ORACLE®

PEOPLESOFT ENTERPRISE

Procedure Manual

**HOW TO ACCESS THE
OPS EMPLOYEE FILE**

Revised: June 7, 2021

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Introduction to PeopleSoft

Signing on to PeopleSoft

Users will access the PeopleSoft application via the myUCF portal.

1. Open the Internet browser on the desktop.
2. In the address field, type in **my.ucf.edu**.
3. Under **myUCF Login**, click on **Sign On**

The following window will appear:

4. Enter your NID and NID password. Click on **Sign On**.

The following window will appear:
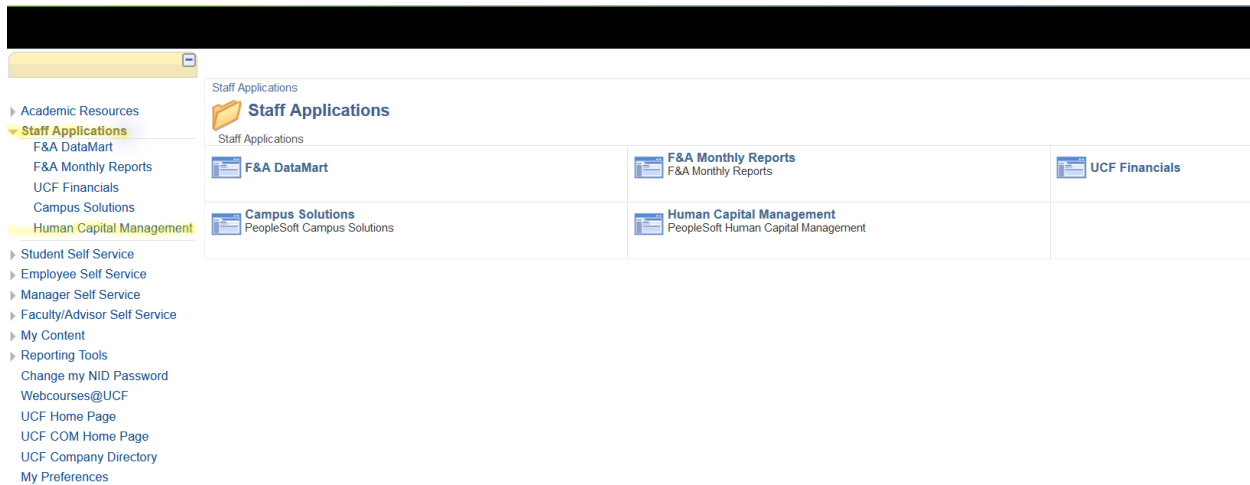
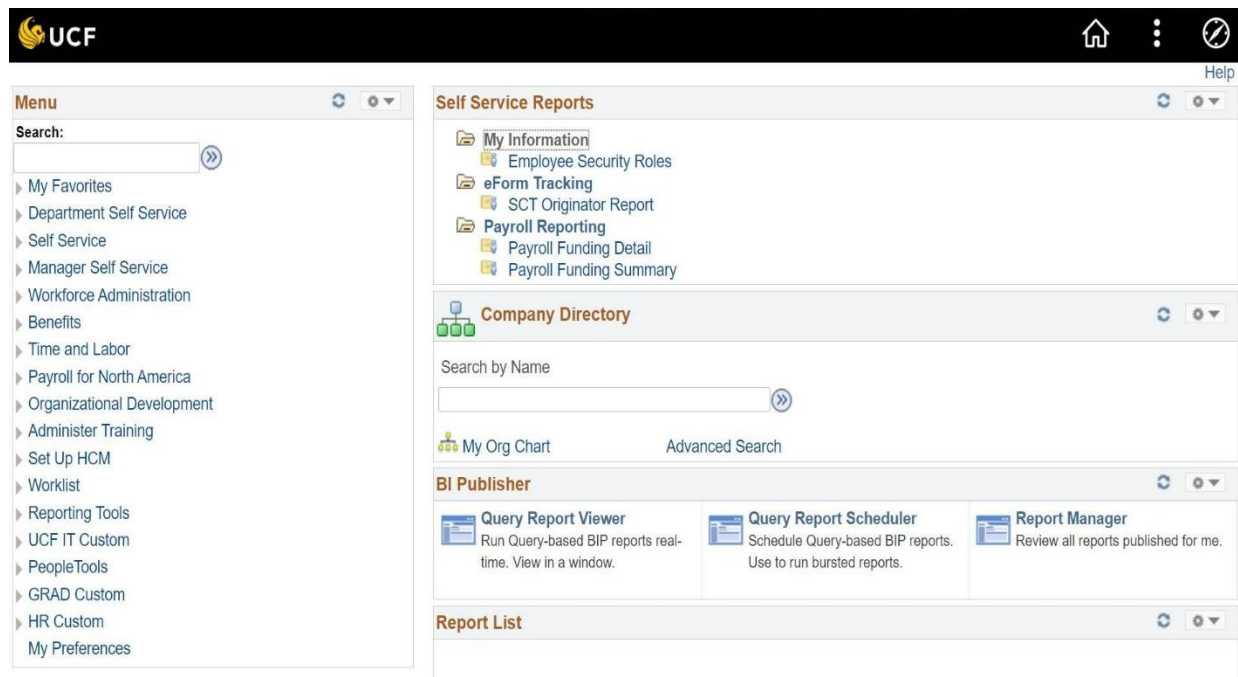Under **Staff Applications**, select **Human Capital Management**. The following window will appear:

