**What’s New in PeopleSoft 9.2?**

**New Look**
When you open PeopleSoft, you will notice right away that the Home page looks different. Depending on the roles you have in PeopleSoft, you may see different things.

- If you have access only to Employee Self-Service, you will see the Self Service Home page, and there will be no Favorites or Main Menu, and no other tabs.
- If you have access to functions that have a navigation tab, the tab(s) will appear in a row across the top of the page, and the home page will be the navigation tab for the highest priority tab.
- If you have access to additional functions that are not on a navigation tab, the Main Menu and Favorites menu will appear in the black banner at the top of the page.

**What’s on Your Home Page**
Depending on your roles in PeopleSoft (what functions you can use), your Home page may be different than what is displayed here.

To return to your Home page (the page displayed when you signed in, click the Home link at any time.

If you have access to additional functions, you can navigate using the Main Menu drop-down or your Favorites.

If you have access only to Employee Self-Service, these tabs will not appear.

If you have a role for which a navigation tab has been defined, that tab will be displayed when you sign in, and you’ll see tabs across the top of the page. Click a tab to display that page.

The Self-Service home page puts the information you look for most often at your fingertips!

**Navigating Using the Main Menu**
If the function you need does not have a navigation tab, you must reach it through either the Main Menu or your Favorites menu. The Main Menu will appear in the black banner at the top of the page, no matter what page you are on. To locate the function you need, click on the Main Menu, and then click your way through the cascading menus to the function you want.

**Adding Favorites to the Menu**
If you find that you use a page often, you can add it to your favorites in PeopleSoft. Then you don’t need to remember where to find the page, as it will be in your favorites!

To add a page to your favorites:
1. Navigate to the page you want to add to your favorites, and click Add to My Links in the Favorites menu in the black banner at the top of the page.
2. Type a Name that will appear in your Favorites to identify the page.
3. Click Save.
Organizing Favorites in Folders

You can organize your favorites by creating folders, and putting related links into the folders.

To organize your favorites:

Under Favorites, click the Edit My Links link. Then,
- To create a new folder, click the Add Folder button. Type a Name for the folder that describes the links to be included there. Then click the Save button.
- To delete a folder you no longer need, click the folder link and then click the Delete Folder button. Deleting the folder will delete all the favorites links within that folder.
- To move an existing link into a folder, click on the link and then click Edit Link. Select the desired Folder and click Save.

Changing Favorite Links

You can change, delete, or move any links you have already added to your Favorites.

To change your favorites:

1. Under Favorites, click the Edit My Links link.
2. To change a link, click the link and then the Edit Link button.
   - To change the Name, type over the existing value.
   - To move the link to a different folder, select the desired Folder from the drop-down list.
   - To open the page in a new window when you select it from your Favorites, click the Open in a new window checkbox.
   Click Save when your changes are complete.
3. To delete a page you no longer need, click the link and then the Delete Link button in that row. You will be prompted to verify the deletion. Click Yes - Delete.

For a Quick Look at Department, Title, and Contact Information

On certain pages where a person’s name is in the page header, you will see a dotted line under the person’s name. When you hover over the name, a popup window appears with information about the person.

New in Self-Service

There are a few new features in self-service.

Three Accounts in Direct Deposit

You can set up three accounts for direct deposit. The first account you set up is your primary account. You may then add one or two accounts into which a specific dollar amount will be deposited directly from your pay each pay period. You specify the dollar amount for the second and third accounts, and the remainder of your pay is deposited into your primary account.

You may change the account information and the dollar amounts to be deposited, and you may stop payments to either or both secondary accounts. If you have only the primary account, you may stop payments to that account, in which case you will receive a paper check.

Once you save a change to your direct deposit account(s), you will not be able to make further changes until the next business day.

Separate Entry of State W-4 Info

There is a new tab on the W-4 Tax Information page for NJ and PA residents.

The NJ tab allows you to specify the W-4 tax withholding information for the New Jersey state tax, with no connection to what you specify on the Fed tab for your federal tax withholdings.

The PA tab allows you to complete the form that specifies that you are a Pennsylvania resident. No withholding information is required (or can be entered) for Pennsylvania residents, since Pennsylvania taxes at a flat rate.

Paycheck Modeling

You can model the effect that changes in pay, benefit withholdings, or tax withholdings will make on your paycheck. However, this is just an estimate, meant to show the impact of new or additional benefits on your net pay.

Forecasting Your Absence Balance

If you are a monthly-paid employee, you can forecast your available absence balance for vacation time as of a date you specify. The forecasted balance includes any vacation you have entered between now and the specified date, whether it has been processed or not. It also includes any accruals or adjustments between the current date and the specified date.

You’ll find the Forecast Balance link at the bottom of the Absence Management > Absence Balances page.