

STATE

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IllinoisState.edu



ILLINOIS STATE
UNIVERSITY

Illinois' first public university



Main Menu and Pagelet Navigation

GOAL: Understanding the multiple ways to navigate self-service and manager self-service pages in iPeople.





Where to find iPeople

- On the Human Resources Home Page at <http://hr.illinoisstate.edu/>
- From the ISU Home Page (usually bottom left corner)
- <https://my.illinoisstate.edu/>

STATE
YOUR PASSION.

"Working at ISU is about providing the highest level of service to our campus community, and exemplifying the true spirit of teamwork."
Aaron Woodruff
University Police Chief

Announcements

FY 2015 Benefit Choice Newsletter

PENSION REFORM – PA 98-0599

Please read the special-edition Advocate newsletter carefully – [click here](#). It explains in detail how the new pension reform law affects members enrolled in the Tier I Defined Benefit retirement plan.
[Read More.](#)

iPeople

Department Events

There are no upcoming events. Please check back later.

Apply Online

Visit our [Jobs Web Site](#) to browse postings and apply.

Timesheets

To ensure timely payment, leave balance updates, and compliance with the State Ethics Act, employee time must be reported online at in [iPeople](#). Here is a quick look at upcoming time reporting due dates:

Period Ends - Employee Timesheet Due	Final Manager Approval Due (4:00 PM)
Tuesday, July 15	Thursday, July 17



iPeople

Once you have clicked the iPeople button, you can then enter in your private information by using your Central Login ULID and private Password. If you are already logged into a Central Sign on Application (My.IllinoisState, RedbirdMail, etc), you will be taken straight into iPeople

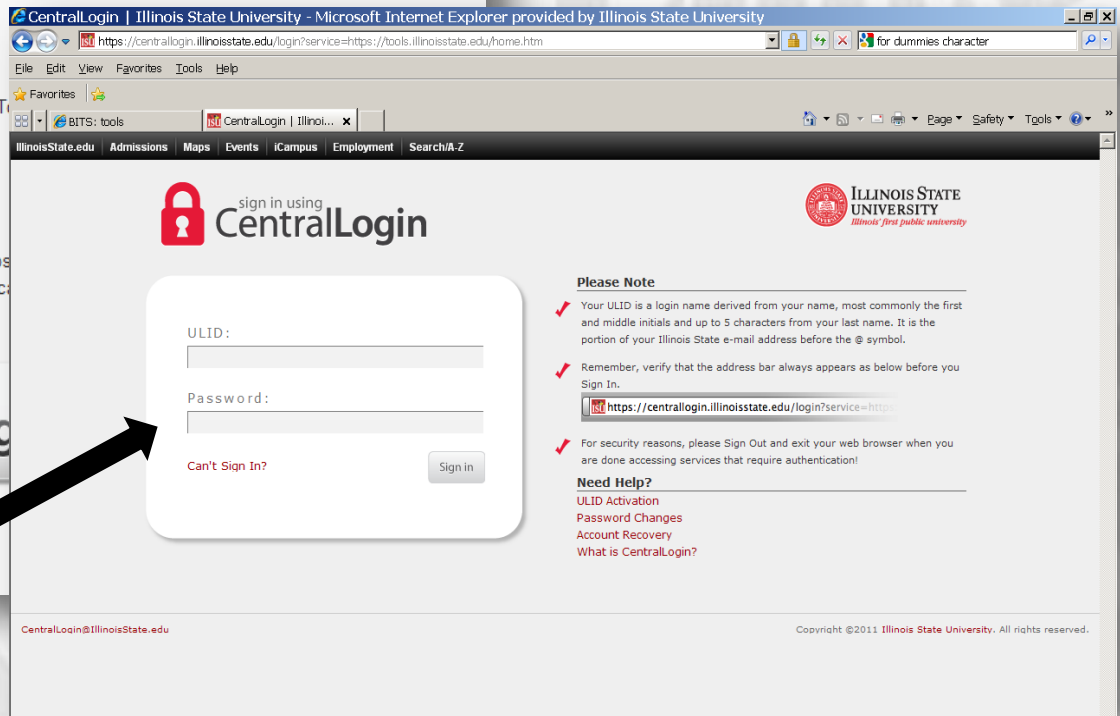


Enterprise Applications

This site contains links to enterprise applications for Illinois State University. The button located below.

