Ask the Experts: HR PeopleSoft
January 11, 2021

We will be recording this session.
Topics

• Top Issues
  1. Viewing Add Pays – Issue Resolved
  2. Employees on both campuses
  3. Add Pays cannot cross campuses

• Logging in
• Navigation
• Deadlines for Add Pays & Funding Changes
• Preauthorization Timeline
• Pooled Positions
• ePAF security
• What’s Missing?
• Getting Help
Add Pays
- No crossing campuses

Additional Pay Details

For assistance selecting an Earnings Code, please see your campus payroll website.

Pay Period End Date: 01/31/2021
Employee Group: Salaried Staff
Home Department: ADHRADMN, Human Resources Admin Office

Pay from this Department: ADM251, Human Resources

Amount per paycheck: [input]

Payment Funding

Distribute additional pay funding in the table below. Use the + and - buttons on the far right side of the table to add or delete rows as needed. A maximum of three payment funding entries is allowed.

<table>
<thead>
<tr>
<th>Additional Pay %</th>
<th>Distribution Amount per Paycheck</th>
<th>Select/Create Combo Code</th>
<th>HR Combo Code</th>
<th>Account</th>
<th>Org</th>
<th>Function</th>
<th>Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100.0000000</td>
<td>[button]</td>
<td>6000309</td>
<td>51015</td>
<td>HRN01001</td>
<td>00115</td>
<td>000</td>
</tr>
</tbody>
</table>
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 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://htrm.hsc.net.ou.edu/

Resources for Dept Users

- Town Hall Presentation, Norman Campus, September 28, 2023 (5 min)
Navigation: Payroll Reports & Extracts

1. 
2. 
3. 
4.

OU MAIN MENU

Benefits
Compensation
Financials
IT Menu
Payroll
Records
Navigation: Queries

1. 
2. 
3. 
4. 

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name
begins with

Search
Advanced Search
Deadline for Funding Changes & Add Pays

- Submitted by the last day of the pay period in which they are effective
- No retros
Earliest Allowed Effective Dates

Earliest allowed effective dates for ePAFs:

- Norman Monthly- 1/2/21
- HSC Biweekly – 12/21/20
- Norman biweekly – 12/20/20

NOTE: Does NOT apply to Add Pays, Terminations, Retirements, Funding Changes, or new hires who have never worked at OU.

BUT I need to pay someone for the day before? If the person must be paid for 1/1, do an Add Pay for the pay owed for that day. Provide details in “Comments”.

BUT How do I do a retroactive action before “Earliest Allowed Effective Dates”? This process is manual. Send an email to HrRecords@ouhsc.edu.
Preauthorization Timeline

- The Preauthorization Form and the Step 2 Form cannot have the same date.
- The Step 2 Form must be dated at least one day after the approval date of the Preauthorization Form.

Preauthorization submitted $\rightarrow$ Preauthorization Approved $\rightarrow$ Step 2

Routing Time

At least 1 Day
Pooled Positions – Creating New

1. Choose one of the people you want to put in the new position
2. Choose “Transfer” in their related actions
3. Choose “Create New Position” on the form
4. Keep eFORM ID and send it to Debbie Barrett or Adam Harris in HR Compensation
5. HR Comp will change the new position number to be pooled
FAQs
1. Telecommuting slider for COVID? No.
2. Funding on vacant positions? No, but researching.
What’s Missing?

• Missing Security? → Request Form
• Missing Queries or Reports? → Request Form

https://www.ou.edu/compassproject
More Information

• A web site with information about the project is available at: ou.edu/compassproject
• Questions can be sent to CompassQuestions@ou.edu.

Norman Payroll will be directing ePAF and employee records to HR.