PeopleSoft Training Schedule and Links https://www.peralta.edu/it/peoplesoft-upgrade

Peralta Community College District

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As previously announced, PeopleSoft applications for HR and Finance went offline on Friday afternoon April 15, 2022 for a planned outage to freeze the databases, add new modules, and restore the databases. That work was completed over the weekend as planned with the updated PeopleSoft tools available on Monday morning, April 18, 2022.

Many thanks to the IT, HR, and Finance team members who worked over the weekend to make this upgrade happen.

We will continue training for the Finance modules, which are not yet live. Additional training schedule information is posted below.

➕ EPAF, LAR & Leave Balances, Overtime, Reporting Manager, Training, Finance Details

HCM Training Dates

➕ Time Entry Demo (April 27)

➕ Delegation - Initiating an eForm (April 28)

FIN Training Dates

➕ Asset Management (April 25-26)

➕ Expense Entry (April 27-28)

➕ Supplier Contracts (May 3)

➕ Expense Approval (Rescheduled to May 4)

➕ AP Staff Budget Check and Approvals (May 4)

➕ Kaiser Reimbursements (May 5)

➕ Cash Advance, Travel Authorization, and General Reimbursements (May 5-6)

➕ Important Fields on Requisition for Accurate Recording of an Asset (May 5-6)

➕ Asset Management Admin Process (May 6)

PeopleSoft Phase II

➕ Phase II Training dates (First round: completed)

➕ PeopleSoft Phase II Upgrade FSCM (Goes Live April 18)

➕ PeopleSoft Phase II Upgrade HCM (Goes Live April 18)

➕ PeopleSoft Phase I Upgrade 9.2 (Completed)

Training Session Q&As

Training resources on Canvas

➕ March 28

➕ March 29

➕ March 30