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CS 9.2 Upgrade/Split Open Forum

How PeopleSoft Changes Affect You



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Today's Presenters

Doug Hankins, PeopleSoft Technical Lead

Erica Escamilla, HR Business Systems Analyst

Manuel Saldanha, Director, Enrollment Management Systems

Dee Singh, ITS Project Manager



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Agenda

- Project Overview
- Project Timeline
- Staff Home Page Changes
- System Functionality Changes
- Campus Tools/Getting Help
- Q & A



- East Bay's current PeopleSoft 9.0 database consists of student and employee data
 - Campus Solutions (CS) – student data and faculty processes
 - Human Resources (HCM) – employee data and processes
- Oracle changed their combined database model with 9.2 versions; to continue getting support, CSU was required to follow



- MyCSUEB (CS) splits from HR database and gets an upgrade to 9.2
 - New look
- MyHR 9.0 is born
 - Same look and feel
 - Minor page changes
- Tools upgrade in both environments
- Core data will sync between the two systems



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Timeline

- Project Start: Summer 2018
- Testing & Development: Summer/Fall 2018
- Go Live: Monday, December 3, 2018 – 8:00 a.m.
 - System Down: Thursday, November 29, 2018 @5:00 p.m.
 - No system access until Go Live
 - Campus announcements will be made



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How are users affected by
this change?

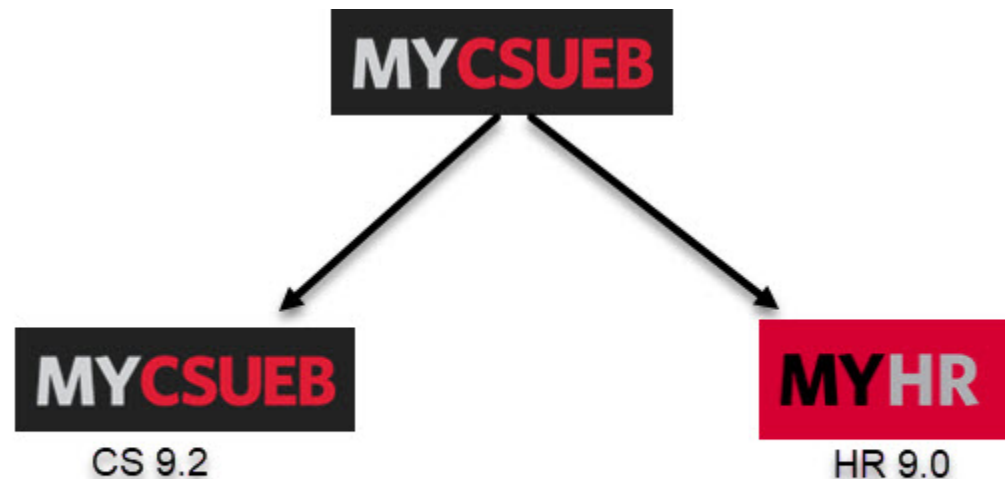


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MyCSUEB & MyHR

MyCSUEB (my.csueastbay.edu) will still exist!

-upgraded look
- Singular instance becomes two





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Staff Home Page



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APPLY



GIVE



MENU



SEARCH

STAFF

Resources and Support

Campus Services

- Bay Card (Campus ID)
- Continuing Education
- Duplicating Services
- Employee Assistance Programs

Department Management

- Hire Employees
- Hire Student Employees

Style Guides & Logos

PeopleSoft/Finance Operations Login

MyC SUEB (Student/CS)
MyHR (HR)
Finance (CFS)



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- Anything related to students
 - Applicant and admission data
 - Schedule of Classes
 - Records and Enrollment
 - Financial Aid
 - Student Financials/Make a Payment
 - Academic Advising
 - Class Rosters
 - Grading



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MyCSUEB

[Home](#) | [Add to Favorites](#) | [Sign out](#)

Student

My Page

[? Help](#)

My HELP

Student Information



Student Center

Use the student center to manage school related activities.

Writing Skills Test

- [Writing Skills Test](#)
Register for the writing skills test.

Schedule & Catalog

- [Search Class Listings](#)
- [Section List by Subject](#)
- [University Catalog](#)
- [Summer Online Courses](#)
- [Summer Hybrid Courses](#)
- [Summer Four Week Sessions](#)
- [Summer Concord Courses](#)
- [Fall Online Courses](#)
- [Fall Hybrid Courses](#)
- [Fall Seven Week Sessions](#)
- [Fall Concord Courses](#)
- [Purchase Textbooks](#)

Make a Payment

Pay with Credit Card, Check or International Bank Transfer. Visa, MasterCard, Discover, American Express, and International Bank Transfer are accepted methods of online payment.

