

PEOPLESOFT USER MANUAL FOR FACULTY



For technical support call Ext. 121 or 04521

Email: campus@tjohnngroup.com

ENTERING STUDENT ATTENDANCE

Please log into peoplesoft with your given credentials. Next, on the Main menu, GOTO:

CURRICULUM MANAGEMENT → ATTENDANCE ROSTER → ATTENDANCE ROSTER BY CLASS →

STEP 1:

Select Academic Institution : **TJCLG / TJITG / TJCNS / TJCPH / TJIMS**

STEP 2:

Select Term : **1401 (First Sem) / 1303 (third SEM) / 1205 (Fifth Sem)**

ORACLE Welcome Dr RADHA H R

Home | Add to Favorites | Sign out

Menu

Search: []

Find an Existing Value

Search Criteria

Academic Institution: [TJITG] **STEP 1**

Term: [1302] **STEP 2**

Subject Area: [CSE]

Catalog Nbr: [begins with]

Academic Career: []

Campus: [begins with]

Session: []

Class Nbr: []

Class Section: [begins with]

Description: [begins with]

Course ID: [begins with]

Course Offering Nbr: []

☐ Case Sensitive **STEP 3**

Search **Clear** Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
TJITG	1302	CSE	10CHE22	Undergrad	BLR	Regular	1165	CS2	ENGG CHEMISTRY	000980	1
TJITG	1302	CSE	10CHEL27	Undergrad	BLR	Regular	1158	CSB1	ENGINEERING CHEMISTRY LAB	000984	1
TJITG	1302	CSE	10CHEL27	Undergrad	BLR	Regular	1159	CSB2	ENGINEERING CHEMISTRY LAB	000984	1

STEP 4

Step 3:

Click on search

Step 4:

Select the subject by clicking on the description.

Step 5:

Click the Generate Button

Attendance Roster By Class

Course ID: 002126 Term: 2012 Batch -Semester6
Course Name: FRENCH Session: Regular Academic Session
Subject / Catalog#: HM BHM603 Institution: T John College
Class Nbr: 2831 Instructor: Mariamma Alexander
Class Section: HM

STEP 5 points to the **Generate** button.

STEP 6 points to the **Create Attendance** radio button.

Attendance From Date: 18/12/2014
Attendance To Date: 30/05/2015

☒ Create Attendance ☐ Update Attendance/All Students ☐ Update Attendance/Active Only

Attendance Given	No of Presents	No of Absents	Total Students	Create	Print	Student Details	Class Diary	Template Nbr	Type	*Attendance
1	0	40	40	Create	Print	Student Details	Class Diary	1	Class Meeting	18/12/2014
2	0	40	40	Create	Print	Student Details	Class Diary	2	Class Meeting	19/12/2014
3	0	40	40	Create	Print	Student Details	Class Diary	3	Class Meeting	22/12/2014
4	0	40	40	Create	Print	Student Details	Class Diary	4	Class Meeting	22/12/2014
5	0	40	40	Create	Print	Student Details	Class Diary	5	Class Meeting	23/12/2014

Save Return to Search Notify Refresh

Step 6:

Make sure Create attendance radio button is selected.

Step 7:

Click the **Student Details** for the relevant date

Attendance Roster By Class

Course ID: 001650 Term: 2013 Batch -Semester 4
Course Name: ADDITIONAL ENGLISH(BBT) Session: Regular Academic Session
Subject / Catalog#: BIOTECH BBT4.7 Institution: T John College
Class Nbr: 2252 Instructor: Mariamma Alexander
Class Section: BBT

[Generate](#) ☒ Populate from Student Enroll Attendance From Date: 18/12/2014
[Report Manager](#) ☒ Generate Class Mtg Attendance Attendance To Date: 30/05/2015

☐ Create Attendance ☒ Update Attendance/All Students ☐ Update Attendance/Active Only

Attendance Given	No. of Presents	No. of Absents	Total Students	Create	Print	Student Details	Class Diary	Template Nbr	Type	*Attendance Date	*From Time	*To Time	Conta Minut
1	✓	0	6	6	Create	Print	Student Details	Class Diary	1	Class Meeting	18/12/2014	11:45AM	12:45PM
2	✗	6	0	6	Create	Print	Student Details	Class Diary	95	Class Meeting	19/12/2014	11:45AM	12:45PM
3	✗	6	0	6	Create	Print	Student Details	Class Diary	96	Class Meeting	22/12/2014	11:45AM	12:45PM
4	✓	4	2	6	Create	Print	Student Details	Class Diary	4	Class Meeting	23/12/2014	9:30AM	10:30AM
5	✗	6	0	6	Create	Print	Student Details	Class Diary	97	Class Meeting	25/12/2014	11:45AM	12:45PM

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

1:27 PM 3/25/2015

Step 8:

For giving attendance to the students click on the present check boxes

Attendance Roster By Class

TJC Principal - T John Coll

10.41.0.10:8400/psp/CSPRD90/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ATTENDANCE.GBL?PORTALPARAM

Apps Prod Dev

ORACLE Welcome Mariamma

Home Add to Favorites Sign out

New Window Personalize Page

Class Attendance

Course ID: 001650 Term: 2013 Batch
Course Name: ADDITIONAL ENGLISH(BBT) Session: Regular Academic Session
Subject / Catalog#: BIOTECH BBT4.7 Institution: T John College
Class Nbr: 2252 Instructor: Mariamma Alexander
Class Section: BBT

Template Nbr: 96 Attendance Type: Meeting Attendance Date: 22/12/2014

Select All
DeSelect All

*Student ID	USN	Name	*Academic Career	Present	On Job	Left Early	Reason	From Time	*To Time	Contact Minutes
1 BBT134410		ABDULHAMID MUHD	Undergrad	☒	☐	☐		11:45AM	12:45PM	60
2 BBT134404		PIYALI DAS	Undergrad	☒	☐	☐		11:45AM	12:45PM	60
3 BBT134409		PRABESH TIWARI	Undergrad	☐	☐	☐				
4 BBT134405		SONAM SARITA	Undergrad	☒	☐	☐		11:45AM	12:45PM	60
5 BBT134408		TAHI NANO	Undergrad	☒	☐	☐		11:45AM	12:45PM	60
6 BBT134403		SONIA KATARIA M	Undergrad	☒	☐	☐		11:45AM	12:45PM	60