If an attempt to logon to PeopleSoft fails, it may be necessary to clear the cache to remove files remaining in the computer from previous uses. Please refer to pages 3-4 (Clearing the Cache)

If you successfully logged into PeopleSoft, proceed to Page 5 (Running the OPS Employee File).

Clearing the Cache

Steps for Clearing the Cache

Follow this procedure to clear the cache using the Internet Explorer browser. If you're using another browser, please click on the link below from CS&T for additional assistance.
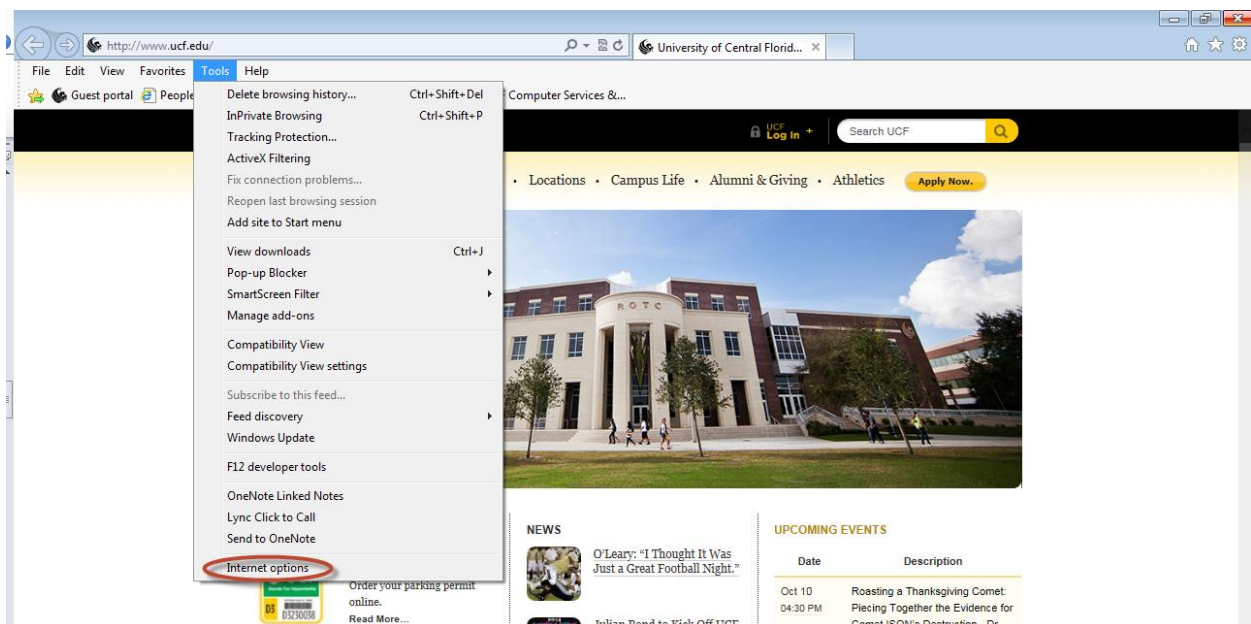http://ucf.custhelp.com/app/answers/detail/a_id/1415

