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 <u>Maintenance Schedule posted on eNet</u>
- 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 guarter for legislated system updates