

# UH PeopleSoft 9.2 Employee Self-Service

Upon logging in to PS 9.2, the home screen for all users is **Employee Self-Service**.



▼ UH Employee Self Service

**Announcements**

**Welcome to UH PeopleSoft HRMS 9.2 !**

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**Personal Details**

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**Business Phone & Address**

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**Employee Change Summary**

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**UH Directory**

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**OHR Intranet Portal**

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**Hawaii Information Portal**

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**1. The Announcements** section contains information pertinent to the PS 9.2 system or the University in general.

## **Announcements**

**Welcome to UH PeopleSoft HRMS 9.2 !**

**2. Personal Details** leads to your mailing address first, as captured in PS. If updates need to be made to your address, you can work with your designated HR Specialist to make changes to your information.

UH Employee Self Service Personal Details

Jeffery Long  
Human Resources Manager

**Addresses**

Contact Details  
Marital Status  
Name

**Addresses**

**Home Address**

DRIVE  
#7  
HONOLULU, HI Current

**Mailing**

No data exists.  
[Add Mailing Address](#)

**Contact Details** reflects your Business and Personal Phone Number and Email Address. You can click on the + button to add an alternate email address to the PS system. If information needs to be updated, work with your HR Specialist.

UH Employee Self Service Personal Details

Jeffery Long  
Human Resources Manager

Addresses  
**Contact Details**  
Marital Status  
Name

**Contact Details**

**Phone**

Number	Extension	Type	Preferred
956-3965		Business	✓
956-3952		FAX	
		Home	
		Main	

**Email**

**+**

Email Address	Type	Preferred
jefferyl@hawaii.edu	Business	✓
	Other	

**Email Address**

Cancel Save

\*Email Type

Preferred  No

Email Address

**Marital Status** reflects your status in the system.

UH Employee Self Service Personal Details

Jeffery Long Human Resources Manager

- Addresses
- Contact Details
- Marital Status**
- Name

**Marital Status** Current

**Name** reflects your official name in PS.

UH Employee Self Service Personal Details

Jeffery Long Human Resources Manager

- Addresses
- Contact Details
- Marital Status
- Name**

**Legal Name** Jeffery Long Current >

**Preferred Name** 1 row

As Of Date	First Name	Update
02/17/2021	<input type="text"/>	<input type="button" value="Update"/>

You can update your **Preferred Name** in the system by inputting the name and clicking **Update**.

UH Employee Self Service Personal Details

Jeffery Long Human Resources Manager

- Addresses
- Contact Details
- Marital Status
- Name**

**Legal Name** Jeffery Long Current >

**Preferred Name** 1 row

As Of Date	First Name	Update
02/17/2021	<span style="border: 1px solid red; padding: 2px 10px;">Jefferz</span>	<span style="border: 1px solid red; padding: 2px 10px;">Update</span>

3. **Business Phone and Address** reflects your work contact information, as well as the physical address of your office or work area.

UH Employee Self Service Business Phone & Address

### Business Phone & Address

Employee Information	
Employee ID	Employee Record 0
Name	Long,Jeffery R
Preferred Name	Jefferz
Job Code	Human Resources Manager
Long Title	
Department	UNIT B

Business Phone	
Phone 1	Phone 2

Fax Number	
Fax 1	Fax 2

Business Email Address	
Email	jefferyl@hawaii.edu

Business Address			
Location Code	0000006077	ADMIN SVCS BLDG 2 OFFICE	
Campus Code	MA	University of Hawaii at Manoa	
Building Number	1124A	Floor Number	1
		Office Number	100A
Address 1	2440 CAMPUS ROAD		
Address 2			
City	HONOLULU	State	HI
Postal Code	96822		
Island	Oahu		

4. Though **Employee Change Summary**, you can review recent changes made to your Job Data record and access your PNFs.

UH Employee Self Service Employee Change Summary

### Employee Change Summary

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

Find an Existing Value

Search Criteria

Empl ID	begins with	10110617
Empl Record	=	
Job Code	begins with	
Job Code Description	begins with	
Descriptive Title (100 Char)	begins with	
Department	begins with	
Department Description	begins with	

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

Scroll through historical Job Data Changes made on your record. Access the related PNF by clicking **View PNF**.

