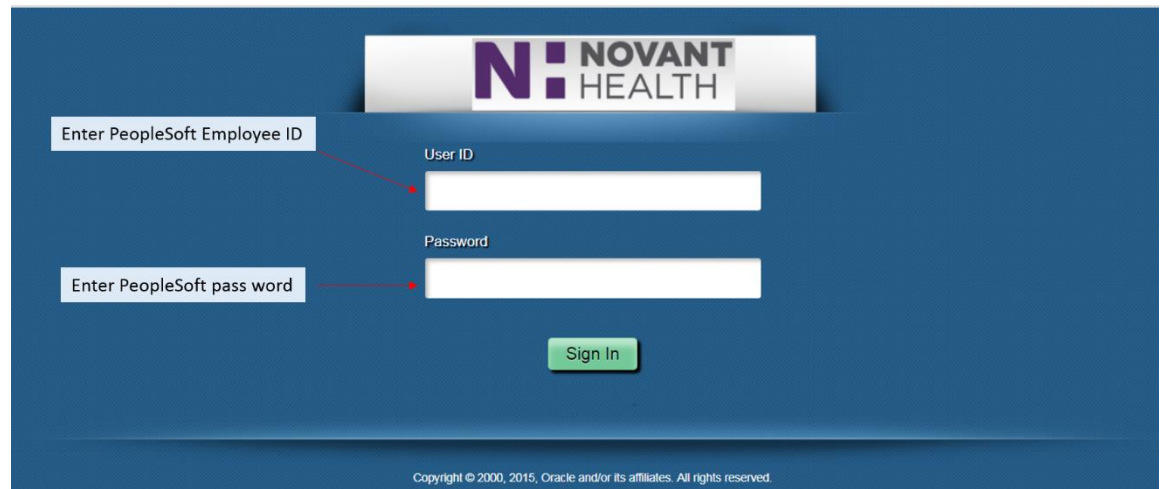


# Quick Reference Guide

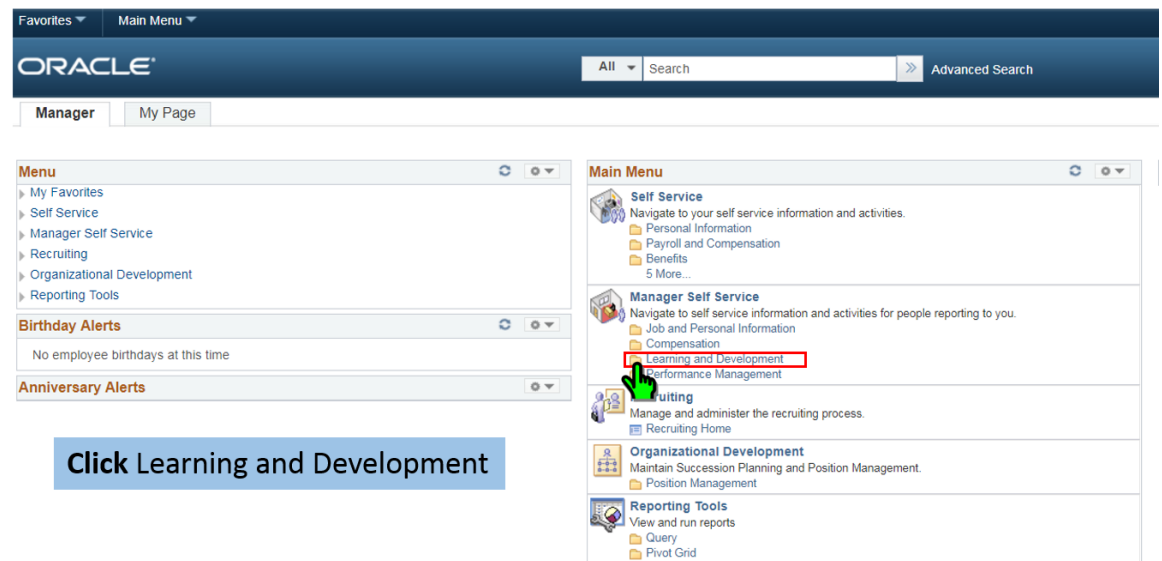
## Add I-Commit Choice Date

<b>System:</b>	PeopleSoft > Manager Self Service
<b>Target Audience:</b>	All Leaders
<b>Description:</b>	This step-by-step guide illustrates how to add a team member I-Commit choice date to their Person Profile record
<b>Navigation:</b>	Manager Self Service > Learning and Development > Current Team Profiles

1. Log in to PeopleSoft Manager Self Service using your PeopleSoft Employee ID and PeopleSoft password.



2. From the Main Menu, click *Manager Self Service – Learning and Development*



3. Click *Current Team Profiles*

Oracle Manager Self Service Learning and Development page. The 'Current Team Profiles' link is highlighted with a red box and a green arrow. A blue callout box says 'Click Current Team Profiles'.

