



SAN DIEGO STATE
UNIVERSITY

SDSU PEOPLESOFT QUICK REFERENCE GUIDE EMPLOYEE SELF SERVICE



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Personal Information Summary

The Personal Information Summary displays all your personal information on one page.

Navigation: *Menu > Self Service > Personal Information > Personal Information Summary*

Processing Steps	PeopleSoft Page
<ul style="list-style-type: none">• Log into PeopleSoft with your User ID and Password.• Click on Personal Information Summary to view your personal information.	



Personal Information Summary

Processing Steps/Notes	PeopleSoft Page																																					
<ul style="list-style-type: none"> The Personal Information Summary page displays. You can review and or update the following information: <ul style="list-style-type: none"> Name Home/Mailing Addresses Phone Numbers Emergency Contacts Email Addresses 	<p>Personal Information</p> <p>SDSU Employee</p> <p>Name</p> <p>SDSU Employee</p> <p>Name changes can only be made with supporting documentation. Please bring your updated Social Security card to the Center for Human Resources (ESC 406). In addition, an Employee Action Request form must be submitted.</p> <p>Addresses</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>11/09/2009</td> <td>USA</td> <td>123 Main Street San Diego, CA 92078</td> </tr> </tbody> </table> <p>Change home/mailling addresses</p> <p>Phone Numbers</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Phone Number</th> <th>Extension</th> <th>Preferred</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>619/123-1234</td> <td></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Cellular</td> <td>619/123-1233</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Change phone numbers</p> <p>Emergency Contacts</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Relationship to Employee</th> <th>Primary Contact</th> </tr> </thead> <tbody> <tr> <td>SDSU Employee Sister</td> <td>Sister</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p>Change emergency contacts</p> <p>Email Addresses</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>hcmdata@mail.sdsu.edu</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Home</td> <td>hcmdata@mail.sdsu.edu</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Change email addresses</p>	Address Type	Status	As Of	Country	Address	Home	Current	11/09/2009	USA	123 Main Street San Diego, CA 92078	Phone Type	Phone Number	Extension	Preferred	Business	619/123-1234		<input checked="" type="checkbox"/>	Cellular	619/123-1233		<input type="checkbox"/>	Name	Relationship to Employee	Primary Contact	SDSU Employee Sister	Sister	<input checked="" type="checkbox"/>	Email Type	Email Address	Preferred	Business	hcmdata@mail.sdsu.edu	<input checked="" type="checkbox"/>	Home	hcmdata@mail.sdsu.edu	<input type="checkbox"/>
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Home	hcmdata@mail.sdsu.edu	<input type="checkbox"/>																																				



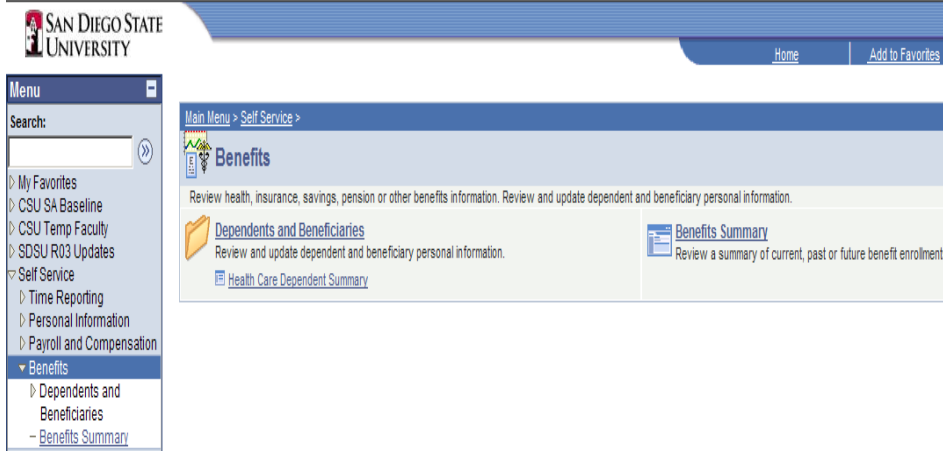
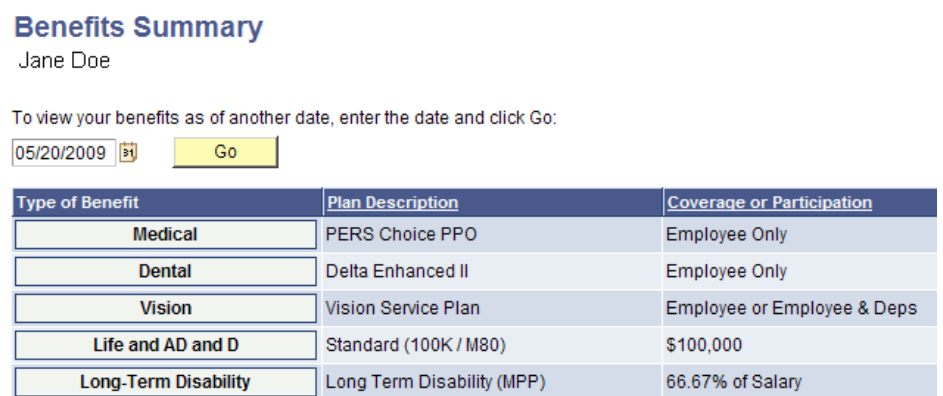
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Processing Steps/Notes	PeopleSoft Page
<ul style="list-style-type: none"> ✦ Marital Status/Domestic Partnership ✦ Gender ✦ Date of Birth ✦ Military Status ✦ Highest Education Level ✦ Ethnic Group 	<div style="background-color: #4a7ebb; color: white; padding: 2px;">Marital Status/Domestic Partnership</div> <p>Status: Single As of: 08/11/2008</p> <p>Marital status and/or domestic partnership changes can only be made with supporting documentation (i.e marriage certificate or Declaration of Domestic Partnership), which must be submitted with an Employee Action Request form to the Center for Human Resources (ESC 406). In addition, a Benefits Enrollment/Change Form needs to be submitted if you would like to enroll your spouse/domestic partner into benefits within 60 days of the qualifying event. For questions regarding benefits enrollment, please contact our Benefits Office at 619-594-1144.</p> <div style="background-color: #4a7ebb; color: white; padding: 2px;">Employee Information</div> <p>Gender: Female</p> <p>Date of Birth: 10/01/1977</p> <p>Military Status: No Military Service</p> <p>Highest Education Level: Bachelor's Level Degree</p> <p>Ethnic Group: White</p> <p>If you have questions or need to make changes to your Employee Information displayed here, please contact Payroll Services at x44659.</p>