Employee ID 10110617    Jeffery Long  
 Employee Record 0    Organizational Relationship EMP

**Employment Data** Find | View All    First 3 of 48 Last

Effective Date 01/01/2021  
 Effective Sequence 0  
 HR Status Active  
 Payroll Status Active  
 Action Reason  
 Job Indicator Primary Job  
 Position Number  
 Department Chair Not Applicable  
 Business Unit UHPSS    Univ of Hawaii PeopleSoft Sys  
 Hire Date 03/23/2012  
 Job Code INSTITUTIONAL SUPPORT  
 Regular/Temporary Regular  
 Department 22500210    HUMAN RESOURCES  
 Full/Part Time Full-Time

**Job Change Information** Find    First 1 of 1 Last

Transaction Number 0  
 Document number [View PNF](#)  
 Correction Doc No    Override UH-Retirement Code    Override UH-FICA Class Code

**Job Change Details**

Table	Field	Original Value	New Value
1			

[Return to Search](#)    [Previous in List](#)    [Next in List](#)

**UH ESS PNF**

**Payroll Notification Form**

University Of Hawaii	PNF date:
SSN                      Name: Long, Jeffery R	Document number:
	Empl ID:

P/R:                      Warrent Distrib:                      Ret/FICA:                      UH Appt Dt:

Find    1 of 1    Last

P/A	Description	Effective Date	Partial Pay Info	Pos No
PAY 420			0	

22500210    ADMINISTRATION / VP ADMINISTRATION / HUMAN RESOURCES

PSP Type                      PSP To Date                      PSP Amount

**From Position** Find    First 1 of 1 Last

Position Title INSTITUTIONAL SUPPORT  
 Position Number  
 Salary Grade  
 Step  
 FTE  
 BU  
 Monthly Salary

**To Position** Find    First 1 of 1 Last

Position Title INSTITUTIONAL SUPPORT  
 Position Number  
 Salary Grade  
 Step  
 FTE  
 BU  
 Monthly Salary

Annual:                      Annual:  
 Semi-mo:                      Semi-mo:

**Pay Account** Find    First 1 of 1 Last

Pay Type	Account Code	Percent	Semi month amt	NTE Date	Position Number

Comments:

## 5. UH Directory allows you to search for other employees at the University.

[UH Employee Self Service](#) UH Directory

### UH Directory

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

[Find an Existing Value](#)

**Search Criteria**

First Name	begins with	<input type="text"/>
Preferred First Name	begins with	<input type="text"/>
Middle Name	begins with	<input type="text"/>
Last Name	begins with	<input type="text"/>
Job Code Description	begins with	<input type="text"/>
Department Description	begins with	<input type="text"/>

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

View All First 1-2 of 2 Last

First Name	Preferred First Name	Middle Name	Last Name	Job Code Description	Descriptive Title (100 Char)	Department Description
(blank)				Human Resources Specialist	(blank)	PEOPLESOFT DEV & SUPPORT
(blank)				IT Specialist	(blank)	ENTERPRISE SYSTEMS

Clicking on the applicable record allows you to see the contact information of the employee (including Phone Number, Email, and Business Address).

