

PeopleSoft HCM Feature Releases

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Last Updated: Thursday, July 30, 2020

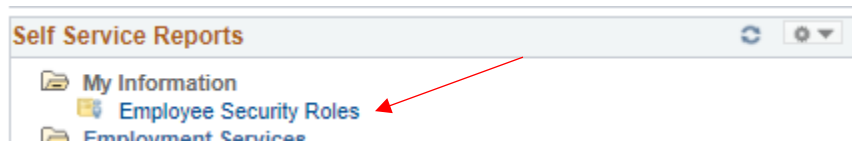
PeopleSoft HCM Feature Releases

Release #1: Employee Security Roles Report Preview

Targeted Release Date: 12/04/2018

Targeted Audience: Users with the following roles - GT Department, GT Director-Chair, GT Vice President-Dean, GT eForms P&T Admin, HR Cost Center Report, HR TL Dept Processors, Human Resources Records, Payroll and HRIS.

Release Details: Features will be released for specific security roles, so it will help to know what your security roles are! On the Self Service Reports pagelet on the PeopleSoft HCM home page, you will find a new category called My Information. Under that category is the report Employee Security Roles.



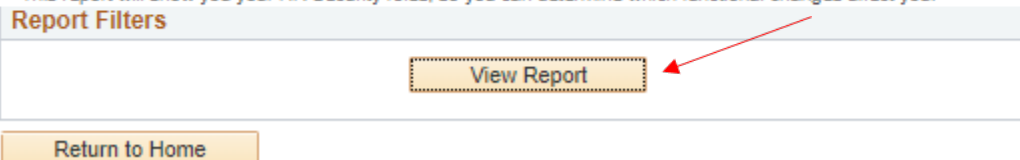
This will help you to determine which new Feature Releases affect you.

Employee Security Roles

Joe Knight

In the upcoming months, you may notice some changes to the way you see things or do things in PeopleSoft HCM. As HRIS completes our part of Project UCF Rising, we'll be exploring various new functionality provided by PeopleSoft, and will be rolling it out as soon as it is ready to the campus audiences. Each change will affect specific security roles, so you may or may not be in a targeted audience when a roll out is complete.

This report will show you your HR Security roles, so you can determine which functional changes affect you.



This is a preview of the functionality, as the targeted audiences will grow for this report as more features are released.

University of Central Florida
Department of Human Resources
PeopleSoft Security Roles

9999999

ROLENAME	Role Title
Citizenship	Citizenship
FX_RI_EMPLOYEE	Role for Active Employees only

