Accessing the PeopleSoft Website for Information

The PeopleSoft website is a very useful source of information. It houses the link to access the PeopleSoft Financials system, the training schedule, current and previous newsletter issues, a Contact Us page, a page to help new users get up and running, and a resources page that contains webinar recordings, quick reference documents and classroom presentations. Click here to explore the website.

How to Determine Which Payment Method to Use

A short video is available to assist employees who purchase on behalf of the university. It is used as the required prerequisite to attend the Requisition and Receiving class for new users. Click here to watch this video tutorial to find out about the various payment methods used at the University.

REMINDER - Assets and Radioactive Materials Must Use a Purchase Order

Regardless of the amount, assets and radioactive materials must be purchased using the requisition-to-purchase order process. If any other payment method is submitted, the transaction will be denied.

UPDATE - Deposit Page Changes

Changes are being made to the page where deposits are entered into PeopleSoft. If you enter deposits for your department, look out for information regarding webinars and classroom training opportunities from the Bursar’s office later this month.

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