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# PeopleSoft HCM 9.2: eProfile

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June 2019

PeopleSoft HCM 9.2: eProfile

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# Preface

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## Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

### PeopleSoft Hosted Online Help

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Online Help website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted online help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Online Help website is available in English only.

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**Note:** Only the most current release of hosted online help is updated regularly. After a new release is posted, previous releases remain available but are no longer updated.

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### Locally Installed Help

If you are setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the Hosted Online Help website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Elasticsearch for full-text searching. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Elasticsearch, see the documentation for your chosen search engine.

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**Note:** See [Oracle Support Document 2205540.2 \(PeopleTools Elasticsearch Home Page\)](#) for more information on using Elasticsearch with PeopleSoft.

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**Note:** Before users can access the search engine on a locally installed help website, you must enable the Search field. For instructions, go to your locally installed PeopleSoft Online Help site and select About This Help >Managing Locally Installed PeopleSoft Online Help >Enabling the Search Button and Field in the Contents sidebar.

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### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has

a different structure and it does not include the interactive navigation features that are available in the online help.

## Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

## Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

## Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<b><i>Typographical Convention</i></b>	<b><i>Description</i></b>
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.

<b>Typographical Convention</b>	<b>Description</b>
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.  Ampersands also precede all PeopleCode variables.
=>	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

## ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY\_CD\_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY\_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

## Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

## Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

## Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

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## Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

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## Common Elements Used in this PeopleBook

<b>administrator</b>	Refers to PeopleSoft power users. Power users generally have access to the core PeopleSoft Human Resources (HR) Management System. Depending on the organization, any of the following system delivered roles are recognized as a power user: Benefits Administrator, Federal Self-Service Administrator, HR Administrator, HR Processor, Payroll Administrator, and Personnelist.
<b>originator</b>	The person who makes the initial request. For self-service transactions, this is usually an employee or manager.
<b>reviewer</b>	The person who either approves or denies a submitted request.



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## PeopleSoft HCM Application Fundamentals

The *PeopleSoft eProfile* provides you with implementation and processing information for your PeopleSoft eProfile system. Additionally, essential information describing the setup and design of your system appears in a companion volume of documentation called *Application Fundamentals*. Each PeopleSoft product line has its own version of this documentation.

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## Related Links for PeopleSoft HCM

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[PeopleSoft Business Process Maps \(Microsoft Visio format\)](#)

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## Contact Us

Send your suggestions to [PSOFT-INFODEV\\_US@ORACLE.COM](mailto:PSOFT-INFODEV_US@ORACLE.COM). Please include release numbers for the PeopleTools and applications that you are using.

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## Chapter 1

# Getting Started with eProfile

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## PeopleSoft eProfile Overview

eProfile is a collaborative application that enables employees to maintain their own profiles, thereby decreasing administrative time, costs and increasing data integrity. eProfile ensures that data changes comply with your organization's requirements.

With this application, employees can view, update, and request changes to their personal data, such as:

- Email address.
- Emergency contacts.
- Ethnicity.
- Home and mailing addresses.
- Instant message IDs.
- Marital status.
- Name change.
- Personal information.
- Phone numbers.
- Completing and submitting I-9 information.

For U.S. federal customers, additional transactions include:

- Checking the status of requests they have submitted.
- Requesting a leave of absence.
- Requesting a termination.

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## PeopleSoft eProfile Business Processes

PeopleSoft eProfile supports these business processes:

- Maintaining name, address, phone number, marital status, date of birth, and other data.
- Requesting leaves of absence or terminations (U.S. federal employees).
- Determining how workflow notifications are received.

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## PeopleSoft eProfile Implementation

PeopleSoft Setup Manager enables you to generate a list of setup tasks for your organization based on the features that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding documentation.

### Other Sources of Information

In the planning phase of your implementation, take advantage of all sources of information about the PeopleSoft system, including installation guides, table-loading sequences, data models, and business process maps.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID [2342162.1](#)) MOS posting for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

See product documentation for *PeopleTools: Setup Manager*.

### Related Links

Application Fundamentals

## Chapter 2

# (USF) Setting Up Approvals

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## Understanding Transactions and Approvals

This overview discusses:

- Approvals and the Approval Framework.
- Employee self-service transactions with approvals.
- Work in progress statuses for approval steps.
- PAR defaults for approved transactions.
- Delivered approval flows.

## Approvals and the Approval Framework

The system uses the generic Approval Framework to manage approvals for federal self-service transactions. The Approval Framework is a tool for creating, running, and managing approval processes. Approval workflow is triggered when a requester submits a transaction, such as a promotion. The application hands the transaction over to the Approval Framework, which finds the appropriate approval process definition and launches the approval workflow. The approval process definition controls who must approve the transaction and in what order. Administrators have the ability to monitor the status of Approval Framework approval transactions and to perform various actions on submitted transactions.

See "Understanding Approvals" (PeopleSoft HCM 9.2: Application Fundamentals).

## Employee Self-Service Transactions With Approvals

PeopleSoft eProfile includes three federal self-service transactions that include Approval Framework approval processing:

- Name change.
- Address change.
- Marital status change.

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**Note:** The Change Phone Number transaction does not use the approval process. When the request is submitted, it automatically updates the PeopleSoft HR tables.

The Request Leave of Absence and Request Termination transactions use the USFED approval transaction definitions that write directly to the PAR tables. The USFED transaction uses PeopleSoft Workflow (and not the Approval Framework) to manage approvals

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See "Understanding WIP Management System Setup" (PeopleSoft HCM 9.2: Application Fundamentals).

## Work In Progress Statuses for Approval Steps

The federal work-in-progress (WIP) management system works in tandem with approval processing to automate the tracking and processing of personnel action requests as they move through the steps of the approval process. Each transaction is configured to use specific WIP statuses at each stage of the approval process.

Because the Approval Framework is a generic workflow approval engine, additional setup outside of the Approval Framework is necessary so that you can associated federal work in progress statuses with approval steps.

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**Note:** When associating WIP statuses with approval steps, you manually set up the steps that represent your approval processing steps. If you modify the delivered approval process, take care to keep these step definitions in sync with the Approval Framework process definitions.

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See [Defining WIP Statuses for Approval Steps](#).

## PAR Defaults for Approved Transactions

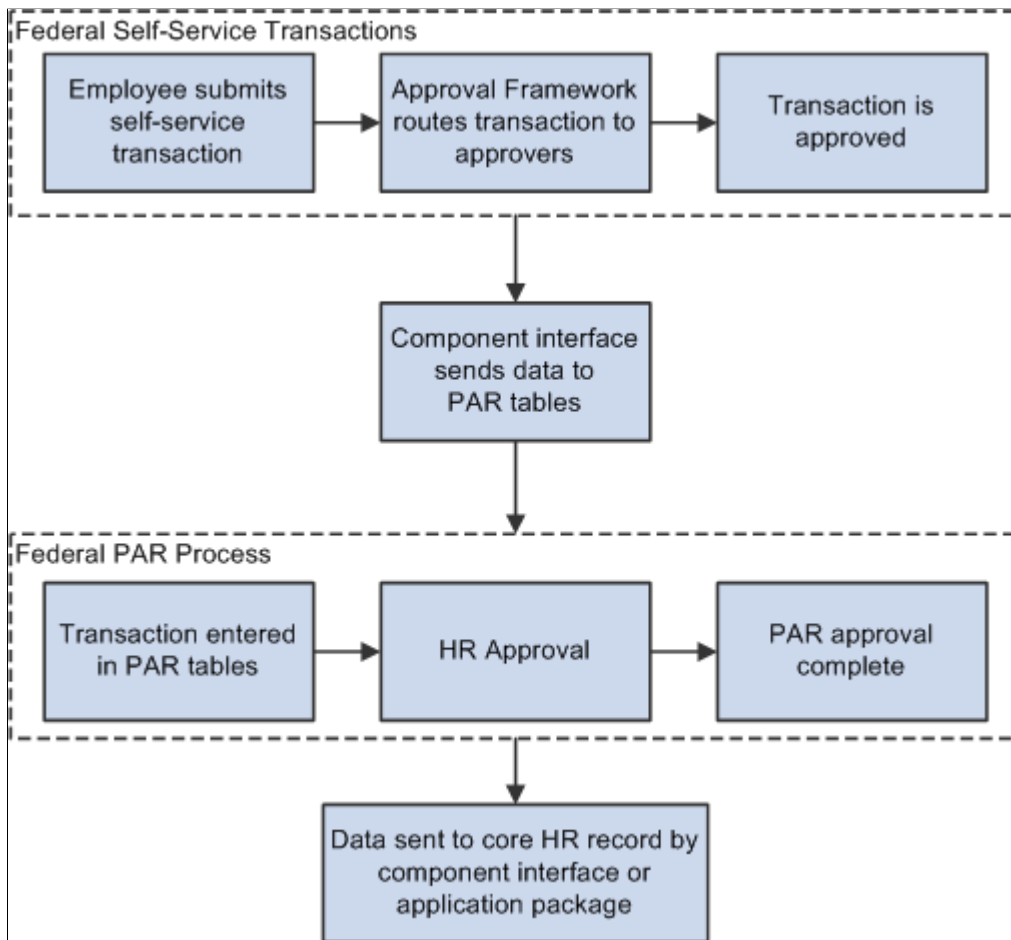
In PeopleSoft HR, the Personnel Action Request (PAR) system automatically routes a wide variety of requests to reviewing officials in human resources. PAR processing is separate from the Approval Framework approval process and occurs only after all Approval Framework approvals are complete, at which point a component interface automatically pushes the transaction data to the PAR tables.

To support the push to the PAR system, you must provide default values for certain fields that are required in the PAR tables and that are not normally entered by the employee who originates the self-service request.

