Manager's Guide to Resources, Systems, Tools and Applications

Applications/Tools	Areas Targetting/ Description	Instructions/User Guide/System Access
ICIMS	Recruiting : Applicant Tracking System/Enter Reqs/Manage reqs	iCIMS User Guide ICIMS FAQs Talent Acquisition Contacts ICIMS Login for Managers
Academic Jobs Online (AJO) *for Faculty only*	Applicable ONLY for Faculty Position reqs: Faculty Job posting application	Job Aids, Forms, Procedure http://academicjobsonline.org/ajo Contact: Talent Group at 508-856-3223
Recruiting@UMMS :	A a general interview guide/tips	Guide
PeopleSoft Introduction	This online course introduces you to Chartfields of individual components, or fields, that when combined make up a "ChartField String". Users will be introduced to Speedtype (shorthand code) that represents a unique combination of the Business Unit, Fund, Department, Program, Project/Grants.	Self-Paced online training : "Intro to PeopleSoft"
Manager's Self Service	Managing employees in the system	How to approve time/Job Aids on Manager Self Service Access to HRDirect HR Payroll Contacts
PA Form **EPAF**	Personnel Action Form: The PA Form is used to notify HR, Finance & Administration of any additions and changes to the employee database.	Online Self paced PA Form training HR Payroll Contacts Access to HRDirect

Recruiting /Talent Acquisition

PeopleSoft

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Time & Labor Training for Timekeepers	Review functionality to enter and submit employees' time.	Online Self-paced Training Access to HRDirect HR Payroll Contacts
Summit HR/Payroll	Summit HR/Payroll Dashboard will allow designated employees to access confidential payroll and human resources information contained in PeopleSoft.	Online Self Paced Summit HR/Payroll HR Payroll Contacts
PeopleSoft Summit	Reviews the dashboard used to house all of the financial information contained in your current reports. Employees who manage budget, balance funds are going to use this tool. Summit has different dashboards for: • Department Administrators • Academic Administrators & PI	For Training sessions check the schedule here Access to Summit Finance Security Form : Complete the Finance Security form for request access to the Summit Finance Application Summit Dept Administrators Job Aid Summit Academic Administrator Job Aid Summit PI Job Aid
Creating Proposals & Managing Grants	Reviews the process and procedures to create, edit and manage proposals.	PeopleSoft Finance Login Finance Security Form: Complete the Finance Security form for request access to the PeopleSoft Finance Application User Guide • Building Locations • Creating Proposal Template • Certfication Codes • Key Words • Sample Pin Report • Sponsor List

PeopleSoft

Procard	Introduces the on-line Procard Reallocation screens to end-users	Self-Paced Online Training User Guide
Expense Module Training	Reviews the process for entering, printing and submitting expense reports electronically through Peoplesoft.	Sign up for Instructor Led Webinar User Guide Job Aid Access to HRDirect
BuyWays	This is the procurement system used to buy services and products. Roles: ▪ Shopper ▪ Requisitioner ▪ Approver ▪ Receiver	BuyWays learning Materials
Information Technology		http://inside.umassmed.edu/wiki.aspx?id=39370
Network Login	UMass User Network Account	http://inside.umassmed.edu/content.aspx?id=41310
Remote VPN Access	Remote Network Access	http://inside.umassmed.edu/content.aspx?id=41512
IT Training		http://inside.umassmed.edu/infoservicestraining.aspx
Academic Services	Learn about services/softwares	http://inside.umassmed.edu/is/academicservices.aspx
Campus Wide Services	Application support/Information security/Communication technologies	http://inside.umassmed.edu/campuswideservices.aspx
MS Office Training	Microsoft Office E-learning provides web-based training to UMass employees	http://inside.umassmed.edu/is/microsoft/tutorials/index.aspx

Procurement System

Information System

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Work Effectively	Online Training	Contact LandD@umassmed.edu
	Face to Face Training	http://i.umassmed.edu/events/hrworkplace_events.aspx
Develop @UMMS	Professional Development Opportunities	http://www.umassmed.edu/hr/learninganddevelopment/QuickLinks/Professional-Development-Courses/
	Online Training	Contact LandD@umassmed.edu
Manage @UMMS	Basic Management Training	Coming soon...
	Online Training	Contact LandD@umassmed.edu
	Customized training	Contact LandD@umassmed.edu
Lead @ UMMS	Leadership Development	http://www.umassmed.edu/hr/learninganddevelopment/QuickLinks/Leadership-Development-Workshops/
	Online Training	Contact LandD@umassmed.edu
	Mentoring	http://www.umassmed.edu/hr/learninganddevelopment/QuickLinks/Mentoring/
	Customized training	Contact LandD@umassmed.edu
Lab Safety		http://inside.umassmed.edu/ehs/training/index.aspx
HIPPA Conflict of Interest		http://icwm.umassmed.edu/units-and-programs/office-compliance-and-review
Employee Assistance Program		http://www.umassmed.edu/eap/
Wellness		http://www.umassmed.edu/wellness/
Ergonomics Needs		http://inside.umassmed.edu/ehs/training/index.aspx
Cafeterias		School: http://inside.umassmed.edu/cafeteria/index.aspx South street/ Schrafft : http://icwm.umassmed.edu/cafeteria-menus

Learning & Development

Safety , Compliance & Wellness

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Chancellor's Site	All about our Chancellor	http://www.umassmed.edu/chancellor/
Human Resources		http://www.umassmed.edu/hr/
Community Relations/Volunteering	Giving back to community/Volunteering Infomation	http://inside.umassmed.edu/umassmedicinecares/index.aspx
Public Safety		http://www.umassmed.edu/publicsafety/
Research		
Commonwealth Medicine	Learn all about the programs/depts	http://commed.umassmed.edu/
MassBiologics	FDA Licensed manufacturer of vaccines. Research, devlopment and production of biologic products.	http://www.umassmed.edu/massbiologics/
Room Reservations	Reserving rooms in the school and south street campus	http://www.umassmed.edu/roomreservations/index.aspx
Employee Discounts	Employee Discount Plan

Employee Discounts through Beneplace | http://inside.umassmed.edu/purch/employee.aspx

http://www.beneplace.com/umass |

Organization