Recent Updates & Top Issues

1. 19,000+ transactions in first 90 days
2. 1200+ service tickets completed
3. Get support at HrRecords@ou.edu & HrRecords@ouhsc.edu
4. Funding segment now on HIRE form
5. Approvers can attach documents from “Evaluate” link
6. Approvers can make changes on eForms
7. Stand alone funding form for vacant positions in left pane
8. Search performance improved
9. Print view for Funding Change and Add Pay – more coming!
10. Can change funding twice on one date (to make a correction)
11. “Return to Search” from Results page
12. Queries to show funding distribution
   1. OUDR_EMPLOYEE_DISTRIBUTIONS
   2. OUDR_VACANT_DISTRIBUTION
13. Check the HR website for updated new employee forms
New Fields

- “Primary Campus” near location segment
- Tracking Outside Assignments
- Conducting Research
Add Job: Other Campus

• Unpaid Employee Group
• Creates network account on second campus

How to Pay:
1. 2nd dept must contact Home Dept to arrange payment (not Payroll, not HR).
2. Work Time must be reported through Home Dept, including overtime.
3. Home Dept invoices 2nd dept.
Searching Preauth 1 in View

1. Go to View task link
2. Enter eForm ID, Click Search
3. When ready for next search, avoid “Search” button at the bottom of the form.
4. INSTEAD: Use the Sidebar tab to show the Task Pane.
5. Click View task link to get a new clean search.
Missing Tasks?
Zoom out in your browser.
Changing Supervisors

• The “Reports To” supervisor can be changed on just one person in a pooled position to affect everyone because it is a component on the position.
• The time/travel supervisor is connected to each individual and requires a separate ePAF for each employee to make a change.
Accessing the new HR PeopleSoft

To use the new HR PeopleSoft, you must be working inside the OU online environment, Virtual Private Network (VPN), Virtual Desktop Interface (VDI), or remote access. Duo dual authentication. Contact the IT Service Desk for assistance, if needed.

- HR PeopleSoft Production: https://hc.ou.edu
- HR PeopleSoft Norman Legacy (Do not enter data): https://hrdev.ou.edu:860
- HR PeopleSoft HSC Legacy (Do not enter data): https://httr.hsc.net.ou.edu/

Resources for Dept Users
- Town Hall Presentation, Norman Campus, September 28, 2020 (5 min)
Navigation: View Job Descriptions

1. Open the home page.
2. Navigate to the Recent Places section.
3. Select My Favorites and then click on Navigator.
4. Access the Job Description Form.

Enter the job code.

Contact HR Compensation with questions.
Navigation: Payroll Reports & Extracts

1. [Image]
2. [Image]
3. [Image]
4. [Image]
Navigation: Queries

1. Select Recent Places
2. Click on Navigator
3. Access Query Viewer
4. Enter query information and click Search