See [Defining PAR Tracking Data](#).

**Image: Process flow for employee self-service transactions**

This process flow diagram illustrates how employee self-service transactions first go through Approval Framework approvals, then get sent to federal PAR processing before any data changes are made to core HR tables:



**Delivered Approval Flows**

The Approval Framework controls the approval processes for both manager and employee transactions. PeopleSoft delivers fully configured approval processes (including WIP statuses) for all of the U.S. federal self-service transactions. As long as you use the delivered approval processes, no additional configuration is necessary, but you can use the common Approval Framework pages to review (or modify) the delivered configuration.

**Approval Framework Process Definitions**

These are the Approval Framework process definitions for the PeopleSoft eProfile federal transactions:

<i>Transaction</i>	<i>Approval Framework Process ID</i>
Name change	FederalNameChg
Address change	FederalAddrChg

<i>Transaction</i>	<i>Approval Framework Process ID</i>
Marital status change	FederalMarChg

Approval Framework process definitions include steps for each approver. (The initial request does not get defined as a step.) All three of the delivered process definitions provide a two-step approval process, and each approver has the option to approve or deny the transaction. If either approver denies the transaction, the system closes the request and notifies the originator of the denial.

If both approvers approve the transaction, the system updates the PAR tables (the Federal Job, Federal Personal Data, and the employee tracking tables), which in turn triggers a workflow notification to the person assigned to the Personnelist role.

## Defining WIP Statuses for Approval Steps

To define WIP statuses for approval steps, use the Approval Transactions (GVT\_WIP\_RECORD) and Approval Flow (GVT\_WIP\_ACTVTY) components.

These topics provide an overview of WIP statuses and approval steps and discuss how to define WIP statuses.

## Pages Used to Define WIP Statuses for Approval Steps

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Transaction Setup Page</u>	GVT_WIP_RECORD1	Define statuses and status types.
<u>Define Steps Page</u>	GVT_WIP_ACTVTY4	Associate WIP statuses with steps in the approval process for federal self-service transactions.  You cannot associate WIP statuses with approval steps for federal self-service transactions until your approval process has been defined. Use the Approval Framework to define the approval process.

## Understanding WIP Statuses and Approval Steps

You define the approval steps for your self-service transactions using the Approval Framework. However, additional setup is necessary so that you can associate federal WIP statuses with approval steps.

To define the WIP statuses for approval steps, you must first set up the WIP statuses. Each self-service transaction has its own set of WIP statuses. Oracle delivers a complete set of statuses, but you can review and modify them as necessary.

After defining WIP statuses for each transaction, you need to associate the statuses with the possible actions that can be taken during specific approval steps. When you do this, you to create a row of data for each approval step in the Approval Framework process definition *and* create one additional row to



represent the initial request, which does not exist as a step in the Approval Framework process definition. Then, for each approval step, you create a matrix that associates possible actions (such as request, approve, or deny) with the available WIP statuses.

---

**Note:** When associating WIP statuses with approval steps, you manually set up the steps that represent your approval processing steps. If you modify the delivered approval process, take care to keep these step definitions in sync with the Approval Framework process definitions.

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## Transaction Setup Page

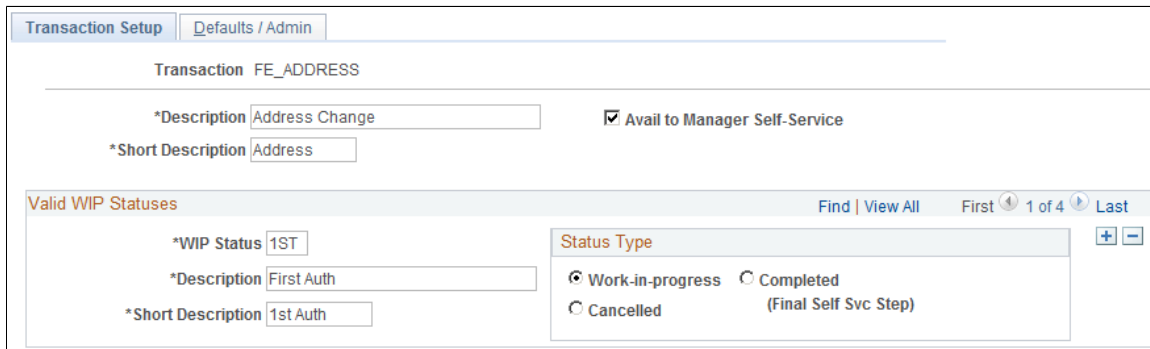
Use the Transaction Setup page (GVT\_WIP\_RECORD1) to define statuses and status types.

### Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Transactions > Transaction Setup

### Image: Transaction Setup page

This example illustrates the fields and controls on the Transaction Setup page. You can find definitions for the fields and controls later on this page.



**Transaction** Displays the self-service transaction whose WIP statuses you are defining.

**Avail to Manager Self-Service** (available to manager self-service) Select this option when setting up approvals for self-service transactions. It is recommended that you not change this field for the delivered self-service transactions.

### Valid WIP Statuses

**WIP Status** (work-in-progress status) Enter a three-character code to represent the status. Each code represents a WIP status that is available for use as the transaction goes through the approval process. Each WIP status has a status type that indicates whether the status represents work in progress, completed work, or cancelled work.

---

**Note:** These codes must be defined as valid statuses for the USFED transaction. This enables the system to process the request using the existing HR Processing USF component when the request has reached final approval in the self-service approval process.

---

### Status Type

Select one of these values for each WIP status:

- *Work-in-progress:* The status is used for a request that is neither complete nor canceled.
- *Cancelled:* The status is used for a request that has been denied.
- *Completed (Final Self Svc Step):* The status is used for a request that has been approved.

## Define Steps Page

Use the Define Steps page (GVT\_WIP\_ACTVTY4) to associate WIP statuses with steps in the approval process for federal self-service transactions.

You cannot associate WIP statuses with approval steps for federal self-service transactions until your approval process has been defined. Use the Approval Framework to define the approval process.

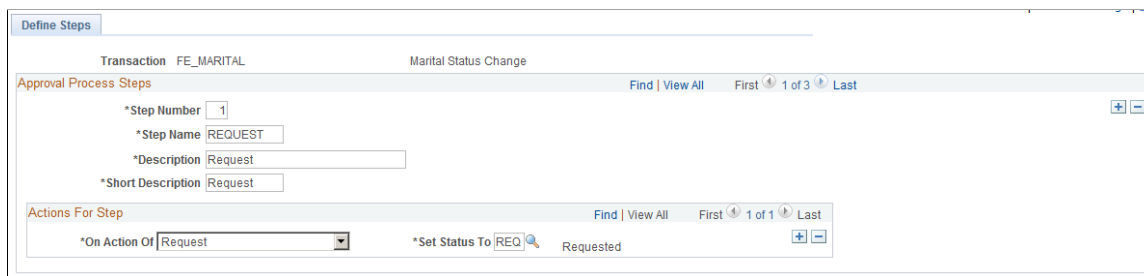
### Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Flow > Define Steps

Select a transaction beginning with *FE* as the Transaction value in the search page.

### Image: Define Steps page

This example illustrates the fields and controls on the Define Steps page. You can find definitions for the fields and controls later on this page.



## Approval Process Steps

### Step Number

Enter a number that identifies the order that the approval process will follow. The numbering of the approval steps must be sequential and begin with the number 1. Step 1 must represent the initial request, and subsequent steps must represent the approval steps as defined in the Approval Framework.

---

**Important!** For each federal self-service transaction, this page must list every approval step that was defined in the Approval Framework process definition and an additional step for the initial transaction request.

---

**Step Name**

Enter a name for this step. The name can be up to 10 characters long.

**Actions For Step****On Action Of**

Add or modify the action for which you are defining a WIP status. Valid actions are *Approve*, *Deny*, or *Request*.

For the first step (which always represents the initial request), create one row for the Request action. For subsequent steps, which represent approver actions, create one row for the Approve action and one row for the Deny action. (The other action in the drop-down list box, *Pending*, is not valid for the Approval Framework approval process, so you do not need to define a WIP status for this action for any of the approval steps.)

**Set Status To**

Select the WIP status to assign to the transaction when the selected action takes place. This field prompts against the transaction-specific WIP statuses that you define on the Transaction Setup page. As delivered, the transactions that you configure using this page (that is, all transactions other than USFED) have these four statuses: *1st* (first authorization), *2nd* (second authorization), *DNY* (denied), and *REQ* (requested).

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## Defining PAR Tracking Data

To define PAR tracking data, use the Approval Transactions (GVT\_WIP\_RECORD) component.

These topics provide an overview of default PAR data and describe how to enter the PAR tracking data for federal self-service transactions.

### Page Used to Define PAR Tracking Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Defaults / Admin Page</a>	GVT_WIP_RECORD3	Define PAR tracking data.

### Understanding PAR Tracking Data

Self-service transactions are designed so that employees can easily enter requests to change their own personal data and managers can enter requests to change their direct reports' job data. The government requires that certain information be included with each personnel action request. However, this data would not ordinarily be known by the self-service user.

To ensure that this information is recorded accurately, the system enables you to define the appropriate action/reason codes, Notice of Action (NOA) codes, legal authorities, and PAR remarks for each transaction. This default information is automatically written to the government PAR records when the federal component interface is run at the completion of the final self-service step for the transaction.

### Related Links

"Understanding the Administering PAR System" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

## Defaults / Admin Page

Use the Defaults / Admin page (GVT\_WIP\_RECORD3) to define PAR tracking data.

### Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Transactions > Defaults / Admin

### Image: Defaults / Admin page

This example illustrates the fields and controls on the Defaults / Admin page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Defaults / Admin' page for 'Transaction FE\_ADDRESS'. It features two main sections:

- PAR Defaults:** A table-like structure with two columns. The left column lists fields with their current values and search icons: Action (DTA), \*Reason Code (STC), Nature of Action Code (800), Legal Authority (1) (CGM), Legal Authority (2), and PAR Remarks. The right column lists corresponding descriptions: Data Change, Status Change, Chg in Data Element, and 5 U.S.C. 552a(e)(5). Accu.
- Self Service Administrator:** A section containing a field for '\*Administrator Role' with the value 'Federal Self Service Admin', two checkboxes for 'Notify on CI Success' and 'Notify on CI Warning', and a blue link for 'CI / Notification Details'.

## PAR Defaults

### Action

Select the action that you want written to the government PAR tables for the transaction. These codes are defined on the Action Reasons page.

<b>Reason Code</b>	Select the reason code that you want written to the government PAR tables for the transaction. These codes are defined on the Action Reasons page.
<b>Nature of Action Code</b>	Select the nature of action code that you want written to the government PAR tables for the transaction. These codes are defined on the Nature of Action Table page.
<b>Legal Authority (1)</b>	Select the legal authority (1) that you want written to the government PAR tables for the transaction. These codes are defined on the Legal Authority page.
<b>Legal Authority (2)</b>	Select the legal authority (2) that you want written to the government PAR tables for the transaction. These codes are defined on the Legal Authority page.
<b>PAR Remarks</b>	Select the PAR remarks that you want written to the government PAR tables for the transaction. These codes are defined on the Personnel Action Rqst Rmks page.

---

## Identifying Self-Service Administrators and Defining Notification Details

To identify self-service administrators and define notification details, use the Approval Transactions (GVT\_WIP\_RECORD) component.

These topics provide an overview of the self-service administrator's role and discuss how to identify the self-service administrator and define notification details.

### Pages Used to Identify the Self-Service Administrator and Define Notification Details

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Defaults / Admin Page</u>	GVT_WIP_RECORD3	Identify the self-service administrator and define PAR tracking data.
<u>CI / Notification Details Page</u> (component interface / notification details)	FE_CI_DETAIL	Define notification and self-service administrator details.

### Understanding the Self-Service Administrator's Role

Problems may occur when the federal component interface updates the federal PAR tables. The system is designed to recognize:

- Errors
- Warnings

- Successful completions

You use the Defaults / Admin page to define the role of the person that you want to receive the notification when any of these conditions occur.

### Related Links

"Configuring Self-Service Transactions" (PeopleSoft HCM 9.2: Application Fundamentals)

## Defaults / Admin Page

Use the Defaults / Admin page (GVT\_WIP\_RECORD3) to identify the self-service administrator and define PAR tracking data.

### Navigation

Set Up HCM > Product Related > Workforce Administration > Workforce Data USF > Approval Transactions > Defaults / Admin

### Image: Defaults / Admin page

This example illustrates the fields and controls on the Defaults / Admin page. You can find definitions for the fields and controls later on this page.

Transaction FE_ADDRESS	
<b>PAR Defaults</b>	
Action	DTA Data Change
*Reason Code	STC Status Change
Nature of Action Code	800 Chg in Data Element
Legal Authority (1)	CGM 5 U.S.C. 552a(e)(5). Accu
Legal Authority (2)	
PAR Remarks	
<b>Self Service Administrator</b>	
*Administrator Role	Federal Self Service Admin
<input type="checkbox"/>	Notify on CI Success
<input type="checkbox"/>	Notify on CI Warning
<a href="#">CI / Notification Details</a>	

## Self-Service Administrator

### Administrator Role

Select the role that you want notified when an error, warning, or success occurs.

**Notify on CI Success** (notify on component interface success)

Select this check box to have the person who is identified in the Administrator Role field notified when the process runs successfully.

**Notify on CI Warning** (notify on component interface warning)

Select this check box to have the person who is identified in the Administrator Role field notified when a warning occurs during processing.

**CI / Notification Details**

Click this link to open the CI / Notification Details page.

## CI / Notification Details Page








Use the CI / Notification Details (component interface / notification details) page (FE\_CI\_DETAIL) to define notification and self-service administrator details.

### Navigation

Click the CI / Notification Details link on the Defaults / Admin page.

### Image: CI / Notification Details page

This example table illustrates the fields and controls on the CI / Notification Details page. You can find definitions for the fields and controls later on this page.

CI / Notification Details	
Transaction FE_ADDRESS	
<b>Component Interface</b>	
*Component Interface	CI_EE_HR_PROC 
*Collection	COLL_GVT_PERS_DATA 
*Record	GVT_PERS_DATA 
*Exception Table	FE_JOB_EXCEPT 
<b>SS Administrator Notification</b>	
*Business Process	FE_SS_WORK_EVENTS 
*Activity	FE_NOTIFY_SS_ADMIN 
*Event	Notify SS Admin 
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

**Note:** It is recommended that you not change the information on this page for the delivered federal self-service transactions.

## **Component Interface**

### **Component Interface**

Select the name of the component interface process that is used for this transaction.

### **Collection**

Select the name collection that is used by the component interface process for this transaction.

### **Record**

Select the name of the record that is used by the component interface process for this transaction.

### **Exception Table**

Select the name of the exception table that is used by the component interface process to store errors and warnings for this transaction.

## **SS Administrator Notification**

### **Business Process**

Select the name of the business process that is triggered to send component interface notifications to the self-service administrator.

### **Activity**

Select the name of the activity that is triggered to send component interface notifications to the self-service administrator.

### **Event**

Select the name of the event that is triggered to send component interface notifications to the self-service administrator.



## Chapter 3

# Using eProfile

---

## Prerequisites for Using eProfile

Before you can use the eProfile transactions,

1. Activate eProfile on the Installation Table.

See "Products Page" (PeopleSoft HCM 9.2: Application Fundamentals).

2. Define position management on the HCM Options page.

The position management setting determines whether automatic updates, by nonadministrators, are allowed for certain transactions. Automatic updates can occur only if position data is not affected.

See "HCM Options Page" (PeopleSoft HCM 9.2: Application Fundamentals).

See "Configuring Self-Service Transactions" (PeopleSoft HCM 9.2: Application Fundamentals).

3. Set up security.

eProfile uses permission lists, roles, and user profiles to authorize or deny access to transactions and data. The following table lists the permissions and roles delivered with eProfile:

<b>Permission Lists</b>	<b>Roles</b>
HCCPSS2000	Manager
HCCPFE2000	Manager Self Service - Fed
HCCPFE1060	Personal Info-Employee - Fed

---

**Note:** Remember to enter an email address for each user profile; otherwise, email routings that are used by workflow will not work.

---

See "Understanding PeopleSoft Security" (PeopleSoft HCM 9.2: Application Fundamentals) and "Understanding Data Permission Security for HCM" (PeopleSoft HCM 9.2: Application Fundamentals).

4. Define whether a transaction automatically updates the database.

Use the Self Service Workflow Configurations page to define whether the transaction will update the database without an administrator's intervention.

See "Workflow Configurations Page" (PeopleSoft HCM 9.2: Application Fundamentals).

5. Define rules for workflow notifications.

Workflow can be set up to notify the administrator when a transaction successfully updates the database and when the system detects a warning with the update.

See "Admin Notification Setup Page" (PeopleSoft HCM 9.2: Application Fundamentals).

6. Set up the manager's data access to his or her direct reports.

eProfile uses access types to control a manager's access to employee data. Normally, the manager who initiates a transaction can view only data for his or her direct reports. Access types enable the system to determine who reports to the initiating manager.

See "Configuring Direct Reports Functionality" (PeopleSoft HCM 9.2: Application Fundamentals).

7. Configure the USFED WIP transaction.

See "Understanding WIP Management System Setup" (PeopleSoft HCM 9.2: Application Fundamentals).

---

## Reviewing and Updating Personal Information

These topics provide an overview of reviewing and updating personal information and list the pages that are used to review and update personal information.

### Pages Used to Review and Update Personal Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Personal Information Summary Page	HR_EE_PERS_INFO	Employees view a summary of and are able to change their personal information in the PeopleSoft database. When the Allow Employee to Upload Photo option is enabled on the Installation Table - "HCM Options Page" (PeopleSoft HCM 9.2: Application Fundamentals), the Update Photo link enables you to change photo display options. For more information on uploading your own photo, see <a href="#">Select Photo Page</a> .  Available fields for an employee may vary by country.
Address Change Page	HR_HOME_MAILING	Initiate the address change request.  You can enter only current or future effective-dated address changes to avoid processing issues with benefits and payroll.
Address Change - Submit Page	FE_ADDRESS_STS	Confirms that the request was submitted.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
Email Addresses Page	HR_EMAIL_ADDRESSES	Employees view, add, change, and delete email addresses in the PeopleSoft database. Employees can view business emails, if available, but cannot add, change, or delete business email addresses; only the system administrator can do this.
Emergency Contacts Page	HR_EMERGENCY_CNTCT	Employees view, add, change, and delete emergency contact information in the PeopleSoft database.
Emergency Contact Detail Page	HR_EMERG_CNTCT_DET	View, add, and change emergency contact address and telephone information.
Ethnic Groups Page	HR_ETHNIC_GROUPS	Employees self-identify their ethnic groups by adding data to the Ethnic Groups grid.  Non-U.S. employees always see this version of the Ethnic Groups page, but U.S. employees see this version only if the Two-Question Format (Ethnicity) check box on the Installation Table - Country Specific page is <i>not</i> selected.
Ethnic Groups (USA) Page	HR_ETHNIC_GROUPS2	U.S. Employees self-identify their ethnic groups by answering two questions about their race and ethnicity.  U.S. employees see this version of the Ethnic Groups page only if the Two-Question Format (Ethnicity) check box on the Installation Table - Country Specific page is selected.
Home and Mailing Address Page	HR_HOME_MAILING	Employees view and change home and mailing addresses in the PeopleSoft database.
Instant Message IDs Page	HR_IM_CHAT_IDS	Add or update your own instant message IDs through the self-service pages. When you save this page, the system updates the Contact Information page for personal data in HR.  Managers can view the instant message IDs through the manager self-service pages for their employees.
Marital Start Page	W3EB_MARR_START	Employees view current marital status and can begin the process to request a change to marital status in the PeopleSoft database.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
Marital Status Change Page	HR_EE_MAR_STATUS	Employees view current marital status and submit a request to change marital status in the PeopleSoft database.
Marital Status Change (USF) Page	FE_MARITAL	Submit a marital status change.
Marital Status Change Page	FE_MARITAL_STS	Confirms that the request was submitted.
Name Change Page	HR_EE_NAME	Employees submit a name change request.  (USA) All name changes for USA employees must match the name provided on their social security card.
Name Change (USF) Page	FE_EE_NAME	Federal employees submit a name change request.
Name Change (USF) Page	FE_EE_NAME_STS	Confirms that the request was submitted.
Phone Numbers Page	HR_PERSONAL_PHONE	Employees view, add, change, and delete personal phone numbers in the PeopleSoft database.
Phone Number (USF) Page	FE_EE_PHONE_CHG	Submit a phone number change.
Save Confirmation Page	EO_SAVE_CONFIRM	Confirm that the phone number change was saved.
"Employment Eligibility Verification Page, Section 1" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	HR_I9_EE	Complete the Employment Eligibility Verification form (Form I-9)

