

Current and Upcoming Releases

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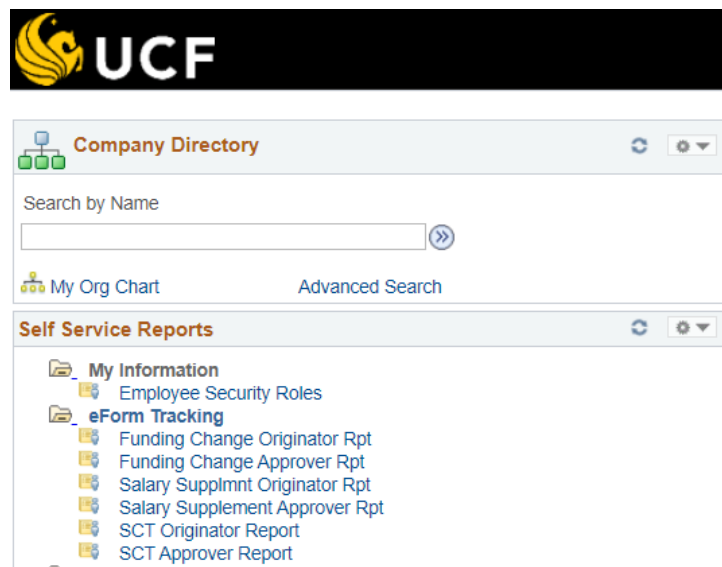
Release #1: Self Service Reporting: eForm Tracking Reports

Targeted Release Date: 11/10/2019

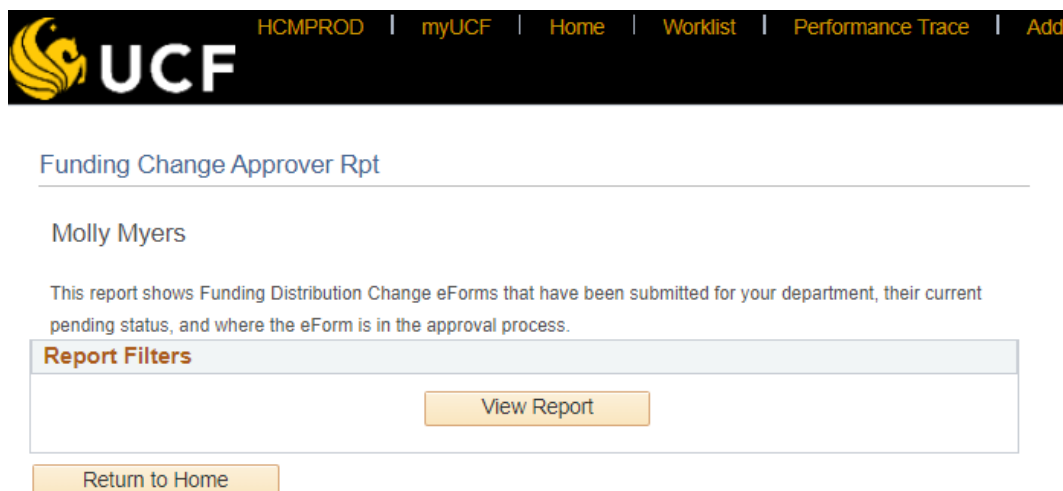
Targeted Audience: Departmental originators and approvers of the new Funding Distribution Change, Salary Supplement and Salary Cost Transfer eForms.

Release Details: The Self-Service Reports are delivered on a pagelet available directly on your homepage. Reports are assigned based on your user security. The reports in the eForm Tracking Report group show eForms in a pending status, and where those forms currently reside in the workflow. Originators will be able to track the forms they have created, and approvers will be able to follow all forms that fall within their department security.

From your homepage, choose the report you wish to view.



The View Report button generates a PDF of pending eForms.



