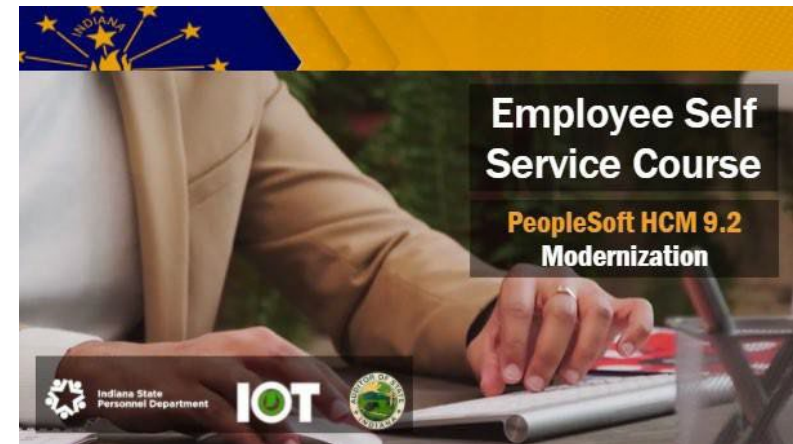


Welcome to PeopleSoft version 9.2!

PeopleSoft 9.2 has been strategically upgraded and designed to provide **State of Indiana Employees** with an improved user experience for navigating and completing tasks. Common activities such as updating personal details, entering time, and managing pay options are now readily available and easy to access. PeopleSoft 9.2 utilizes Tiles, allowing employees to navigate to specific tasks directly from their dashboard by clicking the various icons. This is one of the largest and most impactful updates employees will notice in the upgraded system. There are **7 Employee Self Service eLearning Videos** and **16 Employee Job Aids** to provide an overview of navigating the **Employee Self Service (ESS)** system and using common Tiles and tasks. Employees will be assigned the ESS Curriculum in [SuccessFactors Learning](#).



Employee Self Service Curriculum Each Item due 30 days from enrollment. Item with * due in 60 days. Total Rewards due in 90 days.

Item Title	Length	Item Description
Employee Self-Service PeopleSoft 9.2 Curricula	7 Modules 2 hours total	This curriculum will provide employees information about how to navigate within the Employee Self Service (ESS) module. The ESS course is made up of seven (7) sections. Each section will cover in detail a particular process offered within ESS.
Employee Self Service Introduction	8 minutes	Employees will be introduced to the new PeopleSoft Navigation in this section.
Employee Self Service Personal Details	10 minutes	Employees will learn how to independently update their personal information in the HR System, PeopleSoft.
Employee Self Service Time	14 minutes	Employees will learn how to utilize ESS for routine employee tasks relating to time reporting. This section covers Entering and Submitting Time, Correcting Time, and Viewing Time.
Employee Self Service Absence	21 minutes	Employees will learn how to utilize ESS to request time off and record absences, now separate from the employee timesheet. This section covers the new features offered through the Absence Management module.
Employee Self Service Payroll*	20 minutes	Employees will learn how to utilize ESS for Payroll related tasks such as Managing Direct Deposit Accounts, Updating Tax Forms, and Reviewing Paychecks. The first paycheck employees will see in PeopleSoft 9.2 will be dated May 25.
Employee Self Service Benefits and Life Events*	25 minutes	Employees will learn how to utilize ESS for Benefits related topics, such as Managing Life Events, reviewing and updating Beneficiaries, and Reviewing your Benefit Summary.
Employee Self Service Total Rewards	13 minutes	Employees will learn how to access a new tool, Total Rewards. This module provides the user a statement that shows an accumulation and valuation of paid earnings, including retirement contributions, paid disability leave, health and life insurance premiums, HSA contributions, and more. PeopleSoft 9.2 will not have any data prior to May 01.

Employee Self Service Job Aids Accessible on the [SuccessFactors State of Indiana Jam Page](#)

Job Aid Title	Audience	Description
Cancel an Absence Request as an Employee	Employee	This Job Aid will demonstrate how to cancel an approved absence request. As a State of Indiana employee, you will use the cancel functionality to terminate a request that is no longer required. You may only use this feature to cancel current and future requests.
Charging Time to Task Profiles	Employee	This Job Aid will demonstrate how an employee will charge time to different Task Profiles when reporting time.
Employee Direct Deposit	Employee	Employees should use this Job Aid to add or edit a bank account for direct deposit. Please note that an employee can have up to 4 accounts listed for direct deposit.
Employee Tax Withholding	Employee	Use this Job Aid as a reference for updating your Employee Tax Withholding forms.
Introduction to Employee Self Service	Employee	This Job Aid provides an overview of navigating the system and using common Tiles.
Manage Life Events for Employees	Employee	This Job Aid provides an overview of how employees can manage life events. In this example, you will learn how to add a "Birth" life event.
Request General Absences as an Employee	Employee	This Job Aid will review how to request a general absence through the Employee Self Service homepage. General leaves of absence include paid and unpaid leaves, the full list of these leaves can be found on the State Personnel Department website, as well as in the Request section of PeopleSoft.
Request Initial FML Extended Absence as an Employee	Employee	The Extended Absence component of Absence Management is utilized for Family Medical Leaves (FML). This Job Aid demonstrates how an employee will submit an initial request for FML in Extended Absence. The second part of the Job Aid will demonstrate how to request usage of FML hours once it has been approved.
Request Initial NPL Extended Absence as an Employee	Employee	Extended Absences are utilized for New Parent Leaves (NPL). This first part of this Job Aid will demonstrate how employees can submit an initial request for NPL to be approved by the appropriate Absence Administrator for an allotment of usable hours. The second part of the Job Aid will demonstrate how to request usage of NPL hours once it has been approved.
Request LOD Subsequent Usage in Extended Absence as an Employee	Employee	This Job Aid details how an Indiana State Police Employee will request usage of Line of Duty Leave (LOD) absence hours.
Review Absence Status and History as an Employee	Employee	This Job Aid will demonstrate how an employee can view the Status of their absence request. Along with the associated details, this functionality will allow you to track the history of the absence.
Time Reporting	Employee	This Job Aid describes the process of entering time using the PeopleSoft Fluid Employee Self Service Time dashboard.

Employee Self Service Job Aids Accessible on the [SuccessFactors State of Indiana Jam Page](#)

Job Aid Title	Audience	Description
Total Rewards	Employee	The Total Rewards page in PeopleSoft is a statement that shows an accumulation of paid earnings to employees, including retirement contributions, paid leave, and health and life insurance contributions. The statement will be updated twice a year in July and December.
Update Personal Information	Employee	This Job Aid demonstrates how to update personal information, such as contact information or biographical information. This job aid demonstrates making an address change, but the same procedure is followed to update various other personal information as well.
View Absence Balances as an Employee	Employee	This Job Aid demonstrates how you can view your benefit leave balances through your Employee Self Service homepage tiles. Using this same component, you can forecast what your balances will be on a future date for planning purposes.
View Paycheck	Employee	This Job Aid demonstrates how you can view your paycheck through your Employee Self Service homepage tiles.