University of Colorado

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EMPLOYEE SERVICES

Published on *University of Colorado* (http://www.cu.edu)

HRMS (PeopleSoft) User Access

- User Access
- Levels of Access
- Course Descriptions

What you need to understand about User Access to the HRMS.

To complete all but the *Inquiry Enterprise Learning* level of access, you must complete certain HRMS training within the CU portal training area.

If you have questions about SkillSoft please contact system.training@cu.edu [1].

There are 4 steps to gaining access to HRMS:	There are 6 distinct levels of access to the HRMS system:	There are 7 courses offered for the HRMS system in SkillSoft [2]:

1. Work with your supervisor and, if needed, your campus security coordinator, to
2. define required training using the Security Access Form [3].
3. Enroll and complete required online new user training courses and assessments.
4. Following the required online training, send completed HRMS Security Access Form [3] to your Campus Security Coordinator [4].
   Work with your supervisor and, if needed, your campus security coordinator, to define required training using the Security Access Form [3].

1. Inquiry Enterprise Learning
2. Inquiry
3. Time Collection Entry
4. PET (Payroll Expense Transfer) Entry
5. PPL (Payroll Personnel Liaison)
6. Approval

Attention: If you are uncertain which level of access you need, ask your manager or click the button below.?

1. Fiscal Code of Ethics Training
2. HRMS Fundamentals
3. HRMS Inquire and Reporting
4. HRMS Time Collection
5. Manage Positions in HRMS
6. Manage People and Jobs in HRMS
7. HRMS Payroll Processing

Please Note: It's recommended that you look through the Security Access Form before beginning training. If you experience problems loading these forms in Chrome or Safari browsers, please try loading them in an alternate browser, such as Firefox or Internet Explorer.

To access these courses, you must log in to the CU employee portal [5], then select the "Training" tab in the left-hand menu, followed by "Start SkillSoft."

Security Access Form [6]

Inquiry Enterprise Learning

Inquiry Enterprise Learning

No training is required. Simply submit your Security Access Form.

Inquiry

Inquiry

Access to View EE Position Data, Job Data, Payroll & Time,Leave, Funding and Personal Information.

COURSES NEEDED:	COURSE CODE:
Fiscal Code of Ethics [7]	#F00001
HRMS Fundamentals [7]	#A00029
HRMS Inquire and Reporting [7]	#A00030

Time Collection Entry

Time Collection Entry

Access to Enter Docks (monthly), Leave, Late Pay, One Time Payments, Student Hourly Time Entry BW Hourly Employee Time Entry & Adjusting MyLeave leave balances.

COURSES NEEDED:	COURSE CODE:
Fiscal Code of Ethics [7]	#F00001
HRMS Fundamentals [7]	#A00029
HRMS Inquire and Reporting [7]	#A00030
HRMS Time Collection [7]	#A00031

PET (Payroll Expense Transfer) Entry

PET (Payroll Expense Transfer) Entry

Enter Payroll Expense Transfers - Redistribution of Funding Sources Related to Employee/Position/Configurations, etc.

COURSES NEEDED:	COURSE CODE:
Fiscal Code of Ethics [7]	#F00001
HRMS Fundamentals [7]	#A00029
HRMS Inquire and Reporting [7]	#A00030

PPL (Payroll Personnel Liaison)

PPL (Payroll Personnel Liaison) - includes Time Collection and PET

Enter/Edit Position, Personal Information, Job Data, Load Time Collection Batch, Upload Time Collection Batch, Upload Time Entry by EE, Correct/Reload Time Upload, View/Update EE MyLeave Calendars, Auto-Create Exempt & View EE by Pay Period/Time Sheet. Enter Payroll Expense Transfers - Redistribution of Funding Sources Related to Employee/Position/Configurations, etc. Access to Enter Docks (monthly), Leave, Late Pay, One Time Payments, Student Hourly Time Entry BW Hourly Employee Time Entry & Adjusting MyLeave leave balances.