## Understanding Reviewing and Updating Personal Information

PeopleSoft delivers the following transactions that enable employees to view, add, change, and delete personal information in the PeopleSoft database.

<b>Commercial</b>	<b>Federal</b>
Personal Information Summary	Personal Information Summary
Complete and Submit I-9 Form	Address Change
Email Addresses	Email Addresses
Emergency Contacts	Emergency Contacts
Ethnic Groups	Ethnic Groups
Home and Mailing Address	Marital Status

<b>Commercial</b>	<b>Federal</b>
Instant Message IDs	Name Change
Marital Status	Phone Number Change
Name Change	
Phone Numbers	

The following transactions can be configured to automatically update the database and send notifications to the administrator:

- Name change
- Marital status change
- Address change

If workflow is activated, when a user performs one of these transactions, the system automatically routes the transaction request to the appropriate person for approval. Updating your personal information becomes a two-step process:

1. The employee submits the change request.
2. The administrator finalizes the change request.

(USF) When the request has been submitted, employees can review the status of the change requests that they have submitted.

---

## Using the PeopleSoft Fluid User Interface to Review and Update Personal Information

This topic discusses how employees use the PeopleSoft Fluid User Interface to view and update their personal information. The fluid pages discussed in this topic have classic equivalents that are discussed in the topic [Reviewing and Updating Personal Information](#).



[PeopleSoft Fluid User Interface Experience in HCM](#)

For general information about Fluid pages in PeopleSoft HCM, see "Understanding PeopleSoft Fluid User Interface Home Pages" (PeopleSoft HCM 9.2: Application Fundamentals)

## Pages Use to Review and Update Personal Information Using the PeopleSoft Fluid User Interface

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Personal Details Tile</u>	HC_HR_PDTL_LAUNCH_FL_GBL (this is the cref for the tile)	Click this tile to access a group of fluid pages that are used to view and maintain your personal information.
<u>Personal Details Page Layout</u>	N/A	The Personal Details pages appear within the context of a multi-panel layout. When using a medium to large form factor device, the application displays a left panel navigation, which consists of page category tabs from which you select to view contextual data in the main panel. When using a small form factor, such as a phone, the page category items will display by default when you select the Personal Details tile. Select a page list item to access that page.
<u>Addresses (Summary) Page</u>	HR_EE_ADDR_FL	View your home address and mailing address.
<u>Address (Detail) Page</u>	ADDRESS_DFT_SCF	Update address information and view or add attachments that may support the update.
<u>Contact Details Page</u>	HR_EE_CONTACTS_FL	Review your phone numbers, email addresses, and instant messaging IDs.
<u>Phone Number Page</u>	HR_CNCT_PHONE_SCF	Add, update, or delete a phone number.
<u>Email Address Page</u>	HR_EMAIL_ADDRS_SCF	Add, update, or delete an email address.
<u>Instant Message Page</u>	HR_IM_CHAT_SCF	Add, update, or delete an instant messaging ID.
<u>Social Media (Summary) Page</u>	HR_EE_SOC_MEDIA_FL	Review your social media accounts.
<u>Social Media (Detail) Page</u>	HR_SOC_MEDIA_SCF	Add, update, or delete social media accounts on your personal profile.
<u>Marital Status Page</u>	W3EB_SEL_EVNT_FLU (if eBenefits is active)  HR_EE_MARITAL_FL (if eBenefits is not active)	Enter a marital status change.
<u>Name (Summary) Page</u>	HR_EE_NAME_FL	View your current name and any pending name change requests
<u>Name (Detail) Page</u>	NAME_DFT_SCF	Enter name change information and view or add attachments that may support the update.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Ethnic Groups Page</u>	HR_ETHNIC_GRP_FL	View your ethnic group data.
<u>Ethnicity Page</u>	HR_ETHNIC_GRP2_SCF	Enter ethnicity information when the system is configured to collect the information using the two-question format.
<u>Ethnic Group Page</u>	HR_ETHNIC_GRP_SCF	Add, update, or delete an ethnic group from your personal data.
<u>Emergency Contacts (Summary) Page</u>	HR_EMERG_CNTCT_FL	View a list of your emergency contacts.
<u>Emergency Contact (Detail) Page</u>	HR_EMERG_CNTCT_SCF	Add, update, or delete an emergency contact.
<u>Emergency Contact - Address Page</u>	HR_EMERG_ADDR_SCF	Add, update, or delete an address for an emergency contact.
<u>Emergency Contact - Phone Page</u>	HR_EMERG_PHONE_SCF	Add, update, or delete a phone number for an emergency contact.
<u>Additional Information Page</u>	HR_ADDTL_INFO_FL	Review miscellaneous personal information.
<u>Voluntary Self-Identification Disability Page</u>	HR_DISABILITY_FL	Complete and file Form CC-205 disability data electronically.
<u>Veteran Status Page</u>	HR_VET_STATUS_FL	Enter and update self-identification veteran information.
<u>Form I-9 Page</u>	HR_I9_EE_FL	Access the I-9 instructions PDF, access the Form I-9 page (HR_I9_EE) where you enter personal employee eligibility information, and review the date on which you submitted your Form I-9,
Employment Eligibility Verification Page, Section 1	HR_I9_EE	Complete the employer sections (2 and 3) of the Form I-9.  See "Employment Eligibility Verification Page, Section 1" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) (HR_I9_EE) and "Employment Eligibility Verification Page, Section 2 and Section 3" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) (HR_I9_ADMIN_SEC2) in your <i>Human Resources Administer Workforce</i> product documentation.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
USCIS Form I-9 - Submit Confirmation Page	EO_SUBMIT_CONFIRM	View a confirmation that you have successfully submitted the Form I-9.  See "(USA) Managing I-9 Information" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) in your <i>Human Resources Administer Workforce</i> product documentation.
Select Photo Page	HRCD_USER_PICS_SCF	Upload or select an employee photo to display in self-service and throughout the system.

## Personal Details Tile

Use the Personal Details tile to access a group of fluid pages that are used to view and maintain your personal information.

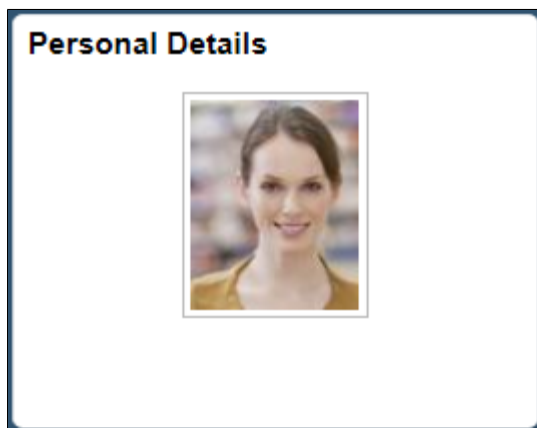
### Navigation

Select Fluid Home under the main menu. On the page that appears, select *Employee Self Service*. The Personal Details tile is available on the Employee Self Service landing page.

As an employee, you can add the tile, through personalization, to a system-delivered homepage or a homepage that you create.

### Image: Personal Details tile

This example illustrates the Personal Details tile.



Depending upon the system setup and personal preferences, the picture may display a default photo.

Click the Personal Details tile to access these employee self-service transactions easily without using traditional menu navigations:

- Addresses
- Contact details
- Social media



- Marital status
- Name
- Ethnic groups
- Emergency contacts
- Additional information
- Disability
- Veteran status
- Form I-9
- Select photo

## Personal Details Page Layout

The Personal Details page appears in a multi-panel layout.

- *Header*: The top panel displays the header and includes the employee's name, job title, if enabled on the Installation Table the Update Photo link ([Select Photo Page](#)), and the Related Actions menu icon. The related actions icon provides access to additional self-service transactions, if applicable.

See "Common Header for Employee Self-Service Pages" (PeopleSoft HCM 9.2: Application Fundamentals)

- (Tablet or Desktop) *Left panel navigation to access pages*: When using a large form factor device, like a tablet or workstation, the Personal Details pages display a left navigation panel. This left panel lists the various page categories that make up the employee profile. Click the page name in the left panel to display the content in the right, or main panel.

