

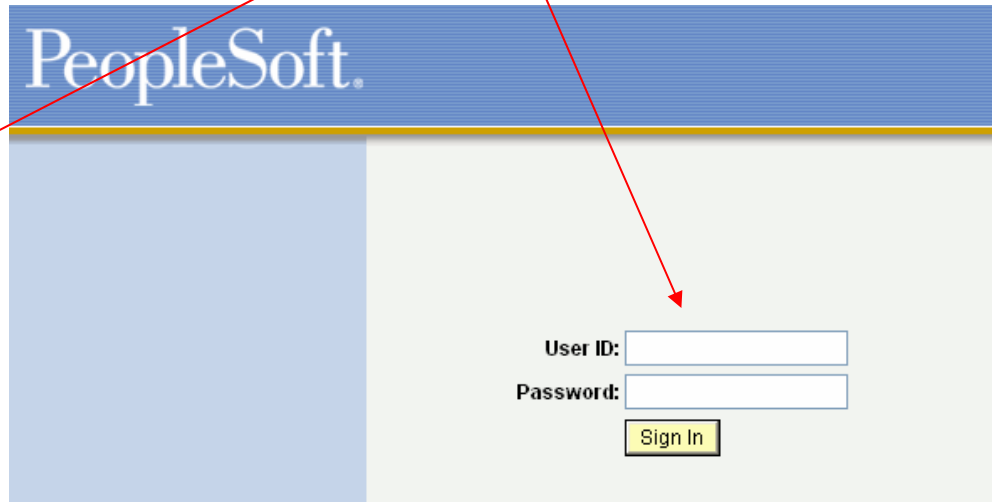


PeopleSoft Portal Implementation

1. To access the Portal, click on the link on the OMB Home Page url [http://www.nd.*\[c\]/omb](http://www.nd.*[c]/omb).
2. Then enter your network (NDGOV) signon ID and (NDGOV) Password in the PeopleSoft Screen.



- [OMB Home](#)
- [Divisions](#)
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- [Adm. Code](#)
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- [PeopleSoft Portal](#)
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July 1, 2005



3. You'll then see the Portal Page (*Shown below as it currently appears*). The Portal gives you access to your personal portal pages.

The screenshot shows a web browser window with the following sections:

- Personalize Homepage** (top left)
- Self Service Applications** (left sidebar):
 - My Benefits: Information about your employment benefits
 - My Paycheck: View your latest pay stub as well as pay stubs
 - My Leave Balance: Most recent leave balance
 - My SSN/Bank Info: Confirm your SSN and Bank Account Number
 - My Personalizations: Personalize options such as locale, tab details, save warnings, etc.
- Welcome to the PS Portal** (main content area):
 - New Portal Design - Please Read!**: Please check out any articles listed on this page by clicking on the blue hyperlinks. Urgent messages will show here. If you are a Financial and/or Payroll user, be sure to read any articles pertaining to your area in the boxes on the right-hand side. Click the hyperlink above for more details.
 - News Flash**:
 - New Portal Design - Please Read!
 - Have Questions?**:
 - Timing Out of Financial Applications
 - Help Desk: 328-4470
 - [View Entire Publication](#)
- Last Signon** (top right): February 15, 2006 08:20:20
- Other News** (bottom right):
 - IMPORTANT W-2 INFORMATION**: Employees with North Dakota state withholding, please click on the link above for important information regarding your W-2.
 - Articles**:
 - IMPORTANT W-2 INFORMATION
 - Links for Information on Security and Privacy
 - Self-Service Applications on Portal
 - [View Entire Publication](#)

At the bottom of the page are links for: [OMB home](#), [Disclaimer](#), [Security](#), [Privacy](#), and [Contact Us](#).

NOTE: If the personal selections do NOT show, it may be necessary to:

1. Close MS Explorer
2. Re-start Explorer
3. Clear the Cache (Temp Internet Files)
4. Re-enter the Portal

Also, the FIRST time a user loads the Portal it seems to take extra time, please be patient.

Ultimately, the Portal will give you access not only to view your personal information but the ability to do business on-line such as maintaining personal information, benefit enrollment, requesting & tracking leave, etc. At the present time you have access to view the following pages:



PeopleSoft Portal Implementation

My Benefits: The Benefits Summary provides you with information on the State sponsored benefits that you are enrolled in and links those benefits to sources of further information.

Personalize Homepage

Self Service Applications

- [My Benefits](#)
Information about your employment benefits
- [My Leave Balances](#)
The most recent leave balance
- [My Paycheck](#)
View your latest pay stub as well as past paystubs
- [My SSN/Bank Info](#)
Confirm your SSN and Bank Account Number

Welcome to the PS Portal

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Other News

Articles

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Type of Benefit. Clicking on these links will provide you with additional information on your benefit enrollment.

Plan Description. Clicking on these links will take you to PERS/HRMS websites where you will find more detailed information about the benefit that you are enrolled in.

Menu

- Reporting Tools
- PeopleTools
- [My Benefits](#)
- [My Paycheck](#)
- [My Leave Balance](#)
- [My SSN/Bank Info](#)
- [My Personalizations](#)

Benefits Summary

John Smith

To view your benefits as of another date, enter the date and click Go:

Type of Benefit	Plan Description	Coverage or Participation
Medical	Dakota Plan PPO/Basic	Family
Employee Assistance Program	EAP-St Alexius	EAP
Basic Life	Basic Life	\$1,300
Supplemental Life - Flex	Employee Supp Life-Flex	\$48,700
457 Plan 1	AXA Equitable Life	\$100 Before Tax
Sick	Sick Leave - Standard	-----
Vacation	Annual Leave - Standard	-----
Comp Time	Comp Time	-----
PERS	State Retirement Plan	4% of Earnings

FlexComp information. If you are enrolled in the FlexComp plan, you can view your account balance, claim activity, claim history and payment history for the medical and dependent care spending accounts by clicking on the [“Flex Spending Health”](#) link under Type of Benefit.

