



SAN DIEGO STATE
UNIVERSITY

SDSU PEOPLESOFT QUICK REFERENCE GUIDE MANAGER SELF SERVICE



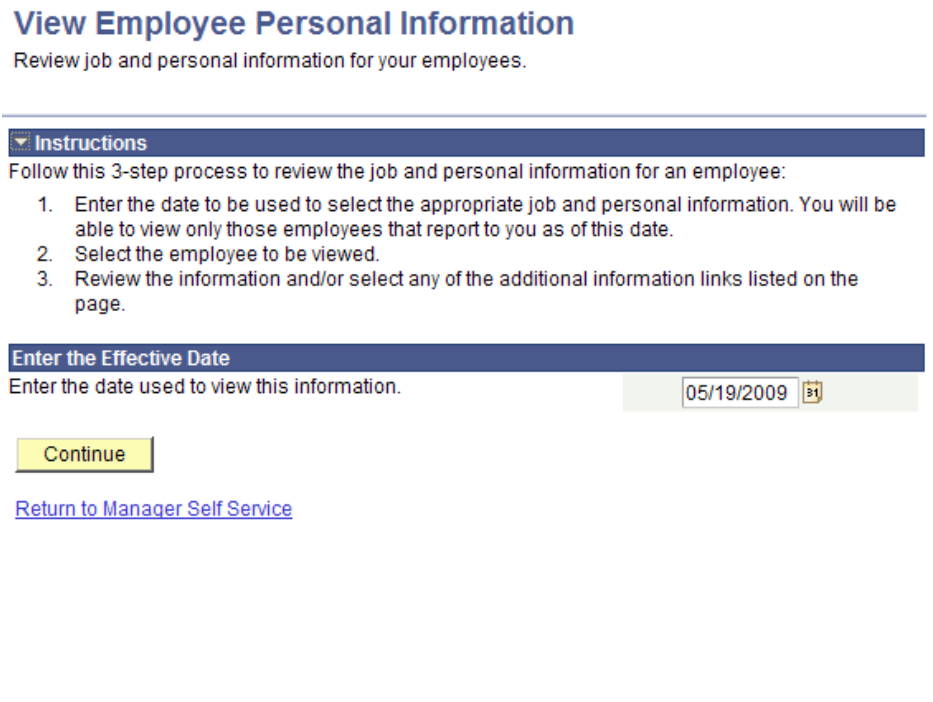
Job and Personal Information – View Employee Personal Information

The Job and Personal Information Summary displays your employee personal information on one page. If you any questions regarding your employees' Job and/or Personal Information, please contact Payroll Services at 619-594-4659.

Navigation: [Menu](#) > [Manager Self Service](#)

Processing Steps	PeopleSoft Page
<ul style="list-style-type: none"> Log into PeopleSoft with your User ID and Password. Click on Manager Self Service to view your employee's information. 	 <p>The screenshot shows the PeopleSoft interface. On the left is a 'Menu' with a search bar and a list of options: My Favorites, Self Service, Manager Self Service (expanded to show Job and Personal Information), Recruiting, Organizational Development, Reporting Tools, PeopleTools, Change My Password, and My System Profile. On the right is the 'Manager Self Service' page with a 'Main Menu >' section containing 'Job and Personal Information' (Manage job and personal information for your employees) and a link to 'View Employee Personal Info'.</p>

Navigation: [Menu](#) > [Manager Self Service](#) > [Job and Personal Information](#) > [View Employee Personal Information](#)

Processing Steps	PeopleSoft Pages
<ul style="list-style-type: none"> Click on Job and Personal Information > View Employee Personal Information. Enter the Effective Date. <p>Ⓢ The effective date entered on this page will determine who will display as your direct reports. Example: If you hire a person as of 09/01/2006 and you are using an effective date of 08/21/2006, the new hire will not show up even if he is in the system.</p> <ul style="list-style-type: none"> Click “Continue”. 	 <p>The screenshot shows the 'View Employee Personal Information' page. It includes a title, a description 'Review job and personal information for your employees.', and an 'Instructions' section with a 3-step process: 1. Enter the date to be used to select the appropriate job and personal information. You will be able to view only those employees that report to you as of this date. 2. Select the employee to be viewed. 3. Review the information and/or select any of the additional information links listed on the page. Below the instructions is a form titled 'Enter the Effective Date' with the text 'Enter the date used to view this information.' and a date input field containing '05/19/2009'. A 'Continue' button is at the bottom, along with a link to 'Return to Manager Self Service'.</p>



