

Accessing the Employee Self Service Module in PeopleSoft

Overview

These instructions cover one piece to the PeopleSoft Self-Service Application – eProfile. Through eProfile module, you will be able to view and update your name, address, phone number, and emergency contacts. The main page name for eProfile is Personal Information.

As an MCG employee, you will automatically be provided with a Novell user id and password (this may also be referred to as your MCG net ID and password). This Novell login and password will also be used for you to log in to the PeopleSoft web application to view your personal and payroll data on line. PeopleSoft is a standard web-based application and if you regularly use the internet and other web-based applications, the navigation should seem familiar to you.

This system is only accessible via the MCG local area network (LAN). If you are an MCG employee and work in a location other than the Augusta campus, please contact Information Technology at 706-721-4000 for assistance with establishing a remote connection to the MCG network.

If you experience any trouble logging in, please Campus Help Desk at 721-4000 or email ITService@mcg.edu.

Special Note: The majority of changes that you make will take place once you save your data. There are two exceptions to this: Name changes and marital status changes. If you use the application to enter a name change, the name change cannot take effect until you present your up-to-date social security card to Human Resources. Certain changes in your marital status may also require you to present proof of such a change, such as a marriage license, to Human Resources if the status change results in any benefit changes.

E-Profile QuickStart Instructions

(for the experienced internet user who needs basic navigation instructions only)

Once you are at the login screen, you may want to consider saving this page as a favorite so that you can simply click on the link each time you want to access Employee Self Service.

At the PeopleSoft login screen, enter your Novell user id and password (this may also be referred to as your MCGNet ID and password). Click the **Sign In** radio button and this will bring you to the main PeopleSoft Menu. On the left side of the screen, you will see a blue box with Menu as the heading. **Employee Self Service** will appear as your first and only option with a yellow arrow beside it. The yellow arrow indicates that there are options within that link. Click on the yellow arrow to display all options available to you.

Three options will be available to you:

1. Personal Information (referred to above as eProfile)
2. Payroll and Compensation (referred to above as ePay)
3. Recruiting Activities (this option will be used in the future for applying for on campus positions, also known as the internal bid process.)

The first option is Personal Information Home (eProfile). This page includes links for the data elements listed below it.

Click on **Personal Information** and a listing of options will display. Options are:

- Personal Information Home
- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Marital Status
- Name Change

The second item on the list is Personal Information Summary, and it will display all items in this group. If you are changing more than one data element, the Personal Information Summary option is ideal. The Personal Information Summary also includes general demographic data about you that you may view such as your highest education level, your race and gender. If any of this information is incorrect, you may contact Human Resources for instructions on having this updated as appropriate.

If you are only changing one element, you can select **Personal Information Home** and then click on the link for the specific data you wish to change or you can select the specific item from the list.

Click on **Marital Status**, Your current marital status will display. Enter the date you want the change to take effect. In the “Change Marital Status to” field, select the new status from the list of valid values by clicking on the down arrow in the field. Click the “submit” button.

You will receive an e-mail that states your request was submitted successfully; however, please note that a marital status requires verification. Therefore, please fax your marital license or other legal papers to verify your marital status change to 721- 1996. If this information is not received within 2 weeks, your request for marital status change will be voided.

This form must be completed within 31 days of your marriage status change or you will not be eligible to change your benefit elections for this family status change event. If you intend to change your benefit elections due to a change in marital status, you have 31 days from the date of your marital status change to go to the Benefits Office to complete the appropriate forms and provide the necessary documentation supporting your marital status change.

Click on **Name Change** and your name as it is currently in the PeopleSoft System will display. To change your name, you will enter an effective date (the date on which you want the name change to take effect) and your new name in the fields available. If you need to change your country name, please do not do this on this screen. Please contact Human Resources at 721-0961.

Please note that a name change requires that you present your new social security card showing your new name to Human Resources so while you can enter your new name in the system and save it by hitting the “Submit” button, the name change will not actually take effect until HR has “authorized” the change following review of your new SS card.

Click on **Emergency Contacts**, and your current emergency contacts, if you provided any when you were hired, will display. To change your emergency contact, select edit button to bring up the fields for entering your new emergency contacts. You may also delete a contact and you can use the Change Primary Contact button. Once you have made your changes, always save the page.

Click on **Home and Mailing Address**, your current home address will display.

This page will provide you the opportunity to add, edit , or delete your home and mailing addresses.

If you would like to change your address, click the edit button to bring up a box that displays the current address fields. Simply enter your new address and save the page. Please note that **Address Field 1** (your street address or P.O. Box number), **City, State, Postal Code (Zip) and County are required fields**, which means data is required in these fields for the page to save.

If you are adding an address, use the add feature and click on the down arrow beside “Address Type” and then select the type of address you are adding. In the dialogue box, enter the new address information. Save the page.

Your **Email Address** is for viewing only and you will not have access to change your email.

Click on **Phone Number**, and your current home phone number and an office phone number will display. To change this information, click on the “Add a Phone Number” button. Use the down arrow by the Phone Type field to select from the available options. Enter your phone number in the field available. Save the page.

You cannot obtain two of the same phone types (campus, cellular, business etc....).

You will follow the same approach to review and/change other information. Enjoy as you explore your own data in the PeopleSoft Human Resource Management System.

Detailed Instructions for eProfile

(for internet users who are more comfortable using detailed instructions.)

PeopleSoft Service Link

http://mcgpps4.mcg.edu:7071/psp/HPRD88/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.HR_EMPLOYEE_INTRO.GBL?NAVSTACK=Clear

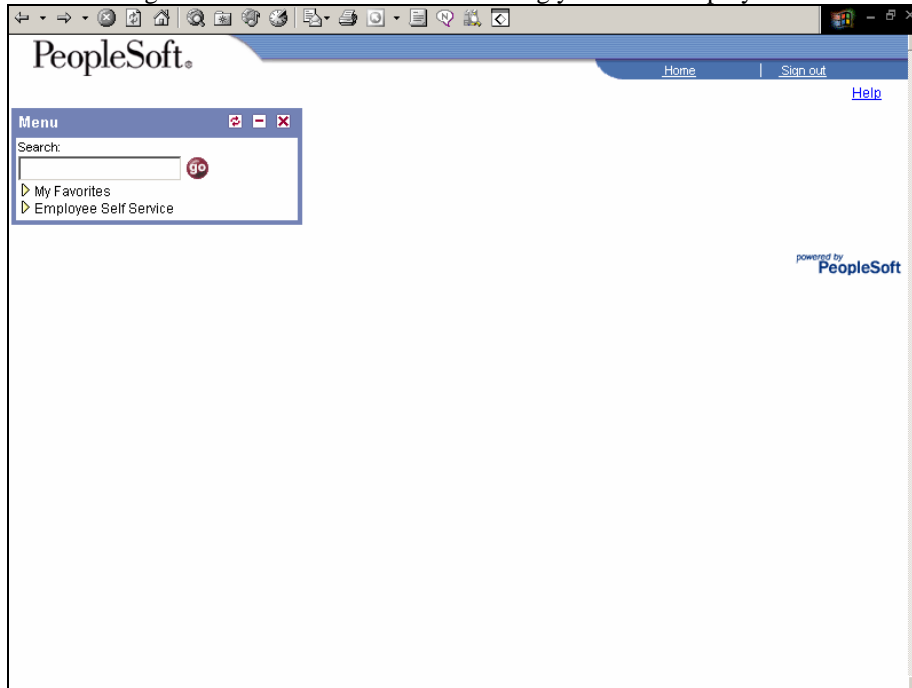
Once you are at this login screen, you may want to consider saving this as a favorite so that you can simply click on the link each time you want to access **Employee Self Service**.

As an MCG employee, you will automatically be provided with a Novell user id and password (this may also be referred to as your MCG net ID and password). This Novell login and password will also be used for you to log in to the PeopleSoft web application to view your personal and payroll data on line. PeopleSoft is a standard web-based application and if you regularly use the internet and other web-based applications, the navigation should seem familiar to you.