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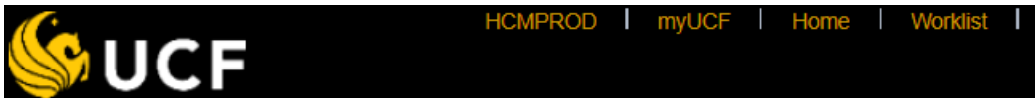
Example Output:

University of Central Florida
Department of Human Resources
SCT Approver Report - Pending eForms

Pending Approvals

eForm	EmpID	Name	PPE Date	Form Type	Keyed by	Keyed	Last Updated	Status	Next Approver
704064	5015531	Yan Liu	8/8/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
	5015531	Yan Liu	8/22/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
704078	5015531	Yan Liu	9/5/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
	5015531	Yan Liu	9/19/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
	5015531	Yan Liu	10/3/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research

If no forms are currently pending, the page will display “No data available for report.”



Funding Change Originator Rpt

Molly Myers

This report shows Funding Distribution Change eForms that you have submitted for your department, their current pending status, and where the eForm is in the approval process.

No data available for report.

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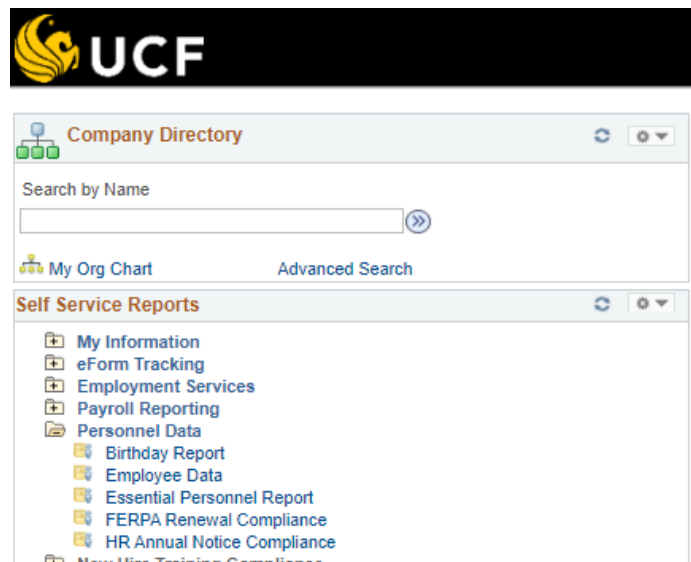
Release #2: Self Service Reporting: Personnel Training Compliance

Targeted Release Date: 3/2/2020 for SR100W; 3/11/2020 for PER226

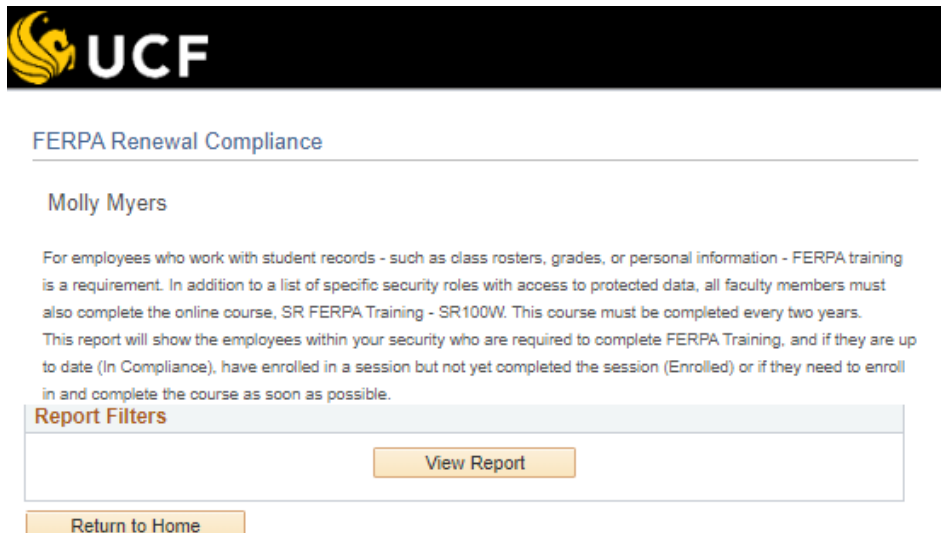
Targeted Audience: ePAF Originators and ePAF Approvers

Release Details: The Self-Service Reports are delivered on a pagelet available directly on your homepage. Reports are assigned based on your user security. This update releases two new reports allowing departmental HR users to track compliance with UCF required employee training courses SR FERPA Training (SR100W) and HR Annual Notices to Employees (PER226).

