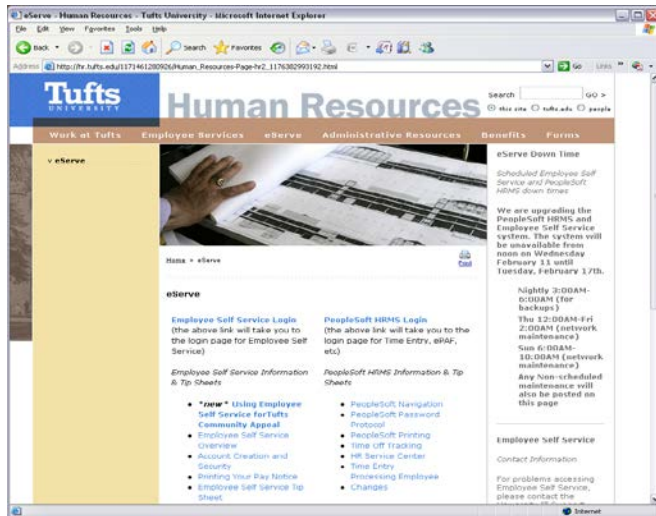


Please Note: As of June 3, 2019, the appearance of eServe has changed. The steps in this process will mostly remain the same, but your screen may not match these images. We are working on updating this document.

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:

PeopleSoft HRMS

Tufts Username: [e.g. jsmith01]

Tufts Password:

[Forgot your Tufts Username or Password](#)

Need Help? Email it@tufts.edu

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.

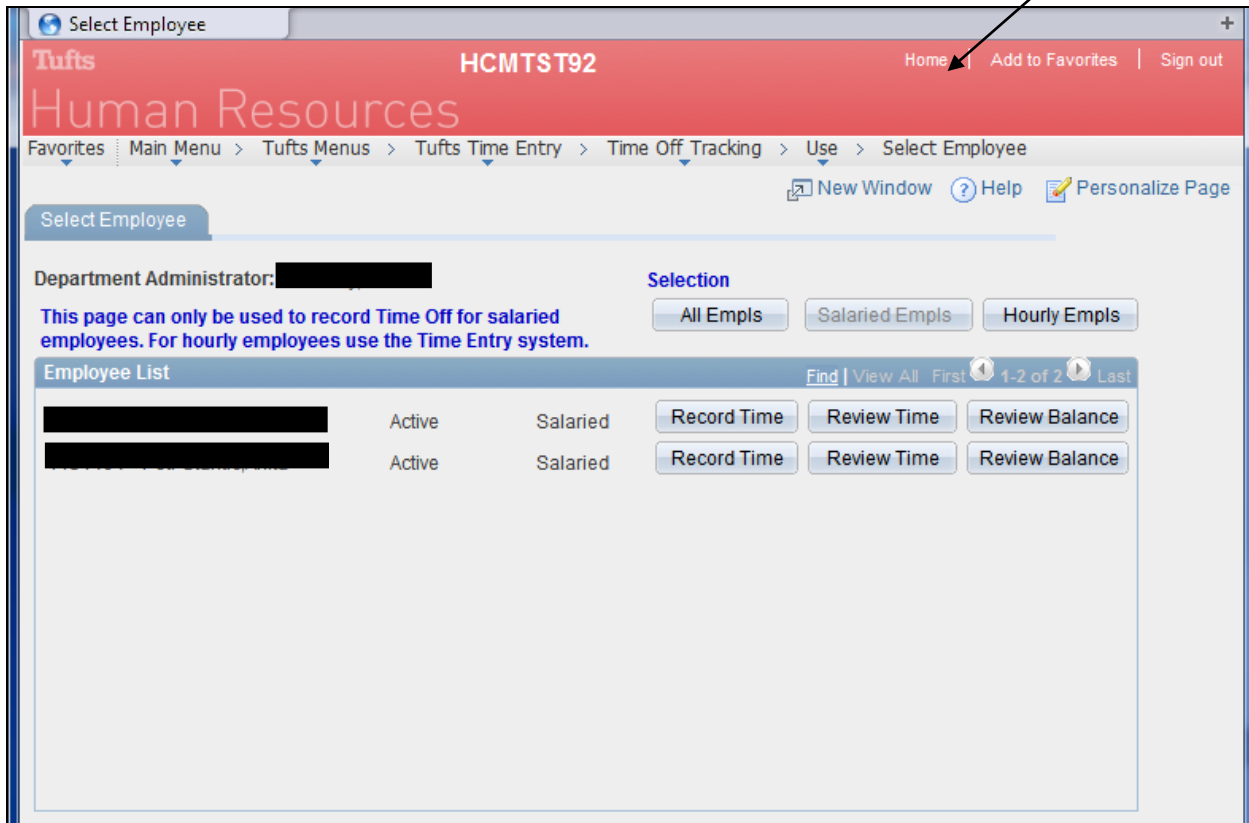
PeopleSoft Home

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.

The screenshot shows the PeopleSoft Home page for Tufts HCMTST92. The page is divided into several sections:

- Employee Self-Service**
 - Time Off Information**: Review time off taken and vacation, sick and personal time earned.
 - Paycheck and Compensation**: View Paycheck; Edit Deductions, Direct Deposit, Compensation History, etc. Includes links for View Paycheck, Direct Deposit, Notice of Deposit, Voluntary Deductions, Compensation History, and W-4, W-2, W-2 Consent.
 - Benefits Information**: View Benefits and Dependents, Enroll in Benefits, 403(b) Elections, etc. Includes links for Benefit Summaries, Enrollment / 403(b) Elections, Confirmation Statements, and Dependents and Beneficiaries.
 - Performance Planning & Review**: Employees and managers will use this form throughout the Performance Development Program Cycle, to create, edit and view performance plans, conduct checkpoint reviews and complete performance reviews for the fiscal year.
 - Personal Information**: View or Update your Personal Information. Includes links for Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Complete and Submit I-9 Form, and Demographic Information.
 - Learning and Development**: View Training Summary; Enroll in a Course. Includes links for Training Summary and Request Training Enrollment.
- Department Administration**
 - Student and Temp Employees**: Hire, Terminate, and Modify Actions for Student and Temporary Employees. Includes links for Hire Employee, Account Distribution Change, Pay Rate Change, and Termination.
 - Student and Temp Inquiry**: View Detail about Student and Temporary Employees. Includes links for Student Employee Job Detail, Temp Employee Job Detail, Students from SIS (Employees), and Students from SIS (Non-Empl).
 - Tufts Time Entry**: Submit Time Entry for Tufts Hourly Workers. Includes links for Time Entry, Time Off Adjustments, Submit Time Entry, and Roster of Active Employees.
 - Time Off Tracking**: Submit Time Off Requests for Tufts Employees. Includes links for Enter Time Off for an Employee and Time Off Balance Inquiry.
 - Time Entry Reports**: Tufts Time Entry Reports. Includes links for Time Keep Generate Time Slips, Time Keep Exception Report, Time Keep Earnings and Hours, and YTD Hours by Time Keep.
 - Time Off Tracking Reports**: Tufts Time Off Tracking Reports. Includes links for Time Taken, Time Off Balance Summary, Time Off Requested, and Time Off Employee Detail.
- Menu**
 - Search: [input field]
 - My Favorites
 - Tufts Menus
 - Self Service
 - Reporting Tools
 - PeopleTools
 - My Personalizations

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.