PeopleSoft HCM Navigation Guide
2020
General Navigation

- HCM Employee Self Service & Manager Self Service
General Navigation

- Page Menu
  - Employee Self Service
  - Manager Self Service
General Navigation

• Navigation Area

• Home Icon returns to Financials Home Page

• Use the Navigation Area drop down menu to Sign out of PeopleSoft HCM
Mobile Navigation

• The Upper Menu is for Sign Out

• The side icon expands the menu to show complete options available to users
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## Manager Self Service Overview

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HCM Overview

- Non Time Approvals
- E-Recruit Approvals
HCM Overview

- Case Time Sheet
HCM Overview

- Careers
HCM Overview

- Wellness
  - Tobacco Attestation Form
  - Wellness Summary
  - Wellness Program Participation
HCM Overview

- Rave Alerts

EMPLOYEE CONTACT INFORMATION UPDATES

The CWRU Emergency Notification System (also known as Rave) is used to alert the campus community about safety alerts and information about inclement weather closures. If you have provided a cell phone in HCM, it will be shared with the Rave System.

To manage your settings in Rave, please go to: www.getrave.com. On this site, you may add additional contact information including phone numbers and email addresses as well as update your preferences on how you wish to be contacted in case of an emergency on campus.

Please note, you will not receive messages from the emergency notification system unless you have a U.S./10 digit cell number.

Please enter your cell number as 10 digits only. If you choose not to enter a cell phone, please enter 9999999999 as your cell phone number.
HCM Overview

- Payroll
  - Paychecks
  - Direct Deposit
  - Compensation History
  - View W2
- Charity Choice
- Vacation Donation
HCM Overview

• CW Directory

CASE Directory Address

Email ID: [Redacted]
Business Title: [Redacted]
Last Updated: 07/33/2019

Campus Mailing Location

Department: [Redacted]
Default Location Code: 4905 DEN - School of Dentistry
Override Campus Mailing Location: [Redacted]
Campus Mail Building: School of Dental Medicine
Campus Mail Room: 1

Physical Campus Office Address

Office Building: [Redacted] Office Room: [Redacted]
Suppress Campus Office Address in Online Directory

Off Campus Office Address

Address 1: [Redacted]
Address 2: [Redacted]
City: [Redacted] State: [Redacted] Postal: [Redacted]
Off Campus Office Phone: [Redacted]
Suppress Off Campus Office Address in Online Directory

Updates will appear in the online directory the next day.

Go To: Employee Home
       Personal Information Home
       Home and Mailing Address

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HCM Overview

- Personal Details
  - Addresses
  - Contact Details
  - Ethnic Groups
  - Emergency Contacts
  - Additional Information
  - Disability
  - Veteran Status

[Image of a user interface with options for personal details, addresses, etc.]
HCM Overview

- Benefits Details
  - Life Events
  - Dependent
  - Benefits Enrollment

Benefits Summary

- Life Events
- Dependent/Beneficiary Info
- Benefits Enrollment

As Of 01/15/2020

Refresh

Type of Benefit
Plan Description
HCM Overview

- Recruiting
  - Search Jobs
  - Create Job Openings
  - Interview Calendar
HCM Overview

Manager Self Service

Manager Self Service

Employee Self Service

Manager Self Service
HCM Overview

- Time Approval
HCM Overview

• Payment Request
HCM Overview

- Salary Administration
- Salary Distribution
- Salary Adjustment
- Time & Labor Adjustments
- Summer Salary
HCM Overview

- Manager Reports
  - Case Directory Address
  - Time Entry Report
  - Manager time Entry History
  - Department Security Entry
  - Salary Distribution Report
  - Salary Analysis by Dept
  - Salary Analysis by Employee