



System Basics Navigation

Navigation: myRutgers Portal

1. Navigate to <http://my.rutgers.edu> by typing the address in the search bar
2. Once on the myRutgers welcome screen, select the 'Login' link
3. You will be brought to the NetID Authentication Screen. Enter your Net ID and Password, and click 'Login'
4. You will be brought to the myRutgers portal

Navigation: Employee Self Service

1. To access Employee Self Service from the myRutgers portal, select the 'Employee Self Service' tab
2. From Employee Self Service, employees can access the following information in their employee file, and request changes if needed:
 - Personal Information
 - Payroll / Compensation Information
 - Benefit Information
3. To access PeopleSoft, locate the link in the menu on the left hand side under the 'Resources' heading. Click the link that says 'PeopleSoft'

PeopleSoft Homepage

All employees will have access to the following:

- My Recent Paychecks
- My Absence Balances
- Main Menu

Hourly employees can access Web Clock from this pane

Employees with administrative access will have additional information on their PeopleSoft homepage

System Icons

Icon	Action
	Choose a date from the calendar
	Look up or search for a value
	Select a value from a drop-down list
	Refresh the data on the screen
	Add comments to the time reported
	Exception Indicator



Terminology Alignment and Commonly Used Terms

Banner Term

PeopleSoft Term

PLCS Code → Job Code

A-Number → Employee ID (Empl ID)

Z-Org → Department/Org ID

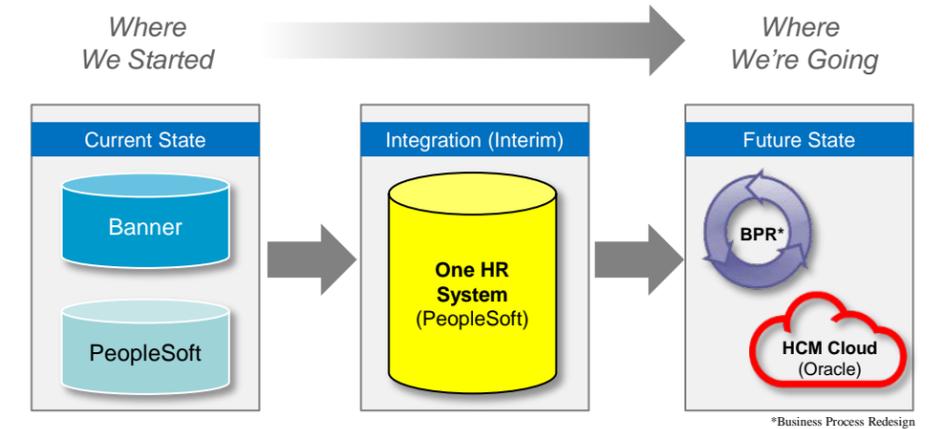
Commonly Used Terms and Definitions

Hourly (Non-Exempt)	These employees are also known as per diem and overtime eligible. This group includes B2 employees
Salaried (Non-Exempt)	These employees follow standard hours of pay and are overtime eligible. This group includes B1, B2, and B3 employees
Salaried (Exempt)	These employees follow standard hours of pay and are not overtime eligible. This group includes B1, B2, and B3 employees
Preparer	Person designated for data entry within any of the three modules (HCM, Time and Labor, Commitment Accounting)
Approver	Responsible for validating and approving the data entered by the Preparer. Approvers must send errors back to the Preparer to correct
Time Reporting Codes (TRCs)	All time recorded on the timesheet is associated with a Time Reporting Code, which collects hours and amounts for compensation (e.g. HREG, WKDPM)
Reported Time	Unedited time entered by the Timekeeper/ Time Entry Preparer
Combination Codes (Combo Codes)	System generated number used in Commitment Accounting; represents the General Ledger Chart of Account String
Human Capital Management (HCM)	Customized version of Oracle's PeopleSoft product, an application supporting HR transactions, Payroll, Time and Labor, and Commitment Accounting activities
Template-Based Hire (TBH)	Electronic process allowing HR preparers to enter and submit data into HCM to hire a new employee, or add an assignment to an existing employee's record
Absence Reporting	System to record paid time off usage, where employees may view available balances. Absence Reporting is a separate system from Time and Labor. It records time off absences, but does not approve or pay them

Rutgers HR/Payroll Migration PeopleSoft 101



HR / Payroll Migration Roadmap



PeopleSoft Tips and Tricks

Favorites	Frequently used pages in PeopleSoft can be added to "Favorites" to access quickly
New Window	Do NOT navigate using the 'back' button. To find information, click "New Window" to open a tab to see the data you need
Pagelet	Term for widgets visible on the PeopleSoft Menu, where users can view information interfaced from other sites (ex: Absence Balances, My Recent Paychecks)
Breadcrumb	As you move from the Main Menu to other areas, visual links called Breadcrumbs appear at the top of the screen in a gray bar. These links display the path to get to a screen. You can click on any of these to move to a particular point on the path