

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.

PeopleSoft.

User ID: BATTLESH

Password:

Sign In

To set trace flags, click [here](#)

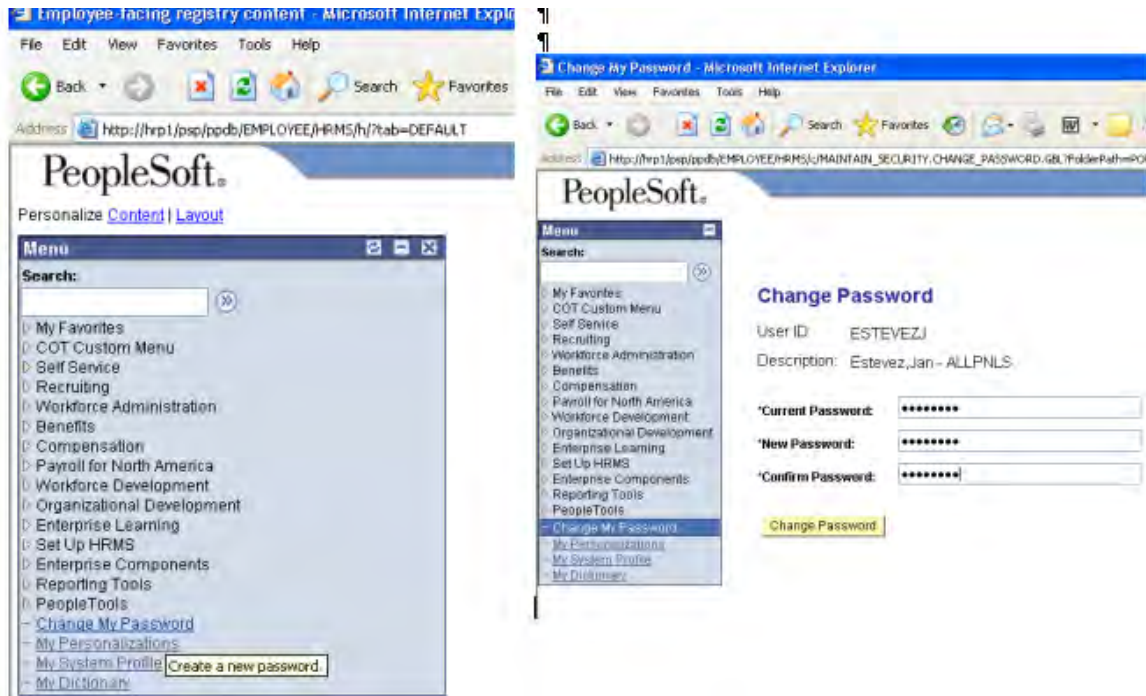
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Changing your Password:

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

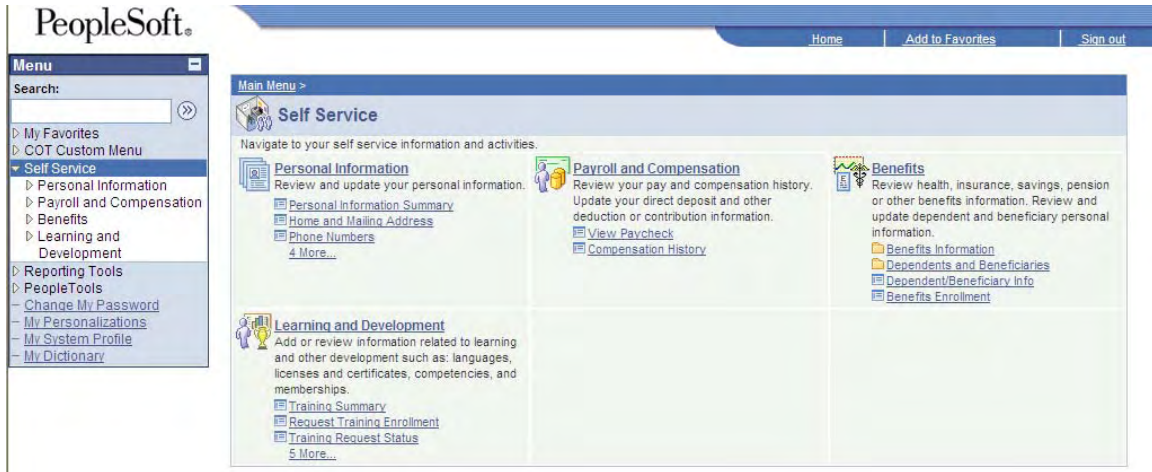
Click on "**Self Service**".

