Enjoy the full potential of the newly launched PeopleSoft module!

**SELF-SERVICE FUNCTIONS**
(See Page 3 for instructions on navigating through the PeopleSoft Self-Service pages)

- You can view and update **PERSONAL DATA** instantaneously, including name, address, emergency contacts, non-business e-mail addresses, phone numbers, direct deposits, federal W-4 tax information (not state information), and more.
- You can also view **COMPENSATION HISTORY** and **PAYCHECK DATA**, beginning with the first paycheck processed through PeopleSoft.
- **INSTRUCTIONS** for all self-service functions are linked from the “**PEOPLESOFT ACCESS**” portal on www.maine.edu, and each campus will be offering self-service instructional sessions.

**Note:** Due to the **HIGH SECURITY** of the PeopleSoft system, personal information and accounts will be accessible to authorized personnel only.

**IMPORTANT REMINDERS:**
**User IDs and Logging On**
- Employees can access PeopleSoft through the “**PEOPLESOFT ACCESS**” portal located in the top right corner of www.maine.edu.
- Your **USERNAME** to log onto PeopleSoft consists of the “username” portion of your username@maine.edu **UMS ID**. For example, jdoe@maine.edu will logon with “jdoe” and a password.
  - This is the same username and password you use to enter CICS, CMS, WebFAST, Financier, or in many cases, your e-mail.
- Every employee has been issued a **UMS ID** and **PASSWORD**. If you don’t know one or both, please call your Campus Help Desk (see pg 2) or the UNET Help Desk (561-3587).

**HELP DESK**
If you encounter problems logging on, entering time-and-leave, or using PeopleSoft:

1. Talk to your **SUPERVISOR**
2. Call the **UNET HELP DESK** (561-3587)
   - Monday-Friday: 7 a.m. - 10 p.m.
   - Saturday: 8 a.m. - 5 p.m.

**BUSINESS E-MAIL**
Now that every University System employee has a **username@maine.edu** address, that information will automatically be loaded into PeopleSoft as your **BUSINESS E-MAIL**, a field that cannot be altered. This will allow better systemwide communication in the future.

If you do not intend to read e-mail at your designated business address (accessible by logging onto http://mail.maine.edu/), then choose the “**FORWARD E-MAIL**” option at mail.maine.edu.

*As noted above, instructions for self-service functions are linked from the “PeopleSoft Access” portal at www.maine.edu.*

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- Reference Guides.... pg 2
- Pay Stub Preview .... pg 2
- Help Desks............... pg 2
- PeopleSoft Portal..... pg 3
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QUICK TAKES

- The **ANNUAL LEAVE MAXIMUM CARRY-FORWARD DATE** will now be Dec. 31 for all UMS staff. Employees will continue to accrue leave from now until Dec. 31 and should plan leave use to avoid forfeiting any excess amount on Dec. 31.
- PeopleSoft requires that staff enter time as it is worked, there are **SAFEGUARDS** in place to flag any potential problems with time entry. PeopleSoft technology, as well as Payroll personnel across the University System, will help ensure that you get paid on time.
- For staff without regular access to a **COMPUTER**, your supervisor will make sure you are able to get time-and-leave entered into PeopleSoft.
- You’ll notice in the self-service pages of PeopleSoft that the **SMOKER FIELD** has a default designation of “non-smoker.” The University of Maine System is not collecting this data, so you should **DISREGARD** this field.
- **BACKUP MECHANISMS** are in place should there be a PeopleSoft system failure. Please be assured that your information is safe and you will get paid regardless of any technical issues.

YOUR NEW EMPLOYEE ID

The PeopleSoft system will utilize a new **SEVEN-DIGIT NUMBER** for each UMS employee to replace the use of Social Security Numbers for identification purposes.

Your new seven-digit **EMPLOYEE ID** will be

… initially located in the Time Entry pages of PeopleSoft Self-Service. After your first paycheck has been processed through PeopleSoft, your Employee ID will appear in other sections such as the View Paycheck page, etc.

… printed on your pay stub in place of your Social Security Number.

… used when you submit paperwork for Advantage Account reimbursement.

LINKS TO QUICK REFERENCE GUIDES & TUTORIALS

Please click on the “GUIDES and TUTORIALS” link on http://www.maine.edu/peoplesoft/ for instructions on:

- The PeopleSoft Portal: Logging On
- Entering Punch Time
- Running Reports
- Approving Time
- Entering Elapsed Time
- Managing Exceptions by Group

You can also click on the “FAQ’s” link for answers to questions from Time-and-Labor training sessions.