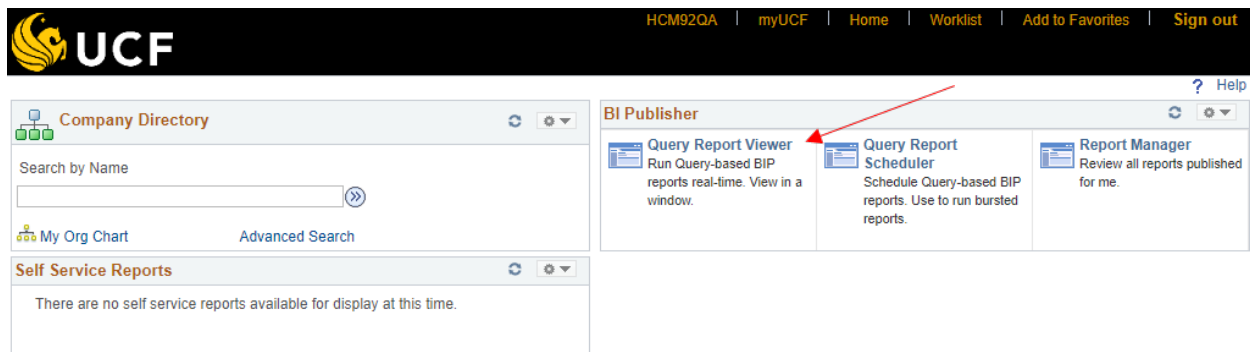
PeopleSoft HCM Feature Releases

Release #2: Reporting Pagelet: BI Publisher

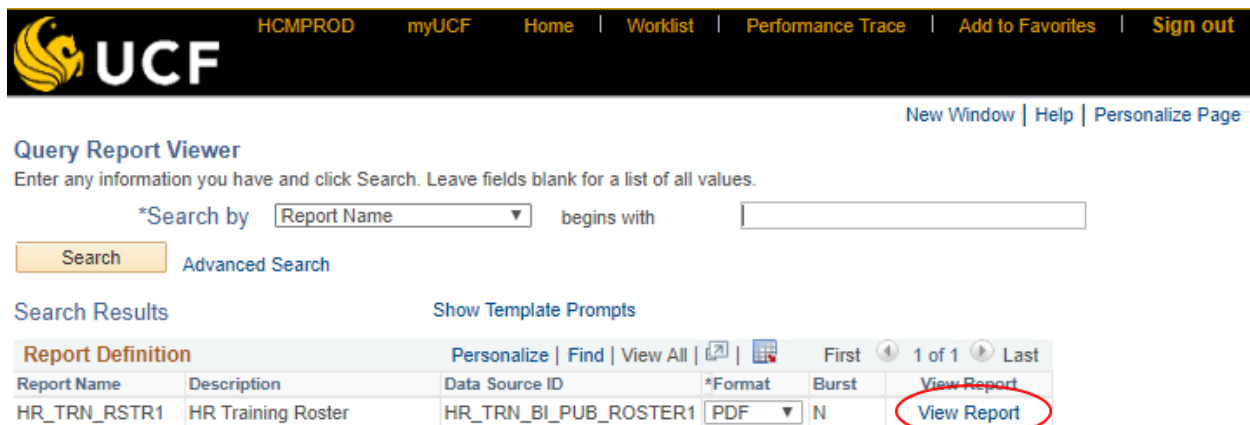
Targeted Release Date: 12/05/2018

Targeted Audience: Users with access to the BI Publisher Reporting Module

Release Details: The next time you log into PeopleSoft HCM, you may notice a difference in your Home screen. In an effort to make running reports easier, we have activated the BI Publisher Reporting pagelet. This pagelet will be available to those who have access to run certain reports (currently, only training rosters are available at this time.)



As we expand the use of the reporting module, you may find new reports available to you in the Query Report Viewer. As new reports are made available, the details on how to run them and how to use them will be made available on the HR Website.



