HRMS SELF SERVICE INSTRUCTIONS

In a continued effort to enhance our services, we are implementing Employee Self-Service through PeopleSoft. You have the ability to access and maintain your personal information. This will include updating your Personal Information, Address, Phone Numbers, and Emergency Contact information, changing them immediately in PeopleSoft. In addition, self-service will allow you to view your Paycheck, and Benefits and Dependent information. Only **you** can see your Self Service Information, no one else can view it through this function.

General Tips:
- Avoid using your Browser navigation buttons (backward, forward, for example). Instead use the hyperlinks within PeopleSoft.
- Always log off when you are finished. Leaving an active session may allow others to see your personal information.
- **PS LOGON IS CASE SENSITIVE**. In other words, **"Computer"** and **"computer"** are two different words because the "C" is in uppercase in the first one and lowercase in the second. Your username and/or password must have the proper case or you will be unable to log in.

Logging On to PeopleSoft

To begin, log in to PeopleSoft with your User ID and Password, exactly as they've been provided to you – these will be case-sensitive. (If you should forget these, you can call ISS Systems One-Stop at 891-8855, Option 2.) Then click the "Sign-In" button.

Changing your Password:

If you are a first time user to the system, you can change your password to something you can easily remember by clicking on the **Change My Password** link (shown below, left). On the screen that display, (shown below, right), you'll need to retype your current password, the new password, then confirm the new password by entering it again in the space provided. Remember, any password must be eight characters long, and should include at least one number. Then Click the "**Change Password**" button. It will tell you if your password change has been successfully saved.
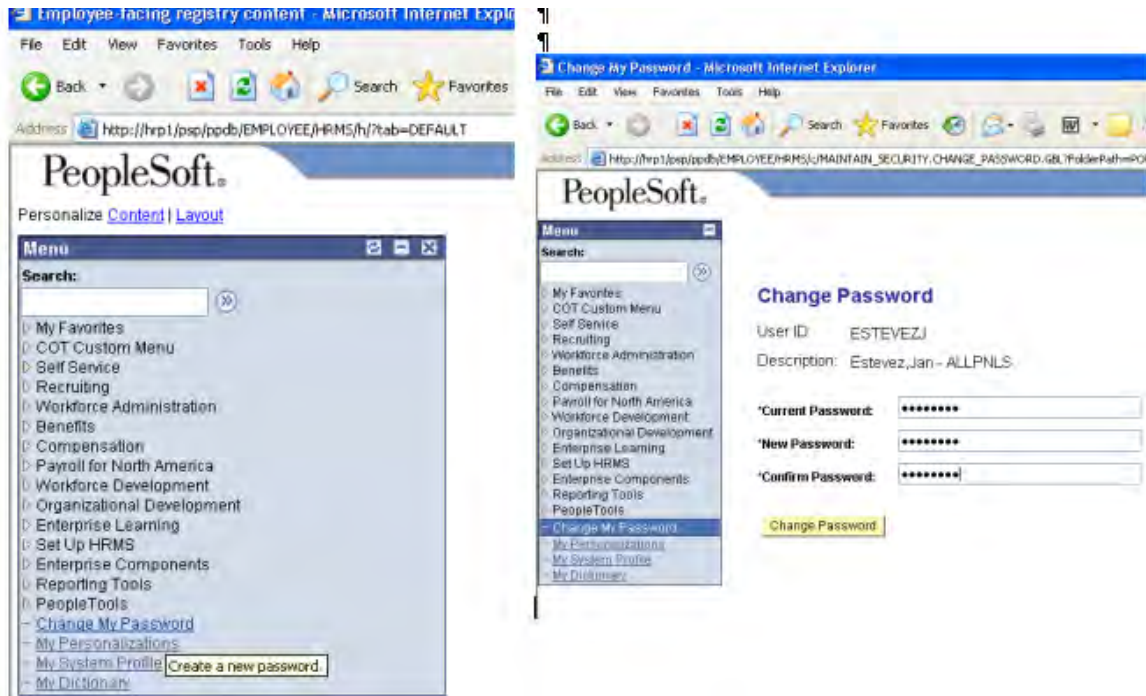
If this is your **first time logging** on, then you must **Sign Out** by clicking on Sign Out in the upper right hand corner. Then Log back in.