## Image: Personal Details Page Layout

This example illustrates the Personal Details page layout for a larger device. The left panel navigation shows a list of page category tabs and the content that corresponds to the current category appears in the right panel.

**Employee Self Service** Personal Details

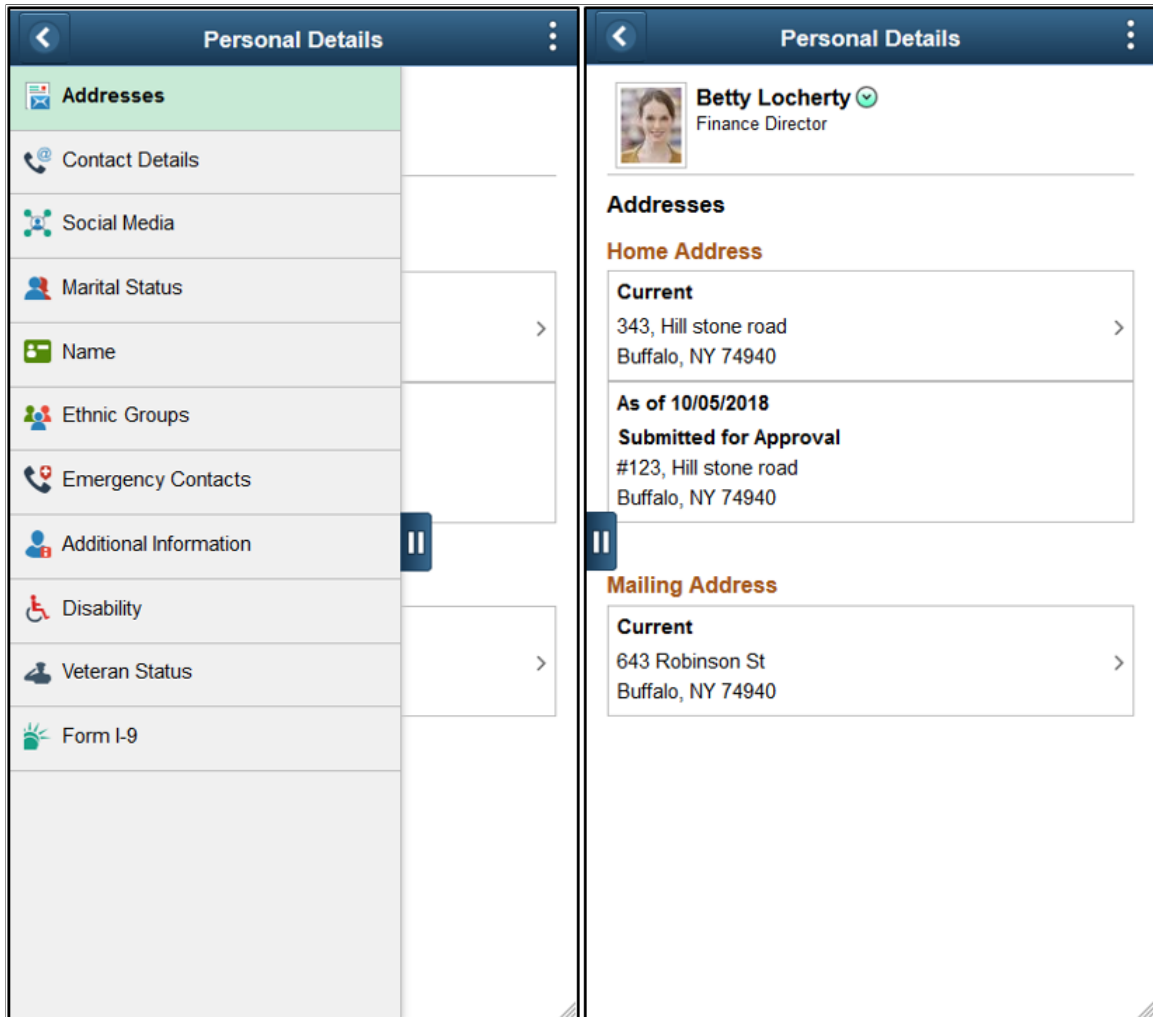
**Betty Locherty** ✔  
Finance Director  
[Update Photo](#)

Addresses	Addresses						
Contact Details	<p><b>Home Address</b></p> <table border="1"> <tr> <td>343, Hill stone road Buffalo, NY 74940</td> <td>Current</td> <td>&gt;</td> </tr> <tr> <td>#123, Hill stone road Buffalo, NY 74940</td> <td>As of 10/05/2018</td> <td>Submitted for Approval</td> </tr> </table>	343, Hill stone road Buffalo, NY 74940	Current	>	#123, Hill stone road Buffalo, NY 74940	As of 10/05/2018	Submitted for Approval
343, Hill stone road Buffalo, NY 74940	Current	>					
#123, Hill stone road Buffalo, NY 74940	As of 10/05/2018	Submitted for Approval					
Social Media	<p><b>Mailing Address</b></p> <table border="1"> <tr> <td>643 Robinson St Buffalo, NY 74940</td> <td>Current</td> <td>&gt;</td> </tr> </table>	643 Robinson St Buffalo, NY 74940	Current	>			
643 Robinson St Buffalo, NY 74940	Current	>					
Marital Status							
Name							
Ethnic Groups							
Emergency Contacts							
Additional Information							
Disability							
Veteran Status							
Form I-9							

(Smartphone): When using a small form factor device, like a smartphone, click the left tab to view and select other Personal Details page tabs.

### Image: (Smartphone) Personal Details Page Layout

This example illustrates the Personal Details page layout on a small form factor device. In the first image, the left panel is exposed. In the second image, the left panel is hidden.



These category tabs and pages may include:

- [Addresses \(Summary\) Page](#)
- [Contact Details Page](#)
- [Social Media \(Summary\) Page](#)
- [Marital Status Page](#)
- [Name \(Summary\) Page](#)
- [Ethnic Groups Page](#)
- [Emergency Contacts \(Summary\) Page](#)
- [Additional Information Page](#)
- [Voluntary Self-Identification Disability Page](#)

- [Veteran Status Page](#)
- [Form I-9 Page](#)

---

**Note:** Throughout this topic, the page illustrations show the individual content pages of the Profile pages without the context of the left panel navigation. Even though the left navigation panel is not illustrated, remember that the navigation panel appears within the framework of the medium and large form factor pages.

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- *Content panel:* The main panel displays the employee content that corresponds to the category page you selected in the left panel on a medium or large device, and is the default display when using a small device.

## Addresses (Summary) Page

Use the Addresses (Summary) page (HR\_EE\_ADDR\_FL) to view your home address and mailing address.

### Navigation

- Click the Personal Details tile on a PeopleSoft Fluid User Interface home page.  
If you are already on a Personal Details fluid page, click the Addresses tab.
- Self Service >Personal Information >Personal Details

### Image: Addresses (summary) page

This example illustrates the Addresses (summary) page.

Addresses		
<b>Home Address</b>		
1430 North West Blvd Apt B215 Guttenberg, NJ 07093	Current	>
<b>Mailing Address</b>		
PO Box 2781 Guttenberg, NJ 07093-2781	As of 05/23/2018	Submitted for Approval
1430 North West Blvd Apt B215 Guttenberg, NJ 07093	Current	>

Click an address to view details on the [Address \(Detail\) Page](#) and make changes.

When using approvals (AWE) and the user submits a change request for this transaction, the row will show the current row and the proposed change request row. The change request row will show the as of date and the status that it has been sent for approval. You cannot access the address details for pending requests. If the request is approved, the new address will become the current row on the as of date, at which point the earlier address will no longer appear on the page.

For information on where to approve a request, see "Using Fluid Approvals to Approve Self Service Transaction Requests" (PeopleSoft HCM 9.2: eProfile Manager Desktop).

## Address (Detail) Page

Use the Address (detail) page (ADDRESS\_DFT\_SCF) to update address information and view or add attachments that may support the update.

### Navigation

Click an address on the Addresses (summary) page to update an existing address.

Click the Add Address button or icon to add a new address. This option is available for an address type (home or mailing address) only if no address currently exists.

### Image: Address (detail) page

This example illustrates the Address (detail) page.

**Address**

**Employee Instruction**

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

Change As Of

Address Type

Country

Address 1

Address 2

Address 3

City

State

Postal

County

**Attachments**

Attachments	Description	Attached By	Attached
<a href="#">POBoxConfirmation.png</a>	Mailing address confirmation	Rosanna Channing	05/23/18 09:54:22 AM <input type="button" value="Delete"/>

1 row

The address format varies depending on the value in the Country field.

When approvals workflow has been set up for this transaction and you click Save, the top of the page will display a confirmation that the transaction request has been sent for approval.

## Attachments

Use this section to manage attachments by uploading, deleting, or updating attachments using fluid. Attachments are not accessible from the classic pages. Attachments are saved in the PS\_HR\_ESS\_ADDR\_ATT table. When a user submits an address change for approval, all attachments on this page will be sent with the request. To send an address change request without an attachment, remove the items from this section.

### Add Attachment

Click this button to access the File Attachment page and upload files.

### Attachments and Description

Select the link to download and view the attachment. Enter a description, or the field will use the attachment file name as the description upon saving the page, which you can overwrite.



(Delete) button

Click this button to remove an attachment from your personal details address page.

Managers use fluid Approvals to view attachments for an *Address Change* transaction request using the "Attachments Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop).

The following videos provide an overview and demonstration of the Fluid Attachment framework:



## Contact Details Page

Use the Contact Details page (HR\_EE\_CONTACTS\_FL) to review your phone numbers, email addresses, and instant messaging IDs.