From your homepage, choose the report you wish to view.



The View Report button generates a PDF of employees required to complete the training course, and their compliance in regard to this requirement.



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Example Output:

University of Central Florida
Department of Human Resources
SR100W – FERPA Renewal Compliance

09012001: VP INFO-PAYROLL

EmplID	Name		Compliance
0110806	Hartman,Joel L.	Required	In Compliance

If no employees are currently required to complete the course, the page will display “No data available for report.”



HR Annual Notice Compliance

Molly Myers

This report will show the active employees within your security and if they are up to date (In Compliance), are enrolled in a session but not yet completed the session (Enrolled) or if they need to enroll in and complete the course as soon as possible.

No data available for report.

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Note: Employees who are required to complete SR100W every two years are notified via email when their two year compliance has ended and they need to enroll in the course again; they are also sent reminders when they have enrolled in the course but not yet completed the course.

All employees are required to review and acknowledge receipt of the information provide in PER226. Human Resources will be enrolling all active employees in this training course on or before 3/11/2020, at which point the employees will be notified and advised to complete the course. Non-compliance reminders are also sent for this course; employees who are hired after 3/11/2020 will be required to enroll themselves in the webcourse and are notified as such via the New Hire Training Enforcement notifications.

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Release #3: Self Service Reporting: New Hire Training Compliance

Targeted Release Date: 3/2/2020 – *NOTE: Reminder emails were postponed due to the pandemic – will begin June 2019.*

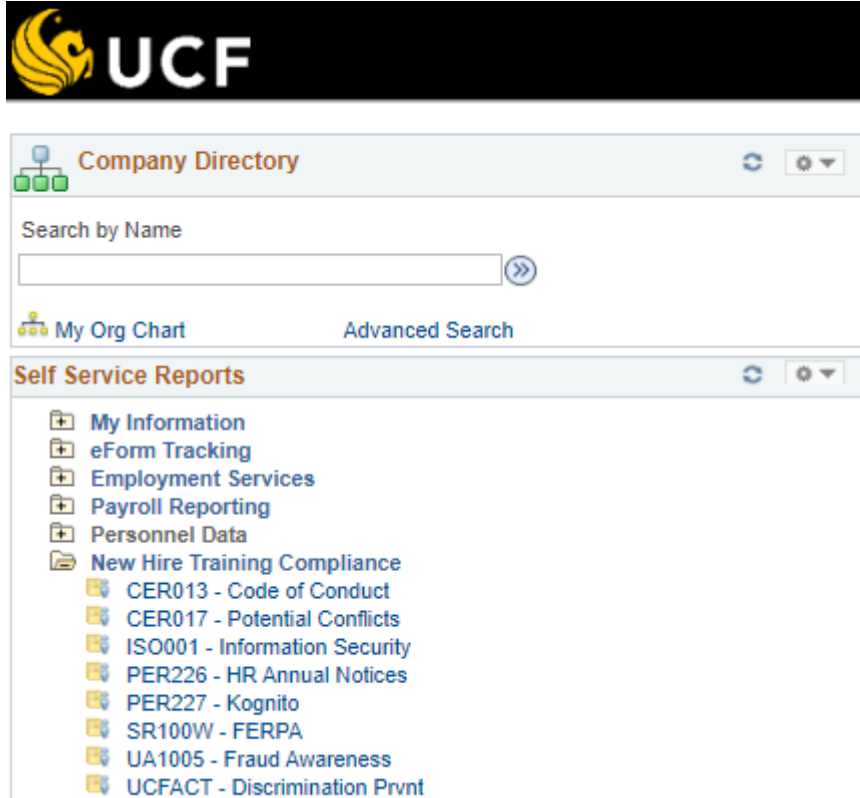
Targeted Audience: ePAF Originators and ePAF Approvers

