

Introduction to PeopleSoft for Non-Traditional Users

PeopleSoft is an integrated software package that provides a wide variety of business applications to assist in the day-to-day execution and operation of business processes.

It is a database application whose purpose is to provide enterprise-wide solutions.

A database is a large collection of data organized especially for rapid search and retrieval of information.

PeopleSoft Financial System is where financial transactions (other than payroll) are recorded, stored, and can be retrieved in a variety of ways to provide information to business staff, managers, and leaders who make decisions.

Purpose of PeopleSoft Financials = Track spending and revenue for the institution

PeopleSoft Financials is the primary tool for managing finances throughout the University System of Georgia. The USG financials management system is the model for budgeting, purchasing, paying vendors, managing capital assets, and keeping track of accounts.

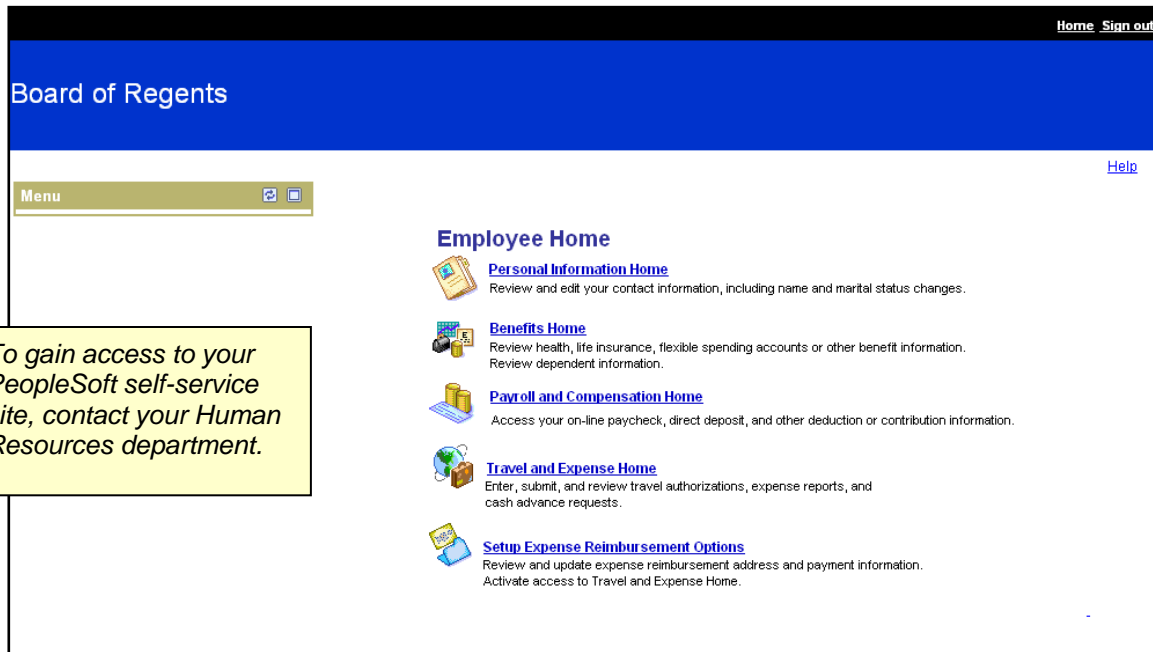
PeopleSoft Financials Modules Are:

- General Ledger
- Commitment Control
- Budget Prep
- Accounts Payable
- Asset Management
- Travel and Expenses
- Purchasing
- eProcurement
- Accounts Receivable

A PeopleSoft Chartfield is a field that stores data. A PeopleSoft Chartfield string is any sequence of Chartfields that together determine the funding source for a transaction, similar to a bank check. Chartfields tie together transactions across the various PeopleSoft modules.

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PeopleSoft HRMS offers a Self-Service site where individuals can review their own information, including pay and compensation, benefits, leave hours, and personal contact information.



To gain access to your PeopleSoft self-service site, contact your Human Resources department.

Employee Home

- Personal Information Home**
Review and edit your contact information, including name and marital status changes.
- Benefits Home**
Review health, life insurance, flexible spending accounts or other benefit information. Review dependent information.
- Payroll and Compensation Home**
Access your on-line paycheck, direct deposit, and other deduction or contribution information.
- Travel and Expense Home**
Enter, submit, and review travel authorizations, expense reports, and cash advance requests.
- Setup Expense Reimbursement Options**
Review and update expense reimbursement address and payment information. Activate access to Travel and Expense Home.

Each individual employee can access the PeopleSoft Financials Travel and Expenses Module through the Self-Service Site to request reimbursement for travel and other expenses.

PeopleSoft is a web-based application. For best results:

- Turn off all pop-up blockers on the Self-Service site
- Make the web site a “trusted site”
- Install any necessary website security certificates

For assistance with these items, contact your Workstation or IT department for assistance.