### Navigation

Click the Personal Details tile on a PeopleSoft Fluid User Interface home page, then click the Contact Details tab on the Personal Details page.

## Image: Contact Details page

This example illustrates the Contact Details page.

### Contact Details

**Phone**

+

Number	Extension	Type	Preferred
925.694.0025		Business	>
555/123-4567		Home	>
555/123-4567		Main	✓ >

**Email**

+

Email Address	Type	Preferred
<a href="mailto:betty@xyzcompany.com">betty@xyzcompany.com</a>	Business	>
<a href="mailto:blocherty@mymail.com">blocherty@mymail.com</a>	Home	✓ >

**Instant Message**

+

ID	Protocol	Domain	Preferred
BettyLocherty	YAHOO	YAHOO	✓ >

Select a row to update or delete a contact type or click the Add button for a section to add a contact.

## Phone Number Page

Use the Phone Number page (HR\_CNCT\_PHONE\_SCF) to add, update, or delete a phone number

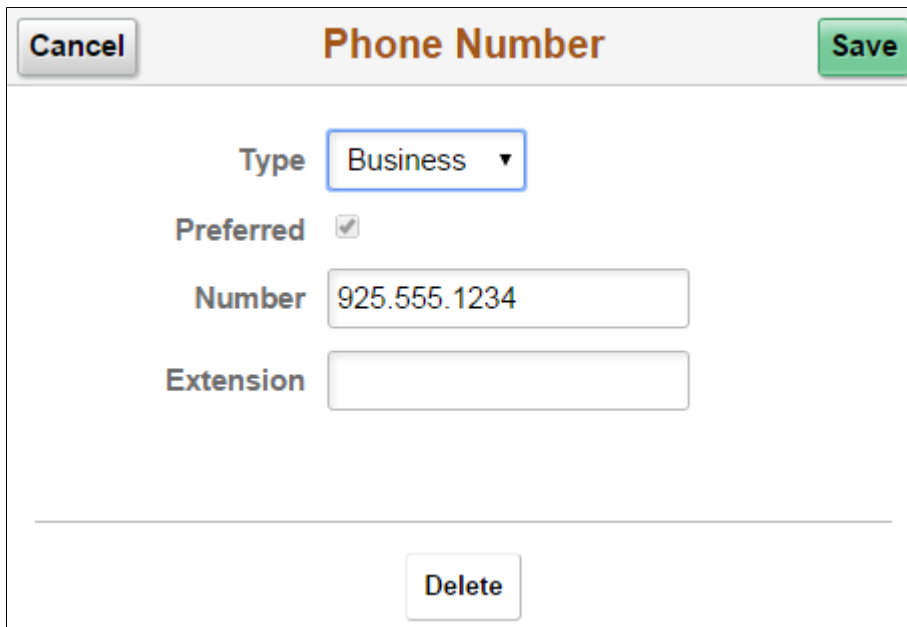
### Navigation

Click a phone number row on the Contact Details page to update or delete an existing phone number.

Click the Add Phone Number button or icon to create a new phone number.

### Image: Phone Number page

This example illustrates the Phone Number page.



The screenshot shows a form titled "Phone Number". At the top left is a "Cancel" button, and at the top right is a "Save" button. The form contains the following fields:

- Type:** A dropdown menu with "Business" selected.
- Preferred:** A checked checkbox.
- Number:** A text input field containing "925.555.1234".
- Extension:** An empty text input field.

At the bottom center of the form is a "Delete" button.

Only one phone number can be preferred, so selecting the Preferred check box removes the preferred status from any other phone number.

Click the Delete button to remove the phone number. If you delete a preferred phone number, the system displays a confirmation message. If the delete is confirmed, the system automatically marks the first remaining phone number as preferred.

## Email Address Page

Use the Email Address page (HR\_EMAIL\_ADDRS\_SCF) to add, update, or delete an email address.

### Navigation

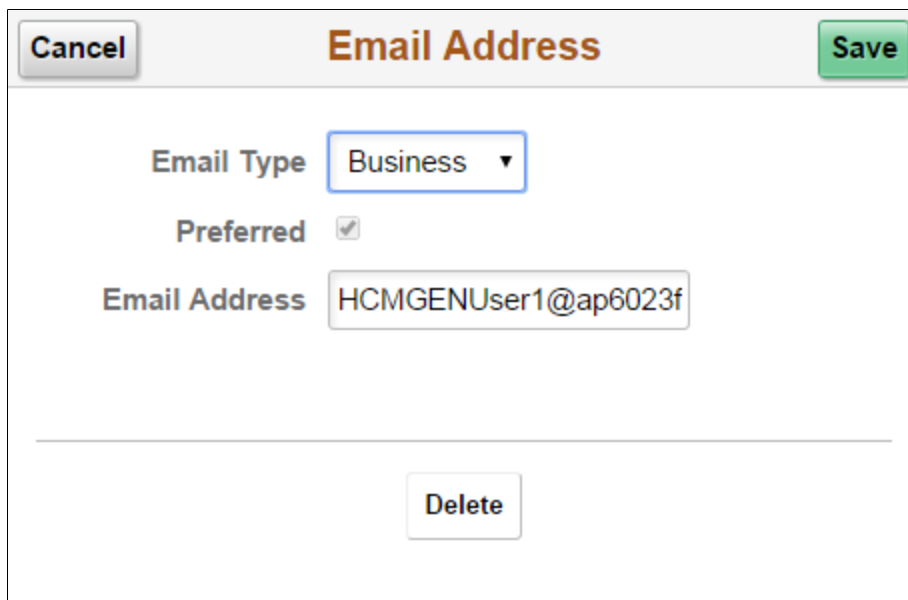
Click an email address row on the Contact Details page to update or delete an existing email address.

Click the Add Email Address button or icon to create a new email address.



**Image: Email Address page**

This example illustrates the Email Address page.



The screenshot shows a web form titled "Email Address". At the top left is a "Cancel" button, and at the top right is a "Save" button. The form contains the following fields:

- Email Type:** A dropdown menu with "Business" selected.
- Preferred:** A checkbox that is checked.
- Email Address:** A text input field containing "HCMGENUser1@ap6023f".

At the bottom center of the form is a "Delete" button.

Only one email address can be preferred, so selecting the Preferred check box removes the preferred status from any other email address.

Click the Delete button to remove the email address. If you delete a preferred email address, the system automatically marks the first remaining email address as preferred.

**Instant Message Page**

Use the Instant Message page (HR\_IM\_CHAT\_SCF) to add, update, or delete an instant messaging ID.

**Navigation**

Click an instant message ID row on the Contact Details page to update or delete an existing instant message ID.

Click the Add Instant Message button or icon to create a new instant message ID.

**Image: Instant Message page**

This example illustrates the Instant Message page.

Only one instant message ID can be preferred, so selecting the Preferred check box removes the preferred status from any other instant message ID.

Click the Delete button to remove the phone number. If you delete a preferred instant message ID, the system displays a confirmation message. If the delete is confirmed, the system automatically marks the first remaining instant message ID as preferred.

**Social Media (Summary) Page**

Use the Social Media (Summary) page (HR\_EE\_SOC\_MEDIA\_FL) to review your social media accounts.

**Navigation**

Click the Personal Details tile on a PeopleSoft Fluid User Interface home page, then click the Social Media tab on the Personal Details page.

**Image: Social Media (summary) page**

This example illustrates the Social Media (summary) page.

Social Media	URL	User ID/Handle
Facebook	http://www.facebook.com	betty.locherty
Twitter	http://twitter.com	@blocherty

Click the Add (+) button to add a social media account or click a row to update or delete a social media account. Perform either of these actions to access the [Social Media \(Detail\) Page](#) where you maintain social media account information.



Download to Excel Social Media button

Click this button to export the data to an Excel spreadsheet.



Find Social Media button

Click this button to enter a search string and quickly locate a row of information.

## Social Media (Detail) Page

Use the Social Media (Detail) page (HR\_SOC\_MEDIA\_SCF) to add, update, or delete social media accounts on your personal profile.

### Navigation

Click a social media row on the Social Media (Summary) page to update or delete an existing social media account.

Click the Add Social Media button to create a new social media account.

### Image: Social Media (detail) page

This example illustrates the Social Media (detail) page.

Use this page to add, update, or delete your social media accounts. Unlike other pages in the Personal Details pages, this does not update information stored in HR Personal Data pages.

### Social Media and URL

Select a social media type. When you select a social media type, the URL field displays. Valid social media types and their URLs are defined on the "Social Media Type Page" (PeopleSoft HCM 9.2: Application Fundamentals).

You can add only one account per social media type. After you have entered information for a social media type, that type no longer appears in the drop-down list.

**User ID/Handle**

Enter the user ID or handle for the social media account.

## Marital Status Page

Use the Marital Status page (W3EB\_SEL\_EVNT\_FLU) to initiate a marital status change life event.

### Navigation

Click the Personal Details tile on a PeopleSoft Fluid User Interface home page, then click the Marital Status tab on the Personal Details page.

### Image: Marital Status page with eBenefits

This example illustrates the Marital Status page as it appears when PeopleSoft eBenefits is selected on the Installation Table - "Products Page" (PeopleSoft HCM 9.2: Application Fundamentals).

When PeopleSoft eBenefits is installed, the Marital Status page lists your organization's life event options that relate to marital status changes. As delivered, this includes the "I got married" event and the "I got divorced/legally separated event," but these are configurable.

When you select the type of marital status change, the page displays a message with information about the time period within which the life event information must be submitted (for example, within 31 days of the event).

Next you enter the event date in the As Of field and tap the Complete Life Event button. The system then displays the classic life event pages where you complete the transaction.

