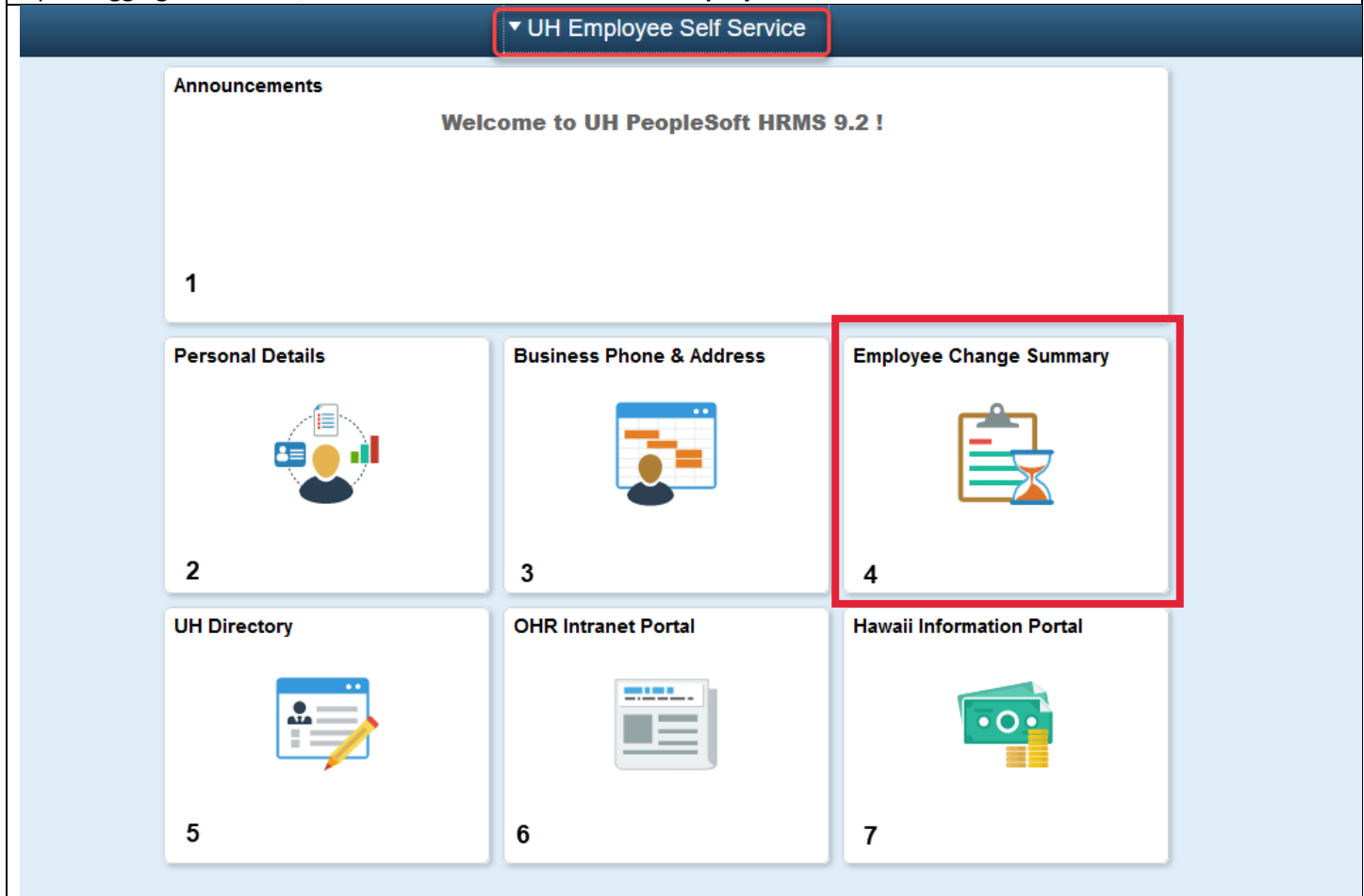


# UH PeopleSoft 9.2

## Employee Self-Service

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



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

The screenshot shows the "Employee Change Summary" search form. At the top, a dark blue header bar contains the text "UH Employee Self Service" on the left and "Employee Change Summary" on the right. Below the header, the main content area is white. It features a section titled "Employee Change Summary" with a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this, there is a "Find an Existing Value" button. Underneath, there is a "Search Criteria" section with a dropdown menu. The search criteria include: Empl ID (begins with 10110617), Empl Record (=), Job Code (begins with), Job Code Description (begins with), Descriptive Title (100 Char) (begins with), Department (begins with), and Department Description (begins with). There is also a checkbox for "Case Sensitive". At the bottom, there are buttons for "Search" (highlighted with a red box), "Clear", "Basic Search", and "Save Search Criteria".

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

Employee Self Service

Employee Change Summary

Employee ID 10110617Jeffery Long

Employee Record 0Organizational Relationship EMP

Employment Data

Find | View All

First 3 of 48 Last

Effective Date 01/01/2021

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Reason

Job Indicator Primary Job

Position Number

Business Unit UHPSSUniv of Hawaii PeopleSoft Sys

Job Code INSTITUTIONAL SUPPORT

Department 22500210HUMAN RESOURCES

Department Chair Not Applicable

Hire Date 03/23/2012

Regular/Temporary Regular

Full/Part Time Full-Time

Job Change Information

Find

First 1 of 1 Last

Transaction Number 0

Document number

Correction Doc No

View PNF

Override UH-Retirement Code

Override UH-FICA Class Code

Job Change Details

Table	Field	Original Value	New Value
1			

Return to Search

Previous in List

Next in List

UH ESS PNF

Payroll Notification Form

University Of Hawaii

SSN

Name: Long, Jeffery R

PNF date:

Document number:

Empl ID:

P/R:

Warrent Distrib:

Ret/FICA:

UH Appt Dt:

Find

1 of 1

Last

P/A

Description

Effective Date

Partial Pay Info

Pos No

PAY 420

0

22500210

ADMINISTRATION / VP ADMINISTRATION / HUMAN RESOURCES

PSP Type

PSP To Date

PSP Amount

From Position

Find

First 1 of 1 Last

Position Title INSTITUTIONAL SUPPORT

Position Number

Salary Grade

Step

FTE

BU

Monthly Salary

To Position

Find

First 1 of 1 Last

Position Title INSTITUTIONAL SUPPORT

Position Number

Salary Grade

Step

FTE

BU

Monthly Salary

Annual:

Semi-mo:

Annual:

Semi-mo:

Pay Account

Find

First 1 of 1 Last

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

Comments: