



PeopleSoft Newsletter

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NOW DUE - Physical Inventory Reports

All completed Physical Inventory reports should be returned to Kevin O'Brien (OBRIEN4@mailbox.sc.edu) by **April 28th**. If you manage assets for your department or campus you should have received the report via email. Please contact Kevin O'Brien (OBRIEN4@mailbox.sc.edu) if you have any questions.

Live Webinar: Payment Request - New User

On **May 4th at 9am**, the Controller's office will host an online Payment Request training session. This class is for new users. Click [here](#) to register.

REMINDER - Out of Office Setting

If you approve transactions like payment requests, requisitions and journals in PeopleSoft, do not forget to select an alternate user to review and approve these transactions while you are out of the office. Use the steps below to set it up.

1. Log into PeopleSoft.
2. Navigate to **My System Profile**: Main Menu > My System Profile
3. Complete the **Alternate User** section (see below)

Check out the [PeopleSoft Training Schedule](#) for newly added webinars and classes.

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example:12/31/2000)

To Date (example:12/31/2000)

PeopleSoft Outage

From **6am Saturday, May 20** until **2pm Sunday, May 21** PeopleSoft will be unavailable as UTS performs upgrades.

Removing an Employee's PeopleSoft Access

If your department has an individual leaving their current USC office but remains employed in a different department or they are no longer employed by USC use the [PeopleSoft Finance Access Form](#) to request the appropriate updates. The instructions to complete the form as well as the fax number are located on the form.

Classroom Training:
Requisition and Receiving
May 2, 9-1pm

Previous Newsletter Issues

Click [here](#) to access

Questions or comments? Use the [Contact Us](#) page to determine where to send your questions or comments.