8.9 HRMS Step by Step Guide
Update Department and Campus Box in Modify a Person - Workforce Administration Module

Overview: This guide provides instruction on updating the department and/or campus box of employees and persons of interest.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to the Modify a Person page

- Workforce Administration
- Personal Information
- Modify a Person

2. Personal Information search page displays

- Enter one or more of the search fields
- Click Search

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

Find an Existing Value Add a New Value

EmpID: begins with [222213]
Name: begins with
Last Name: begins with
Alternate Character Name: begins with

[Include History] [Correct History]

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value
3. Biographical Details page displays

- Click

4. Dept Information/Verifications page displays

- Click + to insert a row
- The effective date defaults to current date; change if necessary
- Enter the new Home Department and/or Campus Box, or click 🔍 to do a ‘lookup’ of the information
- Click 📝 Save

Update Department and Campus Box Complete