Hours of Access

My HR Info (Employee Self Service) PeopleSoft HRMS Core Modules

My HR Info (Employee Self Service) is typically available 24 hours/day, 7 days/week except for every Sunday from 2:00 am to 6:30 am and as noted below. *

If your job duties require you to also have access to the PeopleSoft HRMS **core modules**, additional restrictions may apply at times when nightly processes are running so we can eliminate the potential for system errors by **restricting update access within the following modules: Attendance, Benefits, Payroll, Position Management, Time Reporting and Workforce Administration.**

If you use multiple modules, your time out will be controlled based on the module with the greatest restriction.

Hours of Update Restriction	
Day	**Core Modules***
Monday	9:00 pm to 12:00 am
Tuesday	9:00 pm to 12:00 am
Wednesday	9:00 pm to 12:00 am
Thursday	9:00 pm to 12:00 am
Friday	9:00 pm to 12:00 am
Saturday	No Restriction
Sunday	No Restriction

*In addition to the above restrictions, My HR Info/PeopleSoft HRMS will not be available to all users due to regularly scheduled technical maintenance as follows:

- One Thursday per month (typically the 3rd Thursday of each month) from 5:00 pm to 7:00 pm subject to change per the Maintenance Schedule posted on eNet
- Restrictions may change for all users if technical difficulties are encountered or when statutory or banking holidays necessitate a change to regular nightly processing.
- One Sunday morning per quarter for legislated system updates

Last Revised June 15, 2023