



# PEOPLESOFT FINANCE FLUID

## Accessing Employee Self Service

### Quick Guide

Improve your working style with  
PeopleSoft Fluid Upgrade



# Employee Self Service in Fluid

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 screenshot shows the Employee Self Service homepage in Fluid. The header includes the EIS ENTERPRISE INFORMATION SYSTEM logo and ESQAF. The navigation bar features a dropdown menu for 'Employee Self Service' (highlighted with a red circle), along with icons for home, search, notifications, and user profile. The main content area displays a grid of service tiles:

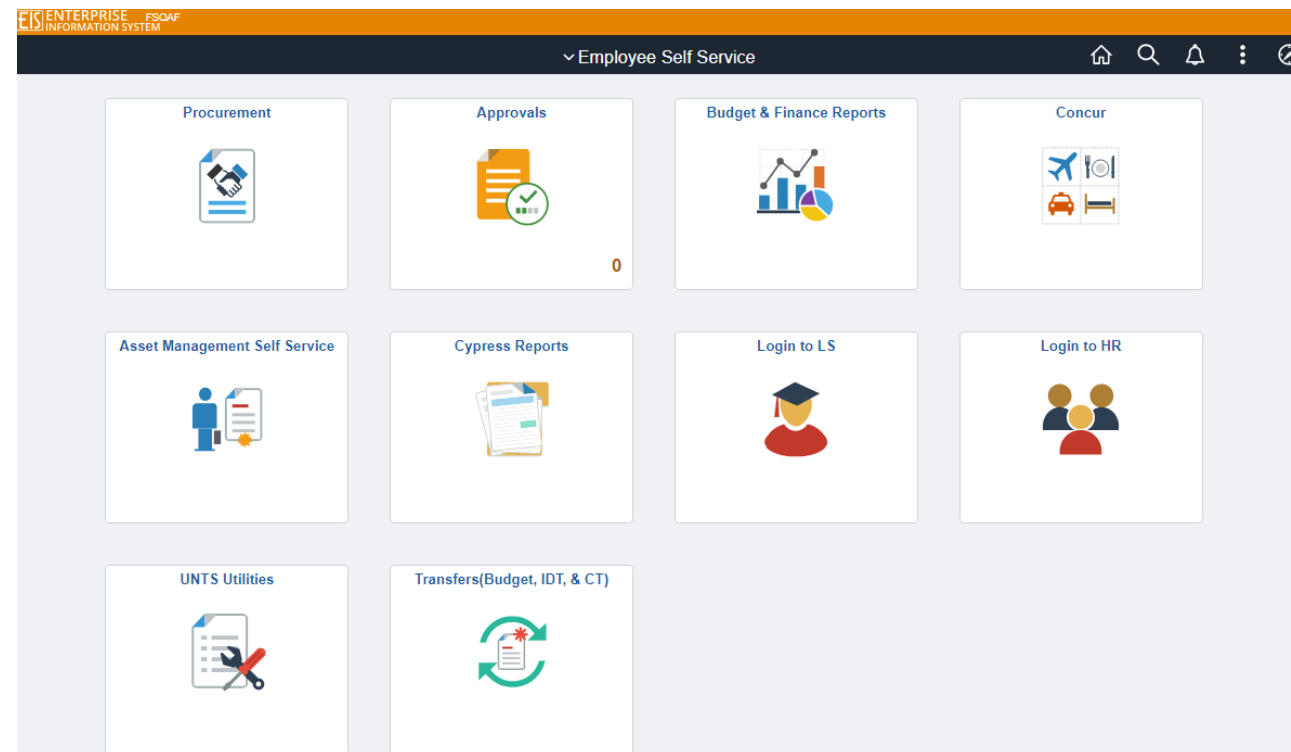
- Procurement
- Approvals (with a '0' indicator)
- Budget & Finance Reports
- Concur
- Asset Management Self Service
- Cypress Reports
- Login to LS
- Login to HR
- UNTS Utilities
- Transfers(Budget, IDT, & CT)



# Employee Self Service in Fluid

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

The screenshot displays the 'Employee Self Service' interface. The top navigation bar includes a back arrow, the text 'Employee Self Service', and a breadcrumb trail 'Transfers(Budget, IDT, & CT)'. Below the navigation bar, there are several tiles: 'ABA IDT CT', 'View Approved and Pending IDTs', 'View Budget Authorizations', and 'View Cos...'. A context menu is open over the 'View Cos...' tile, showing options: 'Personalize Dashboard', 'New Window', 'Add to Homepage' (highlighted with a red circle), 'Add to NavBar', 'Add to Favorites', 'My Preferences', 'Help', and 'Sign Out'.



# Adding Tiles from Employee Self Service to Your Homepage is quick and easy!

