COMPTROLLER'S OFFICE

NAU NORTHERN ARIZONA UNIVERSITY
Associate Vice President and Comptroller's Office

Updating the HR Employee Profile - PeopleSoft Financials

When an employee is added to PeopleSoft as a new hire *or* when their employee data changes with an internal job change, transfer, or promotion for example, their HR Employee Profile must be validated with their current organizational data *before* an expense report can be initiated.

To update an employee profile, navigate to PeopleSoft Financials in the web browser of your choice, and from the main menu onto **\Travel and Expenses \Manage Employee Information \Update Profile.**

Enter the employee's EMPL ID# (7-digits) and click **Search.** All updates are to be made only on the **Organizational Data** tab.

Organizational Data:

HR Information:

Department: Enter the employee's Department ID (first 7-digits of their speedchart) that they most commonly expense from. If a profile has multiple pages, the Department ID must be entered on *all pages* of the profile, PRIOR to saving.

The *Department* field may contain a 5-digit number, this is the employee's HR Dept ID and must be replaced with the 7-digit Department ID as indicated above. You cannot use a grant project ID *or* the Department ID of the grant, it must be a local or state Department ID. Contact the local fiscal oversight designee (LFO) who approved the ESC case and request a local or state Department ID. Reassure them that this update will NOT change the employee's budgeted funding source.

Default Profile Check Box: This box is typically checked. If a profile has multiple pages, the default must be set to the page where the Employee Status is *Active*.

Click SAVE: After entering the Department ID on all pages and you have selected the active Default Profile, click SAVE.

Validate Button: Click the *Validate* button to complete the process.

Valid for Expenses: Once you have clicked the Validate button, this field will change from No to Yes.

If you receive an error, submit an Employee Service Center (ESC) case - **General Finance\Financial Administration and Technical Support** request, with inquiry type: *Travel Profile Update* and upload a screen shot of the error.

Profiles of Employees with Student Pages: For student employees or for employees that were once an NAU student, their **last** profile page will be blank in *the Supervisor Information* section and the *Department* field will show SF 1000, see image below.

***SF 1000** is the student reimbursement Department ID for Student and Departmental Account Services (SDAS) and **must be replaced with the 7-digit Department ID as indicated on page 1.**

Verifying Employment Status in PeopleSoft LOUIE

To verify an individual's employment status with the university, navigate to [PeopleSoft LOUIE](#) in the web browser of your choice, from the menu click the **Manager\Department Dashboard** tile then the **Position Query** tile; if using the Classic Home navigation select **\Self Service \Position Query.**

Select Job Information Enter the employee's EMPL ID# (7-digits) and click **Submit.**

If you do not know the EMPL ID, click the magnifying glass at the end of the field to search by name, then click **Submit**.

Position Information Provided:
EMPL ID & Employee's Full Name
Position Number & Job Code
Job Title
HR Department Code & HR Department Name
Position Funding Speedchart Information - Department, Fund, Program, Project, % of Distribution
Reports To Supervisor – Name, Job Title, Position Number
   NOTE: If the Reports To Supervisor is *vacant*, a Reports To change request must be submitted by the employee's department
       LFO and be fully executed before the HR Employee Profile can be updated.