Benefits Summary

The Benefits Summary page displays your current benefits. If you have any questions regarding your benefits information, please call the Benefits Help Desk at 619-594-1144.

Navigation: [Self Service](#) > [Benefits](#) > [Benefits Summary](#)

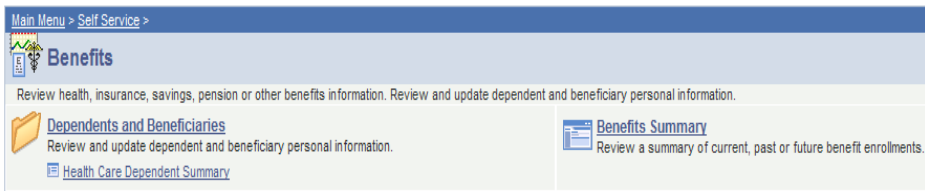
Processing Steps	PeopleSoft Page																		
<ul style="list-style-type: none"> Click on Benefits Summary to view your benefits information. 																			
<ul style="list-style-type: none"> The Benefits Summary page displays a summary of all of your benefits as of the effective date displayed on the page. The effective date defaults to the current date. You can change the date to view your benefits history. 	 <p>Benefits Summary Jane Doe</p> <p>To view your benefits as of another date, enter the date and click Go:</p> <p>05/20/2009 <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th>Type of Benefit</th> <th>Plan Description</th> <th>Coverage or Participation</th> </tr> </thead> <tbody> <tr> <td>Medical</td> <td>PERS Choice PPO</td> <td>Employee Only</td> </tr> <tr> <td>Dental</td> <td>Delta Enhanced II</td> <td>Employee Only</td> </tr> <tr> <td>Vision</td> <td>Vision Service Plan</td> <td>Employee or Employee & Deps</td> </tr> <tr> <td>Life and AD and D</td> <td>Standard (100K / M80)</td> <td>\$100,000</td> </tr> <tr> <td>Long-Term Disability</td> <td>Long Term Disability (MPP)</td> <td>66.67% of Salary</td> </tr> </tbody> </table>	Type of Benefit	Plan Description	Coverage or Participation	Medical	PERS Choice PPO	Employee Only	Dental	Delta Enhanced II	Employee Only	Vision	Vision Service Plan	Employee or Employee & Deps	Life and AD and D	Standard (100K / M80)	\$100,000	Long-Term Disability	Long Term Disability (MPP)	66.67% of Salary
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Dependent Information

The Health Care Dependent Summary page displays your dependent benefit information. If you any questions regarding your dependents please contact the Benefits Help Desk at 619-594-1144.

Navigation: [Self Service](#) > [Benefits](#) > [Dependents and Beneficiary Information](#) > [Health Care Dependent Summary](#)