Menu

- ▷ My Content
- ▷ Manage Content
- ▷ PeopleSoft
- ▷ Portal Administration
- My Benefits
- [My Paycheck](#)
- [My Leave Balance](#)
- [My SSN/Bank Info](#)
- [My Personalizations](#)

Benefits Summary

Last Updated: 09/26/2005

To view your benefits as of another date, enter the date and click Go:

Type of Benefit	Plan Description	Coverage or Participation
Medical	Dakota Plan EPO	Family
Vision	Ameritas Vision Plan - Flex	Empl+Deps
Employee Assistance Program	EAP-St Alexius	EAP
Basic Life	Basic Life	\$1,300
Dependent Life	Dependent Life - \$5,000	\$5,000
Supplemental Life - Flex	Employee Supp Life-Flex	\$5,000
457 Plan 1	Hartford Life	\$5,000/Year
Sick	Sick Leave - Standard	-----
Vacation	Annual Leave - Standard	-----
Comp Time	Comp Time	-----
Flex Spending Health - U.S.	FSA - Medical Spending Account	\$1,000/Year
PERS	State Retirement Plan	10% of Salary



PeopleSoft Portal Implementation

My Paycheck: Click on the “[My Paycheck](#)” link to access your current check/advice showing detailed employee information, tax data, paycheck summary, hours and earnings, employer paid benefits, taxes, before/after tax deductions, and net pay distribution.

Personalize Homepage

Self Service Applications

- [My Benefits](#)
Information about your employment benefits
- [My Leave Balances](#)
The most recent leave balance
- [My Paycheck](#)
View your latest pay stub as well as past paystubs
- [My SSN/Bank Info](#)
Confirm your SSN and Bank Account Number

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News Flash

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- [Help Desk: 328-4470](#)

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From the ‘My Paycheck’ page a link is provided to view a check/advice with a different pay period end date, just click the “[View a Different Payment](#)” link.

Menu

- ▷ Reporting Tools
- ▷ PeopleTools
- [My Benefits](#)
- [My Paycheck](#)
- [My Leave Balance](#)
- [My SSN/Bank Info](#)
- [My Personalizations](#)

James Bond

Net Pay:	\$3,069.97
Pay Begin Date:	11/01/2005
Pay Period End Date:	11/30/2005
Check/Advice Date:	12/01/2005

[View a Different Payment](#)

The Social Security Number and Bank Account information were removed from the ‘My Paycheck’ screens to ensure that if a user prints a copy of their Paycheck information, they won’t inadvertently reveal that personal/confidential information.



PeopleSoft Portal Implementation

My Leave Balance: Click on the [“My Leave Balance”](#) link to access your current annual, sick leave, comp time, family sick leave, and military leave balances.

Personalize Homepage

Self Service Applications

- [My Benefits](#)
Information about your employment benefits
- [My Leave Balances](#)
The most recent leave balance
- [My Paycheck](#)
View your latest pay stub as well as past paystubs
- [My SSN/Bank Info](#)
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Menu

- [My Benefits](#)
- [My Paycheck](#)
- [My Leave Balance](#)
- [My SSN/Bank Info](#)
- [My Personalizations](#)

John Smith

Annual Leave		Sick Leave		Comp Time	
	YTD Hrs		YTD Hrs		YTD Hrs
Start Balance:	240.00	Start Balance:	1155.00	Start Balance:	0.00
+Earned:	112.00	+Earned:	56.00	+Earned:	0.00
-Taken:	64.00	-Taken:	33.00	-Taken:	0.00
+Adjustment:	0.00	+Adjustment:	0.00	+Adjustment:	0.00
Ending Balance:	288.00	Ending Balance:	1178.00	Ending Balance:	0.00

Family Sick Leave		Military Leave	
	Hours		Hours
Year to Date Used:	0.00	Year to Date Used:	0.00

[Leave Balance Description](#)



PeopleSoft Portal Implementation

My SSN/Bank Info: Click on the “[My SSN/Bank Info](#)” link to access your personal/confidential information that was removed from the ‘My Paycheck’ view.

The Social Security Number and Bank Account information were removed from the ‘My Paycheck’ screens to ensure that if a user prints a copy of their Paycheck information, they won’t inadvertently reveal that personal/confidential information.

The screenshot shows the PeopleSoft Portal homepage with three main sections: 'Self Service Applications', 'Welcome to the PS Portal', and 'Other News'. A red arrow points to the 'My SSN/Bank Info' link in the 'Self Service Applications' section.

Self Service Applications

- [My Benefits](#)
Information about your employment benefits
- [My Leave Balances](#)
The most recent leave balance
- [My Paycheck](#)
View your latest pay stub as well as past paystubs
- [My SSN/Bank Info](#)
Confirm your SSN and Bank Account Number

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The screenshot shows the 'My SSN/Bank Info' page. On the left is a 'Menu' with links to 'My Benefits', 'My Paycheck', 'My Leave Balance', 'My SSN/Bank Info', and 'My Personalizations'. The main content area displays the user's name 'John Smith' and phone number '987-65-4321'. Below this is a table of bank account information.

John Smith 987-65-4321

Bank Name	Account Number	Account Type
WELLS FARGO	45645645456	Checking

First 1 of 1 Last