

# PeopleSoft HR Upgrade, ePerformance and new search tools!

Status Report: 11/19/13

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Our HR 9.2 upgrade was completed over the November 16<sup>th</sup> weekend.

ePerformance will have a few changes to it, including Employee comments on the direct page where the manager can see them.

Justin and I are reviewing current templates because the upgrade has brought in these cool features, eliminating some of the custom work that needed to be done.

The screenshot shows a web browser window displaying the 'Manager Evaluation - Update and Share' page in the PeopleSoft HR system. The page includes a navigation menu on the left with options like 'Define Criteria', 'Review Self Evaluation', and 'Update and Share'. The main content area shows a 'Competency 1: Customer Service' section with a description, 'Employee Self Rating' (Exceeds Expectations), and 'Employee Comments' (I have actively assisted three agencies with the creation of performance templates...). Below this is a 'Manager Rating' section (Meets Expectations, 3.00) and a 'Manager Comments' section with a rich text editor containing the text: 'Justin maintains a service focus by identifying service areas that add service value. He demonstrates excellent service delivery behaviors and techniques.' Callouts are present: 'Step by step guidance' points to the left navigation menu; 'Managers can easily see the employee's self-rating and employee comments.' points to the 'Employee Self Rating' and 'Employee Comments' fields; 'Rich text editor for bolding and highlighting!' points to the rich text editor; and 'Save buttons visible from anywhere in the document' points to the 'Save' button at the top right.

[New Search capabilities](#) watch this cool video showing how it works!

The screenshot shows the Oracle search results page. At the top, there is a search bar with 'All Search' and 'Advanced Search' options. Below the search bar, the page displays 'Search Results' for 'San Francisco'. The results are filtered by 'Category' (Courses (29)), 'Country' (United States (29)), 'State' (California (29)), 'City' (San Francisco (29)), and 'Type' (IBS Scheduled Learning (14)). The search results list several courses, including 'Learning - Communicating a Shared Vision I Course Code: LDMG1003 | ID: 9', 'Learning - Business Fundamentals II Course Code: BSSK1002 | ID: 11', 'Learning - Email as a Marketing Tool I Course Code: COMM1005 | ID: 6', 'Learning - Communication Etiquette I Course Code: COMM1001 | ID: 2', 'Learning - Email and Organizational Comm I Course Code: COMM1004 | ID: 5', and 'Learning - Crafting A Deal I Course Code: COMM1002 | ID: 3'. Each course entry includes a 'Last Updated Date' and a 'Type' field.

**Correct Cache settings for clearing cache.**

**Here are the instructions to clear cache and cookies in Internet Explorer:**

1. In the tool bar, click on Tools > Internet Options
2. In the General tab, click on the Delete button in Browsing history section
3. A window will open titled Delete Browsing History
4. **Uncheck the option for Preserve Favorite website data.** Select all the other options (Temporary Internet files, Cookies, History, Form Data, Passwords, In Private Filtering data).
5. Click on the Delete button.
6. Once it completes the delete process, click on OK to close the Internet Options window.
7. Log into the HRMS system. It should be fully functional now.

