PeopleSoft Newsletter

PeopleSoft Login will Soon Require MFA

Beginning **June 5, 2017**, PeopleSoft users will be required to login using multifactor authentication (MFA), also known as two-step verification. MFA is required to access systems on the USC network that store Personally Identifiable Information (PII) in accordance with recent State of South Carolina information security legislation. More information about MFA can be found here .
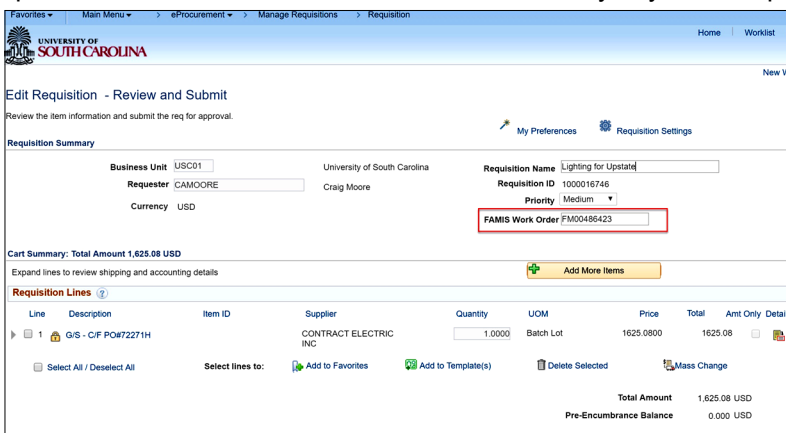
Fiscal Year End Activities Under Way

The fiscal year end is soon approaching. The article 2016-2017 Year End Guidance and Deadlines is available to ensure you are aware of important dates from the Purchasing department and the Controller's office.

Please plan to join the Year End Webinar on **June 8th** or **June 15th from 9:00 to 10:00 am**. This webinar will provide detailed information on timelines and processing of journals and payments. Click here to register for this training.

New Field on Requisition Pages

A new field has been added to the Requisition Entry and Inquiry pages. This field is to be used by Facilities **ONLY** as it is an area for them to enter their **FAMIS Work Order** number. It is important to note that this field should not be used by any other department.

Live Webinars:

The Controller's office will host two quarterly online trainings:

May 18th, Cash/ Travel Advance
and
May 23rd, AP Upload.
Both begin at **9am**.

These classes are for new users.
Click **here** to register.

Out of Office Reminder

Do not forget to select an alternate user to review and approve transactions while out of the office using the **My System Profile** page in PeopleSoft.

Classroom Training: Requisition and Receiving

June 6th at 1600 Hampton Street Suite 605, at 9am. Click here to register.

Previous Newsletter Issues

Click here to access.

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