# Getting Started in the SMT

In this section, you will log in to PeopleSoft HRMS and navigate to the SMT for your department and location. You will view the Staffing Summary, Limited Term Staffing Summary, Funding Summary, and Allocations & Balances pages.

You will use your District username and password to log in to PeopleSoft HRMS.
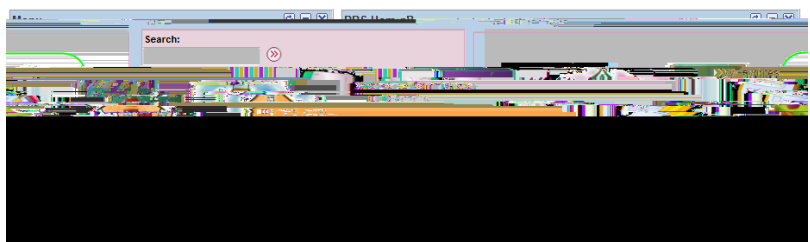
|	
Step 1: Click on the link to PeopleSoft HRMS on PPS Inside or enter the URL into your internet browser. Step 2: Enter your username and password Step 3: Click on Sign In	
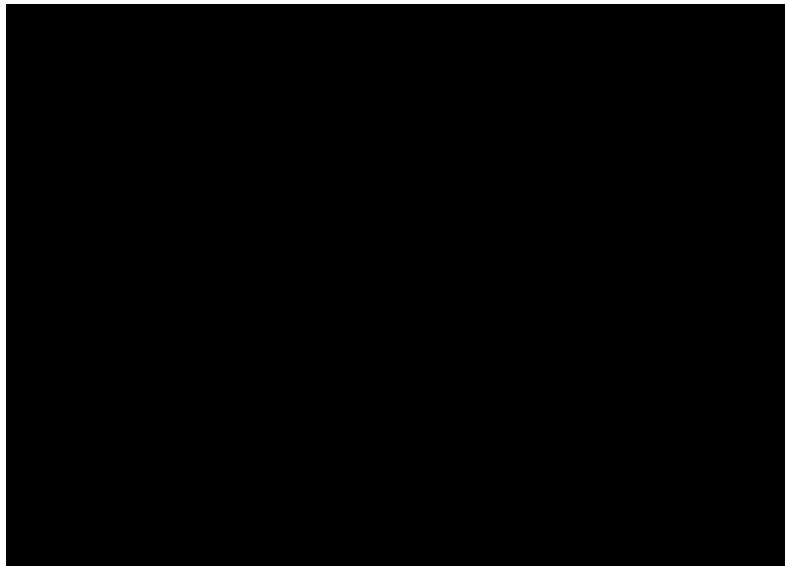
Step 4: Click on the SMT icon , then proceed to Step 7. If you do not have icons displayed, follow steps 5 & 6.	

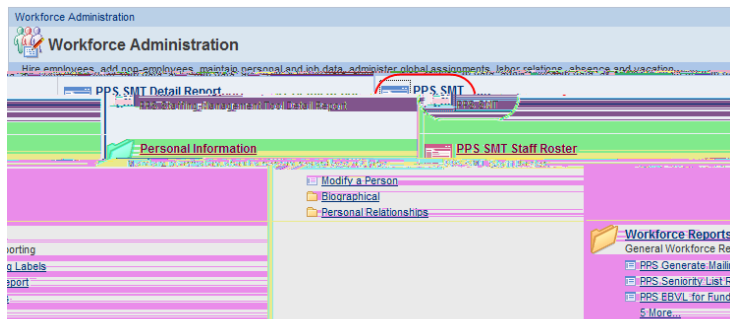Step 5: Click the Workforce Administration link on the left side of the page.

Menu

Search:

▷ My Favorites

▷ Workforce Administration

— Change My Password
— My System Profile
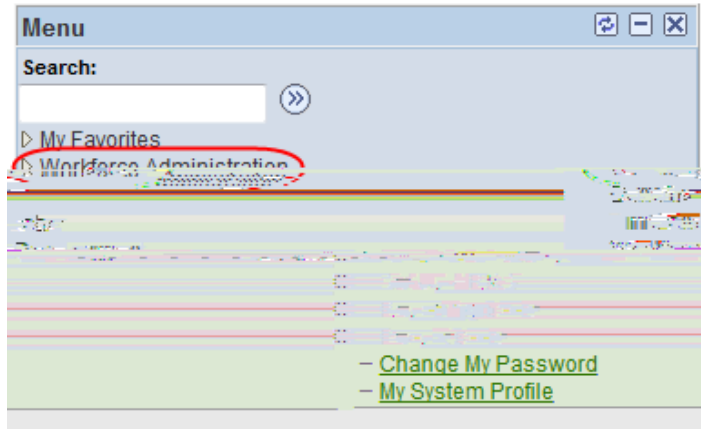
Step 6: Click on one of the links to the PPS SMT.

You can click on the link in the left column or on the icon in the center of the page.

Menu

Search:

▷ My Favorites

— PPS SMT
Detail Report   — PPS SMT
Position Detail Roster   — PPS SMT
Staff Roster   — PPS SMT
                                    ▷ Benefits

OR

Workforce Administration

Workforce Administration

Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.

PPS SMT Detail Report   PPS SMT

Personal Information   PPS SMT Staff Roster

Modify a Person
Biographical
Personal Relationships

                                              Workforce Reports
                                              General Workforce Rep
orting   PPS Generate Mailin
g Labels   PPS Seniority List R
eport   PPS EBVL for Funds
                                              5 More...

Step 10: Click the Limited Term Staffing Summary tab.

The Limited Term Staffing Summary displays a complete list of limited term staff and vacancies in two sections: Filled Positions and Vacant Positions.

NOTE: FTE balances are not affected by Limited Term positions, as they carry no FTE attached to them.

Step 11: Click the Funding Summary tab.