Release Details: The Self-Service Reports are delivered on a pagelet available directly on your homepage. Reports are assigned based on your user security. This update releases eight new reports allowing departmental HR users to track compliance with UCF required new employee training courses:

- CER013 – UCF Employee Code of Conduct/Speak Up! Whistleblower Training
- CER017 – Potential Conflicts: Florida Code of Ethics for Public Officers and Employees
- ISO001 – Information Security Awareness
- PER226 – HR Annual Notices to Employees
- PER227 – Kognito at-risk for Faculty and Staff
- SR100W – SR FERPA Training
- UA1006 – Fraud Awareness
- UCFACT – UCF Actions to Prevent and Correct Discrimination


Some of the webcourses need to be completed within the first seven days and others are required within the first thirty days of employment.

From your homepage, choose the report you wish to view.



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The View Report button generates a PDF of employees required to complete the training course, and their compliance regarding this requirement.

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CER013 - Code of Conduct

Molly Myers

As part of UCF's commitment to a safe and welcoming environment, there are several webcourses that new employees are required to take. This report will display new employees and their compliance with this requirement for the course UCF Employee Code of Conduct/Speak Up! Whistleblower Training (CER013) which must be completed within the first seven days of an employee's start date.

Report Filters

[View Report](#)


[Return to Home](#)

Example Output:

University of Central Florida
Department of Human Resources
CER013 - Code of Conduct

Emplid	Name	Hire Date	Enrolled?	Course	Attendance
5308827	Carballo Rubio,Raul	1/13/2020		CER013	Completed
5321363	Martin,Sharon Louise	1/13/2020		CER013	Completed
5326296	Lehman,Angela Elizabeth Salvo	1/13/2020		CER013	Completed
5323960	Trubacz,Joseph	1/13/2020		CER013	Enrolled
5324410	Kirkman,Jordan	1/13/2020		CER013	Enrolled
0228846	Attaway,Brett Wayne	1/13/2020	Not Yet Enrolled		
2560962	Priest,Malik	1/13/2020	Not Yet Enrolled		

If no employees are currently required to complete the course, the page will display “No data available for report.”

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PER227 - Kognito

Molly Myers

As part of UCF's commitment to a safe and welcoming environment, there are several webcourses that new employees are required to take. This report will display new employees and their compliance with this requirement for the course Kognito at-risk for Faculty & Staff (PER227) which must be completed within the first thirty days of an employee's start date.

No data available for report.

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Note: In addition to the PageUp Onboarding portal, employees are notified of these requirements via email, and will continue to receive email reminders until they have fulfilled these requirements.

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Example Enrollment Email:

Congratulations on your new position and welcome to the University of Central Florida.

As part of UCF's commitment to a safe and welcoming environment, there are several webcourses that you are required to take. One of those is Information Security Awareness (ISO001). Our records indicate that you have not yet enrolled for this course.

To enroll in a webcourse, please do the following:

1. Log into myUCF at <https://my.ucf.edu>
2. Input your NID and Password
(To obtain your NID or set up your password for the first time, please go to <http://myNID.ucf.edu>)
3. Select Employee Self Service
4. Select Learning and Development
5. Select Request Training Enrollment
6. Search by Course Name or Course Number
7. View Available Sessions (select the session closest to your hire date)
8. Click Continue
9. Click Submit

If you need assistance logging into myUCF, please contact the Service Desk at 407-823-5117.

When you are ready to take the course, access the course through the online myUCF web portal or go to webcourses.ucf.edu. You will find the course on your dashboard. Be sure to take any quizzes at the end of each module.

If you need assistance with getting into the course, please contact Webcourses@UCF Support at <https://cdl.ucf.edu/support/webcourses/>.

It is mandatory that you complete this course within your first month of employment. You will continue to receive email reminders until you complete the course. Thank you for your prompt attention to this matter.

Example Reminder Email:

Action Required – Completion of mandatory training!

