

PeopleSoft 9.1: Employee Self Service Navigation Quick Reference Guide

Managing Personal Information

IF YOU WANT TO:	USE THIS NAVIGATION:				
View Personal Profile Information	Main Menu	HCM	Self Service	Personal Information	Personal Information Summary
Update Personal Profile Information – Licenses, Certifications, and Experience	Main Menu	HCM	Self Service	Learning and Development	My Current Profile
Update Personal Profile Information – Name	Main Menu	HCM	Self Service	Personal Information	Name Change
Update Personal Profile Information – Address	Main Menu	HCM	Self Service	Personal Information	Home and Mailing Address
Update Personal Profile Information – Phone Number	Main Menu	HCM	Self Service	Personal Information	Phone Numbers
Update Personal Profile Information – Ethnic Group	Main Menu	HCM	Self Service	Personal Information	Ethnic Groups
Update Personal Profile Information – Marital Status	Main Menu	HCM	Self Service	Personal Information	Marital Status

Managing Benefits

IF YOU WANT TO:	USE THIS NAVIGATION				
Update Benefit Elections – New Hire	Main Menu	HCM	Self Service	Benefits	Benefits Enrollment
Identify Beneficiaries	Main Menu	HCM	Self Service	Benefits	Dependent/ Beneficiary Info Benefits Summary
View Current Benefits	Main Menu	HCM	Self Service	Benefits	Benefits Summary
Update Dependent Information	Main Menu	HCM	Self Service	Benefits	Dependent/ Beneficiary Info
Update Beneficiary Information	Main Menu	HCM	Self Service	Benefits	Dependent/ Beneficiary Info
Update Benefit Elections – Life Event - Birth	Main Menu	HCM	Self Service	Benefits	Life Events Birth/ Adoption

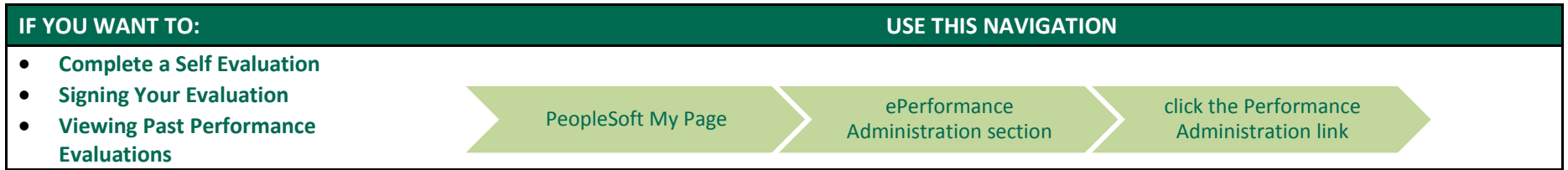
Managing Payroll Information

IF YOU WANT TO:	USE THIS NAVIGATION				
View Compensation Information	Main Menu	HCM	Self Service	Payroll and Compensation	Compensation History
Update Compensation Information – Tax Data	Main Menu	HCM	Self Service	Payroll and Compensation	W-4 Tax Information
Enter Compensation Information – Direct Deposit	Main Menu	HCM	Self Service	Payroll and Compensation	Direct Deposit
Update Compensation Information – Direct Deposit	Main Menu	HCM	Self Service	Payroll and Compensation	Direct Deposit
Update Compensation Information – Voluntary Deductions	Main Menu	HCM	Self Service	Payroll and Compensation	Voluntary Deductions