Save and Return Cancel Attendance Given

NOTE: Steps to follow for Marking Attendance:

1. Uncheck present check boxes for absentees
2. Click on 'Attendance Given' Button
3. Click on 'Save and Return' Button

Step 8

Windows Taskbar: 1:34 PM 3/25/2015

Attendance Roster By Cla: x TJC Principal - T John Coll: x

10.41.0.10:8400/psp/CSPRD90/EMPLOYEE/HRMS/c/ESTABLISH_COURSES.CLASS_ATTENDANCE.GBL?PORTALPARAM

ORACLE Welcome Mariamma

Home | Add to Favorites | Sign out

New Window Personalize Page

Class Attendance

Course ID: 001650 Term: 2013 Batch
 Course Name: ADDITIONAL ENGLISH(BBT) Session: Regular Academic Session
 Subject / Catalog#: BIOTECH BBT4.7 Institution: T John College
 Class Nbr: 2252 Instructor: Mariamma Alexander
 Class Section: BBT

Template Nbr: 96 Attendance Type: Meeting Attendance Date: 22/12/2014 ☐ Select All ☐ DeSelect All

*Student ID	USN	Name	*Academic Career	Present	On Job	Left Early	Reason	From Time	*To Time	Contact Minutes
1 BBT134410		ABDULHAMID MUHD	Undergrad	☒	☐	☐		11:45AM	12:45PM	60
2 BBT134404		PIYALI DAS	Undergrad	☒	☐	☐		11:45AM	12:45PM	60
3 BBT134409		PRABESH TIWARI	Undergrad	☐	☐	☐				
4 BBT134405		SONAM SARITA	Undergrad	☒	☐	☐		11:45AM	12:45PM	60
5 BBT134408		TAHI NANOH	Undergrad	☐	☐	☐				
6 BBT134403		SONIA KATARIA M	Undergrad	☒	☐	☐		11:45AM	12:45PM	60

Save and Return Cancel Attendance Given

NOTE: Steps to follow for Marking Attendance:
 1. Uncheck present check boxes for absentees

Step 10 Attendance Given' Button
 and Return' Button

Step 9

Windows Taskbar: 1:41 PM 3/25/2015

Step 9:

After attendance for all students is given Click on **"Attendance Given"** Button

Step 10:

And Click **Save & Return.**

Entering of TIME TABLE

Navigation: Curriculum Management > Schedule of Classes> Maintain schedule of Classes

STEP 1:

Select Academic Institution Ex TJCLG, TJITG etc

Select term details Ex. 1304,1402

CLICK on SEARCH button

Menu

- Schedule of Classes
 - SA Integration Pack
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes
 - Schedule Class Meetings
 - Adjust Class Association
 - Update Sections of a Class
 - Class Event Table
 - Print Class Schedule
 - Exam Code Table
 - Exam Code Table Report
 - Generate Exam Schedule
 - Class Notes Table
 - Class Notes Report
 - Class Notes Table Report
 - Global Notes Table
 - Global Notes Table Report
 - Resource Queue Cleanu
 - Review Message Log
- Roll Curriculum Data
 - Forward
- Enrollment Requirements
- Combined Sections
- Dynamic Dates
- Facility and Event Information
- Class Roster
- Attendance Roster
- Grading
- Gradebook
- Integrated Admissions

Maintain Schedule of Classes

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

Find an Existing Value

Search Criteria

Academic Institution: = TJCLG
Term: = 1301
Subject Area: = BM
Catalog Nbr: begins with
Academic Career: = Undergrad
Campus: begins with BLR
Description: begins with Language
Course ID: begins with 000014
Course Offering Nbr: = 1
☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-10

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course
TJCLG	1301	BM	1.1	Undergrad	BLR	Language	000014	1
TJCLG	1301	BM	1.2	Undergrad	BLR	English	000015	1

Select the relevant class

STEP 2:

Click on “MEETINGS” tab.

Add “Mtg Start”, “Mtg end”, check the Days in week.

To add day wise time table keep adding rows and defining the same values for each row.

The screenshot shows the Oracle HRMS 'Maintain Schedule of Classes' window with the 'Meetings' tab selected. The window displays course information for Course ID 002158, Course Offering Nbr 1, and Class Nbr 2283. The 'Meeting Pattern' section is highlighted with a red box, showing the 'Mtg Start' (9:30AM), 'Mtg End' (10:30AM), and days of the week (M, T, W, T, F, S, S). The 'Start/End Date' is set from 23/02/2015 to 06/06/2015. The 'Instructors For Meeting Pattern' section shows instructor PRABHAVATHI, C with role 'Prim In'. The 'Room Characteristics' section shows a quantity of 1.

Menu

Search:

- My Favorites
- Collection Reports
- Student Admission Portal
- WorkCenter and DashBoard
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Time and Labor
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Course Catalog
- Schedule of Classes
 - SA Integration Pack
 - Class Search
 - Schedule New Course
 - Maintain Schedule of Classes
 - Schedule Class Meeting
 - Adjust Class Association
 - Update Sections of a Class
 - Class Event Table
 - Print Class Schedule
 - Exam Code Table
 - Exam Code Table Report
 - Generate Exam Schedule
 - Class Notes Table
 - Class Notes Report
 - Class Notes Table Report

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Course ID: 002158 Course Offering Nbr: 1

Academic Institution: T John College

Term: Acad Year 2014-15-Semester 2 Postgrad

Subject Area: BUSADMIN Business Administration

Catalog Nbr: MBA205 Financial Management

Class Sections Find | View All First 1 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 2283

Class Section: MBAA Component: Lecture Event ID:

Associated Class: 1 Units: 0.00

Meeting Pattern Find | View All First 1 of 3 Last

Facility ID Capacity Pat

Mtg Start 9:30AM Mtg End 10:30AM M T W T F S S *Start/End Date 23/02/2015 06/06/2015

Topic ID: Free Format Topic: Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

ID	Name	Instructor Role	Print	Access	Contact
TJC811	PRABHAVATHI, C	Prim In	☒	Approv	

Room Characteristics Personalize | Find | View All First 1 of 1 Last

Room Characteristic	Quantity
	1

Click on **SAVE**.