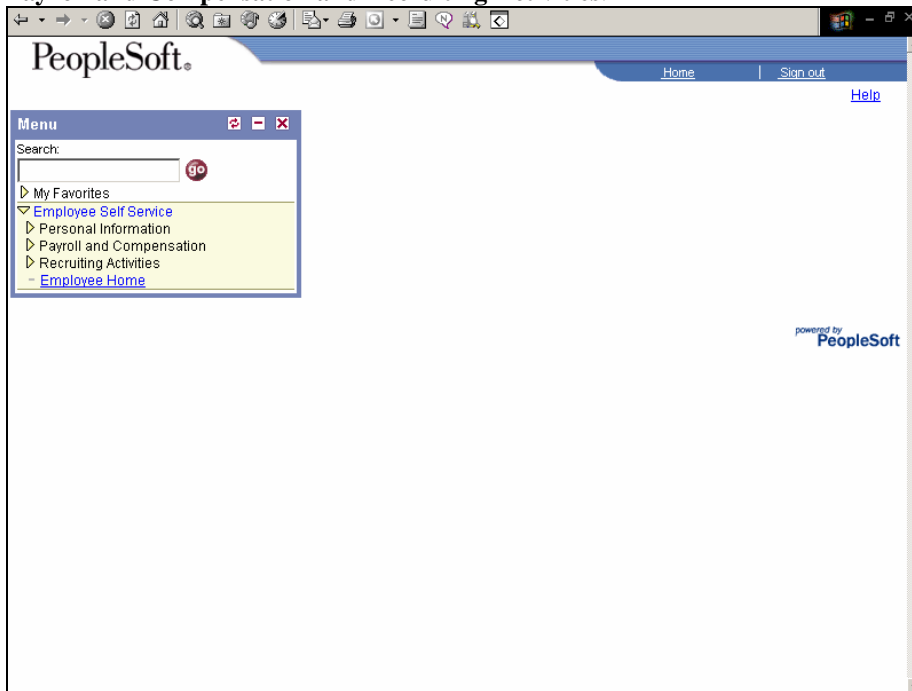
This system is only accessible via the MCG local area network (LAN). If you are an MCG employee and work in a location other than the Augusta campus, please contact Information Technology at 706-721-4000 for assistance with establishing a remote connection to the MCG network.

If you experience any trouble logging in, please Campus Help Desk at 721-4000 or email ITDSupport@mcg.edu .

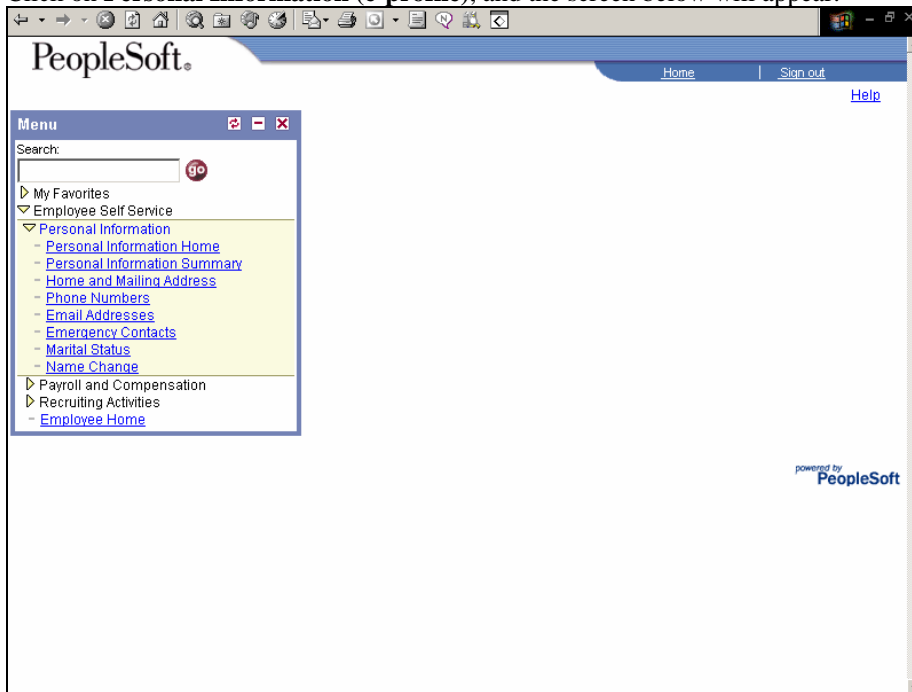
Click the “Sign In” radio button and this will bring you to the Employee Self Service page shown below:



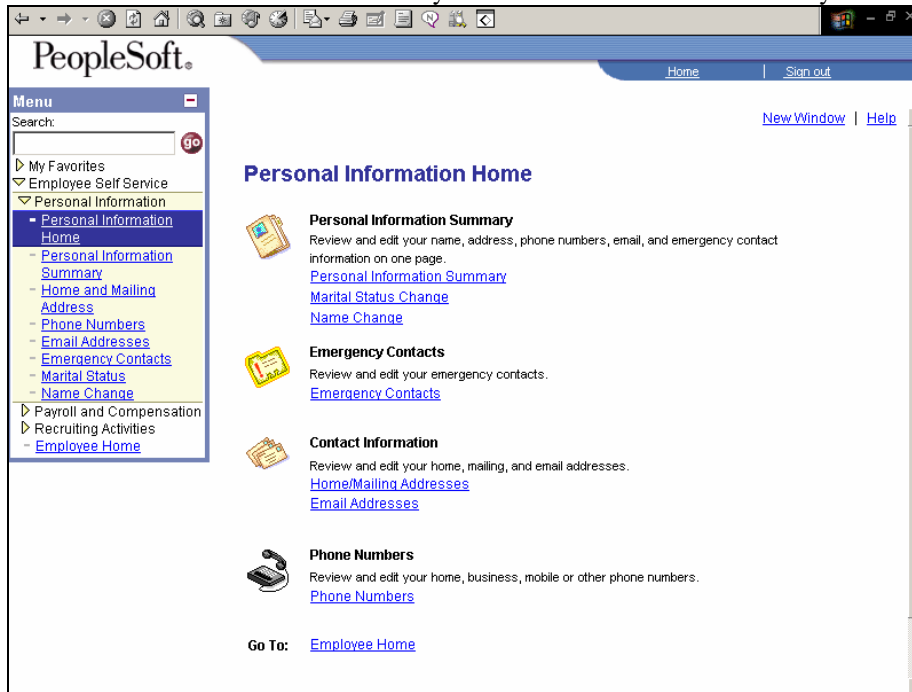
Click on **Employee Self Service** and this will display options for you to select from, **Personal Information, Payroll and Compensation and Recruiting Activities**.



Click on **Personal Information (e-profile)**, and the screen below will appear.



Personal Information Home will take you to the list of items available for you to review and manage as follows:



Using the hyperlinks on the screen (underlined text), select the item you wish to review. An example of each link is listed on the following pages:

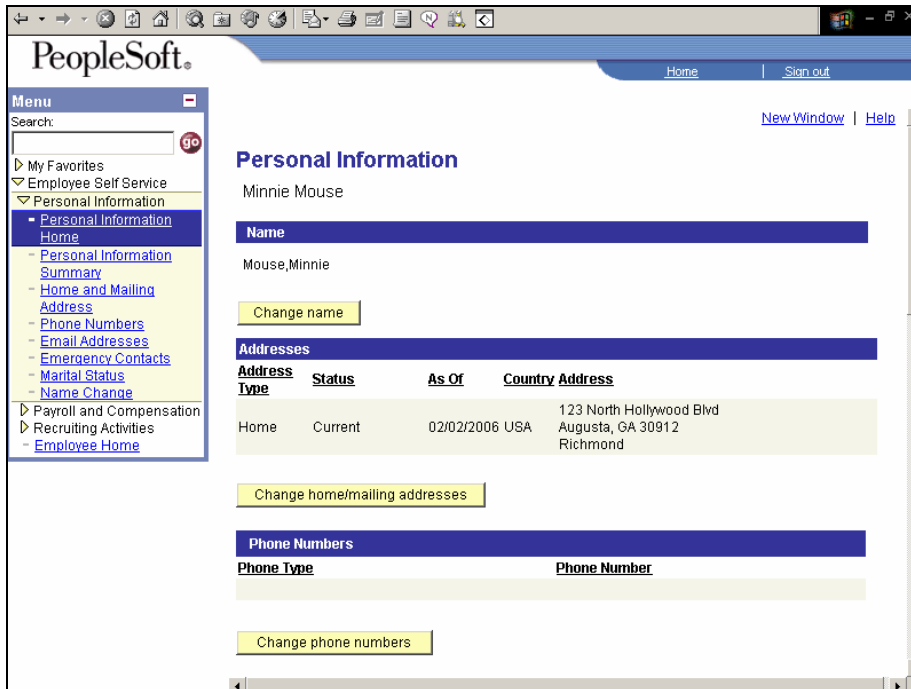
- Personal Information Summary
- Marital Status Change
- Name Change
- Emergency Contacts
- Home/Mailing Addresses
- Email Addresses
- Phone Numbers

