


**PeopleSoft**

**KUMC**

**Faculty Appointment Data  
Procedural Reference**

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Throughout this manual, the  symbol indicates additional information on the left side of the page.

## FACULTY APPOINTMENT DATA

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### Overview

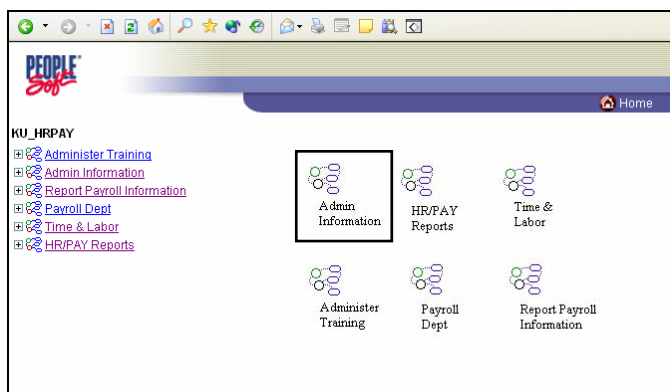
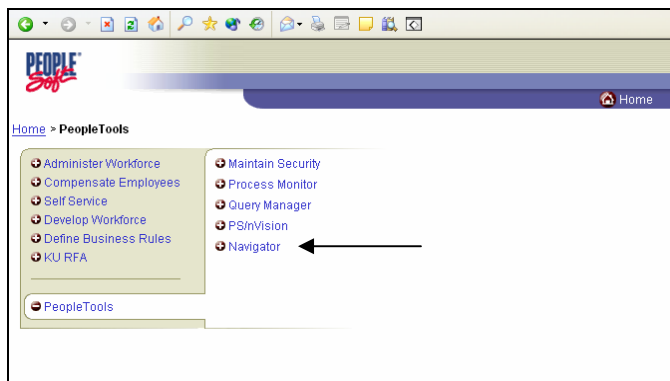
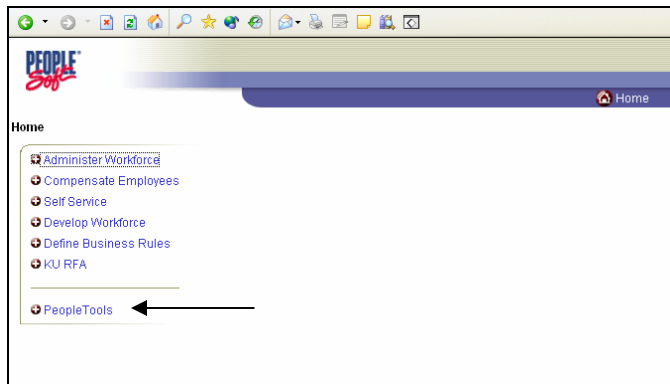
The Faculty Information module in PeopleSoft contains five read-only panels that display current and historical data on faculty appointments (paid and volunteer), and two reports to retrieve that data from the system.

The first of the five read-only panel sets, accessed by the Faculty Appt Data Inquiry icon, contains frequently-needed information about a faculty member's faculty appointments, the tenure status related to those appointments, and any graduate appointments (if assigned). The other four panels display information regarding a faculty member's educational records (Education icon), KUMC honors and awards received (Honors & Awards icon), KUMC professorships awarded (Professorships icon), and home and business address information (Demographics icon).

The two reports available are the Faculty Job Data Report, commonly used to access summary information on faculty for an entire department, and the Faculty Mailing List Report, used to obtain faculty addresses from PeopleSoft.

## DISPLAYING THE NAVIGATION ICONS

### Navigation



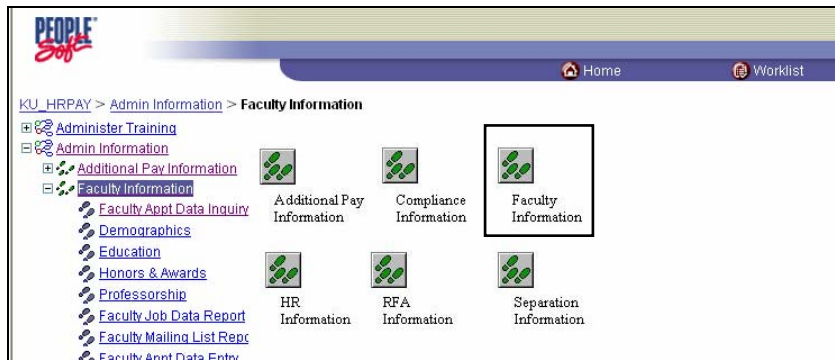
1. Log into PeopleSoft HR8.
2. Click the **People Tools** menu.