Entering of CLASS PLAN

GOTO

CURRICULUM MANAGEMENT→COURSE CATALOG→COURSE CATALOG

STEP 1:

Select academic institution: TJCLG/TJITG/TJCNS/TJIMS/TJCPH

Step 2:

Select Subject Area (department name) ex:- bm,hm etc

The screenshot shows the Oracle Course Catalog search page. The browser address bar displays the URL: 10.41.0.10:8400/psp/CSPRD90/EMPLOYEE/HRMS/s/WEBLIB_PTTP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fn=... The page header includes the Oracle logo, the user name 'Welcome Mariamma', and links for Home, Add to Favorites, and Sign out. A left-hand menu lists various navigation options, with 'Course Catalog' selected. The main content area is titled 'Course Catalog' and contains a search form. The form has a 'Find an Existing Value' tab and a 'Search Criteria' section. The 'Search Criteria' section includes fields for 'Academic Institution' (set to TJCLG), 'Subject Area' (set to BM), 'Catalog Nbr', 'Campus', 'Course ID', and 'Description'. Each field has a dropdown menu and a search icon. Below the search criteria are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Annotations with arrows point to the 'Academic Institution' field (labeled 'Step 1'), the 'Subject Area' field (labeled 'Step 2'), and the 'Search' button (labeled 'Step 3').

Step 3:

CLICK ON SEARCH

Course Catalog

Welcome Mariamma

Home | Add to Favorites | Sign out

Menu

Search:

My Favorites

WorkCenter and DashBoards

Self Service

Curriculum Management

Course Catalog

Browse Catalog

Course Catalog

Print Course Catalog

Catalog Summary

Schedule of Classes

Class Roster

Attendance Roster

Gradebook

Instructor/Advisor Information

Reports

Reporting Tools

PeopleTools

Change My Password

Course Catalog

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

Find an Existing Value

Search Criteria

Academic Institution: = TJCLG

Subject Area: = HM

Catalog Nbr: begins with

Campus: begins with

Course ID: begins with

Description: begins with

Include History ☒ Correct History ☐ Case Sensitive

Search Clear Save Search Criteria

Step 4

Search Results

View All First 1-5 of 5 Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
TJCLG	HM	ADE21S	(blank)	000418	ADDITIONAL ENGLISH
TJCLG	HM	ADE31S	(blank)	000441	ADDITIONAL ENGLISH
TJCLG	HM	BHM401	BLR	001685	FRENCH II
TJCLG	HM	BHM603	BLR	002126	FRENCH
TJCLG	HM	CC136H	(blank)	000435	FRENCH - I

Step 5

Step 4:

CLICK ON CORRECT HISTORY

Step 5:

SELECT THE SUBJECT BY CLICKING ON DESCRIPTION.

SYLLABUS ENTRY

Step 6:

ENTER SYLLABUS DETAILS IN THE TEXT BOX NEXT TO IT.

The screenshot shows the Oracle Course Catalog interface. On the left is a navigation menu with options like 'My Favorites', 'WorkCenter and DashBoards', 'Self Service', 'Curriculum Management', 'Course Catalog', 'Schedule of Classes', 'Class Roster', 'Attendance Roster', 'Gradebook', 'Instructor/Advisor Information', 'Reports', 'Reporting Tools', 'PeopleTools', and 'Change My Password'. The main area displays course details for 'TJC346'. A callout box labeled 'Step 6' points to the 'Syllabus Details' text area, which contains the text 'Storytellers.A wall is just a wall.A voice of her own'. Below this is a 'Course Attributes' table and a 'Class Plan' table.

Course Attributes

*Course Attribute	*Course Attribute Value

Class Plan

Faculty ID	Course Topic ID	*Module/Chapter name	Plan Date	Class Plan	Allotted hrs
TJC346	1	MODULE1	06/01/2014	Storytellers	1.00
TJC346	2	MOD.1	07/01/2014	Storytellers	1.00
TJC346	3	MOD.1	08/01/2014	Storytellers	1.00
TJC346	4	MOD.1	10/01/2014	Storytellers	1.00
TJC346	5	MOD.1	13/01/2014	Storytellers	1.00
TJC346	6	MOD.1	17/01/2014	storytellers	1.00
TJC346	7	MOD.1	20/01/2014	Storytellers	1.00
TJC346	8	MOD.1	21/01/2014	Storytellers	1.00
TJC346	9	MOD.1	22/01/2014	Storytellers	1.00
TJC346	10	MOD.1	24/01/2014	Storytellers	1.00

Step 7:

Enter CLASS PLAN AS SHOWN BELOW

Course Attributes

Personalize | Find | First 1 of 1 Last

*Course Attribute *Course Value

Step 7

Class Plan

Personalize | Find | First 1-13 of 13 Last

Faculty ID	Course Topic ID	Module/Chapter name	Plan Date	Class Plan	Allotted hrs
TJC346	1	Introduction	23/06/2014	Intro.	1.00
TJC346	2	A ghost story	25/06/2014	A ghost story	1.00
TJC346	3	A ghost story	26/06/2014	A ghost story	1.00
TJC346	4	A Ghost story	27/06/2014	A ghost story	1.00
TJC346	5	A Ghost story	24/06/2014	A ghost story	1.00
TJC346	6	A Ghost story	30/06/2014	A ghost story	1.00
TJC346	7	Bhuto	01/07/2014	Bhuto	1.00
TJC346	8	Bhuto	02/07/2014	Bhuto	1.00
TJC346	9	Bhuto	03/07/2014	Bhuto	1.00
TJC346	10	Bhuto	07/07/2014	Bhuto	1.00
TJC346	11	Bhuto	08/07/2014	Bhuto	1.00
TJC346	12	Bhuto	09/07/2014	Bhuto	1.00
TJC346	13	The speckled band	10/07/2014	Speckled Band	1.00

