Linking to PS HR / Payroll (HC900) via web browser...

Launch your web browser…
Go to the OUHSC Home Page…
Type the word **jumpoff** into the OUHSC search box…

The search returns the ERP Jump-Off Page as the first option…

**Web**

**ERP Jump-Off Page - The University of Oklahoma Health Sciences Center**

Left click on the link and the Core PeopleSoft Applications links come up…

Before you actually select the Application link…
You can add the **jumpoff** URL (link) to your favorites by selecting the Favorites option on the browser menu bar…
Then select the Add to Favorites option…
Just follow the steps from there…
Logging on to PS HR/Payroll...

Note the items in the list - Student Admin, Financial Services (aka PS FIN), and Human Capital (aka PS HR/Payroll)...
Select last item in the list - Human Capital...

User ID and Password are identical to the way you sign on to the system (e-mail, etc)...

NOTE: Regarding access to PeopleSoft, users must have access requested and granted.
Access is controlled by user role (entry, approver) and by allowable ORGs (COM991, COM992, etc).
The Main Menu . . .

My Favorites . . .
To set up shortcuts to frequently-used navigation
Favorites are saved in the user's PS profile (not in the browser)

OUHSC Menu Items . . .
To input PPP and/or EOM cycle data (END User)
To print PPP and EOM cycle reports
To monitor (track) appointment changes IN PROCESS

Department Self Service . . .
Access to ePAF and OUHSC Position Data

Self Service . . .
To service personal data, request W-2, view paystub history
EMPL ID specific (DPCs cannot view other EMPs data)

Workforce Administration . . .
Job data (appointment info as it exists in the HR system)
Personal data (EMP data - address, phone, etc)
This data is all entered by HR-Records

Benefits . . .
To view an EMP's leave accrual history (panel-by-panel)

Payroll for North America . . .
To look up an EMP by National ID (aka NID) (aka SSN)

Set Up HRMS . . .
To look up a Human Resources Account Code (HRAC)
The HRAC contains the chartfield spread being charged

Worklist . . .
Relates specifically to items in the workflow queue (e.g., e-PAF)

Reporting Tools . . .
To manage reports pending (two-week maximum)
TIP: Save report output (PDF) to department network drive

People Tools . . .
To access the Process Monitor

My Personalizations
Functional (but optional to the user)

My System Profile
Functional (but optional to the user)

My Dictionary
Functional (but optional to the user)
The Departmental Menu . . .

**Departmental Payroll Entry . . .**
- EOM
  - To enter lost time data into the system during EOM entry days
  - Three days allowed for EOM (END-OF-MONTH) entry
  - EOM is a default cycle (Driven by appointment data)
  - END user entry is not required for payroll data to pay

**Dept Payroll Inquiry . . .**
- EOM
  - Payline VIEW ONLY mode (to used after payroll is approved)
  - EOM cycle **only**
  - NOTE: This is NOT a report.

**Payroll Instructions . . .**
- EOM
  - Boilerplate information about the EOM cycle in general
  - Specific date, deadline, and **Pay Run ID** info about current cycle

**PPP Supplemental Instructions . . .**
- PPP
  - Boilerplate information about the PPP cycle in general
  - Specific date, deadline, and **Pay Run ID** info about current cycle

**PPP Supplements . . .**
- PPP
  - To enter lost time data into the system during PPP entry days
  - Two days allowed for PPP (PROF'L PRACTICE PLAN) entry
  - Exception cycle - Driven by appointment data (10~19 records)
  - END user entry is required for payroll data to pay

The **Payroll Approver's menu includes**…
- Payroll Approval . . . (for EOM approval)
- PPP Payroll Approval . . . (for PPP approval)
- Dept Payroll Inquiry . . . (payline VIEW ONLY mode)

The Payroll Approver's menu excludes…
- Departmental Payroll Entry . . .
- PPP Supplements . . .

Based on user role, some menus in production (aka PROD) may include…
- OUHSC One Time Pay . . .
- Residents Monthly Leave . . .
  - This is actually a report (not a process).
The Departmental Reports Menu . . .

**Department Chartfield Register . . .**  
ALL CYCLES  
Indicates pay source spreads for the **Pay Run ID** entered  
To ensure data reliability, run report POST cycle only.

**Departmental Register . . .**  
ALL CYCLES  
Indicates gross, leave balances, and lost time posted for the **Pay Run ID** entered  
To ensure data reliability, run report POST cycle only.  
**NOTE:** Leave balances are through the prior period month end

**ETR Summary . . .**  
**EOM**  
Indicates last time posted for the **Pay Run ID** entered  
This report is run IN cycle but can also be run POST cycle.  
This report usually goes to the Payroll Approver prior to approval.

**Job Earnings Acct Spread . . .**  
**EOM**  
Indicates base record appointment data for department  
Includes EMP name, EMPL ID, gross by source, chartfield  
The report is useful during departmental data entry.

**Total Comp Register . . .**  
**EOM / EOM OFF CYCLE**  
Indicates EMPs with split appointments  
Data is arrayed similar to the **Departmental Register** report  
Can be run by **EMPL ID** or **DEPT ID**  
**NOTE:** Split appointment is not the same as multiple sources.