3. Click the **Navigator** menu.

4. Click the **Admin Information** icon.

## DISPLAYING THE NAVIGATION ICONS

### Navigation (continued)



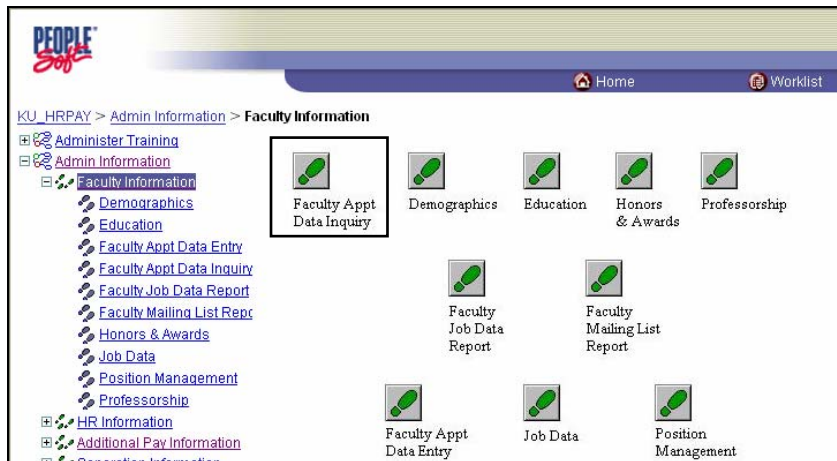
5. Click the **Faculty Information** icon.



6. Use these icons to launch all Faculty Data related tasks.

# FACULTY APPOINTMENT DATA

## Navigation and Selection Criteria




1. Click **Faculty Appt Data Inquiry** icon.

**Faculty Job**

---

**Find an Existing Value**

EmplID:  

Name:



Last Name:

Case Sensitive  
 Include History

[Basic Search](#)

2. Complete the **EmplID** field. 

3. Click  .

 **Step 2** If you do not know the EmplID, look up the employee by using the  (Lookup EmplID) icon. Alternately, enter a value in the **Last Name** field and click  .



## FACULTY APPOINTMENT DATA

### View Data (continued)

Faculty Job
Tenure
Graduate

EmpID: M0000010040  
Eisner, Sonya R

View All
First
1 of 1
Last

Appointment Category: Graduate Appointment	Active	<b>Appt Nbr:</b> 0	<a href="#">Graduate Appt Notes</a>
<b>Current Job Code:</b> 018400	University Director	<b>Appt Start Date:</b> 02/01/1978	<b>Appt End Date:</b>
<b>Current Dept:</b> 12601	Pharmacology		
<b>School Code:</b> GRAD	Graduate School		
<b>Grad Appt Code:</b> REG	Regular		

View All
First
1 of 1
Last

<input checked="" type="checkbox"/> <b>Chair</b>	<b>Seq Nbr:</b>	<b>Begin Date:</b> 07/01/1978	<b>End Date:</b>
--	-----------------	-------------------------------	------------------

Save
Return to Search
Upd

**Step 5** If available, use navigation View All First 1 of 2 Last to view data on additional records.

5. Review information on the **Graduate** panel.

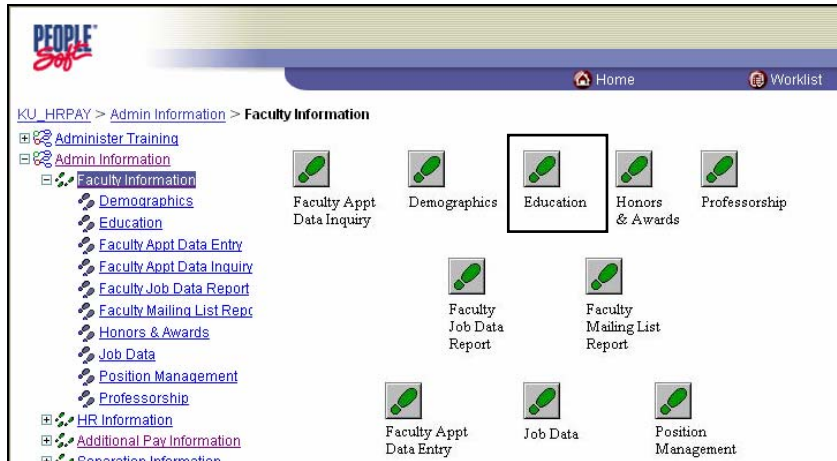
Non-clinical faculty who teach Masters- or PhD-level students, commonly in the Schools of Nursing or Allied Health, must have a graduate appointment. Information about the appointment will be found on this panel.