Windows may appear slightly different than the ones printed in this procedure, depending on the user's operating system (Windows NT, Windows 2000, etc).
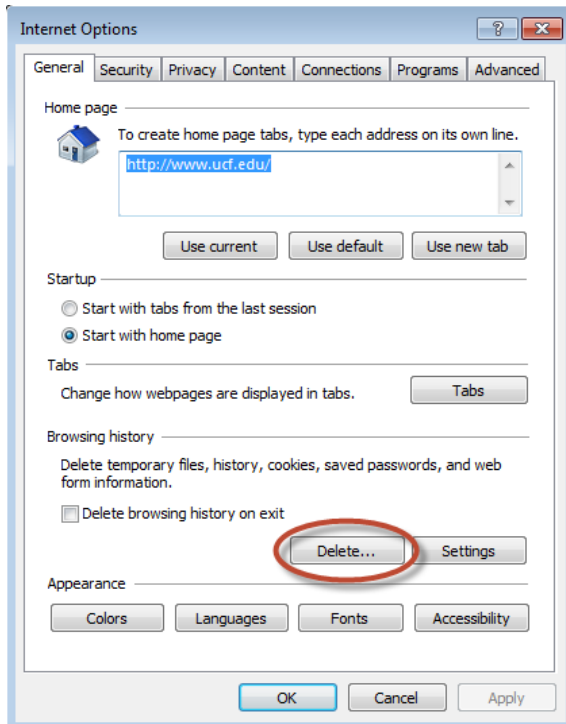
First, close all PeopleSoft windows, then follow this navigation:
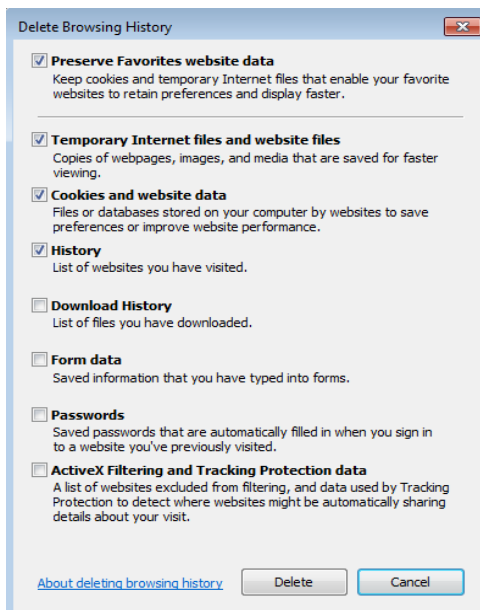
Click on **Tools**
Click on **Internet Options**

The following window will appear:

On the **General** tab, under **Browsing History**, click on **Delete**. The following window will appear.

Make sure that any applicable checkboxes are selected (at least **Temporary Internet Files**, **Cookies**, and **History**), then click on **Delete**.

Click **OK** on the Internet Options window to close it.

Try to log on to PeopleSoft again.

Running the OPS Employee File

What is the OPS Employee File?

The "OPS Employee File" is a report that lists all active OPS employees by area/college.

