PeopleSoft Newsletter

**PeopleSoft Unavailable This Weekend**

Starting Friday at 9pm, PeopleSoft will be unavailable until Sunday at 6pm for system maintenance. **Prior to logging into PeopleSoft Monday morning, please clear your internet browser cache.** Several tasks are scheduled to occur over the next few months that may affect the availability of PeopleSoft. Click [here](#) for more information related to those tasks.

**New Payment Request and Payment Request Inquiry Videos**

New training videos for Payment Request Entry and Payment Request Inquiry are now available on the [New User Information](#) page under the Purchasing section. Please take time to review these videos to ensure you are up to date on the latest changes.

**FEATURE HIGHLIGHT - Alternate User Setup**

With the holidays approaching, do not forget to select an alternate user to review and approve transactions while you are out of the office. Ensure the person selected also has the approver role. Use this [quick reference document](#) for step by step instructions for setup.

**FEATURE HIGHLIGHT - Grants Dashboard Report**

The Grants Dashboard Report is a tool in PeopleSoft that creates a printable version of the grant information many were accustomed to seeing in the "old" Intranet. A [quick reference guide](#) that outlines the steps to run this report is located on the PeopleSoft Resources page. The navigation to access the Grants Dashboard Report is: Main Menu > USC Enhancements > Grants Dashboard Report.

**FEATURE HIGHLIGHT - Favorites in PeopleSoft**

Favorites allow shortcuts to be created to pages instead of navigating using the menu. They work like bookmarks in various internet browsers. Use the steps [here](#) to create and access favorites in PeopleSoft.

Questions or comments? Use the [Contact Us](#) page to determine where to send your questions or comments.