



PeopleSoft HR Application Guide

Contents

Oracle PeopleSoft HR v9.2

What's New?	2
Action Buttons	5
Navigation Bar	6
Recent Places	6
My Favorites	6
Personalization Features	6

PeopleSoft HR 9.2

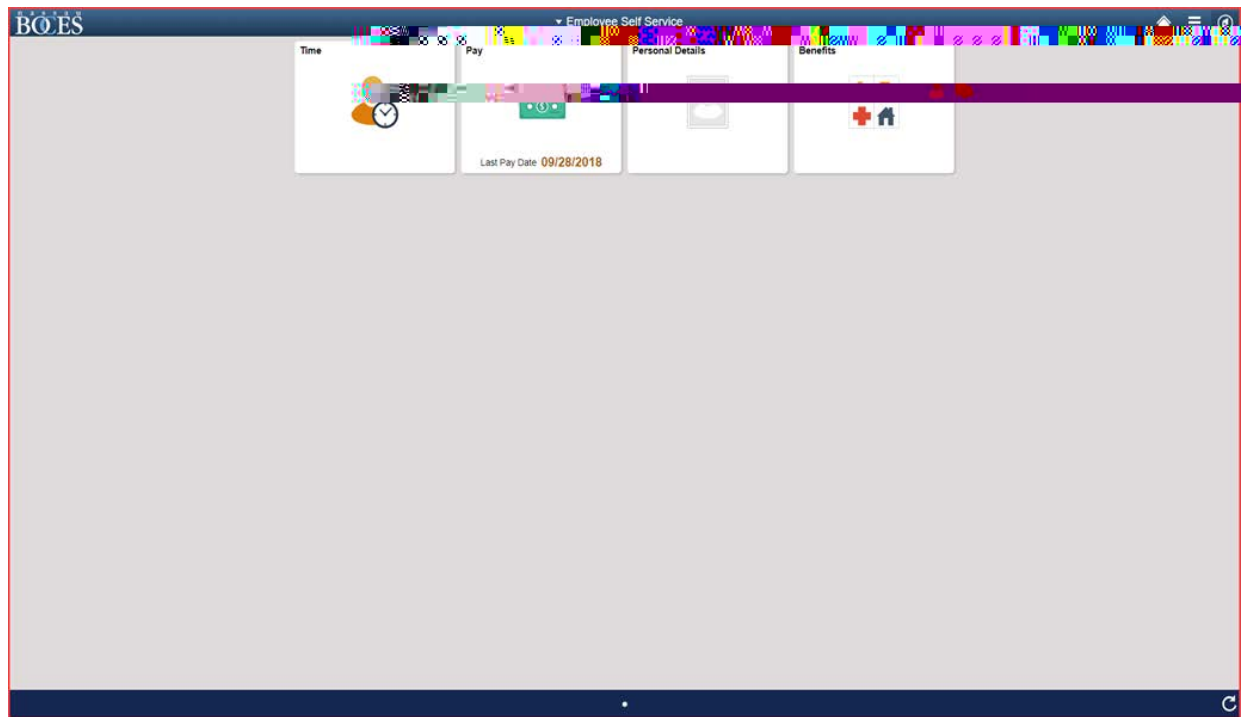
What's New?

The Nassau BOCES Department of Financial and Information Systems is upgrading the Nassau BOCES PeopleSoft HR application to version 9.2 with the latest technology released by Oracle. Following the completion of the upgrade, users will experience the FLUID interface, which has an improved look and feel from the current classic system. This FLUID technology makes the application more user friendly and enables a single interface across different device types (desktop, laptop, tablet, smartphone, etc.).

The instructions in this document will assist in understanding some of the changes in the application.

Upon log in, users will see the Employee Self Service homepage with its associated tiles. Each of the tiles is interactive, making it easy to access and navigate the system. These tiles are also customizable. Existing tiles can be removed, and new tiles added which will improve navigation.

Example Home Page:



Example comparison of a FLUID page vs current classic page.

