

Employee Update

Issue No. 4

Log onto PeopleSoft through the
PeopleSoft Access link at www.maine.edu

August 2003

ONE MONTH AND COUNTING

Thanks to all University of Maine System employees for your cooperation during the implementation of PeopleSoft Human Resources. There has been much progress made since the July 7 launch, and many people are working hard to make continued adjustments and refinements that will allow us all to benefit fully from the system's capabilities.

This newsletter addresses frequent questions raised throughout implementation. You should also be receiving **electronic PeopleSoft Updates** with important information and tips. These e-mails are a temporary feature designed to help staff become familiar with the new system.

If you have not been receiving the electronic updates, see the **Checking Business E-mail** instructions at right.

Archives to previous PeopleSoft Updates can be accessed at:

Monthly PeopleSoft Updates
<http://www.maine.edu/peoplesoft/news.html>

PeopleSoft Tips of the Day
<http://www.maine.edu/peoplesoft/tip.html>

RECEIVE EMPLOYEE UPDATES: Check Your Business E-mail

In order to improve systemwide communication, news pertaining to University System payroll, health, and benefits will be directed to your **username@maine.edu** e-mail account.

If you already use your maine.edu address, you will automatically receive news and updates.

If you read e-mail at another address (i.e. `userid@umit.maine.edu`), you have two options:

1. Begin checking your maine.edu account:
 - Log onto <http://mail.maine.edu>
 - Click on "Web browser access to mail"
 - Enter your UMS username and password*
2. Have your maine.edu messages permanently forwarded to your preferred e-mail account:
 - Log onto <http://mail.maine.edu>
 - Click on "Change your UNET account mail forwarding"
 - Enter your UMS username and password*
 - Select the "Forward to the following address(es)" option and enter your preferred e-mail in the space provided
 - Click on the "Change Forwarding" tab

*Your UMS username/password is the same one used for PeopleSoft. Please contact the UNET Help Desk at 561-3587 if you don't know yours.

HELP DESK

For problems logging onto PeopleSoft and other technical issues, contact your university Help Desk (pg. 3) or the UNET Help Desk. For problems with time entry, payroll, and managing your personal data, contact your university HR Office (pg. 3)

UNET HELP DESK: 561-3587

Monday-Friday: 7 a.m. - 10 p.m.
Saturday: 8 a.m. - 5 p.m.

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SECURITY UPDATE

SSL encryption is in place for the PeopleSoft Human Resources environs, and staff may access all Employee Self-Service functions except tax withholding.

Be sure to log onto PeopleSoft through the [PeopleSoft Access](http://www.maine.edu) portal at www.maine.edu and not through existing bookmarks.

CHANGING YOUR PASSWORD

Employees are free to change the **password** used to enter PeopleSoft (please note that your UMS username is permanent and cannot be altered).

- Log onto <http://mail.maine.edu>
- Select the “Change your UNET account password” option.
- Follow the prompts and click on the “Save Password” tab when all the required information has been entered.
- The password change should take effect within 10 minutes.

PEOPLESOFT BASICS

**Not sure what you need to know about PeopleSoft?
Here’s the breakdown:**

<p style="text-align: center;">Classified Employees</p>	<p style="text-align: center;">Professional Employees and Faculty</p>	<p style="text-align: center;">Student Employees</p>
<p style="text-align: center;">Supervisors and Time Approvers</p> <ul style="list-style-type: none"> ▪ Approve time-and-leave for classified and student employees each Monday morning ▪ Approve sick-leave and annual-leave time for professional employees before monthly payroll closes 	<p style="text-align: center;">Exception Managers</p> <ul style="list-style-type: none"> ▪ Each morning review exceptions flagged during nightly Time Administration ▪ Refresh your dynamic group (the group of staff you monitor) regularly. For instructions, go to http://www.maine.edu/peoplesoft/refguides.html 	<p style="text-align: center;">All UMS Employees</p> <p>Click on “Employee Self-Service” pages to:</p> <ul style="list-style-type: none"> ▪ Maintain Personal Information Address, emergency contact, phone, etc. ▪ View Paycheck and Compensation History Leave and compensation balances will be included on pay stubs and Self-Service pages in the future. An announcement will be made when the feature is implemented. ▪ Make changes to Direct Deposit info As a security feature, changes may result in a live check being issued for the next pay cycle, with direct deposit taking effect from that point forward. <p>For Self-Service Reference Guides, log onto http://www.maine.edu/peoplesoft/refguides.html</p>