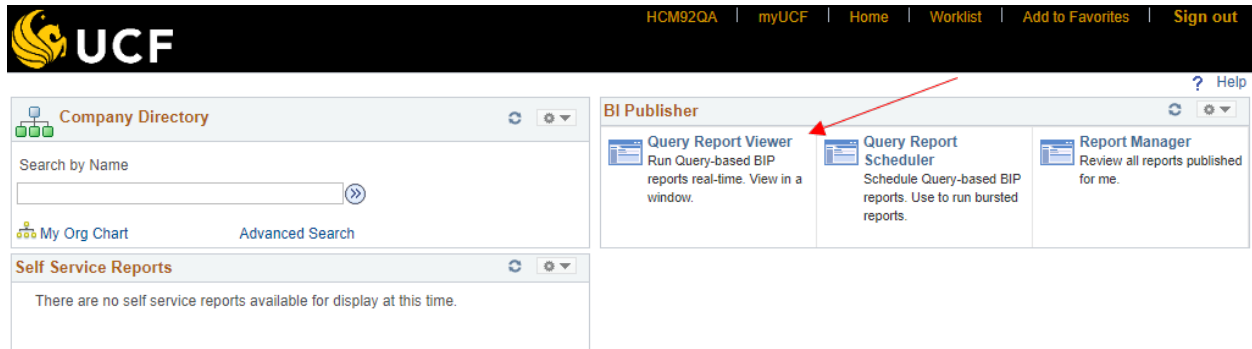
PeopleSoft HCM Feature Releases

Release #3: Employee Training History BI Publisher Report

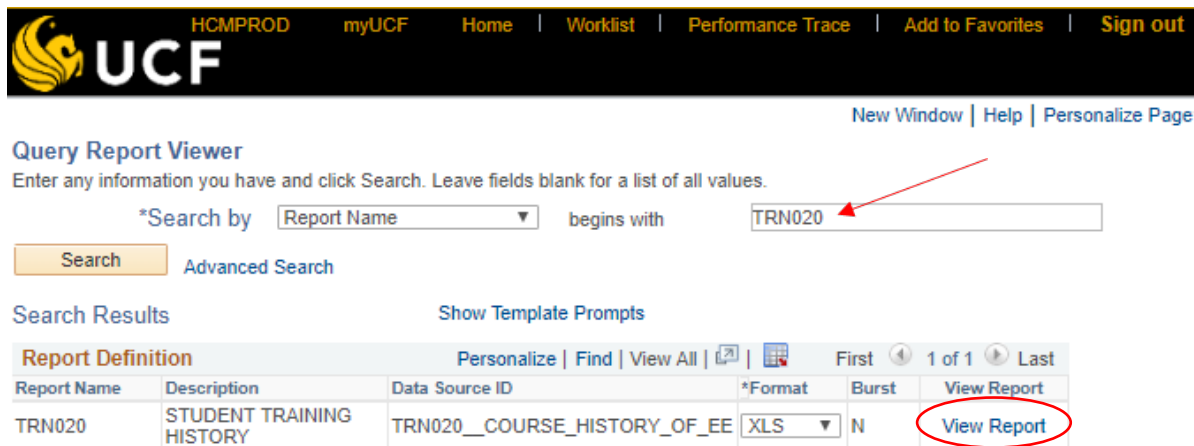
Targeted Release Date: 12/06/2018

Targeted Audience: UCF Training and Functional Leads

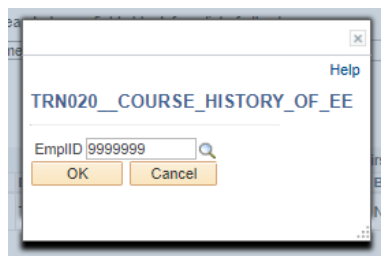
Release Details: A new BI Publisher report has been made available in PeopleSoft HCM. From the Home page, access the Query Report Viewer link on the BI Publisher Pagelet (alternatively, you can navigate to the Main Menu > Reporting Tools > BI Publisher > Query Report Viewer.)



In the search box, enter the Report Name "TRN020". When you click the blue View Report link, a pop up will prompt you for an EmplID.



Enter the Employee ID number of the employee (or non employee) whose training history you need to validate.



PeopleSoft HCM Feature Releases

The default format for the output is Microsoft Excel, or you are able to change it to view in Microsoft Word (format RTF), Adobe Acrobat (format PDF) or directly in your browser (format HTM.)

	A	B	C	D	E	F	G	H	I	J	K
1											1
2											
3	ORACLE				PeopleSoft				Page No:	1 of 1	
4	Report ID: TRN020				STUDENT TRAINING HISTORY				Run Date:	12/04/2018	
5									Run Time:	15:23:44	
6											
7	EMPLID	9999999									
8											
9	Name	Joe Knight									
10											
11	Course		Session Number	Start Date	End Date	Status	Grade				
12											
13		Train the Trainer		11/01/2005	11/01/2005	Completed					
14	PER007	New Employee Orientation	5168	06/01/2007	06/01/2007	Completed					
15	PER079	HR Liaison - Part I	0014	06/05/2007	06/05/2007	Completed					

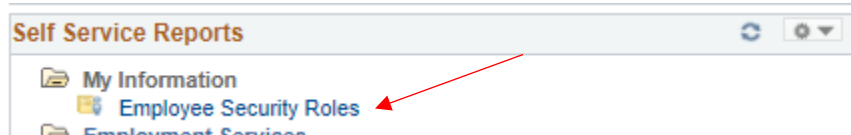
PeopleSoft HCM Feature Releases

Release #4: Employee Security Roles Report - Campus Wide Release

Targeted Release Date: 12/04/2018

Targeted Audience: All Active Employees

Release Details: Features will be released for specific security roles, so it will help to know what your security roles are! On the Self Service Reports pagelet on the PeopleSoft HCM home page, you will find a new category called My Information. Under that category is the report Employee Security Roles.



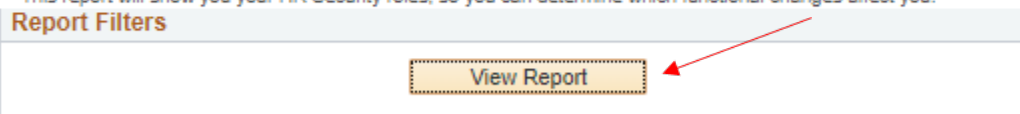
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Employee Security Roles

Joe Knight

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This report will show you your HR Security roles, so you can determine which functional changes affect you.



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University of Central Florida
Department of Human Resources
PeopleSoft Security Roles

9999999

ROLENAME	Role Title
Citizenship	Citizenship
FX_RI_EMPLOYEE	Role for Active Employees only

PeopleSoft HCM Feature Releases

Release #5: Report List Pagelet

Targeted Release Date: 12/12/2018

Targeted Audience: All Active Employees

Release Details: As part of our efforts to make PeopleSoft HCM easier to access, we have activated the Report List Pagelet. Any reports that you may run (or reports run and distributed to you) in PeopleSoft HCM (Cost Center, LAPERS, Faculty Staff Position File, for examples) will be available directly on your home page once the report has posted.

