



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	7
Search	9

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 new 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 key 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 to most used areas of the application. Users can also create additional home pages and change the order in which they are displayed.

Please note that instructions in this document are based on accessing the application from a laptop or desktop computer. Accessing the application through a mobile device may change the layout of the tiles and pages.

Nassau BOCES PeopleSoft HR 9.2 login page:

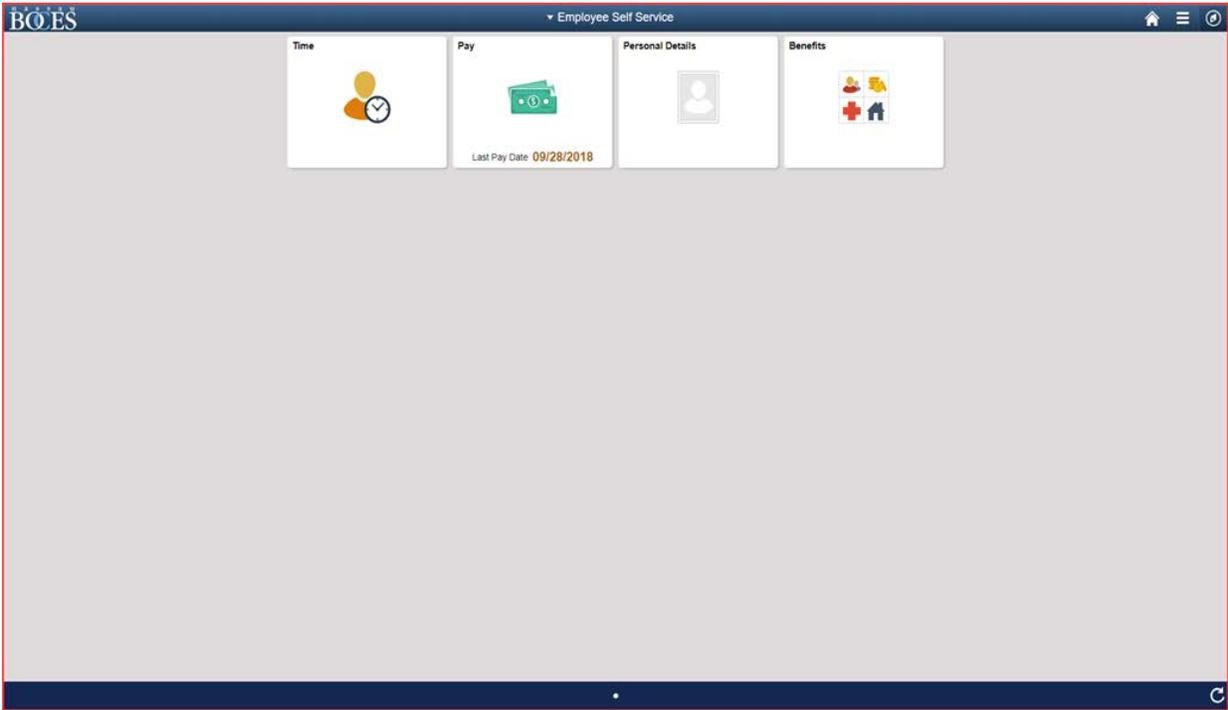
The screenshot shows the login page for Nassau BOCES PeopleSoft HR 9.2. At the top center is the Nassau BOCES logo, with 'ORACLE PEOPLESOFT HR' below it. The login form includes the following elements:

- User ID: A text input field.
- Password: A password input field.
- Select a Language: A dropdown menu currently showing 'English'.
- Forgot your password?: A link.
- Sign In: A blue button.
- Enable Accessibility Mode: A checkbox.

A yellow callout box with a pointer to the 'Sign In' button contains the text: **Enter User ID(Upper case) and Password(Case sensitive) and Click on sign in**

