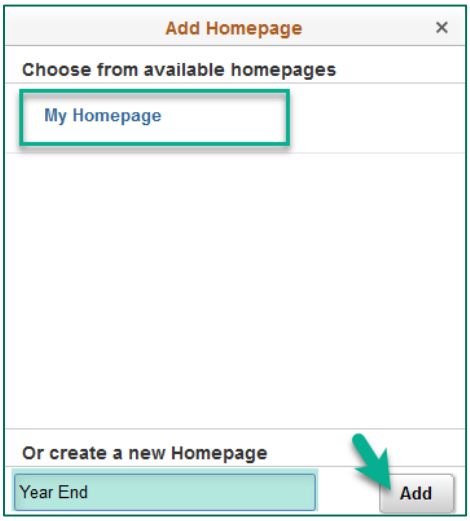
***Note:*** Tiles and homepages that are delivered cannot be deleted.

### Add Homepage

1. Click on **Add Homepage** on the top left of the screen.



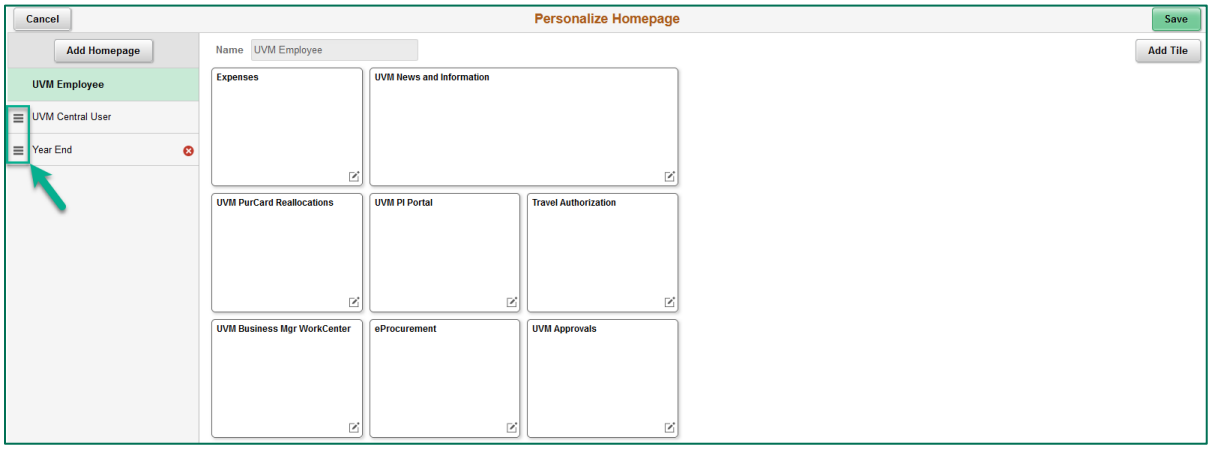

2. Choose from the available homepages or create a new homepage by entering the name in the space provided. Click **Add.**




3. The new blank homepage will appear. You can now add new tiles, copy or move existing tiles from other homepages.
4. Click Save to save your changes and return to your homepage or Cancel to cancel your changes and return to your homepage.

## Reorder Homepages

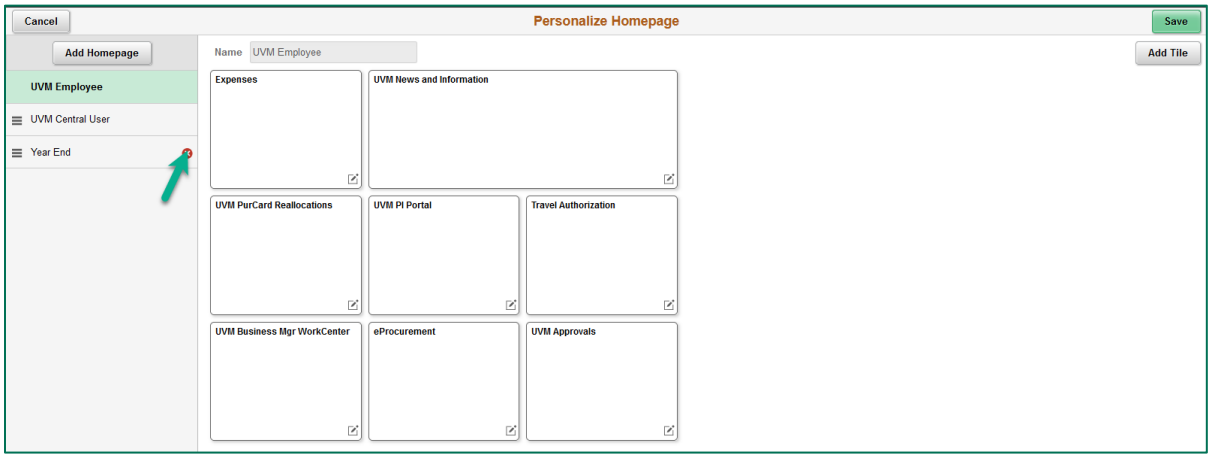
You can reorder your homepages by clicking the three bars next to the homepage name and dragging them to the order you choose. The homepage that is at the top of the list will be the primary homepage when you click your Home button on the status bar.




## Deleting Homepages

To delete a homepage click the red X next to the homepage in the left menu. If you are viewing the details of a homepage you will not be able to delete it until you click on a different homepage.

***Note:*** You cannot delete a delivered homepage such as the UVM Employee homepage.




## Add Tiles

Tiles can be added via the personalize homepage screen or via the action menu.

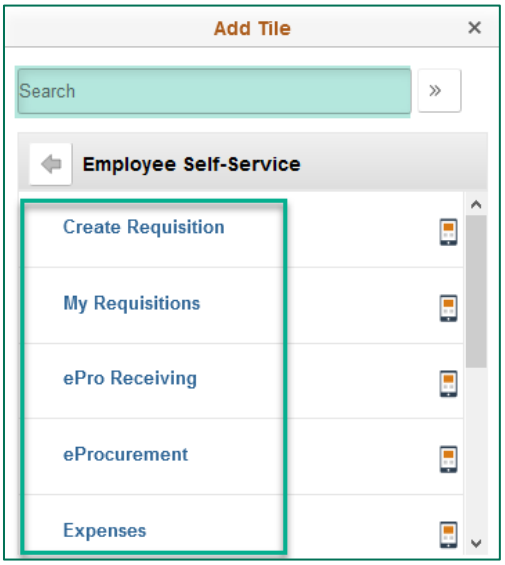
### *Adding Tiles via Personalize Homepage*

Adding tiles via the personalize homepage option will only allow you to add tiles that are delivered by PeopleSoft. If you would like to add a tile for a specific page and cannot find it in this option, see Adding Tiles via Navigation.

1. On the personalize homepage screen click **Add Tile** in the top right corner.


2. Use the search box to search for tile options or click through the menu options to find a tile you want to add to the homepage.

   **Note:** Tile that has the small form factor icon  indicates that the tile is mobile capable.



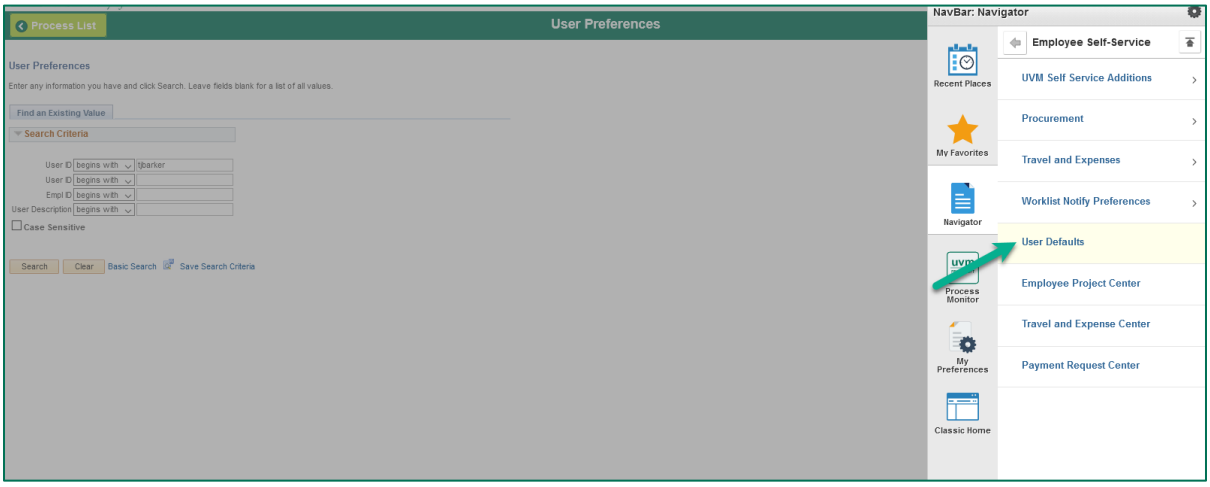

3. Click on the tile name to add it to the homepage. Your homepage will be displayed with the newly added tile.


4. Repeat Steps 1-3 or click Save to save your changes and return to your homepage or Cancel to cancel your changes and return to your homepage.

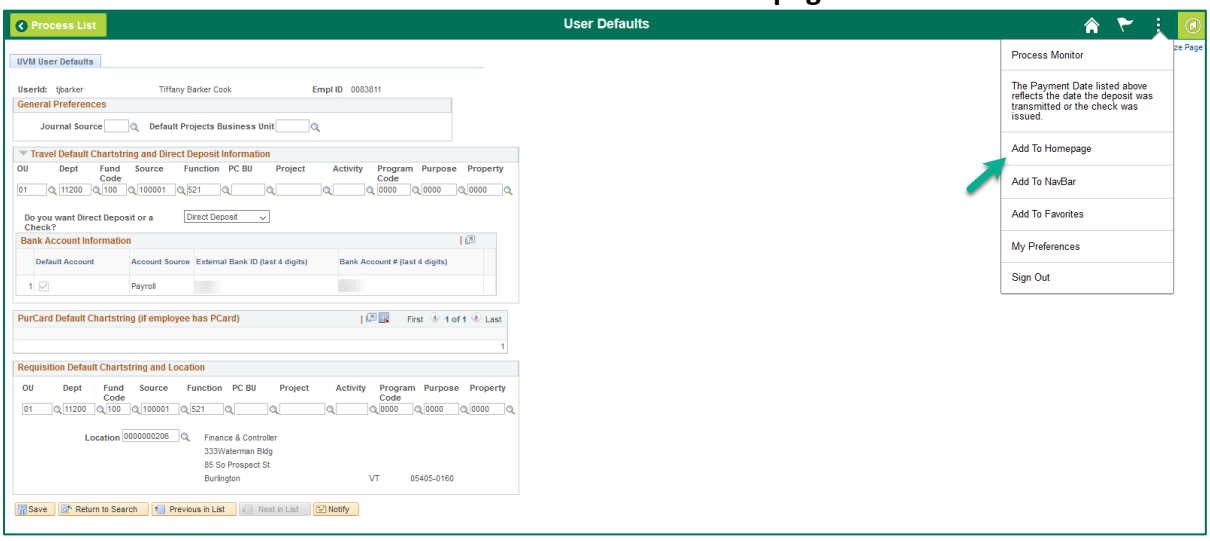
### *Adding Tiles via Navigation*

Adding tiles via navigation allows you to add any page in PeopleSoft as a tile on a homepage.

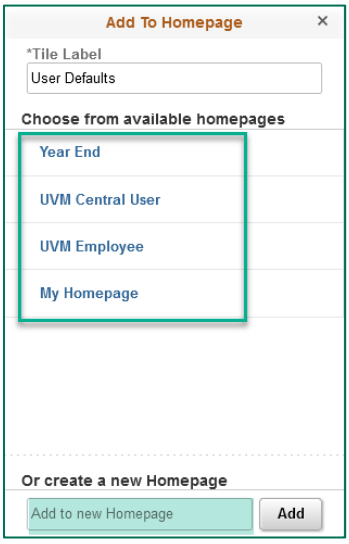
1. Use the **Navigator** to access the page you want to add.



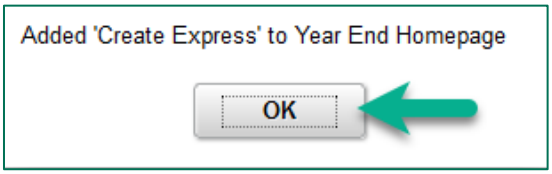

2. In the **Action Menu** on the **Status Bar** choose **Add to Homepage**.




3. Choose which homepage you want to add the page to from the list of available homepages or create a new homepage by entering the name in the box provided and clicking add.




4. Click OK when the message appears confirming your changes.

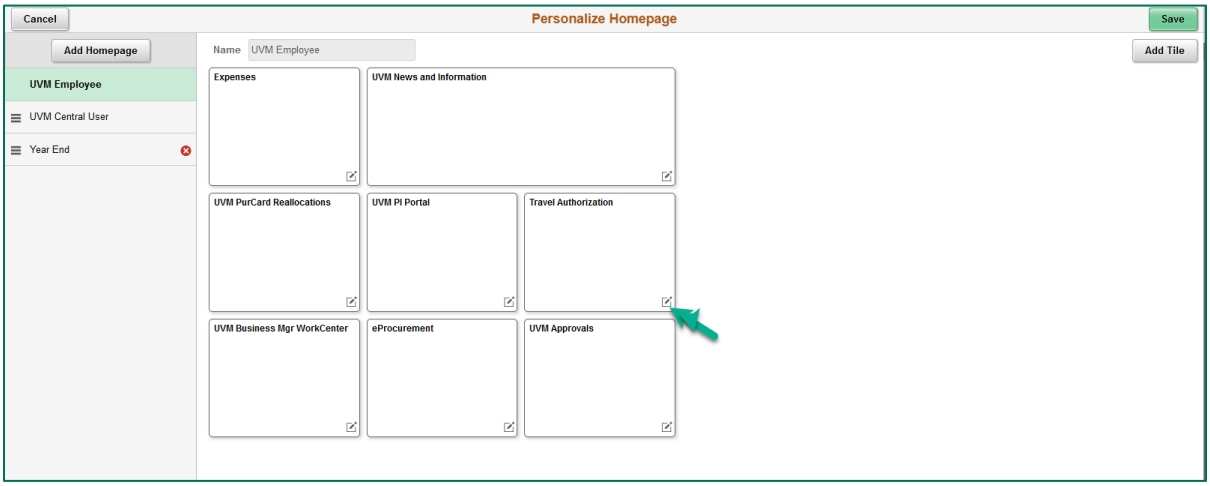



5. To view your changes return to your homepage.

## Move or Copy Tiles

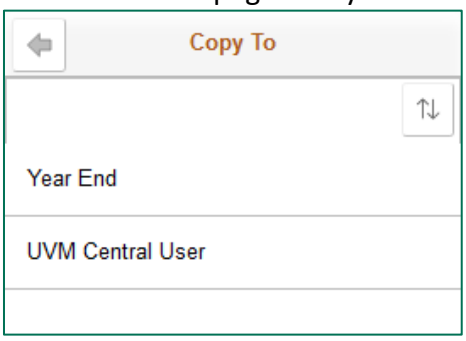
To move or copy tiles to another homepage use the Personalize Homepage option from the Action Menu  .

1. Choose the homepage that contains the tile you want to copy or move from the menu.
2. Click the **Move/Copy**  icon at the bottom right of the tile.




3. Select an action


4. Chose the homepage that you want to move/copy the tile too.



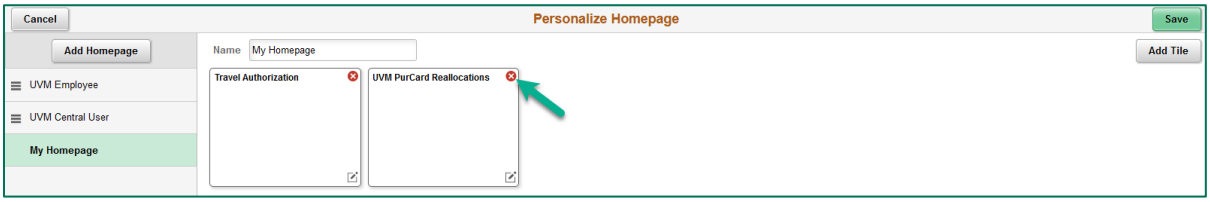

5. Repeat **Steps 1-4** or click **Save** to save your changes and return to your homepage or **Cancel** to cancel your changes and return to your homepage.

## Delete Tiles

To delete tiles from a homepage use the Personalize Homepage option from the Action Menu ⋮.

***Note:*** You cannot delete system delivered tiles from the delivered homepage such as the UVM Employee homepage.

1. Choose the homepage that contains the tile you want to delete from the menu.
2. Click the red X in the top right corner of the tile you want to delete.




3. Repeat **Steps 1-4** or click **Save** to save your changes and return to your homepage or **Cancel** to cancel your changes and return to your homepage.

## Personalize NavBar

The NavBar can be personalized by adding, removing, and reordering tiles.

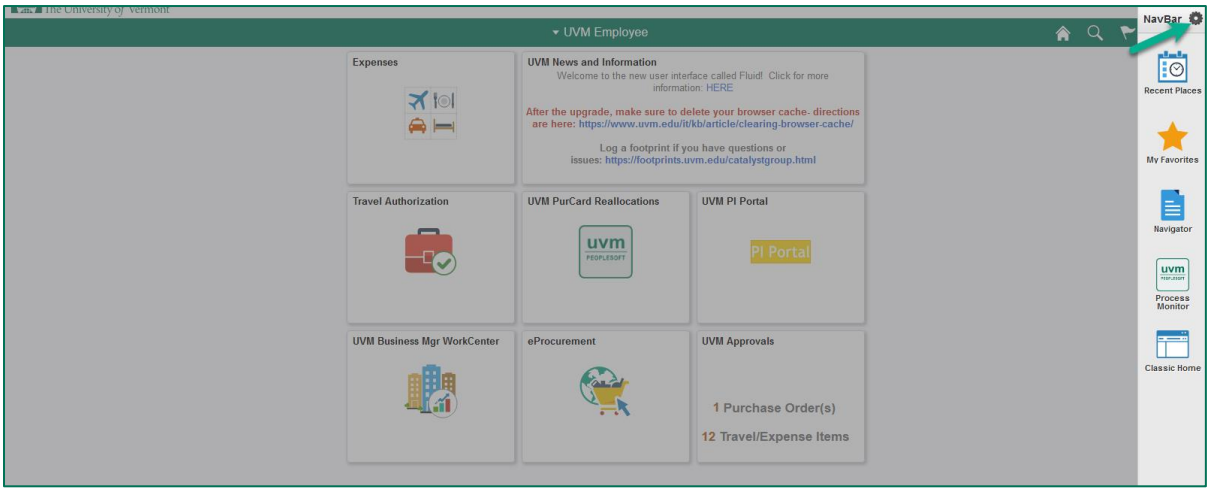
## Add Tiles to NavBar

Tiles can be added via the personalize NavBar screen or via the action menu.