For information about the pages used to for the two delivered marital status change events, see the following topics:

- "Processing the Marriage Event" (PeopleSoft HCM 9.2: eBenefits)
- "Processing the Divorce Event" (PeopleSoft HCM 9.2: eBenefits)

For information on where to approve a request, see "Using Fluid Approvals to Approve Self Service Transaction Requests" (PeopleSoft HCM 9.2: eProfile Manager Desktop) and "Pages Used to Approve Self Service Transaction Requests Using Fluid Approvals" (PeopleSoft HCM 9.2: eProfile Manager Desktop).

**Image: Marital Status page without eBenefits**

This example illustrates the Marital Status page as it appears when PeopleSoft eBenefits is not installed.

When PeopleSoft eBenefits is not installed, enter marital status change information and submit the changes directly on the Marital Status page.

**Name (Summary) Page**

Use the Name (summary) page (HR\_EE\_NAME\_FL) to view your current name and any pending name change requests.

**Navigation**

Tap the Personal Details tile on a PeopleSoft Fluid User Interface home page, then tap the Name tab on the Personal Details page.

**Image: Name (summary) page**

This example illustrates the Name (summary) page.

Name		
Betty Locherty	Current	
Betty Locherty-Brown	As of 03/28/2018	Submitted for Approval

In this example, the employee has submitted a name change request. If the request is approved, the new name will become the current name on the As Of date, at which point the earlier name will no longer appear on the page.

For information on where to approve a request, see "Using Fluid Approvals to Approve Self Service Transaction Requests" (PeopleSoft HCM 9.2: eProfile Manager Desktop).

Because there is a pending name change request, clicking the names does not display the name details. When there is no pending name change request, clicking the current name displays the [Name \(Detail\) Page](#).

## Name (Detail) Page

Use the Name (detail) page (NAME\_DFT\_SCF) to enter name change information and view or add attachments to support the change.

### Navigation

Tap your name on the Name (summary) page.

### Image: Name (detail) page

This example illustrates the Name (detail) page.

The screenshot shows a web form titled "Name" with a "Cancel" button on the top left and a "Save" button on the top right. The form contains the following fields and values:

- Change As Of: 03/28/2018
- Name Format: English
- Name Prefix: Mrs
- \*First Name: Betty
- Middle Name: (empty)
- \*Last Name: Locherty-Brown
- Name Suffix: (empty)
- Display Name: Betty Locherty-Brown
- Formal Name: Mrs Betty Locherty-Brown
- Name: Locherty-Brown,Betty

Below the form is an "Attachments" section with an "Add Attachment" button. A table shows one attachment:

Attachments	Description	Attached By	Attached
MarriageCertificate.png	Marriage Certificate	Betty Locherty	03/28/18 01:46:33 PM

The fields on this page vary depending on the value in the Name Format field.

If approvals are required for name changes, submitting a name change request starts the approval process, and no further name changes requests are permitted until the active request is approved or denied.

Managers can use fluid Approvals to take action on a *Name Change* transaction request using the "Pending Approvals - <Transaction Name> Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop).

## Attachments

Use this section to manage attachments by uploading, deleting, or updating attachments. When a user submits a name change for approval, all attachments on this page will be sent with the request. To send a name change request without an attachment, remove the items from this section.

### Add Attachment

Click this button to access the File Attachment page and upload files.

### Attachments

Select the link to download and view the attachment. Enter a description, or the field will use the attachment file name as the description upon saving the page, which you can overwrite.



(Delete) button

Click this button to remove an attachment from your personal details name page.

Managers use fluid Approvals to view attachments for a *Name Change* transaction request using the "Attachments Page" (PeopleSoft HCM 9.2: eProfile Manager Desktop).

The following videos provide an overview and demonstration of the Fluid Attachment framework:

	<p><a href="#">PeopleSoft Fluid HCM Attachments</a></p> <p>Image Highlights, PeopleSoft HCM Update Image 26: Fluid Attachments -- HR Core</p>
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## Ethnic Groups Page

Use the Ethnic Groups page (HR\_ETHNIC\_GRP\_FL) to view your ethnic group data.


### Navigation

Click the Personal Details tile on a PeopleSoft Fluid User Interface home page, then click the Ethnic Groups tab on the Personal Details page.

### Image: Ethnic Groups page: two-question format

This example illustrates the Ethnic Groups page as it appears when two-question format is activated on the USA section on the Installation Table - "Country Specific Page" (PeopleSoft HCM 9.2: Application Fundamentals).

## Ethnic Groups

**1) Are you Hispanic or Latino?** Explain 

Yes

No

**2) What is your race? Select one or more.** Explain

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White


---

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

### Image: Ethnic Groups page: list of ethnic groups

This example illustrates the Ethnic Groups page as it appears when the two-question format is not used. In this mode, the page lists specific ethnic groups.

## Ethnic Groups



White >

---

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

To edit ethnicity information:



- When the page is in two-question mode, click the Edit icon (or click the questions anywhere except on the Explain links) to access the Ethnicity page.

Click the Explain links to view definitions of the terms used in the questions.

- When the page is not in two-question mode, click an existing ethnic group to view and update it, or click the Add an Ethnic Group button or icon to add an additional ethnic group.

## Ethnicity Page

Use the Ethnicity page (HR\_ETHNIC\_GRP2\_SCF) to enter ethnicity information when the system is configured to collect the information using the two-question format.

### Navigation

Click the ethnicity information on the Ethnic Groups page when the page displays information in the two-question format.

### Image: Ethnicity page

This example illustrates the Ethnicity page.

The screenshot shows a web form titled "Ethnicity" with a "Cancel" button on the left and a "Save" button on the right. The form contains two questions:

**1) Are you Hispanic or Latino?** [Explain](#)

Yes

No

**2) What is your race? Select one or more.** [Explain](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Pacific Islander

White

## Ethnic Group Page

Use the Ethnic Group page (HR\_ETHNIC\_GRP\_SCF) to add, update, or remove an ethnic group from your personal data.

## Navigation

Click an ethnic group on the Ethnic Groups page to modify or delete an existing ethnic group.

Click the Add an Ethnic Group button or icon to add a new ethnic group.

### Image: Ethnic Group page

This example illustrates the Ethnic Group page.

The screenshot shows a modal window titled "Ethnic Group". At the top left is a "Cancel" button and at the top right is a "Save" button. Below the title bar, there is a search bar labeled "\*Ethnic Group" containing the text "Asian Indian" and a search icon. At the bottom center of the modal is a "Delete" button.

Click the Delete button to remove the ethnic group.

## Emergency Contacts (Summary) Page

Use the Emergency Contacts (summary) page (HR\_EMERG\_CNTCT\_FL) to view a list of your emergency contacts.

### Navigation

Tap the Personal Details tile on a PeopleSoft Fluid User Interface home page, then tap the Emergency Contacts tab on the Personal Details page.

### Image: Emergency Contacts (summary) page

This example illustrates the Emergency Contacts (summary) page.

The screenshot shows the "Emergency Contacts" page. At the top left is a plus icon in a square. Below it is a table with the following data:

Contact Name	Relationship	Preferred
Simon Locherty	Spouse	✓ >
Susan Johnson	Sibling	>

Click an existing emergency contact to view and update the contact's information or to delete the contact. Click the Add an Emergency Contact icon to create a new contact.

## Emergency Contact (Detail) Page

Use the Emergency Contact (detail) page (HR\_EMERG\_CNTCT\_SCF) to add, update, or delete an emergency contact.

### Navigation

Click an emergency contact on the Emergency Contacts (summary) page, or click the Add Emergency Contact button or icon.

### Image: Emergency Contact (detail) page

This example illustrates the Emergency Contact (detail) page.

**Emergency Contact**

\*Contact Name

\*Relationship

Preferred

**Address**

Buffalo, NY 74940

**Phone Numbers**

Phone	Extension	Type
555/123-4567		Same as mine

On this page, the contact name and relationship are enterable. Existing address and phone number information is read only. Click an existing address or phone number to edit or delete it.

You can provide multiple phone numbers for an emergency contact, but only one address.

Click the Delete button to remove the emergency contact.

## Emergency Contact - Address Page

Use the Emergency Contact - Address page (HR\_EMERG\_ADDR\_SCF) to add, update, or delete an address for an emergency contact.

### Navigation

On the Emergency Contact (summary) page, click an existing address, or click the Add button that appears if no addresses exist.

### Image: Emergency Contact - Address page

This example illustrates the Emergency Contact - Address page.

The screenshot shows a web form titled "Address" with a "Cancel" button on the left and a "Done" button on the right. The form contains the following fields and controls:

- Same as mine:** A checked checkbox.
- Address Type:** A dropdown menu currently showing "Home".
- Country:** A text input field containing "United States".
- Address 1:** A text input field containing "643 Robinson St".
- Address 2:** An empty text input field.
- Address 3:** An empty text input field.
- City:** A text input field containing "Buffalo".
- State:** A text input field containing "New York".
- Postal:** A text input field containing "74940".
- County:** An empty text input field.
- Delete:** A button located at the bottom center of the form.

Users can either select the Same as Mine check box or manually enter a different address. Selecting the Same as mine check box populates the address detail fields and makes them read-only. The Address Type field remains editable regardless of whether the Same as Mine check box is selected.

The address format varies depending on the value in the Country field.

## Emergency Contact - Phone Page

Use the Emergency Contact - Phone page (HR\_EMERG\_PHONE\_SCF) to add, update, or delete a phone number for an emergency contact.

## Navigation

On the Emergency Contact (summary) page, click an existing phone number, or click the Add Phone Number button or icon.

### Image: Emergency Contact - Phone Number page

This example illustrates the Emergency Contact - Phone Number page.