We hope you are enjoying your new position with the University of Central Florida. You've probably been inundated with lots of information. As part of your new hire onboarding, you were given the task of completing some required webcourses. Our records indicate that you have enrolled in the Information Security Awareness (ISO001), but have not yet completed it.

UCF's online training courses are provided on the Webcourses delivery platform. Access your online courses via the myUCF web portal, or copying and pasting the following link directly into your browser: <http://webcourses.ucf.edu>. You should see your course name in the dashboard. Be sure to take any quizzes at the end of each module.

If you need assistance with getting into the course, please contact Webcourses@UCF Support at <https://cdl.ucf.edu/support/webcourses/>.

It is mandatory that you complete this course within your first month of employment. You will continue to receive email reminders until you complete the course. Thank you for your prompt attention to this matter.

PeopleSoft HCM Report Releases 2019-2020

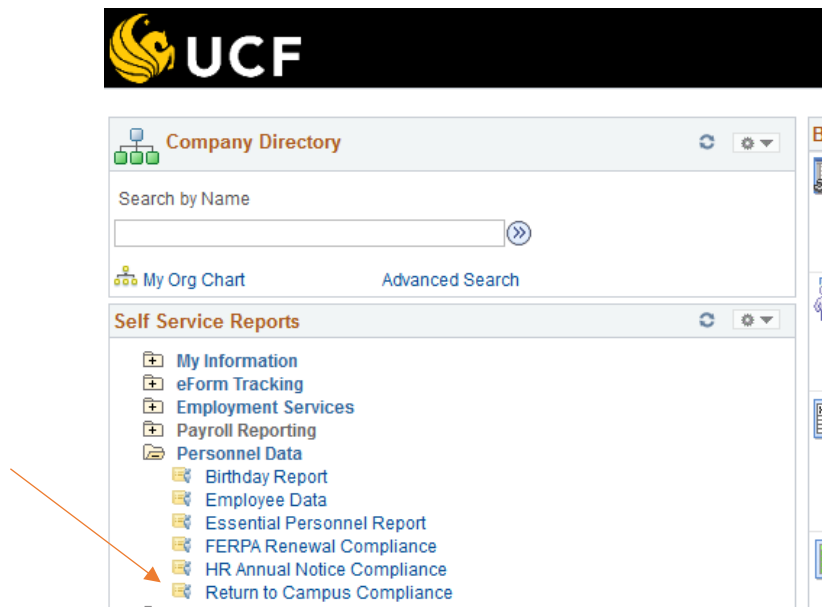
Release #4: Self Service Reporting: Return to Campus Training Compliance

Targeted Release Date: 5/29/2020

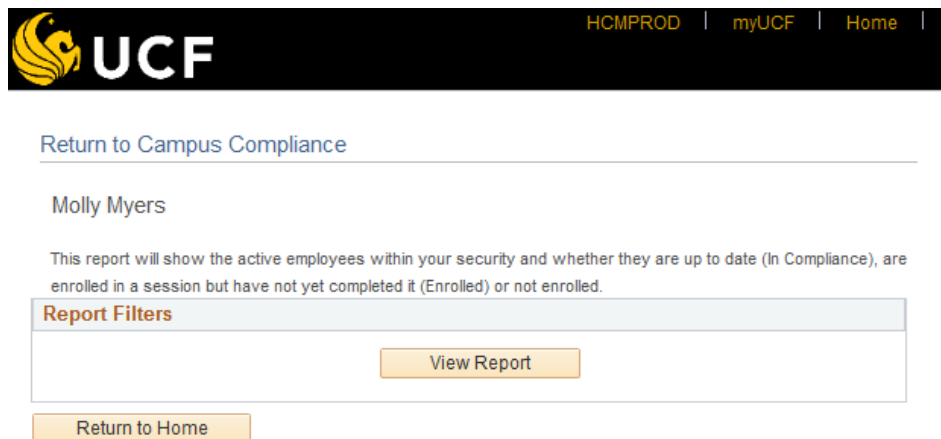
Targeted Audience: ePAF Originators and ePAF Approvers

Release Details: The Self-Service Reports are delivered on a pagelet available directly on your homepage. Reports are assigned based on your user security. This update releases a new report enabling departmental HR users to track their employees' progress through PeopleSoft on enrollments and completions of PER231 - Returning to Campus Operations.

