












PeopleSoft HCM Navigation Guide



Updated 2022

General Navigation

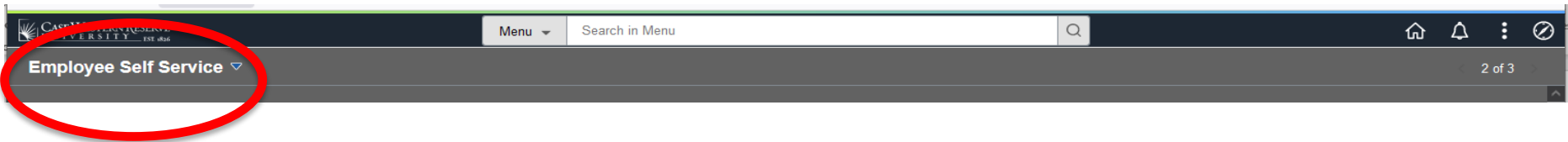
<p>Careers</p> 	<p>Non Time Approvals</p>  <p>0</p>	<p>CWRU Exception Timesheet</p> 	<p>Wellness</p> 
<p>Rave Alerts</p> 	<p>Payroll</p>  <p>Last Pay Date 08/31/2022</p>	<p>CWRU Directory</p> 	<p>Personal Details</p> 
<p>Benefit Details</p> 	<p>CW Recruiting</p> 	<p>Time Entry History</p> 	

CASE WESTERN RESERVE UNIVERSITY EST. 1826

▼ Manager Self Service

<p>CWRU Time Approval</p> 	<p>Payment Request</p> 	<p>Salary Administration</p> 	<p>Manager Reports</p> 
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General Navigation

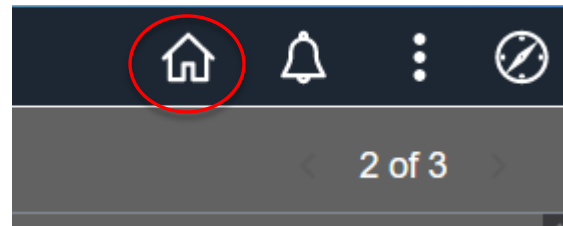


- Page Menu
 - Employee Self Service
 - Manager Self Service

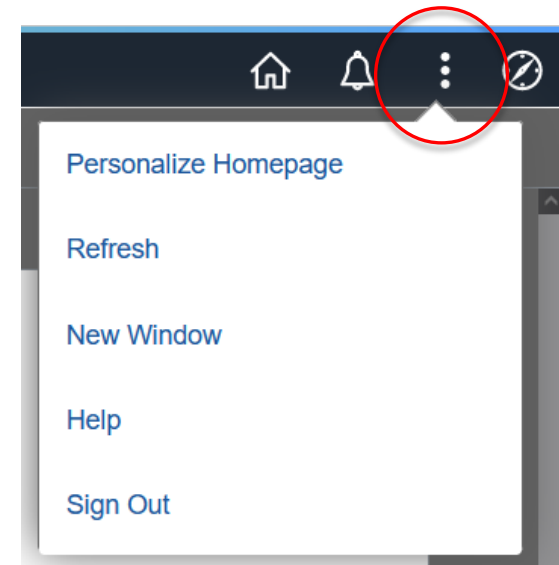


General Navigation

- Navigation Area

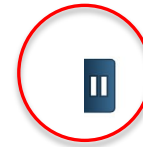
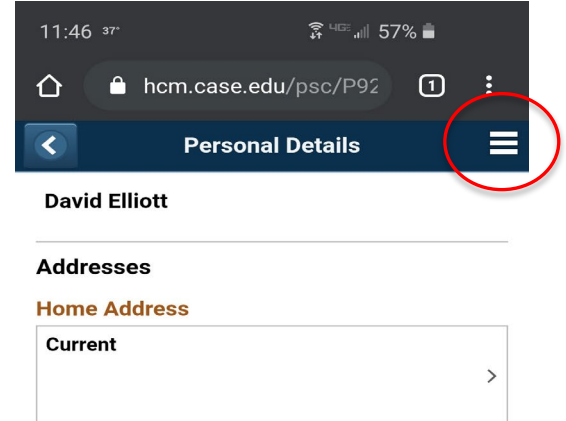