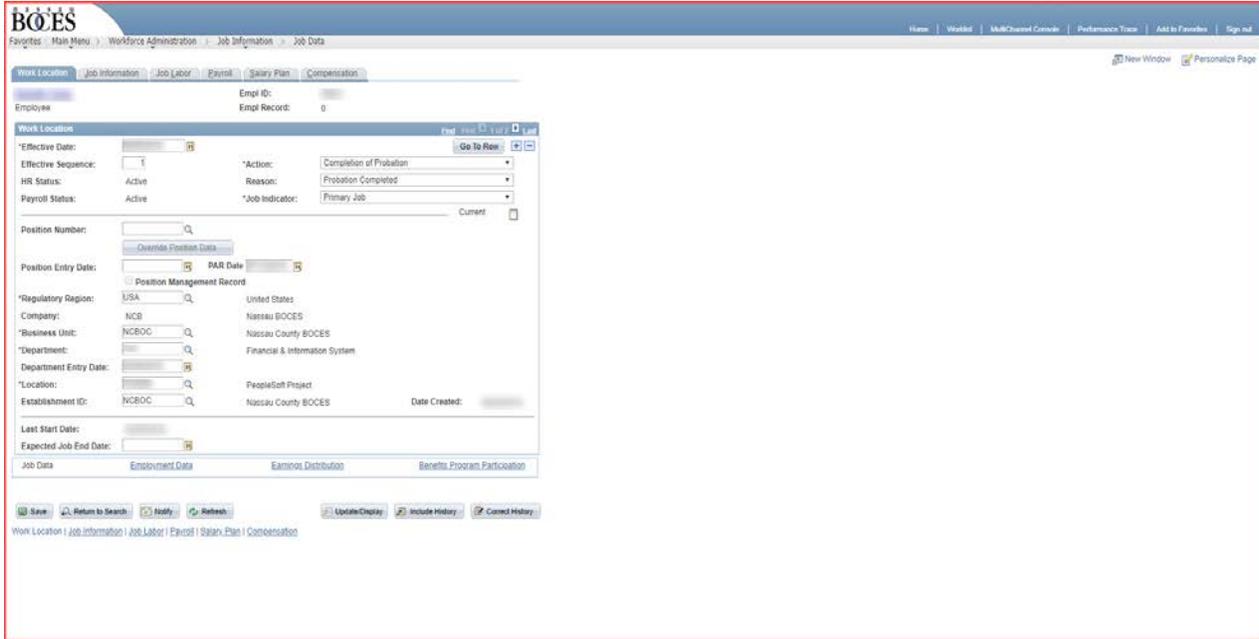
Copyright © 2008, 2013, Oracle and/or its affiliates. All rights reserved.

Example Home Page:

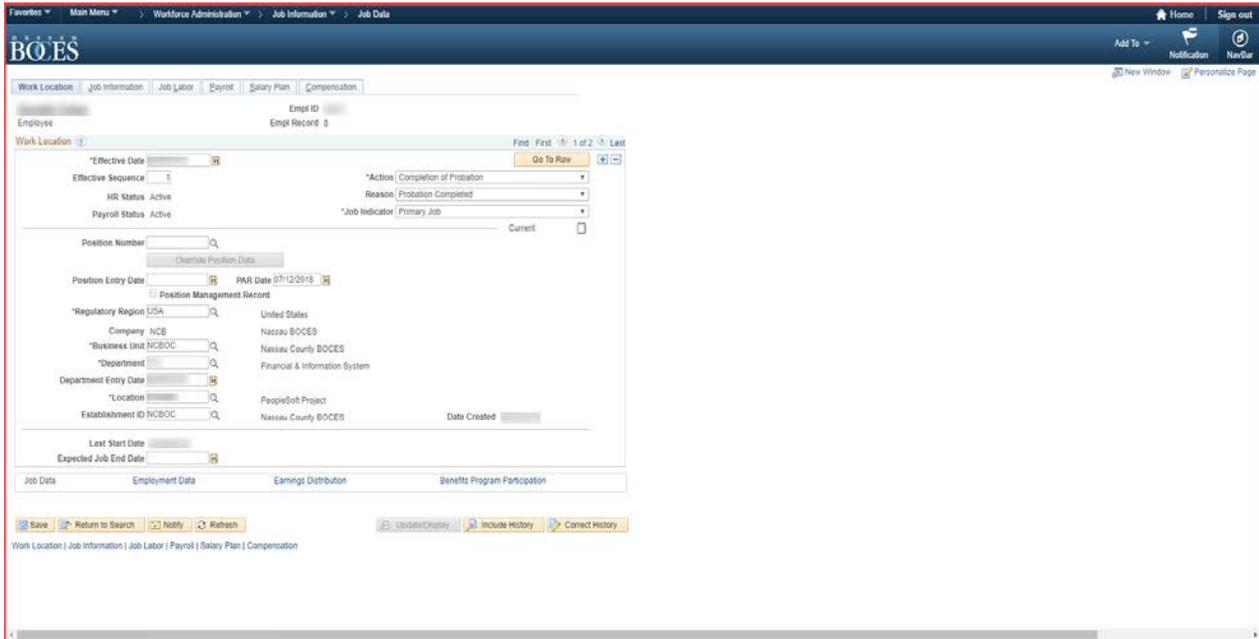


Example comparison of a FLUID page vs current classic page.

