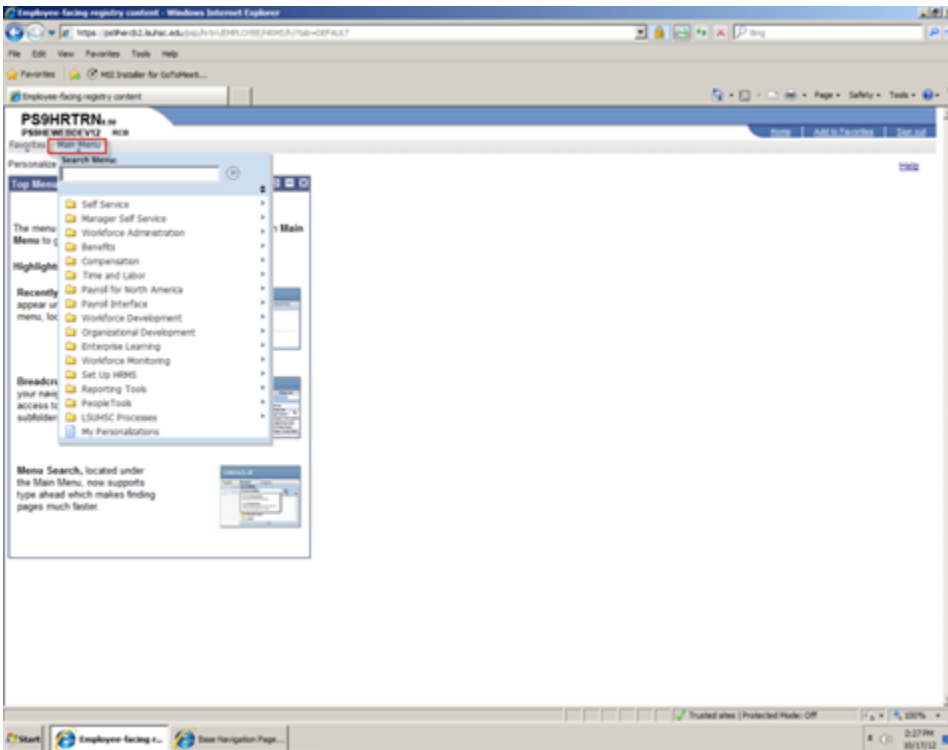


There was a minor upgrade to the PeopleSoft 9.1 HRMS (Human Resources, Time and Labor, and Payroll) System on Friday, November 2<sup>nd</sup>, 2012, resulting in changes that may not be demonstrated in the WBTs (Web Based Trainings) on this website. Although we are in the process of updating the WBTs to reflect these changes, please refer to the info below before and after completing the WBT.

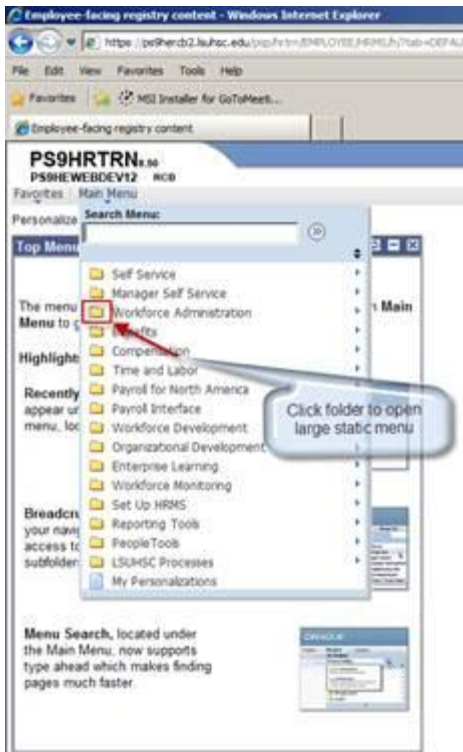
After this upgrade was implemented, the way the menus functioned in PeopleSoft changed. The hover menu functionality (where the user hovers or points the mouse over a menu item and additional menu items cascade down) no longer exists. Instead the user can access additional menu items by either clicking the folder icon next to a menu item, which brings up the Large Static Menu, or by clicking on the menu item name which brings up the Cascading Menu. Please print and save the information below for use once you complete the WBTs.