IMPORTANT NOTE:

To protect your privacy, it is important that you log off of Central Login and close Firefox, Safari windows when you have completed your work with Tools applications by clicking the X in the upper right corner of all of your browser windows.





iPeople Tools Page

- Once you have entered in your Central Login Password information, you will be given applications for which you are eligible. iPeople should be one of these.
- If you are not given this option, you will want to reach the Enterprise Service Desk at **438-4357** to gain access

Please select from one of the following applications.

Human Resources

[iPeople \(PeopleSoft HCM\)](#)

Department Hiring

[Hiring Request](#)

IMPORTANT NOTE:

To protect your privacy, it is important that you log off of Central Login and close all Web browser (such as, Internet Explorer, Firefox, Safari) windows when you have completed your work with Tools applications. You can close your Web browser by clicking the X in the upper right corner of all of your browser windows.



iPeople Main Menu

- Once you are in iPeople, you should see the main menu as well as the new Pagelet Navigation
- The number of pagelets and menu items that you have will vary depending on your role(s) at ISU

The screenshot displays two side-by-side browser windows. The left window, titled 'Menu', features a search bar and a list of navigation options: My Favorites, Self Service, Manager Self Service, Workforce Administration, Benefits, Compensation, Time and Labor, Payroll for North America, Workforce Development, Organizational Development, Workforce Monitoring, Set Up HRMS, Enterprise Components, Reporting Tools, and PeopleTools. The right window, titled 'ISU Employee', shows a series of pagelets: 'Employee Timesheet' (Report your time, Timesheet), 'Employee Payroll Information' (Your compensation and pay information, View Pay Advice, Direct Deposit Info, W4 Tax Information, View W2/W2c Forms), 'Employee Benefits' (Benefits Choice is CLOSED at this time. You can still use this page to submit life events and view your benefits summary. Benefits Summary, Benefits Life Event, Benefits Enroll (Complete Evt), ISU Leave Balances), 'Personal Info Summary & Update' (Your address, phone and other personal information, Summary of Information, Home Address, Phone, Emergency Contact(s)), and 'Additional Pay' (View and/or approve additional payments for which you are designated, Approve Addl Pay, View Addl Pay Status).



Classic Menu

- Clicking on each item reveals the 'nested' menu item below each category as well as the folder options to the right

iPeople

Menu - Classic

Search:

- My Favorites
- Self Service**
- Additional Pay Center
- Time Reporting
- Personal Information
- Payroll and Compensation
- Benefits
- Learning and Development

Self Service

Navigate to your self service information and activities.

Additional Pay Center
Use the additional pay center to make, approve, and view additional pay requests.
[ISU Approve Additional Pay](#)
[ISU View Additional Pay Status](#)

Payroll and Compensation
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
[View Paycheck](#)
[Direct Deposit](#)
[W-4 Tax Information](#)
[View W-2/W-2c Forms](#)

Time Reporting
Report and review your time, schedules, request absences and more.
[Report Time](#)
[View Time](#)

Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.
[Dependents and Beneficiaries](#)
[Benefits Summary](#)
[Life Events](#)
3 More...