- [PAY HERE](#)

Student Record Services

Welcome to MyCSUEB

Cal State East Bay's self-service system for applicants, current students, and faculty.

Students use MyCSUEB for:

- application status
- class schedule
- course enrollment
- financial aid
- grades
- holds

Faculty use MyCSUEB for:

- class rosters
- online grading

Employees use MyCSUEB for:

- review benefits information
- update personal information
- enter and approve student and hourly time
- view, enter and approve absence information

Student Announcements

Mandatory Sexual Assault Prevention Training

Attention Students: To avoid registration holds, please complete the mandatory **Not Anymore Sexual Misconduct Prevention** training by April 27,2018.

The login information will be available on the [Frequently Asked Questions page](#). If you have any questions, please send an email to title9@csueastbay.edu.

Semester Conversion

Semester Conversion goes live Fall 2018 on 8/18/2018, Please visit the [webpage](#) for up to date information and resources.

Enrollment Information

Visit [Important Dates](#) for enrollment deadlines, final exams, and grade schedules.

University Writing Skills Requirements

Students who have completed 90 units are required to begins steps to satisfy the UWSR as soon as possible. Delaying this requirement may jeopardize your ability to graduate in a timely fashion. For further information, please visit www.csueastbay.edu/WST.

Applicant Deadlines

View your personal MyCSUEB To Do list for required items necessary to complete your application file. View the "details" link for further information. If admitted, indicate your Intent to Register in MyCSUEB to secure your place in the entering class. Deadlines are posted at www.csueastbay.edu/deadlines. Terms of admission are posted at www.csueastbay.edu/termsofadmission.

More Access to More CSU Courses! Enroll in Fully Online Courses Offered by Other CSU Campuses.

Full-time CSU students enrolled at any CSU campus have access to fully online courses at other CSU campuses through the **Course Match program**. Credit earned at the



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- *****Coming Soon***** Link for Administrative Users to sign into MyHR

- ▶ Enterprise Components
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- ▶ Grey Heller PeopleUX
- ▶ Sign On to MyHR
- University Catalog
- My Messages
- View Message Recipients
- ...



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- 9.2 Changes for Student
 - No significant changes to functionality
 - Minor changes to color scheme and spacing



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System Use

MYHR

- Anything related to employees
 - Absence Management
 - Absence Reports
 - Position Management
 - Temporary Faculty Contracts and Reports
 - Benefits
 - Time and Labor
 - Recruitment
 - Labor Cost Distribution
 - Persons of Interest
 - Workforce Administration/Job Data
 - Employee Profile



- Anything related to employees
 - Employee Self-Service (excluding Student Employees)
 - Employee profile (Personal Information Summary)
 - Names
 - Addresses, Phone Numbers, Emails
 - Emergency Contracts
 - Veterans, Ethnicity and Disability Status updates
 - Report and view work hours (hourly/student employees)
 - Report an absence
 - Absence balances
 - Benefits enrollments
 - View paycheck and compensation history
 - Employee Careers link



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System Use

MYHR

- Anything related to employees
 - Manager Self Service
 - Review, report and approve absences
 - Absence Reports
 - Manager Balance Inquiry
 - Timekeeper Self Service
 - Review, report and approve work hours
 - Enter and review absences
 - Absence Reports
 - Time and Labors Reports
 - Timekeeper Balance Inquiry



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MyHR Homepage

MYHR

MYHR

MyHelp



→ Sign In

NetID

Password

SIGN IN

[Manage my NetID](#)

System Status -

MyHR will be unavailable during the following periods for scheduled maintenance.

- Every Wednesday night from 7:00PM to 10:00PM

Gallery -



Quick Links -

- [Email & Calendar](#)
- [Human Resources](#)
- [Payroll](#)
- [Directory](#)
- [Service Desk](#)
- [MyCSUEB](#)
- [Finance \(CFS\)](#)
- [Skillport](#)
- [Room Reservations](#)
- [University Events Calendar](#)
- [OnBase](#)

Employees -

Employee Announcements

- [New Employee Onboarding](#)
- [Employment Opportunities](#)
- [Employee Benefits](#)
- [Payroll Calendars and Academic Payment Schedules](#)
- [Direct Deposit](#)
- [System Access Requests](#)
- [Hire Employees](#)
- [Hire Student Employees](#)
- [Employee Fee Waiver Program](#)

Campus Tools -

CS 9.2 Upgrade/Split Reference Documents

- [Database Reference Guide](#)
- [Frequently Asked Questions](#)
- [Open Forum Presentation](#)



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Employee Self Service

MYHR

Favorites ▾Main Menu ▾

MYHR

HomeAdd to FavoritesSign out

EmployeeManager/TimekeeperMy Page

Help

My HELP

Personal Information

Personal Information Summary

Addresses

Phone Numbers

Email Addresses

Emergency Contacts

Veteran Status

Disability

CSUEB Ethnicity Resurvey

Benefits Information

Benefits Summary

Dependent Information

New Enrollment

Life Events

Open Enrollment

Job/Payroll Information

Job History

Paycheck Data

Time and Absence Information

Report and View Absences

View Absence Balances

Welcome to MyHR Employee Page

Cal State East Bay's self-service system for employees.