### **Accessing the Large Static Menu Structure:**

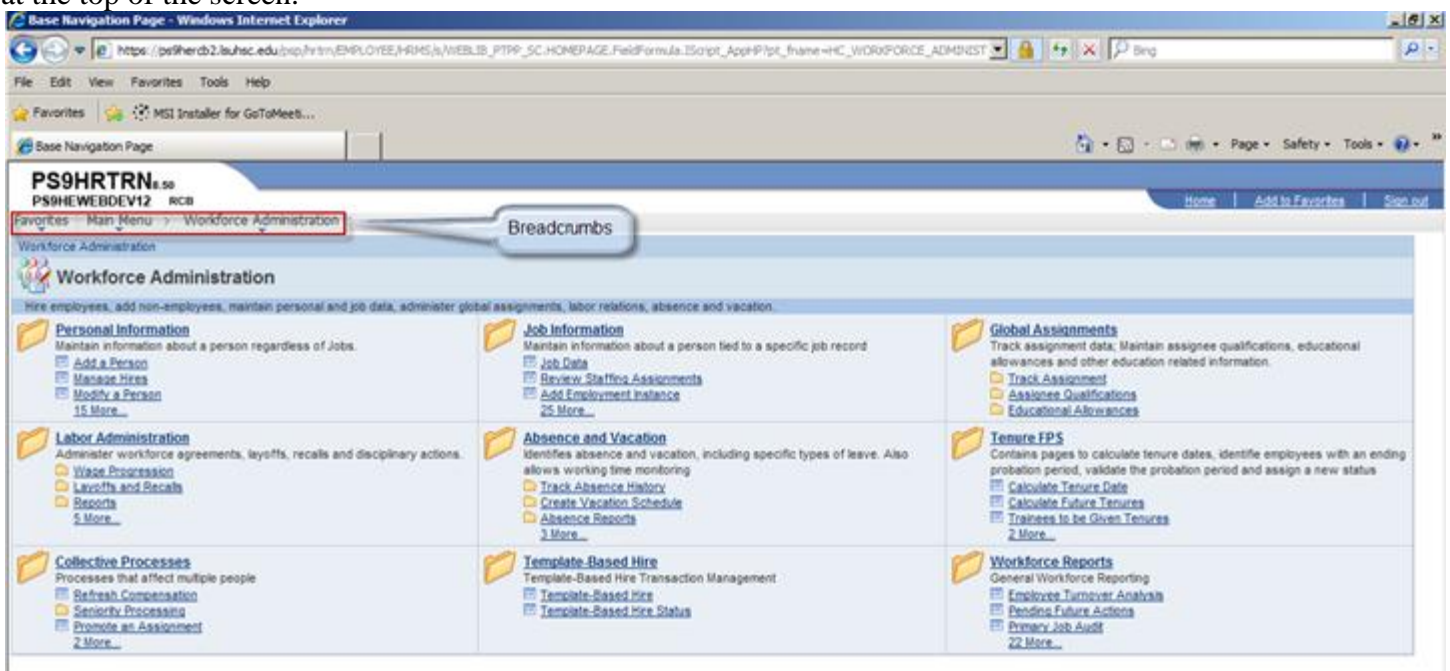
1) Click on Main Menu to see the available menu choices



2) To open the Large Static menu, click on the yellow folder icon next to the menu item name



The large static menu will open, and the path of menu items selected known as “Breadcrumbs” will still appear at the top of the screen.