6. Navigate at desired:

To...	Click...	Go to Step...
View faculty appointment data	Faculty Job tab	1
View tenure data	Tenure tab	3
Close panel	<a href="#">Return to Search</a>	--

# EDUCATION

## Navigation and Selection Criteria




1. Click **Education** icon.

**Education**

---

**Find an Existing Value**

EmpIID:  

Name:

Last Name:



First Name:

Case Sensitive

[Basic Search](#)

2. Complete the **EmpIID** field. 

3. Click  .

 **Step 2** If you do not know the EmpIID, look up the employee by using the  (Lookup EmpIID) icon. Alternately, enter a value in the **Last Name** field and click  .

## EDUCATION

### View Data


Degree


Eisner,Sonya R ID: M0000010040

View All First 1 of 3 Last

Country:	USA	United States	
Degree:	BA	Bachelor of Arts	<input checked="" type="checkbox"/> Highest Degree
Issued Year	1964		
School Code:	1210	Wartburg Col.	
Former School Name:			
State:	IA	Iowa	

Save Return to Search

 **Step 1** If available, use navigation [View All](#) [First](#) [1 of 2](#) [Last](#) to view data on additional degree records.

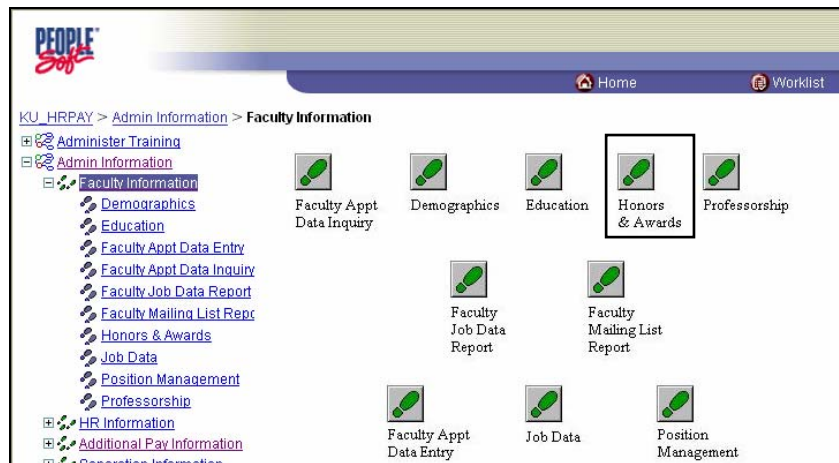
1. The **Degree** panel is displayed for review. Education records are listed alphabetically by the **Degree** code. 

Note that the **Highest Degree** box is checked on record indicating employee's highest attained degree.

2. Click [Return to Search](#) to close panel.

# HONORS AND AWARDS


## Navigation and Selection Criteria



1. Click **Honors & Awards** icon.

Honors and Awards

Find an Existing Value

EmpIID:  

Name:

Last Name:



First Name:

Case Sensitive

[Basic Search](#)

2. Complete the **EmpIID** field. 

3. Click  .

 **Step 2** If you do not know the EmpIID, look up the employee by using the  (Lookup EmpIID) icon. Alternately, enter a value in the **Last Name** field and click  .


## HONORS AND AWARDS


### View Data

Honors Awards  
Eisner, Sonya R ID: M0000010040

Honors and Awards View All First 1-3 of 3 Last

Honor or Award	Description	Issue Date	End Date
1 CHANR	Chancellor's Club Research Award	10/01/1982	
2 CHANR	Chancellor's Club Research Award	10/01/1993	
3 HERA	Higuchi/Endowment Research Achievement Award	10/01/1985	

1. The **Honors Awards** panel is displayed for review.   
Only KUMC honors and awards data is listed.
2. Click  to close panel.

 **Step 1** If available, use navigation   1 of 2  to view data on additional honors and awards records.


## Navigation and Selection Criteria



1. Click **Professorship** icon.

**Professorships**

**Find an Existing Value**

EmplID:  

Name:

Last Name:



First Name:

Case Sensitive

[Basic Search](#)

2. Complete the **EmplID** field. 

3. Click .

 **Step 2** If you do not know the EmplID, look up the employee by using the  (Lookup EmplID) icon. Alternately, enter a value in the **Last Name** field and click .

