



# UNIVERSITY OF SOUTH CAROLINA

## PeopleSoft Newsletter

Volume 2, Issue 3,  
2/1/17



### Live Webinar: Payment Request for New Users

On February 2nd at 9am, the Controller's office will conduct a webinar on Payment Request. This session is designed for new users.

Click [here](#) to register.

### Live Webinar: Journal Entry/Journal Voucher

Training on entering journals and requesting journal vouchers is scheduled for February 7th at 9am.

Click [here](#) to register.

### Previous Newsletter Issues

Click [here](#) to access previous issues of the PeopleSoft newsletter.

### PeopleSoft Unavailable Sunday 2/5/17

Sunday, February 5th, between the hours of 6:00am and 2:00pm, University Technology Services (UTS) will be upgrading the login and authentication service called Shibboleth that PeopleSoft and several other USC systems use. PeopleSoft will be unavailable during the early part of this outage, but it is anticipated that by mid-morning on Sunday PeopleSoft users will be able to login again. Please make note of the full outage timeframe and factor it into any work you may have planned on doing this Sunday.

### UPDATE - PeopleSoft Website FAQs

The PeopleSoft team, working with experts in various departments, has recently made updates to the [Frequently Asked Questions \(FAQs\) page](#). We now have current and relevant answers to the most frequently asked questions from the PeopleSoft user community at USC. Make this your first stop for answers to your PeopleSoft related questions.

### UPDATE - PeopleSoft Website Training Resources

Updates have also been made to the [Resources page](#) on the PeopleSoft website. The page was redesigned to help make searching for content much easier. Now quick reference guides, course presentations, webinar recordings, training videos and eLearning content for a particular module are located together. This allows you to quickly see all the available resources.

RESOURCES
<b>Deposit Training Related Resources</b>
<b>Webinar Recordings</b>
<ul style="list-style-type: none"> <li>• <a href="#">Deposit Page Changes</a></li> </ul>
<b>Quick Reference Guides</b>
<ul style="list-style-type: none"> <li>• <a href="#">Creating a Deposit Transmittal</a></li> <li>• <a href="#">Deposit Checklist</a></li> </ul>
<b>Presentations</b>
<ul style="list-style-type: none"> <li>• <a href="#">Deposit Page Changes</a></li> </ul>
<b>eLearning Self-Paced Training</b>
<ul style="list-style-type: none"> <li>• <a href="#">Bursar Deposit Tasks</a></li> <li>• <a href="#">Department Deposit Tasks</a></li> <li>• <a href="#">Contract and Grant Accounting Deposit Tasks</a></li> </ul>

*Deposit Resources page as an example*

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