Classic Page:

The screenshot shows the classic BOCES Job Information page. The top navigation bar includes links for Home, Worked, and Multi-Step. The main content area is divided into several sections. The 'Work Location' section contains fields for Employee, Emp ID, and Emp Record. Below this, there are tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Job Information' tab is active, displaying fields for Effective Date, Effective Sequence, HR Status, Payroll Status, Position Number, Action, Reason, and Job Indicator. The 'Position Number' field is highlighted. Below the 'Job Information' section, there are fields for Regulatory Region, Company, Business Unit, Department, Department Entry Date, Location, Establishment ID, Last Start Date, and Expected Job End Date. The bottom of the page features a 'Job Data' section with a table of job data.

FLUID Page:

The screenshot shows the FLUID BOCES Job Information page. The top navigation bar includes links for Home, Sign out, Add To, Notification, and NavBar. The main content area is divided into several sections. The 'Work Location' section contains fields for Employee, Emp ID, and Emp Record. Below this, there are tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, and Compensation. The 'Job Information' tab is active, displaying fields for Effective Date, Effective Sequence, HR Status, Payroll Status, Position Number, Action, Reason, and Job Indicator. The 'Position Number' field is highlighted. Below the 'Job Information' section, there are fields for Regulatory Region, Company, Business Unit, Department, Department Entry Date, Location, Establishment ID, Last Start Date, and Expected Job End Date. The bottom of the page features a 'Job Data' section with a table of job data.

