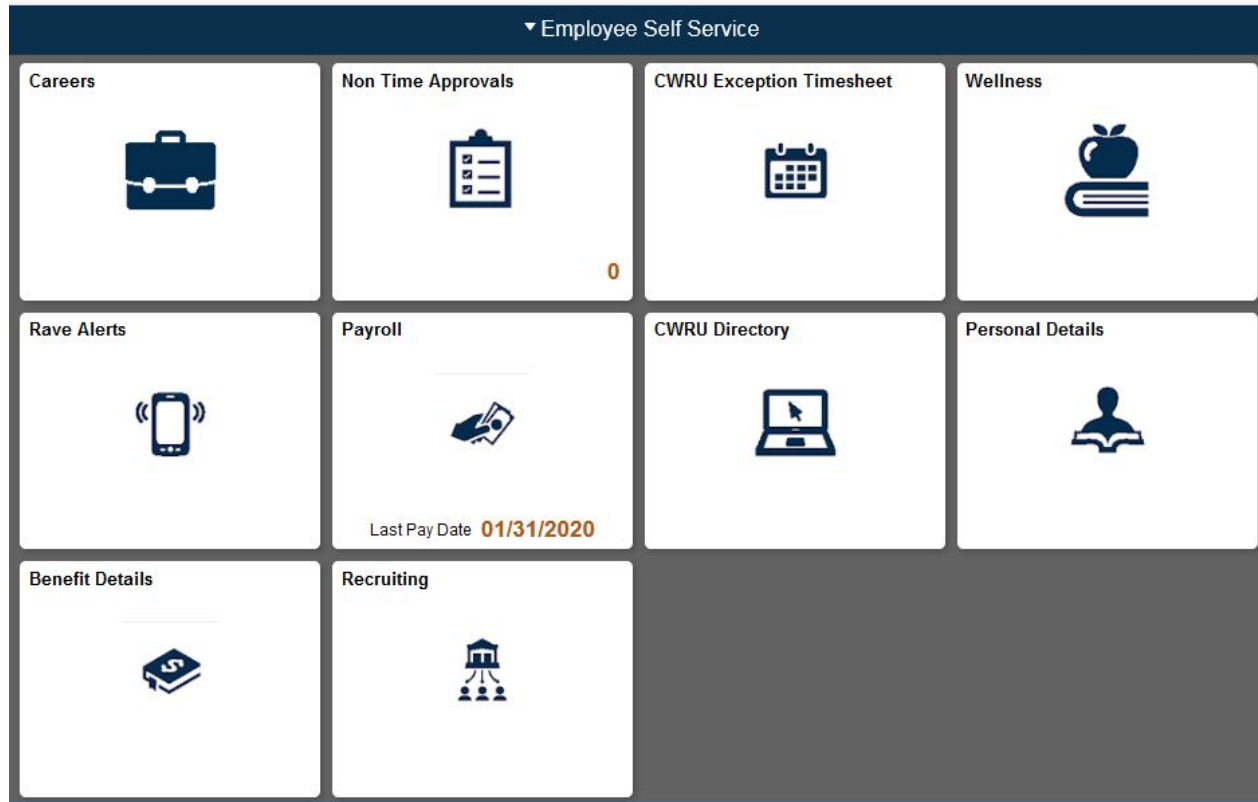


PeopleSoft HCM Navigation Guide 2020

General Navigation

- HCM Employee Self Service & Manager Self Service



General Navigation



- Page Menu
 - Employee Self Service
 - Manager Self Service

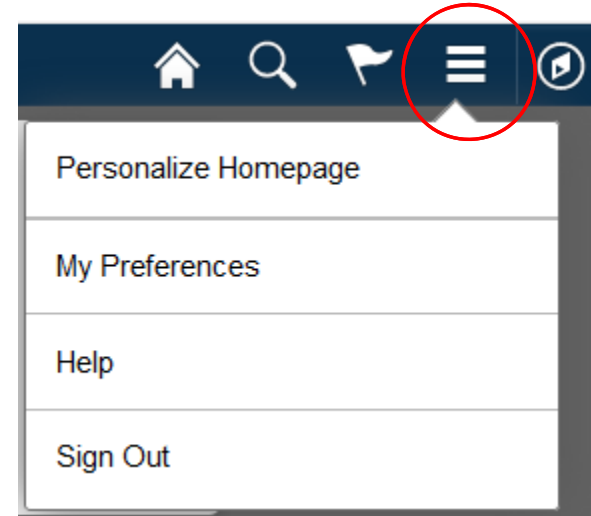


General Navigation

- Navigation Area

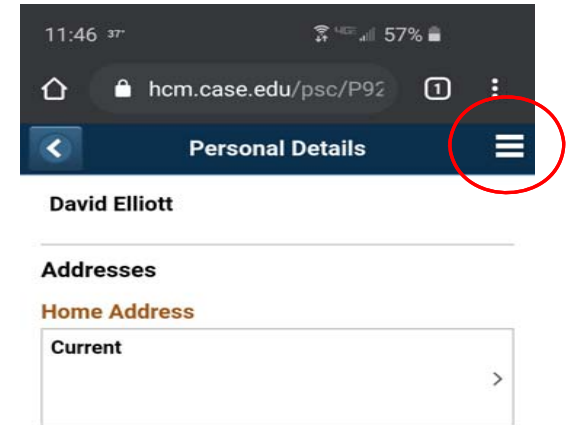


- Home Icon returns to Financials Home Page
- Use the Navigation Area drop down menu to Sign out of PeopleSoft HCM



Mobile Navigation

- The Upper Menu is for Sign Out
- The side icon expands the menu to show complete options available to users



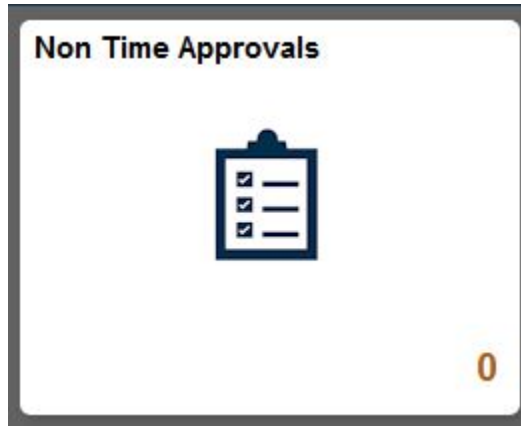
Self Service Overview

Self Service HCM Tasks	Tile	Guide Page
Approve E-Recruit related activities	Non Time Approvals	8
Enter and Update Time	CWRU Timesheet	9
View and Apply for Jobs	Careers	10
View Wellness Info & Tobacco Attestation Form	Wellness	11
Setup or Change RAVE Alerts	Rave Alerts	12
View Paycheck or W2	Payroll	13
Setup Direct Deposit	Payroll	13
Update Directory Address	CWRU Directory	14
Update Address, Phone or Emergency Contacts	Personal Details	15
View Benefit Information	Benefit Details	16
Create a Job Opening, Interview Calendar	Recruiting	17

Manager Self Service Overview

Manager Service HCM Tasks	Tile	Guide Page
Approve Time	CWRU Time Approval	19
Do a Payroll Payment Request	Payment Request	20
Setup Salary Distribution for an individual	Salary Administration	21
Create a Salary Adjustment	Salary Administration	22
Run a Report	Manager Reports	23

HCM Overview



- Non Time Approvals
 - E-Recruit Approvals

HCM Overview

- Case Time Sheet



Employee Self Service **Case Exception Timesheet - FL**

Employee ID [REDACTED] Title [REDACTED]
 Rcd 0
 Empl Class [REDACTED] Department [REDACTED] FLSA Status [REDACTED]

Available Leave Hours
 Sick 1000.00 Vacation 134.00 Last Updated

Current Pay Period
 Start 01/01/2020 End 01/31/2020 Std Weekly Hours 40.00

11 rows

Exception Time Entries

	*Date	Day	*TRC	Hours	Comments	
1	08/01/2019	Thu	REG	8.00		Add Delete
2	08/02/2019	Fri	REG	8.00		Add Delete
3	08/05/2019	Mon	REG	8.00		Add Delete
4	08/06/2019	Tue	REG	8.00		Add Delete
5	08/07/2019	Wed	REG	8.00		Add Delete

HCM Overview

- Careers









Careers

Search Jobs

Search by job title, location, or keyword

»

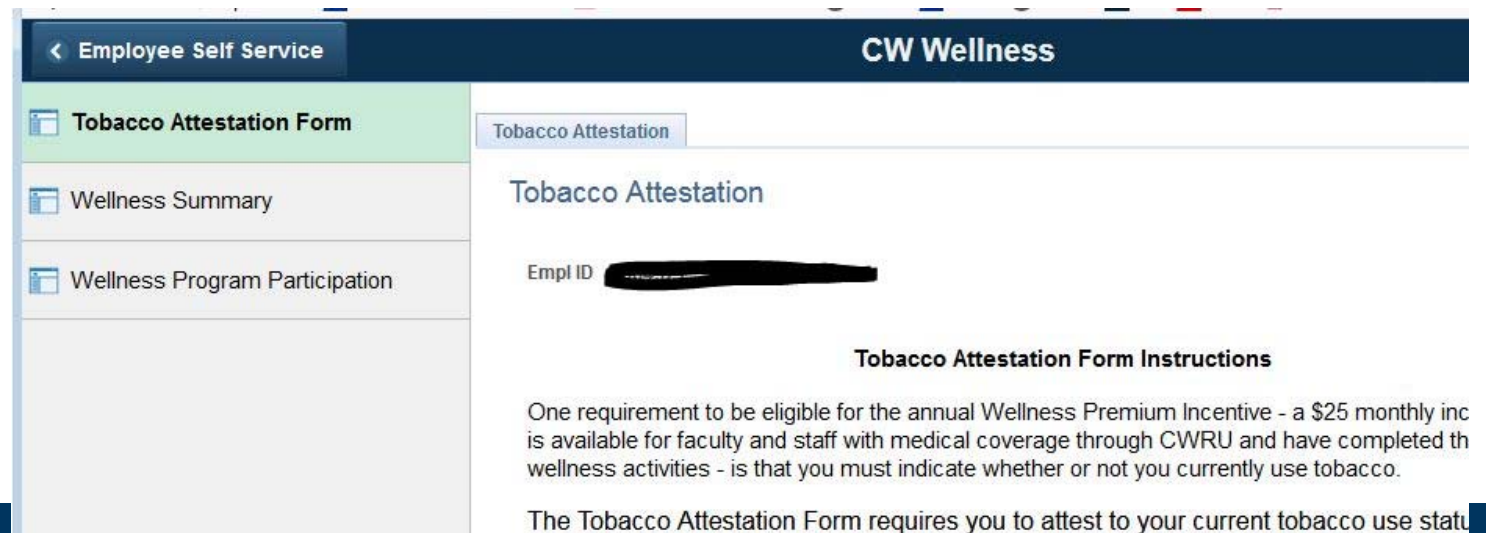
Welcome John

	View All Jobs	>
	My Job Notifications	>
	My Job Applications	1 >
	My Favorite Jobs	>
	My Saved Searches	>
	My Contact Information	>

HCM Overview



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



The screenshot shows the 'CW Wellness' page under 'Employee Self Service'. On the left is a sidebar menu with three items: 'Tobacco Attestation Form' (highlighted in green), 'Wellness Summary', and 'Wellness Program Participation'. The main content area is titled 'Tobacco Attestation' and contains a form with a redacted 'Empl ID' field. Below the form is a section titled 'Tobacco Attestation Form Instructions' which states: 'One requirement to be eligible for the annual Wellness Premium Incentive - a \$25 monthly inc is available for faculty and staff with medical coverage through CWRU and have completed th wellness activities - is that you must indicate whether or not you currently use tobacco. The Tobacco Attestation Form requires you to attest to your current tobacco use statu'.

