

# Columbus State University

## PeopleSoft HRMS File Server and Workstation

### Upgrade Policy and Procedure

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#### 1.0 PURPOSE

This policy provide general information on upgrades downloaded from the Office of Information and Instructional Technology (OIIT) to the server where PeopleSoft HRMS resides.

#### 2.0 SCOPE

This Policy is divisional. Only PS HRMS end users need to be informed about upgrades and when they will occur.

#### 3.0 POLICY

The Policy name is PeopleSoft HRMS File Server and Workstation Upgrade Policy and Procedure.

#### 3.1 Notification of PeopleSoft HRMS Upgrades

Periodically OIIT download PeopleSoft HRMS upgrades to the CSU server. Notification of these upgrades is announced on the listserv FIRST-LP. It is recommended that PeopleSoft HRMS users subscribe to this listserv.

### **3.2 PeopleSoft HRMS Upgrade Procedures**

Normally the upgrades are file server upgrades but sometimes there will be announcements on PeopleSoft file server and PeopleSoft workstation upgrades. The CINS security administrator performs the file server upgrades. A CINS software technician performs the workstation upgrade. When both workstation upgrades and file server upgrades are performed, they are coordinated by the PS HRMS/Financials technical manager. Procedures for doing the upgrade will be sent to the PS HRMS functional administrator. The functional administrator is responsible for making sure every HRMS user is fully informed about the upgrade so that they can schedule their work around the upgrade.

### **3.3 Questions about HRMS Updates and Releases**

The OIIT helpdesk is the contact for questions or concerns about HRMS processes modified in a new release.

### **4.0 Policy Changes**

Revisions and changes to this policy will be made periodically.

### **5.0 Definitions**

These are definitions for terms in the PS HRMS File Server and Workstation Upgrade Policy.

#### **5.1 HRMS/Financials Technical Manager**

The HRMS/Financials Technical Manager is the institution person in charge of designing, developing, coordinating, managing and supporting technical projects related to the PeopleSoft Human Resources Management System and the PeopleSoft Financials System.

#### **5.2 PeopleSoft HRMS Functional Administrator**

The HRMS functional administrator is the person designated by the Human Resources director to act in his or her behalf in approving the authorization of access, approving the termination of access, and approving an end user's request for access to HRMS modules.

#### **5.3 CINS Security Administrator**

The CINS security administrator is the person in the Computer Information and Networking Services department who assign PeopleSoft HRMS end user ids and passwords when approved by the HRMS functional administrator or the HR director, assigns end user security rights to processes when authorized by the HRMS functional administrator or the HR director, terminates security rights for an end user when requested by the HRMS functional administrator or the HR director, etc.....