Personal Information Summary:

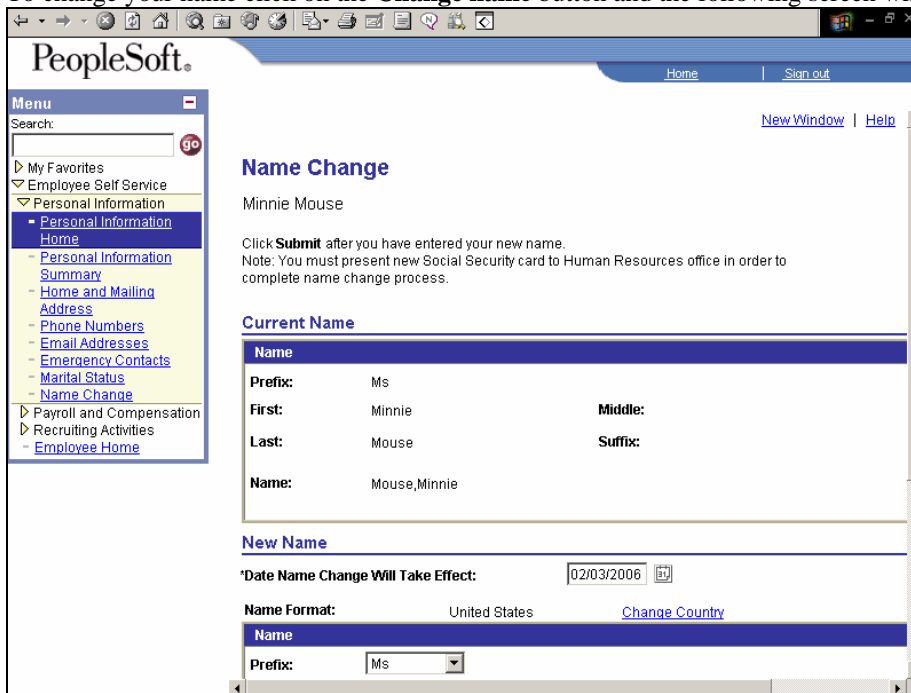
The Personal Information Summary will display all items in this group. If you are changing more than one data element, the Personal Information Summary option is ideal. The Personal Information Summary also includes general demographic data about you that you may view such as your highest education level, your race and gender. If any of this information is incorrect, you may contact Human Resources at 721- 0961 for instructions on having this updated as appropriate.

Review and edit your name, address, phone numbers, email, and emergency contact information on one page.

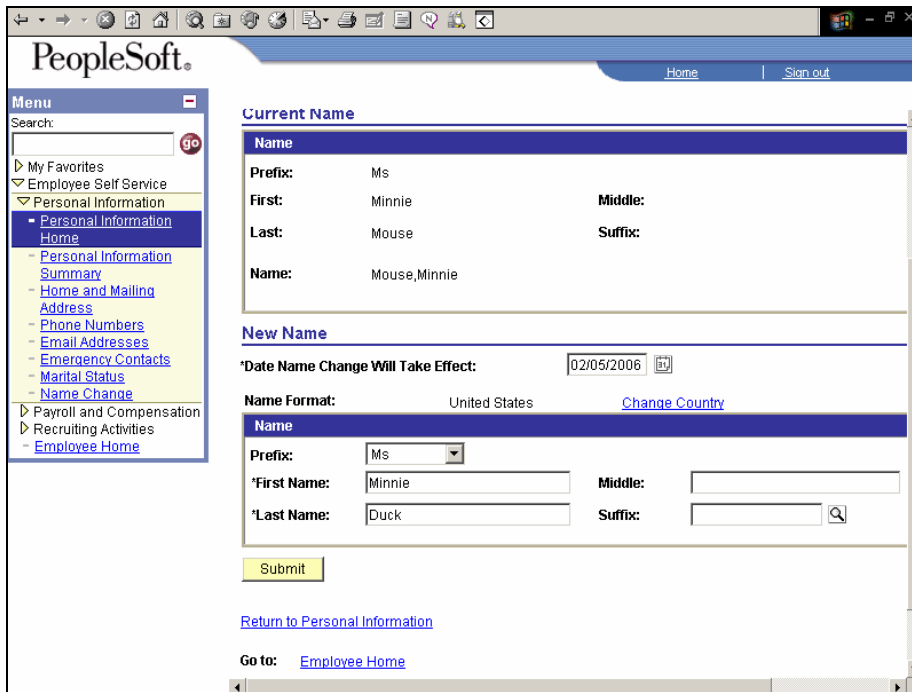
Click on the hyperlink for **Personal Information Summary** for an example. The screen below will appear.



To change your name click on the **Change name** button and the following screen will appear.

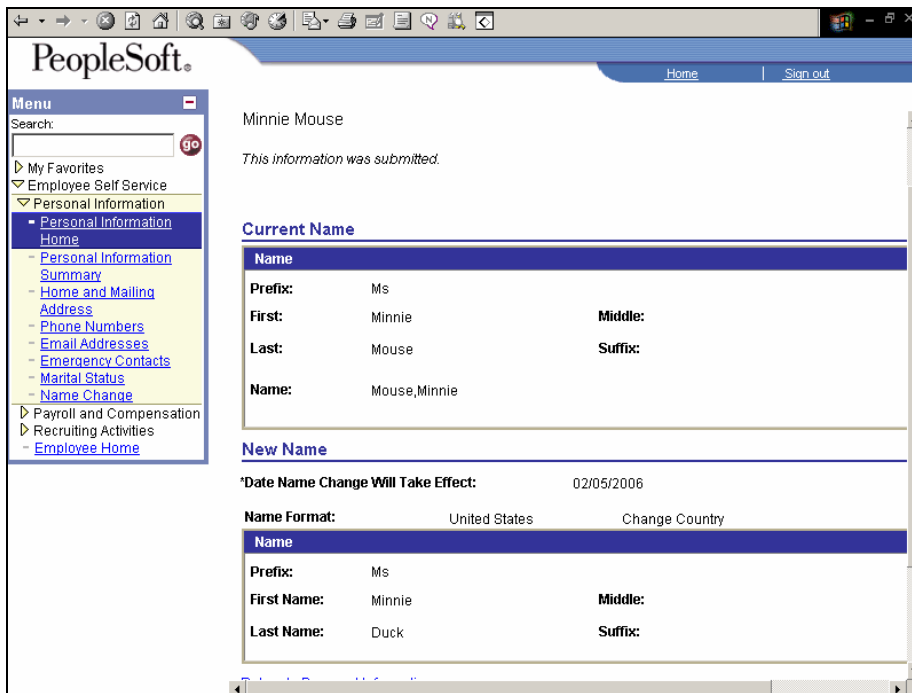


Indicate when the name change will take effect and the actual new name change. You will have to type your new name over your existing name under "New Name". View an example below on the screen.



If you need to change your country name, please do not do this on this screen. Please contact Human Resources at 721-0961. When complete click **Submit**. On the next screen click **OK**.

A screen will appear with the Current Name, New Name and the date the change will take place. Look below for an example of this screen.



Please note that a name change requires that you present your new social security card showing your new name to Human Resources so while you can enter your new name in the system and save it by hitting the “Submit” button, the name change will not actually take effect until HR has “authorized” the change following review of your new SS card.

At this point you can continue to navigate using the hyperlinks shown on the bottom of the screen: **Return to Personal Information, Employee Home or Personal Home Page**. Here is an example of how the screens will appear.

Return to Personal Information

If you are changing more than one data element, this option is ideal. Review and edit your name, address, phone numbers, email, and emergency contact information on one page.

The screenshot shows the PeopleSoft interface for the 'Personal Information' page. The user is identified as 'Minnie Mouse'. The page is divided into several sections: 'Name', 'Addresses', and 'Phone Numbers'. Each section has a corresponding 'Change' button.