- Home Icon returns to Financials Home Page
- Use the Navigation Area drop down menu to Sign out of PeopleSoft HCM



Mobile Navigation

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



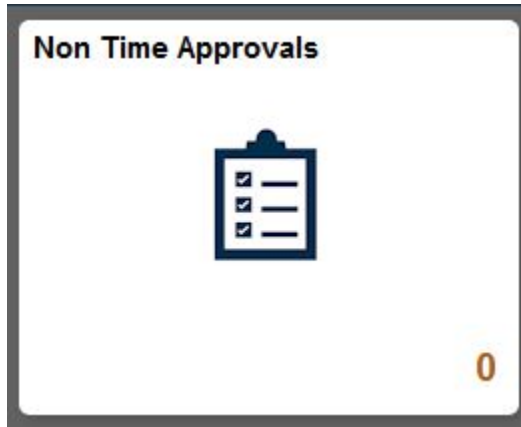
Self Service Overview

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

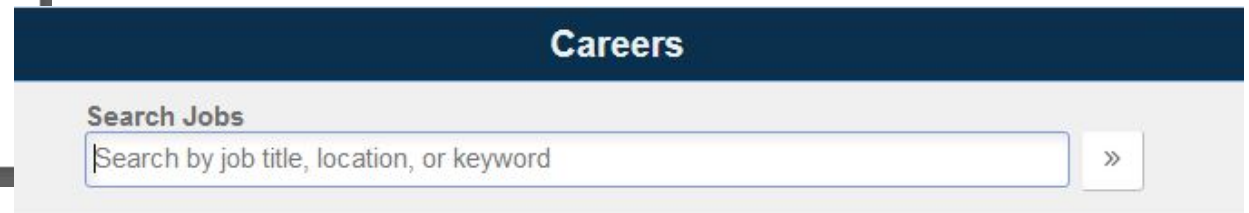
11 rows

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



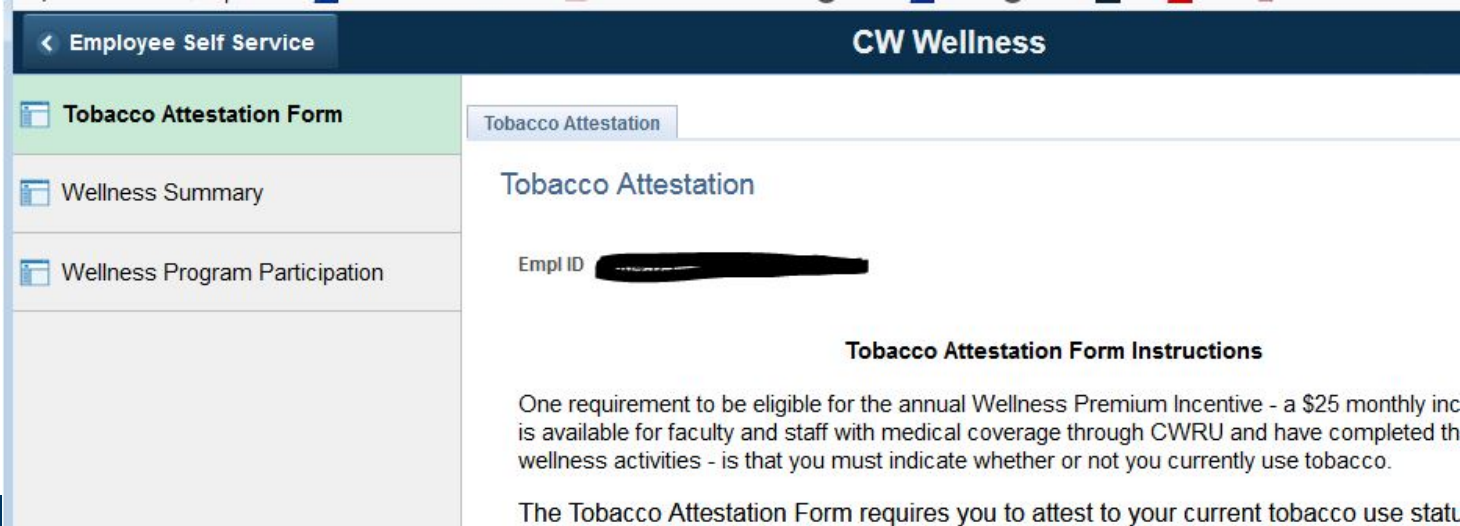
Welcome John

	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' interface. On the left is a navigation 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 includes a field for 'Empl ID' which has been redacted with a black bar. Below this is a section titled 'Tobacco Attestation Form Instructions' with the following text: '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