Report Name	Report Description	Folder Name	Creation Date And Time
CFPY4529	Cost Center	GENERAL	12/07/2018 2:43PM EST

For report specifics, please refer to the procedure manuals associated with your HR Security roles available on the HR website.

PeopleSoft HCM Feature Releases

Release #6: Employee Quick Roster BI Publisher Report

Targeted Release Date: 02/08/2019, Updated 11/1/2019

Targeted Audience: ePAF Originators and ePAF Approvers with department or college level security (if your security allows you to see all UCF employees, you will not be able to run this report.)

Release Details: A new BI Publisher report has been made available in PeopleSoft HCM. Designed as a smaller alternative to the Line and OPS Employee file, the Quick Roster gives you select employment details for current employees within your security. 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.)

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

Query Report Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search by begins with [Advanced Search](#)

Search Results

[Show Template Prompts](#)

Report Definition		Personalize	Find	View All	First	1 of 1	Last
Report Name	Description	Data Source ID	*Format	Burst	View Report		
BIP_EMP_RSTR	Employee Quick Roster	BIP_EMP_FUTURE	XLS	N	View Report		

PeopleSoft HCM Feature Releases

The default format for the output is Microsoft Excel, or you are able to change it to view in Adobe Acrobat (format PDF) or directly in your browser (format HTM.)

EmpID	Red	Last Name	First Name	DeptID	Job Code	Job Title	PayGrp	Position #	Annual Salary	Hourly Rate	Hours	Last Hire Dt	Future Act	Future Dt	Supervisor
5104116	4	Smith	Joni	01012001	OPSSSTU	OPSS Student	DPS		0.00	9.50	6.00	1/27/2020			Moyer,Thomas Jackson
3234433	5	Hontas	Poca	01012001	OPSSCOR	Coordinator	DPS		0.00	125.00	20.00	3/6/2020			Hope,Thomas L
4735564	6	House	Mickey	01012001	OPSSSTU	OPSS Student	DPS		0.00	16.00	23.00	4/22/2019			Garcia,Israel
8523888	6			00010001	OPV0150		EVN	00000000	0.00	0.00	0.00	4/22/2019			

The report includes the following fields:

Employee ID Number; Employee Record Number; Last Name; First Name; Home Department ID; Job Code; Job Title; PayGroup; Position Number (If applicable); Annual Salary (for Positioned Employees); Hourly Rate (for OPS Hourly Employees); Standard Hours; Last Hire Date; Future Action (if applicable); Future Action Date (if applicable); Supervisor Name