Name
Minnie Mouse
Change name

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	02/02/2006	USA	123 North Hollywood Blvd Augusta, GA 30912 Richmond

Change home/mailling addresses

Phone Numbers

Phone Type	Phone Number
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Change phone numbers

Employee Home

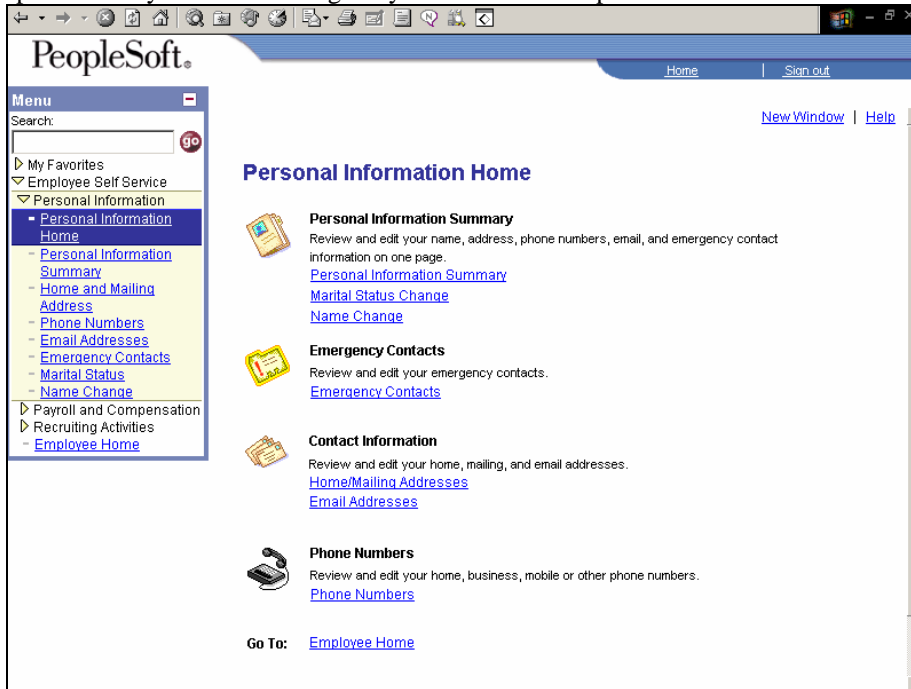
Review and edit your contact information, including name and marital status changes.

The screenshot shows the PeopleSoft interface for the 'Employee Home' page. The page features a navigation menu on the left and a main content area with a link to 'Personal Information Home'.

Employee Home

[Personal Information Home](#)
Review and edit your contact information, including name and marital status changes.

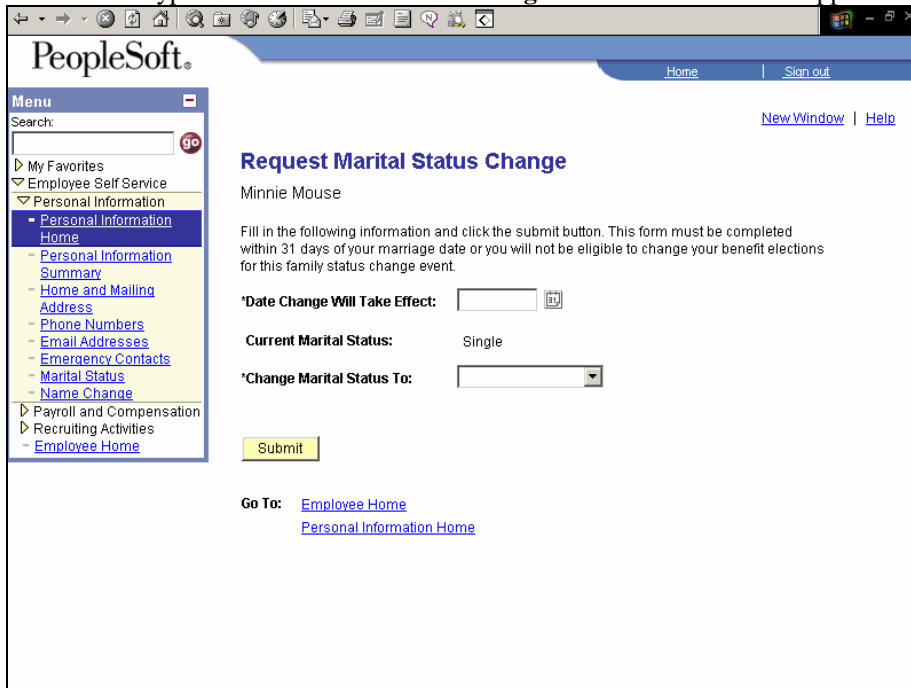
If you are only changing one element, you can select **Personal Information Home** and then click on the link for the specific data you wish to change or you can select the specific item from the list.



Now we will continue to navigate all the options under the Personal Information Home page.

Marital Status Change:

Click on the hyperlink for **Marital Status Change**. The screen below will appear.



Enter the effective date of that the name change will take place. Then choose the appropriate status change from the drop down box **Change Marital Status To**, and then click on the **Submit** button.

PeopleSoft. Home | Sign out

Menu Search: [] go

- My Favorites
- Employee Self Service
 - Personal Information
 - Personal Information Home
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Marital Status
 - Name Change
 - Payroll and Compensation
 - Recruiting Activities
 - Employee Home

New Window | Help

Request Marital Status Change

Minnie Mouse

Fill in the following information and click the submit button. This form must be completed within 31 days of your marriage date or you will not be eligible to change your benefit elections for this family status change event.

*Date Change Will Take Effect: 02/05/2006

Current Marital Status: Single

*Change Marital Status To: [Dropdown Menu]

Submit

Go To: [Employee Home](#)
[Personal Information Home](#)

The next screen will state “the submit was successful”. Click **OK**.

This form must be completed within 31 days of your marriage status change or you will not be eligible to change your benefit elections for this family status change event. If you intend to change your benefit elections due to a change in marital status, you have 31 days from the date of your marital status change to go to the Benefits Office to complete the appropriate forms and provide the necessary documentation supporting your marital status change.

A summary of the information you entered will appear on the screen.

PeopleSoft. Home | Sign out

Menu Search: [] go

- My Favorites
- Employee Self Service
 - Personal Information
 - Personal Information Home
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - Marital Status
 - Name Change
 - Payroll and Compensation
 - Recruiting Activities
 - Employee Home

New Window | Help

Request Marital Status Change

Minnie Mouse

This information was submitted.

*Date Change Will Take Effect: 02/05/2006

Current Marital Status: Single

*Change Marital Status To: Married

Go To: [Employee Home](#)
[Personal Information Home](#)

Please note that a marital status requires verification. Therefore, please fax your marital license or other legal papers to verify your marital status change to 721- 1996. If this information is not received within 2 weeks, your request for marital status change will be voided.

You will receive an e-mail that states the following: Your request was successfully submitted. This request requires supporting documentation and administrator action to be saved to the database.

Please submit a copy of your marriage license for Marital Status changes of "Married" or a copy of your divorce decree for Marital Status changes of "Divorced" to the Human Resource Data Processing Section.

Documentation may be sent by campus mail to HR Data Processing - HS 1121 or faxed to 721-1996.

Transaction Name: Marital Status
Employee Name: Minnie Mouse
Emplid: 012937

Once the correct documentation has been received, you will then receive an e-mail that states the following: Your request was approved:

Approver Name: Sharri Peck
Transaction Name: Marital Status
Employee Name: Minnie Mouse
Emplid: 012937

At this point you can either click on the **Employee Home** or **Personal Information Home**.

Click on **Personal Information Home** to go to our next example.

Name Change:

Please note that a name change requires that you present your new social security card showing your new name to Human Resources so while you can enter your new name in the system and save it by hitting the "Submit" button, the name change will not actually take effect until HR has "authorized" the change following review of your new SS card.

Click on the hyperlink for **Name Change**. The screen that is shown below will appear.

The screenshot shows the PeopleSoft web interface for a Name Change. The browser window title is "PeopleSoft". The page has a blue header with "Home" and "Sign out" links. A left-hand menu is visible, with "Personal Information" expanded to show "Name Change" selected. The main content area is titled "Name Change" and shows the user's current name as "Minnie Mouse". Below this, there is a "Current Name" section with a table showing the name breakdown: Prefix: Ms, First: Minnie, Middle: (blank), Last: Mouse, Suffix: (blank), and a combined Name: Mouse, Minnie. The "New Name" section includes a "Date Name Change Will Take Effect" field set to 02/03/2006, a "Name Format" dropdown set to "United States", and another "Name" section with a "Prefix" dropdown set to "Ms".