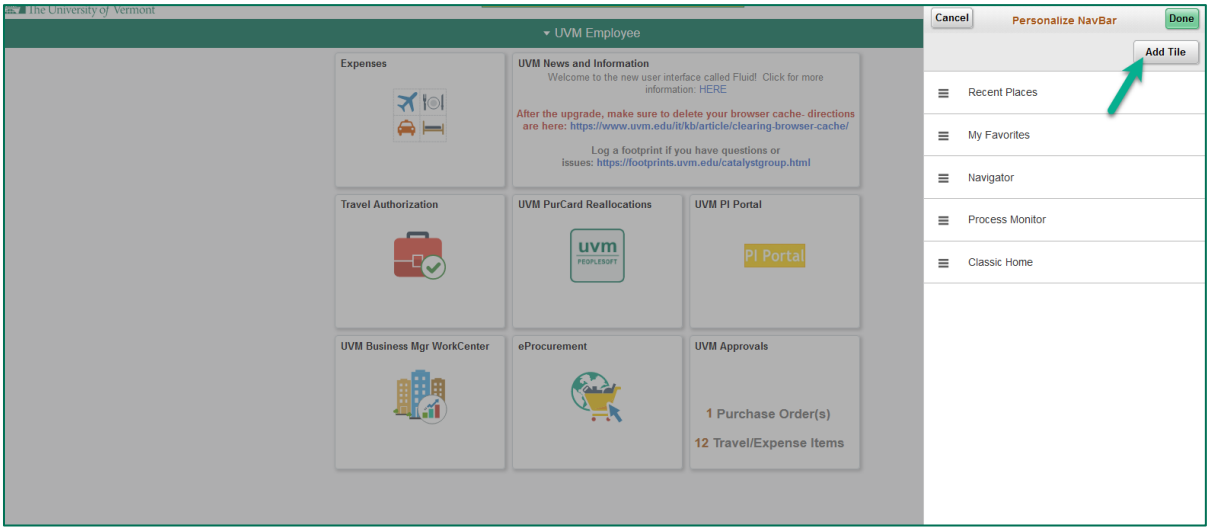
### *Adding Tiles via Personalize NavBar*

Adding tiles via the personalize NavBar option will only allow you to add tiles that are delivered by PeopleSoft. If you would like to add a tile for a specific page and cannot find it in this option, see Adding Tiles to NavBar via Navigation.

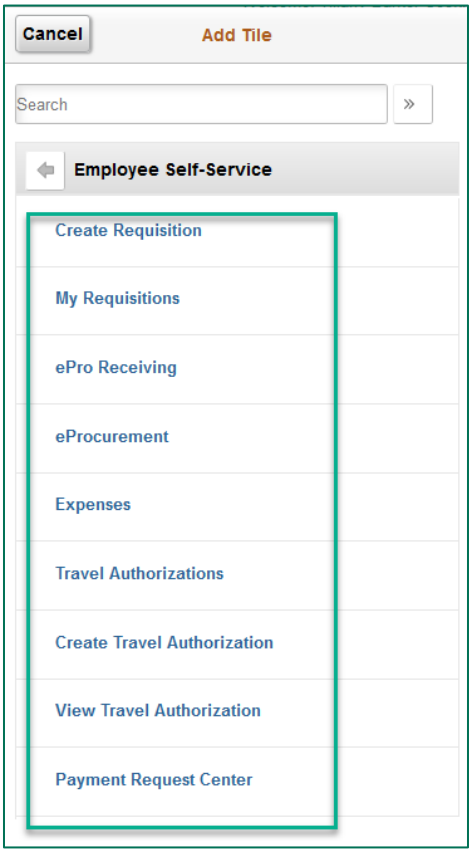
1. Click on the **Personalize** icon in the NavBar.



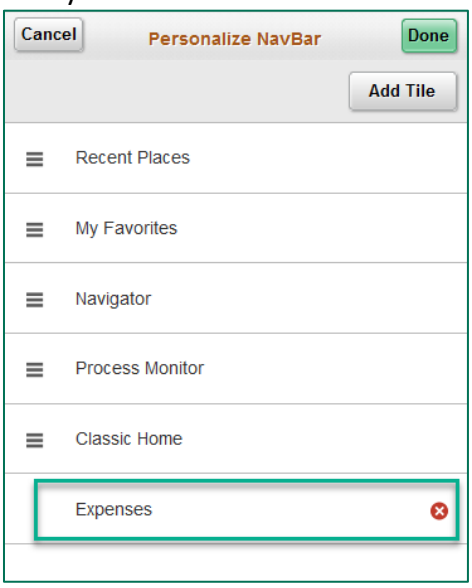

2. On the personalize NavBar screen click **Add Tile** in the top right corner.




3. Use the search box to search for tile options or click through the menu options to find a tile you want to add to the NavBar.




4. Click on the tile name to add it to the NavBar. Your NavBar will be displayed with the newly added tile.

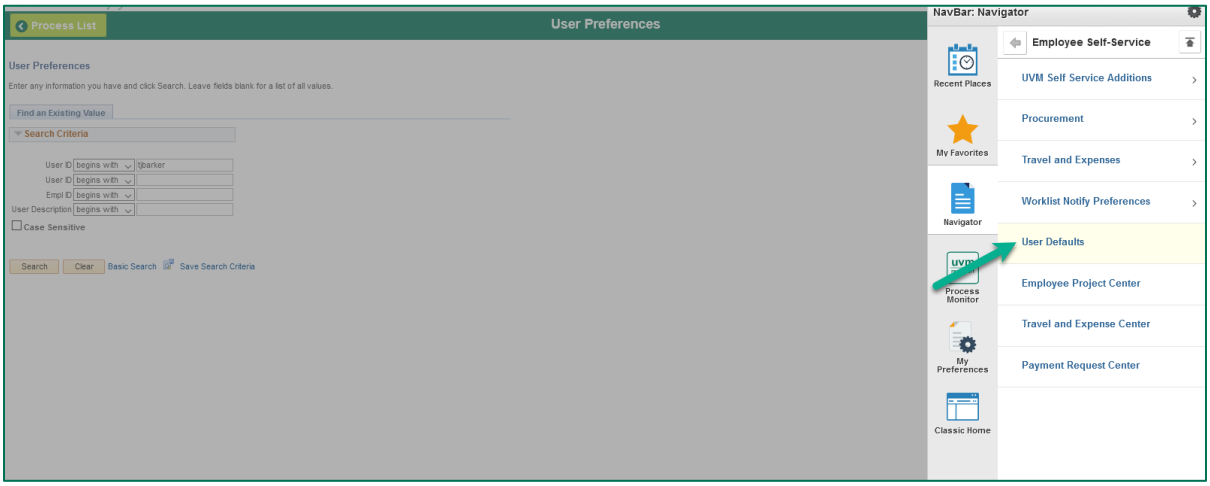



5. Repeat **Steps 1-4** or click **Done** to save your changes and return to your homepage or **Cancel** to cancel your changes and return to your homepage.

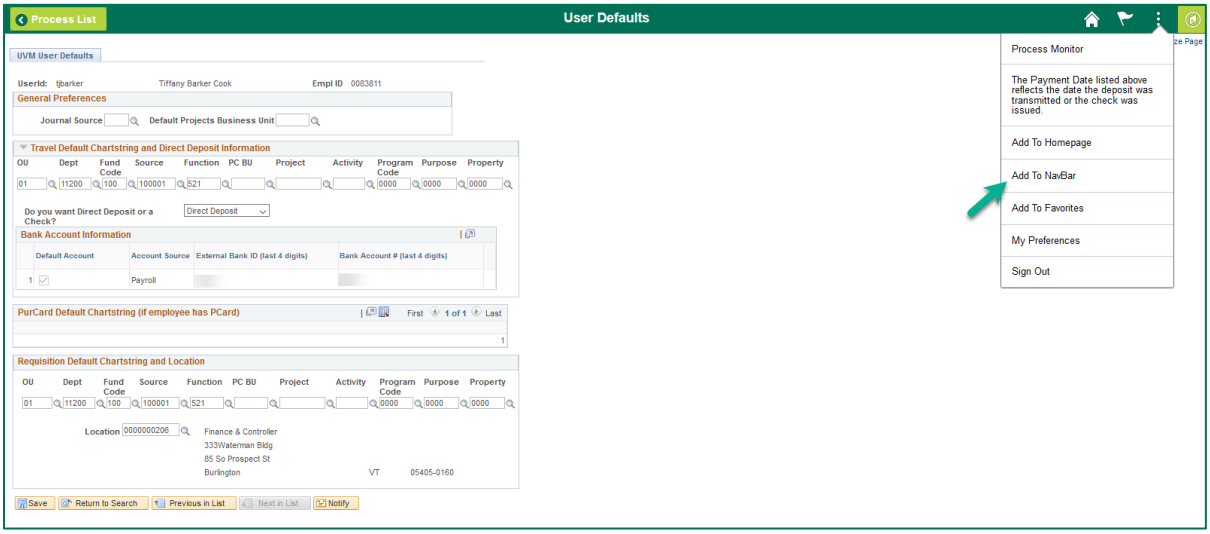
## *Adding Tiles to NavBar via Navigation*

Adding tiles via navigation allows you to add any page in PeopleSoft as a tile on a NavBar.

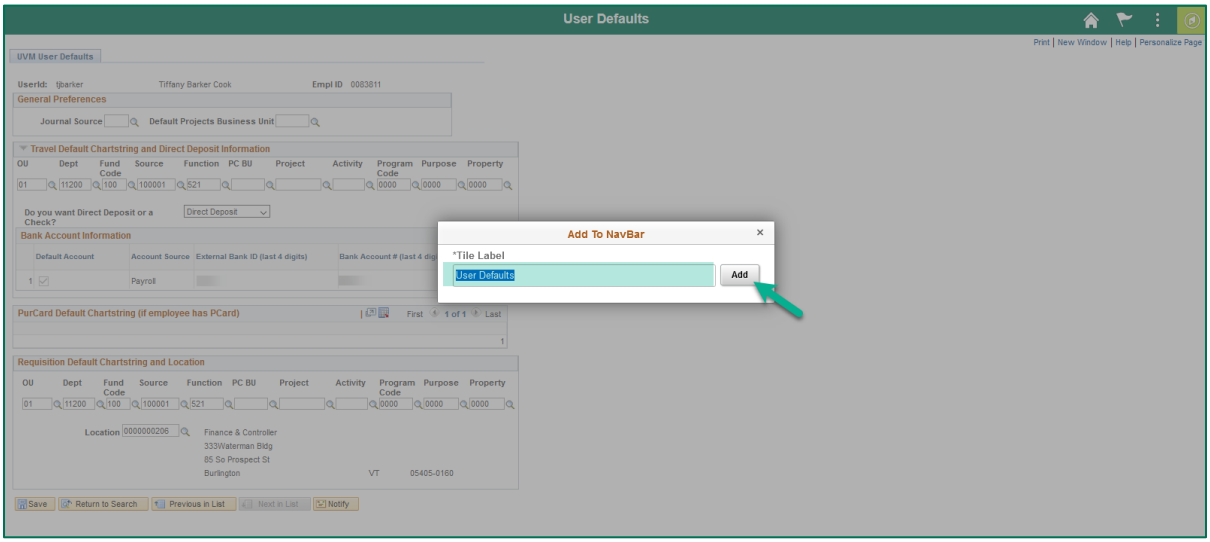
1. Use the **Navigator** to access the page you want to add.




2. In the **Action Menu** on the **Status Bar** choose **Add to NavBar**.




3. You can use the page label or create your own label for the tile to be displayed on the NavBar. Click **Add**.



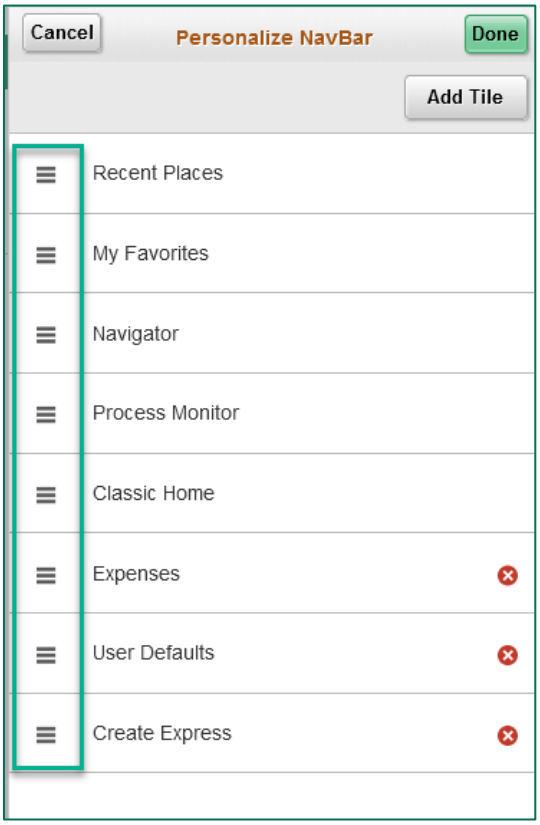

4. Click OK when the message appears confirming your changes.


5. To view your changes return to the NavBar.

## Move Tiles in NavBar

To move tiles within the NavBar use the **Personalize** icon on the NavBar.

1. Click and hold the **Reorder** icon next to the name of the tile you want to move and drag the tile to the desired position.



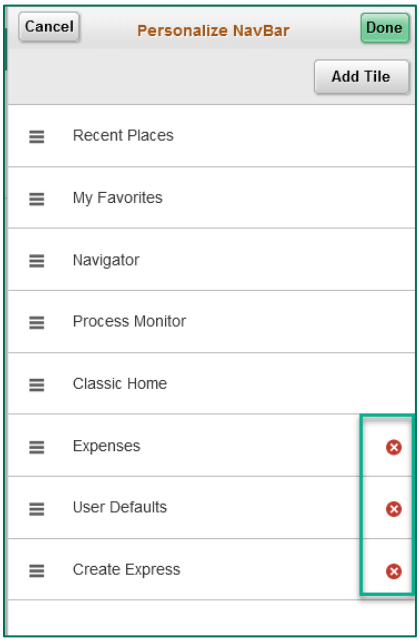

6. Repeat **Steps 1** or click **Done** to save your changes and return to your NavBar or **Cancel** to cancel your changes and return to your NavBar.

## Delete Tiles from NavBar

To delete tiles from NavBar use the **Personalize** icon on the NavBar.

***Note:*** You cannot delete system delivered tiles such as Recent Places or Favorites.

1. Click the red X to the right of the tile you want to delete.

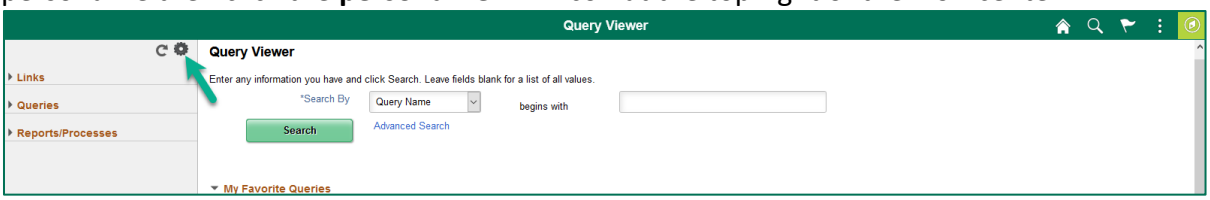



2. Repeat **Step 1** or click **Done** to save your changes and return to your NavBar or **Cancel** to cancel your changes and return to your NavBar.

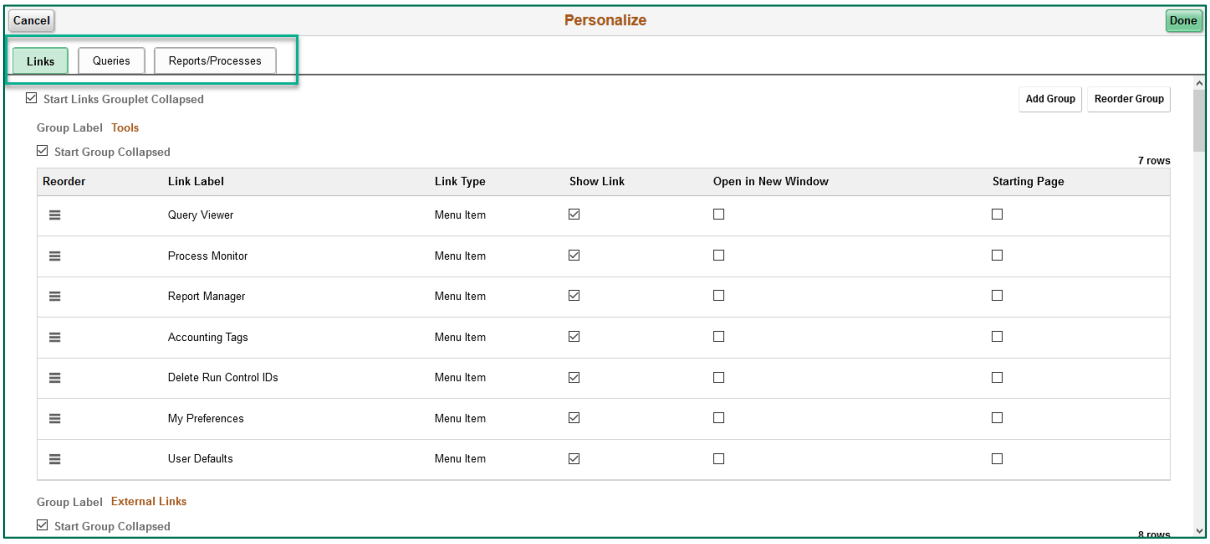
## Personalize WorkCenter

WorkCenters can be personalized to open grouplet and groups as collapsed or expanded, reorder groups or pages within a group as well as adding groups and pages.

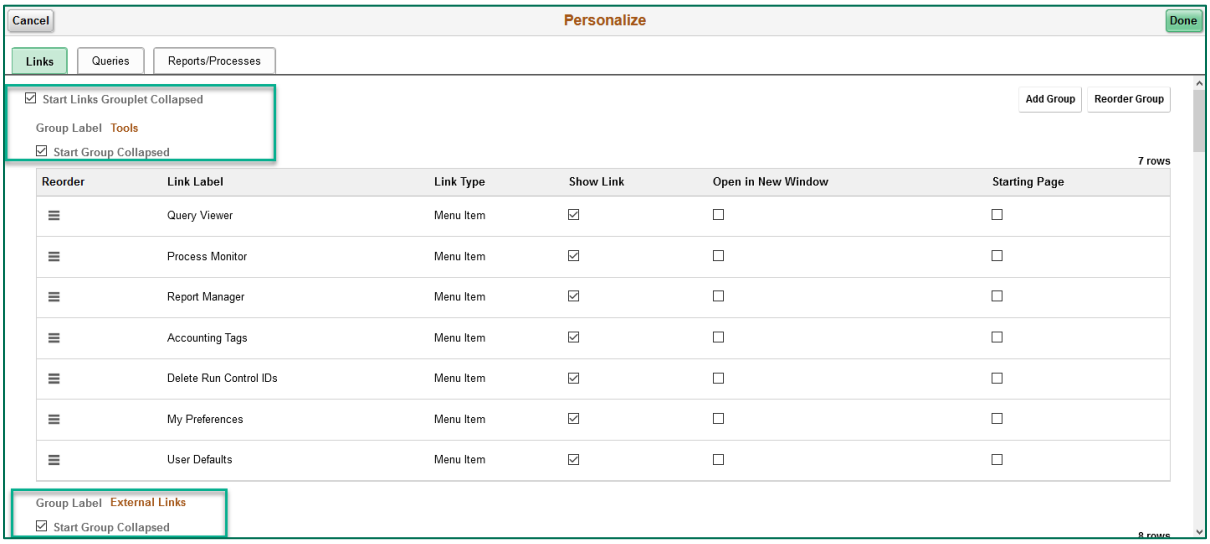
1. To access the personalize workcenter options open the workcenter you want to personalize then click the **personalize** icon at the top right of the workcenter.



