

Module	Topic	Question	Answer
HRIS Self Service	General Navigation	What User ID and password do I use to sign into the System on January 29, 2018?	To sign in to PeopleSoft 9.2 you will use your current HRIS User ID and password (i.e. the User ID and password you currently use to enter hours on your timesheet and view your pay advices)
HRIS Self Service	General Navigation	Will I be able to use my SAM UserID and password to sign in to PeopleSoft 9.2?	No. As of January 29, 2018 SAM User ID's and passwords will no longer be valid. Employees will use their HRIS UserID and password to sign in.
HRIS Self Service	General Navigation	Will I need to re-set up my forgotten password help after Go Live?	If your forgotten password help is set up prior to January 24, 2018 it will remain the same post-Go Live.
HRIS Self Service	General Navigation	Will all my information (e.g. performance documents, job applications, etc.) be available in the new version?	Yes. All current information within the system will transfer over in the upgrade and will be available.
HRIS Self Service	General Navigation	Where can I find a listing of the descriptions on the home page tiles?	This will be included in the User Manual materials (UPKs).
HRIS Self Service	General Navigation	How many pages will Recent Places remember?	Recent Places will capture the last five (5) pages you visited (through long navigation). If you visit the same page more than once, the page will display on Recent Places more than once.
HRIS Self Service	General Navigation	How do I tell where I am in the System if there are no longer breadcrumbs showing the page I'm on?	You can open the NavBar at any time to see your current place in the PeopleSoft menu.
HRIS Self Service	General Navigation	Are we able to set-up Favourites in 9.2 before go Live?	The Favorites you have set up in the current version will not pull over to the upgraded PeopleSoft System. We recommend that employee's take a screenshot before the current system becomes unavailable and reestablish those Favorites in 9.2. With the enhancements in the new system, employees may find they may not need to bookmark additional pages.
HRIS Self Service	Life Events	Will supervisors receive a notification of Employee Life Event changes?	No. Employee Life Event changes are completed by the Employee and Financial and Employee Shared Services (FESS).
HRIS Self Service	Overtime Requests	Do I need to amend my overtime request if I work more or less time than originally approved?	No. The PeopleSoft Overtime Authorization would remain as originally submitted and approved. The actual hours worked, would be entered by the employee (with notes in the comments field) and approved by the supervisor on the timesheet.
HRIS Self Service	Overtime Requests	If my Manager is away and I have an Acting Manager can they view and/or approve my overtime requests?	An acting supervisor can review and approve pending requests if the supervisor on leave has established a delegation (as with timesheet delegation).
HRIS Self Service	Overtime Requests	If I don't enter an Overtime Request can I still enter overtime in my timesheet?	Yes. The PeopleSoft Overtime Authorization Request function is optional. Overtime hours worked can still be entered in to the timesheet regardless if an overtime request was not made.
HRIS Self Service	Overtime Requests	If I complete an Overtime Request do I still have to enter the hours worked in my timesheet.	Yes. The Overtime Request function is not tied to an employees timehseet, therefore all overtime worked must still be entered in the employees timesheet.
HRIS Self Service	Overtime Requests	I am an Essential Services employee / I am a fieldworkder, do I need to use the Overtime Request function?	The Overtime Request function within PeopleSoft is optional. There are groups of employees (i.e. Essential Services and employee's in the field) for which this function may not be used due to the nature of their business. All employee's are required to know and follow their own internal department's expectations and business processes regarding Overtime Requests.
HRIS Self Service	Overtime Requests	If the Overtime Request function is optional, why was it added?	Currently overtime requests are made through a variety of methods (verbal, text, email). The tracking of Overtime Authorzation Requests is a best practice and recommended for audit purposes. This new functionality will allow employees and managers to request and approve OT in a consistent manner.
HRIS Self Service	Overtime Requests	When requesting overtime hours, do I enter the actual number of overtime hours I'm expecting to work or the hours I'll be paid after the OT rate has been applied?	Employees will enter the actual number of hours you expect to work in the OT Request. The comments field can be used to record if the hours will be compensated in monies or as lieu time.
HRIS Self Service	Overtime Requests	Do employees on standby have to complete an Overtime Request?	The Overtime Request function within PeopleSoft is optional. There are groups of employees (i.e. Essential Services and employee's in the field) for which this function may not be used due to the nature of their business. All employee's are required to know and follow their own internal department's expectations and business processes regarding Overtime Requests.
HRIS Manager Self-Service	Overtime Request Approvals	What will happen to my delegations at/post Go Live (Jan 29, 2018)?	All active delegations will carry over as part of upgrade, <b>IF</b> they have been entered and accepted in HRIS PeopleSoft by end of business day on January 24, 2018.
HRIS Manager Self-Service	MSS Terminations	As a Manager when do I use the Manager Self-Service Termination function?	This feature is used when there is an indeterminate employee leaving the GNWT or when an employee with a pre-existing termination date (i.e. term employees) ends their employment prior to their original planned date. Manager Self-Service terminations are not used for indeterminate employees transferring elsewhere within the GNWT or for employees with scheduled end dates. .

HRIS Manager Self-Service	MSS Terminations	As a Manager can I initiate a termination for an employee if they verbally indicate their intention to resign.	No. MSS Termination transactions must be accompanied by the Resignation and Acceptance form.
HRIS Manager Self-Service	MSS Terminations	How long after I receive the written resignation must I wait to initiate an employee termination in PeopleSoft?	Employee's have 48 hours to rescind their resignation. The PeopleSoft submission should be completed after this period has ended.