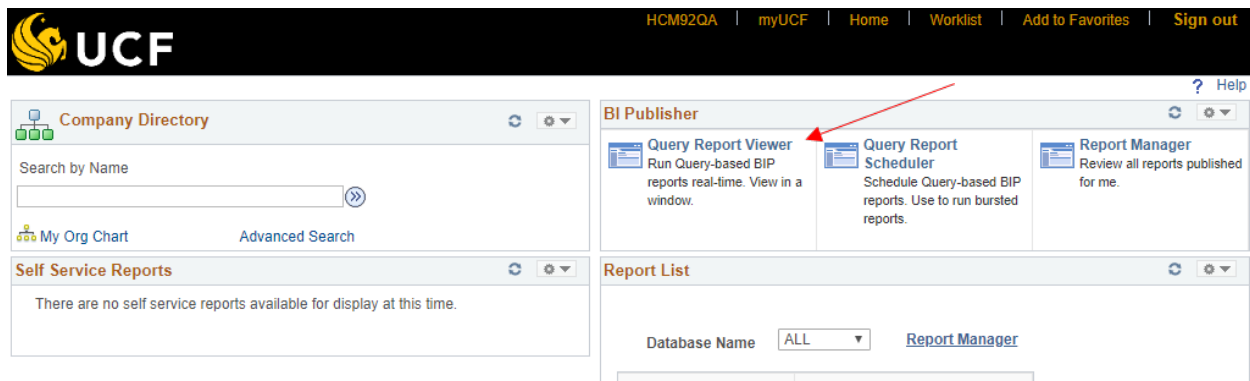
PeopleSoft HCM Feature Releases

Release #7: Terminated Employees BI Publisher Report

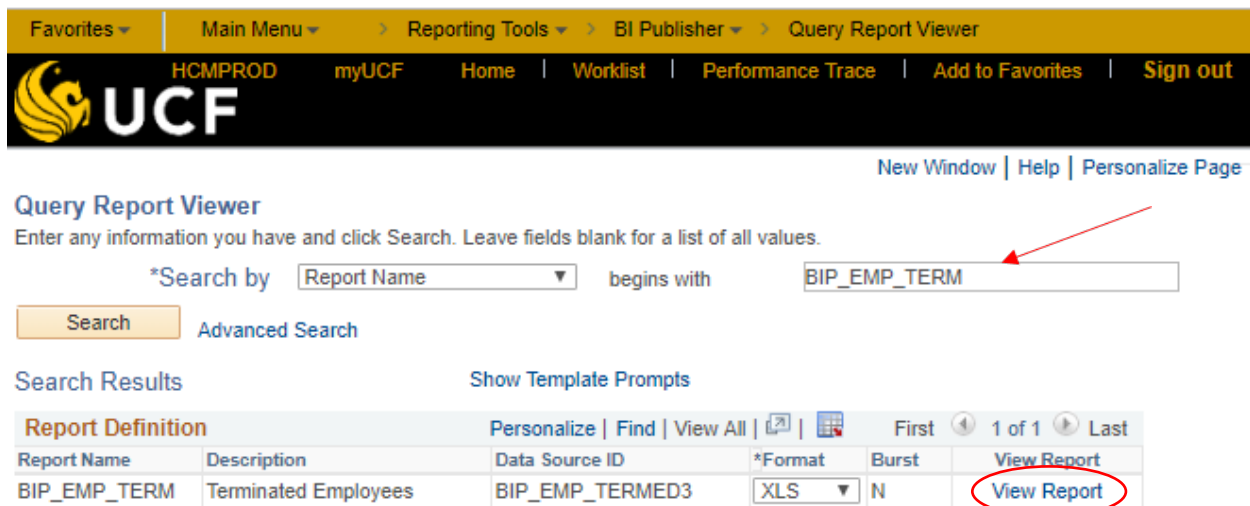
Targeted Release Date: 02/08/2019; Updated 7/30/2020

Targeted Audience: ePAF Originators and ePAF Approvers with department or college level security

Release Details: A new BI Publisher report has been made available in PeopleSoft HCM. The Terminated Employees report gives you select employment details for terminated employees within your security. 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.)



In the search box, enter the Report Name "BIP_EMP_TERM". Choose your desired format and click the blue View Report link.



Prompt(s): Term Date Between, And, Home Department (Optional)

PeopleSoft HCM Feature Releases

The default format for the output is Microsoft Excel, or you are able to change it to view in Adobe Acrobat (format PDF) or directly in your browser (format HTM.)

EmplID	Rcd	Last Name	First Name	DEPTID	Job Code	Job Title	PayGrp	Position #	Last Hire Dt	Term Date	Supervisor
5328040	0	Daniels	Charlie	01032001	CS0212	Safety Specialist I	UNE	00039520	2/10/2020	7/7/2020	Michel,Renee Naheel
4813857	4	Michaels	Andrew	03132001	OPSNON	OPS Non Exempt	OPS		8/26/2019	7/9/2020	Teel,Simone K.
4719785	4	Smithson	David	03132001	OPSNON	OPS Non Exempt	OPS		5/13/2019	7/9/2020	Milbuta,Traci A

The report includes the following fields:

Employee ID Number; Employee Record Number; Last Name; First Name; Home Department ID; Job Code; Job Title; PayGroup; Position Number (If applicable); Last Hire Date; Termination Date; Supervisor Name