Menu [Maximize] [Close]

Search: [Go]

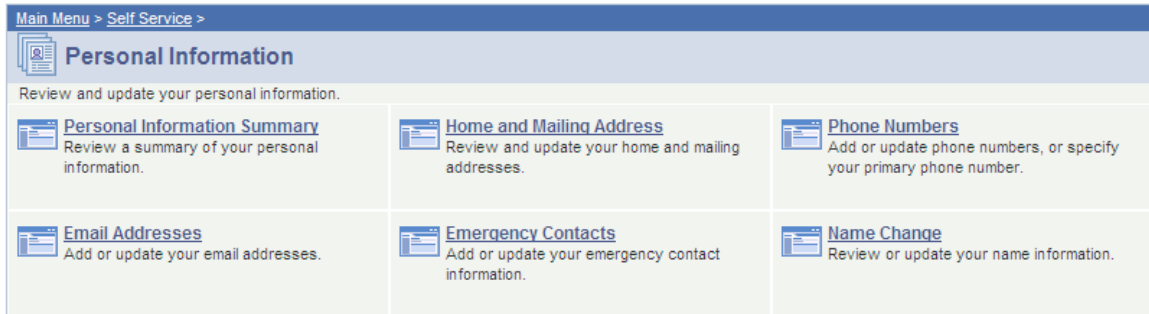
- ▾ My Favorites
- ▾ COT Custom Menu
- ▾ Self Service 
- ▾ Reporting Tools
- ▾ PeopleTools
 - [Change My Password](#)
 - [My Personalizations](#)
 - [My System Profile](#)
 - [My Dictionary](#)

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

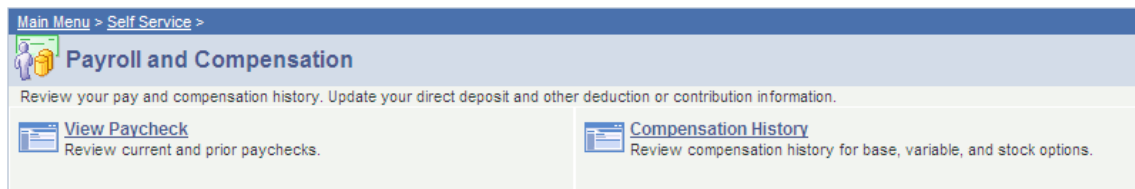


PERSONAL INFORMATION:

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.

Main Menu > Self Service >

Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.









 Benefits Information Review health, insurance, savings, pension or other benefits information. Health Care Summary Savings Summary Savings Contribution Summary Flexible Spending Accounts	 Dependents and Beneficiaries Review and update dependent and beneficiary personal information. Dependent/Beneficiary Coverage Health Care Dependent Summary Insurance Beneficiary Summary	 Dependent/Beneficiary Info Review or update dependent and beneficiary information.
 Benefits Enrollment Enroll in benefits.		

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

Main Menu > Self Service >

Learning and Development

Add or review information related to learning and other development such as: languages, licenses and certificates, competencies, and memberships.

 Training Summary View a summary of your training information.	 Request Training Enrollment Submit a request for enrollment in training.	 Training Request Status View the status of your training requests.
 Professional Training Add or review information about your professional training.	 Education Add or review information about your education.	 Honors and Awards Add or review information about your honors and awards.
 Languages Add or review information about languages you know.	 Memberships Add or review information about your memberships.	