Step 8

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

User Input:

1. Module name.
2. Plan date.
3. Class plan.
4. Allotted hrs.

Step 8:

CLICK ON SAVE

Entering of Internal Assessment Marks

CREATING ASSIGNMENT CATEGORIES

Navigation: Curriculum management > Gradebook> Gradebook category

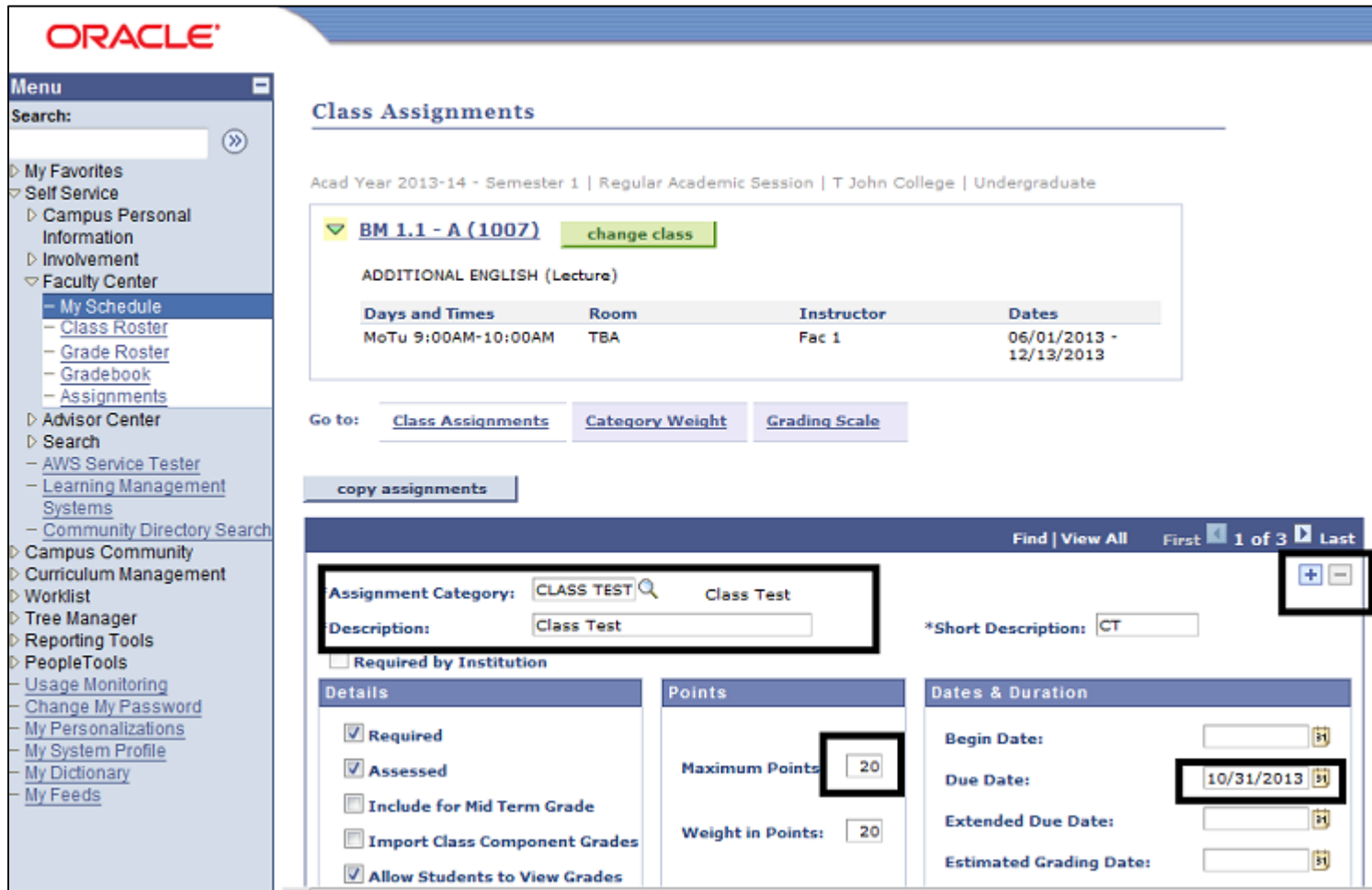
Click on “ADD New Value” to add assignment categories. To see all the existing values, hit the SEARCH button on the page.

The screenshot shows the Oracle Gradebook Category page. On the left is a navigation menu with the following items: Information, Class Roster, Attendance Roster, Grading, Gradebook (expanded), Define Course, Assignments, Gradebook Category (selected), Instructor/Advisor, Information, Learning Management Systems, Academic Item Registry, Activity Management, Financial Aid, Student Financials, Academic Advisement, Contributor Relations, SA Integration Pack, Set Up HRMS, Set Up SACR, and Enterprise Components. The main content area is titled "Gradebook Category" and contains two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted with a black box. Below these buttons is a text input field labeled "Assignment Category:" with the text "Internal" entered; this field is also highlighted with a black box. Below the input field is a yellow "Add" button, which is highlighted with a black box. At the bottom of the page, there are two links: "Find an Existing Value" and "Add a New Value".