The screenshot shows a modal window titled "Phone Number". At the top left is a "Cancel" button and at the top right is a "Done" button. Below the title bar, there is a "Same as mine" checkbox which is checked. Underneath is a "\*Type" dropdown menu with "Main" selected. Below that is a "\*Number" text input field containing "555/123-4567". Below the number field is an "Extension" text input field which is currently empty. At the bottom center of the form is a "Delete" button.

Users can either select the Same as Mine check box or manually enter a different phone number. Selecting the Same as Mine check box populates the phone number detail fields and makes them read-only. The Type field remains editable regardless of whether the Same as Mine check box is selected.

## Additional Information Page

Use the Additional Information page (HR\_ADDTL\_INFO\_FL) to review miscellaneous personal information.

### Navigation

Tap the Personal Details tile on a PeopleSoft Fluid User Interface home page, then Click the Additional Information tab on the Personal Details page.

## Image: Additional Information page

This example illustrates the Additional Information page.

**Additional Information**

Gender	Female
Date of Birth	07/06/1945
Birth Country	United States
Birth State	Texas
Social Security Number	XXX-XX-XXXX
Smoker	
Date Entitled to Medicare	
Original Start Date	04/07/1989
Last Start Date	04/07/1989
Highest Education Level	Not Indicated

**Employee Information**

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Contact the Human Resources department if any of your Employee Information is incorrect.

Users cannot edit the information that appears on this page. Instead, informational text directs users to contact the human resources department if information is incorrect.

## Voluntary Self-Identification Disability Page

Use the Voluntary Self-Identification of Disability page (HR\_DISABILITY\_FL) to complete and file Form CC-205 disability data electronically.

### Navigation

Click the Personal Details tile on a PeopleSoft Fluid User Interface home page, then click the Disability tab on the Personal Details page.

### Image: Voluntary Self-Identification of Disability page

This example illustrates the Voluntary Self-Identification of Disability page (1 of 2).

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

<ul style="list-style-type: none"> <li>• Blindness</li> <li>• Deafness</li> <li>• Cancer</li> <li>• Diabetes</li> <li>• Epilepsy</li> </ul>	<ul style="list-style-type: none"> <li>• Autism</li> <li>• Cerebral palsy</li> <li>• HIV/AIDS</li> <li>• Schizophrenia</li> <li>• Muscular dystrophy</li> </ul>	<ul style="list-style-type: none"> <li>• Bipolar disorder</li> <li>• Major depression</li> <li>• Multiple sclerosis (MS)</li> <li>• Missing limbs or partially missing limbs</li> </ul>	<ul style="list-style-type: none"> <li>• Post-traumatic stress disorder (PTSD)</li> <li>• Obsessive compulsive disorder</li> <li>• Impairments requiring the use of a wheelchair</li> <li>• Intellectual disability (previously called mental retardation)</li> </ul>
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**Please select one of the options below:**

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your Name Today's Date

### Image: Voluntary Self-Identification of Disability page

This example illustrates the Voluntary Self-Identification of Disability page (2 of 2).

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.



For field descriptions, see the classic self-service "Voluntary Self-Identification of Disability Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) (HR\_DISABILITY) in your PeopleSoft HCM Workforce Data Management, *Human Resources Administer Workforce* product documentation.

## Veteran Status Page

Use the Veteran Status page (HR\_VET\_STATUS\_FL) to enter and update self-identification veteran information.

### Navigation

Click the Personal Details tile on a PeopleSoft Fluid User Interface home page, then click the Veteran Status tab on the Personal Details page.

### Image: Veteran Status page

This example illustrates the Veteran Status page (1 of 2).

### Veteran Status

▼ **Definitions**

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.



## Image: Veteran Status page

This example illustrates the Veteran Status page (2 of 2).

**Self-Identification**

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date



[Image Highlights, PeopleSoft HCM Update Image 17: Updating Disability and Veteran Status in the Fluid User Interface](#)

For field descriptions, see the classic self-service "Veteran Status Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) (HR\_DISABILITY) in your PeopleSoft HCM Workforce Data Management, *Human Resources Administer Workforce* documentation.

## Form I-9 Page

Use the Form I-9 page (HR\_I9\_EE\_FL) to access the I-9 instructions PDF, to access the Form I-9 page (HR\_I9\_EE) where you enter personal employee eligibility information, and to review the date on which you submitted your Form I-9,

### Navigation

Click the Personal Details tile on a PeopleSoft Fluid User Interface home page, then click the Form I-9 tab on the Personal Details page.

## Image: Form I-9 page

This example illustrates the Form I-9 page.

**Form I-9**

**Employment Eligibility Verification**

Read instructions carefully before completing this form [I-9 Instructions for Employee](#)

You have not submitted the Form I-9 yet.

[Go to Form I-9](#)



[Image Highlights, PeopleSoft HCM Update Image 17: Updating Disability and Veteran Status in the Fluid User Interface](#)

For field definitions, see the classic self-service "Employment Eligibility Verification Page, Section 1" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) (HR\_I9\_EE) described in the (USA) Managing I-9 Information topic of your PeopleSoft HCM Workforce Data Management, *Human Resources Administer Workforce* product documentation.

## Select Photo Page

Use the Select Photo page to upload or select an employee photo to display in self-service and throughout the system.

### Navigation

Click the Update Photo link beneath the photo within the header of any of the Personal Details pages.

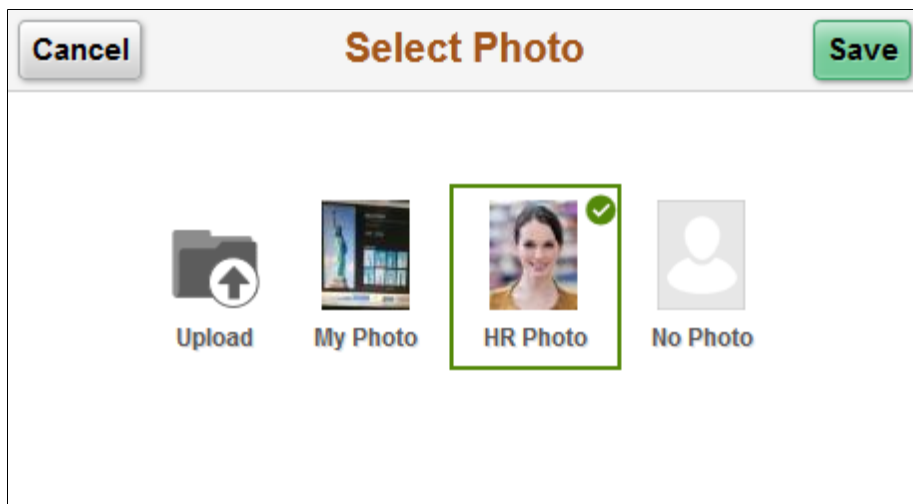
---

**Note:** The Update Photo link is available only when the Allow Employee to Upload Photo option is enabled on the Installation Table - "HCM Options Page" (PeopleSoft HCM 9.2: Application Fundamentals)

---

**Image: Select Photo page**

This example illustrates the Select Photo page.



Use these option to choose the photo for pages that display an employee photo throughout the system:

**Upload**

Click to upload your own photo image. This image becomes the My Photo image. The photo must be a JPEG. The system will re-size photos to not exceed 256KB.

**My Photo**

Click this option to have the pages that display an employee photo show the latest photo image that you have uploaded. If you have not uploaded an image for yourself, this option is not available.

**HR Photo**

Click this option to have the pages that display an employee photo show the official HR photo image of yourself.

**No Photo**

Click this option to have the pages that display an employee photo show a dummy photo image.

---

## (USF) Requesting Leave of Absences

This topic lists the page that is used to request leave of absences.

**Page Used to Request Leave of Absences**

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
Federal Request for Leave Page	FG_EE_LEAVE_REQ	Enter a request for leave of absence.

## (USF) Requesting Termination

This topic lists the page that is used to request termination.

### Page Used to Request Termination

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Federal Termination Request Page	FG_EE_TERMINATION	Federal employees enter a request for termination.

## (USF) Reviewing Change Requests

This topic lists the page that is used to review change requests.

### Page Used to Review Change Requests

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Select a Request Page	FE_EE_CHG_REQ_STAT	Select a change request to review.

## Reviewing Workflow Inquiries

These topics provide an overview of workflow inquiries and list the pages that are used to review self-service activity.

### Pages Used to Review Self-Service Activity

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Workflow Inquiry Page	WF_SS_STAGED	Review submitted requests and correct errors and warnings.
Workflow Inquiry Page	FE_SS_STAGED	(USF) Review submitted requests and correct errors and warnings.
Transaction Errors/Warning Page	FE_JOB_ERR_WRN_ALL	Review error and warning messages.

## Understanding Workflow Inquiries

The Workflow Inquiry page enables the self-service administrator to:

- Review the status of any self-service transaction, except phone number changes.
- Review errors and warnings that occurred during the component interface processing.

- Change the workflow status of a transaction.

## Reviewing the Status

Workflow Inquiry enables the self-service administrator to review a transaction for any employee for whom the self-service administrator has security. The self-service administrator searches by transaction name, request date, workflow status, or employee ID.

## Reviewing Errors and Warnings

The Workflow Inquiry enables the self-service administrator to review errors or warnings that occur during the processing of the component interface. The self-service administrator must process the request using the Workflow Inquiry page.

Errors can occur when:

- The email or worklist notification fails to be generated.
- The system tried to route the transaction to the next reviewer in the approval process, but could not find that person. This means a problem occurred in the reporting structure based on what was entered in the Route To field on the Define Steps page.

If a warning occurs, the self-service administrator can be notified if the Notify on CI Warning check box is selected on the Defaults / Admin page. Warnings don't stop the tables from being updated.

## Related Links

"Configuring Self-Service Transactions" (PeopleSoft HCM 9.2: Application Fundamentals)