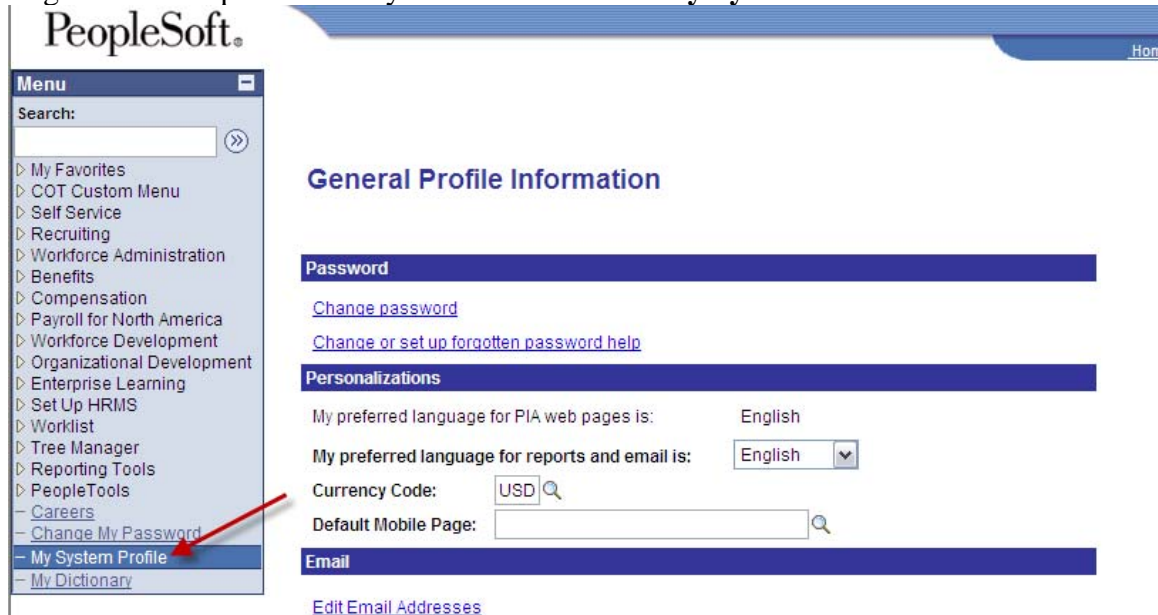
Steps to Setup Forgotten Password Functionality

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

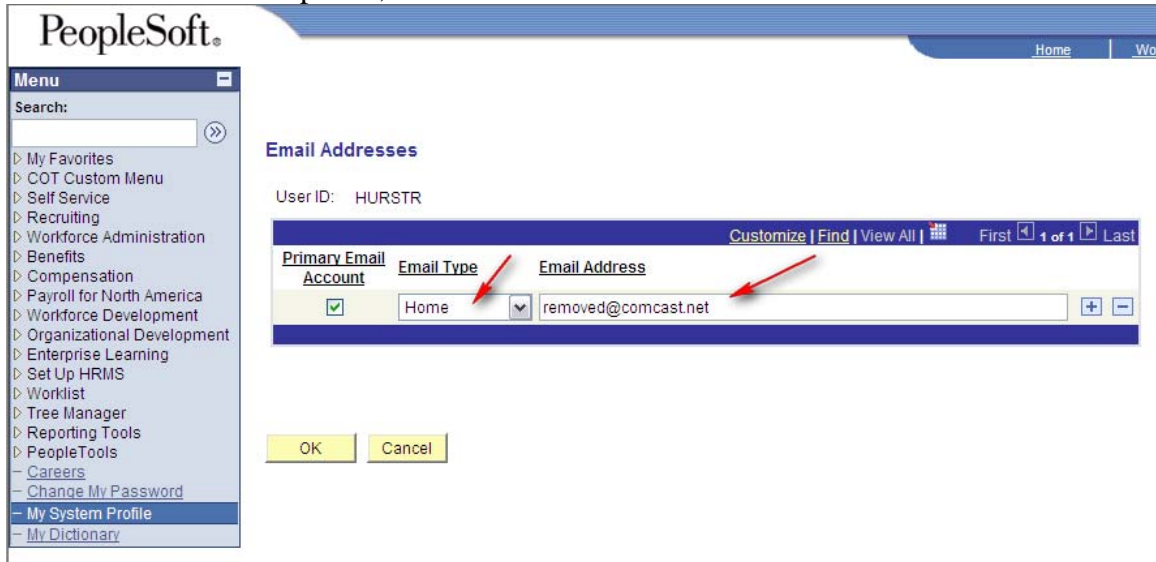
- Log into the Peoplesoft HR System and click the “**My System Profile**” link.