CREATING ASSIGNMENTS

Navigation: Self Service > Faculty Centre > Assignments

Click on the (+) button to add define assignments for the relevant class. Select the already defined assignment categories from the prompt button, add description, and define the maximum points as per requirement and a due date to end the assignment. Click "SAVE".



ORACLE

Menu

Search:

- My Favorites
- Self Service
 - Campus Personal Information
 - Involvement
 - Faculty Center
 - My Schedule
 - Class Roster
 - Grade Roster
 - Gradebook
 - Assignments
- Advisor Center
- Search
 - AWS Service Tester
 - Learning Management Systems
 - Community Directory Search
- Campus Community
- Curriculum Management
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Usage Monitoring
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds

Class Assignments

Acad Year 2013-14 - Semester 1 | Regular Academic Session | T John College | Undergraduate

☒ **BM 1.1 - A (1007)** [change class](#)

ADDITIONAL ENGLISH (Lecture)

Days and Times	Room	Instructor	Dates
MoTu 9:00AM-10:00AM	TBA	Fac 1	06/01/2013 - 12/13/2013

Go to: [Class Assignments](#) [Category Weight](#) [Grading Scale](#)

[copy assignments](#)

Find | View All First 1 of 3 Last

Assignment Category:

Description: ***Short Description:**

☐ Required by Institution

Details	Points	Dates & Duration
☒ Required		Begin Date: S1
☒ Assessed	Maximum Points: 20	Due Date: 10/31/2013 S1
☐ Include for Mid Term Grade	Weight in Points: 20	Extended Due Date: S1
☐ Import Class Component Grades		Estimated Grading Date: S1
☒ Allow Students to View Grades		

PROVIDING MARKS

Navigation: Self Service > Faculty Centre > Gradebook > Class Gradebook

Faculty can provide marks to the students based on the assignments defined. Provide marks and SAVE.

ORACLE®

Menu

Search:

My Favorites

Self Service

- Campus Personal Information
- Involvement
- Faculty Center
 - My Schedule
 - Class Roster
 - Grade Roster
 - Gradebook
 - Assignments

- Advisor Center
- Search
- AWS Service Tester
- Learning Management Systems
- Community Directory Search
- Campus Community
- Curriculum Management
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- Usage Monitoring
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds

Gradebook

Acad Year 2013-14 - Semester 1 | Regular Academic Session | T John College | Undergraduate

▼ BM 1.1 - A (1007)

change class

ADDITIONAL ENGLISH (Lecture)

Days and Times	Room	Instructor	Dates
MoTu 9:00AM-10:00AM	TBA	Fac 1	06/01/2013 - 12/13/2013

Go to: [Class Gradebook](#) [Grade by Assignment](#) [Cumulative Grades](#) [Requirement Designa](#)

☒ Show Active Students Only

Select check box next to the grade field to exclude assignment from cumulative grade calculation.

Name	ID	CT	HW	SM
1,Test	TJC/001	10.00 ☐	35.00 ☐	30.00 ☐
		Note	Note	Note
123,Test	BAE13019	☐	☐	☐
		Note	Note	Note
Dutt,Sanjai	BAJ13001	☐	☐	☐
		Note	Note	Note

T. JOHN GROUP OF INSTITUTIONS - 2015

19

Applying leave Thru HRMS Module

Log into Peoplesoft HRMS module with your given credentials, next:

1. Staff Request Single or Multiple Day Leaves?

1. Click **Main Menu > Self Service > Time Reporting > Report Time > Absence Request**.

Page looks like this when you navigate in the above path in Self Service

2. In the **Start Date** field, enter the first working day of the absence.
3. The **End Date** field would pop automatically once you have keyed in the number of days of absence in the **Duration** field and click on the Calculate End Date. PeopleSoft will calculate the days and hours correctly, taking into account weekends and Holidays.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Absence Request

T. JOHN

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date 08/01/2014

End Date 09/01/2014

Filter by Type Casual Leave ▾

*Absence Name Casual Leave ▾

Reason Select Absence Reason ▾

Partial Days None ▾

Duration 2.00 Days

Calculate End Date

Once you punch the **Duration** of the leaves and click **Calculate End Date** the **End date** pops automatically

4. Use the **Filter by Type** list to narrow the list of absence names to be displayed. This step is optional
5. Select Absence Name from drop down list. PeopleSoft refreshes the screen and displays additional fields for the absence request
6. Select the appropriate option in the Reason drop down list.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Absence Request

T. JOHN

Absence Detail ?

*Start Date 08/01/2014

End Date

Filter by Type Casual Leave ▾

*Absence Name Casual Leave ▾

Reason Select Absence Reason ▾

Partial Days None ▾

Duration Days

Calculate End Date

Filter by Type, Absence Name and Reason

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

Submit Save for Later

7. Enter Requestor Comments. Use this predominantly for Class adjustment comment.

For example You want to go on leave and adjust your classes with Mr.XYZ then Mandatorily use the Requestor comments option to fill in the adjustment detail which your immediate supervisor (HOD) would be able to view.

Absence Detail ?

*Start Date 08/01/2014

End Date 09/01/2014

Filter by Type Casual Leave

*Absence Name Casual Leave

Reason Select Absence Reason

Partial Days None

Duration 2.00 Days

Calculate End Date

Current Balance 2.40 Days**

Comments

Requestor Comments As discussed please adjust my class with Ms.Sonia

Go To View Absence Request History View Absence Balances

Submit Save for Later

8. Do you want to **Submit** the absence for approval?

If NO, **Save for Later**.

If YES, click **Submit**.

9. PeopleSoft displays the save confirmation message. Click **OK**

10. PeopleSoft displays the Request Details page.

11. Click **Yes** to confirm that you want to **Submit**.

Calculate End Date

Comments

Requestor Comments

As discussed please adjust my class with Ms.Sonia

Go To

View Absence Request History

View Absence Balances

Submit

Save for Later

IF you have plans to change your leave plan just save the leave and submit later.

