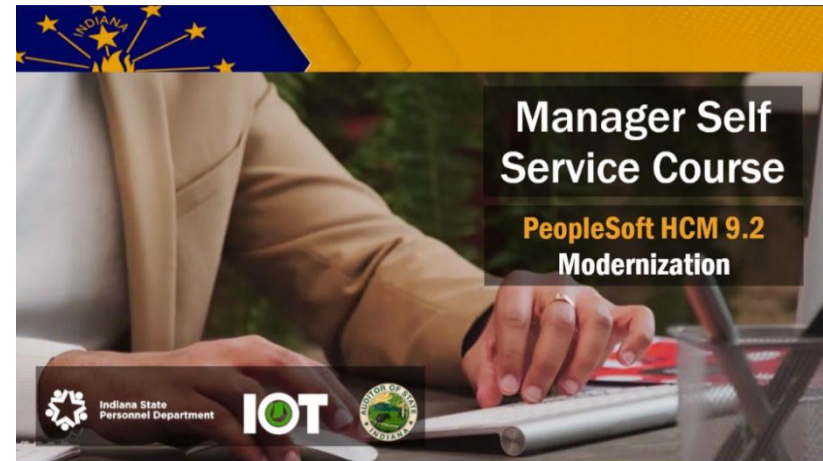


Welcome to PeopleSoft version 9.2!

PeopleSoft 9.2 has been strategically upgraded and designed to provide **State of Indiana Managers** with an improved user experience for navigating and completing tasks. Common activities such as updating position details and approving time are now readily available and easy to access. PeopleSoft 9.2 utilizes Tiles, allowing managers to navigate to specific tasks directly from their dashboard by clicking the various icons. There are **6 Manager Self Service (MSS) eLearning Videos** and **7 Job Aids** to provide an overview of navigating the Manager Self Service system and using common tiles and tasks. Managers will be assigned the MSS Curriculum in [SuccessFactors Learning](#).



Manager 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 |
|--|---|---|
| Manager Self-Service PeopleSoft 9.2 Curricula | 6 modules 55 minutes total | Managers will learn how to utilize Manager Self Service (MSS) for everyday managerial tasks. This training will provide a deep dive on updated time management processes, PeopleSoft navigation, and new capabilities within MSS through six (6) short sections. |
| Manager Self Service Introduction | 7 minutes | Managers will be given an overview of MSS tiles and updated managerial tools and capabilities within PeopleSoft 9.2. |
| Manager Self Service Team Time | 3 minutes | Managers will learn how to manage and review employees' submitted timesheets and requested absences through the Team Time Tile. |
| Manager Self Service Approvals | 14 minutes | Managers will learn how to manage, review, and approve reported time within the Approvals Tile. |
| Manager Self Service My Team | 15 minutes | Managers will learn how to navigate and review their team's information through the My Team Tile. |
| Manager Self Service Update Team Information* | 6 minutes | Managers will learn how to update the information of their team. This lesson includes how to update general information and/or changes in position details or location. |
| Manager Self Service Total Rewards | 9 minutes | Managers will learn how to utilize the Total Rewards Tile to review employees' rewards and benefits. PeopleSoft 9.2 will not have any data prior to May 01. |

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

| Job Aid Title | Audience | Description |
|---|----------|--|
| Adjusting and Entering Time on Behalf of Others | Manager | This Job Aid is to be used by Managers and Time Administrators for entering time on behalf of employees. |
| Approve Reported Time | Manager | This Job Aid instructs supervisors, or those responsible for approving a timesheet, on the steps necessary to approve an employee's timesheet. This document also contains steps on setting up Delegations. |
| Assigning and Maintaining Schedules | Manager | This Job Aid demonstrates how to view and edit an employee's work schedule, as well as set up an alternative work schedule. |
| Cancel an Absence Request as a Manager | Manager | Managers can use PeopleSoft 9.2 to request absences, view absence requests, view absence balances, and cancel absences for their employees. Managers can also analyze the absence data and approve the absence requests from the home page tiles. This job aid will demonstrate how to use the Cancel Absences page to cancel an employee's absence request. |
| Request General Absence as a Manager | Manager | Managers can use the PeopleSoft Fluid User Interface to request a general leave of absence for their direct reports. This Job Aid will demonstrate how to use the Request General Absence page to select the employee for whom you want to request an absence. |
| Review Absence Balances as a Manager | Manager | Managers can use the PeopleSoft Fluid User Interface to request absences, view absence balances, forecast future balances, and view date of accrual for their employees. Managers can use these features to analyze and/or approve the absence requests. This job aid will demonstrate how to use the Absence Balance page to select the employee for whom you want to view future and current absence balances. |
| Review Absence Requests as a Manager | Manager | Managers can use the PeopleSoft Fluid User Interface to view information about absence requests for their employees. Managers can view historical, current, and future leave requests. The View Requests page will show dates of previous leaves, future leave request, if the employee was eligible, the request status, who approved the request and when it was approved. This Job Aid will demonstrate how to use the View Requests page to select the employee for whom you want to view absence. |