HCM Overview

Rave Alerts



- Rave Alerts

< Employee Self Service

▼ CW 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 enter a cell phone, please enter **9999999999** as your cell phone number.

Cell Phone Information

Phone Type : Cell

Cell phone:

HCM Overview



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

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
07/31/2019	Case Western Reserve Univ	07/01/2019 07/31/2019	[REDACTED]	>
06/28/2019	Case Western Reserve Univ	06/01/2019 06/30/2019	[REDACTED]	>
05/31/2019	Case Western Reserve Univ	05/01/2019 05/31/2019	[REDACTED]	>
04/30/2019	Case Western Reserve Univ	04/01/2019 04/30/2019	[REDACTED]	>



HCM Overview



- CW Directory

Employee Self Service CW Directory

CASE Directory Address

Empl ID: [REDACTED]
Business Title: [REDACTED] Last Updated: 07/03/2019 SYS

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.

Save

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

HCM Overview

Personal Details



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

Employee Self Service Personal Details

Addresses

Contact Details

Ethnic Groups

Emergency Contacts

Additional Information

Disability

Veteran Status

Addresses

Home Address

Current

HCM Overview

Benefit Details



- Benefits Details
 - Life Events
 - Dependent
 - Benefits Enrollment

Employee Self Service


Benefits Summary


Life Events

Dependent/Beneficiary Info

Benefits Enrollment

Benefit Details


Benefits Summary

As Of 01/15/2020 

Refresh

Type of Benefit	Plan Description
-----------------	------------------

HCM Overview



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

Employee Self Service CW Recruiting

Search Job Openings

Recruiting Home | Create Job Opening | Search Job Postings

Search Criteria

Job Posting Title

Job Opening ID

Status Open

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Search Clear

HCM Overview

Manager Self Service



HCM Overview

- Time Approval



< Manager Self Service

Group ID Begins with

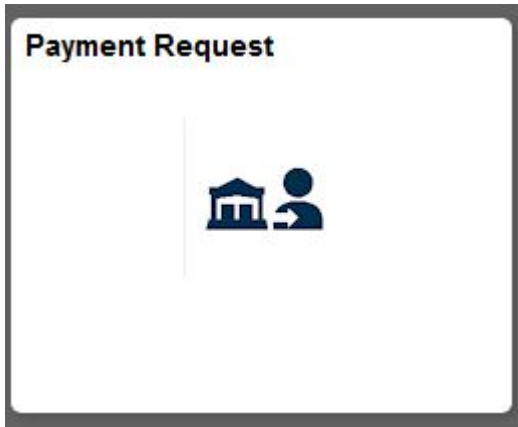
Search

41 rows

1 1001021 801000

Exception Time Entries									
	*Date	Day	*TRC	Hours	Apprv	Dispute	Reason Code	Comments	
1	08/01/2019	Thu	REG	8.00	No	No			Add
2	08/02/2019	Fri	REG	8.00	No	No			Add
3	08/05/2019	Mon	REG	8.00	No	No			Add
4	08/06/2019	Tue	REG	8.00	No	No			Add
5	08/07/2019	Wed	REG	8.00	No	No			Add