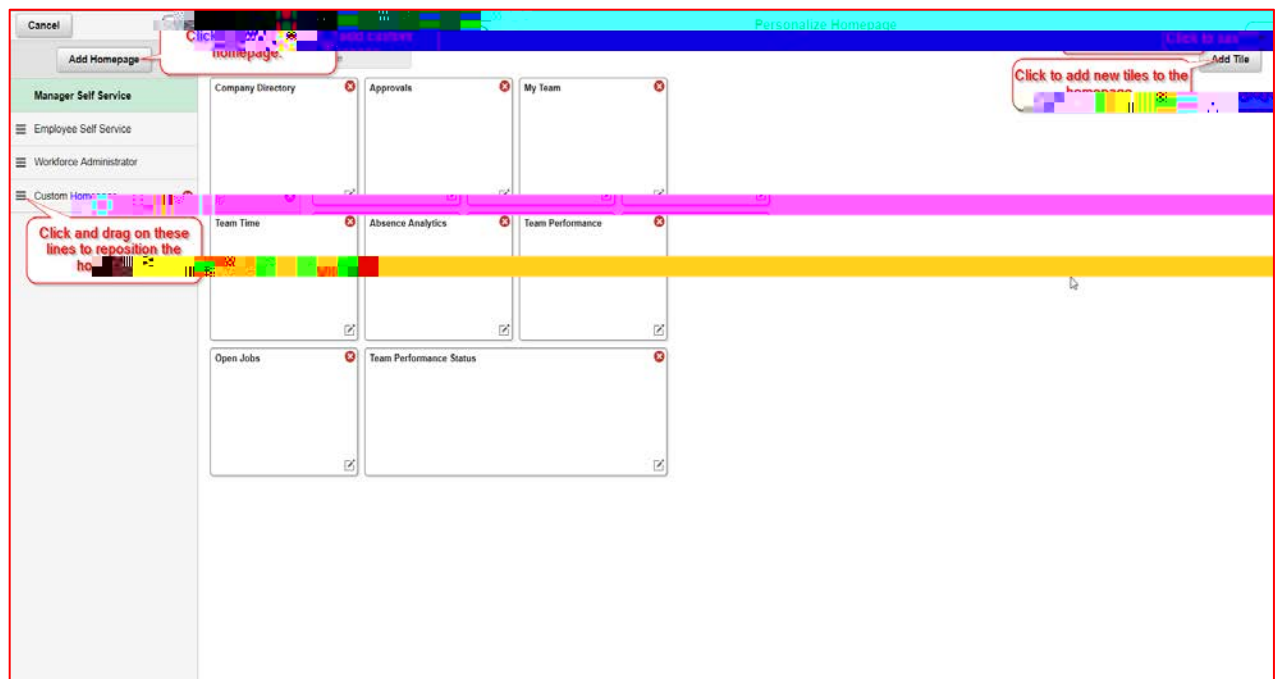
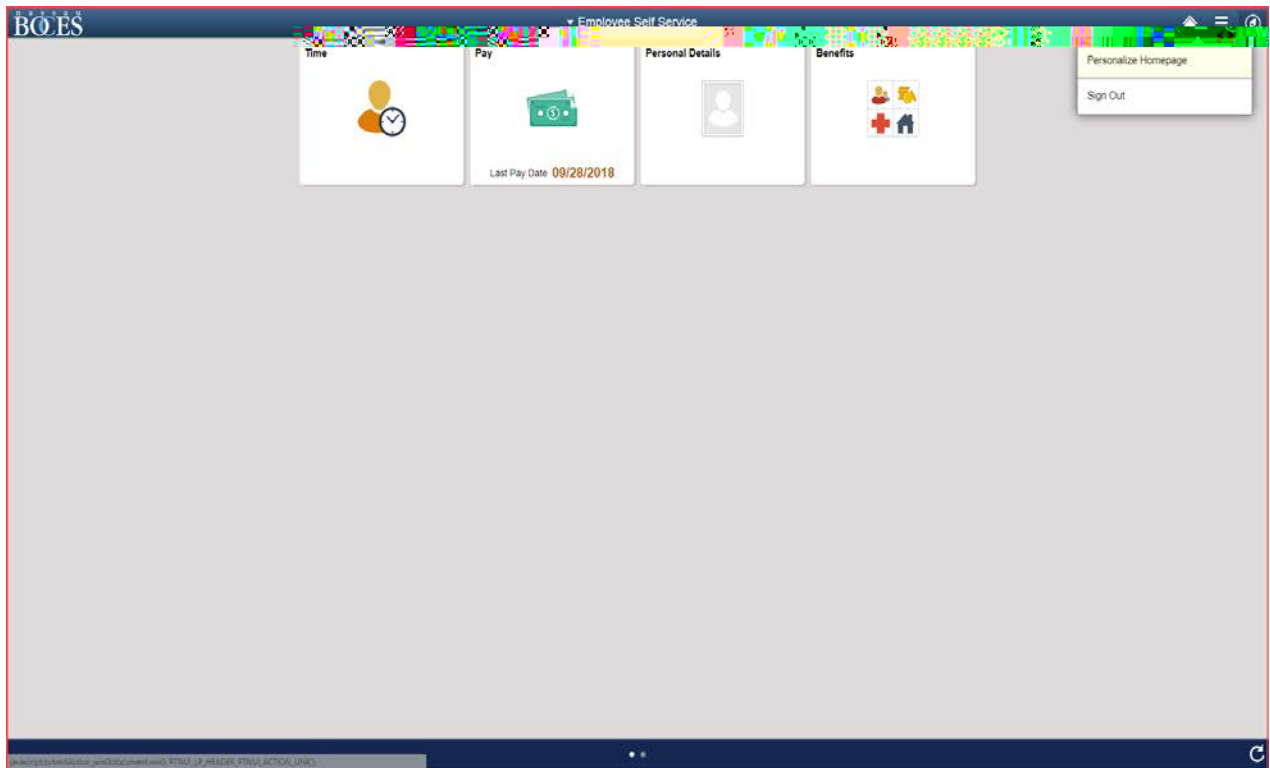
Action Buttons

On the top right of FLUID pages, there are the following action buttons:

