



# Employee Update

Student Employee Edition

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

August 2003

## Welcome back to campus!

The summer has been a busy one for the University of Maine System. July marked the launch of the Human Resources module of PeopleSoft, a set of web-based programs that will ultimately integrate the administration of HR, Finance, and Student Services into one central system.

PeopleSoft was selected in March 2002 after a six-year assessment of the need to replace information systems that had become obsolete. The University System joins nearly 500 colleges and universities nationwide that have adopted PeopleSoft.

### What does PeopleSoft mean for Student Employees?

Payroll and employee information are now maintained through PeopleSoft, and you must log onto the site each day to enter your hours worked. Your supervisor will then approve your time every Monday morning, and paychecks will be issued on the same bi-weekly cycle as in the past. Here's how it works:

Logging On	Time Entry	View & Manage Personal Data
<p>Click on the <u>PeopleSoft Access</u> link in the top right corner of <u>www.maine.edu</u>.</p> <p>Enter your UMS <b>username</b> and <b>password</b>. If you don't know one or both, call your university Help Desk (see pg. 2) or the UNET Help Desk (561-3587).</p>	<p>In the <b>Enterprise Menu</b>, select:</p> <ul style="list-style-type: none"><li>&gt; <u>Employee Self-Service</u></li><li>    &gt; <u>Report Time</u></li><li>    &gt; <u>Punch Time</u></li></ul> <p>For step-by-step instructions on entering your hours, log onto: <a href="http://www.maine.edu/peoplesoft/pdf/timepunch.pdf">http://www.maine.edu/peoplesoft/pdf/timepunch.pdf</a></p> <p>Contact your Student Payroll Office (see pg. 2) if you cannot view the Enterprise Menu or need time-entry assistance.</p>	<p>In <u>Employee Self-Service</u>, you can:</p> <ul style="list-style-type: none"><li>▪ <b>Maintain Personal Information</b> Address, emergency contact, phone, etc.</li><li>▪ <b>View Paycheck and Compensation History</b></li><li>▪ <b>Change Direct Deposit info</b> 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.</li></ul>

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

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## QUICK TAKES

- PeopleSoft is a **HIGHLY-SECURE**, password-protected program that allows users to access only those records under their authorization.
- While 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 and UMS payroll personnel will make sure you get paid on time.
- For student employees without regular access to a **COMPUTER**, your supervisor will make sure you are able to enter your time.
- 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.

## YOUR EMPLOYEE ID

PeopleSoft utilizes a new **7-DIGIT NUMBER** for each UMS employee to replace the use of Social Security Numbers for ID purposes. Your **UMS EMPLOYEE ID** is

- ... located in the View Paycheck and Compensation History pages of PeopleSoft.
- ... printed on your pay stub.

## CHANGING YOUR PASSWORD

You are free to change your **password** (your username is permanent and cannot be altered):

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

## CORRECTING TIME ENTRY

If you make a mistake entering your time, 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.

## CAMPUS CONTACTS

For login and other technical assistance, contact your university Help Desk or the UNET Help Desk

### UNIVERSITY HELP DESKS

<b>UNET</b>	561-3587	<b>UM</b>	581-2506
<b>UMF</b>	778-7300	<b>UMFK</b>	834-7525
<b>UMM</b>	255-1237	<b>UMPI</b>	768-9626
<b>USM</b>	780-4029	<b>SWS</b>	561-3587

**UMA/Univ. College Bangor** 621-3022  
**Univ. College Outreach/UNET South** 621-3323

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For assistance with time entry, payroll, or personal info, contact Student Payroll.

### STUDENT PAYROLL OFFICES

<b>UM</b>	581-3700/3710/3713
<b>UMA</b>	621-3110/3464
<b>UMF</b>	778-7103
<b>UMFK</b>	834-7844
<b>UMM</b>	255-1213
<b>UMPI</b>	768-9512
<b>USM</b>	780-5202
<b>SWS</b>	973-3320

**University College Outreach/UNET South**  
621-3409/3402