Current Name	
Name	
Prefix:	Ms
First:	Minnie
Middle:	
Last:	Mouse
Suffix:	
Name:	Mouse, Minnie

New Name	
Date Name Change Will Take Effect:	02/03/2006
Name Format:	United States
Name	
Prefix:	Ms

Enter the effective date of your name change. Then enter your new name in the fields provided under New Name and then click on the **Submit** button.

complete name change process.

Current Name

Name			
Prefix:	Ms		
First:	Minnie	Middle:	
Last:	Mouse	Suffix:	
Name:	Mouse, Minnie		

New Name

*Date Name Change Will Take Effect: 02/06/2006

Name Format: United States [Change Country](#)

Name			
Prefix:	Ms		
*First Name:	Minnie	Middle:	
*Last Name:	Duck	Suffix:	

Go to: [Employee Home](#)

A notification will appear that your confirmation was successful. Click OK. The screen below will appear.

Name Change

Minnie Mouse

This information was submitted.

Current Name

Name			
Prefix:	Ms		
First:	Minnie	Middle:	
Last:	Mouse	Suffix:	
Name:	Mouse, Minnie		

New Name

*Date Name Change Will Take Effect: 02/06/2006

Name Format: United States [Change Country](#)

Name	
Prefix:	Ms

You will receive an e-mail that states the following: Your request was successfully submitted. This request requires administrator action to be saved to the database. Please bring your social security card, reflecting your name change, to the Human Resource Data Processing Section located in MCG Annex I Room 1121.

Transaction Name: Name Change
 Employee Name: Minnie Mouse
 Emplid: 012937

At this point your request has been received; however, changes are not updated in the System until an HR employee has verified that you have a social security card in your new name.

Once the correct documentation has been received, you will then receive an e-mail that states your request was approved and updated into the system:

Your request was approved:

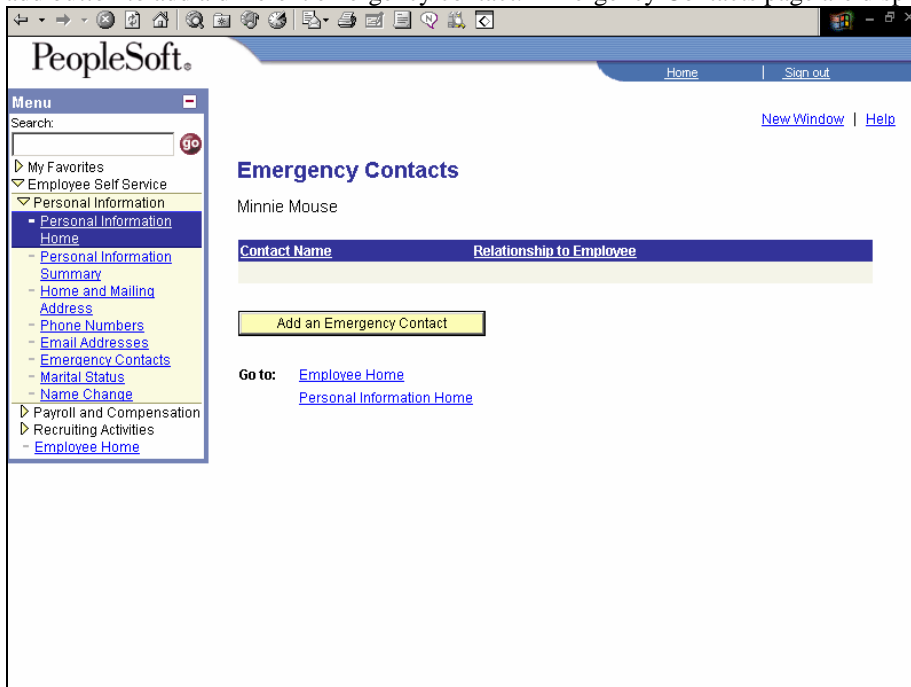
Approver Name: Sharri Peck
Transaction Name: Name Change
Employee Name: Minnie Mouse
Emplid: 012937

At this point you can either click on the **Employee Home** or **Personal Information Home**.

Click on **Personal Information Home** to go to our next example.

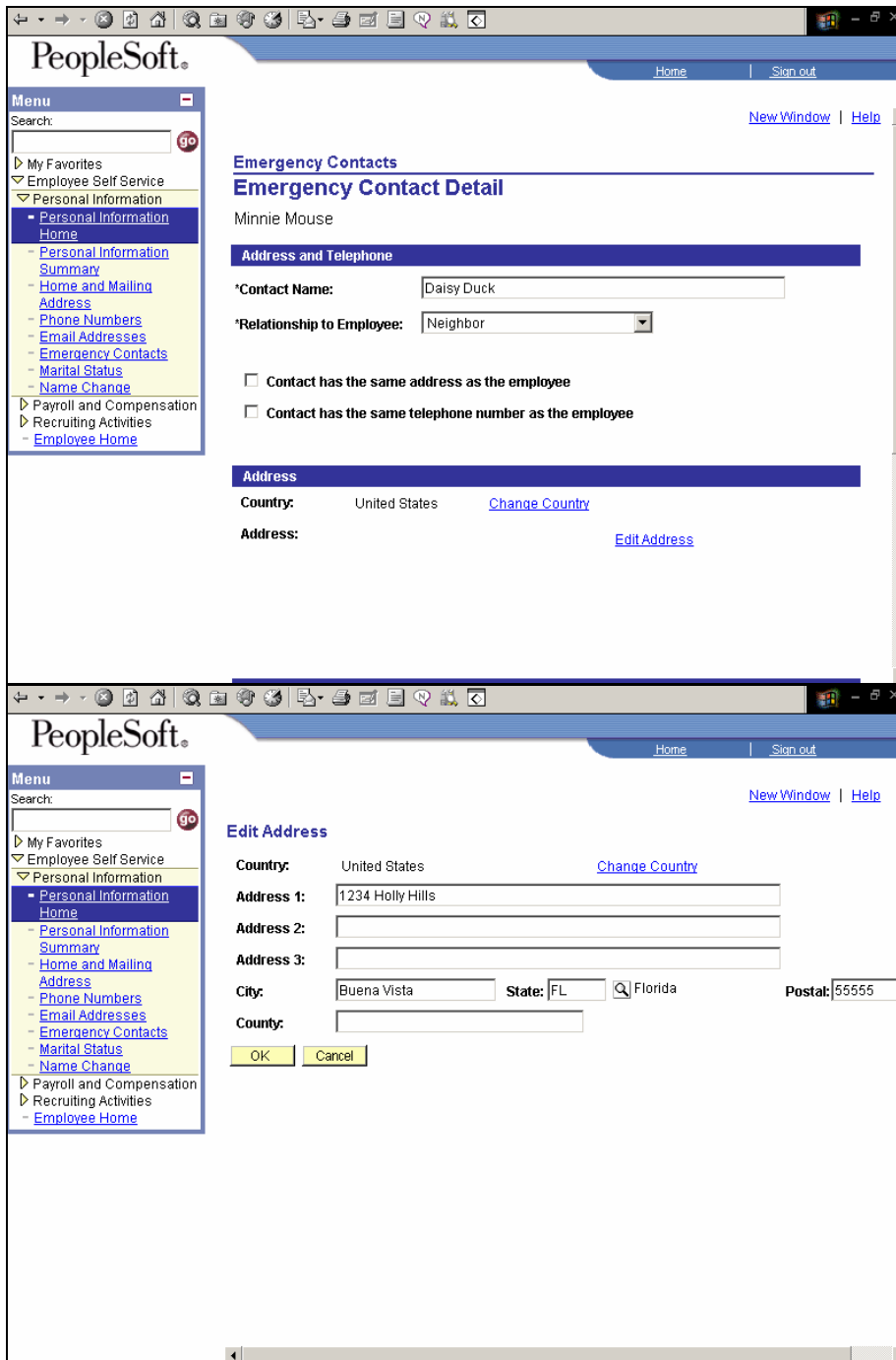
Emergency Contacts:

Clicking on **Emergency Contacts**, you can review and edit your emergency contacts in the system, and then use the add button to add a different emergency contact. Emergency Contacts page are displayed below.