**PPP Supplemental Report . . .**  
**PPP**  
Indicates amounts and spreads as entered during PPP  
This report is run IN cycle but can also be run POST cycle.  
This report usually goes to the Payroll Approver prior to approval.
Department Self Service . . .

Self Service . . .

NOTE: Same functionality as **Self Service** via the HR website.
As with all EMPs, a coordinator can only see his/her own data.
Another way to look-up by SSN . . .

Payroll for North America
Employee Pay Data USA
Search by National ID
Two tabs are available:

**Biographical Details**

**Contact Information**

The **Biographical Details** tab is view only and cannot be modified.

The **Contact Information** tab can be modified for Current Addresses, Phone Information, and Email Addresses...
Workforce Administration . . . Job Information . . . Review Job Information . . .

Job Data . . .
Employee appointment information (Position, Earnings Distribution, Benefits Status, etc)...

Pay Rate Change . . .
Pulls the most recent Pay Rate Change Action for the Employee...

Workforce Job Summary . . .
(Check on Review Job Information to expand the menu...)
Summary of personnel action events for the Employee...
Benefits . . . Manage Leave Accruals . . .

Review Accrual Balances . . .
Data arranged bottom to top (most recent period)
Data grouped by leave plan

Main Menu >

Benefits
Select benefit plans, track company cars & FMLA, calculate leave accrual & annuity, manage merchants.

Review Accrual Balances
View leave accrual details including hours earned, taken, bought and sold.

Leave Accrual Balances

Use Find link to jump to other panels . . .

Best search is date…Use entry format shown…
Set Up HRMS ... (formerly Human Resources Account Code (HRAC) (Chartfield Spread)) ... 
Common Definitions > Chartfield Transaction Table 
Product Related > Combination Code Table 

Two ways to navigate to look-up the Account Code ...
**Worklist . . .**

From the **Menu** . . .

*Use to view ePAF events in workflow...*

From the **Home** bar (upper right) . . .

**Report Manager . . .**

**CORE user functionality only...**

**Process Monitor . . .**

Used exclusively during report processing
My Favorites ...

Add to Favorites ...

Edit Favorites ...

TRICK: Forget the true navigation for your favorite?

Click on the favorite to "launch" it.
Click on the New Window link.
Voila! There is the original system navigation.
New Window . . .

When to use New Window…

Note the HC900 node (no underscore and number).
WARNING: Do not close this window !!!

Note the HC900 node is HC900_1 (underscore and number).
You can close any window with an underscore and number in the HC900 node.
WARNING: Do not sign out of this window !!! Just close it.

Closing a New Window…

Do not Sign out via the Sign out link…You will close the PS session…

Instead, use the X button…
## Glossary of nyms . . .

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CS/SCF</strong></td>
<td>Chartfield Spread / Source Change Form - Used to change EMP sources on EOM, PPP, and INC cycles</td>
</tr>
<tr>
<td><strong>EMPL ID</strong></td>
<td>Unique 6-digit number assigned to each EMP - Key drill-in number in PS HR/Payroll - SSN is not a drill-in number</td>
</tr>
<tr>
<td><strong>EOM OC</strong></td>
<td>End-of-month Off Cycle (mid-month supplemental / special pay payroll) Fund cannot be CLNSP. (CLNSP is reserved for PPP only.)</td>
</tr>
<tr>
<td><strong>EOM</strong></td>
<td>End-of-month On Cycle (normal month-end payroll) Fund cannot be CLNSP. (CLNSP is reserved for PPP only.)</td>
</tr>
<tr>
<td><strong>HRAC</strong></td>
<td>Human Resources Account Code - Unique 9-digit number (e.g., 0000055678, 000026743) to which PS FIN chartfield is assigned</td>
</tr>
<tr>
<td><strong>INC</strong></td>
<td>The INC(entive) payment cycle occurs quarterly (OCT 15, JAN 15, APR 15, and JUL 15). Payments are specifically for FACULTY incentives related only to SPNSR accounts. Payments are made to FACULTY only. GL must always be 511321. Fund must always be STATE.</td>
</tr>
<tr>
<td><strong>NID</strong></td>
<td>National ID (aka SSN)</td>
</tr>
<tr>
<td><strong>OUPAY</strong></td>
<td>The OUPAY form - Used for Special Payment requests to Payroll (for TEMPs and EMPs) (not for PPP and INC payments) See Financial Services forms: <a href="http://www.ouhsc.edu/financialservices/Forms.asp">http://www.ouhsc.edu/financialservices/Forms.asp</a></td>
</tr>
<tr>
<td><strong>PPP</strong></td>
<td>Professional Practice Plan (aka Faculty Practice) - Payments referred to as PPP, Faculty Supplement, Supplement Payments are made to FACULTY only. GL must always be 511316. Fund must always be CLNSP.</td>
</tr>
<tr>
<td><strong>SPC</strong></td>
<td>Special Pay Cycle - Reserved exclusively for TEMPs (contractual services) (Job Code 9506) Payments are made to TEMPs only. GL must always be 521521. Fund cannot be CLNSP.</td>
</tr>
</tbody>
</table>