4. To access your direct team members, click *Continue*

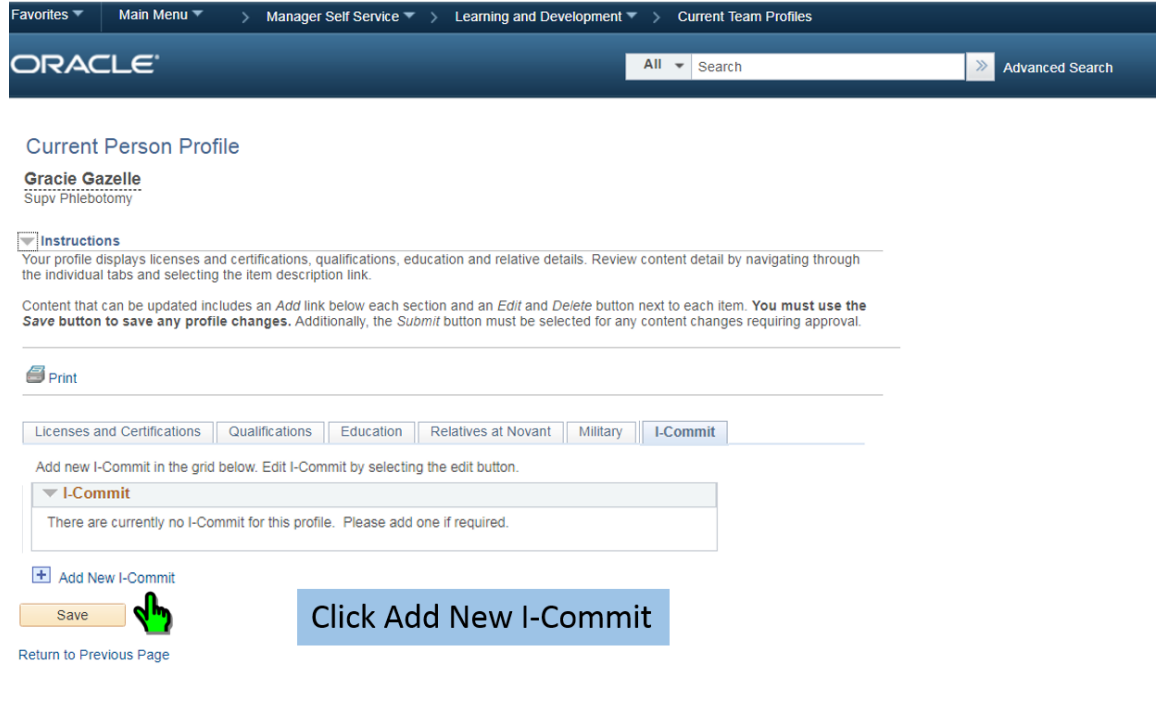
Oracle Manager Self Service Current Team Profiles page. The 'Continue' button is highlighted with a red box and a green arrow. A blue callout box says 'Click Continue to access your direct reports'.

5. To select a team member that requires an I-Commit Choice Date, click the box to the left of his/her name, then click *Continue*.

Oracle Manager Self Service Current Team Profiles page showing a list of employees. The 'Continue' button is highlighted with a red box and a green arrow. A blue callout box says 'Select box to select team member'.

Select	Name	Empl ID	Pay Status	Full/Part	HR Status	Position	Job Code	Job Title	Dept ID	Department	Loc	Location Description	
<input type="checkbox"/>	Gracie Gazelle		Active	Full-Time	Active						FMH	Forsyth Medical Center	
<input type="checkbox"/>	Gina Giraffe		Active	Full-Time	Active						FMH	Forsyth Medical Center	
<input type="checkbox"/>	Preston Peacock		Active	Full-Time	Active						FMH	Forsyth Medical Center	

6. Click  to Add a new I-Commit.



Current Person Profile

**Gracie Gazelle**  
Supv Phlebotomy

**Instructions**  
Your profile displays licenses and certifications, qualifications, education and relative details. Review content detail by navigating through the individual tabs and selecting the item description link.

Content that can be updated includes an *Add* link below each section and an *Edit* and *Delete* button next to each item. **You must use the Save button to save any profile changes.** Additionally, the *Submit* button must be selected for any content changes requiring approval.


Print


Licenses and Certifications | Qualifications | Education | Relatives at Novant | Military | **I-Commit**

Add new I-Commit in the grid below. Edit I-Commit by selecting the edit button.

**I-Commit**

There are currently no I-Commit for this profile. Please add one if required.