Employees use MyHR to:

- review and update personal information

- enroll in benefits

- review benefit and dependent information

- review, enter and approve student and hourly time

- review, enter and approve absence information

- view paycheck and compensation history

- view employee employment opportunities

Recruiting Activities

Careers



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Manager/Timekeeper Self Service

MYHR

Favorites ▾

Main Menu ▾

MYHR

Home | Add to Favorites | Sign out

Employee | **Manager/Timekeeper** | My Page

[? Help](#)

My **HELP**

Time and Labor Information

- [View / Enter Time for Employee](#)
- [View Payable Time for Employee](#)
- [View and Resolve Exceptions](#)
- [Approve Time for Employee](#)
- [Student Approval Report](#)
- [Hourly Approval Report](#)
- [Timecard Report](#)

Absence Information

- [Enter Absences for Employee](#)
- [Approve Reported Absences](#)
- [Manager Balance Inquiry](#)

Timekeeper

- [Review Absences](#)
- [Enter Absences](#)
- [Timekeeper Balance Inquiry](#)

Absence Reports

- [Absence Activity Detail](#)
- [Finalized Absence Activity](#)
- [Rpt Structure and Approval Rpt](#)

Welcome to MyHR Manager Page

As a manager or supervisor at CSU East Bay, you can use this page to view or enter time and absence information for your employees and can also run reports to assist you in monitoring this data.

Announcements

HR does not currently support the use of mobile devices. All Manager/Timekeeper functionality should be accessed via the desktop.



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Student Employee Self Service

MYHR

MYHR

Home | Sign out

? Help

My HELP

Student Assistant Time

- [Timesheet](#)
- [View Reported Hours](#)
- [View Reported Hours Status](#)
- [Sign On to MyCSUEB](#)

Welcome to MyHR Student Employee Page

Cal State East Bay's self-service system for student employees.

| | |
|--|---|
| Student employees use MyHR to: <ul style="list-style-type: none">- enter and review work hours. | Students use MyCSUEB for: <ul style="list-style-type: none">- application status- class schedule- course enrollment- financial aid- grades- holds |
|--|---|

Student Announcements

Pioneer Scholarships

Apply for all CSUEB Scholarship opportunities by using [Pioneer Scholarships](#), the new online application system. Log in with your MyCSUEB credentials. For more information, please visit the [Scholarships web site](#).

Pioneer Jobs

Whether you are looking for a part-time job or internship, or are ready to make the transition from college to full-time work, [AACE counselors](#) can help you find the right resources.

Payroll Calendar - [Deadlines and Paydays](#)



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My Page/Administrative Access

MYHR

Navigation bar: Favorites ▾ Main Menu ▾

MYHR [Home](#) [Add to Favorites](#) [Sign out](#)

Employee Manager/Timekeeper **My Page**

? Help
My HELP

Menu

Search: [»](#)

- My Favorites
- CSU Tech Mods
- CSU Temp Faculty
- East Bay HR
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Global Payroll & Absence Mgmt
- Payroll Interface
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Campus Community
- Set Up HRMS
- Enterprise Components
- Tree Manager
- Reporting Tools
- PeopleTools
- Sign On to MyCSUEB
- CSU ID Search
- Careers
- My System Profile



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HR 9.0 Key Changes

MYHR

- Key HR 9.0 Changes
 - Student Employee will be required to use MyHR to report work hours
 - Employee Personal Information pages



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Tools and Resources

- Updated User Guides
 - Embedded within MyHelp links
 - MyHR - Main Staff Page
 - MyHR - Payroll website
- CS 9.2 Upgrade/Split One-Page Reference Guide
- Frequently Asked Questions
- Knowledge – ServiceNow



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Questions





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Getting Help

Questions about the project:

- MyCSUEB Questions:
 - Manuel Saldanha, Director Enrollment Management Services
 - Email: manuel.saldanha@csueastbay.edu
- MyHR Questions:
 - Erica Escamilla, Senior Business Systems Analyst
 - Email: erica.escamilla@csueastbay.edu
- Support after go-live:
 - IT Service Desk
 - <https://csueastbay.service-now.com/sp> or (510)-885-HELP