PeopleSoft Newsletter

Cost Share Update from Contracts and Grant Accounting

Contracts and Grant Accounting now has the ability to record in-kind cost share and waived F&A used as cost share. Also, cost share recorded in the current month will be available to view once the month has closed as we only run the cost share allocation once a month. Please contact your CGA Accountant to answer any questions you have or use the email provided on the Contact Us page for Contracts and Grants. Click here for a list of helpful queries.

New Users to PeopleSoft

If you have employees who are new to PeopleSoft, use the information on the New User Information page to help determine what PeopleSoft resources are available to get them started. These resources include quick reference guides, recorded webinars as well as classroom training.

FEATURE HIGHLIGHT - Out of Office for Approvers

If you approve transactions in PeopleSoft and plan to be out of the office for an extended period of time, be sure to setup an alternate user to approve transactions in your absence. The person you select as the alternate approver must have the approve role assigned prior to selecting them as your proxy. Use the steps here to guide you with the setup.

PeopleSoft Remote Access Via VPN

The scheduled July 5th implementation of Multi-factor Authentication for USC's VPN has been delayed by UTS. It is expected to be approved for implementation on Friday, July 8th. Contact UTS at 777-1800 with any questions about this project.

Naming Attachments in PeopleSoft

Special characters are not allowed when naming files to be uploaded into PeopleSoft. If needed, use the underscore symbol to separate words and numbers in the file name. Use of other characters or symbols will cause the attachment not to be accessible by others.

Questions or comments? Use the **Contact Us** page to determine where to send your questions or comments.

Classroom Training: Advanced Finance Intranet

July 13th @ UTS Rm 301A at 9am

Click here to register

Live Webinar: General Accounting / AP Hot Topic

Thursday, July 14th Sign up by clicking here.

Classroom Training: Additional PeopleSoft Classes Scheduled

If you have employees new to PeopleSoft, use the training calendar to register them for training.