

# A Guide to Finding the Pages You Need in PeopleSoft Human Resources

(For Decentralized Users)

What Do You Want To Do?		How To Get There
<b>Search for People (Search/Match)</b>	<b>Search</b> the entire PeopleSoft database (by name and SS#) to see if a person already exists in the database and has a Stony Brook ID number. This step is required before you add a new employee to the database.	Campus Community > Personal Information > Search/Match OR Campus Community > Personal Information (Student) > Search/Match
<b>HR Forms</b>	<b>Print</b> Hire/Rehire, Change and Change Position HR forms used for processing new and existing State employees.	SBU > SBU Human Resources > XML Reports > Hire/Rehire Form (or > Change Form or > Position Change Form)
<b>Personal and Demographic Information</b>	<b>Add or update</b> personal, demographic, and pre-employment information for new State and RF employees.  <b>View</b> personal and demographic information	SBU > SBU Human Resources > Use > Employee Personal Data  Workforce Administration > Personal Information > Modify a Person
<b>Education</b>	<b>Add or view</b> the employee's HS or college degree information.	SBU > SBU Human Resources > Use > Person Profile
<b>Languages</b>	<b>Track</b> the employee's native language and other language proficiencies.	
<b>Licenses and Certificates</b>	<b>Add or view</b> license and certification information required for the job.	
<b>Honors and Awards</b>	<b>Track</b> honors and awards.	
<b>Emergency Contact</b>	<b>Add or update</b> emergency contact information for all employees.  <b>View</b> emergency contact information.	SBU > SBU Human Resources > Use > Emergency Contact  Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

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<b>Employee Checklist</b>	UHMC HR staff use this page to <b>track</b> checklist items needed for a new hire.  <b>View</b> checklist items.	SBU > SBU Human Resources > Use > Employee Checklist  Workforce Administration > Personal Information > Organizational Relationships > Person Assignment Checklist
<b>Employee Review</b>	<b>View</b> Employee Performance Program and Employee Performance Review dates and ratings.	SBU > SBU Human Resources > Use > Employee Review OR Workforce Administration > Job Information > Employee Review
<b>Visa/Permit Data Citizenship Passport Employee Photo</b>	<b>View</b> Citizenship status, Visa/ Permit information and Employee Photo.	SBU > SBU Human Resources > Use > Identification Data OR Workforce Administration > Personal Information > Citizenship > Identification Data
<b>Office Address</b>	<b>Add or update</b> office address and office phone information for all employees.	SBU > SBU Human Resources > Use > Office Address
<b>SS# History</b>	<b>View</b> Campus ID and Social Security number changes.	SBU > SBU Human Resources > Use > SS# History
<b>Names</b>	<b>View</b> the employee's "primary" and "preferred" names and a history of name changes.	Workforce Administration > Personal Information > Biographical > Additional Names
<b>Job Information</b>	<b>View</b> the history of job information for existing State employees.	Workforce Administration > Job Information > Job Data
<b>Job Summary</b>	<b>View</b> a summary of job information for State and RF employees (includes all of the effective-dated changes to job data).	Workforce Administration > Job Information > Review Job Information > Stony Brook Job Summary
<b>Tenure Data</b>	<b>View</b> tenure/permanent appointment information.	Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data
<b>Additional Pay</b>	<b>View</b> the earning information for summer and winter faculty.	Payroll for North America > Employee Pay Data USA > Create Additional Pay
<b>Training Summary</b>	<b>View</b> the mandatory training classes that your employee completed.	Enterprise Learning > Result Tracking > Review Training Summary
<b>Current Employee/Student Info</b>	<b>View</b> the status of employees, students, or volunteers in ALL departments	SBU > SBU Campus Community > Inquire > Current Employee/Student Info

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<b>Position Management</b>	<b>View</b> information about the positions in your department.	Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info
	<b>View</b> summary information for the positions in your department.	Organizational Development > Position Management > Review Position/Budget Info > Position Summary (or > Position History or > Budget Status)
<b>Vacant Positions</b>	<b>View</b> vacant positions in your department.	Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions
<b>External Position Table</b>	<b>View</b> the OSC (Office of the State Controller) Position number assigned to a particular Stony Brook Line Number.	SBU > SBU Human Resources > SetUp > External Position
<b>Determine Department ID from Account Code</b>	<b>Determine</b> what your Department ID is. Department ID is the budget account that your employees and positions are assigned to.	SBU > SBU Human Resources > Inquiry > Determine DeptID from Acct Cd
<b>Setup Tables</b>	<b>Reference</b> values in the various PS HR tables.	SBU > SBU Human Resources > SetUp > OR Set Up HRMS >
<b>PS Setup Tables</b>	<b>Reference</b> values in the various PS HR tables.	Set Up HRMS >
<b>Change PS Password</b>	<b>Change</b> your PeopleSoft password.	Change My Password
<b>Personalization Settings</b>	<b>Personalize</b> your navigation and accessibility options.	My Personalizations
<b>Report Manager</b>	<b>Retrieve</b> reports for printing.	Reporting Tools > Report Manager