

PeopleSoft Upgrade Training in Canvas <https://peralta.instructure.com/courses/56014>

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** 'PeopleSoft Upgrade' and 'Peoplesoft 9.2 Training'.
- Address Bar:** peralta.instructure.com/courses/56014
- Page Header:** 'Peoplesoft 9.2 Training > Modules'
- Left Sidebar:** Navigation menu with icons for Home, Login, Dashboard, Calendar, Inbox, History, and Help.
- Main Content Area:**
 - Home** (selected)
 - Modules**
 - Pages**
 - PeopleSoft 9.2 Resources** (expanded):
 - How to Use These Resources
 - Student Employee Actions
 - Short-Term Hourly Classified Employee Actions
 - Salary Classified Employee Actions Copy
 - Part-Time Faculty Actions
 - Full-Time Faculty Actions
 - Manager Self-Service Actions
 - How to Capture Hours Submitted by Employees.pdf
 - How to Initiate Department Budget Code Change Request.pdf
 - Human Capital Management - Employee Self Service** (expanded):
 - Setting Up User Preferences
- Right Sidebar:**
 - Collapse All** button
 - View Course Stream** button
 - Coming Up** section with a 'View Calendar' link and the text 'Nothing for the next week'.

The Windows taskbar at the bottom shows the system tray with weather (76°F Sunny), taskbar icons, and the date/time (10:57 AM 7/9/2022).

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- Login
- Dashboard
- Calendar
- Inbox
- History
- Help

Human Capital Management - Employee Self Service

- Setting Up User Preferences
- eForms - HCM Employee Self Service
- Time Entry Submissions
 - Report Time / Timesheet - Student Employee
 - Report Time / Timesheet - Short-Term Hourly Employee
 - Report Time / Timesheet - Classified Employee
 - Report Time / Timesheet - Part-Time Faculty
 - Report Time / Timesheet - Full-Time Faculty
- Reporting Overtime
- Request Industrial Leave
- Request Medical Leave
- Request Column Advancement (Faculty)
- Comp/OT Time Submissions
 - Comp Time Submission
 - View Comp Time
 - View Sick Leave Balance

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- [Login](#)
- [Dashboard](#)
- [Calendar](#)
- [Inbox](#)
- [History](#)
- [Help](#)

- [View Sick Leave Balance](#)
- [View Payable Time - Detail and Summary](#)
- [View Time Summary \(History\) of Payable Time](#)
- [Student Employees' Timesheet Webinar - 04-12-2022 File 2 of 2.mp4](#)

Human Capital Management - Manager Self Service (And Delegates)

- [eForms - HCM Manager Self Service](#)
- [Position Changes](#)
 - [Assignment Update for Short-Term Hourly or Student](#)
 - [Assignment Update \(Part-Time Faculty\)](#)
 - [Change End Date for Short Term Hourly or Student](#)
 - [Location Change](#)
 - [Promotion](#)
 - [Return from Temporary Assignment](#)
 - [Temporary Re-Assignment](#)
 - [Transfer Employee](#)
 - [Terminate Employee](#)

-  Home
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-  Help

terminate employee	
	Retire Employee
	New Discipline (Part-Time Faculty)
	Reduced Workload Program
	Change Non-Working Schedule
	Work Out of Class
	Long Term Substitute
	Stipend (Full-time or Part-Time Faculty)
	Shift Differential
	Adjunct Overload
	Extra Service Assignment (Full-Time Faculty)
	Mass Stipend
	Change Full/Part-time or Hours
	Leave of Absence
	Paid Leave of Absence
	Sabbatical Leave
	Report Change