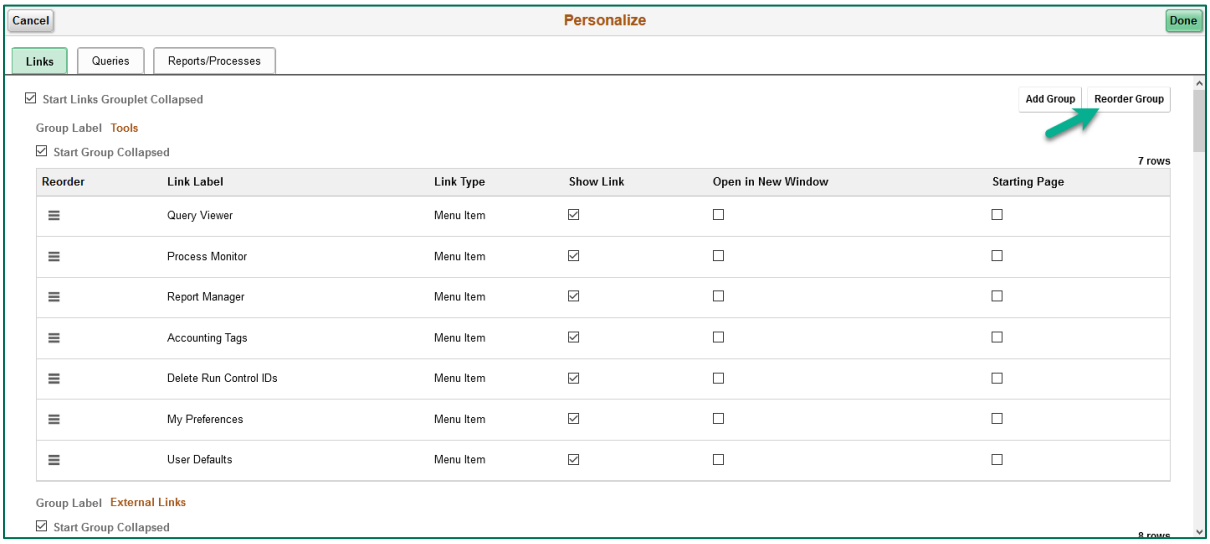

2. A new window will open with personalization options. Click on the appropriate tab at the top of the screen to choose the grouplet you want to personalize.



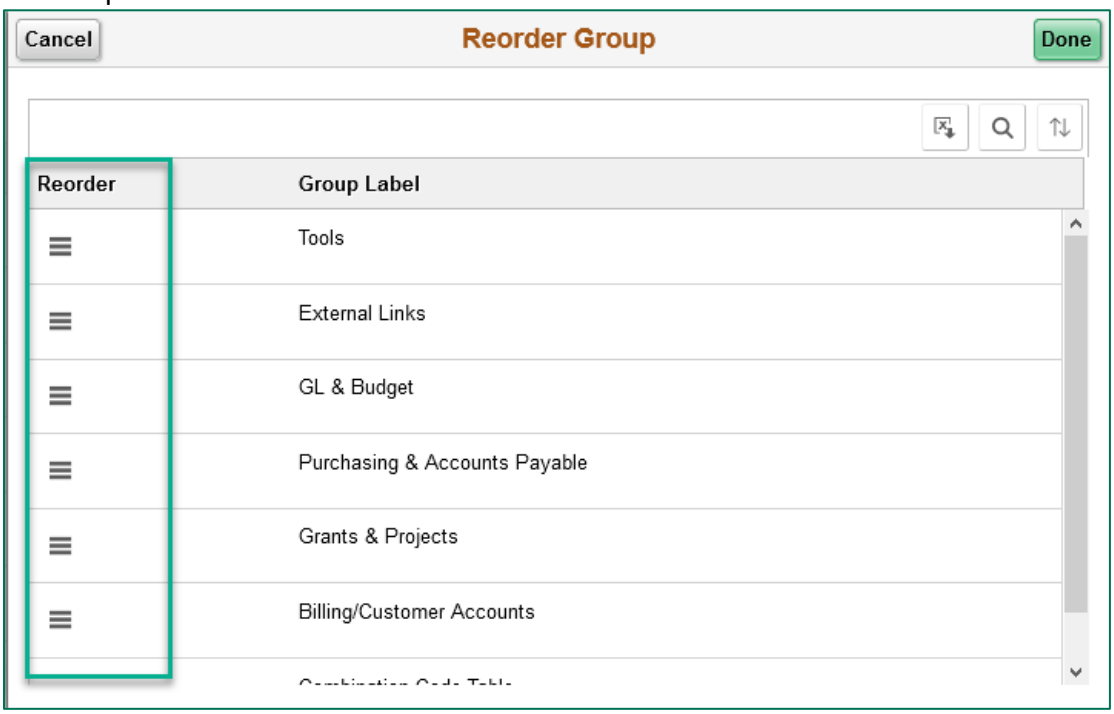

3. To adjust what grouplets and groups start collapsed check the box before the label. Uncheck the box to start the grouplet or group expanded.




4. To reorder the groups click the **Reorder Group** button in the top right of the screen.

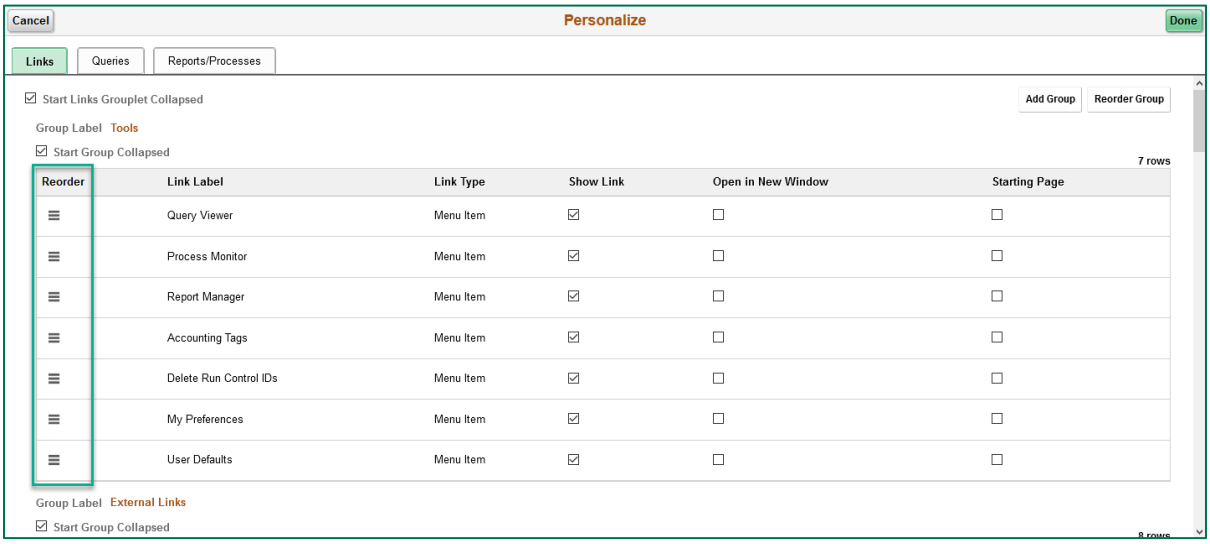



a. A new screen will appear with a list of groups. Click and hold the **Reorder** icon next to the label of the group you want to move and drag the group to the desired position.

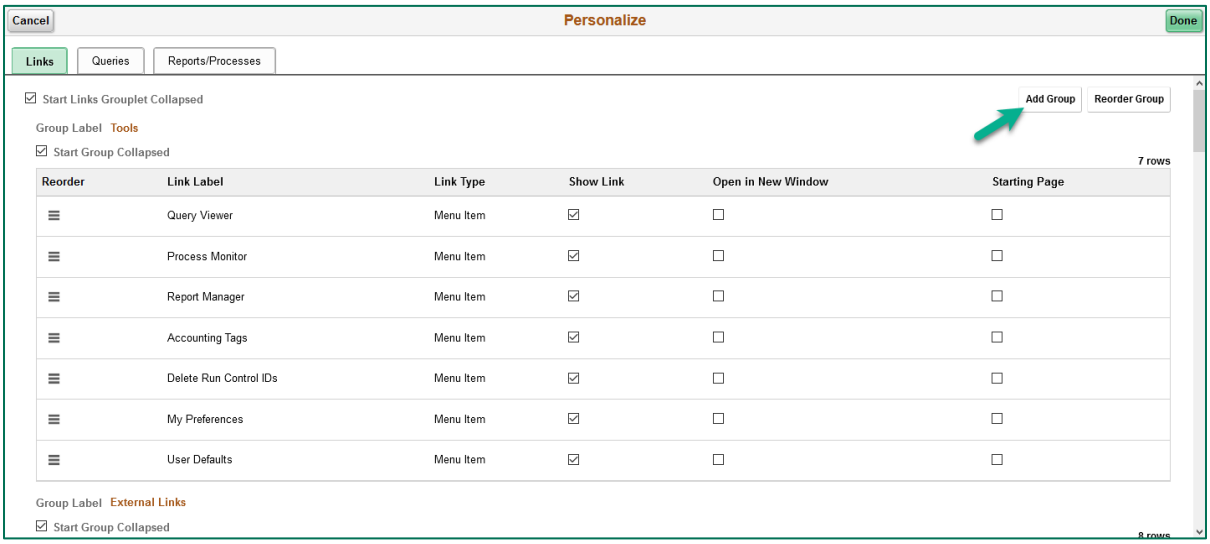



b. Click **Done** to save your changes and return to the personalize screen or **Cancel** to cancel your changes and return to the personalize screen

5. To reorder links or queries within a group click and hold the **Reorder** icon next to the label of the page or query you want to move and drag it to the desired position.

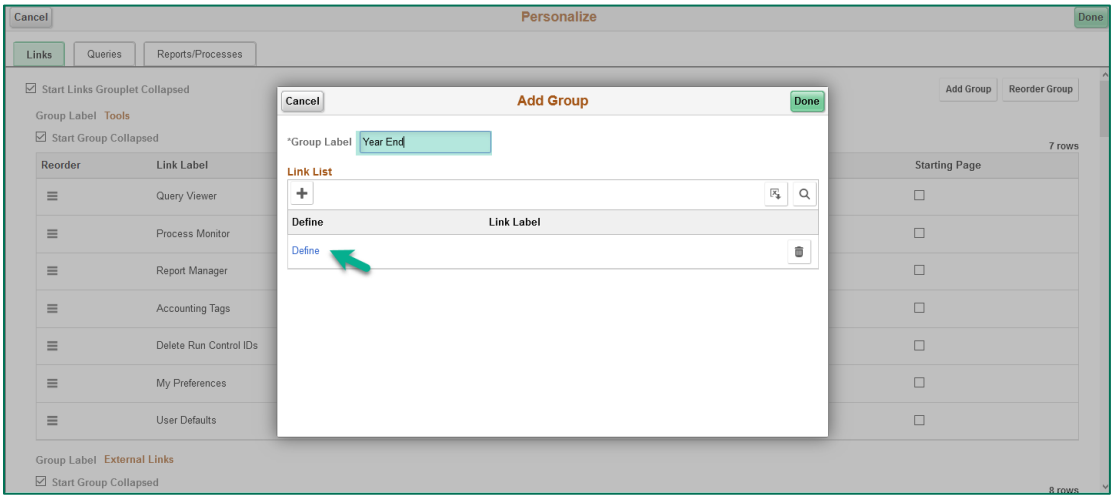



6. To add a group click the **Add Group** button in the top right of the page. Setting up a new group in Links & Reports/Processes is different from the set up for Queries. To set up a new group in Links and Reports/ Processes see the sections on Adding a New Link or Report/Process Group. To set up a new group in Queries see the section on Adding a New Query Group.

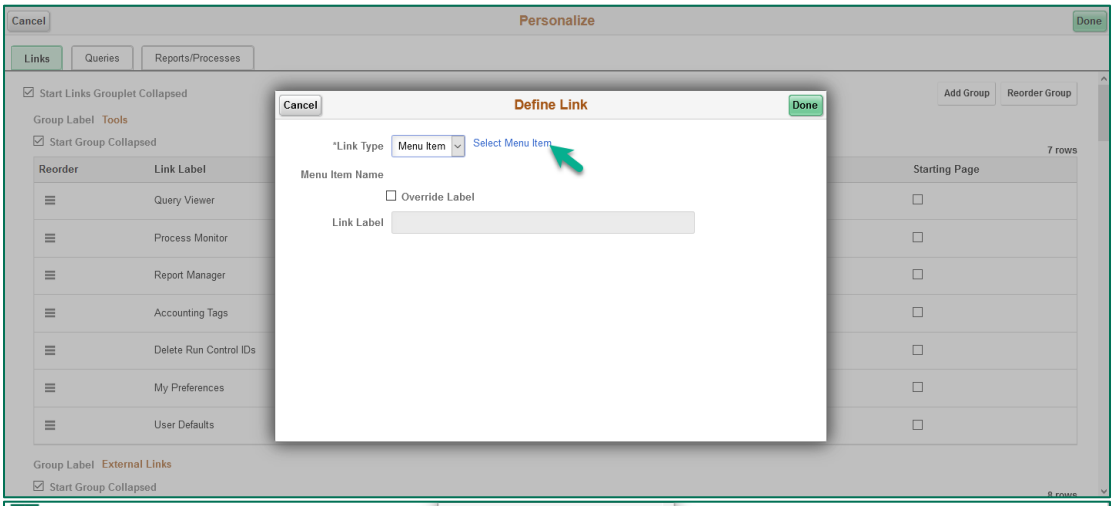


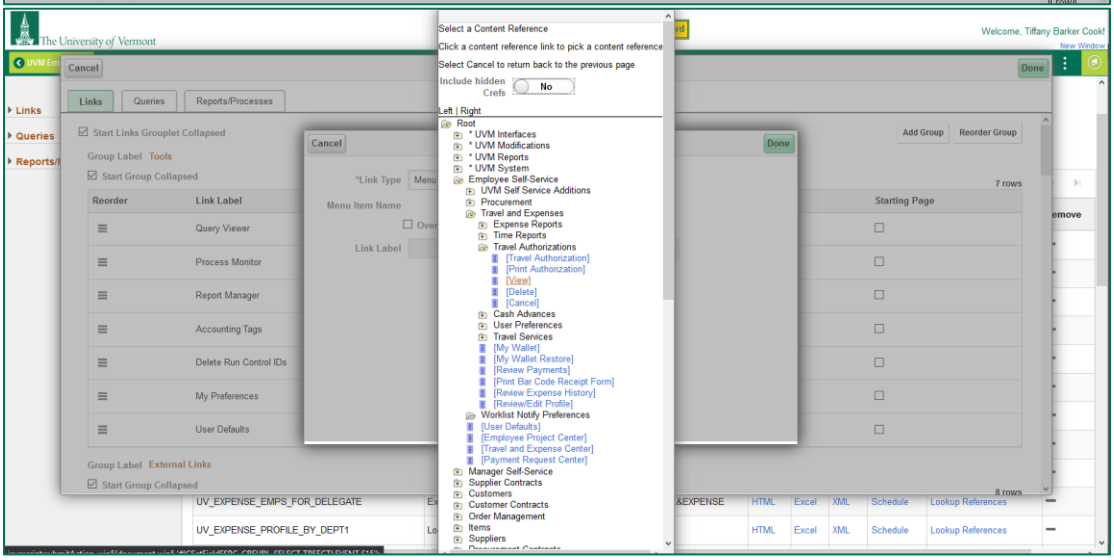

## Adding New Link or Report/Process Group

a. A new window will open; enter a description for the group in the **Group Label** box. Then click the **Define** hyperlink to specify the link/report within the group.

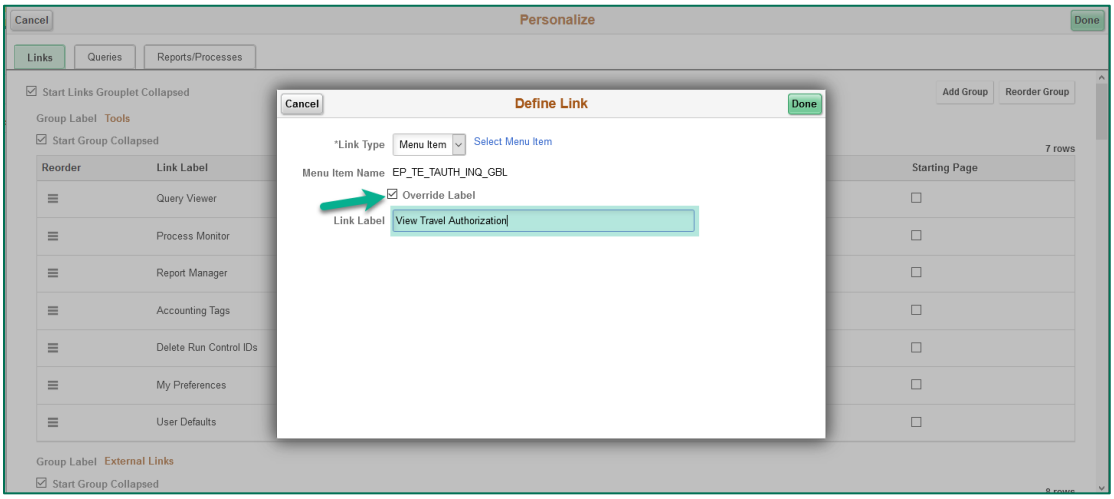



b. On the **Define Link** page, click the **Select Menu Item** hyperlink to access the navigation and select the page you want to include in the group.



c. You can choose to use the system delivered label for the page or change the label by checking the **Override Label** box and entering a label that is more relevant to you.