From your homepage, choose the report you wish to view.



The View Report button generates a PDF of all employees within your departmental security, and their completion status of the course.



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Example Output:

University of Central Florida
Department of Human Resources
PER231 – Returning to Campus Operations

02402001: FAC PLN-PAYROLL

ID	Name	Email	Status
4526797	Aguiar,Cameron	Cameron.Aguiar@ucf.edu	
0631619	Beck III,Norman M	Trey.Beck@ucf.edu	
0275509	Edgar,David Stewart	David.Edgar@ucf.edu	Completed
0054000	Edgar,David Stewart	David.Edgar@ucf.edu	

PeopleSoft HCM Report Releases 2019-2020

Release #5: BI Publisher: Training Enrollment Report

Targeted Release Date: 6/4/2020

Targeted Audience: ePAF Originators and ePAF Approvers

Release Details: BI Publisher Reports are accessible via pagelet available directly on your homepage. Reports are assigned based on your user security. Currently, departmental HR users have the ability to run Self Service Reports to verify compliance with required UCF training courses (see <https://hr.ucf.edu/peoplesoft-ssr/> for the details around these specific reports.) This update releases a new BI Publisher report which allows more flexibility for these users to track enrollment and completion of other training courses available for registration in Employee Self Service that may not be required at the University level, but recommended or required at the department level.

From the Home page, access the Query Report Viewer link on the BI Publisher Pagelet (alternatively, you can navigate to the Main Menu > Reporting Tools > BI Publisher > Query Report Viewer.)

Report Name: BIP_EMP_TRN

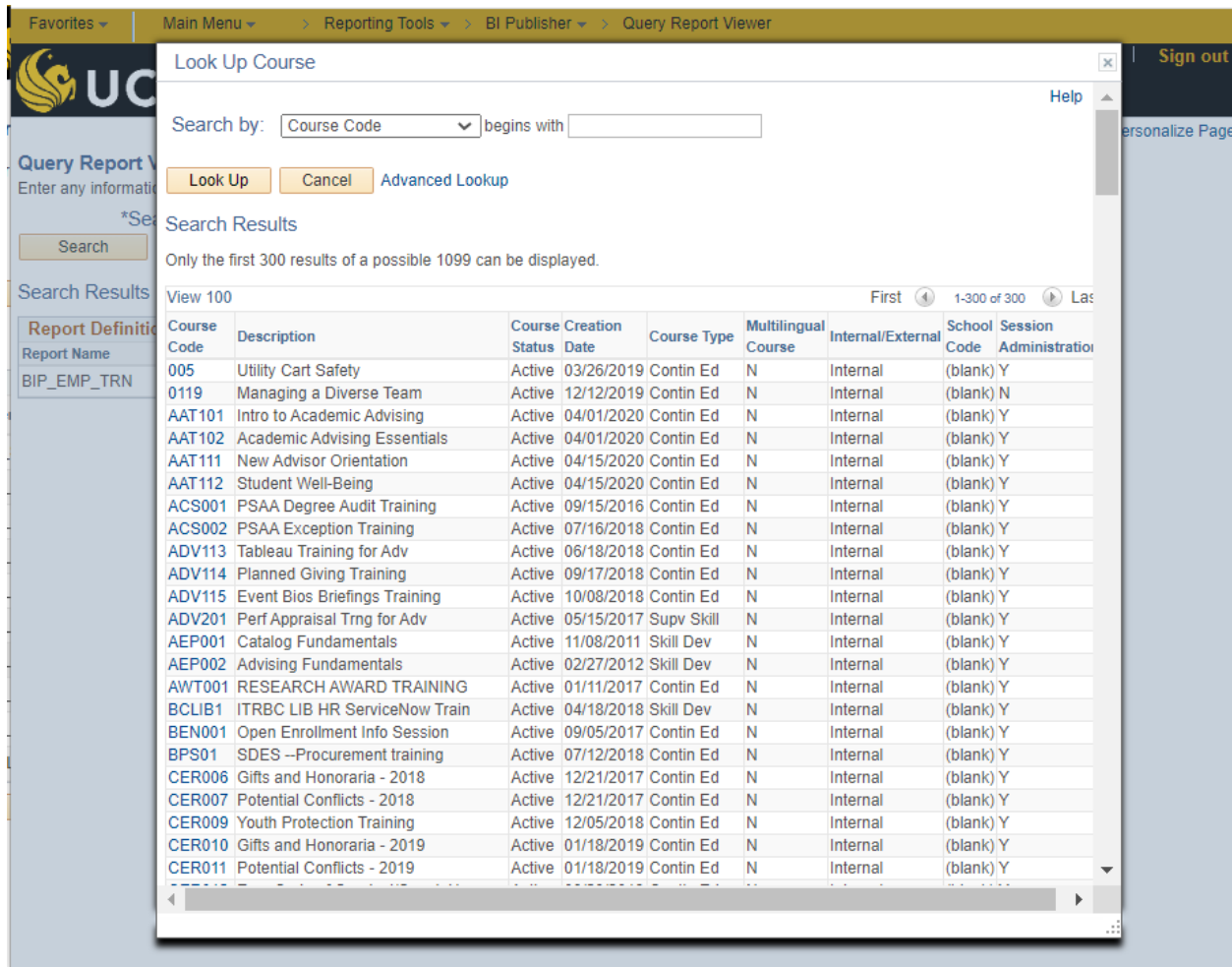
In the search box, enter the Report Name “BIP_EMP_TRN”. Choose your desired format and click the blue View Report link.