PeopleSoft will keep you on the Change Password page after you Click **"OK."** Now, go to the menu on the left hand side, and click on **"Self Service".** See below:
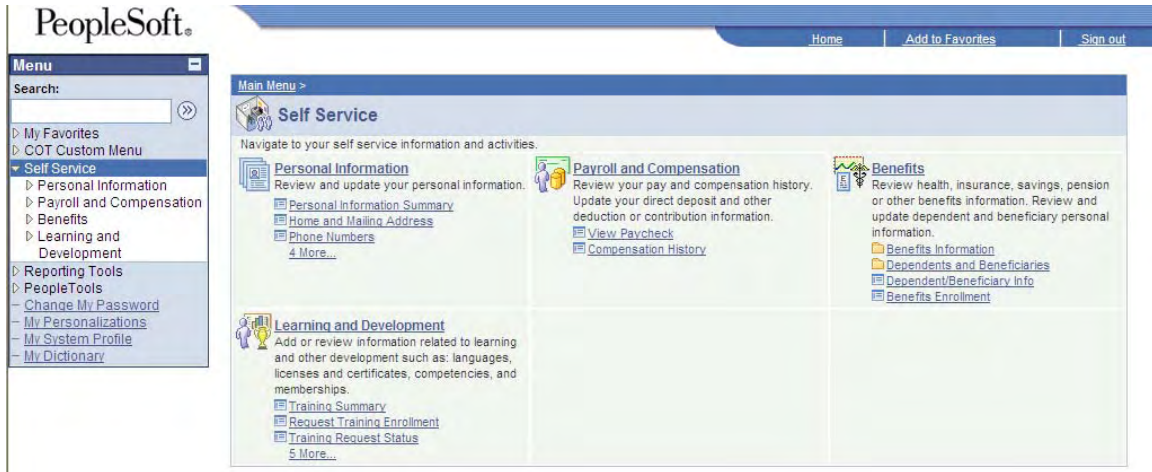
The Self-Service Menu

Click on **"Self Service".**

PeopleSoft

Personalize Content | Layout

Help

Menu

Search:

[   ] »

▷ My Favorites
▷ COT Custom Menu
▷ Self Service
▷ Reporting Tools
▷ PeopleTools
– Change My Password
– My Personalizations
– My System Profile
– My Dictionary

powered by
PeopleSoft

At this screen you can choose **Personal Information**, **Payroll and Compensation, and Benefits**.

PERSONAL INFORMATION:

Click on any link to enter that section. For example: Clicking on Personal Information Summary gives you a summary page of your information. The Summary page gives you access to Address, Phone Numbers, Contacts, and Name Changes.
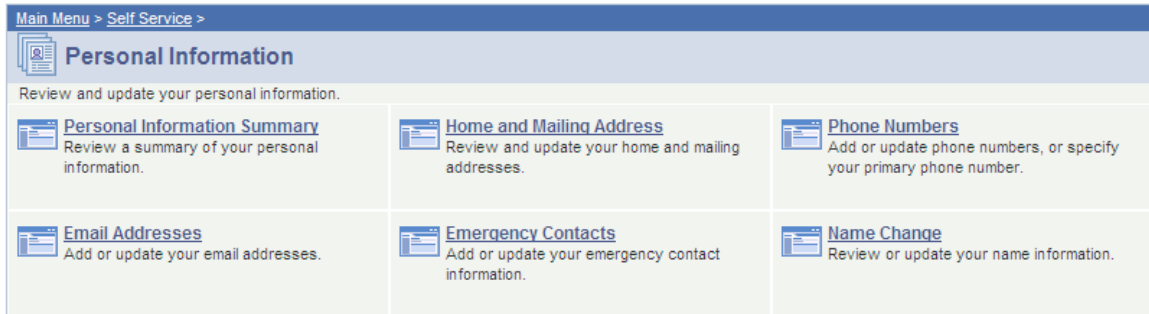
Clicking on **Payroll and Compensation** brings up the screen below. Here you can view your paychecks and history of your compensation (pay raises, promotions).
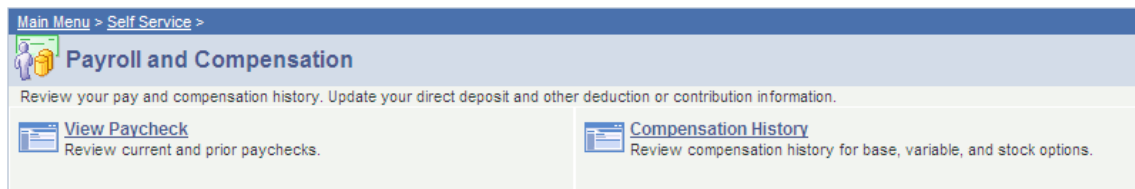
Selecting **Benefits information**: Health Care and Dependent Information is found here.

