What's New with…
Staff and Faculty HR Transactions

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What is changing?

Employees and administrators transitioning from Banner to PeopleSoft system will see some changes in how HR transactions are processed.

What do I need to know?

o Paper HR transaction forms (Staff Personnel, Leave of Absence, and Faculty) may be modified to align with PeopleSoft. Forms will be available in editable PDF form to simplify entering information.

o The EPAF electronic workflow into Banner will be replaced by an editable PDF form with a streamlined approval process designed to reduce cycle time for these transactions.

o Paper forms (SPTF, LATF, FTF and modified EPAF paper form) will be submitted to University Human Resources (UHR) for data entry.

o Data entered into ROCS for new hires and reclassifications will flow into the PeopleSoft transaction templates.

o HR will coordinate with Commitment Accounting staff to modify an employee's charging instructions in PeopleSoft, if they are different from the department's default account.

  ▪ For example, if an employee needs to be charged to a grant fund, rather than the non-lapsing department default account.

How do I access the system?

You can access all Cornerstone systems through the **myRutgersportal** (https://my.rutgers.edu). Log in with your NetID and password. Click the **Cornerstone tab**. Open the **Employee Self Service** or **PeopleSoft Management** app.

What training and support is available?

Human resources and payroll courses are available online at Rutgers University Canvas for staff who are responsible for time entry and approval, and employee charging instructions (https://rutgers.instructure.com/courses/712). Use your NetID and password to log in.

Who can I contact for help?

Human Resources and Payroll Help Desk
Monday-Friday, 7:30 a.m.-6:00 p.m. Eastern
Saturday, 9 a.m.-4:00 p.m. Eastern
Phone: (848) 932-3888
Email: hrpayroll_helpcenter@hr.rutgers.edu

Helpful resources and frequently asked questions are available on the Cornerstone website (cornerstone.rutgers.edu).