Classic Page:



FLUID Page:



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 based on keywords. For example, to navigate to the Manage Hires component, search with keyword “Manage Hire.”



(Notifications) Tap to view actions and alerts in a notifications window.

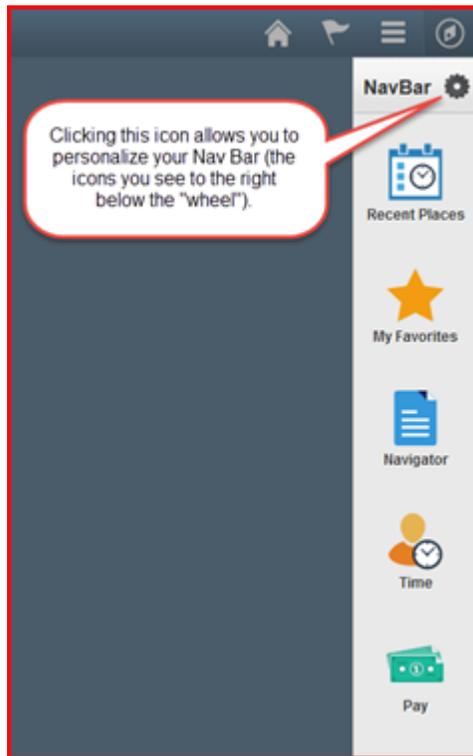


(Actions List) Tap to see a list of available actions for the current window. The Sign Out command is always available under this menu, as are context-appropriate personalization options.



(Nav Bar) Tap to use the Navigation Bar (Nav Bar). The Nav Bar provides navigation options such as Recent Places, My Favorites, Navigator (which expands to show the classic menu hierarchy). Users can also add and remove fluid tiles from the Nav Bar using personalization options found here.

Navigation Bar



Recent Places

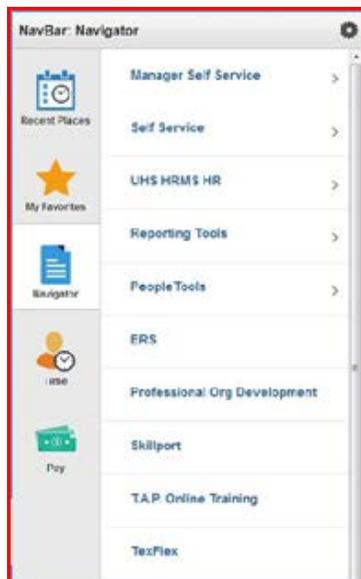
Click to view the most recent areas of the application visited.