Learning and Development: In this one, you can request Training and update your training information. For more information on this section, contact **EWD.**
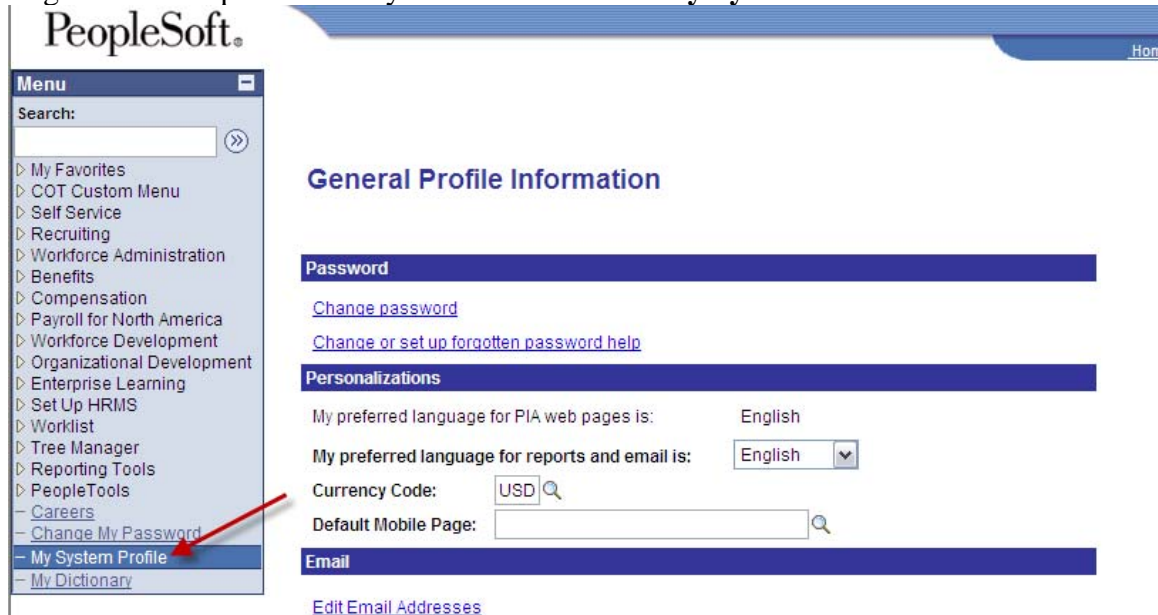
Steps to Setup Forgotten Password Functionality

NOTE: If you do not have a City email address (name@talgov.com) and would like to use the forgotten password functionality, please update your Peoplesoft HR profile to include a personal email address. (How?) By adding a personal email address you will enable self-service confirmation information to be sent to you electronically.

If you would rather not use a personal email address, your self-service information will continue to be handled manually through HR. If you forget your PeopleSoft HR password, you will need to continue to call ISS **System One Stop** at **891-8855, option #2** to have it reset.

Email Setup

- Log into the Peoplesoft HR System and click the **"My System Profile"** link.

- Click the **"Edit Email Addresses"** Link

- On the Email Addresses page, verify the address listed is your correct City email address and is flagged as your Primary Email Account. If it is not correct, please update accordingly. For those employees without a City email address that would like to use their personal email account, simply replace hrselfservices@talgov.com with your own personal email address and change the Email Type to reflect your personal account. Once completed, click the **"OK"** button
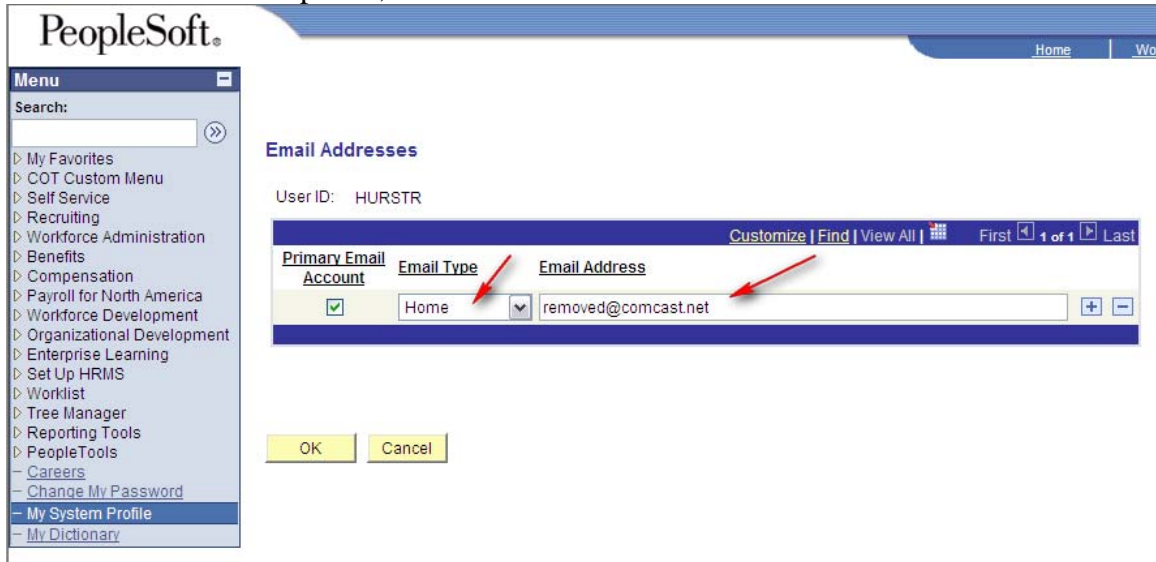
- Once returned to the General Profile Information page, click the **"Save"** button.

