

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

The screenshot shows the Peralta Community College District website. At the top, there is a navigation bar with social media icons, links for 'Apply & Enroll', 'About', 'Safe Peralta', 'Build Peralta', 'Foundation', and 'Directory', and a search bar. Below this is the Peralta Community College District logo and three main navigation categories: 'STUDENTS', 'FACULTY & STAFF', and 'COMMUNITY & DISTRICT'. A dropdown menu is open under 'COMMUNITY & DISTRICT', listing various IT-related links: 'Information Technology Home', 'Help Desk', 'Quick Guide', 'System Status and Maintenance', 'PeopleSoft Upgrade' (highlighted), 'PeopleSoft Training', 'Policies, Guidelines, Forms', 'Technology Standards', 'District IT Services Center', 'Colleges' IT Services Center', and 'Contact Us'. The main content area features an announcement about a PeopleSoft outage on April 15, 2022, and a training schedule. The training schedule is organized into sections: 'EPAF LAR & Leave Balances, Overtime, Reporting Manager, Training, Finance Details', 'HCM Training Dates', 'FIN Training Dates', 'PeopleSoft Phase II', and 'Training Session Q&As'. Each section contains a list of training topics with expandable icons.

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