My Favorites

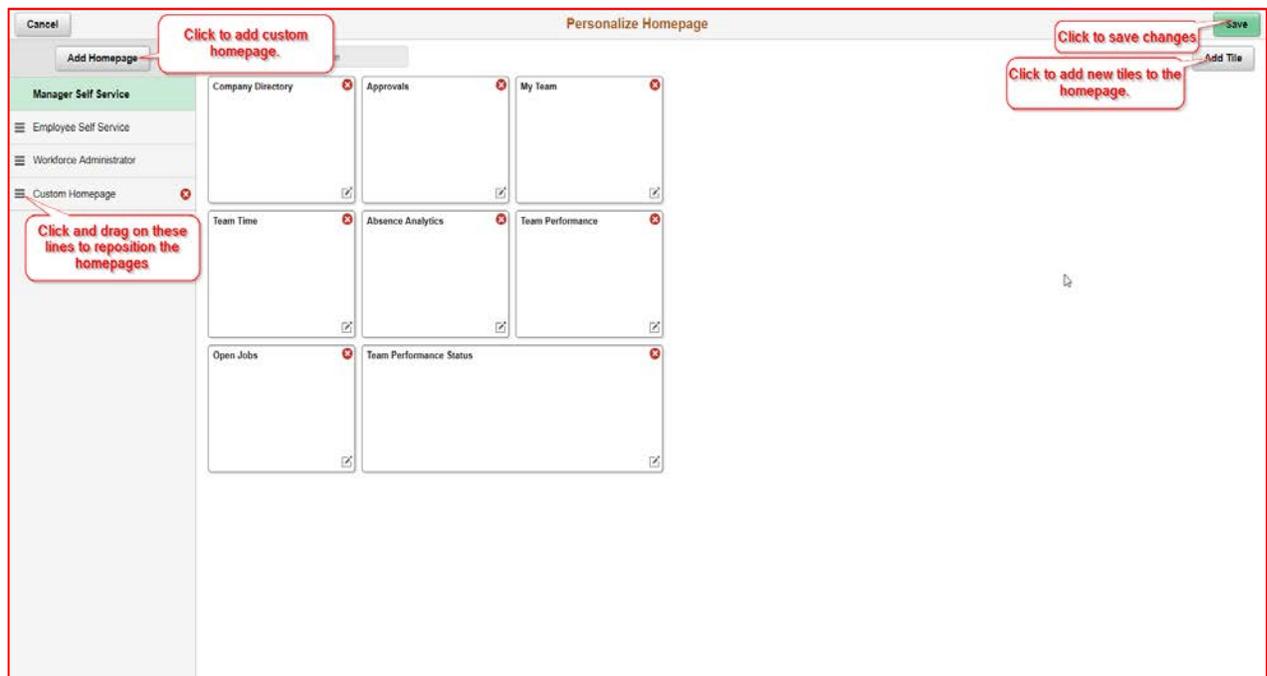
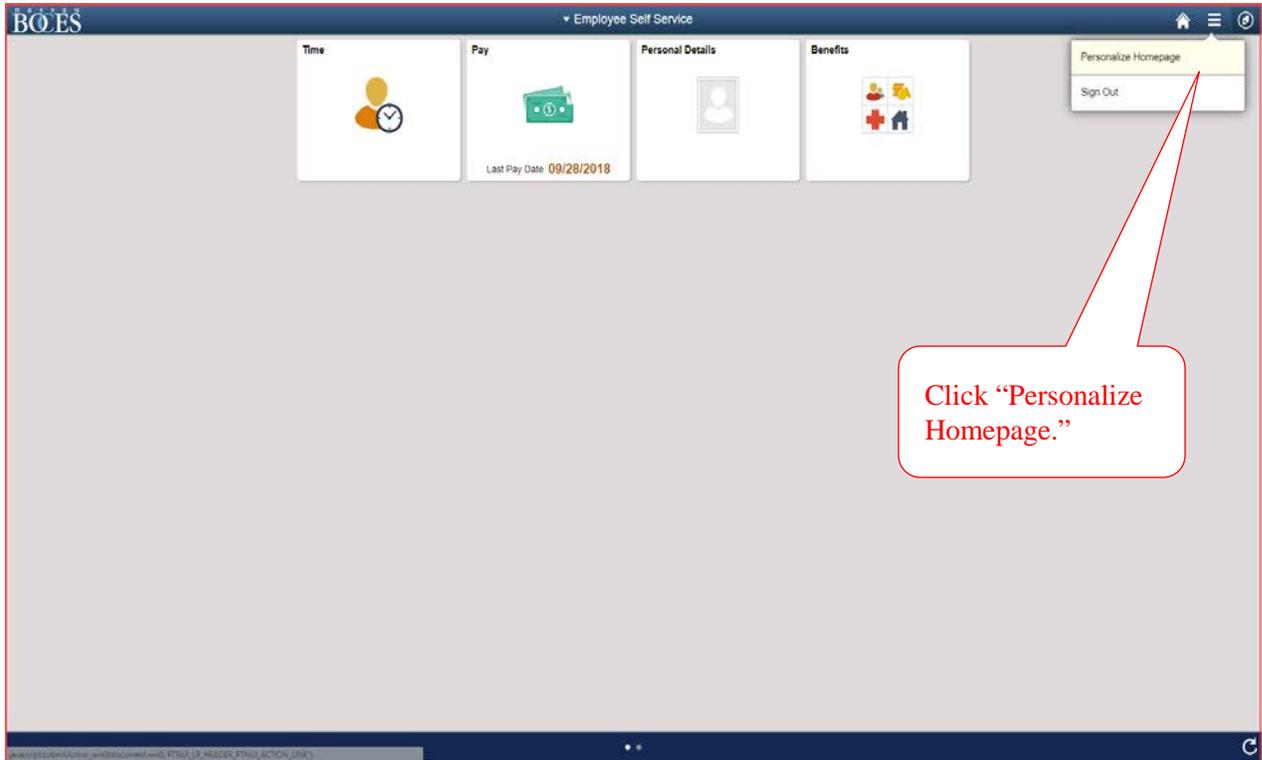
This configurable icon allows users to determine the favorites to display here. **Favorites saved prior to the upgrade will be accessible here.**

Navigator

Clicking on this icon will present the main menu in a linear layout.