12. PeopleSoft displays the submit confirmation message.

Favorites

Main Menu

>

Self Service

>

Time Reporting

>

Report Time

>

Absence Request

T. JOHN

Request Absence

Submit Confirmation

✓

Are you sure you want to Submit this Absence Request?

Yes

No

Once you have submitted you cannot edit. If don't want to submit, save and edit

Favorites

Main Menu

>

Self Service

>

Time Reporting

>

Report Time

>

Absence Request

T. JOHN

Request Absence

Submit Confirmation

✓

The Absence Request was successfully submitted.

OK

13. PeopleSoft displays the request details page, including the approver name.

Workflow

Status Submitted

Request History

Personalize |  First

Status	Name	Date	Comments
Submitted	Ashok M	31/12/2013	Please adjust my class with Ms.Sonia

Abs Mgmt By Supervisor Multi

▼ Absence Management:Pending

Other college teaching staff

Pending

 Vineeth Chandy
TJbysupervisor

2. How to Edit and Submit a Saved Leave?

Save your absence in case you are not sure of your plan.

Apply for leave and Save

Navigation is Main Menu > Self Service > Time Reporting > Report Time> Absence Request

The screenshot displays the Oracle Absence Request form. The breadcrumb navigation at the top reads: Favorites > Main Menu > Self Service > Time Reporting > Report Time > Absence Request. The Oracle logo is visible in the top left. Below the logo, a message states: "Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request."

The "Absence Detail" section contains the following fields and options:

- *Start Date: 09/01/2014 (with a calendar icon)
- End Date: 10/01/2014
- Filter by Type: Casual Leave (dropdown menu)
- *Absence Name: Casual Leave (dropdown menu)
- Reason: Casual Leave (dropdown menu)
- Partial Days: None (dropdown menu)
- Duration: 2.00 Days
- Calculate End Date button
- View Monthly Schedule link
- Current Balance 0.00 **

Below the "Absence Detail" section is the "Comments" section, which includes a "Requestor Comments" text area and a "Go To" section with links for "View Absence Request History" and "View Absence Balances".

At the bottom of the form, there are two buttons: "Submit" and "Save for Later". The "Save for Later" button is highlighted with a red rectangular box. A green callout box with a white background and a green border points to this button, containing the text: "Instead of Click on Submit you click on Save for later".

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Absence Request](#)

ORACLE

Request Absence

Save Confirmation

✓ The Absence Request was successfully saved. The request must be submitted in order for it to be approved.

OK

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [Report Time](#) > [Absence Request](#)

ORACLE

Shikha Tiwari

T John Principal TJCLG HPH

View Request Status and Approval Details

Details ?

Start Date 23/01/2014
End Date 24/01/2014
Absence Name Casual Leave **Current Balance** 0.00 **
Reason Casual Leave
Partial Days None
Duration 2.00 Days

Workflow

Status Data Saved

Request History [Personalize](#) | [First](#)

Status	Name	Date	Comments
Saved For Later-Not Submitted	Shikha Tiwari	02/01/2014	Request fr Absence

Edit and Submit

Navigate to Main Menu > Self Service > Time Reporting > View Time > Absence Request History

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Time Reporting](#) > [View Time](#) > [Absence Request History](#)

ORACLE

Absence Request History

Shikha Tiwari
T John Principal

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. Select edit button to modify or delete the request.

From
 Through

Absence Request History					Personalize	Find	View All	Print	First	1-3 of 3	Last
Absence Name	Status	Start Date	End Date	Edit							
Casual Leave	Saved	23/01/2014	24/01/2014	Edit							
Casual Leave	Saved	16/01/2014	17/01/2014	Edit							
Casual Leave	Saved	09/01/2014	10/01/2014	Edit							

Absence EE Self Service Req

Shikha Tiwari
T John Principal
TJCLG

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Changed the date from 23rd - 24th to 24th - 25th

Absence Detail

*Start Date
[View Monthly Schedule](#)

End Date

Filter by Type:

*Absence Name:

Reason:

Partial Days:

Duration: Days

Current Balance 0.00 **

Workflow

Status: Data Saved

Comments

Requestor Comments: Request fr Absence

Absence EE Self Service Req

Request Absence

Submit Confirmation

✓ Are you sure you want to Submit this Absence Request?

Yes No

Request Absence

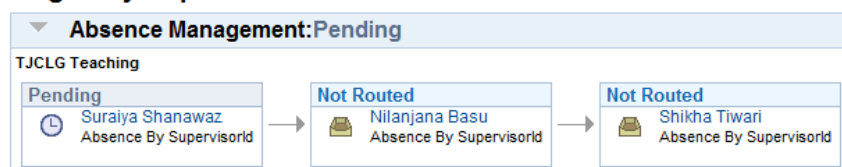
Submit Confirmation

✓ The Absence Request was successfully submitted.

OK

Workflow				
Status Submitted				
Request History Personalize [?] First				
Status	Name	Date	Comments	
Saved For Later-Not Submitted	Shikha Tiwari	02/01/2014	Request fr Absence	
Submitted	Shikha Tiwari	02/01/2014	Request fr Absence	

Abs Mgmt By Supervisor Multi



3. View your Leave Balances, Leave History and Monthly Schedule

The highlighted links would give you the result

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Absence Request

ORACLE

Request Absence

Doddaiah D
Asst.Professor TJCLG NT

Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ?

*Start Date 

Filter by Type ▾

*Absence Name ▾

[View Monthly Schedule](#) ←

Comments

Requestor Comments 

Go To [View Absence Request History](#) [View Absence Balances](#) ←

4. Apply For Half Day Leave

Favorites ▾ Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Absence Request

ORACLE

before submitting or save for later your request.

Absence Detail ?