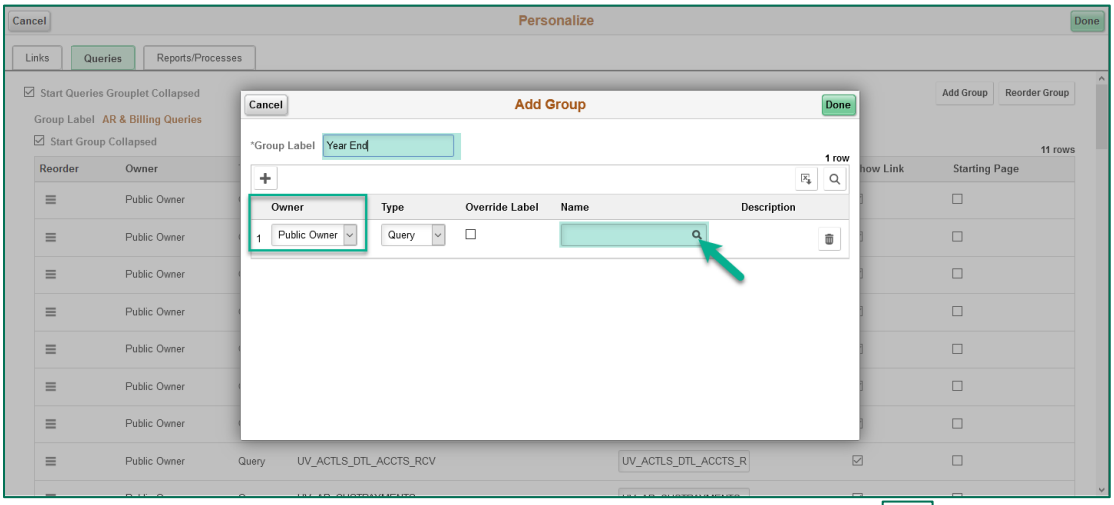

d. Click **Done** to save your changes and return to the add group screen or **Cancel** to cancel your changes and return to the add group screen.

e. To add additional pages click the **Add** button and repeat **Steps a - d**. When you have finished adding links/reports to the group click **Done** to save your changes and return to the personalize screen or **Cancel** to cancel your changes and return to the personalize screen

## Adding a New Query Group

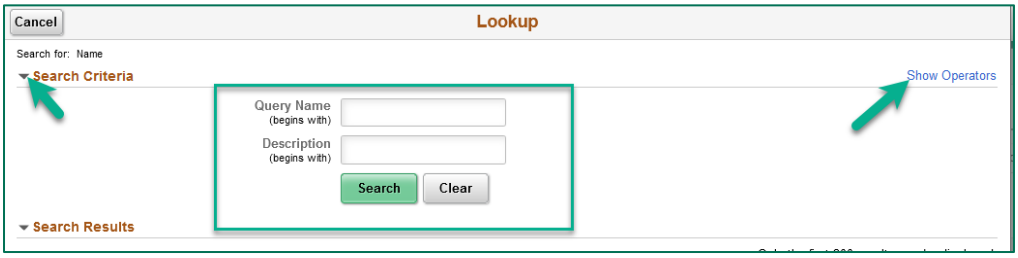
a. A new window will open; enter a description for the group in the **Group Label** box. Then enter the query name in the **Name** box or use the **Lookup** icon to search for a query.

**Note:** If you have a private query you want to add you will need to change the **Owner** to **Private Owner**.

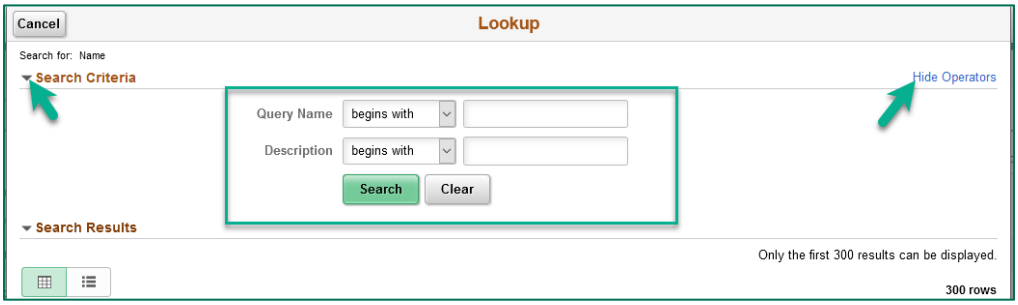



b. If using the lookup feature a new screen will open. Click the **Arrow**  in front of **Search Criteria** to expand the search criteria. To access additional search criteria options click on the **Show Operators** hyperlink.

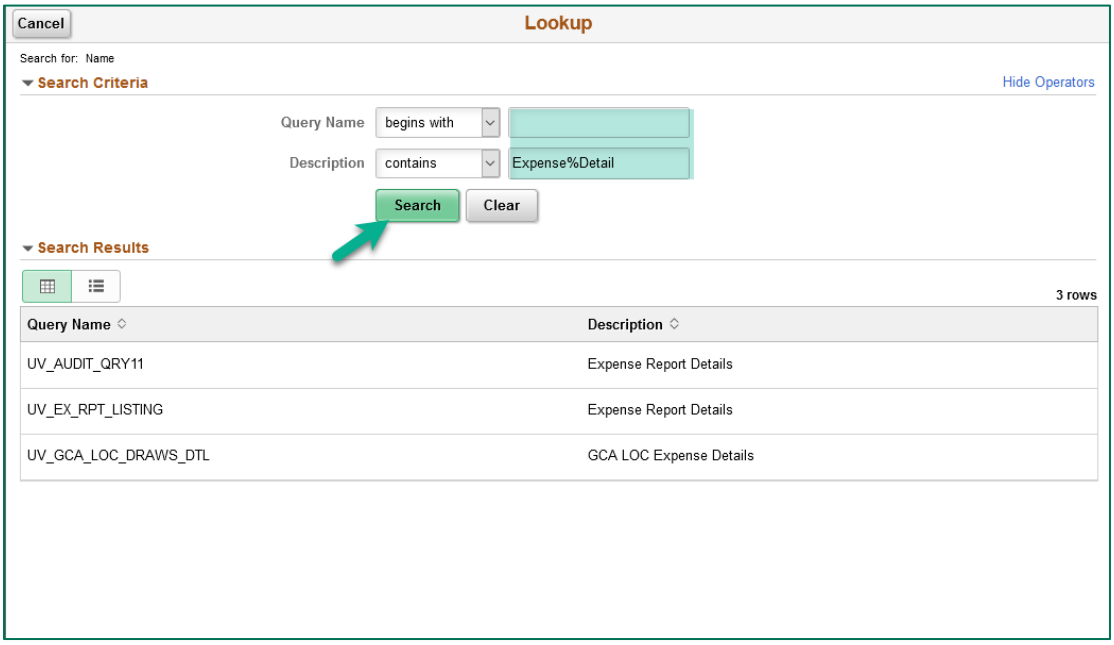
a. Prior to selection Show Operators



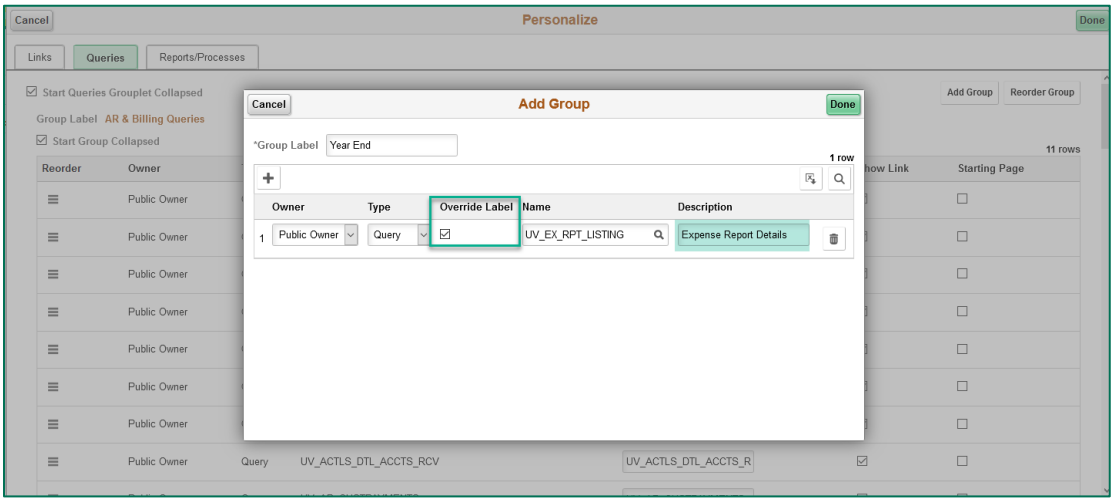

b. After clicking Show Operators.




c. Enter criteria in the search fields then click **Search.** When the search results appear click on the query you want to add to your group.

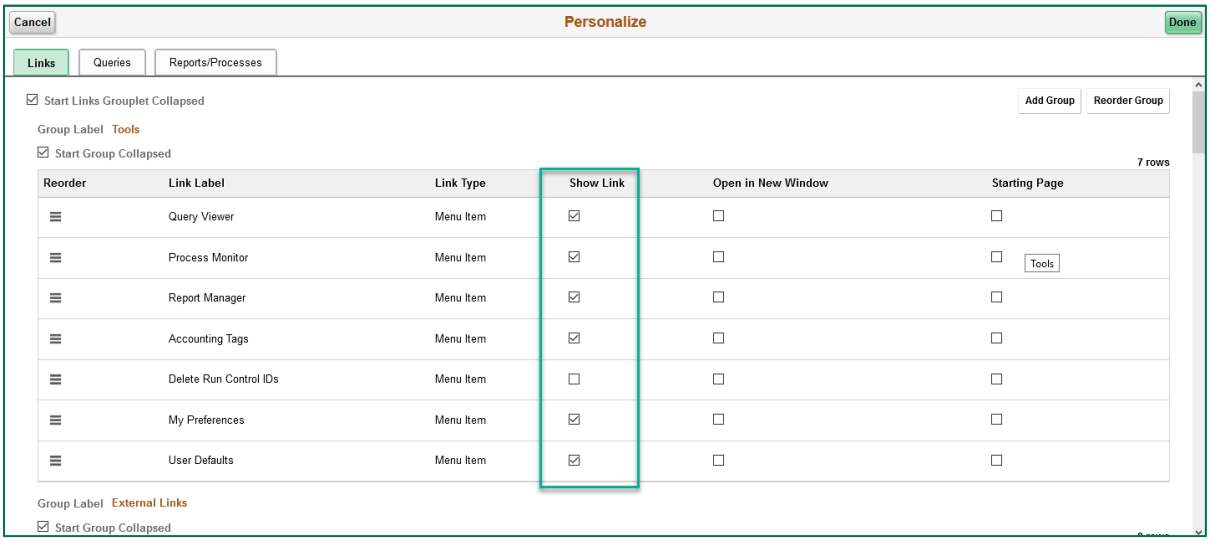



d. You can choose to use the system delivered label for the page or change the label by checking the **Override Label** box and entering a label that is more relevant to you.



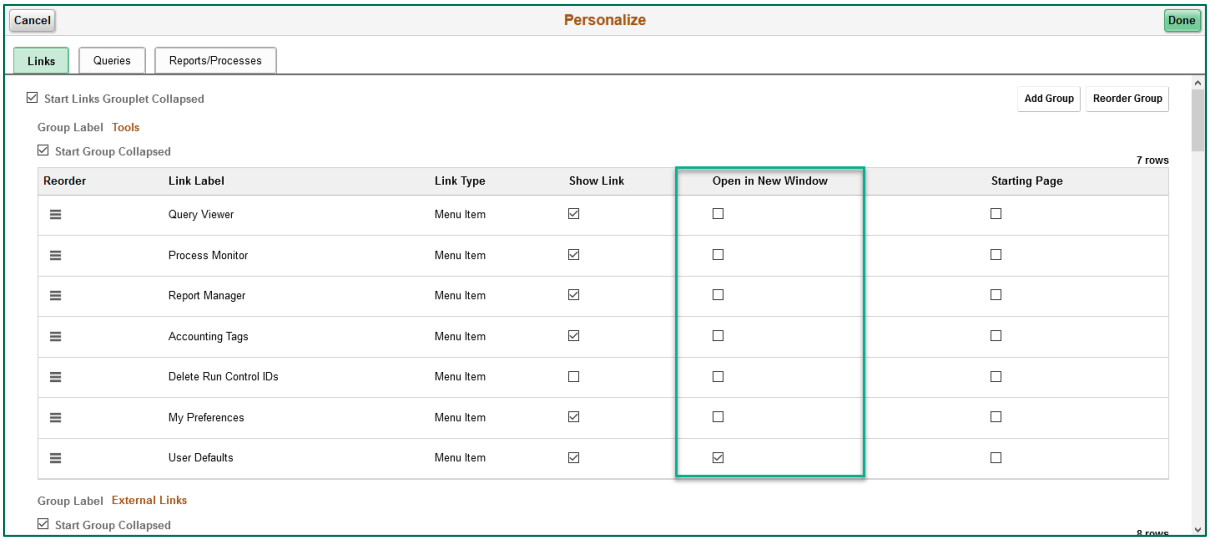

e. To add additional queries click the **Add** button and repeat **Steps a - d**. When you have finished adding queries to the group click **Done** to save your changes and return to the personalize screen or **Cancel** to cancel your changes and return to the personalize screen

7. Links and queries can be hidden from a worklist by unchecking the **Show Link** box for that item.



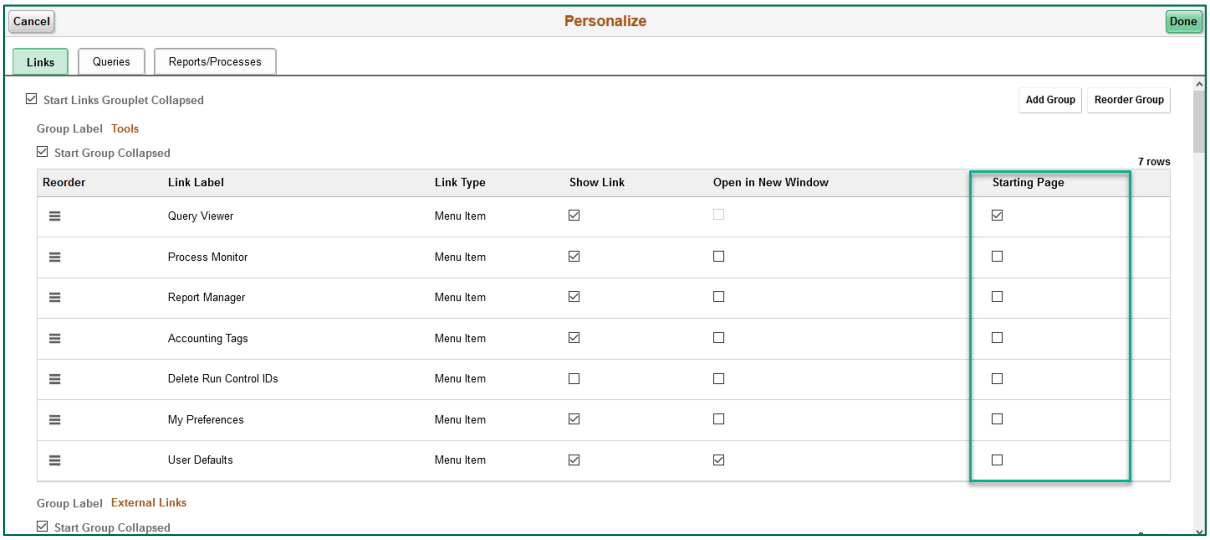

8. Links can be set to open in a new window by checking the **Open in New Window** box for that specific item.

   **Note:** It is recommended that all external links be set to open in a new window. Allowing external links to open in the same window will result in leaving the PeopleSoft pages and may require you to log back in using your Duo security.

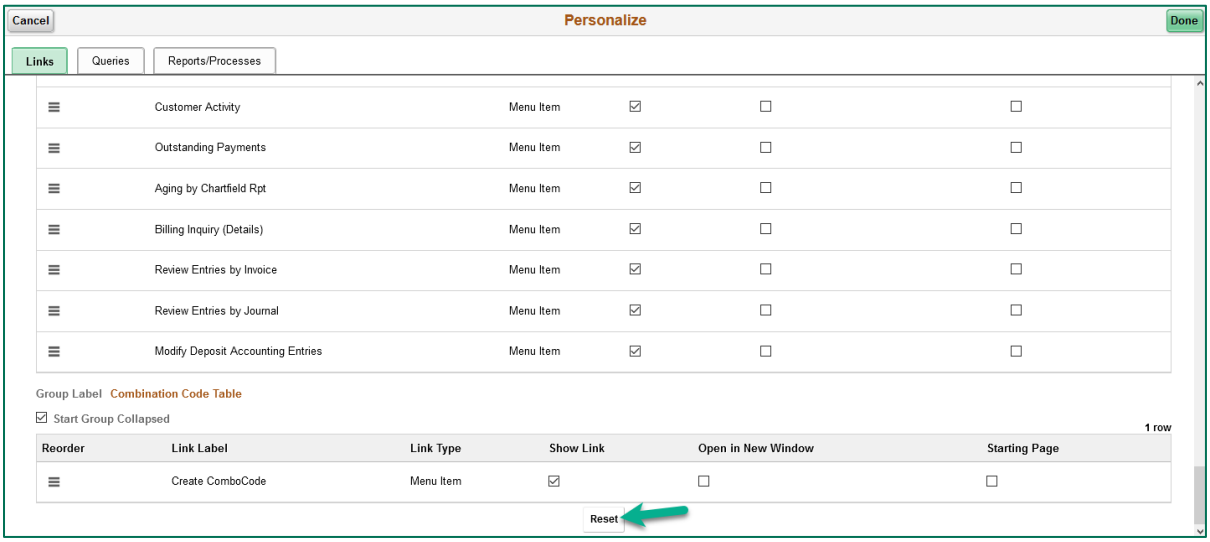



9. The default page that opens when you open your workcenter can be changed by checking the **Starting Page** box next to that item.

   **Note:** The query viewer page is the starting page for the UVM Business Mgr WorkCenter. Only one page can be set as the starting page.




10. You can return a worklist back to the original settings by clicking the **Reset** button at the bottom of the personalize page.



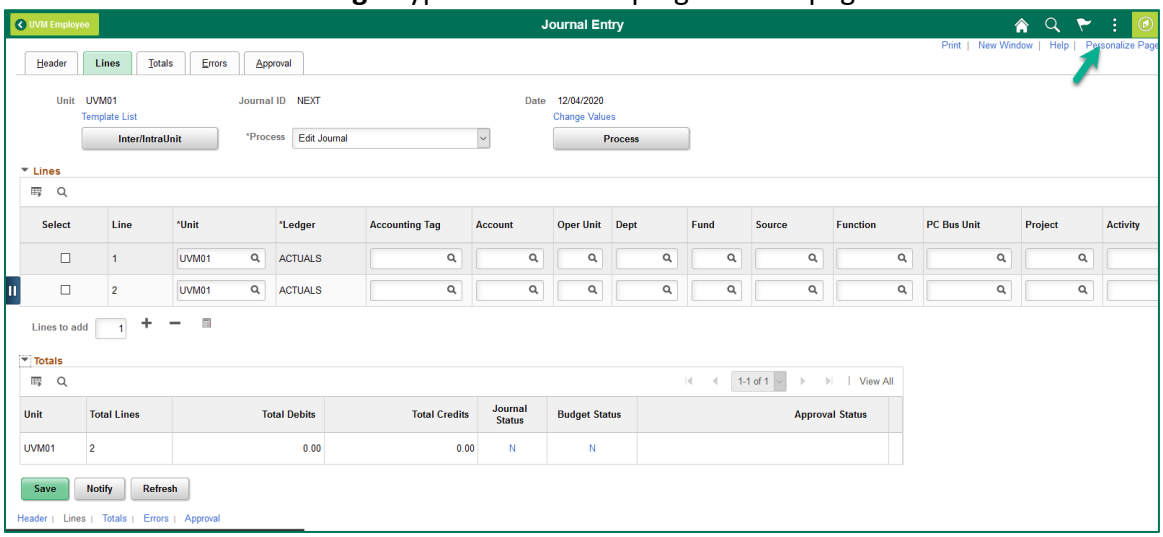

11. When you have finished adding personalizing your workcenter click **Done** to save your changes and return to the workcenter or **Cancel** to cancel your changes and return to the workcenter.