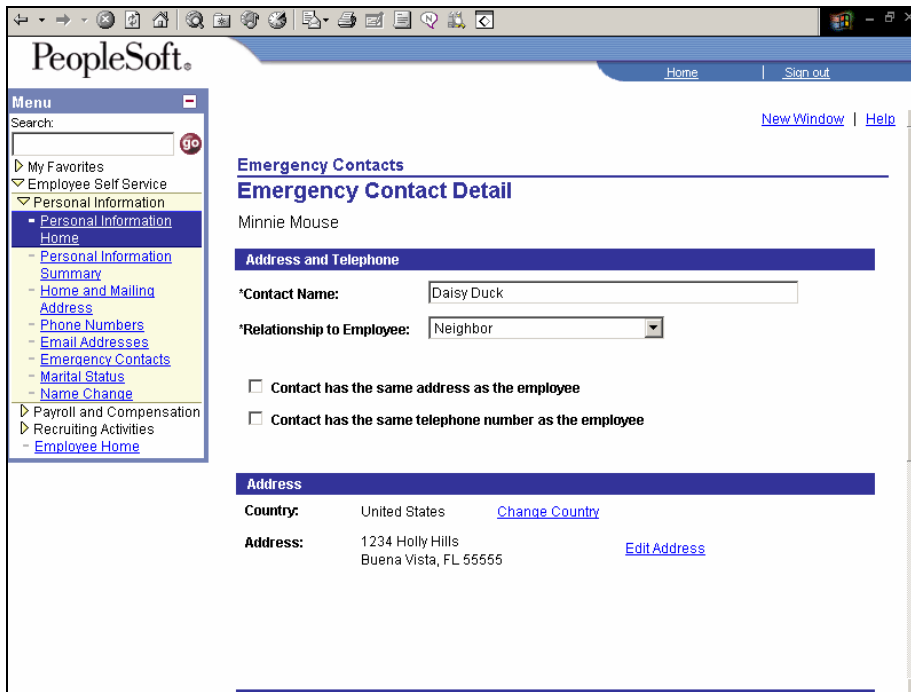


At this point you can edit or delete your existing emergency contacts or add a new emergency contact.

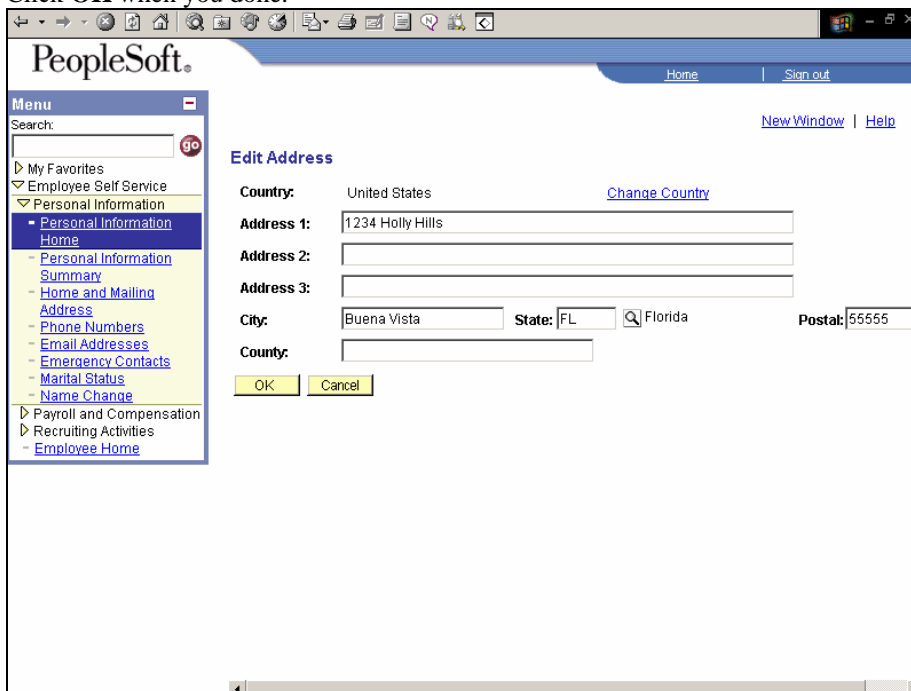
Below is an example of an emergency contact information and address added.



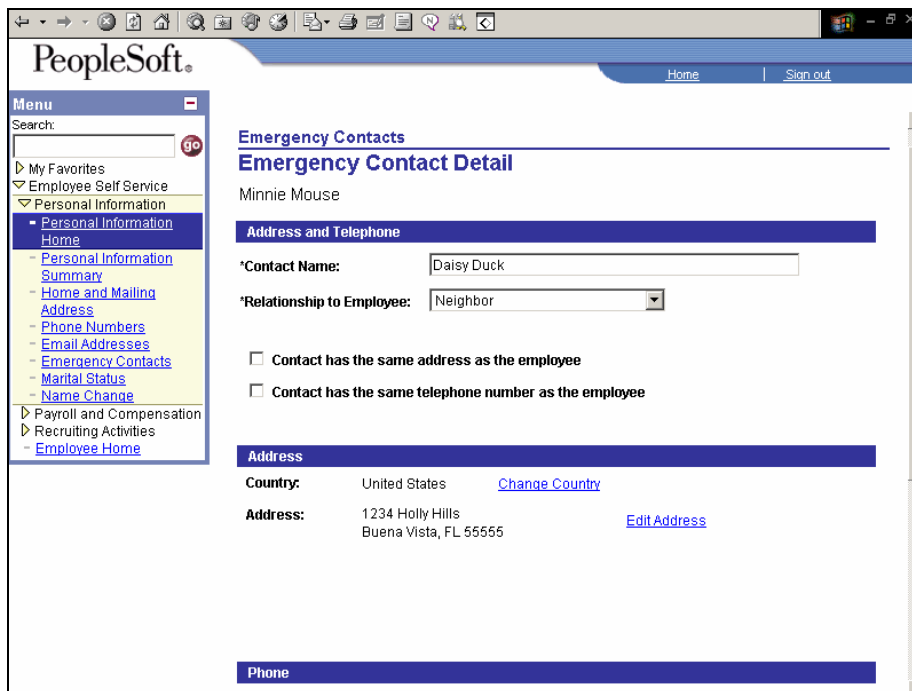
Click OK when you are complete, and the screen below will appear.



To edit an existing emergency contact, click on the **Edit** button next to their name. The screen below will appear. Click **OK** when you done.



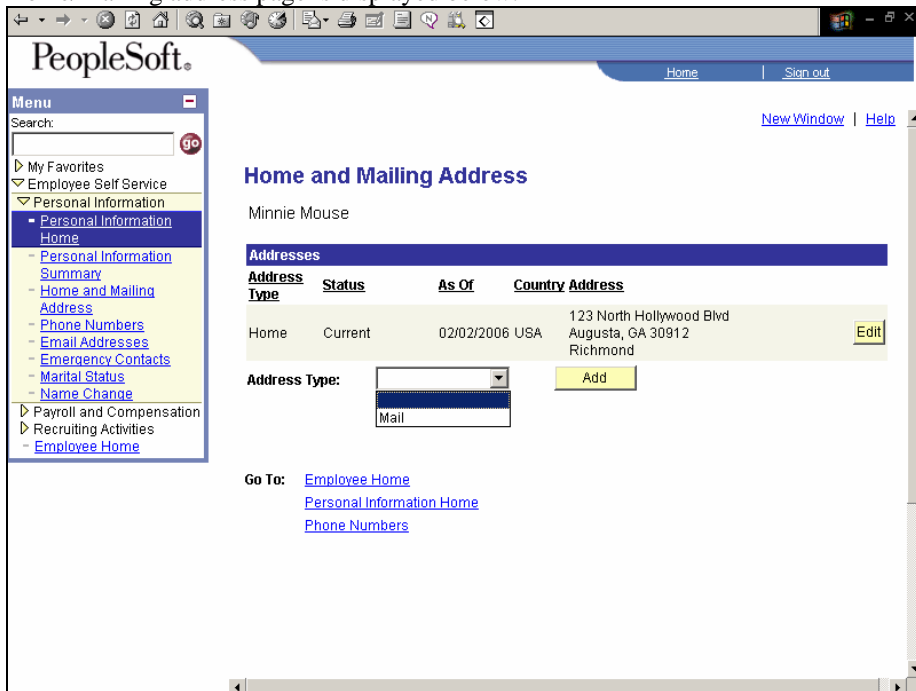
The emergency contact detail screen will appear. On this screen you will have the opportunity to change, add or delete your emergency contact's relationship to you, address, and phone numbers. Click on the **Save** button which is located at the bottom of the page when you done.