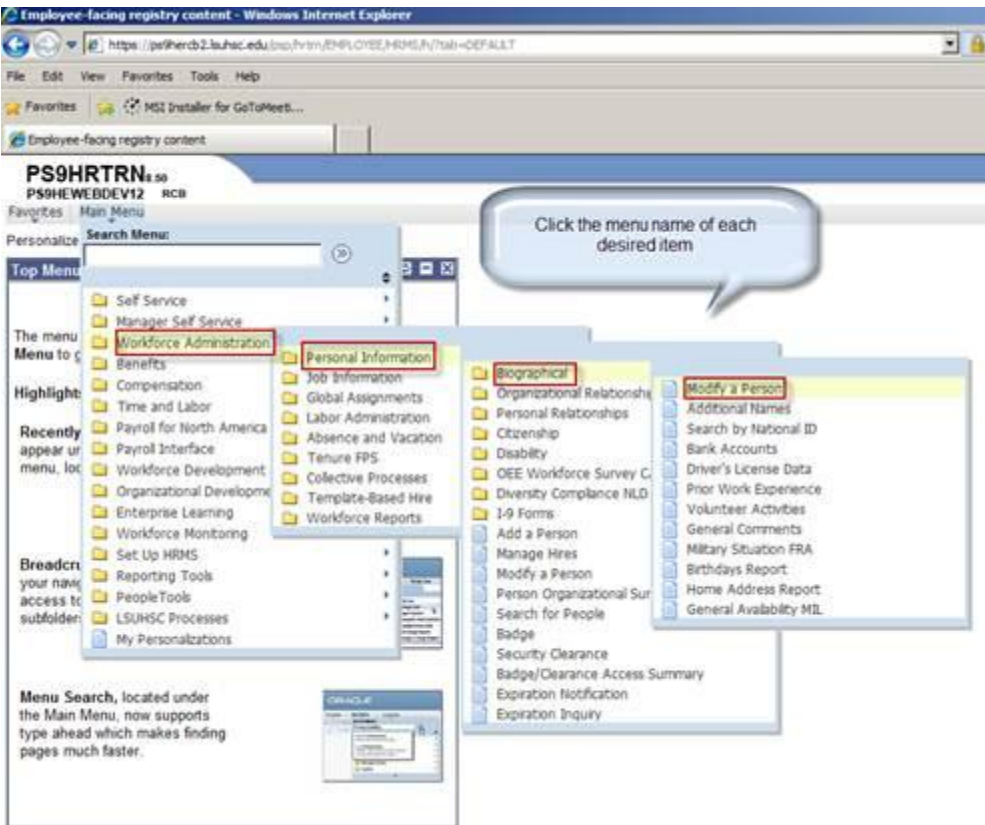


### Accessing Cascading Menu Structure:

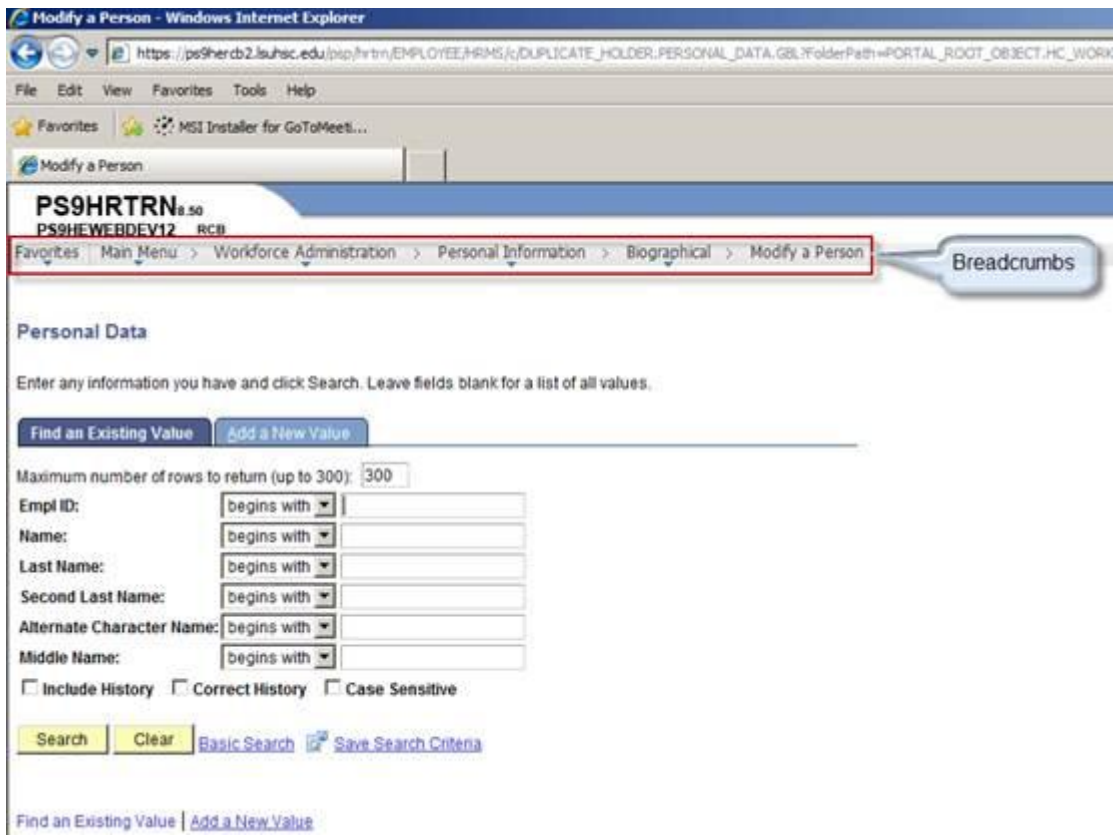
- 1) To navigate via Cascading Menus, after clicking Main Menu, click the name of the menu item you would like to open.



2) Continue to click each subsequent menu item name until the desired designation is reached



Once the chosen destination is reached, the path of menu items selected known as “Breadcrumbs” will appear at the top of the screen:



This concludes how to navigate PeopleSoft menus. If you have any questions, or are in need of PeopleSoft training, please contact the training team at [peoplesoft.training@lsuhsc.edu](mailto:peoplesoft.training@lsuhsc.edu).

Thank you, The PeopleSoft Training Team