## Page Personalization

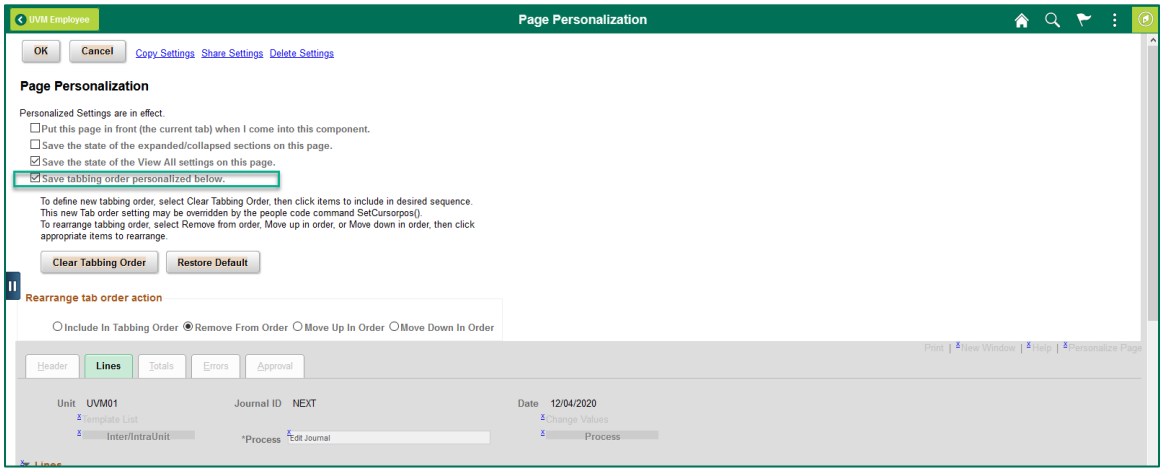
Some pages have personalization options, which include setting a tabbing order or having sections expanded or collapsed.

## Setting the Tabbing Order

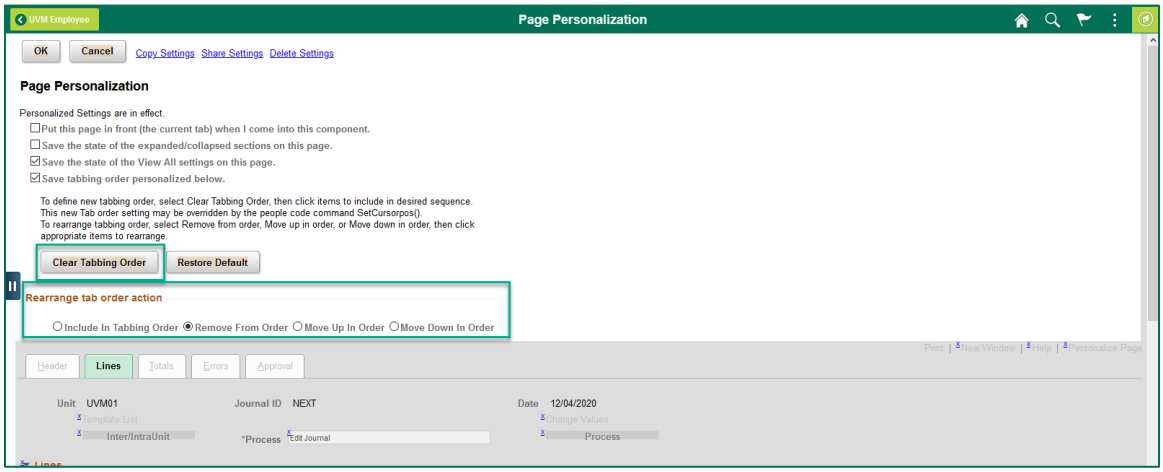
1. Click on the **Personalize Page** hyperlink at the top right of the page.



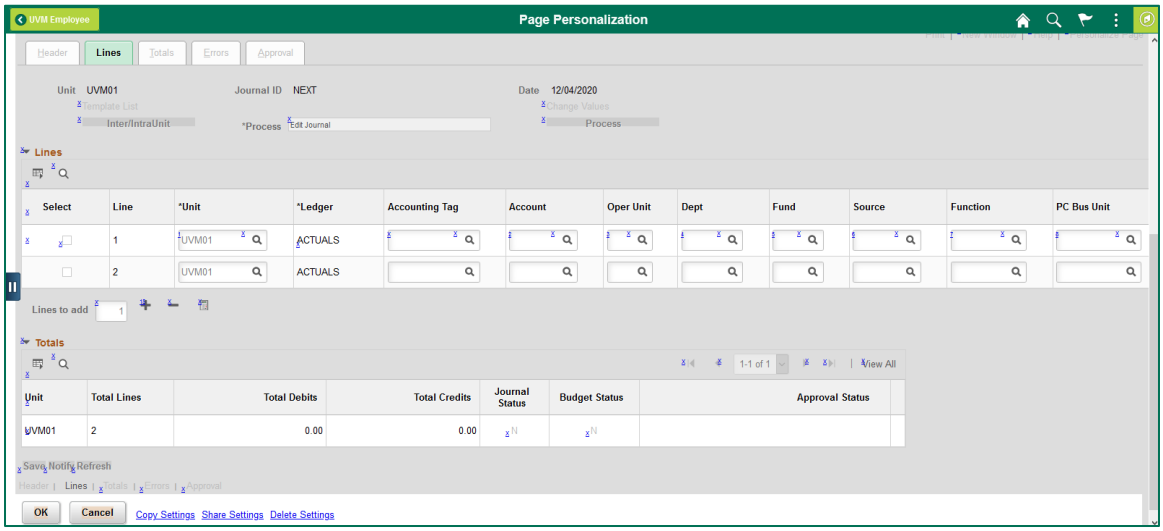

2. The Page Personalization Page will open. Check the box for **Save tabbing order personalized below.**



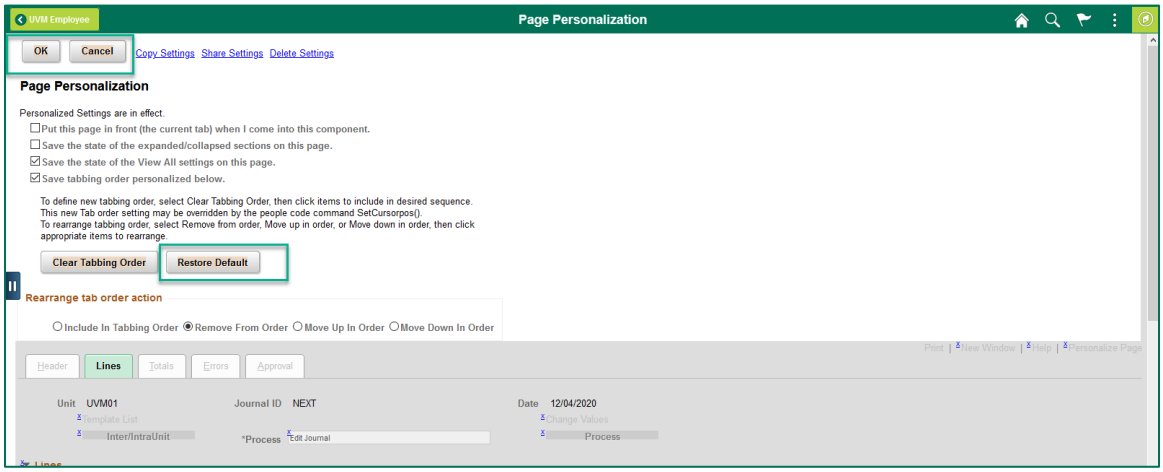

3. To start from scratch click the **Clear Tabbing Order** button then choose **Include In Tabbing Oder** from the **Rearrange tab order action** section. To adjust a tabbing order already in place choose from the options in **Rearrange tab order action.**




4. Click on the **X** or **#** hyperlink next to the item to perform the action selected above. The example below shows the Journal Enter screen after the tabbing order has been cleared and only the chartfields were included in the tabbing order.

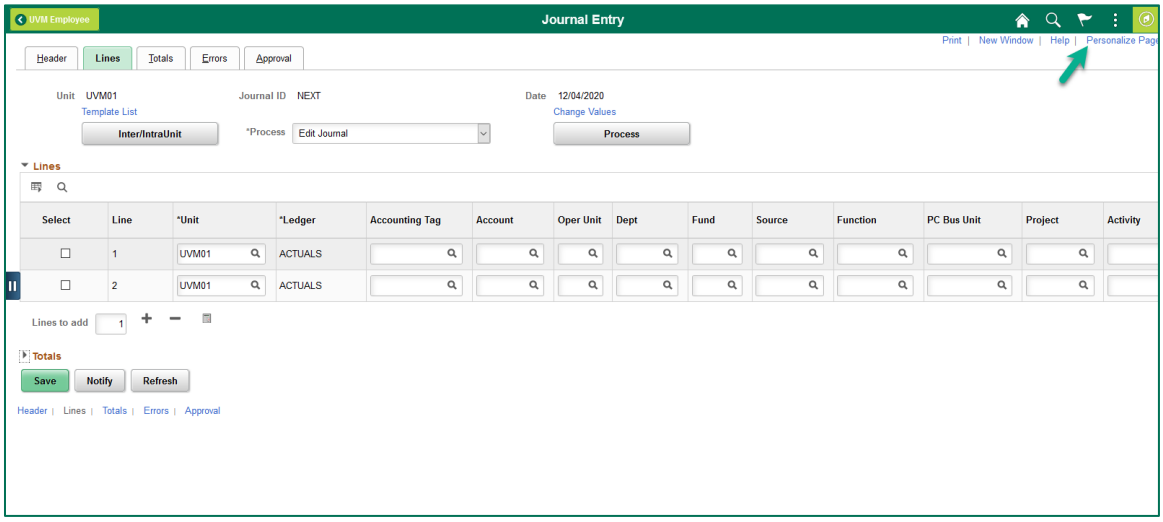



5. When finished click **OK** to save changes and return to the page or **Cancel** to cancel any changes and return to the pages. The tabbing order can be reset to the system settings by clicking **Restore Default.**

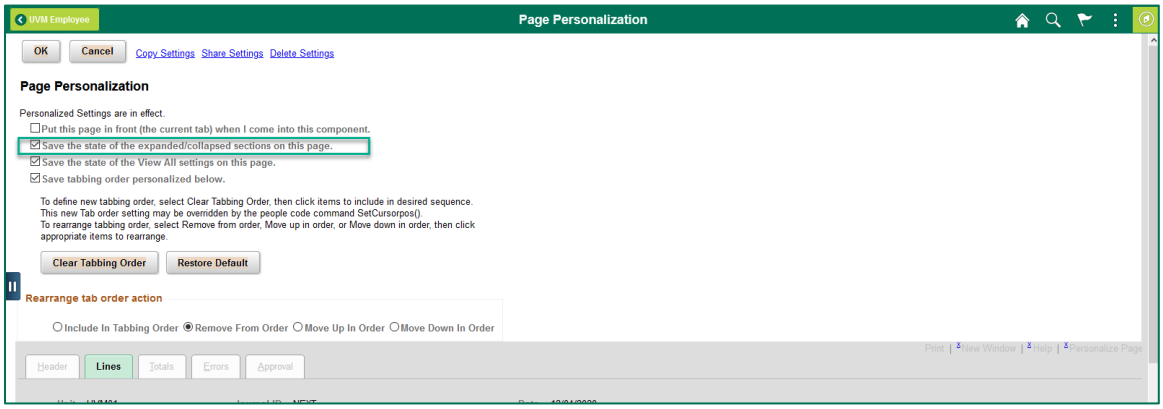



## Setting a Section to Open as Expanded or Collapsed

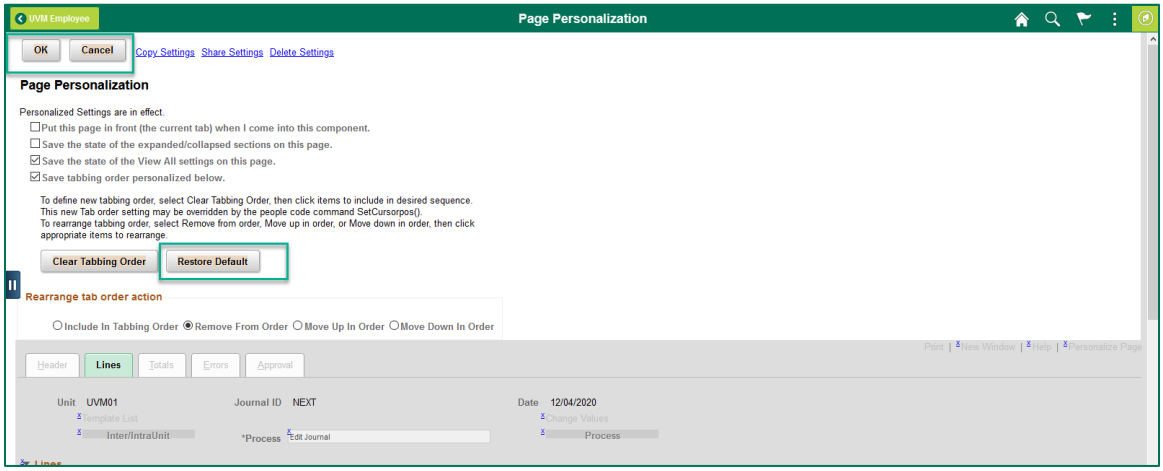
1. Click on the **Arrow** icon next to the section to your preference of expanded or collapsed. In the example below of the Journal Entry page the Lines section is expanded and the Totals section is collapsed.
2. Click on the **Personalize Page** hyperlink at the top right of the page.




3. The Page Personalization Page will open. Check the box for **Save the state of the expanded/collapsed sections on this page.**




4. When finished click **OK** to save changes and return to the page or **Cancel** to cancel any changes and return to the pages. The page can be reset to the system settings by clicking **Restore Default.**

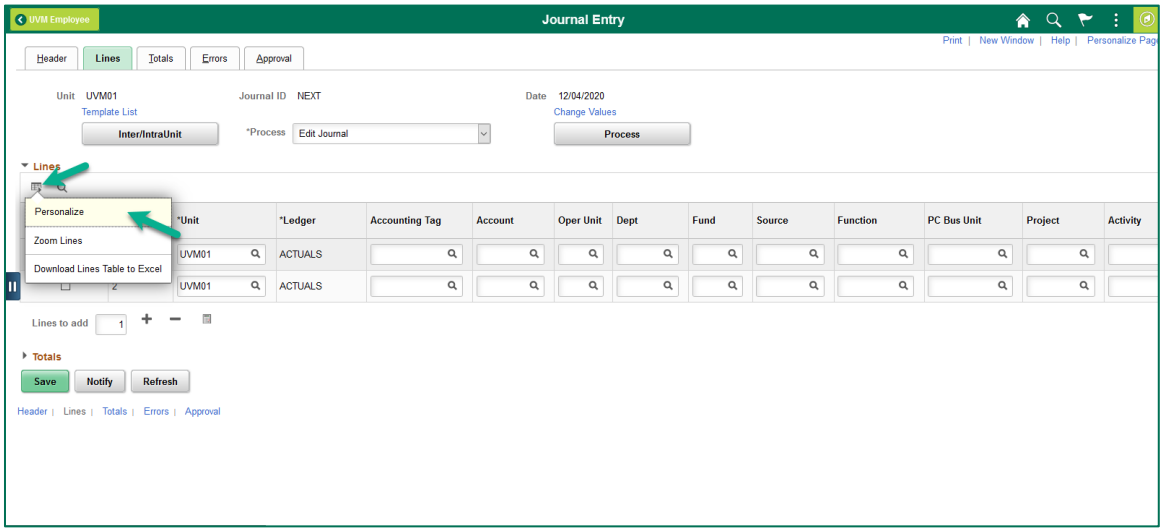



## Grid Personalization

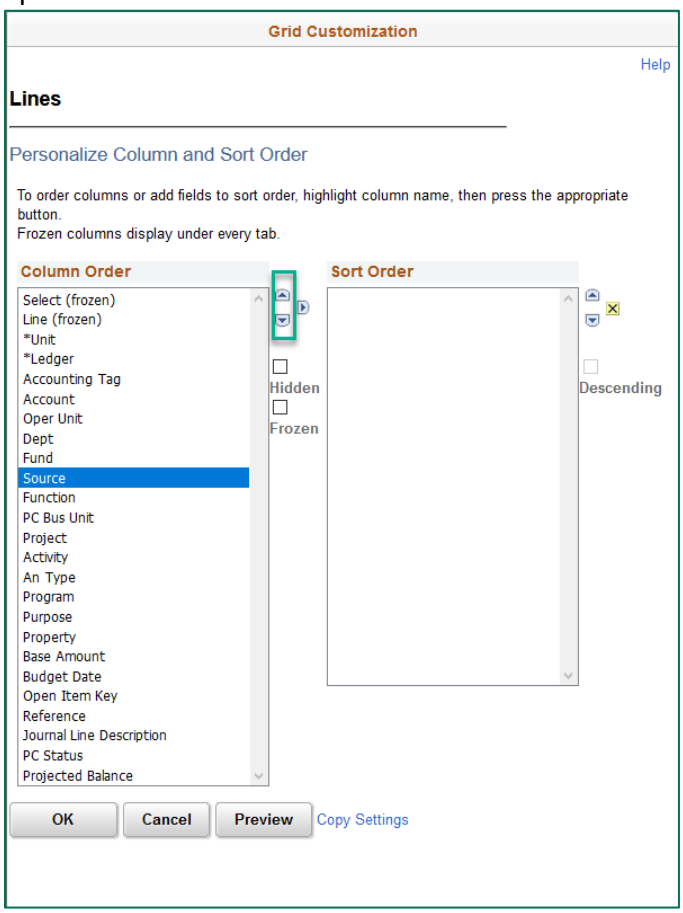
Many screens in PeopleSoft display grids of data that allow personalization; the user can change the order of the columns, the data sort order, which columns are frozen, and which columns are hidden.

Users can share personalizations with other users or copy another user's settings for their own use. You control these settings on the **Personalize Column and Sort Order** page, which you open by clicking the **Personalize** link in **Grid Action Menu**  on the header of the grid. Any personalizations that you make to a grid remain in place until you change them.