The screenshot shows the PeopleSoft Query Report Viewer interface. The breadcrumb trail is: Favorites > Main Menu > Reporting Tools > BI Publisher > Query Report Viewer. The UCF logo is visible on the left, and navigation links like HCMPROD, myUCF, Home, Worklist, Add to Favorites, and Sign out are on the right. Below the header, there's a search section with a dropdown for 'Report Name' and a text input field containing 'BIP_EMP_TRN'. A 'Search' button is present. Below the search results, a table titled 'Report Definition' is shown with columns: Report Name, Description, Data Source Type, Data Source ID, *Format, Burst, and View Report. The row for 'BIP_EMP_TRN' shows 'Training Enrollment Report', 'Query', 'BIP_EMP_TRN', 'PDF', 'N', and a 'View Report' link. A modal dialog box is open, titled 'BIP_EMP_TRN', with a 'Course' input field and a magnifying glass icon. 'OK' and 'Cancel' buttons are at the bottom.

Report Name	Description	Data Source Type	Data Source ID	*Format	Burst	View Report
BIP_EMP_TRN	Training Enrollment Report	Query	BIP_EMP_TRN	PDF	N	View Report

In the prompt field, enter the course code (if known), otherwise use the magnifying glass to see a list of available Course Codes, select one and Click Ok.

PeopleSoft HCM Report Releases 2019-2020



The default format for the output is Adobe Acrobat (PDF). You can change it to view in Microsoft Excel (format XLS) or directly in your browser (format HTM).

University of Central Florida
Department of Human Resources
Training Enrollment Report

Department	EmplID	Last Name	First Name	Title	Email	Course	Attendance	Date	
01032001	UN COMPL ETHICS-PAYROLL	4408028	Kilgas	Paul	Asst Dir Athletics Compliance	Paul.Kilgas@ucf.edu	PSC001	Completed	7/18/2019
01032001	UN COMPL ETHICS-PAYROLL	4208529	Li	Ning	Administrative Assistant I	Ning.Li@ucf.edu			
01032001	UN COMPL ETHICS-PAYROLL	2093281	Marric	Olivia	Risk Management Specialist II	Olivia.Marric@ucf.edu	PSC001	Completed	12/18/2014

The report includes the following fields:

Home Department ID and Name; Employee ID Number; Last Name; First Name; Job Title; Employee Email Address; Course Code (if Enrolled or Completed); Attendance Status; Attendance Date.