Last Pay Date **07/31/2019**

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

Employee Self Service Payroll

Paychecks

- Direct Deposit
- Compensation History
- View W-2/W-2c Forms**
- 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: []
Campus Mail Building: School of Dental Medicine
Campus Mail Room: 1

Physical Campus Office Address

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

Off Campus Office Address

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

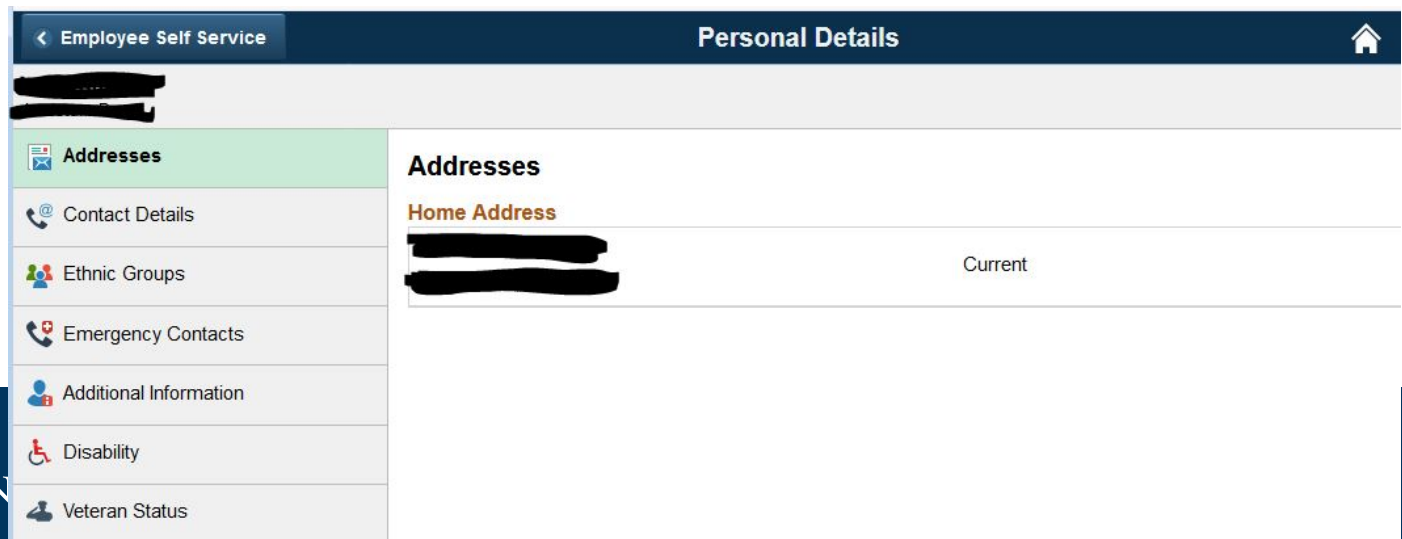
Updates will appear in the online directory the next day.

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

HCM Overview

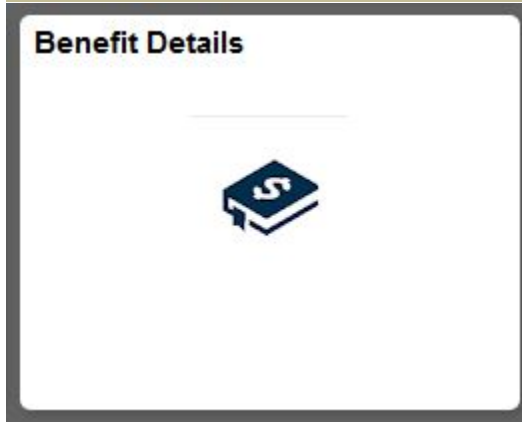


- Personal Details
 - Addresses
 - Contact Details
 - Ethnic Groups
 - Emergency Contacts
 - Additional Information
 - Disability
 - Veteran Status