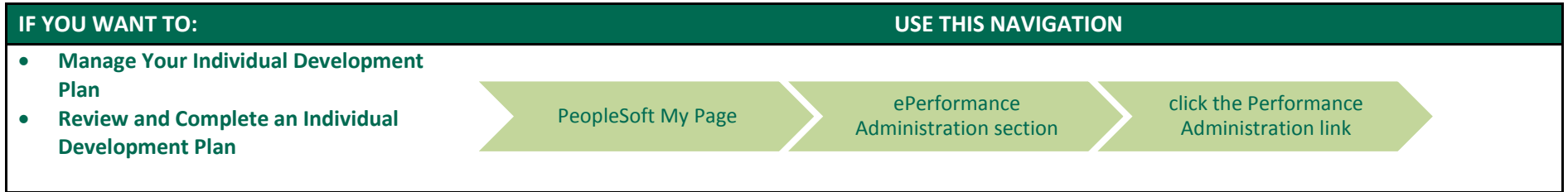
Managing Your Talent Profile

IF YOU WANT TO:	USE THIS NAVIGATION		
<ul style="list-style-type: none"> Review Personal Information Review Current Position and Organization Information Review Work History Information Review Education and Skills Information Update Experience Inventory Review Performance Information Update Mobility and Travel Preferences Update Development Activities Review and Update Journal Entries Use Career Plan Review and Send Recognition Information 	PeopleSoft My Page	ePerformance Administration section	click the Performance Administration link

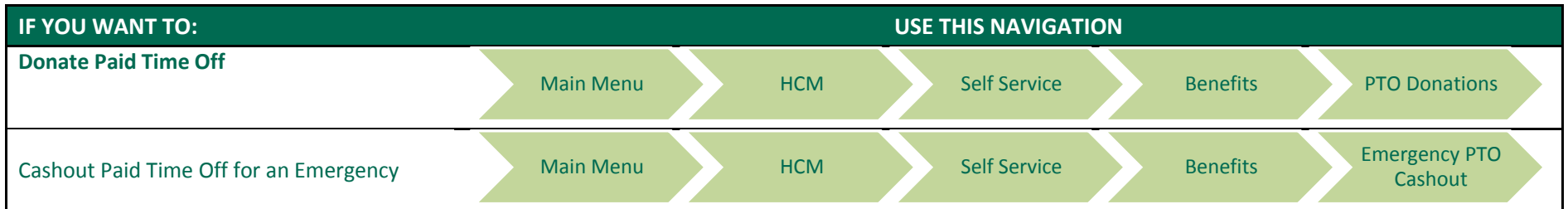
Managing Performance Management



Managing Individual Development Plans



Managing Paid Time Off



Managing Campaign Donations

IF YOU WANT TO:	USE THIS NAVIGATION			
Donate to a Campaign	Main Menu	HCM	Self Service	BH Donation Campaigns Select the appropriate campaign
Register for an Event	Main Menu	HCM	Self Service	BHSF Event Registration Register for Events

Managing Learning

If you want to:	USE THIS NAVIGATION			
<ul style="list-style-type: none"> View My Learning Drop an Enrollment Launch a Web-Based Session Review Program Status and Progress Review Overall Learning Progress 	Main Menu	ELM	Self Service	Learning My Learning
Browse the Learning Catalog	Main Menu	ELM	Self Service	Learning Browse Catalog
Search the Learning Catalog	Main Menu	ELM	Self Service	Learning Search Catalog
Enroll in an Activity	Main Menu	ELM	Self Service	Learning Browse Catalog
	Main Menu	ELM	Self Service	Learning Search Catalog
Add Supplemental Learning	Main Menu	ELM	Self Service	Learning Supplemental Learning
Set My Learning Preferences	Main Menu	ELM	Self Service	Personal Information Personal Information Home

Managing Travel Authorizations and Expenses

IF YOU WANT TO:	USE THIS NAVIGATION				
<p>Creating a Travel Authorization</p>	Main Menu	FSCM	Self Service	Travel and Expenses Center	Click the Create link under Travel Authorization
<ul style="list-style-type: none"> • Create a Blank Expense Report • Create an Expense Report from a Travel Authorization 	Main Menu	FSCM	Self Service	Travel and Expenses Center	Click the Create link under Expense

Baptist Health Market

IF YOU WANT TO:	USE THIS NAVIGATION				
<p>Place an Order</p>	Main Menu	FSCM	Self Service	Baptist Health Market	Baptist Health Market
<p>Register for an Event</p>	Main Menu	FSCM	Self Service	Baptist Health Market	Return Merchandise