*Start Date 29/01/2014  [View Monthly Schedule](#)

End Date 29/01/2014

Filter by Type Casual Leave ▾

*Absence Name Casual Leave ▾ Current Balance 0.00 **

Reason Select Absence Reason ▾

Partial Days Start Day Only ▾

☒ Start Day is Half Day

Duration 0.50 Days Enter 0.5 in the Duration

[Calculate End Date](#)

Comments

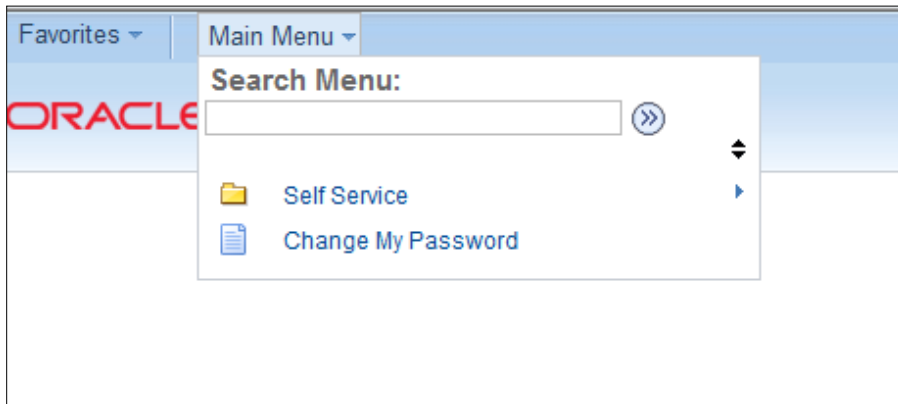
Requestor Comments First half of the day Use the comments box to enter which half of the day you have taken off and **submit**.

Go To [View Absence Request History](#) [View Absence Balances](#)

[Submit](#) [Save for Later](#)

5. How do you change your Login password?

Navigate to change Password on Main Menu



The screenshot shows the 'Change Password' form in the Oracle Self Service interface. The breadcrumb trail at the top reads 'Main Menu > Change My Password'. The form displays the user's details: 'User ID: TJIT120' and 'Description: LAKSHMIPRIYA WUDALI'. Below this, there are three password input fields: '*Current Password:', '*New Password:', and '*Confirm Password:'. Each field is masked with dots. At the bottom of the form, there is a 'Change Password' button, which is highlighted with a red rectangle. To the right of the form, a green-bordered box contains a list of four instructions:

1. Punch in your **Current password**
2. Punch in your **New Password**
3. Punch in again to **confirm** your new Password
4. Then click on **Change Password**

Raising a purchase requisition Thru Peoplesoft (for HODs only)

Task 1 : How to raise a Requisition?

In our organization, for every department HOD will be the requestor to raise the requisition.

Login with the credentials provided. Example: User ID : TJC649(Anu) a faculty belongs to TJCLG.

Navigation : Main Menu -> Purchasing -> Requisitions -> Add/Update Requisition

Step 1 : To raise a new requisition goto the below navigation and click on “Add a New Value”.

The screenshot shows the T. John Group of Institutions portal. The navigation bar at the top includes 'Favorites', 'Main Menu', 'Purchasing', 'Requisitions', and 'Add/Update Requisitions'. Below the navigation bar is a banner with the T. John Group of Institutions logo and the text 'Welcome ANU'. The main content area is titled 'Requisitions'. Below this title, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. An arrow points from a box labeled 'Step 1' to the 'Add a New Value' button. Below the buttons, there are two input fields: 'Business Unit' and 'Requisition ID'. The 'Business Unit' field has a dropdown menu with 'TJCLG' selected and a prompt button. An arrow points from a box labeled 'Step 2' to the prompt button. The 'Requisition ID' field has the text 'NEXT' entered. Below the input fields, there is an 'Add' button. An arrow points from a box labeled 'Step 3' to the 'Add' button.

Step 2 : Select the business unit by clicking on the prompt button. As this user belongs to TJCLG it will show only TJCLG in the prompt table.

Initially Requisition ID will be “NEXT”.

Step 3 : Click on Add.

Step 4 : Select the Requester from the prompt table(As I’ve used Login ID of Anu it will show only TJC649 and Anu in the prompt table.)

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Requisitions ▾ > Add/Update Requisitions

T. JOHN GROUP OF INSTITUTIONS Welcome ANU

Maintain Requisitions
 Requisition

Business Unit TJCLG
 Requisition ID NEXT

Status Open
 Budget Status Not Chk'd

Requisition Name Copy From

☐ Hold From Further Processing

Header ?

*Requester TJC649 ANU

*Requisition Date 03/30/2015

Origin ONL

*Currency Code INR

Accounting Date 03/30/2015

Requisition Defaults
 Requisition Activities

Add Comments

Amount Summary ?

Total Amount 0.00 INR

Add Items From ?

Purchasing Kit
 Item Search

Catalog
 Requester Items

An automatic requisition ID will get generated once u save the requisition after adding items & comments.

Step 4

Step 5 : Select the item prompt table. Here we can check the item in 2 ways.

- With an item id
- With a description

Suppose we want to select A4 sheets with an id number 000000000002022 then search the Look Up Item with a description %A4%(%matching word%)or Item ID %2022% .

Header ?

*Requester TJC649 ANU

*Requisition Date 03/30/2015

Origin ONL

*Currency Code INR

Accounting Date 03/30/2015

Requisition Defaults
 Requisition Activities

Add Items From ?

