Linking to PeopleSoft HR / Payroll:

- Save the following web address to your internet browser's favorites:
  
  Link:  [http://www.ouhsc.edu/jumpoff/](http://www.ouhsc.edu/jumpoff/)

- Select the last item on the list "Human Capital"
  
  Note:  Do not add the links on the Jump-Off page directly to your favorites, as they may be updated in the future

**ERP Administrative Jump-Off Page**

This page provides links to the core administrative tools. These links will be updated as domain names change.

**Core PeopleSoft Applications**

- [Campus Solutions (formerly Student Administration)](https://cs.ouhsc.edu)
- [Financial Services](http://fs.ouhsc.edu)
- [Human Capital (formerly Human Resources)](http://hc.ouhsc.edu)

- Once you reach the login screen, your user ID and Password are identical to the way you sign on to the system (email, 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).
Basic Menu Navigation Guide

The Main Menu:

- **Favorites**: To set up shortcuts to frequently-used navigation.
- **Main Menu**: This is the current view, click here to get back to these options.
- **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.
- **Dept Self Service**: Access to ePAF and OUHSC Position Data (HR). Access to eForm Add'l Pay (Payroll).
- **Self Service**: To service personal data, request W-2, view paystub history.
- **Workforce Admin**: Job data (appointment info as it exits in the HR system). Personal data (EMP data - address, phone, etc). This data is all entered by HR-Records.
- **Benefits**: To view an EMPs leave accrual history (panel-by-panel).
- **Payroll for N America**: To view an EMPs leave accrual history (panel-by-panel).
- **Set Up HRMS**: To look up a Human Resources Account Code (HRAC).
- **Worklist**: Relates specifically to items in the workflow queue (ex: ePAF).
- **Reporting Tools**: To manage reports pending (two-week maximum).
- **People Tools**: To access the Process Monitor.
## Basic Menu Navigation Guide

### The Departmental Menu:

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Payroll Entry</td>
<td>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).</td>
</tr>
<tr>
<td>Dept Payroll Inquiry</td>
<td>Payline VIEW ONLY mode (to use after payroll is approved). EOM cycle ONLY.</td>
</tr>
<tr>
<td>Payroll Instructions</td>
<td>Boilerplate information about the PPP cycle in general.</td>
</tr>
<tr>
<td>Temp Payroll Entry</td>
<td>To enter lost time data into the system during TMP entry days. Two days allowed for TMP (Temporary) entry. TMP is an exception cycle (Driven by appointment data).</td>
</tr>
<tr>
<td>Temp Payroll Instructions</td>
<td>Boilerplate information about the PPP cycle in general.</td>
</tr>
<tr>
<td>PPP Suppl Instructions</td>
<td>Boilerplate information about the PPP cycle in general.</td>
</tr>
<tr>
<td>PPP Supplements</td>
<td>To enter lost time data into the system during PPP entry days. Two days allowed for PPP (Professional Practice Plan) entry. PPP is an exception cycle (Driven by appointment data).</td>
</tr>
<tr>
<td>Comp Time Emp View</td>
<td>View an individual employee's comp time.</td>
</tr>
</tbody>
</table>

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*OU Departmental Payroll*

- OU Departmental Reports
  - Departmental Payroll Entry
  - Dept Payroll Inquiry
  - Payroll Instructions
  - Temporary Payroll Entry
  - Temporary Payroll Instructions
  - PPP Supplemental Instructions
  - PPP Supplements
  - Comp Time Employee View
Payroll Approver's Departmental Menu:

Note: 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:

- **Dept Chartfield Register**
  Indicates pay source spreads for the Pay Run ID entered.

- **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.

- **ETR Summary**
  (EOM)
  Indicates lost time posted for the Pay Run ID entered.
  This report is run IN cycle but can also be run POST cycle.

- **Emp Addl Pay Report**
  (EOM)
  Payments outside of employee's normal appointment.
  Payments from the OUPAY form & eFORM ADD PAY process.

- **Job Earnings Acct Spread**
  (EOM)
  Indicates base record appointment data for department.
  Includes EMP name, EMP ID, gross by source, and chartfield.

- **OUHSC Temp Pmt Report**
  (TMP)
  Any issues with this data should be resolved before TMP is closed.

- **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.

- **PPP Sup Report**
  (PPP)
  Indicates amounts and spreads as entered during PPP.
  This report is run IN cycle but can also be run POST cycle.
Basic Menu Navigation Guide

Department Self Service:

Payroll eForm Home Page
Create, Update, and View an Additional Pay eForm.

ePAF Home Page
Start, Resubmit, Change, or Withdraw an ePAF.

Self Service
Same functionality as Self Service via the HR website. As with all EMPs, a coordinator can only see his/her own data.

Self Service:

Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

Learning and Development
Add or review information about profiles of skills and competencies, interest lists, training and development.
Workforce Administration:

Benefits:

Personal Information
Maintain information about a person regardless of jobs.

- Modify Person
- Biographical
- Citizenship

Job Information
Maintain information about a person tied to a specific job record.

- Job Data
- Pay Rate Change
- Review Job Information

Benefits
Select benefit plans, track company cars, FMLA, calculate leave accrual & annuity, maintain primary job, NDI, FSA details, auto enrollment, COBRA, and merchants.

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

Worklist:

- Favorites
- Main Menu
- Worklist
- Reporting Tools
- PeopleTools
- My Personalizations
- My System Profile
- My Dictionary

Worklist

- Worklist
- Worklist Details

Maintain worklist settings and monitor worklist.

- Worklist
  - Review a worklist.
- Worklist Details
  - Review worklist details.

Reporting Tools

- Favorites
- Main Menu
- Reporting Tools
- Query

Run, create, and manage queries and nVision reports.

- Report Manager
  - Review report list.
- Query
  - Extract information using visual representations of your PS database.

PeopleTools

- Favorites
- Main Menu
- PeopleTools

Enhance, deploy, and extend PeopleSoft and non-PeopleSoft applications.

- Process Monitor
  - Review process and server lists for specified criteria.
Glossary of Acronyms:

**CS/SCF**  
Chartfield Spread / Source Change Form - Used to change EMP sources on EOM, PPP, and INC cycles.

**EMPL ID**  
Unique 6-digit number assigned to each EMP - Key drill-in number in PS HR/Payroll - SSN is not a drill-in number.

**EOM OC**  
End-of-Month Off Cycle (mid-month Supplemental / special pay payroll)

**EOM**  
End-of-Month On Cycle (normal month-end payroll)  
Fund cannot be CLNSP. (CLNSP is reserved for PPP only.)

**HRAC**  
Human Resources Account Code - Unique 9-digit number (ex. 0000055678, 000026743) to which PS FIN chartfield is assigned.

**INC**  
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.

**NID**  
National ID (aka SSN)

**OUPAY**  
The OUPAY form - Used for Special Payment requests to Payroll (for TEMPs and EMPs) (not for PPP and INC payments)

**PPP**  
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.

**TMP**  
Reserved exclusively for TEMPs contractual services (ex. Job Code 9506).  
Payments are made to TEMPs only.  GL must always be 521521.  Fund cannot be CLNSP.  
(Formerly SPC - Special Pay Cycle.)