Note: Post Docs are listed on the Faculty/Staff Position File since they have a position number and are eligible for additional state benefits.

Running the File

Navigation:

Main Menu > HR Custom > Academic Affairs > Report > OPS Employee File

The following window will appear:
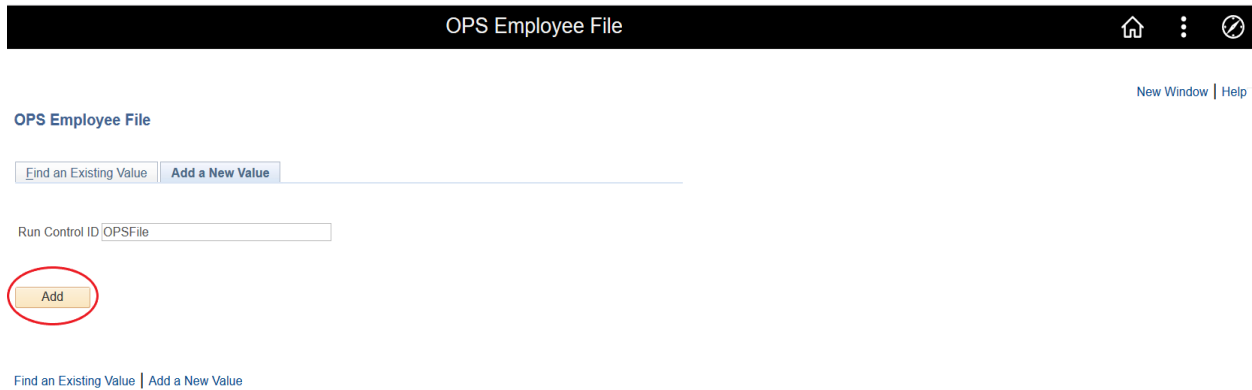
Run Control ID

The first time a process/report is run in PeopleSoft, a Run Control ID must be established. The Run Control ID is simply an identifier so that PeopleSoft can recognize which process is being run.

Click on 'Add a New Value' and enter a name that best meets your needs. In this example, the run control could be named 'OPSFile.' Do not use special characters or spaces in the name. Only letters, numbers, and the underscore character should be used.
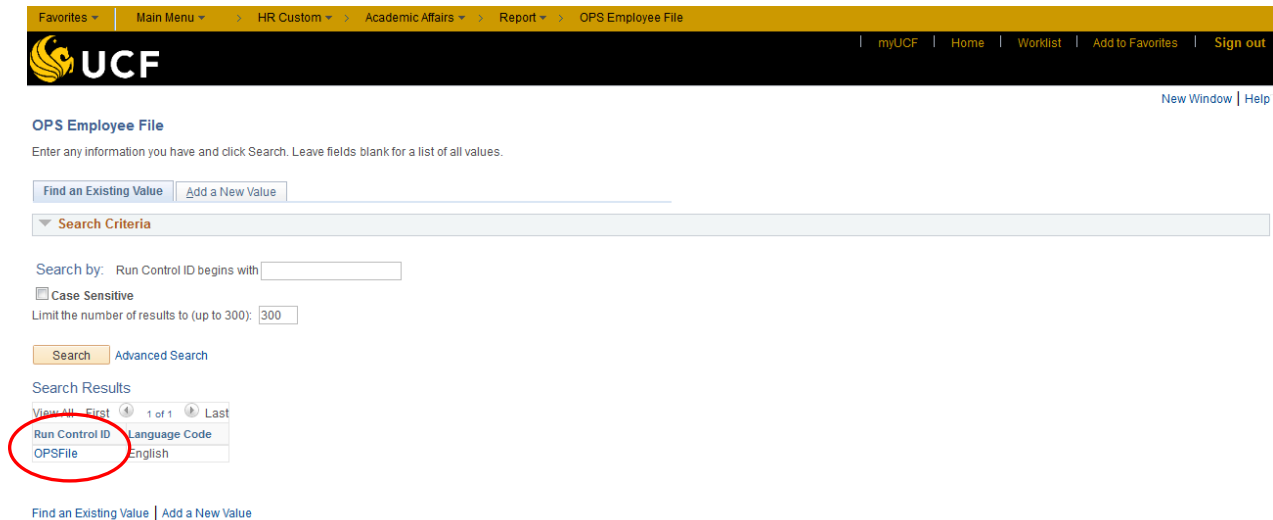
Click on '**Add'**.

