

# Changes coming to MySJSU (PeopleSoft) on November 20!

MySJSU (PeopleSoft) will be unavailable from 5:00 pm on Thursday, November 16 through the morning of Monday, November 20 to complete the changes. This downtime will not affect any other services available at [my.sjsu.edu](http://my.sjsu.edu).

## MySJSU (PeopleSoft) will split into two databases: MySJSU (CS) and SJSU @ Work (HCM)

### MySJSU (PeopleSoft)

#### Campus Solutions (CS)

- Anything related to **students**
  - Applicant and admission data
  - Schedule of Classes
  - Records and Enrollment
  - Financial Aid
  - Student Financials/Pay Bills
  - Academic Advising
  - Class Rosters
  - Grading
- **AlertSJSU** for students and employees
- **Campus Personal Information** for students and employees

### SJSU @ Work

#### Human Capital Management (HCM)

- Anything related to **employees**
  - Position Management
  - Job Data
  - POI Data
  - Temporary Faculty Contracts
  - Benefits
  - Time and Labor
  - Absence Management
  - Request to Recruit
  - Employee Profile
  - LCD Reports
  - Employee Review Data
  - Employee Self Service
    - Enter time (student/hourly employees)
    - Enter absences
    - Enroll in and maintain benefits
    - Enroll in training courses
    - Update ethnicity and veteran data
    - View paycheck
    - View open recruitments
  - Manager Self Service
    - Approve time and absences

#### MySJSU Questions:

Email: [ESTechComm@sjsu.edu](mailto:ESTechComm@sjsu.edu)

Web: [sjsu.edu/enrollmentservices/ES\\_TIC/csupgrade](http://sjsu.edu/enrollmentservices/ES_TIC/csupgrade)

#### SJSU @ Work Questions:

Email: [human-resources@sjsu.edu](mailto:human-resources@sjsu.edu)

Web: [sjsu.edu/hr/chrs\\_project](http://sjsu.edu/hr/chrs_project)

Questions after we go live on November 20: [itservicedesk@sjsu.edu](mailto:itservicedesk@sjsu.edu)