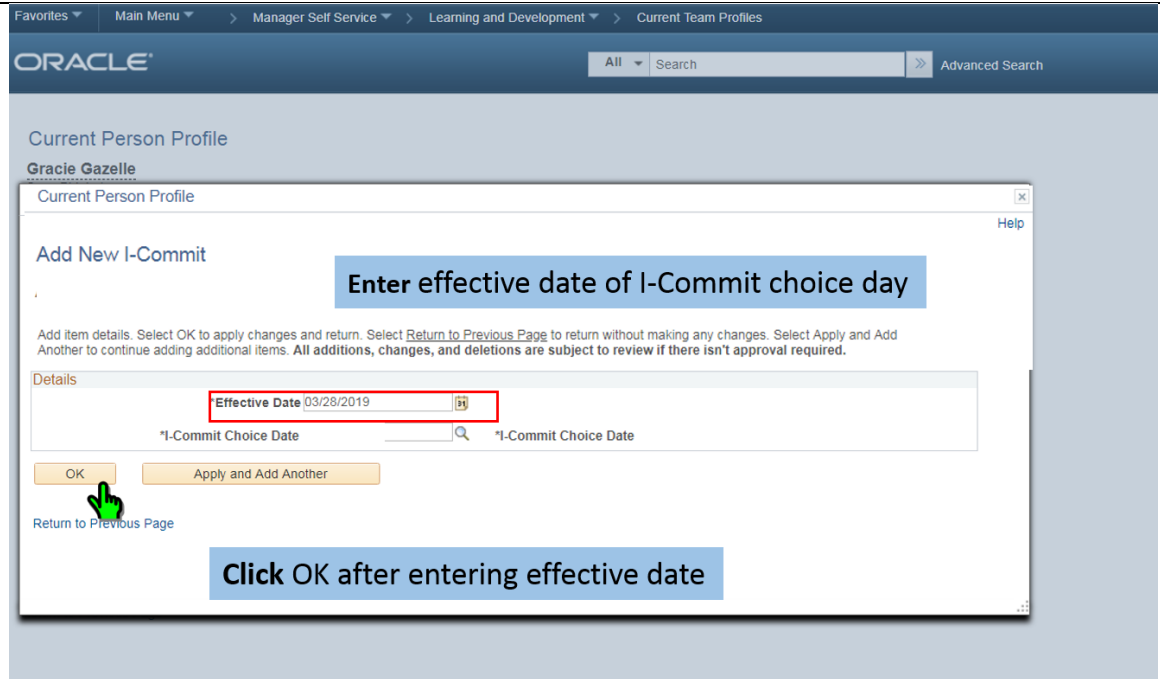
 Add New I-Commit

Save 

Return to Previous Page

**Click Add New I-Commit**

7. Enter the effective date the team member is committing to the I-Commit choice agreement.



Current Person Profile

**Gracie Gazelle**

Current Person Profile

**Add New I-Commit**


Enter effective date of I-Commit choice day

Add item details. Select OK to apply changes and return. Select Return to Previous Page to return without making any changes. Select Apply and Add Another to continue adding additional items. **All additions, changes, and deletions are subject to review if there isn't approval required.**

Details

Effective Date 03/28/2019

\*I-Commit Choice Date

OK  Apply and Add Another

Return to Previous Page

**Click OK after entering effective date**

8. Click the magnifying glass icon to select the I-Commit Choice description.

Click *OK*.

Current Person Profile  
Gracie Gazelle

Current Person Profile

Add New I-Commit

Click magnifying glass to select I-Commit content item

Add item details. Select *OK* to apply changes and return. Select *Return to Previous Page* to return without making any changes. Select *Apply and Add Another* to continue adding additional items. All additions, changes, and deletions are subject to review if there isn't approval required.

Details

\*Effective Date 03/28/2019

\*I-Commit Choice Date COMMIT001

OK Apply and Add Another

Return to Previous Page

Click OK

9. Click *Save*.

Current Person Profile  
Gracie Gazelle  
Supv Phlebotomy

Instructions

Your profile displays licenses and certifications, qualifications, education and relative details. Review content detail by navigating through the individual tabs and selecting the item description link.

Content that can be updated includes an *Add* link below each section and an *Edit* and *Delete* button next to each item. **You must use the *Save* button to save any profile changes.** Additionally, the *Submit* button must be selected for any content changes requiring approval.

Print

Licenses and Certifications Qualifications Education Relatives at Novant Military I-Commit

Add new I-Commit in the grid below. Edit I-Commit by selecting the edit button.

I-Commit	View All	First	1 of 1	Last
<u>I-Commit Choice Date</u>	*Effective Date	Edit	Delete	
I-Commit Choice Date	03/28/2019			

+ Add New I-Commit

Save

Return to Previous Page

Click Save