PEOPLESOFT FINANCE FLUID
Accessing Employee Self Service
Quick Guide

Improve your working style with
PeopleSoft Fluid Upgrade
You have access on the Banner in Fluid to Employee Self Service homepage.

The tiles on this homepage and can be added to your My Homepage, NavBar, or My Favorites.
The Employee Self Service homepage provides access to many of the most used features based on the access granted to the user:

- **Procurement** – Enter and Manage ePRO Requisitions
- **Approvals** – Approve Journals, ePRO Requisitions, ABA, IDT and CT
- **Budget & Finance Reports** – Cognos Reports
- **Concur** – Access to Concur Travel Expense and Pcard
- **Asset Management Self Service** – View and Update Assets
- **Cypress Reports** – Access and view Cypress Reports
- **Login to LSPD** – Access to Campus Community (LSPD)
- **Login to HRPD** – Access to Employee Self Service (HRPD)
- **UNTS Utilities** – Query Access, Report Manager, Tree Viewer
- **Transfers (Budget, IDT & CT)** – Enter and View ABA, IDT and CT
Adding a Tile to Your Homepage

To add a tile to your homepage:
• From the tiles page, click the Action icon (also called the Hamburger).
• Click the option to Add to Homepage.
• The page is added to My Homepage.

You can also choose to add a tile to your NavBar or your Favorites using the Hamburger!
• Add to NavBar
• Add to Favorites
Adding Tiles from Employee Self Service to Your Homepage is quick and easy!