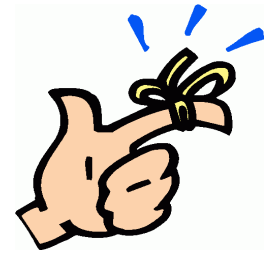




## PeopleSoft Newsletter

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### REMINDER - Physical Inventory Reports

All completed Physical Inventory reports should be returned to Kevin O'Brien ([OBRIEN4@mailbox.sc.edu](mailto:OBRIEN4@mailbox.sc.edu)) by **April 28th**. Anyone who manages assets for their department or campus should have received the report via email. A recording of the Physical Inventory webinar and presentation are available on the [PeopleSoft Resources page](#). Please contact Kevin O'Brien ([OBRIEN4@mailbox.sc.edu](mailto:OBRIEN4@mailbox.sc.edu)) if you have any questions.

### REMINDER - Out of Office Settings

If you approve transactions like payment requests, requisitions or journals in PeopleSoft, do not forget to select an alternate user to review and approve these transactions while you are out of the office. Setup is quick and easy.

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

### Classroom Training: Requisition and Receiving

On **April 4th at 9am**, the Purchasing department will offer training on entering requisitions and receipts. This class is geared toward new users or anyone needing a hands-on refresher.

Click [here](#) to register.

### Classroom Training: Depositor

On **April 14th at 10am**, the Bursar's office is offering training for departmental depositors.

Click [here](#) to register.

### Previous Newsletter Issues

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

**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)

4. Click the **Save** button at the bottom of the page.

### Have You Missed a Live Webinar?



All PeopleSoft related live webinars are recorded and the link for playback is made available within 24 hours on the PeopleSoft [Resources website page](#). Listen to the recorded webinar anytime at your convenience.

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