## PROFESSORSHIPS

### View Data


Professorships


Eisner,Sonya R ID: M0000010040

View All First 1 of 1 Last

Professorship:	Issue Date:	End Date:
UNIVD University Distinguished Professor	07/01/2002	

Save Return to Search

 **Step 1** If available, use navigation [View All](#) [First](#) [1 of 2](#) [Last](#) to view data on additional records.

1. The **Professorships** panel is displayed for review.   
Only KUMC professorships and honorary titles are listed.
2. Click [Return to Search](#) to close panel.

## DEMOGRAPHICS

### Navigation and Selection Criteria



1. Click **Demographics** icon.


#### Demographic Data


##### Find an Existing Value

EmpIID:

Name:

Last Name:

Department SetID:  



Department:  

Case Sensitive  
 Include History

[Basic Search](#)

2. Complete the **EmpIID** field. 

3. Click  .

 **Step 2** If you do not know the EmpIID, look up the employee by using the  (Lookup EmpIID) icon. Alternately, enter a value in the **Last Name** field and click  .

## DEMOGRAPHICS

### View Data

Addresses

#### Addresses

Sonya Eisner ID: M0000010040

Address Type: Home Description: View All First 1 of 1 Last

#### Address History

View All First 1 of 2 Last

<b>Effective Date:</b> 12/11/2003	<b>Country:</b> USA	United States	
<b>Status:</b> Active		5550 NW Sunrise Meadow Lane	Postal Search


#### Address Linkage


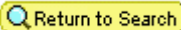
Linkage Type	Lee's Summit	
	Jackson	64064
Maintain Manually:	MO	Missouri

Address  
 Other Data

Phone Electronic Address

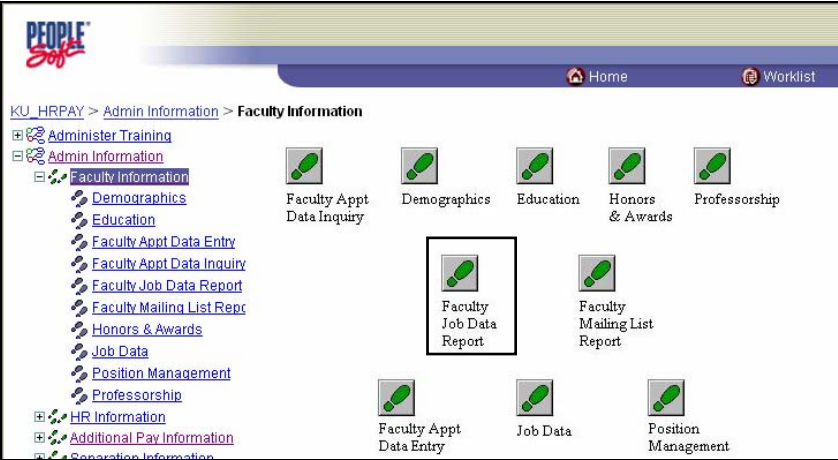
Save Update/Display Includes P

 **Step 1** If available, use navigation **View All** **First** **1 of 2** **Last** to view data on additional records.

1. The **Addresses** panel is displayed for review.   
For many faculty members, both business and home address records are available, identified by the **Address Type** field.
2. Click  to close panel.

# FACULTY JOB DATA REPORT

## Navigation



1. Click **Faculty Job Data Report** icon.

## FACULTY JOB DATA REPORT

### Run Control

**Faculty Job Data**

---

**Find an Existing Value**

Run Control ID:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

**Search Results**

View All    First 1-2 of 2 Last

Run Control ID	Language Code
<a href="#">Faculty Data</a>	<a href="#">English</a>
<a href="#">Mailing List</a>	<a href="#">English</a>

**Step 3** If only one Run Control is found, system displays Selection Criteria page.

**Faculty Job Data**

---

**Add a New Value**

Run Control ID:

[Find an Existing Value](#)

**Step 4** Run Control IDs cannot contain spaces or special characters.

1. Have you previously created a Run Control for this report?  
If **no**, click **Add a New Value** and go to Step 4.  
If **yes**, go to Step 2.
2. Click  .
3. Click desired run control name and go to Step 1 of Selection Criteria.
4. Complete **Run Control ID** field.
5. Click  .