HCM Overview

- Benefits Details
 - Life Events
 - Dependent
 - Benefits Enrollment



The screenshot shows the "Employee Self Service" interface. The top navigation bar includes a back arrow and the text "Employee Self Service" on the left, and "Benefit Details" on the right. A left-hand sidebar menu contains four items: "Benefits Summary" (highlighted in green), "Life Events", "Dependent/Beneficiary Info", and "Benefits Enrollment". The main content area features a redacted employee name, the title "Benefits Summary", and an "As Of" date field set to "01/15/2020" with a calendar icon. Below the date is a green "Refresh" button. At the bottom, a table header is visible with two columns: "Type of Benefit" and "Plan Description".

HCM Overview

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



Employee Self Service CW Recruiting

[Search Job Openings](#)

[Create Job Opening](#)

[Interview Calendar](#)

[Pending Approvals](#)

Search Job Openings

[Recruiting Home](#) | [Create Job Opening](#) | [Search Job Postings](#)

Search Criteria ?

Job Posting Title

Job Opening ID

Status

Category

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

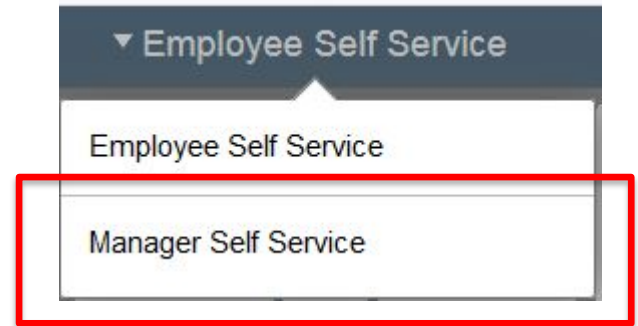
Department

Position Number

Recruitment Contact

HCM Overview

Manager Self Service



HCM Overview

- Time Approval



← Manager Self Service

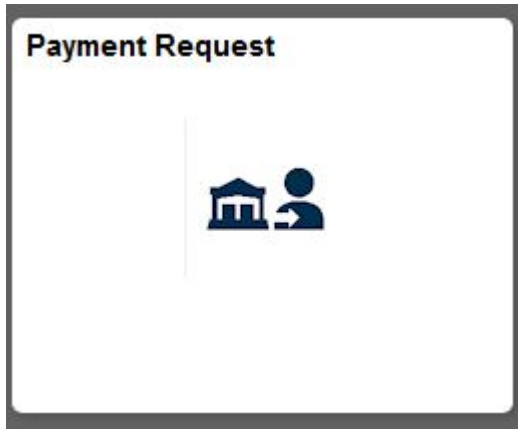
Group ID Begins with

41 rows

1 1001021 801000

Exception Time Entries									
*Date	Day	*TRC	Hours	Apprv	Dispute	Reason Code	Comments		
08/01/2019	Thu	REG	8.00	<input type="radio"/> No	<input type="radio"/> No				<input type="button" value="Add"/>
08/02/2019	Fri	REG	8.00	<input type="radio"/> No	<input type="radio"/> No				<input type="button" value="Add"/>
08/05/2019	Mon	REG	8.00	<input type="radio"/> No	<input type="radio"/> No				<input type="button" value="Add"/>
08/06/2019	Tue	REG	8.00	<input type="radio"/> No	<input type="radio"/> No				<input type="button" value="Add"/>
08/07/2019	Wed	REG	8.00	<input type="radio"/> No	<input type="radio"/> No				<input type="button" value="Add"/>

HCM Overview



- Payment Request

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

HCM Overview



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

A screenshot of a web application interface for "Salary Distribution". On the left is a vertical navigation menu with four 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 instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" button. A "Search Criteria" section has a dropdown menu currently showing "Group ID begins with" and an empty text input field. At the bottom are buttons for "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