Purchasing Kit
 Item Search

Catalog
 Requester Items

Step 5

Look Up Item

SetID: TJGIN

Item ID: begins with

Category: begins with

Description: begins with %A4%

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-13 of 13 Last

Item ID	Category	Category ID	Description
00000000000000061	PRINTING & STATION	00010	A4 CLOTH COVER
000000000000003211	PRINTING & STATION	00010	A4 COLOR SHEETS
000000000000003203	PRINTING & STATION	00010	A4 COURIER COVER-GREEN
000000000000000062	PRINTING & STATION	00010	A4 COVER BROWN
000000000000000343	PRINTING & STATION	00010	CARBON PAPER A4 SIZE
000000000000002632	PRINTING & STATION	00010	DRAWING BOOK A4 SIZE
000000000000002982	PRINTING & STATION	00010	EXECUTIVE BOND WHITE PAPER A4
000000000000002499	PRINTING & STATION	00010	MPL01 STICKER A4 SIZE
000000000000002579	PRINTING & STATION	00010	OHP SHEETS A4 SIZE
000000000000002585	PRINTING & STATION	00010	PROJECT INNER COVER SHEET A4 D
000000000000001454	PRINTING & STATION	00010	PROTECTOR SHEET (POUCH) A4
000000000000002533	PRINTING & STATION	00010	WHITE ENVELOP 100 GSM A4 SIZE
000000000000002022	PRINTING & STATION	00010	WHITE PAPER A4 SIZE

Step 6

Step 6 : Select the item.

Step 7 : Give the Quantity required. And the price will get populated automatically from the database once you add a new item line with a message. Then click on “OK”. If not keep approx. value of the item which can be changed during PO preparation.

Step 8 : Click on “+” to add multiple lines in the same requisition.”-“ to delete the item line.

To/Due Date	Status	Supplier Information	Item Information	Attributes	Contract	Sourcing Controls								
			Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1000000000002022			WHITE PAPER A4 SIZE	2.0000	REA	PRINTING & STATION	158.00000	316.00	Open					
1000000000001011			LASERJET	1.0000	EA	REPAIR&MAINT COMP	369.00000	369.00	Open					

Item ID

Step 7

Step 8

Step 9 : After adding required items click on Add comments in the same page to give justification.

Favorites > Main Menu > Purchasing > Requisitions > Add/Update Requisitions

T. JOHN Welcome ANU

Maintain Requisitions

Requisition

Business Unit TJCLG
Requisition ID NEXT
Requisition Name

Header ?

*Requester TJCLG49 ANU
*Requisition Date 03/30/2015
Origin ONL Online
*Currency Code INR Rupee
Accounting Date 03/30/2015

Requisition Defaults

Add Comments

Header Comments

Use Standard Comments Comment Status Active

TJCLG-MBA Dept.-These items are required for departmental daily activities.

☐ Send to Supplier ☐ Show at Receipt
☐ Show at Voucher ☒ Approval Justification

Associated Document

Attachment Attach View Delete

From -> REQ TJCLG-NEXT

OK Cancel Refresh

Step 10

Click here to attach any quotations soft copy.

Step 9

Step 10 : Click on “OK” .

Click on Save.

Step 11 : Once you save the requisition it will generate the Requisition ID which will be useful to track the requisition status in future.

Step 12 : Once you save the requisition status will be converted from “Open” to “Pending” .

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Requisitions](#) > [Add/Update Requisitions](#)

[Home](#) | [Worklist](#) | [Add to](#)


Welcome ANU

Maintain Requisitions

Requisition

Business Unit **TJCLG**
 Requisition ID **0000000237**
 Requisition Name

Status Pending
Budget Status Not Chk'd
☐ Hold From Further Processing

▼ Header ?

*Requester	TJC649		ANU
*Requisition Date	03/30/2015		Requester Info
Origin	ONL		Online Voucher
*Currency Code	INR		Rupee
Accounting Date	03/30/2015		

[Requisition Defaults](#)
[Requisition Activities](#)
[Document Status](#)

[Edit Comments](#)

Amount Summary ?

Total Amount	685.00 INR
---------------------	------------

Task 2 : How to check the status of the Requisition?

To check the requisition status go to below navigation.

Step 1 : Click on “Find an existing Value” to know the status of your requisition.

Step 2 : Select the Business Unit from the prompt table. As this user belongs to TJCLG it will show only TJCLG in the prompt table.

Step 3 : Click on Search. Then it will display all the requisitions raised so far.

Step 4 : Click on the requisition with pending status to see the details. Then it will be redirected to Maintain Requisitions page.

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = TJCLG

Requisition ID: begins with

Requisition Name: begins with

Requisition Status: =

Origin: begins with

Requester: begins with TJC649

Requester Name: begins with

Hold From Further Processing

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-41 of 41 Last

Business Unit	Requisition ID	Requisition Name	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
TJCLG	0000000237	0000000237	Pending	ONL	TJC649	ANU	N
TJCLG	0000000225	0000000225	Approved	ONL	TJC649	ANU	N
TJCLG	0000000220	0000000220	Approved	ONL	TJC649	ANU	N

Step 5 : In the Maintain Requisitions page, click on “View Approvals”. Here you can see the status of your requisition. In this particular example, this requisition ID 00237 is pending with Roy_Raju and was approved by Tiwari, Shika.

The screenshot shows the 'View Approvals' window for Requisition ID 0000000237. The window displays the following information:

- Requisition ID: 0000000237
- Requisition Name: 0000000237
- Requested For: ANU
- Status: Pending
- Budget Status: Not Checked

Requisition Approval

Requisition 0000000237: Pending

Principal Approval

Approved: Tiwari, Shikha (TJCLG - Principal) on 03/30/15 - 10:19 AM

Pending: Roy Raju (ADMIN_REQ)

Comments

Shikha Tiwari at 03/30/15 - 10:19 AM
May be approved for the smooth conduction of departmental activities....

Buttons: View/Hide Comments, Start New Path, Apply Approval Changes, Return, Save, Return to Search, Next in List, Notify, Refresh.

Arrows indicate the following steps:

- Step 5: Click on "View Approvals" in the background window.
- Step 6: Click on "View/Hide Comments" in the approval window.
- Step 7: Click on "Return" in the approval window.
- Step 8: Click on "Save" in the background window.

Step 6 : To see the comments of the approver click on “View/Hide Comments”.

Step 7 : Click on “Return” to come back to “Maintain Requisitions” page.

Step 8 : Click on Save/Return to Search to close the requisition.

NOTES

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