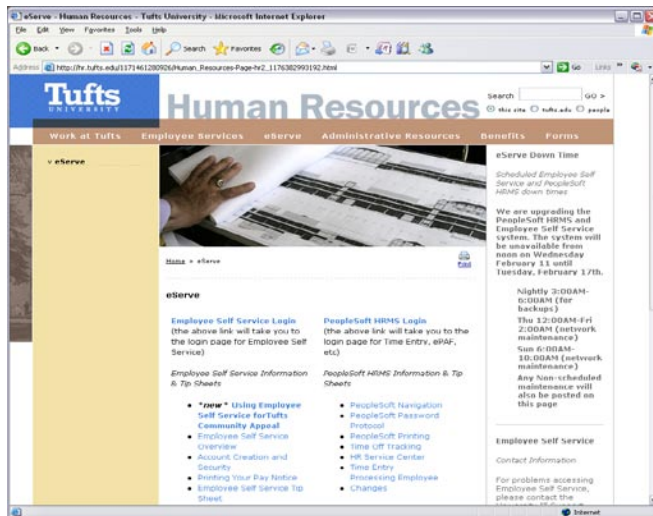


# Navigating in PeopleSoft HRMS

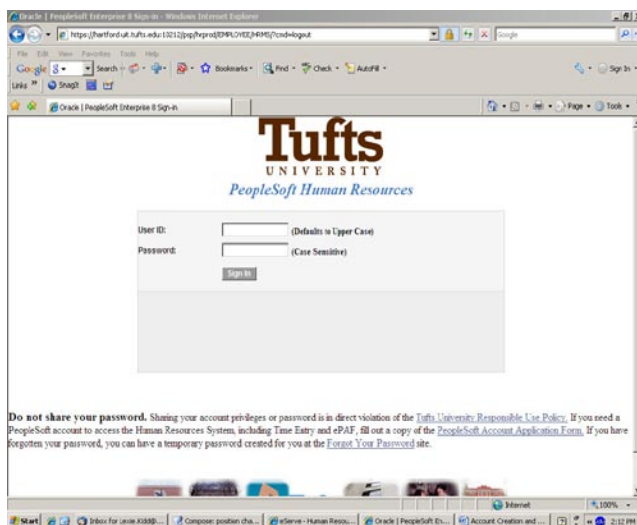
PeopleSoft Human Resources is a web-based application and users login by opening Internet Explorer or Mozilla Firefox and typing the following URL: <http://eserve.hr.tufts.edu> into the browser's address box. This will bring you to the page below.



*Please save this page as a "favorite" for easy access to PeopleSoft.* This page precedes the PeopleSoft login page and HR posts messages to the user community here.

From this page you can access PeopleSoft (for Time Entry, ePAF, etc.), Employee Self Service, the HR Home Page or other HR pages, or the Tufts Home Page. "Tip sheets" with information about using the PeopleSoft HR system are posted on this page.

Click on the "PeopleSoft HRMS login" to go to the login page:

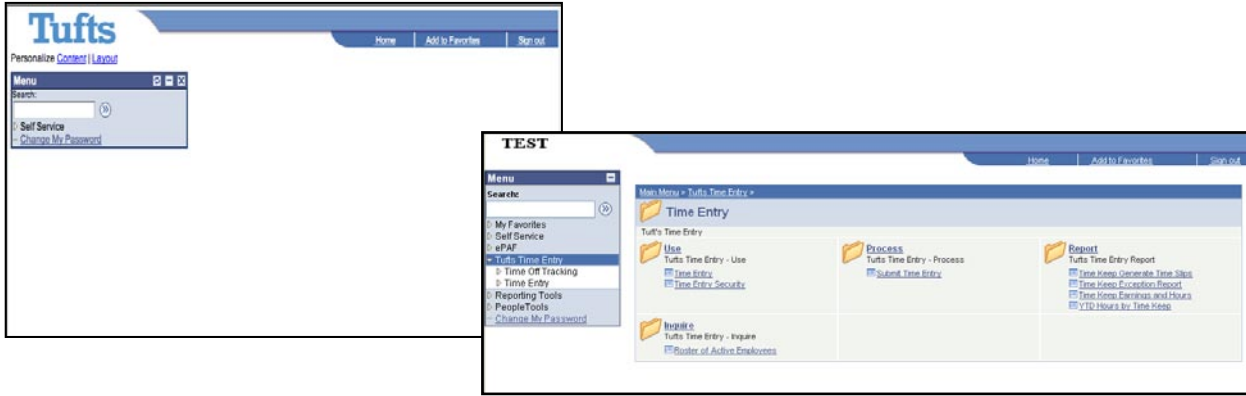


Type your UserID and your PeopleSoft Password. Like UserID, password is case sensitive. Now, click on the "Sign In" button and the PeopleSoft system will validate your UserID and password.

If either the ID or password is invalid, the system will display an error message just below the "Sign In" button. You will need to reenter the ID and password or contact the University IT Support Center at 617-627-3376 or [UITSC@tufts.edu](mailto:UITSC@tufts.edu).

## PeopleSoft Home

Once you have successfully signed in, the system will display the home page for your PeopleSoft access. The menu contains a list of all the areas that you have access to in the application. This list will be different for different users.



From the menu, click on one of the menu group choices. Time Entry has been selected in the example. The menu will expand to display the available options.

Under Use, select Time Entry.

Enter a value in the "timekeep" box and use the search facility to proceed.

