Navigating in PeopleSoft HRMS

PeopleSoft Human Resources is a web-based application and users login by opening Internet Explorer or Mozilla Firefox and typing the following URL: http://eserve.hr.tufts.edu into the browser's address box. This will bring you to the page below.
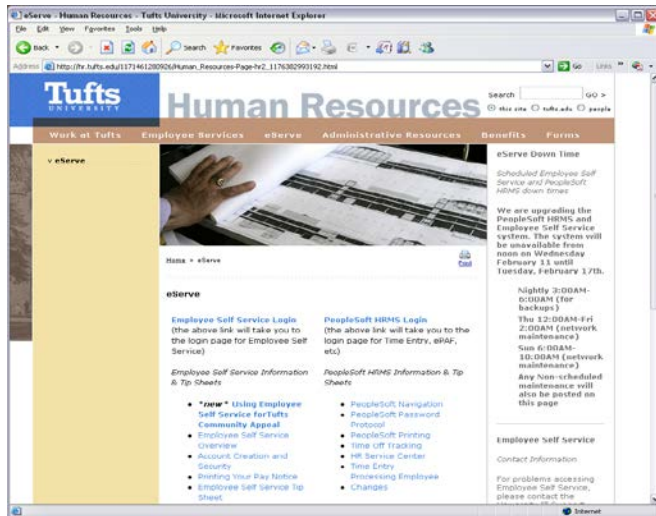
Please save this page as a "favorite" for easy access to PeopleSoft. This page precedes the PeopleSoft login page and HR posts messages to the user community here.

From this page you can access PeopleSoft (for Time Entry, ePAF, etc.), Employee Self Service, the HR Home Page or other HR pages, or the Tufts Home Page. "Tip sheets" with information about using the PeopleSoft HR system are posted on this page.

Click on the "PeopleSoft HRMS login" to go to the login page:

Type your UserID and your PeopleSoft Password. Like UserID, password is case sensitive. Now, click on the "Sign In" button and the PeopleSoft system will validate your UserID and password.

If either the ID or password is invalid, the system will display an error message just below the "Sign In" button. You will need to reenter the ID and password or contact the University IT Support Center at 617-627-3376 or UITSC@tufts.edu.

PeopleSoft Home

Once you have successfully signed in, the system will display the home page for your PeopleSoft access. The top-right contains all your Employee Self-Service links. The bottom-right contains all the areas that you have access to in the application. Time Entry and ePAF functions will be located under the group Department Administration. If you have additional access, other groups may appear.

From the menu, click on one of the menu choices. "Enter Time Off for an Employee" has been selected in the example.
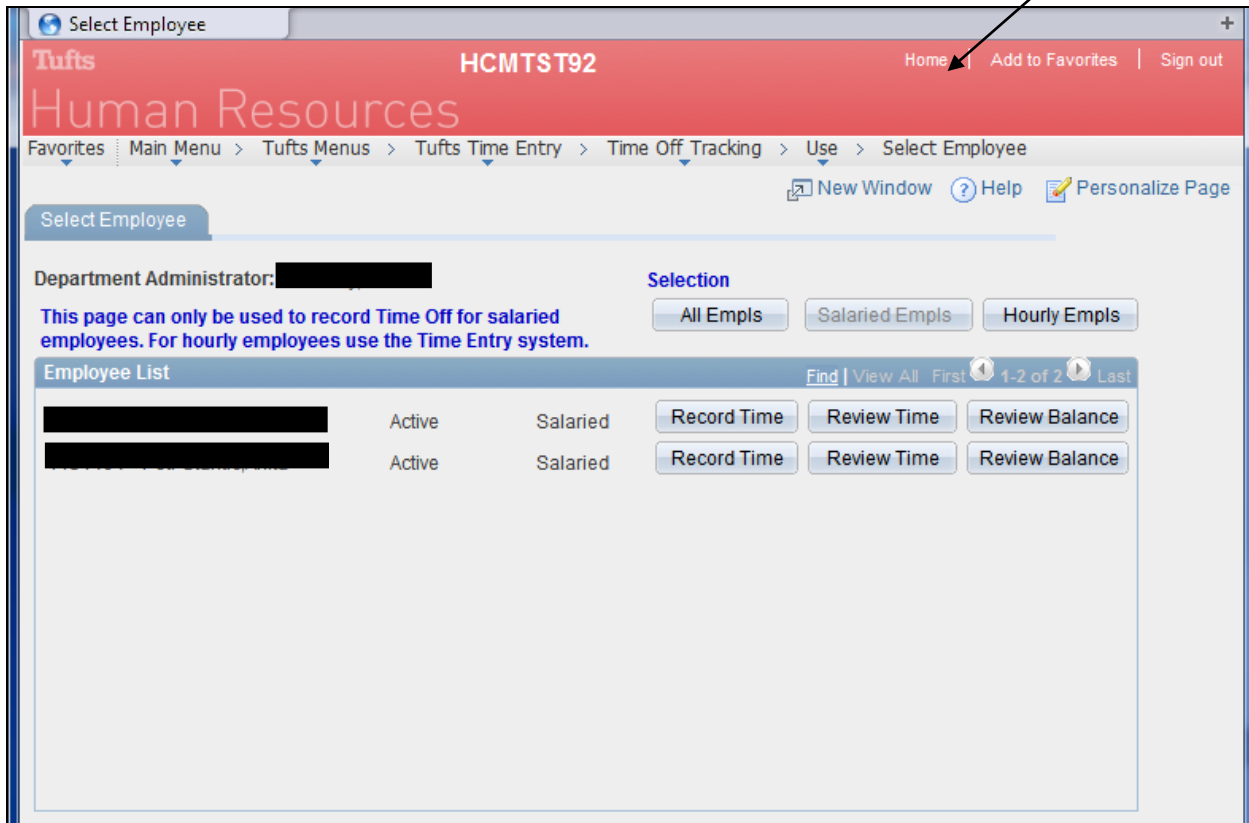
From here, you can enter the time off for any exempt employee in your timekeep (please refer to the Time Entry & ePAF Manual for more information about Department Administration tools).

You can return to your home page by clicking on "Home" in the upper-right corner of the page.