Home



Navigation – Classic Menu (continued)

- More and more clicks reveal the items for which you are looking.
- You can see the main navigation still appears on the left

iPeople

Search:

My Favorites
Illinois State University
Self Service
Additional Pay Cent
Time Reporting
Report Time - Timesheet
View Time
Personal Information
Payroll and Comper
Benefits
Learning and Devel
Manager Self Service
Workforce Administrat
Benefits
Compensation
Time and Labor
Payroll for North Amer

Timesheet

Employee ID: _____
Employee Record Number: 1

Job Title: _____

View By: Time Period Date: 08/01/2014 Refresh << Previous Time Period

Reported Hours: 66.00 Hours Scheduled Hours: 0.00 Hours

From Friday 08/01/2014 to Friday 08/15/2014

Timesheet														
Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
8/1	8/2	8/3	8/4	8/5	8/6	8/7	8/8	8/9	8/10	8/11	8/12	8/13	8/14	8/15
6.00			6.00	6.00	6.00	6.00	6.00			6.00	6.00	6.00	6.00	6.00



Navigation with the Pagelet

- Simply click on the visible link within the pagelet to take you directly to the desired information/task.

The screenshot displays two side-by-side browser windows. The left window, titled 'Menu', contains a search bar and a list of navigation links: My Favorites, Self Service, Manager Self Service, Workforce Administration, Benefits, Compensation, Time and Labor, Payroll for North America, Workforce Development, Organizational Development, Workforce Monitoring, Set Up HRMS, Enterprise Components, Reporting Tools, and PeopleTools. The right window, titled 'ISU Employee', shows a dashboard with several sections: 'Employee Timesheet' (Report your time, Timesheet), 'Employee Payroll Information' (Your compensation and pay information, View Pay Advice, Direct Deposit Info, W4 Tax Information, W2/W2c Forms), 'Employee Benefits' (Benefits Choice is CLOSED at this time. You can still use this page to submit life events and view your benefits summary. Benefits Summary, Benefits Life Event, Benefits Enroll (Complete Evt), ISU Leave Balances), 'Personal Info Summary & Update' (Your address, phone and other personal information. Summary of Information, Home Address, Phone, Emergency Contact(s)), and 'Additional Pay' (View and/or approve additional payments for which you are designated. Approve Addl Pay, View Addl Pay Status). A red circle highlights the 'View Pay Advice' link in the 'Employee Payroll Information' section.



Navigation with the Pagelet (continued)

- You will go directly to the page.
- The menu on the left will show you how you navigated to there.

The screenshot shows the 'ISU Employee' self-service portal. The left-hand navigation menu includes sections like 'Employee Timesheet', 'Employee Payroll Information', 'Employee Benefits', 'Personal Info Summary & Update', and 'Additional Pay'. A dropdown menu is open for 'Payroll and Compensation', listing options such as 'View Paycheck', 'Direct Deposit', 'W-4 Tax Information', and 'View W-2/W-2c Forms'. The 'W-4 Tax Information' option is highlighted in yellow.

W-4 Tax Information

Illinois State University

You must complete Form W-4 so the Payroll Department can calculate the correct withhold from your pay. Federal income tax is withheld from your wages based on number of allowances claimed on this form. You may also specify that an additional amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from review by the IRS. Your employer may be required to send a copy of this form to

Home Address

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

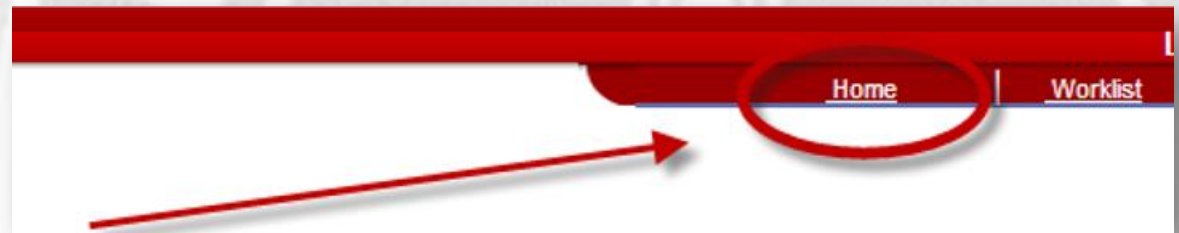
Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.



Navigation with Pagelet (continued)

- If you need to go back to the main menu screen, simply click the “Home” button





For more information

- For questions on access and usability, please call (309) 438-4357
- For questions on personal data and information within iPeople, please call Human Resources at (309) 438-8311 or (309) 438-8870

