



The University of Vermont

PeopleSoft Fluid Employee Self-Service Guide

Published by: Enterprise Application Services

April 2020

As a regular employee, upon logging into PeopleSoft HCM, your Homepage will look something like this:

▼ UVM Employee

UVM Help and Information Welcome to the new user interface, called Fluid! More information can be found here.	UVM Time Entry 	
Your Approvals 2 Employee(s) need time approved	UVM Reports and Queries 	UVM Benefits 
UVM Learning + Degrees 	Payroll  Last Pay Date 03/30/2020	Personal Details 

Below is a description of what you can find behind each tile.

UVM Help and Information

This tile is where we will display information about PeopleSoft, including important updates and links to job aids and other materials.

UVM Time Entry

If you enter your time in PeopleSoft, click here to enter the time. The timesheet page is the same as the one we used in 'Classic' mode. You can also view your Payable Time Detail here. If you approve time, there will be a link to approve time here. If you enter time for your employees or others, you will also be able to do that here.

Your Approvals

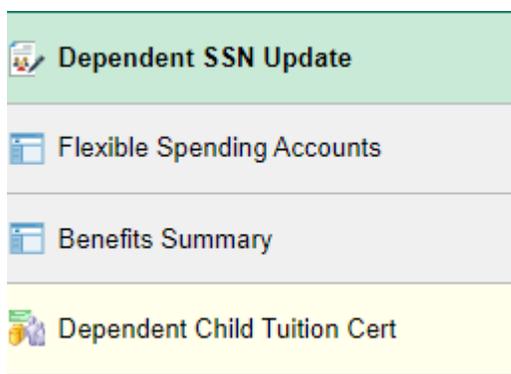
If you have time to approve for your employees, a message will appear here. This tile will also indicate if you have other items that need to be approved. These items could be:

- ePARs
- Salary Distribution Change Requests
- Out of State forms
- Temp Hire Forms (Coming soon!)
- Additional Pay Requests

Click on the Tile to arrive at the Approval pages.

UVM Benefits

Click this tile to do the following:



- Update Dependent's Social Security number
- View information about your Flexible Spending Account contributions
- View a summary of your Benefits
- Complete a Dependent Child Tuition Certification form

UVM Learning + Degrees

Under this Tile you can

 Add/Update Degrees and Schools
 Request Training Enrollment
 Training Request Status
 Training Summary
 Professional Training

- Add your Degree and School information
- Sign up for Professional Development and Training Classes
- View the status of your Training Request
- View a summary of your Training
- Add Professional Training that you have completed outside of UVM Professional Development and Training, if desired.

Personal Details

You will first see a dashboard like this:

Personal Details

Out of State Form  1 Out of State Form	Addresses  Updated 10/15/2019	Contact Details  2 Details	Emergency Contacts  1 Contact
Ethnic Groups  1 Ethnic Group	Disability  Updated 10/18/2016	Veteran Status  Updated 10/18/2016	Additional Information 

Click on a tile and you will be brought to a navigation collection like this to complete your transaction.

 **Example Person** 
Admin Facilities Professnl

[Update Photo](#)

-  **Addresses**
-  **Contact Details**
-  **Ethnic Groups**
-  **Emergency Contacts**
-  **Additional Information**
-  **Disability**
-  **Veteran Status**

This is where you can **update your photo** in PeopleSoft, change your address, contact details, ethnic group(s), emergency contacts, disability and veteran status.

From the Green Arrow next to your name, you can also navigate to other self-service pages previously mentioned in this document.

Payroll

Click this tile to:

 Paychecks
 Tax Withholding
 Out of State Form
 W-2/W-2c ^
View W-2/W-2c Forms
W-2/W-2c Consent
 Direct Deposit
 Voluntary Deductions

- View your paychecks (note: these open to a PDF)
- Fill out Tax Withholding forms (note: A job aid on how to do this will be published soon, because these will be fillable PDFs that upload into PeopleSoft.)
- Fill out the Out of State form if you work or live out of state
- View W-2/W-2c forms and Consent to view your W-2 online
- Add or Update Direct Deposit Information
- Add or Update Voluntary Deductions such as CatCard, Staff Emergency Load Donation or UVM Annual Giving