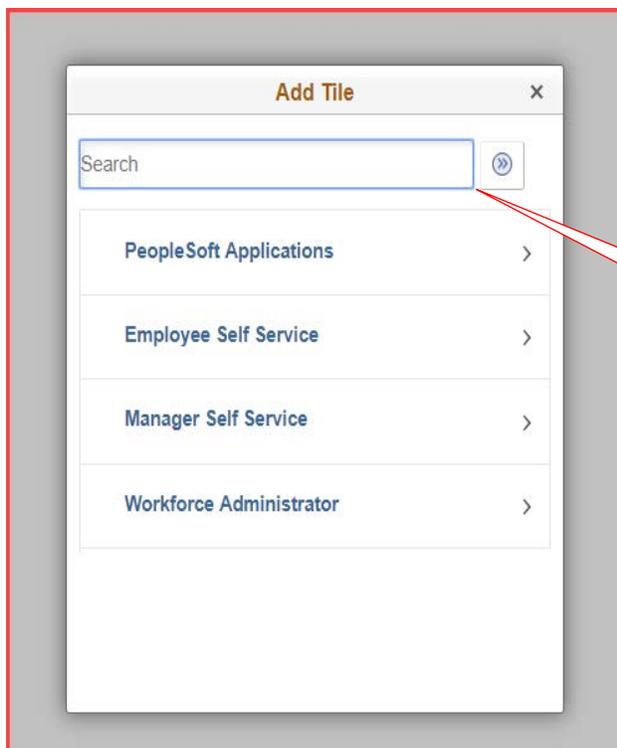
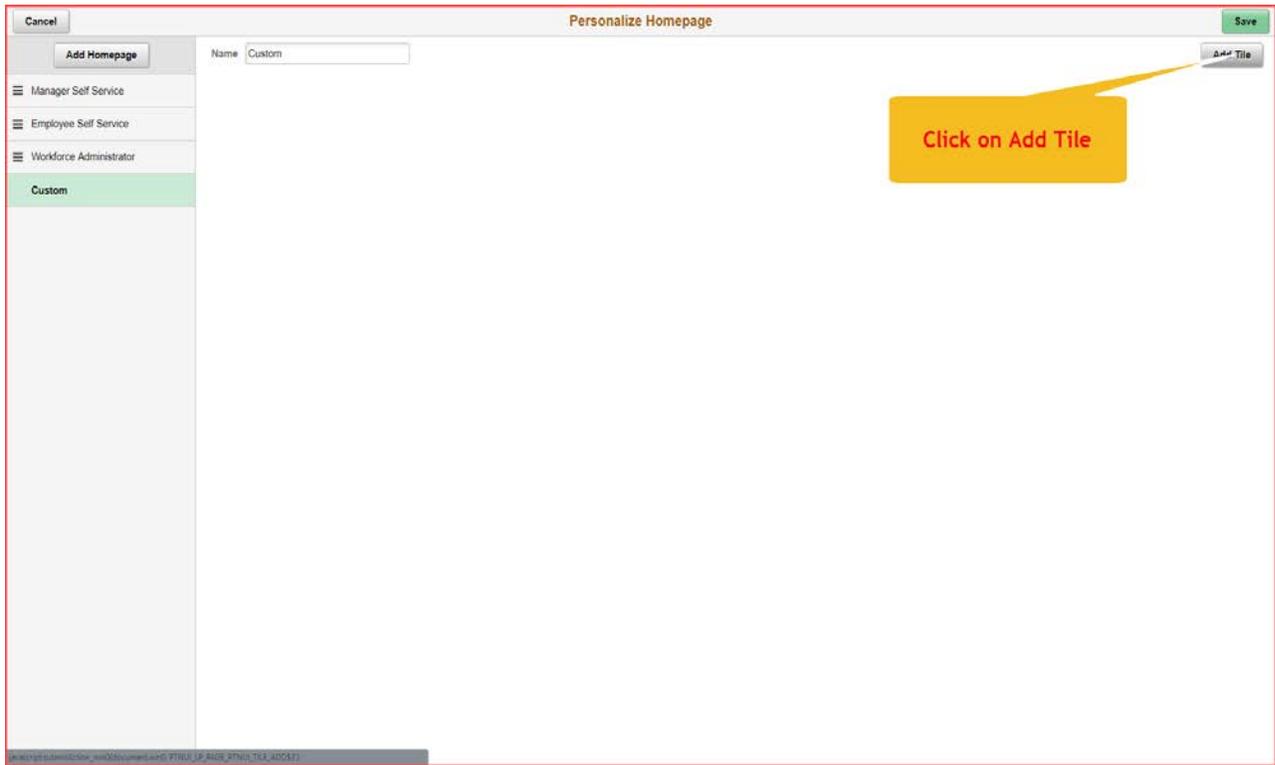
Personalization Features



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.



Searching in PeopleSoft HR

The search feature is now enabled to help users search the application based on keywords. Below is an example showing the search results for the key word “Job.”