(Home) Tap to return to the main PeopleSoft Home page

(Search) Used to search the application

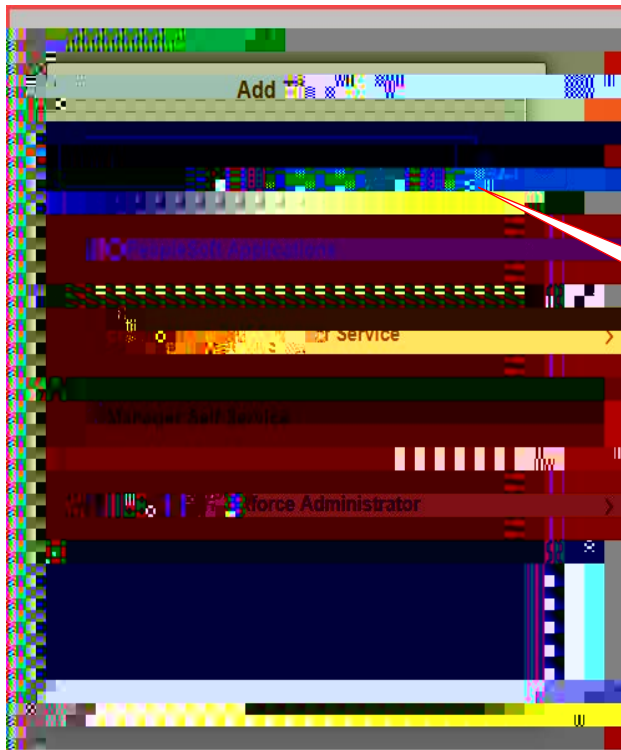
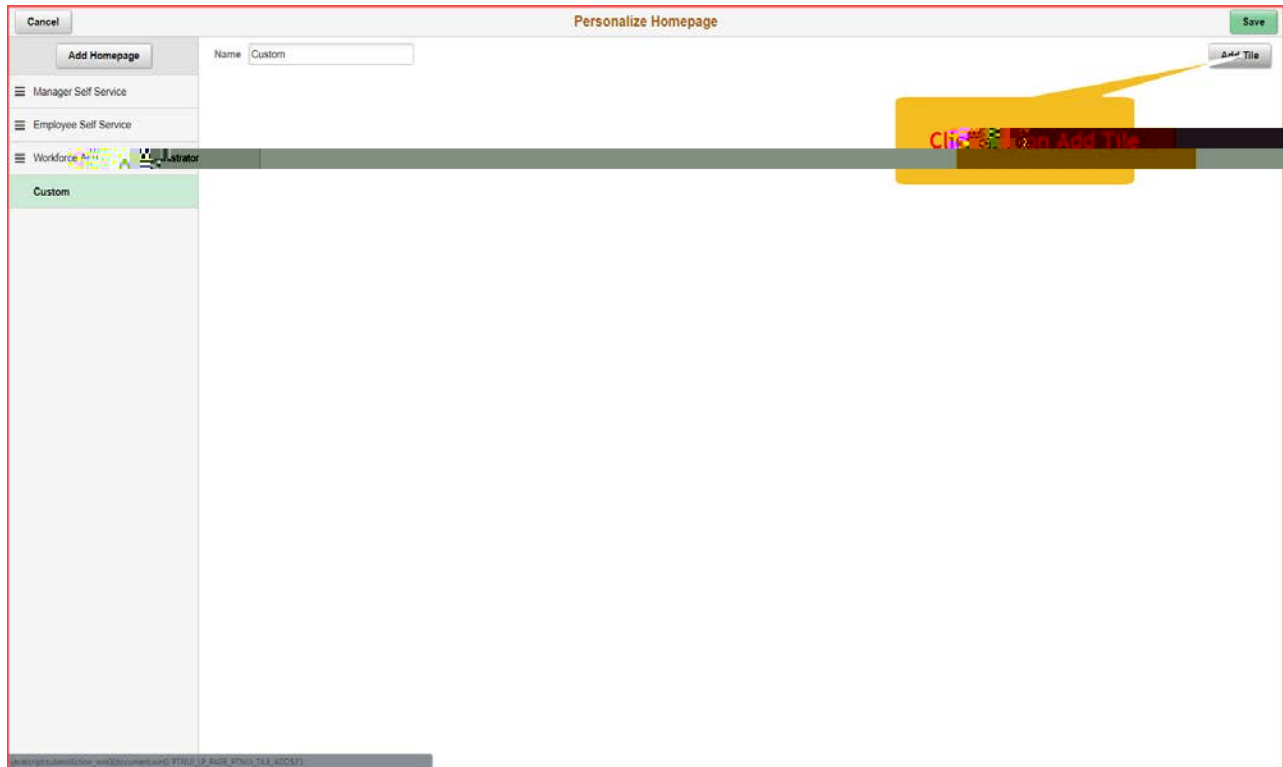
Personalization Features



Add New Tiles to a Homepage

Tiles

Tiles found on the Employee Self Service home page can also be added to the NavBar for quick access.



Search or navigate to the area of the application you want to add a tile for.

Searching in PeopleSoft HR

The search feature is now enabled to help user