# FACULTY JOB DATA REPORT

## Selection Criteria

1. Complete Report Parameters fields to display desired data on report. ❶
2. Check box(es) for desired **Appt Category(s)**. ❷ ✎
3. In **Appt Status** area, select Active Appointments or All Appointments. ❸
4. Click **Run** . ❹

✎ **Step 2** At least one **Appt Category** box must be checked.

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	JPER137	JPER137	SQR Report	Web	PDF

5. No changes are needed on this screen. ✎  
The default settings (shown below) are correct for any report that you run.

Server Name.....PSUNX  
Type.....Web  
Format .....PDF

✎ **Step 5** Process Name for Faculty Job Data Report is JPER137.

6. Click **OK** .

# FACULTY JOB DATA REPORT

## Running Report

Faculty Job Report

Run Control ID: Faculty\_Data

[Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 339719

EmpID:

Appt:

Type:

Acad:

Status:

Job Code: 010600 Vice Chancellor

DeptID: 00000 All Organizations

Sub-Area:

Area:

Notes

- Sabbatical Note
- Appointment Note
- Graduate Note

Appt Category

- Primary Appt
- Joint Faculty Appt
- Graduate Appt
- Administrative Appt
- Concurrent Primary Appt (old)

Appt Status

- Active Appts
- All Appts

Write file to Production?

Output File Directory: /archive/farchdata/HR8/hrf

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Add](#) [Update/Display](#)

**Step 1 Note Process Instance. ①**

Process List [Server List](#)

View Process Request For

UserID: DSANDY Process:  Last: 1 Days [Refresh](#)

Server:  Process Type:  Instance:  to

Server Name:  Run Status:

View Job Items  Save On Refresh

View All First 1-4 of 4 Last

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
339721	SQR Report	JPER137	DSANDY	01/21/2005 12:37:51PM CST	Posting	<a href="#">Details</a>

1. Click **Process Monitor** link. ②

This will take you to the Process List which shows the progress of generating the report. The Process List also contains the link for printing the report.

2. Note **Run Status**. ①

Run Status	Description
Queued	Report is in line to be processed
Initiated	Report has started
Processing	Report is in process
Posting	Report is being finalized
Success	Report is ready to print

Click [Refresh](#) ② until Run Status displays Success. (May need to wait a few minutes and refresh again.)

3. Click **Details** link. ③




# FACULTY JOB DATA REPORT

## Printing Report

Print Button

EmpId	Appt Category	Appt Mbr	Appt Start Dt	Appt End Dt	Anticipated End Dt	EFF Seq	Action	Appt Type	Job Code	Job Descr	Acad FTE	Acad Status	Dept Area	Dept Code	School	Affiliate/ Grad Appt	Dissest Chr	Appt Ltr Sent Dt	Appt Ltr Return Dt	Start Dt/ End Dt	Sabbatical	
M000010003	FBI	0	09/01/2003						020000	1	F		12403	SOM-KC	Pharmacology	NONE						
Coppit, Bryan Lloyd																						
M000010051	FBI	0	10/26/2003						020000	1	F		15104	SAH	SAH Physical Therapy Rehab Svc	NONE						
Boyd, Lara A																						
M000010082	FBI	0	11/01/2003						020000	1	F		11030	SOM-KC	Medicine-Gastroenterology	NONE						
Hagedorn, Curt H																						
M000010156	FBI	0	08/28/2003						020000	1	F		12061	SOM-KC	Otorhinolaryngology	NONE						
Weatherly, Robert Arden																						
M000010158	FBI	0	08/28/2003						020000	1	F		13402	SOM-KC	Surgery-Orthopedics	NONE						
Glattee, Chris																						
M000010163	FBI	0	07/15/2003						020000	1	F		13011	SOM-KC	Medicine-General	NONE						
Chabonocoe, Andrea Maria																						

Faculty Job Needs Read 6

1. Click  .  
If you do not need to print all of the pages, use the Print Range portion of the dialog box to indicate which pages you need to print.

Print Range

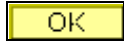
All

Current view

Current page

Pages from: 1 to: 6

Subset: All pages in range  Reverse pages

2. From the menu, select **File, Close**.
3. On Process Detail page, click  .
4. Click **KU\_HRPAY** link to return to Navigation icons.