1. Click the **Grid Action**  icon in the top left of the grid then click **Personalize.**

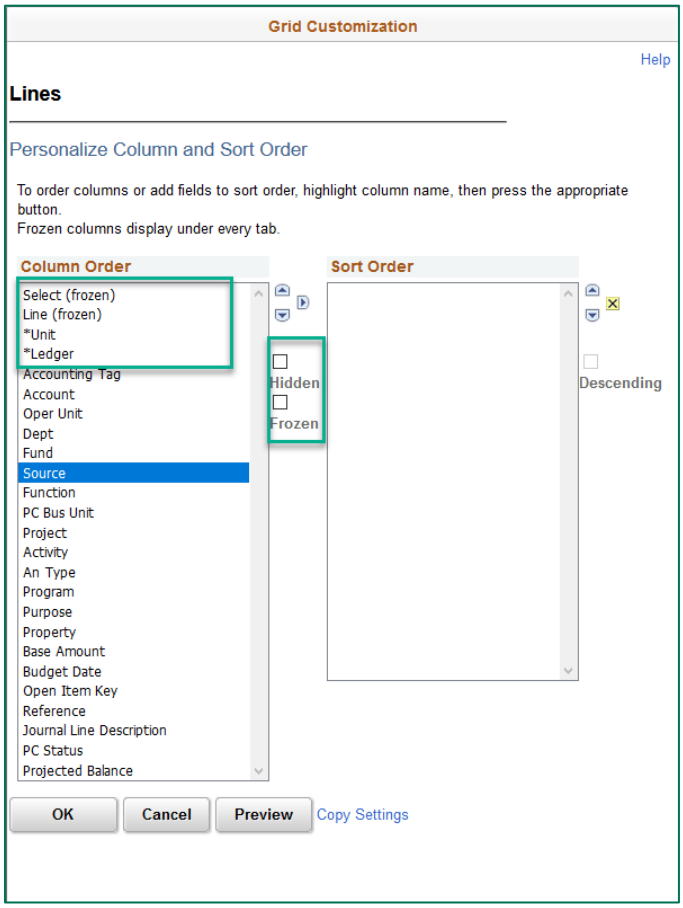



2. The **Grid Customization** page will open.
3. To change the column order click on the field in the **Column Order** box and use the up and down arrows to move the field to the desired position.

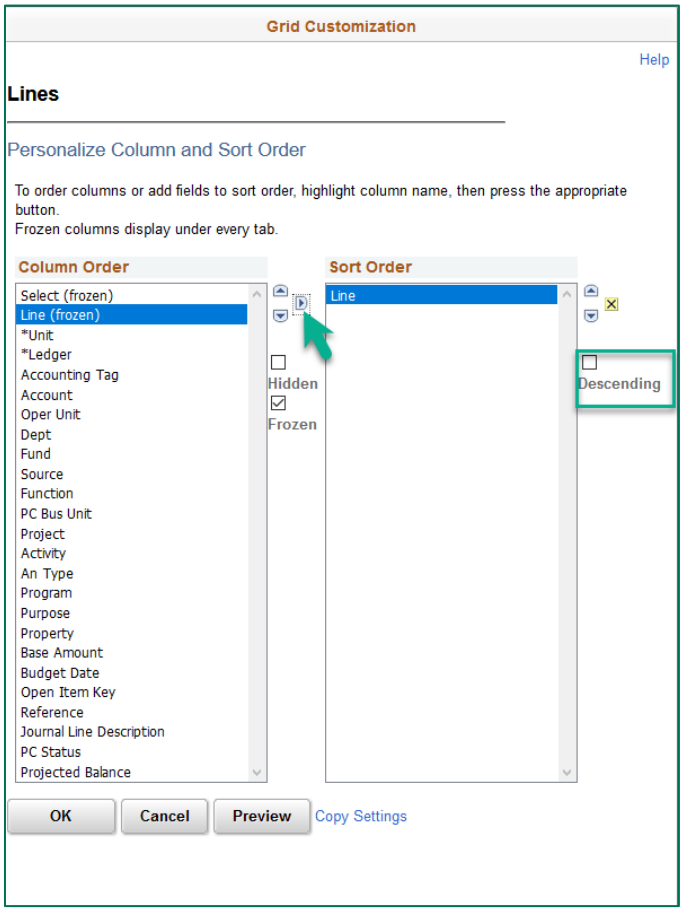



4. It may also be desirable to hide or freeze other fields by placing a checkmark in the appropriate checkbox.

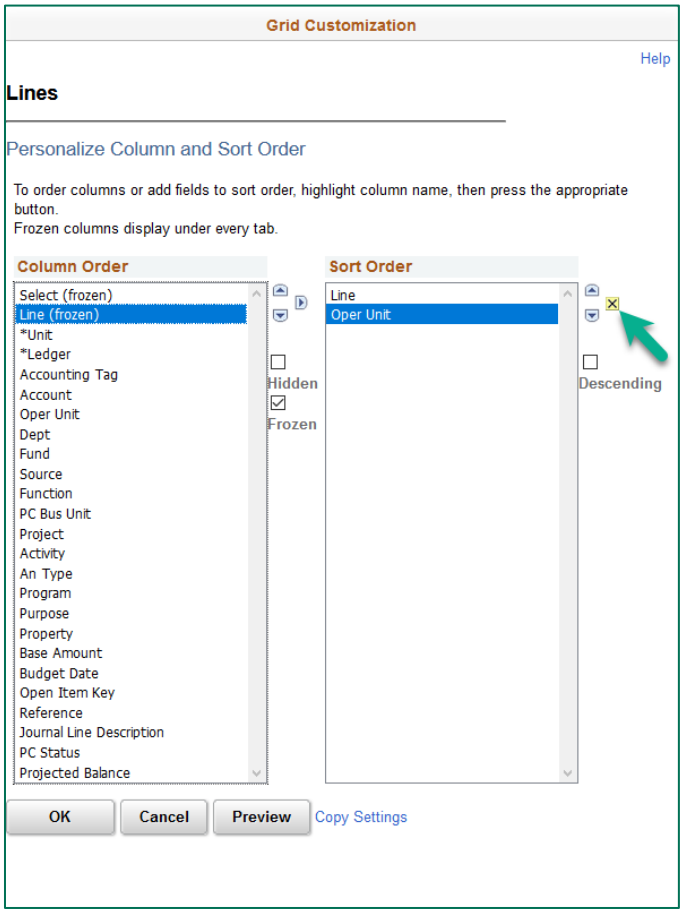
**Note:** Freezing a field means that it will always display where it is placed. Hiding a field means that it will not display. "Unhide" it by returning to this page.



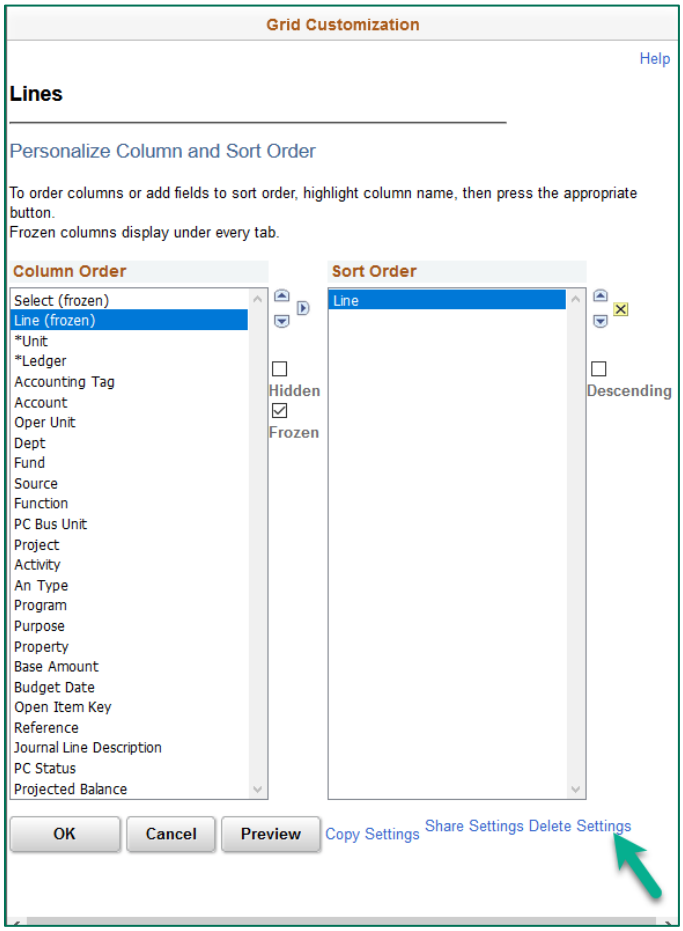

5. To adjust the sort order select the field you want to sort by and add it to the **Sort Order** box by clicking the right arrow.
   **Note:** Ascending is the default sort option. To sort by descending check the descending box.




6. To remove a field from the sort order select the field in the **Sort Order** box then select the X.




7. Click **Preview** to see the new order of the journal columns before saving changes.
8. When finished click **OK** to save changes and return to the page or **Cancel** to cancel any changes and return to the pages. The page can be reset to the system settings by clicking the **Delete Settings** hyperlink**.**
   **Note:** Copy, Share, and Delete settings are available once personalizations are saved.



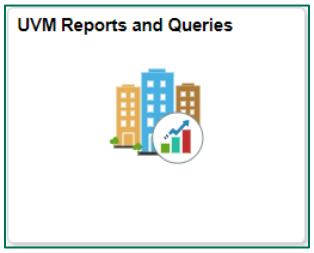

# Tools

## Query Viewer

### My Favorite Queries

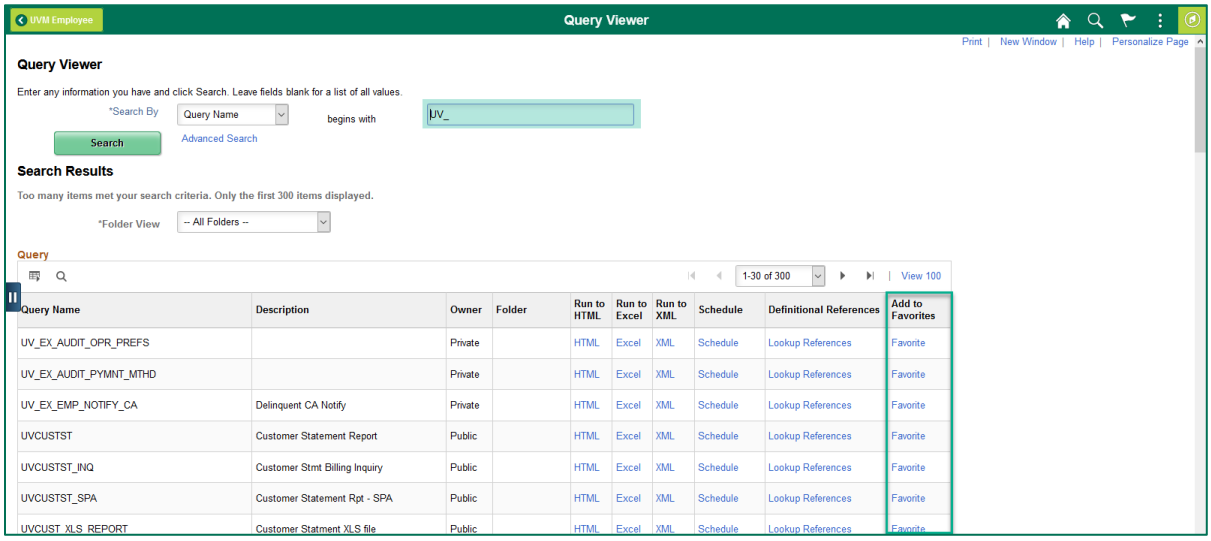
The Query Manager and Query Viewer search pages can include a list of queries called **My Favorite Queries**. If you use certain queries often, you can put the queries in this list for easy access. *Financials favorite queries will not be available in the HR system, and vice versa.*

1. Log in to PeopleSoft using either the **Human Resources** or **Financial Login**.
2. Click on the **UVM Reports and Queries** tile in Human Resources or the **UVM Business Mgr WorkCenter** in Financials.

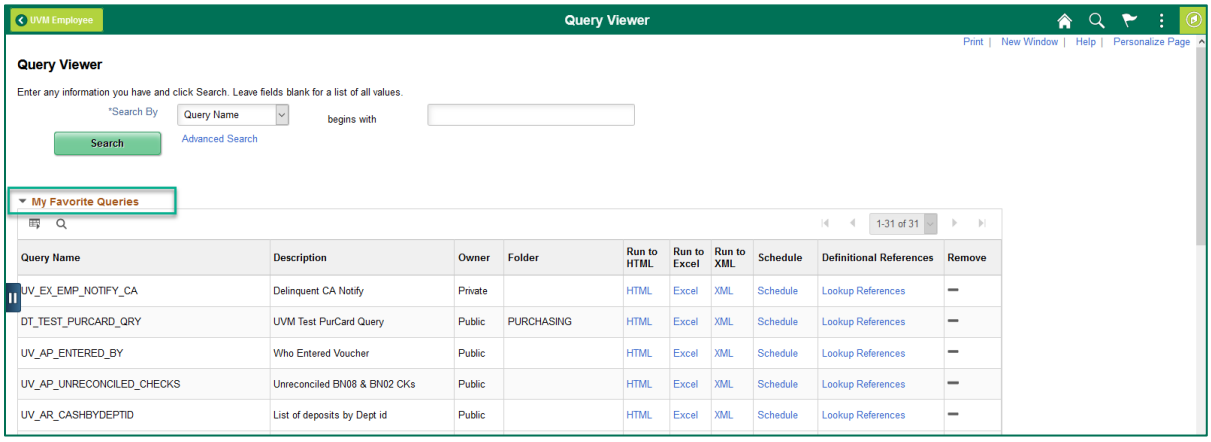



or

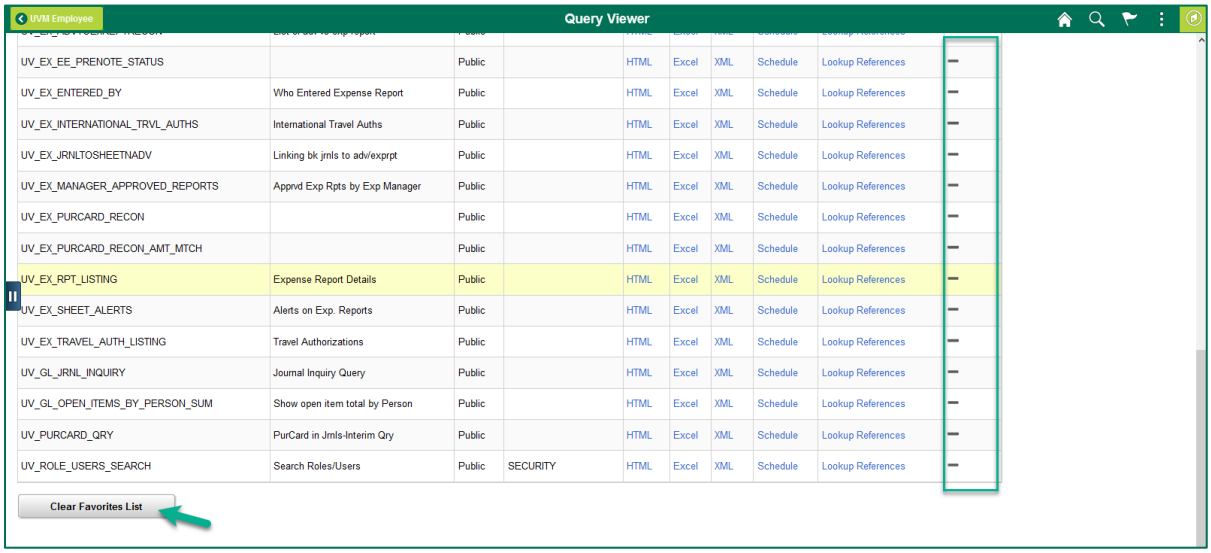

3. Search for the query to add as a favorite.
4. In the list of results, click the **Favorite** link next to the selected query.




5. The list of favorite queries will appear on the Query Manager and Query Viewer search page in the **My Favorite Queries** section at the bottom of the page.




6. Remove Individual query favorites by clicking the corresponding minus sign button in the Remove column, or remove all with the **Clear Favorite List** button.

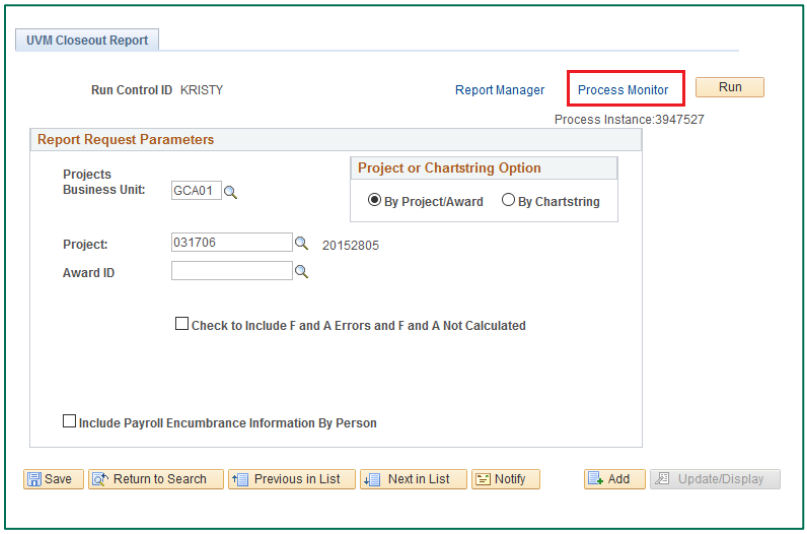



## Process Monitor

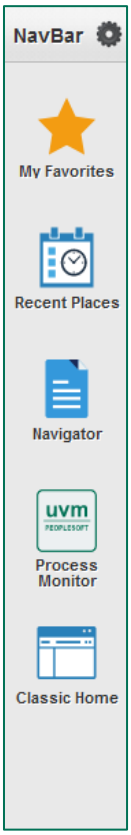
The Process Monitor is a page that allows you to see what reports or other processes you have requested in the system. When you are viewing or entering data on a page, the Process Monitor is not involved. When you run a report or you need to run a process, such as budget checking, the Process Monitor will track the status of your process.

Some reports and processes will take longer than others to run. Processing time depends on the amount of data being retrieved/processed, and the overall volume of system usage at runtime.

There is typically a link to the **Process Monitor** on run control pages, as shown below in the **Closeout Report** in Financials. After clicking **Run** and returning to the run control page, use this link to access the **Process Monitor**.