The screenshot displays the PeopleSoft HR System interface. On the left, a 'Menu' sidebar is visible with a search bar and a list of navigation options. The 'My System Profile' link is highlighted in blue, and a red arrow points to it. The main content area shows the 'General Profile Information' page, which includes sections for 'Password', 'Personalizations', and 'Email'. The 'Password' section contains links for 'Change password' and 'Change or set up forgotten password help'. The 'Personalizations' section includes settings for preferred language for PIA web pages (English), preferred language for reports and email (English), currency code (USD), and default mobile page. The 'Email' section has an 'Edit Email Addresses' link.

- Click the “**Edit Email Addresses**” Link

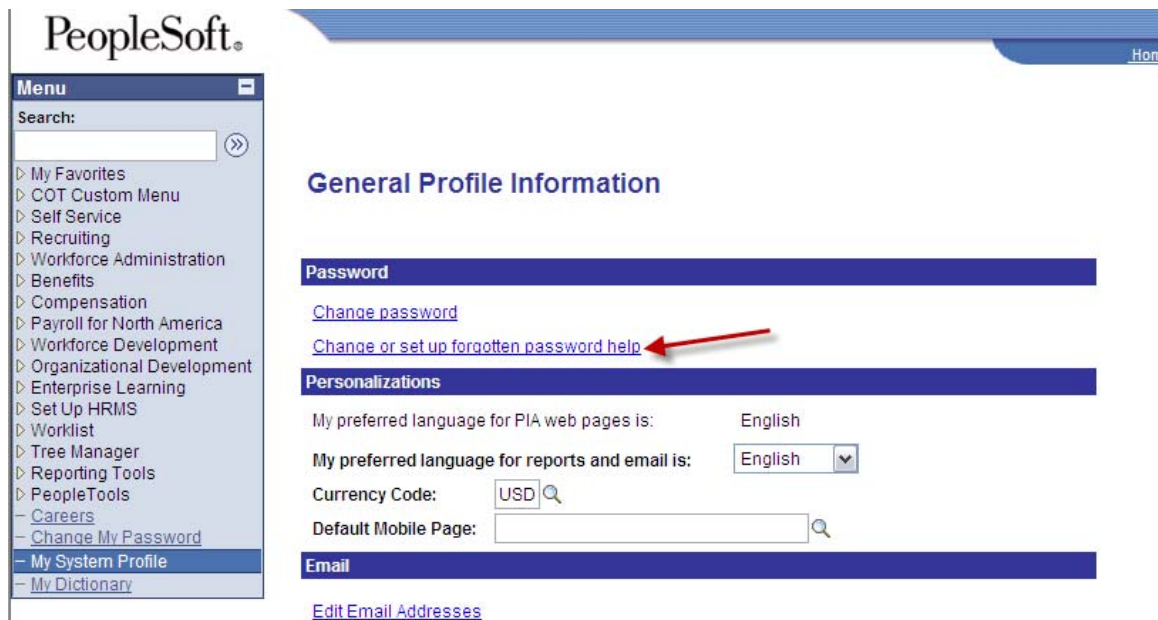
- On the Email Addresses page, verify the address listed is your correct City email address and is flagged as your Primary Email Account. If it is not correct, please update accordingly. For those employees without a City email address that would like to use their personal email account, simply replace hselfservices@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

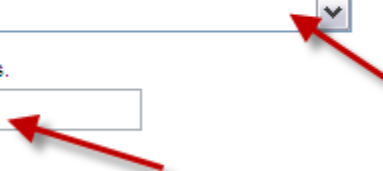
Change or set up forgotten password help

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: 

Select from the list of questions.

Response:



- 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:

[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:

[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:** [REDACTED]
Subject: User ID Password **Cc:** [REDACTED]




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

PeopleSoft.

Personalize [Content](#) | [Layout](#)

Menu   

Search: 

- ▷ My Favorites
- ▷ COT Custom Menu
- ▷ Self Service
- ▷ Recruiting
- ▷ Workforce Administration
- ▷ Benefits
- ▷ Compensation
- ▷ Payroll for North America
- ▷ Workforce Development
- ▷ Organizational Development
- ▷ Enterprise Learning
- ▷ Set Up HRMS
- ▷ Worklist
- ▷ Tree Manager
- ▷ Reporting Tools
- ▷ PeopleTools
 - [Careers](#)
 - [Change My Password](#) 
 - [My System Profile](#)
 - [My Dictionary](#)