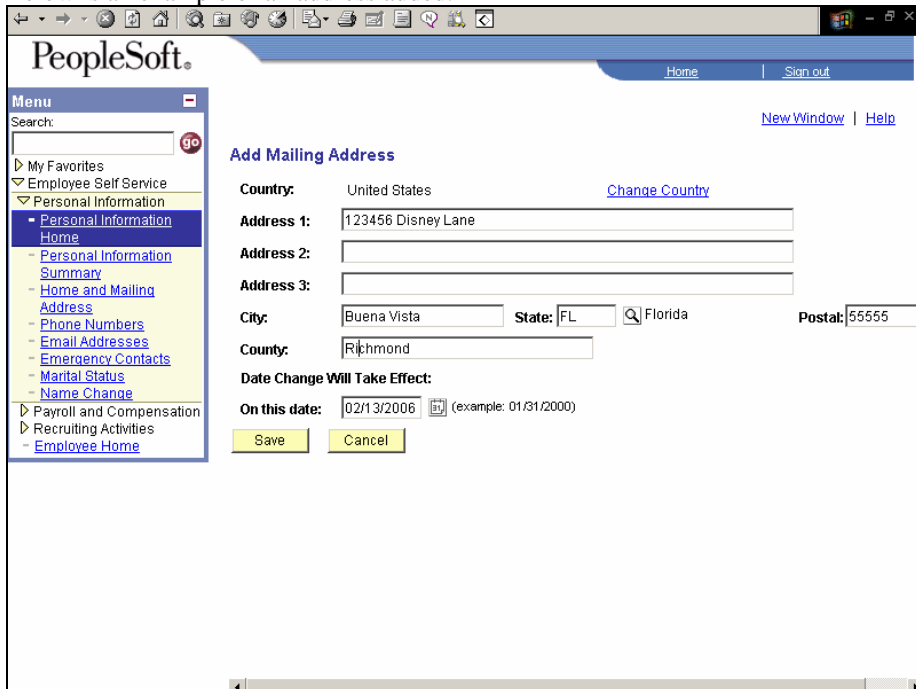
When you are done you can either click on the **Employee Home** or **Personal Information Home**. Click on **Personal Information Home** to go to our next example.

Home/Mailing Addresses:

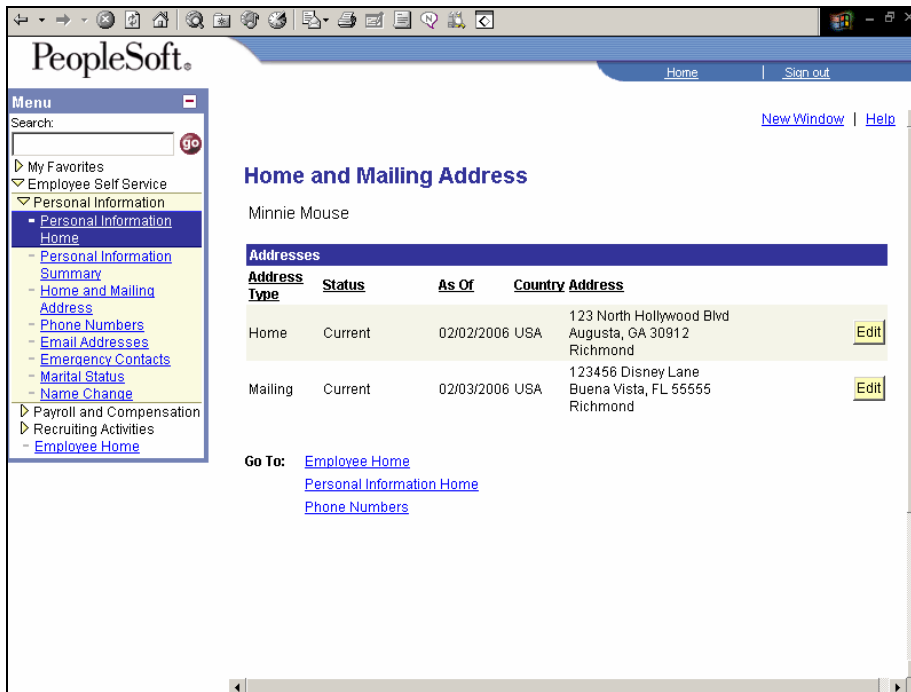
Clicking on **Home/Mailing Addresses**, you can view your home address in the system, and then use the add button to add a mailing. Additionally, you can select the edit button to change your current home or mailing address. The Home/Mailing address page is displayed below.



Below is an example of an address added.



Click Save when you are done making changes. A summary of your changes will appear on the next screen (shown below).



Click on either the **Employee Home** or **Personal Information Home** hyperlinks. Click on **Personal Information Home** to go to our next example.

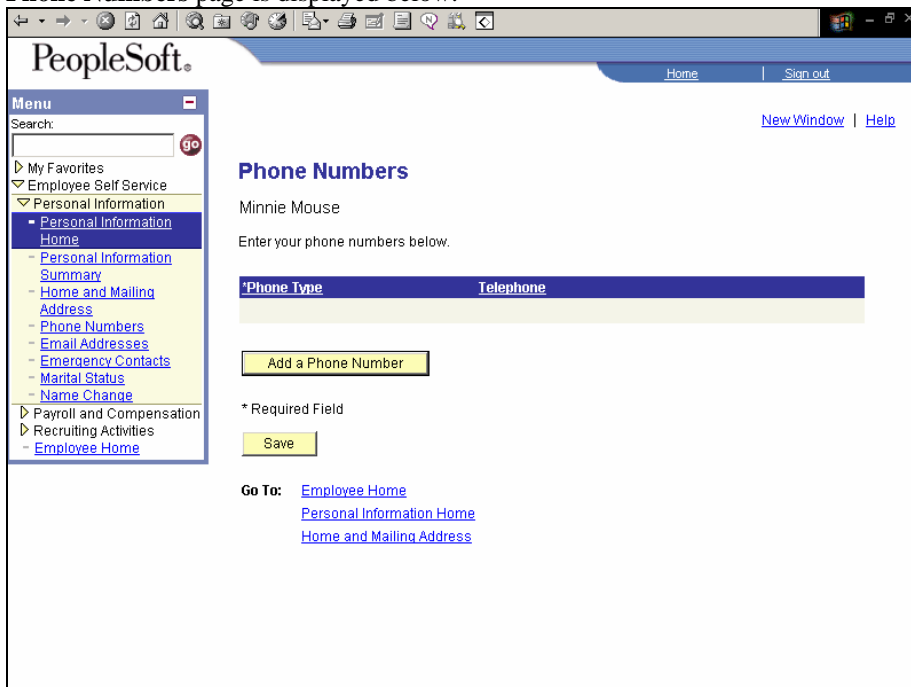
Email Addresses:

Your Email Address is for viewing only and you will not have access to change your email. At this point you can either click on the **Employee Home** or **Personal Information Home**.

Click on either the **Employee Home** or **Personal Information Home** hyperlinks. Click on **Personal Information Home** to go to our next example.