Processing Steps	PeopleSoft Page																																													
<ul style="list-style-type: none"> Employees that directly report to you, display. To view additional information for an employee, select the button next to the employee's name and click Continue. 	<p>View Employee Personal Information Select the employee you want to review job and personal information for.</p> <p>Instructions Select the employee you want to review job and personal information for. You will be able to view only those employees that report to you as of the date entered on the first page.</p> <p>Once you have finished click <i>Continue</i> to review that employees job and personal information.</p> <p>Cancel</p> <p>Select Employees</p> <p>Reports To: <input type="text"/> As Of: 05/19/2009</p> <table border="1"> <thead> <tr> <th>Name</th> <th>EmplID</th> <th>Empl Rcd#</th> <th>Pay Status</th> <th>Full/Part</th> <th>Position</th> <th>Jobcode Description</th> <th>Department</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> HRIS Employee1</td> <td>100232402</td> <td>0</td> <td>Active</td> <td>Full-Time</td> <td>10002120</td> <td>Administrator I</td> <td>Human Resources</td> <td></td> </tr> <tr> <td><input type="radio"/> HRIS Employee4</td> <td>100008932</td> <td>0</td> <td>Active</td> <td>Full-Time</td> <td>10000466</td> <td>Admin Support Coord 12 Mo</td> <td>Human Resources</td> <td></td> </tr> </tbody> </table> <p>Continue</p> <p>Return to Manager Self Service</p>	Name	EmplID	Empl Rcd#	Pay Status	Full/Part	Position	Jobcode Description	Department		<input type="radio"/> HRIS Employee1	100232402	0	Active	Full-Time	10002120	Administrator I	Human Resources		<input type="radio"/> HRIS Employee4	100008932	0	Active	Full-Time	10000466	Admin Support Coord 12 Mo	Human Resources																			
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<ul style="list-style-type: none"> To access employees that report to one of your reports, click the Those employees will display. To view additional information for an employee, select the button next to the employee's name and click Continue. 	<p>View Employee Personal Information Select the employee you want to review job and personal information for.</p> <p>Instructions Select the employee you want to review job and personal information for. You will be able to view only those employees that report to you as of the date entered on the first page.</p> <p>Once you have finished click <i>Continue</i> to review that employees job and personal information.</p> <p>Cancel</p> <p>Select Employees</p> <p>Reports To: <input type="text"/> As Of: 05/19/2009</p> <table border="1"> <thead> <tr> <th>Name</th> <th>EmplID</th> <th>Empl Rcd#</th> <th>Pay Status</th> <th>Full/Part</th> <th>Position</th> <th>Jobcode Description</th> <th>Department</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="radio"/> Empty Position (10005097)</td> <td></td> <td>0</td> <td></td> <td></td> <td>10005097</td> <td>Admin Support Assistant 12 Mo</td> <td>Human Resources</td> <td></td> </tr> <tr> <td><input type="radio"/> Empty Position (10005098)</td> <td></td> <td>0</td> <td></td> <td></td> <td>10005098</td> <td>Admin Support Assistant 12 Mo</td> <td>Human Resources</td> <td></td> </tr> <tr> <td><input type="radio"/> HRIS Employee3</td> <td>100036570</td> <td>0</td> <td>Leave W/Py</td> <td>Full-Time</td> <td>10001735</td> <td>Admin Support Coord 12 Mo</td> <td>Human Resources</td> <td></td> </tr> <tr> <td><input type="radio"/> HRIS Employee2</td> <td>100237329</td> <td>0</td> <td>Active</td> <td>Full-Time</td> <td>10002012</td> <td>Admin Support Coord 12 Mo</td> <td>Human Resources</td> <td></td> </tr> </tbody> </table> <p>Continue</p> <p>Return to Manager Self Service</p>	Name	EmplID	Empl Rcd#	Pay Status	Full/Part	Position	Jobcode Description	Department		<input type="radio"/> Empty Position (10005097)		0			10005097	Admin Support Assistant 12 Mo	Human Resources		<input type="radio"/> Empty Position (10005098)		0			10005098	Admin Support Assistant 12 Mo	Human Resources		<input type="radio"/> HRIS Employee3	100036570	0	Leave W/Py	Full-Time	10001735	Admin Support Coord 12 Mo	Human Resources		<input type="radio"/> HRIS Employee2	100237329	0	Active	Full-Time	10002012	Admin Support Coord 12 Mo	Human Resources	
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<ul style="list-style-type: none">• The Employee Information page displays with general job information.• Select any of the hyperlinks listed in the Additional Information section to view additional information about the employee.	<h2 data-bbox="505 363 911 403">Employee Information</h2> <p data-bbox="505 422 732 457">HRIS Employee1</p> <table data-bbox="505 485 1263 898"><tr><td>EmplID:</td><td>100027509</td><td></td></tr><tr><td>First Start Date:</td><td>02/16/1998</td><td></td></tr><tr><td>Job:</td><td>0400</td><td>Analyst/Programmer 12 Mo</td></tr><tr><td>Company:</td><td>SDS</td><td>San Diego State University</td></tr><tr><td>Business Unit:</td><td>SDCMP</td><td>San Diego State University</td></tr><tr><td>Department:</td><td>68006</td><td>Human Resources</td></tr><tr><td>Location Code:</td><td>ESC406</td><td>Extended Studies Center 406</td></tr><tr><td>Regular/Temporary:</td><td>Regular</td><td></td></tr><tr><td>Full/Part Time:</td><td>Part-Time</td><td></td></tr></table> <p data-bbox="505 940 764 968">Additional Information</p> <ul style="list-style-type: none">Email AddressesPhone NumbersEmergency ContactsEducationHonors and AwardsLicenses and CertificatesReturn to Select Employees	EmplID:	100027509		First Start Date:	02/16/1998		Job:	0400	Analyst/Programmer 12 Mo	Company:	SDS	San Diego State University	Business Unit:	SDCMP	San Diego State University	Department:	68006	Human Resources	Location Code:	ESC406	Extended Studies Center 406	Regular/Temporary:	Regular		Full/Part Time:	Part-Time	
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Additional Employee Information

Processing Steps	PeopleSoft Page						
<ul style="list-style-type: none"> <u>Email Addresses</u> 	<p><u>Employee Information</u></p> <p>Email Addresses</p> <p>HRIS Employee1</p> <table border="1"> <thead> <tr> <th>*Email Type</th> <th>Email Address</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>hrisemployee@mail.sdsu.edu</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><u>Return to Employee Information</u></p>	*Email Type	Email Address	Preferred	Business	hrisemployee@mail.sdsu.edu	<input checked="" type="checkbox"/>
*Email Type	Email Address	Preferred					
Business	hrisemployee@mail.sdsu.edu	<input checked="" type="checkbox"/>					

Processing Steps	PeopleSoft Page												
<ul style="list-style-type: none"> <u>Phone Numbers</u> 	<p><u>Employee Information</u></p> <p>Phone Numbers</p> <p>HRIS Employee1</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>619/594-0000</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>FAX</td> <td>619/594-2374</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p><u>Return to Employee Information</u></p>	Phone Type	*Telephone	Extension	Preferred	Business	619/594-0000		<input checked="" type="checkbox"/>	FAX	619/594-2374		<input type="checkbox"/>
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FAX	619/594-2374		<input type="checkbox"/>										



Processing Steps	PeopleSoft Page				
<ul style="list-style-type: none"> • Emergency Contacts • Click on the Emergency Contact's name to display additional information. 	<p>Employee Information</p> <hr/> <p>Emergency Contacts</p> <p>HRIS Employee1</p> <table border="1"> <thead> <tr> <th>Contact Name</th> <th>Relationship to Employee</th> </tr> </thead> <tbody> <tr> <td>HRIS Employee Spous</td> <td>Spouse</td> </tr> </tbody> </table> <p>Primary Contact: HRIS Employee Spous</p> <p>Return to Employee Information</p> <hr/> <p>Employee Information</p> <hr/> <p>Emergency Contact Detail</p> <p>HRIS Employee1</p> <p>Contact Name: HRIS Employee Spous</p> <p>Relationship to Employee: Spouse</p> <p>Address and Telephone</p> <p><input checked="" type="checkbox"/> Contact has the same address as the employee</p> <p><input checked="" type="checkbox"/> Contact has the same telephone number as the employee</p> <p>Address Type: Home</p> <p>Phone Type: Business</p> <p>Address</p> <p>Country: United States</p> <p>Address: 123 Main Street San Diego, CA 92120</p> <p>Return to Emergency Contacts</p>	Contact Name	Relationship to Employee	HRIS Employee Spous	Spouse
Contact Name	Relationship to Employee				
HRIS Employee Spous	Spouse				
<ul style="list-style-type: none"> • Emergency Contact Detail 					