KU\_HRPAY link

PEOPLE Soft

KU\_HRPAY > Admin Information > Faculty Information > Faculty Job Data Report

Administer Training | Process List | Server List

Admin Information

Additional Pay Information

Faculty Information

Faculty Appt Data Inquiry

Demographics

Education

Honors & Awards

Professorship

Faculty Job Data Report

Faculty Mailing List Report

Faculty Appt Data Entry

View Process Request For

User ID: PSTRN13 Process Type: Last: 1 Days Refresh

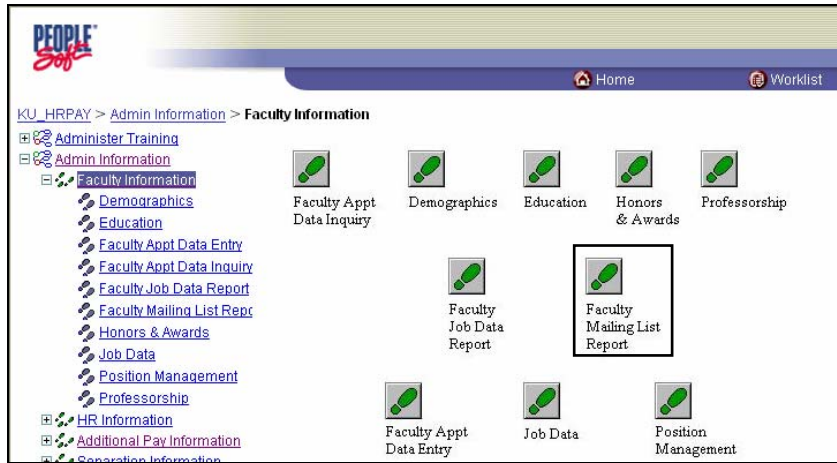
Server: Process: Instance: to

Name: Run Status: View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
339721	SQR Report	JPER137	PSTRN13	08/28/2006 12:36:09PM CDT	Success	Details

# FACULTY MAILING LIST REPORT

## Navigation



1. Click **Faculty Mailing List Report** icon.

## FACULTY MAILING LIST REPORT

### Run Control

#### Faculty Mailing Lists

#### Find an Existing Value

Run Control ID:

Case Sensitive


[Basic Search](#)

[Add a New Value](#)

#### Search Results

View All    First  1-2 of 2  Last

Run Control ID	Language Code
<a href="#">Faculty Data</a>	<a href="#">English</a>
<a href="#">Mailing List</a>	<a href="#">English</a>


 **Step 3** If only one Run Control is found, system displays Selection Criteria page.



#### Faculty Mailing Lists

#### Add a New Value

Run Control ID:

[Find an Existing Value](#)

 **Step 4** Run Control IDs cannot contain spaces or special characters.

1. Have you previously created a Run Control for this report?  
If **no**, click **Add a New Value** and go to Step 4.  
If **yes**, go to Step 2.
2. Click  .
3. Click desired run control name and go to Step 1 of Selection Criteria. 
4. Complete **Run Control ID** field. 
5. Click  .

## FACULTY MAILING LIST REPORT

### Selection Criteria

- Step 1** In the **Mailing Address** field, selecting Campus Address prints Title and Department; selecting Home Address prints Street, City, State, and Zip.
- Step 2** At least one **Faculty Group** box must be checked. If selecting Employee Faculty, designate Full Time or Part Time.

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	JPER138	JPER138	SQR Report	Web	PDF

- Step 4** Process Name for Faculty Mailing List Report is JPER138.

1. Complete Report Parameters fields to display desired data on report.
2. Check box(es) for desired **Faculty Group(s)**.
3. Click .

4. No changes are needed on this screen.   
The default settings (shown below) are correct for any report that you run.

Server Name ..... PSUNX  
 Type ..... Web  
 Format ..... PDF

5. Click .

# FACULTY MAILING LIST REPORT

## Running Report

**Step 1 Note Process Instance. ❶**

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
339714	SQR Report	JPER138	DSANDY	01/26/2005 8:12:48AM CST	Success	<a href="#">Details</a>

1. Click **Process Monitor** link. ❷

This will take you to the Process List which shows the progress of generating the report. The Process List also contains the link for printing the report.