PeopleSoft HCM Feature Releases

Release #8: Employee Communication Email BI Publisher Report

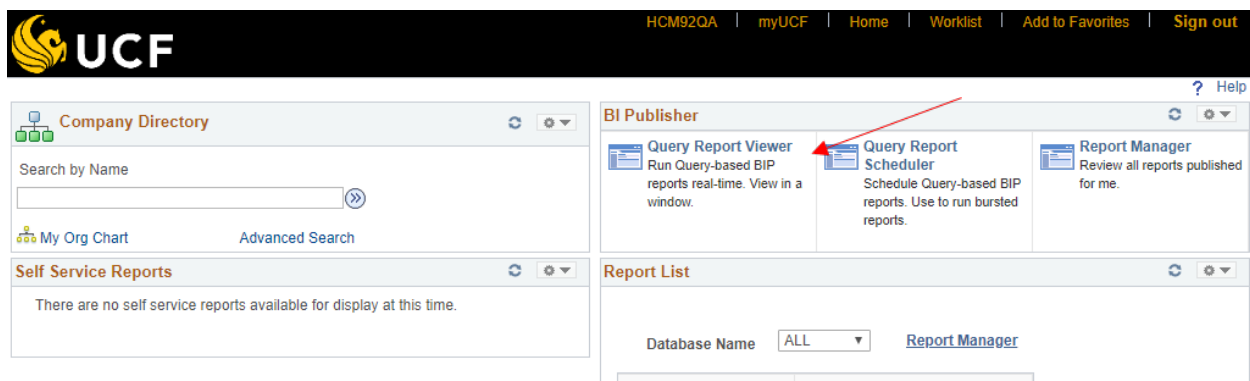
Targeted Release Date: 03/29/2019

Targeted Audience: ePAF Originators and ePAF Approvers

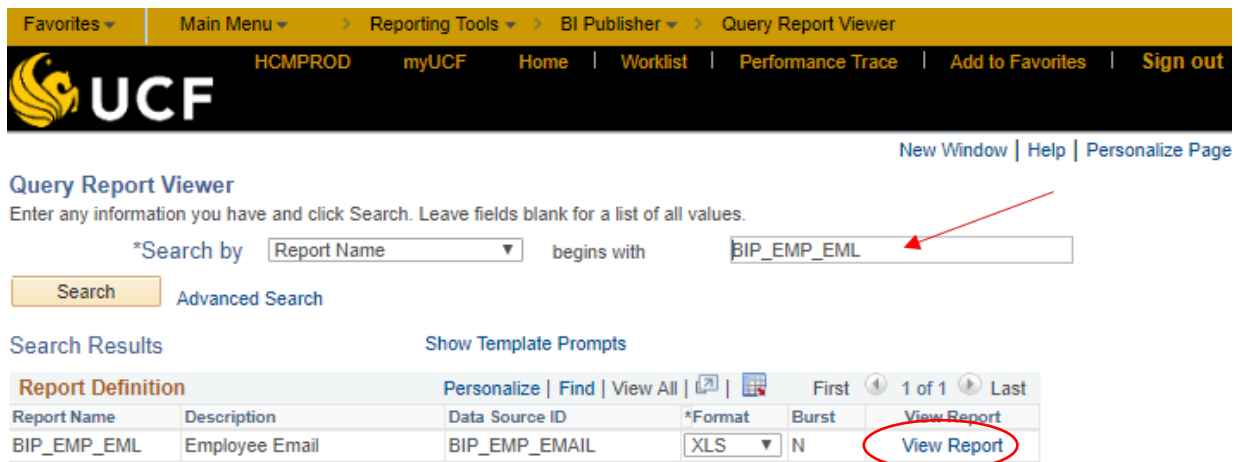
Release Details: In Human Resources, we recognize that email is a key communication resource available to all employees, students, and authorized others.

For employees, upon completion of the hiring or pre-employment process, each employee becomes eligible for a business email account. Creating an email account is initiated through an electronic form by the department's Human Resources Liaison, or delegate, and is based on the employee's role and relationship with the university. However, creating and monitoring a business email account is not required for an employee.

In order to ensure that you are able to reach as many of your employees as possible, we have created an "Employee Communication Email" report, available now via BI Publisher in PeopleSoft HCM. 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.)



In the search box, enter the Report Name "BIP_EMP_EML". Choose your desired format and click the blue View Report link.



Report Name	Description	Data Source ID	*Format	Burst	View Report
BIP_EMP_EML	Employee Email	BIP_EMP_EMAIL	XLS	N	View Report

PeopleSoft HCM Feature Releases

The report contains all active employees within your defined security unit, their home department, their email and type of email selected.

University of Central Florida Department of Human Resources Employee Communication Email BIP_EMP_EML - 7/30/2020 11:32:24 AM					
EMPLID	Last Name	First Name	DEPTID	Type	Email Address
5104116	Agosto	Pablo	01012001	BUSN	DoNotReply@ucf.edu
3234433	Botteri	Anne	01012001	BUSN	SecretEmail@ucf.edu
4795564	Bozik	Matthew	01012001	CAMP	valeria.michaelson@knights.ucf.edu

This will be their business email address if they have one, if they don't have a business email address then it will provide their campus email address, and if they don't have a business email address or a campus address, it will provide their preferred email address.