PS ACCESS FOR NEW HIRE/NEW POSITION

1. New UHCL employee or employee in new role

2. Individual requests access via email: BusOpsAnalyst@UHCL.edu

3. Individual completes* request form: BusOps/ PS Finance
   - Access/ UHCL PeopleSoft Finance Security Access
   - Request Form

4. Individual completes training
   - View presentation first
   - Then do exercise
   - Mail to BusOpsAnalyst@UHCL.edu

5. Business Operations signs form after receiving exercise

6. Business Operations sets up access in PS

* Request must indicate access, role, source - we are unable to "copy" another profile
* Use special instructions field for any additional detail or multiple sources entry

PeopleSoft Finance Training

FSTST Training Login

Courses

Introduction to PeopleSoft Finance

- This course presents key features of the PeopleSoft Financial system, including terminology and business processes.
  - Introduction to PeopleSoft Finance Presentation
  - Introduction to PeopleSoft Finance Exercise

SBH 3/14/23