Processing Steps	PeopleSoft Page						
<ul style="list-style-type: none"> • Education • Click on the degree hyperlink to view additional information. 	<p>Employee Information</p> <hr/> <p>Education</p> <p>HRIS Employee1</p> <table border="1"> <thead> <tr> <th data-bbox="500 562 834 594">Degree</th> <th data-bbox="834 562 1219 594">School</th> <th data-bbox="1219 562 1409 594">Date Acquired</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 594 834 632">Doctorate in Audiology</td> <td data-bbox="834 594 1219 632">Faulkner Univ</td> <td data-bbox="1219 594 1409 632">08/22/2002</td> </tr> </tbody> </table> <p>Return to Employee Information</p>	Degree	School	Date Acquired	Doctorate in Audiology	Faulkner Univ	08/22/2002
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<ul style="list-style-type: none"> • Education Detail 	<p>Employee Information</p> <hr/> <p>Education Detail</p> <p>HRIS Employee1</p> <p>Degree: Doctorate in Audiology</p> <p>Major: Developmental Psychology</p> <p>Country: USA</p> <p>School: Faulkner Univ</p> <p>Has this degree been completed? Yes</p> <p>Date Acquired: 08/22/2002</p> <p>Return to Education</p>						



Processing Steps	PeopleSoft Page						
<ul style="list-style-type: none">• Honors and Awards• Click on the honor/awards hyperlink to display additional information.	<p>Employee Information</p> <hr/> <p>Honors and Awards</p> <p>HRIS Employee1</p> <table border="1"><thead><tr><th>Honor/Award</th><th>Issue Date</th></tr></thead><tbody><tr><td>20 Year Staff Award</td><td>11/01/2002</td></tr><tr><td>25 Year Staff Award</td><td>11/01/2007</td></tr></tbody></table> <p>Return to Employee Information</p>	Honor/Award	Issue Date	20 Year Staff Award	11/01/2002	25 Year Staff Award	11/01/2007
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<ul style="list-style-type: none">• Honors and Award Detail	<hr/> <p>Employee Information</p> <hr/> <p>Honor/Award Detail</p> <p>HRIS Employee1</p> <p>*Honor or Award: 20 Year Staff Award</p> <p>Presented By: SDSU</p> <p>Issue Date: 11/01/2002</p> <p>Return to Honors and Awards</p>						



Processing Steps	PeopleSoft Page						
<ul style="list-style-type: none"> • Licenses and Certificates • Click on the displayed license or certificate hyperlink to view additional information. 	<p>Employee Information</p> <hr/> <p>Licenses and Certificates</p> <p>HRIS Employee1</p> <table border="1"> <thead> <tr> <th data-bbox="524 606 964 644">License/Certificate</th> <th data-bbox="964 606 1127 644">Issue Date</th> <th data-bbox="1127 606 1341 644">Expiration Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="524 644 964 682">American Osteopathic Assoc.</td> <td data-bbox="964 644 1127 682">01/01/2006</td> <td data-bbox="1127 644 1341 682"></td> </tr> </tbody> </table> <p>Return to Employee Information</p>	License/Certificate	Issue Date	Expiration Date	American Osteopathic Assoc.	01/01/2006	
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<ul style="list-style-type: none"> • Licenses and Certificates Detail 	<hr/> <p>Employee Information</p> <hr/> <p>License/Certificate Detail</p> <p>HRIS Employee1</p> <p>License or Certificate: American Osteopathic Assoc.</p> <p>Issue Date: 01/01/2006</p> <p>Expiration Date:</p> <p>License Number: ABCD123</p> <p>Issued By:</p> <p>Country: USA</p> <p>State / Province:</p> <p>Renewal in Progress: No</p> <p>Return to Licenses and Certificates</p>						