To access Oracle/PeopleSoft Human Resources pages, first navigate to the Cal Poly homepage – [www.calpoly.edu](http://www.calpoly.edu)

Click the My CalPoly link to get to the Portal login page

Type in your CalPoly Username and Password then click the LOGIN button

Click on the Main Staff Tab if it is not already displayed

Click on the Student & HR Administration link to access PeopleSoft.
PeopleSoft calls its navigational structure “Portal-like” navigation.

Let’s learn how to navigate through the PeopleSoft pages.

In this example, we’ve clicked on the Workforce Administration folder in the left-hand menu. The selected menu name remains highlighted when you click on it and it opens the Right navigation folders where folder contents are visible without drilling down.

There are two ways to navigate to view the Contact Information page:

1. Click on the sub folder titles Personal Information in the left-hand menu Workforce Administration folder – then click on Modify a Person link in the left-hand menu; OR
2. Click on the Modify a Person link from the right-hand navigation.
Once you click on the link a search page will open.

Enhanced Searches:
1. User defined search criteria allows flexibility
2. Drop-down menus provide “wildcard” functionality
If from your search criteria more than one record appears, select the appropriate record from the search results.

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

### Find an Existing Value

- **EmpId:** begins with 002
- **Name:** begins with
- **Last Name:** begins with
- **Second Name:** begins with
- **Alternate Character Name:** begins with
- **Middle Name:** begins with

- [ ] Include History
- [ ] Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

### Search Results

<table>
<thead>
<tr>
<th>EmpId</th>
<th>Name</th>
<th>Last Name</th>
<th>Second Name</th>
<th>Alternate Character Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0029</td>
<td>(blank)</td>
<td>(blank)</td>
<td></td>
<td>J</td>
<td></td>
</tr>
<tr>
<td>0029</td>
<td>(blank)</td>
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<td></td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>0029</td>
<td>(blank)</td>
<td>(blank)</td>
<td></td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>
My Favorites

You have the ability to name and store user favorites based on login to the server. To add favorites, navigate to a page that you use frequently (in this example Multiple Jobs Summary), and click on either the Add to Favorites link at the top right-hand side of the page or click on the My Favorites link and then the Add to Favorites link from the left-hand menu to get to the Add to Favorites page.
Enter your own description of your favorite page or use the page name that appears in the Description box then save by clicking the OK button.

**Add to Favorites**

Please Enter a Unique Description for this Favorite

*Description: Multiple Jobs Summary*

[OK] [Cancel]

To access your Favorite pages, click on the My Favorites link and click the link.

Searching for a page by keywords or topic

You also have the ability to search for a page by using this Search box. Just enter a word or phrase and click the go button.
Your search results will only include pages that your security allows you to access.

Search
Enter search keywords separated by a space. Use quotes for any phrases. For example: Cities Countries 'United States'

New Search  Search Within Results

Hide Summaries

Search Results

1  Multiple Jobs Summary
View all jobs to which employee is assigned.
Home>Workforce Administration>Job Information>Review Job Information>Multiple Jobs Summary

2  Job Summary
Displays job information and compensation rates for an employee.
Home>Workforce Administration>Job Information>Review Job Information>Job Summary

3  Job Data
Enter job information including work location and compensation details.
Home>Workforce Administration>Job Information>Job Data

4  Job Data
Maintain job assignment including labor agreement, labor facility, and related seniority dates.
Home>Portal Objects>Navigation Collections>Union Workforce Mgmt Center>Seniority>Job Data

Logging out of PeopleSoft
Click the ‘X’ in the upper right corner of the window or click the ‘Sign out’ link

Timeout
PeopleSoft automatically times out after 45 minutes of idle time. A reminder message will appear before the system times out. The portal has similar time out security and will time out as well. To return to PeopleSoft, log back into the Portal and refer to the steps at the top of this document.