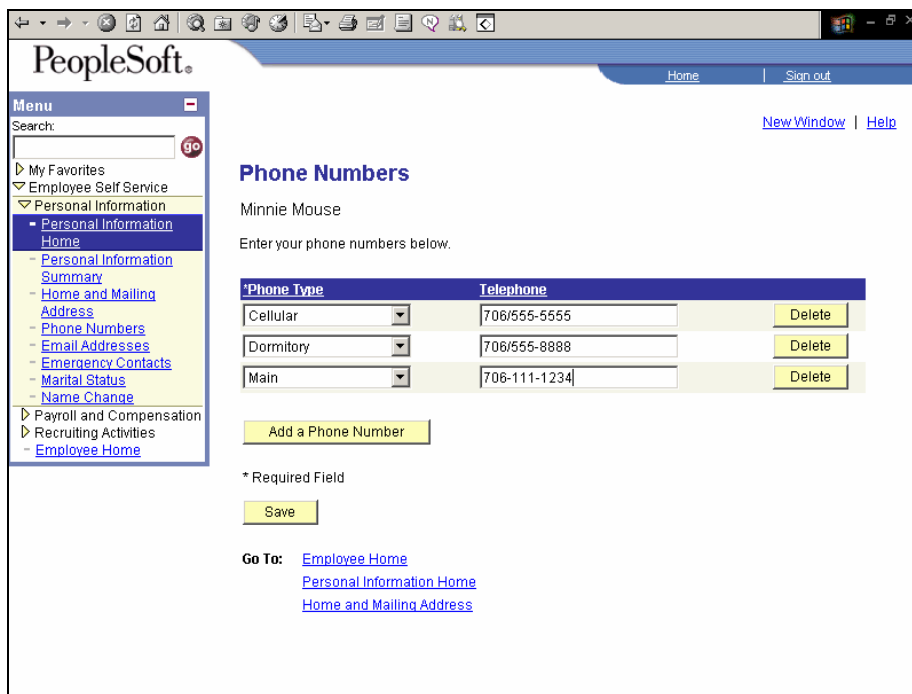
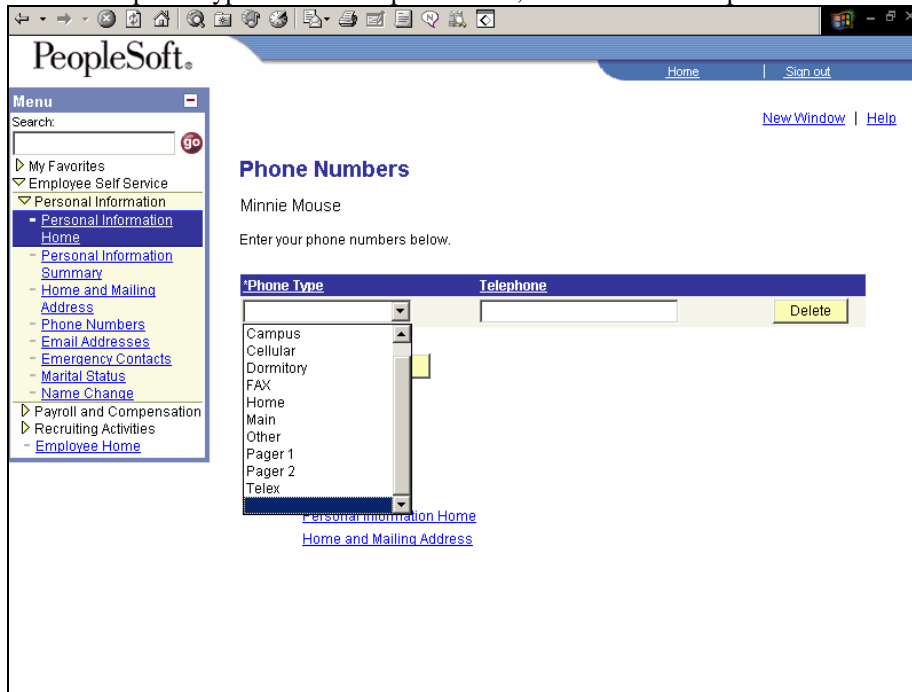
Phone Numbers:

Clicking on **Phone Numbers**, you can review and edit your home, business, mobile, or other phone numbers. The **Phone Numbers** page is displayed below.



Click on **Add a Phone Number** and the following screen will appear.

Choose the phone type from the drop down box, and then enter the phone number.



You cannot obtain two of the same phone types (campus, cellular, business etc....).

Description of the phone types:

Campus = MCG extension

Cellular = Cell phone

Dormitory= N/A

FAX- MCG Department FAX

Home- Personal home number

Main- A number for HR purposes only to contact you

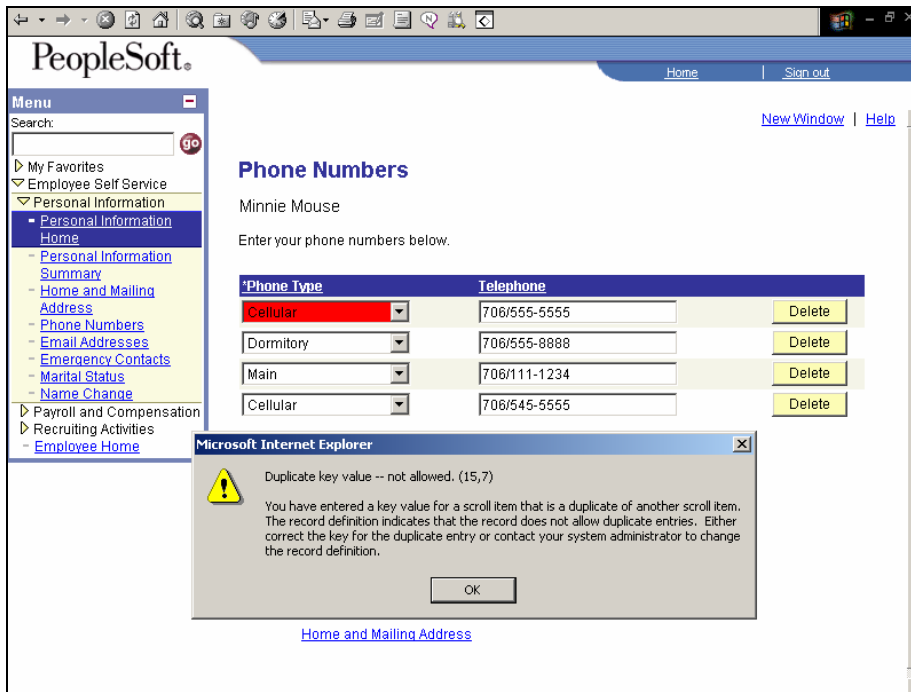
Other- Additional number

Pager 1- Beeper/Pager

Pager 2- Additional Beeper/Pager

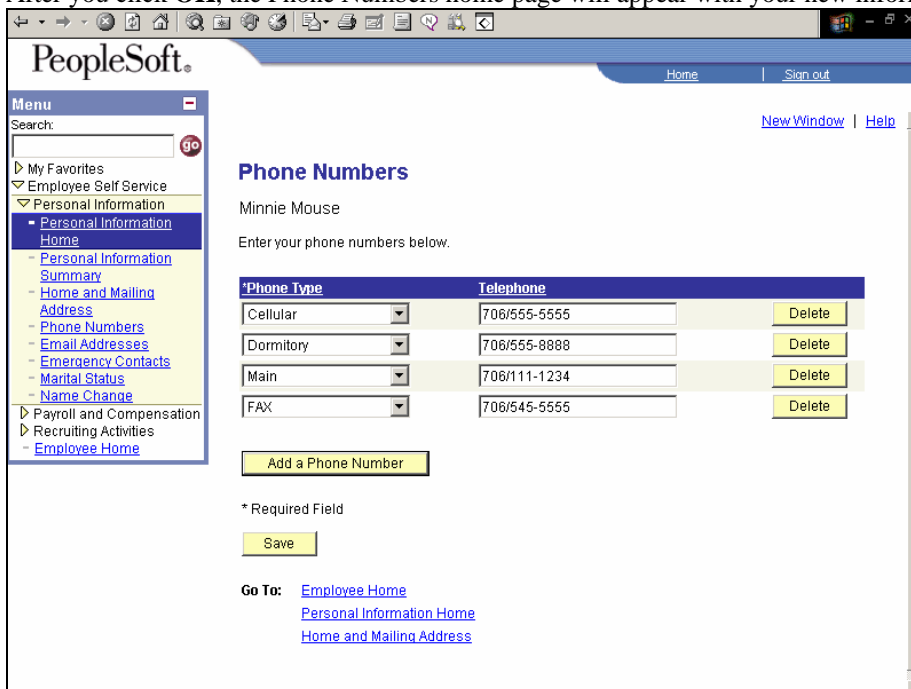
Telex- N/A

If you attempt to add a duplicate key value, then the error message below will appear on your screen.



When you are complete click **Save** and on the following screen click **OK**.

After you click **OK**, the Phone Numbers home page will appear with your new information.



You have the option to click on any of these hyperlinks: **Employee Home, Personal Information Home, or Home and Mailing Addresses.**

You will follow the same approach to review and/change other information. Enjoy as you explore your own data in the PeopleSoft Human Resource Management System.