Quick Reference Guide Add I-Commit Choice Date					
System:	PeopleSoft > Manager Self Service				
Target Audience:	All Leaders				
Description:	This step-by-step guide illustrates how to add a team member I-Commit choice date to their Person Profile record				
Navigation:	Manager Self Service > Learning and Development > Current Team Profiles				
 Log in to PeopleSoft Manager Self Service using your PeopleSoft Employee ID and PeopleSoft password. 	Enter PeopleSoft Employee ID User ID Password Enter PeopleSoft pass word				
2. From the Main Menu, click Manager Self Service – Learning and Development	Copyright © 2000, 2015, Orack	e and/or its affiliates. All rights reserved. All Search Advanced Search Main Menu C Advanced Search Manager Self Service Personal Information and activities. Personal Information Benefits Boreal: Bore			

2	Click Current	Favorites * Main Menu * > Manager Self Service * > Learning and Development * 🔶 Home Sign out
5.		ORACLE'
	Team Profiles	Man Meru Mel Learning and Development
		A sub-sector standard up learning and beneficiantly and beneficiants where the employees.
		Country Summary Count rolling Count rolling
		Click Current Team Profiles
Λ		Favorites * Main Menu * > Manager Set/Service * > Learning and Development * > Current Team Profiles 🔶 Home 🛛 Sign out
	direct team	ORACLE Search
		Current Team Profiles
	members, click	Review profile information for your employees.
	Continue	Implications Use this transaction to create or update profiles for your current direct reports only.
		1. Select the Continue button without changing the Effective Date. 2. Select the employee whose profile will be created or changed 3. Review the employees profile. If enabled by the enablinstation, you can make changes to the
		employee's profile content sections. Enter the As Of Date
		Only the current date is accepted for the As Of Date. Select the Continue 03/28/2019 🔀 button without changing the date.
		Click Continue to access your direct reports
5	To select a team	Favorites Value Main Menu Value Manager Self Service Value Learning and Development Value Current Team Profiles
0.	member that	
	roquiros an l	
	Commit Choice	Current Team Profiles
		Select Employees to Process
	Date, click the	
	box to the left of	Instructions
	his/her name,	Select the employee to be viewed. You will be able to process only those employees that report to you as of the date entered on the first page.
	then click	Once you have finished, select Continue to review that employee's profile.
	Continue.	View Selected Employees
		Return to Previous Page Select Employees
		Continue
		Select Employees Personalize Find 🖉 🗮 First 🕥 1-3 of 3 🕥 ast
		Select Name Empl ID Pay Full/Part HR Status Position Job Code Job Title Dept ID Department Loc Location +
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		Gazelle Active Active Active Active FMH Medical Center
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		Center
1		Select All Deselect
1		Continue Select box to select team member
1		Return to Learning and Development
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6.	Click 🖪 to Add a						
	new I-Commit.	Favorites 🔻 Main Menu 🔻 > Mana					
		ORACLE		All 👻 Search	Advanced Search		
		Current Person Profile					
		Gracie Gazelle					
		Super-Instructions					
		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 Qualification	ns Education Relatives at Nova	nt 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 p	orofile. Please add one if required.				
		Add New I-Commit					
		Save V	Click Add New I-	Commit			
		Return to Previous Page					
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7.	Enter the	ravonies Main Menu > Manage	r Self Service >>> Learning and Deve	opment > Current learn Promies			
	effective date the	ORACLE [®]		All 👻 Search	Advanced Search		
	team member is						
	committing to the	Current Person Profile Gracie Gazelle					
	I-Commit choice	Current Person Profile			×		
	agreement.	Add Now Commit			Help		
		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]<< *I-Com	nit Choice Date			
		Apply and Add An	oner				
		Return to Previous Page					
		Click	OK after entering e	ffective date			

	Favorites Main Menu Manager Self	Service > Learning and Development > Current	Team Profiles	
8. Click the	ORACLE	All - Sear	ch Movanced Search	
magnifying glass				
icon 🔍 to select	Current Person Profile			
the I-Commit	Gracie Gazelle			
Choice			Help	
description	Add New I-Commit			
uescription.	Click n	nagnifying glass to select I-0	Commit content item	
	Add item details. Select OK to apply changes and r	eturn. Select Return to Previous Page to return without making	g any changes. Select Apply and Add	
CIICK OK.	Details	unions, changes, and deletions are subject to review it the	ere isi i approvai requireu.	
	*Effective Date 03/2	8/2019		
	*I-Commit Choice Date COM	AMITO01. Commit Choice Date		
	OK Apply and Add Another			
	Return to Previous Page			
	Click OV			
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9. Click Save.	pment 🔻 > Current Team Profiles			
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	Current Person Profile			
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	the individual tabs and selecting the item of	lescription link.		
	Content that can be updated includes an A Save button to save any profile change	Add link below each section and an Edit and Delete s. Additionally, the Submit button must be selected	e button next to each item. You must use the d for any content changes requiring approval	
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	Licenses and Certifications Qualifica	tions Education Relatives at Novant N	Ailitary I-Commit	
	Add new I-Commit in the grid below. Edit	I-Commit by selecting the edit button.		
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	I-Commit Choice Date	*Effective Date E	Edit Delete	
	I-Commit Choice Date	03/28/2019		
	Add New I-Commit			
	Save			
		Click Save		
	Return to Previous Page			