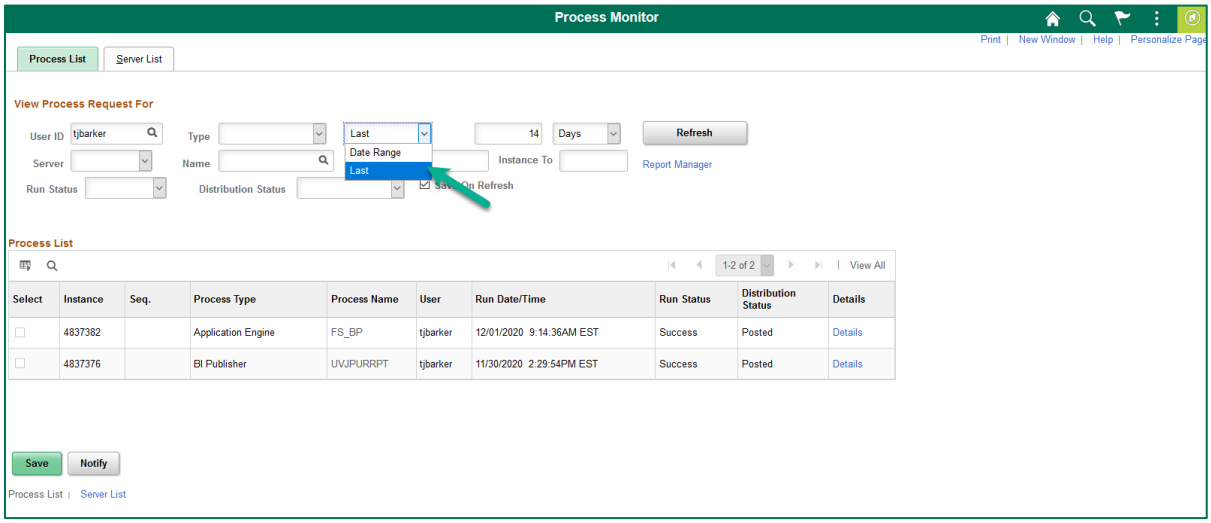
The Process Monitor is also available in the **NavBar** as shown below.



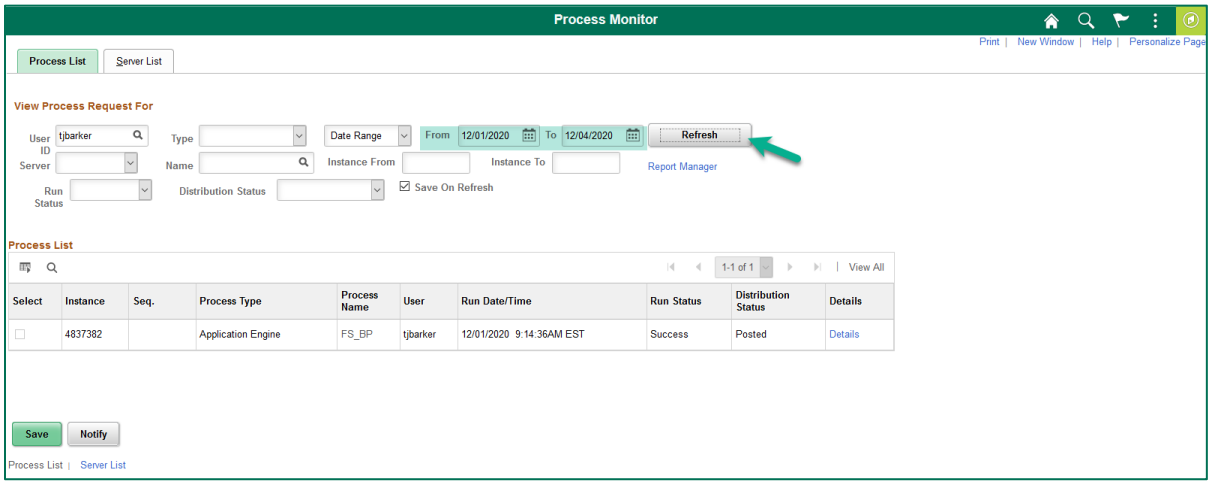

## Process Monitor Process List

By default, PeopleSoft displays 14 days of reports in the **Process List**. Change the number and unit of time (days, hours, minutes, years) to refine the list as needed.

Or, select **Date Range** instead of "Last" to search by a range of dates.




Enter the **From** and **To** dates desired, and click **Refresh**.

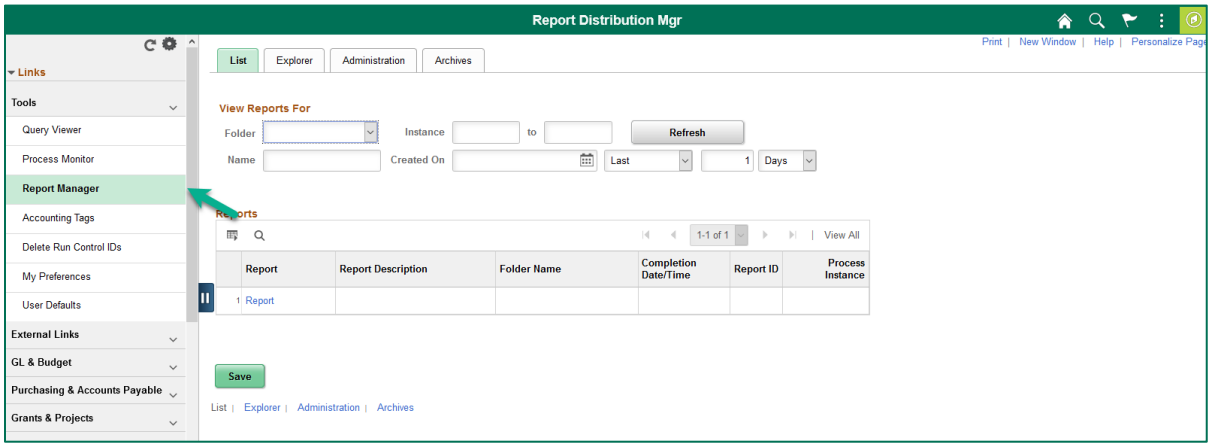



Once the criteria are set, click **Refresh** periodically (every 30 seconds to a minute) to refresh the Process List until the Run Status reaches Success. Or, while waiting for the process to complete, navigate elsewhere from the Main Menu and return to the Process Monitor later to verify the results and obtain output files.

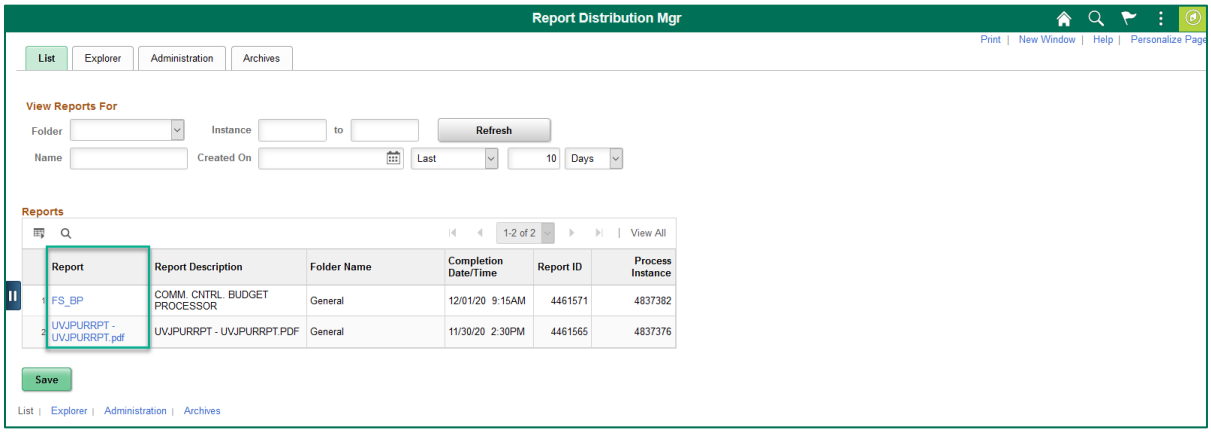
## Report Manager

As part of the PeopleSoft Process Scheduler, Report Manager is another place to retrieve report output files. It provides the same date/time criteria for listing reports as the Process Monitor.

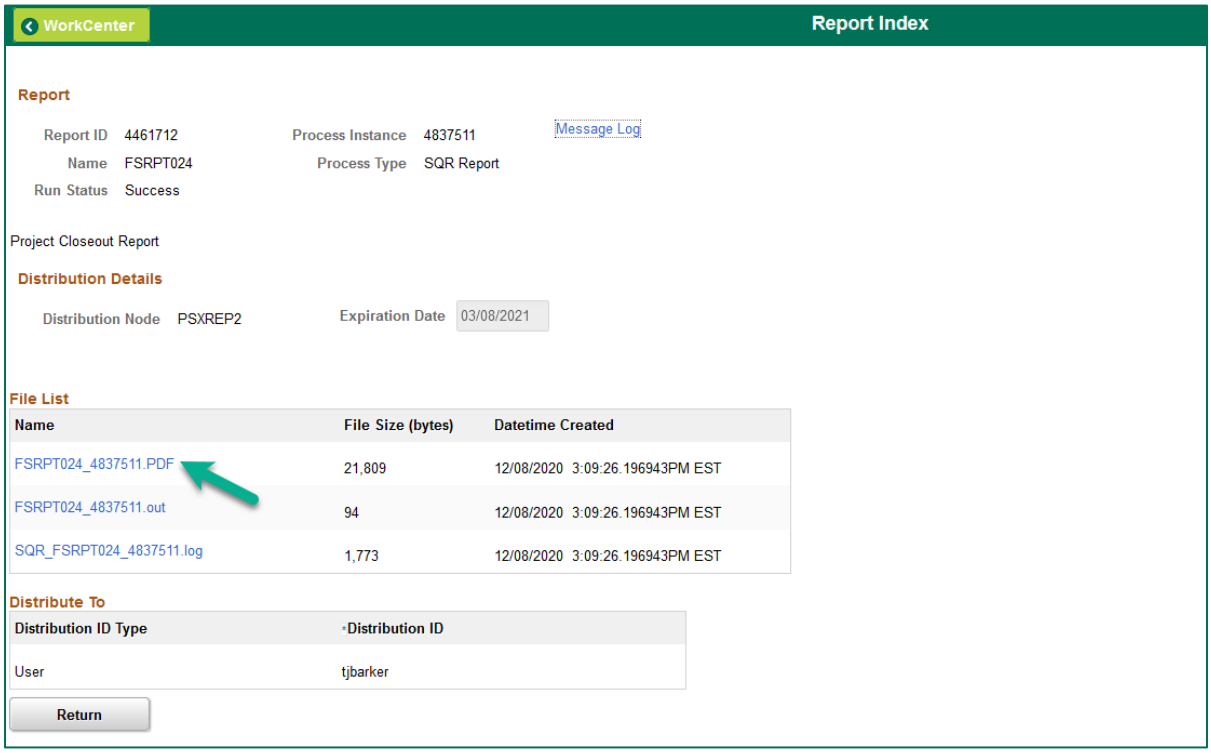
Use the **Navigator** in the **NavBar**  to access the Report Manager via **Reporting Tools > Report Manager.** The Report Manager can also be accessed in the **Financials** via the **UVM Business Manager WorkCenter** under **Links > Tools**




On the List tab, click the link to the report in the Report column.



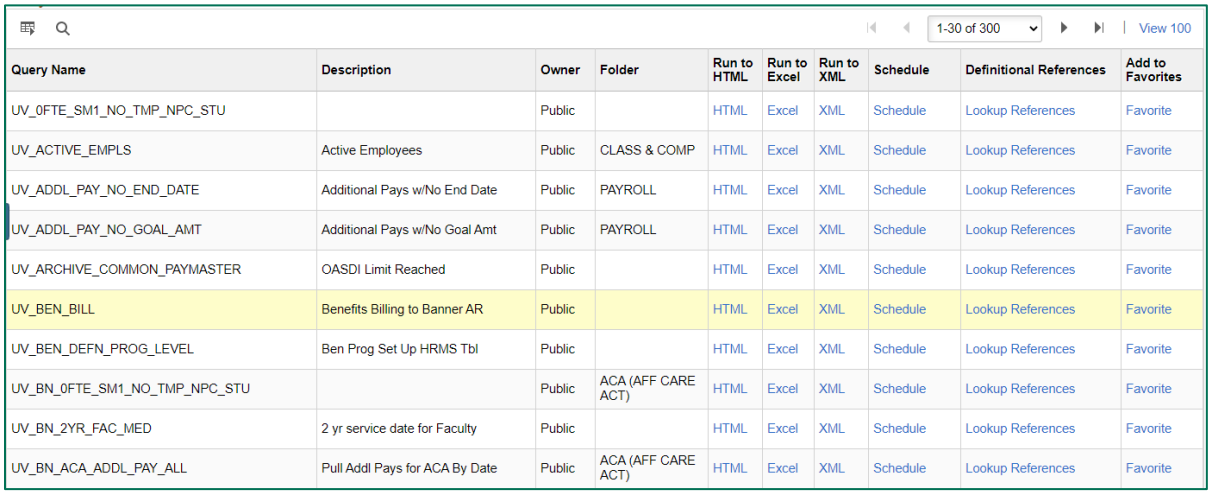

Then click the file link, which in this case is the file with the PDF extension.




## Auto Row Highlighting

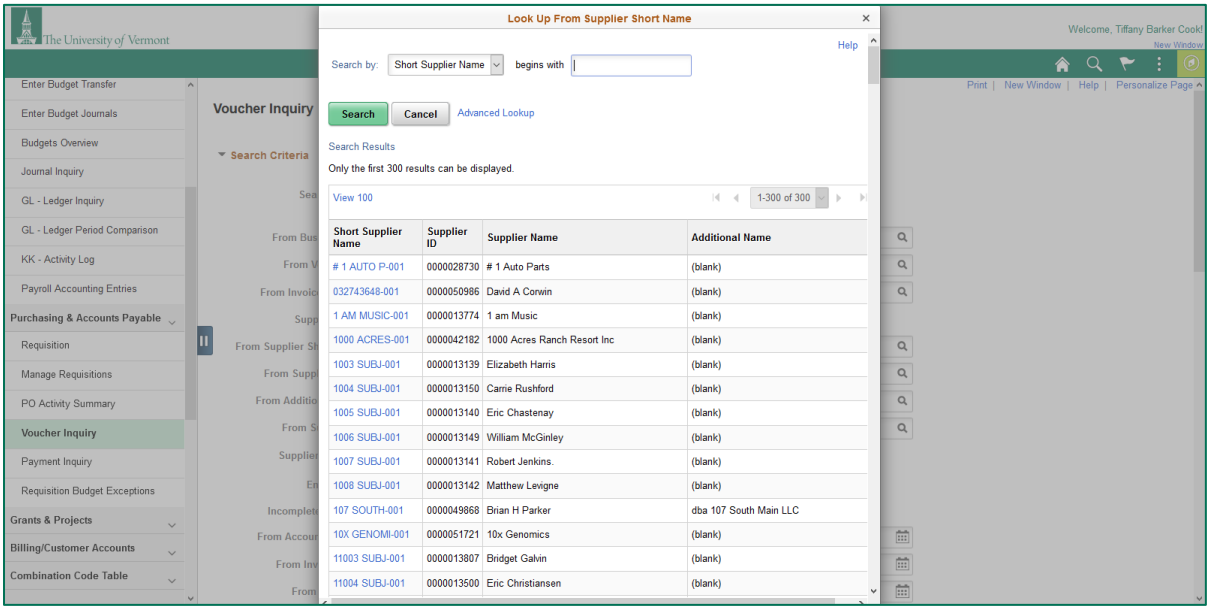
PeopleSoft grids and tables are shaded with alternating light and dark colors to help differentiate between rows of data.

In addition to the dark/light row shading, a light yellow color highlights the row over which the user hovers the mouse.



## Lookup Fields: Pop-Up Functions

When the **Lookup** icon is selected a Lookup window appears. The background is grayed-out and results (up to 300) are displayed on-screen without having to navigate away from the main search page.



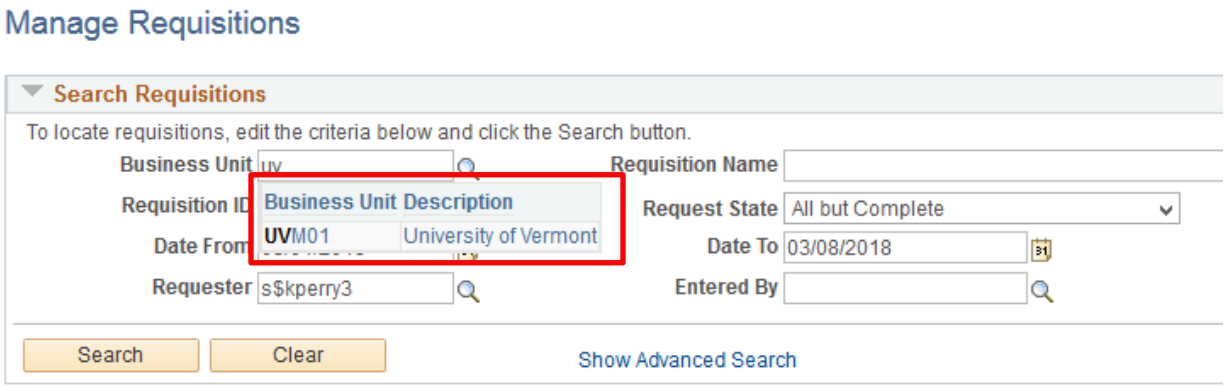

## Lookup Fields: AutoComplete

As mentioned above, the lookup icon allows the user to see lists of available values for many PeopleSoft fields.

PeopleSoft also offers type-ahead functionality, also known as autocomplete, on fields with a lookup icon.

As text is entered, the system displays a list of the available values. Users can continue typing as they normally would, or they can make their selection directly from the list.

To enable/disable the AutoComplete functionality see Navigation Personalizations.

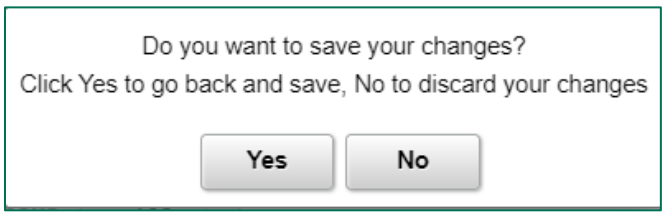



## Save Warning Pop-Up Window

Many PeopleSoft screens display a save warning when users have entered data on a page, and attempt to navigate elsewhere without saving.

Click **Yes** to return to the page to save, or click **No** to discard the changes made.

To enable/disable the Save Warning functionality see System & Application Messages.

