

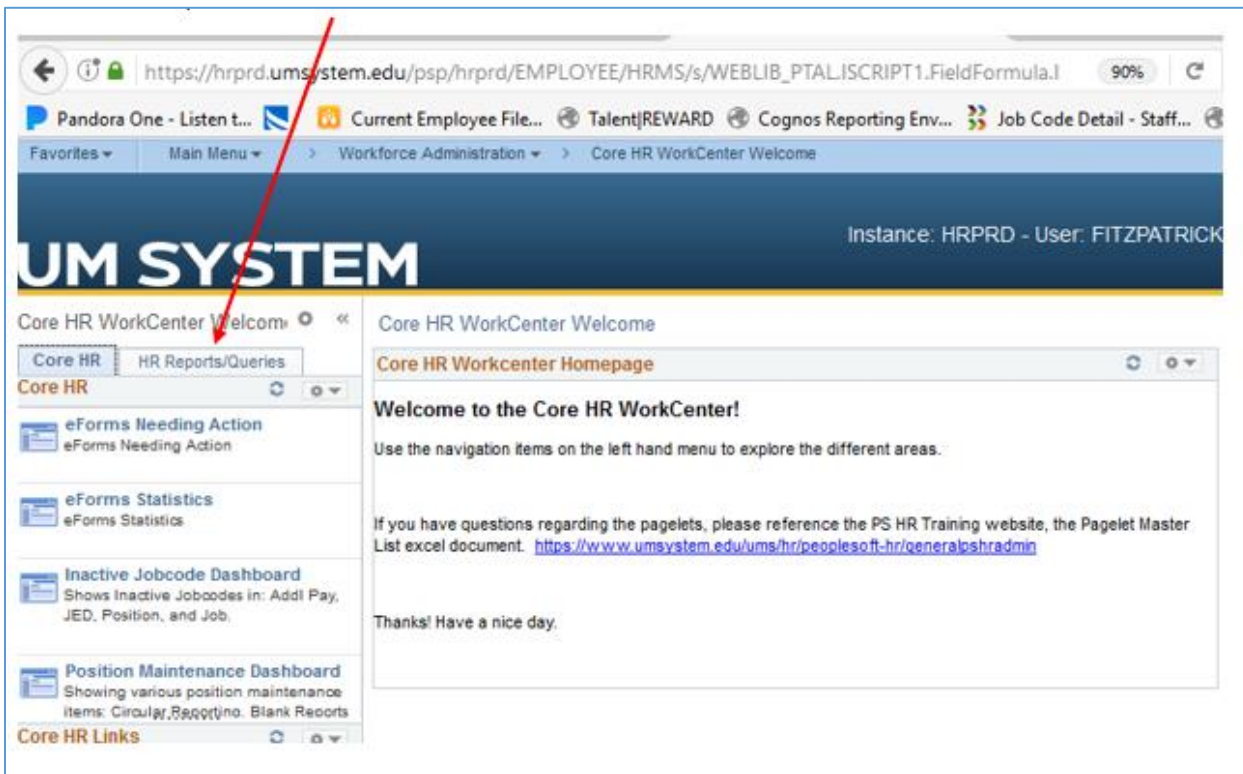


How to access data in PeopleSoft Production: <https://hrprd.umsystem.edu/psp/hrprd/EMPLOYEE/HRMS/?cmd=logout>

If you have People soft HR Access role OAJED or OAJEDDE you will have access, this a role all HR Facilitators and Business partners have. You must have the correct College, School, or Division assigned or DEPT ID assigned.

Click the Tile for Core HR WorkCenter

This is what should display. (Again, yours will not look the same. But reasonably enough.) Click the tab named “HR Reports/Queries.”



**Reports listed are:**

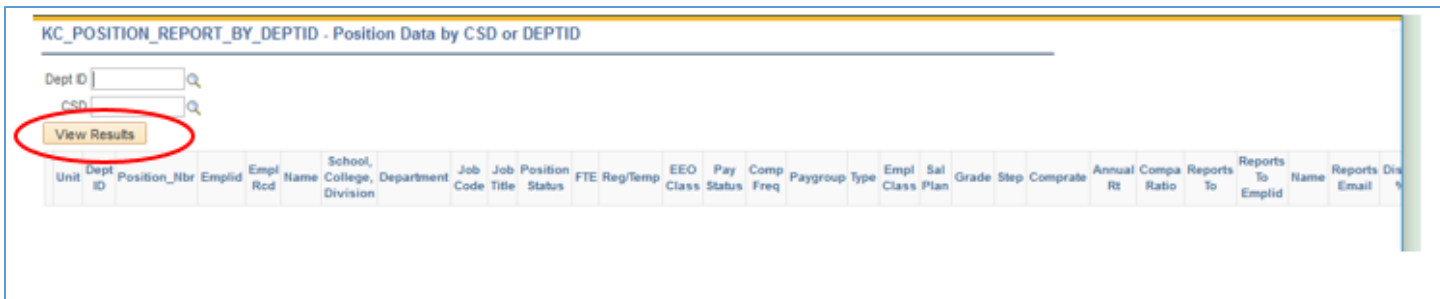
**POSITION\_REPORT\_BY\_DEPTID** – You may select Individual HR DEPTID or a whole CSD (College, School or Division.) Provides general overview of unit as selected including vacant positions.

**BIRTHDAY\_ADDRESS\_REPORT** – You may select Individual HR DEPTID or a whole CSD (College, School or Division.) Provides a list of all Employees, their birth month and day, (year is restricted), campus address and phone

**SALARY\_REPORT** - You may select Individual HR DEPTID or a whole CSD (College, School or Division.)

**TENURE\_STATUS\_REPORT** - You may select Individual HR DEPTID or a whole CSD (College, School or Division.)

On all of these reports, you may enter the HR DEPT ID for a single Dept ID or the Full CSD. If you do not have access to a full CSD, you will need to query each DeptID separately. These are the codes not the full name. For example, the college of Arts & Sciences CSD=KA&S, Management is KBUSN. Click the yellow “View Results” button.



To move your data to Excel, you will click the “Excel SpreadSheet” hyperlink. The CSV Text File and SML File function the same way, Excel is simply the most common. Depending upon your browser and browser setting, it may download or open directly. Please Note Explorer is not the preferred browser.