GETTING HELP ON CAMPUS

Help is always available if you encounter problems with PeopleSoft. For logon and other **technical assistance**, contact your university Help Desk or the UNET Help Desk.

For assistance with **time entry, payroll issues**, and managing your **personal data**, contact the appropriate Human Resources personnel at your university.

CAMPUS HELP DESKS

UNET	561-3587	UM	581-2506
UMF	778-7300	UMFK	834-7525
UMM	255-1237	UMPI	768-9626
USM	780-4029	SWS	561-3587
UMA/University College Bangor			621-3022
University College Outreach/UNET South			621-3323

HUMAN RESOURCES CONTACTS

UMA:	Sheri R. Stevens	sheri@maine.edu or 621-3110
	Colleen Spencer	colleen@maine.edu or 621-3464
UMF:	Laurie Gardner	lgardner@maine.edu or 778-7272
	Lisa Turner	turnerl@maine.edu or 778-7246
	Ernestine Hutchinson (Student Payroll).....	eleight@maine.edu or 778-7103
UMFK:	Tina Caron	tcaron@maine.edu or 834-7844
UMPI:	Nancy Jackson	jacksonn@umpi.maine.edu or 768-9524
	Barbara Lambert	lambert@umpi.maine.edu or 768-9549
	Student Payroll	768-9512
UMM:	Joan Getchell	getchell@maine.edu or 255-1220
	Student Payroll	255-1213
UM:	Human Resources	581-2362 or 581-1581
	Time-and-Leave	581-3700, 581-3710, or 581-3713
	Benefits	581-2366
USM:	Linda Boody (HR)	boody@usm.maine.edu or 780-5385
	Cathy Madore (Time-and-Leave)	cmadore@usm.maine.edu or 780-5114
	Nancy Pattershall (Benefits)	nancyp@usm.maine.edu or 780-5653
	Student Payroll	780-5202
SWS:	Ann Gravelle (HR)	anngr@maine.edu or 973-3371
	Susan Apgar (Time-and-Leave)	opappers@maine.edu or 973-3320
	Kim Hikel (Benefits)	hikel@maine.edu or 973-3374
University College Outreach/UNET South:	Judy Jewell	judy@maine.edu or 621-3409
	Lorraine Theriault	lorraine@maine.edu or 621-3402



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CORRECTING TIME ENTRY

If you make a mistake entering time-and-leave, the problem can be solved. Here's how:

If time has been entered on a previous day but not yet approved by your supervisor:

1. In the Time Entry screen, hit the "delete" tab to the right of the row(s) you need to delete. Then click SAVE!
2. Exit Time Entry and don't make any further changes until the following day. This will allow Time Administration to run in the evening and recalculate the hours.
3. On the following day you may add and save the correct information in Time Entry.

If time-entry changes need to be made on Monday prior to time approval, or if your supervisor has already approved time that needs to be corrected:

1. Talk to your supervisor and make sure he/she is aware of the situation.
2. Alert the Payroll Office on your campus and they can help you resolve the problem.

PEOPLESOFT LINKS

To log onto PeopleSoft, click on the [PeopleSoft Access](#) link at www.maine.edu.

For complete access to PeopleSoft news, information, and reference guides,
log onto <http://www.maine.edu/peoplesoft/>.