Setup Forgotten Password Security Question

- Click the **"Change or setup forgotten password help"** link
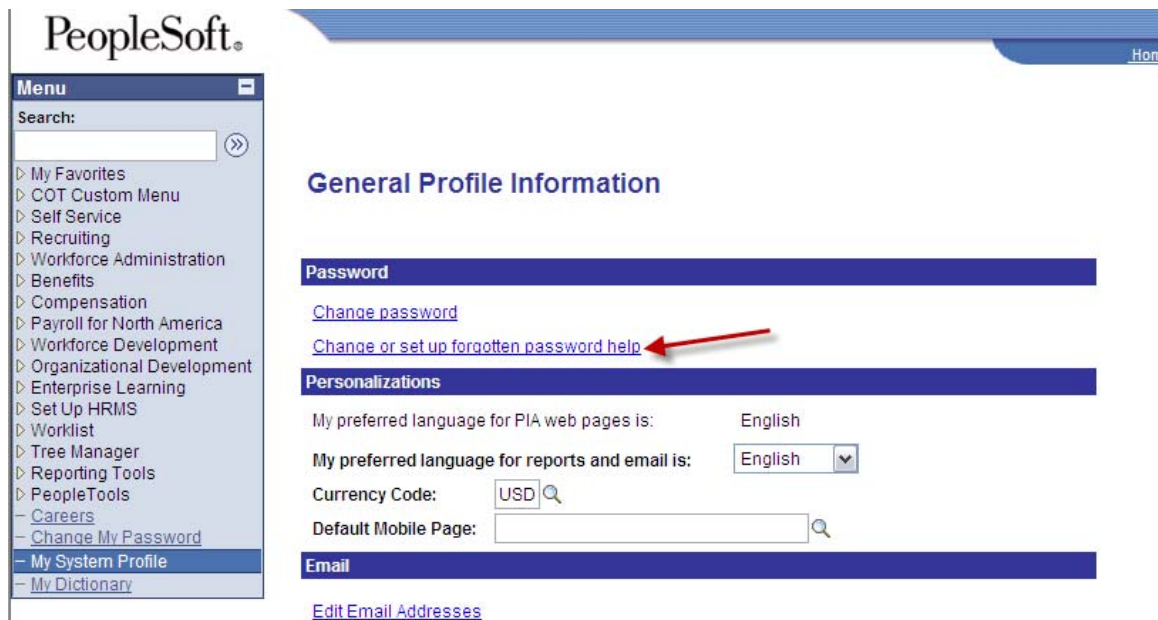
- Select a Security Question from the drop-down list, and type in your response. Click OK
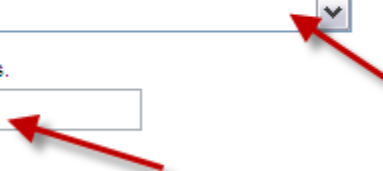
Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question: What was your first car?

Select from the list of questions.

Response: Ford Pinto

OK Cancel

- Your Forgotten Password Help functionality is now setup.

- When needed, click the **"Forgot your password?"** link on the sign in page

PeopleSoft.

User ID:
Password:
Sign In
Forgot your password?

- Enter your User ID:

Forgot My Password

If you have forgotten your password, or your password has expired,
you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID: [   ]

Continue

- Enter your response and click the **"Email New Password"** button

Please answer the following question below for user validation.

Question: What was your first car?

Response: Ford Pinto

Email New Password

- Click the **"Back to Sign on page"** link to return

Password Emailed

✔ Your password has been emailed.

Back to Sign on page

- You will receive your new **temporary** password in your email inbox

From: hrpassword@talgov.com   To:
Subject: User ID Password   Cc:

Your Peoplesoft HR password has been changed. Your new password is 3X2Y26UD9

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This message was scanned by ESVA and is believed to be clean.

- Sign in to PeopleSoft with you new temporary password, then click the **"Change My Password"** link