2. Note **Run Status**. ❶

Run Status	Description
Queued	Report is in line to be processed
Initiated	Report has started
Processing	Report is in process
Posting	Report is being finalized
Success	Report is ready to print

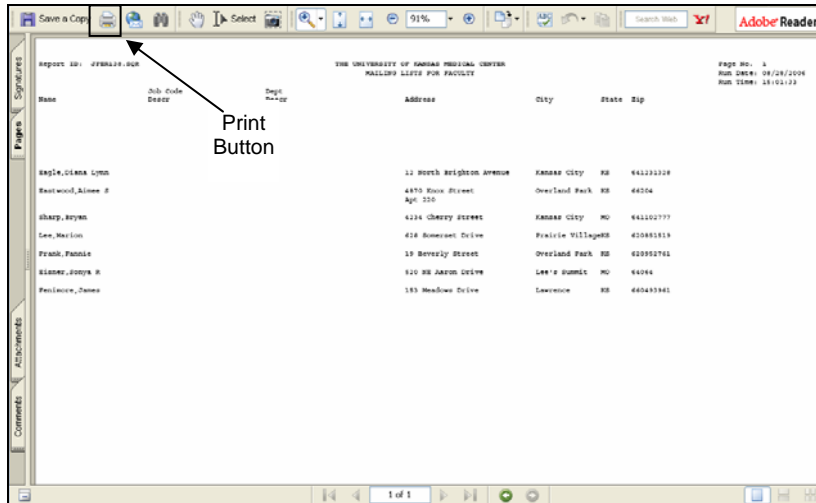
Click **Refresh** ❷ until Run Status displays Success. (May need to wait a few minutes and refresh again.)

3. Click **Details** link. ❸



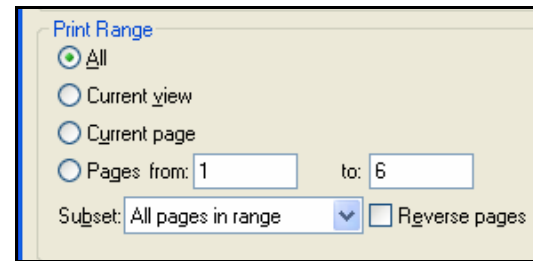
# FACULTY MAILING LIST REPORT

## Print Report

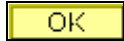


1. Click  .

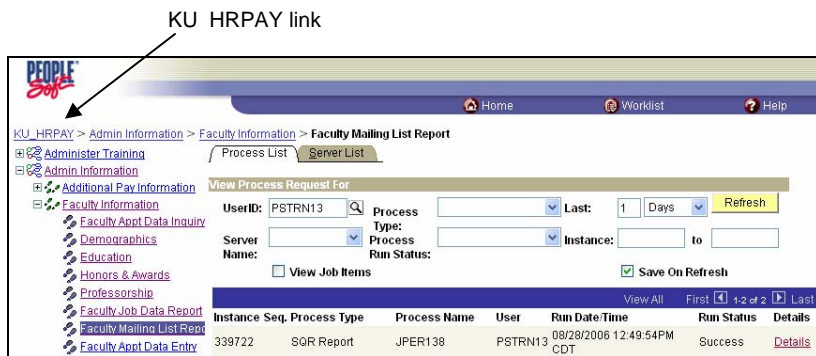
If you do not need to print all of the pages, use the Print Range portion of the dialog box to indicate which pages you need to print.



2. From the menu, select **File, Close**.

3. On Process Detail page, click  .

4. Click **KU\_HRPAY** link to return to Navigation icons.



## APPENDIX

### Field Values

#### Appointment Category

Administrative Appointment  
 Concurrent Primary (old)  
 Joint Appointment  
 Primary Appointment

#### Acad EE Status

FT 12 Month  
 FT 9 Month  
 PT 9 Month  
 Part-Time  
 Volunteer

#### Tenure Status

Not Applicable  
 Tenure  
 Tenure Relinquished  
 Tenure Track Ended  
 Tenure by de facto  
 Tenure Track

#### Appointment Type

Affiliate Track Permanent  
 Affiliate Track Probational  
 Clinical Scholar – Term Contract  
 Clinical Scholar – rolling 3 yr C  
 Contract Regents  
 Emeritus  
 Limited Term Appt  
 Not Applicable  
 Phased Retirement  
 Requires Annual Renewal  
 Tenure Track  
 Tenure by de facto  
 Tenured  
 Term Appt (FT 1-Yr Max) Unmo

#### School Code (Alphabetical by Code)

School Code	Description
GRAD	Graduate School
LAWR	Lawrence Campus
LIB	Library
NONE	No School Affiliation
PHARM	School of Pharmacy
SAH	School of Allied Health
SOM-KC	School of Med – KC campus
SOM-W	School of Med – Wichita campus
SON	School of Nursing

## APPENDIX

### Field Values (continued)

#### Affiliation (Alphabetical by Affiliation Code)

Affiliation	Description
CMH	Children's Mercy Hospital
KCVA	Kansas City VA
KUSMW	KUSM-Wichita
LVA	Leavenworth VA
MRI	Midwest Research Institute
NONE	None
SI	Stowers Institute
SMOKY	Smoky Hill
TOPVA	Topeka VA
VIACH	Via Christi Regional Med Ctr
VIASF	Via Christi/St. Francis
VIASJ	Via Christi/St. Joseph
WICVA	Wichita VA
WMC	Wesley Medical Center