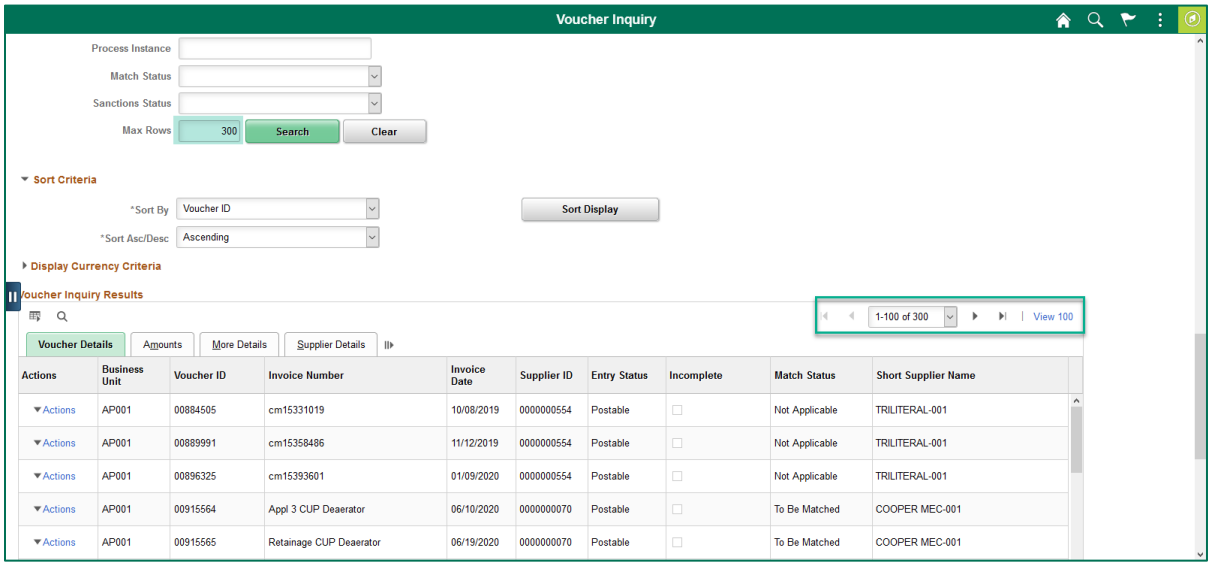



## Searches: Maximum Number of Rows

Depending on the search criteria a user provides, PeopleSoft searches and reports can potentially return hundreds or thousands of lines of data.

To avoid searching for too much data at once, PeopleSoft will automatically limit the maximum number of rows of data returned. Wherever there is a limit or “Max Rows” field presented on a screen, the user can specify the number of values returned, up to the limit. In many cases, the maximum is 300 rows.

This search example is from PeopleSoft Financials **Voucher Inquiry**

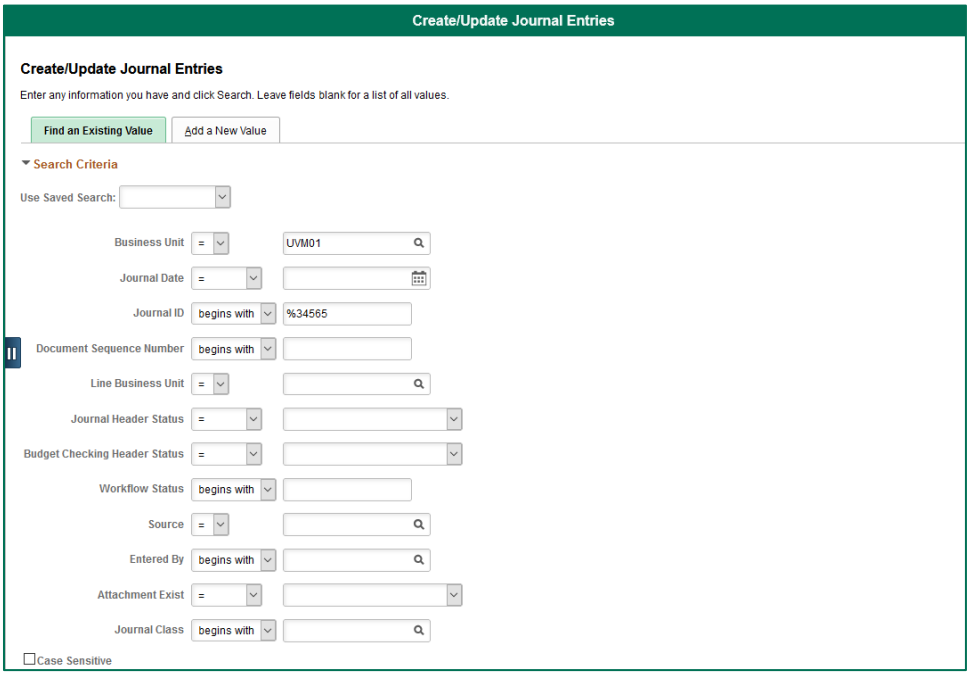



## Search for Transactions

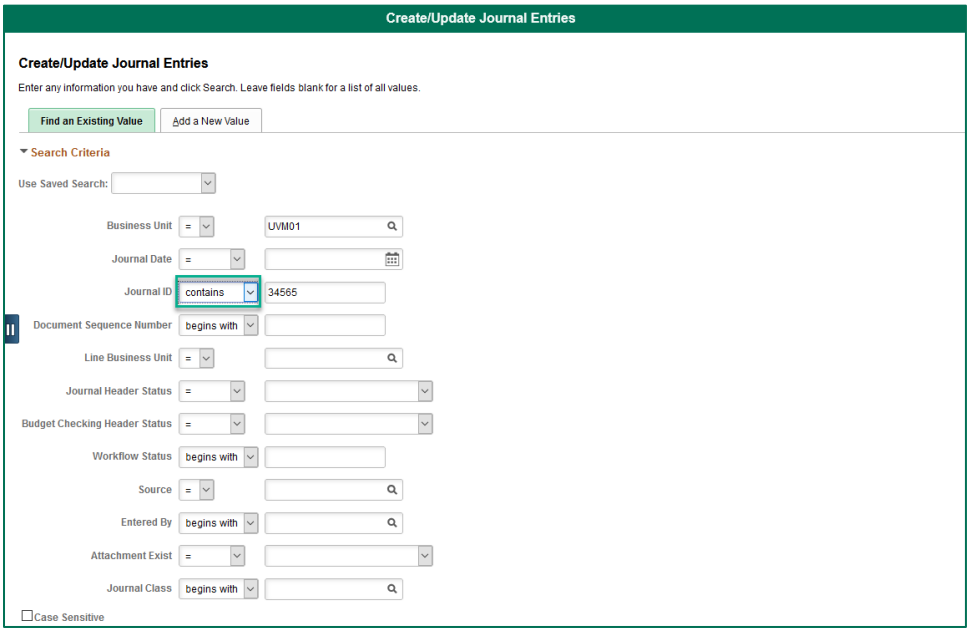
When searching for a transaction where the transaction is unknown, use the **%** (percent sign) in front of the numbers to replace the zeros, or use the % (percent sign) in between characters where part of the information is unknown.

Additionally, you can change the search operator from **begins with** to **contains.** The following screenshots use journal entries as an example, but the functionality can be used to search for any PeopleSoft transaction.

**Using the %:**



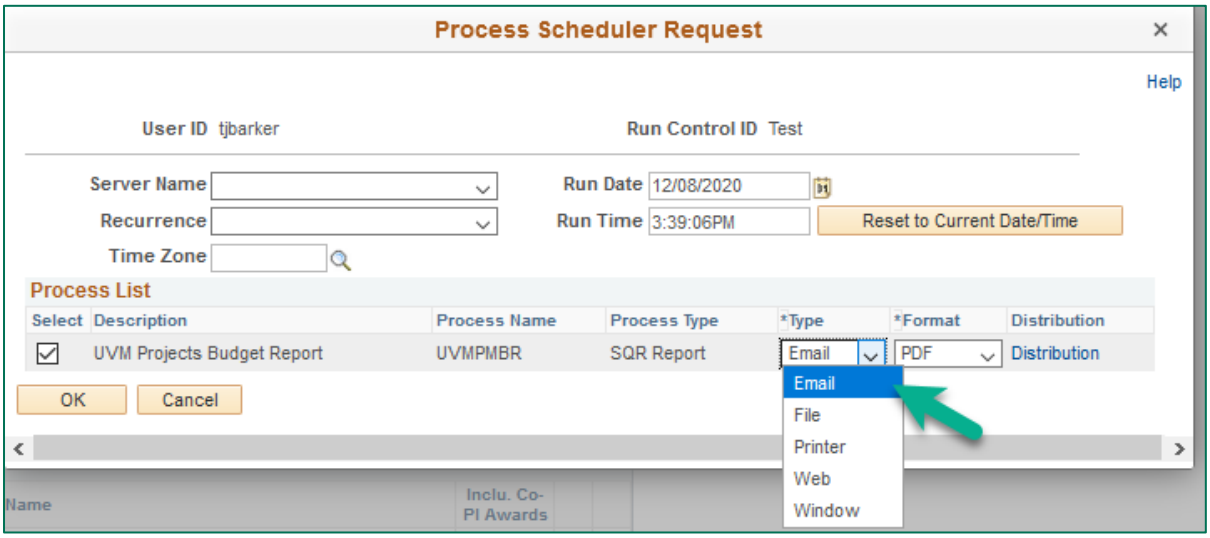

**Using contains:**



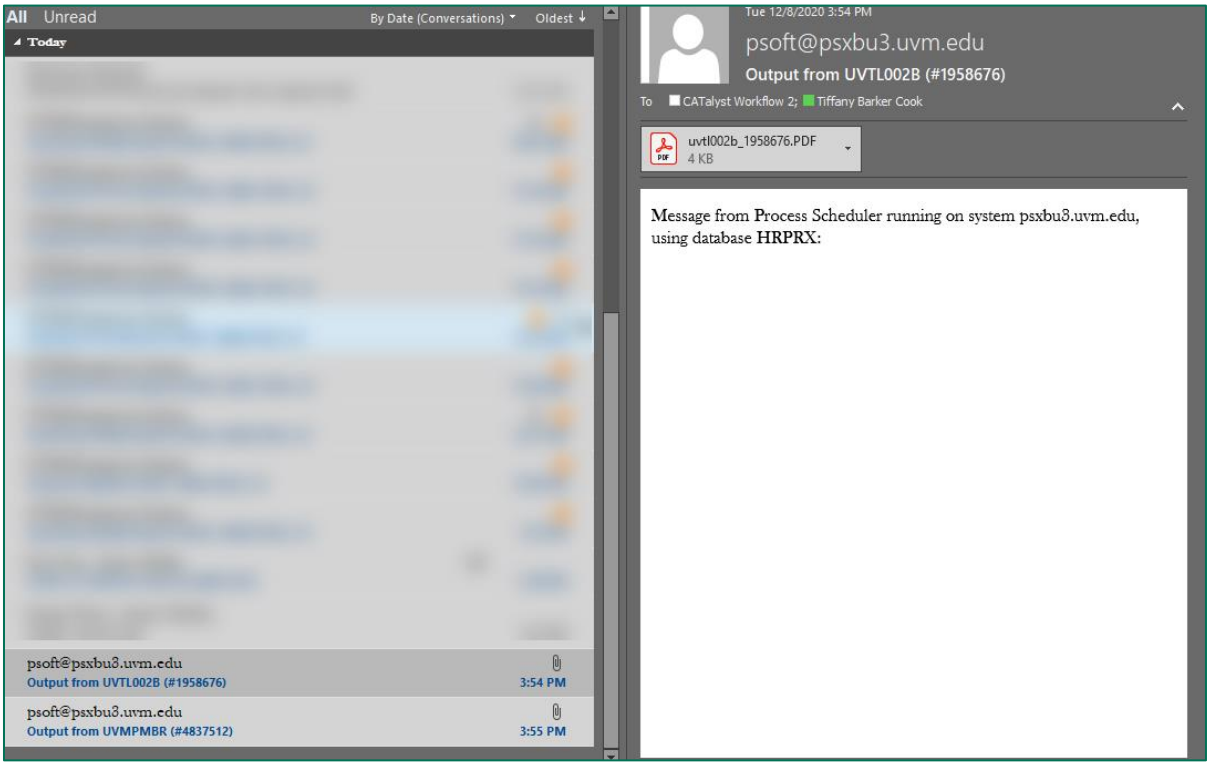

## Email Reports

Emailing reports from PeopleSoft is an efficient way to send reports without having to wait in the Process Monitor.

1. Choose a report to run/email.
2. Enter the necessary criteria and click **Run.**
3. On the **Process Scheduler Request** page, in the **Process List** section, select **Email** from the ***Type** drop-down list.




4. Click the **OK** button to run the report and to send an email attachment.
5. When the message from PeopleSoft appears in the user's email inbox, the report will be the attached .pdf file.



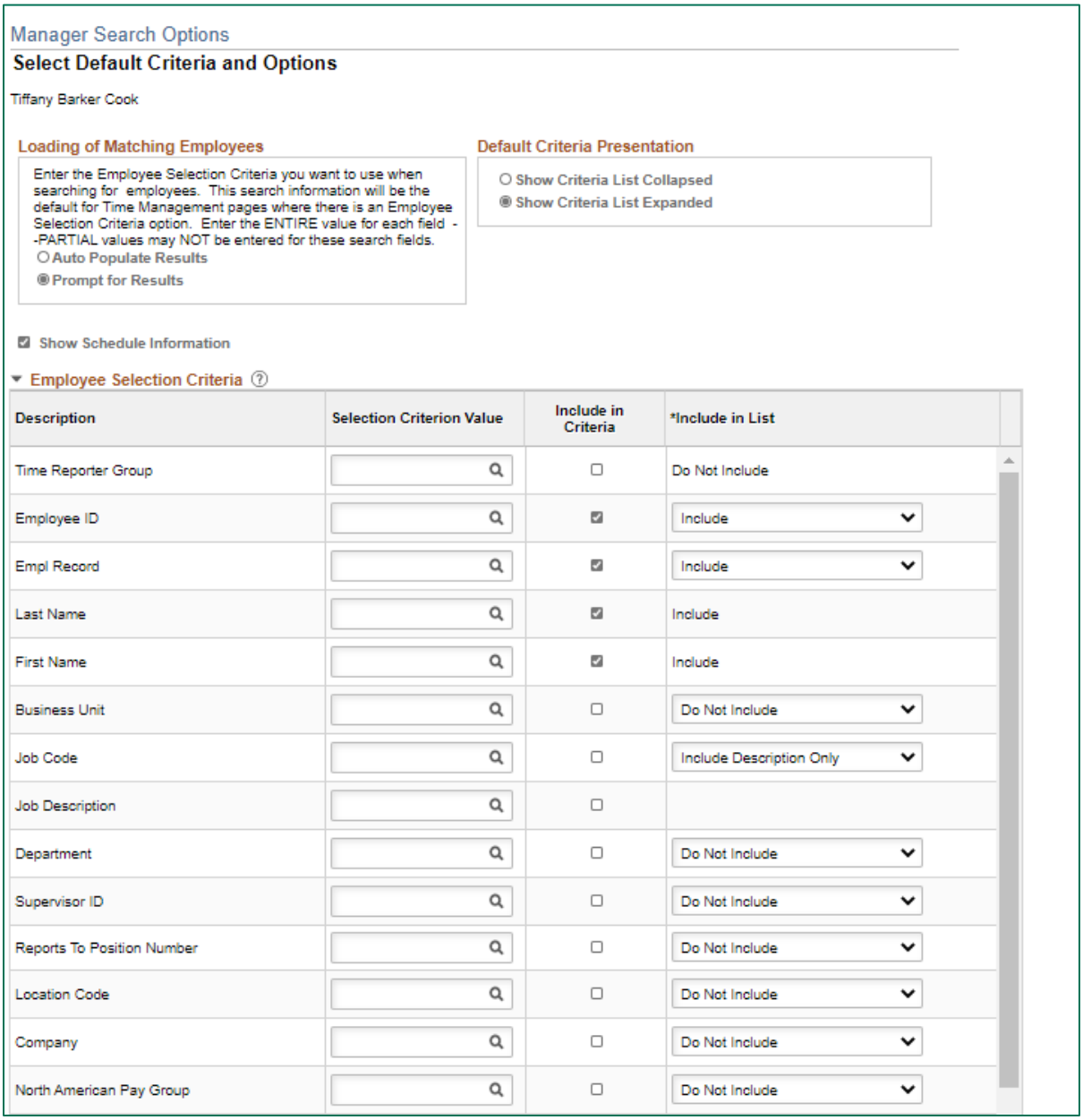

# PeopleSoft Human Resources Tips

## Time and Labor Customization Screens

### Customizing Manager Search Options

1. Log in to PeopleSoft Human Resources
2. Use the **Navigator** to access: **Manager Self Service > Time Management > Manager Search Options**.

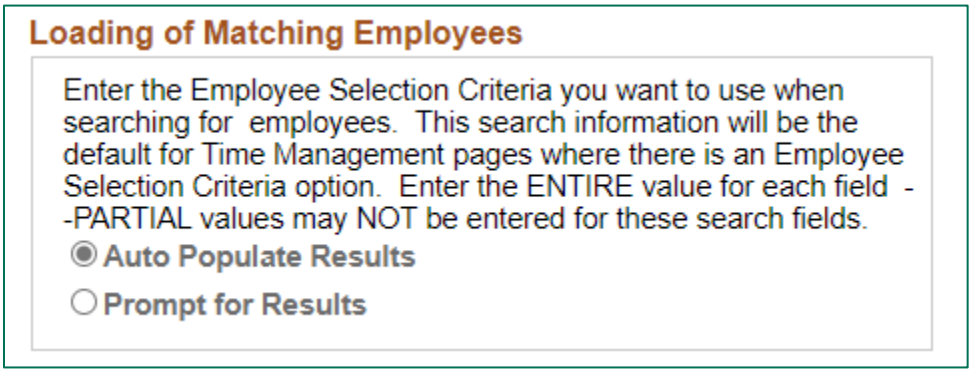
   There are several options for customizing the search screen. You can search by criteria that you choose not to have listed in the results, and vice versa.



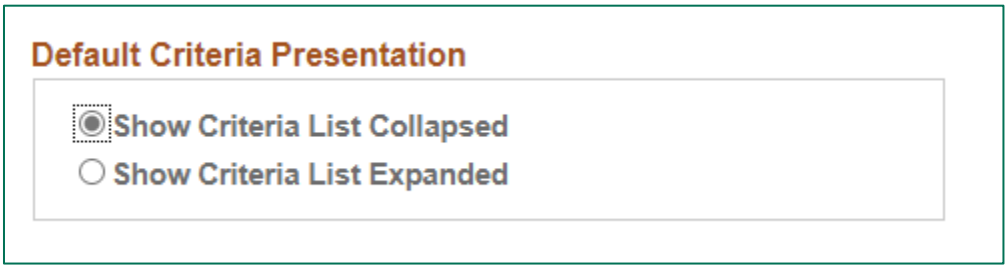

3. Save search criteria if desired.

   **NOTE:** Be careful about saving criteria here. No results will be displayed if searching by Position Number and Supervisor ID simultaneously.

4. Choose **Auto Populate Results** for search results to appear automatically when entering Manager Self Service. Choose **Prompt for Results** to use the **Get Employees** button to bring up search results.




5. Choose **Collapse Criteria** to show the results without the search page on the screen. Choose **Expand Criteria** to show the results underneath the search page.




6. Click **Save**.

## Browser Errors

The browser's navigation buttons should not be used when working in PeopleSoft. In particular, users should avoid using the browser's Back button, and instead use the navigation options provided in the PeopleSoft application.

See the Browser Tips User Guide (PDF) to fix errors that occur in PeopleSoft that are directly related to a specific internet browser.

## Resources/Help

### Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in Footprints.

## Training

- Professional Development & Training Classes

## Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.