



The UNIVERSITY of OKLAHOMA

What's New in HR PeopleSoft? – Edition 1/05/2021

Here are the top questions asked in the last 24 hours. Find more FAQs and other resources here:

<https://ou.edu/compassproject>.

Today's Top 3 Questions

#1 I'm at HSC and I can't find the position number I used for a vacant position in my Taleo job listing. What do I do? Position numbers at HSC that were vacant could not be converted to the new system even though you have a position number in your Taleo listing. When creating the preauthorization form, choose "Create New" for the position number and the system will create one for you. Contact HR Compensation with questions at ohr@ou.edu.

#2 I'm in Norman and rehiring an employee. What do I do when the form asks me for the employee's Social Security Number? SSNs are required for rehires. Email Human Resources at ohr@ou.edu and we will send it to you. You should not ask the employee for it. Later this year there will be some additional updates that will allow us to stop providing SSNs in this way.

#3 I don't see funding on the Hire Non-Staff form. What do I do? Funding is not currently available on the transfer or hire form for non-staff. After the employee is put into the position, you should search for the employee. Then choose the funding change action in the related actions menu in the green arrow by their name.

- 1. How do I set up funding on a vacant position?** You must first have an employee in the position. Then search for the employee and select "Funding Change" for the related actions menu in the green arrow by their name.
- 2. In Norman, the salary for a 4.5 contract is not calculating correctly in the form.** The form is currently annualizing the salary over 12 months. We are working on this issue. To keep from delaying in the meantime, enter the salary amount for the 4.5-month contract in the grid and add in the comments what you think it should pay over the 4.5 months. We will review it manually.
- 3. How do I log in?** To use the new HR PeopleSoft, you must be working inside the OU online environment in one of these ways: on-campus, Virtual Private Network (VPN), Virtual Desktop Interface (VDI), or remote desktop. You may also need DUO dual authentication. This requirement is new for the Norman campus and you may need some assistance getting one of these access points set-up. Contact the IT Service Desk for assistance, if needed. HR PeopleSoft System: <https://hc.ou.edu>



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4. **I'm trying to hire someone. The page asks me for the employee's Social Security Number (SSN), but HR collects that information on my campus. I don't have SSN in the department. What do I do?** If you already have the EMPL ID, then you should search for the person instead of starting with a fresh form. Once you find them, use the green arrow by their name to choose Hire from the related actions. In Norman, HR will provide the EMPL ID (and SSN for rehires) to the department after the new employee has submitted their New Hire Paperwork in person. The new employee can schedule an appointment with HR here: <https://newemployee.ou.edu/Norman-Campus/New-Employee-Paperwork-Submission>
5. **Where's the worklist?** The worklist has been replaced with the Evaluate link in the ePAF homepage. Learn more about using this page in the *Overview of ePAFs* training (20 minutes) in the OnPoint Library: <https://onpoint.ou.edu/>. NOTE: If you work in a central office that does not approve ePAF but only receives notifications about them, you will find those notifications listed in the Worklist. Position numbers at HSC that were vacant could not be converted to the new system even though you have a position number in your Taleo listing. When creating the preauthorization form, choose "Create New" for the position number and the system will create one for you.
6. **I've already got an approved freeze form, what do I do?** The Preauthorization Step 1 and Step 2 replace the old Hire and Job Change ePAFs for staff employees. You must start at the beginning of the Preauthorization form. If you attach the approved Freeze Form, it will allow the reviewers to approve the Preauthorization more quickly. You may also add comments explaining the situation. Overall the approval workflow for the new Preauthorization is about the same length as the old ePAF so you shouldn't see much difference. Watch for the email letting you know that the Preauthorization Step 1 has been approved so that you can move onto the Preauthorization Step 2 very quickly.
7. **My employee has more than one card when I search for them.** This can be caused by one of two reasons: 1) They currently have or have had in the past an additional position at the university. 2) The position number that supervises them is a pooled position. Pooled positions cannot be used as supervisors. If someone holding a pooled position needs to be shown as a supervisor, then they should be moved into their own position. Contact HR Compensation to get a new position number for that person at ohr@ou.edu.