HCM Overview



- Payment Request

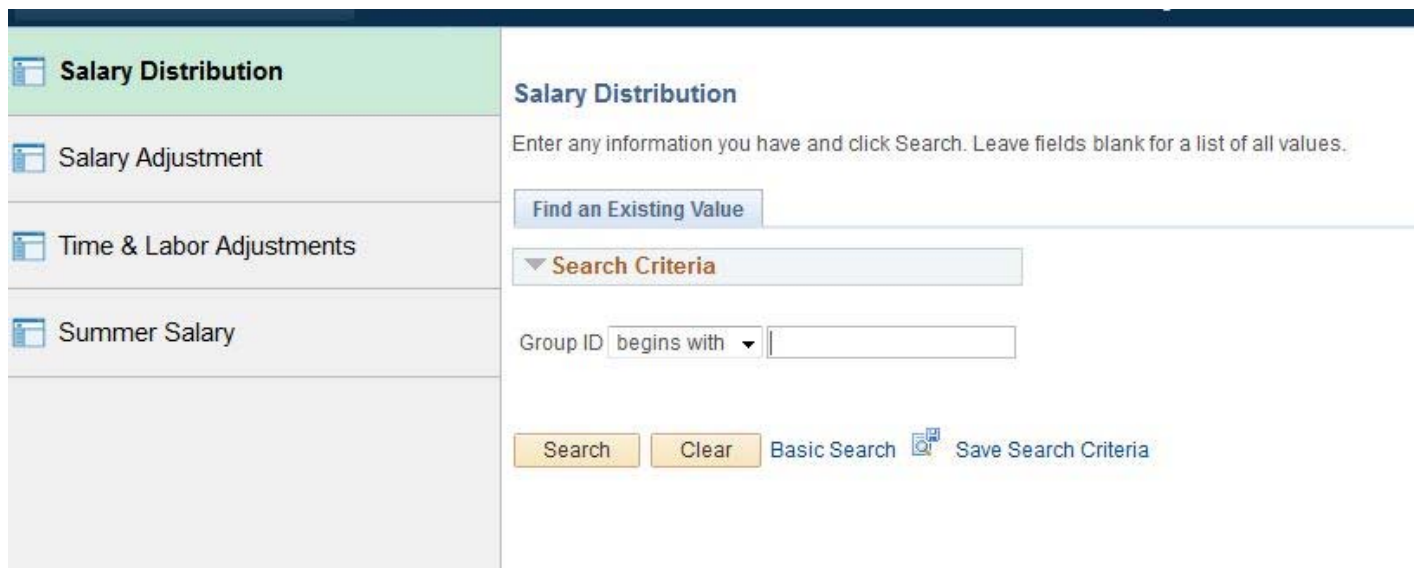
A screenshot of a web application interface. The top navigation bar is dark blue with a back arrow and the text "Manager Self Service" on the left, and "CW MSS Pmt Request" on the right. Below this, on the left, is a sidebar with two menu items: "Payment Request" (highlighted in light green) and "Payment Request History". The main content area on the right has a header "Payment Request" and a sub-header "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a button "Find an Existing Value". Then there is a section titled "Search Criteria" with a dropdown arrow. Underneath is a label "Search by:" followed by the text "Group ID begins with" and an input field. At the bottom of the search section are two buttons: "Search" and "Advanced Search".

HCM Overview

Salary Administration



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



The screenshot shows the HCM Salary Distribution interface. On the left is a sidebar with four menu items: 'Salary Distribution' (highlighted in green), 'Salary Adjustment', 'Time & Labor Adjustments', and 'Summer Salary'. The main content area is titled 'Salary Distribution' and contains the following elements:

- A header section with the title 'Salary Distribution' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.'
- A button labeled 'Find an Existing Value'.
- A section titled 'Search Criteria' with a dropdown arrow.
- A search field labeled 'Group ID' with a 'begins with' dropdown and an input box.
- A row of buttons at the bottom: 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a document icon).

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

CASE Directory Address
Time Entry Report
Manager Time Entry History
Department Security Entry
Salary Distribution Rpt
Salary Analysis by Dept
Salary Analysis by PI
Salary Analysis by Employee