PeopleSync Newsletter: Issue 29

PeopleSync Training Update - New Web Site and Enhanced Tip Sheets:

Effective immediately, the PeopleSync web site is undergoing a significant update. The site will now include a login page, eliminating the need for a separate PeopleLink account. All PeopleLink transactions will continue to be available online.

For more information on PeopleLink, please contact HR.

JDX - Expanding Job Descriptions on Editable Word Documents:

PeopleSync engineers have added support for editable Word documents in the JDX system. Employees can now download Word documents with editable text fields for better organization and use.

Tickets below the employee, if applicable, will now be accessible in PeopleSync.

Executive, HR:

We anticipate this to affect a certain number of employees. If you have questions or concerns, please reach out to HR.

HR and Finance roles are assigned, and are renewed by the month.

Additional, user-specific roles are assigned, and are renewed by the month.

The separation of duties impacts the employee, and will be monitored by the ESM.

End transactions affected are:

1. Employment Integration
2. Compensation Change
3. Research Assistant

Step 1: Click the New Job icon.

Step 2: Under the Employment Type field:

For Research Assistant:

Add Additional Job

Setup new Employment Defaults

Step 3: Click the New Job icon.

Step 4: Under the Employment Type field:

For Research Assistant:

Add Additional Job

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Change in People Executive Appraisal Sites (HR2 Site):

Effective immediately, the People Executive Appraisal Sites (HR2 Site) are undergoing a significant update. The site will now include a login page, eliminating the need for a separate PeopleLink account. All PeopleLink transactions will continue to be available online.

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PeopleSync: Configure Applications

For PeopleSync applications, you can now configure applications for each employee. This includes adding new applications or modifying existing ones.

Tips:

- To add a new application, click the New Application icon.
- To modify an existing application, click the Edit Application icon.
- To delete an application, click the Delete Application icon.

Ticket Spotlight: Guiding Bronxites (S20-1019)

To report tickets, please use the PeopleSync app. This app is available on the PeopleSync portal.

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