[UH Employee Self Service](#) Business Phone & Address

### Business Phone & Address

**Employee Information**

Name	
Preferred Name	
Job Code	9121 Human Resources Specialist
Long Title	
Department	

**Business Phone**

Phone 1	Phone 2
---------	---------

**Fax Number**

Fax 1	Fax 2
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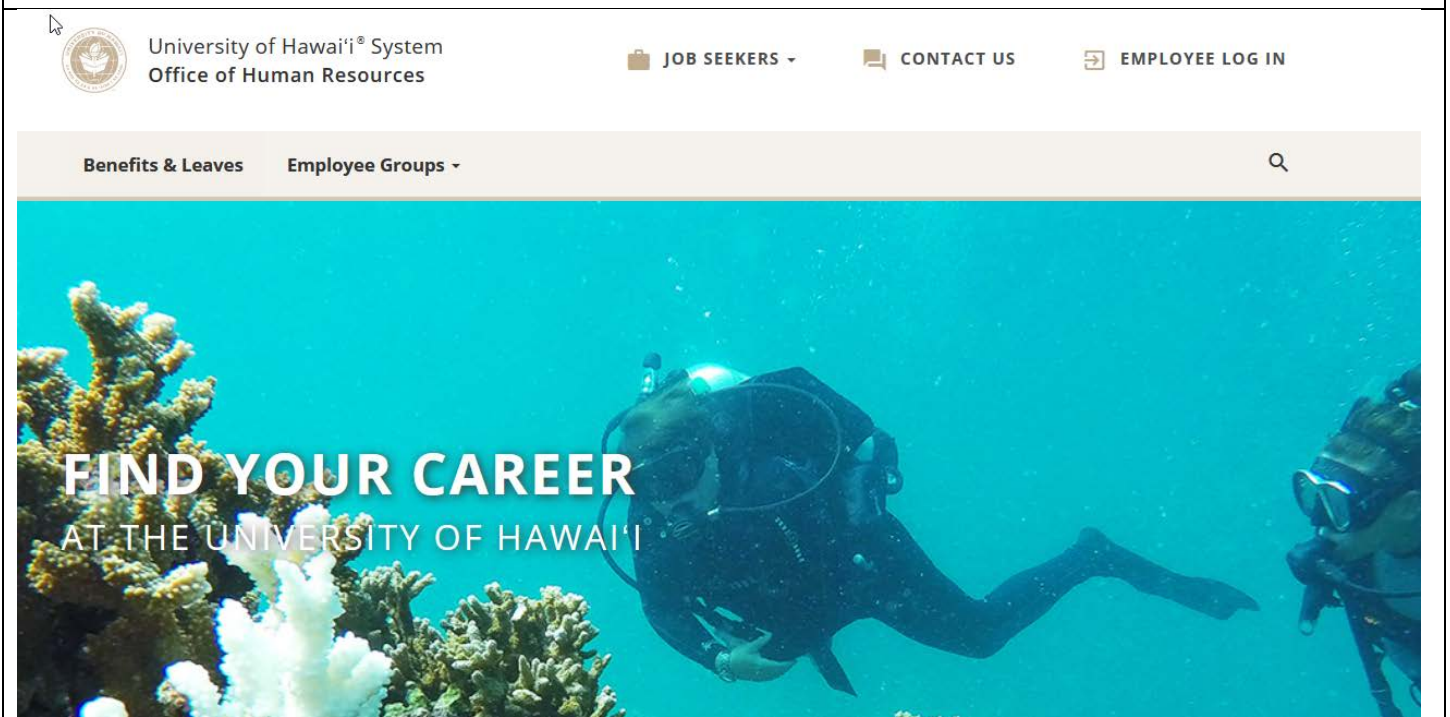
**Business Email Address**

Email
-------

**Business Address**

Location Code	000006077	ADMIN SVCS BLDG 2 OFFICE			
Campus Code	MA	University of Hawaii at Manoa			
Building Number	1124A	Floor Number 1	Office Number 100A		
Address 1	2440 CAMPUS ROAD				
Address 2					
City	HONOLULU	State	HI	Postal Code	96822
Island	Oahu				

**6. OHR Intranet Portal** takes you directly to the Office of Human Resources website.



**7. Hawai'i Information Portal** takes you directly to the ESS page for the State payroll system (Multi-Factor Authentication required for log in).

UNIVERSITY OF HAWAI'I  
UN MAU KE EA O KA 'ĀINA I KA PONO

UH Username

UH Password

[Forgot Password?](#)

Log in

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