PAY STUBS:
The New Look

Your next pay stub will sport a new look, including:

- Information regarding **LEAVE BALANCES** for all employees.
- Your new **EMPLOYEE ID** in place of a Social Security Number.
- More detailed information regarding **DEDUCTIONS**. Please note: You may notice a small change (no more than $1.00 increase or decrease) in the way PeopleSoft calculates deductions.
- The status of your **W-4 FILING** (i.e., the number of dependents you currently claim).
- A **BREAKDOWN OF EARNINGS** for staff with more than one job.

CAMPUS HELP DESKS

For assistance activating your UMS ID and/or password only. All other questions should be directed to the **UNET Help Desk (561-3587)**.

UMA/Univ. College ….. 621-3022
UMF ............................ 778-7300
UMFK ........................... 834-7525
UMM ............................ 255-1237
UMPI ............................ 768-9626
UM .............................. 581-2506
USM ............................. 780-4029
SWS ............................. 561-3587
Changes to the Look and Feel of the PeopleSoft Portal

You may notice that the PeopleSoft Portal, or homepage, looks different than the screen you viewed during training. Below is an overview of the new homepage and navigation:

After you log on you will come to the Home screen, which has an Enterprise Menu from which you will launch your activity in the system.

Entering Time

To enter time you will utilize the following menu path from the Enterprise Menu Employee Self-Service link:

![Enterprise Menu](image)

You will see Elapsed Time or Punch Time depending on your role.

Select the appropriate time period, then enter your time as you learned in training.

Other Employee Self-Service Tasks

You will also find other self-service topics under the Enterprise Menu for Employee Self-Service:

![Enterprise Menu](image)

From this menu you can manage your e-mail, emergency contact, phone, address, direct deposit, and federal W-4 information. You can also view your most recent paycheck and compensation history (once a paycheck has been processed through PeopleSoft).

The PeopleSoft Menu Path

Selecting the Human Resources Employees link from the Enterprise Menu launches all other PeopleSoft tasks and opens the PeopleSoft “breadcrumbs” trail, which identifies the navigation you have selected. From this point, navigation works just as it did in your training classes.

![PeopleSoft Menu](image)

For example, if you want to approve time you will select PeopleSoft > Human Resources Employees from the Enterprise Menu, then Self Service > Manager > Tasks > Approve Time by Group from the PeopleSoft window as you did in your training classes.

To minimize the Enterprise Menu and show more of the screen you are working in, select the icon. Select to restore the menu.
# PEOPLESOFT CAMPUS CONTACTS

The following representatives are available for questions regarding PeopleSoft implementation on each campus:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Contact Person(s)</th>
<th>Email(s)</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMA</td>
<td>Sheri R. Stevens</td>
<td><a href="mailto:sheri@maine.edu">sheri@maine.edu</a> or 621-3110</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Colleen Spencer</td>
<td><a href="mailto:colleen@maine.edu">colleen@maine.edu</a> or 621-3464</td>
<td></td>
</tr>
<tr>
<td>UMF</td>
<td>Laurie Gardner</td>
<td><a href="mailto:lgardner@maine.edu">lgardner@maine.edu</a> or 778-7272</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lisa Turner</td>
<td><a href="mailto:turnerl@maine.edu">turnerl@maine.edu</a> or 778-7246</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ernestine Hutchinson</td>
<td><a href="mailto:eleight@maine.edu">eleight@maine.edu</a> or 778-7103</td>
<td></td>
</tr>
<tr>
<td>UMFK</td>
<td>Benita Ouellette</td>
<td><a href="mailto:benita@maine.edu">benita@maine.edu</a> or 834-7554</td>
<td></td>
</tr>
<tr>
<td>UMPI</td>
<td>Nancy Jackson</td>
<td><a href="mailto:jacksonn@umpi.maine.edu">jacksonn@umpi.maine.edu</a> or 768-9524</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barbara Lambert</td>
<td><a href="mailto:lambert@umpi.maine.edu">lambert@umpi.maine.edu</a> or 768-9549</td>
<td></td>
</tr>
<tr>
<td>UMM</td>
<td>Joan Getchell</td>
<td><a href="mailto:getchell@maine.edu">getchell@maine.edu</a> or 255-1220</td>
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</tr>
<tr>
<td>UM</td>
<td>Human Resources</td>
<td>581-2362 or 581-1581</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time-and-Leave</td>
<td>581-3700, 581-3710, or 581-3713</td>
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<td></td>
<td>Benefits</td>
<td>581-2366</td>
<td></td>
</tr>
<tr>
<td>USM</td>
<td>Linda Boody (HR)</td>
<td><a href="mailto:boody@usm.maine.edu">boody@usm.maine.edu</a> or 780-5385</td>
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</tr>
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<td></td>
<td>Cathy Madore (Time-and-Leave)</td>
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<tr>
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<td>Nancy Pattershall (Benefits)</td>
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<td>Lorraine Theriault</td>
<td><a href="mailto:lorraine@maine.edu">lorraine@maine.edu</a> or 621-3402</td>
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