COURSES NEEDED:	COURSE CODE:
Fiscal Code of Ethics [7]	#F00001
HRMS Fundamentals [7]	#A00029
HRMS Inquire and Reporting [7]	#A00030
HRMS Time Collection [7]	#A00031
Manage Positions [7]	#U00073
Manage People and Jobs [7]	#U00074
Payroll Processing [7]	#U00075

Approval

Approval

Enter/Edit Position, Personal Information, Job Data, Load Time Collection Batch, Upload Time Collection Batch, Upload Time Entry by EE, Correct/Reload Time Upload, View/Update EE MyLeave Calendars, Auto-Create Exempt & View EE by Pay Period/Time Sheet. Enter Payroll Expense Transfers - Redistribution of Funding Sources Related to Employee/Position/Configurations, etc. Access to Enter Docks (monthly), Leave, Late Pay, One Time Payments, Student Hourly Time Entry BW Hourly Employee Time Entry & Adjusting MyLeave leave balances. Funding, Job Data & Position Data Approvals.

COURSES NEEDED:	COURSE CODE:
Fiscal Code of Ethics [7]	#F00001
HRMS Fundamentals [7]	#A00029
HRMS Inquire and Reporting [7]	#A00030
HRMS Time Collection [7]	#A00031
Manage Positions [7]	#U00073
Manage People and Jobs [7]	#U00074
Payroll Processing [7]	#U00075

Security Access Form [6]

CU: Fiscal Code of Ethics - Course # F00001

Overview/Description: In this course, you will learn about the University's Fiscal Code of Ethics (focusing specifically on the Employee Code) and how to apply it in your daily work life.

CU: HRMS Fundamentals - Course # A00029

Overview/Description: This one-hour course is required of all employees who need access to the Human Resources Management System (HRMS). This course is designed to help explain the Human Resources Management System: how it operates, why it operates that way and how you can most effectively use it.

CU: HRMS Inquire and Reporting - Course # A00030

Overview/Description: This one-hour course is required of all employees who use HRMS for inquiry and reporting.

This includes initiators, payroll personnel liaisons (PPLs) and end-users. In this course, users will learn how to view inquiries (reviews), run reports and find data in the HRMS.

CU: HRMS - Time Collection - Course # A00031

Overview/Description: This one-hour course is required of all employees who are time collection-only users and payroll personnel liaisons (PPLs) whose operator role includes entering time records into HRMS. In this course, you will learn about the university's time collection process and how to enter time records into the HRMS.

CU: Managing Positions in HRMS - Course #U00073

Overview/Description: This one-hour course is required for all HRMS users who are responsible for entering and/or approving payroll data in HRMS.

CU: Managing People and Jobs in HRMS - Course #U00074

Overview/Description: This one-hour course is required for all users who are responsible for entering and/or approving payroll data in HRMS. This course applies advanced concepts and lessons that we introduced in the five pre-requisite courses: Fiscal Code of Ethics; HRMS Fundamentals; HRMS Inquire and Reporting; HRMS Time Collection; and Managing Positions in HRMS.

CU: HRMS Payroll Processing - Course #U00075

Overview/Description: This 45-minute course is required for all users who are responsible for approving payroll data in HRMS. This course applies advanced concepts and lessons that were introduced in the six pre-requisite courses.

Security Access Form [6]

Source URL: http://www.cu.edu/employee-services/hrms-peoplesoft-user-access

Links:
[1] mailto:system.training@cu.edu
[2] http://www.cu.edu/employee-services/policies/skillsoft-training-access
[3] https://content.cu.edu/ums/security/CUonly/AMPS/Forms/HRMS-Access-Req.pdf
[4] http://www.cusys.edu/ums/security/CUonly/AMPS/hrcoor.php
[5] https://my.cu.edu
[6] http://www.cu.edu/ums/security/CUonly/AMPS/Forms/HRMS-Access-Req.pdf
[7] http://www.cu.edu/employee-services/learning-and-development/catalog