Processing Steps	PeopleSoft Page																																																
<ul style="list-style-type: none"> Click on Health Care Dependent Summary to view your dependent information. <i>*SDSU does not track Beneficiary information.</i> 																																																	
<ul style="list-style-type: none"> The Health Care Dependent Summary displays a summary of your dependents' benefit enrollments by Plan Type as of the effective date displayed on the page. The effective date defaults to the current date. You can change the date to view your dependent benefits history. For a different view, to view your dependent enrollments by dependent, click the link Dependent Summary by Name. 	<p>Health Care Dependent Summary</p> <p>Jane Doe</p> <p>To view your benefits as of another date, enter the date and click Go:</p> <p>05/20/2009 <input type="button" value="Go"/></p> <p>Dependent's Summary by Name</p> <table border="1" data-bbox="495 1024 1414 1182"> <thead> <tr> <th>Type of Benefit</th> <th>Description</th> <th>Name</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>Medical</td> <td>Blue Shield HMO</td> <td>Jason Hicks Jr</td> <td>Son</td> </tr> <tr> <td>Dental</td> <td>Delta Enhanced II</td> <td>Jason Hicks</td> <td>Spouse</td> </tr> <tr> <td></td> <td></td> <td>Jason Hicks Jr</td> <td>Son</td> </tr> <tr> <td>Vision</td> <td>Vision Service Plan</td> <td>Jason Hicks</td> <td>Spouse</td> </tr> <tr> <td></td> <td></td> <td>Jason Hicks Jr</td> <td>Son</td> </tr> </tbody> </table> <p>Dependent Summary by Name</p> <p>Health Care Dependent Summary</p> <p>Jane Doe</p> <p>To view your benefits as of another date, enter the date and click Go:</p> <p>05/20/2009 <input type="button" value="Go"/></p> <p>Dependent's Summary by Plan</p> <table border="1" data-bbox="495 1478 1414 1619"> <thead> <tr> <th>Name</th> <th>Relationship</th> <th>Type of Benefit</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Jason Hicks</td> <td>Spouse</td> <td>Dental</td> <td>Delta Enhanced II</td> </tr> <tr> <td></td> <td></td> <td>Vision</td> <td>Vision Service Plan</td> </tr> <tr> <td>Jason Hicks Jr</td> <td>Son</td> <td>Medical</td> <td>Blue Shield HMO</td> </tr> <tr> <td></td> <td></td> <td>Dental</td> <td>Delta Enhanced II</td> </tr> <tr> <td></td> <td></td> <td>Vision</td> <td>Vision Service Plan</td> </tr> </tbody> </table>	Type of Benefit	Description	Name	Relationship	Medical	Blue Shield HMO	Jason Hicks Jr	Son	Dental	Delta Enhanced II	Jason Hicks	Spouse			Jason Hicks Jr	Son	Vision	Vision Service Plan	Jason Hicks	Spouse			Jason Hicks Jr	Son	Name	Relationship	Type of Benefit	Description	Jason Hicks	Spouse	Dental	Delta Enhanced II			Vision	Vision Service Plan	Jason Hicks Jr	Son	Medical	Blue Shield HMO			Dental	Delta Enhanced II			Vision	Vision Service Plan
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Compensation History

The Compensation History page displays changes made to your compensation after *August 2006. If you any questions regarding your compensation history, please contact Payroll Services at 619-594-4659.

*Note: SDSU went live with PeopleSoft in August 2006; therefore, aside from your hire data, you will not be able to view your compensation history prior to that date.

Navigation: *Self Service > Payroll and Compensation > Compensation History*

Processing Steps	PeopleSoft Page
<ul style="list-style-type: none"> Click on Payroll and Compensation to view your compensation history information. Click on Compensation History to see history of your compensation changes. 	 <p>The screenshot shows the PeopleSoft interface for San Diego State University. At the top is the university logo and name. Below it is a 'Menu' section with a search bar and a list of options: My Favorites, CSU SA Baseline, CSU Temp Faculty, SDSU R03 Updates, Self Service (expanded to show Time Reporting and Personal Information), and Payroll and Compensation (expanded to show Compensation History). To the right, a breadcrumb trail reads 'Main Menu > Self Service > Payroll and Compensation'. Underneath, there is a 'Payroll and Compensation' section with a sub-section for 'Compensation History' which includes the text 'Review compensation history.'</p>



Processing Steps	PeopleSoft Page																								
<ul style="list-style-type: none"> The Compensation History details display for each salary change. Click on the Date of Change links to get additional information regarding the individual changes. 	<p>Compensation History</p> <p>SDSU Employee</p> <p>From: 01/01/1900 To: 11/09/2009 View Another Date Range</p> <p>Employee Job Information</p> <p>EmplID: 100234690 Department: Business and Finance Job Title: Administrator II Payroll Status: Active</p> <p>Salary History</p> <table border="1"> <thead> <tr> <th>Date of Change</th> <th>Action</th> <th>Reason</th> <th>Annual Salary</th> <th></th> <th>Compensation per Frequency</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>07/31/2009</td> <td>Pay Rt Chg</td> <td>Furlough ON Pay Reduction</td> <td>85,008.000 USD</td> <td></td> <td>7,084.000000 USD</td> <td></td> <td>Monthly</td> </tr> <tr> <td>08/11/2008</td> <td>Hire</td> <td>Appointment</td> <td>85,008.000 USD</td> <td></td> <td>7,084.000000 USD</td> <td></td> <td>Monthly</td> </tr> </tbody> </table> <p>Return to Employee Self Service Return to Payroll and Compensation</p>	Date of Change	Action	Reason	Annual Salary		Compensation per Frequency			07/31/2009	Pay Rt Chg	Furlough ON Pay Reduction	85,008.000 USD		7,084.000000 USD		Monthly	08/11/2008	Hire	Appointment	85,008.000 USD		7,084.000000 USD		Monthly
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