Thereafter, to run this report, click on Search and select the desired Run Control ID from your list of run controls.

The following page will appear:

Run Control Page

Run the process by clicking the run icon.

The following page will appear:

The Process Scheduler Request Page

1. Server Name = PSUNX
2. Select = this field must be checked
3. Format = PDF or CSV. The report will automatically open in Excel.

The Process Scheduler Request Screen will appear again. Click on **OK**.

The following page will appear:

Viewing the OPS Employee File

A Process Instance number (circled above) on this page is an indication that the report is running. The user may monitor the progress of the report by clicking on the **Process Monitor** link.

The following page will appear:

Process Monitor

Click on the **Refresh** button. The OPS Employee File (ZHR13926) will appear at the top of the list. This page displays necessary information such as the report or process being run, the instance number, the run date and time, along with the run status. If at any time the Run Status displayed is "Error," email HR Information Systems at hris@ucf.edu for further assistance. It is important to make note of the process being run, date, time, and the instance number.

In order to see the progress of the report in the Process Monitor, continue to click the **Refresh** button. When the Run Status column reflects '**Success**' and the Distribution Status column reflects '**Posted**' you will be able to access the report by clicking on the '**Details**' hyperlink.
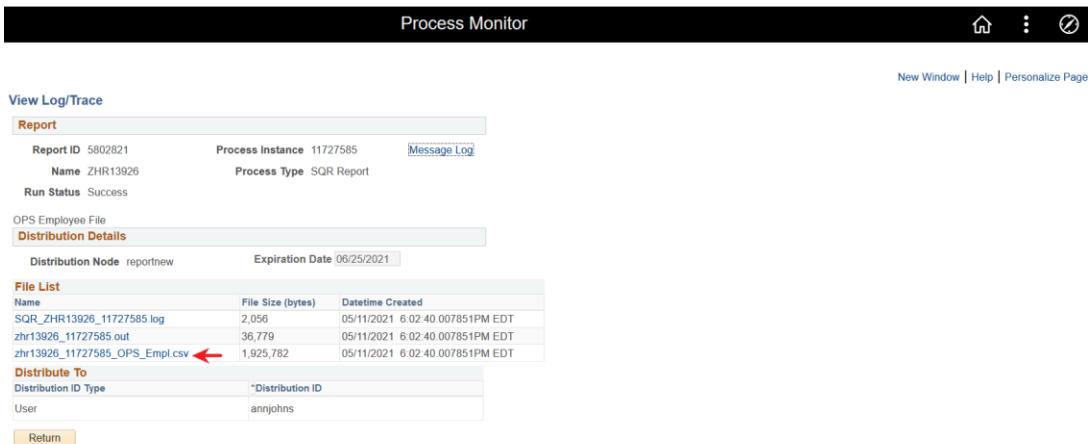
STOP   A new report or process should not be run until the current report or process is completed successfully.
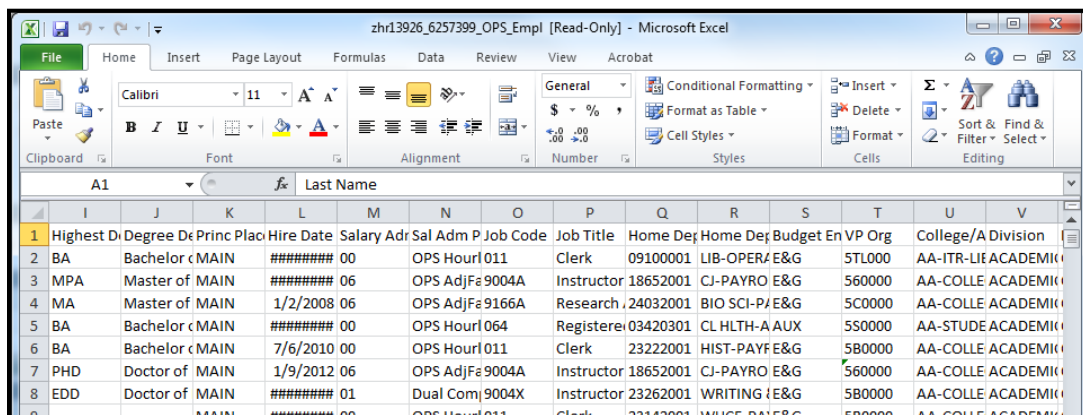
This will take you to the Process Details page. Click on the View Log/Trace hyperlink to access the report.
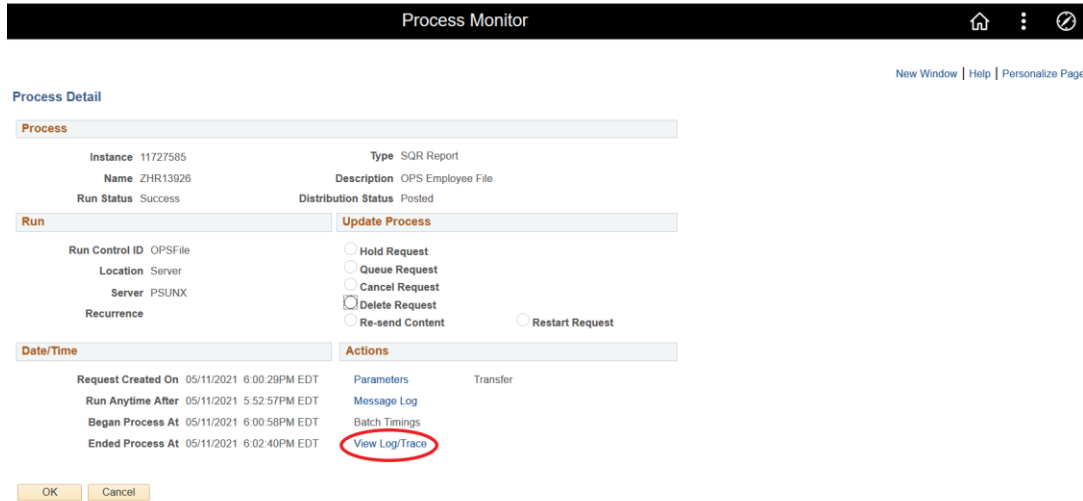
On the View Log/Trace page, click on the hyperlink with the report name and ".CSV."

The report will open in Excel.

NOTE: For easy reference, below is the list of field names in the order they appear in the spreadsheet.

Field Name
Last Name
First Name
MI
Employee ID (Empl ID)
Employee Record (Empl Rcd)
Ethnic Group
Gender
Birth Year
Highest Degree
Highest Degree Description
Principal Place of Employment
Date of Hire
Salary Admin Plan (Code)
Salary Admin Plan (Description)
Job Code
Job Title
Home Department Number
Home Department Name
Budget Entity Code
VP Org Code
College/Area
Division
Employee Class
Job FTE
Job Standard Hours
Hourly Rate
OPS Shift Differential
Biweekly Rate
Annual Rate
Home Department Number
Supervisor ID
Supervisor Name
GL Type (P=Primary)
Funding Dept / Proj Number
Funding Dept / Proj Percent

NOTE: PeopleSoft allows more than ten Funding Departments and/or projects for payroll distribution. The report will display up to ten Funding Department fields with a corresponding percent distribution for each.