#### Action (Alphabetical by Action Code)

Action	Description
APP	Appointment Status Change
CNV	Converted Data
CON	Ten Track to Regent's contract
DEC	Declined Appointment
EMR	To Emeritus Status
FTE	FTE Change Only
HIR	Hire
LOA	Leave of Absence
LTO	Long Term Disability
LTR	Did Not Return Signed Appt Ltr
PAD	From Vol Appt to Paid Appt
PLA	Paid Leave of Absence
PRO	Promotion
REA	Did Not Rtn Signed Reappt Ltr
REH	Rehire
REN	Renew Contract or Term Appt
RFL	Return from Leave
TEN	To Tenure Track
VOL	From Paid Appt to Vol Appt
XFR	Transfer Departments

## APPENDIX

### Assistance

#### PeopleSoft Questions

Questions regarding how to utilize the PeopleSoft Faculty Appointment Data pages should be directed to PeopleSoft Support at ext. 8-1121.

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.

#### Faculty Appointment Data or Policy Questions

Questions regarding Faculty Appointment data or policy should be directed as follows:

Graduate Appointments      Marcia Jones      ext. 8-4876

Non-Graduate Appointments      Donna Wolff      ext. 8-4875

### Web Sites

#### Description

Faculty Affairs

Handbook for Faculty and Other Unclassified Staff

Summary Guidelines for Faculty Appointments

Paperwork Flow for New Faculty Appointments

Faculty Title and Job Codes for Faculty Appointment

Department or Division Numbers for Faculty Appointment

HR On-line Forms

HR Hiring Guide

Faculty Appointment Form (blue form)

Joint Appointment Form

HRIS Form

Clinical Scholar Agreement

Affiliate Information Form

PeopleSoft Access Forms (for new access or changes)

Faculty Appointment Data Panels Procedural Reference

#### Site

<http://www2.kumc.edu/aa/fa/>

<http://www2.kumc.edu/aa/fa/pdf/Handbook.pdf>

[http://www2.kumc.edu/aa/fa/pdf/Fac\\_Appt\\_Chart.pdf](http://www2.kumc.edu/aa/fa/pdf/Fac_Appt_Chart.pdf)

[http://www2.kumc.edu/aa/fa/pdf/Paid\\_Flow.pdf](http://www2.kumc.edu/aa/fa/pdf/Paid_Flow.pdf)

[http://www2.kumc.edu/aa/fa/pdf/Volunteer\\_Flow.pdf](http://www2.kumc.edu/aa/fa/pdf/Volunteer_Flow.pdf)

[http://www2.kumc.edu/aa/fa/pdf/Title\\_Codes.pdf](http://www2.kumc.edu/aa/fa/pdf/Title_Codes.pdf)

[http://www2.kumc.edu/aa/fa/pdf/Dept\\_Codes.pdf](http://www2.kumc.edu/aa/fa/pdf/Dept_Codes.pdf)

[http://www2.kumc.edu/hr/admin/hr\\_forms.html](http://www2.kumc.edu/hr/admin/hr_forms.html)

<http://www2.kumc.edu/hr/employ/hiringguide.html>

[http://www2.kumc.edu/aa/fa/doc/Appt\\_form.doc](http://www2.kumc.edu/aa/fa/doc/Appt_form.doc)

[http://www2.kumc.edu/aa/fa/doc/joint\\_form.doc](http://www2.kumc.edu/aa/fa/doc/joint_form.doc)

[http://www2.kumc.edu/hr/admin/hr\\_forms.html](http://www2.kumc.edu/hr/admin/hr_forms.html)

[http://www2.kumc.edu/aa/fa/Scholar\\_form.htm](http://www2.kumc.edu/aa/fa/Scholar_form.htm)

[http://www2.kumc.edu/finance/peoplesoft\\_support/forms.html](http://www2.kumc.edu/finance/peoplesoft_support/forms.html)

[http://www2.kumc.edu/finance/peoplesoft\\_support/forms.html](http://www2.kumc.edu/finance/peoplesoft_support/forms.html)

[http://www2.kumc.edu/finance/peoplesoft\\_support/manuals.html](http://www2.kumc.edu/finance/peoplesoft_support/manuals.html)